

Welcome to Cohort-3 PFSODS Onboarding Webinar

Protective Factors Survey Online Data System (PFSODS)
Presented By the Office of Child Abuse Prevention (OCAP), Prevention Network Development Unit (PND)

Logos: OCAP, CDSS, CALTRIN

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Today's Support Team

- CalTrin (Hosting)
- LaFatima Jones (OCAP Manager)
- Petie (OCAP County Consultant)
 - Co-presenter (slides + facilitation)
- George (OCAP County Consultant)
 - Co-presenter (slides)
- Elizabeth (OCAP County Consultant)
 - Live PFSODS screen-share demo
- Cory (OCAP County Consultant)
 - Technical assistance + Q&A in the chat

Logos: CALTRIN, CDSS, OCAP

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How to participate

- Use the raise hand feature or chat any time for questions
- Cory will answer in real time and flag items for group Q&A
- We'll pause after each demo section to check in
- If you get lost, drop a quick note in chat

Logos: CDSS

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Quick orientation to the Protective Factors and PFSODS

DEMO 1: Customize Agency (Programs, Demographics, Custom Questions, Survey visibility)

DEMO 2: Administer a Survey (electronic + paper entry)

Records, pending surveys, and data quality

DEMO 3: Find records, export, and run reports

Q&A + next steps

Agenda
(90-minutes)

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Training Goals

- Navigate** • Navigate you're your Agency dashboard
- Complete** • Complete required customization before collecting data
- Administer** • Administer surveys electronically or via paper entry
- Understand** • Understand editing/deleting rules
- Export** • Export data and run key reports confidently

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Orientation to Protective Factors and PFSODS

5 Protective Factors

- understanding child development
- parental resilience
- social-emotional competence of children
- social support
- concrete support

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Protective Factors build **strengths that buffer stress** and support healthy child development.

- The Strengthening Families framework identifies **five Protective Factors**:
 - 1. Parental Resilience** – ability to cope with stress and bounce back
 - 2. Social Connections** – positive relationships that provide support
 - 3. Knowledge of Parenting & Child Development** – understanding children’s needs and ages/stages
 - 4. Concrete Support in Times of Need** – access to services and resources
 - 5. Social & Emotional Competence of Children** – children’s ability to express feelings, regulate behavior, and form relationships
- PFSODS helps you **measure growth in these factors over time** to inform services and outcomes.

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What is PFSODS?
 Web-based platform for administering Protective Factors Survey instruments
 Each Group is an isolated, secure database
 CDSS OCAP already maintains the CA Group account
 Counties use PFSODS at no cost through the OCAP CA Group

Create an Agency (Existing User)

1. If you are not already logged into the system, you will need to do so using the username and password you previously created. Click login in the upper right corner of the screen.
2. Take the email and password.
3. The My Dashboard interface should pop up once inside the system. If it doesn't, you can access it by clicking on the menu in the upper left and selecting My Dashboard from the bottom of the list.

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What's already done for you!

- Your PFSODS account is already created inside the CA OCAP Group.
- You should have received an email invitation to access the CA Group & California Test Agency
- Today we will focus on customizing and using your Agency space

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How data is organized

Group (CA OCAP database) → Agencies (Service Providers/CBOs) → Programs → Surveys

Surveys are always administered at the Agency level

Programs drive reporting and (if applicable) share with the OCAP/CA Group

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graph LR; A[PFS Traditional Pre-Post] --> B[PFS Retrospective Pre-Post]; B --> C[Spanish Adaptation (S-PFS) Traditional & Retrospective]; C --> D[PFS-2 Traditional & Retrospective]; C --> E[PFS-2 Concrete Supports (English/Spanish)]; C --> F[PFS-Military Family (if applicable)]; D --> E; E --> F;
```

Survey versions you may see

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Customize Agency

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Manage Manage Programs (must-do first)

Select Select Demographic Questions

Add Optional: Add Agency-Specific Client Questions

Customize Optional: Customize Program/Staff Questions

Select Select which Survey Types your Agency uses

Manage Manage Staff access

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Programs : why they matter

Programs **MUST** be created before any surveys

Programs are the main filter in reports

If the Program uses OCAP funding (CBCAP, PSSF, CAPIT) the manage program box **MUST** be checked for data sharing with the CDSS

Note: Share Data checkbox cannot be changed after creation

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DEMO 1 (Elizabeth):

Required before any data collection!

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Programs — best practices

Create programs based on how you need to analyze data

Examples

- Funding streams
- Service types

Avoid mixing share/non-share data in one program

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Demographics customization

Toggle demographic questions ON/OFF

Choose which response options to include

Save changes before leaving

Update paper copies to match your selections

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Custom questions (if your county uses them)

Client custom questions apply agency-wide

Staff custom questions apply agency-wide

Question types: Open-ended, Checkbox, Likert Agreement, Likert Frequency

Deleting a question deletes its data — export first

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Select visible survey types

Hide survey versions your county will not use

Prevents accidental selection by staff


Does not change existing records



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Before you administer

Confirm	Confirm Programs are set up
Confirm	Confirm correct survey version for your program
Turn OFF	Turn OFF browser autofill on staff devices



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New Survey flow — decision points

- + New Survey
- Pick survey version
- Enter Participant ID (no PII)
- Complete Program Information (select program)
- Choose delivery method

Selecting the Survey Types visible to Staff


You can select which survey types are available to staff when administering or entering data for a survey. Limiting the list available to staff during administration prevents their previous erroneous program selection for your Agency. It is recommended you only display the surveys that your Agency is utilizing to avoid the possibility of staff selecting the wrong survey from the list which can cause data errors.

From the Customizer screen, click on Select which Survey types your Agency uses in the Customizer box.



- The default setting is all Surveys are visible.
- To toggle an OFF Survey type, choose the check box next to the Survey title. If you uncheck that box, the survey will not appear when creating a New Survey with your agency.

NOTE: Changing which Surveys are visible will not impact data on existing surveys in use. It simply limits the visibility of the surveys on the list for new survey administration.



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DEMO 2 (Elizabeth):
Administer a Survey

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Participant ID Rules

Links multiple surveys for the same participant

Use your existing case/client ID system

Do NOT use names, DOBs, SSNs, or other PII

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Delivery methods

- Continue Here
Participant uses your device now
- Send Email
One-time participant link
- Send Text
One-time participant link
- QR Code
Useful for group settings
- Paper Entry
Staff data entry only — never hand device to participant

Pending Surveys
Your Dashboard contains a Pending Surveys Box. This area displays any surveys that have been initiated but have not been completed/submitted. You can use this area to send updated links to participants and completion of data for unremovable records (i.e. Survey was completed by a different administrator).
NOTE: If an agency is not listed as completed in the Pending Surveys Box then it did not survey with correct metadata. See the instructions on page 75 to Send a New Link.

Your PFS Records

Agency	Survey ID	Status	Start Date	End Date
Agency A	12345	Completed	1/1/2024	1/31/2024
Agency B	67890	Pending	2/1/2024	2/28/2024

Pending Surveys

Agency	Survey ID	Status	Start Date	End Date
Agency C	11111	Pending	3/1/2024	3/31/2024
Agency D	22222	Pending	3/1/2024	3/31/2024

Agency


Reports

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Electronic vs Paper Entry (editing)



ELECTRONIC SUBMISSIONS LOCK PARTICIPANT ANSWERS AFTER SUBMIT



PAPER ENTRY RECORDS ARE FULLY EDITABLE LATER

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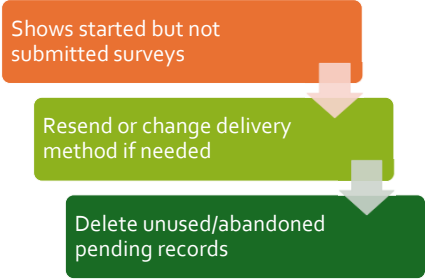


Records, Pending Surveys & Data Quality

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Pending Surveys



Shows started but not submitted surveys

Resend or change delivery method if needed

Delete unused/abandoned pending records

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• Your PFS Records list shows most recent first

• View All Surveys lets you filter/sort

• Click Completed On date to open record

Viewing records

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Editing & Deleting Rules

Electronic: edit Program Info only (ID, program, dates, delivery)

Participant answers cannot be edited

Paper Entry: entire record can be edited

Delete records only when errors can't be corrected

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Export raw data

View All Surveys →
Excel export

Exports all agency raw data (no subsetting)

File is emailed to your login email

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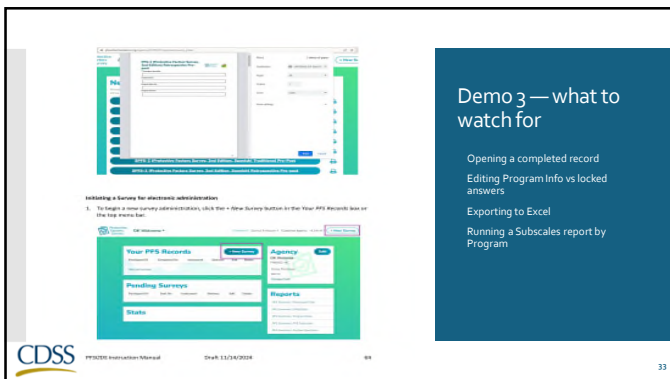
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Report Types

- Participant Data
- Child Data
- Program Data
- PFS Subscales
- Custom Questions

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Matched vs Unmatched basics

- Traditional pre-post — Matched
 - First pre + last post per Participant ID
- Traditional pre-post — Unmatched
 - All instances
- Retrospective — Matched
 - Most recent per Participant ID
- Retrospective — Unmatched
 - All instances

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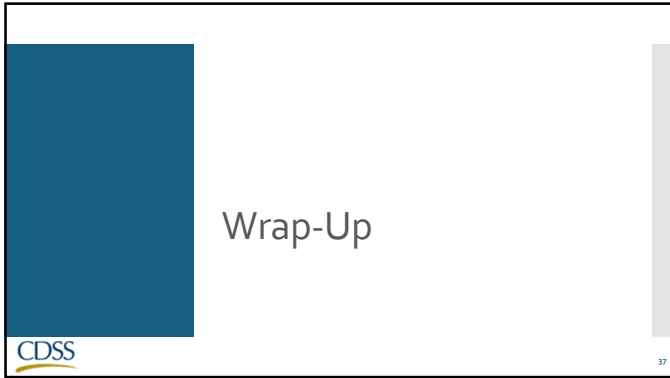
Troubleshooting missing data

- Date filters
 - Multiple date fields require ALL to match — use only what you need
- Program selection
 - If no/incorrect program was chosen, data may land in unexpected report bucket

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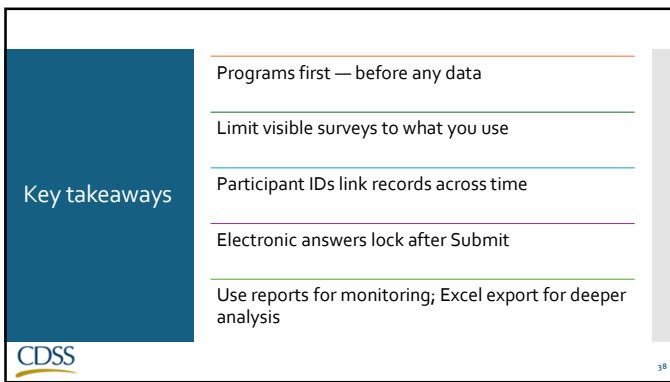
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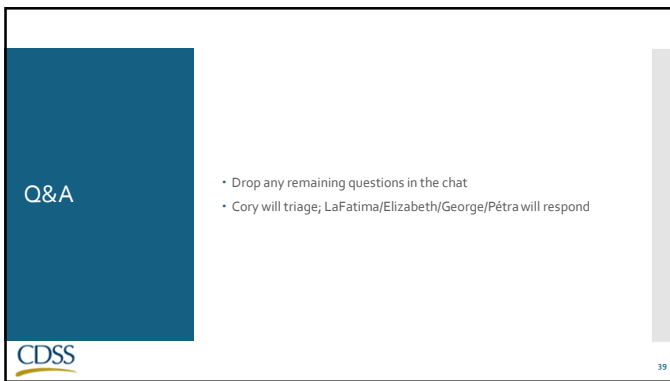
Slide 37 features a dark blue vertical bar on the left side. The text "Wrap-Up" is centered in a large, grey font. The CDSS logo is positioned in the bottom left corner, and the number "37" is in the bottom right corner.

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Slide 38 features a dark blue vertical bar on the left side with the text "Key takeaways". The main content area lists five items, each preceded by a horizontal line of a different color: orange, green, cyan, magenta, and grey. The CDSS logo is in the bottom left, and "38" is in the bottom right.

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Slide 39 features a dark blue vertical bar on the left side with the text "Q&A". The main content area contains two bullet points. The CDSS logo is in the bottom left, and "39" is in the bottom right.

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Next steps


Practice: complete a test survey and run a test report in the California Test Agency.

Meet with your OCAP County Consultant to set up a TA call to begin adding your County Agencies. The Manual remains your step-by-step reference for this.

Attend the January 23rd onboarding of your CBO/Service partners

Please share the registration link with your Agency/ Service Provider partners and be sure to register as well.

Cory will drop the manual and registration links in chat.



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