The Wisconsin Trauma and Recovery Database

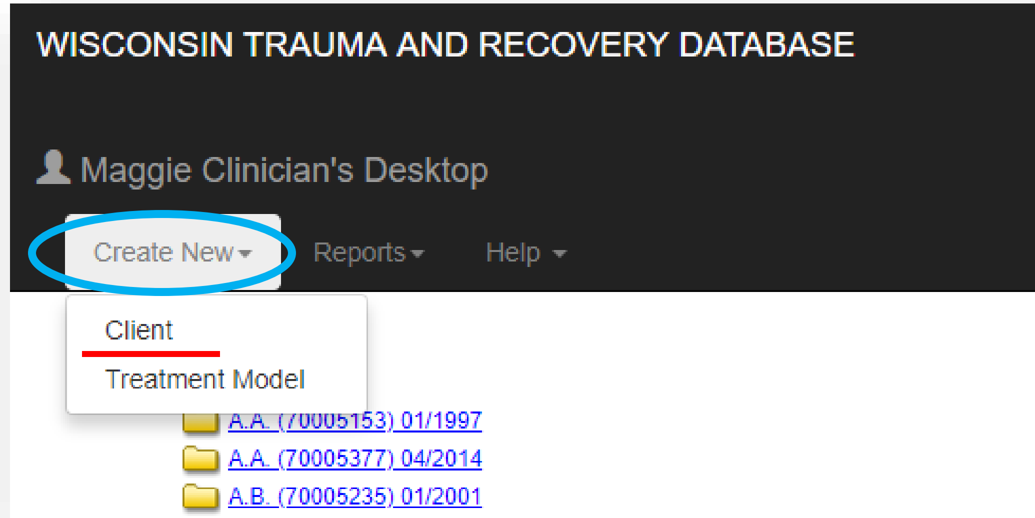
How to add a client

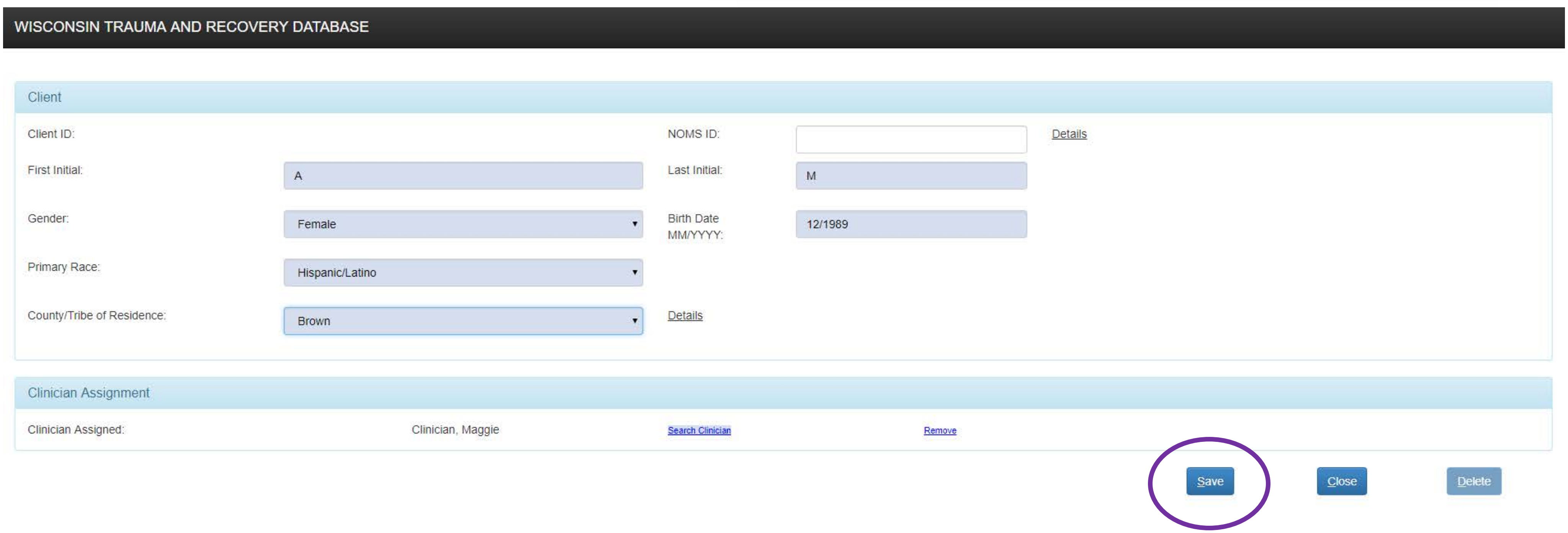
10 steps

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)!

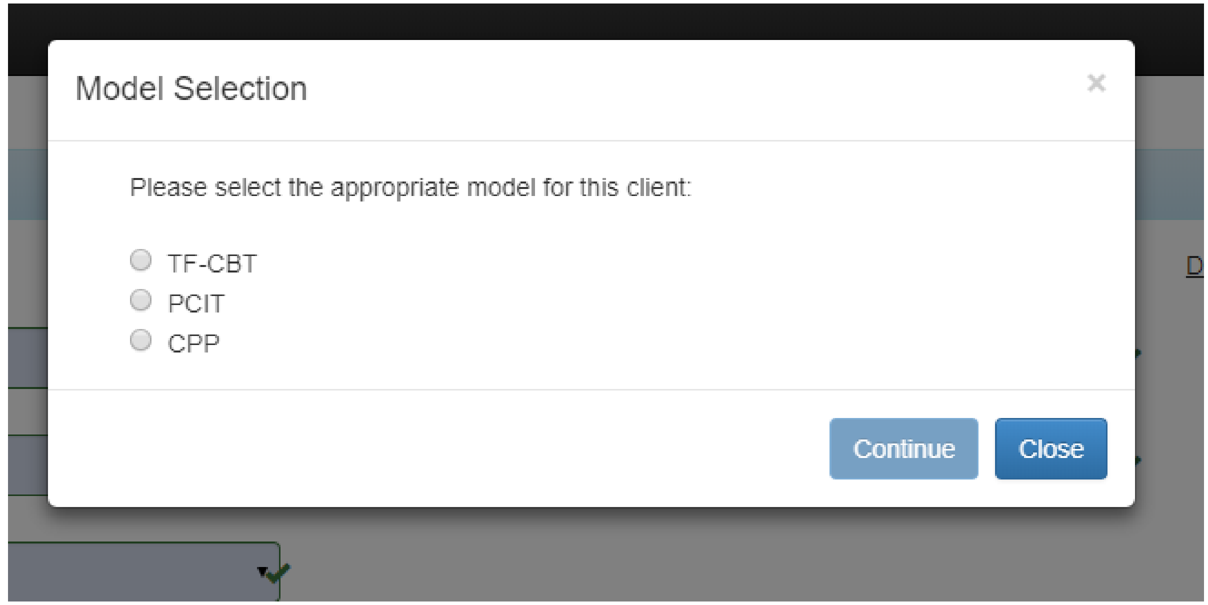
Continued on next page…

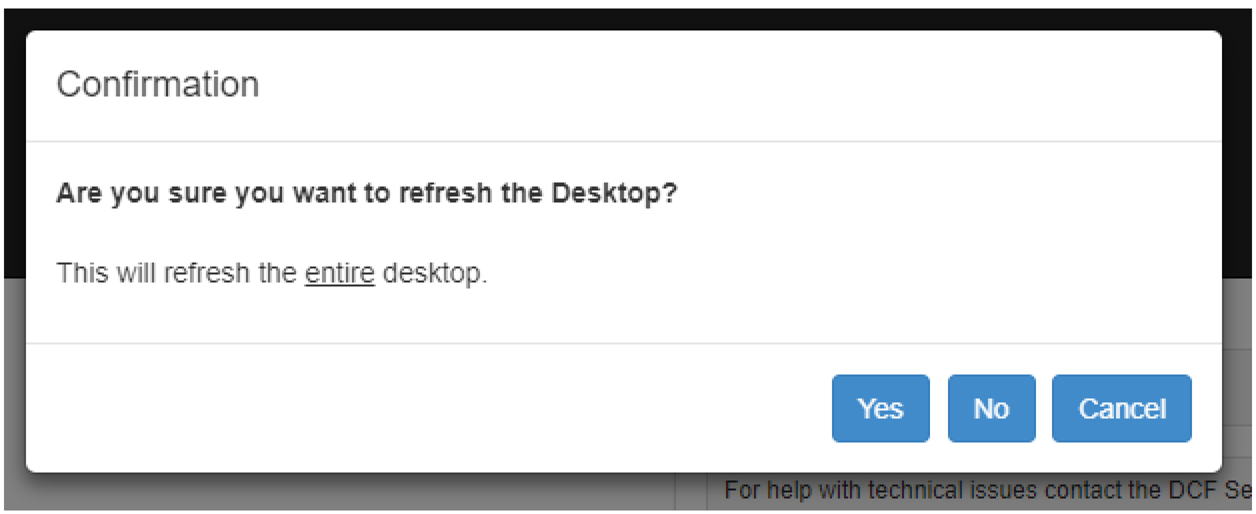




Directions, continued

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.





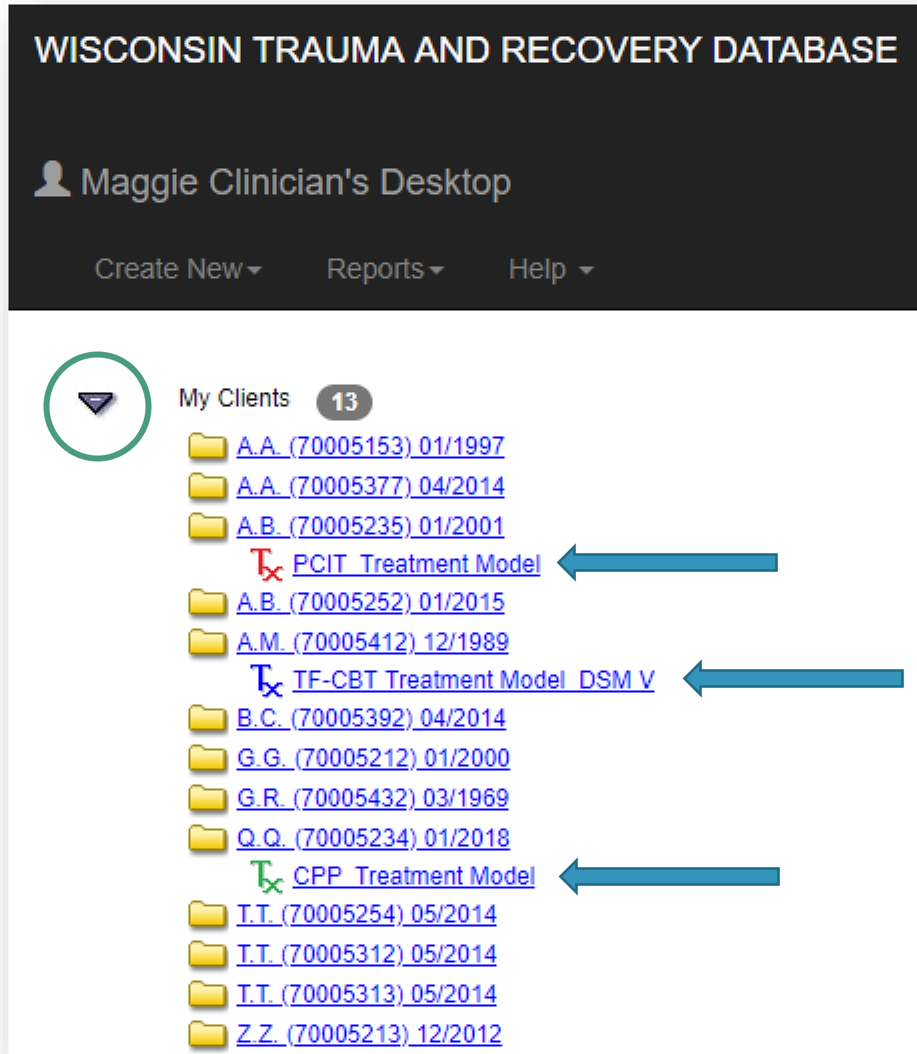
Add data – baseline and monthly

Directions

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

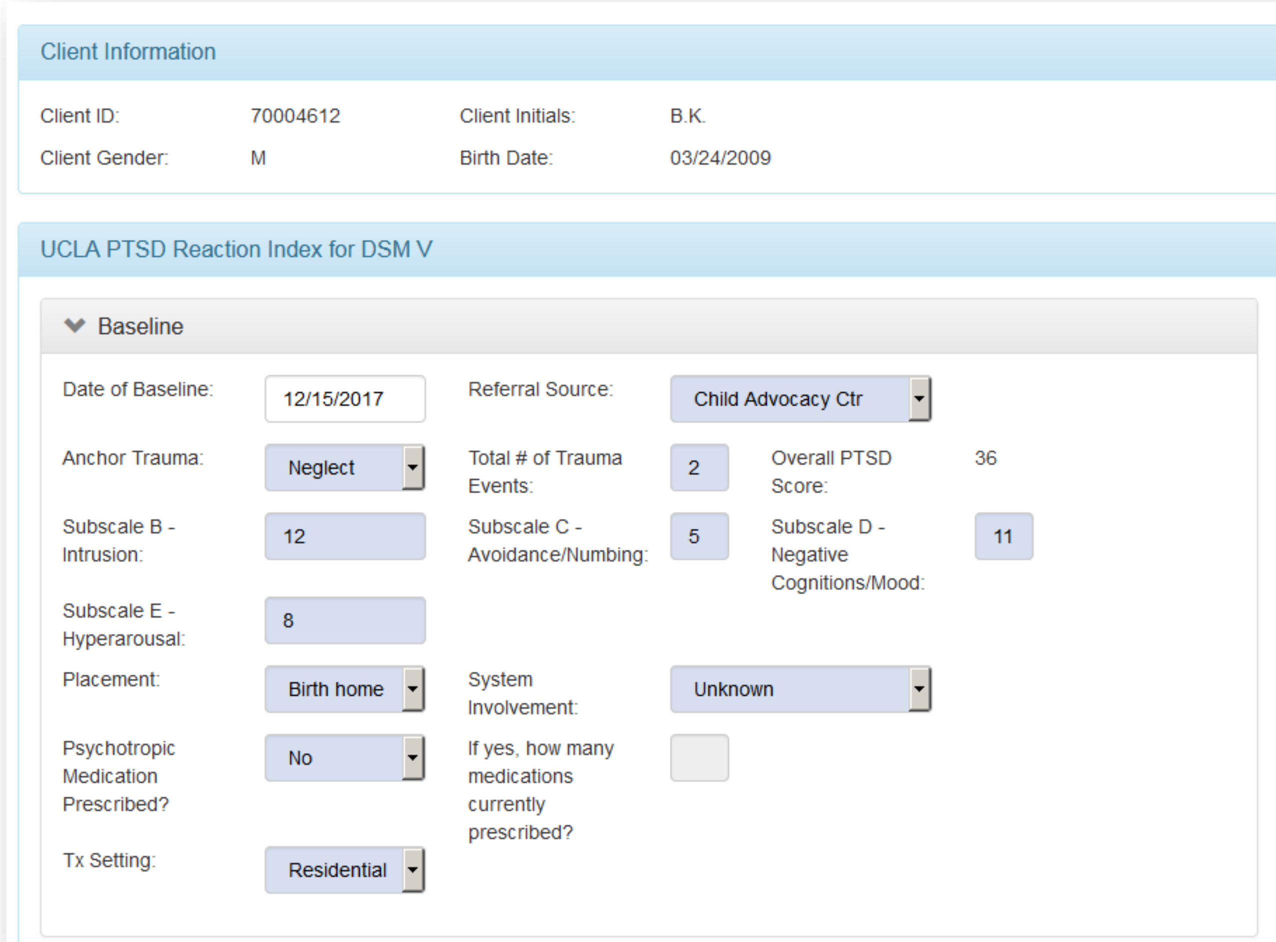
1. Click the arrow next to **My Clients** (green circle).
2. Click the yellow folder ***(not the blue hyperlink)*** for the Client whose information you wish to update/add.
3. Click the blue **Treatment Model** hyperlink. There are three types of treatment models in this database (blue arrows.)

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.



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)



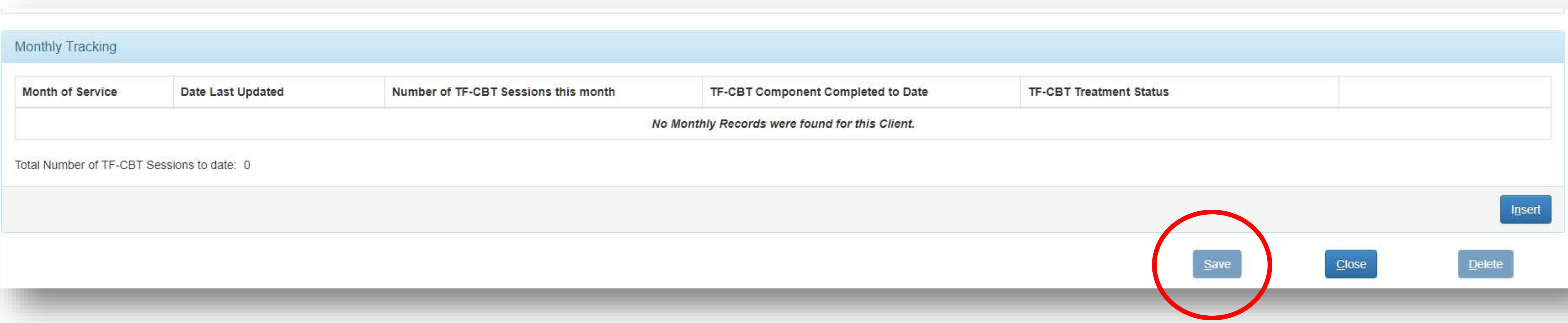
Client Information

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:	12/15/2017	Referral Source:	Child Advocacy Ctr		
Anchor Trauma:	Neglect	Total # of Trauma Events:	2	Overall PTSD Score:	36
Subscale B - Intrusion:	12	Subscale C - Avoidance/Numbing:	5	Subscale D - Negative Cognitions/Mood:	11
Subscale E - Hyperarousal:	8				
Placement:	Birth home	System Involvement:	Unknown		
Psychotropic Medication Prescribed?	No	If yes, how many medications currently prescribed?			
Tx Setting:	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	
No Monthly Records were found for this Client.					

Total Number of TF-CBT Sessions to date: 0

Insert

Save Close Delete

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).

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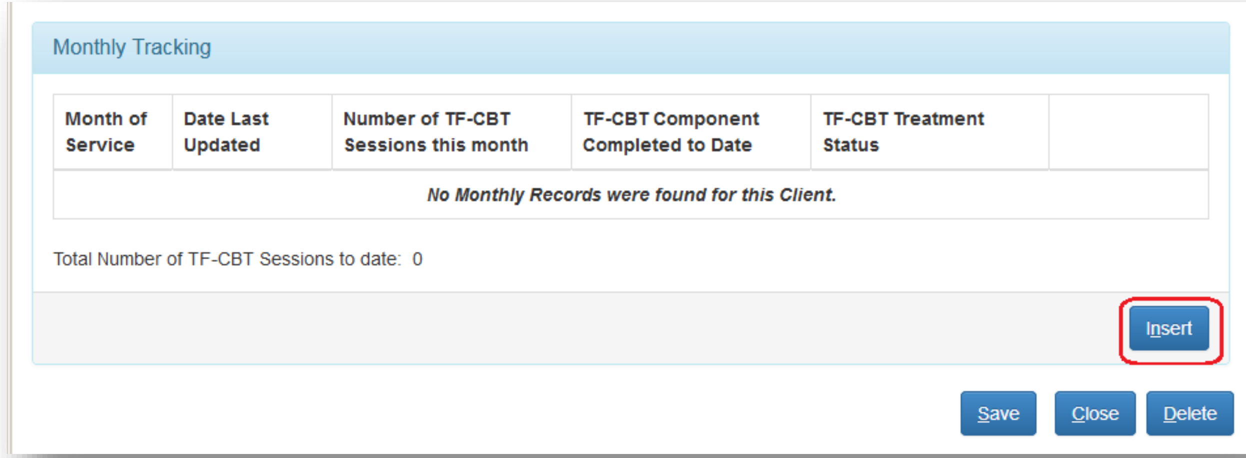
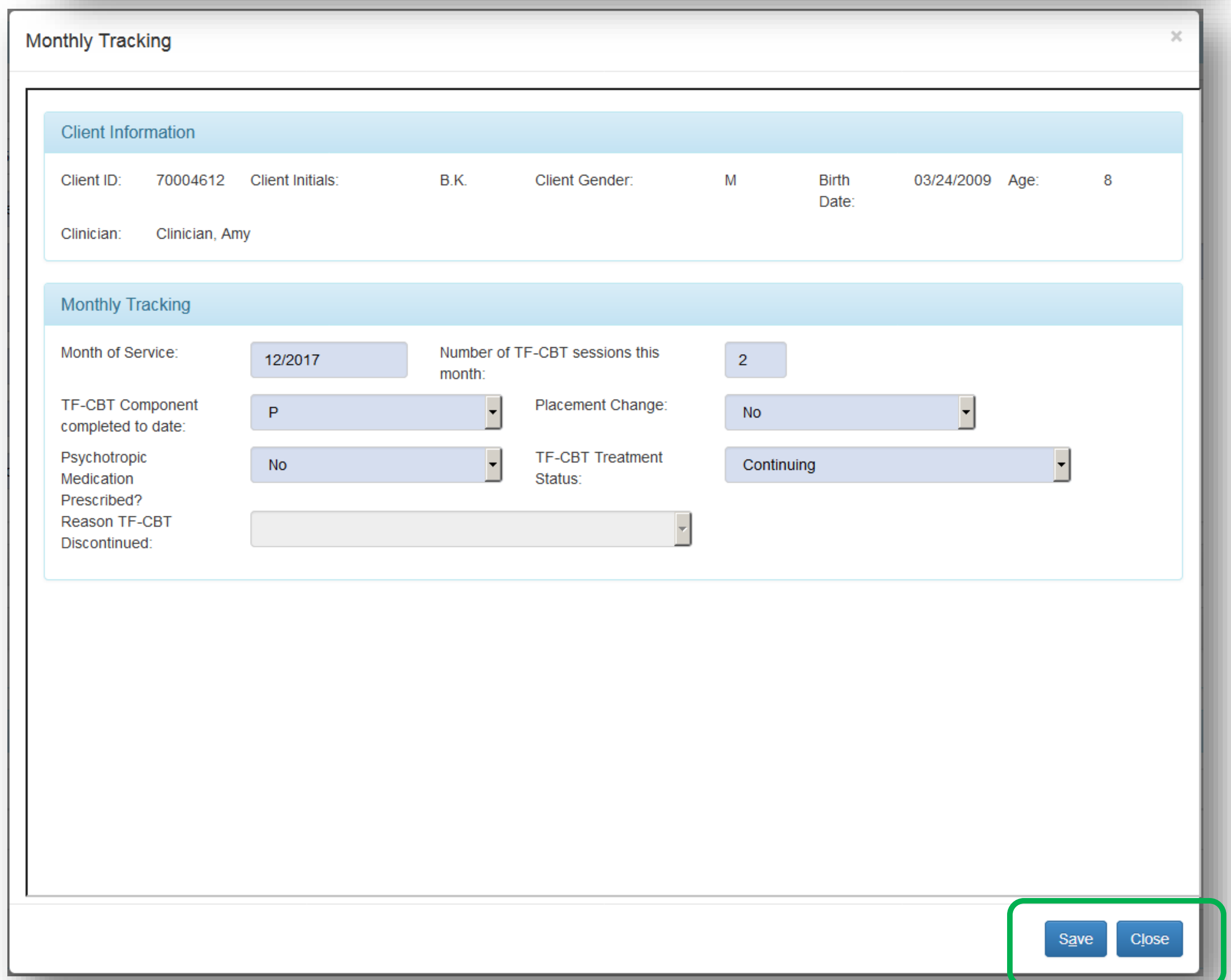
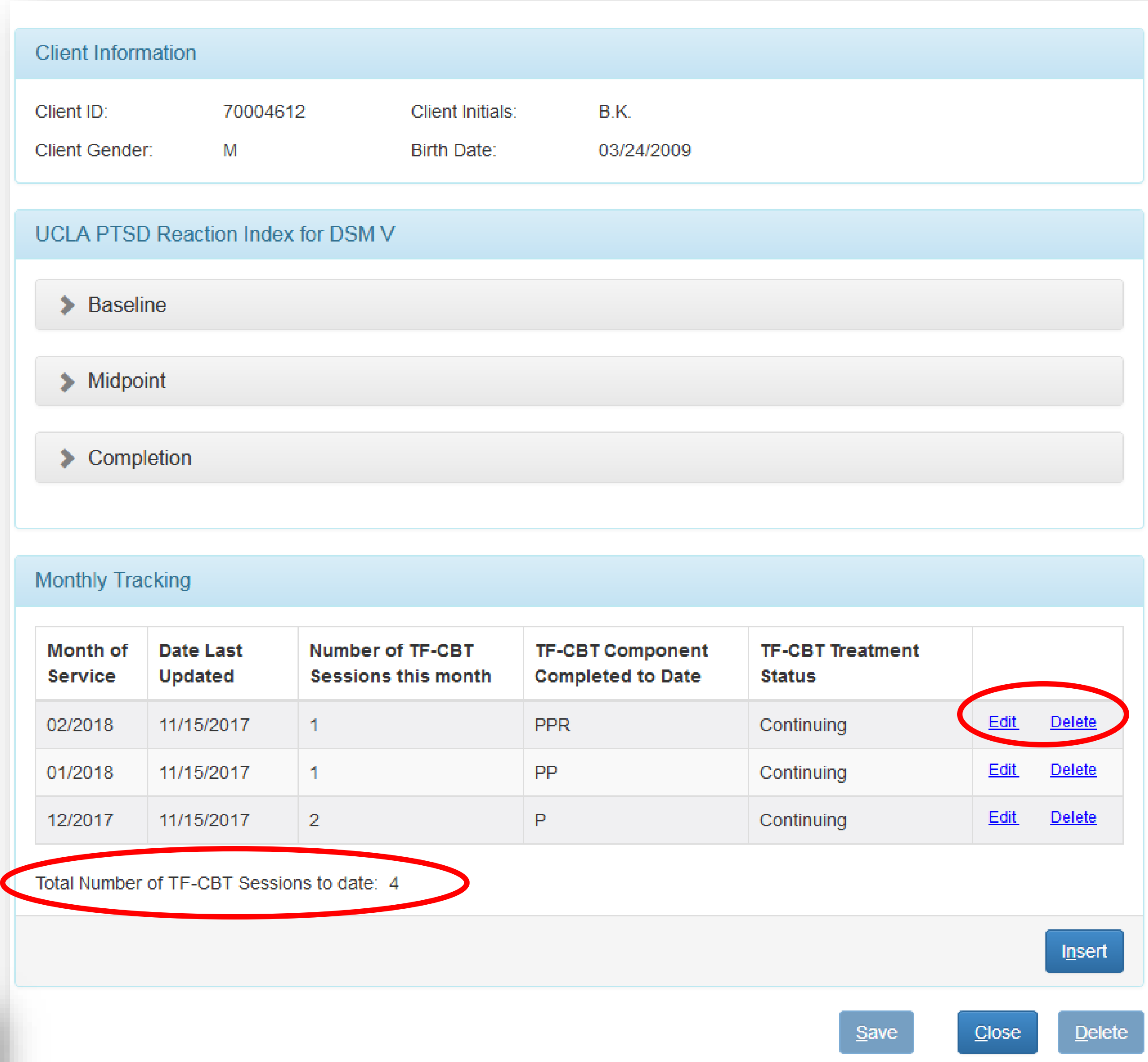


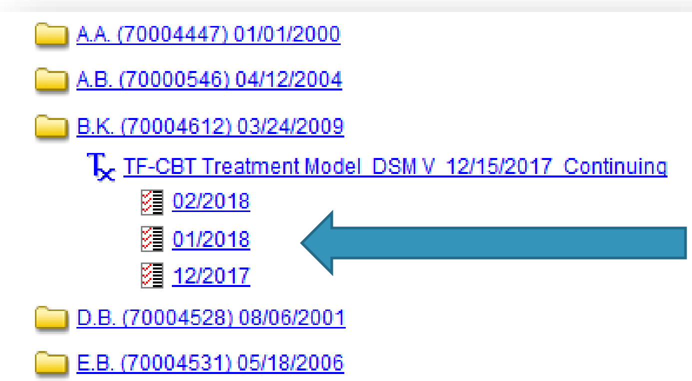


TF-CBT Monthly Tracking Directions, Continued

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.

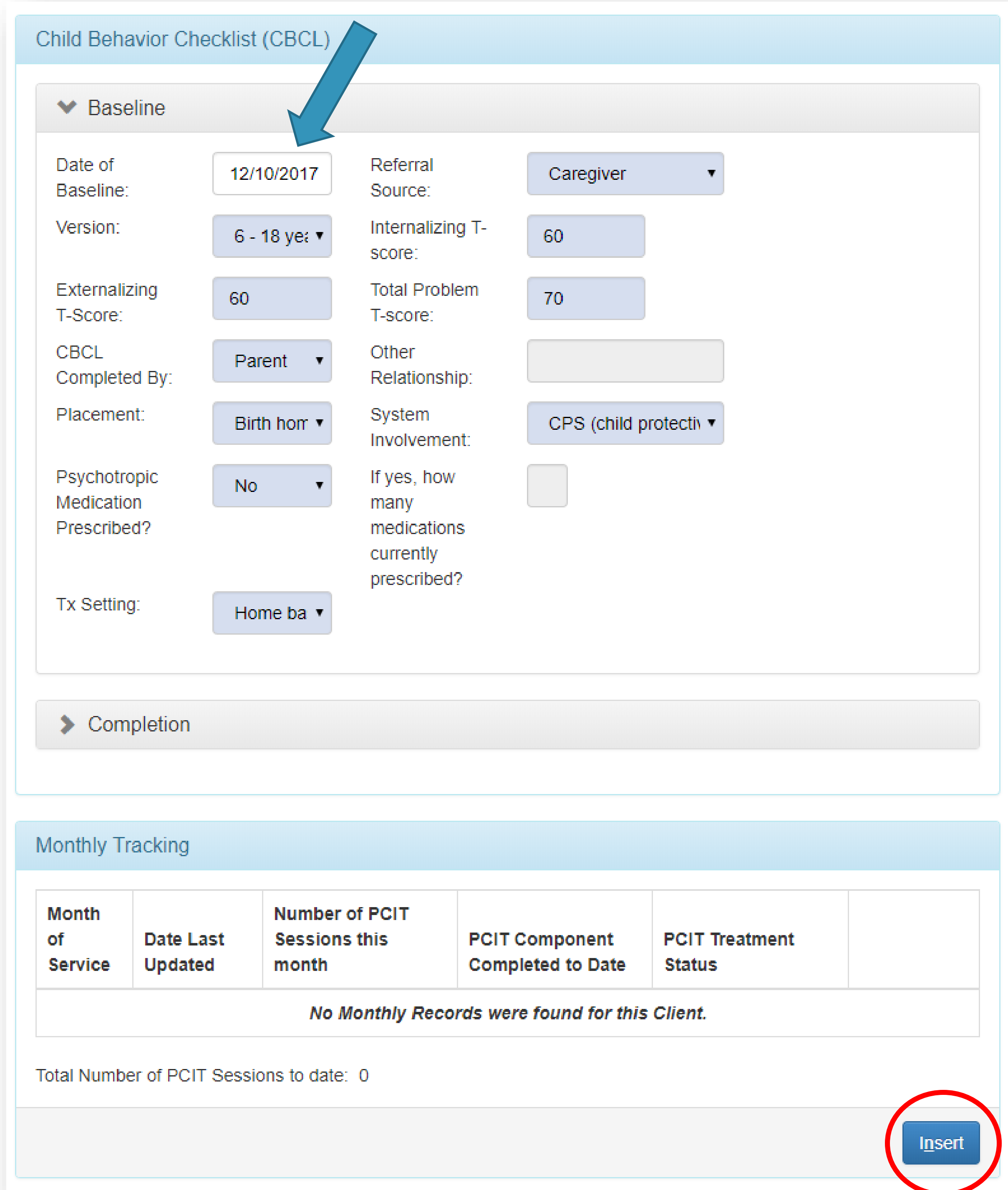
6. Clicking the **Edit** hyperlink will open the Monthly Tracking page for a given month which you can then edit.
7. If monthly tracking data is created in error, you can remove an unwanted row by selecting the **Delete** hyperlink for the row to be deleted.
8. The **Total Number of TF-CBT Sessions to 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).





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:	12/10/2017	Referral Source:	Caregiver
Version:	6 - 18 yea	Internalizing T-score:	60
Externalizing T-Score:	60	Total Problem T-score:	70
CBCL Completed By:	Parent	Other Relationship:	
Placement:	Birth hon	System Involvement:	CPS (child protecti
Psychotropic Medication Prescribed?	No	If yes, how many medications currently prescribed?	
Tx Setting:	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	
No Monthly Records were found for this Client.					

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).

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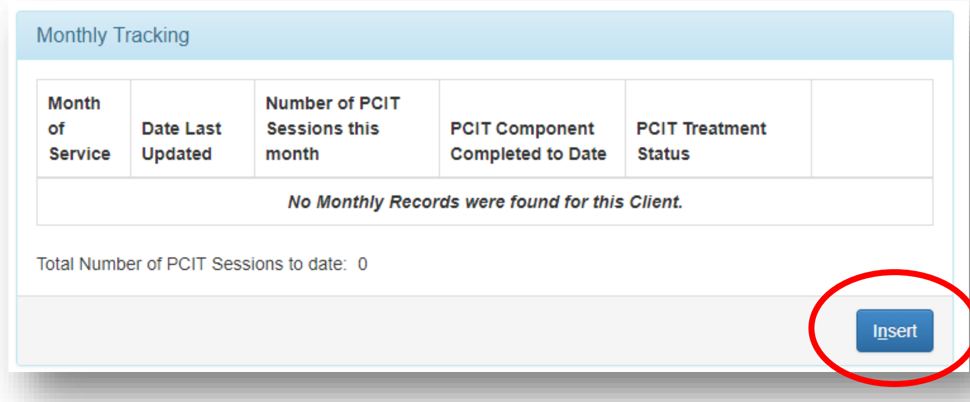
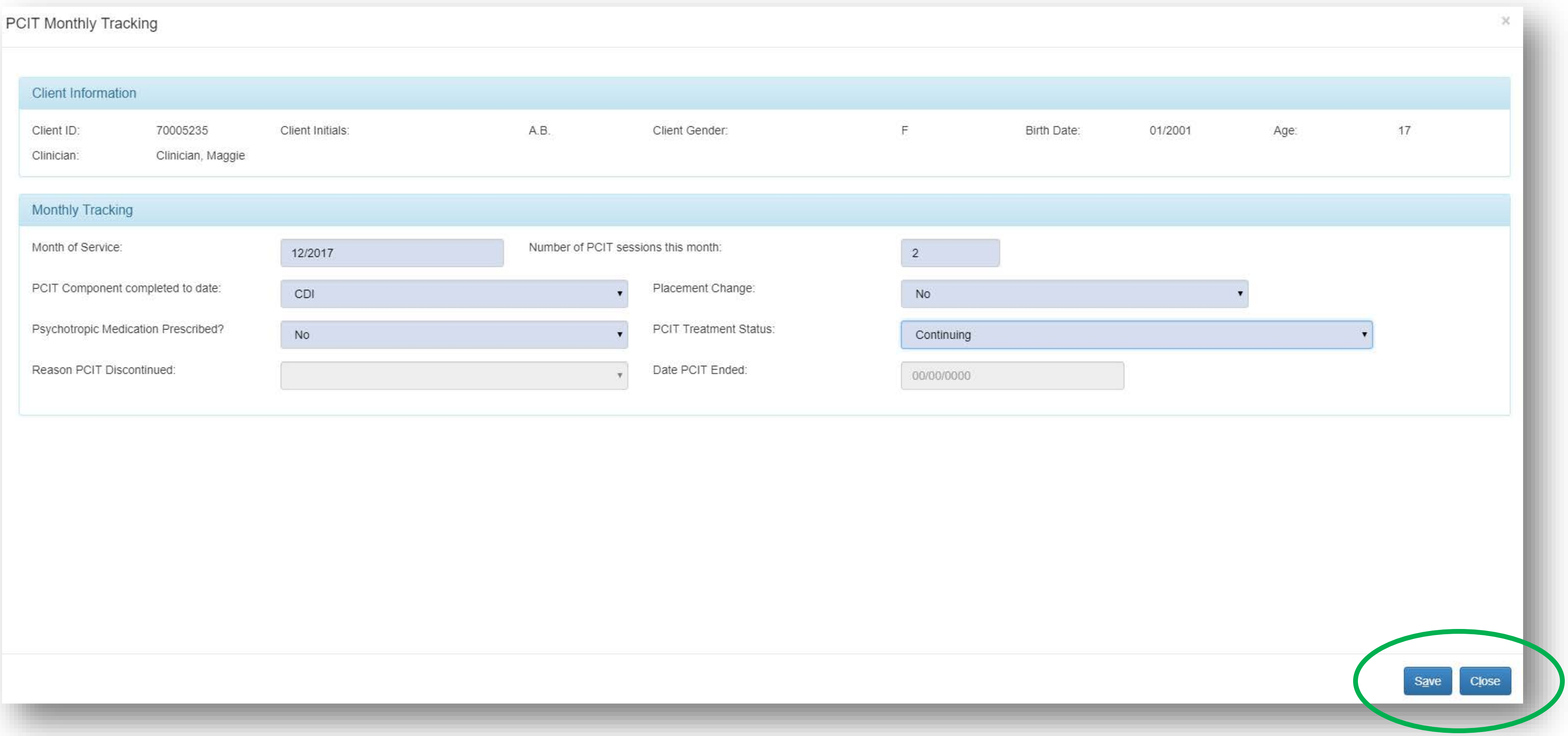
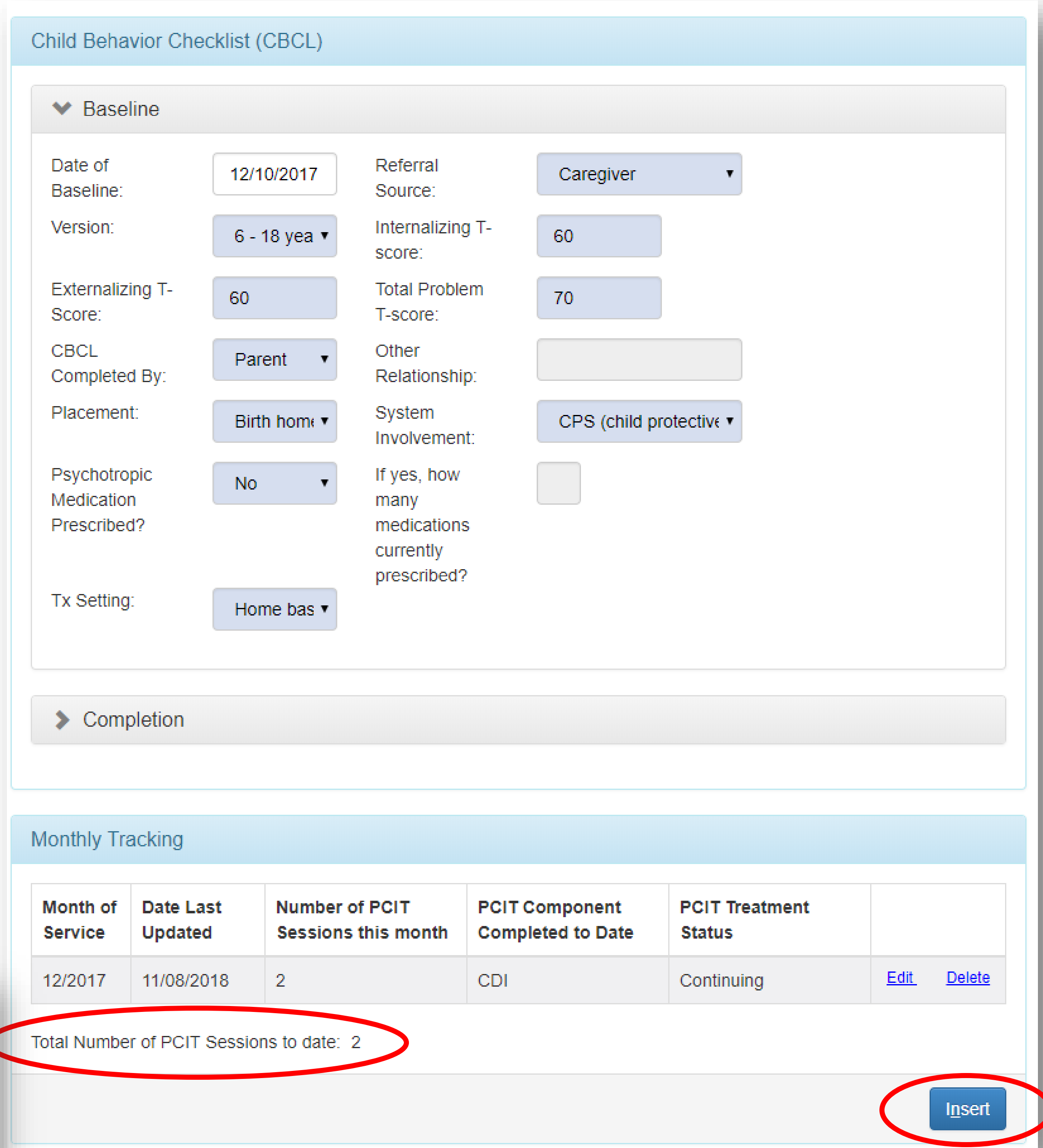


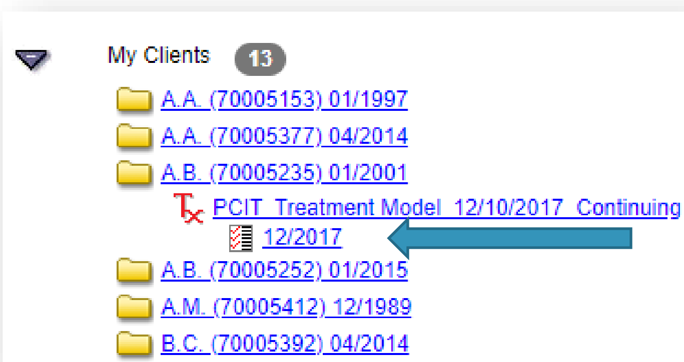


PCIT Monthly Tracking Directions, Continued

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.

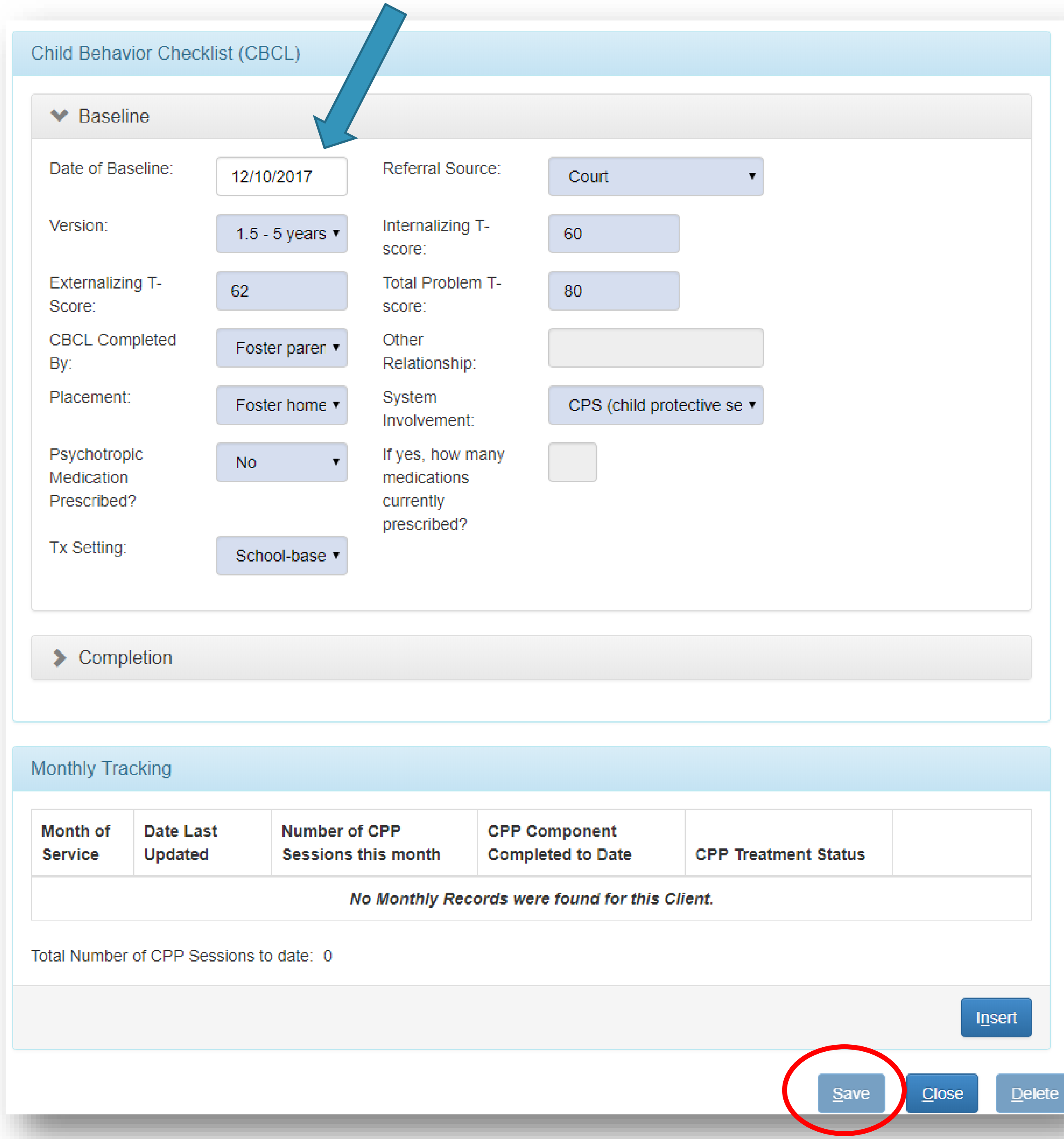
6. Clicking the **Edit** hyperlink will open the Monthly Tracking page for a given month which you can then edit.
7. If monthly tracking data is created in error, you can remove an unwanted row by selecting the **Delete** hyperlink for the row to be deleted.
8. The **Total Number of PCIT Sessions to 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).





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: 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 parer

Other Relationship:

Placement: Foster home

System Involvement: CPS (child protective se

Psychotropic Medication Prescribed? No

If yes, how many medications currently prescribed?

Tx Setting: School-base

Completion

Monthly Tracking

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

Total Number of CPP Sessions to date: 0

Insert

Save Close Delete

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).

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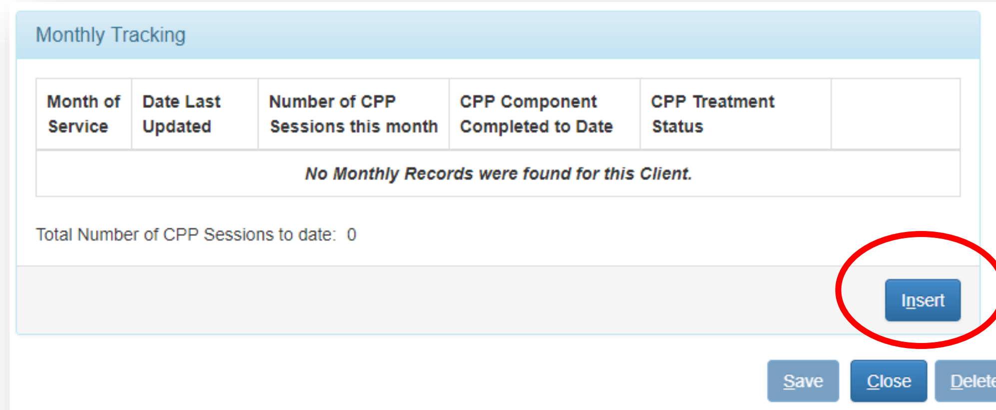
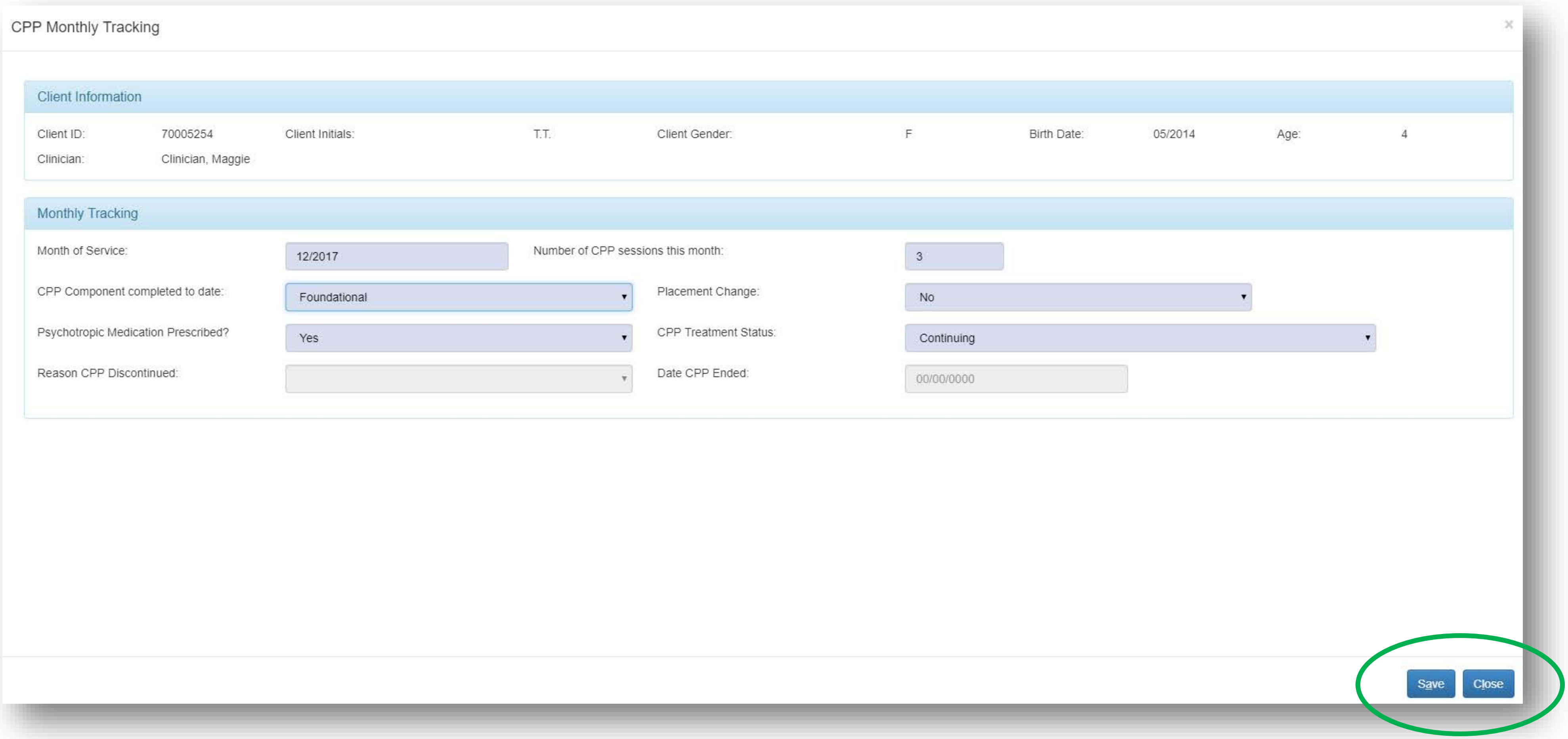
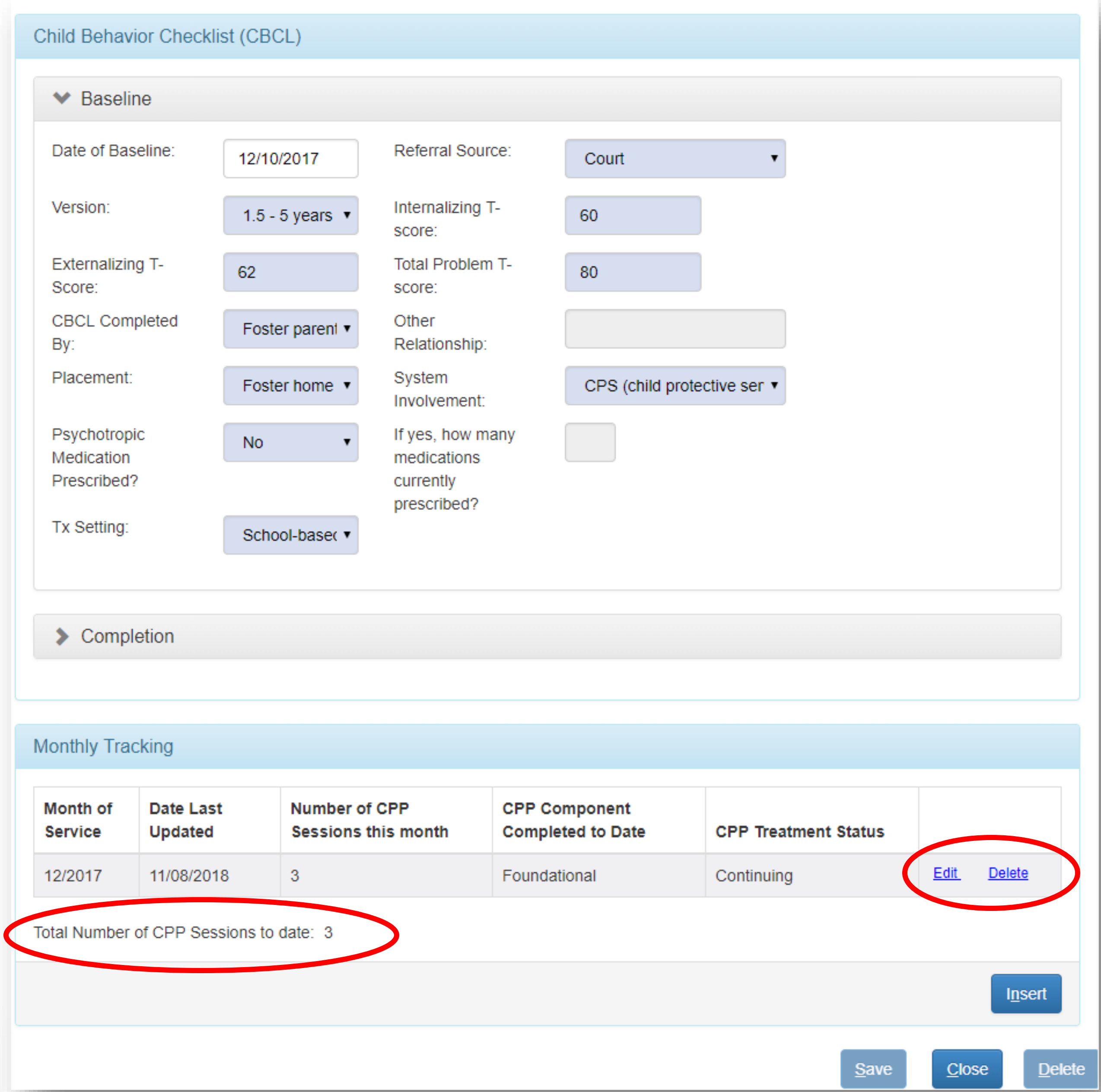


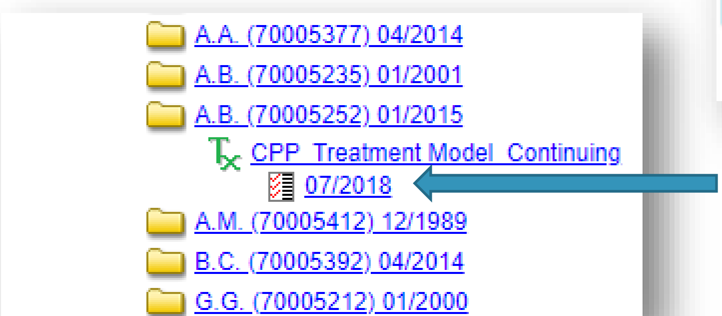


CCP Monthly Tracking Directions, Continued

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).





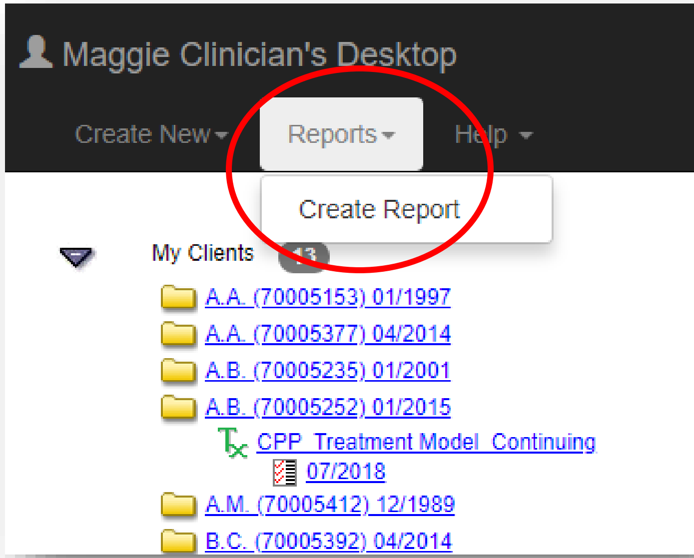
Running a Report

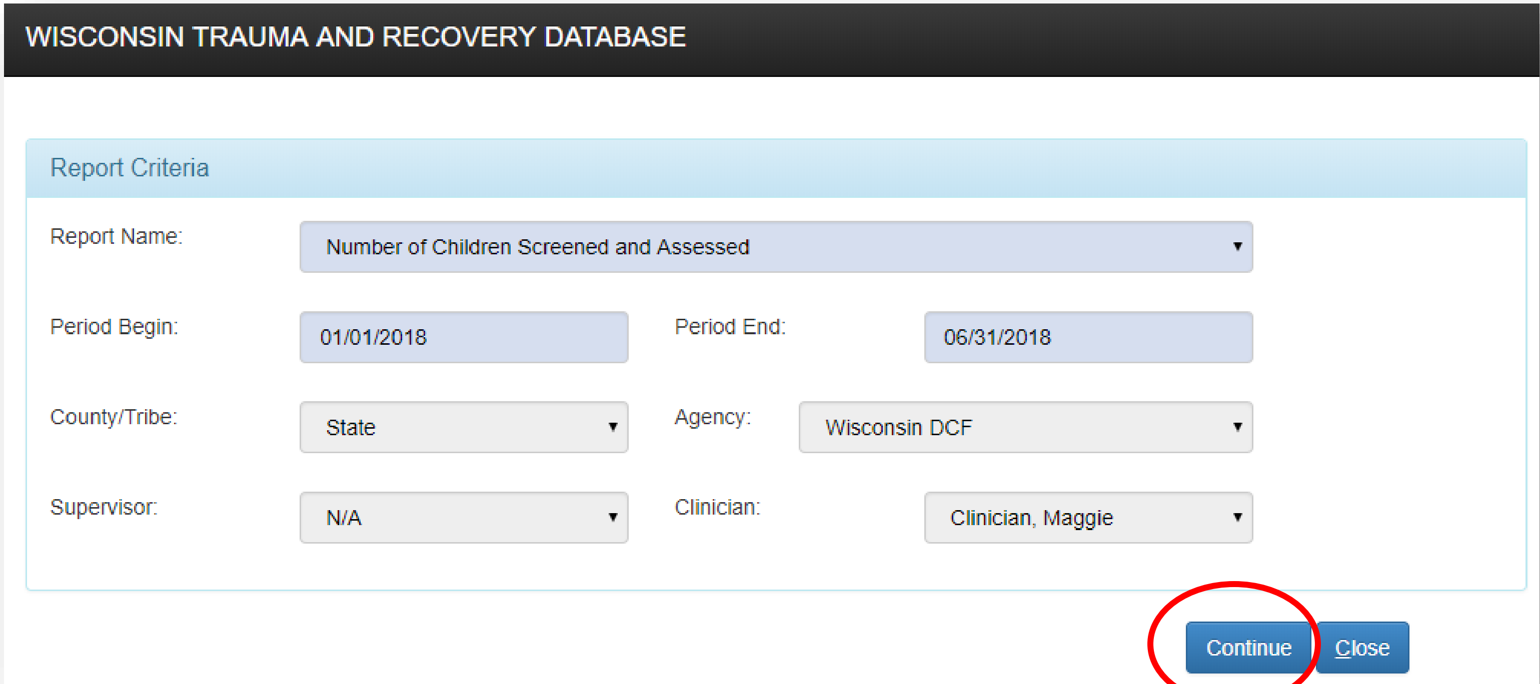
4 steps

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.





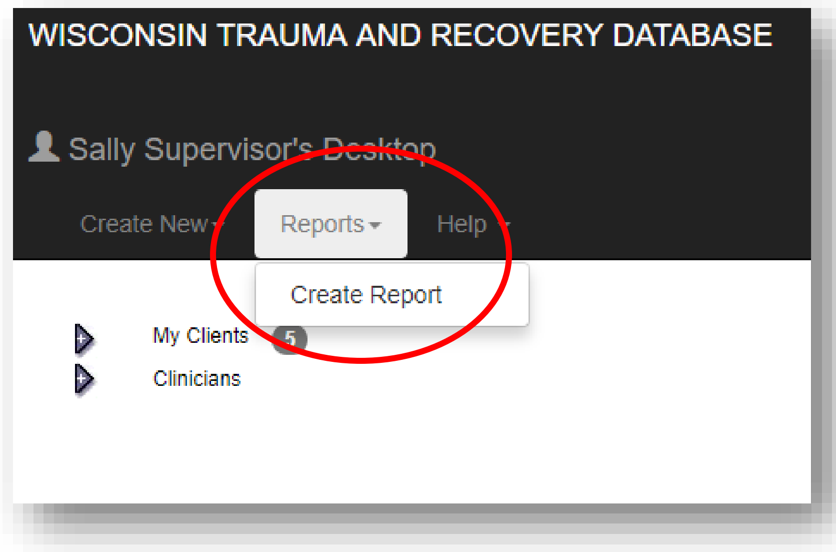
Running a Report - Supervisor

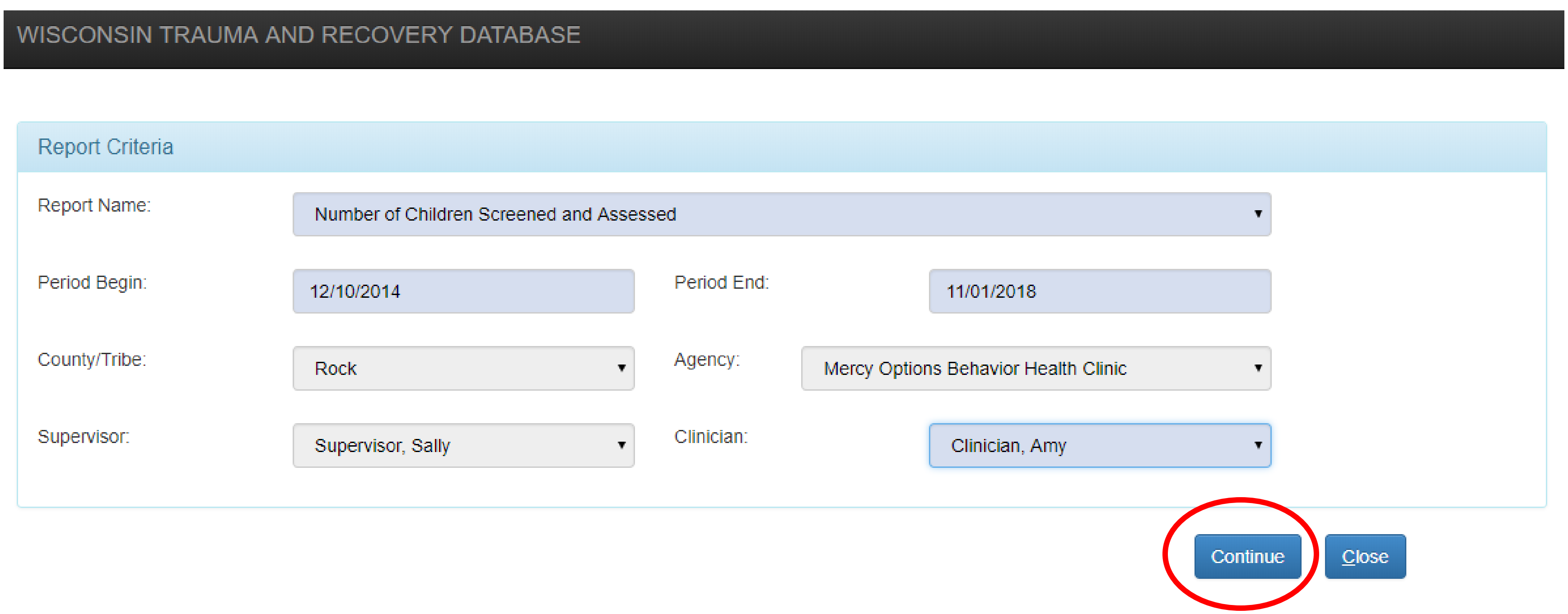
4 steps

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.





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.