



# **LODESTAR AD HOC REPORT MANUAL**

*(Revised 2/26/2007)*

**The Lodestar MIS was developed, and is maintained, with funding from the Maternal and Child Health Branch of the California State Department of Health Services (MCH), and the Cal-Learn Section of the California Department of Social Services. The current Windows® version was developed, and is maintained, by the Branagh Information Group.**

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## Introduction

**ad hoc** *adv.*

1. For the specific case or situation at hand.

*adj.*

2. Improvised; impromptu.

[Latin *for this.*]

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**Ad Hoc Reports** are what make all the hard work of data collection in Lodestar pay off. With just a modest investment of time and a willingness to experiment, every user can learn to create and print out customized reports on virtually any data that is captured in the Lodestar system. This makes for a virtually unlimited ability to access and analyze your data. While the Lodestar Reports module allows you to print out a number of standard reports with limited customizability, the **Ad Hoc** module gives you the power to create all new reports that relate to practically any situation you might think of.

For example, let's say that you needed to generate a list of all pregnant clients who smoke, or live with a smoker, listed by paysource and then by age, with telephone numbers for each client. You then need to generate a set of mailing labels for a targeted mailing to this group of clients, and your mail department requires that they be in order by zip code. All of this, and much more, can be accomplished easily, once you have a handle on the techniques discussed in this manual.

Of course, if you ever need help in setting up an Ad Hoc report, or assistance in reading a particular report, or to confirm that what you have generated does in fact give you the information you need, you should call **Lodestar Technical Support** at (707) 895-2510. While the **Ad Hoc** is an extremely powerful tool, mastering its many features can sometimes be tricky, even for the intermediate or advanced user.

In order to get you up and running as quickly as possible, we will, after a brief discussion of how the **Ad Hoc** module understands questions you put to it, start you out immediately with the creation of a few simple reports. Additional techniques will be introduced in turn, allowing you to craft more and more complicated Ad Hoc reports. We will show you what the various screens and reports look like at each step of the way so that you will have a solid understanding of every feature and option available. Before long, you will be able to generate whatever report you need, whenever you need it. As the name implies, the **Ad Hoc** module lets you create the report you need *for this* situation and every other you encounter as well!

## The Art of the Query: How to come up with questions that can be the basis of an Ad Hoc Report

Any Ad Hoc Report is going to start out with a question. Someone may come up to you and ask, "Which of our clients are smokers?" On the face of it, this might seem like a perfectly clear question, and one that would translate very easily into an Ad Hoc Report. The key to coming up with successful Ad Hoc reports is the ability to take such ordinary questions put to you and see the underlying assumptions in such questions so that you can create clear and explicit queries for the Ad Hoc module.

But in order to understand how to translate a question like this into a query for the Ad Hoc module, consider the following questions: Are we concerned about clients who smoked when they first started the program? Or only those who are still smoking? How much do they have to smoke to be considered smokers? And what of clients who are no longer in the program, but were just last month? Furthermore, are we looking for a count of how many clients are smokers or do we want a list of those clients? Each of these further questions is buried in the simple one, and each of them needs to be answered in order to be able to create an Ad Hoc report that produces what is wanted. If you are trying to come up with a way to produce the right sort of query, the best thing to do is to have at hand a set of the **LodeStar forms**. There is no better way to understand how to produce the right kinds of questions than to look at the data items that apply as they appear on these forms.

## Creating Your Own Reports

Please note that the screens shown in this manual are not meant to be exactly the same as what you will see on your own screen. They are only meant to be examples of what your screen may look like.

## The Ad Hoc Query Screen

The purpose of the **Ad Hoc Query** Screen is to choose the client **records** that will be included when we create and run reports in the **Request Manager**, keeping in mind that the data that will be analyzed includes information from the following **Lodestar databases**:

**Master** - Each client has **one** master **record**. It includes information from the *Client ID Form* (**fields** such as name, address, client DOB, etc.)

**AFLP** - This **database** includes one **record** for **each** *Intake, Pregnancy Outcome, Follow-Up and Education Form* a client has received. **ONLY one** of these **records** will be included for analysis (Except in **Advanced Mode**).

**Status** - This **database** includes one **record** for **each** *Status Change* form a client has received. **ONLY one** of these **records** will be included for analysis (Except in **Advanced Mode**).

**Rptcard** - Only the last 4 report card due dates are accessible in the **Ad Hoc Data set** (except in the **Advanced Mode** where all report card outcomes are accessible).

Select the Ad Hoc button from the **Lodestar Control Center**. You will see a screen that looks like this:

The screenshot shows the 'Ad Hoc Query' window with the following sections:

- Analyze data collected at:**
  - All Data Collected (Advanced !!!)
  - Most Recent:
    - Intake
    - Follow-Up
    - Non Index Preg Outcome
    - Preg Outcome
    - Education
    - Include clients that do not have the selected
    - Include Non-Participatory Forms
- Of the clients with funding source(s):**
  - All
  - Some
  - AFLP
  - Cal-Learn
  - Sibling
  - Other 1
  - Other 2
  - Other 3
  - Other 4
  - Other 5
  - Other 6
- With Status:**
  - Active
  - Exempt
  - Deferred
  - Wait Listed
  - Terminated/Ineligible
  - Intra Cnty Transfer
- Between:** 02/05/2007 and // (Leave 2nd date blank for "As Of" 1st Date.)
- NOTE:** These dates are used when determining the client's funding source / status - AND - in choosing AFLP forms for inclusion (i.e. no forms collected after this period/date will be included).
- Buttons:** Create/Run Report, Close

Each of the items on the **Ad Hoc Query** screen determines which clients and **fields** (data elements) will be selected for analysis. The items and their effect are detailed below.

### Analyze data collected at...

This section of the screen determines which of the client's case management forms (*Intake, Pregnancy Outcome, Education or Follow-Up*) are to be included for analysis. You should select which forms contain the data you wish to analyze.

It is very important to understand two things about how data is collected and analyzed. **First**, not all questions are asked on all of the AFLP forms (by AFLP forms we mean all *Intakes, Pregnancy Outcomes, Education Forms and Follow-Ups*, not just the ones for AFLP clients). For example, if you wanted information on Child Immunizations on your report and you selected **Most Recent Intake, Pregnancy Outcome or Follow-Up** some of the clients would have a *Pregnancy Outcome* as their most recent AFLP form. Since Child Immunization information is not collected on the *Pregnancy Outcome* your report would contain a number of blanks in the Child Immunization column. (See **Appendix A** for a list of all the data items available for analysis) **Second**, it is also very important to understand that not all clients will have all of the forms requested. For example, if you select **Analyze data collected at Intake** and a client has not yet had an *Intake* form entered into the computer as of the **As Of:** date, that client will not be a part of your analysis **data set** and therefore will not show up on your report. The options you may select at this point are as follows:

- **Intake** - Only the data items collected on the *Intake* will be available in your report. If a client has not yet had an *Intake* s/he will not be included in the analysis report.
- **Pregnancy Outcome** - Only the data items collected on the *Pregnancy Outcome* will be available in your report. If a client has not had a *Pregnancy Outcome* s/he will not be included in the analysis report.
- **Follow-Up** - Only the data from each client's most recent *Follow-Up* will be available. If the client has not had a *Follow-Up*, s/he will not be included in the analysis.
- **Education** - Only data entered on the most recent education form will be available. If the client has not had an *Education* form, s/he will not be included in the analysis.

- **Non – Index Pregnancy Outcome** - Only the data from a client who has more than one child and whose non-index child is born while the client is active in AFLP or Cal-LEARN will be available for the report.

**Note:** None of the above options capture information on clients for whom you have only entered an ID form.

- **Include Clients that do not have the selected form(s)** – Includes in the report clients that have IDs but do not have any of the other selected forms. Data items chosen from the ID will be included, but there will be a blank in any data item chosen from one of the selected forms
- **Include Non – Participatory Forms** – Includes data from forms entered for Cal-LEARN clients that the agency has not been able to locate.
- **All Data Collected (Advanced!!!)** – This option gives the user access to all data collected in the entire **Lodestar** system. You will get all the *Client ID, Status Change, Intake, Pregnancy Outcome, Education, Non-Index Pregnancy Outcome, Follow-Ups, Client Contacts, and Report Card* forms that have ever been entered into the computer. If you select this option, **Lodestar** ignores all the other options on the **Ad Hoc Query Screen**, and grays out the other selections to indicate this. The **Advanced Mode** differs from the **Standard** mode in many ways. The main difference is that there will likely be more than one **record** per client when producing Detailed Listings, Data Summaries, Labels, and Cross Tabs. The technique for getting just the **records** you want is called **Filtering**, and is described in more detail in the **Request Manager** section. This can be quite complex and requires a significant amount of experimentation to perfect the technique. Two other differences from the **Standard** mode are that in the **Advanced Mode** the data item names may be different than in regular mode, and there will be more data items to choose from.

## Of The Clients With Funding Source(s):

This allows you to narrow your selection of client data to include only clients who fall under the specified funding source. The default is that **All** clients regardless of funding source are included. If you wish to select Cal-Learn clients only, you would use your mouse to click on **Some** and then click on **Cal-Learn**. Note that the client’s funding source is determined as of the date supplied in the **As Of: field** on the **Ad Hoc Query** screen. For example, if a client started in AFLP on Jan. 1, but was transferred to Cal-Learn on Jan. 25, they would be considered to be “AFLP” if you use an **As Of:** date between Jan. 1 and Jan. 24, after that they’re considered to be “Cal-Learn.”

## With Status:

This allows you to narrow your selection of client data even further for your report. For example, if you only wanted clients with **Active** or **Deferred** status to be included in your report, you would check those two boxes and leave the others blank. You can select any combination of one or more of these boxes. As with the **Of The Clients With Funding Source(s)** item, the **As Of:** date is used to determine the client's status.

## As Of:

As the note on the screen says, this date is used for determining the client's **funding source** and **status**. If a client is currently ineligible but was Active at the time of the **As Of:** date entered, the client is considered to be **Active** for the purposes of your report. Likewise, the **As Of:** date is also used in choosing *Intake*, *Pregnancy Outcome*, and *Follow-Up* forms for inclusion in the report. No forms dated after the **As Of:** date will be included in your report. A date range may be entered to include clients who have the selected status at any point during the listed range of dates, regardless of whether their status changed again before the end of the range. To choose clients as of today, simply put today's date in the first box and leave the second empty.

## Create/Run Report:

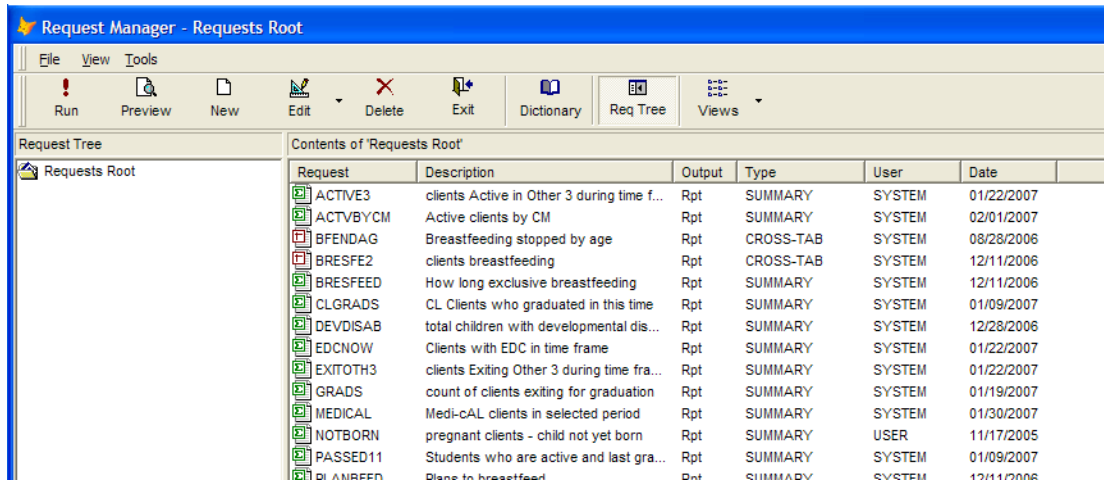
Once the above information is the way you want it, press this button to invoke the **Request Manager**. The program is quite sizable and depending on the speed of your machine and number of clients you have, may take a minute or two to come up.

### Cautionary Note:

You are now ready to create or modify an **Ad Hoc** report. Before you start it is imperative that you know what information you want to include in your report and *on which **Lodestar** form that information is recorded.* We remind you that not all data items appear on all forms. Moreover, in order to interpret the reports that you generate *you will need to reference the form on which each data item appears.* For example, if you create a report of school statuses you need to know that an '**02**' means 'Not in School: Transportation Barrier.'

## The Ad Hoc Request Manager

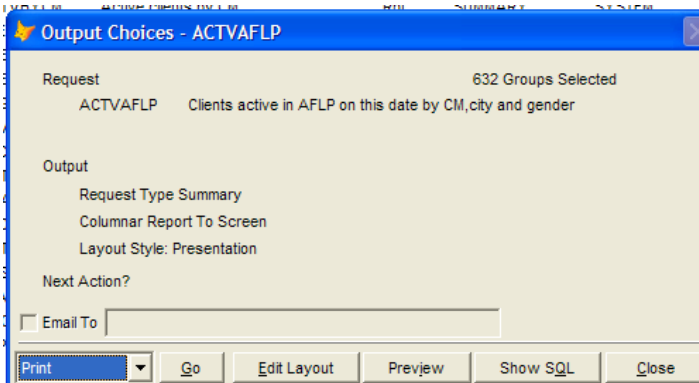
After pressing the **Create/Run Report** button on the **Ad Hoc Query** Screen, you will see a screen that looks something like this:



Ignore the buttons on the top of the screen for now, and move on to the center section of the screen. Here you will find the reports that we created as samples for you to see how the **Report Writer** works. Any report that you create may be saved and will then be listed on this screen. The sample reports may be edited or deleted at any time, but for now we suggest keeping them around as a sample of the four basic kinds of reports you can create with the **Request Manager**. Moving back to the top of the screen you will see the icons that control the creation, editing, printing, and (if desired) the deletion of the reports that have been created. To work with a report, click once on the row containing the report description to highlight it, and then press one of the buttons outlined below:

### Run

Press this button and you will be shown an on-screen preview of what the report will look like. You can zoom in to see the detail of the report. When you are through previewing the report, press **OK** and you will see a screen that looks like this:



This screen gives you information on which report you are running, how many **records** (Groups) are included in this report, and the style of report you are running. To print the report, press the

**Print** button. Use the pull-down arrow next to **Print** to choose other output options. To preview it again choose the **Preview** button (make sure to press **OK** when you are finished previewing). To go back to the **Request Manager** main screen, choose the **Close** button. The **Edit Layout** button is an advanced feature that allows you to control exactly what your report will look like. The **Request Manager** normally controls the report layout and appearance, but if you are **sure** that you will not at some later date change the report (i.e., the data items included on the report), you may experiment with this feature. This is NOT recommended for the average citizen. Unless you are very comfortable with Windows design tools, you're better off steering clear of this option. Likewise, the **Show SQL** button is included for those of us computer geeks who derive some obscure thrill at seeing the inner machinations of the reporting process. Abandon hope all ye who enter this realm.

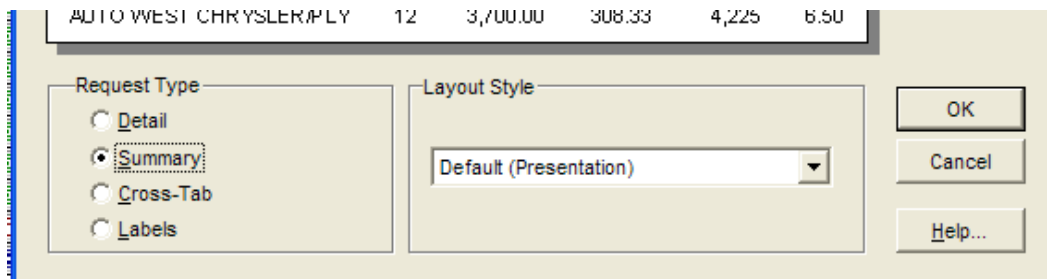
### Preview

Press this button to run the report with the output directed to the screen  
**IMPORTANT:** When you **Run** or **Preview** a report, the data you selected in the **Ad Hoc Query** screen is used. If you wish to run one report with data from Cal-Learn client *Intakes* only and another report with data from all clients' *Pregnancy Outcomes*, you must **Exit** the **Request Manager**, select the data you want and return to the **Request Manager** to **Run** or **Preview** the report.

### New

Press this button to create a new report. After pressing the button you'll be presented with the following screen asking you to choose the kind of report you wish to produce and the Layout Style to use.

There are four types of reports (requests) that can be produced. These are outlined briefly below and in more detail in the next section **Designing Your Report**.



**Detail:** This report produces a list of clients showing any information you choose for each client. (The **Client Roster** is an example of a detail report). We don't recommend using the detail because the summary can always be made into a detail report but a detail cannot be made into a summary.

**Summary:** Create this kind of report when you want totals of clients broken down by **Groups** or lists of individual clients. This is the most common type of report run in the Ad Hoc System.

**Cross-Tab:** This report takes any two data item **fields** (i.e. *Age of Father and Age of Mother*) and counts all the possible combinations of the values for each variable. In addition, it is also possible to get the average, minimum, maximum, or sum, of a third **field**. For example, we could cross-tab Age of Father by Age of Mother, showing the average birth weight for each combination. Cross-Tabs are covered in further detail below.

**Labels:** This report is used to create almost any kind of label you can imagine. It is possible that the sample label report, which creates 3-column mailing labels, will meet all your needs. However, if you need a special-sized label, there are over 70 standard labels provided. You may also customize labels to any dimensions you desire.

### **Edit**

Pressing this button will allow you to change the configuration of the report highlighted on the **Request Manager** screen. The process involved in editing the report depends on which kind of report it is. The screens used are covered in detail later in the section that describes the creation of a **New** report.

### **Delete**

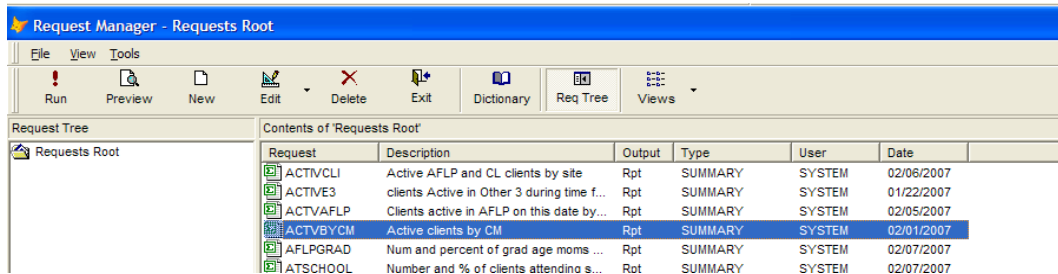
Press this button to delete the report you have selected. Do this **ONLY** if you **NEVER** want to run the report again.

### **Exit**

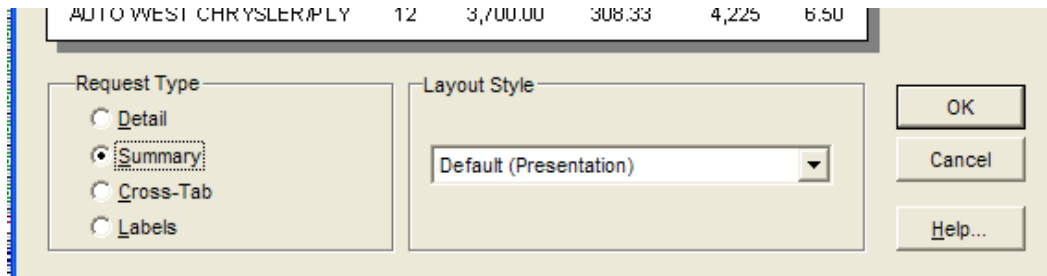
Press this button to exit the **Request Manager** and return to the **Ad Hoc Query** screen. This will allow you to change your **data set** and run the **Request Manager** again. For example, you may wish to run a report for **Intakes** only, and then run the same report again for the most recent **Follow-Up** only.

## Designing Your Report

In this section, we will present the procedures used to create each of the four kinds of **Ad Hoc** reports. You can work with any of our sample reports or reports previously saved in your **Request Manager** by clicking on the line containing the report description (it should then appear highlighted, like the *Active clients by CM* report shown below) and then clicking the **Edit** button. You can also create your own new report by choosing the **New** button in the **Request Manager**.



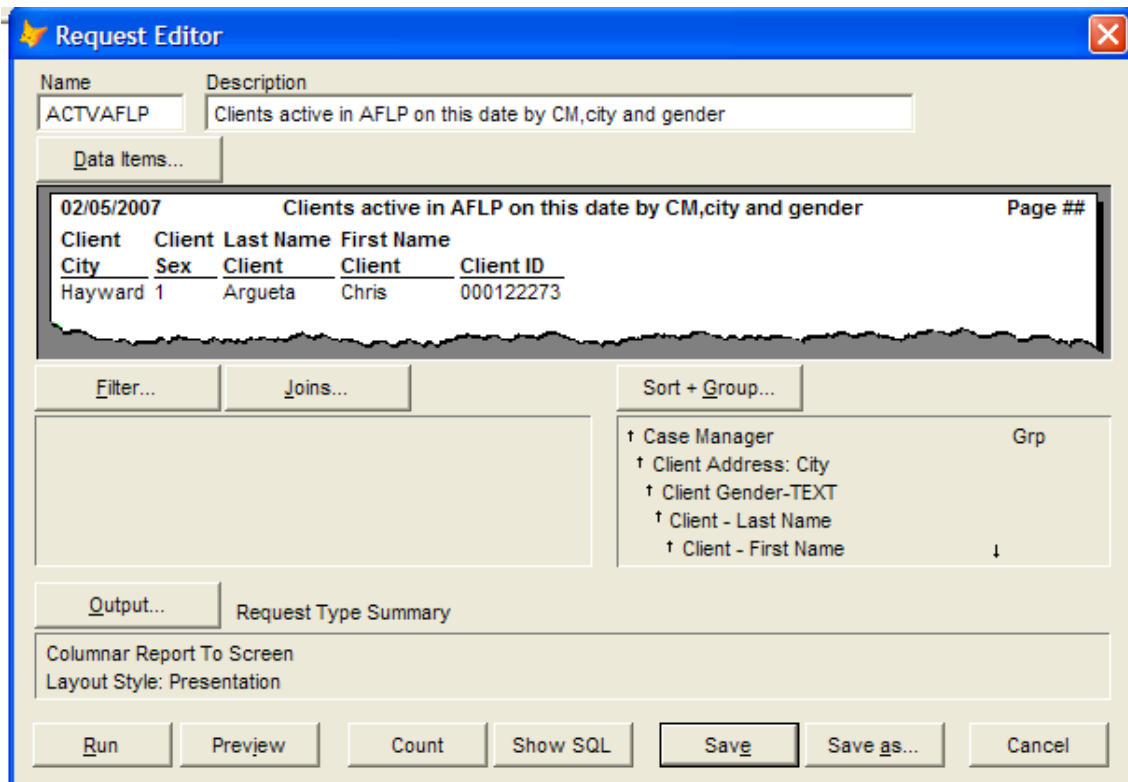
If you are creating a new report, (and have already clicked on **New**) you will be shown the following screen, which asks you to choose the type of report you wish to create. Select the one you want and press **OK**.



**Please Note:** For the most part, you can ignore the **Layout Style** section of this screen. Layout styles are set automatically by **Request Type**.

## Summary Report – *Active in AFLP*

Since Summary reports are most often used, we will use a Summary report to describe the design process. Choose this report type most of the time because of its flexibility. The **Summary** report can show detail, but the **Detail** report cannot summarize. Create this kind of report especially when you want totals of clients broken down by **Groups** or a list of individual clients. You can check the occurrence of any combination of **fields** within **Lodestar**. Generally, you will run a summary only on one item, unless you seek information on combinations of answers that make sense. After selecting Summary you will be presented with a screen resembling the one shown below. (If you are starting with a New report, the **fields** on the screen will be blank). Each of the **fields** and the function they provide is described in the text following the Request Editor screen below.



### Name

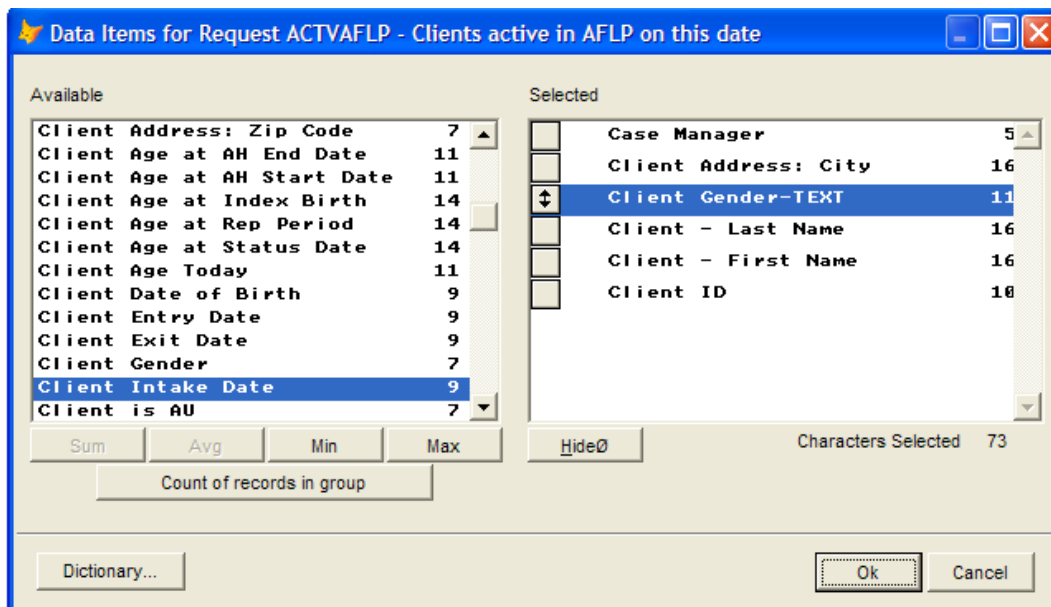
Provide a name of up to 8 characters for the report. The name you type is used by the various files created on your hard disk. The important thing here is that the name be unique (i.e. not used to name any other report). You will be warned if you select a name already in use.

## Description

This is a descriptive title for your own use, intended to facilitate identification of the report's purpose. Both the **Name** and the **Description** appear on the **Request Manager** and at the top of the report when printed or previewed.

## Data Items

Use this button to select which data item *fields* you would like to have on your report. Pressing it will bring up the following screen:



On the *left* half of the screen you will see a scrollable list of every possible data item *field* that can be included in the report, in other words, *all the fields in Lodestar*. **Note:** Several of the *fields* now have a **text version**, such as *Client Gender-TEXT* highlighted above, in addition to the original version. The text *fields* use descriptive words instead of the numerical codes used by many of the original *fields*. You can choose the version you prefer for your report.

**Select** a *field* by double-clicking on it; it will then show up on the *right* half of the screen.

To **Remove** a *field*, simply double-click on it in the *right* half of the screen and it will move back to the *left* half of the screen.

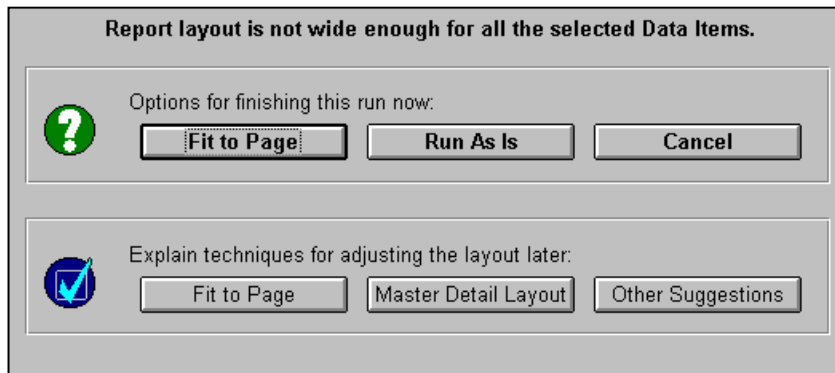
You can also change the *order* of the *fields* on your report. To do this, drag the box to the left of the *field* you want to move up or down. When you click on the box it will show an up and down arrow inside, as with the *Client Gender field* above. The order of items on the right side of the screen will be the order the information is listed in for your report.

The **Hide** button is used with Group, mentioned below. Say you want your report grouped by case managers, but don't want the case manager's code to show on each row. You will highlight Case Manager on the right side of the screen and click the **Hide** button, then highlight it again in Sort + Group and click the **Group** button. The case manager's code will show only at the top of their list of clients in the report.

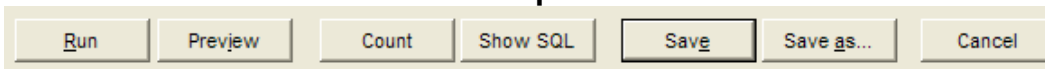
If you have decided to **Group** your information, you can have Lodestar count the number of records in each group, by pressing the **Count of records in group** button located below the list of Data Items. This button will also give you a count of how many records match each of the possible choices for a given data item. If you want to know how many clients live in each zip code your agency serves or how many clients use each of the different types of child care in the list, clicking this button will show those counts in your report. *When you are finished selecting the **Data Items** you want be sure to push the **Count of Records in Group** button before continuing or the report will not include the totals for each **Group**!*

Once you have selected your data items, press **OK** to return to the Request Editor.

**Note:** If you choose too many **fields** with large widths (shown to the right of the **field** name), your report will not fit width-wise onto a page and so may not look right when printed. If you are unsure of whether it will fit, **Preview** the report first. The box below will appear automatically if your report is too wide. You can select the **Fit to Page** option and the report will be printed in a smaller font.



The bottom row of buttons on the **Request Editor** screen looks like this:



### **Run & Preview**

These options were described earlier.

### **Count**

This tells you the total number of rows and columns in the report, and the total number of data items.

### **Show SQL**

This button is best left alone unless you are a very familiar with software development.

### **Save & Save As**

These buttons allow you to save your report for future use using the current name and description or a new name and description, respectively. If you wish to create a new report that differs only slightly from one that already exists, you can choose the **Save As** option and select a new name for the report. This new report can then be edited and saved. It is recommended that you save reports after you select your **Data Items** and before you add **Filters** or **Sorting** and **Grouping**.

### **Close or Cancel**

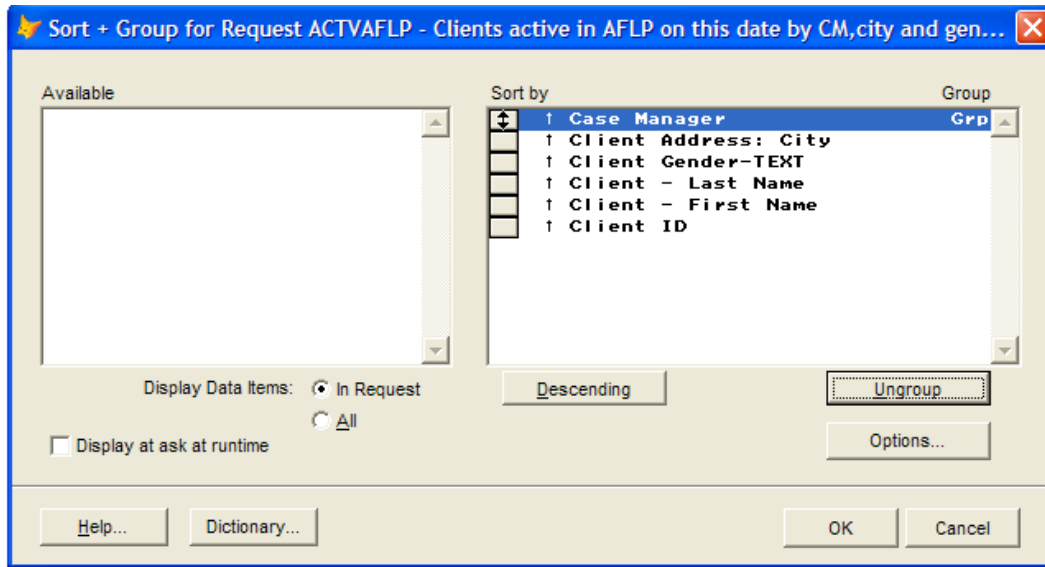
If you press the **Cancel** button it will take you back to the **Request Manager** without saving any changes you might have made. If this button says **Close** it means that you have already saved your report and pressing it will take you back to the **Request Manager**.

## **Sorting, Grouping and Filtering**

If desired, there are two more things we can do to affect the output. First we can **Sort** and/or **Group** the report by one or more of the **fields** contained on the report. For example, you can alphabetize clients and **Group** them by case manager. This is described below under **Sort + Group**. Second we can limit (or **Filter**) the clients shown on the report based on the values of their data. For instance, we can limit this report to include only clients whose child's birthweight is less than 2500 grams, or whose child's Date of Birth was in February of 1996. The procedure for **Filtering** data is described below under **Filter**

### **Sort + Group**

When you press this button you are presented with a screen like the following:

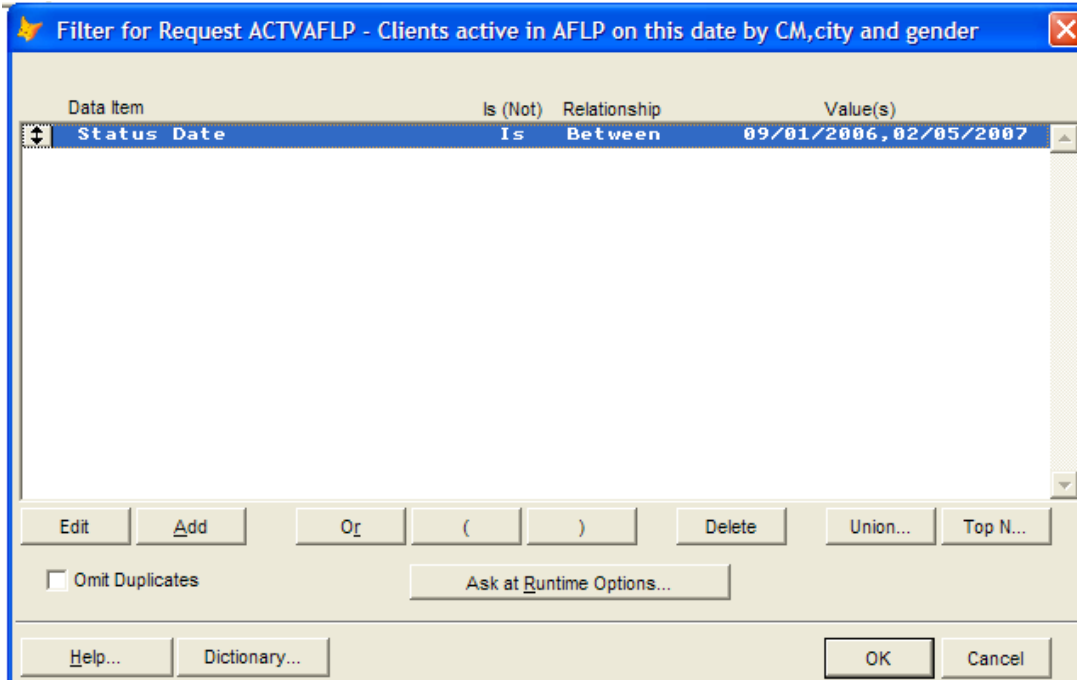


Shown on the right side of the screen are all the **fields** that you've previously chosen for inclusion in the report. The program will **Sort** by the top item first and then the next item within that and so forth. For example, you can **Sort** by Case Manager, and then within that by the clients' Last Names alphabetically. It is important to choose your **Sort** order carefully. If you wish to change the order of the items you've selected for **Sorting**, click on the box to the left of the **Sort** item and drag it to the position you desire. The default is that the item will be **Sorted** in ascending order, i.e. A to Z or 1 to 10 (indicated by the up arrow in front of the **field** name). If you prefer to have the report **Sorted** in descending order, highlight the item on the right side by single clicking on it, and then press the **Descending** button.

### Filter

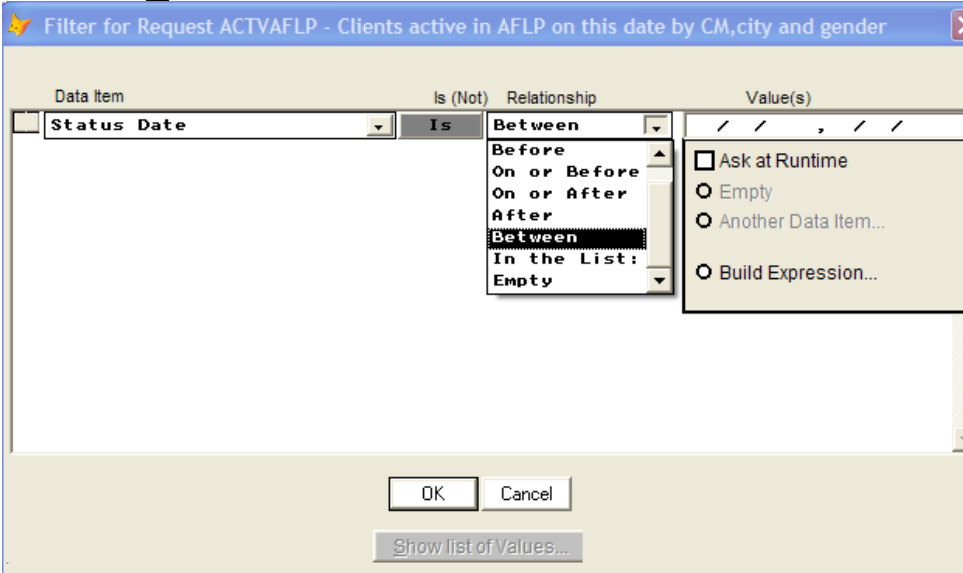
You can **Filter** by any data item in the **Lodestar database**, not just the items selected in the report. For example, you can create a report on *Zip Codes* of clients and **Filter** for *Age of Mother at Intake* as 15 and under, or design a report on *Child Birth Weight* and **Filter** for clients who use drugs. Using **Filter** is important when you want to select an event that occurred between certain dates. For example, while you may have chosen Active in the Ad Hoc Query screen between two dates at the beginning, if you want only those students who became active between those dates, you will need a filter for *Status Date Is Between* the chosen dates.

When you press the **Filter** button you are presented with a screen like the following:



Here we have set one **Filter** condition. It only allows clients who have a value of *Status Date* between 09/01/2006 and 02/05/2007 to show up on this report.

Press the **Add** button to add each **Filter** condition and **Delete** to remove them.



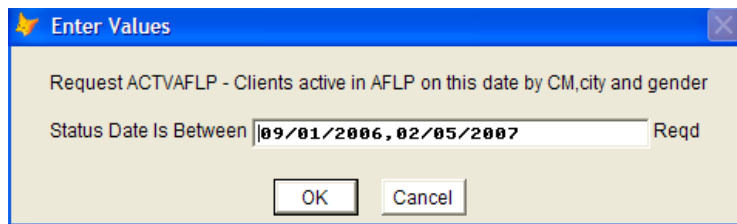
When you add a **Filter**, you must select **Is** or **Is Not** and the **Relationship** and **Value**. **Relationship** terms vary by data item. For example, if you are selecting a date **field** (e.g., *Date of Birth* or *Reporting Date*) **Relationships** include “**On or Before**”, “**On or After**”, “**Between**”, “**Like**” and so forth. You need to select the **Relationship** you want carefully, as the options may have very different

meanings. In addition, you may have to experiment with different **Relationship** options to obtain exactly the **Filter** effect you desire.

Two **Relationship** choices bear more explanation, they are **Like** and **In The List**:

- **Like** allows you to use what are called wildcard characters. These are % and \_ . % can replace multiple characters; \_ replaces only one character. So for example, **First Name Is Like Jo%** would give you all clients whose first name started with 'Jo', no matter how long the name. **First Name Is Like Dian\_** would give you any clients whose name contained five characters and started with 'Dian'.
- **In The List** allows you to select several possible valid responses for one data item. For example, **Status Is In The List: 2,6** will give you all clients who were either Terminated (AFLP, Status=2) or Ineligible (Cal Learn, Status=6).

Another nifty option within **Filtering** is **Ask At Runtime**. You can check this box for any or all **Filter** items; the computer will prompt you to accept or alter those

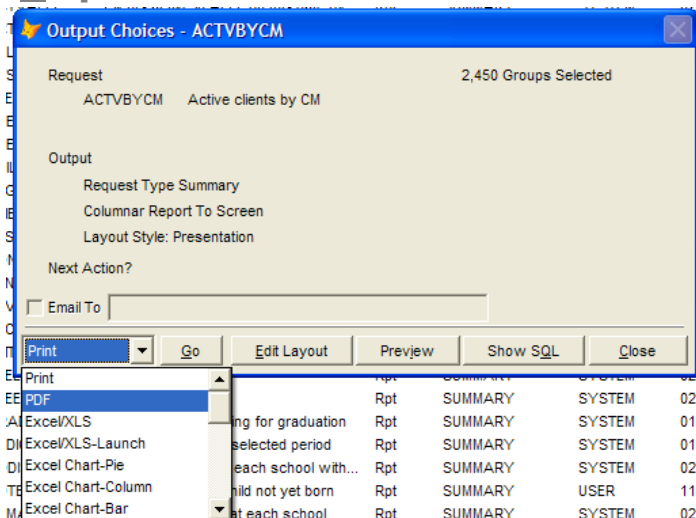


**Filters** every time you run the report. This is useful, for example, if you want to run the same report for different dates, reporting periods, etc.

The **Edit** button allows you to change any of the existing **Filters**. First click on and highlight the condition you wish to edit, and then press **Edit**.

Normally if you have created more than one **Filter** item a client must satisfy all of the **Filter** conditions in order to show up on the report. You can, however, insert an **Or** in between two **Filter** statements using the **Or** button. This allows a client to show up on the report if s/he satisfies either **Filter** condition. The ( and ) buttons can be used in conjunction with the **Or** button like this: **(Filter A Or Filter B) And Filter C**.

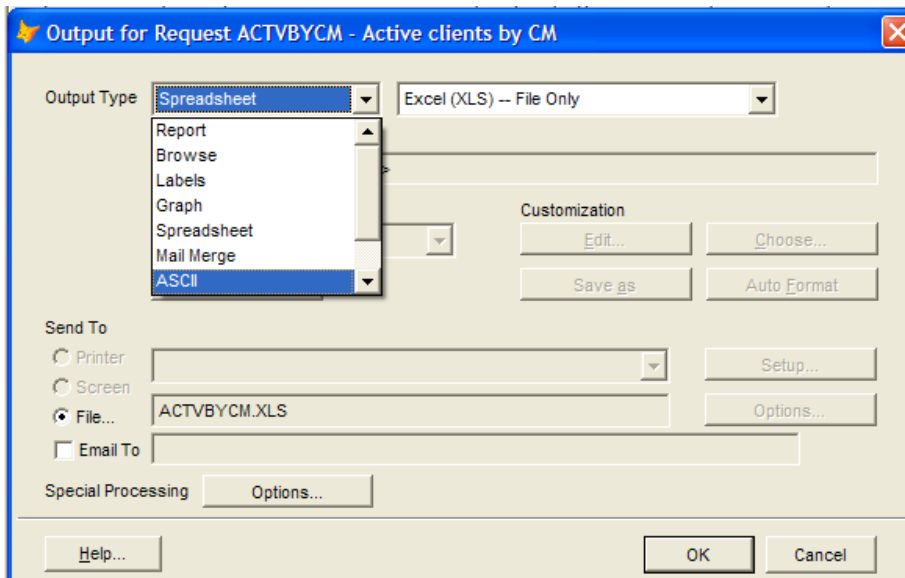
## Output



There are two ways to change the output of your Ad Hoc. If you want to save your report in another software, like Excel or PDF, but do not want the report to change to that format in Ad Hoc, you can use the pull-down arrow next to the word **Print** on the **Output Choices** screen to choose the

desired format. After you have chosen the format, click the **Go** button. You will get a message asking where to save it. Choose a file that you can easily find. The report will be saved in the new format in the file you choose on your hard drive. The report in the Ad Hoc module will not change.

If you have a report that needs to always be in a different format in the Ad Hoc Request Manager, click the **Output** button on the **Request Editor** screen. The **Output** button allows you to customize various aspects of the layout of your report. It should be left with the default values until you become more familiar with the **Report Writer** as a whole. However, for those willing to head into new waters it can be a powerful feature. It allows the user to send the output of the report to a file on your hard disk that can be read by other software packages such as Excel or WordPerfect and the report in the Ad Hoc module also changes to that format. When you press the **Output** button, you will be presented with the following screen:



You can see that the pull-down menu on the left side of the screen has been activated to show some of the output options. Each of these is described briefly below:

**Report** - The default. Information is sent to printer in report format (or screen when Preview is selected).

**Browse** - A tabular method for viewing the data on-screen

**Labels** - Usually it is better to create a report of type Label than to redirect another type of report (i.e. Detail, Cross-Tab, or Summary) to labels. However, if you think you have good reason to create labels via the Cross Tab option, you will be able to select from over 70 predefined label sizes.

**Graph** - This is likely to work only on machines that have Microsoft Office or Excel installed. If you want to explore this option, but your system is not cooperating, please call the Technical Support line of the **Branagh Information Group**, listed on the last page of this manual.

**Spreadsheet** - Here you may choose to send the output to either Excel or Lotus spreadsheet files.

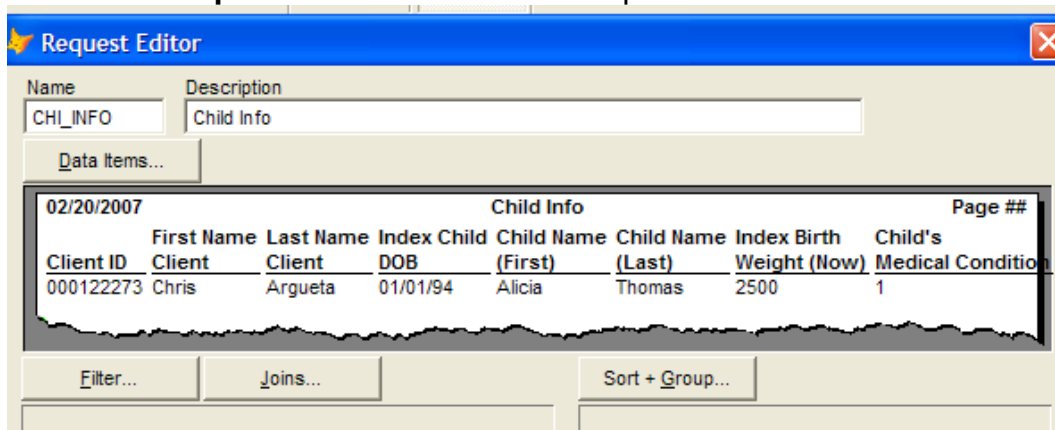
**Mail Merge** - You may send the report output to Word, WordPerfect, or Generic mail merge files.

**ASCII** - ASCII files are usually used only by programmers or for sending data to another location by E-mail. You are very unlikely to need to use this option.

### Detail Report – *Child Info*

This report can be used to create a list of clients showing any information you want to include. As we noted before we don't recommend using it because the **Summary** is much more flexible and can include all the detail you would include here.

This is the **Request Editor** for the **Detail** report:



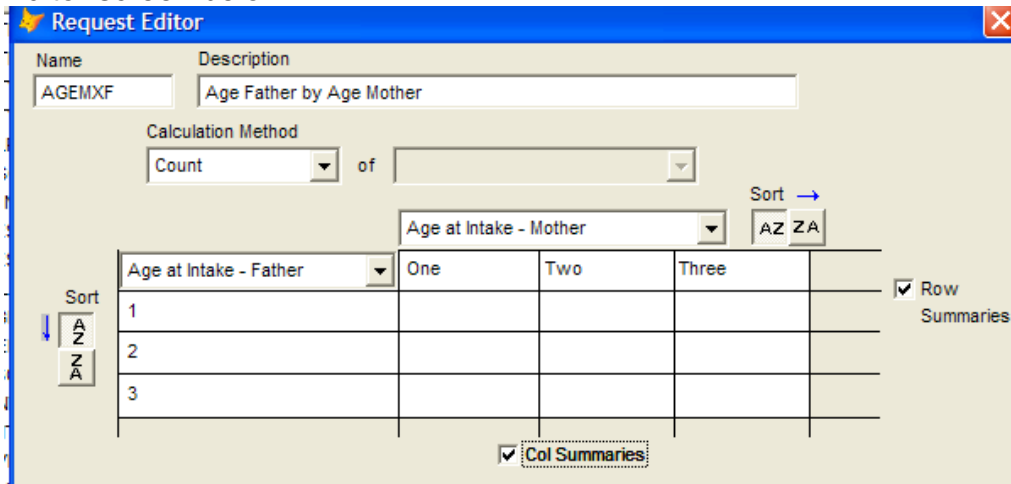
Just as on the **Summary** report, you can select which **fields** you want on the report by selecting the **Data Items** button. Doing so will bring up a **Data Items** screen just like the one we went over in the **Summary** section.

When you have selected your data item(s), you can **Sort & Filter** the report, and then print, as with the **Summary** report.

### Cross-Tab – Age Father By Age Mother

This report takes any two **fields** (i.e. *Age of Father by Age of Mother*) and lists all possible combinations of the values for each. This is useful, for example, in determining how many fourteen year old teen mothers had twenty one year old partners.

When you choose to create a new Cross-Tab report or edit an existing one you will be presented with a screen resembling the one shown below. (If you are starting with a New report, the **fields** on the screen will be blank). Each of the **fields** and the function they serve is described in the text following the Request Editor screen below.



#### Name

This is a seven character name of your choice that the computer uses to identify the report. It does not matter what it is as long as it is unique.

#### Description

This is a descriptive title for your own use, intended to facilitate identification of the report's purpose. Both the **Name** and the **Description** appear on the **Request Manager** and at the top of the report when printed or previewed.

#### Calculation Method

*Count* is the default setting for this and we suggest that you keep this option until you are more familiar with the **Report Writer** as a whole. The other options are *Sum*, *Average*, *Minimum*, and *Maximum*. The pull-down menu next to the word 'of' allows you to select which **field** the *Sum*, *Average*, *Minimum*, or *Maximum* will work with. For instance in this example, you might wish to know the average Birthweight of each combination of Age Mother and Age Father. To do this, select *Average* and then select the Birthweight **field**.

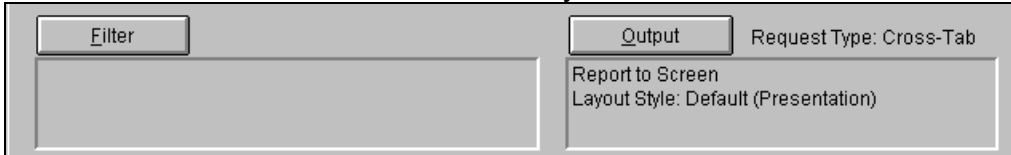
### Row and Column Values

In the boxes where you see Age - Mother and Age - Father (you will see the words 'Choose a Value' when creating a new report), there are pull-down lists of all the variables available for cross tabulation. Not all available *fields* will show at once; you can see more by scrolling up or down. Select variables carefully; your report will quickly become unwieldy if you select a variable that has a large number of possible values, such as Birthweight.

The **Sort** buttons labeled **AZ** and **ZA** determine whether the rows and columns are **Sorted** in ascending or descending order.

The **Row** and **Column Summaries** check boxes will give you totals for each row or column when checked. Remember that summaries only make sense with Counts.

Further down on the Cross-Tab screen you'll see a section that looks like this:

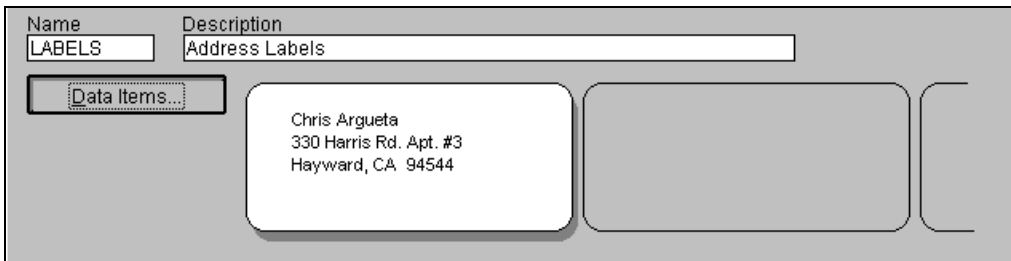


The **Filter** button is described in depth above in the section on **Summary** reports.

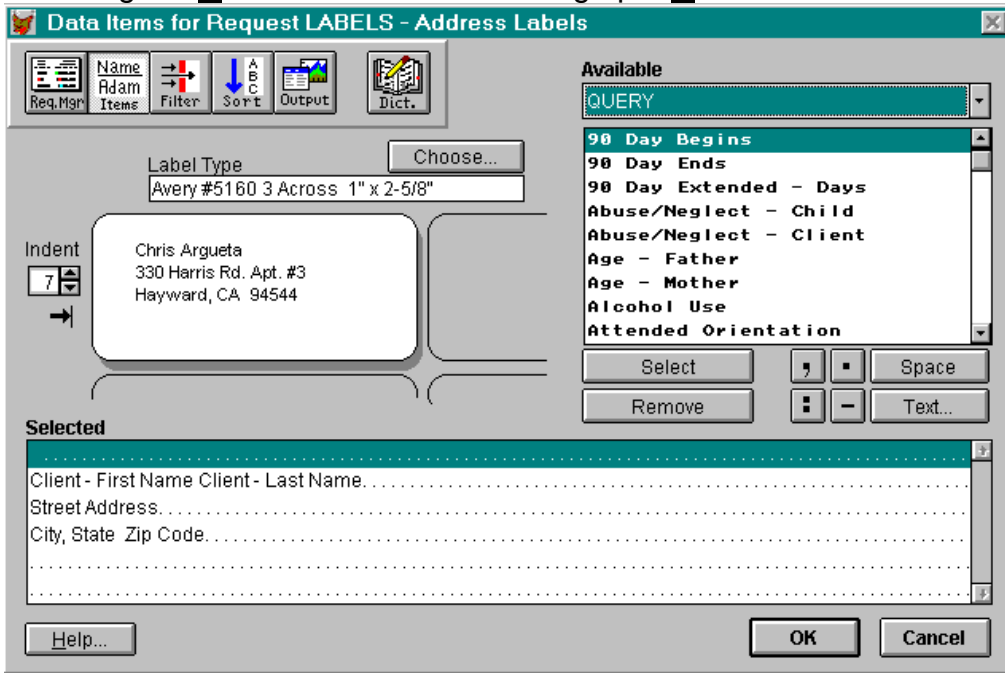
### Labels – Address Labels

This is a basic label generator. Most likely you will never need anything beyond the sample we have included, which sets up three column address labels. However, if you do need other kinds of labels, this can be a very powerful tool.

The **Request Editor** for **Labels** looks like this:



Selecting the **Data Items** button will bring up a **Data Items** screen like this one:



As you can see, this one is a little different from the previous ones.

### Label Type

Pressing the **Choose** button allows you to select which kind of label you will be using.

### Available

This is the list of **fields** you have to choose from, just like in the previous reports.

### Selected

This shows you which **fields** will go on the **label**, and how they will be formatted. Notice the *Sample Label* above this area.

### Formatting tools

These buttons allow you to add or remove **fields** and insert commas, periods, spaces, colons, dashes and even specific text.



**Note:** Unlike the previous reports, you cannot move **fields** around once they are placed on the label. You can only **Remove** them and then **Select** them again on another line. This can be frustrating at first, but with a little practice you will get the hang of it.

## Ad Hoc Advanced (All Data Collected)

This option gives the user access to all data collected in the entire **Lodestar** system. You will get all the **Client ID, Status Change, Intake, Pregnancy Outcome, Education, Follow-Ups, Client Contact, and Report Card** forms that have ever been entered into the computer. If you select this option, **Lodestar** ignores all the other options on the **Ad Hoc Query Screen**, and grays out the other selections to indicate this.

The **Advanced Mode** differs from the **Standard** mode in many ways. The main difference is that there will likely be more than one **record** per client when producing Detailed Listings, Data Summaries, Labels, and Cross Tabs. This means that a client can show up and be counted more than once on your report unless you get very creative with your **Filtering**. This can be quite complex and requires a significant amount of experimentation to perfect the technique. Two other differences in the **Advanced Mode** are that the data item names may be different than in **Standard** mode and there will be more data items to choose from. For example, in **Advanced Mode** *Client ID* is found under *Master-Client ID*, meaning that the *Client ID* is taken from the Master **Database**. A list of all the data items available in both the **Standard** and **Advanced Modes** is attached as **Appendices A & B**.

One very useful trick for getting around a client being counted multiple times in your **Advanced Mode Summary** reports is to **filter** for the condition you are looking for and only select *Master Client ID* and *Count of records in group* as data items. Then look at the *Total number of Groups Selected* instead of the normal total to get your value.

**Note:** The **Advanced Mode** can be very tricky and will take a lot of work to master. If you have any problems or questions call the **HelpDesk** at 707-895-2510.

# Lodestar Ad Hoc Data Dictionary

On the following pages, you will find two tabular lists. **Table A** lists all items available to the user in standard Ad Hoc mode, that is, when the "**Most Recent: [...Intake, Pregnancy Outcome...etc.]**" radio button is selected in the "**Analyze Data Collected At...**" section of the Ad Hoc Query screen. The table is in order according to the Data Item Name as used by Lodestar in the Ad Hoc module. This will generally correspond to the name of the data item on the appropriate Lodestar form (call Lodestar Technical Support if you have any trouble finding the item you need). The table also lists: the database in which the data item is stored, the field name in the database that corresponds to the data item, the form or forms on which the data item can be found, and the type of data that the field contains. In referring to the various Lodestar forms, the following abbreviations are used:

ID = Client Identification/Update	AddChMtrx = Additional Child Matrix
IN = Intake	OriPartProb = Cal-Learn Orientation/Participation Problem
PO = Pregnancy Outcome	Freecodes = Freecodes (!)
FU = Follow Up	RptCard = Cal-Learn Report Card Schedule/Outcome
SC = Status Change	
ED = Education	
ServMtrx = Service Matrix	

In addition, "Calculated" indicates that the data item available to the report generator is not on a particular form, but is generated by calculation from other items.

The second table lists all items available in "**All Data Collected (Advanced!!!)**" Ad Hoc mode. As its name implies, this mode requires considerable expertise in designing Ad Hoc reports. We recommend that you call Lodestar Technical Support at (707) 895-2510 when creating advanced Ad Hoc reports, or *whenever* you have questions about any aspect of the Ad Hoc module.

**Table A - Standard Ad Hoc Data Items**

<i>Data Item Name</i>	<i>Database</i>	<i>Field name</i>	<i>From Form</i>	<i>Data Type</i>
90 Day Begins	MASTER	N90_BGN	ID	Date
90 Day Ends	MASTER	N90_END	ID	Date
90 Day Extended - Days	MASTER	N90_OFFSET	ID	Numeric
Abuse/Neglect - Child	AFLP	ABUSECH	FU	Character
Abuse/Neglect - Client	AFLP	ABUSE	No longer used - instead see Risk: Abuse items	Character
Age at Intake - Father	AFLP	AGEFATHER	IN	Numeric
Age at Intake - Mother	AFLP	AGEMOTHER	IN	Numeric
Alcohol Use	AFLP	ALCOHOL	No longer used - instead see Risk: Client Alcohol Abuse	Character
Attended Orientation	MASTER	ORI_ATTND	ID	Logical
Attending School	MASTER	SCHLATTND	No longer used - instead see K-12 School Status	Numeric
AU Head: Name	MASTER	AU_NAME	ID	Character
Case Manager	MASTER	CM	ID	Character
Casenotes	MASTER	CASENOTES	ID	Memo
Child # Of Hospitalizations	AFLP	CHHOSP	FU	Numeric
Child Birth Wt (Now)	MASTER	BWEIGHT	IN,PO	Numeric
Child Birth Wt (Rep Period)	AFLP	BWEIGHT_A	IN,PO	Numeric
Child DOB: Index (Now)	MASTER	CHDOB_M	IN,PO	Date
Child DOB:Index(Rep Period)	AFLP	CHDOB_A	IN,PO	Date
Child First Name	MASTER	CHFNAME_B	IN,PO	Character
Child Last Name	MASTER	CHLNAME_B	IN,PO	Character
Child 1 Birth Wt	MASTER	CH01_BWGHT	AddChMtrx	Numeric
Child 1 Date Child Died	MASTER	CH01_DCD	AddChMtrx	Date
Child 1 Date Lost Custody	MASTER	CH01_DLC	AddChMtrx	Date
Child 1 DOB	MASTER	CH01_DOB	AddChMtrx	Date
Child 1 First Name	MASTER	CH01_FNAME	AddChMtrx	Character
Child 1 Last Name	MASTER	CH01_LNAME	AddChMtrx	Character
Child 1 Was Index Child	MASTER	CH01_WINDX	AddChMtrx	Logical
Child 2 Birth Wt	MASTER	CH02_BWGHT	AddChMtrx	Numeric
Child 2 Date Child Died	MASTER	CH02_DCD	AddChMtrx	Date
Child 2 Date Lost Custody	MASTER	CH02_DLC	AddChMtrx	Date
Child 2 DOB	MASTER	CH02_DOB	AddChMtrx	Date
Child 2 First Name	MASTER	CH02_FNAME	AddChMtrx	Character
Child 2 Last Name	MASTER	CH02_LNAME	AddChMtrx	Character
Child 2 Was Index Child	MASTER	CH02_WINDX	AddChMtrx	Logical
Child 3 Birth Wt	MASTER	CH03_BWGHT	AddChMtrx	Numeric
Child 3 Date Child Died	MASTER	CH03_DCD	AddChMtrx	Date
Child 3 Date Lost Custody	MASTER	CH03_DLC	AddChMtrx	Date
Child 3 DOB	MASTER	CH03_DOB	AddChMtrx	Date
Child 3 First Name	MASTER	CH03_FNAME	AddChMtrx	Character
Child 3 Last Name	MASTER	CH03_LNAME	AddChMtrx	Character
Child 3 Was Index Child	MASTER	CH03_WINDX	AddChMtrx	Logical
Child 4 Birth Wt	MASTER	CH04_BWGHT	AddChMtrx	Numeric
Child 4 Date Child Died	MASTER	CH04_DCD	AddChMtrx	Date
Child 4 Date Lost Custody	MASTER	CH04_DLC	AddChMtrx	Date

**DATA DICTIONARY: TABLE A - STANDARD DATA ITEMS**

<b>Data Item Name</b>	<b>Database</b>	<b>Field name</b>	<b>From Form</b>	<b>Data Type</b>
Child 4 DOB	MASTER	CH04_DOB	AddChMtrx	Date
Child 4 First Name	MASTER	CH04_FNAME	AddChMtrx	Character
Child 4 Last Name	MASTER	CH04_LNAME	AddChMtrx	Character
Child 4 Was Index Child	MASTER	CH04_WINDX	AddChMtrx	Logical
Child 5 Birth Wt	MASTER	CH05_BWGHT	AddChMtrx	Numeric
Child 5 Date Child Died	MASTER	CH05_DCD	AddChMtrx	Date
Child 5 Date Lost Custody	MASTER	CH05_DLC	AddChMtrx	Date
Child 5 DOB	MASTER	CH05_DOB	AddChMtrx	Date
Child 5 First Name	MASTER	CH05_FNAME	AddChMtrx	Character
Child 5 Last Name	MASTER	CH05_LNAME	AddChMtrx	Character
Child 5 Was Index Child	MASTER	CH05_WINDX	AddChMtrx	Logical
Child Born	MASTER	CHBORN	Calculated	Logical
Child Care Use (Index child)	AFLP	CCARE_IC	IN,FU	Character
Child Care: # Other Children	AFLP	CCARE_NOC	IN,FU	Numeric
Child Care: Pay Source	AFLP	CCARE_PAY	IN,FU	Character
Child Care: Type Used	AFLP	CCARE_TYPE	IN,FU	Character
Children Given Birth To: Tot	AFLP	TOTALCHILD	IN,PO,FU	Numeric
Children in Custodial Care	AFLP	TOTAL_CCCC	IN,PO,FU	Numeric
Children w/o Immuniz	AFLP	IMMUNI_NOC	IN,FU	Numeric
Chronic Problem Treatment	AFLP	CHRONPROB	FU	Character
CL Case Mgmt Participation	MASTER	CL_PARTIC	ID	Character
CL-1 Print	MASTER	PRNT_CL1	Ori/PartProb	Logical
CL-1 Printed Date	MASTER	PRNT_CL1DT	Ori/PartProb	Date
CL-2 Print	MASTER	PRNT_CL2	Ori/PartProb	Logical
CL-2 Printed Date	MASTER	PRNT_CL2DT	Ori/PartProb	Date
CL-3 Print	MASTER	PRNT_CL3	Ori/PartProb	Logical
CL-3 Printed Date	MASTER	PRNT_CL3DT	Ori/PartProb	Date
CL-4 Print	MASTER	PRNT_CL4	Ori/PartProb	Logical
CL-4 Printed Date	MASTER	PRNT_CL4DT	Ori/PartProb	Date
CL-8 Date	MASTER	CL8_DATE	RptCard	Date
CL-8 Print	MASTER	PRNT_CL8	RptCard	Logical
CL-8 Printed Date	MASTER	PRNT_CL8DT	RptCard	Date
CL-8 We CM	MASTER	CL8_WE_CM	RptCard	Numeric
Client - First Name	MASTER	FNAME	ID	Character
Client - Last Name	MASTER	LNAME	ID	Character
Client Address: City	MASTER	CITY	ID	Character
Client Address: State	MASTER	STATE	ID	Character
Client Address: Street	MASTER	STREET	ID	Character
Client Address: Zip Code	MASTER	ZIP	ID	Character
Client Age at Index Birth	MASTER	AGEATBIRTH	Calculated	Numeric
Client Age at Rep Period	MASTER	AGE_REPPER	Calculated	Numeric
Client Age at Status Date	MASTER	AGE_STATUS	Calculated	Numeric
Client Current Age	MASTER	AGENOW	Calculated	Numeric
Client Date of Birth	MASTER	CLDOB	ID,IN	Date
Client Entry Date	MASTER	ENTRYDATE	ID	Date
Client Exit Date	MASTER	EXITDATE	SC	Date
Client Gender	MASTER	SEX	ID	Character
Client ID	MASTER	CLIENTID_A	ID	Character
Client Intake Date	MASTER	INTDATE	IN	Date
Client is AU	MASTER	CLI_AU	ID	Logical

**DATA DICTIONARY: TABLE A - STANDARD DATA ITEMS**

<b>Data Item Name</b>	<b>Database</b>	<b>Field name</b>	<b>From Form</b>	<b>Data Type</b>
Client Month of Birth	MASTER	BIRTHMONTH	Calculated	Numeric
Client Smokes	AFLP	SMOKING	IN,PO,FU	Character
Client's Maiden Name	MASTER	LNKBRTNAM	IN	Character
Client's Mother's First Name	MASTER	LNKMOMFRST	IN	Character
Client's Phone Number	MASTER	CLI_PHONE	ID	Character
Client's Sibling's ID	MASTER	SIBLINGID	ID	Character
Contraception Type #1	AFLP	CONTRATYP1	IN,FU	Character
Contraception Type #2	AFLP	CONTRATYP2	IN,FU	Character
Contraception Use	AFLP	CONTRAUSE	IN,FU	Character
County Case Number	MASTER	CWD_ID	ID	Character
County of Birth	MASTER	LNKBTHCNTY	IN	Character
Develop Disabil: Total #	AFLP	DVLPD_NOC	IN,FU	Numeric
Developmental Disability	AFLP	DVLPDISAB	IN,FU	Character
Domestic Violence	AFLP	DOMVIOLNC	FU	Character
Education Form Date	MASTER	EDUFORMDT	ED	Date
Last Grade Completed	AFLP	EDUCLEVEL	IN,PO,FU,ED	Character
Educational Goal	AFLP	ED_GOAL	IN,PO,FU,ED	Character
Eligibility Worker	MASTER	EW	ID	Character
English Proficiency	MASTER	ENGPREF	IN	Character
Entry Status	MASTER	ENTRYSTAT	IN	Character
ER Visits - Child	AFLP	ERVISIT	FU	Character
Error Flagged	AFLP	ERRORFLAG	IN,PO,FU,ED	Logical
Feels Safe At School	AFLP	SAFESCHL	IN,PO,FU	Character
Feels Safe in Neighborhood	AFLP	SAFENEIGH	IN,PO,FU	Character
Feels Safe w/ Other Parent	AFLP	SAFEFOB	IN,PO,FU	Character
Feels Safe With Family	AFLP	SAFEFAM	IN,PO,FU	Character
Feels Safe With Partner	AFLP	SAFEPART	IN,PO,FU	Character
Freecode #A	MASTER	FREE_A	ID	Character
Freecode #B	MASTER	FREE_B	ID	Character
Freecode #C	MASTER	FREE_C	ID	Character
Freecode #D	MASTER	FREE_D	ID	Character
Freecode #E	MASTER	FREE_E	ID	Character
Freecode #F	MASTER	FREE_F	ID	Character
Freecode #G	MASTER	FREE_G	ID	Character
Freecode #H	MASTER	FREE_H	ID	Character
Freecode #I	MASTER	FREE_I	ID	Character
Freecode #J	AFLP	FREE_J	Freecodes	Character
Freecode #K	AFLP	FREE_K	Freecodes	Character
Freecode #L	AFLP	FREE_L	Freecodes	Character
Freecode #M	AFLP	FREE_M	Freecodes	Character
Freecode #N	AFLP	FREE_N	Freecodes	Character
Freecode #O	AFLP	FREE_O	Freecodes	Character
Freecode #P	AFLP	FREE_P	Freecodes	Character
Freecode #Q	AFLP	FREE_Q	Freecodes	Character
Freecode #R	AFLP	FREE_R	Freecodes	Date
Freecode #S	AFLP	FREE_S	Freecodes	Character
Freecode #T	AFLP	FREE_T	Freecodes	Character
Freecode #U Client	AFLP	FREE_UC	ServMatrx	Character
Freecode #U Index	AFLP	FREE_UI	ServMatrx	Character
Freecode #V Client	AFLP	FREE_VC	ServMatrx	Character
Freecode #V Index	AFLP	FREE_VI	ServMatrx	Character
Freecode #W Client	AFLP	FREE_WC	ServMatrx	Character

**DATA DICTIONARY: TABLE A - STANDARD DATA ITEMS**

<b>Data Item Name</b>	<b>Database</b>	<b>Field name</b>	<b>From Form</b>	<b>Data Type</b>
Freecode #W Index	AFLP	FREE_WI	ServMatrx	Character
Freecode #X Client	AFLP	FREE_XC	ServMatrx	Character
Freecode #X Index	AFLP	FREE_XI	ServMatrx	Character
Freecode #Y Client	AFLP	FREE_YC	ServMatrx	Character
Freecode #Y Index	AFLP	FREE_YI	ServMatrx	Character
Freecode #Z Client	AFLP	FREE_ZC	ServMatrx	Character
Freecode #Z Index	AFLP	FREE_ZI	ServMatrx	Character
Freecode CL#A	MASTER	CLRN_A	ID	Character
Freecode CL#B	MASTER	CLRN_B	ID	Character
Freecode CL#C	MASTER	CLRN_C	ID	Date
Freecode CL#D	MASTER	CLRN_D	ID	Character
Freecode CL#E	MASTER	CLRN_E	ID	Character
Freecode CL#F	MASTER	CLRN_F	ID	Character
Freecode DSS #A	MASTER	DSS_A	ID	Character
Freecode DSS #B	MASTER	DSS_B	ID	Character
Freecode DSS #C	MASTER	DSS_C	ID	Character
Freecode DSS #D	MASTER	DSS_D	ID	Character
Freecode DSS #E	MASTER	DSS_E	ID	Character
Freecode DSS #F	MASTER	DSS_F	ID	Character
Freecode MCH #A	MASTER	MCH_A	ID	Character
Freecode MCH #B	MASTER	MCH_B	ID	Character
Freecode MCH #C	MASTER	MCH_C	ID	Character
Freecode MCH #D	MASTER	MCH_D	ID	Character
Freecode MCH #E	AFLP	MCH_E	Freecodes	Character
Freecode MCH #F	AFLP	MCH_F	Freecodes	Character
Freecode MCH #G	AFLP	MCH_G	Freecodes	Character
Freecode MCH #H	AFLP	MCH_H	Freecodes	Character
Freecode MCH #I	AFLP	MCH_I	Freecodes	Character
Fund Source @ Report Period	AFLP	PAYSRC	IN,PO,FU,ED	Numeric
Funding Source	STATUS	PAYSOURCE	ID,SC	Numeric
Health Exam Client	AFLP	HLTHEXAM	FU	Character
Hispanic	MASTER	HISP	IN	Character
Housing	AFLP	HOUSING	IN,PO,FU	Character
Immunization - Child	AFLP	IMMUNIZ	IN,FU	Character
Immunization - Client	AFLP	IMMSNC_LST	PO,FU	Character
Index Child Preg Outcome?	AFLP	INDEXCHILD	PO	Character
Injury - NOT Self Inflicted	AFLP	INJURYOTHR	FU	Character
Injury - Self Inflicted	AFLP	INJURYSELF	FU	Character
Length Hospital Stay, Child	AFLP	LHOS_INF	PO	Character
Length Hospital Stay, Client	AFLP	LHOS_CLI	PO	Character
Live with Smoker	AFLP	LIVESMOKE	IN,PO,FU	Character
Living Arrangements	AFLP	FAMSUPP	No longer used - instead see Share Domicile items	Character
Marital Status	AFLP	MARITAL	IN,PO,FU	Character
Med Condition: Index Child	AFLP	MEDCONDCH	IN,PO,FU	Character
Med Condition: Total #	AFLP	MEDCON_NOC	IN,PO,FU	Numeric
Minor Parent Service Eligib	MASTER	MINORPS_EL	ID	Character
Number of Moves	AFLP	NUMMOVES	IN,PO,FU	Numeric
Orientation Date	MASTER	ORI_DATE	Ori/PartProb	Date
Orientation Issue Date	MASTER	ORI_ISS_DT	Ori/PartProb	Date
Orientation Location	MASTER	ORI_LOC	Ori/PartProb	Character
Orientation Reschedule By	MASTER	ORI_RSCHBY	Ori/PartProb	Date

**DATA DICTIONARY: TABLE A - STANDARD DATA ITEMS**

<b>Data Item Name</b>	<b>Database</b>	<b>Field name</b>	<b>From Form</b>	<b>Data Type</b>
Orientation Reschedule With	MASTER	ORI_RSCH	Ori/PartProb	Character
Orientation Time	MASTER	ORI_TIME	Ori/PartProb	Character
Oth Bio Parent Served Here	MASTER	ICOP_CM_EL	ID	Character
Other Address: City	MASTER	AU_CITY	ID	Character
Other Address: State	MASTER	AU_STATE	ID	Character
Other Address: Street	MASTER	AU_STREET	ID	Character
Other Address: Zip	MASTER	AU_ZIP	ID	Character
Part Prob Call By Date	MASTER	PPRB_CBYDT	Ori/PartProb	Date
Part Prob Interview Date	MASTER	PPRB_IVWDT	Ori/PartProb	Date
Part Prob Interview Location	MASTER	PPRB_IVWLC	Ori/PartProb	Character
Part Prob Interview Time	MASTER	PPRB_IVWTM	Ori/PartProb	Character
Part Prob Other Reason	MASTER	PPRB_OTHR	Ori/PartProb	Character
Participation Prob Date	MASTER	PPRB_DATE	Ori/PartProb	Date
Participation Problem	MASTER	PPRB_PROB	Ori/PartProb	Numeric
Post Secondary School	AFLP	POSTSEC	IN,PO,FU,ED	Character
Pregnancy Outcome	AFLP	PREGOUT	PO	Character
Prenatal Care Payment	AFLP	DELPMT	PO	Character
Prenatal Care Setting	AFLP	PCAREPROV	PO	Character
Primary Instructional Strat	AFLP	PRIMINSTR	IN,PO,FU,ED	Character
Prog for Preg/Parenting Teen	AFLP	PPTEENPROG	IN,PO,FU,ED	Character
Race/Ethnicity	MASTER	RACE	IN	Character
Reason for Status Change	STATUS	REASON	SC	Numeric
Ref Abuse - Child	AFLP	RFABUSE_I	ServMtrx	Character
Ref Abuse - Client	AFLP	RFABUSE_C	ServMtrx	Character
Ref Adoption Counseling	AFLP	RFADOPT	ServMtrx	Character
Ref AFDC - Child	AFLP	RFAFDC_I	ServMtrx	Character
Ref AFDC - Client	AFLP	RFAFDC_C	ServMtrx	Character
Ref CA Child Serv - Child	AFLP	RFCCS_I	ServMtrx	Character
Ref CA Child Serv, Client	AFLP	RFCCS_C	ServMtrx	Character
Ref CHDP - Child	AFLP	RFCHDP_I	ServMtrx	Character
Ref CHDP - Client	AFLP	RFCHDP_C	ServMtrx	Character
Ref Child Day Care	AFLP	RFDAYCARE	ServMtrx	Character
Ref Child Develop Interven	AFLP	RFCHDVLP	ServMtrx	Character
Ref Doc Acquire - Client	AFLP	RFDOCACQ_C	ServMtrx	Character
Ref Doc Acquire - Child	AFLP	RFDOCACQ_I	ServMtrx	Character
Ref Dom Violence Intervent	AFLP	RFDOMVIOL	ServMtrx	Character
Ref Education - Child	AFLP	RFEDUC_I	ServMtrx	Character
Ref Education - Client	AFLP	RFEDUC_C	ServMtrx	Character
Ref Emer Food/Shelt - Child	AFLP	RFEMRGFD_I	ServMtrx	Character
Ref Emer Food/Shelt - Client	AFLP	RFEMRGFD_C	ServMtrx	Character
Ref Employment	AFLP	RFEMPLOY	ServMtrx	Character
Ref ESL	AFLP	RFESL	ServMtrx	Character
Ref Family Planning	AFLP	RFFAMPLAN	ServMtrx	Character
Ref Food Stamps - Child	AFLP	RFFOODST_I	ServMtrx	Character
Ref Food Stamps - Client	AFLP	RFFOODST_C	ServMtrx	Character
Ref GAIN	AFLP	RFGAIN	ServMtrx	Character
Ref Head Start	AFLP	RFHEADST	ServMtrx	Character

**DATA DICTIONARY: TABLE A - STANDARD DATA ITEMS**

<b>Data Item Name</b>	<b>Database</b>	<b>Field name</b>	<b>From Form</b>	<b>Data Type</b>
Ref Housing	AFLP	RFHOUSING	ServMtrx	Character
Ref Job Counseling	AFLP	RFJOBTRAIN	ServMtrx	Character
Ref Legal Services - Child	AFLP	RFLEGAL_I	ServMtrx	Character
Ref Legal Services - Client	AFLP	RFLEGAL_C	ServMtrx	Character
Ref Medi-Cal - Child	AFLP	RFMEDI_I	ServMtrx	Character
Ref Medi-Cal - Client	AFLP	RFMEDI_C	ServMtrx	Character
Ref Mntl Hlth Couns - Child	AFLP	RFMENHLT_I	ServMtrx	Character
Ref Mntl Hlth Couns - Client	AFLP	RFMENHLT_C	ServMtrx	Character
Ref Parenting Education	AFLP	RFPRNTEDU	ServMtrx	Character
Ref PHN Home Visit - Child	AFLP	RFPUHHLT_I	ServMtrx	Character
Ref PHN Home Visit - Client	AFLP	RFPUHHLT_C	ServMtrx	Character
Ref Prenatal Care	AFLP	RFPRENATAL	ServMtrx	Character
Ref Prim Prev Hlth - Child	AFLP	RFPRIPRV_I	ServMtrx	Character
Ref Prim Prev Hlth - Client	AFLP	RFPRIPRV_C	ServMtrx	Character
Ref Regional Center - Child	AFLP	RFREGCNT_I	ServMtrx	Character
Ref Regional Center - Client	AFLP	RFREGCNT_C	ServMtrx	Character
Ref Social/Cultural Activity	AFLP	RFSOCCULT	ServMtrx	Character
Ref Social Skills Build	AFLP	RFSOCSKILL	ServMtrx	Character
Ref Special Ed - Child	AFLP	RFSPECED_I	ServMtrx	Character
Ref Special Ed - Client	AFLP	RFSPECED_C	ServMtrx	Character
Ref Substnc Abuse - Child	AFLP	RFSUBABU_I	ServMtrx	Character
Ref Substnc Abuse - Client	AFLP	RFSUBABU_C	ServMtrx	Character
Ref Transportation	AFLP	RFTRANSP	ServMtrx	Character
Ref WIC - Child	AFLP	RFWIC_I	ServMtrx	Character
Ref WIC - Client	AFLP	RFWIC_C	ServMtrx	Character
Referred By	MASTER	REFERBY	IN	Character
Report Card#1	MASTER	RPTCARD1	RptCard	Date
Report Card#2	MASTER	RPTCARD2	RptCard	Date
Report Card#3	MASTER	RPTCARD3	RptCard	Date
Report Card#4	MASTER	RPTCARD4	RptCard	Date
Reporting Date	AFLP	REPDATE	IN,PO,FU,ED	Date
Reporting Period	AFLP	REPPERIOD	IN,PO,FU,ED	Character
Risk: Abuse: Emotional:Child	AFLP	RISKF_AECH	IN,PO,FU	Character
Risk: Abuse: Emotional:Client	AFLP	RISKF_AECL	IN,PO,FU	Character
Risk: Abuse: Emotional:Other	AFLP	RISKF_AEO	IN,PO,FU	Character
Risk: Abuse: Phys:Child	AFLP	RISKF_APCH	IN,PO,FU	Character
Risk: Abuse: Phys:Client	AFLP	RISKF_APCL	IN,PO,FU	Character
Risk: Abuse: Phys:Other	AFLP	RISKF_APO	IN,PO,FU	Character
Risk: Abuse: Sexual:Child	AFLP	RISKF_ASCH	IN,PO,FU	Character
Risk: Abuse: Sexual:Client	AFLP	RISKF_ASCL	IN,PO,FU	Character
Risk: Abuse: Sexual:Other	AFLP	RISKF_ASO	IN,PO,FU	Character
Risk: Arrested	AFLP	RISKF_ARR	IN,PO,FU	Character
Risk: Client Alcohol Abuse	AFLP	RISKF_CAA	IN,PO,FU	Character
Risk: Client Substance Abuse	AFLP	RISKF_CSA	IN,PO,FU	Character
Risk: ER Visit	AFLP	RISKF_ER	IN,PO,FU	Character
Risk: Gang Involvement	AFLP	RISKF_GANG	IN,PO,FU	Character
Risk: Hospitalization	AFLP	RISKF_HOSP	IN,PO,FU	Character

**DATA DICTIONARY: TABLE A - STANDARD DATA ITEMS**

<b>Data Item Name</b>	<b>Database</b>	<b>Field name</b>	<b>From Form</b>	<b>Data Type</b>
Risk: Medical Condition	AFLP	RISKF_MEDC	IN,PO,FU	Character
Risk: Oth Neg Alcohol Impact	AFLP	RISKF_ONAI	IN,PO,FU	Character
Risk: Oth Neg Substnc Impact	AFLP	RISKF_ONSI	IN,PO,FU	Character
Risk: Probation	AFLP	RISKF_PROB	IN,PO,FU	Character
Risk: Restr Ord Against Cli	AFLP	RISKF_ROOC	IN,PO,FU	Character
Risk: Restr Ord For Client	AFLP	RISKF_ROCO	IN,PO,FU	Character
Risk: Truancy	AFLP	RISKF_TRU	IN,PO,FU	Character
School Code (Now)	MASTER	SCHOOLCO_B	IN,PO,FU,ED	Character
School Code (Rep Period)	AFLP	SCHOOLCO_A	IN,PO,FU,ED	Character
School District	AFLP	SCH_DIST	IN,PO,FU,ED	Character
School Program	AFLP	SCHLPROG	IN,PO,FU,ED	Character
School Status (K-12)	AFLP	SCHOOLSTAT	IN,PO,FU,ED	Character
Sent to MCH	AFLP	SENTTOMCH	Calculated	Logical
Sent to MCH When	AFLP	SENTWHEN	Calculated	Character
Sexual Activity	AFLP	SEX_ACTVTY	IN,FU	Character
Share Domcile: Cli Partner	AFLP	CD_PARTNER	IN,PO,FU	Numeric
Share Domcile: Cli's Rel Adl	AFLP	CD_CRELAD	IN,PO,FU	Numeric
Share Domcile: Cli's Rel Min	AFLP	CD_CRELMI	IN,PO,FU	Numeric
Share Domcile: Other Adult	AFLP	CD_OTHERNA	IN,PO,FU	Numeric
Share Domcile: Other Minor	AFLP	CD_OTHERNM	IN,PO,FU	Numeric
Share Domcile: Other Parent	AFLP	CD_ICOP	IN,PO,FU	Numeric
Share Domcile: Part Rel Adlt	AFLP	CD_PRELAD	IN,PO,FU	Numeric
Share Domcile: Part Rel Minr	AFLP	CD_PRELMI	IN,PO,FU	Numeric
Site	MASTER	SITE	ID	Character
Social Security Number	MASTER	SSNUM	ID	Character
Status	STATUS	STATUS	SC	Numeric
Status Date	STATUS	STATDATE	SC	Date
Substance Abuse	AFLP	SUBSTANCE	No longer used - instead see Risk: Client Substance Abuse	Character
Trimester at Intake	AFLP	TRIENTRY	IN	Character
Trimester Prenatl Care Bega	AFLP	TRICARE	PO	Character
Type of School	AFLP	TYPESCHL	IN,PO,FU,ED	Character
Vaccinate Hepatitis B Client	AFLP	VACHEPB	IN	Character
Vaccinate Measles - Client	AFLP	VACMEASL	IN	Character
Vaccine Tetanus - Client	AFLP	VACTETN	IN	Character
Vaccine Tuberculine - Client	AFLP	VACTUBRC	IN	Character
Weeks of Gestation	AFLP	WKSGEST	PO	Numeric
Work/Employment Status	AFLP	WORKSTAT	IN,PO,FU	Character

**Table B - Advanced Ad Hoc Data Items**

<i><b>Data Item Name</b></i>	<i><b>Database</b></i>	<i><b>Field Name</b></i>	<i><b>Data Type</b></i>
90 Day Begins	MASTER	N90_BGN	Date
90 Day Ends	MASTER	N90_END	Date
90 Day Extended - Days	MASTER	N90_OFFSET	Numeric
Abuse/Neglect - Child	AFLP	ABUSECH	Character
Abuse/Neglect - Client	AFLP	ABUSE	Character
Aflp Chfname	AFLP	CHFNAME	Character
Aflp Chlname	AFLP	CHLNAME	Character
Aflp Clientid	AFLP	CLIENTID	Character
Age at Intake - Father	AFLP	AGEFATHER	Numeric
Age at Intake - Mother	AFLP	AGEMOTHER	Numeric
Alcohol Use	AFLP	ALCOHOL	Character
Attended Orientation	MASTER	ORI_ATTND	Logical
Attending School	MASTER	SCHLATTND	Numeric
AU Head: Name	MASTER	AU_NAME	Character
Case Manager	MASTER	CM	Character
Casenotes	MASTER	CASENOTES	Memo
Chdp	AFLP	CHDP	Character
Child # Of Hospitalizations	AFLP	CHHOSP	Numeric
Child Birth Wt (Now)	MASTER	BWEIGHT	Numeric
Child Birth Wt (Rep Period)	AFLP	BWEIGHT	Numeric
Child DOB: Index (Now)	MASTER	CHDOB_M	Date
Child DOB:Index(Rep Period)	AFLP	CHDOB_A	Date
Child First Name	MASTER	CHFNAME_M	Character
Child Last Name	MASTER	CHLNAME_M	Character
Child 1 Birth Wt	MASTER	CH01_BWGHT	Numeric
Child 1 Date Child Died	MASTER	CH01_DCD	Date
Child 1 Date Lost Custody	MASTER	CH01_DLC	Date
Child 1 DOB	MASTER	CH01_DOB	Date
Child 1 Last Name	MASTER	CH01_LNAME	Character
Child 1 Was Index Child	MASTER	CH01_WINDX	Logical
Child 1First Name	MASTER	CH01_FNAME	Character
Child 2 Birth Wt	MASTER	CH02_BWGHT	Numeric
Child 2 Date Child Died	MASTER	CH02_DCD	Date
Child 2 Date Lost Custody	MASTER	CH02_DLC	Date
Child 2 DOB: (Now)	MASTER	CH02_DOB	Date
Child 2 First Name	MASTER	CH02_FNAME	Character
Child 2 Last Name	MASTER	CH02_LNAME	Character
Child 2 Was Index Child	MASTER	CH02_WINDX	Logical
Child 3 Birth Wt	MASTER	CH03_BWGHT	Numeric
Child 3 Date Child Died	MASTER	CH03_DCD	Date
Child 3 Date Lost Custody	MASTER	CH03_DLC	Date
Child 3 DOB	MASTER	CH03_DOB	Date
Child 3 First Name	MASTER	CH03_FNAME	Character
Child 3 Last Name	MASTER	CH03_LNAME	Character
Child 3 Was Index Child	MASTER	CH03_WINDX	Logical
Child 4 Birth Wt	MASTER	CH04_BWGHT	Numeric
Child 4 Date Child Died	MASTER	CH04_DCD	Date
Child 4 Date Lost Custody	MASTER	CH04_DLC	Date
Child 4 DOB	MASTER	CH04_DOB	Date
Child 4 First Name	MASTER	CH04_FNAME	Character
Child 4 Last Name	MASTER	CH04_LNAME	Character

**DATA DICTIONARY: TABLE A - STANDARD DATA ITEMS**

<b>Data Item Name</b>	<b>Database</b>	<b>Field Name</b>	<b>Data Type</b>
Child 4 Was Index Child	MASTER	CH04_WINDX	Logical
Child 5 Birth Wt	MASTER	CH05_BWGHT	Numeric
Child 5 Date Child Died	MASTER	CH05_DCD	Date
Child 5 Date Lost Custody	MASTER	CH05_DLC	Date
Child 5 DOB	MASTER	CH05_DOB	Date
Child 5 First Name	MASTER	CH05_FNAME	Character
Child 5 Last Name	MASTER	CH05_LNAME	Character
Child 5 Was Index Child	MASTER	CH05_WINDX	Logical
Child Care Use (Index child)	AFLP	CCARE_IC	Character
Child Care: # Other Children	AFLP	CCARE_NOC	Numeric
Child Care: Pay Source	AFLP	CCARE_PAY	Character
Child Care: Type Used	AFLP	CCARE_TYPE	Character
Children Given Birth To: Tot	AFLP	TOTALCHILD	Numeric
Children in Custodial Care	AFLP	TOTAL_CCCC	Numeric
Children w/o Immuniz	AFLP	IMMUNI_NOC	Numeric
Chronic Problem Treatment	AFLP	CHRONPROB	Character
CL Case Mgmt Participation	MASTER	CL_PARTIC	Character
CL-1 Print	MASTER	PRNT_CL1	Logical
CL-1 Printed Date	MASTER	PRNT_CL1DT	Date
CL-2 Print	MASTER	PRNT_CL2	Logical
CL-2 Printed Date	MASTER	PRNT_CL2DT	Date
CL-3 Print	MASTER	PRNT_CL3	Logical
CL-3 Printed Date	MASTER	PRNT_CL3DT	Date
CL-4 Print	MASTER	PRNT_CL4	Logical
CL-4 Printed Date	MASTER	PRNT_CL4DT	Date
CL-8 Date	MASTER	CL8_DATE	Date
CL-8 Print	MASTER	PRNT_CL8	Logical
CL-8 Printed Date	MASTER	PRNT_CL8DT	Date
CL-8 We CM	MASTER	CL8_WE_CM	Numeric
Client - First Name	MASTER	FNAME	Character
Client - Last Name	MASTER	LNAME	Character
Client Address: City	MASTER	CITY	Character
Client Address: State	MASTER	STATE	Character
Client Address: Street	MASTER	STREET	Character
Client Address: Zip Code	MASTER	ZIP	Character
Client Age at Index Birth		Calculated	Numeric
Client Age at Rep Period		Calculated	Numeric
Client Age at Status Date		Calculated	Numeric
Client Current Age		Calculated	Numeric
Client Date of Birth	MASTER	CLDOB	Date
Client Entry Date	MASTER	ENTRYDATE	Date
Client Exit Date	MASTER	EXITDATE	Date
Client Intake Date	MASTER	INTDATE	Date
Client is AU	MASTER	CLI_AU	Logical
Client Month of Birth		Calculated	Numeric
Client Sex	MASTER	SEX	Character
Client Smokes	AFLP	SMOKING	Character
Client Year of Birth		Calculated	Character
Client's Maiden Name	MASTER	LNKBRTNAM	Character
Client's Mother's First Name	MASTER	LNKMOMFRST	Character
Client's Phone Number	MASTER	CLI_PHONE	Character
Client's Sibling's ID	MASTER	SIBLINGID	Character
Contacts Clientid	CONTACTS	CLIENTID_C	Character
Contacts CM	CONTACTS	CM_C	Character

DATA DICTIONARY: TABLE A - STANDARD DATA ITEMS

<b>Data Item Name</b>	<b>Database</b>	<b>Field Name</b>	<b>Data Type</b>
Contacts Code	CONTACTS	CODE	Character
Contacts Mo_end	CONTACTS	MO_END	Date
Contacts Time	CONTACTS	TIME	Numeric
Contacts Type	CONTACTS	TYPE	Character
Contraception Type #1	AFLP	CONTRATYP1	Character
Contraception Type #2	AFLP	CONTRATYP2	Character
Contraception Use	AFLP	CONTRAUSE	Character
County Case Number	MASTER	CWD_ID	Character
County of Birth	MASTER	LNKBTHCNTY	Character
Develop Disabil: Total #	AFLP	DVLPD_NOC	Numeric
Developmental Disability	AFLP	DVLPDISAB	Character
Domestic Violence	AFLP	DOMVIOLNC	Character
Education Form Date	MASTER	EDUFORMDT	Date
Education Level	AFLP	EDUCLEVEL	Numeric
Educational Goal	AFLP	ED_GOAL	Character
Eligibility Worker	MASTER	EW	Character
English Proficiency	MASTER	ENGPROF	Character
Entry Status	MASTER	ENTRYSTAT	Character
ER Visits - Child	AFLP	ERVISIT	Numeric
Error Flagged	AFLP	ERRORFLAG	Logical
Feels Safe At School	AFLP	SAFESCHL	Character
Feels Safe in Neighborhood	AFLP	SAFENEIGH	Character
Feels Safe w/ Father of Baby	AFLP	SAFEFOB	Character
Feels Safe With Family	AFLP	SAFEFAM	Character
Feels Safe With Partner	AFLP	SAFEPART	Character
Freecode #A	MASTER	FREE_A	Character
Freecode #B	MASTER	FREE_B	Character
Freecode #C	MASTER	FREE_C	Character
Freecode #D	MASTER	FREE_D	Character
Freecode #E	MASTER	FREE_E	Character
Freecode #F	MASTER	FREE_F	Character
Freecode #G	MASTER	FREE_G	Character
Freecode #H	MASTER	FREE_H	Character
Freecode #I	MASTER	FREE_I	Character
Freecode #J	AFLP	FREE_J	Character
Freecode #K	AFLP	FREE_K	Character
Freecode #L	AFLP	FREE_L	Character
Freecode #M	AFLP	FREE_M	Character
Freecode #N	AFLP	FREE_N	Character
Freecode #O	AFLP	FREE_O	Character
Freecode #P	AFLP	FREE_P	Character
Freecode #Q	AFLP	FREE_Q	Character
Freecode #R	AFLP	FREE_R	Date
Freecode #S	AFLP	FREE_S	Character
Freecode #T	AFLP	FREE_T	Character
Freecode #U Client	AFLP	FREE_UC	Character
Freecode #U Index	AFLP	FREE_UI	Character
Freecode #V Client	AFLP	FREE_VC	Character
Freecode #V Index	AFLP	FREE_VI	Character
Freecode #W Client	AFLP	FREE_WC	Character
Freecode #W Index	AFLP	FREE_WI	Character
Freecode #X Client	AFLP	FREE_XC	Character
Freecode #X Index	AFLP	FREE_XI	Character
Freecode #Y Client	AFLP	FREE_YC	Character

**DATA DICTIONARY: TABLE A - STANDARD DATA ITEMS**

<b>Data Item Name</b>	<b>Database</b>	<b>Field Name</b>	<b>Data Type</b>
Freecode #Y Index	AFLP	FREE_YI	Character
Freecode #Z Client	AFLP	FREE_ZC	Character
Freecode #Z Index	AFLP	FREE_ZI	Character
Freecode CL#A	MASTER	CLRN_A	Character
Freecode CL#B	MASTER	CLRN_B	Character
Freecode CL#C	MASTER	CLRN_C	Date
Freecode CL#D	MASTER	CLRN_D	Character
Freecode CL#E	MASTER	CLRN_E	Character
Freecode CL#F	MASTER	CLRN_F	Character
Freecode DSS #A	MASTER	DSS_A	Character
Freecode DSS #B	MASTER	DSS_B	Character
Freecode DSS #C	MASTER	DSS_C	Character
Freecode DSS #D	MASTER	DSS_D	Character
Freecode DSS #E	MASTER	DSS_E	Character
Freecode DSS #F	MASTER	DSS_F	Character
Freecode MCH #A	MASTER	MCH_A	Character
Freecode MCH #B	MASTER	MCH_B	Character
Freecode MCH #C	MASTER	MCH_C	Character
Freecode MCH #D	MASTER	MCH_D	Character
Freecode MCH #E	AFLP	MCH_E	Character
Freecode MCH #F	AFLP	MCH_F	Character
Freecode MCH #G	AFLP	MCH_G	Character
Freecode MCH #H	AFLP	MCH_H	Character
Freecode MCH #I	AFLP	MCH_I	Character
Fund Source @ Report Period	AFLP	PAYSRC	Numeric
Funding Source	STATUS	PAYSOURCE	Numeric
Health Exam Client	AFLP	HLTHEXAM	Character
Hispanic	MASTER	HISP	Character
Housing	AFLP	HOUSING	Character
Immunization - Child	AFLP	IMMUNIZ	Character
Immunization - Client	AFLP	IMMSNC_LST	Character
Index Child Preg Outcome?	AFLP	INDEXCHILD	Character
Injury - NOT Self Inflicted	AFLP	INJURYOTHR	Character
Injury - Self Inflicted	AFLP	INJURYSELF	Character
Language	MASTER	LANGUAGE	Character
Length Hospital Stay, Child	AFLP	LHOS_INF	Numeric
Length Hospital Stay, Client	AFLP	LHOS_CLI	Numeric
Live with Smoker	AFLP	LIVESMOKE	Character
Living Arrangements	AFLP	FAMSUPP	Character
Marital Status	AFLP	MARITAL	Character
Master Clientid	MASTER	CLIENTID_M	Character
Master Infrm Purp	MASTER	INFRM_PURP	Numeric
Med Condition: Total #	AFLP	MEDCON_NOC	Numeric
Medical Condition	AFLP	MEDCONDCH	Character
Minor Parent Service Eligib	MASTER	MINORPS_EL	Character
Number of Moves	AFLP	NUMMOVES	Numeric
Orientation Date	MASTER	ORI_DATE	Date
Orientation Issue Date	MASTER	ORI_ISS_DT	Date
Orientation Location	MASTER	ORI_LOC	Character
Orientation Reschedule By	MASTER	ORI_RSCHBY	Date
Orientation Reschedule With	MASTER	ORI_RSCH	Character
Orientation Time	MASTER	ORI_TIME	Character
Oth Bio Parent Served Here	MASTER	ICOP_CM_EL	Character
Other Address: City	MASTER	AU_CITY	Character

DATA DICTIONARY: TABLE A - STANDARD DATA ITEMS

<b>Data Item Name</b>	<b>Database</b>	<b>Field Name</b>	<b>Data Type</b>
Other Address: State	MASTER	AU_STATE	Character
Other Address: Street	MASTER	AU_STREET	Character
Other Address: Zip	MASTER	AU_ZIP	Character
Part Prob Call By Date	MASTER	PPRB_CBYDT	Date
Part Prob Interview Date	MASTER	PPRB_IVWDT	Date
Part Prob Interview Location	MASTER	PPRB_IVWLC	Character
Part Prob Interview Time	MASTER	PPRB_IVWTM	Character
Part Prob Other Reason	MASTER	PPRB_OTHR	Character
Participation Prob Date	MASTER	PPRB_DATE	Date
Participation Problem	MASTER	PPRB_PROB	Numeric
Post Secondary School	AFLP	POSTSEC	Character
Pregnancy Outcome	AFLP	PREGOUT	Character
Prenatal Care Payment	AFLP	DELPMT	Character
Prenatal Care Setting	AFLP	PCAREPROV	Character
Primary Instructional Strat	AFLP	PRIMINSTR	Character
Prog for Preg/Parenting Teen	AFLP	PPTEENPROG	Character
Race/Ethnicity	MASTER	RACE	Character
Ref Abuse - Child	AFLP	RFABUSE_I	Character
Ref Abuse - Client	AFLP	RFABUSE_C	Character
Ref Adoption Counseling	AFLP	RFADOPT	Character
Ref AFDC - Child	AFLP	RFADFDC_I	Character
Ref AFDC - Client	AFLP	RFADFDC_C	Character
Ref CA Child Serv - Child	AFLP	RFCCS_I	Character
Ref CA Child Serv, Client	AFLP	RFCCS_C	Character
Ref CHDP - Child	AFLP	RFCHDP_I	Character
Ref CHDP - Client	AFLP	RFCHDP_C	Character
Ref Child Day Care	AFLP	RFDAYCARE	Character
Ref Child Develop Interven	AFLP	RFCHDVLP	Character
Ref Doc Acquire - Client	AFLP	RFDOCACQ_C	Character
Ref Doc Acquire - Child	AFLP	RFDOCACQ_I	Character
Ref Dom Violence Intervent	AFLP	RFDOMVIOL	Character
Ref Education - Child	AFLP	RFEDUC_I	Character
Ref Education - Client	AFLP	RFEDUC_C	Character
Ref Emer Food/Shelt - Child	AFLP	RFEMRGFD_I	Character
Ref Emer Food/Shelt - Client	AFLP	RFEMRGFD_C	Character
Ref Employment	AFLP	RFEMPLOY	Character
Ref ESL	AFLP	RFESL	Character
Ref Family Planning	AFLP	RFFAMPLAN	Character
Ref Food Stamps - Child	AFLP	RFFOODST_I	Character
Ref Food Stamps - Client	AFLP	RFFOODST_C	Character
Ref GAIN	AFLP	RFGAIN	Character
Ref Head Start	AFLP	RFHEADST	Character
Ref Housing	AFLP	RFHOUSING	Character
Ref Job Counseling	AFLP	RFJOBTRAIN	Character
Ref Legal Services - Child	AFLP	RFLEGAL_I	Character
Ref Legal Services - Client	AFLP	RFLEGAL_C	Character
Ref Medi-Cal - Child	AFLP	RFMEDI_I	Character
Ref Medi-Cal - Client	AFLP	RFMEDI_C	Character
Ref Mntl Hlth Couns - Child	AFLP	RFMENHLT_I	Character
Ref Mntl Hlth Couns - Client	AFLP	RFMENHLT_C	Character
Ref Parenting Education	AFLP	RFPRNTEDU	Character
Ref PHN Home Visit - Child	AFLP	RFPHBHLT_I	Character
Ref PHN Home Visit - Client	AFLP	RFPHBHLT_C	Character
Ref Prenatal Care	AFLP	RFPRENATAL	Character

**DATA DICTIONARY: TABLE A - STANDARD DATA ITEMS**

<b>Data Item Name</b>	<b>Database</b>	<b>Field Name</b>	<b>Data Type</b>
Ref Prim Prev Hlth - Child	AFLP	RFPRIPRV_I	Character
Ref Prim Prev Hlth - Client	AFLP	RFPRIPRV_C	Character
Ref Regional Center - Child	AFLP	RFREGCNT_I	Character
Ref Regional Center - Client	AFLP	RFREGCNT_C	Character
Ref Social/Cultural Activity	AFLP	RFSOCCULT	Character
Ref Social Skills Build	AFLP	RFSOCSKILL	Character
Ref Special Ed - Child	AFLP	RFSPECED_I	Character
Ref Special Ed - Client	AFLP	RFSPECED_C	Character
Ref Substnc Abuse - Child	AFLP	RFSUBABU_I	Character
Ref Substnc Abuse - Client	AFLP	RFSUBABU_C	Character
Ref Transportation	AFLP	RFTRANSP	Character
Ref WIC - Child	AFLP	RFWIC_I	Character
Ref WIC - Client	AFLP	RFWIC_C	Character
Referred By	MASTER	REFERBY	Character
Report Card#1	MASTER	RPTCARD1	Date
Report Card#2	MASTER	RPTCARD2	Date
Report Card#3	MASTER	RPTCARD3	Date
Report Card#4	MASTER	RPTCARD4	Date
Reporting Date	AFLP	REPPERIOD	Date
Reporting Period	AFLP	REPPERIOD	Character
Risk: Abuse: Emotional:Child	AFLP	RISKF_AECH	Character
Risk: Abuse: Emotional:Client	AFLP	RISKF_AECL	Character
Risk: Abuse: Emotional:Other	AFLP	RISKF_AEO	Character
Risk: Abuse: Phys:Child	AFLP	RISKF_APCH	Character
Risk: Abuse: Phys:Client	AFLP	RISKF_APCL	Character
Risk: Abuse: Phys:Other	AFLP	RISKF_APO	Character
Risk: Abuse: Sexual:Child	AFLP	RISKF_ASCH	Character
Risk: Abuse: Sexual:Client	AFLP	RISKF_ASCL	Character
Risk: Abuse: Sexual:Other	AFLP	RISKF_ASO	Character
Risk: Arrested	AFLP	RISKF_ARR	Character
Risk: Client Alcohol Abuse	AFLP	RISKF_CAA	Character
Risk: Client Substance Abuse	AFLP	RISKF_CSA	Character
Risk: ER Visit	AFLP	RISKF_ER	Character
Risk: Gang Involvement	AFLP	RISKF_GANG	Character
Risk: Hospitalization	AFLP	RISKF_HOSP	Character
Risk: Medical Condition	AFLP	RISKF_MEDC	Character
Risk: Oth Neg Alcohol Impact	AFLP	RISKF_ONAI	Character
Risk: Oth Neg Substnc Impact	AFLP	RISKF_ONSI	Character
Risk: Probation	AFLP	RISKF_PROB	Character
Risk: Restr Ord Against Cli	AFLP	RISKF_ROOC	Character
Risk: Restr Ord For Client	AFLP	RISKF_ROCO	Character
Risk: Truancy	AFLP	RISKF_TRU	Character
Rptcard Action	RPTCARD	ACTION	Numeric
Rptcard Action Reason	RPTCARD	ACTNREAS	Numeric
Rptcard Adequate Prog Other	RPTCARD	ADQT_OTHR	Character
Rptcard Bonus/Sanct Ammt	RPTCARD	SANCT_AMT	Numeric
Rptcard Cl_11_days	RPTCARD	CL_11_DAYS	Numeric
Rptcard Cl_11_from	RPTCARD	CL_11_FROM	Date
Rptcard Cl_9_date	RPTCARD	CL_9_DATE	Date
Rptcard Cl_9_loc	RPTCARD	CL_9_LOC	Character
Rptcard Cl_9_time	RPTCARD	CL_9_TIME	Character
Rptcard Clientid	RPTCARD	CLIENTID_R	Character
Rptcard Clrn_g	RPTCARD	CLRN_G	Date
Rptcard Clrn_h	RPTCARD	CLRN_H	Character

DATA DICTIONARY: TABLE A - STANDARD DATA ITEMS

<b>Data Item Name</b>	<b>Database</b>	<b>Field Name</b>	<b>Data Type</b>
Rptcard Clrn_i	RPTCARD	CLRN_I	Character
Rptcard Clrn_j	RPTCARD	CLRN_J	Character
Rptcard Dss_g	RPTCARD	DSS_G	Date
Rptcard Dss_h	RPTCARD	DSS_H	Character
Rptcard Dss_i	RPTCARD	DSS_I	Character
Rptcard Dss_j	RPTCARD	DSS_J	Character
Rptcard Duedate	RPTCARD	DUEDATE	Date
Rptcard Form Received Date	RPTCARD	RCVDATE	Date
Rptcard On Time	RPTCARD	WHEN_RCV	Numeric
Rptcard Pr_cl11dt	RPTCARD	PR_CL11DT	Date
Rptcard Pr_cl9dt	RPTCARD	PR_CL9DT	Date
Rptcard Prnt_adqdt	RPTCARD	PRNT_ADQDT	Date
School District	AFLP	SCH_DIST	Character
School Program	AFLP	SCHLPROG	Character
School Status	AFLP	SCHOOLSTAT	Character
Schoolcode (Now)	MASTER	SCHOOLCO_M	Character
Schoolcode (Rep Period)	AFLP	SCHOOLCODE	Character
Schools Address1	SCHOOLS	ADDRESS1	Character
Schools Address2	SCHOOLS	ADDRESS2	Character
Schools Address3	SCHOOLS	ADDRESS3	Character
Schools Attention	SCHOOLS	ATTENTION	Character
Schools Schlcode	SCHOOLS	SCHLCODE	Character
Schools Schlname	SCHOOLS	SCHLNAME	Character
Sexual Activity	AFLP	SEX_ACTVTY	Character
Share Domcile: Cli Partner	AFLP	CD_PARTNER	Numeric
Share Domcile: Cli's Rel Adl	AFLP	CD_CRELAD	Numeric
Share Domcile: Cli's Rel Min	AFLP	CD_CRELMI	Numeric
Share Domcile: Other Adult	AFLP	CD_OTHERNA	Numeric
Share Domcile: Other Minor	AFLP	CD_OTHERNM	Numeric
Share Domcile: Other Parent	AFLP	CD_ICOP	Numeric
Share Domcile: Part Rel Adlt	AFLP	CD_PRELAD	Numeric
Share Domcile: Part Rel Minr	AFLP	CD_PRELMI	Numeric
Site	MASTER	SITE	Character
Social Security Number	MASTER	SSNUM	Character
Staff Idcode	STAFF	IDCODE	Character
Staff Name	STAFF	NAME	Character
Staff Phone	STAFF	PHONE_S	Character
Status: Chng_pay	STATUS	CHNG_PAY	Numeric
Status: Clientid	STATUS	CLIENTID_S	Character
Status: Cm_contin	STATUS	CM_CONTIN	Numeric
Status: End_date	STATUS	END_DATE	Date
Status: Initstat	STATUS	INITSTAT	Logical
Status: Prnt_stdtd	STATUS	PRNT_STDT	Date
Status: Reason for Stat Chng	STATUS	REASON	Numeric
Status: Repdate	STATUS	REPDATE_S	Date
Status: Status	STATUS	STATUS	Numeric
Status: Xfer_in	STATUS	XFER_IN	Logical
Status: Xfer_name	STATUS	XFER_NAME	Character
Status: Xfer_out	STATUS	XFER_OUT	Logical
Status: Xfer_to	STATUS	XFER_TO	Character
Substance Abuse	AFLP	SUBSTANCE	Character
Trimester at Intake	AFLP	TRIENTRY	Character
Trimester Prenatl Care Bega	AFLP	TRICARE	Character
Type of Birth	AFLP	TYPEBIRTH	Character

DATA DICTIONARY: TABLE A - STANDARD DATA ITEMS

<b><i>Data Item Name</i></b>	<b><i>Database</i></b>	<b><i>Field Name</i></b>	<b><i>Data Type</i></b>
Type of School	AFLP	TYPESCHL	Character
Vaccinate Hepatitis B Client	AFLP	VACHEPB	Character
Vaccinate Measles - Client	AFLP	VACMEASL	Character
Vaccine Tetanus - Client	AFLP	VACTETN	Character
Vaccine Tuberculine - Client	AFLP	VACTUBRC	Character
Weeks of Gestation	AFLP	WKSGEST	Numeric
Work/Employment Status	AFLP	WORKSTAT	Character