September 29, 2015

Regional Partnership Grants Cross-Site Evaluation and Evaluation-Related Technical Assistance

Regional Partnership Grants Cross-Site Evaluation Data Collection System

Enrollment and Service Log (ESL)
Data Dictionary
Version 4

MATHEMATICA
Policy Research

Children's Bureau

WRMA
A TRIMETRIX COMPANY

Regional Partnership Grants Cross-Site Evaluation Data Collection System:
Enrollment and Service Log (ESL) Data Dictionary Version 4

RPG
Regional Partnership Grants
and Cross-Site Evaluation

MATHEMATICA Policy Research

Children's Bureau

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Revision History

Revised	Changes
9/23/2015	Version 4 aligns with additional changes implemented in ESL version 1.7. This version includes the following changes: • Removed unnecessary variable GranteeId (A.0) • Indicated that the EBP Exit Date is included in additional extracts • Added CaseEBPID
5/7/2015	Version 3 aligns with ESL 1.7. This version includes the following changes: • Added variables to record whether focal child was in family functioning adult's care at enrollment and exit • Added system-generated variables • Updated variable names to align with updated ESL extracts
6/12/2014	Version 2 aligns with ESL 1.0. This version includes the following changes: • Added several variables in Sections A through Q to reflect first release of online ESL • Removed variable list from Section R that was not included in ESL 1.0

Introduction

RPG grantees will share data for the RPG Cross-Site Evaluation through the RPG Data Collection System. Mathematica Policy Research and its partner WRMA, Inc. (Mathematica/ WRMA), along with Synergy Enterprises, are developing this Data Collection System. The RPG Data Collection System will consist of two components: (1) an Enrollment and Service Log (ESL), where grantees will enter enrollment and case information along with information on their RPG clients' participation in the evidence-based programs and practices (EBPs) they provide through RPG; and (2) an Outcome and Impact Study Information System (OAISIS), where grantees will upload outcome data from standardized instruments and administrative sources.

This data dictionary has been developed to guide system designers and to provide a resource for grantees to use in preparing and submitting data, as well as for analyzing their own data. This document (version 3) contains specifications for the data elements included in the ESL.

Features of the ESL

The basic features of the system are:

- The ESL consists of a brief series of data entry screens grantees will use to enter data, accessed by clicking on relevant hyperlinks.

- The system is configured so that grantees will be able to download only their own data.

- The system includes convenience features. For instance, staff can enter case member names into the system. Entering names (or initials or nicknames, if your IRB will not allow you to use names) can facilitate data entry by other staff. For example, it will be easier to select names, rather than ID numbers, from a list. However, researchers at Mathematica **will not be able to download any names entered into the system.**

- The ESL is housed on a secure server maintained by Mathematica's subcontractor, Synergy Enterprises, and adheres to all security requirements for the project.

Content of the ESL Data Dictionary

For each item included in the ESL, the data dictionary provides the name of the data field, a description of the field, and valid values for that field. For text and alpha-numeric fields, the valid values column also indicates the number of characters the field will contain, or the maximum number of characters allowed. Some items also include requirements or conditions, as well as additional comments, such as information indicating that certain responses will take users to a related screen for additional information.

For ease of use, the dictionary is divided into several sections. **Section A** contains basic information about the grantee. **Sections B through E** describe data elements collected upon RPG case enrollment and closure. **Section F** describes data elements to be collected whenever an RPG case member is enrolled in any of the EBPs provided as part of a grantee's RPG program, and one item collected when those case members exit the EBP. **Sections G through R** describe data

elements collected only when RPG case members are enrolled in one of the ten focal EBPs.[1] **Sections G through J** describe data elements collected for each session of a focal EBP. **Sections K through P** contain data elements collected on focal EBPs on topics covered within each of six substantive areas covered in a session (selected in Section J). **Section R** (to be completed in subsequent versions) includes a reminder screen that will appear if no service or contact data have been entered for two weeks on a case enrolled in a focal EBP. The dictionary also notes which data extracts from the ESL include which fields. The data extracts are discussed below.

For assistance with the ESL (data elements, submission, or downloads), grantees have several TA resources available, including:

- RPG help line: 855-558-5528

- RPG help desk: RPGData@mathematica-mpr.com

- RPG ESL User Guide

- RPG cross-site evaluation liaison

ESL Data Extracts

Grantees can export their data from the ESL as a series of .csv files. Four groups of extract files are available for export, including seven total extract files. Each extract file contains data specific to only the requesting grantee. Common data elements used to link the extract files together include RPG Case ID, RPG Enrollment Date, Individual ID, and where applicable, EBP, EBP Enrollment Date, and Date of Service and (system-generated) Service Log ID number. The extracts available include:

1. **RPG Enrollment and Exit**: The extract includes one record (or observation) for each individual entered within an RPG case, for each RPG case created. This extract includes all data related to RPG case enrollment and exit, individual case member demographics, and relationships between individuals in a case. See sections B through E for more information on these fields.

2. **EBP Enrollment and Exit**: The extracts record EBP enrollments and exits in RPG. Three EBP enrollment and exit extract files are available to export based on the level of observation. All three extracts include the following fields: RPG Case ID, RPG Enrollment Date, EBP, and EBP Enrollment Date. See sections B and F for more information on the fields within these extracts.

   a. **Case file**: The extract includes one record (or observation) for each EBP in which a case is enrolled. In addition to the fields noted above, this extract includes the EBP Exit Date.

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[1] To reduce the burden on grantees of providing service data, the implementation study will collect service data on 10 focal EBPs among the more than 50 EBPs being implemented across the grantees. The focal EBPs are: (1) Celebrating Families!, (2) Child-Parent Psychotherapy, (3) Cognitive Behavioral Therapy, (4) Hazelden Living in Balance Program, (5) Matrix Model Program, (6) Nurturing Parenting Programs, (7) Parent and Child Interactive Therapy, (8) Seeking Safety, (9) Strengthening Families Program, and (10) Trauma-Focused Cognitive Behavior Therapy.

      b. **Individual file**: The extract includes one record for each Individual ID. The extract records which individual case members were enrolled in an EBP (related to a specific EBP Enrollment Date).

      c. **Caseworker file**: The extract includes one record for each caseworker. The extract records which caseworker(s) were assigned to provide an EBP for each RPG Case. The extract also includes the Caseworker Start Date, and Caseworker End Date for the EBP assignment.

3. **Focal EBP Service Logs**: The extracts record Service Logs created for each focal EBP. Two Focal EBP Service Log extract files are available to export based on the level of observation. Both extracts contain the following fields: RPG Case ID, RPG Enrollment Date, EBP, EBP Enrollment Date, and Date of Service. See sections B, F, and G through P for more information on the fields within these extracts.

      a. **Session file**: The extract includes one record for each service log. The extract records all session-related data for each focal EBP session provided to each case. These data elements include: location, duration, activities, session alignment, and session topics.

      b. **Individual file**: The extract includes one record for each Individual ID. This extract records which individuals were in attendance for a give service log (related to a given Date of Service and EBP).

4. **Focal EBP Participant Engagement**: The extract includes one record per assessment of participant engagement for each focal EBP. The extract records the two assessments of participant engagement for each focal EBP provided to an RPG Case. The extract includes the Date of Service (for either the second or final service log), as well as a system-generated service log ID number that matches the ID number assigned to a record in the Focal EBP Service Logs-Session File. The extract also includes the RPG Case ID, RPG Enrollment Date, EBP and EBP Enrollment Date. See sections B, F, G, and Q for more information on the fields within these extracts.

A. Grantee Information

Section A includes grantee information fields (grantee ID, name, and address) and user information fields (name, email, phone number, and user role). The grantee-level fields will automatically populate based on the user's login credentials. As described in the user guide, ESL administrators will fill in the user-level fields when creating new accounts. The grantee ID number fields are included in all data extracts; other fields in this section are available in the ESL user interface but are not included in any extract files.

Grantee Information

#	Field	Long name	Description	Valid values	Required or conditional field	Comment
A.1	GRANTEE_ID_NO	Official Grantee ID	Grantee identification number provided by the Children's Bureau to the grantee	Alpha-numeric (8)	Required	Included in all extracts
A.2	GRANTEE NAME	Grantee Name	Name of grantee	Text (45)	Required	
A.3	GRANTEE ADD 1	Grantee Address 1	First address line of grantee	Text (50)		
A.4	GRANTEE ADD 2	Grantee Address 2	Second address line of grantee	Text (50)		
A.5	GRANTEE CITY	Grantee City	City of residence of grantee	Text (50)		
A.6	GRANTEE STATE	Grantee State	State of residence of grantee	Text (40)		
A.7	GRANTEE ZIP	Grantee Zip Code	Zip code of grantee	Text (15)		
A.8	USER FIRST	User First Name	First name of user	Text (50)	Required	
A.9	USER LAST	User Last Name	Last name of user	Text (50)	Required	
A.10	USER EMAIL	User email	Email address of user	Text (80)	Required	
A.11	USER PHONE	User Phone Number	Phone number of user	Text (20)		
A.12	USER ROLE	User role	User role	• Grantee Admin • Caseworker	Required	Only one may be selected

B. RPG Case Enrollment

Sections B through E describe data elements collected upon RPG case enrollment and closure. Fields in sections B through E (except for RPG Case Surname and First Name) are included in RPG Enrollment and Exit-Extract 1. Two fields in Section B, Case ID and RPG Enroll Date, are included in all extracts to help users link data across extracts.

This section includes fields the grantee staff member will enter at the time of RPG case enrollment: the RPG case ID, the surname for the case, and the RPG enrollment date. The ESL User Guide provides instructions for how to handle cases with multiple surnames. Each grantee will have to define the "RPG case" for their specific RPG program for the purposes of entering enrollment data into the ESL.

RPG Case Enrollment

#	Field	Long name	Description	Valid values	Required or conditional field	Comment
B.1	CASE_ID	Case ID	Identification number assigned to each case	Alpha-numeric (6)	Required	Included in all extracts
B.2	SURNAME	RPG Case Surname	Last name of case or other identifiable information	Text (25)	Required	Names are only visible in the web-based ESL. They do not appear in any extracts.
B.3	RPG_ ENROLL_ DATE	RPG Enrollment Date	Date that case enrolled in RPG program	Date format MM/DD/YYYY RPG ENROLL DATE >= 1/1/2014 and <= *[Today's Date]*	Required	Included in all extracts

C. Demographics on Individuals in the RPG Case

#	Field	Long name	Description	Valid values	Required or conditional field	Comment
C.1	IND_ID	Individual ID	Each individual has a unique ID. An individual present in more than one case should have the same ID across cases.	Alpha-numeric (6)	Required	Included in multiple extracts: RPG Enrollment and Exit-Extract 1, EBP Enrollment and Exit, Individual file-Extract 2b, and Focal EBP Service Logs, Individual file-Extract 3b
C.2	FIRST NAME	Individual Name	First name of individual or other identifying information such as initials or a pseudonym	Text (24)	Required	Names are only visible in the web-based ESL. They do not appear in any extracts.
C.3	Date of Birth	Date of Birth	Date of birth of individual	Date format Month, Day, Year	Required	
C.4	Gender	Gender	Sex of individual	• Male • Female	Required	
C.5	PersonType	Person Type	Indicator of whether person is an adult or child	• Adult • Child	Required	
C.6	RACE_AMER_IND_OR_AK_NAT	Race: American Indian or Alaska Native	Indicator the individual is American Indian or Alaska Native	• Yes • *Blank*		Users may indicate multiple races
C.7	RACE_ASIAN	Race: Asian	Indicator the individual is Asian	• Yes • *Blank*		Users may indicate multiple races
C.8	RACE_BLACK	Race: Black	Indicator the individual is black or African American	• Yes • *Blank*		Users may indicate multiple races
C.9	RACE_NAT_HI_OR_OTH_PAC_ISLE	Race: Native Hawaiian or Other Pacific Islander	Indicator the individual is Native Hawaiian or Other Pacific Islander	• Yes • *Blank*		Users may indicate multiple races
C.10	RACE_WHITE	Race: White	Indicator the individual is white	• Yes • *Blank*		Users may indicate multiple races
C.11	Ethnicity	Ethnicity	Ethnicity identification of individual	• Hispanic or Latino • Not Hispanic or Latino • *Blank*		Only one response may be selected
C.12	PrimaryLanguage	Primary Language Spoken at Home	Language individual primarily speaks at home	• English • Spanish • Other		Only one response may be selected

#	Field	Long name	Description	Valid values	Required or conditional field	Comment
C.13	PRIMARY_HOME_LANG_SPEC	Primary Language Spoken at Home Specification	Specification if Primary Language Spoken at Home is "Other"	Text (240)	Required if C.12 (Primary Language) = Other	
C.14	CurrentResidence	Current Type of Residence	Current type of residence for individual	• Primary residence of case member(s) • Treatment facility • Correctional facility/prison • Homeless/ shelter • Foster parent's residence • Foster/group home • Other • *Blank*		Only one response may be selected
C.15	CURRENT_RESIDENCE_SPECIFY_IF_OTHER	Current Type of Residence Specification	Specification if current type of residence is "Other"	Text (240)	Required if C.14 (CurrentResidence) = Other	
C.16	HighestEducation	Highest Education Level	Highest/last level of education attained	• Up to 8th grade • Some high school • High school diploma/GED • Some vocational/technical • Vocational/ technical diploma • Some college • Associate's degree • Bachelor's degree • Some graduate or professional school • Master's degree • Doctorate degree • Professional degree (M.D., J.D., D.D.S., etc.) • *Blank*	Asked only if C.5 (PersonType) = Adult	Adult only; this field will be a legitimate skip where Person Type=Child Only one response may be selected
C.17	IncomeLevel	Annual Income (past 12 months)	Annual monetary amount received by individual	• $0-9,999 • $10,000-19,000 • $19,001-24,999 • $25,000-34,999 • $35,000-49,999	Asked only if C.5 (PersonType) = Adult	Adult only; this field will be a legitimate skip where PersonType= Child

#	Field	Long name	Description	Valid values	Required or conditional field	Comment
				• $50,000 or higher • *Blank*		Only one response may be selected
C.18	INCOME_SOURCE_ WAGE_SALARY	Income Source: Wages/ salary	Indicator the individual receives income from wages/ salary	• Yes • *Blank*	Asked only if C.5 (PersonType) = Adult	Adult only; this field will be a legitimate skip where PersonType= Child Users may indicate multiple income sources
C.19	INCOME_SOURCE_P UB_ASS	Income Source: Public assistance	Indicator the individual receives income from public assistance	• Yes • *Blank*	Asked only if C.5 (PersonType) = Adult	Adult only; this field will be a legitimate skip where PersonType= Child Users may indicate multiple income sources
C.20	INCOME_SOURCE_ RETIR_PENS	Income Source: Retirement/ pension	Indicator the individual receives income from retirement/ pension	• Yes • *Blank*	Asked only if C.5 (PersonType) = Adult	Adult only; this field will be a legitimate skip where PersonType= Child Users may indicate multiple income sources
C.21	INCOME_SOURCE_ DISAB	Income Source: Disability	Indicator the individual receives income from disability	• Yes • *Blank*	Asked only if C.5 (PersonType) = Adult	Adult only; this field will be a legitimate skip where PersonType= Child Users may indicate multiple income sources
C.22	INCOME_SOURCE_ OTHER	Income Source: Other	Indicator the individual receives income from other sources	• Yes • *Blank*	Asked only if C.5 (PersonType) = Adult	Adult only; this field will be a legitimate skip where PersonType= Child Users may indicate multiple income sources

#	Field	Long name	Description	Valid values	Required or conditional field	Comment
C.23	INCOME_SOURCE_ NONE	Income Source: None	Indicator the individual receives no income	• Yes • *Blank*	Asked only if C.5 (PersonType) = Adult	Adult only; this field will be a legitimate skip where PersonType= Child Users may indicate multiple income sources
C.24	INCOME_SOURCES PECIFY_IF_ OTHER	Other Income Source Specification	Specification if the individual receives income from an "other" source	• Text (240)	Asked only if C.5 (PersonType) = Adult Required if C.22 (INCOME SOURCE OTHER) = Yes	Adult only; this field will be a legitimate skip where PersonType= Child
C.25	EmploymentStatus	Employment Status	Individual's Employment Status	• Full-time employment • Part-time employment • Self-employed • Unemployed • Not in labor force • *Blank*	Asked only if C.5 (PersonType) = Adult	Adult only; this field will be a legitimate skip where PersonType= Child Only one response may be selected
C.26	RelationshipStatus	Relationship Status	Individual's domestic relationship status upon enrollment	• Single (unmarried and not cohabiting) • Married to focal child's biological parent • Married to other individual • Cohabiting with focal child's biological parent • Cohabiting with other individual • Divorced/ separated/ widowed • *Blank*	Asked only if C.5 (PersonType) = Adult	Adult only; this field will be a legitimate skip where PersonType= Child Only one response may be selected
C.27	TREATMENT ASSIGNMENT	Treatment Assignment	Treatment assignment for grantees participating in the impact sub study	Numeric • Treatment group = 1 • Comparison group = 2	Required	Only one response may be selected
C.28	SYSTEM_ TIMESTAMP_IND	System Timestamp: Date case enrollment data saved	Web ESL system timestamp for date that add new case member information screen was added (includes data elements in section C)	• Date format MM/DD/YYYY		Auto-generated by system

At case enrollment, the grantee staff member will enter demographic information for each member of the RPG case. Some information will only be entered for adult case members. Fields in section C (except for First Name) are included in RPG Enrollment and Exit-Extract 1. The Individual ID field is included multiple extracts to help users link data across extracts.

D. RPG Case Member Roles and Relationships

Grantee staff will indicate which RPG case member is the focal child (using an established rule), which case member is the family functioning adult, and which case member is the recovery domain adult (see the ESL User Guide for more information on these roles). Grantee staff also indicate each RPG case member's relationship to the focal child. Fields in section D are included in RPG Enrollment and Exit-Extract 1.

RPG Case Member Roles and Relationships

#	Field	Long name	Description	Valid values	Required or conditional field	Comment
D.1	FOCAL_CHILD_YN	Focal Child	Indicator that child is the focal child	• Yes • *Blank*	Yes response required for one case member	Exactly one child per case must be coded as the focal child
D.2	RelationshipTo Focal	Relationship to Focal Child	The relationship between individual case member and focal child	• Biological parent • Adoptive parent • Step-parent by marriage • Foster parent • Grandparent • Aunt/uncle • Parent's partner • Biological sibling • Adopted sibling • Other step-sibling by marriage • Cousin • Other	Required	Only one response may be selected Note: this will be a legitimate skip where FOCAL_CHILD_YN (D.1)=Yes
D.3	RELATIONSHIP_TO_FOCAL_CHILD_IF_OTHER	Relationship to Focal Child Specification	Specification if RelationshipToFocal is "Other"	Text (240)	Required if D.2 (RelationshipToFocal) = Other	
D.4	FAMILY_FUNCTIONING_ADULT_YN	Family Functioning Adult	Indicator for adult who is the family functioning adult	• Yes • *Blank*	Yes response required for one case member	Exactly one adult per case must be coded as the family fun-ctioning adult. May be the same as the recovery domain adult
D.5	RECOVERY_DOMAIN_ADULT_YN	Recovery Domain Adult	Indicator for adult who is the recovery domain adult	• Yes • *Blank*	Yes response required for one case member	Exactly one adult per case must be coded as the recovery domain adult. May be the same as the family functioning adult

#	Field	Long name	Description	Valid values	Required or conditional field	Comment
D.6	FOCAL CHILD FFA CARE ENRL	Focal Child in Family Functioning Adult's Care at Enrollment	Indicator that focal child was in family functioning adult's care at time case enrolled in RPG	• Yes • No • Don't know	Required	

E. RPG Case Closure

When an RPG case leaves the program, staff will indicate the date and reason for case closure. Grantees have established rules to identify inactive cases that should be closed even if not all services have been completed. Fields in section E are included in RPG Enrollment and Exit-Extract 1.

RPG Case Closure

#	Field	Long Name	Description	Valid values	Required or conditional field	Comment
E.1	RPG_CLOSE_DATE	RPG Case Closure Date	Date case was closed	Date format MM/DD/YYYY E.1 (RPG_ CLOSE_ DATE) >= B.3 (RPG_ ENROLL_ DATE) and E.1 (RPG_ CLOSE_ DATE) >= F.3 (EBP_ EXIT_DATE) for all EBPs associated with the case RPG_CLOSE_DAT E >= 1/1/2014 and <= *[Today's Date]* *Blank* until case closes out of RPG program.	Required (at case closure)	
E.2	COMPLETED_ PROGRAM	Reason for Case Closure: Successfully completed RPG program	Indicator for case closed due to successful completion of RPG program	• Yes • *Blank*	At least one field in E.2-E.10 must = Yes (in other words, all nine fields cannot be blank)	Users may indicate multiple closure reasons
E.3	FAMILY_MOVE	Reason for Case Closure: Family moved out of area	Indicator for case closed because the family or case members moved out of the service area	• Yes • *Blank*	At least one field in E.2-E.10 must = Yes	Users may indicate multiple closure reasons
E.4	UNABLE_TO_ LOCATE	Reason for Case Closure: Unable to locate	Indicator for case closed because the grantee was unable to locate the family	• Yes • *Blank*	At least one field in E.2-E.10 must = Yes	Users may indicate multiple closure reasons
E.5	UNRESPONSIVE	Reason for Case Closure: Excessive missed appointments/ unresponsive	Indicator for case closed due to excessive missed appointments or because the case became unresponsive	• Yes • *Blank*	At least one field in E.2-E.10 must = Yes	Users may indicate multiple closure reasons

#	Field	Long Name	Description	Valid values	Required or conditional field	Comment
E.6	FAMILY_DECLINED	Reason for Case Closure: Family declined further participation	Indicator for cases closed because the family or case members declined to participate further in RPG	• Yes • *Blank*	At least one field in E.2-E.10 must = Yes	Users may indicate multiple closure reasons
E.7	TRANSFERRED	Reason for Case Closure: Transferred to another service provider	Indicator for case closed because it was transferred to another service provider	• Yes • *Blank*	At least one field in E.2-E.10 must = Yes	Users may indicate multiple closure reasons
E.8	MISC_OR_CHILD_DEATH	Reason for Case Closure: Miscarriage or fetal/child death	Indicator for case closed due to miscarriage or fetal or child death	• Yes • *Blank*	At least one field in E.2-E.10 must = Yes	Users may indicate multiple closure reasons
E.9	PARENT_DEATH	Reason for Case Closure: Parental death	Indicator for case closed due to parent's death	• Yes • *Blank*	At least one field in E.2-E.10 must = Yes	Users may indicate multiple closure reasons
E.10	CASE_CLOSE_OTHER	Reason for Case Closure: Other	Indicator for cases closed due to another reason	• Yes • *Blank*	At least one field in E.2-E.10 must = Yes	Users may indicate multiple closure reasons
E.11	SPECIFY_RPG_CASE_CLOSE	Reason for Case Closure Specification	Specification if the user indicates an "other" closure reason	Text (240)	Required if E.10 (CASE_CLOSE_OTHER) = Yes	
E.12	FOCAL CHILD FFA CARE EXIT	Focal Child in Family Functioning Adult's Care at Exit	Indicator that focal child was in family functioning adult's care at time case exited from RPG	• Yes • No • Don't know	Required	

F. Enrollment in and Exit from Specific EBPs

Section F describes data elements that will be collected when at least one member of an RPG case is enrolled in an EBP provided as part of a grantee's RPG program, and one item collected when the case members exit the EBP. For *each* EBP the grantee is implementing, grantee staff will enter the enrollment and exit dates, the individual case members enrolled, and caseworker information. "Caseworker" is intended as a generic term to refer to staff who implement EBPs, including therapists, social workers, and others providing services directly to RPG cases. Fields in Section F are included in EBP Enrollment and Exit-Extracts 2a, 2b, and 2c. The EBP Enroll Date field is included in extracts 2 and 3 to link across extracts.

Enrollment and Exit into Specific EBPs

#	Field	Long name	Description	Valid values	Required or conditional field	Comment
F.1	EBPName	EBP Name	Name of EBP	The set of RPG EBPs	Required	Only one may be selected. Included in all EBP Enrollment and Exit extracts (2a, 2b, and 2c)
F.2	EBP_ENROLL_ DATE	EBP Enrollment Date	Date case members enrolled in EBP	Date format MM/DD/YYYY F.2 (EBP_ENROLL_DAT E) >= B.3 (RPG_ ENROLL_DATE) EBP_ENROLL_DATE >= 1/1/2014 and <= *[Today's Date]*	Required	Included in multiple extracts: all EBP Enrollment and Exit extracts (2a, 2b, and 2c) and all Focal EBP Service Logs extracts (3a and 3b)
F.3	EBP_EXIT_DATE	EBP Exit Date	Date case members exited EBP	Date format MM/DD/YYYY F.3 (EBP_EXIT_DATE) >= F.2 (EBP_ENROLL_DAT E) and F.3 (EBP EXIT DATE) >= F.7 (CaseWorker_ExitDat e) EBP_EXIT_DATE >= 1/1/2014 and <= *[Today's Date]* *Blank* until case exits EBP.	Required to complete RPG case closure (Section E)	Included in multiple extracts: EBP Enrollment and Exit, Case file-Extract 2a and Focal EBP Service Logs-Case file Extract 3a
F.4	IND_ID	Individual ID (Case Members Participating in EBP)	Individual IDs of case members participating in EBP	Case members' Individual IDs	Required	Users must indicate that at least one case member is participating in the EBP.

#	Field	Long name	Description	Valid values	Required or conditional field	Comment
						Users may select multiple case members. Included in EBP Enrollment and Exit, Individual file-Extract 2b.
F.5	CaseworkerName	Caseworker(s) implementing selected EBP to RPG Case	Name of caseworker for EBP	Caseworkers (all grantee admin and caseworker accounts for the grantee) Combination of A.8 (USER FIRST) and A.9 (USER LAST)	Required	At least one caseworker must be associated with each EBP enrollment. Users may select multiple caseworkers Included in EBP Enrollment and Exit, Caseworker file-Extract 2c
F.6	CaseWorker_ StartDate	Caseworker Start Date	Date caseworker began assignment with EBP and case	Date format MM/DD/YYYY (CaseWorker_ StartDate) <= F.3 (EBP_EXIT_DATE) F.6 (CaseWorker_ StartDate) <= F.7 (CaseWorker_ExitDate) CaseWorker_StartDate = 1/1/2014 and <= *[Today's Date]*	Required	Each caseworker selected will have a start date Included in EBP Enrollment and Exit, Caseworker file-Extract 2c
F.7	CaseWorker_ExitDate	Caseworker End Date	Date Caseworker completed assignment with EBP and case	Date format MM/DD/YYYY F.7 (CaseWorker_ExitDate) <= F.3 (EBP_EXIT_DATE) nd F.7 (CaseWorker_ExitDate) >= F.6 (CaseWorker_ StartDate) CaseWorker_ ExitDate <= *[Today's Date]* *Blank* until case exits EBP or caseworker stops providing EBP to the case.	Required if EBP exit date is not blank	Each caseworker selected will have an end date. Included in EBP Enrollment and Exit, Caseworker file-Extract 2c

#	Field	Long name	Description	Valid values	Required or conditional field	Comment
F.8	CaseWorkerID	ID number for Caseworker implementing selected EBP to RPG Case	System-generated ID number for caseworker for EBP	Integer > 0		Auto-generated by system Included in EBP Enrollment and Exit, Caseworker file-Extract 2c
F.9	CaseEBPID	EBP Enrollment ID number	System-generated unique numeric identifier or each instance of a case enrolling into an EBP	Integer > 0		Auto-generated by system Included in multiple extracts: all EBP Enrollment and Exit extracts (2a, 2b, and 2c), all Focal EBP Service Logs extracts (3a and 3b), and Focal EBP Participant Engagement-Extract 4

G. Service Contact Information

Sections G through R provide data elements collected only when RPG case members are enrolled in one of the ten focal EBPs. Sections G through P consist of service contact information collected for each session of each focal EBP, including the date of service, case members present, session location, session duration, others present during the session, topics covered, session activities, and the staff person's assessment of the extent to which the session went as planned. Fields in sections G through P are included in Focal EBP Service Logs, Session file-Extract 3a, or Focal EBP Service Logs, Individual file-Extract 3b. Fields in section Q are included in Participant Engagement-Extract 4.

Service Contact Information

#	Field	Long name	Description	Valid values	Required or conditional field	Comment
G.1	DATE_OF_SERVICE	Date of Service	Date service was rendered	Date format MM/DD/YYYY DATE OF SERVICE >= 1/1/2014 and <= *[Today's Date]*	Required	Included in multiple extracts: Focal EBP Service Logs-Extracts 3a and 3b and Participant Engagement-Extract 4
G.2	EBPName	EBP Name	Focal EBP delivered during session	Subset of all available EBPs: • Celebrating Families! • Child-Parent Psychotherapy (CPP) • Cognitive Behavior Therapy (CBT) • Hazelden Living in Balance Program (LIB) • Matrix Model Program • Nurturing Parenting Programs (NPP) • Parent and Child Interactive Therapy (PCIT) • Seeking Safety • Strengthen-ing Families Program • Trauma Focused Cognitive Behavior Therapy (TF-CBT) • If a grantee has requested to track additional EBPs in the ESL for its local evaluation, other EBP names may be available in this field.	Required	When the user adds a service log to an EBP enrollment, the system will automatically associate the correct focal EBP with the service log. Included in multiple extracts: Focal EBP Service Logs-Extracts 3a and 3b and Participant Engagement-Extract 4

#	Field	Long name	Description	Valid values	Required or conditional field	Comment
G.3	SESSION_ LOCATION	Session Location	Location where services were provided	Numeric • Residential treatment facility = 1 • Outpatient clinic = 2 • Primary residence of case member(s) = 3 • Community site = 4 • Local government site = 5 • School = 6 • Court = 7 • Adult's workplace = 8 • Correctional facility = 9 • Hospital = 10 • Other (specify) = 11 • *Blank*	Required	Only one response may be selected
G.4	SESSION_ LOCATION_ SPECIFY_IF_ OTHER	Session Location Specification	Specification if Session Location is "Other"	Text (240)	Required if G.3 (SESSION_LOCATION_F K) = 11 (Other)	
G.5	SESSION_MINUTES	Session Length	Session length in minutes	Integer > 0 AND < 1000	Required	
G.6	IND_ID	Individual ID (Case Members Present at Session)	Individual IDs of case members participating in session	Case members' Individual IDs	Required	Users must indicate that at least one case member participated in the session. Users may select multiple case members. Included in Focal EBP Service Logs, Individual file-Extract 3b. Though users select from a list of names, only Individual IDs appear in the extract.
G.7	OTHERS_PRESENT _FOST_PRNT_ GUARD_YN	Others present: Foster parent/ guardian	Others individuals in session: Foster parent/guardian	• Yes • *Blank*		Users may indicate multiple other individuals in session

#	Field	Long name	Description	Valid values	Required or conditional field	Comment
G.8	OTHERS_PRESENT _INTERPRETER_YN	Others present: Interpreter	Others individuals in session: Interpreter	• Yes • *Blank*		Users may indicate multiple other individuals in session
G.9	OTHERS_PRESENT _GRANT_STAFF_ MEMB_YN	Others present: Other grantee staff member	Others individuals in session: Other grantee staff member	• Yes • *Blank*		Users may indicate multiple other individuals in session
G.10	OTHERS_PRESENT _OTH_RELAT_YN	Others present: Other relative of case member(s)	Others individuals in session: Other relative of case member(s)	• Yes • *Blank*		Users may indicate multiple other individuals in session
G.11	OTHERS_PRESENT _RPG_PART_ STAFF_YN	Others present: RPG partner staff	Others individuals in session: RPG partner staff	• Yes • *Blank*		Users may indicate multiple other individuals in session
G.12	OTHERS_PRESENT _FID_OBS_YN	Others present: Staff conducting fidelity observation	Others individuals in session: Staff conducting fidelity observation	• Yes • *Blank*		Users may indicate multiple other individuals in session
G.13	OTHERS_PRESENT _HLTH_PROF_YN	Others present: Health professional (nurse, early interventionist / Part C staff)	Others individuals in session: Health professional (nurse, early interventionist / Part C staff)	• Yes • *Blank*		Users may indicate multiple other individuals in session
G.14	OTHERS_PRESENT _SUPERVIS_YN	Others present: Supervisor	Others individuals in session: Supervisor	• Yes • *Blank*		Users may indicate multiple other individuals in session
G.15	OTHERS_PRESENT _OTH_PROF_ STAFF_YN	Others present: Other	Others individuals in session: Other	• Yes • *Blank*		Users may indicate multiple other individuals in session
G.16	OTHERS_PRESENT _SPECIFY_IF_ OTHER	Individuals in Session Specification	Specification if Others present: Other is indicated	Text (240)	Required if G.15 (OTHERS_ PRESENT OTH_ PROF_ STAFF) = Yes	
G.17	SYSTEM_ TIMESTAMP_SL	System Timestamp: Date Service Log Completed	Web ESL system timestamp for date that the service log screen (which includes data elements in sections G – P) was saved	Date format MM/DD/YYYY		Auto-generated by system Included in both Focal EBP Service Logs extracts (3a and 3b)

#	Field	Long name	Description	Valid values	Required or conditional field	Comment
G.18	ServiceID	ID number for service contact record	System-generated ID number for service contact record	Integer > 0		Auto-generated by system Included in multiple extracts: Focal EBP Service Logs, Session file-Extract 3a and Participant Engagement-Extract 4
G.19	CaseworkerName	Case-worker(s)	Name of caseworker who entered the service log	Caseworkers (all grantee admin and caseworker accounts for the grantee) Combination of A.8 (USER FIRST) and A.9 (USER LAST)	Required	The name of the caseworker who enters the service log is automatically associated with the entry. Included in Focal EBP Service Logs, Session file-Extract 3a
G.20	CaseworkerID	Caseworker ID number	System-generated ID number for caseworker who entered the service log	System-generated caseworker ID numbers	Required	The ID of the caseworker who enters the service log is automatic-ally associated with the entry. Included in Focal EBP Service Logs, Session file-Extract 3a

H. Activities Conducted During Service Contact

For each session of a focal EBP, staff completing the service log indicate all activities completed during the session, such as group discussions or family meetings. Fields in Section H are included in Focal EBP Service Logs, Session file-Extract 3a.

Activities Conducted During Service Contact

#	Field	Long name	Description	Valid values	Required or conditional field	Comment
H.1	SESSION_ ACTIVITIES_GRP_ DISC_YN	Session Activity: Group discussion	Group discussion was included in service contact	• Yes • *Blank*	At least one field in H.1-H.20 must = Yes (In other words, all 20 fields cannot be blank)	Users may indicate multiple session activities
H.2	SESSION_ ACTIVITIES_IND_DI SC_YN	Session Activity: One-on-one discussion	One-on-one discussion was included in service contact	• Yes • *Blank*	At least one field in H.1-H.20 must = Yes	Users may indicate multiple session activities
H.3	SESSION_ ACTIVITIES_FAM_A CT_INTER	Session Activity: Case activity/ interaction	Case activity/interaction was included in service contact	• Yes • Blank	At least one field in H.1-H.20 must = Yes	Users may indicate multiple session activities
H.4	SESSION_ ACTIVITIES_FAM_ MTNG	Session Activity: Family meeting	Family meeting was included in service contact	• Yes • *Blank*	At least one field in H.1-H.20 must = Yes	Users may indicate multiple session activities
H.5	SESSION_ ACTIVITIES_ ROLE_PLAY	Session Activity: Role playing	Role playing was included in service contact	• Yes • *Blank*	At least one field in H.1-H.20 must = Yes	Users may indicate multiple session activities
H.6	SESSION_ ACTIVITIES_ REENACT	Session Activity: Re-enactments	Re-enactments was included in service contact	• Yes • *Blank*	At least one field in H.1-H.20 must = Yes	Users may indicate multiple session activities
H.7	SESSION_ ACTIVITIES_EXP_A CT	Session Activity: Exposure to trauma-related triggers	Exposure to trauma-related triggers was included in service contact	• Yes • *Blank*	At least one field in H.1-H.20 must = Yes	Users may indicate multiple session activities
H.8	SESSION_ ACTIVITIES_ GAMES	Session Activity: Games/play	Games/play was included in service contact	• Yes • *Blank*	At least one field in H.1-H.20 must = Yes	Users may indicate multiple session activities
H.9	SESSION_ ACTIVITIES_ WORKSHEET	Session Activity: Worksheets	Worksheets was included in service contact	• Yes • *Blank*	At least one field in H.1-H.20 must = Yes	Users may indicate multiple session activities
H.10	SESSION_ ACTIVITIES_ WATCH_VID	Session Activity: Watching videos	Watching videos was included in service contact	• Yes • *Blank*	At least one field in H.1-H.20 must = Yes	Users may indicate multiple session activities
H.11	SESSION_ ACTIVITIES_ GOAL_SET	Session Activity: Goal setting/plannin g	Goal setting/planning was included in service contact	• Yes • *Blank*	At least one field in H.1-H.20 must = Yes	Users may indicate multiple session activities

#	Field	Long name	Description	Valid values	Required or conditional field	Comment
H.12	SESSION_ ACTIVITIES_ GUID_PRAC	Session Activity: Guided practice	Guided practice was included in service contact	• Yes • *Blank*	At least one field in H.1-H.20 must = Yes	Users may indicate multiple session activities
H.13	SESSION_ ACTIVITIES_ COACH_FEED	Session Activity: Coaching/ feedback	Coaching/feedback was included in service contact	• Yes • *Blank*	At least one field in H.1-H.20 must = Yes	Users may indicate multiple session activities
H.14	SESSION_ ACTIVITIES_ PROV_EMOT_SUPP	Session Activity: Provision of emotional support	Provision of emotional support was included in service contact	• Yes • *Blank*	At least one field in H.1-H.20 must = Yes	Users may indicate multiple session activities
H.15	SESSION_ ACTIVITIES_ CRIS_INTER	Session Activity: Crisis intervention	Crisis intervention was included in service contact	• Yes • *Blank*	At least one field in H.1-H.20 must = Yes	Users may indicate multiple session activities
H.16	SESSION_ ACTIVITIES_ PRNT_SKILL_SCR	Session Activity: Parenting skills screening	Parenting skills screening was included in service contact	• Yes • *Blank*	At least one field in H.1-H.20 must = Yes	Users may indicate multiple session activities
H.17	SESSION_ACTIVITIES_CHILD_DEV_SCR	Session Activity: Child development screening	Child development screening was included in service contact	• Yes • *Blank*	At least one field in H.1-H.20 must = Yes	Users may indicate multiple session activities
H.18	SESSION_ ACTIVITIES_HLTH_ASS	Session Activity: Health assessment	Health assessment was included in service contact	• Yes • *Blank*	At least one field in H.1-H.20 must = Yes	Users may indicate multiple session activities
H.19	SESSION_ ACTIVITIES_ MENT_HLTH_SUB_ ABUSE	Session Activity: Mental health/ substance use disorder screening	Mental health/substance use disorder screening was included in service contact	• Yes • *Blank*	At least one field in H.1-H.20 must = Yes	Users may indicate multiple session activities
H.20	SESSION_ ACTIVITIES_ OTHER	Session Activity: Other	Other activity was included in service contact	• Yes • *Blank*	At least one field in H.1-H.20 must = Yes	Users may indicate multiple session activities
H.21	SESSION_ACTIVITIES_SPECIFY_ OTHER	Activities Conducted in Session Specification	Specification if Session Activity: Other is indicated	• Text (240)	Required if H.20 (SESSION_ACTIVITIES_OTHER) = Yes	

I. Session Alignment with Session Plans

Section I includes a staff rating of how well the session plan aligned with what was actually accomplished during the session. If the session was not "very well aligned" (that is, if it was only somewhat aligned or not well aligned), then the staff member indicates one or more reasons for this departure from plans. Fields in Section I are included in Focal EBP Service Logs, Session file-Extract 3a.

Session Alignment with Session Plans

#	Field	Long name	Description	Valid values	Required or conditional field	Comment
I.1	SESSION_ ALIGNMENT	Session Alignment with Plans	Assessment of how session accomplishments aligned with plans	Numeric • Very well aligned = 3 • Somewhat aligned = 2 • Not well aligned = 1	Required	
I.2	REASON_NOT_ALIGN_FAM_CRIS	Reason Not Well-Aligned: Crisis among case members	Session was not well-aligned with plans because of a crisis among case members	• Yes • *Blank*	IF I.1 (SESSION ALIGNMENT) = 2 (Somewhat aligned) or 1 (Not well aligned), then at least one field in I.2-I.8 must = Yes (in other words, all 7 fields cannot be blank)	Users may indicate multiple reasons
I.3	REASON_NOT_ALIGN_PART_NOT_ENGAGE	Reason Not Well-Aligned: Participants not engaged in activity	Session was not well-aligned with plans because the participants were not engaged in the activity	• Yes • *Blank*	IF I.1 (SESSION ALIGNMENT) = 2 or 1, at least one field in I.2-I.8 must = Yes	Users may indicate multiple reasons
I.4	REASON_NOT_ALIGN_PART_INTER_OTH_TOP	Reason Not Well-Aligned: Participants interested in topic other than one planned	Session was not well-aligned with plans because the participants were interested in topic other than one planned	• Yes • *Blank*	IF I.1 (SESSION ALIGNMENT) = 2 or 1, at least one field in I.2-I.8 must = Yes	Users may indicate multiple reasons
I.5	REASON_NOT_ALIGN_PRES_OTH_IND_INHIB_SESS	Reason Not Well-Aligned: Presence of other individuals inhibited session activities	Session was not well-aligned with plans because of the presence of other individuals who inhibited session activities	• Yes • *Blank*	IF I.1 (SESSION ALIGNMENT) = 2 or 1, at least one field in I.2-I.8 must = Yes	Users may indicate multiple reasons
I.6	REASON_NOT_ALIGN_PART_SICK	Reason Not Well-Aligned: Participant(s) were sick	Session was not well-aligned with plans because the participant(s) were sick	• Yes • *Blank*	IF I.1 (SESSION ALIGNMENT) = 2 or 1, at least one field in I.2-I.8 must = Yes	Users may indicate multiple reasons

#	Field	Long name	Description	Valid values	Required or conditional field	Comment
I.7	REASON_NOT_ALIGN_PHYSC_CONST	Reason Not Well-Aligned: Physical space constraints	Session was not well-aligned with plans because of physical space constraints	• Yes • *Blank*	IF I.1 (SESSION ALIGNMENT) = 2 or 1, at least one field in I.2-I.8 must = Yes	Users may indicate multiple reasons
I.8	REASON_NOT_ALIGN_OTHER	Reason Not Well-Aligned: Other	There was another reason the session was not well-aligned with goals	• Yes • *Blank*	IF I.1 (SESSION ALIGNMENT) = 2 or 1, at least one field in I.2-I.8 must = Yes	Users may indicate multiple reasons
I.9	SPECIFY_REASON_NOT_ALIGN	Reason Session not Well-Aligned Specification	Specification if reason not well aligned: other is indicated	Text" (240)	Required if I.8 (REASON NOT ALIGN OTHER) = Yes	

J. Substantive Areas Covered During Service Contact

For each session of a focal EBP, staff will indicate whether any of six substantive areas were covered with case members in attendance. Sessions of focal EBPs will typically address topics in at least one of the six areas. For each substantive area covered, a user provides more detailed information on the extent to which individual topics in that area were discussed, via separate topic grids. **The data elements for the topic grids are shown in sections K through P, as indicated in the comments.** Fields in Section J are included in Focal EBP Service Logs, Session file-Extract 3a.

Topics Covered During Service Contact

#	Field	Long name	Description	Valid values	Required or conditional field	Comment
J.1	ADULT_TOPICS_SUD	Parents'/Other Adults' Substance Use Disorder Treatment	Substantive areas covered with adult in session – Substance Use Disorder Treatment	• Yes • *Blank*	Required	If this field = Yes, the user will be prompted to fill out another screen showing several potential subtopics. See Section K.
J.2	ADULT_TOPICS_PRNT_SKILLS	Parents'/Other Adults' Parenting Skills	Substantive areas covered with adult in session – Parenting Skills	• Yes • *Blank*	Required	If this field = Yes, the user will be prompted to fill out another screen showing several potential subtopics. See Section L.
J.3	ADULT_TOPICS_PERS_DEV	Parents'/Other Adults' Personal Development	Substantive areas covered with adult in session – Personal Development	• Yes • *Blank*	Required	If this field = Yes, the user will be prompted to fill out another screen showing several potential subtopics. See Section M.
J.4	YOUTH_TOPICS_THERAPY	Youth Therapy and Development	Substantive areas covered with child in session – Therapy and Development	• Yes • *Blank*	Required	If this field = Yes, the user will be prompted to fill out another screen showing several potential subtopics. See Section N.
J.5	YOUTH_TOPICS_SUD_ED	Education of Youth on Substance Use Disorders and Recovery	Substantive areas covered with child in session – Education on Substance Use Disorders and Recovery	• Yes • *Blank*	Required	If this field = Yes, the user will be prompted to fill out another screen showing several potential subtopics. See Section O.

#	Field	Long name	Description	Valid values	Required or conditional field	Comment
J.6	OTHREL_TOPICS_SUD_ED	Education of Parents/Other Adults Not Receiving Substance Use Treatment on Substance Use Disorders and Recovery	Substantive areas covered with other adults in or related to the case in session – Education on Substance Use Disorders and Recovery	• Yes • *Blank*	Required	If this field = Yes, the user will be prompted to fill out another screen showing several potential subtopics. See Section P.

K. Topics Covered During the Session: Parents'/Other Adults' Substance Use Disorder Treatment

Fields in Section K indicate the extent to which the below topics related to substance use disorder treatment were covered with adult case members during the session. These fields are included in Focal EBP Service Logs, Session file-Extract 3a.

Substance Use Disorder Treatment, Parents, or Other Adults in RPG Case Topics

#	Field	Long name	Description	Valid values	Required or conditional field	Comment
K.1	ADULT_SUD_T1	Parents'/Other Adults' Substance Use Disorder Treatment Topic 1	Acknowledging a substance use problem	• Primary topic for session • One of several topics • Touched on topic • Did not discuss • *Blank*	Only asked if J.1 (ADULT_TOPICS_ SUD) = Yes. Required if asked	If J.1 =Yes, default for each item in Section K is "Did not discuss". If J.1= blank, all items in Section K remain blank
K.2	ADULT_SUD_T2	Parents'/Other Adults' Substance Use Disorder Treatment Topic 2	Discussing readiness to change	• Primary topic for session • One of several topics • Touched on topic • Did not discuss • *Blank*	Only asked if J.1 (ADULT_TOPICS_ SUD) = Yes. Required if asked	If J.1 =Yes, default for each item in Section K is "Did not discuss". If J.1= blank, all items in Section K remain blank
K.3	ADULT_SUD_T3	Parents'/Other Adults' Substance Use Disorder Treatment Topic 3	Discussing past successful behavioral changes	• Primary topic for session • One of several topics • Touched on topic • Did not discuss • *Blank*	Only asked if J.1 (ADULT_TOPICS_ SUD) = Yes. Required if asked	If J.1 =Yes, default for each item in Section K is "Did not discuss". If J.1= blank, all items in Section K remain blank
K.4	ADULT_SUD_T4	Parents'/Other Adults' Substance Use Disorder Treatment Topic 4	Identifying and preventing destructive behaviors	• Primary topic for session • One of several topics • Touched on topic • Did not discuss • *Blank*	Only asked if J.1 (ADULT_TOPICS_ SUD) = Yes. Required if asked	If J.1 =Yes, default for each item in Section K is "Did not discuss". If J.1= blank, all items in Section K remain blank
K.5	ADULT_SUD_T5	Parents'/Other Adults' Substance Use Disorder Treatment Topic 5	Identifying triggers and cravings	• Primary topic for session • One of several topics • Touched on topic • Did not discuss • *Blank*	Only asked if J.1 (ADULT_TOPICS_ SUD) = Yes. Required if asked	If J.1 =Yes, default for each item in Section K is "Did not discuss". If J.1= blank, all items in Section K remain blank

#	Field	Long name	Description	Valid values	Required or conditional field	Comment
K.6	ADULT_SUD_T6	Parents'/Other Adults' Substance Use Disorder Treatment Topic 6	Enacting plan for change and recovery	• Primary topic for session • One of several topics • Touched on topic • Did not discuss • *Blank*	Only asked if J.1 (ADULT_ TOPICS_ SUD) = Yes. Required if asked	If J.1 =Yes, default for each item in Section K is "Did not discuss". If J.1= blank, all items in Section K remain blank
K.7	ADULT_SUD_T7	Parents'/Other Adults' Substance Use Disorder Treatment Topic 7	Developing a relapse plan	• Primary topic for session • One of several topics • Touched on topic • Did not discuss • *Blank*	Only asked if J.1 (ADULT_ TOPICS_ SUB_ABUSE) = Yes. Required if asked	If J.1 =Yes, default for each item in Section K is "Did not discuss". If J.1= blank, all items in Section K remain blank
K.8	ADULT_SUD_T8	Parents'/Other Adults' Substance Use Disorder Treatment Topic 8	Fostering honesty and responsibility	• Primary topic for session • One of several topics • Touched on topic • Did not discuss • *Blank*	Only asked if J.1 (ADULT_ TOPICS_ SUD) = Yes. Required if asked	If J.1 =Yes, default for each item in Section K is "Did not discuss". If J.1= blank, all items in Section K remain blank
K.9	ADULT_SUD_T9	Parents'/Other Adults' Substance Use Disorder Treatment Topic 9	Fostering self-help skills	• Primary topic for session • One of several topics • Touched on topic • Did not discuss • *Blank*	Only asked if J.1 (ADULT_ TOPICS_ SUD) = Yes. Required if asked	If J.1 =Yes, default for each item in Section K is "Did not discuss". If J.1= blank, all items in Section K remain blank
K.10	ADULT_SUD_T10	Parents'/Other Adults' Substance Use Disorder Treatment Topic 10	Providing information on abuse and trauma	• Primary topic for session • One of several topics • Touched on topic • Did not discuss • *Blank*	Only asked if J.1 (ADULT_ TOPICS_ SUD) = Yes. Required if asked	If J.1 =Yes, default for each item in Section K is "Did not discuss". If J.1= blank, all items in Section K remain blank
K.11	ADULT_SUD_T11	Parents'/Other Adults' Substance Use Disorder Treatment Topic 11	Developing understanding of substance use disorders and their effects	• Primary topic for session • One of several topics • Touched on topic • Did not discuss • *Blank*	Only asked if J.1 (ADULT_ TOPICS_ SUD) = Yes. Required if asked	If J.1 =Yes, default for each item in Section K is "Did not discuss". If J.1= blank, all items in Section K remain blank
K.12	ADULT_SUD_T12	Parents'/Other Adults' Substance Use Disorder Treatment Topic 12	Addressing guilt, loss, and grief	• Primary topic for session • One of several topics • Touched on topic • Did not discuss	Only asked if J.1 (ADULT_ TOPICS_ SUD) = Yes. Required if asked	If J.1 =Yes, default for each item in Section K is "Did not discuss".

#	Field	Long name	Description	Valid values	Required or conditional field	Comment
				• *Blank*		If J.1= blank, all items in Section K remain blank
K.13	ADULT_SUD_T13	Parents'/Other Adults' Substance Use Disorder Treatment Topic 13	Developing support networks	• Primary topic for session • One of several topics • Touched on topic • Did not discuss • *Blank*	Only asked if J.1 (ADULT_ TOPICS_ SUD) = Yes. Required if asked	If J.1 =Yes, default for each item in Section K is "Did not discuss". If J.1= blank, all items in Section K remain blank

L. Topics Covered During the Session: Parents'/Other Adults' Parenting Skills

Fields in Section L indicate the extent to which the below topics related to parenting skills were covered with adult case members during the session. These fields are included in Focal EBP Service Logs, Session file-Extract 3a.

Parenting Skills, Parents or Other Adults in RPG Case Topics

#	Field	Long name	Description	Valid values	Required or conditional field	Comment
L.1	ADULT_ PARENT_ SKILLS_T1	Parents'/Other Adults' Parenting Skills Topic 1	Fostering parent's ability to effectively communicate with child	• Primary topic for session • One of several topics • Touched on topic • Did not discuss • *Blank*	Only asked if J.2 (ADULT_ TOPICS_ PRNT_SKILLS) = Yes. Required if asked	If J.2 =Yes, default for each item in Section L is "Did not discuss". If J.2= blank, all items in Section L remain blank
L.2	ADULT_ PARENT_ SKILLS_T2	Parents'/Other Adults' Parenting Skills Topic 2	Teaching parent how to develop child's communication and social skills	• Primary topic for session • One of several topics • Touched on topic • Did not discuss • *Blank*	Only asked if J.2 (ADULT_ TOPICS_ PRNT_SKILLS) = Yes. Required if asked	If J.2 =Yes, default for each item in Section L is "Did not discuss". If J.2= blank, all items in Section L remain blank
L.3	ADULT_ PARENT_ SKILLS_T3	Parents'/Other Adults' Parenting Skills Topic 3	Teaching parent about child growth and development	• Primary topic for session • One of several topics • Touched on topic • Did not discuss • *Blank*	Only asked if J.2 (ADULT_ TOPICS_ PRNT_SKILLS) = Yes. Required if asked	If J.2 =Yes, default for each item in Section L is "Did not discuss". If J.2= blank, all items in Section L remain blank
L.4	ADULT_ PARENT_ SKILLS_T4	Parents'/Other Adults' Parenting Skills Topic 4	Teaching parent how to establish care-giving routines	• Primary topic for session • One of several topics • Touched on topic • Did not discuss • *Blank*	Only asked if J.2 (ADULT_ TOPICS_ PRNT_SKILLS) = Yes. Required if asked	If J.2 =Yes, default for each item in Section L is "Did not discuss". If J.2= blank, all items in Section L remain blank
L.5	ADULT_ PARENT_ SKILLS_T5	Parents'/Other Adults' Parenting Skills Topic 5	Teaching parent to serve as a secure emotional base for child	• Primary topic for session • One of several topics • Touched on topic • Did not discuss • *Blank*	Only asked if J.2 (ADULT_ TOPICS_ PRNT_SKILLS) = Yes. Required if asked	If J.2 =Yes, default for each item in Section L is "Did not discuss". If J.2= blank, all items in Section L remain blank
L.6	ADULT_ PARENT_ SKILLS_T6	Parents'/Other Adults' Parenting Skills Topic 6	Fostering parent's understanding of and ability to develop child autonomy	• Primary topic for session • One of several topics	Only asked if J.2 (ADULT_ TOPICS_ PRNT_SKILLS) = Yes. Required if asked	If J.2 =Yes, default for each item in Section L is "Did not discuss".

#	Field	Long name	Description	Valid values	Required or conditional field	Comment
				• Touched on topic • Did not discuss • *Blank*		If J.2= blank, all items in Section L remain blank
L.7	ADULT_ PARENT_ SKILLS_T7	Parents'/Other Adults' Parenting Skills Topic 7	Teaching parent strategies to promote positive family interactions	• Primary topic for session • One of several topics • Touched on topic • Did not discuss • *Blank*	Only asked if J.2 (ADULT_ TOPICS_ PRNT_SKILLS) = Yes. Required if asked	If J.2 =Yes, default for each item in Section L is "Did not discuss". If J.2= blank, all items in Section L remain blank
L.8	ADULT_ PARENT_ SKILLS_T8	Parents'/Other Adults' Parenting Skills Topic 8	Teaching parent to manage child's misbehavior, foster positive behavior, and set development-ally appropriate rules and consequences	• Primary topic for session • One of several topics • Touched on topic • Did not discuss • *Blank*	Only asked if J.2 (ADULT_ TOPICS_ PRNT_SKILLS) = Yes. Required if asked	If J.2 =Yes, default for each item in Section L is "Did not discuss". If J.2= blank, all items in Section L remain blank
L.9	ADULT_ PARENT_ SKILLS_T9	Parents'/Other Adults' Parenting Skills Topic 9	Educating parent about pre-teen and teen sex and STIs	• Primary topic for session • One of several topics • Touched on topic • Did not discuss • *Blank*	Only asked if J.2 (ADULT_ TOPICS_ PRNT_SKILLS) = Yes. Required if asked	If J.2 =Yes, default for each item in Section L is "Did not discuss". If J.2= blank, all items in Section L remain blank
L.10	ADULT_ PARENT_ SKILLS_T10	Parents'/Other Adults' Parenting Skills Topic 10	Educating parent about child/ adolescent substance use	• Primary topic for session • One of several topics • Touched on topic • Did not discuss • *Blank*	Only asked if J.2 (ADULT_ TOPICS_ PRNT_SKILLS) = Yes. Required if asked	If J.2 =Yes, default for each item in Section L is "Did not discuss". If J.2= blank, all items in Section L remain blank

M. Topics Covered During the Session: Parents'/Other Adults' Personal Development

Fields in Section M indicate the extent to which the below topics related to personal development were covered with adult case members during the session. These fields are included in Focal EBP Service Logs, Session file-Extract 3a.

Personal Development, Parents or Other Adults in RPG Case Topics

#	Field	Long name	Description	Valid values	Required or conditional field	Comment
M.1	ADULT_ PERSONAL_ DEV_T1	Parents'/Other Adults' Personal Development Topic 1	Fostering communication and social skills	• Primary topic for session • One of several topics • Touched on topic • Did not discuss • *Blank*	Only asked if J.2 (ADULT_ TOPICS_ PERS_DEV) = Yes. Required if asked	If J.3 =Yes, default for each item in Section M is "Did not discuss". If J.3= blank, all items in Section M remain blank
M.2	ADULT_ PERSONAL_ DEV_T2	Parents'/Other Adults' Personal Development Topic 2	Fostering resiliency	• Primary topic for session • One of several topics • Touched on topic • Did not discuss • *Blank*	Only asked if J.2 (ADULT_ TOPICS_ PERS_DEV) = Yes. Required if asked	If J.3 =Yes, default for each item in Section M is "Did not discuss". If J.3= blank, all items in Section M remain blank
M.3	ADULT_ PERSONAL_ DEV_T3	Parents'/Other Adults' Personal Development Topic 3	Fostering empathy and kindness	• Primary topic for session • One of several topics • Touched on topic • Did not discuss • *Blank*	Only asked if J.2 (ADULT_ TOPICS_ PERS_DEV) = Yes. Required if asked	If J.3 =Yes, default for each item in Section M is "Did not discuss". If J.3= blank, all items in Section M remain blank
M.4	ADULT_ PERSONAL_ DEV_T4	Parents'/Other Adults' Personal Development Topic 4	Learning to identify and express feelings	• Primary topic for session • One of several topics • Touched on topic • Did not discuss • *Blank*	Only asked if J.2 (ADULT_ TOPICS_ PERS_DEV) = Yes. Required if asked	If J.3 =Yes, default for each item in Section M is "Did not discuss". If J.3= blank, all items in Section M remain blank
M.5	ADULT_ _ PERSONAL_ DEV_T5	Parents'/Other Adults' Personal Development Topic 5	Fostering skills to manage emotions	• Primary topic for session • One of several topics • Touched on topic • Did not discuss	Only asked if J.2 (ADULT_ TOPICS_ PERS_DEV) = Yes. Required if asked	If J.3 =Yes, default for each item in Section M is "Did not discuss".

#	Field	Long name	Description	Valid values	Required or conditional field	Comment
				• *Blank*		If J.3= blank, all items in Section M remain blank
M.6	ADULT_ PERSONAL_ DEV_T6	Parents'/Other Adults' Personal Development Topic 6	Developing life management skills	• Primary topic for session • One of several topics • Touched on topic • Did not discuss • *Blank*	Only asked if J.2 (ADULT_ TOPICS_ PERS_DEV) = Yes. Required if asked	If J.3 =Yes, default for each item in Section M is "Did not discuss". If J.3= blank, all items in Section M remain blank
M.7	ADULT_ PERSONAL_ DEV_T7	Parents'/Other Adults' Personal Development Topic 7	Fostering ability and commitment to making healthy choices	• Primary topic for session • One of several topics • Touched on topic • Did not discuss • *Blank*	Only asked if J.2 (ADULT_ TOPICS_ PERS_DEV) = Yes. Required if asked	If J.3 =Yes, default for each item in Section M is "Did not discuss". If J.3= blank, all items in Section M remain blank
M.8	ADULT_ PERSONAL_ DEV_T8	Parents'/Other Adults' Personal Development Topic 8	Fostering healthy, safe relationships and boundaries	• Primary topic for session • One of several topics • Touched on topic • Did not discuss • *Blank*	Only asked if J.2 (ADULT_ TOPICS_ PERS_DEV) = Yes. Required if asked	If J.3 =Yes, default for each item in Section M is "Did not discuss". If J.3= blank, all items in Section M remain blank
M.9	ADULT_ PERSONAL_ DEV_T9	Parents'/Other Adults' Personal Development Topic 9	Processing trauma and developing a trauma narrative	• Primary topic for session • One of several topics • Touched on topic • Did not discuss • *Blank*	Only asked if J.2 (ADULT_ TOPICS_ PERS_DEV) = Yes. Required if asked	If J.3 =Yes, default for each item in Section M is "Did not discuss". If J.3= blank, all items in Section M remain blank

N. Topics Covered During the Session: Youth Therapy and Development

Fields in Section N indicate the extent to which the below topics related to therapy and development were covered with child case members during the session. These fields are included in Focal EBP Service Logs, Session file-Extract 3a.

Youth Therapy and Development, Youth in RPG Case Topics

#	Field	Long name	Description	Valid values	Required or conditional field	Comment
N.1	YOUTH_ THERAPY_T1	Youth Therapy and Development Topic 1	Fostering communication and social skills	• Primary topic for session • One of several topics • Touched on topic • Did not discuss • *Blank*	Only asked if J.4 YOUTH_ TOPICS_ THERAPY) = Yes. Required if asked	If J.4 =Yes, default for each item in Section N is "Did not discuss". If J.4 = blank, all items in Section N remain blank
N.2	YOUTH_ THERAPY_T2	Youth Therapy and Development Topic 2	Fostering resiliency	• Primary topic for session • One of several topics • Touched on topic • Did not discuss • *Blank*	Only asked if J.4 (YOUTH_ TOPICS_ THERAPY) = Yes. Required if asked	If J.4 =Yes, default for each item in Section N is "Did not discuss". If J.4 = blank, all items in Section N remain blank
N.3	YOUTH_ THERAPY_T3	Youth Therapy and Development Topic 3	Fostering empathy and kindness	• Primary topic for session • One of several topics • Touched on topic • Did not discuss • *Blank*	Only asked if J.4 (YOUTH_ TOPICS_ THERAPY) = Yes. Required if asked	If J.4 =Yes, default for each item in Section N is "Did not discuss". If J.4 = blank, all items in Section N remain blank
N.4	YOUTH_ THERAPY_T4	Youth Therapy and Development Topic 4	Learning to identify and express feelings	• Primary topic for session • One of several topics • Touched on topic • Did not discuss • *Blank*	Only asked if J.4 (YOUTH_ TOPICS_ THERAPY) = Yes. Required if asked	If J.4 =Yes, default for each item in Section N is "Did not discuss". If J.4 = blank, all items in Section N remain blank
N.5	YOUTH_ THERAPY_T5	Youth Therapy and Development Topic 5	Fostering skills to manage emotions	• Primary topic for session • One of several topics • Touched on topic • Did not discuss • *Blank*	Only asked if J.4 (YOUTH_ TOPICS_ THERAPY) = Yes. Required if asked	If J.4 =Yes, default for each item in Section N is "Did not discuss". If J.4 = blank, all items in Section N remain blank

#	Field	Long name	Description	Valid values	Required or conditional field	Comment
N.6	YOUTH_ THERAPY_T6	Youth Therapy and Development Topic 6	Developing life management skills	• Primary topic for session • One of several topics • Touched on topic • Did not discuss • *Blank*	Only asked if J.4 (YOUTH_ TOPICS_ THERAPY) = Yes. Required if asked	If J.4 =Yes, default for each item in Section N is "Did not discuss". If J.4 = blank, all items in Section N remain blank
N.7	YOUTH_ THERAPY_T7	Youth Therapy and Development Topic 7	Fostering ability and commitment to making healthy choices	• Primary topic for session • One of several topics • Touched on topic • Did not discuss • *Blank*	Only asked if J.4 (YOUTH_ TOPICS_ THERAPY) = Yes. Required if asked	If J.4 =Yes, default for each item in Section N is "Did not discuss". If J.4 = blank, all items in Section N remain blank
N.8	YOUTH_ THERAPY_T8	Youth Therapy and Development Topic 8	Fostering healthy, safe relationships and boundaries	• Primary topic for session • One of several topics • Touched on topic • Did not discuss • *Blank*	Only asked if J.4 (YOUTH_ TOPICS_ THERAPY) = Yes. Required if asked	If J.4 =Yes, default for each item in Section N is "Did not discuss". If J.4 = blank, all items in Section N remain blank
N.9	YOUTH_ THERAPY_T9	Youth Therapy and Development Topic 9	Processing trauma and developing a trauma narrative	• Primary topic for session • One of several topics • Touched on topic • Did not discuss • *Blank*	Only asked if J.4 (YOUTH_ TOPICS_ THERAPY) = Yes. Required if asked	If J.4 =Yes, default for each item in Section N is "Did not discuss". If J.4 = blank, all items in Section N remain blank
N.10	YOUTH_ THERAPY_T10	Youth Therapy and Development Topic 10	Developing honesty, responsibility, and cooperation	• Primary topic for session • One of several topics • Touched on topic • Did not discuss • *Blank*	Only asked if J.4 (YOUTH_ TOPICS_ THERAPY) = Yes. Required if asked	If J.4 =Yes, default for each item in Section N is "Did not discuss". If J.4 = blank, all items in Section N remain blank
N.11	YOUTH_ THERAPY_T11	Youth Therapy and Development Topic 11	Developing a positive support network	• Primary topic for session • One of several topics • Touched on topic • Did not discuss • *Blank*	Only asked if J.4 (YOUTH_ TOPICS_ THERAPY) = Yes. Required if asked	If J.4 =Yes, default for each item in Section N is "Did not discuss". If J.4 = blank, all items in Section N remain blank

O. Topics Covered During the Session: Education of Youth on Substance Use Disorders and Recovery

Fields in Section O indicate the extent to which the below topics related to education on substance use disorders and recovery were covered with child case members during the session. These fields are included in Focal EBP Service Logs, Session file-Extract 3a.

Education on Substance Use Disorders and Recovery, Youth in RPG Case Topics

#	Field	Long name	Description	Valid values	Required or conditional field	Comment
O.1	YOUTH_SUD_ED _T1	Education of Youth on Substance Use Disorders and Recovery Topic 1	Discussing risk factors for youth developing substance use disorder	• Primary topic for session • One of several topics • Touched on topic • Did not discuss • *Blank*	Only asked if J.5 (YOUTH_ TOPICS_SUD_ED) = Yes. Required if asked	If J.5 =Yes, default for each item in Section O is "Did not discuss". If J.5 = blank, all items in Section O remain blank
O.2	YOUTH_SUD_ED _T2	Education of Youth on Substance Use Disorders and Recovery Topic 2	Discussing impact of substance use disorders on family, friends, and relationships	• Primary topic for session • One of several topics • Touched on topic • Did not discuss • *Blank*	Only asked if J.5 (YOUTH_ TOPICS_SUD_ED) = Yes. Required if asked	If J.5 =Yes, default for each item in Section O is "Did not discuss". If J.5 = blank, all items in Section O remain blank
O.3	YOUTH_SUD_ED _T3	Education of Youth on Substance Use Disorders and Recovery Topic 3	Discussing relapse prevention	• Primary topic for session • One of several topics • Touched on topic • Did not discuss • *Blank*	Only asked if J.5 (YOUTH_ TOPICS_SUD_ED) = Yes. Required if asked	If J.5 =Yes, default for each item in Section O is "Did not discuss". If J.5 = blank, all items in Section O remain blank
O.4	YOUTH_SUD_ED _T4	Education of Youth on Substance Use Disorders and Recovery Topic 4	Educating on biology of addiction	• Primary topic for session • One of several topics • Touched on topic • Did not discuss • *Blank*	Only asked if J.5 (YOUTH_ TOPICS_SUD_ED) = Yes. Required if asked	If J.5 =Yes, default for each item in Section O is "Did not discuss". If J.5 = blank, all items in Section O remain blank
O.5	YOUTH_SUD_ED _T5	Education of Youth on Substance Use Disorders and Recovery Topic 5	Educating on medical effects of substance use	• Primary topic for session • One of several topics • Touched on topic • Did not discuss • *Blank*	Only asked if J.5 (YOUTH_ TOPICS_SUD_ED) = Yes. Required if asked	If J.5 =Yes, default for each item in Section O is "Did not discuss". If J.5 = blank, all items in Section O remain blank

P. Topics Covered During the Session: Education of Other Relatives on Substance Use Disorders and Recovery

Fields in Section P indicate the extent to which the below topics related to the education of substance use disorders and recovery were covered with other adults in, or affiliated with, the case but are not directly receiving substance use treatment during the session. These fields are included in Focal EBP Service Logs, Session file-Extract 3a.

Education on Substance Use Disorders and Recovery, Other Relatives Not in RPG Case Topics

#	Field	Long name	Description	Valid values	Required or conditional field	Comment
P.1	OTHREL_SUD _ED _ T1	Education of Parents/Other Adults Not Receiving Substance Use Treatment on Substance Use Disorders and Recovery Topic 1	Discussing impact of substance use disorders on family, friends, and relationships	• Primary topic for session • One of several topics • Touched on topic • Did not discuss • *Blank*	Only asked if J.6 (OTHREL_ TOPICS_SUD_ED) = Yes. Required if asked	If J.6 =Yes, default for each item in Section P is "Did not discuss". If J.6 = blank, all items in Section P remain blank
P.2	OTHREL_SUD _ED _ T2	Education of Parents/Other Adults Not Receiving Substance Use Treatment on Substance Use Disorders and Recovery Topic 2	Discussing relapse prevention	• Primary topic for session • One of several topics • Touched on topic • Did not discuss • *Blank*	Only asked if J.6 (OTHREL_ TOPICS_SUD_ED) = Yes. Required if asked	If J.6 =Yes, default for each item in Section P is "Did not discuss". If J.6 = blank, all items in Section P remain blank
P.3	OTHREL_SUD _ED _ T3	Education of Parents/Other Adults Not Receiving Substance Use Treatment on Substance Use Disorders and Recovery Topic 3	Educating on biology of addiction	• Primary topic for session • One of several topics • Touched on topic • Did not discuss • *Blank*	Only asked if J.6 (OTHREL_ TOPICS_SUD_ED) = Yes. Required if asked	If J.6 =Yes, default for each item in Section P is "Did not discuss". If J.6 = blank, all items in Section P remain blank
P.4	OTHREL_SUD _ED _ T4	Education of Parents/Other Adults Not Receiving Substance Use Treatment on Substance Use Disorders and Recovery Topic 4	Educating on the medical effects of substance use	• Primary topic for session • One of several topics • Touched on topic • Did not discuss • *Blank*	Only asked if J.6 (OTHREL_ TOPICS_SUD_ED) = Yes. Required if asked	If J.6 =Yes, default for each item in Section P is "Did not discuss". If J.6 = blank, all items in Section P remain blank

Q. Engagement Rating

At **two points during enrollment in a focal EBP**—after the second service contact and at exit from the EBP—staff are prompted to provide a rating of the participating case members' engagement in the EBP. Fields in Section Q are included in Participant Engagement-Extract 4.

Engagement Rating (after second service contact and EBP exit)

#	Field	Long name	Description	Valid values	Required or conditional field	Comment
Q.1	ParticipantsEngagementScale	Participant Engagement Rating	Rating of case's engagement to date in EBP	• 4 - Participants were consistently highly involved in services • 3 - Participants' involvement varied. • 2 - Participants' involvement was consistently low. • 1 - Participants were minimally or not involved at all.	Required	Delivered twice during focal EBP enrollment Only one may response be selected
Q.2	ENGAGEMENT TIMESTAMP	System Timestamp: Date Participant Engagement Scale Completed	Web ESL system timestamp for date that the engagement scale (Q.1) was completed	Date format MM/DD/YYYY		Auto-generated by system Included in Focal EBP Participant Engagement-Extract 4

R. Service Contact Check if No Contact Data Entered for Two Weeks

The data related to this extract is currently not being collected in ESL Version 1.7. Mathematica will provide a description of these data in future versions of the ESL.