



Edmund S. Muskie School of Public Service
University of Southern Maine



Grants to Support Tribal Domestic Violence and Sexual Assault 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 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 Grants to Support Tribal Domestic Violence and Sexual Assault Coalitions 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 Access Database application is specifically designed to collect the data for this progress reporting form. This document provides detailed instructions for entering and changing data in the database. This database collects information on specific activities and creates a summary report of the data entered. Information is collected 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 you will not be able to transfer data from the database to the GMS reporting system. 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:

Coalition Membership – (Q11)

Training – (Q16, Q17, Q18)

Education (Q20, Q21, Q22)

System Advocacy – (Q25)

Products – (Q30)

Technical Assistance – (Q31, Q32)

Systems Requirement:

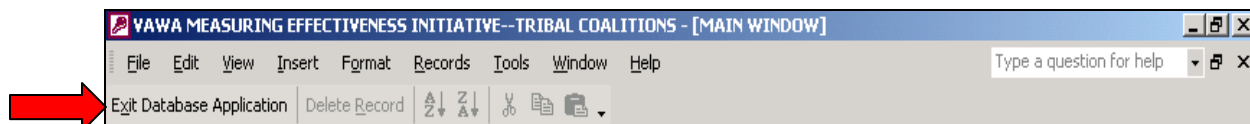
- Windows operating system
- Access 2000 or higher

IMPORTANT: This database manual is specifically designed to explain how to put information into the Access Database. Refer to the instruction for the Semi-Annual Progress Report for additional information on completing the actual reporting form.

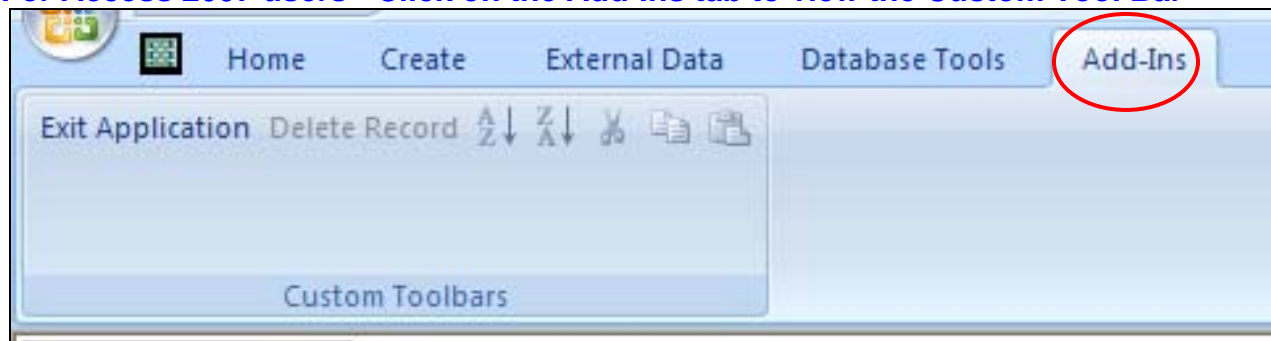
Getting Started

To run the database, use either Windows Explorer or My Computer to navigate to the “TRIBALCOALITIONSdb2.0” folder on your “C:\” drive of either the single user machine or the client machine (network environment). Find the file named “tribalcoalitions2.0.mdb” in the right-hand pane. Double-click on this file to open the Access Database.

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 Application – To close the entire application and exit the Access Database. Please note that after you exit from the application, it will take some time to close Access, as the application compacts itself. Compacting optimizes the performance of the database. 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 absolutely certain the information needs to be removed. 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 button .

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 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 use information repeatedly without re-typing it. Use the mouse to highlight information to 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**, it is placed in a new field or application using this tool. Simply place the cursor in the field where you wish 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.



A screenshot of a data entry navigation form. It features a light green background with a thin black border. At the top is a tan button labeled 'Add Record'. Below it, the text '1 of 3 - Total records' is displayed in red. Underneath are two tan buttons: 'Next Record' on the left and 'Previous Record' on the right. At the bottom is a single wide tan button labeled 'Close Form'.

This tool works as follows:

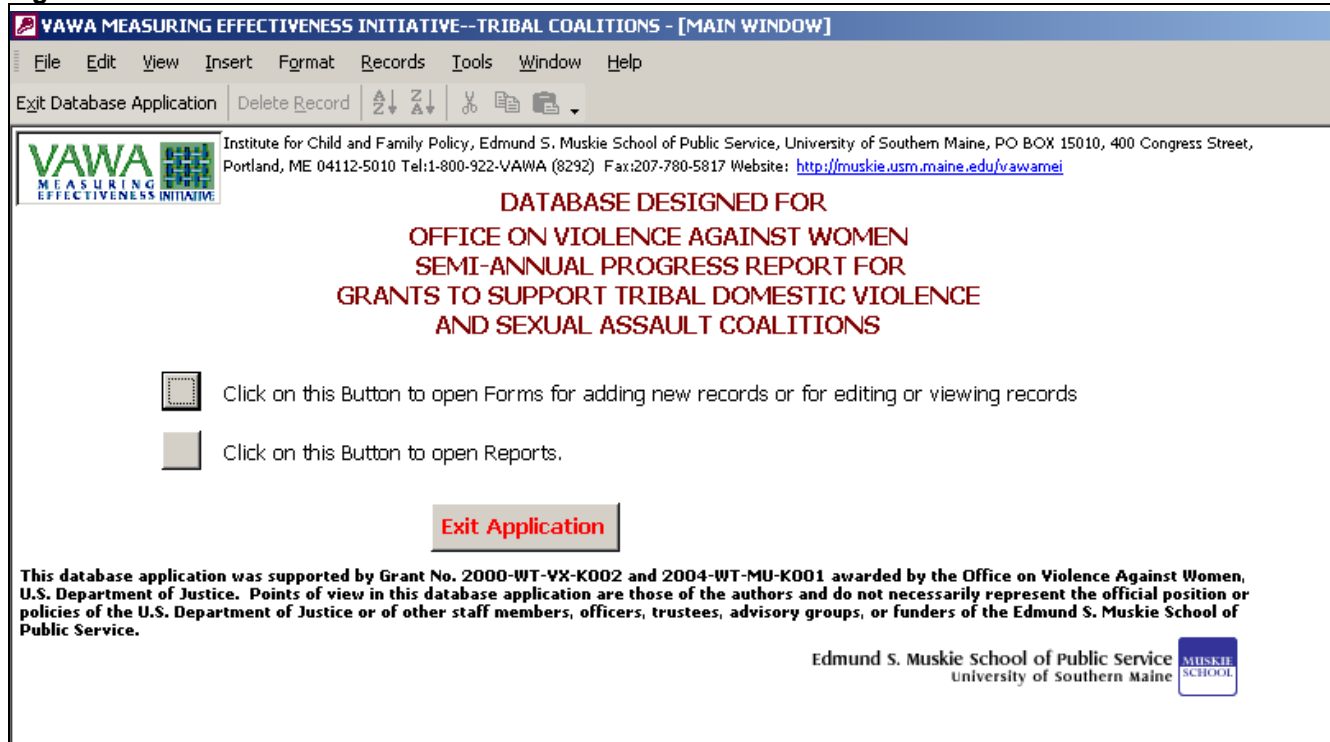
Add Record – This button opens the data entry page and allows you to enter new data.

Next Record/Previous Record – The database store 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. This window is called *Main Window* (Figure 1).

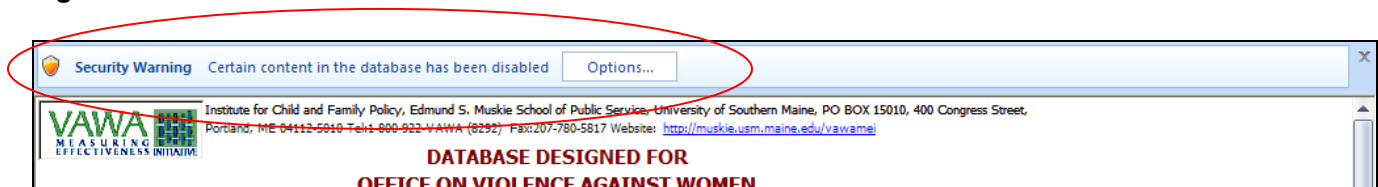
Figure 1



At this point, the user will decide between 1) opening forms for adding new records or editing existing records or 2) open 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

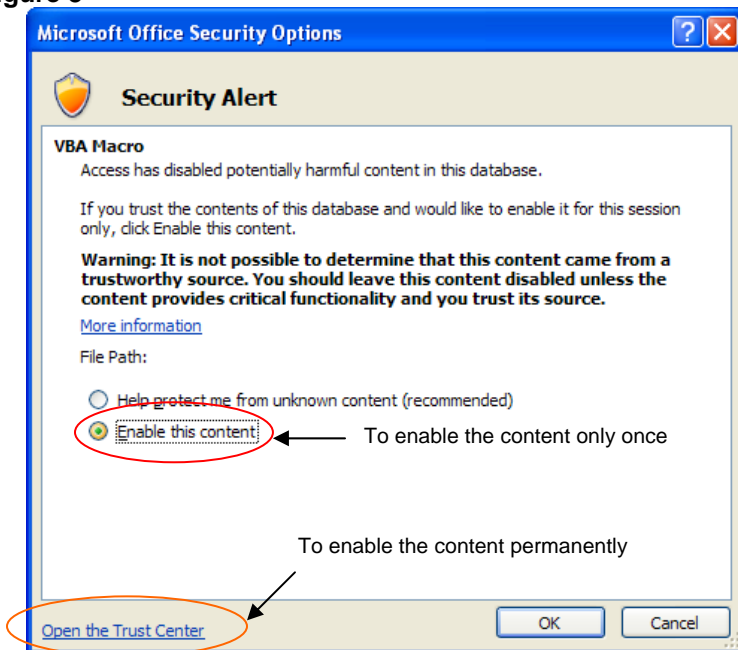
Figure 2



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

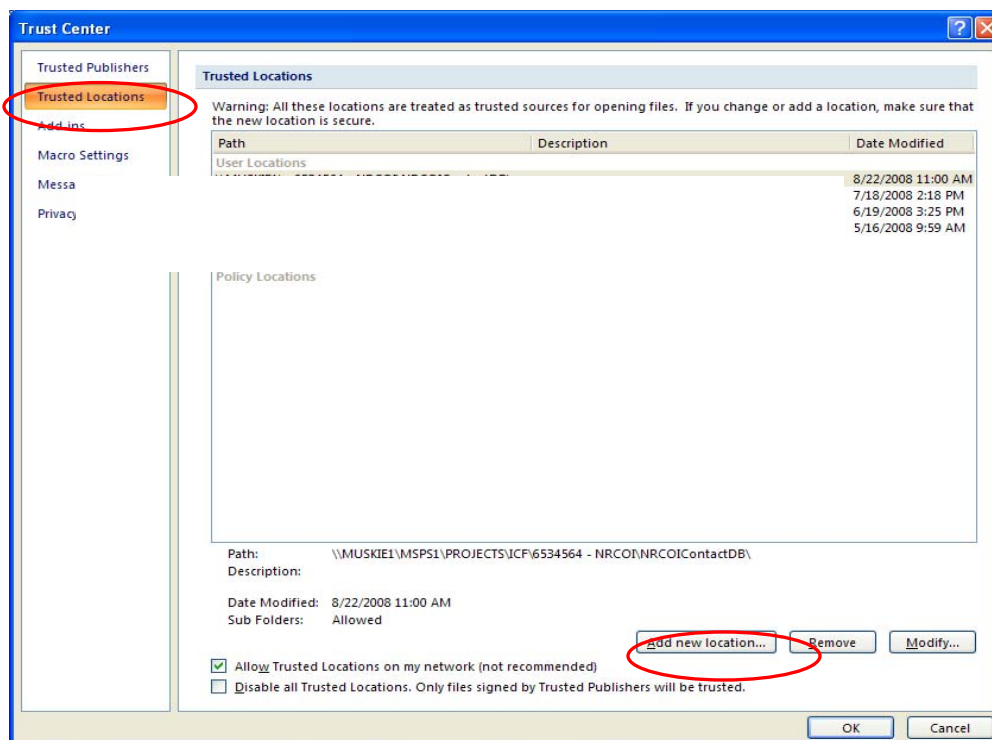
Figure 3



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

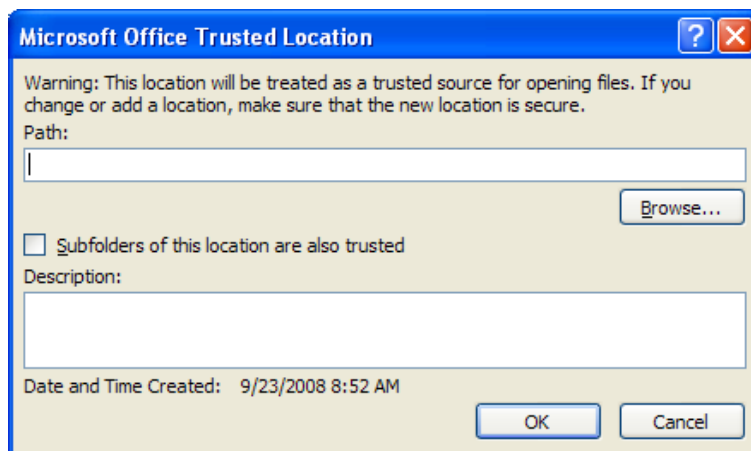
To enable the content permanently, click on the "Open the Trust Center" and the following "Trust Center" window will appear

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

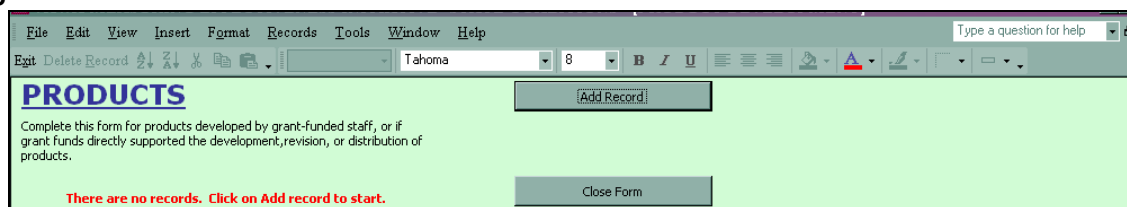


- Press the button “Browse” and locate the folder where you have installed the database. The default folder for the database is “C:\TRIBALGOVTdb1.0”. Press the “OK” button to add this new location.
- You will see this new location added to your “Trust Center” window.
- Press the “OK” button on the “Trust 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 below in Figure 6.

Figure 6



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.

PART I

DATA ENTRY

From the Main Window, click on the *Open Forms* button to open the following window shown in Figure 7. This window is called the *Open Forms Window*.

Figure 7

YAWA MEASURING EFFECTIVENESS INITIATIVE--TRIBAL COALITIONS - [OPEN FORMS]

File Edit View Insert Format Records Tools Window Help

Exit Database Application Delete Record [Navigation Icons]

GRANTS TO SUPPORT TRIBAL DOMESTIC VIOLENCE AND SEXUAL ASSAULT COALITIONS

OPEN FORMS

Coalition Members (Q11)

Training (Q16, Q17, Q18)

Education (Q20, Q21, Q22)

System Advocacy (Q25)

Products (Q30)

Technical Assistance (Q31, Q32)

Open Main Window **Exit Application**

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 Access Database.

Coalition Members (011)

Figure 8

VAWA MEASURING EFFECTIVENESS INITIATIVE--TRIBAL COALITIONS - [COALITIONS MEMBERS DATA]

File Edit View Insert Format Records Tools Window Help

Exit Database Application Delete Record

COALITIONS MEMBERS

Lookup Member

1 of 4 - Total records

Next Record Previous Record

Close Form

Add Record

Date Member Joined: (required) 1/1/1998

First Name: ann Last Name: ann

Agency/Organization Name: Indian agency

If the above member is not an Organizational Member, select Individual Member in the Membership Type below.

Membership Type: (required) Tribal victim services agencies

Is this Member Active? (required) ☒ Yes ☐ No

Email: Telephone (Office):

This form is for identifying and collecting the number of organizational members and individual members.

To enter a New Coalition Member:

1. Click on the *Add Record* button.
2. Enter the date (mm/dd/yyyy format) 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. This field is required.
3. If the member is an individual, enter their name. 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 report.
4. If the member is an organization, enter the organization name. This field is optional and this information will not be in the output report. This information will help you edit or review member information.
5. Use the mouse to click on the arrow at the end of the *Membership Type* field to open the pull-down box. Click on the organization type that best describes the member. If the member is an individual, click on Individual Member. This field is required.
6. Indicate whether the member is active or not by clicking on the appropriate answer. This field is required.
7. Enter the email address of the member. This field is optional and the information will not be in the output report. This information is for your internal use only.

8. Enter the telephone number of the member. This field is optional and the information will not be in the output report. This information is for your internal use only.
9. When complete, click on *Save this Record*. The data will not be saved unless data is provided in the required fields.
10. At this point, add more members, or click Close Form to return to the *Open Forms Window*.

To edit or review an Existing Coalition Member:

Method 1

1. In the green area, use the mouse to click on the arrow at the end of the *Lookup Member Name* field to open the pull-down menu with all previously entered members. Choose the member you want to review or edit. This will fill in the existing data for that member.
2. To edit, use the Tab key on the keyboard or the mouse to select the field you want to edit and make the 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.

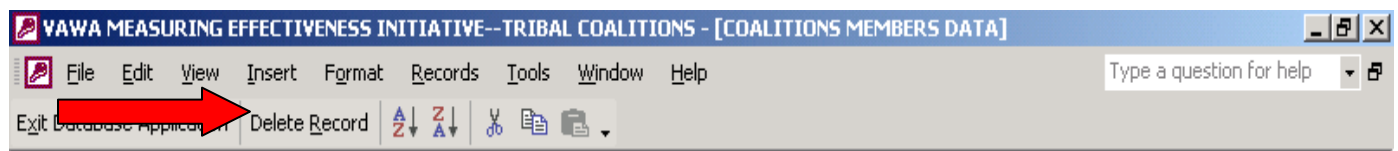
Method 2

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

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

To delete an Existing Coalition Member:

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

Training (Q16, Q17, Q18)

Figure 9

VAWA MEASURING EFFECTIVENESS INITIATIVE--TRIBAL COALITIONS - [TRAINING]

File Edit View Insert Format Records Tools Window Help

Exit Database Application Delete Record Sort Find Print

TRAINING

Complete this form for all training provided by grant-funded staff or directly supported by grant funds.

Lookup Training Event

1 of 3 - Total records

Next Record Previous Record

Close Form

Date of Training Event Name of Training Event

Number of Hours Type of Training: Specify if Other:

If the Training was STATEWIDE, select the Focus ☒ Sexual assault ☐ Domestic violence ☐ SA/DV

If the Training was INTRA-STATE REGION, select the Focus ☐ Sexual assault ☐ Domestic violence ☐ SA/DV

If the Training was TRIBAL, select the Focus ☐ Sexual assault ☐ Domestic violence ☐ SA/DV

Number and Type of People Trained

Attorneys/law students (does not include prosecutors)

Batterer intervention program/offender accountability staff

Child protective service workers Children's advocates (not affiliated with CPS)

Corrections

Court personnel (tribal - judges, clerks) Court personnel (non-tribal - judges, clerks)

Domestic violence program staff (tribal) Domestic violence program staff (non-tribal)

Educators (teachers, administrators, etc.) Faith-based organization staff

Federal agency staff (DIA, HHS, FBI) Health professionals (doctors, nurses, etc.)

Figure 9 is an example of the form used to track the training events provided by grant-funded staff or directly supported by grant funds. This portion of the database collects information on the date and titles of training events, a description of the people trained, the number of people trained, and the content of the training event. The user can choose between **entering** new training event information and **reviewing** the information or previous training events.

To enter a New Training Event:

1. Click on the *Add Record* button.
2. Enter the date the training event occurred. This field is required.
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. This field is required.

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. This is a required field.
7. Indicate whether the training event was statewide, intra-state regions, or tribal based and the focus of the training event by clicking on the appropriate box. This is a required field.
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*. The data will not be saved unless data is provided in the required fields.
11. At this point, add more training events, or 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 with 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 the 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, press the *Next Record* or *Previous Record* button and follow steps 2 and 3 in Method 1 above.

*****While editing the existing data, the database 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 with all previously entered training events.

Choose the event you want to delete. This will fill in the existing data for the 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 removed. 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.

Education (Q20, Q21, Q22)

Figure 10

YAWA MEASURING EFFECTIVENESS INITIATIVE--TRIBAL COALITIONS - [EDUCATION]

File Edit View Insert Format Records Tools Window Help
 Exit Database Application Delete Record

EDUCATION

Complete this form for all education events provided by grant-funded staff or directly supported by grant funds..

Lookup Education Event

Date of Education Event 6/6/2002 Name of Education Event sdag

Number of hours

Add Record

1 of 2 - Total records

Next Record
Previous Record

Close Form

People educated with Tribal Coalitions Program funds

People attending event	Tribal	Non-Tribal
Child care providers	<input style="width: 40px;" type="text" value="1"/>	<input style="width: 40px;" type="text" value="2"/>
Community businesses (retail stores, pharmacies)	<input style="width: 40px;" type="text" value="3"/>	<input style="width: 40px;" type="text" value="4"/>
Community groups (service or social groups)	<input style="width: 40px;" type="text" value="5"/>	<input style="width: 40px;" type="text" value="6"/>
Community members	<input style="width: 40px;" type="text" value="7"/>	<input style="width: 40px;" type="text" value="8"/>
Employers	<input style="width: 40px;" type="text" value="9"/>	<input style="width: 40px;" type="text" value="10"/>
Faith-based groups	<input style="width: 40px;" type="text" value="11"/>	<input style="width: 40px;" type="text" value="12"/>
Men's groups	<input style="width: 40px;" type="text" value="13"/>	<input style="width: 40px;" type="text" value="14"/>
Parents/guardians	<input style="width: 40px;" type="text" value="15"/>	<input style="width: 40px;" type="text" value="16"/>
Students	<input style="width: 40px;" type="text" value="17"/>	<input style="width: 40px;" type="text" value="18"/>

Figure 10 is an example of the form is used to track Tribal Coalitions education events supported by grant-funded staff, or directly supported with grant funds. This portion of the database collects information on the date and name of Tribal Coalitions education events, a description of the people attending, the number of people attending, and the content of the program event.

To enter a New Tribal Coalitions Education Event:

1. Click on the *Add Record* button.
2. Enter the date the education 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 Education Event* to *Name of Education Event*, press the tab key on the keyboard.
4. Enter the name of the education event. This field is optional.
5. Enter the number of hours the event lasted. This field is optional.

6. Enter the number of people attending the education event, using the category that is best describes of the people attending.
7. Use the mouse to select the content areas (topics) covered by the education event. Select all that apply. If a topic is not provided, select "Other" and describe the education content in the space provided. Do not add the "title" of the education event.
8. When complete, click on *Save this Record*.
9. To continue adding prevention and education program events, click *Add Record*. To finish, click *Close Form* to return to the *Open Forms Window*.

To review or edit an Existing Tribal Coalition Education Event:

Method 1

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

To delete an Existing Tribal Coalitions Education Event:

1. In the green area, use the mouse to click on the arrow at the end of the *Lookup Education Event* field to open the pull-down menu listing all previously entered education events. Choose the event you want to delete. This will fill in the existing data for that event.
2. Click on the *Date of Education 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 removed. 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 (Q25)

Figure 11

VAWA MEASURING EFFECTIVENESS INITIATIVE--TRIBAL COALITIONS - [SYSTEM ADVOCACY]

File Edit View Insert Format Records Tools Window Help

Exit Database Application Delete Record

SYSTEM ADVOCACY

Complete this form for every meeting covered or attended by grant-funded staff.

Lookup by meeting CONVENED DATE and AGENCY

Lookup by meeting ATTENDED DATE and AGENCY

Add New Meeting

1 of 6 - Total records

Next Meeting Previous Meeting

Close Form

Agency/organization (required): American Indian or Alaska Native women

Describe, if other:

Date on which this meeting was Convened: 5/5/2003 ☒ Sexual Assault ☒ Domestic Violence

Date on which the meeting was Attended: 6 /6 /2003 ☒ Sexual Assault ☐ Domestic Violence

Figure 11 is an example of the form used to collect 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.

To enter a New System Advocacy Meeting:

1. Click on the *Add New Meeting* button.
2. Use the mouse to click on the pull-down box 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. This is a required field. If Other is selected, describe the agency in the next field.
3. If grant funds were used to convene the meeting, enter the date (mm/dd/yyyy format) the meeting was convened, and use the mouse click on the appropriate box to indicate whether the focus was on sexual assault or domestic violence. These are required fields.
4. If grant-funded staff attended the meeting, enter the date (mm/dd/yyyy format) the meeting was attended and use the mouse click on the appropriate box to indicate whether the focus was on sexual assault or domestic violence. These are required fields.
5. When complete, click on *Save this Meeting and Enter Other Information*. The data will not be saved unless data is provided in all required fields.

6. At this point, add more meetings, or click *Close Form* to return to the *Open Forms Window*.

To review or edit an Existing System Advocacy Meeting:

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* or *Lookup by Meeting ATTENDED DATE and AGENCY* field to open the pull-down menu with 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 to edit and make necessary changes.
3. When finished, either choose another meeting to review or edit, or click on *Close Form* to return to the Open Forms Window.

Method 2

In the green area, press the *Next Meeting* or *Previous Meeting* buttons and follow steps 2 and 3 in Method 1.

To delete System Advocacy events:

4. In the green area, use the mouse to click on the arrow at the end of the *Lookup by Meeting CONVENED DATE and AGENCY* or *Lookup by Meeting ATTENDED DATE and AGENCY* field to open the pull-down menu with all previously entered meetings. Choose the meeting you want to delete. This will fill in the existing data for that event.
1. 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 removed. 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 (Q30)

Figure 12

PRODUCTS

Complete this form for products developed, substantially revised, used, and/or distributed by grant-funded staff, or directly supported with grant funds.

1 of 5 - Total records

Add Record

Next Record Previous Record

Close Form

Type of Product: Brochures Describe if Other:

Content/focus:

Title: sexual assault services

Topic: sexual assault services

Intended Audience: victims

Language Developed/translated In:

Date Developed/revised: 9/9/2003

Number Used or Distributed

Date	Number Used or Distributed
12/10/2003	450

Figure 12 is an example of the form used to track products supported by grant-funds that are developed or substantially revised and how many copies are used and/or distributed. Complete this form for every product developed, substantially revised, used and/or distributed by grant-funded staff, or if grant funds directly supported these activities.

To enter a New Product:

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. This field is required.
3. Enter the title of the product.
4. Enter the topic of the product.
5. Enter the intended audience.
6. Provide the various languages in which the product was developed or translated.

7. Enter the date the product development or product revision was complete. This field is required.
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. The data will not be saved unless data is provided in all of the required fields.
10. At this point, add more products, or click *Close Form* to return to the *Open Forms Window*.

To review or edit an Existing Product Entry:

1. In the green area, use the *Next Record* and *Previous Record* buttons to browse through all 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 the 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 database will automatically save the changes you make.***

To delete an Existing Product Entry:

1. In the green area, use the *Next Record* and *Previous Record* buttons to browse through all previously entered products.
2. Click on the *Date Developed/revised* text-box and click *Delete Record* on the toolbar.

To delete an Existing Used or Distributed entry for a specific Product:

1. In the green area, use the *Next Record* and *Previous Record* buttons to browse through all 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 13). This is illustrated in the following figure. This will delete the information in that field but not the product record.

Figure 13

PRODUCTS

Complete this form for products developed, substantially revised, used, and/or distributed by grant-funded staff, or directly supported with grant funds.

1 of 5 - Total records

Type of Product: Describe if Other:

Content/focus:

Title:

Topic:

Intended Audience:

Language Developed/translated In:

Date Developed/revised:

Number Used or Distributed:

Date	Number Used or Distributed
12/10/2003	450
<input type="text"/>	<input type="text"/>

a. Click here to delete this entry

b. Click on the Delete Record button on the Toolbar

Note: DO NOT DELETE anything from your Access file until you are certain the information needs to be removed. 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 (Q31, Q32)

Figure 14

TECHNICAL ASSISTANCE
Complete this form for each technical assistance activity provided by grant-funded staff, or directly supports with grant funds..

Lookup TA Recipient:

Name of the TA Recipient:

Type of TA Recipient (required):

If Other Describe:

Site Visit | Technical Assistance Consultations

Enter the date for each site visit, select the topic, and indicate whether the focus was sexual assault, domestic violence, or both. To add a new site visit for this individual, agency, or organization click Add New Site Visit.

Date: Add New Site Visit **1 of 1 - Site visit records** Next Site Visit Previous Site Visit

TA topic	Specify, If Other	SA	DV
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Name of the requesting agency - Optional NUM

Figure 14 is an example of the form used to collect information related to technical assistance provided to agencies/organizations. Complete this form for each technical assistance activity supported by grant-funded staff or if grant funds directly supported technical assistance.

To enter a New Technical Assistance Recipient:

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, and then use the pull-down menu to select the topic of the site visit. 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, and then use the pull-down menu to select the topic of the consultation. 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.

Figure 15

The screenshot shows a software window titled "TECHNICAL ASSISTANCE". The window has a menu bar with File, Edit, View, Insert, Format, Records, Tools, Window, and Help. Below the menu bar is a toolbar with buttons for Exit, Delete Record, and various record management icons. The main area is divided into a green header section and a white content section. The green header section contains the title "TECHNICAL ASSISTANCE" and a description: "Complete this form for each technical assistance activity provided by grant-funded staff, or directly supports with grant funds..". It also has buttons for "Add New Recipient", "Next Recipient", "Previous Recipient", and "Close Form". A red banner at the top of the white content section says "1 of 3 - Total records". The white content section has a "Lookup TA Recipient" dropdown menu, which is highlighted by a red arrow. Below this are fields for "Name of the TA Recipient" (containing 'd'), "Type of TA Recipient" (containing 'Community advocacy organization staff (P&A, UCP, NAMI)'), and "If Other Describe". There are also tabs for "Site Visit" and "Technical Assistance Consultations". At the bottom, there is a red banner with instructions: "Enter the date for each site visit, indicate whether this TA resulted in development, revision, and/or implementation of policies (re: Q19), and then select the topic of TA. To add a new site visit for the above TA Recipient click Add New Site Visit." Below this banner are buttons for "Add New Site Visit", "Next Site Visit", and "Previous Site Visit". A red banner at the bottom of the white content section says "0 of 0 - Site visit records".

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 Recipient* or *Previous Recipient* button and follow steps 2 through 5 in Method 1 above.

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

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 the TA 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.**

To delete a Topic from a 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 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.”**

Note: DO NOT DELETE anything from your Access file until you are certain the information needs to be removed. 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.

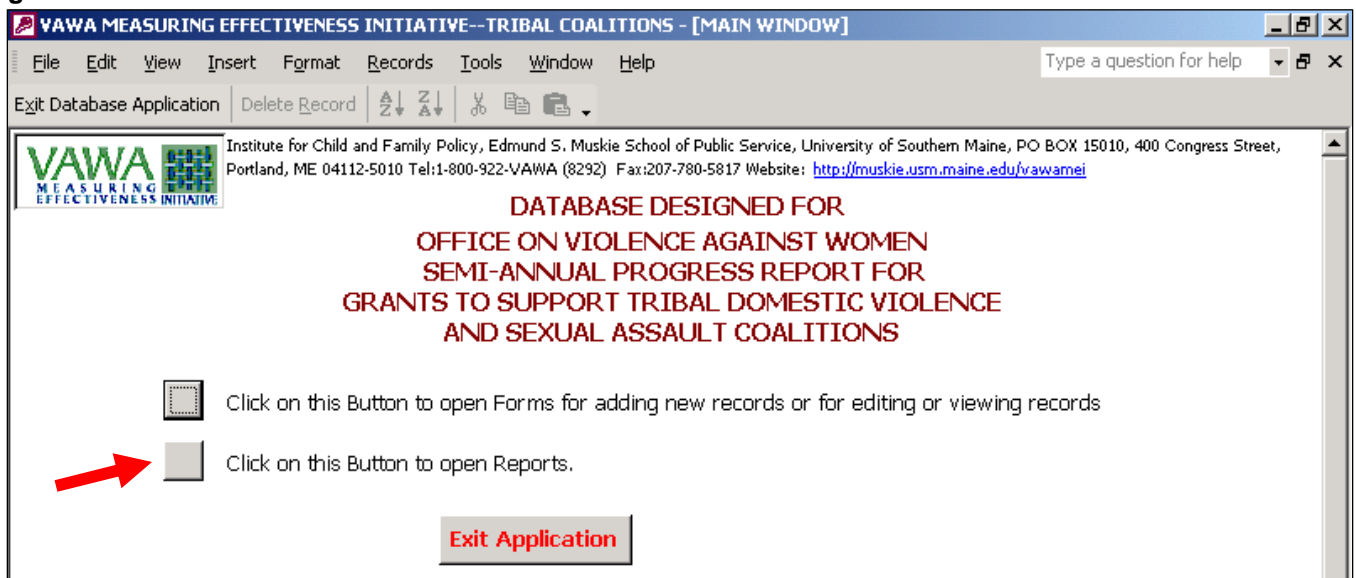
PART II

GETTING REPORTS

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

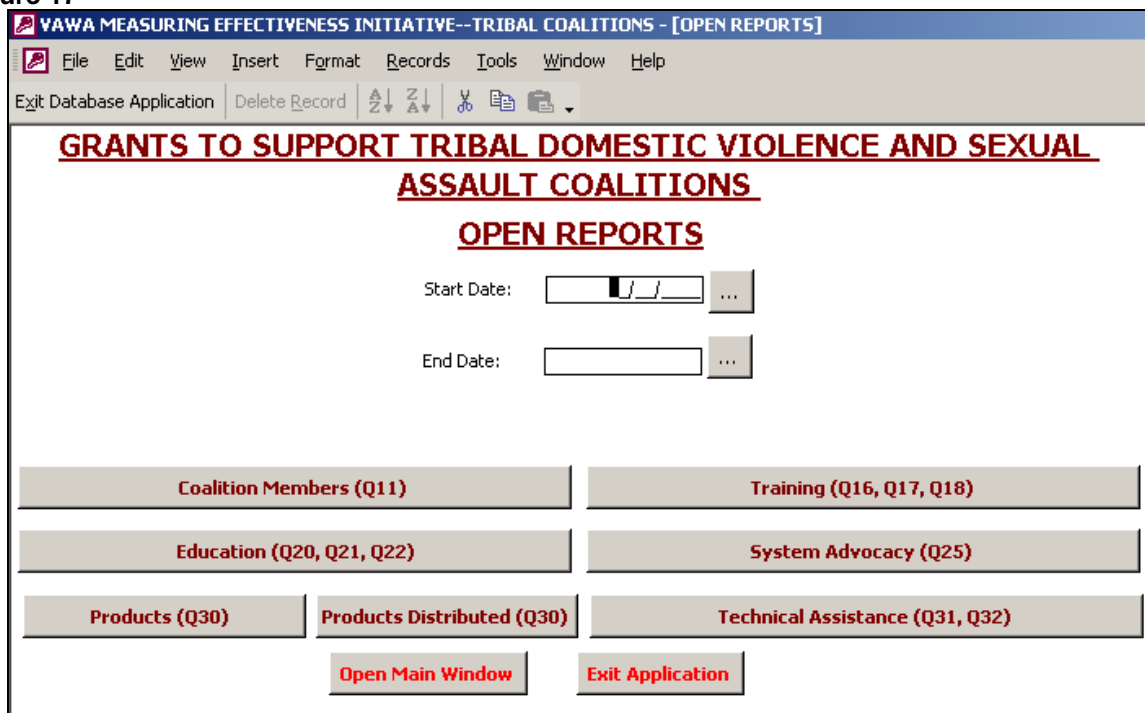
1. Click on this Button to open Reports on the *Main Window* (Figure 16).

Figure 116



2. This will open the following page (Figure 17):

Figure 17



3. 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.
4. 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.
5. Select the desired report from the list below by clicking on the appropriate button.
6. The selected report will appear automatically. You can either print the report, close the report to return to the screen shown in Figure 17, or click *Exit* to close this application.