

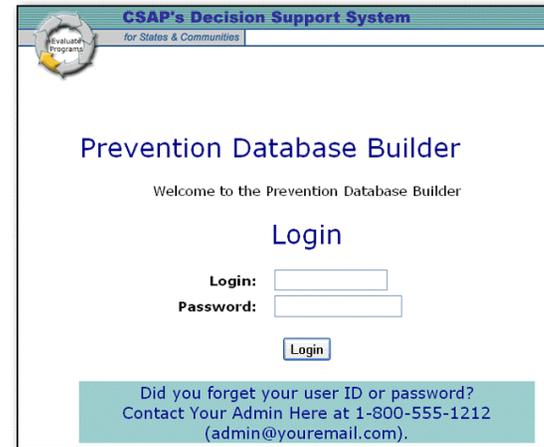
## Step-by-Step Guide to Using the Database Builder

Adapted from the Help files on the Database Builder site

### Logging In

At this time, there is a demonstration copy of the Database Builder Tool loaded under the Evaluate Programs tab of the State Systems side of the PreventionDSS that you may use for testing and review. However, the data you save in the Demonstration version of the tool will not be saved. If your State or Agency has chosen to implement a version of the tool, you would find it under your own State Tab (below the State Systems tab) after you have logged into the PreventionDSS web site, or through another link which your State or Agency will tell you about. If your State or Agency has not implemented a version of the Database Builder Tool, and you would like to have access to it, you should contact your CAPT to obtain more information (see *Get Training and Support/CAPT Training and Technical Assistance* on the [PreventionDSS.org](http://PreventionDSS.org) web site.). The tool is a free product and CSAP provides the technical support necessary to get the tool up and running.

1. Log on to the Database Builder data tool, click the mouse in the Login field and type in your User ID. Click in the password field and type in your password. Your system administrator will provide you with a login and password for the system.



The screenshot shows the login interface for the Prevention Database Builder. At the top, there is a header for "CSAP's Decision Support System for States & Communities" with a logo on the left. The main heading is "Prevention Database Builder" followed by "Welcome to the Prevention Database Builder". Below this is a "Login" section with two input fields: "Login:" and "Password:". A "Login" button is positioned below the password field. At the bottom, a teal box contains the text: "Did you forget your user ID or password? Contact Your Admin Here at 1-800-555-1212 (admin@youremail.com)."

2. You will now see the main menu for the Database Builder. The items that appear in your menu will depend on the roles that have been assigned to you by your system administrator. In this example, we are showing all possible items that will appear in the menu; however, you are likely to have a subset of these items in your own menu.



### Database Builder: Main Menu

**Overview** - This tool is intended to assist state prevention services staff with creating, managing, and administering Instruments to prevention service participants and attendees.

**Instructions:** Select an option from the menu below. You can always return to this menu from any place in the application by clicking on the "Return to Menu" icon at the bottom of the page.

[Logout](#)

MAIN MENU for Database Builder	
<b>System Administration Tool</b>	
HELP	<a href="#">Administer Users</a> Create, modify, and view system users
HELP	<a href="#">Administer User Classes</a> Create, modify, and view user classes
HELP	<a href="#">Administer Permissions</a> Create, modify, and view explicit permissions on objects to which you have read/write access
HELP	<a href="#">Administer Code Tables</a> Create, modify, and view code groups and code values
HELP	<a href="#">Administer Hierarchies</a> Create, modify, and view category and security hierarchies
<b>Evaluation Administration Tool</b>	
HELP	<a href="#">Manage Respondents</a> Create, modify, and view information about instrument respondents.
HELP	<a href="#">Manage Observations</a> Create, modify, and view observations.
HELP	<a href="#">Manage Observation Series</a> Create, modify, and view observation series.
HELP	<a href="#">Manage Evaluation Packages</a> Manage evaluation packages, including respondents and observations.
<b>Data Collection</b>	
HELP	<a href="#">Enter Data With Wizard</a> Use the data entry wizard to enter data.
HELP	<a href="#">Review And Edit Data</a> Review and modify pre-entered data.
<b>Reporting</b>	
HELP	<a href="#">Generate Reports</a> Define and generate user-specific reports for on-screen display.
HELP	<a href="#">Download</a> Define and generate datasets for download in Excel format.
<b>Measure and Instrument Management</b>	
HELP	<a href="#">Manage Instruments</a> Create, modify, and view available instruments.
HELP	<a href="#">Manage Measures</a> Create, modify, and view available measures.

## Understanding the Terminology

To use the Database Builder, it will help to understand the terminology used in the system. When you conduct a survey or administer a questionnaire, you typically are asking program participants a series of questions.

Individual questions can be grouped into a *measure*, which is used to

understand more about the participants of a program. For example, a participant could be asked to rate the individual questions “I do the opposite of what people tell me, just to get them mad” and “I ignore rules that get in my way” as part of measuring *Individual/Peer-Rebelliousness* (the *measure*).

Measures can then be grouped together to form an *instrument*, for example a survey designed to determine program participant attitudes to alcohol, tobacco and drugs.

Each time the instrument is used with a program participant (a *respondent*) and the data is collected, it is called an *observation*. Respondents can be grouped into *classes*, for example a respondent class may be all of the participants enrolled in an after school program. Respondent classes must be defined before the data is entered into the Database Builder.

Observations can be stand-alone, or part of a *longitudinal series of observations* (that is, measures that are administered over a period of time). Some observations may be arranged in a longitudinal series to support specific evaluation objectives.

## Enter Data With Wizard

One task that is commonly done with the Database Builder is entering data into the system.

1. Select “Enter Data With Wizard” from the main menu.



2. A list of open observations to which the user has at least input only access is presented. Use the drop down box to select the observation name to begin data entry.

**Data Collection: Data Entry Wizard**  
Select an Observation

A screenshot of a form titled 'Observations'. It features a dropdown menu with the text '\* Select an observation' and a selected option 'Student Attitude Survey Pretest'. Below the dropdown are 'Next' and 'CANCEL' buttons.

3. Depending on how your administrator set this up for you, you will either be prompted to create a new respondent, select an existing respondent, or both.

**Data Collection: Data Entry Wizard**  
Enter Respondent Identification Value

A screenshot of a form titled 'Respondent Identification Value'. It contains an 'Instructions' box with the text: 'Enter a respondent identification value for Student Attitude Survey Pretest.' Below this is a text input field containing 'ID0001' and 'Previous', 'Next', and 'CANCEL' buttons.

4. Data entry is presented as a single long input form, with sections for each measure being collected. If data are needed for the respondent identification measure, this measure is presented first, followed by the remaining measures in the instrument. Fill in the form with the data collected from the respondent.

**Data Collection: Data Entry Wizard**  
Student Attitude Survey System -- ID0001

Data Entry

A screenshot of a data entry form for 'Guy Garnett Test ID Measure'. It shows several sections with questions and dropdown menus for answers. The sections are: 'Individual /Peer - Rebellionness Scale' with questions like 'I do the opposite of what people tell me...' and 'I ignore rules that get in my way.'; 'Student Survey: Drug/Alcohol Usage' with questions like 'Have you ever used smokeless tobacco...' and 'How frequently have you used smokeless tobacco...'. The form includes 'Previous', 'SAVE', and 'CANCEL' buttons at the top.

**Review and Edit Data**

Occasionally you will need to review and edit answer records.

1. When a user enters the module, a list of open observations to which the user has at least input only access is presented. Click on the Review And Edit Data link in the menu.



2. Select the observation containing the observation you want to edit.

3. Now you will see a search form allowing you to locate the observation you will edit by specifying the identification value of the respondent, who entered the data, and/or when the data was entered. You will see the results of the search below the search fields. Click on the “Edit” button to edit the observation, or the “X” button to delete the observation.

**Data Collection: Data Review and Edit  
Respondent Search and Result Display**

Overview - Respondent Search tool allows user to find a respondent to edit or view his data collected.

**Instructions**

Enter information into the criteria fields and click on SEARCH button. The Search results will show up below the search section. You can use any combination of the criteria to limit your search. Only respondents whose data have been collected and whose information match all the criteria are included in the search result. You can leave all the criteria fields blank. If an invalid date is entered into Created Date From or Created Date To field, this field is considered to be blank.

**Find a Respondent to Edit/View Data Collected**  
Find respondents based on any of the criteria below

Identification Value:  Exact match?  (check if yes)  
 Entered by:   
 Created Date From:  (example: 06/17/2003)  
 Created Date To:

Results 1 - 3 of Total 3			
Respondent	Entered by	On	
<input type="checkbox"/> X 5888	Administrator	05/29/2003 12:00PM	
<input type="checkbox"/> X 7410	Administrator	05/29/2003 12:00PM	
<input type="checkbox"/> X 8000	Administrator	05/29/2003 12:00PM	

**Reporting: Generate Reports  
Report Type Select**

**Report Types Available**

\* Select a report type:

Single Observation  
 Dual-Observation (side-by-side report)

## Generate Reports

The Generate Reports module is intended to produce the most basic overview of a data set. Two types of reports are available - single observation frequency analysis, and a dual-observation, side-by-side report.

### Single Observation

1. Select the Generate Reports link from the main menu.



2. Choose “single observation” and click the “Next” button.

**Reporting: Generate Reports  
Report Type Select**

**Report Types Available**

\* Select a report type:

Single Observation  
 Dual-Observation (side-by-side report)

3. Select the observation to report and the “Next” button.

**Generate Reports: Single Observation  
Observation Select**

Available Observations		
Observation Name (Abbreviation)	Instrument	Respondent Class
<input type="radio"/> ABS4 (B3)	GG Test Instrument 3/10	Billy's Class
<input type="radio"/> CodeAb (Code Book Ob)	Code book Instrument	DupIowa Data
<input type="radio"/> Dennis' Observation (DJO_OBS_1)	Dennis' Instrument	Dennis' Demo Class
<input type="radio"/> Dwayne's Observation (DR Observation 1)	Dwayne's Test Tool	Dwayne's Statewide Respondent Classes
<input type="radio"/> GG Demo Observation (GGDEMO)	GG Test Instrument 3/10	GG Demo Respondent Class
<input type="radio"/> GG Empty ID Measure Test 1 (GGTEST1)	CM - Family Survey	GG Empty ID Measure Test 1
<input type="radio"/> Molly's Observation (Molly'sObs)	Molly's Instrument	Molly's Class
<input type="radio"/> New Obs 3/28/03 (OBSCAB)	CAB 001	Carolyn's Test on 3/28/03
<input type="radio"/> Obs 3/26/03 (OBS032603)	Test Cab One	Dennis' Demo Class
<input type="radio"/> Obs of Iowa Dup (OBS040203)	Dup Iowa	DupIowa Data
<input checked="" type="radio"/> Observation 1 (OBS1)	Augie's Test Tool for GPRA Measures	Augie's Cross-State Provider Agency Respondents
<input type="radio"/> Post test (PT)	Student Attitude Survey System	Dottie Organizational Team
<input type="radio"/> Student Attitude Survey Pretest (SAS1)	Student Attitude Survey System	Dottie Organizational Team
<input type="radio"/> Survey Mid-program (S2)	Student Attitude Survey System	Dottie Organizational Team

4. Once the observation is chosen, a data filtering and grouping menu is displayed. When the report is run, frequency counts are generated for the answers to each question. To generate a printable version of the report, click on Printer View. To change the filters, click on Previous.

[picture not available at this time]

**Dual Observation (Side-by-Side Comparison)**

1. Select the Generate Reports link from the main menu.

Reporting	
<input type="button" value="HELP"/> <a href="#">Generate Reports</a>	Define and generate user-specific rep
<input type="button" value="HELP"/> <a href="#">Download</a>	Define and generate datasets for dow

**Measure and Instrument Manager**

2. Choose “Dual observation” and click the “Next” button.

**Reporting: Generate Reports  
Report Type Select**

**Report Types Available**

\* Select a report type:

Single Observation  
 Dual-Observation (side-by-side report)

3. Select the observation series to report and the “Next” button.

**Generate Reports: Dual-Observation (Side-by-Side Comparison)  
Observation Series Select**

**Available Observation Series**

Student Attitude Survey (SASS)

4. Select exactly two of the available observations in the series.

**Generate Reports: Dual-Observation (Side-by-Side Comparison)  
Observation Select**

Instruction: Please select two observations.

Available Observations		
Observation Name (Abbreviation)	Instrument	Respondent Class
<input checked="" type="checkbox"/> Post test (PT)	Student Attitude Survey System	Dottie Organizational Team
<input checked="" type="checkbox"/> Student Attitude Survey Pretest (SAS1)	Student Attitude Survey System	Dottie Organizational Team
<input type="checkbox"/> Survey Mid-program (S2)	Student Attitude Survey System	Dottie Organizational Team

5. Select the filters and items to report. Frequency counts are generated for each question, with the results presented side-by-side. To generate a printable version of the report, click on Printer View. To change the filters, click on Previous.

[picture not available at this time]

## Data Filtering and Grouping

The variables in the identification measure associated with a given respondent class can be used to select which answer rows are included in the report, or to group records for frequency analysis. The user may select one or more variables, and use them for grouping, filtering, or both.

[picture not available at this time]

## Download

Data can be downloaded one answer set at a time, or as a longitudinal series. If you have an observation with multiple respondents, only the records for the respondents that have data entered will be included in the download file. Select one of these sets, a data format, and which data you want to download, then click on Download. All available observations with answer sets are listed, with a list of longitudinal observation series if the longitudinal mode is selected.

1. Select "Download" from the main menu.



2. A list of observations to which you have access will be displayed. Pick one to download its data set. Select the file format and the contents for the file.

### Reporting: Download

Please choose an item from each of the three drop down lists below and click on Download.

Microsoft Excel has a limit of 255 columns. Long questionnaires, generally those with over 125 questions, will exceed this limit if both answer codes and long text answers are included in the download. To allow you to download all questions in the case of long questionnaires, a drop down list is provided to specify whether the download file should contain "Answer Codes" only, "Answer Text" only, or both "Answer Codes and Answer Text".

This process may take several minutes. Please be patient.

The image shows a form titled "Download Observation Criteria". It has three rows, each with a "HELP" button and a dropdown menu. The first row is "Observation" with the dropdown set to "Student Attitude Survey Pretest". The second row is "Download Format" with the dropdown set to "Microsoft Excel". The third row is "Download File Contains" with the dropdown set to "Answer Text and Answer Codes". At the bottom of the form are two buttons: "DOWNLOAD" and "CANCEL".

3. The next screen will provide you with directions on how to download the file.

### Reporting: Download

Your Download File has been created. Click to, [read the file into Excel](#).

A Data Dictionary for the download file was also created. Click to, [download the file](#)

The download file is a comma-delimited file with an .CSV extension. If you have Microsoft Excel installed on your system, it should open inside of Microsoft Excel. If you have defined Microsoft Excel as a helper application for your browser, the file will open inside a new browser window. Be sure to save the file to a name of your choice before closing the Excel window.

If your system does not have Excel installed, it should prompt you for where to save the file.

In some cases, Excel wants to convert number ranges to dates, for example it wants to convert "10 - 19" to "19-Oct" or "Oct-19", depending on your option settings.

There are 2 work-arounds for this problem. The best solution is to avoid dashes in Answer Text values (e.g. use "10 to 19" not "10 - 19").

The other option is to right click on the file and download it, rather than opening the file from the download form. After downloading, change the .csv extension to .txt before you open the file in Excel. This will cause the Import Wizard to interact with you rather than making it's own assumptions. Choose comma as the delimiter and choose TEXT for the column being converted.



4. In this example we have chosen an Excel file format and have read the file into Excel. The results are displayed:

A1 = RespClassAbbr										
A	B	C	D	E	F	G	H	I	J	
1	RespClass	Observatio	Identificati	OPPOSITE	OPPOSITE	IGNORE	IGNORE_1	GETAWAY	GETAWAY	SSCH
2	DOTS	SAS1	ID0001	1	Very false	2	Somewhat	2	Somewhat	C
3	DOTS	SAS1	ID0002	2	Somewhat	3	Somewhat	3	Somewhat	D

### Download Format

Currently the download file is formatted for reading into Excel only. The output is a tab-delimited file with an .XLS extension. If you have Microsoft Excel installed on your system, it should open inside of Microsoft Excel. If you have defined Microsoft Excel as a helper application for your browser, the file will open inside a new browser window. Be sure to save the file to a name of your choice before closing the Excel window. Support for loading download data into SAS and SPSS is planned. Support for Microsoft Access is under review.

### Download File Contains

Microsoft Excel has a limit of 255 columns. Long questionnaires, generally those with over 125 questions, will exceed this limit if both answer codes and long text answers are included in the download. To allow you to download all questions in the case of long questionnaires, a drop down list is provided to specify whether the download file should contain "Answer Codes" only, "Answer Text" only, or both "Answer Codes and Answer Text".

### Manage Evaluation Packages

An *evaluation package* is the set of all resources and database objects required to conduct an evaluation. A complete evaluation package consists of one or more respondent classes, one or more instruments (each of which is composed of one or more measures, and each measure containing one or more questions). The respondent classes

and instruments are grouped to define one or more observations. If data have been collected, the evaluation package also includes the answer sets corresponding to each observation. The evaluation package is a convenient way of grouping these resources in order to organize the evaluation activities, and grant access rights to these objects as a whole.

The evaluation package feature is intended to be the primary means used to manage a large-scale evaluation effort that involves multiple evaluation designs or multiple evaluation types.

1. Click on the “Manage Evaluation Packages” link in the main menu.

Evaluation Administration Tool		
HELP	<a href="#">Manage Respondents</a>	Create, modify, and view information a
HELP	<a href="#">Manage Observations</a>	Create, modify, and view observations
HELP	<a href="#">Manage Observation Series</a>	Create, modify, and view observation s
HELP	<a href="#">Manage Evaluation Packages</a>	Manage evaluation packages, including
Data Collection		

2. Use the Find feature to locate the evaluation packages that you want to manage, and click on the “Edit” link next to the package name, or create a new evaluation package by clicking on the “Create Evaluation Package” link.

## Evaluation Package Management: Find and View/Edit

**Overview** - Find Evaluation Package tool allows user to find an evaluation package to edit or view by entering information to any of the following fields: Evaluation Package Name or Abbreviation.

### Instructions

Enter information into the criteria fields and click on SEARCH button. The Search results will show up below the search section.

You can use any combination of the criteria to limit your search. Only records that match all the criteria are included in the search result. You can leave all the criteria fields blank.

Click on the evaluation package's name in the search result to edit/view it.

Click on the Start Over button to try a new search which will set all the criteria fields blank.

Evaluation Package Name	Evaluation Package Abbreviation
Dottie's Evaluation Package	DEP

3. To add or edit the Evaluation Package Properties, click on the “edit” link next the title “Evaluation Package Properties”.

## Evaluation Package Management: View/Edit Evaluation Package Evaluation Package View/ Edit

### Instructions

Click on an Edit link below to edit the corresponding section of the evaluation package.

[Return to Menu](#)

4. Enter an evaluation package name and abbreviation. The abbreviation is a short text string used as a value or encoded representation of this particular evaluation package. The abbreviation may appear in data downloads, or in locations where the package needs to be expressed in compact form. The maximum length is 16 characters.

5. Select the **object node** from the drop down list. Object nodes are set up by the administrator, and determine the permissions for each package. Each evaluation package must be associated with one (and only one) node in a hierarchy. See the section on Administrating Hierarchies for more information on setting this up.

6. Enter in an evaluation package description. Click the “Save” button when done.

**Evaluation Package Management: Evaluation Package Editor**  
**Page 1 of 1: View/Edit Evaluation Package**

**Instructions**

Please modify the evaluation package below and then click on the SAVE button. Fields with \* are required.

Edit Evaluation Package	
* Evaluation Package Name:	<input type="text" value="Dottie's Evaluation Package"/>
* Evaluation Package Abbreviation:	<input type="text" value="DEP"/>
* Object Name:	<input type="text" value="After School Clubs"/>
Evaluation Package Description:	<div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;">                     This package contains all the resources and database objects required to conduct our evaluation, including respondent classes, instruments (each of which is composed of one or more measures, and each measure containing one or more questions). The respondent classes and instruments are grouped to define observations. As data are collected, the evaluation package                 </div>
<input type="button" value="SAVE"/> <input type="button" value="CANCEL"/>	

7. On the “Evaluation Package Management: View/Edit Evaluation Package” page, select the “Edit” link above the list of Evaluation Package Instruments to change which instruments are included in this evaluation package.

Evaluation Package Instruments: [Edit](#)

1. CAB 06
2. Student Attitude Survey System
3. Teen Smoking

8. To add an instrument, select from the set of available instruments by checking on the box next to the instrument name. To remove an instrument, uncheck the box next to the instrument name in the “Included Instruments” list.

**Evaluation Package Management: Instruments**

**Instructions**

Please modify the evaluation package below and then click on the SAVE button.

Add/Remove Instruments
<b>Included Instruments</b>
<input checked="" type="checkbox"/> CAB 06
<input checked="" type="checkbox"/> Student Attitude Survey System
<input checked="" type="checkbox"/> Teen Smoking
<b>Available Instruments</b>
<input type="checkbox"/> Augie's Test Tool for GPRA Measures
<input type="checkbox"/> CAB 001
<input type="checkbox"/> CAB 02
<input type="checkbox"/> CAB 03
<input type="checkbox"/> CAB 04
<input type="checkbox"/> CAB 05

9. Click the “Save” button to return to the View/Edit page. To change the respondent classes for this package, click the “Edit” link next to the “Evaluation Package Respondent Classes” title.

Evaluation Package Respondent Classes: [Edit](#)

1. Dottie Organizational Team
2. Dwayne's Statewide Respondent Classes

10. In the same way as the Instruments lists, you can add and remove respondent classes by checking and un-checking boxes. Click the “Save” button when done.

## Manage Instruments

An instrument is a group of measures, arranged in a definite order. Depending on your user permissions, you may be able to create new

instruments for your use or the use of others in your group, transfer existing instruments from the main Measure and Instrument repository, or make copies of existing instruments and modify them according to your specific needs. If you have any questions about which of these features you can or cannot access, please talk to your Provider Administrator.

1. Click on the “Manage Instruments” link in the main menu.

Measure and Instrument Management		
HELP	<a href="#">Manage Instruments</a>	Create, modify, and view available instruments.
HELP	<a href="#">Manage Measures</a>	Create, modify, and view available measures.

2. At this point, you can (a) create a new instrument, (b) transfer an instrument from the main MIR repository, or (c) search for an instrument that is already in existence and either copy it, delete it or edit it.

## Repository: Instrument Builder

### Instructions:

- Click on a link below to edit an existing instrument.
- Click on [Copy](#) to make a copy of the instrument.
- Click on [Create a New Instrument](#) to add a new instrument to the repository.
- Click on [Clear Results and Start Over](#) to abandon these search results and enter a new search string (or sim the [Name](#) box and click on [Search](#)

- [Create a New Instrument](#)
- [Transfer Instruments from main MIR repository](#)

Search:	
Name:	<input type="text"/>
General Assessment Domains:	All <input type="button" value="v"/>
<input type="button" value="Search"/> <input type="button" value="Clear Results and Start Over"/>	

Instrument Search Results		
<a href="#">EDIT</a>	<a href="#">COPY</a>	Augie's Test Tool for GPRA Measures
<a href="#">EDIT</a>	<a href="#">COPY</a>	CAB 001
<a href="#">EDIT</a>	<a href="#">X</a>	<a href="#">COPY</a> CAB 02
<a href="#">EDIT</a>	<a href="#">X</a>	<a href="#">COPY</a> CAB 03

## Create a new instrument

3. To create a new instrument, click on the “Create a New Instrument” link.

4. Fill in the *abbreviation*—a short text string used as a short representation of the instrument. The abbreviation may appear in data downloads, or in locations where the instrument needs to be expressed in compact form. The maximum length is 16 characters.

5. Fill in the *instrument name*. The name is used to identify the instrument, and is the primary field upon which most users will be searching for the instrument. It can be up to 120 characters in length.

6. Select either “draft” or “final” for the *status*. Draft status indicates that the instrument is still being worked on, and as a result, the Instrument cannot be transferred to another installation of the Database Builder. Final status means that the instrument is ready for use, and can be transferred to another installation of the Database Builder.

7. Select the object node in the hierarchy. Each instrument must be associated with one (and only one) node in a hierarchy. This node determines the object permissions for the instrument, and is the default object node that will be associated with database objects (observations, respondent classes, respondents, and answers) created within the package.

8. Provide a description. The description provides additional information about the instrument, such as the instrument's author, date of its creation, original purpose or intent, previous publication citations, and so forth. The instrument description may be up to 6000 characters in length.

**Repository: Instrument Builder**  
**Modify Instrument Properties**

**Instructions**

- Enter your data using the form below
- To save your Instrument Properties and add questions to this instrument, click on **Next**

Edit An Instrument	
* Instrument Abbreviation	SASS
* Instrument Name	Student Attitude Survey System
Instrument Version	<input checked="" type="radio"/> Draft <input type="radio"/> Final
* Object Node	After School Clubs
Instrument Description	Assessment of student attitudes to school, drugs, gangs, activities in the program

[Next](#)

9. Now, move the measures you need (shown in the left column) into the new instrument that you are creating (shown in the right column).

To move a measure, click on the measure name. It will then appear in the right column.

If you make a mistake, you can delete the measure by clicking on the delete button (X) next to the measure name.

Move measures up and down in the list to change the order, using the up (↑) and down (↓) icons next to the measure name.

When done, click on the “Return to Instrument Editing Menu” link.

**Repository: Instrument Builder**  
**View/Modify Instrument Measures**

**Instructions**

- Click on a link below to edit an existing Instrument
- Click on ↑ or ↓ to reorder Measures within the selected Instrument.
- Click on a measure link to add a new Measure to this Instrument. Your changes will be saved when you return to Instrument Editing Menu.

[Return to Instrument Editing Menu.](#)

Measures	Student Attitude Survey System	Delete / Reorder
<a href="#">Individual/Peer - Rebelliousness Scale</a>	Individual /Peer - Rebelliousness Scale	X ↑ ↓
<a href="#">The year demographics 4</a>	Student Survey: Drug/Alcohol Usage	X ↑ ↓
<a href="#">The Month</a>	School - Education Expectations and Aspirations Sc	X ↑ ↓
<a href="#">Student Survey - Drug/Alcohol Usage</a>	Individual/Peer - Favorable Attitudes Toward Antis	X ↑ ↓
<a href="#">Family - Parent/Child Bonding (Parent Instrument)</a>		
<a href="#">Code Book Test</a>		
<a href="#">Individual/Peer - Perceived Harm Scale</a>		
<a href="#">Community - Sense of Community Index</a>		
<a href="#">Individual/Peer - Brokenheart Self-esteem Scale</a>		

10. Now, provide a categorization for the instrument by clicking on the “Edit” button next to the Instrument Categorization title.

Instrument Categorization: [Edit](#)  
 No categorization specified for this instrument.

11. Select the “Add Top-Level Categories” link.

**Repository: Instrument Properties**

**Instructions**

- Click on a link below to add or modify categorization.
- Click on  to remove a categorization.

[Add Top-Level Categories](#)    [Return to Instrument Editing Menu](#)

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Instrument: Student Attitudes V1

Categorization	Remove
No categorization specified for this instrument.	N/A

12. Choose a top level category from those listed, and then click the “Save” button.

**Repository: Instrument Properties**

**Instructions**

- Enter your data using the form below.
- To save your data, click on **Save**.

**Add Categories**

**Assigned Categories**

No categories are assigned at this level.

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**Available Categories**

General Assessment Domains

13. To view the instrument that you have created, you can click the “RTF Instrument View” for a version suitable for most word processing software. Click the “Print Instrument View” to see how the instrument will look panted, and the “Data Entry View” to see how the data entry screens for this instrument will appear.

**Repository: Instrument Builder**

**Instructions:**

- Click on an **Edit** link below to edit the corresponding section of that instrument.
- Click on **RTF Instrument View** to view a text document of this instrument in another window.
- Click on **Print Instrument View** to view a printer-friendly copy of this instrument in another window.
- Click on **Data Entry View** to view the instrument as it would appear when being administered to a respondent.

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Instrument: Student Attitude Survey System

Instrument Properties: <a href="#">Edit</a>	
Instrument Abbreviation:	SASS
Instrument Name:	Student Attitude Survey System
Instrument Version:	Draft
Object Node:	After School Clubs
Instrument Description:	Assessment of student attitudes to school, drugs, gangs, activities in the program

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**Measures: [Edit](#)**

There are 4 measure(s) in this instrument.

---

**Instrument Categorization: [Edit](#)**

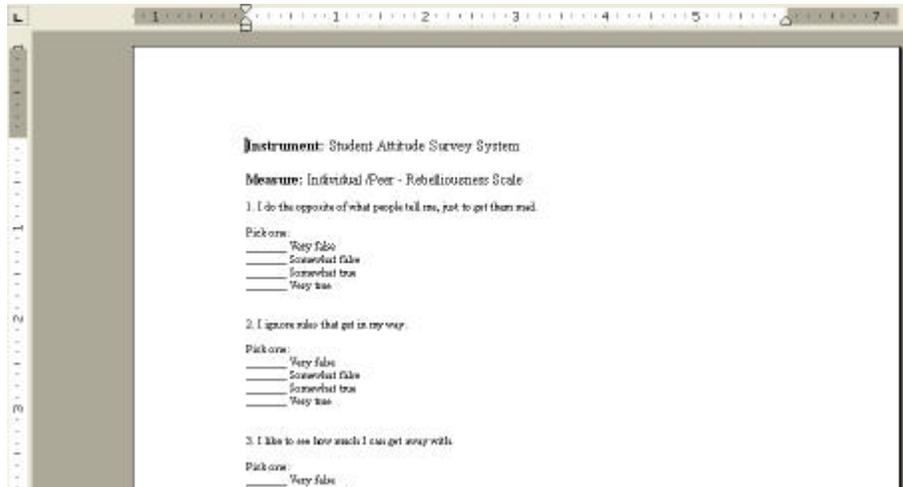
General Assessment Domains

RTF Instrument View
Print Instrument View
Data Entry View

← Previous

**RTF View**

Selecting this view option will open a text document of the instrument and its measures. Depending on your browser configuration, you will be prompted to either save it on your drive, or it will be displayed in a Word viewer within a new browser window. The browser window must be closed before making another instrument selection.



**Print View**

**Page 2 of 2: Instrument Details**

**Instrument: Student Attitude Survey System**

Measure: Individual /Peer - Rebellionness Scale	
I do the opposite of what people tell me, just to get them mad.	<input type="radio"/> Very false <input type="radio"/> Somewhat false <input type="radio"/> Somewhat true <input type="radio"/> Very true
I ignore rules that get in my way.	<input type="radio"/> Very false <input type="radio"/> Somewhat false <input type="radio"/> Somewhat true <input type="radio"/> Very true
I like to see how much I can get away with.	<input type="radio"/> Very false <input type="radio"/> Somewhat false <input type="radio"/> Somewhat true <input type="radio"/> Very true
Measure: Student Survey: Drug/Alcohol Usage	
Have you ever used smokeless tobacco (chew, snuff, dipping tobacco, or chewing tobacco)?	<input type="radio"/> Never <input type="radio"/> Once or twice <input type="radio"/> Once in a while but not regularly <input type="radio"/> Regularly in the past <input type="radio"/> Regularly now
How frequently have you used smokeless tobacco during the past 30 days?	<input type="radio"/> Never <input type="radio"/> Once or twice <input type="radio"/> Once in a while but not regularly <input type="radio"/> Regularly in the past <input type="radio"/> Regularly now
Have you ever smoked cigarettes?	<input type="radio"/> Never <input type="radio"/> Once or twice <input type="radio"/> Once in a while but not regularly <input type="radio"/> Regularly in the past <input type="radio"/> Regularly now
How frequently have you smoked cigarettes during the past 30 days?	<input type="radio"/> Not at all <input type="radio"/> Less than one cigarette per day

**Data Entry View**

**Page 2 of 2: Data-Entry Preview**

**Instrument: Student Attitude Survey System**

Measure: Individual /Peer - Rebellionness Scale	
I do the opposite of what people tell me, just to get them mad.	<input type="button" value="HELP"/> <input type="button" value="X"/> Very false
I ignore rules that get in my way.	<input type="button" value="HELP"/> <input type="button" value="X"/> Very false
I like to see how much I can get away with.	<input type="button" value="HELP"/> <input type="button" value="X"/> Very false
Measure: Student Survey: Drug/Alcohol Usage	
Have you ever used smokeless tobacco (chew, snuff, dipping tobacco, or chewing tobacco)?	Never
How frequently have you used smokeless tobacco during the past 30 days?	Never
Have you ever smoked cigarettes?	Never
How frequently have you smoked cigarettes during the past 30 days?	Not at all
On how many occasions (if any) have you had beer, wine, or hard liquor to drink in your lifetime? (More than just a few sips.)	0 - occasions
On how many occasions (if any) have you had beer, wine, or hard liquor during the past 30 days?	0 - occasions
This back over the last two weeks. On how many days did you have five or more alcoholic drinks at the same time or within a couple of hours of each other?	1 - 2 occasions
	3 - 5 occasions
	6 - 9 occasions
	10 - 19 occasions
	20 - 30 occasions

**Transfer an instrument from the main MIR repository**

14. Another option from the main Instrument Builder menu is to Transfer Instruments from the Measures and Instruments Repository (MIR). Click on the "Transfer Instruments from main MIR repository" link.

15. A framed window will open with a search form for instruments from the main Measure and Instrument repository at the top and "return to to your previous Database Builder work" link at the bottom.

16. Click on the "Transfer to Database Builder" button. A message "Data has been successfully transferred" will be displayed. Click on the "Previous" button. You will see that the Transfer Cart is empty.

17. Click on the "Exit this resource and return to your previous Database Builder work" link on the bottom frame. You will be returned to the Database Builder.

18. Click on the Search button to verify that the instrument(s) were transferred. The transferred instrument will have an "X" next to it, since you are the owner and have delete right to it, and "Transferred Copy of" will be pre-appended to the title.

19. Go to the Main Menu and click on the "Manage Measures" to do a search and verify that the instrument's measures are listed on the results list. These measures, with "Transferred copy of" pre-appended to the title, cannot be deleted without first deleting the associated instrument.

20. Select the instrument that you transferred from the search results. The instrument details will appear on the right side. Note that the Transfer Cart is currently empty. Click on the "Add to Transfer Cart" button. Test the "Transfer Instrument(s)" link. You will see the instrument, with a list of its measures.

**[pictures for 14-20 not available at this time]**

### Search for instrument to copy or edit

21. If you have elected to copy or edit an existing instrument, fill in the search terms on the main Instrument Builder page and click the "Search" button. A list of all of the available instruments will be shown.

### Repository: Instrument Builder

#### Instructions:

- Click on a link below to edit an existing instrument.
- Click on **Copy** to make a copy of the instrument.
- Click on **Create a New Instrument** to add a new instrument to the repository.
- Click on **Clear Results and Start Over** to abandon these search results and enter a new search string in the **Name** box and click on **Search**

- [Create a New Instrument](#)
- [Transfer Instruments from main MIR repository](#)

Search:	
Name:	cm
General Assessment Domains:	All
<input type="button" value="Search"/> <input type="button" value="Clear Results and Start Over"/>	

Instrument Search Results	
<a href="#">EDIT</a>	<a href="#">COPY</a> CM - Family Survey
<a href="#">EDIT</a> X	<a href="#">COPY</a> CM - Individual/Peer
<a href="#">EDIT</a> X	<a href="#">COPY</a> CM - Student Survey
<a href="#">EDIT</a> X	<a href="#">COPY</a> Copy of CM - Family Survey

22. To delete an instrument, click the X button next to the instrument name. To edit, click the Edit link, and to Copy (for example, to use an existing instrument to which you intend to add some additional measures) click the Copy link. Once copied, you can edit the new copy of the instrument.

<a href="#">EDIT</a>	<a href="#">COPY</a>	CM - Family Survey
<a href="#">EDIT</a> X	<a href="#">COPY</a>	CM - Individual/Peer
<a href="#">EDIT</a> X	<a href="#">COPY</a>	CM - Student Survey

## Manage Measures

A *measure* is an ordered group of questions. Some measures may have psychometric properties of interest to the outcome of the evaluation. Others will be used to collect other data, such as demographics, cohort or grouping data, and other values of interest to the evaluation. Some measures are known as "scales", if they have a single well-defined score or output value computed from the responses to all of the questions in the measure.

Depending on your user permissions, you may be able to create new measures for your use or the use of others in your group, transfer existing measures from the main Measure and Instrument repository, or make copies of existing measures and modify them according to your specific needs. If you have any questions about which of these features you can or cannot access, please talk to your Provider Administrator.

1. Click on the “Manage Measures” link in the main menu.

Measure and Instrument Management		
<a href="#">HELP</a>	<a href="#">Manage Instruments</a>	Create, modify, and view available instruments.
<a href="#">HELP</a>	<a href="#">Manage Measures</a>	Create, modify, and view available measures.

2. In a process analogous to the process for managing instruments, you can (a) create new measures, (b) transfer measures from the MIR, or (c) search for a measure to edit, copy or delete.

### Repository: Measure Builder

**Instructions:**

- Click on a link below to edit an existing measure.
- Click on **Copy** to make a copy of the measure.
- Click on **Create a New Measure** to add a new measure to the repository.
- Click on **Clear Results and Start Over** to abandon these search results and enter a new search string (or simply the **Name** box and click on **Search**).

- [Create a New Measure](#)
- [Transfer Measures from main MIR repository](#)

**Search:**

Name:	<input style="width: 90%;" type="text"/>
General Assessment Domains:	<span>All</span> <span style="font-size: 0.8em;">▼</span>
Measure Type:	<span>All</span> <span style="font-size: 0.8em;">▼</span>

3. Measures information include:

### Measure Abbreviation

The abbreviation is a short text string as a short representation of the measure. The abbreviation may appear in data downloads, or in locations where the measure needs to be expressed in compact form. The maximum length is 16 characters.

### Measure Name

The name is used to identify the measure, and is what appears on most on-screen displays of the measure, or as a section title when

measures are combined into instruments. It can be up to 120 characters in length.

### Measure Status

Draft status indicates that the measure is still being worked on, and as a result, the measure cannot be transferred to another installation of the Database Builder. Final status means that the measure is ready for use, and can be transferred to another installation of the Database Builder.

### Object Node

Each measure must be associated with one (and only one) node in a hierarchy. This node determines the object permissions for the measure, and is the default object node that will be associated with database objects (observations, respondent classes, respondents, and answers) created within the package.

### Measure Description

The description provides additional information about the measure, such as the measure's author, date of its creation, original purpose or intent, previous publication citations, and so forth. The measure description may be up to 6000 characters in length.

## Repository: Measure Builder Modify Measure Properties

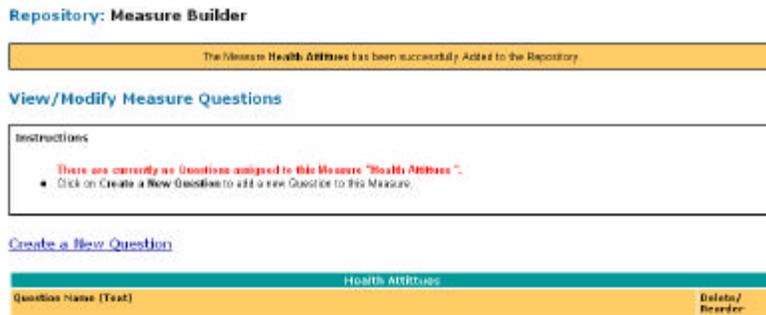
### Instructions

- Enter your data using the form below
- To save your measure properties and add questions to this measure, click on **next**.

Edit A Measure	
* Measure Abbreviation	HA
* Measure Name	Health Attittues
Measure Version	<input checked="" type="radio"/> Draft <input type="radio"/> Final
* Object Node	After School Clubs
Measure Description	Attitudes about healthy lifestyles including eating habits, exercise, and avoiding harmful substances.

[Next](#) 

4. If you are creating a new measure, you will need to select or create questions that are part of that measure. Click on the “Create a New Question” link.

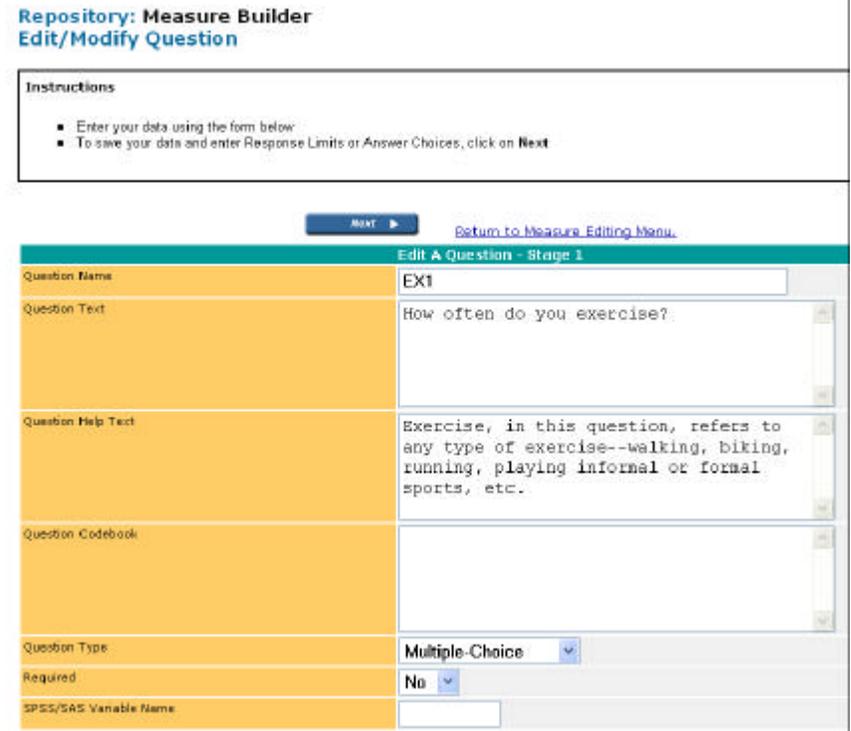


5. Enter the question name, which uniquely identifies the question.

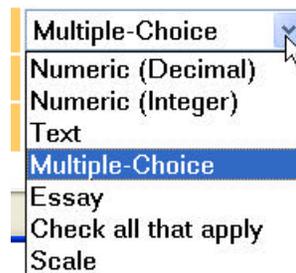
Enter the question text, which is the question that is displayed on the survey instrument.

Enter the help text for the question, what the user of the instrument will see if they ask for help on that question.

Enter the question codebook [note: this needs to be defined].



Select the type of question from the drop down list of types.



Select “Yes” or “No” for whether this question is required for this measure. If required, when the data is entered it must be specified.

Fill in the SPSS/SAS variable name. This is the variable name that will be assigned to the question for doing data analysis in a statistics program such as SPSS or SAS.

6. Depending on the question type, you will be provided with a table for filling in the response categories for the question. For example, the multiple choice answer type requires you to create answer codes (these are the values that are used in your statistical package) and the answer text (these are the choices that appear on the instrument itself).

**Repository: Measure Builder**

**Instructions**

- Make any desired changes using the form below
- To save your changes and continue, click on **Next**

[Next](#) [Return to Measure Editing Menu.](#)

Edit A Question - Stage 2		
Answer Choices	Answer Code	Answer Text
	0	I don't exercise regularly
	1	a few times a week
	2	pretty much every day

Or, a question type that requires a range response (e.g. a scale of one to ten) asks for the question upper and lower limits.

**Repository: Measure Builder**

**Instructions**

- Make any desired changes using the form below
- To save your changes and continue, click on **Next**

[Next](#) [Return to Measure Editing Menu.](#)

Edit A Question - Stage 2	
Question Upper Limit	1
Question Lower Limit	10

## Manage Observations

Observations can be stand-alone, or part of a longitudinal series of observations.

1. Click on the “Manage Observations” link in the main menu.

<b>Evaluation Administration Tool</b>		
HELP	<a href="#">Administer Hierarchies</a>	Create, modify, and view category and se
HELP	<a href="#">Manage Respondents</a>	Create, modify, and view information abou
HELP	<a href="#">Manage Observations</a>	Create, modify, and view observations.
HELP	<a href="#">Manage Observation Series</a>	Create, modify, and view observation seri
HELP	<a href="#">Manage Evaluation Packages</a>	Manage evaluation packages, including res
<b>Data Collection</b>		

2. You can choose to either add a new observation (click on the “Add Observation”) or perform a search for existing observations to edit. Type in the search terms you are interested

in and click “Search”. To edit an existing observation, click on the “Edit” link next to the observation name.

**Observation Management: Find Observation to View/Edit  
Observation Search and Result Display**

**Overview** - Find Observation tool allows user to find an observation to edit or view by entering information to any of the following fields: Observation Name, Observation Abbreviation, Respondent Class Name, Instrument Name.

**Instructions**

Enter information into the criteria fields and click on SEARCH button. The Search results will show up below the search section. You can use any combination of the criteria to limit your search. Only records that match all the criteria are included in the search result. You can leave all the criteria fields blank.

Click on the observation's name in the search result to edit/view this observation .

Click on the Start Over button to try a new search which will set all the criteria fields blank.

**Find an Observation to Edit/View**

[Add Observation](#)

**Find observations based on any of the criteria below**

Observation Name:

Observation Abbreviation:

Instrument Name:

Respondent Class Name:

---

**Search Result - 11 found**

	Observation Name (Abbreviation)	Instrument Name	Respondent Class Name
<a href="#">Edit</a>	ABS4 (B3 )	GG Test Instrument 3/10	Billy's Class
<a href="#">Edit</a>	CodeAb (Code Book Ob )	Code book Instrument	DupIowa Data
<a href="#">Edit</a>	Dennis' Observation (DJO_OBS_1 )	Dennis' Instrument	Dennis' Demo Class
<a href="#">Edit</a>	Dwayne's Observation (DR OBServation 1)	Dwayne's Test Tool	Dwayne's Statewide Respondent Classes
<a href="#">Edit</a>	GG Demo Observation (GGDEMO )	GG Test Instrument 3/10	GG Demo Respondent Class
<a href="#">Edit</a> <a href="#">Delete</a>	GG Empty ID Measure Test 1 (GGTEST1 )	CM - Family Survey	GG Empty ID Measure Test 1
<a href="#">Edit</a>	Molly'sObservation (Molly'sObs )	Molly'sInstrument	Molly'sClass
<a href="#">Edit</a>	New Obs 3/28/03 (OBSCAB )	CAB 001	Carolyn's Test on 3/28/03
<a href="#">Edit</a> <a href="#">Delete</a>	Obs 3/26/03 (OBS032603 )	Test Cab One	Dennis' Demo Class
<a href="#">Edit</a>	Obs of Iowa Dup (OBS040203 )	Dup Iowa	DupIowa Data
<a href="#">Edit</a>	Observation 1 (OBS1 )	Augie's Test Tool for GPRA Measures	Augie's Cross-State Provider Agency Respondents

3. Enter (or edit) the observation abbreviation. The Abbreviation is a short text string used as a value or encoded representation of this particular observation. For most observations that are part of an observation series, it is simply a number. The Abbreviation may

appear in data downloads, or in locations where the observation needs to be expressed in compact form. The maximum length is 16 characters.

4. Select the observation node. Each observation must be associated with one (and only one) node in a hierarchy. This node determines the object permissions for the observation, and is the default object node that will be associated with database objects (observations, respondent classes, respondents, and answers) created within the package.

5. Select the instrument name. Each observation is associated with one (and only one) instrument. This instrument will determine what questions are asked (and what answers collected) during the course of the observation.

6. Each observation is associated with a respondent class. Any respondents created during data entry for this observation are created as members of the respondent class; alternatively, data may be entered for existing respondents in the class, depending on the setting of the respondent creation property.

### Observation Management: Add Observation Create New Observation

Add New Observation	
* Observation Name:	Student Attitude Survey Pretest
* Observation Abbreviation:	SAS1
* Object Node:	After School Clubs
* Instrument Name:	Student Attitude Survey System
* Respondent Class:	Dottie Organizational Team
* Respondent Creation:	<input checked="" type="radio"/> ad-hoc (create new respondents during data entry) <input type="radio"/> pre-defined (only allow data entry for respondents created before data entry) <input type="radio"/> both (ad-hoc and pre-defined)
Start Date:	06/16/2003 <small>(use format: mm/dd/yyyy)</small>
End Date:	09/22/2003 <small>(use format: mm/dd/yyyy)</small>
Observation Description:	First survey for a new group of students, to be administered at beginning of the program (during the summer)
<input type="button" value="SAVE"/> <input type="button" value="CANCEL"/>	

7. Select the respondent creation option. Depending on the evaluation design and the preference of the evaluators, respondents may be created prior to data entry, or created as answer data is entered. Some evaluations will allow both methods of respondent creation to be used. The respondent creation property can be pre-defined, ad-hoc, or both.

If the respondent creation property is pre-defined, all respondents must have been previously created in the Manage Respondents module or by entry of data into previous observations that use the same respondent class. Entry of respondents not already defined is prohibited. This method is normally used for evaluations that use automatically generated numbering schemes, and for the second and subsequent observations in a longitudinal series.

If the respondent creation property is ad-hoc, respondents are created

during the data entry process. Respondents previously defined (either through the Manage Respondents module or by entry of data for other observations that use the same respondent class) may not be used.

If the respondent creation property is both, then both pre-defined and ad-hoc respondent creation is allowed for this observation. This is the default.

8. When creating an observation, the start and end dates may be specified, but this is optional. These dates will be used to make specific observations available to the respondents for data input. An observation is open for data entry if the current date is between the start and end dates. If the start date is missing, answer data may be entered at any time up to the end date. If the end date is missing, answer data may be entered at any time after the start date. If both are missing, then the observation is always open for data entry.

9. The description (optional) provides additional information about the observation.

## Manage Observation Series

Observations can be stand-alone, or part of a longitudinal series of observations. Some observations may be arranged in a longitudinal series to support specific evaluation objectives. Observation series grouping is convenient for managing multiple longitudinal observations. Each observation within the series retains its full identity and may be referred to independently.

1. Click on the “Manage Observation Series” link in the main menu.

HELP	<a href="#">Administer Hierarchies</a>	Create, modify, and view category and se
<b>Evaluation Administration Tool</b>		
HELP	<a href="#">Manage Respondents</a>	Create, modify, and view information about
HELP	<a href="#">Manage Observations</a>	Create, modify, and view observations.
HELP	<a href="#">Manage Observation Series</a>	Create, modify, and view observation seri
HELP	<a href="#">Manage Evaluation Packages</a>	Manage evaluation packages, including re:
<b>Data Collection</b>		

2. Select a respondent class and click the “Go” button. Each observation is associated with a respondent class. Any respondents created during data entry for this observation are created as members of the respondent class; alternatively, data may be entered for existing respondents in the class, depending on the setting of the respondent creation property.

**Observation Management: Observation Series**  
**Observation Series Management**

**Instructions**

Select a Respondent Class first and then click on the Go button. The observations and observation series for the selected respondent class are displayed below the respondent class section.

To add a new observation for the selected respondent class, please click on the Add button within the Observation section.

To create a new observation series for the selected respondent class, please click on the Add button within the Observation Series section. Note: It requires that there are at least two observations before you can create an observation series for the selected respondent class.

Click on the links before observation series's name to edit/view or delete this observation series.

**Observation Series Management**

**Select Respondent Class**

Select a respondent class name and click the Go button.

Respondent Class:

3. Add observation information to the observation by using the “Add” button.

**Observation Management: Observation Series**  
**Observation Series Management**

**Instructions**

Select a Respondent Class first and then click on the Go button. The observations and observation series for the selected respondent class are displayed below the respondent class section.

To add a new observation for the selected respondent class, please click on the Add button within the Observation section.

To create a new observation series for the selected respondent class, please click on the Add button within the Observation Series section. Note: It requires that there are at least two observations before you can create an observation series for the selected respondent class.

Click on the links before observation series's name to edit/view or delete this observation series.

**Observation Series Management**

**Select Respondent Class**

Select a respondent class name and click the Go button.

Respondent Class:

---

**Observation Information**

Click on the Add link below to add a new observation to this respondent class.

**There is one Observation Available for Dottie Organizational Team**

1. Student Attitude Survey Pretest

---

**Observation Series List**

*It requires at least two observations created before you can create an observation series.*

*There is no observation series you have access to for Dottie Organizational Team .*

4. Enter an observation series name and abbreviation. The Abbreviation is a short text string used as a value or encoded representation of this particular observation series. For most observations that are part of an observation series, it is simply a number. The Abbreviation may appear in data downloads, or in locations where the observation series needs to be expressed in compact form. The maximum length is 16 characters.

The description provides additional information about the observation series. The description may be up to 4000 characters in length.

A list of available observations is displayed, with a checkbox next to each observation. At least two observations must be checked. Click the “Save” button to save the series information.



to edit.

**Software Development: Manage Respondents**  
**Manage Classes**

You can manage Respondent Classes of the system below.

Respondent Classes		
<a href="#">Create New Class</a>		
<b>Internal (automatically generated ID)</b>		
<a href="#">Edit</a>	<a href="#">Delete</a>	Augie's Cross-State Provider Agency Respondents
<a href="#">Edit</a>	<a href="#">Delete</a>	Dennis' Demo Class
<a href="#">Edit</a>	<a href="#">Delete</a>	Dwayne's Statewide Respondent Classes
<a href="#">Edit</a>	<a href="#">Delete</a>	Molly'sClass
<b>No ID Number</b>		
<a href="#">Edit</a>	<a href="#">Delete</a>	Billy's Class
<b>External (you supply ID numbers)</b>		
<a href="#">Edit</a>	<a href="#">Delete</a>	Carolyn's Test on 3/28/03
<a href="#">Edit</a>	<a href="#">Delete</a>	DupIowa Data
<a href="#">Edit</a>	<a href="#">Delete</a>	GG Demo Respondent Class
<a href="#">Edit</a>	<a href="#">Delete</a>	GG Empty ID Measure Test 1
<a href="#">Create New Class</a>		

3. Enter an abbreviation for the class. The abbreviation may appear in data downloads, or in locations where the respondent class needs to be expressed in compact form. The maximum length is 16 characters.

Enter a class name, and select the object node.

Select the numbering scheme for the respondents. Options are:

**None:** No respondent ID values will be collected or presented.

**Internal:** Additional information about the numbering scheme must be collected: the number of respondents expected, the number generation technique (random or sequential), and the starting number of the range. If random numbers are selected, an upper bound must

also be supplied. When the respondent class is created, respondents are added to the class with respondent ID values generated according to the selected numbering scheme.

**External:** The respondent ID numbers will be entered during data entry.

Select longitudinal “yes” or “no”, depending on your evaluation design. Click the “Save” button when you are done entering or editing the data for the class.

**Software Development: Manage Respondents**  
**Define Classes**

**Respondents:** Respondents are the people or organizations that will provide information for your evaluation. You need to provide some information about your respondent to the system, so that a database can be created for you.

**Add Respondent Class**

<b>* Class Abbreviation</b>	<input type="text" value="DOTS"/>
<b>* Class Name</b>	<input type="text" value="Dottie Organizational Team"/>
<b>* Class Description</b>	<div style="border: 1px solid gray; padding: 2px; min-height: 80px;">Evaluators for cross-program longitudinal studies</div>
<b>* Object Node</b>	<input type="text" value="After School Clubs"/>
<b>* Numbering Scheme</b>	<input type="radio"/> No ID Numbers <input type="radio"/> External (you supply assigned ID numbers) <input checked="" type="radio"/> Internal (automatically generated ID numbers)
For INTERNAL numbering scheme only Generate <input type="text" value="10"/> respondent numbers: <input type="radio"/> Sequential numbers beginning at <input type="text"/> <input checked="" type="radio"/> Random numbers between (lower limit) <input type="text" value="100"/> and (upper limit) <input type="text" value="200"/>	
<b>* Select a Measure</b> <small>Note: This Measure(s) belongs to the 'Identification Measure' Category</small>	<input type="text" value="Guy Garnett Test ID Measure"/>
<b>Identification Re-entry</b>	<input checked="" type="radio"/> No (Enter ID Measure Data Once) <input type="radio"/> Yes (Re-Enter ID Measure Data every Observation)
<b>Longitudinal</b>	<input type="radio"/> No <input checked="" type="radio"/> Yes

No.	Identification Value
1	111
2	123
3	137
4	142
5	171
6	175
7	189
8	190
9	195
10	200

Select the measure from the drop down list. This measure is used to capture additional identification, classification, and cohort or grouping data as determined by the evaluation design. One or more measures in the "Identification Measure" category are available.

Enter yes or no for the Identification Re-entry. Identification data may be collected for a respondent only once, or collected after each observation. In most evaluations, the identification data needs to be collected only once for each respondent, regardless of the number of observations that respondent participates in. However, some evaluation designs require that

the identification data be collected for every observation.

Click the “Save” button when done entering or editing the information.

## Administer Users

In the Administer Users module users are created. For each user there are three sections: Identity/Login Information, Contact Information, and Security Categorization.

1. Select “Administer Users” from the main menu.

System Administration Tool		
HELP	<b>Administer Users</b>	Create, modify, and view system users
HELP	<b>Administer User Classes</b>	Create, modify, and view user classes
HELP	<b>Administer Permissions</b>	Create, modify, and view explicit permis read/write access
HELP	<b>Administer Code Tables</b>	Create, modify, and view code groups a
HELP	<b>Administer Hierarchies</b>	Create, modify, and view category and :

2. Click “Create New User” to create a new user, or “Edit” next to a user name to edit the user information.

### User Management: Menu

You can manage users of the system below.

USERS		
<a href="#">Create New User</a>		
<b>System</b>		
<a href="#">Edit</a>	<a href="#">Delete</a>	Administrator
<a href="#">Edit</a>	<a href="#">Delete</a>	Augusto Diana
<a href="#">Edit</a>	<a href="#">Delete</a>	Billy Jones
<a href="#">Edit</a>	<a href="#">Delete</a>	Dennis Opfermann
<a href="#">Edit</a>	<a href="#">Delete</a>	Dottie Natal
<a href="#">Edit</a>	<a href="#">Delete</a>	Dwayne Radcliffe
<a href="#">Edit</a>	<a href="#">Delete</a>	Jim Craver
<a href="#">Edit</a>	<a href="#">Delete</a>	Jon Rolf
<a href="#">Edit</a>	<a href="#">Delete</a>	Kevin Barth
<a href="#">Edit</a>	<a href="#">Delete</a>	Marquita Patterson
<a href="#">Edit</a>	<a href="#">Delete</a>	Molly Delaney
<a href="#">Edit</a>	<a href="#">Delete</a>	Teresa Grimes
<b>Test Class</b>		
<a href="#">Edit</a>	<a href="#">Delete</a>	Guy Garnett
<b>Inactive</b>		
<a href="#">Edit</a>	<a href="#">Delete</a>	System Default Owner
<a href="#">Create New User</a>		

3. Each user will require the following information:

**Full Name** is required for each user. This name will normally be the full or legal name of the user, and does not need to be unique. The maximum length is 120 characters.

**Login ID** must be unique to each user. The maximum length is 16 characters.

**User Class** is required for each user. This defines the level of access the user has to each module within the system.

A **Password** is required for login. The password does not need to be unique. In the login view, the password being entered is hidden. The

password must be at least six characters long and must include at least two of the following: lower-case letters, upper-case letters, numbers, or punctuation. The maximum length is 16 characters.

**Notes**, which is optional, may be entered for each user. The maximum length is 4000 characters.

3. Select the class for the user.

4. Enter in the user contact information.

Identity/Login Information	
* Full Name	<input type="text" value="Dottie Natal"/>
* Login ID	<input type="text" value="dnatal"/>
Change Password	<input type="text"/>
Retype Password	<input type="text"/>
* User Class	System <input type="button" value="v"/>
Notes (4000 characters max)	<input type="text"/>
Organization Name	<input type="text"/>
Street Address	<input type="text"/>
Mailing Address	<input type="text"/>
City	<input type="text"/>

- DataEntry
- Dennis' Data Entry
- Evaluation Designers
- Example Eval Designer
- Example User Class
- Guy's Eval Designer
- Inactive
- kb's data entry
- Molly'sUserClass
- System**
- Test Class

5. Select the appropriate security level for the user. The level of security is defined for each user and is mandatory. Each user must be assigned to the system hierarchy so that they can access system-wide features.

Contact Information	
Organization Name	Imagen Multimedia Corp
Street Address	300 North G Street
Mailing Address	
City	Lompoc
State	CA
Zip Code	93436
Email Address	dottie@imagenmm.com
URL	
Phone	805-735-7576
Fax	
Security Categorization	
* Security Categorization	<input checked="" type="checkbox"/> Security Root <ul style="list-style-type: none"> <li><input type="checkbox"/> ABilly's StateWide</li> <li><input type="checkbox"/> Teen Smoking</li> <li><input type="checkbox"/> Augie's Statewide <ul style="list-style-type: none"> <li><input type="checkbox"/> Evaluation Contractor <ul style="list-style-type: none"> <li><input type="checkbox"/> Grand Futures</li> <li><input type="checkbox"/> Gunnison County Partners</li> <li><input type="checkbox"/> La Plata County Prevention Partners</li> <li><input type="checkbox"/> La Rasa</li> <li><input type="checkbox"/> Montezuma County Partners</li> <li><input type="checkbox"/> Summit Prevention Alliance</li> </ul> </li> </ul> </li> <li><input type="checkbox"/> Demonstrations <ul style="list-style-type: none"> <li><input type="checkbox"/> CSAP Staff</li> <li><input type="checkbox"/> ORC Macro Staff</li> </ul> </li> <li><input type="checkbox"/> Dennis' Statewide <ul style="list-style-type: none"> <li><input type="checkbox"/> T/TA Contractors</li> <li><input type="checkbox"/> DJO Provider 1</li> </ul> </li> <li><input type="checkbox"/> Dwayne's Statewide <ul style="list-style-type: none"> <li><input type="checkbox"/> T/TA Contractors</li> <li><input type="checkbox"/> DR Provider 1</li> </ul> </li> <li><input type="checkbox"/> Guy's Statewide <ul style="list-style-type: none"> <li><input type="checkbox"/> T/TA Contractors</li> <li><input type="checkbox"/> GG Provider 1</li> </ul> </li> <li><input type="checkbox"/> Molly'sStatewide <ul style="list-style-type: none"> <li><input type="checkbox"/> T/TAContractors</li> <li><input type="checkbox"/> Providers</li> <li><input type="checkbox"/> Molly'sProvider1</li> </ul> </li> </ul>

## Administer Permissions

The Administer Permissions module allows authorized users to set explicit permissions on any database object. These permissions are set on a login user and object basis, rather than relying on hierarchies. Each explicit permission record assigns a specific level of access (no

access, input only, read only, read/write) on a specific database object to a specific user.

This module is used for setting explicit permissions (i.e. a user is explicitly granted a specific permission to a specific object). The security system checks three things to determine what a user's permissions to an object should be:

1. The system checks if the user created the object. If so, the user is the object's owner and has read/write permissions to the object. If the user is the object's owner, the system doesn't check [2] and [3] below.
2. If the user is not the object's owner, then the system checks explicit permissions, which are set using this "Administer Permissions" module. If an explicit permission is set for a user on an object, the system doesn't check [3] below.
3. If the user is not the object's owner, and no explicit permission is set on this object for the user, the system checks "implicit" permissions, which are defined by the user's relative positional relationship to the object in the security hierarchy. This is described in more detail below.

## Implicit Permissions

Each user and each object are assigned to nodes in the security hierarchy. A user's implicit permissions on a given object are determined by the user's location in the security hierarchy in relation to an object's location in the same hierarchy. The default security hierarchy, which cannot be changed but only added to, is laid out as follows:

- ?? Security Root\*
  - o Transfer\*
  - o System\*

For the purpose of explanation, let's say that the following hierarchy is set up by a state (note that the built-in nodes are marked with asterisks):

## ?? Security Root\*

- Shared Root Objects
- State
  - /// Shared State Objects
  - /// State Health Care
    - /// State Health Care Objects
  - /// Community Health Care
    - /// Community Health Care Objects
- Transfer\*
- System\*

To this hierarchy (and the users and objects associated with it) the following rules are applied:

### Rule A: No Access

If user does not have an ancestor or a descendant relationship with the object, and they do not own the object, and they are not in the same node, then no access is granted.

### Rule B: Input Only

If the requestor's node is a descendant of the object node (i.e., State Health Care is a descendent of State), then the requestor has input only permission (i.e., State Health Care has input only permission on items at the State level). In general, this permission allows the requestor to insert data records, but may not view or modify data objects belonging to others.

### Rule C: Read Only

If the requestor's node is the same as the object node, but the requestor is a different login user than the owner, then the requestor has read only permission. Login users with read only permission may read or view the data object, but cannot modify it. This would be the case for multiple users at the Security Root level. Whoever created the items under the root level (i.e., State) would have all access to those items. The other users at the Security Root level would only have read permission. The point here is that several people can be

working on the same project, but not necessarily have read/write access to each other's work.

### Rule D: Read/Write Edit

If the requestor is the same login user as the object's owner, the requestor has full read/write access to the data object, regardless of hierarchical relationship. If the object node is a descendant of the requestor's node (note that the object and the requestor are not at the same node), then the requestor also has full read/write access to the data object as well.

### Implicit Permissions Example

Applying the rules above to the example security hierarchy yields the following implicit security:

Putting all of the objects in the Shared Root Object node allows them to be accessed on a read/write level by any user at the Security Root level, no matter which user created them per Rule D. Note here that no other users in other nodes (i.e., State, State Health Care) would have any access to those items per Rule A since Shared Root Objects and State are on the same level.

Putting all of the objects to be shared by State users in the Shared State Objects node would allow them to be accessed (read/write) by any user at the State level, no matter which user created them per Rule D. Associate "users" with the State node and "objects" with the Shared State Objects node. All State-level users would have read-write access to those objects via Rule D. Also note that by putting State Health Care and Community Health Care on the same level as Shared State Objects, users in those nodes will not have any access to objects in the Shared State Objects node (per Rule A).

For a given sub-state-level institution, for example State Health Care, associate the "users" with the State Health Care node and the "objects" with the State Health Care Objects node. This way any user associated with the State Health Care node automatically has read-write access to any object in the State Health Care Objects node.

Community Health Care users will not have access to any State Health Care objects, State users will have read-write access to both Community Health Care Objects and State Health Care Objects, as will Security Root users. Finally, State Health Care users will not have access to objects in Shared State Objects or Shared Root Objects per Rule A (e.g. State Health Care is neither a descendant nor an ancestor to Shared Root Objects or Shared State Objects).

1. Select the “Administer Permissions” from the main menu.

System Administration Tool		
HELP	<a href="#">Administer Users</a>	Create, modify, and view system users
HELP	<a href="#">Administer User Classes</a>	Create, modify, and view user classes
HELP	<a href="#">Administer Permissions</a>	Create, modify, and view explicit permis read/write access
HELP	<a href="#">Administer Code Tables</a>	Create, modify, and view code groups a
HELP	<a href="#">Administer Hierarchies</a>	Create, modify, and view category and :

2. Select the object for which you want to change permission. Click on the object type for which you want to set permissions from the links at the top of the page (Evaluation Packages, Instruments, Measures, Observations, Respondent Classes) and then select the object from the list.

**Permission Management: Menu**

Below is the list of the all the objects of the highlighted type to which you have Read/Write permissions. To switch to viewing objects of a different type (e.g. "Instruments" instead of "Evaluation Packages") just click on the link in the header below.

OBJECTS	
<a href="#">Evaluation Package</a>   <a href="#">Instrument</a>   <a href="#">Measure</a>   <a href="#">Observation</a>   <a href="#">Respondent Class</a>	
<a href="#">View/Update Permissions</a>	Augie's Test Tool for GPRA Measures
<a href="#">View/Update Permissions</a>	CAB 001
<a href="#">View/Update Permissions</a>	CAB 02
<a href="#">View/Update Permissions</a>	CAB 03
<a href="#">View/Update Permissions</a>	CAB 04
<a href="#">View/Update Permissions</a>	CAB 05
<a href="#">View/Update Permissions</a>	CAB 06
<a href="#">View/Update Permissions</a>	CAB 07
<a href="#">View/Update Permissions</a>	CAB 08
<a href="#">View/Update Permissions</a>	CAB 09
<a href="#">View/Update Permissions</a>	CAB 10
<a href="#">View/Update Permissions</a>	CAB 11
<a href="#">View/Update Permissions</a>	CAB 12
<a href="#">View/Update Permissions</a>	CM - Family Survey
<a href="#">View/Update Permissions</a>	CM - Individual/Peer
<a href="#">View/Update Permissions</a>	CM - Student Survey
<a href="#">View/Update Permissions</a>	Code book Instrument
<a href="#">View/Update Permissions</a>	Copy of Dwayne's Test Tool
<a href="#">View/Update Permissions</a>	Copy of test
<a href="#">View/Update Permissions</a>	Dennis' Instrument
<a href="#">View/Update Permissions</a>	Dup Iowa
<a href="#">View/Update Permissions</a>	Dwayne's Test Tool
<a href="#">View/Update Permissions</a>	GG Test Instrument 3/10
<a href="#">View/Update Permissions</a>	Molly's Instrument
<a href="#">View/Update Permissions</a>	Second Dup Iowa
<a href="#">View/Update Permissions</a>	Share Iowa
<a href="#">View/Update Permissions</a>	Teen Smoking
<a href="#">View/Update Permissions</a>	test
<a href="#">View/Update Permissions</a>	Test Cab One

3. For each person in the group, select the appropriate permissions from the options.

**Permission Management: Edit**

Below are the permissions for CM - Family Survey.

PERMISSIONS					
User Name	Read/Write	Read-only	Input-only	No Access	Use Implicit
Administrator	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Augusto Diana	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Billy Jones	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Dennis Opfermann	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Dottie Natal	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Dwayne Radcliffe	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Guy Garnett	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Jim Craver	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Jon Rolf	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Kevin Barth	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Marquita Patterson	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Molly Delaney	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Teresa Grimes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

[permissionEdit.cfm] Db8 2.0

## Administer User Classes

In the Administer User Classes module groups of users with various level of access to the system are created. A user class defines which program features can be accessed by users belonging to the class. If a user is restricted from a program feature by their user class, they cannot access the feature at all - even if they would otherwise have access to data via that feature.

There are two default user classes: a "system" class that provides full access to all tools and features, and an "inactive" class that provides no access to any features.

Each class has a name and a set of tools for which feature permissions can be set. There are three levels of permissions: disabled, view, and full. The default setting is disabled.

### Disabled

The user does not have access to the disabled tool at all. It will not appear on their menus or options.

### View

The user can call up or view data, but not be able to change data. Save or update features are disabled.

### Full

The user can perform all functions and activities, including the ability to save or update data, within the tool.

1. Select "Administer User Classes" from the main menu.

System Administration Tool		
HELP	<a href="#">Administer Users</a>	Create, modify, and view system users
HELP	<a href="#">Administer User Classes</a>	Create, modify, and view user classes
HELP	<a href="#">Administer Permissions</a>	Create, modify, and view explicit permis read/write access
HELP	<a href="#">Administer Code Tables</a>	Create, modify, and view code groups a
HELP	<a href="#">Administer Hierarchies</a>	Create, modify, and view category and :

2. Create a new user class by clicking on the "Create New User Class", or edit an existing class. The table will show the permissions for each of the defined user classes.

USER CLASSES	
<a href="#">Create New User Class</a>	
<a href="#">Edit</a> <a href="#">Delete</a>	DataEntry
	<input type="checkbox"/> Code Table Mgmt <input type="checkbox"/> Hierarchy Mgmt <input type="checkbox"/> User Mgmt <input type="checkbox"/> User Class Mgmt <input type="checkbox"/> Permission Mgmt <input type="checkbox"/> Respondent Mgmt <input type="checkbox"/> Observation Mgmt <input type="checkbox"/> Eval Package <input type="checkbox"/> Data Entry <input type="checkbox"/> Data Review/Edit <input type="checkbox"/> Data Transfer <input type="checkbox"/> API <input type="checkbox"/> Data Download <input type="checkbox"/> Adhoc Reports <input type="checkbox"/> Instrument Access <input type="checkbox"/> Measure Access
<a href="#">Edit</a> <a href="#">Delete</a>	System
	<input type="checkbox"/> Code Table Mgmt <input type="checkbox"/> Hierarchy Mgmt <input type="checkbox"/> User Mgmt <input type="checkbox"/> User Class Mgmt <input type="checkbox"/> Permission Mgmt <input type="checkbox"/> Respondent Mgmt <input type="checkbox"/> Observation Mgmt <input type="checkbox"/> Eval Package <input type="checkbox"/> Data Entry <input type="checkbox"/> Data Review/Edit <input type="checkbox"/> Data Transfer <input type="checkbox"/> API <input type="checkbox"/> Data Download <input type="checkbox"/> Adhoc Reports <input type="checkbox"/> Instrument Access <input type="checkbox"/> Measure Access
<a href="#">Edit</a> <a href="#">Delete</a>	Evaluation Designers
	<input type="radio"/> Code Table Mgmt <input type="radio"/> Hierarchy Mgmt <input type="radio"/> User Mgmt <input type="radio"/> User Class Mgmt <input type="checkbox"/> Permission Mgmt <input type="checkbox"/> Respondent Mgmt <input type="checkbox"/> Observation Mgmt <input type="checkbox"/> Eval Package <input type="checkbox"/> Data Entry <input type="checkbox"/> Data Review/Edit <input type="checkbox"/> Data Transfer <input type="checkbox"/> API <input type="checkbox"/> Data Download <input type="checkbox"/> Adhoc Reports <input type="checkbox"/> Instrument Access <input type="checkbox"/> Measure Access
<a href="#">Edit</a> <a href="#">Delete</a>	Example Eval Designer
	<input type="radio"/> Code Table Mgmt <input type="radio"/> Hierarchy Mgmt <input type="radio"/> User Mgmt <input type="radio"/> User Class Mgmt <input type="checkbox"/> Permission Mgmt <input type="checkbox"/> Respondent Mgmt <input type="checkbox"/> Observation Mgmt <input type="checkbox"/> Eval Package <input type="checkbox"/> Data Entry <input type="checkbox"/> Data Review/Edit <input type="checkbox"/> Data Transfer <input type="checkbox"/> API <input type="checkbox"/> Data Download <input type="checkbox"/> Adhoc Reports <input type="checkbox"/> Instrument Access <input type="checkbox"/> Measure Access
<a href="#">Edit</a> <a href="#">Delete</a>	Example User Class
	<input type="radio"/> Code Table Mgmt <input type="radio"/> Hierarchy Mgmt <input type="radio"/> User Mgmt <input type="radio"/> User Class Mgmt <input type="checkbox"/> Permission Mgmt <input type="checkbox"/> Respondent Mgmt <input type="checkbox"/> Observation Mgmt <input type="checkbox"/> Eval Package <input type="checkbox"/> Data Entry <input type="checkbox"/> Data Review/Edit <input type="checkbox"/> Data Transfer <input type="checkbox"/> API <input type="checkbox"/> Data Download <input type="checkbox"/> Adhoc Reports <input type="checkbox"/> Instrument Access <input type="checkbox"/> Measure Access
<a href="#">Edit</a> <a href="#">Delete</a>	Guy's Eval Designer
	<input type="radio"/> Code Table Mgmt <input type="radio"/> Hierarchy Mgmt <input type="radio"/> User Mgmt <input type="radio"/> User Class Mgmt <input type="checkbox"/> Permission Mgmt <input type="checkbox"/> Respondent Mgmt <input type="checkbox"/> Observation Mgmt <input type="checkbox"/> Eval Package <input type="checkbox"/> Data Entry <input type="checkbox"/> Data Review/Edit <input type="checkbox"/> Data Transfer <input type="checkbox"/> API <input type="checkbox"/> Data Download <input type="checkbox"/> Adhoc Reports <input type="checkbox"/> Instrument Access <input type="checkbox"/> Measure Access
<a href="#">Edit</a> <a href="#">Delete</a>	Molly'sUserClass
	<input type="radio"/> Code Table Mgmt <input type="radio"/> Hierarchy Mgmt <input type="radio"/> User Mgmt <input type="radio"/> User Class Mgmt <input type="checkbox"/> Permission Mgmt <input type="checkbox"/> Respondent Mgmt <input type="checkbox"/> Observation Mgmt <input type="checkbox"/> Eval Package <input type="checkbox"/> Data Entry <input type="checkbox"/> Data Review/Edit <input type="checkbox"/> Data Transfer <input type="checkbox"/> API <input type="checkbox"/> Data Download <input type="checkbox"/> Adhoc Reports <input type="checkbox"/> Instrument Access <input type="checkbox"/> Measure Access

3. Edit the class by selecting the permissions for the class in each drop down list. Click the “Save” button to store the settings.

### User Class Management: Edit

**Instructions:** Please use the form below to provide a name and permissions for this user class.

User Class Information	
* User Class Name	<input type="text" value="Example Eval Designer"/>
* Code Table Management	View <input type="button" value="v"/>
* Hierarchy Management	View <input type="button" value="v"/>
* User Management	View <input type="button" value="v"/>
* User Class Management	View <input type="button" value="v"/>
* Permission Management	Full <input type="button" value="v"/>
* Respondent Management	Full <input type="button" value="v"/>
* Observation Management	Full <input type="button" value="v"/>
* Evaluation Package	Full <input type="button" value="v"/>
* Data Entry	Full <input type="button" value="v"/>
* Data Review/Edit	Full <input type="button" value="v"/>
* Data Transfer	Full <input type="button" value="v"/>
* API	Full <input type="button" value="v"/>
* Data Download	Full <input type="button" value="v"/>
* Adhoc Reports	Full <input type="button" value="v"/>
* Instrument Access	Full <input type="button" value="v"/>
* Measure Access	Full <input type="button" value="v"/>

## Administer Code Tables

Several lists of codes or choices are required when creating measures and instruments. Within the Administer Code Tables module, the user will be presented with a list of codes for the selected code table. New codes can be added, existing ones redefined, and unused codes deleted. Only codes that are not presently in use by any measure or instrument may be deleted.

### Code Abbreviation

The abbreviation is a short text string as a short representation of the code. The abbreviation may appear in data downloads, or in locations

where the code needs to be expressed in compact form. The maximum length is 16 characters.

### Code Text

The text is used to identify the code, and is what displays in the drop down lists when defining or selecting codes.

### Code Help

The code help text provides detailed instructions and rationale for the code, such as count methods or other criteria used in deciding which code is applicable. These data will be used to generate on-line help as part of the measure search and download module. The code help text may be page length (several thousand characters or more).

### Code Description

The code description provides a detailed description of the code, and will be used to generate on-line help as part of the measure search and download module. The code description may be page length (several thousand characters or more).

1. Select “Administer Code Tables” from the main menu.

System Administration Tool		
HELP	<a href="#">Administer Users</a>	Create, modify, and view system users
HELP	<a href="#">Administer User Classes</a>	Create, modify, and view user classes
HELP	<a href="#">Administer Permissions</a>	Create, modify, and view explicit permis read/write access
HELP	<a href="#">Administer Code Tables</a>	Create, modify, and view code groups a
HELP	<a href="#">Administer Hierarchies</a>	Create, modify, and view category and :

2. Select the code to edit.

#### Code Table Management: View/Edit Code Tables

Code Tables		
Edit	Code Table Name	Code Type
	Explicit Permission Types	System
	Hierarchy Association Types	System
	Instrument More Info Variables	System
	Measure More Info Variables	System
	Numbering Scheme Types	System
	Object Types	System
	Question Types	System
	Respondent Creation Codes	System

3. Select the code to be edited, or move the question type up or down in the list using the Up and Down icons.

#### Code Table Management: View/Edit Code Tables

Code Table Values: Question Types						
Edit	Delete	Reorder	Code Text	Code Abbrev.	Code Help	Code Description
			Text	3	(undefined)	(undefined)
			Essay	5	(undefined)	(undefined)
			Check all that apply	6	(undefined)	(undefined)
			Multiple-Choice	4	(undefined)	(undefined)
			Numeric (Integer)	2	(undefined)	(undefined)
			Scale	7	(undefined)	(undefined)
			Numeric (Decimal)	1	(undefined)	(undefined)

Return to Menu

4. Edit the abbreviation, test, help text and description, then click the “Save” button.

**Code Table Management: View/Edit Code Tables**

**Instructions**

- Make any desired changes using the form below.
- Click on any button below to save your changes.

Code Properties	
Code Abbreviation	7
Code Text	Scale
Code Help	<div style="border: 1px solid gray; height: 40px;"></div>
Code Description	<div style="border: 1px solid gray; height: 40px;"></div>

## Administer Hierarchies

Hierarchies are used to organize evaluation packages, manage permissions, and classify Measures and Instruments.

The use of hierarchies for permissions management depends on the concept of "parent" nodes and "child" nodes.

Hierarchies used to classify measures and instruments are defined using a set of classification categories and additional information variables.

### Category Name

The name may contain non-alphanumeric characters, and may be up to 120 characters in length.

### Category Abbreviation

The abbreviation may appear in data downloads or in other locations where the value of the category needs to be displayed in compact form. The abbreviation may be up to 16 characters in length.

### Category Description

Additional information is provided about the category. The description may be up to 6000 characters in length.

### Category Applicability

A category must be assigned to a group. Some categories apply to both Instruments and Measures, while others are designed only to apply to one or the other. When creating a new Category, you must decide to what type of object(s) it will apply.

### Category Exclusivity

Some categories are exclusive, others are not. If the category is not exclusive, it must be possible for a measure to be classified using multiple values from the category. For instance, if the "Example" category is exclusive, Measures must be classified as either "One" or "Two", but not both.

If a category is not exclusive, such as "Evaluation Type", an Instrument, for instance, may be classified under any or all of the subcategories such as "Process", "Outcome", or "Other".

Categories defined as being non-exclusive will be represented by checkboxes in the Measure and Instrument editors. Those defined as being exclusive will be represented by radio buttons.

1. Select "Administer Hierarchies" from the main menu.

System Administration Tool		
HELP	<a href="#">Administer Users</a>	Create, modify, and view system users
HELP	<a href="#">Administer User Classes</a>	Create, modify, and view user classes
HELP	<a href="#">Administer Permissions</a>	Create, modify, and view explicit permis read/write access
HELP	<a href="#">Administer Code Tables</a>	Create, modify, and view code groups a
HE	<a href="#">Administer Hierarchies</a>	Create, modify, and view category and :

2. Click "Create Top-Level Category" to add a new top-level category, or the "Add" button to the right of a category to add a

subcategory to that higher level category.

**Hierarchy Management: Hierarchical Structures**

**Instructions**

- Click on a link below to view or edit category details.
- Click on  to add a subcategory to a node.

**All Database Categorical Structures**

[Create Top-Level Category](#)

Categorization	Add
<b>General Assessment Domains (Measures and Instruments)</b>	
<a href="#">Community Factors</a>	
<a href="#">Environment Factors</a>	
<a href="#">Family Factors</a>	
<a href="#">Individual / Peer Factors</a>	
<a href="#">Institutional Factors</a>	
<b>Measure Type (Measures only)</b>	
<a href="#">Identification Measure</a>	
<b>Security Root (Security only)</b>	
<a href="#">ABilly's StateWide</a>	
<a href="#">Teen Smoking</a>	
<a href="#">Augie's Statewide</a>	
<a href="#">Evaluation Contractor</a>	
<a href="#">Grand Futures</a>	
<a href="#">Gunnison County Partners</a>	
<a href="#">La Plata County Prevention Partners</a>	
<a href="#">La Rasa</a>	
<a href="#">Montezuma County Partners</a>	
<a href="#">Summit Prevention Alliance</a>	
<a href="#">Demonstrations</a>	
<a href="#">CSAP Staff</a>	
<a href="#">ORC Macro Staff</a>	
<a href="#">Dennis' Statewide</a>	
<a href="#">T/TA Contractors</a>	
<a href="#">DJO Provider 1</a>	

3. Click on a category to edit the category. Enter in the name, abbreviation, description, and exclusivity. You will see a list of the measures, instruments and subcategories associated with the category in the edit screen. You must first exit this section and remove any dependencies before you can delete a category. Click the “Save”

button to store your changes.

**Hierarchy Management: Hierarchical Structures**

**Instructions**

- Make any desired changes using the form below.
- To save your changes, click on **Save**.

**Edit A Category**

Category Name	<input type="text" value="Augie's Statewide"/>
Category Abbreviation	<input type="text" value="ASTATE"/>
Category Description	<div style="border: 1px solid #ccc; height: 100px;"></div>
Category Exclusivity	<input checked="" type="checkbox"/> Allow to select multiple subcategories

**SAVE**

**Category Statistics**

Associated with:	0 measures and instruments
Dependents:	1 subcategories

(This category cannot be deleted because it is currently used.)