

Center for Collegiate Mental Health (CCMH) Data Access Policy



Table of Contents

| | |
|---------------------------------------|----------|
| Introduction and Background | 1 |
| Eligibility | 2 |
| Privacy Concerns | 2 |
| Data Ownership | 3 |
| Available Data | 3 |
| Access to Data | 3 |
| Modifications to Data Requests | 4 |
| Reporting to CCMH | 4 |
| Submission Process | 4 |
| Criteria for Approval | 5 |
| Use/Sharing | 5 |
| Conflicts of Interest | 5 |
| CCMH Rights | 5 |
| Data Use Agreement Form | 6 |
| Data Request Application | 7 |

Introduction and Background

Thank you for your interest in the Center for Collegiate Mental Health (CCMH) data repository. Our mission is to bridge the gap between the science and practice of college student mental health. CCMH is a multi-disciplinary, member-driven research center focused on providing accurate and up-to-date information about the mental health of today's college students. CCMH leverages modern technology and the collaborative efforts of college counseling centers and key partners in business, academia, health-care, and member organizations. Since its conception in 2005, CCMH has become a recognized leader in college student mental health research by facilitating the pooling of standardized data from counseling centers and transforming this data into clinical tools and empirical knowledge.

CCMH is continually exploring new ways to inform practice through research. Examples of our work include: managing the Standardized Data Set (SDS) for participating counseling centers; developing the Counseling Center Assessment of Psychological Symptoms (CCAPS) instruments; developing the CCAPS profile and related reports for clinicians; delivering benchmarking data back to counseling centers; producing an annual report of findings from current data; providing professional development opportunities for counseling center staff; and presenting at conferences and publishing empirical and conceptual articles that address important topics for our field. Each of these activities is intended to make the raw pooled data *accessible* and *useful* to the field of college student mental health.

Because we know that many hands make light work, CCMH believes in making data available to qualified researchers after we have met the expectations of our stakeholders. This data sharing policy was created to provide basic information about the CCMH data repository along with a transparent and organized process through which qualified researchers can request access to data. The most up-to-date information about CCMH is available on our website at <http://ccmh.psu.edu>.

Eligibility

Principal Investigators

Only faculty members or post-doctoral researchers affiliated with a university or research institution may apply for access to data and serve as the Principal Investigator. Post-doctoral researchers who are working in a lab must have a letter of support from the lab director. Research may only be for non-commercial, no derivative use. Furthermore, access to data is limited to researchers whose projects have been vetted by a university or independent IRB.

All applications will be scrutinized for four criteria: privacy, security, ethical considerations, and value to the field of college student mental health.

Students

Graduate students may gain access to data under the supervision of a Principal Investigator. The Principal Investigator and institution will ensure that the student meets all conditions of the agreement. Approved graduate students must sign the Data Use Agreement with Research Staff.

Multiple Institutions

Multiple institutions working together on a research project should submit one application. This application should identify 1-2 Principal Investigator(s) who will serve as primary contact(s) for the entire research team. Within the application, a separate Data Use Agreement Form must be signed by each individual involved in the research.

Who is Not Eligible

Individuals not associated with a university or research institution may not have access to the CCMH Data or to output derived from these data and may not be a part of a research team submitting an application for the data. In addition, individuals associated with the following organizations and groups may not have access even if associated with a university or research institution:

- Law enforcement
- Undergraduate students
- Self-employed individuals
- Individuals representing for-profit institutions

These policies will be reviewed periodically.

Privacy Concerns

CCMH is committed to protecting the rights and privacy of all entities involved. Our data contains no individual identifiers and our data sharing policy requires that approved researchers agree to analyze and report in aggregate form only.

Data Ownership

Standardized data, gathered by a counseling center, is owned by that counseling center. Data submitted to CCMH is owned by CCMH. Upon request by any participating counseling center, CCMH will delete submitted data up until data has been distributed to researchers for analysis. At this point, CCMH assumes responsibility for data access and stewardship of remaining data.

Available Data

The CCMH Data Repository includes a variety of standardized data pertaining to students seeking treatment at college and university counseling centers, providers at said counseling centers, and center and institutional variables. CCMH reserves the right to ensure confidentiality by limiting access to or modifying data points. Information regarding variables included within the data can be found at: <http://ccmh.psu.edu/data/requesting-data/>

Datasets

Each CCMH dataset is specifically cleaned by CCMH graduate research assistants for every data request. Datasets represent one year of data (July 1 – June 30). Researchers may request multiple years of data within one request. If a researcher requests more than two years of data, the data must be handled in R. Variables do change from year-to-year, so limitations may apply.

Exceeding a Routine Request

If the amount of work for a particular request exceeds that of which CCMH is typically able to provide, a conversation regarding authorship on any resulting publications for the graduate research assistant assisting with the request would be initiated. Examples of this may include:

- Merging datasets of greater than 3 years of data

Access to Data

How to Access Data

Access to CCMH data begins with completing a Data Request Application and completing and signing a Data Use Agreement Form.

Institutional Review Board Approval

An IRB determination from the researcher's institution is required as part of the Data Request Application.

Skills Required to Access Data

Each CCMH dataset contains over one million lines of data. To access data it is important to have someone on your research team with proficiency in statistical analysis and fluency in statistical software packages such as SPSS or R. Individuals must also be trained in social science research methods.

Data Access Levels

Due to the number of stakeholders involved in the larger data-pooling effort, CCMH maintains a tiered system of data access to ensure that our mission and goals are given the first priority, followed by stakeholders in descending order of investment. (Each school always has access to their own data, stored at their institution).

Level 1) Access for the purpose of meeting the mission, commitments, and/or goals of CCMH.

Examples include, but are not limited to, the Annual Report, conference presentations, related publications, research and development of the CCAPS, benchmarking, etc.

Level 2) Staff of member counseling centers and/or sponsoring agencies

Level 3) Independent Researchers. Examples include: staff at non-CCMH counseling centers, researchers employed by a college, university or research institution. (*data access fees apply*)

Data Access Timing

Given that CCMH is continually collecting data, data will be released in discrete time periods or waves. Aggregate data will be cleaned and made available at the end of a standardized period of time (e.g., a semester or academic year) to simplify requests and data processing demands. In addition, each data access level is assigned a time-period during which they may request data.

Level 1) Exclusive access for one year following closure of a given data period.

Level 2) Access begins one year after the closure of a given data period.

Level 3) Access begins two years after the closure of a given data period.

For example, if data period X ends on June 30th, 2014:

Level 1 would have exclusive access until July 01, 2015

Level 2 access would begin on July 01, 2015

Level 3 access would begin on July 01, 2016

Data Access Fees

Data access fees directly support the operations of CCMH. The current Data Access Fee is \$500.00. This fee applies to those who fall into the Level 3 category of the Data Access Levels. All data fees must be submitted *prior to* CCMH sending out any requested data.

Modifications to Data Requests

Once a Data Request Application has been approved, CCMH must be consulted if the researcher intends to change the direction or goal of the study.

Reporting to CCMH

Principal Investigators are required to report to CCMH upon completion of the research proposed in the Data Request Application by the anticipated completion date of the study.

Submission Process

1. Researcher submits Application including:
 - Research team
 - Project title and description
 - Data Management Plan (specific methodologies/analyses planned)
 - IRB approval through a university or independent IRB
 - Signed Data Use Agreement forms for each person on research team
2. Applications are reviewed by CCMH (Researchers may receive questions during review.)
3. Notifications of decision are sent to Principal Investigators within 2-3 weeks of confirmation of receipt
4. To gain access to data, approved research teams must submit
 - A Data Use Agreement for each individual involved
 - A Data Access Fee (when applicable)

Criteria for Approval

All applications will be scrutinized for four criteria: privacy, security, ethical considerations, and value to the field of college student mental health.

Given CCMH's limited resources, not all applications that pass security, privacy, and ethical requirements can be approved. Successful applications must indicate strong potential value to contributing to the field of college student mental health. Questions that the reviewers will ask include:

- Is the proposal in line with CCMH's mission?
- Are the needs of college students or those that serve them at the core of this research?
- Does the research develop, employ, and promote "best practices?"
- Will the information be useful to aid decision-making, planning, policy, clinical practice or prevention services?
- Does the research include collaboration with other staff and departments in order to maximize resources and increase efficiency?

Use/Sharing

Data, derivatives, research, algorithms, and all other outputs are strictly for non-commercial use. No commercial uses will be approved. Approved data for data requests shall not be shared with parties outside of the individuals listed on the Data Request Application.

Conflicts of Interest

CCMH will review and address potential conflicts of interest within each application. Principal Investigators that may have a potential conflict of interest must disclose this conflict to CCMH. Principal Investigators attest that they are not connected to any of the previously mentioned Non-Eligible groups. If a member of CCMH submits a proposal, he/she shall not be a part of the proposal review.

CCMH Rights

CCMH reserves the right to provide or retract data access at its sole discretion for the purposes of protecting the center, participating institutions, and all parties involved. CCMH data-sharing decisions are final and may not be appealed.

The Center for Collegiate Mental Health

Data Use Agreement Form

As a condition of receiving the requested data from the Center for Collegiate Mental Health, you agree that:

- 1) You have read and understand the CCMH data access policy.
- 2) The purpose of your data request is to conduct research that will further the understanding of college mental health issues
- 3) You will not share the data with, or provide copies of the data to any other person or organization. **Please note that each research assistant/associate, graduate student or undergraduate student, or other individual working on the research project must sign and submit a separate Data Use Agreement form.**
- 4) You will return or destroy the data set, and any derivative files, upon request of CCMH.
- 5) The data will only be used for the study described in your Data Use Agreement Form and Data Request Application. Any new use of the data will require a new Agreement and Application.
- 6) Should the identity of any person or establishment be inadvertently discovered, then you agree that:
 1. No use will be made of this knowledge
 2. The Executive Director of CCMH will be immediately notified via email at ccmh@psu.edu.
 3. The information that would identify an individual or establishment will be safeguarded or destroyed, as requested by CCMH
 4. No one else will be informed of the discovered identity
- 7) To employ the following guidelines when presenting results and information regarding the sample (in any form or venue):
 1. Magnitude Data (includes all continuous variables): Ensure that no cells/strata with $n < 5$ are produced
 2. Frequency data (includes all categorical variables): Ensure that no cells/strata with $n < 5$ are produced
 3. It is never admissible to describe the characteristics of any individual institution, center, or participant in any manner.
 4. In the context of null hypothesis statistical testing (NHST), measures of effect size (Cohen's d , Pearson's r , odds ratios, etc.) **must always be presented and discussed with the results of the NHST**, particularly when the sample size being analyzed is large. In the context of structural equation modeling or model comparison, the effects of sample size on goodness-of-fit indices and power to detect differences between models should be considered and discussed.
- 8) Aggregate statistical summaries of the data and analyses (frequency tabulations, magnitude tabulations, means, variances, correlation coefficients, etc.): These are approved under this agreement and may be freely published by the User, subject to the provisions above (see point 7).
- 9) To cite CCMH as the data source in any publication or research based on these data:
 1. In text: The CCMH XXXXX (data set, e.g., CCMH 2010-2011 data) was collected by the Center for Collegiate Mental Health
 2. In references: Center for Collegiate Mental Health, XXXXX (data set). Produced and distributed by the Center for Collegiate Mental Health
- 10) To provide an electronic copy of any publication and/or presentation that results from the use of this data set to the Executive Director of CCMH at the time of the presentation, the article's acceptance for publication, or approval of the internal document (e.g., dissertation).
- 11) To maintain a secure computing environment for storage and use of this data set and any data sets that derive from it.
- 12) To hold harmless and indemnify CCMH and the Pennsylvania State University, its agents and employees for any claims of breaches of confidentiality or misuse of data arising out of the research, defined as failure to abide by any section of this agreement or any accidental or intentional violation of privacy of any contributor to any CCMH data resource.

Signature

Title

Name (print)

Employer/Institutional Affiliation:

The Center for Collegiate Mental Health

Data Request Application

| | |
|--|-----------------------|
| Date: | |
| Name of Principal Investigator: | |
| Title of PI: | |
| Institution: | |
| Address: | |
| Telephone: | |
| E-mail: | |
| Name of Supervising Person (if PI is a student): | |
| Title of the Study: | |
| Other names, titles, and affiliations of those involved in the project (please include everyone who will have access to the requested data, and have each individual sign a separate data use agreement form): | |
| Data set you are interested in obtaining: | |
| Anticipated Start Date of research: | Anticipated End Date: |
| Provide Brief Literature Review and research question: | |

Please answer the following questions regarding your study:

1) Describe the type of study you intend to use the data for (dissertation study, article for publication, other).

2) Provide a description of the study (including rationale, research question(s), hypotheses, data analyses, etc). Please be as specific as possible including exactly which variables you will need and your proposed methodology.

3) Please describe how this study will contribute to college mental health and why this question is important to move the field forward;

4) Other comments:

Name (print)

Date

Signature

Date

Return this form to:

Alaina Henry, CCMH Project Manager: ccmh@psu.edu