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Managing Success




An Instruction Manual for the APPT Database and Management Information System

Subregional Office for East Asia

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PREFACE

Managing Success: An Instruction Manual for the APPT Database and Management Information System and the accompanying CD-ROM, which contains the database and a soft copy of this manual, were developed over a five-year period during the implementation of the ILO project Alleviating Poverty through Peer Training (APPT). The project aimed to raise the income of people with disabilities and their families so that they could lead more productive and fulfilling lives. The APPT approach was based on a methodology called Success Case Replication (SCR), which uses successful micro-entrepreneurs, or peer trainers, to train others to replicate their businesses. This simple concept of informal apprenticeships proved to be a successful approach to training disabled persons and their family members through a pilot initiative in Cambodia from 2002 to 2007. It targeted those living in rural areas and put a special emphasis on women and, as the project developed, paid greater attention to family members of those with disabilities and people living with HIV/AIDS.

The Embassy of Finland funded the APPT project during its entire period of operation. From 2006 to 2007 a grant from the United Nations Arab and Gulf States Fund (AGFUND) made it possible to expand the project's scope. The International Labour Organization (ILO) operated the project in collaboration with the Ministry of Social Affairs, Veterans and Youth Rehabilitation (MOSVY) and its provincial offices, as well as local NGO partners. The APPT project demonstrated the relevance of the approach during its five years of operation by helping more than 950 people, mostly with disabilities. Over half were female. All received services such as training and business support.

The SCR methodology was originally developed by the United Nations Economic and Social Commission for Asia and the Pacific (UNESCAP) and the Food and Agriculture Organization (FAO) for poor persons in general. During the 1990s it was field-tested in eight Asian countries and found to be an effective and low cost approach to teaching people and helping them start micro-enterprises or income generating activities that increased their incomes. The APPT project was designed to test the approach in working with poor disabled individuals, particularly those who live in remote or rural areas.

During its period of operation, the project developed this database and management information system (MIS), based on the Microsoft Access software. The system tracks information about the clients served, compiles key data points related to service delivery and measures impact. It also analyzes data and produces a variety of reports for project needs. The product is the result of years of development and refinement. You are invited to continue this refinement process by adapting the system to meet the needs of livelihood or poverty alleviation projects that have similar data, evaluation or impact assessment requirements.

This manual is a guide to using the APPT database and MIS. The instructional approach assumes a working knowledge of computer operation and MS Access. To fully understand the manual, it helps to understand the APPT project. For more information on that project and the SCR methodology, please review *Replicating Success: A Manual to Alleviate Poverty through Peer Training.* More information can be obtained from a video also called *Replicating Success* and a publication *Training for Success*: *A Guide for Peer Trainers*. Further, those unfamiliar with MS Access may wish to refer to an official publication about the software.

The ILO acknowledges the work of Mibo Ahn, a former ILO Intern, who deserves tremendous credit for designing and refining the system into its current form and for drafting this manual. She was assisted in her work by Mariko Homma, Associate Expert in Gender and Disability and by the APPT team, including Ros Sotha, National Project Coordinator, Keo Sovatha, Project Officer and Kim Kanchana, Junior Secretary. Vath Vutha, who served as a technical consultant also deserves acknowledgement. Mirka Honko, Associate Expert on Disability, is also acknowledged for her editing work and assistance in producing the final products and for her tireless work in rewriting sections to make it simple and clear, especially for the less technical user. All worked under the guidance of Debra Perry, Senior Specialist on Disability at the ILO Subregional Office for Southeast Asia, who provided leadership, direction and technical assistance to the project and the development of the tools and products that have resulted. Finally, the ILO wishes to acknowledge all of the APPT field workers whose diligent work, reporting and attention to the project participants, made it possible to develop this system and serve people with disabilities and their families in Cambodia.

For more information about the APPT project or to download soft copies of this manual and other APPT tools, see the website www.ilo.org/abilityasia. Also consult the ILO's main website on disability www.ilo.org/employment/disability.

GLOSSARY

The terminology used for this database and MIS is based on general MS Access terms and functions. However, for the first-time user, some of the terms may seem confusing. The main terms used in the manual are defined below:

- **Charts** are parts of the main forms used for data entry (note that this definition is used for the purposes of this manual in particular). They can look like tables and generally appear in pop-up windows. The charts normally contain more detailed or specific information than the main parts of the main forms. (See also "subforms" and "tables".)

- **A field** is a term used for columns in the database forms and their components for the purposes of this manual. Fields are filled in either by typing or by selecting the correct answer from a drop-down list linked to the field. For MS Access in general, a field can be thought of as the "name" side of a "name and value pair". It is a definition in which data is contained.

- **Forms (database)** are used to enter data into the system. They are the main windows containing fields, tables, charts and subforms as data entry points. There are four main forms in the database: Initial Interview form, APPT Services form, Follow-up form and News Skills form. The former three forms are all interlinked.

- **Forms (paper)** are used to collect data at the grassroots level. The APPT project developed and used a total of 28 paper forms that were filled in by the field workers. Ten out of the 28 paper forms used by the project contained information that was entered into the database and MIS. These forms are attached in Appendix I.

- **A menu** allows for navigation through the database. It is a window that contains shortcuts or items that provide links to submenus, forms or database functions. The main menu opens automatically when the database is opened. Clicking on the menu items leads to submenus. (See also "submenu".)

- **The MS Access main interface** is the main page of the MS Access programme. More experienced users may find it easier to use the MS Access interface for data entry, data analysis and perform other functions of the database.

- **Reports** are user-friendly summaries and analyzes of the data entered into the database. Reports are used to analyze and compile client details as based on the information entered into the main forms and their components. For example, the system can generate an Initial Interview report from the information entered into the Initial Interview form. (See also "queries".)

- **Queries** are summaries and analyzes of the data entered into the database, but they have a rawer, less user-friendly presentation than reports. Queries are however more flexible than reports and present a more advanced way to generate statistics. Queries can combine, compare and analyze information entered into different forms and their components. For example, the system can generate a query comparing the client incomes from the information entered into the Initial Interview form and the Follow-up form. (See also "reports".)

- **A shortcut** is a way to navigate to another part of the database. It can be either a button in the toolbar or an item in a menu or submenu. (See also "menu" and "submenu".)

- **Subforms** are parts of the main forms (database) for data entry and are similar to charts. Subforms can appear in pop-up windows or be "glued" into the main forms. Subforms generally contain more detailed or specific information than the main forms. (See also "charts".)

- **A submenu** is used to navigate within a particular section of the database that relates to one of its functions, such as data entry. There are three submenus in the database as it is currently configured: submenu for initial set-up (getting started), submenu for main forms (data entry), and submenu for reports and queries (data analysis). (See also "menu".)

- **A tab** is a way to navigate to different sections of a main form. For example, the APPT Services form has three sections, which appear in different windows. By clicking on the tabs, you can access each section and the information it contains. (See also "forms".)

- **A table** is a matrix that contains fields and rows. The main forms, reports and queries are all based on tables. Tables can also be used to enter large amounts of data into the database through the MS Access main interface. (See also "field", "forms", "reports", "queries" and "MS Access interface".)

INTRODUCTION

1.1 SECTION INTRODUCTION:

In this section you will learn:

- about the background of the APPT project and its database and MIS;
- how to use this manual;
- about technical aspects and key functions of the database and MIS.

1.2 BACKGROUND

The ILO project Alleviating Poverty through Peer Training (APPT) developed this instruction manual to assist other organizations in adapting and using the APPT database and management information system (MIS). It reflects the project needs which were based on a methodology called Success Case Replication (SCR). The SCR process involves the use of informal apprenticeships, or peer training, at the village level and simple micro-business development services to assist people replicate the business of their trainers.

Prior to the project's end in 2007, several international and local organizations adopted the SCR approach and began using the APPT tools, including its database and MIS. The World Rehabilitation Fund and its project Poverty Alleviation through Community Empowerment (PACE) targeted the community of Veal Thom and its disabled members who benefited from this approach. HelpAge International adopted the methodology in its work in Cambodia and a local NGO, Minority Organization Development Economy (MODE), started operating the former APPT project site in Kompong Thom independent of the ILO. Cambodia Trust and Handicap International France have integrated parts of the methodology into their project designs in Cambodia and the Buddhist Fund and other religious groups also find the approach useful for their community work.

The database and MIS were developed between 2002 and 2007 when the APPT project was in operation. Originally, a manual system was used. With increased numbers of clients and reporting requirements, a database was developed. The system needed to collect, save, manage and analyze information concerning the clients, their training needs, the types of micro-enterprises established or upgraded under the project, and the types and nature of assistance and follow-up provided, in a systematic, simple and efficient manner. It also needed to measure project impact and provide a tool for monitoring and evaluating staff performance. Based on Microsoft Access, the system requires the manual completion of forms, which was done by field workers in the APPT project,

with subsequent data entry into the database. This was done by a data entry person in the APPT coordination office. It is possible for users to revise this system so that the data could be directly entered by the field workers or service providers if they have the skills needed and computer access.

1.3 How to use this manual

Managing Success: An Instruction Manual for the APPT Database and Management Information System contains simple information on how to use the main functions of this database and MIS for the purposes of managing and analyzing project related data that was needed for the management of the APPT project. You need not be an IT expert or have extensive knowledge of MS Access to follow the manual. However, it should be noted that it is not an instruction manual for MS Access. While you can make changes to the system to suit the needs of another project, you will need some MS Access expertise to do so and that is beyond the scope of this manual.

This manual targets project officers and other project staff who are in charge of collecting, managing and/or analyzing information related to the project clients and performance. To use this manual, it is best to read through it and have the database loaded on your computer and refer to it as you go through the system. It would be good to have some sample client or project data that you could use to practice on the system as you read through the manual. The best way to learn how to operate the system is to use it and find out first hand what it can do and what you can do with it.

This manual is divided into three main sections. The first two main sections cover the basic functions of the database as noted below, i.e. data entry and data analysis. These two sections contain the key instructions on how to use the database and MIS to support your daily project activities. The third main section covers examples of other, more advanced functions that can be used to format the database and its forms, reports and queries (introduced below). Note that the list of other functions is not exhaustive and it is recommended that users consult official MS Access guides or manuals for further reference and technical information. The manual includes many graphics to better guide the user and illustrate the examples provided. Practical tips how to use the database functions, shortcuts and buttons are displayed in boxes after the main instructions.

This manual and the database and MIS are part of *Replicating Success Tool Kit* developed by the APPT project. To fully understand *Managing Success* and the APPT project, you need to consult the other tools: *Replicating Success: A Manual to Alleviate Poverty through Peer Training; Training for Success: A Guide for Peer Trainers;* and *Replicating Success: The Video*.

The language and terms used in this manual are consistent with that of the other APPT tools. For example, the term client is used for people who benefit from the project services. Occasionally also the term project beneficiary is used in the same way. The term field worker is used for the APPT staff located in the project sites who implemented the grassroots level activities and collected the client information which was then saved in this database and MIS for further processing. Other projects may use community organizers, field coordinators and other title names for positions of similar responsibilities.

1.4 Technical aspects: Microsoft Access

The platform used for the database and MIS is based on MS Access 2000, which is widely used to manage information for relatively small scale projects. It is suitable for entering and saving the data in the system, for generating basic statistics and reports in a timely manner, and for exporting information into other Microsoft software programmes, such as MS Word and Excel. This allows the database users to better analyze, share, compile and manage the information saved in the system.

As noted, the system was set up to meet the needs of the APPT project and its reporting requirements according to the indicators for successful performance. However, users can make adaptations to suit their needs, if they have a basic knowledge of MS Access. Please refer to any official guides or manuals on MS Access for further details.

Basic functions and terminology

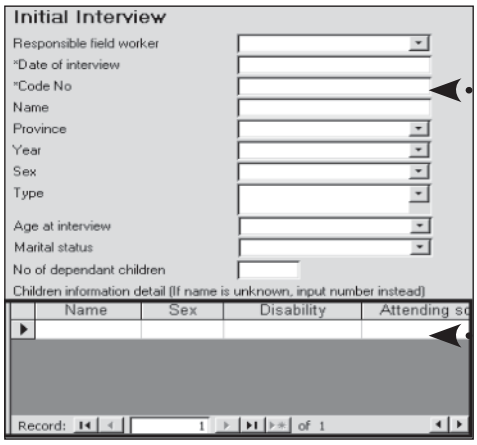
The database and MIS contains two basic functions based on the technology available in MS Access: a. data entry and b. data analysis.

a. Data entry with forms or tables

Data entry is mainly done by using forms as they provide the friendliest display of information. Forms are a convenient way to enter detailed information related to an individual client. The main forms can be accessed through the database's main menus and submenus. Note that forms can have components, which look like tables. These are called subforms. Subforms can be "glued" or embedded in the main form or they can pop up as separate windows on top of the main form that includes a shortcut to access these subforms. Main forms can also have shortcuts to pop-up charts. The charts behave technically in the same way as subforms. Note that for the purposes of this manual, the term shortcut is used interchangeably for menu items and buttons that you can click on to navigate to different database sections. See the glossary for more details about the terminology.

Data entry can also be done by using tables through the MS Access main interface, i.e. the main page of MS Access. More experienced users may find tables a more efficient way to enter large amounts of data at one time. Note that the basic format for reports and queries also consists of different types of tables. See the examples below.

Example of a form



For the purposes of this manual, each column is called a field.

A small table inside a form is called a subform.

Example of a table

1 Basic Data : Table

Code No	Name	Photo	Year	Type	Sex	Age at interview	Marital status
SS01	Yeay Khim		2004	Mother/Father of dis	F	55-64	Widowed
SS02	Tak Ung		2005	Mother/Father of dis	F	45-54	Widowed
SS03	Heng Thy		2005	Mother/Father of dis	F	25-34	Widowed
SS04	Chorn Orm		2005	Mother/Father of dis	F		Married

B. Reports and queries

Information entered in the database is summarized and analyzed by using reports or queries. Reports are a convenient way to compare client details according to the data entry points in one of the main forms. For example, the system can generate time-bound reports from the information contained in the Initial Interview form to show the number of people interviewed, and so on. Queries include more advanced techniques to compare and analyze information saved under different forms. They are used to produce demographic and other statistics for project reports or measuring the project impact.

Example of a report

100% | Close | Setup

Initial Interview From 1/1/2006 ~ To 1/31/2006

Code No	Name	Sex	Type of the client	Current Income generating activity	Current Income	Type of Disability	Date of Interview
Pursat							
P342	Chem Born	F	Person with disability	None	$0.00	Moving	15-Jan-06
P343	Oeun Dy	F	Person with disability		$10.00	Moving	11-Jan-06
P344	Tyon Yeir	F	Person with disability		$4.70	Hearing	14-Jan-06
P349	Sok Y	F	Person with disability		$0.00	Seeing	26-Jan-06

Example of a query

Number of clients (training) : Select Query

		Training Type						
		SCR			Other			Grand Total
		Status of Training						
		Completed	Drop-out	Total	Completed	Drop-out	Total	
province	**Sex**							
Pursat	F	15		15				15
	M	8		8				8
	Total	23		23				23
Siem Reap	F	16	5	21				21
	M	28	12	40	1		1	41
	Total	44	17	61	1		1	62
Grand Total		67	17	84	1		1	85

Data Entry

2.1 Section introduction:

In this section you will learn:

- about the paper forms, which are filled in manually in the field;
- about database forms, which are filled in on a computer to enter the information into the database;
- how to open and set-up the database;
- how to enter data by using the main database forms.

2.2 Main steps and tools for data entry

The database and MIS were designed and developed based on the paper forms and questionnaires used to collect information and implement the SCR methodology at the grassroots level. Out of the 28 different paper forms used by the project, ten were used for entering data into the database and MIS. The other 18 forms were used for case management and documentation purposes. The forms needed for the database are attached in Appendix I. The compilation of all 28 forms is in the companion publication, *Replicating Success: A Manual to Alleviate Poverty through Peer Training*.

To fully understand this system and the data collected, it is useful to understand the SCR process. To implement the SCR approach, which is based on using successful micro-business operators or entrepreneurs as peer trainers, the following steps are involved:

1. Locate successful entrepreneurs.
2. Evaluate the profitability and market viability of their businesses (in other words, are their businesses really successful and will the market allow for replication).
3. Assess willingness of trainer (i.e. the successful entrepreneur).
4. Identify and select trainees.
5. Match the trainer to the trainees.
6. Establish a practical hands-on training programme.
7. Supervise the training.
8. Plan the business with the graduate (a process, which actually begins in step 2).
9. Arrange for access to credit.
10. Arrange follow-up with business development services.
11. Arrange secondary replication (this means helping successful trainees, who have started businesses, to train others).

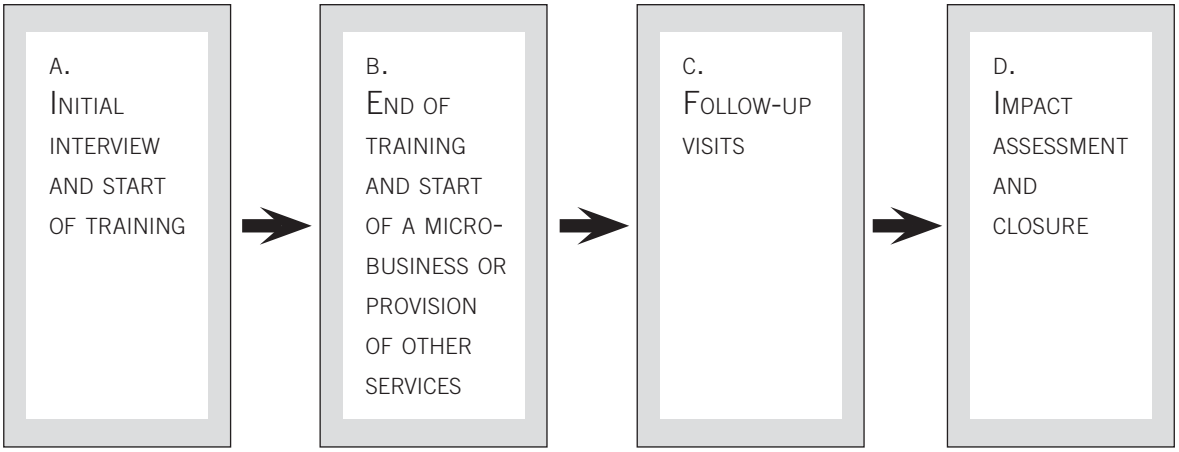
The chart below in Box 1 illustrates which paper forms contain key information used for data entry in the database.

Box 1: Paper forms and database forms for data entry

Paper forms	Database forms
• Initial Interview form • Baseline Survey/Impact Assessment form	• Initial Interview form, including: - Disability in Detail subform - Baseline Survey/Impact Assessment subform
• Training Completion form • Application for Special Allowance • Business Start-up and Enhancement form • Application for Grant or Loan • Loan Repayment Log • Business Follow-up form (for completing the Self-help Group chart in the database)	• APPT Services form, including: - Training tab ◆ Peer Trainers' chart - Business Start-up/ Enhancement tab ◆ Loan Repayment chart - Other Services tab ◆ Self-help Group chart
• List of SCR/Peer Trainers	• New Skills form
• Business Follow-up form • Closure form • Baseline Survey/Impact Assessment form	• Follow-up form, including: - Baseline Survey/ Impact Assessment subform

According to the APPT project procedures, the field workers collected the relevant information manually on the paper forms. The information was then entered into the database from the paper forms by a data entry staff person. Other projects may want to adapt these procedures to suit their needs, especially if computers or computer operation expertise is limited.

The APPT project collected information at four main stages in the SCR process, which also reflects when the data is entered and saved in the current database:



A. Initial interview and start of training

A client record is created in the database after completion of the Initial Interview and other relevant pre-assessment paper forms. The data entered at this point includes: client demographics, current income generating activities and income sources, disability information, and baseline data for impact assessment.

B. End of training and start of a micro-business or provision of other services

The second stage for entering new data in the system is after the client finishes training and starts his or her own business or receives other services. Other services can include business enhancement, which means that the project helps to save or develop an existing business of the client. Other services can also include links with self-help groups or other organizations, such as those providing assistive devices. These links are called referrals. During this stage information on training, business start-up or enhancement services and referrals is entered. Note that the data related to referrals and self-help groups can be updated again in the third stage.

c. Follow-up visits

The third data entry stage is at the point where follow-up visits are made to the client. Field workers may make many follow-up visits, but follow-up data is normally entered at three, six and 12 months intervals after business start-up or enhancement. The paper forms for follow-up visits were used to assess whether further assistance was needed for the business to stabilize or otherwise help the client. During this stage information on the micro-business, such as market condition and competition, and impact of the business on the life of the client and his or her family are entered.

d. Impact assessment and closure

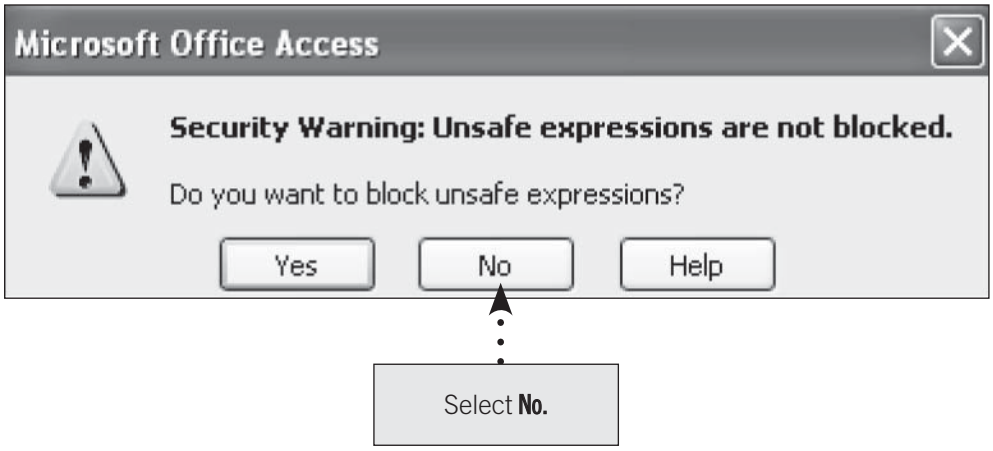
The fourth and the final stage of data entry is done when the project estimates that the client no longer needs assistance. At this point, an impact assessment is carried out to measure the difference between the client's baseline data and the client's situation after the project intervention. The APPT project reviewed all clients after one year of business start-up or enhancement after which the client data records were generally closed and impact assessment carried out. Note that other projects can determine the time frame for closure and impact assessment according to their needs and available resources. During this stage key information on the income level, loan repayment and reasons for successful or unsuccessful closure is entered.

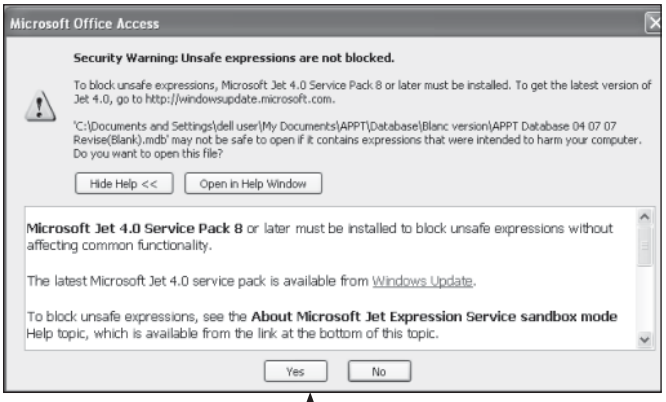
2.3 Getting started

How to open the database

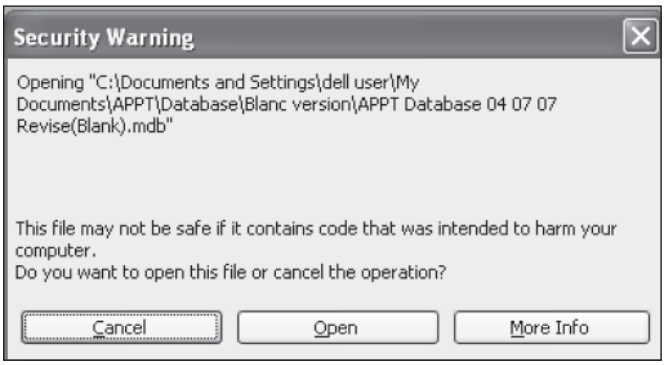
Double-click the file name "Database ver.3, June 2007" to open the database. Alternatively, it can also be opened in MS Access (see below). Depending on the security settings of your computer, three pop-up windows with security warnings might appear when opening the database. If the security warnings pop up, select first **No** to blocking unsafe expressions, then **Yes** to open the file and finally select **Open** in order to access the main menu of the database.

Security warnings





Select **Yes**

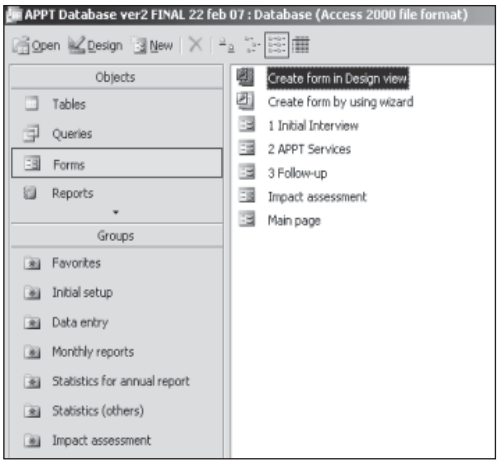


Select **Open**

How to open the database in MS Access

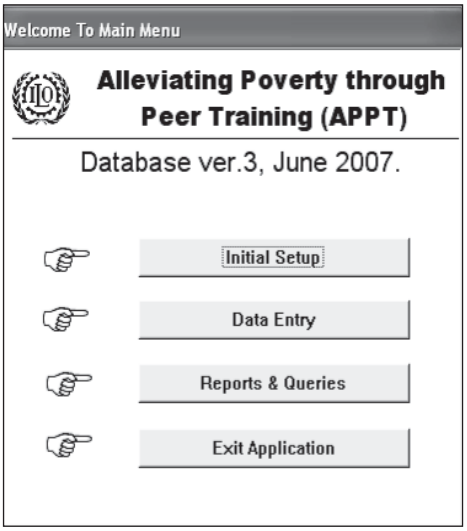
First open MS Access programme on your computer and then go to **Open** in the toolbar to select the correct file name. Click on "Database ver.3, June 2007" to open the database.

As noted, the database can be operated through the main interface in MS Access, as shown below. What ever way you use to open the database, the MS Access interface opens automatically in a minimized format on the left hand corner of the screen. Those users who are already familiar with MS Access may find it easier to use this page to perform more advanced tasks (see Section 4).



Once the database has successfully opened, you will be presented with the main menu view, as shown below.

Main menu of the database



The main menu has the following four items or shortcuts:

a. **Initial Set-up:** You need to customize several fields and data entry points to suit the individual needs of your project before beginning data entry. These are called fixed values and items. See below for more details which values need to be defined and how to do it.

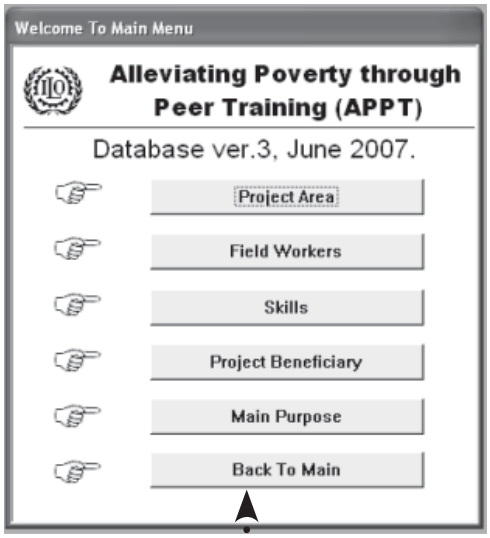
b. **Data Entry:** This is to access the database's main forms for data entry.

c. **Reports & Queries:** This is to access a list of report and query types that are available in the database and used for data analysis.

d. **Exit Application:** This is to close the database.

Defining fixed values and items

To enter fixed items, click on the **Initial Set-up** shortcut on the main menu (note that they can also be updated and edited during the data entry phase). The Initial Set-up submenu will then appear, as shown below:



This is a shortcut to go back to the main menu.

When clicking each shortcut of the Initial Set-up submenu you will be presented with separate windows (see examples below) that allow entering or editing values for the fixed items. These values can be edited when the cursor is active within a row. Note that data is automatically saved after closing each separate window. Note also that when clicking each shortcut on the Initial Set-up submenu you will be presented with a list of already defined items. These items were defined previously by the APPT project, but they can be deleted, edited and updated as required by other users.

There are five types of fixed items to be defined:

a. **Project area:** This is to define geographical areas covered by a particular project.

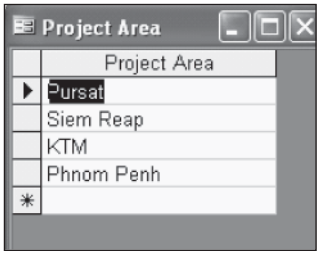
b. **Field workers:** This is to define names of the field workers implementing project activities at the grassroots level. This helps monitoring individual staff performance throughout the project duration.

c. **Skills:** This refers to the areas of client's expertise or business types or trainer's skill areas. The list will automatically have 67 types of skills and businesses that were defined during the APPT project and which reflect the Cambodian context. The list can be further edited and updated by other users. You can type in a new value or item on an empty row marked with * or erase or replace the old one.

d. **Project beneficiary:** This is to define different types of clients.

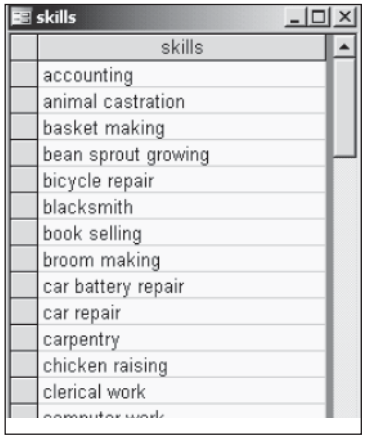
e. **PF purposes:** PF refers to the Participant Fund which was a credit scheme established and used by the APPT project for special allowances (used to help the client in training), grants and loans given to clients to start or enhance their businesses. Under this item data about the uses of client financial assistance is defined.

Project area

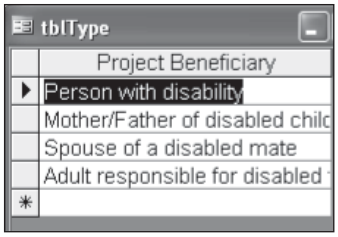


Field workers

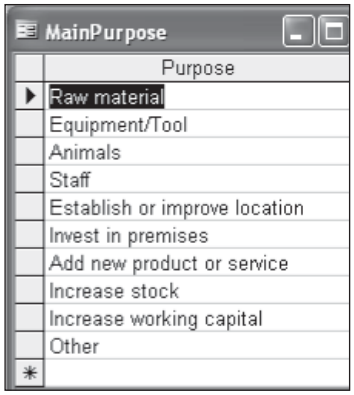
Skills



Project beneficiary



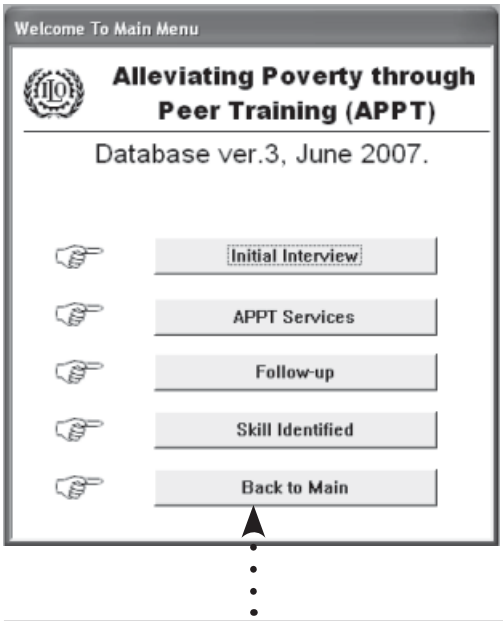
PF purposes



2.4 Main forms

Once all the fixed items have been entered, you can begin to enter data using the database's main forms. To access them, click on the **Back to Main** shortcut on the Initial Set-up submenu and then click on the **Data Entry** shortcut on the main menu. The shortcuts for the main forms are then displayed in the Data Entry submenu, as shown below.

Submenu for main forms



This is a shortcut to go back to the main menu.

As noted, there are four types of main forms in the database:

a. **Initial Interview form:** This is to enter client baseline data.

b. **APPT Services form:** This is to enter information on the type of training and other services, including special allowances, grants and loans.

c. **Follow-up form:** This is to enter information on follow-up assessments, loan repayments, impact assessment and closure.

d. **New Skills form:** This is to enter basic information on identified successful micro-entrepreneurs who could be used as peer trainers in the future.

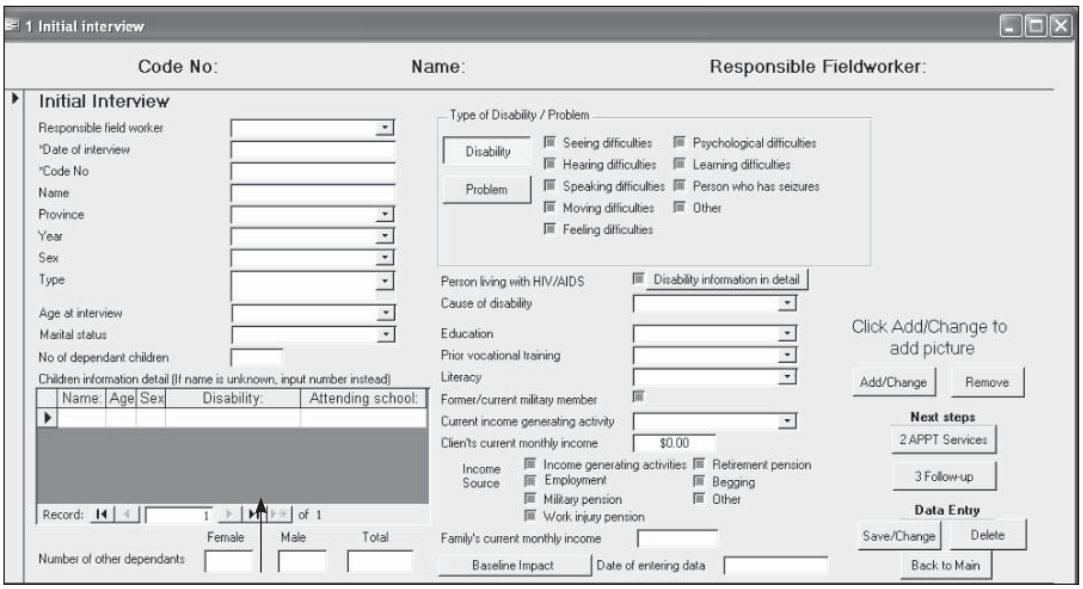
2.4.1 Initial Interview form

The Initial Interview form of the database uses the information from the following paper forms:

- Initial Interview form
- Baseline Survey/Impact Assessment form

To start data entry, click on the **Initial Interview** shortcut on the submenu for main forms. The Initial Interview form of the database, as shown below, will then pop up:

Blank Initial Interview form



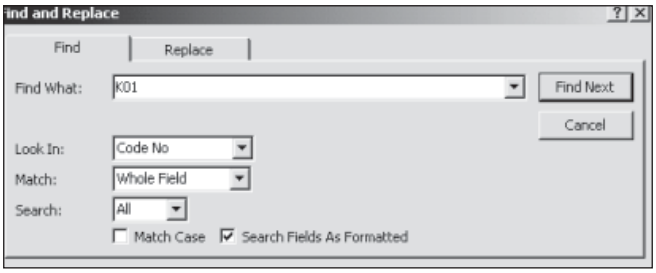
The first time you click on the Initial Interview form, a blank form opens automatically. Otherwise the database always opens the last record saved.

Click the  **New Record** button in the toolbar to start to enter baseline data for a new client, if the blank form does not come up automatically and you want to save a new client record.

Using the *Find* -function to locate a specific client record

If you need to find a specific client record already saved in the database, use the  **Find** button in the toolbar to locate it. To do this:

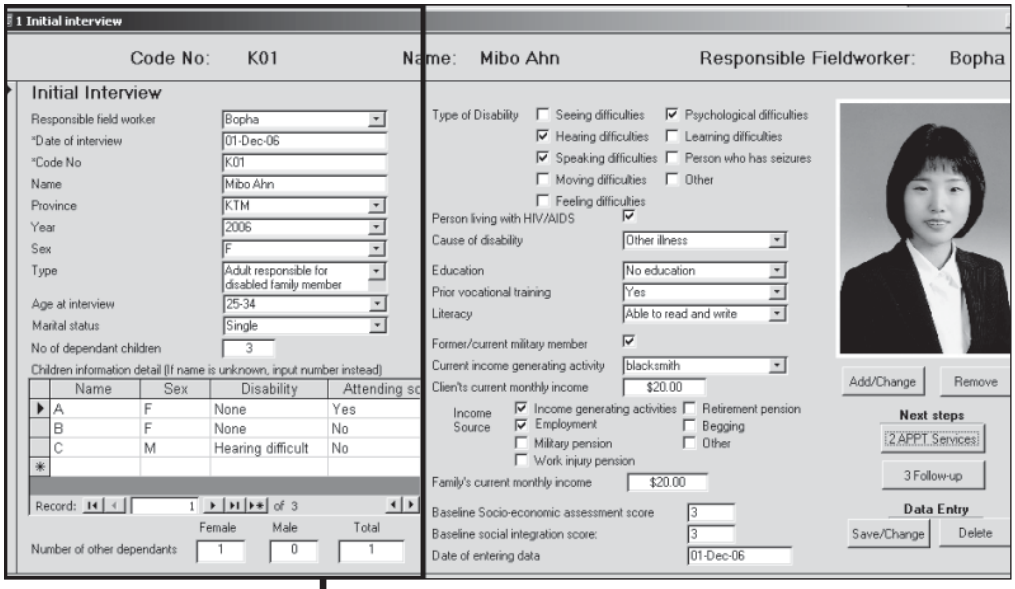
1. First click on the **Code No** field on the Initial Interview form.
2. Then click on the  **Find** button.
3. A **Find and Replace** subform will pop up, as shown below. Write the code number of the client you wish to find in the field next to **Find What**.
4. Click on the **Find Next** button and the Initial Interview form will automatically move to the correct record.
5. Click on the **Cancel** button to close the subform.

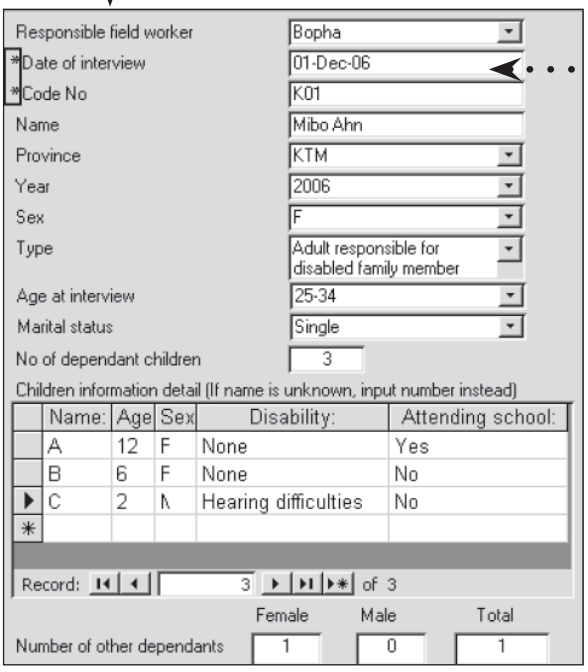


The Initial Interview form consists of the main form where most of the basic information of the client is entered as well as subforms for entering detailed information on the client's children, his or her disability and baseline data. It is especially important to remember to fill in the Baseline Survey/Impact Assessment subform, as this data will be used at a later stage to measure the impact of the project intervention.

See the image below for an example of a completed Initial Interview form. Information on the left hand side of the form should be entered first. This includes basic demographic information about the client and his or her family. (Note: the example below is not a real client but for demonstration only.)

Example of a completed Initial Interview form





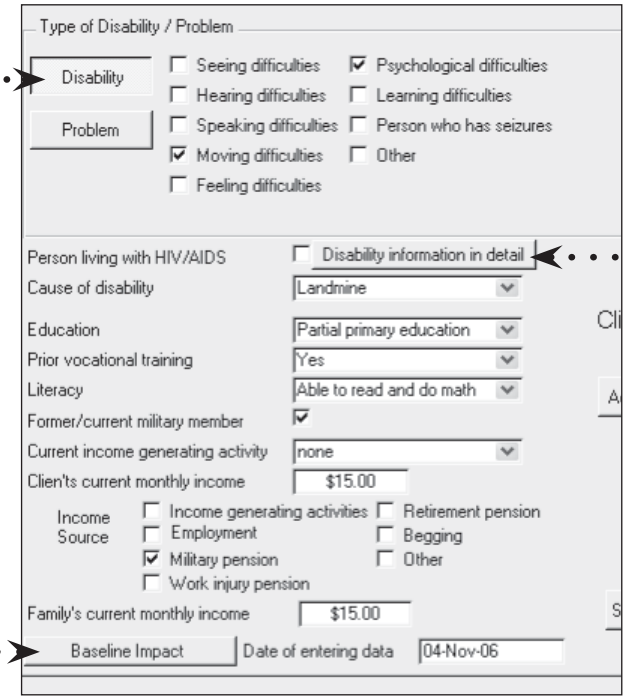
Note that all fields marked with asterisk must be entered to continue.

The date is entered using the "dd-mm-yy" format. However, the month will automatically display in letters, like the example "01-Dec-06".

Enter other details about the client on the right hand side of the form, including the type of disability (if any), other constraints, such as big family size and poverty situation, formal education background, any previous vocational training courses attended, and current employment and income situation. See the example below.

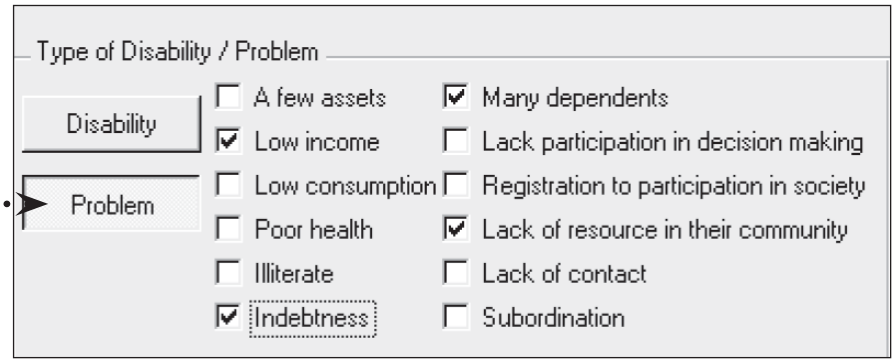
The view of the main Initial Interview form when you click on the **Disability** button.

This is a shortcut to enter the baseline data. A separate subform will open on top of the Initial Interview form.



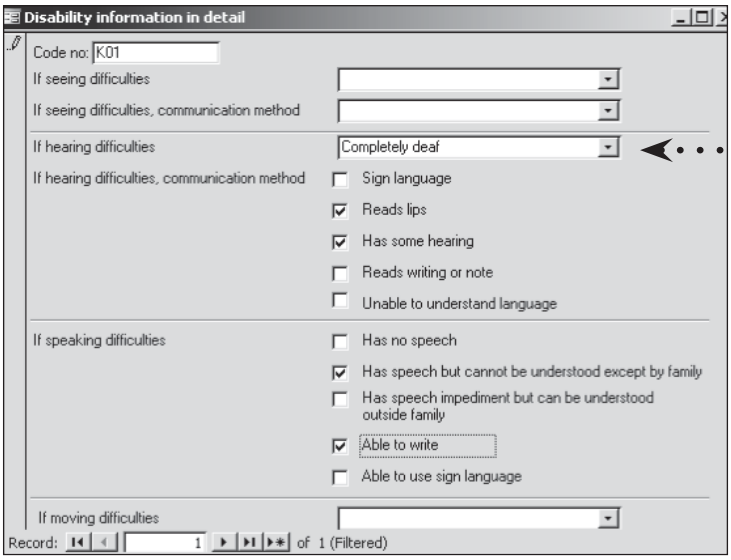
Enter more details on the client's disability by clicking on the **Disability Information in Detail** button. A separate subform will open on top of the open Initial Interview form.

The view of the main Initial Interview form when you click on the **Problem** button.



Disability Information in Detail subform

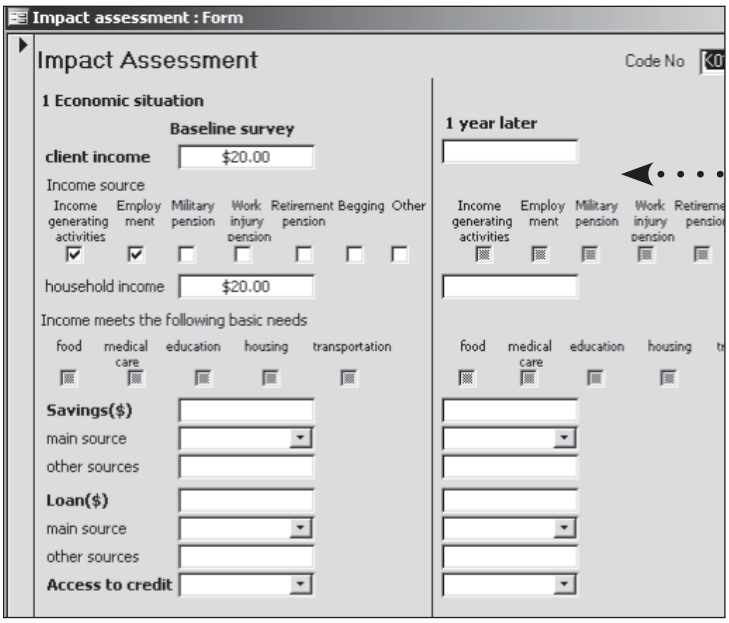
When you click on the Disability information in detail button, the following subform appears:



Use the drop-down lists to fill in the disability details of the client and tick on relevant boxes.

Baseline Survey/Impact Assessment subform

To enter baseline impact assessment data, click on the Baseline Impact Assessment button located on the lower right hand side of the Initial Interview form, next to the date for entering data. Note that the client's income and family income is automatically saved into the subform, as shown in the example below. If this information is not visible at first, use the **Refresh** menu under **Records** to update the subform.

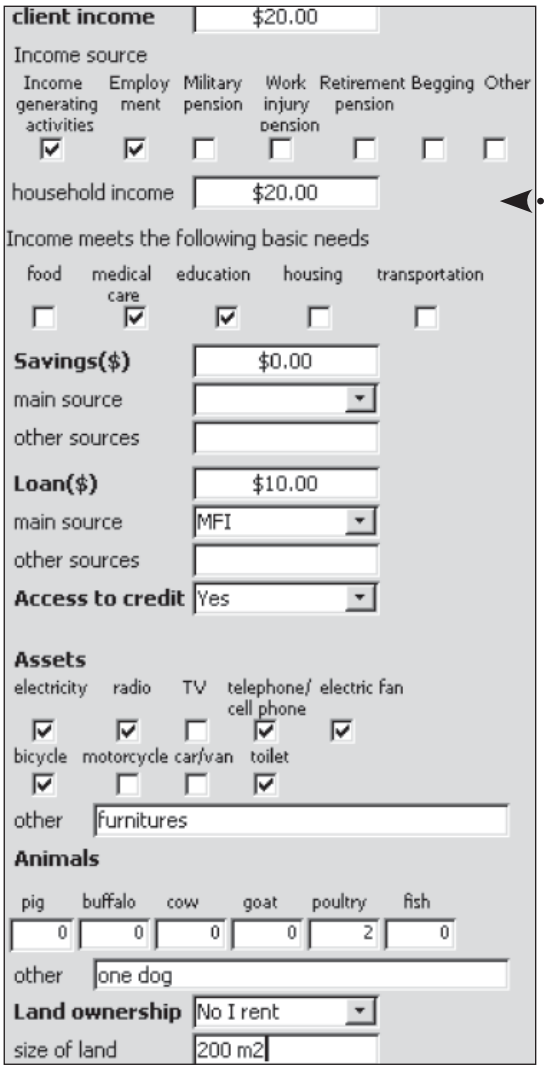


The database allows for comparison of the baseline data with the same data collected one year later so that the impact of the project can be assessed.

The Baseline Survey/Impact Assessment subform is divided into two sections which are filled in at different times. Information for the **Baseline Survey** section on the left hand side of the subform is entered at the initial interview stage, whereas information for the **1 Year Later** section on the right hand side of the subform is entered at the final follow-up visit and/or closure point to compare the situation before and after the project's intervention and measure the impact of the project activities. As noted, the APPT project carried out the impact assessment exercise one year after the client received business start-up or business enhancement services, hence the section name **1 Year Later**. However, each project can determine the time frame of the impact assessment exercise according to its needs and available resources.

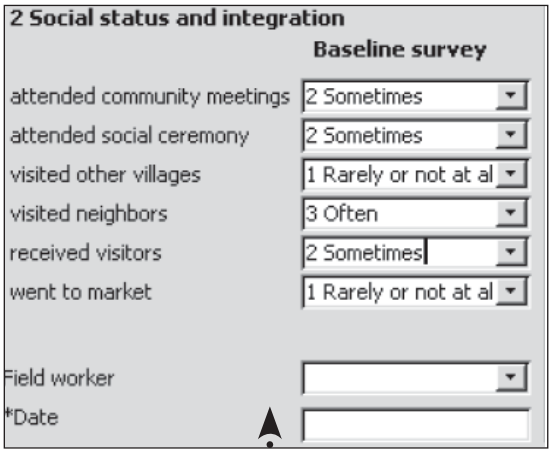
The Baseline Survey/Impact Assessment subform contains the following four data entry parts: economic situation, social status and integration, children's education, and self-assessment. Note that the subform is longer than the window which pops up and you need to scroll down to see all four parts.

At the initial interview stage, baseline data on the client's income, social status and his or her children's education are entered and saved in the subform. The fourth part on self-assessment is completed only after the final follow-up visit or at the closure point (if different). See the examples below.



1. Economic situation of the client

Enter information on the client's savings, loans, access to credit, assets, animals and land ownership in the first part of the subform. Change in resources and assets recorded on the **1 Year Later** section will indicate positive project impact.



2. Social status and integration of the client

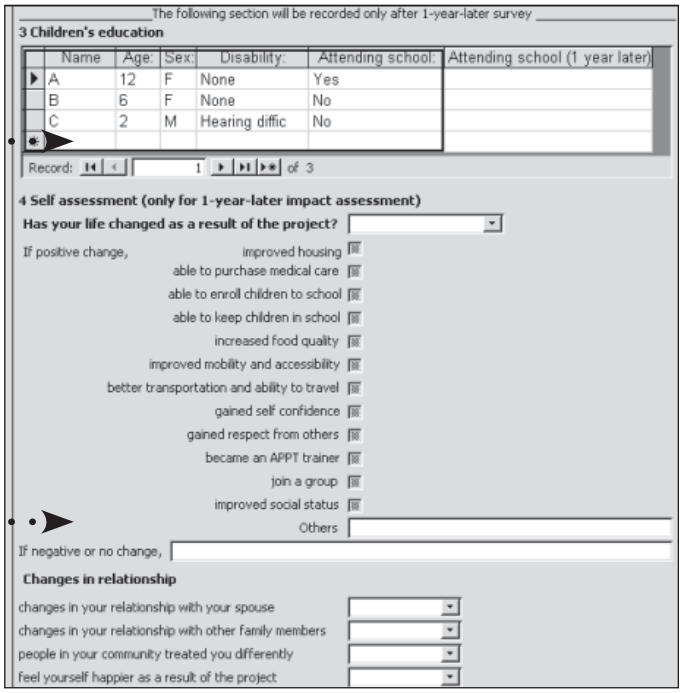
Enter information on the client's social activities in the second part of the subform. Remember to save the date of the baseline survey.

3. Children's education

Enter the baseline information of the client's children and their schooling status and leave the **Attending school (1 year later)** column empty. This part will be completed at the closure point.

4. Self-assessment

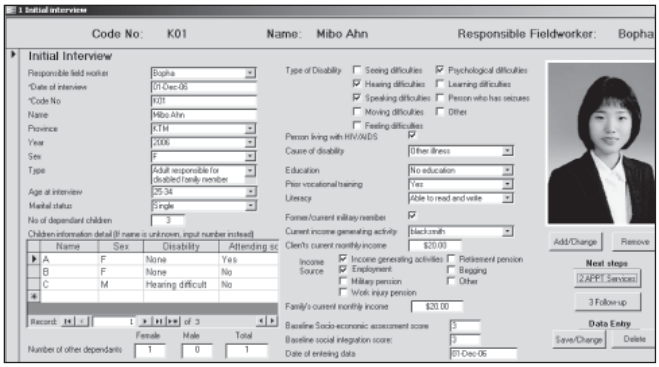
Remember to leave this part of the subform empty at this stage. It is completed only after the final follow-up visit or at the closure point.

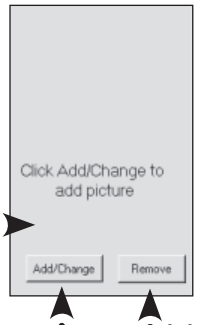


Close the Baseline Survey/Impact Assessment subform to save the baseline information entered at this point (1. economic situation, 2. social integration on the left hand side of the subform and 3. part on children's education). After closing the subform, you will be back at the main Initial Interview form.

How to copy a photo of the client to the database

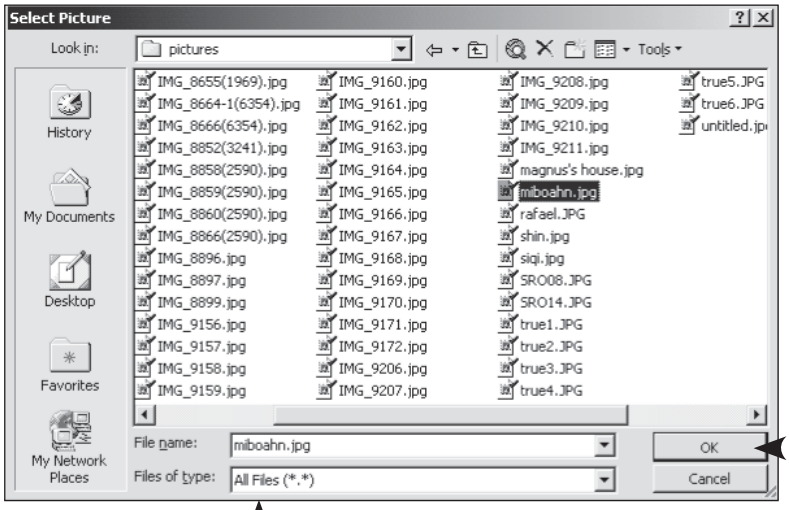
Complete the Initial Interview form by inserting a picture of the client on the form. You should first add the client's picture in your photo library. To copy it on the Initial Interview form, click on the **Add/Change** button on the right hand side of the form and select the photo from your files, as shown below.





By clicking the **Remove** button the picture will be deleted.

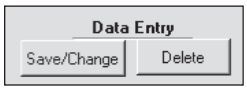
By clicking the **Add/Change** button, **Select Picture** window will pop up, as shown below.



Go to the folder or location where you have saved the client pictures, then choose a picture file you want to insert and save it on the Initial Interview form by clicking **OK**. Remember to choose file type as **All files**. The example shows a list of pictures that are stored in jpg format.

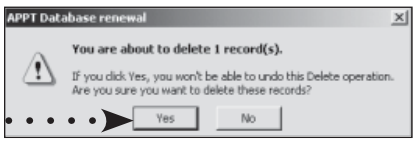
After saving the client's picture, the Initial Interview form is complete and should be saved. The **Save/Change** and **Delete** buttons are on the lower right hand side of the Initial Interview form. See below.

By clicking the **Save/Change** button the information will be saved in the system. It is also used to update any new information.



By clicking the **Delete** button, a dialogue box will pop up, as shown below, which allows you to delete the file.

By selecting **Yes**, all client records, including data entered in any other main forms, will be deleted permanently (see deleting a record below).



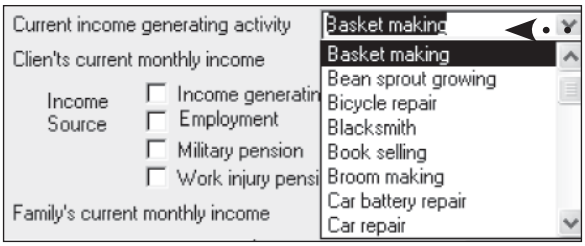
Box 2: Useful tips when entering data

- **Fields with asterisks:** Those fields marked with an asterisk require that the data is entered to proceed with the data entry process. If you fail to complete that item, the following error message will appear:

  The field cannot contain a Null value because the required property for this field is set to True. Enter a value in this field.

  To continue the item must be filled in.

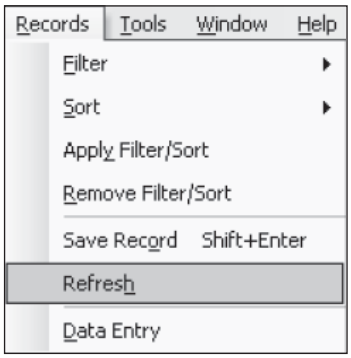
- **Drop-down lists:** Drop-down lists are available for many fields. The items on the drop-down lists are dates and/or fixed values and items defined at the initial set-up phase (see Section 2.2) or added later on. The example below is from the Initial Interview form where the client's income generating activity was entered. Only one option can be selected from each drop-down list.



You can also type in an additional item if the required option is not included in the drop-down list. Saving the Initial Interview form saves also automatically the new item on the drop-down list.

- **Income calculation:** Any income mentioned in the database means "average monthly income". The APPT project used US Dollars (US$) and not local currency to record the client income levels in this database and MIS.

- **Updating information:** The information will be updated automatically in the database after saving and closing the active page of the database. When the same page is reopened, the newly saved information is updated. Alternatively, use the **Refresh** menu under **Records** to update information on active pages.



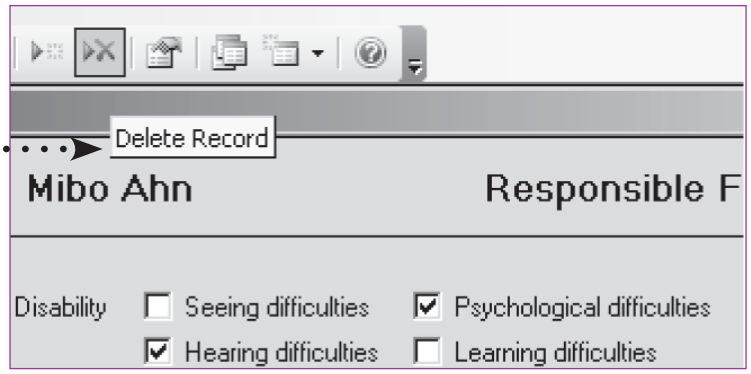
Deleting a record

Three of the main forms of the database (Initial Interview, APPT Services and Follow-up) are interlinked, which allows for the client records to be consistent. When a client record is first saved under the Initial Interview form, the APPT Services and Follow-up forms for that client are automatically created. This design ensures internal data verification and prevents creating double-entries for clients.

However, as a result, if the **Delete Record** button is used under any of the above mentioned three main forms, information on that client contained in the other two main forms will also be deleted. By clicking the **Delete Record** button, information related to a specific client will be permanently erased from the entire system. See the example below.

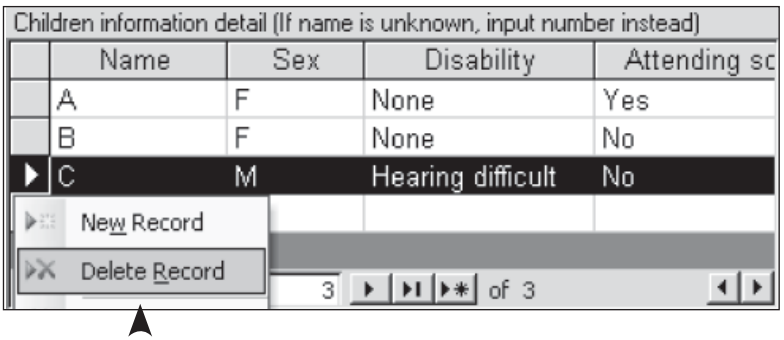
A. How to permanently delete all records of a specific client

Using this function in one of the three main database forms will permanently delete all other relevant information on that client from the database.



However, the **Delete Record** button can be used to delete an individual record in subforms and charts, such as the **Children Information in Detail** subform under the Initial Interview form, **Trainers chart** and **Self-help Group chart** under the APPT Services form, and the **Follow-up Interviews** subform under the Follow-up form. See the example below.

B. How to delete information from subforms and charts



When the **Delete Record** function is used in any subform or chart, it will not affect the main form.

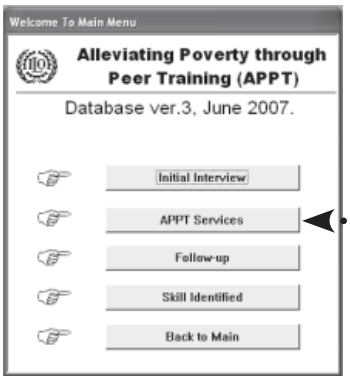
2.4.2 APPT Services form

The APPT Services form of the database uses data from the following paper forms:

- Training Completion form;
- List of SCR/Peer Trainers;
- Application for Special Allowance;
- Business Start-up and Enhancement form;
- Application for Grant or Loan;
- Loan Repayment Log.

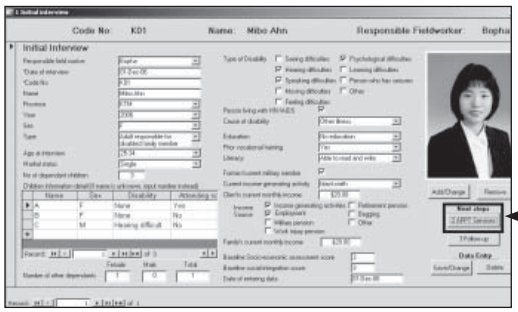
How to open the APPT Services form

There are two ways to access the APPT Services form. The easiest way is to open it from the submenu for main forms and select the **APPT Services** shortcut, as shown below.



Go back to the submenu for main forms and click on the **APPT Services** shortcut.

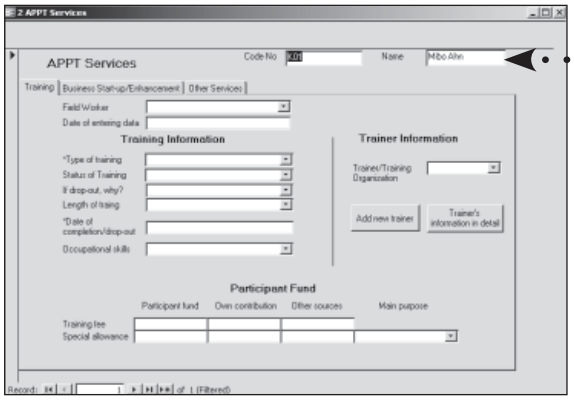
The APPT Services form can also be accessed directly from the Initial Interview form. The Initial Interview form has an **APPT Services** shortcut that directly links to the APPT Services form of the same client whose Initial Interview form is open. This way of accessing the APPT Services form may be more convenient when updating, checking, or entering information of the same client at once in several forms. See the example below.



To open the APPT Services form of the same client of which the Initial Interview form is open, click the **Next steps** 2 APPT Services button.

If the desired client record is not already open on the Initial Interview form, use the **Find** button in the toolbar to locate it. See above the section on the Initial Interview form for more details on how to do this.

The *Find* -function in the blank APPT Services form



As above, use the **Find** button to find a relevant client if presented with a blank APPT Services form.

The *New record* -function cannot be used in the APPT Services form

As noted, blank APPT Services and Follow-up forms are automatically created when a client's information is first saved in the Initial Interview form. This means that if an Initial Interview form exists for the client, the relevant blank APPT Services and Follow-up forms can be found by using the *Find* -function as just described. However, the *New Record* -function to create a new form for the client cannot be used under the APPT Services and Follow-up forms. This would lead to creating double records for a given client and the system will not allow it.

Once you have successfully opened the APPT Services form, proceed to fill in its different sections.

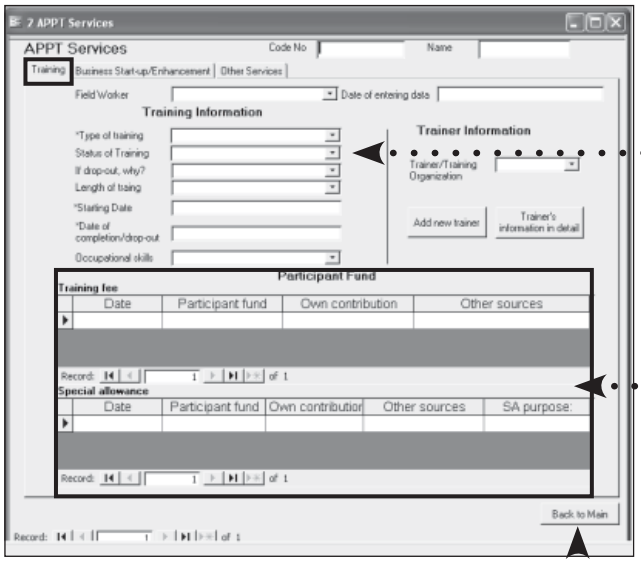
The APPT Services form has three sections which are marked by tabs:

a. **Training:** This includes information on the type, length and costs of the training and details on the trainer or organization used for the training.
b. **Business Start-up/Enhancement:** This includes information on the type of services, including financial assistance, the client has received to start a new business or to enhance his or her existing business.
c. **Other Services:** This includes information on the types of other services the client has received, such as referrals or links with self-help groups.

A. Training tab

The training section of the APPT Services form consists of information under the main tab as well as two pop-up charts. The main tab contains basic information on the type of training the client received and the trainer conducting the training. The pop-up charts are used to add new trainers and their details into the database. Note that some clients do not need training or already have a business which needs to be enhanced. In this case, the training tab can be left empty.

Start by first entering the training information on the left hand side of the Training tab, as shown below.



There can be "still-in training" cases if the training takes a long time. Remember to change the "still-in" status to "completed" when you fill in the second tab on business start-up/ enhancement.

Remember to fill in the dates under the Participant Fund subform. Dates are required information for generating any time-bound reports.

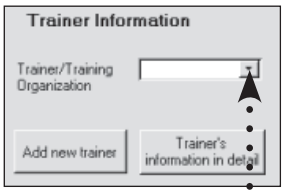
Click **Back to main** to close the tab and the APPT Services form and go back to the submenu for main forms.

Once you have filled in the training information, including the type (peer training or other), status and length of the training, as well as the starting and completion dates, the type of business or skills trained, and reason for dropping out (if applicable), proceed to fill in the details on the trainer or the organization that conducted the training. The **Trainer Information** section is on the right hand side of the training tab.

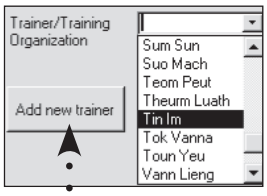
How to enter the trainer's name

Start by checking whether the name of the trainer has already been entered and saved in the database. To do this, use the drop-down list available in the field next to **Trainer/Training Organization**, as shown below. Note that once you have entered a name in the system it is saved automatically.

If you cannot find the name of the trainer from the drop-down list, use the **Add New Trainer** button to enter the trainer's or the organization's name which is providing the training.

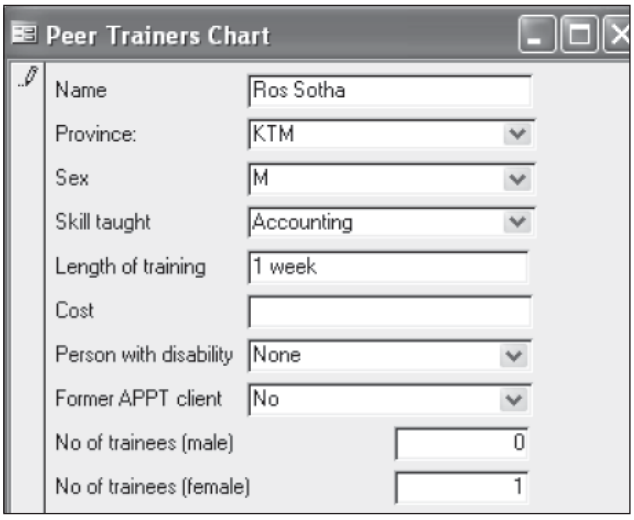


If you know that the project has already used a given peer trainer, try to find his or her name by using the drop-down list.



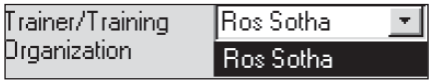
By clicking the **Add New Trainer** button a separate **Peer Trainers' chart** pops up, as shown below.

Peer Trainers' chart



After entering the trainer's name, remember to update the trainer's information. You can do this by filling in the **Peer Trainers chart**, which pops up when clicking on the **Add New Trainer** button in the Training tab. The chart contains basic information about the peer trainer and the type of training he or she provides.

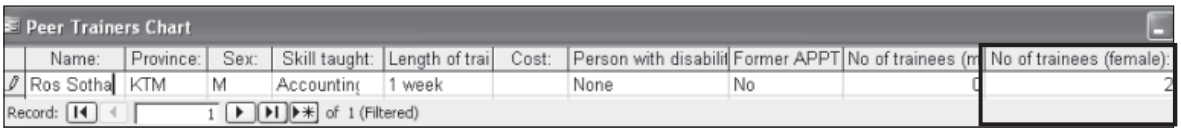
When you have completed entering the trainer's details in the **Peer Trainers' chart**, click on the **Save** button on the toolbar and close the chart. To update the name of the new trainer in the **Trainer/Training Organization** list, the APPT Services form must be closed and reopened. Alternatively, you can use the **Refresh** menu under **Records**. As a result, the new trainer's name will appear on the **Trainer/Training Organization** list, as shown below:



To find more information about a particular trainer or organization providing the training, click on the Trainer's information in detail button, which is next to the **Add New Trainer** button on the right hand side of the Training tab. A separate chart will pop up, as shown below. This chart is also used to update the number of trainees per trainer or organization.

How to update the number of trainees

First select the name of the trainer from the drop-down list and then click on the **Trainer's Information in Detail** button to update the information. As noted, a chart will pop up as a separate window. Simply type in the correct number of trainees in the right field (two female trainees in the example shown below) and save it by closing the chart. Other information, such as the length and cost of the training can also be updated or changed in the same way.

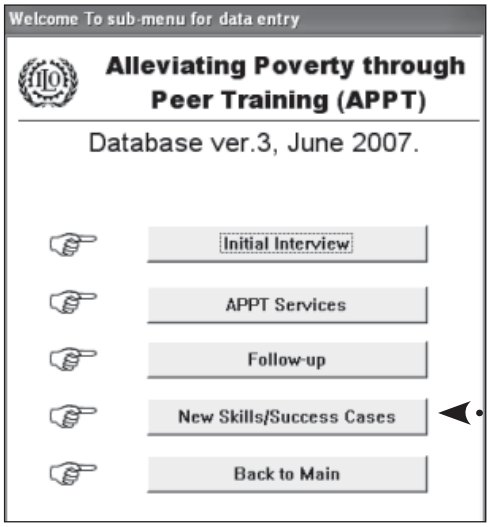


How to view and update information on potential trainers

Records of potentials trainers who are running a successful micro-business are kept and managed by the database separately in the fourth main form on new skills. The New Skills form is used to collect information on potential trainers and to assess whether their services could be used in the future to train the project clients. It includes basic information on the trainer as well as details on the daily net profit of their businesses, whether the person identified is willing to train others, whether the business is considered strong enough to be replicated and whether the trainers will charge a fee for the training.

This form is different from the Peer Trainers' chart described above, as it compiles information on new trainers identified, not those whose services are already used. It is useful to keep track on how many people have been identified each month to become peer trainers and to do follow-up on them. It may also be useful to consult this information when entering trainer's details under the Training tab of the APPT Services form.

To access the New Skills form, go back to the submenu for main forms and click on the shortcut **New Skills/Success Cases**, as shown below.



Click on the **New Skills/Success Cases** shortcut in the submenu for main forms to access the form for new skills or success persons identified.

By clicking on the **New Skills/Success Cases** shortcut the following form will pop up:

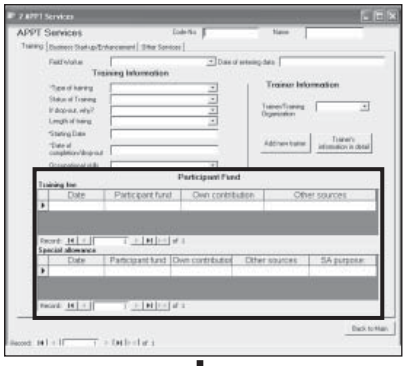
New Skills/Success Cases

CodeNo	Name	Sex	Type Of Business	Province	Date	Daily net P	Willing to train c	Replicability	Fee	Trainin
1	Sok Som	M	Cow raising	KTM	6/13/2007	1.3	☑	☑	☑	2 days
10	Men Neang	F	Vegetable growi	KTM	7/11/2007	2.5	☑	☑	☑	2 days
11	Prou Channar	F	Cup cake	KTM	7/12/2007	3	☑	☑	☑	2 days
12	Sok Larng	F	Khmer noodle s	Pursat	7/13/2007	1	☑	☑	☐	3 days
13	Sao Noeun	F	Porridge selling	Siem Reap	7/15/2007	2	☑	☑	☐	3 days
14	Srey Nak	F	Khmer noodle s	Siem Reap	7/17/2007	1.5	☑	☑	☐	3 days
15	Oeur Yeth	F	Khmer noodle s	Pursat	8/7/2007	1.5	☑	☑	☑	3 days
16	Yin Kong Hea	F	Dessert selling	KTM	8/6/2007	3	☑	☑	☑	3 days
17	Un Lai	F	Grocery selling	KTM	8/6/2007	2.5	☑	☑	☑	2 days
18	Von Kim Yen	F	Grocery selling	KTM	8/7/2007	1.5	☑	☑	☑	2 days
19	Meas Hov	F	Vegetable growi	KTM	8/9/2007	1.3	☑	☑	☑	2 days
2	San Ean	F	Grocery selling	KTM	6/13/2007	2	☑	☑	☐	2 days
20	Mean Kham	F	Vegetable sellin	KTM	8/10/2007	1.25	☑	☑	☑	2 days
21	Seo Sin	M	Bicycle repair	KTM	8/9/2007	3	☑	☑	☑	60 days
22	Van Ra	F	Pig raising	KTM	8/8/2007	4	☑	☑	☑	2 days
23	Chhoun Phai	F	Sewing	KTM	8/7/2007	1.25	☑	☑	☑	90 days
3	Rorn Pov	F	Grill bunch beef	KTM	6/14/2007	2	☑	☑	☐	2 days
4	Chea Soklain	F	Rice selling	KTM	6/15/2007	5	☑	☑	☑	2 days
5	Korn Chin	M	Chicken raising	KTM	6/16/2007	1.5	☑	☑	☐	2 days
6	Hem Seung	F	Khmer noodle m	KTM	6/23/2007	7	☑	☑	☑	2 days
7	Leng Bes	F	Mobile food selli	KTM	7/6/2007	5	☑	☑	☑	2 days

The form can be edited and updated by simply typing in the information on each field. The new information is saved by closing the form.

How to fill in the information on training costs

Close the New Skills form and go back to the training tab of the APPT Services form. After you have filled in the training and trainer's information, proceed to complete the Participant Fund subform under the Training tab. Information on the costs of the training, including special allowances (used for food, transport etc. costs) and training fees, and from which sources they are financed is entered in this subform, as shown below.



Own Contribution refers to the client's own resources and **SA Purpose** to the special allowance granted by the project.

Note that you cannot input $0.00 for any of the columns under this subform, because the database will recognize it as new information. This would result in inaccurate statistics (the database would calculate incorrectly the number of clients who have received financial assistance from the Participant Fund) when generating summary tables for time-bound reports.

Participant Fund

Training fee

Date	Participant fund	Own contribution	Other sources
4/5/2006	$10.00		

Record: 1 of 1

Special allowance

Date	Participant fund	Own contribution	Other sources	SA purpose:
4/5/2006	$10.00			Transportation

Remember to update the training status and completion dates of the training information under the Training tab before starting the data entry under the next Business Start-up/Enhancement tab. This ensures that the database generates correct statistics on the success rate of the training.

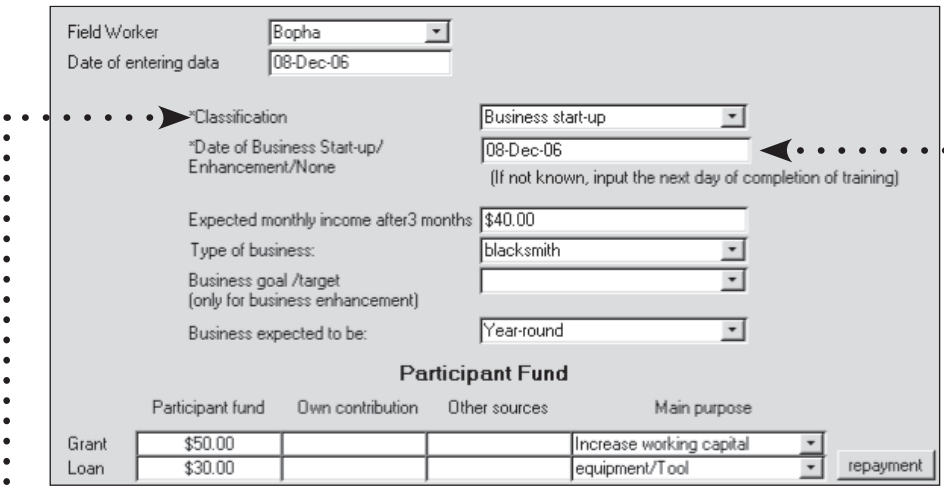
B. Business Start-up/Enhancement tab

After completing the information under the Training tab, click on the next tab on business start-up and/or enhancement. Once a client has completed training, he or she will start a business. If the client has dropped out of the training or will not start or continue running a business, the Business Start-up/Enhancement tab can be left empty. Some clients may not need training or already have a business and have received only business enhancement services.

The Business Start-up/Enhancement tab includes information on the type of services the client has received (either start-up or enhancement), main details on the business in question and the amount of finances (and their sources) needed for setting up the business or continuing to run it. It consists of information under the main tab, a subform on Participant Fund and a chart on loan repayment that comes up in a separate window.

How to fill in the Business Start-up/Enhancement tab

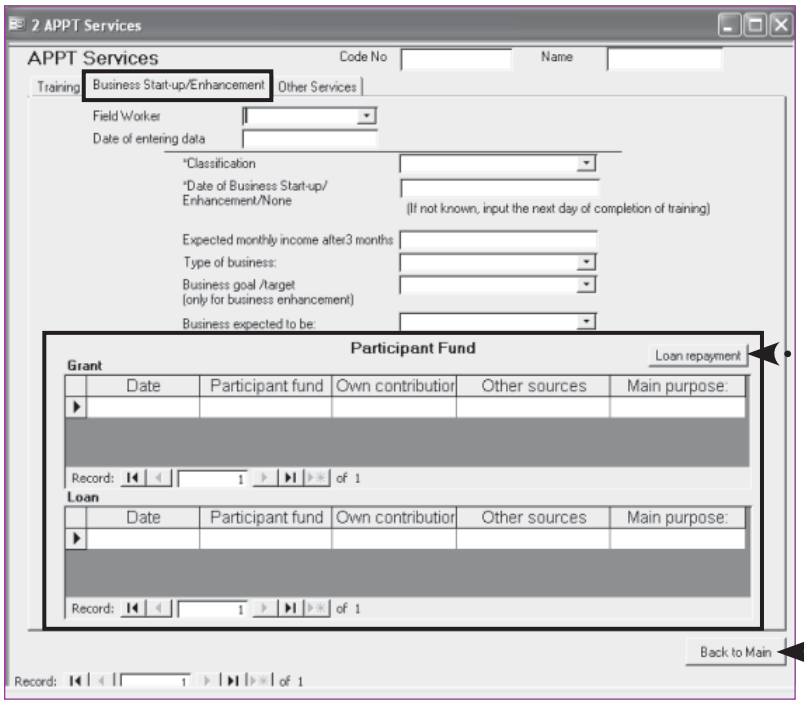
Start by filling in the first part under the Business Start-up/Enhancement tab, as shown below.



If the client did not start a business after finishing the training, input **None** here.

If this date is unknown, input the following day when the training was completed. In the case of business enhancement, input the date of the field worker's first visit.

If the client has received financial assistance from the project in the form of grants and/or loans, proceed to enter the details in the Participant Fund subform.

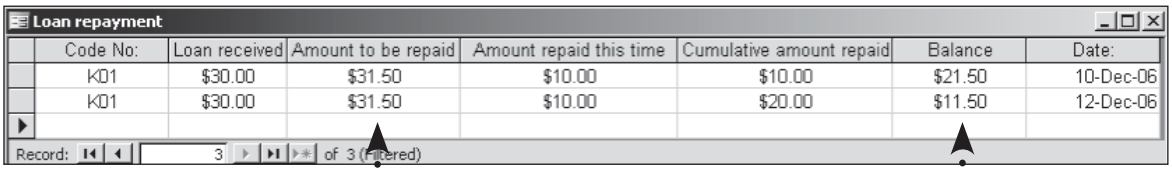


Click on the **Loan Repayment** button to fill in the loan details.

Click on the **Back to Main** button to close this tab and the APPT Services form and go back to the submenu for main forms.

How to update repayments of the loan

It is important to keep track of clients' loan repayments. This is possible to do in the database by updating the details in the **Loan Repayment chart**. To access this chart, click on the **Repayment** button under the Business Start-up/Enhancement tab and the chart will pop up in a separate window. Use it to enter information and details on the status of the client's loan and its repayments, as shown below.



Loan repayment

Code No:	Loan received	Amount to be repaid	Amount repaid this time	Cumulative amount repaid	Balance	Date:
K01	$30.00	$31.50	$10.00	$10.00	$21.50	10-Dec-06
K01	$30.00	$31.50	$10.00	$20.00	$11.50	12-Dec-06

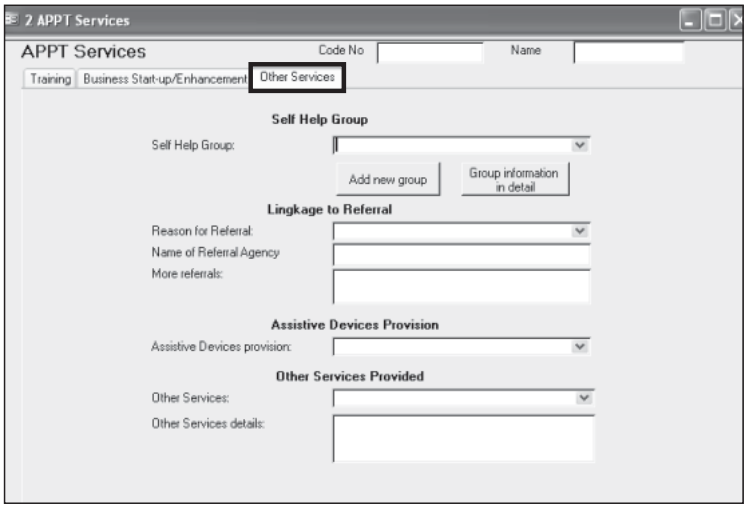
This amount is automatically calculated based on 5 per cent interest rate used in the APPT project.

The balance is automatically calculated.

Close the Loan Repayment chart to save the information entered. You have now completed the Business Start-up/Enhancement tab. Proceed to the final part of the APPT Services form by clicking on the Other Services tab.

c. Other Services tab

In addition to training and business start-up/enhancement services, the client may have received other services. This information is entered under the Other Services tab. It can include information on how the project has helped the client to become part of a self-help group or helped him or her to establish a new self-help group in his or her village. It can also include information on how the client has been referred to other NGOs or government bodies or agencies providing other services. For example, referrals can be used to obtain an assistive device for a disabled client or to provide the client other training, counselling or assistance.



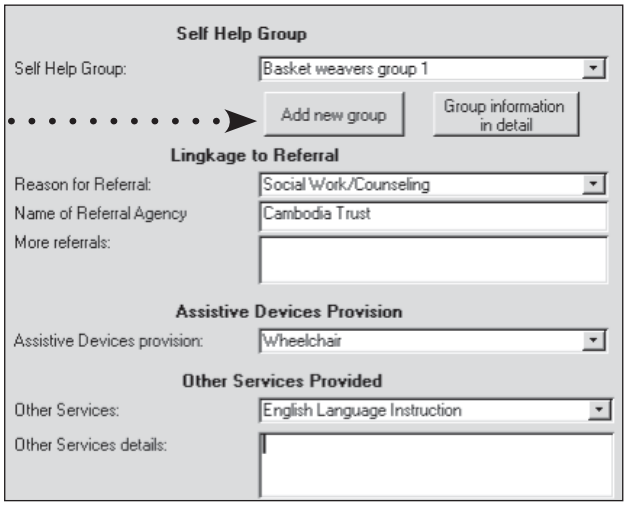
The Other Services tab can be left empty, if there is no relevant information to enter on these items.

The Other Services tab consist of the main tab as well two separate charts (**Add New Group** and **Group Information in Detail**) to fill in information on self-help groups if appropriate.

How to add a new self-help group

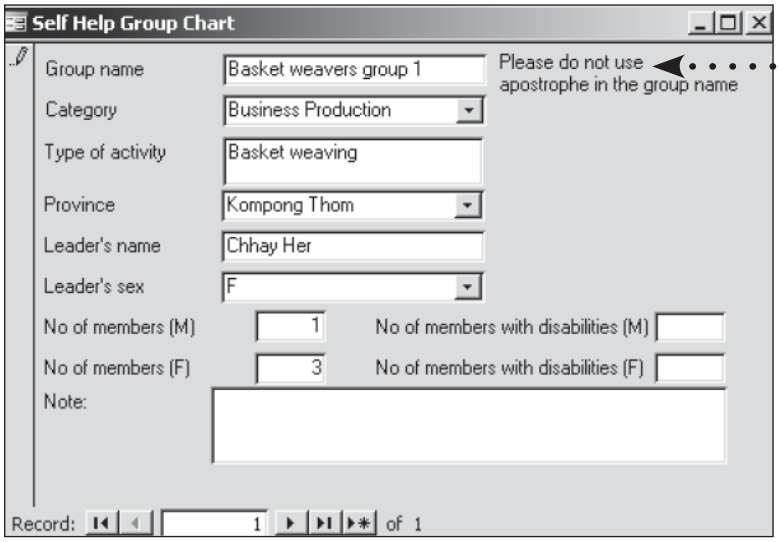
Start by entering the self-help group information, if the client is part of a self-help group. To do this, check from the drop-down list if the name of the self-help group in question is already entered into the database. If the self-help group is not yet on the list, add it by clicking the **Add New Group** button, as shown below. Adding a new self-help group is done in the same way as adding a new trainer under the Training tab of the APPT Services form.

By clicking the **Add New Group** button, a self-help group chart will pop up in a separate window, as shown below.



How to fill in the Self-help Group chart

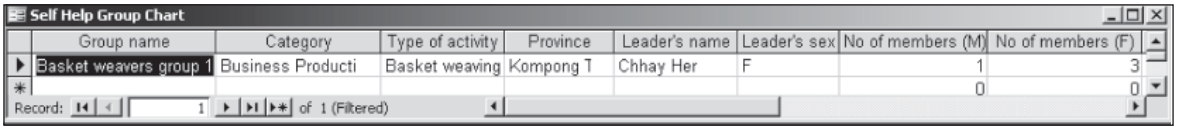
The Self-help Group chart is filled in the same way as the Peer Trainers' chart under the Training tab. To update the group name list, close and reopen the APPT Services form. By doing this, the new group's name is saved on the list and it can be then selected from the drop-down list. Alternatively, use the **Refresh** function for the same purpose.



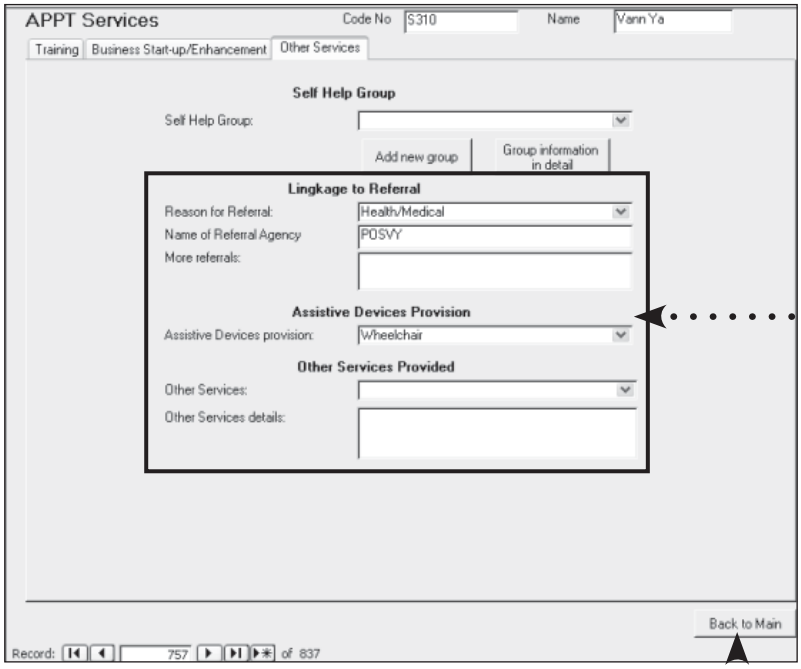
Note that the database does not allow to use the apostrophe (') in the group's name.

Group Information in Detail button

When clicking on the **Group Information in Detail** button on the right hand side of the Other Services tab a separate window appears. Update or fill in the information in this chart in the same way as was done for the trainer's information under the Training tab. See the example below.



After filling in the self-help group details, or skipping this part if it is not relevant to the client in question, proceed to the other parts of the Other Services tab and enter information on referrals and other services the client is linked with.



Information under **Linkage to Referral, Assistive Devices Provision** and **Other Services Provided** are entered in the same way as information under the other tabs before. Use the drop-down lists or type in the correct information directly to the fields.

Close the Other Services tab and the APPT Services form by clicking on the **Back to Main** button.

After completing the Other Services tab, save it by closing the APPT Services form. The APPT Services form is now complete and you can proceed to the third main form of the database, the Follow-up form.

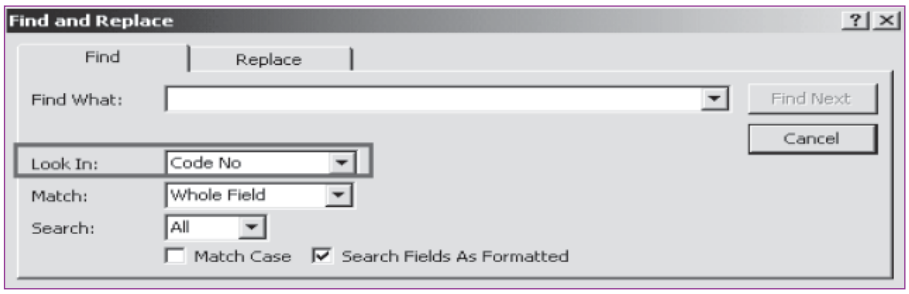
Box. 3: Review of useful shortcuts and buttons

 **= New Record:** This is a shortcut to enter a new client record to the database. When clicking this button a blank form or column in a table is created which can be filled in.

 **= Delete Record:** This is a shortcut to delete a record from the database. It should be used with caution. Using it in any of the three main forms of the database (Initial Interview, APPT Services, and Follow-up) will permanently delete all client records saved in the database. In order to delete only parts of the data, not the entire client record, use **Esc** or **Backspace** or alternatively erase an individual record from the selected table or subform by using this function.

 **= Save:** This is a shortcut to save a record in the database.

 **= Find:** This is a shortcut to search and find a specific record saved in the database. When clicking on this button, **Find and Replace** subform appears. Fill in the **Find What** field to locate a specific record. **Look In** is a criterion for sorting data.



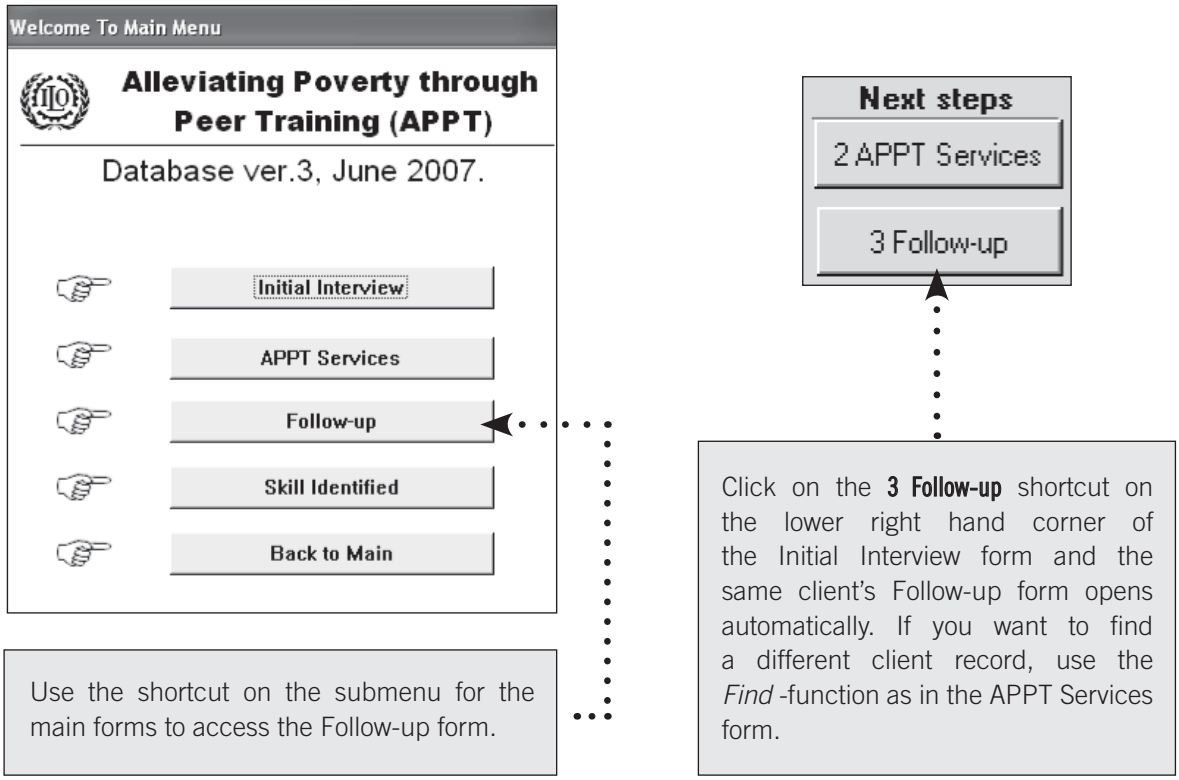
2.4.3 Follow-up form

The Follow-up form of the database uses the information from the following paper forms:

- Business Follow-up form;
- Baseline Survey/Impact Assessment form;
- Closure form.

How to open the Follow-up form

As with the APPT Services form, the Follow-up form can be opened in two different ways: either by clicking on the **Follow-up** shortcut on the submenu for main forms or by using the link on the Initial Interview form, as shown below.



Once you have successfully opened the Follow-up form, proceed to fill in its different parts. In addition to the main form, the Follow-up form contains a subform on follow-up interviews and a shortcut to the Baseline Survey/Impact Assessment subform, which will pop up in a separate window.

Blank version of the Follow-up form

3 Follow-up

3 Follow-up

Code No | Name

Impact Assessment

Impact Assessment for 1 year later

Follow-up Interviews

	Monthly Income	Current Busin	Reason for negative or stopped business	Expansion (for Enhancement	Field worker	Date
▶	$0.00					

Record: 1 of 1

If there is any other service provided during the follow-up interviews, please go to the "other services" section in the "2 APPT services" page.

Closure Information

Field worker: | *Closure Date:

Closure successful? | If yes | If no

Reached expected earnings | Reached business goals (In the case of business enhancement)

Loan Repayment Finished?

Client's income in closure

Self assessment (overall rating)

Back to Main

Record: 1 of 1

This is a shortcut to access the Baseline Survey/Impact Assessment subform.

How to fill in the Follow-up Interviews subform

Start by filling in the Follow-up Interviews subform. This is a good way of tracking whether the client is successful in running his or her business and whether he or she needs more assistance. The Follow-up Interviews subform allows for several entries, which can be filled in after each visit.

Follow-up Interviews

	Monthly Income	Current Business	Reason for negative or stopped business	Expansion (for Enhancement)	Field worker	Date
▶	$20.00	Negative	Competition		Bopha	07-Mar-07
	$25.00	Negative	Ill-health		Bopha	07-Jun-07
	$30.00	Positive			Bopha	07-Sep-07
*	$0.00					

Record: 1 of 3

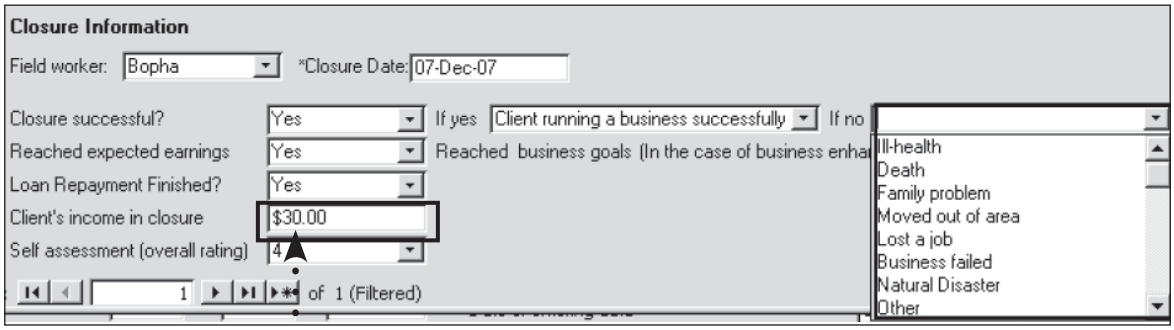
f there is any other service provided during the follow-up interviews, please go to the "other servic page

Added new product or service
Added staff
Invested in equipment
Increased stock
Increased working capital

Remember to fill in the monthly income of the client at each visit, the name of the field worker, and the date of the visit. Use the drop-down lists except for dates and monthly income which need to be typed in directly.

How to fill in the closure information

Closure information is entered after the final follow-up visit when it is decided to close the client's file, because the client either needs or wants further assistance. As noted, the APPT project conducted closure interviews one year after the client had received business start-up or enhancement services and the client file was generally closed after that. However, each project should determine the closure time frame according to its needs and available resources. The closure interview is done to collect basic information needed for the database, including client's income at closure, whether all loans granted by the project have been paid, whether the business is successful and if not, the reason why. See the example below.

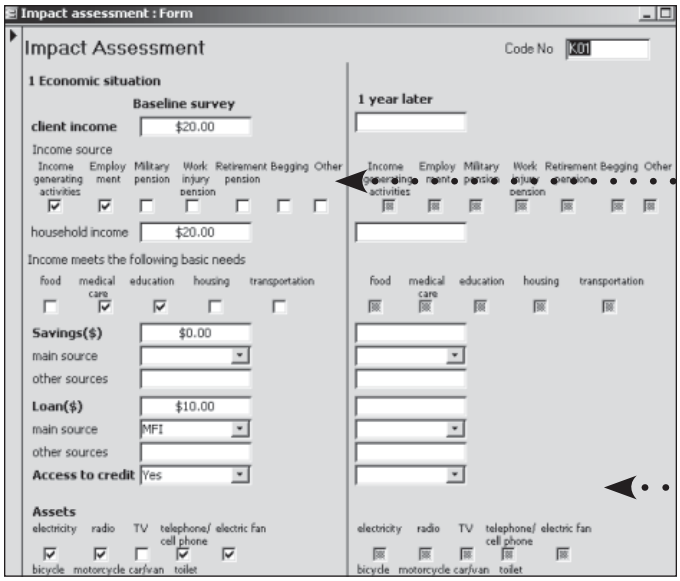


Remember to type in the client income at closure point. Other information can be selected from drop-down lists. If the business was not successful, a reason for this should be selected. You can also enter a different reason by typing it directly into the field.

Baseline Survey/Impact Assessment subform

To complete the Follow-up form, enter the impact assessment data collected after the project intervention. This data will be compared to the client's baseline data to measure the impact of the project. As noted, the APPT project carried out an impact assessment exercise one year after the business start-up or enhancement, but this can be determined by each project according to its needs and available resources.

Click on the Impact Assessment for 1 year later shortcut on the left hand side of the Follow-up form to access the Baseline Survey/Impact Assessment subform. Remember that the left hand side of the subform has already been completed at the initial interview stage. Proceed to fill in the **1 Year Later** section on the right hand side of the subform. Start by completing the first two parts: 1. Economic situation and 2. Social status and integration of the client. Use the drop-down lists or type in the information directly into the fields as necessary.

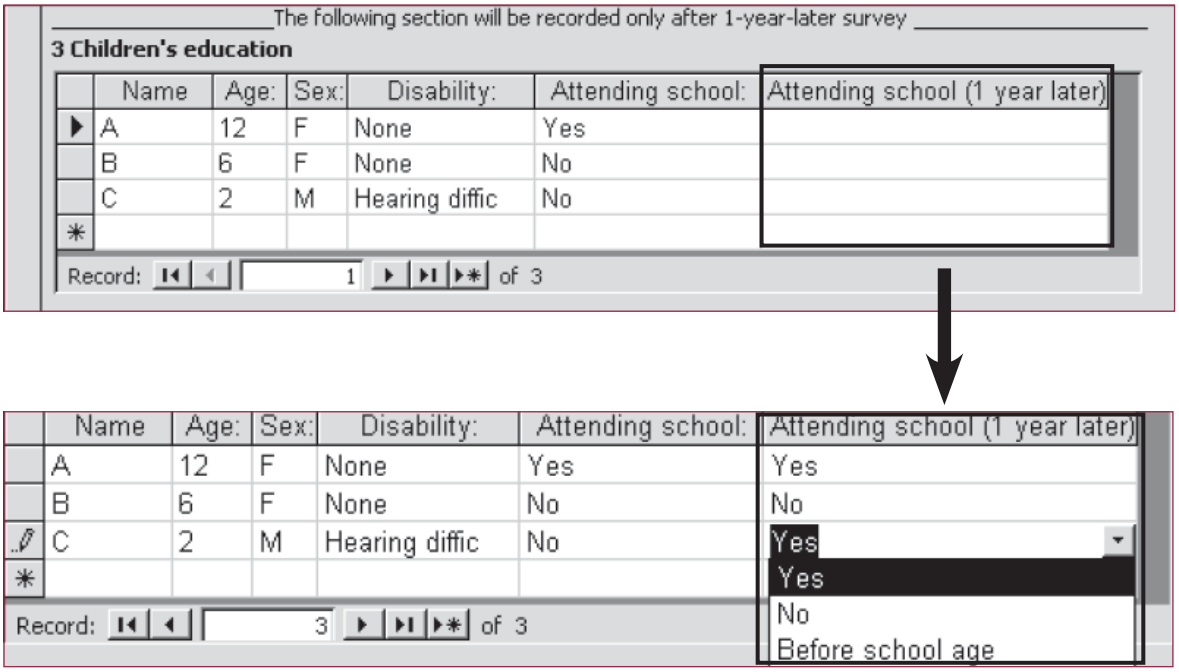


Remember to leave the **1. Economic situation** and **2. Social status and integration** data on the left hand side of the subform as they are. (Note that the second part is not shown in the example and you need to scroll down to see it.)

The same information collected one year later is now entered for comparison.

How to update the status of children's education

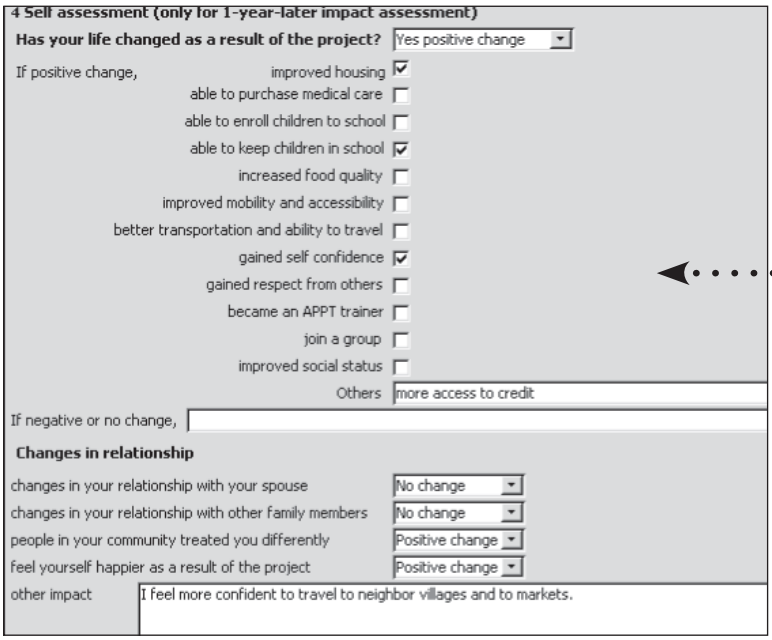
After completing the first two parts of the **1 Year Later** section of the subform, update the third part on children's education. Remember that this part was already partly filled in at the initial interview stage. Complete now the **Attending School (1 year later)** column, as shown below.



Use the drop-down lists to update the schooling status of the client's children.

How to fill in the self-assessment part of the subform

After completing the third part of the subform on children's education, enter details on the fourth and final part on self-assessment. Note that this part should have been left empty at the initial interview stage. Field workers collect information for the self-assessment by interviewing the client at the final follow-up visit. The information, which includes indicators on the positive changes in the life of the client and changes in the client's relationship with his or her family members and community as a result of the project intervention, is now entered in the subform, as shown below.



Use the drop-down lists where available and tick as many boxes as relevant according to the client's self-report. Type in the answers manually, if they do not match the positive changes listed.

You have now completed the Baseline Survey/Impact Assessment subform. Save the information by clicking on the **Save** button in the toolbar and then close the subform window. To find out how to compare the data at the initial interview stage and at closure point or when the impact assessment is carried out, see the following section on data analysis (3.5 Impact assessment).

This subform was the last part of the Follow-up form, which is now complete. All relevant client data has now been entered into the database and it is ready to be analyzed.

Data Analysis

3.1 Section introduction

In this section you will learn how to:

- analyze the data entered into the database by using reports;
- compare and analyze the data by using queries.

Categories of reports and queries

The APPT project designed a variety of different report and query types to meet the information and data analysis needs of the project. A total of 46 report and query types are currently made available in the database.

As noted, reports are used to summarize and analyze data according to the information entered in the main forms. For example, reports can be produced from the data contained in the Initial Interview form *or* the APPT Services form and their different components, but not to compare and analyze data from both of these forms at the same time. Queries, on the other hand, provide more advanced techniques of analyzing and comparing data and they can be more convenient to use for generating statistics in a wider context or retrieving more specific results. As opposed to reports, queries can compare and analyze information from different forms and their components at the same time.

Information in both reports and queries can be further formatted and edited for project reporting and other purposes with the help of MS Word and Excel. This capacity is built into the system.

The report and query types currently available in the database are divided into the four following categories:

a. **Time-bound reports:** This category consists of reports used for regular monitoring and analyzing of the project performance over specified periods of time. The APPT project used monthly reports for this purpose and hence the name of the shortcut in the database to access this category appears as “Monthly report”. Note, however, that the report types under this category can be used to generate reports for a variety of time frames.

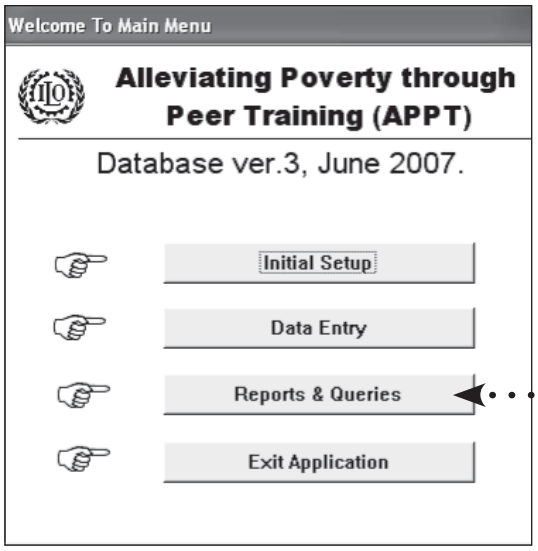
b. **Statistics for project reports:** This category consists of queries used for generating a variety of summary statistics for the project's reporting purposes, ranging from average income statistics of clients at different stages of the assistance to calculating project success rates. The shortcut in the database to access these query types appears as "Statistics for annual report", because this information was generally used by the APPT project in its annual reports to the donors. As with time-bound reports, note that these queries can be produced for any given time frame.

c. **Demographic statistics:** This category consists of queries used for generating summaries based on client demographics. The shortcut in the database to access these query types appears as "Statistics (others)".

d. **Impact assessment:** This category consists of reports and queries used for measuring the impact of the project intervention by comparing the baseline data to the information collected at the final follow-up visit or at closure point. The shortcut in the database to access these report and query types appears as "Impact assessment".

How to access the different report and query types

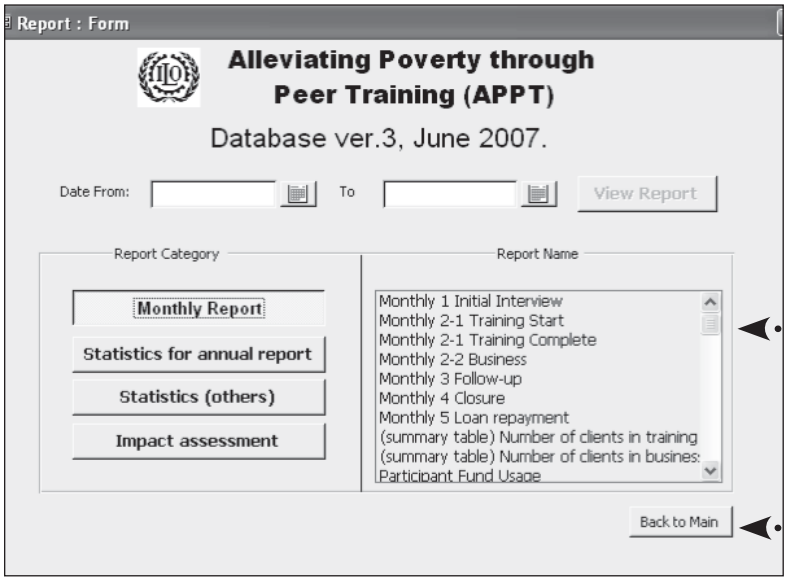
There are two ways to access the different report and query types available in the database for data analysis. The easiest way to is to go back to the main menu of the database and click on the third shortcut on reports and queries, as shown below.



Click on the **Reports & Queries** shortcut of the main menu to access the list of reports and queries. A submenu will appear, as shown below.

Submenu for reports and queries

By clicking on the **Reports & Queries** shortcut in the main menu, the following submenu will open in a separate window:



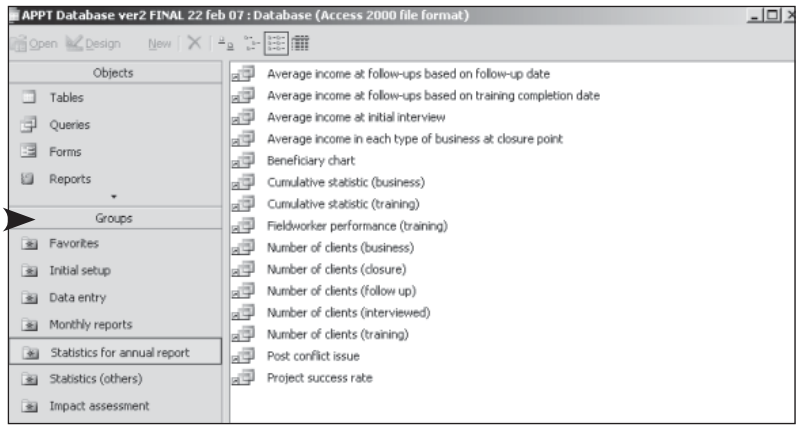
List of reports and queries under each category is displayed in a drop-down menu on the right hand side of the submenu.

This is a shortcut to go back to the main menu of the database.

How to access reports and queries through MS Access main interface

Alternatively, the list of reports and queries can be accessed through the MS Access main interface.

All categories of reports and queries can be found under the **Groups** menu of the MS Access main interface.



3.2 Time-bound reports

Time-bound reports can be produced from each of the main forms of the database, including their subforms, tabs and charts. For example, data can be summarized and analyzed on the number of clients who have started or completed training and the type of training received, the number of clients who have started a business and the type of business, the status of loan repayments if the client received a loan, the number of follow-up visits conducted by the field staff and the results, and so on. As noted, the APPT project most often used this category for producing monthly reports to monitor the performance of its project sites and analyze the project performance on a monthly basis. However, reports can be generated for any given time frame according to the needs of each project.

How to choose which type of report to use

There are 12 different types of time-bound reports currently available in the database. They all provide gender disaggregated data. These are the reports used by the APPT project:

1. **Initial interview:** This report compiles information of clients interviewed during a given time period. It includes information such as the client's name and disability, his or her income generating activity and income at the initial interview stage.

2. **Training:** This report compiles training information on clients who have received training services during a given time period. It includes information such as the type of training (i.e. peer training or other), the length of training, the skill acquired, the name of the trainer and financial assistance granted.

3. **Business:** This report compiles information of the businesses of clients who have received business start-up or enhancement services during a given time period. It includes information such as the type of service received, the type of business, expected monthly income and financial assistance granted.

4. **Follow-up:** This report compiles information gathered during follow-up visits during a given time period. It includes information such as the names of the clients visited, their business types, current incomes and business status.

5. **Closure:** This report compiles information on all clients whose cases where closed during a given time period. It includes information such as closure dates, incomes at initial interview and closure points and closure reasons.

6. **Loan repayment:** This report compiles basic information on loan repayments of clients during a given time period. It includes information such as the amount of the loan, dates and amounts of repayments and remaining balance.

7. **Number of clients in training (summary table):** This report provides data on the number of clients in training during a given time period. It includes information such as the type and status of training showing the number in training and who have completed and where they were located. The training report (number of 2 on this list) contains more detailed information on each client's training. These and other summary tables were specifically designed to meet the APPT reporting requirements and may or may not prove useful to other users.

8. **Number of clients in business (summary table):** This report provides data on the number of clients who have received either business start-up or enhancement services in a given time period. The business report (number 3 on this list) contains more detailed information on each client's business.

9. **Participant Fund usage (summary table):** This report provides a summary on how funds under the Participant Fund were utilised during a given time period. It includes information such as the types of financial assistance granted, the total amount spent during the time period and the average amount of financial assistance given per client.

10. **New skills identified:** This report helps to track information on potential peer trainers and their skills. (On the database it gathers information from the New Skills main form.) It includes information such as the names of potential peer trainers, their location, type of business, the net profit per month of the business and their willingness to train others.

11. **Peer Trainers' chart:** This report compiles information on peer trainers whose services were used during a given time period. It includes information such as the trainers' names and types of businesses, whether they are disabled, the amount of training fee charged and the number of trainees trained.

12. **Skills and types of businesses:** This report provides a summary of the types of businesses clients started based on the skills acquired. It is a simple report that gives the numbers of businesses started in each skill area according to location.

Summary tables

There are three summary tables among the report types described above. They are especially useful to keep track on the overall performance in all project sites (see example below), whereas other types of reports provide more detailed information on the type of clients and services and assistance the clients have received from the project. The example below is for training.

No of clients in training

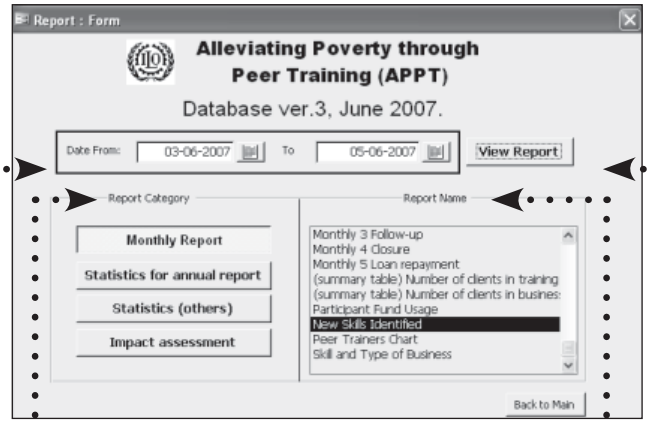
No of clients in training and their training status

Dates: From 1 Jan 2006 ~ **To** 31 Dec 2007

Province	Sex	SCR				Other types of training			
		Completed	Drop-out	Still-in	Total	Completed	Drop-out	Still-in	Total
KTM	F	14	0	0	14	1	0	0	1
	M	11	0	0	11	0	0	0	0
	Total	25	0	0	25	1	0	0	1
Pursat	F	36	0	0	36	0	0	0	0
	M	18	0	1	19	0	0	0	0
	Total	54	0	1	55	0	0	0	0
Siem Reap	F	9	0	0	9	0	0	0	0
	M	3	0	1	4	0	0	0	0
	Total	12	0	1	13	0	0	0	0
Grand Total	**F**	59	0	0	59	1	0	0	1
	M	32	0	2	34	0	0	0	0
	Total	91	0	2	93	1	0	0	1

How to produce a time-bound report

The procedure to produce different kinds of time-bound reports is always the same and it is very simple. Go to the submenu for reports and queries. First, you need to define the time frame. Second, select the report category and report name. There are four shortcuts on the left hand side of the submenu for the report categories described above. Remember that the shortcut name for the time-bound reports is "Monthly report" in the database. Each shortcut opens up a drop-down list of available reports and queries under the selected report category on the right hand side of the submenu where the type of report can be selected. See the example below how to produce time-bound reports.



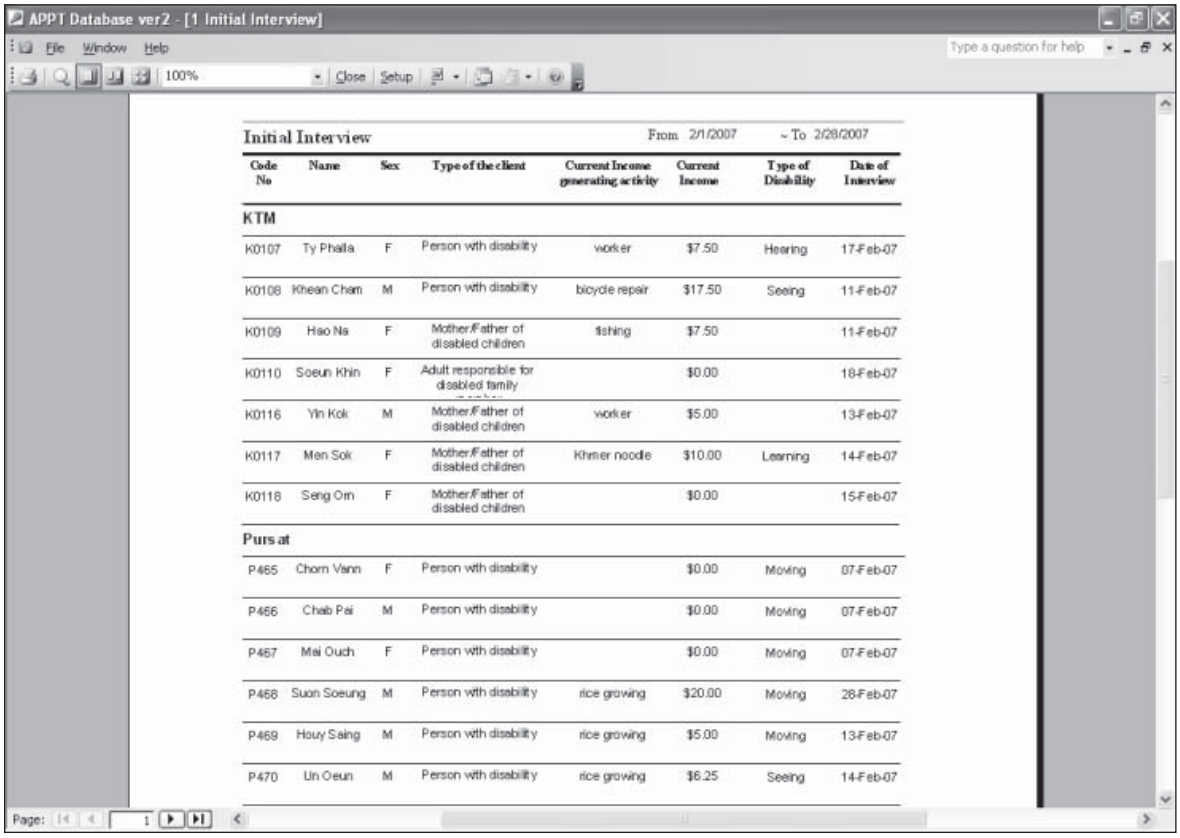
1. Define **Date From – To** with the help of the calendar shortcuts next to the open fields. Simply choose a year, month, and a day from the calendar. No typing is needed.

2. After defining the date, select the type of report from the **Report Category**. Click on the **Monthly Report** shortcut. By clicking this shortcut, all report types available for time-bound reports are displayed automatically in a drop-down list under **Report Name**. Select the type of report from this list.

3. After defining the date and selecting the report category and name, click on the **View Report** button to see the result. A separate pop-up window will appear, as shown below.

Example of a time-bound report view: Initial Interview

By clicking on the **View Report** button a separate window pops up containing the desired report.



APPT Database ver2 - [1 Initial Interview]

File Window Help

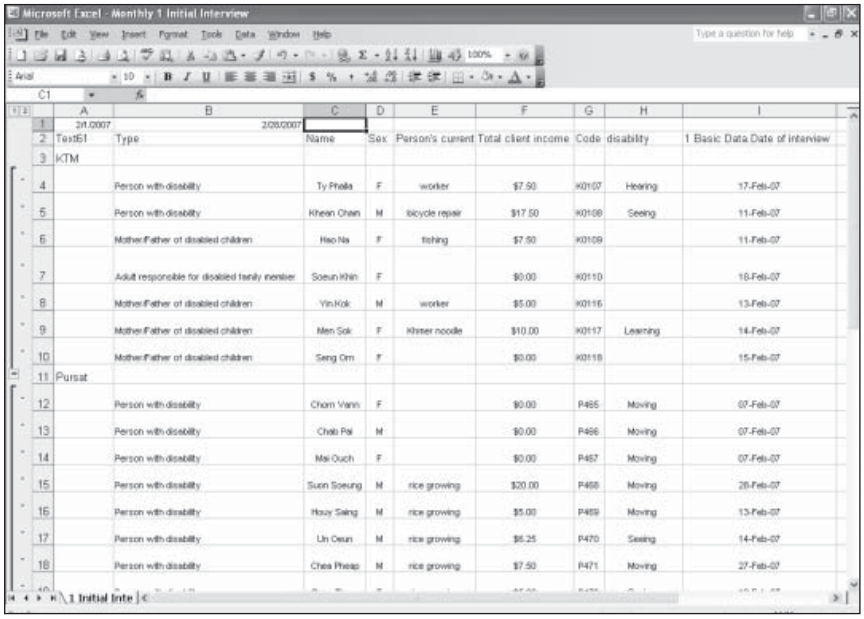
Initial Interview From 2/1/2007 ~ To 2/28/2007

Code No	Name	Sex	Type of the client	Current Income generating activity	Current Income	Type of Disability	Date of Interview
KTM							
K0107	Ty Phalla	F	Person with disability	worker	$7.50	Hearing	17-Feb-07
K0108	Khean Cham	M	Person with disability	bicycle repair	$17.50	Seeing	11-Feb-07
K0109	Hao Na	F	Mother/Father of disabled children	fishing	$7.50		11-Feb-07
K0110	Soeun Khin	F	Adult responsible for disabled family		$0.00		18-Feb-07
K0116	Yin Kok	M	Mother/Father of disabled children	worker	$5.00		13-Feb-07
K0117	Men Sok	F	Mother/Father of disabled children	Khmer noodle	$10.00	Learning	14-Feb-07
K0118	Seng Orn	F	Mother/Father of disabled children		$0.00		15-Feb-07
Pursat							
P465	Chorn Vann	F	Person with disability		$0.00	Moving	07-Feb-07
P466	Chab Pai	M	Person with disability		$0.00	Moving	07-Feb-07
P467	Mai Ouch	F	Person with disability		$0.00	Moving	07-Feb-07
P468	Suon Soeung	M	Person with disability	rice growing	$20.00	Moving	28-Feb-07
P469	Houy Saing	M	Person with disability	rice growing	$5.00	Moving	13-Feb-07
P470	Un Oeun	M	Person with disability	rice growing	$6.25	Seeing	14-Feb-07

The report can be further edited, sent to and shared with others when it is exported to other MS Office programmes. Use the Export to MS Word and Excel buttons (see below) located in the toolbar to move information from the report view into MS Word or MS Excel programmes.

By clicking on the shortcut, the database will automatically export the information to the selected MS Office programme. See the example below. All MS Word and Excel functions can then be used.

Example of the Initial Interview report exported to MS Excel



	A	B	C	D	E	F	G	H	I
1	2/1/2007	2/28/2007							
2	Test61	Type	Name	Sex	Person's current	Total client income	Code	disability	1 Basic Data Date of interview
3	KTM								
4		Person with disability	Ty Phalla	F	worker	$7.50	K0107	Hearing	17-Feb-07
5		Person with disability	Khean Chan	M	bicycle repair	$17.50	K0108	Seeing	11-Feb-07
6		Mother/Father of disabled children	Hao Na	F	fishing	$7.50	K0109		11-Feb-07
7		Adult responsible for disabled family member	Soeun Khin	F		$0.00	K0110		16-Feb-07
8		Mother/Father of disabled children	Yin Kok	M	worker	$5.00	K0115		13-Feb-07
9		Mother/Father of disabled children	Men Sok	F	Khmer noodle	$10.00	K0117	Learning	14-Feb-07
10		Mother/Father of disabled children	Seng Orn	F		$0.00	K0118		15-Feb-07
11	Pursat								
12		Person with disability	Chom Vann	F		$0.00	P465	Moving	07-Feb-07
13		Person with disability	Chab Pal	M		$0.00	P466	Moving	07-Feb-07
14		Person with disability	Mai Ouch	F		$0.00	P467	Moving	07-Feb-07
15		Person with disability	Suon Soeung	M	rice growing	$20.00	P468	Moving	28-Feb-07
16		Person with disability	Houy Saing	M	rice growing	$5.00	P469	Moving	13-Feb-07
17		Person with disability	Un Oeun	M	rice growing	$6.25	P470	Seeing	14-Feb-07
18		Person with disability	Chea Pheap	M	rice growing	$7.50	P471	Moving	27-Feb-07

3.3 Using queries to generate statistics for project reports

In addition to the standard reports, the system allows for 15 different types of queries to generate statistics according to the following criteria (note that all queries are gender disaggregated):

1. **Average income at follow-up based on follow-up date:** This query summarizes the average monthly income of clients in a particular location as recorded at the follow-up stage and during a given time period. It also shows the income levels but does not provide client details.

2. **Average income at follow-up based on training date:** As with the above query, this one summarizes the average monthly income of clients by project location, but as recorded at the point when the training was completed and before the business start-up or enhancement.

3. **Average income at initial interview:** As with the above queries, this one also summarizes the average monthly income of clients by project location, but as recorded at the initial interview point before training or business start-up or enhancement.

4. **Average income in each type of business at closure point:** Again, as with the above queries, this one summarizes the average monthly income of clients by project location, but at the closure point. These series of queries provide the chance to look at average changes in income over the various stages of service delivery.

5. **Beneficiary chart:** This query summarizes the number of clients according to the type of client and service received. For example, you can find out how many disabled persons or disabled children of clients were served during a given time period and what kind of services they received. Or, you can find out how many clients with seeing difficulties benefited from training or how many clients with moving difficulties received business enhancement during a given time period, and so on.

6. **Cumulative statistics (business):** This query summarizes the number of clients who have received business start-up and business enhancement services in a given time period. It breaks down the numbers by location and type of service received. You can see the number of clients per calendar month and the cumulative statistics for the specified time frame (if longer than a month).

7. **Cumulative statistics (training):** As the query above, this query summarizes the number of clients who have received training services in a given time period. It breaks down the numbers by location and type of training received.

8. **Field worker performance (training):** This query summarizes the number of clients served by each field worker during a given time period. It breaks down the information by calendar months and shows the cumulative statistics. See the example below.

9. **Number of clients (business):** This query summarizes the number of clients running businesses in a given time period after they have received business start-up or business enhancement services. It breaks down the information by location and type of service received.

10. **Number of clients (closure):** This query summarizes the number of successful and unsuccessful closures in a given time period. It breaks down the details or reasons for successful and unsuccessful closures. For example, it shows how many unsuccessful closures were due to ill-health, moving, natural disasters, death of the client, or other reasons listed.

11. **Number of clients (follow-up):** This query summarizes the number of businesses that are run successfully or those that have problems as recorded during follow-up visits in a given time period. It breaks down the details by location and negative or positive follow-up result.

12. **Number of clients (interviewed):** This query summarizes the number of initial interviews carried out in a given time period. It breaks down the information according to the type of client, such as person with disability, HIV/AIDS, mother or father of a disabled child, and so on.

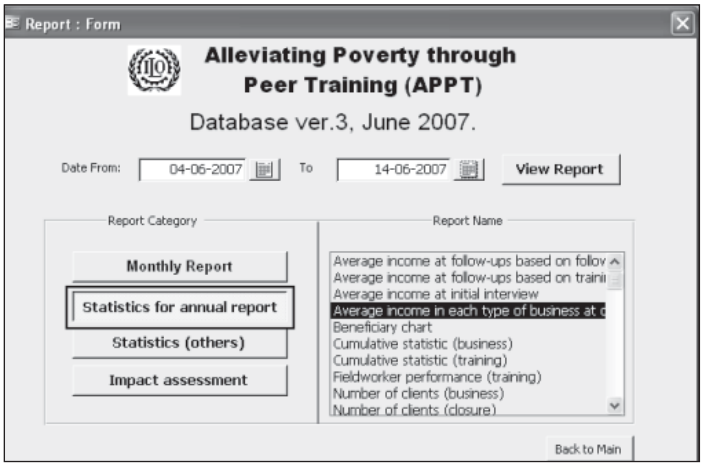
13. **Number of clients (training):** This query summarizes the number of clients who have received training services in a given time period. It shows the total number of clients in training and gives information on their training status, i.e. whether the training is completed, the client has dropped out of the training or is still in training.

14. **Post-conflict issue:** This query provides information on clients served during a given time period who had served in the military during Cambodia's civil conflict and who are currently receiving military pension to supplement their monthly income. It also shows the total amount of monthly income of these clients. This was a data point of particular interest to the APPT project.

15. **Project success rate:** This query provides a summary of the number of successful and unsuccessful closures (without accompanying details) in a given time period and thereby shows the project's overall success rate.

How to access queries to generate statistics for project reports

Follow the same instructions as with time-bound reports to access the list of different query types available and to produce these queries. Note that the shortcut name to access these query types is "Statistics for annual report" in the database. See the example below.

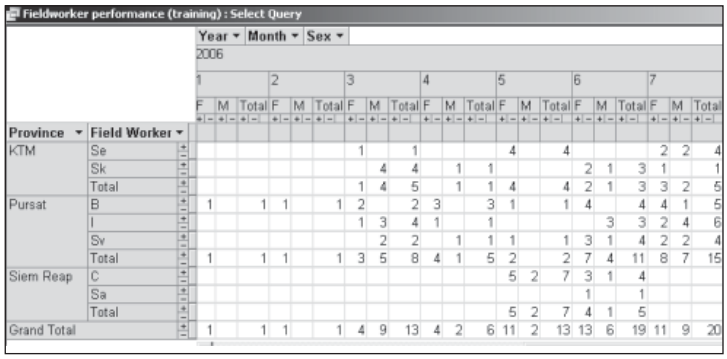


1. Define the time period.
2. Click on the **Statistics for Annual Report** shortcut under the report category to see the list of queries displayed on the right hand side of the submenu and select the query name from the drop-down list.
3. Click on the **View Report** button to see the result.

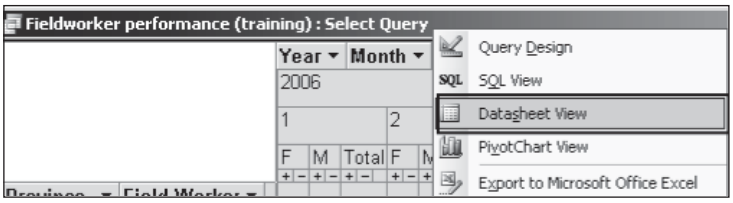
Example of a query: Field worker performance (training)

As with monthly reports, the selected query can be viewed after clicking the **View Report** button on the submenu. The queries can also be exported to MS Office programmes the same way as time-bound reports.

As noted, you can see from the query that measures field worker performance how many clients each field worker has served and how many clients have been served in each project location or by the entire project. The query gives a breakdown of numbers per calendar months and shows the cumulative statistics during the time period defined.



Note that all queries, as opposed to reports, are automatically displayed in what is called a pivot table view. To change the view to what is called the datasheet view in which reports are automatically displayed, right-click the mouse on the open query and select the view from the drop-down list. Refer to any official MS Access guide or manual for further details.



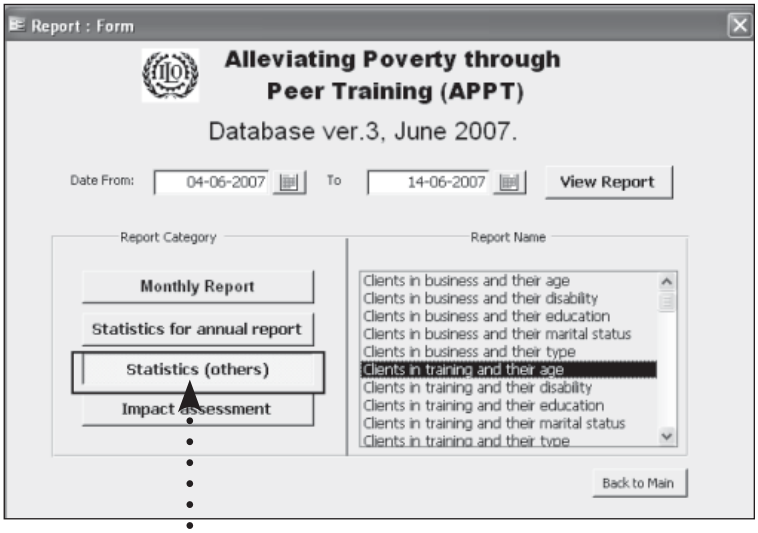
3.4 Generating demographic statistics

You can also use queries to generate other statistics according to client demographics. You can format and process these query types as above. The following ten different types of queries are currently available under this category (note that all queries are gender disaggregated):

1. Clients in business and their age
2. Clients in business and their disability
3. Clients in business and their education
4. Clients in business and their marital status
5. Clients in business and their type
6. Clients in training and their age
7. Clients in training and their disability
8. Clients in training and their education
9. Clients in training and their marital status
10. Clients in training and their type

How to access queries to generate demographic statistics

These queries can be produced in the same way as time-bound reports and queries for generating statistics for project reports. Note that the shortcut name to access these query types is "Statistics (others)" in the database. See the example below.



1. Define the time period.
2. Click on the **Statistics (others)** shortcut and select the type of query from the drop-down list.
3. Click on the **View Report** button to see the result.

3.5 Impact assessment

An impact assessment is carried out to compare the situation before and after the project's intervention to measure the impact of the project activities. As noted, the APPT project reviewed all clients after one year of business start-up or enhancement after which the client data records were generally closed (if it was determined that the client did not need further services) and an impact assessment carried out. The impact assessment and closure could be carried out at different times, if the closure is postponed because the client needs additional services. The database allows for the data analysis accordingly. For example, income growth of the client can be measured both at closure point or when the impact assessment is carried out, if the dates are different.

According to the current configuration of the database, the impact assessment data used for data analysis through reports and queries is located in different forms. This is important to bear in mind during the data entry phase to ensure that the information is entered and saved correctly in the database. The main data for the impact assessment exercise is entered into the Baseline Survey/Impact Assessment subform which can be accessed through the Initial Interview form or the Follow-up form (both contain shortcuts for this subform). Some of the reports and queries also use data entered in the Initial Interview form and the closure part of the Follow-up form.

There are ten different types of reports and queries currently available to analyze and compare data for impact assessment purposes (note that all reports and queries are gender disaggregated):

1. **Income growth at one year later:** This query summarizes the number of clients served in a given time period and their income levels at the initial interview point and when the impact assessment was carried out. It also calculates the income growth of clients at impact assessment and breaks down the information by project location. This query uses the data entered in the Baseline Survey/Impact Assessment subform.

2. **Income growth at closure point:** As the above query, this one summarizes the number of clients served and their income levels at the initial interview and closure points as well as their income growth. This query uses data entered in the Initial Interview form and the closure part of the Follow-up form.

3. **Savings and loans:** This report summarizes and compares the number of clients who had savings, loans and/or access to credit at the initial interview point and at the point of impact assessment. It breaks down the information by project location and savings, loans and credit.

4. **Household items:** This report summarizes and compares the number of clients who owned or had access to household items or services at the initial interview point as compared to the point when impact assessment was carried out. It breaks down the information according to the following items: electricity, radio, TV, telephone, electric fan, bicycle, motorcycle, car/van and toilet.

5. **Animal assets:** This report summarizes and compares the number of clients who owned animals at the initial interview point as compared to the point when impact assessment was carried out. It breaks down the information according to the following animals: pig, buffalo, cow, goat, poultry and fish.

6. **Social status and integration:** This report summarizes and compares the number of clients and their social activities at the initial interview point and when impact assessment was carried out. It breaks down the information by "rarely or not at all", "sometimes" and "often" categories as well as by the type of social activity (attendance in community meetings and social ceremonies, travels to market and other villages, visiting neighbours and receiving guests).

7. **Children in school due to the project intervention:** This query summarizes the number of children in school when the impact assessment was carried out as compared to the initial interview point. It breaks down the information by the type of disability of the children, if any.

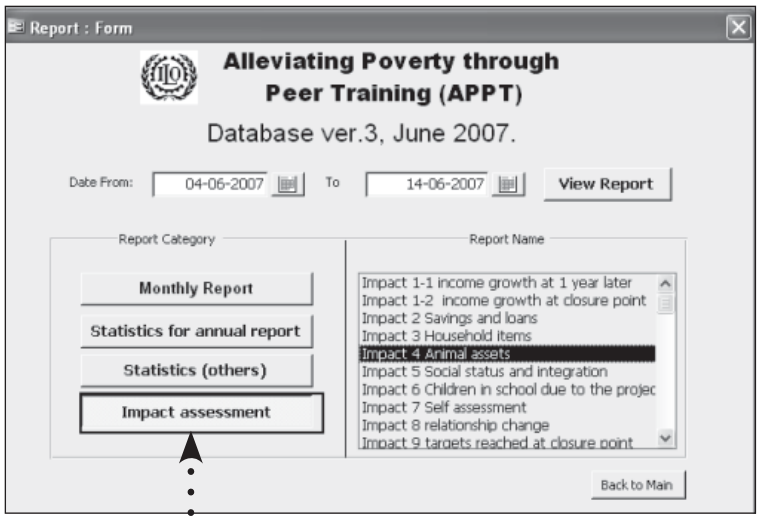
8. **Self-assessment:** This report measures positive changes in the clients' lives as a result of the project intervention. It summarizes the number of clients whose housing situation, medical care, food quality and so forth have improved at the time when the impact assessment was carried out. It is based on the clients' self-reports of these changes.

9. **Relationship change:** This report measures the project's impact on the client's relationship with others when the impact assessment was carried out. It breaks down the information by the types of relationships (with spouse, other members of family or community), client's own feelings (happier now or before) and the types of changes the project has achieved to produce (positive, negative or no change). It is also based on self-reporting.

10. **Targets reached at closure point:** This query summarizes the number of clients who received business enhancement services during a given time period and whether their business goals and aspired earning level were reached at the closure point.

How to access reports and queries for impact assessment

The reports and queries for impact assessment can be produced in the same way as time-bound reports and the different types of queries to generate demographic and other statistics for project reports. See the example below.



1. Define the time frame.
2. Click on the **Impact Assessment** shortcut and select the type of report or query from the drop-down list.
3. Click on the **View Report** button to see the result.

Other functions

4.1 Section introduction

The previous sections described the main functions of the database and MIS. This section is for those users already familiar with the database and/or MS Access programme in general and provides help with more advanced functions. For further explanation, refer to any official MS Access guide or manual.

In this section you will learn about:

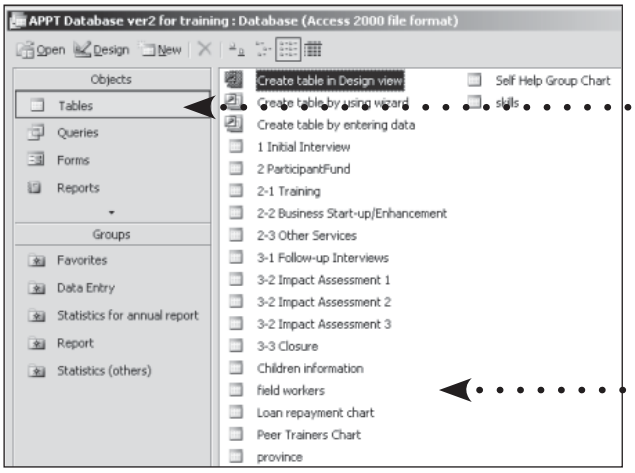
- entering data by using tables;
- filtering information to receive specific search results;
- developing new query formats;
- formatting system forms and reports.

4.2 Data entry through the MS Access main interface

In addition to entering data by using the main forms described above, data entry can also be done by adding tables through the MS Access main interface. This can be a more convenient way for more experienced users to enter large amounts of data at one time.

To enter data by using tables, open the MS Access main interface by going back to the main menu or any submenu of the database and maximizing the window of the MS Access main interface by clicking on the icon 

on the lower left hand side of the screen. Then select the **Tables** menu under **Objects** on the left hand side of the MS Access interface. A list of tables is shown on the right hand side of the interface.



Click the **Tables** menu to see the list of tables on the right hand side of the interface.

Tables that have only an icon and no number in front of the name are used to change, update or edit the format or structure of the database forms and tables.

Any of these tables can be used to enter data directly in one of the main form components. For example, double click the **1 Initial Interview** button and enter another client record, as shown below:

1 Initial Interview : Table

Code No	Name	Photo	Province	Year	Type	Sex	Age at interview	Marital
K01	Mibo Ahn	C:\Documents ai	KTM	2006	Adult responsible fc	F	25-34	Single
K02	Jin Ahn							

4.3 The *Filter by Form* -function

The **Filter by Form** button on the toolbar is used to sort data quickly and easily according to specific data or information that is required. It can require the interaction of data from several fields from one form at the time. This function is useful when you have to display only certain data in stead of all information available in the form. For example, you may want to know how many blind women were served during a given time period or the age range and gender of those who received loans. See the practical example below on how to use this function.

Example 1. "Find female clients with disabilities who have more than two dependant children."

Go to the Initial Interview form. Open it and click on the **Filter by Form** button. A blank Initial Interview form pops up where the search conditions are defined. Write down the conditions in each field, as shown below. Note that not all the fields have to be filled in.

How to define search conditions for filtering information

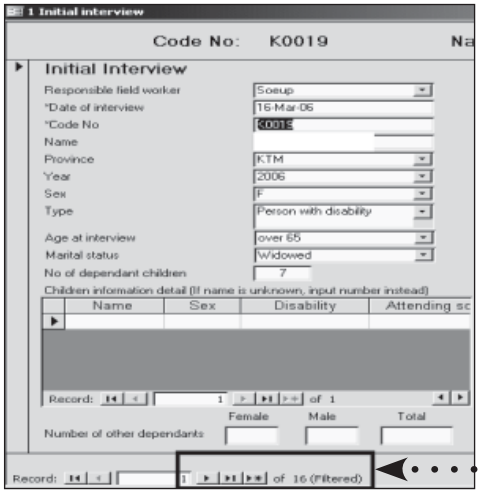
Initial Interview

Responsible field worker	
*Date of interview	
*Code No	
Name	
Province	
Year	
Sex	"F"
Type	"Person with disability"
Age at interview	
Marital status	
No of dependant children	>2

Conditions to sort the data: if the data is in text, use "".

After defining the search conditions, click on the **Apply Filter** button in the toolbar to obtain the results. Only those clients who satisfy all the conditions will be displayed, as shown below.

Example of the search results



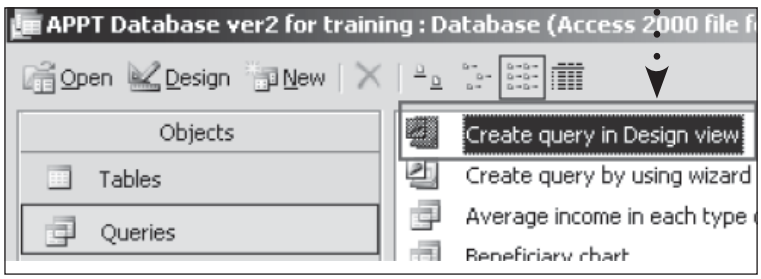
16 clients matched the filter criteria.

4.4 Creation of new queries

You may want to analyze data entered in the database according to different criteria than what is made possible by the report and query types currently available or what can be narrowed down by using the *Filter by Form* -function. To satisfy your needs for more specific information, you can create completely new query types. However, this function is recommended only for the more experienced users of the database, otherwise erroneous and misleading results are likely to occur. As noted, queries are useful tools for more advanced data analysis and are able to combine different fields from different forms, subforms, tabs and charts at the same time. See the practical example below on how to create a new query.

Example 2. "Among the clients who used to earn less than $20, how many of them received peer training, completed it, and started a business?"

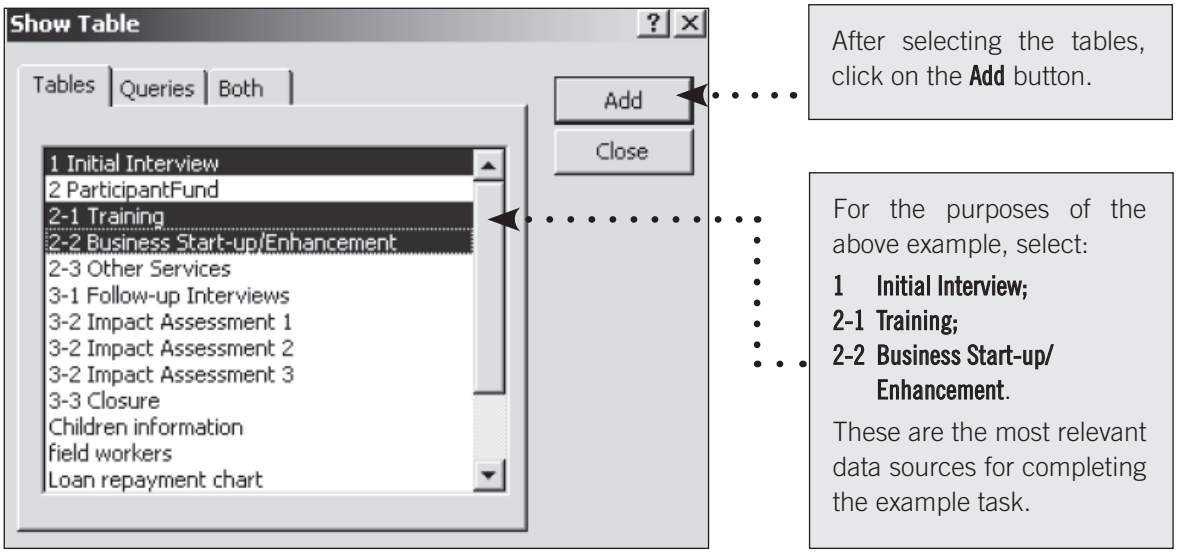
Go to the MS Access main interface and select **Queries** under **Objects**, as shown below.



Double-click on the **Create Query in Design View** button. A separate window will pop up to allow for selection of data sources needed for the query.

How to define data sources for the new query

A separate **Show table** window pops up after double-clicking on the **Create Query in Design View** button. This window has three tabs: tables, queries and both. Select the **Tables** tab, which has a drop-down list of available data sources. Select the relevant data sources from this list for the new query, as shown below. Note that you can select more than one data source by keeping down the control key on your key board when clicking on the relevant data sources. Remember that the main database forms operate on the basis of tables and these tables form the data sources.



After defining the data sources by adding the relevant tables close the **Show Table** window and go back to the **Query Design** window and enter the additional items and conditions needed for completing the task. The following five code items should be added under the relevant tables:

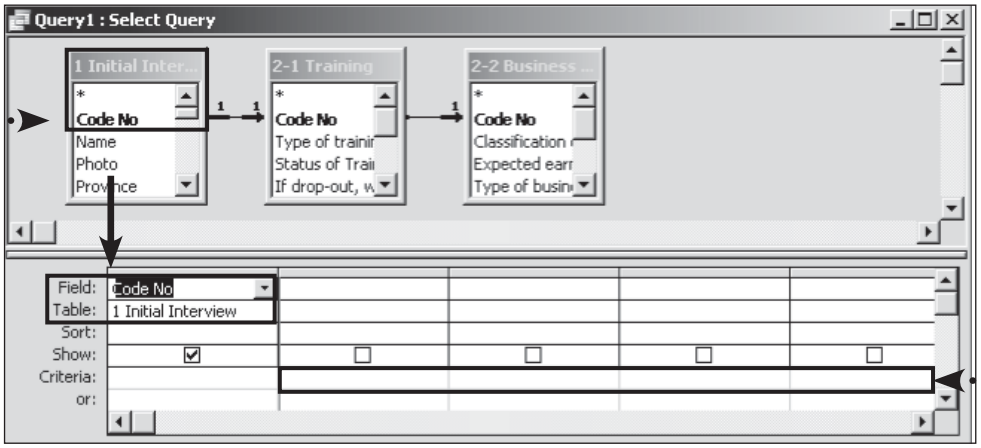
1. client's code number (to identify the client) under the **1 Initial Interview** table;
2. client's initial income under the **1 Initial Interview** table;
3-4. client's training (two separate codes) under the **2-1 Training** table;
5. client's business under the **2-2 Business Start-up/Enhancement** table.

To do this, see the example below.

How to enter additional conditions for sorting out data

The selected data sources, i.e. the **1 Initial Interview**, **2-1 Training** and **2-2 Business Start-up/Enhancement** tables, can now be seen in the query design window as three boxes carrying the same names. These boxes include drop-down lists of the different links contained in each table. For example, the **2-1 Training** table includes links to the client code number, the type, status and length of training,

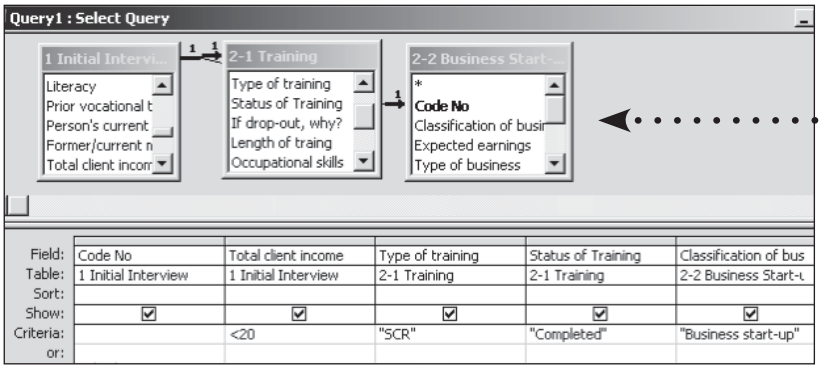
and so on. Drag the code items mentioned above to the fields, as shown below. You can add additional conditions to sort data by typing them directly next to empty **Criteria** columns. Remember to use "" when you type in the additional conditions.



Drag relevant items to the **Fields**.

Type in "**<20**", "**SCR**", "**Completed**", "**Business start-up**" in the columns next to **Criteria**. See below.

Example of a completed Query Design window

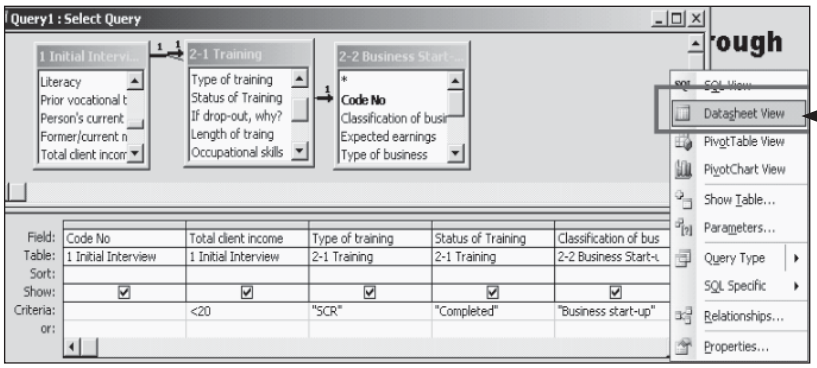


Note that the data sources, i.e. the selected tables, are interlinked in the same way as the main forms during the data entry phase. This is called a relationship between the tables.

If you see a pop-up window stating "There is an ambiguous relationship between tables" after you have dragged the relevant items into the fields, delete all relationships except those linked to the **1 Initial Interview** table. Remember that out of the three main forms of the database, the Initial Interview form is the main source containing client information and the other two main forms are linked to it directly (see the section on data entry above). The same applies to the data sources in this case, i.e. the selected tables. To see correct linkages, click on the **Relationship** button in the toolbar. See any official MS Access guide or manual for further explanation.

The new query type is now complete and the results can be viewed. See below how to do this.

How to view the results of the new query



Right-click on the Design query window and select the **Datasheet View** from the toolbar that pops up to view the results. A separate window containing the results appears, as shown below.

Example of the new query results

Code No	Total client income	Type of training	Status of Training	Classification of business
K0017	$7.50	SCR	Completed	Business start-up
K0018	$13.00	SCR	Completed	Business start-up
K0032	$15.00	SCR	Completed	Business start-up
K0040	$5.00	SCR	Completed	Business start-up
K0048	$5.00	SCR	Completed	Business start-up
K0064	$5.00	SCR	Completed	Business start-up
K0066	$16.00	SCR	Completed	Business start-up
K0074	$15.00	SCR	Completed	Business start-up
P333	$2.50	SCR	Completed	Business start-up
P349	$0.00	SCR	Completed	Business start-up
P351	$7.50	SCR	Completed	Business start-up
P352	$0.00	SCR	Completed	Business start-up
P353	$2.50	SCR	Completed	Business start-up

Of all clients who used to earn less than $20, a total of 69 clients received peer training, completed it and started a business according to the results. The results show also the client code numbers and income rates before the training.

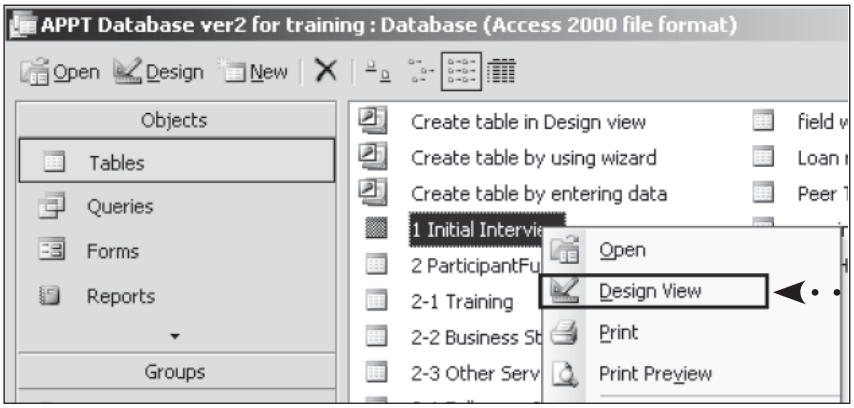
4.5 Adding or deleting fields in forms and reports

Advanced database users can add and/or delete fields in the forms, tables and reports to format them better to suit the projects' needs. See the practical example below on how to do this.

Example 3. "Add an item 'Assistive device the client needs' in the Initial Interview form and Monthly Interview report."

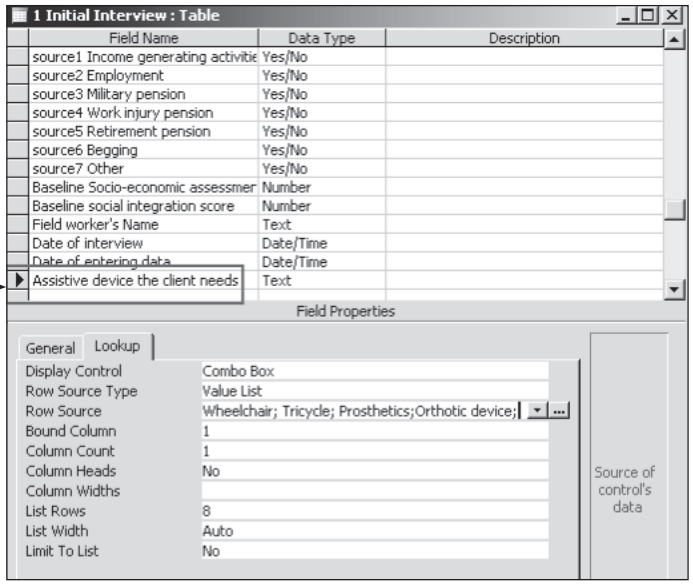
As noted, the main database forms operate on the basis of tables. These tables can be used to edit the main forms themselves as well as reports that are produced from the information entered in the main forms.

Go to the **Tables** section under **Objects** in the MS Access main interface. Then right-click on the **1 Initial interview** button, as shown below.



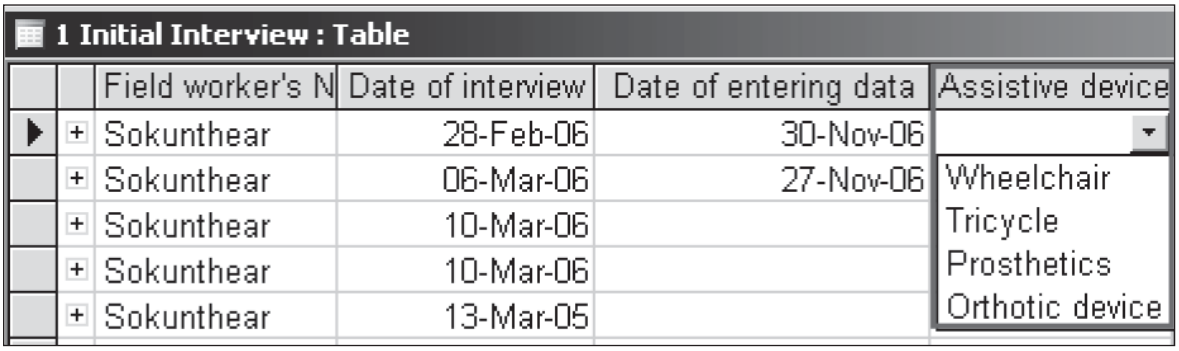
After right-clicking the **1 Initial Interview** button, click on the **Design View**.

When clicking on the **Design View**, a separate window **1 Initial Interview**: **Table** will appear. This table has a list of field names that should be amended to add "Assistive device that client needs" on the list. Add the new item by typing it on one of the empty rows of the table, as shown below.

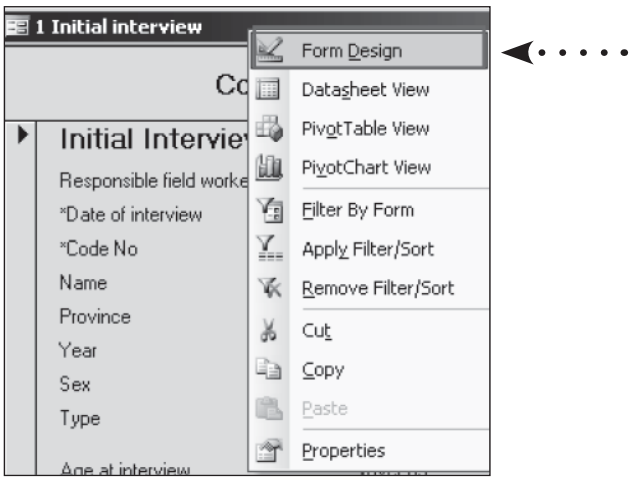


Write down "Assistive device the client needs" on any of the empty rows at the bottom and define the data type as "Text".

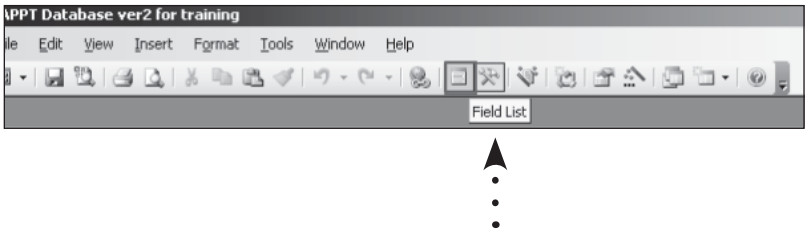
After adding the new item, save the table and go to **Table View**. You can see a new column "Assistive device" created on the table, as shown below.



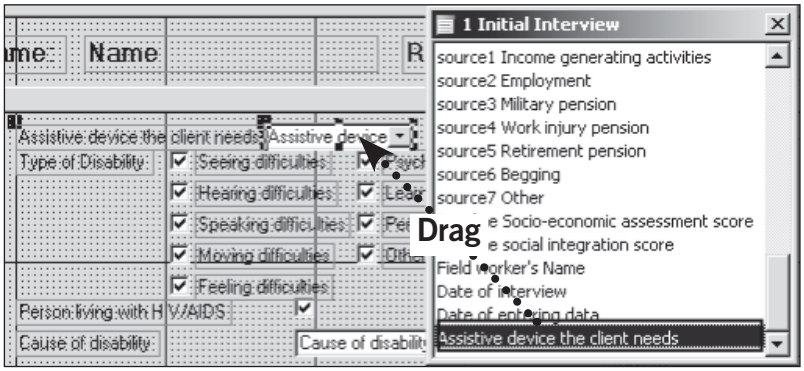
To add the new field to the Initial Interview form, open the form as a design view by right-clicking on the top row of the form and selecting **Form Design** from the menu.



Click the **Field List** button in the toolbar to see the list of items that can be added in the form.

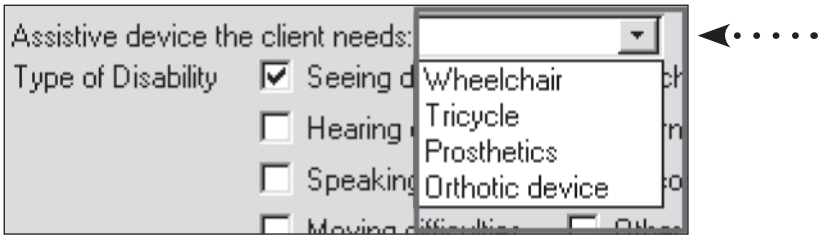


Drag "Assistive device the client needs" and add it to the form, as shown below.

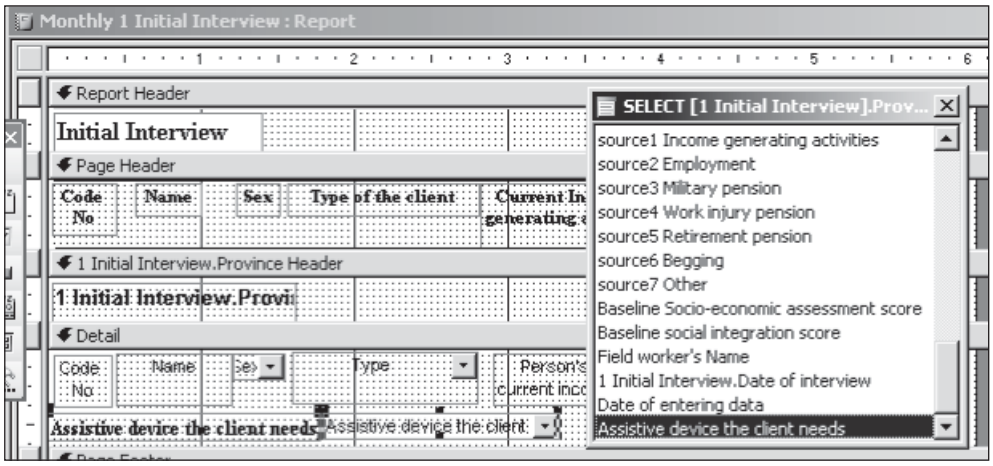


Note that if a form is based on multiple tables, the new field needs to be separately updated in that form. In this case, go to the **Properties** menu in the form **Design View** and add the field in the **Record Source**. The record source is usually based on queries, so open a query and add this field into it. For more explanation, see any official MS Access guide or manual.

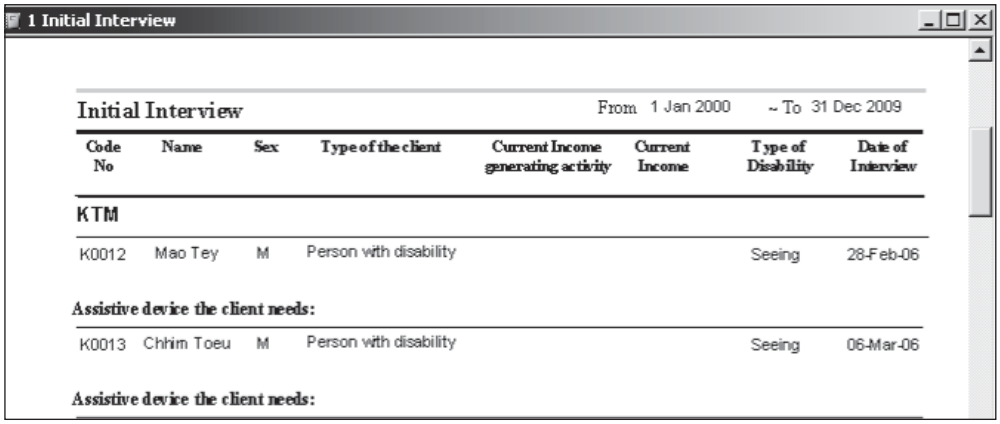
After dragging the new item and adding it to the form, view the result. To do this, right-click again on the top row, and go back to the **Form View**. The added field will appear in the form with a drop-down list, as shown below.



To add the new field in the time-bound report table, open the **Monthly 1 Interview Report** in the main menu and right-click on the **Design View** button in the toolbar for an appropriate view. As before, click the **Field List** button and drag the item you want to include in the report.



Finally, view the report in **Print View** to see the new item added into the report.



Box 4: Review of useful shortcuts or buttons

 or  **= Sort Ascending or Sort Descending:** These are shortcuts to sort data either in ascending or descending manner. Select a specific field to use as criteria by activating it and then the select the shortcut of your choice (sort ascending/descending) to obtain the desired information.

 **= Filter by Form:** This is a shortcut to filter data saved in the database by using a specific field. Click on this icon first, then select the field by activating it and finally enter specific criteria to sort data.

 **= Apply the Filter:** This is a shortcut to activate the filter and to review only sorted data (see Section 4.2 for more information).

 **= Link to MS Office:** This is a shortcut to export a file to other MS Office software (MS Word, MS Excel) (see Section 3. 2 for more information).

Appendices

Appendix I:
List of paper forms

The following APPT forms are those that were filled in manually by the field workers and used to enter key data into the database and MIS by a data entry officer who was skilled in computer operation. For a compete list of forms used at the field level, see *Replicating Success: A Manual to Alleviate Poverty through Peer Training*.

1. **Initial Interview form**
2. **List of SCR/Peer Trainers**
3. **Training Completion form**
4. **Business Start-up and Enhancement form**
5. **Application for Special Allowance**
6. **Application for Grant or Loan**
7. **Loan Repayment Log**
8. **Business Follow-up form**
9. **Baseline Survey/Impact Assessment form**
10. **Closure form**

Initial Interview form

Instructions: This form is filled in by the field worker during an interview with a prospective client. Upon completion, if the client is accepted for services, the form is put in the case file and a copy is sent to the coordination office for data entry into the database. Items in bold must be completed and entered into the APPT database.

Code no._____

1. Basic information

1.1 Name: _____

1.2 Current address:_____
Village_____Commune_____District _____

1.3 Sex (circle one): Male / Female

1.4 Type of beneficiary (check one):

____ Person with disability
____ Mother or father of disabled child(ren)
____ Spouse of a disabled person
____ Adult responsible for disabled family member

[Describe:_____ (e.g. grand parent, aunt, etc.)]

1.5 Age at interview (write or circle one):_____
(18-24 / 25-34 / 35-44 / 45-54 / 55-64 / over 65)

1.6 Marital status (circle one): Single / Married / Separated / Divorced / Widowed

1.7 Information about children in the household:

Name	**Sex** (M/F)	**Disability** (see 2.1 for list of type of disability)	**Attending school?** (Yes/No/Before school age) **If yes, in what grade?**	**Special training/ Assistive devices** (see 2.3 for list of devices)	
				Child has	**Child needs**

1.8 Number of other dependants: (F) _____ (M)_____ (Total) _____

1.9 Means of transportation (circle all that apply):
Walking / Tricycle or Wheelchair / Motorbike / Car / Bicycle / Public bus / Rely on family or neighbours.

2. Disability history*

2.1 **Type of disability** (check all that apply)**:**

___ Seeing difficulties
___ Hearing difficulties
___ Speaking difficulties
___ Moving difficulties
___ Feeling difficulties
___ Psychological difficulties
___ Learning difficulties
___ People who have seizures
___ Other: _____

2.1.1 What are the client's functional limitations related to their disability (circle)?

- If seeing difficulties: Completely blind / Blind in one eye / Low vision
  - Communication methods: Read Braille / Cannot read Braille
- If hearing difficulties: Completely deaf / Hearing impaired
  - Communication methods: Sign language / Reads lips / Has some hearing / Reads text / Unable to understand language
- If speaking difficulties:
  Has no speech / Has speech but cannot be understood except by family / Has speech impediment but can be understood outside family / Able to write / Able to use sign language
- If moving difficulties:
  Completely paralyzed / Partially paralyzed / Paralyzed on one side (Hemiplegic) / Upper limb amputee (single) / Upper limb amputee (double) / Lower limb amputee (single) / Lower limb amputee (double) / Other mobility, using calipers / Other mobility, using wheelchairs or tricycles
- Other, specify: _____

2.2 **Person living with HIV/AIDS** ☐ (check if yes)

2.2.1 Receiving medication: Yes / No
(Details:_____)

2.3 **Cause of disability** (circle all that apply):
Landmine / Other accident / From birth / Polio / Other illness / Old age / Developmental childhood disease / Other:_____

2.4 Check the special training / assistive devices the client has or needs to train or work

Client has	**Client needs**
_____ Wheelchair	_____
_____ Tricycle	_____

** Disability history refers to disabled applicant / child / family member. If there is more than one disabled family member, complete section two for each disabled family member.*

_____ Prosthetics (e.g. artificial limbs) _____
_____ Orthotic device (e.g. special shoes, calipers) _____
_____ Hearing aid _____
_____ Sign language instruction _____
_____ Mobility training _____
_____ Braille training _____
_____ Braille device _____
_____ Other _____

2.5 Year of onset of disability:_____

2.6 Does the client require any medical care (circle one): Yes / No

2.6.1 If yes, explain:_____

3. Education and vocational training

3.1 Last grade completed:_____

3.2 Education (circle all that apply):
No education / Partial primary education / Completed primary education / Partial secondary education / Completed secondary education / Partial college / Completed college / Pagoda / Other: _____

3.3 Prior vocational training (circle one): Yes / No

3.3.1 If yes, complete the following:

Type of training	**Name of the institution**	**Length of the training**	**Year** (training completed)	**Skills acquired** (choose from the attached list)
Traditional/family/village				
NGO programme				
Provincial training centre				
Other government training centre				
Apprenticeship				
Other				

3.3.2 If yes, is the client using these skills now? (circle one): Yes / No

3.3.3 If not, why not? _____

3.4 Does the client have plans to get vocational training? (circle one): Yes / No

3.4.1 If yes, explain: _____

3.5 **Literacy:** Is the client literate (circle all that apply)?
Able to read letters / Able to write letters / Able to do math (add / subtract / multiply / divide)
Comments:_____

4. Employment and income generating activities and income

4.1 Occupation before disability (choose from the attached list): _____

4.2 Former / current military member: Yes / No

4.3 Work history (complete the following table):

Type of work (choose from the attached list)	**Location for income generating activity or name of the employer**	**Length of employment**	**Monthly average income US$**	**Reason** (if work stopped)

4.4 Current income

4.4.1 Current income generating activities (choose from the attached list):

_____

4.4.2 **Client income:**

Source		**Type** (choose from attached list)	**Monthly income US$**	**Months per year worked**	**Average monthly income US$**
Income generating activity					
Employment					
Pension	Military				
	Work injury				
	Retirement				
Begging					
Other					
			TOTAL CLIENT INCOME US$		

4.4.3 Family income US$_____(per month)

Income source (check all that apply):

____ Income generating activity
____ Employment
____ Military pension
____ Work injury pension
____ Retirement pension
____ Begging
____ Other

5. Occupational interest

5.1 What is the occupational and employment interest of the client?
(choose from the attached list)_____

6. Anticipated service needs (choose only one of 6.1, 6.2, or 6.3)

6.1 The client is accepted to the programme. The following services are currently anticipated (check all that apply):

Training	**Business Start-up/Enhancement**		**Other services** (specify)
	Business	**Participant Fund**	
__ SCR/Peer training __ Mainstreamed centre-based __ Disability specific centre-based __ Mainstreamed mobile/community-based __ Disability specific mobile/community-based __ Apprenticeship __ Other	__ Business Start-up __ Business Enhancement	__ Special allowance __ Grant __ Loan	

6.2 Acceptance pending on (circle all that apply):
Further market study / More vocational counselling / Seasonality of the activities / Need to identify the trainer / Further client assessment / Other, specify: _____

6.3 Not accepted for services (circle all that apply):
Sufficient income / Considered not feasible for services / Other

6.3.1 If other than sufficient income, explain: _____

_____

7. Referral to other agencies (check one that applies)**:**

7.1 ___ No referral needed at this time.

7.2 ___ Referral to the following service (describe service): _____

Name of field worker:_____**Interview date:**_____

Notes:_____

_____

_____

Occupations and income generating activities

1. Accounting
2. Animal castration
3. Basket making
4. Bean sprout growing
5. Bicycle repair
6. Blacksmith
7. Book selling
8. Broom making
9. Car battery repair
10. Car repair
11. Carpentry
12. Chicken raising
13. Clerical work
14. Computer work
15. Cosmetology
16. Duck raising
17. Earthen pot making (small jar)
18. Egg hatching
19. Electronics repair
20. Factory work
21. Fish selling
22. Fishing equipment making
23. Goldsmith
24. Grocery selling
25. Hair clip making
26. Hair cutting
27. Hammock making
28. Ice cream making
29. Jar making (water)
30. Joss-stick making
31. Knitting
32. Leather carving
33. Locksmith
34. Masonry
35. Massage
36. Mat weaving
37. Military service
38. Motorbike repair
39. Mushroom growing
40. Musical instruments making
41. Other
42. Other food processing/selling
43. Ox-cart making
44. Painting (artistic)
45. Painting (house)
46. Palm-leaf/straw braiding
47. Pig raising
48. Refrigeration and air con equipment repairing
49. Retail shop
50. Rice growing
51. Roof making (leaf)
52. Scarf weaving
53. Shoe repair
54. Silk making
55. Silk screen printing
56. Silversmith
57. Small engine repair
58. Soybean milk production
59. Stone carving
60. Tailoring
61. Tinsmith
62. Traditional music playing
63. Umbrella frame making
64. Umbrella making
65. Vegetable growing
66. Welding
67. Wood carving

List of SCR/Peer Trainers

Instructions: This chart is maintained by the field worker and the information is periodically submitted to the coordinating office for entry into the database.

Project site: _____

No.	Name	Address	Sex	Age	Skill taught	Length of training in days	Cost of training (US$)	Person with disability (Yes/No)	Former APPT client (Yes/No)	Number of trainees	
										M	F
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											

Training Completion form

Instructions: This form is filled in by the field worker during a follow-up visit to the client at the end of the training. Upon completion, the form is put in the client file and a copy is sent to the coordination office for data entry into the database. Items in bold must be completed and entered into the APPT database.

Code no._____

1. **Name:** _____

2. **Type of training** (check one):

____ SCR/Peer training
____ Mainstreamed centre-based
____ Mainstreamed mobile/community-based
____ Disability specific mobile/community-based
____ Disability specific centre-based
____ Apprenticeship
____ Other

3. **Status of training** (circle one)**:** Completed / Drop-out / Still-in

3.1 **If drop-out, why** (check all that apply)**?**

____ Ill-health
____ Death
____ Family problem
____ Moved out of area
____ Got a better job
____ Other
____ Unknown
____ Client terminated for lack of cooperation, explain why: _____
____ Client dropped out due to dissatisfaction, explain why: _____

4. **Length of training** (circle one):
1-2 days / 3-5 days / 1-2 weeks / 2-4 weeks / 1-3 months / 3-6 months / more than 6 months.

5. **Date of completion of all training:** _____

6. **Occupational skills** (choose from the attached list)**:** _____

7. **Did the client have a course in business development training?** Yes / No

7.1 If yes, length of training (circle one):
1-2 days / 3-5 days /1-2 weeks / 2-4 weeks / 1-3 months / 3-6 months / more than 6 months

7.2 If yes, where? _____

8. **Name of the trainer:**_____

9. **Use of Participant Fund**

US$	Participant Fund	Own contribution	Other sources	Main purpose*
9.1 Training fee				
9.2 Special allowance				

* **Main purpose for special allowance:**
Transportation / Food / Family support / Raw materials / Tools / Equipment / Other

10. **Conclusions and field worker action**

10.1 Is the client ready for income generating activity/employment (circle one): Yes / No

10.2 If yes, what services are anticipated (circle all that apply):
Business start-up / Business development training / Business plan development / Assistance in securing non-project credit / Referral to other services

10.3 If not, why not? _____

_____

Name of field worker:_____ **Interview date:**_____

Notes: _____

_____

_____

_____

_____

Business Start-up and Enhancement form

Instructions: This form is filled in by the field worker during a follow-up visit to the client who starts a new business or receives business enhancement services. Upon completion, the form is kept in the client file and a copy is sent to the coordination office for data entry into the database. Items in bold must be completed and entered into the APPT database.

Code no._____

1. **Name:** _____

2. **Type of service** (check one): Business start-up / Business enhancement

2.1 **If business start-up:**

2.1.1 Expected monthly earnings after 3 months (US$): _____

2.1.2 Type of business (choose from the attached list): _____

2.2 **If business enhancement:**

2.2.1 Current income, average per month (US$): _____

2.2.2 Expected monthly earnings after 3 months (US$): _____

2.2.3 Type of business (choose from the attached list): _____

2.2.4 Business goal (check all that apply):

____ Add new product or service
____ Add staff
____ Invest in equipment
____ Increase stock
____ Increase working capital
____ Improve location
____ Invest in premises
____ Other _____

3. **Business expected to be** (circle one): Year-round / Seasonal

4. **Business plan completed** (circle one): Yes / No
If no, why not? _____

5. **Grant and loan**

US$	Participant Fund	Own contribution	Other sources	Main purpose*
5.1 Grant				
5.2 Loan				

* **Main purpose for grant or loan:**
Raw material / Equipment or tools / Animals / Staff / Establish or improve location / Invest in premises / Add new product or service / Increase stock / Increase working capital / Other

6. **Other services**

6.1 **Self-help group** (name): _____

6.1.1 Type of the group (circle one):
Business production / Finance / Networking / Marketing / Other

6.2 **Linkage to referral**

6.2.1 Name of the referral agency: _____

_____

6.2.2 Reason for referral** (specify from the list): _____

** **Reason for referral:**
Academic education / Literacy training / Health or medical / Medical rehabilitation (P/O) / Financial or emergency service / Housing / Social work or counselling / Family planning / Other

6.3 **Assistive devices provision** (circle all that apply):
Wheelchair / Tricycle / Prosthetics / Orthotics / Hearing aid / Sign language instruction / Mobility training / Braille training / Braille device / Other: _____

6.4 **Other**

6.4.1 Reason for other service*** (specify from the list): _____

_____

*** **Reason for other service:**
Entrepreneurship training / Peer training / Health or rehabilitation / Disability awareness / Gender awareness / English language instruction / Other

6.4.2 Details: _____

_____

Name of field worker:_____ **Interview date:** _____

Notes: _____
_____
_____
_____
_____

Application for Special Allowance

Instructions: This form is jointly completed by the field worker and the client. It needs to be approved by the partner organization or grant committee before funds are withdrawn. A copy of the form is kept in the client file and a copy is sent to the coordination office. Also the partner organization keeps a copy on file. The information is updated in the database by the coordination office.

Code no._____

1. **Name:**_____

2. **Purpose of the application - to cover the costs of:**

- Transportation US$.....
- Food US$.....
- Family support US$.....
- Raw materials US$.....
- Tools US$.....
- Equipment US$.....
- Other US$.....

_____

Total: **US$ .....**

Signature or thumbprint of the applicant:_____Date: _____

Approved by:

1. ILO/APPT field worker:_____ Date: _____

2. NGO partner:_____ Date: _____

Application for Grant or Loan

Instructions: This form is jointly completed by the field worker and the client. It needs to be approved by the partner organization or grant committee before funds are withdrawn. A copy of the form is kept in the client file and a copy is sent to the coordination office. Also the partner organization keeps a copy on file. The information is updated in the database by the coordination office.

Code no._____

1. **Name:**_____

2. **Purpose of the application - to cover the costs of:**

• Raw material	US$.....
• Equipment/tools	US$.....
• Animals	US$.....
• Staff	US$.....
• Establish or improve location	US$.....
• Invest in premises	US$.....
• Add new product or service	US$.....
• Increase stock	US$.....
• Increase working capital	US$.....
• Other	US$.....
Total:	**US$ .....**

Signature or thumbprint of the applicant:_____Date: _____

Approved by:

1. ILO/APPT field worker:_____ Date: _____

2. NGO partner:_____ Date: _____

Loan Repayment Log

Instructions: This form is filled in by the field worker and the client during the field worker's follow-up and loan recollection visits. It is kept in the client file. The loan repayment is deposited in the project bank account and the information is regularly updated in the database.

1. **Name:** _____
2. **Amount of the loan:** US$ _____
3. **Interest of 5%:** US$ _____
4. **Amount of the loan with interest:** US$ _____
5. **Date when the loan was received:** _____
6. **Date of first repayment:** _____
7. **Date of last payment:** _____
8. **Total amount repaid:** US$ _____

No.	Repayment (US$)	Balance (US$)	Date	APPT/NGO	Applicant
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

Business Follow-up form

Instructions: This form is completed by the field worker during follow-up visits to the client after he or she has started a business or received business enhancement services. The form is filled in every three months for at least one year after which the client is evaluated for closure. The same form is used during all follow-up visits and, upon completion, it is kept in the client file and a copy is sent to the coordination office for data entry into the database.

Code no._____

1. **Name:**_____

2. **Business situation and income:**

Monthly income US$	Current business situation*	Reason for negative or stopped business (2.1)	Field worker action (2.2)	For business enhancement: Has there been any expansion of the business? (2.3)	Field worker	Date

* **Current business situation** (choose one): Positive / Negative / Stopped

2.1 **Reason for negative or stopped business** (check one):

____ Ill-health
____ Death
____ Family problem
____ Moved out of area
____ Got a better job
____ Competition
____ Decreased demand
____ Seasonality
____ Supply problem
____ Animal sickness/death
____ Natural disaster
____ Client unmotivated
____ Service did not meet expectation
____ Other:_____

2.2 What action is the field worker taking if there is a problem with the business (specify)?

_____

_____

(e.g. provide assistance from the Participant Fund, provide more training, assist with accessing market, ask trainer to provide input, etc.)

2.3 **Choose the type and/or purpose of business enhancement** (check all that apply):

____ Add new product or service
____ Add staff
____ Invest in equipment
____ Increase stock
____ Increase working capital
____ Improve location
____ Invest in premises
____ Other, explain:_____

3. **Other services**

3.1 **Self-help group** (name): _____

3.1.1 Type of the group (circle one):
Business production / Finance / Networking / Marketing / Other

3.2 **Linkage to referral**

3.2.1 Name and address of the referral agency: _____

_____

3.2.2 Reason for referral** (specify from the list): _____

** **Reason for referral:**
Academic education / Literacy training / Health or medical / Medical rehabilitation (P/O) / Financial or emergency service / Housing / Social work or counselling / Family planning / Other

3.3 **Assistive devices provision** (circle all that apply):
Wheelchair / Tricycle / Prosthetics / Orthotics / Hearing aid / Sign language instruction / Mobility training / Braille training / Braille device / Other_____

3.4 **Other**

3.4.1 Reason for other service*** (specify from the list): _____

_____

*** **Reason for other service:**
Entrepreneurship training / Peer training / Health or rehabilitation / Disability awareness / Gender awareness / English language instruction / Other

3.4.2 Details _____

_____

Notes: _____

_____

_____

_____

_____

Baseline Survey/Impact Assessment form

Instructions: This form is first filled in by the field worker during the initial visit to the client (at the same time as collecting the initial interview data). This is to collect baseline survey data about the client. A copy is kept in the client file and sent to the coordination office for data entry into the database. The form is filled in for the second time by the field worker during a final follow up visit to the client conducted 12 months after he or she has received business start-up or enhancement services. Upon completion, the form is put into the client file and a copy is sent to the coordination office for data entry into the database.

Code no._____

Name: _____

1. **Economic situation**

1.1 **Client income:**

Source		**Type** (choose from attached list)	**Monthly income US$**	**Months per year worked**	**Average monthly income US$**
Income generating activity					
Employment					
Pension	Military				
	Work injury				
	Retirement				
Begging					
Other					
			TOTAL CLIENT INCOME US$		

1.2 **How much is your family income US$**_____ (per month)**?**
Circle the income sources (multiple answers possible):

- Income generating activity
- Employment
- Military pension
- Work injury pension
- Retirement pension
- Begging
- Other: _____

1.3 Does your household income meet your basic needs for (check each item that applies)?

- Food ☐ Yes ☐ No
- Medical care ☐ Yes ☐ No
- Education ☐ Yes ☐ No
- Housing ☐ Yes ☐ No
- Transportation ☐ Yes ☐ No

1.4 Do you have any savings?

☐ Yes If yes, how much? US$ _____
☐ No

1.5 If yes, where do you keep the money (circle the correct answers - multiple answers possible)?

- Regular bank
- MFI (micro finance institute)
- Community bank
- Self-help group / Savings group
- Other: _____

1.6 Do you owe any money?

☐ Yes If yes, how much? US$ _____
☐ No

1.7 If yes, who do you owe the money to (circle the correct answers - multiple answers possible)?

- Regular bank
- MFI (micro finance institute)
- Community bank
- Self-help group / Savings group
- Local money lender
- Family or relatives
- Other: _____

1.8 Do you have access to credit to start or expand your business?

☐ Yes If yes, please specify from where? _____
☐ No

1.9 Does your household have any of these items (circle any of the items listed - multiple answers possible)?

- Electricity
- Radio
- TV
- Telephone / cellular phone
- Electric fan
- Bicycle
- Motorcycle
- Car / van
- Toilet
- Other assets: _____

1.10 Does your household have any of these animals? Check the boxes as relevant and give details.

- Pig ☐ Yes ☐ No If yes, how many? _____
- Buffalo ☐ Yes ☐ No If yes, how many? _____
- Cow ☐ Yes ☐ No If yes, how many? _____
- Goat ☐ Yes ☐ No If yes, how many? _____
- Poultry (chicken) ☐ Yes ☐ No If yes, how many? _____
- Fish ☐ Yes ☐ No If yes, how many? _____
- Others ☐ Yes ☐ No If yes, specify?_____How many? _____

1.11 Does your family own the land that your house is on (circle the correct answer)?

- Yes
- No, the house is rented
- No, squatting
- Other, specify: _____

1.12 If yes, how big is the piece of land?
Specify: _____ (circle: m2, are, hectares, rai, kong, other:_____)

2. **Social integration**
During the last six months how often did you engage in the following community activities?

	Rarely or not at all	Sometimes	Often
a. Attended community / political meetings or events	1	2	3
b. Attended social / religious ceremony (e.g. weddings, funerals)	1	2	3
c. Visited friends or relatives in another village	1	2	3
d. Visited friends or relatives in your village	1	2	3
e. Received visitors in your home	1	2	3
f. Went to market	1	2	3

3. **Children's education**

Name	Age	Sex (M/F)	Disability (select from the list below)	Attending school?		
				Yes or No	If yes, in what grade?	If not, why? (Specify the reason)

List of types of disability

- Seeing difficulties
- Hearing difficulties
- Speaking difficulties
- Moving difficulties
- Feeling difficulties
- Psychological difficulties
- Learning difficulties
- People who have seizures
- Other _____

4. **Self-assessment**
(To be completed during the final follow-up visit or at closure point.)

4.1 Has your life changed as a result of participating in the APPT project?

☐ Yes, positive change ☐ Yes, negative change ☐ No change

Explain:_____

_____

4.2 If yes, how has it changed? Select from the items below.

- Improved housing, specify how: _____
- Able to purchase medical care, give example:_____
- Able to enrol children to school, give details:_____
- Able to keep children in school, give details:_____
- Improved food quality, specify how: _____
- Improved mobility and accessibility (refers to disability issues), explain: _____
  _____
- Better transportation and ability to travel to other villages and towns, explain:_____
  _____
- Gained self-confidence, specify how:_____
- Gained respect from others, specify how: _____
- Became an APPT peer trainer, give details:_____
- Joined a group, give details:_____
- Improved social status, specify how:_____
- Others, give details:_____

4.3 If no, explain the reason: _____

_____

4.4 After participating in the APPT project, have you noticed any changes in your relationship with your spouse (husband /wife)?

☐ Positive change ☐ Negative change ☐ No change

Explain: _____

_____

4.5 Have there been any changes in your relationships with other family members?

☐ Positive change ☐ Negative change ☐ No change

Explain: _____

_____

4.6 Have people in your community treated you differently?

☐ Positive change ☐ Negative change ☐ No change

Explain: _____

_____

4.7 Do you feel yourself happier as a result of the project?

☐ Yes ☐ No

Explain: _____

_____

4.8 Is there some other way the APPT project has had an impact on your life?

Explain: _____

_____

Name of field worker: _____ **Interview date:** _____

Notes: _____

_____

_____

_____

_____

Closure form

Instructions: This form is filled in by the field worker when it is decided that the client no longer requires follow-up services. This is normally done 12 months after the client has received business start-up or business enhancement services. Upon completion, the form is put in the client file and a copy is sent to the coordination office for data entry into the database.

Code no._____

1. **Name:** _____

2. **Is the closure successful?** Yes / No

2.1 **If yes** (check one):

____ Client employed
____ Client running a business successfully
____ Client reached other goals

2.2 **If no** (check one):

____ Ill-health
____ Death
____ Family problem
____ Moved out of area
____ Lost a job
____ Business failed
____ Natural disaster
____ Other
____ Unknown
____ Client terminated for lack of cooperation, explain: _____
____ Client dropped out due to dissatisfaction, explain: _____

3. **Client reached expected earnings?** Yes / No

4. **Client reached business goals?** Yes / No (only for business enhancement)

5. **Is the loan repayment finished?** Yes / No

5.1 If not, how much is left? US$_____

6. **Current income**

6.1 Client income:

Source		Type (choose from attached list)	Monthly income US$	Months per year worked	Average monthly income US$
Income generating activity					
Employment					
Pension	Military				
	Work injury				
	Retirement				
Begging					
Other					
			TOTAL CLIENT INCOME US$		

6.2 Family income US$_____(per month)
Income source (check all that apply):

____ Income generating activity
____ Employment
____ Military pension
____ Work injury pension
____ Retirement pension
____ Begging
____ Other:_____

7. **Self-assessment**

7.1 On a scale of 1 to 5, with 1 being the lowest score and 5 the highest, how would you rate the overall the APPT project (circle)?

1	2	3	4	5

Name of field worker:_____ **Closure date:**_____

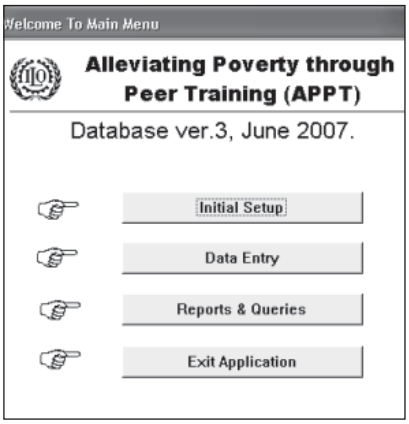
Notes:_____
_____
_____

Appendix II:

List of menus and submenus of the database

The database has a main menu from where to access its main functions, namely data entry and data analysis. By clicking on the **Data Entry** shortcut, a submenu for the main forms to enter data into the database appears. By clicking on the **Reports & Queries** shortcut, a submenu for the types of reports and queries currently available in the database for data analysis appears. The main menu has also an **Initial Set-up** shortcut. This allows access to the **Initial Set-up** submenu where fixed values can be defined for the database. See the examples below.

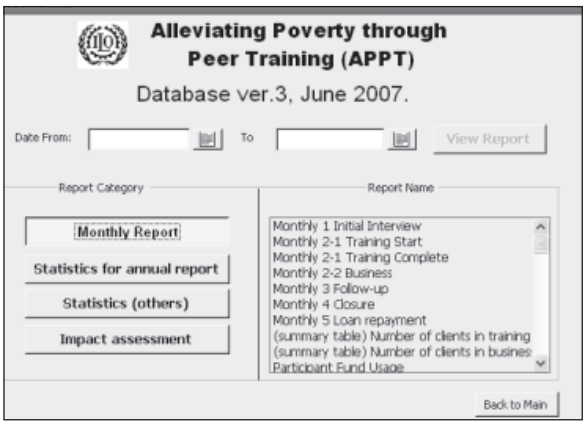
1. Main menu of the database



2. Submenu for the initial set-up

3. Submenu for main forms

4. Submenu for reports and queries



Appendix III:

List of main forms, subforms, tabs and charts of the database

The following reflects the current database configuration:

1. **Initial Interview form**
   - Children Information in Detail subform
   - Disability in Detail subform
   - Baseline Survey/Impact Assessment subform

2. **APPT Services form**
   - Training tab
     - Participant Fund subform
     - Peer Trainer's chart
   - Business Start-up/Enhancement tab
     - Participant Fund subform
     - Loan Repayment chart
   - Other Services tab
     - Self-help Group chart

3. **Follow-up form**
   - Baseline Survey/Impact Assessment subform
   - Follow-up Interviews subform

4. **New Skills form**

Appendix IV:
List of report and query types of the database

The following is a list of reports and queries that are available in the database and MIS as it is currently configured. Users can change the system, create new query types for more refined and specialised analysis or narrow down the information by using the *Filter by Form* -function.

1. Time-bound reports
Database shortcut: Monthly reports

a. Monthly 1 Initial interview
b. Monthly 2-1 Training
c. Monthly 2-2 Business
d. Monthly 3 Follow-up
e. Monthly 4 Closure
f. Monthly 5 Loan repayment
g. (Summary table) Number of clients in training
h. (Summary table) Number of clients in business
i. (Summary table) Participant Fund usage
j. New skills identified
k. Peer trainers chart
l. Skill and type of business

2. Statistics for project reports
Database shortcut: Statistics for annual reports

a. Average income at follow-ups based on follow-up date
b. Average income at follow-ups based on training completion date
c. Average income at initial interview
d. Average income in each type of business at closure point
e. Beneficiary chart
f. Cumulative statistic (business)
g. Cumulative statistic (training)
h. Field worker performance
i. Number of clients (business)
j. Number of clients (closure)

k. Number of clients (follow-up)
l. Number of clients (interviewed)
m. Number of clients (training)
n. Post conflict issue
o. Project success rate

3. Demographic statistics
Database shortcut: Statistics (others)

a. Clients in business and their age
b. Clients in business and their disability
c. Clients in business and their education
d. Clients in business and their marital status
e. Clients in business and their type
f. Clients in training and their age
g. Clients in training and their disability
h. Clients in training and their education
i. Clients in training and their marital status
j. Clients in training and their type

4. Impact assessment
Database shortcut: Impact assessment

a. Impact 1-1 Income growth at 1 year later
b. Impact 1-2 Income growth at closure point
c. Impact 2 Savings and loans
d. Impact 3 Household items
e. Impact 4 Animal assets
f. Impact 5 Social status and integration
g. Impact 6 Children in school due to the project
h. Impact 7 Self-assessment
i. Impact 8 Relationship change
j. Impact 9 Targets reached at closure point

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