

Using Access to Evaluate Programs



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Texas Juvenile Probation Commission

2008 Data Coordinators'
Conference

Topics Covered

- Setting Up a Link in Access to Caseworker
- Using Access to Determine Program Re-offense Rates
- Using Access to Determine Program Completion Rates
- Comparing Re-offense and Completion Rates

Setting Up a Link to Caseworker

- On your computer choose Control Panel and then Administrative Tools.
- Choose Data Sources and click Add.
- From the list box choose SQL Server and click Finish
- In the Name box, type in "CWUser". In the Description box type in "Caseworker database". In the Server list box, select the server that holds the Caseworker 5 database. Then click Next.

Setting Up a Link to Caseworker

- Select the option "With SQL Server authentication using a log in and password entered by the user." In the LoginID box, enter "CWUser" and in the password box enter "Report#Access". Then click Next.
- Check the Change Default Database To checkbox and select CASEWORKER5 from the list box. Then click next.
- Click Next (not changing any of the options)

Setting Up a Link to Caseworker

- Click Test Data Source. You should receive a message saying "Tests completed successfully". Click OK.
- Click OK and you should see a data source named CWUser under the User DSN tab.
- Close the ODBC Data Source Administrator Window
- Close the Administrative Tools Window

Getting Started in Access

- Open MS Access and choose New Blank database.
- Create the new database specifying name and location.
- Choose File, Get External Data and Link. By choosing Link, the data will be current at all times.
- On the next screen, choose ODBC databases from the Files of Type list box (in Access 2007 you will choose ODBC before choosing Link).

Getting Started in Access

- On the next screen, choose Machine Data Sources. Select CWUser and click OK.
- On the next screen, the Login ID should be CWUser. In the password box enter Report#Access and click OK.
- On the next screen, select all of the tables and click OK. If a box appears asking you to select Unique Record Identifier, click OK.
- You should now see a list of the tables you selected in Access on the Tables tab. If you linked to the tables, the table name will be preceded by a globe.

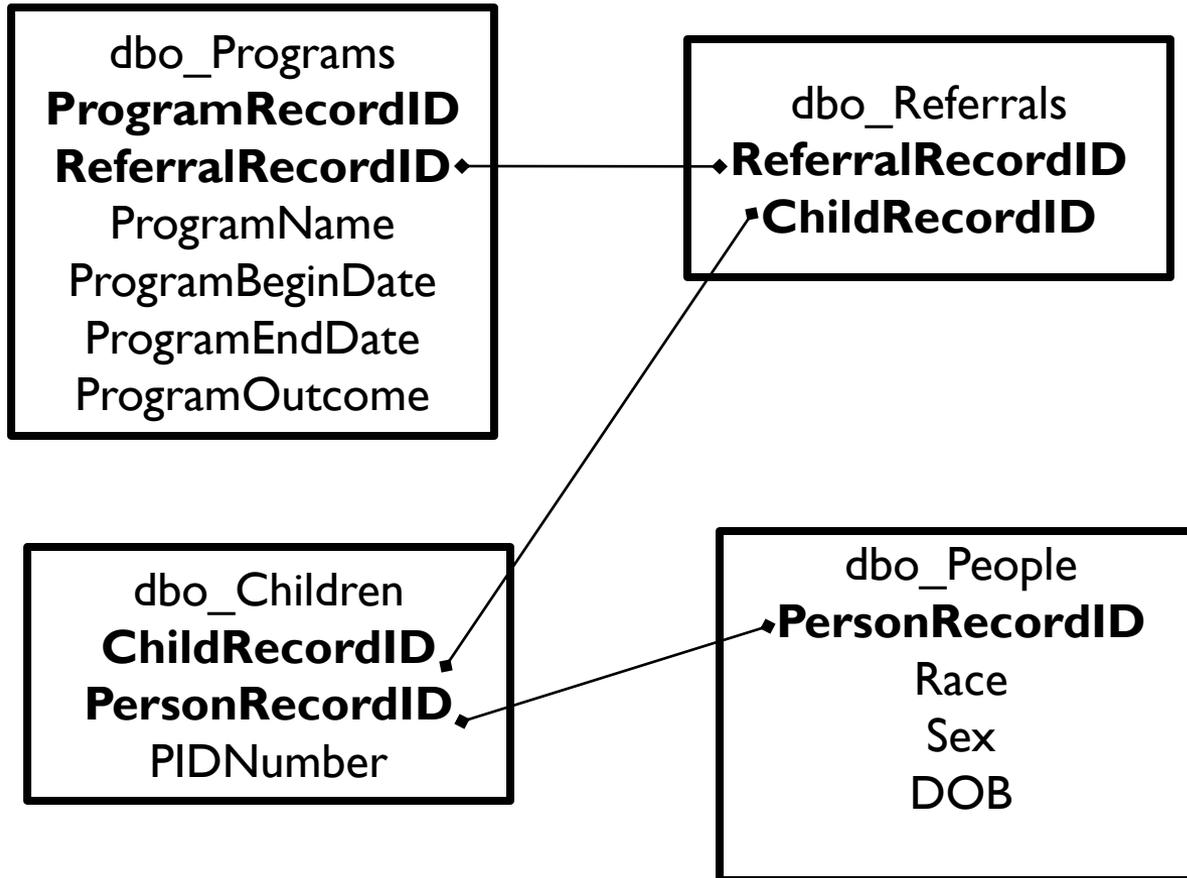
Program Re-offense Rates

- Go to the Query tab and choose new query and then query design (do not use the wizard!).
- A list of tables should appear. Choose dbo_Programs and click Add. Choose dbo_Referrals (Add), dbo_Children (Add), dbo_People (Add). Click Close.
- Join the tables together by dragging the field from one table to a field in another table that has the same name.

Joining Tables

- Join program table to referral table on referral record ID
- Join referral table to child table on child record ID
- Join child table to people table on person record ID

Joining Tables



Selecting Fields

Double click on the following fields so that they appear in the row called Field on the bottom of the query:

ProgramName

ProgramEndDate

ChildRecordID

ProgramOutcome

ProgramRecordID

Race

PIDNumber

Sex

ProgramBeginDate

DOB

Selecting the Program and Dates

- In the Criteria row under the field Program Name, type ProgramX
- In the Criteria row under ProgramBeginDate, type the following:
Between 9/1/07 and 8/31/08
- Click the Σ on the top of the page (this eliminates duplicates)

Selecting the Program

The screenshot shows the Microsoft Access Query Design view for a query named 'Query1'. The design grid is as follows:

Field	PIDNumber	PIDNumber	ProgramName	ProgramBeginDate	ProgramEndDate	ProgramOutcome	Race	Sex	DOB
Table:	dbo_Programs	dbo_Programs	dbo_Programs	dbo_Programs	dbo_Programs	dbo_Programs	dbo_Children	dbo_Children	dbo_Children
Total:	Group By	Group By	Group By	Group By	Group By	Group By	Group By	Group By	Group By
Criteria:			'Program'	Between #9/1/2007# And #8/31/2008#					
or:									

Saving the Query

- Under query types choose Make Table
- In the box Table Name type in StartingProgramXFY08
- Save the query as MakeStartingProgramXFY08
- Run the query by clicking on the red exclamation point ! and click Yes
- You now have a new table called StartingProgramXFY08
- Close the query

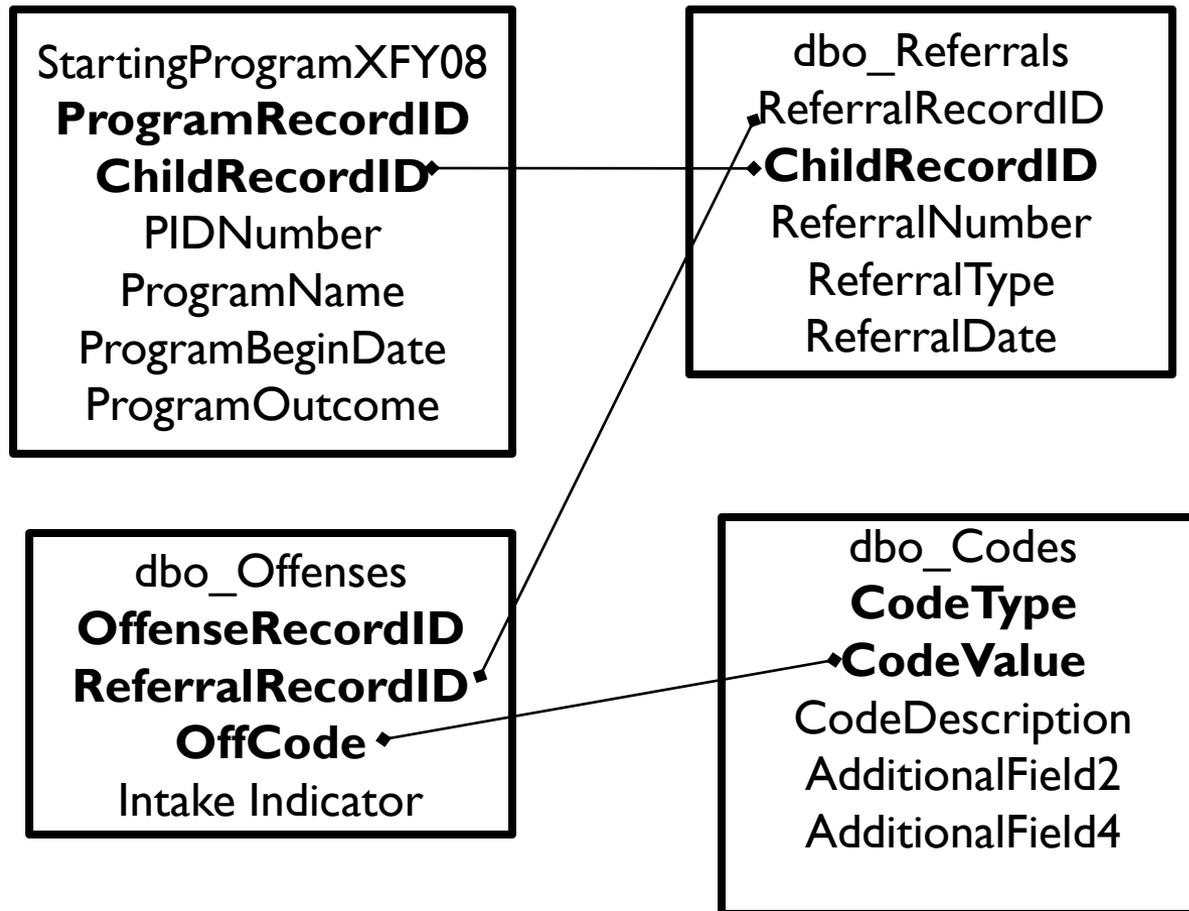
Adding a new field to the table

- Open the table StartingProgramXFY08 in design view (protractor symbol)
- Insert a new field name called Reoffense with Data Type of Text.
- Save the table and close it.

Creating the 1st Query for Re-offense

- Go to the Query tab and choose new query and then query design.
- A list of tables should appear. Choose StartingProgramXFY08 (Add), dbo_Referrals (Add), dbo_Offenses (Add), dbo_Codes (Add).
- Join StartingProgramXFY08 to dbo_Referrals on ChildRecordID
- Join dbo_Referrals to dbo_Offenses on ReferralRecordID.
- Join dbo_Offenses to dbo_Codes on Offcode from dbo_Offenses and Code Value from dbo_Codes

Joining Tables for Re-offense



Selecting Fields for Re-offense

Double click on *all* fields in StartingProgramXFY08 and the following additional fields so that they appear in the row called Field on the bottom of the query:

ReferralType

ReferralNumber

CodeType

CodeDescription

AdditionalField4

ReferralDate

Offcode

CodeValue

AdditionalField2

Intake Indicator

Choosing Criteria for Re-offense

- Click the Σ on the top of the page
- In the Criteria row under the field CodeType, type Offense
- In the Criteria row under Referral Type, type PF or FM
- In the Criteria row under Intake Indicator, type P
- Under query types choose Select
- Save the query as ReoffProgXFY08a
- Run the query by clicking on the red exclamation point ! (close the query)

Creating the 2nd Query for Re-offense

- Go to the Query tab and choose new query and then query design.
- A list of tables should appear. Click on the tab that says **Queries**, click on ReoffProgXFY08a and click Add.
- Double click on all of the fields so that they appear in the row called Field on the bottom of the query
- Click the Σ on the top of the page

Creating the 2nd Query for Re-offense

- In the row called Field go to the right until there is a blank space and type
Days: [ReferralDate]-[ProgramBeginDate]
- In the Criteria row under the field Days, type the following: between 1 and 365
- Under query types choose Select
- Save the query as ReoffProgXFY08b
- Run the query by clicking on the red exclamation point ! (close the query)

Creating the 3rd Query for Re-offense

- Go to the Query tab and choose new query and then query design.
- A list of tables should appear. Click on the tab that says **Queries**, click on ReoffProgXFY08b and click Add.
- Double click on PIDNumber, ProgramBeginDate, and AdditionalField4 so that they appear in the row called Field on the bottom of the query

Choosing Criteria for Re-offense

- Click the Σ on the top of the page
- In the Total row under the field AdditionalField4, replace Group By with Min by using the drop down box
- Under query types choose Make Table
- For table name type in ReoffProgXFY08FN
- Save the query as MakeReoffProgXFY08FN
- Run the query by clicking on the red exclamation point ! and click Yes
- You now have a new table called ReoffProgXFY08FN (close the query_

Creating the 3rd Query for Re-offense

- Go to the Query tab and choose new query and then query design.
- A list of tables should appear. Choose StartingProgramXFY08 and click Add. Choose ReoffProgXFY08FN and click Add.
- Join StartingProgramXFY08 to ReoffProgrXFY08FN on PIDNumber and ProgramBeginDate
- Under query types choose Update

Creating the 3rd Query for Re-offense

- Double click on Reoffense so that it appears in the row called Field on the bottom of the query
- In the row UpdateTo type in Yes
- Run the query by clicking on the red exclamation point ! and click Yes
- Save the query as UpdateReoffenseProgX

Creating the 4th Query for Re-offense

- In the same query, click on the table ReoffProgXFY08FN and hit the delete key and click Yes. That table should no longer be on the query.
- In the row Criteria (with the field Reoffense) type in “Is Null”
- In the row UpdateTo type in No
- Run the query by clicking on the red exclamation point ! and click Yes
- Save the query as UpdateNoReoffenseProgX

Calculating the Re-offense Rate

- Go to the Query tab and choose new query and then query design.
- A list of tables should appear. Choose StartingProgramXFY08 and click Add.
- Double click on Reoffense so that it appears in the row called Field on the bottom of the query
- Repeat the previous step so that Reoffense now appears twice on the bottom of the query
- Click the Σ on the top of the page

Calculating the Re-offense Rate

- In the Total row under the second field called Reoffense, replace Group By with Count by using the drop down box
- Run the query by clicking on the red exclamation point ! and click Yes
- Save the query as ReoffenseRateProgX
- You will now have a count records of Reoffense Yes and Reoffense No
- The re-offense rate is the #of records Yes divided by the total number of records

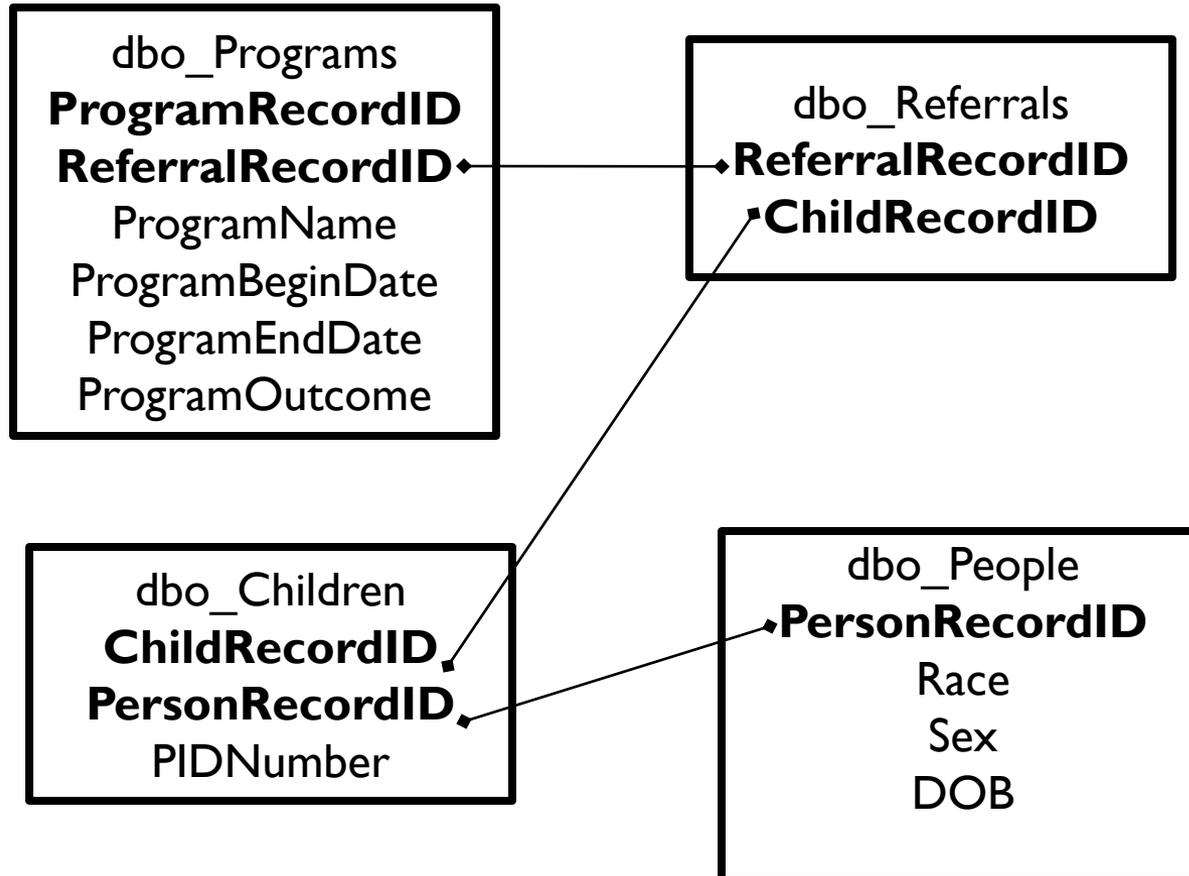
Completion Rates

- Go to the Query tab and choose new query and then query design (do not use the wizard!).
- A list of tables should appear. Choose dbo_Programs and click Add. Choose dbo_Referrals (Add), dbo_Children (Add), dbo_People (Add). Click Close.
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Joining Tables

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Selecting Fields

Double click on the following fields so that they appear in the row called Field on the bottom of the query:

ProgramName

ProgramEndDate

ChildRecordID

ProgramOutcome

ProgramRecordID

Race

PIDNumber

Sex

ProgramBeginDate

DOB

Selecting the Program and Dates

- In the Criteria row under the field Program Name, type ProgramX
- In the Criteria row under ProgramEndDate, type the following:
Between 9/1/07 and 8/31/08
- Click the Σ on the top of the page (this eliminates duplicates)

Saving the Query

- Under query types choose Make Table
- For Table Name type in EndingProgramXFY08
- Save the query as MakeEndingProgramXFY08
- Run the query by clicking on the red exclamation point ! and click Yes
- You now have a new table called EndingProgramXFY08

Calculating the Completion Rate

- Go to the Query tab and choose new query and then query design.
- A list of tables should appear. Choose EndingProgramXFY08 and click Add.
- Double click on ProgramOutcome so that it appears in the row called Field on the bottom of the query
- Repeat the previous step so that ProgramOutcome now appears twice on the bottom of the query
- Click the Σ on the top of the page

Calculating the Completion Rate

- In the Total row under the second field called ProgramOutcome, replace Group By with Count by using the drop down box
- Run the query by clicking on the red exclamation point ! and click Yes
- Save the query as CompletionRateProgX
- You will now have a count records of ProgramOutcome S and ProgramOutcome B, D, F, J, U, and X
- The completion rate is the #of records S divided by the total number of records

Calculating the Re-offense Rate of Juveniles who Completed the Program

- Go to the Query tab and choose new query and then query design.
- A list of tables should appear. Choose StartingProgramXFY08 and click Add.
- Double click on ProgramOutcome
- Double click on Reoffense so that it appears in the row called Field on the bottom of the query
- Repeat the previous step so that Reoffense now appears twice on the bottom of the query

Calculating the Re-offense Rate of Juveniles who Completed the Program

- Click the Σ on the top of the page
- In the Total row under the second field called Reoffense, replace Group By with Count by using the drop down box
- Run the query by clicking on the red exclamation point ! and click Yes
- Save the query as ReoffenseCompletionRateProgX
- You will now have a count records of Reoffense Yes and Reoffense No according to whether they completed the program

For More Information

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