



Ohio Children's Trust Fund
Using the Protective Factors
Survey (PFS) and Database
September 9, 2011

Agenda

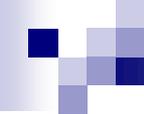
- PFS Overview
- Survey Administration
- Data Collection and Management
- Preparing Database for SFY 2012
- Installing the PFS database
- County and Vendor PFS IDs
- Importing Data – from another site
- Exporting Data – to OCTF Office
- Exporting Data to Excel – for analysis and reporting
- Summary Reports
- Q & A

PFS Overview

- Designed for use in child abuse prevention programs
- Provides feedback for continuous improvement and evaluation purposes
- Provides agencies with the following information:
 - A snapshot of the families they serve
 - Changes in protective factors (increase and decrease)
 - Where to focus services

Survey Administration

- Assign ID #s. Keep ID Key in secure location
- Staff complete “program information” on the PFS
- Create survey packets for the respondents including
 - Informed consent form
 - Demographic form and the PFS (clearly marked with client ID)
- Provide alternative arrangements for non-participants
- Hand out survey packets with Client IDs clearly marked
- Introduce Survey (an introductory statement is in the Manual)
- Review instructions (using the manual text)
- Start Survey, answer questions as needed (use manual to help with paraphrasing)
- Upon completion, collect surveys
 - Surveys need to be retained for seven years



Data Collection and Management

- Very important to create and use unique identifiers
- Need to ensure that both demographic information and survey questions are answered
- Store data in a safe, secure place

Preparing Database for SFY 2012

- Save the DataTransfer file you sent to OCTF for SFY 2011
- Delete database or individual SFY 2011 records from database
- If deleted database, download new database

Database Installation

Download from FRIENDS website

- A complete installation will create a folder named “PFSDatabase” in your C drive. It includes the following files in the folder:
 - PFSDatabase.mdb
 - PFSDataTransfer.mdb
 - MouseHook.dll
 - ReadMe.doc
 - SecurityWarnings_Access2003and2007.doc

Database

- To open the Database, double-click the “PFSDatabase.mdb” file.
 - The main menu will open automatically.
 - If you have Access 2003 or 2007, you may receive a security warning.
- ***See SecurityWarnings_Access2003and2007.doc file
- You will need to assign an agency ID, if first time.

County and Vendor PFS IDs

- We will be e-mailing you a list of agency PFS ids for vendors that was utilized last year. Please review the agency PFS ids for your county and make any necessary vendor name revisions and then e-mail the list back to the Trust Fund.
- If you have vendors who have already begun administering the PFS and are using an agency id that is different from the one on the list, please revise the agency id on the list.

Importing Data

- Make sure
C:\PFSDatabase\PFSDatabaseTransfer.mdb file exists on your computer. This is the only way the import will happen successfully.
- Open the PFS Database
- Select the Import from Database button
- This will import any non-duplicate records from the PFSDatabaseTransfer.mdb file.

Importing Data Continued

- Import each file separately – one at a time.
- Once file is imported, rename it and move it into a separate file folder.
- This is very important as the files all have the same name in order to import the data into the database.

Exporting Data to CTF

- The Export to Database will generate a file that contains all of the data you have entered into the database. It will be saved as PFSDDataTransfer.mdb.
- You must have that file in order to complete the export or you will receive an error message.

Exporting Data to CTF continued

- Each time you “export to database” the PFSDatatransfer.mdb file is overwritten.
- ***You may need to place in a zip file in order to send it to most emails.

Exporting Data to Excel

- This option generates four excel files that contain all of the data you have entered into the database. The four files are:
 - Childdata.xls
 - Participantdata.xls
 - PFSdata.xls
 - Programdata.xls
- The data is associated to the data entered on each page of the survey form.

Summary Reports

- Select “Summary Reports” from the main menu.
- Select “Traditional”
- Select Optional report criteria
- Indicate report pages to view
 - “All Pages” will print all four reports
 - To select, mark associated pages with a check box.
- Then, print or preview reports



Questions and Answers

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