



WRAPSTAT

User Manual

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WERT would also like to thank all the developers at 3Ci who were instrumental in creating this data management system.

OVERVIEW OF WRAPSTAT TABS

WrapStat is a data management system designed to assess fidelity of the Wraparound care model through the use of the Wraparound Fidelity Assessment System (WFAS). The system is designed to support the implementation of our WFAS tools (the WFI-EZ, TOM 2.0 and DART) and to house information about all of your youth within Wraparound care, in order to provide you with a comprehensive look at the success and fidelity of your program.

WrapStat has eight tabs. Below is a brief description of the functions housed within each tab. This information can be used to make decisions about what permissions and access you would like your users to have.

Dashboard: View key information about your program's outcomes and fidelity. The graphs shown include: total Wraparound enrollment by month, number of youth discharged by month, percentage of youth successfully discharged, and mean length in Wraparound for discharged youth. You can also view the status of open evaluation cycles, including the number of responses collected, the response rates, and the number of days left in the evaluation cycles.

Youth Roster: Enter youth information (e.g. name, care coordinator), demographics (e.g. gender, age at enrollment), and system involvement (e.g. number of arrests). This information is used to determine whether a youth is eligible to be part of evaluation cycles and provides demographic information for the WFAS tools and reports. Furthermore, this information is used to calculate information displayed in the dashboard, such as mean length of time in Wraparound care and the percentage of youth successfully discharged.

Evaluation Cycles: Select specifications randomly pull a sample of youth to administer the tools for. These specifications will include, but are not limited to, the WFAs tool you would like to use (i.e. WFI-EZ, TOM 2.0, DART), the youth's length of time in Wraparound, and whether the youth is actively enrolled in or discharged from Wraparound care. Based on these specifications the system provides a list of youth to collect data for.

Data Management: Track the status of your data collection efforts and see which youth's data you still need to collect or enter data for. Enter data for an open evaluation cycle. You can enter responses for the tool or enter why the tool was not administered. For the WFI-EZ, you can also use this tab to send survey links to youth, caregivers, care coordinators, or team members. Additionally, you can choose to track whether consent forms need to be collected and whether incentives need to be sent to participants.

Reports: Analyze the data collected from the youth roster and the evaluation cycles. In this tab you can view and download the raw data or look at the WrapStat generated reports. Report topics include demographics, outcomes, fidelity, and mean scores. The reports can be used to look at your program for a specific tool (i.e. WFI-EZ), evaluation cycle, or time period. The reports include WrapStat mean scores compiled from data in WrapStat, as well benchmark scores.

View Data: View and download the data for all three fidelity tools (i.e. WFI-EZ, TOM 2.0 and DART). Can view data as the coded values or raw values, in addition to other metric types.

Resource Center: View the WrapStat user manual and training materials. Also view resources for the tools that you are licensing (e.g., pdfs of tools, training PowerPoints, tool manuals).

Manage: Add new users to the system and edit or archive existing users. Add care coordinators to the list of care coordinators that users can later assign youth to in the youth roster. Track care coordinator exit dates and exit reasons.

USING THE MANAGE TAB

To manage user roles and permissions, first navigate to the “Manage” tab. In this tab, you can add users, edit user permissions, and add to your list of care coordinators.

2.1 OVERVIEW OF FUNCTIONS

The screenshot shows the WrapStat interface. At the top, the user is logged in as 'Collaborator Administrator - Collaborator 2' with the email 'wrapeval@uw.edu'. The navigation menu includes Dashboard, Youth Roster, Evaluation Cycles, Data Management, Reports, Resource Center, and Manage. A green banner below the menu says 'Click here to take the yearly group member survey!' (callout 1). The 'Manage' section is titled 'Manage' and includes the instruction 'Use this table to manage roles and groups.' A left sidebar (callout 2) lists user levels: Collaborator Users, Organization Users, Agency Users, Site Users, and Care Coordinators. A blue '+ Add Organization User' button (callout 4) is at the top of the table. The table (callout 6) has columns: Actions, First Name, Last Name, Username, Organization, Admin Label, and Last Login. The first row has edit and archive icons (callout 5) and a 'Resend Invitation' button (callout 7). The second row has edit and archive icons and a 'Send Invitation' button. A 'Show archived' link is at the bottom right.

1. **Group Yearly Survey.** This survey appears for the group administrator when they are first set up as a user. The user can access the survey by clicking on the green banner. It is also re-administered at the beginning of each calendar year.
2. **Locate Structural Level.** This side panel allows users to navigate to the appropriate level in their configuration. Note, the user will only be allowed see and access to the levels they are authorized to use (e.g., an agency user can only access the agency and site levels).
3. **Access Care Coordinators.** This is where you add care coordinators into the system for each of your sites.
4. **Add a User or Care Coordinator.** This blue button allows you to add a user or care coordinator, depending where you are in the system.
5. **Edit/Archive.** These buttons will allow you to edit and archive users and care coordinators that are in the system.
6. **Sort/Locate.** You can sort and search for specific users or care coordinators in the system via name, username, or structural group (e.g., agency name, site name) in the user table. You can click the arrows to sort alphabetically or enter search words into the text box to narrow your search options.
7. **Send Login Information.** Once a user is set up, click this button to send the user their login information. Once they have set up their account, this column will show their last login date.

2.2 ADDING USERS

1. Navigate to the appropriate level of your configuration's hierarchy, using the menu on the left.
2. Click "Add user," a pop-up box will open to add a user at that level
3. Enter the user's information into the data fields provided.
 - All fields are required unless they say "Optional." Included below is a breakdown of each field.
4. Once you have entered all required information, you can add the user by clicking "Submit."
 - Once added, return to the Manage tab to see the new user listed in the table. Repeat these steps to add more users.
 - For examples of different types of users, refer to the following page.

Tip

Depending on what your level of the hierarchy, the navigation menu on the left may look different. For example, if you are an "organization user" you will see agencies and sites within your organization. To add a user at the organization level, click "add organization user."

Breakdown of Adding Users

Select Group: *Required* - Specify which group, at this level, you want to add this user to. For example, if you are collaborator adding a user at the organization level, you must select which organization.

Email: *Required* - Enter the email that will be associated with this user's account. The user will use this email to activate their account.

First Name: *Required* - Enter the first name of the user.

Last Name: *Required* - Enter the last name of the user.

Admin ID: This is an optional field. You may enter an additional "ID" to refer to this user by, within the system. An Admin ID may be made up of letters and/or numbers.

Admin Label: *Required* - Select a title for this user. This will determine the permission access we recommend that user have. After you select a title, you can adjust the permission levels to fit your needs.

Tool Access: Specify which tools this user can enter and view data for. If none are specified, the system will give access to all tools your program licenses.

Permissions: *Required* - Permissions are granted for access to each tab. You may assign which tabs of the system this user is able to view and perform functions in (i.e. "Data Management", "Reports"). Refer to Section 1 for a general overview of what each tab is used for. Click the toggles to turn on or off permission for the associated tabs.

Supervisor: This is an optional field. You may enter the name or ID of the user's supervisor.

Site	Agency	Organization	Collaborator
search...	search...	search...	search...
Site 2	Agency 2	Organization 2	Collaborator 2
Site 202	Agency 2	Organization 2	Collaborator 2

Username is available!

Email *

First Name *

Last Name *

Admin ID - Optional

Admin Label *

Tool Access - Optional

WFI-EZ
 DART
 TOM 2.0

Permissions *

Manage
 Dashboard
 Youth Roster
 Evaluation Cycles
 Data Management
 Reports
 Resource Center

Supervisor - Optional

Example User 1

A DATA ANALYST ON THE EVALATION TEAM

This data analyst will be at the highest level in the configuration. This will ensure that they will be able to access the data for the entire system they are evaluating.

They will be given permission to access all tabs in WrapStat. This will ensure that are able to freely access everything in the system. While they may not need to use every tab frequently, this will allow them to do so if needed.

Example User 2

CARE COORDINATOR

This care coordinator will be at the lowest level for the site they work at. This will ensure that they do not have access to data from other sites.

The agency administrator only wants the care coordinator to manage their youth in the system, so they are given access to the Youth Roster and Resources Tab. They are not given access to any other tabs in the system as they are not necessary. Additionally, giving Care Coordinator's access to the Reports Tab would allow them to look at WFI-EZ, TOM 2.0, and/or DART reports relating to their services. This may breach confidentiality, particularly for families and youth who completed the WFI-EZ.





2.3 MANAGING USERS

To manage existing users, use the buttons within the user tables. Here you can:

- Edit user information
- Archive and edit/manage users
- Send and resend email invitations to users to allow them to activate their accounts

[+ Add Organization User](#)

☰ Showing 2 of 2

Actions	First Name	Last Name	Username	Organization	Admin Label	Last Login
	search...	search...	search...	search...		from to
 	Test	User	testingtester@test.com	Organization 2	Group Administrator	Resend Invitation
 	testing	testing	test1234@test.com	Organization 2	Group Administrator	Send Invitation

[Show archived](#)



Edit: Click this button to make changes to that user's information (i.e. email, name).



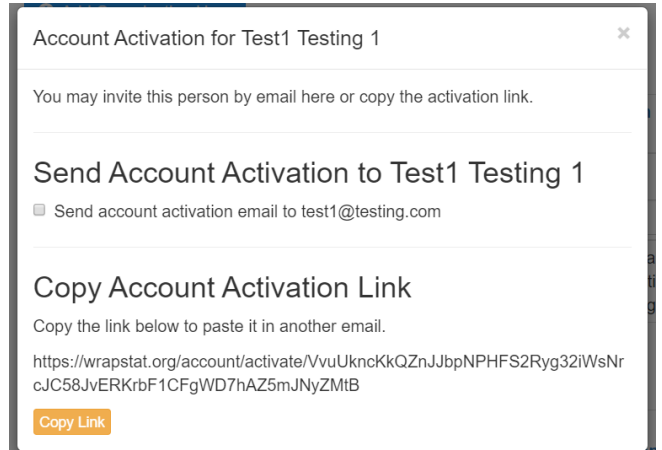
Archive: Click this button to deactivate this user's account and hide this user from the table. This user will no longer be able to log into WrapStat, unless they are unarchived. To unarchive a user, click on "show archived" and then click this archive button again to reactivate the user.

Sending an Invitation to a User

Send Invitation

Click this button to send an email invitation to a user, allowing them to activate their account and login to WrapStat. You can 1) send a link to the user through the system or 2) copy the link into an email.

If you select “Send Account Activation” two additional text boxes will appear, where you can write the email subject line and email text to send. The email text box will auto-populate with the template below that you can edit.



Subject

WrapStat Account Activation

B *I* U

You have been invited to participate in **WrapStat**, a web-based system intended to provide information on the fidelity and outcomes of your Wraparound program.

To get started, click the Activate Account button below to create a password for your account. Then log in using your email address as your username. For future visits, go to <https://wrapstat.org>.

If you encounter technical problems with activating your account, please contact **technical support** for the website by emailing impactsupport@3cisd.com or calling (919) 535-5057. For all other inquiries, please contact the Wraparound Evaluation and Research Team at wrapeval@uw.edu.

Powered by TinyMCE

Send Invitation

2.4 ADDING & MANAGING CARE COORDINATORS

In order to enter youth into the system in the Youth Roster tab, you will first need to enter care coordinators into WrapStat. Adding a care coordinator is different from adding a user – adding a care coordinator will not give the care coordinator a login to WrapStat. Instead, the care coordinator’s information will be added to the list of care coordinators, from which to select, when entering youth data. Entering that information ensures that the spelling of the care coordinator’s name is consistent throughout the system, so that the system can identify all youth under that same care coordinator.

Tip

If you would like your coordinators to have logins and access the site, then you will need to also add them in separately as users. Refer to section 2.2 for how to add users into the system.

To add a care coordinator to the system:

1. Navigate to the “Care Coordinators” section on the left-hand menu under the manage tab.
2. Click “Add Care Coordinator,” a pop-up box will open to add a user at that level.
3. Enter the care coordinator’s information into the data fields provided.
 - All fields with asterisks are required.
4. Once you have entered all required information, you can add the care coordinator by clicking "Submit."
 - Once added, you will see the care coordinator listed in the table. Repeat these steps to add additional care coordinators.

Once a care coordinator is in the system, you can go back and edit their information. When a care coordinator exits Wraparound care, you can archive them in the system - providing their exit date and the reason they left. Later, you can view this information, in reports, about care coordinator turnover rate and reasons that care coordinators have left your program.

To archive a care coordinator in the system:

1. Locate the care coordinator using the search features.
 - You can locate them by name, email, or site.
2. Click “Edit Care Coordinator,” and the pop-up box will open with that care coordinator’s information.
3. Enter the care coordinator’s exit date and exit reason.
4. Click “Submit” to update this care coordinator’s status.

To view the archived care coordinators, click the “show archived” on the Care Coordinator table

Showing 3 of 3

[Show archived](#)

Actions	First Name	Last Name	Email	Site	Exit Date	Exit Reason	Date Archived
	search...	search...	search...	search...	from to	▼	from to
	care	coord 4	carecoord4@gmail.com	Site 2	05-17-20	Left on own accord (includes quit, resigned, retired, moved on)	05-17-2020

Breakdown of Adding Care Coordinators

Site: *Required* - Specify which site you want to add this care coordinator to. Care coordinators are always assigned at the site level.

Email: *Required* - Enter the email that will be associated with this care coordinator.

First Name: *Required* - Enter the first name of the care coordinator.

Last Name: *Required* - Enter the last name of the care coordinator.

ID Number: You may enter an additional "ID" to refer to this care coordinator.

Phone Number: You may enter the care coordinator's phone number. This information will be displayed in the Data Management tab if one of the youth assigned to this care coordinator is selected for an evaluation cycle.

Exit Information

*To be completed when a care coordinator leaves your program

Exit Date: The date that the care coordinator left their role as a care coordinator, at this site. Indicating an exit date will automatically archive this care coordinator and remove them from drop downs in the youth roster. If you would like to see care coordinators who have been archived, click "show archived" in the main care coordinator table.

Exit Reason: Select the reason the care coordinator is exiting.

Site: *

Per page: 50 Showing 2 of 2 rows

Site	Agency	Organization
Site 2	Agency 2	Organization 2
Site 202	Agency 2	Organization 2

Email: *

carecoordinator@site2.com

First Name: *

Care

Last Name: *

Coordinator

ID Number:

Phone Number (no dashes or parenthesis - 10 digits only):

206β904264

The care coordinator will be archived if exit date and exit reason is set.

Exit Date:

Exit Reason:

--Please select an exit reason--

Submit

USING THE YOUTH ROSTER TAB

To view, add, or edit youth information, start by clicking into the “Youth Roster” tab. This tab houses information about all youth in your program. Here you will enter information, such as youth demographics, contact information, and enrollment/discharge dates.

The youth roster is intended to house data for *all* youth in your Wraparound program. When you create an evaluation cycle for one of the Wraparound Fidelity Assessments (WFAs). WrapStat will pull a random sample of youth from the youth in the youth roster.

3.1 OVERVIEW OF FUNCTIONS

The screenshot shows the WrapStat interface with the 'Youth Roster' tab selected. The interface includes a navigation bar, a dashboard, and a main content area. The main content area is titled 'Youth Roster' and contains a table of youth information. The table has columns for Site, Site ID, First Name, Last Name, Care Coordinator, Language, Agency, and Status. The table is filtered to show 108 of 108 youth. The interface also includes a sidebar with filters for Selected Sites (1), Active, Discharged, and Never Began Services. There are also buttons for Download Youth Roster, Bulk Upload, and Add Youth. Two notice banners are visible at the top right, one for missing care coordinators and one for youth enrolled for over a year.

WrapID	Site	Site ID	First Name	Last Name	Care Coordinator	Language	Agency	Status
115	Site 2	14	Dana	SMITH	care coord 6	English	Agency 2	active
13	Site 2	14	Reed	GRAY	care coord 6	Spanish	Agency 2	active
153	Site 2	14	Blaine	MOORE	care coord 5	English	Agency 2	Active
167	Site 2	14	Bailey	KING	care coord 5	English	Agency 2	active
168	Site 2	14	Ryan	STEWART	Amy Monroe	Spanish	Agency 2	Active
17	Site 2	14	Sam	GONZALEZ	Amy Monroe	Spanish	Agency 2	Active
177	Site 2	14	Winter	SMITH	care coordinator72	English	Agency 2	Active

- Select Sites.** Select which site(s) you would like to view information for, at this time. The information for youth, in the selected sites, will then be shown in the youth roster table. You can select a single site or multiple sites.
- Active or Discharged youth.** Select which youth to include based on the youth’s enrollment status. All Youth will show *all* youth in the system. Active youth are currently in Wraparound care. Discharged youth have been discharged from Wraparound care. Never Began Services youth are youth that were referred to Wraparound care but never began.
- Edit.** Allows you to edit youth in the roster.
- Sort/Locate.** Click the arrows next to the variable names to sort by that variable. Type in the text boxes to filter the table or search for a specific youth using that specific data field (e.g., WrapID, last name).
- Notice Banners.** If you see notice banners, it means that a) there are youth in your roster who have not been assigned a care coordinator or b) you have youth who have been active for over a year, and you should review their records to make sure they are still in Wraparound care and are not missing discharge information. Click on the banner to see what youth it is referring to.
- Download Youth Roster.** Download the youth roster data. This will create a csv file that contains youth records based on the specifications that you selected in steps 1& 2 (selected sites and youth status).
- Adding youth.** Add youth manually or add/edit youth in bulk. For more information, refer to section 3.2 (individual youth) and 3.3 (bulk upload).

3.2 ADDING A SINGLE YOUTH

Since not all variables are required, we recommend that Lead Evaluators set up a protocol for what information you would like sites to enter and implement this protocol across all sites. This will ensure consistency in your data collection.

To add a new youth:

1. Click “add youth,” a pop-up box will open to add a youth.
2. Enter the youth’s information into the data fields provided.
 - Fields are required unless they say “Optional”. Below is a breakdown of each field.
 - For a complete list of variables, refer to the bulk codebook in appendix A.
3. There are five sections to complete. For a breakdown of each section, see the following sub-sections.
 - Basic Information
 - Demographics
 - Enrollment
 - Discharge
 - Contact Information –*Needed for administering the WFI-EZ*
4. Once you have entered all required information, you can add the user by clicking "Submit."
 - Once added, return to the Youth Roster Tab to see the new youth listed in the table. Repeat these steps to add more youth.



Tip

Prior to adding a new youth, be sure that their care coordinator is in this system. Refer to section 2.4 on how to add a care coordinator in the Manage Tab.

Other (Specify) Text Entry

For several of the data fields, you can select “Other (Specify)” when providing information for the youth. When you do, a text box will appear in which you can provide additional details.

Race - *Optional*

Enter Race(s) - *Optional*

Basic Information

Youth First Name: Enter the youth's first name.

Youth Last Name: Enter the youth's last name.

Wrap ID: *Required* - Enter the youth's Wraparound ID. This ID can consist of letters or numbers. This is a required field.

Preferred Language: *Required* - Select English, Spanish, Other (Specify) or Unknown. This information determines whether the youth will receive an English or Spanish version of the WFI-EZ. If you select Other, you can write in the youth's preferred language, but the survey will default to English.

Select Site: *Required* - Specify which site you want to add this youth to. Youth are always assigned at the site level. This is a required field.

Care Coordinator: *Required* - Select the youth's care coordinator from the drop-down list.

- If the youth's care coordinator is not on this list, then you must first add the care coordinator through the Manage tab (section 2.4).
- If the youth has no care coordinator currently assigned, toggle the "Youth has a care coordinators?" to "No". Once a care coordinator has been assigned, you can come back and edit the record for the youth.

Basic Information	Demographic Information	Enrollment	Discharge	Contact Information
-------------------	-------------------------	------------	-----------	---------------------

Youth First Name - *Optional*

Youth Last Name - *Optional*

Wrap ID *

Preferred Language *

Select Site *

Showing 1 of 248 rows [Remove Filter](#)

Site	Agency	Organization	Collaborator
found	search...	search...	search...
Foundations for Independence	Ada County	Department of Children and Family Services - DEMO	

Care Coordinator *

Please select a Care Coordinator

YES Youth has a care coordinator?

Demographic Information

Gender. Select the youth's gender identity from the options provided. In addition, check the box below the drop down if this youth is transgender.

Race: Select the youth's race from the options provided.

Ethnicity: Select the youth's ethnicity from the options provided.

Date of Birth: Enter the youth's date of birth. You may type the birthday as month/day/year or use the calendar to pick the date.

Zip Code: Enter the youth's zip code

Legal Custodian: Select the youth's legal custodian from the options provided.

Basic Information	Demographic Information	Enrollment	Discharge	Contact Information
Dana Wrap ID: Ja Site: Site 2				

Gender Identity - *Optional*

Do you identify as transgender? - *Optional* ⓘ

What is your sexual orientation? - *Optional*

Race - *Optional*

Ethnicity - *Optional*

Back

Date of Birth - *Optional*

Zip Code - *Optional*

Legal Custodian (at enrollment) - *Optional*

Next

Reporting Demographics

While all of these demographic fields are optional, if you choose **not** to fill out these variables you will not have these variables for reporting. All the WFAS tools pull demographic information from the youth roster.

Enrollment

Start Date: *Required* - Enter the date that the youth began Wraparound care. You may type the start date as month/day/year or use the calendar to pick the date. **Note:** If you are entering for a youth that has never began services, put the referral date here.

Referral Source: From the dropdown provided, select the source that referred the youth to Wraparound care.

Referral Reason: From the dropdown provided, select the source that referred the youth to Wraparound care.

Referral Date: Enter the date that the youth was referred to Wraparound care. You may type the referral date as month/day/year or use the calendar to pick the date.

Age at Enrollment: *Required* - Enter how old the youth is or was on their enrollment date. This information will be used to calculate whether a youth is eligible be included in an evaluation cycle for the youth WFI-EZ tool.

Basic Information	Demographic Information	Enrollment	Discharge	Contact Information
Dana Wrap ID: Ja Site: Site 2				

Wraparound Start Date * i

08/12/2020

Referral Source - *Optional* i

Juvenile Justice

Referral Reason - *Optional*

Transitioning out of juvenile detention and back in with family

Referral Date - *Optional* i

08/13/2020

Age at Enrollment *

14

Enrollment – System Involvement

Enter in the youth’s involvement in these systems for the year prior to enrollment.

Previous or current juvenile justice

involvement: Select whether this youth has had any previous involvement with juvenile justice in the past year. If you select “yes,” a text box will appear where you can enter the number of arrests the youth has had.

History of expulsions/suspension from

school: Select whether this youth has had any expulsions or suspensions from school in the past year. If you select “yes,” two text boxes will appear where you can enter the number of expulsions and suspensions the youth has had.

History of in-patient hospitalization or residential treatment for mental health

reasons: Select whether this youth has any history of hospitalization or residential treatment. If you select “yes,” a text box will appear where you can enter the number of hospitalizations the youth has had.

History of emergency room visits for mental health reasons: Select whether this youth has any history of emergency room visits for mental health reasons in the past year. If you select “yes,” a text box will appear where you can enter the number of hospitalizations the youth has had.

Previous or current child welfare involvement: Select whether this youth has had any involvement with child welfare in the past year.

Number of runaways: Enter the number of times this youth has run away in the past year.

System Involvement - Optional

Previous or current juvenile justice involvement - Optional

Yes No Don't Know

Number of arrests - Optional

History of expulsion/suspension from school - Optional

Yes No Don't Know

History of in-patient hospitalization or residential treatment for mental health reasons - Optional

Yes No Don't Know

History of emergency room visits for mental health reasons - Optional

Yes No Don't Know

Previous or current child welfare involvement - Optional

Yes No Don't Know

Number of runaways - Optional

Discharge

Exit Date: Enter the date that the youth was discharged from Wraparound care. You may type the start date as month/day/year or use the calendar to pick the date.

Exit Reason: From the dropdown provided, select the source that referred the youth to Wraparound care. If youth was referred but never began services, select “Never Began Services”, and see section below.

Rating of Needs Met: Assess the rating from 0-10 for the youth and family’s level of success at discharge. With 0 being no success at all to 10 being all needs were met and the youth and family requires no or little support going forward.

Basic Information	Demographic Information	Enrollment	Discharge	Contact Information
Dana Wrap ID: Ja Site: Site 2				

Exit Date - Optional ⓘ

08/31/2020

Exit Reason - Optional

Completed - Met goals on Plan of Care and discharged from services

Rating of needs met - Optional ⓘ

0 1 2 3 4 5 6 7 8 9 10

Discharge – Never Began Services

After selecting “Never Began Services” as the exit reason, a new field will appear where you can specify the reason the youth was referred but never received services.

Never Began Reason: From the dropdown provided, select the reason why the youth never received Wraparound care.

Exit Date - Optional ⓘ

08/31/2020

Exit Reason - Optional

Never Began Services

Never Began Reason - Optional

No staffing capacity

Discharge – System Involvement

Enter in the youth's involvement in these systems during their time in Wraparound care.

Previous or current juvenile justice involvement: Select whether this youth had any involvement with juvenile justice during their Wraparound care. If you select “yes,” a text box will appear where you can enter the number of arrests the youth has had.

History of expulsions/suspension from school: Select whether this youth had any expulsions or suspensions from school during their Wraparound care. If you select “yes,” two text boxes will appear where you can enter the number of expulsions and suspensions the youth has had.

History of in-patient hospitalization or residential treatment for mental health reasons: Select whether this youth was admitted for hospitalization or residential treatment during their Wraparound care. If you select “yes,” a text box will appear where you can enter the number of hospitalizations the youth has had.

History of emergency room visits for mental health reasons: Select whether this youth had any emergency room visits for mental health reasons during their Wraparound care. If you select “yes,” a text box will appear where you can enter the number of hospitalizations the youth has had.

Previous or current child welfare involvement: Select whether this youth had any involvement with child welfare during their Wraparound care

Number of runaways: Enter the number of times this youth has run away during their Wraparound care

System Involvement - *Optional*

Previous or current juvenile justice involvement - *Optional*

Yes No Don't Know

History of expulsion/suspension from school - *Optional*

Yes No Don't Know

Number of expulsions - *Optional*

Number of suspensions - *Optional*

History of hospitalization or residential treatment for mental health reasons - *Optional*

Yes No Don't Know

History of emergency room visits for mental health reasons - *Optional*

Yes No Don't Know

Previous or current child welfare involvement - *Optional*

Yes No Don't Know

Number of runaways - *Optional*

Contact Information – Caregiver/Parents

This section is only needed for sites administering the WFI-EZ. All fields are optional. You need only enter information for the version of the form you intend to use (i.e. caregiver, youth, team member).

Caregiver/Parent Contact Information:

Name: Enter the first and last name of the caregiver your program would want to administer the WFI-EZ to.

Preferred Language: Select English, Spanish or Other (Specify) for the caregiver. This information determines whether the caregiver will receive an English or Spanish version of the WFI-EZ. If you select Other, you can write in the preferred language, but the survey will default to English.

Phone: Enter the phone number for the caregiver.

E-mail Address: Enter the email for the caregiver.

Mailing Address/City/State/Zip Code: Enter the mailing address for the caregiver.

Youth Information: Enter the youth’s contact information.

Basic Information	Demographic Information	Enrollment	Discharge	Contact Information
<p>Dana Wrap ID: Ja Site: Site 2</p>				



This information will be shown in the data management tab to assist you in data collection. If you create a WFI-EZ cycle the emails you enter here will be used to send messages to participants.

Caregiver/Parent Contact Information - Optional

Name **Preferred Language** - *Optional*

Specify Language - *Optional*

Phone

E-mail Address

Mailing Address

City **State** **Zip Code**

Contact Information Tip

By entering in the email address and/or phone number for the caregiver, youth and team member here, your program will be able to send the online version of the WFI-EZ directly to these participants via the Messaging Center of the Data Management Tab (see Section 5.3). The survey can be sent via email or text.

Contact Information – Youth

This section is only needed for sites administering the WFI-EZ. All fields are optional. Only youth ages 11 and up will be eligible for the youth WFI-EZ form.

Same as Caregiver

Note: If youth have the same information as the caregiver select the “same as Caregiver” button to auto populate the fields.

Youth Contact Information:

Phone: Enter the phone number for the youth.

E-mail Address: Enter the email for the youth.

Mailing Address/City/State/Zip Code: Enter the mailing address for the youth.

Youth Contact Information - Optional

Same as Caregiver

Phone

2068406435

E-mail Address

aimi@email.com

Mailing Address

4519 Camels Back Way

City

Seattle

State

Washington

Zip Code

98104

Contact Information – Team Member

This section is only needed for sites administering the WFI-EZ. All fields are optional. You need only enter information for the version of the form you intend to use (i.e. caregiver, youth, team member).

Team Member Contact Information:

Name: Enter the first and last name of the team member your program would want to administer the WFI-EZ to.

Preferred Language: Select English, Spanish or Other (Specify) for the team member.

This information determines whether the caregiver will receive an English or Spanish version of the WFI-EZ. If you select Other, you can write in the preferred language, but the survey will default to English.

Phone: Enter the phone number for the caregiver.

E-mail Address: Enter the email for the caregiver.

Mailing Address/City/State/Zip Code: Enter the mailing address for the caregiver.

Relationship to Youth: Select the team member’s relationship to the youth in Wraparound from the dropdown list provided.

Team Member Contact Information - Optional

Name

Jared

Preferred Language - Optional

English

Phone

2062435782

E-mail Address

jared@email.com

Relationship to Youth - Optional

Teacher/School staff

Back

Submit

3.3 EDITING & DISCHARGING A SINGLE YOUTH

Once a youth is in the system, you can edit their information at any time. To edit multiple youth all at once, see Section 3.4 - Bulk Upload.

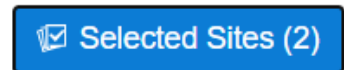
To edit a youth:

1. Locate the youth using the search features.
 - You can locate them by their WrapID, site, name, or care coordinator.
2. Click the “Edit youth” icon to pull up the youth’s information.
3. Make any edits to the youth’s record and click “Save”.



Tip

To make sorting easier, be sure to select the sites you want to look at using the “Select sites” action at the top left of the page.



When a youth exits from Wraparound, update their record with their discharge information. To discharge multiple youth at once, see Section 3.4 – Bulk Upload.

To discharge a youth:

1. Locate the youth using the search features.
 - You can locate them by their WrapID, site, name, or care coordinator.
2. Click the “Edit youth” icon to pull up the youth’s information.
3. Navigate to the “Discharge” section in the youth’s information.
4. Enter the youth’s exit date, exit reason, a rating of needs met and the youth’s system involvement during Wraparound care.
 - Refer the “Discharge” breakdown in Section 3.2 for more details on these variables.



Discharge Information in Reports

While entering in discharge information is optional, this information can be used in reports to track length of enrollment, monitor outcome variables, look at discharge information by care coordinator, and more!

3.4 BULK UPLOAD

Bulk upload is a feature in Wrapstat that allows you to add, edit and manage mass groups of your youth data in a csv file. To complete bulk upload for new youth:

Bulk Upload Youth ×



To bulk upload youth into the system, download the template below and enter youth information into the fields provided. The template will provide you with drop down lists and answer options for the variables in the youth roster.

Please note that before uploading the completed document to WrapStat, you must save the file as a CSV.

[Download template](#)

[Continue to Bulk Upload](#)

First Time Using Bulk Upload?

If this is your first time using the bulk upload feature, WERT strongly encourage new users to utilize the downloaded excel template. This template will provide drop down lists and guidance to limit user error. Prior to upload, be sure to save the file as a CSV.

Bulk Upload - New Youth

[Bulk Upload](#)

Bulk Upload Youth ×

Please upload your CSV file to begin the process.

Drag and drop your file here (click to browse).

[Download Template](#)

Per page: 50 1 2

1. Click on “Bulk Upload” at the top right of the Youth Roster page. A pop-up screen will appear.
2. If you want to use the Excel Workbook Template, click blue “Download Template” to download a XLSX file to your computer.
3. If you want to use the CSV file, click “Continue to Bulk Upload” and click the white “Download Template” to download the CSV file to your computer.

Bulk Upload Codebook

When completing the CSV, refer to the Bulk Upload Codebook to assist you in this task. This code book can be found in Appendix A.

4. For either file, fill out the variables for each new youth
 - Make sure all mandatory fields are completed.
 - Refer to the Bulk Upload Codebook (Appendix A) for a complete list of input options.
5. Once the variables are in the file, save the file as a CSV to your computer.
6. Upload the completed CSV file by dragging and dropping the file or opening your browser. Then scroll to the bottom and click “Validate”.
7. Prior to your upload, WrapStat will show you how many new youth, updated youth, and unchanged youth are being put into the system.
 - If there is an error in the CSV file, WrapStat will notify you. Refer to Section 3.5 – Trouble Shooting, for more information.
 - If the number of youth shown in these categories looks incorrect, cancel upload, and look at the CSV file for errors.

Validation Completed Successfully
Inspected 3 youth.

Preflight Validation	Preflight Validation	Preflight Validation
Youth to Add 3	Youth to Update 0	Unchanged Youth 0

▶ [Details](#)

Cancel and Upload New File

Execute Changes

8. Click the green “Execute Changes” to complete the upload.
9. WrapStat will then notify you of the completed upload. You will now be able to see these youth in the youth roster table.

Bulk Upload Youth ×

Execution of Changes Completed Successfully
Processed 3 youth.

Executed Successfully	Executed Successfully	Executed Successfully
Youth Added 3	Youth Updated 0	Unchanged Youth 0

▼ [Details](#)

Youth Added: 3 (Rows: 2, 3, 4)

Youth Updated: 0

Unchanged Youth: 0

Start New Upload

Once youth are in the system, you can make changes to their records using bulk upload. This can be useful if you need to discharge several youth at once.

To complete edits using bulk upload:

1. First, locate the group of youth you want to update, using the “Select Sites” feature and selecting the type of youth to download (e.g. “Discharged” youth).
2. Click the green “Download Youth Roster” button in the upper right-hand corner of the Youth Roster tab
 - A CSV will be downloaded with the youth data.
3. Make edits to the correct youth.
4. Upload this updated CSV using the “Bulk upload” feature.
5. Similar to adding new youth, the system will notify you of how many new youth, updated youth, and unchanged youth are being put into the system.
 - If there is an error in the CSV file, WrapStat will notify you. Refer to Section 3.5 – Troubleshooting, for more information.
 - If the number of youth shown in these categories looks incorrect, cancel upload and check the CSV file for errors.

Narrowing Down Your Youth

To make editing several youth easier, be sure to get as specific as possible using the “Select Sites” feature and selecting the correct type of youth data to view. If you only need to edit active youth from one site, only select that site and make sure to have one “active” youth shown. If you need to edit youth across several sites, select the agency they are under.



Bulk Upload Youth ×

Validation Completed Successfully
Inspected 3 youth.

<p style="font-size: small;">Preflight Validation</p> <p>Youth to Add</p> <p style="font-size: large; font-weight: bold;">0</p>	<p style="font-size: small;">Preflight Validation</p> <p>Youth to Update</p> <p style="font-size: large; font-weight: bold;">3</p>	<p style="font-size: small;">Preflight Validation</p> <p>Unchanged Youth</p> <p style="font-size: large; font-weight: bold;">0</p>
---	--	--

[▶ Details](#)

Cancel and Upload New File
Execute Changes

6. Click “Execute changes” to complete the upload.
7. WrapStat will the notify you of the completed upload. Now the youth’s records have been updated in the system

Bulk Upload Youth ×

Execution of Changes Completed Successfully
Processed 3 youth.

<p style="font-size: small; background-color: #c8e6c9;">Executed Successfully</p> <p>Youth Added</p> <p style="font-size: large; font-weight: bold; color: #4CAF50;">0</p>	<p style="font-size: small; background-color: #c8e6c9;">Executed Successfully</p> <p>Youth Updated</p> <p style="font-size: large; font-weight: bold; color: #4CAF50;">3</p>	<p style="font-size: small; background-color: #c8e6c9;">Executed Successfully</p> <p>Unchanged Youth</p> <p style="font-size: large; font-weight: bold; color: #4CAF50;">0</p>
--	--	--

[▶ Details](#)

Start New Upload

3.5 TROUBLE SHOOTING FOR BULK UPLOAD

If something goes wrong when attempting bulk upload, the system will notify you with what is incorrect, in each row. When this happens, review the errors found, and then go back to the CSV file and fix the incorrect information. Below are some common errors.

Validation Failed: 16 Errors Found

Inspected 4 youth (4 with errors).

Row	Column	Error Message
2	age_at_enrollment	The age at enrollment field is required.
2	_empty_	Unable to set `replace_parent_pawn_id_for_role` on youth
2	_empty_	No `careCoordinator` found
3	language	The language field is required.
3	language	Value `` not in supported values (en es other)

Some Common Errors

1. Invalid information - Be sure to use the Bulk Upload Codebook (Appendix A) when adding/editing youth. This will help ensure that you input the correct information.
2. Invalid site ID - Be sure to enter the **site identification number (e.g., 125)**, not the site name. This is the only error for Row 2 in the picture above. As you can see, it affected several columns in the csv file for Row 2.

USING THE EVALUATION CYCLES TAB

To create an evaluation cycle, navigate to the “Evaluation Cycles” tab. An evaluation cycle is a sample of youth pulled from the youth roster. A WFAS tool is specifically administered for the youth records in this sample, during the date range specified for data collection. For example, if your program wants to learn more about Wraparound fidelity through using the TOM 2.0, an evaluation cycle will pull a subset of youth whose team meetings will be observed for the TOM 2.0. In this tab, you can also view information for open or closed evaluation cycles, such as the start, end dates, and the sample size.

4.1 OVERVIEW OF EVALUATION CYCLE

The screenshot shows the WrapStat interface for the Evaluation Cycles tab. At the top, there are navigation tabs for WFI-EZ, TOM 2.0, and DART. Below these are buttons for 'Selected Sites (2)', 'Cycle Default Settings', and 'Create Evaluation Cycle'. A checkbox for 'Show closed cycles' is also visible. Below the buttons is a table titled 'WFI-EZ Care Coordinator' with columns for Actions, Name, Site, Agency, Organization, Collaborator, Sample Size, Start Date, End Date, Cycle Type, and Status. A table row is shown with data for 'WFI-EZ Care Coordinator: JUL-OCT 2020'. Numbered callouts 1-7 point to various UI elements: 1 points to the tool tabs, 2 to the Selected Sites button, 3 to the Cycle Default Settings button, 4 to the Create Evaluation Cycle button, 5 to the Show closed cycles checkbox, 6 to the View/Edit icon in the table, and 7 to the Agency column header.

- 1. Tool.** Select which WFAS tool you would like to create an evaluation cycle for by clicking on the corresponding tab. This selection will also determine which cycles are displayed in the tables below. You will only have tabs for the tools that your program has licensed. Please note that when in one of the three tool tabs, you can only view or create an evaluation cycle for that tool type.
- 2. Select Sites.** Select which site(s) you would like to view evaluation cycles for at this time. The evaluation cycles for these sites will then be shown in the table below. You can select one or multiple sites.
- 3. Cycle Default Settings.** Set or edit cycle default settings.
- 4. Create Evaluation Cycle.** Create a new evaluation cycle. WrapStat will pull a random sample of youth, based on your specifications, from the youth in your youth roster.
- 5. Show Closed Cycles.** Check this box to view closed evaluation cycles in the tables. A cycle is considered closed if the cycle’s end date has passed.
- 6. View/Edit.** View the youth records that were sampled for that evaluation cycle, or edit the cycle start or end dates. You may only edit a cycle start date if the cycle has not started yet. You may edit the end date, only if the cycle has not closed.
- 7. Sort/Locate.** Click the arrows next to the variable names to sort by that variable. Type in the text boxes to filter the table or search for a specific youth.

4.2 CREATING & EDITING AN EVALUATION CYCLE

When creating an evaluation cycle, you will specify some parameters for inclusion of youth records in the sample. While many of the specifications are the same across the WFAS tools, there are some slight variations between creating an evaluation cycle for the WFI-EZ, TOM 2.0, and DART. Adding an evaluation cycle for each tool is explained separately below.

To add an evaluation cycle:


1. Click “Create Evaluation Cycle,” a pop-up box will open to add an evaluation cycle.
2. Select sample specifications using the fields provided and select the sites you want to administer the tools for.
3. The sample size will update based on the criteria you select.
 - Click on “Customize Sample Size” if you would like to change the number of youths pulled from each site.
4. Once you have selected all of the specifications, the system will generate a random sample. Click “Create Cycles”. The system will then show you all of the youth records that were added to this evaluation cycle.
 - Once added, return to the Evaluation Cycles tab to see the evaluation cycle listed in the table.

Important!

Evaluation cycles cannot be deleted, and most specifications cannot be changed. Be sure to double check your specifications before submitting.

To edit the start, end date and cycle type:

Once a cycle is submitted there are a few modifications that can be made, to make these changes:

1. Click the orange “Edit” button for the specific cycle you would like to edit. 
2. Specify the new start or end date.
 - If the cycle has already started, you will only see a text box to edit the end date.
3. Click the green button “Save”.
 - Once added, return to the Evaluation Cycles tab to see the new dates listed in the cycle tables

RECOMMENDED SAMPLE SIZE

WrapStat will automatically pull a recommended sample size for you. The system will suggest either 30% of your eligible population in the youth roster or 40 youth, whichever number is larger. This is to ensure an adequate random sampling.

“FIXED” VS. “ONGOING” EVALUATION CYCLES

When creating any evaluation cycle, you will need to set it up as a fixed or ongoing cycle.

A **fixed cycle** will pull the recommended sample size based on the current youth in the system. No additional youth will be added to the evaluation cycle.

An **ongoing cycle** will pull all currently eligible youth and continue to add in youth as they become eligible. For example, if you specify you only want to administer the TOM 2.0 for youth that have been enrolled in Wraparound care for 4 months or longer, then as youth meet that criteria in the system they will be included in sample.

4.3 WFI-EZ EVALUATION CYCLE

When creating a new WFI-EZ evaluation cycle, this window will pop up. Fill out all the information prior to creating the cycle. For a full break down of each specification refer to the following page.

WFI-EZ: OCT-DEC 2020 Quarter 4

Unique Identifier - *Optional* i

Quarter 4

Start Date * i

10/01/2020 12:00 AM

End Date * i

12/31/2020 12:00 AM

Cycle Type * i

Fixed

Ongoing

NO Track incentives i

NO Track consent i

Select which WFI-EZ forms to administer

YES WFI-EZ Care Coordinator

YES WFI-EZ Caregiver

NO WFI-EZ Youth

NO WFI-EZ Team Member

Selected Sites (1)

i This sample will only include actively enrolled youth

Site	Eligible Population	Excluded Population ?	Recommended Sample Size	Sample Size
× Family Partners Inc.	159	0	48	48

[Customize Sample Size](#)

Length of enrollment (months) i

Min

Max

4

12

NO Include recently discharged youth? i

YES Distribute equally across care coordinators i

NO Auto send invite message i

Create Cycle (1)

WFI-EZ Evaluation Cycle Specifications

Unique Identifier: Enter a unique name for the evaluation cycle. Use this to distinguish cycles with date ranges.

Start Date: The date on which your evaluation cycle opens, and you can begin data collection. You may edit this start date until it has passed.

End Date: The date on which your evaluation cycle closes, and you can no longer collect data. You may edit this date and extend your evaluation cycle up until the last day of the cycle. Once the cycle closes, you cannot reopen it to add more time.

Select which WFI-EZ forms to administer: Select the appropriate forms to administer for this evaluation cycle.

Cycle Type: Select whether this cycle is fixed or ongoing. A fixed cycle immediately pulls a random sample of youth, either a specific number or a percentage of the population. The number in the sample will remain constant over time. An ongoing cycle adds youth into the cycle as they become eligible based on the specifications you have set for the cycle (i.e. length of enrollment).

Track Incentives: Select yes if you intend to provide survey respondents an incentive (e.g., gift card) to encourage participation. If yes, there will be a column in the data management tab for you to track who you have sent an incentive to.

Track Consent: Use of a fidelity assessment tool for program evaluation or quality improvement purposes does not require written consent from participants. However, select yes here if your group uses consent forms and would like to track who you have received consent forms from. There will be an additional column in the data management tab for this purpose.

Select Sites. Select which site(s) you would like to create evaluation cycles for at this time. The evaluation cycles for these sites will then be shown in the tables. You can select one or multiple sites. If you select multiple sites, this will generate one evaluation cycle for each site selected. You will then see a recommended sample size. If you would like to include a different number of youth records, you may edit the sample size by clicking on "Customize Sample Size."

Length of Enrollment. Set the minimum and/or maximum number of the months the youth must have been in Wraparound to be included for this cycle. For example, you could specify that this sample should only include youth that have received care for at least 3 months and a maximum of 12 months.

Include recently discharged youth. Check yes to include recently discharged youth, who meet your sample criteria, in this sample. Then specify how recently youth must have been discharged to be included. For example, if you specify that youth must have been enrolled for at least 3 months, and then set the maximum discharge time as 2 months, this sample would include any youth that were discharged in the two months preceding the start date who had also received at least 3 months of Wraparound care before their discharge.

Distribute equitably across care coordinators. Check yes to have the sample include an equal number of youth from each care coordinator, when possible.

Auto send invite messages. Check yes to have the system automatically send out the email invite message to WFI-EZ participants. This feature is recommended **only** for ongoing cycles. The invite message template cannot be edited for this feature. Please refer to section 5.3 Using the WFI-EZ messaging feature for more.

4.4 TOM 2.0 EVALUATION CYCLE

When creating a new TOM 2.0 evaluation cycle, this window will pop up. Fill out all the information prior to creating the cycle. For a full break down of each specification refer to the following page.

TOM 2.0: SEP-NOV 2020 Phase 2

Unique Identifier - Optional i

Start Date * i

End Date * i

Cycle Type * i



Fixed



Ongoing

YES

Track consent i

Selected Sites (3)

! This sample will only include actively enrolled youth

	Site	Eligible Population	Excluded Population ?	Recommended Sample Size	Sample Size
×	DEMO Site 1	42	0	40	40
×	DEMO Site 2	26	0	26	26
×	DEMO Site 3	1	0	1	1

[Customize Sample Size](#)

Length of enrollment (months) i

Min

Max

YES

Distribute equitably across care coordinators i

Create Cycles (3)

TOM 2.0 Evaluation Cycle Specifications

Unique Identifier: Enter a unique name for the evaluation cycle. Use this to distinguish cycles with date ranges.

Start Date: The date on which your evaluation cycle opens, and you can begin data collection. You may edit it until it has passes.

End Date: The date on which your evaluation cycle closes, and you can no longer collect data. You may edit this date and extend your evaluation cycle up until the last day of the cycle. Once the cycle closes, you cannot reopen it to add more time.

Cycle Type: Select whether this cycle is fixed or ongoing. A fixed cycle immediately pulls a random sample of youth, either a specific number or a percentage of the population. The number in the sample will remain constant over time. An ongoing cycle adds youth into the cycle as they become eligible based on the specifications you have set for the cycle (i.e. length of enrollment).

Track Consent: Use of a fidelity assessment tool for program evaluation or quality improvement purposes does not require written consent from participants. However, select yes here if your group uses consent forms and would like to track who you have received consent forms from. There will be an additional column in the data management tab for this purpose.

Select Sites. Select which site(s) you would like to view evaluation cycles for at this time. The evaluation cycles for these sites will then be shown in the tables. You can select one or multiple sites, however, selecting multiple sites will generate one evaluation cycle for each site selected. You will then see a recommended sample size. If you would like to include a different number of youth records, you may edit the sample size by clicking on "Customize Sample Size."

Length of Enrollment. Set the minimum and/or maximum number of the months the youth must have been in Wraparound to be included for this cycle. For example, you could specify that this sample should only include youth that have received care for at least 3 months and a maximum of 12 months.

Distribute equitably across care coordinators. Check yes to have the sample include an equal number of youth from each care coordinator, when possible.

4.5 DART EVALUATION CYCLE

When creating a new DART evaluation cycle, this window will pop up. Fill out all the information prior to creating the cycle. For a full break down of each specification refer to the following page.

DART: SEP-OCT 2020 Phase 2

Unique Identifier - *Optional* ?

Phase 2

Start Date * ?

09/01/2020 12:00 AM

End Date * ?

10/01/2020 12:00 AM

Cycle Type * ?

Fixed

Ongoing

Selected Sites (2)

! This sample will include discharged youth

	Site	Eligible Population	Excluded Population ?	Recommended Sample Size	Sample Size
×	DEMO Site 1	4	8	4	4
×	DEMO Site 3	2	1	2	2

[Customize Sample Size](#)

Length of enrollment (months) ?

Min

Max

3

12

NO Include actively enrolled youth?

YES Include discharged youth?

NO Distribute equitably across care coordinators ?

YES Dates of Services Received ?

Range Start ?

04/01/2020

Range End ?

10/01/2020

Create Cycles (2)

DART Evaluation Cycle Specifications

Unique Identifier: Enter a unique name for the evaluation cycle. Use this to distinguish cycles with date ranges.

Start Date: The date on which your evaluation cycle opens, and you can begin data collection. You may edit it until it has passes.

End Date: The date on which your evaluation cycle closes, and you can no longer collect data. You may edit this date and extend your evaluation cycle up until the last day of the cycle. Once the cycle closes, you cannot reopen it to add more time.

Cycle Type: Select whether this cycle is fixed or ongoing. A fixed cycle immediately pulls a random sample of youth, either a specific number or a percentage of the population. The number in the sample will remain constant over time. An ongoing cycle adds youth into the cycle as they become eligible based on the specifications you have set for the cycle (i.e. length of enrollment).

Select Sites. Select which site(s) you would like to view evaluation cycles for at this time. The evaluation cycles for these sites will then be shown in the tables. You can select one or multiple sites, however, if you select multiple sites, it will generate one evaluation cycle for each site selected. You will then see a recommended sample size. If you would like to include a different number of youth records, you may edit the sample size by clicking on “Customize Sample Size.”

Length of Enrollment. Set the minimum and/or maximum number of the months the youth must have been in Wraparound to be included for this cycle. For example, you could specify that this sample should only include youth that have received care for at least 3 months and a maximum of 12 months.

Include actively enrolled youth. Check yes to include youth still in Wraparound care, who meet your sample criteria (e.g. length of enrollment, dates of services received), in this sample.

Include discharged youth. Check yes to include recently discharged youth, who meet your sample criteria (e.g. length of enrollment, dates of services received), in this sample.

Distribute equitably across care coordinators. Check yes to have the sample include an equal number of youth from each care coordinator, when possible.

Dates of Services Received. Indicate the date range for which you would like to review youth records. Youth will only be included in the sample if they received care at some point within that specified date range. If it is an ongoing cycle, the end date will automatically default to the end date of the evaluation cycle.

4.6 CYCLE DEFAULT SETTINGS

If your program runs evaluation cycles that have the same parameters, you can alter the cycle default settings, so it automatically pulls up your specifications.



To change cycle default settings:

1. Click the green button “Cycle Default Settings”. A pop-up box will open to edit the cycle default settings for this tool.
2. Set default sample specifications for any of the fields provided.
 - a. The specifications are different depending on which tool you are creating an evaluation cycle for. View Section 4.3 for the WFI-EZ, Section 4.4 for the TOM 2.0, and Section 4.5 for the DART.
3. Click the green button “Save”.
 - a. The next time you create an evaluation cycle for this tool, these specifications will auto-populate. If you do not want to use the default settings for the new cycle, you can edit and toggle on or off any of the specifications.
 - b. At any time, if you would like to reset the default settings you may repeat these steps to change the defaults again.

EXAMPLE DEFAULT SETTINGS

Your program pulls a sample for the care coordinator and caregiver WFI-EZ forms quarterly. You always use the same length of care – 2 months minimum and 12 months maximum - and provide incentives for care coordinators. You decide to set your default WFI-EZ settings to these specifications so that you do not need to make these selections every time you start a new cycle.

USING THE DATA MANAGEMENT TAB

To enter, edit, and manage data navigate to the “Data Management” tab. Here you can see the youth records included in an evaluation cycle and check the status of the forms associated with those youth. Additionally, you can enter data for the WFAS tools and send messages with survey links to participants for the WFI-EZ.

In this tab you can view a data management for any of your evaluation cycles, open or closed.

5.1 OVERVIEW OF FUNCTIONS

The screenshot shows the 'Data Management' interface. At the top, there's a 'Select Site' button (1) and 'Site 2' is selected. Below it, the breadcrumb 'Collaborator 2 / Organization 2 / Agency 2 / Site 2' is visible. The main area has tabs for 'WFI-EZ', 'TOM 2.0', and 'DART'. Under 'WFI-EZ', there are sub-tabs for 'WFI-EZ Care Coordinator', 'WFI-EZ Caregiver', 'WFI-EZ Team Member', and 'WFI-EZ Youth'. A 'Select Cycle' dropdown (3) is set to 'WFI-EZ Caregiver: JUL-OCT 2020'. Other filters include 'Sample Size' (40) and 'Date Range' (07/07/2020 - 10/07/2020, Open). A 'Cycle Progress' indicator (5) shows 4 of 40. At the top right, there's a 'Show closed cycles' checkbox (4). Below the filters are 'Send Messages Now' and 'Message Center' buttons. The main table (13) has columns: WrapID, Client, Status, Caregiver Contact, Actions, Messages, Incentive Disbursed, Date Started, and Date Completed. The table shows 6 rows of data with various status icons (10) and action icons (11). A '12' callout points to the 'Incentive Disbursed' column.

WrapID	Client	Status	Caregiver Contact	Actions	Messages	Incentive Disbursed	Date Started	Date Completed
115	Dana SMITH	🚫	care coord 6	⊕ ⊖ 📧 📧	0	NO	08-07-2020 05:46 PM	08-07-2020 05:46 PM
168	Ryan STEWART	⚠️	Amy Monroe	⊕ ⊖ 📧 📧	0	NO		
17	Sam GONZALEZ	✅	Amy Monroe	⊕ ⊖ 📧 📧	0	YES	08-07-2020 05:45 PM	08-07-2020 05:45 PM
177	Winter SMITH	🌀	care coordinator72	⊕ ⊖ 📧 📧	0	NO	08-07-2020 05:46 PM	
218	Julian REED	✅	care coord 6	⊕ ⊖ 📧 📧	0	NO	08-07-2020 06:54 PM	08-07-2020 06:54 PM
23	Max JACKSON	⚠️	care coord 6	⊕ ⊖ 📧 📧	0	NO		

- Select Sites.** Select which site you would like to manage data for at this time. This specification will populate the drop-down list for “Select Cycle” and show you only cycles for this site. You may only view one site at a time.
- Tool/Form.** Select which WFAS tool you would like to view the data management table for by clicking on the corresponding tab. This specification will populate the drop-down list for “Select Cycle” and show you only cycles for this tool type. You will only have tabs for the tools that your program has licensed. For the WFI-EZ there is a second layer of tabs to select which version of the form you would like to view.
- Select Cycle.** Select the cycle you would like to manage data for that site.
- Show Closed Cycles.** Check this box to view closed evaluation cycles in the tables. A cycle is considered closed if the cycle end date has passed.

5. **Cycle Progress.** Reflects the number of forms submitted, not the validity of the forms just whether they have been submitted.
6. **Client.** This column shows you which youth’s Wraparound care is being assessed.
7. **Status.** This column indicates the status of the form for that participant. Statuses include not started, in-progress, complete, and data not collected.
8. **Form Specific Contact Information.** *For the WFI-EZ only* – The column shows who the form is being administered to for all forms. You can click the information icon to view contact information for the participants, including preferred language.
9. **Sort/Locate.** Click the arrows next to the variable names to sort by that variable. Type in the text boxes to filter the table or search for a specific youth.
10. **Information Icon.** Click on the information icon to view contact information for this youth. This will also show their preferred language.
11. **Enter Data, Print Form or Copy Link.** Click the blue button with the plus sign to enter data for this participant. Click on the dark blueprint button to print out a PDF of this form, along with a coversheet that includes the youth’s demographic information. Click the orange button to get a copiable link of the survey.
12. **Incentives and Consents.** *For the WFI-EZ only* – These columns will only appear in the table if tracking incentives and consents were specified during set up for this cycle. Click the toggles to indicate whether or not a consent form has been collected or an incentive has been sent to the participant.
13. **Message Center.** *For the WFI-EZ only* - Allows you to send emails with survey links or a thank you to participants. You can schedule messages to send to participants at a specific date and time or send them immediately. For more information on sending messages see Section 5.3.



5.2 ENTERING DATA/REPORTING NO DATA COLLECTED

Once you have collected data and are ready to enter data for one of the three tools – WFI-EZ, TOM 2.0 or DART – follow the steps below.

WFAS Resources
 If you have questions about administering and collecting the data, navigate to the resource tab to find the training manual and training materials for the specific tool. If you have additional questions, please email us at wrapeval@uw.edu

To enter data for a tool that was administered:

The WFI-EZ data entry varies from the TOM 2.0 and DART, see the following page for more information

-  1. Click the blue button with the plus sign.
2. A pop-up box will open to enter data for that participant’s form.
3. Click “Yes” to indicate that the tool was administered
4. Enter the data into the fields provided.
5. Once you have completed all of the fields, click the button that says “complete”.
 - If you do not click “complete,” the system will save the response and the status column for this record will indicate that the form is in progress.
-  6. Once completed, return to the Data Management tab to see that the status for this record has changed to complete.

Reminder About Demographics
 The data entry form does **not** include youth demographics. Demographic information must be entered in the youth roster and will then be paired with an administered tool for reporting. This is to ensure that the information for these variables is accurate and is not being entered in multiple places. For more information on entering youth demographics refer to **Section 3.2**.

DATA ENTRY VARIATION FOR THE WFI-EZ

Unlike the DART and the TOM 2.0, the system is set up so that caregivers, care coordinators, youth, and team members can complete the WFI-EZ on WrapStat through the message feature. However, the tool can still be administered over the phone or by paper. When entering the data as a staff member on behalf of a WFI-EZ respondent, please follow the three steps below before entering the data:

1. Answers “No” when asked if you are the caregiver, youth, etc. in Wraparound.
2. Answer “Yes” that you are a staff member entering data on behalf of a WFI-EZ respondent.
3. Click next and enter the WFI-EZ data.

Are you the Care Coordinator of this youth in Wraparound?

Yes

No

You have indicated that you are a staff member entering data on behalf of a WFI-EZ respondent.

Was the WFI-EZ administered?

Yes

No

To report that the tool was not administered:

If a tool was not administered due to various reasons (e.g., could not reach team member for the WFI-EZ), follow the steps below to properly report that the tool was not administered and to provide the reason why.

1. Click the blue button with the plus sign.
2. A pop-up box will open to enter data for that participant’s form.
3. Click “No” to indicate that the tool was administered.
4. Another question will pop up and ask you to report why the tool was not administered.
5. Once you have completed all of the fields, click the button that says “complete”.

- If you do not click “complete,” the system will save the response and the status column for this record will indicate that the form is in progress.



6. Once complete, return to the Data Management tab to see that the status for this record has changed to data not collected.

Note: By entering this information, your program will be able to report on this information to improve your data collection efforts going forward.

Wraparound Document Assessment and Review Tool

Was the DART administered?

Yes

No

Why not?

Unable to complete DART due to time constraint

Unable to obtain documentation

Other (Please specify)

5.3 USING THE WFI-EZ MESSAGING FEATURE

The WFI-EZ Message Center in the Data Management tab allows you to communicate directly with participants in an evaluation cycle sample. With this feature you can send initial survey invites or reminder messages to participants. You can also send thank you messages. These messages can be sent as emails or text messages and come with an individualized link to the WFI-EZ form the participant is being asked to complete. Additionally, the system will show you how many messages have been sent to each participant in the sample.

Messaging

1 → [+ Create Message](#)

2 → Messages

Label	Message Type	Recipients	Condition	Last Modified	Actions
Invite	Email	Respondent(s)	All Respondents	14 Aug 2020, 9:19 AM (PDT)	
Reminder	Email	Respondent(s)	Not Started	25 Aug 2020, 2:10 PM (PDT)	

3 → Scheduled

Label	Message Type	Send To	Condition	Send On	Actions
Reminder	Email	Respondent(s)	Not Started	27 Aug 2020, 12:00 AM (PDT)	

4 → Sent

Label	Message Type	Sent To	Condition	Sent On
Invite	Email	Respondent(s)	All Respondents	15 Aug 2020, 9:00 AM (PDT)

5 → Actions

- 1. Create Message.** Click this button to create a new template for the messaging center.
- 2. Messages.** Table shows the current templates created for this cycle and form (e.g., Caregiver form).
- 3. Scheduled.** Table shows the messages that have been scheduled for this cycle and form.
- 4. Sent.** Table shows the messages that have been sent out for this cycle and form.
- 5. Actions.** For the 'Messages' table, you can edit, duplicate and delete a template. For the 'Scheduled' table you can edit the scheduled send time or cancel the scheduled send.
- 6. Message Column.** On the *main page of the Data Management tab* you can click on the number in the column to view the previous message(s) sent to each participants

6 → 1

Care Coordinator Contact	Actions	Messages
Georgie L		1

Sent Messages

To: Georgie.L@site6.com Status: sent

Date: Sat, Aug 15, 2020 @ 9:00 AM

Subject: WFI-EZ Care Coordinator Survey Invite

WrapStat

Dear Georgie,

As the care coordinator for Amy Lee, your input on how Wraparound

Creating & Editing Messages

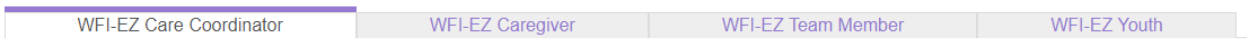
WrapStat has templates for an initial message and a reminder message for each version of the WFI-EZ form. However, your program can customize these templates or create entirely new messages for each evaluation cycle and form. To send messages immediately, refer to 'Send Message Now' section below.



Changes Are Cycle and Site Specific!
 If you create a new message or edit one of the current templates, be aware that these changes are both cycle and form specific. Be sure to read over a message before sending them out!

To create a new message:

1. Select the respondent type you want to send the message to in the sub-tabs of the Data Management tab (i.e., caregiver).



2. Select the evaluation cycle you would like to send a message for, using the "Select Cycle" dropdown list.
3. Click the blue 'Message Center' button and a pop-up box will open.
4. Click on the blue "Create Message" button.
5. Enter a label for the customizable message.
6. Select "Respondent(s)" as the recipient type.
 - This will ensure you will send the message directly to the participants.
7. Select the condition and message type and enter in the message you would like to send.
 - For more information, refer to the following page.



x

Create a new message

Label i

Recipients

Condition

8. Once you have completed all of the fields, click the button that says "submit" to save the template.
9. The message you created will now show up in your list of messages for that form.

Caregiver Thank You Email (w/incentive information)	Email	@ Preview	Respondent(s)	Completed	25 Aug 2020, 2:03 PM (PDT)	
---	-------	-----------	---------------	-----------	----------------------------	--

To edit a current template:

1. Click the green edit button on the template you would like to edit.
2. Make any necessary changes to the template and click the button that says "submit" to save the edits.
3. The updated template you created will now show up in your list of messages for that form.
 - To verify that it was updated, look at the date in the last modified column

Label	Message Type	Recipients	Condition	Last Modified	Actions	
<input type="text" value="search..."/>			<input type="text" value="search..."/>			
Invite	Email	@ Preview	Respondent(s)	All Respondents	14 Aug 2020, 9:19 AM (PDT)	
Reminder	Email	@ Preview	Respondent(s)	Not Started	25 Aug 2020, 2:10 PM (PDT)	

Breakdown of WFI-EZ Message Center

Label: Create a label for this template/message to help you identify it.

Recipient: Select 'respondents'.

Condition: Specify which participants this message will be sent to (e.g., Partially Completed, Completed, etc.).

Scheduling List: Use this feature to schedule a time to send a message. See the page below to learn more.

Message Type: Select whether you would like to send this message as an email or text. Please note that the contact information needs to be in the youth roster for that participant in order for the message to be sent.

Subject (for email only): The subject line for the email being sent.

Body (upper): The message text that occurs above the survey link.

Button Text: The text displayed on the button that participants click to access their survey.

Button URL: The link to the participant's survey. [Do not change.](#)

Body (lower): The message text that occurs below the survey link.

Preview: Allows you to view what the message looks like.

Submit: Clicking this will save any changes made to

Edit message 'Reminder'

Label ?

Recipients

Condition

Scheduling List (1)

28 Aug 2020, 10:30 AM (PDT) 🗑️

🕒 🕒

Message Type

Subject*

Body (upper)

Button Text

Button URL

Body (lower)

Note: To place the data collection wave link in the message, type %URL% and the link will automatically be filled in when the message is sent. You can also insert %firstName%, %lastName%, or %fullName%.

Piped Text

You can add in the participant's name via piped text: **%firstName%**, **%lastName%**, or **%fullName%**. However, note that this piped text is pulled from the contact section in the Youth Roster. These variables are **not required**. If you do not enter in this information, the system will not pipe in this information.

Contact Information

The system will email and/or text out the message and survey to **whatever contact information is listed for this participant in the youth roster**. Ensure that the Youth Roster Tab has up to date information for all Wraparound team members you administer the WFI-EZ for.

Schedule Send a Message

To send out a message at a scheduled time, you need to select a date and time to send it. Follow the steps below to do so:

1. Select the respondent type you want to send the message to in the sub-tabs of Data Management tab (i.e., caregiver).
2. Select the evaluation cycle you would like to send a message for, using the "Select Cycle" dropdown list.
3. Click the blue 'Message Center' button and a pop-up box will open.
 - To create a new message, click the blue "Create Message" button.
 - Refer to [Creating a Customizable Message](#) for more details.
 - To send out a message that has already been written, click the green edit button.
4. Click on the purple "Scheduling List" banner to expand the dropdown.
5. Enter the date and time to send out the message.
6. Click the blue clock icon to schedule and save that date/time.
7. Review message and press the blue "Submit" button at the bottom of the page to submit the request.
8. To verify that the message is scheduled, look in the "Schedule" table on the Message Center.

The screenshot shows the "Scheduling List (0)" interface. At the top, there is a purple header with a dropdown arrow and the text "Scheduling List (0)". Below the header, there is a search bar containing "28 Aug 2020, 3:00 PM" and a "PDT" button. To the right of the search bar is a blue clock icon, which is circled in yellow. Below the search bar, there is a calendar for August 2020 and a time selection dropdown. The calendar shows the date 28th highlighted in blue. The time selection dropdown shows "3:00 PM" selected. The interface also includes a "Message" field, a "Subject" field, and a "Body (u)" field.

Send Message Now

 Send Messages Now

 Message Center

If you prefer to send out a message immediately, click on the Send Message Now icon on the Data Manage home page. A similar panel will appear where you can select which template to use and edit it if needed. The system will automatically send this message to the appropriate respondents in the sample.

Send Messages Now ×

Template (by Label): *

Invite ▼

Message Type:

Email Message ▼

▼ [Edit Message](#)

Subject: *

WFI-EZ Caregiver Survey Invite

Body (upper):

Dear %pawn:data:caregiverName%,
As the caregiver of %pawn:data:firstName% %pawn:data:lastName%,
your opinions and feedback about your experience in Wraparound is

Button Text:

Take Survey

Button URL:

%URL%

Body (lower):

Thank you so much for your time!

Note: To place the data collection wave link in the message, type %URL% and the link will automatically be filled in when the message is sent. You can also insert %firstName%, %lastName%, or %fullName%.

Attempt to send to all 2 respondents meeting condition "Not Started".










[Preview](#) [Send Message \(Right Now\)](#)

Managing & Tracking Messages



On the landing page of the Message Center you can manage and view all of your templates, schedule messages to send, and view sent messages. Using the action icons, you can edit, duplicate, and delete the created messages. You can also edit the date/time for a previously scheduled message or delete a scheduled message all together. Additionally, you may view sent messages.

Messages

[+ Create Message](#)

Label	Message Type	Recipients	Condition	Last Modified	Actions
<input type="text" value="search..."/>			<input type="text" value="search..."/>		
Invite	Email <input type="text" value="@ Preview"/>	Respondent(s)	All Respondents	11 Aug 2020, 3:47 PM (PDT)	  
Reminder	Email <input type="text" value="@ Preview"/>	Respondent(s)	Not Started	5 Aug 2020, 10:04 AM (PDT)	  
Thank you!	Email <input type="text" value="@ Preview"/>	Respondent(s)	Completed	12 Aug 2020, 1:51 PM (PDT)	  

Scheduled

Label	Message Type	Send To	Condition	Send On	Actions
<input type="text" value="search..."/>			<input type="text" value="search..."/>		
Thank you!	Email <input type="text" value="@ Preview"/>	Respondent(s)	Completed	12 Aug 2020, 6:00 PM (PDT)	 

Sent

Label	Message Type	Sent To	Condition	Sent On
<input type="text" value="search..."/>			<input type="text" value="search..."/>	
Invite	Email <input type="text" value="@ Preview"/>	Respondent(s) <input type="text" value="2"/>	Not Started	11 Aug 2020, 3:30 PM (PDT)

5.4 TRACKING PROGRESS & STATUS ICONS

When an evaluation cycle is open, you will be able to track its progress both on the Dashboard (see Section 6.2) and on the Data Management tab. Additionally, you will be able to see the status of each form when in the Data Management tab.

Cycle Progress:

As data is entered, the system will update the “Cycle Progress,” which tracks the number of forms submitted, **not** the validity of the forms submitted. Note that cycle progress is different than the response rate, which will be generated in the reports.



Example: The Cycle Progress will show 5 out of 40 completed, even if one of the forms was submitted by a caregiver that declined to participate and did not fill out the WFI-EZ.

Recommendation

We encourage providers to submit all forms prior to the end of the cycle evaluation. Every form has opt out options, in which data entry staff can report why the form was not administered. With this information, the reports will show the reasons for no response as well as their relative frequencies. This will help you identify current challenges to data collect. This will allow your program to strategize solutions to generate a higher response rate in future cycles. Example: if 70% of non-responses in the WFI-EZ caregiver forms were due to incorrect contact information, then you can work with sites to collect more recent contact information for families.

Status Icons:

When looking at an evaluation cycle, the third column indicates the status of that specific form. You can hover over the icon to get more information about that icon. Here is a general break down:

STATUS ICONS



The “Green Checkmark” indicates that the WFI-EZ respondent consented and completed the form. *Counted as submitted in the Cycle Progress bar.*



The “Red Circle Crossed Out” indicates that the survey could not be administered. You can hover over the icon to get more information. *Counted as submitted in the Cycle Progress bar.*



The “Loading Icon” indicates that this survey is in progress.



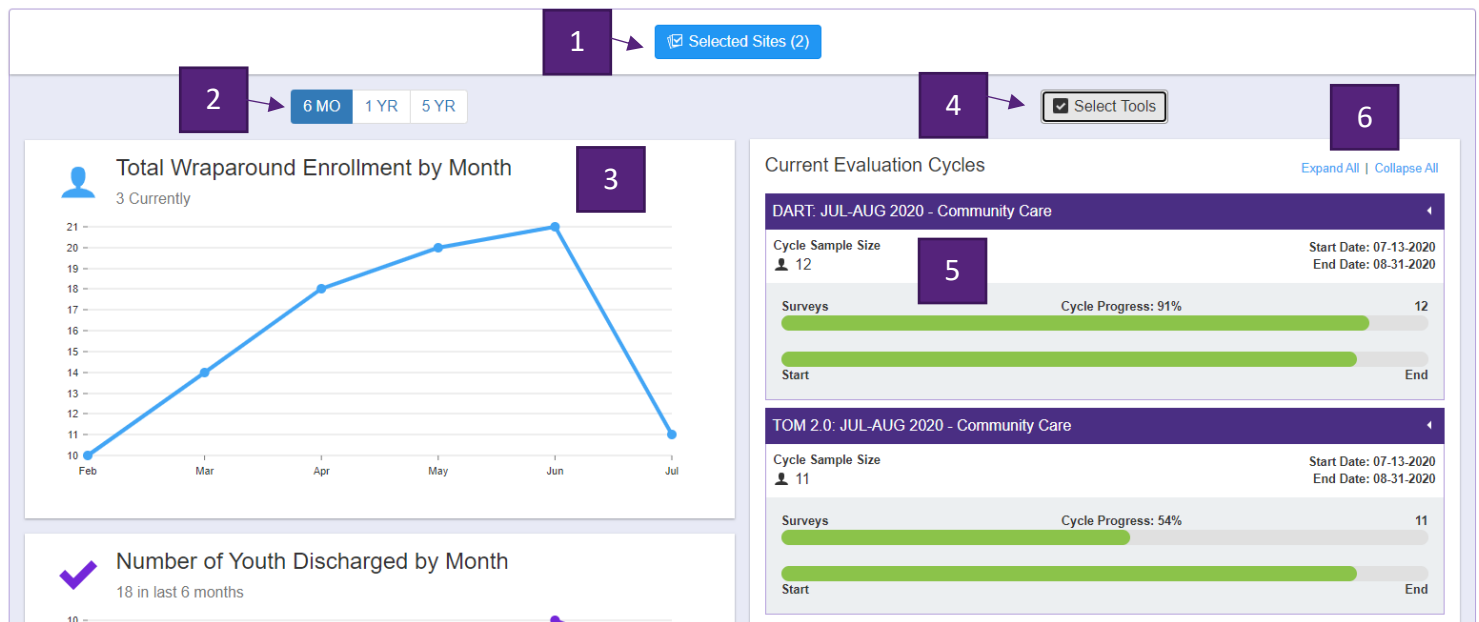
The “Orange Warning Triangle” indicates that the survey has not been started.

USING THE DASHBOARD TAB

The dashboard is the homepage of WrapStat. Here you can get a quick 'snapshot' of your Wraparound program's outcomes and fidelity. The graphs shown include: total Wraparound enrollment by month, number of youth discharged by month, percent of youth successfully discharged, and mean length in Wraparound for discharged youth. You can also view the status of open evaluation cycles, including the number of responses collected, the cycle progress rates, and the number of days left in the evaluation cycles.

6.1 OVERVIEW OF FUNCTIONS

Dashboard



1. **Select Sites.** Select which site(s) you would like to view information for at this time. This determines which sites are included in the graphs and open evaluation cycles below.
2. **Select Timeframe.** Select which time period you would like to view the graphs for. You can view the graphs for the past six months, past year or past five years.
3. **Dashboard Graphs.** Graphs show you information about your Wraparound program based on the selected site(s) and the timeframe chosen. For a full breakdown of the graphs, see Section 6.3.
4. **Select Tools.** Select which tools you want to see current evaluation cycles for.
5. **Current Evaluation Cycle.** This panel shows you all the open evaluation cycles for the selected site(s) and tool(s). For a full breakdown of all the information displayed, see Section 6.2.
6. **Expand/Collapse.** Use these buttons to collapse and expand all of the evaluation cycles. Expand and collapse individual cycles by clicking the purple banners.

Reminder

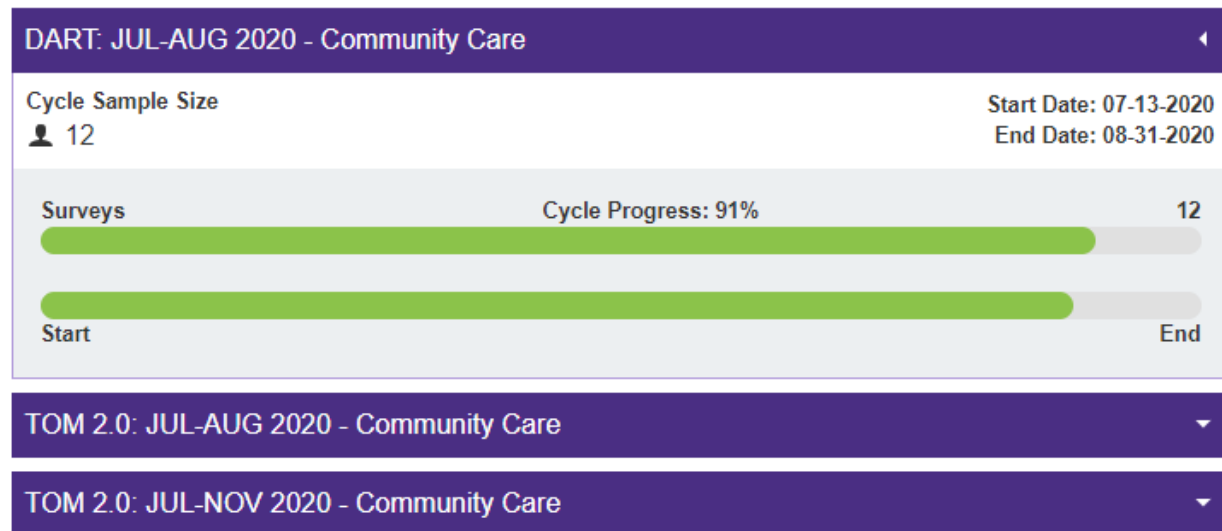
All the information in the Dashboard can be found in greater detail elsewhere. For more information on a specific open evaluation cycle, go to the Data Management Tab. For more information on your Wraparound program's outcomes or to pull data for more specific date ranges, go to the Reports Tab.

6.2 CURRENT EVALUATION CYCLES

The panel on the right side of the dashboard shows all of your program's open evaluation cycles. You can specify which tools and which sites you would like to view the cycles for. Below is a breakdown of all the information you can see for the open evaluation cycles on the dashboard.

Current Evaluation Cycles

[Expand All](#) | [Collapse All](#)



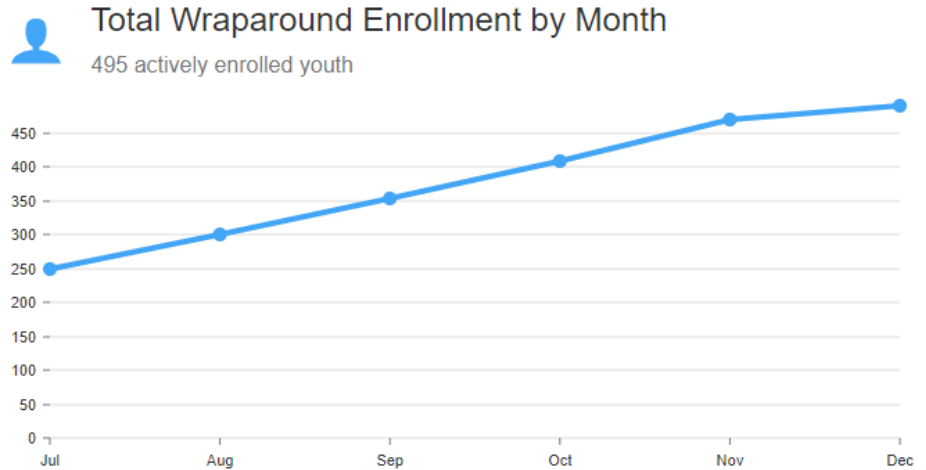
1. **Cycle Information.** Specifies which tool, date range, and site this evaluation cycle is for.
2. **Sample Size.** Shows the sample size for the open cycle
3. **Start/End Date.** Shows the specific start and end dates for the open cycle.
4. **Cycle Progress Bar.** Shows the cycle progress for the open cycle. The cycle progress bar indicates the number or submitted surveys. Note that this is different than a response rate, as surveys can be submitted without collecting data (i.e., caregiver declines to participate). You can hover over the bar to see the specific number of surveys submitted.
5. **Cycle Timeline Bar.** Tracks the number of days left in the open cycle until the cycle closes. You can hover over the bar to see the exact number of days remaining.

6.3 DASHBOARD GRAPHS

The panel on the left side of the Dashboard shows you four graphs displaying information about your Wraparound program's outcomes and fidelity. You can specify which sites you would like to include data for, and the time-period of the x-axis (either the past six months, one year, or five years). Below is a breakdown of the four graphs currently in the Dashboard.

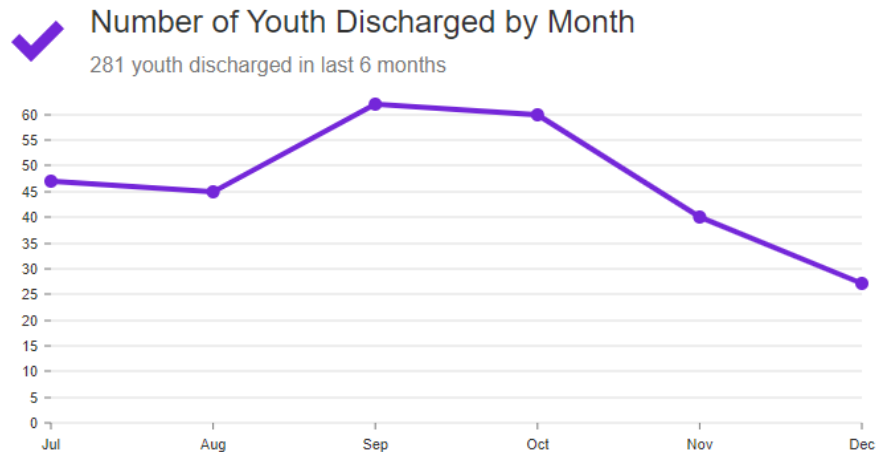
Total Enrollment by Month

This graph shows the total number of youth actively enrolled in Wraparound care for that month. The number of active youth is pulled on the 15th of each month.



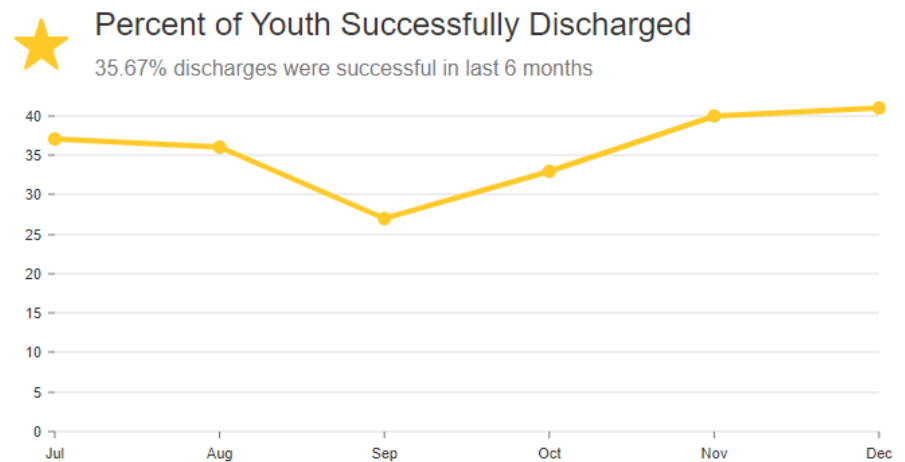
Discharged by Month

This graph shows the total number of discharged from Wraparound care during the last month. The number of discharged youth is pulled on the 15th of each month and includes all youth discharged in the past four weeks.



Percent Success

This graph shows, of the youth who were discharged in the past month, what percentage of those discharges were considered successful. This percentage is calculated based on the reported exit reason in the Youth Roster tab (e.g. Completed - Met Goals, Incomplete – No Engagement)



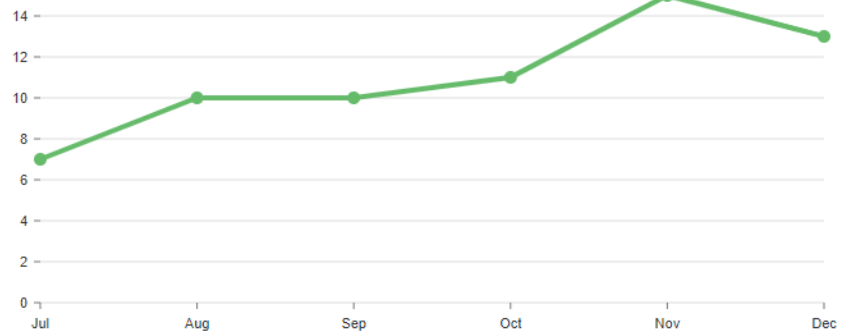
Mean Length in Care

This graph shows the mean length of time discharged youth were in Wraparound, for youth discharged that month. The length of care is determined by the start date and discharge date recorded in the Youth Roster Tab.



Mean Length in Wraparound for Discharged Youth

12 months for actively enrolled youth



Mean Fidelity

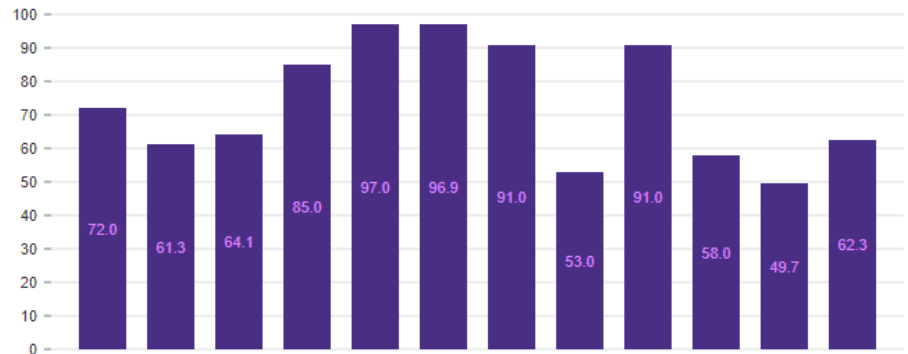
This graph shows the mean fidelity scores by tool for the selected sites. The fidelity score shown for each cycle is the mean of the key fidelity sub scales. By hovering over each bar, you can see what cycle and what site the mean fidelity score is for. Only **close** cycles will appear in this graph.



Mean Fidelity

73.4% overall fidelity within the last 6 months

WFI-EZ TOM 2.0 DART



USING THE REPORTS TAB

WERT is working with 3Ci to finalize the General, WFI-EZ, TOM 2.0 and DART reports for the system. However, users can view and download the raw data using the 'View Data' subtab. If you have questions, please email us at wrapeval@uw.edu.

USING THE VIEW DATA

View Data allows users to view and download the raw data for all evaluation cycles. Users can see individual data for youth on this tab, such as the WFI-EZ score of a care giver. Lead Evaluators and Administrators should be mindful when giving permission to this tab so only those who need to see the raw data have access to it.

Reports

General	WFI-EZ	TOM 2.0	DART	View Data
WFI-EZ Care Coordinator	WFI-EZ Caregiver	WFI-EZ Team Member	WFI-EZ Youth	TOM 2.0

7.1 OVERVIEW OF FUNCTIONS

The screenshot shows the 'View Data' interface with the following components and callouts:

- 1:** Data Type dropdown menu.
- 2:** Cycle Type dropdown menu.
- 3:** Cycle dropdown menu.
- 4:** Survey dropdown menu.
- 5:** Show metric types checkboxes (Quantitative, Qualitative, Formulas, Additional Codings, Summary Usage, Detailed Usage).
- 6:** Menu icon for data actions (refresh, download, visualize).
- 7:** Data table with columns for System ID, first name, last name, wrap ID, site ID, caregiver, team member, care coordinator first/last name, administered status, and administered numbers.
- 8:** Coded Values checkbox.
- 9:** Missing Values checkbox.

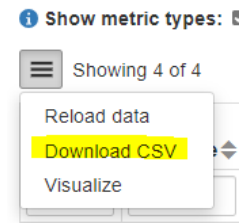
System ID	firstName	lastName	wrapId	siteId	caregiver	teamMember	careCoordinatorFirstName	careCoordinatorLastName	Administered	Administered_No	Administered_Oth
18530	Mike	Vargas	rpnoo3	Family Partners Inc.	Vargas Myra	Amy Monroe	A	M	Yes		
18531	Gerald	Tan	rpnoo4	Family Partners Inc.	Lyon Tan	Amy Monroe	A	M	Yes		

- Data Type.** Select which tool you want to view data for (i.e., WFI-EZ, TOM 2.0 or DART)
- Cycle Type.** *WFI-EZ only* - Select which cycle type/form you want to view data for (e.g., Caregiver Form)
- Cycle.** Select which evaluation cycles to view data for. You can select as many cycles as you want.
- Survey.** Since there is only one survey per evaluation cycle, the system will automatically select the survey for you.
- Show Metric Types.** Select which metric types you want to view. Click the boxes to turn off and on
- Options.** Click on the icon to reload data, download data or visualize data.
- Data.** View data in the table. You can scroll through the data or use the search features to find specific information.
- Code Values.** Click on this box to display coded values, if uncheck the raw data will be displayed.
- Missing Values.** Click on this box to display coded values for missing answers (e.g., 666), if uncheck the unanswered fields will be blank.

7.2 DOWNLOAD DATA

To download the raw data for a tool:

1. Select all the evaluation cycles you want to download data for.
2. Specify the metric types you want to view and select if you want the data coded or raw.
3. Click on the Options icon in the top left corner.
4. Select 'Download CSV'.



APPENDIX A: YOUTH BULK UPLOAD CODEBOOK

Instructions: The **bold** input options are required. All other variables are optional. Input options are not case sensitive. Please note, that the demographic information must be entered in order to see report information on these variables.

Basic Information			
<i>Column</i>	<i>Input</i>	<i>Input Options</i>	<i>Explanation</i>
A	youth_first_name	Name	Enter legal or preferred first name
B	youth_last_name	Name	Enter the youths last name
C	wrap_id	Youth WrapStat ID	Required. The wrapstat identification for the youth
D	language	en es unknown other	Required. Enter the youth's preferred language.
E	specify_language	Text entry	The youth's language if "Other" is specified
F	site_id	ID number	Required. Insert the site ID number for the system. To locate the site ID, find the site in the youth roster tab and look at site ID column next to the site name.
G	Has_care_coordinator	Yes No	Required. Does the youth have a care coordinator.
H	care_coordinator_email	Email	Required. The email of the youth's care coordinator in our system
Demographics			
<i>Column</i>	<i>Input</i>	<i>Input Options</i>	<i>Explanation</i>
I	gender_identity	male female nonBinary other preferNotToSay	The youth's gender identity

<i>Column</i>	<i>Input</i>	<i>Input Options</i>	<i>Explanation</i>
J	specify_gender_identity	Text entry	The youth's gender identity if "Other" is specified
K	transgender	Yes No Questioning	Enter whether the youth identifies as transgender
L	sexual_orientation	asexual bisexual gay heterosexual/straight lesbian pansexual queer questioning other preferNotToSay	The youth's sexual orientation
M	specify_sexual_orientation	Text entry	Then youth's sexual orientation if "Other" is specified
N	race	white blackAfricanAmerican nativeAmericanAlaskaNative asian hawaiianPacificIslander other multiRacial preferNotToSay	Enter the youth's race
O	specify_race	Text	The youth's race if "Other" or "Multi-Racial" are specified
P	ethnicity	hispanicLatino nonHispanicLatino	Enter the youth's ethnicity
Q	birthdate	MM/DD/YYYY	Enter the youth's birthday

<i>Column</i>	<i>Input</i>	<i>Input Options</i>	<i>Explanation</i>
R	youth_zip_code_demographics	Zip code (5 digits)	Enter the zip code for the youth
S	legal_custodian	birthParents birthMother birthFather adoptiveParents fosterParents siblings auntUncle grandparents friends stateWard other	Enter the legal custodian for the youth
T	specify_legal_custodian	Text entry	The legal custodian if "Other" is specified
U	youth_status	active discharged neverBeganServices	Required. Enter the youth's enrollment status.
V	start_date	MM/DD/YYYY	Required. Enter the youth's start date for services
W	referral_source	self mentalHealth primaryCareHealth developmentalDisabilities juvenileJustice education childWelfare other	Enter the referral source for the youth.
X	specify_referral_source	Text entry	The referral source if "Other" is specified
Y	referral_reason	Text entry	Elaborate on the referral reason for youth

Z	referral_date	MM/DD/YYYY	Enter the youth's referral date
AA	age_at_enrollment	Numeric Digit	Required. Enter youth's age at beginning of wraparound services
Demographics			
<i>Column</i>	<i>Input</i>	<i>Input Options</i>	<i>Explanation</i>
I	gender_identity	male female nonBinary other preferNotToSay	The youth's gender identity
J	specify_gender_identity	Text entry	The youth's gender identity if "Other" is specified
K	transgender	Yes No Questioning	Enter whether the youth identifies as transgender
L	sexual_orientation	asexual bisexual gay heterosexual/straight lesbian pansexual queer questioning other preferNotToSay	The youth's sexual orientation
M	specify_sexual_orientation	Text entry	Then youth's sexual orientation if "Other" is specified
N	race	white blackAfricanAmerican nativeAmericanAlaskaNative asian hawaiianPacificIslander	Enter the youth's race

		other multiRacial preferNotToSay	
<i>Column</i>	<i>Input</i>	<i>Input Options</i>	<i>Explanation</i>
O	specify_race	Text	The youth's race if "Other" or "Multi-Racial" are specified
P	ethnicity	hispanicLatino nonHispanicLatino	Enter the youth's ethnicity
Q	birthdate	MM/DD/YYYY	Enter the youth's birthday
R	youth_zip_code_demographics	Zip code (5 digits)	Enter the zip code for the youth
S	legal_custodian	birthParents birthMother birthFather adoptiveParents fosterParents siblings auntUncle grandparents friends stateWard other	Enter the legal custodian for the youth
T	specify_legal_custodian	Text entry	The legal custodian if "Other" is specified
U	youth_status	active discharged neverBeganServices	Required. Enter the youth's enrollment status.
V	start_date	MM/DD/YYYY	Required. Enter the youth's start date for services
W	referral_source	self mentalHealth primaryCareHealth	Enter the referral source for the youth.

		developmentalDisabilities juvenileJustice education childWelfare other	
X	specify_referral_source	Text entry	The referral source if "Other" is specified
Y	referral_reason	Text entry	Elaborate on the referral reason for youth
Z	referral_date	MM/DD/YYYY	Enter the youth's referral date
AA	age_at_enrollment	Numeric Digit	Required. Enter youth's age at beginning of wraparound services
Demographics			
<i>Column</i>	<i>Input</i>	<i>Input Options</i>	<i>Explanation</i>
I	gender_identity	male female nonBinary other preferNotToSay	The youth's gender identity
J	specify_gender_identity	Text entry	The youth's gender identity if "Other" is specified
K	transgender	Yes No Questioning	Enter whether the youth identifies as transgender
L	sexual_orientation	asexual bisexual gay heterosexual/straight lesbian pansexual queer questioning other preferNotToSay	The youth's sexual orientation

M	specify_sexual_orientation	Text entry	Then youth's sexual orientation if "Other" is specified
N	race	white blackAfricanAmerican nativeAmericanAlaskaNative asian hawaiianPacificIslander other multiRacial preferNotToSay	Enter the youth's race
<i>Column</i>	<i>Input</i>	<i>Input Options</i>	<i>Explanation</i>
O	specify_race	Text	The youth's race if "Other" or "Multi-Racial" are specified
P	ethnicity	hispanicLatino nonHispanicLatino	Enter the youth's ethnicity
Q	birthdate	MM/DD/YYYY	Enter the youth's birthday
R	youth_zip_code_demographics	Zip code (5 digits)	Enter the zip code for the youth
S	legal_custodian	birthParents birthMother birthFather adoptiveParents fosterParents siblings auntUncle grandparents friends stateWard other	Enter the legal custodian for the youth
T	specify_legal_custodian	Text entry	The legal custodian if "Other" is specified

<i>Column</i>	<i>Input</i>	<i>Input Options</i>	<i>Explanation</i>
U	youth_status	active discharged neverBeganServices	Required. Enter the youth's enrollment status.
V	start_date	MM/DD/YYYY	Required. Enter the youth's start date for services
W	referral_source	self mentalHealth primaryCareHealth developmentalDisabilities juvenileJustice education childWelfare other	Enter the referral source for the youth.
X	specify_referral_source	Text entry	The referral source if "Other" is specified
Y	referral_reason	Text entry	Elaborate on the referral reason for youth
Z	referral_date	MM/DD/YYYY	Enter the youth's referral date
AA	age_at_enrollment	Numeric Digit	Required. Enter youth's age at beginning of wraparound services

System Involvement - Enrollment

Record the youth's system involvement for the 12 months prior to enrollment

<i>Column</i>	<i>Input</i>	<i>Input Options</i>	<i>Explanation</i>
AB	juvenile_justice_involvement	Yes No Unknown	Enter if the youth has had involvement with the juvenile justice system in the past year
AC	arrests	Numeric Digit	Enter number of arrests in the past year
AD	expulsion_and_suspension_history	Yes No Unknown	Enter if the youth has been suspended and/or expelled from school in the past year

<i>Column</i>	<i>Input</i>	<i>Input Options</i>	<i>Explanation</i>
AE	expulsions	Numeric Digit	Enter number of expulsions in the past year
AF	suspensions	Numeric Digit	Enter number of suspensions in the past year
AG	hospital_residential_treatment	Yes No Unknown	Enter if the youth has received hospital residential treatment during the past year
AH	hospitalizations	Numeric Digit	Enter number of in-patient hospitalizations during the past year
AI	hospital_er	Yes No Unknown	Enter if the youth has visited the ER due to mental health reasons in the past year
AJ	hospital_er_visits	Numeric Digit	Enter the number of ER visits due to mental health reasons in the past year
AK	child_welfare_involvement	Yes No Unknown	Enter if the youth has had involvement with child welfare in the past year
AL	runaway_histroy	Yes No Unknown	Enter if the youth has runaway in the past year
AM	runaways	Numeric Digit	Enter number of runaways in the past year
Discharge			
<i>Column</i>	<i>Input</i>	<i>Input Options</i>	<i>Explanation</i>
AN	exit_date	MM/DD/YYYY	Enter the youth's exit date from services
AO	exit_reason	completedMetGoalsPOCStepDown completedMetGoalsPOCDischarged incompleteNoEngagement	Enter the reason for exit.

		incompleteFamilyChoice incompleteHigherLevelOfCare incompleteExcludedSetting incompleteDetention ineligibleAgedOut ineligibleLossOfInsurance ineligibleChangeInIncome relocated neverBeganServices other	
AP	specify_exit_reason	Text entry	The exit reason if "Other" is specified
System Involvement - Enrollment			
<i>Record the youth's system involvement for the 12 months prior to enrollment</i>			
<i>Column</i>	<i>Input</i>	<i>Input Options</i>	<i>Explanation</i>
AB	juvenile_justice_involvement	Yes No Unknown	Enter if the youth has had involvement with the juvenile justice system in the past year
AC	arrests	Numeric Digit	Enter number of arrests in the past year
AD	expulsion_and_suspension_history	Yes No Unknown	Enter if the youth has been suspended and/or expelled from school in the past year
AE	expulsions	Numeric Digit	Enter number of expulsions in the past year
AF	suspensions	Numeric Digit	Enter number of suspensions in the past year
AG	hospital_residential_treatment	Yes No Unknown	Enter if the youth has received hospital residential treatment during the past year
AH	hospitalizations	Numeric Digit	Enter number of in-patient hospitalizations during the past year

<i>Column</i>	<i>Input</i>	<i>Input Options</i>	<i>Explanation</i>
AI	hospital_er	Yes No Unknown	Enter if the youth has visited the ER due to mental health reasons
AJ	hospital_er_visits	Numeric Digit	Enter the number of ER visits due to mental health reasons
AK	child_welfare_involvement	Yes No Unknown	Enter if the youth has had involvement with child welfare
AL	runaway_histroy	Yes No Unknown	Enter if the youth has runaway in the past year
AM	runaways	Numeric Digit	Enter number of runaways
Discharge			
<i>Column</i>	<i>Input</i>	<i>Input Options</i>	<i>Explanation</i>
AN	exit_date	MM/DD/YYYY	Enter the youth's exit date from services
AO	exit_reason	completedMetGoalsPOCStepDown completedMetGoalsPOCDischarged incompleteNoEngagement incompleteFamilyChoice incompleteHigherLevelOfCare incompleteExcludedSetting incompleteDetention ineligibleAgedOut ineligibleLossOfInsurance ineligibleChangeInIncome relocated neverBeganServices other	Enter the reason for exit.
AP	specify_exit_reason	Text entry	The exit reason if "Other" is specified

<i>Column</i>	<i>Input</i>	<i>Input Options</i>	<i>Explanation</i>
AQ	never_began_reason	death languageBarrier noStaffingCapacity fundingDenied caseManageWithdrawsReferral placement movedOut familyDeclined illness other	Never began reason if "Never Began Services" is specified as the exit reason
AR	specify_never_began_reason	Text entry	The never began reason if "Other" is specified
AS	needs_met_ratings	0-10 (whole number)	Enter the rating of the youth's needs meet

System Involvement - Discharge

Record the youth's system involvement during their Wraparound care

<i>Column</i>	<i>Input</i>	<i>Input Options</i>	<i>Explanation</i>
AT	juvenile_justice_involvement_discharge	Yes No Unknown	Enter if the youth has had involvement with the juvenile justice system during their Wraparound care
AU	arrests_discharge	Numeric Digit	Enter number of arrests during their Wraparound care
AV	expulsion_and_suspension_history_discharge	Yes No Unknown	Enter if the youth has been suspended and/or expelled from school during their Wraparound care
AW	expulsions_discharge	Numeric Digit	Enter number of expulsions during their Wraparound care

<i>Column</i>	<i>Input</i>	<i>Input Options</i>	<i>Explanation</i>
AX	suspensions_discharge	Numeric Digit	Enter number of suspensions during their Wraparound care
AY	hospital_residential_treatment_discharge	Yes No Unknown	Enter if the youth has received hospital residential treatment during their Wraparound care
AZ	hospitalizations_discharge	Numeric Digit	Enter number of hospitalizations during their Wraparound care
BA	hospital_er_discharge	Yes No Unknown	Enter if the youth has visited the ER due to mental health reasons during their Wraparound care
BB	hospital_er_visits_discharge	Numeric Digit	Enter the number of ER visits due to mental health reasons during their Wraparound care
BC	child_welfare_involvement_discharge	Yes No Unknown	Enter if the youth has had involvement with the child welfare during their Wraparound care
BD	runaway_histroy_discharge	Yes No Unknown	Enter if the youth has runaway during their Wraparound care
BE	runaways_discharge	Numeric Digit	Enter number of runaways during their Wraparound care
Contact Information			
<i>For administering the WFI-EZ only</i>			
<i>Column</i>	<i>Input</i>	<i>Input Options</i>	<i>Explanation</i>
BF	caregiver_name	First and last name	Enter the caregiver's name
BG	caregiver_language	es en other	Select the caregiver's preferred language
BH	caregiver_specify_language	Text entry	Preferred language if "other" is specified

<i>Column</i>	<i>Input</i>	<i>Input Options</i>	<i>Explanation</i>
BI	caregiver_phone	Phone number (no dashes /spaces)	Enter the caregiver's phone number
BJ	caregiver_email	Email	Enter the caregiver's email
BK	caregiver_street_address	Address (e.g. 123 Main St.)	Enter the street address for the caregiver
BL	caregiver_city	City	Enter the city for the caregiver
BM	caregiver_state	Full state name	Enter the state for the caregiver
BN	caregiver_zip_code	Zip code (5 digits)	Enter the zip code for the caregiver
BO	youth_phone	Phone number (no dashes/spaces)	Enter the youth's phone number
BP	youth_email	Email	Enter the youth's email
BQ	youth_street_address	Address (e.g. 123 Main St.)	Enter the street address for the youth
BR	youth_city	City	Enter the city for the youth
BS	youth_state	Full state name	Enter the state for the youth
BT	youth_zip_code	Zip code (5 digits)	Enter the zip code for the youth
BU	team_member_name	First and last name	Enter the team member's name
BV	team_member__language	es en other	Select the team member's preferred language
BW	team_member_specify_language	Text entry	Preferred language if "other" is specified
BX	team_member_phone	Phone number (no dashes/spaces)	Enter the team member's phone number
BY	team_member_email	Email	Enter team member's email.
BZ	team_member_relationship_to_youth	birth/AdoptiveParent stepParent fosterParent	Enter the team member's relationship to youth

		partnerOfParent sibling auntUncle grandparent cousin familyRelative adultFriend youthFriend parentSupportPartner/Peer Professional mentor therapist/Clinician caseWorker respiteWorker residential/GroupHomeStaff probationOfficer teacher/SchoolStaff minister/FaithBased youthSupportPartner communityMember other	
CA	team_member_specify_other_relationship	Text entry	Team member's relationship to youth if "other" is specified