



FRIENDS

National Resource Center for Community-Based Child Abuse Prevention

Using the FRIENDS *Family Support Outcome Survey Database*

REQUIREMENTS

The FRIENDS *Family Support Outcome Survey Database* is a windows-based application developed using Microsoft Access 2000. Users *must* have a licensed copy of Access 2000 or a later version installed.

INSTALLATION

1. Create a folder in your C drive. Name it "FRIENDS".
2. Double click on the "FRIENDS_FSPOOutcomeSurvey.exe". A window will tell you that the file will be extracted to C:/FRIENDS. Choose "okay". The file will automatically be extracted to the FRIENDS folder you have created in your C drive.
3. Open the folder named "FRIENDS" in your C drive and then open the file named "FRIENDS_FSPOOutcomeSurvey.mbd". The database will open to the main menu.

TO ENTER YOUR PROGRAM ID (Do this before you enter data)

1. Press the **Assign Program ID** button on the Startup Form.
2. Enter your unique **Program ID** following the instruction on the form and press **Enter**.
3. Press the **Close Form** button.

TO ADD PROGRAM IDs

You may wish to track more than 1 program using the same data-base. In this way, you will be able to track aggregate data, as well as being able to see data from individual programs. You may add as many program IDs as needed. A drop-down window will allow you to choose the appropriate program ID when entering data. Whichever ID is in the text box when the form closes will become the default when entering data, but you can still change the value on entry if they don't want the default value.

TO ASSIGN ADDITIONAL QUESTIONS

1. Press the **Assign Additional Questions** button on the main menu.
2. Enter each additional question/item in the appropriate fields.
3. Press the **Close Form** button.

Unlike the program ID, you will not be able to add new questions on the same database.

Enter Data

1. Press the **Enter Form Data** button.
2. The cursor will be in the **Program Code** field when you open the database. You can change the program code as needed by using the drop-down menu, provided you have assigned more than 1 program code.
3. Enter each field with the appropriate data, leaving fields blank when the questionnaire was left blank. NOTE: The Program ID and Participant ID are the only required fields. You must enter these values before any record will be saved.
4. You can use the **Tab** key to move to the next field, or **Shift+Tab** to move back one field. **Control+Shift+Tab** will take you back one page. **Control+Tab** will send you forward 1 page. To continue past the Child information on page 1, you must use place the cursor in the next field ("Your relationship with Children").
5. At the bottom of each form page, you can press the **Next Page** button which will take you to the first field on the next form page. You can also go to the first field of the previous page by pressing the **Previous Page** button.
6. When you go to page 1, **Participant ID** will already be filled in and the cursor will be in the field asking for the sex of the participant.
7. If you attempt to enter data that is not valid for the field, you will be prompted with a message informing you that invalid data has been entered or, in the fields asking for dates, the field will remain blank. You will need to re-enter a valid value to continue.

FOR FAMILIES WITH OVER 5 CHILDREN OR 2 PARENTS WHO COMPLETE SURVEY

1. If there are more than 5 children in a given family, add a new program ID in which to put the child Data. The ID should be the original program ID, plus the characters "CH" (example, if the program ID is "WA98366" the record with the additional children will be "WA98366CH"). Open a new record form to enter the additional children using the new program ID. In this new record, *enter only* the Program Code, Participant ID and child information.
2. If each member of a co-parenting couple (parents who are married or partnered) completes the survey, enter the children on only one of the forms. Assign the same Participant ID to each parent with one difference; the second parent's ID must end with the characters "SP". Add all of the survey responses, but do not enter the child data so that they are not counted twice.

EDITING Data

You can edit data as needed by going to the main menu and pressing the **Edit Form Data** button and going to the record you wish to edit.

1. To locate a specific family, click with the mouse on the **Participant ID** field. Go to **edit** on menu bar. Choose **find**. Type in the participant id and select **find next**. The family's record will be brought-up and you will be able to edit data.
2. You can also navigate through the records using the navigation toolbar at the bottom left of the form. This allows you to go to the first record, last record, or choose the number of the record.
3. Select the **Exit** button to close this form. If you select the **Add Record** button, a new blank form will appear and you can immediately begin entering data for another form. If you select the **Delete Record** button, the current record will be permanently removed from the database.
4. Make changes as needed.
5. Enter the data in each field, leaving fields blank when the questionnaire was left blank.
6. You can use the **Tab** key to move to the next field or **Shift+Tab** to move back one field.

Exporting data to excel

1. Press the **Export Form Data** button.
2. A MS Excel spreadsheet, named **OutcomeSurvey** will be created and saved in the FRIENDS folder that you have created in your C drive.
3. The spreadsheet will be updated each time you press the **Export Form Data**.

REPORTS

1. Select the **Reports** button on the Main Menu. This will open a reports menu that will allow you to run summary reports of your data.
2. Under the **Required Report Criteria** section of this form you will need to select which data you wish to report on.
 - a. Select **All Data** if you want all records to be included in the report.
 - b. If you wish to view records of participants who completed the survey between 2 given time periods, or who began the program between 2 given time periods, enter the beginning and ending dates.
 - c. If you wish to see only the reports for a given program, check the box in **Optional Report Criteria** and select the appropriate program in the drop-down menu.
3. On **Report Pages**, select the pages that you wish to report on.
4. Once you have selected the report pages, you can select either the **Print** button or the **Preview**. Selecting **Print** will automatically send the selected pages directly to the default printer. Selecting the **Preview** button will open a report window for each report page selected to run. These reports can then be previewed without printing. To close these previewed report pages, select the "X" in the top right corner of the report window. If you selected multiple pages, you will need to close each report window separately.
5. Select the **Close Form** button to return to the **Main Menu**.