

Available Data Entry Services:

- Consultation in designing user friendly data entry software tailored to program needs;
- Development of data entry software;
- Timely provision of accurate, double entered and verified data sets;
- Integrating and managing complex data sets;
- Provision of formative feedback to improve the quality of data collection procedures.

QUALITY ASSURANCE AND REGULATORY COMPLIANCE

Our trained staff monitors study documents to ensure data quality, protocol and regulatory adherence using applicable national and local regulations and standards.

AT FEES YOU CAN AFFORD

To find out more about our services, please contact **Roberta Chavez** for more information at:

**505-925-2367 or
robertac@unm.edu**

Research Assessment & Data Services is a department within the University of New Mexico's Center on Alcoholism, Substance Abuse, and Addictions.



Research Assessment & Data Services

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THE CENTER ON ALCOHOLISM, SUBSTANCE ABUSE, AND ADDICTIONS (CASAA)

RESEARCH ASSESSMENT & DATA SERVICES

WE CONDUCT THE
RESEARCH YOU CREATE

PROMOTING SUCCESSFUL
RESEARCH THROUGH
EXPERIENCE



The integrity of your research data is fundamental to our mission!

Our mission is to provide the highest quality in consultation, recruitment, data acquisition, and data entry and management by national and international standards. We have served numerous projects and programs in the past 16 years and we currently are conducting research with links to city, state, and federal funding agencies. We have been recognized for our quality services at the national level.

WHAT SERVICES DO WE OFFER?

We offer a variety of services that ensure the success of your research project. Our staff has extensive experience with behavioral and medication trials. Studies conducted in conjunction with us have ranged from small pilot-studies or large multi-site trials such as COMBINE & CTN. We welcome challenging, intricate, and cutting-edge research protocols. Our services can be customized to include all aspects of your research needs or you can choose those that best suit your project.

DEVELOPMENT

We are available to offer insights for research protocols based on our extensive experience of over 16 years in this field. Our development services include:

- Assisting in the production of IRB submissions and all study materials and assessment instruments;
- Consulting early in the project proposal preparation process on optimal measures to include in the study design;
- Maintenance of a large library of assessment and test materials, manuals, and scoring keys pertinent to research;
- Helping in the preparation & submission of your study proposal to the IRB.

RECRUITMENT

We have highly trained staff that understands the process of successfully recruiting participants for a variety of research protocols from among target demographic populations. Our experienced staff achieves target numbers for recruitment for various research projects looking at diverse populations. Our recruitment services include:

- Networking with local healthcare and social services agencies to reach target populations;
- Bilingual recruitment and translation services for recruitment materials;
- Helping build recruitment strategies into your research projects and market studies through in-person presentations to relevant organizations, fliers, radio, and television;
- Screening potential study participants by means of telephone screening or more in-depth personal interviews, based on your preferences.

DATA ACQUISITION

Our certified research staff adheres to the highest ethical standards for collecting and maintaining research data. Staff ensures that study participants safety and confidentiality are protected - data integrity is paramount. Our staff can either conduct study procedures at our facility or we can come to your organization! Contracted study procedures can include:

- Thorough pre-study screening;
- Documented consent process;
- Study participant interview scheduling;
- Baseline & follow-up assessments;
- Follow-up tracking;
- Maintenance and storage of study protocol case files & confidential records;
- Staff that is exceptionally familiar with research protocol & assessment;
- Bilingual staff available for conducting all aspects of data acquisition.

PARTICIPANT RETENTION

We have a history of maintaining remarkable follow-up rates in projects with diverse populations of participants living across the United States. We have been widely recognized for our phenomenal ability to achieve high follow-up rates, even with challenging populations. Our diligence and dedication is key to ensuring continued study participant involvement. Some recruitment strategies include:

- Telephone calls;
- Internet research;
- Home visits;
- Jail visits;
- Contact with recruitment sources;
- Other protocol-approved contact information.

DATA ENTRY & MANAGEMENT

The data entry services aim to provide the highest quality in data entry and data management services. We offer services for double-pass data entry as well as database management. These services can be of a consultative or performance based nature. We have the expertise to work within multiple software environments and we routinely exchange data sets across numerous platforms and formats.

We normally use a double-pass method of data entry from hard copy. Independent coders enter all case files twice and the records are then compared electronically. Discrepancies are resolved by reference to the original case file or missing data are addressed directly with the data collection staff. This procedure has been shown to result in less than one entry error per 10,000 (as compared with 3-5% error on single pass data entry by research assistants). The data entry staff is highly experienced in entry and management of data sets. Our system of independent double entry and electronic verification of data was designed in 1992, modeled after that used by the University of Pennsylvania drug abuse Treatment Research Center. Data entry screen construction is currently done in Microsoft Access, and the data files can be exported in any format desired.