

September 25, 2014

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

# Regional Partnership Grants 2 Cross-Site Evaluation Data Collection System

Outcome and Impact Study  
Information System (OAISIS):  
User Guide and Data Dictionary  
Version 2

# Regional Partnership Grants 2 Cross-Site Evaluation Data Collection System: Outcome and Impact Study Information System (OAISIS): User Guide and Data Dictionary Version 2

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The logo for Regional Partnership Grants and Cross-Site Evaluation, featuring the letters 'RPC' in a large, blue, stylized script font.

Regional Partnership Grants  
and Cross-Site Evaluation

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# Table of Contents

<b>TABLE OF CONTENTS</b> .....	<b>i</b>
<b>RELEASE NOTES</b> .....	<b>1</b>
<b>INTRODUCTION</b> .....	<b>3</b>
<b>I. RPG LANDING PAGE</b> .....	<b>4</b>
Instructions to Users for Accessing the RPG Landing Page, OASIS, and the ESL .....	4
<b>II. RECOVERY</b> .....	<b>7</b>
Requirements.....	7
Preparing Matching Case Information .....	7
Requesting Data from State Substance Abuse Agency.....	8
Preparing Recovery Data for Submission.....	9
Submitting Recovery Data Excel Files .....	10
<b>III. SAFETY AND PERMANENCY</b> .....	<b>12</b>
Requirements.....	12
Preparing Matching Case Information .....	12
Requesting and Preparing Data from the Agency.....	13
Extracting Data from the Safety and Permanency Information Database in XML Format.....	15
Data Submission.....	19
<b>IV. STANDARDIZED INSTRUMENTS</b> .....	<b>21</b>
Requirements.....	21
Download PDF Instrument.....	22
Form Administration or Completion.....	22
Data Cleaning and Preparation .....	26
Form Submission.....	26
CLOSING .....	33
<b>APPENDIX A. RPG SAFETY, PERMANENCY, AND RECOVERY DATA DICTIONARIES</b> .....	<b>A.1</b>
Safety Domain.....	A.3
Permanency Domain.....	A.7
Recovery Domain .....	A.10
Glossary.....	A.12
<b>APPENDIX B – WORKING WITH STATE CHILD WELFARE OR SUBSTANCE ABUSE AGENCY PERSONNEL</b>	<b>B.1</b>
<b>APPENDIX C – ERROR MESSAGES IN THE OASIS</b> .....	<b>C.1</b>
<b>APPENDIX D. XML DATA STRUCTURE FOR SAFETY AND PERMANENCY DATA</b> .....	<b>D.1</b>

## **RELEASE NOTES**

This updated RPG OASIS User Guide version 2 includes the following changes from version 1:

1. Added detailed instructions for uploading standardized instruments, safety and permanency, and recovery data in the relevant sections (pp 7, 12, and 14).
2. Added Appendix C- *Error Messages in the OASIS*, containing detailed information about error messages and their probable causes.



## INTRODUCTION

This user guide is designed for use by grantees, evaluators and data managers working with Regional Partnership Grant (RPG) projects funded in 2012 and after. Grantees have varying organizational structures and roles for the people working in administration, evaluation, and service delivery. Therefore, this document is directed towards the group of people engaged in the collection, organization, maintenance, and submission of data for the RPG cross-site evaluation, regardless of their job titles. This user guide assumes that readers are familiar with the RPG cross-site evaluation's goals, components, protocols, and instruments; information on those topics is available elsewhere (e.g., the Collaborative Project Management (CPM) website at <https://rpg.macrocpm.com/login.cfm?xx=0>). This document is meant to be a reference guide for users of the Outcome and Impact Study Information System (OAISIS).

The purpose of the RPG cross-site evaluation Data Collection System is to compile the information required to successfully implement the RPG cross-site evaluation focusing on program implementation, outcomes, and impacts. Data will be entered or uploaded by grantee, evaluator, or program staff and data managers, referred to as “grantees” throughout this document. The RPG cross-site evaluation Data Collection System components are the Landing Page ([www.rpg-data.com](http://www.rpg-data.com)), the Enrollment and Services Log (ESL), and the OAISIS.

The RPG Landing Page, which is the gateway to the data collection system, is discussed first, followed by information about OAISIS and each of the types of data that are collected to support the outcome and impact study:

1. Recovery
2. Safety and Permanency
3. Standardized Instruments

Appendix A contains detailed data dictionaries for the Safety, Permanency, and Recovery domains.

Appendix B describes a suggested process for working with state child welfare data personnel.

Appendix C lists the Error Messages used by the OAISIS

Appendix D shows the XML data structure for Safety and Permanency Domains data.

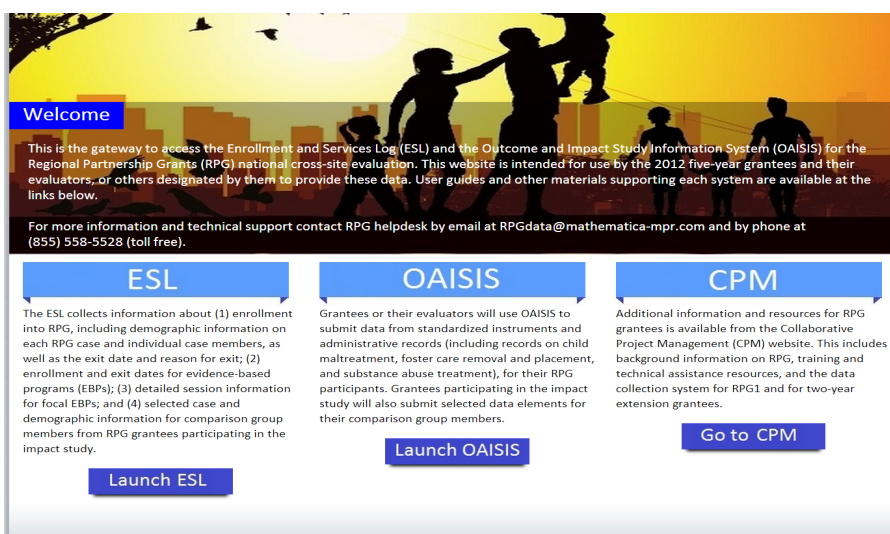
## I. RPG LANDING PAGE

The RPG Landing Page is the gateway to access the OASIS and the ESL for the RPG cross-site evaluation. The RPG Landing Page is intended for use by the 2012 5-year grantees. Anyone with the URL can access the landing page, but only those with credentials can gain access to ESL or OASIS. For convenience it also includes a link to the CPM, where those with credentials can obtain other information on RPG and the cross-site evaluation.

### Instructions to Users for Accessing the RPG Landing Page, OASIS, and the ESL

1. Open a web browser and navigate to [www.rpg-data.com](http://www.rpg-data.com).

The RPG Landing Page displays.

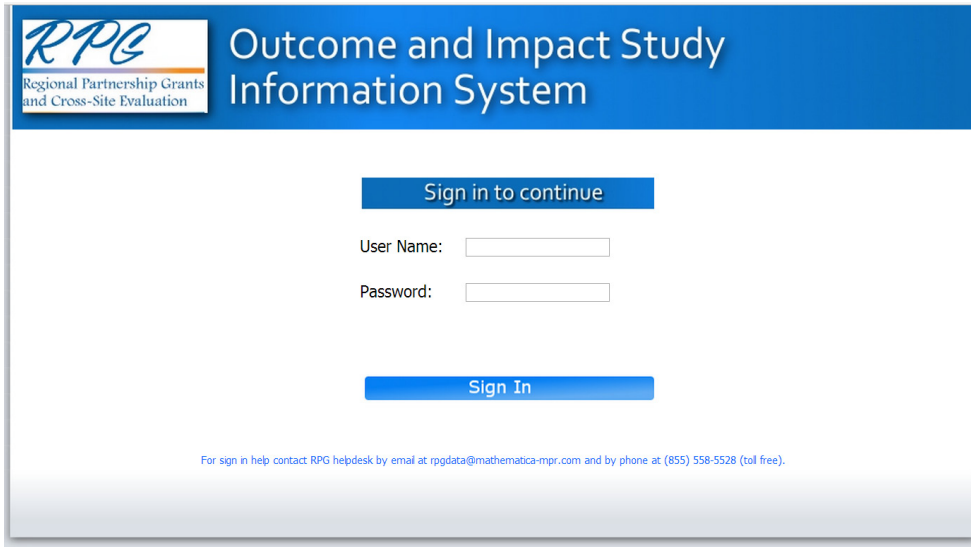


2. Access one of the data collection systems:
  - a. Click on the **Launch ESL** button to open the ESL in a new browser window.
  - b. Click on the **Launch OASIS** button to open the OASIS in a new browser window.
  - c. Click on the **Go to CPM** button to open the Collaborative Project Management (CPM) system in a new browser window. The CPM is the data collection system for RPG grantees and the cross-site evaluation.

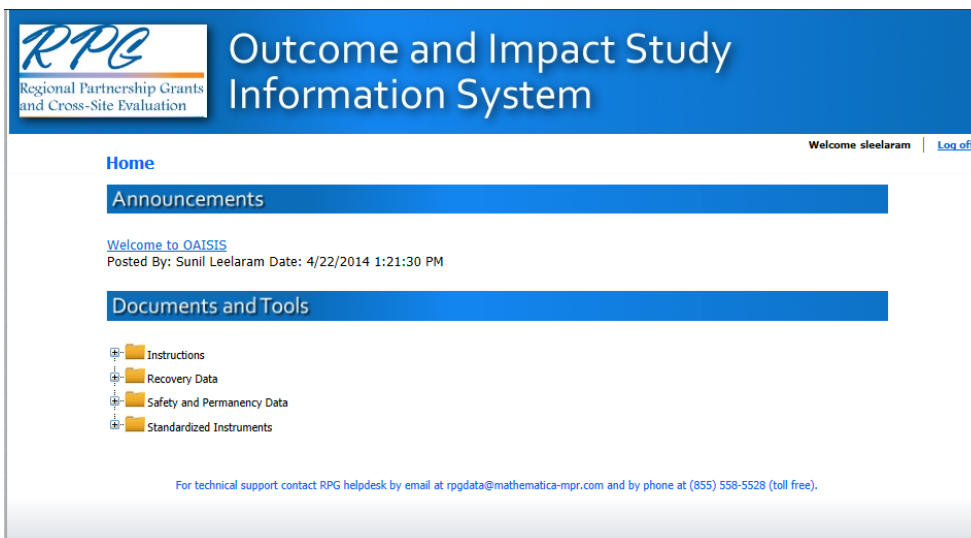
**This guide addresses the OASIS only.**

3. Sign in to OASIS
  - a. Enter your User Name (assigned by the RPG cross-site evaluation) and your password and click on the Sign In button





4. The OASIS library of documents and tools displays.



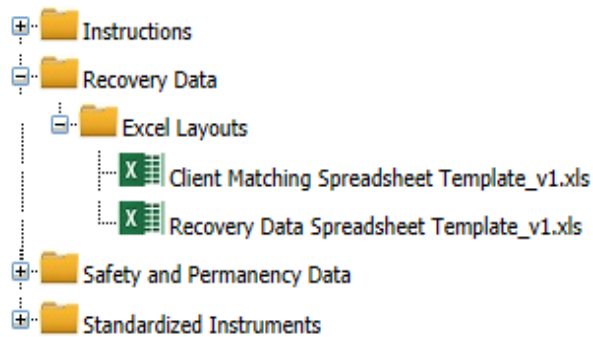
5. To expand a folder and see the documents within it, click on the + box next to the folder.
  - a. The **Instructions** folder contains the User Guide

## Documents and Tools



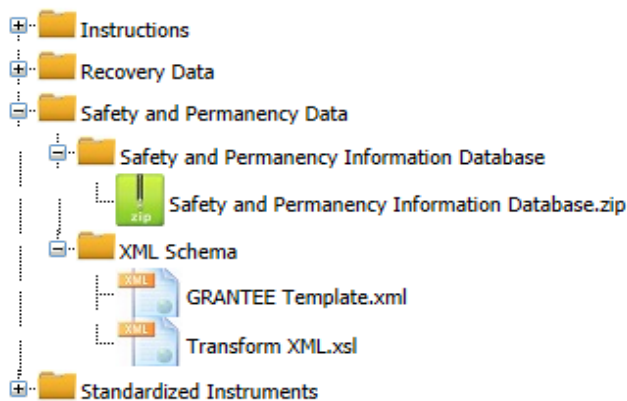
- b. The **Recovery Data** folder contains the Excel templates.

## Documents and Tools

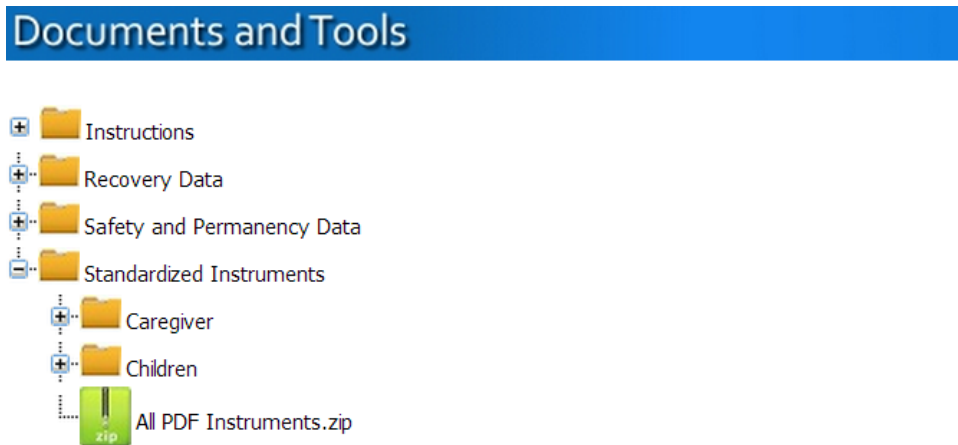


- c. The **Safety and Permanency Data** folder contains the Safety and Permanency Information Database and XML schemas

## Documents and Tools



- d. The **Standardized Instruments** folder contains all of the PDF instruments and Excel templates and matching forms



## II. RECOVERY

### Requirements

RPG grantees request specific data downloads from state substance abuse (SA) agencies at 6 month intervals for cumulative treatment events occurring during the eligibility period, which is September 1, 2012 through March 31, 2017. This period spans 1 year before, and 1 year after, all RPG-funded grantee activities. However, grantees do have the option of requesting data from 1 year prior to RPG enrollment through 1 year after RPG exit for each case, at the grantee's discretion.

See *Appendix A: RPG Safety, Permanency, and Recovery Data Dictionaries* for more details on the data elements and specifications.

**NOTE:** Recovery domain data are submitted in Excel format only. Data managers can obtain and store substance abuse treatment data in the format that best suits their needs. For example, some data managers obtain additional data elements than those required for the RPG cross-site evaluation for use in their own research and evaluation analyses. These data managers will have to submit Recovery data using the Recovery Data Spreadsheet.

**NOTE:** Files containing Personally Identifiable Information (PII) must not be sent via email. We recommend the use of a password-secured file transfer protocol (ftp) website when sending matching information to, and receiving data from, state substance abuse agencies.

### Preparing Matching Case Information

For each submission, grantees will need to prepare a list of their Recovery Adults to share with their state SA agency including useful matching information for each Recovery Adult. Common identifying information includes first name, last name, date of birth, place of birth, gender, partial social security numbers, and residence zip code. Grantee data managers are encouraged to

check with their state’s SA data management personnel to determine the specific matching information that will be most useful.

**Requesting Data from State Substance Abuse Agency**

1. Grantee data managers prepare a Client Matching Excel spreadsheet with one row for each Recovery Domain Adult. The *Client Matching Spreadsheet Template* can be downloaded from the Recovery Data folder on the OAISIS home page. Columns contain identifying information for each case, to facilitate correct matching

	A	B	C	D	E	F	G	H	I
1	GRANTID	CASID	RCVADID	FNAME	LNAME	DOB	AGE	FNAMEMO	LNAMEMO
2									
3									
4									
5									
6									
7									

2. Data managers submit the populated Client Matching Spreadsheet and an empty Recovery Data Spreadsheet to the SA agency. Refer to the *Recovery Data Excel Template.xls* document with details on the required data elements and specifications.

	A	B	C	D	E	F	G	H	I	J	K	L
1	GRANTID	CASID	RCVADID	TREATID	ADMDATE	DISDATE	REASON					
2												
3												
4												
5												

3. The SA agency uses the identifying information in the Client Matching Spreadsheet to match the RPG cases with any cases in the state database and populates the Recovery Data Spreadsheet with treatment information. RPG cases without any identifiable information in the state database are left blank.
4. The SA agency should be instructed to copy each recovery domain adult’s matching information from the Client Matching Spreadsheet into additional columns in the completed Recovery Data Spreadsheet.

The SA agency then returns the completed spreadsheets to the RPG grantee’s evaluation team.

## Preparing Recovery Data for Submission

### *How Grantees Prepare a Data File from the SA Agency*

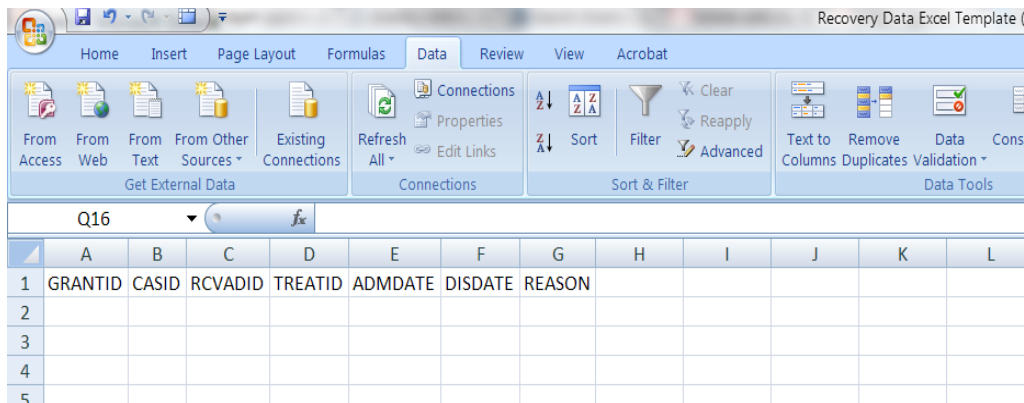
1. Check that the state-provided Recovery Data Spreadsheet is correct. Use the following questions to check the data:
  - a. Do the matched cases' names, birth dates, and ages match the grantee's case records?
  - b. Are there any obvious errors, such as out-of-range admission and discharge dates?
2. Seek state agency clarification for any errors.

**Note:** All personally identifiable information must be deleted so that no personal health information is submitted to the cross-site evaluation.

3. The correct, cleaned, Recovery Data Excel file is ready for submission to the OASIS upload page.

### *How Grantees Extract SA Data from their own Data System*

1. Download the *Recovery Data Excel Template.xls*.



The screenshot shows the Microsoft Excel interface for the 'Recovery Data Excel Template'. The ribbon includes 'Home', 'Insert', 'Page Layout', 'Formulas', 'Data', 'Review', 'View', and 'Acrobat'. The 'Data' ribbon is active, showing options like 'From Access', 'From Web', 'From Text Sources', 'Existing Connections', 'Refresh All', 'Connections', 'Sort', 'Filter', 'Clear', 'Reapply', 'Advanced', 'Text to Columns', 'Remove Duplicates', 'Data Validation', and 'Consolidate'. The active cell is Q16. The spreadsheet grid shows columns A through L and rows 1 through 5. Row 1 contains the following headers: GRANTID, CASID, RCVADID, TREATID, ADMDATE, DISDATE, REASON, and empty cells for columns H, I, J, K, and L. Rows 2, 3, 4, and 5 are empty.

	A	B	C	D	E	F	G	H	I	J	K	L
1	GRANTID	CASID	RCVADID	TREATID	ADMDATE	DISDATE	REASON					
2												
3												
4												
5												

2. Extract or convert data from the management information system into an Excel-compatible format (i.e., comma-separated or csv). Use information from this User Guide's Appendix A, Table 3: Recovery Data Fields, which contains details on the required data elements and specifications, to specify the correct data fields.
3. Create a populated Excel file that matches the *Recovery Data Excel Template* downloaded in Step 1 above.
4. Review and correct the Excel file created in Step 3 for any errors. Typical errors are duplication of records, invalid IDs, and missing data.
5. The correct, cleaned, Recovery Excel file is now ready for submission to the OASIS upload page.

## Submitting Recovery Data Excel Files

1. To navigate to the OASIS Upload Data page click on “Upload Data” in the menu bar at the top of the page. The Upload Data page has a “Submit” button for uploading Recovery data.

Upload Data

Submission Period : From 01/01/2014 To 10/31/2014

Safety and Permanency Data				
File	Status	Date	Result	Action
SP Data	Data not submitted	8/7/2014 6:43:50 AM		Submit

Recovery Data				
File	Status	Date	Result	Action
Recovery Data	Data not submitted	8/7/2014 6:43:50 AM		Submit

Standardized Instruments Data				
File	Status	Date	Result	Action
AAP1-II_FormA	Data not submitted	8/7/2014 6:43:50 AM		Submit
AAP1-II_FormB	Data not submitted	8/7/2014 6:43:50 AM		Submit
ASI	Data not submitted	8/7/2014 6:43:50 AM		Submit
BRIEF-P	Data not submitted	8/7/2014 6:43:50 AM		Submit
BRIEF	Data not submitted	8/7/2014 6:43:50 AM		Submit
CBCL_1.5-5	Data not submitted	8/7/2014 6:43:50 AM		Submit
CBCL_6-18	Data not submitted	8/7/2014 6:43:50 AM		Submit
CES-D	Data not submitted	8/7/2014 6:43:50 AM		Submit
ITSP_0-6	Data not submitted	8/7/2014 6:43:50 AM		Submit
ITSP_7-36	Data not submitted	8/7/2014 6:43:50 AM		Submit
PSI-SF	Data not submitted	8/7/2014 6:43:50 AM		Submit
TSC-40	Data not submitted	8/7/2014 6:43:50 AM		Submit
TSCYC	Data not submitted	8/7/2014 6:43:50 AM		Submit
Vineland-II	Data not submitted	8/7/2014 6:43:50 AM		Submit

2. Click on the “Submit” button and follow the instructions to upload the Excel file. A window labeled Upload File will open.

Outcome and Impact Study Information System

Walter R. McDonald & Associates, Inc. Welcome alu Log off

Home Upload Data Admin

Upload Data

Submission Period : From

Submit: Recovery Data

Select File

Submit

3. Click on the “Select File” button.
4. A window will open showing your computer’s libraries/folders.
5. Find the Excel file you wish to upload, select it, and click on the “Open” button.
6. The Upload File window will reappear, with the selected Excel file listed.
7. Click on the “Submit” button.
8. The Upload Data page will reappear. Under the Result column, you will see either “Data Accepted” or “Error Report.”

9. If the result is “Data Accepted,” the upload process for this Recovery file is complete.
10. If the result is “Error Report,” click on the hyperlinked words “Error Report.”
11. An OASIS Report Page will open, showing a Data Submission Summary (number of records, cases, and unique Recovery Adult IDs) and a Data Error Summary.

**OASIS Report Page**

**Recovery Data Validation Report**

For Test Grantee : October 2014  
Report generated : 8/6/2014 10:38:07 AM

<b>Data Submission Summary</b>	<b>Data Error Summary</b>
Number of records : 5	Number of errors : 1
Number of unique cases : 2	
Number of unique Children : 2	

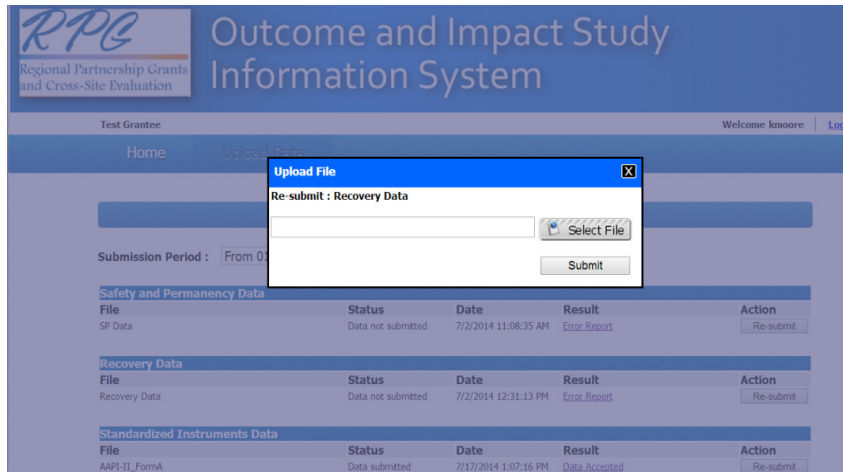
**Error Details:**

Erro Name	Error Description	Error Value
RecoveryData.REASON	Invalid Discharge Reason found.	9

12. At the bottom of the Report Page a table describes all Error Details for the submitted file. The table has columns for Data Element (file name), Error Description (type of error), and Error Value (if the error is an invalid entry). See *Appendix C- Error Messages in the OASIS* for detailed information about error messages and their probable causes.

	A	B	C	D	E	F	G	H
1	<b>GRANTID</b>	<b>CASID</b>	<b>RCVADID</b>	<b>TREATID</b>	<b>ADMDATE</b>	<b>DISDATE</b>	<b>REASON</b>	
2	90CU0072	111112	311112	654321	5/14/2014	6/22/2014	3	
3	90CU0072	111112	311112	654322	7/5/2014	8/12/2014	1	
4	90CU0072	111115	311112	554622	3/15/2014	4/12/2014	9	
5	90CU0072	111122	454562	45589	2/12/2014	2/14/2014	2	
6	90CU0072	111128	454562	23556	2/22/2014	3/21/2014	1	
7								
8								

13. Using the Error Report information, correct all errors in the records within the Excel file and save the file.
14. To return back to the Upload Data page click on the “Back” button at the bottom of the Report Page. Re-submit the corrected file.



**NOTE:** If you submit an Excel file containing records for 10 Recovery Adult IDs, and 9 are correct, you will need to correct the 1 record with an error and resubmit all 10 records. If all 10 are now correct, the Result will read “Accepted.” Make sure that the Excel file has only one sheet.

15. This will close the data submission for the Recovery file. You will not be able to resubmit after the file is accepted without assistance from the RPG help desk.

### III. SAFETY AND PERMANENCY

#### Requirements

RPG grantees request specific data downloads from their child welfare (CW) agencies at least twice a year for maltreatment, removal, and placement events occurring during the eligibility period, which is September 1, 2012 through March 31, 2017. This period spans 1 year before, and 1 year after all RPG-funded grantee activities. However, grantees have the option of requesting data from 1 year prior to RPG enrollment through 1 year after RPG exit for each case. Each data request is cumulative and includes all children served by RPG up to the specific date relevant to the data submission period.

See *Appendix A: RPG Safety, Permanency, and Recovery Data Dictionaries* for additional details on the data elements and specifications.

See *Appendix B: Working with State Child Welfare or Substance Abuse Agency Data Personnel* for details on the process of requesting and receiving Safety and Permanency data.

#### Preparing Matching Case Information

For each request for data from a state child welfare agency, grantee data managers will need to prepare a list of the focal children to send to the state CW agency. Given the challenge to identify children in state CW databases, grantee data managers will have to include useful matching information for each focal child. Common identifiers include child’s first name, last name, date of birth, place of birth, gender, mother’s name, and father’s name. Grantee data



managers are encouraged to check with their state’s CW data management personnel to determine the specific matching information that will be most useful.

**NOTE:** Files containing Personally Identifiable Information (PII) must not be sent via email. We recommend the use of a password-secured file transfer protocol (ftp) website when sending matching information to, and receiving data from, CW agencies.

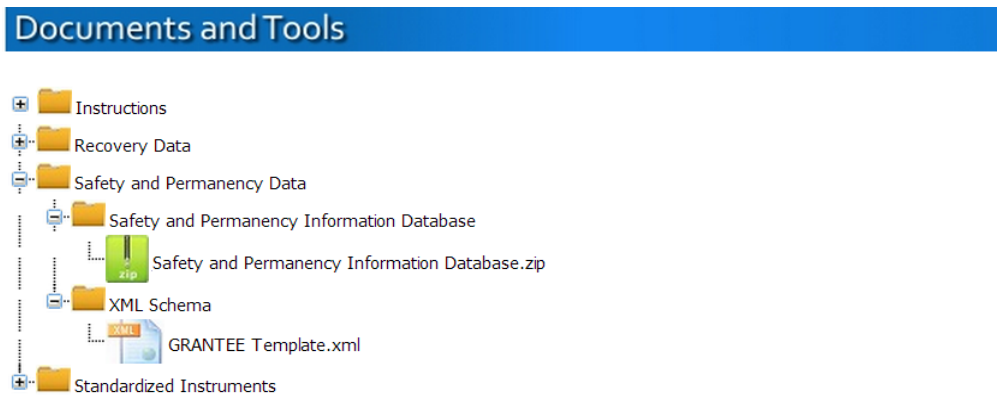
### Requesting and Preparing Data from the Agency

Twice a year, grantees are required to submit the safety and permanency data to OAISIS as one file in Extensible Markup Language (XML) format. Data managers can create the XML file based on their own preferences and on how they obtain the data from the CW agency. The two primary ways in which the XML file for submission can be generated are as follows:

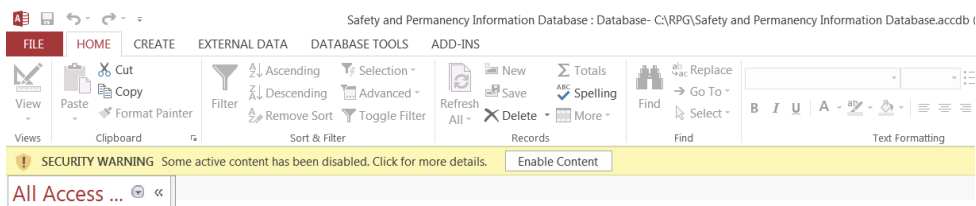
#### ***Option 1: Request Data from the Agencies in Microsoft Access Format and Submit in XML Format***

Data managers can populate the *Safety and Permanency Information Database (SPID)* with the identifying information for each focal child and send this Access file to their CW agency.

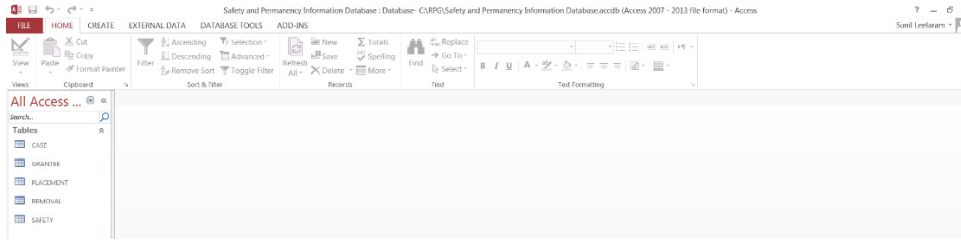
1. Download the *Safety and Permanency Information Database.zip* file from the OAISIS. The *SPID* is in MS Access (.accdb) format.



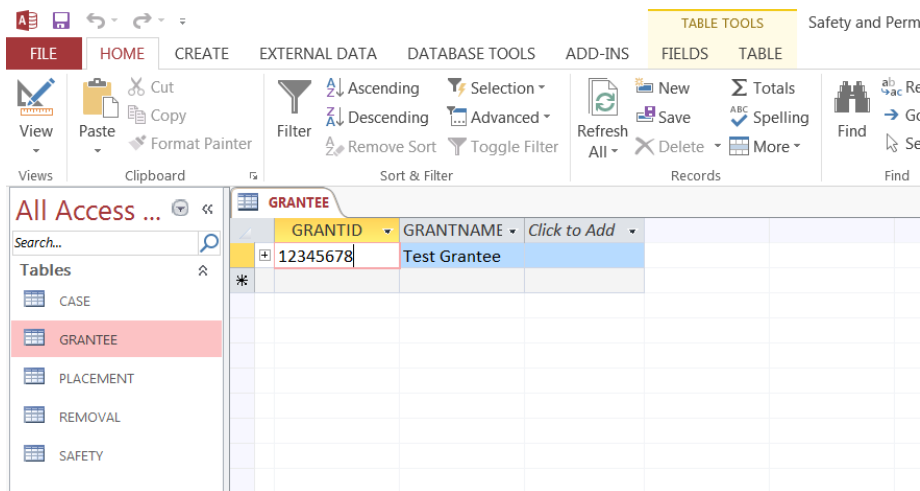
2. Extract the zipped SPID database.
3. Open the *Safety and Permanency Information Database.mdb* file. Click on the “Enable Content” button to continue past the security warning.



4. The *Safety and Permanency Information Database* has five tables – GRANTEE, CASE, SAFETY, REMOVAL, and PLACEMENT.



5. The tables have to be populated with matching data in a particular order. This is to ensure data quality and is governed by the relationships between the tables. The correct order to populate the tables is as follows:
  - a. GRANTEE
  - b. CASE
  - c. SAFETY
  - d. REMOVAL
  - e. PLACEMENT
6. Matching data can be populated into the tables either by data entry or by an automated process developed and maintained by the grantee.
7. To manually enter data into a table double click on the table name. In the “Datasheet View” enter data under each column. In the example below, data entry for the “GRANTEE” table is shown.



8. Populate the tables with one row for each focal child.
9. Add columns containing the identifying information for each case, as agreed upon with the state CW data personnel.
10. Save the database with the grantee ID and date.

11. Data managers submit the prepared database file to the CW agency.

The CW agency can then use the identifying information to match the RPG cases with any cases in the state database and return the zipped Access database file to the RPG grantee's evaluation team. We suggest using a clear file naming convention such as granteeID\_StateCWdata\_date returned.accdb.

12. Data managers should check to see that the state-provided data in the Access database is correct, for example:

- a. Do the matched cases' names, birth dates, and ages match the grantee's case records?
- b. Are there any obvious errors, such as out-of-range admission and discharge dates?

13. If errors are found, the data manager can seek clarification from the state agency and obtain a corrected file. Save the corrected SPID file.

14. After the corrected SPID is saved, export the MS Access data into XML format, as described below.

***Option 2: Request Data from the Agencies in another Grantee-Prescribed Format and submit in XML format***

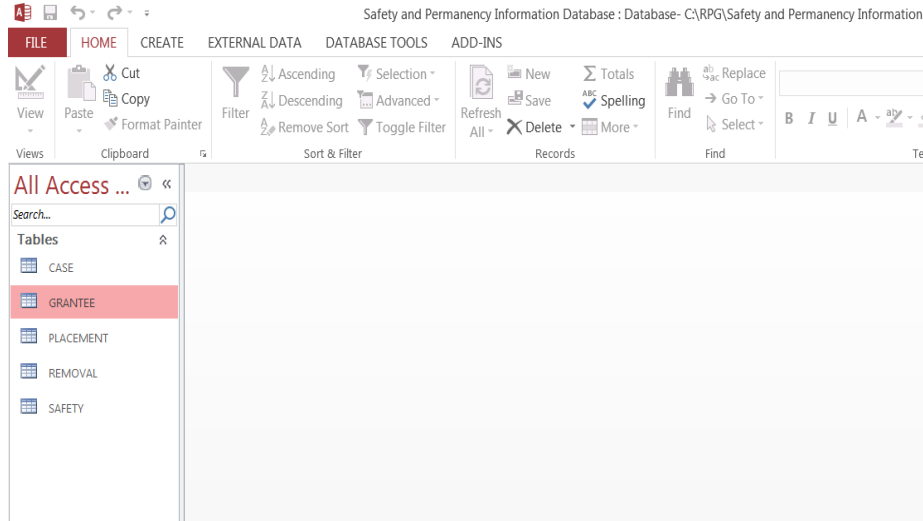
Data managers can obtain and store safety and permanency data from the CW agency in the format that best suits their needs. For example, some data managers obtain additional data elements than those required for the RPG cross-site evaluation for use in their own research and evaluation analyses. These data managers will have to submit the CW data using the *Safety and Permanency Information Database*, described above, which can be downloaded from the OASIS. Data managers must populate the *Safety and Permanency Information Database* with the safety and permanency data stored in their systems. The *Safety and Permanency Information Database* contains the necessary tables, data elements, and table relationships required to extract the data in the prescribed XML format. The *Safety and Permanency Information Database* is in MS Access (.accdb) format. After the SPID is populated, export the MS Access data into XML format, as described below.

**Extracting Data from the Safety and Permanency Information Database in XML Format**

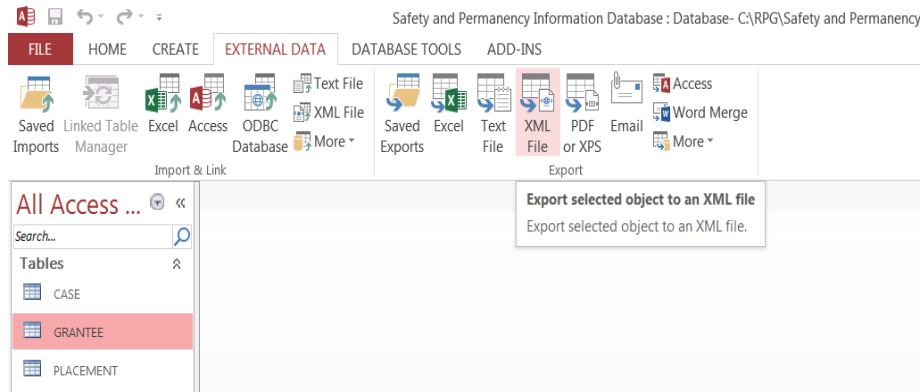
Once the *Safety and Permanency Information Database* is completed, the data are converted to XML prior to submission to OASIS.

**Step 1:** Open the completed, saved *Safety and Permanency Information Database*.

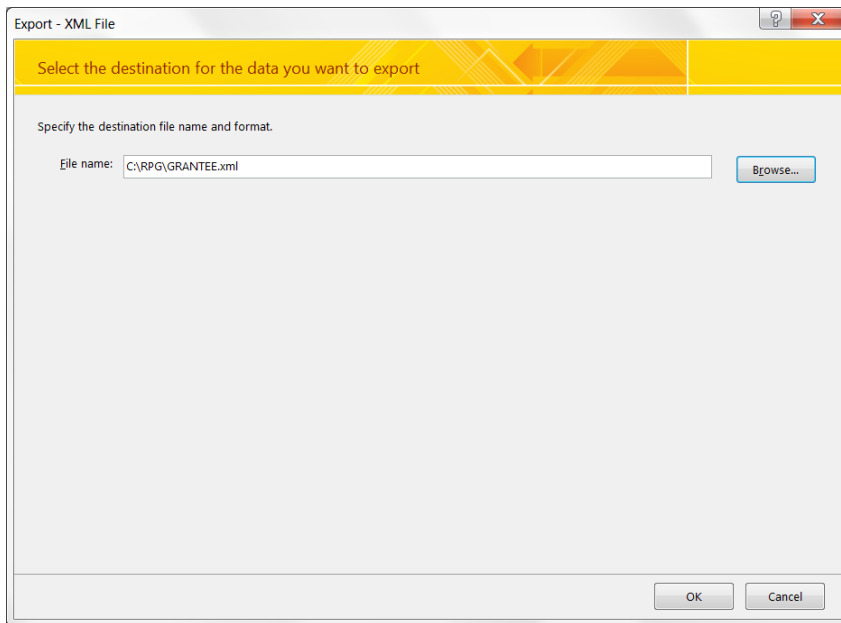
**Step 2:** Select the “GRANTEE” table.



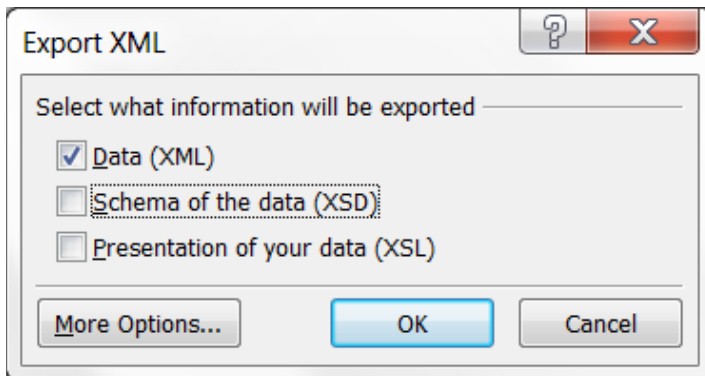
**Step 3:** Select the “External Data” menu tab on the top of the screen. Select the “XML File” option.



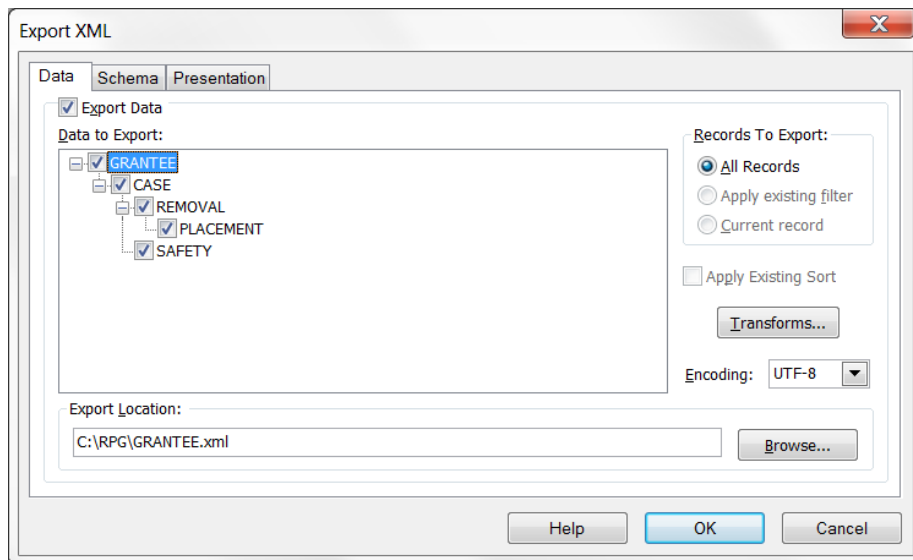
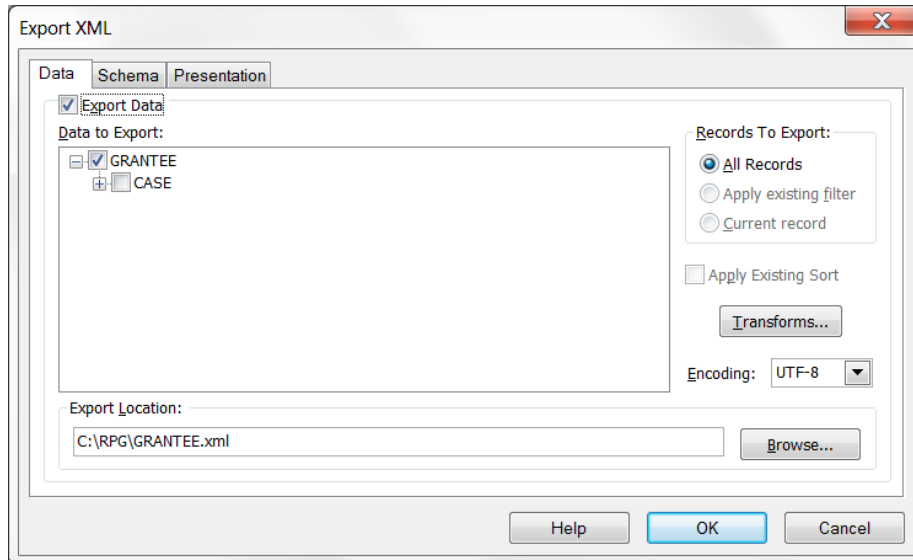
**Step 4:** In the “Export –XML File” dialog box, specify the destination folder. A good place is in the same folder as the database you are exporting it from. After you select the destination, click OK to continue. The file will be saved with a new name.



**Step 5:** In the “Export XML” dialog box, clear the check from the second box “Schema of Data (XSD).” Click on the “More Options” button.



**Step 6:** In the next dialog box, expand and select all the tables under “Data to Export.” After selecting all the tables, click the “OK” button.



**Step 7:** Click the “Transforms” button.

**Step 8:** In the Transforms screen, add the transforms xml file (downloaded from OASIS). Press OK.

**Step 9:** You will be brought back to the Export XML screen. Click OK. Click the “Close” button in the next dialog box.

**Step 10:** Save the transformed XML file as a zip file. We suggest using a clear file naming convention – e.g., granteeID\_StateCWdata\_Upload\_mmddyyy.zip.

**Step 11:** The prepared database file is then ready for submission to the OASIS. Submission instructions are detailed below.

## Data Submission

### Submitting Safety and Permanency Data XML Files

1. To navigate to the OASIS Upload Data page click on “Upload Data” in the menu bar at the top of the page. The Upload Data page has a “Submit” button for uploading safety and permanency data files.

The screenshot shows the 'Upload Data' page with a submission period set to 'From 01/01/2014 To 10/31/2014'. It features three data tables, each with a 'Submit' button. A red arrow points to the 'Submit' button for the 'Safety and Permanency Data' table.

Safety and Permanency Data				
File	Status	Date	Result	Action
SP Data	Data not submitted	8/7/2014 6:43:50 AM		Submit

Recovery Data				
File	Status	Date	Result	Action
Recovery Data	Data not submitted	8/7/2014 6:43:50 AM		Submit

Standardized Instruments Data				
File	Status	Date	Result	Action
AAPI-II_FormA	Data not submitted	8/7/2014 6:43:50 AM		Submit
AAPI-II_FormB	Data not submitted	8/7/2014 6:43:50 AM		Submit
ASI	Data not submitted	8/7/2014 6:43:50 AM		Submit
BRIEF-P	Data not submitted	8/7/2014 6:43:50 AM		Submit
BRIEF	Data not submitted	8/7/2014 6:43:50 AM		Submit
CBCL_1.5-5	Data not submitted	8/7/2014 6:43:50 AM		Submit
CBCL_6-18	Data not submitted	8/7/2014 6:43:50 AM		Submit
CES-D	Data not submitted	8/7/2014 6:43:50 AM		Submit
ITSP_0-6	Data not submitted	8/7/2014 6:43:50 AM		Submit
ITSP_7-36	Data not submitted	8/7/2014 6:43:50 AM		Submit
PSI-SF	Data not submitted	8/7/2014 6:43:50 AM		Submit
TSC-40	Data not submitted	8/7/2014 6:43:50 AM		Submit
TSCYC	Data not submitted	8/7/2014 6:43:50 AM		Submit
Vineand-II	Data not submitted	8/7/2014 6:43:50 AM		Submit

2. Click on the “Submit” button and follow the instructions to upload an XML file. A window labeled Upload File will open.
3. Click on the “Select File” button.

The screenshot shows the 'Upload File' dialog box open over the 'Safety and Permanency Data' table. The dialog box has a title bar 'Upload File' and a close button. It contains the text 'Submit : SP Data', a text input field, a 'Select File' button, and a 'Submit' button.

4. A window will open showing your computer’s libraries/folders.

5. Find the XML file you wish to upload, select it, and click on the “Open” button.
6. The Upload File window will reappear, with the selected XML file listed.
7. Click on the “Submit” button.
8. The Upload Data page will reappear. Under the Result column, you will see either “Data Accepted” or “Error Report.”
9. If the result is “Data Accepted,” the upload process for this Safety and Permanency file is complete.
10. If the result is “Error Report,” click on the hyperlinked words “Error Report.”
11. An OASIS Report Page will open, showing a Data Submission Summary (number of records, cases, and unique child IDs) and a Data Error Summary.

**OASIS Report Page**

**Safety and Permanency Data Validation Report**

For Test Grantee : October 2014  
Report generated : 8/6/2014 10:37:08 AM

Data Submission Summary	Data Error Summary
Number of RPG case records : 1	Number of errors : 1
Number of maltreatment reports : 0	
Number of removal episodes : 0	

**Error Details:**

Error Name	Error Description	Error Value
CHILD.ESL ID	Combination of Grantee ID, Case ID, and Child ID not found in the ESL (90CU0072 - CAS555 - ADU777).	

12. At the bottom of the Report Page a table describes all Error Details for the submitted file. The table has columns for Data Element (file name), Error Description (type of error), and Error Value (if the error is an invalid entry). See *Appendix C- Error Messages in the OASIS* for detailed information about error messages and their probable causes.
13. Using the Error Report information, open the SPID file, correct all errors in the records within the file, and save the file. Export the corrected data into XML format.
14. To return back to the Upload Data page click on the “Back” button at the bottom of the Report Page. Re-submit the corrected file.

**NOTE:** If you submit an XML file containing data for 40 Child IDs, and 31 are correct, you will need to correct the 9 records with errors and resubmit the XML file containing all 40 records. If all 40 are now correct, the Result will read “Data Accepted.”



15. This will close the data submission for the Safety and Permanency file. You will not be able to resubmit after the file is accepted without assistance from the RPG help desk.

#### IV. STANDARDIZED INSTRUMENTS

This section will describe how to download, fill out, save, prepare and submit the Standardized Instruments.

##### Requirements

The Standardized Instruments are administered with respect to the Focal Child, Family Functioning Adult, or Recovery Domain Adult.

- The Standardized Instruments will be administered as fillable PDF forms and, in some cases, as paper forms. If administered as paper forms, staff must enter data from the paper form into the appropriate fillable PDF for each instrument.
- The Standardized Instruments will be uploaded to OAISIS as PDF forms if PDF forms are used by grantees or in a prescribed Excel format if PDF forms are not used.
- With the exception of the Trauma Symptoms Checklist for Young Children (TSCYC), which will be administered at baseline only, instruments will be administered at baseline and program exit.

There are 10 Standardized Instruments in two folders: (1) **Caregiver** and (2) **Children**. Four of these instruments have multiple versions resulting in a total of 14 PDF forms as listed below:

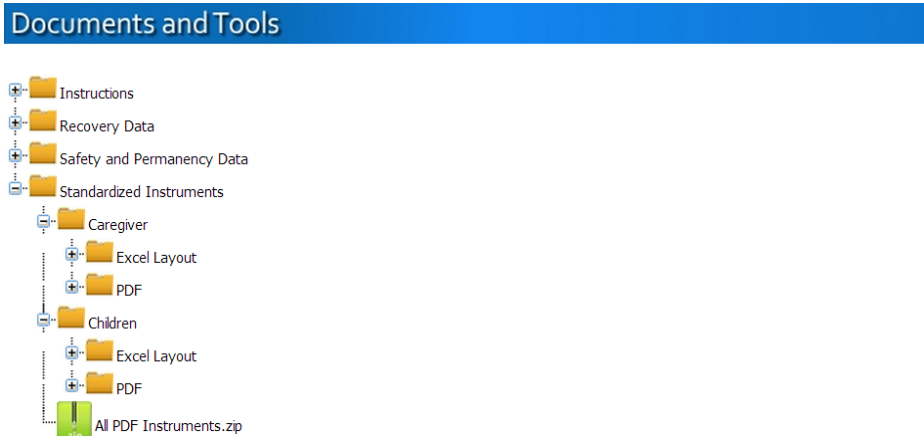
1. **Caregiver** folder instruments:
  - a. Addiction Severity Index, Self-Report Form (ASI), (McLellon et al., 1992)
  - b. Center for Epidemiologic Studies-Depression Scale, 12-Item Short Form (CES-D), (Radloff, 1977)
  - c. Trauma Symptoms Checklist-40 (TSC-40), (Briere and Runtz, 1989)
2. **Children** folder instruments:
  - a. Adult-Adolescent Parenting Inventory (AAPI-2-Form A and AAPI-2-Form B), (Bavolek and Keene, 1999)
  - b. Behavior Rating of Executive Function (BRIEF); Behavior Rating of Executive Function-Preschool (BRIEF-P), (Gioia, 2000)
  - c. Child Behavior Checklist-Preschool Form (CBCL 1.5-5); Child Behavior Checklist-School-Age Form (CBCL 6-18), (Achenbach and Rescorla, 2000)
  - d. Infant-Toddler Sensory Profile (ITSP 0-36 and ITSP 7-36), (Dunn, 2002)
  - e. Parenting Stress Index, Short Form (PSI-SF), (Abidin, 1995)
  - f. Trauma Symptoms Checklist for Young Children (TSCYC), (Briere et al., 2001—baseline only administration)
  - g. Socialization Subscale, Vineland Adaptive Behavior Scales, Second Edition, Parent-Caregiver Rating Form (Vineland-II), (Sparrow, Cicchetti and Balla, 2005)

**Note:** The **BRIEF**, **BRIEF-P**, **TSCYC**, and **PSI-SF** forms can only be administered by paper and pencil, due to copyright law. Their data can be stored and submitted as PDFs

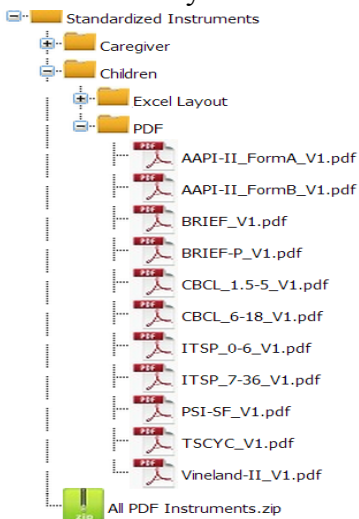
however. Because of such restrictions, the Standardized Instruments are not attached to this User Guide. They are available for download by authorized users from OAISIS.

### Download PDF Instrument

1. Sign in to OAISIS.
2. Click on the + box next to the folder called Standardized Instruments to expand that folder and see the documents within it.



3. Single-click on each instrument name to open the PDF document on your computer, and save each one you will use to a folder of your choosing.



### Form Administration or Completion

The fillable PDF forms have three components: (1) the cover page, (2) the instructions page, and (3) the instrument.

#### *Cover Page*

Grantee ID: [Redacted]

Case ID: [Redacted]

Focal Child's Individual ID: [Redacted]

Data Collector (first initial and last name): [Redacted]

Administration Date (MM/DD/YYYY): [Redacted]

Child's Date of Birth (MM/DD/YYYY): [Redacted]

Time-Point:  Baseline  Program Exit

Form Name: AAPI-2, Form A

**MATHEMATICA**  
Policy Research

The cover page is similar for all of the PDFs, although some forms have specific different fields. Use the following steps to complete the data entry fields on the cover page.

**Note:** Use the Tab key to navigate through the fields. All of the data entry fields on the cover must be completed before you can move to the next page. The fillable PDF will not allow blank spaces on the cover page.

1. Enter the **Grantee ID**.

This is the identification number provided by the Children's Bureau to the grantee. It is eight (alphanumeric) characters long. The PDF will not allow you to enter less than eight characters. It will also not allow you to enter spaces or special characters (such as "&").

2. Enter the **Case ID**.

This is the identification number assigned to each case by the grantee. Enter up to six alphanumeric characters, with no special characters or spaces.

3. Enter the **Focal Child's Individual ID** (on some cover sheets this is Respondent's Individual ID).

This is the identification number for the person, either the Focal Child or respondent, who is the subject of the instrument. This field accepts up to six characters, with no special characters or spaces.

4. Enter the **Data Collector**.

This is the name of the person who is actually administering the instrument. The recommended format is to enter the initial of the first name followed by the last name (e.g., J Smith). If an adult respondent is filling out a paper form that was sent by mail, this field can contain the name of the person checking and entering the responses into electronic format. The field will hold up to 20 characters.

5. Enter the **Administration Date**.

This is the date that the instrument was initiated. It must be entered in a valid date format, MM/DD/YYYY. There is a drop down calendar tool to pick a date. The Administration Date cannot be in the future.

6. Enter the **Child's Date of Birth** (this is not included on some cover sheets).

This is the birth date of the child who is the subject of the instrument. It must be entered in a valid date format, MM/DD/YYYY. There is a drop down calendar tool to pick a date. The fillable PDF will not accept a Child's Date of Birth that is later than the Administration Date.

**Note:** This field is not included on instruments that collect data on adults.

7. Enter the **Time Point**.

The Time Point field has two possible answers—Baseline or Program Exit. Click the appropriate box.

8. Click **Continue**.

The fillable PDF checks that all of the fields on the cover page contain data and, on most instruments, calculates the child's age. The instructions page of the PDF displays next.

### *Instructions Page*

INSTRUCTIONS	
Is the child participating in this study between the ages of 0 and 18?	
<input type="radio"/> Yes	___ (Read the instructions below and complete this form)
<input type="radio"/> No	___ (Do not complete this form)
There are 40 statements in the AAPI-II. They are statements about parenting and raising children. You decide the degree to which you agree or disagree with each statement by selecting one of the responses.	
<b>STRONGLY AGREE</b>	Select SA if you strongly support the statement, or feel the statement is true most or all the time.
<b>AGREE</b>	Select A if you support the statement, or feel this statement is true some of the time.
<b>STRONGLY DISAGREE</b>	Select SD if you feel strongly against the statement or feel the statement is not true.
<b>DISAGREE</b>	Select D if you feel you cannot support the statement or that the statement is not true some of the time.
<b>UNCERTAIN</b>	Select U only when it is impossible to decide on one of the other choices.
Begin with Number 1 and go on until you finish all the statements. In answering them, please keep these four points in mind:	
1.	Respond to the statements truthfully. There is no advantage in giving an untrue response because you think it is the right thing to say. There really is no right or wrong answer - only your opinion.
2.	Respond to the statements as quickly as you can. Give the first natural response that comes to mind.
3.	Select only one response for each statement.
4.	Although some statements may seem much like others, no two statements are exactly alike. Make sure you respond to every statement.
If there is anything you don't understand, please ask your questions now. If you come across a word you don't know while responding to a statement, ask the data collector for help.	

The instructions page contains qualifying questions for the respondent such as:

- Have you been caring for the child for more than 30 days?
- Is the child between the ages of 11 and 18?

Use these questions to ensure that the instrument is appropriate for the subject. Depending on the responses to the qualifying questions, the form unlocks the appropriate portion of the instrument. The form calculates the child's age based on the Date of Birth and the Administration Date on the cover sheet and will automatically and immediately populate the child age questions or subsequent parts of the form.

Use the information on the instructions page to answer the instrument items that follow.

**Instrument Page(s)**

FORM A					
SELECT ONE RESPONSE PER ROW					
	SA	A	U	D	SD
1. Children should keep their feelings to themselves .....	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
2. Children should do what they're told to do, when they're told to do it. It's that simple .....	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
3. Parents should be able to confide in their children .....	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
4. Children need to be allowed freedom to explore their world in safety.....	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
5. Spanking teaches children right from wrong.....	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
6. The sooner children learn to feed and dress themselves and use the toilet, the better off they will be as adults .....	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
7. Children who are one year old should be able to stay from things that could harm them.....	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
8. Children should be potty trained when they are ready and not before .....	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
9. A certain amount of fear is necessary for children to respect their parents.....	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
10. Good children always obey their parents.....	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
11. Children should know what their parents need without being told .....	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>

The remainder of the form is the assessment section of the instrument. Some of the questions have multiple choice answers. Click the appropriate response. You cannot select more than one per question. If you select a response and then click on another in the same line, the first one will be deselected.

Some of the forms have questions that require you to type in an answer, either words or numbers. Click on each question and type in the answer. When all questions have been answered, click the **Save Form** button at the bottom of the last page.

33. In father's absence, the son needs to become the man of the house .....	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
34. Strong-willed children must be taught to mind their parents .....	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
35. A good child will comfort both parents after they have argued .....	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
36. Parents who encourage their children to talk to them only end up listening to complaints .....	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
37. A good spanking never hurt anyone .....	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
38. Babies needs to learn how to be considerate of the needs of their mother .....	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
39. Letting a child sleep in the parents' bed every now and then is bad idea .....	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
40. A good child sleeps through the night .....	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>

**Please make sure that you have completed all items. Thank you for completing this form.**

**Caution:** If you click the **Clear Form** button, all the fields will be emptied of any data already entered, including the cover page.

A window will open on the computer screen. Select the desired folder and double click to open it. When prompted to enter the file name, enter a unique file name. One can include identifiers such as the Child ID, the instrument name, and whether it is a baseline or follow-up to ensure that the form has a unique and accurate name (e.g., 543628\_AAPI2\_BL).

Grantee data managers can collect, store, and manage completed instruments as they think best; we recommend maintaining a series of folders, one for each instrument.

### **Data Cleaning and Preparation**

Some grantees will collect standardized instrument data in a format other than PDF. In this case, the data manager can submit the information using the Excel mapping forms and templates found in the respective folders on OASIS. Either way, the standardized instrument data will require careful review to identify and correct any errors. Typical errors are duplication of forms, missing data, and invalid IDs. See *Appendix C- Error Messages in the OASIS* for detailed information about error messages and their probable causes.

The Standardized Instruments data will be submitted twice a year to OASIS as either fillable PDF or as Excel files, based on grantee preference.

- For **PDFs**, create a zip file for each instrument. For example, create one zip file with all the completed Addiction Severity Index (ASI) forms. The number of zip files depends on the number of instruments a grantee is using. Give the zip files clear, accurate names (e.g., granteeID\_ASI\_Oct2014.zip). After the files have been zipped, they are ready to be uploaded to OASIS.
- For **Excel**, compile one spreadsheet for each instrument. For example, create one Excel sheet containing one row for each respondent's Addiction Severity Index (ASI) data. Give the Excel files clear, accurate names (e.g., granteeID\_ASI\_Oct2014.xls). After the files have been saved, they are ready to be uploaded to OASIS.

### **Form Submission**

This section provides detailed instructions for uploading standardized instrument data to OASIS.

#### ***Submitting a Specific Standardized Instrument in PDF Format***

If grantee staff members administer the PDF or enter data from instruments administered in other formats (such as paper) into the fillable PDFs, the data manager will upload compiled PDF files to OASIS. The data manager creates one zip file for each instrument. Each zip file will contain the completed forms from all respondents including those that were uploaded previously during prior data submission periods.

1. To navigate to the OASIS Upload Data page click on “Upload Data” in the menu bar at the top of the page. The Upload Data page has 14 Submit buttons – 1 for each of the 14 standardized instruments.

Upload Data

Submission Period : From 01/01/2014 To 10/31/2014

Safety and Permanency Data				
File	Status	Date	Result	Action
SP Data	Data not submitted	8/7/2014 6:43:50 AM		Submit

Recovery Data				
File	Status	Date	Result	Action
Recovery Data	Data not submitted	8/7/2014 6:43:50 AM		Submit

Standardized Instruments Data				
File	Status	Date	Result	Action
AAPI-II_FormA	Data not submitted	8/7/2014 6:43:50 AM		Submit
AAPI-II_FormB	Data not submitted	8/7/2014 6:43:50 AM		Submit
ASI	Data not submitted	8/7/2014 6:43:50 AM		Submit
BRIEF-P	Data not submitted	8/7/2014 6:43:50 AM		Submit
BRIEF	Data not submitted	8/7/2014 6:43:50 AM		Submit
CBCL_1.5-5	Data not submitted	8/7/2014 6:43:50 AM		Submit
CBCL_6-18	Data not submitted	8/7/2014 6:43:50 AM		Submit
CES-D	Data not submitted	8/7/2014 6:43:50 AM		Submit
ITSP_0-6	Data not submitted	8/7/2014 6:43:50 AM		Submit
ITSP_7-36	Data not submitted	8/7/2014 6:43:50 AM		Submit
PSI-SF	Data not submitted	8/7/2014 6:43:50 AM		Submit
TSC-40	Data not submitted	8/7/2014 6:43:50 AM		Submit
TSCYC	Data not submitted	8/7/2014 6:43:50 AM		Submit
Vineland-II	Data not submitted	8/7/2014 6:43:50 AM		Submit

2. Click on the “Submit” button next to the name of the instrument to upload the zipped file.
3. A window labeled Upload File will open.
4. Click on the “Select File” button.

Home Upload Data Admin

Upload Data

Submission Period : From

Safety and Permanency Data

Recovery Data

Standardized Instruments Data

Upload File

Submit : AAPI-II\_FormA

Select File

Submit

5. A window will open showing your computer’s libraries/folders.
6. Find the zip file you wish to upload, select it, and click the “Open” button.
7. The Upload File window will reappear, with the selected zip file listed.
8. Click on the “Submit” button.
9. The Upload Data page will reappear. Under the Result column, you will see either “Data Accepted” or “Error Report.”

10. If the result is “Data Accepted,” the upload process for this standardized instrument is complete. You can move on to uploading other instrument files or exit the OASIS.

Standardized Instruments Data			
File	Status	Date	Result
AAPI-II_FormA	Data submitted	7/17/2014 1:07:16 PM	<a href="#">Data Accepted</a>
AAPI-II_FormB	Data submitted	7/17/2014 1:07:28 PM	<a href="#">Data Accepted</a>
ASI	Data submitted	7/17/2014 1:11:21 PM	<a href="#">Data Accepted</a>
BRIEF-P	Data submitted	7/17/2014 1:07:54 PM	<a href="#">Data Accepted</a>
BRIEF	Data submitted	7/17/2014 1:14:56 PM	<a href="#">Data Accepted</a>
CBCL_1.5-5	Data submitted	7/17/2014 1:08:35 PM	<a href="#">Data Accepted</a>
CBCL_6-18	Data submitted	7/17/2014 1:08:47 PM	<a href="#">Data Accepted</a>
CES-D	Data submitted	7/17/2014 1:11:36 PM	<a href="#">Data Accepted</a>
ITSP_0-6	Data submitted	7/17/2014 1:17:00 PM	<a href="#">Data Accepted</a>
ITSP_7-36	Data submitted	7/17/2014 1:10:03 PM	<a href="#">Data Accepted</a>
PSI-SF	Data submitted	7/17/2014 1:10:14 PM	<a href="#">Data Accepted</a>
TCC_40	Data submitted	7/17/2014 1:11:50 PM	<a href="#">Data Accepted</a>

11. If the result is “Error Report,” click on the hyperlinked words “Error Report.”
12. An OASIS Report Page will open, showing a Data Submission Summary (number of records, cases, and unique child or adult IDs) and a Data Error Summary.

OASIS Report Page

1 of 1 Find | Next

### Standardized Instruments Data Validation Report

For 90CU0072 : From 01/01/2014 To 10/31/2014

Instrument Name : AAPI-II\_FormA

Report generated : 8/11/2014 4:03:24 PM

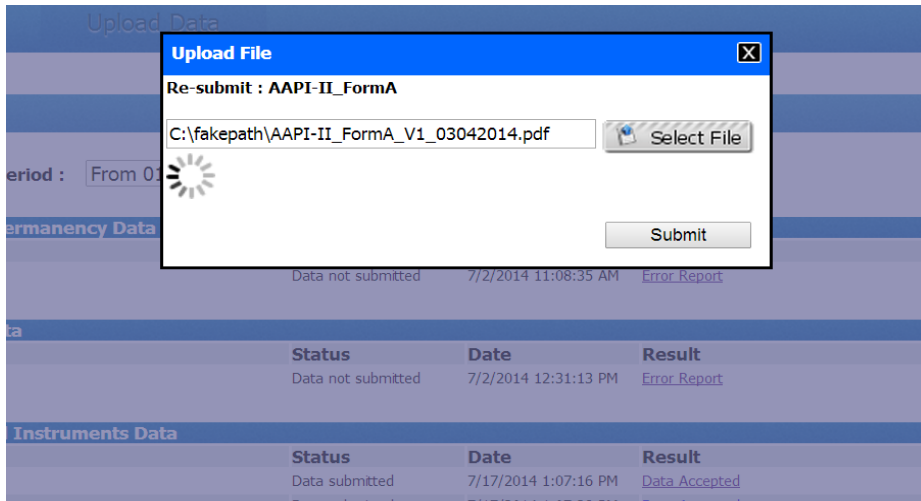
<p><b>Data Submission Summary</b></p> <p>Number of observations accepted: 0</p> <p>Number of unique cases accepted: 0</p> <p>Number of unique children/Respondent accepted: 0</p>	<p><b>Data Error Summary</b></p> <p>Number of errors : 1</p>
---	--

**Error Details:**

Data Element	Error Description	Error Value
SI_Data..AAPI-II_FormA	No data found in the Excel file.	No data error.

13. At the bottom of the Report Page a table describes all Error Details for the submitted file. The table has columns for Data Element (file name), Error Description (type of error), and Error Value (if the error is an invalid entry). See *Appendix C- Error Messages in the OASIS* for detailed information about error messages and their probable causes.
14. Using the Error Report information, open the zip file, correct all errors in the instruments within the zip file, and save the file.
15. To return back to the Upload Data page click on the “Back” button at the bottom of the Report Page. Re-submit the corrected file.





**NOTE:** If you submit a zip file containing 20 instruments, and 15 are correct, you will need to correct the 5 records with errors and resubmit all 20 instruments. If all 20 are now correct, the Result will read “Data Accepted.”

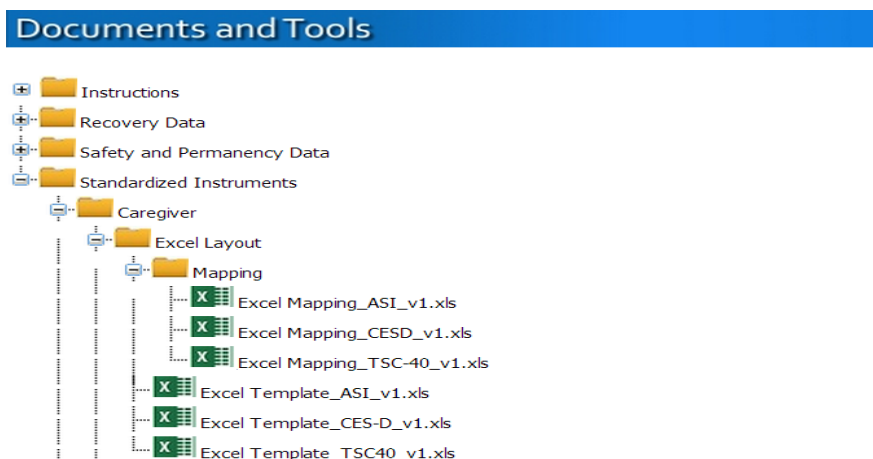
16. This will close the data submission for that particular standardized instrument. You will not be able to resubmit after the file is accepted without assistance from the RPG help desk.

17. Follow this same process to upload the rest of your standardized instrument files.

### ***Submitting Standardized Instrument Data as an Excel File***

If the data manager collects or stores the standardized instrument data in other ways than by using the fillable PDFs, then the data must be extracted into Excel in the specified format. Data managers can download Excel mapping forms templates for each instrument from OAISIS. The data manager will create one Excel file for each instrument. Each Excel file may contain data for multiple children or respondents.

1. Download the Standardized Instruments Excel templates and the data element specifications documents from OAISIS.



- Review the Excel template and the Excel mapping documents. The Excel mapping document provides details on how the data elements in the Excel template map to each question on the corresponding instrument. The code values for responses to each question on the instruments are displayed on the instrument itself. These code values should be used to populate the Excel templates. For instances where the code values are not shown on the instruments, the Excel mapping document indicates the appropriate code values.
- Extract or convert data from your own data collection system into the prescribed Excel format.
- Create one Excel file for each instrument. The number of Excel files depends on the number of instruments a grantee is using.
- Review the Excel files to identify any errors. Typical errors are duplication of records, records missing data, and invalid IDs.

**NOTE:** Make sure that the Excel file has only one sheet.

- Upload the Excel files to OASIS. Just as described above for uploading PDF files, to navigate to the OASIS Upload Data page click on “Upload Data” in the menu bar at the top of the page. The Upload Data page has 14 Submit buttons – 1 for each of the 14 standardized instrument

Upload Data

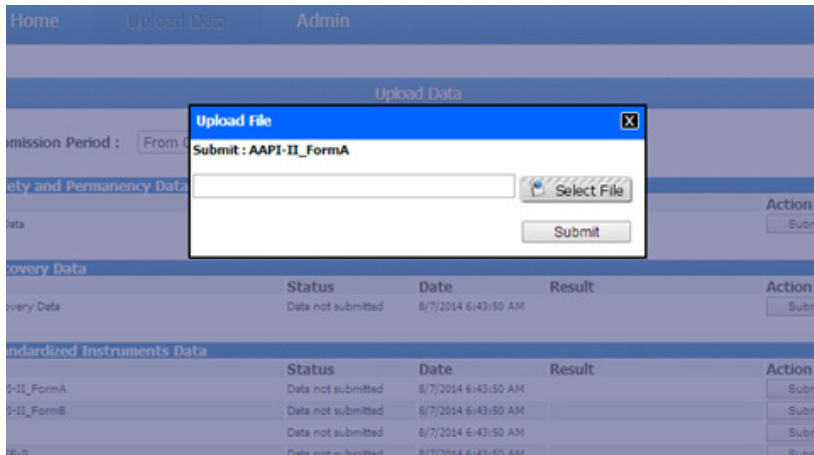
Submission Period : From 01/01/2014 To 10/31/2014 ▼

Safety and Permanency Data				
File	Status	Date	Result	Action
SP Data	Data not submitted	8/7/2014 6:43:50 AM		Submit

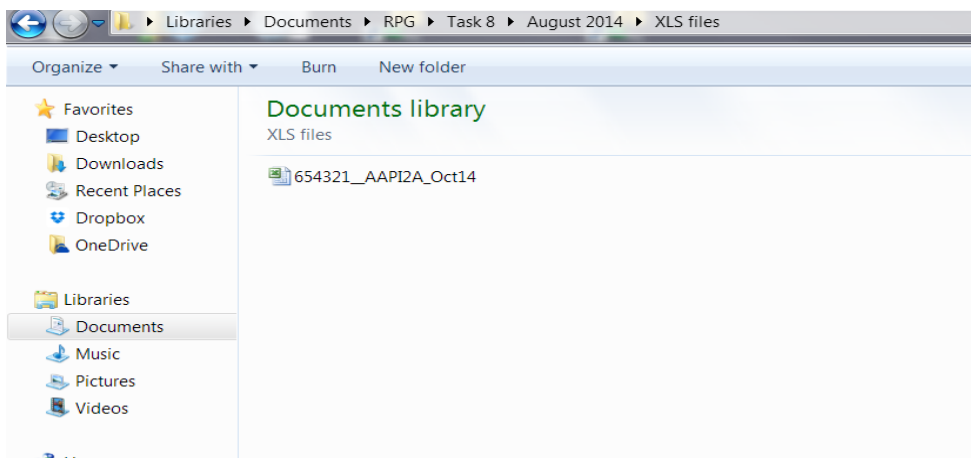
Recovery Data				
File	Status	Date	Result	Action
Recovery Data	Data not submitted	8/7/2014 6:43:50 AM		Submit

Standardized Instruments Data				
File	Status	Date	Result	Action
AAPI-II_FormA	Data not submitted	8/7/2014 6:43:50 AM		Submit
AAPI-II_FormB	Data not submitted	8/7/2014 6:43:50 AM		Submit
ASI	Data not submitted	8/7/2014 6:43:50 AM		Submit
BRIEF-P	Data not submitted	8/7/2014 6:43:50 AM		Submit
BRIEF	Data not submitted	8/7/2014 6:43:50 AM		Submit
CBCL_1.5-5	Data not submitted	8/7/2014 6:43:50 AM		Submit
CBCL_6-18	Data not submitted	8/7/2014 6:43:50 AM		Submit
CES-D	Data not submitted	8/7/2014 6:43:50 AM		Submit
ITSP_0-6	Data not submitted	8/7/2014 6:43:50 AM		Submit
ITSP_7-36	Data not submitted	8/7/2014 6:43:50 AM		Submit
PSI-SF	Data not submitted	8/7/2014 6:43:50 AM		Submit
TSC-40	Data not submitted	8/7/2014 6:43:50 AM		Submit
TSCYC	Data not submitted	8/7/2014 6:43:50 AM		Submit
Vineland-II	Data not submitted	8/7/2014 6:43:50 AM		Submit

- Click on the “Submit” button next to the name of the instrument to upload each zipped file.
- A window labeled Upload File will open.



9. Click on the “Select File” button.
10. A window will open showing your computer’s libraries/folders.
11. Find the Excel file you wish to upload, select it, and click the “Open” button.



12. The Upload File window will reappear, with the selected Excel file listed.
13. Click on the “Submit” button.
14. The Upload Data page will reappear. Under the Result column, you will see either “Data Accepted” or “Error Report.”
15. If the result is “Data Accepted, the upload process for this standardized instrument is complete. You can move on to uploading other instrument files.
16. If the result is “Error Report,” click on the hyperlinked words “Error Report.”
17. An OAISIS Report Page will open, showing a Data Submission Summary (number of records, cases, and unique child or adult IDs) and a Data Error Summary.

OASIS Report Page

---

Standardized Instruments Data Validation Report

For 90CU0072 : From 01/01/2014 To 10/31/2014  
 Instrument Name : AAPI-II\_FormA  
 Report generated : 8/11/2014 4:03:24 PM

<p><b>Data Submission Summary</b></p> <p>Number of observations accepted: 0</p> <p>Number of unique cases accepted: 0</p> <p>Number of unique children/Respondent accepted: 0</p>	<p><b>Data Error Summary</b></p> <p>Number of errors : 1</p>
---	--

**Error Details:**

Data Element	Error Description	Error Value
SL_Data..AAPI-II_FormA	No data found in the Excel file.	No data error.

18. At the bottom of the Report Page a table describes all Error Details for the submitted file. The table has columns for Data Element (file name), Error Description (type of error), and Error Value (if the error is an invalid entry). See *Appendix C- Error Messages in the OASIS* for detailed information about error messages and their probable causes.
19. Using the Error Report information, open the Excel file, correct all errors in the records within the file, and save the file.
20. To return back to the Upload Data page click on the “Back” button at the bottom of the Report Page. Re-submit the corrected file.

**NOTE:** If you submit an Excel file containing data for 25 respondents to an instrument, and 22 are correct, you will need to correct the 3 records with errors and resubmit the file containing all 25 records. If all 25 are now correct, the Result will read “Data Accepted.”

21. This will close the data submission for that particular standardized instrument. You will not be able to resubmit after the file is accepted without assistance from the RPG help desk.

22. Follow this same process to upload the rest of your standardized instrument files.

**CLOSING**

For further information and instructions you can submit questions or ask for assistance through the RPG helpdesk by:

Calling: (855) 558-5528

Or emailing: [RPGData@mathematica-mpr.com](mailto:RPGData@mathematica-mpr.com)

You can also request help through your CSL.

Questions about the cross-site evaluation can be directed to the Project Director:

**Debra Strong**

*Senior Researcher*

*Mathematica Policy Research*

Phone: 609-750-2001

[dstrong@mathematica-mpr.com](mailto:dstrong@mathematica-mpr.com)



**APPENDIX A**

**RPG SAFETY, PERMANENCY, AND RECOVERY DATA DICTIONARIES**





## **Introduction**

Appendix A provides an overview of the safety, permanency, and recovery data RPG grantees are asked to request from their state or private child welfare agencies and substance abuse agencies. In addition, data specifications are included. Since the RPG cross-site evaluation examines separate Safety and Permanency Domains, they are treated separately here, although the data are requested and submitted as one data file.

## **Data Collection Rationale**

RPG grantees request specific data downloads from their state or private child welfare and substance abuse agencies at regular intervals for events occurring during the eligibility period. This period spans 1 year before, and 1 year after, all RPG-funded grantee activities. The reasoning for this approach is that:

1. By understanding the year before, the time during, and the year after a family's RPG services, the RPG cross-site evaluation will be able to assess changes associated with services from RPG grantees.
2. It will be simpler and less burdensome for data managers and state agency personnel to request multiple child-level and adult-level data records for a common date range. Rather than asking data managers to calculate date ranges for the data requested on each focal child and recovery adult based on their family's entrance date into RPG services, the analysis team will filter the datasets. However, grantee data managers do have the option of requesting data from 1 year prior to RPG enrollment through 1 year after RPG exit for each case.

## **SAFETY DOMAIN**

### ***Background on Safety Data***

Once an allegation (called a **referral**) of abuse and neglect is received by a Child Protection Services (CPS) agency, it is either screened in for further attention by CPS or it is screened out. A screened-in referral is called a **report**. CPS agencies respond to all reports. In most states, the majority of reports receive investigations, which determine if a child was maltreated or is at risk of maltreatment and establishes whether an intervention is needed. Some reports receive **alternative responses**, which focus primarily upon the needs of the family and do not determine if a child was maltreated or is at risk of maltreatment.

A determination made by the CPS agency that evidence is or is not sufficient under state law to conclude that maltreatment occurred is called the **disposition**. The RPG cross-site evaluation provides grantees information to request some of the disposition types, or levels, reported to the National Child Abuse and Neglect Data System (NCANDS). These disposition levels include substantiated, indicated or reason to suspect, unsubstantiated, alternative response, and unknown.

See the glossary for complete definitions of these terms. The RPG cross-site evaluation does not collect data on screened-out allegations.

The Safety Domain data elements requested by the RPG cross-site evaluation are:

- Identifying information on the grantee, case, and focal child
- The dates of the report, the incident, and the final disposition of the report
- The alleged maltreatment types and their associated disposition levels
- Information about a maltreatment fatality, should this occur

The types of maltreatment recorded by NCANDS, and used in the RPG cross-site evaluation, are:

- Physical Abuse
- Neglect
- Medical Neglect
- Sexual Abuse
- Psychological or emotional Abuse
- Other Maltreatment

The types of dispositions recorded by NCANDS, and used in the RPG cross-site evaluation, are:

- Substantiated
- Indicated or reason to suspect
- Unsubstantiated
- Alternative response
- Other

### ***Case Selection Criteria***

For focal children, all cases with a report disposition date during the eligibility period or, at the grantee’s discretion, 1 year prior to RPG enrollment through 1 year after exit from RPG, are included.

**Table 1:** Safety Data Fields

#	Field Name	NCANDS Field Name	Long Name	Definition	Values / Format	Data Type	Field Size
1*	GRANTID	-	Grantee ID	The identification number provided by the Children's Bureau to the grantee	No special characters; not case sensitive	Alphanumeric	8
2*	CASID	-	Case ID	The identification number assigned to each case by the grantee	No special characters; not case sensitive	Alphanumeric	6
3*	CHID	-	Focal Child ID	The focal child's identification number assigned by the grantee	No special characters; not case sensitive	Alphanumeric	6

#	Field Name	NCANDS Field Name	Long Name	Definition	Values / Format	Data Type	Field Size
4*	RPTID	RPTID	Report ID	The encrypted identification number assigned to each report by the Child Welfare agency	No special characters; not case sensitive	Alphanumeric	12
5*	INCIDDT	INCIDDT	Incident Date	The month, day, and year on which the reported incident occurred	MM-DD-YYYY	Date	10
6*	RPTDT	RPTDT	Report Date	The month, day, and year that the responsible agency was notified of the suspected child maltreatment	MM-DD-YYYY	Date	10
7*	RPTDISDT	RPTDISPDT	Report Disposition Date	The point in time at the end of the investigation or assessment when a CPS worker declares a disposition to the child maltreatment report	MM-DD-YYYY	Date	10
8	MALPHYS	-	Physical Abuse	See Glossary for a full definition	01=substantiated 02=indicated or reason to suspect 03=unsubstantiated 22=alternative response 88=other 99=unknown Blank=No allegation	Numeric	2
9	MALNGLT	-	Neglect	See Glossary for a full definition	01=substantiated 02=indicated or reason to suspect 03=unsubstantiated 22=alternative response 88=other 99=unknown Blank=No allegation	Numeric	2
10	MALMEDNGLT	-	Medical Neglect	See Glossary for a full definition	01=substantiated 02=indicated or reason to suspect 03=unsubstantiated 22=alternative response	Numeric	2

#	Field Name	NCANDS Field Name	Long Name	Definition	Values / Format	Data Type	Field Size
					88=other 99=unknown Blank=No allegation		
11	MALSEX	-	Sexual Abuse	See Glossary for a full definition	01=substantiated 02=indicated or reason to suspect 03=unsubstantiated 22=alternative response 88=other 99=unknown Blank=No allegation	Numeric	2
12	MALPSYCH	-	Psychological or emotional Abuse	See Glossary for a full definition	01=substantiated 02=indicated or reason to suspect 03=unsubstantiated 22=alternative response 88=other 99=unknown Blank=No allegation	Numeric	2
13	MALOTH	-	Other Maltreatment	See Glossary for a full definition	01=substantiated 02=indicated or reason to suspect 03=unsubstantiated 22=alternative response 88=other 99=unknown Blank=No allegation	Numeric	2
14	MALDEATH	MALDEATH	Maltreatment Death	See Glossary for a full definition	1=yes 2=no 9=unknown or missing	Numeric	1

\*: The field is mandatory. If the field is empty, it will generate an error report.

## PERMANENCY DOMAIN

### *Background on Permanency Data Collection*

When a child is removed from his or her home, the child welfare agency is required to place the child in a safe setting. Placement durations can range from less than a full day to many years. A single removal **episode** may contain more than one **placement**, but will only have one **discharge**. Each placement will have entries for Placement Start Date, Placement End Date, and Placement Setting.

The rules and standards for the permanency data elements collected by the RPG cross-site evaluation follow that of the Adoption and Foster Care Analysis and Reporting System (AFCARS). The Permanency Domain data elements requested by the RPG cross-site evaluation are:

- Identifying information on the grantee, case, and focal child
- The date of the child's removal from the home
- The date of the child's discharge from foster care and the reason
- All placement start and end dates
- 
- The placement setting types used by the AFCARS, and in the RPG cross-site evaluation, are:
  - Pre-Adoptive Home
  - Foster Family Home (Relative)
  - Foster Family Home (Non-Relative)
  - Group Home
  - Institution
  - Supervised Independent Living
  - Runaway
  - Trial Home Visit

The reasons for discharge from foster care used by AFCARS, and in the RPG cross-site evaluation, are:

- Reunification with Parent(s) or Primary Caretaker(s)
- Living with Other Relative(s)
- Adoption
- Emancipation
- Guardianship
- Transfer to Another Agency
- Runaway
- Death of Child

**Case Selection Criteria**

1. All focal children with a removal date within the eligibility period, or, at the grantee’s discretion, 1 year prior to RPG enrollment through 1 year after exit from RPG, and all associated placements with that removal; OR
2. All focal children in placement on September 1, 2012, and all placements related to that removal with removal date prior to September 1, 2012. A child is considered in placement on September 1, 2012 if at least one of the placement end dates is same or greater than September 1, 2012.

**Permanency Data Fields**

- The AFCARS data fields have similar names to the field names used here, but the AFCARS field names have prefixes that identify only the current episode’s dates and only the first and most recent placement settings. For example, the AFCARS Current Placement Setting is EPISODE.CD\_PLCM\_SETNG. Since we need to identify multiple placement settings, we use PLCM\_SETNG. None of the RPG field names in **Table 2: Permanency Data Fields**, are identical to the AFCARS names, but these should be clear to agency data personnel.

**Table 2: Permanency Data Fields**

#	Field Name	Long Name	Definition	Values	Data Type	Field Size
1*	GRANTID	Grantee ID	The identification number provided by the Children's Bureau to the grantee	No special characters; not case sensitive	Alphanumeric	8
2*	CASID	Case ID	The identification number assigned to each case by the grantee	No special characters; not case sensitive	Alphanumeric	6
3*	CHID	Focal Child ID	The focal child's identification number assigned by the grantee	No special characters; not case sensitive	Alphanumeric	6
4	RMVLID	Removal ID	Unique identifier to identify a particular removal for a focal child.	No special characters; not case sensitive	Alphanumeric	6
5	DT_RMVL	Removal Date	The month, day and year the child was removed from his/her home for the purpose of being placed in foster care	MM-DD-YYYY	Date	10
6	DT_END	Discharge Date	The month, day, and year this removal ended	MM-DD-YYYY	Date	10

7	DSCH_RSN	Discharge Reason	The reason for the discharge from this foster care episode	1 = Reunification with Parent(s) or Primary Caretaker(s) 2 = Living with Other Relative(s) 3 = Adoption 4 = Emancipation 5 = Guardianship 6 = Transfer to Another Agency 7 = Runaway 8 = Death of Child	Numeric	1
8	PLCMID	Placement ID	Unique identifier to identify a particular placement within a removal for a focal child	No special characters; not case sensitive	Alphanumeric	6
9	PLCM_BGN	Placement Start Date	The month, day, and year this out of home placement began	MM-DD-YYYY	Date	10
10	PLCM_STG	Placement Setting	The type of setting of this out of home placement	1 = Pre-Adoptive Home 2 = Foster Family Home (Relative) 3 = Foster Family Home (Non-Relative) 4 = Group Home 5 = Institution 6 = Supervised Independent Living 7 = Runaway 8 = Trial Home Visit	Numeric	1
11	PLCM_END	Placement End Date	The month, day, and year this out of home placement ended	MM-DD-YYYY	Date	10

\*: The field is mandatory. If the field is empty, it will generate an error report.

## RECOVERY DOMAIN

### *Background on Substance Abuse Data Collection*

One of the outcome domains in the RPG cross-site evaluation is adult recovery. An important source of data for this domain is administrative records on substance abuse treatment. Data on admissions and discharges to and from substance abuse treatment are collected by publically funded, and in some states privately funded, treatment providers and reported to state substance abuse agencies. The national, aggregated, public use data submitted by states is known as the Treatment Episode Data Set (TEDS). To protect individuals' privacy, personally identifiable information is removed from TEDS. Therefore, the TEDS data set itself is not useful for the purposes of the local or Cross-Site Evaluations, in which the grantees need to identify the individuals receiving RPG services. However, we refer to the variable names used in TEDS because most or all states report this information and are familiar with the terminology.

The requested substance abuse treatment data is for the recovery domain adult in each focal child's case. The recovery domain adult is from one of the following categories:

- If the focal child **has not** been removed from his or her original home at baseline, the recovery domain adult is the primary caregiver of the focal child who knows the child best *at program entry* and who receives substance abuse treatment services.
- If the focal child **has** been removed from his or her original home at baseline, the recovery domain adult is the adult in the child's original home who receives substance abuse treatment services and served as the child's primary caregiver **prior to removal**. This would typically be the child's parent.
- In cases where the primary caregiver of the focal child is not receiving RPG services *and a separate adult in the family is receiving services*, then the adult receiving services should serve as the recovery domain adult.

The discharge reasons used by TEDS, and used here, are:

- Treatment completed
- Left against professional advice
- Terminated by facility
- Incarcerated
- Death
- Other
- Unknown

### *Case Selection Criteria*

1. If the recovery domain adult has an admission date within the eligibility period or, at the grantee's discretion, 1 year prior to RPG enrollment through 1 year after exit from RPG;  
OR



2. If the recovery domain adult has a reported service setting on September 2, 2012, and all associated data with this treatment episode with an admission date prior to September 1, 2012.

**Table 3:** Recovery Data Fields

#	Field Name	TEDS Field Name	Long Name	Definition	Values	Data Type	Field Size
1*	GRANTID	-	Grantee ID	The identification number provided by the Children's Bureau to the RPG grantee	Numbers and letters are OK; no special characters; not case sensitive	Alphanumeric	8
2*	CASID	-	Case ID	The RPG identification number assigned to each case	Numbers and letters are OK; no special characters; not case sensitive	Alphanumeric	6
3*	RCVADID	-	Recovery Domain Adult's ID	The recovery domain adult's RPG identification number	Numbers and letters are OK; no special characters; not case sensitive	Alphanumeric	6
4	TREATID	-	Treatment Episode ID**	Unique identifier for a particular treatment episode for an adult	Numbers and letters are OK; no special characters; not case sensitive	Alphanumeric	6
5	ADMDATE	-	Date of first treatment services for this treatment episode	The day when the client receives his or her first direct treatment service for this treatment episode	MM/DD/YYYY	Date	10
6	DISDATE	-	Date of Discharge	The end date of all treatment settings for this treatment episode	MM/DD/YYYY	Date	10
7	REASON	REASON	Reason for Discharge	The reason for discharge associated with this treatment episode	1=treatment completed 2=left against professional advice 3=terminated by facility 4=incarcerated 5=death 6=other 7=unknown	Numeric	1

\*: The field is mandatory. If the field is empty, it will generate an error report.

\*\* This variable may not exist in all state datasets. If a variable that uniquely identifies each treatment episode is unavailable, please leave this field blank and the RPG cross-site evaluation team will attempt to infer unique identifiers for each episode based on the ADMDATE and DISDATE variables for each RCVADID.

## **GLOSSARY**

### **Child Maltreatment Terms**

Alternative Response: The provision of a response other than an investigation that did not determine whether a child in the report was a victim of maltreatment. The terms differential response, multiple response, or family assessment response are sometimes used instead of alternative response.

Disposition: A determination made by a social service agency that evidence is or is not sufficient under State law to conclude that maltreatment occurred.

Incident Date: The month, day, and year on which the maltreatment was alleged to have occurred.

Indicated or Reason To Suspect: A report disposition that concludes that maltreatment cannot be substantiated under State law or policy, but there is reason to suspect that the child may have been maltreated or was at risk of maltreatment. This is applicable only to States that distinguish between substantiated and indicated dispositions.

Maltreatment Death: Death of a child as a result of abuse and neglect, because either an injury resulting from the abuse and neglect was the cause of death; or abuse and neglect were contributing factors to the cause of death.

Medical Neglect: A type of maltreatment caused by failure by the caregiver to provide for the appropriate health care of the child although financially able to do so or offered financial or other means to do so.

Neglect: A type of maltreatment that refers to the failure by the caregiver to provide needed, age-appropriate care although financially able to do so or offered financial or other means to do so.

Other Maltreatment: A type of maltreatment that is not physical abuse, neglect, medical neglect, sexual abuse, or psychological or emotional maltreatment.

Physical Abuse: A type of maltreatment that refers to a physical act that caused or could have caused physical injury to a child.

Psychological or Emotional Maltreatment: Type of maltreatment that refers to acts or omissions—other than physical abuse or sexual abuse—that caused or could have caused: conduct, cognitive, affective, or other mental disorders including emotional neglect, psychological abuse, and mental injury. Frequently occurs as verbal abuse or excessive demands on a child's performance.

Report Date: The month, day, and year that the responsible agency was notified of the suspected child maltreatment.

Report Disposition Date: The month, day, and year of the end of the investigation or assessment when a CPS worker declares a disposition to the child maltreatment report.

Sexual Abuse: A type of maltreatment that refers to the involvement of the child in sexual activity to provide sexual gratification or financial benefit to the perpetrator, including contacts for sexual purposes, molestation, statutory rape, prostitution, pornography, exposure, incest, or other sexually exploitative activities.

Substantiated: A type of investigation disposition that concludes that the allegation of maltreatment or risk of maltreatment was supported or founded by State law or State policy.

Unknown: The State may collect data on this variable, but the data for this particular report or child were not captured or are missing.

Unsubstantiated: An investigation disposition that determines that there was not sufficient evidence under state law to conclude or suspect that the child was maltreated or at-risk of being maltreated.

### **Foster Care Terms**

Adoption: The child was legally adopted.

Death of Child: The child died while in foster care.

Discharge Date: The month, day, and year of discharge from a current foster care episode.

Foster Family Home (Non-Relative): A licensed foster family home regarded by the title IV-E agency as a foster care living arrangement.

Foster Family Home (Relative): A licensed or unlicensed home of the child's relatives regarded by the title IV-E agency as a foster care living arrangement for the child.

Group Home: A licensed or approved home providing 24-hour care for children in a small group setting that generally has from seven to twelve children.

Guardianship: Permanent custody of the child was awarded to an individual.

Institution: A child care facility operated by a public or private agency and providing 24-hour care and/or treatment for children who require separation from their own homes and group living experience. These facilities may include: child care institutions; residential treatment facilities; maternity homes; etc.

Living with Other Relatives: The child went to live with a relative other than the one from whose home he or she was removed.

Placement End Date: The month, day, and year the out of home placement ended.

Placement Start Date: The month, day, and year the out of home placement began.

Pre-Adoptive Home: A home in which the family intends to adopt the child. The family may or may not be receiving a foster care payment or an adoption subsidy on behalf of the child.

Removal Date: The month, day and year the child was removed from his/her home for the purpose of being placed in foster care.

Removal Episode: The period during which a child is continuously in out-of-home placement. A removal episode may have one or multiple placements, with one discharge at the end of all placements. A child may have multiple removals from home.

Reunification with Parents or Primary Caretakers: The child was returned to his or her principal caretaker(s') home.

Runaway: The child ran away from the foster care placement.

Supervised Independent Living: An alternative transitional living arrangement where the child is under the supervision of the agency but without 24 hour adult supervision, is receiving financial support from the child welfare agency, and is in a setting which provides the opportunity for increased responsibility for self-care.

Transfer to Another Agency: Responsibility for the care of the child was awarded to another agency—either in or outside of the state or Tribal service area.

Trial Home Visit: The child has been in a foster care placement, but, under title IV-E agency supervision, has been returned to the principal caretaker for a limited and specified period of time.

### **Substance Abuse Terms**

Treatment Episode: A treatment episode is defined as that period between the beginning and end of continuous treatment services for a drug or alcohol problem. The episode includes one admission (when services begin) and at least one discharge (when services end). Within a treatment episode, a client may transfer to different services, facilities, providers, programs, or locations.

Date Of Admission: The month, day, and year on which the client receives his or her first direct treatment service within a treatment episode.

Date of Discharge: The month, day, and year of the end of all treatment settings for a treatment episode.

**APPENDIX B**

**WORKING WITH STATE CHILD WELFARE OR SUBSTANCE ABUSE AGENCY  
DATA PERSONNEL**



**Obtaining administrative data from state child welfare or substance abuse agencies can require many steps. If data managers, lead evaluators, and project directors encounter difficulties with this process, please contact your CSL for technical assistance. The cross-site evaluation has several experts on staff that will be happy to help grantees negotiate these steps. In general, the process will entail these steps:**

- 1. The grantee data manager will contact the state data manager and arrange an initial meeting, whether by phone or in person. Topics will include:**
  - **The RPG program, the grantee’s project, and the cross-site evaluation**
  - **The cross-site evaluation Safety and Permanency, or Recovery data requirements and schedule**
  - **Specific data fields and names – Appendix A of this user guide will be helpful**
  - **Data formats for requests and downloads**
  - **A strategy for matching RPG Focal Child IDs with children in the state’s database**
  - **Specific state data personnel who will be assigned to assist the grantee**
  - **Next steps**
- 2. The grantee data manager can arrange a pilot matching test, for which she or he will create a list of RPG focal children or recovery adults and the identifying information the grantee collects.**
- 3. The state data personnel can then use this information to match cases in the state data system. This pilot test will reveal the most useful identifying information, as well as any problems in the process.**
- 4. The grantee data manager can develop a process for checking the accuracy of the case matching, and the process for returning questionable case data to the state for confirmation or correction.**
- 5. Once the matching strategy has been worked out, the data managers can conduct a data format pilot test.**
- 6. The grantee data manager can submit a list of focal child or recovery adult IDs in the format that seems best for both the grantee and the state.**
- 7. The state data manager can then return data (real or fictional) in the agreed-upon format.**
- 8. The grantee data manager can extract, examine, correct, remove matching identification fields, and save the data file. Once the real data transfer process begins, the matching and correcting protocols will require routine review and improvement when feasible.**





## **APPENDIX C**

### **ERROR MESSAGES IN THE OASIS**



## Recovery Data (Excel)

Item	Error Message	Probable Cause
1	Invalid file extension	Non-excel file was uploaded.
2	No data found in the Excel file	The excel file had no data records.
3	Invalid Grantee ID found	The grantee ID is blank, contained special characters, or the grantee ID is not the grantee of the person uploading the file.
4	Invalid Case ID found	The case ID is blank or has special characters.
5	Combination of Grantee ID and Case ID not found in the ESL	The case ID was not entered in the ESL.
6	Invalid Recovery Domain Adult ID found	The Recovery Domain Adult ID is blank or has special characters.
7	Combination of Grantee ID, Case ID, and Adult ID not found in the ESL	The Adult ID was not entered in the ESL.
8	Invalid Treatment Episode ID found	The Treatment Episode ID has special characters.
9	Duplication of Grantee ID, Case ID, Adult ID, and Treatment ID found	The same record is repeated twice.
10	Invalid Admission Date found	The Admission Date has special characters or is formatted incorrectly.
11	Invalid Discharge Date found	The Discharge Date has special characters or is formatted incorrectly.
12	Invalid Discharge Reason found	The data for the Discharge Reason data element is not one of the valid codes.

## Safety and Permanency Data (XML)

Item	Error Message	Probable Cause
1	Invalid file extension	Non-XML file was uploaded
2	No data found in the Excel file	The XML file had no data records
3	The XML structure is invalid	The XML file is not properly constructed
4	Invalid Grantee ID found	The grantee ID is blank or contains special characters or the grantee ID is not the grantee of the person uploading the file.
5	Invalid Case ID found	The case ID is blank or has special characters.
6	Combination of Grantee ID and Case ID not found in the ESL	The case ID was not entered in the ESL.
7	Invalid Child ID found	The case ID is blank or has special characters.
8	Combination of Grantee ID, Case ID, and Child ID not found in the ESL.	The child ID was not entered in the ESL.
9	Invalid Report ID found	The Report ID is blank or has special characters or is formatted incorrectly.
10	Invalid Incident Date found	The Incident Date is blank or has special characters or is formatted incorrectly.
11	Invalid Report Date found	The Report Date is blank or has special characters or is formatted incorrectly.
12	Invalid Report Disposition Date found	The Report Disposition Date is blank or has special characters or is formatted incorrectly.
13	Invalid Physical Abuse Code found	The data for the physical abuse data element is not one of the valid codes.
14	Invalid Neglect Code found	The data for the Neglect data element is not one of the valid codes.
15	Invalid Medical Neglect Code found	The data for the Medical Neglect data element is not one of the valid codes.
16	Invalid Sexual Abuse Code found	The data for the Sexual Abuse data element is not one of the valid codes.
17	Invalid Psychological or	The data for the Psychological or Emotional Abuse data

Item	Error Message	Probable Cause
	Emotional Abuse Code found	element is not one of the valid codes.
18	Invalid Other Abuse Code found	The data for the Other Abuse data element is not one of the valid codes.
19	Invalid Maltreatment Death Code found	The data for the Maltreatment Death data element is not one of the valid codes.
20	Invalid Removal ID found	The Removal ID has special characters or is formatted incorrectly.
21	Invalid Removal Date found	The Removal Date has special characters or is formatted incorrectly.
22	Invalid Discharge Date found	The Discharge Date has special characters or is formatted incorrectly.
23	Invalid Discharge Reason Code found	The data for the Discharge Reason data element is not one of the valid codes.
24	Invalid Placement ID found	The Placement ID has special characters or is formatted incorrectly.
25	Invalid Placement Start Date found	The Placement Start Date has special characters or is formatted incorrectly.
26	Invalid Placement Setting Code found	The data for the Placement Setting data element is not one of the valid codes.
27	Invalid Placement End Date found	The Placement End Date has special characters or is formatted incorrectly.

### Standardized Instruments Data (Excel and Zip)

Item	Error Message	Probable Cause
1	Invalid file extension	Non-excel or non-pdf file was uploaded.
2	No data found in the Excel file	The excel file had no data records.
3	Invalid Grantee ID found	The grantee ID is blank, contained special characters, or the grantee ID is not the grantee of the person uploading the file.
4	Invalid Case ID found	The case ID is blank or has special characters.

Item	Error Message	Probable Cause
5	Combination of Grantee ID and Case ID not found in the ESL	The case ID was not entered in the ESL.
6	Invalid Child ID found	The case ID is blank or has special characters.
7	Combination of Grantee ID, Case ID, and Child ID not found in the ESL.	The child ID was not entered in the ESL.
8	Invalid Adult ID found	The respondent ID is blank or has special characters.
9	Combination of Grantee ID, Case ID, and Adult ID not found in the ESL	The respondent ID was not entered in the ESL.
10	Invalid Administration Date found	The administration date is blank or has special characters.
11	Invalid Child DOB found	The child date of birth is blank.
12	Child DOB cannot be greater than Administration Date	The child dob is later than the administration date.
13	Combination of Grantee ID, Case ID, Child ID, and Child DOB not found in the ESL	The child DOB does not match the DOB for the child in the ESL.
14	Invalid Time Point found	The time point value is not 1 or 2.
15	Duplicate combination of Grantee ID, Case ID, Child ID, and Time Point found	Data for the same observation is repeated in the file (Excel) or the same PDF is copied twice in the zip file.
16	Invalid Adult ID found	The respondent ID is blank or has special characters.
17	Combination of Grantee ID, Case ID, and Adult ID not found in the ESL	The respondent ID was not entered in the ESL.

## **APPENDIX D**

### **XML DATA STRUCTURE FOR SAFETY AND PERMANENCY DATA**





```

<?xml version="1.0" encoding="UTF-8"?>
<dataroot xmlns:od="urn:schemas-microsoft-com:officedata" generated="2014-02-16T18:41:33">
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    <GRANTID></GRANTID>
    <GRANTNAME></GRANTNAME>
    <CASE>
      <CASID></CASID>
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        <CHID></CHID>
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        <DSCH_RSN></DSCH_RSN>
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          <PLCM_BGN></PLCM_BGN>
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      </REMOVAL>
      <SAFETY>
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        <CASID></CASID>
        <CHID></CHID>
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        <RPTDISDT></RPTDISDT>
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        <MALPSYCH></MALPSYCH>
        <MALOTH></MALOTH>
        <MALDEATH></MALDEATH>
      </SAFETY>
    </CASE>
  </GRANTEE>
</dataroot>

```





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