FAQ: CSBG IS Survey FY 2014 Microsoft Access Database

Q: When I open the database and see a yellow strip asking me to enable content, what should I do?
A: Click "Enable Content".

Q: Why are the CFDA numbers turning red in Section F Other HHS?
A: This is a known issue and an error in the formula of that section of the database. It was deemed not critical enough to revise and resend the database. If you have the CFDA, the name of the grant, and the funding amount in the section, the red flag is an error.

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.

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.

Q: When is my database due to NASCSP?
A: The database must be submitted to NASCSP no later than March 31, 2014.

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 FY2014 Regular CSBG Allocation and the FY2014 Discretionary CSBG Allocation are all blank and must be filled in manually. Information from this form is pulled into other parts of Section B, so we encourage you to fill out the Eligible Entity List first.

Q: What is this checkbox that says CAA?
A: The checkbox noting if the agency in question is also a CAA is a critical part of the Section B Eligible Entities List! Please make sure you check this box if you have selected something other than "Private CAA" – we use this data to make sure our numbers are unduplicated for a final count and to make sure the data that shows up in your Section B pre-filled agency information section is correct. So, for example, if you have selected "Local Government" from the drop down above, and the agency is ALSO a CAA, check the box. If it is a non-CAA entity, don't check the box.

Q: What is the difference between Section G #12 Family Type and #13 Family Size?
A: Question 12 asks for the type of family while question 13 asks for the specific number of people in the families served. Please note that commonly, the same number would be reported in #12d. Single Person and

again in #13a. Family Size One. Though these two items overlap between Questions 12 and 13, the remaining elements of Questions 12 and 13 do not and ask about different features of a family. The type of family (such as single parent, two parent, etc.) would be reported in #12 and the total number of members in a family would be marked in #13. Just like the rest of Section G, we know each agency may not collect all demographic items from each person or family. Thus, the totals for #12 and #13 can match, but they are not required to be exactly the same.

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 contact NASCSP.

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.

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.

Q: Is there a PDF or Word version of the T/TA Survey available?
A: You can print a blank copy of the *Training and Technical Assistance Survey* to gather the information you need before you start to fill it out. To find this blank copy from the Main Menu, click on "View/Print Reports" and then click "View Reports for Sections A-G." The print T/TA survey is on the bottom of the "Print Sections A-G Reports Menu" outlined in a black box. You can also print out a completed copy of the T/TA survey from this same location. As a reminder, the first half of the T/TA survey addresses the T/TA needs of your Eligible Entities, and the second half of the survey asks about the T/TA needs of the State office and staff.

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.

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.

Q: What version of Access is used for this database?
A: The database should be backwards compatible and work in Access 2003, 2007, and 2010.

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.

Q: What is the FY2014 measure of CSBG eligible entity administrative efficiency per HHS guidelines?
A: 16% [http://www.acf.hhs.gov/sites/default/files/olab/fy_2014_cj_final_web_4_25_13.pdf pg192]

Q: Do I have the ability to print the Comparison Analysis Screen?
A: Yes, this capacity is built into the Database. To print, go to the "Main Menu", click on "Print/Preview Reports", and select the information or reports you want to print.

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.

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.