Appendix D

Instructions for Using the Databases

Two sets of databases have been created for you if you choose to use the Documenting Our Work forms. One set is in Access and one set is in Excel. They are both available on the FVPSA Outcomes Project website:

http://pubs.pcadv.net/FVPSA_Outcome

user name and password are both: outcomes

Instructions for using these databases are provided separately for each type (Access or Excel), in the following sections: downloading the databases, data entry, and analyzing the data. If you have Access on your computer, we recommend that you use the Access database. More programming has already been done for you in the Access versions.

Instructions for Access

Downloading the Access Databases

There are five separate sets of Access files. Each one is used with each of the individual DOW forms we have made available:

- Shelter 1
- Shelter 2
- Counseling
- Support Group
- Support Services

Each set also has different versions, depending on the version of Access you have. Access 2003 is the latest version at the moment, and is probably the one most programs have. Most other programs will have Access 2000. Programs that have Access 2002 can use the version for Access 2000. There are also versions for Access 1997.

To find out which version of Access you have, open up your Access program. Click on "help" on your toolbar, then double-click on "About Microsoft Access." The first screen will tell you what version you have.

To get ready

First, **create separate folders** for each type of form. That means you will have five different folders if you are using all five of the DOW forms available on the website. You might name each folder with the name of its form, such as "shelter 2"; you could also keep your copy of the form in the same folder.

Next, you will need to "uncompress" the zipped folder associated with the form you are working with. To do that:

- Double-click on the zipped folder. On the left you will see "extract all files". (If you don't, click on File, then Extract All)
- Double-click on "extract all files," and click on "next".
- Click on the "browse" button to make sure you extract the files to the folder you have created for the database. You will see the name of the folder displayed in the space under "files will be extracted to this directory".
- Click on "next."
- Click on "finish." You're ready to begin! You will have two Access files in the folder for each form: one with "DataEntry" in the name (e.g. Shelter2DataEntry2003) , and one with "Storage" in the name (e.g. Shelter2Storage2003). Both of these **must** be extracted and **in the same folder.** If they are not in the same folder, the database will not work.

If you get a message that says security will not allow you to open the files

1. Save the file onto your computer—as outlined above.
2. Click **Start**, click **My Computer**, and navigate to the file that you saved.
3. Right-click the file that you saved, and then click **Properties**.
4. Click **Unblock** near the bottom of the dialog box.

Entering Data in Access

"Data entry" is the term used for recording the information on the forms.

To start:
- Double-click on the folder for the form you are working with. These instructions will apply in the same way to all of the forms, but we will use "shelter2" and Access version 2003 as an example.
- Double-click on "shelter2dataentry2003." You will get a message that the files have been connected. That is good!
- You will then see a box that has "forms" highlighted on the left, and three choices on the right. Double-click on "frmShelter2." That stands for the shelter 2 form. [The other two choices begin with "create form." You may never need to use those!] You will see what looks like a **very** close copy of the Shelter 2 form. You are ready to start recording the information ("entering the data") from the paper forms!

NOTE: The databases created for the DOW Shelter 1 and Shelter 2 forms include a 4-digit ID number that no longer appears on the actual forms we have provided.

Most programs will want to either delete that from the database (if you have the technical support to do this) or simply ignore that space when entering data. It is provided only for those programs that have the capacity and desire to match women's responses from Shelter 1 to Shelter 2 forms. The databases provided, however, do NOT have the capability to do this matching so programs would have to create their own databases for this.

Recording the information:

Put your cursor (click) in the first space where you find information on the form. The first space on "shelter 2" is "Approximate number of days you stayed in the shelter this stay." If the survivor who completed the form wrote "10" on the form, type "10" in the space and press "enter."

The cursor will automatically move to the next space. For "shelter 2," that space is the "ID" letter/number combination. Type in what the survivor wrote, and press "enter." Again, the cursor will move to the next space.

For all the choices in question #1, the cursor will go to the choice on the left first, then move across to the one on the right. In other words, the first space is "safety for myself." When you have put in the number the survivor wrote and pressed "enter," the cursor will move across to "transportation."

If a survivor left a space blank you just press "enter" and the cursor will move to the next item. If a whole section is left blank, you can just put the cursor on the next space where the survivor wrote something, type that in, and press "enter."

For the places where the survivor wrote in words, you just type in the words in the space provided (there is lots of room for lengthy answers!), and press "enter" when you are finished.

If you typed in a mistake, just put your cursor in that space, delete (use "backspace") what you typed, put in the correct information, and press "enter."

To save what you have done: it is done automatically when you press "enter." When you are finished, just exit from the file!

If you want to delete everything from a form, right-click on the far left margin, underneath the pencil. You will get a menu that asks if you want to cut, copy, etc. Click on "cut" and the information you recorded for that entire form is gone.

Analyzing Access Data

Frequencies in Access

All of the counts, or "frequencies" have already been programmed for you. All you need to do is right-click on the form on the space for the response you are interested in. At the prompt for dates, enter the date range you are interested in. The number of survivors who have made each type of response will be shown.

For the two required FVPSA outcomes, you have another alternative. Exit from the "forms" section where you have been recording information. Move your cursor to "reports," and click on that. The two FVPSA outcomes will be shown there..Click on the outcome you are interested in—either "rptCount_me_knowmoreresources" ("I know more about community resources") or "rptCount_me_knowmoresafety" ("I know more ways to plan for my safety.")

Crosstabs in Access

Crosstabs in Access are a bit more complicated, since they have not been programmed for you. To explain it clearly, we have copied pictures of what you will see as you go through the process. Remember that crosstabs can be very useful for understanding how two pieces of information are related, as we described in Chapter 10.

A crosstab displays data on two different planes. **Row Headings** show values along the left edge of the report, **Column Headings** are across the top. The data **Values** are displayed at the row/column intersections. To create a crosstab, then, you'll need to identify three sets of variables or **Fields**. (DON'T GET DISCOURAGED – THE FIRST FEW STEPS ARE THE MOST DIFFICULT):

1) Open the data entry database. When the form appears, make a note of the text for the questions on the form that you want to use for your query. You'll need to know these so you can identify the fields you want on your crosstab..

   a) This example will create a crosstab that summarizes entries by *Age* and by *Gender*. So we identify the question texts as "My age is:" (the question for age) and "I am:" (the question for gender).

2) Close the data entry form using the red "X" in the upper right corner. This will reveal the **Database Window**. The database window displays all the elements that make up the database. Using the tabs along the left side (they are on top in Access 97), click the **Tables** tab to display the list of tables that make up the database. Open the table named *AFieldData* by double-clicking it.

3) Two of the columns are named *Fname* and *Caption*. The *Fname* column lists the names of the fields; the *Caption* column lists the matching text that appears on the data entry form. Scroll down the *Caption* column until you find the matching text you chose from step 1) above. Write down the *Fname* values in the same rows. For our example, the values are *us_Age* and *us_gender*. These are the actual names of the fields in the database.

ID	Fname	Caption	Answer Table	Source Query	Report Template
114	us_Ethnicimpor	If there is a particular ethnic backgr			
115	us_Age	My age is:	10		
116	us_Minorchildre	I have			
117	us_Childrenwith	How many are with you here?			
118	us_Considermy	I consider myself to be:	12		
119	us_Considermy	us_ConsidermyselfsexorientOther			
120	us_Highesteduc	The highest level of education I have	13		
121	us_gender	My gender is:	14		
*	(AutoNumber)				

Record: 1 of 121

4) Close the *AFieldData* table. Note that the name of the file you're using appears at the top of the Database Window. For example, *Shelter2DataEntry2003* or *CounselingDataEntry2000*. This tells you what form you're using. Scroll down the list of tables and find the matching table. In this example, we're using *Shelter2DataEntry2003*, so we find the table named *Sshelter2*. This is the main table used by this database.

5) From the menu at the top, choose **Insert**, **Query**.

6) In the **New Query** window, choose **Crosstab Query Wizard**, then **OK**.

7) In the first screen of the **Crosstab Query Wizard**, scroll down the list of tables until you find the main table you identified in step 4) above. Highlight the main table and click the **Next** button.

8) In the next window, scroll down the **Available Fields** list and double-click on <u>one </u>(only one !) of the fields you identified in step 3) above. After you double-click, the name should appear in the **Selected Fields** column on the right.

Crosstab Query Wizard

Which fields' values do you want as row headings?

You can select up to three fields.

Select fields in the order you want information sorted. For example, you could sort and group values by Country and then Region.

Available Fields:

tp_Communicating
tp_Gettingaround
tp_Privacy
tp_Otherconcerns
us_Considermyselfrac
us_Considermyselfrac
us_Ethnicimportant
us_Minorchildren
us_Childrenwithyou
us_Considermyselfsex
us_Considermyselfsex

Selected Fields:

us_Age

>
>>
<
<<

Sample:

us_Age	Header1	Header2	Header3
us_Age1	TOTAL		
us_Age2			
us_Age3			
us_Age4			

Cancel   < Back   Next >   Finish

9) Click the **Next** button. In the next window, select the other field from step 3) above and click **Next**.

Crosstab Query Wizard

Which field's values do you want as column headings?

For example, you would select Employee Name to see each employee's name as a column heading.

tp_Gettingaround
tp_Privacy
tp_Otherconcerns
us_Considermyselfrace
us_ConsidermyselfraceOther
us_Ethnicimportant
us_Minorchildren
us_Childrenwithyou
us_Considermyselfsexorient
us_ConsidermyselfsexorientOther
us_Highesteducation
us_gender

Sample:

us_Age	us_gender1	us_gender2	us_gender3
us_Age1	TOTAL		
us_Age2			
us_Age3			
us_Age4			

Cancel   < Back   Next >   Finish

10) At the next screen, highlight the first field in the list. It will have the same name as the table plus the letters "ID". So for our example, it will be *Shelter2ID*. In the right column **Functions**, select **Count**, then click **Next.**

Crosstab Query Wizard

What number do you want calculated for each column and row intersection?

For example, you could calculate the sum of the field Order Amount for each employee (column) by country and region (row).

Do you want to summarize each row?

☑ Yes, include row sums.

Fields:

Survey2ID
DateRecorded
DaysStayed
RespondantID
sw_safetymyself
sw_safetychildren
sw_learningmyoptions
sw_attentionmywants
sw_attentionchildrenwants
sw_understandviolence
sw_safetyplanning

Functions:

Avg
Count
First
Last
Max
Min
StDev
Sum
Var

Sample:

| us_Age	us_gender1	us_gender2	us_gender3
us_Age1	Count(Survey2ID)		
us_Age2			
us_Age3			
us_Age4			

[Cancel]   [< Back]   [Next >]   [Finish]

11) At the last screen, put in a descriptive name for your query, then click **Finish**. The query appears. If you close the query, you can reopen it by going to the **Queries** tab (see step 2 above) and double-clicking on the name of the query. <u>The query will automatically include new records you've added after the time you created it.</u>

Shelter2_Crosstab : Crosstab Query

My age is:	Total Of Survey2	1	2	3
▶ 1	1	1		
2	1		1	
3	1			1
4	1	1		
5	1		1	
6	1			1

Record: [◀◀] [◀]   1   [▶] [▶◀] [▶*] of 6
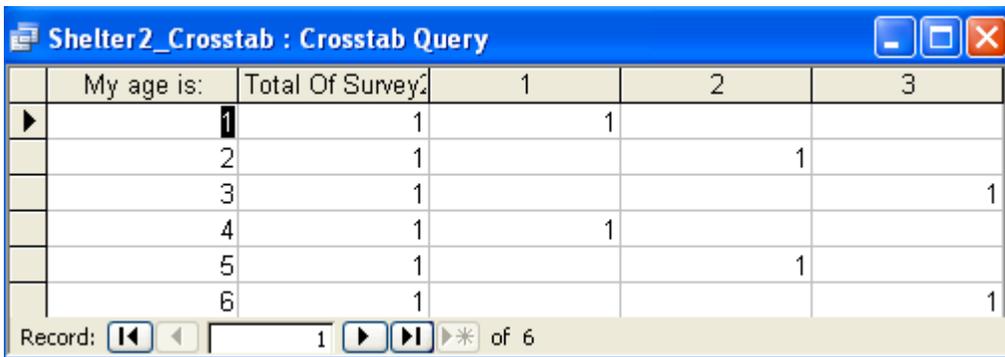
12) The query only displays the <u>codes</u> of the answers, not the text. To match the code to a text answer, use the tables identified in step 3) above. In this example, it would be answer tables 10 and 14, which correspond to the tables named *Question10Answers* and *Question14Answers*.

13) NOTE: Displaying the text answers on the crosstab query is an advanced topic and requires several more steps. There are two ways to do this, using Access alone (see the document *Linking Access tables.DOC*) or using Excel. Here are the steps using Excel, since they are easier.

14) If the crosstab query is open, leave it open. If you closed it, go to the **Queries** tab and highlight the crosstab query's name, but do not open the query.

15) From the menu at the top, choose **File**, **Export…**.The **Export Query…** window opens.

16) In the window, change the **Save as Type** selection to **Microsoft Excel 97-2003 (*.xls)** Check the **Save formatted** checkbox, then select the proper folder in the **Save in** box at the top. Click the **Export** button.
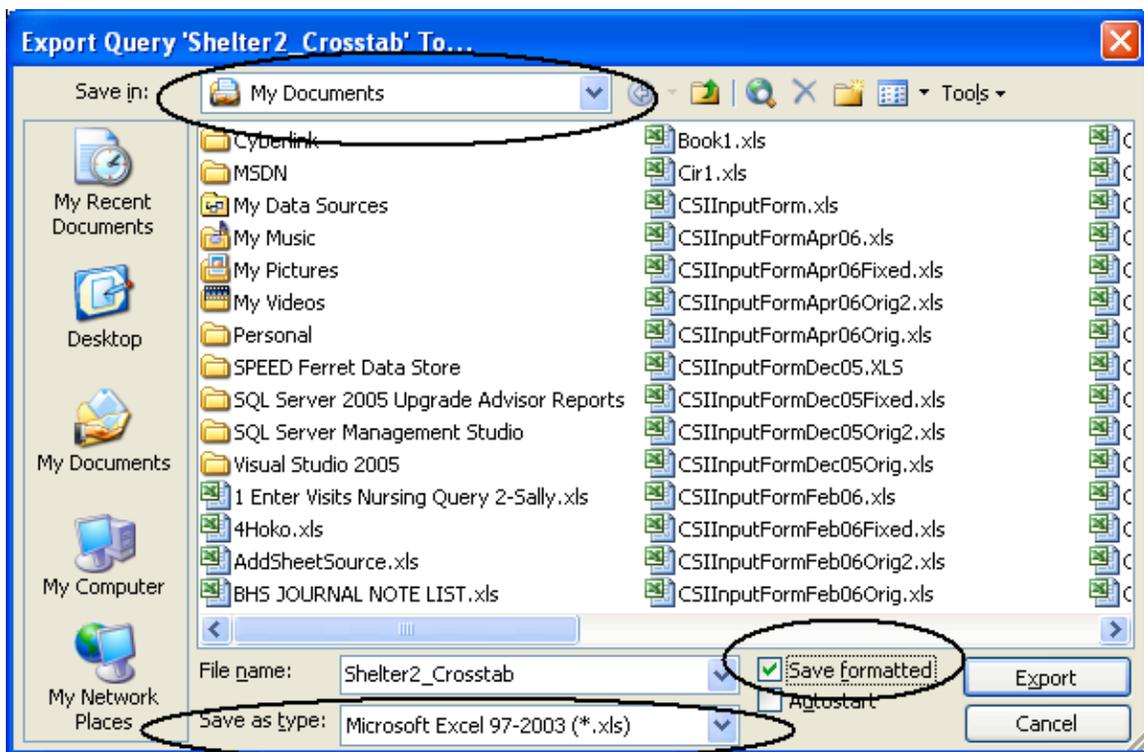
17) <u>A copy</u> of the crosstab query has been exported to Excel. You can now use Excel to open the Excel file and type over the Row and Column Headings based on the answer tables you identified in step 3) above. You can then print the report in Excel.

18) NOTE: As you add entries to the database, the crosstab query will automatically update itself in Access—so you will only have to create the crosstab one time! However, since you exported a <u>copy</u> of the report into Excel to create the labels, the Excel file <u>will not automatically update</u>. To refresh the Excel file and incorporate the updated data, follow steps 14-17 again.