Protective Factors Survey Online Data System (PFSODS) Instruction Manual
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Protective Factors Survey Online Data System Instruction Manual

Overview
The Protective Factors Survey Online Data System (PFSODS) is a web-based tool that allows users access to an online data system. This system enables users to manage all aspects of the original Protective Factors Survey (PFS) and the Protective Factors Survey, 2nd Edition (PFS-2) and its various iterations which include:

- PFS Traditional Pre-Post
- PFS Retrospective Pre-Post
- S-PFS (Spanish Adaptation) Traditional Pre-Post
- PFS-2 Traditional Pre-Post
- PFS-2 Retrospective Pre-Post
- PFS-2 Concrete Supports Traditional Pre-Post

This system allows users to locally own their data while having access to a state-of-the-art online data collection system. This system is designed to allow for a digital administration of the survey via direct interaction with clients or a text, email link, or QR code for completion at a separate time. The system is responsive and can be administered on a phone, tablet, laptop, or desktop environment. These options allow for direct entry by clients into the system, eliminating potentially time-consuming data entry.

To learn more about the surveys and the system, please visit https://friendsnrc.org/evaluation/protective-factors-survey/.

If you don't have digital access for client administration- don't worry! You can still use this system. You can administer traditional paper/pencil surveys and use the system for data entry via the paper entry format.

So how do I get started?

To use the system, you need a database or "group" that holds the data you are entering. If you are not joining an established group via your CBCAP Lead, you will need to set up a database.

Non-CBCAP Leads: Visit https://brandnewbox.com/pfs/ for more information on options and to set up your account.

CBCAP Leads: CBCAP Leads have the option of working with FRIENDS and Brand New Box to set up state-level data systems. These systems provide many benefits for both the Lead Agency and funded agencies. These include:

- Real-time access to data for State Lead Agencies and program managers of funded programs without the need for data transfers or data dumps
- Access to an easy-to-use and powerful data management system that funded agencies could likely not otherwise afford.
- Reduction of the time needed to manage data by allowing for direct entry of survey results via participants into the system.

To set up a state-level account for CBCAP, contact ewinkle@friendsnrc.org.
Getting Set-Up

I want to use the system, now what?

There are three levels of set-up for the system. Select your set-up based on your role in the system.

- **Database Level (Group Owner)**- Choose this set-up to initiate a database system. It is for independent users who have not been invited to a database/group by a group owner. If you need to initiate a database, visit this section. If you are CBCAP State Lead Agency and are interested in establishing a database, contact Edi Winkle at ewinkle@friendsnrc.org to get started.

- **Agency Level**- Choose this set-up for agencies that are participating in an established database group. This section provides instructions on various aspects of completing an initial agency set-up which includes:
  - Creating discrete programs so data can be sorted according to needs.
  - How to customize agency demographic questions.
  - Solutions for creating custom agency questions for survey administration in addition to the standardized survey items.
  - Managing staff that needs access to the system to administer surveys or work with survey data.
  - Instructions on survey administration utilizing the system.
  - Instructions on data entry.

- **Agency Staff**- Choose this set-up for staff responding to an invite from your agency to get your account set up and access your agency to administer surveys or enter data.
Setting Up Your Database (Group Owner)

1. To own your data in the PFSODS, you need to have an account with a database provider. For this, you'll be using ElephantSQL, and you'll need to sign up for an account. Visit https://customer.elephantsql.com/signup to get started.

Here’s what the signup page looks like. Enter the email for the person in your organization who will be responsible for managing your data system. This might be your program manager, IT professional, or office manager. You will need access to this email to complete the set-up process.

2. ElephantSQL will send you a confirmation email. Go to your email, find that email, and click the link they provide.
   Note: Be sure to check your junk or spam folder if you are not finding the email after a couple of minutes.

3. That link will take you to a Create Your Account page. Fill in your information. Be sure to make a note of the email and password you use. You must agree to Terms of Service and indicate that you are not bound by EU Rules.
4. For Billing Set-up you have some options:
   1. You can do a monthly billing on a credit card. Just enter your card information under
      the billing section in account settings. You will be billed monthly for usage (likely $5 per
      month for a Simple Spider plan)
   2. If you need annual billing, reach out to billing@elephantsql.com and let them know you
      want annual billing for the simple spider plan via a credit card or PO. (The cost will be
      the $60, plus a $9.00 service fee).

Once you have your account created (you can still be working on billing with ElephantSQL), you
will need to complete these next steps:

5. In your ElephantSQL account click on the top right dropdown for an option called Account
   Settings.
6. Once in account settings select **API Access** from the left menu.

7. We’re going to generate a new API key. In the comment field, enter **This is for the PFS**, and then click **+ Generate New Key**.

8. Now you have generated a new API Key for you. That’s the long string of random characters in this example below. It starts with '45937fd9'. Click the eye symbol to see the whole string.
Copy that API Key to your clipboard (clicking 🖼️ will copy it) as you will need it when you set up your agency account in PFSODS. (go to page 10 for information on that set-up)
Setting Up Your Group

1. Once your database is set-up with Elephant SQL or Brand New Box, you need to create your Group in the system. Visit https://pfsonline.friendsnrc.org/users/sign_up and enter your name, email, and create a password.

![Sign Up Image]

2. At the Create a New Agency screen go to the bottom of the page and click OR Create a New Group.

![Create a New Agency Image]

3. This page asks for your Group Name and ElephantSQL key. You copied that on your clipboard earlier from your ElephantSQL account. Paste it here after you have named your Group. You will also need to designate a Group Password. This will allow other agencies to join your database moving forward. Once you have entered the group name, Elephant API, and group password, click save.
4. You'll see a message that tells you to wait while we automatically create the linkages to your database for you. You'll get an email when it's ready; it usually only takes a few minutes.

Note: Be sure to check your junk or spam folder if you are not finding the email after a couple of minutes.

5. When your database is ready, you'll get an email letting you know. Click the link in that email, and you'll be directed back to the set-up.
Note: Be sure to check your junk or spam folder if you are not finding the email after a couple of minutes.

6. **NOW** you can proceed. If you are a state CBCAP Lead, you can invite your funded agencies to participate in your Group by sending them the link [https://pfsonline.friendsnrc.org/](https://pfsonline.friendsnrc.org/) and inviting them to participate in the agency set-up process. (see **Agency Set-Up** on page 9 for more information.)

If you are setting up a database for your agency you are now ready to proceed. Visit **Agency Set-Up** in the next section to walk-through that process.
Agency Set-Up

1. Visit https://pfsonline.friendsnrc.org/users/sign_up and enter your name and email. Then, create a password. If you already have an account, click the log in under the Sign Up button.

![Sign Up](image1)

2. It's time to give your Agency a name. Fill out a name and make sure that the proper GROUP is selected in the Group field below. Also, you will need the Group Password that you designated in the Group Set-Up phase. (If you are setting up an agency using a Group created by another entity, you will need the Group Password from that entity. You will need to reach out to them to procure that.) Once you have entered all information, click Save. The Group is the database you will be using.

Note: If you have not been invited to participate in an existing database, you will need to establish your own. Refer to page 6 to learn how to get started.

![Create a New Agency](image2)
3. 🎉🎉 Tada! 🎉🎉 You're in! You're now looking at the PFS Dashboard.

**Program Set-Up**

It's time to customize your agency by setting up Programs. Select *Manage Programs* under customize. Program set-up is a crucial step that allows you to sort and manage your data. It is also **vital to properly sharing your data with your CBCAP State Lead if applicable.**
Go to the *Your Programs* screen. There are a few items to consider as you set up programs.

1. **Programs need to be set up before any data entry.** Programs are a key data organizing step and MUST be done before data entry. If you are sharing data with your CBCAP Lead, at least one program must be set up and the box must be checked. This program will trigger the sharing mechanism with the State Lead. Failure to complete this step will result in a loss of data to your Lead and will cost support dollars to resolve.

2. Programs dictate parameters for data analysis. You can run reports on discrete programs or aggregate data as a whole. If you need to isolate a data set, you should create it as a discrete program. You may enter as many programs as needed.
   a. For example, if you want to sort your data on funding stream and/or service type, you should create a program for the funding stream(s) and the service type(s). Then you can choose to sort data later in reports based just on service type or just on funders or both.
   b. If you set up programs for funding source a, funding source b, and funding source c – you can run reports isolating each of those or just for b and c, or a and c. If you set up programs for home visiting, clothes closet, parent support, you can run reports isolating those programs individually or consolidating any variation.
   c. **If you are a CBCAP funded agency participating in a statewide database, you need to be sure to check the box to share your data where required with your CBCAP State Lead Agency.** The checkbox can't be edited after program creation. For programs that you want to collect data on but are not currently CBCAP funded, simply don't check the box.
   d. **If you are a group owner and are setting up programs for your agency, you should check the box on every program created so you can run reports in the agency or group report features equally.** Setting up programs will allow you the same capabilities for data sort as CBCAP agencies, so you must complete this step as well.
To add a program that you are sharing data on, add a program name, click the box and then click Add.
You cannot edit this feature after program creation. Therefore, this step is crucial in program set up to ensure you are sharing data with your funder appropriately.

**Demographics Set-Up**
This feature allows you to edit demographics for your agency. From the dashboard screen, click on Select Demographic Questions in the Customize box.

You can customize the set of options provided in the demographic sections of the Protective Factors Survey during electronic administrations. You can choose from including/excluding whole questions or customize options available under questions.

1. To toggle on/off questions, choose the check box next to the question title. If you uncheck that box, the question will not appear in the survey administration so it does not matter what options are selected. If you wish for a question to appear, make sure the box is checked next to the question title.

2. If you include a question and want to customize the options under the question - just check the options you'd like to include.

3. You can also reset to the default options which matches the official paper copy of the survey tool.

Note: If you are using paper administrations, you want to make sure you edit any paper copies to reflect your choices here so your data entry has the proper questions/responses to match your system. This will apply to all programs in your agency and will appear on every survey administration.
**Demographic Questions**

You can customize the set of options provided in the demographic sections of the Protective Factors Survey during electronic administrations. You can choose from including/hiding whole questions or customizing options available under questions.

1. To toggle on/off questions, choose the check box next to the question title. If you uncheck that box, the question will not appear in the survey administration so it does not matter what options are selected. If you wish for a question to appear, make sure the box is checked next to the question title.
2. If you include a question and want to customize the options under the question - just check the options you’d like to include.
3. You can also read to the default options which matches the official paper copy of the survey tool.

Note: If you are using paper administrations, you want to make sure you edit any paper copies to reflect your choices here so your data entry has the proper questions/mismatches to match your system.

- **Sex/Gender**
  - Male
  - Female
  - Nonconforming / Nonbinary
  - Other
  - Prefer not to Answer

- **Age (in years)**
  - This question does not have any choices.

- **Primary Language Spoken at Home**
  - English
  - Spanish
  - Armenian
  - Cambodian
  - Tswana
  - Korean
  - Tagalog
  - Vietnamese
  - Creole
  - Mandarin
  - Arabic
  - Russian
  - Other

- **Race/Ethnicity**
  - Native American or Alaskan Native
  - Other Asian
  - Black or African American
  - Mexican, Mexican American, Chicano
  - Puerto Rican
  - Cuban
  - Hispanic or Latino
  - Native Hawaiian/Pacific Islander
  - Guamanian or Chamorro
  - Asian Indian
  - Chinese
  - Filipino
  - Japanese
  - Korean
  - Vietnamese
  - Samoan
  - Other Pacific Islander
  - Asian
  - African National/Caribbean Islander
  - Middle Eastern
  - White (Non-Hispanic/European American)
  - Multi-racial
  - Other race

- **Relationship Status**
  - Married
  - Partnered
  - Single - Never Married
  - Divorced
  - Widowed
  - Separated

- **Family Housing**
  - Own
  - Rent
  - Shared Housing with relatives / friends
  - Temporary
  - Homeless

- **Family Income**
**Customize Questions for your Agency**

You can create custom questions for clients that will be used within your agency survey administrations. Click on *Create Agency Specific Questions for Clients* in the *Customize* box on your agency dashboard.

Once you click *Create Agency-Specific Questions for Clients* you will be taken to this interface. You can define four types of questions.

a. Open-Ended Question  
b. Check Box  
c. Likert- Agreement (on a 5-point or 7-point scale)  
d. Likert- Frequency (on a 5-point or 7-point scale)
To define questions, click on the button for the type of question you wish to establish and follow the interface. If you want the question to be a required item, be sure to click the box and then select save changes.

Note: These are applicable across all programs at the Agency Level. They cannot be program-specific.

**Customize Questions for Staff in your Agency**
You can customize the questions displayed in the program information section (staff-facing) of the electronic survey administrations. Click on *Create & Customize Program Questions for Staff* in the *Customize* box on your agency dashboard.

Once you click *Create & Customize Program Questions for Staff* you will be taken to this interface. Here you can do 2 different activities.

First, you can customize the set of program questions of the Protective Factors Survey for staff to answer when they set up the client survey. Check the box next to the question for which options you'd like to include. You can also reset to the default options which matches the official paper copy of the survey tool.
Next, you can add your own custom questions to the PFS instrument. These questions will appear during the staff facing questions in the “set-up” phase of the survey.

Note: If you are using paper administrations, you want to make sure you edit any paper copies to reflect your choices here so your data entry has the proper questions/responses to match your system.

You can define four types of questions.

a. Open-Ended Question
b. Check Box
c. Likert- Agreement (on a 5-point or 7-point scale)
d. Likert- Frequency (on a 5-point or 7-point scale)
To define questions, click on the button for the type of question you wish to establish and follow the interface. If you want the question to be a required item, be sure to click the box and then select save changes.

Note: These are applicable across all programs at the Agency Level. They cannot be program-specific.
**Edit/Add Staff**

1. To edit or add staff to your agency, on the main Dashboard, click on *Manage Staff*.

2. To invite staff to participate in the system, enter their name and an email address and click *Add*.

3. If a staff member deletes the email or fails to respond, simply click the resend invitation, and it will generate a new invite for them.

   Note: Be sure to have your staff check junk or spam folders if they are not finding the email after a couple of minutes.
Staff Set-Up

1. You received an email and don’t know what to do next.

Note: Be sure to check your junk or spam folder if you are expecting an invite and you are not finding the email after a couple of minutes.

Invitation instructions

YOU'RE INVITED!

Hello Edi W.

Someone has invited you to Protective Factors Survey, you can accept it through the link below.

Accept invitation

If you don’t want to accept the invitation, please ignore this email.
Your account won’t be created until you access the link above and set your password.

Sent by Protective Factors Survey

2. Click on the green Accept Invitation button
If your email system does not allow you to click through links, simply hover over the green button with your cursor and then right-click. Select copy hyperlink and then open a browser window and paste the address into your browser.

3. Once you click the link you will be taken to the system and asked to create a password. Pick something secure, but you will remember.

Tip: If you want to make sure you know what you typed, click on the eyeball at the end of the line and it will show you.

4. You have successfully set up your account and are ready to start using the system. Visit the Administering Surveys on the next page to learn more.
Administering Surveys

You have set up your account and are ready to begin administering the survey. If you need information on choosing the right survey for your agency needs, visit https://friendsnrc.org/evaluation/protective-factors-survey/ to learn about the different versions of the survey and to find supporting information on the research behind the tools along with documentation on their validity and reliability.

A couple of notes on survey data to be aware of as you proceed.

- Surveys can be administered utilizing a variety of electronic methods from within the system. But you should maintain strict practices around how you support participants in answering the questions. Visit https://friendsnrc.org/evaluation/protective-factors-survey/ and download a copy of the user manual for the survey type you are using for guidance on best practices in survey administration.
- To view the responses from the client on surveys that are administered electronically, click on the Completed On date and it will show the responses on the screen.
- Surveys administered electronically can only edit the program datasheet questions (completed by staff before administration) after the survey is submitted, this is to protect data integrity.
- Surveys entered by staff from a previous pen and paper administration can be edited for errors in data entry.
- If administering a traditional pre-post version of the survey, the system automatically records the first entry into the system using a client id as the pre-test and all subsequent records as the post-test. If you are entering pen and paper administrations, be sure to enter the data chronologically to ensure that you have the proper administrations labeled and pre-tests and post-tests within the system.
- Devices being utilized to administer the survey to clients should have the autofill options turned off so clients can’t see previous answers to questions. To learn how to address those features, visit the proper support for your browser type or view the directions below.

Chrome

Click on the three dots to the right of the menu bar and select Settings. Choose Autofill from the options at the left and then scroll down and select Addresses and more. Turn this feature off.

Internet Edge

Click on the three dots to the right of the menu bar and select Settings. Choose Passwords & autofill from the left menu and turn off Save form data.

Internet Explorer

Click on the Gear icon to the right of the menu bar and select Content and then click on the AutoComplete Settings and ensure forms is unchecked.

Firefox

Click on the three lines to the right of the menu bar and select Options. Click on the Privacy & Security from the left menu and scroll down to Forms and Autofill and unclick the box. Also, scroll to History and choose never remember history.
**Safari**

Click on the word Safari at the top of the screen (Safari menu). Then click preferences and choose AutoFill. Uncheck "using info from my contacts card/address book card" and "other forms" and then click done.

**Initiating Survey**

1. To begin a new survey administration, click on the *New* button in the *Your PFS Records* box.

2. Select the version of the survey you are administering. Click on the version you are using. For this example, we will use the *PFS-2 Retrospective*.
3. Add the participant identifier, survey completion date, program start date, and, if applicable, the program end date. Any item preceded with a * is a required item. Click Next.

Note: The participant identifier is the marker that will link multiple versions of the survey to the same participant. Agencies should use existing case/client ID numbers without collecting any personally identifying information, such as participant names or birth dates.

Tip: To use the calendar feature in the date fields, click on the calendar that appears and select the appropriate date. The view of the calendar will vary based on the browser you are using.

4. This is the program information data. You might have customized the information displayed/collected here in the Create and Customize Program Questions for Staff (see pages 18-20). Remember, items preceded by * are required to proceed. If you accidentally click a wrong answer, simply click again to unclick that answer. Click Next.
This page is to be completed by staff to collect program information. The following pages are to be completed by the participant.

**Programs Participated In:**
- Home visiting
- Parent/Child Groups
- CDEF Leader
- **In a face-to-face interview**
- By the participant with assistance available from program staff as needed
- By the participant without program staff present

**How was the participant referred to your program?**
- Self-referral
- Child Protective Services
- Court
- Community Program
- Other

**Has the participant been referred to Child Protective Services?**
- Yes
- No
- Not sure

If yes, what?
- Before starting the program
- During the program
- After completing the program

**If yes, was the report substantiated?**
- Yes
- No
- Not sure
- Referred to a Different Agency
- Referred to a Different Program
- Not Substantiated

**Identify the type of program that most accurately describes the services the participant is receiving. (Select all that apply)**
- Advocacy (not serving)
- Supportive Services
- Home Visiting
- Parent/Child Education
- Parent Support Group
- Parent Support Group (non-CDEF)
- Parent Support Group (CDEF)
- Parenting Skills Group
- Parenting Skills Group (non-CDEF)
- Participant's own choice
- Other

If you are using a specific curriculum, please name it below.

**Answer at this step:** Number of hours of services offered to the participant.
15

**Answer at this step:** Number of hours of service received by the participant.
12

[Buttons: Back, Next]
5. You now have options for proceeding with administering the survey. You can:

   a. **Continue Here**- you will get a message to hand off your device (phone, tablet, laptop, desktop to the client to begin the survey)

   ![Hand Over Your Device](image)

   - Cancel
   - OK, Get it

   b. **Send Email**- generate a survey link to the email address of your choice. The designated email address will receive an email with a link. By clicking on the link, the client will be able to complete the survey specific to their client id.

   ![Email a Link](image)

   - Send a link to the participant via email, and they can answer questions on their own.
   - [email@example.com](mailto:email@example.com)
   - Cancel
   - Send

   c. **Send Text Message**- generate a survey link to a cell phone number for administering the survey. This could be your number to have the link ready for a client later, or the client's number for them to complete the survey on their own device.
d. **QR Code** - this will generate a code that can be scanned for completing the survey specific to the client.

e. **Paper Entry** - this option allows you to complete data entry from a paper and pencil administration. Choose this if you have the completed survey(s) on hand for data entry. This entry is intended for STAFF ONLY. Do not choose this option for administration directly to a client.

Note: The link generated in these various options are **ALL CLIENT SPECIFIC** – the links can only be used once and are tied to the appropriate client id.

6. The client will complete the survey using the link provided. The survey system is designed to be responsive to the type of device being used- phone, tablet, laptop, desktop. Once they complete the survey, you will be able to view the results on your Dashboard. If something happens and you need to send another link, you will be given that option as well. Be sure to offer support to the client in completing the survey, even if you are using these electronic options. They may have
questions. You should also provide them a heads up that they will receive a link so they know to expect it and can reach out to you if they have any questions.

Paper Entry Instructions

1. Once you enter the program information and click on Paper Entry, you will receive this message:

   ![Paper Entry Message]

   **Note:** Do not use this option if handing your device to a client. This option does not lock the system to prevent clients from accessing the Agency Dashboard after completion and they can access survey data once completed.

   You can begin your data entry now. All survey questions will be on one page and you will just need to scroll down to enter all the items. Once entered, click +Add Child.
2. Enter child information. You may enter as many children as needed by clicking +Add Child after you save each record. Remember * indicates a required field.
3. Once all children are entered, click *Submit*.

4. Once you click submit, you have two options- Add a new record or Go back to your Agency Dashboard.
Client Entry

1. Once you enter the program information sheet information, click on *Continue Here*. You will receive this message:

   **Hand Over Your Device**
   The remaining questions are for the participant.
   
   [Cancel] [OK, Got It]

   Click *OK, Got It* and allow the client to access the device you are using (phone, tablet, laptop, or desktop).

2. The client can now proceed to answer the questions in the survey. You may provide guidance as you would in a paper administration following your agency procedures. For our purposes, we are using the PFS-2 Retrospective. As the client answers the questions, they will click *Next*. The device being used will dictate how many items will be on each screen before clicking *Next*. Remember, if they accidentally click on a wrong answer, they can click again, and it will unmark the answer selected.
3. A progress bar will appear at the top of the screen to show how far they are in completing the survey questions.

4. The client will enter child information. They can enter as many children as needed by clicking *Add Child* after each record. Remember * indicates a required field.
5. Once all children are entered, they will click *Submit*.

6. When they click *Next* they will receive this message. There is no navigation back to the *Dashboard* or any other part of the system from this screen. This prevents clients from accessing areas they are not permitted to see within the system.

To reaccess the system, you will need to close the browser window and then reopen and type in the system address.
Running Reports

The system has predefined reports that support agencies' understanding and using their data. This section will walk-through the predefined reports and guide how to download raw data for use in outside data and statistical programs.

Also, users can run searches of records based on specific search parameters.

The system has the following reports predefined:

- Participant Data
- Child Data
- Program Data
- PFS Subscales
- Custom Questions

Reports can be accessed from the Dashboard by clicking the link in the Your PFS Records block.

Searching and Sorting Records

1. All records are sorted on Instrument Type. You can't combine records across report types (PFS-2 traditional and PFS-2 Retrospective, for example) in any generated reports within the system. You can search by participant id and program in the basic search box, or you can click on Advanced Options and get more options.

2. You can navigate your records here in the Your PFS Records box. This includes selecting records for editing and downloading raw data into excel for further analysis. You can also view individual responses by clicking on the Completed On date.
Participant Data Report

1. From the Dashboard, click on PFS Summary: Participant Data in the Reports block.

2. Choose the survey and which program(s) you want to display records from. You can also narrow by program dates, survey dates, and only matched pre-post records. Click Generate Report, or you can click Advanced Options for more search criteria.
3. Once you click *Generate Report*, scroll down to see the demographic information. Here is a sampling of the type of data generated.

<table>
<thead>
<tr>
<th>PFS-2 - Retrospective</th>
<th>PFS Summary: Participant Data Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Generated: 07/27/2022</td>
<td>Programs: All Start Dates: 01/01/2019 - 07/31/2021</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Number of Participant IDs</th>
<th>13</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mean Age</td>
<td>28.62</td>
</tr>
<tr>
<td>Standard Deviation</td>
<td>8.14</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sex/Gender</th>
<th>Count</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male</td>
<td>1</td>
<td>7.69%</td>
</tr>
<tr>
<td>Female</td>
<td>11</td>
<td>84.62%</td>
</tr>
<tr>
<td>Nonconforming</td>
<td>1</td>
<td>7.69%</td>
</tr>
<tr>
<td>Other Gender</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Decline</td>
<td>0</td>
<td>0.0%</td>
</tr>
</tbody>
</table>

4. Remember, you can also download your data for use in other programs for more in-depth analysis. To download, click the *Download Report* button in the upper right corner.
Child Data Report

1. From the Dashboard, click on PFS Summary: Child Data in the Reports block.

2. Choose the survey and which program(s) you want to display records from. You can also narrow by program dates, survey dates, and only matched pre-post records. Click Generate Report, or you can click Advanced Options for more search criteria.
3. Once you click **Generate Report**, scroll down to see the child data. Here is the type of data generated.

4. Remember, you can also download your data for use in other programs for more in-depth analysis. To download, click the **Download Report** button in the upper right corner.
Program Data Report

1. From the Dashboard, click on *PFS Summary: Program Data* in the Reports block.

2. Choose the survey and program(s) you want to display records from. You can narrow by program dates, survey dates, and only matched pre-post records. Click *Generate Report*, or you can click *Advanced Options* for more search criteria.

3. Once you click *Generate Report*, scroll down to see the program data. Here is the type of data generated.
Remember, you can also download your data for use in other programs for more in-depth analysis. To download, click the **Download Report** button in the upper right corner.
PFS Subscales Report

1. From the Dashboard, click on **PFS Summary: PFS Subscales** in the Reports block.

2. Choose the survey and program(s) you want to display records from. You can narrow by program dates, survey dates, and only matched pre-post records. Click **Generate Report** or click **Advanced Options** for more search criteria.

3. Once you click **Generate Report**, scroll down to see the PFS Subscale Data specific to your survey type selected. Here is the kind of data generated.
Remember, you can also download your data for use in other programs for deeper analysis. To download, simply click the *Download Report* button in the upper right corner.
4. From the Dashboard, click on **PFS Summary: Custom Questions** in the Reports block.

5. Choose the survey and program(s) you want to display records from. You can narrow by program dates, survey dates, and only matched pre-post records. Click **Generate Report** or click **Advanced Options** for more search criteria.

6. Once you click **Generate Report**, scroll down to see the Custom Question Data specific to your survey type selected.

Remember, you can also download your data for use in other programs for deeper analysis. To download, simply click the **Download Report** button in the upper right corner.
Exporting Data

1. You can export data from within the system. You can do it from the *Records* block by clicking the *Excel* link. This will give you the survey entry records and all data associated with each record. You can use the search box to narrow your results before downloading them.

2. You can also click the download report button in the upper right corner of any report generated. This will download just the records and data associated with that individual report into a Word document.