



FAQ: CSBG IS Survey FY 2013 Microsoft Access Database

1. My Diagnostic section for Sections E-G: General Issues is pulling numbers wrong! What's going on?

A: We have discovered an error in the Diagnostic Report for Sections E-G: General Issues. In Section G, the total number of families reported in Items 12, 13, 14, 15, and 16 should not exceed the total unduplicated number of families reported in Item 5. The logic to make this comparison is built into the Diagnostic Report and is functioning properly. However, when an issue is flagged, the accompanying message incorrectly displays the data for the total unduplicated number of Individuals served, instead of Families. You will see the following: "Family Size Total: XX,XXX Individuals Served: XX,XXX"

Please note that the numbers that are being pulled are not correct but the item in question has been flagged correctly as a potential error or issue. Please do go back and review items that may be flagged in Section E-G: General Issues

For example, if you had the follow data in Section G:

3. Total unduplicated number of persons about whom one or more characteristics were obtained:	<input type="text" value="5,000"/>
4. Total unduplicated number of persons about whom no characteristics were obtained:	<input type="text"/>
5. Total unduplicated number of families about whom one or more characteristics were obtained:	<input type="text" value="2,000"/>
6. Total unduplicated number of families about whom no characteristics were obtained:	<input type="text"/>

7. Gender	NUMBER OF PERSONS*	13. Family Size	NUMBER OF FAMILIES***
a. Male	<input type="text"/>	a. One	<input type="text" value="3,000"/>
b. Female	<input type="text"/>	b. Two	<input type="text"/>
TOTAL*	<input type="text" value="0"/>	c. Three	<input type="text"/>
		d. Four	<input type="text"/>
8. Age	NUMBER OF PERSONS*	e. Five	<input type="text"/>
a. 0 - 5	<input type="text"/>	f. Six	<input type="text"/>
b. 6 - 11	<input type="text"/>	g. Seven	<input type="text"/>
c. 12 - 17	<input type="text"/>	h. Eight or more	<input type="text"/>
d. 18 - 23	<input type="text"/>	TOTAL***	<input type="text" value="3,000"/>
e. 24 - 44	<input type="text"/>		
f. 45 - 54	<input type="text"/>	14. Source of Family Income	NUMBER OF FAMILIES***
g. 55 - 69	<input type="text"/>	a. Unduplicated # Families Reporting	<input type="text"/>
h. 70 +	<input type="text"/>	One or More Sources of Income	

Item 13 will be correctly flagged by the Section E-G: General Issues Diagnostic Report logic because it is greater than Item 5. However, the text that shows up in the Diagnostic Report will incorrectly say: Item 13 Family Size Total: 3,000 Individuals Served: 5,000, as shown in the screen shot below.

Section G:

- This agency reported a higher total in #13 Family Size than #5 Total unduplicated number of families about whom one or more characteristics were obtained.

Family Size Total: Individuals Served: 5,000

Please use the comment boxes to provide an explanation for the above issues

2. Q: I keep getting an error message when I try to enter comments and the database stops functioning, so I have to quit. What do I do?

A: The database doesn't currently allow you to enter comments for an agency until there is data entered in the form for that specific section or NPI. Please fill out the form completely with all the data you wish to enter. Then, if you want to enter notes or comment regarding this data, you will need to click off the data entry form and then return to it before entering your comments. If you do not click out of the current page where you have entered data before attempting to enter a comment, the Database will freeze and the information will not save. If an agency has no data to report but you would like to enter a comment or a note, you can enter a zero in any data box in the specific section or NPI and move off the form to a different section or menu. Returning to the data entry form will then allow you to enter a comment.

3. Q: When the CSBG IS Survey database requests comment on "significant changes" in data from year to year, what is a "significant change"?

A: We generally recommend a comment for variances over 99% and the database itself will flag variances between a +300% and -75% change between years. However, when the numbers are very small this is a less helpful guideline so you can use your discretion in those situations.

4. Q: Why is my Section A-C State data not showing up in the A-C comparison screen?

A: We are aware of the issue and are working on resolving it. For now, your 2013 State-level data will show up in the data entry screens, and the printable summaries, and as soon as we have updated the database, we will alert the membership.

5. Q: The Section B Eligible Entities List asks me for the FY 2012 Regular CSBG Allocation and the FY2012 Discretionary CSBG Allocation – why?

A: This is an oversight on our part. Those dates should be FY 2013. As noted in Question 11, the FY2013 Regular CSBG Allocation and the FY2013 Discretionary CSBG Allocation are blank and must be filled in manually. We will make this small change when we receive your database on March 31, 2014.

6. Q: When is my database due to NASCSP?

A: The database must be submitted to NASCSP no later than March 31, 2014.

7. Q: Which parts of the Section B Eligible Entities List are pre-filled and which parts are blank?

A: The Agency name, Acronym, and Address are prefilled. You can edit any of this information if it has changed since last reported. The DUNS number, Agency Type, the checkbox noting if the agency in question is also a CAA, the checkbox noting if the agency in question is no longer being reported, the FY2013 Regular CSBG Allocation and the FY2013 Discretionary CSBG Allocation are all blank and must be filled in manually.

8. Q: When I open the database and see a yellow strip asking me to enable content, what should I do?

A: Click "Enable Content".

9. Q: Is it possible to edit the State Contact Information after initially entering it?

A: No, you cannot edit the information after entering it. Please enter carefully. If corrections are necessary, please notify your NASCSP CSBG Regional Specialist when you submit the database.

10. Q: Does the Database support multiple users?

A: No, only one person can use the database at a time. This is a limitation of Access and not decided by NASCSP.

11. Q: How do I ensure that the data I've entered is saved in the Database?

A: The Database will automatically save the data entered. In order to make sure the information you've entered is saved, we recommend you click to a new tab or move to a new form before closing the Database.

12. Q: Is there a PDF or Word version of the T/TA Survey available?

A: You can print preview and print a blank copy of the T/TA Survey. Go to the "Main Menu", click on "Print/Preview Reports", click on "Print Sections A-G Reports Menu", locate the "Preview T/TA Survey" button on the bottom right and open a blank copy before entering data into the actual survey.

13. Q: What is the difference between the gray and white boxes in the data entry forms?

A: The gray boxes are automatically calculated or prefilled and the white boxes require you to manually enter in data.

14. Q: Why are some screens green and others blue?

A: The blue screens are data entry forms, and the green screens are data comparison forms. You cannot edit data in the green comparison forms, only the blue data entry forms.

15. Q: What version of Access is used for this database?

A: The database should be backwards compatible and work in Access 2003 and 2007, but it was built using Access 2010, the version that NASCSP has.

16. Q: Will entering a 0 (zero) in one of the NPIs to add a comment populate that agency in the total number of agencies reporting (in the agency breakdown reports, for example)?

A: In this database we attempted to restrict counting in the Reports to only agencies reporting data greater than zero. If you find any inconsistencies, please let us know.

17. Q: What is the FY2013 measure of CSBG eligible entity administrative efficiency per HHS guidelines?

A: 16% [http://www.acf.hhs.gov/sites/default/files/assets/FY2013_Congressional_Justification.pdf, pg192]

18. Q: Do I have the ability to print the Comparison Analysis Screen?

A: Yes, this capacity is built into the Database this year. To print, go to the “Main Menu”, click on “Print/Preview Reports”, and select the information or reports you want to print.

19. Q: In Section G, Item 11, does the database expect the sum of NO and YES to be equal to the total number of customers served? If so, how do you account for people who did not report Health Insurance status, or whose status is unknown or was not collected?

A: Section G does not require the totals to be equal to the number of individuals served, but it should not be greater than it. It only turns red if it's greater than the total number of individuals served, per Items 3+4.

20. Q: Do the comments I enter in the blue data entry forms transfer automatically into the comments section in the green data comparison screen and vice versa?

A: Yes.

21. Q: Where can I find a list of all the issues that the preliminary data cleaning report checks?

A: The document can be downloaded via the link included in the database under the “Resources” button.