



Ohio Mental Health Consumer Outcomes System Instructions for Community Functioning Scale Calculator in Excel

The Community Functioning Scale Calculator was developed by ODMH for providers who are not using the ODMH Data Entry & Reports Template for Microsoft Access 2000. It computes a Community Functioning Score for individual consumers based on the responses to the questions on the Adult Provider Form A. The Excel spreadsheet can be saved or printed for permanent storage.

The calculator is available on the Outcomes Web site or can be obtained from the Outcomes Support Team.

Contact Marsha Zabecki (zabeckim@mh.state.oh.us) or the ODMH Outcomes Support Team (outcome@mh.state.oh.us) if you have any comments, questions, or problems.

1. Save the Excel file (Community Functioning Scale Calculator.xls) on your computer. It would be best to use and distribute copies in read only format, so that changes will not be made to the original file.
 - Saving in "Read Only" format: Click on "Save As" from the "File" drop-down menu.
 - The "Save As" window will pop up.
 - In the "Save As" window (where a you will also select a folder and a file name to save the spreadsheet) at the far right of the top tool bar click on the "Tools" drop-down menu (not from the main Excel window).
 - On the "Tools" drop-down box Select "Properties".
 - Check the box at the bottom next to "Attributes" labeled "Read-only".
 - Click "OK".
 - After you have returned to the "Save As" window click on "Save" in the bottom right corner of the window.
 - Your file will be saved. When anyone opens the file, makes changes and tries to save it, they will be prompted to select a new name, thereby preserving the original file.
2. To use the file, open the file in Excel. If the spreadsheet does not show all eleven questions, click on the maximize button in the top right hand corner of the window.
3. Enter the values for the questions under the third column labeled "Responses" across from the questions in the first column.
 - The acceptable values that may be entered are listed in the middle column.
 - Any question with a "Yes" or "No" response should be coded either "1" or "5" as noted in the middle column.
 - If any questions are blank, leave the response cell for that question blank.
 - If any questions are "Unsure" or "Not applicable" leave the response cell for that question blank.
 - The calculator has several hidden formula fields which will automatically recode Question Number One to a five point scale and calculate the average for the values entered in Questions 6a-6h and 7a-7f.
4. The scale score will appear in the top right corner and bottom left corner across from the "Community Functioning Scale" label.
 - If the message "Unable to calculate" appears in this cell, this indicates that you cannot calculate this score due to too many missing items.
5. In order to save the results you can:
 - Make a note of the result on the client's DA or ISP.
 - Print out the spreadsheet page and file with the client's DA or ISP.
 - Save the file with a new name-this is not advised since you would be actually saving an entire Excel spreadsheet and it will eventually use up quite a bit of memory.
6. In order to use the calculator again, delete the values entered in the "Responses" column.

For more information about the scoring protocol, go to Chapter Six-Provider Adult Form A in the Outcomes Procedural Manual and read the section labeled "Scoring". This information is also available in the Outcomes Scoring Guidelines at <http://www.mh.state.oh.us/initiatives/outcomes/dfscoring.pdf>.