

## FREQUENTLY ASKED QUESTIONS ABOUT YFIRES REPORTING SYSTEM

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*\* Key documents relative to many questions are the "Terms of Use" and the "YFIRES Data Access Protocol." These can be found on the YFIRES website under the "Technical Support" tab, then under "Resources."*

#### **1. How do I access and utilize the pre-existing ("canned") data reports?**

Sign on to YFIRES. From your Dashboard, click on "Data Reporting National" or "Data Reporting Local" (located under the Data & User Management header). Select the "Report Type," "Reports to View," "Start Date," and "End Date" (and FEMA Region for National Reports). Click on the "Update" button to then view the reports.

#### **2. Why do I get the error message "There is no data available for your current report option selections"?**

There is no data available with the report options (filtering) that you selected. Change the report type, start/end dates, and/or reports to view (i.e., eliminate some of the filters that you added; expand the range of reports and dates in order to include more data). Then click on the "Update" button to view the new reports.

#### **3. What is the difference between the National Database Reports and Local Case Management Database Reports?**

YFIRES is a two-tier level database that is modeled after other major national databases. It contains two levels of data: 1) National has a minimal set of de-identified data; 2) Local Program Case Management has an expanded number of secure data fields that include youth- and case-specific information. Hence, the National Reports only include the compiled de-identified national data; and the Local Reports contain local case management data that is only viewable/accessible by that specific program's registered users. Please refer to the "Terms of Use" for more details.

#### **4. Will other programs be able to see my program's data and/or download reports on it?**

No. Only the 20 de-identified National Reporting data elements will be viewable/downloadable in a compiled format (i.e., the data of all programs who have uploaded national data is

combined together). Other programs cannot access or see your specific “Local Reporting” program data. Refer to the “YFIRES Data Access Protocol” document.

#### **5. How do I know which user level can see which specific data and reports?**

The specific levels of access for the YFIRES Site Administrator and the three YFIRES User Levels (Program Administrator, Program User, and Data Retriever) are shown in detail in the “YFIRES Data Access Protocol” document. CRUD is a software acronym for “Create – Read – Update – Delete” to indicate the functions and access that database users have. More details are also included in the “Terms of Use.”

#### **6. How were the specific data elements included in the YFIRES local case management database selected?**

A large group of multidisciplinary stakeholders from across the U.S. (see "About YFIRES tab, then under "Contributing Partners to Development" on the YFIRES web site) utilized an intensive strategic process to select the data elements included in YFIRES. To learn more about this multi-step process, see the document “Concepts into Data Element Creation” located under the "Technical Support" tab, under "Resources" on the YFIRES web site.

#### **7. Under the National Reports, why is the FEMA Region drop-down list filter not working?**

FEMA regions with fewer than 500 cases will not display in the reports or filters. If a selected FEMA Region is not available for a particular date range, the reports will default to All FEMA Regions. Once a region collects 500 cases, the reporting will be available. If you need information prior to that benchmark, contact YFIRES using the "Contact Us" button on the home page of the YFIRES web site.

#### **8. What are the reports “Start Date” and “End Date” based upon?**

The date filters for both the National and Local Reports are based on record creation date, i.e., the date that a case/record was created in YFIRES.

#### **9. Why wasn’t the firesetting incident date used for the date filters to create reports?**

The record creation date is the only reliable date-related data field in the database. Unfortunately the exact incident date is often not known, and therefore not reported. Hence, the record creation date was consciously selected as the date filter in the Reports in order to minimize the amount of missing data.

**10. Which specific data elements (database fields) do the “Incident Date by Month” and “Incident Date by Year” reports display, i.e., where is the data for this report pulled from? Why aren’t there any “unknown” data displaying?**

This report uses the firesetting incident month and year (if they have been entered). Otherwise, if the incident month/year is not completed (filled out) it uses the case record creation date month/year. Hence, there will not be any unknowns shown in the reports.

**11. Why aren’t the “Incident Date by Month” and “Incident Date by Year” reports displaying data by the calendar year?**

The default report view displays one year of data from the current full month; in other words, a rolling 1-year period of data is shown. For example, if the report is viewed on May 2<sup>nd</sup> the user will see the report graph from April 1<sup>st</sup> (of the current year) – March 31<sup>st</sup> (of the next year).

**12. I’m having difficulty seeing data in the zip code maps due to the overlapping “bubbles.” How can I eliminate them?**

Users can choose to toggle between displaying the bubbles and not displaying the bubbles by clicking on “Count by ZIP3” next to the blue bubble icon at the bottom of the map. Even when the bubbles are displayed, users can also hover over each zip code to see the count for that zip code.

**13. The time ranges for the “Incident Time of Day” report overlap. If an incident occurs on one of the beginning or ending range times, how do I know where it is included in the report?**

The time ranges are displayed in the report as:

Report range 5 a.m. – 9 a.m. = incidents between 5:00 a.m. - 8:59 a.m.

Report range 9 a.m. – 3 p.m. = incidents between 9:00 a.m. – 2:59 p.m.

Report range 3 p.m. – 7 p.m. = incidents between 3:00 p.m. – 6:59 p.m.

Etc.

**14. What if the data I'm interested in doesn't appear in one of the provided reports?**

Under the “Report Type” dropdown list, you can select “Download as CSV.” This will provide you with a .csv spreadsheet file of all of the data elements so that you can do your own data analysis and reporting.

**15. I am confused by the stacked bar graphs being used for several date-related reports displayed in the “report type year-by-year” mode (i.e., Referral Date by Month, Referral Date by Year, Incident Date by Month, and Incident Date by Year). How do I interpret this?**

It shows comparison dates of when the case was submitted and firesetting incident dates. YFIRES is currently trialing this style of report display, and awaiting feedback from users.

**16. Where is the Local Reporting “Smoke Alarms Installed and Working” report pulled from? I noticed that the question/data element is repeated in the Incident and Evaluation tabs of the database.**

This report displays the data entered the Interventions Tab “Are Smoke Alarms Working and in all Required Locations at the Time the Youth Incident Occurred?” This element was designed to help programs understand whether the caregivers changed their behavior by providing working smoke alarms in the home (if they were not present in the initial question). It can also serve as a measure of working smoke alarms in the community.

**17. Why do the drop-down options under “Select Reports to View,” the report names, and the labels in the data report tables appear in the order that they do vs. alphabetically?**

They are in the order in which they appear in the tabs and drop-down options throughout the YFIRES database. In other words, they match or coincide with how they appear in the online database form/tabs and data entry.