

## **FILE PLAN EXERCISE**

### **Project Name – Caring throughout life**

You are undertaking research into client attitudes towards Social Care Services. You are interviewing social workers, clients and their families on a range of care provision. One aspect of the research focuses on the processes that result in a child, young person or adult being placed into a care environment through the recommendations and interventions of Social Services. The research is based in one local authority in England and the vocabulary of that authority has been used for the case.

#### **Adult Social Services' Care**

Questionnaires and interviews have been undertaken with:

- clients placed in 10 different nursing homes;
- family representatives;
- social workers;
- personnel employed within the 10 nursing homes.

#### **Child Social Services' Care**

Questionnaires and interviews have been undertaken with:

- children placed in 'Care';
- family members of children placed in care environments;
- social workers;
- foster parents;
- personnel employed within children's homes.

## **GROUP TASK**

1. What research data and documentation would you expect to exist, including raw data and analysed data? Create a list.
2. Taking this list of data can you develop a list of potential file names?
3. Can you structure the file names into a file plan with folder names?

## POSSIBLE ANSWERS

### 1. Data and documents generated

NB Any project with potentially vulnerable and/or children/young people would require additional consent and ethical considerations

Project Information Sheet

Consent forms – in paper <sup>1</sup>

Consent forms – scanned as PDFs

Transcription contract (including transcription rules) and undertaking of confidentiality – in paper

Table breaking down consent required and recording if it has been obtained – Excel spreadsheet

Participants' contact details - in Access database. Note may also have email correspondence with participants in your mailbox

Key to participants and ids/pseudonyms in anonymised data - Excel spreadsheet or Word document

Questionnaires – paper

Questionnaire – analysed on SPSS / PASW and / or NVivo

Interview recordings – MP3 files

Interview transcripts – Microsoft Word

Anonymised interview transcripts - Microsoft Word

Record of agreement from participants that they are happy with the anonymised transcript -

Signed paper forms, scanned as PDF

Anonymised interviews – analysed on Vivo

Accompanying interview notes / research diary – paper

Project presentations in PowerPoint

Project articles, Microsoft Word and PDF version

NB: This is only a brief set of examples; many more would be required in reality

Versions of Word, PowerPoint, NVIVO etc being used need to be known– this will dictate access over time and file sharing as technology is updated.

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<sup>1</sup> \*This case demonstrates the complexities of processes of consent. For example, depending upon the age of the child you could have parental consent forms plus children's assent forms or consent forms. The key here is that the project is in England. If the research were in another country this would alter the consent paperwork, e.g. the law in Scotland relating to children's capacity to consent differs. In addition foster parents can only comment on their perspective as a foster parent and not necessarily on individual children they are fostering. In England, family representatives would only be interviewed for adult clients if the client consented or the representative had Lasting Power of Attorney.

The key to consent is the legal status and capacity of each individual in the research context

## 2. Filenames

interview\_01.mp3  
interview\_transcript\_01.doc (or .docx)  
interview\_transcript\_anonymised\_01.doc (or .docx)  
participant\_details.mdb (or .accdb)

NB: Just a brief indication of the possibilities

## 3. Fileplan

- Data\_collection
  - Ethics
    - Admin
    - Assent\_forms
    - Consent\_forms
      - Data\_collection
      - Data\_anonymisation
    - Protocols
  - Interviews
    - Admin
    - Audio\_records
    - Protocols
    - Transcripts
      - Original
      - Anonymised
  - Participants
    - Admin
    - Details
  - Questionnaires
- Data\_analysis
  - Interviews
  - Questionnaires
- Methodology

NB: Just a brief indication