# RHODE ISLAND PREVENTION

## STUDENT ASSISTANCE MANUAL

VERSION 1.2
December 2009

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# INTRODUCTION

KIT Prevention 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 events 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 prevention application.

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, KIT Prevention facilitates information sharing and tracking meeting results between the Prevention Partners and Coordinating agencies.

# TIPS FOR USING KIT PREVENTION EFFECTIVELY

KIT Prevention is set up in such a fashion that moving from Left to Right on the menu is the best approach to using the application.  Starting at Assessment, fill in all the information for that area before moving onto the Planning section.  Continuing in this manner will ensure that all of the sections of the application 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 (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.

### Web Browser
The web browser supported by the KIT prevention Service is Microsoft Internet Explorer (IE).  Currently Mozilla Firefox, Netscape, AOL, MSN and other browsers may not be supported by KIT Prevention.  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 KIT Prevention require pop-ups to be able to function.  If your pop-up blocker is enabled, then there is a possibility that KIT Prevention may not function or appear properly.  You should either disable the pop-up blocker while using the KIT Prevention (while remembering to enable it, if desired, when not in KIT Prevention) 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 KIT Prevention links to the "Allowed Sites" list which the pop-up blocker will ignore when trying to block pop-ups from KIT Prevention.  You will want to add https://kitprevention.kithost.net for the live application, and http://demo.kithost.net for the demo application.  Once these sites are added to your "Allowed Sites" list, the pop-up blocker will no longer prevent pages from loading or appearing while you are using the KIT Prevention Service.

## System Navigating

The APPLICATION is set up in such a fashion that moving from Left to Right on the menu is the best approach to using the application. 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 application 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 |
| 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 KIT Prevention is located across the top of the screen.  Each Main Menu category is broken down into Submenu categories to choose from.

| | |
|---|---|
| 1. **Main Menu** | Constant (unchanging).  Available at all times. |
| 3. **Submenu Category** | Varies depending on which Main Menu category is selected. |



(This is a sample screenshot displaying the Main Menu (1) and the Sub Menu (2))

## 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] (**Add**) button to enter new information into a form, the Edit Form data fields will be blank.

- When selecting the [Select] (**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 sample screenshot displaying a blank Edit Form. This is a partial screenshot.)

## 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.



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

## Data Fields and Buttons

In the KIT Prevention Service 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 List (aka Pull Down List) | (select one) |
| Buttons | << > ∧ V ↑  < >> |
| Radio Button | ⊙ Selected .............................................................................................. |
| Check Boxes | ☑ Selected .............................................................................................. |
| Red* | A red field and an asterisk denotes a required field |
| Black | Black text denotes a suggested but optional field |

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.

## 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.  Notice that if the button is not in **bold** print (see the **Delete** button in the table below), and then it is not selectable at this time.

| Button | Description |
|---|---|
| Search | Searches for information on the criteria (e.g. client name) that you specify |
| Add | Must be pressed first before new information is added to a form |
| Edit | Allows you to change the information currently on the form |
| Save | Adds the information on the form to KIT Prevention database |
| Print | Prints the information currently on the form |
| Help | Displays the Expert Help screen |
| Delete | Removes the information currently on the form from KIT Prevention database |

*After you press 'Add' or 'Edit', a 'Cancel' button will replace the 'Add' or 'Edit' button.*

| Button | Description |
|---|---|
| Cancel | Cancels the Add or Edit without saving any information entered. |

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:

# LOGIN PROCEDURE

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

https://kitprevention.kithost.net/riprevent/

The following screen will appear:

1.  Choose the 2008-2009 application to enter or view previous fiscal year data.
2.  Choose the 2009-2010 application to complete data collection for 2009-2010.

**Rhode Island**

| ***NEW*** | PREVIOUS FISCAL YEAR DATA ENTRY |
|---|---|
| Department of Mental Health, Retardation & Hospitals (MHRH) Fiscal Year 2009/2010 | Department of Mental Health, Retardation & Hospitals (MHRH) Fiscal Year 2008/2009 |
| To enter data into the RI KIT Prevention system 2009/2010,  click on the link below.  Once redirected to the site - you may use your "Favorites" to add a direct path to the live 2009/2010 site. | To enter data into the RI KIT Prevention system for 2008/2009, click on the link below.  Once redirected to the site - you may use your "Favorites" to add a direct path to the live 2008/2009 site. |
| CLICK HERE FOR 2009/2010 | CLICK HERE FOR 2008/2009 |

**Division of Behavioral Health Care**
**Department of Mental Health, Retardation & Hospitals**
**STATE OF RHODE ISLAND**

3.  Enter in the **Organization ID** and choose *Student Assistance* as the **Funding Source**.  Enter in the **User ID**, **Password**.
4.  Click the Login (**Login**) button.

Organization ID

Funding Source

User ID

Password

Login    Reset

Service Announcement
Server Maintenance
Normal Maintenance
on: Sunday 12/13/2009 10PM to 4AM EST

Customer Support Available until 5PM EST
Holiday
on: Thursday 12/24/2009

Customer Support Unavailable
Holiday
on: Friday 12/25/2009

When you log in under a particular funding source, you will only be able to view information, such as objectives or activities, entered for that funding source.  You will be able to see clients and staff members under all funding sources.

**Tips**

- The **User IDs** ARE NOT case sensitive.
- The **Passwords** ARE case sensitive.
- Use the ⬚Reset⬚ button to clear all the fields on the login screen.

# STUDENT ASSISTANCE

## Initial Contact Form

1. Click **Student Assistance** from the main menu.
2. Click **Initial Contact Form** from the submenu.
3. Click **Add** from the left toolbar.
4. Enter the **Student ID.**
   *Note: The Student ID can be no more that 15 characters (numbers, letters, or special characters) in length.
5. Select the school code from the **School Code** dropdown list.
6. Select the age from the **Age** dropdown list.
7. Select the race/ethnicity from the **Race/Ethnicity** dropdown list.

   **If you select other, please Specify** [        ]

   *Note: If *Other* is selected, specify the race/ethnicity in the text box.

8. Use the ○ (Radio) button (**Yes**, **No**, or **Unknown**) to specify **Is the Student of Hispanic Origin?**
9. Select the grade in school from the **Grade in School** dropdown list.
   *Note: If the grade in school is un-graded or unknown choose the grade that most closely applies.
10. Enter the date SAC first received referral in the **Referral Date** field as mm/dd/yyyy.
11. Enter the date of first face-to-face meeting in the **Date of First Contact** field as mm/dd/yyyy.
12. Use the **Transfer Student** ○ (Radio) button (**N/A**, **Yes**, **No**, or **Unknown**) to specify if the student saw an SAC in their previous school.
    *Note: Select N/A if the student did not transfer schools during the academic year.
13. Select the initial source of referral from the **Referral Source** dropdown list.
    *Note: If *Other* is selected specify the referral source in the
14. Select the primary presenting issue from the **Primary Issue at Intake Referral** dropdown list.
    *Note: If *Other* is selected specify the referral source in the
15. Click **Save** from the left toolbar.
    *Note: To exit this screen without saving any of the changes you have made, click the [Cancel] (**Cancel**) button.

### Initial Contact Form

**Funding Source:** Substance Abuse Block Grant

| | |
|---|---|
| Student ID | |
| School Code | |
| Age | |
| Gender | |
| Race/Ethnicity | |
| *If you select other, please Specify* | |

(This is a screenshot displaying the Initial Contact Form Page. This is a partial screenshot.)

**Is the Student of Hispanic Origin?**  ○ Yes   ○ No   ○ Unknown

**Grade in School**
*(if student is in an un-graded classroom, choose the grade that most closely appplies)*

**Referral Date**
*(date SAC first received referral for the student)*  (mm/dd/yyyy)

**Date of First Contact**
*(date of first face-to-face meeting with student)*  (mm/dd/yyyy)

**Transfer Student**
*(if a student transferred from another school in the current academic year, did the student see a SAC in their previous school. Select N/A if the student did not transfer schools during the current academic year.)*  ○ N/A   ○ Yes   ○ No   ○ Unknown

**Referral Source**
*(choose only one initial source of referral)*

**Primary Issue at Initial Referral**
*(identify primary presenting issue at time of initial referral intake)*

(This is a screenshot displaying the Initial Contact Form Page. This is a partial screenshot.)

## Service Reporting Form

1. Click **Student Assistance** from the main menu.
2. Click **Service Reporting Form** from the submenu.
3. Select the school code from the **School Code** dropdown list.
4. Select the student ID from the **Student ID** dropdown list.
5. Select the reporting quarter from the **Report Quarter** dropdown list.
6. Click **Add** from the left toolbar

7. Enter the number of contacts in the **Number of Face to Face Contacts** field.
8. Enter the number of sessions attended in the **Number of Individual Sessions Attended** field.
9. Enter the number of parent/significant contacts in the **Number of Sessions with Parent/Significant Contact** (includes face-to-face telephone sessions) field.
10. Enter the number of group sessions in the **Number of Group Sessions Attended** field.

11. Use the ☐ (Checkbox) to specify the **Types of Group Sessions Attended** (**Select all that apply**).
12. Use the ☐ (Checkbox) to specify the **Issues** (**Select all issues present during the reporting quarter**).
13. Use the ☐ (Checkbox) button (**DCYF Referral, Suicidal/Homicidal Ideation, None**) to specify the **Crisis Intervention**.

### Student Assistance Service Quarterly Reporting Form

**Funding Source:** Substance Abuse Block Grant

School Code

Student ID

Reporting Quarter

(This is a screenshot displaying the Service Reporting Form. This is a partial screenshot.)

**Number of Face to Face Contacts**

**Number of Individual Sessions Attended**

**Number of Sessions with Parent/Significant Contact (includes face-to-face telphone sessions)**

**Number of Group Sessions Attended**

(This is a screenshot displaying the Service Reporting Form. This is a partial screenshot.)

**Types of Group Sessions Attended (Select all that apply)**
- ☐ Seniors ?
- ☐ Newcomers ?
- ☐ COA (no substance use) ?
- ☐ COA (substance use) ?
- ☐ Drug and Alcohol Use ?
- ☐ Smoking Cessation ?
- ☐ Recovery ?
- ☐ Alcohol & Drug Free ?
- ☐ Assessment & Education Group ?
- ☐ Project Success ?
- ☐ Other ?

**Issues (Select all issues present during the reporting quarter)**
- ☐ Mandatory Referral ?
- ☐ Initiation of Substance Use ?
- ☐ Substance Abuse ?
- ☐ Mental Health ?
- ☐ Behavior Problems ?
- ☐ Peer/Relationship Problems ?
- ☐ School Problems ?
- ☐ Family Problems ?
- ☐ COA ?
- ☐ Substance Abusing Peers ?
- ☐ Other ?

**Crisis Intervention**
○ DCYF Referral    ○ Suicidal/Homicidal Ideation    ○ None

(This is a screenshot displaying the Service Reporting Form. This is a partial screenshot.)

14. Use the ☐ (Checkbox) or ◯ (Radio) button to specify if the student is involved **In Treatment or Case Management Self-help**.

15. Use the ☐ (Checkbox) or ◯ (Radio) button to specify the **Service Referrals**.

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

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

**Service Referrals (Select any/all types of referrals made to other service providers during the current reporting quarter)**

| | | | | |
|---|---|---|---|---|
| None ? | ☐ if 'None' unchecked, please select service referral. | | | |
| In Treatment or Case Management | ☐ | | | |
| Self-help ? | ◯ Refused | ◯ Pending | ◯ Complete | ◯ N/A |
| Outpatient Drug/Alcohol ? | ◯ Refused | ◯ Pending | ◯ Complete | ◯ N/A |
| Inpatient Drug/Alcohol ? | ◯ Refused | ◯ Pending | ◯ Complete | ◯ N/A |
| Outpatient Mental Health ? | ◯ Refused | ◯ Pending | ◯ Complete | ◯ N/A |
| Inpatient Psychiatric ? | ◯ Refused | ◯ Pending | ◯ Complete | ◯ N/A |
| Social Services ? | ◯ Refused | ◯ Pending | ◯ Complete | ◯ N/A |
| Family Counseling ? | ◯ Refused | ◯ Pending | ◯ Complete | ◯ N/A |
| Other School Personnel ? | ◯ Refused | ◯ Pending | ◯ Complete | ◯ N/A |
| Medical ? | ◯ Refused | ◯ Pending | ◯ Complete | ◯ N/A |
| Other ? | ◯ Refused | ◯ Pending | ◯ Complete | ◯ N/A |

(This is a screenshot displaying the Service Reporting Form. This is a partial screenshot.)

## Activities

1. Click **Student Assistance** from the main menu.
2. Click **Activities** Form from the submenu.
3. Select the reporting quarter from the **Reporting Quarter** dropdown list.
4. Select the school from the **Schools** dropdown list.
5. Click **Add** from the left toolbar.

6. Select the activity from the **Type of Activity** dropdown list.
7. Use the ○ (Radio) button to specify the **Activity Session**, (After School, During School)
8. Enter the date in the **Date of Activity** field as mm/dd/yyyy.
9. Select the **Activity Duration** for the number of hours (Hrs.) and minutes (Min.) the activity lasted from the **Hrs.** and **Min.** dropdown lists.
10. Enter the **# of Individuals Involved/Attending** in the **Parent**, **Student**, **Teacher**, and **Other** fields.
11. Click **Save** from the left toolbar.

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

### Capturing Prevention, Education, and Outreach Activities

**Funding Source:** Substance Abuse Block Grant

Reporting Quarter [ ▼ ]

Schools [ ▼ ]

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

Type of Activity [ ▼ ]

Activity Session   ○ After School   ○ During School

Date of Activity [ ] (mm/dd/yyyy)

Activity Duration [ 0 ▼ ] Hrs. [ 0 ▼ ] Min.

# of Individuals Involved/Attending

Parent [ ]
Student [ ]
Teacher [ ]
Other [ ]

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

# REPORTS

## Student Assistance Report

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

**Report Selection**

**Funding Source:** Student Assistance

**School Year** [ ]

**Choose A Report** [ ]

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

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**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.).

# 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 information regarding prevention for KIT Prevention.

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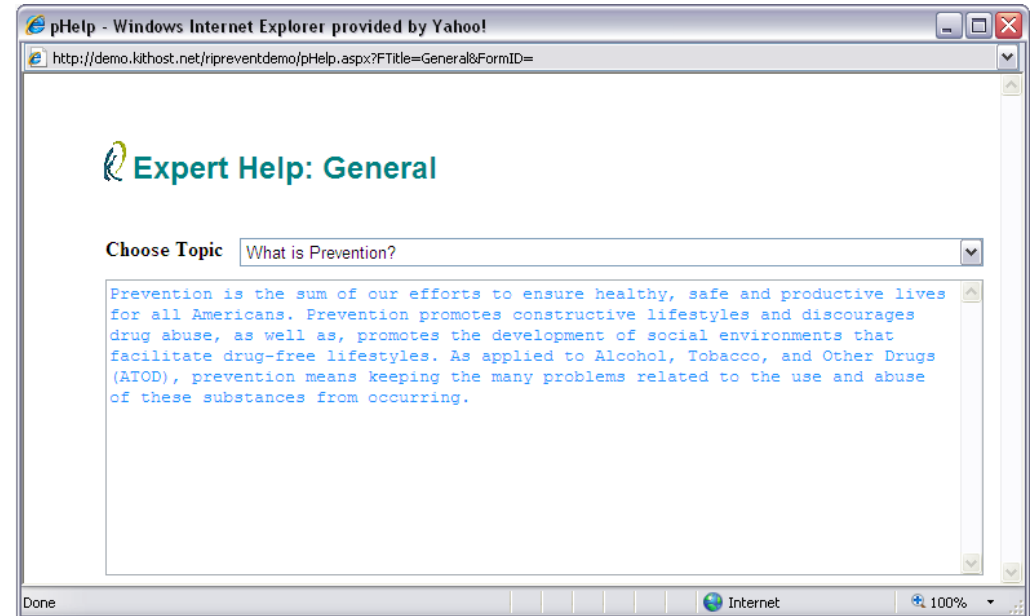


(This is a screenshot displaying the Expert Help Page.)

## 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.).

## Indicators

Indicators are variables that relate directly to some part of a program, goal or objective. Positive change on an indicator is presumed to indicate progress in accomplishing the larger program objective. For example, a program may aim to reduce drinking among teens. An indicator of progress could be a reduction in the number of drunken driving arrests or the number of teens found to be drinking underage in clubs.

1. Choose **Knowledge Base** from the main menu.
2. Click **Indicators** from the submenu.
3. Use the **Choose Category** dropdown list to select a document to view.
4. Click the **Show** button from the left toolbar to bring up the document.
5. A new window will open displaying the document. (To save or print the document, see Using the Reports Viewer section.)
6. To close the open window, click on the ❌ in the upper right-hand corner.

**Indicators Selection**

Choose Category  | Community Indicators
Community Indicators
Intermediate Indicators - YRBS
Intermediate Indicators - YTS
Outcome Indicators - YRBS
Outcome Indicators - YTS

*Choose a category and click 'Show' button then.*

(This is a partial screenshot displaying the Indicators Selection Page.)

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### 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 the KIT Prevention Service would like to make available on the application.

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** button from the left toolbar to display the selected document.
5. A new window will open displaying the document. (To save or print the document, see Using the Reports Viewer section.)
6. To close the open window, click on the ☒ in the upper right-hand corner.

**Library Selection**

Choose Category    Program Logic Model

Program Logic Model
Web Based Program
Risk and Protective Factors
Service Code
Service Population Code
List of Goal and Objective Indicators

*Choose a category and click 'Show' button then.*

(This is a partial 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.

**Prevention Web Sites**

**Choose Category** [                    ▼]

(This is a partial screenshot displaying the Web Resources Page.)

4. Browse the *Web Source List* for the website you would like to visit.
5. Select the *Web Source* you are interested in to highlight it.
6. Click on the link at the *Web Site* (located underneath the *Web Source List* box) corresponding to the *Web Source*.
7. A new window will open displaying the website you chose.
8. To close the new website window, click on the ⊠ in the upper right-hand corner.

**Web Source List**

Adolescent Substance Abuse Knowledge Base
Alcohol-Related Injury & Violence (ariv)
Community Toolbox
Connecting Science to Service
CSAP Core Measures Intiative Recommendations
Drug & Alcohol Treatment & Prevention Global Network
Drug Strategies
Drug Testing News
Free Vibe (Teen D & A Info.)
Girl Power
Grants Web
Grantsmanship Center
Health & Human Services Faith Base Community Initiatives

**Web Site** http://www.adolescent-substance-abuse.com/

(This is a partial screenshot displaying the Web Resources 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 application such as Organization Information, Staff Registration and Administrative Time.

## Organization Information

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 application.

### Viewing the Organization Information

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

### Editing the Organization Information

1.  Click the **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 the **Save** button from the left toolbar.

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

**Organization Information**

Organization Information _____

ID   999

Status*  Active

Name   RI Test Provider

Address*

City*   State*   Zip Code*

Web Site

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

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**Tips**

- Only the state can change:
    - ID
    - Name

- If one of these items is incorrect for your organization, submit a request through the online support site Contact Support link.

## 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.

You will be able to ALL staff members under ALL funding sources.

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

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

1. Click **Administration** in the menu.
2. Click **Staff** from the submenu.
3. Click the **Add** button from the left toolbar.
4. Enter in 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: Using first initial and last name 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 KIT Prevention Service. Once a user logs in, they can use the Change Password module to change the password to one of their liking.

## Staff Information

Login Information _____

User ID* [            ]      Password* [            ]

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

5. Enter in the staff member's **General Information**.
   a. Select the staff member's **Salutation**\* from the dropdown list.
   b. Fill in the staff member's **First Name**\* and **Last Name**\* in the appropriate fields.
   c. Select the staff member's **Title**\* from the dropdown list.
   d. The **Status**\* is defaulted to *Active*.

      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).

General Information

| Salutation* | [ ] | First Name* | [ ] | Last Name* | [ ] |
| Title* | [ ] | Status* | Active [ ] | Second Language | [ ] |

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

6. Enter in the staff member's **Demographic Information**.
   a. Enter in the staff member's **Birth Date**\* as mm/dd/yyyy.

      i. You can also use the **or 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 service 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.

Demographic Information

*Enter the birth date or choose an age range and a birth date will be generated*

| Birth Date* | [ ] | or Age Range | [ ] | Gender* | [ ] |
| Race/Ethnicity* | [ ] |

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

   a. Select the staff member's **Gender**\* from the dropdown list.
   b. Select the staff member's **Race/Ethnicity**\* from the dropdown list.
7. If known, enter the staff member's **Education Information** and/or **Contact Information**.
8. Click the Save button from the left toolbar.

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

---

The permission levels for the staff member must now be set. (For detailed instructions on setting staff permissions, see Modifying Staff Permissions.)

## Tips

- Setting the Status* to *Inactive* is used to keep the staff member in the database for history purposes but removed from all of the staff lists on forms. When a staff member leaves your organization you will not be able to delete the staff member, but you can make the *Inactive* to remove their names form forms and prevent the staff member from entering the application.

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

- Passwords are case sensitive.

- Passwords do not expire.

## Modifying Staff Permissions

Once you have saved the new staff entry, click the [ Permission ] button set the staff member's permissions.

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 application. The different levels of access can be set as follows:

1. Click the [ Edit ] button from the left toolbar.
2. Set the permissions for the each module according to the level of permission the staff should have (see below).
   a. *No Permission*: No access to a particular module.
   b. *Read Only*: Staff can only view information
   c. *Read and Write*: Staff can add new information, view and edit existing information
   d. *Full Control*: Staff can add new information, view, edit and delete existing information
3. Once you have set the staff permissions for this account, click the [ Save ] button from the left toolbar.
   *Note: To exit this screen without saving any of the changes you have made, click Cancel.
4. Click the [ Return to Staff Information ] button to return to the **Staff Information** screen.

## Staff Permission [ Return to Staff Information ]

| Assessment | | |
|---|---|---|
| | Choose Targeted Factors | Full Control |
| Planning | | No Permission |
| | | Read Only |
| | Problem Statement | Read and Write |
| | | Full Control |
| | Local Objective | Full Control |
| Program | | |
| | Program | Full Control |

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

## Editing Staff Information

1. From the **Staff Information** screen, click the **Search** button from the left toolbar (See <u>Using the Search Feature</u> for instructions) to locate a staff member that has already been entered into the application.

2. Once the desired staff member is displayed, click the **Edit** button from the left toolbar.

3. Make any changes needed to the details.

4. Click the **Save** button from the left toolbar.

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


## Deleting Staff Information

1. From the **Staff Information** screen, click the **Search** button from the left toolbar (See <u>Using the Search Feature</u> for instructions) to locate a staff member that has already been entered into the application.

2. Once the desired staff member is displayed, click the **Delete** button from the left toolbar.

3. A prompt appears stating "Are you sure?". Click the **OK** button.

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

## Administrative Time

The Administrative Time area is an optional area that allows users to indicate time spent on prevention that is not directly related to an event. Time spent during trainings, meetings, general planning, or even entering information into KIT Prevention can be classified as administrative time.

1. Click **Administration** in the menu.
2. Click **Administrative Time** from the submenu.
3. From the dropdown list, select the **Staff Name** to which you would like to add administrative time entries for.
4. Click the [Add] button from the left toolbar.

### Staff Administration Time

[Print Admin Time Descriptions]

**Funding Source:**   Substance Abuse Block Grant

**Staff Name**   Jones, Mary

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

5. Enter the **Date** as mm/dd/yyyy
6. Enter the number of hours the administrative time took place in the **Hours** field.
7. Select a **Category** describing the administrative time from the dropdown list.
8. Click the [Save] button from the left toolbar.

**Staff Name**   Jones, Mary

**Date**   **Hours**   **Category**

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

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

By clicking the [Print Admin Time Descriptions] button, a new window will open displaying a list of descriptions for the reported Administrative Time.

## Editing Administrative Time

After you enter your Admin Time in the form above, the information will be saved in a table shown to the right.



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

### To Edit an Existing Admin Time entry:

1. Select the **Staff Name** to which you would like to edit administrative time entries from.

2. Click the **Edit** button from the left toolbar.

3. To edit a specific date, click the Edit button to the right of the row with the correct date. The fields will open for modification.



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

4. Make any changes need to the details.

5. Click the Update button to save any changes or additions to the staff member's administrative time.

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

6. Click **Back** from the left toolbar.



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

## Deleting Administrative Time (Individual Entry)

1. From the **Administrative Time** screen, select the **Staff Name** to which you would like to delete administrative time entries from.

2. Click the Edit button from the left toolbar

3. To delete a specific date, click the Delete button to the right of the row with the correct date.

4. A prompt appears stating "Are you sure?". Click the OK button.
   **Note**: To cancel the deletion, click the Cancel button.

5. The record has been deleted from the application and will no longer appear in the grid.

| | | | | | | |
|---|---|---|---|---|---|---|
| | | | | | | Delete Button |
| 11/05/2006 | 6.00 | Leave | ▼ | Update | Cancel | Delete |
| | | | | | | |

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

## Deleting Administrative Time (All)

1. From the **Administrative Time** screen, select the **Staff Name** to which you would like to delete administrative time entries from.

2. Click the Delete button from the left toolbar

3. A prompt appears stating "Are you sure?".  Click the OK button.
   **Note**: To cancel the deletion, click the Cancel button.

4. All records have been deleted from the application for the staff member.

## Change Password

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

**Change Password**

1. Click **Administration** in the menu.
2. Click **Change Password** from the submenu.
3. Enter the current password in the **Current Password** field.
4. Enter the password you would like to use in the **New Password** field.
5. Retype the password in the **Confirm New Password** field.
6. Click the **Save** button from the left toolbar.
7. You will receive a message stating it was successfully changed.

**Current Password** [          ]

**New Password** [          ]

**Confirm New Password** [          ]

*Click 'Save' to sunmit your new password, Your change becomes effective immediately.*

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

| Tips |
| --- |
| • It is important to remember that passwords are case sensitive. |
| • Passwords can be any combination of letters, numbers and/or characters. |
| • Passwords do not expire. |

# 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 Problem Statements

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

1. Click **Transfer Tools** from the main menu.
2. Click **Transfer Problem Statements** from the submenu.
3. Click the **Edit** button from the left toolbar.
4. Select _Transfer_ or _Don't Transfer_ from the **Set All Problem Statements To** field.
5. To indicate that all problem statements need transferred, click the **Set All On This Page** button.
6. To indicate that only selected problem statements need transferred, select the box next to the individual problem statement in the list.
7. Click the **Save** button from the left toolbar.
   *Note: To exit this screen without saving any of the changes you have made, click **Cancel**.
8. Once your problem statements are transferred they will be grayed out and no further actions can be made to them.

### Problem Statement Transfer Tool

Provider ID:      999
Provider Name:   RI Test Provider
Funding Source: RI Subst. Abuse Prevention Act

| To Transfer | Short Description | Problem Statement | Was Transfered |
|---|---|---|---|
| ☐ | test 7/26/2005 | | No |
| ☐ | Short Description (for identification2-9-05) | Problem Statement Short Description (for identification)2-9-05 | No |
| ☐ | Lack of knowledge on ATOD use | According to the EWG S.A.L.T. Survey 25% of students in grades 5-12 have tried ATODs 1-5 times. There is a lack of knowledge of the consequences of both short and long term use of ATOD of adolescents. | No |

(This is a sample screenshot displaying the Problem Statement Transfer Tool Page. This is a partial screenshot.)

## Transfer Outcome Objectives

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

1. Click **Transfer Tools** from the main menu.
2. Click **Transfer Outcome Objectives** from the submenu.
3. Click the Edit button from the left toolbar.
4. Select _Transfer_ or _Don't Transfer_ from the **Set All Outcome Objectives To** field.
5. To indicate that all outcome objectives need transferred, click the Set All On This Page button.
6. To indicate that only selected outcome objectives need transferred, select the box next to the individual outcome objective in the list.
7. Click the Save button from the left toolbar.
   *Note: To exit this screen without saving any of the changes you have made, click **Cancel**.
8. Once your outcome objectives are transferred they will be grayed out and no further actions can be made to them.

### Outcome Objectives Transfer Tool

Provider ID: 999
Provider Name: RI Test Provider
Funding Source: RI Subst. Abuse Prevention Act

| To Transfer | Description | Was Transfered |
|---|---|---|
| ☐ | By 6/30/2008 decrease 30 day use alcohol among tg 05-2004-02 from 1% to 0% as measured by Youth Tobacco Survey. | No |
| ☐ | By 6/30/2008 decrease 30 day use alcohol among tg 2004-02 from 1% to 0% as measured by Youth Tobacco Survey. | No |
| ☐ | By 6/30/2006 decrease 30 day use cocaine among age 18 to 24 from 3% to 1% as measured by YRBS. | No |
| ☐ | By 6/30/2008 decrease 30 day use alcohol among www w test1606 from 1% to 0% as measured by Youth Tobacco Survey. | No |

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

---

### Tips

- You will only be able to transfer the outcome objectives used in conjunction with the particular problem statements that were transferred.

## Transfer Intermediate Objectives

This module allows a user to transfer intermediate objectives from the previous fiscal year.

1. Click **Transfer Tools** from the main menu.
2. Click **Transfer Intermediate Objectives** from the submenu.
3. Click the `Edit` button from the left toolbar.
4. Select _Transfer_ or _Don't Transfer_ from the **Set All Intermediate Objectives To** field.
5. To indicate that all intermediate objectives need transferred, click the `Set All On This Page` button.
6. To indicate that only selected intermediate objectives need transferred, select the box next to the individual intermediate objective in the list.
7. Click the `Save` button from the left toolbar.
   *Note: To exit this screen without saving any of the changes you have made, click **Cancel**.
8. Once your objectives are transferred they will be grayed out and no further actions can be made to them.

### Intermediate Objectives Transfer Tool

Provider ID:      999
Provider Name:    RI Test Provider
Funding Source:   RI Subst. Abuse Prevention Act

| To Transfer | Description | Was Transfered |
|---|---|---|
| ☐ | By 1/31/2006, increase I/P: perceived harm/risk alcohol among Middle and High School Students from 0% to 4% as measured by Other. | No |

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

### Tips

- You will only be able to transfer the intermediate objectives used in conjunction with the particular outcome objectives 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 main menu.
2. Click **Transfer Programs** from the submenu.
3. Click the [Edit] button from the left toolbar.
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] button.
6. To indicate that only selected programs need transferred, select the box next to the individual program in the list.
7. Click the [Save] button from the left toolbar.
   *Note: To exit this screen without saving any of the changes you have made, click Cancel.
8. Once your programs are transferred they will be grayed out and no further actions can be made to them.

### Programs Transfer Tool

Provider ID:       999
Provider Name:   RI Test Provider
Funding Source:  RI Subst. Abuse Prevention Act

| To Transfer | Program Name | Description | Was Transfered |
|---|---|---|---|
| ☐ | Just Say No to Drinking | A program to help teenagers say no to drinking. | No |
| ☐ | Program Name 13106-01 | DEscription Program Name 13106-01 Program Name 13106-01 Program Name 13106-01 | No |

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

### 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.

1. Click **Transfer Tools** from the menu.
2. Click **Transfer Groups** from the submenu.
3. Click the **Edit** button from the left toolbar.
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 button.
6. To indicate that only selected groups need transferred, select the box next to the individual group in the list.
7. Click the **Save** button from the left toolbar.
   *Note: To exit this screen without saving any of the changes you have made, click **Cancel**.
8. Once your groups are transferred they will be grayed out and no further actions can be made to them.

### Groups Transfer Tool

Provider ID: 999
Provider Name: RI Test Provider
Funding Source: State Incentive Grant

Set All Groups To: Transfer ▾   Set All On This Page

| To Transfer | Group Name | Program Name | Was Transfered |
|---|---|---|---|
| ☐ | Ms. Smith' Class Rm 102 | | No |
| ☐ | 2nd Grade | | No |

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

### Tips

- You will only be able to transfer the groups used in conjunction with the particular programs that were transferred.

# 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 regarding the application.

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

2. 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 MHRH.

3. To find this manual in an online version, click the **Manuals** link. A new window will open displaying the various documents pertinent to the RI Prevention Service.

4. To see a list of new features, improvements, or announcements for the KIT Prevention Service, click the **What's New** link.

5. To view frequently asked questions regarding the application, click the **FAQ** link.

6. To view training videos to show step-by-step for using the Rhode Island KIT Prevention Service, click the **Multimedia** link.
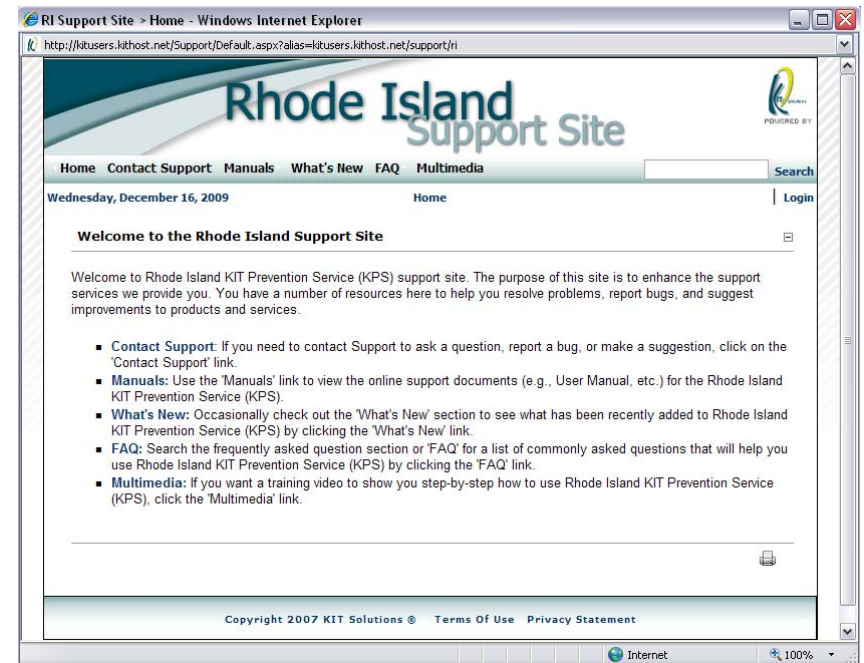
(This is a screenshot displaying the Rhode Island Support Page.)

# MHRH

The MHRH module will allow you to contact the Department of Mental Health Retardation and Hospitals (State of Rhode Island) directly with any questions you may have while using KIT Prevention.

1. Click **MHRH** from the main menu.
2. A new window will open displaying information needed to contact MHRH.
3. Fill in the contact information fields (fields in gray box).
4. Use the **Choose the reason for Contact** dropdown list to select the reason of contact.
5. Select the person you would like to contact from the **Desired Contact** dropdown list.
6. Enter a brief summary of your question or suggestion in the **Describe the issue that you have** box.
7. Click the Submit button. An email will be sent to the desired contact.

## Contact MHRH

This form allows you to send an email to a person of your choosing at MHRH.

**Your Name:**

**E-mail:**

**Organization:**

**Phone Number:**

**Fax Number:**

**Choose the reason for Contact:**
Question

**Desired Contact:**
Steve

**Describe the issue that you have:**

Submit    Reset

(This is a partial screenshot displaying the MHRH Contact Page.)

## Tips

- Use the Reset button to clear all of the fields on the contact form.

# APPENDIX

## Using the Search Feature

When going into **any** area where the search option is available, the application will default the view to data that was entered previously, or blank fields if there have not been any data entered.  To edit or view data that has already been entered, you will need to use the Search button (located on the left toolbar) and use the following instructions to find this data.

1. The **Search** area has many options to order and display the data.  Change the **Choose Search Category** to one of the options in the dropdown list to only see those categories come up in the search results or leave the setting "All Categories" to indicate that you would like to see all of the information available in the search results.

2. Click the **Choose From All** radio button to see all of the data (depending on the area you are searching) in your organization listed.

3. The **Or Select a Filter** radio button can allow you to limit search results based upon two search criteria.  To change the search filters, click on the black arrow at the right-hand side of the blanks and choose an option.

4. If the **Choose Search Category** is set to "All Categories", the three search filters are used in the following method:

   a. The first search filter will display the search categories that you can pick from.

   b. The second search filter varies based upon the first choice.

   c. The third search filter is the criteria you are searching for (i.e. 10/20/07) as a date of a event).

5. If you use the **Or Select a Filter** option when the **Choose Search Category** is set to a specific category, only the second and third boxes will be present.  Choosing a filtering means in the second box and then entering the criteria for your search in the third.

6. Once you have clicked the **Choose From All** option or used the **Or Select a Filter** option, you will see a list of data.  Click the Select button next to the line that represents the data you would like to edit or view.

| Just Say No to Drinking | Universal | Local | A program to help adolescents say no to drinking. | 7/2/2007 | Select |
|---|---|---|---|---|---|

7. You will then be taken back to the data entry screen.  Click the Edit button from the left toolbar to open the record for modification.

8. Click the Save button from the left toolbar to save the modification.

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

## Using the Reports Viewer

When using reports on the KIT Prevention Service, reports initially are viewed using a Report Viewer.  Thus, when you click [Show] from the left toolbar, the reports will show up in the following screen (see example report below):

1.  Once you have clicked [Show] from the left toolbar the report will open up in a new window.

2.  Click these buttons [ |◀ ◀ 1 of 1+ ▶ ▶| ] to maneuver to other pages in the report. The single arrow either 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.

3.  To move to a specific page in the report, type in a page number into this field [____] and click the button to move to that page.

4.  The box with the label '100%' can be used to change the level of magnification of the report.  To change the level of magnification, click the black arrow on the right side of the blank and choose an appropriate percentage.

5.  The report cannot be printed from this screen. Select whether you would like to print the report from a *Microsoft Word document*, *Microsoft Excel spreadsheet*, or an *Adobe Acrobat Reader PDF file*.

6.  Click the [ Download ] button.



(This is a sample screenshot displaying the report viewer. This is a partial screenshot.)

(This is a sample screenshot displaying the report viewer. This is a partial screenshot.)

7. Once you see the report open in a new window, click the print button ⎙ or ⎙ to print the report.

8. Click the disk button ⊟ or ⊟ to save the report.

9. To close the opened window, click on the ✖ in the upper right-hand corner.

---

**Tips**

- If you selected _MS Excel_ or _MS Word_ as your export type, to Print or Save the report select Save when the File Download box appears. You can print from File.

- If you choose to open the document in MS Word and would like to Save or Print, place your mouse next to the box that reads Final Showing Markup [Final Showing Markup ▼] and right click. A list of toolbars will appear. Select Standard. The Standard toolbar will appear allowing you to Save or Print.

- If you have not installed Adobe Acrobat Reader, the computer will prompt you asking if you would like to download the program at that time. Be aware that the program will take quite some time to download if you are connecting to the internet on a dialup connection.

- 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.).

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