



CalSWEC

California Social Work Education Center

Gathering Student Information

Data in the Tutorial

- ▶ All data are fictitious
 - Identifying information has been altered
- ▶ FileMaker is very Interactive
 - FileMaker saves continuously
 - Entries are saved automatically
- ▶ FileMaker often wants to upgrade.
 - **DO NOT DO IT!**
 - FileMaker 11 is not compatible with FileMaker 12.

Collect Data

- ▶ Use this form to gather info from students.
- “Title IVE_ProfileData2015–Revised”
- ▶ It contains data that only the students will know.
- ▶ Email the form to students.

Title IV-E Child Welfare Training Program					
Please PRINT NEATLY with DARK ink, or TYPE in the response					
Date:		BASW___ MSW___		Full-Time___ Part-Time___	
PERSONAL INFORMATION					
First:		Middle:		Last:	
Gender: <input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> Other (specify) _____				Date of Birth: __/__/__	
Ethnicity:					
Previous Name:					
Current Address:					
City:			State:		Zip:
Primary Phone:					
Alternate Phone:					
Primary Email:					
Alternate Email:					
Please list 3 people who will always know how to contact you. (Preferably a different address)					
Contact Person:			Contact Person:		
Relationship:			Relationship:		
Street:			Street:		
City	State:	Zip:	City	State:	Zip:
Phone:			Phone:		
Email:			Email:		
Contact Person:			CITIZENSHIP/RESIDENCY INFORMATION		
Relationship:			State of Residence: _____		
Street:			Country of Origin: _____		
City			Citizenship: _____		
State:			Naturalization Date: __/__/__		
Phone:			(if Foreign Born US Citizen)		
Email:					
LANGUAGE INFORMATION (other than English)					
Language			Spoken (Yes/No)		Written (Yes/No)

- ▶ Make sure both pages are filled out completely, including the “SELF-GENERATED ID” section at the bottom of the second page.

SELF-GENERATED ID

We are interested in linking the findings as they apply to Title IV-E recipients from this study with earlier findings generated from the anonymous surveys given to MSW students at the start and upon completion of their studies. We hope that this linkage will advance our understanding of the influences of students' views about the profession, child welfare, and public social services on job retention.

THIS IS HOW IT WORKS:

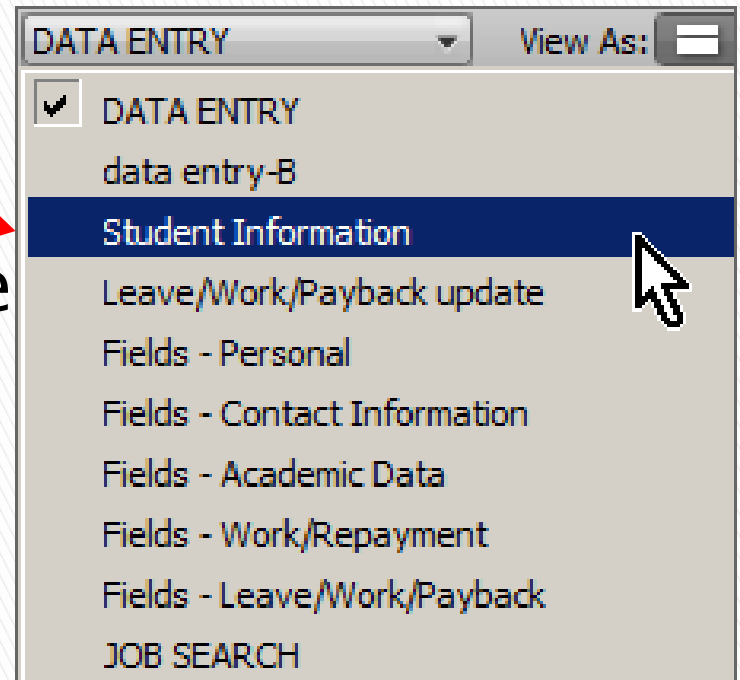
In these spaces write the first three letters of your mother's maiden name. _____
(Example: If her name is/was Alice Smith, the letters are SMI.)

In these spaces write the first three letters of your mother's first name. _____
(Example: If her name is/was Alice Smith, the letters are ALI.)

Note: If the name has fewer than three letters, fill in the letters from the left and add 0 (zero) in the remaining space(s) on the right].
[example: If her name is/was Lu We, the codes would be LU0 and WE0 .)

Transfer data to CSIS

- ▶ From the layout menu select “Student Information” layout
- ▶ With information from Profile form fill in fields in the Student Information Layout
- ▶ Data from that Layout will populate all similar fields.



Contact information

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