COMET

Coalition Online Management and Evaluation Tool

SAMHSA

ONDCP
Office of National
Drug Control Policy

MENTEE USER MANUAL

VERSION 1.0
JULY 2013

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INTRODUCTION

The COMET application is a web-based system designed to help your Coalition use SAMHSA's Strategic Prevention Framework (SPF) for managing your DFC grant. COMET enables mentees to enter and submit their annual mentee report along with other tools requiring for reporting. In addition, mentees will be able to view and print their submitted data, download their data and utilize their data through trends and analysis reports.

TIPS FOR USING THE APPLICATION EFFECTIVELY

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 (ex. 800 X 600 pixels), everything on the screen will appear larger. But, if you use 800 X 600 pixels, then 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 icon at the bottom of the window to make the change effective.

Web Browser

The web browser supported by COMET is Microsoft Internet Explorer (IE). Currently Mozilla Firefox, Netscape, AOL, MSN and other browsers may not be supported by COMET. 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 Blockers

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 COMET require pop-ups to be able to function. If your pop-up blocker is enabled, then there is a possibility that by COMET may not function or appear properly. You should either disable the pop-up blocker while using by the COMET (while remembering to enable it, if desired, when not in COMET) 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 you're "Block Pop-Ups" checkbox is checked, then click on the "Settings" button. You can now add the COMET link to the "Allowed Sites" list which the pop-up blocker will ignore when trying to block pop-ups from COMET.

*Note: These are instructions for Internet Explorer 7.0 and may be different for other Internet Explorer versions.

Application Navigating

COMET is set up in such a fashion that moving from top to bottom of each page and section to section on the menu is the only approach to using the application. You must start at Home and complete the Coalition Classification Tool, then move to Assessment, filling in all the information for that area (all pages and sub-menus), before moving on to Capacity. Continuing in this manner will ensure that all of the sections of the system have enough information to function correctly. If certain sections have not been completed, you will have difficulty completing other sections. You also must save each screen before moving onto the next section by clicking on the [Save] (**Save**) button located at the bottom of the page.

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
Tab	The TAB key	Moves the cursor to the next data field
Shift	Hold down the SHIFT key and then press the TAB key	Moves the cursor to the previous data field
Ctrl	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. Some Menu categories may be broken down into submenu categories to choose from. The Menu categories list the main modules that are within the application. When a Menu category is selected a list of submenu categories will be displayed on the Landing Page as links to access the modules. (For more information on Landing Pages, see the Landing Pages section.)

1. **Menu**	Constant (unchanging). Available at all times.
2. **Landing Page**	Varies depending on which Menu category is selected. Displays the Submenu Categories.
3. **Submenu Category**	Varies depending on which Menu category is selected.
4. **Listing Page**	Varies depending on which Submenu Category is selected.
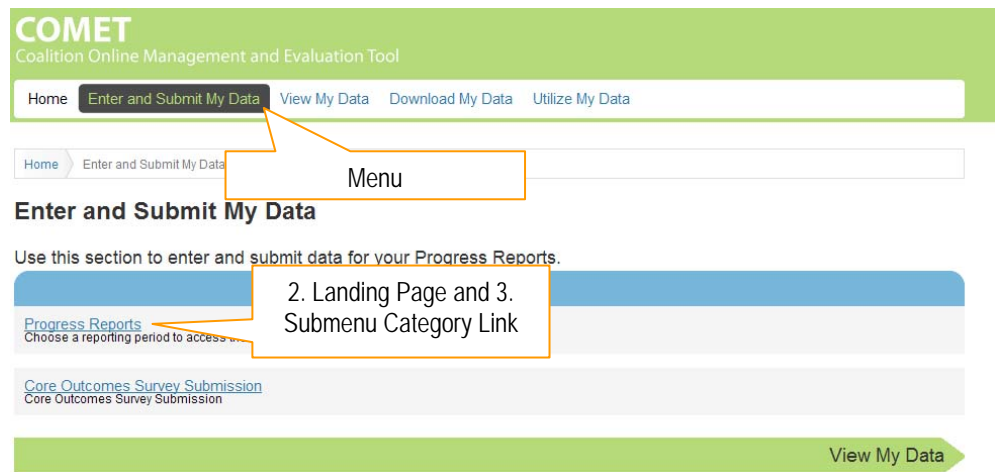
(This is a screenshot displaying the Menu (1), a Landing Page (2) and a Submenu Category list (3))
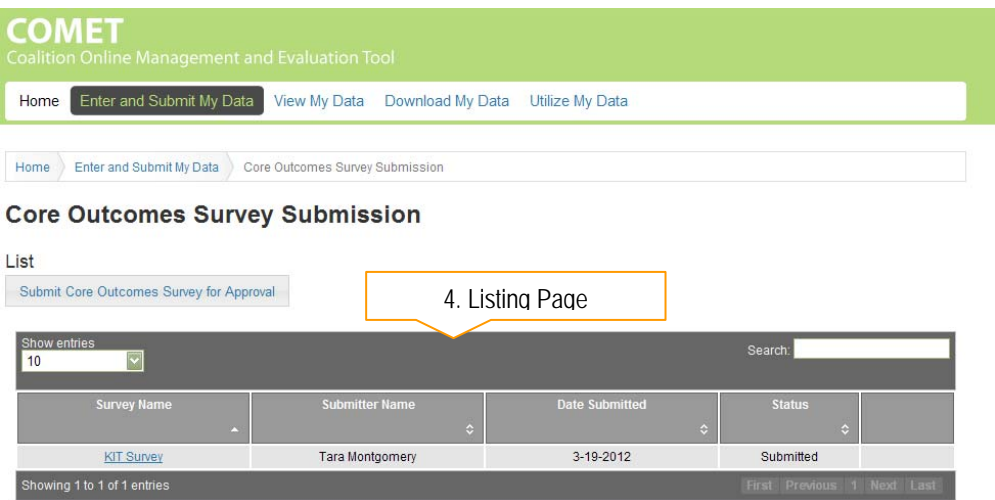
(This is a sample screenshot displaying a Listing Page (4))

The top of the menu provides links to the Home (**Home**) page and to Log out (**Log Out**) of the application. The user currently logged into the application is also displayed. The menu at the top of the screen will allow you to navigate to other areas within the Prevention Management Reporting and Training System site.

Bread Crumb Trail

A "Bread Crumb Trail" is provided to indicate where you currently are in the system. The links provided in the Bread Crumb Trail also allows you to move **backwards** in the application.
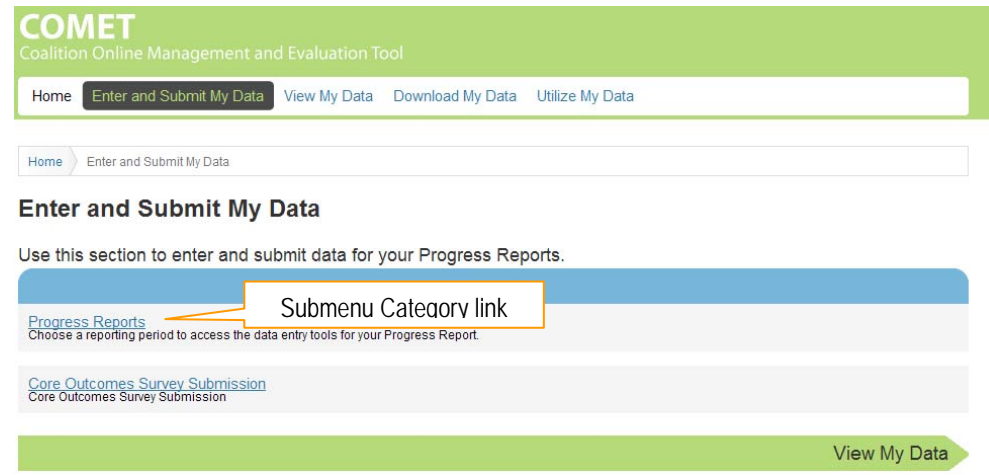
Landing Pages

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 Listing Page section.) No data is entered on the Landing Page.

To open a category:

- Click on the Landing Page Submenu Category link.

(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.

Those Listing Pages that do not have an Add (**Add**) button automatically list the information you are working on. To add information to these forms, click the link next to the appropriate name listed in the table. No data is entered on a Listing Page.

There are two types of Listing Pages:

1. **Grid View**
2. **Single Form View**

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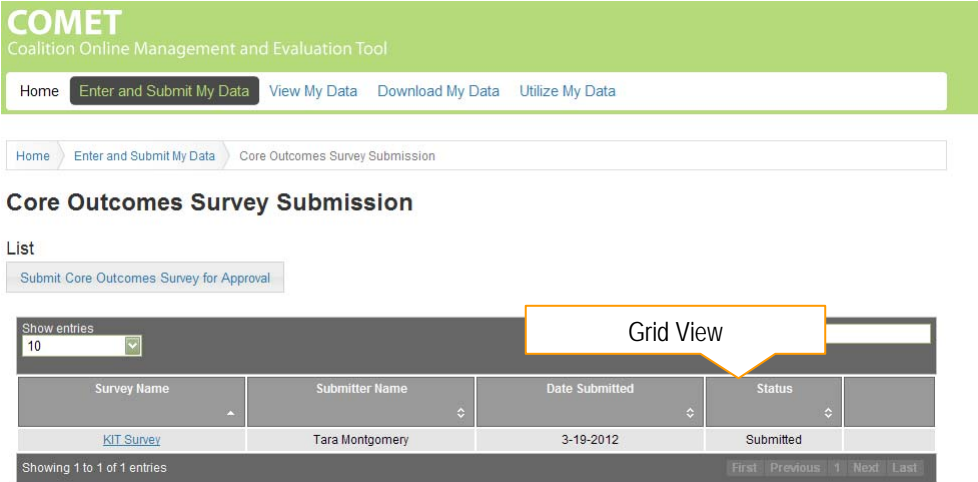
(This is a sample screenshot displaying a "Grid View" Listing Page.)

Single Form View

The Single Form View is used when the data entered is updated periodically. Only one form is available and edited. The Single Form View displays the fields on the Edit Form.

- The form can be edited at any time, but you must click the [Save] (**Save**) button to update the data.

Needs Assessment - 10/1/2011 - 7/31/2012

Needs Assessment

(This is a screenshot displaying a Single Form View Listing Page.)
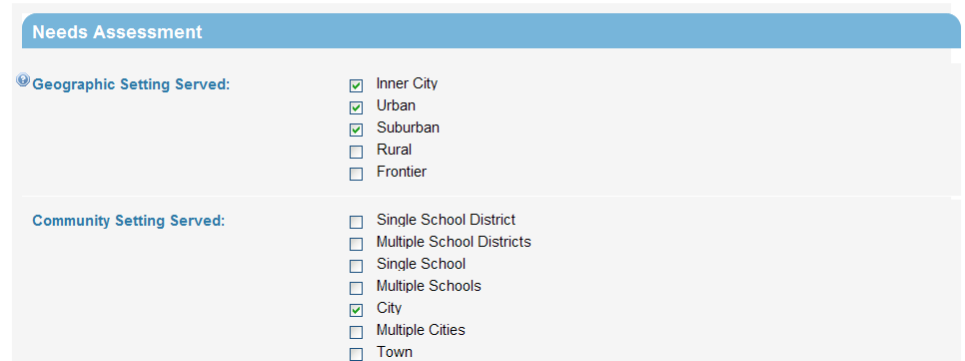
Edit Forms

The Edit Form contains the fields for entering and editing data.

- If you clicked the [Add] (**Add**) button to enter new information into a form, the Edit Form data fields will be blank.
- When clicking the link to select and view existing data, the Edit Form data fields will display the data entered/selected previously. These fields may be modified, if needed.
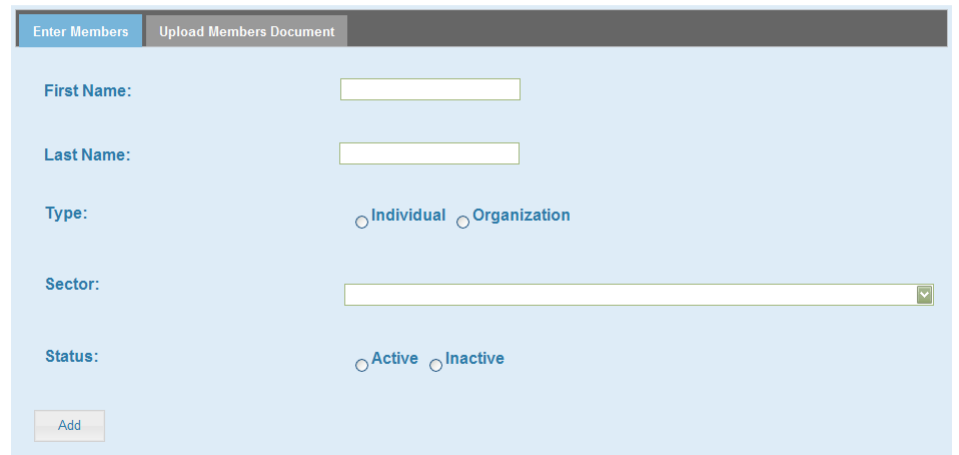
Membership - 10/1/2011 - 7/31/2012

Membership

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

Data Fields & Buttons

In COMET there are several fields, boxes, and buttons that are used to collect, store, print, organize and delete data. Here are some examples:

Type	Preview/Description
Text Field (aka 'Text Box')	
Dropdown List (aka 'Pull Down Menu')	
Multiple Selector Box	K-5 6 7 8
Radio Buttons	● Selected ○ Not Selected
Check Boxes	☑ Selected ☐ Not Selected
Required Field	Activity Name*
Help Icon	

Enter data into COMET can be made easier by using the "Tab" key on the keyboard. The "Tab" key advances the cursor to the next data field. You can go from the current field to the previous field by holding the "Shift" key and pressing "Tab" (Shift + Tab). You can also navigate through the fields by using the mouse.
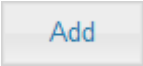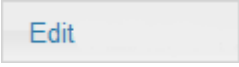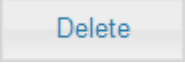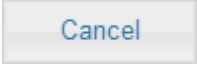
If a required field does not have data entered into it and you try to save the form, you will receive a message that informs you of the field vacant of data and you will not be able to save that form until that field has data. Some or all of the fields may be required in order to save the form. Those fields that are required are bold and with an asterisk next to the field name.

Tips

- You must click the ▭ (**Save**) button before moving on to the next section in the system.
- To select multiple data at one time from a Multiple Selector Box or List Box, hold the control (**Ctrl**) key on the keyboard and left click the mouse on any of the data options that you'd like to include in your entry.
- Type an identifying letter of an item in a dropdown list to appear in the box.
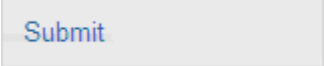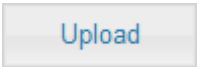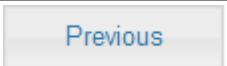
Edit Form Buttons

Information is entered and edited through the Edit Forms. The table below summarizes the buttons used to enter/edit information into an Edit Form.

Add	Allows the Edit Form fields to be "open" for adding new information to an Edit Form
Edit	Allows the Edit Form fields to be "open" for modifications to existing information
Delete	Removes the information currently on an Edit Form from the COMET database
Save	Adds the information on an Edit Form to the COMET database
Save & Exit	Adds the information on an Edit Form to the COMET database and returns you to a Landing Page
Save & Continue	Adds the information on an Edit Form to the COMET database and takes you to the next page within the Edit Form
Cancel	Cancels the data entry without saving

Additional Feature Buttons

Below are some additional buttons that may appear within a form.

Submit	Forwards the approved information to the appropriate parties for further consideration
Upload	Uploads a document to the Edit Form
Browse	Allows you to locate a document currently saved on your computer for upload
Previous	Returns you to a previous page on the Edit Form

LOGIN PROCEDURE

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

https://www.pmrts.samhsa.gov/pmrts

To access COMET, you will login through SAMHSA/CSAP's Performance Management Reporting and Training System website.

1. Click the **Login** (**Login**) link located on the top right hand corner of the screen.
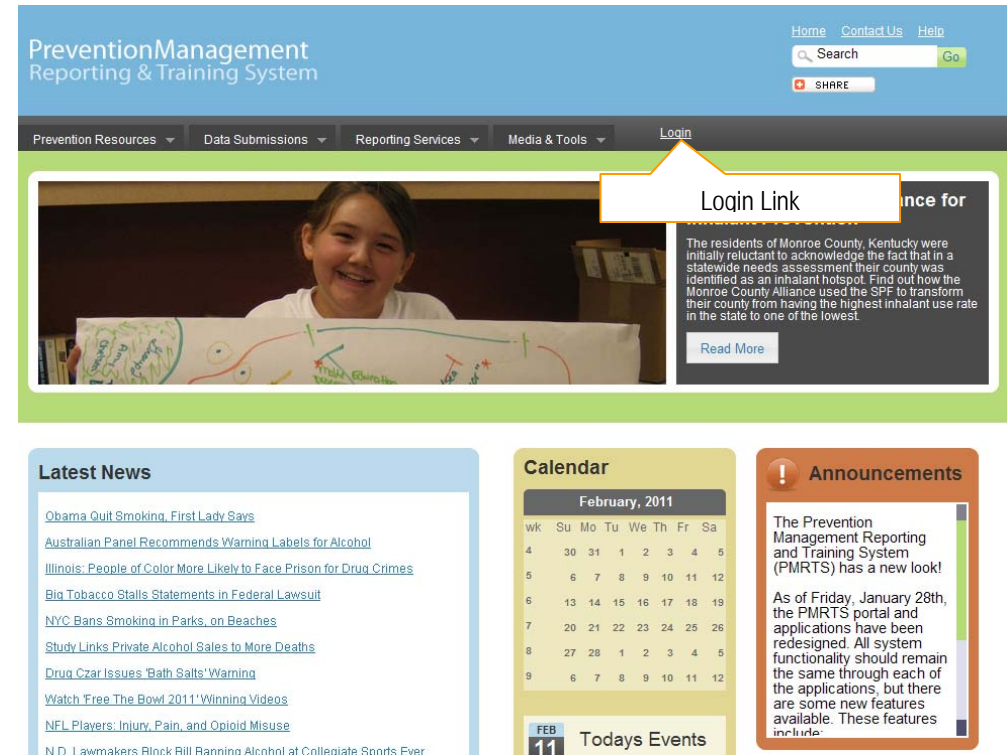
(This is a partial screenshot displaying the Home Page.)

2. Type the login name provided by the acting administrator in the **User name** field.

3. Type the password in the **Password** field.

4. Click the box that states: **'I agree to these Terms and Condition'**.

5. Click the [Login] (**Log In**) button.
   *Note: To cancel the login process, click the [Cancel] (**Cancel**) button.

Terms and Conditions checkbox

Login button

(This is a screenshot of the Login Page.)

6. Click **Data Submissions** from the Prevention Management Menu.

7. Your available systems will be displayed. Click the **COMET – Coalition Online Management and Evaluation Tool** link.

Data Submissions link

Data Submissions provides CSAP contractors and grantees with the number of different data collection tools.

The Substance Abuse and Mental Health Services Administration (SAMHSA) Center for Substance Abuse Prevention (CSAP) requires its contractors and grantees to submit complete and accurate data in accordance with data requirements. These data are used for program planning and monitoring and to support funding proposals submitted to HHS, OMB, Congress and others.

To view all current RFAs, please visit: http://www.samhsa.gov/grants/2009/fy2009.aspx

COMET - Coalition Online Management and Evaluation Tool
COMET - Coalition Online Management and Evaluation Tool
COMET was designed to help your Coalition use SAMHSA-'s Strateg... of these SPF steps to populate your DFC semi-annual progress report. You will also access the C...
COMET - Coalition Online Management and Evaluation Tool

COMET link

(This is a screenshot of the Data Submissions Landing Page.)

Change Your Password

The Change Your Password feature allows a user to change the password for the account he or she is currently logging into the system with.

1. To change your password, begin by clicking **My Account** from the Prevention Management Reporting and Training System main menu.
2. Click the **Change Your Password** link.
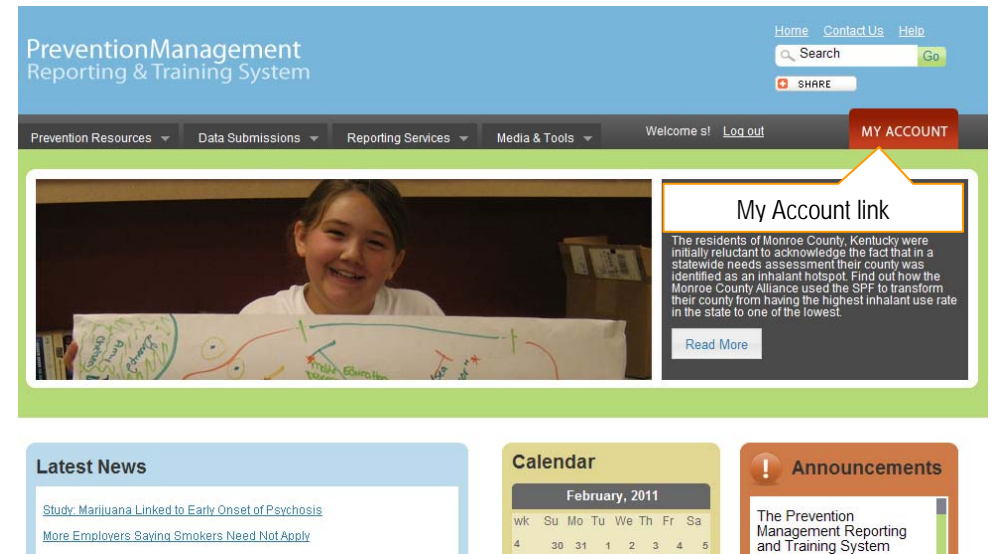
(This is a partial screenshot displaying the Home Page.)

3. Select a **Security Question*** from the dropdown list.
   ***Note**: The Security Question will be used when using the Forgot Password feature to ensure the user requesting a password is legitimate.

4. Enter your answer to the selected security question in the **Security Answer*** field.

5. Type the password you would like to use in the **New Password*** field.

6. Retype the password in the **Confirm New Password*** field.

7. Verify or update the email address in the **Email Address*** field.

8. Click the ⬚Submit (**Submit**) button.

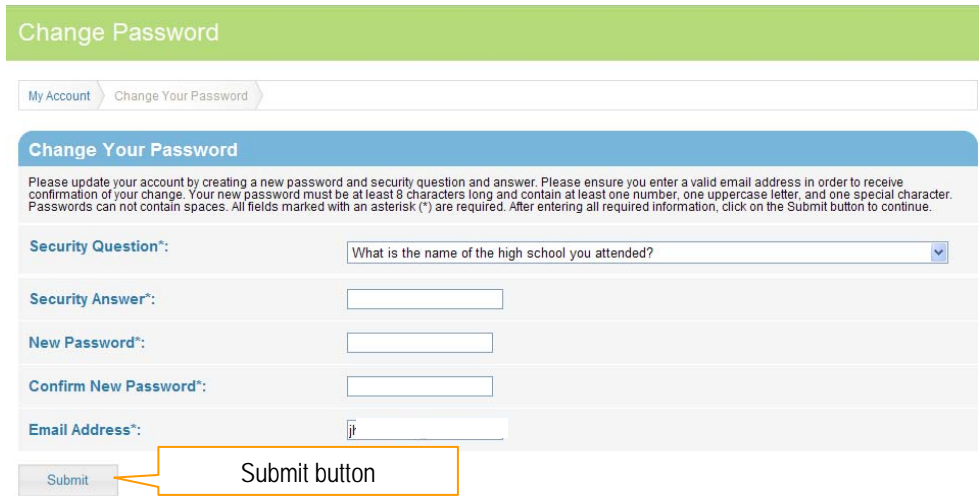## Change Password

My Account 〉 Change Your Password

Change Your Password

Please update your account by creating a new password and security question and answer. Please ensure you enter a valid email address in order to receive confirmation of your change. Your new password must be at least 8 characters long and contain at least one number, one uppercase letter, and one special character. Passwords can not contain spaces. All fields marked with an asterisk (*) are required. After entering all required information, click on the Submit button to continue.

Security Question*:   What is the name of the high school you attended?

Security Answer*:

New Password*:

Confirm New Password*:

Email Address*:   j

Submit ← Submit button

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

Tips

- The **User Name*** is NOT case sensitive.

- The **Password*** IS case sensitive. The Password must fill the following requirements:
    Minimum length: 8 characters
    At lease one (1) upper case letter
    At least one (1) lower case letter
    At least one (1) of the following special characters: !@#$%^&

- You will be required to change your password every 90 days.

Forgot your Password?

If you are unable to log into COMET due to forgetting your User ID or Password, you can retrieve this information by clicking the link entitled **"Forgot your Password?"** on the login window.

1. On the Login page, click the **Forgot your Password?** link.

(This is a screenshot of the Login Page.)

2. Type the login name in the **User Name*** field.
3. Type the email address of the user who is associated with the User Name in the **User Email*** field.
   *Note: This must be a valid email address.
4. Click the [Next] (**Next**) button.
5. On the next screen, answer the **Security Question***.
6. Click the [Next] (**Next**) button.

(This is a screenshot of the Reset Your Password Page.)

Tips

- If you currently do not have an account you will not be able to use the Forgot Password feature.

7. A link to reset the password will be sent to the email address that is associated with the User Name.

(This is a screenshot of the Reset Your Password Confirmation Page.)

Tips

- If you do not receive a new temporary password, first check your junk mail and spam folders. If you still did not receive a temporary password contact Support at 1-888-348-4248. The following reasons may be the cause: your email address has changed since the account was created, you mistyped the email address, or you are unable to receive emails from Support.
- Please add the following domain to your email safe list: @kitsolutions.net to ensure you receive emails from Support.

Account Locked

If you attempt to log into the system unsuccessfully three (3) times, you will be locked out of your account. Please contact Support to have your account unlocked.

SUPPORT CONTACT INFORMATION:

- 1-888-348-4248
- DCARSupport@kitsolutions.net
- Use the Contact Form on the Support Site: http://kitusers.kithost.net/support/dcarsupport

Once your account is unlocked you will receive an email:

1) The email informs you that your account has been unlocked.
   Subject line will read: **User Account has Been Unlocked**
2) The email will be from DONOTREPLY@kitsolutions.net

Login

You must login to access secure content

Username: [   ]

Password: [   ]

Your account has been locked! For security purposes your account has been locked out after three consecutive failed login attempts. Please contact support at: 1-888-348-4248 in order to have your account unlocked.

* You mu... ...der to login and access secure content.

Contact Support information

All users ...g and Training System Web site ...standards of the Prevention Management Reporting and Training System to the fullest, in respect to their interaction with other users and in handling substance abuse prevention information that Prevention Management Reporting and Training System provides. The Prevention Management Reporting and Training System issues each user a unique user ID and a system-generated password. As a user, you are required to change the system-

☑ I agree to these Terms and Conditions

[Login] [Cancel]

❓ Forgot your Password?

(This is a screenshot of the Account Locked Page.)

When your account is unlocked you can request Support to reset your password if you do not remember your current password.

Once your password has been reset you will receive an email:

1) The email provides you a link to reset your password.
   Subject line will read: **Password Has Been Reset**
2) The email will be from DONOTREPLY@kitsolutions.net

Date: 7/19/2013 4:55:26 PM
The DCAR Support team has reset your Prevention Management Reporting and Training System account password. You must click the link below to sign into the system and update your password.

Link: https://www.pmrts.samhsa.gov/PMRTS/Verification.aspx?u%3dttest%26vc%3dNR5F1ZBA5RN2TMY%26r%3dre

**Please note that you will not be able to access the system until you click the link a...

Link to change password

If you have any questions, please contact the DCAR Support team at: 1-888-348-424...

Thank you,
The Prevention Management Reporting and Training System Administrator

https://www.pmrts.samhsa.gov/pmrts/
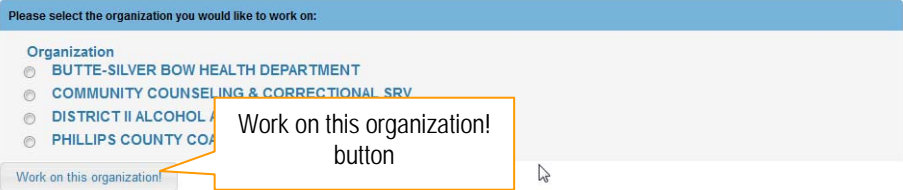
(This is a sample screenshot of the Password Reset email.)

Current Organization

If you work in multiple organizations, you will have to select the organization from the list of Organizations. *This screen will not appear if you work at one (1) organization.*

1. Select the radio button next to the appropriate organization name.
2. Click the [Work on this organization!] (**Work on this organization!**) button.

COMET: Coalition Online Management and Evaluation Tool

Please select the organization you would like to work on:

Organization
- BUTTE-SILVER BOW HEALTH DEPARTMENT
- COMMUNITY COUNSELING & CORRECTIONAL SRV
- DISTRICT II ALCOHOL
- PHILLIPS COUNTY COA

Work on this organization!

Work on this organization! button

Screenshot displaying the Organization selection page

HOME

The Home Page provides the coalition with important messages and events including due dates and information about the COMET application.

Messages and Events

- The information provided in the Messages and Events sections are based on dues dates and any upcoming events that are relevant to the COMET Application.
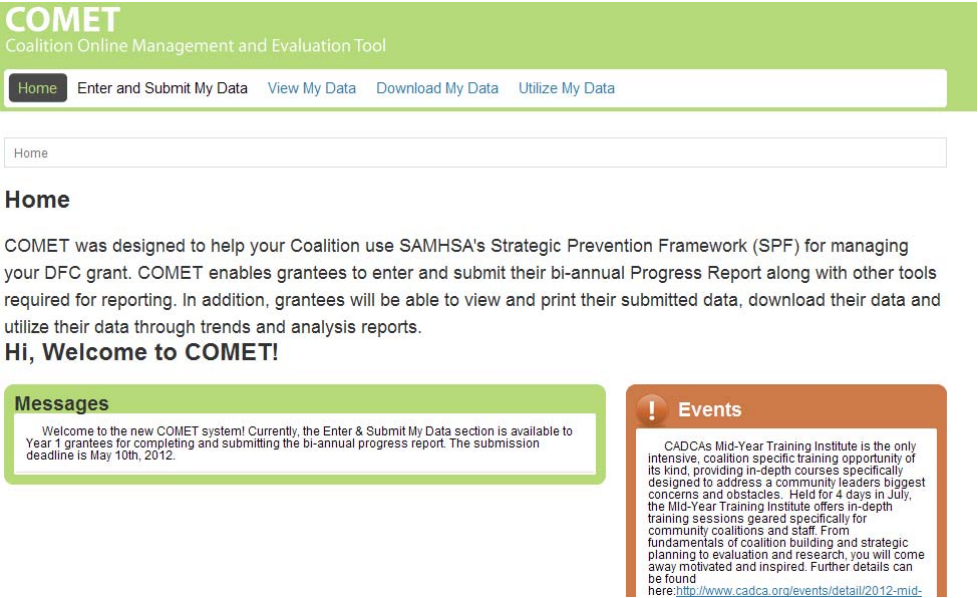
(This is a sample screenshot displaying the Home Landing Page.)

ENTER AND SUBMIT MY DATA

The Enter and Submit My Data module is used to enter and submit data for your Mentee Reports.

1. Click **Enter and Submit My Data** from the Menu.
2. From the Enter and Submit My Data landing page you can navigate to one of the following sections:
   a. Mentoring Report
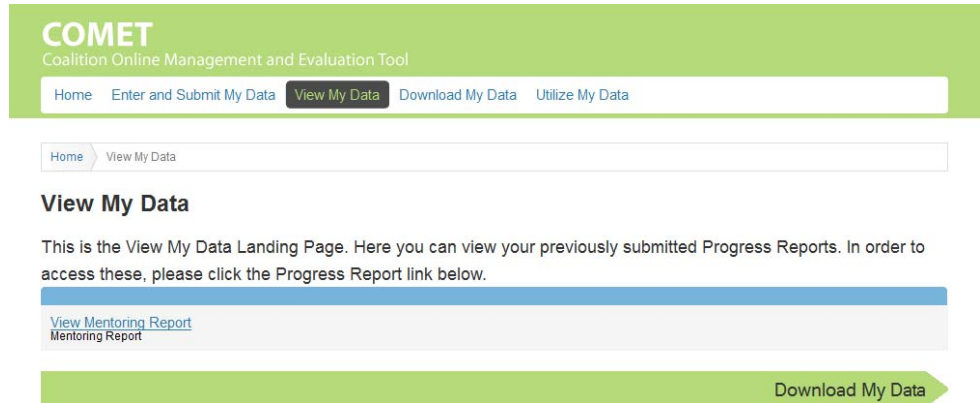
(This is a screenshot displaying the Enter and Submit My Data Landing Page.)

Mentee Report

Enter data for your mentoring report and submit to the Coalition that is mentoring your Coalition.

Entering the Mentee Report

1. Click **Mentee Report** from the Enter and Submit My Data Landing Page.
2. Select the appropriate reporting period from the **Reporting Period** dropdown list.

(This is a screenshot displaying the Mentee Report Landing Page.)

3. A list of Tasks will appear allowing you to enter the data for submission. Click the appropriate link to begin data entry (instructions for each Task are listed below).

(This is a sample screenshot displaying the Mentee Report Landing Page.)

Tips

The Mentee Report Landing Page grid displays a Completed column and a Date Completed column.

- The **Completed** column will display an **N** if the Task has not been completed yet and a **Y** if you have entered and saved the Task. Once all of the Tasks show Y in the Completed column, you are ready to submit your Mentee Report.

- The **Date Completed** column will inform you of the most recent date for entering/saving data within the Task.

Mentee Report - Allegheny County Community Prevention Resource - 08/1/2012 – 07/31/2013

Reporting Period: 08/1/2012 - 07/31/2013 ▾

Task	Completed	Date Completed
Mentee Coalition And Target Community		
Mentee Coalition Information	Y	07/23/2013
Mentee Target Community	Y	07/23/2013
Mentee Target Zip Codes	N	
Mentee Capacity		
Mentee Membership	N	
Mentee Capacity Building Activities	N	
Mentee Assessment Activities	N	
Mentee Planning Activities	N	

Submit Mentee Report to Mentor

(This is a sample screenshot of the Mentee Reports Landing Page.)

- If you have multiple reporting periods, when selecting a mentee report task for a new reporting period you may receive a message asking if your data has changed since the previous reporting period. Selecting _Yes_, allows you to modify the information. Selecting _No_, will automatically set the Task to a **Y** for the Completed column.

Mentee Coalition Information

1. Click **Mentee Coalition Information** from the Mentee Report Landing Page.

2. Click the Edit Mentee Coalition Information (**Edit Mentee Coalition Information**) button.

Mentee Coalition Information

Edit Mentee Coalition Information

Edit Mentee Coalition Information button

Date Updated: 07/23/2013

Mentee Coalition Information

Mentee Coalition Name:	Allegheny County Community Prevention Resource
Mentee Award Number:	T TEST 44444
Month and Year Mentee Coalition First Established:	(mm/yyyy)
Is Mentee Coalition a SPF SIG Subrecipient:	

(This is a sample screenshot displaying the Mentee Coalition Information Page.)

3. The details will be in edit mode. Make any changes needed to the details.
   *Note: The Grantee Name, Coalition Name and Award Number are not available for modification. If this information is incorrect, please contact your Mentor.

4. Click the Save (**Save**) button.

Mentee Coalition Information

Mentee Coalition Name:	Allegheny County Community Prevention Resource
Mentee Award Number:	T TEST 44444
Month and Year Mentee Coalition First Established:	[____] (mm/yyyy)
Is Your Mentee Coalition a SPF SIG Subrecipient?	○ Yes ○ No
Total number of members who are in your organization:	[____]
Number of paid staff:	[____]
Number of volunteer staff:	[____]

(This is a sample screenshot displaying the Mentee Coalition Information Edit Page.)

Mentee Target Community

1. Click **Mentee Target Community** from the Mentee Report Landing Page.
2. Click the [Edit Mentee Target Community] (**Edit Mentee Target Community**) button.

Mentee Target Community - Allegheny County Community Prevention Resource - 08/1/2012 – 07/31/2013

Mentee Target Community

[Edit Mentee Target Community]

Edit Mentee Target Community button

Date Updated: 07/23/2013

Mentee Target Community

Mentee Geographic Setting(s) Served:

Mentee Community Setting(s) Served:

Do you target information/intervention efforts to a specific minority group or minority groups?

(This is a screenshot displaying the Mentee Target Community Page.)

3. Select the geographic setting using the **Mentee Geographic Setting(s) Served** checkboxes.
4. Select the community setting using the **Mentee Community Setting(s) Served** checkboxes.

Mentee Target Community - Allegheny County Community Prevention Resource - 08/1/2012 – 07/31/2013

Mentee Target Community

Mentee Target Community

Mentee Geographic Setting(s) Served:
- ☐ Inner City
- ☐ Urban
- ☐ Suburban
- ☐ Rural
- ☐ Frontier

Mentee Community Setting(s) Served:
- ☐ Single School District
- ☐ Multiple School Districts
- ☐ Single School
- ☐ Multiple Schools
- ☐ City

(This is a screenshot displaying the Mentee Target Community Edit Page.)

5. Answer the question using the **Do you target information/intervention efforts to a specific minority group or minority groups?** radio buttons.
   a. If _Yes_ is selected, a new field will appear allowing you to select the specific minority group(s).
6. Select the grade levels being served using the **Mentee Grade Level(s) Served:** checkboxes.

(This is a screenshot displaying the Mentee Target Community Edit Page.)

7. Select the substances addressed in your community using the **Please select up to 5 Substances that your Coalition is Addressing in your Community:** checkboxes.
8. Enter a description of any other substances addressed within your community in the **Additional Substances Addressed:** field.
9. Click the [Save] (**Save**) button.

(This is a screenshot displaying the Mentee Target Community Edit Page.)

Mentee Target Zip Codes

1. Click **Mentee Target Zip Codes** from the Mentee Report Landing Page.
2. Click the [Edit Mentee Target Zip Codes] (**Edit Mentee Target Zip Codes**) button.

Mentee Target Zip Codes - Allegheny County Community Prevention
08/1/2012 – 07/31/2013

Mentee Target Zip Codes

[Edit Mentee Target Zip Codes]   Edit Mentee Target Zip Codes button

Date Updated: N/A

Zip Codes Served:

No Zip Code data exists

(This is a screenshot displaying the Mentee Target Zip Codes Page.)

3. Zip codes can be entered in two (2) ways: Enter Mentee Target Zip Codes or Upload Mentee Target Zip Codes. Select the appropriate tab to either enter your zip codes or upload them.
   *Note: An active tab will be blue.

Mentee Target Zip Codes - Allegheny County Community Prevention Resource -
08/1/2012 – 07/31/2013

Mentee Target Zip Codes

| Enter Mentee Target Zip Codes | Upload Mentee Target Zip Codes | Target Zip Codes tabs

Please list the zip code served: [   ]

[USPS Zip Code Look-Up]

Do you serve the entire zip code?   ○ Yes   ○ No

If no, please list the specific areas served (e.g., names of neighborhoods, school districts, etc.) [   ]

[Add]

(This is a screenshot displaying the Mentee Target Zip Codes Edit Page.)

4. The **Enter Mentee Target Zip Codes** tab is selected by default. This tab is used to enter your targeted zip codes manually. Use the following steps to enter your zip codes manually:

    a. Enter the 5-digit zip code in the **Please list the zip code served:** field.

    b. Answer the question using the **Do you serve the entire zip code?** radio buttons.

        i. If _No_ is selected, enter the specific area served in the **If no, please list the specific areas served** field.

    c. Click the [Add] (**Add**) button.

    d. The zip code will appear in the grid below.

Mentee Target Zip Codes - Allegheny County Community Prevention Resource - 08/1/2012 – 07/31/2013

(This is a screenshot displaying the Enter Mentee Target Zip Codes Edit Page.)

Tips

- Click the [USPS Zip Code Look-Up] (**USPS Zip Code Look-Up**) button to ensure the zip code you are entering is a valid zip code.

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5. To add a bulk list of zip codes, select the **Upload Mentee Target Zip Codes** tab. Use the following steps to upload your zip codes:

    a. Select the [Template] (**Template**) button to add your zip codes to the template for uploading.

    b. To upload your zip codes file, click the [Browse] (**Browse**) button to locate and open the file currently saved on your computer. Only .doc, .docx, .txt, .xls, .xlsx, and .pdf file extensions can be uploaded.

        i. Click the [Change] (**Change**) button if the wrong file was accidently selected.

    c. Click the [Upload] (**Upload**) button.

    d. The zip code will appear in the grid below.

6. Click the [Save] (**Save**) button.


Mentee Target Zip Codes - Allegheny County Community Prevention Resource - 08/1/2012 – 07/31/2013

(This is a screenshot displaying the Upload Mentee Target Zip Codes Edit Page.)

Tips

- Click the [Instructions] (**Instructions**) button for a data dictionary in regards to the upload template.

7. To modify a zip code, click the [Edit] (**Edit**) button to the right of the appropriate zip code.
    a. The details will appear above the grid for modification. Make any changes needed to the details.
    b. Click the [OK] (**OK**) button.
8. To delete a zip code, click the [Delete] (**Delete**) button to the right of the appropriate zip code.
    a. A message will appear asking if you are sure. Click [OK] (**OK**) to continue the deletion or click [Cancel] (**Cancel**) to cancel the deletion.
9. Click the [Save] (**Save**) button.

Zip Codes Served:

Zip Code Served	Do you serve the entire zip code?	Specific areas served		
15201	Yes		Edit	Delete
15202	Yes		Edit	Delete
15207	Yes		Edit	Delete

Save   Cancel

(This is a sample screenshot displaying the Zip Codes Served grid.)

Mentee Membership

1. Click **Mentee Membership** from the Mentee Report Landing Page.
2. Click the [Edit Mentee Membership] (**Edit Mentee Membership**) button.

Mentee Membership - Allegheny County Community Prevention Resource - 08/1/2012 – 07/31/2013

Mentee Membership

[Edit Mentee Membership] ← Edit Mentee Membership button

Date Updated: N/A

Membership

Number of Formal Coalition Meetings Held During This Period:

Average Attendance at Coalition Meetings (not including paid staff):

(This is a sample screenshot displaying the Mentee Membership Page.)

3. Enter the number of formal coalition meetings your organization held in the **Number of Formal Coalition Meetings Held During This Period:** field.
4. Enter the average attendance at the coalition meetings in the **Average Attendance at Coalition Meetings (not including paid staff):** field.
5. Using the **Is Collaboration Among Members of Your Coalition** radio buttons, select whether the collaboration effort is changing among your coalition members.
6. Click the [Save] (**Save**) button.

Membership Edit

Number of Formal Coalition Meetings Held During This Period: [_____]

Average Attendance at Coalition Meetings (not including paid staff): [_____]

Is Collaboration Among Members of Your Coalition: ○ Increasing   ○ Decreasing   ○ Staying the Same

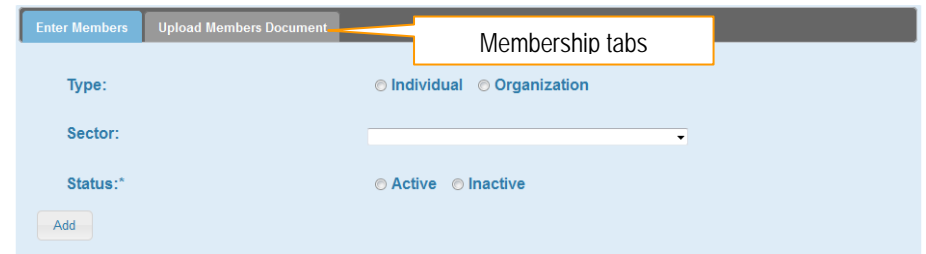(This is a sample screenshot displaying the Mentee Membership Edit Page.)

7. Using the grid, enter the number of members represented for each Sector in the **How many coalition members represent this sector?** column fields.
8. Using the grid, enter the number of members that are actively involved in coalition meetings for each Sector in the **How many of these coalition members are 'active'?** column fields.
9. Using the grid, select the level of commitment for each Sector using the **What is the average level of involvement for each of the sectors?** radio buttons.
10. Click the [Save & Continue] (**Save & Continue**) button to add individual coalition members.
   *Note: If you do not have any individual members, click the [Save & Exit] (**Save & Exit**) button to return to the Mentee Report Landing page.

Sectors	How many coalition members represent this sector?	How many of these coalition members are 'active'?	What is the average level of involvement for each of the sectors?				
			Very High	High	Medium	Some	Low
Parents	[____]	[____]	○	○	○	○	○
Youth	[____]	[____]	○	○	○	○	○
Business Community	[____]	[____]	○	○	○	○	○
Civic/Volunteer Group	[____]	[____]	○	○	○	○	○
Healthcare Professionals	[____]	[____]	○	○	○	○	○
Law Enforcement Agency	[____]	[____]	○	○	○	○	○

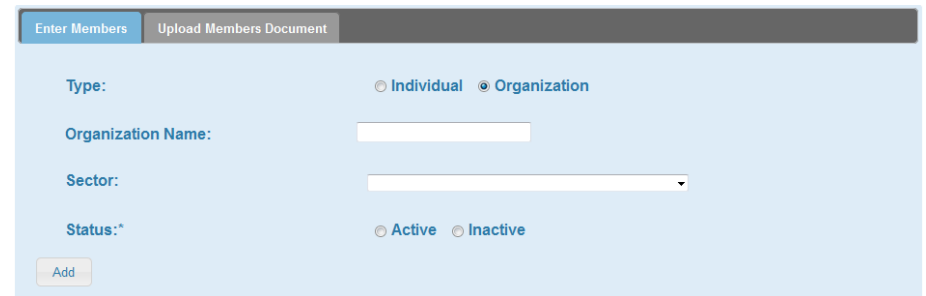(This is a sample screenshot displaying the Mentee Membership Edit Page.)

11. Individual members can be entered in two (2) ways: Enter Members or Upload Members Document. Select the appropriate tab to either enter your individual members or upload them.
*Note: An active tab will be blue.

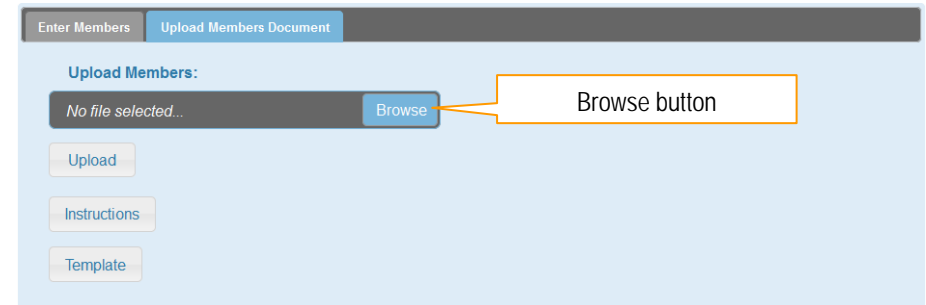(This is a screenshot displaying the Enter Members Edit Page.)

12. The **Enter Members** tab is selected by default. This tab is used to enter your individual members manually. Use the following steps to enter your individual members manually:

    a. Using the **Type:** radio buttons, select whether the member is an *Individual* or an *Organization*.

        i. If *Individual* is selected, enter the name of the member in two (2) fields: **First Name** and **Last Name**.

        ii. If *Organization* is selected, enter the name of the organization in the **Organization Name** field.

    b. Select the sector the member belongs to from the **Sector** dropdown list.

    c. Select the status of the member using the **Status** radio buttons.

    d. Click the [Add] (**Add**) button.

    e. The member will appear in the grid below.

(This is a screenshot displaying the Enter Member Edit Page with *Organization* selected.)

13. To add a bulk list of members, select the **Upload Members Document** tab. Use the following steps to upload your members:
   a. Select the [Template] (**Template**) button to add your members to the template for uploading.
   b. To upload your members file, click the [Browse] (**Browse**) button to locate and open the file currently saved on your computer. Only .doc, .docx, .txt, .xls, .xlsx, and .pdf file extensions can be uploaded.
      i. Click the [Change] (**Change**) button if the wrong file was accidently selected.
   c. Click the [Upload] (**Upload**) button.
   d. The members will appear in the grid below.

Browse button

(This is a screenshot displaying the Upload Members Document Edit Page.)

Tips

- Click the [Instructions] (**Instructions**) button for a data dictionary in regards to the upload template.

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14. Enter a description of how you are increasing membership in the **What is being done to increase membership in the sectors not represented?** field.
15. Click the [Save & Exit] (**Save & Exit**) button.
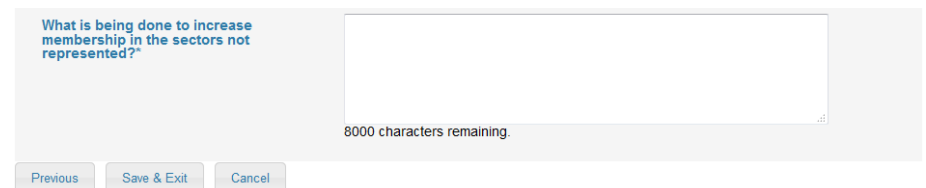
(This is a sample screenshot displaying the Enter Members Edit Page.)

16. To modify a member, click the [Edit] (**Edit**) button to the right of the appropriate member.
   a. The details will appear above the grid for modification. Make any changes needed to the details.
   b. Click the [OK] (**OK**) button.
17. To delete a member, click the [Delete] (**Delete**) button to the right of the appropriate member.
   a. A message will appear asking if you are sure. Click [OK] (**OK**) to continue the deletion or click [Cancel] (**Cancel**) to cancel the deletion.
18. Click the [Save & Exit] (**Save & Exit**) button.

Organization Name	First Name	Last Name	Type	Sector	Active	Edit Member	Delete Member
	Alex	Hutchison	Individual	Law Enforcement Agency	Active	Edit	Delete
	Donald	Walker	Individual	Religious/Fraternal Organizations	Active	Edit	Delete
	Dr. Mark	Cabell	Individual	Healthcare Professionals	Active	Edit	Delete
Allegheny Associates			Organization	Civic/Volunteer Group	Active	Edit	Delete

(This is a sample screenshot displaying the Members grid.)

Mentee Capacity Building Activities

1. Click **Mentee Capacity Building Activities** from the Mentee Report Landing Page.
2. Click the [Edit Mentee Capacity Building Activities] (**Edit Mentee Capacity Building Activities**) button.

Mentee Capacity Building Activities - Allegheny County Community Prevention Resource - 08/1/2012 – 07/31/2013

Mentee Capacity Building Activities

[Edit Mentee Capacity Building Activities] — Edit Mentee Capacity Building Activities button

Date Updated: N/A

Please select up to Five (5) capacity building activities that were the main focus of your coalition's efforts during the last reporting period:

Please report any notable accomplishments related to capacity building activities achieved during this reporting period:

(This is a screenshot displaying the Mentee Capacity Building Activities Page.)

3. Select the activities that were the main focus of your coalition's efforts using the **Please select up to three capacity building activities that were the main focus of your coalition's efforts during the last reporting period:** checkboxes.
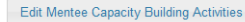   *Note: You may only select three (3) or less.
   a. If **Other (Please Specify)** is selected, a new field will appear allowing you to enter a new activity name not currently defined.

Please select up to Five (5) capacity building activities that were the main focus of your coalition's efforts during the last reporting period:

- [ ] Gathering Community Input
- [ ] Recruitment
- [ ] Training for coalition members
- [ ] Building shared vision/consensus
- [ ] Increasing fiscal resources
- [ ] Strengthening interventions
- [ ] Outreach
- [ ] Engaging the general community in substance abuse prevention initiatives
- [ ] Developing/Executing a media plan to draw attention to new drug
- [ ] Improving information resources
- [ ] Other (Please Specify)
- [ ] None

(This is a screenshot displaying the Mentee Capacity Building Activities Edit Page.)

4. Enter any accomlishments related to the activities in the **Please report any notable accomplishments related to capacity building activities achieved during this reporting period:** field.
5. Enter any additional information regarding the activities in the **Please report any additional details, including barriers or challenges, about your capacity building activities that were not captured above, but are relevant to understanding your coalition's activities/outcomes:** field.
6. Click the [Save] (**Save**) button.

Please report any notable accomplishments related to capacity building activities achieved during this reporting period:

8000 characters remaining.

Please report any additional details, including barriers or challenges, about your capacity building activities that were not captured above, but are relevant to understanding your coalition's activities/outcomes:

8000 characters remaining.

[Save] [Cancel]

(This is a screenshot displaying the Mentee Capacity Building Activities Edit Page.)

Mentee Assessment Activities

1. Click **Mentee Assessment Activities** from the Mentee Report Landing Page.
2. Click the [Edit Mentee Assessment Activities] (**Edit Mentee Assessment Activities**) button.

Mentee Assessment Activities - Allegheny County Community Prevention Resource - 08/1/2012 – 07/31/2013

Mentee Assessment Activities

[Edit Mentee Assessment Activities] ← Edit Mentee Assessment Activities button

Date Updated: N/A

Please select up to Five (5) assessment activities that were the main focus of your coalition's efforts during the last reporting period:

Please report any notable accomplishments related to assessment activities achieved during this reporting period:

(This is a screenshot displaying the Mentee Assessment Activities Page.)

3. Select the activities that were the main focus of your coalition's efforts using the **Please select up to three assessment activities that were the main focus of your coalition's efforts during the last reporting period:** checkboxes.
   *Note: You may only select three (3) or less.
   a. If **Other (Please Specify)** is selected, a new field will appear allowing you to enter a new activity name not currently defined.

Please select up to Five (5) assessment activities that were the main focus of your coalition's efforts during the last reporting period:

- ☐ Preparing to assess needs and capacity (e.g.,identifying coalition goals)
- ☐ Designing/selecting interventions
- ☐ Collecting data for assessment purposes
- ☐ Analyzing and reporting assessment data
- ☐ Completing a SWOT Analysis
- ☐ Developing a framework/logic model for change
- ☐ Using assessment data (e.g., revising a logic model)
- ☐ Other (Please Specify)
- ☐ None

(This is a screenshot displaying the Mentee Assessment Activities Edit Page.)

4. Enter any accomplishments related to the activities in the **Please report any notable accomplishments related to assessment activities achieved during this reporting period:** field.
5. Enter any additional information regarding the activities in the **Please report any additional details, including barriers or challenges, about your assessment activities that were not captured above:** field.
6. Click the [Save] (**Save**) button.

Please report any notable accomplishments related to assessment activities achieved during this reporting period:

8000 characters remaining.

Please report any additional details, including barriers or challenges, about your assessment activities that were not captured above:
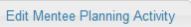
8000 characters remaining.

[Save] [Cancel]

(This is a screenshot displaying the Mentee Assessment Activities Edit Page.)

Mentee Planning Activity

1. Click **Mentee Planning Activity** from the Mentee Report Landing Page.
2. Click the [Edit Mentee Planning Activity] (**Edit Mentee Planning Activity**) button.

(This is a screenshot displaying the Mentee Planning Activity Page.)

3. There are multiple components to entering the Planning Activity: Strategic Plan, Logic Model, and Additional Details. Select the appropriate tab to either your planning activity details.
   *__Note__: An active tab will be blue.

(This is a screenshot displaying the Strategic Plan Edit Page.)

4. To add your strategic plan, select the **Strategic Plan** tab. Use the following steps to upload your strategic plan:
   a. Answer the question using the **Has your coalition developed a strategic?** radio buttons.
   b. If *Yes* is selected, you will need to upload your strategic plan.
      i. To upload your strategic plan file, click the [Browse] (**Browse**) button to locate and open the file currently saved on your computer. Only .doc, .docx, .txt, .xls, .xlsx, and .pdf file extensions can be uploaded.
         1) Click the [Change] (**Change**) button if the wrong file was accidently selected.
   ii. Click the [Upload] (**Upload**) button.

(This is a screenshot displaying the Strategic Plan Edit Page.)

iii. A link to the strategic plan will appear below the [Upload] (**Upload**) button.

c. Click the [Save & Continue] (**Save & Continue**) button to add your logic model.
*Note: Click the [Save & Exit] (**Save & Exit**) button to return to the Mentee Report Landing page.

5. To add your logic model, select the **Logic Model** tab. Use the following steps to upload your logic model:

a. Answer the question using the **Has your coalition developed a logic model?** radio buttons.

b. If _Yes_ is selected, you will need to upload your logic model.
   i. To upload your logic model file, click the [Browse] (**Browse**) button to locate and open the file currently saved on your computer. Only .doc, .docx, .txt, .xls, .xlsx, and .pdf file extensions can be uploaded.
      1) Click the [Change] (**Change**) button if the wrong file was accidently selected.
   ii. Click the [Upload] (**Upload**) button.
   iii. A link to the logic model will appear below the [Upload] (**Upload**) button.

c. Click the [Save & Continue] (**Save & Continue**) button to add your action plan.
*Note: Click the [Save & Exit] (**Save & Exit**) button to return to the Mentee Report Landing page.

Mentee Planning Activities - Allegheny County Community Prevention Resource - 08/1/2012 – 07/31/2013

Mentee Planning Activities

| Strategic Plan | Logic Model | Additional Details |

Has your coalition developed a logic model?   ○ Yes ○ No

Upload your Logic Model plan:

No file selected...   Browse   → Browse button

Upload

Previous   Save & Continue   Save & Exit   Cancel

(This is a screenshot displaying the Logic Model Edit Page.)

Submitting the Mentee Report

1. Click **Mentee Report** from the Enter and Submit My Data Landing Page.

2. Select the appropriate reporting period from the **Reporting Period** dropdown list.

3. Click the [Submit Mentee Report to Mentor] (**Submit Mentee Report to Mentor**) button at the bottom of the page.

4. Click the **Click here to open your Mentoring Report** link to view your report for accuracy before submitting for approval.

5. Fill out the Contact Information (**Name**, **Title**, **Phone** and **Email**).

6. Ensure that you check the box if you have read and understand the submission instructions and process.

7. Click the [Submit] (**Submit**) button.
   *__Note__: The [Submit] (**Submit**) button will become Active once the submission process checkbox has been selected.

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*__Note:__ Once you have submitted the mentee report if you return to the Mentee Report Listing Page the [Submit Mentee Report to Mentor] (**Submit Mentee Report to Mentor**) button will be "grayed out".

(This is a screenshot displaying the Mentee Report Landing Page.)

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

(This is a screenshot displaying the Submit your Mentee Report Page.)

Tips

- By submitting the **Mentee Report**, you are allowing your **Mentor** to review the report.   If **revisions are required**, you will be notified with an email and will need to make the appropriate changes. Once changes have been made, you will need to **submit** the **Mentee Report** following the above instructions.

- The Submission button will only be available once the Completed column reads 'Y' for all Tasks.

- You cannot submit a new Mentee Report if the reporting period has not ended or the previously-submitted Mentee Report has not yet been accepted.

VIEW MY DATA

The View My Data module is used to view previously submitted Mentee Reports.

1. Click **View My Data** from the Menu.
2. From the View My Data landing page you can navigate to one of the following sections:
   a. View Mentoring Report
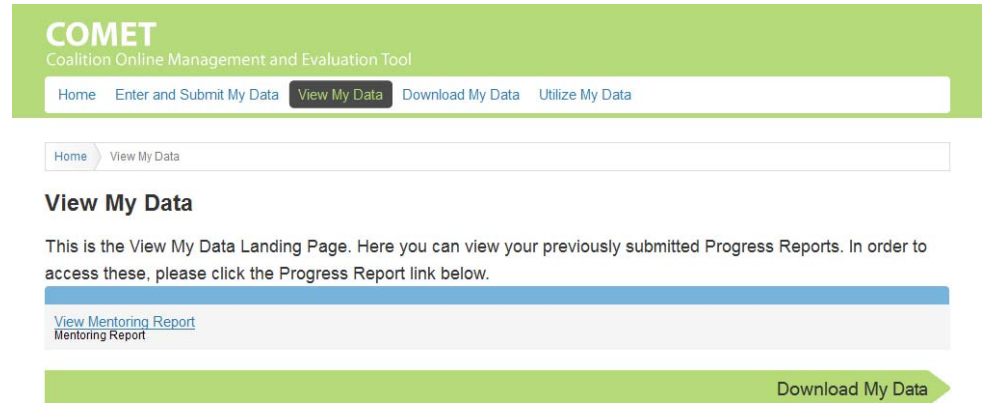
(This is a screenshot displaying the View My Data Landing Page.)

View Mentoring Report

The View My Mentoring Report module is used to view archived and current Mentoring Reports and their status.

1. Click **View Mentoring Report** from the View My Data Landing Page.
2. Click the link for the desired **Mentee Report**.
3. The report will open in a new window.

View Mentoring Report - Allegheny County Community Prevention Resource - 08/1/2012 – 07/31/2013

Mentoring Report

As you add new data to the system mentoring reports will populate in the background. The current report will pull the information that you have entered for that reporting period. This page will link to your current mentoring report for you to review. If you are having difficulty viewing your Mentoring Report, this may be due to a pop-up blocker. Try holding down your Ctrl key (usually found at the bottom lower left-hand corner of your keyboard) while simultaneously clicking on the Progress Report link.

The Submission Process

Once your mentee coalition has reviewed the report they will be able to submit it for review by your Mentoring Coalition. The system will trigger an email to the Mentoring Coalition informing them that your report has been submitted. The project officer will then review the progress report, add comments if necessary, and select whether it is accepted or whether revision is required. The system will trigger an email to the submitter letting them know the Mentoring Coalition has reviewed the report. If revision is required your organization will need to make the requested changes in the system and then resubmit the report.
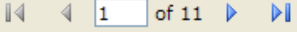
Archived Progress Reports

This system will contain a historical record of date submitted, if revision was required, any relevant comments, and date accepted. You will be able to retrieve archived PDF copies of all previous progress reports.

Report			Date Submitted	Date Accepted
08/1/2012 – 07/31/2013	Mentee Report link	d	07/24/2013	

(This is a sample screenshot displaying the View My Mentee Report Page.)

4. Click the arrows [◄◄] [◄] [1] of 11 [►] [►◄] to maneuver to other pages in the report. Clicking the single arrow forward or backward, will move the view to the next page or the previous page. The arrows with the bar can move the report view to either the first or last page of the report.

5. To find a specific word or phrase enter it into the **Find** textbox and click the [Find] (**Find**) link.

   a. Click the [Next] (**Next**) link to be taken to the next instance of the word or phrase.

6. To download the report, select the type of file you want from the **Select a format** dropdown menu and click the [Export] (**Export**) link.

   a. Click the [🖨] (**Printer**) button to print a copy of the report from the exported window.
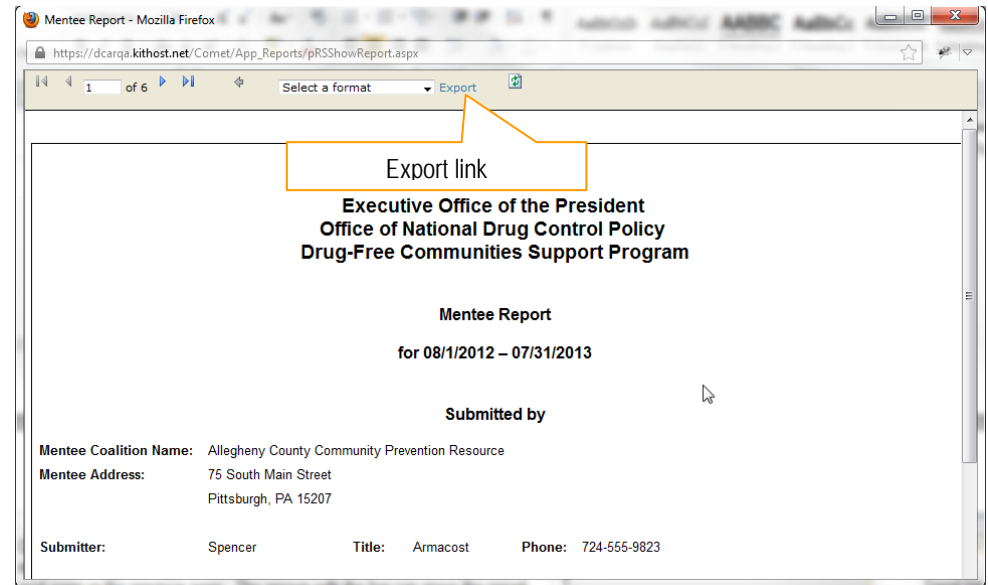
(This is a sample screenshot displaying the view window.)