How to Run Custom Reports in ETO

General Overview:
As part of the DCROP Project, we have developed a series of custom reports using a reporting package commonly referred to as "ETO Results" or "Webi". This product is an add-on reporting functionality that works in conjunction with ETO Impact and the data that is entered into it.

The Custom Reports that have been developed include:

- DPW Form Report v3
- PCADV Monthly Funder Report FY2011 MASTER
- PCADV Monthly Funder Report FY2012 MASTER
- PCADV Monthly Report FY2011 (has detail tabs)
- PCADV Monthly Report FY2012 (has detail tabs)
- PCARV Monthly Funder Report FY2011 MASTER
- PCAR Monthly Funder Report FY2012 MASTER
- PCAR Monthly Report FY2011 (has detail tabs)
- PCAR Monthly Report FY2012 (has detail tabs)
- VOCA Report -Test Pass 2 7-12-12 WITH DATA TABS_gs rev 8-8-12 test (has detail tabs)

Those reports "WITH TABS" have been designed to include additional report views that will support the easy auditing of the data that is presented within the report.

Where the Data Comes from:
The below data capture areas figure predominantly in the custom reports. The table at the end of this document provides specific details behind what data elements are used in each of the reports.

- CM Program: Demographics…are entered using the Add Participant screen
- CM Program: Victimization Assessment…is used to capture primary and secondary types of victimization and offender information
- CM Program: Track Direct Services (composite)…used to capture service information provided to participants
- CM Program: Track Legal Advocacy Services (composite)…used to capture advocacy services provided to participants
- CM Program: Track In Direct Services (composite)…used to track services NOT tied directly to the participant
- CM Program: Track Number of On-line Contacts
- CM Program: Track Training Services
- CM Program: Track Community Education and Prevention Services
- CM Program: Track Media Outreach

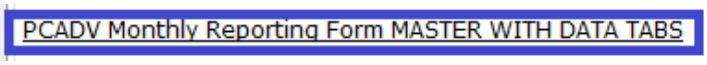
How to Access the Reports:
After you have logged into ETO Impact, you access the reports by;

1. Login to ETO
2. Expand Reports section on side-bar navigation pane and select View Reports
3. Select the desired report that you would like to run

1. Login to ETO

2. Expand Reports section on side-bar navigation pane by first selection "Reports" and then "View Reports".

3. Select the desired report

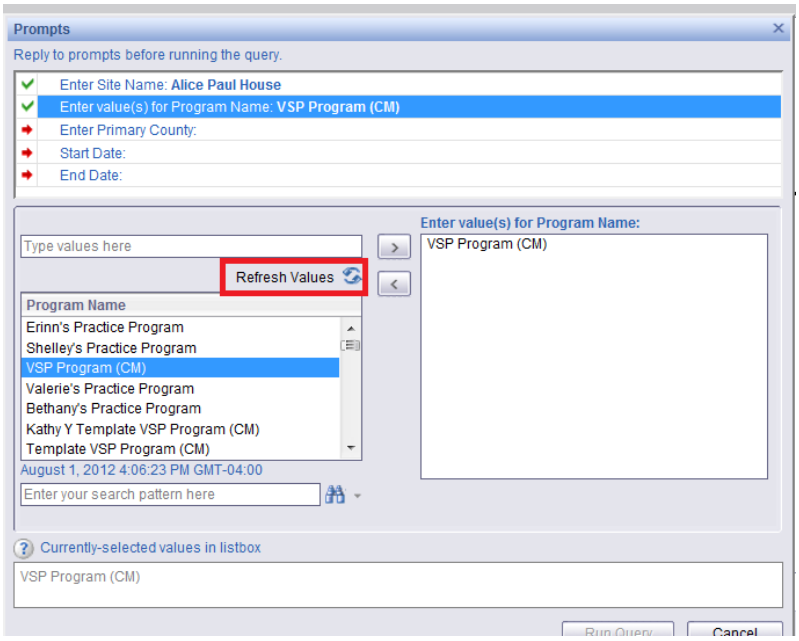


Using the Prompts:
When the report is selected, ETO Results will open in another window on your computer screen and you will be presented with a "prompt" screen. Prompts are used to filter the data that will be used to generate the custom report.

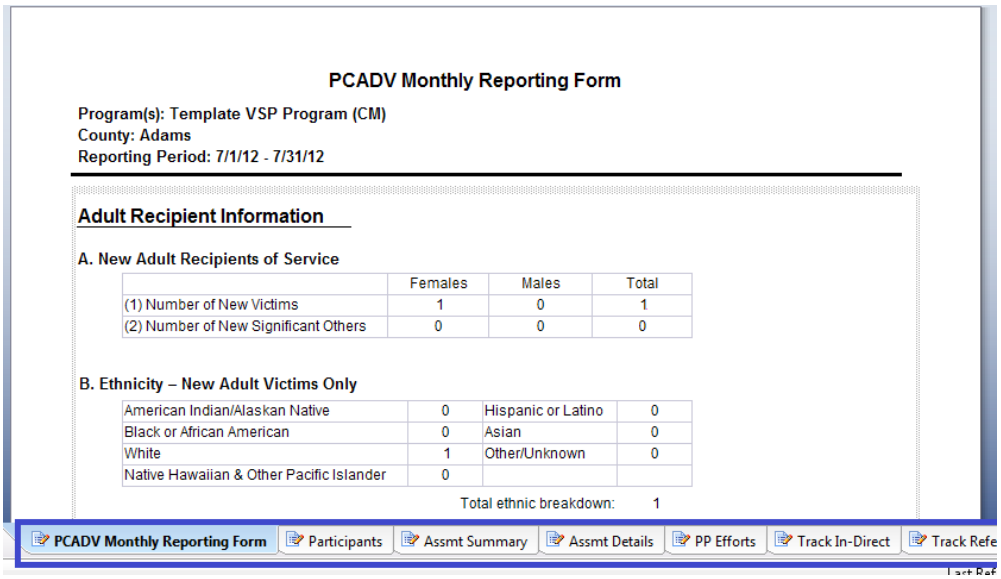
The below table describes what piece of data each prompt relates to.

Prompt	*What it is used for*
Enter Site Name	This will typically be the name of your ETO site (e.g. Berks Women in Crisis). ***NOTE***: even though you may seemingly select other site names, you WILL NOT be able to pull data from sites that you do not have access to per your ETO login account.
Enter Values(s) for Program Name	For the custom reports, this will always be your VSP Program (CM). ***NOTE***: even though some organizations also capture data using a Shelter Program, this program does not have to be included in the prompt selection.

Enter Primary County Name	This is a custom demographic located on the Add Participant screen. ***NOTE***: Updates made to demographics will refresh over night.
Start Date	
End date	



After the report prompts have been entered, select the Run Query button at the bottom of the screen. The report queries will begin to pull the data into the report which will then be rendered on screen.



PCADV Monthly Reporting Form

Program(s): Template VSP Program (CM)
County: Adams
Reporting Period: 7/1/12 - 7/31/12

Adult Recipient Information

A. New Adult Recipients of Service

	Females	Males	Total
(1) Number of New Victims	1	0	1
(2) Number of New Significant Others	0	0	0

B. Ethnicity – New Adult Victims Only

American Indian/Alaskan Native	0	Hispanic or Latino	0
Black or African American	0	Asian	0
White	1	Other/Unknown	0
Native Hawaiian & Other Pacific Islander	0		

Total ethnic breakdown: 1

PCADV Monthly Reporting Form | Participants | Assmt Summary | Assmt Details | PP Efforts | Track In-Direct | Track Refe

The tabs at the bottom of the document represent several different views of the data pulled based on the prompts entered. In the above example, the PCADV Monthly Reporting Form (report) provides the queried statistics. The other report tabs can be used to audit the data contained in the report.

How to Validate Your Data:
As you look at the summary statistics in the Monthly Reporting Form tab, if you feel as though you need to double check the data, refer to the other tabs contained in the report. They are organized to represent each of the different data capture tools used in ETO (e.g. Victimization Assessment, PP Efforts, etc.).

If you determine that a piece of data needs corrected, then you will need to navigate to the data in ETO, make the necessary correction, save, and then re-run the custom report.

NOTE: Again, changes made to demographics (Add Participant) demographics, will need to refresh overnight.

SPECIAL NOTE:
ETO knows how to map data to Funder Reports by comparing information captured in the Victimization Assessment (VA) to the information captured under Participant Efforts. In order for your data to map properly, the following must occur:

- If a VA is not completed, no information about that Participant will appear in any funder report.
- Data in the VA will not appear on a funder report until an Effort is recorded for that Participant.
- The Victim Category selected on the VA must match the Victim Category selected when recording a Participant Effort.

There is one exception to this rule. If you select the dual category of SA/DV in the VA, when you record a Participant Effort and select either SA or DV, ETO will know which funder report to send the information to.

- The Record Type selected on the VA must match the Record Type selected when recording a Participant Effort.

The following table details the various data elements that map to the various custom reports.

Demographic Name (Core)	Demographic Type	Scope	Required	PCADV	PCAR	VOCA
Alert	Text	NA				
Case Number	Text	NA				
Prefix	Exclusive Choice	NA				
First Name	Text	NA	Y			
Middle Initial	Text	NA				
Last Name	Text	NA	Y			
Suffix	Exclusive Choice	NA				
Gender	Exclusive Choice	NA	Y	**X**	**X**	
SSN	Text	NA				
DOB	Exclusive Choice	NA	Y		**X**	**X**
Address1	Text	NA				

Address2	Text	NA				
Zip Code	Numeric	NA				
Home Phone	Text	NA				
Work Phone	Text	NA				
Cell Phone	Text	NA				
E-Mail	Text	NA				

Custom Demographics	**Demographic Type**		**Required**	**PCADV**	**PCAR**	**VOCA**
Additional Police Report Information	Arbitrary Text Area	Enterprise				
Age (in years) at Enrollment	Numeric	Enterprise				
Alternative/Emergency Contact (Address)	Arbitrary Text	Enterprise				
Alternative/Emergency Contact (name)	Arbitrary Text	Enterprise				
Alternative/Emergency Contact (Phone#)	Arbitrary Text	Enterprise				
Alternative/Emergency Contact (relationship)	Arbitrary Text	Enterprise				
City	Arbitrary Text	Enterprise				
Confidentiality reviewed with participant?	Defined Text Values	Enterprise				
Current PFA	Defined Text Values	Enterprise				
Date Provided	Date	Enterprise				
Discussed Safety Plan	Defined Text Values	Enterprise				
EMERGENCY CONTACT INFORMATION	Header	Enterprise				
Employment Status	Defined Text Values	Enterprise				
File Number	Arbitrary Text	Enterprise				
For All Crime Victims	Header	Enterprise				
For Domestic Violence Victims	Header	Enterprise				
For Sexual Assault Victims	Header	Enterprise				
Hospital treated at?	Arbitrary Text	Enterprise				
Household Income	Defined Text Values	Enterprise		**X**		
HOUSEHOLD INFORMATION	Header	Enterprise				
If Race Unknown/Other, explain	Arbitrary Text	Enterprise				
Income Source	Defined Text Values	Enterprise		**X**		
Is DOB real or fictitious?	Defined Text Values	Enterprise				
Is it safe to call Cell /Alt Phone?	Defined Text Values	Enterprise				
Is it safe to call home phone?	Defined Text Values	Enterprise				
Is it safe to call Work Phone?	Defined Text Values	Enterprise				
Is there another person to speak on clients behalf	Arbitrary Text Area	Enterprise				
Location of Crime	Defined Text Values	Enterprise			**x**	
Marital Status	Defined Text Values	Enterprise				
Medical Care Obtained	Defined Text Values	Enterprise			**X**	

Municipality/Township	Defined Text Values	Site				
Number of Persons in Household	Numeric	Enterprise				
Ok to leave message and identify agency?	Defined Text Values	Enterprise				
Ok to leave message and identify agency?	Defined Text Values	Enterprise				
Ok to leave message and identify agency?	Defined Text Values	Enterprise				
Other (services requested), explain	Arbitrary Text	Enterprise				
Other Language Explain	Defined Text Values	Enterprise				
PARTICIPANT INFORMATION	Header	Enterprise				
Participant Race	Defined Text Values	Enterprise	Y	**X**	**X**	
Person with Disability	Defined Text Values	Enterprise	Y	**X**	**X**	
Police Department Name	Arbitrary Text	Enterprise				
Police Officer Name Text	Arbitrary Text	Enterprise				
Primary County	Defined Text Values	Enterprise	Y	**X**	**X**	**X**
Primary Language	Defined Text Values	Enterprise				
Referral From	Defined Text Values	Enterprise			**X**	
Reported to Police	Defined Text Values	Enterprise			**X**	
Safe to email?	Defined Text Values	Enterprise				
Services Requested	Non-Exclusive Choices	Enterprise				
Special Population	Non-Exclusive Choices	Enterprise			**X**	
Staff Assigned1	Defined Text Values	Site				
Staff Assigned2	Defined Text Values	Site				
Staff Assigned3	Defined Text Values	Site				
State	Arbitrary Text	Enterprise				
VICTIM COMPENSATION	Header	Enterprise				
Victim Compensation: Information provided?	Defined Text Values	Enterprise				
Victim Rights provided?	Defined Text Values	Enterprise				
VICTIM RIGHTS/CONFIDENTIALITY	Header	Enterprise				
Was First Contact on the Internet?	Defined Text Values	Enterprise			**X**	
Was Sexual Violence Perpetrated on the Internet?	Defined Text Values	Enterprise			**X**	
Weapon(s) used	Non-Exclusive Choices	Enterprise		**X**		
Where crime was committed	Defined Text Values	Enterprise				

Participant Efforts (Service Tracking)				**PCADV**	**PCAR**	**VOCA**
Track Direct Services (composite) 1,2,3						
Volunteer		Site	Y	**X**	**X**	**X**
Staff		Site	Y	**X**	**X**	**X**
Victim Category		Enterprise	Y	**X**	**X**	**X**
Record Type		Enterprise	Y	**X**	**X**	

Time Spent		System	Y	X	X	
Value		Enterprise	Y	X	X	X
Track Legal Advocacy Services (composite) 1,2,3						
Volunteer		Site	Y	X	X	
Staff		Site	Y	X	X	
Victim Category		Enterprise	Y	X	X	
Record Type		Enterprise	Y	X	X	
Time Spent		System	Y	X	X	
Value		Enterprise	Y	X	X	
Track Housing Status Bottom of Form						
Value		Enterprise	Y			X
Date Entered		Enterprise				
Date Exited		Enterprise				
Shelter services provided		Enterprise	Y			X
Alternative housing referral made to		Enterprise				

General Efforts (Service Tracking)						
Track In-Direct Services (composite) 1,2,3						
Volunteer		Site	Y	X	X	
Staff		Site	Y	X	X	
Victim Category		Enterprise	Y	X	X	
Primary County		Enterprise	Y	X	X	
Value		Enterprise	Y	X	X	
Time Spent		System	Y	X	X	
Track Referrals (general) (composite) 1,2,3,4,5						
Volunteer		Site	Y			
Staff		Site	Y			
Victim Category		Enterprise	Y			
Referral made during Hotline Call?:		Enterprise				
Primary County		Enterprise	Y			
Value		Enterprise	Y			
Time Spent		System	Y			
Track Community Education and Prevention Services		Enterprise				
Victim Category (v2):		Enterprise	Y	X	X	X

Primary County		Enterprise	Y	X	X	
Staff		Site	Y	X	X	X
Volunteer		Site	Y	X	X	X
Presentation/Event/Activity Name		Enterprise				
Organization Type		Enterprise				
Organizational Name		Enterprise				
Contact Name		Enterprise				
Did presentation identify victims & refer to srvce:		Enterprise	Y			
If applicable, Preventive Education was provided		Enterprise			X	
If Preventive Education provided, age group		Enterprise			X	
Number of Participants		Enterprise			X	
Program is presented to		Enterprise				
Time Spent		System	Y	X		
Value		Enterprise		X	X	X
Track Media Outreach						
Victim Category (v2):		Enterprise	Y	X	X	
Primary County		Enterprise	Y	X	X	
Number distributed		Enterprise		X	X	
Value		Enterprise		X	X	
Track Number of ESQ-LFs Distributed						
Victim Category		Enterprise	Y			
Primary County		Enterprise	Y			
Number: Short-term Counseling		Enterprise	Y			
Number: Legal Advocacy		Enterprise	Y			
Number: Shelter Services		Enterprise	Y			
Value		System	Y			
Track Number of On-line Contacts						
Victim Category		Enterprise	Y		X	
Primary County		Enterprise	Y		X	
Value		System	Y		X	
Track Training Services						
Victim Category (v2):		Enterprise	Y	X	X	
Primary County		Enterprise	Y	X	X	
Staff		Site	Y	X	X	
Volunteer		Site	Y	X	X	
Name of training		Enterprise				

Number Attended		Enterprise		X	X	
Organization Type		Enterprise				
Organizational Name		Enterprise				
Contact Name		Enterprise				
Value		Enterprise		X		

Participant Assessments				**PCADV**	**PCAR**	**VOCA**
Victimization Assessment-Primary Type of Victimization				X	X	X
Victimization Assessment-Secondary Type of Victimization				X	X	
Victimization Assessment-Victim Category				X	X	X
Victimization Assessment-Record Type				X	X	X
Victimization Assessment-Offender1 Relationship to victim				X	X	
Victimization Assessment-Offender2 Relationship to victim				X	X	
Victimization Assessment-Offender3 Relationship to victim					X	
Victimization Assessment-Offender4 Relationship to victim					X	
Victimization Assessment-Offender5 Relationship to victim					X	
Victimization Assessment-If Significant Other, relationship to victim					X	
DPW 652 Form						
Family Victim (Deceased) Form						
Victim's Compensation Assessment						

Surveys				**PCADV**	**PCAR**	**VOCA**
ESQ-LF						
ESQ-SF						
ACQ						

ETO Features				**PCADV**	**PCAR**	**VOCA**
Referral Tracking (from program) - Service Provider/Subtype				X	X	