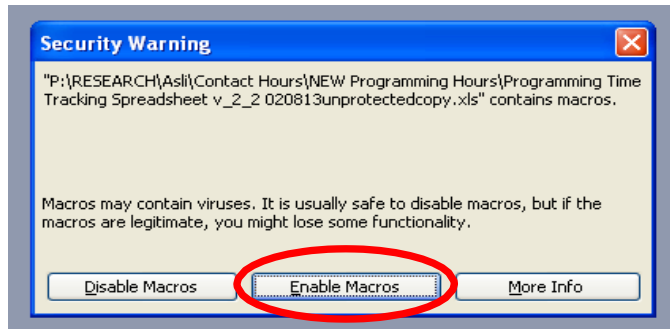


PROGRAMMING TIME TRACKING SPREADSHEET

Instructions

The Programming Time Tracking Spreadsheet is to be utilized agency-wide. Below are data entry and spreadsheet usage instructions. Please read and follow carefully. The spreadsheet will be a working document that each caseworker will periodically update throughout the client’s placement. At the end of the placement, the caseworker will verify the hours through discharge summaries, logs, or whatever source they choose, to make sure the hours are correct. One person from each facility need to be designated to merge all data in caseworker spreadsheets by copying and pasting rows of data into one spreadsheet, and email the merged spreadsheet to the Assistant one week after the end of each quarter.

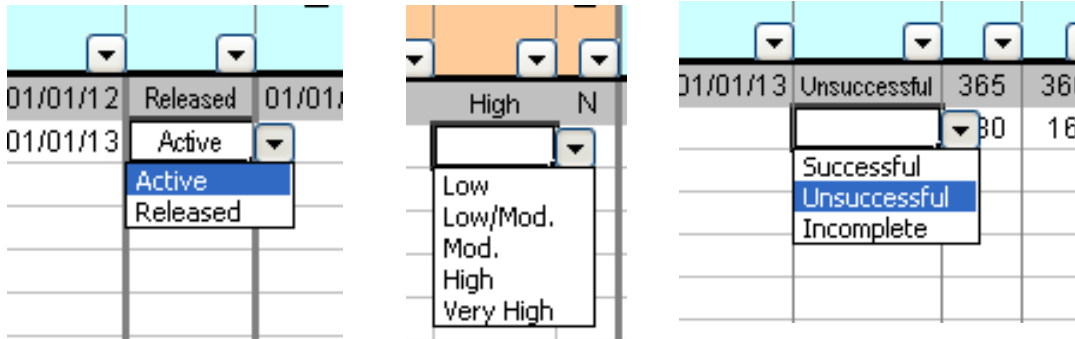
1. When you open the spreadsheet, you may see the following security warning. Click “Enable Macros” to proceed. If you disable macros, you will not be able to sort by client name.



2. Enter Client information as accurately as possible: last name, first name, program, gender, ORAS information, intake/release information, dosage and criminogenic hours as categorized by ORAS domains, and non-criminogenic hours. No data is to be entered below 505th row.

Today's Date		PROGRAMMING TIME TRACKING SPREADSHEET v.2.2 updated on 2/8/13										INFORMATION RECORDED BY QUARTER HOURS (For Example: 0to													
Client Name		OHI		Client		ORAS						Intake/Release Information		Target	Education		Employment		Financial Situation		Family and Social Support		Neighborhood Problems		Sut
Last Name	First Name	Program	Gender	ORAS CST	ORAS CSST	ORAS SRT	Risk Level	ModRgsid Y/N	Intake Date	Active or Released?	Actual Release Date	Release Type	Original # Days Sentenced	Days Served	Target Dosage Hours	Criminogenic	Dosage	Criminogenic	Dosage	Criminogenic	Dosage	Criminogenic	Dosage	Criminogenic	Dosage
Sort by Last Name																									

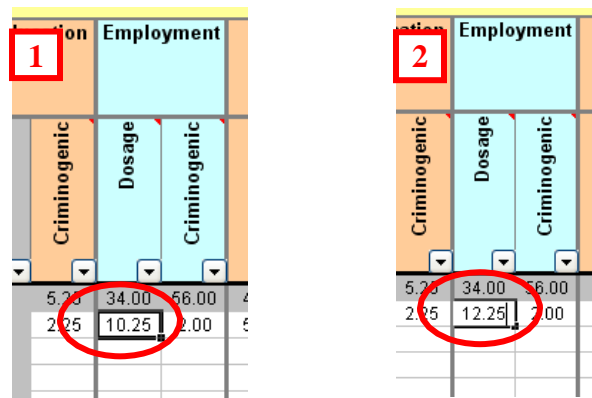
- When you see an arrow for a drop-down list, as seen in pictures below, you may select data from the list. You may also type in the data manually, but it must be typed exactly as it appears in the drop-down list.



- Programming hours are to be recorded as quarter hours. Minutes or hours are to be rounded to the closest quarter hour. For example:

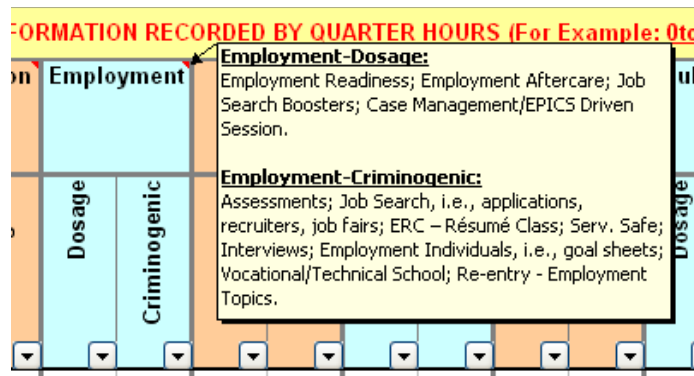
0 to 7 min = 0 hrs,
 8 to 22 min = 0.25 hrs,
 23 to 37 min = 0.50 hrs,
 38 to 52 min = 0.75 hrs,
 53 to 67 min = 1.00 hrs, etc.

- When updating the spreadsheet, make sure to replace the existing hours for each domain with the new total for that domain. For example; if the client already had 10.25 hours of Dosage recorded under Employment column, and acquired 2 more hours this week, you need to replace “10.25” with the new total of “12.25” for Dosage under Employment column for that client.

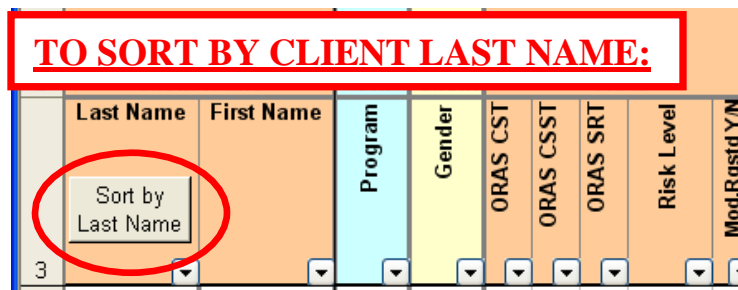


- When ORAS Risk Level is entered, the spreadsheet will automatically identify and inform you of the “Target Dosage Hours in the yellow highlighted columns.

7. When Intake Date is entered, Days Served is calculated utilizing Today's Date, and is shown in the Days Served column.
8. When Release Date is entered, the whole row for that client grays out. In addition, Days Served is re-calculated by utilizing Release Date.
9. As the programming hours under each domain for each client is updated, columns listed below are calculated and updated:
 - Total Dosage Hours
 - Total Criminogenic Hours
 - Total Dosage+Criminogenic Hours
 - Total Non-Criminogenic Hours
 - Total Programming Hours
 - % Criminogenic out of Total Programming Hours
 - % Non-Criminogenic out of Total Programming Hours.
10. Each domain name contains a list of programming examples, as shown below. To see them, place the mouse pointer over the cell.



11. To sort data by client last name, click on the “sort by last name” button.



12. To filter data by a certain criteria, first click on the little arrow in the column heading, and then select the criteria as shown in picture below. The sort/filter arrow, normally black, becomes dark blue when this function is utilized. To see all clients again, click on the dark blue sort/filter arrow and select (All).

Client Name	OHI	Client	ORAS	Mod.	Intake Date	Active or Released?
drive	HH	Male	Sort Ascending	N	01/01/12	Re
who	HH	Female	Sort Descending	N	01/01/13	A

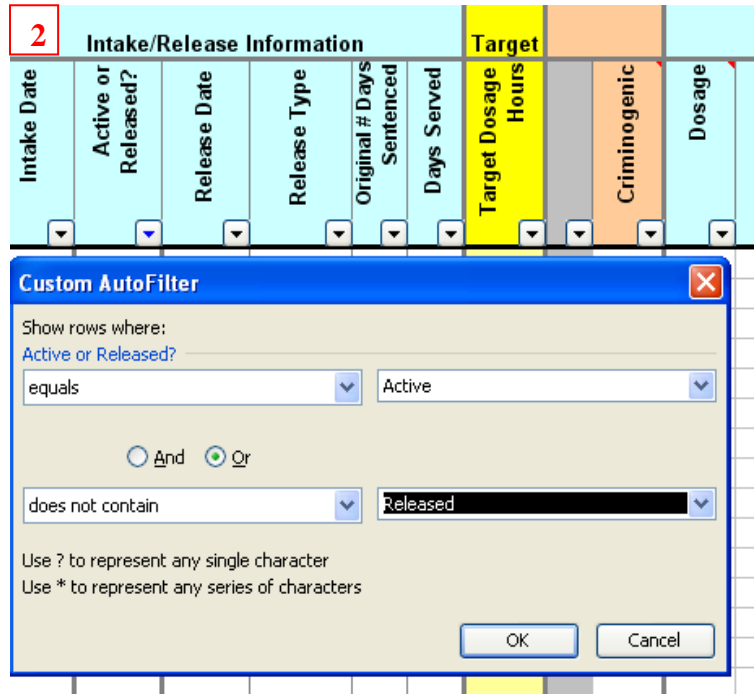
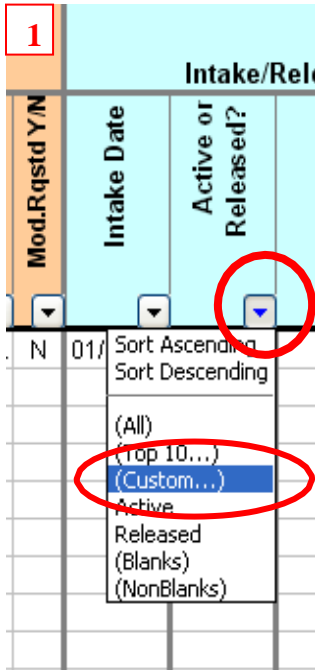
13. To see only the Released Clients, and nothing else, click the down arrow in the “Active or Released?” cell, then, click (Released) as shown in the picture. To see all clients again, click on the dark blue sort/filter arrow and select (All). No data is to be entered below 505th row.

Intake Date	Active or Released?	Release Date
	Sort Ascending	
	Sort Descending	
	(All)	
	(Top 10...)	
	(Custom...)	
	Active	
	Released	
	(Blanks)	
	(NonBlanks)	

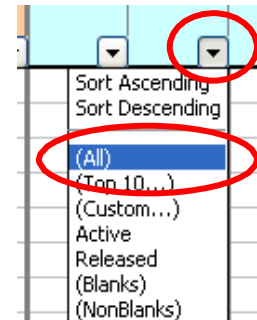
14. To see only the Active Clients, and nothing else, click the down arrow in the “Active or Released?” cell, then, click (Active) as shown in the picture. To see all clients again, click on the dark blue sort/filter arrow and select (All). To add new clients while still seeing all the Active Clients, but not the Released Clients, you must follow the instruction #13 below. No data is to be entered below 505th row.

Intake Date	Active or Released?	Release Date
	Sort Ascending	
	Sort Descending	
	(All)	
	(Top 10...)	
	(Custom...)	
	Active	
	Released	
	(Blanks)	
	(NonBlanks)	

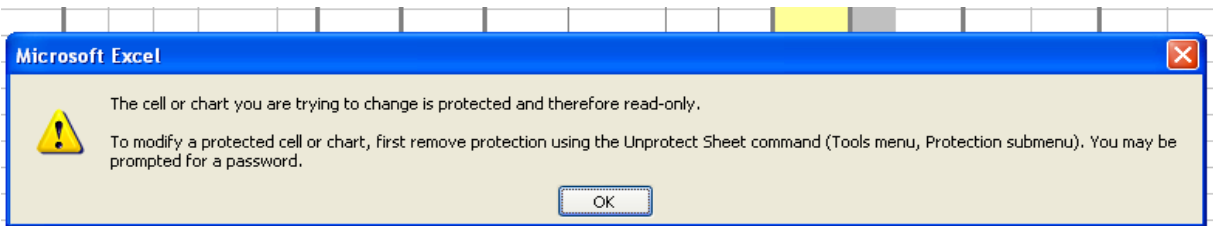
15. To add new clients while still seeing all the Active Clients, but not the Released Clients, click the down arrow in the “Active or Released?” cell, then, click (Custom...) as shown in the picture 1 below. When Custom AutoFilter window opens up, make sure to match the selections shown in picture 2:



16. To see all clients again, click on the blue (normally black) sort/filter arrow and select (All) as shown in the picture. No data is to be entered below 505th row.



17. Why do I see the below message when I click on some cells?



Those cells have formulas in them and therefore, they are password-protected and read-only.

18. How to merge the data from multiple spreadsheets into one new excel spreadsheet?

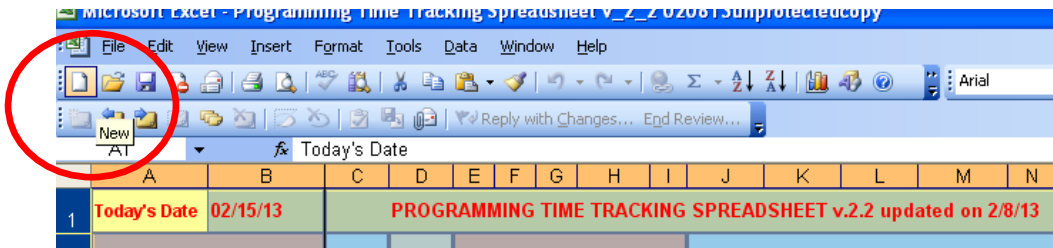
One person from each facility need to be designated to merge all data in caseworker spreadsheets by copying and pasting rows of data into one spreadsheet, and email the merged spreadsheet.

a.) First, open the spreadsheet you will copy from, filter by released, and then select the rows you want to copy by clicking on the row numbers (for the first spreadsheet, start with row 1 to include column headings).

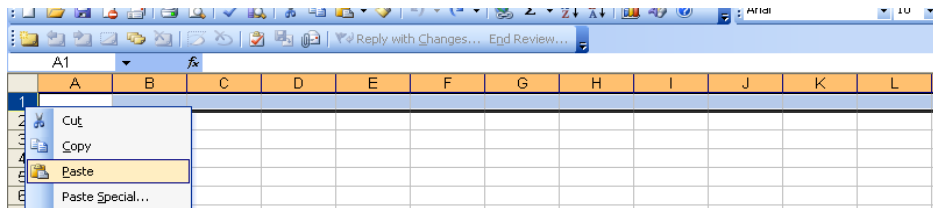
1	Today's Date	02/15/13	PROGRAMMING TIME TRACKING SPREADSHEET v.2.2 updated on 2/8/13												INFORMATION RECORD				
2	Client Name		OHI	Client	ORAS				Intake/Release Information				Target	Education	Employment				
3	Last Name	First Name	Program	Gender	ORAS CST	ORAS CSST	ORAS SRT	Risk Level	Mod.Rqst'd Y/M	Intake Date	Active or Released?	Actual Release Date	Release Type	Original # Days Sentenced	Days Served	Target Dosage Hours	Criminogenic	Dosage	Criminogenic
4	she	who	HH	Female				Low/Mod.	N	01/01/13	Active			180	46	up to 99	2.25	10.25	2.00
5	test	drive	HH	Male				High	N	01/01/12	Released	01/01/13	Successful	365	367	200-299	5.25	34.00	56.00

b.) Then, while the mouse pointer is over the row numbers, right-click, and select copy.

c.) Open a new workbook.



d.) Right-click on row number one, or the cell A1, click paste.



e.) Close the first spreadsheet you copied into the new workbook, and open the next spreadsheet, and follow the same directions. Do not forget to save the new workbook, and refrain from using the “sort by name” button, as it will password-protect the spreadsheet, again.

19. How to transfer data from old spreadsheet to the new version of the spreadsheet?

You may need to transfer your data from the old spreadsheet to the newly updated spreadsheet in order to utilize the most recent version. If so, please read the instructions below.

When there are locked cells in the areas that you want to copy from and paste to, work around it by copy-pasting in multiple steps: First, copy-paste the cells that are before the locked columns, then, copy-paste the cells that are after the locked columns (see picture below). This way, you can copy-paste the manually-entered data, and the formulas in the locked columns will still work to provide automatically-calculated data.

To transfer already entered data to the most recently updated spreadsheet:

INFORMATION RECORDED BY QUARTER HOURS (For Example: 8a-7a=0hrs, 8a-22a=0.75hrs, 22a-37a=0.50hrs, 38a-52min=0.75hrs, 53a-67min=1.00hrs, etc.)															Target	TOTAL HOURS				% of Total Programming Hours	
Target	Desage	Clinicogenic	Desage + Clinicogenic	Non-Clinicogenic	Total	Target	Non-Clinicogenic	Target	Non-Clinicogenic												
200-299	181.00	158.25	319.25	100.00	419.25	76%	24%														
200-299	0.25	6.00	6.25	3.00	9.25	68%	32%														
200-299	2.00	19.00	21.00	0.00	21.00	100%	0%														
100-199	0.75	1.00	1.75	4.50	6.25	28%	72%														
over 300	0.00	9.00	9.00	4.50	13.50	67%	33%														
200-299	2.00	8.00	10.00	1.50	11.50	87%	13%														
200-299	0.00	12.00	12.00	1.25	13.25	91%	9%														
100-199	4.75	6.00	10.75	6.25	17.00	63%	37%														
100-199	2.00	1.00	3.00	3.00	6.00	50%	50%														
200-299	2.00	3.00	5.00	5.50	10.50	48%	52%														
200-299	0.00	8.00	8.00	4.50	12.50	64%	36%														
200-299	5.00	9.00	14.00	6.25	20.25	69%	31%														
100-199	16.00	5.00	21.00	4.50	25.50	82%	18%														
100-199	2.75	4.00	6.75	6.25	13.00	52%	48%														
200-299	2.00	1.00	3.00	5.50	8.50	35%	65%														
200-299	9.00	6.00	15.00	4.50	19.50	77%	23%														
100-199	0.00	5.00	5.00	5.75	10.75	47%	53%														
100-199	0.00	13.00	13.00	5.50	18.50	70%	30%														
100-199	1.50	8.00	9.50	4.00	13.50	70%	30%														
200-299	2.75	1.00	3.75	5.00	8.75	43%	57%														
100-199	0.25	0.00	0.25	3.00	3.25	8%	92%														
200-299	0.00	15.00	15.00	6.00	21.00	71%	29%														
200-299	2.00	16.00	18.00	5.75	23.75	76%	24%														
200-299	8.50	2.00	10.50	4.50	15.00	70%	30%														
100-199	0.00	17.00	17.00	4.00	21.00	81%	19%														
200-299	1.25	6.00	7.25	4.00	11.25	64%	36%														
100-199	0.50	9.00	9.50	3.50	13.00	73%	27%														
200-299	0.50	2.00	2.50	4.00	6.50	38%	62%														
200-299	0.25	3.50	3.75	2.50	6.25	60%	40%														
200-299	1.00	7.00	8.00	3.00	11.00	73%	27%														
200-299	0.00	1.00	1.00	3.00	4.00	25%	75%														
200-299	0.00	1.00	1.00	1.00	2.00	50%	50%														
200-299	0.00	8.00	8.00	3.00	11.00	73%	27%														
200-299	0.50	2.00	2.50	3.00	5.50	47%	53%														

Manual data entry area: #1

Step 1: Select and Copy this area first.

Step 2: Paste it in the new spreadsheet.

Manual data entry area: #2

Step 3: Select and Copy this area next.

Step 4: Paste it in the new spreadsheet.