

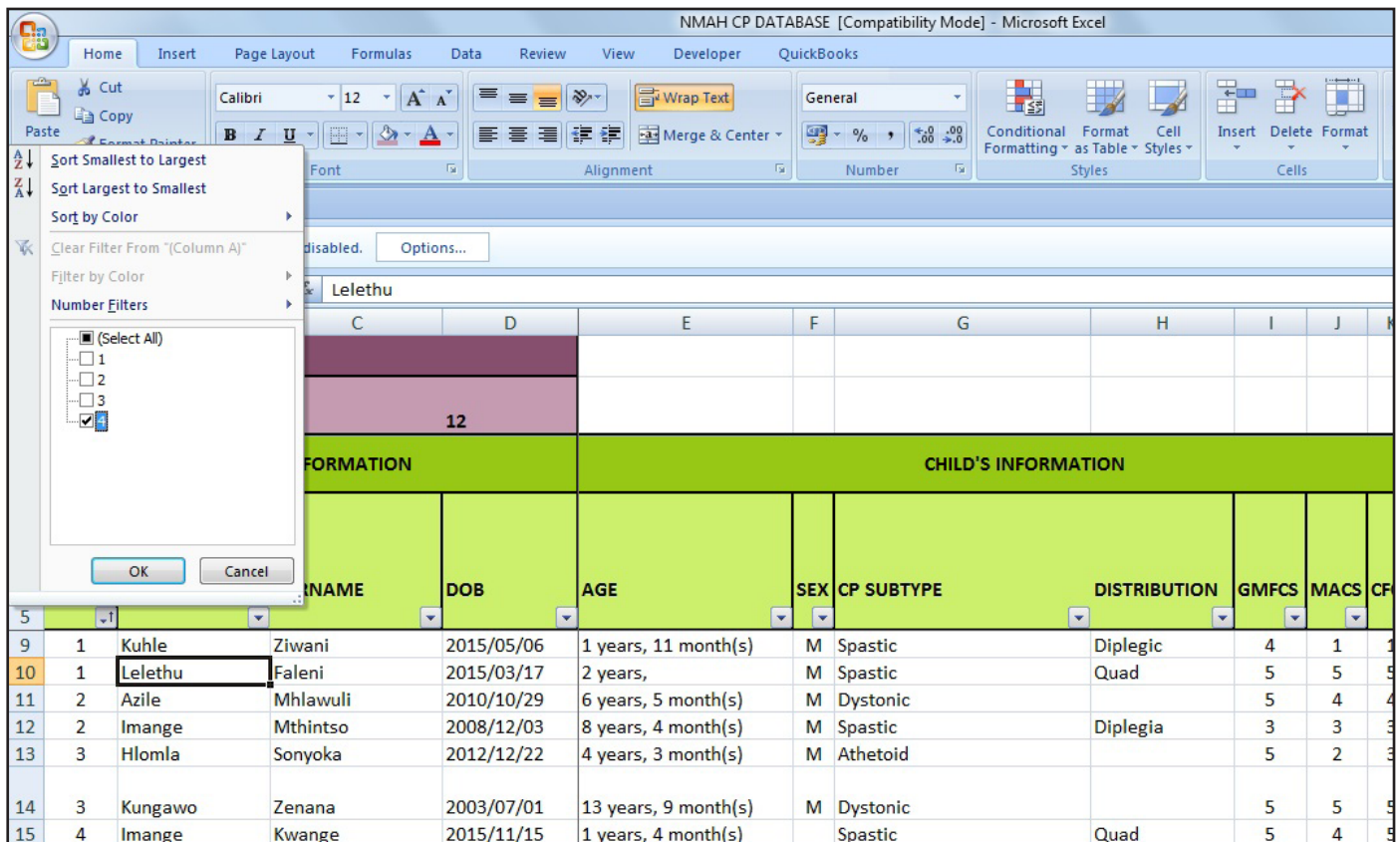
Malamulele Onward Electronic CP Database

User Instructions

This document will guide you through completing and using the electronic database available on the Malamulele Onward website. In the example, the children on the database have been divided into four groups, however this column can easily be removed from the database if it is not needed.

Using Filter and Sort Functions

If you look at the database, you will see that the heading of each column has a box with an arrow next to it. These arrows allow you to sort the data. For example: If you want to only see the children from group 4 - Click on the arrow for the heading "Group" and it opens a box as shown below. When you open the box, all the options will be ticked. First click on the tick next to "select all" - this will remove all the ticks and then click in the box next to "4" and click "OK". If you want to see only the children from groups 1 and 2, then you just tick boxes 1 and 2.



		NAME	DOB	AGE	SEX	CP SUBTYPE	DISTRIBUTION	GMFCS	MACS	CP		
9	1	Kuhle	Ziwani	2015/05/06	1 years, 11 month(s)	M	Spastic	Diplegic	4	1	1	
10	1	Lelethu	Faleni	2015/03/17	2 years,	M	Spastic	Quad	5	5	5	
11	2	Azile	Mhlawuli	2010/10/29	6 years, 5 month(s)	M	Dystonic		5	4	4	
12	2	Imange	Mthintso	2008/12/03	8 years, 4 month(s)	M	Spastic	Diplegia	3	3	3	
13	3	Hlomla	Sonyoka	2012/12/22	4 years, 3 month(s)	M	Athetoid		5	2	3	
14	3	Kungawo	Zenana	2003/07/01	13 years, 9 month(s)	M	Dystonic		5	5	5	
15	4	Imange	Kwange	2015/11/15	1 years, 4 month(s)		Spastic	Quad	5	4	5	

If you have only ticked box 4, you will then see that only the group 4 children appear on the spreadsheet. This is helpful for if you want to print a hardcopy attendance register for one group of children. To make the database show all the children again, just click on the arrow box and tick “select all” and then it will show all the names. If you look back to the previous picture, you will see that there are options at the top of the list that say “Smallest to largest” and “Largest to smallest”. If you would like all the groups to show in a specific order, then you can use one of these sort functions to do that.

You can use these filter systems for any of the headings. You can click the option to sort the names in alphabetical order; you can get it to just show females; or it can sort the children into their GMFCS levels, the options are endless. You can either tick the boxes of the data you want to show or you can tick the order you want it to show in. For example for “DOB” you can select “Oldest to newest” if you want to list the children from oldest to youngest. Each time you use one of these filter systems it sorts all the information across the row - so it will not rearrange any of the information pertaining to a specific child. You are also free to add or remove columns from the excel spreadsheet as you normally would. These arrow boxes for the filter systems will automatically appear when you add a new column.

You can also use a few filters at the same time. For example: If you want to see how many female, GMFCS level 5 children are in group 4. You first use the “Group” filter to only show the group 4 children; then use the “Sex” filter to only show females; and then use the “GMFCS” filter to only show GMFCS level 5. Only female level 5 children in group 4 will be displayed. You will notice that all three filters that are in use, have a symbol next to the arrow. This is to remind you that they are in use. If you want to now see how many male spastic level 5 children are in group four, you will need to go back to the “Sex” filter and change it to male. If you want to see the entire database again, you need to go to each active filter and click “Select all”.

4	GROUP	CHILD'S NAME	SURNAME	DOB	AGE	SEX	CP SUBTYPE	DISTRIBUTION	GMFCS
5									
15	4	Imange	Kwange	2015/11/15	1 years, 4 month(s)	F	Spastic	Quad	5
18									
19									
20									
21									
22									
23									

If you use the “Sort” option for any of the columns, you will notice that one of the arrow boxes in the headings will always have an extra thin arrow in it as shown in the “Group” column below. This arrow is to remind you that the information is sorted according to that column.

4	GROUP	CHILD'S NAME	SURNAME	DOB
5				
9	1	Kuhle	Ziwani	2015/05/06
10	1	Lelethu	Faleni	2015/03/17

Sometimes you may want to sort a selected section of data. For example you may want to see all the children in group 1 in alphabetical order. First you need to click on the “Group” arrow and select “Group 1” and then you use the “Child’s Name” filter to sort from A-Z.

Child's Information

The first four columns of the database are locked in place so that they are always visible. These columns are: The child's group; their first name; surname and date of birth. Many databases just have a column for the ages of the children, however such a system requires frequent updates. So this database has a system where if you type in the child's date of birth, the next column automatically calculates the child's age in years and months and this will continue to update automatically each month as the child gets older. You do not need to fill it in again.

As you add children to the database, you can just copy and paste one of the existing age cells in order to copy the age formula. There is one important thing to remember though: when you type in the child's date of birth, you must type it in using the same format that already displays: the year/the month/the day. So it must always look like this for example: 2005/03/12. If you do not do this the age column will look like this:

4	GROUP	CHILD'S NAME	SURNAME	DOB	AGE	SEX	CP SUBT
5	▼↑	▼	▼	▼	▼	▼	▼
11	2	Azile	Mhlawuli	2010/10/29	6 years, 5 month(s)	M	Dystonic
12	2	Imange	Mthintso	2008/12/03	8 years, 4 month(s)	M	Spastic
13	3	Hlomla	Sonyoka	22/12/2012	#VALUE!	M	Athetoid

You rather want it to look like this:

4	GROUP	CHILD'S NAME	SURNAME	DOB	AGE	SEX	CP SUBT
5	▼↑	▼	▼	▼	▼	▼	▼
11	2	Azile	Mhlawuli	2010/10/29	6 years, 5 month(s)	M	Dystonic
12	2	Imange	Mthintso	2008/12/03	8 years, 4 month(s)	M	Spastic
13	3	Hlomla	Sonyoka	2012/12/22	4 years, 3 month(s)	M	Athetoid
14	3	Kungawo	Zenana	2003/07/01	13 years, 9 month(s)	M	Dystonic

Following the age column, you will find columns for Sex; CP Subtype; Distribution; and the four main classification scales: GMFCS; MACS; CFCS; and EDACS. In the same way as mentioned before, you can use the filters to sort children according to this data.

Caregiver Information

Following the information on the child, there are columns to gather data on the caregivers of the children. Once again you can add or remove columns according to the data you wish to record. A column for a second "Tel no" is included as this provides a second option when one cannot contact a caregiver on his/her number.

Equipment Status

The next section is for tracking the equipment status of the children. There are four columns:

- REQUIRED - Here you list the equipment the child needs
- DATE ORDER WAS SENT - Here you record when the order was sent for the equipment
- DATE EQUIPMENT WAS FITTED AND ISSUED - Here you record when the child received the equipment
- DATE EQUIPMENT WAS FOLLOWED UP AT HOME - This column will help you to keep track of the dates that children receive home visits to follow-up on the equipment

When filling in this section, some children have more than one piece of equipment and you may find situations where the dates for the different pieces of equipment are not the same. So let's say for example: Hlomla needs a buggy and soft splints for his arms and legs. Then when you put in the dates, just type the date for each piece of equipment in the same order as it is displayed:

CHILD'S NAME	SURNAME	DOB	REQUIRED	DATE ORDER WAS SENT	DATE EQUIPMENT WAS FITTED & ISSUED
Imange	Mthintso	2008/12/03	Rollator	2016/10/05	2017/04/02
Hlomla	Sonyoka	2012/12/22	Buggy, bench	2016/10/26	
Kungawo	Zenana	2003/07/01	Buggy, soft splints for arms/legs	2012/07/09	2013/03/26; 2014/10/02
Imange	Kwanga	2015/11/15	Buggy, standing frame, bench	2016/11/09	

If the child receives more than one home visit then just add the next date after the first one. You do not want to delete the previous date as it will be helpful to see how many home visits the child has received.

Attendance Register

The last section of the database serves as an attendance register to keep track of when children attended therapy. This database is designed for a service with specific days allocated to CP Clinic each month. However, if there are no specific CP Clinic days at your service, you can remove these columns and just record the dates that the child attends in the cells along that row.

If your service does have specific CP Clinic days, you can type these into the date columns. Here all you need to do is put a "Y" for all the children who attended and over time you will be able to get a clear picture of what the children's attendance has been like. If your children are divided into groups for specific days, you will easily be able to see which children attended the wrong day for the group that they are in.

At the top of the database you will see that it reflects the total number of children on the database so that at any time you know how many children you have on your books. You will also see that above each date it also shows how many children attended that CP clinic day and this will help you to start seeing patterns in the number of children attending over time.

Adding Data

When adding data to the electronic database, it is important to keep your inputs consistent. If your inputs are inconsistent, you will experience less accuracy when using the filter and sort functions. For example: Let's just say that when filling in the caregiver "Relationship to Child", on one occasion you type in "grandmother", on another occasion you type in "granny" and on another you type in "grand mother". If you want the database to list all the children who are brought by grandmothers, you will need to go to the box and tick all the possible options for grandmother. However if every time you put in "grandmother", you type it in the same way, you only have to tick one box when you want the filter to reflect only those children brought to therapy by grandmothers.

The same goes for data such as the child's CP subtype. Decide on what you will type for different subtypes and then use those consistently. For the classification scales, always use the number (1,2,3,4,5), do not mix numbers with words or Roman numerals. Keep the data consistent and the database will be easier to work with.