



**Protective Factors Survey Online Data System
(PFSODS)
User Manual**



© April 2024. FRIENDS National Resource Center for Community-Based Child Abuse Prevention (CBCAP). This publication was produced by FRIENDS National Resource Center for Community-Based Child Abuse Prevention. FRIENDS is funded by the U.S. Department of Health and Human Services, Administration for Children, Youth and Families, Office on Child Abuse and Neglect, under discretionary Grant 90CZ0024. The contents of this publication do not necessarily reflect the views or policies of the funders, nor does mention of trade names, commercial products, or organizations imply endorsement by the U.S. Department of Health and Human Services. Permission is granted for readers to copy and disseminate this material, but please credit the FRIENDS National Resource Center for CBCAP.

Table of Contents

Overview	5
Getting Set-Up	6
Establishing a Database Account.....	7
Setting Up Your Group	11
Agency Set-Up.....	13
Program Set-Up.....	15
Customizing Demographics	17
Working with Custom Questions for Clients	21
Customize Program Information Questions for Staff	31
Working with Custom Questions for Staff.....	33
Selecting the Survey types visible to staff	44
Add/Delete Staff	45
Agency Staff Account Set-Up	47
Administering Surveys	49
Print a Blank Customized Survey	50
Initiating a Survey for Electronic Administration.....	52
Client Survey Completion Instructions	58
Pending Surveys	62
Delete a Record	63
Send a New Link for a Pending Survey	63
Entering Data from a Paper Administration	64
Working with PFS Records	67
Searching/Viewing Participant Responses.....	67
Editing Participant Responses.....	70
Deleting Participant Responses	71
Exporting Data	72
Running Agency Reports.....	73
Understanding Matched/UnMatched Reports in the PFSODS	74
Participant Data Report	74
Child Data Report.....	78
Program Data	80

PFS Subscales Report	82
Custom Questions Report.....	85
Using The Group Dashboard.....	87
Accessing the Group Dashboard.....	87
Add/Delete Staff to Group Dashboard	87
Edit/Retrieve Group Password	89
Navigating Agencies on the Group Level.....	91
Viewing Agency Information.....	91
Viewing Participant Responses Inside an Agency.....	93
Exporting Data to Excel.....	95
Running Group Reports	97
Understanding Matched/UnMatched Reports in the PFSODS	97
Group Participant Data Report	98
Group Child Data Report.....	102
Group Program Data.....	105
Group PFS Subscales Report	108
Group Custom Questions Report.....	111

Protective Factors Survey Online Data System Instruction Manual

Overview

The Protective Factors Survey Online Data System (PFSODS) is a browser-based tool that allows users access to an online data system. The system does not require specialized software or app downloads, just access to an internet-connected device with a web browser. 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 Pre-Post
- SPFS-2 Traditional Pre-Post
- SPFS-2 Retrospective Pre-Post
- SPFS-2 Concrete Supports

This system allows users to locally own their data while accessing a state-of-the-art online data collection system. This system is designed to allow for digital survey administration 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. 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?

You need a database or "group" that holds the data you enter to use the system. Did you receive information to join an existing Group in the PFSODS? If so, go to page 13 to get started. If you are not joining an established group via your CBCAP Lead or other organization, you will need to set up a database. The costs are low for the server space to hold the database; it will cost approximately \$5 per month for the database storage. FRIENDS covers the costs and upkeep of the data system itself, so there are no other costs.

Non-CBCAP Leads: You have some options.

1. You can visit <https://brandnewbox.com/pfs/> for more information on options and set up your account. In addition, you can contract with them to help set up your account and get you started.
2. You can go to the **Setting Up Your Database** section of this manual and go through the steps to establish and connect your database to the system. This self-service option is straightforward and has no additional charges over the database server costs.

CBCAP Leads: CBCAP Leads can work 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.
- 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 organizations who have not been invited to a database/group by a group owner. To create a database, visit the section *Setting Up Your Database (Group Owner)*. If you are a CBCAP State Lead Agency and are interested in establishing a database, contact Edi Winkle at ewinkle@friendsnrc.org to get started.

*NOTE: Independent organizations will need to set up an agency after establishing their **Group** in order to collect data. Surveys are entered/administered at the **Agency** level.*

Agency Level- Choose this set-up for agencies participating in an established database group. Visit the section, *Agency Set-Up*, to receive instruction on various aspects of completing an initial agency set-up, which includes:

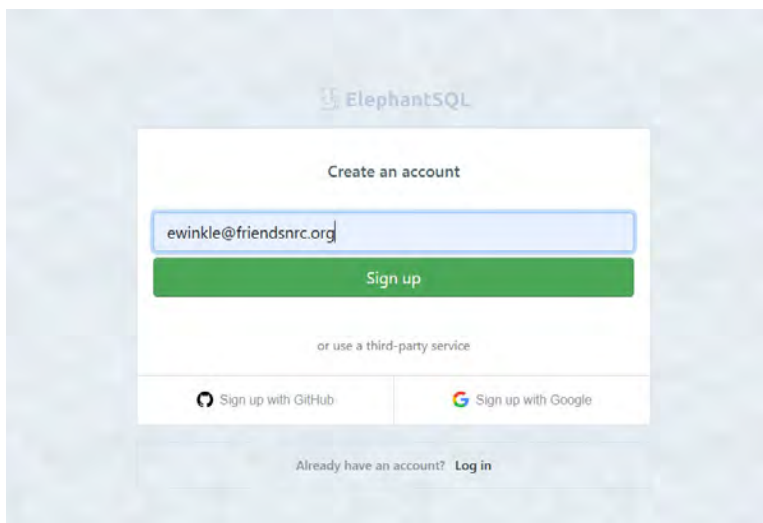
- Creating discrete programs so data can be sorted according to needs.
- How to customize agency demographic questions.
- Solutions for creating custom agency questions for survey administration in addition to the standardized survey items.
- Managing staff access to the system to administer surveys or work with survey data.
- Instructions on survey administration utilizing the system.
- Instructions on data entry.

Individual Level (Agency Staff)- Choose this option if you are joining an existing Agency. You will need to receive the email invite to join the system.

Establishing a Database Account (Group Owner)

1. In order to use the system, you must establish a database connection to hold your data. For this, you'll be using ElephantSQL and need to sign up for an account. Visit <https://customer.elephantsql.com/signup> to get started.

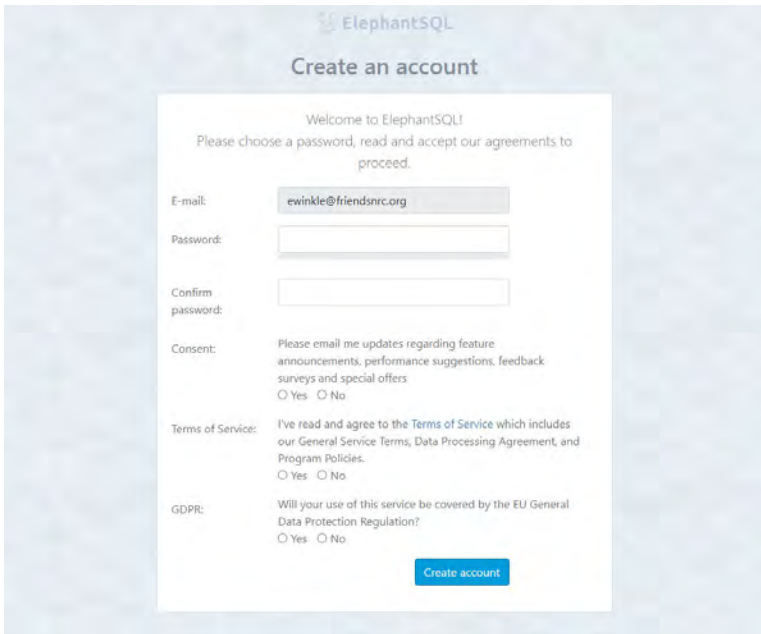
Here's what the signup page looks like. First, enter the person's email in your organization responsible for managing your data system. This might be your program manager, IT professional, or office manager. *You will need access to this email to complete the Set-up process.*



2. ElephantSQL will send you a confirmation email. Go to your email, find it, and click the link they provide.

NOTE: Check your junk or spam folder if you do not find the email after a few 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 the *Terms of Service* and indicate that EU Rules do not bind you (if applicable).

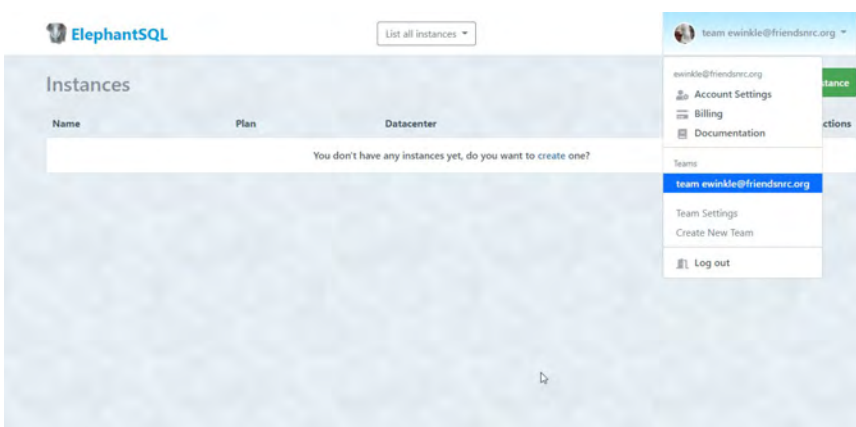


4. For Billing Set-up, you have some options:

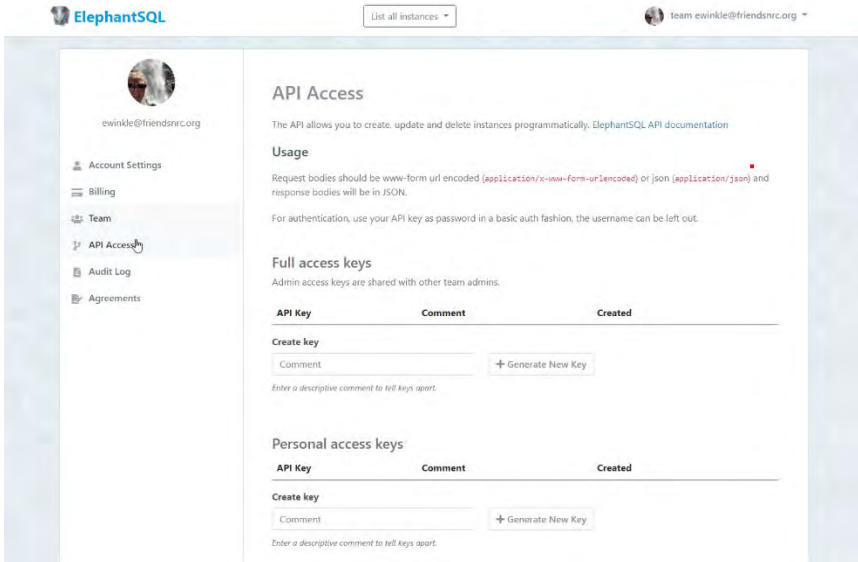
1. You can do monthly billing on a credit card. Just enter your card information under the billing section in account settings. You will be billed monthly for usage (likely \$5 per month for a Simple Spider plan)
2. If you need annual billing, contact billing@elephantsql.com and let them know you want yearly billing for the simple spider plan via a credit card or PO. (As of October 24, 2023, the cost will be \$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 the following steps:

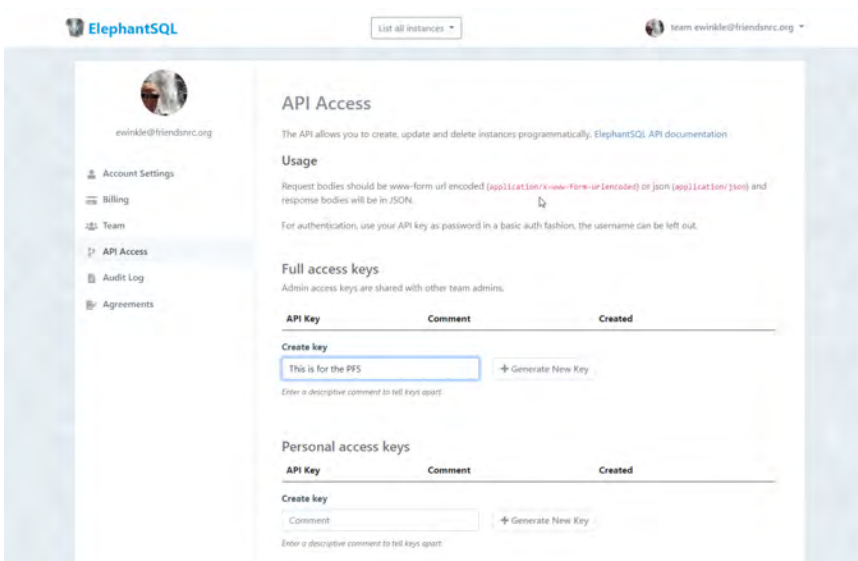
5. In your ElephantSQL account, click on the top right dropdown for an option called *Account Settings*.



6. Once in account settings, select *API Access* from the left menu.



- 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*.



- Now, you have generated a new API Key for your database. That's the long string of random characters in the example below. It starts with '45937fd9'. Click the eye symbol to see the whole string.

ElephantSQL

List all instances

team ewinkle@friendtrac.org

ewinkle@friendtrac.org

API Access

The API allows you to create, update and delete instances programmatically. [ElephantSQL API documentation](#)

Usage

Request bodies should be `www-form-urlencoded` (`application/x-www-form-urlencoded`) or `json` (`application/json`) and response bodies will be in `JSON`.

For authentications, use your API key as password in a basic auth fashion, the username can be left out.

Full access keys

Admin access keys are shared with other team admins.

API Key	Comment	Created
45937f59-028a-4b12-b3f5-d89844de1efc	This is for the PFS	2021-08-12 18:16:17 UTC

Create key

Comment [+ Generate New Key](#)


Enter a descriptive comment to help keys apart.

Personal access keys

API Key	Comment	Created
---------	---------	---------

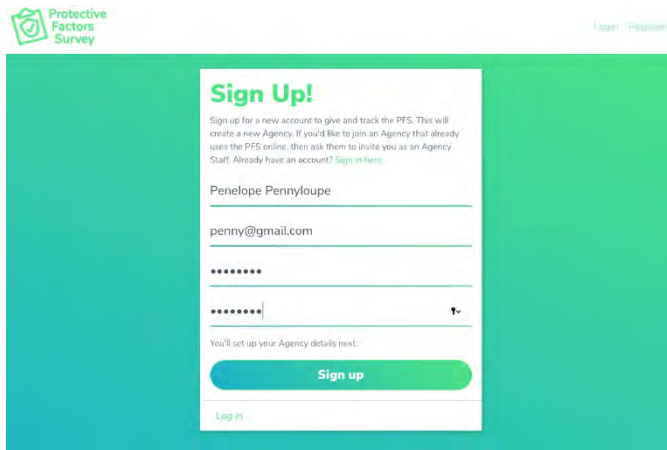
Create key

Comment [+ Generate New Key](#)

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 13 for information on *Agency Set-up*.)

Setting Up Your Group

1. Once your database is set up with Elephant SQL, you must create your Group in the PFSODS. Visit https://pfsonline.friendsnrc.org/users/sign_up and enter your name, email, and create a password.

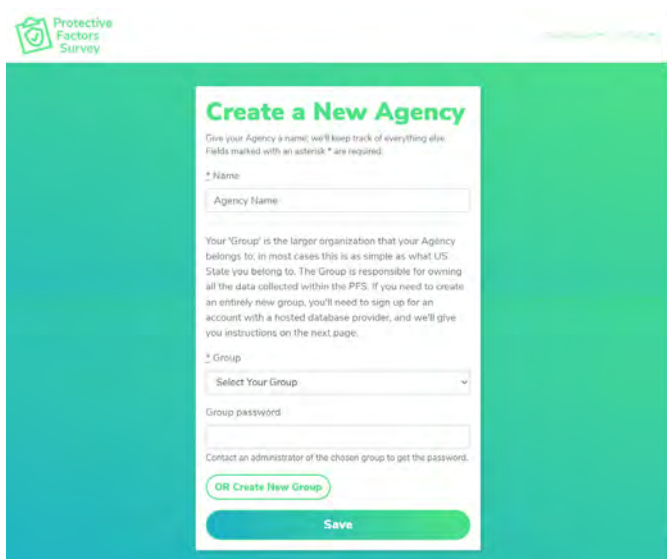


The screenshot shows the 'Sign Up!' page of the Protective Factors Survey system. The page has a green header with the logo and a 'Login' link. The main content area is white with a green border. It contains the following fields and text:

- Header: **Sign Up!**
- Text: Sign up for a new account to give and track the PFS. This will create a new Agency. If you'd like to join an Agency that already uses the PFS online, then ask them to invite you as an Agency Staff. Already have an account? [Sign in here.](#)
- Form fields: Name (Penelope Pennyloupe), Email (penny@gmail.com), Password (masked with dots), and Confirm Password (masked with dots).
- Text: You'll set up your Agency details next.
- Buttons: A large green 'Sign up' button and a smaller 'Log in' link at the bottom.

*Note: You can not have an existing account in the system with the email address you use to set up a new **Group** or **Agency**. If you have an existing account, you will have to use an alternative email to initiate the **Group** or **Agency**, and then you can add the preferred email as a user once you complete the set-up. The email used to create the account can be deleted once you have added additional users.*

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

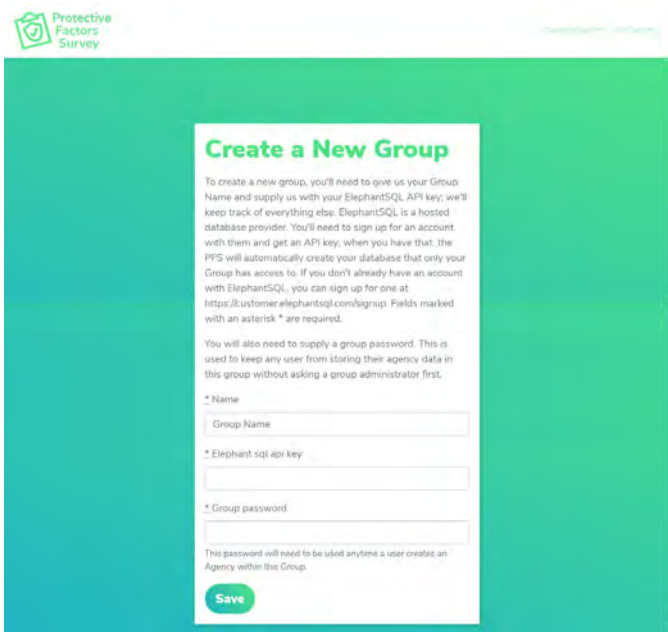


The screenshot shows the 'Create a New Agency' page of the Protective Factors Survey system. The page has a green header with the logo and a 'Login' link. The main content area is white with a green border. It contains the following fields and text:

- Header: **Create a New Agency**
- Text: Give your Agency a name; we'll keep track of everything else. Fields marked with an asterisk * are required.
- Form fields: Agency Name (with an asterisk), Group (with an asterisk), and Group password (with an asterisk).
- Text: Your 'Group' is the larger organization that your Agency belongs to, in most cases this is as simple as what US State you belong to. The Group is responsible for owning all the data collected within the PFS. If you need to create an entirely new group, you'll need to sign up for an account with a hosted database provider, and we'll give you instructions on the next page.
- Text: Contact an administrator of the chosen group to get the password.
- Buttons: A green 'OR Create New Group' button and a larger green 'Save' button at the bottom.

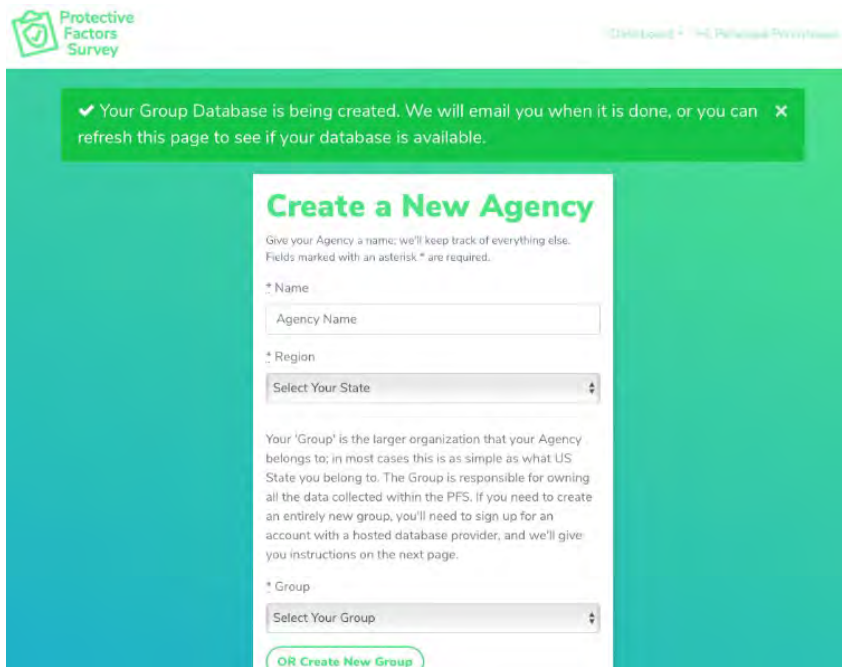
3. This page asks for your Group Name and ElephantSQL key. You copied that on your clipboard earlier from your ElephantSQL account. Paste it here after you have named your *Group*. You will also need to designate a *Group Password*. The *Group Password* will allow other agencies to join your database

moving forward. Once you have entered the group name, Elephant API, and group password, click save. You can change/edit the password from inside your *Group* once it is created.



The screenshot shows the 'Create a New Group' form. At the top left is the 'Protective Factors Survey' logo. The form title is 'Create a New Group'. Below the title is a paragraph explaining that to create a new group, the user needs to provide a Group Name and an ElephantSQL API key. It also mentions that the PFS will automatically create a database for the group. A second paragraph states that a group password is also required to prevent unauthorized access to agency data. The form contains three input fields: '* Name' (Group Name), '* Elephant sql api key', and '* Group password'. A 'Save' button is located at the bottom of the form. A note below the password field states: 'This password will need to be used anytime a user creates an Agency within this Group.'

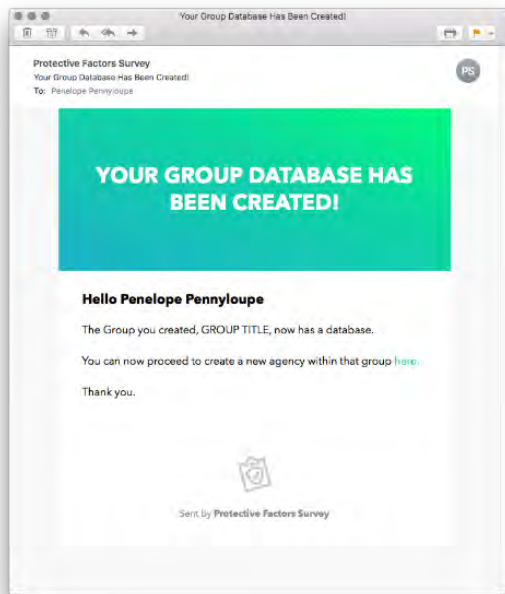
4. You'll see a message telling you to wait while we automatically create the linkages to your database. Then, you'll get an email when it's ready; it usually only takes a few minutes.



The screenshot shows the 'Create a New Agency' form. At the top left is the 'Protective Factors Survey' logo. A green notification banner at the top reads: '✓ Your Group Database is being created. We will email you when it is done, or you can refresh this page to see if your database is available.' The form title is 'Create a New Agency'. Below the title is a paragraph explaining that the user needs to provide an Agency Name. It also mentions that the Group is responsible for owning all the data collected within the PFS. The form contains three input fields: '* Name' (Agency Name), '* Region' (Select Your State), and '* Group' (Select Your Group). A 'OR Create New Group' button is located at the bottom of the form.

NOTE: Check your junk or spam folder if you do not find the email after a few 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: Check your junk or spam folder if you do not find the email after a few minutes.

6. **NOW** you can proceed.

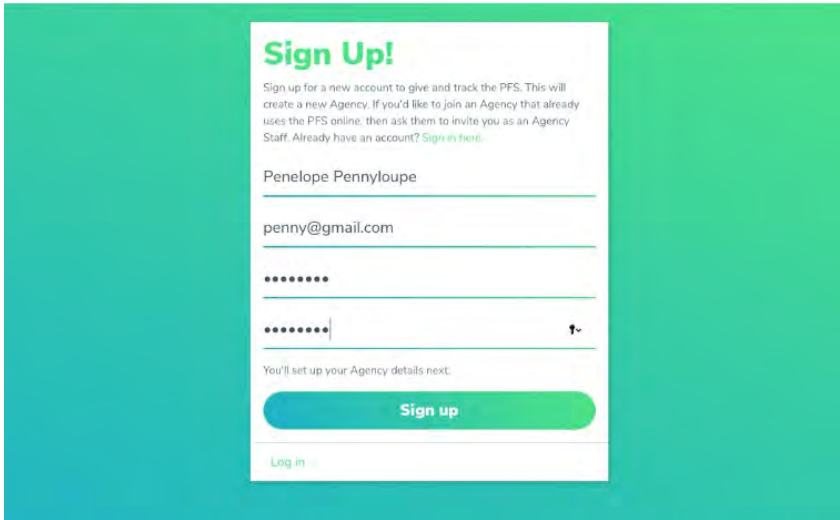
*Note: Independent organizations will need to set up an agency after establishing their **Group** in order to collect data. Surveys are entered/administered on the **Agency** level.*

- If you are setting up a database for your agency, you are ready to proceed. Visit **Agency Set-up** in the next section to walk through that process; you must set up an agency under your Group to collect data, even if it will only be your one agency using the system.
- If you are a state CBCAP Lead, you are ready to establish your funded agencies in the system. For more information on that process, contact your TA coordinator or ewinkle@friendsnrc.org for Technical Assistance.

Agency Set-Up

1. Visit https://pfsonline.friendsnrc.org/users/sign_up and enter your name and email. Then, create a password.

*Note: You can not have an existing account in the system with the email address you use to set up a new **Group** or **Agency**. If you have an existing account, you will have to use an alternative email to initiate the **Group** or **Agency**, and then you can add the preferred email as a user once you complete the set-up. The email used to create the account can be deleted once you have added additional users.*



Sign Up!

Sign up for a new account to give and track the PFS. This will create a new Agency. If you'd like to join an Agency that already uses the PFS online, then ask them to invite you as an Agency Staff. Already have an account? [Sign in here.](#)

Penelope PennyLoupe

penny@gmail.com

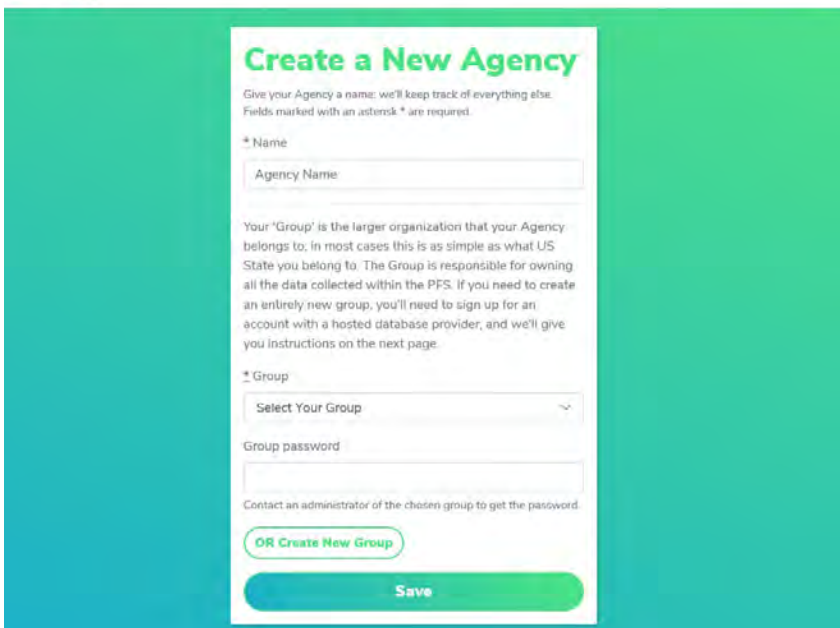
You'll set up your Agency details next.

[Sign up](#)

[Log in](#)

- It's time to give your Agency a name. Fill out a name and ensure that the proper GROUP is selected in the *Group* field below. Also, you will need the *Group Password* 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 the information, click *Save*. The *Group* is the database you will be using.

*NOTE: You must establish your own **Group** if you have not been invited to participate in an existing database. Refer to page 6 to learn how to get started.*



Create a New Agency

Give your Agency a name: we'll keep track of everything else.
Fields marked with an asterisk * are required.

* Name

Agency Name

Your 'Group' is the larger organization that your Agency belongs to. In most cases this is as simple as what US State you belong to. The Group is responsible for owning all the data collected within the PFS. If you need to create an entirely new group, you'll need to sign up for an account with a hosted database provider, and we'll give you instructions on the next page.

* Group

Select Your Group

Group password

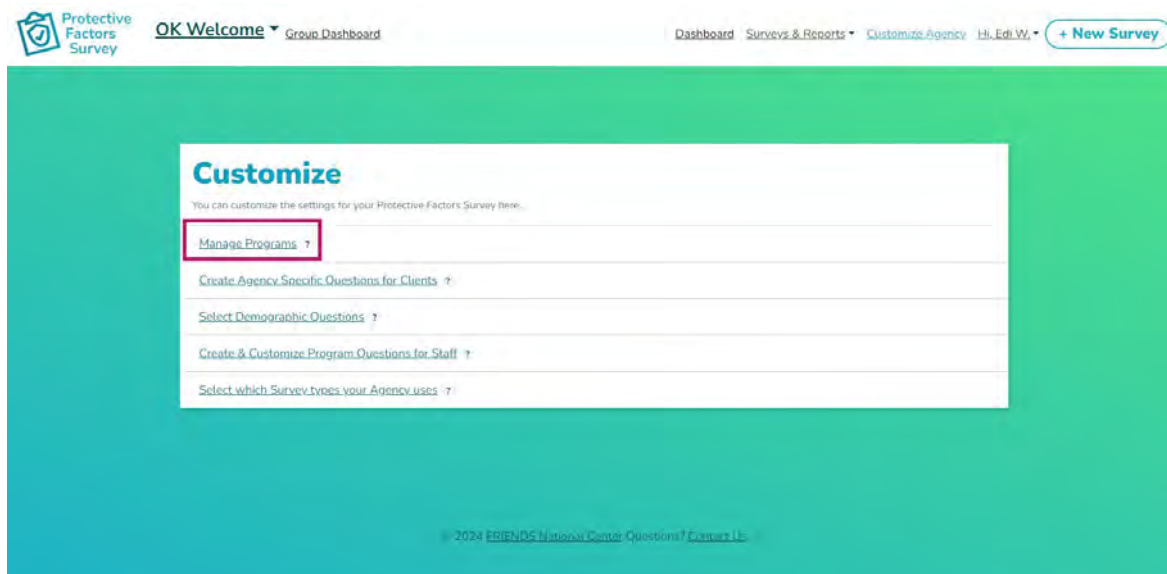
Contact an administrator of the chosen group to get the password.

[OR Create New Group](#)

[Save](#)

3.

From the *Customize* screen, click on *Manage Programs*. There are a few items to consider as you set up programs.

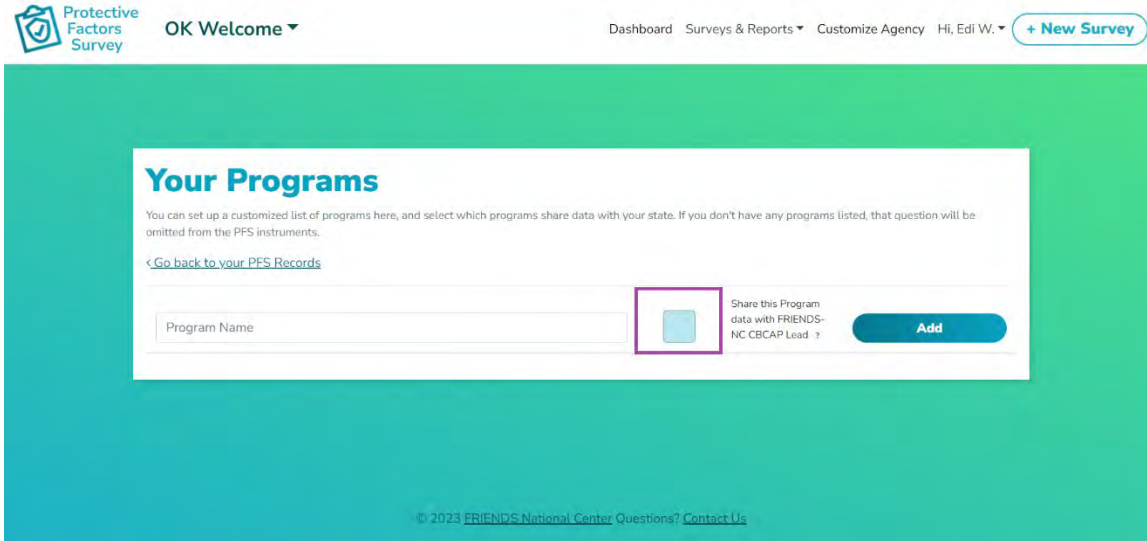


1. **Programs need to be set up before any data entry.** Programs are a critical data organizing step and MUST be done before data entry. If you need to share data with your CBCAP Lead (or other group owner providing access to the system), at least one program must be set up, and the box must be checked. This program will trigger the sharing mechanism.

NOTE: Failure to complete this step will prevent data transfer to your CBCAP Lead (or other group owner) and will cost support dollars to resolve.

2. Programs dictate parameters for data analysis. You can run reports on a discrete program(s) or aggregate data across all administrations of the same PFS survey. If you need to isolate a data set, create a program to identify the data easily. 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 sort data later in reports based on service type, 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, and 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 must ensure you have at least one program associated with that funding and check the box to share your data where required with your CBCAP State Lead Agency.*** The checkbox **CAN'T** be edited after program creation. Do not check the box for programs you want to collect data on but that do not need to be shared with the State CBCAP Lead (or other Group administrator).

- d. If you are a group owner for a sole agency, you should create a program(s) for your agency and **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 sorting as mentioned above, so you must also complete this step.

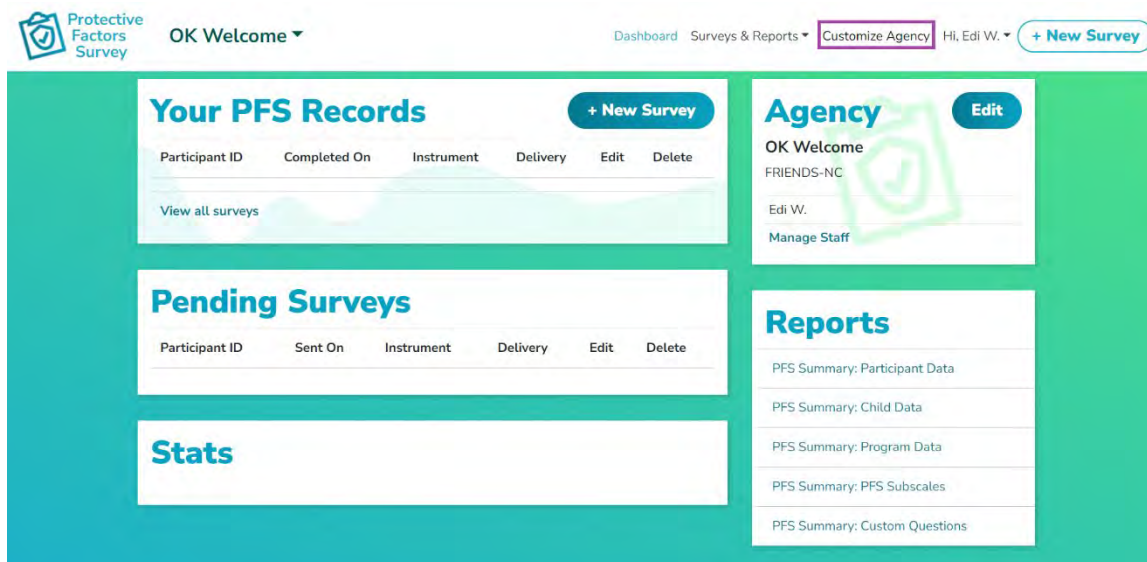


To add a program you are sharing data on, add a program name, click the box, and click *Add*.

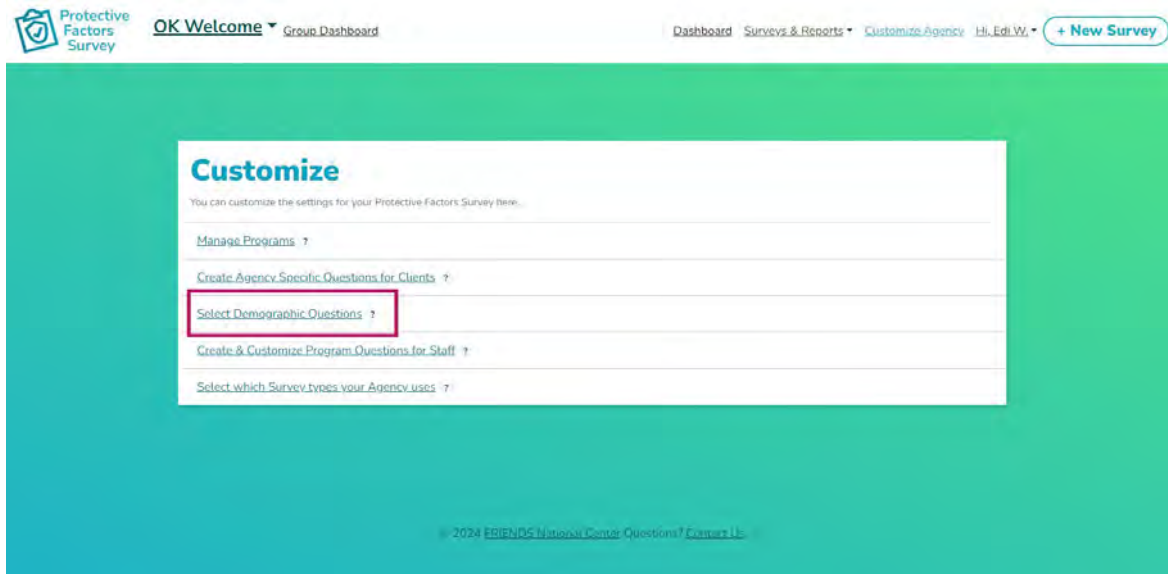
NOTE: You cannot edit this feature after program creation. Therefore, this step is crucial in the program set-up to ensure you share data with your funder appropriately.

Customizing Demographics

This feature allows you to edit demographics for your agency. In the top menu, select *Customize Agency*.

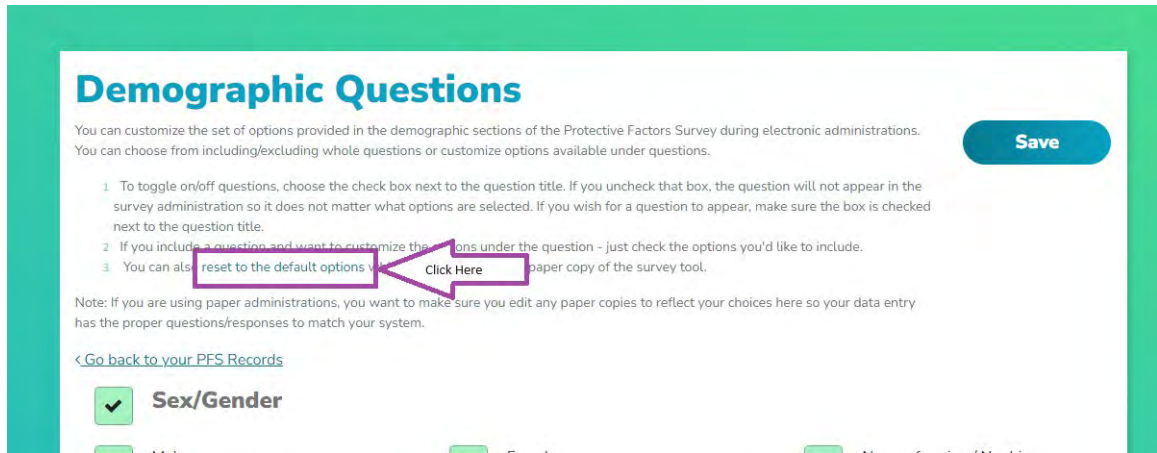


From the *Customize* screen, click on *Select Demographic Questions* in the Customize box.



You can customize the options provided in the demographic sections of the Protective Factors Survey during electronic administrations. For example, you can choose from including/excluding whole questions or customize options under questions. You can choose to turn off all demographic options if you don't need to collect that information as part of your Survey administration.

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, check the box next to the question title.
2. If you include a question and want to customize the options under the question - check the options you'd like to include.
3. You can reset the default options matching the survey tool's official paper copy as found on the [FRIENDS website](#) by selecting *reset to default options in item #3 at the top of the page*.



4. Be sure to click *Save* at the top of the page before leaving this area.

NOTE: Customizations will apply to all programs in your agency and appear on every survey administration.

The items selected for Sex/Gender will also be utilized for the Add Child questions. If you are not using this question for adult participants, you will want to ensure you have the appropriate items checked as responses for the child question.

If you use paper administrations, you want to edit any paper copies to reflect your choices so your data entry has the right questions/responses to match your system. You can print a blank, customized survey from inside the system. See the instructions on p. 49.

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/excluding whole questions or customize options available under questions.

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

[← Go back to your PFS Records](#)

Sex/Gender

Male

Other

Female

Prefer not to Answer

Nonconforming / Nonbinary

Age (in years)

This question does not have any choices.

Primary Language Spoken at Home

English

Cambodian

Tagalog

Mandarin

Other

Spanish

Farsi

Vietnamese

Arabic

Armenian

Korean

Creole

Russian

Race/Ethnicity

Native American or Alaskan Native

Mexican, Mexican American, Chicano

Hispanic or Latino

Asian Indian

Other Asian

Puerto Rican

Native Hawaiian/Pacific Islander

Chinese

Black or African American

Cuban

Guamanian or Chamorro

Filipino

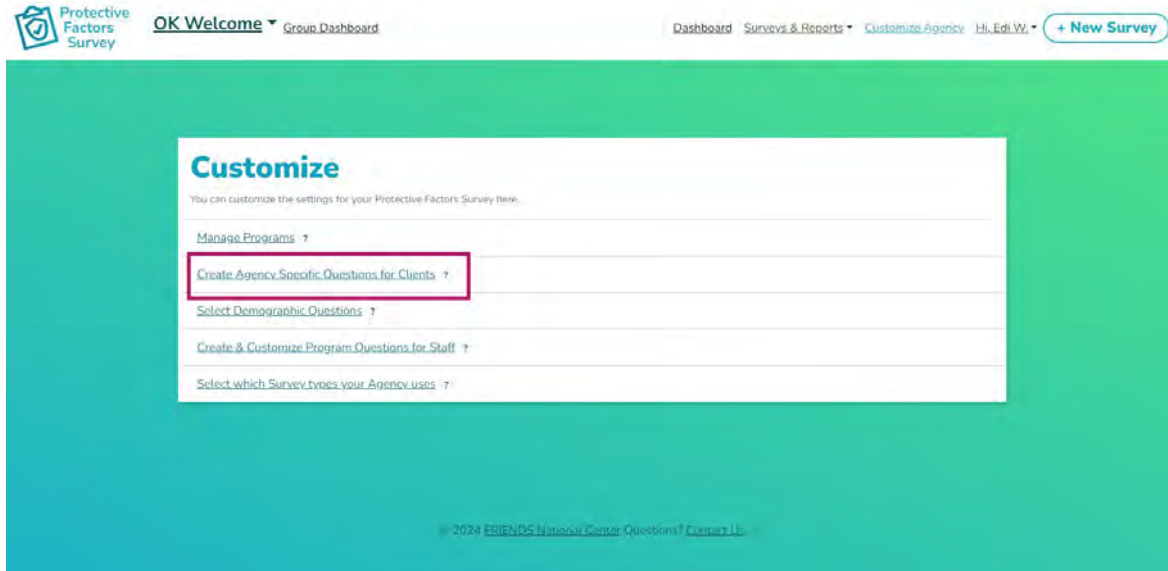
Save

Don't forget to click save

Working with Custom Questions for Clients

You can create custom questions for clients. These questions will show up in all surveys administered in your agency.

From the *Customize* screen, click on *Create Agency Specific Questions for Clients* in the Customize box.



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

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

1. Open-Ended Question
2. Check Box
3. Likert- Agreement (on a 5-point or 7-point scale)
4. Likert- Frequency (on a 5-point or 7-point scale)

Agency Questions

You can add your own custom questions to the PFS instrument. These questions will appear at the end of the survey administration for all clients. Questions must be either 'free text', multi-select, or Likert on a 5-point or 7-point scale. You should select the appropriate Likert scale based on your predominant survey administration (5 for PFS-2 or 7 for PFS). The Likert questions have a choice of Agreement (Strongly Agree to Strongly Disagree) or Frequency (Always to Never).

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.

[< Go back to your PFS Records](#)

Open-Ended Question

Check Box

Likert5 - Agreement

Likert5 - Frequency

Likert7 - Agreement

Likert7 - Frequency

Question	Type	Required?	Actions
----------	------	-----------	---------

Defining Questions

1. An *Open-ended Question* is a free text response.
 - a. Select the *Open-Ended Question* button.

Agency Questions

You can add your own custom questions to the PFS instrument. These questions will appear at the end of the survey administration for all clients. Questions must be either 'free text', multi-select, or Likert on a 5-point or 7-point scale. You should select the appropriate Likert scale based on your predominant survey administration (5 for PFS-2 or 7 for PFS). The Likert questions have a choice of Agreement (Strongly Agree to Strongly Disagree) or Frequency (Always to Never).

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.

[< Go back to your PFS Records](#)

Open-Ended Question

Check Box

Likert5 - Agreement

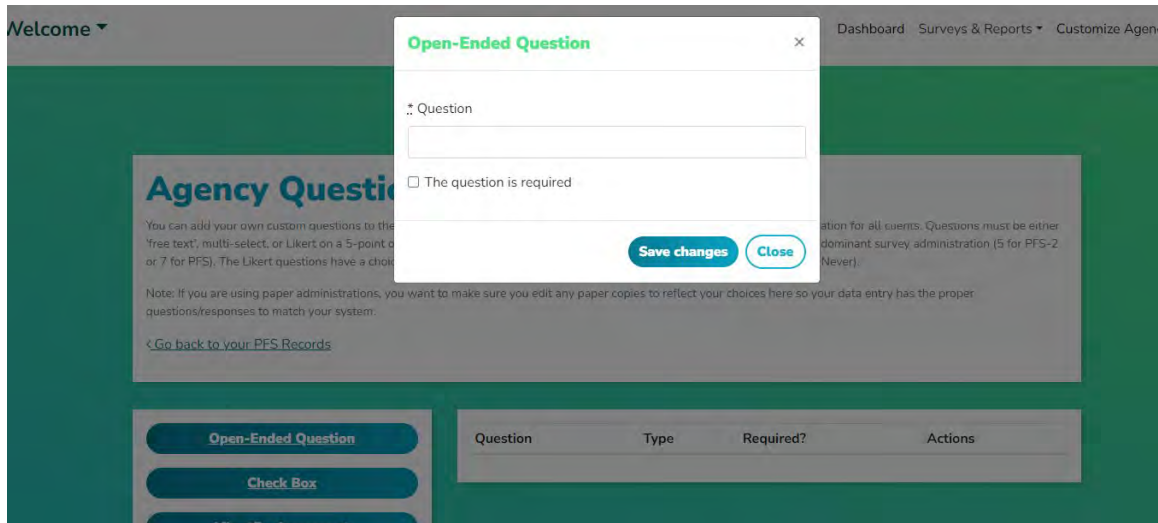
Likert5 - Frequency

Likert7 - Agreement

Likert7 - Frequency

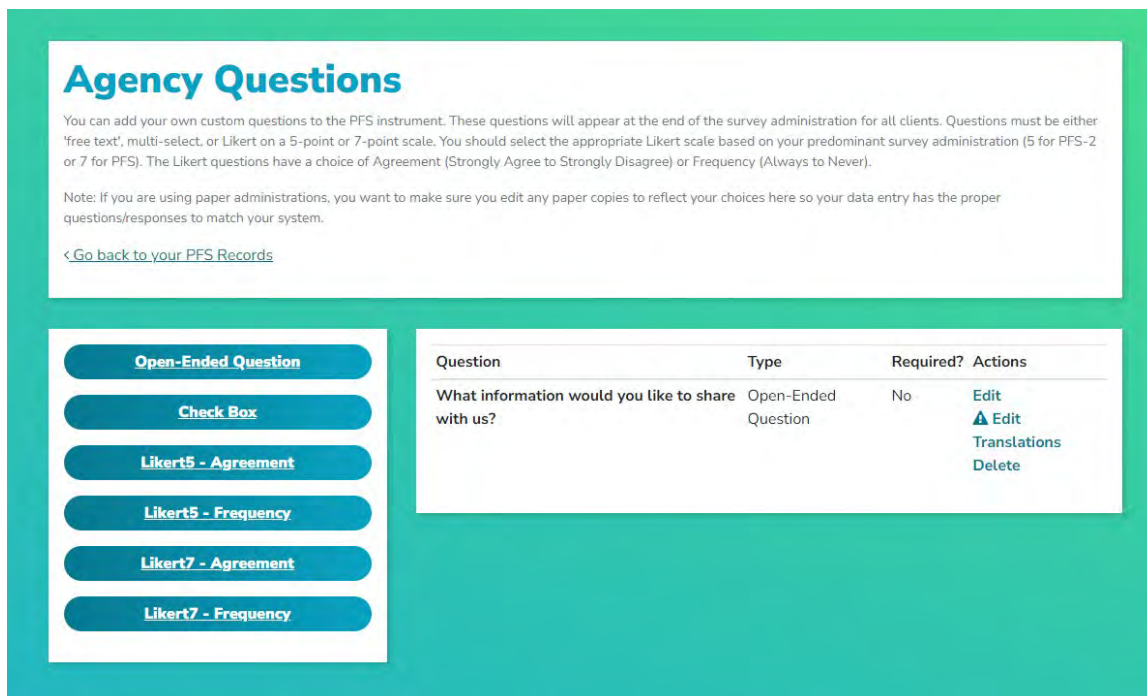
Question	Type	Required?	Actions
----------	------	-----------	---------

- b. A dialog box will appear that allows you to enter text for the question.

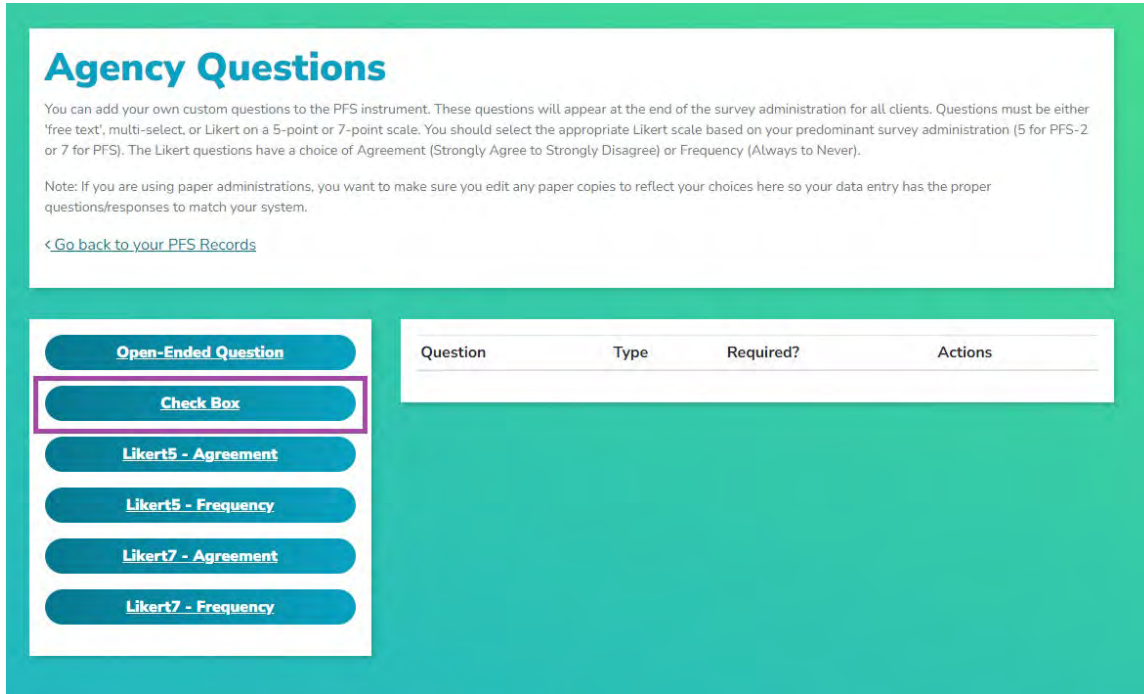


- c. After entering the text for your question, you can choose if the question will be required to answer before submitting the survey.
- d. Click *Save Changes*. You will see the item appear in the question box. You can edit the question from that box, enter a translation (recommended if you are using Spanish PFS tools), or delete the question.

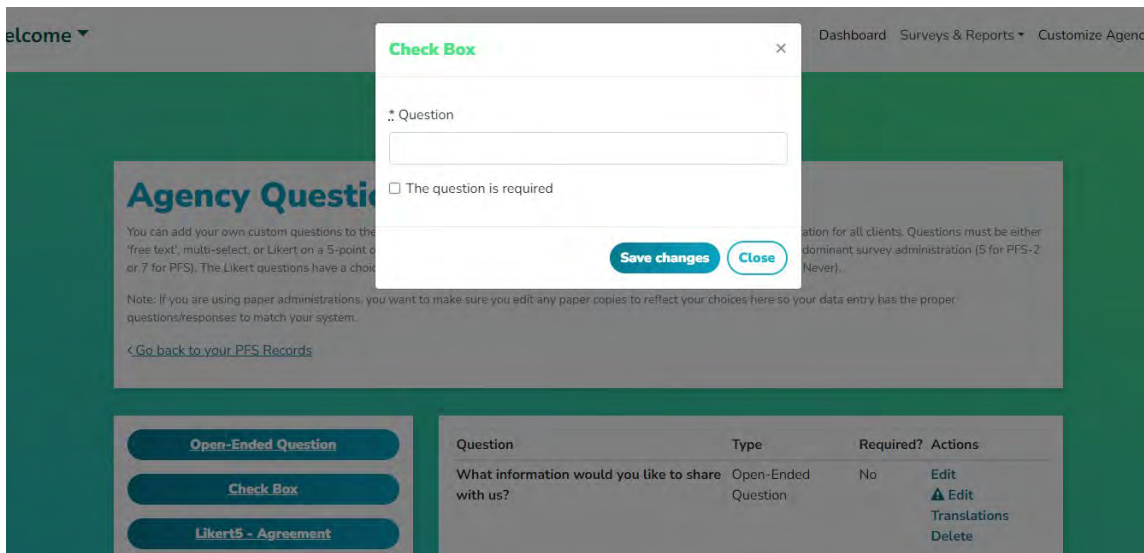
NOTE: If you delete a question, you delete all data associated with that question. Be sure to download a Custom Question report or your raw data spreadsheet before deleting it to save a copy of that data to your computer. See the section on running reports for more information, p. 71.



2. **Check Box** is a multi-response item that allows you to define the question and answers. You can define as many response items as you like, but you can't limit the respondent to one response.
 - a. Select the **Check Box** button.



- b. A dialog box will appear that allows you to enter text for the question. You will enter your response options in a moment.



- c. After entering the text for your question, you can choose if the question will be required to be answered before submitting the survey.
 - d. Click **Save Changes**.
 - e. You will see the item appear in the question box.

Agency Questions

You can add your own custom questions to the PFS instrument. These questions will appear at the end of the survey administration for all clients. Questions must be either 'free text', multi-select, or Likert on a 5-point or 7-point scale. You should select the appropriate Likert scale based on your predominant survey administration (5 for PFS-2 or 7 for PFS). The Likert questions have a choice of Agreement (Strongly Agree to Strongly Disagree) or Frequency (Always to Never).

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.

[Go back to your PFS Records](#)

Open-Ended Question

Check Box

Likert5 - Agreement

Likert5 - Frequency

Likert7 - Agreement

Likert7 - Frequency

Question	Type	Required?	Actions
What information would you like to share with us?	Open-Ended Question	No	Edit ▲ Edit Translations Delete
What resources in our program did you access? 0 Choices	Check Box	No	Edit ▲ Edit Translations Delete

f. To enter responses for the question, click on the Edit option.

Agency Questions

You can add your own custom questions to the PFS instrument. These questions will appear at the end of the survey administration for all clients. Questions must be either 'free text', multi-select, or Likert on a 5-point or 7-point scale. You should select the appropriate Likert scale based on your predominant survey administration (5 for PFS-2 or 7 for PFS). The Likert questions have a choice of Agreement (Strongly Agree to Strongly Disagree) or Frequency (Always to Never).

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.

[Go back to your PFS Records](#)

Open-Ended Question

Check Box

Likert5 - Agreement

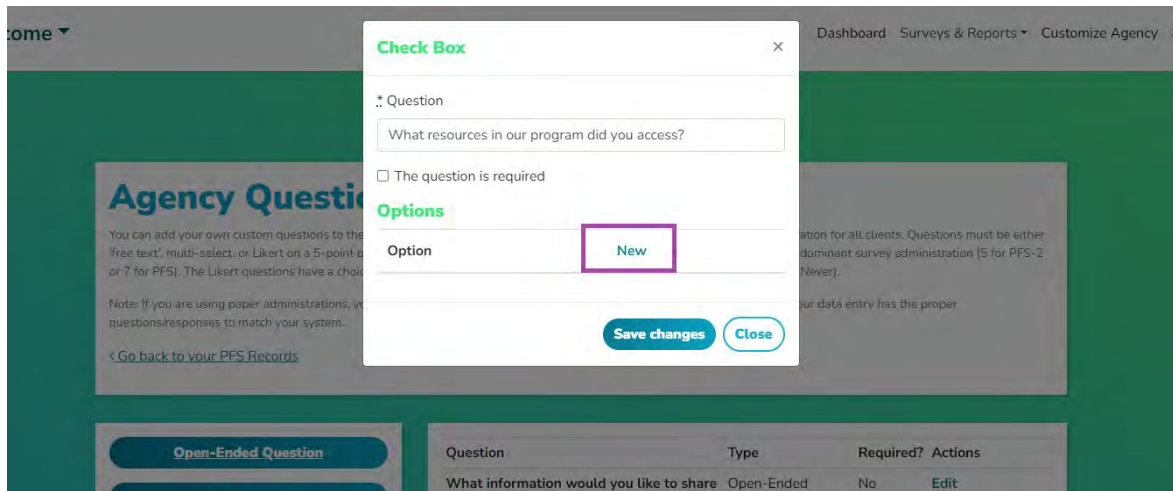
Likert5 - Frequency

Likert7 - Agreement

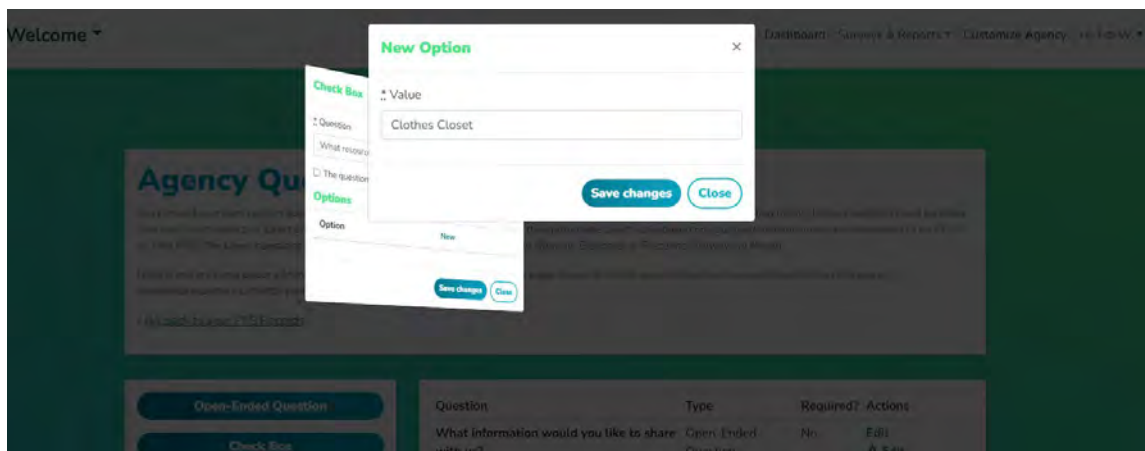
Likert7 - Frequency

Question	Type	Required?	Actions
What information would you like to share with us?	Open-Ended Question	No	Edit ▲ Edit Translations Delete
What resources in our program did you access? 0 Choices	Check Box	No	Edit ▲ Edit Translations Delete

g. A dialog box will appear that allows you to enter the responses. To begin, click *New*.



h. Another dialog box will appear that allows you to enter a value. Then click *Save Changes*.



- i. You can then enter an additional option by clicking *New*. You can also edit any options present by clicking *Edit* or delete any options by clicking *Delete*.
- j. Once you have entered all options, click on *Save Changes*.
- k. You will see the item appear in the question box.

Agency Questions

You can add your own custom questions to the PFS instrument. These questions will appear at the end of the survey administration for all clients. Questions must be either 'free text', multi-select, or Likert on a 5-point or 7-point scale. You should select the appropriate Likert scale based on your predominant survey administration (5 for PFS-2 or 7 for PFS). The Likert questions have a choice of Agreement (Strongly Agree to Strongly Disagree) or Frequency (Always to Never).

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.

[Go back to your PFS Records](#)

Open-Ended Question

Check Box

Likert5 - Agreement

Likert5 - Frequency

Likert7 - Agreement

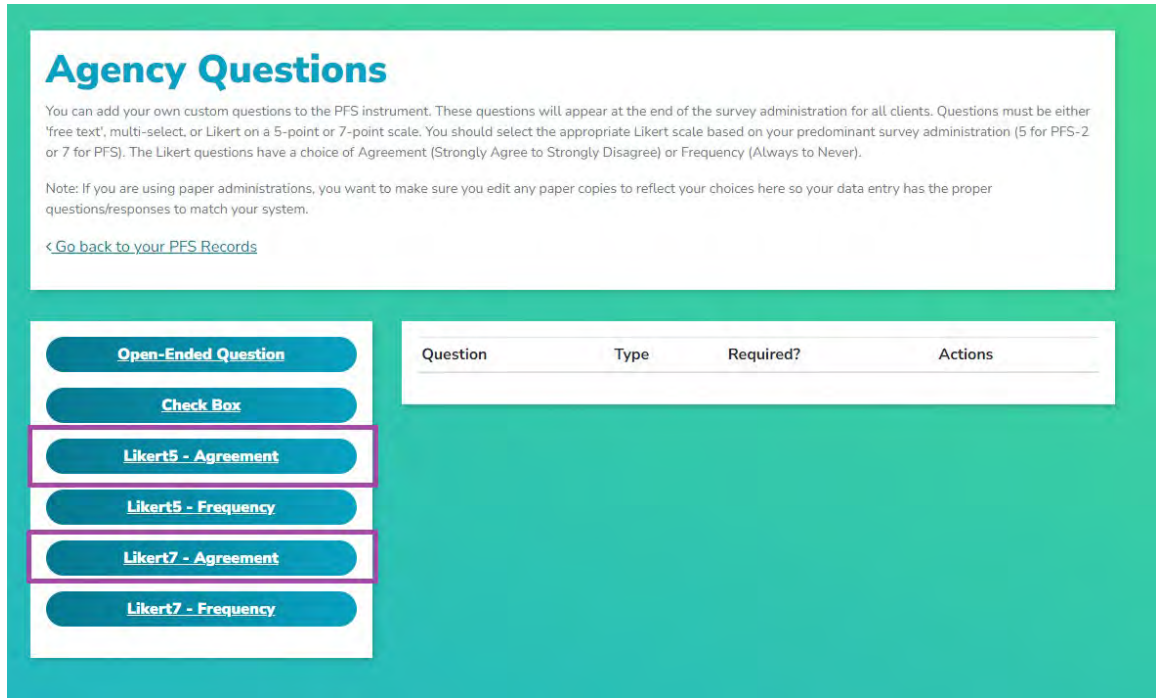
Likert7 - Frequency

Question	Type	Required?	Actions
What information would you like to share with us?	Open-Ended Question	No	Edit ▲ Edit Translations Delete
What resources in our program did you access? 3 Choices	Check Box	No	Edit ▲ Edit Translations Delete

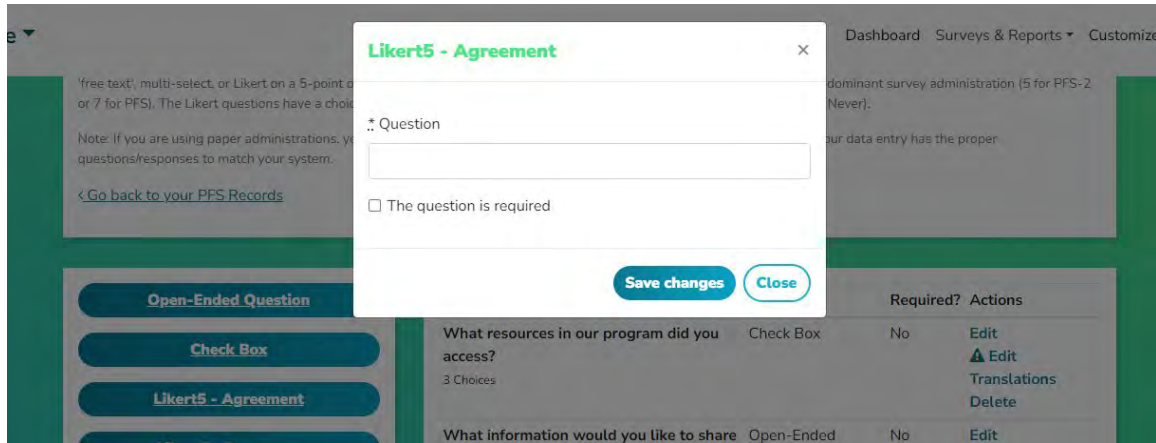
- I. You can edit the question further from that box, enter a translation (recommended if you use Spanish PFS tools), or delete the question.

NOTE: If you delete a question, you delete all data associated with that question. Be sure to download a Custom Question report or your raw data spreadsheet before deleting it to save a copy of that data to your computer. See the section on running reports for more information, p. 71.

3. **Likert Agreement** is a question utilizing a scale of Strongly Agree to Strongly Disagree.
 - a. Select the appropriate **Likert Agreement** button. (Agencies using the Original PFS versions should choose the Likert7, and those using PFS-2 versions should choose the Likert5 to maintain consistency in the response scale based on the PFS version used).



b. A dialog box will appear that allows you to enter text for the question.



- c. After entering the text for your question, you can choose if the question will be required to be answered before submitting the survey.
- d. Click *Save Changes*.

Agency Questions

You can add your own custom questions to the PFS instrument. These questions will appear at the end of the survey administration for all clients. Questions must be either 'free text', multi-select, or Likert on a 5-point or 7-point scale. You should select the appropriate Likert scale based on your predominant survey administration (5 for PFS-2 or 7 for PFS). The Likert questions have a choice of Agreement (Strongly Agree to Strongly Disagree) or Frequency (Always to Never).

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.

[< Go back to your PFS Records](#)

Open-Ended Question

Check Box

Likert5 - Agreement

Likert5 - Frequency

Likert7 - Agreement

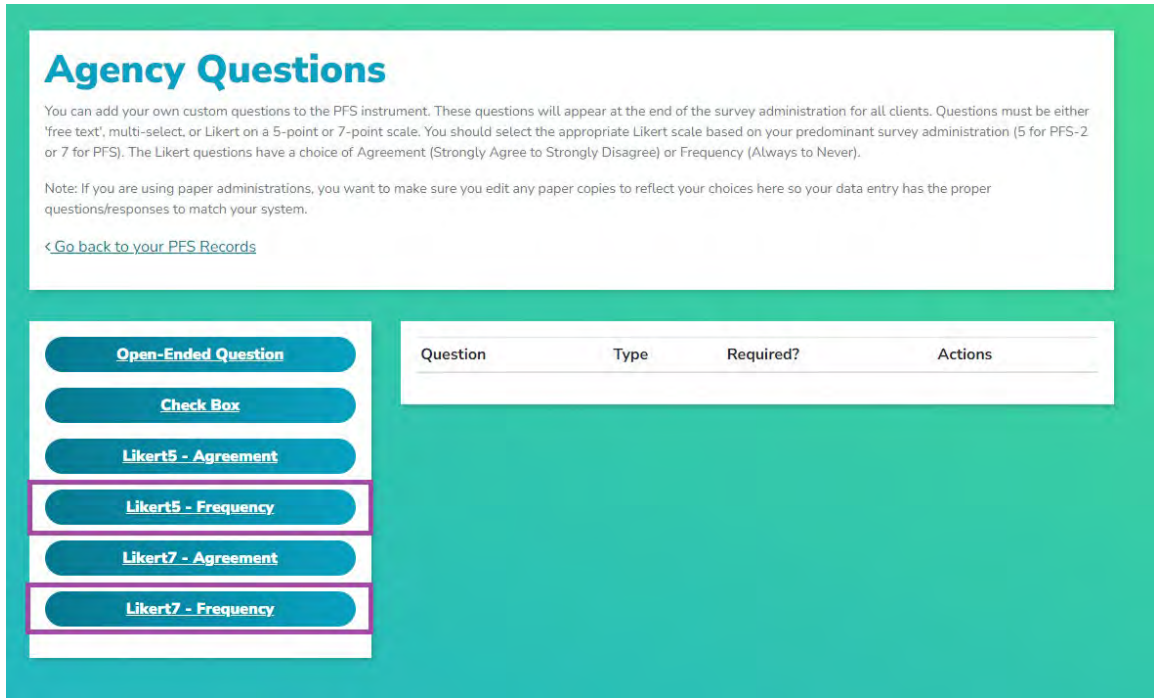
Likert7 - Frequency

Question	Type	Required?	Actions
What resources in our program did you access? 3 Choices	Check Box	No	Edit ▲ Edit Translations Delete
What information would you like to share with us?	Open-Ended Question	No	Edit ▲ Edit Translations Delete
This program helped me be a better parent.	Likert5 - Agreement	No	Edit ▲ Edit Translations Delete

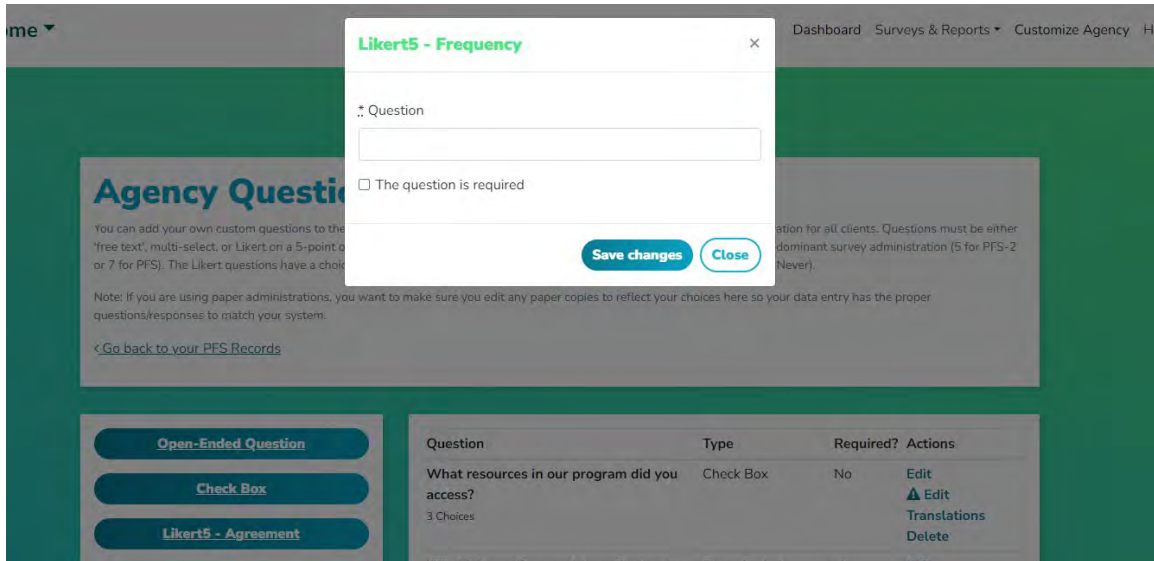
- e. You will see the item appear in the question box. You can edit the question from that box, enter a translation (recommended if you use Spanish PFS tools), or delete the question.

NOTE: If you delete a question, you delete all data associated with that question. Be sure to download a Custom Question report or your raw data spreadsheet before deleting it to save a copy of that data to your computer. See the section on running reports for more information, p. 71.

4. *Likert Frequency* is a question utilizing a scale of Never to Almost Always.
 - a. Select the appropriate *Likert Frequency* button. (Agencies using the Original PFS versions should choose the Likert7, and those using PFS-2 versions should choose the Likert5).



b. A dialog box will appear that allows you to enter text for the question.



- c. After entering the text for your question, you can choose if the question will be required to be answered before submitting the survey.
- d. Click *Save Changes*.

Agency Questions

You can add your own custom questions to the PFS instrument. These questions will appear at the end of the survey administration for all clients. Questions must be either 'free text', multi-select, or Likert on a 5-point or 7-point scale. You should select the appropriate Likert scale based on your predominant survey administration (5 for PFS-2 or 7 for PFS). The Likert questions have a choice of Agreement (Strongly Agree to Strongly Disagree) or Frequency (Always to Never).

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.

[Go back to your PFS Records](#)

Open-Ended Question

Check Box

Likert5 - Agreement

Likert5 - Frequency

Likert7 - Agreement

Likert7 - Frequency

Question	Type	Required?	Actions
What resources in our program did you access? 3 Choices	Check Box	No	Edit ▲ Edit Translations Delete
What information would you like to share with us?	Open-Ended Question	No	Edit ▲ Edit Translations Delete
This program helped me be a better parent.	Likert5 - Agreement	No	Edit ▲ Edit Translations Delete
I am frustrated with my child.	Likert5 - Frequency	No	Edit ▲ Edit Translations Delete

- e. You will see the item appear in the question box. You can edit the question from that box, enter a translation (recommended if you use Spanish PFS tools), or delete the question.

NOTE: If you delete a question, you delete all data associated with that question. Be sure to download a Custom Question report or your raw data spreadsheet before deleting it to save a copy of that data to your computer. See the section on running reports for more information, p. 71.

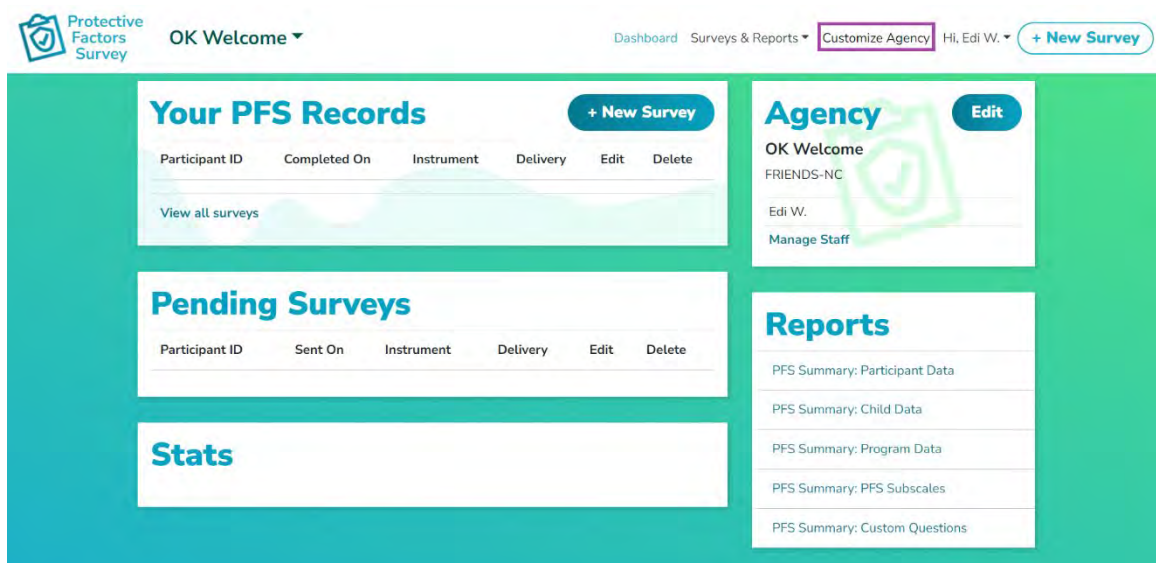
These are applicable across all programs at the Agency Level. They cannot be program-specific.

Create and Customize Program Questions for Staff

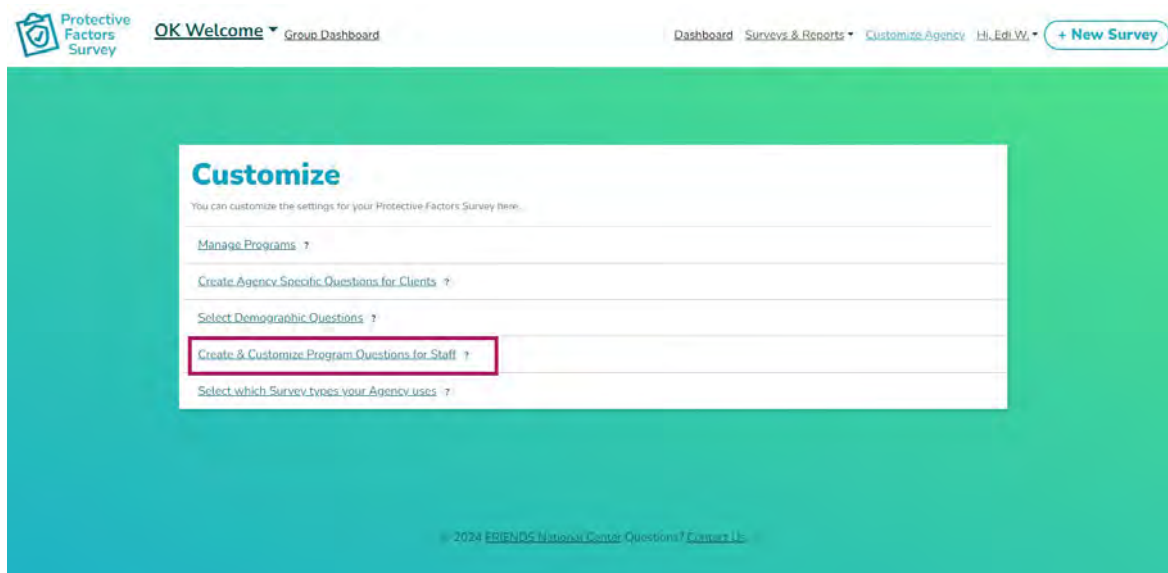
In this area of the system, you can customize the questions displayed in the program information section (staff-facing) of the electronic survey administrations and/or create custom questions for staff to complete as they administer surveys/enter data.

Customize Program Questions for Staff

First, we will learn to customize the questions displayed in the program information section (staff-facing) of a survey administration. In the top menu, select *Customize Agency*.



From the *Customize* screen, click on *Create and Customize Program Questions for Staff* in the Customize box.



You can customize the options provided in the Program Information section of the Protective Factors Survey during electronic administrations for staff to complete. In this section, you can choose to include or exclude whole 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. If you wish for a question to appear, check the box next to the question title.
2. You can't update the answer options in this customization.

3. You can reset the default options matching the survey tool's official paper copy by selecting *reset to default options at the top of the page*.
4. Be sure to click *Save* at the top of the page before leaving this area.

NOTE: Customizations will apply to all programs in your agency and appear on every survey administration.

If you use paper administrations, you want to edit any paper copies to reflect your choices so your data entry has the right questions/responses to match your system. You can print a blank, customized survey from inside the system. See the instructions on p. 49.

Standard Program Questions

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.

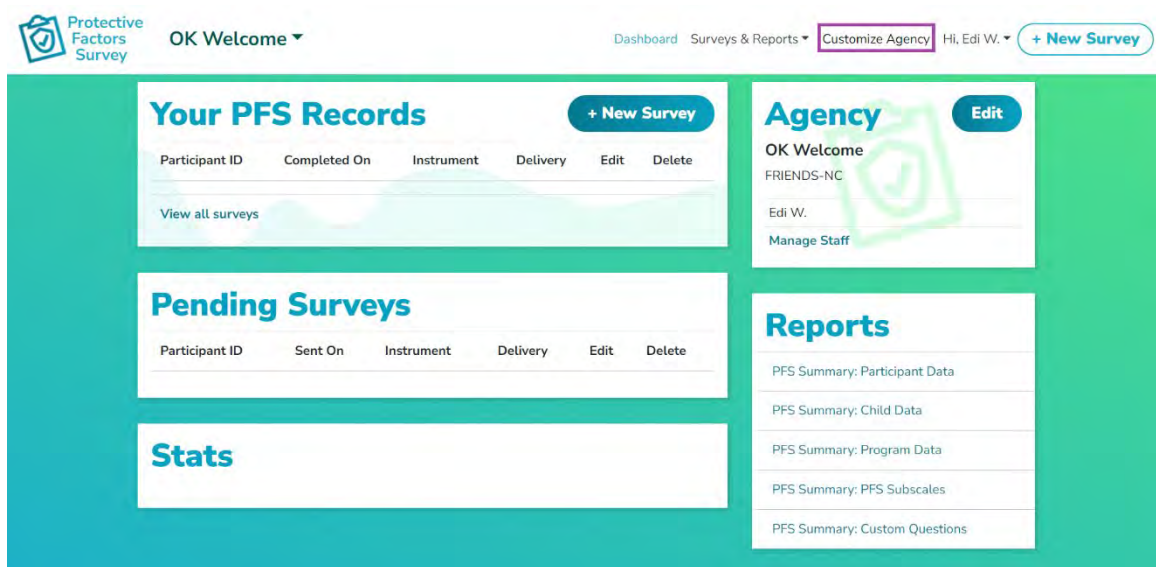
[Go back to your PFS Records](#)

- How was the survey completed?**
- How was the client referred?**
- Has the participant been reported to Child Protective Services?**
- If yes, when?**
- If yes, was the report substantiated?**
- Identify the type of program that most accurately describes the services the participant is receiving. (Select all that apply)**
- If you are using a specific curriculum, please name it below**
- Answer at Pre-Test: Number of hours of service offered to the participant**
- Answer at Post-Test: Number of hours of service received by the participant**

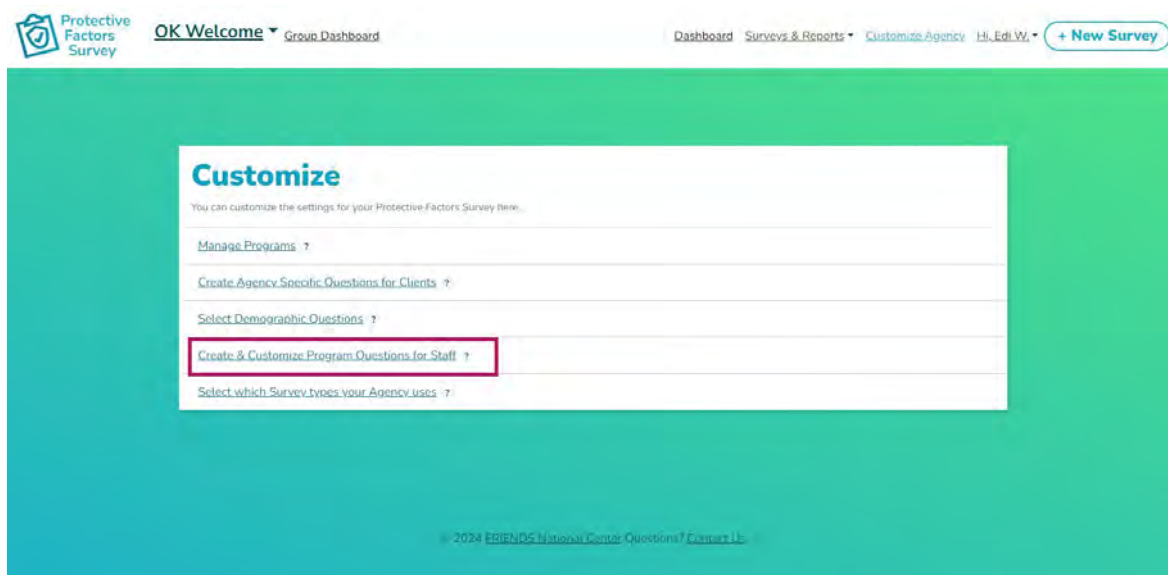
Save Don't forget to click save

Working with Custom Questions for Staff

You can create custom questions for staff. These questions will show up in all surveys administered in your agency. In the top menu, select *Customize Agency*.



From the *Customize* screen, click on *Create and Customize Program Questions for Staff* in the *Customize* box.



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

You will be taken to this interface once you click *Create and Customize Program Questions for Staff*. Scroll down the page to find this item under *Standard Program Questions*.

You can define four types of questions.

1. Open-Ended Question
2. Check Box
3. Likert- Agreement (on a 5-point or 7-point scale)
4. Likert- Frequency (on a 5-point or 7-point scale)

- ✓ Answer at Pre-Test: Number of hours of service offered to the participant
- ✓ Answer at Post-Test: Number of hours of service received by the participant

Custom Program Questions

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. Questions must be either 'free text', multi-select, or Likert on a 5-point or 7-point scale. You should select the appropriate Likert scale based on your predominant survey administration (5 for PFS-2 or 7 for PFS). The Likert questions have a choice of Agreement (Strongly Agree to Strongly Disagree) or Frequency (Always to Never).

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.

- Open-Ended Question
- Check Box
- Likert5 - Agreement
- Likert5 - Frequency
- Likert7 - Agreement
- Likert7 - Frequency

Question	Type	Required?	Actions
----------	------	-----------	---------

Defining Questions

1. *Open-ended Question* is a free text response.

Custom Program Questions

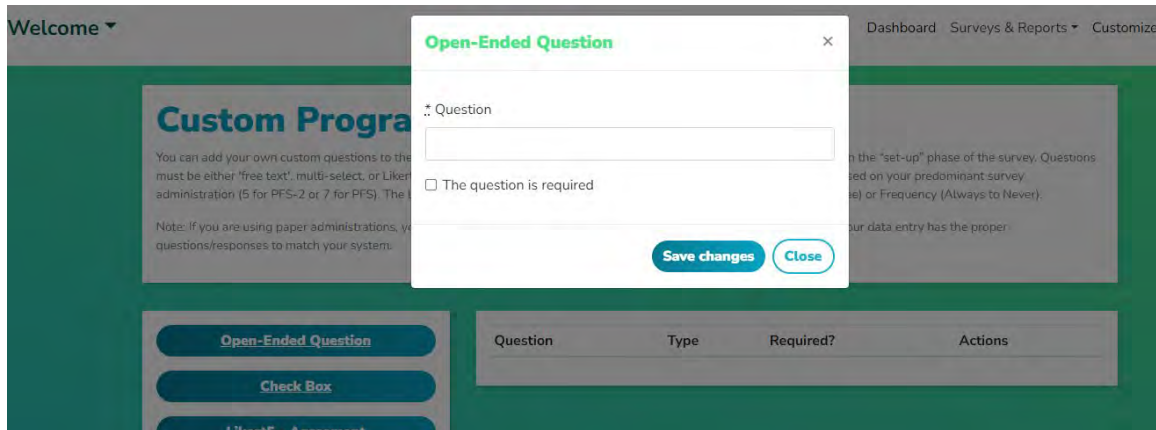
You can add your own custom questions to the PFS instrument. These questions will appear during the staff facing questions in the "set-up" phase of the survey. Questions must be either 'free text', multi-select, or Likert on a 5-point or 7-point scale. You should select the appropriate Likert scale based on your predominant survey administration (5 for PFS-2 or 7 for PFS). The Likert questions have a choice of Agreement (Strongly Agree to Strongly Disagree) or Frequency (Always to Never).

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.

- Open-Ended Question
- Check Box
- Likert5 - Agreement
- Likert5 - Frequency
- Likert7 - Agreement
- Likert7 - Frequency

Question	Type	Required?	Actions
----------	------	-----------	---------

- a. Select the *Open-Ended Question* button.
- b. A dialog box will appear that allows you to enter text for the question.



- c. After entering the text for your question, you can choose if the question will be required to answer before creating the survey.
- d. Click *Save Changes*.

Custom Program Questions

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. Questions must be either 'free text', multi-select, or Likert on a 5-point or 7-point scale. You should select the appropriate Likert scale based on your predominant survey administration (5 for PFS-2 or 7 for PFS). The Likert questions have a choice of Agreement (Strongly Agree to Strongly Disagree) or Frequency (Always to Never).

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.

- Open-Ended Question
- Check Box
- Likert5 - Agreement
- Likert5 - Frequency
- Likert7 - Agreement
- Likert7 - Frequency

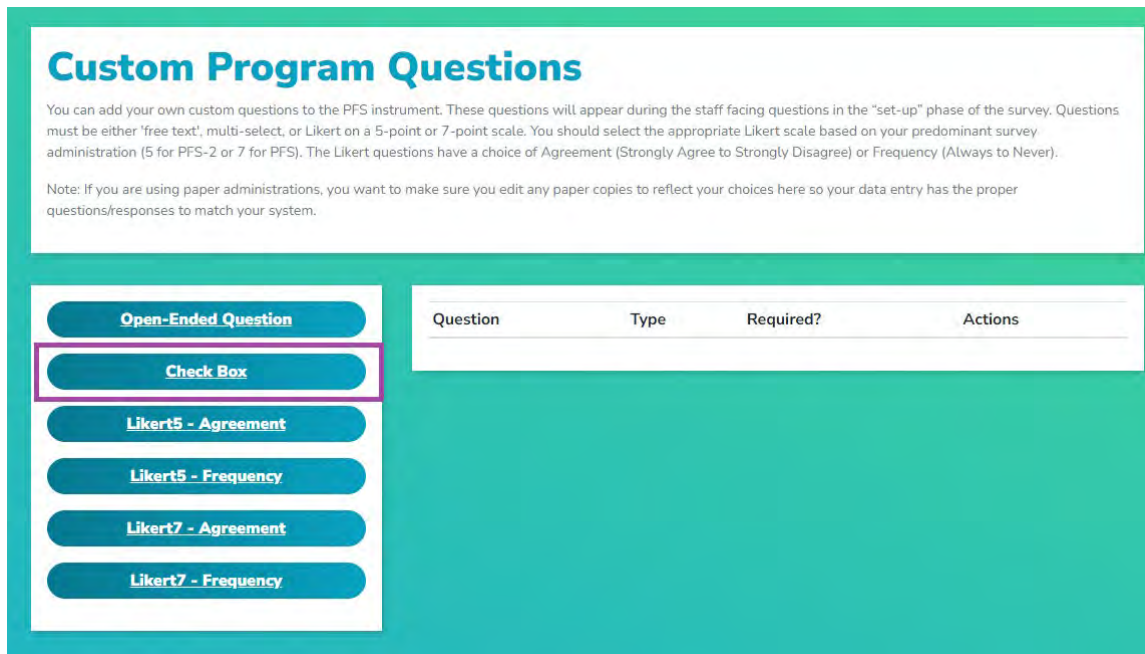
Question	Type	Required?	Actions
Did you feel this client was fully engaged in services?	Open-Ended Question	No	Edit Delete

- e. You will see the item appear in the question box. You can edit the question from that box or delete the question.

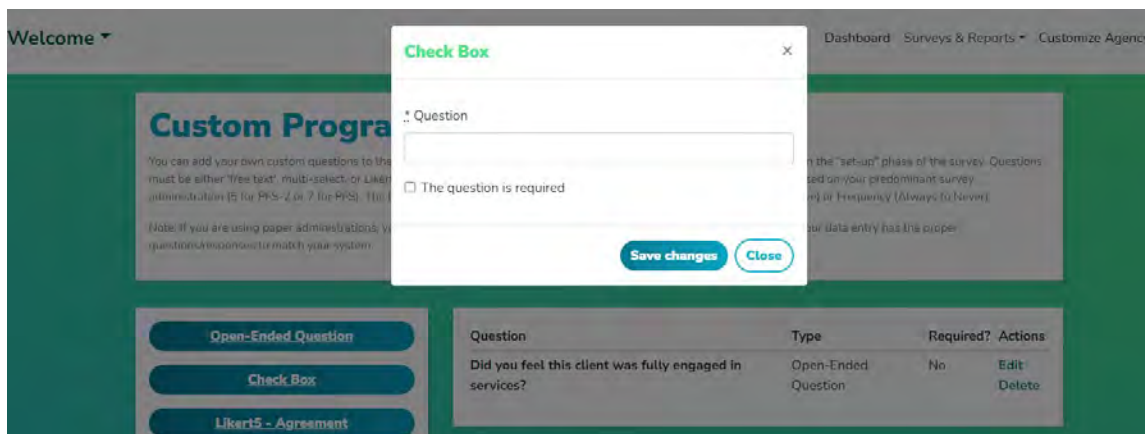
NOTE: If you delete a question, you delete all data associated with that question. Be sure to download a Custom Question report or your raw data spreadsheet before deleting it to save a copy of that data to your computer. See the section on running reports for more information, p. 71.

- 2. **Check Box** is a multi-response item that allows you to define the question and answers. You can define as many response items as you like, but you can't limit the respondent to one response.

- a. Select the *Check Box* button.



- b. A dialog box will appear that allows you to enter text for the question. You will enter your response options in a moment.



- c. After entering the text for your question, you can choose if the question will be required to answer before creating the survey.
- d. Click *Save Changes*.
- e. You will see the item appear in the question box.

Custom Program Questions

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. Questions must be either 'free text', multi-select, or Likert on a 5-point or 7-point scale. You should select the appropriate Likert scale based on your predominant survey administration (5 for PFS-2 or 7 for PFS). The Likert questions have a choice of Agreement (Strongly Agree to Strongly Disagree) or Frequency (Always to Never).

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.

Open-Ended Question

Check Box

Likert5 - Agreement

Likert5 - Frequency

Likert7 - Agreement

Likert7 - Frequency

Question	Type	Required?	Actions
Did you feel this client was fully engaged in services?	Open-Ended Question	No	Edit Delete
What referrals did you offer this client? 0 Choices	Check Box	No	Edit Delete

- f. To enter responses for the question, click on the Edit option.

Custom Program Questions

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. Questions must be either 'free text', multi-select, or Likert on a 5-point or 7-point scale. You should select the appropriate Likert scale based on your predominant survey administration (5 for PFS-2 or 7 for PFS). The Likert questions have a choice of Agreement (Strongly Agree to Strongly Disagree) or Frequency (Always to Never).

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.

Open-Ended Question

Check Box

Likert5 - Agreement

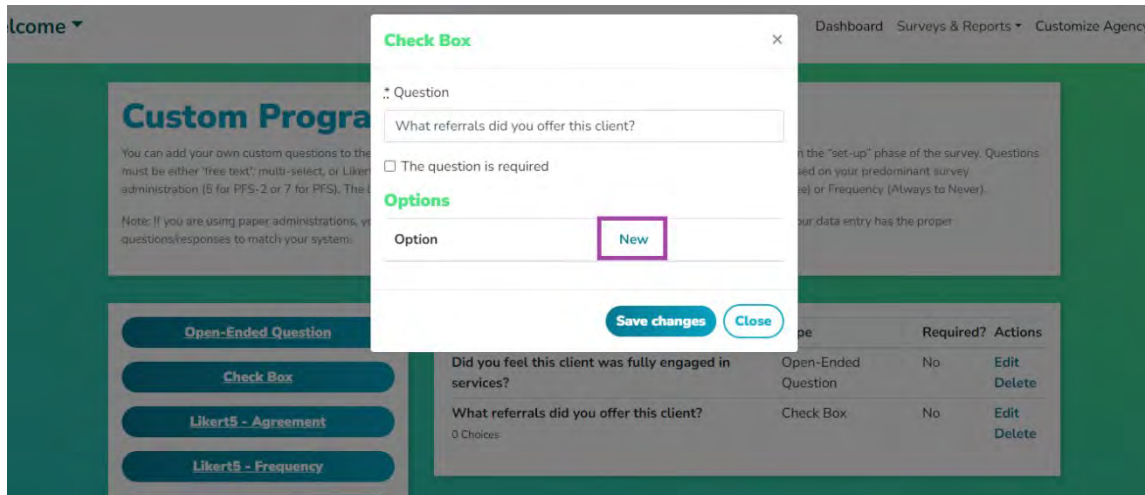
Likert5 - Frequency

Likert7 - Agreement

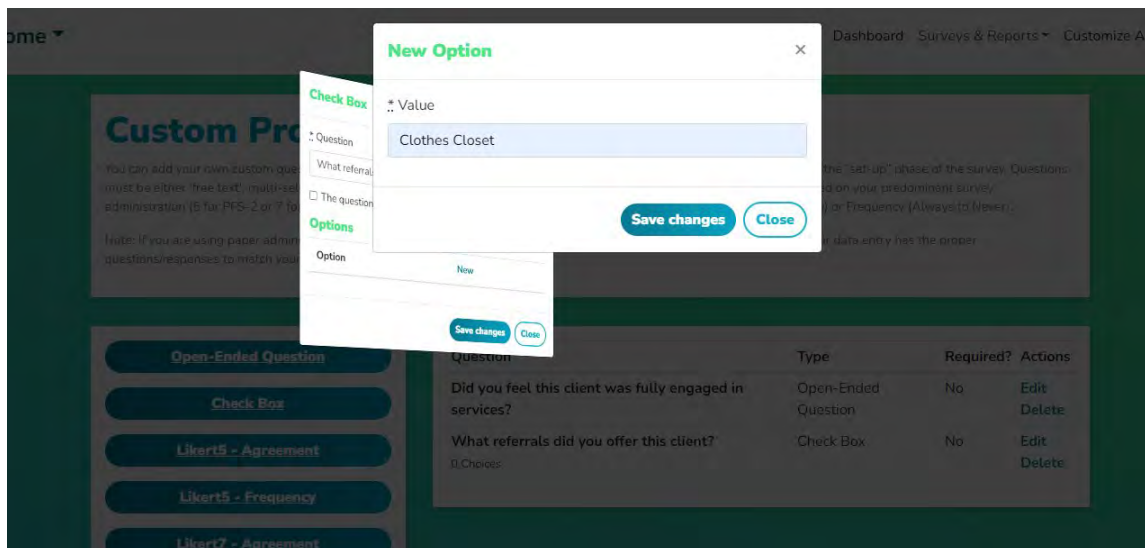
Likert7 - Frequency

Question	Type	Required?	Actions
Did you feel this client was fully engaged in services?	Open-Ended Question	No	Edit Delete
What referrals did you offer this client? 0 Choices	Check Box	No	Edit Delete

- g. A dialog box will appear that allows you to enter the responses. To begin, click *New*.



h. Another dialog box will appear that allows you to enter a value. Then click *Save Changes*.



- i. You can then enter an additional option by clicking *New*. You can also edit any options present by clicking *Edit* or delete any options by clicking *Delete*.
- j. Once you have entered all options, click on *Save Changes*.

Custom Program Questions

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. Questions must be either 'free text', multi-select, or Likert on a 5-point or 7-point scale. You should select the appropriate Likert scale based on your predominant survey administration (5 for PFS-2 or 7 for PFS). The Likert questions have a choice of Agreement (Strongly Agree to Strongly Disagree) or Frequency (Always to Never).

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.

Open-Ended Question

Check Box

Likert5 - Agreement

Likert5 - Frequency

Likert7 - Agreement

Likert7 - Frequency

Question	Type	Required?	Actions
Did you feel this client was fully engaged in services?	Open-Ended Question	No	Edit Delete
What referrals did you offer this client? 3 Choices	Check Box	No	Edit Delete

- k. You will see the item appear in the question box. You can edit the question further from that box or delete the question.

NOTE: If you delete a question, you delete all data associated with that question. Be sure to download a Custom Question report or your raw data spreadsheet before deleting it to save a copy of that data to your computer. See the section on running reports for more information, p. 71.

3. *Likert Agreement* is a question utilizing a scale of Strongly Agree to Strongly Disagree.
- Select the appropriate *Likert Agreement* button. (Agencies using the Original PFS versions should choose the Likert7, and those using PFS-2 versions should choose the Likert5).

Custom Program Questions

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. Questions must be either 'free text', multi-select, or Likert on a 5-point or 7-point scale. You should select the appropriate Likert scale based on your predominant survey administration (5 for PFS-2 or 7 for PFS). The Likert questions have a choice of Agreement (Strongly Agree to Strongly Disagree) or Frequency (Always to Never).

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.

Open-Ended Question

Check Box

Likert5 - Agreement

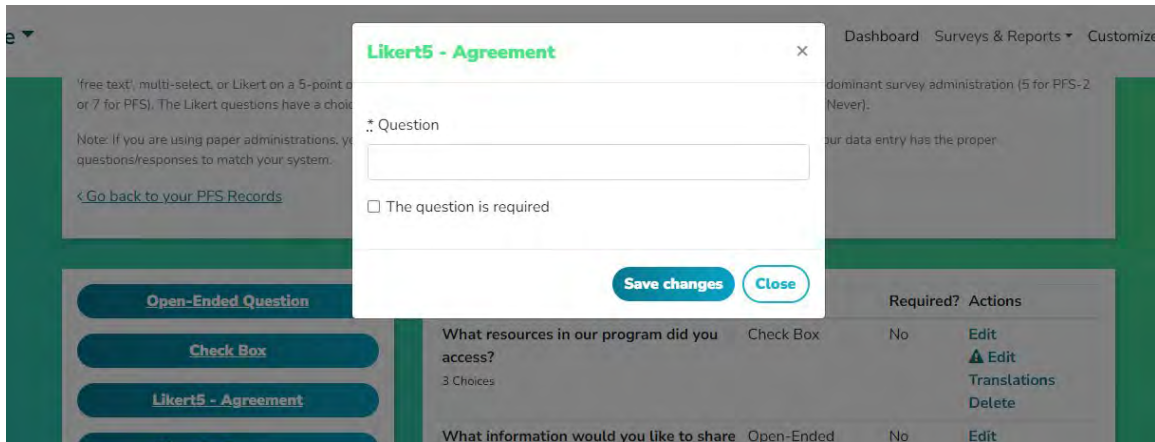
Likert5 - Frequency

Likert7 - Agreement

Likert7 - Frequency

Question	Type	Required?	Actions
----------	------	-----------	---------

- b. A dialog box will appear that allows you to enter text for the question.



- c. After entering the text for your question, you can choose if the question will be required to answer before creating the survey.
 d. Click *Save Changes*.

Custom Program Questions

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. Questions must be either 'free text', multi-select, or Likert on a 5-point or 7-point scale. You should select the appropriate Likert scale based on your predominant survey administration (5 for PFS-2 or 7 for PFS). The Likert questions have a choice of Agreement (Strongly Agree to Strongly Disagree) or Frequency (Always to Never).

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.

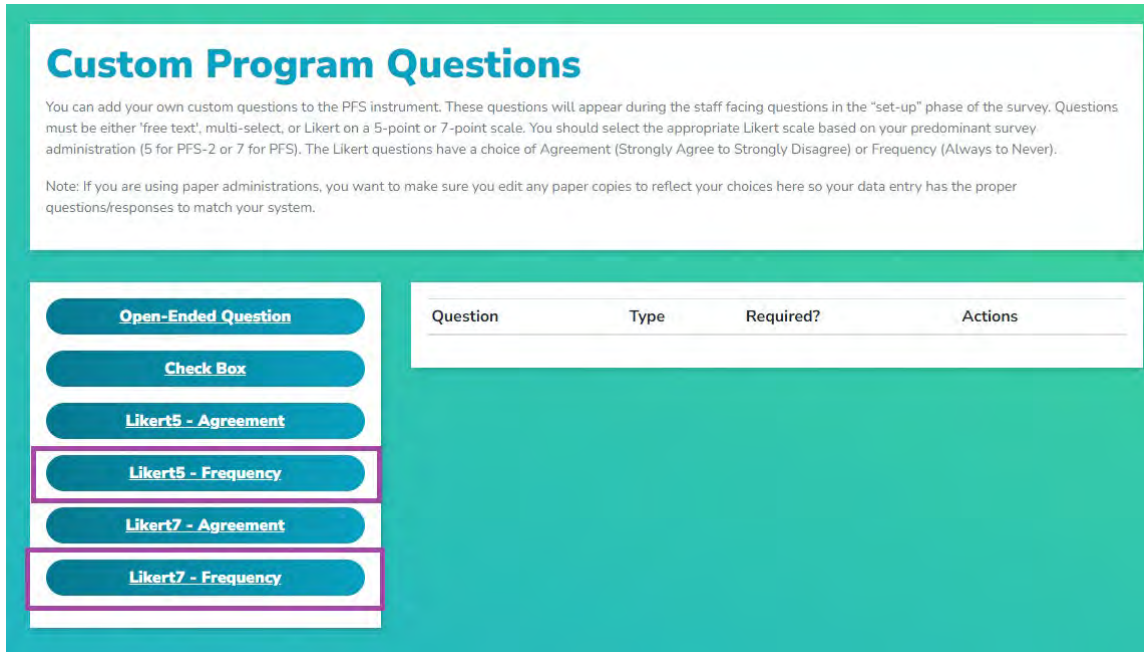
- Open-Ended Question
- Check Box
- Likert5 - Agreement
- Likert5 - Frequency
- Likert7 - Agreement
- Likert7 - Frequency

Question	Type	Required?	Actions
Did you feel this client was fully engaged in services?	Open-Ended Question	No	Edit Delete
What referrals did you offer this client? 3 Choices	Check Box	No	Edit Delete
This client was open to new ways of discipline	Likert5 - Agreement	No	Edit Delete

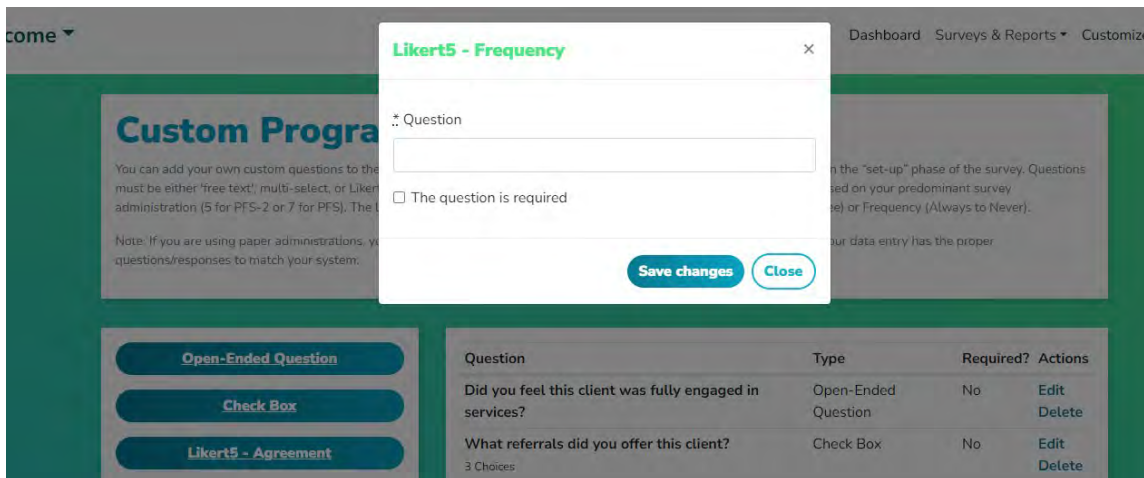
- e. You will see the item appear in the question box. You can edit the question from that box or delete the question.

NOTE: If you delete a question, you delete all data associated with that question. Be sure to download a Custom Question report or your raw data spreadsheet before deleting it to save a copy of that data to your computer. See the section on running reports for more information, p. 71.

4. *Likert Frequency* is a question utilizing a scale of Never to Almost Always.
 - a. Select the appropriate *Likert Frequency* button based on agency preferences.



- b. A dialog box will appear that allows you to enter text for the question.



- c. After entering the text for your question, you can choose if the question will be required to answer before creating the survey.
 - d. Click *Save Changes*.

Custom Program Questions

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. Questions must be either 'free text', multi-select, or Likert on a 5-point or 7-point scale. You should select the appropriate Likert scale based on your predominant survey administration (5 for PFS-2 or 7 for PFS). The Likert questions have a choice of Agreement (Strongly Agree to Strongly Disagree) or Frequency (Always to Never).

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.

- Open-Ended Question
- Check Box
- Likert5 - Agreement
- Likert5 - Frequency
- Likert7 - Agreement
- Likert7 - Frequency

Question	Type	Required?	Actions
Did you feel this client was fully engaged in services?	Open-Ended Question	No	Edit Delete
What referrals did you offer this client? 3 Choices	Check Box	No	Edit Delete
This client was open to new ways of discipline	Likert5 - Agreement	No	Edit Delete
The client was available at our weekly scheduled meeting times.	Likert5 - Frequency	No	Edit Delete

- e. You will see the item appear in the question box. You can edit the question from that box or delete the question.

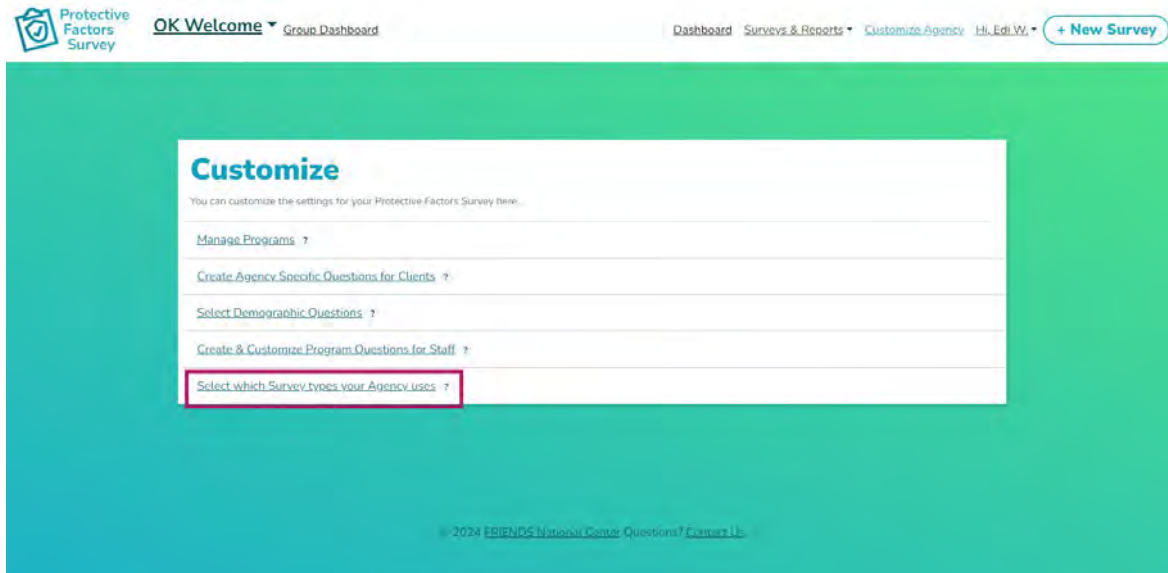
NOTE: If you delete a question, you delete all data associated with that question. Be sure to download a Custom Question report or your raw data spreadsheet before deleting it to save a copy of that data to your computer. See the section on running reports for more information, p. 71.

Customizations will apply to all programs in your agency and appear on every survey administration.

Selecting the Survey types visible to staff

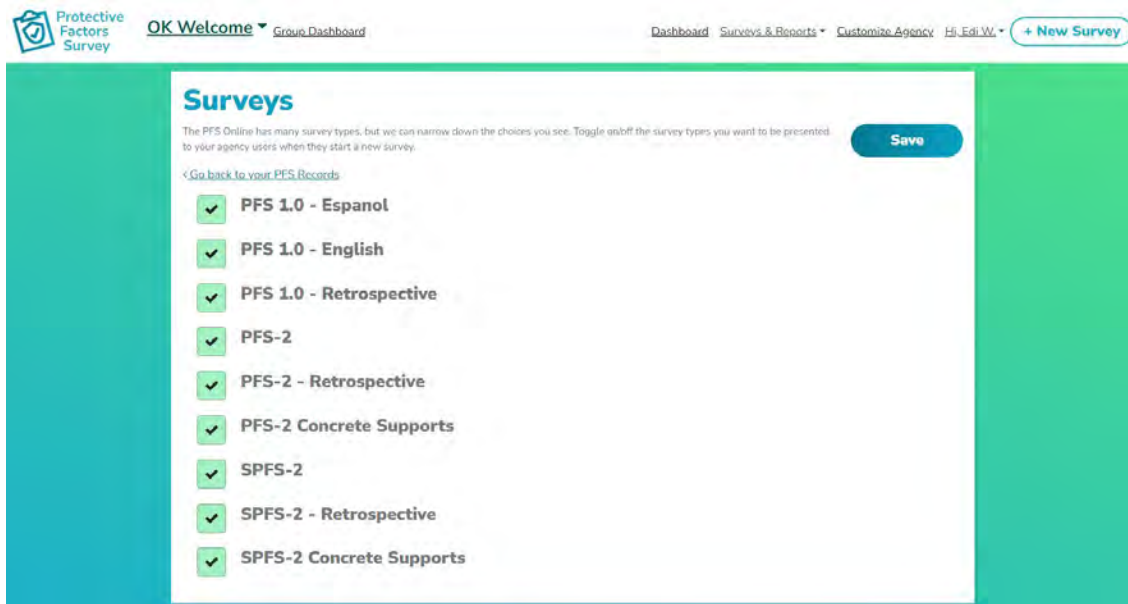
You can select which survey types are available to staff when administering or entering data for a survey.

From the *Customize* screen, click on *Select which Survey types your Agency uses* in the Customize box.



1. The default setting is all Surveys are visible.
2. To toggle on/off Survey types, choose the check box next to the Survey title. If you uncheck that box, the survey will not appear in the survey administration.

NOTE: Changing selections in this area do not impact data on existing surveys in any way, it simply limits the visibility of the survey as an option for survey administration.

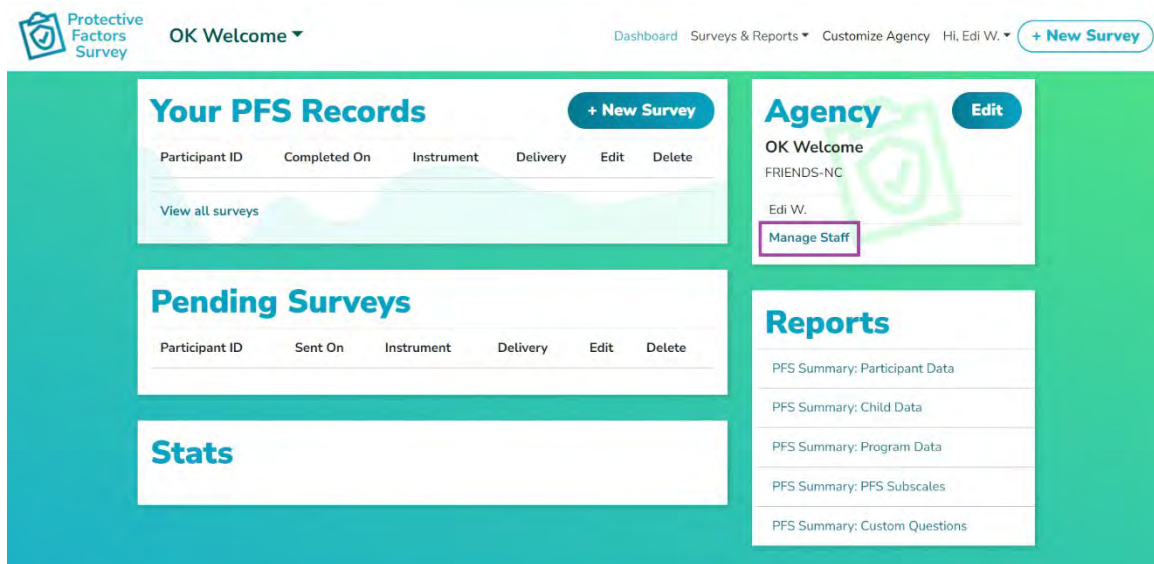


3. Be sure to click *Save* at the top of the page before leaving this area.

Add/Delete Staff

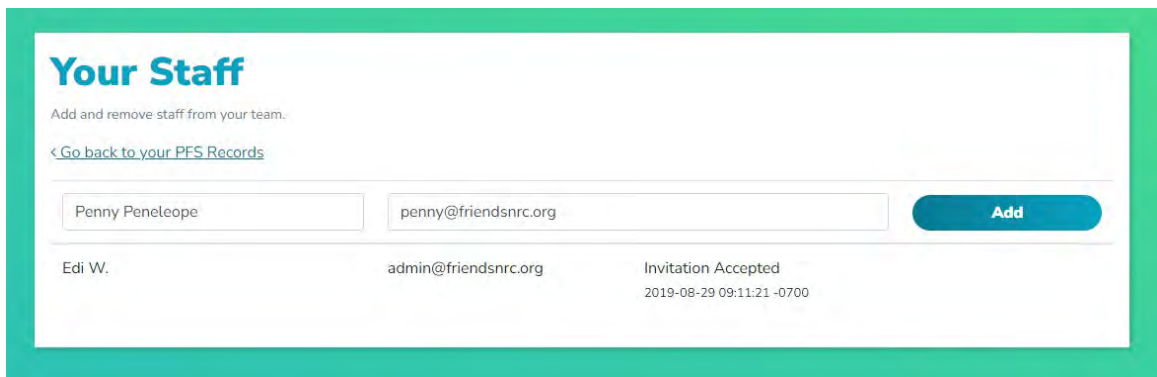
1. To edit or add staff to your agency, look for the *Agency* block on the *Dashboard* and click *Manage Staff*.

Note: All staff assigned to an Agency can add/delete staff members. There are not levels of access for staff. All staff have access to all data in their Agency and can add/delete staff and Surveys.



The screenshot shows the PFS Dashboard interface. At the top left is the logo for 'Protective Factors Survey' and the user name 'OK Welcome'. The top navigation bar includes 'Dashboard', 'Surveys & Reports', 'Customize Agency', 'Hi, Edi W.', and a '+ New Survey' button. The main content area is divided into several sections: 'Your PFS Records' with a '+ New Survey' button and a table with columns for Participant ID, Completed On, Instrument, Delivery, Edit, and Delete; 'Pending Surveys' with a similar table; 'Stats'; 'Agency' (FRIENDS-NC) with an 'Edit' button and a 'Manage Staff' button highlighted with a purple box; and 'Reports' with a list of summary reports: PFS Summary: Participant Data, PFS Summary: Child Data, PFS Summary: Program Data, PFS Summary: PFS Subscales, and PFS Summary: Custom Questions.

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

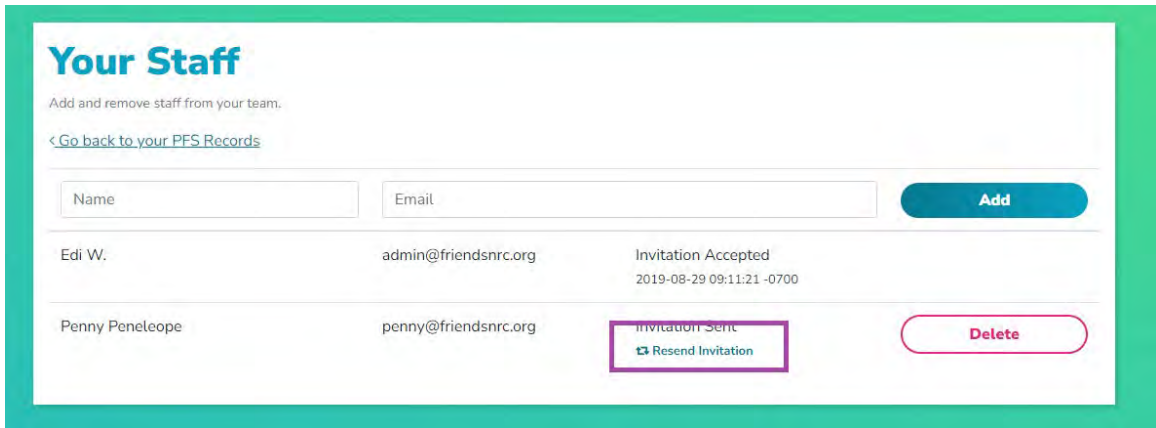


The screenshot shows the 'Your Staff' page. It has a title 'Your Staff' and a subtitle 'Add and remove staff from your team.'. Below the subtitle is a link '< Go back to your PFS Records'. There is a form with two input fields: one for the name 'Penny Penelope' and one for the email 'penny@friendsnrc.org'. To the right of the email field is a blue 'Add' button. Below the form is a table with the following data:

Name	Email	Status	Invitation Date
Edi W.	admin@friendsnrc.org	Invitation Accepted	2019-08-29 09:11:21 -0700

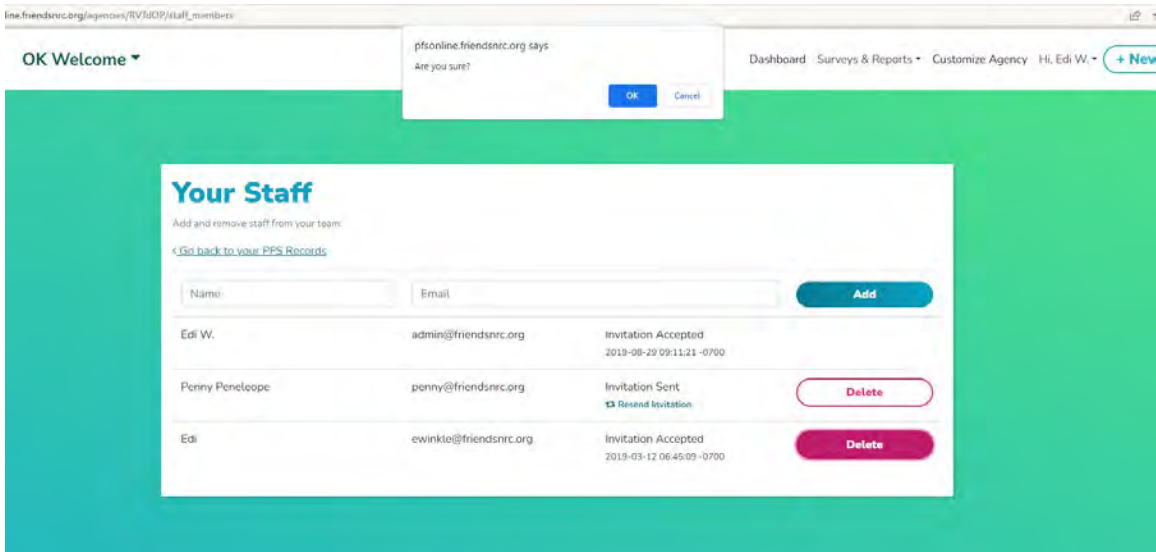
3. If the recipient deletes the email or fails to respond, click the *resend invitation*, and it will generate a new email invite.

NOTE: Staff should check junk or spam folders if they do not find the email after a few minutes. Staff should wait for an invite to the system and not attempt to register for the system on their own.



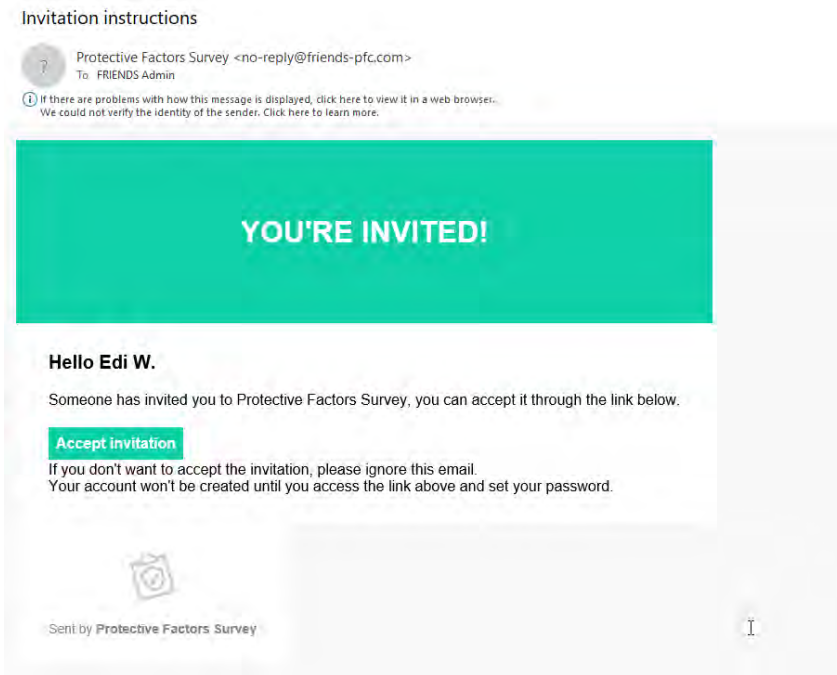
- To delete staff, select the staff member from the list you need to remove and click the *Delete* button. Once you click *Delete*, you will see a confirmation box asking *Are you sure?* Click *OK* or *Cancel* to proceed.

NOTE: Deleting staff members does not impact survey data in any way. The action will remove the person's access to your agency and its data but does not delete their overall account in the PFSODS system. If a staff member is accidentally deleted, just add their name and email again, and it will restore their access.



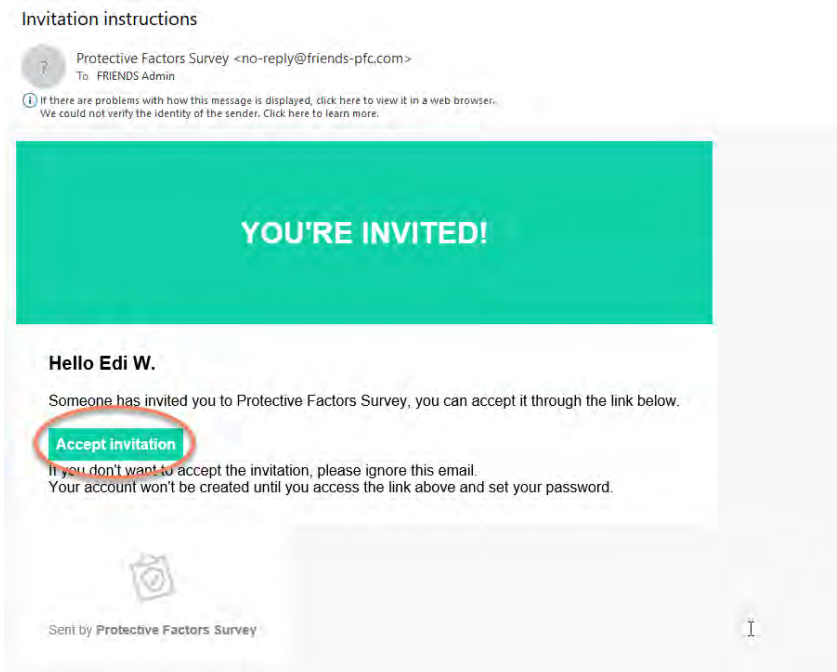
Agency Staff Account Set-up

1. Did you receive an email and don't know what to do next?



NOTE: Check your junk or spam folder if you don't receive the email after a few minutes.

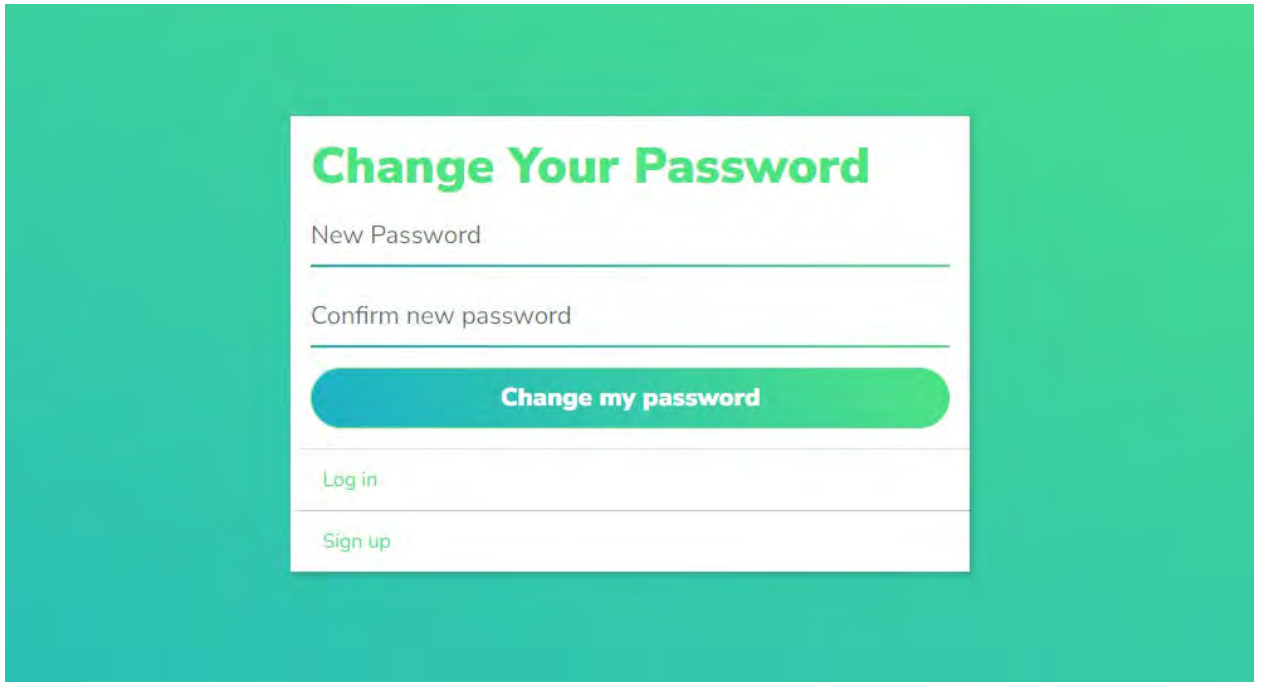
2. Click on the green *Accept Invitation* button.



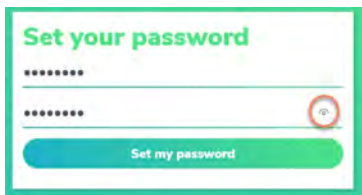
If your email system does not allow you to click through links, hover over the green button with

your cursor and then right-click. Next, select copy hyperlink, 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.



NOTE: If you want to ensure 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 use the system. You will enter the system on the *Agency Dashboard*. To learn more about how to use the system, visit the **Administering Surveys** section that begins on the next page to learn more.

Administering Surveys

You have set up your agency and staff accounts and are now ready to begin administering surveys with the system. If you need information on choosing the right Protective Factors Survey (collectively referred to as “Survey” in this manual) for your agency's 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.

There are a couple of notes on survey data to be aware of as you proceed.

- Surveys can be administered utilizing various electronic methods from within the system. Your agency should maintain strict practices around how you support participants/clients 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 use for guidance on best practices in survey administration.
- 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 using that client ID as the post-test. If entering pen and paper administrations, enter the data chronologically to ensure that you have the proper administrations labeled and pre-tests and post-tests within the system.
- Staff devices that are 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.
- The order of information in each Survey administration is: Program Information including client ID and date completed; Survey questions; Child(ren) data; Demographic questions if selected; and if applicable, specific/custom client questions.

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*.

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, scroll down to *Forms and Autofill*, and unclick the box. Also, scroll to *History* and choose *never remember history*.

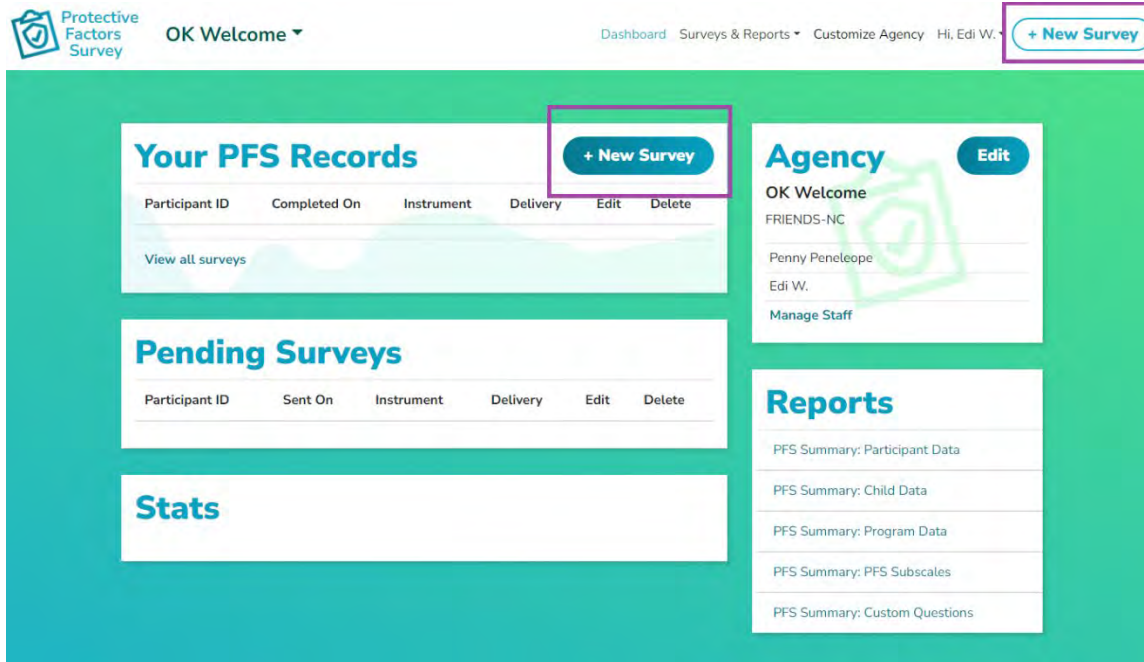
Safari

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

Print a Blank Customized Survey for pen and paper administration

You can print a blank survey out of the system to administer via pen and paper. This Survey will include all of the agency customizations for programs, demographics, and custom questions for staff and clients.

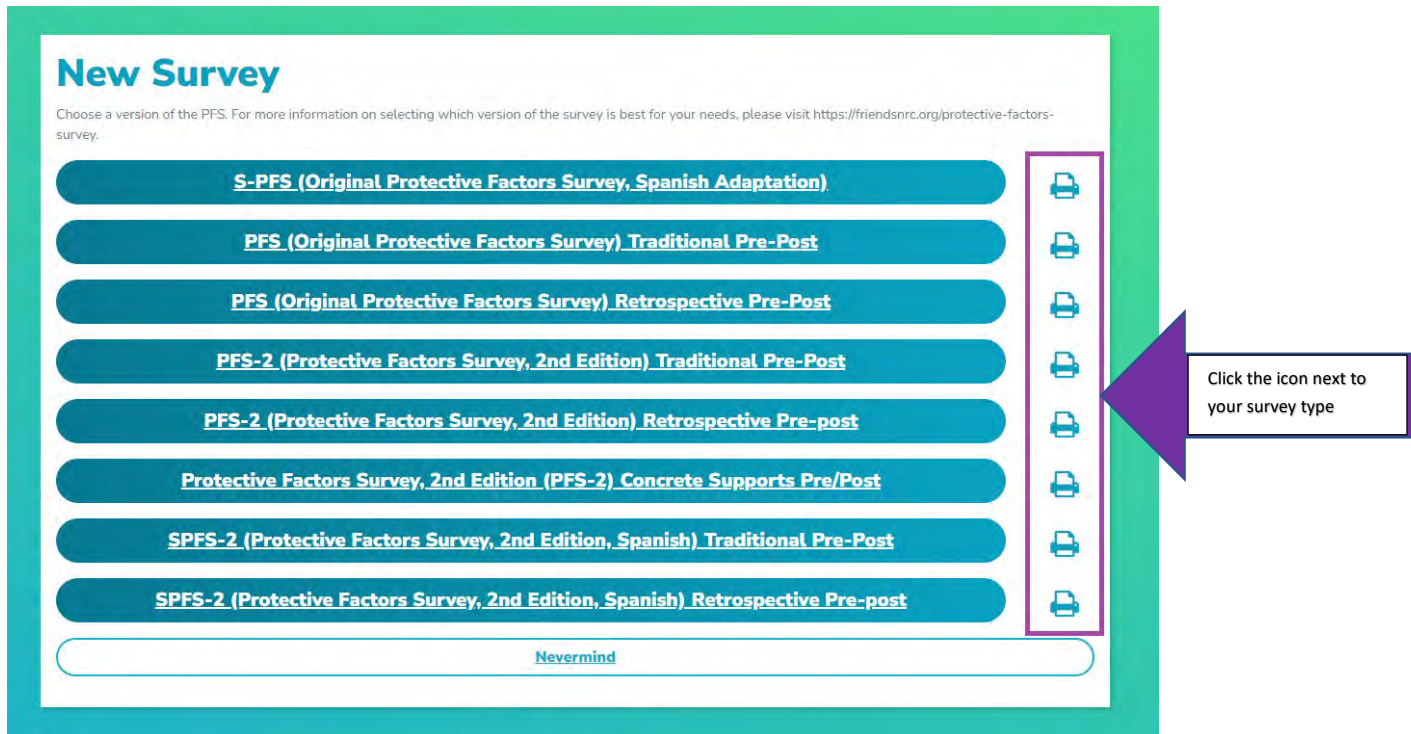
1. To print, click on the *+ New Survey* button in the *Your PFS Records* box or in the top menu bar.



2. This will bring up dialog box with all the survey types visible in the system. (To change which surveys can be seen, go to *Selecting the Survey types visible to staff* on p. 44)



3. Find the correct Survey you need in the list and then click on the printer icon to the right of the buttons.



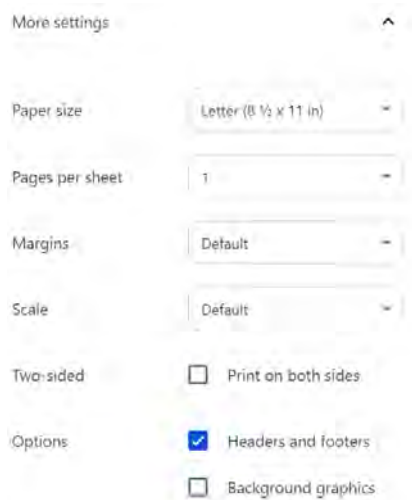
The screenshot shows a 'New Survey' page with a list of survey options. Each option is in a blue button with a printer icon to its right. A purple callout box with an arrow points to the printer icons, containing the text: 'Click the icon next to your survey type'. The survey options are:

- [S-PFS \(Original Protective Factors Survey, Spanish Adaptation\)](#)
- [PFS \(Original Protective Factors Survey\) Traditional Pre-Post](#)
- [PFS \(Original Protective Factors Survey\) Retrospective Pre-Post](#)
- [PFS-2 \(Protective Factors Survey, 2nd Edition\) Traditional Pre-Post](#)
- [PFS-2 \(Protective Factors Survey, 2nd Edition\) Retrospective Pre-post](#)
- [Protective Factors Survey, 2nd Edition \(PFS-2\) Concrete Supports Pre/Post](#)
- [SPFS-2 \(Protective Factors Survey, 2nd Edition, Spanish\) Traditional Pre-Post](#)
- [SPFS-2 \(Protective Factors Survey, 2nd Edition, Spanish\) Retrospective Pre-post](#)

At the bottom of the list is a button labeled 'Nevermind'.

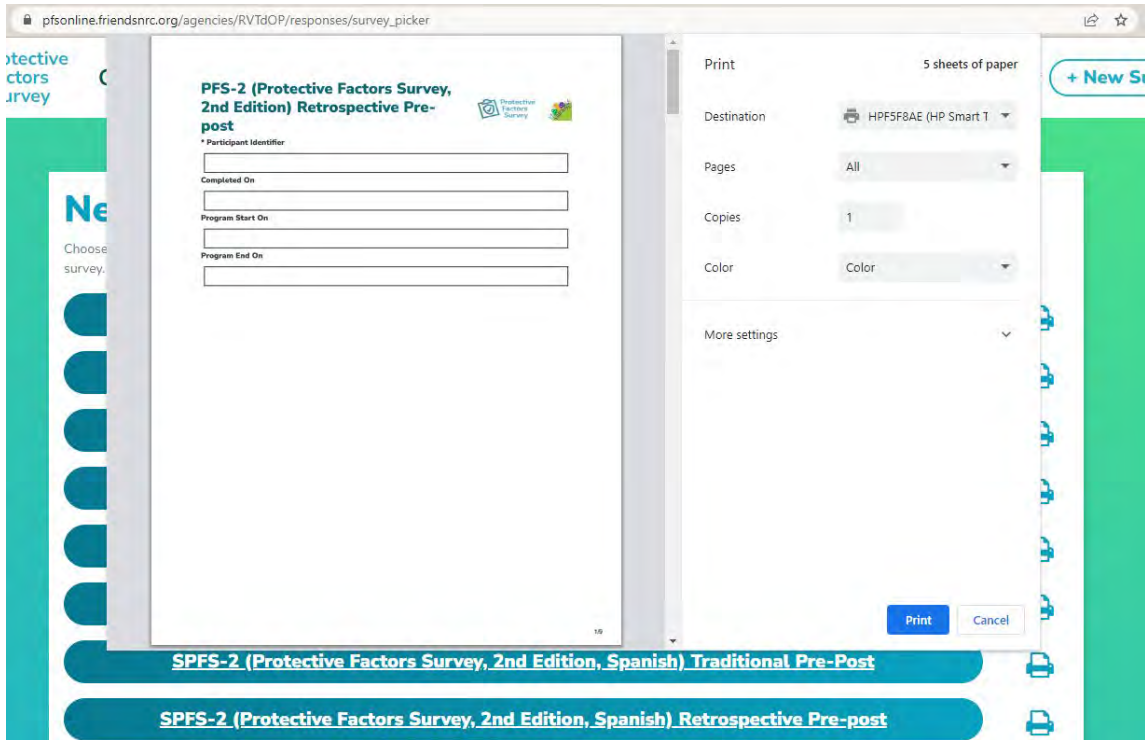
4. A print interface for your computer browser will come up. Make the appropriate selections, and choose to save as a PDF or print the document.

NOTE: Be sure to select headers and footers to see page numbers on the print version.



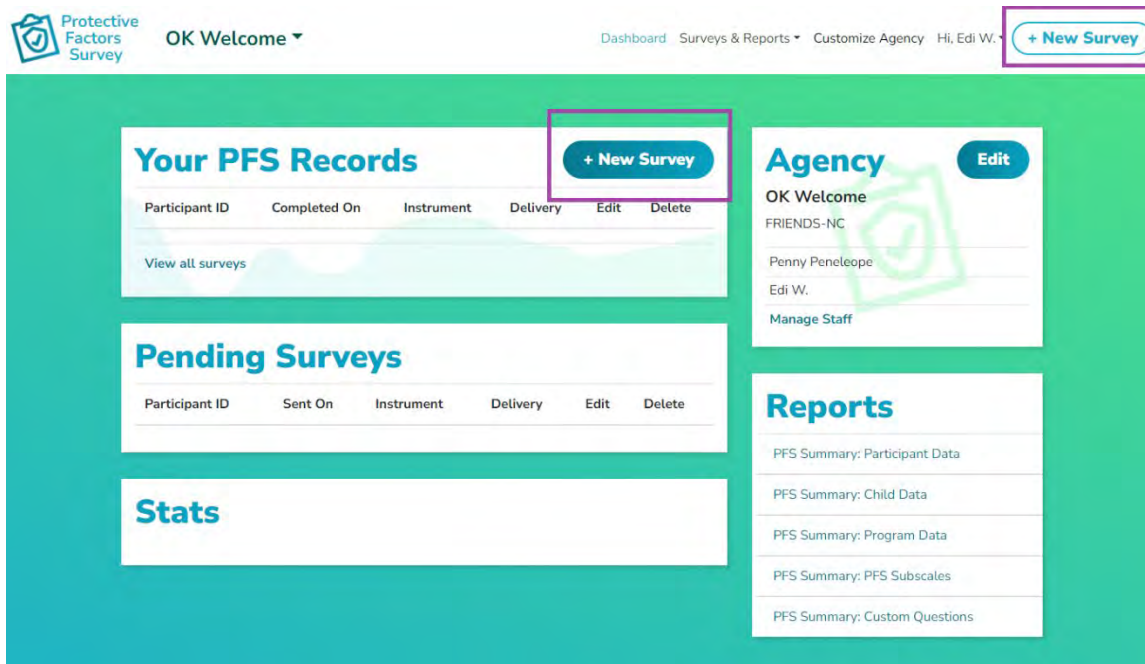
The screenshot shows a print settings menu with the following options:

- More settings (dropdown arrow)
- Paper size: Letter (8 1/2 x 11 in)
- Pages per sheet: 1
- Margins: Default
- Scale: Default
- Two-sided: Print on both sides
- Options: Headers and footers, Background graphics



Initiating a Survey for electronic administration

1. To begin a new survey administration, click the **+ New Survey** button in the *Your PFS Records* box or the top menu bar.



2. Select the version of the Survey you will administer. Then, click on the version you are using. For this example, we will use the *PFS-2 Retrospective*.



3. A dialog box will appear that identifies the survey type at the top. If you inadvertently selected the wrong Survey, click *Back* and choose the proper one.

PFS-2 - Retrospective Survey

This information is to be completed by staff to collect program information.

* Participant identifier

* Completed on

* Program start on

Program end on

Back Next

4. 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 survey administrations to the same participant. Agencies should use existing case/client ID numbers **without** using personally identifying information, such as participant names, social security numbers, or birth dates.*

PFS-2 - Retrospective Survey

This information is to be completed by staff to collect program information.

* Participant identifier
62711809

* Completed on
11/01/2023

* Program start on
04/01/2023

Program end on
11/01/2023

Back **Next**

*NOTE: **Completed on** defaults to the current date. You can change it by typing or using the calendar feature.*

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. You can also type into the box using the MM/DD/YYYY format.

5. Now, you see the program information section. These questions are for staff. You might have customized the information displayed/collected here in the *Create and Customize Program Questions for Staff* (see pages 31). Remember, items preceded by * are required to proceed. If you accidentally click a wrong answer, click again to unclick that answer. Once you complete your selections, click *Next* at the bottom to proceed.

This page is to be completed by staff to collect program information. The following pages are to be completed by the participant

Program(s) Participated In:

Home visitation

Parenting Ed Group

How was the survey completed?

In a face-to-face interview

By the participant with assistance available from program staff to explain items as needed

By the participant without program staff present

How was the client referred?

Self- Referred

Child Protective Services

Court

Community Program

6. You now have options for how you will administer the Survey. You can:

Deliver This Survey

Great! The next questions are for the participant. To continue working here, hand over this device to the participant, or you can send them a link.

Continue Here

Send Email

Send Text Message

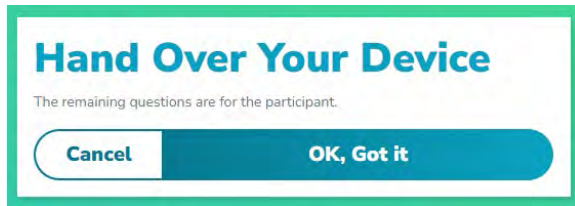
QR Code

Paper Entry

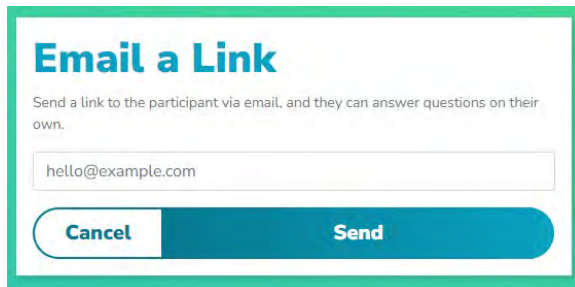
Back

NOTE: All options require an internet-connected device to complete the Survey. If a connected device is not an option, administer a paper copy and return to do Paper Entry later.

- a. **Continue Here-** Use this option if the client is with you and will use your device to complete the Survey. Once you click *OK, Got it*, you will get a message to hand off your device (phone, tablet, laptop, desktop) to the client to begin the Survey)

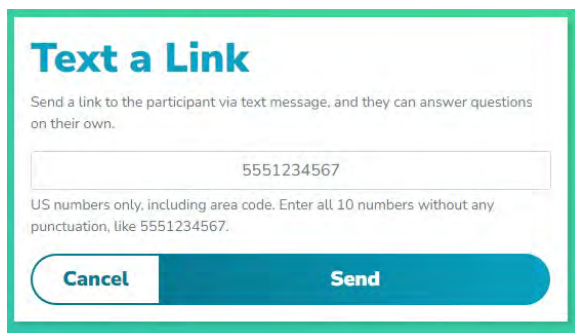


- b. **Send Email-** Use this option to generate a survey link to the email address of your choice. The designated email address will receive an email with a client-specific link. The client can complete the Survey on their chosen internet-connected device by clicking on the link.
NOTE: The system will not retain the email address after sending the survey link.



After clicking send you can click *Dashboard* at the top of the screen to exit the *Message Sent* screen.

- c. **Send Text Message-** This option generates a survey link text message to the specified number. This could be your number to have the link ready for a client later or the client's cell phone number to complete the Survey on their own cellphone.
NOTE: The system will not retain the phone number after sending the survey link.



After clicking send you can click *Dashboard* at the top of the screen to exit the *Message Sent* screen.

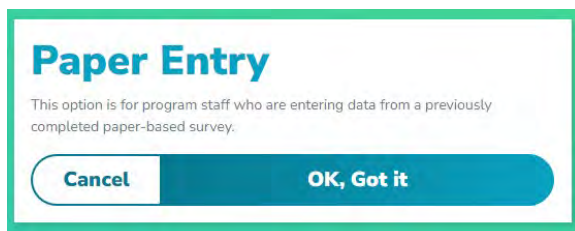
- d. **QR Code-** Use this option to generate a QR code that can be scanned for a client-specific link to complete the Survey.

NOTE: This is an excellent option for group administrations as you can create the surveys, print each code, and then write the participant's name on the printout to ensure you hand the correct code to the right person. Then, each participant can scan their code using their cellphone to complete the Survey.



After clicking send you can click *Dashboard* at the top of the screen to exit the *QR Code* screen.

- e. **Paper Entry-** Use this option **ONLY** to complete data entry from a paper and pencil administration. This entry is intended for **STAFF ONLY**. Do not choose this option for administration directly to a client. More will be covered on this option in *Paper Entry Instructions* in the next section.



NOTE: The link generated in the various options are ALL CLIENT SPECIFIC. The links can only be used once and are tied to the appropriate client ID.

7. The client will complete the Survey using the link provided via email, text message or QR code. The survey system is designed to respond to any device - phone, tablet, laptop, or desktop. Once they complete the Survey, you can view the results on your Dashboard.

NOTE: Be sure to support the client in completing the Survey, even using electronic or remote options. They may have questions. You should also inform the client they will receive a link and they can reach out to you if they have questions. Remember to refer to the proper User Manual for the survey you are administering for information on language to use in talking with the participant.

Client Survey Completion Instructions

1. Once the client receives a link or is handed your device after the survey set-up, they can answer the survey questions. 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*.

NOTE: Remember, if they accidentally click on a wrong answer, they can click again, which will unmark the selected answer.

The screenshot displays the 'Protective Factors Survey' interface. At the top left is the logo for 'Protective Factors Survey'. The main content area contains two questions, each with five response options. The first question is '3. BEFORE: There are things we do as a family that are special just to us.' and the second is '3. NOW: There are things we do as a family that are special just to us.' The response options for both are: 'Not at all like my life', 'Not much like my life', 'Somewhat like my life', 'Quite a lot like my life', and 'Just like my life'. The 'Not much like my life' option for the first question and the 'Quite a lot like my life' option for the second question are highlighted in a darker blue. At the bottom of the form is a large blue button labeled 'Next'.

2. A progress bar will appear at the top of the screen to show the percentage of the Survey completed.

12%

Your responses to this survey are confidential. If you need assistance completing the form, please ask a member of the staff. Please think back to when you started this program. For each of the following items, mark the first row based on how you felt or what you experienced BEFORE you started the program. On the second row, respond based on how you feel or what you experience NOW.

4. BEFORE: My child misbehaves just to upset me.

Not at all like my life

Not much like my life

Somewhat like my life

Quite a lot like my life

Just like my life

4. NOW: My child misbehaves just to upset me.

Not at all like my life

Not much like my life

Somewhat like my life

Quite a lot like my life

3. Once they complete the survey questions, the client will enter details about their child(ren).

Child #1

Date of Birth

mm/dd/yyyy

Male

Female

Nonconforming / Nonbinary

Prefer not to Answer

Your relationship to child:

Birth Parent

4. They can enter as many children as needed by clicking *+Add Child* after each record.
5. Once all children are entered, they will click *Next*.

62%

Please tell us about your children, or children for whom you are a primary caregiver.

Child #1
12/16/2020

+ Add Child

Back Next

- When they click *Next* they will be taken to the demographics section. If your agency is not using the demographics, then the system will skip this section.

75%

These last few questions are about you and your household. They will be used to help program staff understand the needs of people and families they are serving, and improve service provision. Remember, your responses to this survey are confidential.

Sex/Gender
Female

Age (in years)
[Empty text box]

Primary Language Spoken at Home
English

Race/Ethnicity

Native American or Alaskan Native

Black or African American

Hispanic or Latino

Native Hawaiian/Pacific Islander

Asian

- After clicking *Next* in the Demographics, they will be led to any custom client questions entered into the system (see *Creating Custom Client Questions* for more information). If your agency is not using custom questions, then the system will skip this section.

87%

What information would you like to share with us?

What resources in our program did you access?

- Clothes Closet
- Food Pantry
- Diaper Den

This program helped me be a better parent.

- Strongly Disagree
- Disagree
- Neither agree nor disagree
- Agree
- Strongly Agree

- After clicking *Next* in the custom questions, clients will receive this message. They have the option to *Go Back and Make Changes* or *Submit*. Once the Survey has been submitted, client responses can't be edited.

100%

Ready to Submit?

You have reached the end of the survey. Are you ready to submit the survey? Once the survey has been submitted you will not be able to make changes.

[Submit](#)

[Go Back and Make Changes](#)

- Once they click submit, 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. They can close their browser window.

100%

You Are Finished

Thanks for completing this survey!

Pending Surveys

Your Dashboard contains a *Pending Surveys* box. This area displays any surveys that have been initiated but have not been completed/submitted. You can use this area to send updated links to participants for completion or delete unnecessary records (i.e. Survey was completed via a different administration).

*NOTE: If no delivery method is indicated in the **Pending Surveys** box then a link for that survey was never initiated. See the instructions on page 62 to **Send a New Link**.*

The screenshot displays a dashboard with a teal background. It features four main sections:

- Your PFS Records:** A table with columns for Participant ID, Completed On, Instrument, Delivery, Edit, and Delete. It includes a '+ New Survey' button and a 'View all surveys' link.
- Pending Surveys:** A table with columns for Participant ID, Sent On, Instrument, Delivery, Edit, and Delete. This section is highlighted with a purple border.
- Agency:** A section with an 'Edit' button, displaying 'OK Welcome' and 'FRIENDS-NC'.
- Reports:** A list of report summaries including 'PFS Summary: Participant Data', 'PFS Summary: Child Data', 'PFS Summary: Program Data', 'PFS Summary: PFS Subscales', and 'PFS Summary: Custom Questions'.

Your PFS Records

Participant ID	Completed On	Instrument	Delivery	Edit	Delete
072833552	11/02/2023	PFS-2 - Retrospective	Paper Entry	Edit	Delete
683112221	11/02/2023	PFS-2 - Retrospective	Hand Delivery	Edit	Delete

[View all surveys](#)

Pending Surveys

Participant ID	Sent On	Instrument	Delivery	Edit	Delete
62711809	11/02/2023	PFS-2 - Retrospective	Qr Code Delivery	Edit	Delete

Agency [Edit](#)

OK Welcome
FRIENDS-NC
Penny Peneleope
Edi W.
[Manage Staff](#)

Reports

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

Stats

Delete a Record

1. Click on the *Delete* option next to the record in the *Pending Surveys* box.

The screenshot shows a dashboard with three main sections: 'Your PFS Records', 'Pending Surveys', and 'Stats'. The 'Your PFS Records' section contains a table with columns for Participant ID, Completed On, Instrument, Delivery, Edit, and Delete. The 'Pending Surveys' section contains a similar table with an additional 'Sent On' column. The 'Delete' button for the record with Participant ID 62711809 is highlighted with a red box. To the right, there is an 'Agency' section with an 'Edit' button and a 'Reports' section with a list of summary options.

Participant ID	Completed On	Instrument	Delivery	Edit	Delete
072833552	11/02/2023	PFS-2 - Retrospective	Paper Entry	Edit	Delete
683112221	11/02/2023	PFS-2 - Retrospective	Hand Delivery	Edit	Delete

Participant ID	Sent On	Instrument	Delivery	Edit	Delete
62711809	11/02/2023	PFS-2 - Retrospective	Qr Code Delivery	Edit	Delete

2. Once you click *Delete*, you will see a confirmation box asking *Are you sure?* Click *OK* or *Cancel* to proceed.

The screenshot shows the same dashboard as above, but with a confirmation dialog box overlaid. The dialog box contains the text 'pfsnline.friendsnrc.org says Are you sure you want to delete this response?' and two buttons: 'OK' and 'Cancel'. The 'Delete' button in the 'Pending Surveys' table is still highlighted with a red box.

NOTE: Once you delete a response, it can't be restored.

Send a New Link

1. To send an updated link to a participant for completion or to change the method of survey administration, identify the record in *Pending Surveys* you wish to work with and click on *Edit*.

Your PFS Records + New Survey

Participant ID	Completed On	Instrument	Delivery	Edit	Delete
072833552	11/02/2023	PFS-2 - Retrospective	Paper Entry	Edit	Delete
683112221	11/02/2023	PFS-2 - Retrospective	Hand Delivery	Edit	Delete

View all surveys

Agency Edit

OK Welcome
 FRIENDS-NC
 Penny Peneleope
 Edi W.
 Manage Staff

Pending Surveys

Participant ID	Sent On	Instrument	Delivery	Edit	Delete
62711809	11/02/2023	PFS-2 - Retrospective	Qr Code Delivery	Edit	Delete

Stats

Reports

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

- You will be taken through the set-up screens for the identified Survey. This includes the *Program Information* questions. Once you double-check the information on those screens and click *Next* you will be taken to the *Deliver This Survey* box.

Deliver This Survey

Great! The next questions are for the participant. To continue working here, hand over this device to the participant, or you can send them a link.

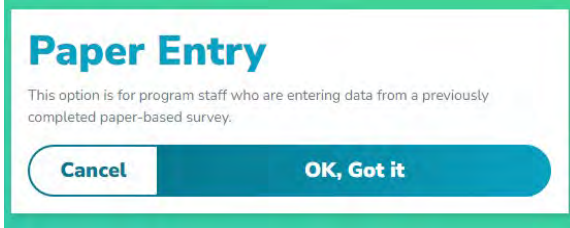
- Continue Here
- Send Email
- Send Text Message
- QR Code
- Paper Entry

Back

- You can choose the same method you initially selected or a new one. (For more information on the options, please see *Initiating a Survey, p. 51*).

Entering Data from a Paper Administration

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

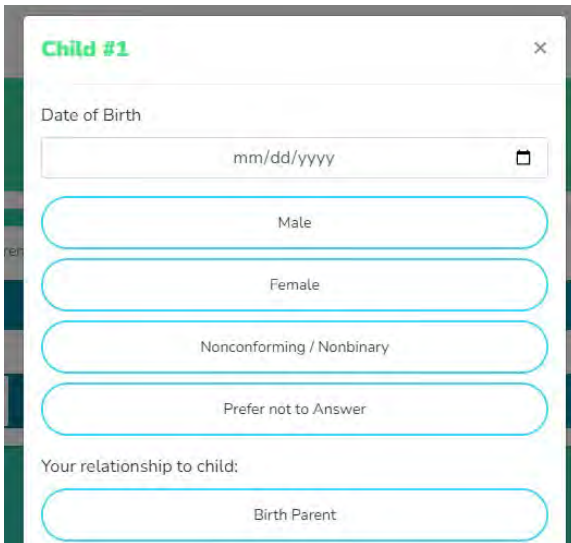


*NOTE: Do not use this option if handing your device to a client. This option does not lock the system to prevent clients from accessing the **Agency Dashboard** after completion and they can access survey data once completed.*

You can begin your data entry now. All survey questions will be on one page; you just need to scroll down to enter items. Once entered, click **+Add Child**.

A screenshot of a survey form. At the top, there are two radio button options: "Often" and "Almost Always". Below them is the instruction: "Please tell us about your children, or children for whom you are a primary caregiver." A prominent blue button with a white plus sign and the text "+ Add Child" is centered. Below this are several input fields: "Sex/Gender" (a dropdown menu), "Age (in years)" (a text input field), "Primary Language Spoken at Home" (a dropdown menu), and "Race/Ethnicity" (a list of radio button options including "Native American or Alaskan Native" and "Black or African American").

2. Enter child information. You may enter as many children as needed by clicking **+Add Child** after saving each record.



Child #1 [Close]

Date of Birth

mm/dd/yyyy [Calendar Icon]

Male

Female

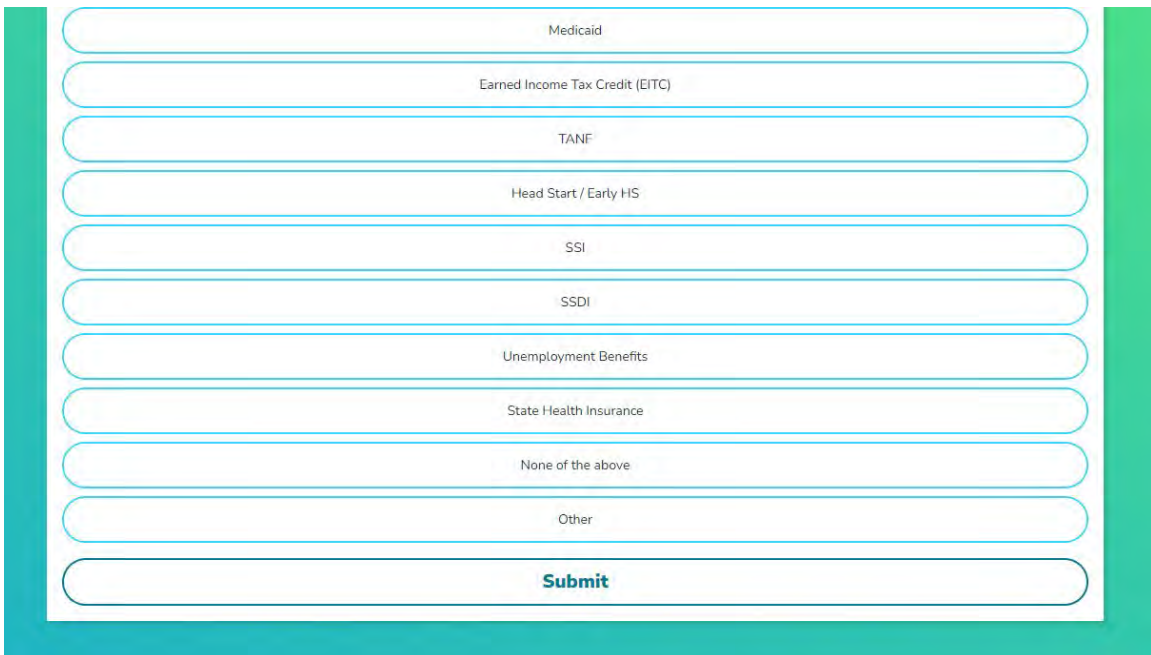
Nonconforming / Nonbinary

Prefer not to Answer

Your relationship to child:

Birth Parent

3. Once all children are entered, continue to enter the appropriate demographics. If your agency is not using the demographics, then the system will skip this section.
4. Once done, click *Submit*.



Medicaid

Earned Income Tax Credit (EITC)

TANF

Head Start / Early HS

SSI

SSDI

Unemployment Benefits

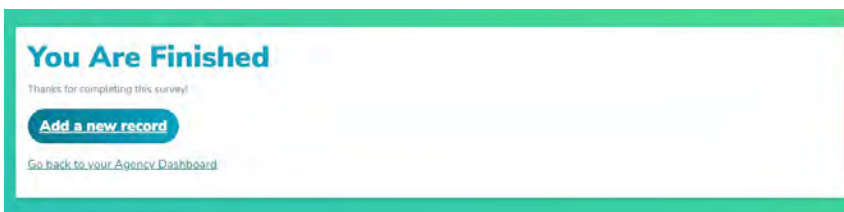
State Health Insurance

None of the above

Other

Submit

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



You Are Finished

Thanks for completing this survey!

[Add a new record](#)

[Go back to your Agency Dashboard](#)

Working with PFS Records

The system offers users the opportunity to manage the data collected in the system in various ways. The information displayed on your *Dashboard* allow you to view responses and manage records

The screenshot displays a dashboard with a teal background. It features several key sections:

- Your PFS Records:** A table with columns for Participant ID, Completed On, Instrument, Delivery, Edit, and Delete. It lists two records from 11/02/2023.
- Pending Surveys:** A table with columns for Participant ID, Sent On, Instrument, Delivery, Edit, and Delete. It lists one record from 11/02/2023.
- Agency:** A section for 'FRIENDS-NC' with staff names Penny Penelope and Edi W., and a 'Manage Staff' link.
- Reports:** A list of summary reports including Participant Data, Child Data, Program Data, PFS Subscales, and Custom Questions.
- Stats:** A section partially visible at the bottom left.

Participant ID	Completed On	Instrument	Delivery	Edit	Delete
072833552	11/02/2023	PFS-2 - Retrospective	Paper Entry	Edit	Delete
683112221	11/02/2023	PFS-2 - Retrospective	Hand Delivery	Edit	Delete

Participant ID	Sent On	Instrument	Delivery	Edit	Delete
62711809	11/02/2023	PFS-2 - Retrospective	Qr Code Delivery	Edit	Delete

Searching/Viewing Participant Responses

1. The Participant Responses are displayed by Participant ID in the *Your PFS Records* box. The records are sorted by the Completed On date and displayed with the most recent records first.

Your PFS Records [+ New Survey](#)

Participant ID	Completed On	Instrument	Delivery	Edit	Delete
072833552	11/02/2023	PFS-2 - Retrospective	Paper Entry	Edit	Delete
683112221	11/02/2023	PFS-2 - Retrospective	Hand Delivery	Edit	Delete

[View all surveys](#)

Pending Surveys

Participant ID	Sent On	Instrument	Delivery	Edit	Delete
62711809	11/02/2023	PFS-2 - Retrospective	Qr Code Delivery	Edit	Delete

Stats

PFS-2 - Retrospective **2**
Completed Surveys

Agency [Edit](#)

OK Welcome
FRIENDS-NC
Penny Peneleope
Edi W.
[Manage Staff](#)

Reports

- [PFS Summary: Participant Data](#)
- [PFS Summary: Child Data](#)
- [PFS Summary: Program Data](#)
- [PFS Summary: PFS Subscales](#)
- [PFS Summary: Custom Questions](#)

- To sort these records by various columns, click the *View All Surveys* at the bottom of the box. Using this area to view and work with records gives you several additional options for organizing and sorting records. You can also access Participant Responses by selecting *Surveys and Reports* in the top menu and then clicking on *View All Surveys*.

OK Welcome ▾ Dashboard **Surveys & Reports** ▾ Customize Agency Hi, Edi W. [+ New Survey](#)

Your PFS Records [+ New Survey](#)

Participant ID	Completed On	Instrument	Delivery	Edit	Delete
072833552	11/02/2023	PFS-2 - Retrospective	Paper Entry	Edit	Delete
683112221	11/02/2023	PFS-2 - Retrospective	Hand Delivery	Edit	Delete

[View all surveys](#)

Pending Surveys

Participant ID	Sent On	Instrument	Delivery	Edit	Delete
62711809	11/02/2023	PFS-2 - Retrospective	Qr Code Delivery	Edit	Delete

Stats

Agency [Edit](#)

OK Welcome
FRIENDS-NC
Penny Peneleope
Edi W.
[Manage Staff](#)

Reports

- [PFS Summary: Participant Data](#)
- [PFS Summary: Child Data](#)
- [PFS Summary: Program Data](#)
- [PFS Summary: PFS Subscales](#)
- [PFS Summary: Custom Questions](#)

- Click on the column heading to sort the records by the *Participant ID*, *Completed On* date, or type of *Survey* administered. Click once to sort ascending and again to sort descending.

Your PFS Records

See quick access to all your records. Use the search filters to the right to narrow your results, then download them as: [Excel](#)

[< Go back to your dashboard](#)

Participant ID	Completed on	Survey	Delivery	Edit	Delete
683112221	11/02/2023	PFS-2 - Retrospective	Hand Delivery	Edit	Delete
072833552	11/02/2023	PFS-2 - Retrospective	Paper Entry	Edit	Delete

*NOTE: In this area, you can search by participant id and program in the basic search box in the **Search** box in the lower right corner. In addition, you can click on **Advanced Options** in the box and get additional options.*

4. To view an individual participant response, find the record in the list you wish to view and click on the *Completed On* date for that record.

Your PFS Records

See quick access to all your records. Use the search filters to the right to narrow your results, then download them as: [Excel](#)

[< Go back to your dashboard](#)

Participant ID	Completed on	Survey	Delivery	Edit	Delete
683112221	11/02/2023	PFS-2 - Retrospective	Hand Delivery	Edit	Delete
072833552	11/02/2023	PFS-2 - Retrospective	Paper Entry	Edit	Delete

5. After clicking on the date, you will be taken to a screen to view the participant's response.

Your PFS Record

[Go back to your dashboard](#)

Participant ID	072833552
Completed On	11/02/2023
Survey ID	PFS-2 - Retrospective

Survey Details

Language	English
Delivery	Paper Entry
Program Start On	04/01/2023
Program End On	11/02/2023

Survey Response

How was the survey completed?	By the participant with assistance available from program staff to explain items as needed
How was the client referred?	Self-Referred
Has the participant been reported to Child Protective Services?	No
If yes, when?	
If yes, was the report substantiated?	
Identify the type of program that most accurately describes the services the participant is receiving. (Select all that apply)	Homeless/Transitional Housing, Parent/Child Interaction, and Planned and/or Crisis Respite
If you are using a specific curriculum, please name it below:	

- You can scroll the screen to view the record and use the *Print Button* at the bottom to print the record with a score report attached if needed.

NOTE: Options displayed may include items not part of your customized survey administration. This is necessary for system integrity and should be ignored/deleted when reports are shared to prevent confusion.

Editing Participant Responses

- Sometimes, after a survey has been submitted, the record needs to be edited, and the system allows for limited editing of various details for most Survey delivery methods.
- Hand Delivery and SMS, QR Code, and Email delivery allow you to edit the program information questions (participant ID, Survey, program dates, how the Survey was completed, etc.) filled out by staff when setting up the Survey. These are the only items that can be edited. Participant responses can't be changed once they submit their Survey.
- Paper Entry (surveys entered by staff from a paper copy) responses can be edited in their entirety. The system knows that sometimes errors in data entry happen and allows for the ability to correct errors.
- To edit, find the record in the list you wish to edit and click on the *Edit* option.

Your PFS Records

See quick access to all your records. Use the search filters to the right to narrow your results, then download them as: [Excel](#)

[< Go back to your dashboard](#)

Participant ID	Completed on	Survey	Delivery	Edit	Delete
683112221	11/02/2023	PFS-2 - Retrospective	Hand Delivery	Edit	Delete
072833552	11/02/2023	PFS-2 - Retrospective	Paper Entry	Edit	Delete

5. This will take you through the record and allow you to edit the areas of the Survey available for editing. Click the *Submit* button once edits are completed.

*NOTE: A reminder that **Paper Entry** does not lock the system to prevent clients from accessing the **Agency Dashboard** after completion. DO NOT use this option with clients.*

Deleting Participant Responses

1. If a response was entered erroneously or there are errors in the Survey that need to be corrected and are not in the editable sections, you may wish to delete the record and start over.
2. Find the record you need to delete and click on the *Delete* option to perform this action.

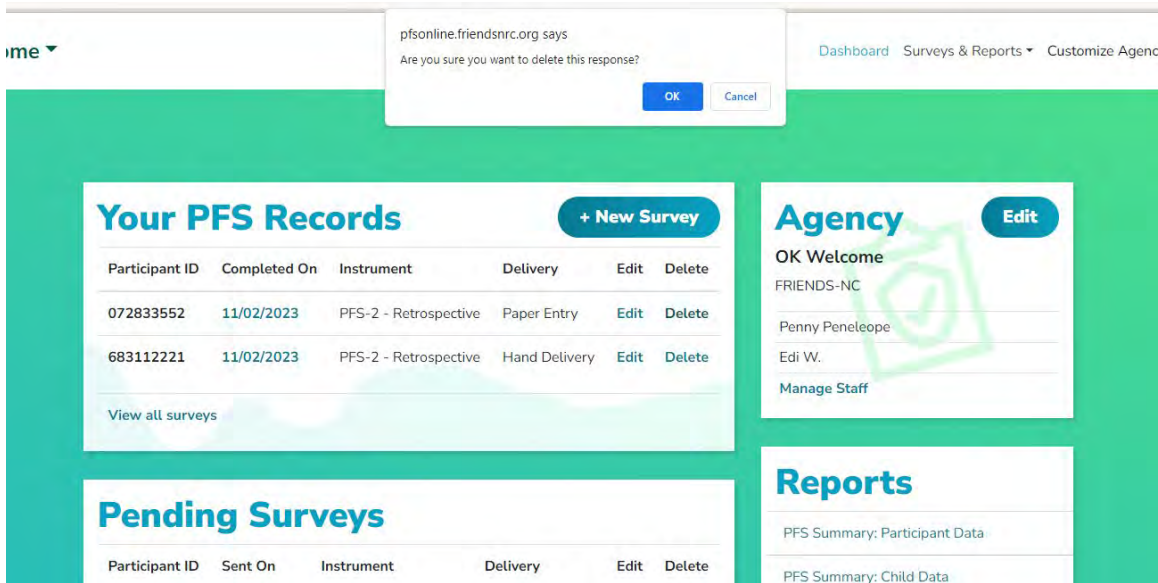
Your PFS Records

See quick access to all your records. Use the search filters to the right to narrow your results, then download them as: [Excel](#)

[< Go back to your dashboard](#)

Participant ID	Completed on	Survey	Delivery	Edit	Delete
683112221	11/02/2023	PFS-2 - Retrospective	Hand Delivery	Edit	Delete
072833552	11/02/2023	PFS-2 - Retrospective	Paper Entry	Edit	Delete

- Once you click *Delete*, you will see a confirmation box asking *Are you sure?* Click *OK* or *Cancel* to proceed.



NOTE: This action can't be undone, and the record can't be recovered. Only delete the record if you are confident you don't need it.

Exporting Data

You can export data via Excel from within the PFSODS. This function will download all raw data from your Agency in the database. You can not limit the data the system downloads; it will be a complete data download.

- To export the data, click on *View All Surveys* at the bottom of the *Your PFS Records* box. You can also access this area by selecting *Surveys and Reports* in the top menu and then clicking on *View All Surveys*.
- From there, click the *Excel* link. This will generate the file which will be emailed to the address for the account logged into the system.

Your PFS Records

See quick access to all your records. Use the search filters to the right to narrow your results, then download them as: [Excel](#)

[< Go back to your dashboard](#)

Participant ID	Completed on	Survey	Delivery	Edit	Delete
683112221	11/02/2023	PFS-2 - Retrospective	Hand Delivery	Edit	Delete
072833552	11/02/2023	PFS-2 - Retrospective	Paper Entry	Edit	Delete

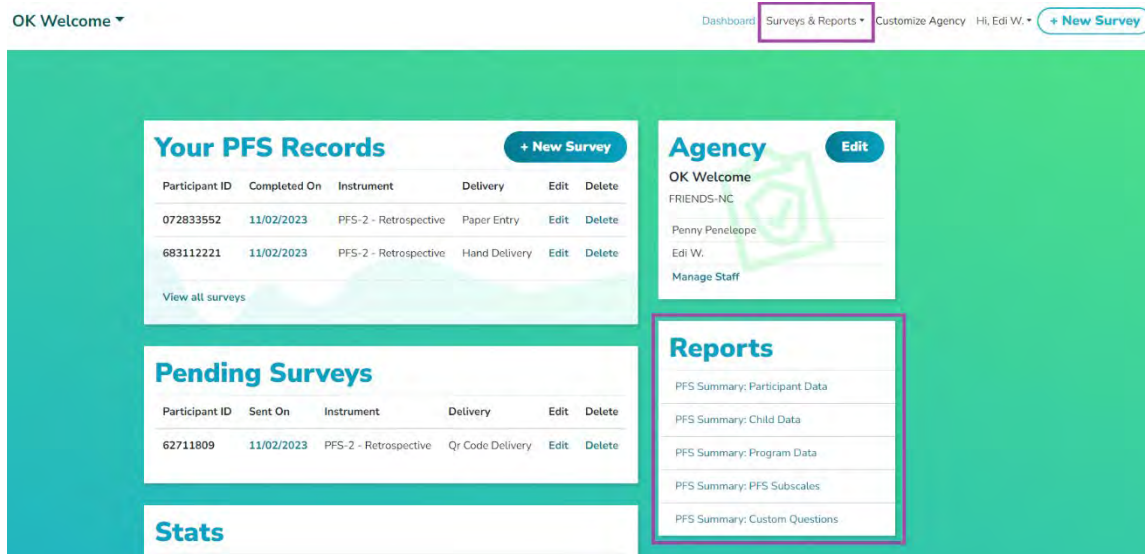
Running Agency Reports

The system has predefined reports that support agencies' understanding and use of their data. This section will walk through the predefined reports. All reports are run by Survey type. You can not run a single report for multiple Survey types (i.e., PFS-2 Traditional and SPFS-2 Traditional). Survey data should not be combined across Survey types.

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 on the desired report from the *Reports* block or by clicking the *Surveys & Reports* in the top menu.



Understanding Matched/UnMatched Reports in the PFSODS

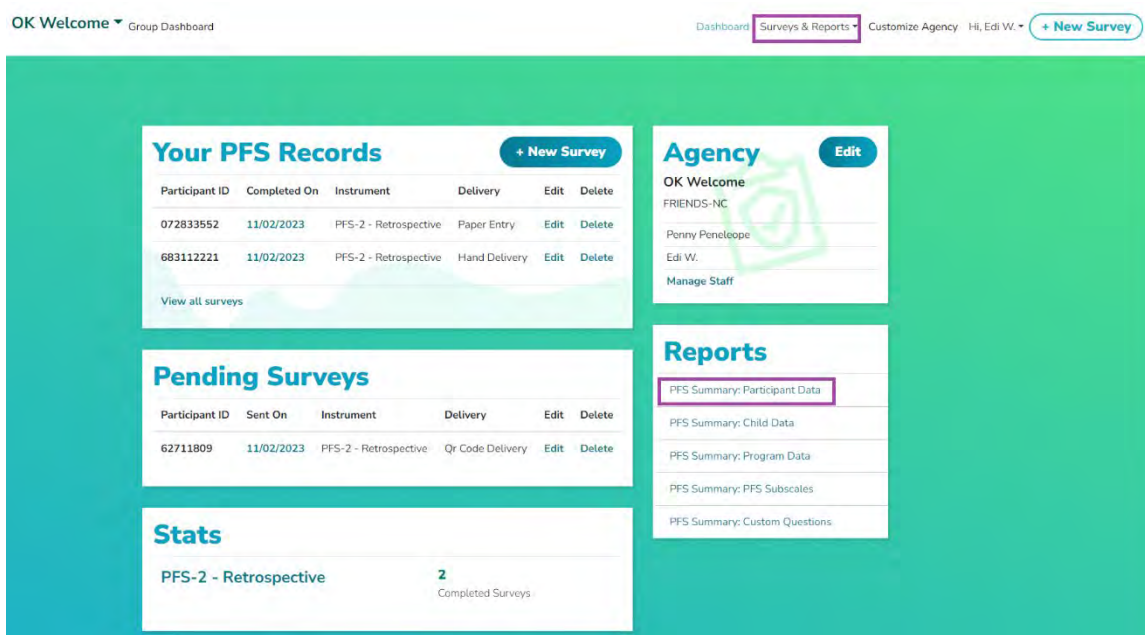
The PFSODS allows for all reports to be run as Matched or Un-Matched. This function behaves slightly differently between Traditional Pre/Post and Retrospective Surveys.

- **For matched reports of traditional pre/post tools-** choosing a matched report only pulls the *first* and *last* Surveys entered for a unique participant ID, following any other parameters set forth (Survey completed date, programs chosen, etc.). If there is only a pre-test in the system for that participant ID, no data will be pulled into the report for that ID. This is true across all report types.
- **For matched reports of a retrospective tool-** choosing matched will only pull the most recent instance of a unique participant ID, following any other parameters set forth (Survey completed date, programs chosen, etc.). This is true across all report types.
- **For non-matched reports of traditional pre/post tools** – choosing a non-matched report will pull ALL instances of that Survey that match any parameters set forth (Survey completed date, programs chosen, etc.). In the PFS Subscales report, the pre-column will be the first instance for a participant ID, and ALL subsequent uses of that participant ID will be in the post-column. This is true across all report types.
- **For non-matched reports of retrospective tool-** choosing a non-matched report will pull ALL instances of that Survey that match any parameters set forth (Survey completed date, programs chosen, etc.). This will be true across all report types.

Participant Data Report

The *Participant Data* report includes the demographic information collected by the system during Survey administration.

1. Run the *Participant Data* report from the *Dashboard* by clicking on the desired report from the *Reports* block or by clicking *Surveys & Reports* in the top menu and then selecting *Participant Data*.



2. Choose the Survey type and then any other search parameters. You can limit to which program(s) are shown by selecting the boxes next to the various program names.

NOTE: Selecting no Program will cause the system to run ALL Programs available.

You can also narrow data by program dates, survey dates, and only matched pre-post records. Finally, click *Generate Report* or click *Advanced Options* for more search criteria.

Report: PFS Summary: Participant Data Report

Make selections in the available options and generate your report.

[< Go back to your PFS Records](#)

* Choose a Survey: PFS-2 - Retrospective

Only show these Programs

Home visitation

Parenting Ed Group

Marking none of these will add them all to the report

Program Start Dates MM/DD/YYYY - MM/DD/YYYY

Program End Dates MM/DD/YYYY - MM/DD/YYYY

Survey Completed Dates MM/DD/YYYY - MM/DD/YYYY

Matched Pre-Post

[Advanced Options](#)

[Generate Report](#)

- Once you click *Generate Report*, scroll down to see the demographic information. Here is a sampling of the type of data generated.

NOTE: Options displayed may include items not part of your customized survey administration. This is necessary for system integrity and should be ignored/deleted when reports are shared to prevent confusion.

PFS-2 - Retrospective | PFS Summary: Participant Data Report

[Download Report](#)

Report Generated 11/03/2023. Programs: All | Start Dates: 01/01/2000 - 11/03/2023 | End Dates: 01/01/2000 - 11/03/2023 | Completed Dates: 01/01/2000 - 11/03/2023

Total Number of Participant IDs	2	Mean	Standard Deviation
Average Age	0.0	0.0	
Sex/Gender	Count	Percent	
Number of Families Reported	2	100.0%	
Male	0	0.0%	
Female	1	50.0%	
Nonconforming	0	0.0%	
Other Gender	0	0.0%	
Decline	0	0.0%	
Race/Ethnicity	Count	Percent	
Number of Families Reported	2	100.0%	
American Indian	0	0.0%	

- Remember, you can also download the generated report into Microsoft Word. To download, click the *Download Report* button in the upper right corner.

PFS-2 - Retrospective | PFS Summary: Participant Data Report

[Download Report](#)

Report Generated 11/03/2023. Programs: All | Start Dates: 01/01/2000 - 11/03/2023 | End Dates: 01/01/2000 - 11/03/2023 | Completed Dates: 01/01/2000 - 11/03/2023

Total Number of Participant IDs	2	Mean	Standard Deviation
Average Age	0.0	0.0	
Sex/Gender	Count	Percent	
Number of Families Reported	2	100.0%	
Male	0	0.0%	
Female	1	50.0%	
Nonconforming	0	0.0%	
Other Gender	0	0.0%	
Decline	0	0.0%	
Race/Ethnicity	Count	Percent	
Number of Families Reported	2	100.0%	
American Indian	0	0.0%	

Child Data Report

The *Child Data* report includes the information collected by the system during Survey administration in the *+AddChild* Section.

1. Run the *Child Data* report from the *Dashboard* by clicking on the desired report from the *Reports* block or by clicking *Surveys & Reports* in the top menu and then selecting *Child Data*.

The screenshot shows a dashboard with a top navigation bar containing 'OK Welcome', 'Dashboard', 'Surveys & Reports', 'Customize Agency', 'Hi, Edi W.', and '+ New Survey'. The main content area is divided into several sections: 'Your PFS Records' with a table of two records, 'Pending Surveys' with a table of one record, 'Stats', 'Agency' information for 'OK Welcome', and a 'Reports' list. The 'Reports' list includes 'PFS Summary: Participant Data', 'PFS Summary: Child Data' (highlighted with a red box), 'PFS Summary: Program Data', 'PFS Summary: PFS Subscales', and 'PFS Summary: Custom Questions'.

2. Choose the Survey type and then any other search parameters. You can limit to which program(s) are shown by selecting the boxes next to the various program names.

NOTE: Selecting no Program will cause the system to run ALL Programs available.

The screenshot shows the 'Report: PFS Summary: Child Data Report' form. It includes a title, a subtitle 'Make selections in the available options and generate your report.', and a back link '< Go back to your PFS Records'. The form contains several fields: 'Choose a Survey:' with a dropdown menu set to 'PFS-2 - Retrospective'; 'Only show these Programs' with checkboxes for 'Home visitation' and 'Parenting Ed Group'; 'Program Start Dates', 'Program End Dates', and 'Survey Completed Dates' with date input fields; and 'Matched Pre-Post' with a checkbox. At the bottom, there are two buttons: 'Advanced Options' and 'Generate Report'.

- Once you click *Generate Report*, scroll down to see the child information. Here is a sampling of the type of data generated.

NOTE: Options displayed may include items not part of your customized survey administration. This is necessary for system integrity and should be ignored/deleted when reports are shared to prevent confusion.

PFS-2 - Retrospective | PFS Summary: Child Data [Download Report](#)

Report Generated 11/03/2023. Programs: All | Start Dates: 01/01/2000 - 11/03/2023 | End Dates: 01/01/2000 - 11/03/2023 | Completed Dates: 01/01/2000 - 11/03/2023

Total Number of Participant IDs	2	
	Mean	Standard Deviation
Average Number of Children Per Participant ID	1.0	0.0
Sex (all children)	Count	Percent
Number of Children Reported	1	100%
Male	0	0.0%
Female	1	100.0%
Nonconforming	0	0.0%
Other Gender	0	0.0%
Decline	0	0.0%
Age Data	Mean	Standard Deviation
Average Age of Target Child at Pre-Test (PFS 1.0 only)	N/A	0.0

- Remember, you can also download the generated report into Microsoft Word. To download, click the *Download Report* button in the upper right corner.

PFS-2 - Retrospective | PFS Summary: Child Data

[Download Report](#)

Report Generated 11/03/2023. Programs: All | Start Dates: 01/01/2000 - 11/03/2023 | End Dates: 01/01/2000 - 11/03/2023 | Completed Dates: 01/01/2000 - 11/03/2023

Total Number of Participant IDs	2	
	Mean	Standard Deviation
Average Number of Children Per Participant ID	1.0	0.0
Sex (all children)	Count	Percent
Number of Children Reported	1	100%
Male	0	0.0%
Female	1	100.0%
Nonconforming	0	0.0%
Other Gender	0	0.0%
Decline	0	0.0%
Age Data	Mean	Standard Deviation
Average Age of Target Child at Pre-Test (PFS 1.0 only)	N/A	0.0

Program Data Report

The *Program Data* report includes the information entered by staff during the Survey set-up for the *Program Information Questions*. This report also displays data on any Staff Custom Questions.

1. Run the *Program Data* report from the *Dashboard* by clicking on the desired report from the *Reports* block or by clicking *Surveys & Reports* in the top menu and then selecting *Program Data*.
2. Choose the Survey type and then any other search parameters. You can limit to which program(s) are shown by selecting the boxes next to the various program names.

NOTE: Selecting no Program will cause the system to run ALL Programs available.

Report: PFS Summary: Program Data Report

Make selections in the available options and generate your report.

[Go back to your PFS Records](#)

* Choose a Survey:

PFS-2 - Retrospective

Only show these Programs

Home visitation

Parenting Ed Group

Marking none of these will add them all to the report

Program Start Dates

MM/DD/YYYY - MM/DD/YYYY

Program End Dates

MM/DD/YYYY - MM/DD/YYYY

Survey Completed Dates

MM/DD/YYYY - MM/DD/YYYY

Matched Pre-Post

Advanced Options

Generate Report

- Once you click *Generate Report*, scroll down to see the program data information. Here is a sampling of the type of data generated.

NOTE: Options displayed may include items not part of your customized survey administration. This is necessary for system integrity and should be ignored/deleted when reports are shared to prevent confusion.

PFS-2 - Retrospective PFS Summary: Program Data Report			Download Report
<small>Report Generated 11/03/2023. Programs: All Start Dates: 01/01/2000 - 11/03/2023 End Dates: 01/01/2000 - 11/03/2023 Completed Dates: 01/01/2000 - 11/03/2023</small>			
Total Number of Participant IDs	2		
How was the survey completed?	Count	Percent	
Number of Families Reported	2	100.0%	
In a face-to-face interview	0	0.0%	
By the participant with assistance available from program staff to explain items as needed	2	100.0%	
By the participant without program staff present	0	0.0%	
Has the participant been reported to Child Protective Services?	Count	Percent	
Number of Families Reported	2	100.0%	
Yes	0	0.0%	
No	1	50.0%	
Not Sure	1	50.0%	
How was the client referred?	Count	Percent	
Number of Families Reported	2	100.0%	
Self-Referred	1	50.0%	
Child Protective Services	1	50.0%	

- Remember, you can also download the generated report into Microsoft Word. To download, click the *Download Report* button in the upper right corner.

PFS-2 - Retrospective | PFS Summary: Program Data Report Download Report

Report Generated 11/03/2023. Programs: All | Start Dates: 01/01/2000 - 11/03/2023 | End Dates: 01/01/2000 - 11/03/2023 | Completed Dates: 01/01/2000 - 11/03/2023

Total Number of Participant IDs		
	2	
How was the survey completed?		
	Count	Percent
Number of Families Reported	2	100.0%
In a face-to-face interview	0	0.0%
By the participant with assistance available from program staff to explain items as needed	2	100.0%
By the participant without program staff present	0	0.0%
Has the participant been reported to Child Protective Services?		
	Count	Percent
Number of Families Reported	2	100.0%
Yes	0	0.0%
No	1	50.0%
Not Sure	1	50.0%
How was the client referred?		
	Count	Percent
Number of Families Reported	2	100.0%
Self-Referral	1	50.0%
Child Protective Services	1	50.0%

PFS Subscales Report

The *PFS Subscales* report is a scored report, broken down by Protective Factors Subscale. This report follows the scoring guidelines included in the respective Survey User Manual.

- Run the *PFS Subscales* report from the *Dashboard* by clicking on the desired report from the *Reports* block or by clicking *Surveys & Reports* in the top menu and then selecting *PFS Subscales*.

Your PFS Records + New Survey

Participant ID	Completed On	Instrument	Delivery	Edit	Delete
072833552	11/02/2023	PFS-2 - Retrospective	Paper Entry	Edit	Delete
683112221	11/02/2023	PFS-2 - Retrospective	Hand Delivery	Edit	Delete

[View all surveys](#)

Pending Surveys

Participant ID	Sent On	Instrument	Delivery	Edit	Delete
62711809	11/02/2023	PFS-2 - Retrospective	Qr Code Delivery	Edit	Delete

Agency Edit

OK Welcome
FRIENDS-NC
Penny Penelopepe
Edi W.
Manage Staff

Reports

- PFS Summary: Participant Data
- PFS Summary: Child Data
- PFS Summary: Program Data
- PFS Summary: PFS Subscales**
- PFS Summary: Custom Questions

Stats

- Choose the Survey type and then any other search parameters. You can limit to which program(s) are shown by selecting the boxes next to the various program names.

NOTE: Selecting no Program will cause the system to run ALL Programs available.

Report: PFS Summary: PFS Subscales Report

Make selections in the available options and generate your report.

[Go back to your PFS Records](#)

.. Choose a Survey: PFS-2 - Retrospective ▾

Only show these Programs:

- Home visitation
- Parenting Ed Group

Marking none of these will add them all to the report

Program Start Dates:

Program End Dates:

Survey Completed Dates:

Matched Pre-Post:

Advanced Options

Generate Report

- Once you click *Generate Report*, scroll down to see the subscale information. Here is a sampling of the type of data generated. The Subscales Report for retrospective surveys, pre-test=Before responses and post-test=Now responses.

PFS-2 - Retrospective | PFS Summary: PFS Subscales Report [Download Report](#)

Report Generated 11/03/2023. Programs: All | Start Dates: 01/01/2000 - 11/03/2023 | End Dates: 01/01/2000 - 11/03/2023 | Completed Dates: 01/01/2000 - 11/03/2023

Total Number of Participant IDs	2							
	PRE-TEST			POST-TEST			Matched Pre/Post	
	Count	Mean	Standard Deviation	Count	Mean	Standard Deviation	Count	% Who Improved
Family Functioning / Resiliency	2	0.67	0.52	2	2.83	0.75	2	100.0
Nurturing and Attachment	2	0.88	0.99	2	2.75	0.89	2	100.0
Social Supports	2	1.0	0.67	2	3.2	0.79	2	100.0
Caregiver / Practitioner Relationship	2	1.33	0.82	2	3.0	1.1	2	100.0
Concrete Support	-	-	-	2	1.5	0.76	-	-

The primary purpose of the PFS and PFS-2 is to provide feedback to agencies for continuous improvement and evaluation purposes. It is not intended to be used for making clinical diagnoses, decisions regarding out-of-home placements, or legal adjudications. Options displayed here may include items that are not a part of your survey administration. This is necessary for system integrity and should be ignored/deleted when reports are shared to prevent confusion over missing data.

- Remember, you can also download the generated report into Microsoft Word. To download, click the *Download Report* button in the upper right corner.

PFS-2 - Retrospective | PFS Summary: PFS Subscales Report [Download Report](#)

Report Generated 11/03/2023. Programs: All | Start Dates: 01/01/2000 - 11/03/2023 | End Dates: 01/01/2000 - 11/03/2023 | Completed Dates: 01/01/2000 - 11/03/2023

Total Number of Participant IDs	2							
	PRE-TEST			POST-TEST			Matched Pre/Post	
	Count	Mean	Standard Deviation	Count	Mean	Standard Deviation	Count	% Who Improved
Family Functioning / Resiliency	2	0.67	0.52	2	2.83	0.75	2	100.0
Nurturing and Attachment	2	0.88	0.99	2	2.75	0.89	2	100.0
Social Supports	2	1.0	0.67	2	3.2	0.79	2	100.0
Caregiver / Practitioner Relationship	2	1.33	0.82	2	3.0	1.1	2	100.0
Concrete Support	-	-	-	2	1.5	0.76	-	-

The primary purpose of the PFS and PFS-2 is to provide feedback to agencies for continuous improvement and evaluation purposes. It is not intended to be used for making clinical diagnoses, decisions regarding out-of-home placements, or legal adjudications. Options displayed here may include items that are not a part of your survey administration. This is necessary for system integrity and should be ignored/deleted when reports are shared to prevent confusion over missing data.

NOTE: To run other statistical analyses of your data, you can export the raw data into a .csv file. For more information on that procedure, see [Exporting Data](#) on p.71.

Custom Questions Report

The *Custom Questions* report includes the information collected by the system during Survey administration in the *Custom Questions* Section. This report also displays data on any *Staff Custom Questions*.

1. Run the *Custom Questions* report from the *Dashboard* by clicking on the desired report from the *Reports* block or by clicking *Surveys & Reports* in the top menu and then selecting *Custom Questions*.

OK Welcome ▾ Dashboard **Surveys & Reports** Customize Agency Hi, Edi W. ▾ [+ New Survey](#)

Your PFS Records

Participant ID	Completed On	Instrument	Delivery	Edit	Delete
072833552	11/02/2023	PFS-2 - Retrospective	Paper Entry	Edit	Delete
683112221	11/02/2023	PFS-2 - Retrospective	Hand Delivery	Edit	Delete

[View all surveys](#)

Agency

OK Welcome
FRIENDS-NC
Penny Penelope
Edi W.
[Manage Staff](#)

Pending Surveys

Participant ID	Sent On	Instrument	Delivery	Edit	Delete
62711809	11/02/2023	PFS-2 - Retrospective	Qr Code Delivery	Edit	Delete

Reports

- PFS Summary: Participant Data
- PFS Summary: Child Data
- PFS Summary: Program Data
- PFS Summary: PFS Subscales
- PFS Summary: Custom Questions**

Stats

2. Choose the Survey type and then any other search parameters. You can limit to which program(s) are shown by selecting the boxes next to the various program names.

NOTE: Selecting no Program will cause the system to run ALL Programs available.

Report: PFS Summary: Custom Questions Report

Make selections in the available options and generate your report.

[Go back to your PFS Records](#)

✳️ Choose a Survey:

Only show these Programs

Home visitation

Parenting Ed Group

Marking none of these will add them all to the report

Program Start Dates:

Program End Dates:

Survey Completed Dates:

Matched Pre-Post:

[Advanced Options](#)

[Generate Report](#)

- Once you click *Generate Report*, scroll down to see the custom question(s) information. Here is a sampling of the type of data generated.

PFS-2 - Retrospective | PFS Summary: Custom Questions Report [Download Report](#)

Report Generated 11/03/2023. Programs: All | Start Dates: 01/01/2000 - 11/03/2023 | End Dates: 01/01/2000 - 11/03/2023 | Completed Dates: 01/01/2000 - 11/03/2023

STAFF QUESTIONS

The client was available at our weekly scheduled meeting times.	Count	Percent
Number of Families Reported	2	100.0%
Strongly Disagree	0	0.0%
Disagree	1	50.0%
Neutral	0	0.0%
Agree	0	0.0%
Strongly Agree	1	50.0%

This client was open to new ways of discipline	Count	Percent
Number of Families Reported	2	100.0%
Strongly Disagree	0	0.0%
Disagree	1	50.0%
Neutral	0	0.0%

- Remember, you can also download the generated report into Microsoft Word. To download, click the *Download Report* button in the upper right corner.

PFS-2 - Retrospective | PFS Summary: Custom Questions Report [Download Report](#)

Report Generated 11/03/2023. Programs: All | Start Dates: 01/01/2000 - 11/03/2023 | End Dates: 01/01/2000 - 11/03/2023 | Completed Dates: 01/01/2000 - 11/03/2023

STAFF QUESTIONS

The client was available at our weekly scheduled meeting times.	Count	Percent
Number of Families Reported	2	100.0%
Strongly Disagree	0	0.0%
Disagree	1	50.0%
Neutral	0	0.0%
Agree	0	0.0%
Strongly Agree	1	50.0%

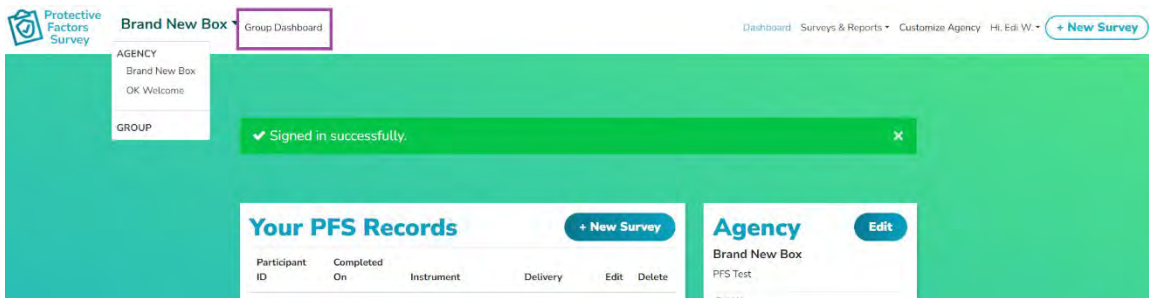
This client was open to new ways of discipline	Count	Percent
Number of Families Reported	2	100.0%
Strongly Disagree	0	0.0%
Disagree	1	50.0%
Neutral	0	0.0%

Using the Group Dashboard (for Group Users only)

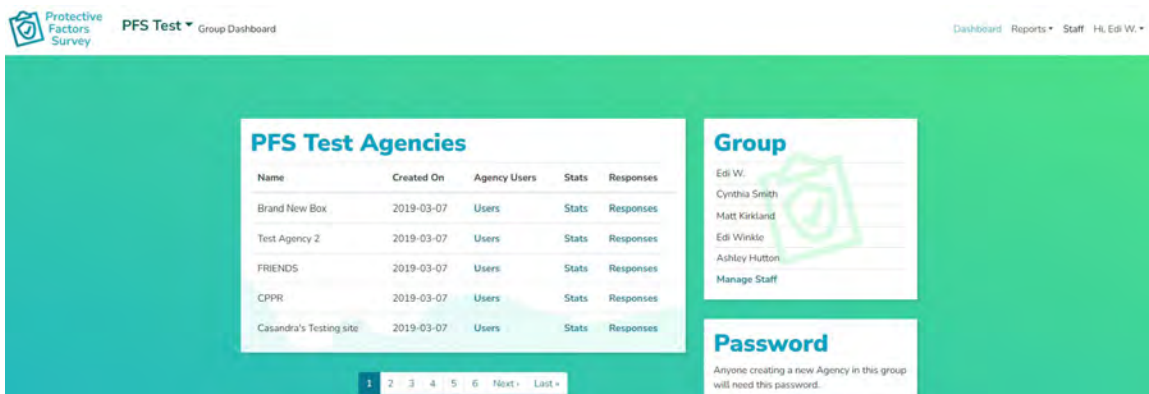
After logging into the system, you are placed into an Agency Dashboard by default. Many *Group* level users are members of multiple agencies. The default will be the first Agency in your list alphabetically.

Accessing the Group Dashboard

1. To access the *Group Dashboard*, from your default view there will be the *Agency Name* in large font in the upper left next to the PFS Logo. Just to the right of that will say *Group Dashboard*. Click on that link.



2. Clicking *Group Dashboard* will change your view from Agency to Group and will shift to this:



Records will be replaced by the list of Agencies in your Group. Note the upper menu bars have changed some as well.

Add/Delete Staff in Group Dashboard

1. To edit or add staff to your Group, look for the *Group* block on the *Dashboard* and click *Manage Staff*.

PFS Test Agencies

Name	Created On	Agency Users	Stats	Responses
Brand New Box	2019-03-07	Users	Stats	Responses
Test Agency 2	2019-03-07	Users	Stats	Responses
FRIENDS	2019-03-07	Users	Stats	Responses
CPPR	2019-03-07	Users	Stats	Responses
Cassandra's Testing site	2019-03-07	Users	Stats	Responses

Group

- Edi W.
- Cynthia Smith
- Matt Kirkland
- Edi Winkle
- Ashley Hutton

[Manage Staff](#)

Password

- To add staff to the Group, enter their name and email address and click *Add*.

Your Staff

Add and remove staff from accessing this group.

[Go back to your group](#)

Edi W.	admin@friendsnrc.org	Invitation Accepted 2019-08-29 09:11:21 -0700	
Cynthia Smith	csmith@friendsnrc.org	Invitation Accepted 2021-10-01 11:27:19 -0700	<input type="button" value="Delete"/>

- If the recipient deletes the email or fails to respond, click the *resend invitation*, and it will generate a new email invite.

Your Staff

Add and remove staff from your team.

[Go back to your PFS Records](#)

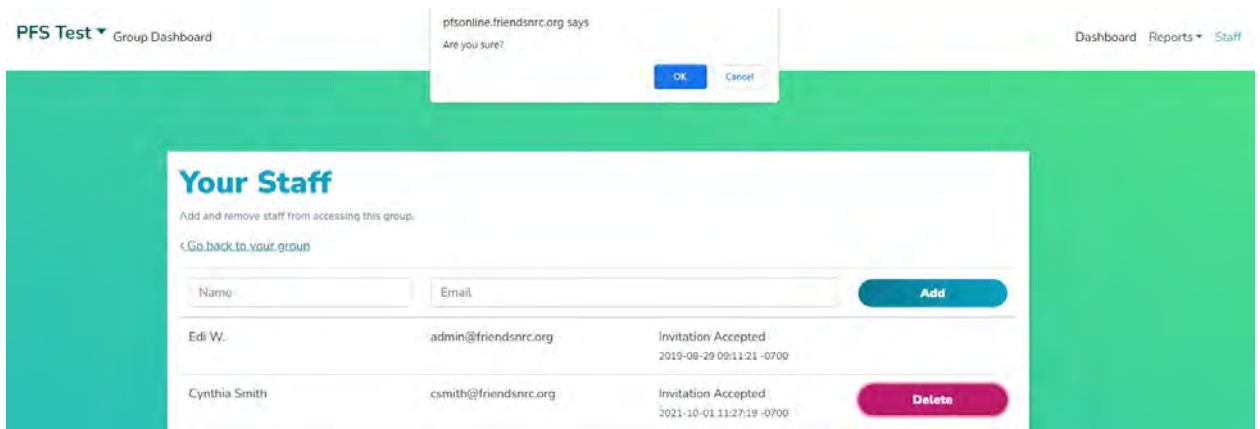
Edi W.	admin@friendsnrc.org	Invitation Accepted 2019-08-29 09:11:21 -0700	
Penny Peneleope	penny@friendsnrc.org	Invitation Sent Resend Invitation	<input type="button" value="Delete"/>

NOTE: Staff should check junk or spam folders if they do not find the email after a few minutes. Staff should wait for an invite to the system and not attempt to register for the system on their own.

NOTE: If invited staff are already a part of the system (perhaps through work with another agency), it will show Invitation Accepted with the date/time stamp. They will automatically have access to the Group the next time they log into the system.

4. To delete staff, select the staff member from the list you need to remove and click the Delete button. Once you click Delete, you will see a confirmation box asking Are you sure? Click OK or Cancel to proceed.

NOTE: Deleting staff members does not impact survey data in any way. The action will remove the person's access to your Group and its data but does not delete their overall account in the PFSODS system. If a staff member is accidentally deleted, just add their name and email again, and it will restore their access.



Edit/Retrieve Group Password

The Group Password is the mechanism that controls what Agencies can save data to the database. For a new agency to join your *Group* they will need this password.

1. The *Password* block is located on the *Group Dashboard* just below the *Group Staff* block.

PFS Test Agencies

Name	Created On	Agency Users	Stats	Responses
Brand New Box	2019-03-07	Users	Stats	Responses
Test Agency 2	2019-03-07	Users	Stats	Responses
FRIENDS	2019-03-07	Users	Stats	Responses
CPPR	2019-03-07	Users	Stats	Responses
Cassandra's Testing site	2019-03-07	Users	Stats	Responses

1 2 3 4 5 6 Next › Last »

Group

- Edi W.
- Cynthia Smith
- Matt Kirkland
- Edi Winkle
- Ashley Hutton
- Manage Staff

Reports

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

Password

Anyone creating a new Agency in this group will need this password.

sparkle

Copy

Edit Password

- To edit the Group Password, click *Edit Password* in the bottom left corner of the box.

PFS Test Agencies

Name	Created On	Agency Users	Stats	Responses
Brand New Box	2019-03-07	Users	Stats	Responses
Test Agency 2	2019-03-07	Users	Stats	Responses
FRIENDS	2019-03-07	Users	Stats	Responses
CPPR	2019-03-07	Users	Stats	Responses
Cassandra's Testing site	2019-03-07	Users	Stats	Responses

1 2 3 4 5 6 Next › Last »

Group

- Edi W.
- Cynthia Smith
- Matt Kirkland
- Edi Winkle
- Ashley Hutton
- Manage Staff

Password

Anyone creating a new Agency in this group will need this password.

sparkle

Copy

Edit Password

- Enter the password you desire for the Group and click *Save Password*.

Password

This is the password users will need to create a new agency within this group.

* Group password

Save password

NOTE: You will need to provide this password to Agencies setting up in the system the first time to allow them access to save to your database.

Navigating Agencies on the Group Level

The Group Dashboard provides an overview of the Agencies inside the Group. In addition, users can find out several key pieces of information from the Agencies interface.

PFS Test Agencies

Name	Created On	Agency Users	Stats	Responses
Brand New Box	2019-03-07	Users	Stats	Responses
Test Agency 2	2019-03-07	Users	Stats	Responses
FRIENDS	2019-03-07	Users	Stats	Responses
CPPR	2019-03-07	Users	Stats	Responses
Cassandra's Testing site	2019-03-07	Users	Stats	Responses

1 2 3 4 5 6 Next › Last »

Reports

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

Group

Edi W.

Cynthia Smith

Matt Kirkland

Edi Winkle

Ashley Hutton

Manage Staff

Password

Anyone creating a new Agency in this group will need this password.

sparkle

Copy

Edit Password

View Agency Information

1. From the *Group Dashboard*, you will see the *Agencies* block. In this interface, you can see several details about an agency.
2. To see the users assigned to an agency, click the *Users* option in the agency line. This will allow you to see all staff members who are a part of the Agency and can be useful in troubleshooting access to a particular Agency.

PFS Test Agencies

Name	Created On	Agency Users	Stats	Responses
Brand New Box	2019-03-07	Users	Stats	Responses
Test Agency 2	2019-03-07	Users	Stats	Responses
FRIENDS	2019-03-07	Users	Stats	Responses
CPPR	2019-03-07	Users	Stats	Responses
Cassandra's Testing site	2019-03-07	Users	Stats	Responses

1
2
3
4
5
6
Next ›
Last »

Reports

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

Group

- Edi W.
- Cynthia Smith
- Matt Kirkland
- Edi Winkle
- Ashley Hutton
- Manage Staff

Password

Anyone creating a new Agency in this group will need this password.

sparkle

Copy

[Edit Password](#)

3. You will see a pop-up box with the agency staff listed with their emails.
4. Click on the *Stats* option to see how many surveys an agency has in the system that they have provided access to the *Group* via an appropriately created *Program*. (For more information on this, visit the *Program Set-Up* section of this manual).

PFS Test Agencies

Name	Created On	Agency Users	Stats	Responses
Brand New Box	2019-03-07	Users	Stats	Responses
Test Agency 2	2019-03-07	Users	Stats	Responses
FRIENDS	2019-03-07	Users	Stats	Responses
CPPR	2019-03-07	Users	Stats	Responses
Casandra's Testing site	2019-03-07	Users	Stats	Responses

1 2 3 4 5 6 Next › Last »

Reports

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

Group

- Edi W.
- Cynthia Smith
- Matt Kirkland
- Edi Winkle
- Ashley Hutton
- Manage Staff

Password

Anyone creating a new Agency in this group will need this password.

sparkle

[Copy](#)

[Edit Password](#)

*NOTE: This will only display the surveys the **Group** has permission to see. This is determined by the **Programs** in the **Agency** that are assigned to surveys, and the **Share Data** option must be checked in the program set-up to allow data sharing (refer to instructions on p. 15 for more information).*

Viewing Participant Responses Inside an Agency

From the *Group Dashboard*, users can also view and manage *Agency* data.

1. First, find the *Agency* in the list you wish to access and click the *Responses* option.

PFS Test Agencies

Name	Created On	Agency Users	Stats	Responses
Brand New Box	2019-03-07	Users	Stats	Responses
Test Agency 2	2019-03-07	Users	Stats	Responses
FRIENDS	2019-03-07	Users	Stats	Responses
CPPR	2019-03-07	Users	Stats	Responses
Cassandra's Testing site	2019-03-07	Users	Stats	Responses

1 2 3 4 5 6 Next › Last »

Reports

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

Group

- Edi W.
- Cynthia Smith
- Matt Kirkland
- Edi Winkle
- Ashley Hutton
- Manage Staff

Password

Anyone creating a new Agency in this group will need this password.

sparkle

Copy

[Edit Password](#)

- After clicking, the User will be taken to the Agency view and can manage the records like Agency staff can. (To learn more about the Record management tools, visit this manual's *Working with PFS Records* section. It begins on p. 66.)

Your PFS Records

See quick access to all your records. Use the search filters to the right to narrow your results, then download them as: [Excel](#)

[< Go back to your dashboard](#)

Participant ID	Completed on	Survey	Delivery	Edit	Delete
abc123	03/07/2023	PFS 1.0 - Espanol	Paper Entry	Edit	Delete
1006202101	10/04/2021	PFS-2 - Retrospective	Hand Delivery	Edit	Delete
asdf	09/09/2019	PFS 1.0 - Retrospective	Hand Delivery	Edit	Delete
0.1.2	06/29/2021	PFS 1.0 - English	Qr Code Delivery	Edit	Delete
0.0.1	06/29/2021	PFS 1.0 - English	Hand Delivery	Edit	Delete
12345	06/10/2021	PFS-2	Hand Delivery	Edit	Delete
45ds6ds54sd	09/26/2023	PFS 1.0 - Espanol	Hand Delivery	Edit	Delete
12345	11/09/2021	PFS-2 Concrete Supports	Hand Delivery	Edit	Delete
4567	09/09/2019	PFS-2 - Retrospective	Hand Delivery	Edit	Delete

Exporting Data

You can export data via Excel from within the PFSODS. This function will download all raw data from each Agency in the database. You can only download one Agency at a time. You can not limit the data the system downloads; it will be a complete data download.

1. From the *Group Dashboard*, find the *Agency* in the list you wish to access and click the *Responses* option.

PFS Test Agencies

Name	Created On	Agency Users	Stats	Responses
Brand New Box	2019-03-07	Users	Stats	Responses
Test Agency 2	2019-03-07	Users	Stats	Responses
FRIENDS	2019-03-07	Users	Stats	Responses
CPPR	2019-03-07	Users	Stats	Responses
Cassandra's Testing site	2019-03-07	Users	Stats	Responses

1 2 3 4 5 6 Next › Last »

Reports

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

Group

- Edi W.
- Cynthia Smith
- Matt Kirkland
- Edi Winkle
- Ashley Hutton
- Manage Staff

Password

Anyone creating a new Agency in this group will need this password.

sparkle

Copy

[Edit Password](#)

- From there, click the *Excel* link. This will generate the file which will be emailed to the address for the account logged into the system.

Your PFS Records

See quick access to all your records. Use the search filters to the right to narrow your results, then download them as: [Excel](#)

[Go back to your dashboard](#)

Participant ID	Completed on	Survey	Delivery	Edit	Delete
683112221	11/02/2023	PFS-2 - Retrospective	Hand Delivery	Edit	Delete
072833552	11/02/2023	PFS-2 - Retrospective	Paper Entry	Edit	Delete

Running Group Reports

The system supports running multi-agency data across various predefined reports. The *Group* reports are the same that support agencies. This section will walk through the predefined reports in the *Group Dashboard*.

All reports are run by Survey type. You can not run a single report for multiple Survey types (i.e., PFS-2 Traditional and SPFS-2 Traditional). Survey data should not be combined across Survey types.

The system has the following reports predefined:

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

Reports can be accessed from the *Group Dashboard* by clicking on the desired report from the *Reports* block or by clicking the *Reports* in the top menu and selecting the proper report from the list.

The screenshot shows the 'PFS Test' Group Dashboard. At the top left, it says 'PFS Test Group Dashboard'. At the top right, there is a navigation menu with 'Dashboard', 'Reports', 'Staff', and 'Hi, Edi W.'. The main content area is divided into three sections:

- PFS Test Agencies:** A table with columns: Name, Created On, Agency Users, Stats, Responses. The table lists five agencies: Brand New Box, Test Agency 2, FRIENDS, CPPR, and Casandra's Testing site.
- Group:** A section for managing the group, listing staff members: Edi W., Cynthia Smith, Matt Kirkland, Edi Winkle, and Ashley Hutton. There is a 'Manage Staff' button.
- Password:** A section for setting a group password. It says 'Anyone creating a new Agency in this group will need this password.' The password 'sparkle' is entered, and there is a 'Copy' button and an 'Edit Password' link.

A 'Reports' block is highlighted with a red box at the bottom left of the dashboard. It contains a list of predefined reports: Participant Data, Child Data, Program Data, PFS Subscales, and Custom Questions.

Understanding Matched/UnMatched Reports in the PFSODS

The PFSODS allows for all reports to be run as Matched or Un-Matched. This function behaves slightly differently between Traditional Pre/Post and Retrospective Surveys.

- **For matched reports of traditional pre/post tools-** choosing a matched report only pulls the *first* and *last* Surveys entered for a unique participant ID, following any other parameters set forth (Survey completed date, programs chosen, etc.). If there is only a pre-test in the system for that participant ID, no data will be pulled into the report for that ID. This is true across all report types.

- **For matched reports of a retrospective tool-** choosing matched will only pull the most recent instance of a unique participant ID, following any other parameters set forth (Survey completed date, programs chosen, etc.). This is true across all report types.
- **For non-matched reports of traditional pre/post tools** – choosing a non-matched report will pull ALL instances of that Survey that match any parameters set forth (Survey completed date, programs chosen, etc.). This is true across all report types. In the PFS Subscales report, the pre-test column will be the first instance for a participant ID, and ALL subsequent uses of that participant ID will be in the post-test column.
- **For non-matched reports of retrospective tool-** choosing a non-matched report will pull ALL instances of that Survey that match any parameters set forth (Survey completed date, programs chosen, etc.). This will be true across all report types.

Participant Data Report

The *Participant Data* report includes the demographic information collected by the system during Survey administration.

1. Run the *Participant Data* report from the *Dashboard* by clicking on the desired report from the *Reports* block or by clicking *Surveys & Reports* in the top menu and then selecting *Participant Data*.

The screenshot shows the PFS Test dashboard interface. At the top left, it says 'PFS Test' and 'Group Dashboard'. At the top right, there are navigation links: 'Dashboard', 'Reports', 'Staff', and 'Hi, Edi W.'. The main content area is divided into several sections:

- PFS Test Agencies:** A table with columns for Name, Created On, Agency Users, Stats, and Responses. The rows include 'Brand New Box', 'Test Agency 2', 'FRIENDS', 'CPPR', and 'Casandra's Testing site'.
- Group:** A section listing group members: Edi W., Cynthia Smith, Matt Kirkland, Edi Winkle, and Ashley Hutton, with a 'Manage Staff' button.
- Password:** A section for setting a group password, currently showing 'sparkle' and a 'Copy' button.
- Reports:** A menu with options: 'Participant Data', 'Child Data', 'Program Data', 'PFS Subscales', and 'Custom Questions'. The 'Participant Data' option is highlighted with a red box.

2. Begin by selecting the Survey type.

Report: PFS Summary: Participant Data Report

Make selections in the available options and generate your report.

[Go back to your PFS Test Group Dashboard](#)

⌘ Choose a Survey: Select a Survey

⌘ Choose an Agency: All Agencies

Only show these Programs

- Casandra's Spanish PFS test
- CFSS
- Family Advocacy
- FRIENDS Focused Parenting
- FRIENDS Parent Support
- Home Visiting
- Home Visiting 2023

- Next, select whether you wish to run this report on a single *Agency* or on *All Agencies*. If you wish to run by particular *Programs* across multiple agencies, select *All Agencies*. The *Program* list will adjust based on what *Agency(ies)* are selected.

Report: PFS Summary: Participant Data Report

Make selections in the available options and generate your report.

[Go back to your PFS Test Group Dashboard](#)

⌘ Choose a Survey: Select a Survey

⌘ Choose an Agency: All Agencies

Only show these Programs

- Casandra's Spanish PFS test
- CFSS
- Family Advocacy
- FRIENDS Focused Parenting
- FRIENDS Parent Support
- Home Visiting
- Home Visiting 2023

- You can limit data for the report by selecting the boxes next to the various program names.

NOTE: Selecting no Program will cause the system to run ALL Programs available.

You can also narrow data by program dates, survey dates, and only matched pre-post records. Finally, click *Generate Report* or click *Advanced Options* for more search criteria.

Report: PFS Summary: Participant Data Report

Make selections in the available options and generate your report.

[< Go back to your PFS Records](#)

* Choose a Survey: PFS-2 - Retrospective

Only show these Programs

Home visitation

Parenting Ed Group

Marking none of these will add them all to the report

Program Start Dates MM/DD/YYYY - MM/DD/YYYY

Program End Dates MM/DD/YYYY - MM/DD/YYYY

Survey Completed Dates MM/DD/YYYY - MM/DD/YYYY

Matched Pre-Post

[Advanced Options](#)

[Generate Report](#)

- Once you click *Generate Report*, scroll down to see the demographic information. Here is a sampling of the type of data generated.

NOTE: Options displayed may include items not part of your customized survey administration. This is necessary for system integrity and should be ignored/deleted when reports are shared to prevent confusion.

PFS-2 - Retrospective | PFS Summary: Participant Data Report

[Download Report](#)

Report Generated 11/03/2023. Programs: All | Start Dates: 01/01/2000 - 11/03/2023 | End Dates: 01/01/2000 - 11/03/2023 | Completed Dates: 01/01/2000 - 11/03/2023

Total Number of Participant IDs	2	Mean	Standard Deviation
Average Age	0.0	0.0	
Sex/Gender	Count	Percent	
Number of Families Reported	2	100.0%	
Male	0	0.0%	
Female	1	50.0%	
Nonconforming	0	0.0%	
Other Gender	0	0.0%	
Decline	0	0.0%	
Race/Ethnicity	Count	Percent	
Number of Families Reported	2	100.0%	
American Indian	0	0.0%	

- Remember, you can also download the generated report into Microsoft Word. To download, click the *Download Report* button in the upper right corner.

PFS-2 - Retrospective | PFS Summary: Participant Data Report

[Download Report](#)

Report Generated 11/03/2023. Programs: All | Start Dates: 01/01/2000 - 11/03/2023 | End Dates: 01/01/2000 - 11/03/2023 | Completed Dates: 01/01/2000 - 11/03/2023

Total Number of Participant IDs	2	Mean	Standard Deviation
Average Age	0.0	0.0	
Sex/Gender	Count	Percent	
Number of Families Reported	2	100.0%	
Male	0	0.0%	
Female	1	50.0%	
Nonconforming	0	0.0%	
Other Gender	0	0.0%	
Decline	0	0.0%	
Race/Ethnicity	Count	Percent	
Number of Families Reported	2	100.0%	
American Indian	0	0.0%	

Child Data Report

The *Child Data* report includes the information collected by the system during Survey administration in the *+AddChild* Section.

5. Run the *Child Data* report from the *Dashboard* by clicking on the desired report from the *Reports* block or by clicking *Surveys & Reports* in the top menu and then selecting *Child Data*.

The screenshot shows the PFS Test Group Dashboard. At the top, there is a navigation bar with 'PFS Test' and 'Group Dashboard' on the left, and 'Dashboard', 'Reports', 'Staff', and 'Hi, Edi W.' on the right. The main content area is divided into several sections: 'PFS Test Agencies' (a table with columns for Name, Created On, Agency Users, Stats, and Responses), 'Group' (a list of staff members), 'Password' (a field with the value 'sparkle' and a 'Copy' button), and 'Reports' (a list of report types). The 'Reports' list includes 'Participant Data', 'Child Data', 'Program Data', 'PFS Subscales', and 'Custom Questions'. The 'Child Data' option is highlighted with a red box. A dropdown menu is also visible on the right side of the dashboard, showing the same 'Reports' list with 'Child Data' highlighted.

6. Begin by selecting the Survey type.

The screenshot shows the 'Report: PFS Summary: Child Data Report' form. The title is 'Report: PFS Summary: Child Data Report'. Below the title, there is a subtitle 'Make selections in the available options and generate your report.' and a link '< Go back to your PFS Test Group Dashboard'. The form has three main sections: 'Choose a Survey:' with a dropdown menu showing 'Select a Survey'; 'Choose an Agency:' with a dropdown menu showing 'All Agencies'; and 'Only show these Programs' with a list of checkboxes for various programs: 'Casandra's Spanish PFS test', 'CFSS', 'Family Advocacy', 'FRIENDS Focused Parenting', 'FRIENDS Parent Support', 'Home Visiting', and 'Home Visiting 2023'. The 'Choose a Survey:' dropdown is highlighted with a red box.

NOTE: Selecting no Program will cause the system to run ALL Programs available.

7. Next, select whether you wish to run this report on a single *Agency* or on *All Agencies*. If you wish to run by particular *Programs* across multiple agencies, select *All Agencies*. The *Program* list will adjust based on what *Agency(ies)* are selected.

- You can limit data for the report by selecting the boxes next to the various program names.

NOTE: Selecting no Program will cause the system to run ALL Programs available.

You can also narrow data by program dates, survey dates, and only matched pre-post records. Finally, click *Generate Report* or click *Advanced Options* for more search criteria.

- Once you click *Generate Report*, scroll down to see the demographic information. Here is a sampling of the type of data generated.

NOTE: Options displayed may include items not part of your customized survey administration. This is necessary for system integrity and should be ignored/deleted when reports are shared to prevent confusion.

PFS-2 - Retrospective | PFS Summary: Child Data [Download Report](#)

Report Generated 11/03/2023. Programs: All | Start Dates: 01/01/2000 - 11/03/2023 | End Dates: 01/01/2000 - 11/03/2023 | Completed Dates: 01/01/2000 - 11/03/2023

Total Number of Participant IDs	2	
	Mean	Standard Deviation
Average Number of Children Per Participant ID	1.0	0.0
Sex (all children)	Count	Percent
Number of Children Reported	1	100%
Male	0	0.0%
Female	1	100.0%
Nonconforming	0	0.0%
Other Gender	0	0.0%
Decline	0	0.0%
Age Data	Mean	Standard Deviation
Average Age of Target Child at Pre-Test (PFS 1.0 only)	N/A	0.0

- Remember, you can also download the generated report into Microsoft Word. To download, click the *Download Report* button in the upper right corner.

PFS-2 - Retrospective | PFS Summary: Child Data [Download Report](#)

Report Generated 11/03/2023. Programs: All | Start Dates: 01/01/2000 - 11/03/2023 | End Dates: 01/01/2000 - 11/03/2023 | Completed Dates: 01/01/2000 - 11/03/2023

Total Number of Participant IDs	2	
	Mean	Standard Deviation
Average Number of Children Per Participant ID	1.0	0.0
Sex (all children)	Count	Percent
Number of Children Reported	1	100%
Male	0	0.0%
Female	1	100.0%
Nonconforming	0	0.0%
Other Gender	0	0.0%
Decline	0	0.0%
Age Data	Mean	Standard Deviation
Average Age of Target Child at Pre-Test (PFS 1.0 only)	N/A	0.0

Program Data Report

The *Program Data* report includes the information entered by staff during the Survey set-up for the *Program Information Questions*. This report also displays data on any Staff Custom Questions.

5. Run the *Program Data* report from the *Dashboard* by clicking on the desired report from the *Reports* block or by clicking *Surveys & Reports* in the top menu and then selecting *Program Data*.

The screenshot shows the 'PFS Test Agencies' dashboard. On the left, there is a table of agencies. In the center, there is a 'Reports' section with a list of report types: Participant Data, Child Data, Program Data (highlighted with a red box), PFS Subscales, and Custom Questions. On the right, there is a 'Group' section with a list of staff members and a 'Password' section with a 'sparkle' password and a 'Copy' button. The top navigation bar includes 'Dashboard', 'Reports', 'Staff', and 'Hi, Edi W.'.

Name	Created On	Agency Users	Stats	Responses
Brand New Box	2019-03-07	Users	Stats	Responses
Test Agency 2	2019-03-07	Users	Stats	Responses
FRIENDS	2019-03-07	Users	Stats	Responses
CPPR	2019-03-07	Users	Stats	Responses
Cassandra's Testing site	2019-03-07	Users	Stats	Responses

6. Begin by selecting the Survey type.

The screenshot shows the 'Report: PFS Summary: Program Data Report' configuration page. It includes a link to go back to the dashboard, a 'Choose a Survey' dropdown menu (highlighted with a red box), a 'Choose an Agency' dropdown menu, and a list of programs with checkboxes. The programs listed are: Casandra's Spanish PFS test, CFSS, Family Advocacy, FRIENDS Focused Parenting, FRIENDS Parent Support, Home Visiting, and Home Visiting 2023.

7. Next, select whether you wish to run this report on a single *Agency* or on *All Agencies*. If you wish to run by particular *Programs* across multiple agencies, select *All Agencies*. The *Program* list will adjust based on what *Agency(ies)* are selected.

Report: PFS Summary: Program Data Report

Make selections in the available options and generate your report.

[Go back to your PFS Test Group Dashboard](#)

Choose a Survey: Select a Survey

Choose an Agency: All Agencies

Only show these Programs

- Casandra's Spanish PFS test
- CFSS
- Family Advocacy
- FRIENDS Focused Parenting
- FRIENDS Parent Support
- Home Visiting
- Home Visiting 2023

8. You can limit data for the report by selecting the boxes next to the various program names.

NOTE: Selecting no Program will cause the system to run ALL Programs available.

You can also narrow data by program dates, survey dates, and only matched pre-post records. Finally, click *Generate Report* or click *Advanced Options* for more search criteria.

Report: PFS Summary: Program Data Report

Make selections in the available options and generate your report.

[Go back to your PFS Records](#)

Choose a Survey: PFS-2 - Retrospective

Only show these Programs

- Home visitation
- Parenting Ed Group

Marking none of these will add them all to the report

Program Start Dates: MM/DD/YYYY - MM/DD/YYYY

Program End Dates: MM/DD/YYYY - MM/DD/YYYY

Survey Completed Dates: MM/DD/YYYY - MM/DD/YYYY

Matched Pre-Post:

Advanced Options

Generate Report

9. Once you click *Generate Report*, scroll down to see the demographic information. Here is a sampling of the type of data generated.

NOTE: Options displayed may include items not part of your customized survey administration. This is necessary for system integrity and should be ignored/deleted when reports are shared to prevent confusion.

PFS-2 - Retrospective | PFS Summary: Participant Data Report

[Download Report](#)

Report Generated 11/03/2023. Programs: All | Start Dates: 01/01/2000 - 11/03/2023 | End Dates: 01/01/2000 - 11/03/2023 | Completed Dates: 01/01/2000 - 11/03/2023

Total Number of Participant IDs		2
	Mean	Standard Deviation
Average Age	0.0	0.0
Sex/Gender		Count
		Percent
Number of Families Reported	2	100.0%
Male	0	0.0%
Female	1	50.0%
Nonconforming	0	0.0%
Other Gender	0	0.0%
Decline	0	0.0%
Race/Ethnicity		Count
		Percent
Number of Families Reported	2	100.0%
American Indian	0	0.0%

10. Remember, you can also download the generated report into Microsoft Word. To download, click the *Download Report* button in the upper right corner.

PFS-2 - Retrospective | PFS Summary: Participant Data Report

[Download Report](#)

Report Generated 11/03/2023. Programs: All | Start Dates: 01/01/2000 - 11/03/2023 | End Dates: 01/01/2000 - 11/03/2023 | Completed Dates: 01/01/2000 - 11/03/2023

Total Number of Participant IDs		2
	Mean	Standard Deviation
Average Age	0.0	0.0
Sex/Gender		Count
		Percent
Number of Families Reported	2	100.0%
Male	0	0.0%
Female	1	50.0%
Nonconforming	0	0.0%
Other Gender	0	0.0%
Decline	0	0.0%
Race/Ethnicity		Count
		Percent
Number of Families Reported	2	100.0%
American Indian	0	0.0%

PFS Subscales Report

The *PFS Subscales* report is a scored report, broken down by Protective Factors Subscale. This report follows the scoring guidelines included in the respective Survey User Manual.

5. Run the *PFS Subscales* report from the *Dashboard* by clicking on the desired report from the *Reports* block or by clicking *Surveys & Reports* in the top menu and then selecting *PFS Subscales*.

The screenshot shows the 'PFS Test Agencies' dashboard. At the top left, it says 'PFS Test' and 'Group Dashboard'. At the top right, there are navigation links: 'Dashboard', 'Reports', 'Staff', and 'Hi, Edi'. The main content area is divided into several sections:

- PFS Test Agencies:** A table with columns: Name, Created On, Agency Users, Stats, Responses. Rows include: Brand New Box, Test Agency 2, FRIENDS, CPPR, and Casandra's Testing site.
- Group:** A list of users: Edi W., Cynthia Smith, Matt Kirkland, Edi Winkle, Ashley Hutton, and a 'Manage Staff' button.
- Password:** A section for creating a password for a new agency, with the password 'sparkle' and a 'Copy' button.
- Reports:** A menu with options: Participant Data, Child Data, Program Data, **PFS Subscales** (highlighted with a red box), and Custom Questions.

6. Begin by selecting the Survey type.

The screenshot shows the 'Report: PFS Summary: PFS Subscales Report' form. It includes the following elements:

- Header:** 'Report: PFS Summary: PFS Subscales Report' and a sub-header 'Make selections in the available options and generate your report.'
- Navigation:** A link '< Go back to your PFS Test Group Dashboard'.
- Form Fields:**
 - 'Choose a Survey:' with a dropdown menu showing 'Select a Survey' (highlighted with a red box).
 - 'Choose an Agency:' with a dropdown menu showing 'All Agencies'.
 - 'Only show these Programs:' with a list of checkboxes:
 - Casandra's Spanish PFS test
 - CFSS
 - Family Advocacy
 - FRIENDS Focused Parenting
 - FRIENDS Parent Support
 - Home Visiting
 - Home Visiting 2023

7. Next, select whether you wish to run this report on a single *Agency* or on *All Agencies*. If you wish to run by particular *Programs* across multiple agencies, select *All Agencies*. The *Program* list will adjust based on what *Agency(ies)* are selected.

Report: PFS Summary: PFS Subscales Report

Make selections in the available options and generate your report.

[Go back to your PFS Test Group Dashboard](#)

Choose a Survey:

Choose an Agency:

Only show these Programs

- Cassandra's Spanish PFS test
- CFSS
- Family Advocacy
- FRIENDS Focused Parenting
- FRIENDS Parent Support
- Home Visiting
- Home Visiting 2023

- You can limit data for the report by selecting the boxes next to the various program names.

NOTE: Selecting no Program will cause the system to run ALL Programs available.

You can also narrow data by program dates, survey dates, and only matched pre-post records. Finally, click *Generate Report* or click *Advanced Options* for more search criteria.

Report: PFS Summary: PFS Subscales Report

Make selections in the available options and generate your report.

[Go back to your PFS Records](#)

Choose a Survey:

Only show these Programs

- Home visitation
- Parenting Ed Group

Marking none of these will add them all to the report

Program Start Dates

Program End Dates

Survey Completed Dates

Matched Pre-Post

Advanced Options

Generate Report

- Once you click *Generate Report*, scroll down to see the Subscale information. Here is a sampling of the type of data generated. The Subscales Report for retrospective surveys, pre-test=Before responses and post-test=Now responses.

PFS-2 - Retrospective | PFS Summary: PFS Subscales Report [Download Report](#)

Report Generated 11/03/2023. Programs: All | Start Dates: 01/01/2000 - 11/03/2023 | End Dates: 01/01/2000 - 11/03/2023 | Completed Dates: 01/01/2000 - 11/03/2023

Total Number of Participant IDs	2							
	PRE-TEST			POST-TEST			Matched Pre/Post	
	Count	Mean	Standard Deviation	Count	Mean	Standard Deviation	Count	% Who Improved
Family Functioning / Resiliency	2	0.67	0.52	2	2.83	0.75	2	100.0
Nurturing and Attachment	2	0.88	0.99	2	2.75	0.89	2	100.0
Social Supports	2	1.0	0.67	2	3.2	0.79	2	100.0
Caregiver / Practitioner Relationship	2	1.33	0.82	2	3.0	1.1	2	100.0
Concrete Support	-	-	-	2	1.5	0.76	-	-

The primary purpose of the PFS and PFS-2 is to provide feedback to agencies for continuous improvement and evaluation purposes. It is not intended to be used for making clinical diagnoses, decisions regarding out-of-home placements, or legal adjudications. Options displayed here may include items that are not a part of your survey administration. This is necessary for system integrity and should be ignored/deleted when reports are shared to prevent confusion over missing data.

10. Remember, you can also download the generated report into Microsoft Word. To download, click the *Download Report* button in the upper right corner.

PFS-2 - Retrospective | PFS Summary: PFS Subscales Report [Download Report](#)

Report Generated 11/03/2023. Programs: All | Start Dates: 01/01/2000 - 11/03/2023 | End Dates: 01/01/2000 - 11/03/2023 | Completed Dates: 01/01/2000 - 11/03/2023

Total Number of Participant IDs	2							
	PRE-TEST			POST-TEST			Matched Pre/Post	
	Count	Mean	Standard Deviation	Count	Mean	Standard Deviation	Count	% Who Improved
Family Functioning / Resiliency	2	0.67	0.52	2	2.83	0.75	2	100.0
Nurturing and Attachment	2	0.88	0.99	2	2.75	0.89	2	100.0
Social Supports	2	1.0	0.67	2	3.2	0.79	2	100.0
Caregiver / Practitioner Relationship	2	1.33	0.82	2	3.0	1.1	2	100.0
Concrete Support	-	-	-	2	1.5	0.76	-	-

The primary purpose of the PFS and PFS-2 is to provide feedback to agencies for continuous improvement and evaluation purposes. It is not intended to be used for making clinical diagnoses, decisions regarding out-of-home placements, or legal adjudications. Options displayed here may include items that are not a part of your survey administration. This is necessary for system integrity and should be ignored/deleted when reports are shared to prevent confusion over missing data.

NOTE: To run other statistical analyses of your data, you can export the raw data into a .csv file. For more information on that procedure, see [Exporting Data](#) on page 94.

Custom Questions Report

The *Custom Questions* report includes the information collected by the system during Survey administration in the *Custom Questions* Section. This report also displays data on any *Staff Custom Questions*.

1. Run the *Custom Questions* report from the *Dashboard* by clicking on the desired report from the *Reports* block or by clicking *Reports* in the top menu and then selecting *Custom Questions*.

The screenshot shows the PFS Test Group Dashboard. At the top left, it says "PFS Test Group Dashboard". At the top right, there are navigation links: "Dashboard", "Reports", "Staff", and "Hi, Edi". A dropdown menu is open under "Reports", showing options: "Participant Data", "Child Data", "Program Data", "PFS Subscales", and "Custom Questions" (which is highlighted with a red box). Below the navigation, there are three main sections: "PFS Test Agencies" (a table with columns: Name, Created On, Agency Users, Stats, Responses), "Group" (a list of staff members: Edi W., Cynthia Smith, Matt Kirkland, Edi Winkle, Ashley Hutton, and a "Manage Staff" button), and "Password" (a field containing "sparkle" and a "Copy" button). At the bottom left, there is a "Reports" section with a list of report types: "Participant Data", "Child Data", "Program Data", "PFS Subscales", and "Custom Questions" (highlighted with a red box). A pagination bar is visible below the Agencies table.

2. Begin by selecting Survey type.

The screenshot shows the "Report: PFS Summary: Custom Questions Report" configuration page. At the top, it says "Report: PFS Summary: Custom Questions Report" and "Make selections in the available options and generate your report." Below this is a link: "< Go back to your PFS Test Group Dashboard". There are two dropdown menus: "Choose a Survey:" with "Select a Survey" selected (highlighted with a red box), and "Choose an Agency:" with "All Agencies" selected. Below these is a section "Only show these Programs" with a list of checkboxes: "Casandra's Spanish PFS test", "CFSS", "Family Advocacy", "FRIENDS Focused Parenting", "FRIENDS Parent Support", "Home Visiting", and "Home Visiting 2023".

3. Next, select whether you wish to run this report on a single *Agency* or on *All Agencies*. If you wish to run by particular *Programs* across multiple agencies, select *All Agencies*. The *Program* list will adjust based on what *Agency(ies)* are selected.

Report: PFS Summary: Custom Questions Report

Make selections in the available options and generate your report.

[Go back to your PFS Test Group Dashboard](#)

⌘ Choose a Survey:

⌘ Choose an Agency:

Only show these Programs

- Casandra's Spanish PFS test
- CFSS
- Family Advocacy
- FRIENDS Focused Parenting
- FRIENDS Parent Support
- Home Visiting
- Home Visiting 2023

4. You can limit data for the report by selecting the boxes next to the various program names.

NOTE: Selecting no Program will cause the system to run ALL Programs available.

You can also narrow data by program dates, survey dates, and only matched pre-post records. Finally, click *Generate Report* or click *Advanced Options* for more search criteria.

Report: PFS Summary: Custom Questions Report

Make selections in the available options and generate your report.

[Go back to your PFS Records](#)

⌘ Choose a Survey:

Only show these Programs

- Home visitation
- Parenting Ed Group

Marking none of these will add them all to the report

Program Start Dates

Program End Dates

Survey Completed Dates

Matched Pre-Post

Advanced Options

Generate Report

5. Once you click *Generate Report*, scroll down to see the custom question information. Here is a sampling of the type of data generated.

PFS-2 - Retrospective | PFS Summary: Custom Questions Report

[Download Report](#)

Report Generated 11/03/2023. Programs: All | Start Dates: 01/01/2000 - 11/03/2023 | End Dates: 01/01/2000 - 11/03/2023 | Completed Dates: 01/01/2000 - 11/03/2023

STAFF QUESTIONS

The client was available at our weekly scheduled meeting times.

Count Percent

Number of Families Reported

2 100.0%

Strongly Disagree

0 0.0%

Disagree

1 50.0%

Neutral

0 0.0%

Agree

0 0.0%

Strongly Agree

1 50.0%

This client was open to new ways of discipline

Count Percent

Number of Families Reported

2 100.0%

Strongly Disagree

0 0.0%

Disagree

1 50.0%

Neutral

0 0.0%

- Remember, you can also download the generated report into Microsoft Word. To download, click the *Download Report* button in the upper right corner.

PFS-2 - Retrospective | PFS Summary: Custom Questions Report

[Download Report](#)

Report Generated 11/03/2023. Programs: All | Start Dates: 01/01/2000 - 11/03/2023 | End Dates: 01/01/2000 - 11/03/2023 | Completed Dates: 01/01/2000 - 11/03/2023

STAFF QUESTIONS

The client was available at our weekly scheduled meeting times.

Count Percent

Number of Families Reported

2 100.0%

Strongly Disagree

0 0.0%

Disagree

1 50.0%

Neutral

0 0.0%

Agree

0 0.0%

Strongly Agree

1 50.0%

This client was open to new ways of discipline

Count Percent

Number of Families Reported

2 100.0%

Strongly Disagree

0 0.0%

Disagree

1 50.0%

Neutral

0 0.0%