



FCSS SOCIAL INCLUSION INDICATORS (FSII) USER REFERENCE GUIDE

Revised for FSII v3 – 2015 May 19

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INTRODUCTION

The FCSS Social Inclusion Indicators (FSII) application allows users to add a client's data in a clean and easy to follow manner. Users are able to see a client's prior history and can run a client count report to show how many forms have been entered into FSII for that client during a given period of time (date range). FSII version 3 has been updated to reflect some changes to the indicator surveys and FSII itself. This User Guide provides you step-by-step instructions for how to use FSII v3!

GETTING STARTED: ACCESSING FSII

Step 1

To access FSII, please go to <https://fsii.calgary.ca>.

The screenshot shows the login interface for the FCSS Social Inclusion Indicators Agency. At the top, there is a header with the text "FCSS Social Inclusion Indicators" and a banner image featuring the City of Calgary logo and a city skyline. Below the banner, the text "FCSS Social Inclusion Indicators Agency Login" is displayed. A red instruction "Enter your Email and Password to login." is followed by two input fields: "Email:" and "Password:". To the right of the "Email:" field is a blue "Login" button. Below the "Password:" field are two radio buttons labeled "Change Password" and "Reset Password". At the bottom left, it says "ISC: Protected" and at the bottom right, it says "Copyright © 2010 The City of Calgary. All Rights Reserved."

LOGIN E-MAIL AND PASSWORD

Login requires an e-mail address and password. The e-mail address is the one registered with FCSS for FSII data entry. It may be either a personal e-mail address or a general e-mail address used by several people who enter data into FSII. In order to get access to FSII, your program manager needs to send an e-mail to FCSS.Indicators@calgary.ca. They need to provide the agency name, your name and e-mail address, and your telephone number.

Once your e-mail address is registered, a temporary password will automatically be sent by FSII to that e-mail address. This password will need to be changed the first time you logon to FSII. Your new password must have at least eight (8) characters and include at least one letter, one number, and one special character (such as \$, %, !, or #). If you forget your password you can reset it yourself by entering your e-mail address, selecting the reset password box and hitting the "login" button. A new temporary password will be sent to your e-mail address. If you have difficulty, please contact FCSS.Indicators@calgary.ca.

FCSS Social Inclusion Indicators



FCSS Social Inclusion Indicators Agency Login

Enter your Email, then click 'Reset' to reset your password.

Email:


☐ Change Password ☒ Reset Password

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Step 2

Login to the site.

FCSS Social Inclusion Indicators



FCSS Social Inclusion Indicators Agency Login

Enter your Email and Password to login.

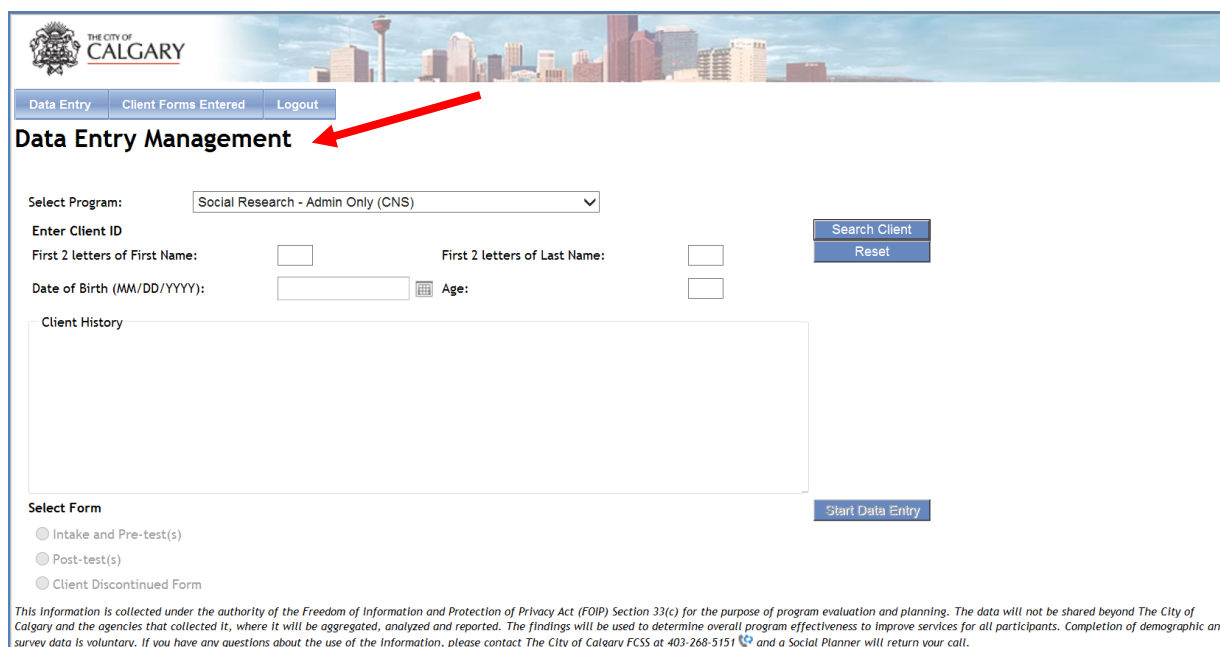
Email:

Password:

☐ Change Password ☐ Reset Password

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After you have logged in, a new screen will appear that is called “Data Entry Management.”

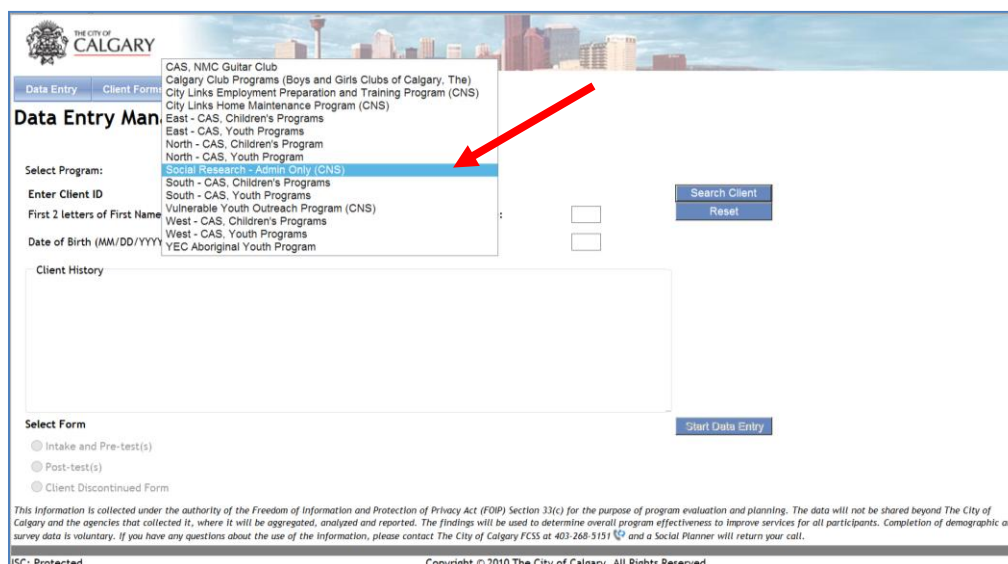


Each agency will see all the programs associated with it. For instance, if an agency operates four FCSS-funded programs, staff with access to FSII will be able to see all four programs in the dropdown menu. Under each program, you will only be able to fill out the surveys that have been approved for use in the program's Theory of Change. If a program changes indicators in the future, this will be reflected in FSII once the Theory of Change is updated.

Step 3

Select the program you are going use to enter client data.

Helpful Hint: *If your agency has more than one program, it is important that you are careful when selecting your program name from the drop-down list. FSII cannot prevent you from entering data for a different program within the same agency.*



Once the program has been selected, enter the first 2 letters of the clients first and last name and EITHER the date of birth or the client's age and press the “Search Client” button located on the upper right hand side of the page. Please make every effort to carefully complete all three Client ID fields (first name initials, last name initials, and date of birth or age) to produce the most secure and consistent client ID number now and when entering data in the future.

THE CITY OF CALGARY

Data Entry Client Forms Entered Logout

Data Entry Management

Select Program: Social Research - Admin Only (CNS)

Enter Client ID

First 2 letters of First Name: GO First 2 letters of Last Name: BH

Date of Birth (MM/DD/YYYY): 08/08/1978 Age:

Client History

Select Form

☐ Intake and Pre-test(s)

☐ Post-test(s)

☐ Client Discontinued Form

Search Client Reset

Start Data Entry

Helpful Hints: You do not have to press the tab key to move between fields. Once filled in, FSII will move your cursor to the next field to help with your data entry!



Similarly, you do not have to enter initials in upper case as FSII automatically makes them upper case once entered.

Client search is not case sensitive. You can search for your client using upper or lower case letters.

Please be consistent in entering initials and date of birth (or the age first entered) every time you search for your client in FSII. Whatever initials and date of birth (or age) you use the first time you enter the client in FSII, you **MUST** use the same initials and date of birth (or age) **EACH TIME** for that client. If you make an error, you will not be able to find the client history even if client is already in FSII.

Step 4

After clicking Search Client, the “Client History” box will show if there are any forms for this unique client entered under your program in FSII. If the client has no data in the system, the client history box will say “There is no history for this client.”

Data Entry
Client Forms Entered
Logout

Data Entry Management

Select Program:
Social Research - Admin Only (CNS)

Enter Client ID

First 2 letters of First Name:
GO
First 2 letters of Last Name:
BH

Date of Birth (MM/DD/YYYY):
08/08/1978
Age:



Search Client
Reset

Client History
There is no history for this client.

Select Form
Start Data Entry

☐ Intake and Pre-test(s)
☐ Post-test(s)
☐ Client Discontinued Form

If there is client data, the Client History box will display the survey name, survey type (i.e., an intake form, pre-test, post-test, or client discontinued form), the registration date, test date, client discontinued date, and data submission date.

Data Entry
Client Forms Entered
Logout

Data Entry Management

Select Program:
Social Research - Admin Only (CNS)

Enter Client ID

First 2 letters of First Name:
ty
First 2 letters of Last Name:
hg

Date of Birth (MM/DD/YYYY):
03/03/1999
Age:

Search Client
Reset

Client History

Survey Name	Type	Registration/Test/Discontinue Date	Submission Date
Intake / Registration - Demographic Questions	INTAKE	01/01/2015	04/15/2015
Children - Grades 4-6 - Positive Friendships / Social Skills	PRE	01/01/2015	04/15/2015
Children - Grades 4-6 - Positive Friendships / Social Skills	POST	02/02/2015	04/15/2015

Select Form
Start Data Entry

☐ Intake and Pre-test(s)
☐ Post-test(s)
☐ Client Discontinued Form

This client history will help you when entering client data because you can see what type of surveys have been entered and when they were entered into FSII. Since surveys can be misplaced by accident or collected several times during the year, this information will help you decide whether to continue entering information for this client or move onto a new client.

Helpful Hints: If at any time, you wish to start on a new client, press the “Reset” button located at the upper right hand corner of the page and it will clear all fields.

After you have reviewed your client’s history and see they have an intake, a pre-test, and post-test from a previous date and you have a new intake and pre-test that must be entered, you must first complete a discontinued form for this client before you can enter a new intake and pre-test. Once you have searched the client history, select “Client Discontinued Form” and then press “Start Data Entry.” If you just need to enter another post test, select “post-test(s)” and press “Start Data Entry.”

Data Entry Management

Select Program: Social Research - Admin Only (CNS)

Enter Client ID

First 2 letters of First Name: ty First 2 letters of Last Name: hg

Date of Birth (MM/DD/YYYY): 03/03/1999 Age:

Search Client
Reset

Survey Name	Type	Registration/Test/Discontinue Date	Submission Date
Intake / Registration - Demographic Questions	INTAKE	01/01/2015	04/15/2015
Children - Grades 4-6 - Positive Friendships / Social Skills	PRE	01/01/2015	04/15/2015
Children - Grades 4-6 - Positive Friendships / Social Skills	POST	02/02/2015	04/15/2015

Select Form

☐ Intake and Pre-test(s)

☐ Post-test(s)

☐ Client Discontinued Form

Start Data Entry


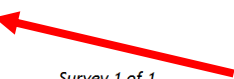
When submitting a “Client Discontinued Form,” you are required to enter the client discontinued date. If you are going to enter new data for that client right after completing this form, be sure to make the discontinued date an earlier date than the new intake and pre-tests. After you submit the Client Discontinued Form, you will be taken back to the Data Entry Management page, where you can simply choose the “Intake and Pre-Test(s)” forms for this client.

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Program: Social Research - Admin Only (CNS)
 Agency: CNS
 Client ID: TYHG1999-03-03

CLIENT DISCONTINUED DATE

It is assumed that all clients will complete a post-test. However, it is recognized that some clients may drop out from or stop attending a program for some other reason. In this case, the program staff must enter the following information.

Client discontinued date (MM/DD/YYYY)  

Survey 1 of 1

This information is collected under the authority of the Freedom of Information and Protection of Privacy Act (FOIP) Section 33(c) for the purpose of program evaluation and planning. The data will not be shared beyond The City of Calgary and the agencies that collected it, where it will be aggregated, analyzed and reported. The findings will be used to determine overall program effectiveness to improve services for all participants. Completion of demographic and survey data is voluntary. If you have any questions about the use of the information, please contact The City of Calgary FCSS at 403-268-5151 and a Social Planner will return your call.

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SELECTING A FORM

Now it is time to select the form you will enter into FSII. If you are entering a new intake and a one or more pre-tests, you must enter all forms together. This is a data quality control measure.

Step 5

After you have searched your client's history, choose one of the following forms to complete.


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Data Entry Management


Select Program:

Enter Client ID

First 2 letters of First Name: First 2 letters of Last Name:

Date of Birth (MM/DD/YYYY):  Age:

Client History

There is no history for this client. 

Select Form

☐ Intake and Pre-test(s)
☐ Post-test(s)
☐ Client Discontinued Form

If you are entering data for a new client, the only form that you will be able to choose is the “Intake and Pre-Test(s)” forms. Once you have chosen a form, press the “Start Data Entry” button on the lower right hand corner of the page.

At the top left of the intake form, you will see the program name, agency, and Client ID. On the top right, you will see the number of the survey you are completing.

The screenshot shows the top portion of the intake form. At the top left is the City of Calgary logo. Below it, a grey bar contains the following text: Program: Social Research - Admin Only (CNS), Agency: CNS, and Client ID: GOBH1978-08-08. To the right of this bar, in a white box, is the text "SURVEY 001". Below the grey bar is a black header with the text "INTAKE/REGISTRATION DEMOGRAPHIC QUESTIONS". Underneath this is a grey bar with the text "Voluntary demographics to be collected by all programs at intake." Below that is a form field for "Registration Date (when client started in the program) (MM/DD/YYYY)" which is currently empty. Below the registration date field is a form field for "Age" which contains the number "36".

You will also notice that the “Registration Date” field is empty on the intake page. You must fill in this date before you can move past the intake page. ***If you do not enter the registration date, FSII won’t let you to go to the next page.***

The registration date on the intake form may be different than the test dates on the pre-tests and post-tests.

The “age” field in the intake form is automatically filled in from the date of birth or age you entered while searching for your client on the Data Entry Management page.

The screenshot shows the intake form with demographic questions. The header and top section are the same as in the previous screenshot. Below the "Age" field, there are several other fields: "Gender" with radio buttons for Male, Female, Transgender, and Other; "Grade in School (if applicable)" with an empty text field; and "Indigenous/Aboriginal Identity" with radio buttons for Not applicable, First Nations, Metis, Inuit, Non-Status, and Bill C-31 Status. A red arrow points to the "Age" field, which is circled in red.

Step 6

Continue to enter all intake data for your client in the appropriate fields.

Helpful Hints: Some of the fields on the intake form and other surveys are locked. These fields will unlock if a previous question is answered in a certain way.

An example of this is the Born in Canada question. If you choose “Yes,” you would not be able to type in the Country of Birth and number of years in Canada. If you choose “No,” then you are able to type in data for those fields. You will find locked fields in many surveys.

Population Group
This question is about racial identity and lets us know how many clients are Caucasian, Aboriginal or belong to a visible minority (neither Caucasian nor Aboriginal).

Population Group (formerly Ethnocultural Background)

Other Population Group:

Language

Other language spoken *most often* at home that is not listed here

Born In Canada? ☐ Yes ☒ No

If not born in Canada, Country Of Birth

If not born in Canada, number of years in Canada

What neighbourhood do you live in?

What are the first 3 digits of your Postal Code?

There are other open-ended questions too, such as “Other Population Group.” Please be consistent when entering this type of response. It is best to type the first initial in Upper Case followed by all lower case letters (e.g., as in ‘Germany’ shown above).

Step 7

Once you have completed the Intake form, press “Next” located at the bottom of the page.

What neighbourhood do you live in?

What are the first 3 digits of your Postal Code?

Do you have any *difficulty* hearing, seeing, communicating, walking, climbing stairs, bending, learning or doing any similar activities?
☐ Yes, sometimes ☐ Yes, often ☐ No

Does a physical condition or mental condition or health problem *reduce the amount or the kind of activity* you can do?
☐ Yes, sometimes ☐ Yes, often ☐ No

How did you find out about this program:
☐ 211 ☐ referred by another program
☐ City of Calgary website ☐ school
☐ No Answer ☐ word of mouth
☐ Other ☐ Don't Know
☐ advertisement

Additional questions for adults and minors living independently

Marital Status:
☐ Married ☐ Divorced
☐ Living Common-Law ☐ Single, never married
☐ Widowed ☐ Don't Know
☐ Separated

Total number of adults (18 or older) in household:

Total number of people under age 18 in household:

Ages of children in household:
Child 1 Child 2 Child 3 Child 4
Child 5 Child 6 Child 7 Child 8

Survey 1 of 2

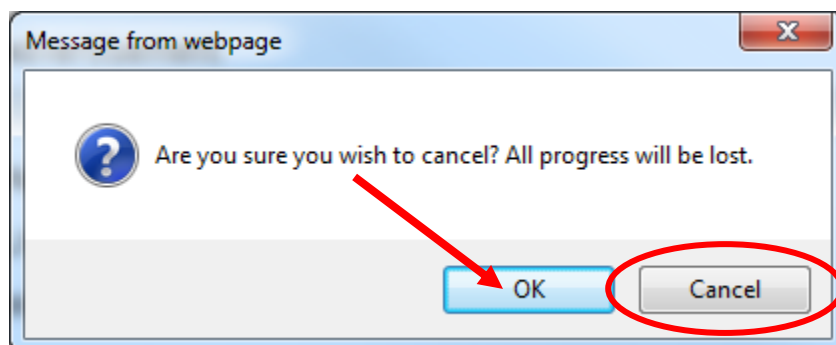
This information is collected under the authority of the Freedom of Information and Protection of Privacy Act (FOIP) Section 33(c) for the purpose of program evaluation and planning. The data will not be shared beyond The City of Calgary and the agencies that collected it, where it will be aggregated, analyzed and reported. The findings will be used to determine overall program effectiveness to improve services for all participants. Completion of demographic and survey data is voluntary. If you have any questions about the use of the information, please contact The City of Calgary FCSS at 403-268-5151 and a Social Planner will return your call.

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Once you press “Next,” FSII will take you to the surveys your program is required to complete.

If you wish to go back to a previous survey, you can simply press the “Previous” button located to the left of the Next Button at the bottom of each page. You can also reset the whole page by pressing the “Reset” button located to the right of the Next button.

If you want to cancel this entry for a client and start fresh from the Data Entry Management page, you can simply press “Cancel” in the bottom right hand corner of each survey page. A pop-up box will appear asking you if you are sure you wish to cancel because all data will be lost. Press “OK” if this is what you want to do. If you hit cancel by mistake on a survey, just hit “cancel” in the pop-up box and it will keep you on the same page.



Step 8

Once you have completed the intake form, you will now complete the rest of your pre-tests. The name of the survey and the survey number are located at the top of each page.

Program Social Research - Admin Only (CNS) Test Date (when pre-test or post test was done) (MM/DD/YYYY)

Agency CNS

Client ID GOBH1978-08-08

SURVEY 024
[Additional Information](#)

Children - Elementary 4-6 - Positive Friendship/Social Skills

1. I have a group of friends and we like doing things together. ☐ Never ☐ Some of the time ☐ Most of the time

2. I like most of the kids at school. ☐ Never ☐ Some of the time ☐ Most of the time

3. I talk to new children that I meet. ☐ Never ☐ Some of the time ☐ Most of the time

4. Other kids at school pick on me. ☐ Never ☐ Some of the time ☐ Most of the time

5. Other kids usually like to have me around. ☐ Never ☐ Some of the time ☐ Most of the time

6. I have a friend my own age who I can really trust and count on. ☐ Never ☐ Some of the time ☐ Most of the time

7. When I am around adults, I use good manners. ☐ Never ☐ Some of the time ☐ Most of the time

[Previous](#) [Next](#) [Reset](#) Survey 2 of 2 [Cancel](#)

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If you would like more information about the survey you are completing, click on the “Additional Information” link. This will open a box with some background information about the survey. The information box can be opened and closed by simply pressing the “Additional Information” link again on the survey or when the information box is open.

Program Social Research - Admin Only (CNS)
Agency CNS
Client ID GOBH1978-08-08

Test Date (when pre-test or post test was done) (MM/DD/YYYY)
Please enter a valid Test Date. Test Date should not be a future date.

SURVEY 024
[Additional Information](#)

CHILD & YOUTH POSITIVE DEVELOPMENT
The term "social competence" is sometimes used interchangeably with social skills, life skills, and interpersonal skills. Social competence is one of the most frequently identified attributes of resilient children, as well as a significant predictor of academic success and positive outcomes throughout life. Middle childhood (ages 6 to 11), children should be able to engage adults and peers in a friendly and cooperative manner and to be resourceful and achievement oriented. The specific components of social competence in childhood include positive self-image; the ability to get along with others, make friends, and respect others, including others' cultural and individual differences; and the ability to cope effectively with stressors and challenges. Achievement of these outcomes lays the groundwork for achieving personal, social, and academic success in adolescence and beyond. Fundamental to adolescent development is the ability to form and sustain positive relationships with peers, family members, and other significant adults. There exists a two-way relationship between self-concept, decision-making skills, communication skills and overall social competency and healthy relationship building. In general, strong relationships are believed to contribute to self-esteem and self-concept; respect for self and others; the ability (and belief in one's ability) to cope in social situations, and the ability to define one's direction and goal orientation.

Children - Elementary 4-6 - Positive Friendship/Social Skills
1. I have a group of friends and we like doing things together. ☐ Never ☐ Some of the time ☐ Most of the time
2. I like most of the kids at school. ☐ Never ☐ Some of the time ☐ Most of the time

Finally, on the upper right hand side of each survey page, you will find the "Test Date" field. The test date must be entered into this field. If you do not enter the test date, you cannot submit the data. ***The Test Date may be the same as the Registration Date or it may be a later date.***

Program Social Research - Admin Only (CNS)
Agency CNS
Client ID GOBH1978-08-08

Test Date (when pre-test or post test was done) (MM/DD/YYYY)
Please enter a valid Test Date. Test Date should not be a future date.

SURVEY 024
[Additional Information](#)

CHILD & YOUTH POSITIVE DEVELOPMENT
The term "social competence" is sometimes used interchangeably with social skills, life skills, and interpersonal skills. Social competence is one of the most frequently identified attributes of resilient children, as well as a significant predictor of academic success and positive outcomes throughout life. Middle childhood (ages 6 to 11), children should be able to engage adults and peers in a friendly and cooperative manner and to be resourceful and achievement oriented. The specific components of social competence in childhood include positive self-image; the ability to get along with others, make friends, and respect others, including others' cultural and individual differences; and the ability to cope effectively with stressors and challenges. Achievement of these outcomes lays the groundwork for achieving personal, social, and academic success in adolescence and beyond. Fundamental to adolescent development is the ability to form and sustain positive relationships with peers, family members, and other significant adults. There exists a two-way relationship between self-concept, decision-making skills, communication skills and overall social competency and healthy relationship building. In general, strong relationships are believed to contribute to self-esteem and self-concept; respect for self and others; the ability (and belief in one's ability) to cope in social situations, and the ability to define one's direction and goal orientation.

Children - Elementary 4-6 - Positive Friendship/Social Skills
1. I have a group of friends and we like doing things together. ☐ Never ☐ Some of the time ☐ Most of the time
2. I like most of the kids at school. ☐ Never ☐ Some of the time ☐ Most of the time

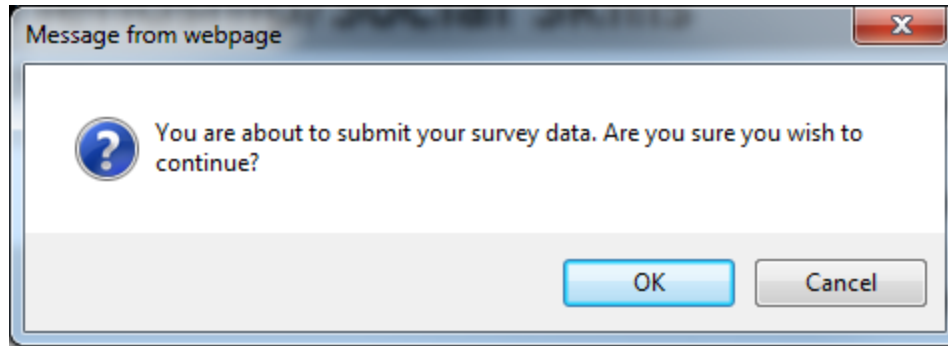
If you have made some data entry errors, they will be shown to you before you are able to proceed with the next survey. An example of an error message appears below.

Number of children under 18 in household
Please enter only numbers from 0-20

Ages of children in household:
Child 1 Child 2 Child 3 Child 4
Child 5 Child 6 Child 7 Child 8

Step 9

Once you have entered the last surveys you are required to complete, press "Next" and you will see a pop up screen that says that you are about to submit your survey data. It asks if you are sure you wish to continue. If you are ready to submit, please press OK. If not, simply press Cancel and you can go back into your surveys to make changes before submitting.



Once you press OK, you will be taken back to the Data Management page where you will be able to see the client history you just entered into FSII. This is also the start page! This is where you can either press “Reset” to start data entry for a new client or, if you have post-tests or a client discontinued form for the client you just entered data for, you can simply select the form you need to complete and follow the same directions as above!

AFTER DATA ENTRY

FSII lets you see client counts and the number of different forms entered for each of your programs. You will find the “Client Forms Entered” tab for this report at the upper left hand side of the Data Management page.

Data Entry Management

Select Program: Social Research - Admin Only (CNS)

Enter Client ID

First 2 letters of First Name: First 2 letters of Last Name:

Date of Birth (MM/DD/YYYY): Age:

Search Client Reset

Client History

Survey Name	Type	Registration/Test/Discontinue Date	Submission Date
Intake / Registration - Demographic Questions	INTAKE	01/01/2015	04/15/2015
Children - Grades 4-6 - Positive Friendships / Social Skills PRE	PRE	01/01/2015	04/15/2015
Children - Grades 4-6 - Positive Friendships / Social Skills POST	POST	02/02/2015	04/15/2015



Select Form

☐ Intake and Pre-test(s)
☐ Post-test(s)
☐ Client Discontinued Form

Start Data Entry

This information is collected under the authority of the Freedom of Information and Protection of Privacy Act (FOIP) Section 33(c) for the purpose of program evaluation and planning. The data will not be shared beyond The City of Calgary and the agencies that collected it, where it will be aggregated, analyzed and reported. The findings will be used to determine overall program effectiveness to improve services for all participants. Completion of demographic and survey data is voluntary. If you have any questions about the use of the information, please contact The City of Calgary FCSS at 403-268-5151 and a Social Planner will return your call.

Once you have clicked on the “Client Forms Entered” tab, select the “Program” from the drop-down menu and choose the “Start Date” and “End Date” for the submissions you would like to review. Then press “Start.” After pressing Start, you will see two tables: “Forms Submitted” and “Surveys Entered.”

Data Entry
Client Forms Entered
Logout

Client Forms Entered

Select Program: Social Research - Admin Only (CNS)

Date Range for Data Entry Dates:

Start Date: (MM/DD/YYYY)
01/01/2014

End Date: (MM/DD/YYYY)
06/30/2014

Start
Reset

Enter the **START** date in this cell. This is not registration date but data submission date. Enter the **END** date in this cell. Once you specify start and end dates for data entry, you will get counts of forms entered during those dates.

Type of Form	Forms Submitted
Intake <i>Total number of intakes entered during the specified timeframe.</i>	6
Pre-test <i>Total number of pre-tests entered during the timeframe.</i>	6
Post-test <i>Total number of post-tests entered during the timeframe.</i>	4
Discontinued <i>Total number of discontinued forms entered during the timeframe.</i>	4

Survey Number	Type of Form	Surveys Entered
001	INTAKE	11
004	PRE	11
	POST	7
006	PRE	11
	POST	7
009	PRE	11
	POST	7
002	DISCONTINUE	8

The first table—**Forms Submitted**—counts the number of “unique clients” who had intakes, pre-tests, post-tests, and client discontinued forms entered within the date range you chose. This counts the number of **individual clients** who had data entered in each of those categories during the specified timeframe. It does not count the number of forms entered.


The second table—**Surveys Entered**—counts the number of “forms” submitted and is organized by indicator survey numbers. The number of intakes, pre-tests, post-tests, and client discontinued forms entered are found in this table because a unique client may have multiple forms submitted (e.g., if the program uses more than one survey).

Any surveys entered for clients either before or after the date range selected will **not** be shown in these tables.

Helpful Hints: You can find counts of forms using the “Client Forms Entered” tab by specifying data entry dates only. FSII cannot count forms by registration dates or test dates. Therefore, it may not make a sense to compare the counts you get from FSII to the ones you get from your FCSS Calgary Social Planner or FSII Analyst.

SESSION TIMEOUT

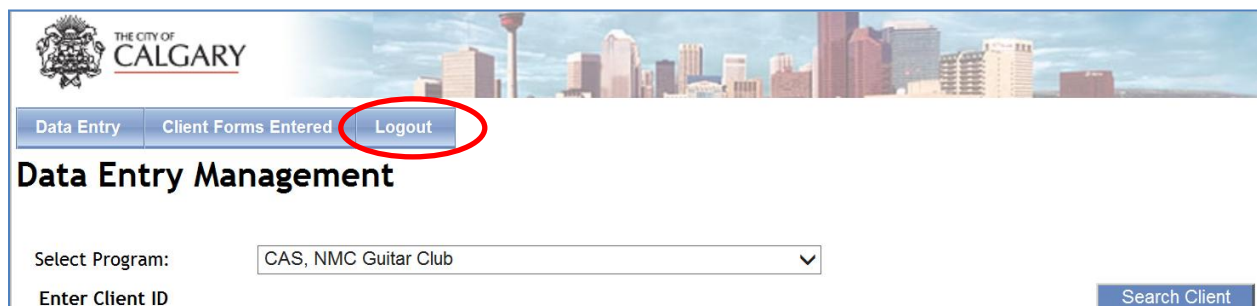
If FSII is idle for 30 minute or more, you will get a “network access error message” (see below). In this case, you are required to log in again. Any forms that were started but not submitted will be lost and will need to be re-entered if your session expires. Please ensure you complete and submit a form before you take a break.



The screenshot shows the Microsoft Forefront Threat Management Gateway 2010 interface. At the top, there is a header with the Microsoft logo and the text "Forefront Threat Management Gateway 2010". Below this, a dark blue banner displays the message "Network Access Message: The page cannot be displayed". Underneath the banner, the text "Explanation: The Web server connection was closed." is shown. A section titled "Try the following:" lists three bullet points: "Refresh page", "Check spelling", and "Access from a link". A "Technical Information (for support personnel)" section follows, containing two bullet points: "Error Code 64: Host not available" and "Background: The connection to the Web server was lost."

LOGGING OUT

In order to logout, select the “Logout” button on the top left hand corner of the Data Entry Management page. This will take you back to the original login screen.



The screenshot shows the "Data Entry Management" page. At the top, there is a header with the City of Calgary logo and a cityscape image. Below the header, there are three buttons: "Data Entry", "Client Forms Entered", and "Logout". The "Logout" button is circled in red. Below the buttons, the text "Data Entry Management" is displayed. Underneath, there is a "Select Program:" dropdown menu with "CAS, NMC Guitar Club" selected. Below this, there is a text input field for "Enter Client ID" and a "Search Client" button.

ONGOING FSII DATA ENTRY SCHEDULE

Indicator surveys collected each month must be entered into FSII by the 15th of the following month. For example, surveys collected between April 1 and April 30 must be submitted by May 15. If you fail to submit all the surveys collected each month by 15th of the following month, the monthly Program Activity Report produced for your FCSS Calgary Social Planner will show fewer clients than your program actually served.

LIST OF SURVEYS IN FSII

Survey 001 – Intake / Registration – Demographic Questions

Survey 002 – Client Discontinued Form

Survey 003 – Header File (*client identification used with each post-test*)

Survey 004 – Positive Social Ties and/or Bonding Social Capital

Survey 005 – Bridging Social Capital

Survey 006 – Social Inclusion – Social Participation

Survey 007 – Social Inclusion – Participation in Neighbourhood

Survey 008 – Social Inclusion – Economic Participation; Education & Training / Employment / Income

Survey 009 – Basic Functional Life Skills

Survey 010 – Financial Literacy / Assets / Debt

Survey 011 – Safety from Domestic Violence

Survey 012 – Pregnancy Prevention (Youth Grades 10-12 or Adults)

(There is no Survey 013)

Survey 014 – Individual / Family Poverty – Perceptions

Survey 015 – Long-term Decreased Expenses; Increased Income from Sources other than Employment
(program staff to complete)

Survey 016 – Poverty Reduction – Emergency / Short-Term Help (program staff to complete)

Survey 017 – Food Security

Survey 018 – Housing Stability and Suitability

Survey 019 – Family Cohesion – Parent / Adult Questions

Survey 020 – Parenting – Parent Questions

Survey 021 – Parenting – Youth Questions

Survey 022 – Children – Grades 4-6 – School Engagement, Success

Survey 023 – Youth – Grades 7-12 – School Engagement, Success

Survey 024 – Children – Grades 4-6 – Positive Friendships / Social Skills

Survey 025 – Children – Grades 4-6 – Engagement in Community

Survey 026 – Children – Grades 4-6 – Helps and Respects Others

Survey 027 – Children – Grades 4-6 – Adult Confidant

Survey 028 – Youth – Grades 7-12 – Friendship

Survey 029 – Youth – Grades 7-12 – Adult Confidant

Survey 030 – Youth – Grades 7-12 – Positive Peer Relationships

Survey 031 – Youth – Grades 7-12 – Good Social Skills

Survey 032 – Youth – Grades 7-12 – Engagement in Community

(There is no Survey 33)

Survey 034 – Children – Grades 4-6 – Self-Esteem, Self-Confidence, Identity

Survey 035 – Children – Grades 4-6 – Ability to Cope Effectively with Challenges

Survey 036 – Children – Grades 4-6 – Pro-Social Attitudes, Clear Values

Survey 037 – Children – Grades 4-6 – Sense of Belonging

Survey 038 – Youth – Grades 7-12 Self-esteem, Self-confidence, Identity

Survey 039 – Youth – Grades 7-12 – Ethnocultural Identity

Survey 040 – Youth – Grades 7-12 – Sense of Belonging

Survey 041 – Youth – Grades 7-12 – Pro-social attitudes, clear values

Survey 042 – Children – Grades 4-6 – Activities – CAS Mandatory (child or parent questionnaire)

Survey 043 – Youth – Junior / Senior High – Activities – CAS Mandatory

Survey 044 – Youth – Junior / Senior High – Constructive Use of Time

Survey 045 – Child Abuse Prevention (school-based programs)

(There is no Survey 046)

Survey 047 – Cultural Safety and Cultural Programming

Survey 048 – Cultural Role Modelling and Mentoring

Survey 049 – Historical Indigenous Knowledge

Survey 050 – Sense of Cultural Belonging and Feeling Supported

Survey 051 – Personal Advocacy and a Sense of Empowerment

Survey 052 – Understanding Traditional and Community-Based Parenting Practices

Survey 053 – Use of Traditional and Community-Based Practices

Survey 054 – Traditional Healing Practices for Individuals

Survey 055 – Understanding the Impact of History as a Part of the Healing Process

Survey 056 – Understanding Ceremony as Healing

Survey 057 – Accessing Ceremony for Healing