PFS Database Version 3.0

Read ME (User Manual for the PFS Database3.0)
Issue 1.15.16

FRIENDS is a service of the Children's Bureau

Read ME (User Manual for the PFSDatabase3.0)

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SECTION 1 - INSTALLATION OF DATABASE FOR THE FIRST TIME

The PFS Database should be compatible with MS Access 2002 or higher versions. If using MS Access 2003, 2007 or 2010, you may need to enable security content of this database file to fully open/use the database. Refer to "SecurityWarningsAccess2003thru2010.doc" file installed with the database.

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 not be visible. For optimal viewing, set your screen resolution to be the same as the design environment. Using Access 2003, 2007 or 2010 might also impact your screen views resulting in the enabling of vertical and horizontal scroll bars.

a. Download the Zip file named PFSDatabase.zip from the FRIENDS website. Save it to your computer.

b. Once it is downloaded to your computer, open the zip file. It contains a folder named PFSDatabase. Do not rename the folder.

c. Save the PFSDatabase folder to your C drive. (Do not save the **zip file** to your C drive—save only the folder that is inside the zip file.) Do not place the PFSDatabase folder into another folder.

d. Once the folder is in your C drive, open it to make sure it contains the files circled in the illustration on the right. Inside the folder are three database files, a "BackUp.bat", and two PDF documents.

e. The database you will use to enter data is named PFSDatabase3.mdb.

f. Even though you will not be opening PFSDataTables.mdb, this document must remain in the PFSDatabase folder. If it is not in the folder, the PFSDatabase3 will not function.
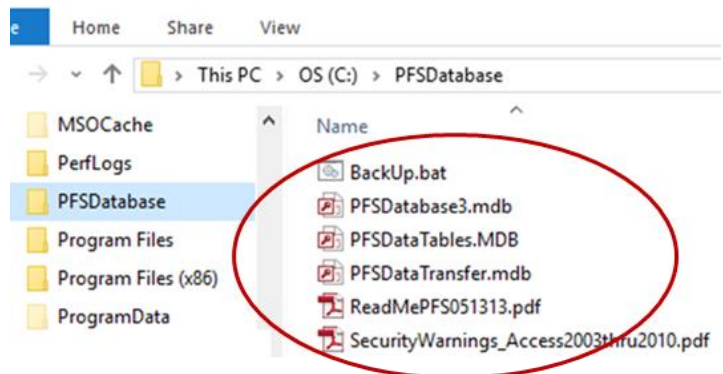
Once you have completed the steps listed above, go to section 4 to learn how to open the database and begin data entry.

SECTION 2 - UPGRADE to Latest Issue

If you downloaded the PFSDatabase before January 16, 2016, you may want to upgrade to the latest issue. The purpose of the "Latest Issue" file is to keep up with enhancements as we find and correct issues in the database. Although the installation of the "Latest Issue" will not cause you to lose data, **as a safeguard you should back up your existing data BEFORE proceeding**.

The most recent issue includes corrections to some of the calendar functions.

To upgrade to the most recent issue:

1) Click on the *latest Issue PFS Database* Zip folder from the FRIENDS website. Download it to your computer.

2) Go to the downloaded zip file and open it. It contains a single file named PFSDatabase3.

3) Move the PFSDatabase3 file into the PFSDatabase folder that already exists on your C drive. Provided your original PFSData**Tables** remains in the same folder, all previously entered data will now populate the new database.

4) Open the new database and check to make sure it is populated with your old data. (Go to "View Data" in the main menu to find data. See illustration on the right.). If the new database does not contain data from the old database, check to ensure that *PFSDataTables* is in the PFSDatabase folder. All data entered into the PFSDatabase is actually stored in the PFSDataTables. If the Tables are removed from your PFSDatabase folder, your PFS Database will be blank.
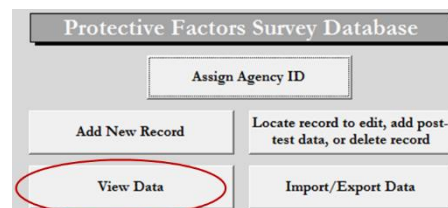
5) Once the database is installed, open it. From the main menu go to "Agency Information". Click on "Update % of hours completed". Then click on "Adjust data tables for reports." (See illustrations below.)
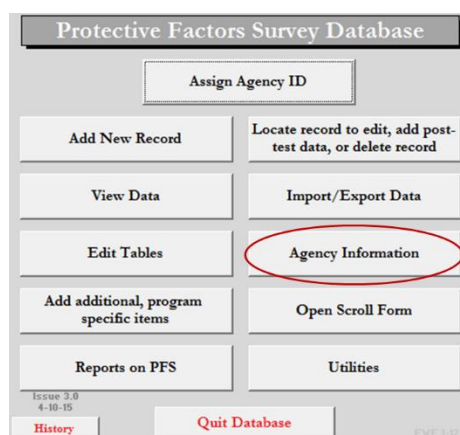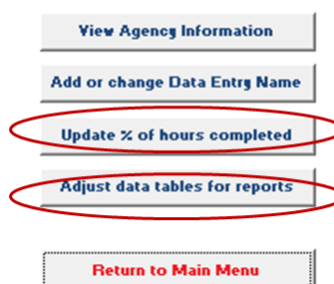
6) You may now use *PFSDatabase3* and can delete the previously used database (DO NOT DELETE PFSDataTables).

SECTION 3 – NETWORK USERS

1. After installing the database using the directions above, create a folder "PFSDatabase" on the network and MOVE the "PFSDataTables.mdb" file from the "C:\PFSDatabase" folder to this network location. DO NOT COPY the Database since it can cause a conflict when you try to aggregate your data. On your network location ONLY the "PFSDataTables.mdb" file should be present.

2. Each user of the database will have the following 5 items installed on C:\PFSDatabase:
   "PFSDatabase2.mdb"
   "PFSDataTransfer.mdb"
   "BackUp.bat"
   "SecurityWarningsAccess2003thru2010.pdf"
   "ReadMe.pdf"
      Plus sub folder:
   "TTESTDATA".

3. You will need to relink the "PFSDatabase.mdb" on the "C:\PFSDatabase" folder to the "PFSDataTables.mdb" on the network. See Section 5, Item 10 <u>UTILITIES</u> or consult your IT Staff for assistance.

SECTION 4 – OPENING THE DATABASE FOR THE FIRST TIME

1.   <u>OPENING THE DATABASE</u>

   a. To open the database, double-click the "PFSDatabase3.mdb" file. The Main Menu will open automatically.

   b. You may also wish to create a desktop shortcut that will open the "PFSDatabase.mdb" file.

   c. IF you have Access 2003, 2007 or Access 2010, refer to the "SecurityWarningsAccess2003thru2010.doc" file installed with the database for help with security warnings you might receive.

2.   <u>OPENING THE DATABASE FOR THE FIRST TIME--ASSIGNING AGENCY ID</u>

   a. The first time you use the database, you will need to assign your Agency ID(s). (See instructions below - titled "<u>1. - ASSIGN AGENCY ID</u>").

SECTION 5 – USER MANUAL

MAIN MENU

The "Main Menu" screen will always appear when you open the database and will reappear anytime you exit any of the sub menus. From this screen you will be able to access any of the 11 additional sub menus as well as "Quit" the database.

The functions of each button will have a detailed description in the paragraphs below.
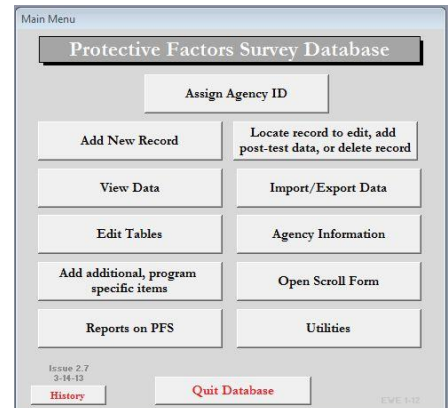
1. ASSIGN AGENCY ID

Use this option to add a new Agency to the database, to select the default Agency for data entry, or to enter optional information about the Agency. A sub Menu will be displayed.

A   Select "Assign Agency ID" from the Main Menu. By default, the Agency ID is indicated as "UNASSIGNED" when the database is installed. To assign your Agency ID, click "Add Another ID". Type your agency ID in the field provided. 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.

B   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 through all Agency IDs you have assigned. Click "Return to Main Menu" when done assigning 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.

C   You can add additional information for each of the Agency ID's you enter by selecting the "Add Optional Agency Data". You can use the record selector tools in the bottom left corner of the form to scroll through all Agency IDs. Click "Return to Main Menu" when done adding optional Agency Information.

2. <u>ADD NEW RECORD</u>

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

A sub menu will be displayed to allow you to select "Traditional PFS", "Retrospective PFS" or "Return to Main Menu".

D   TRADITIONAL PFS

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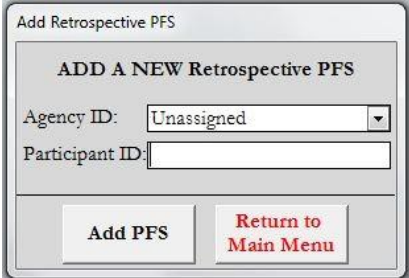
b) You will be prevented from adding duplicate records. If you select "Add PFS" and get a warning that the Agency ID and Participant ID have been previously assigned, you are attempting to add a duplicate record. You need to either enter a different Participant ID, or go back to the Main Menu and locate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

c) Once you add a new record, the Traditional Protective Factors Survey form will open. There are a total of 5 "pages" or "sub-forms" on this form. You will see the "tabs" in the grey bar under the identifying information. The 5 pages are titled "Program Information", "Participant Information", "Child Information", "PFS Survey" and "Optional Questions". Each page corresponds to the paper form used to complete a survey. Click on the "tabs" to move from page to page.

d) You will notice that the pages for Program, Participant, PFS Data and Optional Questions 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 4 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 the record and add the post-test data to the fields in the right column.

e) 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. As soon as you enter any information about a child, a new child record will open.

f) 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/YY 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.

g) Once you have completed a new record, you can choose to "Add New Participant Record" or "Return to Main Menu".

E   RETROSPECTIVE PFS

a) 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".

b) 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 the existing record.

c) Once you add a new record, the Retrospective Protective Factors Survey form will open. There are a total of 5 "pages" or "sub-forms" on this form. You will see the "tabs" in the grey bar under the identifying information. The 5 pages are titled "Program Information", "Participant Information", "Child Information", "PFS Survey" and "Optional Questions". 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.

d) 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.

e) The Child data page is structured so you can enter the information for each child identified. As soon as you enter any information about a child, a new child record will open.

f) 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/YY 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.

g) Once you have completed a new record, you can choose to "Add New Participant Record " or "Return to Main Menu".

3. LOCATE RECORD TO EDIT OR ADD POST-TEST DATA

Use this option to locate a participant PFS record 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.

A sub menu will be displayed to allow you to select "Traditional PFS", "Retrospective PFS" or "Return to Main Menu".
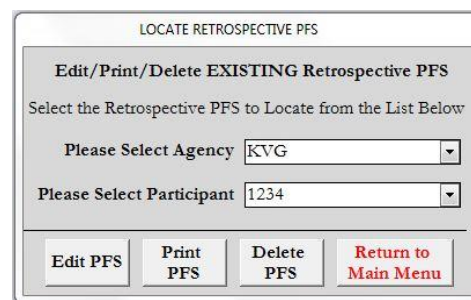

A   TRADITIONAL PFS

a) 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 list box displays all Agency IDs entered. Select the Agency ID with the record you wish to locate. Now go to the "Please Select Participant" list box and all participants under the selected Agency ID will be displayed. Click on the participant you wish to locate.

b) Once a record is selected, you can choose to 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 "Return to Main Menu" will close this screen and return you to the Main Menu and close the sub form.
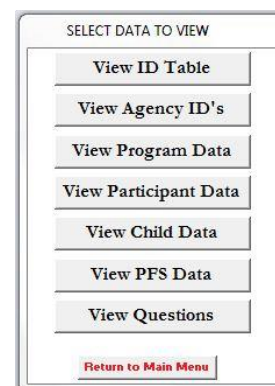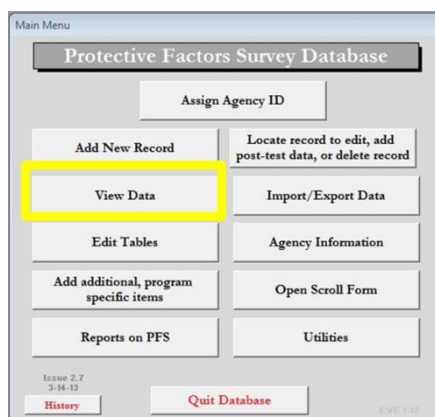
B   RETROSPECTIVE PFS

a) 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 Traditional PF surveys existing in the
    database. The first list box displays all Agency IDs
    entered. Select the Agency ID with the record you wish to
    locate. Now go to the "Please Select Participant" list box
    and all participants under the selected Agency ID will be
    displayed. Click on the participant you wish to locate.

b) Once a record is selected, you can choose to 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 "Return to Main
    Menu" will close this screen and return you to the Main Menu and close the sub form.

4. VIEW DATA

Use this option to open the "Select
Data to View" sub menu to view any
of the 7 data tables

A   VIEW ID Table

    Selecting "View ID Table" from the Sub Menu will open a datasheet window that displays all ID's
    you have 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.

B   VIEW AGENCY ID'S

    Selecting "View Agency ID's" from the Sub Menu will open a datasheet window that displays all
    Agency ID's you have entered into the database as well as any optional information you have
    entered. The data will be sorted by Agency ID. To close the datasheet window, select the "X" in
    the top right corner of the window.

C   VIEW PROGRAM DATA

Selecting "View Program Data" from the Sub 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.

D   VIEW PARTICIPANT DATA

Selecting "View Participant Data" from the Sub 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.

E   VIEW CHILD DATA

Selecting "View Child Data" from the Sub 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.

F   VIEW PFS DATA

Selecting "View PFS Data" from the Sub 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.

G   VIEW OPTIONAL QUESTIONS

Selecting "View Questions" from the Sub Menu will open a datasheet window that displays all "Optional Questions" you created in the database in Section VII. 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.

H   RETURN TO MAIN MENU

Select "Return to Main Menu" to close this screen and return to the Main Menu. This button will also close all tables currently being viewed.

5. <u>IMPORT/EXPORT DATA</u>

Use this option to Export or Import Data to an Excel Spreadsheet or the PFSDataTransfer.mdb Database.

A sub menu will be displayed to allow you to select "EXPORT", "IMPORT" or

"Return to Main Menu".

<u>EXPORT:</u>

A <u>EXPORT TO EXCEL</u>

a) The "Export to Excel" option from the Sub Menu will generate 6 excel files that contain all of the data you have entered into the database.
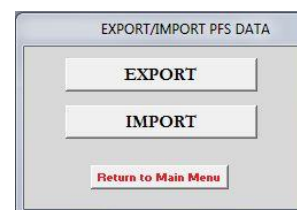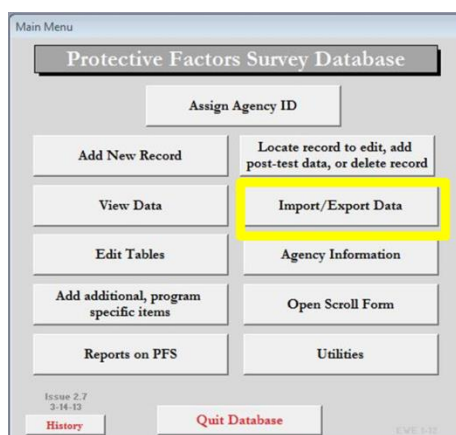 These excel file will be saved in the 'C:\PFSDatabase' file folder.
    The 6 files include:
      (1) AgencyID.xls
      (2) ChildData.xls
      (3) IDTable.xls
      (4) ParticipantData.xls
      (5) PFSData.xls
      (6) ProgramData.xls

b) The data in each file is associated with the data entered on each page of the survey form.

c) 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.

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

e) 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.

For more information about exporting to excel, go to page 19 of this document and read under the heading, "For Optimal Use of Data When Exported to Excel"

B   EXPORT TO DATABASE

a) The "Export to Database" option from the Sub Menu will generate a database (.mdb) file that contains all of the data you have entered into the database.

b) This database file will be saved in the 'C:\PFSDatabase' file folder as 'PFSDataTransfer.mdb'.

c) 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.

d) Each time you select "Export to Database" the 'PFSDataTransfer.mdb' file is overwritten with the current database data.

e) 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).

C   EXPORT OPTIONAL QUESTIONS

a) The "Export Optional Questions" option from the Sub Menu will generate an excel file that contain all of the data generated from any program specific items you may have entered. The data in the file is associated with the data entered on the 'Optional Questions" page of the survey form (see Page 15, 8 'Add Additional Program Specific Items' to read more about this function)

b) If you did not add additional program specific items, there will be no data in these files. This file will be saved in the 'C:\PFSDatabase' file folder named: OptionalQuestions.xls

D   RETURN TO MAIN MENU

a) Select "Return to Main Menu" to close this screen and return to the Main Menu

IMPORT:

E   IMPORT FROM DATABASE

a) The "Import from Database" option from the Sub 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.
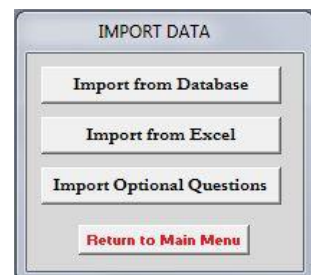
b) If the 'C:\PFSDatabase\PFSDataTransfer.mdb' does not exist (in this location) you will receive an error message. You must have the 'C:\PFSDatabase' file folder with the 'PFSDataTransfer.mdb' file in it to successfully complete the import.

c) Each time you select "Import from Database" your PFSDatabase will attempt to import any non-duplicate records from the 'PFSDataTransfer.mdb' file.

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

F   IMPORT FROM EXCEL

a) The "Import from Excel" option from the Sub Menu will import any of the 6 files below that are located in the 'C:\PFSDatabase' folder. 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.
   The 6 files include:
   (1) AgencyID.xls
   (2) ChildData.xls
   (3) IDTable.xls
   (4) ParticipantData.xls
   (5) PFSData.xls
   (6) ProgramData.xls

b) If the Excel files do not exist (in this location) you will receive an error message. You must have the 'C:\PFSDatabase' file folder with the Excel files in it to successfully complete the import.

c) Each time you select "Import from Excel" your PFSDatabase will attempt to import any non-duplicate records from the 6 files.

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

G   IMPORT OPTIONAL QUESTIONS
a) The "Import Optional Questions" option from the Sub Menu will import the excel file named, 'OptionalQuestions.xls'. This file contains all of the data generated from any program specific items that may have been entered. The data in the file is associated with the data entered on the "Optional Questions" page of the survey form (see Page 15, 8 'Add Additional Program Specific Items' to read more about this function)

b) If you did not add additional program specific items, there will not be an excel file.

H   RETURN TO MAIN MENU
a) Select "Return to Main Menu" to close this screen and return to the Main Menu.

6. EDIT TABLES

Use this option to customize 6 lookup tables in the database
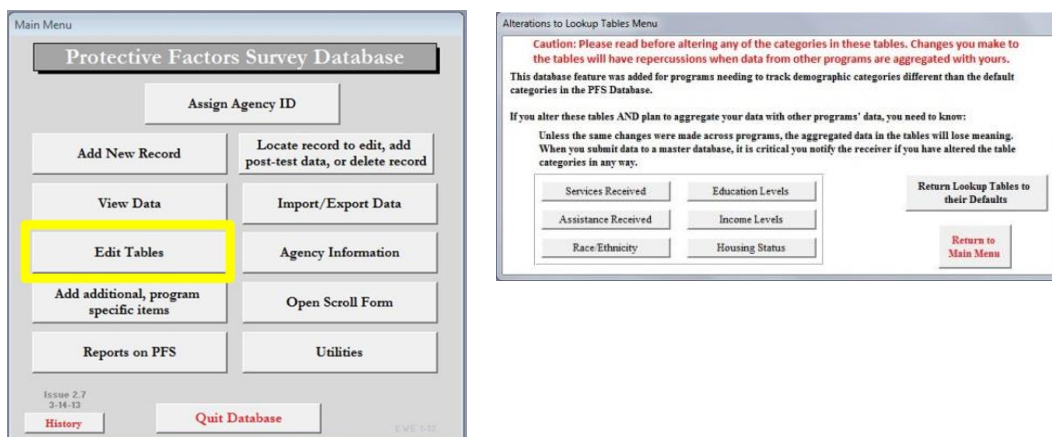
NOTE: PLEASE READ THE CAUTION NOTES BEFORE MAKING ANY CHANGES. Changes you make to the tables will have repercussions when data from other programs are aggregated with yours. Unless the same changes were made across programs, the aggregated data in the tables will lose meaning. When you submit data to a master database, it is critical you notify the receiver if you have altered the table categories in any way. Be sure to edit the PFS forms to reflect your changes.

a) To edit categories in a table, select "Edit Tables," a Sub Menu will be displayed which will allow you to select tables to edit. Select a table, highlight the category to be changed, and type in the new category.

b) To return the tables back to their original value select, "Return Lookup Tables to their Defaults". A Sub Menu will be displayed which will allow you to select individual tables to return to default or you can select "ALL 6 TABLES". This will close this Sub Menu prior to opening a new Sub Menu

c) Select "Return to Main Menu" to close this screen and return to the Main Menu.
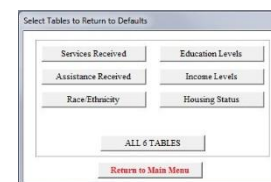
7. AGENCY INFORMATION

Use this option to enter or edit optional information on each Agency entered into the database.

a) Select "View Agency Information" to add or edit information associated with an Agency ID entered into the database.
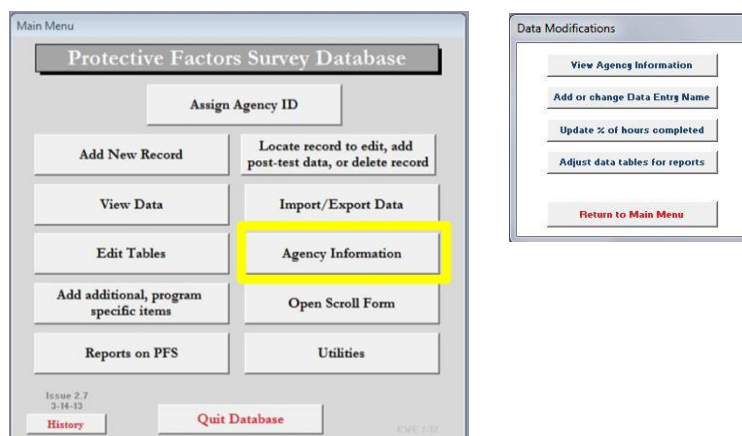
Information entered on the Agency can be:

(1) Agency Name.
(2) Agency Address (including City, State and Zip).
(3) Agency Contact Person.
(4) Agency Phone Number.

b) Select "Add or Change Data Entry Name" to add or change the name of the person doing the entry of the data into the database. A Data Entry Name is not necessary but is helpful in determining who entered the data if you plan to aggregate data from various places.

8. ADD ADDITIONAL PROGRAM SPECIFIC ITEMS

Use this option to add program-specific information.

NOTE: PLEASE READ THE CAUTION NOTES BEFORE ADDING QUESTIONS.

Optional Feature: Assign Additional Questions. Use with caution.

Additional program questions may be added here. Added items are NOT part of the PFS. If you use this function, results **should not** be included in calculations to obtain PFS subscale scores. This function is for the convenience of PFS users wanting to augment the PFS by collecting program-specific information. Adding additional questions will add to the time needed to complete a survey and could result in some respondents leaving items unanswered or to rush through answering them.

a) Select "Add additional, program specific items" to open the Sub Menu.

b) The Database includes fields for entering any additional data you may want to collect.

c) There are fields to accommodate 4 additional retrospective items and 4 additional survey items that are not retrospective.

d) Two fields are provided for answers to open-ended questions you may add to the survey.

e) Select "Return to Main Menu" to close this screen and return to the Main Menu.

9. OPEN SCROLL FORM

Use this option to open a Sub Menu to select the type of form to open in a scrolling mode.

a) TRADITIONAL

(1) Select "Traditional" to open a form that will allow scrolling through the data entered for **ALL** Traditional data one Participant at a time

(2) By clicking on the scroll arrows to the right of the form, you can view the data without having to select one record at a time. (see Section 3 Locate Record to Edit or Add Post Test Data)

(3) You will have the ability to select an individual tab and scroll through ALL Participants or select a participant and scroll through each tab.

(4) You will also be allowed to edit and change the information on the form

b) RETROSPECTIVE

(1) Select "Retrospective" to open a form that will allow scrolling through the data entered for ALL Retrospective data one Participant at a time.

(2) This form allows you to view the data without having to select one record at a time. (see Section 3 Locate Record to Edit or Add Post Test Data)

(3) You will have the ability to select an individual tab and scroll through ALL Participants or select a participant and scroll through each tab.

(4) You will also be allowed to edit and change the information on the form.

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10. UTILITIES

Use this option to open a sub menu to link the PFS database to the PFS data tables on the shared server, for use in a network environment.

a) Select the "Re-link Tables" button.
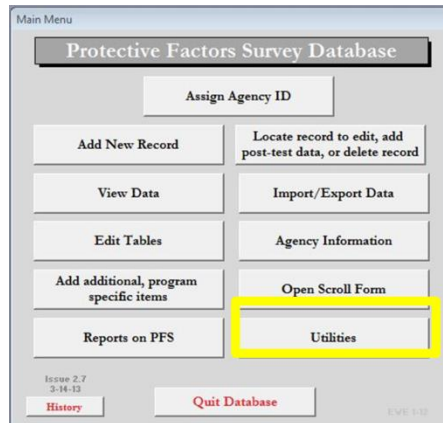
b) Click on the 'Open' button when the 'Microsoft Access Security Notice' message appears.

c) After the 'Linked Table Manager' box appears click the "Select All" button on the right side and the "Always prompt for a new location" on the lower left side, prior to selecting the "OK" button.
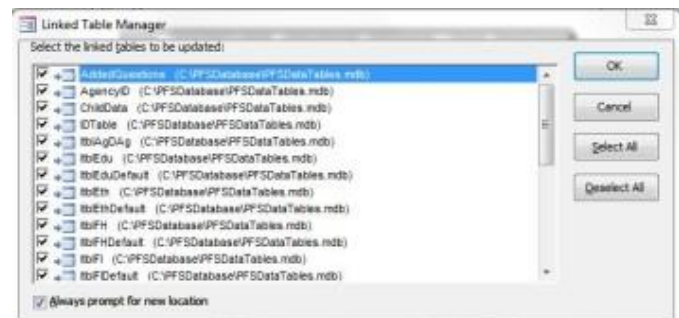
d) The box at the right will appear and you will be able to select the location of the 'PFSDatatables.mdb' on the server.
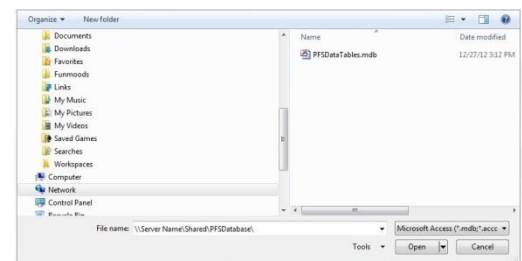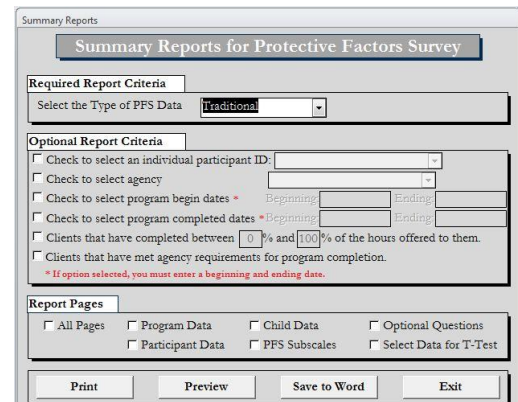
e) Be sure to use the name of the server and not the assigned Drive Letter when selecting the location of the 'PFSDataTables.mdb'.

11. **REPORTS on PFS**

Use this option to view summary reports of the data you have entered in the database, select "Reports on PFS" from the Main Menu.

a) First, select the type of data for reporting.
    (1) Traditional
    (2) Retrospective

b) Second, you may also select one or more of the optional report criteria: You can specify:
    (1) A specific participant
    (2) A unique Agency ID
    (3) Specific time periods using the Program Begin dates
    (4) Specific time periods using the Program Completed dates. (To specify dates, you must indicate a beginning and ending date for the time period desired.)
    (5) A percentage range of hours completed of the offered hours to the participant
    (6) Whether the participant has met the agency's requirements for completion.
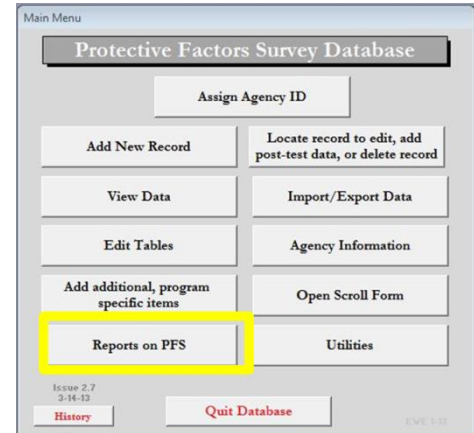
c) Third, you need to indicate which report pages you would like to view:
    (1) Selecting "All Pages" will produce all 4 report summaries
    (2) To select certain pages only, mark the associated check box
    (3) Select Optional Questions
    (4) Select Data for T-Test (a sub menu will be displayed

d) Selecting "Print" will send the indicated report pages directly to your printer.

e) 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).

f) Selecting "Save to Word" will export the selected report to a word document in your C:\PFSDatabase file. If you choose the "save to Word feature, please note: Category headings in the following tables will be blank: Services Received , Assistance Received, Race/Ethnicity, Education Levels, Income Levels and Housing Status. You will need to manually add the category labels.

g) Selecting "Select Data for T-Test" will open a menu that allows you to choose subscales and Knowledge of Parenting and Child Development items for conducting t-tests. Go to Section 7 – T-Test Analysis' to read more about this function.

h) Selecting "Exit" will return you to the Main Menu.

12. QUIT DATABASE

Use this option to Exit the database and save a backup copy of the data tables.

a) To close the database and exit MS Access, select "Quit Database" from the Main Menu
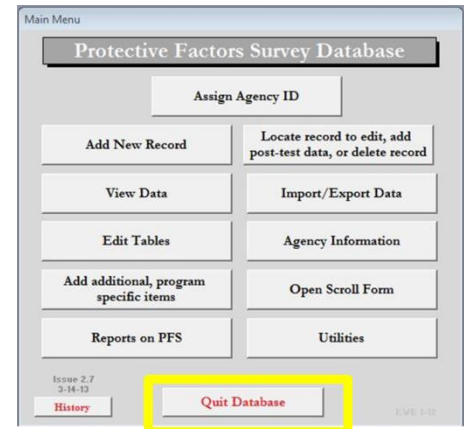
b) You will be given an opportunity to make a backup of your files at this time. If you select "Yes", the current data tables will be added to your C:\BackUpPFSData sub-folder. The file will have the Month Day and Name of the day added to the File Name. If you select "NO" the database will close without making the suggested backup.
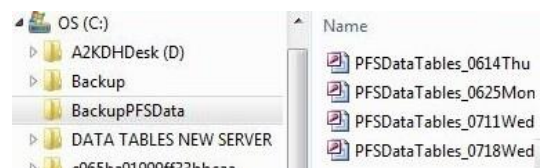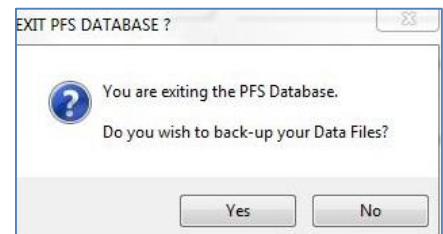
SECTION 6 – FOR OPTIMAL USE OF DATA WHEN EXPORTED TO EXCEL

The PFSDatabase2.0 will export data into Excel which may be used for analysis. It will also prepare data to be used for calculating t-tests in Excel. For more information about t-tests, scroll down to the heading, *Conducting a t-Test Analysis.*

To ensure data are exported in the most usable format, check to make sure your Excel settings are correct. Once you have followed the steps below, data entered in the database as a number will be exported to Excel as a number rather than text.

A Getting ready to use PFS data in Excel: Settings to receive data in numeric format.

1. Open Excel.

1.a. If using Excel 2007, click the round Office button in the very top left of your open window.

1.b. If using Excel 2010, click on the menu heading, "File."
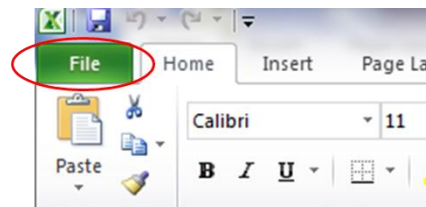
2. In either version of Excel, you will access the same menu. Click on "Options."
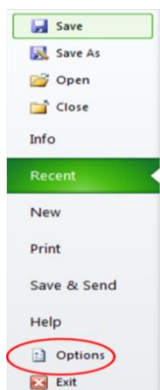
3. Click on "Formulas."
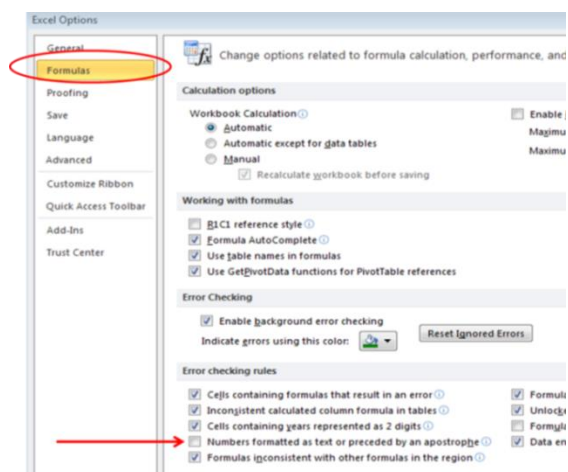
4. Make sure the box is unchecked for "Numbers formatted as text or preceded by an apostrophe." If it is checked, click on the box to uncheck it. (See arrow below.)

SECTION 7 – T-TEST ANALYSIS

WHAT IS A T-TEST?

A t-test indicates whether two data sets are statistically different. In other words, it gives us a good idea as to whether the differences between means could have happened by chance or if the differences were the result of services received by the program participants. A t-test that results in a P (probability) value of .05 or less indicates the differences are statistically significant. When p = .05 there is a 5% chance results are due to chance. The lower the P value, the lower the odds that the results were the result of chance.

A t-test requires a minimum of ten (10) sets of pre-post data; a larger number increases the power of the test. Only matched sets of data are used. For example, if fourteen (14) respondents completed a pretest, but only ten (10) of the fourteen completed both the pre and post-tests, only the ten matched sets will be used in the t-test. For the t-test function you have selected, the PFS database has used only the sets of data that meet these criteria.

The PFSDatabase2.0 will prepare your pre and post test data for running t-tests and download it into an excel file. The preparation includes:

1. Un-reversing reverse scored items. Items *8, 9, 11, 12, 14, and 16 are r*everse scored, in that the lower score is the more desirable score. To maintain the PFS convention that the higher score is more desirable, 1s are converted to 7s, 2s are converted to 6's 3's to 5's and so on.

2. Only records with both pre and post-test data will be included.

3. The pre and post-test fields will be populated only with subscale scores that meet the following criteria:

   a) At least 4 of items 1-5 must be completed for a *Family Functioning/Resiliency* score.

   b) At least 2 of items 6, 7, and 10 must be completed for a *Social Support* score.

   c) At least 2 of items 8, 9 and 11 must be completed for a *Concrete Support* score*.*

   d) At least 3 of items 17, 18, 19 and 20 must be completed for a *Nurturing and Attachment* score.

   e) Because *Knowledge of Parenting and Child Development* is composed of five unique items (12, 13, 14, 15, and 16), calculation of a subscale score is not recommended. Provided there are matched pre and post test scores, the t-test fields will be populated with the scores.

## 1. <u>GETTING READY TO CONDUCT T-TESTS IN EXCEL</u>

It is necessary to install the Analysis ToolPak in Excel to run t-test analyses. Instructions to install the Analysis ToolPak (for Microsoft Office 2010):

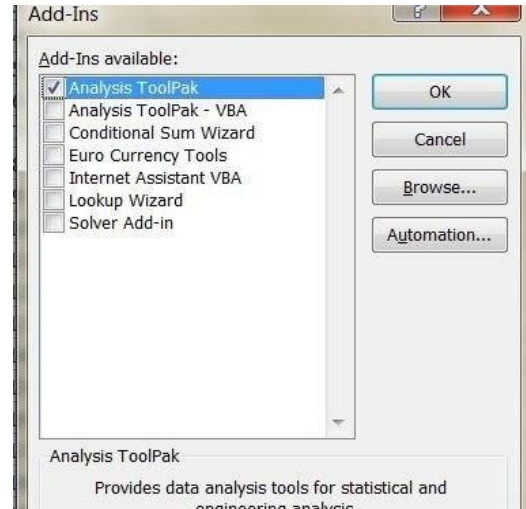**1.** Open Excel and go to **Options** following the same instructions in Section A above.
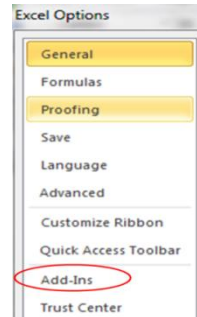
2. Click **Options**, and then click the **Add-Ins** category.

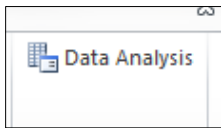3. In the Manage box (left-hand bottom), select Excel Add-ins and then click Go.
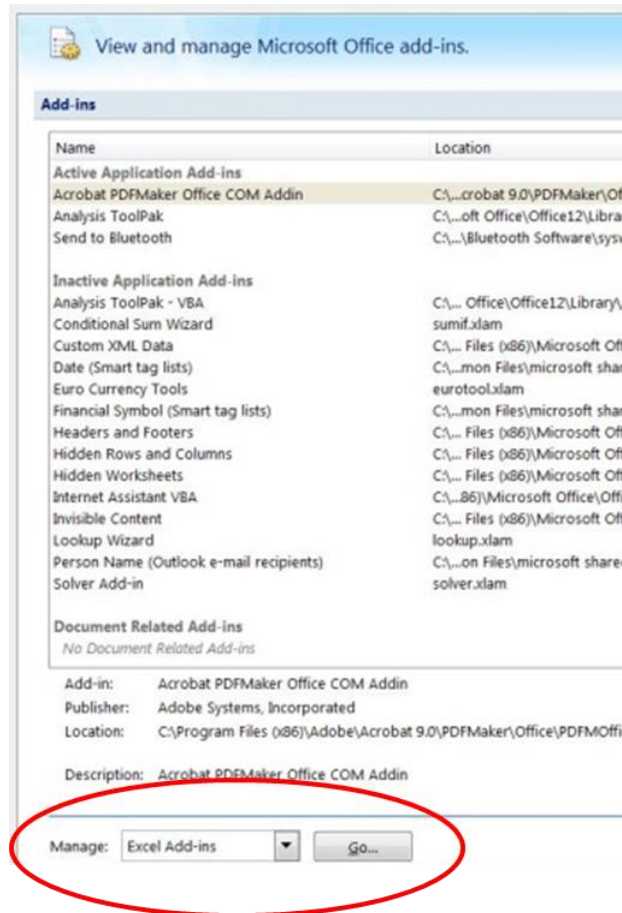
4. In the Add-Ins available box, select the Analysis ToolPak check box, and then click OK.

Tip: If Analysis ToolPak is not listed in the Add-Ins available box, click Browse to locate it.

If you are prompted that the Analysis ToolPak is not currently installed on your computer, click Yes to install

5. The analysis Toolkit should be installed**.** To check, open an excel document, choose the Data tab**.** The Data Analysis icon will be on the upper right hand corner of the menu ribbon.

2. <u>DOWNLOAD DATA PREPARED FOR T-TESTS INTO EXCEL</u>

1. In the PFS folder on your C drive, make sure there is a sub-folder named "TTESTDATA" in the PFS folder. If you do not have this folder, you need to create one. Be sure it is named TTESTDATA in all caps and with no spaces.

2. After entering data in the PFSDatabase2, go to the main menu and click on "Reports." See illustration below.
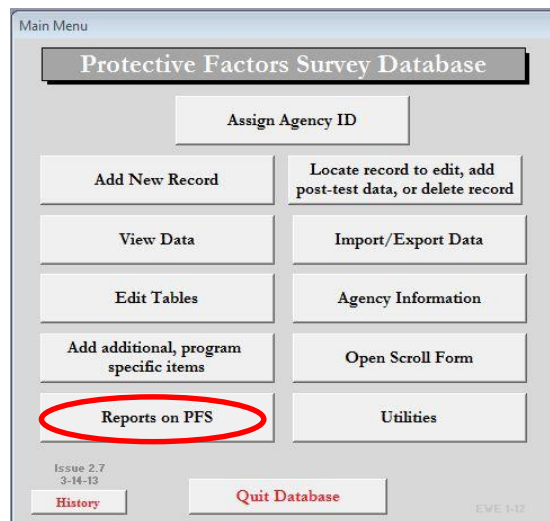
3. Click on "select data for T-tests "under "Report Pages."
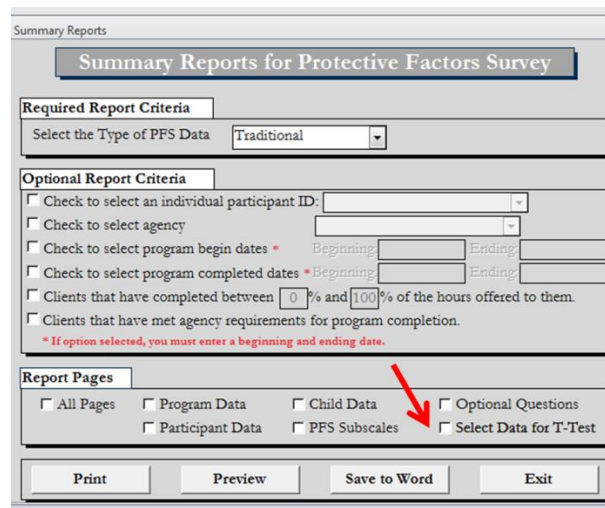
4. You will be given the option to select one of subscales or one *Knowledge of Parenting and Child Development* items by clicking on them. You can download all subscales and by selecting "Copy all 9 Groups."
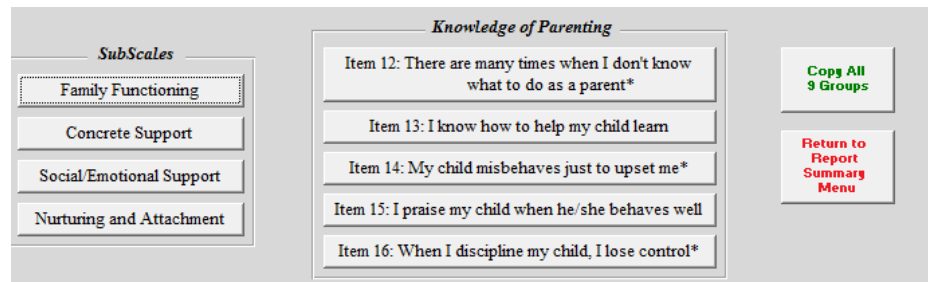
5. Once the data have been exported, the message below will appear on your screen.
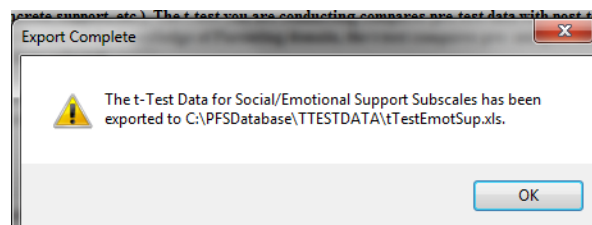
6. To find the downloaded data, open the PFSDatabase folder on your C drive.

7. Open the TTESTDATA sub-folder.

8.. If you have downloaded all groups, the content of your subfolder should look like the illustration below.
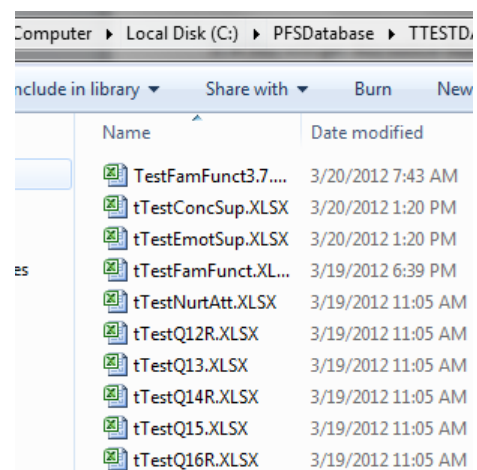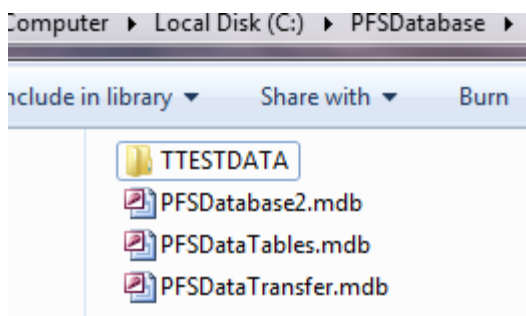
9. When you open one of the Excel files, you will find data prepared for t-tests. All pre and post-test data meeting the criteria described in Section B will be downloaded. It will look like the illustration below.

"PC" stands for *Percentage of Services Completed*

"Comp" stands for *met agency requirements for program completion*

	A	B	C	D	E	F	G	H	I	J
1	Type	Agency	Particip	PC	Comp	BeganProg	CompletedF	FamFu	FamFunctPostMea	
7	Traditional	A	a6	0.5	FALSE	11/30/2010	1/8/2012	3.2	4	
8	Traditional	A	a7	1	TRUE	11/22/2010	1/9/2012	5.2	6	
9	Traditional	A	a8	0.33	FALSE	10/7/2011	1/10/2012	5.2	5.6	
10	Traditional	A	a9	0.78	TRUE	10/8/2011	1/11/2012	4	5	
11	Traditional	A	a10	0.8	TRUE	10/9/2011	1/12/2012	4.2	5.2	
12	Traditional	A	a11	0.6	FALSE	10/10/2011	1/13/2012	4	5.4	
13	Traditional	A	a12	0.75	TRUE	10/11/2011	1/14/2012	4.4	6	
14	Traditional	A	a13	0.66	TRUE	10/12/2011	1/15/2012	3.6	5	

3. <u>SORTING DATA:</u>

Remember, there is no "overall" score on the PFS so a t-test (or any analysis) is run separately on each domain. The t-test you are conducting compares pretest data with post test data in the domain you have selected. In the case of Knowledge of Parenting, the t-test is comparing pre and post test data for the individual item you have selected. This example is comparing pre and post-test scores in *Family Functioning*.

Before running a t-test analysis, you will first need to sort by type of data, either traditional or retrospective. You should not combine the two types of scores for reporting. If you have only Traditional or only retrospective data, you do not need sort for those variables. The instructions that follow will show a Traditional/Retrospective sort. The same steps can be applied to the other variables on the spreadsheet.
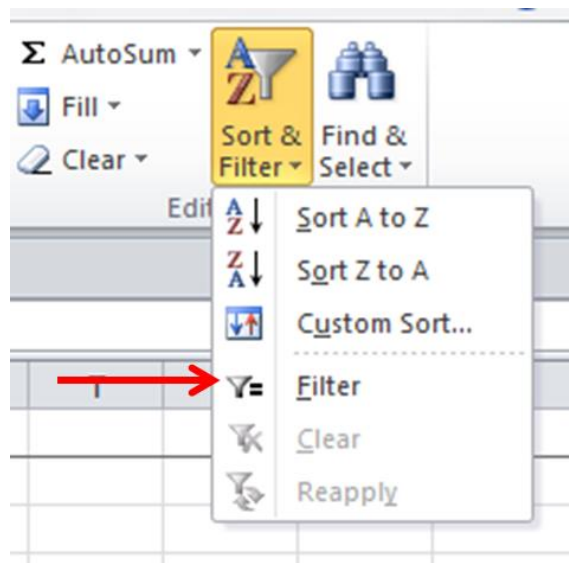
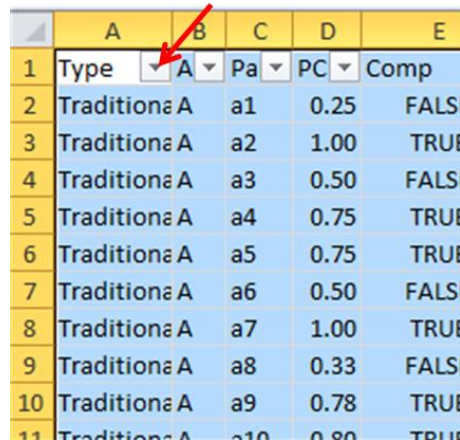1. Select the columns with data you wish to sort.

2. On your home page, select "Sort and Filter".
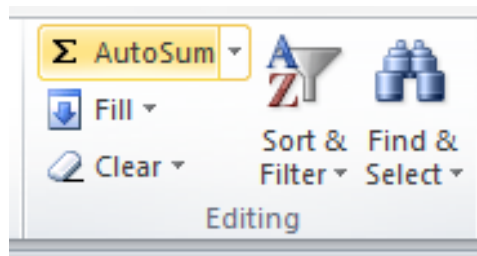
3. Select "Filter".

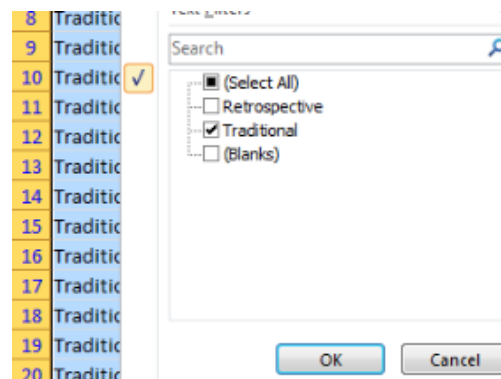4. A drop-down arrow will appear in the column headings of the columns you have selected.

5. When you click on the drop-down arrow, you can choose which categories you wish to see.
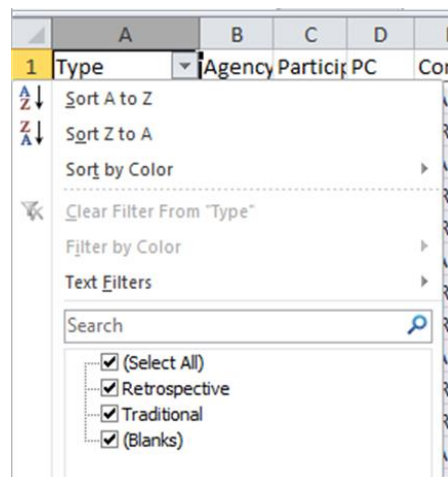
6. Unselect "Select All" and click on the box next to Traditional. Click okay. You will now see only the records that are Traditional (true pre-post).

7. From the *Data* tab, click the *Data Analysis* button (right-hand side). From the list, select *t-Test: Paired Two Sample for Means*. Click *OK*.
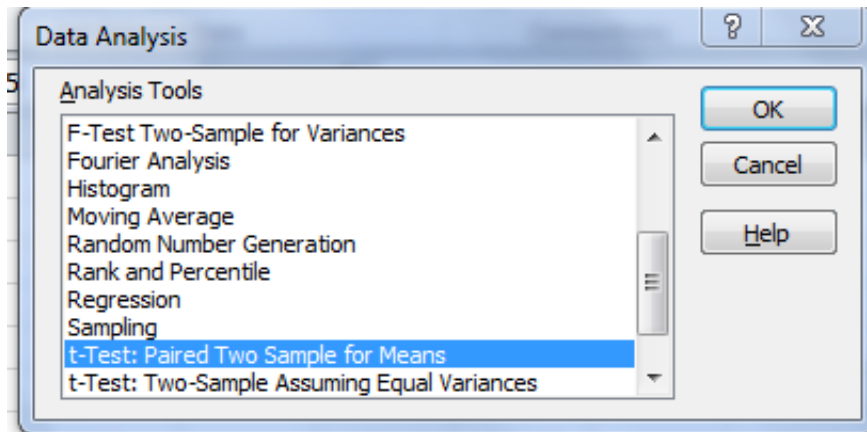

8. *Enter information into the required fields.*

   a. *Variable 1 Range*: Enter the cell range for pre-test scores (e.g., CG2:CG29).

   b. *Variable 2 Range*: Enter the cell range for post-test scores for the subscale of interest (e.g., CG30:CG57).

   c. *Hypothesized Mean Difference*: Enter 0.

   d. *Labels*: Do not check the Labels box.

   e. *Alpha*: Leave Alpha as 0.05.
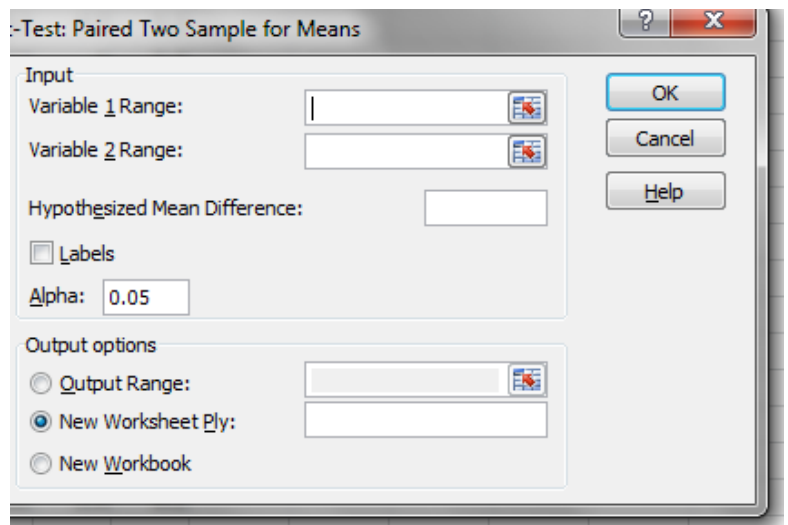
   f. *Output Options*: We recommend selecting *New Worksheet Ply* and naming the new worksheet appropriately (e.g., Pre-post test Family Functioning).

   g. Click *OK*. The new worksheet will open with your t-test results.

9. In the new worksheet, highlight the B and C columns (or just the B column). Right click and select *Format Cells*. Select *Number* in the *Category* box and increase the number of *Decimal places* to at least 8. Click *OK*.
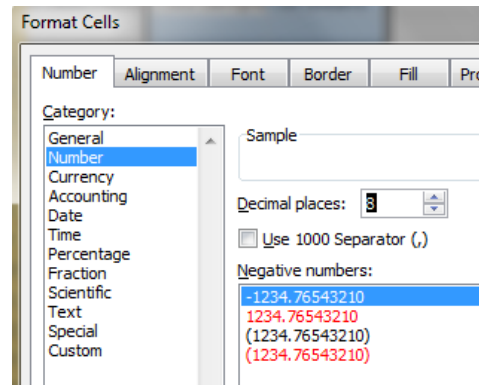
10. After you have run your t-test, the pre and post group means scores for the selected domain are presented in Line 4, the number of respondents are presented in line 6 and the p-value of the t-test is presented in Line 13.

For more information on t-tests, visit –
http://www.socialresearchmethods.net/kb/stat_t.php