



# 2011 CSBG IS Database FAQ

**Q: I am clicking the buttons in the database, but nothing is happening?**

A: Make sure you have “Enabled” the database. This can be done by clicking the enable button that should appear along the top of the screen when the database is opened. In Access 2003 and 2007 this should open a dialogue box from which you can enable the database. In 2010 simply clicking the “enable” button on the yellow ribbon at the top is sufficient. The first step after opening the database is to enter your State Contact Information.

**Q: Will the database work in my version of Access?**

A: The 2011 CSBG IS should be fully functional in Access 2003, 2007, and 2010. In 2003 you may notice slight aesthetic problems, such as the image on the Main Menu not loading. However, all of the buttons, calculations, and reports should be fully functional.

**Q: I see the Training and Technical Assistance Survey button on the Main Menu. Do I have to complete the survey here?**

A: Yes. The Training and Technical Assistance Survey has been built directly into the database this year; in the past it was conducted via Survey Monkey. The Training and Technical Assistance Survey is required and must be completed in the database. You can print a Survey report and you can also return to the Survey multiple times to make additions or edits.

**Q: What if I have more than 4 resources to put in Other HHS or Other Federal in Section F? How should I report those?**

A: List the three largest resources in the first three boxes and combine the remaining resources in box number four. Use the comment box for Section F to list which resources (with corresponding dollar amounts) were combined in box number four.

**Q: Can multiple people enter data at the same time?**

A: No. Unfortunately, the database only allows one user to enter data at a time. This is a known limitation of the Access database.

**Q: Why are some screens blue and some screens green?**

A: The color of the background indicates which section of the database you are in. Screens with a blue background are for entering new data (FY 2011). Screens with a green background are for comparing current year data (FY 2011) with last year’s reported data (FY 2010).

**Q: Can I print the green comparison screens?**

A: The green Comparison screens cannot be printed directly. However, printable reports, which contain the same information, exist for all of the National Performance Indicators. These reports can be found from the Main Menu by clicking on “View/Print Reports” then “View NPI Comparison Reports”.

**Q: When I am finished, how do I submit my database?**

A: Databases should be submitted through our website here: <http://nascsp.org/CSBG-IS-Survey/846/CSBG-IS-2011-Submission-Form.aspx?iHt=19>. You should also receive a receipt indicating that NASCSP has received your submission within 24 hours. If you are having any issues with the submission please contact your Regional Specialist.

**Q: What are “Breakdown” Reports?**

A: These reports allow you to look at data from Sections E and F for all your agencies in one place. They contain the same information found on the data entry screens but in a different format.

**Q: Why are there sections for ARRA? Didn't CSBG ARRA end in September 2010?**

A: Yes. CSBG Recovery Act funding ended on September 30<sup>th</sup>, 2010. However several states with July through June reporting years still have CSBG ARRA activity to report. In addition, this report should include *all* funding sources, so other ongoing ARRA programs should be included. Therefore the ARRA sections remain in the database. If your state's Fiscal Year or Program year does not include any ARRA expenditures you may leave these sections blank.

**Q: What are the Comment boxes for?**

A: Primarily, the new Comment boxes were added to give States a place to record explanations, justifications, and notes about the data. Any insight or clarification regarding a significant change, variation or pattern that States are able to offer should be recorded here. By using the comment boxes, states can eliminate the need to submit a separate pre-cleaning memo. Any other notes about special circumstances or information that will help NASCSP understand the data submitted can be recorded here.

**Q: Whenever I try to enter Comments, I receive this error, “The changes you requested to the table were not successful because they would create duplicate values in the index, primary key, or relationship ...”?**

The database doesn't currently allow you to enter comments for an agency, unless there is data in the FY 2011 form for that specific section or NPI. For example, you can't enter in a comment for NPI 1.3 for AgencyA until you've first entered in data for FY 2011 for AgencyA in NPI 1.3. If necessary, you can get beyond this error message by entering a zero in any data box in the FY 2011 NPI 1.3 and that will allow you to enter a comment for that agency.

**Q: When I open the NPI comparison report, it shows the last agency's data we entered, twice. Are the state totals also incorrect?**

We are aware of the duplication of an agency in the reports, however, we have developed a fix for this issue and will ensure that it works correctly when you receive the database back with the data cleaning memo. The fix will not require you to reenter or change any of your data, so the data you have entered into the system is actually only in there once and just appears twice on the reports that are generated. In addition, I would encourage you to review the state totals rows at the bottom of the comparison sheets, because even though the agency's name is listed twice, it is not double counted in the totals and the totals should show the correct amount. The "Count" row, however is also incomplete and I would recommend against using the data in that row until we apply the fix. So, I would encourage you to double-check your data, however in our experience the state-roll up reports are showing the correct NPI totals.

**Q: My database doesn't have FY 2010 comparison data. Can NASCSP send me another one with my data?**

Please go through the following steps. If you still cannot see your comparison data, contact your Regional Specialist and we will be glad to send you a new copy of your database.

You will first need to enter the State Contact Information and then go to NPI 1.1. At the bottom of the form you should see a button that says "Compare to 2010 Data." Click this and you should be on the green comparison forms. For the NPIs you can look at the comparison data right now. However, to view the comparison data for Sections A-C, you will first need to enter FY 2011 data in the appropriate forms. If you are seeing a database error or you still cannot view the comparison data, please contact NASCSP for a new copy.

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