CSAT GPRA Government Performance and Results Act

Data Entry and Reporting System

System User's Guide

Module 2 – Targeted Capacity Expansion Programs

Version Issue: Version 1.2
Last Update: 01/13/2003

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Introduction

This module contains information and procedures for entering Targeted Capacity Expansion (TCE) data into the Data Entry and Reports System. This User's Guide does not contain the instructions for completing the TCE form. (You can access instructions for completing the TCE form under the Data Collection Tools and Instruments, TCE Program Section, of the public CSAT-GPRA Web site.

Upon completing this module you will be able to:

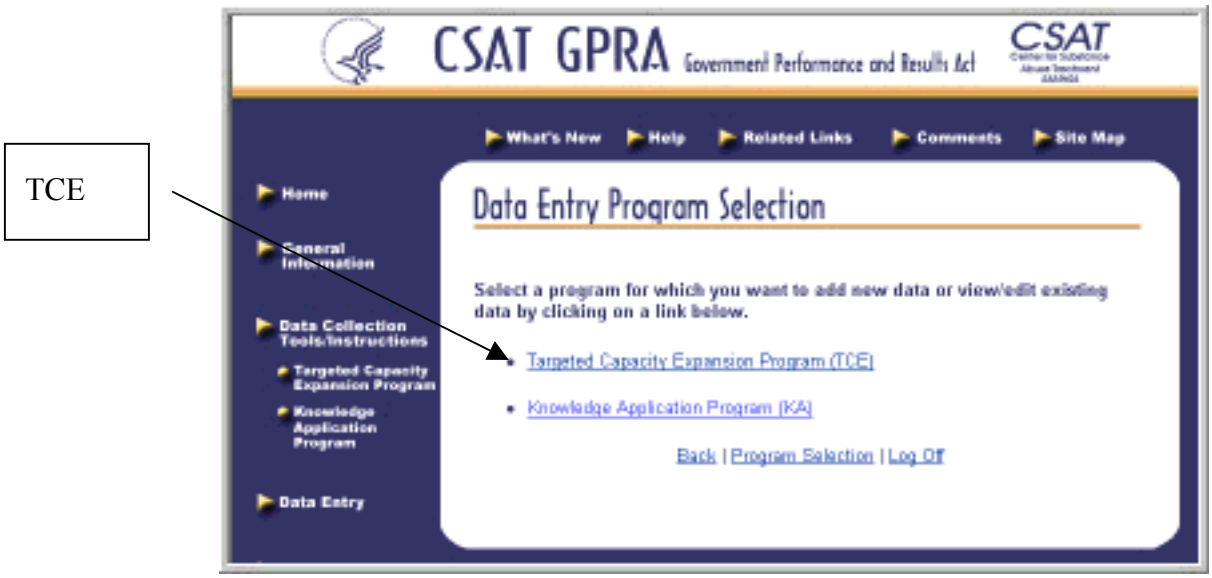
- Select a program
- Select a grantee
- Enter a new client ID
- View or edit a saved record
- Enter a new client record
- Enter a follow-up record
- Download a saved record.

Selecting a Program

If you manage both TCE and KA program grants, you will automatically be directed to the **DATA ENTRY PROGRAM SELECTION** page to choose the type of program for which you want to enter data.

Click the type of program you wish to access.

Figure 2-1 – Program Selection Page (if you manage two programs)



If you manage more than one grant, the **GRANTEE SELECTION** page displays (see Figure 2-2). If you manage a single grant, the **DATA ENTRY MAIN MENU – TCE TOOLS** page displays (see Figure 2-3).

Selecting a Grantee

The **GRANTEE SELECTION** page displays the number, name, and location of the grants for which you are responsible.

Figure 2-2 – Grantee Selection Page

Step 1. Click the number of the grant for which you wish to enter data.

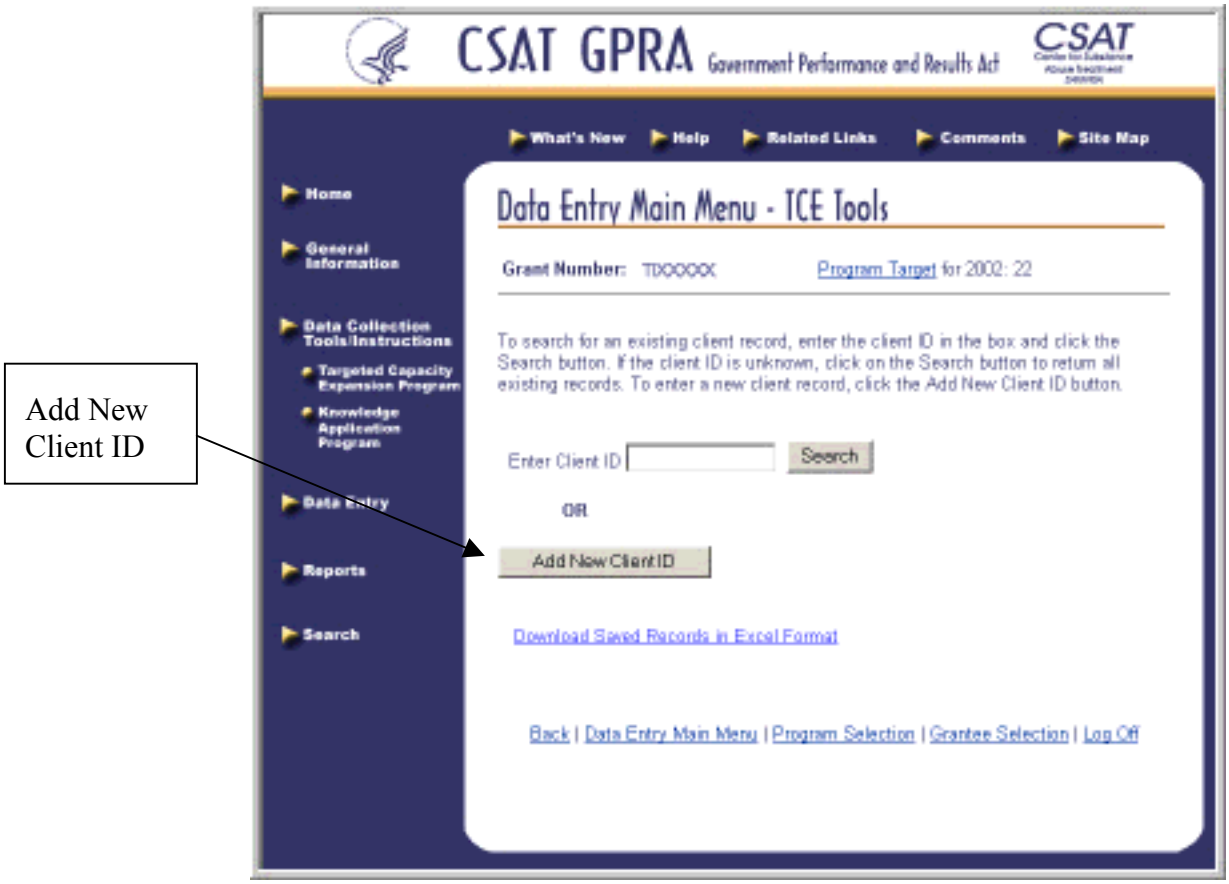
Step 2. Click the "Add a New Record" button. The **DATA ENTRY MAIN MENU** page displays.

Step 2a. Click the "View/Edit a Saved Record" button to view or edit a saved record.

Entering a New Client ID and Record

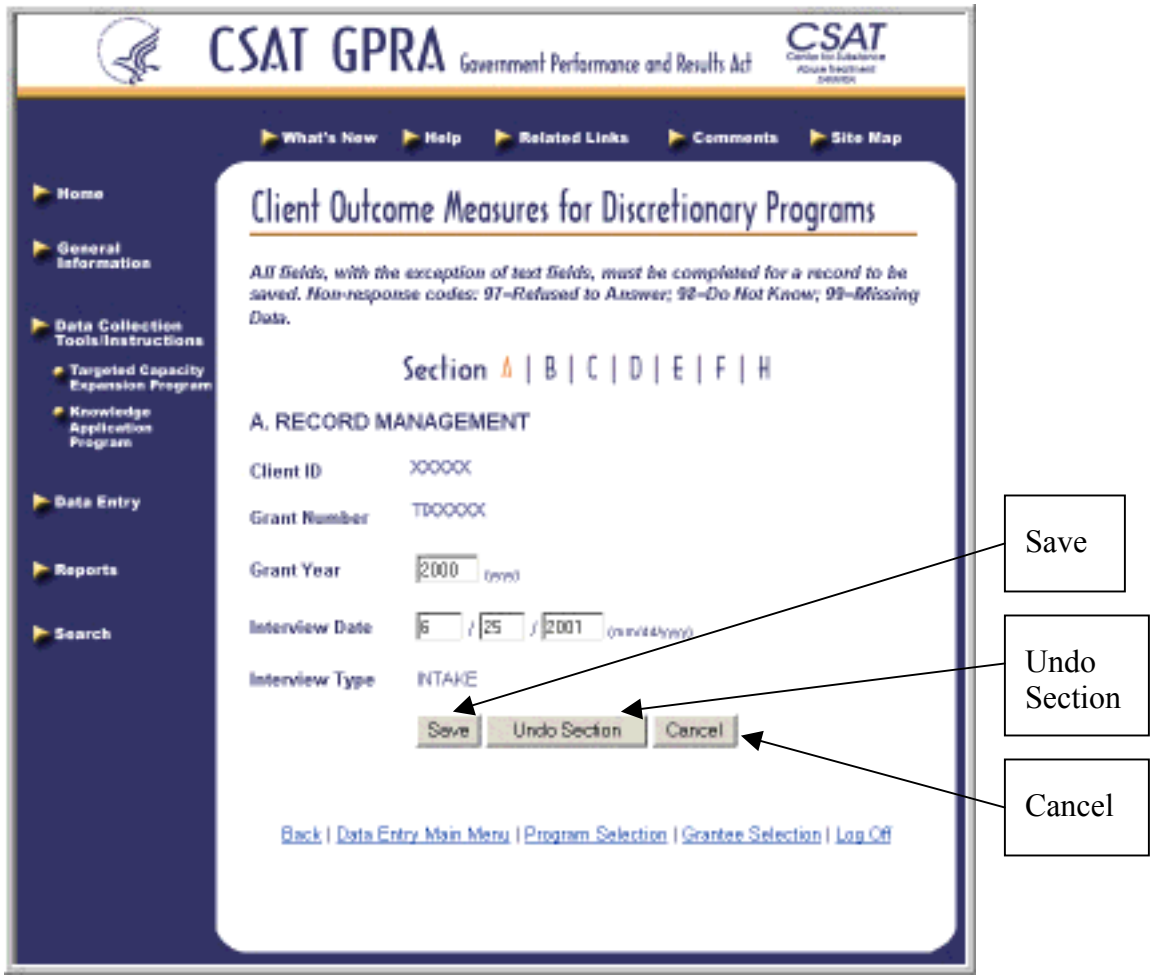
To enter a new client ID, go to the **DATA ENTRY MAIN MENU – TCE TOOLS** page, and complete the following steps.

Figure 2-3 – Data Entry Main Menu – TCE Tools Page



Step 1. Click the "Add a New Client ID" button**.** The **CLIENT OUTCOME MEASURES FOR DISCRETIONARY PROGRAMS** page displays.

Figure 2-4 – Client Outcome Measures for Discretionary Programs Page – Section A, Record Management



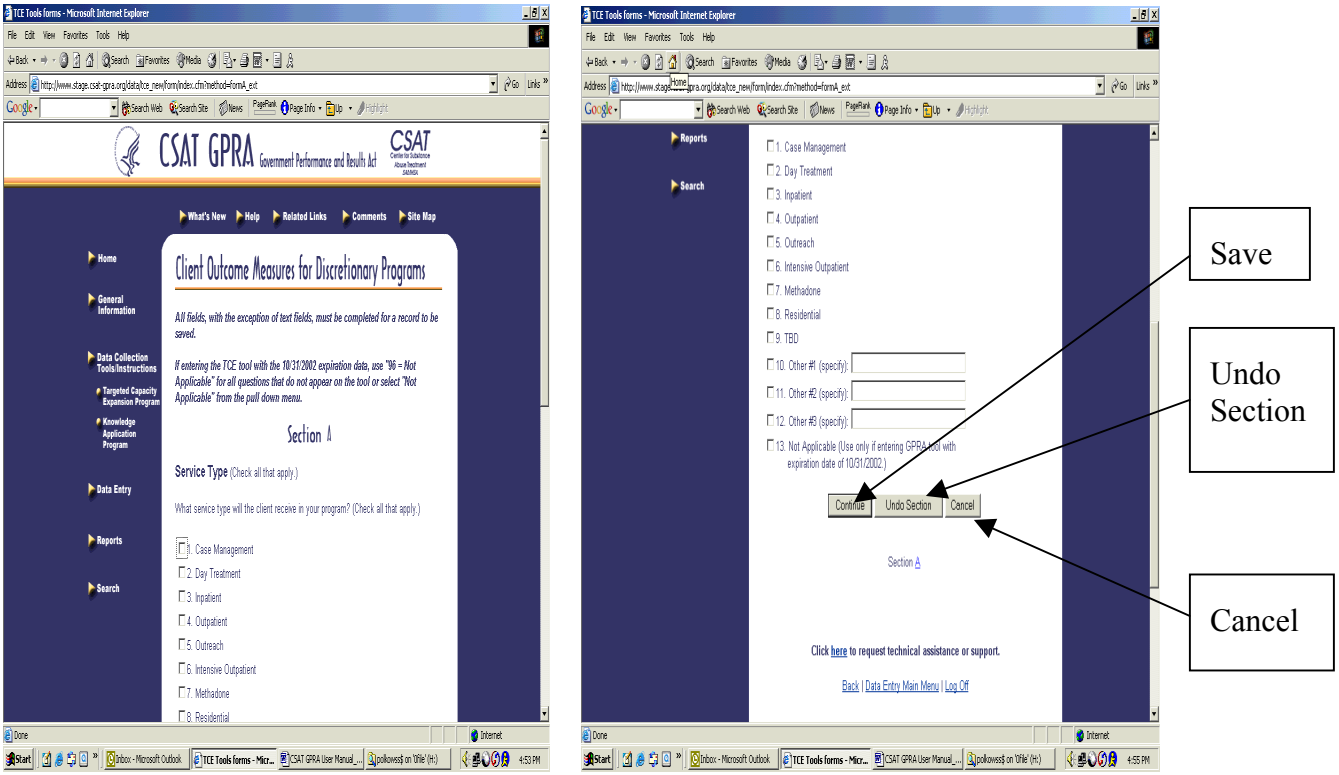
Step 2. Complete Section A. (Section A includes the Record Management section and the Service Type section.)

Step 3. Complete and save the Records Management section to move to the Service Type section.

Note: The Grant Year field should correspond with the Federal Fiscal Year (FFY) for which the grant was funded.

Note: The Interview Date field should fall within the beginning and end dates of your grant.

Figure 2-5 – Client Outcome Measures for Discretionary Programs Page – Section A, Service Type



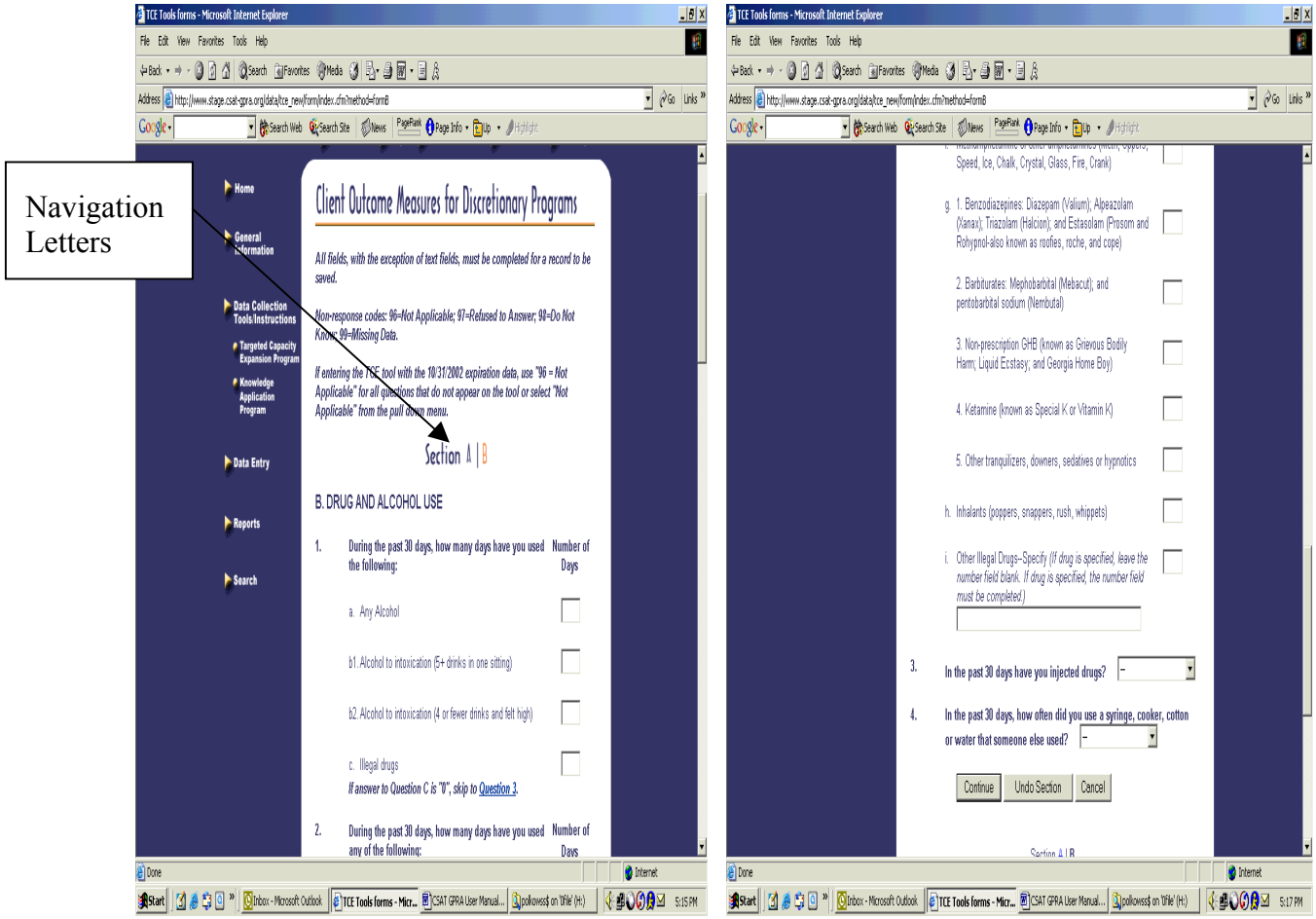
Step 4. Click the "Save" button to continue to Section B.

Note: Your data are not saved as a record until you have completed and saved all sections (A through J).

Step 4a. Click the "Undo Section" button to remove all data from this section.

Step 4b. Click the "Cancel" button to return to the main menu.

Figure 2-6 – Client Outcome Measures for Discretionary Programs Page – Section B



Step 5. Complete Section B.

Note: If the response to question 1c is zero (0), use the skip link to move to question 2.

Note: The number of days in questions 2a through 2i cannot be greater then the number of days in question 1c.

Step 6. Click the "Save" button to continue to Section C.

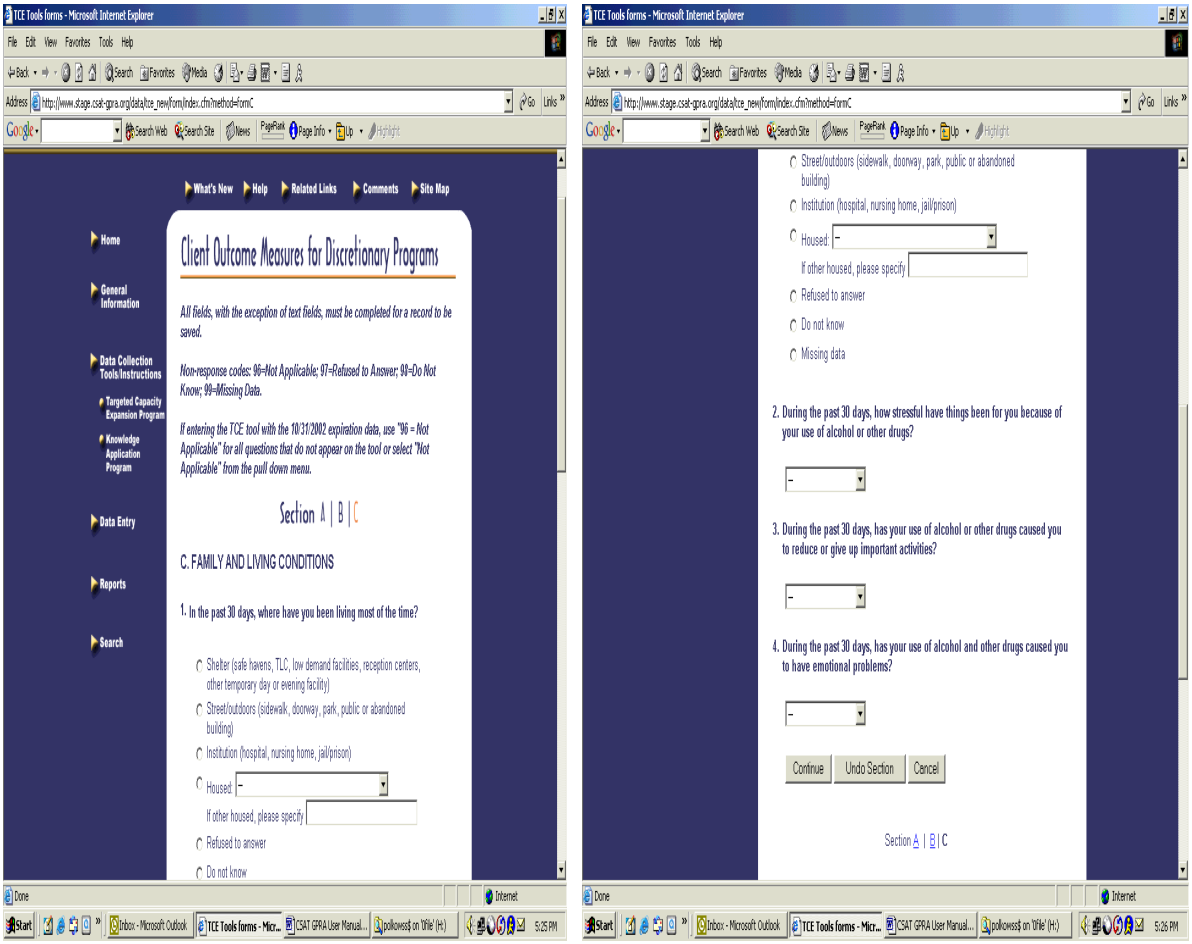
Note: Your data are not saved as a record until you have completed and saved all sections (A through J).

Step 6a. Click the "Undo Section" button to remove all data from this section.

Step 6b. Click the "Cancel" button to return to the main menu.

Note: You may return to the previous completed section by using the navigation letters at the top of the page.

Figure 2-7 – Client Outcome Measures for Discretionary Programs Page – Section C



Step 7. Complete Section C.

Step 8. Click the "Save" button to continue to Section D.

Note: Your data are not saved as a record until you have completed and saved all sections (A through J).

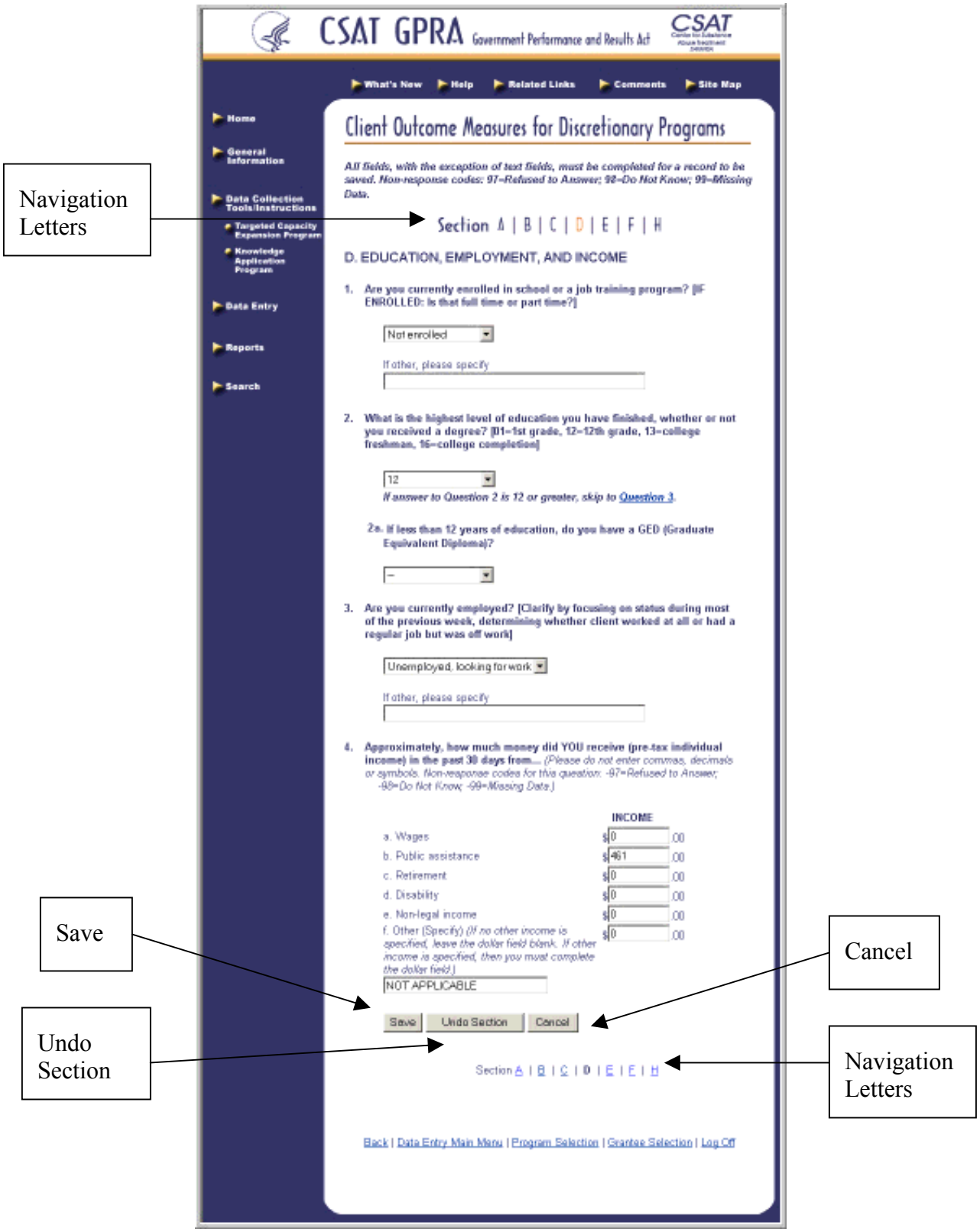
Note: The number of days in questions 2a through 2i should not be greater than the number of days in question 1c.

Note: If the response to question 2i, "Other Illegal Drugs – Specify," is zero (0), do not fill in the text field provided.

Step 8a. Click the "Undo Section" button to remove all data from this section.

Step 8b. Click the "Cancel" button to return to the main menu.

Figure 2-8 – Client Outcome Measures for Discretionary Programs Page - Section D



Step 9. Complete Section D.

Note: If the response to question 2 is twelve (12) or greater, do not answer question 2a.

Note: If the response to Question 2, "Other – Specify," is zero (0), do not fill in the text field provided.

Note: Do not use Symbols (e.g., #, commas) in question 4.

Note: The non-response codes for question 4 are -97 (Refused to Answer), -98 (Do not Know), and -99 (Missing Data).

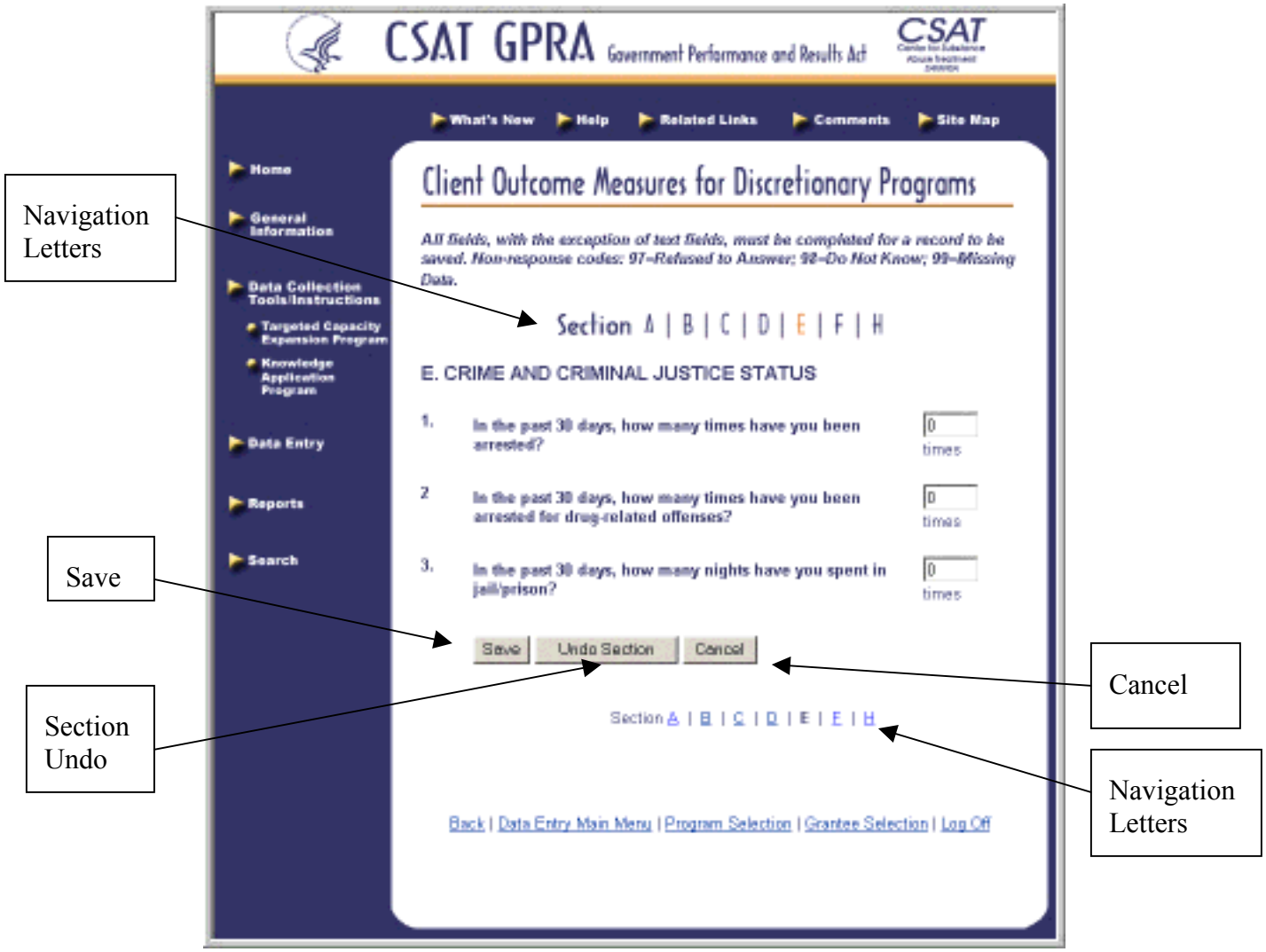
Step 10. Click the "Save" button to continue to Section E.

Note: Your data are not saved as a record until you have completed and saved all sections (A through J).

Step 10a. Click the "Undo Section" button to remove all data from this section.

Step 10b. Click the "Cancel" button to return to the main menu.

Figure 2-9 – Client Outcome Measures for Discretionary Programs Page – Section E



Step 11. Complete Section E.

Note: The response to question 2 should be less then or equal to question 1.

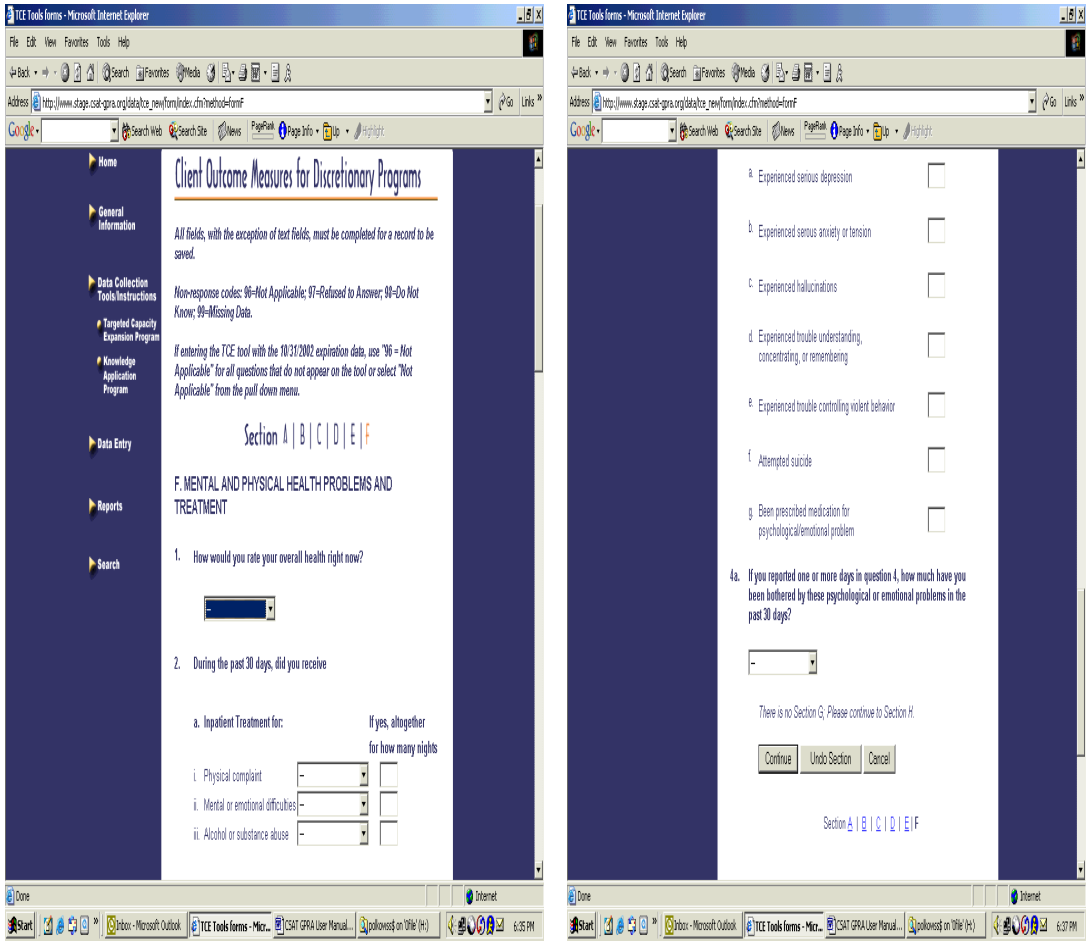
Step 12. Click the "Save" button to continue to Section F.

Note: Your data are not saved as a record until you have completed and saved all sections (A through J).

Step 12a. Click the "Undo Section" button to remove all data from this section.

Step 12b. Click the "Cancel" button to return to the main menu.

Figure 2-10 – Client Outcome Measures for Discretionary Programs Page – Section F



Step 13. Complete Section F.

Note: If the responses to Sections A through C are "yes," the number field must be completed.

Note: The non-response codes for question 3 are 996 (Not Applicable), 997 (Refused to Answer), 998 (Do Not Know), and 999 (Missing Data).

Note: If the response to question 3 is "no," use the skip link to move directly to question 4.

Step 14. Click the "Save" button to continue to Section H.

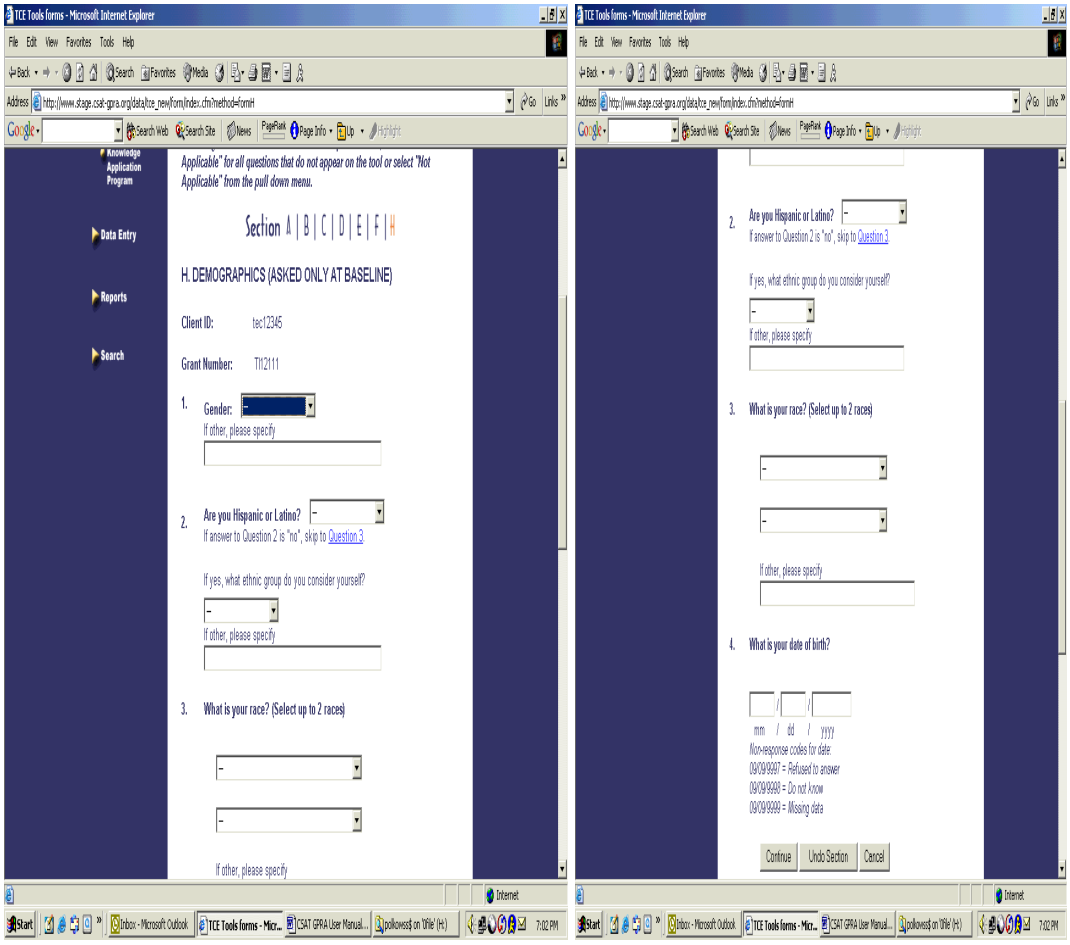
Note: The form does not contain a Section G.

Note: Your data are not saved as a record until you have completed and saved all sections (A through J).

Step 14a. Click the "Undo Section" button to remove all data from this section.

Step 14b. Click the "Cancel" button to return to the main menu.

Figure 2-11 – Client Outcome Measures for Discretionary Programs Page – Section H



Step 15. Complete Section H.

Note: If the response to question 2 is "no," use the skip link to move directly to question 3.

Note: If only one response is chosen in question 3, it must be entered in the first text block.

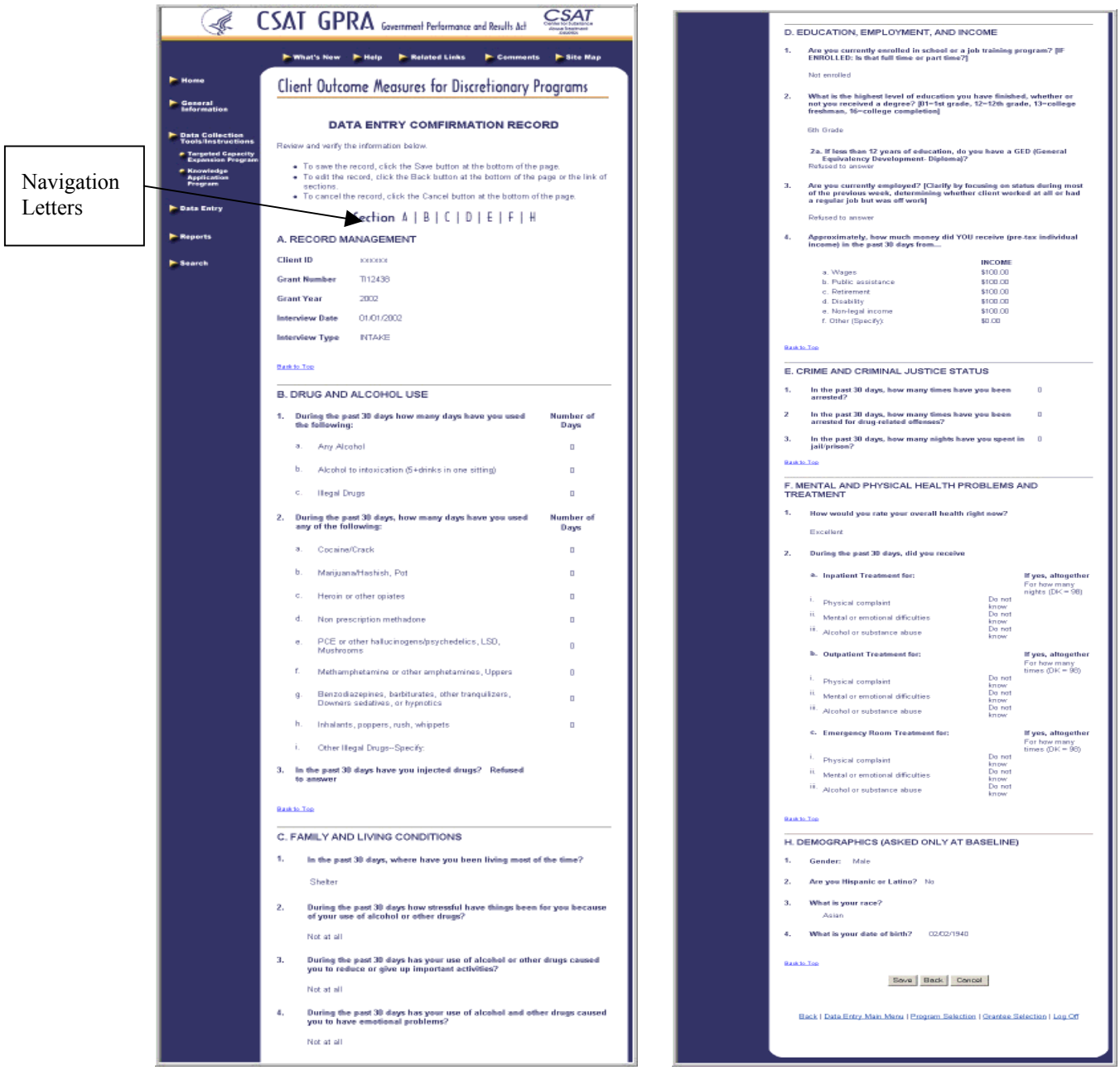
Note: The date of birth in question 4 cannot be before 1900.

Note: The non-response codes for question 4 are 09/09/9997(Refused to answer), 09/09/9998 (Do not know), and 09/09/9999 (Missing data).

Step 16. Click the "Continue" button. The **DATA ENTRY CONFIRMATION RECORD** page displays.

Note: Section H displays only if you are entering a record under a new client ID number. If you are entering a new record under an existing client ID, the system will advance to the **DATA ENTRY CONFIRMATION RECORD** page**.**

Figure 2-12 – Data Entry Confirmation Record Page



Step 16a. Click the "Undo Section" button to remove all data from this section.

Step 16b. Click the "Cancel" button to return to the main menu.

Step 17. Review the information you have entered.

Step 17a. To save the record, click the "Save" button. The **THANK YOU** page displays.

Step 17b To edit the record, click the "Back" button at the bottom of the page, or click the link to the section (A through J) to which you want to return.

Step 17c To cancel the record, click the "Cancel" button.

Note: If you click the "Cancel" button, the entire record will be lost.

Figure 2-13 – Thank You Page

Step 18. To add a new intake record for the same client ID, click the Add new intake instrument link.

Step 18a. To add a new 6- or 12- month follow-up record for the same client ID, click the Add new 6 or 12-month follow-up link.

Step 18b. To edit a saved record, click the Edit saved record link.

Step 18c. To download a saved record in Excel format, click the Download saved record in Excel format link.

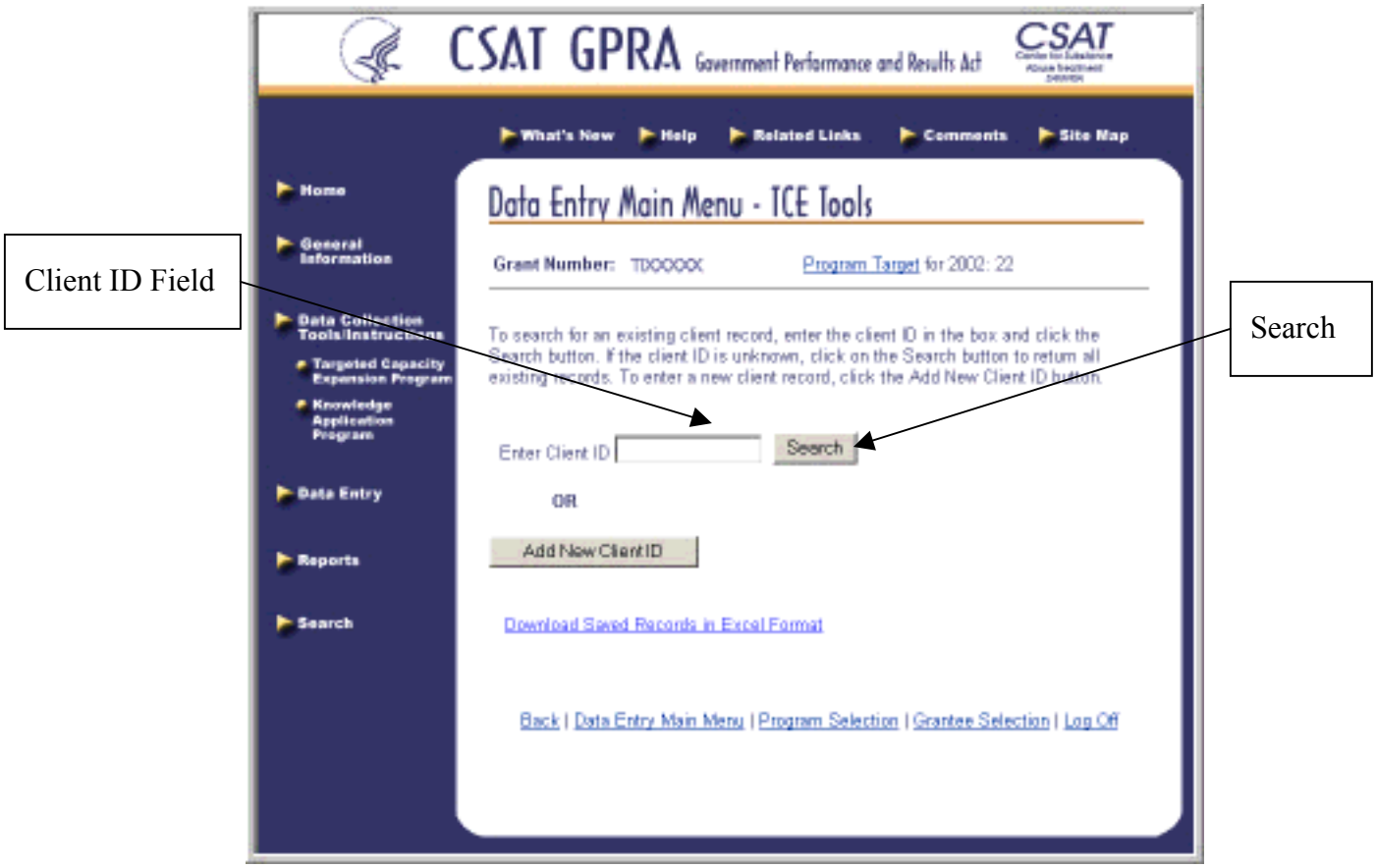
Step 18d. To return to the Data Entry Main Menu page, click the Return to data entry main menu link.

Step 18e. To exit the session and log off of the system, click the Logoff and exit link.

Viewing or Editing a Saved Record

To view or edit an existing client record, complete the following steps on the **DATA ENTRY MAIN MENU – TCE TOOLS** page.

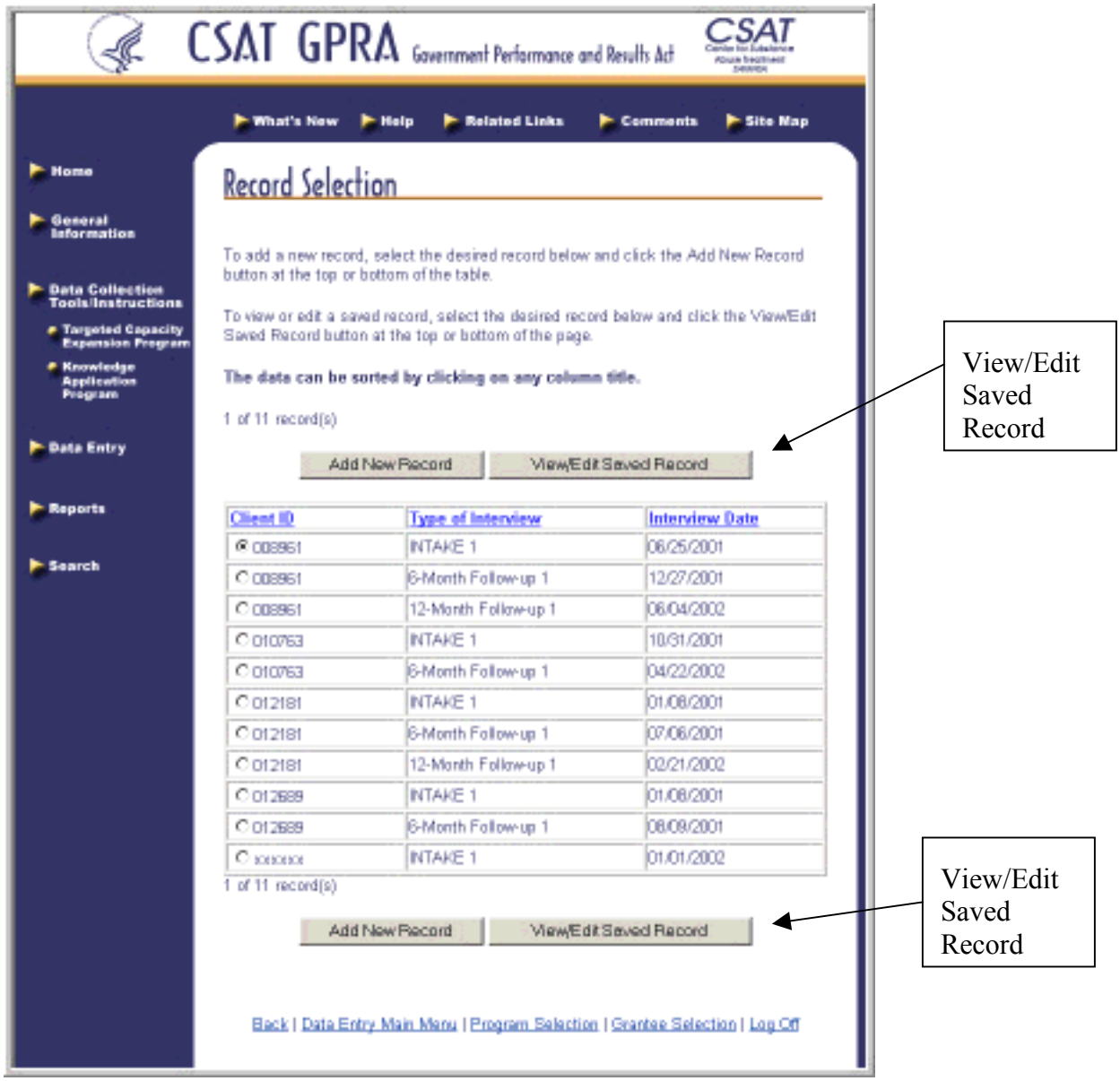
Figure 2-14 – Data Entry Main Menu – TCE Tools Page



Step 1. If you know the existing client ID, enter it in the Client ID field.

Step 2. If the client ID is unknown, or if you wish to search existing client IDs, click the "Search" button. The **RECORD SELECTION** page displays.

Figure 2-15 – Record Selection Page



Step 3. Select the desired record.

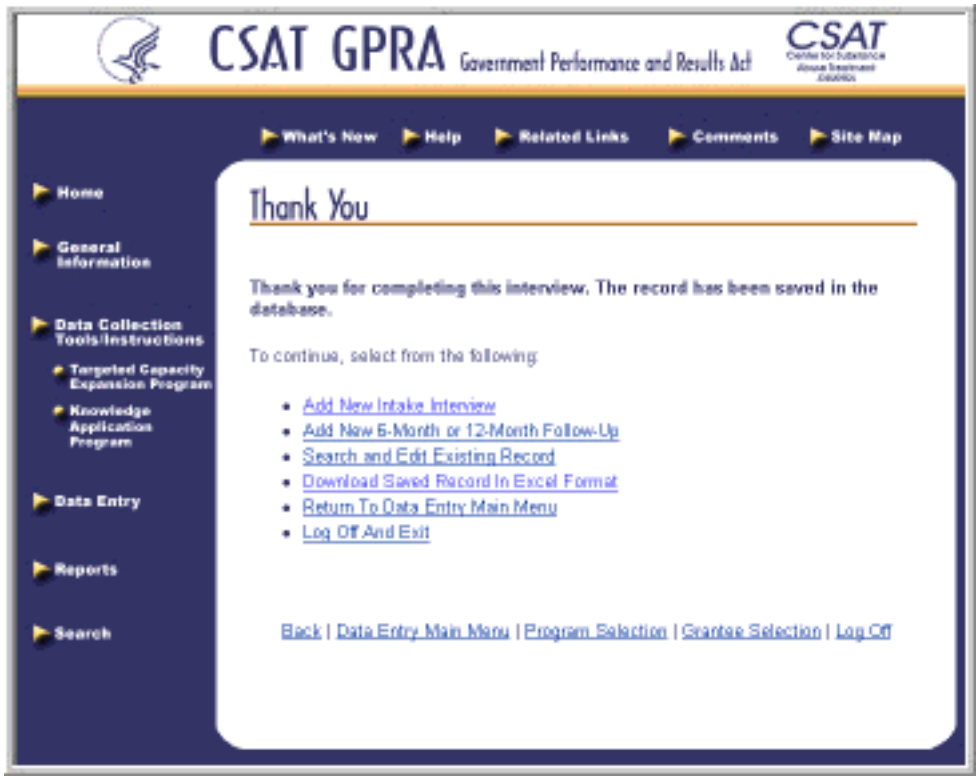
Step 4. Click the "View/Edit Saved Record" button at the bottom of the page.

Note: You can sort the data by clicking on any column title.

Step 4a. View or edit the client record, Sections A through H. You may navigate freely between sections using the letter navigation bar at the top of each section page.

Step 5. On the section page, click the "Save" button. The **THANK YOU** page displays.

Figure 2-16 – Thank You Page



Step 6. To add a new intake record for the same client ID, click the Add new intake instrument link.

Step 6a. To add a new 6- or 12-month follow-up record for the same client ID, click the Add new 6 or 12-month follow-up link.

Step 6b. To edit a saved record, click the Edit saved record link.

Step 6c. To download a saved record in Excel format, click the Download saved record in Excel format link.

Step 6d. To return to the Data Entry Main Menu page, click the Return to data entry main menu link.

Step 6e. To exit the session and log off of the system, click the Logoff and exit link

Entering a New Client Record

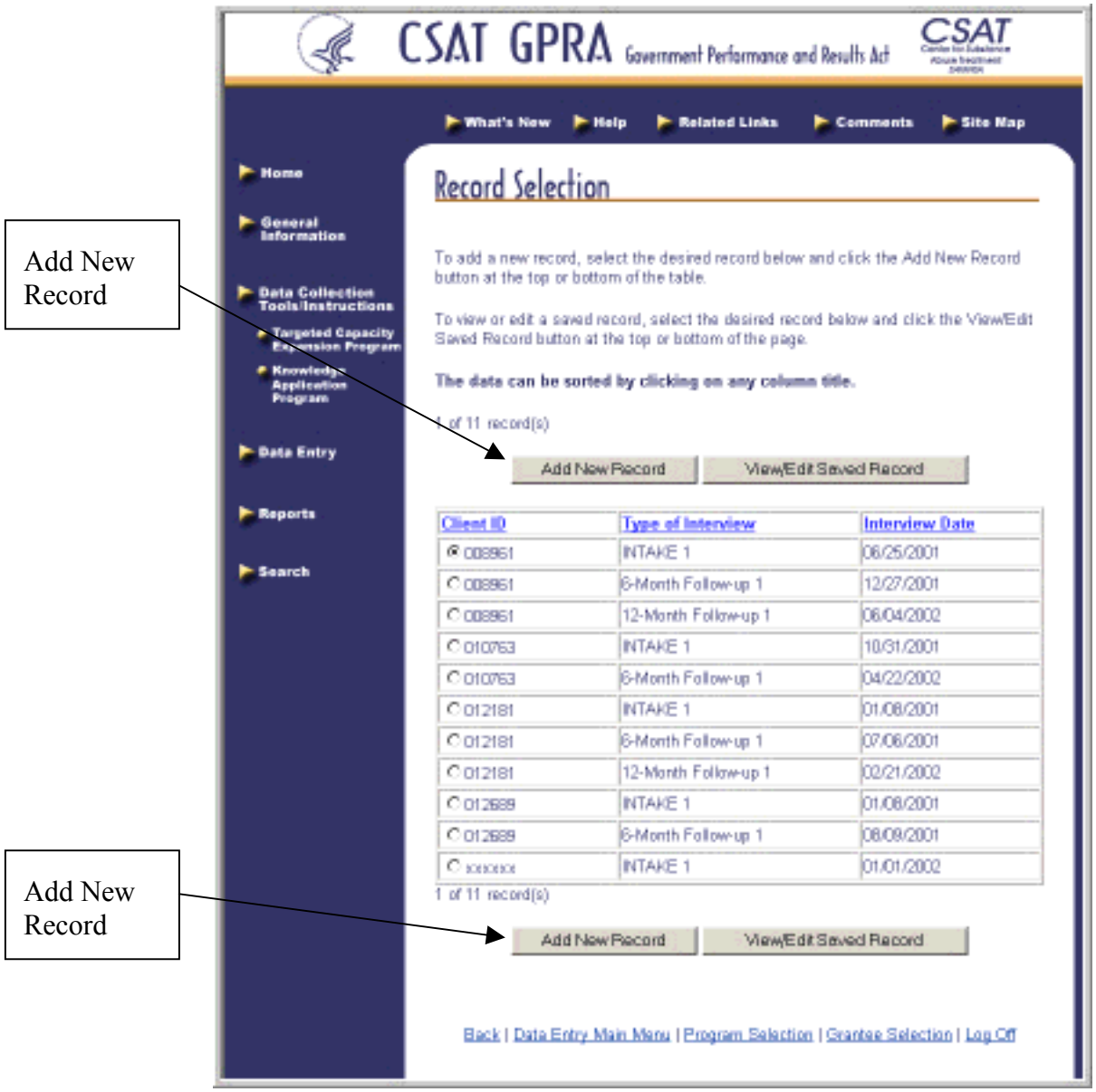
To enter a new client record, complete the following steps on the **DATA ENTRY MAIN MENU – TCE TOOLS** page.

Figure 2-17 – Data Entry Main Menu – TCE Tools Page

Step 1. If you know the existing client ID, enter it in the Client ID field.

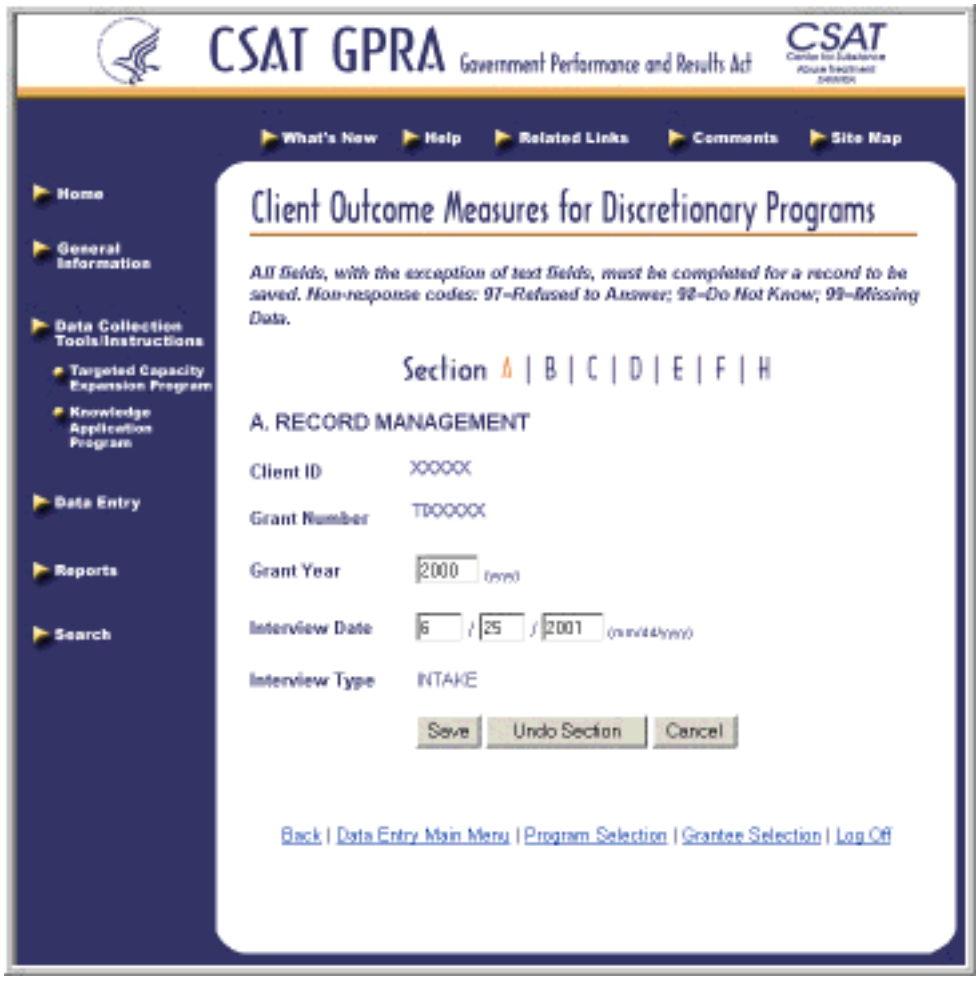
Step 2. If the client ID is unknown, or if you wish to search existing client IDs, click the "Search" button. The **RECORD SELECTION** page displays.

Figure 2-18 – Record Selection Page



Step 3. Select the client ID, and click the "Add New Record" button. The **CLIENT OUTCOME MEASURES FOR DISCRETIONARY PROGRAMS – SECTION A** page displays.

Figure 2-19 – Client Outcome Measures for Discretionary Programs Page – Section A



The following rules apply when entering a new client record:

- All fields, except text fields, must be filled before the system will advance to the next section.
- The "Undo Section" button will delete the information in the section of the form you are currently working on.
- The "Cancel" button will delete all completed form sections.
- The cursor will not automatically advance to the next unfilled field.
- The Tab button on the keyboard will advance the curser to the next blank field.
- Do not enter commas, decimals, or symbols in any field.
- Non-response codes for these questions are 97 (Refused to Answer), 98 (Do Not Know), and 99 (Missing Data).

Note: You can access the instructions for completing the TCE form under the Data Collection Tools section of the public CSAT-GPRA Web site.

Step 2. Complete Section A. Click the "Continue" button to advance to Section B.

Step 3. Complete Section B. Click the "Continue" button to advance to Section C.

Step 4. Complete Section C. Click the "Continue" button to advance to Section D.

Step 5. Complete Section D. Click the "Continue" button to advance to Section E.

Note: Non-response codes for question 4 are 97 (Refused to Answer), 98 (Do Not Know), and 99 (Missing Data).

Step6. Complete Section E. Click the "Continue" button to advance to Section F.

Note: If the responses to Sections A through C are "yes," the number field must be completed to continue.

Step 7. Complete Section F. Click the "Continue" button to advance to Section H or to the **DATA ENTRY CONFIRMATION RECORD** page.

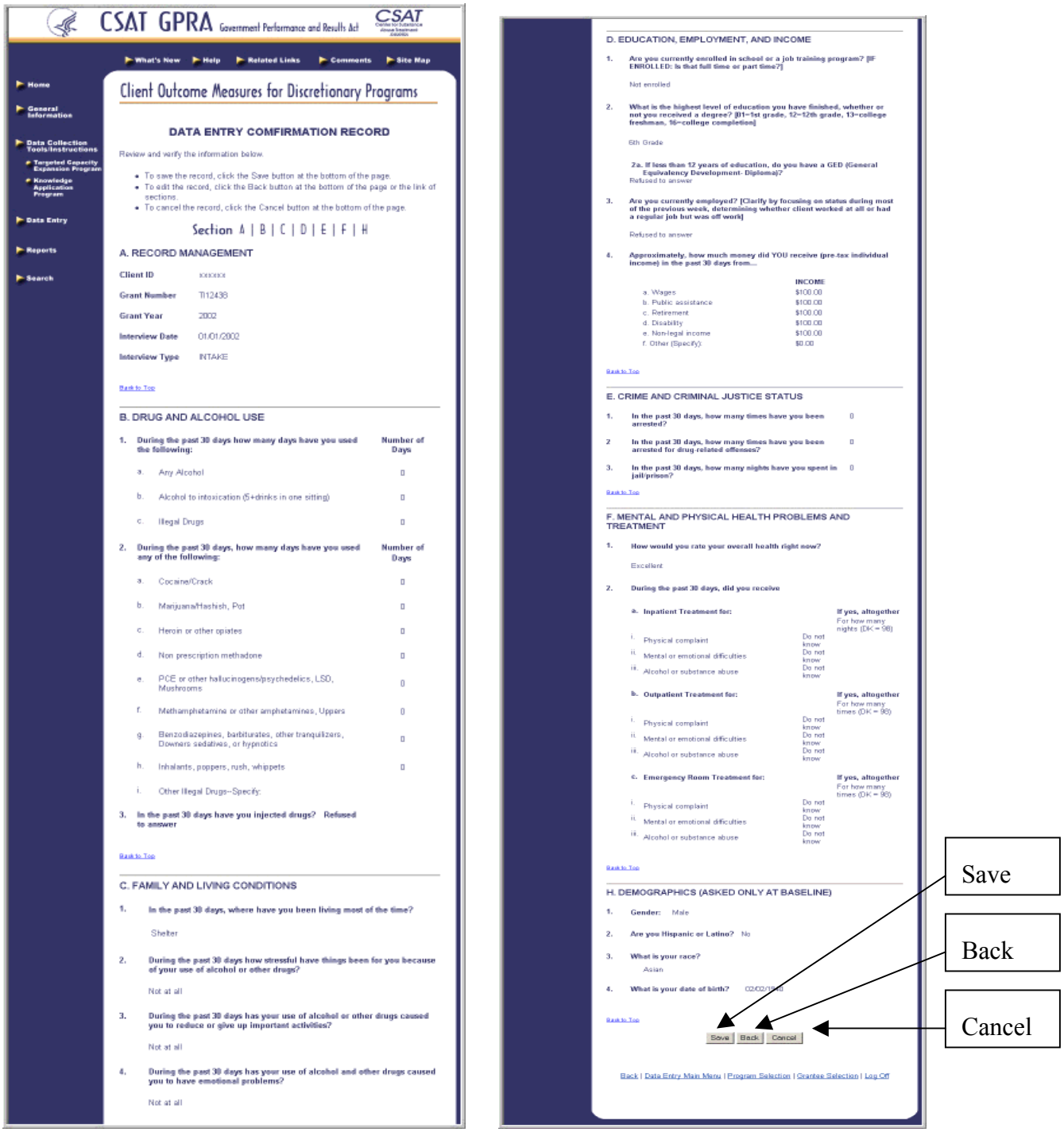
Note: There is no Section G.

Step 8. Complete Section H. Click the "Continue" button to advance to the **DATA ENTRY CONFIRMATION RECORD** page.

Note: Section H displays only if you are entering a record under a new client ID. If you are entering a new record under an existing client ID, the System will advance to the **DATA ENTRY CONFIRMATION RECORD** page**.**

Note: If you click the "Cancel" button, the entire record will be lost.

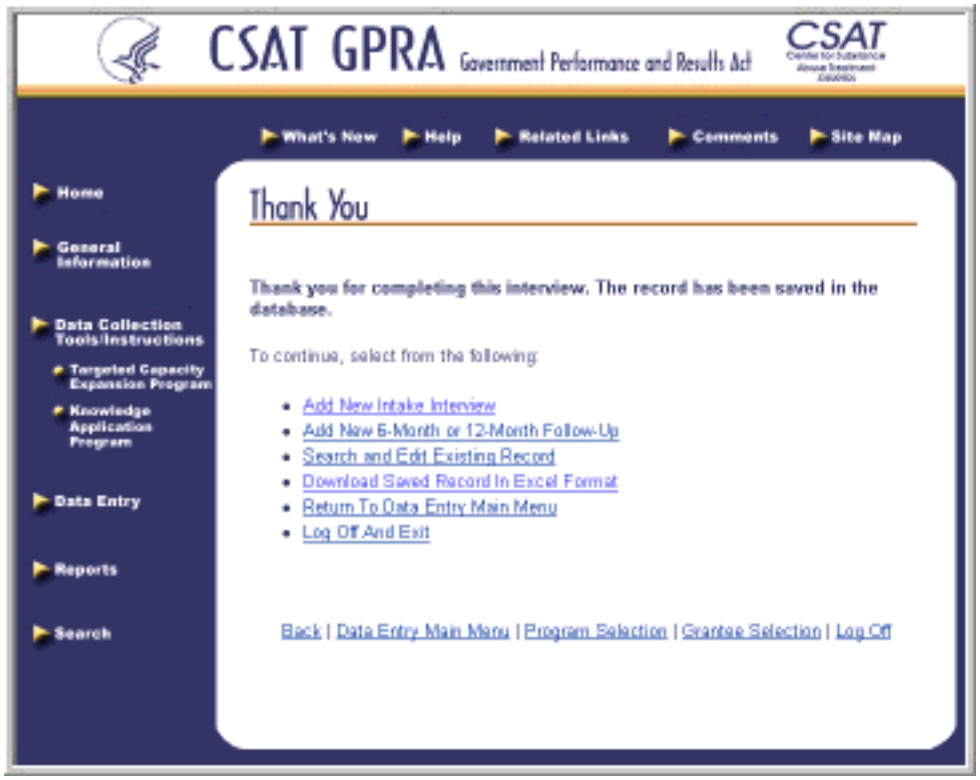
Figure 2-20 – Data Entry Confirmation Record Page



Step 9. Review the information you have entered, and choose from the following options**:**

- To save the record, click the "Save" button. The **THANK YOU** page displays.
- To edit the record, click the "Back" button at the bottom of the page.
- To cancel the record, click the "Cancel" button.

Figure 2-21 – Thank You Page



Step 10. To add a new intake record for the same client ID, click the Add new intake instrument link.

Step 10a. To add a new 6- or 12-month follow-up record for the same client ID, click the Add new 6 or 12-month follow-up link.

Step 10b. To edit a saved record, click the Edit saved record link.

Step 10c. To download a saved record in Excel format, click the Download saved record in Excel format link.

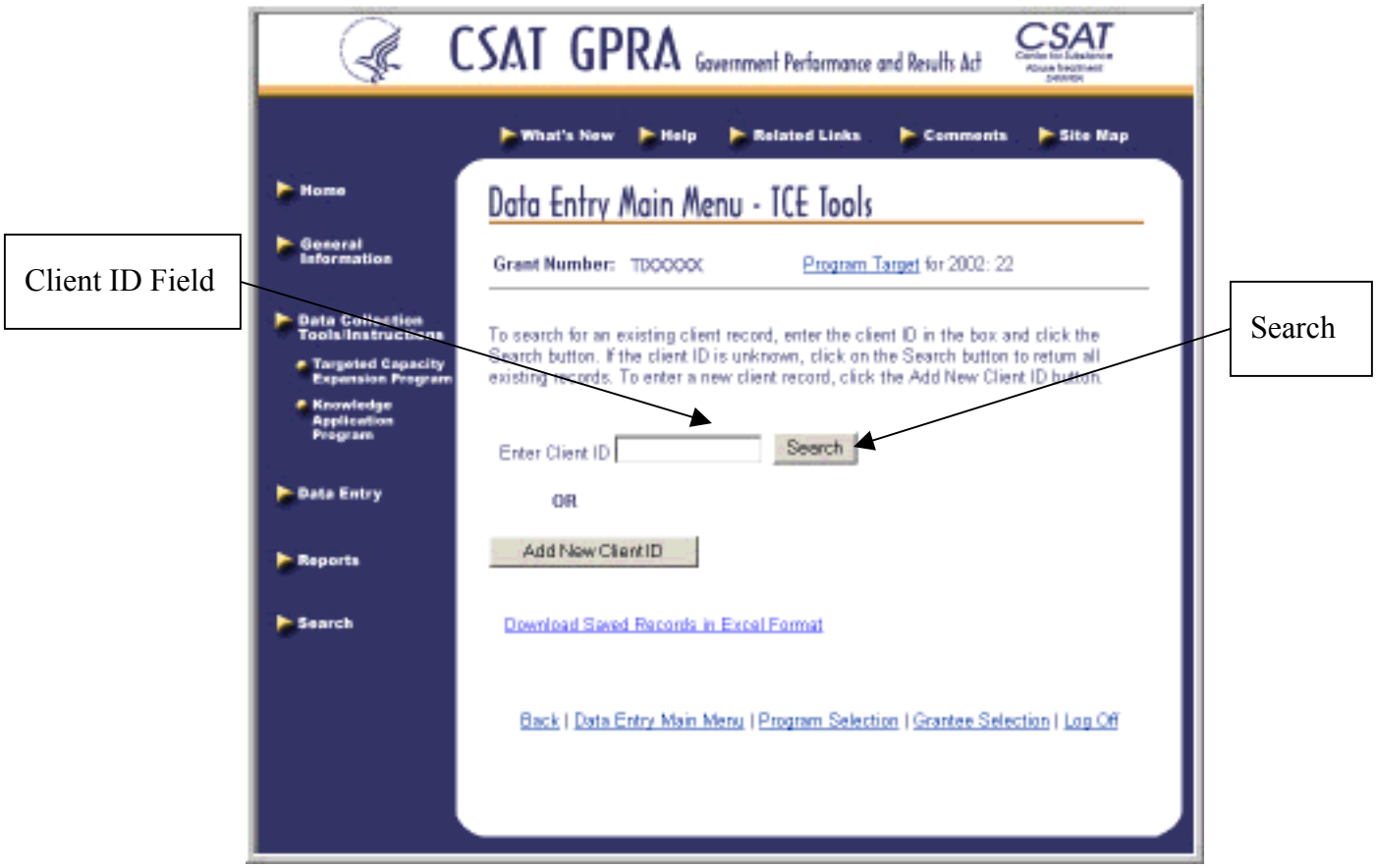
Step 10d. To return to the data entry main menu page, click the Return to data entry main menu link.

Step 10e. To exit the session and log off of the System, click the Logoff and exit link

Entering a Follow-up Record

To enter a follow-up record, complete the following steps on the **DATA ENTRY MAIN MENU – TCE TOOLS** page.

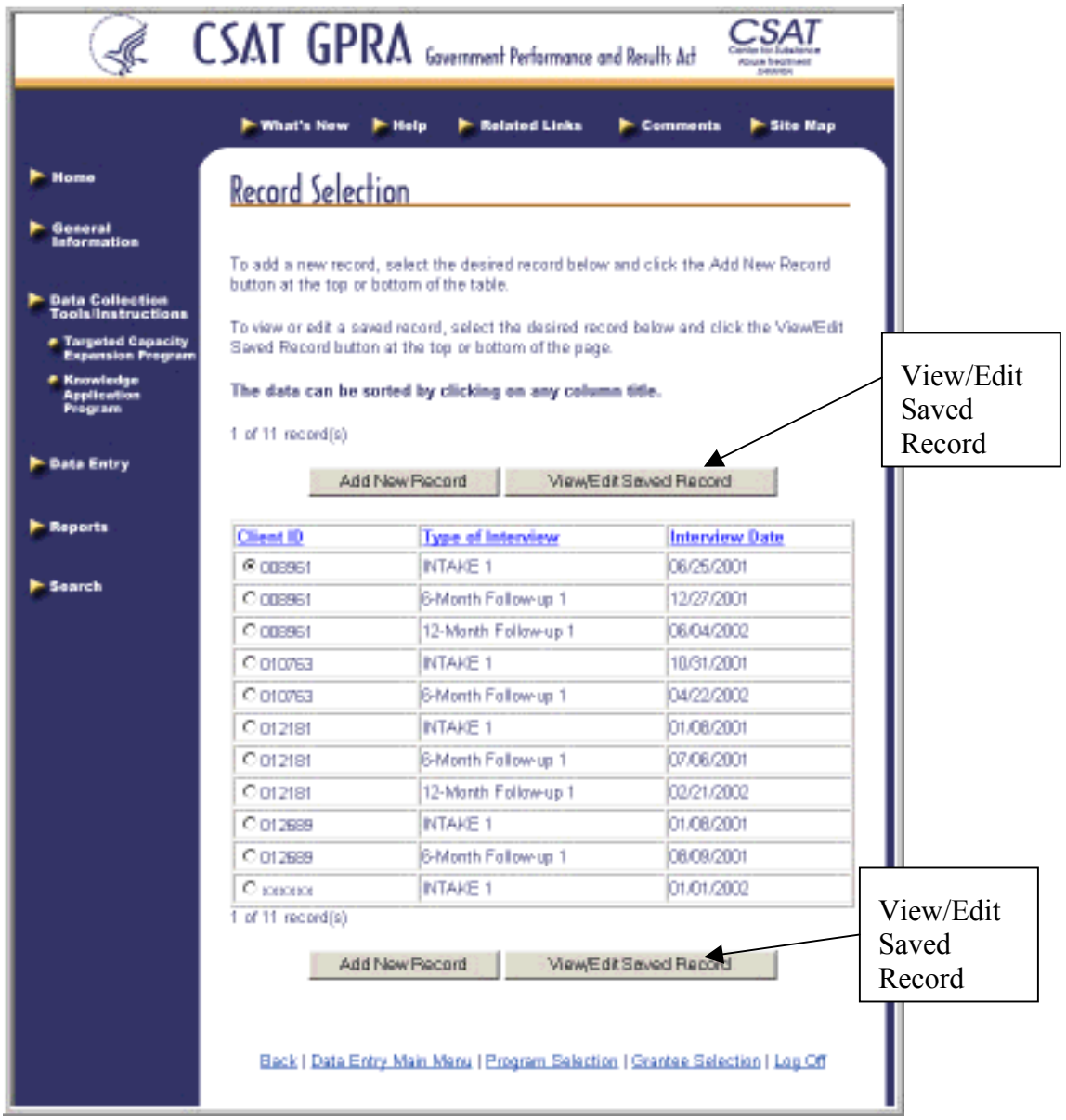
Figure 2-22 – Data Entry Main Menu – TCE Tools Page



Step 1. If you know the existing client ID, enter it in the Client ID field.

Step 1a. If the client ID is unknown, or if you wish to search existing client IDs, click the "Search" button. The **RECORD SELECTION** page displays.

Figure 2-23 – Record Selection Page



Step 2. Select the desired client.

Step 3. Complete Section A. Click the "Continue" button to advance to Section B.

Step 4. Complete Section B. Click the "Continue" button to advance to Section C.

Step 5. Complete Section C. Click the "Continue" button to advance to Section D.

Step 6. Complete Section D. Click the "Continue" button to advance to Section E.

Step 7. Complete Section E. Click the "Continue" button to advance to Section F.

Step 7. Complete Section F. Click the "Continue" button to advance to Section H.

Note: There is no Section G.

Step 8. Complete Section H. Click the "Continue" button to advance to Section I.

Step 9. Click the "Continue" button. Section J displays.

Step 9a. Click the "Undo Section" button to remove all data from this section.

Step 9b. Click the "Cancel" button to return to the main menu.

Step 10. Complete Section J.

Step 11. Click the "Continue" button. The **DATA ENTRY CONFIRMATION RECORD** page displays.

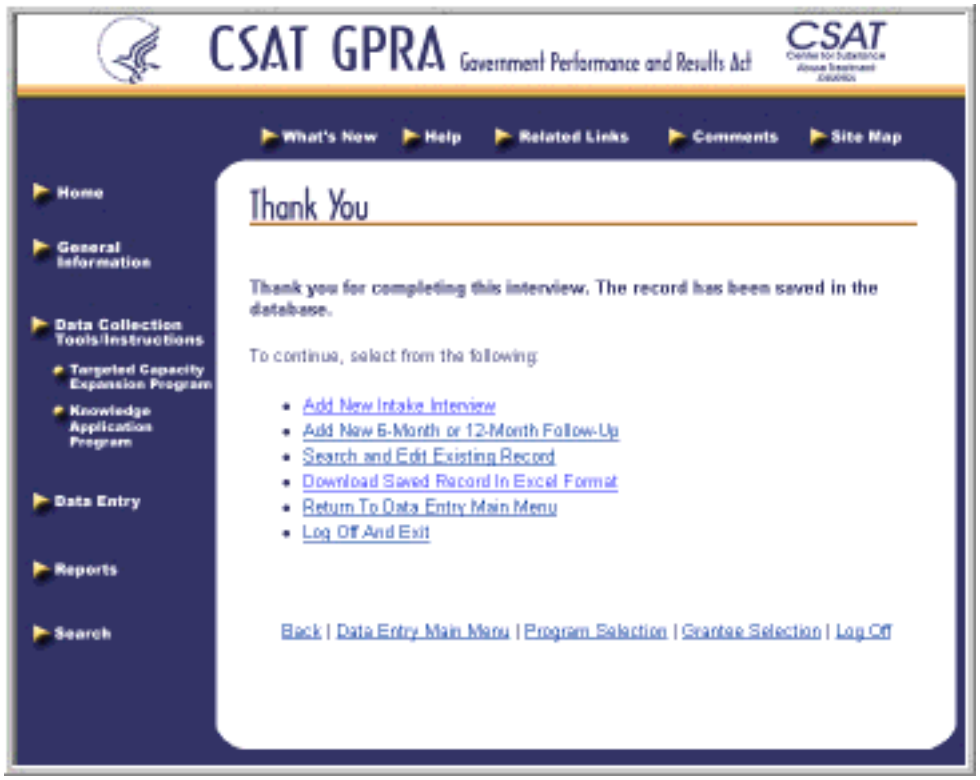
Step 11a. Click the "Undo Section" button to remove all data from this section.

Step 11b. Click the "Cancel" button to return to the main menu.

Step 12. Review the information you have entered, and choose from the following options:

- To save the record, click the "Save" button. The **THANK YOU** page displays.
- To edit the record, click the "Back" button at the bottom of the page.
- To cancel the record, click the "Cancel" button.

Figure 2-24 – Thank You Page



Step 13. To add a new intake record for the same client ID, click the Add new intake instrument link.

Step 13a. To add a new 6- or 12-month follow-up record for the same client ID, click the Add new 6 or 12-month follow-up link.

Step 13b. To edit a saved record, click the Edit saved record link.

Step 13c. To download a saved record in Excel format, click the Download saved record in Excel format link.

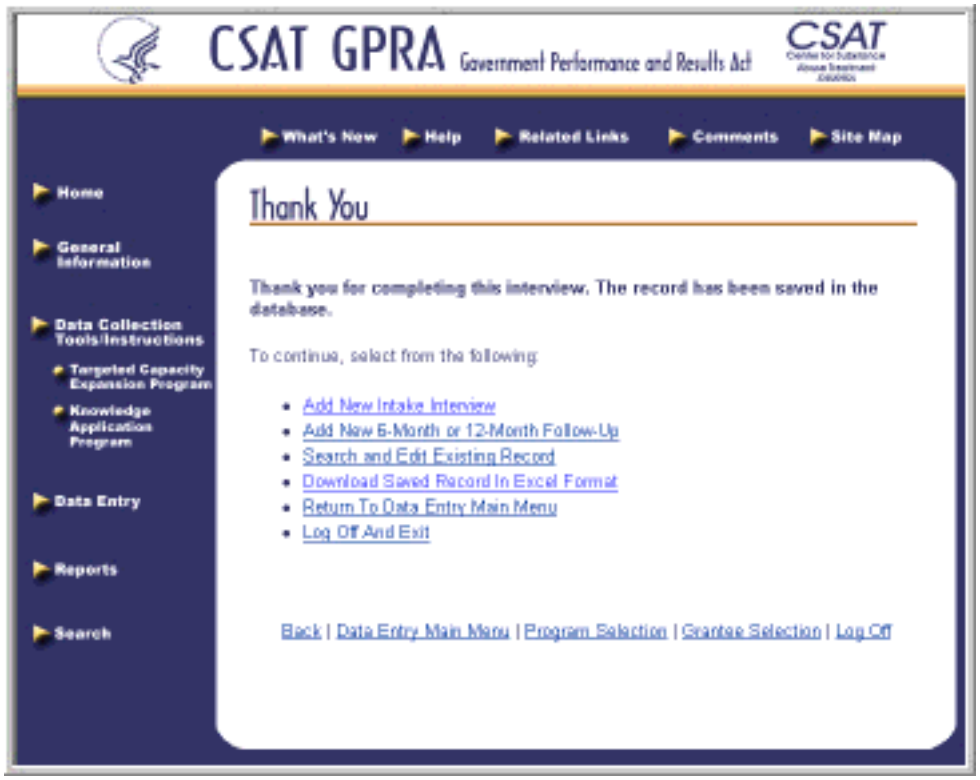
Step 13d. To return to the data entry main menu page, click the Return to data entry main menu link.

Step 13e. To exit the session and log off of the System, click the Logoff and exit link

Downloading a Saved Record

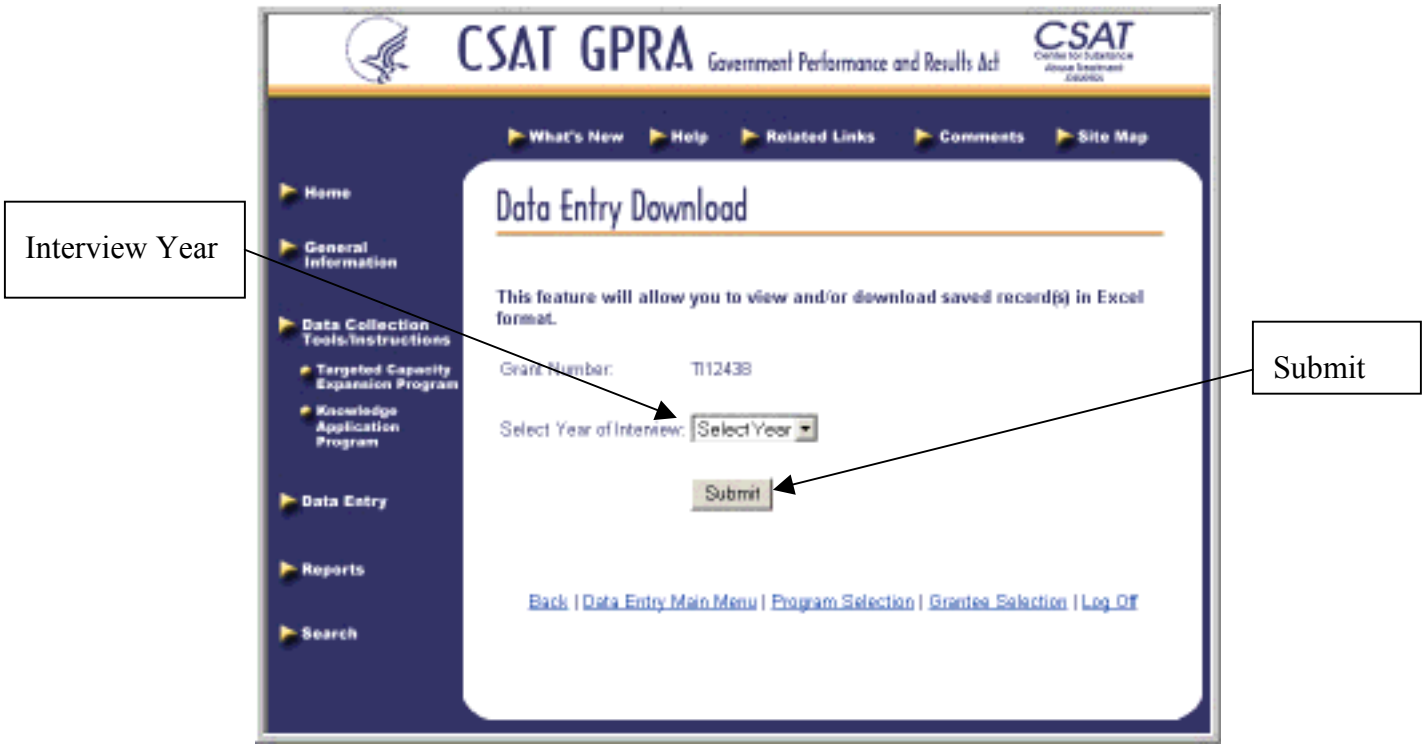
To download a saved client record, complete the following steps on the **THANK YOU** page (records will be downloaded in Excel format).

Figure 2-25 – Thank You Page



Step 1. Click the Download saved record in Excel format link on the **THANK YOU** page. The **DATA ENTRY DOWNLOAD** page displays.

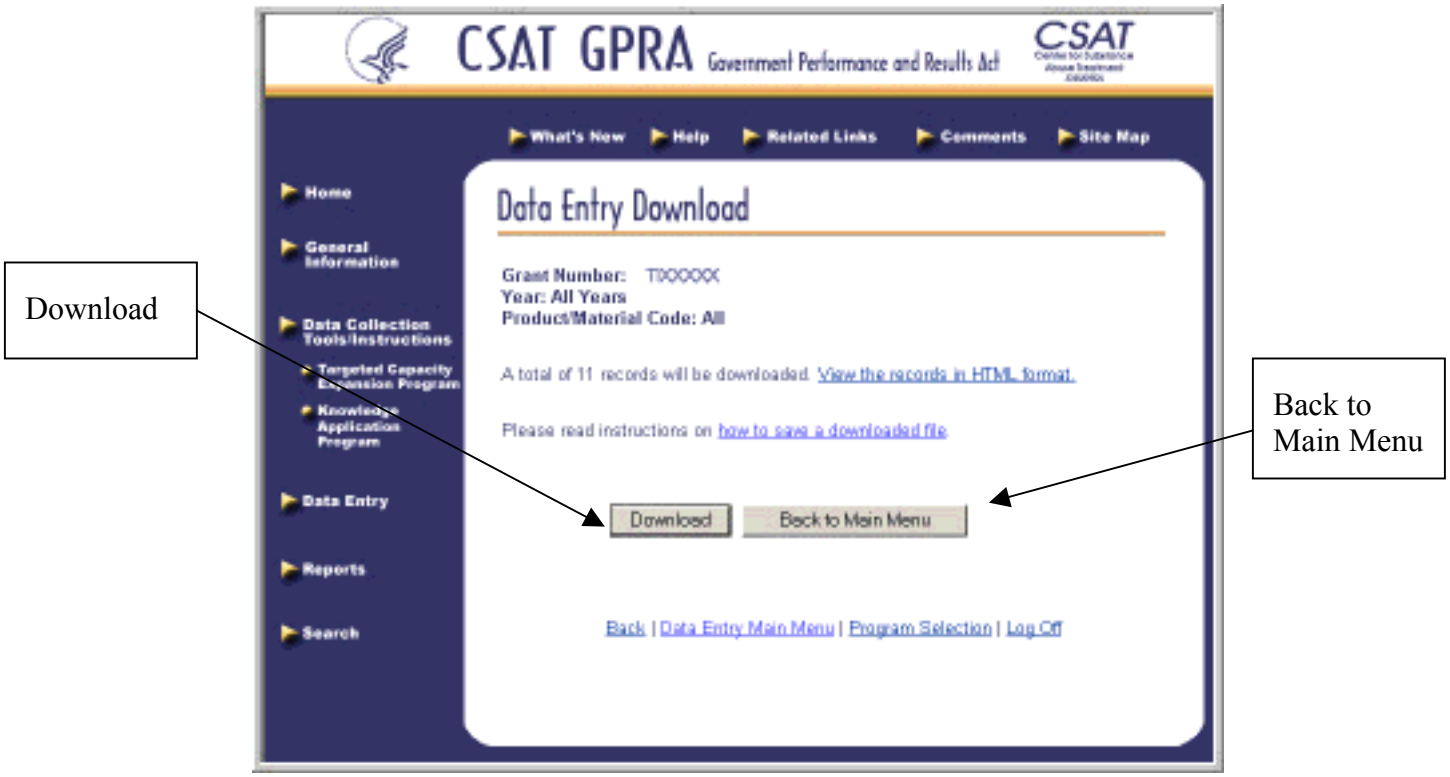
Figure 2-26 – Data Entry Download Page



Step 2. Choose an interview year from the drop-down box.

Step 3. Click the "Submit" button. The **DATA ENTRY DOWNLOAD** (compiled report) page displays.

Figure 2-27 – Data Entry Download (Compiled Report) Page



Step 4. Click the "Download" button.

Step 4a. Click the "Back to Main Menu" button to exit this page and return to the **DATA ENTRY MAIN MENU – TCE TOOLS** page.