1. Introduction and General Information

This Statement of Work (the “SOW”) is entered into on <<effective date>>, between Partners for Our Children and Mathematica Policy Research.

**Client Information**

*Company Name:* Mathematica Policy Research

*Manager Name:* Meg Hargreaves

*Manager Title:* Senior Health Researcher

*Manager Email:* mhargreaves@mathematica-mpr.com

1. Project Information

*Project Name:* Mathematica Data Request

*Project Purpose:* Mathematica Policy Research is conducting an evaluation titled “Study of Community-Based Family Support Networks in Washington State”. They have requested data from Partners for Our Children to aid in this analysis.

*Project Duration:* July 15 – August 31, 2014

*Work Location:* Seattle, Washington

*Services Description:* Partners for Our Children will compile data available on the Washington State Child Well-Being Data Portal for select measurements and filter options as specified by the client into a portable machine-readable format as requested by the client. Accompanying

*Deliverables* **One Excel or CSV file containing data**

**One data dictionary**

**One appendix with further explanation**

Note: the exact data format will be as specified in the memo Partners for Our Children Data Request (attached), which also specifies the variables to be included as:

*Measures*

1. Investigations and assessments (screened-in intake)
   1. Count of the number of screened-in intake cases opened during a quarter
   2. Count of the number of screened-in intake cases closed during a quarter
   3. For year-long cohorts of screened-in intakes, percentage of cases re-referred to the system within 12 months of initial referral
2. In-home services (placement prevention services)
   1. Count of the number of in-home services cases opened during a quarter
   2. Counts of the number of in-home cases closed during a quarter
   3. For year-long cohorts on in-home service cases, the percentage of cases that have at least one child places in out-of-home care within 12 months since opening the in-home service case
3. Out-of-home care services
   1. Counts of the number of entries into out-of-home care during a quarter
   2. Counts of the number of exits from out-of-home care during a quarter
   3. For year-long cohorts of exits from out-of-home care, the percentage of children re-entering out-of-home care within 12 months after initial exit

*Filters*

The above measures will be shown with each of the filters below (where applicable):

1. Date (quarter or year)
2. Count type (all, first, unique)
3. Age of children (all, under 6, 6-17)
4. Race/ethnicity (all, American Indian/Alaskan Native, Asian, Black/African American, white/Caucasian, Native Hawaiian/Pacific Islander, other races, unknown, and multiracial)
5. County (every county in Washington)
6. Allegation
7. Allegation Finding

1. Project Cost

Consultant and client agree to the following costs and expenses associated with the successful delivery of the Project as defined in the SOW.

*Work to be performed:*

Partners for Our Children will create and provide aforementioned deliverables. This will include writing SQL queries to select and compile requested data, creating a data dictionary with exact definitions of the variables used in the data, and composing an appendix with an overview of the data, notes about any irregularities, as well as additional context and cautions for the data as applicable.

*Timeline for work:* Work will be completed and files electronically transferred to Mathematica Policy Research by August 31, 2014, pending review by Washington’s Children’s Administration, the owners of the data.

*Staff:* Messerly, Jane Senior Database Developer

Mienko, Joe Policy Research Scientist

Newby, Maureen Research Scientist / Help Desk Manager

*Expenses:*

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Time** | **Resource** | **Cost** |
| Assembling data file | 20 hours | Jane Messerly | $ 912 |
| Writing data dictionary | 16 hours | Maureen Newby | $ 655 |
| Writing supplementary materials | 16 hours | Joseph Mienko | $ 682 |
| Quality Assurance | 4 hours | Jane Messerly | $ 182 |
| **TOTAL** | 42 hours |  | $ 2,431 |