

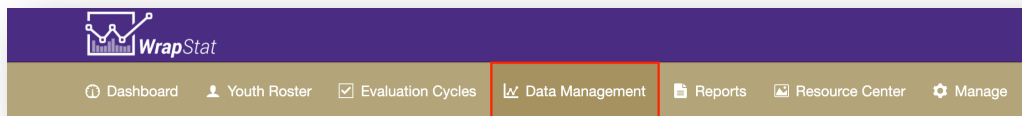
Closing Evaluation Cycles in WrapStat

In order for the Excel Report Templates from WrapStat to work correctly, all WFI-EZ and TOM 2.0 Evaluation Cycles need to be properly closed.

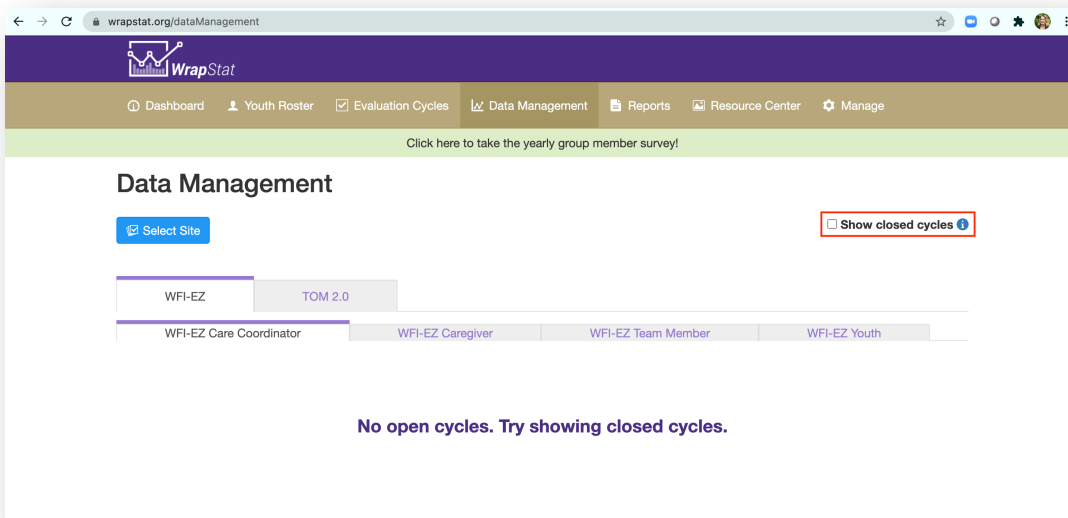
WFI-EZ

To identify if your program has completely closed your WFI-EZ Evaluation Cycles, look at the **Cycle Progress** on the **Data Management Tab**.

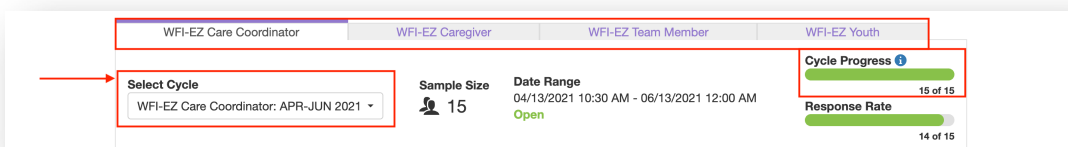
1. Left click on the **Data Management Tab**



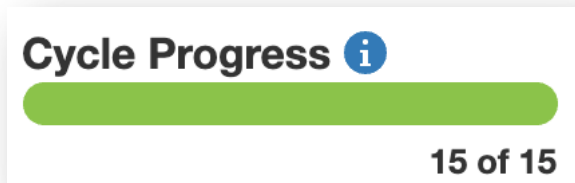
2. Click to check the **Show closed cycles** checkbox



3. One by one, select each of the **Evaluation Cycles** from the **Select Cycles** picklist



- a. Users will need to review each Cycle for each WFI-EZ form type (Care Coordinator, Caregiver, Team Member, and Youth).
4. If the **Cycle Progress** bar displays 100%, it indicates the cycle has been properly closed



5. If the **Cycle Progress** bar displays anything less than 100%, it indicates that there are WFI-EZs in that cycle which need to be closed out.



6. The Data Partner for your program should take some time to go through each of your WFI-EZ cycles, and each WFI-EZ form tab, and update the record for each survey that displays the status "Not Started".

7. For each row that displays the status of "Not Started" left click on the blue **Plus Sign** icon in the **Actions** column (see 7 below).

The screenshot displays the WrapStat interface for WFI-EZ. At the top, there are tabs for 'WFI-EZ', 'TOM 2.0', and 'DART'. Below these are sub-tabs for 'WFI-EZ Care Coordinator', 'WFI-EZ Caregiver', 'WFI-EZ Team Member', and 'WFI-EZ Youth'. A summary section shows 'Select Cycle' as 'WFI-EZ Caregiver: JUL-OCT 2020', 'Sample Size' as 40, and 'Date Range' as '07/07/2020 - 10/07/2020' with a status of 'Open'. A 'Cycle Progress' indicator shows 4 of 40 completed. Below this are buttons for 'Send Messages Now' and 'Message Center'. The main table has columns: WrapID, Client, Status, Caregiver Contact, Actions, Messages, Incentive Disbursed, Date Started, and Date Completed. The 'Status' column contains icons: a red 'X' (Not Started), a yellow warning triangle, a green checkmark, a green checkmark, and a yellow warning triangle. The 'Actions' column contains a blue plus sign icon. Callout 7 points to the red 'X' icon in the Status column for the first row (Dana SMITH).

WrapID	Client	Status	Caregiver Contact	Actions	Messages	Incentive Disbursed	Date Started	Date Completed
115	Dana SMITH	Not Started (Red X)	care coord 6	Blue Plus Sign	0	NO	08-07-2020 05:46 PM	08-07-2020 05:46 PM
168	Ryan STEWART	Warning (Yellow Triangle)	Amy Monroe	Blue Plus Sign	0	NO		
17	Sam GONZALEZ	Completed (Green Checkmark)	Amy Monroe	Blue Plus Sign	0	YES	08-07-2020 05:45 PM	08-07-2020 05:45 PM
177	Winter SMITH	Not Started (Red X)	care coordinator72	Blue Plus Sign	0	NO	08-07-2020 05:46 PM	
218	Julian REED	Completed (Green Checkmark)	care coord 6	Blue Plus Sign	0	NO	08-07-2020 06:54 PM	08-07-2020 06:54 PM
23	Max JACKSON	Warning (Yellow Triangle)	care coord 6	Blue Plus Sign	0	NO		

8. For each of the respondents who did not complete the WFI-EZ, the person doing data entry should select "No" as the response for the first two questions, and then select the appropriate response for the reason the WFI-EZ was not completed.

WFI-EZ: Caregiver Form

WRAPAROUND FIDELITY INDEX, SHORT FORM
CAREGIVER FORM

This survey is for a **caregiver** of a youth in Wraparound. We want to ask you about the experiences that you and your family have had as part of the Wraparound program so we can make it better. You do not have to answer any questions that you don't want to, and you may stop your participation at any time.

Are you the caregiver of a 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

Why not?

Caregiver declined to participate

Caregiver did not respond to phone call or e-mail invitations

Caregiver contact information is incorrect

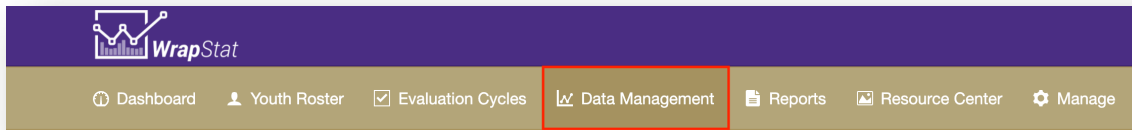
Youth is currently institutionalized (hospital, inpatient facility, juvenile justice)

Other

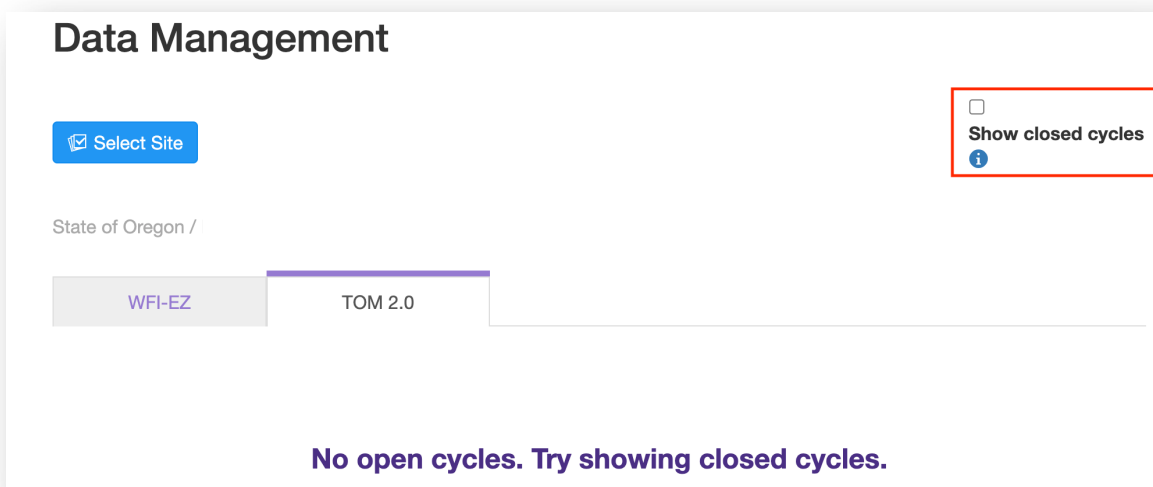
TOM 2.0

To identify if your program has completely closed your TOM 2.0 Evaluation Cycles, look at the **Cycle Progress** on the **Data Management Tab**.

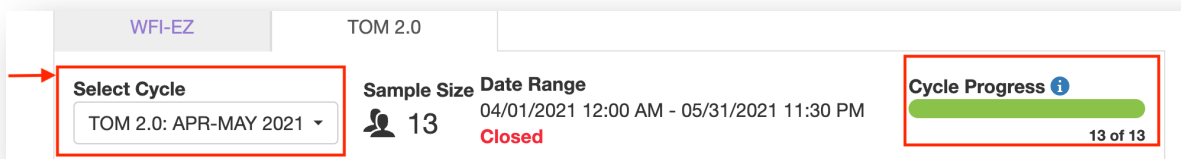
1. Left click on the **Data Management Tab**



2. Click to check the **Show closed cycles** checkbox



3. One by one, select each of the **Evaluation Cycles** from the **Select Cycles** picklist



4. If the **Cycle Progress** bar displays 100%, it indicates the cycle has been properly closed



5. If the **Cycle Progress** bar displays anything less than 100%, it indicates that there are TOM 2.0s in that cycle which need to be closed out.



6. The Data Partner for your program should take some time to go through each of your TOM 2.0 cycles and update the record for each TOM that displays the status "Not Started".

7. For each row that displays the status of "Not Started" left click on the blue **Plus Sign** icon in the **Actions** column.

The screenshot shows the WrapStat interface for TOM 2.0. At the top, there are filters for 'WFI-EZ' and 'TOM 2.0'. Below these are fields for 'Select Cycle' (TOM 2.0: APR 2021), 'Sample Size' (9), and 'Date Range' (04/01/2021 12:00 AM - 04/30/2021 11:30 PM). A 'Cycle Progress' bar shows 0 of 9. Below the filters, it says 'Showing 9 of 9'. The main table has columns: WrapID, Youth, Status, Care Coordinator Contact, Actions, Consent Collected, Date Started, and Date Completed. The Status column is highlighted with a red box and contains yellow warning icons. The Actions column contains blue plus signs. The Consent Collected column has 'NO' toggle switches.

WrapID	Youth	Status	Care Coordinator Contact	Actions	Consent Collected	Date Started	Date Completed
<input type="checkbox"/> D1		⚠		<input type="checkbox"/> <input type="plus"/> <input type="minus"/> <input type="link"/>	<input type="checkbox"/> NO	from to	from to
<input type="checkbox"/> D2		⚠		<input type="checkbox"/> <input type="plus"/> <input type="minus"/> <input type="link"/>	<input type="checkbox"/> NO		
<input type="checkbox"/> D2		⚠		<input type="checkbox"/> <input type="plus"/> <input type="minus"/> <input type="link"/>	<input type="checkbox"/> NO		
<input type="checkbox"/> D2		⚠		<input type="checkbox"/> <input type="plus"/> <input type="minus"/> <input type="link"/>	<input type="checkbox"/> NO		
<input type="checkbox"/> D2		⚠		<input type="checkbox"/> <input type="plus"/> <input type="minus"/> <input type="link"/>	<input type="checkbox"/> NO		
<input type="checkbox"/> D2		⚠		<input type="checkbox"/> <input type="plus"/> <input type="minus"/> <input type="link"/>	<input type="checkbox"/> NO		

8. For each TOM 2.0 which was not completed, the person doing data entry should select "No" as the response for the first question and then select the appropriate response for the reason the TOM 2.0 was not completed.

Team Observation Measure 2.0

Was the TOM 2.0 administered?

Yes

No

Why not?

Observer unable to attend a team meeting (e.g., scheduling conflict, time constraint)

Team did not consent to meeting observation

Youth is currently institutionalized (i.e., hospital, inpatient facility, juvenile justice)

Youth has been discharged since the evaluation cycle was created

Other