West Philly Promise Neighborhood (WPPN)

Data Request Protocol

12/6/2021

Purpose of the WPPN Data Request Protocol: To create a process for requesting WPPN data to be used outside of the US Department of Ed reporting requirements. This may include requests for raw data (individual-level data in spreadsheet form) or summarized data (descriptive statistics such as frequencies, percent, means, tables or graphs, or whole reports). The reasons for requesting data may be to inform grant proposals, program planning, or advocacy efforts, or for presentation at scientific conferences or peer-reviewed journal manuscript development, or for presentation for community or school audiences or stakeholders. We hope to provide democratic access to data so that it can be used to support school- and neighborhood-led fundraising and program-planning efforts, explore evaluations and other research questions of WPPN activities that can support WPPN improvement, and contribute to the scientific literature on process and impact of WPPN activities. We have created this process to ease our team's ability to get to each request in the order received and strategize how to use our staff to be most responsive.

Who can request access to data? Anyone with an interest in using WPPN data can request it. For example, WPPN Project Management Team members, WPPN Data Partners, WPPN Community AdvisoryCouncil members, Promise Zone leadership, neighborhood civic associations, School Advisory Council leaders/members, Drexel faculty and research staff, graduate students and postdocs, City of Philadelphia Office of Data Management, School District of Philadelphia Office of Research and Evaluation, etc.

Process for Data Requests: Level of access to WPPN data and speed of data request processing will depend on:

1) the level of data requested (i.e., raw records or aggregated, summarized data); and
2) WPPN Data & Research Core team member capacity to process data request and/or assist with any needed data analysis support.

Data Request Form: Data requests can be submitted through the WPPN data request form on the website. Requestors will be contacted within 10 business days with initial response to request. The Data and Research Core will provide assistance in completing a data request form upon request. Any WPPN stakeholder is welcome to join data users group meetings when they are proposing a data request, or as regular members. The purpose of group discussion of each proposed data request will be to ensure there is no duplication of efforts, allow for constructive input and feedback to proposed reports or papers from the diverse group of WPPN data partners, and match analytic support to each proposed report or paper as needed or requested.