



HOW TO CLEAN YOUR CAFAS[®] DATABASE

and other useful
instructions

V1.3



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How to Clean Up Your CAFAS Database

STEP 1 : Export your CAFAS data.

The first thing you have in mind when you think about cleaning up your CAFAS data is to be able to obtain a file which you can manipulate by sorting or filtering variables so you will find the typical mistakes that are usually the cause of “dirty data”. So the first step is to export your data in a format that you can work with.

CREATING A FILTER

This section is applicable to all those who are using CAFAS export for the first time or where the filter needs to be updated (variables need to be added or removed). If you already have the filter created (correctly) go to the next section (USING A FILTER TO EXPORT DATA).

1. Click on the **Start** button. Select **Programs, CAFAS,** and then **CAFAS Export.** The Main-CAFAS Export window will appear.¹
2. Once you have accessed the Export window, click on the green cross and funnel icon, on the Commands Menu. This will activate the **Select Agency/Site** window.
3. In the Agency/Site box, enter **admin.**
4. Enter your administrator password (if you have not changed the default password, enter **admin** in the password box).
5. Click **OK.**
6. The **CAFAS Export Query Filter** window will appear.
7. Select the following options:
 - In the **Case Status** box in the top left-hand corner, select **Both** (if not selected).
 - In the **Admission Date** box, enter the dates² according to the schedule listed below in mm/dd/yyyy format:
 - In the bottom **Agency/Site** box, select all sites containing client files (take care not to include your Junk and Training sites).



¹ If you do not have this feature it means that the CAFAS Export module was not installed on your computer. In this situation contact your system administrator.

- In the top right-hand corner, click on **All Matching Cases**.

The Export Query Filter window will close and a Filter line will appear in the open white box in the CAFAS Export window.

8. Select your variables (variables refer to the information on a client):

- You will notice that the boxes to the left of the turquoise and white lines contain X's indicating that the variables have been default selected.



on

- Deselect all variables by clicking on the icon with the black box beside three red lines on the taskbar. The boxes will empty, allowing you to pick and choose the variables you want to export.

- Select the following variables by clicking on the selection box (once a variable has been selected, an X will appear) :

Of the Case Information variables, select all variables that you want to have a look on. We will try to keep them to a minimum and have different exports created for different purposes. Here it is a sample of the variables that you might want to consider:

- StatusIsOpen
- Last Name
- First Name
- MRN orSSN³
- Birthdate
- AdmissionDate

- Of the Rating Period Information variables, select:

- Administration
- AssessmentDate
- All Rating variables (RatingSchool through RatingSurSupport)

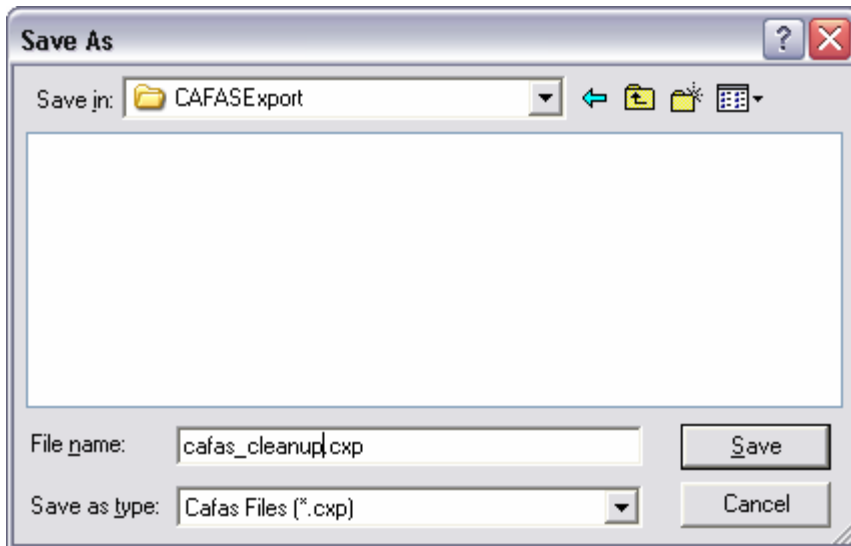
- Of the Case Information variables that follow, select the following:

- Agency
- SiteName
- Sex
- All 7 Closed variables (ClosedDate etc.)
- DaysSinceAdmitted
- DaysSinceLastCAFAS

9. Save these export details as something like “CAFAS Clean-up Export” for use on future occasions. For this, click on the button resembling a diskette and type in the name of the file in the Save As window. Please Save in a folder that is familiar to you (My

³ The Client Identification Number.

Documents or a new directory that you can create especially for this purpose) so you can later retrieve the exported files which will be generated in the same folder.



10. Export your data by clicking on the thunderbolt icon on the taskbar.

11. An **Exported Files** dialogue box will appear, stating that your files have been exported successfully to your computer. Click OK.

Note!

- Pay attention to the message that tells you where the current export files are saved.
- files will be saved in the same location as the filter.

12. When you go the location mentioned above, you will see that 3 export files have been created:

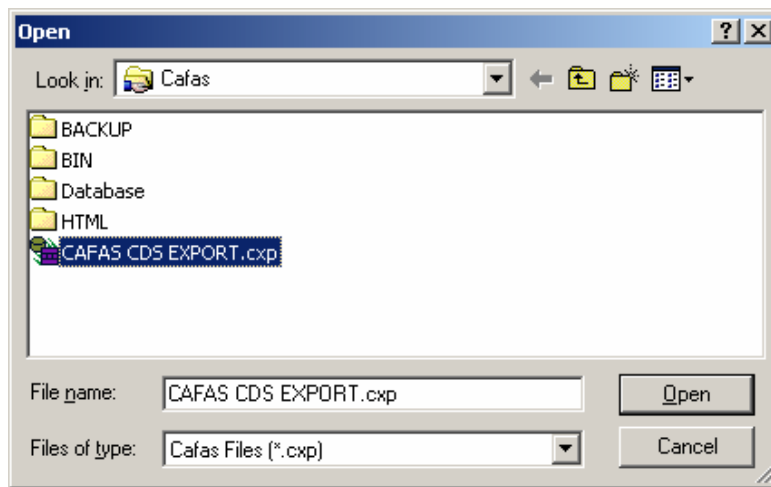
- Stats.csv
- Stats.sps
- Stats_for_Excel.csv

The file that you will most likely use is the last one.

USING A FILTER TO EXPORT DATA

This section is applicable to all those who have correctly created the filter in the past but they want to update the export .

- A. Click on the **Start** button. Select **Programs**, **CAFAS**, and then **CAFAS Export**. The Main-CAFAS Export window will appear.⁴
- B. Choose **File > Open** and then browse until you find the filter file that was created previously. The file has the extension .cxp (as shown in the image below).



- C. Select the file, and click on **Open**. The filter will be displayed in the white **Filters** window.
- D. Select the filter (the text in the filter window starting with: Filter: Status="All", Agency ="... etc)
- E. Click the **Edit Filter** Button



⁴ If you do not have this feature it means that the CAFAS Export module was not installed on your computer. In this situation contact your system administrator

Filters:

Filter: Status="ALL", Agency="Denice", SiteName="Denice", Agency="FAS", SiteName="FAS"

Include Research data using password Enter Password...

Include All Goal and Strength Variables

Include Relational Data Files

Variables/Columns:

	Table	Column
<input type="checkbox"/>	CaseInformation	StatusIsOpen
<input type="checkbox"/>	CaseInformation	LastName
<input type="checkbox"/>	CaseInformation	FirstName
<input checked="" type="checkbox"/>	CaseInformation	MRNorSSN
<input type="checkbox"/>	CaseInformation	MRNorSSN2
<input checked="" type="checkbox"/>	CaseInformation	Birthdate
<input checked="" type="checkbox"/>	CaseInformation	AdmissionDate
<input checked="" type="checkbox"/>	RatingPeriodInformation	Administration
<input checked="" type="checkbox"/>	RatingPeriodInformation	AssessmentDate

1 Filter your data. Use the filter commands.

2 Indicate any special data that you would like exported. You will always receive a flat file.

3 Indicate the fields to export. Use the and commands to help.

- F. At this point you will be required to enter the username and the password. In the Agency/Site box, enter **admin**. Enter your administrator password. (If you have not changed the default password, enter **admin** in the password box).

Select Agency/Site

Please select the same agency/site that you use to log-on to the main CAFAS program and enter the corresponding password. Any export filters created will be limited to data for the selected agency/site.

Administrators should review the Installation Administration documentation for administrative log-on requirements and capabilities.

Agency/Site:

Password:

NOTE: If the entered password is invalid or this dialog is canceled, the command will not be executed.

OK
Cancel

G. Select the following filters:

- In the Case Status box in the top left-hand corner, select **Both**.
- In the **Admission Date** box, enter the dates according to your observation date interval.
- In the bottom Agency/Site box, select all (or some) sites containing client files (take care not to include your Junk and Training sites).
- In the top right-hand corner, click on **All Matching Cases**.

H. Export your data by clicking on the thunderbolt icon on the taskbar

I. An **Exported Files** dialogue box will appear, stating that your files have been exported successfully to a certain location on your computer. Click OK.

Note!

- Be sure that you will not send files from an old location. Please take note of the message that tells you where the current export files are saved.
- If you have used the filter option, your files will be saved in the same location as the filter.
- When you go the location mentioned above, you will see that 3 export files have been created
 - Stats.csv
 - Stats.sps
 - Stats_for_Excel.csv

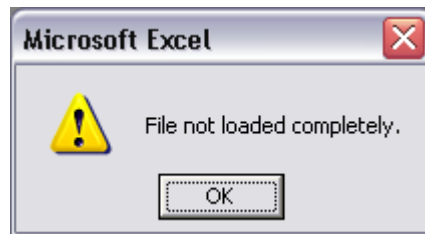
The file that you will most likely use is the last one.

STEP 2 : Access Stats_for_Excel file in your CAFAS Program Files or wherever you are saving the files.



Save this file it with another name or in other location for ongoing use.

When you will open Stats_for_Excel.csv, in most of the cases you will see the following message:



Most of the time the data that you obtained in the Comma Separated Value (.csv) contain more variables (columns) than what MS Excel can hold. This message is to let you know that not all variables were loaded, but only the first 256. This amount is sufficient for our purpose, since the most important variables are part required in a standard export are among he first 256.

Press OK on the dialog box and continue.

STEP 3 : Check for duplicate client files.

1. With your Excel spreadsheet open, click your cursor on the top left-hand field, A1, **StlOpen**. Then hold down the Ctrl button while pressing the A key. This will select all data in the spreadsheet allowing you to sort the data selectively.
2. Click on the **Data** tab on the Menu bar at the top of the screen. A drop down menu will appear.
3. Click on **Sort**.
4. In the **Sort** box, select the **MRNorSSN** in the **Sort by field**. Be sure that **Ascending** and **Header Row** are both selected. Click **OK**.
5. Your data will now sort by **Client ID**. It may be helpful at this point to print off pages of your spreadsheet which contain client IDs.
6. Run your eye down the **MRNorSSN** column and identify clients that have been entered into CAFAS software more than once.
7. Check to see which of the duplicate client fields contain important information. This can be done two ways: a) by running your eye across the columns on your screen or b) by accessing individual clients fields in the CAFAS software.
8. Select which client file you will retain for that particular client and copy into it all of the needed information you wish to retain from client file that you are going to discard.
9. Discard the duplicate client file by moving the file into your Trash or Junk site. Use the administration functions accessed through the Start/Programs. **Cafas/Installation Administration** path for this purpose.
10. Click on **Move Cases**. Select the case to be disregarded and move it into your Junk site.



”What if I want to include client names into the Excel file?”

A: You can create a separate export filter where to include the names of the clients. You can do the sorting described above with the new **Stats_for_Excel** file. Use Sort by Last Name and then by **FrstName** as seen in the image below:



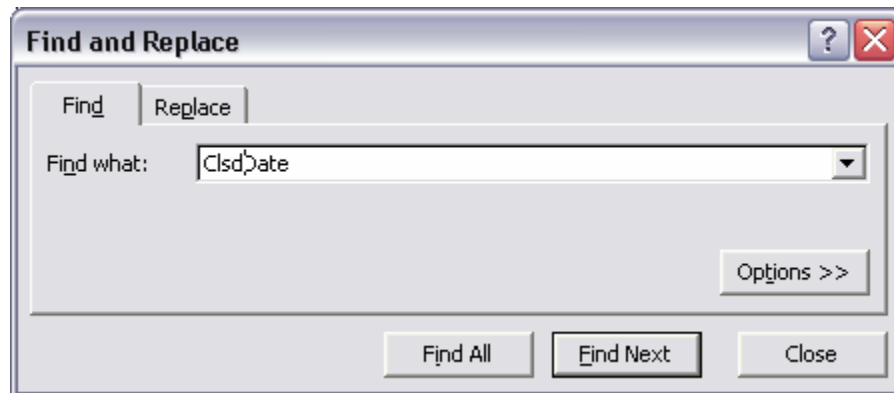
If you will make an export with a filter that includes all variables, you will not be able to visualise in MS Excel more that 256 columns so the information about T14 (Exit Cafas) will not be displayed.

STEP 4 : Check all dates.

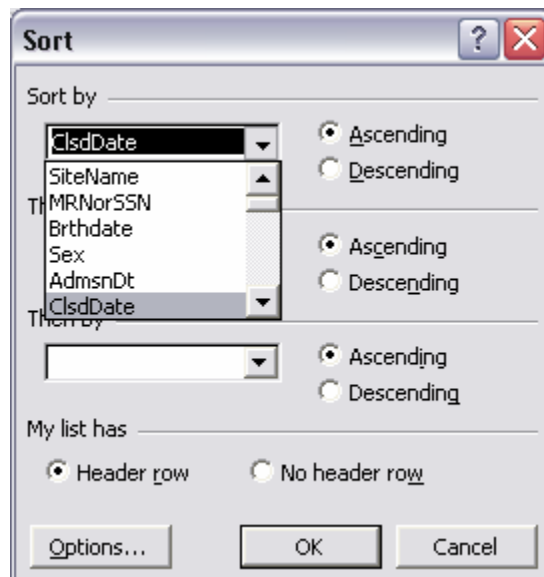
1. Check dates to see if they are reasonable (eg. Nothing in 2010, no children aged 44 etc.) or not missing. In particular, check all:
 - Admission Dates (**AdmsnDt**)
 - Birth Dates (**Brthdate**)
 - Evaluation Dates(**AmntDtT1** for T1, **AntDtT14** for T14)
 - Closed Dates (**ClsdDate**)



Tip: For easy access of the variables or any other information on the Excel Spreadsheet click somewhere on the spreadsheet and hold Ctrl Key while you press F. The **Ctrl+F** combination will bring the Find and Replace Dialog Box on the screen. Type in the name if the variable you wish to find and the active cell will be positioned on the field we are looking for and choose **F**ind Next.



Tip: To have a better look of each individual dates the best way is to sort by each of the fields you are looking for. That means that you have to repeat the sorting procedure mentioned above for each variable.



Tip: You can always go back to the beginning of the spreadsheet (cell A1) by holding **Ctrl + Home** combination keys.

2. Check that the format of dates is consistent, ie. mm/dd/yyyy.
3. Select those dates that are obviously incorrect or suspicious. (Highlighting them on the printed hard copy of your Excel file will be helpful.)
4. Identify clients with problem dates.
5. Identify clients without dates.

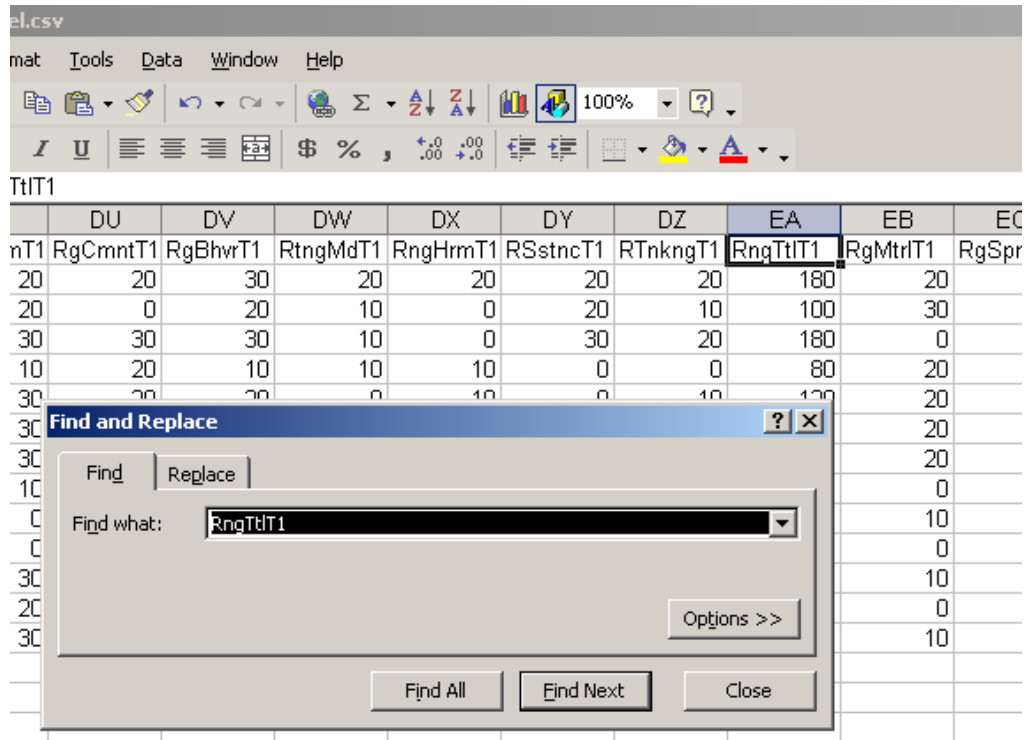


Tip: After sorting a column, the clear cells (missing data) are displayed at the end of the list. If you have a large list, the missing data will be out of view. An easy way to find it is to click anywhere in the column you are auditing and holding the Ctrl, press the Arrow Down key. This action will take you to the last cell above an empty cell.

6. Go to individual case files in the CAFAS software and correct the dates.

STEP 5 : Check for missing CAFAS evaluation data.

1. All CAFAS ratings should have, at least, an admission date and a T1 evaluation date (best practices: these dates will be the same). The variable that identifies the total score for T1 is **RngTtIT1**. Use **CTRL+F** to bring the Find and Replace Window and look for this variable.



2. All CAFAS ratings should have a score for each of the 8 Client subscales and at least one set of Caregiver subscales at T1 or CAFAS Entry (ie. Entry into active service).
3. Where subscale scores are missing, have the clinician rate the subscale and then enter the rating into the client's CAFAS entry.



” I am scrolling down the page but I lost the variables name. What should I do?”

A: If you have more than 50 cases scrolling down the page you can get confused and lost between numbers without any meaning. Before you start looking for variables on the rows which are not visible on the default screen try to “Freeze the Panes”. This feature will keep the heading of all variables visible all the time.

- Click on Cell A2
 - Go to the Menu Bar and select Freeze Panes
 - Move your cursor up and down
4. Check to see if any clients have T2 evaluations. If yes, the T2 needs to be changed to a T3 (a 3-month progress CAFAS evaluation), aT14 (Exit CAFAS), or another T-evaluation time that is reflective of the time period since T1. T-evaluations are easily changed by accessing a particular evaluation within the client's file.



You cannot see T2 evaluations in the Excel file. T-evaluations are easily changed by accessing a particular evaluation within the client's file.

5. Check to see that all clients who have left service and qualify for a T14 (ie. received treatment for 4 weeks or longer) have had an exit CAFAS completed.
6. Check to see that clients who have had a T14 evaluation have scores entered for all **8 Client Subscales** and at least one set of **Caregiver subscales**.

The variables for the 8 scales are:

Subscale	T1	T14
SCHOOL	RgSchIT1	RSchIT14
HOME	RtngHmT1	RngHmT14
COMMUNITY	RgCmntT1	RCmntT14
BEHAVIOUR	RgBhvrT1	RBhvrT14
MOODS/EMOTIONS	RtngMdT1	RngMdT14
SELF HARM	RngHrmT1	RgHrmT14
SUBSTANCE USE	RSstncT1	RStncT14
THINKING	RTnkngT1	RTkngT14
Total Score	RngTtIT1	RgTtIT14

The variables related to Caregiver Information are:

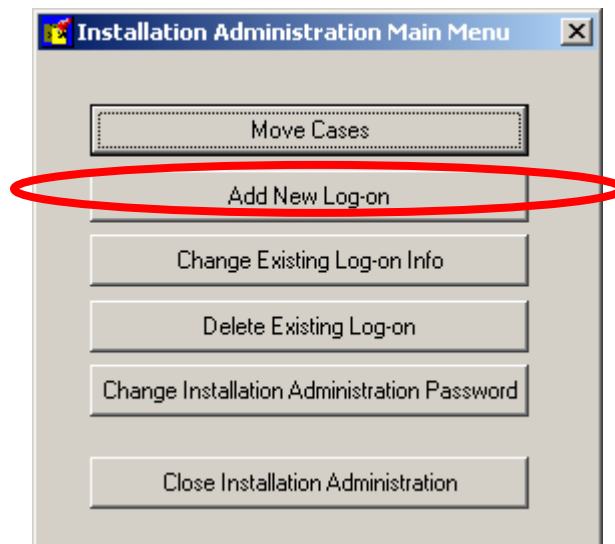
Subscale	Type	T1	T14
FAMILY SOCIAL SUPPORT	Primary Family	RgSprtT1	RSprtT14
	Non-Custodial Caregiver	RNCSrtT1	RNCStT14
	Surrogate caregiver	RSSprtT1	RSSrtT14

MATERIAL NEEDS	Primary Family	RgMtrIT1	RMtrIT14
	Non-Custodial Caregiver	RNCMrIT1	RNCMIT14
	Surrogate caregiver	RSMtrIT1	RSMrIT14

7. Check to see that all clients who have had a T14 evaluation (exit from service) completed, also have their CAFAS file electronically closed (If variable **StIOpen** is 0 in the Excel file, the file is closed).
8. Enter any missing data in the individual Client files in the CAFAS software.

STEP 6 : Create a Junk or Trash log-on within CAFAS software.

Because CAFAS client files cannot be deleted, you need to move spoiled or junk cases into a log-on that is separate from your main agency database. You can do that through the CAFAS Installation Administration Module.



1. Go to Start/Programs/Cafas/Cafas Installation Administration
2. Choose Add/New Log-on
3. Create the Junk Agency

Dialog box titled "Add New Log-on" with the following fields and values:

Agency:	Junk
Site Name:	Trash
Password:	*****
Confirm Password:	*****

Buttons: OK, Cancel

Updated by Cristina Vlad : Thursday, 19 February 2009