UNIVERSITY OF SOUTHERN MAINE
Muskie School of Public Service

Safe Havens: Supervised Visitation and Safe Exchange Grant Program

Database Instruction Manual

Introduction

The Violence Against Women Act of 2000 (VAWA) provided for a change in accountability and oversight. It requires grantees to "report on the effectiveness of the activities carried out," and to include such information as the number of people served and the number of people seeking services who could not be served. As a result of VAWA 2000, all grant recipients are statutorily required to report on the effectiveness of their projects, and the Attorney General then reports to Congress on the effectiveness of programs funded through the Office on Violence Against Women (OVW).

The VAWA Measuring Effectiveness Initiative at the Muskie School of Public Service, with the Office on Violence Against Women developed a Semi-annual Progress Reporting Form for grantees to report their grant-funded activities. This form was revised in 2008 as a result of changes to the program authorized by VAWA 2005. Grantees of the Safe Havens: Supervised Visitation and Safe Exchange Grant Program are required to submit a Semi-Annual Progress Report on activities engaged in from the periods January 1 through June 30 (on July 30) and July 1 through December 31 (on January 30). This report is filed with OVW using the Office of Justice Program's Grants Management System (GMS).

This database application is specifically designed to collect the data for this progress reporting form. This document provides detailed instructions for entering and editing data in the database. This application collects information on specific activities and creates a summary report of the data entered. Information is collected in the application using user-friendly screens called forms and output is shown using printable reports. It is NOT MANDATORY to use this database to collect and report the data for the Semi-Annual Progress Reporting form, and <u>you will not be able to transfer data from the database to the GMS reporting system.</u> As such, any client identifying information will remain with the database and will not be shared with either OVW or the Muskie School. Any grantee using a network to house the database or sharing the database with other project partners must independently ensure client confidentiality.

The database application was supported by Grant No. 2004-WT-MU-K001 and awarded by the Office on Violence Against Women, U.S. Department of Justice. Points of view in this database application are those of the authors and do not necessarily represent the official position or policies of the U.S. Department of Justice or of other staff members, officers, trustees, advisory groups, or funders of the Edmund S. Muskie School of Public Service.

The application collects the data and provides reports on the following questions of the reporting form:

Function Areas:
- Training (Q13, Q14, Q15)
- Staff Development (Q13, Q16)

Planning: (Q22, Q23, Q24)
Services: (Q26, Q27, Q28, Q29, Q30, Q31, Q32, Q33, Q34, Q35)

IMPORTANT: This instruction manual is specifically designed for the Safe Havens: Supervised Visitation and Safe Exchange Grant Program Database Application. Refer to the instructions for the Semi-Annual Progress Report for additional information on completing the actual reporting form.

Systems Requirement:

- Windows operating system
- Access 2000 or higher

Getting Started

Method 1

To run the database application, use either Windows Explorer or My Computer to navigate to the “SAFEHAVENSdb2.0” folder on your “C:\” drive of either the single user machine or the client machine (network environment). Find the file named “safehavensdb2.0.mdb” in the right-hand pane. Double-click on this file to open the database application.

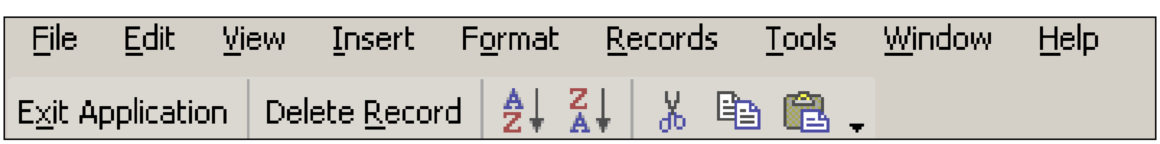
Method 2 - Creating a Shortcut to the Software

You should create a shortcut to the Safe Havens Software on each machine that will be using the software. You should do this regardless of whether or not you installed the software on a network. It will make it easier to find the correct file for running the software.

To create a shortcut, use Windows Explorer or My Computer to navigate to the “SAFEHAVENSdb2.0” directory on the “C:\” drive of either the single user machine or the client machine (network environment). Find the file named “savehavensdb2.0.mdb” in the right-hand pane. Use the right button of your mouse and click on that file once. Select “Send To >” from the list that appears. From the next list, select “Desktop (Create Shortcut)”. There will now be a new icon on your desktop. Next time you want to open the application, just double-click on this icon.

TOOLS TO ASSIST DATA ENTRY AND CREATING REPORTS

Throughout the entire database, there are a series of tools that can be used to help with data entry and creating reports. The following tools will appear in the tool bar across the top of the screen: *Exit, Delete Record, Sort* (lowest to highest/alphabetically), *Sort* (highest to lowest/reverse alphabetically), *Cut, Copy,* and *Paste*. The tool bar options appear as follows:



For Access 2007 users - Click on the Add-Ins tab to view the Custom Tool Bar

Exit Application – To close the entire application and exit Access entirely. **If you only want to close the form you are in, do not click *Exit*.**

Delete Record – This will remove all information from the database of any one particular record. **DO NOT DELETE** anything from your Access file until you are certain the information needs to be expunged. Unlike other software programs, Access does not have an *Undo* function. It does not allow you to retrieve any information or data that has been deleted.

Sort Ascending (A|Z) – Use this to sort the record in ascending order based on a particular field. Place the cursor in the field in which you want the records sorted and then click this button.

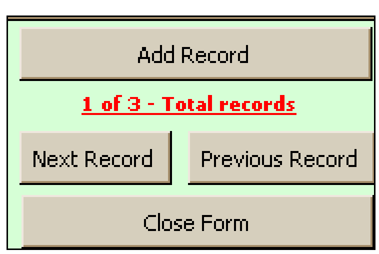
Sort Descending (Z|A) – Use this to sort the record in descending order based on a particular field. Place the cursor in the field in which you want the records sorted and then click this button.

Cut – This will completely remove selected information from a field. Use the mouse to highlight the information you wish to move, and click on the *Scissors* button.

Copy – This will allow you to use information repeatedly without re-typing it. Use the mouse to highlight information you want to use again and click on the button displaying 2 pages (to the right of the *Scissors* button).

Paste – After data has been either *Cut* or *Copied*, place it in a new field or application using this tool. Place the cursor in the field you want the information to appear, and click on the *Clipboard* button.

Another tool provided throughout the data entry pages allows you to add records or browse existing records.

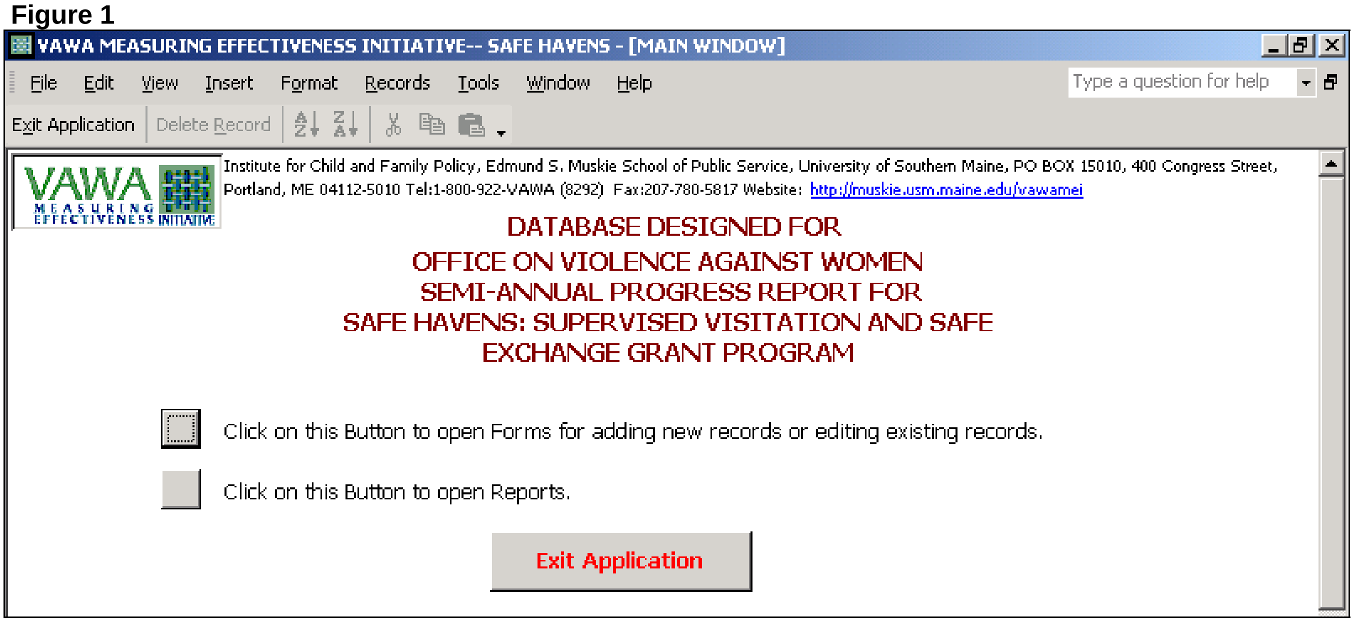


This tool works as follows:

> **Add Record** – This button opens the data entry page and allows you to enter new data.
>
> **Next Record/Previous Record** – The database stores previously entered data; these buttons will help you browse through the existing records.
>
> **Close Form** – This button closes the form you are working on and will return you to the Open Forms screen.

When the database is opened, the following window appears. For the purpose of this application, this window is called the *Main Window* (Figure 1).

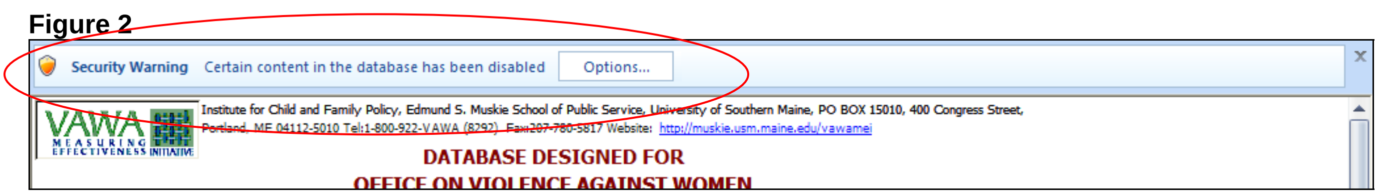
Figure 1



At this point, the user will decide between 1) opening forms for adding new records or editing existing records; or 2) opening reports. Click on the button next to the preferred choice. Instructions for opening the forms and opening the reports are detailed in this manual.

For Access 2007 users – Please note the Security Warning

Figure 2



The database application has several Visual Basic codes and macros. For the database to function properly these codes and macros should be enabled. By default Access 2007 blocks these codes and macros.

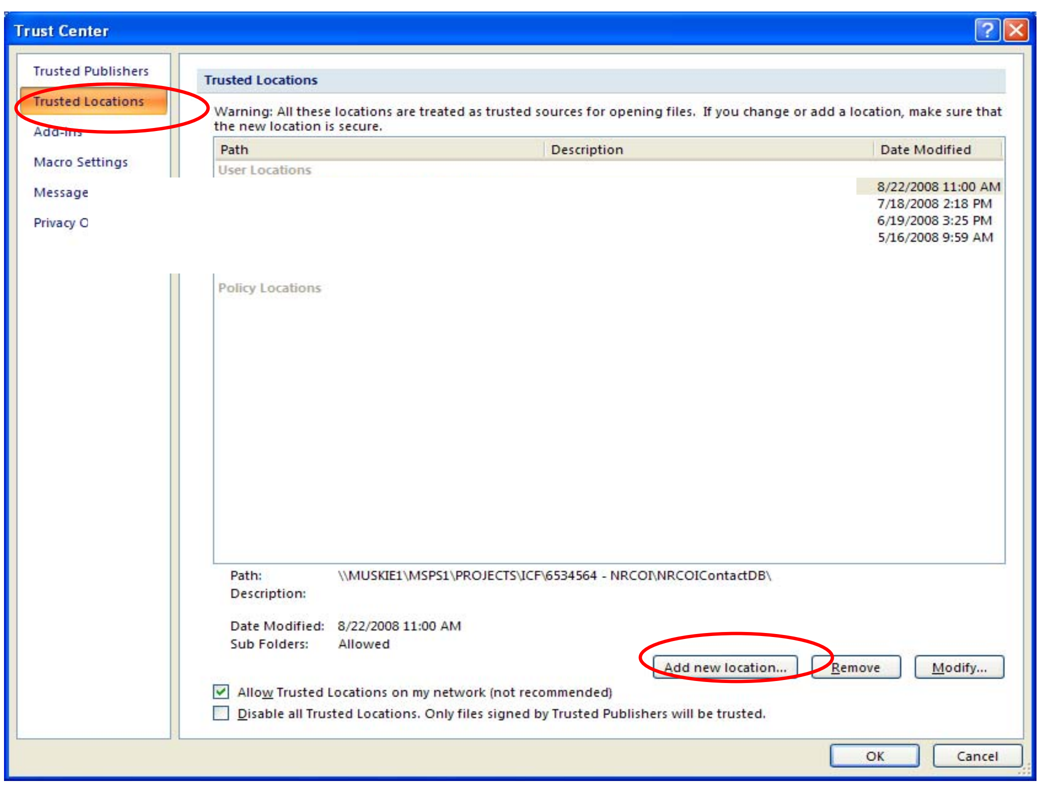
To enable these codes press the ‘Option’ button and the following “Microsoft Office Security Options” window will appear

Figure 3

To enable the content only once, click on the radio button next to “Enable this content” and press the button “OK”.

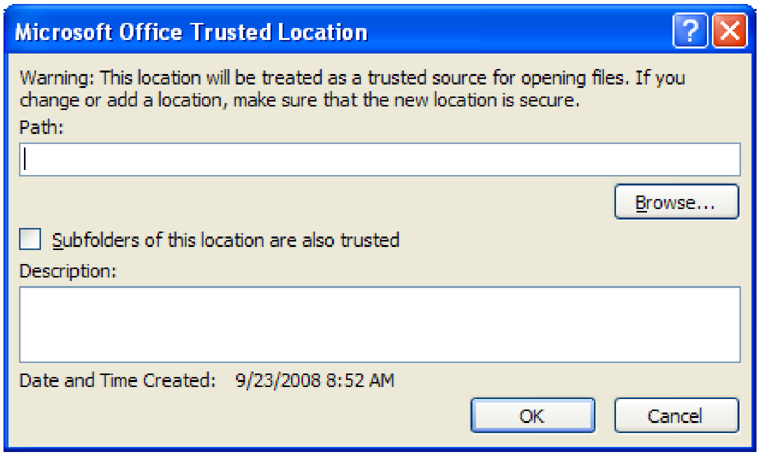
To enable the content permanently, click on the “Open the Trust Center” and the following “Trust Center” window will appear

Figure 4



Click on the “Trusted Locations” and then press the button “Add new location”. This will bring the following window in your screen

Figure 5

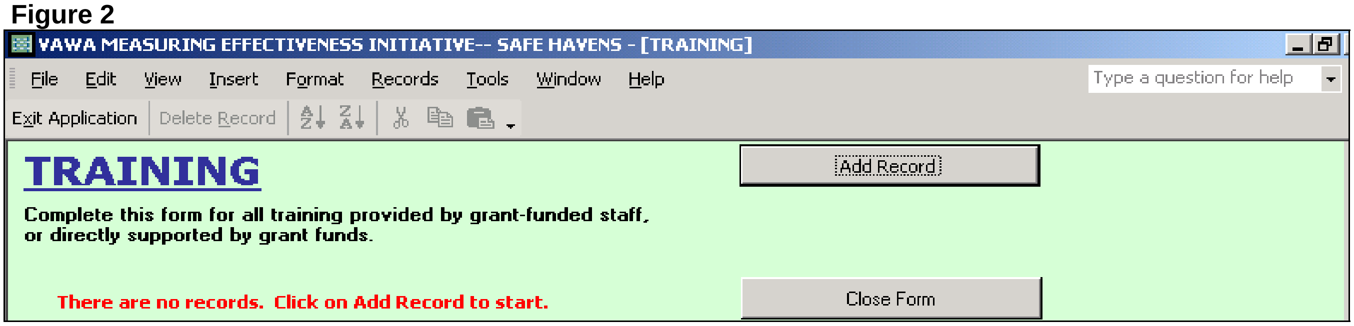


Press the button “Browse” and locate the folder where you have installed the database. The default folder for the database is “C:\ARRESTdb2.0”. Press the “OK” button to add this new location.
You will see this new location added to your “Trust Center” window.
Press the “OK” button on the “Trust Center”.
Press the “OK” button on the “Microsoft Office Security Options” window.
Exit the database application and your settings will be saved.

****NOTE****

The database is sent to you without any records in it. The first time any of the entry forms are opened, they will be blank, such as the example in Figure 2.

Figure 2



After the first record is entered, the database will appear as described throughout these instructions. This document provides detailed instructions for entering and editing data in the database.

NOTE: Throughout the database application, there are fields that collect data that are not required for the progress reporting form. These fields are provided for internal use and are referred to in this manual as “optional”. For example, in the *Training* section of this database, there is a field provided to enter the name of each training event provided. You do not have to report the names of training events on the reporting form,

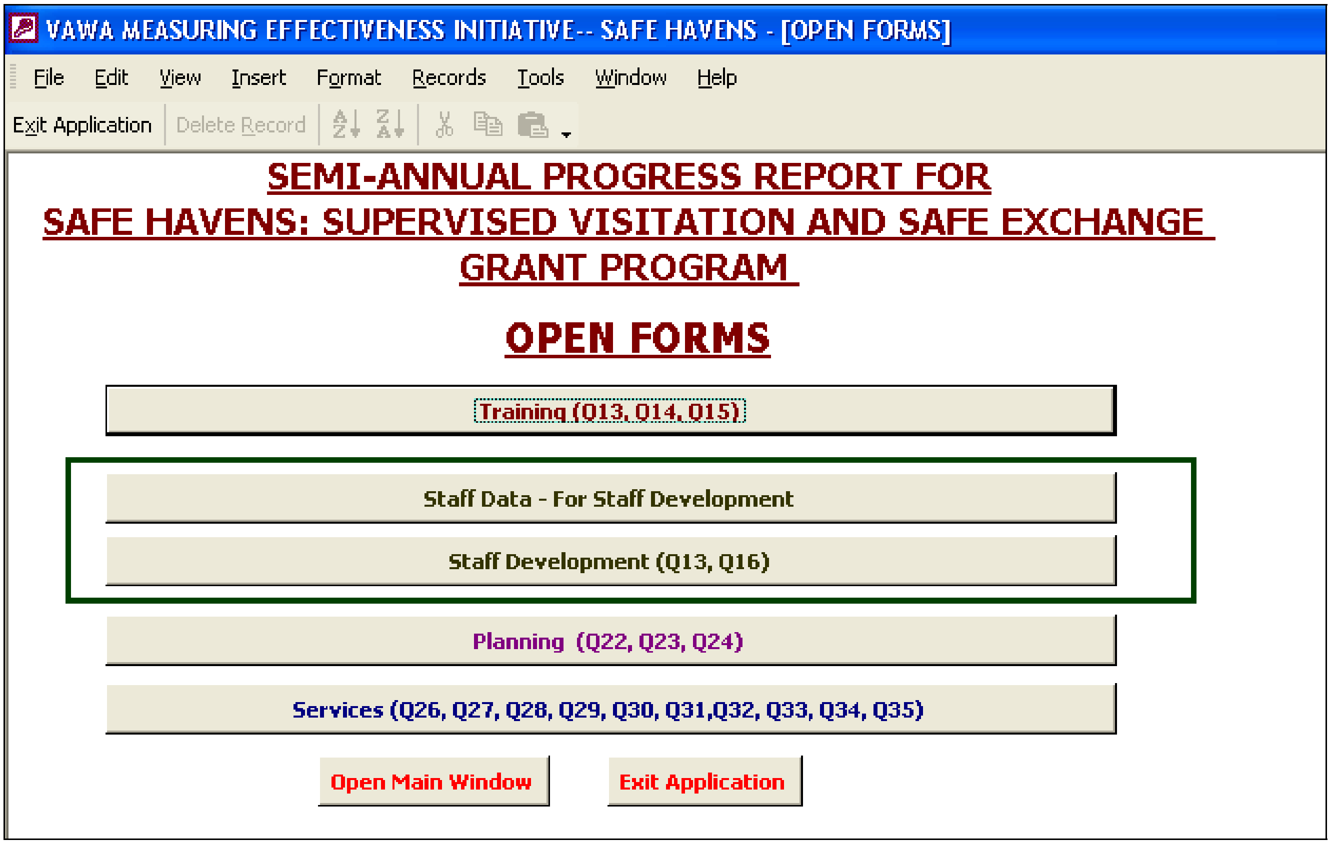
but including a name in the database will help you locate the training event should you need to review, edit, or delete information entered about that training event.

PART I

DATA ENTRY

From the *Main Window* click on the *Open Forms* button to open the following window shown in Figure 3. This window is called the *Open Forms Window*.

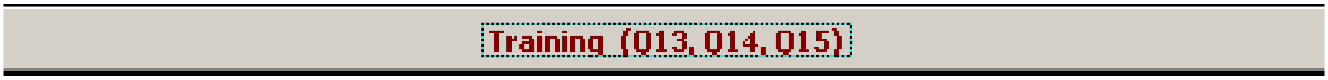
Figure 3



At this point by clicking on the appropriate button a user can:

1) Open a desired Form;
2) Open the *Main Window*; or
3) Exit entirely from the Database Application.

Figure 4



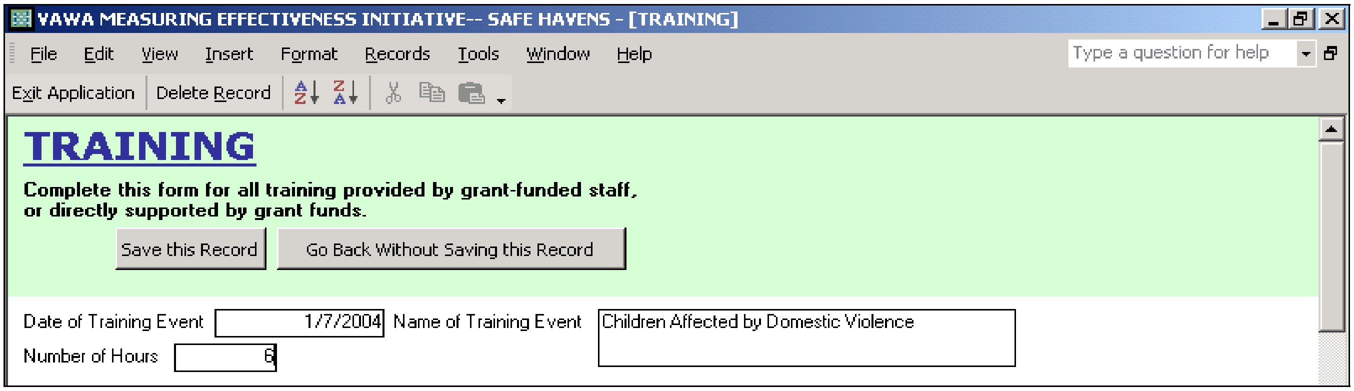


Figure 4 is an example of the form used to track training events provided by grant-funded staff, or directly supported with grant funds. This portion of the database collects information on the dates and names of training events; a description of the people trained; the number of people trained; and the content of the training event.

<u>To enter a New Training Event:</u>

1. Click on the *Add Record* button.

2. Enter the date the training event occurred.

3. Use the *Tab* key or the mouse to move through the fields during data entry. For instance, to move from *Date of Training* to *Name of Training*, press the *Tab* key on the keyboard.

4. Enter the name of the training event. This field is optional.

5. Enter the number of hours the training event lasted. This field is optional.

6. Enter the number of people attending the training event, using the category that is most descriptive of the people trained.

7. Use the mouse to select the content areas (topics) covered in the training. Select all that apply under each heading. If a topic is not provided, select "Other" and describe the training content in the space provided.

8. When finished, click on the *Save this Record* button.

9. To continue adding training events, click on *Add Record*. To finish, click *Close Form* to return to the *Open Forms Window*.

To review or edit an Existing Training Event:

Method 1

1. In the green area, use the mouse to click on the arrow at the end of the *Lookup Training Event* field to open the pull-down menu listing all previously entered training events. Choose the event you want to review or edit. This will fill in the existing data for that training event.

2. To edit, use the *Tab* key on the keyboard or the mouse to select the field you want to edit and make necessary changes.

3. When finished, either choose another training event to review or edit, or click on *Close Form* to return to the *Open Forms Window*.

Method 2

In the green area, click the *Next Record or Previous* Record button and follow steps 2 and 3 in Method 1 above.

****While editing the existing data, the application will automatically save the changes you make.****

To delete an Existing Training Event:

1. In the green area, use the mouse to click on the arrow at the end of the *Lookup Training Event* field to open the pull-down menu listing all previously entered training events. Choose the event you want to delete. This will fill in the existing data for that training event.

2. Click on the *Date* of Training field and click *Delete Record* on the toolbar. This will delete this record.

Note: DO NOT DELETE anything from your Access file until you are certain the information needs to be expunged. Unlike other software programs, Access does not have an *Undo* function. It does not allow you to retrieve any information or data that has been deleted.

Staff Data - For Staff Development

Figure 5

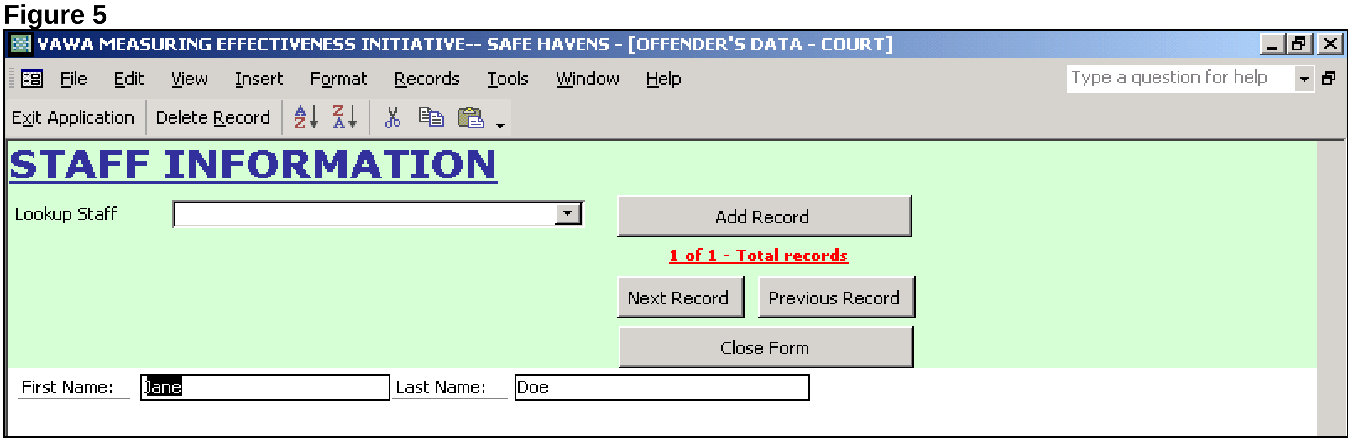


Figure 5 is an example of the form used to track information on staff who are funded by the Supervised Visitation Program grant. This information is used in the *Staff Development* section.

<u>To enter New Staff Data:</u>

1. Click on the *Add Record* button.

2. Enter the staff member's first name and last name.

3. When finished, click on the *Save* button.

4. To continue adding staff members, click on *Add Record*. To finish, click *Close Form* to return to the *Open Forms Window*.

<u>To review or edit Existing Staff Data:</u>

Method 1

1. In the green area, use the mouse to click on the arrow at the end of the *Lookup Staff* field to open the pull-down menu listing all previously entered staff members. Choose the staff member whose record you want to review or edit. This will fill in the existing data for that staff member.

2. To edit, click on the *First Name or Last Name* field and make the necessary changes.

3. When finished, choose another staff record to review or edit, or click on *Close Form* to return to the *Open Forms Window*.

Method 2

In the green area, click the *Next Record* or *Previous Record* button and follow steps 2 and 3 in Method 1 above.

****While editing the existing data, the application will automatically save the changes you make. The changes made here will be automatically reflected in the Staff Development section.****

<u>To delete Existing Staff Data:</u>

1. In the green area, use the mouse to click on the arrow at the end of the *Lookup Staff* field to open the pull-down menu listing all previously entered staff members. Choose the staff member whose record you want to delete. This will fill in the existing data for that staff member.

2. Click on the *First Name* field and click on *Delete Record* on the toolbar. This will delete this record.

Note: DO NOT DELETE anything from your Access file until you are certain the information needs to be expunged. Unlike other software programs, Access does not have an *Undo* function. It does not allow you to retrieve any information or data that has been deleted.

Staff Development (Q13, Q16)

Figure 6

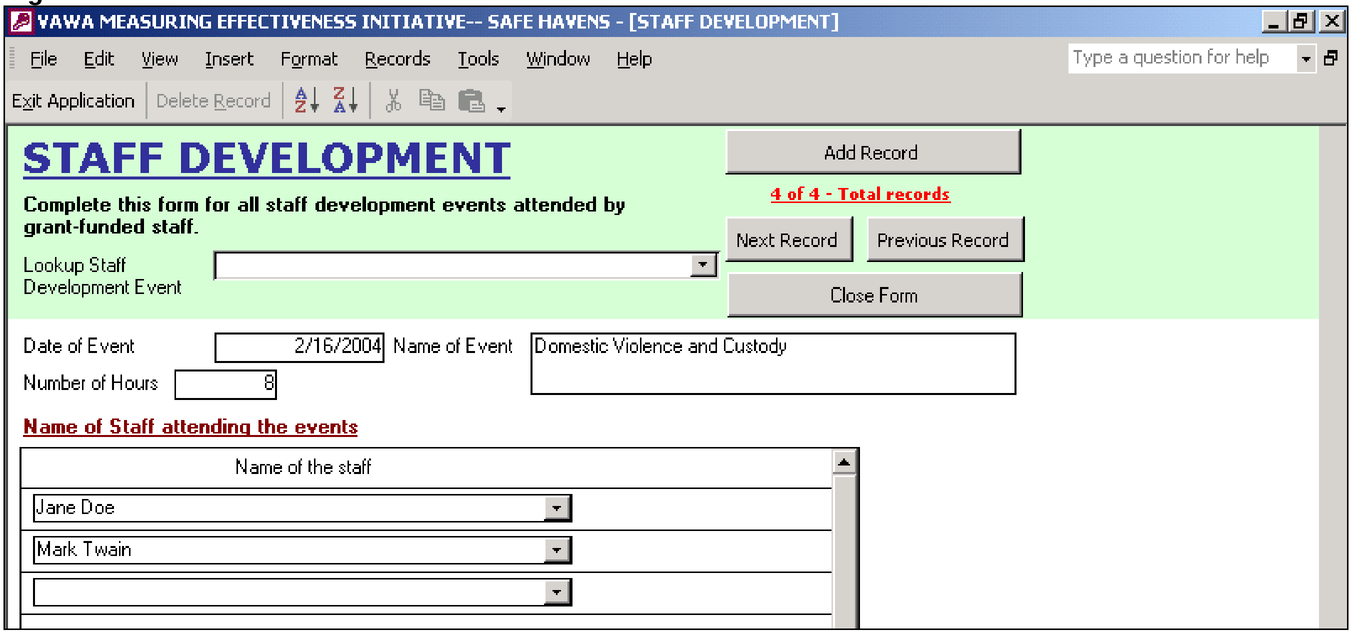


Figure 6 is an example of the form used to track training attended by grant-funded staff. This portion of the database collects information on the date and name of staff development events; the number of hours of each event; and the names of the staff members attending each event.

To enter a New Staff Development Event:

1. Click on the *Add Record* button.

2. Enter the date the staff development event occurred.

3. Use the *Tab* key or the mouse to move through the fields during data entry. For instance, to move from *Date of Event* to *Name of Event*, press the *Tab* key on the keyboard.

4. Enter the name of the training event. This field is optional.

5. Enter the number of hours the training event lasted. This field is optional.

6. Under *Name of Staff*, use the mouse to click on the arrow to open the pull-down menu listing all grant-funded staff, from the Staff Data section. Select the staff member that attended this staff development training event. Repeat this for all staff attending this event.

7. When finished, click the *Save this Record* button.

8. To continue adding staff development events, click on *Add Record*. To finish, click *Close Form* to return to the *Open Forms Window*.

To review or edit an Existing Staff Development Event:

Method 1

1. In the green area, use the mouse to click on the arrow at the end of the *Lookup Staff Development Event* field to open the pull-down menu listing all previously entered staff development events. Choose the event you want to review or edit. This will fill in the existing data for that training event.

2. To edit, use the *Tab* key on the keyboard or the mouse to select the field you want to edit and make necessary changes.

3. When finished, either choose another staff development event to review or edit, or click on *Close Form* to return to the *Open Forms Window*.

Method 2

In the green area, click the *Next Record or Previous* Record button and follow steps 2 and 3 in Method 1 above.

****While editing the existing data, the application will automatically save the changes you make.****

To delete an Existing Staff Development Event:

1. In the green area, use the mouse to click on the arrow at the end of the *Lookup Staff Development Event* field to open the pull-down menu listing all previously entered staff development events. Choose the event you want to delete. This will fill in the existing data for that staff development event.

2. Click on the *Date of Event* text-box and click *Delete Record* on the toolbar. This will delete this record.

Note: DO NOT DELETE anything from your Access file until you are certain the information needs to be expunged. Unlike other software programs, Access does not have an *Undo* function. It does not allow you to retrieve any information or data that has been deleted.

Planning (Q22, Q23, Q24)

Figure 7

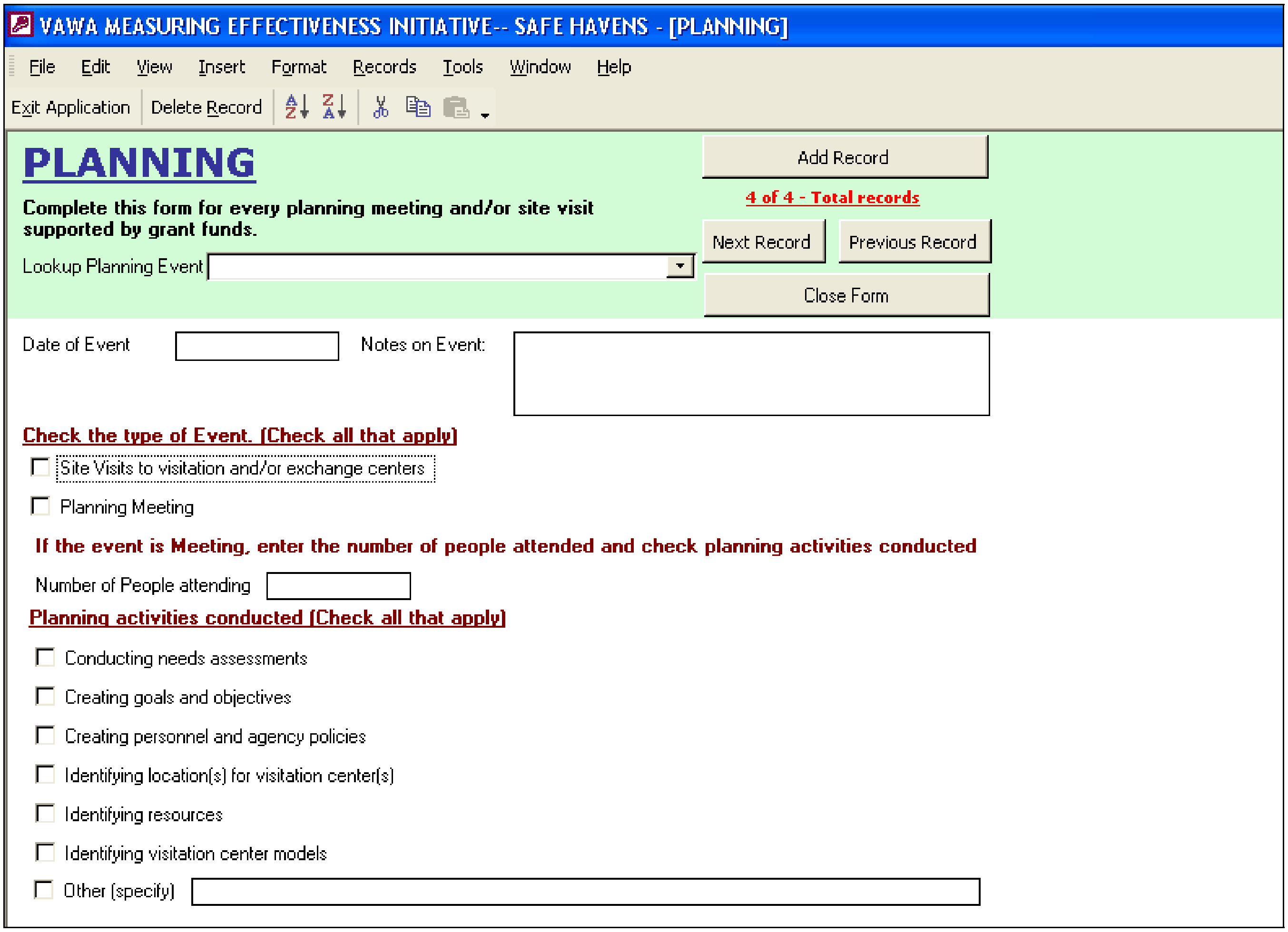


Figure 7 is an example of the form used to track planning meetings and activities, and the number of visits made to existing visitation and exchange centers for planning purposes.

To enter a New Planning Event:

1. Click on the *Add Record* button.

2. Enter the date the planning event occurred.

3. Use the *Tab* key or the mouse to move through the fields during data entry. For instance, to move from *Date of Event* to *Notes on Event*, press the *Tab* key on the keyboard.

4. Enter any relevant notes on the content of the event. This field is optional.

5. Enter the type of event by clicking on *Site* V*isits* or *Planning Meeting*, or both.

6. If you choose Planning Meeting, complete the rest of the fields, including the number of people attending the meeting and the activities conducted. If a planning activity is not provided, select “Other” and describe the planning activity in the space provided.

7. When finished, click the *Save this Record* button.

8. To continue adding planning events, click on *Add Record*. To finish, click *Close Form* to return to the *Open Forms Window.*

<u>To review or edit an Existing Planning Event:</u>

Method 1

1. In the green area, use the mouse to click on the arrow at the end of the *Lookup Planning Event* field to open the pull-down menu listing all previously entered planning events. Choose the event you want to review or edit. This will fill in the existing data for that planning event.

2. To edit, use the *Tab* key on the keyboard or the mouse to select the field you want to edit and make necessary changes.

3. When finished, either choose another planning event to review or edit, or click on *Close Form* to return to the *Open Forms Window*.

Method 2

In the green area, click the *Next Record* or *Previous* Record button and follow steps 2 and 3 in Method 1 above.

****While editing existing data, the application will automatically save the changes you make.****

<u>To delete an Existing Planning Event:</u>

1. In the green area, use the *Next Record* and *Previous Record* buttons to browse through all previously entered planning events.

2. Click on the *Date of Event* text-box and click *Delete Record* on the toolbar. This will delete this record.

Note: DO NOT DELETE anything from your Access file until you are certain the information needs to be expunged. Unlike other software programs, Access does not have an *Undo* function. It does not allow you to retrieve any information or data that has been deleted.

Services (Q26, Q27, Q28, Q29, Q30, Q31,Q32, Q33, Q34, Q35)

Figure 8

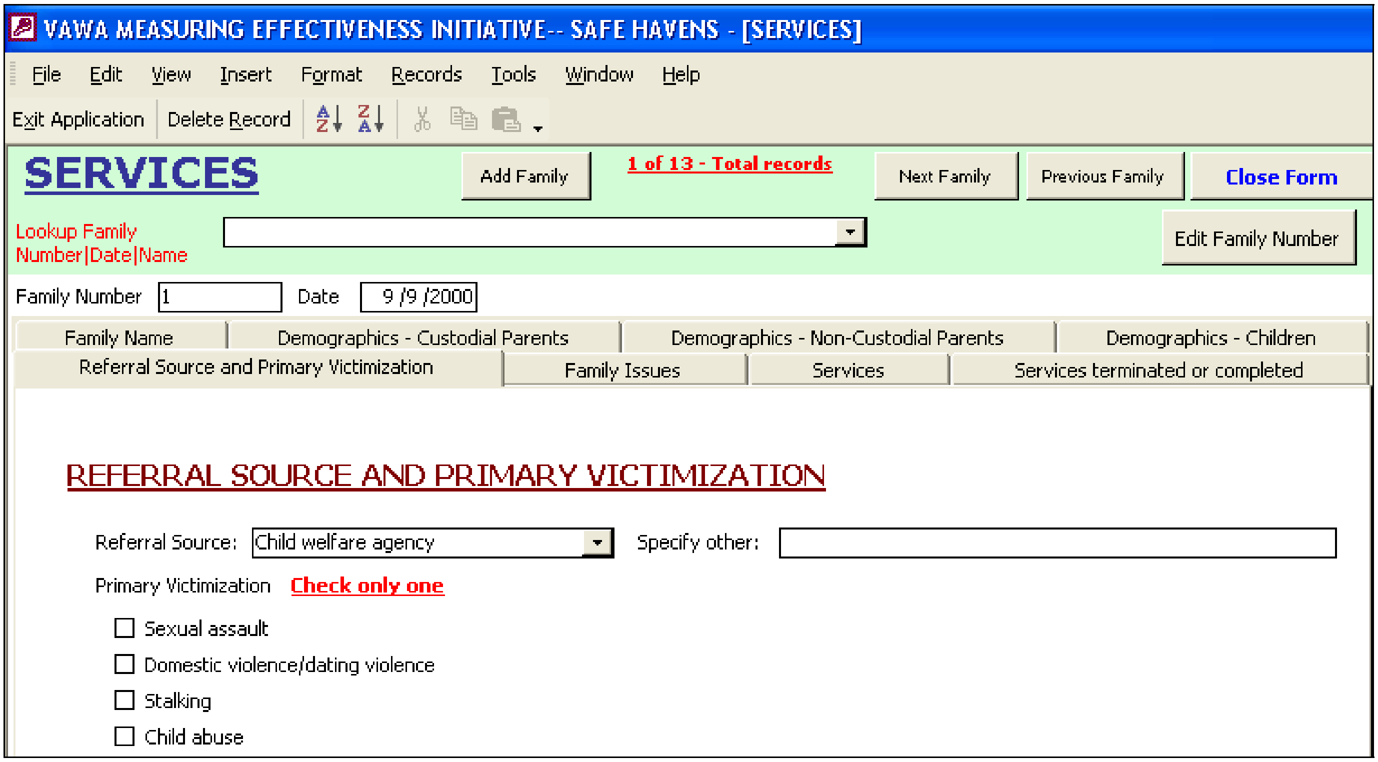


Figure 8 is an example of the form used to track data needed for the *Services* section of the reporting form. This portion of the database collects information on the family members' demographics; the primary victimization and source of referral; issues the family is experiencing; services requested and provided; and visits and services terminated and completed. The user will determine and assign each family a unique number, which is an alpha-numeric field (i.e. you can enter number or characters in this field). Data is collected on a per family basis. Maintain only one record per family, even if they receive or request services during multiple reporting periods. In order to produce an accurate output report that can be used to complete the reporting form, the user should only enter services that are either provided by grant-funded staff or directly supported with grant funds.

The database application is designed to automatically determine if a family is "served," "partially served," or "not served." Based on the date a service was requested and/or provided, the database will calculate how to count the family in each reporting period. It uses the following definitions as per the instructions for Semi-Annual Progress Report.

A. Families served are those who received the service(s) they needed, if those services were provided under your Supervised Visitation Program grant.

B. Families partially served are those who received some service(s), but not all of the services they needed, if those services were provided under your Supervised Visitation Program grant.

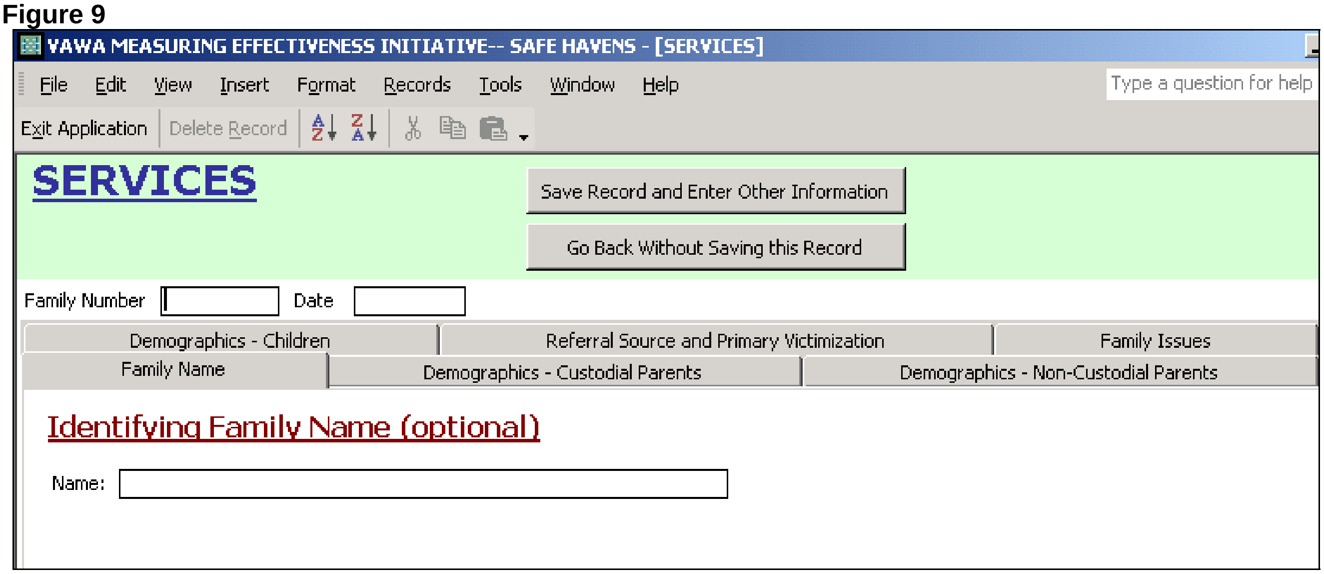
C. Families that were not served are those who sought services and did not receive the needed service(s) they needed, if those services were provided under your Supervised Visitation Program grant.

Enter **only those services that are funded under your grant**. If you provide a service that is not funded under you grant you should not enter it in the database.

To enter a New Family:

1. Click the *Add Family* button. This will bring up the following window (Figure 9):

Figure 9



2. Enter the family's assigned number and the date the number was assigned. This date will usually correspond with the date of intake.

3. Enter the family's identifying name, if you choose to do so. This step is optional. This information can allow you to easily access a family's record when searching the database. You may enter any name that identifies that family. (e.g. if members of one family have more than one last name, use whichever name is most appropriate or makes the most sense to your program.)

4. Enter information about the family by selecting the appropriate tabs (e.g., *Family Issues*).

5. Click on the *Demographics –Custodial Parents* tab to enter the race/ethnicity, gender, age and other demographics for this parent.

6. Click on the *Demographics –Non-Custodial Parents* tab to enter the race/ethnicity, gender, age and other demographics for this parent.

Note: To move to step 7 and forward, you must enter demographic information for at least one parent; custodial or non-custodial.

7. Click on the *Demographics-Children* tab to enter the race/ethnicity, gender, age and other demographics for children. Click on the *Add Child* button. Use the mouse to select the child's race/ethnicity, gender, age and other demographics.

Note: When indicating the child's age, only in certain circumstances should you need to use either the 18-24 or 25-59 categories. (e.g. people with disabilities; an adult whose mental state is that of a person under 18 years of age and who is eligible for services under the Safe Havens grant.)

8. When finished click on the *Save this Record* button. To continue adding children for this family, click on the *Add Child* button.

9. Click on the *Referral Source and Primary Victimization* tab to indicate the referral source. If the referral source is not provided, select "Other" and describe the source in the space provided. Indicate the primary type of victimization present in the family. Check only one.

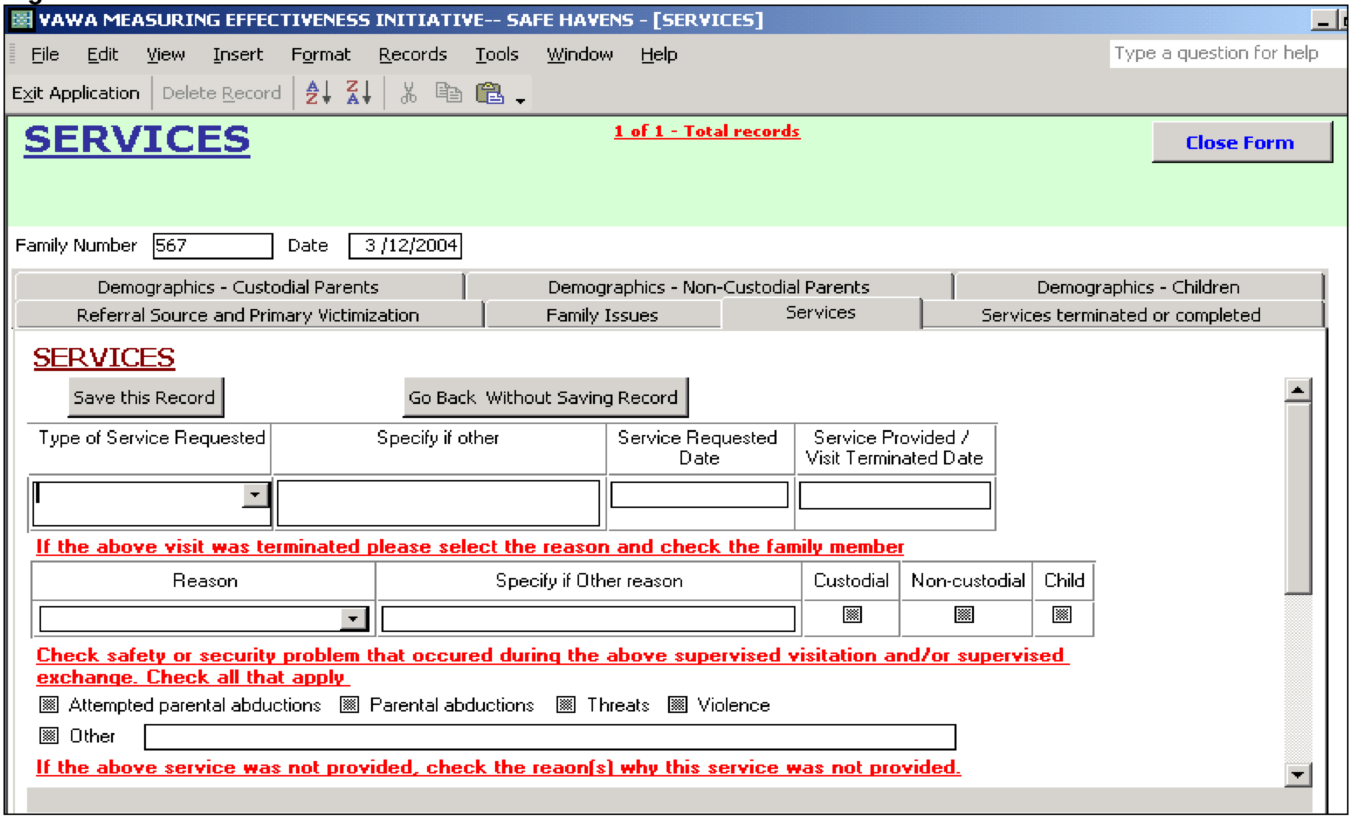
10. Click on the *Family Issues* tab to indicate the issues present in the family. Check all that apply. If an issue is not provided, select "Other" and describe the issue in the space provided.

11. Click on the *Save Record and Enter Other Information* button. This will expand the form so you can enter additional information about services.

12. Click on the *Services* tab to enter information on the services requested. **Each service requested, scheduled or provided to a family must be entered separately**. For example, if a family is scheduled for six different supervised visits in one reporting period, each visit must be entered separately for a total of six services for that family.

13. Click on *Add New Service.* A new form will appear (Figure 10). Using the pull-down menu, select the type of service requested. Requested services may be those that are requested by the family, court-ordered or required by another agency. If the type of service is not provided, select "Other" and describe the type of service in the *Specify if other* text-box.

Figure10



14. Enter the date the service was requested. For the first entry for each family, this date will be the first date that your program became aware the family was requesting services. For example, this may be the date the family called to request services or the date your program received the referral or court order. For all subsequent services, this may be the date the service was scheduled to be provided, and may be different than the intake date.

15. For each service requested, if the service was provided, enter that date.

16. If the service was terminated, enter the date the service was terminated. Then use the pull-down menu to select the reason. If the reason for termination is not provided, select "Other" and describe the reason in the *Specify if other reason* text-box. Use the mouse to indicate which family member was responsible for the service termination.

17. If there were any safety or security problems that occurred during the service, use the mouse to indicate which problems occurred. Check all that apply.

18. If the requested service was not provided, use your mouse to click on the reason(s) the service was not provided. If the reason is not provided, select "Other" and describe the reason in the space provided. When finished, click on *Save this Record*.

19. To enter another service for this family, click on *Add New Service* and repeat steps 13-18 above. You may enter an unlimited number of services for each family, as long as those services are funded under your Supervised Visitation grant.

20. Click on the *Services terminated or completed* tab to enter information on the families whose program services were terminated or completed. Enter the date the service was terminated or completed. Using the pull-down menu, select the primary reason services were completed or terminated. If the reason is not provided, select "Other" and describe the reason in the *Specify other reason* text-box.

21. To finish, click *Close Form* to return to the *Open Forms Window.*

To review or edit an Existing Family:

1. In the green area, use the mouse to click on the arrow at the end of the *Lookup Family Member/Date/Name* field to open the pull-down menu listing all previously entered families. Choose the family you want to review or edit. This will fill in the existing data for that family, beginning with *Demographics-Custodial Parents*.

2. To edit the family's assigned number or date, click on the *Edit Family Number* button in the right upper corner. A new form will open. Edit the information and click the *Save Record and Close* button.

3. To edit other information, select the appropriate tab (e.g. *Family Issues*) and use the mouse to select the field and make necessary changes.

4. To add additional children to the selected family's record, click on the *Demographics-Children* tab and click on the *Add Child* button. Use the mouse to select race/ethnicity, gender, age and other demographics for the child.

5. To edit information for an existing child in the selected family's record, click on the *Demographics-Children* tab and click the *Next Child* or *Previous Child* button. Choose the child you want to review or edit and make the necessary changes.

6. To add additional services requested/provided to the selected family's record, click on the *Services* tab and click the *Add New Service* button. Using the pull-down menu, select the type of service requested by the family. If the type of service is not provided, select "Other" and describe the type of service in the *Specify if other* text-box. Enter the date the service was requested (this may be the scheduled date of service). If the service was provided, enter that date. If this completes the information you need to add under *Services*, click the *Save this Record* button.

7. If the service was terminated, enter the date the visit was terminated. Then use the pull-down menu to select the reason. If the reason for termination is not provided, select "Other" and describe the reason in the *Specify if other reason* text-box. Use the mouse to indicate which family member was responsible for the service termination.

8. If there were any safety or security problems that occurred during the service, use the mouse to indicate which problems occurred. Check all that apply.

9. If the service was not provided, use your mouse to click on the reason(s) the service was not provided. If the reason is not provided, select "Other" and describe the reason in the space provided. When finished, click on *Save this Record*.

10. To add the service provided date to a service that was previously requested, but not previously provided, click on the *Services* tab. Use the *Next Service* and *Previous Service* buttons to browse through previously entered services. Select the *Service Provided/Visit Terminated Date* field that corresponds with the service you want to update. Enter the date the service was provided. The information will be automatically saved.

Do not uncheck the reason(s) the service was initially not provided. Leaving the "reason(s) the service was not provided" checked will enable you to see this reason(s) if you want to view the output report for a period of time other than January 1 through June 30 and July 1 through December 31. The database is designed to only include the "reason(s) the service was not provided" in the output report if the service was not provided during the report period selected. For example, a family requested a service on 07/15/2003 and the service was provided on 10/15/2003. If, for internal reasons, you want to run an output report for 07/01/2003 through 08/01/2003 and you left the "reason(s) the service was not provided" checked, you will be able to view why a service was not provided during that period. However, when you run your report for 07/01/2003 through 12/31/2003, because the service was provided on 10/15/2003 the output report will show this service as being provided and will not include the reason(s) not provided that you initially indicated.

11. When finished, either select another family record to review or edit, or click on *Close Form* to return to the *Open Forms Window*.

Method 2

In the green area, click the *Next Family* or *Previous Family* button and follow steps 2 and 11 in Method 1 above.

****While editing existing data, the application will automatically save the changes you make.****

To delete an Existing Family:

1. In the green area, use the mouse to click on the arrow at the end of the *Lookup Family Member/Date/Name* field to open the pull-down menu listing all previously entered families. Choose the family you want to delete. This will fill in all the existing data for that family.

2. Click on the *Family Number* text-box and click *Delete Record* on the toolbar. This will delete all information on this family including the corresponding data under each tab.

To delete an Existing Child:

1. In the green area, use the mouse to click on the arrow at the end of the *Lookup Family Member/Date/Name* field to open the pull-down menu listing all previously entered families. Choose the family you want to review or edit. This will fill in the existing data for that family.

2. Click on the *Demographics-Children* tab.

3. Click on the *Next Child* or *Previous Child* button to find the child you want to delete.

4. Use the mouse to put the cursor on the child's race/ethnicity. Click *Delete Record* on the toolbar. This will delete the child's record but not the entire family record.

To delete an Existing Service provided for a family:

1. In the green area, use the mouse to click on the arrow at the end of the *Lookup Family Member/Date/Name* field to open the pull-down menu listing all previously entered families. Choose the family you want to review or edit. This will fill in the existing data for that family.

2. Click on the *Services* tab.

3. Click on the *Next Service* or *Previous Service* button to find the service you want to delete.

4. Use the mouse to put the cursor on the service you want to delete. Click *Delete Record* on the toolbar. This will delete the service but not the entire family record.

Note: DO NOT DELETE anything from your Access file until you are certain the information needs to be expunged. Unlike other software programs, Access does not have an *Undo* function. It does not allow you to retrieve any information or data that has been deleted.

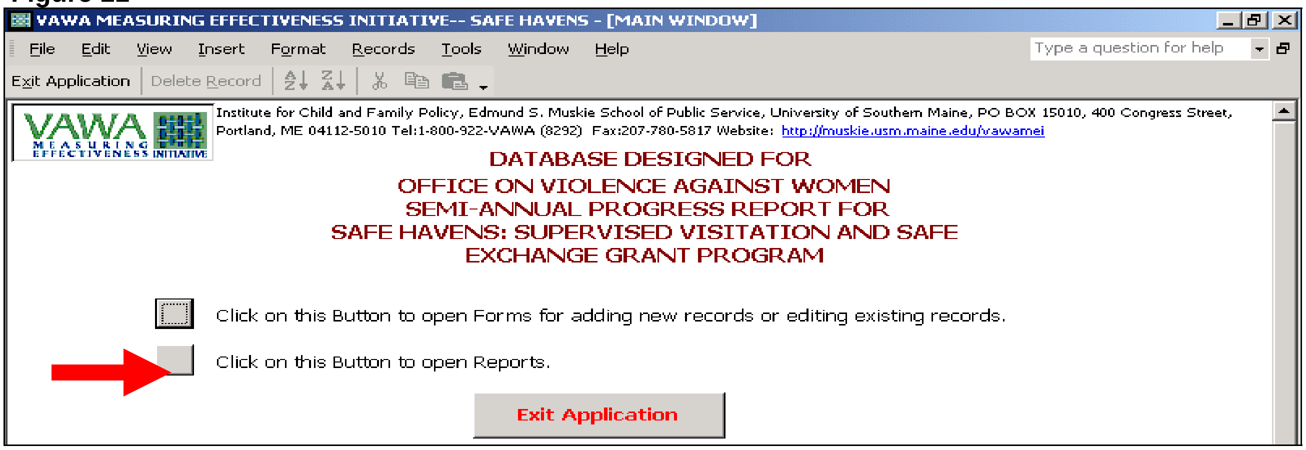
Part II

Getting Reports

This portion of the manual provides instructions for generating output reports on the data you entered.

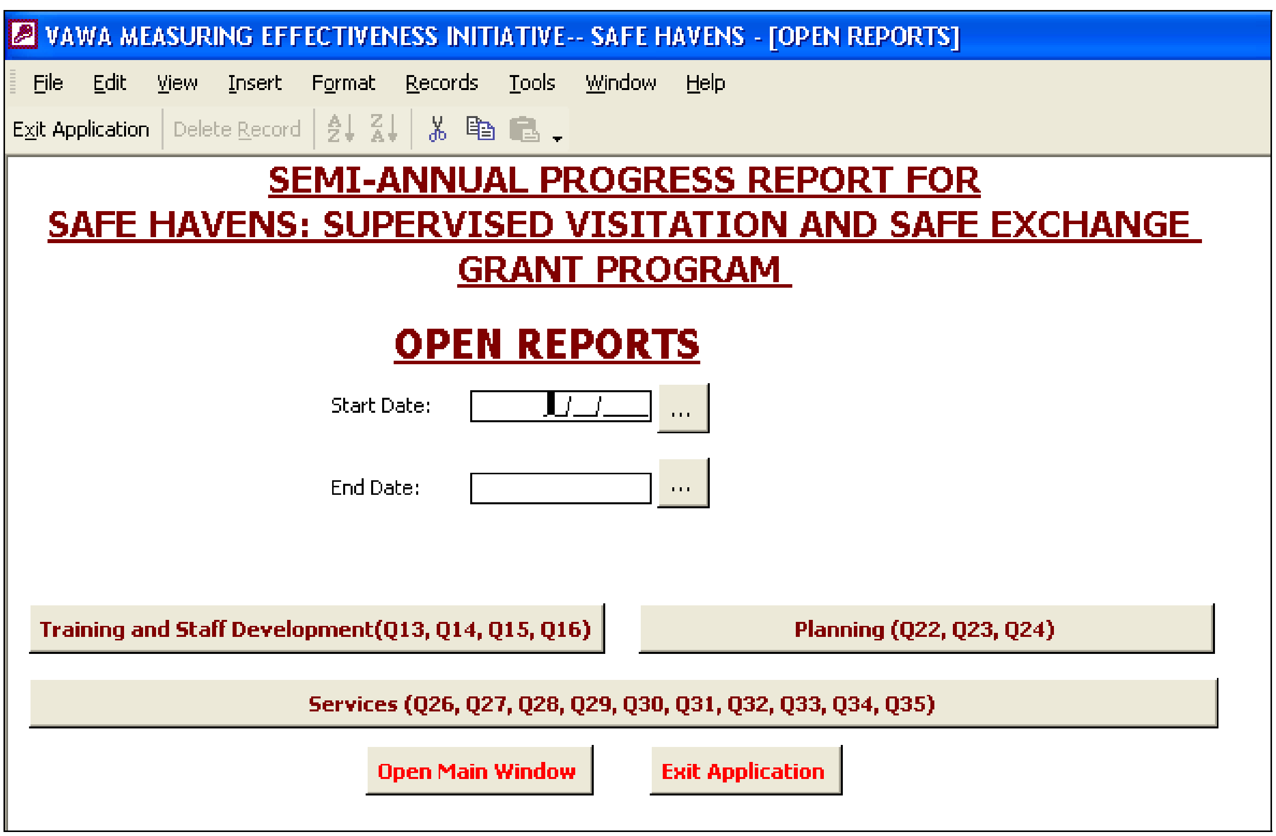
1. From the *Main Window* click on the *Click this Button to open Reports* button on the *Main Window* (Figure 11).

Figure 11



This form will open (Figure 12):

Figure 12



2. Click on the button to the right of the *Start Date* field to choose the date from which the report should start or type the start date in the text-box.

3. Click on the button to the right of the *End Date* field to choose the date from which the report should end or type the end date in the text-box.

4. Select the desired report from the list by clicking on the appropriate button (e.g. Training and Staff Development).

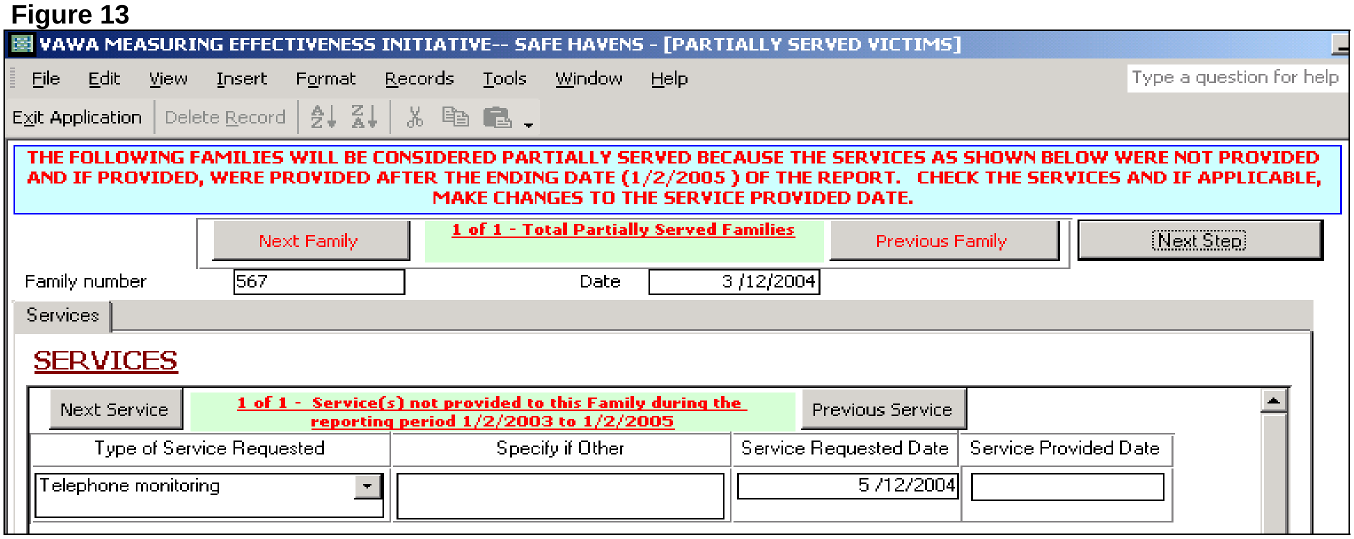
5. The selected report will appear automatically. You can either print the report, close the report to return to the page shown in Figure 12, or click *Exit* to close this application. **Choosing *Exit* will close the entire application.**

Services report

This is a little different from other reports. Before displaying the report it shows you the families that will be considered “partially served” and “not served.” These two intermediate forms are ticklers and have been added so that the data can be checked and modified before printing the final report. On these forms, data can be modified and the reasons the families were “partially served” or “not served” can be entered. Depending on the data, these forms may or may not appear before showing the final report (i.e. if during the time period you selected there are no “partially served” families, but there are “not served” families then the only intermediate form shown will be “not served”; and vice versa). **If your data does not include “partially served” or “not served” families, neither of these intermediate forms will appear and instead the complete Services report will be shown.

1. When you click the button *Services* on the *Open Reports* page, if there are families that classify as “partially served” a new form (Figure 13) will open indicating the number of “partially served” families during the reporting period selected.

Figure 13

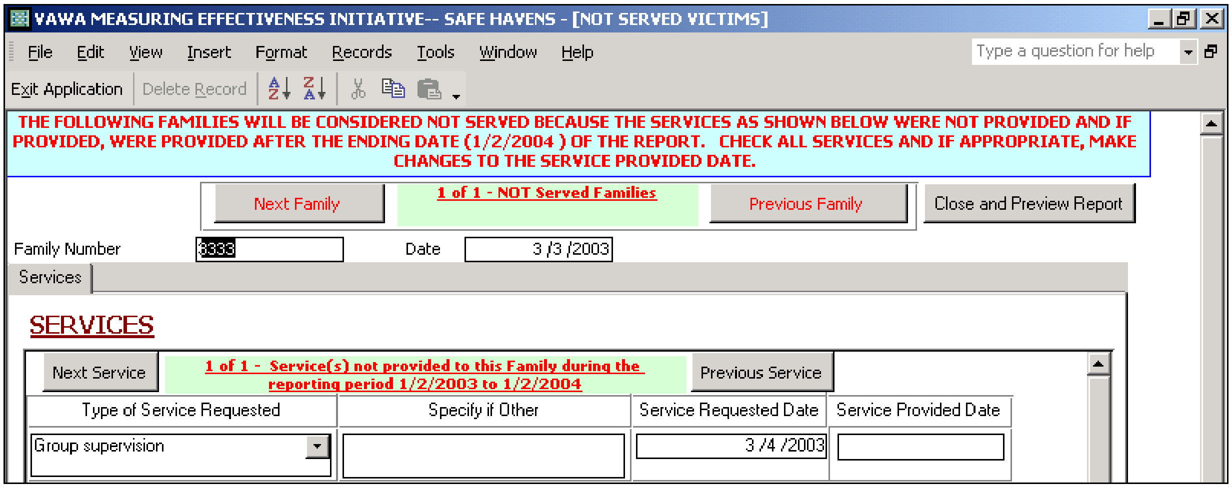


2. Use the *Next Family* button to move through the records of families that were “partially served.” If the service was provided, enter the date it was provided. **If you enter the date the service was provided, do not uncheck the reason(s) the service was initially not provided. For an explanation, refer to instructions on page 18, under “To review or edit an Existing Family.** When you have completed this process for all families that classify as “partially served,” click on the *Next Step* button.

Note: The above form (Figure 13) will not appear if there are no families classify as "partially served" during the reporting period selected.

3. When you click on the *Next Step* button, if there are families that classify as "not served," a new form (Figure 14) will open. The form will indicate the number of families "not served" during the reporting period selected.

Figure 14

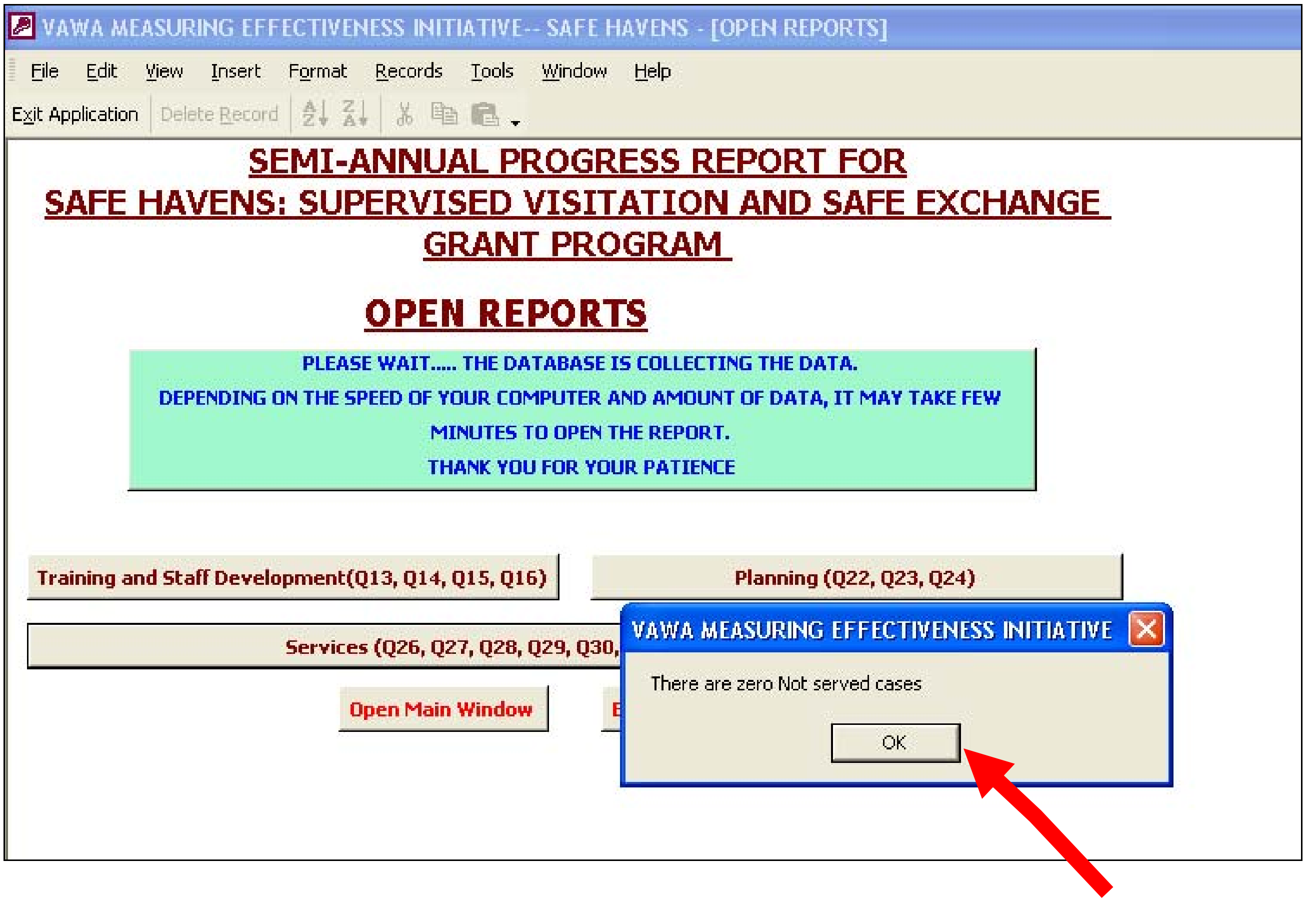


4. Use the *Next Family* button to move through the records of families that were "not served." If the requested service was provided, enter the date it was provided. **If you enter the date the service was provided, do not uncheck the reason(s) the service was initially not provided. For an explanation, refer to instructions on page 18 under "To review or edit an Existing Family.** If there is more than one family that classifies as "not served," click on *Next Family*. When you complete this process for all families that classify as "not served," click the *Close and Preview Report* button to open the complete Services report.

Note: The above form (Figure 14) will not appear if no families classify as "not served" during the reporting period selected.

5. If there are zero "partially served" families and/or zero "not served" families during the reporting period selected, the following message (or similar message) will appear (Figure 15).

Figure 15


VAWA MEASURING EFFECTIVENESS INITIATIVE-- SAFE HAVENS - [OPEN REPORTS]
File Edit View Insert Format Records Tools Window Help
Exit Application Delete Record
SEMI-ANNUAL PROGRESS REPORT FOR
SAFE HAVENS: SUPERVISED VISITATION AND SAFE EXCHANGE
GRANT PROGRAM
OPEN REPORTS
PLEASE WAIT..... THE DATABASE IS COLLECTING THE DATA.
DEPENDING ON THE SPEED OF YOUR COMPUTER AND AMOUNT OF DATA, IT MAY TAKE FEW
MINUTES TO OPEN THE REPORT.
THANK YOU FOR YOUR PATIENCE
Training and Staff Development(Q13, Q14, Q15, Q16)
Planning (Q22, Q23, Q24)
Services (Q26, Q27, Q28, Q29, Q30,
Open Main Window
VAWA MEASURING EFFECTIVENESS INITIATIVE
There are zero Not served cases
OK