



User Manual

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Revision Sheet

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1.0 GENERAL INFORMATION

1.1 Mission, Vision, and Goals of YFIRES

Mission	Act as the central repository for the collection, dissemination, and reporting of data and program experiences generated by youth firesetting behaviors.
Our Vision	Serve as a resource for data and information related to youth set fires.
Goal #1	Collect data relevant to youth fire events. Objective: Assist in identifying the national scope of the youth fire problem. Objective: Identify and facilitate communication and expand collaboration with multi-disciplinary database users. Objective: Maintain a user-friendly database to collect data from YFS events from various agencies and organizations.
Goal #2	Provide analysis and reporting on the data collected. Objective: Offer programs to input and receive youth fire data from their respective programs as well as regional and national reports. Objective: Maintain confidentiality and ensure non-identifying information of the youths involved. Objective: Offer analysis and reporting to distribute data collected.
Goal #3	Provide an efficient tool to assist and promote local case management. Objective: Encourage programs to comprehensively case manage youth set fire referrals. Objective: Include a case management tool to increase participation. Objective: Provide the ability to upload past program cases and access reporting from those inputs.
Goal #4	Provide training to support the tools developed and support best practices in data collection and program evaluation. Objective: Offer easy and accessible 24/7 online training modules to assist in initiating the data base experience. Objective: Provide online resource training tools for authorized database users and a dedicated webmaster to assist with technical questions and issues. Objective: Establish and support industry standards in the youth firesetting intervention industry.
Goal #5	Serve as a resource for information and education about youth firesetting behaviors and data collection resources. Objective: Provide analytics addressing the scope of the youth firesetting problem. Objective: Provide statistical data and reports as requested. Objective: Generate data for inclusion in reports, articles, research, studies, etc., for professional organizations and endeavors by the various disciplines supporting youth firesetting intervention.

- Goal #6** **Use the data, knowledge and experience collected on youth firesetting behaviors to support growth in prevention, intervention, research and evaluation.**
- Objective: To support standards within the various disciplines engaged in youth firesetting prevention with project knowledge and experience.
- Objective: To encourage data collection to become standard practice in programs.

1.2 Concepts into Creation of the YFIRES Case Management Database

A methodical, strategic approach was applied throughout the YFIRES development process. Results from three national surveys were incorporated into database development (details below):

- YFS Existing Database Survey included in “Need for Standardized Youth Firesetting Data Collection and Prevention Education: Initial Findings from Two National Pilot Studies”¹
- YFSI Provided by Burn Centers and Partnering Agencies²

Along with this, a comprehensive assessment was conducted with extensive input from a multidisciplinary and multiagency stakeholder group.

It was necessary to overcome the present barrier of no (or very minimal) standardization of terms, definitions, data sets, consistent structure of intervention programs, and a host of other issues to arrive at YFIRES. This wide variety of approaches to data collection and programming was the largest obstacle of the project. (Refer to findings from national surveys below.^{1,2}). To this end, attempts were made to fill these gaps by providing well thought approaches to consolidation of the youth firesetting field, including:

- Incorporation of NFPA Standard 1035 Youth Firesetting Prevention and Intervention - Intervention Specialist/Program Manager components.
- Inclusion of National Fire Academy curriculum for Youth Firesetting Prevention and Intervention..
- Utilization of literature findings from the US Census Bureau and expert Mental/Medical/Public Health researcher input to guide data element selection and construction.

Note: Specific screening/interview and assessment tool data elements were intentionally excluded due to the lack of consensus for which is best for universal use among intervention programs.

YFIRES was assembled with the primary operating theory: When in doubt, inclusion vs. exclusion of data elements that the surveyed programs were using. The finalized database intends to support community risk reduction, standardized data collection/reporting, youth firesetting intervention program management/administration, and outcome evaluation (e.g. Vision 20/20 strategies). The parallel goals of supporting efficiency, minimizing workload, justifying staffing, and budget allocation were also considerations.

National Survey Details and Results

- a. YFS Existing Database Survey¹
 - a. Between 2012-2013, survey emailed to State Fire Marshals and YFSPI programs querying the presence of local/state YFS electronic databases, software, management, costs, and data elements collected
 - b. 91% (n=59/65) responded
 - c. 70% of respondents (n=41/59) had no electronic database (i.e. used paper records), only used NFIRS, and/or used simple spreadsheets
 - d. 36% (n=21/59) provided details on data collected
 - e. Wide variability in number (mean 58, range 13-136) and type of data elements
 - f. Only 1 (<2%) included data dictionary definitions for each field
 - g. Conclusions: Results demonstrate the need for a standardized electronic YFS database. Modeling the NBR/burn registry, it should be tier-leveled to capture a minimal set of de-identified national incident data, with expanded secure fields to meet local multidisciplinary YFS program case management needs.
2. YFSI Provided by Burn Centers and Partnering Agencies²
 - a. In 2009, online survey emailed to all listed in ABA's Directory for Burn Care Facilities in the U.S.
 - b. 57% (n= 64/112) completed the survey, representing participation of 79% of verified burn centers
 - c. 38% report having their own YFSI program and 38% refer youth to fire services
 - d. Type of intervention sessions/programs: 57% individual/one-on-one (13/23); 43% group [26% exclusively group (6/23); 17% combined group/individual (4/23)]
 - e. Number of intervention sessions/programs: 26% multiple (6/23); 39% single (9/23); 35% other
 - f. Multiple program sessions ranged from 1 to 12 weeks
 - g. Conclusions: Many burn units that treat pediatric patients do not have YFSI and rely on external programs operated by fire services. Existing YFSI programs vary greatly in structure and method of delivery...Study results highlight a need for burn centers to collaborate on evaluating effectiveness of YFSI programs and providing consistent intervention materials based on outcomes research.

1. Klas KS, Tammaro P, Porth DW, King MM, Flamm T. Need for standardized youth firesetting data collection and prevention education: initial findings from two national pilot studies. Presented at the 2015 American Burn Association Annual Meeting.

2. Ahms-Klas KS, Wahl WL, Hemmila MR, Wang SC. Do burn centers provide juvenile firesetter intervention? J Burn Care Res 2012;33(2):272-8.

1.3 Potential Users & Participants of YFIRES

Potential users of YFIRES include:

- Non Profits
- Fire Service
- Law Enforcement
- Juvenile Justice
- Fire Investigators
- Mental Health
- Burn Centers
- Social Services
- Community Coalitions for Youth Firesetting Intervention Services

1.4 Terms Of Use

The "Terms Of Use" document is of significant importance. It can be found on the public web site under the "Technical Support/YFIRES Resources" tab. It should be carefully considered before a program begins registration. Among other things, it will describe the purpose of the data system, the privacy policies, hosting and system maintenance issues, and database security. Because YFIRES will contain personal information from many different programs, these issues should be paramount to any participating agency. Consider this document carefully.

1.5 YFIRES Data Access Protocol

Because several levels of users are designed into YFIRES, knowing the capabilities and limitations of each level is important, especially for the Program Admin. The "YFIRES Data Access Protocol" document can be found on the public web site under "Technical Support/YFIRES Resources" tab. It clearly shows the access that each of the four levels allow (Site Admin, Program Admin, Program User, Data Retriever).

1.6 Levels of Users

There are four levels of users within the YFIRES System:

- Site Admin - These are YFIRES Staff, who carry responsibility for managing the system, solving problems, and making corrections. They can be contacted at any time by using the "Contact Us" button on the YFIRES public web site.
- Program Admin - Each program can have only one Program Admin. This is the person who registers the program and serves as the contact for the program. They can assign other participants in their program only (Program Users and Data Retrievers). They carry ultimate responsibility for the safety of the data in the program they create.
- Program User - Program Users are assigned by the Program Admin and allowed to create and work with cases in the system, but their administrative rights to the program

are limited. Program Admin's should carefully vet anyone they approve for their program.

- Data Retriever - Data Retrievers are assigned by the Program Admin and can only view and manage data reports in the system. They have no access to case information other than the national data elements. Program Admin's should carefully vet anyone they approve for their program.

1.7 Data Dictionary

The Data Dictionary is an important document for the YFIRES Data System. It defines all of the data elements, how they are structured, the potential responses, and the definitions to each question (so a common understanding can be maintained among all users).

The Data Dictionary can be found on the YFIRES public web site under the "Technical Support/YFIRES Resources" tab. It is dated so users can be assured they are seeing the most recent version.

The Data Dictionary defines the term "**Youth Firesetting Behavior**" for the purposes of including a case in the system. It is critical that participating programs adhere to this definition in order to ensure all entries by all programs meet the same criteria. This will ensure all information can be understood in a similar way. The definition reads as follows:

Youth (persons age 0 through 17) are eligible for entry into this data system if they have been involved with a firesetting incident, misused fire, or used fire without the supervision or permission of a responsible adult. This includes match or lighter use without the ignition of other items or the ignition of explosive devices (including but not limited to fireworks and chemical/reactive explosive devices).

The remainder of the document shows the data elements within the Registration process and within the data entry process.

1.8 A Two Tiered Data System

YFIRES was established in two different tiers, The National Data Set, and the Local Case Management Data Set. In the Data Dictionary and in the YFIRES Data System, these are easily distinguished by yellow/golden colored boxes.

National Data Set: These data elements were selected because they were found to be most common to programs that were studied during YFIRES development. They can also be reported without creating a path back to the youth for whom the case was created. In other words, they are de-identified from the youth who set the fire, therefore can be collected on a large scale and not breach the confidentiality of a participant in any of the programs using YFIRES.

While there are 20 data elements in the National Data Set, only 17 will be readily seen in the data system itself. Some are created automatically from calendar picks, etc. Below is the full list of data elements in the National Data Set. It can also be found in the Data Dictionary:

1. Age at the Time of Incident
2. Gender
3. Race
4. Grade in School at the Time of the Incident
5. Family Type of Youth
6. Zip Code
7. Primary Caregiver's Highest Level of Education
8. Referral to Program Initiated By
9. Has the Youth Had Previous Firesetting Incidents (If yes - #10, "How Many Times" is activated)
11. Incident Month (auto-populated from the Incident Date)
12. Incident Year (auto-populated from the Incident Date)
13. Incident Day of the Week
14. Incident Time of Day
15. Incident Location
16. Ignition Source
17. First Item Ignited
18. Were There Associates Involved in the Incident
19. Final Disposition of Case
20. Was an incident report entered into the National Fire Incident Reporting System (NFIRS)

NOTE: YFIRES found, and considered many different data systems during the development of YFIRES. However, all were local use only. YFIRES did not find a nationally recognized data set from which to create a system around. YFIRES convened a team of subject matter experts, key national stakeholders, and data collection specialists to arrive at the data elements within YFIRES. What is contained in YFIRES has not been accepted as a national data set, but is the first data set made available at a national level. The only way programs can compare with one another in a meaningful way is to collect the same data in the same way. Therefore, YFIRES encourages anyone not using this system to collect similar data in a similar way in order to facilitate data sharing and comparison.

Local Case Management Data Set: The balance of the two-tier YFIRES data system is intended to provide comprehensive case management support for an intervention program. Programs/Users may utilize all of the available data elements, or may selectively choose those appropriate to their program (i.e. except for the national data elements, none of the data elements in the case management database are mandatory). Opportunities may be available to contribute data from the case management elements to larger research projects at some future date. If you are offered this opportunity, approvals and assurances for data protection will be discussed and provided at that time.

The Local Case Management Data Set has the capacity to safely and securely store all case information, including scanned/PDF/photo documents in the system. It also allows multiple users to be able to access case information (e.g. fire service, law enforcement, mental health, and schools could all make entries on a single youth's case). For users who are registered, tutorial videos are available in the data system to assist in the proper use of the Local Case Management Data Set.

1.9 Mandatory vs Optional Data Elements

YFIRES is a unique system in that it can be used at any level the user wishes. However, for inclusion in the national data collection and comparison component, some rules do apply.

To participate in the national data collection, all of the data elements in the National Data Set must be completed. In fact, a Program Admin cannot "Submit" a case (to the National Data Set) until all of the National Data Set elements are filled in. This design eliminates the problem of incomplete data collection. Not filling out all of the National Data Set does not preclude a program from using YFIRES, it simply excludes them from being a part of the national data sharing for which YFIRES was designed.

While the Case Management Data Set contains over 150 data elements, the user only needs to fill out any single data element in order to use the system and save a case file (for local use only, Users do not need to fill out the National Data Set). This allows each program to "customize" YFIRES for their own program's needs. There is no need to enter data that is not relevant to your local program, simply enter the pertinent data that your program needs or intends to use.

To further customize YFIRES, a "YFIRES Intake Form" has been developed that is a paper version of the content of YFIRES computer version. It could be modified to reflect only the data elements you want your team to collect, and later enter. It is available on the YFIRES public web site under the "Technical Support/YFIRES Resources" tab for easy download.

1.10 Frequently Asked Questions

YFIRES Staff have posted numerous Frequently Asked Questions on the YFIRES web site for both potential users and existing users. Answers to questions may be found there. You can find it under the tab "Technical Support/Frequently Asked Questions."

2.0 DATA SYSTEM INFORMATION

2.1 Technical Requirements for Hardware to Run YFIRES

The technical requirements to operate YFIRES is quite simple. Because it is a cloud-based application, it is only necessary for the user's computer to utilize certain browsers. They include:

- Google Chrome
- Apple Safari
- Microsoft Internet Explorer (10+)
- Microsoft Edge
- Mozilla Firefox

Cookies must be enabled for the site to be fully functional

2.2 System Security

Technical security aspects in place on the YFIRES site to protect the data and users include the following:

- a. The data is encrypted using the Rijndael-256.
- b. Database access is restricted only to appropriate software developers, registered YFIRES users, non-registered single-use users who enter into a separate user agreement, and YFIRES site administrators. For more information on who has database access, please refer to YFIRES Data Access Protocol found on the YFIRES public web site under the "Technical Support/YFIRES Resources" tab.
 - i. National Data and Reports: VSi developers, YFIRES site administrator(s), registered YFIRES Program Managers, and Data Retrievers have access. Registered YFIRES Program Managers and Data Retrievers will have access to the National Data Reports, and by accessing these reports shall agree to abide by the terms and guidelines for data use, handling, and reporting specified in the separate "YFIRES National Data Reports and Request Guidelines Agreement." Non-registered users requesting the National Dataset and Reports are required to follow the single-use "YFIRES National Data Reports and Request Guidelines Agreement" for each data request and to agree to the terms therein before being granted access to any YFIRES data.
 - ii. Local Program Data and Reports: YFIRES Program Managers, Program Users, and Data Retrievers registered for that specific local program, VSi developers, and YFIRES Site Administrator(s) will have access.
- c. Records stored in the YFIRES database are encrypted with the use of a custom, private key. Site On Call only decrypts the data for valid users.
- d. Website files and database records are backed up nightly to VSi's secure backup repository.
- e. Administrative access to server is controlled through two-factor authentication. Users need both a valid, strong password and a physical device to login.
- f. Server is regularly updated and maintained by VSi.

- g. Server is hosted within a secure hosting facility with redundant power, biometric access, and 24/7 security.
- h. VSi's servers are regularly tested against penetration attacks.
- i. You agree that from time to time the Services may be inaccessible for any reason, including, without limitation, the following:
 - i. Maintenance of equipment and software;
 - ii. Malfunction of hosting hardware; and/or
 - iii. Causes beyond the control of VSi that are not foreseeable including, without limitation, telecommunication failure or outage, failure of digital transmission links, and hostile network attacks.
- j. In no event shall YFIRES be liable for any damages of any kind, arising out of or in connection with your use of or inability to use the site, including any failure, delay, or interruption in the service or any failure in securing the data.

This and other related information can be found in the "Terms Of Use" document found on the YFIRES public web page under "Technical Support/YFIRES Resources" tab.

3.0 ENTERING CASES

3.1 Registration Process - User Information Collected

At the time an individual begins program registration, key issues should be kept in mind.

- The person registering a program will become the Program Admin and the person who controls access to the cases in the program. They will also be the primary contact for YFIRES Staff if contact with that program becomes necessary.
- Each program can only have one Program Admin.
- Before beginning the registration process, check all existing programs listed on the "Register" page of the YFIRES public web site to ensure your program is not already listed. If it is, contact the listed Program Admin to participate in the program.

If your program is not listed, begin by viewing the "HOW TO REGISTER" video on the Register page. After that, click on the "Register Now" button to begin the process. You will be presented with a series of boxes to fill out.

- Categorize Your Program - Choose the selection that best represents the character of your program. This is important because it will allow you to later compare your data with programs of a like type design.
- Population Area Served By Your Program - Choose the selection that best indicates the population of your service area. This may be different than the population of your agency's service area, or the population of your city. This too will allow your program to later compare with programs serving like-sized areas.
- Program Name - Care should be used to choose the name that best represents your program. It should include a community name or some kind of community identifier. Along with your program registration, your listing will also show up under the "Find-A-

Program for Caregivers" tab of the YFIRES public web site. When civilians are looking for a program, they will be shown a list sorted by State, then City, then Program Name, then Program Admin Name, then Phone Number. The registrant should strive to be as clear as possible when filling in this blank.

- Address/City/State/Zip - These should represent the business location of the program and may be used for YFIRES mailings.
- Phone Number - This should be the best contact number for the Program Admin and will show up on the YFIRES public web site for use by anyone looking to contact your program.
- Website URL - This will provide a hyperlink directly to your program or agency web site and will be displayed on the YFIRES public web site. Use caution to ensure the spelling is correct. Make the link to the part of your web site most specific to youth firesetting. Directing people to the home page of a large, complex web site may make it difficult to find the specific information relative to youth firesetting.
- Program Administrator Contact First Name - Enter the first name of the person who will be the Program Admin. Avoid titles or ranks.
- Program Administrator Contact Last Name - Enter the last name of the person who will be the Program Admin.
- Program Administrator Contact Phone Number - if it is the same as the phone number for the program entered above, check the box "same as above." Otherwise, enter the phone number.
- Program Administrator E-Mail - This is one of the most important boxes. The e-mail you enter becomes the Program Admin's user name for the program. Be sure the e-mail address is correctly entered or your registration will fail. Also, you may need to work with your internet provider or technician to ensure YFIRES e-mails can be received by your system.
- Before completing registration, you will have to agree to the "Terms Of Use" described in Section 1.3 of this manual.

After completing the registration process, YFIRES Staff will need to approve the request, which will prompt an automated e-mail to the address you provided. You will need to follow the instructions in that e-mail to complete your registration.

If at any time you forget your password, you can re-set it yourself by going to the "Log In" button on the home page of the YFIRES web site, clicking it, then enter your Username (the e-mail address you registered with) and click on "Forgot Password?". A new, automated e-mail will be sent to you so you can complete the process.

3.2 System Log In (after being registered as an Admin, User, or Retriever

To enter a new case or access an existing case, begin by logging in. The Log In portal can be accessed from the YFIRES web site by clicking on the "Log In" button or after landing on the Log In page, create a bookmark in your browser to expedite future access.

NOTE - to maintain appropriate system security, passwords should not be saved, but rather typed in each time you log into the system.

3.3 Training Tutorial Videos

As a registered system user, you will have access to training tutorial videos to help introduce you to the process of entering a case. It is highly recommended you view these videos prior to beginning. If you prefer to read the instructions, the script from the training tutorial videos can be found in Section 4.0 of this user manual.

3.4 YFIRES Intake Report Form

Data can be input directly into a new case file as it is gathered (by phone or directly from clients). However, if information may be collected in advance and YFIRES Data System access is not available, users may want to use the "YFIRES Intake Report Form." This document is essentially a paper version of the data system and will organize gathered data so it can be easily input into YFIRES at a later time.

Find the YFIRES Intake Report Form on the YFIRES web site under the "Technical Support/YFIRES Resources" tab.

3.5 Manage Cases Screen

To enter a case or access an existing case, click on the "Manage Cases" icon on the YFIRES Dashboard. At the top of the page, you will find four tabs. They are:

- **Active Cases** - These cases are those that have been started, but no conclusion has yet been assigned. These will be shown based on the date they were created, with the most recent at the top.
- **Flagged Cases** - These are Active Cases OR Finalized Cases, but placed under this tab when the "Flag Case For Temporary Prioritization" box is checked at the top of the "Youth" tab in the case file. This can be used in any way the user wishes. It might be used to indicate which cases are of a high priority, are assigned to another interventionist, or other use. To remove the case from the "Flagged" cases tab, simply remove the check from the box and it will return to the "Active" cases or "Finalized" cases tab.
- **Finalized Cases** - A case will be placed under this tab when the "Close Out Date" box is filled out. This box is under the "Communication" tab of the case file and stands out with shading in **BLUE**. This would indicate the date on which the intervention services are complete. This might indicate completed work by a Program User, alerting the Program Admin that the case is ready for review and submission to the national data set. If

necessary, the case can be closed out, yet still be manually placed in the "Active" tab by using the menu options in "Close Out Options" located in the **BLUE** shaded box next to "Close Out Date."

- **Submitted Case** - Cases listed under this tab have been submitted to the National Data Set. This occurs when the "Save and Submit" button is clicked, under the "Submit" tab. **NOTE** - Once a case is "Submitted," the Gold colored data elements can no longer be changed. Also, the Program Admin will be the only person in the program with the ability to edit the case. If a Program User managed the case, they will only be able to view the case once it is "Submitted." Be sure to make this your last step, only after all work has been completed on the case.

These tabs have been placed in the relative order in which the case should flow. A case is Active, perhaps Flagged for special attention, before being Finalized by the program, which should be prior to being Submitted to the national data set (which limits local access to the case and locks in the 20 national data elements).

3.51 New Cases VS Repeat Cases Or Continuation Cases

When a youth comes to the attention of the program, and meets the definition of as an eligible case, the "Add Case" button in the Manage Cases tab can be clicked to open a new case file. It will be assigned a number corresponding with the Program ID, the year of entry, month of entry, and the chronological number of cases within that month (example 016-2016-08-0009 - program 016, year 2016, month August, ninth case entered in August). This designation will remain with the program and will help with annual or monthly counts of cases by a program.

There will be times when a youth re-offends and may again come to the attention of the program. Each program will need to determine what constitutes a repeated behavior or a continuation of the prior case. YFIRES offers the following guidelines:

- **New Case** - The first time a case is recognized by the program and a case file is created.
- **Repeat Case** - A firesetting incident brought to the attention of a program set by a youth who has a prior record in the system that has been "Finalized" by the program (see section 3.5 Finalized Cases). As an example, if the case has been finalized, the new case with a youth who is already in the system would be entered as if it were a brand new case. Within the case file, should be noted that a prior case exists, perhaps referencing it by case number and/or name and date.
- **Continuation Case** - A firesetting incident brought to the attention of a program set by a youth who has a prior record in the system that has not been "Finalized" by the program (see section 3.5 Finalized Cases). As an example, if the case has not been finalized, the steps to add information would be entered into the existing case file, showing a continuation of the firesetting and intervention activity that has already occurred within the existing case file.

This determination can be an important element in determining repeat behavior, or recidivism rates. While the program offers an opportunity to measure recidivism in the "Evaluation & Follow Up" tab, this can and should mirror that effort.

3.52 Deleting Cases

YFIRES has been designed to prevent an individual from destroying case information. To this end, only YFIRES Site Admins have authority to delete a case from a program. If a case were to need deletion, the Program Admin should contact YFIRES directly to arrange for the deletion.

3.53 Attaching And Retrieving Documents (with a case file)

YFIRES allows users to attach documents to a case file for secure storage and easy retrieval. This can help a program become completely paperless, if they choose.

- **Attaching Documents** - To attach a document to a case (PDF, scanned image, etc.), click on the button that shows up at the bottom of each case tab titled "Store Case Documents." Click on the "Upload" button in the top, left corner of the window. Select "Local Machine." Choose the file and "open" it to the YFIRES System. The document will now show up in the window.
- **Retrieving Documents** - To remove or open a document from storage, open the case in question and click on the "Store Case Documents" button. Click on the document you wish to open/download. Once highlighted, a "Manage" button will appear. Click on it and view the choices. It can be removed (deleted) or downloaded. When downloaded, it will remain in the case, but a copy will be placed according to the user direction, on the users computer. *****NOTE*** A potentially confidential document has now been placed outside of the security of the case file and must be cared for properly to maintain confidentiality.**

3.6 Data Reporting

Data Reporting can be found on the Dashboard screen. This allows users various options for graphic and numerical reporting of select data elements from the system. The information can be printed in PDF format or even downloaded as a CSV file for analysis outside of the YFIRES Data System itself.

A Frequently Asked Questions document related specifically to reporting can be found on the YFIRES web site under the tab "Data & Research Findings for Professionals/YFIRES Reports and Findings."

3.7 User Administration

Program Admins can add additional people to their specific program. From the "User Administration" screen, click on the "Add User" button and fill in the necessary information. They will need to be assigned a user level (see section 1.6 Levels Of Users and section 1.5 YFIRES Data Access Protocol). Once the Program Admin adds the new user, the person will receive an automated e-mail from YFIRES prompting them to complete their registration.

Program Admins should also be vigilant about removing Program Users or Data Retrievers who are no longer involved in the program. Until removed, their access credentials will remain in effect.

NOTE - The Program Admin must understand the confidentiality implications for persons approved to work within their program. This is strictly a program decision by the Program Admin and YFIRES carries no responsibility for the persons approved for access by the Program Admin.

4.0 TRAINING TUTORIAL SCRIPTS

These are the scripts that were used to create the video Training Tutorials found in the YFIRES data system.

4.1 How to Register (this video is found on the YFIRES web site under the "Register" tab).

Hello, my name is Brent Smith, Executive Team member of the YFIRES project. On behalf of The International Association of Fire Fighters and our YFIRES Executive Team, I want to welcome you to our YFIRES training tutorials. This video will walk you through how to register your program. Once you register, verify your registration through email, and log in for the first time, you will find all of our tutorials on your dashboard under "Training Tutorials." Now let's get you registered. On the first page when you click "register," will be a page to search for your program. Please make a selection from the "Filter by" box. Filtering by state may be easiest. If your department or organization is listed, please contact the program administrator that is listed to request that they add you as a user to be able to input cases.

If your department is NOT listed, click on the "Register Now" button and fill out the required information to set your department up as a user. Be sure to check the "I agree to terms of use" box. You will then receive an email with information and instructions for completing your registration process. When you choose your new password it needs to be at least 8 characters long, use upper and lower case with at least 1 numeric character.

Your registration request will be sent to the Super Administrator of our site, who will either give you access within a couple days, email you with instructions of whom to contact to be added as a user, or deny the request. Either of these scenarios will be accompanied by instructions on how to proceed.

Once you have completed the process and you log in for the first time at www.yfires.com under the log in tab at the top, you will be taken into your user dashboard. Please refer to the training tutorial videos that will walk you through how to use the database to its fullest potential.

If you are the first person registered for your program, you will be listed as the Program Administrator. Anyone else from your organization that wants to use the database to input cases will need your approval. So if someone contacts you or you want to add a user for inputting cases, you will select the “Manage Users” icon and get this screen. You will click “Add User” in the upper right corner.

You will add this person's information and make them a “Program User.” They will then get an email showing you have added them as a user with instructions on how to complete their registration process. They will then log in, and their dashboard will be just a bit different. They will only have access to the “manage cases” & “training tutorials” icons.

You will notice that you can follow the same instructions above to add a “Data Retriever” as well.

The data retriever tag will give someone of your choosing (such as your fire chief, your public information officer, or hospital administrative staff) access to pull reports only from the local data that your program has input. Please see tutorial on “Data Retrievers” for more information.

4.2 Adding a Case - Youth Tab

So you are now ready to add your first case. Starting from your dashboard you will click the “manage cases” icon. In the next screen if you have input cases before, you will be able to see those cases. Now select the “Add Case” button. You will now begin inputting your data from your youth fire case. First a couple of very important things to consider: We HIGHLY encourage you to input any and all data possible for your cases. The benefits for using this site are the following:

1. You can use this site to purely input the 17 required fields that will be uploaded to YFIRES to help us define the scope of the youth fire problem nationally.
2. You can input the 17 required fields and then pick and choose the data elements you want to use or not use for your internal purposes. For example you may decide that you want to fill out the 17 required fields, then for your records only fill out the name, address and phone number of the family.
3. We hope you will want to get the maximum benefit from this site in filling out all data fields for every case which will allow you to do case management reports, track communications and replace the old way of tracking your cases via an excel spreadsheet

The only fields that are “REQUIRED” to be able to submit the cases are the 17 national data elements which you will see highlighted in gold. If you choose to only input the

national data, it will be useful and will help us at the national level in identifying the true scope of the youth fire problem.

However, if you choose to only input the 17 required fields, you will NOT be able to do any case management for your local program. The biggest benefit for you as a program interviewer is to use this system as your total case management tool.

This will allow you to save all cases electronically with no paper trail. This also allows you to then pull reports that will assist you in things like pulling data for local research, supply data and graphs for your annual report, and most importantly assist you and your program administrators in showing a need for funding as well as identifying specific areas in your community that may need additional public education services to cut down or eliminate youth-set fires in that area.

Now, let's begin to input your first case. You may choose to watch this video in one frame and input data as we go along in another frame.

It is extremely helpful in pulling future reports from your system to mark something for every box and tab. You will notice "Unknown" is an option in most fields, and we ask that you select that field instead of leaving fields blank.

Once these fields are filled in, you will notice three options at the bottom of the page. If you want to continue to the next tab select save and continue. The data that you input will be saved moving forward. If you save and close, data is saved and you can come back and finish input later. However, if you choose cancel, you will exit the input screens and lose the data that was input.

If you try to go to another tab without saving the data on the current page, you will get the following error... If you choose "continue and do not save" you will lose the data in that current tab.

If you choose cancel and return to the form, it will allow you to go to the bottom and save before moving to the next tab.

4.3 Adding A Case - Caregiver Tab

You will begin to notice the gold highlighted fields also marked by an asterisk. These are the 17 national data elements that require data in order to submit to the YFIRES national database. Remember that these and ONLY these elements will be uploaded to the national system.

There is also a very helpful feature in each tab called "Tool Tips." The tool tip icon is here...If you are unsure what to place in a box, simply hover over the tool tip feature and an explanation of that field will be presented.

To add a child in the household, simply select "Add Child." This box will appear and allow you to fill in the information for that child being added.

This is an optional section to add information about other children in the home. If the other child is also involved in the firesetting behavior, please create a new case in that child's name.

4.4 Adding A Case - Referral Agency/Source Tab

In this tab you will notice the calendars that auto-populate for ease of choosing dates. Notice the box that says "Confidentiality Disclosure or Release Form Was Signed by the Youth's Caregiver." This is a great way to track if you had the parent sign a waiver at the beginning of your interview.

The text boxes in this tab and following tabs are for you to put additional information in that may not fit into the check boxes. Use these to your benefit. These notes are not seen by others and they allow you to be detailed in order to assist you in recalling the case in the future.

4.5 Adding A Case - Health History/Youth Info Tab

In this tab you will find some check boxes. You will check all that apply and note that if you select "other" that a text box will appear to allow you to type in your phrase.

PLEASE NOTE: It is extremely helpful in pulling future reports from your system to mark something for every box and tab. You will notice "Unknown" is an option and we ask that you select that field instead of leaving a field blank.

You will also notice that based on your answers to some fields, additional fields or text boxes may appear asking for additional information.

At the bottom of this tab is the "Incidents" section. This is where you can "Add Firesetting Incident." In this field you can select the date of an incident, and supply an internal case number if you wish. ***The default will be [Program ID-YYYY-MM-Sequential 4-Digit Number]***

The Program Identification Number is your program's own unique identifier number that the system assigns to your program when you first register and this is done automatically. The year of when the case is input into the system will be automatically attached as part of the case number as well as the month the case was input (Not the date of the fire incident). Then a sequential 4 digit number signifying the number of cases for your program in that year.

So for example, if I put a case into the system on 3/5/2015, the default case number that will be applied for me will be my program number (and let's say that was 70). So 70; then the year 2015; the month of input: 03; and the number of cases in my program for this year, which is 0001.

Then a text box gives me the ability to put in the nitty gritty details of that fire incident.

You would then follow the same steps again to add each fire incident that the youth describes to you.

4.6 Adding A Case - Incident Tab

In this tab you will continue as you have for the past few tabs. You will be asked: "Were there Associates Involved in the Incident?" If you choose yes you will be able to "Add Associate."

The final important piece of this tab is the last question that asks, "Was an incident report entered into the National Fire Incident Reporting System (NFIRS)?" This helps us see how many of the cases reported into this system are also in NFIRS. This database was not developed to replace NFIRS reporting when it comes to child-set fires. It was created to supplement NFIRS and do a better job of defining the true scope of the national youth fire problem.

4.7 Adding A Case - Interventions Tab

This tab allows you to input details of the intervention you choose for each case. The more detailed you are in your narrative box the better it will help you recall the information if needed in the future.

It also reminds you what you assigned to be done by the youth.

You can also add information and dates for any classes that are scheduled for the youth along with putting in the final disposition of your case.

4.8 Adding A Case - Evaluation and Follow-Up Tab

This tab helps you track your final evaluation and follow up communications with the family. Not many programs track the follow ups and this maybe an important piece to be able to prove the program is working over time with follow up information after the youth completes the program.

The box at the bottom that says "Are Smoke Alarms in the Home Working, and in all Required Locations at the Time of the Follow-Up Communication?" This helps us as fire prevention professionals to be thorough in our follow up and be sure that these families are adequately protected in their homes. This is an important evaluation measure to show if the caregivers have changed their behavior after our interventions.

4.9 Adding A Case - Communication Tab

The "Communications" tab tracks any and all communication, which helps show things like multiple attempts at contacting a family, leaving voicemails with no return calls, etc.

This tab also allows you to mark a close out date for the case, ending all communication and follow ups.

4.10 Adding A Case - Submit Tab

Congratulations you made it! Now let's see if you have missed anything before the 17 required data elements go national.

When you hit "Submit" the following will be asked: Are you sure you want to submit? If you select yes, you will not be able to edit any of the 17 required National Data Elements. You will however be able to still manage all local case data.

If you have missed any of the 17 required data elements, you will see a list of "RED" items you missed at the top of the page.

We make it easy for you to get directly to those elements by allowing you to click directly on the red links. They take you to the box in the tab that needs to be filled in, even if a field needed to be marked as an "unknown."

Once all required fields are entered and you hit submit again and say yes that you want to upload and lock out the national data elements, those elements will now be grayed out and not changeable.

All other fields that you will use for case management will be editable. If you need to edit any of the 17 required elements, you need to fill out a "contact us" form with the details of the case and what needs to be changed, and the Super Administrator can change them if needed.

That's it! You've reached the end of our training tutorials. Remember to use the tool tips, be sure at a minimum that the highlighted required fields are filled out and come back to the cases to make changes at any time.

On behalf of the IAFF and the YFIRES Executive Team, I want to thank you for your dedication to the education of our nation's children. We hope this tool will assist you in making your programs better in the future.