

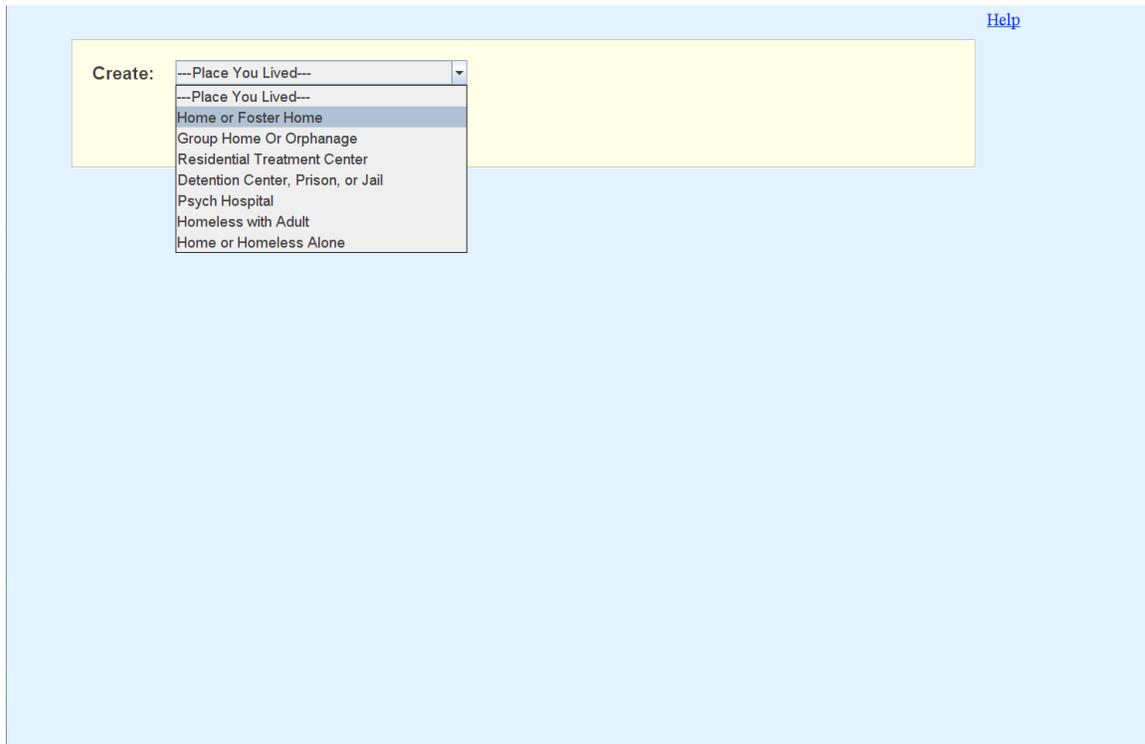
# Instructions for Timeline

In the timeline section of MIDSAs we will ask you about your childhood. We want to know where you lived and who were the adults who took care of you. By childhood we mean from the time you were born until you reached 18 (or today, if you are not yet 18).

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# Creating a Living Arrangement

The first step is to choose the place where you lived right after you were born. This is usually a house or an apartment, but it might be an institution. Click the arrow to the right of *--Place You Lived--*. From the drop-down menu select the type of place that is most appropriate.



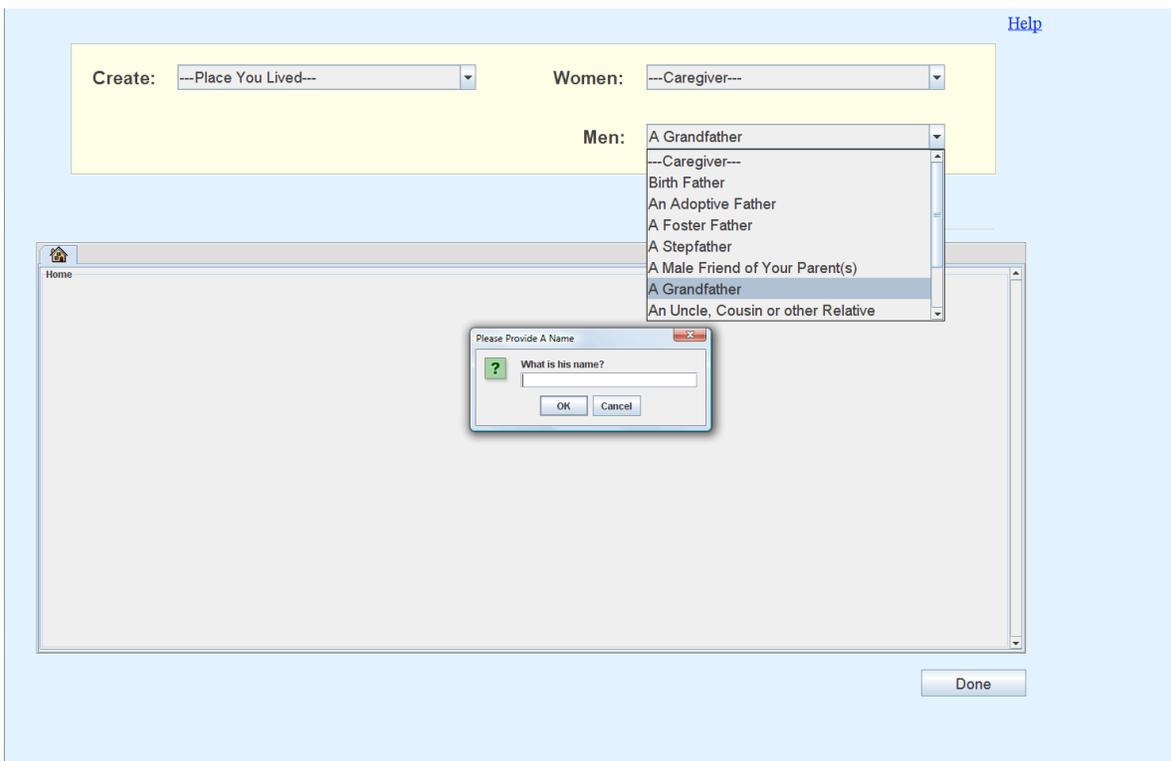
When you choose a home, four things happen:

1. A drop-down list for female caregivers appears at the top of the screen.
2. A drop-down list for male caregivers appears at the top of the screen.
3. A tabbed folder is created in a window below.
4. A picture of a home appears on the tab.

**NOTE:** When you choose an institution as a place that you lived, a window will appear asking the name of the institution. Type in the name and click **OK**. You do not have the option to select any caregivers when an institution is selected.

# Choosing Your Caregivers

You then choose all the adults who lived with you when you were born. Click the arrow next to *--Caregiver--*, either *Women:* or *Men:*, and then select the appropriate type from the drop-down menu. If you choose, say, Grandfather, the program will ask you for your grandfather's name. This is because people often have more than one grandfather or aunt or foster mother. You can use nicknames, formal names, or even made-up names. Type in the name and click the **OK** button. Repeat these steps for each adult living in this "Home."



# Filling in the Time You Lived with Each Caregiver

Now you use the Crayon Tool to fill in the time you lived with each caregiver. You will see a timeline (a row of rectangles) for each caregiver. Above it and to the right you will see the image of a crayon. Click that image and the cursor will become a crayon. Start from the left side (birth) and click all the time-blocks you need to tell how long you lived with that caregiver. Each rectangle represents 6 months, so the example below shows that this person lived with his birth mother until he was six months old and his grandfather Don until he was six years old.

The screenshot shows a software interface for tracking caregiver time. At the top right, there is a [Help](#) link. Below it is a yellow form with three dropdown menus: 'Create: --Place You Lived--', 'Women: --Caregiver--', and 'Men: --Caregiver--'. Below the form are two small icons: a green checkmark and a blue document. The main part of the interface is a window titled 'Home' containing a timeline from 0 to 18 years. The timeline is represented by a row of 18 numbered boxes. Two rows of boxes are shown: 'Grampa Don' and 'birth mother'. The 'Grampa Don' row has green blocks from 0 to 6. The 'birth mother' row has a green block from 0 to 0.6, with a green crayon icon on the block. A 'Done' button is located at the bottom right of the window.

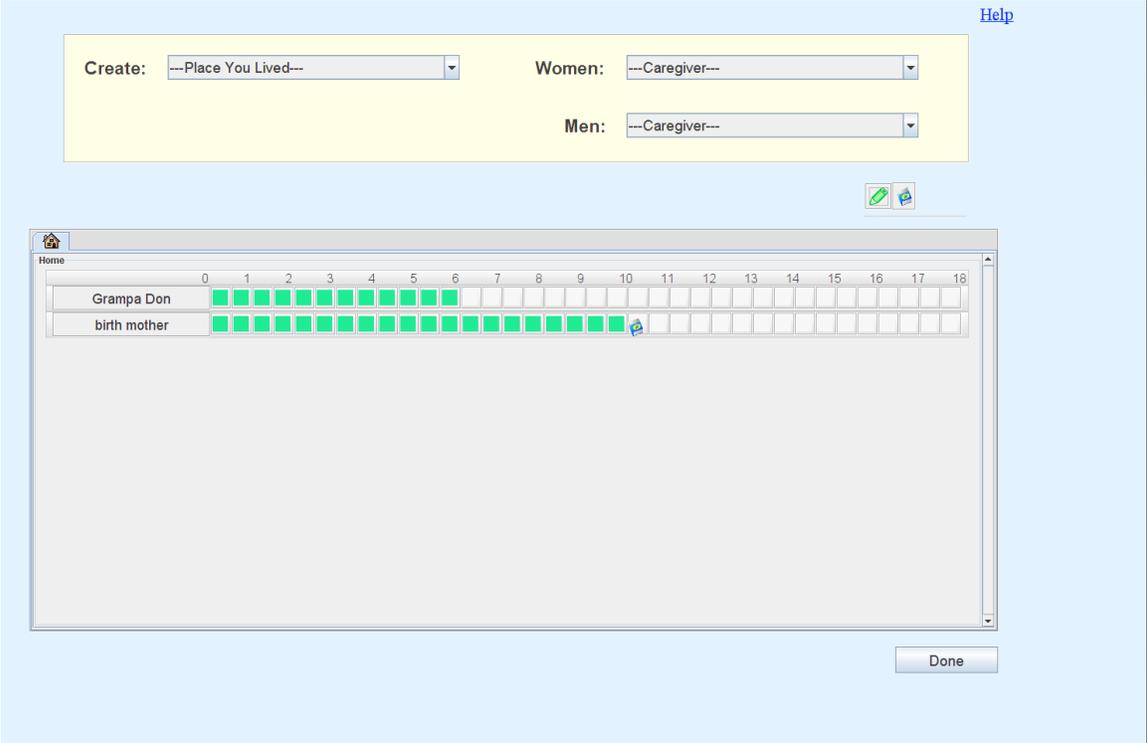
# Correcting Skipped Blocks

If you fill in the time-blocks too quickly, some may be skipped. You can go back to the skipped blocks and color them in separately.

The screenshot shows a software interface with a light blue background. At the top right, there is a blue "Help" link. Below it is a yellow rectangular area containing three dropdown menus: "Create: ---Place You Lived---", "Women: ---Caregiver---", and "Men: ---Caregiver---". To the right of these menus are two small icons: a green pencil and a blue eraser. Below the yellow area is a window titled "Home" with a home icon in the top left corner. The window contains a grid with columns numbered 0 to 18. The first two rows are labeled "Grampa Don" and "birth mother". The "Grampa Don" row has green blocks from column 0 to 6, and a green pencil icon is positioned over the block at column 7. The "birth mother" row has green blocks from column 0 to 7, and a red rectangular box highlights the entire row from column 0 to 18. At the bottom right of the window is a "Done" button.

# Erasing Time Blocks

If you fill in a time-block by mistake, you can erase it. At the upper right next to the crayon icon is an eraser icon. Click on it and the cursor becomes the eraser tool. Click on a time-block and the green disappears.



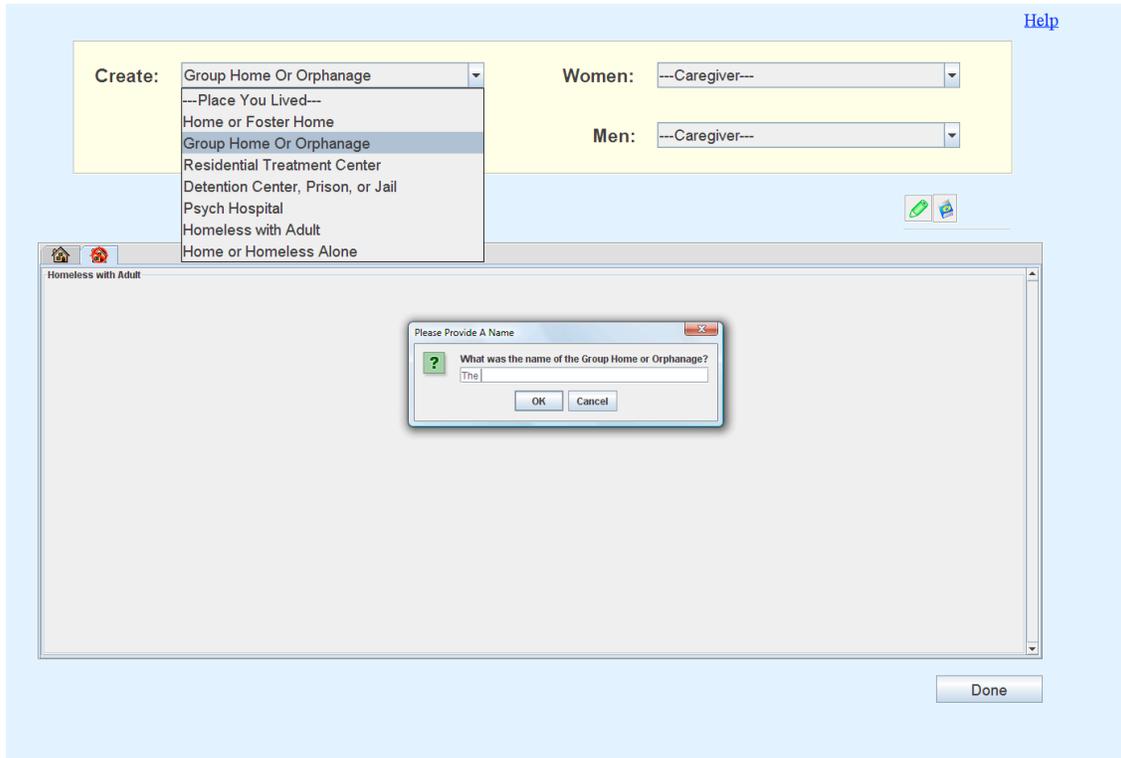
# Correcting a Caregiver Choice

If you choose the wrong caregiver (for example choosing adoptive father when you mean foster father) click on the eraser button and then click two times on the name of incorrect caregiver. The computer will then ask if you want to delete the caregiver. Choose the **Yes** button.

The screenshot shows a software interface with a light blue background. At the top right is a [Help](#) link. Below it is a yellow box containing three dropdown menus: 'Create: --Place You Lived--', 'Women: --Caregiver--', and 'Men: --Caregiver--'. To the right of these menus are two small icons: an eraser and a blue square. Below the yellow box is a window titled 'Home' with a grid. The grid has 18 columns numbered 0 to 18 and three rows: 'Grampa Don', 'birth mother', and 'Daddy George'. The first six columns of the 'Grampa Don' row and the first ten columns of the 'birth mother' row contain green squares. The 'Daddy George' row is empty. At the bottom right of the window is a 'Done' button.

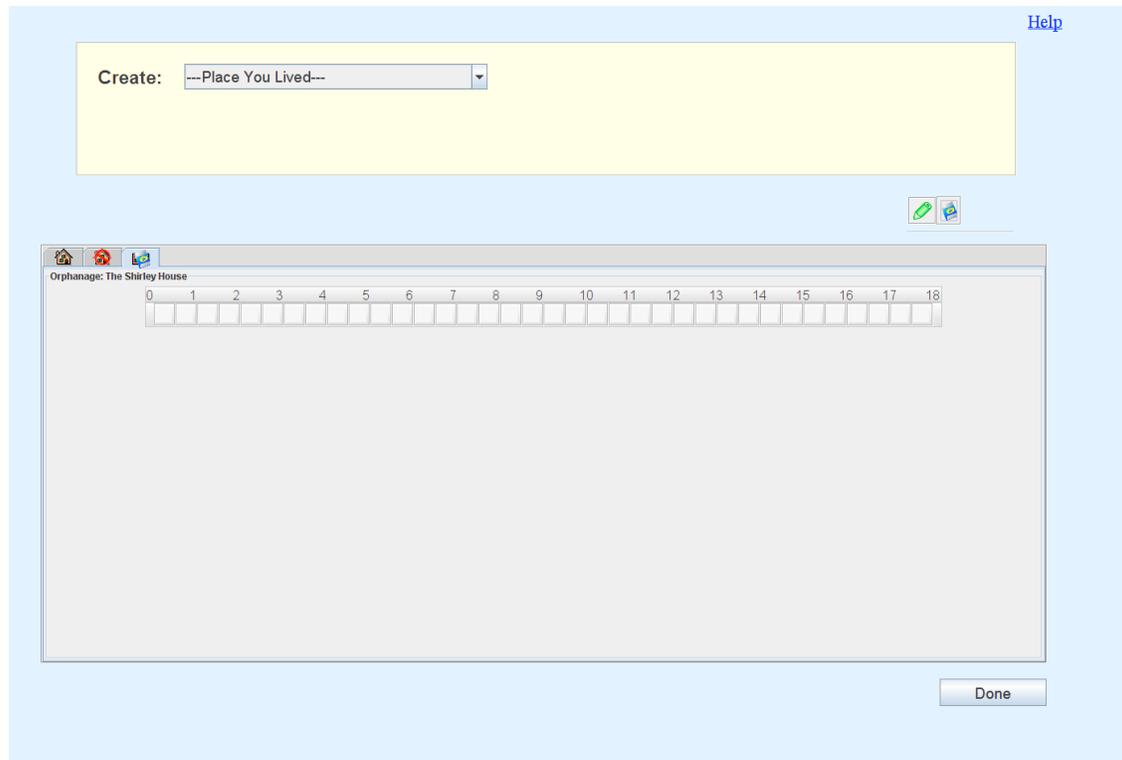
# Creating New Living Arrangements

For each change in living arrangements you may have had while growing up, you should choose a new home, an institution, or being homeless by selecting a new place you lived. It will appear as a new tab. In the example the respondent has lived in two different arrangements--a home and homeless with adult. He is in the process of choosing a third arrangement, a group home or orphanage.



## Erasing a Home Tab

If you choose the wrong place (home or institution or living homeless) by mistake, you may erase the whole tab. Click on the eraser button, then click two times on the wrong Home tab. The program will ask if you want to delete it. Choose the **Yes** button and the home is erased.



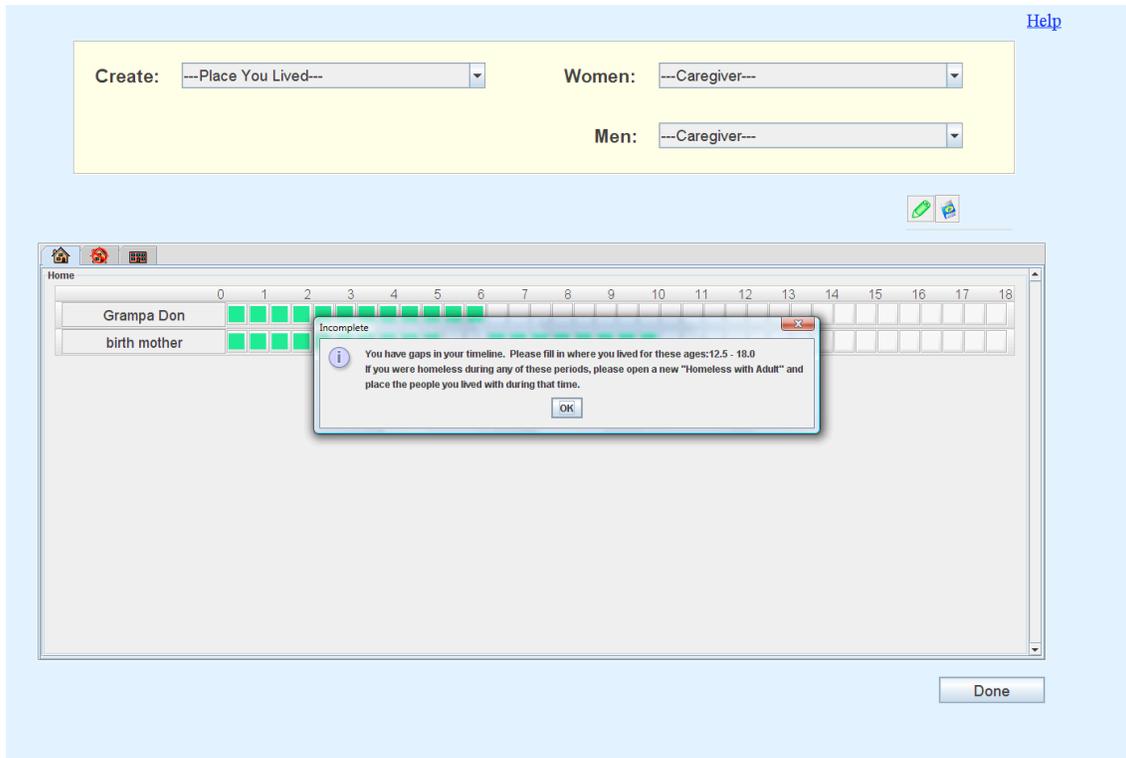
# Making a Correction on a Previous Living Arrangement

You may go back to an earlier home by clicking on its tab. You can tell that this respondent has gone back to his first home because the home icon is highlighted and his first caregivers and timeline are displayed. The respondent can now edit the time-blocks or caregivers. This respondent has added Daddy George.

The screenshot shows a software interface for managing living arrangements. At the top right, there is a [Help](#) link. Below it is a yellow box containing three dropdown menus: 'Create: ---Place You Lived---', 'Women: ---Caregiver---', and 'Men: ---Caregiver---'. To the right of these menus are two small icons: a green pencil and a blue eraser. Below the yellow box is a window titled 'Home'. The window has a toolbar with a home icon (highlighted), a red 'X' icon, and a list icon. The main area of the window is a timeline from 0 to 18. The timeline is organized into three rows: 'Grampa Don', 'birth mother', and 'Daddy George'. The 'Grampa Don' row has green blocks from 0 to 6. The 'birth mother' row has green blocks from 0 to 10. The 'Daddy George' row has green blocks from 0 to 18. Below the timeline is a large empty area. At the bottom right of the window is a 'Done' button.

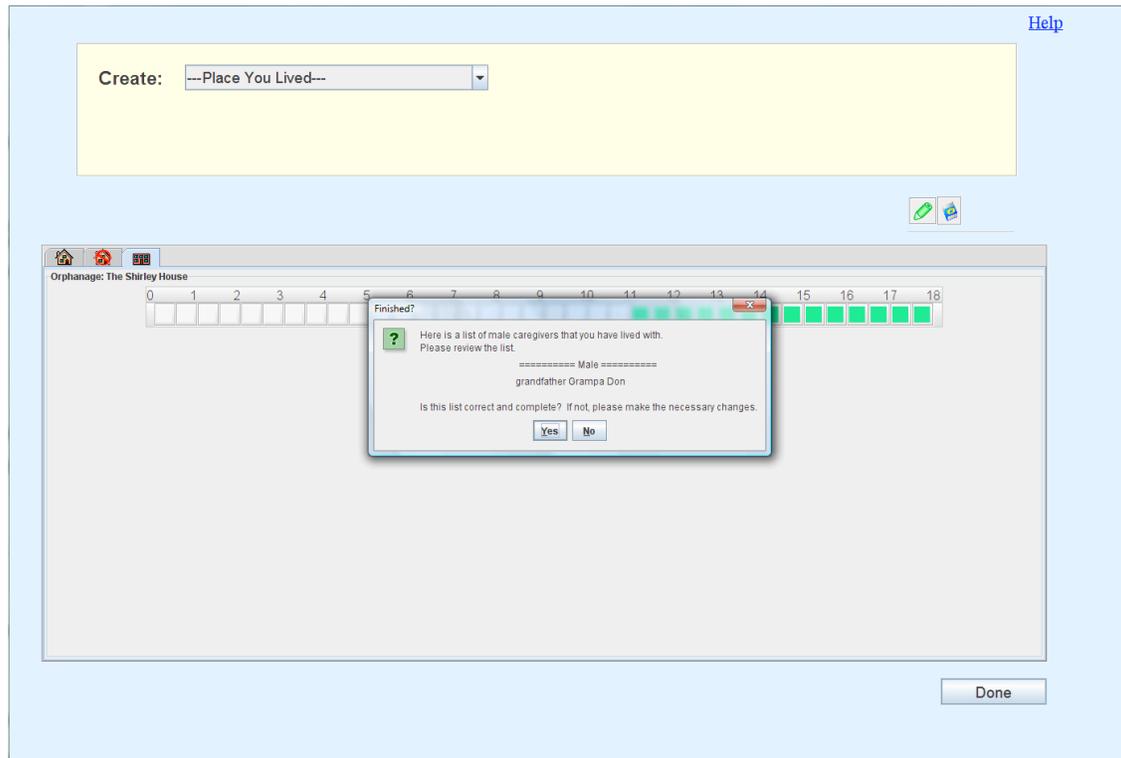
# Checking Your Timeline

When you are done, we recommend that you review each *Place You Lived* and *Caregiver* to ensure they are correct. Then click on the **Done** button at the lower right of the window. If there are any time-blocks not filled in, the program will display the message below. Go through your homes (clicking on the tabs) until you find the missing time-blocks.



## Finishing the Timeline

If there are no missing time-blocks, you will be asked to confirm your caregivers (the example shows the confirmation for male caregivers).



After you have confirmed both male and female caregivers, the MIDSAS program will save your timeline information and take you to the next section.

### **Remember that:**

1. First you choose a place where you lived.
2. Then you choose the adults who lived with you and took care of you.
3. Then you fill in the time-blocks that show the ages you were when you lived with each person.

If you need help doing this, ask the session manager for help.