

Transformation Accountability (TRAC)  
Center for Mental Health Services

NOMS Client-level Measures for Discretionary  
Programs Providing Direct Services

CROSS TABULATION AND FREQUENCY  
REPORT GUIDE



May 2011  
*Version 2*

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## GENERAL OVERVIEW

You can use the NOMs Client-level Measures (Services Activities) module Cross Tabulation and Frequency Report to create your own frequencies or cross tabulations on any variable in the Services tool. The data displayed in the cross tabulations and frequencies are aggregated across consumers and displayed at either the grantee or program level. You may view the results of this report in a printer friendly version, table view, a bar chart, or a pie chart. It can also be exported to Excel or saved as a query.

## SECTION A: KEY TERMS

**Consumer:** A consumer is a person who is actively in treatment with a CMHS funded program.

**Federal Fiscal Year (FFY):** The federal fiscal year is the accounting period of the federal government. A Federal Fiscal Year begins on October 1 and ends on September 30 of the next calendar year. Each FFY is identified by the calendar year in which it ends and commonly is referred to as “FFY.” For example, FFY2011 began October 1, 2010, and ends September 30, 2011.

**Federal Fiscal Year (FFY) Quarter:** The Federal Fiscal Year is divided into four quarters:

- 1st Quarter: October 1st – December 31st
- 2nd Quarter: January 1st – March 31st
- 3rd Quarter: April 1st – June 30th
- 4th Quarter: July 1st – September 30th

**Role:** Your role in the TRAC system governs what you can view in the system. Some roles include project director, grantee staff, and government project officer (GPO). The general rule of thumb is that you can run reports for the grant(s) and/or grant program(s) you are associated with. For example, most grant project directors or grantee staff are associated with just one grant and would only see data for the one grant they are associated with.

## SECTION B: RUNNING THE REPORT

There are three steps to running the Cross Tabulation and Frequency Report in the TRAC system. They are:

1. Navigate to the Cross Tabulation and Frequency Report
2. Create your report table
3. Select “Show Results” to view your report

### Step 1: Navigate to the Cross Tabulation and Frequency Report

Select “Reports” on the homepage from the left menu bar, then select “Services.” The Services Report Menu screen will appear.

Choose the “Cross Tabulation and Frequency Report” link. Another browser tab for the TRAC Reports system will open. Please select “Cross Tabulation and Frequency Report” from the left menu. A submenu will appear.

Select “Grant List” if you want to run the report for one or more grants, and “Program List” if you want to run the report for one or more programs. For example, if you are a grantee and want to run the report for your grant, select grants list (you will see only the grants or programs associated with your role.)

### Step 2: Create your table

Once you’ve chosen to create your report for grants or programs, all the options to create your custom table will appear. Use the tabs at the top of this page to make selections for the cross tabulation or frequency you want to create.

Current Selections:

1. Subset 2. Table Type 3. Variables 4. Table Contents 5. Filters (optional) Results Saved Queries Start Over

Create table for:

INTERVIEW\_TYPE  
--Select One--

Select one or more

RECORD\_TYPE

Interview  
 Administrative

(Select All | Clear All)

NEXT STEP SHOW RESULTS

Use these tabs to customize your report

Each of the tabs in the table builder is described below.

## 1. SUBSET

The subset tab (shown on the next page) is where you will define the records that are included in your report. The options are:

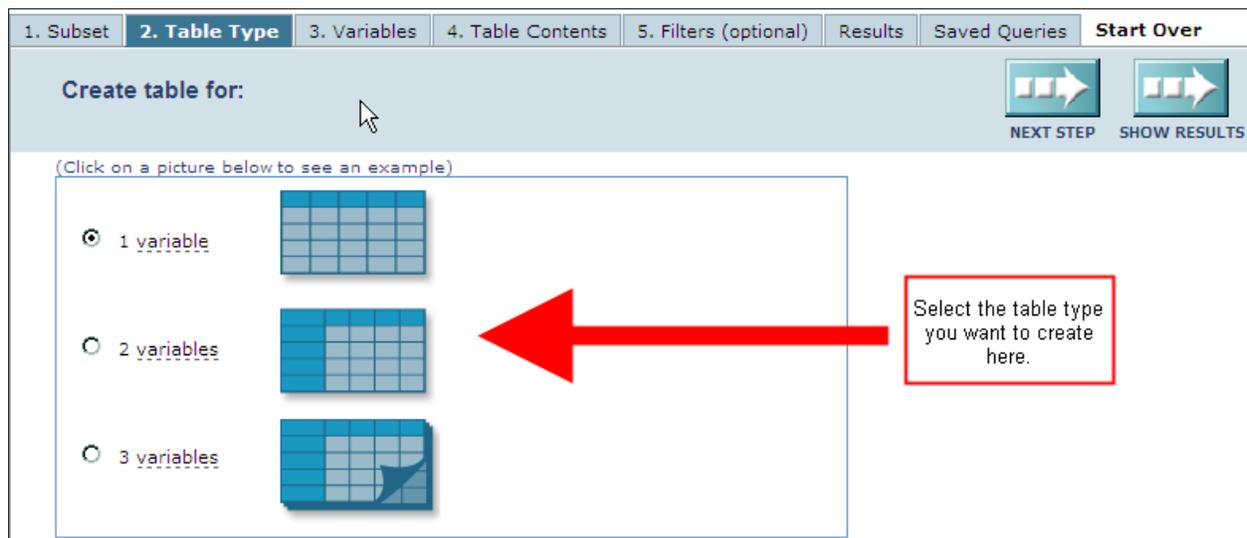
- **Interview\_Type:** One selection is required. You should select the data collection point you want to appear in your table: Baseline, a specific Reassessment or Discharge.
  - For example, selecting “Baseline” produces a report which includes data only for consumers who have the selected Baseline data.
- **Record\_Type:** One or more selections are required. Please select the type of record you want included in your table: Interview data, Administrative data, or both.
  - As a continuation of the above example, selecting “Interview” for Record\_Type will result in a report which includes data only for consumers who completed a Baseline Interview.
- **Federal\_Fiscal\_Year:** One or more selections are required. You should select the Federal Fiscal Year(s) that you would like to include in your report.
  - As a continuation of the above example, selecting “2010” for Federal\_Fiscal\_Year will result in a report which includes data only for consumers who completed a Baseline Interview within FFY 2008.
- **FFY\_Quarter:** One or more selections are required. Please select the FFY quarters you would like to include in your report. This filter works with the FFY filter. If you select FFY 2008 and FFY Q1, the report will display data for the first quarter of Federal Fiscal Year 2008.
  - As a continuation of the above example, click the “Select All” link to select all FFY\_Quarters for FFY 2010.
- **Program or Grant:** One or more selections are required. This filter will list the programs or grants you have access to, depending on whether you chose to run the report by programs or by grants, and on what you have access to in the TRAC system.
  - As a continuation of the above example, click the “Select All” link to select all the programs or grants you have access to.

**After making selections for each filter, click “Next Step” or the “2. Table Type” tab, both located at the top of the screen.**

## 2. TABLE TYPE

The Table Type tab allows you to specify what kind of a table you want to produce. Select the table type of your choice. Clicking on the picture of each table will produce a generic example that will give you an idea of what your table will look like. These generic examples are not specific to TRAC. The table type options are:

- **1 Variable (standard frequency report):** This table type will produce a single frequency table which lists the variable's response codes and the number of consumers that provided each response.
- **2 Variables (2-way cross tabulation report):** This table type will produce a contingency table that compares the response codes and the number of consumers that provided each response for each variable chosen.
- **3 Variables (3-way cross tabulation report):** This table type will produce contingency tables for the two variables chosen for the row and column; a separate table is produced for each response code for the third variable (for example, if the row variable is age, the column variable is race, and the page variable is gender, three age-by-race tables will be produced: one for males, one for females, and one for transgender consumers.)



**After making a table type selection, click “Next Step” or the “3. Variables” tab.**

### 3. VARIABLES

The Variables tab lists all the variables available for you to use in your table. To view a list of variables, click on the “+” sign to the left of the variable folder icon. Select a variable by using your mouse to drag and drop the variable to the appropriate box (row; column or page) or by clicking on the variable and then clicking the “>” next to the appropriate box (row, column or page). The variable will be shown in the desired box. The types of variables you can choose are:

- **Report By:** If you have access to more than one grant or program, you can produce a report that generates one page table for each grant or program by making that selection here. If no selection is made from the variable list, one summary table will be displayed that combines data across the grants or programs you have selected.
- **List of Both Adult and Child Variables:** If you have access to both adult and child programs (for example, if you are a CMHS Branch Chief or Division Director), you can access a list of all variables for these programs combined.
- **List of Adult Only:** If you are running the report for an adult grant or program, you can access those variables here.
- **List of Child Only:** If you are running the report for a child grant or program, you can access those variables here.

If you know the name of the variable you want to use, you can search for it.

1. Subset   2. Table Type   **3. Variables**   4. Table Contents   5. Filters (optional)   Results   Saved Queries   Start Over

**Specify the variable**  
Click to highlight a variable in the list, then click the arrow button below to indicate where you want to place it.

Search  Go

**Variable List:**

- + Report By
- + List of Both Adult and Child Program Variables
- + List of Adult Only
- + **List of Child Only** (indicated by a red arrow)
- + Demographics
- + Functioning
- + Stability in Housing
- + Education and Employment
- + Crime and Criminal Justice Status
- + Perception of Care
- + Social Connectedness
- + Reassessment Status
- + Clinical Discharge Status
- + Services Received

**Column:** [ ] >

Switch Row and Col.

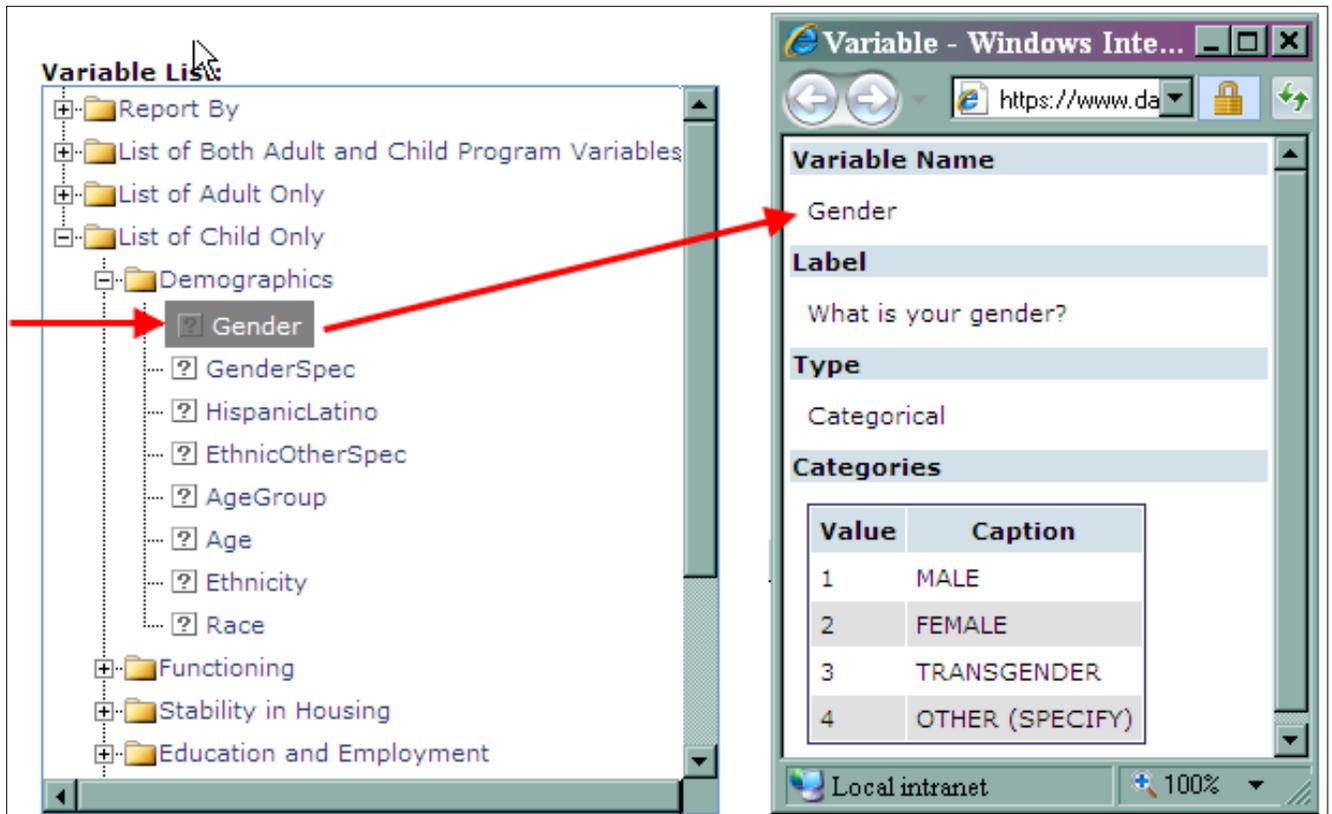
**Row:** [ ] >

Clear All

Next Step   Show Results

You can click on the “?” next to each variable to access additional information for it. A pop-up box will open showing the Variable Name, the question as it appears on the Services tool, the Variable Type, the response codes and their values.

With the exception of recoded variables and derived variables, this information matches the Adult or Child Client-level Measures Codebooks. The codebooks are located on the TRAC website at <https://www.cmhs-gpra.samhsa.gov/index.htm> under General Information > Service Programs > Adult Materials or Child Materials.



After making your variable selections, click “Next Step” or the “4. Table Contents” tab.

## 4. TABLE CONTENTS

You can use the table contents tab to customize the analysis that is included in your table. The available options are:

- Specify cell contents
  - Number of Responses: Displays the number of consumers that provided a particular answer for the variable selected.
  - Mean of another variable: Displays the mean of another variable in the cells of your table. For example, you might want a table of gender that shows the mean age of all consumers. The mean is the sum of all values divided by the number of consumers. When selecting this option, another box will appear with variables for selection.
  - Median of another variable: Displays the median of another variable in the cells of your table. The median is the value found at the exact middle of the set of all values in ranked order. When selecting this option, another box will appear with all possible variables for selection.

The screenshot shows the 'Specify Table Contents' tab in a software interface. At the top, there are navigation tabs: '1. Subset', '2. Table Type', '3. Variables', '4. Table Contents' (selected), '5. Filters (optional)', 'Results', 'Saved Queries', and 'Start Over'. Below the tabs, there are two buttons: 'NEXT STEP' and 'SHOW RESULTS'. The main area is titled 'Specify Table Contents' and contains the following elements:

- A. Specify cell contents:** Three radio button options:
  - Number of Responses
  - Mean of another variable
  - Median of another variable
- Select a variable you want a mean for:** A search box with a 'Go' button.
- A list of variable categories:
  - List of Both Adult and Child Program Variables
  - List of Adult Only
  - List of Child Only
- A large empty text box on the right for selecting a specific variable.

A red box highlights the three radio button options with the text: 'These boxes appear when either the mean or median of another variable is selected.' Two red arrows point from this box to the search box and the variable list.

- Specify output options (optional): You can use these selections to add other statistics to each cell of the table.
  - Cell Percentage: The cell percentage is the percent of the total observations for a single cell. The circled percent shown below is a cell percentage. The circled percent indicates that black females make up 12.60% of the total number (2,651) of respondents. The upper left cell indicates this is a cell percentage. Also, the bottom right cell (TOTAL) will always equal 100% when a cell percentage is chosen.

<i>Number of Responses Cell Pct</i>	What race do you consider yourself [your child]? (Race)								
What is your gender? (Gender)	Black	Asian	Native Hawaiian or other Pacific Islander	Alaska Native	White	American Indian	Multi- Racial	None of the above	TOTAL
MALE	503 18.97%	14 0.53%	6 0.23%	4 0.15%	614 23.16%	23 0.87%	107 4.04%	154 5.81%	1,425 53.75%
FEMALE	334 12.60%	11 0.41%	4 0.15%	11 0.41%	594 22.41%	18 0.68%	97 3.66%	130 4.90%	1,199 45.23%
TRANSGENDER	14 0.53%	0 0%	0 0%	0 0%	3 0.11%	0 0%	1 0.04%	7 0.26%	25 0.94%
OTHER (SPECIFY)	0 0%	0 0%	0 0%	0 0%	1 0.04%	0 0%	0 0%	1 0.04%	2 0.08%
TOTAL	851 32.10%	25 0.94%	10 0.38%	15 0.57%	1,212 45.72%	41 1.55%	205 7.73%	292 11.01%	2,651 100.00%

- Row Percentage: The row percentage is the percent of observations using the row total as the total number of observations. The circled percentage shown below is a row percent. The circled percentage indicates that 49.54% of the female respondents are white. The percentages in this row also indicate that 27.86% of the female respondents are black and 8.09% are multiracial. The upper left cell indicates this is a row percentage. The last column (TOTAL) will always equal 100% when a row percentage is chosen.

<b>"What is your gender? (Gender)" by "What race do you consider yourself [your child]? (Race)"</b>									
<i>Number of Responses Row Pct</i>	<b>What race do you consider yourself [your child]? (Race)</b>								
<b>What is your gender? (Gender)</b>	<b>Black</b>	<b>Asian</b>	<b>Native Hawaiian or other Pacific Islander</b>	<b>Alaska Native</b>	<b>White</b>	<b>American Indian</b>	<b>Multi- Racial</b>	<b>None of the above</b>	<b>TOTAL</b>
<b>MALE</b>	503 35.30%	14 0.98%	6 0.42%	4 0.28%	614 43.09%	23 1.61%	107 7.51%	154 10.81%	1,425 100.00%
<b>FEMALE</b>	334 27.86%	11 0.92%	4 0.33%	11 0.92%	594 49.54%	18 1.50%	97 8.09%	130 10.84%	1,199 100.00%
<b>TRANSGENDER</b>	14 56.00%	0 0%	0 0%	0 0%	3 12.00%	0 0%	1 4.00%	7 28.00%	25 100.00%
<b>OTHER (SPECIFY)</b>	0 0%	0 0%	0 0%	0 0%	1 50.00%	0 0%	0 0%	1 50.00%	2 100.00%
<b>TOTAL</b>	851 32.10%	25 0.94%	10 0.38%	15 0.57%	1,212 45.72%	41 1.55%	205 7.73%	292 11.01%	2,651 100.00%

- **Column Percentage:** The percent of observations using the column total as the total number of observations. The circled percent shown below is a column percent. The circled percent indicates that 49.01% of the white respondents are female. The percentages in this column also indicate that 50.66% of the white respondents are male. The upper left cell indicates this is a column percentage. The last row (TOTAL) will always equal 100% when a column percentage is chosen.

"What is your gender? (Gender)" by "What race do you consider yourself [your child]? (Race)"

Number of Responses Col Pct	What race do you consider yourself [your child]? (Race)								
	Black	Asian	Native Hawaiian or other Pacific Islander	Alaska Native	White	American Indian	Multi-Racial	None of the above	TOTAL
MALE	503 59.11%	14 56.00%	6 60.00%	4 26.67%	614 50.66%	23 56.10%	107 52.20%	154 52.74%	1,425 53.75%
FEMALE	334 39.25%	11 44.00%	4 40.00%	11 73.33%	594 49.01%	18 43.90%	97 47.32%	130 44.52%	1,199 45.23%
TRANSGENDER	14 1.65%	0 0%	0 0%	0 0%	3 0.25%	0 0%	1 0.49%	7 2.40%	25 0.94%
OTHER (SPECIFY)	0 0%	0 0%	0 0%	0 0%	1 0.08%	0 0%	0 0%	1 0.34%	2 0.08%
TOTAL	851 100.00%	25 100.00%	10 100.00%	15 100.00%	1,212 100.00%	41 100.00%	205 100.00%	292 100.00%	2,651 100.00%

- **Include Missing Values:** You can choose to include or exclude missing values from your report depending on whether you select yes or no. Including missing values will add a row to your report, as shown below.

"What is your gender? (Gender)" by "What race do you consider yourself [your child]? (Race)"

Number of Responses	What race do you consider yourself [your child]? (Race)								
	Black	Asian	Native Hawaiian	Alaska Native	White	American Indian	Multi-Racial	None of the above	TOTAL
(missing)	0	0	0	0	0	0	1	13	14
MALE	956	27	11	8	1,229	43	204	276	2,754
FEMALE	659	20	11	11	1,142	33	161	218	2,255
TRANSGENDER	27	0	0	0	8	0	2	8	45
OTHER (SPECIFY)	0	0	0	0	1	0	0	1	2
TOTAL	1,642	47	22	19	2,380	76	368	516	5,070

After making table contents selections, click "Next Step" or the "5. Filters" tab.

## 5. FILTERS (OPTIONAL)

You can filter your report by any variable in the Variable List (see example below). To choose a filter variable, click on the “+” to the left of the variable to open the folder. Use your mouse to drag and drop the variable into the Specify value box or click on the variable and then click on the “>” next to the box. More options including response codes or values will be shown. At least one response code or value must be selected. Select the value by clicking in the box next to it and then click “Add to Filter List”. This process can be repeated to include additional variables in the filter.

The screenshot displays the '5. Filters (optional)' step of a report generation process. At the top, a navigation bar includes tabs for '1. Subset', '2. Table Type', '3. Variables', '4. Table Contents', '5. Filters (optional)', 'Results', 'Saved Queries', and 'Start Over'. Below the navigation bar, the main area is titled 'Optional: Narrow your results' with a sub-instruction: 'Click to highlight a variable in the list, then click the arrow button.' To the right of this instruction are 'NEXT STEP' and 'SHOW RESULTS' buttons.

The interface is divided into two main sections: 'A. Select Variable:' and 'B. Specify value:'. Section A features a search box with a 'Go' button and a tree view of variables. The tree view includes folders for 'List of Both Adult and Child Program Variables', 'List of Adult Only', 'List of Child Only', and several sub-folders like 'Demographics', 'Functioning', 'Stability in Housing', etc. The variable 'StillReceivingServices' is highlighted in the tree view. Section B, 'Specify value:', contains a dropdown menu with 'StillReceivingServices' selected, a 'Clear' button, and two radio button options: 'No' (unchecked) and 'Yes' (checked). A red arrow points to the 'Yes' option. Below these options are '(Select All | Clear All)' links and a red circle around the 'Add To Filter List' button.

At the bottom of the interface is the 'Filter List:' section, which contains the instruction: 'To add a filter, click to highlight a variable in the list, then click the arrow button.' Below this instruction is a 'Delete' button and a single filter entry: 'HousingOutcome : 'Did not Meet Criteria'', which is also circled in red.

After making filter sections, click “Show Results” to view your report.

### Step 3: View the Report

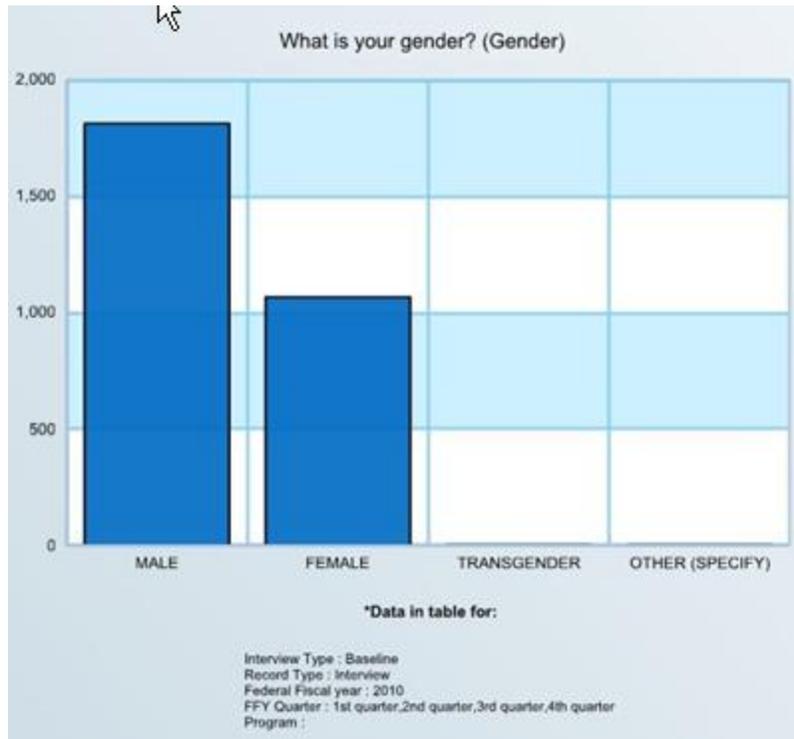
Once you have selected “Show Results”, the Results screen will display the report. The report is produced as a result of selections made on tabs 1 – 5. The report can be viewed in a printer friendly version, table view, a bar chart, a pie chart, exported to Excel or saved as a query.

Printer Friendly: Prepares a version of your table or chart in a form that is ready for printing. This version will open in another tab of your browser.

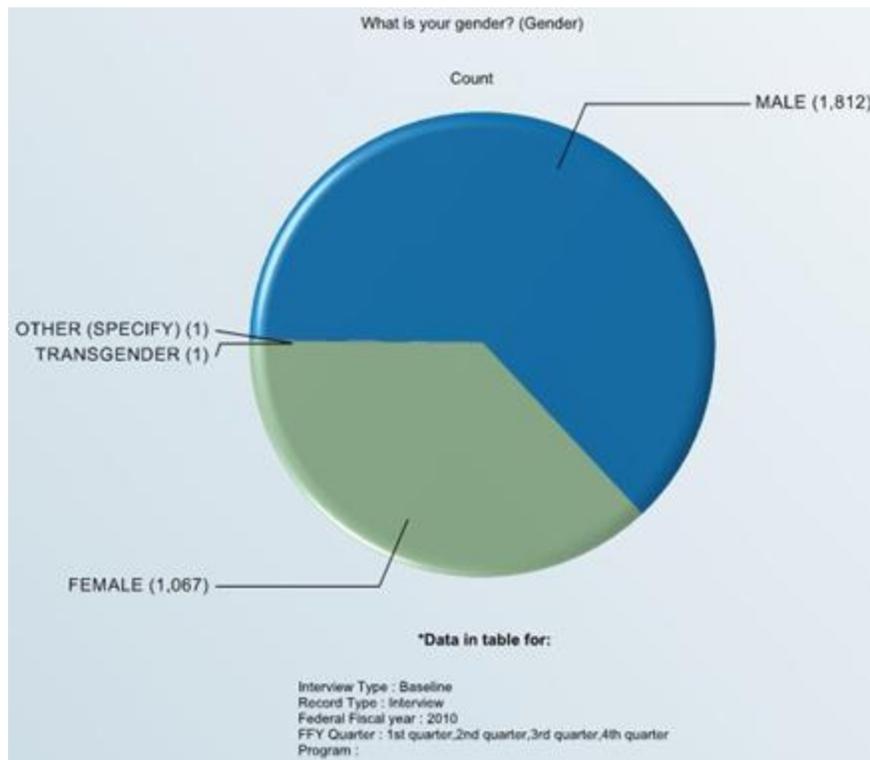
TRAC Crosstabulation/Frequency Report					
Data in table for:					
Interview Type:	Baseline				
Record Type:	Interview				
Federal Fiscal year:	2010				
FFY Quarter:	1st quarter 2nd quarter 3rd quarter 4th quarter				
Program:					
<b>"Retention: no utilization of psychiatric inpatient hospital beds (RetentionOutcome)" by "What is your gender? (Gender)"</b>					
Number of Responses	"What is your gender? (Gender)"				
Retention: no utilization of psychiatric inpatient hospital beds (RetentionOutcome)	MALE	FEMALE	TRANSGENDER	OTHER (SPECIFY)	TOTAL
Did not Meet Criteria	27	11	.	.	38
Met Criteria	1,728	1,030	1	1	2,760
<b>TOTAL</b>	<b>1,755</b>	<b>1,041</b>	<b>1</b>	<b>1</b>	<b>2,798</b>
05/04/2011 09:49:32					
* Please note that due to rounding and single precision the sum or percentages for each question may not total to 100.					

Table View: Similar to the printer friendly view, but will not open in a separate browser.

Bar Chart: Only available with certain results. Creates a bar chart of the table. For best results, use this option only when selecting a table type of 1 Variable or 2 Variables.



Pie Chart: Only available with certain results. Creates a pie chart of the table.



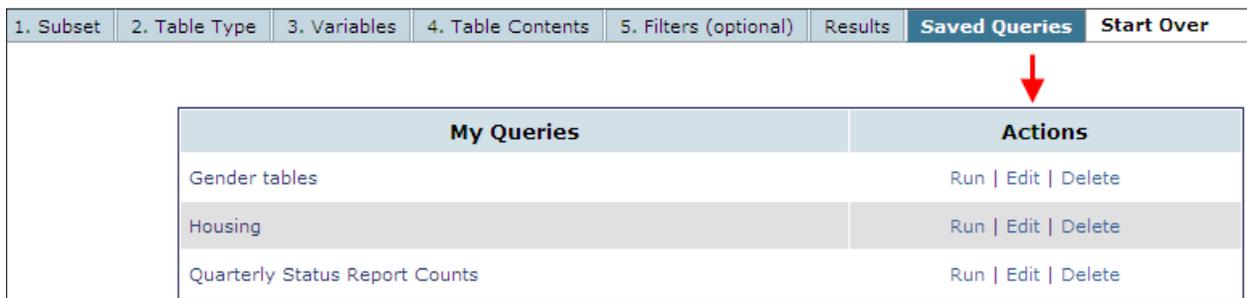
**Export to Excel:** Creates a new Excel spreadsheet that contains the data in your table or chart.

**Save Query As:** Saves a copy of your current query with a name you choose. This query will be available the next time you login so that it can be produced again. This is very useful if the data are being updated on a regular basis and tables or charts need to be created with the most updated data available.

To save your query, select “Save Query As.” A box will appear where you can give the query a name, as shown below.



The next time you run the Cross Tabulation and Frequency Report, you can access your saved queries by clicking the “Saved Queries” tab. All the queries you’ve saved will be listed. You can choose to run, edit or delete each query.



## **ACCESSING HELP**

For technical support or questions about TRAC, please contact the TRAC Help Desk, located at Westat. The Help Desk is open Monday through Friday.

Telephone: 1-888-219-0238

Email: [TRACHELP@westat.com](mailto:TRACHELP@westat.com)