

Getting Started with TDM CA Database

Overview of TDM CA

TDM CA is a database that allows you to collect information about TDM meetings in your county. TDM CA creates a link between TDM and Self Evaluation strategies, to help you evaluate your county's progress in achieving Family to Family goals. In addition, TDM CA has been designed to avoid duplication of information in the Child Welfare Services/Case Management System (CWS/CMS).

The Team Decision Making (TDM) support web page (<http://cssr.berkeley.edu/tdm/>) is designed to help you set up the TDM CA database for your County, as well as provide tools to help upgrade, navigate, customize, and maintain your TDM CA system.

Please note: the support web page is organized into six sections: 1) Database, 2) Documentation, 3) Paper Forms/Templates, 4) Self- Evaluation/Reporting, 5) Other Helpful Material/Links, and 6) Archived Downloads. For your convenience, we note the section in which you can find each document referred to below.

Start Here

If your county is in the beginning stages of implementation, refer to the 'Set up/Installation' section below. If your county has already started or is well underway and you have questions about customization, upgrading, or reporting, please click on a link to jump to the appropriate section:

- [Set-up/Installation](#)
- [Customize](#)
- [Upgrade](#)
- [Reporting & Self Evaluation](#)
- [Next Steps \(Additional Resources\)](#)
- [For More Information](#)

Set-up/Installation

- If you are looking to learn more about TDM CA and orient yourself to the database itself, read the **TDM User Guide 2.6 DRAFT** (MS Word, located in the 'Documentation' section). This manual provides a 'database tour' along with navigational tips and other details about the functions of the TDM CA database features. User guides for previous versions of TDM CA (2.2 and 2.3) can be found on the 'Archived' section of the TDM support website.
- You may also want to take a look at the **TDM Meeting Form 2.6** and **TDM Child Form 2.6** (located in the 'Paper Forms/Templates' section). These two documents collect the information that will be asked for on the TDM CA database and can be used as a model for data collection forms for your county.

- If you are ready to install the TDM CA database to begin work in your county, please download the template file **TDM CA 2.6** (Access 2000/XP). A template is also provided for Access 97 users (v. 2.2). These templates are located in the ‘Database’ section of the TDM support web page. Also see the **TDM Technical Guide 2.3ⁱ** (MS Word, located in the ‘Documentation’ section), as this item provides the most comprehensive set of instructions on how to *install*, customize, and maintain the TDM CA database for your county.

Customize

- If you are ready to customize the TDM CA database to your county’s needs, please begin with the **TDM Technical Guide 2.3ⁱ** (located in the ‘Documentation’ section of the support web page), as this item provides the most comprehensive set of instructions on how to install, *customize*, and maintain the TDM CA database for your county. Also in the ‘Documentation’ section, the document **TDM Customization Guidelines 2.5** provides information and recommendations regarding database customization.
- Whether or not your county makes changes to TDM CA, it is important that you develop a *Facilitator Data Entry Guide*, which provides specific data entry guidelines for your TDM system. Samples of the **‘Facilitator Data Entry Guide’** (located in the ‘Documentation’ section) are also provided on the support web page.
- During development of a Facilitator Data Entry Guide, refer to the **Annie E. Casey Foundation Memo: Role of Community Representatives** (MS Word and PDF, located in the ‘Documentation’ section) in order to better understand the different types of “community” people who participate in TDM. You may also find the **Meeting Participant Definitions** (MS Word, also in the ‘Documentation’ section) useful at this time as well.
- Use the **Customization Log** (located in the ‘Paper Form/Templates’ section) to keep track of custom modifications made to your county’s TDM CA database. Keeping a good record of these modifications will allow for easier debugging if problems should arise later or when upgrading the database.

Upgrade

- If you are using a prior version of TDM CA and would like to upgrade, use the **TDM Upgrader 2.6** (located in the ‘Database’ section of the support web page) tool to upgrade your existing TDM CA v.2.2 MS Access 2000/XP database to v.2.3. It then allows you to upgrade your existing v.2.3 database to v.2.6. (It allows you, therefore, to upgrade from v.2.2 to v.2.6 in a two-step process.)
- Also read the accompanying **TDM Upgrader Guide 2.6** (MS Word, located in the ‘Documentation’ section) for technical instructions regarding the upgrade process. For further details, including screen captures of the upgrade from v.2.2 to v.2.3 please see “TDM Upgrader v.2.3: User and Technical Guide”, available in the ‘Archived’ section of the support web page.

Reporting & Self Evaluation

- If you are ready to report, please start by looking at the **TDM CA Quarterly Reporting Instructions** This document is located in the ‘Self Evaluation/Reporting’ section of the web page.
- Please refer to the **TDM CA Quarterly Reporting Deadlines** (located in the ‘Self Evaluation/Reporting’ section) for due dates for submission of the quarterly reports. Timeframes for which data should be summarized for each report are also provided here.
- If you are interested in learning how the quarterly reporting process is linked to self-evaluation, take a look at **Self Evaluation & Reporting with TDM** (PowerPoint presentation, located in the ‘Other Helpful Material/Links’ section). It reviews the reasons why we collect these data, what data are summarized in the quarterly report, and how data extracts will be used.

Next Steps (Additional Resources)

The TDM CA web support page also contains the following materials and links, which you may find useful (these are located in the ‘Other Helpful Material/Links’ section):

- **Getting the Most Out of Your Database (PowerPoint presentation)**
- **Memo (2.6 Upgrade), Memo (2.4 Upgrade) and Memo (2.3 Upgrade)**
- **Sample Outcome Summary from Guilford County, NC**
- **Alameda Team Decision Making Database (PowerPoint presentation)**
- **Anaheim Team Decision Making Database (PowerPoint presentation)**

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ⁱ TDM Technical Guide 2.6 is in development.