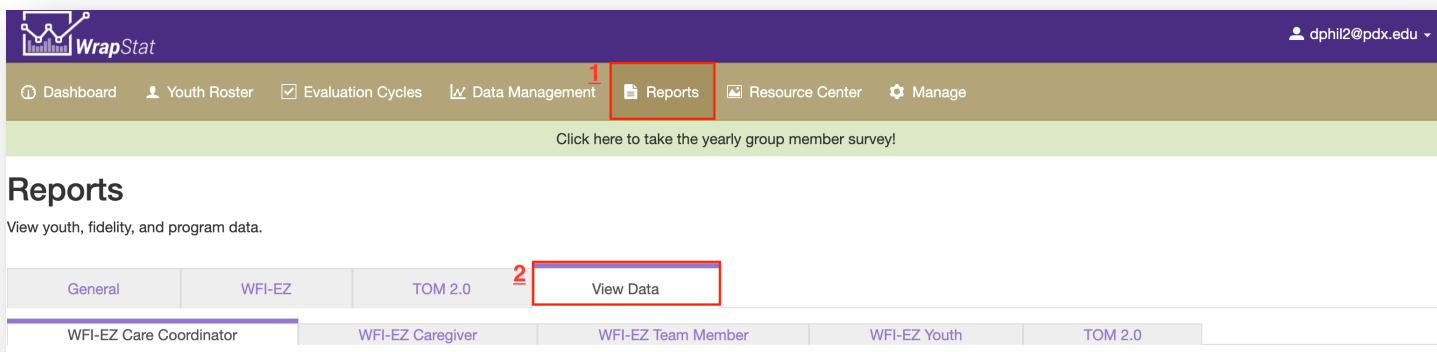


## Using the View Data Feature and Excel Report Templates to Create WFI-EZ Reports

New Excel Report Templates were released in WrapStat. These Caregiver, Youth, Team Member, and Care Coordinator WFI-EZ reports can be found on the Reports Tab and View Data Subtab. These reports show a breakdown of WFI-EZ responses. In order to use the reports Users first need to download data files and the report templates. The sections below outline how to access and download these two items.

### VIEW DATA TAB

To access the View Data subtab, click on the Reports Tab, and then the View Data subtab.



Once the View Data subtab is accessed, five tabs for fidelity tool data are visible. See below for an overview of the buttons and functions.

## Reports

View youth, fidelity, and program data.

1 WFI-EZ Care Coordinator WFI-EZ Caregiver WFI-EZ Team Member WFI-EZ Youth TOM 2.0

2 Evaluation Cycle 3 Survey

WFI-EZ Care Coordinator: APR-MAY 2021 All selected

4 Show metric types:  Quantitative  Qualitative  Formulas  Additional Codings  Summary Usage  Detailed Usage 6 Coded Values:  7 Missing Values:

5 Showing 0 of 0

System ID	firstName	lastName	wrapId	siteId	siteName	caregiver	teamMember	careCoordinatorFirstName	careCoordinatorLastName	Role	Language	CC_Coordinator
search.	search...	search...	search	searc	search...	search...	search...	search...	search...			search...

No matching records found 8

1. Tool tabs for each of the WFI-EZ forms as well as the TOM 2.0
2. **Evaluation Cycle** selection pick list: select the Evaluation Cycle to review data for.
3. **Survey**, since there is only one survey per evaluation cycle, the system will automatically select the survey.
4. **Show Metric Types** check boxes.
  - \*\*\*Important note: when downloading a CSV file that you plan to upload in the excel report templates, don't check or uncheck any of the default settings on the screen. The excel file will only work with the default fields because of how the columns and formulas are set up.\*\*\*:
    - a. **Quantitative:** displays data from items with pre-determined responses (e.g.; multiple choice, Likert scales)
    - b. **Qualitative:** displays data from open ended/text fields (e.g., "Do you have any additional comments about your satisfaction with Wraparound, or what has happened to your youth since the start of Wraparound?")
    - c. **Formulas:** displays user-generated calculations derived from two or more quantitative items.
    - d. **Additional codings:** displays alternate coding for quantitative data
    - e. **Summary usage:** displays the date/time that participants start and end a survey, the duration in milliseconds, and the last time it was visited.
    - f. **Detailed usage:** displays the duration a participant spent on each item in milliseconds.

5. **Options:** click on the icon of three horizontal lines and select:
  - a. **Reload data:** select this to refresh the data if check boxes or options have been changed.
  - b. **Download CSV:** a data CSV file will be downloaded to your computer, or
  - c. **Visualize:** graphs will be generated on screen.
6. **Coded values:** when this box is checked, coded values will be displayed. If unchecked raw data values will be displayed.
  - a. **Coded value = 2**
  - b. **Raw data value= Strongly agree**
7. **Missing Values:** when this box is checked, coded values will be shown for missing answers (i.e., 666). If unchecked the unanswered fields will be blank/empty.
8. **Data display rows:** this is where data will be displayed in a table. The small arrows to the right of column titles indicate columns that the data table can be sorted.

In order to use the excel file templates to create reports, users need to download a CSV data file. Choose the Evaluation Cycles and then click the Options icon and click on Download CSV. The file will be saved in your computer's Downloads folder or whichever folder you've chosen on your computer.

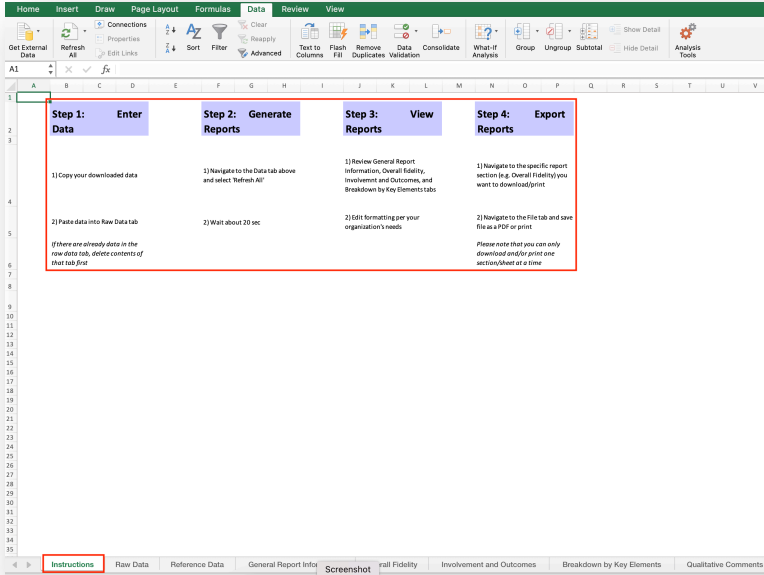
\*\*\*Important note: when downloading a CSV file that you plan to upload in the excel report templates, don't check or uncheck any of the default settings on the screen. The excel file will only work with the default fields because of how the columns and formulas are set up.\*\*\*

## EXCEL TEMPLATES

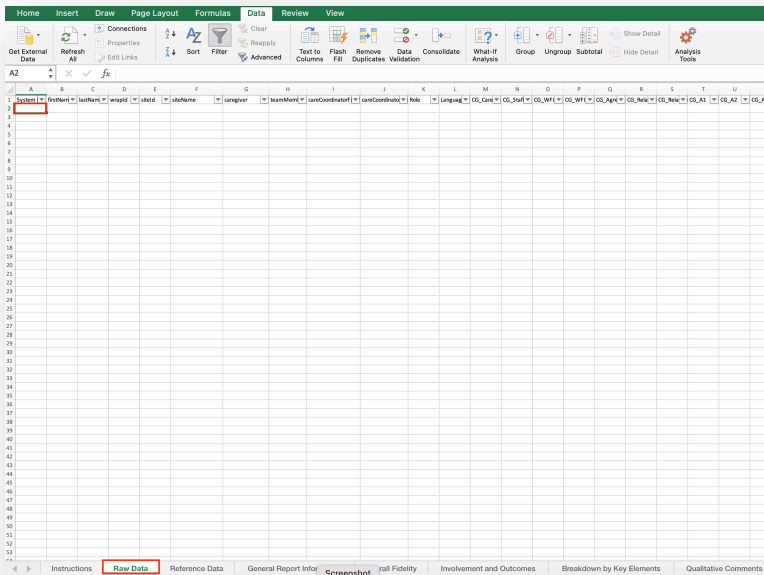
To access the excel report templates in WrapStat, click on the Resource Center Tab and then the WFI-EZ or TOM 2.0 tabs, depending on which fidelity tool the data is for.

1. Locate the Report Template that matches the CSV file you downloaded and left click on the name. The file will be saved in your computer's Downloads folder or whichever folder you've chosen on your computer.

2. Locate the downloaded Report Template on your computer and open the file.
3. The first tab of the file contains instructions on how to use that particular Report Template.

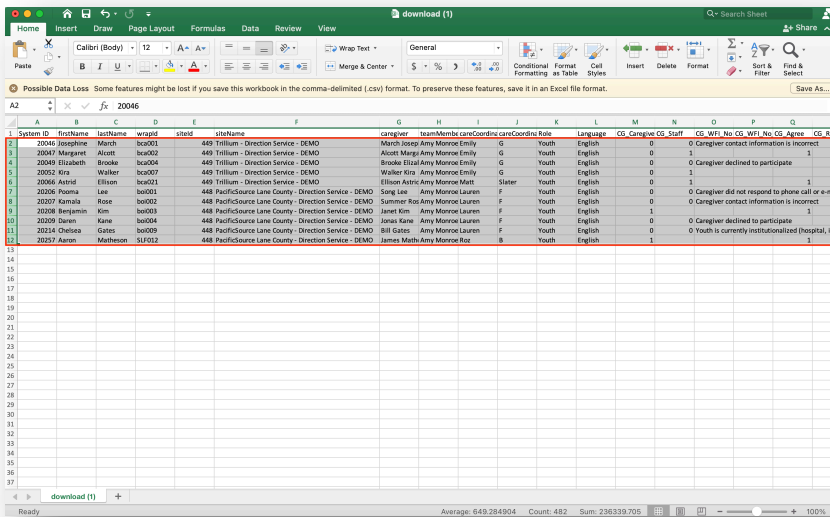


4. Left click on the Raw Data tab and click on the cell A2, the first cell in the first column below the title row.

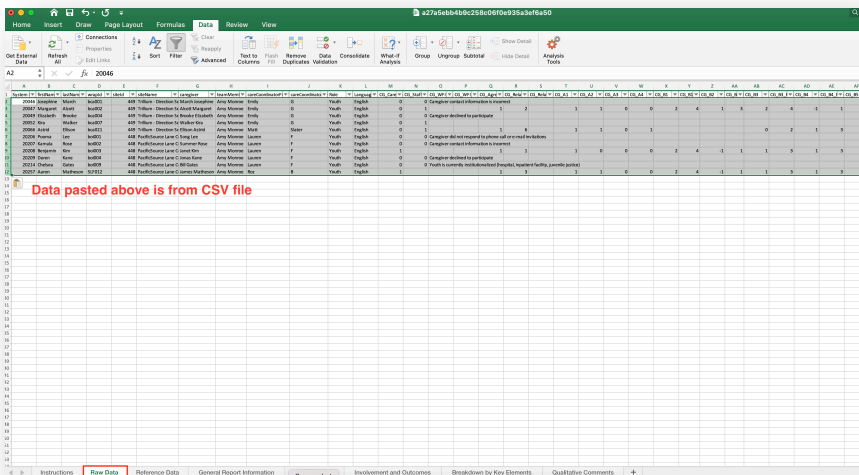


5. Locate the CSV data file you downloaded from WrapStat and open it.

6. Highlight all the rows EXCEPT the top row. Go to the Edit Menu and select Copy OR use the keyboard shortcut Command+C OR right click and select Copy.

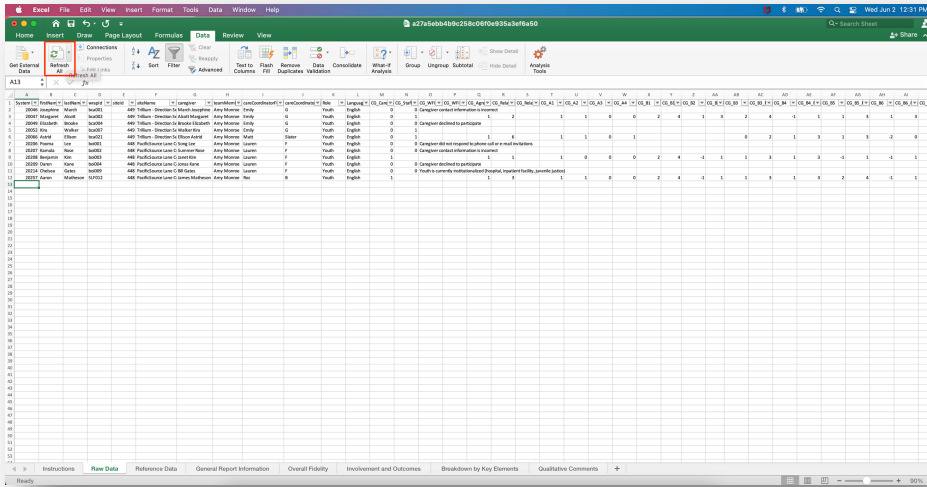


7. Go back to the Raw Data tab in the Report Template file. Go to the Edit Menu and select Paste OR use the keyboard shortcut Command+P OR right click on the cell and select Paste.



8. Click on the Instructions Tab if you need a reminder on what to do next.

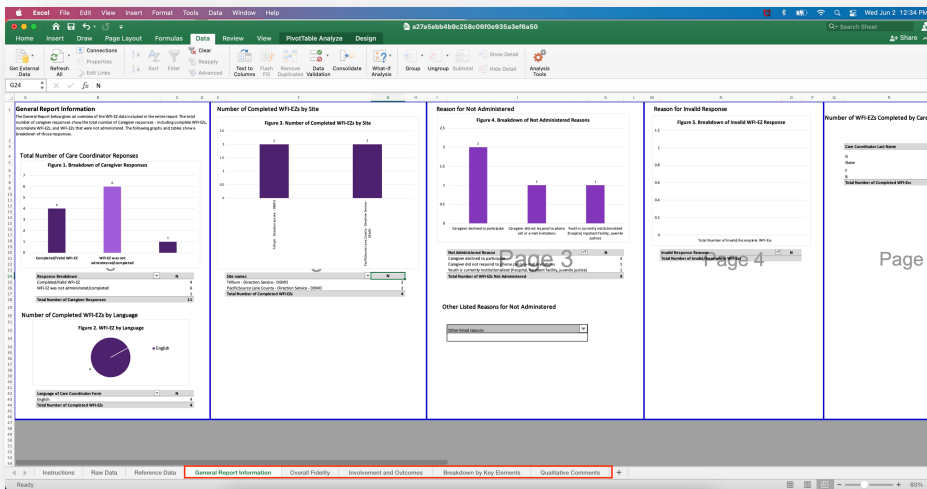
9. In excel go to the Data tab and left click on Refresh All. It can take up to 20 seconds for the report templates to refresh and update the graphs.



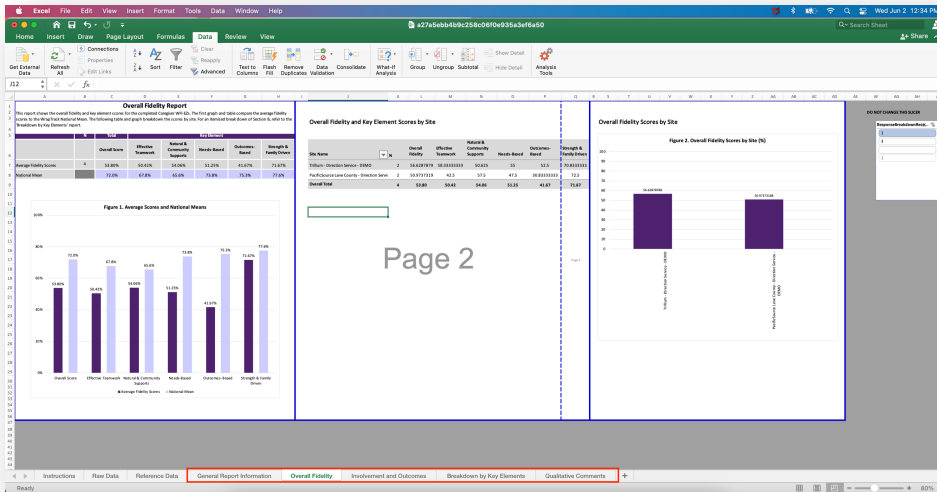
10. After 20 seconds, click on each of the report tabs in the excel file to view the available reports.

\*\*\*All of the data shown in the reports below is demo data, not actual youth data.\*\*\*

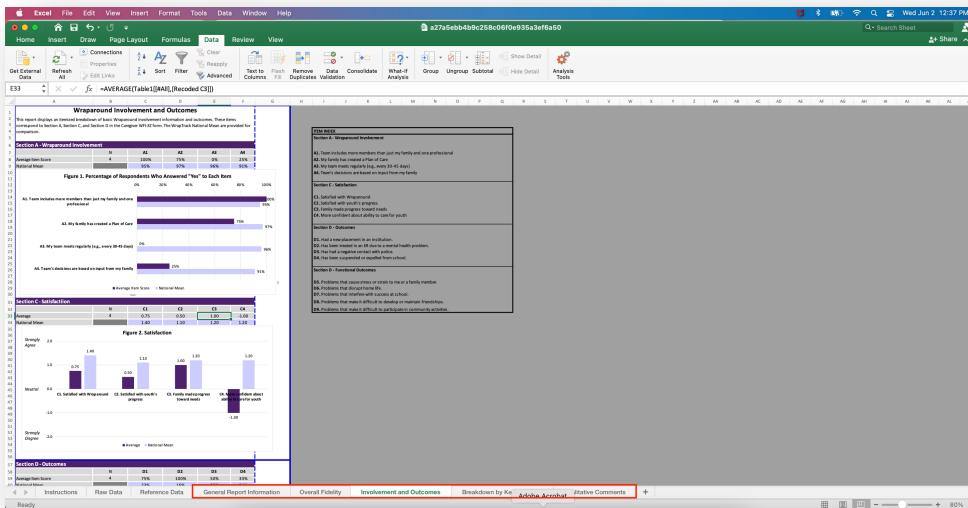
### GENERAL REPORT INFORMATION



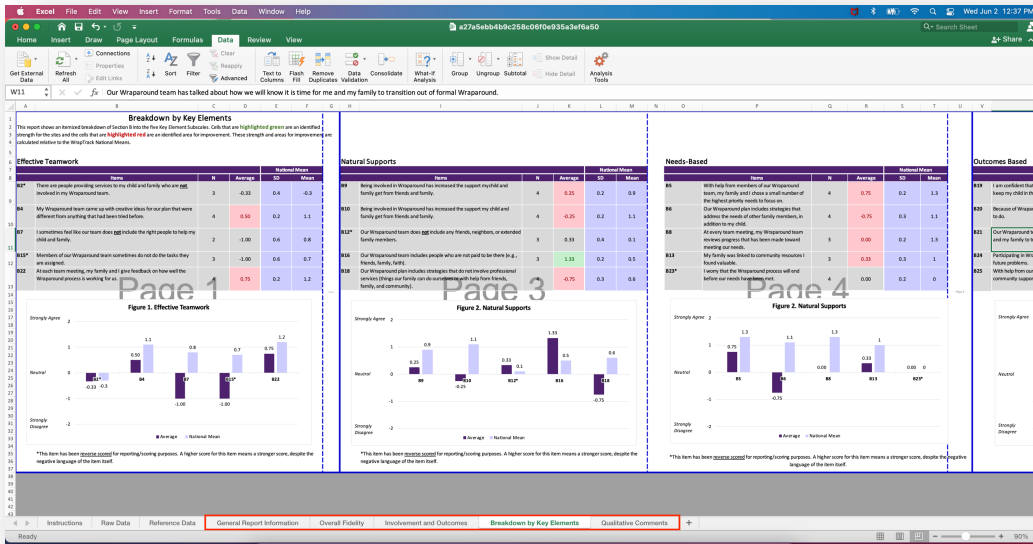
# OVERALL FIDELITY



# INVOLVEMENT AND OUTCOMES



# BREAKDOWN BY KEY ELEMENTS



# QUALITATIVE COMMENTS

