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## Transition Readiness Toolkit: Filling a Gap in Assessing Pre-Employment Transition Services

Brian Phillips

Utah State University, [brian.phillips@usu.edu](mailto:brian.phillips@usu.edu)

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## **Data Management Plan**

1. Description of the types and format of data to be collected, and how they will be organized, stored, and preserved.

We will be collecting online survey data and focus group data for the proposed study. The primary source of data will come from transition youth using the Transition Readiness Toolkit. This data will be entered by the participants using a paper-and-pencil assessment or by the participant using an online survey tool (e.g., Qualtrics). We will enter all data into CSV or SPSS files, which will be stored on a password protected university owned server (Box). The Box folder will only be available to key members of the research team and under an IRB approved protocol. Paper-and-pencil versions of the tool will be entered into an online survey tool by providers as part of their program of services. The paper-and-pencil versions will be destroyed after data entry and not seen by the researchers.

Data collected through online focus groups will be stored in the same password protected university owned Box server. Participant identities will not be kept beyond data collection.

Finally, survey data collected to assess satisfaction with the adoption of the toolkit will be completed using Qualtrics and securely stored in the same manner as the other data.

The data will be preserved for the duration of the project and for the length of time specified under IRB regulations.

2. Description of metadata to be included in the data submission to a repository in order to enable meaningful and useful analysis of the data by users who are not part of the research team.

The data from transition age youth is being collected in collaboration with states as part of their program evaluation. Due to privacy concerns for the participating agencies, particularly as noted in their data sharing policies, and the vulnerable nature of the participants, we will not be able to submit the direct services data to a repository.

3. Indication of whether the awardee will submit the scientific data to ICPSR or another public data repository. If the data are to be submitted to ICPSR, no further justification is required. If another repository is identified, the awardee must provide a justification of how this repository will provide for a long-term preservation of, and public access to, scientific data in digital formats resulting from ACL/NIDILRR funded research at no cost. This justification should include a description of the way in which shared digital data will be discoverable, retrievable, and analyzable through the chosen data repository.

The data from transition age youth is being collected in collaboration with states as part of their program evaluation. Due to privacy concerns and data sharing policies of the participating agencies and the vulnerable nature of the participants, we will not be able to submit data to a repository. That said, the researchers will share the data to ICPSR for any states that permit the sharing of their data in this manner.

4. If applicable, explain why data sharing, long-term preservation, and access cannot be justified.

The data from transition age youth is being collected in collaboration with states as part of their program evaluation. Due to privacy concerns and data sharing policies of the participating agencies and the vulnerable nature of the participants, we will not be able to submit data to a repository. That said, the researchers will share the data to ICPSR for any states that permit the sharing of their data in this manner.

5. Provide a plan to address the study participants' consent process to enable the de-identified data to be shared broadly for future research.

n/a

6. Indicate an estimated cost to implement the data management plan. This cost is allowable as part of the award's direct costs.

n/a