

# **Decision-making processes in the assessment and management of complex child protection cases by psycho-social service providers.**

## **DATA MANAGEMENT PLAN (DMP)**

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## General information

Applicant: Annalisa Cecconi

Project: Decision-making processes in the assessment and management of complex child protection cases by psycho-social service providers.

Project funding: EU-Next Generation EU funds, Missione 4 Componente 1 CUP J33C23002280002

Version of DMP: 1<sup>st</sup>, March 6, 2025

## Data description and collection or re-use of existing data

The research aims to explore decision-making processes in the assessment and management of complex cases of child protection by psycho-social service providers, focusing in particular on cases where IPV (intimate partner violence) is reported. This topic is scarcely explored in the Italian context, and therefore, the re-use of any existing data could not be considered. New data will be collected by the research team composed by Annalisa Cecconi, Carlo Tomasetto and Cinzia Albanesi (Dipartimento di Psicologia Renzo Canestrari, Università di Bologna) through an anonymous survey that will be administered online to participants, using the Qualtrics platform.

Table 1 synthesizes the data's characteristics.

**Table 1 - Summary of data formats**

Type of data	Formats used during data processing	Formats for sharing, reuse and preservation
Survey (instrument)	Microsoft word (.docx)	Plain text (.txt)
Survey statistical data: spreadsheet of quantitative anonymized data	SPSS format (.sav)	SPSS format (.sav, .dat, .sps), SPSS portable format (.por); Comma-separated values (.csv), Microsoft Excel (.xls/.xlsx, especially in case of conversion problems)

## Documentation and data quality

A 'readme' file in txt format (see Annex II) for each dataset will be deposited. Each readme file will contain details regarding data content and structure, data collection, processing and analysis methodologies, quality assurance, dataset authorship.

The expected size of the data is around 40-50 KB for the Survey instrument file and 100 MB for the Survey statistical data file. Considering the early stage of the project, the effective size may vary with respect to what is declared in the present document. Potential variations will be addressed in further versions of this document. During the research process, these two files (the survey and the statistical data files) will be organized in two different folders shared among the research team, named, respectively, "Data collection" and "Data analysis".

When it comes to the survey statistical data, it is possible that more than one person at the same time will be working on the data. Therefore, a version control table will be used in order to keep

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trace of the possible multiple modified versions of that file. Each version's name will include the initial of the member team who worked on it (e.g., AC = Annalisa Cecconi) and the date (format: year\_month\_date).

The data produced can be of interest to different potential users inside and outside the project.

### **Storage and backup during the research process**

Data will be stored in OneDrive (provided by University of Bologna) and backed up on the personal laptop and on a hard disk of one of the researchers (Annalisa Cecconi). In the event of an incident, having an offline and online copy of the data should ensure the recovery of the data. The survey file (named: "Survey") and the survey statistical data (named: "Survey data") will be contained in two folders, named "Data collection" and "Data analysis".

### **Legal and ethical requirements, codes of conduct**

The approval of the ethical committee of University of Bologna is required for this research and the request has been approved in March, 2025. The research will be conducted according to University of Bologna's Regulation for research integrity<sup>1</sup>, Policy on research data management<sup>2</sup> and Guidelines for research data management<sup>3</sup>.

Informed consent to participation will be collected from every participant at the beginning of the survey. No personal data will be collected or processed.

Different access to the data will be applied: the survey will be openly accessible; the survey statistical data will be available only to the research team.

### **Data sharing and long-term preservation**

The survey instrument and data will be deposited in AMS Acta repository, and a persistent identifier for the data will be provided. At this moment of the research, we believe that the survey instrument will be openly accessible, whereas the accessibility of the survey statistical data is under consideration.

All datasets will have different times of realization and eventual sharing:

- The survey instrument was realized in January, 2025, and will be shared in 2025;
- The survey statistical data will be collected and analysed between March and September 2025. Its sharing status is still under consideration

### **Data management responsibilities and resources**

Annalisa Cecconi, Carlo Tomasetto and Cinzia Albanesi will be responsible for data capture, metadata production, data quality, storage, backup, data archiving and sharing.

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<sup>1</sup> Available at: <https://normateneo.unibo.it/regolamento-sullintegrita-della-ricerca>

<sup>2</sup> Available at: <https://www.unibo.it/it/allegati/policy-di-ateneo-per-la-gestione-dei-dati-della-ricerca/@@download/file/Policy-Ateneo-per-la-gestione-dei-dati-della-ricerca.pdf>

<sup>3</sup> Available at: <https://www.unibo.it/it/ricerca/open-science/linee-guida-di-ateneo-per-la-gestione-dei-dati-della-ricerca>

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Annex I: Datasets tables

<b>num</b>	<b>status</b>	<b><i>Dataset title: Survey (instrument)</i></b>
<b>ID [ID type]</b>		
<b>Chosen repository</b>		AMS Acta
<b>Version</b>		1
<b>Team in charge</b>		Annalisa Cecconi, Cinzia Albanesi, Carlo Tomasetto
<b>Creator/s</b>		Annalisa Cecconi
<b>Contributor/s</b>		Annalisa Cecconi
<b>Contact Person/s</b>		Annalisa Cecconi
<b>Contents</b>		The content of the survey (e.g., the questions the participants have to answer to), concerning opinions and assumptions that underly decision making in child protection cases.
<b>Data format</b>		.doc, pdf
<b>Data volume</b>		50 KB
<b>Accessibility</b>		Accessible
<b>Related publication/s</b>		

<b>num</b>	<b>status</b>	<b><i>Dataset title: Survey statistical data: spreadsheet of quantitative anonymized data</i></b>
<b>ID [ID type]</b>		
<b>Chosen repository</b>		AMS Acta
<b>Version</b>		1
<b>Team in charge</b>		Annalisa Cecconi, Carlo Tomasetto, Cinzia Albanesi
<b>Creator/s</b>		Annalisa Cecconi

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<b>num</b>	<b>status</b>	<b>Dataset title:</b> <i>Survey statistical data: spreadsheet of quantitative anonymized data</i>
<b>Contributor/s</b>		Annalisa Cecconi
<b>Contact Person/s</b>		Annalisa Cecconi
<b>Contents</b>		The data consists of quantitative survey data collected. This data is used to explore decision making processes in child protection cases by psycho-social service providers. Data will be collected anonymously.
<b>Data format</b>		Data collection/generation/processing (raw data): SPSS statistical data (.sav); Data preservation and sharing: SPSS statistical data (.sav, .dat, .sps), Microsoft Excel (.xls/.xlsx), non-proprietary numerical tabular data (.csv)
<b>Data volume</b>		100 MB
<b>Accessibility</b>		Under consideration
<b>Related publication/s</b>		

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## Annex II: “README” file template

A “README” file is a document that will be deposited containing relevant information about dataset authorship, terms of reuse and responsibilities, explaining dataset content and structure, collection procedures and analysis (such as file specifics, methodologies, codebooks of variables, data sources, and further necessary notes). The template of the README file is shown here.

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### README file

Dataset Title: “[insert title as defined in the DMP]”

Dataset Author/s: **Name Surname** (Affiliation), ORCID (if available);

[Add one or more creators, if present]

Dataset Contributor/s: **Name Surname** (Affiliation), ORCID (if available);

[Add one or more contributors, if present. Otherwise, cancel this line]

Dataset Contact Person/s: **Name Surname** (Affiliation), ORCID (if available), email;

[Add one or more contact person]

Dataset License: this dataset is distributed under a **(INSERT LICENSE)**

[Insert the chosen license as indicated in the DMP: e.g. “this dataset is distributed under a Creative Commons Attribution 4.0 International (CC BY 4.0) license, <https://creativecommons.org/licenses/by/4.0/>”]

Publication Year: **(insert YEAR)**

Grant Agreement num. **[insert grant agreement number]; [insert project website url]**

### Dataset Contents

The dataset consists of:

[Indicate the files that compose the dataset and their name and format.

**WE STRONGLY SUGGEST YOU TO FOLLOW THE EXAMPLES PROVIDED FOR THE FILE NAMING, MATCHING THE DATASET FILENAME WITH THE README ONE**

In the following examples the datasets were composed by only one file. In case the dataset consists of more files you can name them as described and put them in a compressed folder. In this case readme file name should match the compressed folder name]

EXAMPLE1

- 1 textual qualitative file saved in .rtf format

“ProjectAcronym\_WP3\_T3-2\_ItalyInterviews\_20161221\_v01.rtf”

[structure of the filename “ProjectAcronym\_insert WP number\_insert Task number, e.g. T3.2\_ insert Content Describing Keywords\_ insert date YYYYMMDD\_ insert version, if needed.format”

Suggested format:

-for textual qualitative data .rtf or .txt

-for tabular quantitative and qualitative data .csv

avoid proprietary formats such as .doc/.docx and .xls/.xlsx]

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- 1 README file  
 “README\_ProjectAcronym\_WP3\_T3-2\_ItalyInterviews\_20161221\_v01.rtf”  
 [Same naming as the dataset file. Preferred format .rtf/.txt, allowed format .pdf]

#### EXAMPLE2

- 1 tabular quantitative file saved in .csv format  
 “ProjectAcronym\_WP7\_T7.3\_Questionnaire\_Sweden\_20170905.csv”
- 1 README file  
 “README\_ProjectAcronym\_WP7\_T7-3\_Questionnaire\_Sweden\_20170905.rtf”

## Dataset Documentation

### Abstract

[Insert a brief abstract describing the content of the dataset]

Content of the files:

- file [Insert filename] contains ...

[Provide a brief description of the content of the file/s. This is an example of how you could start]

- file [Insert filename] contains ...

### File specifics

[Provide useful info regarding file conversion etc... (Optional)]

Please indicate instruction/technical info in order to allow potential users to correctly visualize and reuse your data (e.g. specific software, ...).

In case of data converted in open formats it could be useful to provide some further information. For example if you deposit for long term preservation a .csv file derived from an excel you can describe the conversion. Here is an example of description of conversion using libre office calc software:

*To create the .csv files, “LibreOffice Calc” version: 5.1.4.2 (portable) was used, with the following specifics:*

- *Character set Europa occidentale (Windows-1252/WinLatin1)*
- *Field delimiter « , » (comma)*
- *Text delimiter « ” » (quotes)*

### Notes

[Related to the whole dataset or to single files of a multi-file dataset (Optional)]

### Data sources

[Optional]

### Methodologies

[If necessary to understand how to reuse data]

### Codebook of variables

[If necessary to understand the meaning of the variables]

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