

USER GUIDE
FOR
BRIEF PROBLEM MONITOR
(BPM)

BPM-PARENT (BPP), BPM-TEACHER (BPT), BPM-YOUTH (BPY)

Achenbach System of Empirically Based Assessment (ASEBA)

802-656-5130
FAX 802-656-5131
mail@ASEBA.org
www.ASEBA.org

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**For detailed information about
Brief Problem Monitor scoring and
scales, please refer to the**

***Manual for the ASEBA Brief Problem Monitor™
(BPM)***

by

**Thomas M. Achenbach, S.H. McConaughy,
M.Y. Ivanova & Leslie A. Rescorla**

**Research Center for Children, Youth, & Families
University of Vermont**

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1

Login

BPM can be accessed by authorized users only. In a network environment, an unlimited number of users can simultaneously access the network installation of BPM.

A Supervisor is required for both single-user and network environments. ***The first user to login must select <Supervisor>*** (see User Name, below). The Supervisor creates new users in *File → Setup → Supervisor Setup*.

Supervisor

Supervisor and supervisor-equivalency functions include:

- Creating new users and deleting existing users
- Assigning supervisor-equivalency rights to selected users who can then function as supervisors
- Selecting/deselecting the requirement for passwords for all users
- Deleting individual user passwords when those users forget their current passwords and need to create new passwords
- Setting facility defaults for certain functions of form entry

Login Entry Fields

User Name

Select your user name from the list of authorized users of BPM. If your user name is not on the list, contact the person who has supervisory rights to BPM. Only the Supervisor or Supervisor-equivalent can add new users to BPM.

Password

If this field is white, passwords are required at your facility and you must enter a valid password. If the field is gray, passwords are not required. The Supervisor controls the password requirement for all users.

If passwords are required, each user creates his/her personal password at the first login. **Passwords must be at least 4 characters long.** Select a password that will be easy to remember. Type in the password and then confirm (see **Confirm**, below).

Confirm

When you enter a new password you must enter it again to confirm it. Type it again exactly as you originally entered it in the Password box.

First Login for Multicultural Options

When each new user logs in to BPM for the first time, a simple one-time setup screen displays.

BPM in the U.S., choose United States as your default. If you are using BPM outside of the U.S., choose ASEBA Standard as your default.

Multicultural scoring is based on norms derived from data collected from many countries. You can select the norms you want to use for scoring at the time of each form entry.

2

The Main Desktop and Menus

From the Menu Bar, each function of the program can be selected. When a function is selected, a drop-down menu may appear with the function's sub-selections. An arrow to the right of a menu item indicates that another drop-down menu will appear with a lower level of sub-selections.

The Menu Bar and some of the sub-selections may vary depending upon the modules that your facility has purchased and installed.

File

The most commonly used functions are listed under *File*.

Open Catalog

The Catalog provides the management system for BPM. It maintains information about all children and their entered forms. Forms are key-entered through the Catalog.

Setup

The setup modes that are available will depend upon the modules that your facility has purchased and installed.

User Preferences

Users can change their passwords and select some options for personal customization of form entry and scoring. All users can modify the lists of categories provided for ethnicity, agency, and clinician as well as create user-defined lists. Users can designate the sound their computers will make when errors occur during entry.

Supervisor Setup

The supervisor and supervisor-equivalents can add and delete users, turn the password requirement on or off, and establish facility settings for form entry and scoring.

Printer Selection

Select the printer you wish to use to print all BPM output. Your Windows printer is the default printer.

Tools

Power Tools data import and export utilities are provided for all users.

Power Tools

Within Power Tools data from forms and individuals can be selected for BPM Data Transfer and exported for analysis.

BPM Data Transfer

Forms entered in one BPM system can be copied to another BPM system. Forms are selected and data are stored in files that can be placed on CD, thumb drive, or e-mailed. An import process brings the transferred data into the receiving BPM system.

Export Data for Analysis

Raw item data and scored data can be selected to export to a variety of formats.

Maintenance

A utility is provided to help maintain the integrity of BPM databases and to do cleanup routines. All users have access to the maintenance tool.

Catalog Maintenance

All users can select individuals and forms to be removed from BPM. **These records are permanently removed from the Catalog and cannot be restored later.** Running maintenance periodically after record deletion helps maintain data integrity.

Help

BPM User Guide

This User Guide can be opened and viewed during your BPM session. The BPM User Guide provides in-depth information about the entire BPM system. You can print the entire Guide or use it as an on-line reference tool.

Getting Started in BPM

An instructional screen appears for every user upon BPM Startup. The user has the option to choose not to display the instructions. The instructions can be viewed and printed again from this selection.

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The Catalog

The Catalog maintains a list of all children who have had information entered and stored in BPM. Within the Catalog, new forms can be entered and entered forms can be edited and scored.

When you first open the Catalog, the list area is displayed. A second screen displays identification and form information for the selected individual. These screens work in tandem. If one screen is closed, the other closes also.

The Catalog functions as a two-step process. If you want to process data for someone who has previously been entered into BPM, you first locate this person in the Catalog list. You can enter and change personal information about this person and then enter or process forms filled out about this individual. You can add a new person to BPM from the Catalog list screen.

Search

Search button

To locate a person in the Catalog, you can enter search criteria in one or more search fields. Multiple search criteria will return results only for records that match *all* criteria specified. The symbols (*) or (?) can be included in your search criteria as wild cards to broaden the search.

Find button

Click this button to start your search. The first record in the list that matches your search criteria will be highlighted. Click **Find** again to cycle to the next match.

Clear button

Erases all search criteria.

New Entries

New button

Select this button to add a new child or adult to BPM.

Catalog List

Order by

The Catalog list can be displayed by various order criteria. Select the dis-

play order you prefer. A small downward arrow appears in the corresponding column header. BPM will use this preference each time you access the program until you change your display order preference.

Alternatively, you can click on each column header to change the display order. A small downward arrow appears in the column that currently determines the display order. This display order preference will be in effect for the current BPM session only.

Select button

Highlight the individual you want to locate. Double click on the highlighted name or ID or click the **Select** button.

Forms Manager Identification Screen

Information about each child is entered and viewed here. If this is a **New** entry, all fields are white and ready to receive text. If you **Selected** an individual from the Catalog list, all fields are gray and read-only.

New entry: An ID or a last name as well as the gender are required. The ID must be unique. Enter other personal information about the child that is relevant.

Existing entry: To make changes to previously entered information, select the **Edit** button. The fields become white and can be modified.

Save button

Save your new entry or changes to an existing entry.

Cancel button

No changes made to the Identification information will be saved.

Delete button

Permanently remove the child and all associated forms from the Catalog list. A deleted individual or forms cannot be restored at a later time.

Print Summary button

A summary of entries for the child is printed and includes all personal information from this screen and a list of the forms entered for the person.

Catalog button

Return to the **Catalog** list screen.

Forms Manager Forms Screen

A list of forms that have been entered for the child is displayed with information about the individual form.

Type column

The form type's 3 letter abbreviation is displayed.

BPP = Brief Problem Monitor - Parent

BPT = Brief Problem Monitor - Teacher

BPY = Brief Problem Monitor - Youth

Rating # column

The number corresponding to the form's rating period is listed.

Filled By column

This column displays the name of the respondent who filled out the form.

Respondent/Society column

The Society and Respondent columns share the same display area. The Respondent column displays each respondent's relationship to the person for whom a form was filled out. To activate the Respondent column, click on Respondent in the header above the column.

The Society column displays the respondent's society that was selected when the form was entered. To activate the Society column, click on Society in the header above the column.

Form Functions

Some form functions can occur for more than a single form. You can highlight multiple forms by pressing the CTRL key and clicking on the forms you wish to select. Alternatively, you can choose a contiguous group of forms by pressing the SHIFT key and clicking on the first then the last form in the group.

New button

Select this button to enter a new form. A small window appears. A list of the BPM is displayed. Select the form type you wish to enter. After a brief loading period, the entry screens for the form type are displayed.

Edit button

This button is enabled after the first form has been entered and saved. To make changes to an entered form or to review the data, first highlight the form you wish to edit.

Delete button

Highlight one or more forms to *permanently* remove them. The forms will no longer appear in the list of forms for the individual. It is not possible to restore deleted forms at a later time.

Score button

Select one or more forms to score. After scoring is complete, a new window is displayed that allows you to select the type of reports you wish (see Chapter 10).

Any number of forms can be selected at a time for profiles. For a trajectory graph, up to 10 forms can be selected at a time. For a Cross-Informant Report, up to 40 forms across 10 rating periods can be selected with no more than 4 forms/rating period.

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Multicultural Definitions

Society Definitions

Forms are associated with a selected society when the item ratings on the form are entered. Each of the societies included with your BPM software (view the society list from File > Setup > Multicultural Definitions) contributed CBCL, TRF, and/or YSR (ASEBA School-age forms) data for the statistical analyses from which multicultural norms used for BPM were derived. Societies with similar *T*-scores for Total Problems for each of the ASEBA School-age forms (three types) were grouped together for that form (see Group columns, below).

Societies Table

Code column

Each society has a unique code.

Description column

This column contains the names of all BPM societies.

Group columns - PARENT, TEACHER, YOUTH

These three columns are labeled by the type of BPM respondent. Each column contains the number 1, 2, or 3. Each number corresponds to a Group assignment. A society definition consists of the combination of the three Groups assigned to the ASEBA School-age forms.

Group Assignments

Group assignments determine what set of norms are applied to the scales when an individual form is scored. Societies have been grouped by the number of behavior problems reported by respondents for each of the three ASEBA School-age form types. Group 2 corresponds to the average (“omnicultural mean”) reported across all ASEBA societies. Societies in Group 1 report fewer behavior problems than Group 2 and societies in Group 3 report more behavior problems than Group 2. Group assignments for a society can be different for each form type because each form has a different class of respondent (parents, teachers, youths).

ASEBA Standard society

The norms used by the ASEBA Standard society are identical to the *T*-scores that were distributed in earlier versions of ASEBA’s BPM software. These norms are assigned to Group 2 (“omnicultural mean”).

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Setup

You may customize your BPM system to fit the needs of your site and to facilitate entering certain repetitive data items. BPM provides the flexibility for you to identify your own user-defined fields and data selections. You can modify some entry selections that come with BPM as well as create your own.

Some settings can be accessed only by the BPM supervisor and supervisor-equivalents. Other settings are available to all users.

Supervisor Setup

This setup level can be accessed only by those users with supervisory rights. If you are not a supervisor, this option will not appear as one of your available Setups.

Access **Supervisor Setup** by choosing *File* → *Setup* → *Supervisor Setup*. The supervisor creates new users, deletes users, and assigns or removes supervisor-equivalency rights. The supervisor sets or removes the password requirement. Facility settings can be selected by the supervisor and applied to all users.

User Maintenance

Add a User

All users must be created and added to the BPM user list by the supervisor. Type in the new user name. User names must be at least 4 characters long. Click the **Add** button. This user's name will be added to the list of users viewed when logging in.

User Maintenance

Select a user from the list of user names. If the user is not currently logged in, all selections below the name list that apply to this user become available.

Delete this user

If the user is deleted, this person is no longer an authorized user of BPM. His/her name will not appear on the login user list.

Delete this user's password

This function is useful if a user forgets his/her password. The supervisor can delete the user's password. Then the user establishes a new password at the next login.

Assign Supervisor Equivalency to this user

It is a good policy to have more than one user with rights to the restricted supervisory areas of BPM.

We recommend that the supervisor create a user name for himself/herself and assign equivalency rights. The supervisor password and the user password should be different. This method provides a safety net in case the supervisor forgets one of the passwords.

Remove Supervisor Equivalency for this user

This user can no longer perform supervisory functions.

Apply button

Select this button to save the *User Maintenance* decisions.

Clear button

Select this button to erase changes made to the *User Maintenance* selections. The current settings for this user will continue to be active until the supervisor makes new decisions and selects the **Apply** button to save the changes.

Passwords required

To ensure confidentiality and security for entered data, requiring users to enter a password at login is highly recommended. Lack of a password may allow unauthorized access to confidential information stored in BPM.

The rules for valid passwords are as follows:

- 1) A blank password is not allowed.
- 2) Letters, numbers, and symbols can be used.
- 3) The password must be at least 4 characters long but no more than 20.
- 4) Passwords are not case-sensitive.

Facility Settings

Facility settings can be turned on and off only by the supervisor and those users with supervisory rights. Facility settings affect all users. Some optional settings can be modified by individual users in their own setup area.

Form Entry & Scoring Options

The supervisor can customize key-entry and scoring to fit the requirements of the facility. These settings apply to all forms.

No names on profiles & reports

Some users are concerned about the confidentiality of respondents and those individuals for whom forms have been completed. Users can choose to suppress the names of all respondents and individuals on profiles, trajectory graphs, and cross-informant reports.

Preferred agency

Some users group forms or individuals by agencies. These users may use one agency more than others. The preferred agency appears on each new form entry as the default agency. The agency selection can be changed during form entry.

Preferred clinician

At a site with multiple clinicians, a user may enter more forms for one clinician than for others. The preferred clinician appears on each new form entry as the default clinician. The clinician selection can be changed during form entry.

Update Facility Settings Only button

Facility settings will be saved after this button has been selected. If the **Supervisor Setup** screen is closed without selecting this button, the previous facility settings will be retained. When a new user is added, the saved facility settings will be applied to the user's personal preferences.

Update Facility & User Settings button

The latest facility settings will be saved and will override to all current users' individual settings.

User Preferences

This setup level can be accessed by all users. Access **User Preferences** by choosing *File* → *Setup* → *User Preferences*. You can establish some of your own settings to customize your personal entry and scoring sessions.

User Preferences

Each user can customize key-entry and scoring to fit personal needs. These settings apply to all forms. Settings can be overridden if the supervisor sets new facility settings and applies them to all users. These settings can be changed at any time.

Save Preferences button

User settings will be stored after this button has been selected. If the **User Preferences** screen is closed without selecting the **Save** button, the previous settings will be retained.

Restore Preferences button

Selecting this button restores all settings that existed prior to making new selections. The **Restore** button will not restore previous settings if the **Save** button has been selected.

Key-Entry Preferences

Preferred agency

Some users group forms or individuals by agencies. These users may use one agency more than others. The preferred agency appears on each new form entry as the default agency. The agency selection can be changed during form entry.

Preferred clinician

At a site with multiple clinicians, a user may enter more forms for one clinician than for others. The preferred clinician appears on each new form entry as the default clinician. The clinician selection can be changed during form entry.

Scoring & Output Preferences

No names on profiles & reports

Some users are concerned about the confidentiality of respondents and those individuals for whom forms have been completed. Users can choose to suppress the names of all respondents and individuals on profiles, trajectory graphs, and cross-informant reports.

System Sound Preferences

Select System Sound button

BPM uses your default system sound to alert you when you have entered an invalid value during key-entry. You can choose a different sound. When you click this button, a browse window appears. Sound files (*.WAV) are found in the \MEDIA folder on your workstation in the C:\Windows system path. Select the sound file you want to utilize. The path and name of the file are displayed in the box to the right of this button. **Be sure your speakers are turned on.**

Sample Sound button

Click on this button to hear the sound that you selected.

Restore Default Sound button

Change the selected sound to the default sound on your computer.

Change Password

Each user can change his/her personal password as needed.

Change Existing Password

Current password

This field is white when the supervisor has set the Password requirement on. If passwords are not required at your facility, this field is disabled and appears gray.

To change your password, you must know your current password. If you cannot remember your current password, ask the supervisor or a supervisor-equivalent to delete your password. Next time you login, enter your new password on the **Login** screen.

To change your password, type in your current password correctly.

New password

This field remains disabled until you type in a correct current password. Enter the new password you have chosen. All passwords must be at least 4 characters long. Passwords are not case-sensitive.

Confirm new password

When a valid new password has been entered, this field will be enabled. Enter the new password again for confirmation.

Save button

Select this button to save your new password.

Clear button

Select this button to erase all entries in the password fields. Your current password will continue to be active until you enter a new password again and select the **Save** button to save the change.

Lists & User-Defined Fields

You often enter data in BPM by making a selection from a list. Each selection has a corresponding code associated with it. This code may be important to those users who wish to do statistical analyses.

Some list selections are provided with BPM. The associated codes are “reserved” unique BPM codes and cannot be changed, deleted, or duplicated.

You can add your own selection categories and codes to the three BPM lists. In addition, three user-defined lists are available for your facility's special use.

The three BPM lists are:

- Ethnicity - contains "reserved" BPM selections and codes
- Agency - enter your own user-defined agencies and codes
- Clinician - enter your own user-defined clinician names and codes

The three user-defined lists are:

- One Catalog list – titled: *User-defined 1* - displays a list of user-defined Catalog information
- Two Forms lists – titled: *User-defined 1 & User-defined 2* - each displays a list of user-defined selections available during form entry

NOTE: The titles for the three user-defined fields mentioned above are the BPM default labels. Select the button, **Assign Titles for User-Defined Fields** (see below) to label your user-defined fields with titles that are meaningful to your facility. When data are exported for statistical analyses, the lists will be identified by their generic names, not the titles you have given them.

List

When you select a list, the list contents are displayed in the table to the right.

Print List button

The list contents for the selected list and their associated codes are reported.

The List Table

The list table displays information in five columns. The left-most column is labeled with the type of list and displays the selections (category descriptions) for that list. Each category description and code must be unique in that list. Codes can be reused in other lists.

To add a category to the list table:

- 1) Enter a new category description in the New Category box.
- 2) Enter a code in the Code box. Codes can be letters or digits.
- 3) Select the **Add** button.

Category description column

Those categories with white backgrounds can be modified in the list table. Those categories with gray backgrounds are BPM "reserved" categories and cannot be changed.

Code column

The code for each selection is displayed in this column. If the background for a code is white, the code can be modified in the list table. If the background is gray, the code is either an BPM “reserved” code or the associated category has been selected for a form during data entry. Codes with gray backgrounds cannot be modified.

Suppress column

You can customize your list by suppressing those selections provided by BPM that are not relevant to your facility. You can also suppress your user-defined categories that you may no longer use. When a category is suppressed it will not be displayed in the list during data entry. If you unsuppress the category later, that selection will appear in the list again.

NOTE: During editing and post-entry verification, the suppressed category *will* appear in the selection list for previously entered forms that used the category.

Delete column

Those categories that are not currently used by any data records can be deleted and permanently removed from the list. Only those categories with a white background are eligible for deletion. A gray background indicates that the category is currently used by a stored data record and cannot be deleted. (See **Remove All Deleted button**, below).

Reserved column

This column is for display only. Those categories and codes that are unique BPM “reserved” selections are check-marked. These selections can never be deleted but they may be suppressed.

Remove All Deleted button

All categories and codes marked for deletion will be removed if the system tables are not locked by another user or process. If the system tables are busy, the categories will not be deleted. They will have to be selected again for deletion at another time.

Assign Titles for User-Defined Fields

There are four user-defined fields available in BPM:

- Catalog – one list field
 one text field
- Forms – two list fields

Example of a Catalog user-defined list:

User-defined Title: ***Group***

User-defined category descriptions for ***Group***:
Experimental
Control

Example of a Forms user-defined list:

User-defined Title: ***Event***

User-defined category descriptions for ***Event***:
Pretest
Post test

Assign Titles for User-Defined Fields button

Initially each field has a generic title provided by BPM. You can create field titles that identify the data to be entered in the field or selected from the associated list. Type the desired label in the text box for the user-defined fields you wish to use.

Clear button

Erases all entered titles in all text fields.

Restore button

Restores the previously saved titles to all text fields.

Close button

Saves the titles currently displayed in all text fields and closes the screen.

Remove All Deleted button, below).

Reserved column

This column is for display only. Those categories and codes that are unique BPM “reserved” selections are check-marked. These selections can never be deleted but they may be suppressed.

Remove All Deleted button

All categories and codes marked for deletion will be removed if the system tables are not locked by another user or process. If the system tables are busy, the categories will not be deleted. They will have to be selected again for deletion at another time.that are not relevant to your facility. You can also suppress your user-defined category.

6

Preparing Forms for Entry

Before entering information from a form, review it first to resolve any confusing or erroneous responses. Use a red pen or pencil to make corrections right on the form. The following guidelines provide advice for previewing forms for entry into BPM.

Assign ID Number

It is important to establish a numbering system that will allow you to clearly identify each child with a unique ID. An ID “number” can be any combination of letters, symbols, and digits up to a maximum of 12 characters.

Rating

The Rating # identifies a group of forms that were all completed by the respondents during a defined period of time. **Rating # is required for information to be entered and saved.**

Demographic Data

Be sure each form indicates the age and gender of the person who is described on the form. **Age and gender are required for information to be entered and saved.**

You can choose whether to enter the following optional information: the person’s race or ethnic group, birth date, the date the form was completed, and who filled out the form.

Problem Section (all forms)

This section contains all the items appearing on the BPM forms. On all forms use comments written by the respondent to decide whether items deserve to be scored. When in doubt, score items the way the respondent scored them.

7

Entering Data from Forms

To enter data from any form, first open the Catalog, select the person whose form you will be entering, and click the Forms tab. A new screen appears that will display all forms entered for the person. The display area is empty the first time you enter this screen for each new person.

To enter a form, select the **New** button. A smaller screen appears with the list of form types that can be entered. Double click on the form type or highlight it and then click the **Select** button. After a pause, the entry module for the form type will be displayed.

Information from all form types is entered on two screens. Data are key-entered from all forms in a similar manner.

Entered responses can be saved at any time by selecting the **Save** button, after which the entry session can be ended. Entry can be resumed later by selecting the form from the Forms screen of the Catalog and choosing **Edit**.

When the last problem item is entered, click the **Save** button to save the entry and close the entry screens.

Demographics (all forms)

Information displayed and entered on this screen is found on the top of each paper form.

ID

This field is display only. The unique ID is entered on the **Identification** screen of the Catalog.

Rating #

Required

A code must be entered to provide a unique identifier the set of forms filled out during a specified rating period.

Birthdate

This field is display only. The birthdate is entered on the **Identification** screen of the Catalog. It is used with the **Date Filled** field to calculate age.

Date Filled

Enter the date the form was completed. When entry is finished for this field, the age will automatically calculate if the **Birthdate** field is filled. The calculated age is displayed in the **Age** field.

Age

Required

If both the **Birthdate** and **Date Filled** fields are filled, the age is automatically calculated. Alternatively, the age can be key-entered. If the displayed age is not in the range for the form, a warning message appears. You can choose to continue or return to the age field.

If the age is key-entered and both the **Birthdate** and **Date Filled** fields are filled, the entered age will be compared with the age calculated from birthdate and date filled. If there is a discrepancy between the two ages, an error message appears. You can choose which age is the correct age.

Agency

This user-defined list is created in **File > Setup**. If the list is empty, the field is disabled and <List Empty> is displayed. If the list is not empty but all selections have been suppressed (see **File > Setup**), the field is disabled and <List Suppressed> is displayed. Select the agency for this form.

Clinician

This user-defined list is created in **File > Setup**. If the list is empty, the field is disabled and <List Empty> is displayed. If the list is not empty but all selections have been suppressed (see **File > Setup**), the field is disabled and <List Suppressed> is displayed. Select the name of the clinician who requested this form.

User-Defined 1

This user-defined list and its description or title are created in **File > Setup**. This list functions in the same way as **Agency** and **Clinician**.

User-Defined 2

This second user-defined list and its description or title are created in **File > Setup**. This list functions in the same way as **Agency** and **Clinician**.

Demographics (form-specific)

Respondent's First Name

Enter the first name of the person who filled out this form.

Respondent's Last Name

Enter the last name of the person who filled out this form.

Respondent's Gender

Select the gender of the person who filled out this form.

Respondent's Relation

From the list provided, select the relationship of the respondent to the person for whom the form has been filled out. If the specific relationship is not on the list, select "Other — Describe:". A new entry field will be displayed. Enter the relationship in this field.

Respondent's Society

Default: ASEBA Standard

A default or preferred society is displayed. From the list provided, select a different society for the respondent, if desired. Society selection determines the norms that will be used to score the form (See Chapter 4, Multicultural Definitions, for more information about societies).

Problem Items

Problem items are entered on a separate screen. Each problems screen displays the numbered items on the BPM form and boxes for each of the three additional items.

Item responses can be quickly entered by using the number key pad on your keyboard. Alternatively, each dropdown list can be opened and the response can be selected. When an item is filled, the cursor automatically moves to the next item. Entered values can be changed by deleting the current value or by typing over the current value with a different value.

When the last problem item is completed, click the **Save** button to save the entered responses. You can close the form entry session and return to the Catalog.

8 Score Profiles, Trajectory Graphs, & Cross- Informant Reports

To start a scoring session, open the **Forms** screen of the Catalog and select one or more forms for scoring. Click on the **Score** button to score the selected forms. A progress window appears and continues to display until scoring is completed. The **Score Options** screen then opens automatically.

Score Options Screen

On the **Score Options** screen, you can choose the type of report(s) to be created for the forms just scored and the output destination for these reports.

Scoring Results

The Scoring Results view box shows the number of forms that were successfully scored as well as the number of forms that could not be scored because values were not entered for any items on those forms.

Status

This view box displays the current process to help you track the progress of the report selections you made.

Report Selections

You may select one or more types of reports for the group of forms just scored. The Trajectory graph and the Cross-Informant report options are available only if the group of forms just scored meets the criteria for a valid trajectory or cross-informant group (see below). To select a report option, click in the checkbox beside the report you wish. A checkmark indicates your selected report. To change your selection, click again in the box to remove the check mark. Profiles can always be co-selected with with the Trajectory graph or the Cross-Informant report. *The Trajectory graph and the Cross-Informant report cannot be co-selected.*

Profiles

Any number of forms can be selected for scoring profiles. A form's scored results are displayed in a graphical format on a single page. Four scales are presented.

Cross-Informant Report

To score a Cross-Informant Report, up to 40 forms can be selected. There can be no more than 10 Rating #s included in the selection. No more than 4 forms can be selected for a Rating #.

Trajectory Graph

To score a Trajectory graph, up to 10 forms can be selected with any combination of Rating #s.

Output Options

Although you may select multiple types of reports, you can select just one report destination at a time. If you desire multiple output destinations, select the first destination and click the **Run** button. Repeat the process as needed.

Preview

The reports you selected will be displayed sequentially in a preview window on your computer. You may print any report from the Preview Window.

Print

The reports you selected will be printed directly to the designated network or local printer selected in *File → Printer Selection*.

Save to File

Profiles, trajectory graphs, and cross-informant reports can be saved in a variety of file formats. Click the **Select Document Type** button to display the types of output formats available. Make your selection and then designate the folder where the profile, trajectory graph, and cross-informant report files will be located. A default folder is provided by BPM. You can use this folder or select a different one. Within the designated folder, a subfolder is created and labeled with the name or ID of the individual whose forms have just been scored.

BPM creates names for the file.

For example, a profile will be labeled:

BPT228PROF.PDF = a BPM-Teacher profile

File names for cross-informant reports are automatically created by BPM in the following format:

CROSSINF[letter].Document type (.PDF, .RTS, .DOC, .HTM)

For example:

CROSSINFa.PDF = the first cross-informant report

CROSSINFb.PDF = the second cross-informant report

File names for trajectory graphs are automatically created by BPM in the following format:

TRAJ[letter].Document type (.PDF, .RTS, .DOC, .HTM)

For example:

TRAJa.PDF = the first trajectory graph

TRAJb.PDF = the second trajectory graph

Run button

Click this button after you have selected the reports you want and the output destination. The Status view box displays the current process.

9

Brief Problem Monitor Profiles

Profiles for the BPM-Parent (BPP), BPM-Teacher (BPT), and BPM-Youth (BPY) produce a single page of scores.

Refer to the *Manual for the ASEBA SBrief Problem Monitor (BPM)* by Thomas M. Achenbach, S.H. McConaughy, M.Y. Ivanova, & Leslie A. Rescorla for details of the scales and the instrument.

Scales (BPP, BPT, & BPY)

The single page profile displays the scales derived from analyses of rating forms filled out by parents or teachers of children referred for mental health services, or by referred youths. The selected society description is displayed in the page title. All scales can be scored with multicultural norms. The Rating # for the form is displayed above the scales.

The scales have been given the following descriptive labels based on the items empirically found to make up each syndrome: *Attention Problems*, *Internalizing Problems*, *Externalizing Problems*, and *Total Problems*.

The items comprising each scale are listed below each scale. The wording on the profile is abbreviated; refer to the paper form for complete wording of each item. To the left of each problem item is the score (0, 1, or 2) given the item by the respondent. The total scale score, *T* score, and percentile based on nonreferred children are printed below each scale label.

If ratings and descriptions were provided for any of the three additional items on the form, this information is displayed below the *Total Problems* scale. These ratings are displayed for the purpose of providing additional information about the child and are not included in the scoring.

The graphic display compares the child to the relevant normative sample of nonreferred children. The bars for each scale show the score obtained by the child, which can be compared to the *T* scores on the left. The broken line across the profile designates the boundary for normal vs. elevated scores (of concern).

10 Brief Problem Monitor Cross-Informant Report

If you requested a Cross-Informant report, a one- to five-page report is produced. At the top of each page is displayed information about the child and the date of the report.

Rating Period

Each page is divided into two equal sections. Each section displays information for the forms selected for a single rating period. Scores for up to 10 rating periods can be displayed in a single Cross-Informant report. Each rating period can have a maximum of 4 forms scored.

Rating Period Information

At the top of each Rating Period section is a box that displays information about the child, the Informant, the society, and the date each selected form was completed. The selected forms are designated as BPP (parent), BPT (teacher) and BPY (youth). The letter following this designation is used to identify a particular rating form in the four graphs displayed below the box. For example, BPPa indicates the first BPP that is listed in the information box.

Items

Scores for the problem items that make up an individual scale appear below the *Internalizing*, *Attention Problems*, and *Externalizing* graphs. No items appear under the *Total Problems* graph since all items are displayed under the individual scales. Missing data are indicated by a dash (-). An asterisk (*) appears for BPT (teacher) items under the *Externalizing* graph to indicate that the item is not presented on the BPM-Teacher form.

T Scores for Scales

Bar graphs and *T* scores for the scale scores obtained from ratings by each informant are displayed with each graph. The bar graphs make it easy to compare scale *T* scores from the different informants. A *T* score followed by the letter “C” indicates that the score is high enough to be of concern.

11

Brief Problem Monitor Trajectory Graph

If you requested a Trajectory graph, a one-page report is produced for up to 10 rating forms. Any combination of forms and informants can be included but the intended use of the Trajectory graph is to track one informant's scores across a period of time.

At the top of each page is displayed information about the child and the date of the report. Four line graphs are displayed below.

Forms Information

Above the graphs is a box that displays information about the child, the informant, the society, and the date each selected form was completed. The selected forms are designated as BPP (parent), BPT (teacher) and BPY (youth). The number following this designation is used to identify a particular rating form in the four graphs displayed below the box. For example, BPP1 indicates the first BPM-Parent form that is listed in the information box and the first score on each graph.

Scales & Graphs

Four scales are included in the Trajectory graph - the *Internalizing*, *Attention Problems*, *Externalizing*, and *Total Problems* scales. Each scale is represented as a line graph. *T* scores for up to 10 forms are reported on each graph. Asterisks (*) indicate that fewer than 10 forms were selected.

T Scores for Scales

T scores for the scale scores obtained from ratings by each informant are displayed with each graph. A *T* score followed by the letter "C" indicates that the score is high enough to be of concern.

NOTE: On rare occasions in some computer environments, you may experience a DECLARE DLL error the first time you request a Trajectory report. This error appears only once.

12

Tools

Tools has been designed to assist you with the most advanced functions available in BPM. Enhanced selection criteria allow you to easily define a set of BPM data for data sharing with statisticians and other BPM facilities.

Tool List

Data Sharing Tools

Each data sharing Tools function involves a series of screens. The **Next** and **Back** buttons move you to the next and previous screens in the series of screens used for your current task. You can cancel a function at any time from any screen in the series by clicking the **Exit** button.

Each data sharing Tool function acts on a set of criteria that you select to identify the group of data in BPM that you wish to target for the function you want to run. The criteria you select for some functions can be applied to other Tools functions. This feature can simplify complex tasks.

Create BPM Data Transfer Files

You can share ASEBA forms entered at one facility with another BPM site. Forms are selected for transfer based on selection criteria you enter. The data to be transferred will be placed into a single compressed (.zip) file that can be imported into any BPM system. The compressed file can be placed on a CD, a thumb drive, or attached to an e-mail.

Export Data for Analysis

You can export BPM data in a variety of formats to import into your statistical analysis software. You can export raw data, profile scores, or both. See the BPM User Guide, Appendix B and Appendix C for a detailed explanation of exported data file formats.

Cleanup Tool

Remove Duplicate Forms

It is possible to inadvertently import the same forms more than once. This function compares entered data from all forms for all individuals and identifies all forms that are exact duplicates. You can review a report of duplicate forms. You can choose to remove all duplicates or leave them in BPM. Chapter 15 describes this tool.

What is a Criteria Set?

A criteria set is a collection of values for designated BPM data items such as the type of form, a range of ages or dates, particular agencies or clinicians, and so forth. You can choose the individuals and accompanying forms to include in your data sharing task by selecting the combination of criteria that are relevant.

Criteria sets are created to narrow the scope of your selections. Only those forms or individuals that use at least **one** selected value or item from **each** selected criterion will be included in the resulting data set. *Forms and individuals that meet some but not all selected criteria will be excluded.* For example, if you selected Agency code = 25 and Form Type = BPP, only those BPP's with an Agency code 25 will be included in the data set. Other form types with Agency code 25 will not be included nor will other BPP's with different Agency codes.

NOTE: It is not necessary to create a set of criteria. If you make **no** criteria selections, **all** forms and individuals in the Catalog will be included. Simply click the **Next** button on the **Selection Criteria** screen to include all forms and individuals.

Creating a Criteria Set

There is a limit to the number of combinations of criteria that can be handled in a set of criteria. Before creating a criteria set, carefully evaluate the information you want to locate. Try to identify an efficient, conservative set of criteria. For example, to remove all individuals who were added to the Catalog in 2011, consider using the Entry Date range criterion rather than individually selecting all ID's from that time period.

Selection Criteria Screen & Criteria Buttons

Criteria are arranged in three groups of related buttons on the **Selection Criteria** screen. Most button labels describe a type of information entered from paper rating forms. Some button labels describe information created by BPM. When you click on a criterion button, the **Selection Table** screen displays all values that exist in the BPM Catalog for that data category.

You can select one or more values from each displayed list to add to your customized criteria set. If you want to include all values for a data category, skip the criterion button, click the corresponding button and select "All" from the displayed list, or click the **Clear** button on the **Selection Table** screen. All available values for that item will become part of your criteria set.

After you make one or more selections in a criterion button, the color of the label on the button changes to help you quickly identify which parameters you have included in your criteria set.

Clear all Criteria button

Remove all criteria selections from all buttons.

Selection Table Windows

Each table contains a column of selection checkboxes and a Description column which displays all possible values for the criterion. If codes are associated with the items in the Description column, these are displayed in the Code column. If a range of values was designated on the **Low to High Range Indicator** window (see below), items that fall within the range are pre-selected when this window first opens.

At the top of each Description list there may be additional selections:

ALL, BOTH -- includes all selections in the selection table

MISSING -- all forms that do not have a value for this criterion, e.g., all forms that do not have an Agency entered.

To make a selection, click in the checkbox in the Selected column. Click in the checkbox again to remove the selection. You can select one or more items. To select a range of values, click in the selection checkbox for the first value. Hold down the SHIFT key and click in the selection checkbox for the last value. All values in the range will be automatically selected. You can select multiple groups of value ranges as well as individual items.

Click the **Done** button to add your selections to your criteria set. To remove your selections, click the **Clear** button.

Find button and Find box

To quickly locate a description in a large table, enter the information you are seeking in the **Find** box and click the **Find** button.

Done button

Add these selections to your criteria set and return to the **Selection Criteria** screen.

Clear button

Remove checkmarks from all checkboxes in the Selected column.

Use Ranges (ID only)

This button appears if your ID system is strictly numeric. Click this button to locate a range of numeric ID numbers.

Low to High Range Indicator Windows

Range Indicator windows offer two levels of selection, a simple range and an advanced feature for numeric ID's that allows you to make more precise selections. The **Advanced** button opens a **Selection Table** window that functions as described above.

The Range Indicator window is used for Age and Date criterion buttons. It also available from the ID criterion button when your BPM ID system uses only numbers.

You can define a range of values to add to your criteria set. Enter the low and high endpoints for the range you desire. For dates use the format MM/DD/YY or MM/DD/YYYY. If you want to narrow down your selection search within the given range, or you want to make more selections outside the range, click the **Advanced** button to open the **Selection Table** window to display the list of all possible values. Those values that are included in the range will be automatically selected.

Criteria Button Groups

Criteria buttons are arranged in three groups of related entry or information items. Each button opens a popup window that displays a **Selection Table** window or a **Low to High Range Indicator** window.

Person Information Buttons

These criteria correspond to information entered on the Identification page of the BPM Catalog.

ID

If your BPM ID system uses only numbers, this button opens a **Low to High Range Indicator** window. To create a continuous range of ID's, enter low and high values in the range indicator boxes. If you wish to select ID's individually within the designated range to further define your ID criteria, click the **Advanced** button and make your selections from the displayed ID list on the **Selection Table** window. To select one or more individual ID's from the entire set of ID's in the BPM Catalog, click the **Advanced** button to open the **Selection Table** window. To return to the Range Indicator window and enter a continuous ID range, click the **Use Ranges** button.

If your BPM ID system includes letters, the **Selection Table** window opens. You can make your selections individually or multiselect a group of ID's by clicking the first ID in the series, then holding the Shift key down while clicking the last in the series. You do not have access to the **Low to High Range Indicator** window.

Name

Names are displayed in last name, first name order in a Selection Table window. Select the name(s) of the individuals to be included in the criteria set. Click in the ALL checkbox or make no selections to include *all* names in your criteria set.

Gender

Select the gender(s) of the individuals to be included in the criteria set. Click in the BOTH checkbox or make no selections to include both genders in your criteria set.

Ethnicity

Select the ethnicities of the individuals to be included in the criteria set. Click in the ALL checkbox or make no selections to include *all* names in your criteria set.

Form Information Buttons

These criteria identify entered information about individual forms.

Form types

All form types included with the Brief Problem Monitor are listed.

Age

This button opens a **Low to High Range Indicator** window. To create a continuous range of ages in years, enter low and high values in the range indicator boxes. If you wish to select a single age, enter the age in both range indicator boxes.

Date Filled Out

This button opens a **Low to High Range Indicator** window. To create a continuous range of dates, enter earliest and latest dates in the low and high range indicator boxes (MM/DD/YY or MM/DD/YYYY). If you wish to select a single date, enter the date in both range indicator boxes.

Entry Date

The entry date is automatically generated by BPM when a form is added to the BPM Catalog. This date cannot be viewed in the Catalog but can be used here to identify groups of forms entered during a particular period of time. This button opens a **Low to High Range Indicator** window. To create a continuous range of dates, enter earliest and latest dates in the low and high range indicator boxes (MM/DD/YY or MM/DD/YYYY). If you wish to select a single date, enter the date in both range indicator boxes.

Society

Each BPM form is associated with a society. The society should reflect the society of the form's informant. The Society selection table displays all BPM societies.

Form List Information Buttons

These criteria buttons correspond to the lists that can be viewed and modified in *File* → *Setup* → *User Preferences* → *Lists & User-Defined Fields*. Values from these lists are selected during form entry.

Clinician, Agency

The Clinician and Agency buttons will each display a corresponding selection table that contains all list items that exist in your BPM system for that criterion.

Create BPM Data Transfer Files

You can copy data from your BPM Catalog to another BPM system. Transferred data includes forms and information about the persons for whom the forms were entered. ***You cannot transfer information about an individual if no forms have been entered for that person.***

Data are transferred in BPM using .zip files. These files are compatible with the PkZip, WinZip, Xceed programs. An Iomega® Zip drive is ***not*** required to transfer BPM data.

To select data for transfer, choose either *Tools* → *BPM Data Transfer* from the main menu bar. Select *Create BPM data transfer files*. Click the **Next** button to proceed to the next step.

Destination Folder & Transfer File Name Screen

Data you select for transfer are stored in a file on your network or local workstation in a location that you designate.

Select Data Transfer Folder

The Data Transfer Folder is the location where your transfer file will be created and stored. By default the file will be created in the BPM\Export folder within your BPM installation.

Refer to Chapter 12, BPM Data Transfer, Import for complete information about how to import downloaded transferred data you have received from another BPM facility.

The displayed path for the Data Transfer folder is either the BPM default folder or the folder you designated in your last session for Data Transfer. You can change the path\folder by clicking the **Browse** button and selecting a drive and path\folder from the Windows Select Directory dialog.

NOTE: Transfer folder path names (including the BPM installation path) may *not* contain:

- 1) folder names longer than 8 characters
- 2) blank spaces

Transfer File Name

The name for the transfer file is entered here. A file with this name will be created in the Data Transfer Folder. Do *not* enter an extension. BPM automatically creates the file with the extension “.zip”. Transfer file names must *not* be longer than 8 characters and must *not* contain blank spaces.

If a file exists with the entered file name, you will be warned. You can overwrite this file or choose another file name. You cannot append to the existing file.

Next button

Click the button to move to the next screen to create your criteria set.

Selection Criteria Screen

On the **Selection Criteria** screen, create the criteria set you want to use to locate those forms and individuals to be included in Data Transfer.

Next button

Click the button to move to the final screen for this task.

Create BPM Data Transfer Files Screen

A statement displayed above the Status box reminds you of the total number of individuals and forms that will be included for Data Transfer. When you are ready to complete this task, click the **Transfer Data** button to create the transfer file.

You can return to the **File & Folder name screen** to do another Data Transfer or select another task. Your set of criteria can be used again or can be modified for the next task.

Export Data for Analysis

You can export BPM data in a variety of formats for statistical analyses. You can export raw unscored data, profile scores, or both. See Appendix B for a detailed explanation of exported data file formats. Exporting data does not remove individuals or forms from the BPM Catalog. They will remain available as before for all BPM functions.

Destination Folder & Export File Name Screen

Data you select for export are stored in a file on your network or local workstation in a location that you designate.

Select Data Export Folder

The Data Export Folder is the location where your export file(s) will be created and stored. By default the file(s) will be created in the BPM\Export folder within your BPM installation.

The displayed path for the Export folder is either the BPM default folder or the folder you designated in your last session for Export Data. You can change the path\folder by clicking the **Browse** button and selecting a drive and path\folder from the Windows Select Directory dialog.

Raw unscored data and scored data will be exported into separate files. Select the data type(s) you want to export by entering an export file name in the box provided. Data cannot be appended to an existing file.

IMPORTANT

File names you enter should *not* contain a file extension. File extensions will be automatically generated based on the Export File Format that you select.

Raw Data File Name

If you want to export unscored item-level data, enter the name of the file to store the raw exported data.

Scored Data File Name

If you want to export scored profile-level data, enter the name of the file to store the scored exported data.

Export File Format

The Export File Format list allows you to select the output file type. The output file(s) that are generated will be created in the output format that is selected from the following list of formats:

- CSV (Comma Separated Value File) (.csv)
- FoxPro, dBase (.dbf)
- FoxBase+ (for Macintosh) (.dbf)
- Excel 5.0 (.xl5)
- Excel (.xls)
- Lotus 1-2-3 1a (.wks)
- Lotus 1-2-3 2.x (.wk1)
- Lotus Symphony 1.0 (.wrk)
- Lotus Symphony 1.1 or 1.2 (.wr1)
- Multiplan 4.01 (.mod)
- Comma delimited (.txt)
- SDF (System Data Format) (.sdf) {NOTE: fixed width format}

NOTE: Specific characters which occur in the data will be replaced as follows:

double quote (“) replaced with single quote (’);

pipe (|) replaced with colon (:);

comma (,) replaced with semicolon (;).

Next button

Click the button to move to the next screen to create your criteria set.

Selection Criteria Screen

On the **Selection Criteria** screen, create the criteria set you want to use to locate those forms and individuals to be included in the export.

Criteria Summary & Report button

After you create your criteria set, click this button to produce a report of all your criteria and all the individuals and forms that match the criteria. This report can be viewed on the screen and printed. You can modify your criteria selections until the resultant data set meets your requirements. Review the report as often as necessary.

Next button

Click the button to move to the final screen for this task.

Export Data for Analysis Screen

A statement displayed above the Status box reminds you of the total number of individuals and forms that will be included for Export. When you are ready to complete this task, click the **Export** button to create the file(s) containing raw or scored data. You can return to the **File & Folder name screen** to do another Export. Your set of criteria can be used again or can be modified for the next task.

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BPM Data Transfer Import

You can copy data from one BPM system (remote) into your BPM system (host). Transferred data includes forms and information about the persons for whom the forms were entered. You cannot transfer information about an individual if no forms have been entered for that person.

Data are transferred in BPM using .zip files. These files are compatible with the PkZip, WinZip, and Xceed programs. An Iomega® Zip drive is *not* required to transfer BPM data.

Briefly, to transfer BPM information from one BPM system to another:

1. At the remote BPM system, select the individuals and/or forms to be transferred.
2. Create the data transfer file containing the selected data and store it on a CD or a thumb drive or in a location on the workstation in preparation to be sent to the facility that will import the data.
3. On the host BPM system, store the files to be imported in the BPM\EXPORT folder. Select the .zip files to import.
4. Codes and list descriptions used by the remote and host facilities are compared and discrepancies must be resolved.
5. Match people from the transferred data with those already in the host BPM system, resolve discrepancies, create new Catalog entries, and add the transferred data to the host BPM.

Importing Data Transfer .Zip Files

This process occurs at the host BPM system that is receiving the transferred data from the remote BPM system. When you receive BPM .zip files for transfer, it is best to store them in the BPM folder created specifically for this purpose (BPM\EXPORT). This folder can be selected for direct download of .zip files. Alternatively, you can create your own user-specified folder in which to store your incoming transfer data files.

To import transferred data, select *Tools* → *BPM Data Transfer* → *Import Transfer Data* from the menu bar. A series of screens guides you through the import process.

Data Transfer File Import Screen

Location of Transferred Files

Locate the folder where you have stored the files to be imported. BPM data transfer files can be stored on any drive accessible to the computer, including a floppy drive. The default location where BPM will first look for the .zip files is BPM\EXPORT. The **Locate Folder** button is available to select a different location. The folder you select will become the default location for your next import session.

NOTE: Folder names in the location path may not have more than 8 characters and the characters '!', '/', and spaces are prohibited.

Select Files to Transfer

All the .zip files stored in the designated folder are displayed in a list. The list can be ordered alphabetically by filename or from earliest to latest date. Select all the files you want to import by checking the box to the left of each file.

Select ID / Name Import Method

BPM provides different levels for matching incoming forms to people who are currently in the Catalog. Optimal BPM data storage is designed as a single Catalog entry for each person where all forms for that person can be entered and retrieved. A person can be identified in the Catalog by ID alone, by name alone, or by ID and name. Each ID must be unique but it is possible to have different people in a Catalog with the same name. Select the method of matching that is the most compatible with your Catalog's organization.

Standard matching, no Identification Review

Standard matching imposes certain rules on incoming forms to help maintain the integrity of your Catalog. Each incoming form is evaluated to determine if it can be assigned to a person already in the Catalog. If incoming IDs and names do not match existing persons in the Catalog, BPM may require an action by you to either match the imported ID and/or name to an existing combination in your Catalog or to add the person to the Catalog.

Imported ID/Name conditions that require resolution:

- 1) Incoming forms are identified by a name only
- 2) Incoming forms are identified by an ID only and the ID does not exist in the Catalog

Automatic import not requiring resolution:

- 1) Incoming forms are identified with both an ID and a name
RESULT: Added to the Catalog
- 2) Incoming forms are identified with an ID only and exactly match to a Catalog entry with an identical ID and no name
RESULT: Added to the Catalog

When you select this method, the resolution of ID/Name matching is delayed until the forms are actually imported. You will make identification decisions using the ID Error Resolution function rather than using the Identification Review screen described below.

Standard matching with Identification Review

This type of matching is identical to the matching above but resolving identification issues can be addressed early in the import process. The Identification Review screen automatically opens and you can match incoming names with existing names or you can choose to close the screen and resolve identification issues later using the ID Error Resolution function. The Identification Review process is described in detail below.

Implied ID / name matching

BPM will attempt to match incoming IDs and names to those in the Catalog. The rules imposed for standard matching are relaxed and require fewer decisions by the BPM user. This level of matching speeds up the import process but can result in unanticipated matches.

Imported ID/Name conditions with relaxed decisions applied:

- 1) Incoming forms are identified by a name only and the name does not exist in the Catalog
RESULT: Added to the Catalog
- 2) Incoming forms are identified by an ID only and the ID does not exist in the Catalog
RESULT: Added to the Catalog
- 3) Incoming forms with a name only; name exactly matches a name in the Catalog
RESULT: Imported forms assigned to the person in the Catalog

NOTE: If an incoming form matches to multiple names in the Catalog, identification resolution will be required using the ID Error Resolution function.

Next button

Click the **Next** button to continue. If you selected Identification Review then the next screen to display will be the **Identification Review screen**. Otherwise the import process begins and automatically moves to the screen that displays the results of the list comparisons.

Identification Review Screen

The Identification Review option allows you to resolve identification discrepancies so that incoming data can be associated with the correct person in the host

Catalog. Information about the incoming data and information about persons in the host Catalog are displayed in separate tables.

Forms to Import Table

This table contains a list of all of the incoming forms from the data transfer files. The table displays the name, ID, gender, date of birth, age, form type, and date filled out for each form being imported. Use the horizontal scroll to see all these columns. You can choose to display the list of forms by last name order or by ID order.

The name and ID fields are the only fields that can be modified in this table. The data for import may originate from a remote BPM installation that uses a different name and ID system than the host BPM. You can add, delete, or edit a name or ID to modify incoming data to conform with your BPM system.

A column of checkboxes is displayed on the far left side of the table. The **Select All** and **Unselect All** buttons mark and unmark the entire column of checkboxes. These checkboxes target individual forms for the two action buttons below this table as well as the **Catalog Assignment** button described later.

Exclude from Import button

You can choose to eliminate selected forms from the import list. Click in a form's checkbox to mark it and then select the **Exclude from import** button. Excluded forms will no longer appear in the list of forms for import.

NOTE: To import excluded forms later, follow the normal data transfer process from the beginning and select only those forms to move into BPM (see **Process Imported Data** later in this chapter) or use this button to exclude forms you processed in the earlier data transfer session.

See **Remove Duplicate Forms** later in this chapter if you import the same forms more than once.

Remove ID's button

The ID numbering system used for the forms for import may not be compatible with your BPM identification conventions. You can choose to remove the ID numbers from selected forms for import. Click in a form's checkbox to mark it and select the **Remove ID's** button. You can enter new IDs by typing in the ID field in the table.

NOTE: If your facility does not use IDs and you are receiving BPM data containing ID's, you can use this utility to remove them from all incoming forms.

BPM Catalog Entries Table

The names, IDs, genders, and birthdates for all individuals in the host BPM Catalog are listed in this table. You can choose to display the list by last name order or by ID order.

The data for each form to be imported includes identifying information about the person for whom the form was completed. When a form is imported, it is either linked to a person who exists in the host Catalog, or it's identifying information is used to create a new person in the host Catalog. The Catalog information is displayed to aid you in resolving identification discrepancies for forms to be imported. If names and IDs are identical, then no resolution is necessary and these forms will automatically be assigned to the matching person in the host BPM system.

Assign Catalog Entry to Selected Form(s) Above button

The identification information for a person in the host BPM Catalog can be applied to one or more imported forms. Select an individual in the **Catalog Entries** table by clicking anywhere in the person's displayed information. Then click the checkboxes in the **Forms to Import** table for the forms to be assigned to the selected person. Click the **Assign Catalog Entry to Selected Form(s) Above** button.

NOTE: You *cannot* undo this assignment.

View Catalog Forms button

Display all the forms in the Catalog for an individual by clicking anywhere in the person's displayed information. Click the **View Catalog Forms** button. A popup window displays all forms in BPM for that person. You can quickly see if a form in the import list above was imported earlier. You should exclude forms imported earlier to avoid two copies of one form in the Catalog. See **Remove Duplicate Forms** later in this chapter if you have imported the same form more than once.

Imported Forms Report button

You can view and print a report of all forms included in the .zip transfer file. The report records the changes you made to the forms in the import list. The report lists each form in the .zip file twice as a paired set. The first of the pair describes the form with the original information from the transfer .zip file. Directly below is the form described as it currently exists, either unchanged, modified using the Identification Review functions, or excluded from the import list.

Cancel button

Exit BPM Data Transfer without importing any transferred data.

Next button

Move to the next screen in the import process. You cannot return to the **Identification Review** screen from the next screen.

List Discrepancy Resolution Screen

Some BPM data are entered by making a selection from a list. Each category description in a list has a corresponding code. Some of the list descriptions are provided with BPM and are “reserved.” Others can be created by BPM users (see *File → Setup → User Preferences → Lists & User-Defined Fields* to learn more about lists.)

Remote facilities can create user-defined BPM list descriptions and codes that may differ from those created in the host BPM system. These differences must be resolved before the incoming data can be transferred into the host BPM system.

For each import session, all list discrepancies must be resolved. If you cannot decide how to resolve a discrepancy, you will have to cancel the import process. To help with resolution decisions, you can obtain a printed report of the discrepancies using the **Print Discrepancies** button and evaluate how you wish to resolve those discrepancies.

Two tables display the discrepant incoming list names, descriptions, and codes and those that are defined in the host BPM system.

List Information from Transferred Files Table

Lists that have discrepancies are displayed in this section. The name of each list requiring resolution is displayed in the leftmost column. The discrepant code and list description are displayed in the next two columns to the right. There can be more than one discrepant list description and code for a single type of list.

NOTE: The three user-defined fields may be used for different purposes in the host and remote BPM systems. To avoid confusion because the user-defined titles may be different, a standard display format is implemented for these three fields:

List Type : *List Name*

Form: user-defined 1: FUD1: *title in host BPM* | *title in remote BPM*

Form: user-defined 2: FUD2: *title in host BPM* | *title in remote BPM*

Catalog: user-defined 1: SUD: *title in host BPM* | *title in remote BPM*

BPM Lists – Replacement Code and Descriptions Table

A host description and its code can be selected to replace the incoming list description and code. For each discrepant list displayed in the leftmost column, list descriptions and codes used in the host BPM system for that list type are displayed by clicking the arrow to the right. If a replacement is selected, it will be displayed in the Replacement display box to the left of the arrow.

Add checkbox

In the center of the screen is a column of checkboxes. If both the incoming list description and its code are not included in the corresponding list in the host BPM system, they can be added to the host BPM system. If this option does not apply, the checkbox is surrounded by a gray background and cannot be selected.

Cancel button

Exit BPM Data Transfer without importing any transferred data.

Next button

After all discrepancies have been resolved, click the **Next** button to evaluate imported societies (school-age forms only, see below) or to process the imported data.

Resolution Methods**Add**

Click the **Add** checkbox and the new list description and its code are immediately added to the corresponding list type in the host BPM system. The added description and code appear in the replacement list displayed by clicking on the arrow to the right. Once this list description has been added, it can be used as a replacement to resolve remaining discrepancies. If the **Add** checkbox is unchecked, the description and its code are removed from the host BPM list. The original discrepancy is again unresolved as are any other discrepancies that were resolved by replacement with the new addition. When the **Add** checkbox is checked, the Replacement display box is gray.

Replacement

Open each list to compare the incoming descriptions and codes with those used by the host BPM. To replace the incoming description and its code with a description/code from the host system, highlight the desired description and click on it. The replacement display box will now display the selected description.

List Comparison Outcomes

- 1) Incoming descriptions and codes match those in the host BPM.
NO RESOLUTION REQUIRED: Incoming codes and descriptions are automatically added to the host BPM.

- 2) Incoming descriptions match but codes do not match those in the host BPM.
NO RESOLUTION REQUIRED: The host codes are automatically substituted for the incoming codes.

3) The incoming list descriptions and corresponding codes have no counterparts in the host BPM system.

RESOLUTION REQUIRED: ADD or REPLACE

4) The incoming list descriptions do not match the host descriptions but the codes do match.

RESOLUTION REQUIRED: REPLACE

BPM Data Transfer Process Imported Forms

When forms are “processed,” they are moved from the temporary import area and stored in the host BPM. However, before the import process can be completed, the status of each form is evaluated to determine its eligibility to be added to the host Catalog.

Import Display Table

This table displays all imported forms that are waiting to be added to the host Catalog. The list shows only those forms imported by the logged-in user. Review all information in the table to be sure that each form was transferred correctly.

First, Middle, Last Names columns

If the incoming ID has been previously assigned to someone in the host BPM system, these columns are gray and disabled. If the incoming ID is new to the host BPM system, these columns are white. You can enter the person’s name here or modify the displayed name for any form where the name columns are white.

Status column

During the import process a status is assigned to each incoming form:

OK

No problems were found. The form is ready to be processed and added to the BPM system. The checkboxes for these forms may be automatically checked.

ID Error

BPM was unable to automatically match the transferred form to a child or adult who is already in the host BPM system. This status must be changed before standard errors and warnings can be displayed. ID Errors are discussed later in this chapter.

Status button

Click on a form with an ID Error, Error, or Warning displayed in the Status column and then click the **Status** button to open the corresponding resolution screen.

Process button

Move all transferred forms with an OK status into the host BPM system. Because BPM is constantly checking forms against information in the Catalog, a form may develop an error during processing if another form for the same person processed earlier in the set changes critical information. If the form is successfully processed, it no longer appears in the display table.

Select All and Unselect All buttons

A column of checkboxes is displayed on the far left side of the table. These buttons mark and unmark the entire column of checkboxes. These checkboxes target individual forms for processing or deleting.

Show All Forms

Forms imported by all BPM users will be displayed.

Delete button

Forms that are checkmarked in the table are deleted from the import list. These forms can be imported again later by starting the import process from the beginning.

BPM Data Transfer ID Errors

ID Errors are created when BPM is unable to automatically match the incoming name or ID for a transferred form to a person already in the host BPM system. The ID Error must be resolved before standard errors and warnings can be detected and displayed.

Information about the name and/or ID, the gender, and the date of birth (DOB) from the transferred form is displayed under the heading **Import Form Information**. Information about persons in the host BPM Catalog that may match the incoming form is displayed under the heading **Catalog Information**.

There are three options available to resolve the ID Error:

- 1) Select a person from the **Catalog Information** list and click on the **Use Catalog Information** button. This will add the transferred form to BPM as an additional form for the selected person.
- 2) Click the **Process As New** button. The new person and the imported form will be entered into the host BPM system.

- 3) Click the **Process as New Remove ID** button. The incoming person is added to BPM as a new person but with the ID removed to avoid potential conflict with an existing person in BPM.

Selecting the **No Action At This Time** button allows you to exit the **ID Resolution** screen without resolving the ID Error.

View Fatal Errors Button

If this button is red, some forms were not successfully transferred. If you just imported a form, but do not see it in the displayed list, look here for the form.

Fatal Errors List

When you select **View Fatal Errors**, this screen displays a list of transferred forms that were not imported into the host BPM system because of fatal errors. Fatal errors cannot be corrected within the host BPM system. These errors must be resolved within the remote BPM system and the forms transferred again.

Type

The abbreviation for the form type is displayed if BPM could recognize it. Form abbreviations are:

- BPP = Brief Problem Monitor - Parent
- BPT = Brief Problem Monitor - Teacher
- BPY = Brief Problem Monitor - Youth

Error Condition

This column contains a brief description of the cause of the fatal error.

- 1) Age missing
The age on the transferred form is missing.
- 2) Gender missing
The gender on the transferred form is missing.
- 3) Gender does not match Catalog information
The gender on the transferred form is different from the gender that was reported for this person from a previous form.

Date

Displays the date the form was transferred into BPM.

Clear Button

The **Clear** button clears all fatal error information. Once the screen is cleared, the fatal error information cannot be redisplayed in the current import session.

14

Export Data for Analysis

You can export BPM raw data and profile scores to a variety of file formats based on selection criteria you enter. This function is useful for statistical analyses. To export data, select *Tools* → *Export Data for Analysis* from the main menu bar. The Export process occurs in Tools and is completely described in Chapter 12.

Export File Format

You can choose one of the formats listed below for each set of forms you select for export. The output file(s) that are generated will be created in the output format that is selected from the following list of file formats:

- FoxPro, dBase (.dbf)
- FoxBase+ for Mac (.dbf)
- Excel 5.0 (.xls)
- Excel (.xls)
- Lotus 1-2-3 1a (.wks)
- Lotus 1-2-3 2.x (wk1)
- Lotus Symphony 1.0 (.wrk)
- Lotus Symphony 1.1 or 1.2 (.wr1)
- Multiplan 4.01 (.mod)
- Comma delimited (.txt)
- SDF (System Data Format) (.sdf)
- SYLK (Symbolic Link) (.slyk)
- CSV (Comma Separated Value File) (.csv)

Export Selection Criteria

You can define your export results by selecting the combination of criteria that is important to you. A report can be generated showing information about the forms that met the selection criteria. Chapter 12, Tools, describes in detail each selection category available.

15

Remove Duplicate Forms

If you import forms into BPM from other BPM installations, you may inadvertently import the same form more than once. It is also easy to key-enter a form more than once. You can use this utility to safely clean up your Catalog. To access this utility, select *Tools* → *Remove Duplicate Forms* from the main menu bar.

Identify Duplicate Forms button

This utility accurately compares *all* entered information from *all* forms and identifies all duplicates. Click this button to begin the evaluation process. If duplicates are found, a message appears reporting the number of duplicates.

Report button

If duplicates are found, this button becomes available. A report details each of the duplicates. If desired, the report can be printed or saved to a file.

Remove Identified Duplicates button

If duplicates are found, this button becomes available. Click this button to permanently remove duplicate forms from your Catalog.

16

Maintenance

*The first and best defense to assure
BPM's database integrity is a regular system
backup to reliable media.*

Your system administrator should implement some type of regular backup system—to tape, removable disk, or other media: create an BPM Data Transfer file—so that your data can be recovered in case of mishap.

All data for BPM is stored in databases. These files need regular maintenance to perform optimally. A utility to accomplish this is provided with BPM.

Catalog Maintenance

When users delete an individual from the Catalog or delete an individual's forms, those records are *permanently* removed from the Catalog and cannot be restored at a later time. To maintain data integrity after individuals or forms have been deleted, it is recommended that Database Maintenance be requested on a routine basis. Database Maintenance can be run by any user.

APPENDIX A

Exported Data File Formats

Use the BPM output layouts provided below to identify where data are located in your export file. There are two types of BPM output layouts: one for raw data values and another for profile scores. Your data will be exported to the export format you chose using the BPM output layout appropriate for the type of data being exported.

Most fields for all form types are included in each of the two layouts. The form types you selected for export will use only those fields that are specific to them. Unused fields will be empty or filled with 0's.

Output layouts are given below as variable name, variable type, variable length, and variable description. Lengths apply only to fixed output formats, such as SDF, and formats that do not strip blank characters, such as CSV. Lengths for variables containing decimal values are represented as x,y, where x is the overall length, including decimal, and y is the number of decimal places. For example, the value 12.3456 would be represented as 7,4.

Variable types:

C = Character

N = Numeric with decimal

I = Numeric, no decimal

D = Date

NOTE: Date variables are output to SDF format as YYYYMMDD and to CSV format as MM/DD/YYYY

The "Subject" is the person whose behavior and problems are being assessed. Internal numbers refer to values used by BPM for its own storage.

PROFILE SCORES

Variable definitions & descriptions.

All forms have 4 scales listed for scored data. Scales that had no items entered are filled with 9's.

Pos	Variable	Type	Len	Description
1	BPMver**	C	5	BPM version that created the export file
2	Datatype**	C	5	“Score” = exported data is scored data
3	Subjectno	I	12	BPM Internal Subject Number
4	ID	C	12	Subject Identification Number
5	Firstname	C	15	Subject First Name
6	Middlename	C	15	Subject Middle Name
7	Lastname	C	20	Subject Last Name
8	Othername	C	20	Subject Other Name
9	Gender	C	1	Subject Gender (M, F)
10	Dob	D	8-10	Subject Date of Birth
11	Ethniccode	C	2	Subject Ethnic Code (see key below)
12	Formver	C	4	Version of form & items
13	Dataver	C	4	Version of norms to be applied for scoring
14	Formno	I	10	BPM Internal Form Number
15	Ratingno	C	3	The number of the rating period for the form
16	Type	C	3	Form Type: BPP=BPM-Parent; BPT=BPM-Teacher; BPY=BPM-Youth
17	Enterdate	D	8-10	Date of Data Entry
18	Dfo	D	8-10	Date Form Filled Out
19	Age	C	3	Subject Age at Date Filled Out (in years)
20	Fobcode	C	2	Respondent Code (see key Appendix B)
21	Fobgender	C	1	Respondent Gender (M, F)
22	Agencycode	C	3	Agency Code (user-defined - see File->Setup->User-Preferences > Lists & User-Defined Fields for key)
23	Clincode	C	3	Clinician Code (user-defined - see File->Setup-> User-Preferences > Lists & User-Defined Fields for key)
24	Sc1name	C	30	Attention (Attention Problems)
25	Sc1raw	I	10	Raw Total Score for Attention Problems
26	Sc1t	I	10	T Score for Attention Problems
27	Sc1pct	I	10	Percentile for Attention Problems
28	Sc2name	C	30	Internal (Internalizing)
29	Sc2raw	I	10	Raw Total Score for Internalizing
30	Sc2t	I	10	T Score for Internalizing

31	Sc2pct	I	10	Percentile for Internalizing
32	Sc3name	C	30	External (Externalizing)
33	Sc3raw	I	10	Raw Total Score for Externalizing
34	Sc3t	I	10	T Score for Externalizing
35	Sc3pct	I	10	Percentile for Externalizing
36	Sc4name	C	30	TotProb (Total Problems)
37	Sc4raw	I	10	Raw Total Score for Total Problems
38	Sc4t	I	10	T Score for Total Problems
39	Sc4pct	I	10	Percentile for Total Problems
40	Origin	C	1	Origin of entered data: K = Key-entered
41	FUdefcode1	C	3	Form – 1 st user-defined field (see File->Setup->User-Preferences > Lists & User-Defined Fields for key)
42	FUdefcode2	C	3	Form – 2 nd user-defined field (see File-> Setup->User-Preferences > Lists & User-Defined Fields for key)
43	SUdefcode1	C	3	Catalog – user-defined list field (see File->Setup->User-Preferences > Lists & User-Defined Fieldsfor key)
44	FStatus	C	5	Form Status (not used by BPM)
45	UserText	C	20	Text field for subject on Catalog Identification page
46	Society***	C	44	Society used to score form; Society code Society description BPM internal code Grp1 Grp2 Grp3 Grp4 (BPP,BPT,BPY)
47	CEthnic**	C	23	Ethnic code Ethnic description (All forms)
48	CFob**	C	34	Respondent code Respondent description (All forms)
49	CAgency**	C	24	Agency code Agency description (All forms)
50	CClin**	C	24	Clinician code Clinician description (All forms)
51	CFUdef1**	C	41	Form user-defined 1 code Form user-defined 1 description (All forms)
52	CFUdef2**	C	41	Form user-defined 2 code Form user-defined 2 description (All forms)
53	CSUdef1**	C	41	Subject user-defined 1 code Subject user-defined 1 description (All forms)

For all fields (TYPE column = C), some characters are replaced:

- double quotes replaced with single quote [“ replaced with ‘]
- pipe replaced with colon [| replaced with :]
- comma replace with semi-colon [, replaced with ;]

RAW DATA VALUES*Variable definitions & descriptions.*

The problem items for all form types are output as a single string of multiple item scores. For example, an Excel file would contain one column of width 22 that contains the item scores for all the behavior problems for the BPP, including the three additional items. To access individual behavior item scores, you must use Excel or statistical software to create code to separate each string into single-character items. Strings that are completely blank or contain all 9s indicate that no values at all were entered.

Pos	Variable	Type	Len	Description
1	BPMVer**	C	5	BPM version that created the export file
2	DataType**	C	5	Raw = exported data is raw, unscored data
3	Subjectno	I	10	BPM Internal Subject Number
4	ID	C	12	Subject Identification Number
5	Firstname	C	15	Subject First Name
6	Middlename	C	15	Subject Middle Name
7	Lastname	C	20	Subject Last Name
8	Othername	C	20	Subject Other Name
9	Gender	C	1	Subject Gender (M, F)
10	Dob	D	8-10	Subject Date of Birth
11	Ethniccode	C	2	Subject Ethnic Code (see key Appendix B)
12	Formver	C	4	Version of form & items
13	Dataver	C	4	Version of norms to be applied for scoring
14	Formno	I	10	BPM Internal Form Number
15	Ratingno	C	3	The number of the rating period for the form
16	Type	C	3	Form Type: BPP=BPM-Parent; BPT=BPM-Teacher; BPY=BPM-Youth
17	Enterdate	D	8-10	Date of Data Entry
18	Dfo	D	8-10	Date Form Filled Out
19	Age	C	3	Subject Age at Date Filled Out
20	Fobcode	C	2	Respondent Code (see key Appendix B)
21	Fobgender	C	1	Respondent Gender
22	Agencycode	C	3	Agency Code (user-defined - see File->Setup->User-Preferences > Lists & User-Defined Fieldsfor key)

23	Clinicode	C	3	Clinician Code (user-defined – see File->Setup->User-Preferences > Lists & User-Defined Fields for key)
24	BPItems	C	22	String containing individual behavior problems (see key Appendix B)
25	Origin	C	1	Origin of entered data: K = key-entered
26	FUdefcode1	C	3	Form – 1 st user-defined field (see File->Setup->User-Preferences > Lists & User-Defined Fields for key)
27	FUdefcode2	C	3	Form – 2 nd user-defined field (see File->Setup->User-Preferences > Lists & User-Defined Fields for key)
28	SUdefcode1	C	3	Catalog – user-defined list field (see File-> Setup->User-Preferences > Lists & User-Defined Fields for key)
29	FStatus	C	5	Form Status (not used by BPM)
30	UserText	C	20	Text field for subject on Catalog Identification page
31	Society***	C	44	Respondent's society; Society code Society description BPM internal code Grp1 Grp2 Grp3 Grp4 (BPP, BPT, BPY)
32	CEthnic	C	23	Ethnic code Ethnic description (All forms)
33	CFob	C	34	Respondent code Respondent description (All forms)
34	CAgency	C	24	Agency code Agency description (All forms)
35	CClin	C	24	Clinician code Clinician description (All forms)
36	CFUdef1	C	41	Form user-defined 1 code Form user-defined 1 description (All forms)
37	CFudef1	C	41	Form user-defined 2 code Form user-defined 2 description (All forms)
38	CSudef1	C	41	Subject user-defined 1 code Subject user-defined 1 description (All forms)

For all fields (TYPE column = C), some characters are replaced:

- double quotes replaced with single quote [“ replaced with ‘]
- pipe replaced with colon [| replaced with :]
- comma replace with semi-colon [, replaced with ;]

**:

These fields are associated with lists. These fields can contain multiple data values using the pipe character (|) as the delimiter between values. There is no trailing pipe character. If the variable is related to the form type for the record, there will always be an entry in that field, either values or just the pipe characters if there are no values. If the variable is not related to the form type for the record, the field will be empty. The lengths in the LEN column include the pipe characters.

*** Society

Society code: BPM reserved code

Society description: BPM reserved description

BPM internal code: unique value, system-derived

Grp1 = (contains either 1=Low, 2=Medium, 3=High)

Grp2 = (contains either 1=Low, 2=Medium, 3=High)

Grp3 = (contains either 1=Low, 2=Medium, 3=High)

Grp4 = unused by BPM

APPENDIX B

Keys to Codes and Data Strings

Ethnicity reserved codes: [see File→Setup→User-Preferences → Lists & User-Defined Fields for additional user-defined codes]

- 1=African American
 - 2=Asian
 - 3=Latino, Latina
 - 4=Native American
 - 5=Pacific Islander
 - 6=White
 - 7=Other
-

Brief Problem Monitor - Parent (BPP):

Problem items:

Breakdown of field Bpitems - value of score (score of 9 = Missing); Total length = 22:

Problems items (19 items): 0=Not true, 1=Somewhat true, 2=Very true
Items 1-19 are in positions 1-19

Additional items (3 items): 0=Not true, 1=Somewhat true, 2=Very true
Additional items are in positions 20-22
** Additional items are NOT SCORED

Respondent codes:

BPP data:

- 1=Biological parent
 - 2=Adoptive parent
 - 3=Stepparent
 - 4=Foster parent
 - 5=Grandparent
 - 6=Other
-

Brief Problem Monitor - Youth (BPY):**Problem items:**

Breakdown of field Bpitems - value of score (score of 9 = Missing); Total length = 22:

Problems items (19 items): 0=Not true, 1=Somewhat true, 2=Very true

Items 1-19 are in positions 1-19

Additional items (3 items): 0=Not true, 1=Somewhat true, 2=Very true

Additional items are in positions 20-22

** Additional items are NOT SCORED

Brief Problem Monitor - Teacher (BPT):**Problem items:**

Breakdown of field Bpitems - value of score (score of 9 = Missing); Total length = 21:

Problems items (18 items): 0=Not true, 1=Somewhat true, 2=Very true

Items 1-18 are in positions 1-18

** Problem “Disobedient at home” (BPP) & “I disobey my parent” (BPY)
does not have a counterpart on BPT

Additional items (3 items): 0=Not true, 1=Somewhat true, 2=Very true

Additional items are in positions 19-21

** Additional items are NOT SCORED

BPT Respondent codes:

1=Classroom teacher

2=Special Ed. teacher

3=Teacher’s aide

4=Counselor

5=BPMinistrator

6=Other