Grants to State Sexual Assault and Domestic Violence Coalitions 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 now 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 has been working with the Office on Violence Against Women to develop a Semi-Annual Progress Reporting Form for grantees to report on their grant-funded activities. The Grants to State Sexual Assault and Domestic Violence Coalitions Program (State Coalitions Program) grantees are required to submit the Semi-Annual Progress Report on activities engaged in from the periods January 1 through June 30 and July 1 through December 31. This report will be filed with the Office on Violence Against Women 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 or any other confidential 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. 2000-WT-VX-K002 and 2004-WT-MU-K001 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:
Coalition Membership – (Q8)
Training – (Q12, Q13, Q14)
System Advocacy – (Q17)
Products – (Q20)
Technical Assistance – (Q23, Q24)

Systems Requirement:

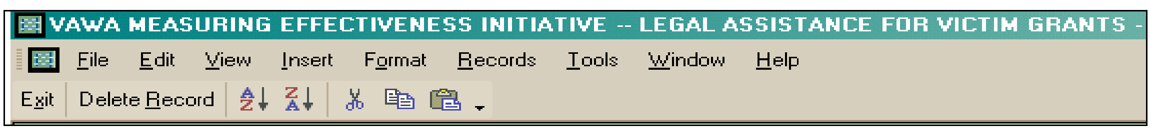
- Windows operating system
- Access 2000

IMPORTANT: This instruction manual is specifically designed for the Database Application. Refer to the instruction for the Semi-Annual Progress Report for additional information on completing the actual reporting form.

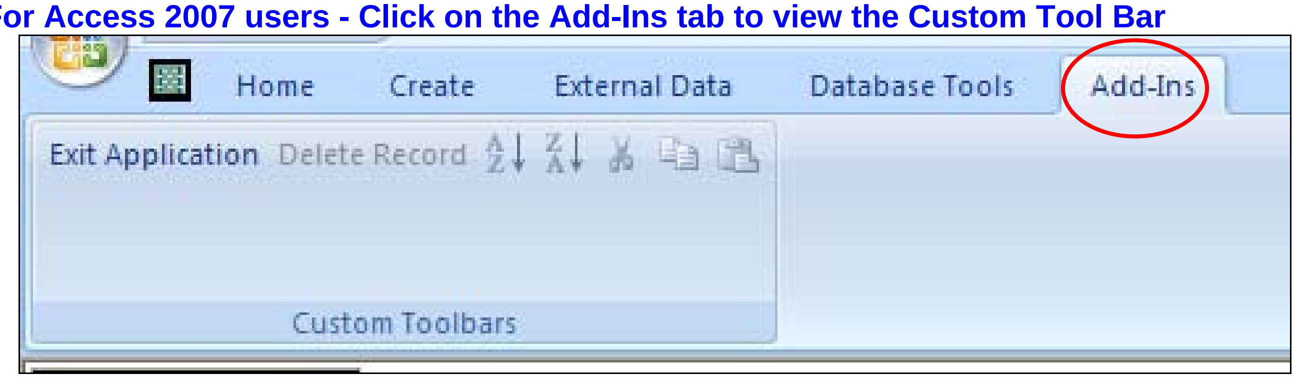
Getting Started

To run the database application, use either Windows Explorer or My Computer to navigate to the “STATECOALITIONSdb2.0” folder on your “C:\” drive of either the single user machine or the client machine (network environment). Find the file named “statecoalitionsdb2.0.mdb”. Double-click on this file to open the database application.

Throughout the 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 toolbar 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 toolbar options appear as follows:

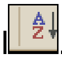


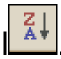
For Access 2007 users - Click on the Add-Ins tab to view the Custom Tool Bar

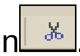


Exit – To close the entire application and exit Access. **If you only want to close the form you are in, do not click Exit.**

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) – 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 by and then click this tool.

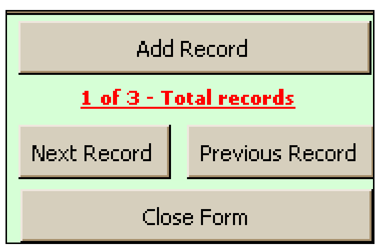
Sort Descending (Z|A) – To sort the record in descending order based on a particular field. Place the cursor in the field in which you want the records sorted and then click this tool.

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 use information repeatedly without re-typing it. Use the mouse to highlight the 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 where you wish the information to appear, and click on the *Clipboard* button.

Another tool provided on the data entry pages (forms) allows you to add records or browse existing records.



This tool works as follows:

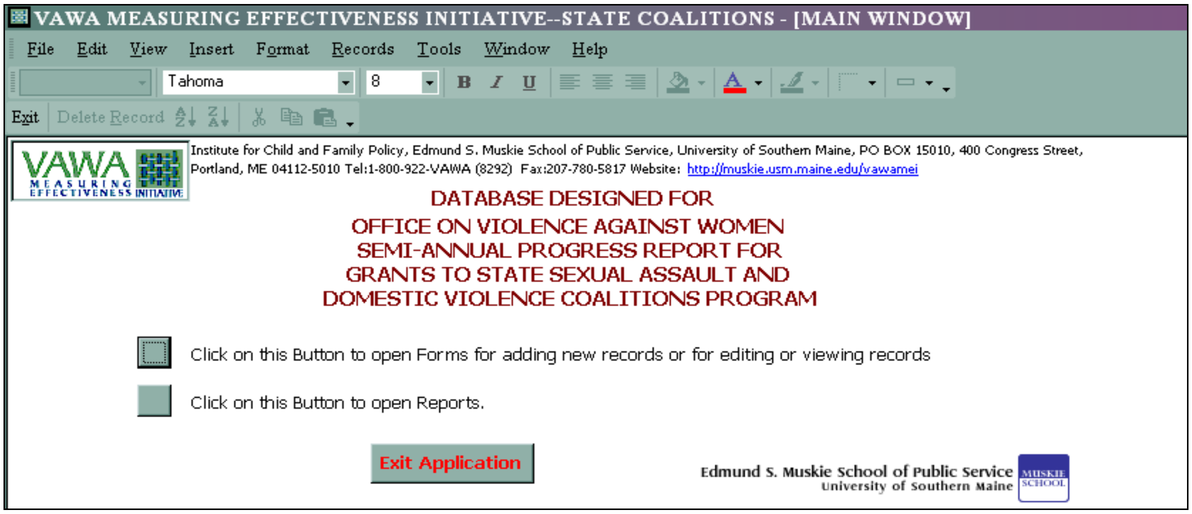
Add Record – This button opens the data entry page and allows you to enter new data.

Next Record/Previous Record – The database stores previously entered data; these buttons will help you browse through existing records.

Close Form – This button closes the form you are working on and will return you to the *Open Forms* screen.

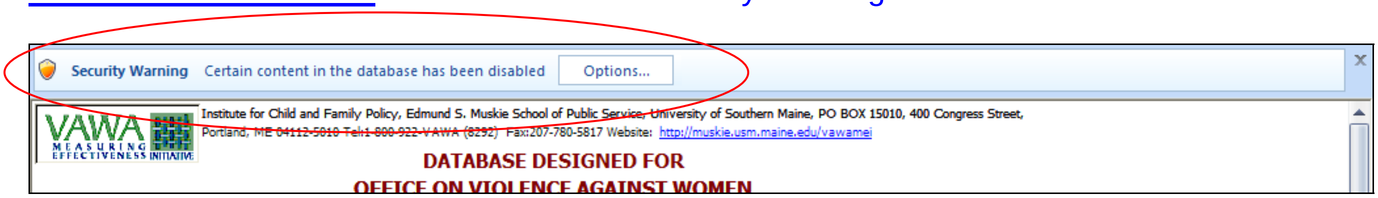
When the database is opened, the following window appears. For the purpose of this application, this window is called *Main Window* (Figure 1).

Figure 1



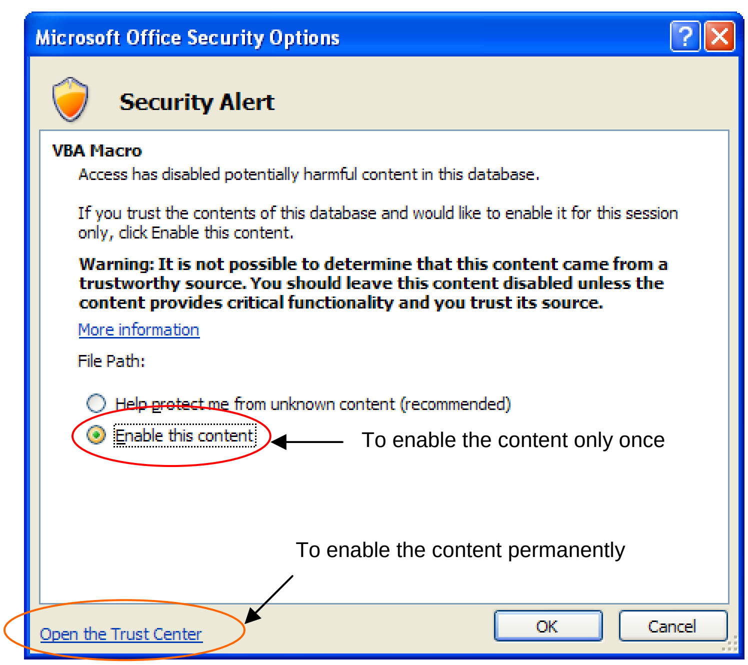
At this point, the user will decide between 1) opening forms for entering new records or editing existing records or 2) opening reports. Click the button next to the preferred choice. Instructions for opening the forms and opening the reports are detailed in this manual.

For Access 2007 users – Please note the Security Warning



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.

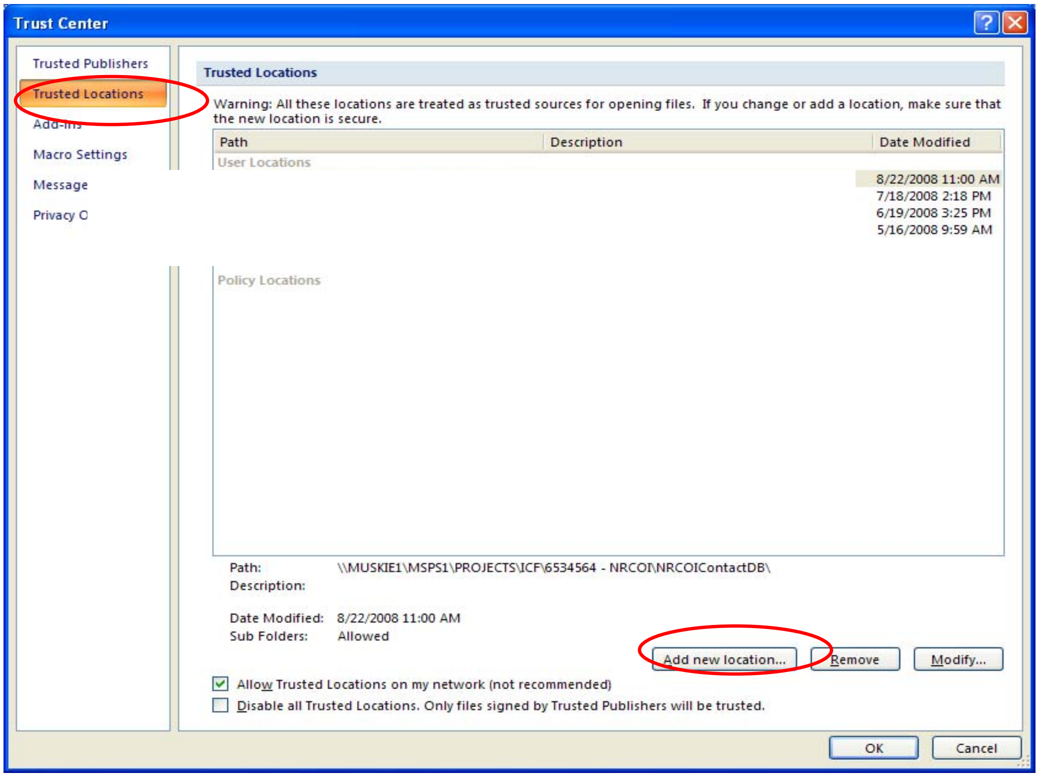
To enable these codes press the ‘Option’ button and the following “Microsoft Office Security Options” window will appear



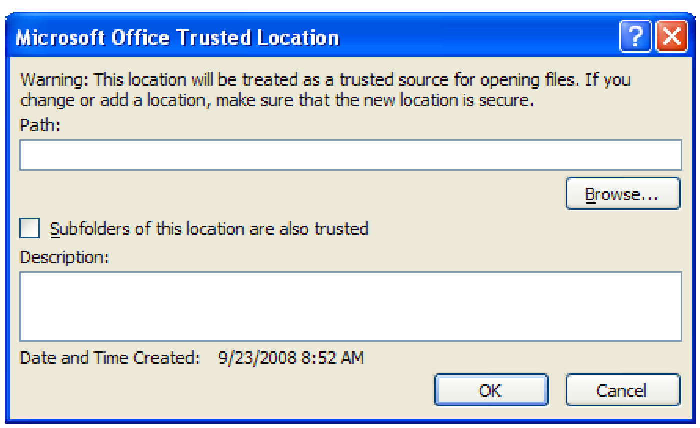
To enable the content only once, click on the radio button next to “Enable this content” and press the button “OK”.

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



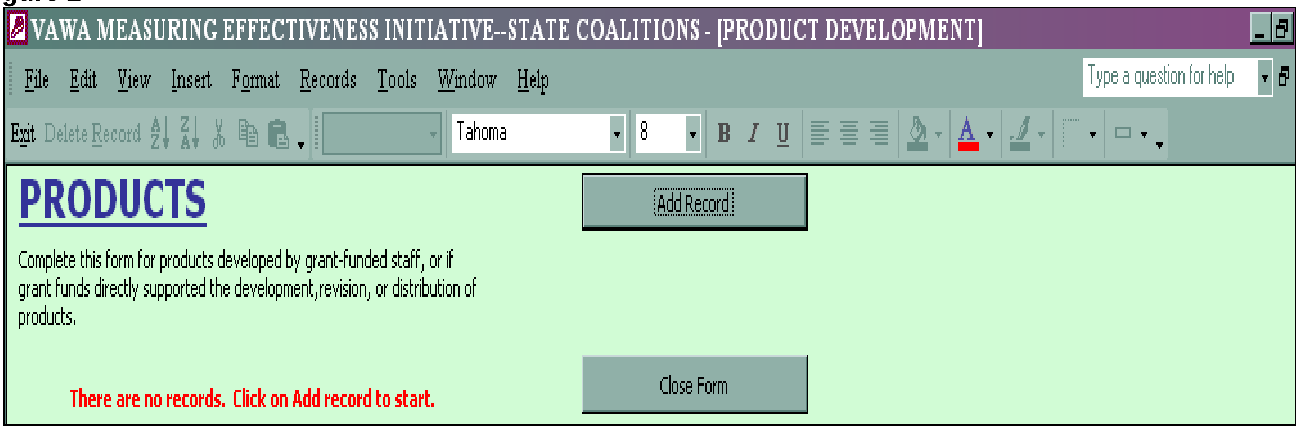
- Press the button “Browse” and locate the folder where you have installed the database. The default folder for the database is “C:\ STATECOALITIONSdb2.0”. Press the “OK” button to add this new location.
- You will see this new location added to your “Trust Center” window.
- Press the “OK” button on 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 windows, such as the example in Figure 2.

Figure 2



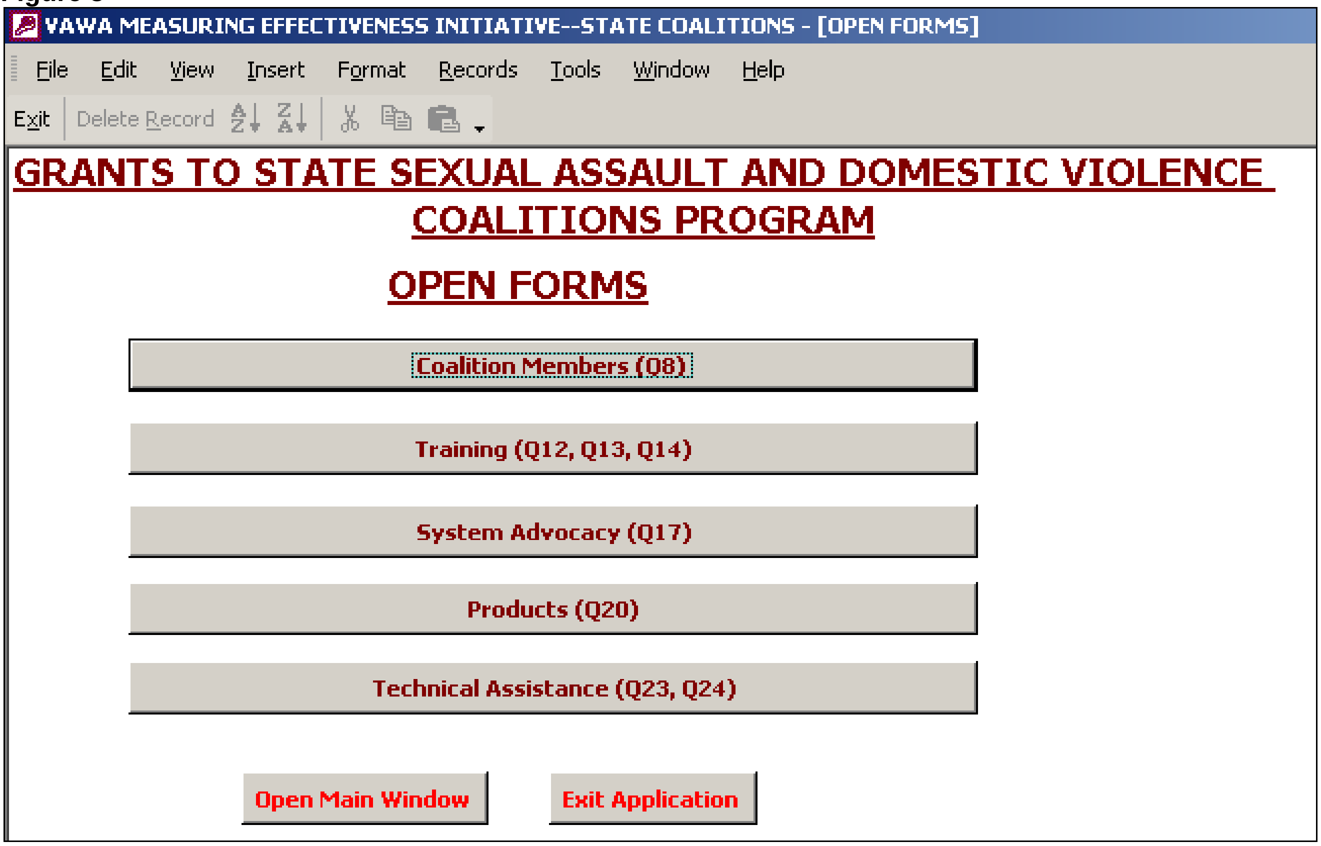
NOTE: Throughout the database application, there are fields that collect data that is not required for the semi-annual progress reporting form. These fields are provided for internal use and are referred to in this manual as "optional." For example, in the *Technical Assistance* section of this database, there is a field provided to enter the name of the technical assistance recipient. You do not have to report the name of technical assistance recipients on the reporting form, but including a name in the database will help you locate the recipient should you need to review, edit, or delete information entered about that recipient.

PART I

DATA ENTRY

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

Figure 3



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.

Coalition Members (Q8)

Figure 4

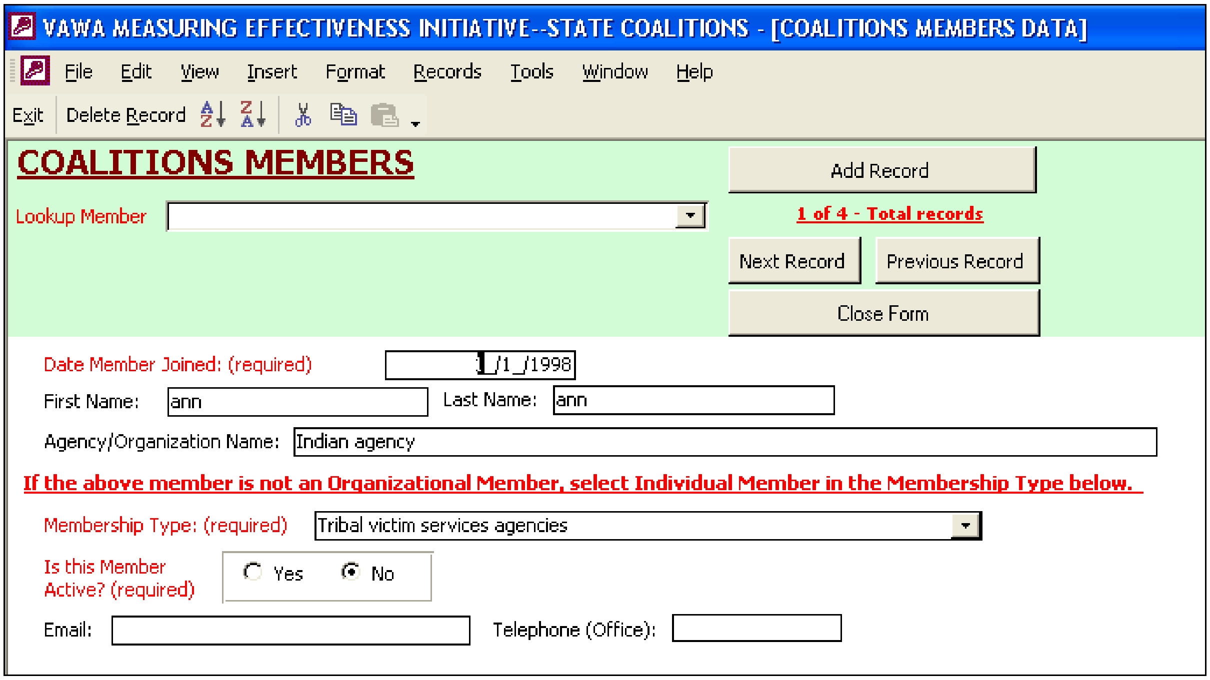


Figure 4 is an example of the form used for identifying and collecting the number of organizational members and individual members.

<u>To enter a New Coalition Member:</u>

1. Click on the *Add Record* button.

2. Enter the date the member joined the Coalition. When entering this data for the first time for existing members, the user can use the first day of the current reporting period.

3. If the member is an individual, enter their name. This will enable you to locate the member from the pull-down menu in the *Lookup Member* field. If the member is an organizational member, the user can also enter the contact person for that organization. These fields are optional and this information will not be in the output summary.

4. If the member is an organization, enter the organization name. This will enable you to locate the member from the pull-down menu in the *Lookup Member* field. This field is optional and this information will not be in the output summary.

5. Use the mouse to click on the arrow at the end of the *Membership Type* field to open the pull-down menu. Click on the organization type that best describes the member. If the member is an individual, click on “Individual Member.”

6. Indicate whether the member is active or not by clicking on the appropriate answer.

7. Enter the email address of the member. This field is optional and the information will not be in the output summary.

8. Enter the telephone number of the member. This field is optional and the information will not be in the output summary.

9. When complete, click on *Save this Record*.

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

<u>To edit or review an Existing Coalition Member:</u>

Method 1

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

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 member 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 Coalition Member:</u>

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

2. Click in the *Date Member Joined* text-box and click *Delete Record* on the toolbar.

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.

Figure 5

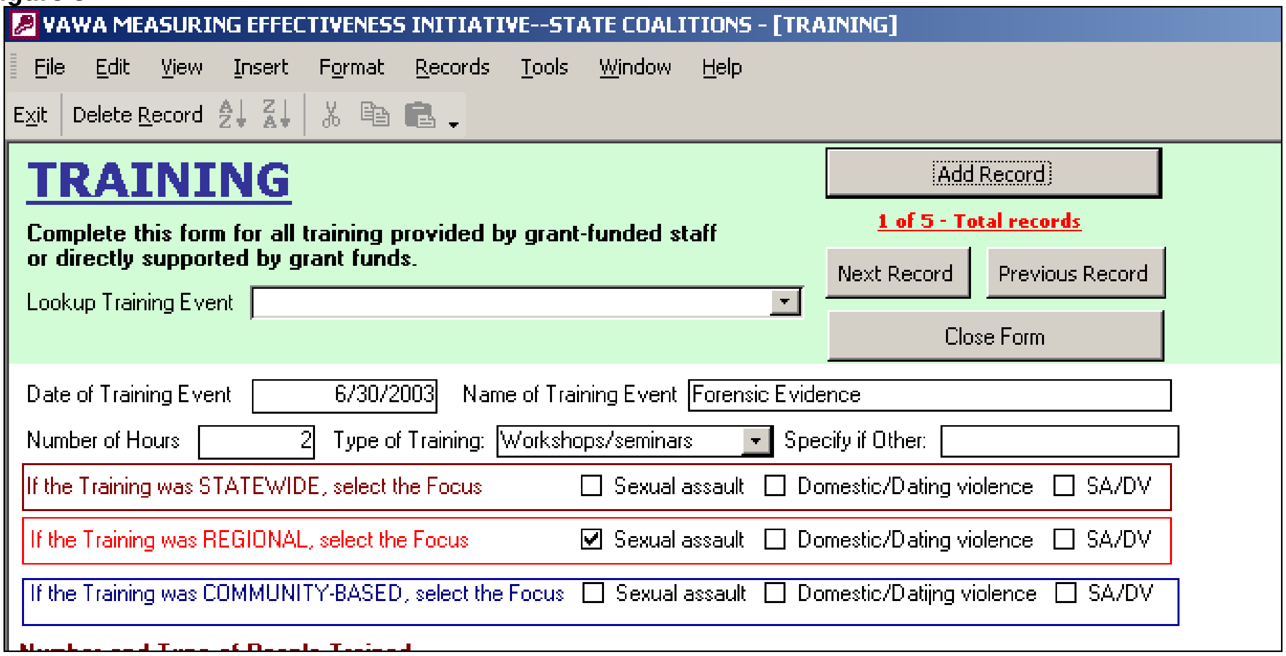


Figure 5 is an example of the form used to track the training events provided by grant-funded staff or directly supported by grant funds. The user can choose between reviewing the information or previous training events and entering new training event information. This portion of the database collects 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 Event* to *Name of Training Event*, press the *Tab* key on the keyboard.
4. Enter the name of training event. This field is optional.
5. Enter the number of hours the training event lasted.
6. Using the pull-down menu in the *Type of Training* field, select the type of training event. If the type of training is not listed in the pull-down menu, select "Other" and describe it in the space provided.
7. Indicate whether the training event was statewide, regional, or community-based and the focus of the training event by clicking on the appropriate box. .

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

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

10. When complete, click on *Save this Record*.

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

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

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.

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

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

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 Event* text-box and click *Delete Record* on the toolbar.

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.

System Advocacy (Q17)

Figure 6

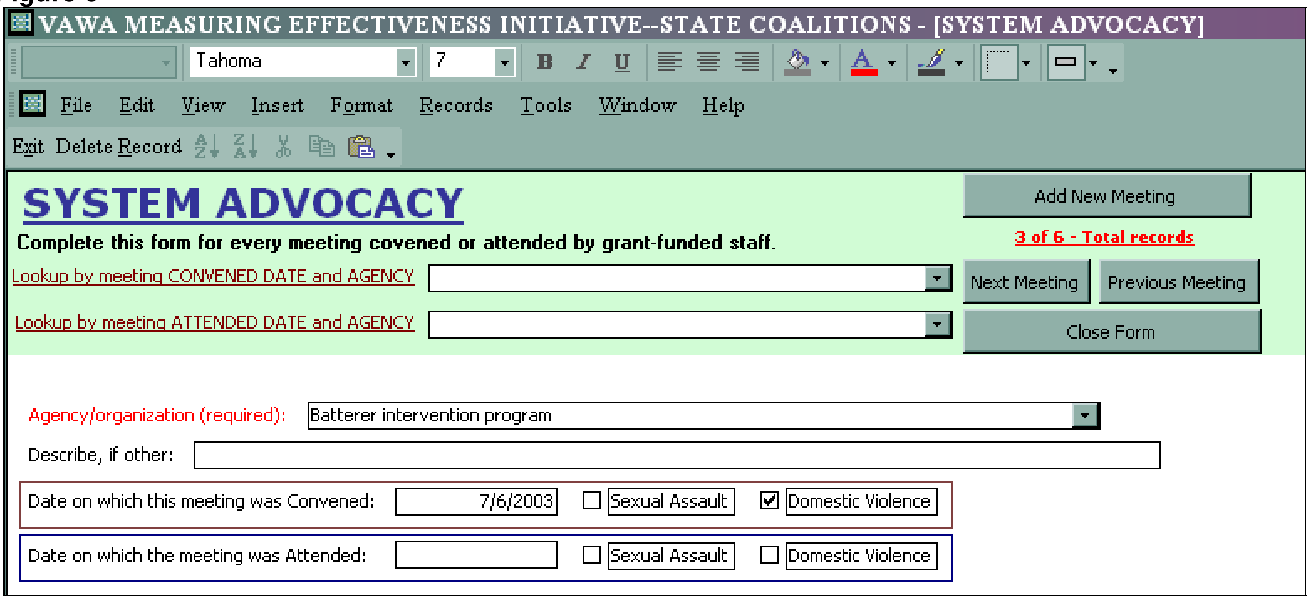


Figure 6 is an example of the form that will track information on system advocacy meetings that were convened or attended by grant-funded staff or directly supported with grant funds. System advocacy is activity intended to affect policy and/or procedural change in order to improve institutional response to sexual assault and/or domestic violence.

<u>Enter a New System Advocacy Meeting:</u>

1. Click on the *Add New Meeting* button.

2. Use the mouse to click on the pull-down menu at the end of the *Agency/organization* field. Select the type of agency/organization that was the primary attendee of the meeting. If the meeting was attended by multiple agencies and/or organizations, select “Multidisciplinary Group/Task Force.” If “Other” is selected, describe the agency in the space provided.

3. For meetings convened, enter the date the meeting was convened, and use the mouse click on the appropriate box(es) to indicate whether the focus was on sexual assault, domestic violence, or both.

4. For meetings attended, enter the date the meeting was attended and use the mouse click on the appropriate box(es) to indicate whether the focus was on sexual assault, domestic violence, or both.

5. When complete, click on *Save this Meeting and Enter Other Information*.

6. To continue adding more meetings, click on *Add New Meeting*. To finish, click *Close Form* to return to the *Open Forms Window*.

<u>To review or edit an Existing System Advocacy Meeting:</u>

Method 1

1. In the green area, use the mouse to click on the arrow at the end of the *Lookup by Meeting CONVENED DATE and AGENCY* field or *Lookup by ATTENDED DATE and AGENCY* field to open the pull-down menu listing all previously entered meetings. Choose the meeting you want to review or edit. This will fill in the existing data for that meeting.

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

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

Method 2

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

<u>To delete System Advocacy Meetings:</u>

1. In the green area, use the mouse to click on the arrow at the end of the *Lookup by Meeting CONVENED DATE and AGENCY* field or *Lookup by ATTENDED DATE and AGENCY* field to open the pull-down menu listing all previously entered meetings. Choose the meeting you want to delete. This will fill in the existing data for that meeting.

2. Click on the *Agency/organization* text-box and click *Delete Record* on the toolbar.

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.

Products (Q20)

Figure 7

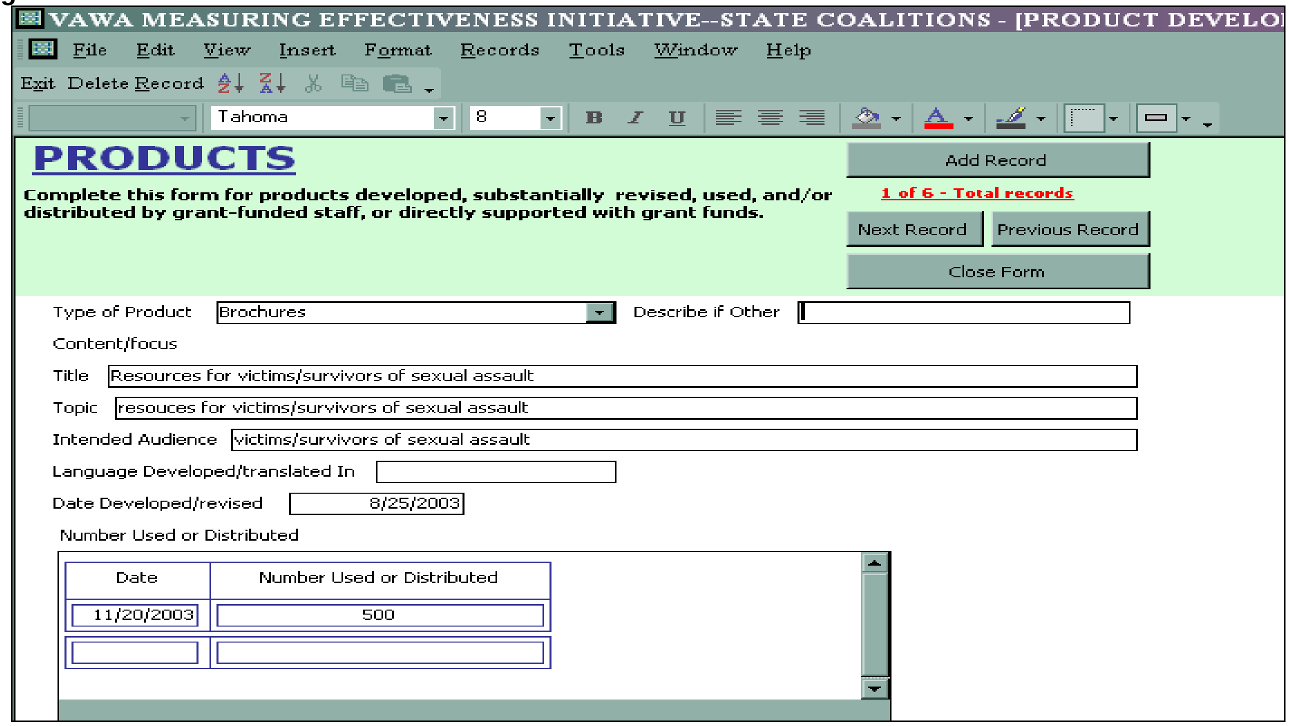


Figure 7 is an example of the form used to track products developed, substantially revised, used, and/or distributed by grant-funded staff or directly supported with grant funds.

<u>To enter a New Product:</u>

1. Click on the *Add Record* button.

2. Using the pull-down button, select the type of product developed or substantially revised. If it is not listed, select “Other” and describe it in the space provided.

3. Enter the title of the product.

4. Enter the topic of the product.

5. Enter the intended audience.

6. Provide the various languages (other than English) in which the product was developed or translated.

7. Enter the date the product development or product revision was complete.

8. Enter the date the product was used or distributed, and how many were used or distributed.

9. When complete, click on the *Save this Record* button.

10. To continue adding more products, click on *Add Record*. To finish, click *Close Form* to return to the *Open Forms Window.*

<u>To review or edit an Existing Product Entry:</u>

1. In the green area, use the Next Record and Previous Record buttons to browse through previously entered products.

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, choose another product to review or edit, or click on *Close Form* to return to the *Open Forms Window*.

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

<u>To delete an Existing Product Entry:</u>

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

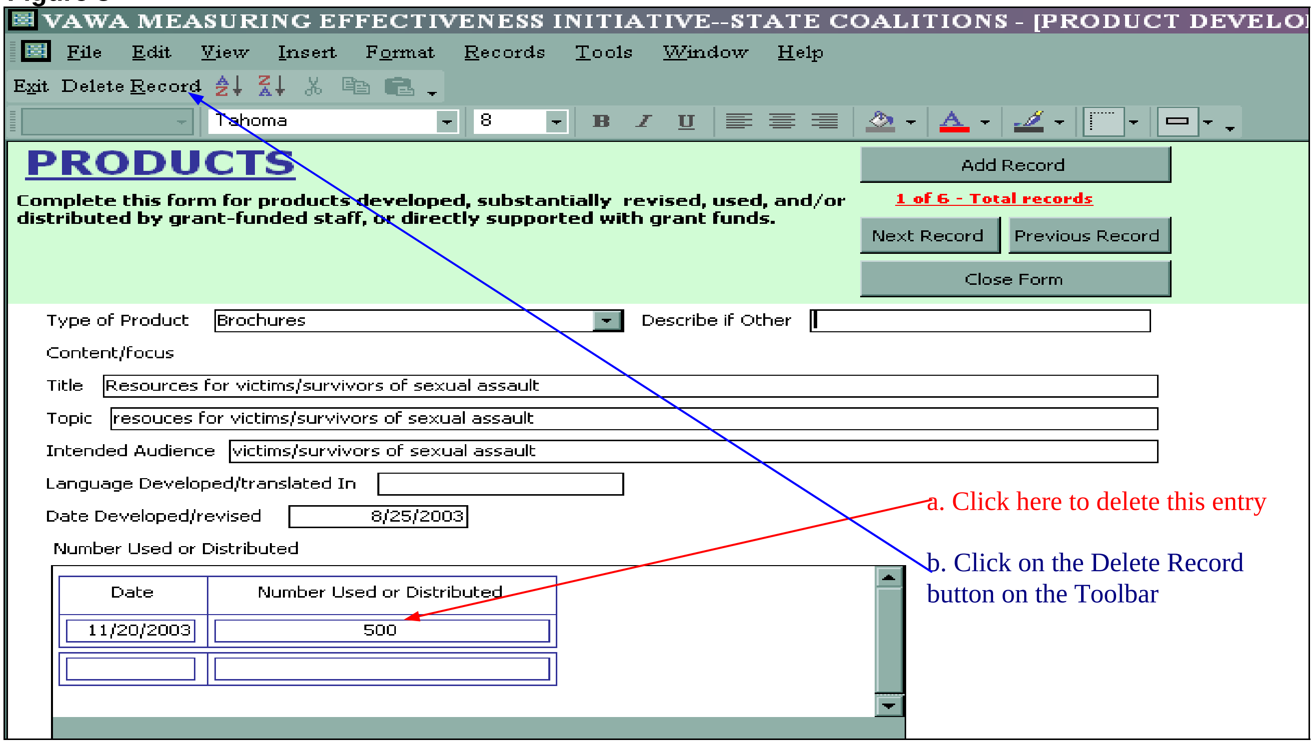
2. Click on the *Date Developed/Revised* text-box and click *Delete Record* on the toolbar.

<u>To delete an Existing Used or Distributed entry for a specific Product:</u>

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

2. Click in the field containing the information you want to delete under *Number Used or Distributed* and click *Delete Record* on the toolbar (Figure 8). This will delete the information in that field but not the product record.

Figure 8



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.

Technical Assistance (Q23, Q24)

Figure 9

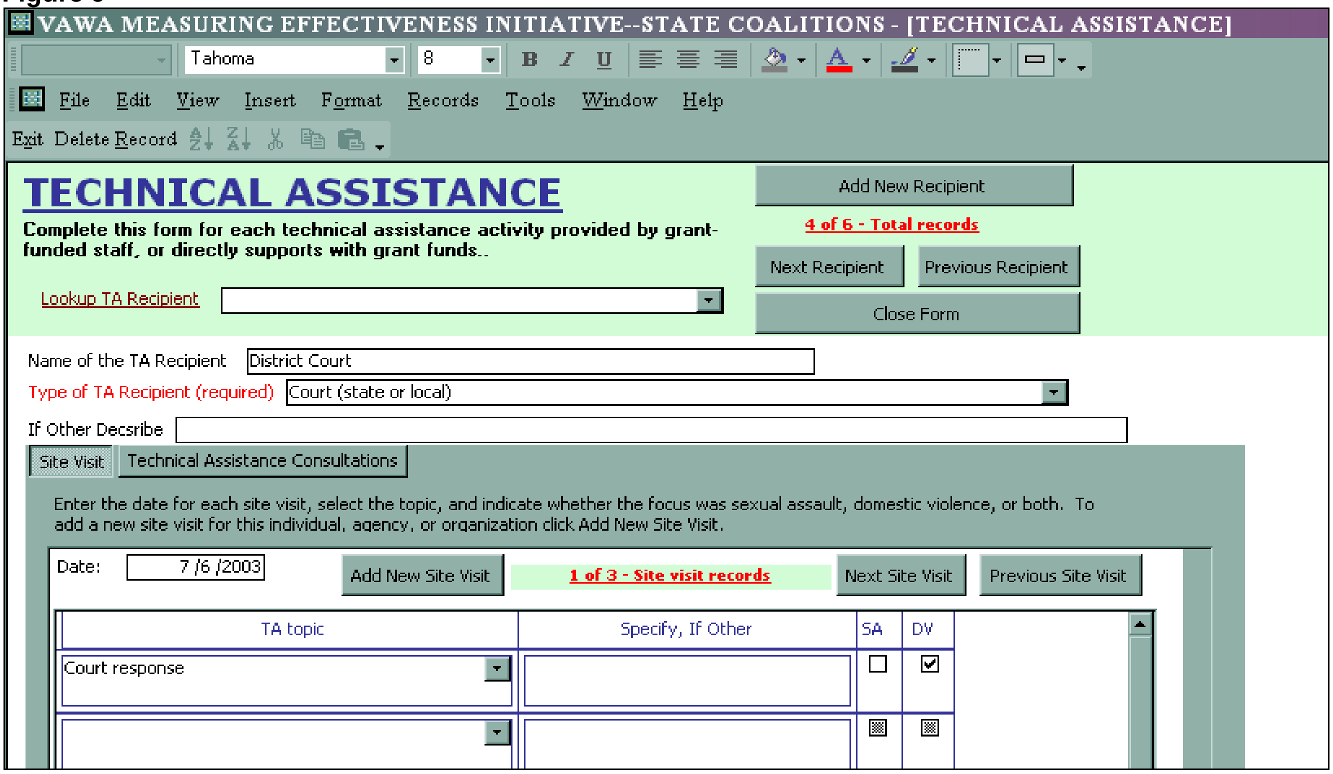


Figure 9 represents the portion of the database that collects information related to technical assistance provided to individuals, agencies, and/or organizations. Complete this form for each technical assistance activity supported by grant-funded staff or directly supported with grant funds.

<u>To enter a New Technical Assistance Recipient:</u>

1. Click on the *Add New Recipient* button.
2. Enter the name of the agency, organization, or individual requesting the technical assistance. This field is optional.
3. Using the pull-down menu, select the type of recipient. If the type of recipient is not listed, select “Other” and write a brief description in the space provided.
4. Click on *Save this Recipient and Enter Other Information.* This will expand the form so you can enter additional information.
5. Click on the *Site Visit* tab and then click on *Add New Site Visit*. Enter the date of the site visit, use the pull-down menu to select the topic of the site visit, and indicate whether the focus was sexual assault, domestic violence, or both. When finished, click on *Save this Record*.
6. Click on the *Technical Assistance Consultations* tab and then click on *Add New TA Consultation*. Enter the date of the technical assistance consultation, use the pull-down

menu to select the topic of the consultation, and indicate whether the focus was sexual assault, domestic violence, or both. When finished, click on *Save this Record*.

7. To continue adding technical assistance recipients, click on *Add Recipient*. To finish, click on *Close Form* to return to the *Open Forms Window*.

To review or edit an Existing Technical Assistance Recipient, Site Visit, or Consultation:

Method 1

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

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

3. To review or edit a site visit, click on the *Site Visit* tab. Use the *Next Site Visit* and *Previous Site Visit* buttons to browse through the previously entered site visits for that recipient. To edit, use the *Tab* key on the keyboard or the mouse to select the field you want to edit and make necessary changes. To add a site visit, click on *Add New Site Visit*.

4. To review or edit a consultation, click on the *Technical Assistance Consultations* tab. Use the *Next TA Consultation* or *Previous TA Consultation* buttons to browse through previously entered consultations for that recipient. To edit, use the *Tab* key on the keyboard or the mouse to select the field you want to edit and make necessary changes. To add a consultation, click on *Add New TA Consultation*.

5. When finished, choose another recipient 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 through 5 in Method 1 above.

To delete a Technical Assistance Recipient:

Note: If you delete the Technical Assistance recipient, all the data (i.e. site visit and technical assistance consultations) for that recipient will be automatically deleted.

1. In the green area, use the mouse to click on the arrow at the end of the *Lookup TA Recipient* field to open the pull-down menu listing all previously entered technical assistance recipients. Choose the recipient you want to delete. This will fill in the existing data for that recipient.

2. Click on the *Name of Recipient* text-box and click *Delete Record* on the toolbar.

To delete a Technical Assistance Site Visit or Consultation:

1. In the green area, use the mouse to click on the arrow at the end of the *Lookup TA Recipient* field to open the pull-down menu listing all previously entered technical assistance recipients. Choose the recipient record you want to edit. This will fill in the existing data for that recipient.

2. Click on the *Site Visit* tab. Click on the *Next Site Visit* or *Previous Site Visit* buttons to select the site visit you want to delete. Click on the *Date* text-box and click on *Delete Record* in the toolbar. This will delete only the selected site visit activity and leave the recipient in the database. **Note: This will automatically delete all technical assistance topics for that site visit.**

3. Click on the *Technical Assistance Consultations* tab. Click on the *Next TA Consultation* or *Previous TA Consultation* buttons to select the consultation you want to delete. Click on the *Date* text-box and click on *Delete Record* in the toolbar. This will delete only the selected consultation activity and leave the recipient in the database. **Note: This will automatically delete all technical assistance topics for that consultation.**

<u>To delete a Topic from a Site Visit or Consultation:</u>

1. In the green area, use the mouse to click on the arrow at the end of the *Lookup TA Recipient* field to open the pull-down menu listing all previously entered technical assistance recipients. Choose the recipient record you want to edit. This will fill in the existing data for that recipient.

2. Click on the *Site Visit* tab. Click on the *Next Site Visit* or *Previous Site Visit* buttons to select the site visit you want to edit. Click on the topic you want to delete and click on *Delete Record* on the toolbar. This will delete only the selected topic for that site visit and leave the site visit and recipient in the database. **Note: If you have entered only one topic for a site visit, deleting that topic will not automatically delete the site visit. To delete the site visit, follow the above instructions under "To delete a Technical Assistance Site Visit or Consultation."**

3. Click on the *Technical Assistance Consultations* tab. Click on the Next TA Consultation or Previous TA Consultation buttons to select the consultation you want to edit. Click on the topic you want to delete and click on *Delete Record* in the toolbar. This will delete only the selected topic for that consultation and leave the consultation and recipient in the database. **Note: If you have entered only one topic for a consultation, deleting that topic will not automatically delete that consultation. To delete the consultation, follow the above instructions under "To delete a Technical Assistance Site Visit or Consultation."**

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

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.

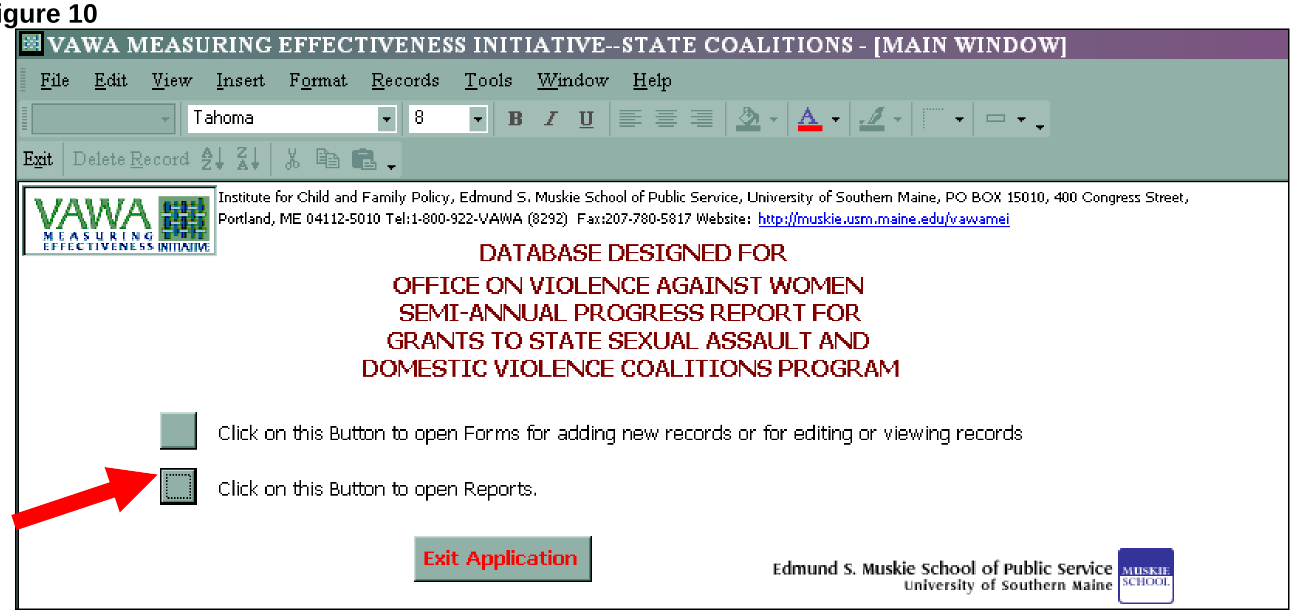
Part II

Getting Reports

This portion of the manual provides instructions for generating output reports that summarize the data entered into the database.

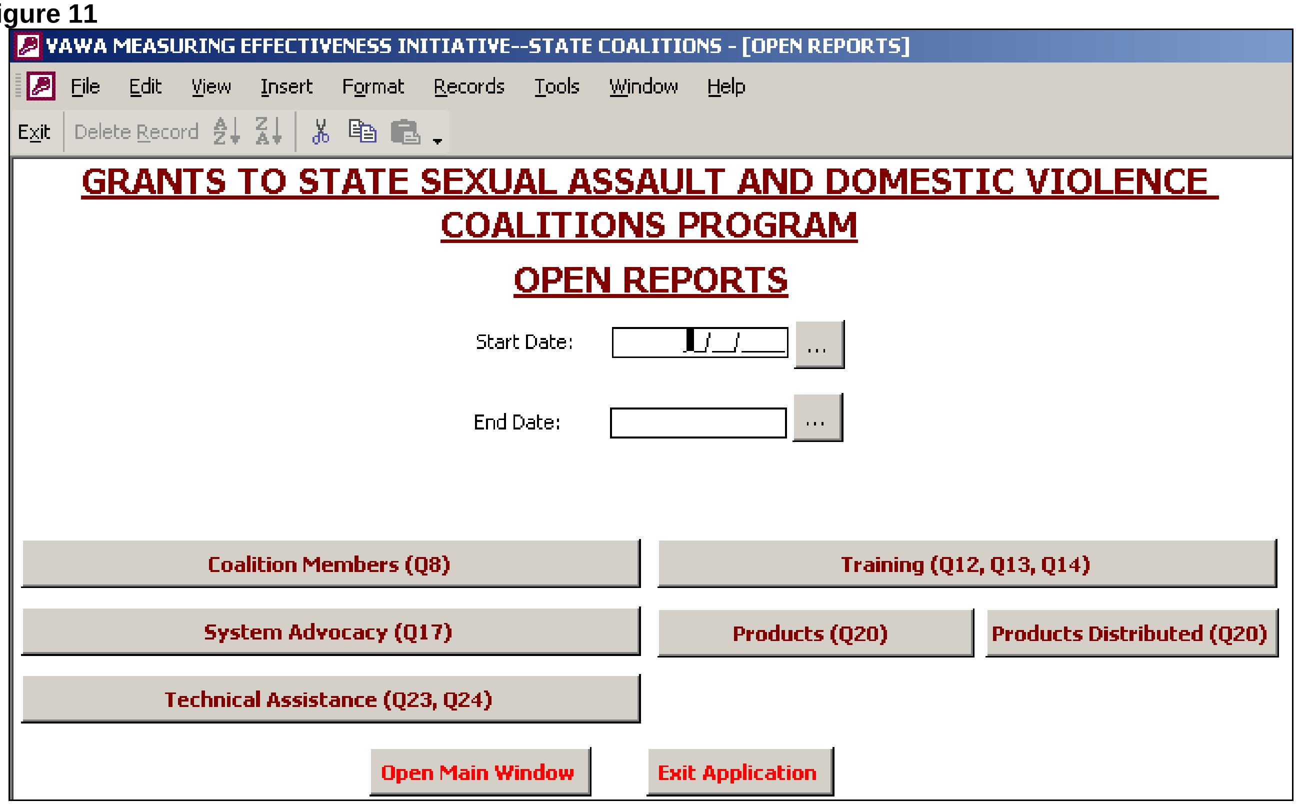
1. From the *Main Window* click on the *Click this Button to open Reports* button on the *Main Window* (Figure 10).

Figure 10



This will open the following page (Figure 11):

Figure 11



2. Click on the button next to 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 next to 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.

5. The selected report will appear automatically. The user can print the report, close the report to return to the page above, or click *Exit* to close this application. **Choosing *Exit* will close the entire application.**