

Step 1: Assessing Data Requirements

- Study Design: Cross-sectional observational study
- Randomized selection of study sites
- Nursing Home Data on: a) Residents, b) Care Team, c) Relatives, d) Environmental Factors
- Data type definitions: Scales (quantitative), Focus groups (qualitative)
- Database Frontend for data Input
- Hosting: via MySQL Linux Server at Danube University
- Security: Firewall and SSL
- Backup: Daily Backup and secure Cloud storage, additionally weekly on streamer
- Storage: NAS-drive for qualitative data
- Repository: Select and contact repository, check licensing

Step 2: Prepare Data Collection

- Informed consent (include Data Sharing intention)
- Non-disclosure agreement for database users
- Instruction on Server Login
- Instruction and training on Database Frontend
- Implementation of study diary for documentation

Step 3: Data Collection

- data manager:**
- Open IDs for nursing homes and residents
 - Each nursing home dataset is concluded by a data check
- users:**
- Input Data via Frontend
 - Record/store qualitative data on NAS server

Step 4: Process Data

- Define research questions
- Anonymized SQL Exports for statistical analysis
- Transcription of qualitative data.

Step 5: Analyse Data

- Statistic: R
- MAXQDA/ATLAS: operationalization of qualitative data.
- Prepare publication

Step 6: Data Sharing Process

- Choose correct file formats (quantitative/qualitative)
- Prepare meta-data: Adhere to DDI standard for XML creation.
- Upload files
- Data curation and DOI number
- Prepare for publication in data journal

Data Management Plan

