

**California Team Decision Making Application
(TDM CA v.2.3)
User Guide**

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Introduction

What is TDM CA?

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

The information in TDM CA will be put together with information from CWS/CMS to provide a complete picture of TDM in your county. This picture will include the results (outcomes) for the children and families involved in the TDM process. For now, UC Berkeley will help put together the information from TDM CA and CWS/CMS. Over time, counties will develop the ability to integrate TDM and CWS/CMS information themselves.

Using TDM CA

Built-in flexibility allows your county to change TDM CA. Whether or not your county makes changes to TDM CA, **it is important that your county develop a 'Facilitator Data Entry Guide' document (previously referred to as 'User Rules') that provides data entry guidelines.** The Facilitator Data Entry Guide document ensures that all the facilitators in your county answer each question the same way. (Samples of Facilitator Data Entry Guide documents are available on the website listed below.)

You do not need to connect to a network or the internet to use TDM CA. Your county can use more than one copy of TDM CA, but the information in each copy will be separate. For example, you have a copy of TDM CA on your desktop computer and a co-worker has a copy on her laptop. This is fine, but the information in the two copies will be separate.

Another tool, TDM_Main, is being developed. This tool will allow your county to pull together information from its copies of TDM CA for reporting.

Main Features

The central feature of TDM CA is the **meeting form**, which allows you to enter information about a new TDM meeting. Information about children and youth is added to the database as you work through the form. Children and youth who are already in your database can be added without retyping their identifying information.

A **meeting index** allows you to revisit meetings to add or correct information. A **list of children** allows you to add or correct identifying information for children and youth.

Summary reports allow you to review information in your database. You can look at your information organized by child, organized by meeting, or look at a summary of meetings in your database.

The features of TDM CA are outlined in detail in 'Database Tour' and 'How to...' sections of this user guide.

Ongoing Development

TDM CA was based on the TDM tool developed in Cleveland, Ohio. Representatives of several of California's counties helped adapt TDM for use in California. Upgrades to TDM CA will be based on feedback from users. Please report programming errors or bugs, and send suggestions for improvement to:

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Updates to this User Guide can be found on the web at:
<http://cssr.berkeley.edu/TDM>

TDM CA is available for Microsoft Access 2000 and Access 97. For system administrators and analysts, technical details (such as installation and troubleshooting guidelines, table specifications, and customization tips) can be found in the *TDM CA Technical Guide*.

Welcome Form

Navigation: This screen is automatically displayed when you open TDM until you have made it ready to enter information.

If somebody else has made TDM ready for you then you will not see the ‘Welcome’ form. You will not need to use this section. Otherwise, the first time you open a copy of TDM CA, you will see the Welcome Form (on top of the Main Menu):

The screenshot shows a software window titled "TDM Application - [Main Menu]". The main menu area has a blue header with the text "Family to Family" and "Team Decision Making Application". A dialog box titled "Welcome to TDM Application" is overlaid on the main menu. The dialog box contains the following text: "Welcome to the TDM Application. This copy of the TDM Application has not been initialized for data entry. Please choose an operation below:". Below this text is a section titled "TDM Options" with four radio button options:

- Continue customizing TDM application. (This copy IS the county template.)
- Import data from prior version of TDM. One-time operation also allows you to enter info (This copy IS NOT the county template.)
- Initialize this copy for data entry. (This copy IS NOT the county template AND I don't want to import data.)
- Cancel. (Close Application & Access without changes.)

 Below the options is a "Status:" section with three checkboxes: "Customizing" (checked), "Imported", and "Initialized". To the right of these checkboxes is a "Go" button. At the bottom of the dialog box is a "Cancel & Close (Alt-C)" button. In the bottom right corner of the main menu window, there is an "Exit TDM" button. The bottom status bar of the window shows "Form View" and "NUM".

This form provides choices about how you will use this copy of TDM. **Most users will use only use this form the first time they open TDM, either to import information or make TDM ready to enter data.**

“TDM Options” present four ‘radio buttons’. You may only choose one radio button.
Most users will pick option 2 or option 3 below:

Item	Function
<p>TDM Options [frame]</p>	<p>Presents four choices. Click on the empty circle (known as a ‘radio button’) beside your choice. A black dot in the circle indicates your current choice. You can only choose one option at a time. Your choice is activated by clicking the ‘Go’ button.</p>
<p>Option 1. ‘Customize TDM application (This copy IS the county template) [1st use] OR ‘Continue customizing TDM application (This copy is the county template) [subsequent uses] [radio button]</p>	<p>Selecting this option (and clicking the ‘Go’ button) allows you to modify the design of the TDM template for your county.</p> <p>NOTE: This option will only be used by the person who is making changes to TDM in your county. If you are modifying TDM for your county, please see the <i>TDM CA Technical Guide</i></p>
<p>Option 2. ‘Import information from prior version of TDM. 1 time operation also allows you to enter info. (This copy IS NOT the county template.)’ [radio button]</p>	<p>Selecting this option (and clicking the ‘Go’ button) allows you to import information from an earlier version of the TDM application.</p> <p>Choose this option if: (1) All the planned changes to TDM are finished. (2) This is a COPY of the TDM template.</p> <p>NOTES: (1) After you finish importing information, the information from your old version of TDM will be in the new version. (2) You’ll be able to start entering information in the new version.</p>

Item	Function
<p>Option 3. Start entering information. (This copy IS NOT the county template AND I don't want to import data.) [radio button]</p>	<p>Selecting this option (and clicking the 'Go' button) allows you to start entering information.</p> <p>Choose this option if:</p> <ul style="list-style-type: none"> (1) All the planned changes to TDM are finished. (2) This is a COPY of the TDM template. (3) You don't want to import information from a prior version of TDM.
<p>Option 4. Cancel. (Close Application & Access without changes.) [radio button]</p>	<p>Selecting this option (and clicking the 'Go' button) allows you to exit the TDM Application without changes.</p> <p>Choose this option if: You do not want to proceed at this time.</p> <p>(Same as 'Cancel & Close' button below)</p>
<p>Go [button]</p>	<p>Activates the radio button choice you have made under 'TDM Options'</p>
<p>Cancel & Close (Alt-C) [button]</p>	<p>Allows you to exit the TDM Application without changes.</p> <p>Choose this option if: You do not want to proceed at this time.</p> <p>(Same as 'Cancel' radio button above)</p>

Main Menu

Navigation: This screen is displayed when you open TDM (after you have made TDM ready: see 'Welcome').

This form is the gateway to all TDM functions.

Here is what the Main Menu looks like:



It provides the following options:

Item	Function
Team Decision Making Application [title: label]	Click on title to see version information.
[Agency Information] [header text: text boxes]	Displays name, address, and contact information for you agency. Double-click on this area to update agency information. See Edit Agency Info Form for details. (Double-clicking on this area is the same as clicking 'Edit Agency Info' button below.)
Add New Meeting [button]	Enter information about a new meeting.
Go To Meeting Index [button]	Look up an existing meeting record. Edit meeting information
Edit Child Info [button]	Find child already entered in database. Add or edit identifying information
Edit Agency Info [button]	Edit agency information (as displayed on main menu and for use in reports). See Edit Agency Info Form for details. (Same as double-clicking on agency information at top of form above.)
Create Reports [button]	Go to menu of report options.
Exit TDM [button]	End TDM session.

Meeting Form

Navigation Option 1 (New Meetings):

Main Menu > Add New Meeting [button]

If you got to this form by clicking the ‘Add New Meeting’ button on the Main Menu, this form allows you to enter information about a new meeting, that is, a meeting for which there is no pre-existing information in the database.

Navigation Option 2 (Existing Meetings):

Main Menu > Go to Meeting Index [button] > Detail [button beside a particular meeting]

If you got to this form by clicking the ‘Detail’ button beside a particular meeting on the Meeting Index Form, this form displays information you already entered about the meeting. It also allows you to add or makes changes to the information.

Here’s what the top section of the Meeting Form looks like:

Enter information about the meeting:

Case Name: Meeting Date: Main Facilitator: Add

Family Serial # (7 digit): Meeting Start Time: Meeting Location: Add

Primary Reason: Meeting End Time:

Create a complete list of children and youth who were focus of TDM:

Add children and youth already in database to this meeting:

Add new children and youth to database and this meeting:

Here's the list of children and youth you've added so far:

Child Last Name	Child First Name	Child Client Number	Child Case Number	Child DOB

Once the list of children and youth is complete, add information about each child and youth:

Finally, add general information about the meeting:

CWS/CMS referral number(s) associated with this meeting:

Meeting Process:

Did anyone leave the room during the meeting? Yes No

If YES, explain circumstances:

Attendance: Total number of people who attended this meeting, including facilitator(s):

Top section (1 of 3)

Item	Function
Case Name	Enter Case Name from CWS CMS.
Family Serial #	Enter 7-digit family serial number in the format #####, e.g., '1234567'.
Meeting Date	Enter meeting date in format mm/dd/yyyy, e.g. '08/01/2003'.
Meeting Start Time	Enter meeting start time in format hh:mm AM/PM, e.g. '10:30 PM'.
Main Facilitator	Enter meeting facilitator's full name.
Meeting location	Select a meeting location from the drop-down list.
Add Children from Database [button]	<p>Opens pop-up form that allows you to add children to the current meeting from the list of all children you have entered into the database.</p> <p>See: Add Children from Database Form</p> <p>NOTE: this prevents you from having to retype identifying information about the child.</p>
Add New Children [button]	<p>Click to open pop-up form that allows you to enter new information for a child with no pre-existing information in the database.</p> <p>See: Add New Children Form</p>
Remove Selected Child [button]	<p>Click to removes all information from the current meeting for the selected child (current selection is indicated by the arrow selection).</p> <p>NOTE: this will not remove information about the child from the database or from other meetings.</p>
Add Child Information [button]	<p>Click to open pop-up form that allows you to record decisions made regarding each child who was the subject of the current meeting.</p> <p>See: Add Child Information Form</p>

Here's what the Middle Section looks like:

Middle Section (2 of 3)

Item	Function
<p>CWS/CMS Referral number(s) associated with this meeting [subform]</p>	<p>Enter 19-digit CWS/CMS referral number in format #####-#####-#####-#####, e.g. '1234-1234-1234-1234567'</p> <p>To add additional referral numbers, use the 'Enter' button to advance the cursor to additional records.</p>
<p>Did Anyone leave the room during the meeting? [yes/no check boxes]</p>	<p>Indicate by checking the 'yes' or 'no' box, whether or not anyone attending the meeting left the room, even for a short period of time, while the meeting was in progress.</p>
<p>If YES, explain circumstances [memo field]</p>	<p>If someone did leave the room, briefly describe who left the room, the reason that they left (if known), and any other relevant information, such as how long they left the meeting. This is a memo field, allowing longer answers.</p>

Item	Function
<p>Attendance: Total number of people who attended the meeting, including facilitator(s) [text field: numeric]</p>	<p>Enter the total number of attendees. Include people who may have left the meeting before its conclusion.</p>
<p>Check Total [button]</p>	<p>The functions of the Check Total Button are summarized below.</p>
<p>Check all who attended, and, if there is more than 1 person in a category, write in number of people who attended [set of check boxes and corresponding text fields: numeric]</p>	<p>Beginning with Caregivers, check the box corresponding to the appropriate category for each person attending the meeting. Categories indicate the meeting participants' relationship to the child(ren) who were the focus of the meeting. If more than one person with the same relationship to the child(ren) attended the meeting, enter the number of people with that relationship to the child. For example, if both the child's Birth Parents attend the meeting, check the category and enter the number 2 in the corresponding number field.</p> <p>Complete this process for each section: Caregivers, Family Members and other interested individuals, Neighborhood/Community representatives, (section list continued below)</p>
<p>Caregiver gender [text fields: numeric]</p>	<p>Enter the correct number for each corresponding caregiver gender. For example, if 4 non-related extended family members attended the meeting, enter the number of female and males, which should total 4.</p> <p>NOTES: You do not need to enter 0 values. Press the [Check Total] button, and the total will be summed. The unknown category should only be used if gender was not recorded or if a record was created in a prior version of TDM (imported records).</p>

Check Total Button: At any time, click to check if the total number of meeting participants corresponds to the sum of all categories. This function:

- (1) Totals gender entries,
- (2) Cleans up incomplete entries,
- (3) Checks for at least one facilitator, and
- (4) Checks the total number of attendees entered against the sum of all categories.

The ‘Check Total’ function will alert you with a message box if an error is found. If totals are incorrect, you will be prompted to correct the total or the numbers by category or both. It also confirms that a facilitator has been entered, and prompts you to enter one if incomplete. If the total is correct, a confirmation message will appear.

Totals will be automatically checked when you exit the form, with the same messages as the ‘Check Total’ button. You will not be able to exit the form until the numbers add up.

The following table summarizes the functions of the Check Total Button:

Situation	‘Check Total’ response
Caregiver genders are entered.	Fills in corresponding subtotal. No message (OK).
Attendee box is checked (e.g. ‘Service Provider’), but value field is blank.	Enters a value of 1. No message (OK).
Attendee box is checked but value is entered as 0.	Message box prompts user to correct the total or delete the meeting participant.
Attendee box is checked and value of 1 or more is entered.	No message (OK)
Attendee box and value are both blank.	No message (OK)
Attendee box is unchecked and a value of 0 is entered.	Clears the 0 value from the total and leaves the field blank. No message (OK).
Attendee box is unchecked and a value of 1 or more is entered.	Adds a check mark to the corresponding attendee box (does not change the present value). No message (OK).
No facilitator is indicated.	Adds check mark and value of 1 and confirms with user.
‘Total number of people who attended’ does not match sum of attendees by category.	Alerts user of discrepancy and asks you to correct.

Here is what the Bottom Section looks like:

The screenshot shows the 'Enter information about the meeting:' section of the TDM Application. It includes fields for Case Name, Meeting Date, Main Facilitator, Family Serial #, Meeting Start Time, Meeting Location, Primary Reason, and Meeting End Time. Below these are sections for Guardian(s), Family members and other interested individuals (Children, Relative(s), Friend(s), Interested Individual), Neighborhood/Community representatives (Community Representative(s), School Staff), Service providers (Mental Health Staff, Alcohol and Other Drugs Staff, Medical, Other: Specify, Healthy Family/Healthy Start/Early Start, Regional Center Staff, FFA Social Worker), DSS staff (ILP/Aftercare Worker(s), Supervisor(s), Emergency Response Worker(s), Family Maintenance Worker(s), Other: Specify, FR/PP Worker(s), Adoptions Worker(s), Other Social Worker(s)), and Other (Guardian Ad Litem, Worker on Companion Case, Other: Specify, Attorney, CASA Advocate, Facilitator(s)). A note states: 'If Multi-Facilitator staffing, indicate total number of facilitators'. At the bottom, there are buttons for 'Close (without saving)' and 'Close and Save (Alt-C)'. A status bar at the very bottom shows 'Case Name' and 'NUM'.

Bottom Section (3 of 3)

Item	Function
<p>Attendance section continued</p>	<p>Check and enter the corresponding number of people, when more than one individual attended the meeting in one category. Complete this process for the ‘Service Providers’ (non-DSS staff), ‘DSS staff’, and ‘Other’ sections. If you check the ‘Other’ category under any corresponding section, insert text to specify the person’s relationship to the child.</p>
<p>Close and Save [button]</p>	<p>Click to save meeting record and return to previous screen.</p>

Add Children from Database

Navigation:

Main Menu > ‘Add New Meeting’ [button] > ‘Add Children from Database’ [button]

This form allows you to search for, select, and add a child to the current meeting. This saves you from retyping identifying information for the child.

Here is what the Add Children from Database Form looks like:

Child Last Name	Child First Name	Child Client Number	Child Case Number	Child Date of Birth
SMITH	JANE	0000-0000-0000-0000000	1111-1111-1111-1111111	6/10/1995

Select database record and click to add child/youth to meeting:

Add Selected Child to Meeting

Close Window

To search for a child you know or think might be in the database, enter any known child information into one or more of the entry boxes to display only those records with matching information. For a narrow search, enter the child’s unique case or client number. For a broad search, enter (for example) the first initial of a last name. To limit the list to only those children whose last name *STARTS* with ‘L’, type an ‘L’ into the Child Last Name Search Box. The list will automatically adjust to the new criterion. To show *ALL* children in your database, delete all contents of the search boxes.

NOTE: The search only looks for letters provided in order at the beginning of a string. It *WILL NOT* look for an ‘L’ anywhere in the name, i.e., it is not a “wild card” search. In addition, the list will be limited to those children who match *ALL* the search criteria. So, if you enter ‘L’ in ‘Child Last Name’ and ‘B’ in the Child First Name Search Box, the list will only show those children whose last name starts with ‘L’ *AND* whose first name starts with ‘B’.

NOTE: The search function is not available in Access 97 version.

Item	Function
Search Boxes	Limits the displayed list to help you find particular children to add to your meeting, as described above.
Add Selected Child to Meeting [button]	Allows user to add a child found in the database to the current meeting form.
Close Window [button]	Returns you to the meeting screen without adding child information from the database to the current meeting

Add New Children

Navigation: Main Menu > ‘Add new meeting’ [button] > ‘Add New Children’ [button]

This form allows you to enter new information for a child (or list of children) for whom there is no information in the database.

Here is what the Add New Children Form looks like:

Item	Function
Child Last Name [text box]	Enter child’s last name in text box.
Child First Name [text box]	Enter child’s first name in text box.
Child Client Number [text box: 19 digit ID]	Enter child’s 19 digit Client Number in format #####-#####-#####-#####, e.g. ‘1234-1234-1234-1234567’. CWS/CMS Navigation: Client Notebook > ID Page > Client Number
Child Case Number [text box: 19 digit ID]	Enter child’s 19 digit Case Number in format #####-#####-#####-#####, e.g. ‘1234-1234-1234-1234567’. CWS/CMS Navigation: Case Notebook > ID Page > Case Number
Child DOB [text box: date]	Enter child’s date of birth in format mm/dd/yyyy, e.g. ‘09/15/1998’.
Delete [button]	Permanently deletes all of the child information entered in the fields preceding the ‘Delete’ button.

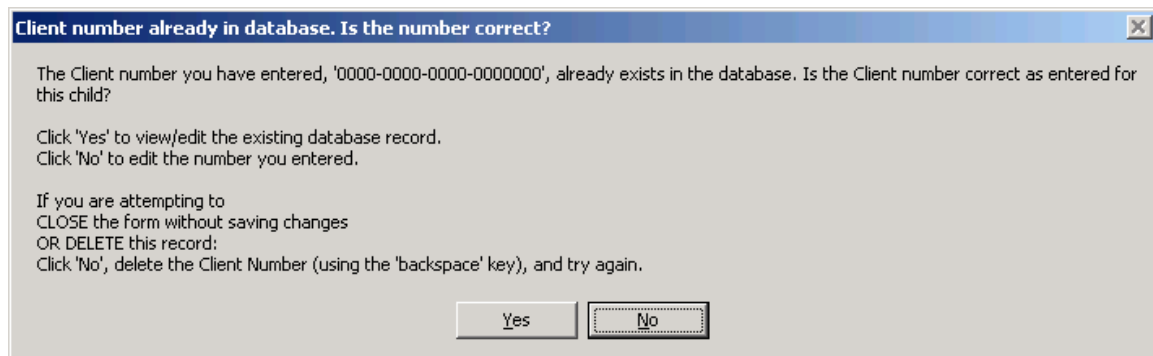
Item	Function
<p>Add to Meeting [button]</p>	<p>Saves the child's information to the database and returns you to the meeting form. The child information you entered is displayed in the field: 'Here's the list of children you've added so far.'</p> <p>If there is a possibility that any of the children in the list are already entered in your database, the Possible Match Form will appear.</p> <p>See: Possible Match Form for details.</p>
<p>Close (without saving) [button]</p>	<p>Closes the 'Add New Children' subform without saving information. Returns the user to the current Meeting Form.</p>

Possible Match

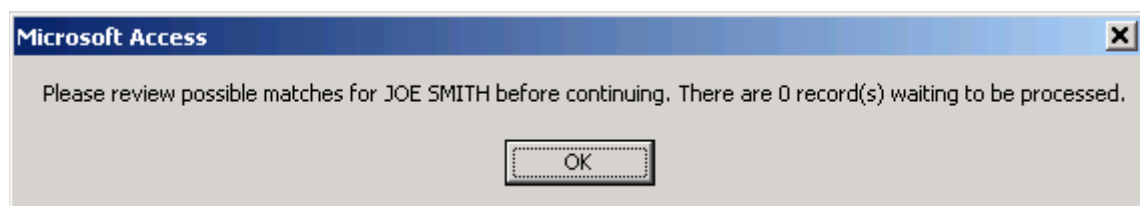
Navigation: Main Menu > ‘Add new meeting’ [button] > ‘Add New Children’ [button] > ‘Add to Meeting’ [button]

[NOTE: ‘possible match’ message boxes and forms appear automatically, but only when duplicate id numbers or possible matches are detected.]

When entering a new record in the Add New Children form, the child number and case number will be checked against numbers currently in the database. If the numbers are a match the following message will appear requesting you confirm the new number as correct by hitting ‘Yes’, or return to correct the new number by clicking ‘No’. If you click ‘Yes’ it will take you to the existing database and you will be able to correct the error in the existing database record.



The Add New Children form will also check for potential matches on names and birthdays after you click the ‘Add to Meeting’ button. If the name and birthday you entered are similar to those of a child who is already in the database, the following message will appear.



Click ‘OK’ to go to the Possible Match form to compare the record you submitted to the possible match or matches.

The Possible Match form displays the record you submitted that MAY already be present in the database. The record you submitted appears at the top of the form under the caption ‘The child/youth you just submitted’. The record(s) in the database that MAY match appear in the box under the caption ‘Found Record(s)’.

Possible Match(es). Please indicate how to handle record.

The child/youth you just submitted:

Child Num.	Child Last Name	Child First Name	Child Client Number	Child Case Number	Child DOB
2	SMITH	JOE	0000-0000-0000-0000001	1111-1111-1111-1111112	6/10/1995

may already exist in your database. Submitting duplicate child records will complicate your data.

Found Record(s):

ChildNumbe	ChildLastName	ChildFirstName	ChildClntNo	ChildCaseNo	ChildDOB
1	SMITH	JANE	0000-0000-0000-0000000	1111-1111-1111-1111111	6/10/1995

None of these is the same child. Add the new record (as it appears at the top of form) to the database.
 The following record is a match (indicate 'ChildNumber' of record):
 The information in the database is correct. Add record (as it appears in 'Found Record(s)' box above) to the meeting.
 All the information I submitted is correct.
 Update record in the database with the new information and add the updated record to the current meeting.

The Possible Match form provides options as to how to handle the record you have submitted. Make the appropriate choices and click 'Go' to add your record.

In the example above, the user submitted information for 'JOE SMITH' as a new child. The information was similar enough (same last name, first initial, and birthday) that 'JANE SMITH' was suggested as a possible match. In this case, you would click the first option 'None of these is the same child. Add the new record (as it appears at the top of the form) to the database'. You would then click 'Go' to add 'JOE SMITH' to the database and meeting.

NOTE: The best way to avoid the 'Possible Match' form is to use the 'Add Children from Database' button on the Meeting form. If you routinely search the list of child records in the database and add children to the meeting from that list, you are unlikely to have many complications from the 'Possible Match' form.

Item	Function
None of these is the same child. Add new record (as it appears at the top of the form) to the database. [radio button]	Select this option if you are sure that the record you submitted is a new child/youth. Click 'Go' to add the new child to the database and to the meeting.
The following record is a match (indicate 'ChildNumber' of record): [radio button]	Select this option if the child is not a new child, but is displayed in the 'Found Record(s)' box. Use the 'Child Number' dropdown menu

Item	Function
	and choose an update method as described below. Then click 'Go'.
Child Number [pull down menu]	Click the down arrow to select the record number of the correct (matching) child displayed in the 'Found Record(s)' box.
The information in the database is correct. [radio button]	Select this option if the information in the 'Found Record(s)' box is correct and complete. Verify the client and case numbers in the 'Found Record(s)' box. No changes will be made to the child's record. The child will be added to the meeting.
All of the information I submitted is correct. [radio button]	Select this option if the information you submitted is correct and complete. Verify the client and case numbers you submitted. This option updates the database and replaces the information in the 'Found Record(s)' box with the information you have submitted. It also adds the child to the current meeting.
Go. [button]	Adds a child to the meeting based on the options you have selected and returns you to the meeting form.

NOTE: If you select the 'All of the information I submitted is correct' option, ALL database items for the child will be updated. For example, if you do not submit a case number and choose this option, the blank you submitted will replace an existing case number. You can always update the child's identifying information by using the 'Edit Child Info' form on the Main Menu.

Add Child Information

Navigation: Main Menu > ‘Add New Meeting’ [button] > ‘Add Children Information’ [button]

This form allows you to add information about the decisions made regarding each child who was the subject of the current meeting.

Record Navigation: On the bottom of the page, click on the arrow button to locate the correct child for whom you want to enter information, if there is more than one child associated with the meeting. As you advance through the numbered records, the identifying information listed in the top fields will change corresponding to the record you have selected.

Here’s what the Add Child Information Form looks like (with the list of options associated with the ‘Imminent risk of placement’ dropdown list displayed):

Add Child Information

Child Last Name	Child First Name	Child Client Number	Child Case Number	Child DOB
SMITH	JANE	0000-0000-0000-0000000	1111-1111-1111-1111111	6/10/1995

Assigned worker # (4 digit):

Did child/youth attend this meeting?

Reason for this child's involvement in meeting (choose one):

Imminent risk of placement

Emergency placement

If removal, specify circumstances:

Date removed:

Placement move

Exit from placement

When recommendation is to place/retain a child in out-of-home placement, indicate recommendation that applies:

Decision regarding this child (select one):

Leave child/youth at home (voluntary)
 Leave child/youth at home (court)
 Place child/youth in out-of-home care (voluntary)
 Place child/youth in out-of-home care (court)
 Unable to reach consensus

Use Record Navigation tools below to move between child records for this meeting:

Record: of 2 (Filtered)

'Imminent risk of placement' options

Item	Function
Assigned worker #	Enter the child's worker number into the entry field
Did child/youth attend this meeting?	Select 'yes', 'no' or 'unknown' from the drop-down box. Select 'yes' if child attended the meeting for any length of time.
Date removed (if prior to TDM)	Enter mm/dd/yyyy removal date if applicable. Leave the field blank if the child was not removed prior to the TDM.
Reason for this child's involvement in meeting (Imminent risk of placement)	Select the reason why the child was the focus of the meeting (only one selection is possible) by clicking on the circle corresponding to your choice. See below for additional reasons.
Decision regarding this child	Based on the selection from the previous field, select the decision outcome from the dropdown box. If you selected 'imminent risk of placement', then select one of the options from the adjacent drop-down box, such as 'Leave child/youth at home (voluntary)', to indicate what decision was made in regards to the child's placement.
'Return to Meeting' [button]	Allows you to save information that you entered and return to the meeting page.

Here's what the Add Child Information Form looks like (with the list of options associated with the 'Emergency placement' dropdown list displayed):

The screenshot shows a web application window titled "Add Child Information". At the top, there are five input fields: "Child Last Name" (SMITH), "Child First Name" (JANE), "Child Client Number" (0000-0000-0000-00000000), "Child Case Number" (1111-1111-1111-11111111), and "Child DOB" (6/10/1995). Below these are fields for "Assigned worker # (4 digit)" and a dropdown for "Did child/youth attend this meeting?".

The main section is divided into two columns. The left column is titled "Reason for this child's involvement in meeting (choose one):" and contains three radio button options: "Imminent risk of placement", "Emergency placement" (which is selected), and "Placement move". Below the "Emergency placement" option are two sub-fields: "If removal, specify circumstances:" with a dropdown menu and "Date removed:" with a text input field. The right column is titled "Decision regarding this child (select one):" and contains a dropdown menu with the following options: "Return child home (voluntary)", "Return child home (court)", "Continue with out-of-home care (voluntary)", "Continue with out-of-home care (court)", and "Unable to reach consensus".

At the bottom of the main section, there is a label "When recommendation is to place/retain a child in out-of-home placement, indicate recommendation that applies:" followed by a dropdown menu. Below the form is a navigation bar with the text "Use Record Navigation tools below to move between child records for this meeting:" and a button labeled "Return To Meeting (Alt-R)". At the very bottom, there is a record navigation control showing "Record: 1 of 2 (Filtered)".

In addition to the list of options regarding the emergency placement, if the decision was a removal, there are fields to indicate the removal circumstances and the date of removal.

Child Last Name	Child First Name	Child Client Number	Child Case Number	Child DOB
SMITH	JANE	0000-0000-0000-0000000	1111-1111-1111-1111111	6/10/1995

Assigned worker # (4 digit):

Did child/youth attend this meeting?

Reason for this child's involvement in meeting (choose one):

Imminent risk of placement
 Emergency placement
If removal, specify circumstances:

 Placement move
 Exit from placement

Decision regarding this child (select one):

When recommendation is to place/retain a child in out-of-home placement, indicate recommendation that applies:

Use Record Navigation tools below to move between child records for this meeting: Return To Meeting (Alt-R)

Record: of 2 (Filtered)

Child Last Name	Child First Name	Child Client Number	Child Case Number	Child DOB
SMITH	JANE	0000-0000-0000-0000000	1111-1111-1111-1111111	6/10/1995

Assigned worker # (4 digit):

Did child/youth attend this meeting?

Reason for this child's involvement in meeting (choose one):

Imminent risk of placement
 Emergency placement
If removal, specify circumstances:

Date removed:

Placement move
 Exit from placement

Decision regarding this child (select one):

When recommendation is to place/retain a child in out-of-home placement, indicate recommendation that applies:

Use Record Navigation tools below to move between child records for this meeting: Return To Meeting (Alt-R)

Record: of 2 (Filtered)

'Emergency placement' options

Item	Function
Reason for this child's involvement in meeting (Emergency Placement)	Select the reason why the child was the focus of the meeting (only one selection is possible) by clicking on the circle corresponding to your choice.
Decision regarding this child	Based on the selection from the previous field, select the decision outcome from the dropdown box. If you selected 'Emergency placement', then select one of the options from the adjacent drop-down box, such as 'Return child home (voluntary)', to indicate what decision was made in regards to the child's placement.
If removal, specify circumstances [drop down list]	If the selection for the 'Reason for involvement field' was 'Emergency placement', then if the Emergency Placement involved a removal from the child's home, select the option that describes the circumstances, e.g., 'Social worker present'.
Date removed [text field]	If the selection for the 'Reason for involvement field' was 'Emergency placement', then if the Emergency Placement involved a removal from the child's home, indicate the date of removal in format mm/dd/yyyy, e.g. '08/15/2003'.
'Return to Meeting' [button]	Allows you to save information that you entered and return to the meeting page.

Here's what the Add Child Information Form looks like (with the list of options associated with the 'Placement move' dropdown list displayed):

'Placement move' options

Item	Function
Reason for this child's involvement in meeting (Placement move)	Select the reason why the child was the focus of the meeting (only one selection is possible) by clicking on the circle corresponding to your choice.
Decision regarding this child	Based on the selection from the previous field, select the decision outcome from the dropdown box. If you selected 'placement move', then select one of the options from the adjacent drop-down box, such as 'Change to less restrictive placement', to indicate what decision was made in regards to the child's placement.

Here’s what the Add Child Information Form looks like (with the list of options associated with the ‘Exit from placement’ dropdown list displayed):

‘Exit from placement’ options

Item	Function
Reason for this child’s involvement in meeting (Exit from placement)	Select the reason why the child was the focus of the meeting (only one selection is possible) by clicking on the circle corresponding to your choice.
Decision regarding this child	Based on the selection from the previous field, select the decision outcome from the dropdown box. NOTE: If ‘exit from placement’ was selected from the ‘Reason for child’s involvement’ field, and the corresponding decision selected from the drop-down box is ‘do not exit from placement’, a Microsoft Access message will pop up asking you to make an additional selection from the ‘Placement move’ category.

Here's what the Add Child Information Form looks like (with the list of options associated with the 'Recommendation' dropdown list displayed):

Add Child Information

Child Last Name	Child First Name	Child Client Number	Child Case Number	Child DOB
SMITH	JANE	0000-0000-0000-0000000	1111-1111-1111-1111111	6/10/1995

Assigned worker # (4 digit):

Did child/youth attend this meeting?

Reason for this child's involvement in meeting (choose one):

Imminent risk of placement

Emergency placement

If removal, specify circumstances:

Date removed:

Placement move

Exit from placement

Decision regarding this child (select one):

When recommendation is to place/retain a child in out-of-home placement, indicate recommendation that applies:

- Small Family Home
- Foster Family Home
- Group Home
- County Shelter/Receiving Home (Non EA/AFDC)
- Court Specified Home
- Medical Facility
- Relative Home
- Relative Home: NRFM (Non relative family member)
- Tribe Specified Home
- Foster Family Agency Certified Home
- Guardian Home
- N/A (No out-of-home placement recommended)
- Missing (Recommendation not recorded)

Use Record Navigation tools below to move between child records for this meeting:

Return To Meeting (Alt-R)

Record: 1 of 2 (Filtered)

Meeting Index

Navigation: Main Menu > ‘Go to meeting index’ [button]

This form allows you to search for and edit a meeting for which some information has already been entered into the database.

Here’s what the Meeting Index looks like (additional lines will appear as you add records to your database):

Item	Function
‘Search For’	Enter any known information into the Case Name, Meeting Date, or Main Facilitator fields. You may also enter part of a Case Name to find all the records that match. For example, if you were looking for meetings corresponding to the Case Name of ‘Simpson’, you could enter ‘Simp’ in the Case Name field, which would yield all records in which the Case Name starts with that 4-letter combination. Click ‘Find’ [button] to display a single matching record. Click ‘Show All’ [button] to return to a display of all meeting records.

Item	Function
Editing meeting information	Once you have selected the meeting record that you want to edit, click the 'Edit' [button] to the right of the record. You will be taken to the Meeting information screen. Previously-entered meeting information will be displayed. Click 'Delete' [button] only if you wish to delete an entire meeting record from the database permanently.
Exiting this screen	To return to the Main Menu screen, click 'Return to Main Menu' [button]. To go directly to the 'Meeting Information' screen, click 'Add New Meeting'. This will take you to a new meeting information screen.

Edit Child Info

This form allows you to edit child information that has already been entered into the database.

Here is what the Edit Child Info Form looks like:

Enter partial identifying information to locate children and youth already in your database:

Child Last Name	Child First Name	Child Client Number	Child Case Number	Child DOB

Edit child and youth records:

Child Last Name	Child First Name	Child Client Number	Child Case Number	Child DOB
SMITH	JANE	0000-0000-0000-0000000	1111-1111-1111-1111111	6/10/1995
SMITH	JOE	0000-0000-0000-0000001	1111-1111-1111-1111112	6/10/1995
SMITH	JOE	0000-0000-0000-0000002	1111-1111-1111-1111113	6/10/1995
SMITH	JIM	0000-0000-0000-0000003	1111-1111-1111-1111114	6/10/1995

Record: 1 of 4

Item	Function
Enter partial identifying information...	Enter known information into any of the fields, and click 'Find' to display the corresponding record below. Click 'Show All' to display all records.
Edit child and youth records	Once a selection has been made, you may edit information in any of the fields.
'Return to Main Menu'	To save any changes you made and return to the Main Menu, click this button.

Edit Agency Info

Navigation: Main Menu > Customize TDM > Edit Agency Info

This form allows you to store customized agency information that will appear on the Main Menu.

Here is what the Edit Agency Form looks like:

Edit Agency Information on Main Form
Team Decision Making Application
Click >* at bottom of form to create new record

Please add new record with agency information as you want it to appear on the Main Me

Agency Name:

Address Line 1:

Address Line 2:

Address Line 3:

City: State:

Record #: Zip Code-(+4):

(Area Code) Phone #: Ext:

(Area Code) Fax #:

Agency Email:

Agency Website:

Record: of 1

Item	Function
Enter Agency information	Store the agency’s address, phone numbers and website by entering text into each field. User may use the [Tab] button to advance through each field.
Displaying agency information	Multiple records can be entered by using the record navigation arrows at the bottom of the screen. Press the arrow/star button on the right-hand side of the record navigation tool to create a new record. A record number will automatically be assigned once text is entered. The record with the highest number will be the record that contains the agency information that will be displayed. Non-sequential record numbers indicate that a record has been previously deleted, and will not affect the order in which records are displayed.

Item	Function
'Delete Agency Info' [button]	You may delete a record you have entered at any time, but the default record cannot be deleted.
No agency information displayed	To remove all identifying agency information from the display, create a new record by pressing the arrow/star on the right-hand side of the record navigation tool. Then delete 'CA' from the State field.

Reports

Navigation: Main Menu > 'Create Reports' [button]

This form allows you to create reports regarding children and meetings based on the information in the TDM CA database. There are four reports you can create: Child List, Child Summary, Meeting Attendance, and Child Involvement.

You may be asked if you want to 'Build Report Table' or 'Update Report Table', click 'yes' to continue. See below for more information.

Here's what the Reports Form looks like (Your version may look slightly different due to customization of Primary Reason, Facilitator, or Location).

The screenshot shows a web application window titled 'Reports' for the 'Team Decision Making Application'. The main heading is 'Reports'. On the right side, there is a 'Rebuild Report Table' button. Below this, there are four report options: 'Child List', 'Child Summary', 'Meeting Attendance', and 'Child Involvement'. The 'Options' section includes a 'Date:' field with 'From:' and 'To:' input boxes, each with an 'All' checkbox. Below the date fields are three columns: 'Primary Reason*', 'Facilitator:', and 'Location:'. Each column has a list of items and an 'All' checkbox. The 'Primary Reason*' list includes: 'Imminent risk of placement', 'Emergency placement', 'Placement move', and 'Exit from placement'. The 'Facilitator:' list includes: 'Facilitator 1', 'Facilitator 2', 'Facilitator 3', 'Facilitator 4', and 'Facilitator 5'. The 'Location:' list includes: 'Location 1', 'Location 2', 'Location 3', 'Location 4', and 'Location 5'. A note at the bottom left states: '* Primary Reason* as reported on the 'Meeting Information' form.' A yellow highlighted box contains the following text: 'IMPORTANT: -If you don't select any values and leave 'All' UNCHECKED, all values, including blanks, will be INCLUDED. -If you check 'All', all indicated values will be included, but blanks will NOT be included. -If you select particular values for an option, only matching records will be displayed in your report.' At the bottom right, there is a 'Close (Alt-C)' button.

NOTE: For Access 97 Users, the 'Child Involvement' Report does not function properly. You will notice that this report is not currently available on the list of reports in this Access 97 version.

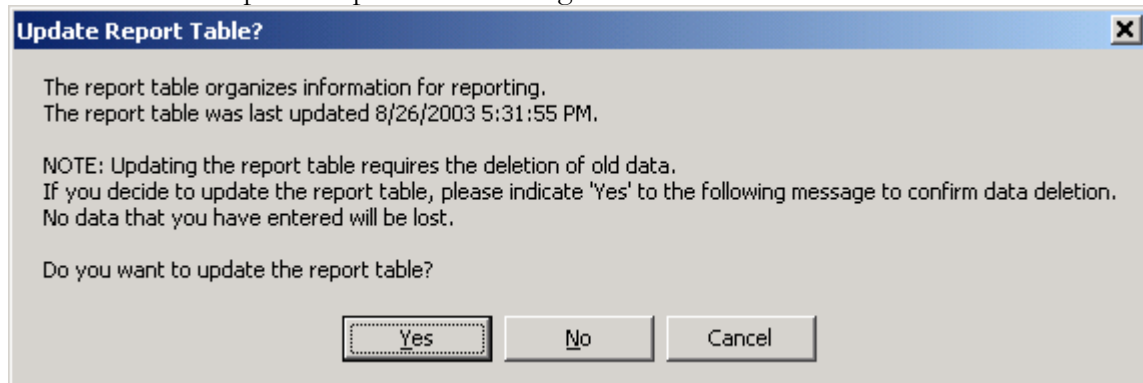
Item	Function
Build Report Table [button]	This resets the table from which reports will be generated to include the most recent data added since the last time the report table was built.

Item	Function
Options [text fields, check boxes, and lists]	You can provide parameters to limit what data is presented in the report. IMPORTANT: If you don't select any values and leave 'All' UNCHECKED, all values, including blanks, will be INCLUDED. If you check 'All', all indicated values will be included, but blanks will NOT be included. If you select particular values for an option, only matching records will be displayed in your report.
Reports [button]	Four reports are possible: Child List, Child Summary, Meeting Attendance, and Child Involvement.
Close [button]	Returns you to Main Menu.

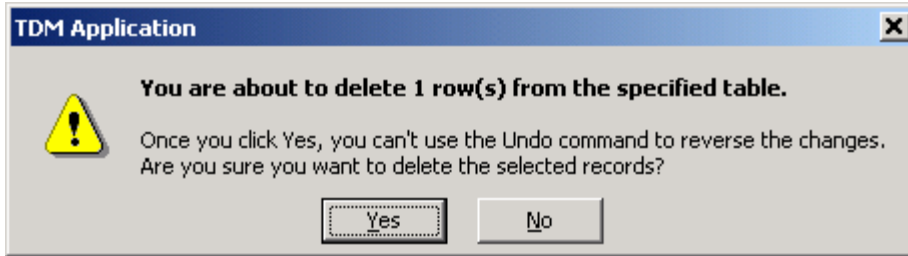
'Building Report Table' and 'Updating Report Table'

These dialogue boxes ask you if you want to create a report table or update the table used for reporting (if you've previously built a report table). The database will confirm deletion of data, but you will not lose any data. (The data that is deleted is in a temporary table and does not effect information you have entered about meetings and children.) This process will refresh the report table with the most current data in the TDM CA database.

This is what the 'Update Report Table' dialogue box looks like.



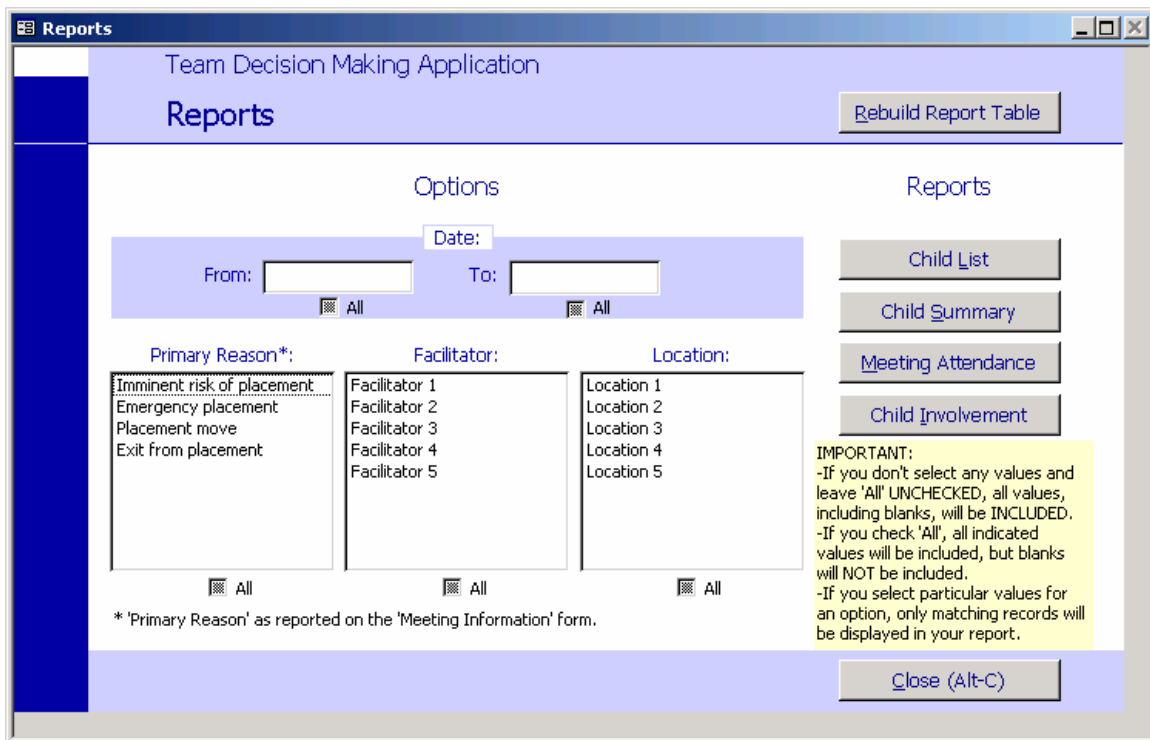
If you click 'yes' it will confirm deletion of records in order to make the report table current and bring you to another dialogue box [see below]. Click 'Yes' to continue. It will not erase any of the previously entered data.



If you click 'no' at the 'Update Report Table' dialogue box, it will continue to the reports form without updating the reports table. Therefore, any data entered since the last time the report table was created or updated will not appear in the reports.

Click 'Cancel' to return to the Main Menu.

Options



The options can be handled one of three ways:

- 1) Leave everything unchecked: This will result in all values, including blank or missing information to be pulled into the report. All records will be shown in the report, regardless of whether they are complete or contain missing information.
- 2) Check 'All': This will pull in all values that have been entered into the database, but will not return records with missing or blank information in the indicated field or fields. For example, if the 'All' box is checked in the Location list, but there is a record that does not have a location recorded, that record will not appear in the report.

- 3) Selecting particular parameters. This returns only the information that matches the parameters that you have selected. For example, highlighting 'Placement Move' in Primary Reason category means that only records that have Placement Move as the Primary Reason will be returned in your report.

Child List Report

Navigation: Main Menu > 'Create Reports' [button] > 'Child List' [button]

This report provides a summary list of child/youth records in your database.

Here's what the Child List report looks like:

TDM: Child/Youth List

Date: From: #Name? To: #Name?
 All All

Primary Reason:
 Imminent risk of placement
 Emergency placement
 Placement move
 Exit from placement
 [Blanks Included]
 All

Facilitator:
 Facilitator 1
 Facilitator 2
 Facilitator 3
 Facilitator 4
 Facilitator 5
 [Blanks Included]
 All

Location:
 Location 1
 Location 2
 Location 3
 Location 4
 Location 5
 [Blanks Included]
 All

Child Name (Last, First)	Client Number	DOB
SMITH, JANE	0000-0000-0000-000000	6/10/1995
SMITH, JOE	0000-0000-0000-000000	6/10/1995
SMITH, JOE	0000-0000-0000-000000	6/10/1995

Page: 1 of 1
 Ready

Meeting Attendance Report

Navigation: Main Menu > 'Reports' [button] > 'Meeting Attendance' [button]

This report summarizes representation by different types of meeting attendees at TDM meetings. NOTE: This report shows the number of meetings that were attended by at least 1 member of the indicated group. For example, if two relatives attend one meeting, it adds 1 to the '# of Meetings' for the 'Relatives' item.

Here's what the first two pages of the 'Meeting Attendance' Report Looks like:

TDM: Meeting Attendance

Reason for Meeting: Emergency placement

Number of Meetings: 1

Summary of report criteria:

From: [] To: [] Date: []

All All All

Primary Reason:	Facilitators:	Locations:
Emergency placement	Facilitator 1	Location 1
Emergency placement	Facilitator 2	Location 2
Placement move	Facilitator 3	Location 3
Out from placement	Facilitator 4	Location 4
	Facilitator 5	Location 5
	[Blanks Included]	[Blanks Included]

All All All

Tuesday, September 02, 2003 Page 1 of 4

Category	# of Meetings*	% of Meetings**
Caregivers		
Birth Parents	0	0.0%
Adoptive Parents	0	0.0%
Other Relative Caregivers	0	0.0%
Non-Related Extended Family Members	0	0.0%
County Foster Parents	0	0.0%
FFA Foster Parents	0	0.0%
Caregiver Partners	0	0.0%
Guardians	0	0.0%
Family Members and Other Interested Individuals		
Children	0	0.0%
Relatives	0	0.0%
Friends	0	0.0%
Interested Individuals	0	0.0%
Neighborhood/Community representatives		
Community Representatives	0	0.0%
School Staff	0	0.0%

*# of Meetings = Number of meetings in this category (Reason for Meeting = minimum Risk of Placement, Emergency Placement, etc.) that were attended by at least 1 member of the indicated group. For example, if two relatives attend one meeting, it adds 1 to the # of Meetings for the 'Relatives' item.

**% of Meetings = Percent of meetings in this category that were attended by at least 1 member of the indicated group. For example, if 5 out of 10 placements in this category were attended by at least 1 family member, % of Meeting = 50% - the sum of Extended Family Member would be 50% for the Placement Move category.

Tuesday, September 02, 2003 Page 2 of 4

Child Involvement Report

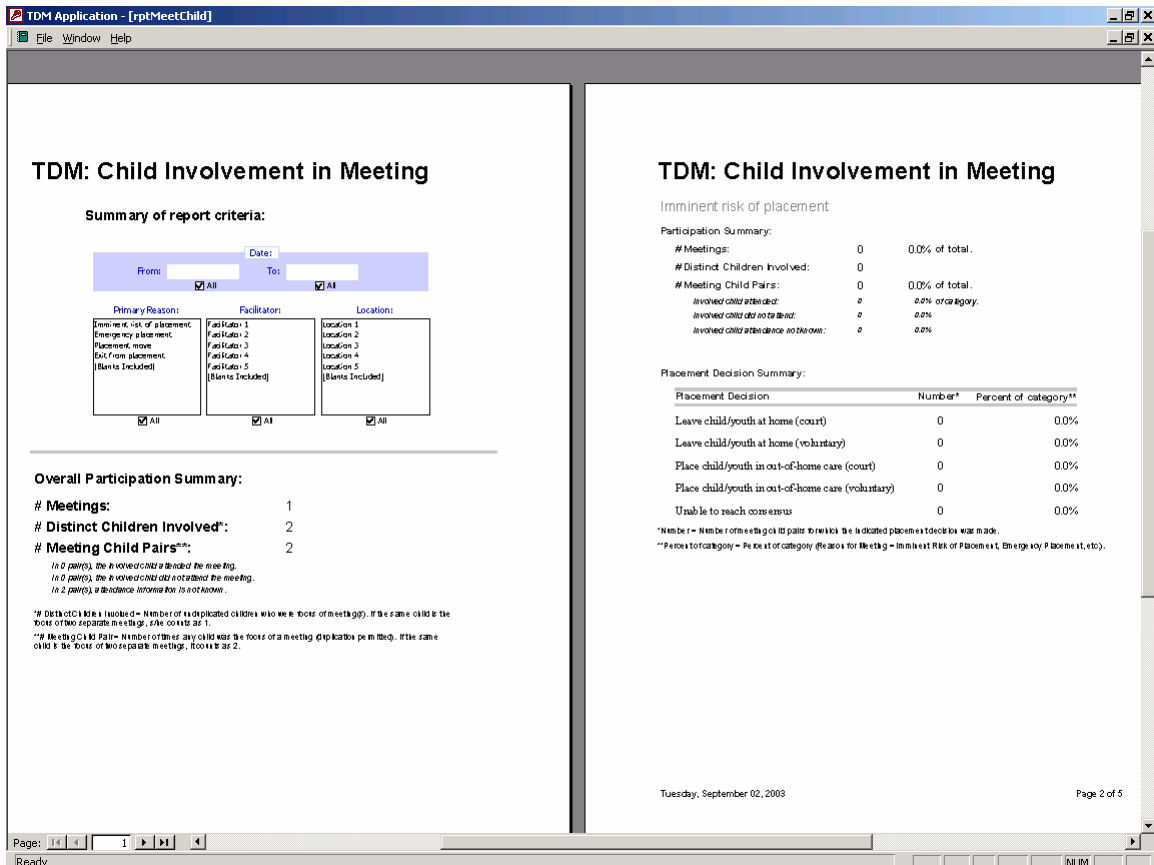
Navigation: Main Menu > 'Reports' [button] > 'Child Involvement' [button]

NOTE: For Access 97 Users, the 'Child Involvement' Report does not function properly. You will notice that this report is not currently available on the list of reports in this Access 97 version.

This report summarizes child involvement in TDM meetings and indicates the number and percent of each placement decision.

Child involvement is reported in two ways: (1) the number of distinct children involved represents the number of unduplicated children who were the focus of a meeting or meetings. If the same child is the focus of two separate meetings, s/he counts as 1. (2) The number of 'Meeting Child Pairs' is also reported. The number of Meeting Child Pair indicates the number of times any child was the focus of a meeting (duplication permitted). If the same child is the focus of two separate meetings, this adds 2 to the number of Meeting Child Pairs.

Here's what the first two pages of the Child Involvement Report look like:



Export Data Form

Navigation: Main Menu > 'Export Data' [button]

This form allows you to export data from tables or queries (as MS Excel or Text files) to a designated folder.

Here's what the Export Data form looks like:

Data Export

Team Decision Making Application

Data Export

Export for UC Berkeley
 Custom Export

1. Enter or choose folder to export to:

Type or choose the folder (path) that you want to export to:
 For example, "C:\Data\TDM Exports\".

Path:

2. County: Agency:

3. Choose range of meeting dates: OR Choose quarter and year:

From: All
 Quarter:

To: All
 Year:

4. Enter user information:

User First Name:
 User Last Name:
 User Email:

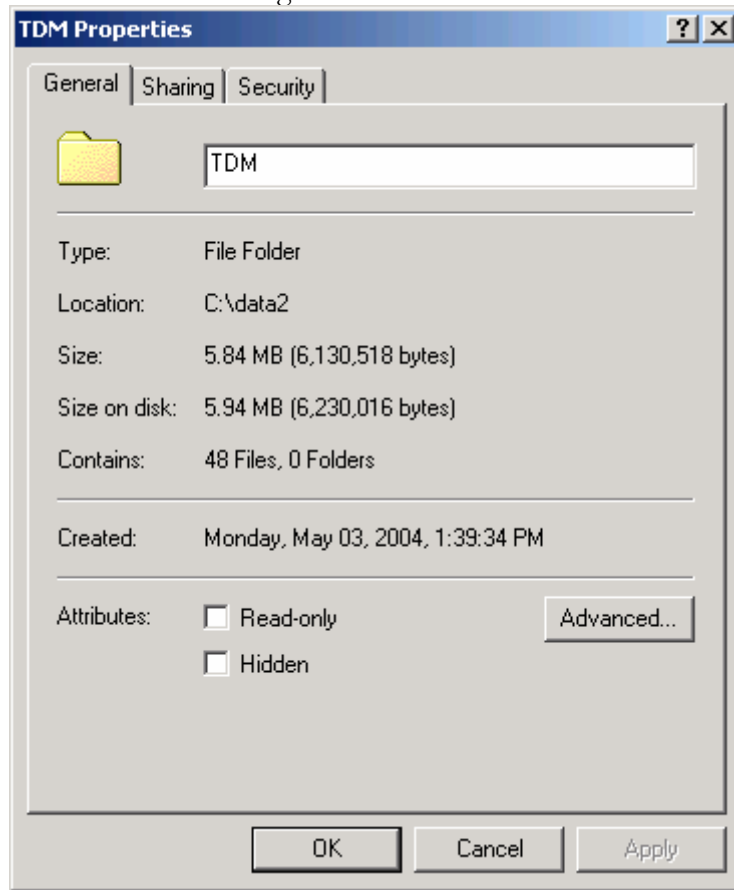
5. Export:

NOTE: Custom Export file
 name=[table]_[agency]_[startdate]_[enddate]_[county#]_[VW]: 'table'=table/query
 description, text file only; 'agency' optional; 'VW'=version, Excel only.
 E.g., Site1 LA April 1-June 30 2004: 'Site1_040104_063004_19_01.xls'.
 UC Berkeley Export: '[agency]_[QQ]_[YY]_[county#]_[VW].xls'; 'QQ'=quarter, 'YY'=year.
 E.g., Stanislaus 2004 Q2: 'Q2_04_50_01.xls'.

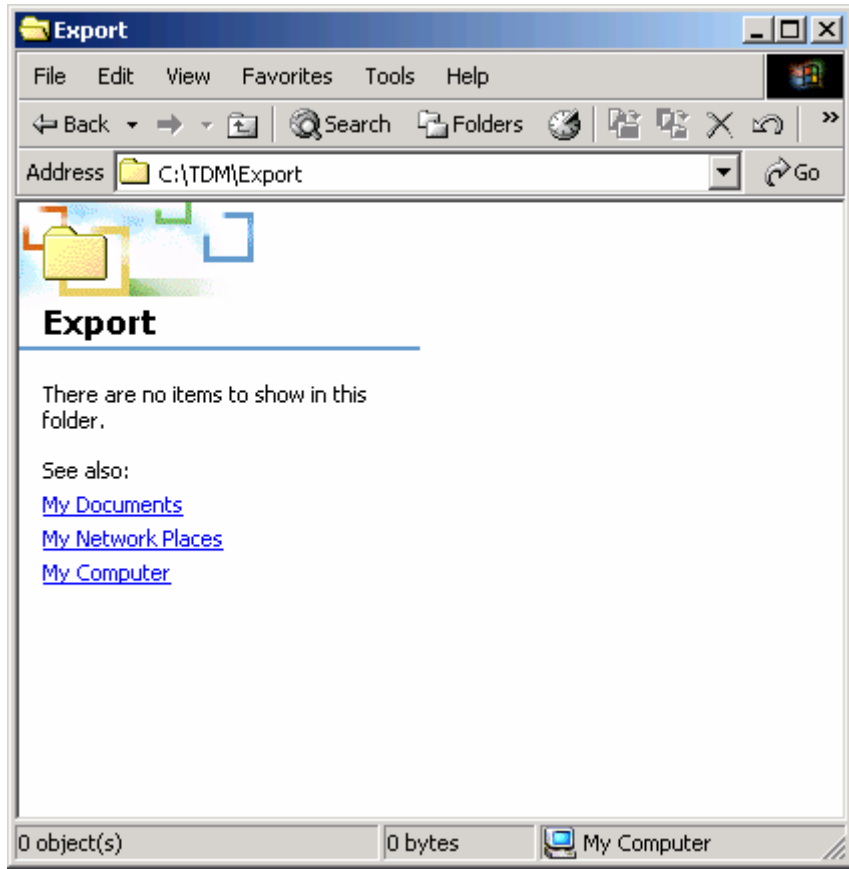
Item	Function
<p>Export for UC Berkeley or Custom Export [check boxes]</p>	<p>These options control aspects of the data export. If you choose UC Berkeley, you will export a minimum of fifteen required tables/queries for UC Berkeley (MS Excel). If you are not sending to UC Berkeley, choose Custom Export; you can export to Excel or text format. ‘Advanced’ (below) allows you to add or exclude tables/queries.</p>
<p>Path [text field and list]</p>	<p>Use this field to designate the folder where you want export data saved. See below.</p>
<p>Add [button]</p>	<p>This button allows you to save the path to a list for future use.</p>
<p>County [text field and list]</p>	<p>Enter or select your county.</p>
<p>Agency [text field]</p>	<p>Enter your agency’s name.</p>
<p>Date Range or Quarter and Year options [text fields, check boxes, and list]</p>	<p>For Exports to UC Berkeley, choose a Quarter and Year to restrict the range of meeting dates to include in the export.</p> <p>For custom exports, enter a From date and a To date to indicate the range of the data you wish to export. If you don’t enter any dates and leave “All” CHECKED, all available data will be exported.</p> <p>You can also choose to enter the Quarter and Year to indicate the range of the data to export.</p>
<p>User Information [text fields]</p>	<p>Enter your first name, last name and email address so that you can be contacted in case of problems with the export.</p>
<p>Export: to Text File or to MS Excel [buttons]</p>	<p>Choose the format (Excel or text) of your exported file. Selecting either of these buttons will also export your data to the designated path.</p>
<p>Advanced [button]</p>	<p>This feature allows you to add tables/queries to your exports. See below for instructions.</p> <p>Note: Use of this feature requires knowledge of TDM structure and naming conventions. Please see technical guide for more information.</p>
<p>Close [button]</p>	<p>Returns you to Main Menu.</p>

To export data sets, you must have a folder in a location on your computer where you want the data sent and stored. You must also determine the way to navigate to your folder (the path) so that you can provide this information on the 'Export Data' Form. Below are two procedures for determining the path of a particular folder.

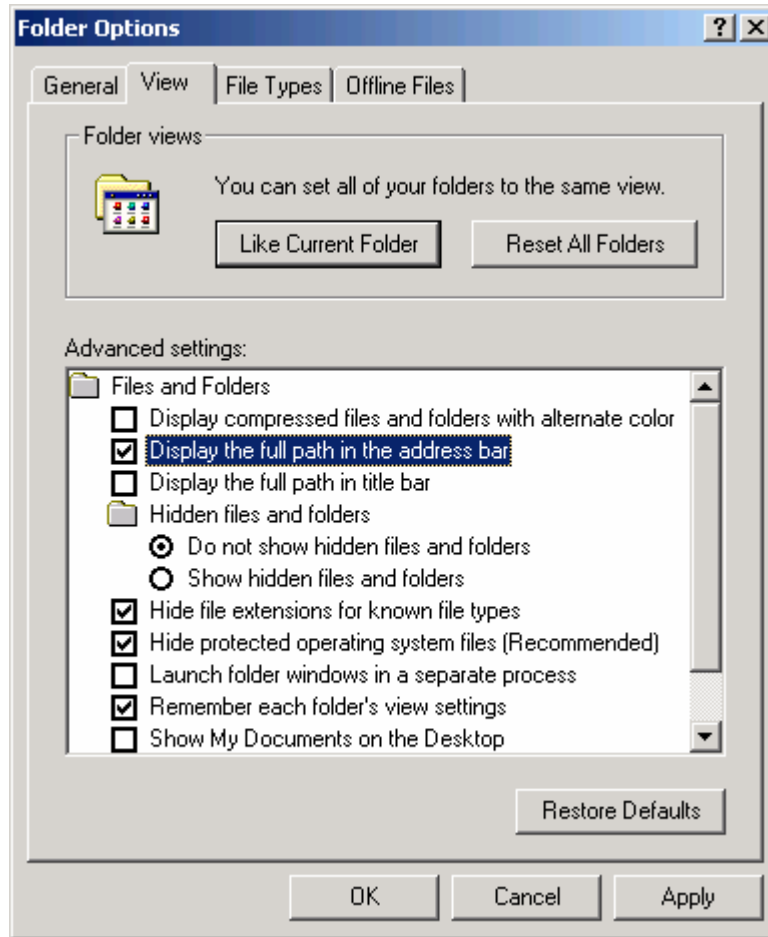
- 1.) Working from the Folder Itself
 - a. Go to the folder where you wish to have data sent and stored.
 - b. Right-Click within the folder and select 'Properties'.
 - c. In the '[Item Name] Properties' dialog box, on the 'General' tab, copy the path from the line titled 'Location.' To Copy:
 1. Use your mouse to select the text you wish to copy.
 2. Right-Click and select 'Copy.'
 - d. This is the path to this folder and can be copied and then pasted in the 'Path' field on the 'Export Data' Form. To Paste:
 1. Use your mouse to click in the field where you wish to paste text.
 2. Right-Click and select 'Paste.'



- 2.) Working in Windows Explorer
 - a. Open Windows Explorer and go to the folder where you wish to have data sent and stored.
 - b. If the path is displayed in the 'Address' bar, copy and paste to the 'Path' field on the 'Export Data' Form.



- c. If the path **is not** displayed in the 'Address' bar, go to 'Tools' and select 'Folder Options.'
- d. In the 'Folder Options' dialog box, on the 'View' tab:
 - i. Under 'Files and Folder' check the box 'Display the full path in the address bar.'
 - ii. Under 'Folder views' click the 'Like Current Folder' button
 - iii. Click 'OK'
- e. Now, when you open the desired folder in Windows Explorer, you will find the path in the 'Address' bar. This can be copied and then pasted in the 'Path' field on the 'Export Data' Form.



Advanced Export Options Form

Here is what the Advanced Export Options: Edit Export List form looks like:

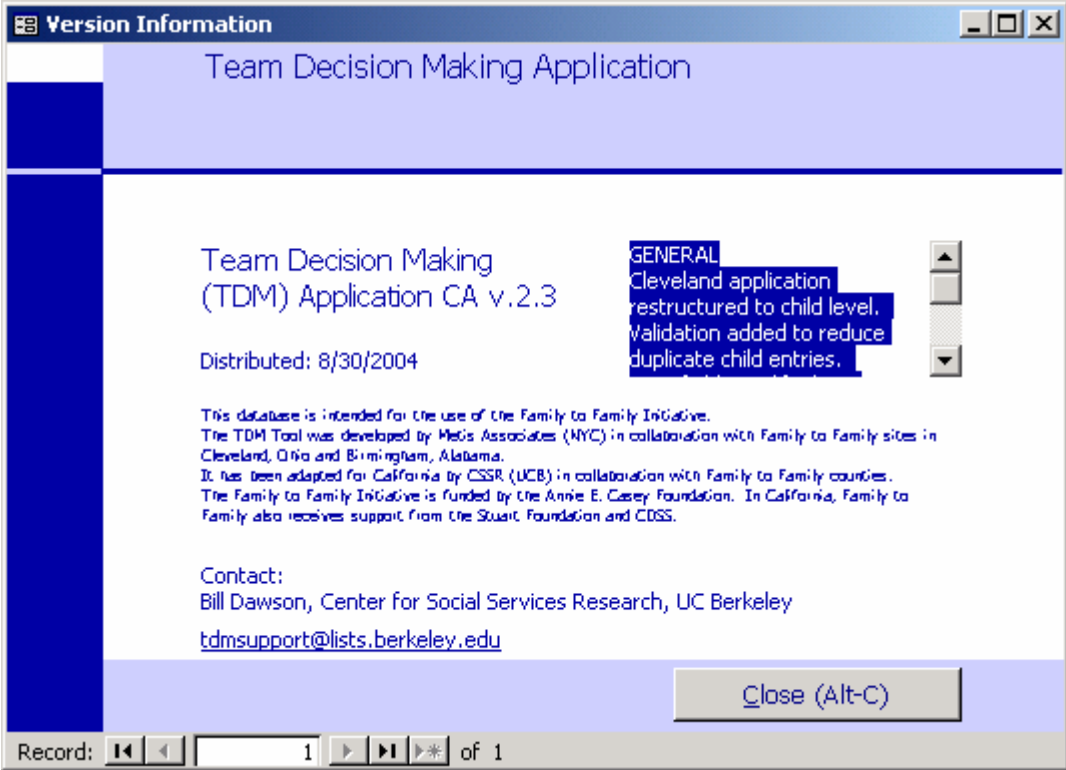
ID	Include in Export Type	Export Table or Query Name	Export Table or Query Description
1	Export for UC Berkeley	qry_010_ExportMeetChild	Meet Child information
2	Export for UC Berkeley	qry_020_ExportRefNo	Referral number information
3	Export for UC Berkeley	qry_030_Meet	Meeting information
4	Export for UC Berkeley	tblExport	Export information
5	Export for UC Berkeley	tblAgencyInfo	Agency information
6	Export for UC Berkeley	tblLUPPrsnInvlv	LookupTable_ReasonInvolved
7	Export for UC Berkeley	tblLUPImmRisk	LookupTable_ImminentRisk
8	Export for UC Berkeley	tblLUPEmrgPlc	LookupTable_EmergencyPlacement
10	Export for UC Berkeley	tblLUPPlcMv	LookupTable_PlacementMove
11	Export for UC Berkeley	tblLUPExtPlc	LookupTable_ExitPlacement
12	Export for UC Berkeley	tblLUPFacilitator	LookupTable_Facilitator
13	Export for UC Berkeley	tblLUPLocationType	LookupTable_LocationType
14	Export for UC Berkeley	tblLUPLocation	LookupTable_Location
15	Export for UC Berkeley	tblLUPRecommendation	LookupTable_Recommendation
16	Export for UC Berkeley	tblLUPRemovalCirc	LookupTable_RemovalCircumstance
16	None: Do not include in Exports	qry_030_Meet	

Item	Function
ID [automatic number]	Number automatically assigned.
Include in Export Type [list]	<p>This feature allows you to select the export(s) that you will send a particular table/query. You may select from the following exports: Export for UC Berkeley, Custom Export, All: Include in all Exports, and None: Do not include in Exports.</p> <p>Note: If you choose Export for UC Berkeley from the Main Export menu, you will automatically export the first fifteen required tables for UC Berkeley regardless of what you choose on this form. You may include additional tables/queries by selecting Export for UC Berkeley in this field for those tables/queries.</p>
Export Table or Query Name [text field]	Enter the exact name of the table or query you wish to export.
Export Table or Query Description [text field]	Enter a description or common name of the table or query you wish to export.

Version Info

Navigation: Main Menu > [Double-click on title “Team Decision Making Application”]

This form allows you to view information about the current version of TDM CA.



Access Data Entry Tips

- Use the Enter key, Tab key, or mouse to move from one field to the next field or subform window.
- Use the ctrl-Tab key combination or mouse to leave a subform window.
- For combo box fields (those with the down-pointing arrow to the right), choose one of the possible choices by clicking on the down arrow, or typing the first few letters of that choice.
- Check boxes can be checked and unchecked by hitting the space bar or single-clicking the mouse.
- Hitting the ESC key once reverses the changes to the current field. Hitting it twice reverses the changes to the entire record.
- Use the ctrl-' key combination to duplicate a field value from the same field in the previous record.
- To delete a record, click in the box to the far left of the record and hit Del.
- To delete a record with subform windows, first delete all the records in the subform windows; then delete the larger record.
- To find a particular record:
 - Click on the search field
 - Hit ctrl-F
 - Follow the instructions