

The Wisconsin Trauma and Recovery Database

Add a client

10 steps

Page 2

Add data – baseline and monthly

5 & 10 steps

Page 4

Running a report

4 steps

Page 14

Running a report – supervisors

4 steps

Page 15

Tour of database homepage aka Desktop

Page 16

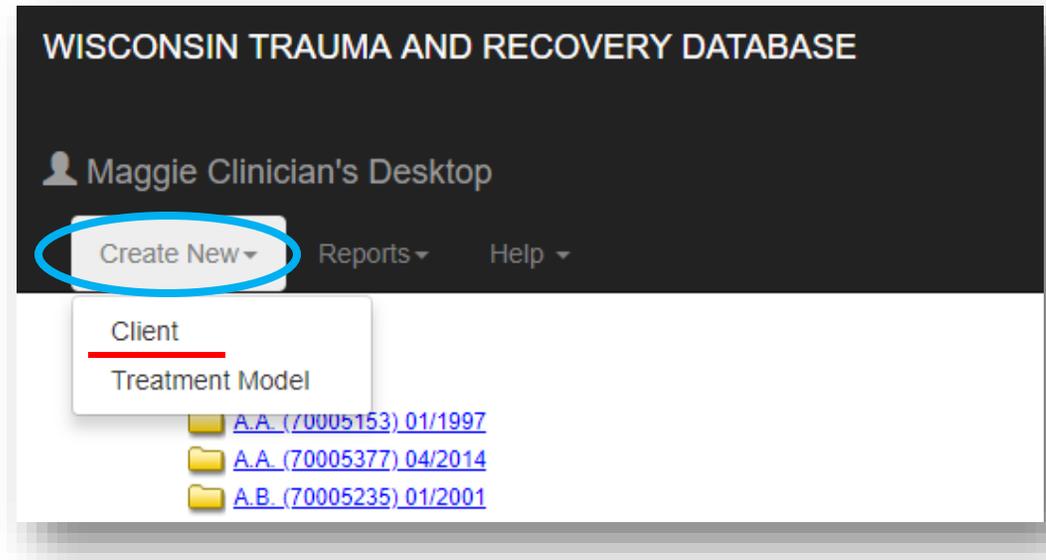
How to add a client

10 steps

Directions

1. Click **Create New** in the upper left corner of the database homepage (circled in blue)
2. Click on **Client** (underlined in red)
3. Fill in client information (image below)
4. Don't forget to **Save** (circled in purple)!

Continued on next page...



WISCONSIN TRAUMA AND RECOVERY DATABASE

| Client | | | |
|----------------------------|--|----------------------------------|--|
| Client ID: | | NOMS ID: | <input type="text"/> Details |
| First Initial: | <input type="text" value="A"/> | Last Initial: | <input type="text" value="M"/> |
| Gender: | <input type="text" value="Female"/> | Birth Date MM/YYYY: | <input type="text" value="12/1989"/> |
| Primary Race: | <input type="text" value="Hispanic/Latino"/> | | |
| County/Tribe of Residence: | <input type="text" value="Brown"/> | | Details |
| Clinician Assignment | | | |
| Clinician Assigned: | Clinician, Maggie | Search Clinician | Remove |

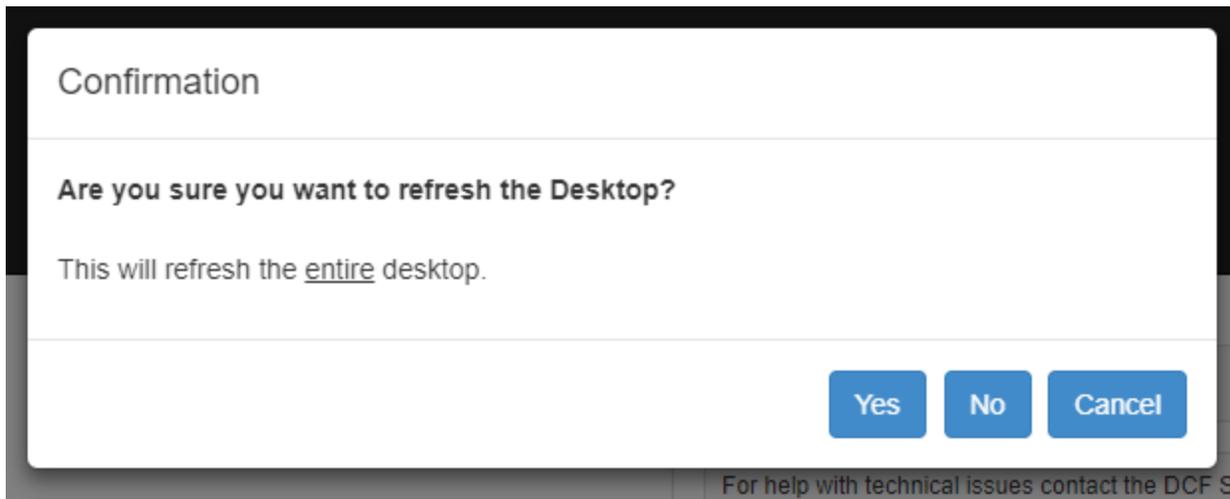
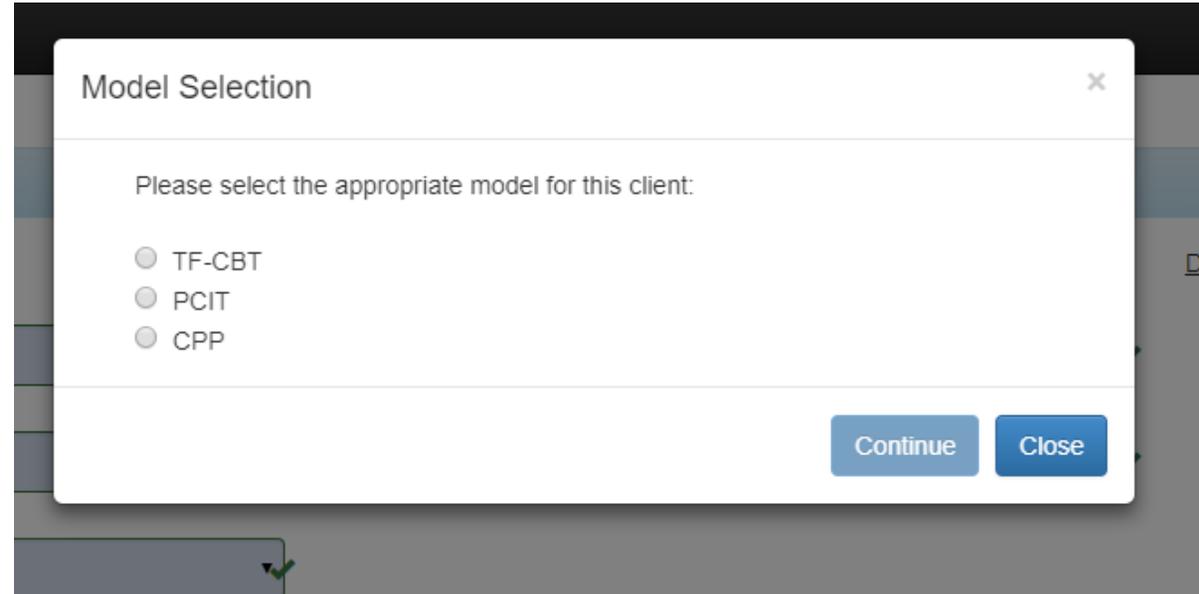
Save

Close

Delete

Directions, continued

5. A pop-up will appear (image on left). Make **Model Selection**
6. Click **Continue**
7. Pop-up will disappear. Click **Close**.
8. Click the refresh button in the upper right corner of the homepage. It looks like this .
9. You might be asked to confirm that you would like to refresh your desktop (See image below). Select **Yes**.
10. You should then see the new client in your client list.



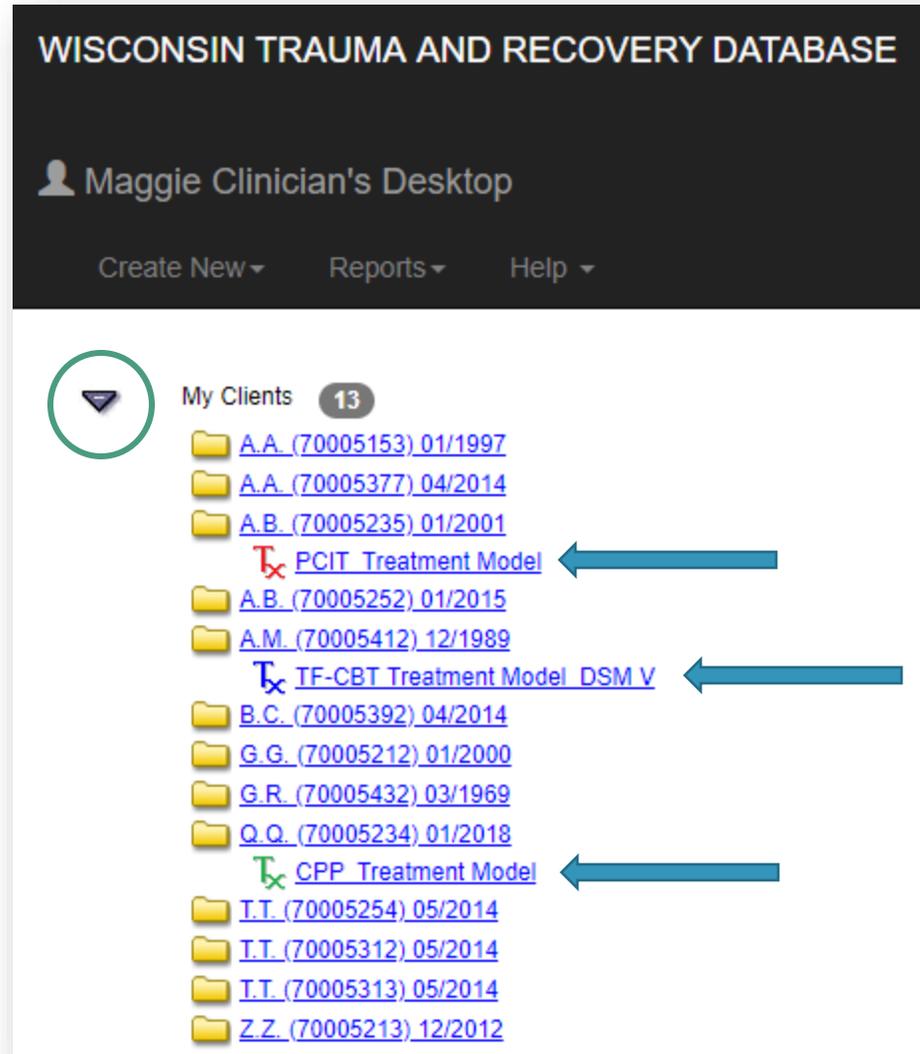
Add data – baseline and monthly

Directions

Once the Client has been created in you can begin adding additional data.

1. Click the arrow next to **My Clients** (green circle).
2. Click the yellow folder  (*not the blue hyperlink*) for the Client whose information you wish to update/add.
3. Click the blue **Treatment Model** hyperlink. There are three types of treatment models in this database (blue arrows.)

When opening a **Treatment Model** page for the first time, you will need to document the “Baseline” information. Treatment page is also where you fill out your monthly tracking. The next few pages will show you this process for each model.



WISCONSIN TRAUMA AND RECOVERY DATABASE

Maggie Clinician's Desktop

Create New ▾ Reports ▾ Help ▾

 My Clients **13**

-  [A.A. \(70005153\) 01/1997](#)
-  [A.A. \(70005377\) 04/2014](#)
-  [A.B. \(70005235\) 01/2001](#)
-  [PCIT Treatment Model](#) ←
-  [A.B. \(70005252\) 01/2015](#)
-  [A.M. \(70005412\) 12/1989](#)
-  [TF-CBT Treatment Model DSM V](#) ←
-  [B.C. \(70005392\) 04/2014](#)
-  [G.G. \(70005212\) 01/2000](#)
-  [G.R. \(70005432\) 03/1969](#)
-  [Q.Q. \(70005234\) 01/2018](#)
-  [CPP Treatment Model](#) ←
-  [I.T. \(70005254\) 05/2014](#)
-  [I.T. \(70005312\) 05/2014](#)
-  [I.T. \(70005313\) 05/2014](#)
-  [Z.Z. \(70005213\) 12/2012](#)

TF-CBT Baseline Directions

1. Enter the **Date of Baseline** and then complete all the required (blue) fields.
2. Make sure to always click **Save** at the bottom of the page! (red circle)

Client Information

Client ID: 70004612 Client Initials: B.K.
Client Gender: M Birth Date: 03/24/2009

UCLA PTSD Reaction Index for DSM V

▼ Baseline

| | | | | | |
|-------------------------------------|--|--|---|--|---------------------------------|
| Date of Baseline: | <input type="text" value="12/15/2017"/> | Referral Source: | <input type="text" value="Child Advocacy Ctr"/> | | |
| Anchor Trauma: | <input type="text" value="Neglect"/> | Total # of Trauma Events: | <input type="text" value="2"/> | Overall PTSD Score: | <input type="text" value="36"/> |
| Subscale B - Intrusion: | <input type="text" value="12"/> | Subscale C - Avoidance/Numbing: | <input type="text" value="5"/> | Subscale D - Negative Cognitions/Mood: | <input type="text" value="11"/> |
| Subscale E - Hyperarousal: | <input type="text" value="8"/> | | | | |
| Placement: | <input type="text" value="Birth home"/> | System Involvement: | <input type="text" value="Unknown"/> | | |
| Psychotropic Medication Prescribed? | <input type="text" value="No"/> | If yes, how many medications currently prescribed? | <input type="text"/> | | |
| Tx Setting: | <input type="text" value="Residential"/> | | | | |

Monthly Tracking

| Month of Service | Date Last Updated | Number of TF-CBT Sessions this month | TF-CBT Component Completed to Date | TF-CBT Treatment Status |
|---|-------------------|--------------------------------------|------------------------------------|-------------------------|
| <i>No Monthly Records were found for this Client.</i> | | | | |

Total Number of TF-CBT Sessions to date: 0

Save

Close

Delete

Insert

TF-CBT Monthly Tracking Directions

Return to the TF-CBT Treatment Model page each month to record data in the **Monthly Tracking** section.

1. Scroll down to the bottom of the TF-CBT Treatment Model page to access the Monthly Tracking section.
2. Click the **Insert** button to insert a new Monthly Record (red circle.)
3. On the Monthly Tracking page, enter the Month of Service as a 2 digit month and 4 digit year.
4. Complete the other required (blue) fields.
5. Click the Save button and then the Close button (green circle).

Continued on next page...

Monthly Tracking

| Month of Service | Date Last Updated | Number of TF-CBT Sessions this month | TF-CBT Component Completed to Date | TF-CBT Treatment Status | |
|---|-------------------|--------------------------------------|------------------------------------|-------------------------|--|
| <i>No Monthly Records were found for this Client.</i> | | | | | |

Total Number of TF-CBT Sessions to date: 0

Insert

Save **Close** **Delete**

Monthly Tracking

Client Information

Client ID: 70004612 Client Initials: B.K. Client Gender: M Birth Date: 03/24/2009 Age: 8
Clinician: Clinician, Amy

Monthly Tracking

Month of Service: 12/2017 Number of TF-CBT sessions this month: 2

TF-CBT Component completed to date: P Placement Change: No

Psychotropic Medication Prescribed?: No TF-CBT Treatment Status: Continuing

Reason TF-CBT Discontinued:

Save **Close**

TF-CBT Monthly Tracking Directions, Continued

A summary of the Monthly Tracking data for each month that has been entered is displayed at the bottom of the TF-CBT Treatment Model page.

6. Clicking the **Edit** hyperlink will open the Monthly Tracking page for a given month which you can then edit.
7. If monthly tracking data is created in error, you can remove an unwanted row by selecting the **Delete** hyperlink for the row to be deleted.
8. The **Total Number of TF-CBT Sessions to date** is calculated and displayed on the last line of the page.
9. Click **Close** when you are done to be taken back to the Desktop.
10. On the **Desktop** you can access Monthly Tracking records, by clicking the blue  and then clicking on the appropriate hyperlink (see below).

 [A.A. \(70004447\) 01/01/2000](#)

 [A.B. \(70000546\) 04/12/2004](#)

 [B.K. \(70004612\) 03/24/2009](#)

 [TF-CBT Treatment Model DSM V 12/15/2017 Continuing](#)

 [02/2018](#)

 [01/2018](#)

 [12/2017](#)

 [D.B. \(70004528\) 08/06/2001](#)

 [E.B. \(70004531\) 05/18/2006](#)



Client Information

| | | | |
|----------------|----------|------------------|------------|
| Client ID: | 70004612 | Client Initials: | B.K. |
| Client Gender: | M | Birth Date: | 03/24/2009 |

UCLA PTSD Reaction Index for DSM V

> Baseline

> Midpoint

> Completion

Monthly Tracking

| Month of Service | Date Last Updated | Number of TF-CBT Sessions this month | TF-CBT Component Completed to Date | TF-CBT Treatment Status | |
|------------------|-------------------|--------------------------------------|------------------------------------|-------------------------|---|
| 02/2018 | 11/15/2017 | 1 | PPR | Continuing | Edit Delete |
| 01/2018 | 11/15/2017 | 1 | PP | Continuing | Edit Delete |
| 12/2017 | 11/15/2017 | 2 | P | Continuing | Edit Delete |

Total Number of TF-CBT Sessions to date: 4

PCIT Baseline Directions

1. Enter the **Date of Baseline** and then complete all the required (blue) fields.
2. Make sure to always click **Save** at the bottom of the page! (red circle)

Child Behavior Checklist (CBCL)

Baseline

| | | | |
|-------------------------------------|---|--|---|
| Date of Baseline: | <input type="text" value="12/10/2017"/> | Referral Source: | <input type="text" value="Caregiver"/> |
| Version: | <input type="text" value="6 - 18 ye:"/> | Internalizing T-score: | <input type="text" value="60"/> |
| Externalizing T-Score: | <input type="text" value="60"/> | Total Problem T-score: | <input type="text" value="70"/> |
| CBCL Completed By: | <input type="text" value="Parent"/> | Other Relationship: | <input type="text"/> |
| Placement: | <input type="text" value="Birth hom"/> | System Involvement: | <input type="text" value="CPS (child protecti)"/> |
| Psychotropic Medication Prescribed? | <input type="text" value="No"/> | If yes, how many medications currently prescribed? | <input type="text"/> |
| Tx Setting: | <input type="text" value="Home ba"/> | | |

Completion

Monthly Tracking

| Month of Service | Date Last Updated | Number of PCIT Sessions this month | PCIT Component Completed to Date | PCIT Treatment Status | |
|---|-------------------|------------------------------------|----------------------------------|-----------------------|--|
| <i>No Monthly Records were found for this Client.</i> | | | | | |

Total Number of PCIT Sessions to date: 0

Insert

PCIT Monthly Tracking Directions

Return to the PCIT Treatment Model page each month to record data in the **Monthly Tracking** section.

1. Scroll down to the bottom of the PCIT Treatment Model page to access the Monthly Tracking section.
2. Click the **Insert** button to insert a new Monthly Record (red circle.)
3. On the Monthly Tracking page, enter the Month of Service as a 2 digit month and 4 digit year.
4. Complete the other required (blue) fields.
5. Click the Save button and then the Close button (green circle).

Continued on next page...

Monthly Tracking

| Month of Service | Date Last Updated | Number of PCIT Sessions this month | PCIT Component Completed to Date | PCIT Treatment Status | |
|---|-------------------|------------------------------------|----------------------------------|-----------------------|--|
| <i>No Monthly Records were found for this Client.</i> | | | | | |

Total Number of PCIT Sessions to date: 0

Insert

PCIT Monthly Tracking

Client Information

Client ID: 70005235 Client Initials: A.B. Client Gender: F Birth Date: 01/2001 Age: 17
Clinician: Clinician, Maggie

Monthly Tracking

Month of Service: 12/2017 Number of PCIT sessions this month: 2

PCIT Component completed to date: CDI Placement Change: No

Psychotropic Medication Prescribed?: No PCIT Treatment Status: Continuing

Reason PCIT Discontinued: Date PCIT Ended: 00/00/0000

Save **Close**

PCIT Monthly Tracking Directions, Continued

A summary of the Monthly Tracking data for each month that has been entered is displayed at the bottom of the PCIT Treatment Model page.

6. Clicking the **Edit** hyperlink will open the Monthly Tracking page for a given month which you can then edit.
7. If monthly tracking data is created in error, you can remove an unwanted row by selecting the **Delete** hyperlink for the row to be deleted.
8. The **Total Number of PCIT Sessions to date** is calculated and displayed on the last line of the page.
9. Click **Close** when you are done to be taken back to the Desktop.
10. On the **Desktop** you can access Monthly

Tracking records, by clicking the red  and then clicking on the appropriate hyperlink (see below).

My Clients **13**

- [A.A. \(70005153\) 01/1997](#)
- [A.A. \(70005377\) 04/2014](#)
- [A.B. \(70005235\) 01/2001](#)
-  [PCIT Treatment Model 12/10/2017 Continuing](#)
-  [12/2017](#) 
- [A.B. \(70005252\) 01/2015](#)
- [A.M. \(70005412\) 12/1989](#)
- [B.C. \(70005392\) 04/2014](#)

Child Behavior Checklist (CBCL)

▼ Baseline

| | | | |
|-------------------------------------|---|--|---|
| Date of Baseline: | <input type="text" value="12/10/2017"/> | Referral Source: | <input type="text" value="Caregiver"/> |
| Version: | <input type="text" value="6 - 18 yea"/> | Internalizing T-score: | <input type="text" value="60"/> |
| Externalizing T-Score: | <input type="text" value="60"/> | Total Problem T-score: | <input type="text" value="70"/> |
| CBCL Completed By: | <input type="text" value="Parent"/> | Other Relationship: | <input type="text"/> |
| Placement: | <input type="text" value="Birth home"/> | System Involvement: | <input type="text" value="CPS (child protective)"/> |
| Psychotropic Medication Prescribed? | <input type="text" value="No"/> | If yes, how many medications currently prescribed? | <input type="text"/> |
| Tx Setting: | <input type="text" value="Home bas"/> | | |

► Completion

Monthly Tracking

| Month of Service | Date Last Updated | Number of PCIT Sessions this month | PCIT Component Completed to Date | PCIT Treatment Status | |
|------------------|-------------------|------------------------------------|----------------------------------|-----------------------|---|
| 12/2017 | 11/08/2018 | 2 | CDI | Continuing | Edit Delete |

Total Number of PCIT Sessions to date: 2

CCP Baseline Directions

1. Enter the **Date of Baseline** and then complete all the required (blue) fields.
2. Make sure to always click **Save** at the bottom of the page! (red circle)

Child Behavior Checklist (CBCL)

▼ Baseline

Date of Baseline: Referral Source:

Version: Internalizing T-score:

Externalizing T-Score: Total Problem T-score:

CBCL Completed By: Other Relationship:

Placement: System Involvement:

Psychotropic Medication Prescribed? If yes, how many medications currently prescribed?

Tx Setting:

► Completion

Monthly Tracking

| Month of Service | Date Last Updated | Number of CPP Sessions this month | CPP Component Completed to Date | CPP Treatment Status |
|---|-------------------|-----------------------------------|---------------------------------|----------------------|
| <i>No Monthly Records were found for this Client.</i> | | | | |

Total Number of CPP Sessions to date: 0

CCP Monthly Tracking Directions

Return to the PCIT Treatment Model page each month to record data in the **Monthly Tracking** section.

1. Scroll down to the bottom of the CCP Treatment Model page to access the Monthly Tracking section.
2. Click the **Insert** button to insert a new Monthly Record (red circle.)
3. On the Monthly Tracking page, enter the Month of Service as a 2 digit month and 4 digit year.
4. Complete the other required (blue) fields.
5. Click the Save button and then the Close button (green circle).

Continued on next page...

Monthly Tracking

| Month of Service | Date Last Updated | Number of CPP Sessions this month | CPP Component Completed to Date | CPP Treatment Status | |
|---|-------------------|-----------------------------------|---------------------------------|----------------------|---------------|
| <i>No Monthly Records were found for this Client.</i> | | | | | |
| Total Number of CPP Sessions to date: 0 | | | | | |
| | | | | | Insert |
| | | | Save | Close | Delete |

CPP Monthly Tracking

Client Information

Client ID: 70005254 Client Initials: T.T. Client Gender: F Birth Date: 05/2014 Age: 4
Clinician: Clinician, Maggie

Monthly Tracking

Month of Service: 12/2017 Number of CPP sessions this month: 3
CPP Component completed to date: Foundational Placement Change: No
Psychotropic Medication Prescribed?: Yes CPP Treatment Status: Continuing
Reason CPP Discontinued: Date CPP Ended: 00/00/0000

Save **Close**

CCP Monthly Tracking Directions, Continued

A summary of the Monthly Tracking data for each month that has been entered is displayed at the bottom of the CCP Treatment Model page.

6. Clicking the **Edit** hyperlink will open the Monthly Tracking page for a given month which you can then edit.
7. If monthly tracking data is created in error, you can remove an unwanted row by selecting the **Delete** hyperlink for the row to be deleted.
8. The **Total Number of CCP Sessions to date** is calculated and displayed on the last line of the page.
9. Click **Close** when you are done to be taken back to the Desktop.
10. On the **Desktop** you can access Monthly Tracking records, by clicking the green  and then clicking on the appropriate hyperlink (see below).

Child Behavior Checklist (CBCL)

▼ Baseline

| | | | |
|-------------------------------------|-----------------|--|-----------------------------|
| Date of Baseline: | 12/10/2017 | Referral Source: | Court ▼ |
| Version: | 1.5 - 5 years ▼ | Internalizing T-score: | 60 |
| Externalizing T-Score: | 62 | Total Problem T-score: | 80 |
| CBCL Completed By: | Foster parent ▼ | Other Relationship: | |
| Placement: | Foster home ▼ | System Involvement: | CPS (child protective ser ▼ |
| Psychotropic Medication Prescribed? | No ▼ | If yes, how many medications currently prescribed? | |
| Tx Setting: | School-basec ▼ | | |

➤ Completion

Monthly Tracking

| Month of Service | Date Last Updated | Number of CPP Sessions this month | CPP Component Completed to Date | CPP Treatment Status | |
|---|-------------------|-----------------------------------|---------------------------------|----------------------|---|
| 12/2017 | 11/08/2018 | 3 | Foundational | Continuing | Edit Delete |
| Total Number of CPP Sessions to date: 3 | | | | | |

Insert

Save
Close
Delete

-  [A.A. \(70005377\) 04/2014](#)
-  [A.B. \(70005235\) 01/2001](#)
-  [A.B. \(70005252\) 01/2015](#)
-  [CPP Treatment Model Continuing](#)
-  [07/2018](#)
-  [A.M. \(70005412\) 12/1989](#)
-  [B.C. \(70005392\) 04/2014](#)
-  [G.G. \(70005212\) 01/2000](#)

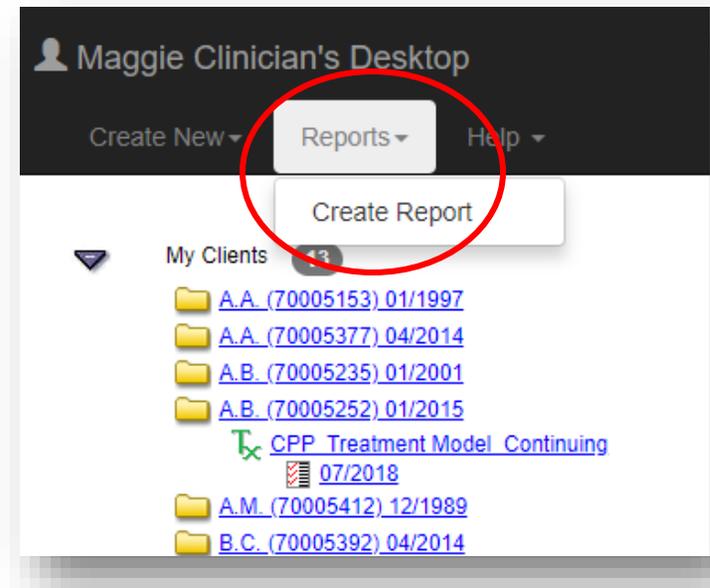
Running a Report

4 steps

Directions

There are several reports that can be generated from the database desktop. Follow the steps below.

1. Click on the **Reports** and select **Create Reports** (red circle.)
2. Select the name of the report you wish to run and enter the rest of the Report Criteria (see below). *Note: the criteria may be slightly different depending on the report you wish to run.*
3. Click **Continue** to run the report.
4. Depending on your browser, you may be asked to "Open", "Save", or "Download" the report. It might also download automatically. Save the report to your computer. It can be opened using Microsoft Excel.



WISCONSIN TRAUMA AND RECOVERY DATABASE

Report Criteria

| | | | |
|---------------|--|-------------|-------------------|
| Report Name: | Number of Children Screened and Assessed | | |
| Period Begin: | 01/01/2018 | Period End: | 06/31/2018 |
| County/Tribe: | State | Agency: | Wisconsin DCF |
| Supervisor: | N/A | Clinician: | Clinician, Maggie |

Continue Close

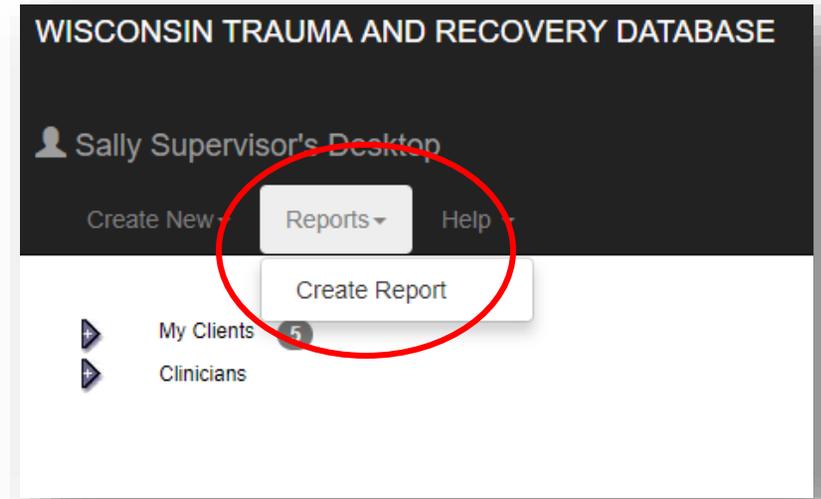
Running a Report - Supervisor

4 steps

Directions

There are several reports that can be generated from the database desktop. Follow the steps below.

1. Click on the **Reports** and select **Create Reports** (red circle.)
2. Select the name of the report you wish to run and enter the rest of the Report Criteria (see below). *Note: the criteria may be slightly different depending on the report you wish to run.*
3. Click **Continue** to run the report.
4. Depending on your browser, you may be asked to "Open", "Save", or "Download" the report. It might also download automatically. Save the report to your computer. It can be opened using Microsoft Excel.



WISCONSIN TRAUMA AND RECOVERY DATABASE

Report Criteria

| | | | |
|---------------|--|-------------|--------------------------------------|
| Report Name: | Number of Children Screened and Assessed | | |
| Period Begin: | 12/10/2014 | Period End: | 11/01/2018 |
| County/Tribe: | Rock | Agency: | Mercy Options Behavior Health Clinic |
| Supervisor: | Supervisor, Sally | Clinician: | Clinician, Amy |

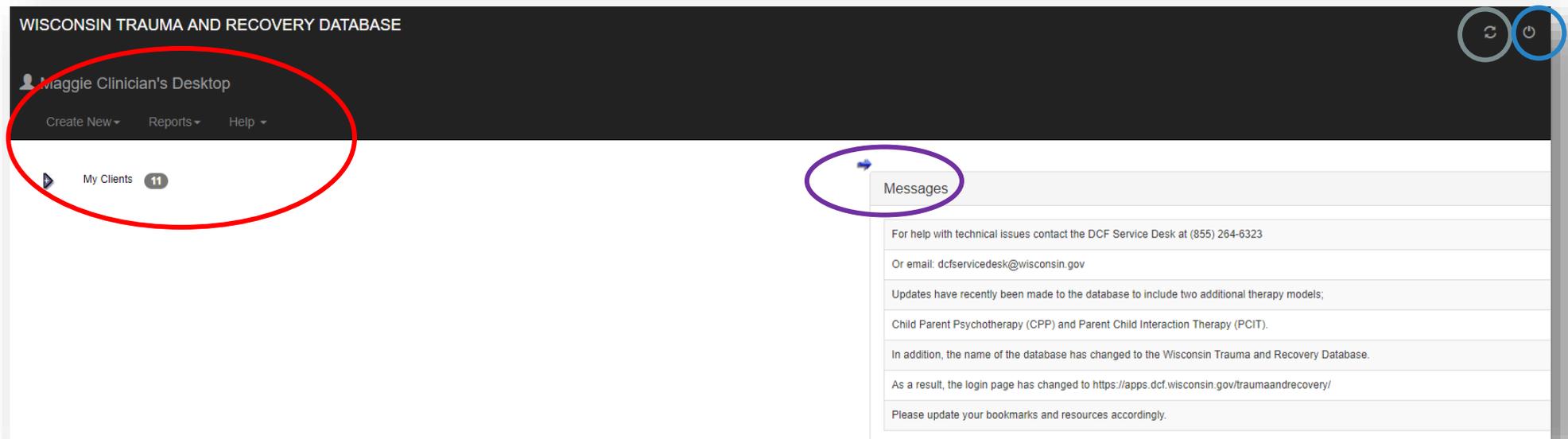
Continue **Close**

Tour of database homepage aka Desktop

After you have logged into the database, you will see your **Desktop**. It will look similar to the image at the bottom of this page.

Let's go over a few of the icons on this Desktop.

1.  In the upper right corner, circled in grey, you will see a **Refresh** button. Clicking this button will refresh the current page with current data from the database. This is useful if you have completed a new piece of work and do not see it immediately on the Desktop.
2.  Also in the upper right is the **Sign Off** button. Clicking this will log you out of the database.
3. Circled in purple is the **Message Center**. This alerts you to important feature updates to the database as well as contact information if you need help.
4. The majority of your time on the Desktop will take place on the left side of the screen, circled in red. This is the where you can create new clients, add data, and run reports.



WISCONSIN TRAUMA AND RECOVERY DATABASE

Maggie Clinician's Desktop

Create New ▾ Reports ▾ Help ▾

My Clients 11

Messages

For help with technical issues contact the DCF Service Desk at (855) 264-6323

Or email: dcfservicedesk@wisconsin.gov

Updates have recently been made to the database to include two additional therapy models:

Child Parent Psychotherapy (CPP) and Parent Child Interaction Therapy (PCIT).

In addition, the name of the database has changed to the Wisconsin Trauma and Recovery Database.

As a result, the login page has changed to <https://apps.dcf.wisconsin.gov/traumaandrecovery/>

Please update your bookmarks and resources accordingly.