



## Guide for Contacting Archival Data Source Holders

### **Directions:**

You may need to request access to data housed by an agency or organization. Below is a guide for initiating contact with someone at that agency or organization.

### **I. Introduce yourself.**

- Provide your name.
- Identify whom you work for.
- Explain that you are involved in the CTC project and are part of the data collection team.

### **II. Explain the project.**

- Briefly explain the CTC prevention-planning system:  
*The CTC system is a way for our community to promote the healthy development of children and youth and to prevent problem behaviors, including substance abuse, delinquency, teen pregnancy, dropping out of school and violence. Our Community Board was established in [month/year] and includes representatives from [law enforcement, schools, social services, faith community, parents, youth, the business community, local government, other...]*

Note: If a representative from the agency or organization is involved in the CTC process, let the person know. (For example, "The Superintendent of Schools, Dr. Smith, is a part of our CTC project.")

- Briefly explain the purpose of the CTC system:  
*The purpose of the CTC system is to mobilize all of the stakeholders in the our community to identify the risk factors that are highest for our young people. We then select priorities that we can address by enhancing our current resources and filling gaps with research-tested programs and strategies.*
- Explain the purpose of the Data Assessment Workgroup:  
*The Data Assessment Workgroup is charged with collecting data on each of the risk factors, and identifying which risk/protective factors are highest, so that we can recommend how we should focus our prevention efforts in the community.*

### **III. Explain specifically what you need.**

- Explain what data you are assigned to collect.
- Confirm that the agency/organization houses the data.  
**If yes,** continue.  
**If no,** see if the person can direct you to the right source.

### **IV. Explain confidentiality.**

- Clarify your purpose and how the data will be used.
- Explain that this is a public health project and that you do not want the names or identities of any individuals. The risk factor assessment is measuring the *community* levels of risk factors and will not compromise the confidentiality of any individual.

### **V. Ask for any background information about the data.**

### **VI. Conclude.**

- Confirm how the copies of the data will be sent.
- Invite the person to attend the next meeting.
- Direct them to the coalition website and provide Mobilizer name and contact information (as appropriate).
- Thank the person for his or her support.
- Upon receiving the archival data, be sure to thank them via email or thank you note.