Defense Logistics Agency
CDPET Database
User's Manual

October 2002

INTRODUCTION

Purpose

The Defense Logistics Agency (DLA) has a mission of providing high quality, affordable child care for its employees, as defined in the Department of Defense Instruction 6060.2. These child development programs will support DLA employees as they strive to balance work and family responsibilities. All child development programs shall reflect knowledge and understanding of the growth and development of children. The program will provide experiences that enhance and support children's physical, social, emotional and intellectual development. Developmentally appropriate programs are both age and individually appropriate.

The purpose of the DLA Child Development Program Evaluation Tool (CDPET) Database is to assist evaluators of these child development programs assess the quality of the child care being provided. The intended users of the system are the local and HQ DLA site evaluators and Team Chiefs.

This manual was designed to assist users in navigation and manipulation of the CDPET Database. All segments of the database will be discussed as part of this manual. However, be aware that all users will not be given access to all segments of the database. Access will be limited based on login identification – described in detail later. If you have questions you may wish to contact the Child Development Program Coordinator or your Information Technology team.

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SECTION 1

INSTALLING THE DLA CDPET DATABASE

1.1 System Overview

Originally developed in Microsoft's Access 97, the database is under one megabyte in size. It is a stand-alone system, with no automated interfaces to other systems. Users who have Access 2000 will be able to use this system by allowing the computer to convert the program. As a reminder, once you have converted your copy of the database from Access 97 to 2000 the database will not work properly in Access 97 in the future.

The database system is designed to operate under the following configuration:

Hardware

- 200 MHz processor
- 16 RAM
- 2 MB Video RAM
- 8 MB Hard Drive

Software

- Windows 95/NT **OR** Office 97 **OR** Office 2000
- Microsoft Access 97 or Access 2000 with the following Access reference libraries enabled:
    - Visual Basic for Applications
    - Microsoft Access 8.0 Object Library
    - Microsoft DAO 3.51 Object Library **OR** Microsoft DAO 2.5/3.5 Compatibility Library **OR** for Access 2000 – Microsoft DAO 3.6 Object Library can be used
    - OLE Automation
    - Visual Basic for Applications Extensibility

Display Resolution

- 800 x 600

Important Notes for Installation:

1. Missing Library Error

Often a new user does not initially have all of the reference libraries enabled, and receives an error message about missing libraries when the user first tries to run the application. To enable the proper libraries, follow the steps below:

1. Open the database in development mode by holding the “Shift” Key down while opening the database

2. Click on the tab "Modules"
3. Open the first module (really any one of them).
4. On the menu bar, select "Tools"/"References". A list of included libraries will be displayed. For Access 97 Microsoft DAO 2.5/3.5 Compatibility Library will be checked and for Access 2000 Microsoft DAO 3.6 Object Library will be checked, but may have the following indication next to it "(Missing)". If so, continue to next step.
5. Uncheck the missing Library.
6. Scroll to find the list of Microsoft DAO Libraries that do exist.
7. Check one of the other Microsoft DAO Libraries (the highest number you see).
8. Click "OK".
9. Close the database and rerun.

2. Read-Only Error

When a CD is created, the files on the CD are automatically write-protected, which means that when a user tries to change data, the user receives a message that the files are read-only. The protection serves to preserve the CD as a master copy of the application. The user needs to remove the read-only protection from the copies of the files after they are installed on the PC or server.

To save the file from the CD to your PC or server follow these steps:

1. Open Windows Explorer
2. Locate the database on the CD -the database is in the folder called CDPET Database
3. Select the file and copy it
4. Identify the folder on the users PC or server where the database will be stored
5. Paste the database in that folder

After the database files have been copied from the CD to the PC/Server follow these steps:

1. Go to Windows Explorer
2. Select the DLAEvaluationTool.mdb file
3. Right Click
4. Choose Properties
5. Uncheck Read-Only
6. Select Apply

SECTION 2

SYSTEM NAVIGATION

2.1 Screens and Reports

This section shows the major screens and reports that system users see as they navigate through the system and gives a description of what each screen/report is used for. The overall navigation flow is depicted on the next page. The pages that follow the navigation flow diagram show the contents of each of the screens and reports, along with step by step instructions on how to use each screen.

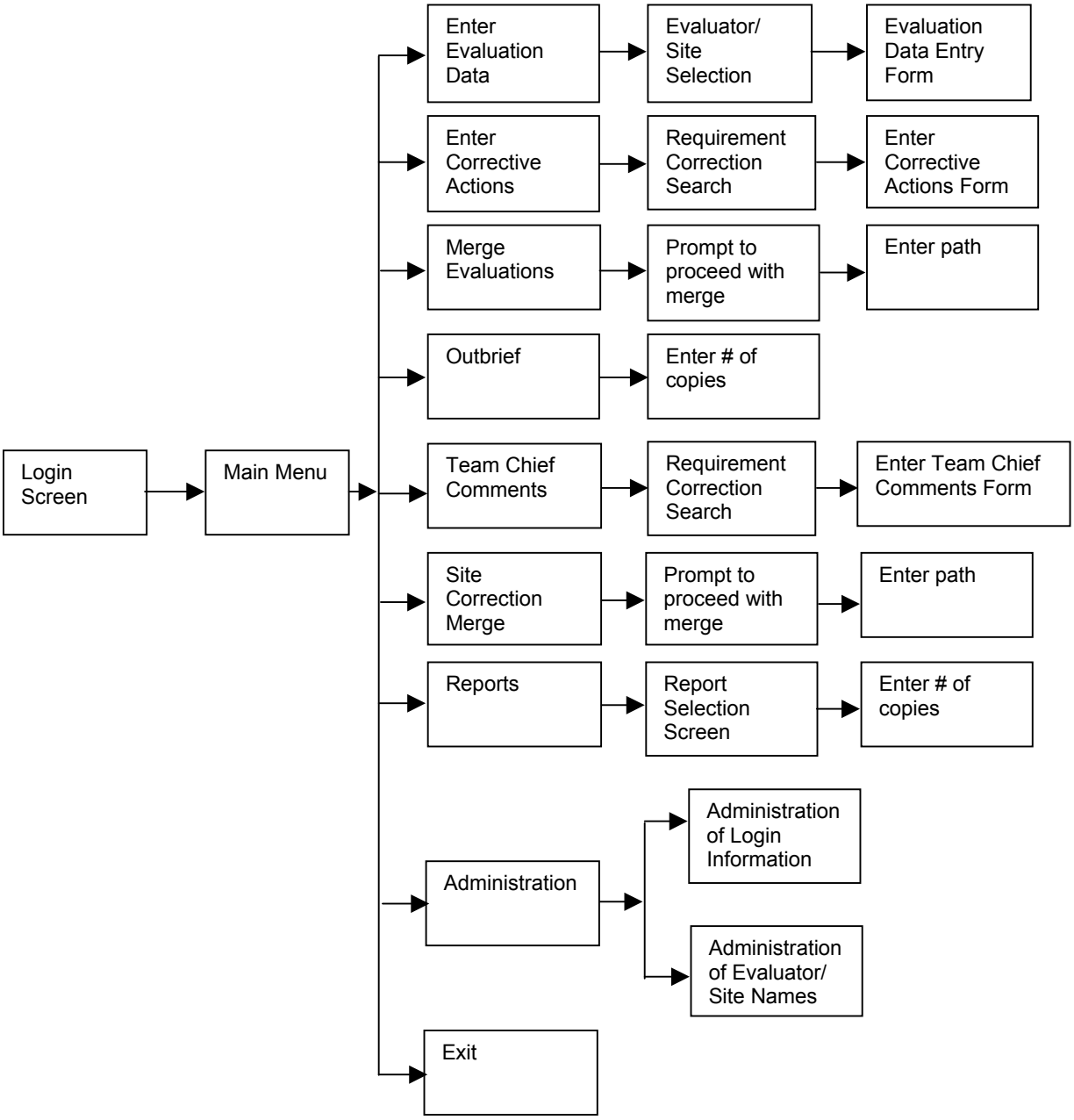
Evaluators:

Box#	Screen/Report Name	Description
	Login Screen	Shown upon opening the database. Evaluators and Sites login using the appropriate login and password.
	Main Menu *(for Evaluators)*	User can choose: ▪ Enter Evaluation Data ▪ Enter Corrective Actions ▪ Merge Evaluations ▪ Outbrief ▪ Team Chief Comments ▪ Site Correction Merge ▪ Reports ▪ Administration ▪ Exit
	Enter Evaluation Data	When this menu option is selected, the user is then prompted to choose: ▪ Evaluator name from drop down menu ▪ Installation Site

	Enter Evaluation Data (Cont.) ▪ Category – Sections – Subsections	To begin entering evaluation data the user must first select the appropriate Category, Section, and Subsection. The following lists contain the menus for each of these categories: ▪ **Program Management** – Performance Requirements & Expectations – All – Facility Information – All – Financial Management and Reporting Requirements – Fees – Workbook – Financial Reports – Regulatory Requirements – All ▪ **Child Development Program ALL DLA Programs** – Child Development Program Services and Support – Program Structure – Registration and Resource & Referral – Special Needs – Parent Involvement and Education – Child Development Personnel – Staffing References – Staff Qualifications and Selection – Training – Professional Ethics – Evaluation of Staff – Retention of Staff – Volunteers – Risk Prevention and Management – Child Supervision – Appropriate Guidance & Discipline – Background Screening – Child Abuse & Neglect Prevention and Reporting – Program Assessment – Developmental Programming & Curriculum – Curriculum Development – Interactions & Relationships – Developmentally Appropriate Practices, Activities, and Experiences – Developmentally Appropriate Equipment & Materials – Environments – Food – Food Preparation – Nutrition and Feeding – Special Considerations – Health – Health Requirements – Child Admission and Permitted Attendance – Medications – Health Consultation and Education – Diapering and Toileting – Health Protection Policies – Facility – All – Sanitation – Sanitary Practices – Fire – Facility Requirements – Operational Requirements – Evacuation Procedures and Drills – General Emergencies and Evacuations – Safety – Accident Prevention – Safety Management
	Enter Corrective Action	Enter requirement name in the field and click on search. The user is then taken to a screen to enter correction action data.

	Merge Evaluations	The user will first be prompted with a message asking if they are sure they would like to proceed with this process. If Yes then - User is prompted for the path and file name for the database they would like to merge data **from.** - Once the proper path and filename is entered and the user clicks ok, the data is merged. - The user will receive a message saying the data was merged successfully if there were no errors. ***NOTE: If there is duplicate information being merged, the database the data is coming from will overwrite the data in the database the data is being written to.***
	Outbrief	Used to print the Outbrief reports.
	Team Chief Comments	This form is used by the Team Chief to enter comments about the corrective action or waiver request for each requirement.
	Site Correction Merge	▪ This function is used by the Team Chief to merge additional corrections that come in from the site. The user will first be prompted with a message asking if they are sure they would like to proceed with this process. If Yes then - User is prompted for the path and file name for the database they would like to merge data **from.** - Once the proper path and filename is entered and the user clicks ok, the data is merged. - The user will receive a message saying the data was merged successfully if there were no errors. ***NOTE: If there is duplicate information being merged, the database the data is coming from will overwrite the data in the database the data is being written to.***
	Reports	This selection gives the user a drop down menu of reports to choose from: ▪ Commendable (Blue) ▪ Met (Green) ▪ Partially Met (Amber) ▪ Not Met (Red) ▪ Not Rated (Purple) ▪ Missing Rating ▪ Site Memo ▪ Gumball #s (Bar Chart) ▪ Gumball %s (Pie Chart) ▪ Corrective Action Taken ▪ Corrections Needed
	Administration	Used to change login information (user name and password) as well as changes to the list of Evaluators and Installation Sites that appear on the drop down menu of the Enter Evaluation Data Screen.
	Exit	Allows the user to exit the database.

2.2 Database System Screen Navigation



SECTION 3

EVALUATOR HOW TO'S

NOTE: The following conventions are used for describing procedures:

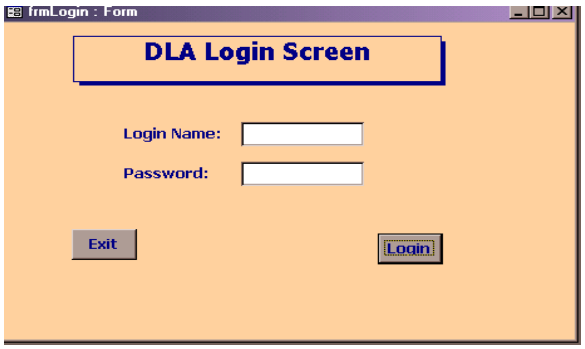
- Screen names are <u>underlined</u>
- Field names are in "quotation marks"
- Command buttons and icons are in **bold**
- Text entered into fields is in *italics*

3.1 Start the DLA CDPET Database

- Click the DLA CDPET folder on the desktop (or location where folder was created)
- Double-click the icon labeled **DLAEvaluationTool.mdb**

The <u>DLA Login Screen</u> should now appear (see Figure 1).

Figure 1 – Login Screen

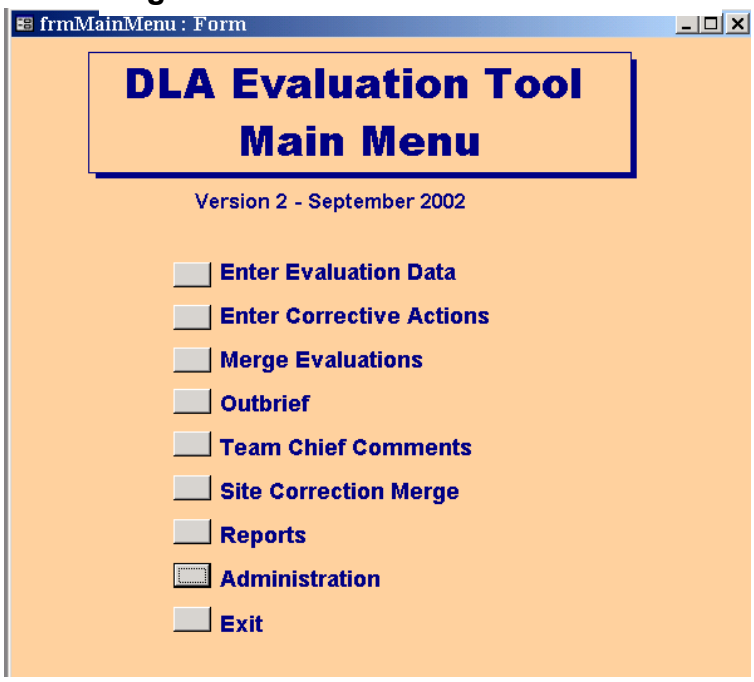


3.2 Login to the database

- In the "Login Name" field type the assigned login
- In the "Password" field type the assigned password
- Click the **Login** button

The DLA Evaluation Tool Main Menu should now appear (see Figure 2).

Figure 2 - Evaluator Main Menu

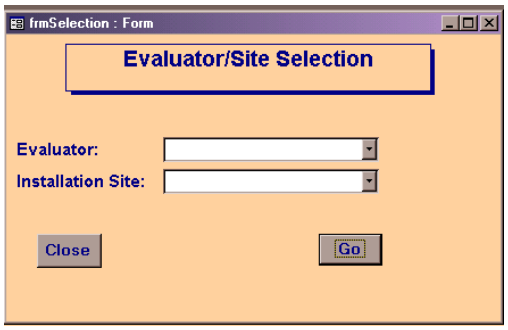


3.3 Enter Evaluation Data

3.3.1 Evaluator/Site Selection Screen (See Figure 3)

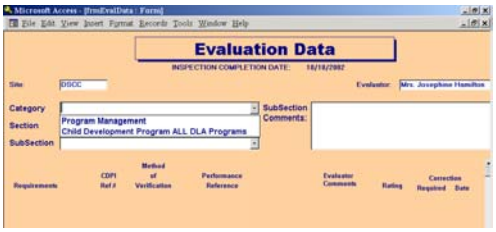
- Select the evaluator name from the drop down menu. If the name does not appear simply type it in the "Evaluator" field and when prompted to add the name to the list reply **yes**.
- Select the Installation Site from the drop down menu.
- Click the **Go** button

Figure 3 – Evaluator/Site



The Evaluation Data entry screen should now appear (see Figure 3a)

Figure 3a



3.3.2 Enter Evaluation Data

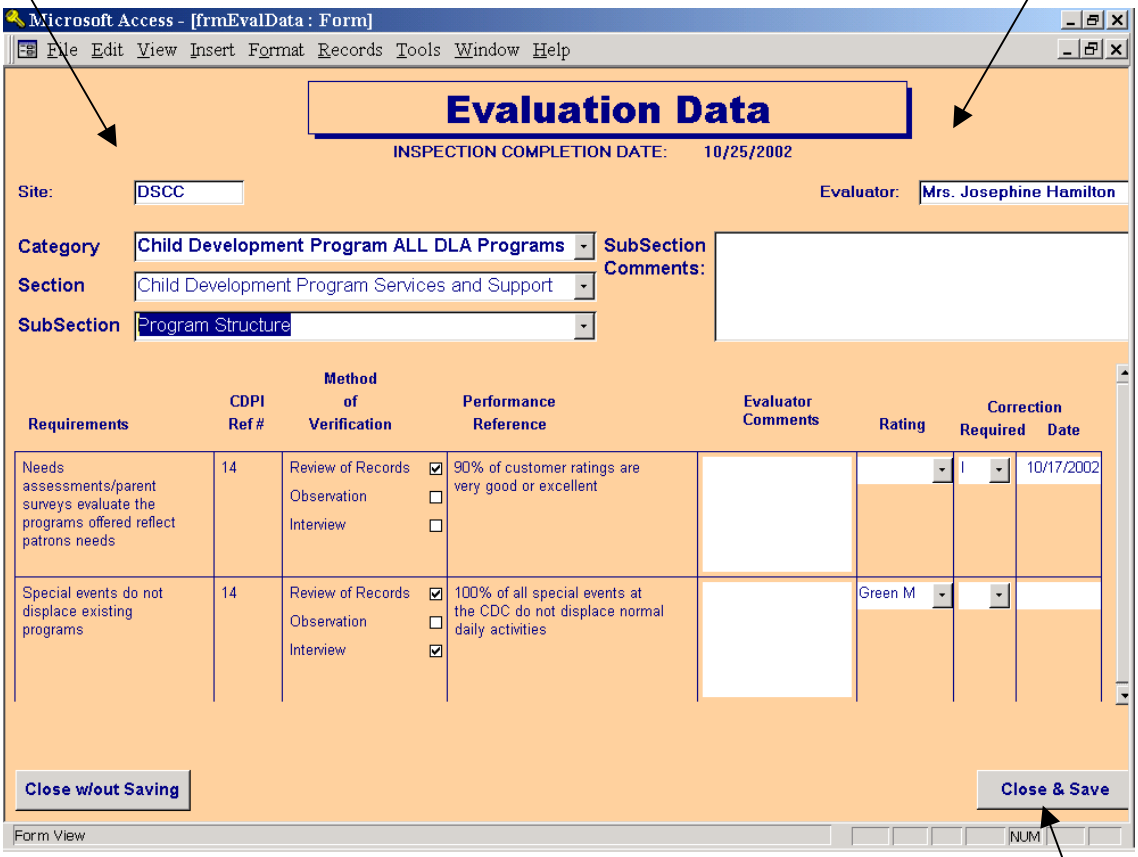
- Select a Category from the drop down menu
- Select the appropriate Section from the drop down menu
- Finally select the appropriate SubSection from the drop down menu. (NOTE: some Sections will show "all" as the only choice in the SubSection drop down menu)

Once the appropriate choices have been selected the requirements for that section should now appear (see Figure 4).

Verify Site:

Verify Evaluator name:

Figure 4 - Evaluation Data Screen



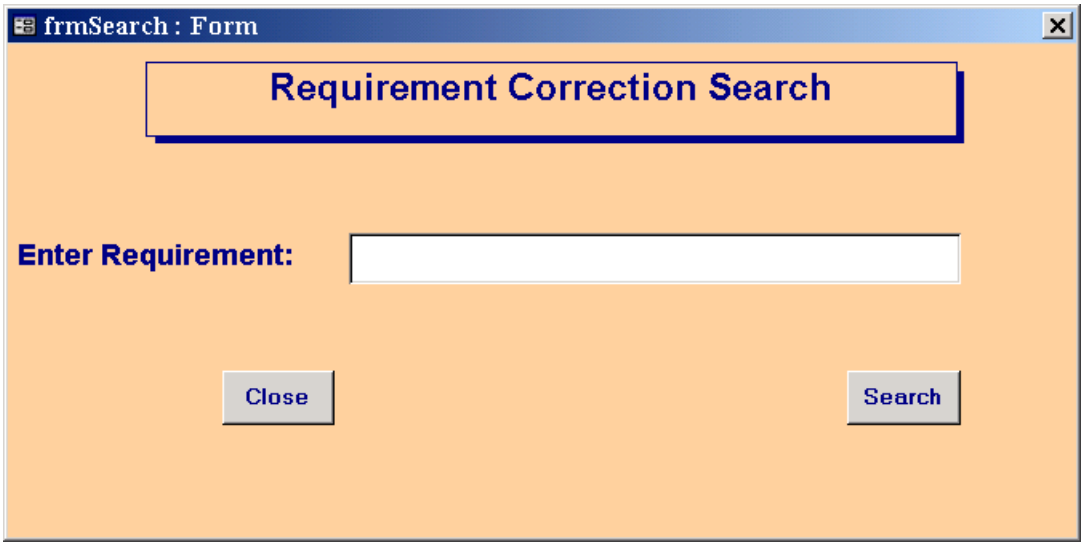
Remember to click on the **Close & Save** button

- Select the appropriate rating (Blue, Green, Amber, Red, Purple)
- Select required correction (I, IL, 30, 60, 90). Once this selection is made the date will automatically fill. If you need to overwrite the date simply type in the date field.
- Once all requirements are evaluated, you must click on the **Close & Save** button located in the lower right corner.

3.4 Enter Corrective Actions

- Click on the **Enter Corrective Actions** button
- Enter the term or requirement subject in the search field (see Figure 5) and click the **Search** button

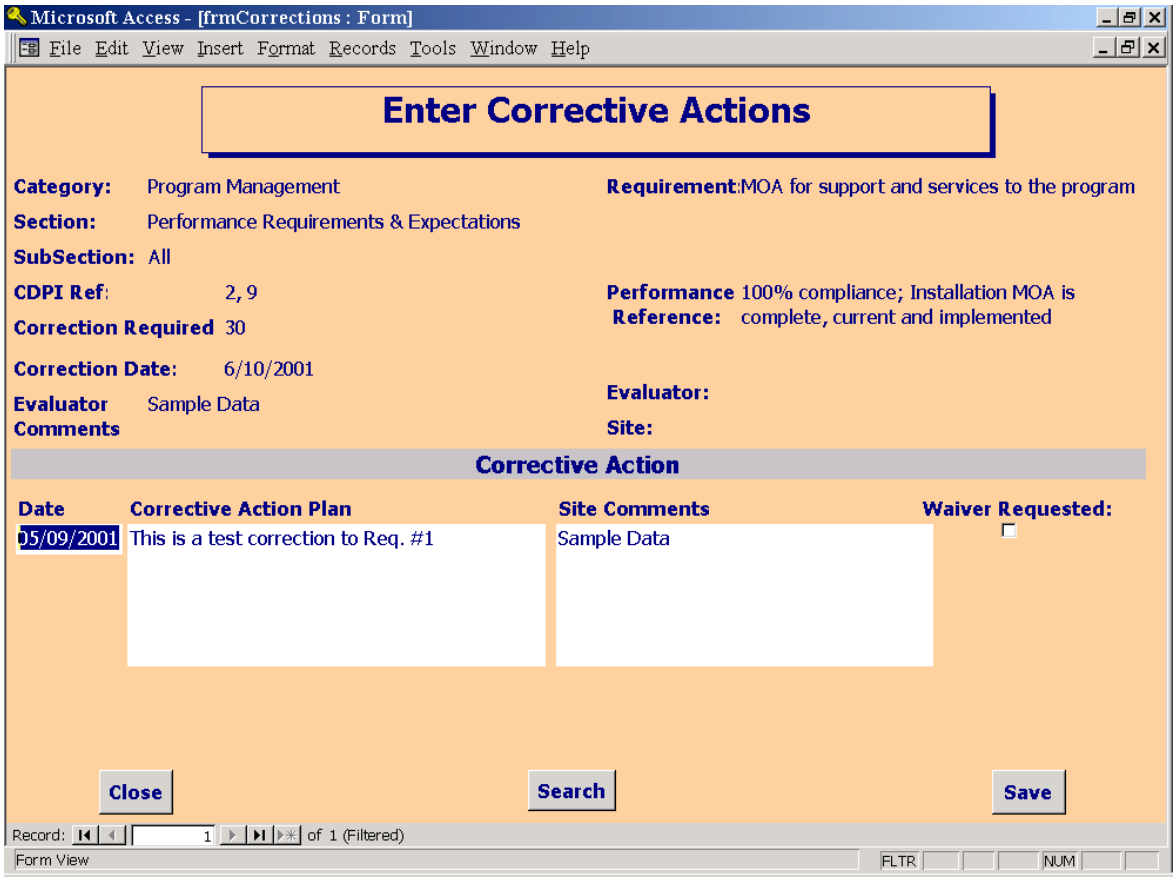
Figure 5 - Corrective Action Search Screen



- Once the data entry screen appears (see Figure 6) simply input the required information (date, action plan, comments, etc). (NOTE: The top portion of the screen fills automatically and can not be overwritten).
- Remember to click the **Save** button before closing.

Figure 6 - Corrective Action Data Entry Screen

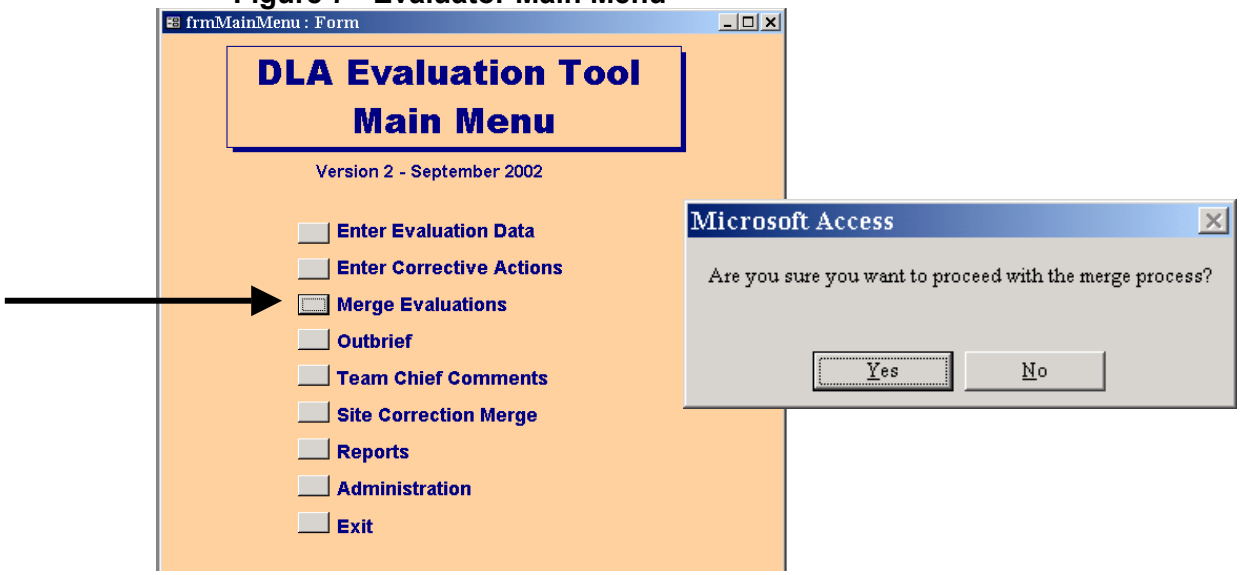
Automatic - information pulls from the Evaluation Data Screen



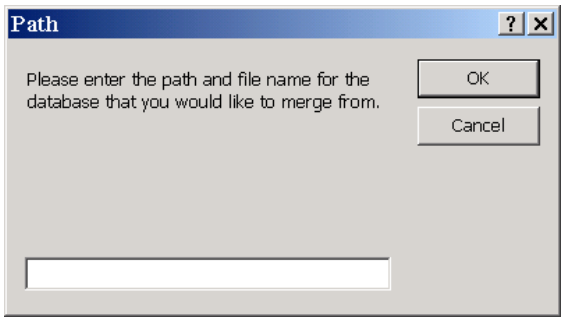
3.5 Merge Evaluations

- Click the **Merge Evaluations** button on the Main Menu (see Figure 7)
- Click **Yes** when prompted

Figure 7 - Evaluator Main Menu



- In the prompt menu enter the path and file name (location) of the database to merge from.



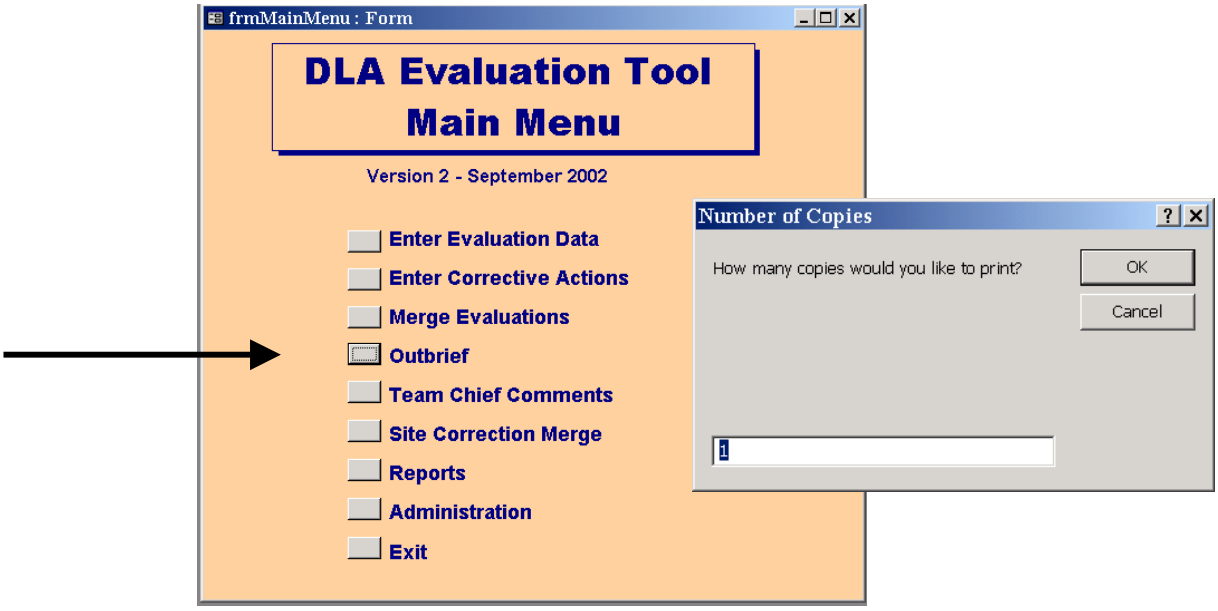
- Click Ok.

*****NOTE**: : If there is duplicate information being merged, the database the data is coming from will overwrite the data in the database the data is being written to. ***

3.6 Outbrief

- Click the **Outbrief** button on the Main Menu
- Enter the number of copies to be printed in the prompt screen and click the **OK** button
- Retrieve report from specified printer

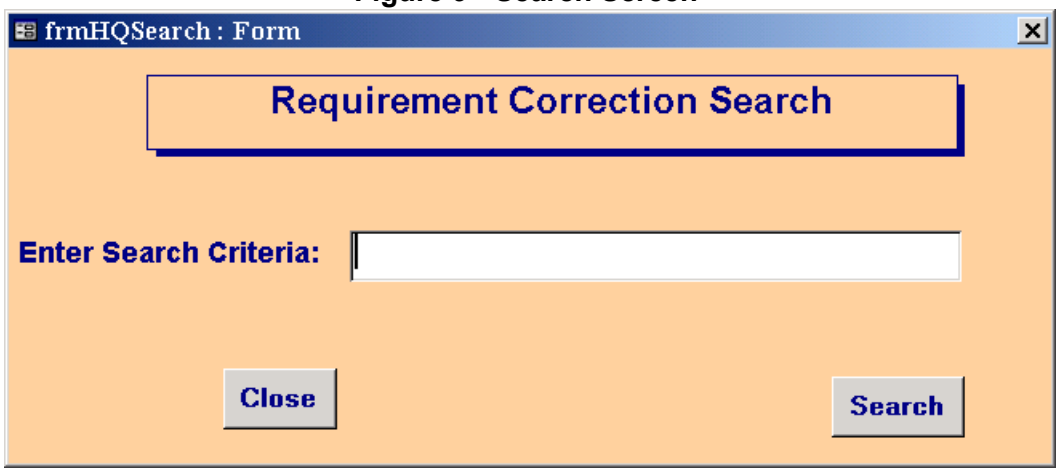
Figure 8



3.7 Team Chief Comments

- Click the Team Chief Comments button on the Main Menu
- Enter search criteria (a Requirement) and click the Search button (See Figure 9)
- The "Enter Team Chief Comments" screen will appear, allowing the Team Chief to enter comments about the corrective action or waiver request. These comments will appear on the Site Memo report.

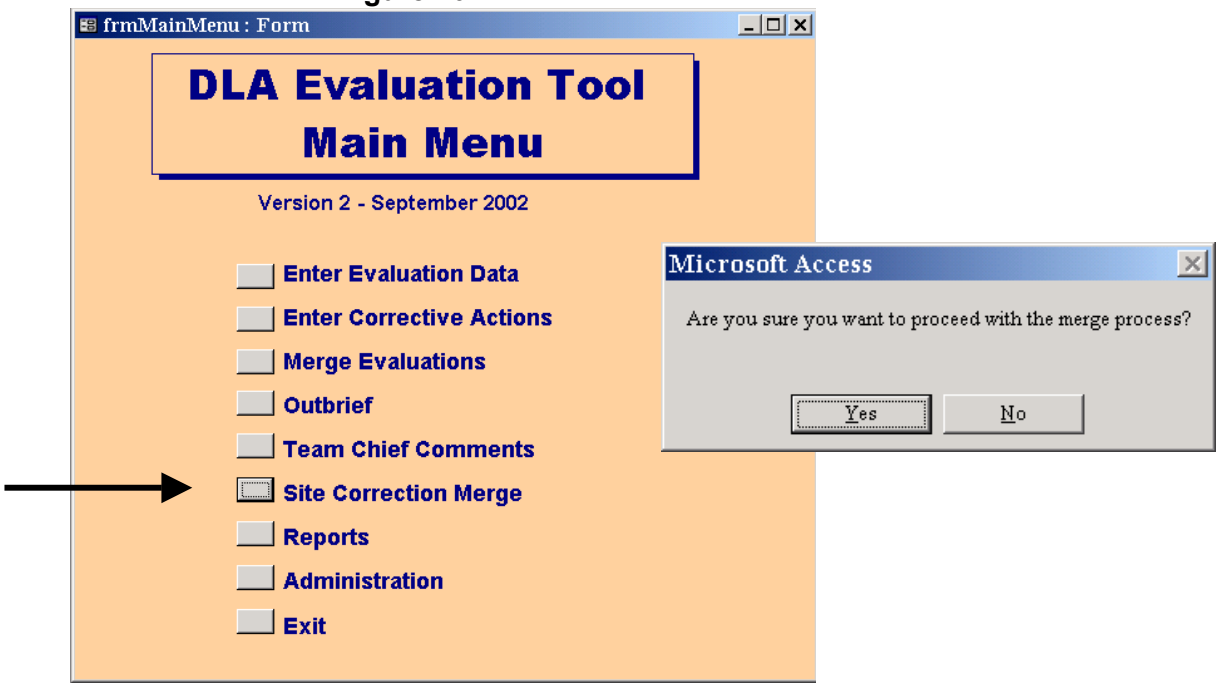
Figure 9 - Search Screen



3.8 Site Correction Merge

- Click the **Site Correction Merge** button on the main menu
- Click **Yes** when prompted

Figure 10

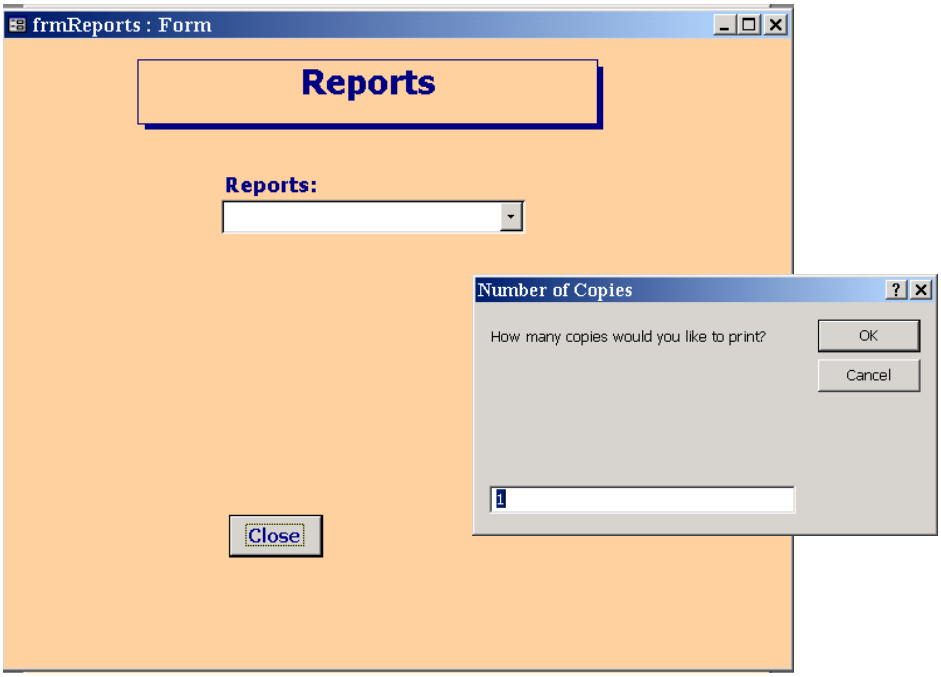


This works the same as the Merge Evaluations

3.9 Reports

- Click the Reports button on the Main Menu
- Select desired report from the drop down menu
- Enter number of copies to be printed
- Retrieve report from specified printer
- Click the Close button to return to the main menu

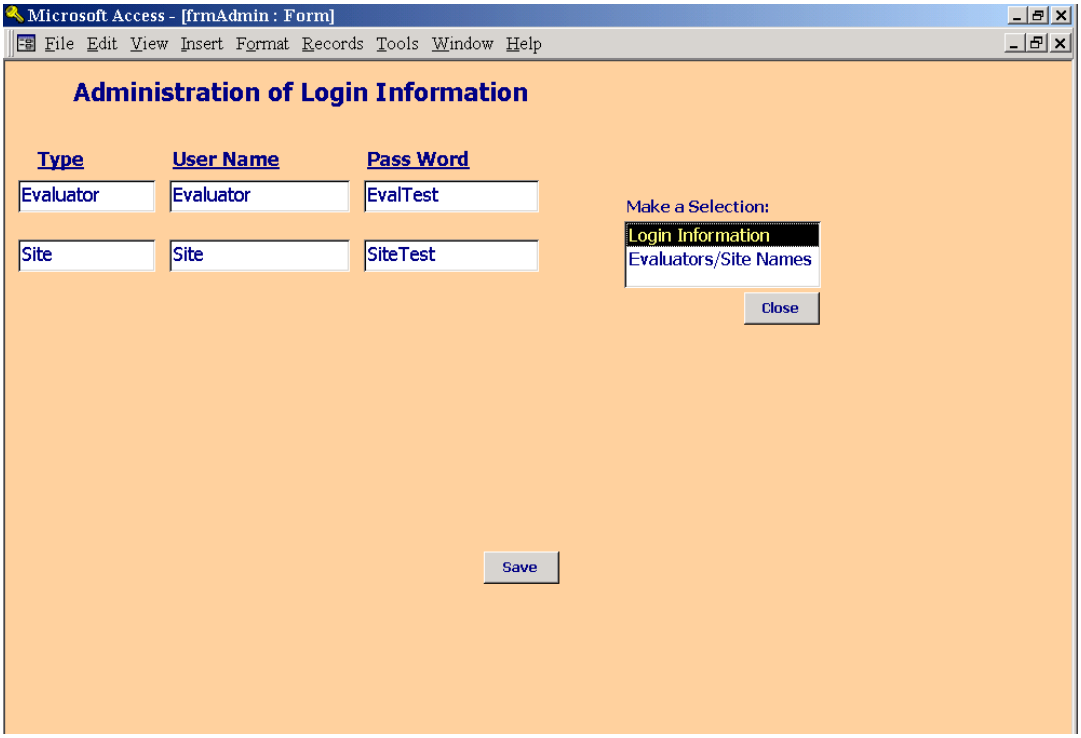
Figure 11



3.10 Administration

- Click the Administration button on the main menu
- To change login information (user names and passwords) make sure Login Information is selected in the box (See Figure 12)
- Once changes have been made click the Save button

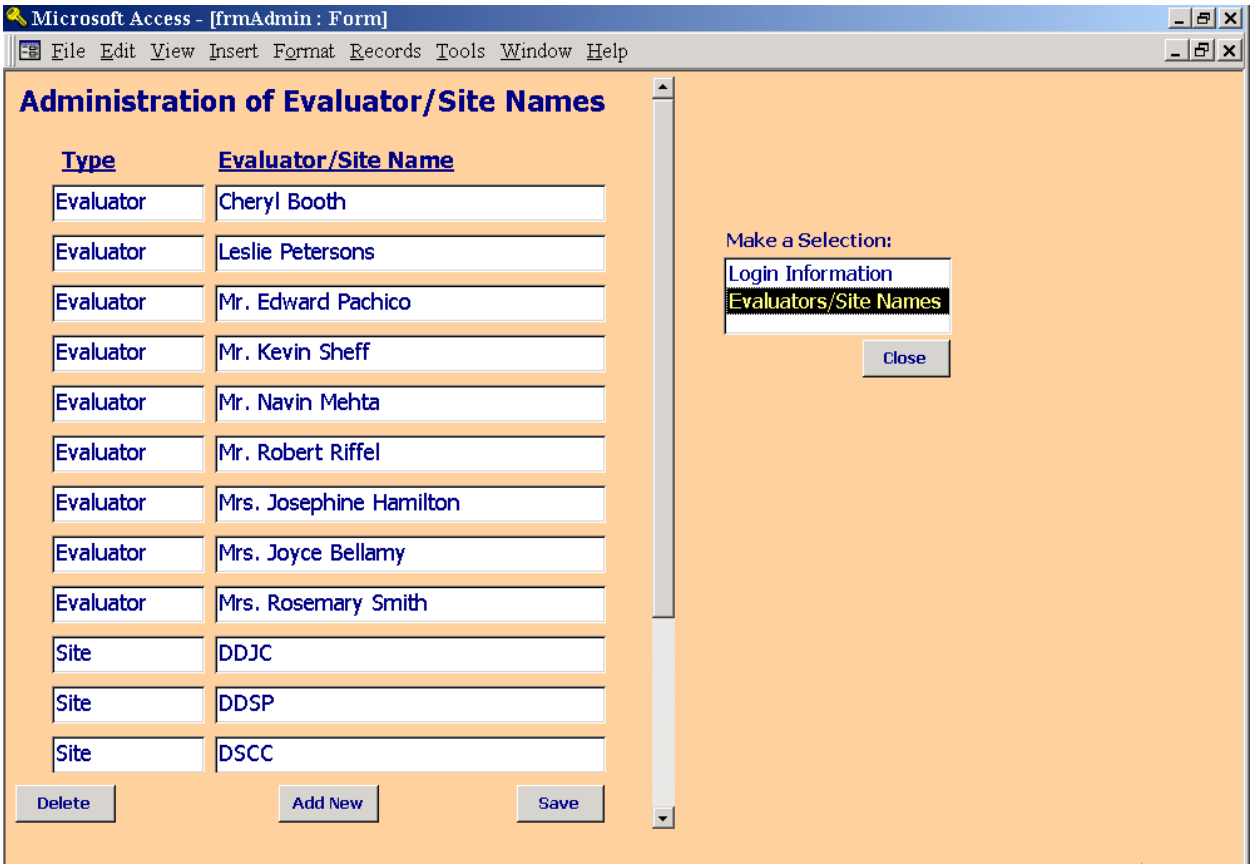
Figure 12 - Login Administration Screen



To make changes to the Evaluator names and Site locations that appear in the drop down menus after clicking the Enter Evaluation Data button on the main menu follow these steps:

- Click the Administration button on the main menu
- Select Evaluators/Site Names in the Selection Box (See Figure 13)
- Either Delete, Add New, or modify current entries in the appropriate fields
- Click the Save button (NOTE: to verify changes have been made go to the Main Menu, select the Enter Evaluation Data button and review the drop down menu choices.)

Figure 13 - Evaluator/Site Names Administration



3.11 Exit

- Click the Exit button on the main menu to exit the database

SECTION 4

SITE HOW TO'S

NOTE: The following conventions are used for describing procedures:

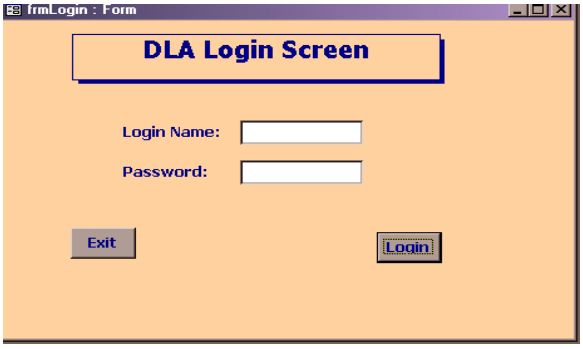
- Screen names are <u>underlined</u>
- Field names are in "quotation marks"
- Command buttons and icons are in **bold**
- Text entered into fields is in *italics*

4.1 Start the DLA CDPET Database

- Click the DLA CDPET folder on the desktop (or location where folder was created)
- Double-click the icon labeled **DLAEvaluationTool.mdb**

The <u>DLA Login Screen</u> should now appear (see Figure 1).

Figure 1 – Login Screen

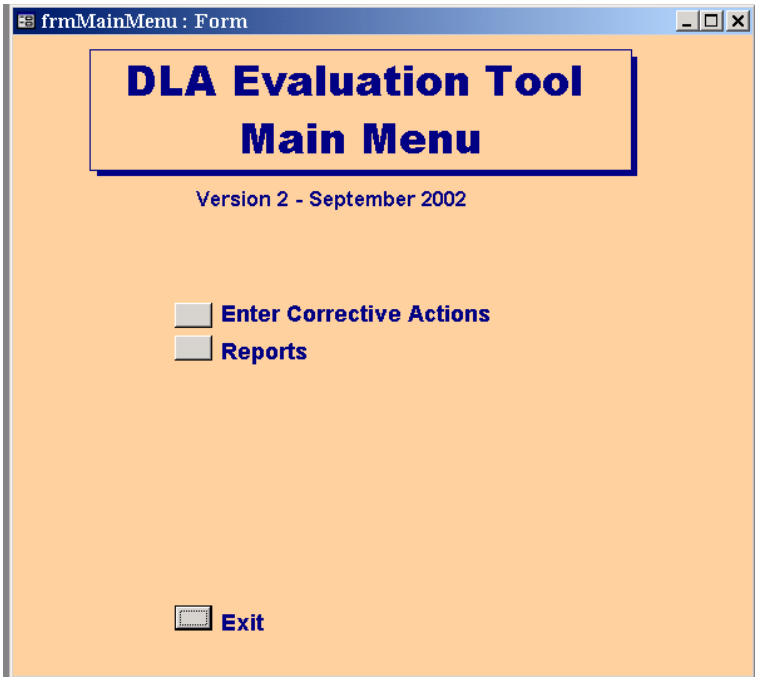


4.2 Login to the database

- In the "Login Name" field type the assigned login
- In the "Password" field type the assigned password
- Click the **Login** button

The DLA Evaluation Tool Main Menu should now appear (see Figure 2).

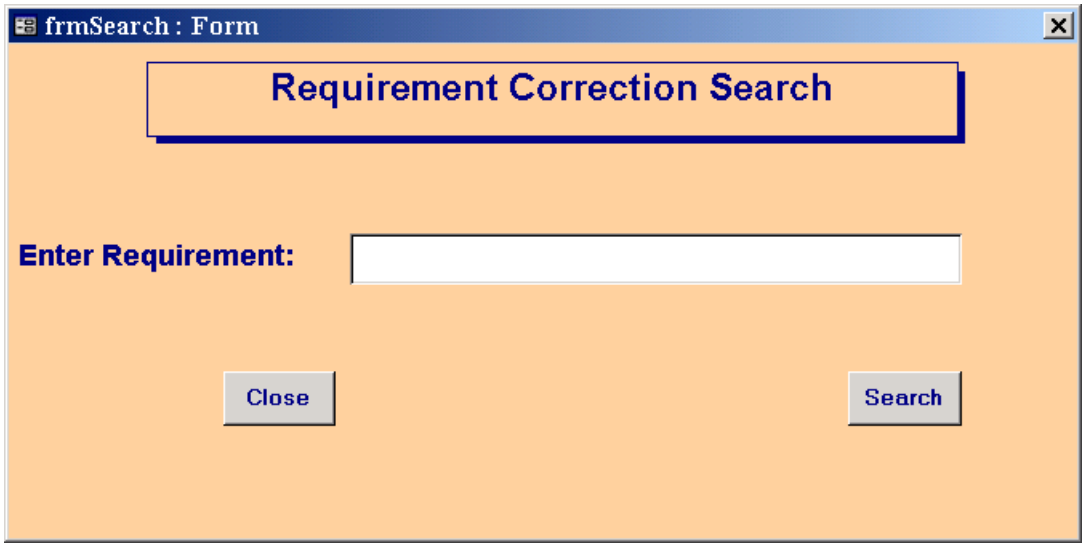
Figure 2 - Main Menu



4.3 Enter Corrective Actions

- Click on the **Enter Corrective Actions** button
- Enter the term or requirement subject in the search field (see Figure 3) and click the **Search** button

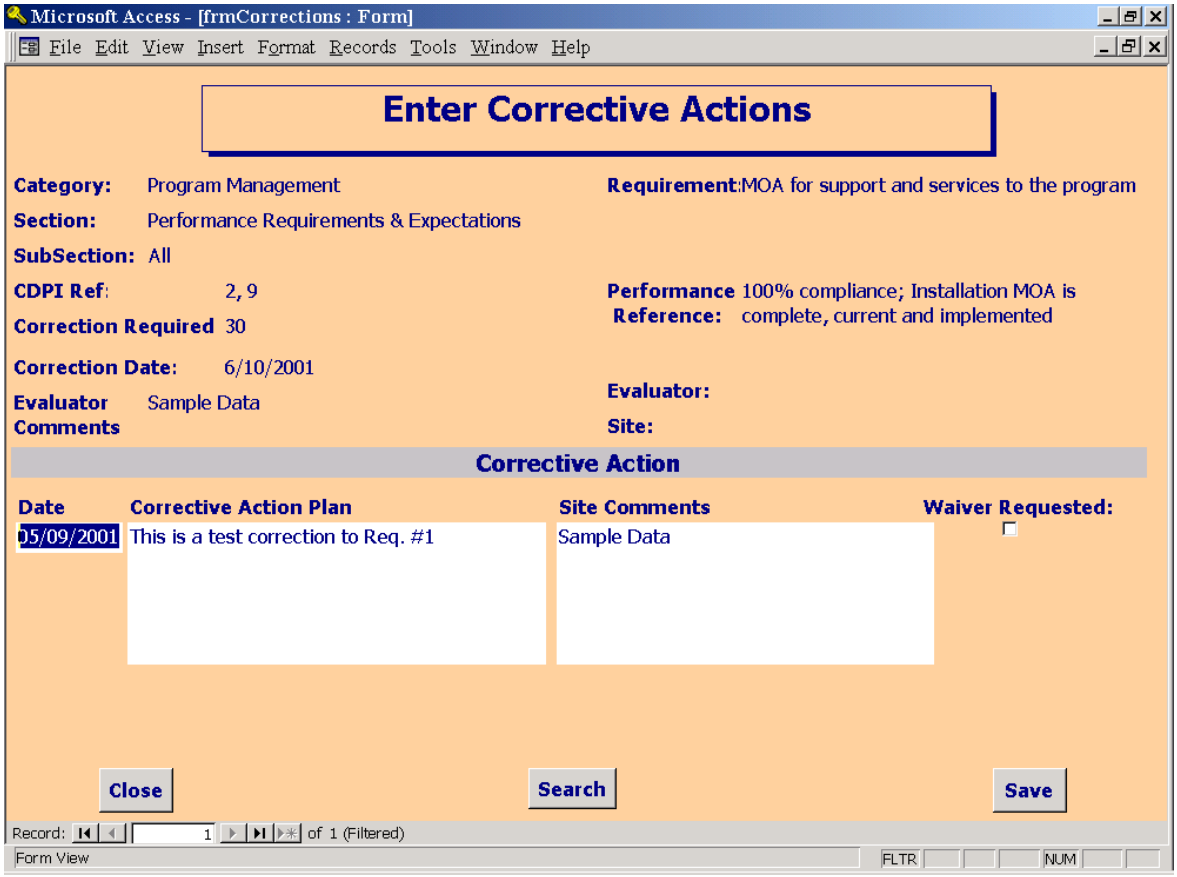
Figure 3 - Search Screen



- Once the data entry screen appears (see Figure 4) simply input the required information (date, action plan, comments, etc). (NOTE: The top portion of the screen fills automatically and can not be overwritten).
- Remember to click the **Save** button before closing.

Figure 4 - Data Entry Screen

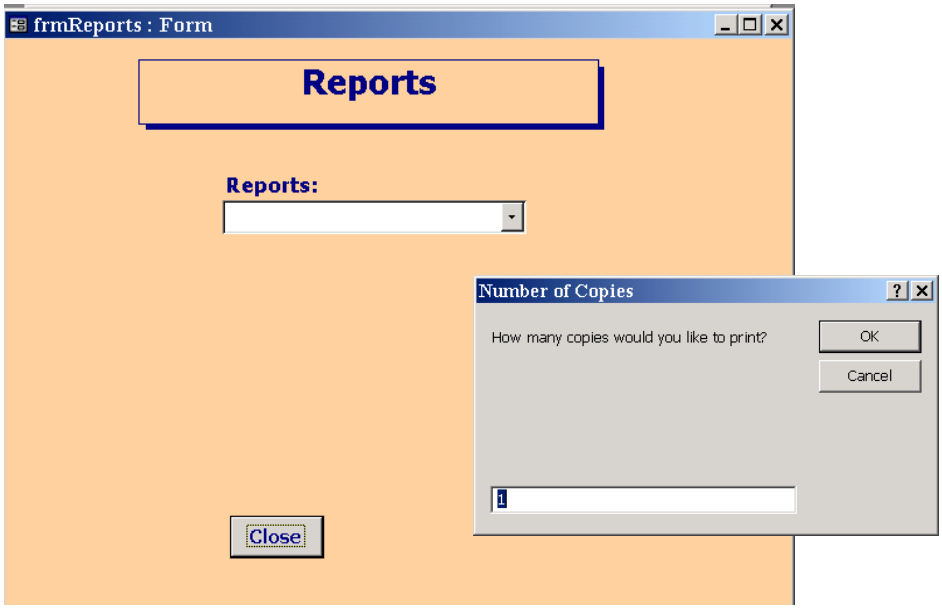
Automatic - information pulls from the Evaluation Data Screen



4.4 Reports

- Click the Reports button on the Main Menu
- Select desired report from the drop down menu
- Enter number of copies to be printed
- Retrieve report from specified printer
- Click the Close button to return to the main menu

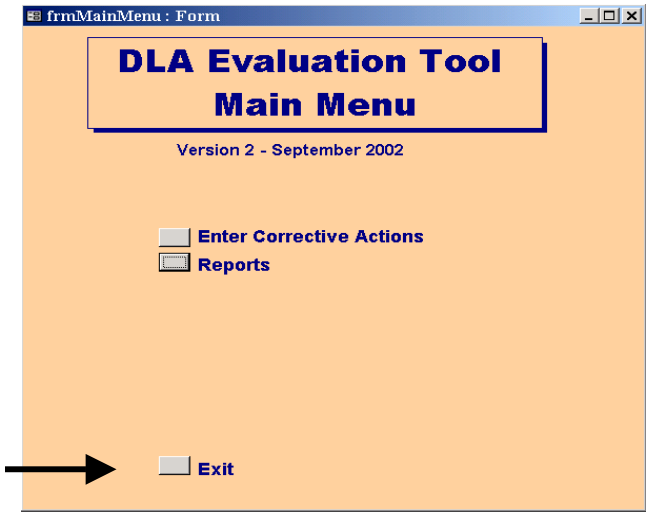
Figure 5 - Reports Screen



4.5 Exit

- Click the **Exit** button on the main menu to exit the database

Figure 6



SECTION 5

FREQUENTLY ASKED QUESTIONS

1. How will the Access Database affect the self-evaluation process?

The access CDPET database was designed to assist in meeting the Military Child Care Act 1989 requirement for annual program review conducted by the installation and unannounced by high headquarters. This database will simplify the process of data collection and tracking of corrective actions as well as expedite reporting to HQ DLA. As with any change in procedures and implementation of a new tool, there may be an initial increase in workload as adjustments occur. However, as you actually use the database and become familiar with the procedures advantages will be evident. To further facilitate your becoming familiar with the database you will receive training and a CDPET Database User Manual to assist in navigation and manipulation of the database for those not familiar with access.

The actual process of self-evaluation before the unannounced HQ level inspection will not change. The new program evaluation tool and database will allow you a new option of reporting your findings electronically during the inspection if you desire. In addition, after you have completed the self-evaluation you will be able to electronically record, search, retrieve, report and track your findings. The advantages of automating this process are not limited to the time saved and the flexibility in reporting. It will also give you the opportunity to more effectively coordinate, organize and manage your self-evaluation.

2. Will my input be changed once it is entered into the database?

No. All data that is input into the database is the data used to populate reports and the screens of the database. Your entries will not be changed in any way - which means you are responsible for checking your spelling!

3. What if I forget how to do something in the database?

You have two options depending on the problem you encounter. If you have a question about the database itself you can refer to the CDPET Database Users Manual. If you have questions about Microsoft Access navigation there is a help menu available if you select help on the menu bar.

4. Where is the information saved?

The information is saved in the database tables. Think about a filing cabinet with folders in the drawers. The folders are the tables and the filing cabinet is the database. The database itself is saved either on your computer's hard drive or on your company's network.

5. What if I want to change or delete something I entered?

You can make changes to any field by simply going to that field and typing in the correct information. If you wish to delete an entire record, click "Edit" on the menu bar, select "Delete Record" and reply yes when prompted. This record will then be deleted from the database and cannot be retrieved.