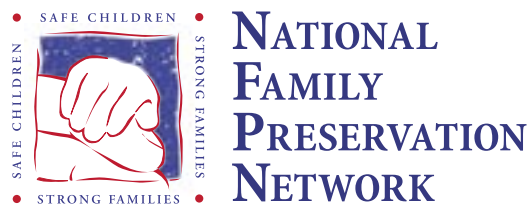


# NCFAS

North Carolina Family Assessment Scale

# Database Installation & User's Guide

*Quick Guide to Data Entry*



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## **National Family Preservation Network**

Priscilla Martens, Executive Director

3971 North 1400 East

Buhl, ID 83316

(888) 498-9047

director@nfpn.org

<http://www.nfpn.org>

The National Family Preservation Network (NFPN) is the sole distributor of the NCFAS training package. All inquiries should be directed to NFPN.

NCFAS developed by:

Raymond S. Kirk, Ph.D., Director

Division of Research and Program Evaluation

ILR, Inc., Durham, North Carolina

Kellie Reed-Ashcraft, Ph.D.

Assistant Professor, Dept. of Sociology and Social Work

Appalachian State University

Department of Sociology and Social Work

Boone, North Carolina

NCFAS Data Entry System v. 3 and the

*Database Installation and User's Guide* developed by:

Diane P. Griffith, M.A.

Database Consultant

[digriffith1@yahoo.com](mailto:digriffith1@yahoo.com)

# 1. Introduction

## 1.1 A Brief Description

The North Carolina Family Assessment Scale (NCFAS) Version 2.0 has been automated to allow for user-friendly data entry. This system was designed using Microsoft Access 2007 and is being distributed with the Microsoft Access 2007 Runtime software. This means that users of this system do not have to have a licensed copy of Microsoft Access 2007 installed on their computers. This also means that all design-related user interfaces of Access have been removed or disabled.

The installation of the database will automatically install the Microsoft Access 2007 Runtime software on your computer, along with the NCFAS Data Entry System Version 3. The minimum system requirements for the Microsoft Access 2007 Runtime are Windows Vista or Windows XP with Service Pack 2 (or higher). If your operating system does not meet these minimum specifications you cannot use the Microsoft Access 2007 Runtime. To check your operating system prior to installation, select **Control Panel** from your **Start** menu. Once the control panel opens, double-click on **System**. The **General** tab on this form will provide the details of your operating system.

During the installation of the data entry system, the default installation folder can be changed (if desired) to allow for the system to be installed in any location. This flexibility means that the system can be installed in a network environment where multiple users may need to use the system. It is also possible to install the data entry system on multiple individual workstations, but data entered on one computer can not be accessed by another computer. A default installation is recommended. However, if you choose not to do this, you will need to create the folder C:\NCFAS2007 on your computer because the database will require this folder to save data exported from the database.

A successful installation of the database will include a menu icon from your **Start/Program** menu. This shortcut will be titled "NCFAS Data Entry System Version 3." You can open the database from this shortcut, or from the desktop shortcut that is also created during installation. However, there will not be any menu icon created for the Microsoft Access Runtime software. To remove/uninstall either the data entry system or the Access Runtime, select **Add or Remove Programs** from the **Control Panel**.

The format and layout of the data entry screens will appear nearly identical to the NCFAS Version 2.0 paper form. From the application's Main Menu, you can add new records (one record = one NCFAS form), locate records previously entered, print records, delete records, run summary reports, view data in

spreadsheet format, export the data in Excel format, and access NCFAS documentation. Section 4 describes these options in detail. (See page 12.) Section 5 describes your data in more detail so that you can understand the data once it has been exported from the database. (See page 24.)

## 1.2 System Requirements

The NCFAS data entry system is a Windows-based application developed using Microsoft Access 2007 and is being distributed with the Microsoft Access 2007 Runtime software. The minimum system requirements for the Microsoft Access 2007 Runtime are Windows Vista or Windows XP with Service Pack 2 (or higher). If your operating system does not meet these minimum specifications you cannot use the Microsoft Access 2007 Runtime. To check your operating system prior to installation, select **Control Panel** from your **Start** menu. Once the control panel opens, double-click on **System**. The **General** tab on this form will provide the details of your operating system.

A PDF reader, such as Adobe Reader, will be required to view NCFAS documentation embedded in the data entry system. If you do not have this program installed, the data entry system will still function properly, but you will be unable to open the documentation. If you do not already have it installed, the Adobe Reader software may be downloaded from <http://get.adobe.com/reader/>.

If you have a licensed copy of Microsoft Access 2007, you may choose to run the NCFAS database with the full version (rather than as a runtime only). To do this, simply rename the database file C:\NCFAS2007\NCFASV2\_3.accdr (default installation) as **NCFASV2\_3.accdb**. Further, you may also choose to uninstall the Microsoft Access 2007 Runtime by selecting **Add or Remove Programs** from the **Control Panel**.

## 2. Quick Guide to Data Entry

This version of the database was designed using Microsoft Access 2007 and is being distributed with Microsoft Access 2007 Runtime software. This means that users of the system do not have to have a licensed copy of Microsoft Access 2007 installed on their computers. Before beginning this process, make sure that your computer meets the minimum system requirements specified on page 2.

Place the installation CD in your CD drive. The installation process should begin automatically. If it does not, double-click the **Setup.exe** file contained on the installation CD to initiate the process. Follow the screen prompts to continue with installation. You will be asked to accept the terms of the licensing agreement and to supply your name and organization. Select a **Typical** installation to install the database to the default location (recommended). Select a **Custom** installation to install the database to a different location. Once the installation is complete select **OK** to both of the message boxes that will appear. If you did not choose a Typical installation, you will need to manually create the C:\NCFAS2007 file folder. During the installation a shortcut will be created for the database in the Start/Program menu as well as a desktop shortcut. You can use either of these shortcuts to open the database.

If you have the previous version of the NCFAS Data Entry System, make sure that the database file (**NCFASV2\_2.mdb**) is located in the C:\NCFAS folder (default install location) before you open the newly installed version for the first time. The first time you open the database it will search for the previous version and import any existing data found. You will be prompted with a message indicating if data was found and importing. These messages will not appear in subsequent openings of the database.

When the NCFAS Data Entry System Version 3 is opened the Main Menu will open automatically. The Main Menu is the form that initiates all actions of the data entry system. It allows you to add a new record to the system, locate a record already entered, print a record in a format identical to the paper form, delete a record you previously entered into the system, run two summary reports, view the data table where your data is stored, export the data in Excel file format, and retrieve NCFAS documentation. These actions are initiated by clicking on the appropriate command button on the Main Menu.

Because the database is running with Microsoft Access 2007 Runtime, you will notice that you do not have the functionality one would normally see with the full version of Access. All functionality of the database is provided in the database menus.

To add a new record to the system, click the **Add New Record** command button from the Main Menu. This action will open the NCFAS main form and add

a new record for data entry automatically. This form allows you to enter identifying information about the family, access each of the five domains of the NCFAS form to enter family scores at intake and closure, add additional records, locate existing records, and return to the Main Menu.

In order to successfully add a new NCFAS record to the database you must provide either the Family ID# or the Family Name. However, it is recommended that you enter both pieces of information at the time a record is first added. A Family ID# makes each record unique and helps to prevent duplicates. The Family ID# field would be an ID that your agency or program uses to track families served. These two pieces of information are used later by the database to allow you to select records for locating, printing, or deleting. The system will not allow you to enter a duplicate Family ID#. This value must be unique for every record entered. If you have entered a duplicate ID#, upon trying to exit the field, you will receive a warning message.

In order to begin entering information on domain scale scores (e.g., the **Environment** command button), you must first enter at least the Family ID# or the Family Name on the NCFAS main form. The system will not allow you to exit the NCFAS Main Form and save the current record if you have not entered either the Family ID# or Family Name. If you select the **Add Record, Locate Record, or Main Menu** command buttons without entering one of these pieces of information you be prompted with a warning message.

To enter the subscale ratings at intake and closure for each of the five NCFAS Domains (Environment, Parental Capabilities, Family Interactions, Family Safety, and Child Well-Being) select the command button for the section you are entering. Selecting a domain command button will open a form to allow you to enter the scale scores for each item.

The Family Name is displayed as a read-only field in the top right area of the form header. You will notice an option group for each scale item to indicate the score. Use your mouse to point and click on the appropriate rating for each scale item at intake and closure. Use the scroll bar on the right side of the form to move up and down. If you make errors when entering scale ratings and need to clear the data you have entered, select the **Undo Changes** command button and any changes you have made to the data on this form since it was opened will be removed. Select the **Exit Form** command button to return to the NCFAS main form when finished. When you select **Exit Form**, the database will check the subscale values you entered and make sure each item has a value. If one or more items are left unmarked, you will receive a warning message.

**CAUTIONARY NOTE:** If you are using a mouse that is equipped with a scroll button, do not use this scroll button when viewing data entry forms in the

database. Using the mouse scroll button when you are viewing forms in the database will cause the database to advance to the next record in the data table and may cause unpredictable error messages.

Selecting the **Add Record** command button on the NCFAS main form invokes the same action as selecting the **Add New Record** command button from the Main Menu. Since the NCFAS form is already opened, however, selecting the **Add Record** command button from this form will simply append a new blank record to the system and a blank form will appear on the NCFAS form. You can begin entering the information pertaining to the next record on the blank form immediately. Selecting the **Locate Record** command button on the NCFAS main form invokes the same action as selecting the **Locate Existing Record** command button from the Main Menu. Selecting the **Main Menu** command button will close the NCFAS form and return you to the Main Menu. All data entered will be saved automatically and a record will now exist in the data table for any family added.

From the Main Menu you can choose to locate existing records, print records, and delete records. Selecting any of these options will open a form that will allow you to select a family record from all the records in the database. By default, the records listed in these forms will be sorted by Family ID#. Alternatively, you can use the **Case Order** option to re-order the records by Family Name. To perform the desired action for a record, simply select the family by clicking on the name or ID in the list box and then select the desired command button action. If you are deleting a record from the database, remember that this utility will permanently delete a record from the system. You will not be able to recover the data once deleted.

To produce a summary report of all information entered in the system, select the **Reports** command button on the Main Menu. Selecting this button will open a report form that provides you the option of producing a summary report of the NCFAS data using counts or using percentages. Further, you can choose between previewing and printing the desired report. Select the **Preview** command button to view the report without printing. Select the **X** in the top right corner of the preview window to close it and return to the Reports form. Select the **Print** command button to send the report directly to the printer.

To view the NCFAS data table (read-only format) select **View NCFAS Data Table** command button on the Main Menu. Selecting this button will open the data spreadsheet. Use the horizontal scroll bar to view all of the data columns. You can use this feature to quickly view all of your data in one place. This is a read-only view, however, and you will not be permitted to make any changes to the data from this window. To close the data table, click on the **X** in the top right corner and you will return to the Main Menu.

Many users may want to export the data entered in the Data Entry System to Microsoft Excel. To export the NCFAS data table, select the **Export Data to Excel** command button on the Main Menu. Selecting this button will open export all of your data in a Microsoft Excel file. The file will be saved automatically to C:\NCFAS2007 as **NCFASdata.xls**. You will receive a pop-up message that indicates the export was successful. You must have the C:\NCFAS2007 file folder to successfully export your data without error.

To access NCFAS documentation from within the data entry system, select the **NCFAS Documents** command button on the Main Menu. Selecting this button will open a form that contains links to three files in Adobe Reader format. To view these files you will need to have a PDF reader, such as Adobe Reader, installed on your computer. (See page 2.) You can open any of the documents by double-clicking the command button. The double-clicking action will execute Adobe Reader and open the selected file. To close the file and return to the data entry system, click the **X** in the top right corner of the Adobe Reader window.

Selecting the **About Database** command button on the Main Menu will open an informational form. This form provides details about who developed the NCFAS and the Data Entry System, as well as the version numbers. This form will also provide you with contact information should you find that you need assistance.

Selecting the **Exit Database** command button on the Main Menu will close the Main Menu, exit the NCFAS Data Entry System, and exit the Microsoft Access Runtime. If this button is selected, you will have to re-open the system from the shortcut.