CHAPIN HALL — The Center for State Child Welfare Data

california child welfare indicators project

UNIVERSITY OF LOUISVILLE.

Fundamentals in Evidence-Based Decision-Making

How to download data

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The Center for State Child Welfare Data
Chapin Hall at the University of Chicago

UC DAVIS EXTENSION
CENTER for HUMAN SERVICES

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How to download the spell file from the FCDA Web tool:
ENTRY COHORT

1. Log into the FCDA web tool at https://fcda.chapinhall.org.

2. Select **All Spells** in the left hand menu bar.

3. Leave the dropdown boxes set to their defaults.

4. Scroll to the **Sample selection** section. Under **Entry cohort**, enter the start dates for the spells you want to capture. For example, if you want to work with all spells that began between CY2010 and CY2014, enter **From:** 01-01-2010 **To:** 12-31-2014.

Sample selection

Entry cohort ⓘ
(Earliest valid entry cohort year for TN is 2000)
Show child spells that started between:
From: MM-DD-YYYY
To: MM-DD-YYYY

Point in time ⓘ
(Earliest valid PIT year for TN is 2000)
Show child spells that were active on:
Date: MM-DD-YYYY
Most recent database update 06-30-2015

Find your censor date here.

Continued →

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5. Scroll to the **Define output** section.

6. The list of variables available to you "inside the box" is listed here:

7. Either select **All** the variables in the box or hold down **Ctrl** (Windows) or **Command** (Mac OS) to select multiple variables.

   * Note that **Child ID**, **Date of Birth**, and **Date Child Turns 21** are child-identifying information.

9. Click **Download Data.** A comma separated file (.csv) will open up in Excel. Save this file as an Excel Workbook in order to maximize functionality in Excel.

   * **Tip:** Download all the variables (possibly with the exception of the child-identifying data). This will give you flexibility as one line of inquiry spawns the next.

Define output
Population Nickname
(30 characters max)

List records
Choose columns to return for selected spells.
(multiple selections allowed)

All
Child ID
State
County
Level of Urbanicity
Gender

List records   Download Data

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How to download the spell file from the FCDA Web tool:
EXIT COHORT

REMEMBER: Make sure your analytic population matches your research question. Exit cohort analyses are generally not good measures of speed, likelihood, typical performance, or change over time UNLESS the exit cohort is the appropriate risk set (i.e., questions about the likelihood of re-entry post discharge).

1. Log into the FCDA web tool at https://fcda.chapinhall.org.

2. Select **All Spells** in the left hand menu bar.

3. Leave the dropdown boxes set to their defaults.

4. Make sure **Discharges** is selected in the menu bar. Scroll to the **Discharges** section. Under **Exit date**, enter the exits dates for the spells you want to capture. For example, if you want to work with all spells that ended between CY2010 and CY2014, enter **From:** 01-01-2010 **To:** 12-31-2014.

All spells
Search by:
Spell number
Movement history
Discharges
Re-entry

Exit date
From: MM-DD-YYYY
To: MM-DD-YYYY

Point in time
(Earliest valid PIT year for TN is 2000)
Show child spells that were active on:
Date: MM-DD-YYYY
Most recent database update 06-30-2015

Find your censor date here.

5. Repeat Steps 5 through 9 above.

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How to download the spell file from the FCDA Web tool:
POINT-IN-TIME POPULATION

REMEMBER: Make sure your analytic population matches your research question. Point-in-time analyses are generally not good measures of speed, likelihood, typical performance, or change over time UNLESS an in-care population is the appropriate risk set (i.e., questions about future trajectories for an in-care population).

1. Log into the FCDA web tool at https://fcda.chapinhall.org.

2. Select **All Spells** in the left hand menu bar.

3. Leave the dropdown boxes set to their defaults.

4. Scroll to the **Sample selection** section. Under **Point in time**, enter the date for which you want to return the active caseload. For example, if you want to work with all spells that were active on January 1, 2014, enter 01-01-2014.

Point in time
(Earliest valid PIT year for TN is 2000)
Show child spells that were active on:
Date: MM-DD-YYYY
Most recent database update 06-30-2015

Find your censor date here.

5. Repeat Steps 5 through 9 above.

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For more information:

- Learn more about FCDA membership and the web tool at https://fcda.chapinhall.org/member-services/faqs/

- Web tool resources:

  - FCDA recipes and other applications on the *CQIdeas blog:* https://fcda.chapinhall.org/cqideas-blog/

  - Web tool tutorial videos: https://fcda.chapinhall.org/knowledge-in-action/education-training-and-technical-assistance/fcda-web-tool-video-tutorials/

- To read more about evidence use in the CQI process:

  - Research Update: Child welfare agencies that use more research evidence have higher rates of permanency for children in foster care   https://fcda.chapinhall.org/return-on-investment/research-update-child-welfare-agencies-use-research-evidence-higher-rates-permanency-children-foster-care/

  - *Principles, Language, and Shared Meaning: Toward a Common Understanding of CQI in Child Welfare*   http://fcda.chapinhall.org/wp-content/uploads/2014/07/2014-07-Principles-Language-and-Shared-Meaning_Toward-a-Common-Understanding-of-CQI-in-Child-Welfare.pdf

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