Commonwealth of Virginia
Department of Mental Health, Mental Retardation & Substance Abuse Services

USER MANUAL

VERSION 1.6
January 2009

Ph: 804-786-0918
VAsupport@kitsolutions.net

KIT Solutions®, LLC
5700 Corporate Dr
Suite 530
Pittsburgh, PA 15237

TABLE OF CONTENTS

INTRODUCTION

The Virginia KIT Prevention Service (KPS) is a database tracking software package, which is based on the Center for Substance Abuse Prevention's (CSAP) Minimum Data Set (MDS), a nationally recognized standard. MDS is a collection of standard data elements developed by CSAP to enable states, substance abuse agencies, community-based service providers, and others to quantify and compare the number and type of primary prevention and early intervention services delivered. The use of these standards provides a consistent and comprehensive basis to collect and analyze data. Also, additional features have been added onto the MDS standard that will allow greater flexibility and customization for your state as well as easily incorporating science-based or evidence-based programs into the KIT prevention system. A summary list of MDS Codes is available online in your support website.

The software is designed to use a Needs Assessment to choose targeted risk and protective factors, base goals and objectives on these risk and protective factors, track prevention activities aimed at accomplishing the goals and objectives, and evaluate the progress of the goals and the outcomes (success) of the programs. In addition, the KIT Prevention Service facilitates information sharing and tracking meeting results between the Prevention Partners and Coordinating agencies.

TIPS FOR USING THE SERVICE EFFECTIVELY

The Virginia KIT Prevention Service (KPS) is set up in such a fashion that moving from Left to Right on the menu is the best approach to using the Virginia KIT Prevention Service (KPS). Start at Assessment, filling in all the information for that area before moving on to the Planning section. Continuing in this manner will ensure that all of the sections of the KIT Prevention Service have enough information to function correctly. If all of the different portions are not completed, some modules will not work correctly.

Recommended Computer Settings

Screen Resolution

You will get the best screen layout if you set your PC monitor settings to 1024 X 768 pixels or larger. If your screen resolution is smaller (i.e., 800 X 600 pixels), everything on the screen will appear larger. But, if you use 800 X 600 pixels, you will have to scroll more both up & down and left & right to access all the data fields.

To change your PC monitor settings, right click on the **Desktop background** and select **Properties**. Next, click on the **Settings** tab and move the **Screen Resolution** scroll bar to the right (towards "more") to select 1024 X 768 resolution. Click the **OK** button at the bottom of the window to make the change effective.

Web Browser

The web browser supported by Virginia KIT Prevention Service (KPS) is Microsoft Internet Explorer (IE). Mozilla Firefox, Netscape, Safari and other browsers may not be supported by Virginia KIT Prevention Service (KPS). They may function but not to design specifications. We recommend users have the latest version of IE installed on their computer along with the updates provided by Microsoft (which are released periodically).

Pop-Up Blocker

Modern computer security technology and usability features development have lead to pop-up blocking. Although this new feature of internet browsers, toolbars, and other 3rd party managing software blocks hazardous and annoying pop-ups, sites like Virginia KIT Prevention Service (KPS) require pop-ups to be able to function. If your pop-up blocker is enabled, there is a possibility that Virginia KIT Prevention Service (KPS) may not function or appear properly. You should either disable the pop-up blocker while using Virginia KIT Prevention Service (KPS) (while remembering to enable it, if desired, when not in Virginia KIT Prevention Service (KPS)) or create exceptions for the pop-up blocker. This is cumbersome, but may be easier than making exceptions to the pop-up blocker.

To create exceptions for the pop-up blocker, open your Internet Explorer browser window. Once the browser is open, click the top toolbar option "Tools" and then go to "Internet Options". After the "Internet Options" window is available, you will want to click on the "Privacy" tab at the top of the window. You will notice while on the "Privacy" tab, at the bottom will be a section on Pop-Up Blockers. If your "Block Pop-Ups" checkbox is checked then click on the "Settings" button. You can now add the Virginia KIT Prevention Service (KPS) link to the "Allowed Sites" list which the pop-up blocker will ignore when trying to block pop-ups from Virginia KIT Prevention Service (KPS).

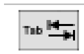
***Note**: These are instructions for Internet Explorer 6.0 and may be different for other Internet Explorer version.

System Navigating

The Virginia KIT Prevention Service (KPS) is set up in such a fashion that moving from Left to Right on the menu is the best approach to using the KIT prevention system. Start at Assessment, filling in all the information for that area before moving on to the Planning section. Continuing in this manner will ensure that all of the sections of the KPS have enough information to function correctly. If all of the different portions are not completed, some modules will not work correctly.

Computer Keys

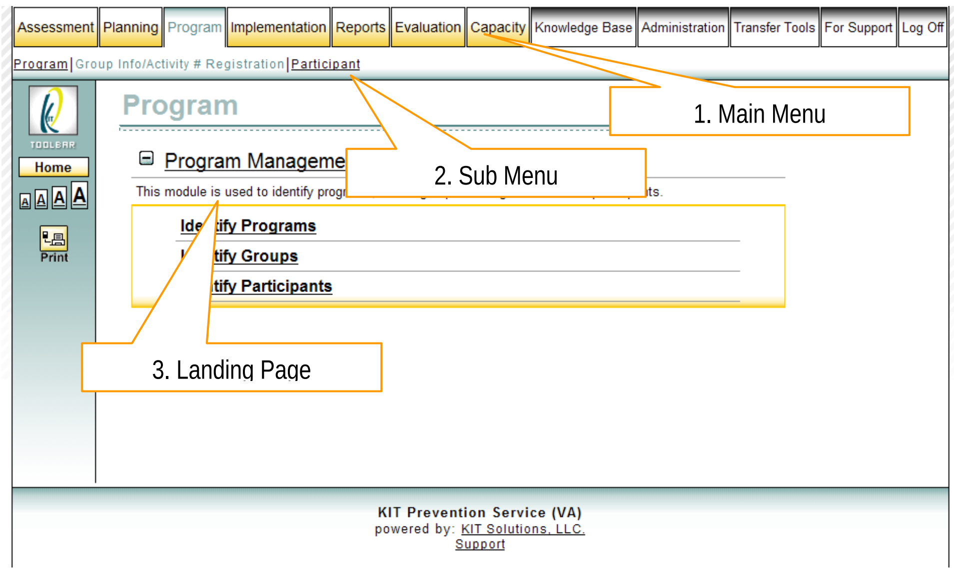
While entering information into a form, several keys are helpful for moving the cursor from one information box (called a data field) to another. The table below summarizes those keys:

Key	Description	Function
	The Cursor	Points to desired location
	The TAB key	Moves the cursor to the next data field
	Hold down the SHIFT key and then press the TAB key	Moves the cursor to the previous data field
	The Control (Ctrl) key	Enables blocked material to open (due to pop-up blocker)
	Use the MOUSE by pointing and clicking to move the cursor	Moves the cursor by pointing and clicking

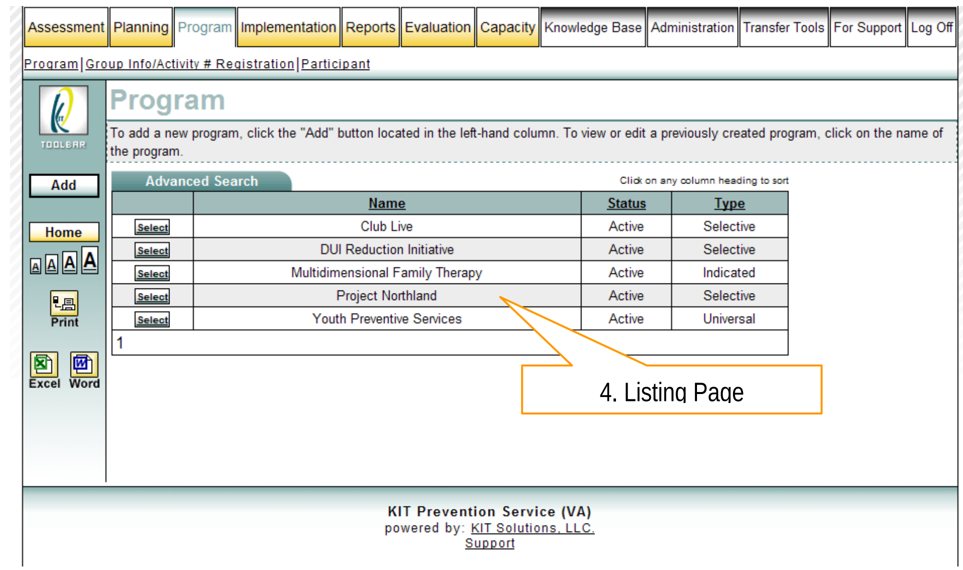
Menu Information

The menu for the service is located across the top of the screen. Each Main Menu category is broken down into Submenu categories to choose from and some Submenu categories may have a Category list to choose from (see Submenu category, Capacity Management, for an example).

1. **Main Menu** Constant (unchanging)
2. **Submenu** Vary depending on which Menu item is selected.
3. **Landing Page** Varies depending on which Main Menu category is selected. Displays the Submenu Categories.
4. **Listing Page** Varies depending on which Submenu Category is selected.

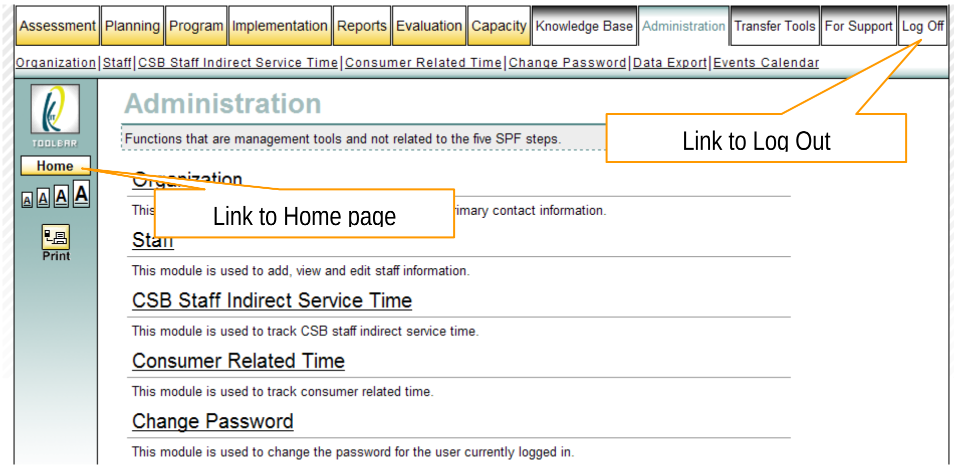


(This is a screenshot displaying the Main Menu, Submenu, and a Landing Page.)



(This is a screenshot displaying a Listing Page.)

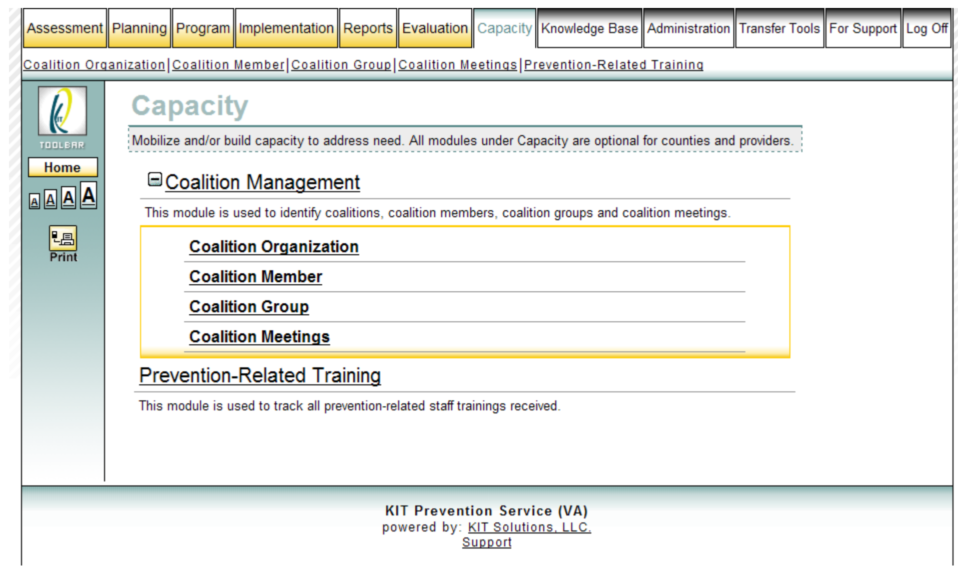
The left of the page provides links to the Home (Home) page. The top right provides a Log Off (Log Off) button.



(This is a screenshot displaying the Administration Page.)

Landing Pages

When first entering a module you may see a list of the entire categories associated with that module. This is called a "Landing Page". The Landing Page of a module provides a description of what can be done in that module as well as listing each category as a link to the Listing Page and entry forms. (For more information on the Listing Pages, see the Using the Listing Page section.) No data is entered on the Landing Page.

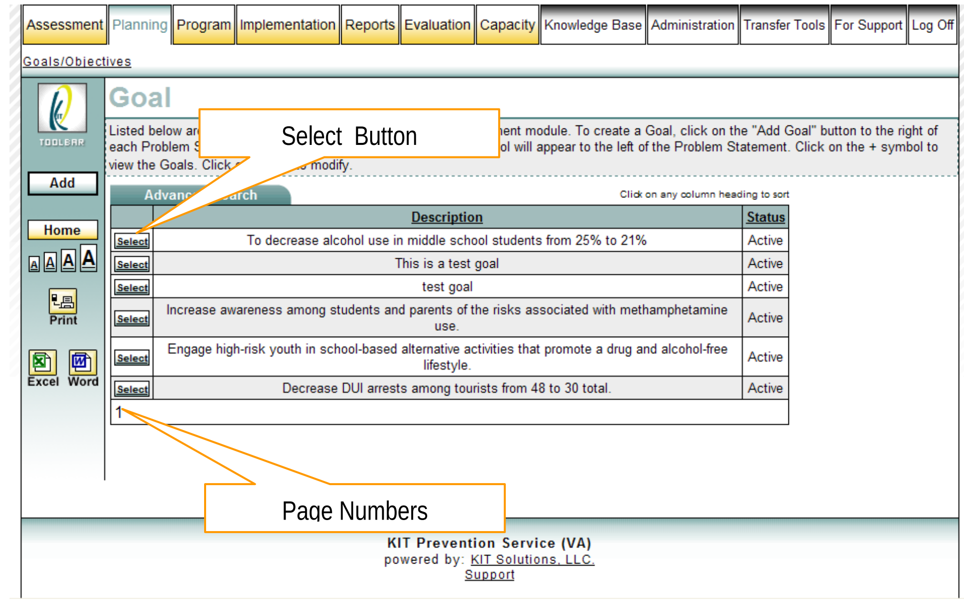


(This is a screenshot displaying a Landing Page.)

Listing Pages

After selecting a category from the Landing Page you will see the "Listing Page". When going into an area where a Listing Page is available, the service allows you to select previously entered data to edit or view its content. No data is entered on the Listing Page.

- When viewing a Listing Page, all of the data is available for Searching. (See the Advanced Search section for more details on searching.)



(This is a sample screenshot displaying a "Grid View" Listing Page.)

Grid View:

The Grid View displays the data in tables. Specific pieces of data will be displayed within the Grid based on the fields within the entry/edit form.

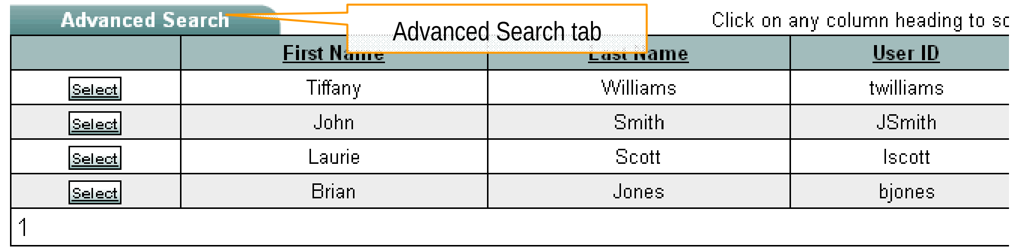
- When first viewing a Listing Page, all of the data is available for Searching. Click the Select (**Select**) link to the left of the data you would like to edit/view.
- You will be taken to the entry/edit screen. This page will be in edit mode (all data fields will be open for data entry). Make any changes needed to the form. Click the Save (**Save**) button to save the changes.

Tips

- Hide Page Info — Allows the information to be hidden from view
- Show Page Info — Places the Page Information back in view

Advanced Search

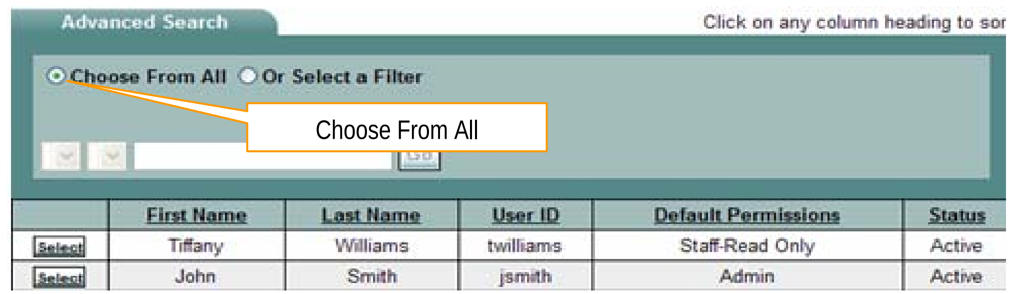
Each Listing Page includes a search feature which allows you to find a particular record by clicking the Advanced Search (**Advanced Search**) tab and selecting several variables. In addition, records are able to be sorted in ascending or descending order by clicking on the column name (e.g., First Name) at the top of the table.



(This is a sample screenshot of a Listing Page displaying the Advanced Search tab.)

To begin using the Advanced Search feature:

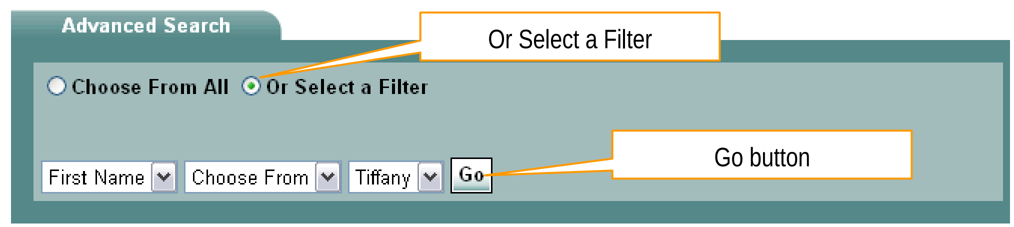
1. Click the Advanced Search (**Advanced Search**).



(This is a sample screenshot displaying the Choose From All option selected.)

There are two ways to use the search feature: 1) **Choose From All** or 2) **Or Select a Filter**.

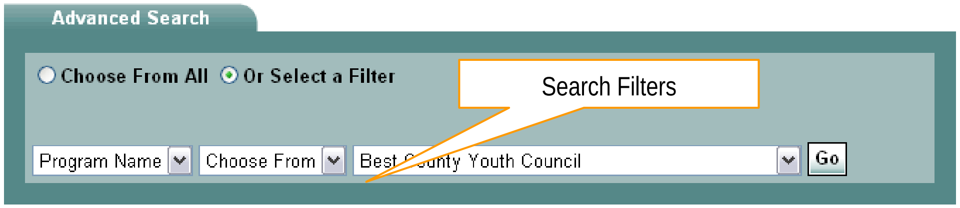
2. Select the Choose From All (**Choose From All**) radio button to see a list of all of the data saved.



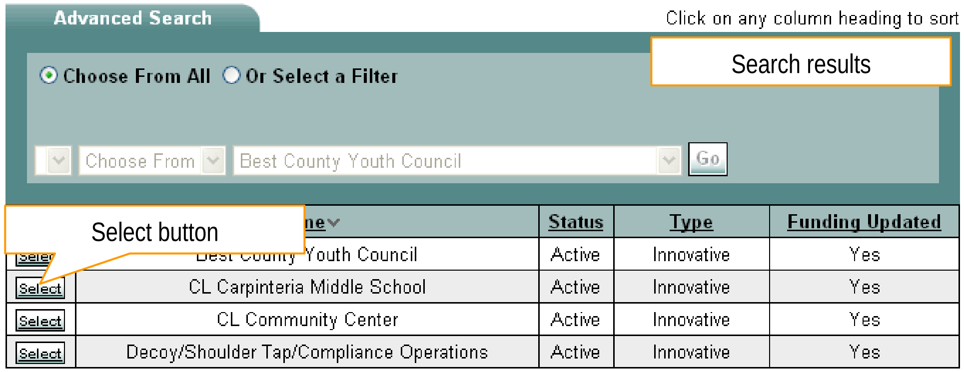
(This is a sample screenshot displaying the Or Select a Filter option selected.)

3. The Or Select a Filter (**Or Select a Filter**) radio button allows you to limit search results. To change the search filters, first click the Or Select a Filter (**Or Select a Filter**) button. Then, click on the black arrow at the right-hand side of the dropdown fields and select an option. Once the three filters have been selected, click the Go (Go) button to see the search results.

4. The three search filters are used in the following method:
   a. The first search filter will display the search categories to select from.
   b. The second search filter allows you to select how you would like to filter the search results.
   c. The third search filter is the search criteria (i.e, 10/23/08 as a date of service).



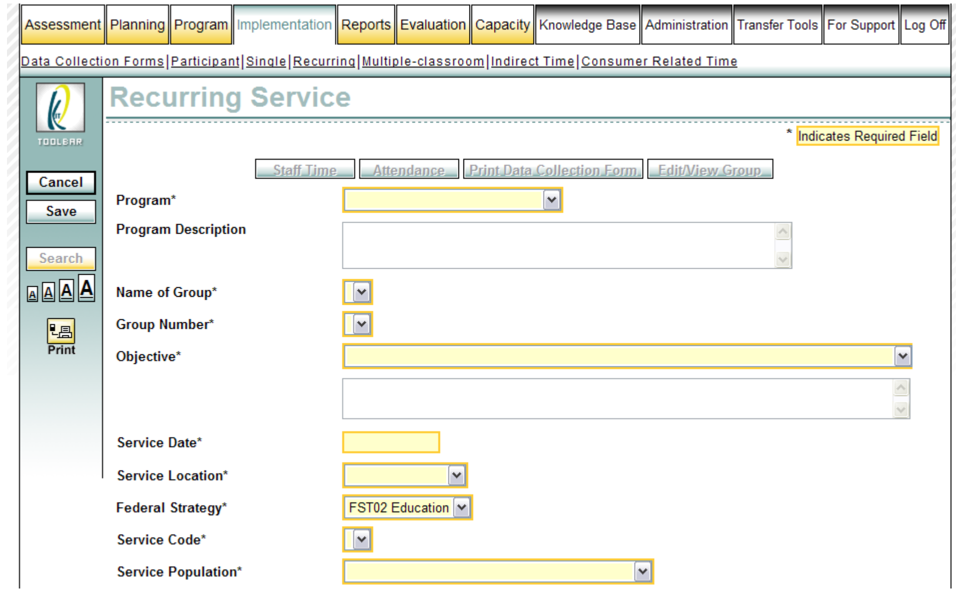
5. Once you have clicked the Choose From All (**Choose From All**) radio button or used the Or Select a Filter (**Or Select a Filter**) option, you will see a list of data. Click the Select (**Select**) button next to the line of data that represents the data to be viewed or edited.
6. After you click the Select (**Select**) button you will be taken to the Edit Form. This page will be in Edit mode. Make any changes needed to the form, if applicable. Click the Save (**Save**) button to save those changes.



Edit Forms

The Edit Form contains the fields for entering and editing data. The buttons for saving, canceling, deleting, printing, and in some cases, adding and editing, are available at the top right of the page. (See the Data Fields and Button section for additional details on the function of these buttons.)

- If you clicked the (Add) button to enter new information into a form, the Edit Form data fields will be blank.
- When selecting the (Select) button to view existing data, the Edit form data fields will display the data entered/selected previously. These fields may be modified, if needed.



(This is a partial screenshot displaying a blank Edit Form.)

Data Fields and Buttons

In the Virginia KIT Prevention Service (KPS) there are several fields, boxes and buttons that are used to collect and store data.

Type	Preview / Description
Text Field (aka 'Text Box)	(fill in the blank)
Drop Down Menu (aka Pull Down Menu)	(select one)
Buttons	Add / Remove Add > / < Remove Add Remove
Radio Button	Selected Not selected
Check Boxes	☑Selected ☐Not Selected
First Name*	A yellow field and an asterisk denotes a required field
?	Denotes a Note with more information regarding the field.
✓ABC	Spell Check
!	Indicated that a required field was missed at the time of saving.
⊞ / ⊟	Plus (expand) button and Minus (Collapse) button.

It does not matter the order in which the above fields are filled in, but if a required field is not filled in and you try to save the form, you will receive a message informing you what field is missing data, and you will not be able to save the form until that field has data.

Tips

- All the fields with an asterisk (*) are required fields. These must have a value entered before the record can be saved.
- You can type an identifying letter of an item in a dropdown list and the first selection beginning with that letter will appear in the box.

Edit Form Buttons

Information is entered and edited on the computer screen through data entry/edit forms. The table below summarizes the buttons used to enter/edit information.

Add	Must be pressed first to add new information to a form
Edit	Allows you to edit information already added to the system.
Save	Adds the information on the form to CalOMS Prevention.
Delete	Removes the information currently on the form from CalOMS Prevention
Cancel	Cancels the Add or Edit without saving any information entered.
A A A A	Allows you to change the text size by clicking on one of the different sized As.

Using the Text Resizer

You can alter the size of the text with the Text Resizer A A A A. Clicking on one of the As changes the text size from smallest to largest. Place the mouse pointer over one of the As and left click to change the size.

A	Provides the smallest text size.
A	Provides the default text size.
A	Provides a medium text size.
A	Provides the largest text size.

Additional Feature Buttons

Each page within the VA KPS offers additional help to the user. Click on one of the icons to receive the help needed.

Excel	Opens an Excel spreadsheet displaying the information on the Listing page.
Word	Opens a Word document displaying the information on the Listing page.
Print	Prints the information currently on the form
Video	Provides the multimedia tutorial video specific to the submenu topic.
Help	Provides user manual help specific to the submenu topic. Includes step by step instructions for adding, editing and deleting.
Info	Provides information on this topic with regards to prevention.

LOGIN PROCEDURE

Connect to the Internet using the Internet browser. In the Address (Location) box, type in the following address and press enter:

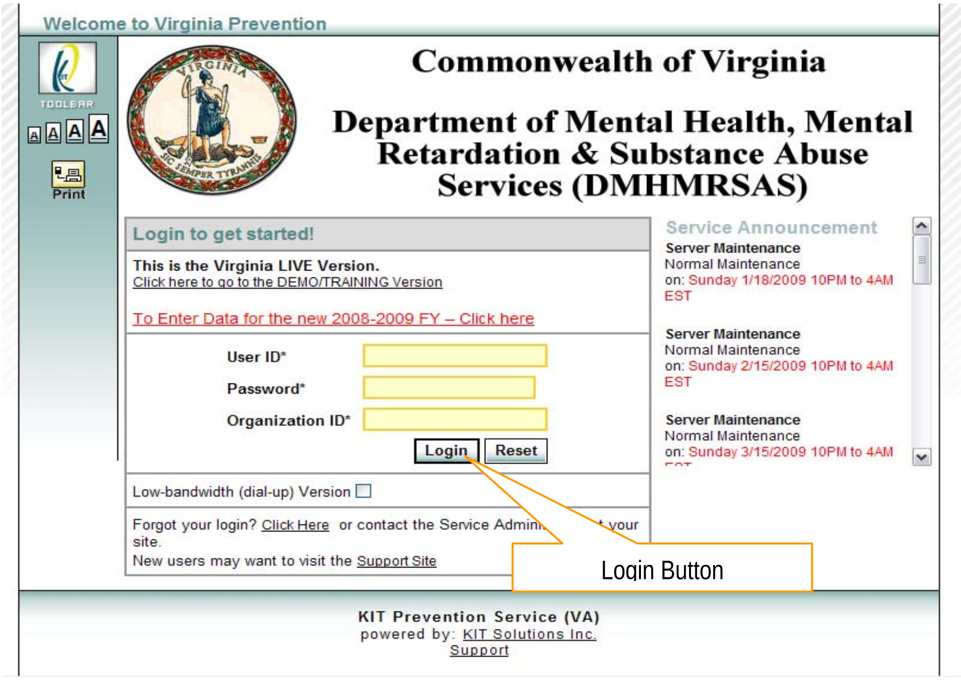
Live Data:

https://kitprevention.kithost.net/va2008prevent

Training Data:

http://demo.kithost.net/VA2008preventDemo

The following screen will appear:



Log into VA Prevention.

Type in the **User ID**, **Password**, and **Provider ID** supplied to you by your administrator and click the **Login** button.

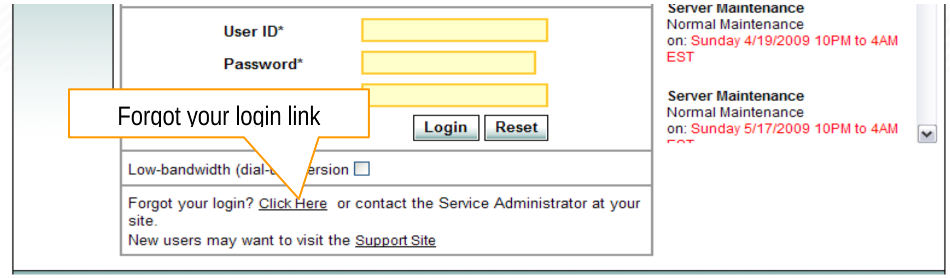
*Note: Before logging in you will be able to choose which planning year you would like to work in.

Tips

- The User IDs are NOT case sensitive.
- Passwords ARE case sensitive.
- If you make a mistake entering the login information, use the Reset (**Reset**) button to delete what was entered.

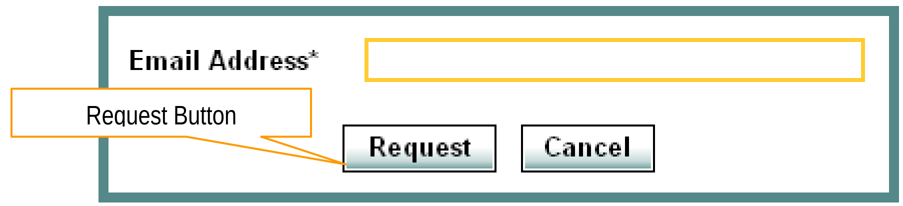
Forgot Your Login?

If you are unable to log into VA KPS due to forgetting your UserID or Password, you can retrieve this information by clicking the link next to Forgot your login?



(This is a screenshot displaying the Login Page. This is a partial screenshot.)

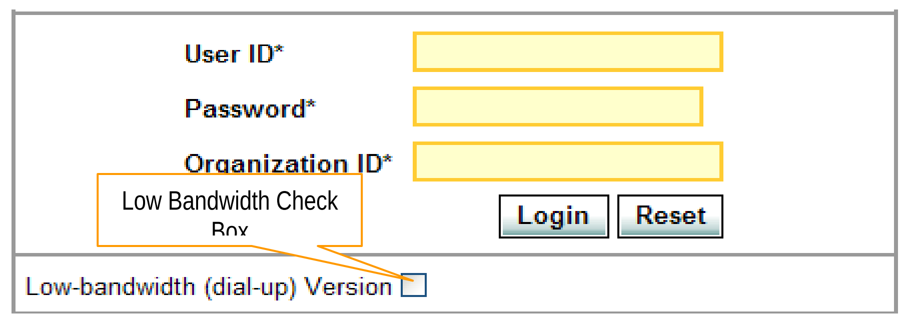
Click the Request button. You will receive a reply with your login information as long as the e-mail address entered matches the address provided in the Staff/User module.



(This is a screenshot displaying the Forgot your Login Screen. This is a partial screenshot.)

Low-bandwidth (dial-up) Version

By clicking this box, VA KPS will remove all pictures, allowing the system to load more quickly.



(This is a screenshot displaying the Login Page. This is a partial screenshot.)

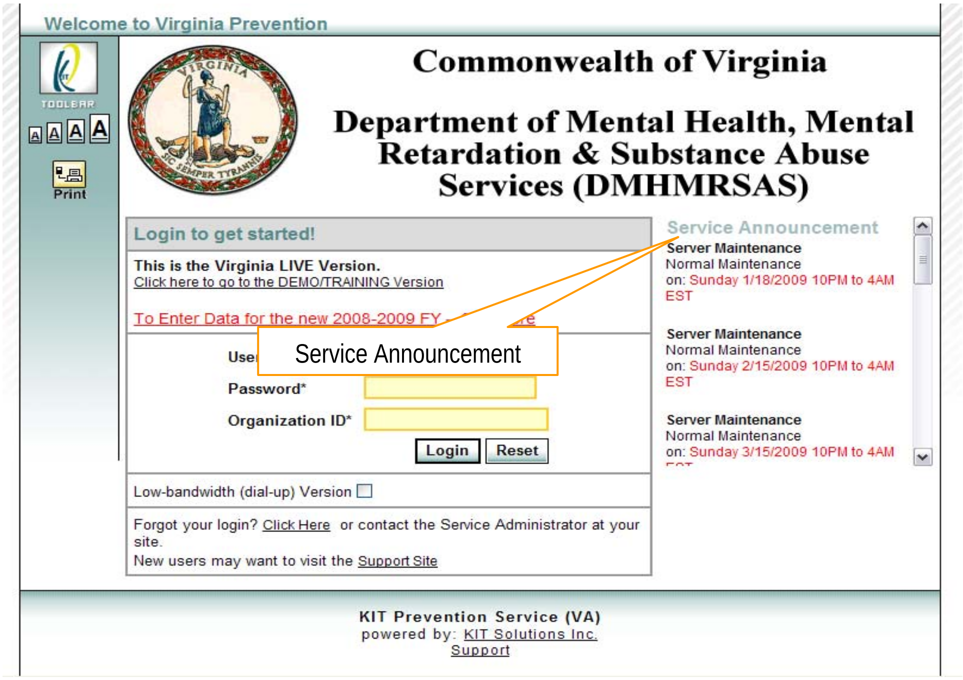
Tips

- If the staff/user has a hyphen or a space in the last name, the User ID will include the hyphenation or space. For example: Tiffany Williams-Pitt would have the User ID of twilliams-pitt. Georgia Von Helsing would have the User ID of gvon helsing.

Service Announcement

The Service Announcements that are located on the Login Page are there to notify users that the Service is receiving any necessary server updates. The Service may be down for a short period of time which means you will not be able to log into the Service at that time.

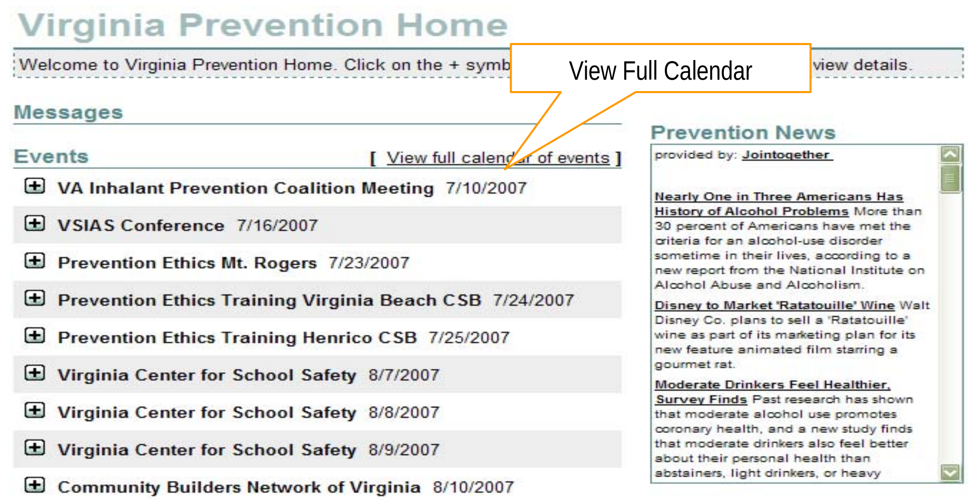
Server Maintenance typically occurs once a month.



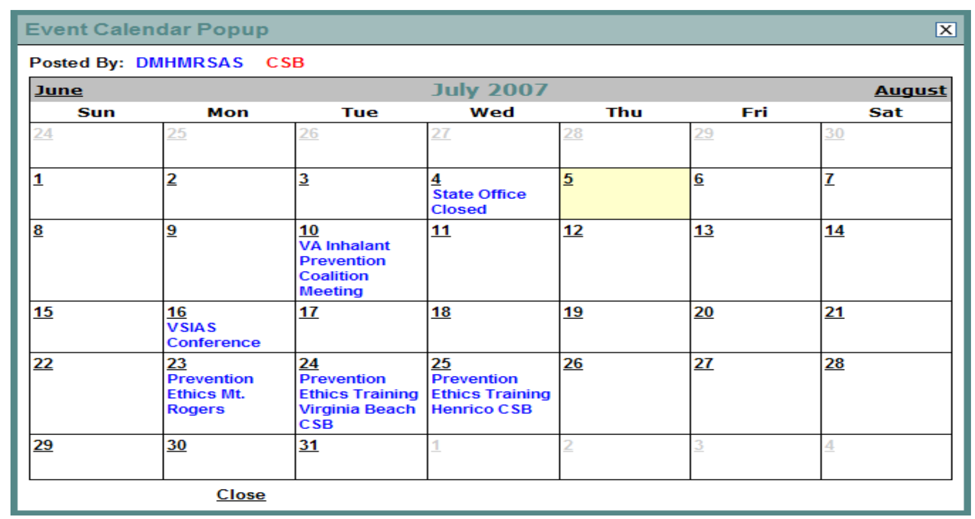
HOME

The Home screen provides the county/provider with important Messages, upcoming Events and links to News regarding prevention.

1. To view a **Message** or **Event** description, click on the next to the Message/Event title.
   a. The (Plus) will become a (Minus).
   b. To close the description, click on the (Minus).
2. Click on the link entitled <u>View full calendar of events</u> to see a full month's display of events.
   *Note: The Events are added to the Home page from the Administration module. See <u>Events Calendar</u> for instructions.
   a. A new screen will appear displaying the Calendar.
   b. To view the Event details for a particular day, click on the calendar date (e.g., <u>16</u>)
   c. Switch to the previous or next month by selecting the link located to the right and left of the month's name.
   d. To close the calendar, click on the in the upper right hand corner or click <u>Close</u> located below the calendar.
3. To view a Prevention News article, click on the title of the article.
   *Note: The title of the article is underlined indicating a link.



(This is a sample screenshot displaying the Home Page. This is a partial screenshot.)



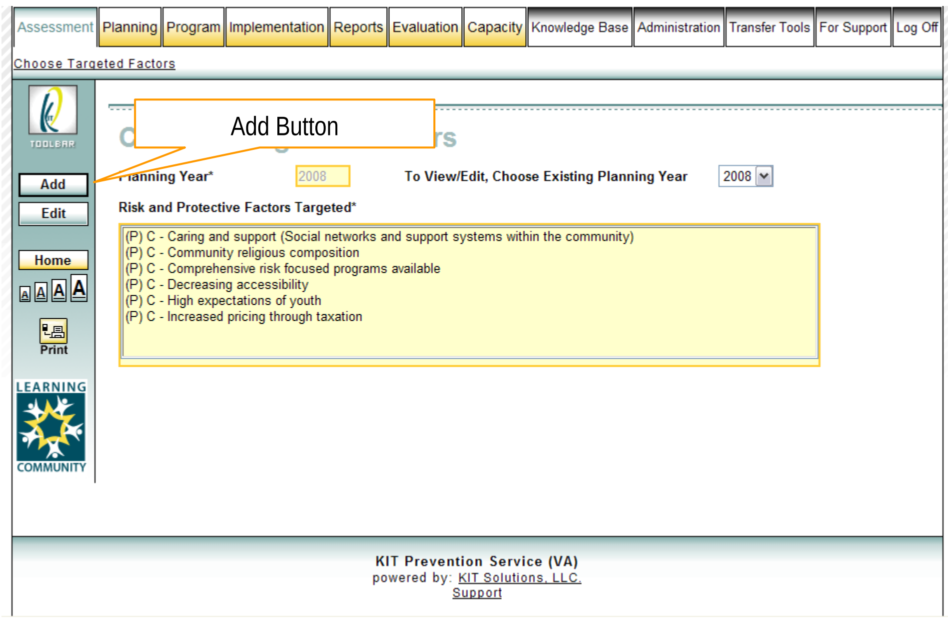
(This is a sample screenshot displaying the Calendar. This is a partial screenshot.)

ASSESSMENT

The Assessment portion of the Virginia KIT Prevention Service (KPS) is used to evaluate the risk and protective factors that should be targeted based upon the needs of the community.

Choosing the Targeted Factors

From your community needs assessment, you will be able to gauge the risk and protective factors that your prevention programs should be targeting. The Virginia KIT Prevention Service (KPS) has an option under Assessment where you can choose the risk and protective factors for the year.

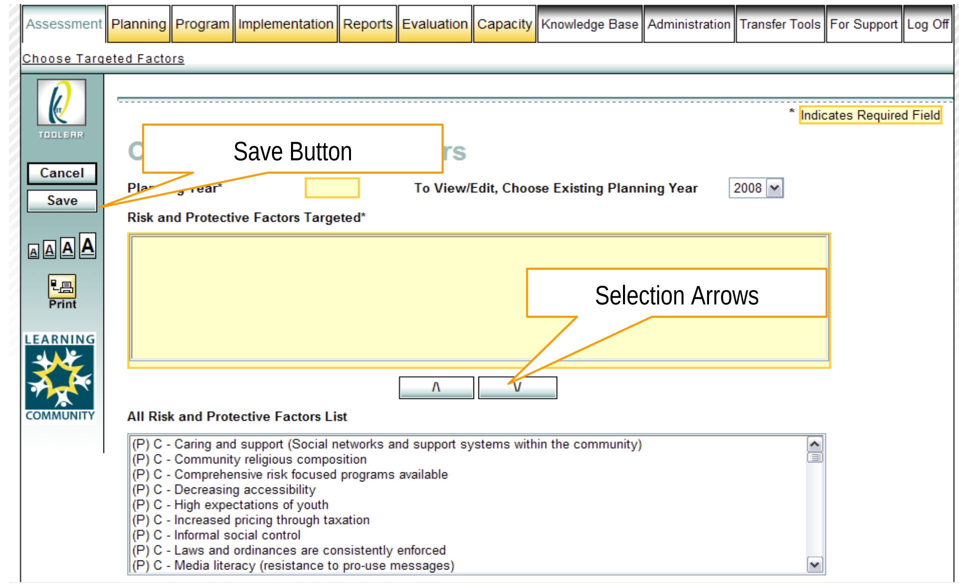


(This is a sample screenshot displaying the Choose Targeted Factors Page.)

1. Click **Assessment** from the main menu.
2. Click **Choose Targeted Factors** from the submenu.
3. Click **Add** (**Add**) from the left toolbar.

4. Enter the current **Planning Year***.
5. A list of available factors is in the bottom box labeled **All Risk and Protective Factors List**. Click on the Risk & Protective Factors identified in your Needs Assessment (the R&P Factors you selected should be highlighted once selected). You may select as many as you need.
    a. Click the /\ **(Up Arrow)** button in the center of the screen to move items from the **All Risk and Protective Factors List** to the **Risk and Protective Factors Targeted*** list.
    b. The Risk and/or Protective Factor(s) you selected will be displayed in the **Risk and Protective Factors Targeted*** box.
        i. If you want to remove a factor from the **Targeted** list, simply reverse the last two instructions and click on the factor in the **Targeted** list, and click the \/ **(Down Arrow)** button.
6. Click **Save** **(Save)** from the left toolbar.

*Note: To exit this screen without saving any of the changes you have made, click **Cancel**.

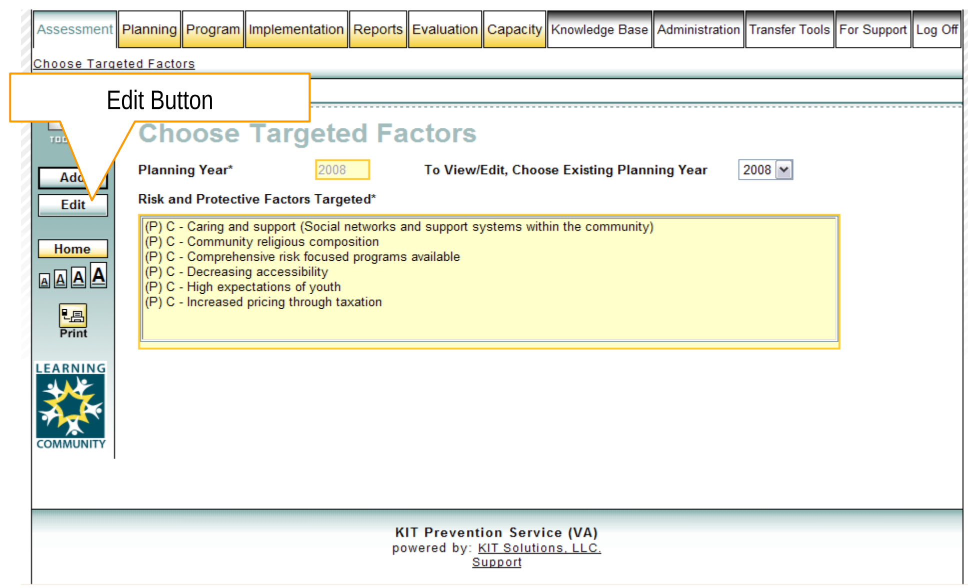


(This is a partial screenshot displaying the Choose Targeted Factors Edit Page.)

Editing the Targeted Factors

1. Click **Assessment** from the main menu.
2. Click **Choose Targeted Factors** from the submenu.
3. Select the appropriate fiscal year from the **To View/Edit, Choose Existing Planning Year** dropdown list.
4. Click the **Edit** **(Edit)** button from the left toolbar.
5. Use the instructions above for moving the risk factors between the two lists.
6. Click **Save** **(Save)** from the left toolbar.

*Note: To exit this screen without saving any of the changes you have made, click **Cancel**.



(This is a sample screenshot displaying the Choose Targeted Factors Page.)

PLANNING

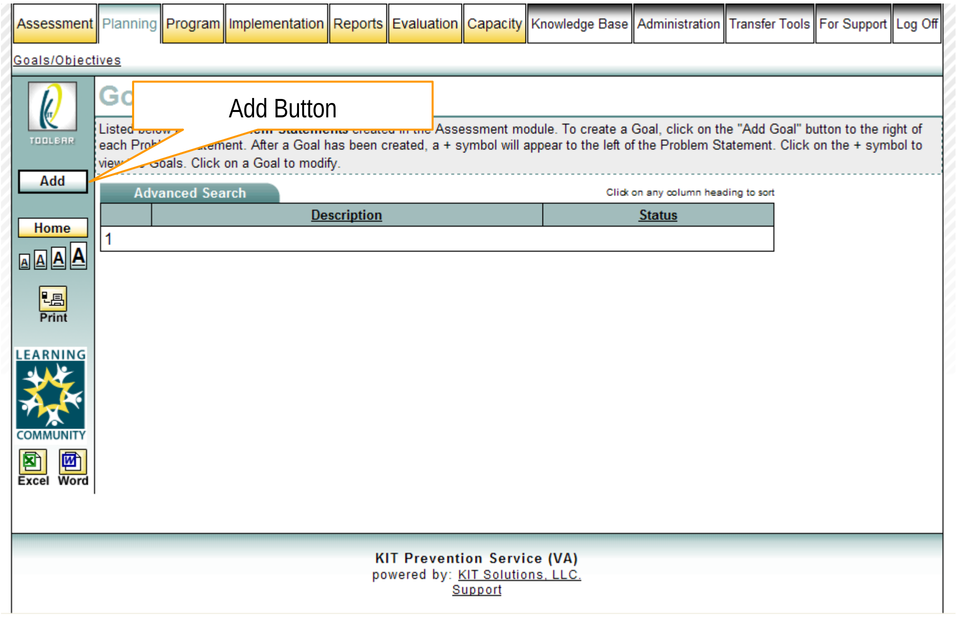
The Planning module of the Virginia KIT Prevention Service (KPS), allows the user to enter their goals and objectives.

Tips

- The best way to enter planning data is to have your Goals and Objectives prepared before entering the data. Enter one Goal and all its Objectives together without interruption, save the record, and then start a new Goal. If you need to stop before finishing data entry for all the Objectives of a Goal, you may save the record and close the program. However, when you come back to continue data entry, remember you need to chose "EDIT" (NOT Add) to complete remaining Objectives for that Goal, save the record.

Entering Goals

All goals will be linked to the Assessment module. Use the instructions below to add a goal.

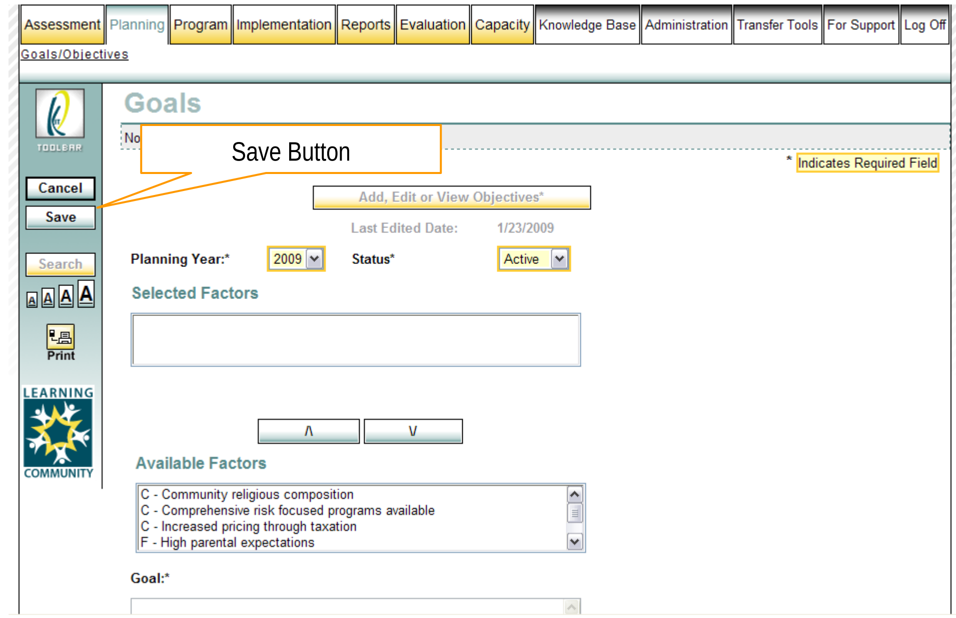


(This is a screenshot displaying the Goals Listing Page.)

1. Click **Planning** from the main menu.
2. Click **Goals/Objectives** from the submenu.
3. Click Add (**Add**) from the left toolbar.

4. The Planning – Goals page will appear. Click **Add** (**Add**) from the left toolbar a second time.
5. Select the current fiscal year from the **Planning Year*** dropdown list.
6. Select the **Status*** from the dropdown list.
    a. *Active*: currently in use (can be viewed in other screens).
    b. *Inactive*: no longer in use (will not appear on other screens or reports).
7. A list of available factors is in the bottom box labeled Available Factors. Click on the Risk & Protective Factors identified in your Needs Assessment (the R&P Factors you selected should be highlighted once selected). You may select as many as you need.
    a. Click the **/** (**Up arrow**) button in the center of the screen to move items from the Available Factors list to the Selected Factors list.
8. Enter a description of the goal in the **Goal*** field.
9. Click **Save** (**Save**) from the left toolbar.

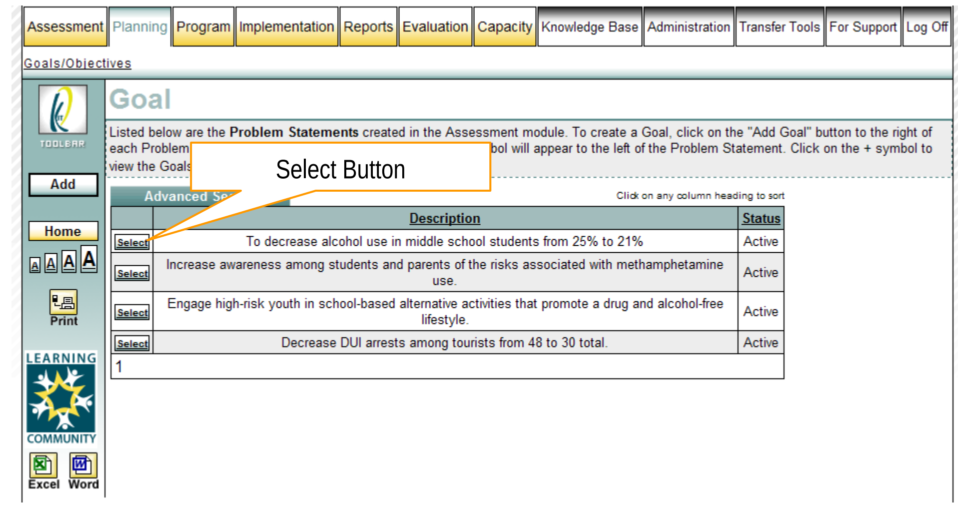
*Note: To exit this screen without saving any of the changes you have made, click Cancel.



(This is a partial screenshot displaying the Goals Edit Page.)

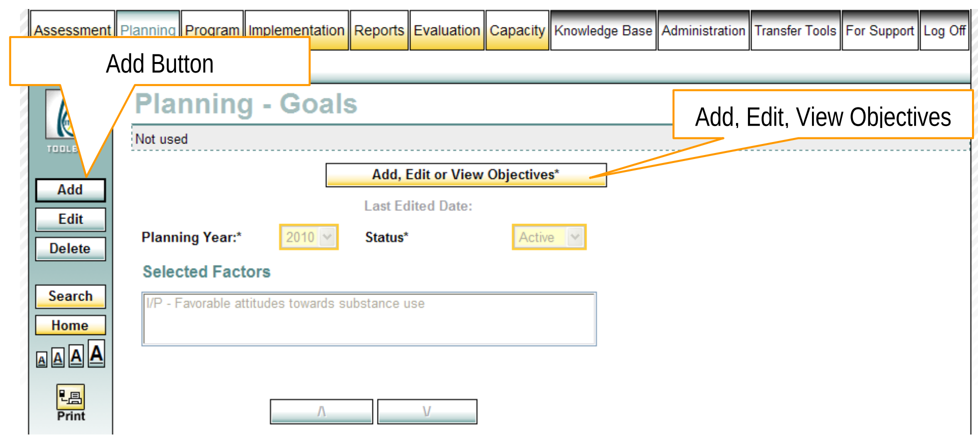
Entering Objectives

Once you have followed the steps for entering goals, the **Add, Edit, or View Objectives** button **Add, Edit or View Objectives*** will be active. Click on this button to add, edit, or view an objective for a desired goal. The Planning – Objectives page is set up exactly the same as the Planning – Goals page.



(This is a sample screenshot displaying the Goals Listing Page.)

1. Click **Planning** from the main menu.
2. Click **Goals/Objectives** from the submenu.
3. From the Listing page, select the goal that you wish to add an objective to by clicking the **Select** (**Select**) button.

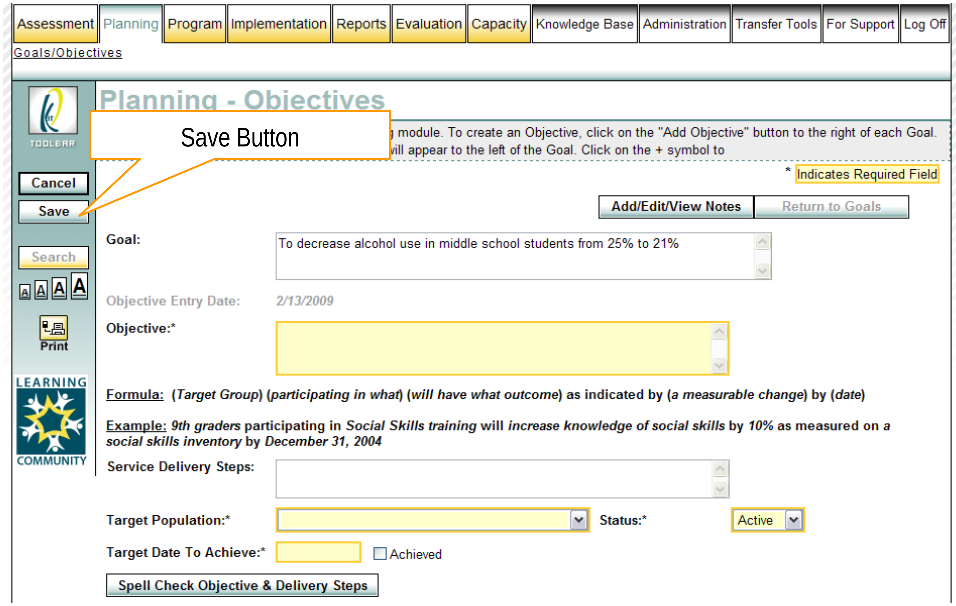


(This is a partial screenshot displaying the Goals Edit Page.)

4. Click the **Add, Edit, or View Objectives** button **Add, Edit or View Objectives***.
5. Click **Add** (**Add**) from the left toolbar.

6. The **Goal** area is automatically filled in for you.
7. Enter a description of the objective in the **Objective*** field.
8. If desired, enter any **Service Delivery Steps**.
9. Select a **Target Population*** from the dropdown list.
10. The **Status*** is defaulted to *Active*.
    a. *Active*: currently in use (can be viewed in other screens).
    b. *Inactive*: no longer in use (will not appear on other screens or reports).
11. Enter a **Target Date To Achieve*** as mm/dd/yyyy.
12. Click Save (Save) from the left toolbar.

***Note**: To exit this screen without saving any of the changes you have made, click **Cancel**.



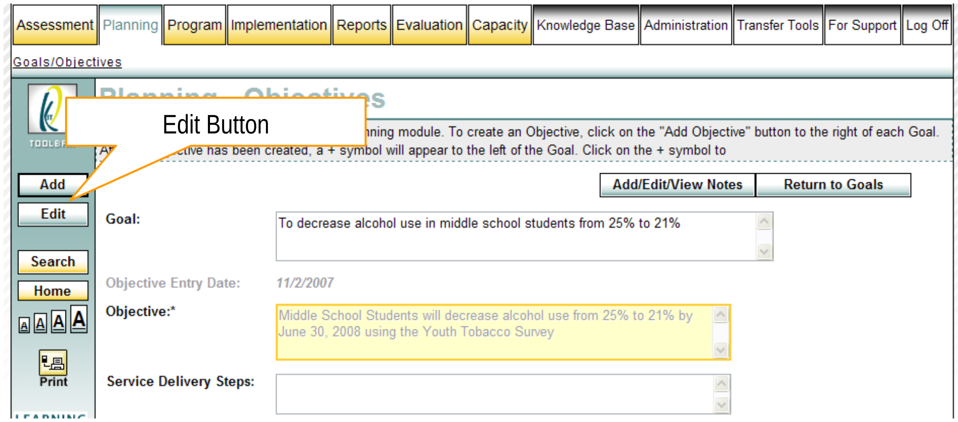
(This is a partial screenshot displaying the Objectives Edit Page.)

To enter more than one objective for this goal, simply follow these steps again.

Editing Goals and Objectives

1. Click **Planning** from the main menu.
2. Click **Goals/Objectives** from the submenu.
3. From the Listing page, select the goal that you wish to edit by clicking the Select button.
   a. To edit an objective, click the **Add, Edit, or View Objectives** button Add, Edit or View Objectives* from the Goals page.
   b. Click **Search** from the left toolbar to search for the objective you wish to edit.
4. Once the desired goal or objective is displayed, click the Edit (**Edit**) button from the left toolbar.
5. Make any changes needed to the form.
6. Click Save (**Save**) from the left toolbar.

*Note: To exit this screen without saving any of the changes you have made, click **Cancel**.

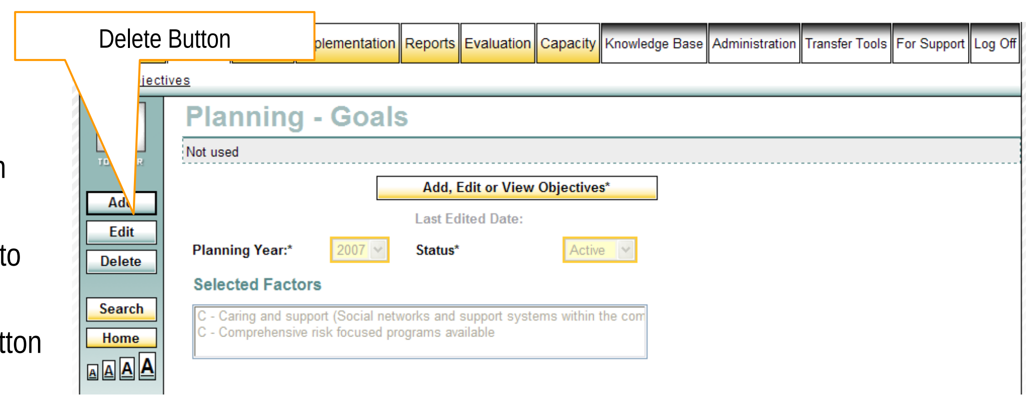


(This is a partial screenshot displaying the Objectives Edit Page.)

Deleting Goals and Objectives

1. Click **Planning** from the main menu.
2. Click **Goals/Objectives** from the submenu.
3. From the Listing page, select the goal that you wish to delete by clicking the Select (**Select**) button.
   a. To delete an objective, click the **Add, Edit, or View Objectives** button Add, Edit or View Objectives* from the Goals page.
   b. Click **Search** from the left toolbar to search for the objective you wish to delete.
4. Once the desired goal or objective is displayed, click the Delete (**Delete**) button from the left toolbar.
5. A message appears asking, **"Are you sure?"**. If you would like to continue with the deletion, click the **OK** button.

*Note: To cancel the deletion, click the **Cancel** button.



(This is a screenshot displaying the Goals Edit Page.)

Tip

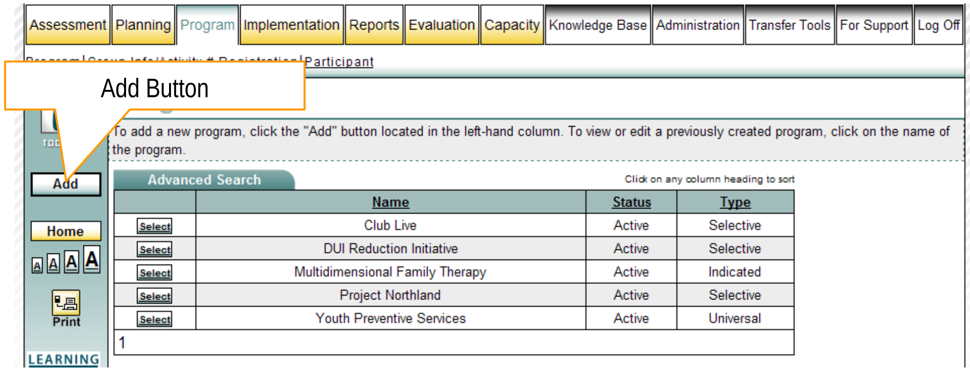
- If the goal/objective has been used with an objective, program, or service the KPS will not allow the goal/objective to be deleted. In this case, set the goal or objective to ***Inactive*** status.

PROGRAMS

The Program module allows you to choose either a Science-based program or a Non-Model program and enter the appropriate information related to the program.

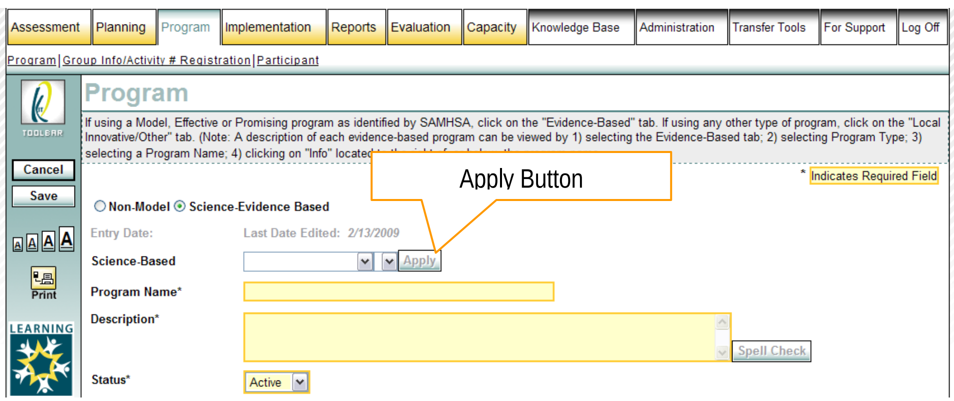
Adding a Science-Evidence Based Program

A Science-Evidence Based Program is a program that has been proven effective according SAMHSA. The types include: Effective – Produce a consistent positive pattern of results, Model – Well implemented and well-evaluated, and Promising – Demonstrate positive outcomes in preventing substance abuse.



(This is a sample screenshot displaying the Program Listing Page.)

1. Click **Program** from the main menu.
2. Click **Program** from the submenu.
3. Click **Add** (**Add**) from the left toolbar.



(This is a partial screenshot displaying the Program Edit Page.)

4. Select **Science-Evidence Based** as your program type (located to the left of the **Add, Edit or View Groups/Activity#** button).
5. Select the type of program you want to add (*Effective*, *Model*, or *Promising Approach*) from the **Science-Based** dropdown list.
6. A list of programs will appear in the next dropdown list. Select the **Program** from the second dropdown list.
7. Click on the **Apply** (**Apply**) button.
    a. The **Program Name*** and **Description*** will be automatically filled in for you.
8. The **Status*** is defaulted to *Active*.
    a. *Active*: currently in use (can be viewed in other screens).
    b. *Inactive*: no longer in use (will not appear on other screens or reports).

9. Select the appropriate federal strategy from the **Choose Federal Strategies*** dropdown list. You can select multiple entries for the **Federal Strategies.**

   *Note: The selected strategies will appear in the box below the dropdown list.

   a. To remove one of the strategies from the list, click on the strategy in the box below the dropdown list and then click the arrow pointing up to return it to the **Choose Federal Strategies*** list.

10. Select the appropriate funds from the **Choose Funds*** dropdown list. You can select multiple entries for the **Funds.**

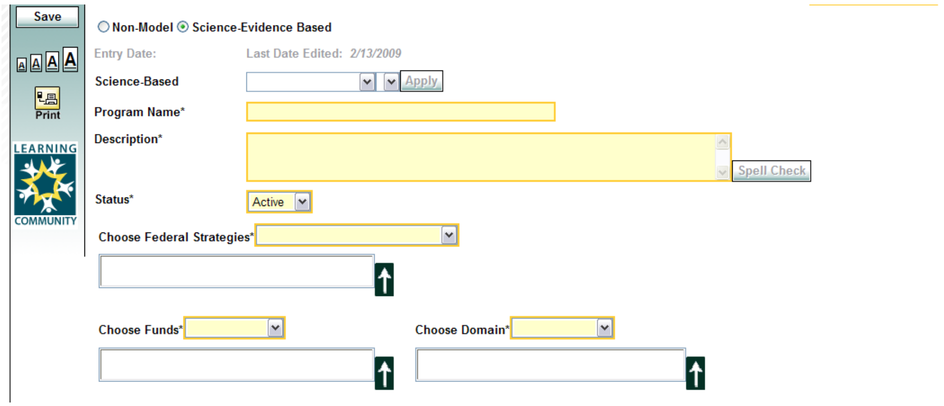
    *Note: The selected funds will appear in the box below the dropdown list.

    a. To remove one of the funds from the list, click on the fund in the box below the dropdown list and then click the arrow pointing up to return it to the **Choose Funds*** list.

11. Select the domain from the **Choose Domain*** dropdown list. You can select multiple entries for the **Domain.**

    *Note: The selected domains will appear in the box below the dropdown list.

    a. To remove one of the domains from the list, click on the domain in the box below the dropdown list and then click the arrow pointing up to return it to the **Choose Domain*** list.



(This is a screenshot displaying the Program Edit Page.)

12. Select the **Program Type*** (*Universal*, *Indicated*, *Selective*, or *Environmental*) from the dropdown list.

13. If desired, type in the **Required Sessions** (required number of sessions).

14. If desired, type in the **Required Hours** (required number of hours).

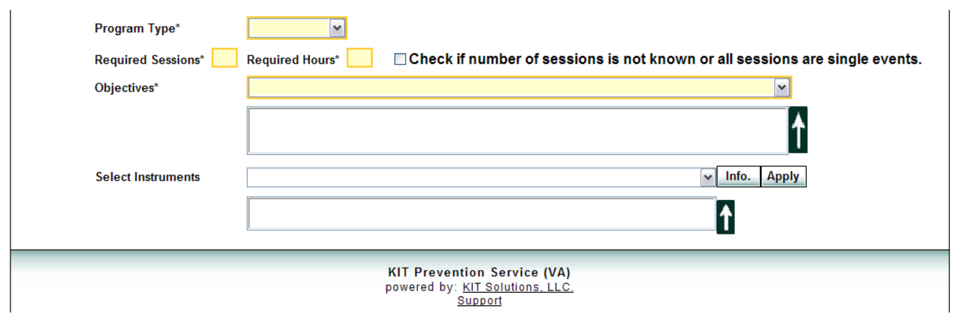
15. Select the **Objectives*** from the dropdown list. You may select multiple entries for the **Objective***.

    *Note: The selected objectives will appear in the box below the dropdown list.

    a. To remove one of the objectives from the list, click on the objective in the box below the dropdown list and then click the arrow pointing up to return it to the **Objectives*** list.

16. Click Save (**Save**) from the left toolbar.

    *Note: To exit this screen without saving any of the changes you have made, click **Cancel**.

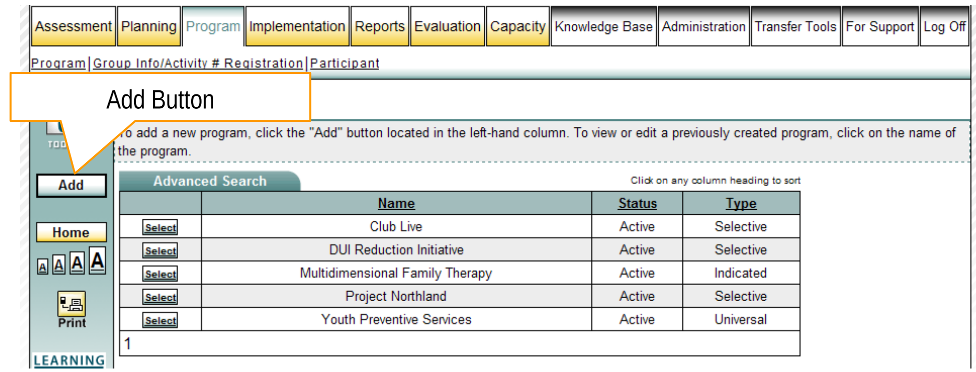


(This is a partial screenshot displaying the Program Edit Page.)

You will now have to register a group for the program. Click the Add, Edit or View Groups/Activity# button. For more instructions on registering a group, see Registering Groups. (Follow steps 4-9.)

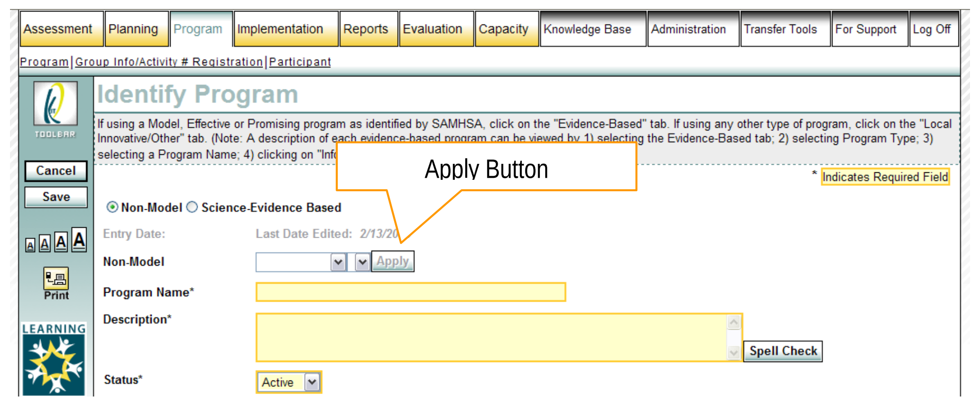
Adding a Non-Model Program

A Non-Model Program is a program that may be used for Prevention but has not yet been evaluated by SAMHSA.



(This is a sample screenshot displaying the Program Listing Page.)

1. Click **Program** from the main menu.
2. Click **Program** from the submenu.
3. Click **Add** (**Add**) from the left toolbar.



(This is a partial screenshot displaying the Program Edit Page.)

4. Select which type of program you want to add (*CSB Defined*, *Generic*) from the **Non-Model** dropdown list.
   a. If you selected *CSB Defined*, enter in a **Program Name*** and **Description***.
   b. If you selected *Generic*, select a program from the dropdown list located directly to the right and click the **Apply** (**Apply**) button. The **Program Name*** and **Description*** field will automatically be filled in for you.
5. The **Status*** is defaulted to *Active*.
   a. *Active*: currently in use (can be viewed in other screens).
   b. *Inactive*: no longer in use (will not appear on other screens or reports).

6. Select the appropriate federal strategy from the **Choose Federal Strategies*** dropdown list. You can select multiple entries for the **Federal Strategies**.

   *Note: The selected strategies will appear in the box below the dropdown list.

   a. To remove one of the strategies from the list, click on the strategy in the box below the dropdown list and then click the arrow pointing up to return it to the **Choose Federal Strategies*** list.

7. Select the appropriate funds from the **Choose Funds*** dropdown list. You can select multiple entries for the **Funds**.

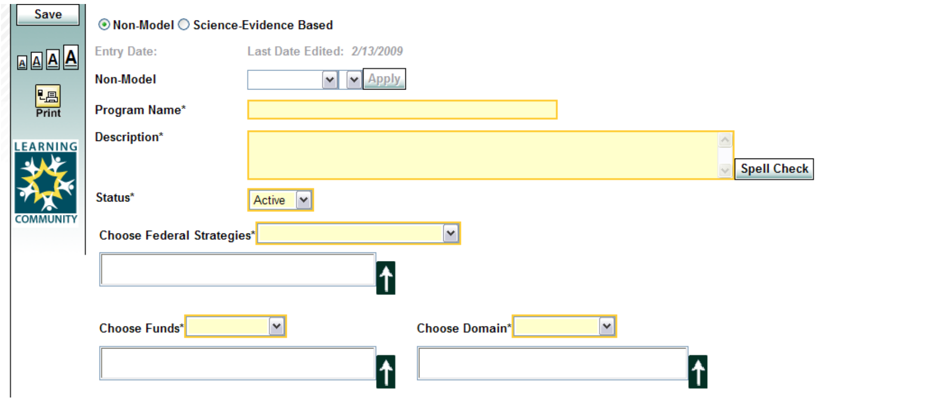
   *Note: The selected funds will appear in the box below the dropdown list.

   a. To remove one of the funds from the list, click on the fund in the box below the dropdown list and then click the arrow pointing up to return it to the **Choose Funds*** list.

8. Select the domain from the **Choose Domain*** dropdown list. You can select multiple entries for the **Domain**.

   *Note: The selected domains will appear in the box below the dropdown list.

   a. To remove one of the domains from the list, click on the domain in the box below the dropdown list and then click the arrow pointing up to return it to the **Choose Domain*** list.



(This is a partial screenshot displaying the Program Edit Page.)

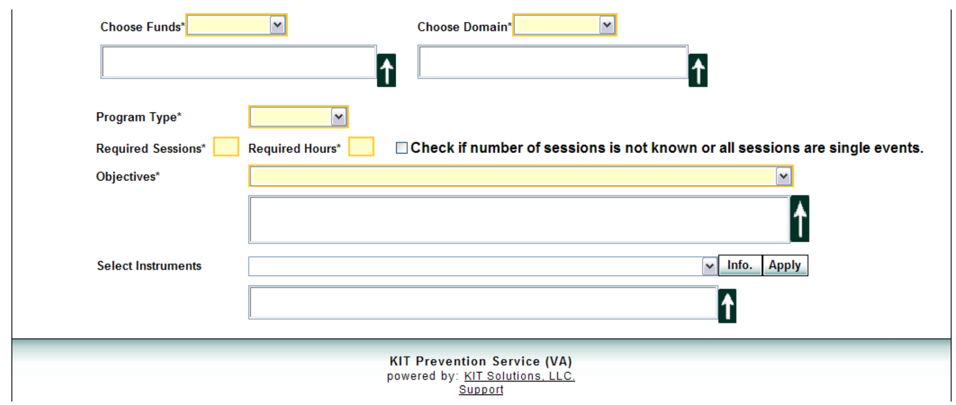
9. Select the **Program Type*** (*Universal*, *Indicated*, *Selective*, or *Environmental*) from the dropdown list.
10. If desired, type in the **Required Sessions** (required number of sessions).
11. If desired, type in the **Required Hours** (required number of hours).
12. Select the **Objectives*** from the dropdown list. You may select multiple entries for the **Objective***.

    *Note: The selected objectives will appear in the box below the dropdown list.

    a. To remove one of the objectives from the list, click on the objective in the box below the dropdown list and then click the arrow pointing up to return it to the **Objectives*** list.

13. Click Save (**Save**) from the left toolbar.

    *Note: To exit this screen without saving any of the changes you have made, click **Cancel**.



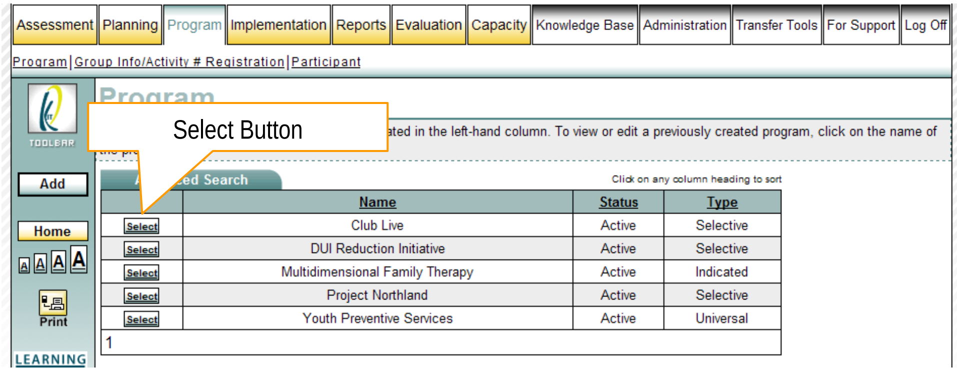
(This is a partial screenshot displaying the Program Edit Page.)

You will now have to register a group for the program. Click the Add, Edit or View Groups/Activity# button. For more instructions on registering a group, see Registering Groups. (Follow steps 4-9.)

Editing a Program

1. Click **Program** from the main menu.
2. Click **Program** from the submenu.
3. From the Listing page, select the program that you wish to edit by clicking the **Select** (Select) button.
4. The program will appear in the edit mode.
5. Make any changes needed to the form.
6. Click **Save** (Save) from the left toolbar.

   *Note: To exit this screen without saving any of the changes you have made, click **Cancel**.



(This is a sample screenshot displaying the Program Listing Page.)

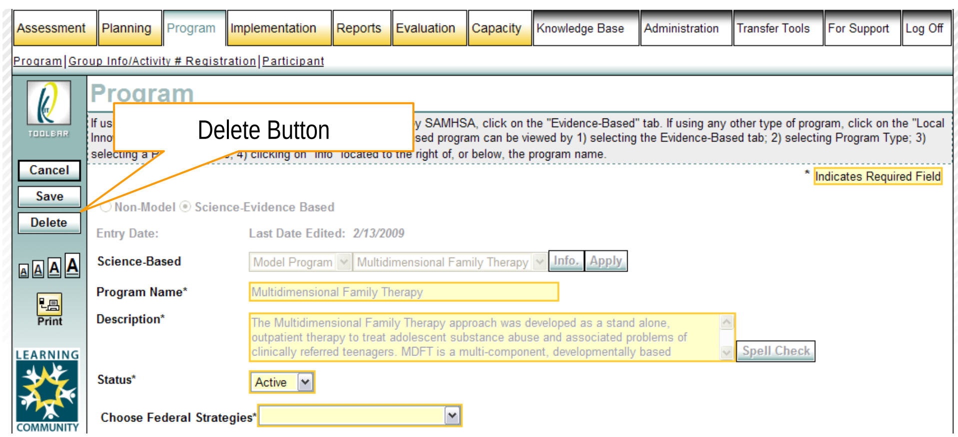
Tip

- You will not be able to edit the **Program Name** and **Description** for a Science-Based program.

Deleting a Program

1. Click **Program** from the main menu.
2. Click **Program** from the submenu.
3. From the Listing page, select the program that you wish to delete by clicking the **Select** (Select) button.
4. The program will appear in the edit mode.
5. Click the **Delete** (Delete) button from the left toolbar.
6. A message appears asking, **"Are you sure?"**. If you would like to continue with the deletion, click the **OK** button.

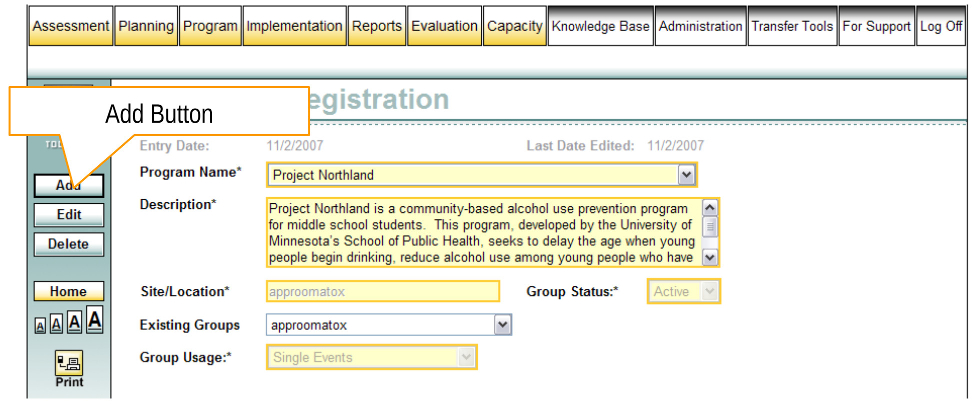
   *Note: To cancel the deletion, click the **Cancel** button.



(This is a sample screenshot displaying the Program Edit Page.)

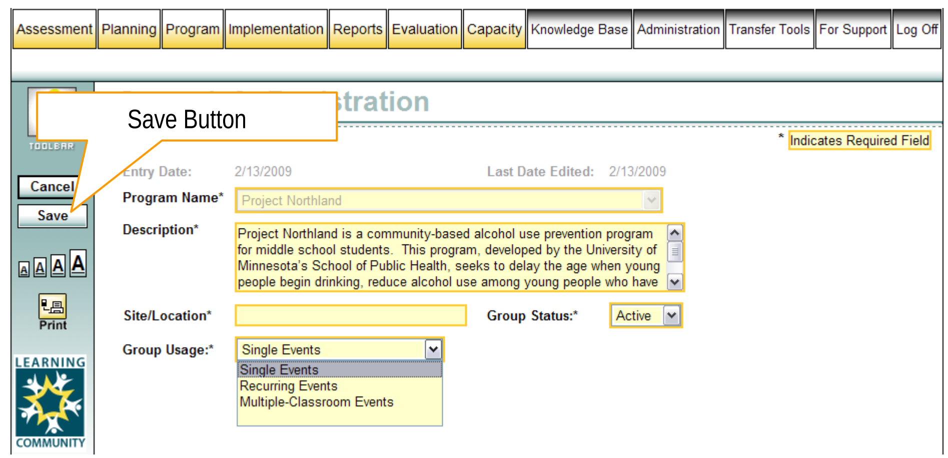
Registering Groups

To use participants in recurring events, the participants will need to be assigned to a group and this group will need to be assigned to a program. The following section will show you how to enter a group from the Program area. Even if you have not entered the participant's names into the KPS yet, you can still set up the group and go back in later and use the data edit button to add the participants into the group.



(This is a sample screenshot displaying the Group Edit Page.)

1. Click **Program** from the main menu.
2. Click **Group Info/Activity# Registration** from the submenu.
3. Select the program you want to add a group to from the **Program Name*** dropdown list.
   a. The **Description*** will automatically be filled in for you.
4. Click Add (**Add**) from the left toolbar.



(This is a sample screenshot displaying the Group Edit Page.)

5. Type in the name of the group in the **Site/Location*** field.
6. The **Group Status*** is defaulted to *Active*.
   a. *Active*: currently in use (can be viewed in other screens).
   b. *Inactive*: no longer in use (will not appear on other screens or reports).
7. Select whether the group is for a *Single Events*, *Recurring Events*, or *Multi-Classroom Events* from the **Group Usage*** dropdown list.
8. Enter a **Group Number*** that will be used to identify the group.
9. Select the participants if the group is *Recurring* or enter the group demographics if the group is *Multi-Classroom*.

   *Note: For directions on selecting participants and entering group demographics, see Entering Group Details. If participants have not been registered yet, see Registering Participants.

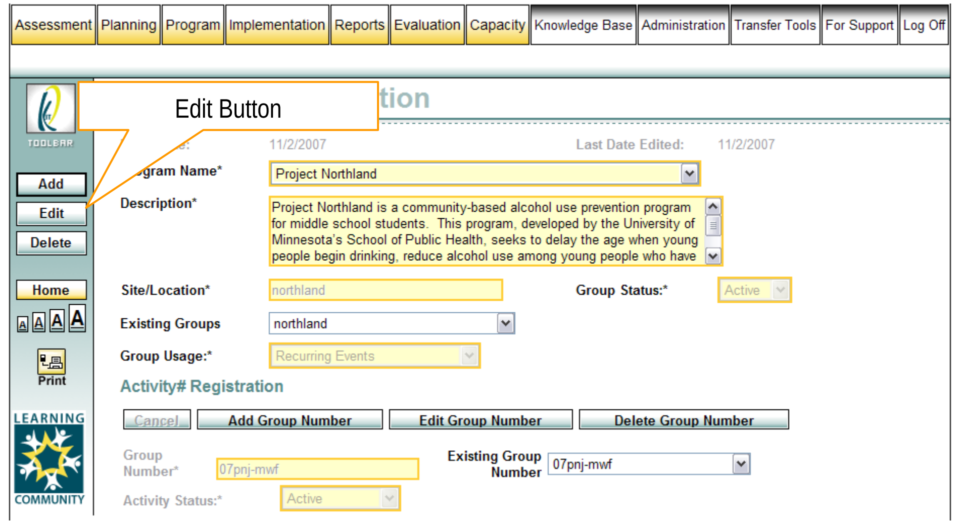
10. Click Save (**Save**) from the left toolbar.

   *Note: To exit this screen without saving any of the changes you have made, click **Cancel**.

Editing a Group

1. Click **Program** from the main menu.
2. Click **Group Info/Activity# Registration** from the submenu.
3. Select the program from the **Program Name*** dropdown list.
4. Select the group you wish to edit from the **Existing Groups** dropdown list.
5. To edit the **Group Status***:
    a. Click the Edit (**Edit**) button from the left toolbar.
    b. Select the appropriate status from the **Group Status*** dropdown list.
6. To edit the **Group Number***:
    a. Select the group number you wish to edit from the **Existing Group Number** dropdown list located in the Activity # Registration section.
    b. Click the Edit Group Number (**Edit Group Number**) button.
    c. Make any changes needed to the form.
7. Click Save (**Save**) from the left toolbar.

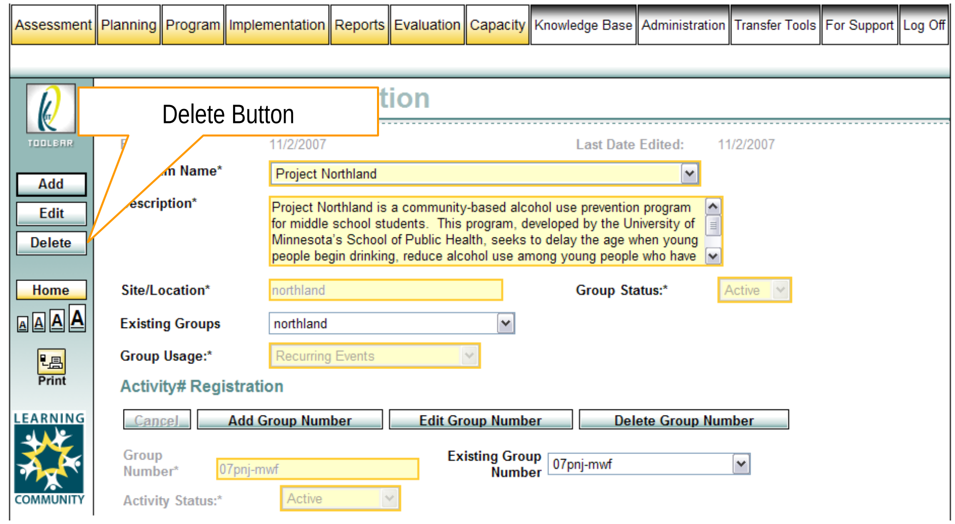
*Note: To exit this screen without saving any of the changes you have made, click **Cancel**.



(This is a sample screenshot displaying the Group Edit Page. This is a partial screenshot.)

Deleting a Group

1. Click **Program** from the main menu.
2. Click **Group Info/Activity# Registration** from the submenu.
3. Select the program from the **Program Name*** dropdown list.
4. Select the appropriate group from the **Existing Groups** dropdown list.
5. To delete the entire group:
6. Click the **Delete** (**Delete**) button from the left toolbar.
7. A message appears informing you that if you delete the group all of its associated activity #s will be deleted as well. If you would like to continue with the deletion, click the **OK** button.
   *Note: To cancel the deletion, click the **Cancel** button.
8. To delete a **Group Number***:
   a. Select the group number you wish to delete from the **Existing Group Number** dropdown list located in the Activity # Registration section.
   b. Click the **Delete Group Number** (**Delete Group Number**) button.
9. A message appears asking if you want to continue. If you would like to continue with the deletion, click the **OK** button.
   *Note: To cancel the deletion, click the **Cancel** button.



(This is a sample screenshot displaying the Group Edit Page. This is a partial screenshot.)

Tips

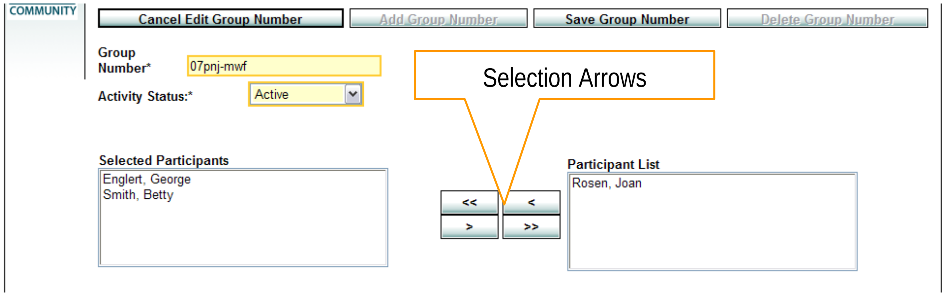
- You will not be able to delete a group or group number if it is associated to service activities. If this is the case, set the group/group number to *Inactive*.
- Deleting a group number cannot be reversed. Only delete a group number if it was entered incorrectly. (For example: entered under the wrong group name.) If the group number is no longer being used, set the group number to *Inactive*.

Entering Group Details

To track attendance for participants in recurring events, the participants will need to be assigned to a group.

1. To assign a participant to a group, click on the participant's name (highlighting it) from the **Participant List** and click the < **(left arrow)** button to move it to the **Selected Participant** list.
   a. To remove a participant from the **Selected Participant** list, click the > **(right arrow)** button to move it back into the **Participant List**.
2. Click Save (**Save**) from the left toolbar.

*__Note__: To exit this screen without saving any of the changes you have made, click **Cancel**.

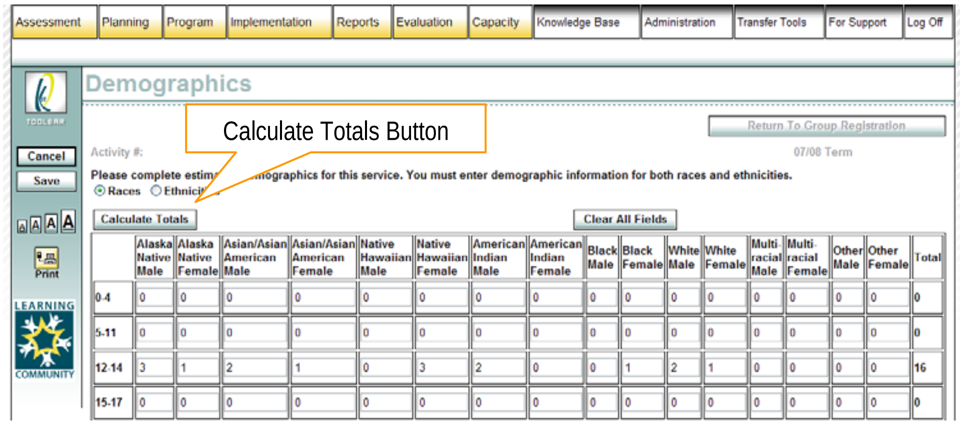


(This is a sample screenshot displaying the Group Edit Page. This is a partial screenshot.)

Multi-Classroom Group Demographics

This is an estimation of the demographics of the group.

1. Click Add (**Add**) from the left toolbar.
2. Select either **Races** or **Ethnicities** from the radio button.
   *Note: You must enter demographic information for both **Races** and **Ethnicities**.
3. Enter the estimated number of participants in the appropriate race/ethnicity fields.
4. Click the Calculate Totals (**calculate totals**) button to sum up the total number of participants.
   *Note: To clear all demographic entries, click the **Clear All Fields** button.
5. Click Save (**Save**) from the left toolbar.
   *Note: To exit this screen without saving any of the changes you have made, click **Cancel**.
6. Click the Return To Group Registration (**return to group registration**) button to return to the Group screen.



(This is a sample screenshot displaying the Demographics Edit Page. This is a partial screenshot.)

Tips

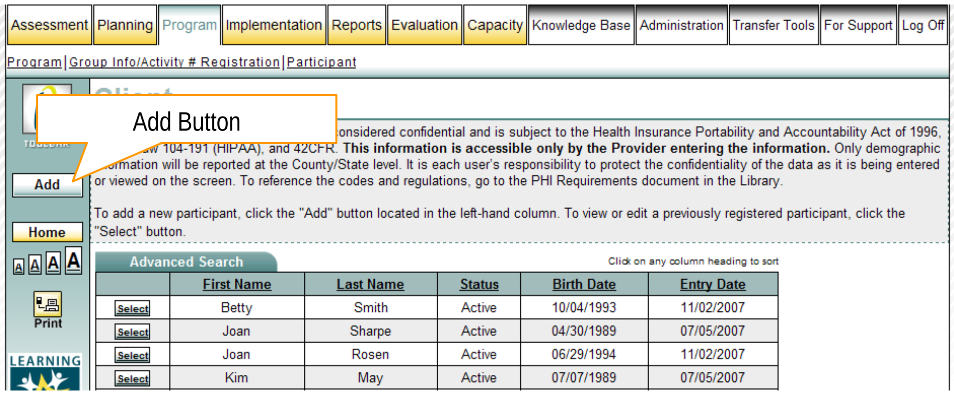
- Remember, this is an <u>estimation</u> of the number of participants in the group. The number may increase or decrease once sessions begin. The <u>actual</u> number of participants per session will be noted in the Multiple-Classroom screen in the **Count** field.

Registering Participants

For recurring services, you will track the attendance of the individual participants instead of providing a count of the total attendees. Thus, you will need to register these individuals into the KIT Prevention Service before you enter the recurring service, or you may also enter them into the KIT Prevention Service as you enter the recurring service. Under the **Program** or **Activities** module, there is an option called **Participant** where you can register the individuals before you begin entering the details of the recurring service.

After this section we will go into entering recurring services and how you mark the attendance of the participants (in other words, marking them as 'yes' they attended the event or 'no' they did not). In that section, you will see how you can input participants as you are marking them for attendance, in case you forgot to add one or you want to enter all your participants as you enter the activity.

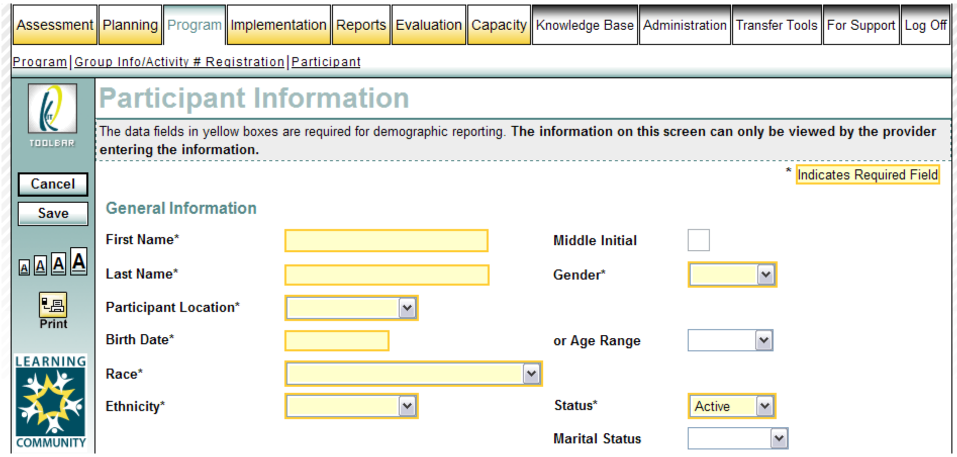
1. Click **Program** from the main menu.
   *Note: You may also enter participants in the **Activities** module.
2. Click **Participant** from the submenu.
3. Click Add (**Add**) from the left toolbar.



(This is a sample screenshot displaying the Participant Listing Page. This is a partial screenshot.)

4. Type in the participant's **First Name***.
5. If known, type in the **Middle Initial** of the participant.
6. Type in the participant's **Last Name***.
7. Select the gender of the participant from the **Gender*** dropdown list.
8. Select the **Participant Location*** from the dropdown list.
9. Enter in the participant's **Birth Date*** as mm/dd/yyyy.
    a. You can also use the **Age Range** dropdown list directly to the right of the **Birth Date*** field. Once you click on the black down-arrow, a list will appear showing different age ranges. Select an age range and the KPS will automatically fill in a birth date within the age range (the date is estimated from today's date).

    *Note: Do not enter a **Birth Date*** and then select an Age Range; you will lose the original birth date that you entered.

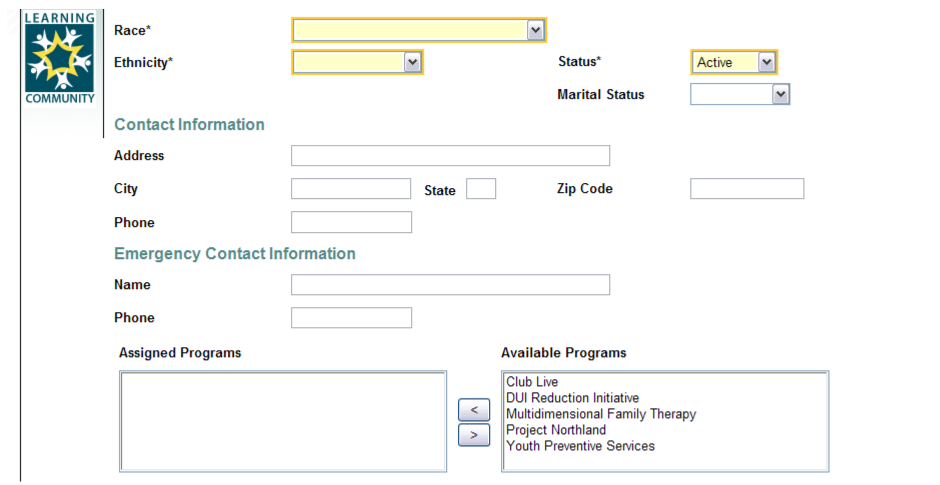


(This is a partial screenshot displaying the Participant Edit Page.)

10. Select the **Race*** of the participant from the dropdown list.
11. Select the **Ethnicity*** of the participant from the dropdown list.

12. The **Status*** is defaulted to *Active*.
    a. *Active*: currently in use (can be viewed in other screens).
    b. *Inactive*: no longer in use (will not appear on other screens or reports).
13. If known, select the **Marital Status** of the participant from the dropdown list.
14. If known, enter in the participant's **Contact Information**.
    a. Type the full street address of the participant including **Address**, **City**, **State** and **Zip Code**.
    b. Type in the participant's **Phone** number.
15. If known, enter in the participant's **Emergency Information**.
16. To assign a participant to a group, click on the program (highlighting it) from the **Available Programs** list and click the < (**left arrow**) button to move it to the **Assigned Programs** list.
    a. To remove a program from the **Assigned Programs** list, click the > (**right arrow**) button to move it back into the **Available Programs** list.
17. Click the Save (**Save**) button.

    *Note: To exit the screen without saving any of the changes, click the **Cancel** button

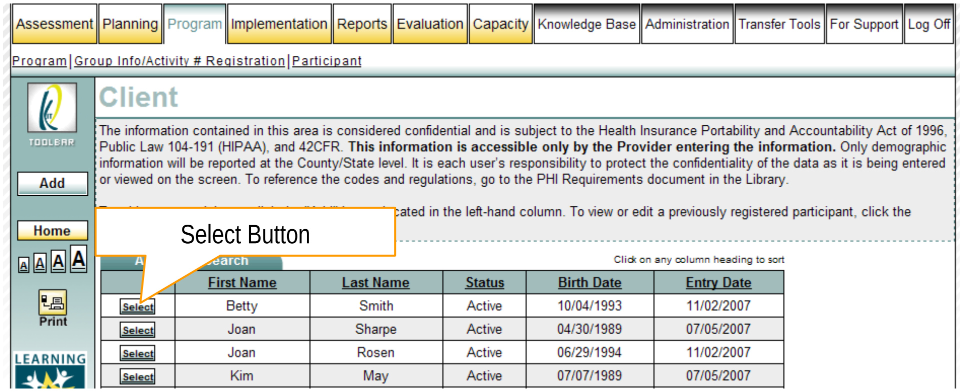


(This is a sample screenshot displaying the Participant Edit Page. This is a partial screenshot.)

Editing a Participant

1. Click **Program** from the main menu.
2. Click **Participant** from the submenu.
3. From the Listing page, select the participant that you wish to edit by clicking the Select (Select) button.
4. The participant will appear in the edit mode.
5. Make any changes needed to the form.
6. Click Save (Save) from the left toolbar.

*Note: To exit this screen without saving any of the changes you have made, click Cancel.

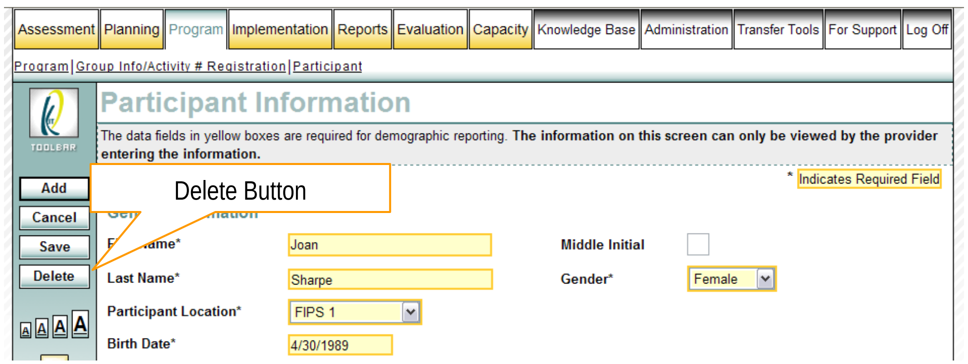


(This is a sample screenshot displaying the Participant Listing Page. This is a partial screenshot.)

Deleting a Participant

1. Click **Program** from the main menu.
2. Click **Participant** from the submenu.
3. From the Listing page, select the participant that you wish to delete by clicking the Select (Select) button.
4. The participant will appear in the edit mode.
5. Click the Delete **(Delete)** button from the left toolbar.
6. A message appears asking, **"Are you sure?"**. If you would like to continue with the deletion, click the **OK** button.

*Note: To cancel the deletion, click the Cancel button.



(This is a sample screenshot displaying the Participant Edit Page. This is a partial screenshot.)

IMPLEMENTATION

The Implementation section allows you to record your Single, Recurring and Multiple Classroom Services.

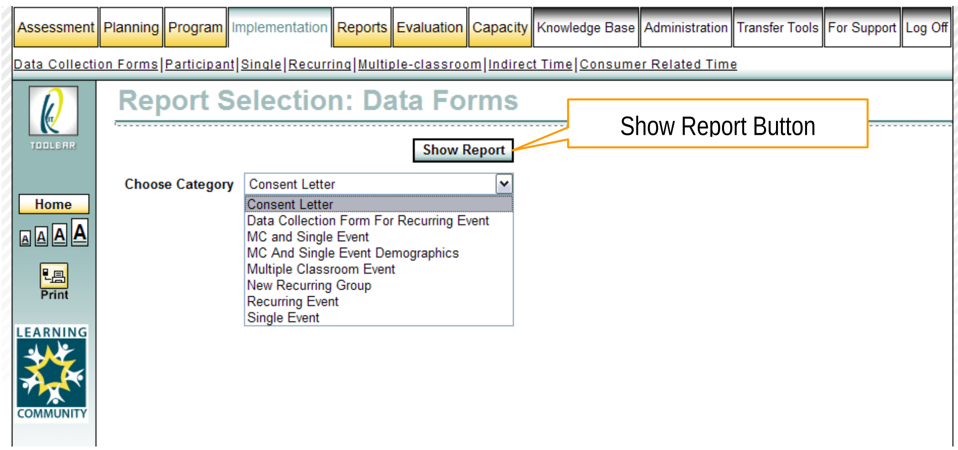
Data Collection Forms

The Data Collection Forms area is an archive of forms that can be used to collect data during services for input into the KIT Prevention Service. This area of the KIT Prevention Service works as follows:

1. Click **Implementation** from the main menu.
2. Click **Data Collection Forms** from the submenu.

   *Note: You can also access these forms from the **Print Data Collection Form** button located on each of the **Service** screens.
3. Select the appropriate form from the **Choose Category** dropdown list
4. Click the Show Report (**Show Report**) button.
5. A new window will open displaying the form.

   *Note: For information on saving or printing this form, see the [Using the Report Viewer] section.
6. To close the open window, click on the in the upper right-hand corner.



(This is a screenshot displaying the Data Forms Page.)

Tips

- If you have a pop-up blocker on your computer, hold the ctrl key down while selecting any button used to view the report (e.g., Show Report, PDF, etc.).

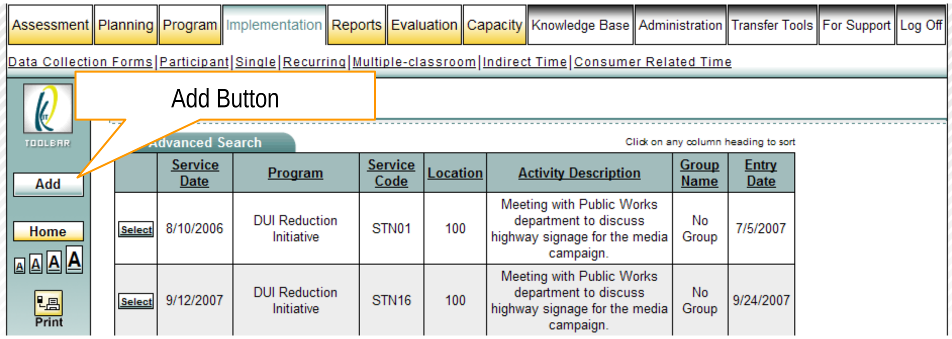
Services

The **Implementation** module is used to record the prevention services performed by your organization. The KIT Prevention Service uses the method and terminology established by CSAP's Minimum Data Set. Activities are either Single or Recurring services.

Entering a Single Service

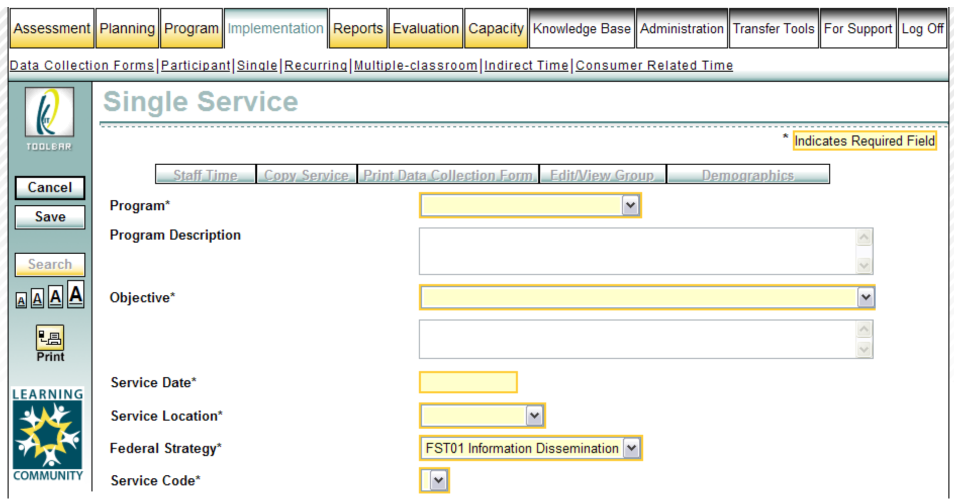
The Single Service allows you to enter a service that occurs once.

1. Click **Implementation** from the main menu.
2. Click **Single** from the submenu.
3. Click Add (**Add**) from the left toolbar.



(This is a sample screenshot displaying the Single Service Listing Page. This is a partial screenshot.)

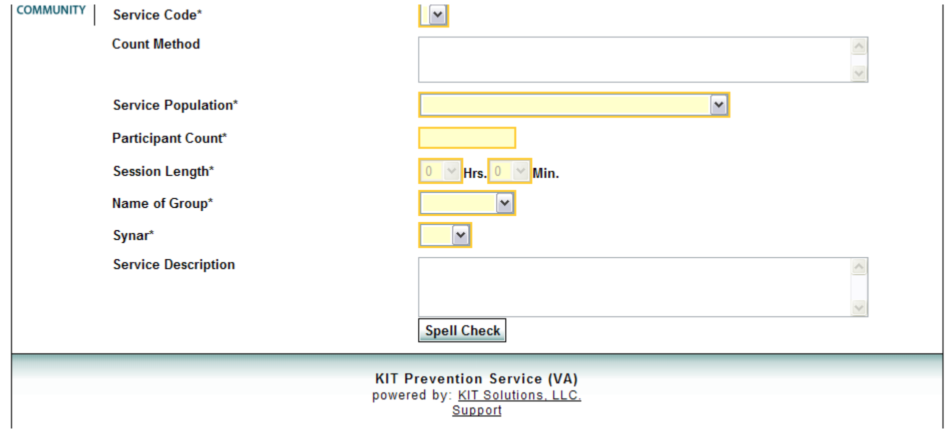
4. Select the program used in the event from the **Program*** dropdown list.
   a. The **Program Description** will automatically be filled in for you.
5. Select the appropriate **Objective*** from the dropdown list.
   a. The **Objective Description** will automatically be filled in for you.
6. Enter the date of the service in the **Service Date*** field as mm/dd/yyyy.
7. Select a **Service Location*** from the dropdown list to indicate what county the event took place.
8. Select the **Federal Strategy** used from the dropdown list.
   *Note: Only those strategies selected in the Programs module will appear within the dropdown list.
9. Select the appropriate **Service Code*** from the dropdown list.
   *Note: If you are unsure of which Service Code to select, select the one that best represents the activity.



(This is a partial screenshot displaying the Single Service Edit Page.)

10. Select the appropriate **Service Population*** from the dropdown list.
11. Fill in the **Participant Count*** field with the appropriate number of attendees or other measure specified by the **Service Code/Count Method.**
12. Select the **Session Length*** for the number of **Hrs.** (hours) and **Min.** (minutes) the event lasted using the **Hrs.** and **Min.** dropdown lists.
13. Select the **Name of Group*** from the dropdown list.
14. Select the **Synar*** from the dropdown list.
15. Type in the details pertaining to this event in the **Service Description*** field.
16. Click Save (**Save**) from the left toolbar.

*Note: To exit this screen without saving any of the changes you have made, click Cancel.



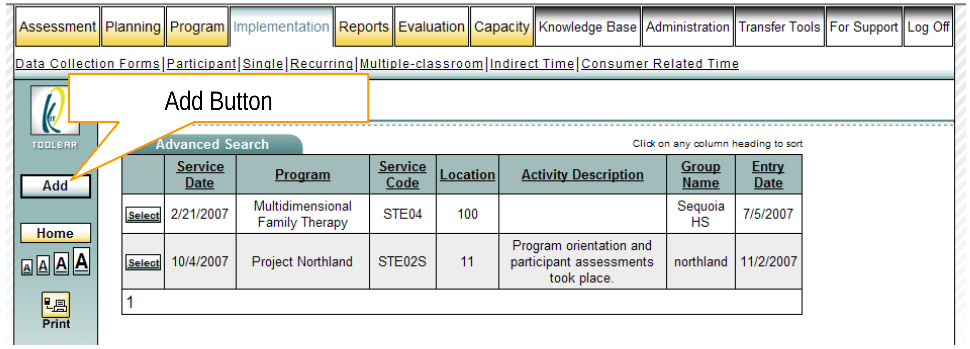
(This is a partial screenshot displaying the Single Service Edit Page.)

After saving, the Staff Service Hours screen automatically opens. *Note: For detailed information on entering Staff Service Hours, see Entering Staff Service Time.

Entering Recurring Services

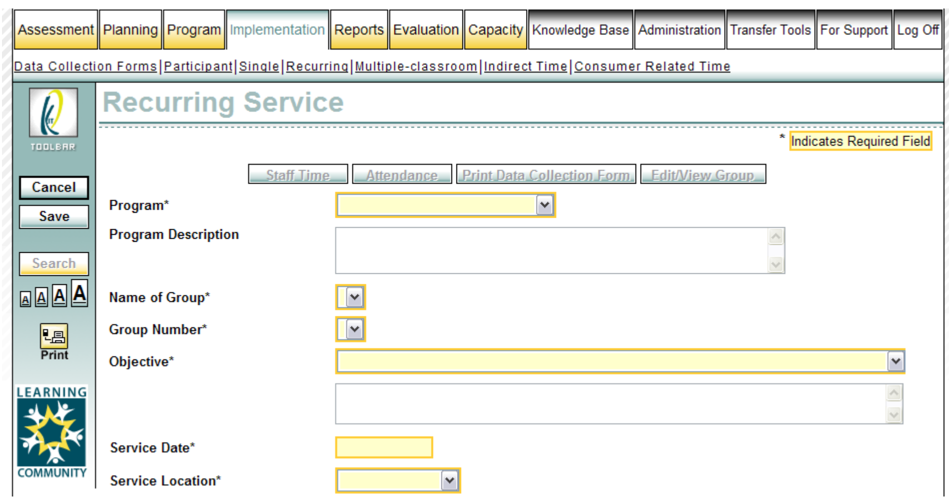
The Recurring Service allows you to enter a service that is delivered more than one time to the same set of participants.

1. Click **Implementation** from the main menu.
2. Click **Recurring** from the submenu.
3. Click Add (**Add**) from the left toolbar.



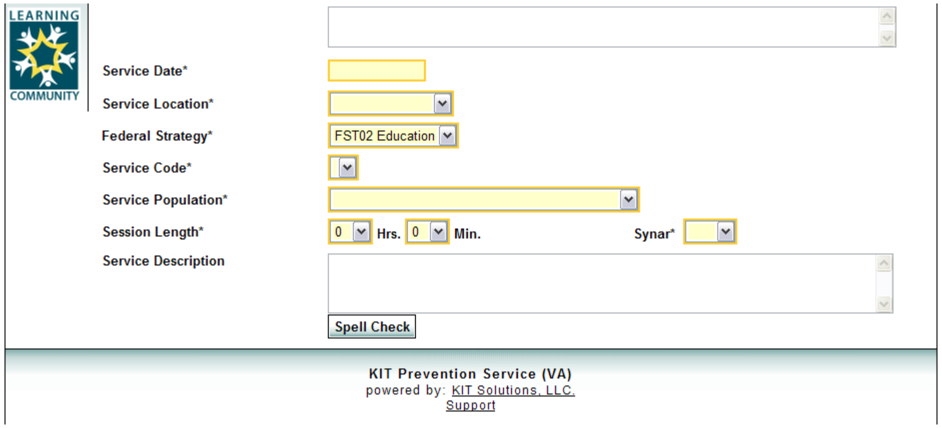
(This is a sample screenshot displaying the Recurring Service Listing Page.)

4. Select the program used in the event from the **Program*** dropdown list.
   a. The **Program Description** will automatically be filled in for you.
5. Select the **Name of Group*** from the dropdown list.
6. Select the **Activity** # from the dropdown list.
7. Select the appropriate **Objective*** from the dropdown list.
   a. The **Objective Description** will fill in automatically for you.
8. Enter the date of the service in the **Service Date*** field as mm/dd/yyyy.
9. Select a **Service Location*** from the dropdown list to indicate what county the event took place.



(This is a screenshot displaying the Recurring Service Edit Page.)

10. Select the **Federal Strategy** used from the dropdown list.
    *Note: Only those strategies selected in the Programs module will appear within the dropdown list.
11. Select the appropriate **Service Code*** from the dropdown list.
    *Note: If you are unsure of which Service Code to select, select the one that best represents the activity.
12. Select the appropriate **Service Population*** from the dropdown list.
13. Select the **Session Length*** for the number of **Hrs.** (hours) and **Min.** (minutes) the event lasted using the **Hrs.** and **Min.** dropdown lists.
14. Select the **Synar*** from the dropdown list.
15. Type in the details pertaining to this event in the **Service Description*** field.
16. Click Save (**Save**) from the left toolbar.
    *Note: To exit this screen without saving any of the changes you have made, click **Cancel**.



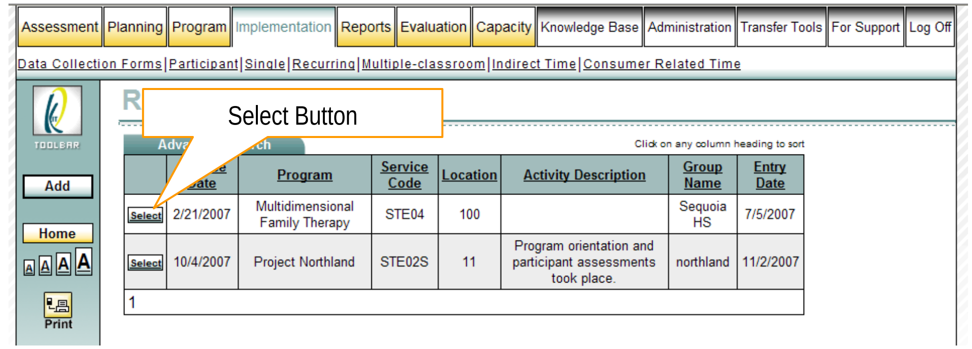
(This is a partial screenshot displaying the Recurring Service Edit Page.)

- After saving, the Attendance screen automatically opens. *Note: For detailed information on entering Attendance, see Entering Attendance Information.
- After editing the attendance, the Staff Service Hours screen will open. *Note: For detailed information on entering Staff Service Hours, see Entering Staff Service Time.

Entering Attendance Information

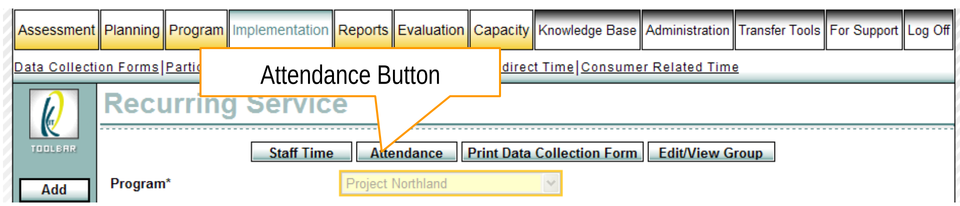
After saving a Recurring Service, the **Attendance** button becomes active. This is where you keep track of participant attendance. The following instructions detail how to return to the Attendance screen after the initial entry and how to edit data.

1. Click **Implementation** from the main menu.
2. Click **Recurring** from the submenu.
3. From the Listing page, select the activity that you wish to edit by clicking the Select button.

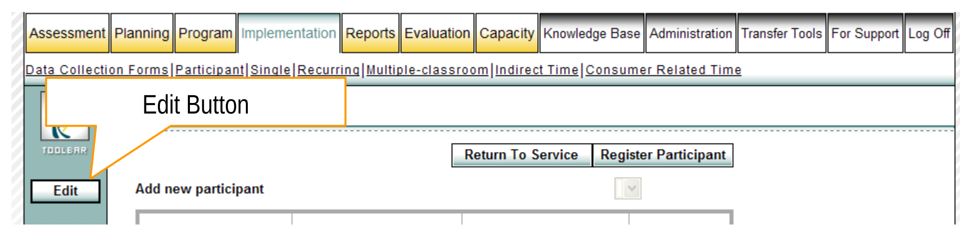


(This is a sample screenshot displaying the Recurring Service Listing Page.)

4. The activity will appear in the edit mode.
5. Click the Attendance (**Attendance**) button.
6. Click the Edit (**Edit**) button from the left toolbar.



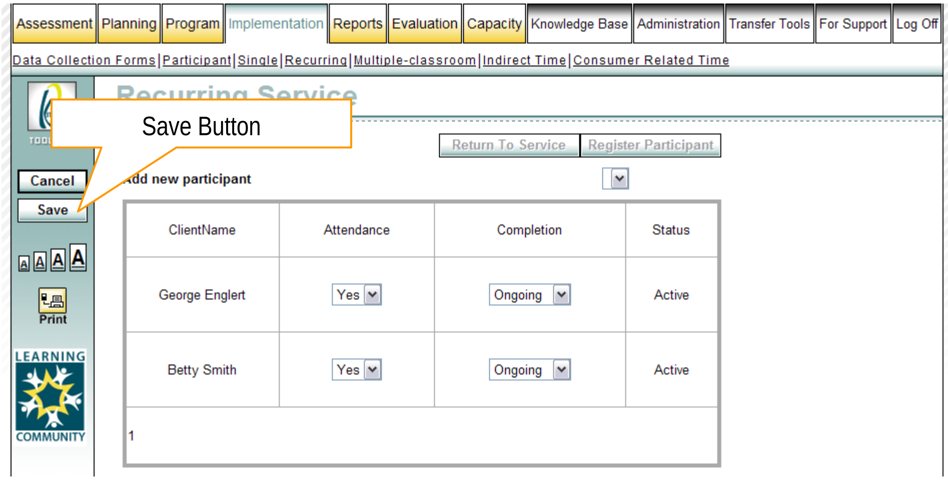
(This is a partial screenshot displaying the Recurring Service Edit Page.)



(This is a partial screenshot displaying the Attendance Edit Page.)

7. Adjust the attendance for the participant by selecting the appropriate choice in the dropdown lists.
   a. **Attendance**: *Yes* or *No* was this participant present?

      *Note: If you do not make any changes to attendance, your participants will all be defaulted to **Yes** for attendance.
   b. **Completion**: Status of this participant in the program.
      i. *Ongoing*: future attendance is expected (default).
      ii. *Complete*: program attendance complete, no future attendance is expected.
      iii. *Withdrew*: no longer in the program, left before the service was finished.
8. Click Save (**Save**) from the left toolbar.
9. Click the Return To Service (**Return to Service**) button to return to the activity.



(This is a sample screenshot displaying the Attendance Edit Page.)

Tip

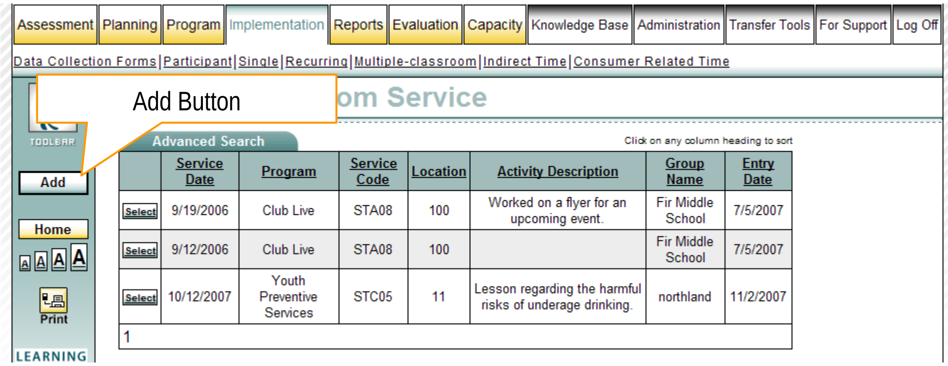
- If your group has more than 10 participants, there will be more than one page of clients. In the lower left hand corner of the table with the participants names will be a small number 1, 2, 3, etc. depending on the amount of pages. Click on the blue numbers to change to that page number.

*Note: If you need to register a new participant for this group after the services have already begun, you can select the **Register Participant** button Register Participant in the Attendance screen. This will take you to the Participant Information screen. Fill in all information needed to register this participant. The Program-Group will already be assigned to this participant. Once all information is filled in, click **Save** from the left toolbar. You will be returned to the Attendance screen. **Your participant has not been added to the attendance list yet.** Click **Edit** from the left toolbar. Select the participant from the **Add New Participant** dropdown list. Your participant is now added to the Attendance list.

Entering Multiple-Classroom Services

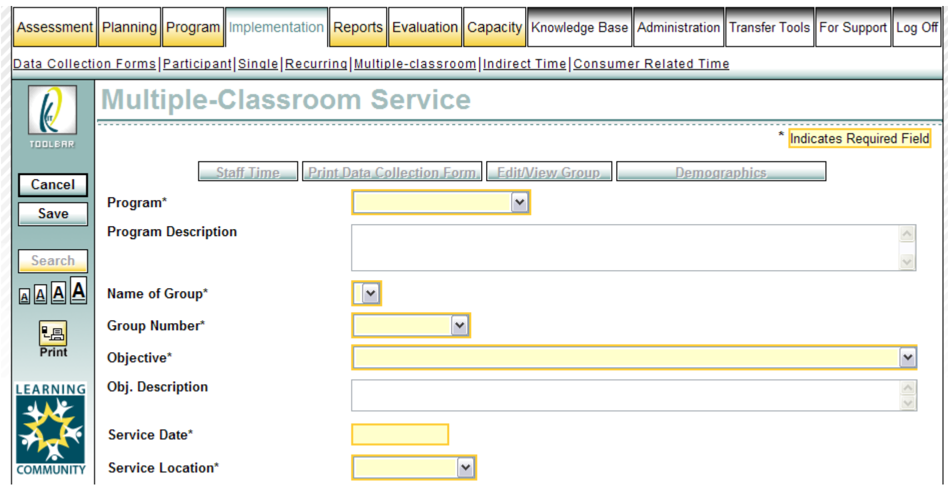
The Multiple-Classroom Service allows you to enter a service that is delivered.

1. Click **Implementation** from the main menu.
2. Click **Multiple-classroom** from the submenu.
3. Click Add (**Add**) from the left toolbar.



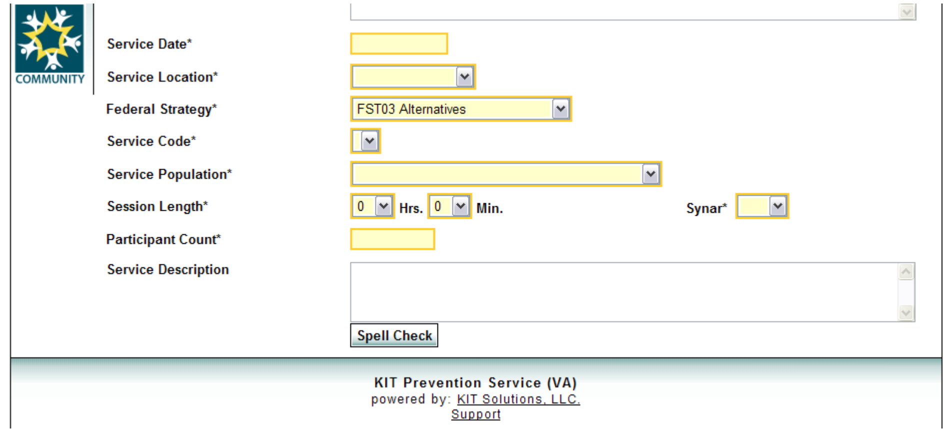
(This is a sample screenshot displaying the Multi Classroom Service Listing Page.)

4. Select the program used in the event from the **Program*** dropdown list.
   a. The **Program description** will automatically be filled in for you.
5. Select the **Name of Group*** from the dropdown list.
6. Select the **Activity #** from the dropdown list.
7. Select the appropriate **Objective*** from the dropdown list.
   a. The **Objective description** will automatically be filled in for you.
8. Enter the date of the service in the **Service Date*** field as mm/dd/yyyy.
9. Select a **Service Location*** from the dropdown list to indicate what county the event took place.



(This is a partial screenshot displaying the Multi Classroom Service Edit Page.)

10. Select the **Federal Strategy** used from the dropdown list.
*Note: Only those strategies selected in the Programs module will appear within the dropdown list.
11. Select the appropriate **Service Code*** from the dropdown list.
*Note: The **Service Code*** dictates the method of counting required; this will be specified in the **Count Method** field. Depending on the service group, different counts will be required. For example: A Health Fair counts the number of attendees not the actual count of people that visited your booth.
12. Select the appropriate **Service Population*** from the dropdown list.
13. Select the **Session Length*** for the number of **Hrs.** (hours) and **Min.** (minutes) the event lasted using the **Hrs.** and **Min.** dropdown lists.
14. Select the **Synar*** from the dropdown list.
15. Fill in the **Count*** field with the appropriate number of attendees.
16. Type in the details pertaining to this event in the **Service Description*** field.
17. Click **Save** (**Save**) from the left toolbar.
*Note: To exit this screen without saving any of the changes you have made, click **Cancel**.



(This is a partial screenshot displaying the Multi Classroom Service Edit Page.)

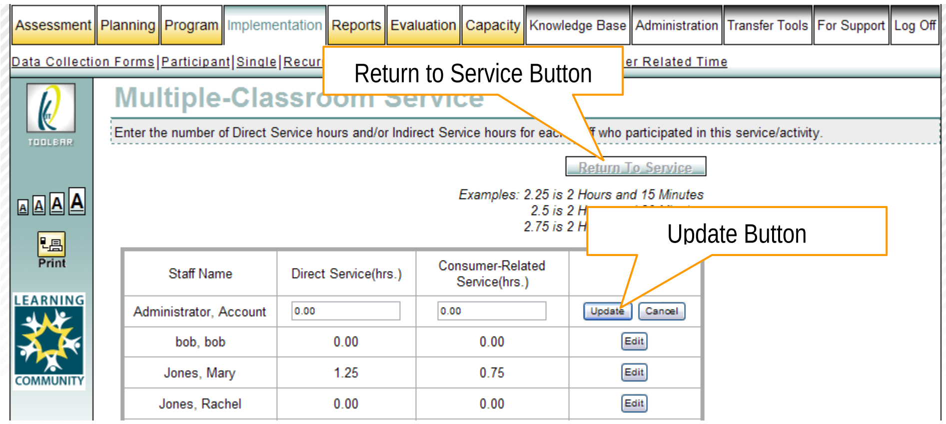
- After saving, the Staff Service Time screen will open. *Note: For detailed information on entering Staff Service Hours, see Entering Staff Service Time
- To alter the demographics for this group, click the **Demographics** (**Demographics**) button. *Note: For detailed information on entering Multiple-classroom demographics, see Entering Group Details.

Entering Staff Service Time

Staff service time that can be tied to a particular prevention service and a particular number of participants is entered from the Activity screen. This time is in the form of direct hours (time actually performing the service) as well as consumer-related service hours (time spent planning, traveling, and evaluating this service). Follow the diagrams and instructions below to record the staff service time.

*Note: If you receive the error indicating that you have activities with no staff time, see "Warning: You Have Previous Activities With No Staff Time"

1. Once you have saved the information for the activity, the **Staff Time** page will open.
2. To record **Direct Service (hrs)** and **Consumer-Related Service (hrs)**, find the name of the staff member you would like add hours to and click the **Edit** (**Edit**) button to the far right of the staff member's name.
3. Enter the staff member's **Direct Service (hrs)** and **Consumer-Related Service (hrs)** in the appropriate fields.
4. Click the **Update** button. If applicable, follow these steps again to add service hours for more than one staff member who is associated with the service activity.
5. Click the **Return To Service** (**Return to Service**) button to return to the activity.



(This is a sample screenshot displaying the Staff Time Edit Page. This is a partial screenshot.)

Tips

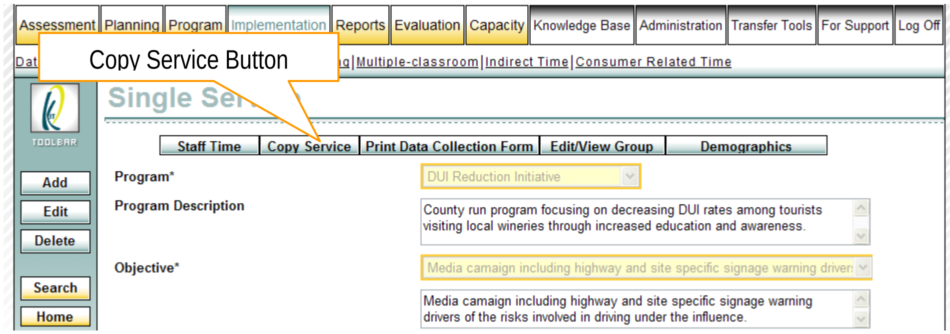
- All staff member's that were associated with the service should be given staff service time. You will not add a different service for each staff member's staff service time.

Using the Copy Service Button

Using the **Copy Service** button Copy Service allows you to enter in your service details without having to enter all of the fields in. Once the **Copy Service** button is selected, most of the information is automatically brought in for you and you need to change any of the fields that may be different. Use the steps below to utilize the **Copy Service** button.

1. From the Service Listing page, select a service activity that is similar to the one that needs to be entered by clicking the Select (**Select**) button.
2. Once the desired event is displayed, click the Copy Service (**Copy Service**) button. This will begin a new record. The only field that must be filled in is the **Service Date*** field. Any other information may be edited to suit this new service activity.
3. Make any changes needed to the form.
4. Click Save (**Save**) from the left toolbar.

   *Note: To exit this screen without saving any of the changes you have made, click **Cancel**.



(This is a sample screenshot displaying the Single Service Edit Page. This is a partial screenshot.)

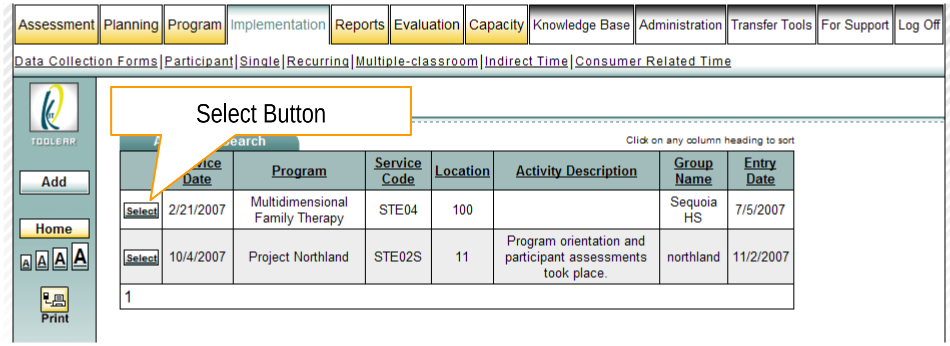
Tips

- The **Copy Service** feature is only available for Single Services.

Editing an Event

1. From the Service Listing page, select a service activity that you wish to edit by clicking the Select (Select) button.
2. Once the desired event is displayed, click the Edit (Edit) button from the left toolbar.
3. Make any changes needed to the form.
4. Click Save (Save) from the left toolbar.

   *Note: To exit this screen without saving any of the changes you have made, click Cancel.

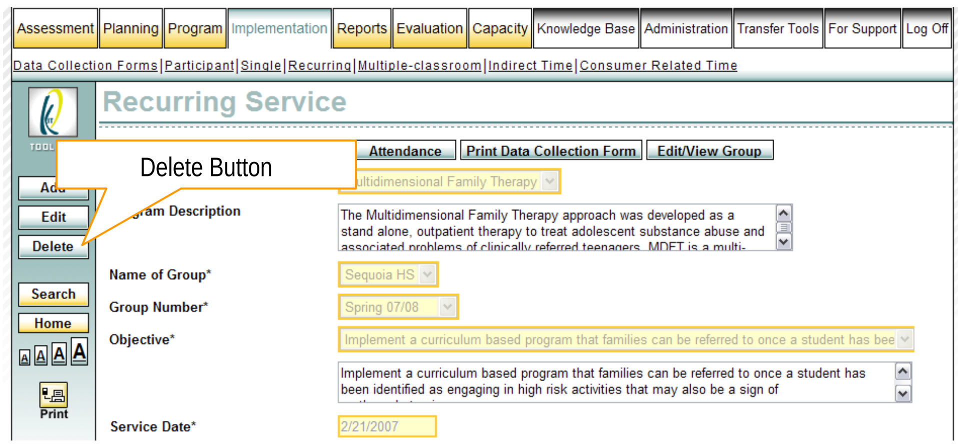


(This is a sample screenshot displaying the Event Listing Page.)

Deleting an Event

1. From the Service Listing page, select a service activity that you wish to delete by clicking the Select (Select) button.
2. Once the desired event is displayed, click the Delete **(Delete)** button from the left toolbar.
3. A message appears asking, **"Are you sure?"**. If you would like to continue with the deletion, click the OK button.

   *Note: To cancel the deletion, click the Cancel button.



(This is a sample screenshot displaying the Recurring Service Edit Page. This is a partial screenshot.)

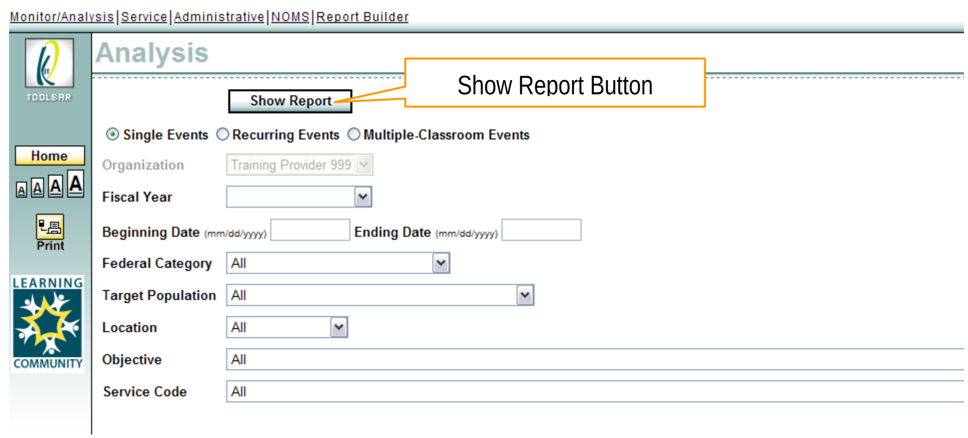
REPORTS

Many useful reports are available on the KIT Prevention Service. The Report area is broken down into three subcategories: Monitor/Analysis, Service, and Administrative.

Monitor/Analysis

The "Monitor/Analysis" section allows you to use multiple choices to build a specific report to match your own unique specifications.

1. Click **Reports** from the main menu.
2. Click **Monitor/Analysis** from the submenu.
3. Select the type of event for this report: *Single Events*, *Recurring Events* or *Multiple-Classroom Events*.
4. You may choose to use the **Fiscal Year** dropdown list to auto-populate the **Beginning Date** and **Ending Date** or you may enter in a specific date range.
5. After you fill in the date range, you can leave the options below the line set to *All* and click the Show Report (**Show Report**) button to display the Monitor/Analysis report.
6. A new window will open displaying the form.
   *Note: For information on saving or printing this form, see the Using the Report Viewer section.
7. To close the open window, click on the X in the upper right-hand corner.



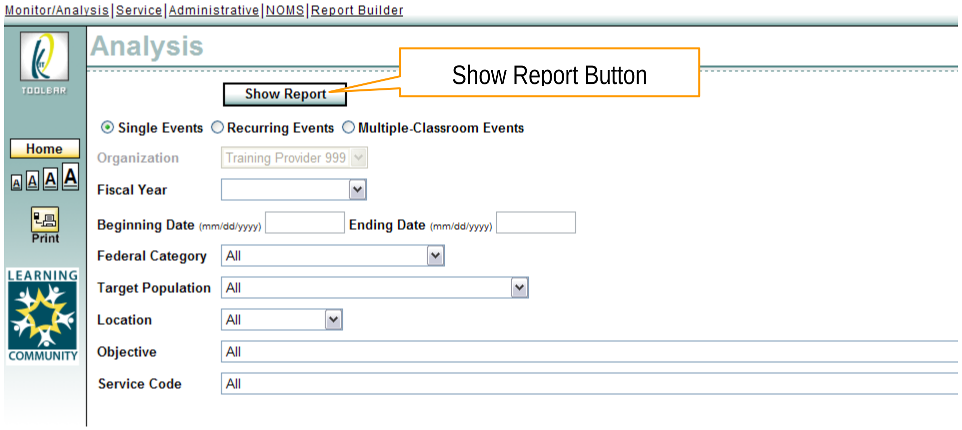
(This is a screenshot displaying the Analysis Report Page.)

Tips

- If you have a pop-up blocker on your computer, hold the ctrl key down while selecting any button used to view the report (e.g., Show Report, PDF, etc.).

The remaining instructions are optional and you can click the **Show Report** button **Show Report** at any time after you have followed instructions 1 through 4 to get the Monitor/Analysis report.

8. To restrict the **Federal Category** for this report, select the federal category of interest from the dropdown list.
9. To restrict the **Target Population** for this report, select the population of interest from the dropdown list.
10. To restrict the **Location** for this report, select the county of interest from the dropdown list.
11. To restrict the **Objective** for this report, select the objective of interest from the dropdown list.
12. To restrict the **Service Code** for this report, select the service code of interest from the dropdown list.

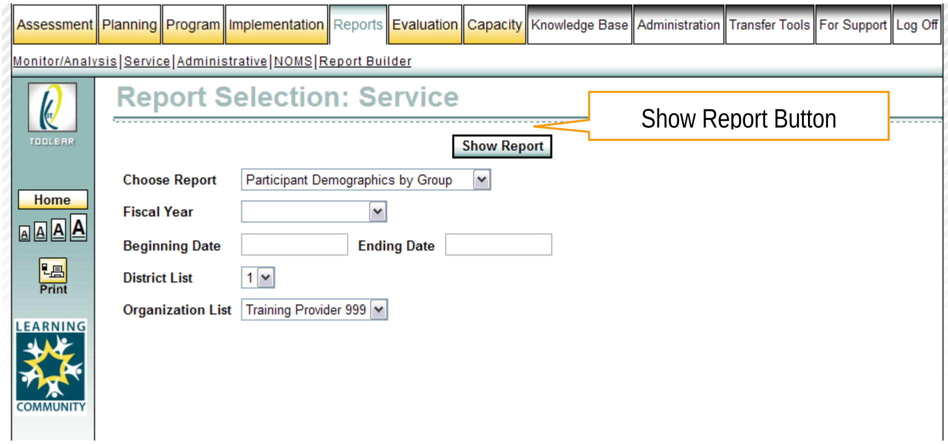


(This is a screenshot displaying the Analysis Report Page.)

Service Reports

The “Service” report section allows you to print out specific reports on services that have already been entered into the KPS.

1. Click **Reports** from the main menu.
2. Click **Service** from the submenu.
3. Select the report of interest from the **Choose Category** dropdown list.
4. If applicable, select a **Fiscal Year** or enter a **Beginning** and **Ending Date** as mm/dd/yyyy.
5. Click the Show Report (**Show Report**) button to display the selected report.
6. A new window will open displaying the report.
   *Note: For information on saving or printing this form, see the Using the Report Viewer section.
7. To close the open window, click on the X in the upper right-hand corner.



(This is a screenshot displaying the Service Report Page.)

Tips

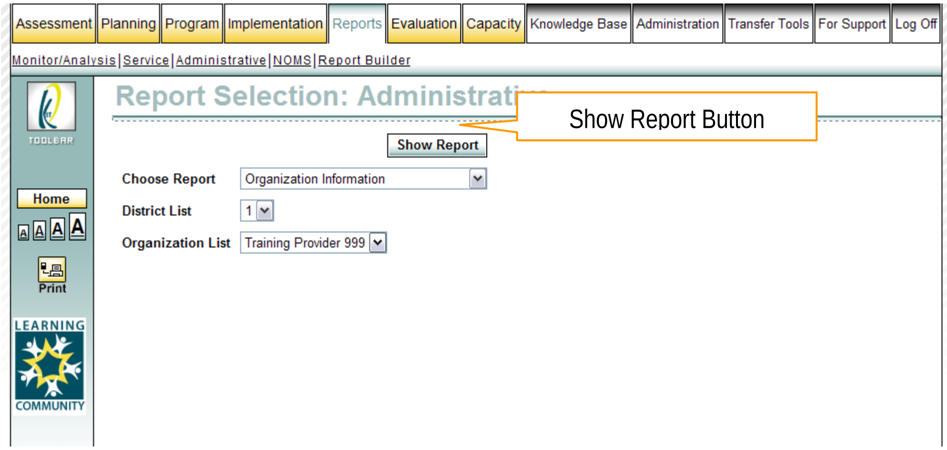
- If you have a pop-up blocker on your computer, hold the ctrl key down while selecting any button used to view the report (e.g., Show Report, PDF, etc.).

Administrative Reports

The Administrative Reports section has reports that can give a user some cumulative information on staff, and participants.

1. Click **Reports** from the main menu.
2. Click **Administrative** from the submenu.
3. Select the report of interest from the **Choose Category** dropdown list.
4. If applicable, select a **Fiscal Year** or enter a **Beginning** and **Ending Date** as mm/dd/yyyy.
5. Click the Show Report (**Show Report**) button to display the selected report.
6. A new window will open displaying the report.

   *Note: For information on saving or printing this form, see the Using the Report Viewer section.
7. To close the open window, click on the X in the upper right-hand corner.



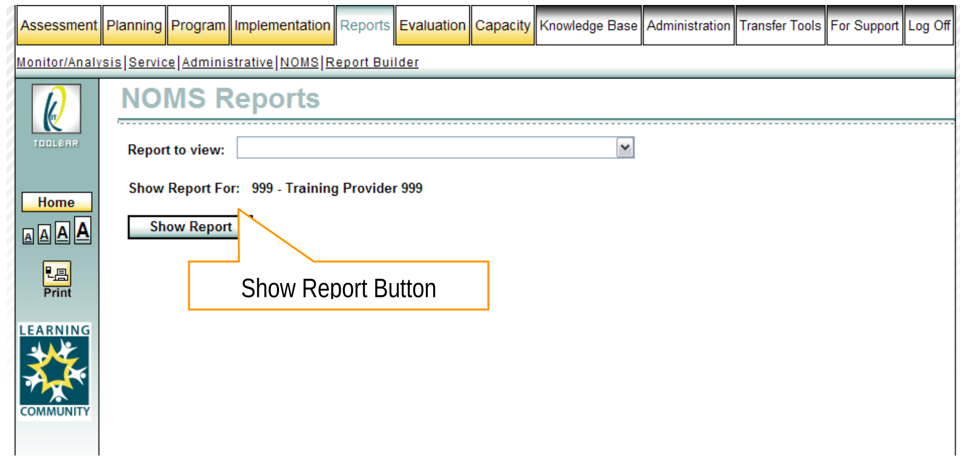
(This is a screenshot displaying the Administrative Reports Page.)

Tips

- If you have a pop-up blocker on your computer, hold the ctrl key down while selecting any button used to view the report (e.g., Show Report, PDF, etc.).

NOMS Reports

The NOMS Reports section has reports that…



(This is a screenshot displaying the NOMS Reports Page.)

1. Click **Reports** from the main menu.
2. Click **NOMS** from the submenu.
3. Select the report of interest from the **Report to view** dropdown list.
4. Click the Show Report (**Show Report**) button to display the selected report.
5. A new window will open displaying the report.
   *Note: For information on saving or printing this form, see the Using the Report Viewer section.
6. To close the open window, click on the X in the upper right-hand corner.

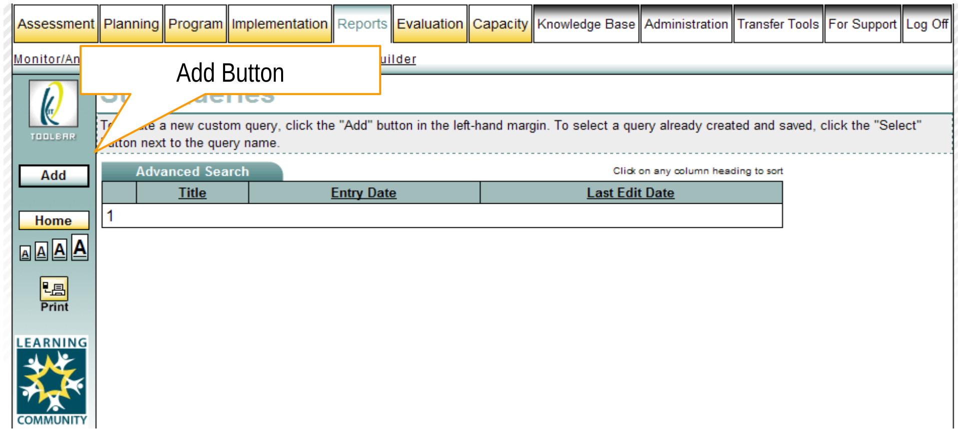
Tips

- If you have a pop-up blocker on your computer, hold the ctrl key down while selecting any button used to view the report (e.g., Show Report, PDF, etc.).

Report Builder

The Report Builder section allows you to create and customize a report.

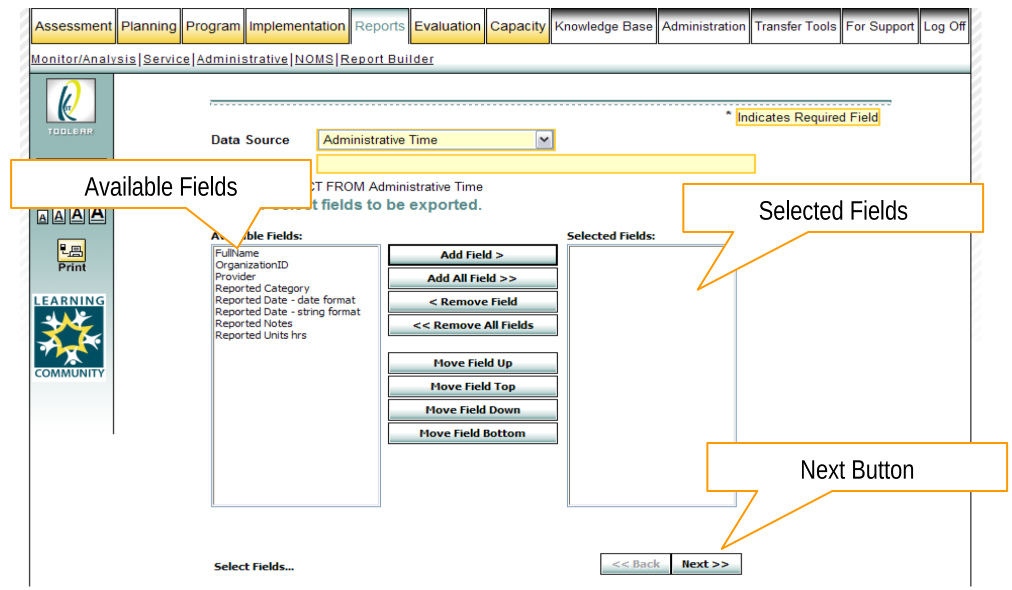
1. Click **Reports** from the main menu.
2. Click **Report Builder** from the submenu.
3. Click Add (**Add**) from the left toolbar.



(This is a screenshot displaying the Report Builder Listing Page.)

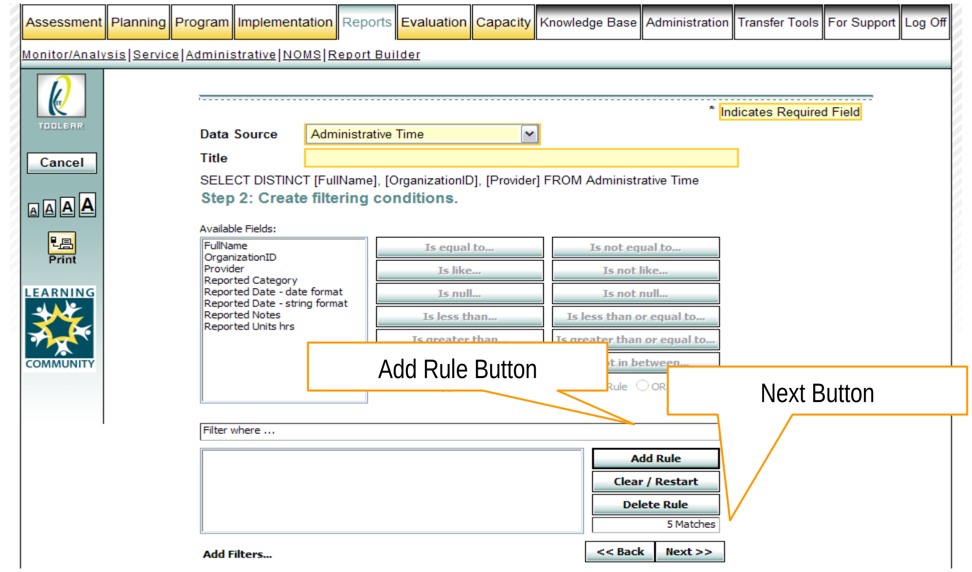
4. Select a **Data Source** from the dropdown list.
5. Enter a short description of the report in the **Title** field.
6. Select the fields (columns) that you would like to add to your report from the **Available Fields** column by clicking on the field name and clicking the Add Field > (**add field >**) button to move it to the **Selected Fields** column.

   *Note: If you would like to include all fields within your report, select the Add All Field >> button.
7. Once all of your chosen columns are in the **Selected Fields** column, you can put them in order of how they will be viewed in the report. Click on the field name and then use the "Move" buttons to put your fields in order.
8. Click the Next >> (**Next >>**) button.



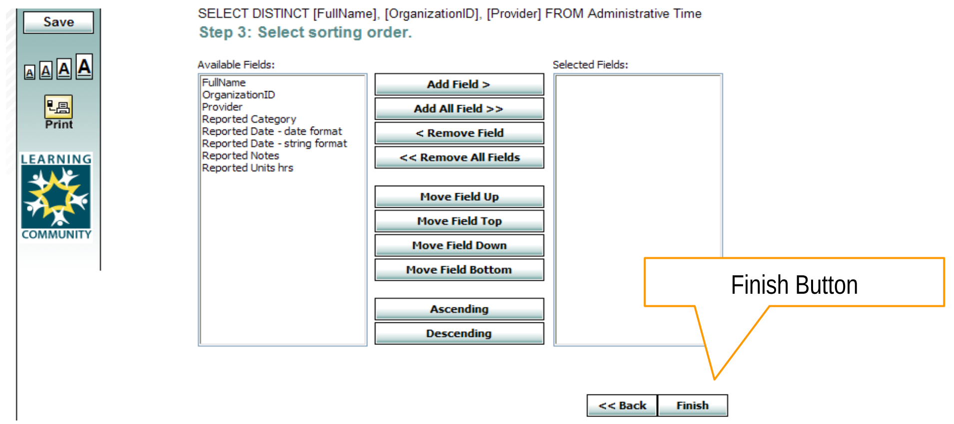
(This is a screenshot displaying the Report Builder Edit Page.)

9. Create your rule by selecting a field from the **Available Fields** column.
10. Select either **AND Rule** or **OR Rule**.
11. Select one of the expression buttons to create your rule (ex: “Is equal to..”).
12. A dropdown box or an empty field will appear depending on what box you selected above. Select or fill in the appropriate information.
13. Click the Add Rule (**Add Rule**) button. Your rule will appear in the box.
    a. To reset your rule click the Clear / Restart (**Clear / Restart**) button.
    b. To delete your rule click the Delete Rule (**Delete Rule**) button.
14. Click the Next >> (**Next >>**) button.



(This is a Partial screenshot displaying the Report Builder Edit Page.)

15. If you would like to sort by rows select your fields from the **Available Fields** column, use the buttons to move them into the **Selected Fields** column and to place them in the correct order, and select whether you would like the field in ascending or descending order.
16. Click the Finish (**Finish**) button to have your report open in a Microsoft Excel spreadsheet.
17. Click Save (**Save**). If you do not want to save any changes, click **Cancel**.



(This is a partial screenshot displaying the Report Builder Edit Page.)

Tips

- You can only select one field at a time.
- You will only be able to filter a small amount of fields at a time.
- If your report does not appear after selecting the Finish button, hold the control key down while selecting the Finish button.

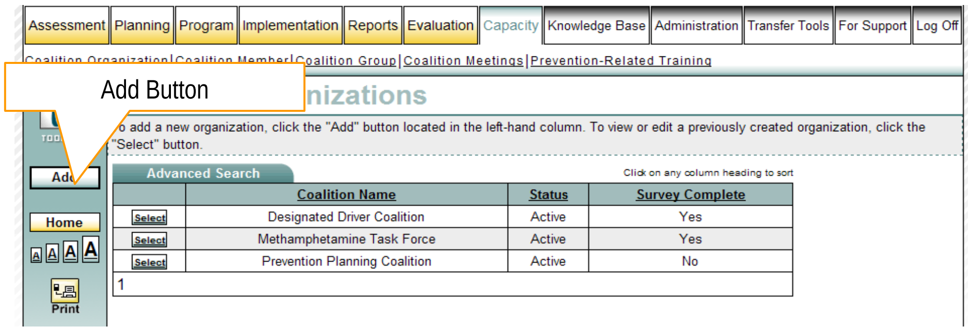
CAPACITY

The Capacity module allows the organization to enter their partnerships/coalitions, keep track of coalition and/or staff meetings, and keep track of any training and/or technical assistance that is provided to the organization.

Registering a Coalition Organization

This feature is where an Organization can register its coalition. Before any members can be added to the Coalition, the Organization must first register its Coalition.

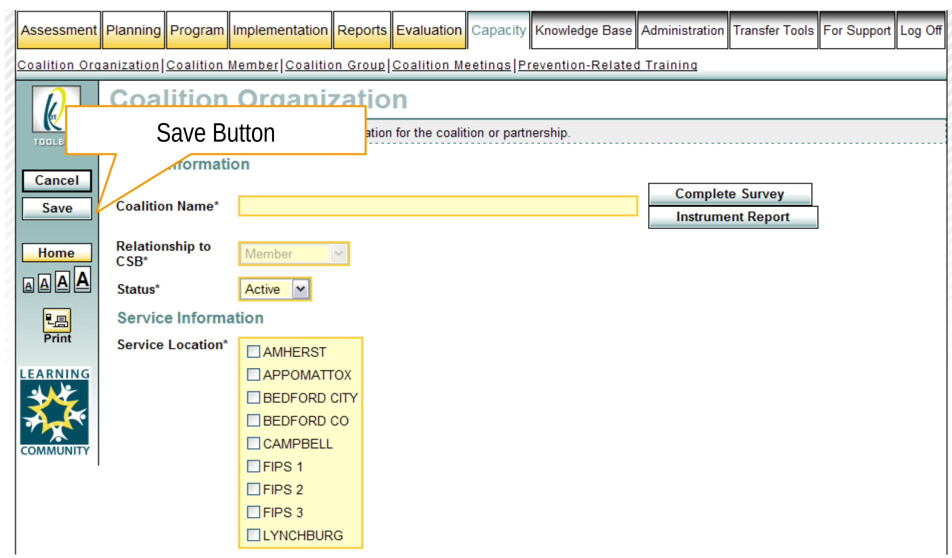
1. Click **Capacity** from the main menu.
2. Click **Coalition Organization** from the submenu.
3. Click **Add** (**Add**) from the left toolbar.



(This is a sample screenshot displaying the Coalition Organization Listing Page.)

4. Enter the name of the coalition in the **Coalition Name*** field.
5. Select the relationship between the coalition and provider in the **Relationship to CSB*** dropdown list.
6. Select the **Status*** of the organization from the dropdown list.
   a. *Active*: currently in use (can be viewed in other screens).
   b. *Inactive*: no longer in use (will not appear on other screens or reports).
7. Select the location of the coalition from the **Service Location*** field by checking the appropriate box.
8. Type the function of the coalition in the **Coalition Goal/Mission Statement*** field.
9. If desired, enter the Contact Information for the coalition, which includes the **First** and **Last Name**, **Address**, **City**, **State**, **Zip Code**, **Phone** number, **Fax** number, and **Email**.
10. Click **Save** (**Save**) from the left toolbar.

*Note: To exit this screen without saving any of the changes you have made, click **Cancel**.

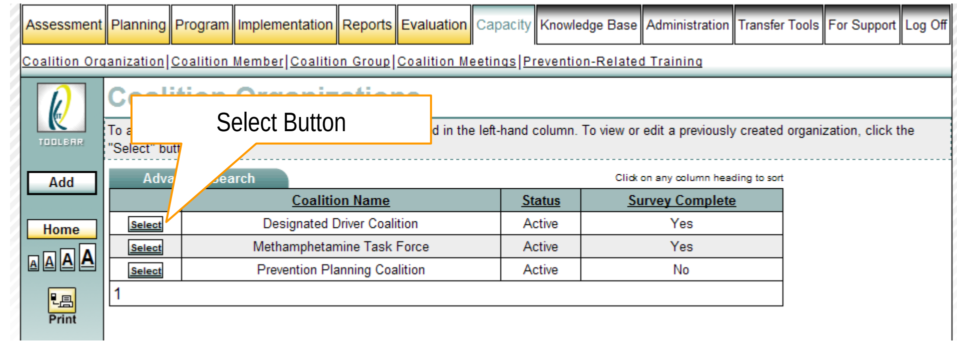


(This is a screenshot displaying the Coalition Organization Edit Page. This is a partial screenshot.)

Editing Coalition Organization Information

1. Click **Capacity** from the main menu.
2. Click **Coalition Organization** from the submenu.
3. From the Listing page, select the organization that you wish to edit by clicking the Select (**Select**) button.
4. The organization will appear in the edit mode.
5. Make any changes needed to the form.
6. Click Save (**Save**) from the left toolbar.

*Note: To exit this screen without saving any of the changes you have made, click **Cancel**.

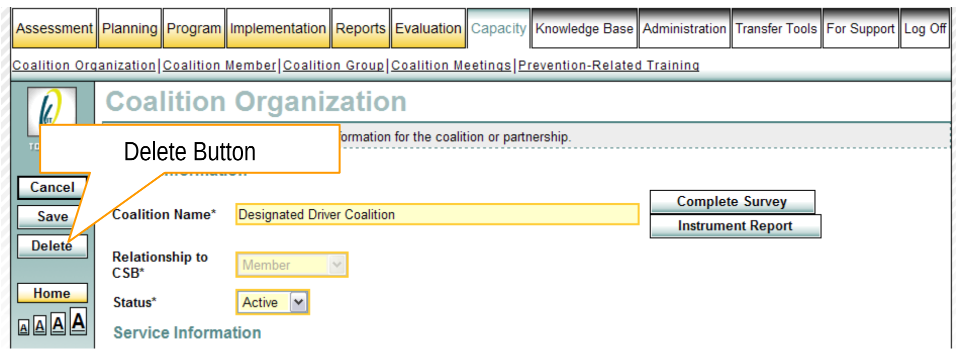


(This is a sample screenshot displaying the Coalition Organization Listing Page.)

Deleting Coalition Organization Information

1. Click **Capacity** from the main menu.
2. Click **Coalition Organization** from the submenu.
4. The organization will appear in the edit mode.
5. Click the Delete **(Delete)** button from the left toolbar.
6. A message appears asking, **"Are you sure?"**. If you would like to continue with the deletion, click the **OK** button.

*Note: To cancel the deletion, click the **Cancel** button.



(This is a sample screenshot displaying the Coalition Organization Edit Page. This is a partial screenshot.)

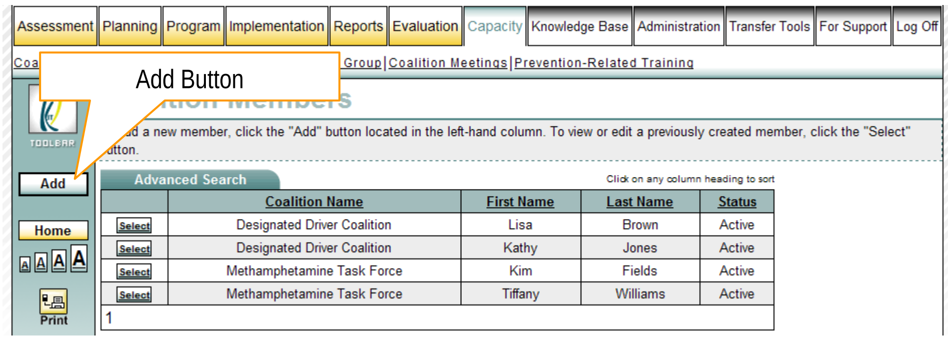
Tip

- You will not be able to delete a coalition organization if it is associated with a member or group. In these instances, mark the coalition as *Inactive*.

Registering a Coalition Member

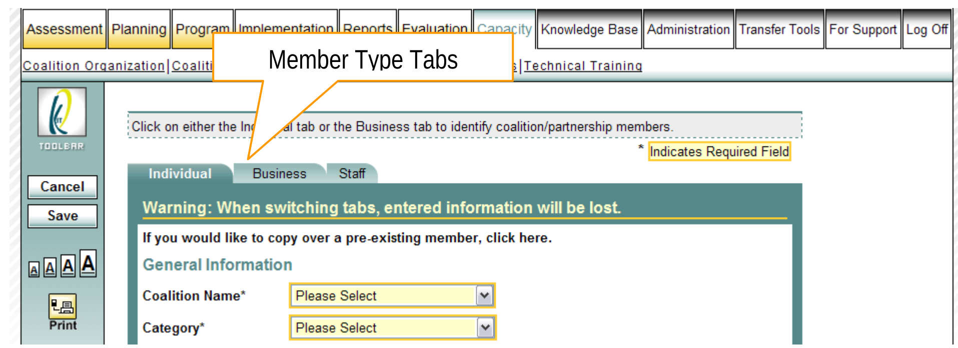
These are the members of coalition partner's staff but are not members of the lead agency staff. The coalition staff members are entered and they can track services performed just as if they were members of the lead agency staff.

1. Click **Capacity** from the main menu.
2. Click **Coalition Member** from the submenu.
3. Click Add (Add) from the left toolbar.
4. There are three types of members that can be registered in the Coalition/Partnership Member module: Individual, Business, or Staff. Select the type of member you wish to register by clicking on the appropriate tab.



(This is a sample screenshot displaying the Coalition Member Listing Page.)

5. There are three types of members that can be registered in the Coalition/Partnership Member module: Individual, Business, or Staff. Select the type of member you wish to register by clicking on the appropriate tab.



(This is a sample screenshot displaying the Coalition Member Edit Page. This is a partial screenshot.)

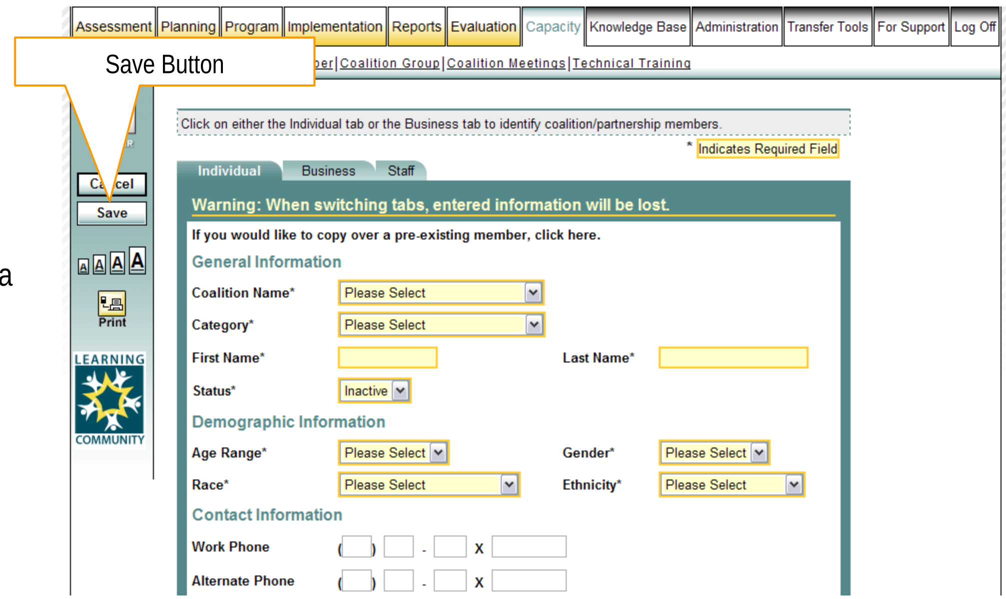
Tips

- If a member is part of two or more different coalitions, you must enter the member separately for each coalition.
- If a staff member is a member of a coalition, you must register the staff member with the coalition.

Individual Coalition Member

1. Select the **Coalition Name*** from the dropdown list.
2. Select the **Category*** that this coalition member belongs to from the dropdown list.
3. Type in the **First Name*** of the coalition member.
4. Type in the **Last Name*** of the coalition member.
5. Select the **Status*** of the member from the dropdown list.
    a. *Active*: currently in use (can be viewed in other screens).
    b. *Inactive*: no longer in use (will not appear on other screens or reports).
6. Select the **Age Range*** of the member. Once you click on the black down-arrow, a list will appear showing different age ranges. Select an age range and the system will automatically fill in a birth date within the age range (the date is estimated from today's date).
7. Select the gender of the staff member from the **Gender*** dropdown list.
8. Select the **Race*** of the staff member from the dropdown list.
9. Select the **Ethnicity*** of the staff member from the dropdown list.
10. If known, enter in any Contact Information that is known about this coalition member, which includes the **Work Phone** number, **Alternative Phone** number, **Address**, **City**, **State**, **Zip Code**, **Email**, and **Second Language**.
11. Click Save (Save) from the left toolbar.

*Note: To exit this screen without saving any of the changes you have made, click Cancel.

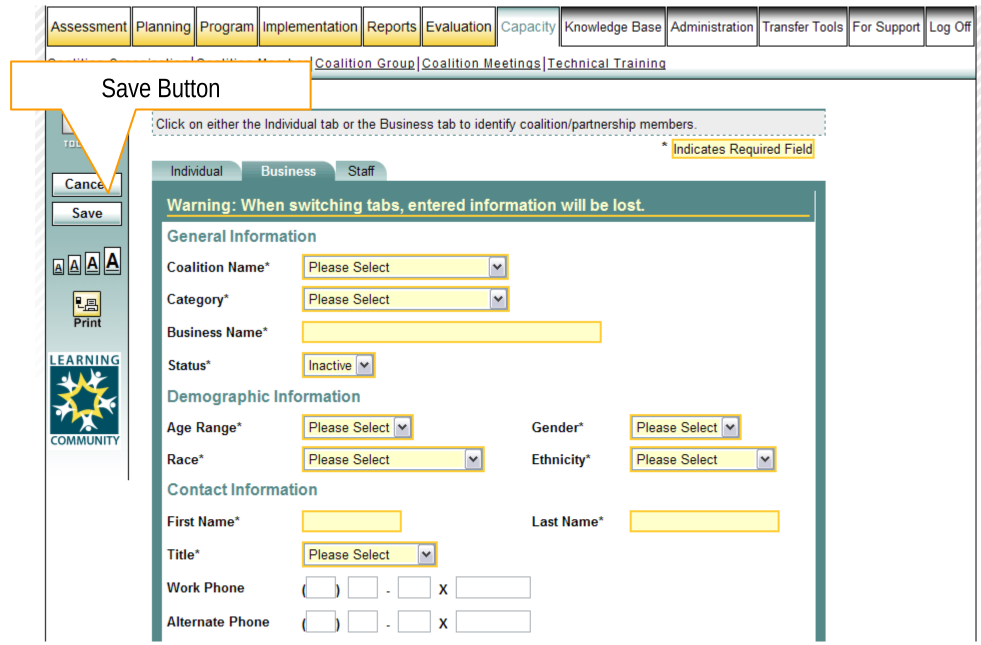


(This is a screenshot displaying the Coalition Member Edit Page. This is a partial screenshot.)

Business Coalition Member

1. Select the **Coalition Name*** from the dropdown list.
2. Select the **Category*** that this coalition member belongs to from the dropdown list.
3. Type in the **Business Name*** of the coalition member.
4. Select the **Status*** of the member from the dropdown list.
   i. *Active*: currently in use (can be viewed in other screens).
   ii. *Inactive*: no longer in use (will not appear on other screens or reports).
5. Select the **Age Range*** of the member. Once you click on the black down-arrow, a list will appear showing different age ranges. Select an age range and the system will automatically fill in a birth date within the age range (the date is estimated from today's date).
6. Select the gender of the staff member from the **Gender*** dropdown list.
7. Select the **Race*** of the staff member from the dropdown list.
8. Select the **Ethnicity*** of the staff member from the dropdown list.
9. If known, enter in any Contact Information that is known about this coalition member, which includes the **First Name***, **Last Name***, **Title***, **Work Phone** number, **Alternative Phone** number, **Address**, **City**, **State**, **Zip Code**, and **Email**.
10. Click Save (**Save**) from the left toolbar.

*Note: To exit this screen without saving any of the changes you have made, click **Cancel**.

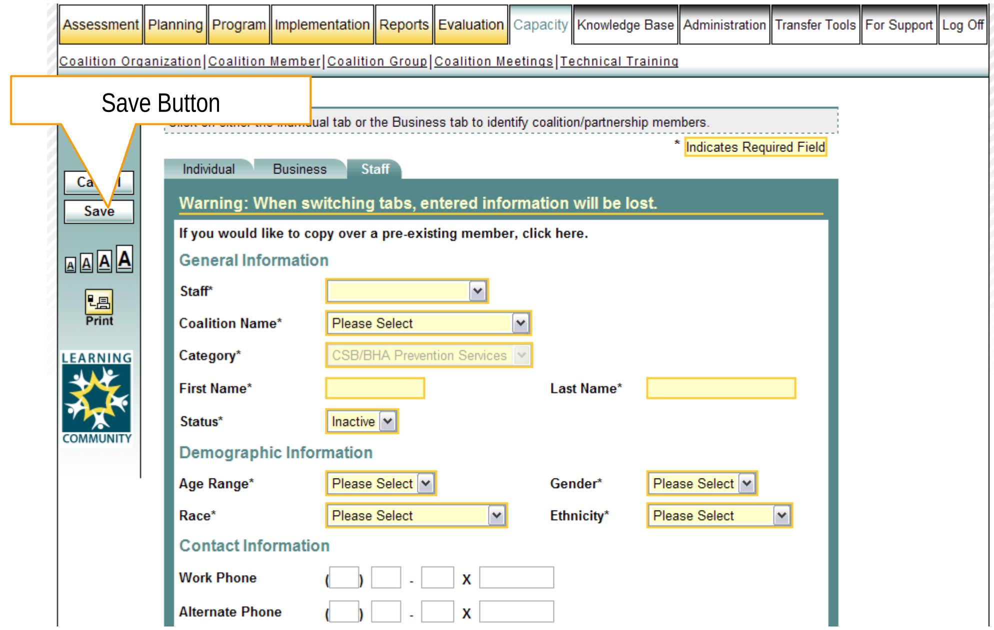


(This is a screenshot displaying the Coalition Member Edit Page. This is a partial screenshot.)

Staff Coalition Member

1. Select the staff member from the **Staff*** dropdown list
2. Select the **Coalition Name*** from the dropdown list.
3. Select the **Category*** that this coalition member belongs to from the dropdown list.
4. The **First Name*** and **Last Name*** of the staff member will automatically fill in for you.
5. Select the **Status*** of the member from the dropdown list.
   i. *Active*: currently in use (can be viewed in other screens).
   ii. *Inactive*: no longer in use (will not appear on other screens or reports).
6. The Demographic Information will automatically fill in for you based off of the Staff member selected. You may change any of this information if needed.
7. The Contact Information will automatically fill in for you based off of the staff member selected.
8. Click Save (**Save**) from the left toolbar.

*Note: To exit this screen without saving any of the changes you have made, click **Cancel**.

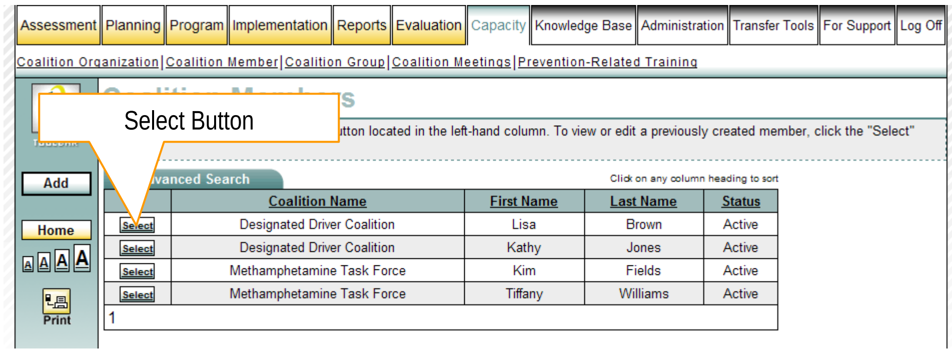


(This is a screenshot displaying the Coalition Member Edit Page. This is a partial screenshot.)

Editing Coalition Member Information

1. Click **Capacity** from the main menu.
2. Click **Coalition Member** from the submenu.
3. From the Listing page, select the member that you wish to edit by clicking the **Select** button.
4. The member will appear in the edit mode.
5. Make any changes needed to the form.
6. Click Save (**Save**) from the left toolbar.

*Note: To exit this screen without saving any of the changes you have made, click **Cancel**.

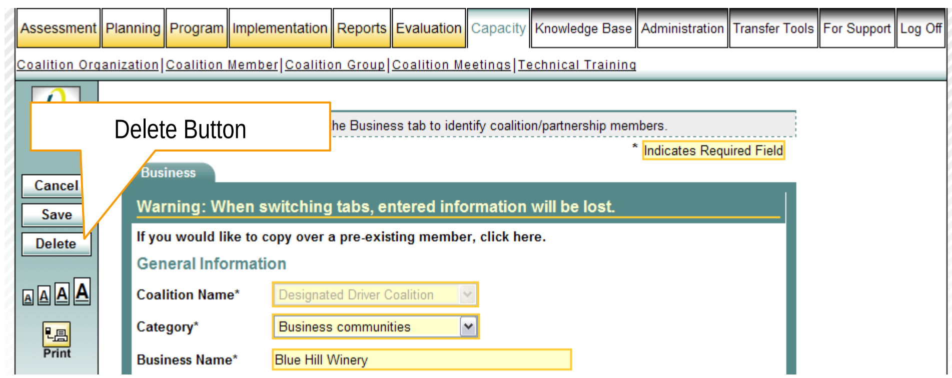


(This is a sample screenshot displaying the Coalition Member Listing Page.)

Deleting Coalition Member Information

1. Click **Capacity** from the main menu.
2. Click **Coalition Member** from the submenu.
3. From the Listing page, select the member that you wish to delete by clicking the **Select** button.
4. The member will appear in the edit mode.
5. Click the Delete (**Delete**) button from the left toolbar.
6. A message appears asking, **"Are you sure?"**. If you would like to continue with the deletion, click the **OK** button.

*Note: To cancel the deletion, click the **Cancel** button.



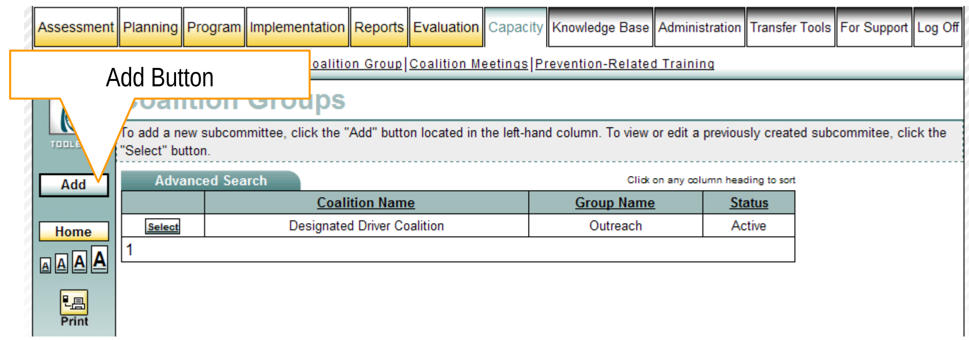
(This is a sample screenshot displaying the Coalition Member Edit Page. This is a partial screenshot.)

Tips

- You will not be able to delete a coalition member if the member is associated with a coalition group, meeting or Technical Training. In these instances, mark the member as <u>*Inactive*</u>.

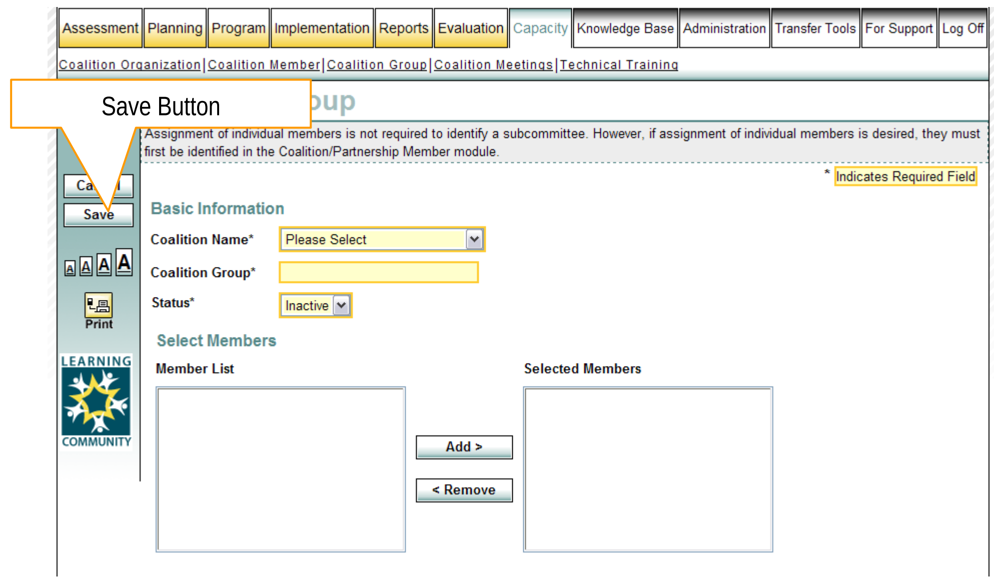
Entering a Coalition Group

Coalition Group is a group of all Coalition members that will be attending a specific Coalition meeting. This module is used for attendance purposes for the Coalition meetings.



(This is a sample screenshot displaying the Coalition Group Listing Page.)

1. Click **Capacity** from the main menu.
2. Click **Coalition Group** from the submenu.
3. Click Add (**Add**) from the left toolbar.



(This is a screenshot displaying the Coalition Group Edit Page.)

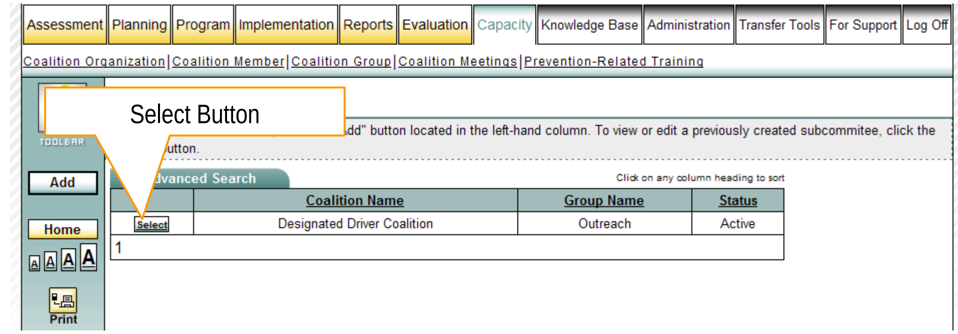
4. Select the **Coalition Name*** from the dropdown list.
5. Enter the name of the **Coalition Group***.
6. Select the **Status*** of the coalition group from the dropdown list.
   a. *Active*: currently in use (can be viewed in other screens).
   b. *Inactive*: no longer in use (will not appear on other screens or reports).
7. To assign a member to a group, click on the member's name (highlighting it) from the **Member List** and click the Add > (**Add >**) button to move it to the **Selected Member** list.
   a. To remove a member from the **Selected Member** list, click the < Remove (**< Remove**) button to move it back into the **Member List**.
   b. Click Save (**Save**) from the left toolbar.

*Note: To exit this screen without saving any of the changes you have made, click **Cancel**.

Editing Coalition Group Information

1. Click **Capacity** from the main menu.
2. Click **Coalition Group** from the submenu.
3. From the Listing page, select the group that you wish to edit by clicking the **Select** button.
4. The group will appear in the edit mode.
5. Make any changes needed to the form.
6. Click Save (**Save**) from the left toolbar.

*Note: To exit this screen without saving any of the changes you have made, click **Cancel**.

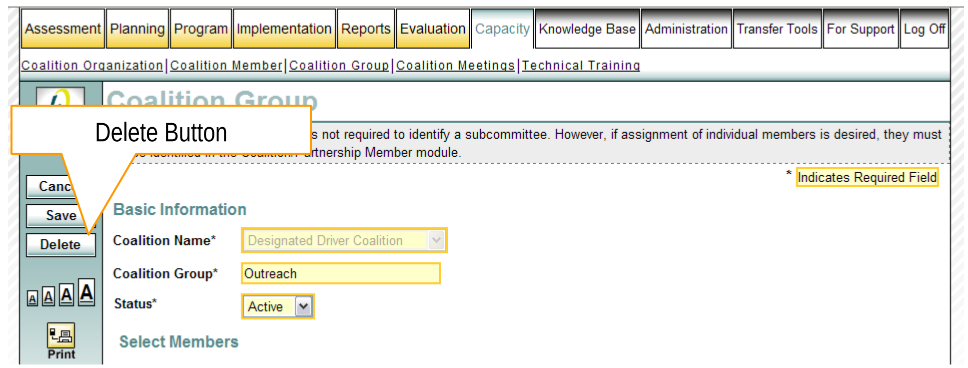


(This is a sample screenshot displaying the Coalition Group Listing Page.)

Deleting Coalition Group Information

1. Click **Capacity** from the main menu.
2. Click **Coalition Group** from the submenu.
3. From the Listing page, select the group that you wish to delete by clicking the **Select** button.
4. The group will appear in the edit mode.
5. Click the Delete **(Delete)** button from the left toolbar.
6. A message appears asking, **"Are you sure?"**. If you would like to continue with the deletion, click the **OK** button.

*Note: To cancel the deletion, click the **Cancel** button.



(This is a sample screenshot displaying the Coalition Group Edit Page. This is a partial screenshot.)

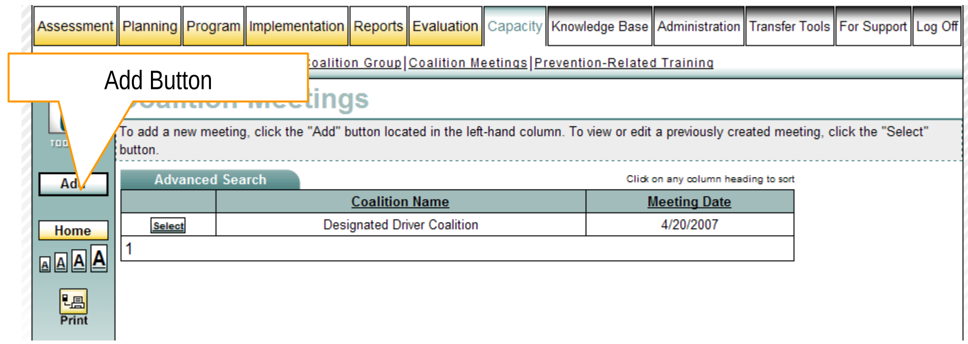
Tips

- You will not be able to delete a coalition group if it is associated with a Meeting or Technical Training. In these instances, mark the group as ***Inactive***.

Coalition Meetings

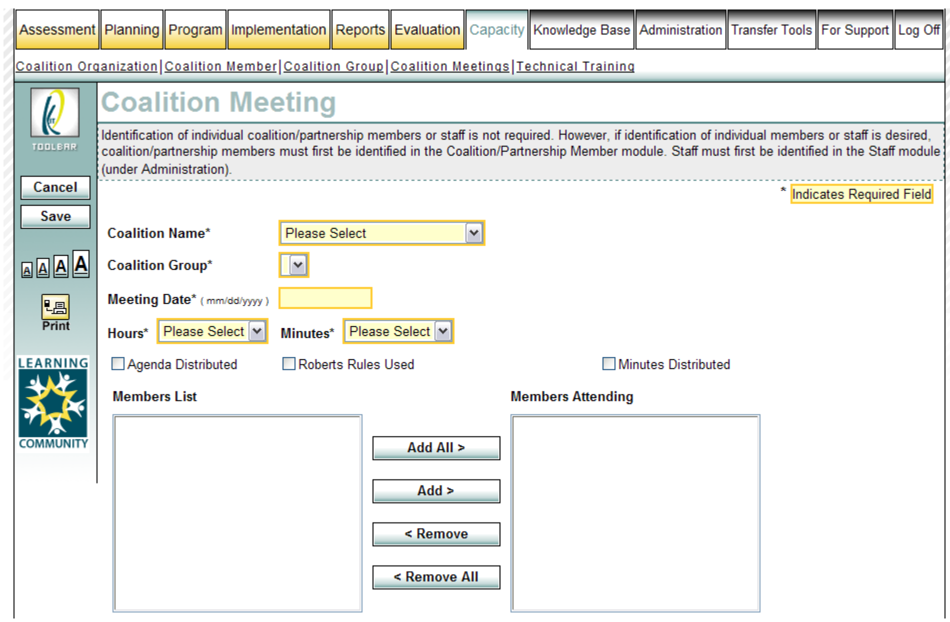
The Coalition Meetings module allows the organization to record any meetings that may occur between Coalitions and/or between Staff members.

1. Click **Capacity** from the main menu.
2. Click **Coalition Meetings** from the submenu.
3. Click Add (Add) from the left toolbar.



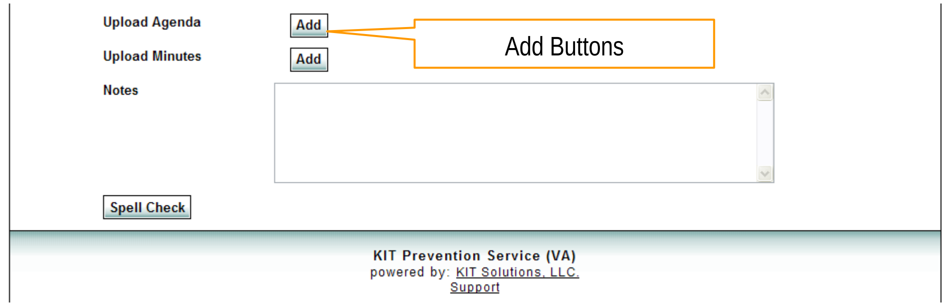
(This is a sample screenshot displaying the Coalition Meeting Listing Page.)

4. Select the **Coalition Name*** from the dropdown list.
5. Select the **Coalition Group*** from the dropdown list.
   *Note: Selections for this dropdown field will be available once a **Coalition Name** has been selected.
6. Type in the **Meeting Date***, as mm/dd/yyyy, of the coalition meeting.
7. If desired, enter the **Hours** and **Minutes** of the meeting.
8. To assign a member to a meeting, click on the member's name (highlighting it) from the **Member List** and click the Add > (Add >) button to move it to the **Selected Member** list.



(This is a partial screenshot displaying the Coalition Meeting Edit Page.)

9. You have an opportunity to upload any *agenda* or *task* documents that may be associated with this meeting.
    a. Click the Add (**Add**) button next to **Upload Agenda** or **Upload Minutes**.
    b. Click the **Browse** button to search for the document you wish to insert. Click **Cancel** if you do not wish to insert a document.
    c. The document will be uploaded to the service. Click on the **link** to open the document.
    *Note: The link will be displayed similar to agenda.pdf.



(This is a partial screenshot displaying the Coalition Meeting Edit Page.)

10. Type in any additional information regarding this meeting in the **Notes** field.
11. Click Save (**Save**) from the left toolbar.
    *Note: To exit this screen without saving any of the changes you have made, click **Cancel**.

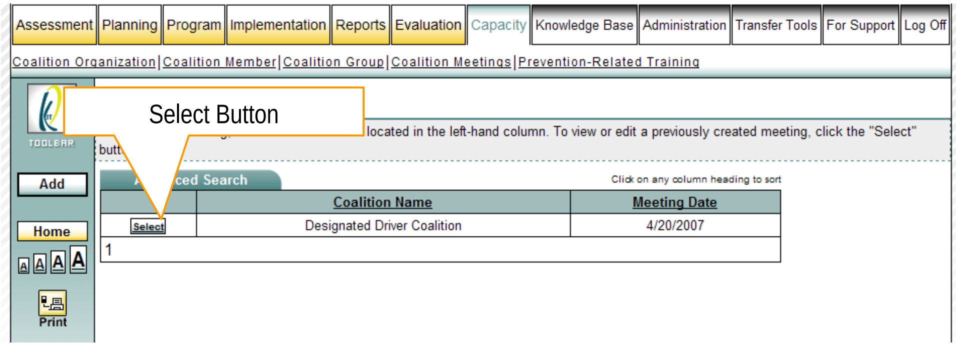
Tips

- When entering a Coalition meeting, there is a group called **General** in the **Coalition Group** dropdown list. This is used when **all** members of a Coalition Organization attended the meeting.

Editing a Coalition Meeting

1. Click **Capacity** from the main menu.
2. Click **Coalition Meetings** from the submenu.
3. From the Listing page, select the meeting date that you wish to edit by clicking the **Select** button.
4. The meeting will appear in the edit mode.
5. Make any changes needed to the form.
6. Click Save (**Save**) from the left toolbar.

   *Note: To exit this screen without saving any of the changes you have made, click **Cancel**.

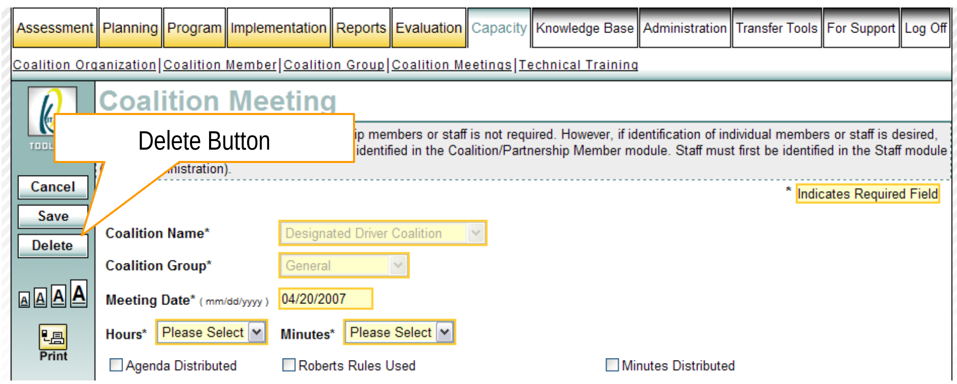


(This is a sample screenshot displaying the Coalition Meeting Listing Page.)

Deleting a Coalition Meeting

1. Click **Capacity** from the main menu.
2. Click **Coalition Meetings** from the submenu.
3. From the Listing page, select the meeting date that you wish to delete by clicking the **Select** button.
4. The meeting will appear in the edit mode.
5. Click the Delete **(Delete)** button from the left toolbar.
6. A message appears asking, **"Are you sure?"**. If you would like to continue with the deletion, click the **OK** button.

   ***Note:** To cancel the deletion, click the **Cancel** button.

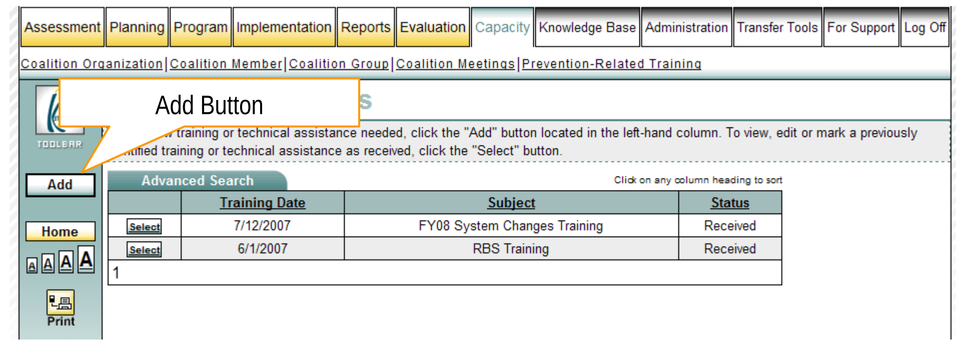


(This is a sample screenshot displaying the Coalition Meeting Edit Page. This is a partial screenshot.)

Technical Training

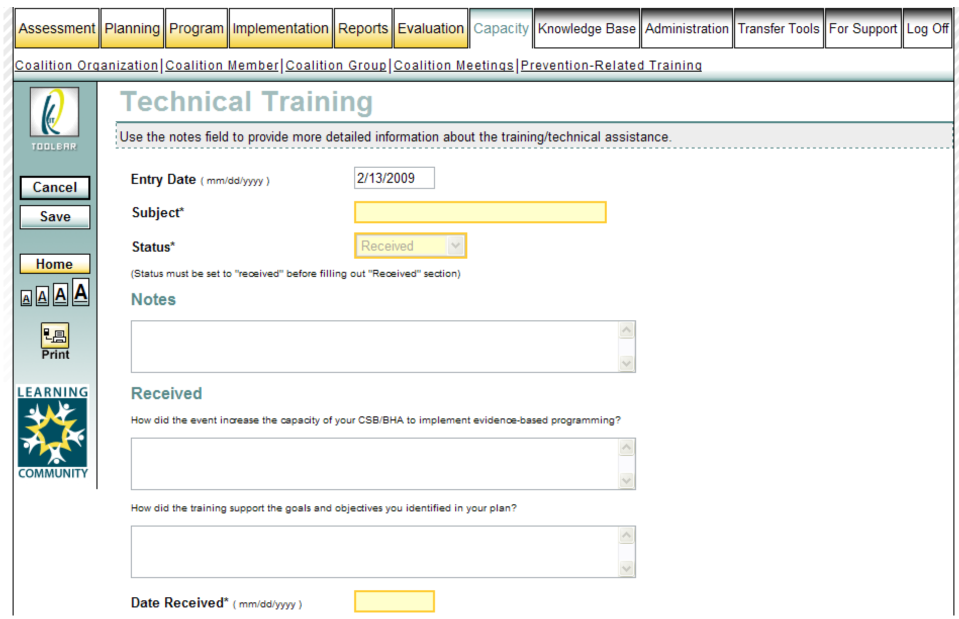
The Technical Training module allows the organization to keep track of needed and completed trainings that are provided to staff and/or coalition members associated with the organization.

1. Click **Capacity** from the main menu.
2. Click **Prevention-Related Training** from the submenu.
3. Click Add (**Add**) from the left toolbar.



(This is a sample screenshot displaying the Technical Training Listing Page.)

4. Enter in the **Subject*** of the training.
5. The **Status*** is defaulted to Received.
    a. *Received*: The training has been completed.
6. If desired, enter any additional information known regarding the training in the **Notes** field.
7. Answer the two questions being asked in the appropriate fields.
8. Type in the date the training was completed in the **Date Received*** field as mm/dd/yyyy.



(This is a sample screenshot displaying the Technical Training Edit Page. This is a partial screenshot.)

9. Select the **Duration*** from the dropdown list.
10. Select the type of training received from the **Method*** dropdown list.
11. Select who gave the training from the **Provided by:*** dropdown list.

    *Note: You must enter the name of the trainer in the **Specify** field that appears once you select from the **Provided by** field.
12. If you wish to add attendees, click the **Manage Training Attendees** button. A new window will appear displaying the Training Attendance screen.
    a. If this is a Coalition training, select the **Coalition Name*** from the dropdown list.
    b. To assign a member to a training, click on the member's name (highlighting it) from the **Member List** (or Staff List if this is a Staff meeting) and click the Add > (**Add >**) button to move it to the **Members Attended** list (**Selected Staff** list for staff members).
        i. To remove a member from the **Members Attended** list, click the < Remove (**< Remove**) button to move it back into the **Member List.**
    c. Click Save (**Save**) from the left toolbar.
    d. The Training Attendance screen will close and you are returned to the Technical Trainings screen.
13. Click Save (**Save**) from the left toolbar.

    *Note: To exit this screen without saving any of the changes you have made, click **Cancel**.

(This is a partial screenshot displaying the Technical Training Edit Page.)

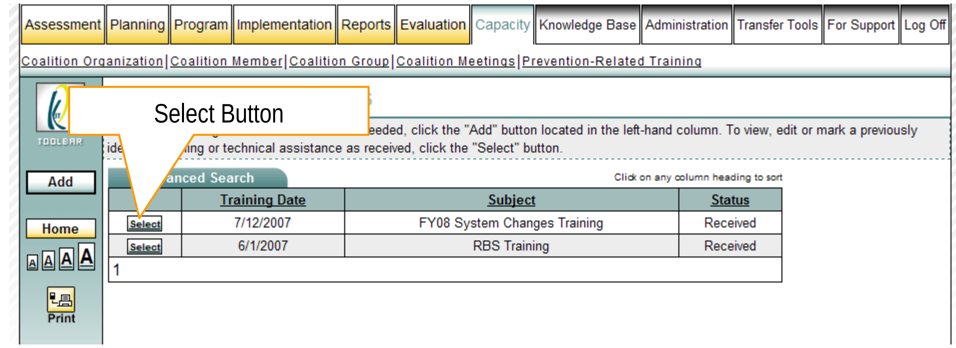
Tip

- After being returned to the Technical Trainings screen upon saving your attendees, the number of attendees will be shown on the screen.

Editing Technical Training

1. Click **Capacity** from the main menu.
2. Click **Prevention-Related Training** from the submenu.
3. From the Listing page, select the training that you wish to edit by clicking the **Select** button.
4. The training will appear in the edit mode.
5. Make any changes needed to the form.
6. Click Save (**Save**) from the left toolbar.

   *Note: To exit this screen without saving any of the changes you have made, click **Cancel**.



(This is a sample screenshot displaying the Technical Training Listing Page.)

Deleting a Technical Training

1. Click **Capacity** from the main menu.
2. Click **Prevention-Related Training** from the submenu.
3. From the Listing page, select the training that you wish to delete by clicking the **Select** button.
4. The training will appear in the edit mode.
5. Click the Delete **(Delete)** button from the left toolbar.
6. A message appears asking, **"Are you sure?"**. If you would like to continue with the deletion, click the **OK** button.

   *Note: To cancel the deletion, click the **Cancel** button.

(This is a sample screenshot displaying the Technical Training Edit Page. This is a partial screenshot.)

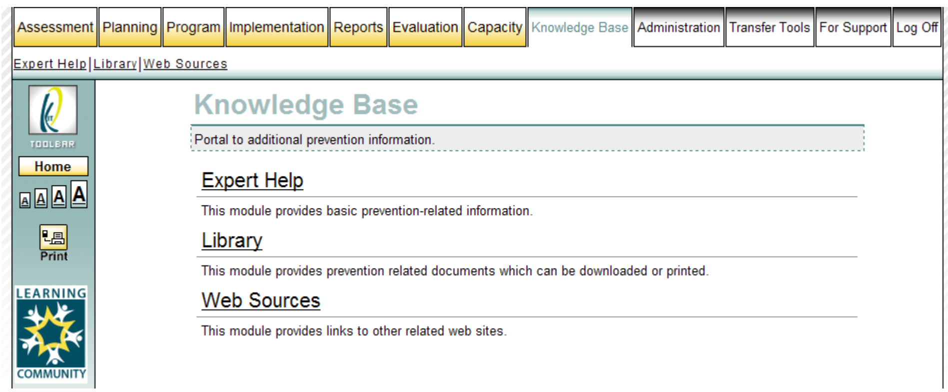
KNOWLEDGE BASE

The Knowledge Base module is a warehouse of prevention related documents, web sites, and KIT Prevention service design information.

Expert Help

The Expert Help section contains helpful questions regarding prevention for KIT Prevention.

1. Click **Knowledge Base** in the menu.
2. Click **Expert Help** from the submenu.
3. A new window will open.
4. Select the topic you'd like to view from the **Choose Topic** dropdown list. The answer will appear in the box below.
5. To close the Expert Help window, click on the X in the upper right-hand corner.



(This is a screenshot displaying the Knowledge Base Page.)

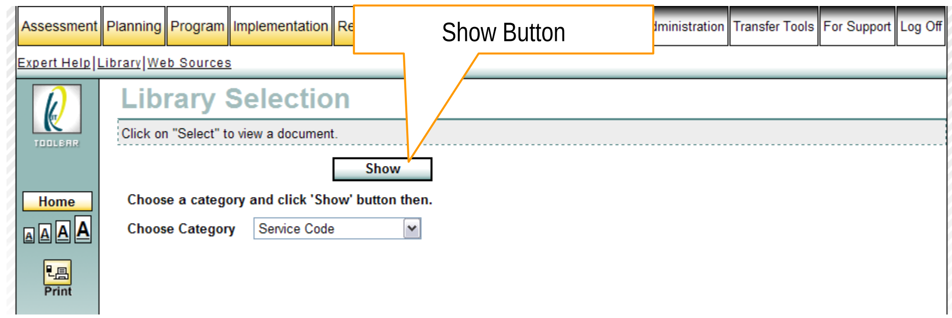
Tips

- If you have a pop-up blocker on your computer, hold the ctrl key down while selecting any button used to view the report (e.g., Show Report, PDF, etc.).

Library

The Library section is a repository of commonly requested documents, index code definitions, and other general documents that VA Prevention would like to make available. Use the following instructions to generate the reports in the Library section.

1. Click **Knowledge Base** in the menu.
2. Click **Library** from the submenu.
3. Select a category from the **Choose Category** dropdown list.
4. Click the Show (**Show**) button to display the selected form.
5. A new window will open displaying the form.
   *Note: For information on saving or printing this form, see the Using the Report Viewer section.
6. To close the open document, click on the X in the upper right-hand corner.



(This is a screenshot displaying the Library Page.)

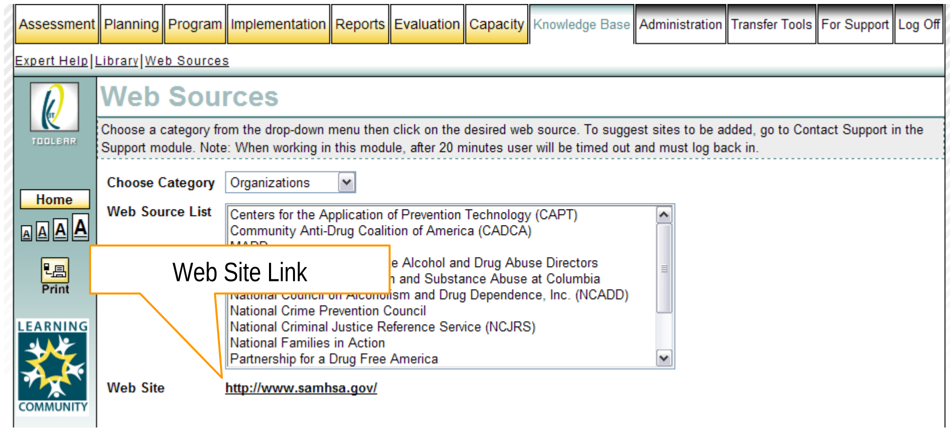
Tips

- If you have a pop-up blocker on your computer, hold the ctrl key down while selecting any button used to view the report (e.g., Show Report, PDF, etc.).

Web Sources

The Web Sources area of the Knowledge Base section allows users and prevention workers to have a wealth of prevention links organized by the type of organization, agency, or topic they represent.

1. Click **Knowledge Base** in the menu.
2. Click **Web Sources** from the submenu.
3. Select a category from the **Choose Category** dropdown list.
4. Browse the *Web Source List* for the web site you would like to visit.
5. Select the *Web Source* you are interested in to highlight it.
6. Click on the link to the *Web Site* (located underneath the *Web Source List* box).
7. A new window will open displaying the web site you chose.
8. To close the new web site window, click on the X in the upper right-hand corner.



(This is a screenshot displaying the Web Sources Page.)

Tips

- If you have a pop-up blocker on your computer, hold the ctrl key down while selecting any button used to view the report (e.g., Show Report, PDF, etc.).

ADMINISTRATION

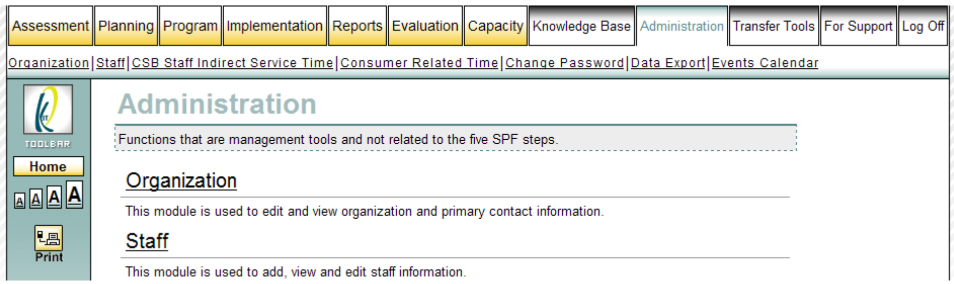
The Administration Module is an area that is designed to complete administrative tasks within the system, such as Organization Information, Staff Registration and CSB Staff Indirect Service Time

Organization

The Organization Information area has fields that can be filled in with various pieces of information specific to your organization. The contact information will be useful to the state in case they have a question on any part of the data that has been put into the system.

Viewing the Organization Information

1. Click **Administration** from the main menu.
2. Click **Organization** from the submenu.

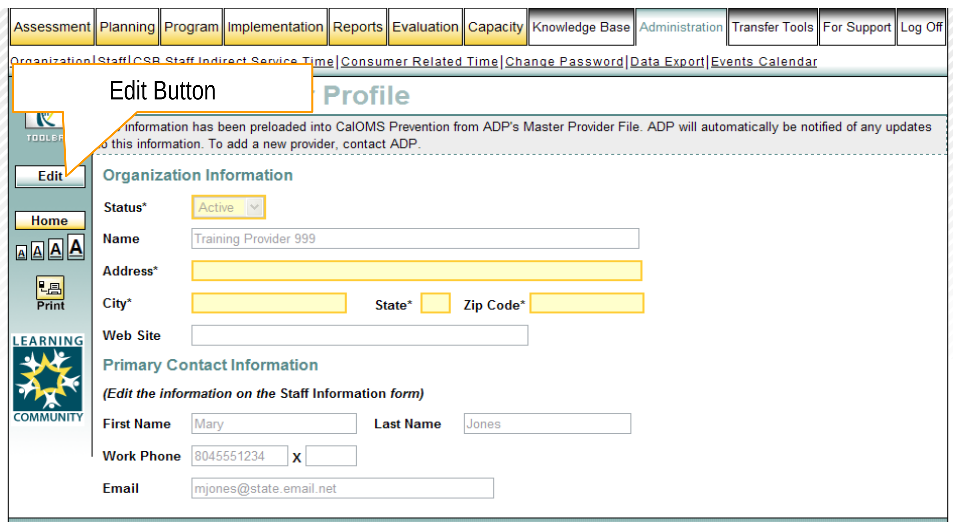


(This is a partial screenshot displaying the Administration Landing Page.)

Editing the Organization Information

1. Click the **Edit** (**Edit**) button from the left toolbar.
2. Make any changes needed to the Organization Information (including **Address***, **City***, **State*** and **Zip Code***).
3. In the Primary Contact Information section, select one of the staff members to serve as a contact person for the KIT Prevention Service from the **Choose the Staff Member*** dropdown list. The rest of the information will be loaded for you based on what was entered in the Staff/User module.
4. Click **Save** (**Save**) from the left toolbar.

*Note: To exit this screen without saving any of the changes you have made, click Cancel.



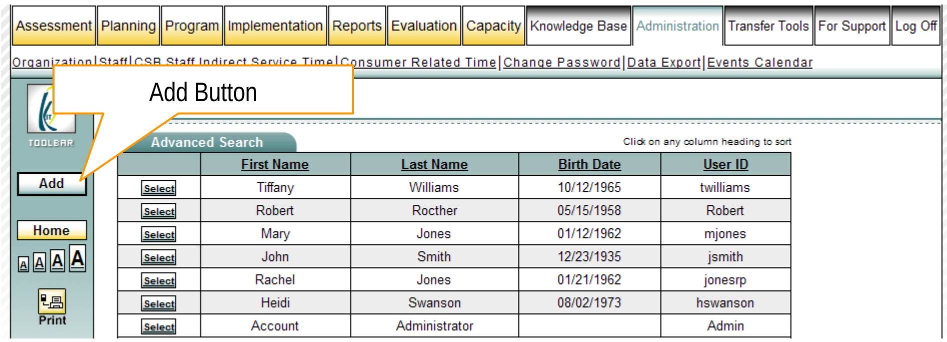
(This is a sample screenshot displaying the Organization Information Edit Page. This is a partial screenshot.)

Staff Information

The Staff Information page enables the organization to track staff members' hours. In order to track staff hours as they relate to specific events, the staff members must be set-up in this module prior to entering event data.

A staff member MUST be entered if he/she will:

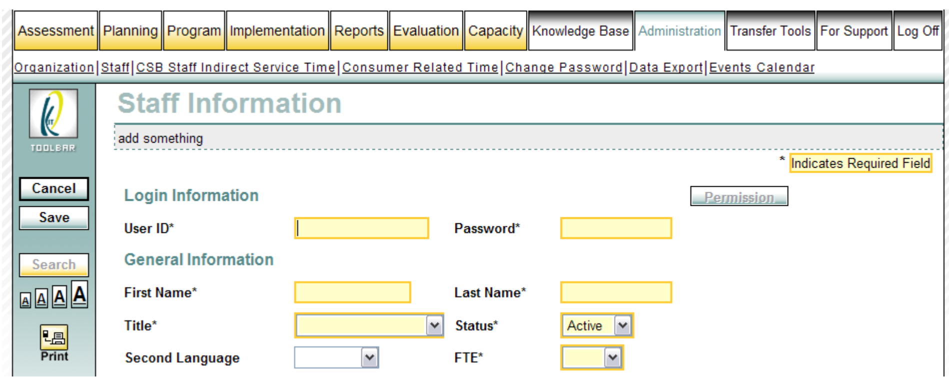
1. Need access to the database (Data Entry).
2. Be performing a prevention service.



(This is a sample screenshot displaying the Staff Listing Page.)

1. Click **Administration** in the menu.
2. Click **Staff** from the submenu.
3. Click **Add** (**Add**) from the left toolbar.

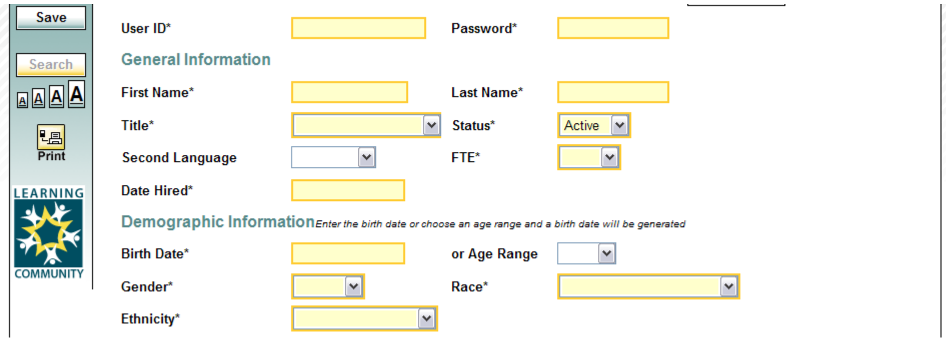
4. Enter the staff member's **Login Information**.
   a. The **User ID*** will be the login name used by the staff member. This may be anything that you choose. Choosing a User ID and Password scheme will simplify administration. (For example: Use the first letter of the user's first name and the full last name with no spaces in between for the User ID.)
   b. The **Password*** field is where the temporary password is created for the staff member. This password will be used along with the User ID and Organization ID number to log into the TPRS. Once a user logs in, they can use the Change Password module to change the password to one of their liking.
5. Type in the staff member's **First Name***.
6. Type in the staff member's **Last Name***.
7. Select in the staff member's title from the **Title*** dropdown list.
8. The **Status*** is defaulted to *Active.*
   a. *Active*: currently in use (can be viewed in other screens).
   b. *Inactive*: no longer in use (will not appear on other screens or reports).
9. Select **FTE*** from the dropdown list.



(This is a partial screenshot displaying the Staff Information Edit Page.)

10. Enter the staff member's hire date in the **Date Hired*** field as mm/dd/yyyy.
11. Enter in the staff member's **Birth Date*** as mm/dd/yyyy.
    a. You can also use the **Age Range** dropdown list directly to the right of the **Birth Date*** field. Once you click on the black down-arrow, a list will appear showing different age ranges. Select an age range and the system will automatically fill in a birth date within the age range (the date is estimated from today's date).

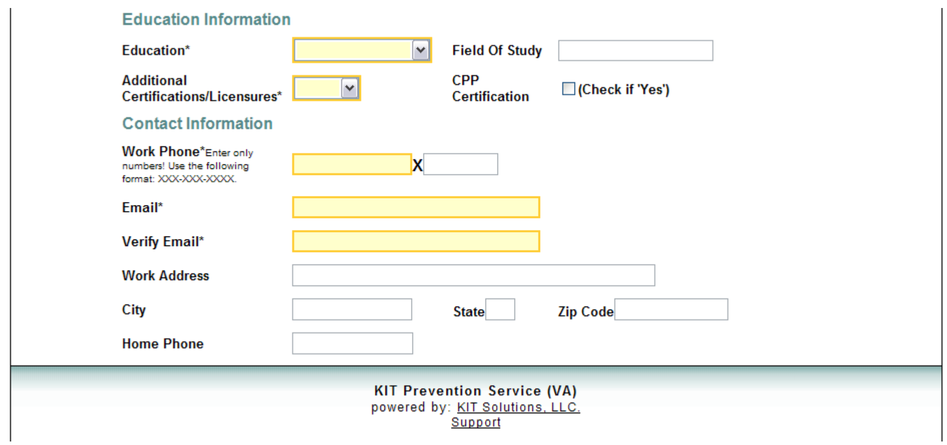
    *Note: Do not enter a Birth Date and then select an Age Range; you will lose the original birth date that you entered.
12. Select the gender of the staff member from the **Gender*** dropdown list.
13. Select the **Race*** of the staff member from the dropdown list.
14. Select the **Ethnicity*** of the staff member from the dropdown list.



(This is a partial screenshot displaying the Staff Information Edit Page.)

15. Select the highest education level of the staff member from the **Education*** dropdown list.
16. If desired, enter the **Field of Study** for the staff member.
17. Select any **Additional Certifications/Licensures*** the staff member may hold from the dropdown list.
18. Enter in the staff member's **Contact Information**.
    a. Type in the staff member's main **Work Phone*** number and extension.
    b. Type in the staff member's **Email*** address.
    c. Type in the staff member's email address again in the **Verify Email*** field.
    d. If desired, type the full street address of the staff member including **Address**, **City**, **State** and **Zip Code**.
    e. If desired, type in the staff member's **Home Phone** number.
19. Click the Save (Save) button.

    *Note: To exit the screen without saving any of the changes, click the **Cancel** button.



(This is a partial screenshot displaying the Staff Information Edit Page.)

Tips

- Passwords can be any combination of letters, numbers and/or characters.
- Passwords are case sensitive.

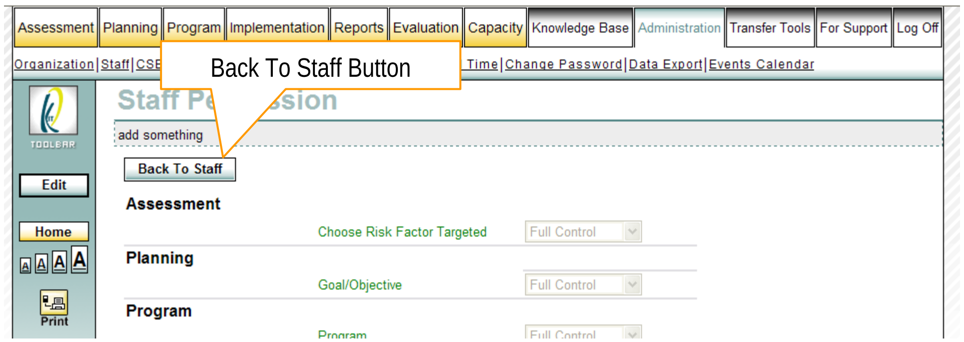
Modifying Staff Permissions

Once you have saved the new staff entry, click the Permission (Permission) button to set the staff member's permissions (the following screen will appear):

You can tailor a specific user's access level to areas of the KIT Prevention Service. The permissions are defaulted to a normal access level for a particular user, but anyone that has access to the Staff area can modify access levels for any user on the system. The different levels of access can be set as follows:

No Permission (No access to a particular module)
Read Only (Staff can only view information)
Read and Write (Staff can add new information, view and edit existing information)
Full Control (Staff can add new information, view, edit and delete existing information)

1. From the Permission screen, click the Edit (Edit) button from the left toolbar to alter the permissions for the staff member.
2. Set the permissions for the each module according to the level of permission the staff should have.
3. Once you have set the staff permissions for this account, click Save (Save) from the left toolbar.
4. Click the Back To Staff (Back to Staff) button to return to the Staff Information screen.



(This is a partial screenshot displaying the Staff Permissions Page.)

Editing Staff Information

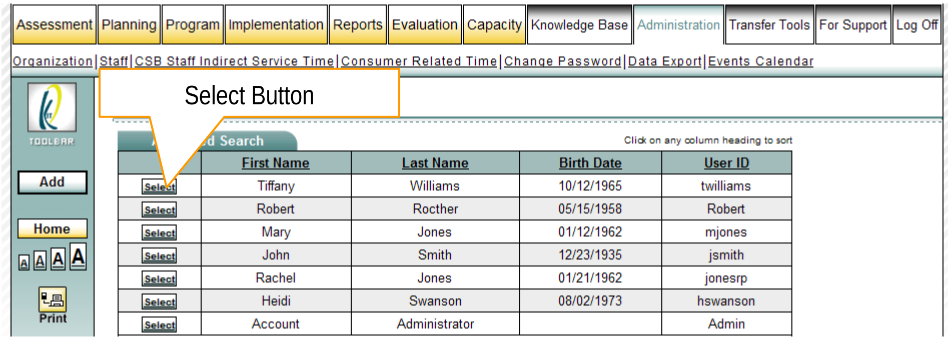
1. Click **Administration** from the main menu.
2. Click **Staff** from the submenu.
3. From the Listing page, select the staff member that you wish to edit by clicking the **Select** button.
4. Once the desired staff member is displayed, click **Edit** from the left toolbar.
5. Make any changes needed to the form.
6. Click Save (**Save**) from the left toolbar.

*Note: To exit this screen without saving any of the changes you have made, click **Cancel**.

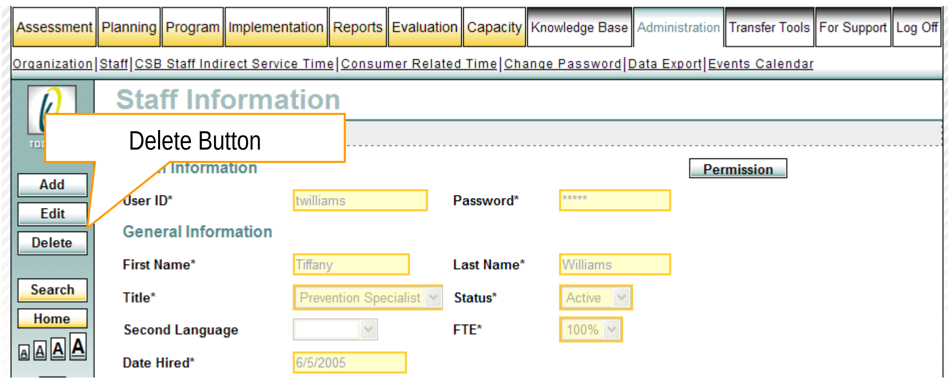
Deleting Staff Information

1. Click **Administration** from the main menu.
2. Click **Staff** from the submenu.
3. From the Listing page, select the staff member that you wish to delete by clicking the **Select** button.
4. Once the desired staff member is displayed, click the Delete **(Delete)** button from the left toolbar.
5. A message appears asking, **"Are you sure?"**. If you would like to continue with the deletion, click the **OK** button.

*Note: To cancel the deletion, click the **Cancel** button.



(This is a sample screenshot displaying the Staff Listing Page.)

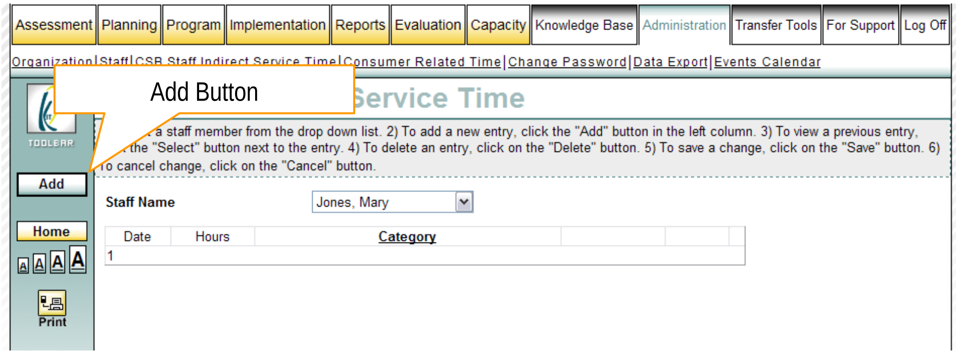


(This is a sample screenshot displaying the Staff Information Edit Page. This is a partial screenshot.)

CSB Staff Indirect Service Time

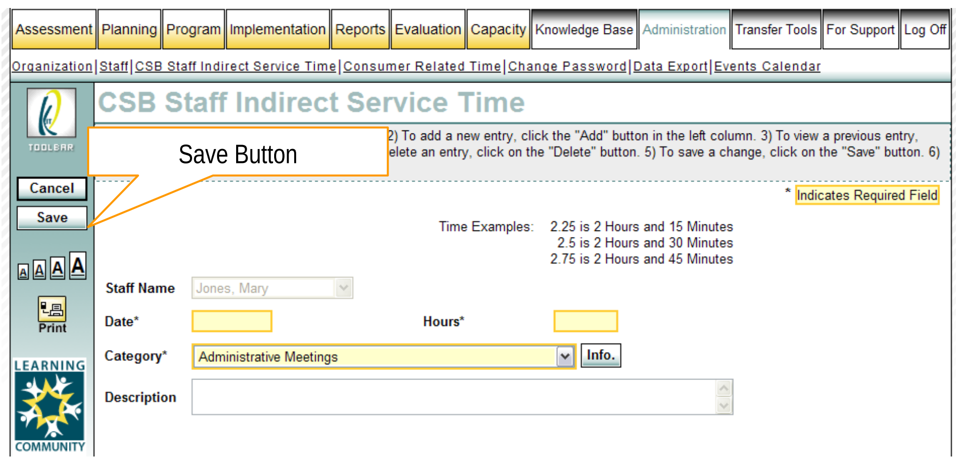
The Administrative Time area is used to input hours of administrative tasks into the KIT Prevention Service. To input administrative time entries, use the following steps:

1. Click **Administration** in the main menu.
2. Click **CSB Staff Indirect Service Time** from the submenu.
3. Select the staff member to which you would like to add Indirect Time entries to from the **Staff Name** dropdown list.
4. Click Add (**Add**) from the left toolbar.



(This is a sample screenshot displaying the CBS Staff Indirect Service Time Edit Page. This is a partial screenshot.)

5. Enter the date of the Indirect Time in the **Date*** field as mm/dd/yyyy.
6. Enter the number of hours the Indirect Time took place in the **Hours*** field.
7. Select a **Category** describing the Indirect Time from the dropdown list.
   *Note: For a description of the **Category** selected, click the **Info** button. A new window will open displaying definitions.
8. If appropriate, select a **Strategy** associated with this time from the dropdown list.
9. If appropriate, select a **Program** associated with this time from the dropdown list.
10. Enter a **Description** of the Consumer Related Time in the appropriate field.
11. Click Save (**Save**) from the left toolbar.
    *Note: To exit this screen without saving any of the changes you have made, click **Cancel**.

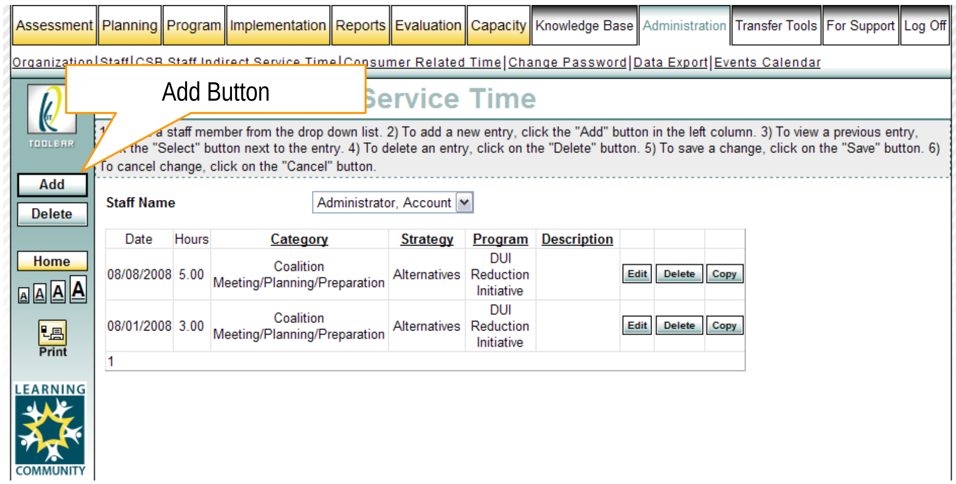


(This is a screenshot displaying the CBS Staff Indirect Service Time Edit Page.)

Consumer Related Service Time

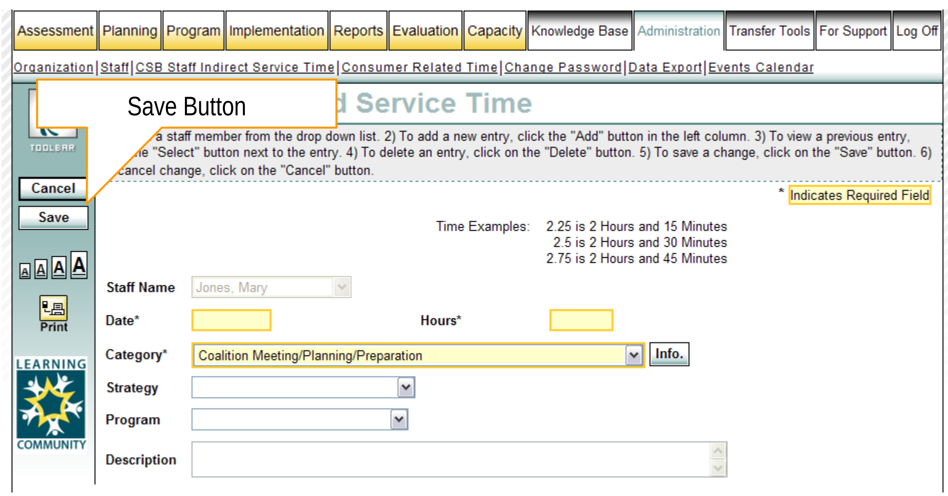
Staff may record time that is related to planning, development or community events in this module. To input consumer related time entries, use the following steps:

1. Click **Administration** in the menu.
2. Click **Consumer Related Time** from the submenu.
3. Select the staff member to which you would like to add Consumer Related entries to from the **Staff Name** dropdown list.
4. Click **Add** (**Add**) from the left toolbar.



(This is a sample screenshot displaying the Consumer Related Service Time Edit Page.)

5. Enter the date of the Consumer Related Time in the **Date** field as mm/dd/yyyy.
6. Enter the number of hours the Consumer Related Time took place in the **Hours** field.
7. Select a **Category** describing the Consumer Related Time from the dropdown list.
   *Note: For a description of the **Category** selected, click the **Info** button. A new window will open displaying definitions.
8. If appropriate, select a **Strategy** associated with this time from the dropdown list.
9. If appropriate, select a **Program** associated with this time from the dropdown list.
10. Enter a **Description** of the Consumer Related Time in the appropriate field.
11. Click **Save** (**Save**) from the left toolbar.
    *Note: To exit this screen without saving any of the changes you have made, click **Cancel**.



(This is a screenshot displaying the Consumer Related Service Time Edit Page. This is a partial screenshot.)

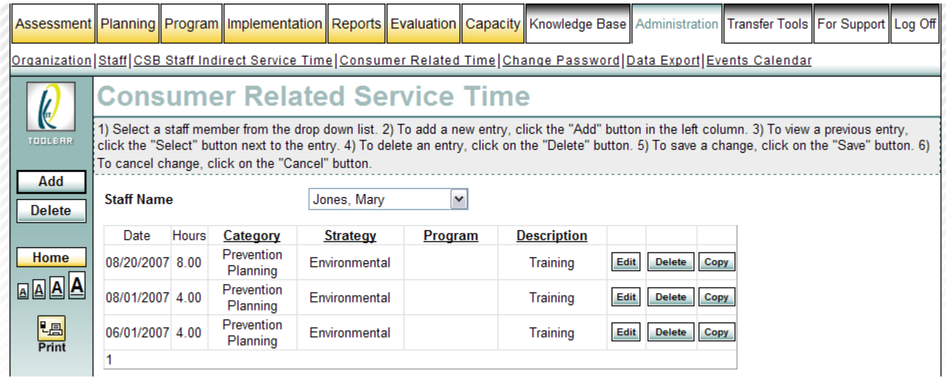
Editing CSB Staff Indirect Time / Consumer Related Service Time

After you enter your Indirect or Consumer Related Time, the information will be saved in a similar table shown below.

To edit an existing Indirect or Consumer Related Time entry:

1. From the Service Time screen, select the staff member to which you would like to edit Time entries to from the **Staff Name** dropdown list.
2. To edit a specific date, click the Edit **(Edit)** button to the right of the row with the correct date.
3. Make any changes needed to the form.
4. Click Save (Save) from the left toolbar.

   *Note: To exit this screen without saving any of the changes you have made, click Cancel.

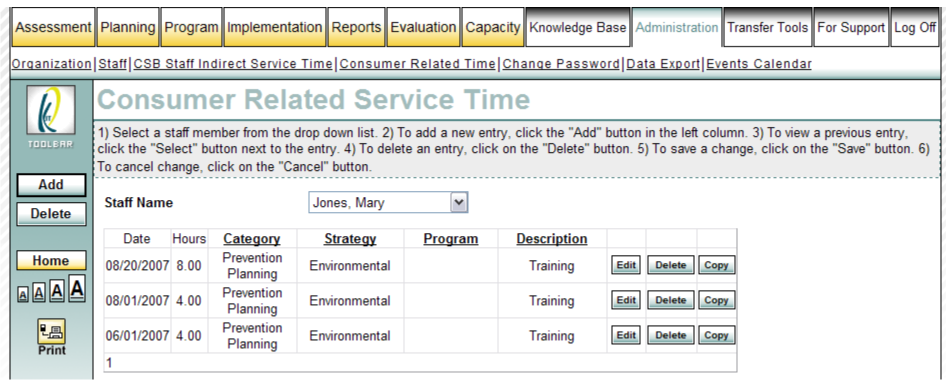


(This is a sample screenshot displaying the Consumer Related Service Time Edit Page.)

Deleting CSB Staff Indirect Time / Consumer Related Service Time

1. From the Service Time screen, select the staff member to which you would like to delete Time entries to from the **Staff Name** dropdown list.
2. To delete a specific date, click the Delete **(Delete)** button to the right of the row with the correct date.
3. A message appears asking, **"Are you sure?"**. If you would like to continue with the deletion, click the **OK** button.

   *Note: To cancel the deletion, click the Cancel button.

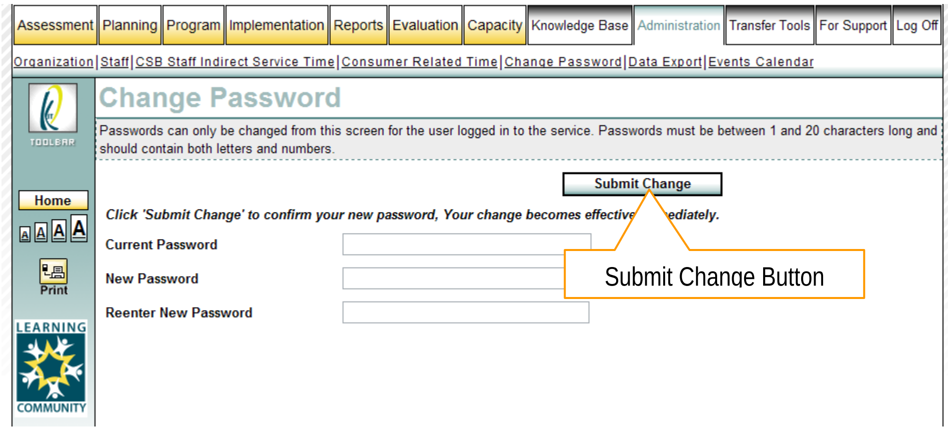


(This is a sample screenshot displaying the Consumer Related Service Time Edit Page.)

Change Password

The Change Password module also allows the user to change the password on the account they are currently logged into.

1. Click **Administration** in the main menu.
2. Click **Change Password** from the submenu.
3. Type in the current password in the **Current Password** field.
4. Type in the password you would like to use in the **New Password** field.
5. Re-type the password in the **Reenter New Password** field.
6. Click the  (**Submit Change**) button to save this new password.
7. You will receive a message indicating the password was changed successfully.

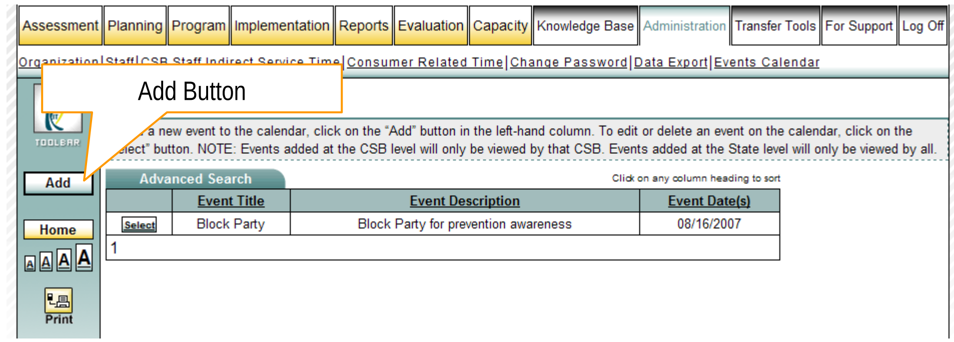


(This is a screenshot displaying the Change Password Page.)

Events Calendar

The Events Manager allows you to enter events into the Calendar to be viewed on the Home page. Only prevention related events should be placed on the Calendar.

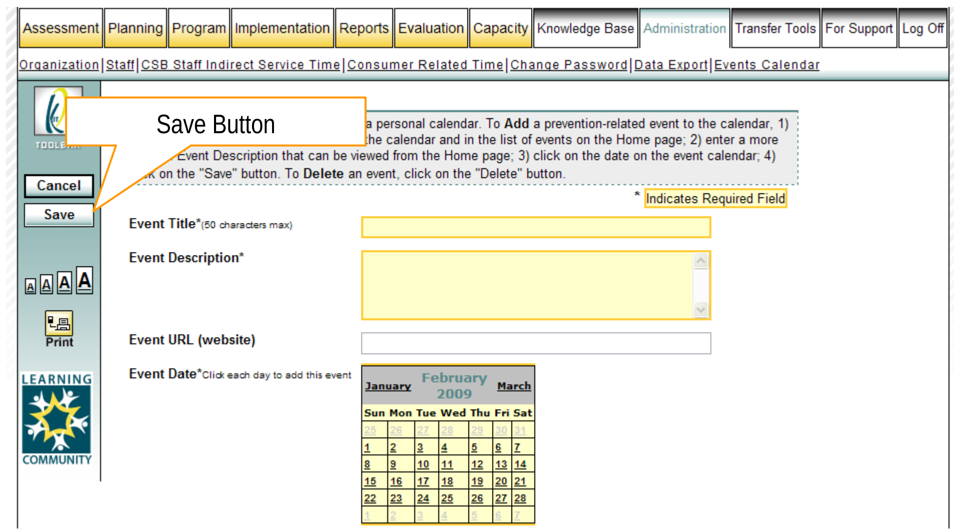
1. Click **Administrative** from the main menu.
2. Click **Events Calendar** from the submenu.
3. Click Add (Add) from the left toolbar.



(This is a sample screenshot displaying the Events Calendar Listing Page.)

4. Enter the title to be displayed on the Calendar in the **Event Title*** field.
5. Enter the description of the event in the **Event Description*** field.
6. If there is a website associated with the event, you may enter it in the **Event URL** field.
7. Select the **Event Date** from the Calendar by clicking on the day(s) the event is to take place.
   a. If more than one day was selected for the event, each day selected will display.
   b. Click the link entitled <u>Remove</u> to remove one of the dates.
8. Click Save (Save) from the left toolbar.

*Note: To exit this screen without saving any of the changes you have made, click Cancel



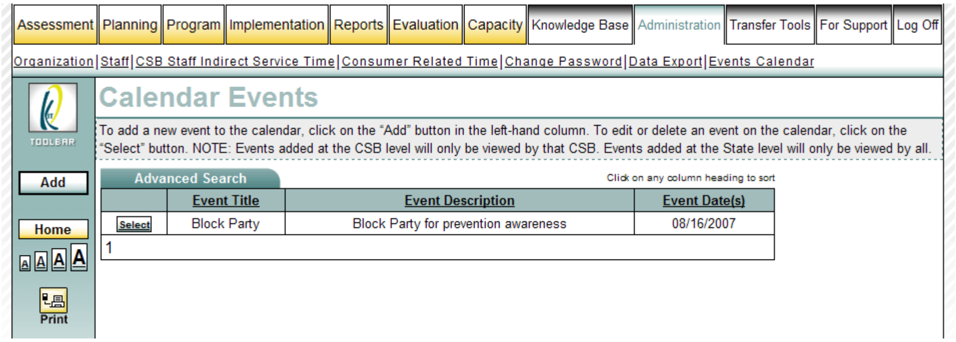
(This is a screenshot displaying the Events Calendar Edit Page.)

Tips

- Events entered by the state can be viewed by all users. Events entered at the county level can only be viewed by the county entering the information and their providers. Events entered at the provider level can only be viewed by the provider.

Editing Events

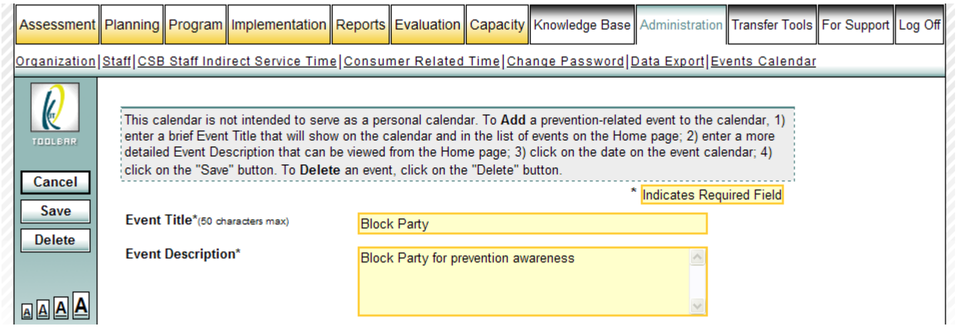
1. Click **Administrative** from the main menu.
2. Click **Events Calendar** from the submenu.
3. From the Listing page, select the event that you wish to edit by clicking the **Select** button.
4. The Event will appear in the edit mode.
5. Make any changes needed to the form.
6. Click Save (Save). If you do not want to save any changes, click **Cancel**.



(This is a sample screenshot displaying the Events Calendar Listing Page.)

Deleting Events

1. Click **Administrative** from the main menu.
2. Click **Events Calendar** from the submenu.
3. From the Listing page, select the event that you wish to delete by clicking the **Select** button.
4. The event will appear in the edit mode.
5. Click the Delete **(Delete)** button from the left toolbar.



(This is a sample screenshot displaying the Events Calendar Edit Page.)

TRANSFER TOOLS

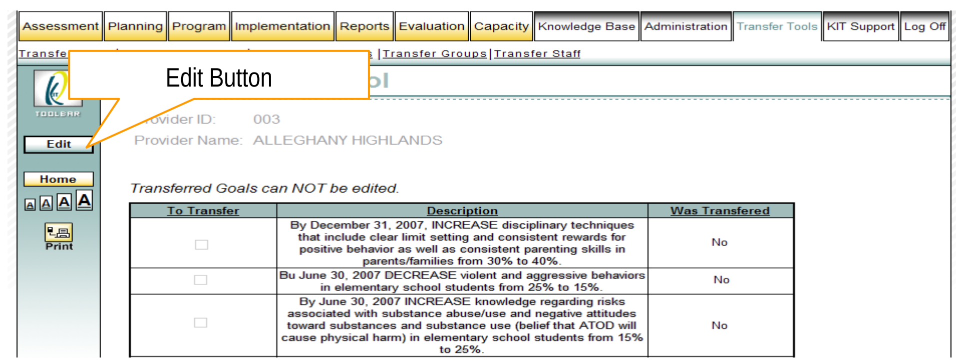
The Transfer Tools module will allow you to transfer last fiscal year's data to this fiscal year. The Transfer Tools must be done in a left to right order. Other tools will not work properly until the previous tool has been completed.

Tips

- If you are unsuccessful in transferring multiple data at one time, try transferring only one thing at a time to avoid errors.

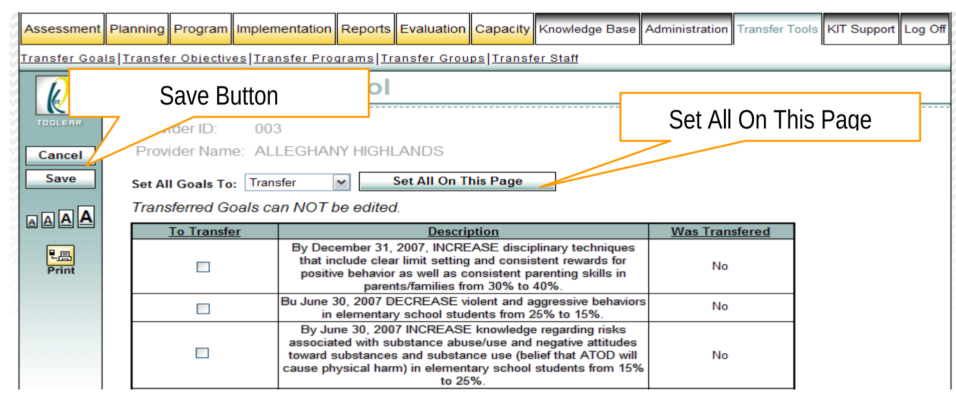
Transfer Goals

This module allows the user to transfer goals from last fiscal year to this fiscal year.



(This is a sample screenshot displaying the Transfer Groups Page.)

1. Click **Transfer Tools** from the menu.
2. Click **Transfer Goals** from the submenu.
3. Click the Edit (**Edit**) button from the left toolbar.



(This is a sample screenshot displaying the Transfer Groups Page.)

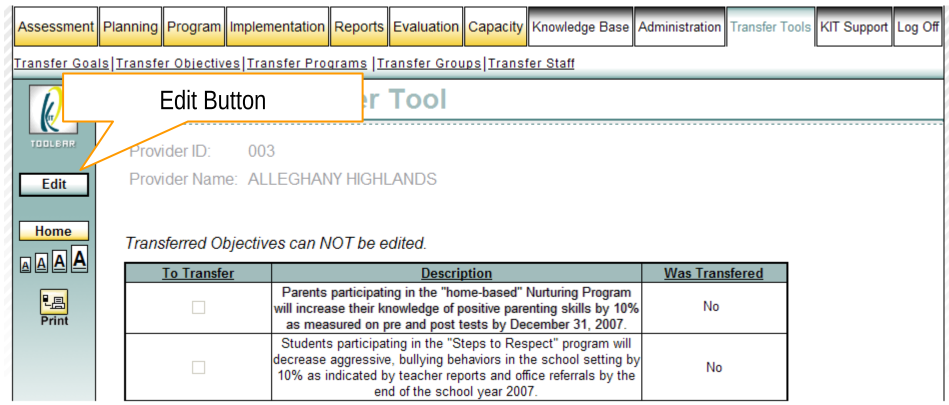
4. Select *Transfer* or *Don't Transfer* from the **Set All Goals To** field.
5. To indicate that all goals need transferred, click the Set All On This Page (**Set all on this page**) button.
6. To indicate that only selected goals need transferred, select the box next to the individual goal in the list.
7. Click Save (**Save**) from the left toolbar.

*Note: To exit this screen without saving any of the changes you have made, click **Cancel**.

Transfer Objectives

This module allows the user to transfer objectives from last fiscal year to this fiscal year.

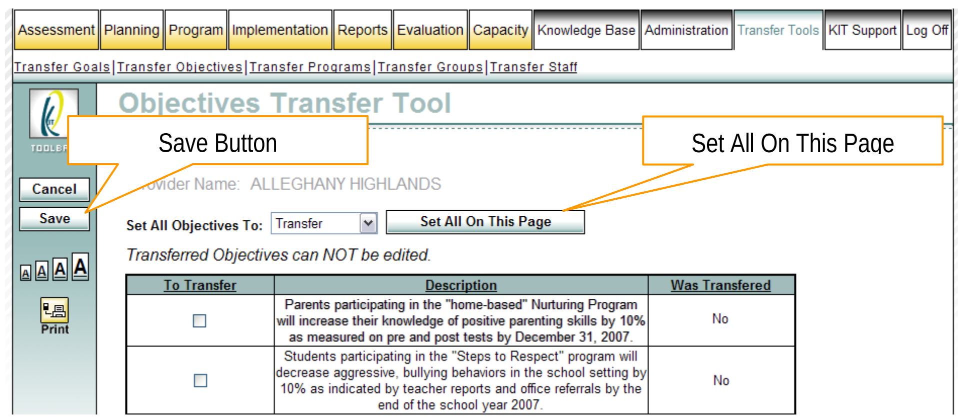
1. Click **Transfer Tools** from the menu.
2. Click **Transfer Objectives** from the submenu.
3. Click the Edit (**Edit**) button from the left toolbar.



(This is a sample screenshot displaying the Transfer Objectives Page.)

4. Select *Transfer* or *Don't Transfer* from the **Set All Objectives To** field.
5. To indicate that all objectives need transferred, click the Set All On This Page (**Set all on this page**) button.
6. To indicate that only selected objectives need transferred, select the box next to the individual objective in the list.
7. Click Save (**Save**) from the left toolbar.

*Note: To exit this screen without saving any of the changes you have made, click **Cancel**.



(This is a sample screenshot displaying the Transfer Objectives Page.)

*Note: **Once objectives are transferred, they will be grayed out and you will not be able to edit them from the Transfer page**

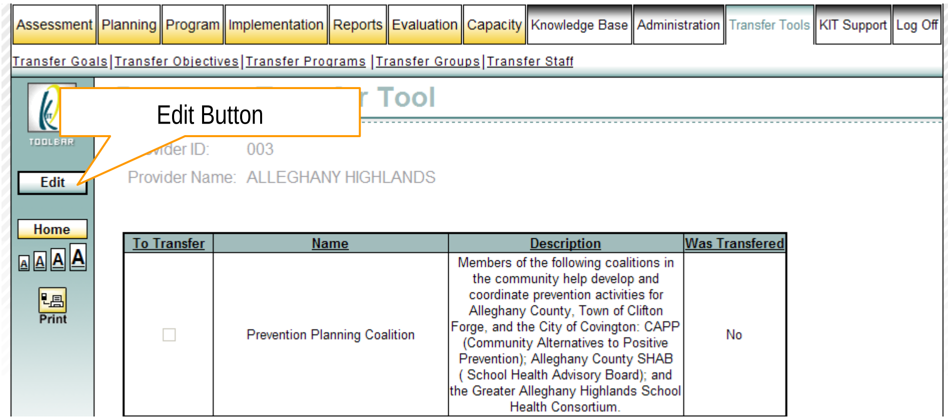
Tips

- You will only be able to transfer the objectives associated with the particular goals that were transferred.

Transfer Programs

This module allows the user to transfer programs from last fiscal year to this fiscal year.

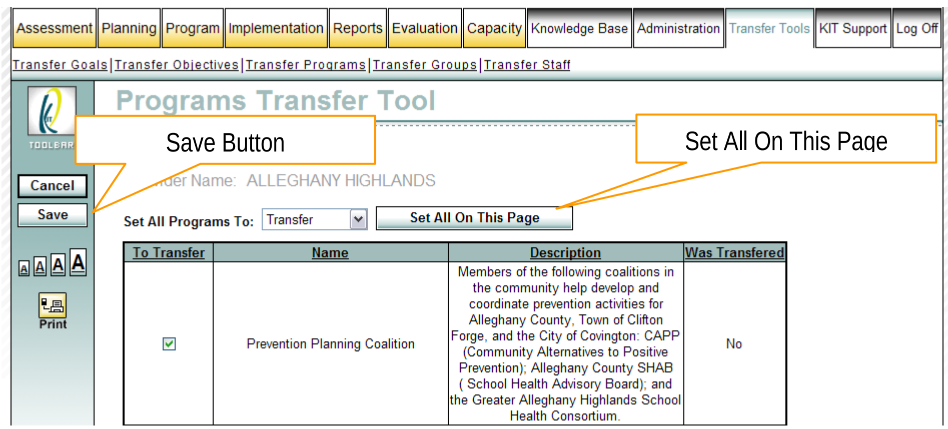
1. Click **Transfer Tools** from the menu.
2. Click **Transfer Programs** from the submenu.
3. Click the Edit (**Edit**) button from the left toolbar.



(This is a sample screenshot displaying the Transfer Programs Page.)

4. Select *Transfer* or *Don't Transfer* from the **Set All Programs To** field.
5. To indicate that all programs need transferred, click the Set All On This Page (**Set all on this page**) button.
6. To indicate that only selected programs need transferred, select the box next to the individual program in the list.
7. Click Save (**Save**) from the left toolbar.

   *Note: To exit this screen without saving any of the changes you have made, click **Cancel**



(This is a sample screenshot displaying the Transfer Programs Page.)

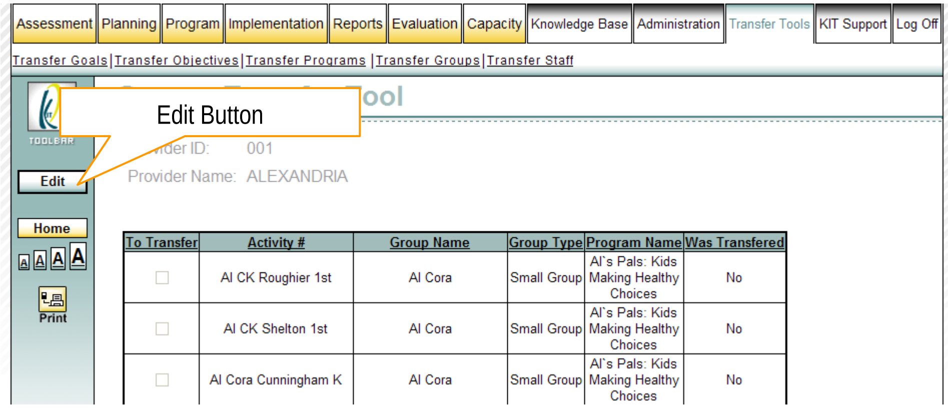
*Note: Once programs are transferred, they will be grayed out and you will not be able to edit them from the Transfer page.

Tips

- Only Model programs can be transferred. If you had local programs registered last fiscal year, you will have to reenter them.

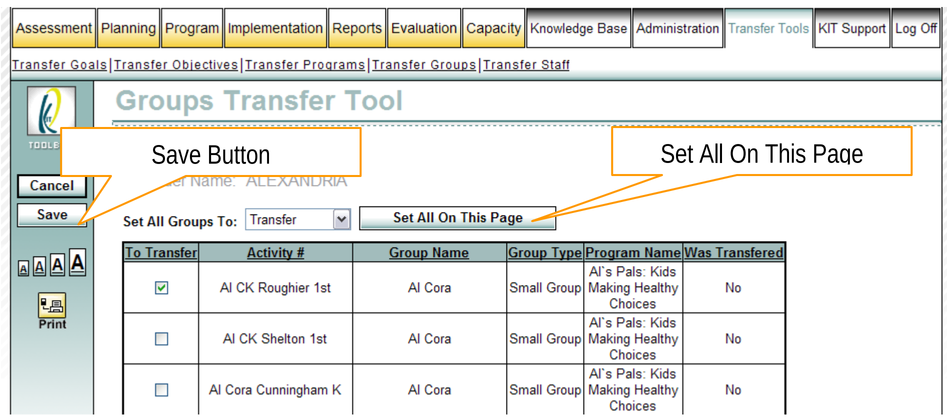
Transfer Groups

This module allows the user to transfer groups from last fiscal year to this fiscal year.



(This is a sample screenshot displaying the Transfer Groups Page.)

1. Click **Transfer Tools** from the menu.
2. Click **Transfer Groups** from the submenu.
3. Click the **Edit** (**Edit**) button from the left toolbar.



(This is a sample screenshot displaying the Transfer Groups Page.)

4. Select *Transfer* or *Don't Transfer* from the **Set All Groups To** field.
5. To indicate that all groups need transferred, click the **Set All On This Page** (**Set all on this page**) button.
6. To indicate that only selected groups need transferred, select the box next to the individual group in the list.
7. Click **Save** (**Save**) from the left toolbar.

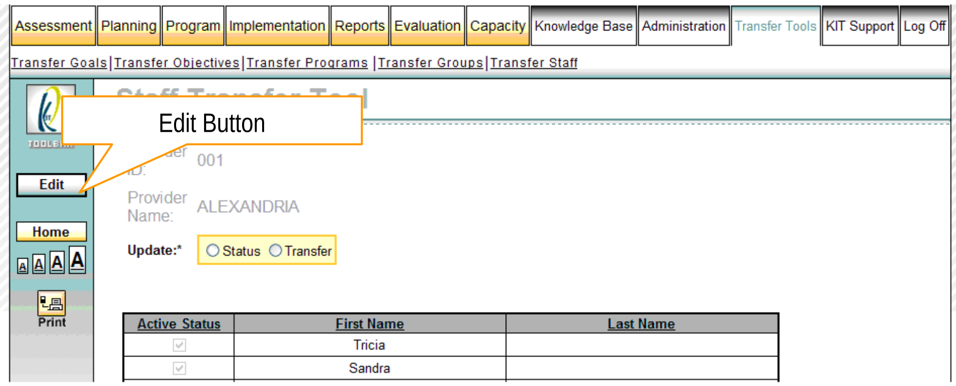
   *Note: To exit this screen without saving any of the changes you have made, click **Cancel**.

*Note: Once groups are transferred, they will be grayed out and you will not be able to edit them from the Transfer page.

Transfer Staff

This module allows the user to transfer staff from last fiscal year to this fiscal year.

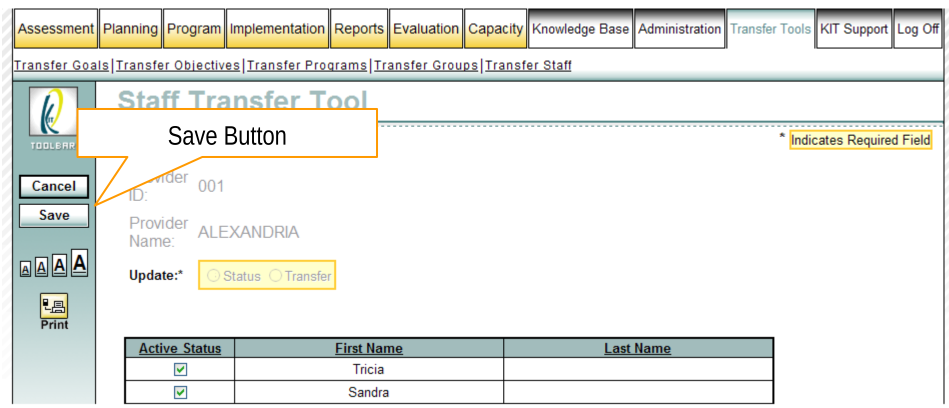
1. Click **Transfer Tools** from the menu.
2. Click **Transfer Staff** from the submenu.
3. Select *Status* or *Transfer* from the **Update** field.
   a. Selecting *Status* will allow you to change the status of the staff member from active to inactive or inactive to active after clicking the Edit (**Edit**) button.
   b. Selecting *Transfer* will allow you to transfer individual staff members after clicking the Edit (**Edit**) button.
4. Click the Edit (**Edit**) button from the left toolbar.



(This is a sample screenshot displaying the Transfer Staff Page.)

5. To indicate that only selected groups need transferred, select the box next to the individual group in the list.
6. Click Save (**Save**) from the left toolbar.

*Note: To exit this screen without saving any of the changes you have made, click **Cancel**.



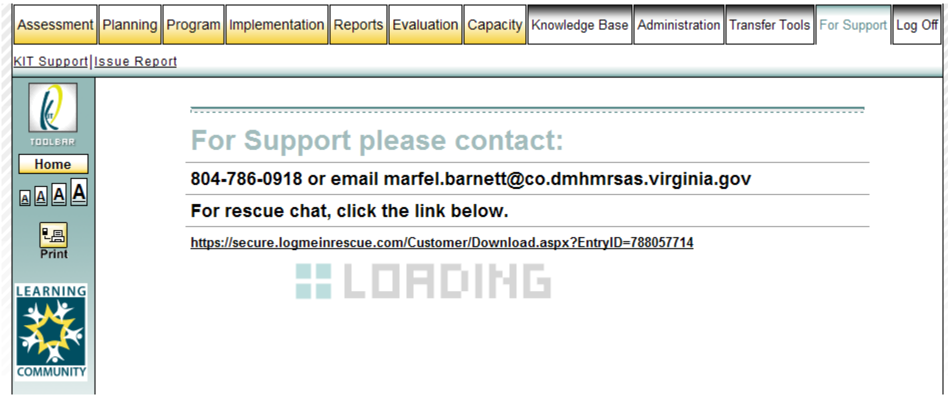
(This is a sample screenshot displaying the Transfer Staff Page.)

*Note: Once staff are transferred, they will be grayed out and you will not be able to edit them from the Transfer page.

KIT SUPPORT

On the Support Site, you will find information about how to contact Support, an online version of this manual, and frequently asked questions.

1. To reach the KIT Solutions Support Site, click **KIT Support** from the main menu.
2. Click **KIT Support** from the submenu. A new window will open displaying the Support Site.



(This is a screenshot displaying the KIT Support Site Page.)

3. To submit a problem, question, or suggestion for improvement to KIT Solutions Customer Support team, click the **Contact Support** link.
    a. Fill in the appropriate fields.
    b. Click the **Submit** button. Your request will be sent to the KIT Solutions Customer Support team and DMHMRSAS.
4. To find this manual in an online version, click the **Manual** link. A new window will open displaying the various documents pertinent to the VA KPS.
5. To see a list of new features, improvements, or announcements for the KIT Prevention Service, click the **What's New** link.
6. To view a list of helpful documents, click the **Library** link.

(This is a screenshot displaying the KIT Support Site.)