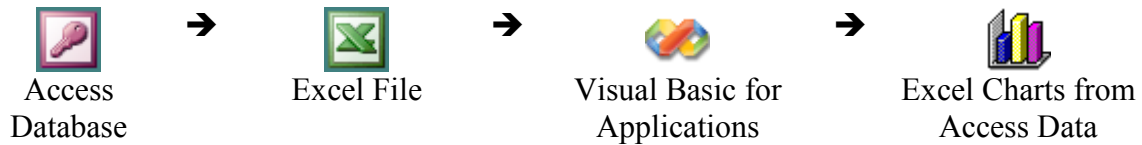


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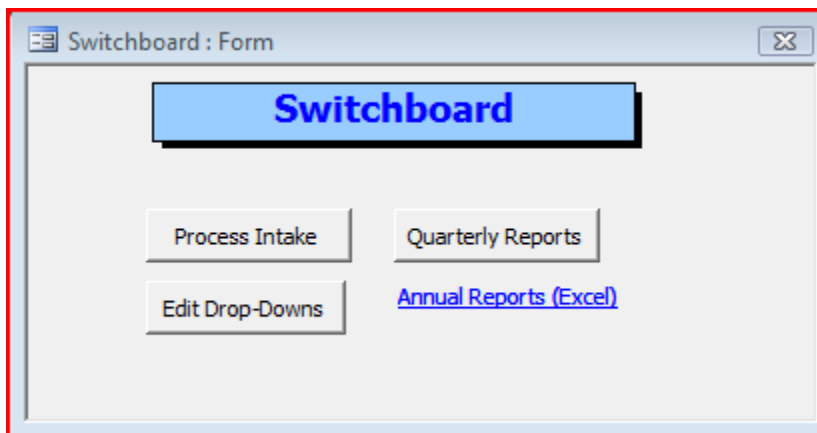
## YAP Voice – Data Entry to Annual Reports



I wrote an Access database with forms used to capture data by Youth Advocacy Project to track young people entering or discharge from the program. The client wanted to use the data entered in annual reports. I created a special Excel file that used Visual Basic to read the information in Access and create on-the-fly charts for use in the annual report.

This project was designed for ease of use by data entry clerks, with a password-protected administrative section for editing any drop-down sections in the Access application. This project, once completed, was easy to use and maintain by the client.

Access Database: this consists of three forms: Intake/Discharge, Quarterly Reports and an Admin section for editing the drop-downs on the form system. These functions are provided by this main form:



### Process Intake

Enter initial data on client coming into program. This is a two-part form that allows the user to enter discharge information as needed.

### Quarterly Reports

Canned reports by intake or discharge based on the date of action defined in quarters.

### Edit Drop-Downs

An administrative screen (password-protected) that allows the user to add or delete all information displayed in drop-down menus in the main forms.

### [Annual Reports \(Excel\)](#)

Opens the Excel file that contains all charts built from Access data.

# Process Intake

**IntakeForm : Form**

## DATA ENTRY SUMMARY FORM – Part I

Discharge Client    New Record    Delete Record    Find a Client:     Refresh

Name: MICHAEL [REDACTED]

---

IntakeID:

Advocate Program:

Entry Date:     Referral Source:

Client File Number:

Name: MICHAEL [REDACTED]

Age:     Gender:     Client Ethnicity:

---

**Intake Information**

**Residency Information**

Primary Residence:

Lives with:

LIVES WITH MOTHER, GRANDMOTHER, SISTERS AND FIANCE

**Education Information**

Grade Attending:

Attendance:

School Performance:

School:

**Referral Source**

Client Referral Source:

FBSS Only:

Factors at Intake:

---

**If Juvenile or Adult Justice Referral:**

Record:  of 800

Intake Form – Each new entry will display in the “Find a Client” drop-down. Additional buttons allow the user to delete an entire entry. Clicking of “Discharge Client” moves the data to the Discharge Form.

# Process Discharge

DischargeForm : Form

## DATA ENTRY SUMMARY FORM – Part I I

[Intake Form](#)

Name: MICHAEL [REDACTED]

---

Discharge Date:  [Delete Record](#)

### Education Information

Grade Attending:

Attendance:

School Performance:

Promoted To Next Grade:

### Legal Status:

Was the Client rearrested during the term of service?

### Court Ordered Conditions: Status Report

Community Service Restitution:   hours completed.

Monitary Restitution:  \$:  paid to the court system.

Anger Management:

Substance Abuse Counseling:

Individual Counseling:

Family Counseling:

Sex Offender Counseling:

Lifeskills:

Other:

### Community Linkages at Discharge:

Social:

1)

2)

3)

Professional:

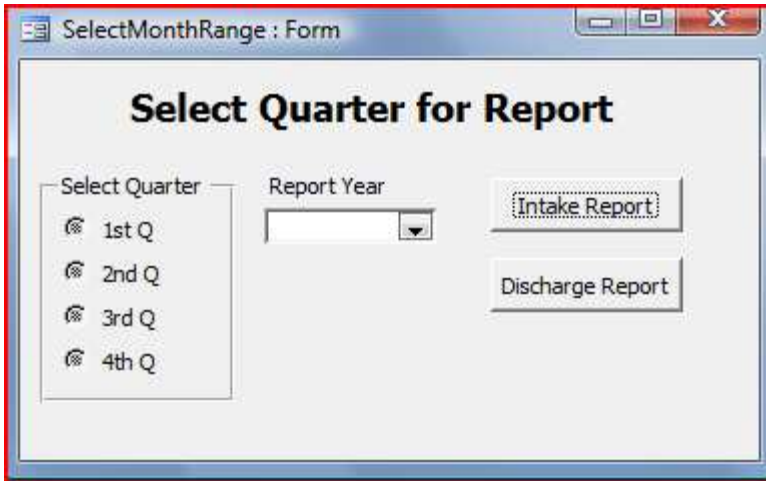
1)

2)

3)

Record:      of 1 (Filtered)

## Quarterly Reports



The screenshot shows a web browser window with the title "SelectMonthRange : Form". The main content area is titled "Select Quarter for Report". It contains three main sections: a "Select Quarter" section with four radio button options (1st Q, 2nd Q, 3rd Q, 4th Q), a "Report Year" section with a text input field and a dropdown arrow, and two buttons labeled "Intake Report" and "Discharge Report".

Select a year, quarter and option for Discharge or Intake report.

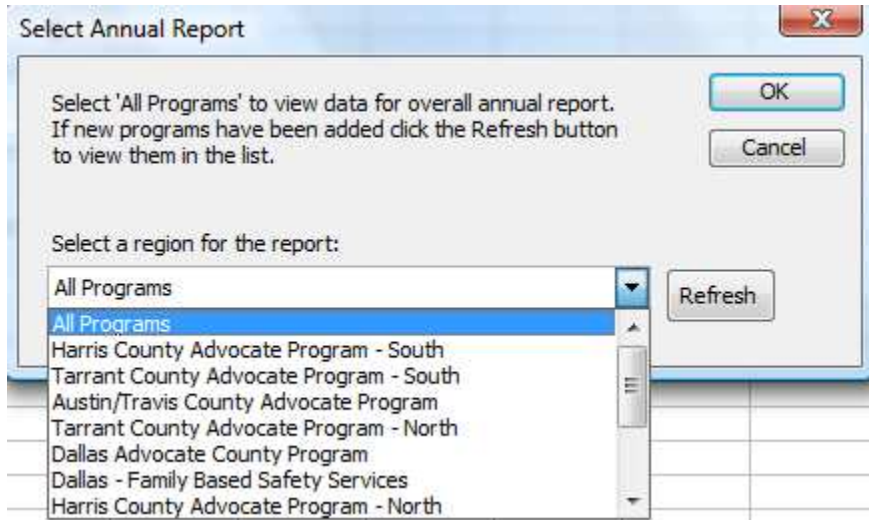
## Edit Drop-Downs

The screenshot shows a software window titled "AdministrateDB : Form". Inside the window, there is a section titled "Select Table to Edit" with a dropdown menu. The dropdown menu is open, showing a list of tables: "Advocate Program", "Ethnicity", "Primary Residence", "Lives With", "School Attendance", "School Performance", "School Type", and "Client Referral Source". The "Lives With" table is currently selected. To the right of the dropdown menu, there is a "Program" dropdown menu. Below the "Program" dropdown menu, there are three radio button options: "Private", "Public", and "Special Education". Below these radio buttons, there is a "\*" symbol. At the bottom of the window, there is a record navigation bar that says "Record: 1 of 6".

A password is required to access this screen. All drop-down sections on Intake/Discharge forms can be edited.

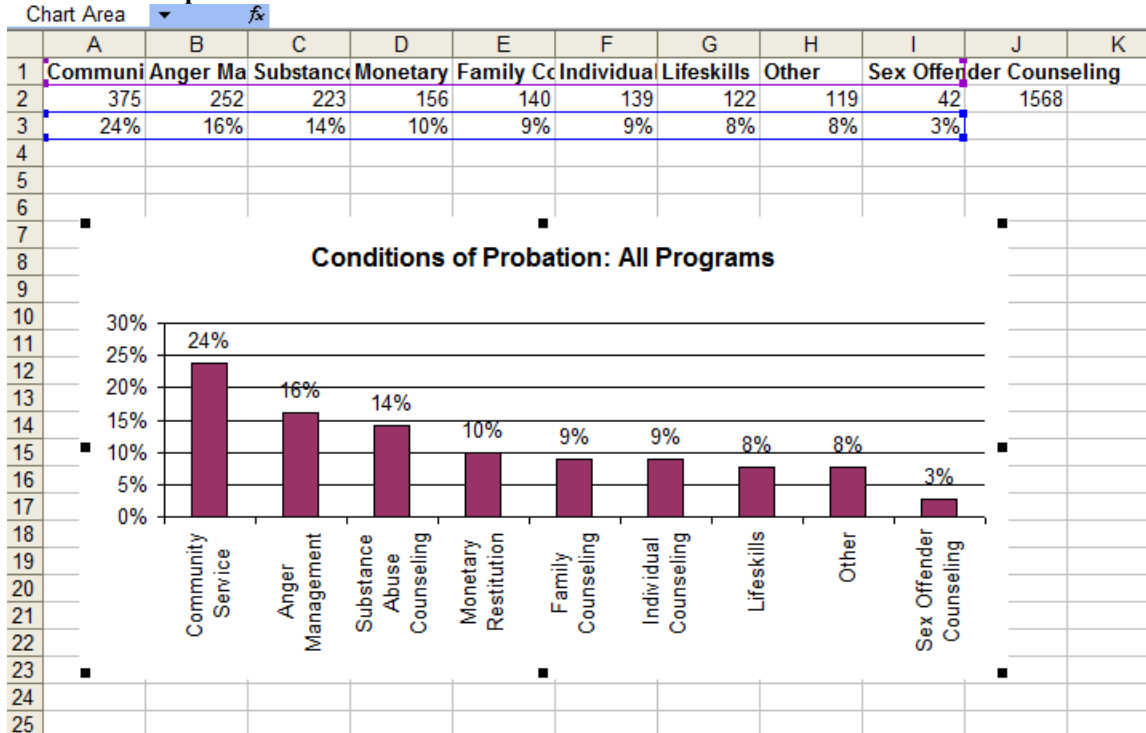
[Annual Reports \(Excel\)](#)

Visual Basic in Excel reads the YAP locations available for charting from the database:



Select the region for charting and click OK. The system pulls all data from Access and auto-draws charts for the measures desired, including sorting and desired labels:

**Sorted Bar Graph**



**Pie Chart**

Chart Area fx

