By the end of a 5-year KCC maternal depression screening grant, KCC will have produced over 75 unique reports. Eventually, these reports will be completed through Tableau software, but to satisfy immediate reporting requirements, the following protocols are in place to ensure consistency, accuracy, and reproducibility in data management and analysis and facilitate the eventual migration to Tableau.

**Data File Naming Conventions**

Data exports from various forms are given a standard name to indicate form and reporting period. For example, “Becoming a Mom” forms are always BAM followed by the reporting period, e.g., BAM\_Y1 for year one and BAM\_Y2\_Q3 for year two quarter three.

**Well Annotate SPSS Syntax with its Own Naming Conventions**

Since uniform naming conventions are employed, it is easy to use the find/replace function in SPSS to create a unique syntax for each report. Also, for each section in the syntax, there are clear notes explaining exactly what that section of code is doing and why.

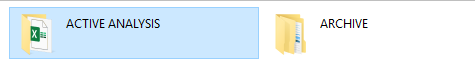
**Consistent, Easily Understood Variable Names for the Entire Program**

Variable names are created to facilitate analysis. Here are some: pregORpost, pregORpost\_screened, pregORpost\_screenedPOS, etc. You’ll notice that it is clear from the names what they mean, thus eliminating the need for evaluators to have to look up variable codes. Keeping these consistent for each report will facilitate future analyses and larger, aggregate analyses.

**Accurate and Up-to-Date Data Protocol Document**

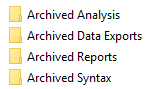
How was that variable calculated? What forms were used? From what variables? The data protocol document is a one-stop shop for everything an evaluator would want to know about where the data comes from and how it was analyzed. This document will also greatly facilitate a transition to Tableau.

**Dedicated Locations for Active Analysis and Past Analysis**



Above is a screenshot of the secure maternal depression screening folder. Data exports are saved to this folder and actively analyzed while here. When the analysis is done but not submitted, it gets stored in the “ACTIVE ANALYSIS” folder as it goes through the editing processes.

*The “ARCHIVE” holds all past analyses, data exports, submitted reports, and syntax.*



*Want to re-analyze the data from the year three quarter two report? That will be no problem with a well-organized archive.*

