PFS Database Version 1.0

INSTALLATION

A complete installation will automatically create a folder named "PFSDatabase" in your C drive which will include the database and 4 other files necessary to use the database. The files to be loaded into the PFSDatabase folder are:

- PFSDatabase.mdb
- PFSDataTransfer.mdb
- MouseHook.dll
- ReadMe.doc
- SecurityWarnings_Access2003and2007.doc

To install the PFS Database: Double-click on the "PFS Database" document on the FRIENDS website. You will be asked if you want to "run" or "save" the file. You can save the file to your computer or select "run".

- If you select "run", follow the screen prompts and select "Extract" to fully install the files to the default location, C:\PFSDatabase.

- If you select "save", a file named "InstallPFSDatabase" will be downloaded to the location on your computer you specify. Go to the location, double click on the "InstallPFSDatabase" file and when prompted, select "Extract" to fully install the files to the default location, C:\PFSDatabase.

The PFS Database was created in MS Access 2000 and should be compatible with MS Access 2000 or higher versions.

Note: IF using MS Access 2003 or 2007, you *might* need to enable security content of this database file to fully open/use the database. Refer to the "SecurityWarnings_Access2003and2007.doc" file installed with the database.

Note: The design environment for this database was on a computer with a screen resolution set to 1024 BY 768 pixels. If your computer has a different screen resolution your view of the forms will be affected. If you have a screen resolution of 800 BY 600 pixels, some of the forms will be too large for viewing on your computer screen and vertical and horizontal scroll bars will enable. For optimal viewing, set your screen resolution to be the same as the design environment. Using Access 2003 or 2007 might also impact your screen views resulting in the enabling of vertical and horizontal scroll bars.

NETWORK USERS

After installing the database using the directions above, you can move the database files to a network location. On your network location, place a copy of the "PFSDatabase.mdb" file AND the "MouseHook.dll" file. Each user of the database will also need to have the folder C:\PFSDatabase with the "PFSDataTransfer.mdb" file contained in it.

Network Drive: must have PFSDatabase.mdb and MouseHook.dll
C:\PFSDatabase: must have PFSDataTransfer.mdb (for each user of the database)

OPENING THE DATABASE

To open the database, double-click the "PFSDatabase.mdb" file. The Main Menu will open automatically.
You may also wish to create a desktop shortcut that will open the "PFSDatabase.mdb" file.
IF you have Access 2003 or Access 2007, refer to the "SecurityWarnings_Access2003and2007.doc" file installed with the database for help with security warnings you might receive.

OPENING THE DATABASE FOR THE FIRST TIME--ASSIGNING AGENCY ID

The first time you use the database, you will need to assign your Agency ID(s). See instructions below for "ASSIGN AGENCY ID".

ADD NEW RECORD

Use this option to add a participant PFS to the database for the first time.

TRADITIONAL PFS

To add a new record for a Traditional PF survey, select the "Traditional PFS" button under "Add New Record". If you assigned a default Agency ID, it will appear automatically in the Agency ID field. If not, use the combo box to select your Agency ID. If your only option is "Unassigned", you need to assign an Agency ID (using the utility from the main menu) before you can proceed. Type the Participant ID and select "Add PFS".

You will be prevented from adding duplicate records. If you select "Add PFS" and get a warning that the Agency ID and Participant ID have been previously assigned, you are attempting to add a duplicate record. You need to either enter a different Participant ID, or go back to the Main Menu and locate for the existing record.

Once you add a new record, the Traditional Protective Factors Survey form will open. There are a total of 4 "pages" or "sub-forms" on this form. You will see the "tabs" in the grey bar under the identifying information. The 4 pages are titled "Program Information", "Participant Information", "Child Information", and "PFS Survey". Each page corresponds to the paper form used to complete a survey. Click on the "tabs" to move from page to page.

You will notice that the pages for Program, Participant and PFS data are structured for pre-test data and post-test data. The fields in the left column capture pre-test data, and the fields in the right column capture post-test data. For each of these 3 pages, the tab order is set-up to move you through all the fields at pre-test first, then it moves to the top of the post-test column and moves through all of those fields. If you are adding a new record and only have pre-test data, simply enter that in the pre-test column. Later, when the post-test data becomes available, locate for the record and then add the post-test data to the fields in the right column.

The Child data page is structured so that you can enter the information for each child identified, whether it was at pre-test or post-test. For the "Number" field, begin with entering "1" and then increment sequentially for each additional child in the family.

Use the scroll bar on the right side of each “page” to answer all the questions on the page. Data in date fields must be entered using the MM/DD/YYYY format. When a field is a combo box, you can click the arrow on the right side of the field to see a full list of your choices. You need to select a value from the pre-defined list. “Other specify” fields will not be enabled for data entry unless its corresponding field is indicated. For example, you cannot indicate an “other” race unless you selected “Other” from the “Race” field combo box. Check boxes can be selected with a click of the mouse, or with the space bar.

Once you have completed a new record, you can choose to "Save Record and Add Return to Main Menu” or “Save Record and Add New Record”. If you feel that you need to delete an existing record, select the “Delete Record and Return to Main Menu”. This is a permanent action and the current record (the record you are viewing) will be removed from the database.

RETROSPECTIVE PFS

To add a new record for a Retrospective PF survey, select the “Retrospective PFS” button under “Add New Record”. If you assigned a default Agency ID, it will appear automatically in the Agency ID field. If not, use the combo box to select your Agency ID. If your only option is “Unassigned”, you need to assign an Agency ID (using the utility from the main menu) before you can proceed. Type the Participant ID and select “Add PFS”.

You will be prevented from adding duplicate records. If you select “Add PFS” and get a warning that the Agency ID and Participant ID have been previously assigned, you are attempting to add a duplicate record. You need to either enter a different Participant ID, or go back to the Main Menu and locate for the existing record.

Once you add a new record, the Retrospective Protective Factors Survey form will open. There are a total of 4 “pages” or “sub-forms” on this form. You will see the “tabs” in the grey bar under the identifying information. The 4 pages are titled “Program Information”, “Participant Information”, “Child Information”, and “PFS Survey”. Each page corresponds to the paper form used to complete a survey. Click on the “tabs” to move from page to page. Some of the fields that you see on the Traditional PFS form are not on this form because they do not apply when a Retrospective PFS is conducted.

You will notice that the pages for Program, Participant and PFS data are structured for pre-test data and post-test data. The fields in the left column capture pre-test data, and the fields in the right column capture post-test data. For each of these 3 pages, the tab order is set-up to move back and forth from the pre-test column to the post-test column since all data is available when a retrospective PFS is entered.

The Child data page is structured so that you can enter the information for each child identified. For the “Number” field, begin with entering “1” and then increment sequentially for each additional child in the family.

Use the scroll bar on the right side of each “page” to answer all the questions on the page. Data in date fields must be entered using the MM/DD/YYYY format. When a field is a combo box, you can click the arrow on the right side of the field to see a full list of your choices. You need to select a value from the pre-defined list. “Other specify” fields will not be enabled for data entry unless its corresponding field is indicated. For example, you cannot indicate an “other” race unless you selected “Other” from the “Race” field combo box. Check boxes can be selected with a click of the mouse, or with the space bar.

Once you have completed a new record, you can choose to "Save Record and Add Return to Main Menu” or “Save Record and Add New Record”. If you feel that you need to delete an existing record, select the “Delete Record and Return to Main Menu”. This is a permanent action and the current record (the record you are viewing) will be removed from the database.

LOCATE RECORD TO EDIT OR ADD POST-TEST DATA

Use this option to locate a participant PFS that has been previously added to the database. You would locate an existing record to do things like add post-test data to a Traditional PFS, check the accuracy of data previously entered, or to delete a record you think should not be in the database.

TRADITIONAL PFS

To locate an existing Traditional PF survey, select the “Traditional PFS” button under “Locate Record to Edit or Add Post-Test Data”. A form will open with a list box containing all of the Traditional PF surveys existing in the database. The first column in the list box identifies the Agency ID and the second column identifies the Participant ID. The data will be sorted by Agency ID and then participant ID. To select a record, simply click on it with the mouse.

Once a record is selected, you can choose edit the data by choosing “Edit PFS”. This will open the Traditional Protective Factors Survey form for the selected record. If you select “Print PFS” a paper copy of the record will be sent to your default printer. If you select “Delete PFS” the selected record will be permanently removed from the database. Selecting “Exit” will return you to the Main Menu.

RETROSPECTIVE PFS

To locate an existing Retrospective PF survey, select the “Retrospective PFS” button under “Locate Record to Edit or Add Post-Test Data”. A form will open with a list box containing all of the Retrospective PF surveys existing in the database. The first column in the list box identifies the Agency ID and the second column identifies the Participant ID. The data will be sorted by Agency ID and then participant ID. To select a record, simply click on it with the mouse.

Once a record is selected, you can choose edit the data by choosing “Edit PFS”. This will open the Retrospective Protective Factors Survey form for the selected record. If you select “Print PFS” a paper copy of the record will be sent to your default printer. If you select “Delete PFS” the selected record will be permanently removed from the database. Selecting “Exit” will return you to the Main Menu.

VIEW DATA

VIEW AGENCY ID'S

Selecting "View Agency ID’s" from the Main Menu will open a datasheet window that displays all Agency ID’s you have entered into the database. To close the datasheet window, select the "X" in the top right corner of the window.

VIEW PROGRAM DATA

Selecting "View Program Data" from the Main Menu will open a datasheet window that displays all of the program data for Traditional and Retrospective PF surveys entered into the database. The data will be sorted by data type (traditional or retrospective), Agency ID, and then Participant ID. To close the datasheet window, select the "X" in the top right corner of the window.

VIEW PARTICIPANT DATA

Selecting "View Participant Data" from the Main Menu will open a datasheet window that displays all of the participant data for Traditional and Retrospective PF surveys entered into the database. The data will be sorted by data type (traditional or retrospective), Agency ID, and then Participant ID. To close the datasheet window, select the "X" in the top right corner of the window.

VIEW CHILD DATA

Selecting "View Child Data" from the Main Menu will open a datasheet window that displays all of the child data for Traditional and Retrospective PF surveys entered into the database. The data will be sorted by data type (traditional or retrospective), Agency ID, Participant ID, and then child number. To close the datasheet window, select the "X" in the top right corner of the window.

VIEW PFS DATA

Selecting "View PFS Data" from the Main Menu will open a datasheet window that displays all of the PFS data for Traditional and Retrospective PF surveys entered into the database. The data will be sorted by data type (traditional or retrospective), Agency ID, and then Participant ID. To close the datasheet window, select the "X" in the top right corner of the window.

Note: Items indicated for reverse scoring are NOT reversed. You will see the actual value entered.

UTILITIES

ASSIGN AGENCY ID

Select "Assign Agency ID" under "Utilities" from the Main Menu. By default, the Agency ID is indicated as "UNASSIGNED" when the database is installed. Replace this text with your Agency ID. Click on the "Make this Agency ID the Default for Data Entry" button if you would like this value to be the default (appear automatically) when adding new records. If you are using the database for multiple agencies, click on the "Add Another ID" button. Type the name of the next Agency ID in the text box. You may add as many Agency IDs as you desire. However, only one can be set as the default. Whichever ID is in view of the text box will become the default when you click the button to assign a default. You can use the record selector tools in the bottom left corner of the form to scroll thru all Agency IDs you have assigned. Click "Exit" when done assigning your Agency ID.

CRITICAL Note: When assigning an Agency ID you cannot use an apostrophe. Simply type the word without the apostrophe. Failing to do this will cause errors to occur.

SUMMARY REPORTS

To see summary reports of the data you have entered in the database, select "Summary Reports" from the Main Menu.

First, you will be required to select the type of data (traditional or retrospective) for which to report on.

Second, you may also select one or more of the optional report criteria. You can specify an Agency ID and/or limit the reports to specific time periods using the Program Begin dates and/or the Program Completed dates. If specify dates, you must indicate a beginning and ending date for the time period you desire.

Third, you need to indicate which report pages you would like to view. Selecting “All Pages” will produce all 4 report summaries. To select certain pages only, mark the associated check box.

Selecting "Print" will send the indicated report pages directly to your printer. Selecting "Preview" will open a report window where you can view the indicated report pages on your computer screen. To close the report window(s), select the "X" in the top right corner (for each report opened).
Selecting "Exit" will return you to the Main Menu.

EXPORT TO EXCEL

The "Export to Excel" option from the Main Menu will generate 4 excel files that contain all of the data you have entered into the database.
These excel file will be saved in the C:\PFSDatabase file folder.

The 4 files include:
ChildData.xls
ParticipantData.xls
PFSData.xls
ProgramData.xls

The data in each file is associated to the data entered on each page of the survey form.

If the C:\PFSDatabase file folder does not exist, you will receive an error message. You must have the C:\PFSDatabase file folder to successfully complete the export.

Each time you select “Export to Excel”, any existing export excel file will be overwritten with the current database data.

You can use these Excel files to view your data with other software packages, if desired.

Note: When you download the PFS data to Excel, the items that are reversed scored (items 8, 9, 11, 12, 14, and 16) will NOT be reversed in the Excel worksheet. You will need to keep this in mind and adjust the scores as needed before computing subscale scores or interpreting the data.

EXPORT TO DATABASE

The "Export to Database" option from the Main Menu will generate a database (.mdb) file that contains all of the data you have entered into the database. This database file will be saved in the C:\PFSDatabase file folder as PFSDataTransfer.mdb.

If the C:\PFSDatabase file folder does not exist, you will receive an error message. You must have the C:\PFSDatabase file folder with the PFSDataTransfer.mdb file in it to successfully complete the export. The PFSDataTransfer.mdb file is copied to the necessary location when the database is installed following the instructions in this file.

Each time you select “Export to Database” the PFSDataTransfer.mdb file is overwritten with the current database data.

You can use this PFSDataTransfer.mdb file to meet data reporting requirements as this file can easily be attached to email. Use the “Import from Database” option to bring data into another database copy (see next section).

IMPORT FROM DATABASE

The "Import from Database" option from the Main Menu will import whatever data is located in the C:\PFSDatabase\PFSDataTransfer.mdb file. However, any duplicate records will not be added. A record is considered a duplicate if the data type (traditional or retrospective), Agency ID, and Participant ID are the same.

If the C:\PFSDatabase\PFSDataTransfer.mdb does not exist (in this location) you will receive an error message. You must have the C:\PFSDatabase file folder with the PFSDataTransfer.mdb file in it to successfully complete the import.

Each time you select “Import from Database” your PFSDatabase will attempt to import any non-duplicate records from the PFSDataTransfer.mdb file.

This feature was designed specifically for transferring data from individual computers to one master computer to aggregate data from various places.

QUIT DATABASE

To close the database and MS Access, select "Quit Database" from the Main Menu.

OPENING THE DATABASE WINDOW

If necessary, you may open the database window. To do so, click the "X" in the top right corner of the Main Menu form.
Then select "Window" from the Access menu bar. Then select "Unhide". Then select the PFSDatabase from the list box and select "OK".