

# Peer Review in CBCAP Database Guide

## Introduction

The Peer Review in CBCAP assessment tool has been automated to allow for user-friendly data entry. This system was designed using Microsoft Access 2007 and is being distributed with the Microsoft Access 2007 Runtime software. This means that users of this system do not have to have a licensed copy of Microsoft Access 2007 installed on their computers. This also means that all design-related user interfaces of Access have been removed or disabled. The installation of the database will automatically install the Microsoft Access 2007 Runtime software on your computer, along with the Peer Review in CBCAP Database Version 1.

During the installation of the data entry system, the default installation folder can be changed (if desired) to allow for the system to be installed in any location. This flexibility means that the system can be installed in a network environment where multiple users may need to use the system. It is also possible to install the data entry system on multiple individual workstations, but data entered on one computer can not be accessed by another computer. A default installation is recommended. However, if you choose not to do this, you will need to create the folder C:\PeerReviewInCBCAP on your computer because the database will require this folder to save data exported from the database.

A successful installation of the database will include a menu icon from your Start/Program menu. This shortcut will be titled “Peer Review in CBCAP Database.” You can open the database from this shortcut, or from the desktop shortcut that is also created during installation. However, there will not be any menu icon created for the Microsoft Access Runtime software. To remove/uninstall either the data entry system or the Access Runtime, select **Add or Remove Programs** from the **Control Panel**.

## System Requirements

The Peer Review in CBCAP Database is a Windows-based application developed using Microsoft Access 2007 and is being distributed with the Microsoft Access 2007 Runtime software. The minimum system requirements for the Microsoft Access 2007 Runtime are Windows Vista or Windows XP with Service Pack 2 (or higher). If your operating system does not meet these minimum specifications, you cannot use the Microsoft Access 2007 Runtime. To check your operating system prior to installation, select **Control Panel** from your **Start Menu**. Once the control panel opens, double-click on **System**. The **General** tab on this form will provide the details of your operating system.

If you have a licensed copy of Microsoft Access 2007, you may *choose* to run the Peer Review in CBCAP Database with the full version (rather than as a runtime only). To do this, after installation, simply rename the database file C:\PeerReviewInCBCAP\PeerReviewDB.accdr (default installation) as **PeerReviewDB.accdb**. Further, you may also choose to uninstall the Microsoft Access 2007 Runtime by selecting **Add or Remove Programs** from the **Control Panel**.

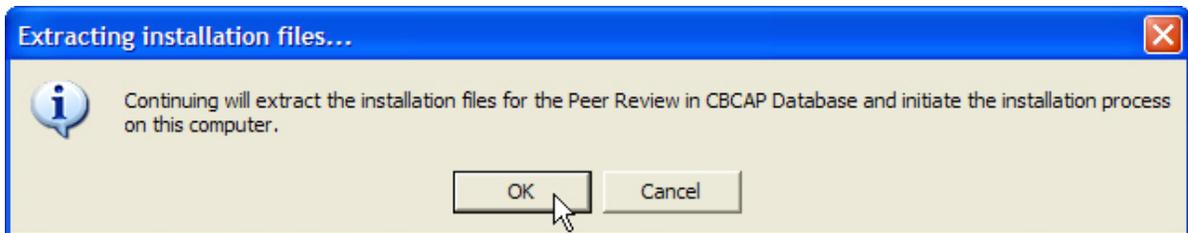
## Installation of the Peer Review in CBCAP Database

Before beginning this process, make sure that your computer meets the minimum system requirements specified in “System Requirements.” Installing the software is a relatively simple process that takes only a few minutes. Please follow the instructions below in order to ensure proper installation of the Peer Review in CBCAP Database.

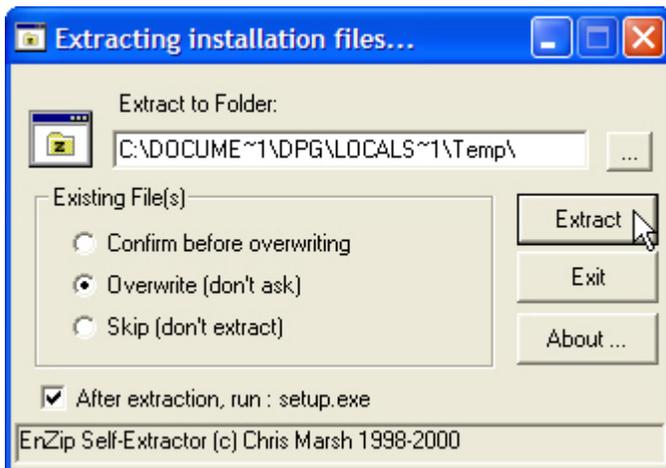
**STEP 1:** Download the “INSTALLPeerReviewDB.exe” file from the website. To initiate extraction/installation, double-click on the “INSTALLPeerReviewDB.exe” file.

(Note: If you received the database on a CD, insert the installation CD into the appropriate drive, usually the D: drive or E: drive. The installation process should begin automatically. If it does not, double-click the **Setup.exe** file contained on the installation CD to initiate the process, beginning with step 3 below.)

**STEP 2:** After double-clicking “INSTALLPeerReviewDB.exe”, you will be prompted with the screen displayed below. Select “OK” to continue.

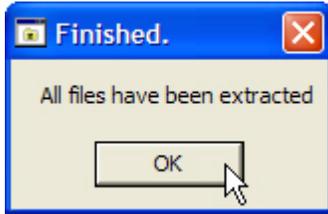


The next screen to appear will allow you to change the folder where the installation files are put. By default, the program will place the installation files in your computer’s temporary folder. To change this, select the “...” command button and indicate the desired location. Select “Extract” to continue with the process.

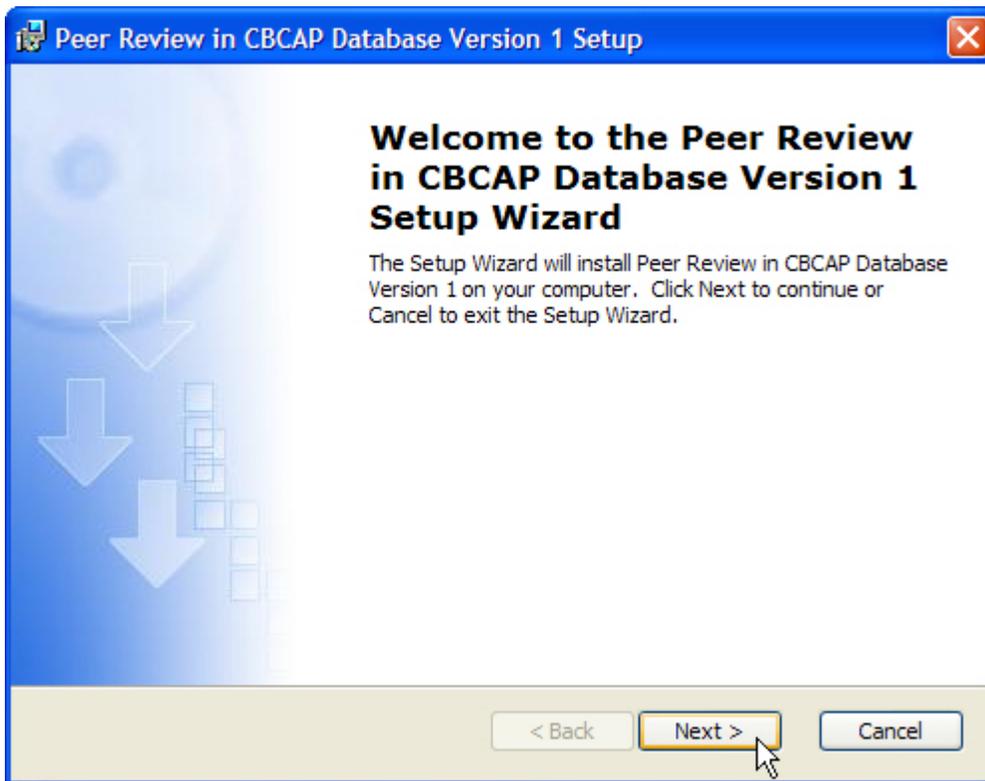


Once the installation files are extracted, you will receive the screen displayed in the next

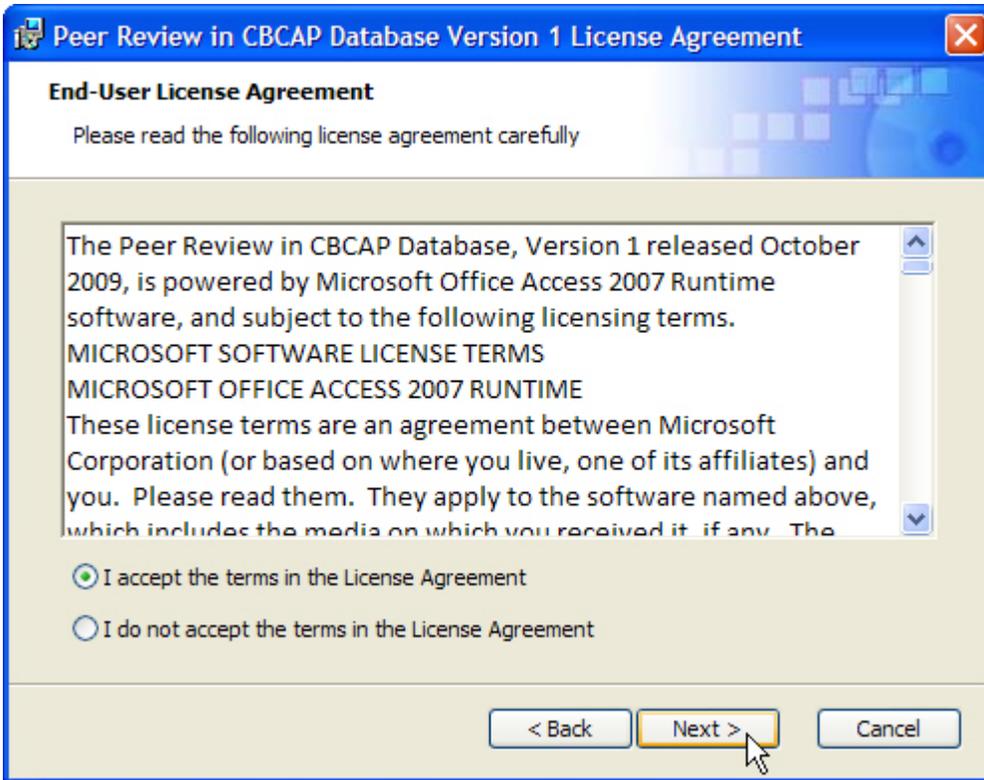
picture. Select “OK”. The database installation process will initiate automatically.



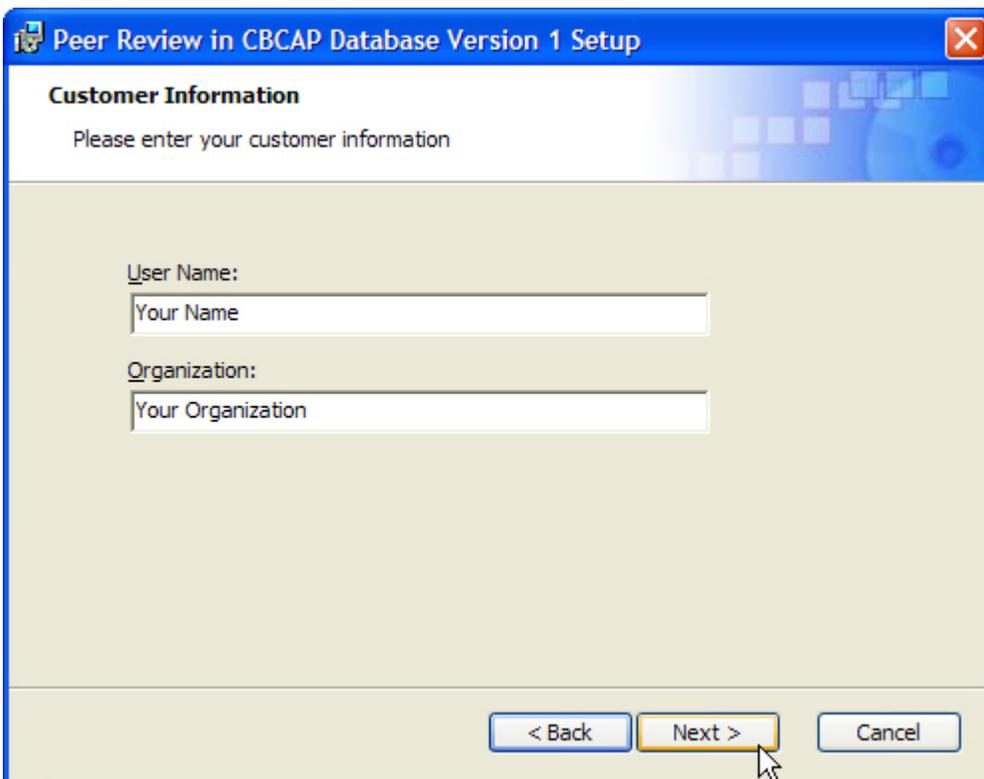
**STEP 3:** After extracting the installation files (or initializing setup from the CD) the screen displayed in the next picture will appear. Select “Next” to continue with the installation.



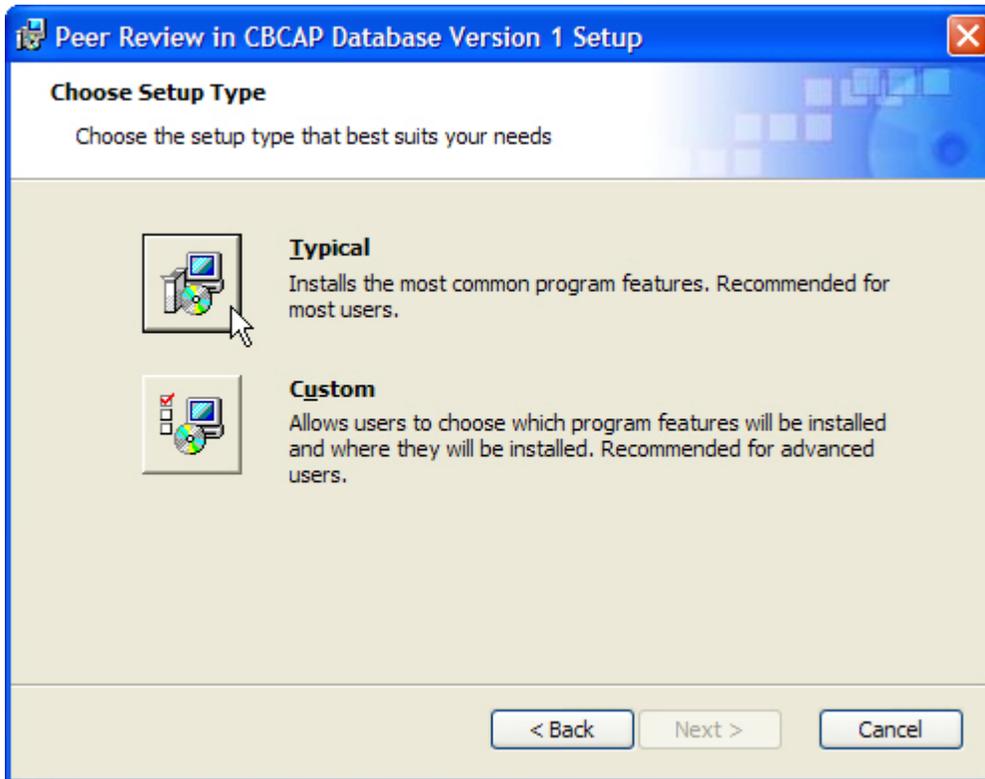
**STEP 4:** The next screen to appear will ask you to accept the end-user license agreement for using Microsoft Access 2007 Runtime Software. You must accept the terms of the licensing agreement to continue. Mark the option to accept the terms and then select “Next”.



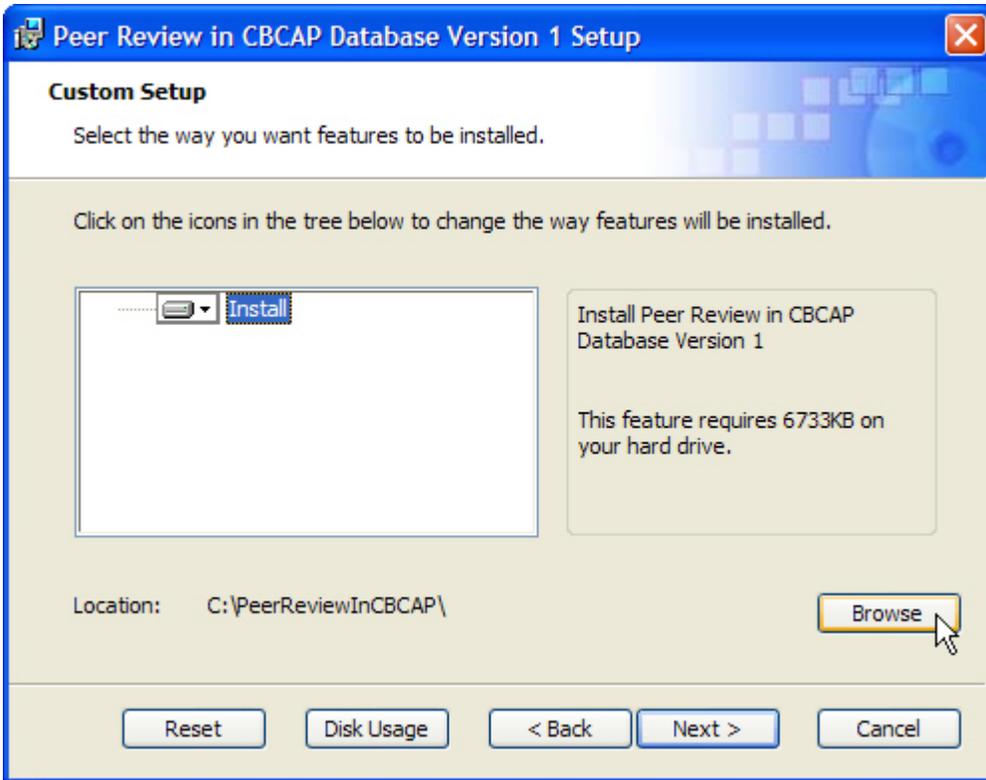
**STEP 5:** The next screen to appear will look like the one shown in the next picture. Enter your name and organization and then select “Next”.



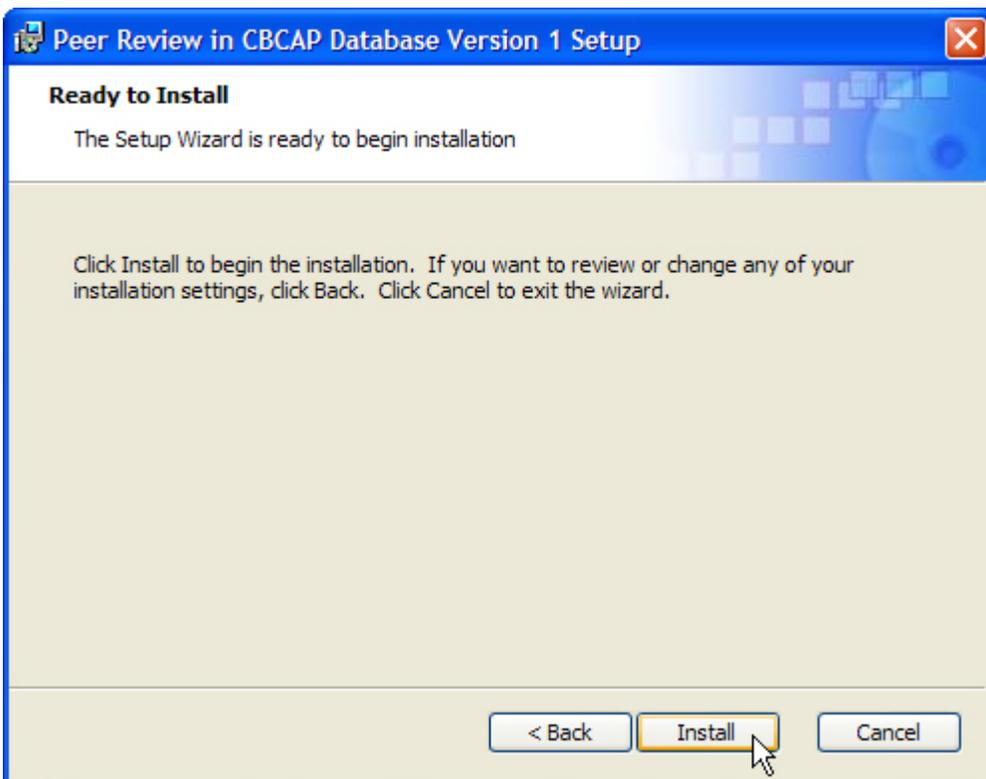
**STEP 6:** The next screen to appear will look like the one shown in the next picture. It is recommended that you select the button for Typical installation. This will install the database to the default location of C:\PeerReviewInCBCAP. Select “Typical” to continue and proceed to STEP 7 of the instructions.



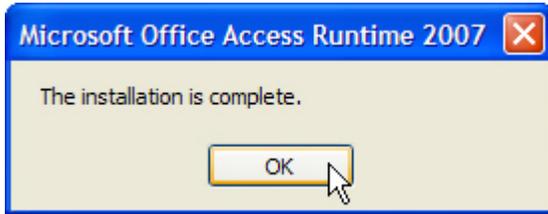
If you want to change the default installation folder, select “Custom” to continue. The screen displayed in the next picture will appear. Select “Browse” and then specify the new installation path in the location box. When complete, select “Next” to continue.



**STEP 7:** The next screen to appear will look like the one shown in the next picture. Select “Install” to complete the process.



**STEP 8:** The next two screens will appear once the installation is complete. The first form appears once the Microsoft Access Runtime has successfully installed, and the second appears immediately after to indicate that the Peer Review in CBCAP Database has been completed successfully. Select “OK” to each of these message boxes.



Note: If you already have Microsoft Access Runtime 2007 on the installation computer, you will receive a message indicating that installation of the Runtime software was unsuccessful. Do not be concerned. It only means that it did not install the components again.



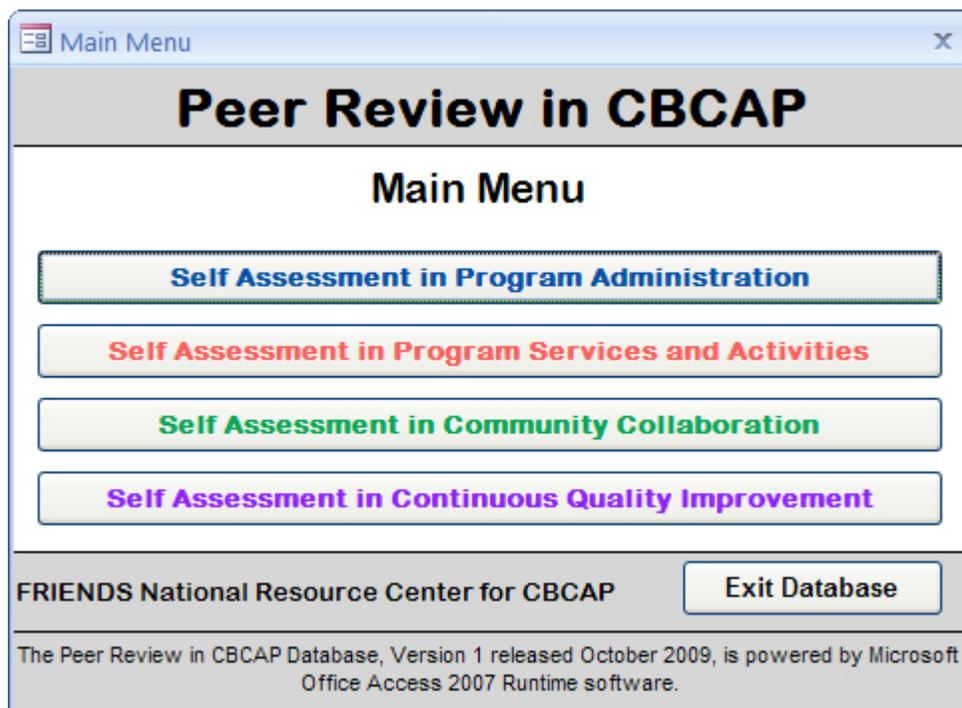
**STEP 9:** If you did not choose the typical installation in STEP 6 and installed the database in a different location, you will need to create the C:\PeerReviewInCBCAP folder on your computer. This will allow you to export your data without error.

**STEP 10:** After you have completed the database installation, use your shortcut in the Start/Program menu to open the database for the first time. The Main Menu will open automatically.

# Using the Peer Review in CBCAP Database

## The Main Menu

Use the database shortcut from the Start/Program menu to open the database. The Main Menu will open automatically (see next picture). You can use this database to enter completed Peer Review self assessments in the areas of Program Administration, Program Services and Activities, Community Collaboration, and Continuous Quality Improvement. To continue in a particular area, select that command button from the Main Menu. To close the database, select the “Exit Database” command button.



## Key Fields

Although no fields are required for data entry, it is strongly recommended that you always enter a Survey ID and Survey Date. The Survey ID is an identification strategy designed by your program or agency so that you can locate for an assessment record in the future. It is a text field 20 spaces long. You can identify records simply by assigning a sequential number to each assessment you enter or you can develop a more elaborate identification strategy. Because the data is not linked across key areas or subscales, you may want to use the Survey ID field to link the data together for future purposes. For example, if you completed the full assessment tool for an agency or program, you could assign the same Survey ID to each subscale/key area as you enter the data. When closing an assessment form in the database, a check is performed to see if you entered a Survey ID. If you did not, you will be prompted with a message box to remind you of this. You are permitted to exit and save the data without the Survey ID, but this is not recommended.

The Survey Date field was designed to capture the date that the assessment was completed. This field is important to the database when generating the aggregate summary report. To produce these reports, you will need to enter the beginning and ending dates of the time period you want to summarize. If the Survey Date field is empty for an assessment record in the database, the data *will not* be included in the report.

The database also has a read-only field that automatically assigns the Survey Entry Date to every assessment record entered. This is the date that the assessment was added to the database, not the date the assessment was completed. The date is assigned by using the default date/time settings on your computer.

### **Mouse Scrolling**

If you are using a mouse that is equipped with a scroll button, do not use this scroll button when viewing an assessment record in the database. Using the mouse scroll button will cause the database to advance to the next record in the data table and may cause unpredictable error messages. You *must* use the vertical scroll bars provided on the right edge of the screen to move down to the bottom of the entry form.

### **Accessing a Key Area of the Assessment Tool**

The Peer Review tool includes assessment in 4 key areas with 4 subscales for Program Administration and 5 subscales for Program Services and Activities. The tool was designed to allow for assessment in only one area or subscale, in several areas or subscales, or across all areas and subscales. This means that the data is not linked in the database across key areas or subscales. Each assessment entered is independent of any other assessments entered, even if you complete to full assessment tool for one program or agency. Note that the Community Collaboration key area has no subscales and the Continuous Quality Improvement key area has 9 subsections. If you complete this key area, all 9 subsections are to be completed to create the full assessment record in the database.

To access a key area, select that option from the Main Menu. The next four pictures display the menus when you select the key area. For each subscale (Program Administration and Program Services and Activities) or key area (Community Collaboration and Continuous Quality Improvement), you will be able to add/edit a new assessment, produce a summary report from the data entered in the database, view the data for each question of the subscale, view the text data fields for the subscale, and export the subscale data from the database to Microsoft Excel format.

## Program Administration

This self-assessment tool will help agencies examine the administration of programs with relation to its CBCAP responsibilities. Agencies can use the entire tool or the individual subscales:

- \* General Information
- \* Boards/Councils
- \* Staff Roles and Capacities
- \* Staff Training

The rating for the items is described at the top of each subscale. For questions regarding the administration of the assessment and the scoring of the items, please see the Use of Tool section of Peer Review in CBCAP, page 18. "NA" (not applicable) should only be used when the box is clear of shading.

Answers to questions in this area may be found in various locations. For example, respondents may want to have access to items, such as program handbooks, public awareness materials, family assessments, policy and procedure documents, and meeting minutes.

<b>General Information Subscale</b>	<input type="button" value="Add/Edit"/>	<input type="button" value="Summary Report"/>	<input type="button" value="View Data"/>	<input type="button" value="View Text Data"/>	<input type="button" value="Export to Excel"/>
<b>Boards/Councils Subscale</b>	<input type="button" value="Add/Edit"/>	<input type="button" value="Summary Report"/>	<input type="button" value="View Data"/>	<input type="button" value="View Text Data"/>	<input type="button" value="Export to Excel"/>
<b>Staff Roles and Capacities Subscale</b>	<input type="button" value="Add/Edit"/>	<input type="button" value="Summary Report"/>	<input type="button" value="View Data"/>	<input type="button" value="View Text Data"/>	<input type="button" value="Export to Excel"/>
<b>Staff Training Subscale</b>	<input type="button" value="Add/Edit"/>	<input type="button" value="Summary Report"/>	<input type="button" value="View Data"/>	<input type="button" value="View Text Data"/>	<input type="button" value="Export to Excel"/>
<input type="button" value="Close Form"/>					

## Program Services and Activities

This self-assessment tool will help agencies examine the program services and activities with relation to its CBCAP responsibilities. Agencies can use the entire tool or the individual subscales:

- \* General Information
- \* Parenting Education
- \* Child Development
- \* Home Visiting
- \* Center Environment

The rating for the items is described at the top of each subscale. For questions regarding the administration of the assessment and the scoring of the items, please see the Use of Tool section of Peer Review in CBCAP, page 18. "NA" (not applicable) should only be used when the box is clear of shading.

<b>General Information Subscale</b>	<input type="button" value="Add/Edit"/>	<input type="button" value="Summary Report"/>	<input type="button" value="View Data"/>	<input type="button" value="View Text Data"/>	<input type="button" value="Export to Excel"/>
<b>Parenting Education Subscale</b>	<input type="button" value="Add/Edit"/>	<input type="button" value="Summary Report"/>	<input type="button" value="View Data"/>	<input type="button" value="View Text Data"/>	<input type="button" value="Export to Excel"/>
<b>Child Development Subscale</b>	<input type="button" value="Add/Edit"/>	<input type="button" value="Summary Report"/>	<input type="button" value="View Data"/>	<input type="button" value="View Text Data"/>	<input type="button" value="Export to Excel"/>
<b>Home Visiting Subscale</b>	<input type="button" value="Add/Edit"/>	<input type="button" value="Summary Report"/>	<input type="button" value="View Data"/>	<input type="button" value="View Text Data"/>	<input type="button" value="Export to Excel"/>
<b>Center Environment Subscale</b>	<input type="button" value="Add/Edit"/>	<input type="button" value="Summary Report"/>	<input type="button" value="View Data"/>	<input type="button" value="View Text Data"/>	<input type="button" value="Export to Excel"/>
<input type="button" value="Close Form"/>					

Community Collaboration

## Community Collaboration

This self-assessment tool will help programs examine their roles within the community, analyzing their ability to work cooperatively with other organizations, their knowledge of available community resources, and their ability to access those resources, as appropriate.

The rating for the items is described at the top of each subscale. For questions regarding the administration of the assessment and the scoring of the items, please see the Use of Tool section of Peer Review in CBCAP, page 18. "NA" (not applicable) should only be used when the box is clear of shading.

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**Community Collaboration**                   

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Continuous Quality Improvement

## Continuous Quality Improvement

This self-assessment tool will help identify the strengths and needs related to creating and/or maintaining a CQI environment to allow for stronger evaluation. Unlike the previous tools, FRIENDS recommends completing all sections of this tool in one round of peer review so as to gain a full picture of your CQI process and environment. This domain is therefore broken into sections and not subscales.

The rating for the items is described at the top of each subscale. For questions regarding the administration of the assessment and the scoring of the items, please see the Use of Tool section of Peer Review in CBCAP, page 18. "NA" (not applicable) should only be used when the box is clear of shading.

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**Continuous Quality Improvement**                   

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### Add/Edit

When you choose the “Add/Edit” option, a data entry screen will open for the selected subscale or key area that will allow you to view your data or add a new record. When the data entry screen opens, it will automatically display the first record in the data table. There are navigation buttons in the bottom left area of the status bar that indicate the current record number and the total records for that data table.

Select the “Add Record” command button on the form to add a new blank record and add a new assessment to the data table. Remember to enter a Survey ID and Survey Date for each record (recommended). Selecting the “Undo Record” command button will undo any changes you have made to the current record in view. The “Delete Record” command button will permanently delete the current record from the database. You will be prompted to confirm this action. Once deleted, a record can not be retrieved. The “Find Record” command button will open the find menu. It searches the Survey ID field for the parameters you indicate in the “Find What:” text box. It will automatically take you to that record in the data table. Selecting “Close Form” will return you to the menu for that key area.

## Summary Report

For each subscale or key area you can produce an aggregate summary report that will produce a summary of responses for each question. This summary includes the number and percentage of responses for each answer on the likert scale as well as an average for each question. You will need to enter the “Survey Date Completed Beginning” and “Survey Date Completed Ending” dates that define the parameters of the time period that you wish to summarize. These are required parameters. You can select to preview the report pages or print the report pages directly to your computers default printer. Closing the form will return you to the menu for that key area.

## View Data

For each subscale or key area you can view the data that is stored in the data table for the questions in that area. It will appear like a spreadsheet and will show you all of the records in the data table. You can edit data from this view. Variable names were made from the question number. For example, the field name for question 2 on the General Information Subscale would be “q2”.

You can print the data by selecting the windows button in the top left corner of your screen and then choosing “Print.” You can also select certain columns for printing before choosing the print option.

Each column in the spreadsheet view has a down arrow to the right of the field name. You can click on this arrow for any column and get sort and filter options to view your data in different ways. Click the “X” in the top right area of this spreadsheet to close the view window. If you make changes to the sort/filter options, you will be prompted when closing to save the design of the query view. It is recommended that you always choose *NO* when asked to save the query design. If you do save, whatever sort or filter options you have saved will be applied the next time you view your data.

Data entered into the database are stored in the tables as follows:

Likert Scale Label	Stored Value
Strongly Agree	5
Agree	4
Neutral	3
Disagree	2
Strongly Disagree	1
Don't Know	9
Not Applicable	0

## View Text Data

For each subscale or key area you can view the text data that is stored in the data table for the “other specify” questions and comments in that area. It will appear like a spreadsheet and

will show you all of the records in the data table. You can edit data from this view. Variable names were made from the question number. For example, the field name for “other specify” for question 2e would be “q2eOthSpec”.

You can print the data by selecting the windows button in the top left corner of your screen and then choosing “Print.” You can also select certain columns for printing before choosing the print option. You can also click and drag the right edge of a column to make the column view bigger or smaller.

Each column in the spreadsheet view has a down arrow to the right of the field name. You can click on this arrow for any column and get sort and filter options to view your data in different ways. Click the “X” in the top right area of this spreadsheet to close the view window. If you make changes to the sort/filter options, you will be prompted when closing to save the design of the query view. It is recommended that you always choose *NO* when asked to save the query design. If you do save, whatever sort or filter options you have saved will be applied the next time you view your data.

All “other specify” text fields are 150 characters long and all comment fields are memo fields. Memo fields allow you to enter an unlimited amount of formatted text.

### **Export to Excel**

For each subscale or key area you can export the data table to Microsoft Excel file format. This might be valuable if you want to summarize or view your data for other purposes. Selecting the “Export to Excel” option for any scale ore key area will automatically save the data to C:\PeerReviewInCBCAP. This is the default installation folder of the database and the file is created automatically when you install to this location. This file *must* exist on your computer to successfully complete a data export.