

Crisis Counseling Assistance and Training Program (CCP) CCP Adult Assessment and Referral Tool Database Instructions (version 1.1)

The CCP Adult Assessment and Referral Tool Database is a Microsoft Access database used to compile CCP data collected with the Adult Assessment and Referral Tool form included in the *Evaluating and Monitoring the Reach, Quality, and Consistency of Crisis Counseling Programs Manual and Toolkit* (Evaluation Manual). Detailed instructions on the implementation and the use of the Adult Assessment and Referral Tool are included in the Evaluation Manual. These instructions focus on the use of the database and assume a basic understanding of Microsoft Access.

Specifications/Requirements for Use

The database is designed using the Microsoft Access 2000 application. It requires Microsoft Access version 2000 or higher to function.

The database contains macros (small executable programs) that allow it to function. These macros cause most virus protection systems/firewalls to put up a warning message prior to allowing the user to open the program (e.g., “This file may not be safe...”). Rest assured that the database was scanned using virus detection software prior to being shipped and found to be free of viruses. If you get these warnings, you will need to respond in the affirmative (e.g., “open,” “yes,” or “enable macros”) in order to be able to use the database.

Copying the Database from the Disc

If you received the database on a CD-ROM, **it must be copied to your computer prior to use.**

1. Insert the CD-ROM into your CD- ROM drive.
2. Open My Computer. Click the CD- ROM drive to view the contents of the CD- ROM.
3. Select, but do **not** open, the database by clicking once.
4. Select Edit, then Copy to Folder.
5. When the popup box appears, select the folder location you wish to copy the database to. This will typically be your hard drive (often C: drive).
6. Click Copy. This should successfully copy the database to the new location.
7. Remove the CD-ROM. Use the database you saved to your hard drive to enter data.

Downloading the Database from the Website

If you are downloading from a website, please follow the instructions provided on the download website.

Opening the Database

Once the database file is saved on your computer, do the following to open it:

1. Go to the location where you saved the database file (usually done by using My Computer in Microsoft Windows).
2. Double click the database file to open it. Respond in the affirmative if you receive warning messages as described in *Specifications/Requirements for Use* above.
3. It may take a moment, but the database should open to the Start Up Menu (see below).

Crisis Counseling Assistance and Training Program (CCP) Adult Assessment and Referral Tool

version 1.1

START UP MENU

Welcome to the Adult Assessment and Referral Tool Database.
Use the buttons below to carry out the desired action.

DATA ENTRY

Click this button to go to the data entry form.

ASSIGN PROVIDER #s

Click this button to go to assign identification numbers to new providers.

RUN REPORTS

Click this button to go to the reports menu.

CREATE QUERIES

Click this button to create your own queries or reports.
(Note, this will minimize Start Up Menu so experienced users can work directly with Microsoft Access)

EXIT ACCESS

Click this button to exit Microsoft Access when you are finished using the database.

The Start Up Menu allows the user to carry out the main tasks associated with the database by clicking the corresponding button.

- The Data Entry button brings the user to the Data Entry Form to enter data from the Participant Feedback Survey forms.
- The Assign Provider #'s brings the user to the Provider Name and Number table (see box below).

Getting Started with Data Entry (Assign Provider #'s)

Before using the database for data entry, you will need to assign provider numbers. In order for the database to work properly, each provider in the CCP will need to have a five digit number assigned to it.

1. Click the Assign Provider #'s button. This opens the Provider Name and Number database.
2. Note that there is a sample provider name and number listed, "00001, Provider One". This is just to demonstrate the correct format for the number (5 characters).
3. Type in each provider number and name. Type over the sample (00001, Provider One) with an actual provider number and name from your program.
4. You are required to enter a 5 character "number" for each provider.
5. You are not required to use the 00001, 00002, 00003...format. However, you might consider using this format as the database reports sort by provider number. So the reports will print out in the order that you assigned the numbers (i.e., 00001, then 00002, etc).

- The Run Reports button brings the user to the Reports Menu to run reports.
- The Create Queries button allows the experienced Microsoft Access user to create his or her own queries or reports. Clicking this button will minimize the Start Up Menu to allow the user to work with the standard Microsoft Access interface.

The Exit Access button closes down the entire database when the user is finished using it.

Run Reports (Reports Menu)

In the Start Up Menu, click the Run Reports button. This will cause the Reports Menu to appear (see below).

REPORTS MENU

Click the buttons below to run reports

Numbers Assessed and Referred (By Provider)

Numbers Assessed and Referred (by Week)

Prevalence of Specific Problems

Referral Types

RETURN TO MAIN MENU

- The Reports Menu (above) lists prepared (“canned”) data reports.
- Clicking each button will open the report in Print Preview view.
Of course, the reports will not run correctly until you enter data using the data entry forms. The database is sent to you empty.
- After you run the report, you may:
 - Choose File, then Print to print the report.
 - Choose File, then Export to export the report data to another program. You may export the report to Microsoft Excel for more detailed analysis or charting, or to a Rich Text Format file to allow the report to be shared via e-mail or used in a Microsoft Word document.

Technical Assistance

Contact the Substance Abuse and Mental Health Services Administration (SAMHSA) Disaster Technical Assistance Center (DTAC) for technical assistance. SAMHSA DTAC can provide basic technical assistance and support concerning use of the database and evaluation issues, but may refer complex questions to the SAMHSA CCP evaluator (Dr. Fran Norris of the National Center for Post-Traumatic Stress Disorder) or to SAMHSA Project Officers.

SAMHSA DTAC

1-800-308-3515

dtac@esi-dc.com

www.mentalhealth.samhsa.gov/dtac

Available 9 a.m. to 5 p.m. Eastern Time, Monday through Friday.

Using the Database with Teleform Scanning Software

Many CCPs will use the database for manual data entry. However, if your program is a large CCP that is using teleforms with scanners to collect data, you may need to synchronize the teleform fields to the Microsoft Access database fields. This is done using the software that was included with your teleform system.

Customizing the Database

- Experienced Microsoft Access users are encouraged to create their own queries and reports.
- Please do create your own **new** queries and reports. But do **not** modify the design of the existing tables, forms, queries, reports, or macros, as this may cause the database to malfunction.