

Youth Demographic Estimation Tool (YDE Tool) Tutorial

For use with an AzNN Monthly Report Excel workbook.

The Youth Demographic Estimation Tool (YDE Tool) is a special Excel workbook that has an embedded program in it that runs once the “Copy Data to AzNN Monthly Report” button is clicked. The purpose of the YDE Tool program is to transfers the current estimated participant demographic data to an AzNN Monthly Report Excel workbook. Follow along in this tutorial to see step by step how this is accomplished.

Step 1: Open an AzNN Monthly Report Excel workbook, see figure 1.

Date	Delivery Site	Class Identifier	Program Type	Type of Setting	Participants (1st Time)	Participant SNAP Status			
						SNAP Participants		Other Participants	SNAP-Ed Participants Total
						School Sites	Additional Sites		
3	0	0	0	0	62	34	0	28	62
10/1/10	Kids Café			N-Other Youth Education	5			5	5
10/3/10	Head Start			K-Head Start Program	50	34		16	50
10/1/10	City Park			N-Other Youth Education	7			7	7

Figure 1

The New-Demographics Excel worksheet is where the YDE Tool program will paste data into. But, it is not necessary to manually select the New-Demographics sheet as the YDE Tool program will automatically select this sheet when it is run.

Step 2: Open the Youth Demographic Estimation Tool (YDE Tool) Excel workbook, see figure 2.

YDE Tool

Youth Demographic Estimation Tool																				
(Open an AzNN Monthly Report and click button to run)																				
Participant Race and Ethnicity										Participant SNAP Status		Participant Age and Gender								
Totals Must All be Equal for:										SNAP	NON SNAP	0 - 4 Yrs				5 - 17 Yrs				
Participant SNAP Status = 100												M	F	M	F					
Participant Age and Gender = 100																				
Participant Race and Ethnicity = 100																				
Current estimated participant demographic:										50	50	25	25	25	25	14	14	14	14	
Participant Race and Ethnicity										28										
American Indian or Alaskan Native		Asian		Black or African American		Native Hawaiian or Other Pacific Islander		White		American Indian or Alaska Native and White		Asian and White		Black or African American and White		American Indian or Alaska Native and Black or African American		All Others Reporting More than One Race		
Hispanic/Latino	Non Hispanic/Latino	Hispanic/Latino	Non Hispanic/Latino	Hispanic/Latino	Non Hispanic/Latino	Hispanic/Latino	Non Hispanic/Latino	Hispanic/Latino	Non Hispanic/Latino	Hispanic/Latino	Non Hispanic/Latino	Hispanic/Latino	Non Hispanic/Latino	Hispanic/Latino	Non Hispanic/Latino	Hispanic/Latino	Non Hispanic/Latino	Hispanic/Latino	Non Hispanic/Latino	
5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	
3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	

Copy Data to AzNN Monthly Report

Enter number of current participants:

Current participants (cell E4) must not be greater than SNAP Status, Age and Gender, or Race and Ethnicity totals.

Figure 2

Step 3: Enter site demographic data in cells “N4” and “O4” for Participant SNAP Status, see figure 3.

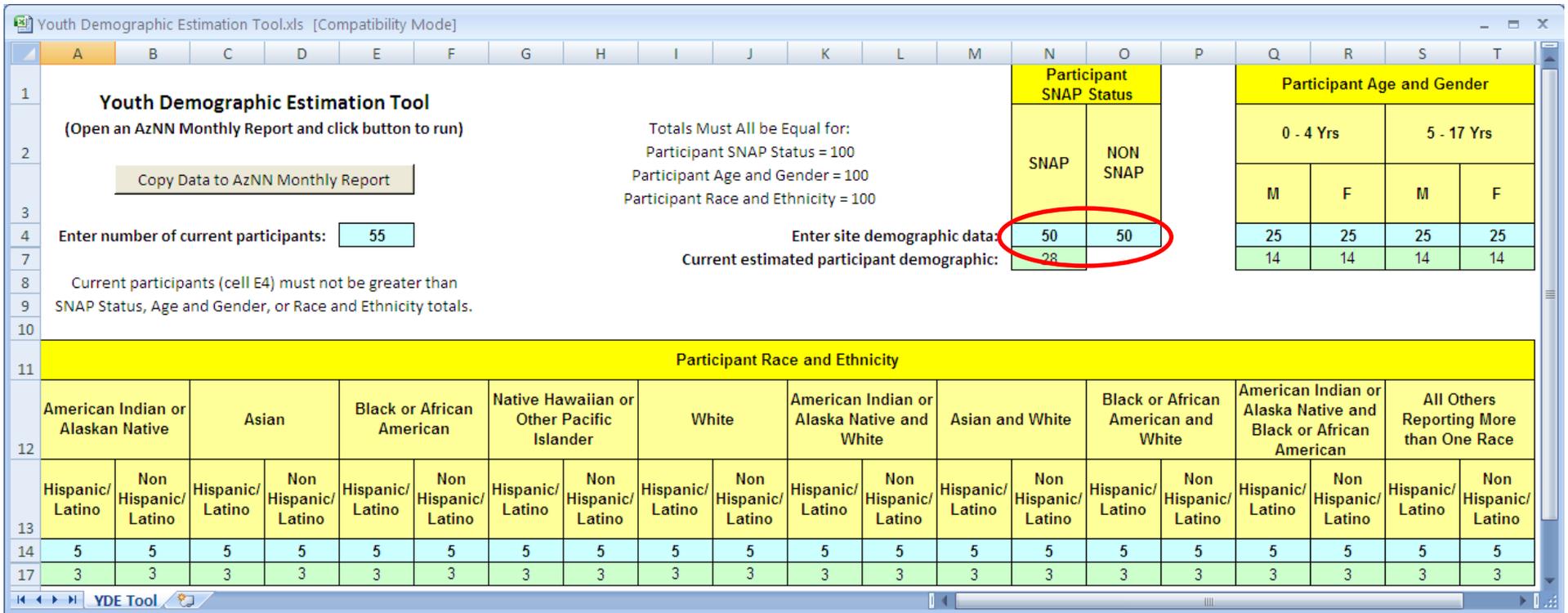


Figure 3

The total of these numbers must equal the total of Participant Age and Gender data shown in figure 4, and must also equal the total of Participant Race and Ethnicity data shown in figure 5.

Step 4: Enter site demographic data in cells “Q4” through “T4” for Participant Age and Gender, see figure 4.

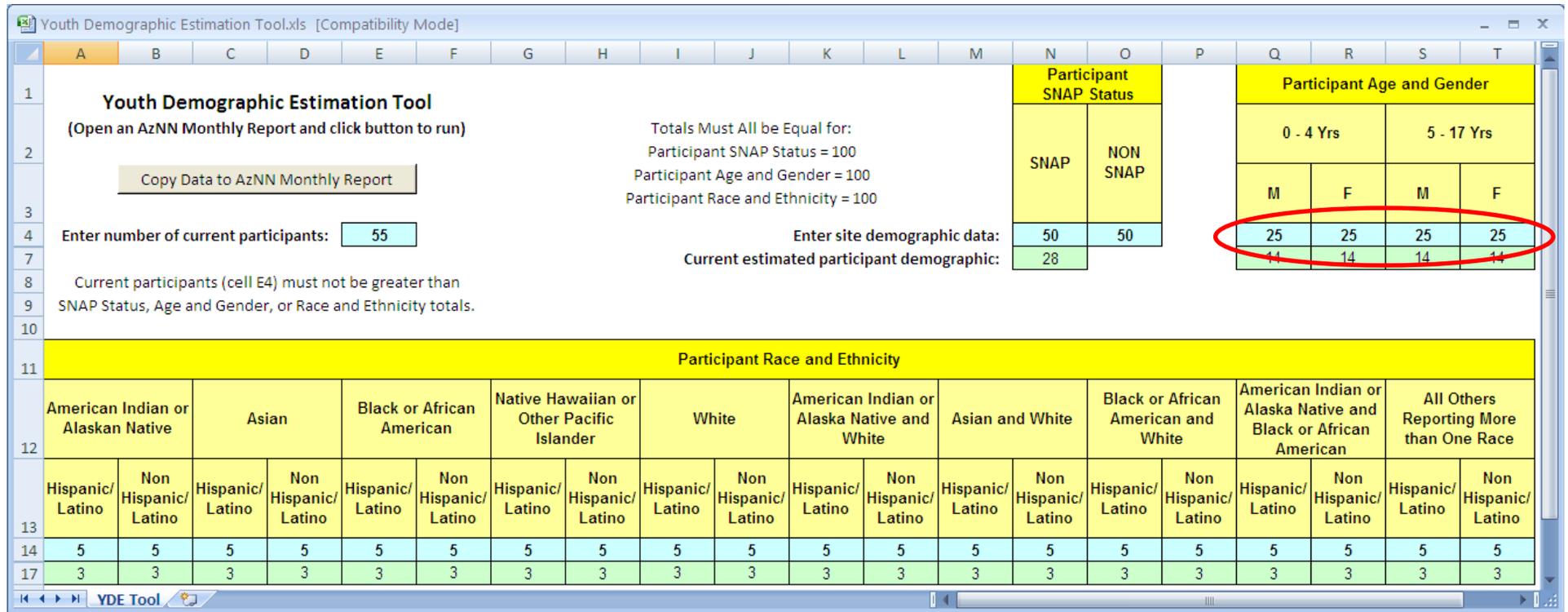


Figure 4

The total of these numbers must equal the total of Participant SNAP Status data shown in figure 3, and must also equal the total of Participant Race and Ethnicity data shown in figure 5.

Step 5: Enter site demographic data in cells “A14” through “T14” for Participant Race and Ethnicity, see figure 5.

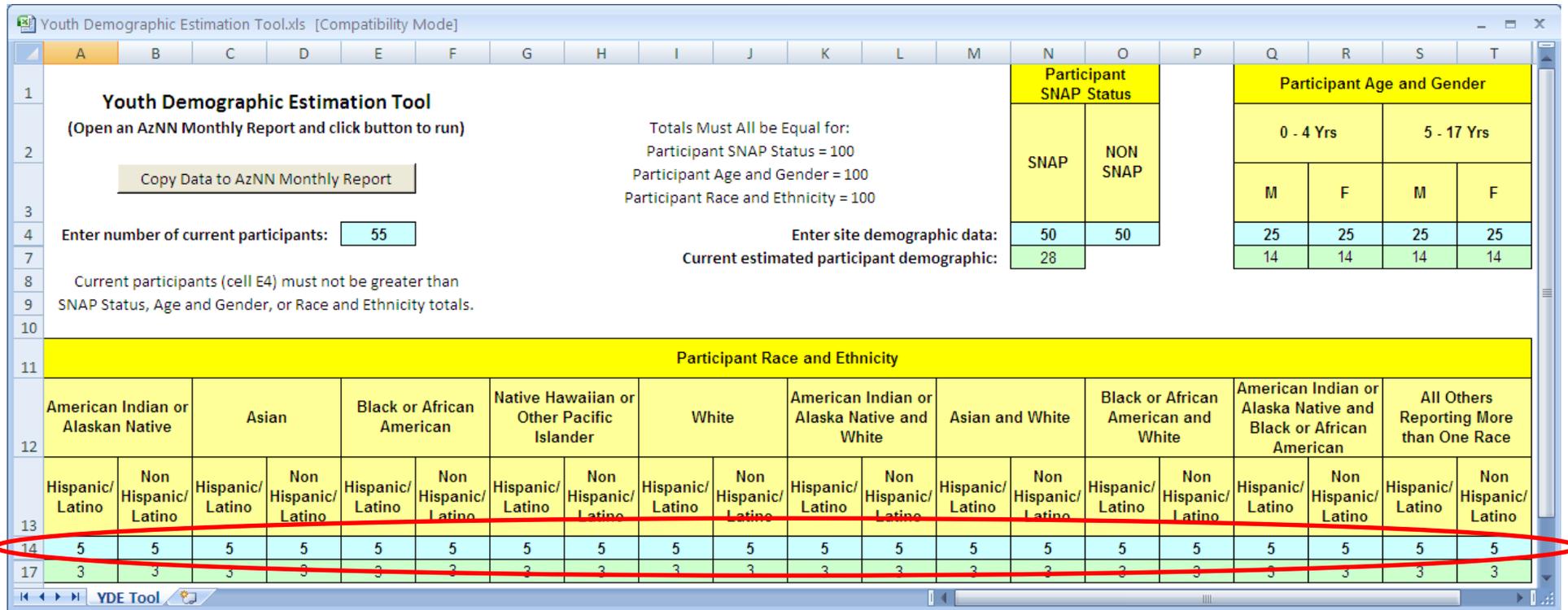


Figure 5

The total of these numbers must equal the total of Participant SNAP Status data shown in figure 3, and must also equal the total of Participant Age and Gender data shown in figure 4.

Step 6: Enter number of current participants in cell "E4", see figure 6.

YDE Tool

Youth Demographic Estimation Tool
 (Open an AzNN Monthly Report and click button to run)

Copy Data to AzNN Monthly Report

Enter number of current participants:

Current participants (cell E4) must not be greater than SNAP Status, Age and Gender, or Race and Ethnicity totals.

Totals Must All be Equal for:
 Participant SNAP Status = 100
 Participant Age and Gender = 100
 Participant Race and Ethnicity = 100

Enter site demographic data:
 Current estimated participant demographic:

Participant SNAP Status	
SNAP	NON SNAP
50	50
28	

Participant Age and Gender			
0 - 4 Yrs		5 - 17 Yrs	
M	F	M	F
25	25	25	25
14	14	14	14

Participant Race and Ethnicity																			
American Indian or Alaskan Native		Asian		Black or African American		Native Hawaiian or Other Pacific Islander		White		American Indian or Alaska Native and White		Asian and White		Black or African American and White		American Indian or Alaska Native and Black or African American		All Others Reporting More than One Race	
Hispanic/Latino	Non Hispanic/Latino	Hispanic/Latino	Non Hispanic/Latino	Hispanic/Latino	Non Hispanic/Latino	Hispanic/Latino	Non Hispanic/Latino	Hispanic/Latino	Non Hispanic/Latino	Hispanic/Latino	Non Hispanic/Latino	Hispanic/Latino	Non Hispanic/Latino	Hispanic/Latino	Non Hispanic/Latino	Hispanic/Latino	Non Hispanic/Latino	Hispanic/Latino	Non Hispanic/Latino
5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3

Figure 6

Step 7: Click the Copy Data to AzNN Monthly Report button to run the YDE Tool program, see figure 7.

Youth Demographic Estimation Tool
 (Open an AzNN Monthly Report and click button to run)

Copy Data to AzNN Monthly Report

Totals Must All be Equal for:
 Participant SNAP Status = 100
 Participant Age and Gender = 100
 Participant Race and Ethnicity = 100

Enter number of current participants:

Enter site demographic data:
 SNAP: 50, NON SNAP: 50

Current estimated participant demographic:
 SNAP: 28

Participant Age and Gender

0 - 4 Yrs		5 - 17 Yrs	
M	F	M	F
25	25	25	25
14	14	14	14

Participant Race and Ethnicity

American Indian or Alaskan Native		Asian		Black or African American		Native Hawaiian or Other Pacific Islander		White		American Indian or Alaska Native and White		Asian and White		Black or African American and White		American Indian or Alaska Native and Black or African American		All Others Reporting More than One Race	
Hispanic/Latino	Non Hispanic/Latino	Hispanic/Latino	Non Hispanic/Latino	Hispanic/Latino	Non Hispanic/Latino	Hispanic/Latino	Non Hispanic/Latino	Hispanic/Latino	Non Hispanic/Latino	Hispanic/Latino	Non Hispanic/Latino	Hispanic/Latino	Non Hispanic/Latino	Hispanic/Latino	Non Hispanic/Latino	Hispanic/Latino	Non Hispanic/Latino	Hispanic/Latino	Non Hispanic/Latino
5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3

Figure 7

The YDE Tool program transfers the current estimated participant demographic data to an AzNN Monthly Report Excel workbook. The current estimated participant demographic data that is copied over is found in the light green cells on rows 7 and 17.

Step 8: An “Enter Row Number” input box displays, now a row number can be entered, see figure 8.

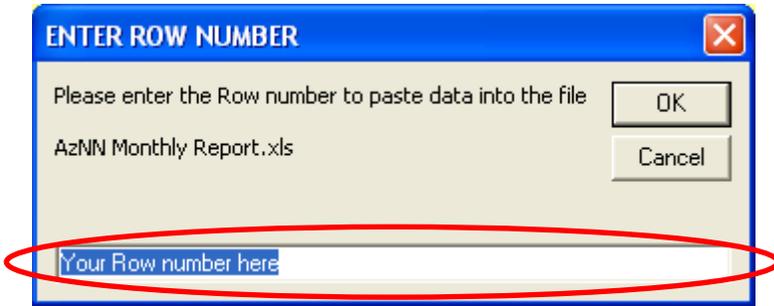


Figure 8

This input box shows the file that it plans to paste data into, in this case it is “AzNN Monthly Report.xls”.

Also, the YDE Tool program switches to the “New-Demographics” sheet of the AzNN Monthly Report.

The only kind of number that can be entered into the “Enter Row Number” input box is a positive whole number between 7 and 500. If this is not the case then the “Invalid Row Number” box displays, refer to Code 01.

Step 9: As an example 15 is entered as a row number in the “Enter Row Number” input box, see figure 9.

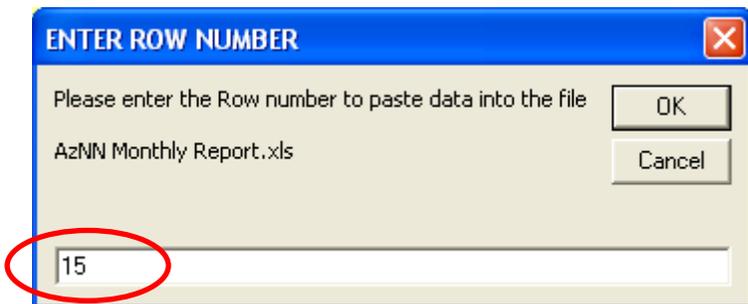


Figure 9

Step 10: Once a row number is entered in the “Enter Row Number” input box then click the OK button, see figure 10.

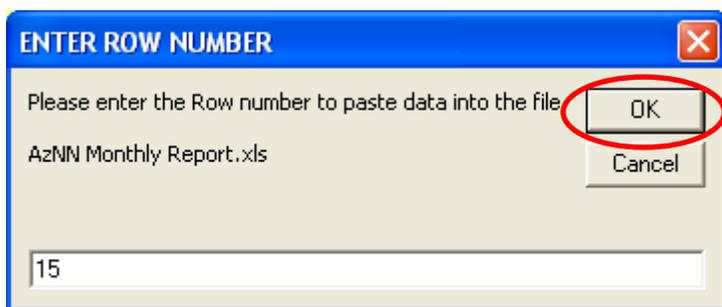


Figure 10

Step 11: The “Warning” box displays to verify that data is about to be pasted, click the Yes button to accept changes, see figure 11.

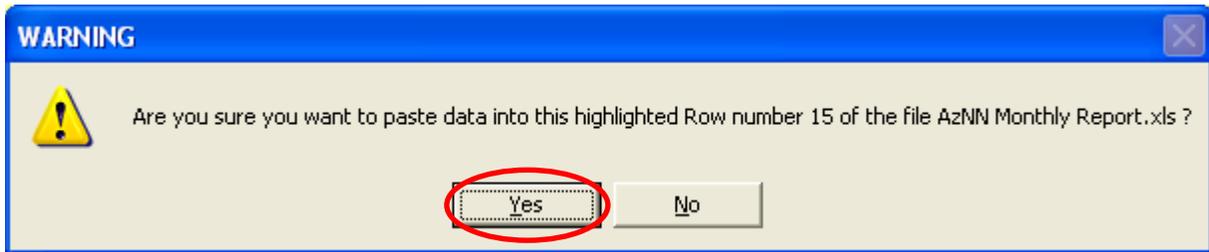


Figure 11

Also, the row number that was entered is highlighted on the “New-Demographics” sheet of the AzNN Monthly Report.

The “New-Demographics” sheet has rows that have no date; normally these rows are grayed out. If a no date or grayed out row was entered into the “Enter Row Number” input box then the “No Row Date” box would display, refer to Code 07.

Step 12: A “Row Pasted” box displays to confirm that the data was pasted, click the OK button to conclude the YDE Tool program, see figure 12.

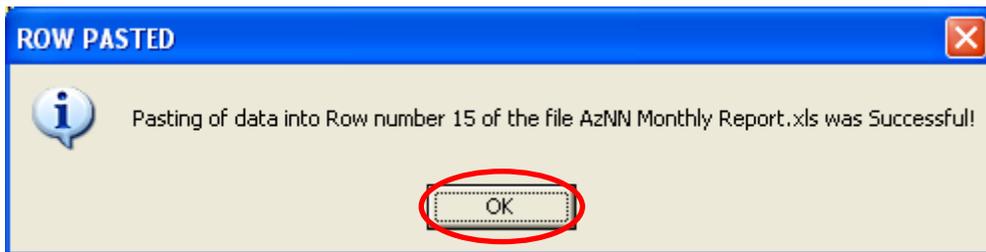


Figure 12

At this point the YDE Tool workbook is automatically selected and the YDE Tool program ends.

The YDE tool may behave differently than expected, in these cases refer to the following reasons:

If SNAP Status, Age and Gender, or Race and Ethnicity totals are not all equal then a specific area of the YDE tool will turn red, as an example the cell “N4” has its value changed to 10 and the color red alerts us to a problem as shown in figure 13.

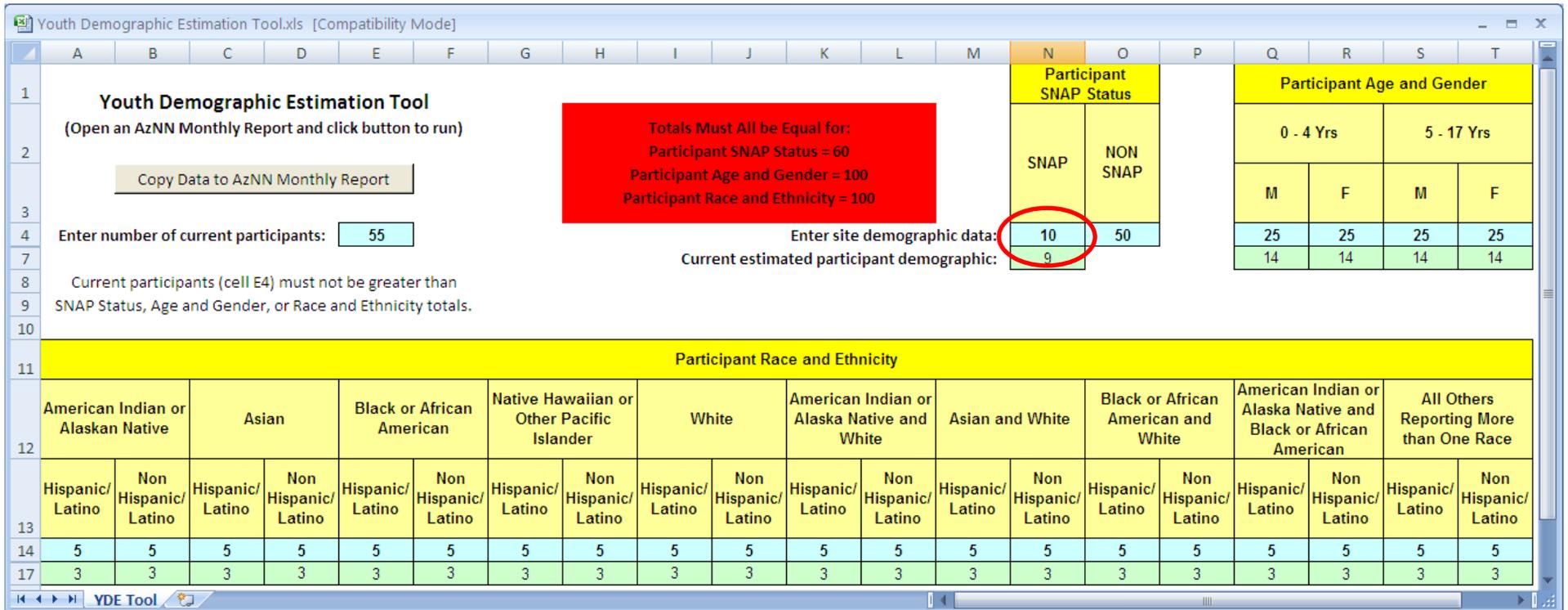


Figure 13

Notice now that Participant SNAP Status data totals 60 and that there is a red colored area in the range between “H2” to “L3” to alert us to a problem. The text in this area shows that Participant SNAP Status does not equal either Participant Age and Gender, which equals 100 or Participant Race and Ethnicity, which equals 100. This red alert will happen if any of these three categories do not equal each other as they should. In this example if Participant Age and Gender also equaled 60 and Participant Race and Ethnicity also equaled 60 then the error would be resolved, because now all three categories would equal 60.

If the number of current participants is greater than SNAP Status, Age and Gender, or Race and Ethnicity totals then a specific area of the YDE tool will turn red, as an example the cell “E4” has its value changed to 200 and the color red alerts us to a problem as shown in figure 14.

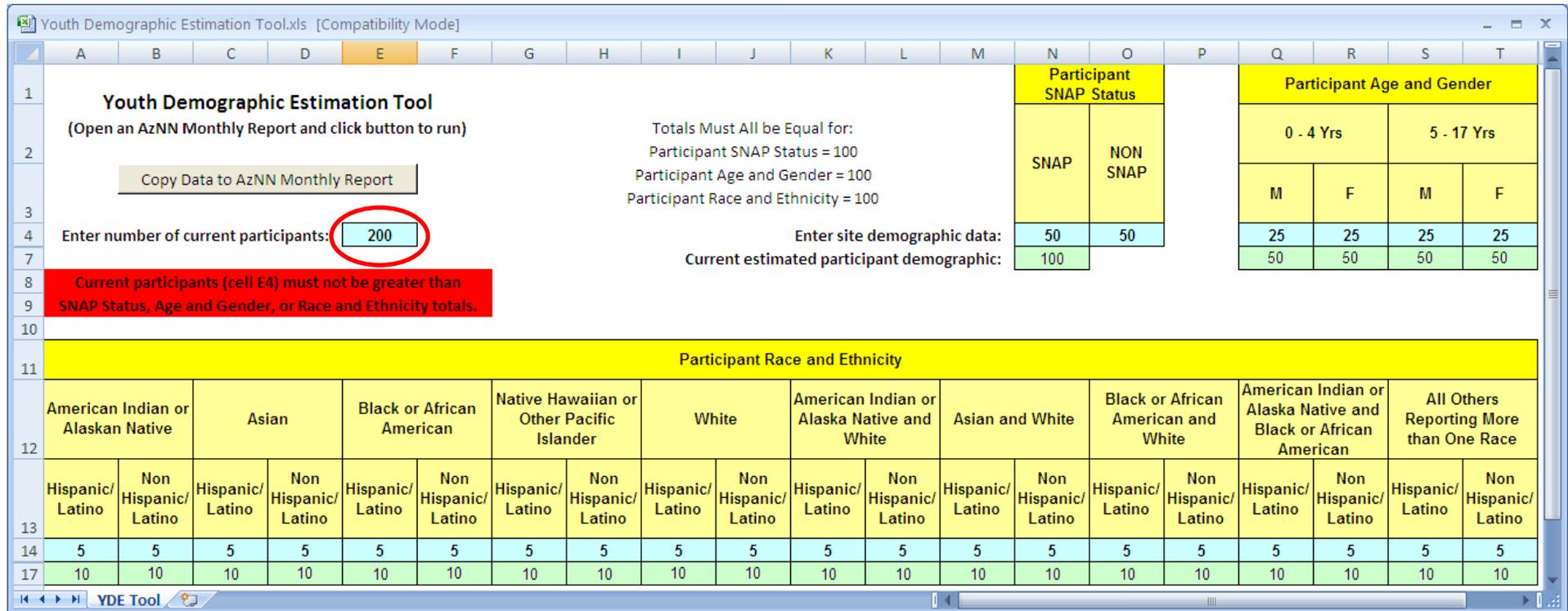


Figure 14

Notice now that the number of current participants' totals 200 and that there is a red colored area in the range between "A8" to "F9" to alert us to a problem. The text in this area shows that current participants must not be greater than Participant SNAP Status, which equals 100 or Participant Age and Gender, which equals 100 or Participant Race and Ethnicity, which equals 100. This red alert will happen if current participants is greater than any one of the three categories. In this example if Participant SNAP Status and Participate Age and Gender and Participant Race and Ethnicity all equaled 200 or more then the error would be resolved, because now all three categories would at least be equal to or greater than current participants.

With two or more AzNN Monthly Reports open the Select Workbook form will open with a list of AzNN Monthly Reports, see figure 15.

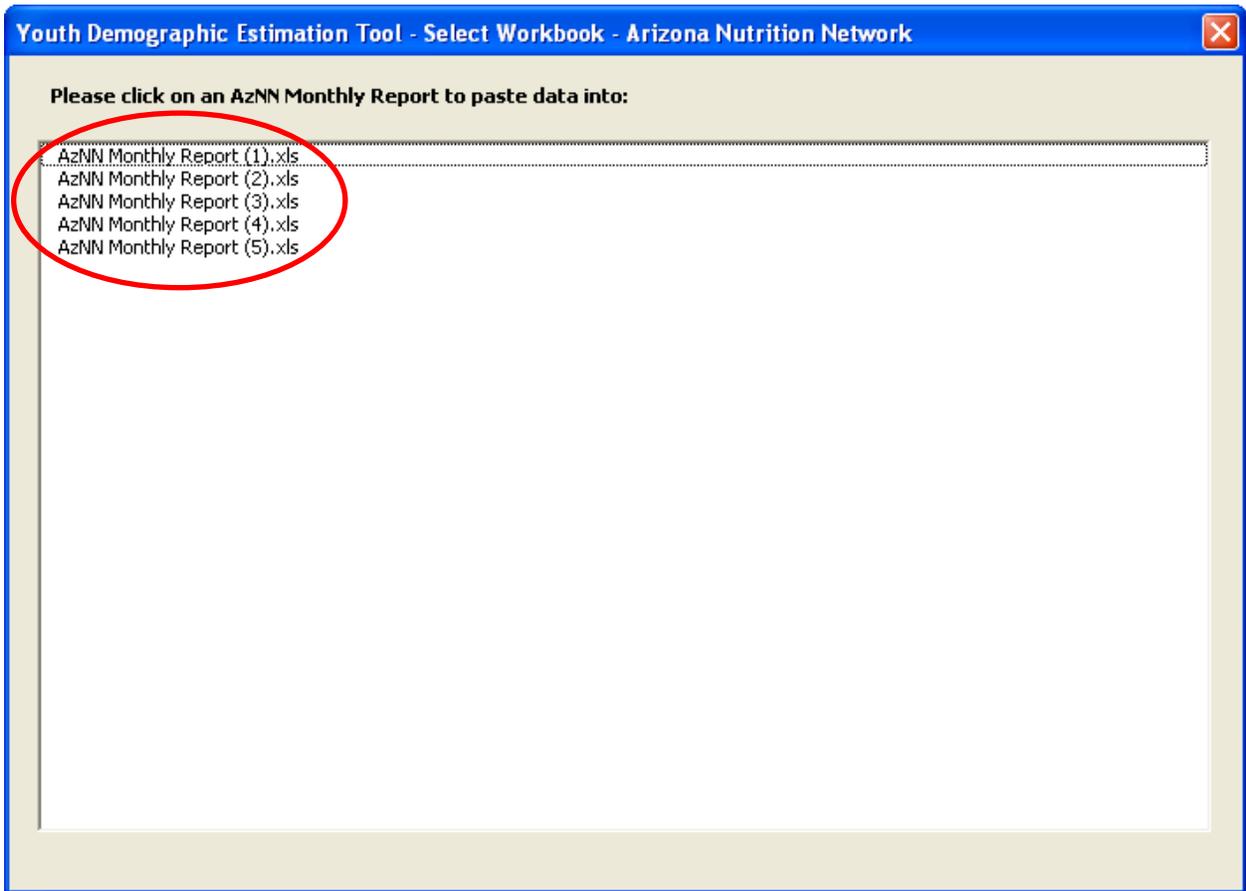


Figure 15

At this point just click on an AzNN Monthly Report to paste data into.

If there is only one AzNN Monthly Report open this Select Workbook form will not show.

If there is no AzNN Monthly Report open the “File Not Found” box displays. OK is selected and the YDE Tool program ends, see figure 16.

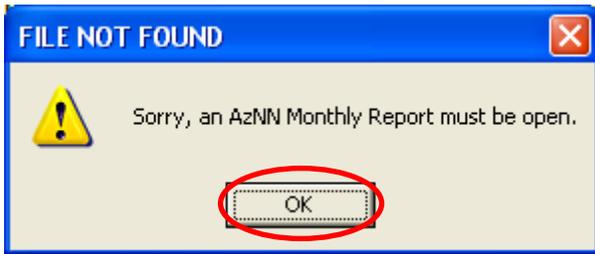


Figure 16

The “Cancelled” box displays when Cancel is selected from the “Enter Row Number” input box or No is selected from the “Warning” box, as seen above. OK is then selected and the YDE Tool program ends, see figure 17.



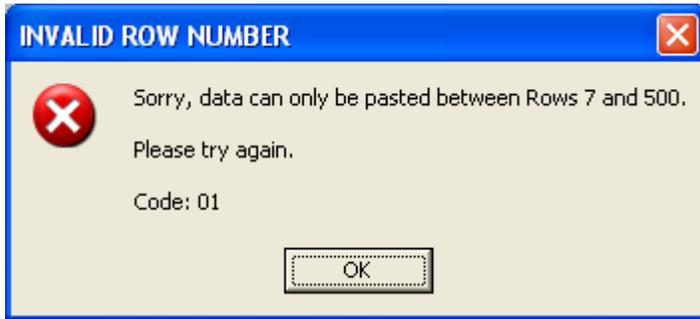
Figure 17

Also, the YDE Tool program switches back to the YDE Tool Workbook.

The Message boxes listed below have a Code associated with them and display for these reasons:

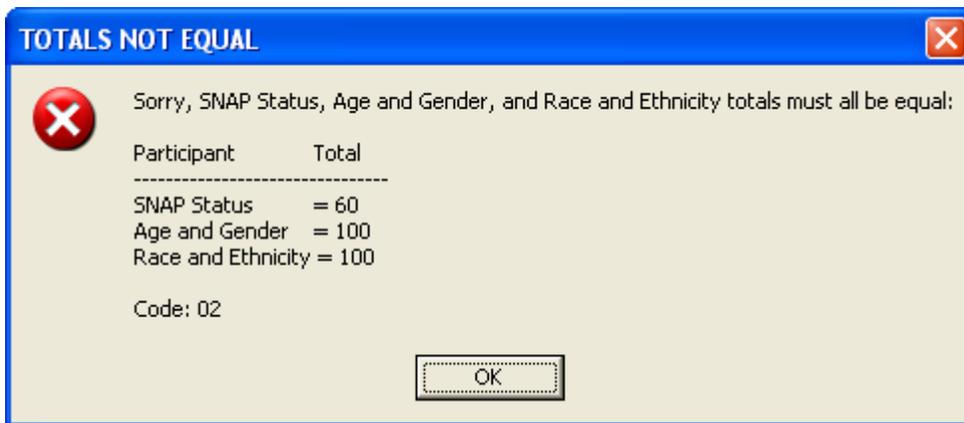
Code: 01

The following “Invalid Row Number” box displays to indicate that invalid data was entered into the “Enter Row Number” input box, as seen previously. For instance: Text like “number 15”, a Negative number like “-15”, a Decimal number like “1.5”, none of which are valid Excel row numbers, or a number less than 7 or greater than 500. Enter a positive whole number (7, 8, 9, ...) between 7 and 500.



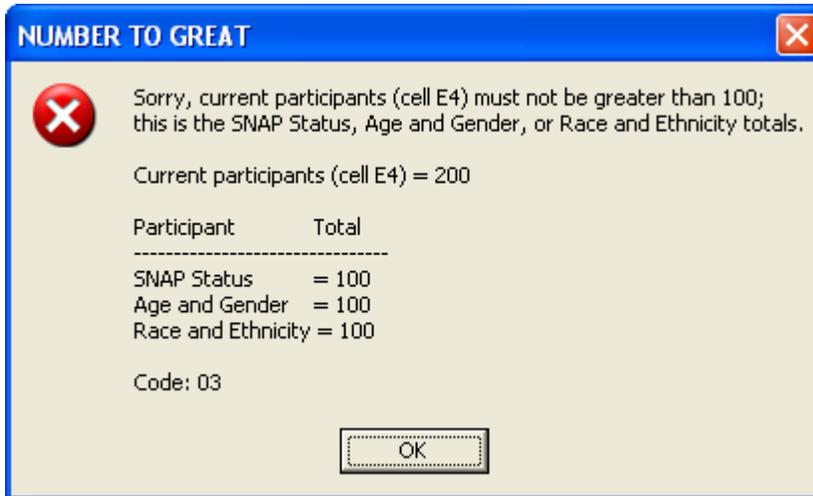
Code: 02

The following “Totals Not Equal” box displays when totals are not equal for Participant SNAP Status, Participant Age and Gender, and Participant Race and Ethnicity. The example shown here has Participant SNAP Status totaling 60, so if it totaled 100 like Participant Age and Gender and Participant Race and Ethnicity the three categories would all equal 100 and the error would be eliminated.



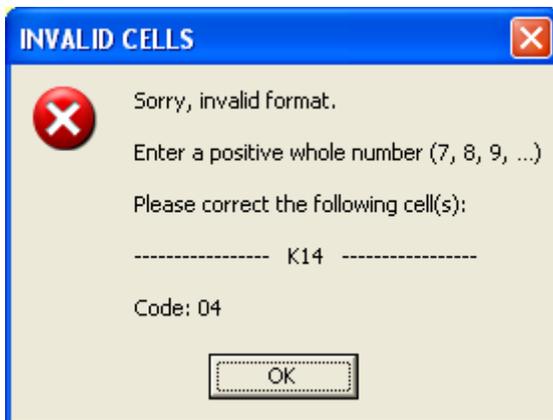
Code: 03

The following “Number To Great” box displays when Current Participants (cell E4) is greater than Participant SNAP Status, Participant Age and Gender, or Participant Race and Ethnicity totals. The example shown here has Current Participants (cell E4) equal to 200 which is greater than either Participant SNAP Status, Participant Age and Gender, or Participant Race and Ethnicity, each totaling 100. So, in this case if Current Participants (cell E4) were 100 or less the error would be eliminated.



Code: 04

The following “Invalid Cells” box displays when Site Demographic Data which is entered on row 4 under the Participant SNAP Status, or Participant Age and Gender headings or on row 14 under the Participant Race and Ethnicity heading, has invalid data. For instance: Text like “number 43”, a Negative number like “-43”, or a Decimal number like “4.3”. The example shown here is indicating that cell “K14” has invalid data. However, this error would initially be caught beforehand, by Excel Data Validation. So, the cell has been pasted over which would circumvent the data validation, see Code: 06.



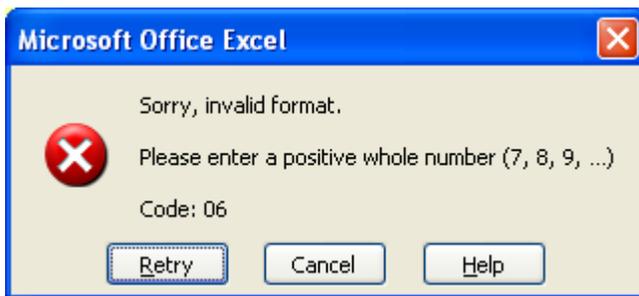
Code: 05

The following “Worksheet Not Found” box displays when an AzNN Monthly Report Excel workbook is open but the worksheet to paste data into does not exist or has been renamed.



Code: 06

This is Excel Data Validation and is independent of the “Copy Data to AzNN Monthly Report” button. The following “Microsoft Office Excel” box displays when Site Demographic Data which is entered on row 4 under the Participant SNAP Status, or Participant Age and Gender headings or on row 14 under the Participant Race and Ethnicity heading, has invalid data. For instance: Text like “number 43”, a Negative number like “-43”, or a Decimal number like “4.3”. In this example enter a positive whole number like “43” instead.



Code: 07

The following “No Row Date” box displays when there is no date on column “A” of the row selected. The row is most likely grayed out or there could be a typo on the date column of the selected row.

