INSTRUCTIONS FOR USING THE MTFC-A OUTCOMES TEMPLATE
TO CREATE A CUSTOMIZED REPORT FOR YOUR SITE

Basic Editing

- First, save the template to your computer. This will allow you to make and save changes to the document.
- The red text indicates places you will need to add site-specific information. Be sure to replace the red text with information for your site and to change the color from red to black (highlight the red text and under Font options select Automatic as the font color).
- If you make a mistake or something doesn’t work the way you expected, select Undo and try again.

Presenting Your Outcomes

Sample data has been used for the graphs, but you will need to change the data to reflect the outcomes for your site.

- Choose one time period for which data will be presented and be consistent with using the chosen time period for all of the data you present.
- Data should include both successful and unsuccessful cases, in order to accurately represent your outcomes. If you use data generated by INSPIRE, it will include both types of cases for you.
- You can provide additional information by adding outcomes to the bar graphs (see directions below) or adding information within the text boxes. You can also delete outcomes from the template, if they are not of interest to your stakeholders. If you keep the information provided limited to the size of the text boxes in the template, you won’t run into problems with graphs being shifted around or disrupted.

Table: Referral Sources

- This table may be useful if your stakeholders are interested in knowing exactly how many youth their offices referred over some time period. If it is not of interest to your stakeholders or you do not have access to this information, you can delete this table (click on the table to highlight the text box that surrounds it and hit delete). You can then enlarge the pie chart showing referral sources to fill the space.
- If you complete the chart, be sure the numbers add up correctly. For example, the number of CYS referrals in each quarter should equal the 201 Total at the end of the row, and the number of referrals from each source in the first quarter should equal the Quarter Total at the bottom of the column. Double-check your math!

Pie Charts: Referral Sources and Rate of Success

1. Double click on the chart.
2. A small spreadsheet should open. If it does not, right-click inside the chart area and select “Datasheet” from the dropdown menu.
3. Replace the values in the spreadsheet with the appropriate values for your site. Then click the “X” in the top right corner to close the box.
4. Once the spreadsheet is closed, you can also click on the numbers within the pie chart to move or delete them. For example, if you have 0% school referrals, you will see a 0% on the pie chart, which it makes sense to delete. When you click on the number, a box will appear around it as well as the other numbers on the chart. Click the number a second time, so that only the number you wish to delete or move has a box around it, and then click and drag it to a new location or hit delete.

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Bar Graphs: Behavioral Outcomes at Discharge and Behavioral Outcomes 6 Months Post-Discharge

1. Double click on the chart.
2. A small spreadsheet should open. If it does not, right-click inside the chart area and select “Datasheet” from the dropdown menu.
3. Replace the values in the spreadsheet with the appropriate percentages for your site. (To determine the percent of youth living in the community, subtract the percent of youth placed in a more restrictive setting from 100%.) Then click the “X” in the top right corner to close the box. You can also change the outcomes you present by changing the header in the first row of a column or adding a new column. However, as more columns are added, the font will need to be adjusted so that all of the labels appear on your chart. It is recommended to limit the number of outcomes presented on the chart.

Using Quotes and Case Examples

- The last part of the report provides an opportunity to share feedback from participants, referral sources, or even MTFC parents. Be sure to obtain permission to include a quote when necessary and remove any identifying information about the case to protect the family’s right to confidentiality.

QUESTIONS?

Please contact the EPISC at (814) 863-2568 or EPISC@psu.edu for help

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