

Auberle Intensive In-Home Services

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I. Organization, Program and Community Partner

Organization

Auberle, Inc. is a private, non-profit social service agency that provides services for Allegheny and West Moreland County. Auberle was founded on the legacy and generosity of Pauline Auberle, a McKeesport businesswoman who passed away on December 3, 1990. In 1952, Auberle opened and welcomed 60 teenage boys at risk to the Auberle Home at 1101 Hartman Street, McKeesport, Pennsylvania. By 1992 they split into two distinct entities, first the Pauline Auberle Foundation (PAF) and then Auberle. The PAF supports Auberle through fundraising and public relations. Since the beginning Auberle has expanded into six program areas in twelve facilities. The six areas are the Residential Treatment Program, Shelter, Foster Care, In-Home Services, Community Connections for Families Program, and the Education Program. All programs tie into Auberle's mission statement:

“Auberle, in the Catholic tradition of service to others, serves the needs of children and families at risk. Auberle enables and empowers children and families to build upon their inherent strengths in order to create and preserve healthy family life, and to contribute to the quality of community life”

In-Home Services Division

This consulting partnership focused on the In-home Services program, located at 301 Fifth Avenue, Suite 709 in the People's building in McKeesport. In-Home serves both Allegheny and Westmoreland County. Of the 240 employees that work in all of Auberle, 16 are in the In-Home Services Program (See Appendix A for the organizational chart). By themselves they serve about 140 children and 300 family members a year. Their philosophy is:

“Auberle In-Home Services respects each family's and individual's right to self-determination. We assist the family in ensuring that the basic needs of the children are being met within their own cultural, spiritual, and emotional context. As an agency, we do not impose our values on families, rather, Auberle pinpoints the strengths and values of the family and with their willingness, helps them find their way to strengthening and healing.”

Families who are referred to In-Home are provided with 90 days of service with the option of an extension if needed. The goal of the services provided is to stabilize the home and to preserve the family unit.

More In-Home's information and referral information can be found at the program's website:
<http://www.auberle.org/InHome.htm>.

Program

In-Home Services does intensive work directly with the family to stabilize the family unit when in a crisis. When Children, Youth and Families (CYF) calls with a referral, a Family Preservation Specialist (FPS) will go out to the home and provide crisis intervention services or reunification. Common causes for In-Home services are drug and alcohol abuse or mental health problems. Common services provided are help finding employment for parents and improving parenting skills.

During the course of a case, there is a significant amount of paper work that must be completed. Records of children and families must be accounted for including the families' demographics and progress during the case. Here are the steps taken when a family is referred to In-Home Services:

- Telephone Referral Form – When CYF calls with a referral this form is filled out with basic demographic information, emergency contacts, presenting problems, and the level of service required.
- Initial Service Plan Report – For the first visit to the family, the FPS must complete this form, which contains the goals for the 90 days of service.
- Monthly Progress Report – After each month of service, this form is filled out which includes progress towards the goals stated in the Initial Service Plan Report, basic child information such as date of birth, any medical concerns, and any support groups attended. This form is also completed by the FPS.
- Progress Notes – This form is a list of services done to work towards the goals set. It is completed each month by the FPS usually done by hand in narrative form.
- Safety Assessment Form – This form contains the client's emotional and health condition and is completed once for each case.
- Health and Educational Summary Information – As a supplement to the Safety Assessment Form, this contains contact information for health providers, a psychiatric diagnosis, educational information, and any school records.
- Billing Hours Report - For billing purposes each FPS will also record how they spent their hours on each case splitting it into direct and indirect hours spent. These are done each month in Excel.

In addition to the forms for In-Home Services itself, there are also certain reports that need to be sent to the County, CYF and Auberle that summarize their cases. Two of the summary forms for each case are the Family Preservation Services Program Enter Report and an Exit Report (Appendix B), each of which are faxed to Auberle. The County and CYF also request other summary reports such as the number of children served in a given month. Overall there is a significant amount of information that must be recorded and reported.

II. Consulting Partnership Focus & Accomplishments

Opportunity: Tracking Outcomes

In-Home Services needed to track the progress of services delivered and the results of each case and they needed to respond to requests for information. Prior to this consulting partnership, they manually counted data from paper documents. They were unable to respond quickly to requests for information, unable to assess the status of a case, and unable to assess their own effectiveness based on solid statistical information. Specifically, they needed to

generate reports based on the outcomes list identified in the Evaluation Instruments and Data Management Plan Outcomes list (Appendix C).

The consulting partnership focused on building an electronic information system that would take information from paper documents and organize them into a computerized database. Given the limitation of time, the partnership decided to focus on building a database to track demographic data. Once accomplished, the Community Partner would know how to build and change databases and thus would be able to expand the database with additional information needed. Since the organization already owned MS Access, we decided to build the database in the MS Access.

Accomplishments

The partnership completed the development of a client demographic database. The detailed steps taken to reach the goal are documented in the consulting partnership's Work Plan (Appendix D). During the project, the partnership realized several milestones, including:

- Selected data to be included in the database from the Family Preservation Services Program Exit Report (Appendix B.)
- Identified the information that needed to be analyzed for tracking outcomes, such as location of child at referral. MS Access database tables were built and relationships between the tables were defined (Appendix E.)
- Created data-entry screens and online forms that guided staff in entering the data in the database correctly so that everyone does not have direct access to the tables. If people open the tables directly they have access to all the data in the database, however we only wanted them to be able to add what was needed and not touch the other information. The proper forms were built to do this.
- Database queries were written and tested. Queries were written in SQL to easily answer these types of questions. Queries were designed so they could be changed slightly and cover a wide range of questions.
- Query Wizard was used by the Community Partner to create easy and flexible queries.

Outcomes

Benefits of the database to Auberle In-Home Services are already being realized and are identified as follows:

- Able to quickly respond to requests for information from CYF and the County. Previously, data had to be manually counted from paper documents and files. Simple requests such as: How many families were served in a given month? - Or - How many cases ended with children staying in the home, implying a successful case resolution, use to take days to generate. Now they take only a few moments. Time spent on manually counting data can now be spent helping families.
- Able to track the progress of programs and services. With data they are able to analyze which services work and why. Continual quality improvement is a major goal of Auberle In-Home Services. Having statistics helps them identify changes that are needed to improve quality.
- Able to quickly assess the status of a case without reading an entire case file.
- Able to add new and more complex outcomes to the tracking process. The database allows them to add new fields and relate fields to each other. They were unable to

achieve this by manually counting data.

- Able to expand the database to collect data beyond demographics, add new tables and relationships between tables.
- Able to integrate COA evaluation criteria to database. This is important to show In-Home's credibility as a service organization. The database can be a way to store information that the standards require.

Another major outcome of the consulting partnership is that In-Home staff expanded their technical knowledge beyond the basics of Word and Excel. Having created this database, they understand the underlying concepts of a database and how to use technical tools, such as Access, to get what they need. This experience will encourage them to seek technical tools to solve problems.

Sustainability

1. The database is supported by a team with complementary skills and experience.
 - Michelle La Rue, the Administrative Assistant, has a good understanding of Access and will be entering the data into the database to keep it current.
 - Mary Ann Slagle, MIS Coordinator, will expand the database and troubleshoot problems. She is very knowledgeable about Access. She built the Foster Care database in Access.
 - Christine Raymond will use and change queries needed to analyze the family cases.
2. To maintain the integrity of the data, information needs to be accurate. Therefore only one person or group should have write-access to the database to ensure security of both the database and its information.
3. Unfortunately like anything else if it is not kept up to date it will become useless. Therefore it is important that all cases are entered into the database promptly. This way the information and outcomes drawn from the database are accurate.

III. Recommendations

The following recommendations will help Auberle In-Home Services continue and expand on the work that has been accomplished.

1. Expand the database

Since there are already the resources available to expand the database, this recommendation is on how to approach the expansion.

In order to maintain and expand the database here are some steps to take:

- Decide on the next most important outcome to track. Pull related data fields from paper documents. Since there are certain reports, such as the Monthly Report and the Initial Service Plan, that lead to certain outcomes, identify and gather all the information necessary to generate the chosen outcome. Just as the demographic fields were chosen from the Family Preservation Services Program Exit Form, a similar process can be followed with the other report forms.
- Organize the information and carefully integrate the new table into the current database. The relationships diagram (Appendix E) in Access is helpful when adding new tables and how

they are linked to current tables. Also make sure that redundant data is eliminated. Use the unique Auberle Case Number to link together the information.

- Next decide and write whatever queries are necessary to generate the desired outcome. This can be done either in SQL View or with the Query Wizard.
- It is extremely important to test the queries. Once this is done it can be repeated as often as desired.
- It is also important to document whatever expansions were made to the database for future troubleshooting.
- Make sure that all staff with access to the database clearly understand the new tables and queries in the database, especially for those entering in the data.

Resources:

- <http://sqlcourse2.com> – This site has basic SQL information for any problems with syntax, gives basic examples to follow and allows you to write and test your own queries using some tables they have already set up. Use the menu on the right side to focus your search to the statements you are having problems with. For example if you have problems getting an average go to the Aggregate Function link.
- http://www.functionx.com/access_ – This site is a good tutorial for using Microsoft Access, contains a variety of tools to use in Access along with step-by-step instructions with pictures. Especially helpful may be the Creating Queries link that goes through step by step how to use the Design View to create the query you want.
- The good reference guide would probably be a book on SQL or Access such as SQL for Dummies or Access for Dummies, or another good reference for SQL is SQL: The Complete Reference by James R. Groff. Or for something more complete the Manual for Access is sure to have everything, although may be difficult to navigate.
- <http://businesssoft.about.com/compute/businesssoft/library/weekly/aa081699.htm?terms=database> - this is an excellent web site that explains how to plan out a database and the organization behind a good database. There is also a link for database modeling so that when expanding the database it can be done minimizing redundant data. It also has examples out of Microsoft Access and pictures of the Relationships Diagram.

2. Using the Auberle laptops

Auberle In-Home Services own 3 Gateway Solo laptops. They are available for people to sign out and take home to use. They are not used very often and their use is not integrated into the work that needs to be accomplished. Some FPS take them home occasionally to do work but there is a lot more potential that could be explored.

The laptops could be used by the FPS to write up their Initial Service Plan and Monthly Progress Reports. Currently these reports are prepared in long hand from notes taken during the on-site visit. Writing these reports requires the FSP to come back to the office. Either the FSP prepares the report and enters it into a computer directly or gives it to a support person to enter. If the laptops were configured appropriately, the FSP could prepare these documents on-site while they are with the family they are working with.

Using laptops and preparing reports on-site would cut down on the time allocated to preparing and typing reports for either FPS or clerical staff. This time could be spent working directly with families. It would also be helpful to have the reports filled out electronically and ensure that all necessary information is collected. Since the COA Standards require that specific information be recorded, it is even more important to standardize reports and make them more

efficient.

Another point to think about is that they could be linked to the database. If the laptops were networked they could access the database and use forms to enter the data directly into the database. Certain parts of the database could also be secured so that only the database administrator has access to the actual tables while others may have access to queries and forms. Another option would be to use forms but save them on a disk and then have one person in charge of updating the database import the data from the disk. There are different options for using the laptops to make database entry easier and to make writing up reports easier.

The following steps are a suggestion to implement this recommendation.

- The laptops already have network cards, but the staff is unfamiliar about how to connect the laptops to the network and upload data to the network. The first thing that needs to be done is to train the FPS to connect to the network with the laptops. Once they are comfortable using the laptops they will understand how they can be used to save time either when writing reports and saving them to the network or adding information to the database.
- Be sure to maintain the security of the database, especially since you probably only want the database administrator to have access to the tables. It might be best to start by saving the reports to a disk and then having one person designated to update the database. This person can take the disk and save the report to the proper place in the main In-Home server and then import the necessary information to the database.
- Make sure the FPS understand the process of filling out the forms and saving them to disk or putting them in the database.
- Since there are only 3 laptops and 20 FPS, there needs to be some kind of rotating schedule of the laptops so that each FPS has one when they need it. Since they would only need a laptop for filling out reports, they would not need a laptop for every visit to the home. They would probably only need them for the visits in which they complete the Initial Service Plan and Monthly Reports.
- Later if it works out well and the budget permits it, they could possibly get laptops for each FPS to take with them to the family site or some other organizational tool like Palm Pilots.

Resources:

- <http://www.gateway.com/support/techdocs/trshoot/portable/index.shtml> - This site has some good tips for troubleshooting with laptops. The *Non-system disk or disk error on a portable computer* link is particularly helpful for troubleshooting when saving files to disk. It has a step by step list of what to do and is specific for the Gateway laptop.
- <http://acomp.stanford.edu/rooms/flexlab/laptops.html> - For the PFS using the laptops, it would be useful to write up a guide of "How to's" like this site has done. Follow their outline and some of their tips so that people have a reference for troubleshooting. The part that is especially important is instructions for connecting to the network with the laptop and being able to access documents from the Auberle server.
- http://www.techsoup.com/qod_answer.cfm?qotdid=27 - This web site gives a good start to using laptops on site. It can also help direct you to other good sites to look at when using laptops on site for the first time.

In the future:

Some things that may also serve the same purpose as the laptops are Palm Pilots or the HP Jornada. Although these are highly technical and expensive tools they could be the best choice in the future. Palm Pilots could be used so that each FPS's Palm is synchronized and

linked back to the In-Home office computers. Or the Jornada could be used as a mini-laptop that would be more convenient for the FPS to carry around, which are also wireless. There may also be technology that converts spoken words into written words that could be used so FPS wouldn't have to type anything. These are some things to keep in mind for the years to come. These technology tools are becoming more and more popular and could really reduce the "paper work" for In-Home and make processes more efficient.

Check out:

- <http://www.hp.com/jornada/>
- http://www.netscci.com/Catalogs/3Com_products.asp

3. Securing the database

Whenever information is shared among a group of people it is important that the security of the information be protected. There are two levels on which this needs to be done, internally and externally. Since all the information in the database is confidential, steps must be taken so that people outside Auberle cannot access it. Since Auberle is a large organization it already has passwords to get into its servers. As for internally, it is important that access is restricted to the database. Some people need read-only access while others may need write access to update the database. The benefit of having different levels of access for certain people is that the information remains as accurate as possible. For example if someone accidentally runs a delete query instead of a selection query they could permanently delete records from the database without even knowing it. Therefore if there is limited access to the tables there is less of a chance of tampering with the data.

This can be simply done in Microsoft Access. There are a few different methods depending on what needs to be secured.

- Most importantly, the database needs to be backed up. There needs to be a separate replica of the database kept safe somewhere in case anything happens to the original. After every update the database needs to be backed up. This is important because bad things can happen at any time, like a virus, and it is always best to be prepared otherwise everything could be lost. It can be as simple as keeping a saved version on a disk or zip disk depending on the size.
- Choose a database administrator. This person should be the only one with complete access to the database. He/She can add tables, delete data, create queries, etc. This person also sets the access for other people.
- The database administrator can then add login requirements so that depending on who is logged in has certain access rights. The easiest way is to use the Security Wizard by going to Tools and then Security.

Resources:

- <http://www.microsoft.com/AccessDev/Articles/SECURE70.HTM#top> - This site is for Access 95 but gives detailed information for securing your database. They explain why it is beneficial to secure it and how exactly it can be done depending on your needs.
- <http://support.microsoft.com/support/access/content/secfaq.asp> - This site has frequently asked questions about security for Microsoft Access. There is a link to what the differences are from the 95 version to the 97 version of Access to help compensate for the previous resource. It also has specific examples of how to go about securing your database.

- The Access User Manual is good resource for this since it is complete and specific. Look up the section on security in the index and follow their instructions and recommendations for different levels of security.

4. Backing Up the Database

With all the information that will be held in the database, one of the most important things to do is to keep a back up version. In any case of an emergency like a virus it is always necessary to have back up. This can be parts of the original or the entire database, but must be kept current and separate from the original.

Some suggested steps to having a back up are:

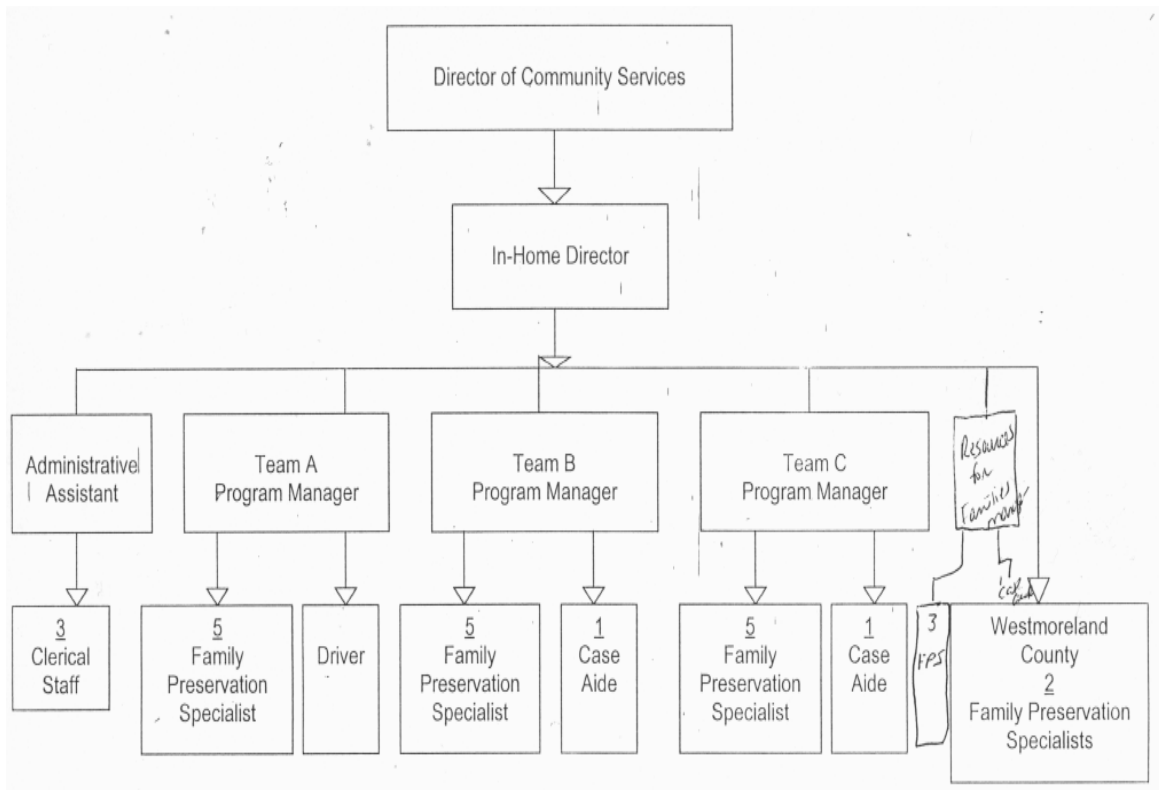
- Designate someone to be in charge of keeping an updated version of the back up. Whenever anything is updated in the database the back up should be updated as well. So it might be a good idea for whoever keeps the database updated to make sure the back up is up to date as well.
- Backing up the database can be done on a regular basis like at the end of every workday. Depending on how often the database is updated will determine how often it needs to be backed up. One option would be to set the Windows scheduling program to send a reminder every time it needs to be backed up.
- A suggested method would be to keep the entire database on a zip disk. This way not only would the format of the database be saved but also all the data in it. Also since the size of the database may be too large to store on a normal disk it would be best to use a program like WinZip to “shrink” the file.

Resources:

- <http://www.smartcomputing.com/editorial/article.asp?article=articles%2Farchive%2F10406%2F4t32%2F4t32%2Easp> - This link provides good reasoning behind backing up your data and steps on how to do it.
- <http://www.techsoup.com/articlepage.cfm?topicid=2&articleid=230> - This techsoup page is an excellent resource on items to help back up your data. It has a variety of options with their price ranges.

APPENDIX A

Organization Chart



COMMONWEALTH OF PENNSYLVANIA DEPARTMENT OF PUBLIC WELFARE
**FAMILY PRESERVATION SERVICES
 PROGRAM EXIT REPORT**
 INSTRUCTIONS: SUBMIT WITHIN 10 DAYS OF THE END OF THE MONTH
 THAT THE FAMILY EXITED THE PROGRAM

FOR COUNTY USE

COUNTY IDENTIFIER: **AUBERLE** CASE WORKER/UNIT NO.: _____
 COUNTY: **ALLEGHENY** ()

WORKER:

NOTE: USE MOTHER'S NAME, IF MOTHER NOT PRESENT. USE FATHER'S NAME, IF MOTHER AND FATHER NOT PRESENT. USE PRIMARY ADULT CARETAKER

1 FAMILY HEAD LAST, FIRST, MI _____ 3 CHECK ONE BELOW
 (A) MOTHER (B) FATHER (C) OTHER ADULT CARETAKER

4 SOCIAL SECURITY NO. _____ 5 DATE ENTERED PROG. MM DD YY _____ 5B DATE EXITED PROG. MM DD YY _____

6-15. FAMILY MEMBERS: (LIST ALL PERSONS CONSIDERED PART OF THE CLIENT FAMILY, INCLUDE FAMILY HEAD)

NAME (LAST, FIRST)	(A) SEX M/F	(B) BIRTHDATE			(C) RELATION CODE	(D) RACE	(E) MARITAL CODE	(F) EDUCATION CODE	(G) EMPLOYMENT CODE	(H) CHILD AT RISK OF PLACEMENT AT EXIT	(I) CHILD IN PLACEMENT AT EXIT	(L) DATE OF REMOVAL FROM HOME			(K) DATE OF RETURN TO HOME		
		MM	DD	YY								MM	DD	YY	MM	DD	YY
6																	
7																	
8																	
9																	
10																	
11																	
17																	
13																	
14																	
15																	

CODES

RELATION RELATIONSHIP TO FAMILY HEAD	RACE	MARITAL	EDUCATIONAL HIGHEST GRADE COMPLETED	EMPLOYMENT	PLACEMENT CODES
1 SPOUSE 7 STEP-PARENT 2 PARAMOUR 8 OTHER RELATIVE 3 BIOLOGICAL CHILD 9 OTHER NON-RELATIVE 4 ADOPTIVE CHILD 10 GRAND CHILD 5 STEP-CHILD 11 STEP-GRANDCHILD 6 PARENT	1 WHITE 2 BLACK 3 HISPANIC 4 ORIENTAL 5 BIRACIAL 6 OTHER	1 NEVER MARRIED 2 MARRIED 3 DIVORCED 4 SEPARATED 5 WIDOWED	1 NONE 6 POST HIGH SCHOOL 2 LESS THAN 7TH 7 TECHNICAL SCHOOL 3 7TH TO 9TH 8 UNDERGRADUATE 4 10TH OR 11TH 9 DEGREE 5 HIGH SCHOOL 10 GRADUATE DEGREE DIPLOMA OR G.E.D.	1 FULL-TIME 2 PART-TIME 3 SUMMER 4 NOT EMPLOYED	1 FOSTER CARE 6 WITH NON-RELATIVE 2 GROUP HOME 7 CARETAKER 3 INSTITUTIONAL 4 D&A INPATIENT 7 WITH RELATIVE- 5 WITH RELATIVE- NO PER DIEM PER DIEM PAID 8 PAID

16. FAMILY CONFIGURATION: (CHECK ONE)

(A) Both Birth Parents of all Children Present in Household (B) Single Parent present in household (C) One Birth Parent and One Step-parent of at least one child present in household

(D) Single Parent and Paramour present in household (E) Single Parent and Other Related Adult present in household (F) Other (Specify) _____

17. GROSS ANNUAL FAMILY: (CHECK ONE) **18. FAMILY RECEIVING PUBLIC ASSISTANCE: (CHECK ALL THAT APPLY)**

(A) LESS THAN \$10,000 (D) \$30,000 TO \$39,000 (A) CASH ASSISTANCE (C) FOOD STAMP

(B) \$10,000 TO \$19,000 (E) \$40,000 AND OVER (B) MEDICAL ASSISTANCE (D) NOT RECEIVING ASSISTANCE

(C) \$20,000 TO \$29,000

01 <input type="checkbox"/> CHILD ABUSE - PHYSICAL	07 <input type="checkbox"/> TRUANCY	13 <input type="checkbox"/> LACK OF PARENT SKILLS
02 <input type="checkbox"/> CHILD ABUSE - SEXUAL	08 <input type="checkbox"/> DRUG & ALCOHOL ABUSE	14 <input type="checkbox"/> POOR HOUSE KEEPING
03 <input type="checkbox"/> CHILD NEGLECT	09 <input type="checkbox"/> MENTAL HEALTH PROBLEMS	15 <input type="checkbox"/> LACK OF TRANSPORTATION
04 <input type="checkbox"/> FAMILY COUNSELING/THERAPY	10 <input type="checkbox"/> MENTAL RETARDATION PROBLEMS	16 <input type="checkbox"/> OTHER (SPECIFY)
05 <input type="checkbox"/> CHILD BEHAVIOR	11 <input type="checkbox"/> OTHER MENTAL OR PHYSICAL DISABILITIES	<i>parent/child conflict</i>
06 <input type="checkbox"/> DELINQUENCY	12 <input type="checkbox"/> LACK OF JOB TRAINING	

What case comes in as?

2003

20. SERVICES PROVIDED: Check the specific box (A) that were provided and show the dates the services began, were discontinued, or were completed.

(A) SERVICES	(B) DATE BEGAN	(C) DATE DROPPED OUT	(D) DATE STOPPED BY AGENCY	(E) DATE COMPLETED	(A) SERVICES	(B) DATE BEGAN	(C) DATE DROPPED OUT	(D) DATE STOPPED BY AGENCY	(E) DATE COMPLETED
01 <input type="checkbox"/> CRISIS INTERVENTION					15 <input type="checkbox"/> LIFE SKILLS TRAINING				
02 <input type="checkbox"/> PSYCHOLOGICAL TESTS					16 <input type="checkbox"/> HOMEMAKER				
03 <input type="checkbox"/> PSYCHIATRIC EVAL.					17 <input type="checkbox"/> DAY CARE				
04 <input type="checkbox"/> FAMILY COUNSELING/THER					18 <input type="checkbox"/> RESPITE CARE				
05 <input type="checkbox"/> IND. COUNSELING/THERAPY					19 <input type="checkbox"/> HOUSING				
06 <input type="checkbox"/> GROUP COUNSELING					20 <input type="checkbox"/> EMPLOYMENT ASSISTANCE				
07 <input type="checkbox"/> CHILD THERAPY					21 <input type="checkbox"/> EMERGENCY CASH/GOODS				
08 <input type="checkbox"/> MARITAL COUNSELING					22 <input type="checkbox"/> FAMILY PLANNING				
09 <input type="checkbox"/> D&A OUTPATIENT					23 <input type="checkbox"/> MEDICAL/HEALTH SERVICES				
10 <input type="checkbox"/> D&A INPATIENT					24 <input type="checkbox"/> LEGAL SERVICES				
11 <input type="checkbox"/> MH INPATIENT					25 <input type="checkbox"/> FAMILY RECREATION				
12 <input type="checkbox"/> PARENT SUPPORT GROUP					26 <input type="checkbox"/> CHILD PLACEMENT				
13 <input type="checkbox"/> CHILD SUPPORT GROUP					27 <input type="checkbox"/> OTHER (SPECIFY)				
14 <input type="checkbox"/> PARENTING EDUCATION									

21 FAMILY ASSESSMENT: Attach copy of family assessment completed at the time the family left the program.

22 FOLLOW-UP SERVICES: (CHECK ALL THAT APPLY)

(A) NO FURTHER C&Y SERVICE NECESSARY (B) FAMILY REFERRED FOR FURTHER C&Y SERVICE OTHER THAN FAMILY PRESERVATION SERVICES (C) FAMILY REFUSED OTHER C&Y SERVICE (D) CASE CONTINUES TO BE AN ACTIVE C&Y CASE

**Auberle Intensive In-Home Services
Evaluation Instruments and Data Management Plan
Outcomes**

Enhanced Overall Child Function

- Child's Safety Maintained in Home
- Improved Physical Health (including Developmental [cognitive, psycho-emotional])
- Improved Mental Health
- Improved Behavior
- Improved School Performance
- Teenager's Movement toward Self-sufficiency

Enhanced Overall Parent Function

- Improved Parenting Skills, Knowledge, and Attitudes
- Demonstration of Positive Parenting Skills, Knowledge, and Attitudes
- Improved Parental Behavioral Health
- Demonstrated Improved Ability to Meet Child's Physical, Learning, Emotional Needs

Enhanced Overall Family Function

- Enhanced Living Stability (Adequacy of living environment)
- Improved Parent – Child Relationships
- Increased Formal and Informal Social Supports (Referrals, friends, extended family)
- Improved Ability to Meet Basic Economic Needs (Source and management of income sufficient to meet basic food, shelter, health needs)
- Improved Ability to Interact and Solve Family Issues without Violence

APPENDIX D

Work Plan

Activity	Who Owns	How long?	Target Date	W1	W2	W3	W4	W5	W6	W7	W8	W9
				2/28-3/6	3/7-3/13	3/14-3/20	3/21-4/3	4/4-4/10	4/11-4/17	4/18-4/24	4/25-5/1	5/2-5/8
Collect data to track	CP/cons	1 wk	4/6									
Choose main demographics outcomes to be tracked	CP	1 wk	4/6									
Go through reports currently used	CP/cons	1 wk	4/6									
Pick out main data to be entered into Database	CP/cons	1 wk	4/6									
Match data with outcomes	CP/cons	1 wk	4/6									
Prepare for database	CP/cons	2 wk	4/20									
Check for proper software	CP/cons	1 wk	4/6									
Organize/outline data to be entered	CP/cons	2 wk	4/20									
Make Entity-Relationship diagram	CP/cons	2 wk	4/20									
Setup database	CP/cons	2 wk	4/3									
Create tables	CP/cons	2 wk	4/3									
Pick primary and foreign keys	CP/cons	2 wk	4/3									
Build relationships to ensure integrity constraints	CP/cons	2 wk	4/3									
Enter in current data (case load)	Clerical	1 wk	4/3									
Check data types match	Cons	1 wk	4/3									
Check accuracy of data	Cons	1 wk	4/3									
Check relationships of data	Cons	1 wk	4/3									
Make queries	CP/cons	2 wk	4/17									
Decide what queries to write	CP	1 wk	4/10									
Organize information to query	CP/cons	1 wk	4/10									
Write query	CP/cons	2 wk	4/17									
Test query	CP/cons	2 wk	4/17									
Meet with Mary Ann	Cons	1 wk	4/17									
Make queries into reports	CP/cons	1 wk	4/24									
Decide on format	CP/cons	1 wk	4/24									
Construct report	CP/cons	1 wk	4/24									
Test database	CP/cons	2 wk	5/8									
Enter data	CP/cons	2 wk	5/8									
Test queries	CP/cons	2 wk	5/8									
Test reports	CP/cons	2 wk	5/8									
Determine problems	CP/cons	2 wk	5/8									
Fix problems	CP/cons	2 wk	5/8									
Train staff	CP/cons	7 wk	5/8									
Document database	Cons	9 wk	5/8									

Relationships Diagram of database

