Washington State
Department of Social & Health Services

DBHR Division of Behavioral Health and Recovery

Performance Based Prevention System (PBPS)

Complete User Manual

March 2010
Edition 1.4

http://www.kithost.net/wa

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Table of Contents

Getting Started

Introduction

Welcome to Washington State's Performance Based Prevention System (PBPS) brought to you by Washington State's Department of Social Health Services (DSHS) Division of Alcohol and Substance Abuse (DBHR) in cooperation with Kit Solutions, Inc©. The PBPS was developed to be responsive to DSHS, legislative, and public inquires regarding those who are participating in publicly funded prevention activities. PBPS also provides information to DBHR and its providers regarding the effectiveness of programs in preventing alcohol, tobacco, and other drug misuse and abuse across the State of Washington. The PBPS provides automated reporting and service tracking for contract accountability and monitoring. The team that developed the PBPS with KIT Solutions, Inc©, was comprised of DBHR Prevention and MIS section employees, including DBHR's Regional Prevention Managers. The more data that we collect now, the better situation we will be in the future when we request increased funding for our programs and services.

You, as a user, play an integral role in this process. DBHR continues to update the PBPS so that it may become second nature to you and not detract from your hands-on prevention duties. We encourage program enhancing suggestions and will work diligently to see that requests are considered, honored, and implemented into the system.

As you may already know, DBHR's Regional Prevention Managers (RPMs) are your direct connection to questions about the PBPS. Please inform them of any suggestions or difficulties that you may have.

PBPS Basics

The PBPS is a web-based system that requires an internet connection to access. As a result, the apparent performance (speed) of the system may be slow due to your internet connection. The faster the connection (high speed), the faster PBPS will be; the slower the connection (dialup modem) the slower PBPS will be. Please take this into consideration and we appreciate your patience.

Access to the PBPS

The PBPS is located at: www.kithost.net/wa

Your User ID, Password, and Organization ID will be given to you by your organization's administrator. Please retain this information and do not share it with others.

Recommended Computer Settings

Screen Resolution 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 Microsoft Internet Explorer (IE)

Currently Mozilla Firefox, Netscape, AOL, MSN and other browsers are not supported by PBPS. 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).

Also, IE needs to be configured to allow "cookies". If do not know how to check for this, contact your PC technician for assistance.

Pop-Up Blockers Disabled (or configured for exceptions)

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 PBPS require pop ups to function. If your pop-up blocker is enabled, then there is a possibility that PBPS may not function or appear properly. You should either disable the pop-up blockers while using the PBPS (while remembering to enable it, if desired, when not in PBPS) or create exceptions for the pop-up blocker. This is cumbersome, but may be easier than making exceptions to the pop-up blocker. If you have technical questions, please see your PC technician.

Navigating in PBPS

Entering data into PBPS 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 also go from the current field to the previous field by holding "**Shift**" and pressing "**Tab**" (**Shift+Tab**). You can also navigate through the fields by using the mouse.

To select multiple data items at one time, hold the control (Ctrl) key and left click the mouse.

Basic Layout

Once you get into the PBPS most of the screens have the same format. They all have a Menu bar across the top. The Sub-Menu is only displayed once an item in the Menu has been selected (clicked).

*Note: sometimes when you select a different menu tab the entire screen does not refresh, however, the Sub-Menu always does.

Some Task Pane Options

Search Find a particular record[i] (entry) based on search criteria that you determine with aims of a particular result (ex: Service. Program. Staff member, etc.)

Add Creates a (blank) new record of the displayed type in the Menu and Sub-Menu. This new record is immediately ready for modification.
Edit Unlocks the currently displayed form for editing.
Cancel Appears after 'Edit' or 'Add' is selected. Aborts changes (including additions or modifications) made to the displayed form.
Save Commits changes made to the displayed form.
Delete Removes the record(s) (or all the data on displayed forms).
Print A pop-up window opens with the current form displayed, gives you a choice of to what format (PDF, Excel, Word) you would like to export it and displays in that format in the appropriate application. If you want to print it, then you also must tell the program 'ctrl+p', File->Print, or (button).
Help Displays a pop-up with an online version of the PBPS User Manual.

i: A record is a technical term for the set of collected data organized or grouped around particular theme.
*Example: a program record, staff record, participant record

Data Fields & Buttons

In the PBPS there are several fields, boxes and buttons that are used to collect and store data.

Type	**Preview / Description**
Text Field (aka 'Text Box)	(fill in the blank)
Drop Down Menu (aka Pull Down Menu)	(select one)
Buttons	<< > < >> ∧ ∨
Radio Button	Selected Not selected
Check Boxes	Selected Not Selected
Red*	Red bold text with asterisk denotes a required field
Black	Black text denotes a suggested but optional field
Spell Check	

It does not matter in which order that you populate the above fields, but if a required field is not populated and you try to save the form, you will receive a message that informs you of the field vacant of data and will not be able to move to a different form until that field has data.

Three Levels of Organization Accounts

Within the PBPS, there are three types of Organization Accounts: State, County/Tribe, and Service Provider (Subcontractor). Each of these Organization Accounts has different functions and abilities. There may be items in this manual that do not specifically apply to your organization.

Connecting to the System

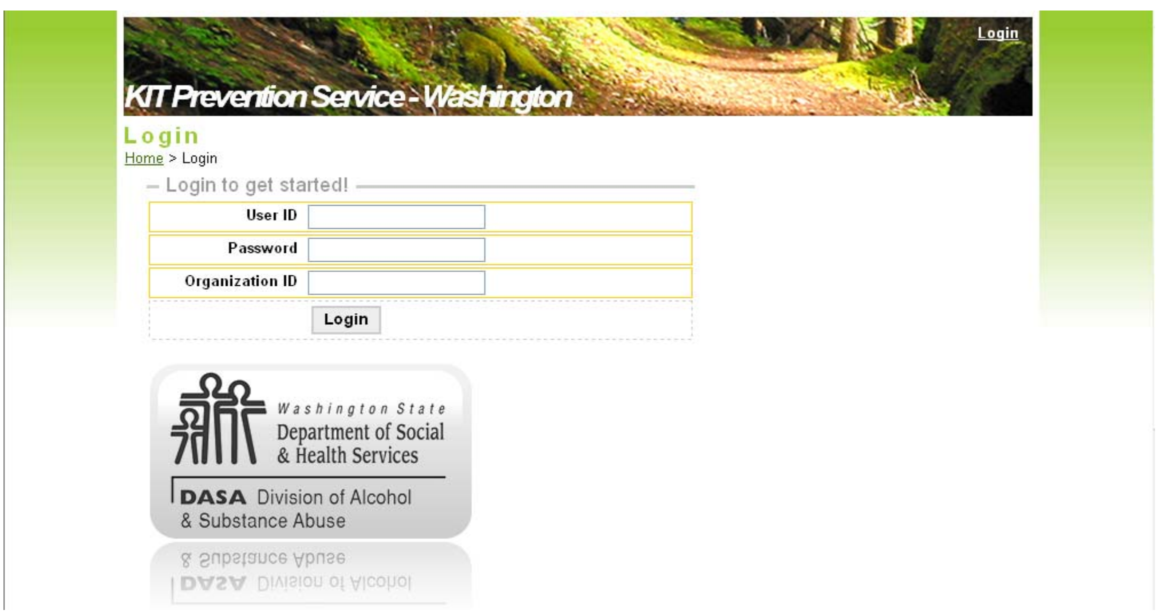
The PBPS is split into a Demo and a Live Site. The Demo Site should be used to train new users and to experiment with data and input. The client data from the Live Site is not available in the demo site.

Demo Site	http://demo.kithost.net/wa2003demo/pLogin.aspx
Live Site	www.kithost.net/wa

*Note: Since we are currently preparing for the next biennium and the two biennium's data are handled separately. Choose the biennium that is appropriate for your usage.

After choosing a particular biennium, please type the appropriate information in the following fields:

*Note: Your User ID, Password and Organization ID will be given to you by your organization's administrator. Please retain this information and do not share it with others.



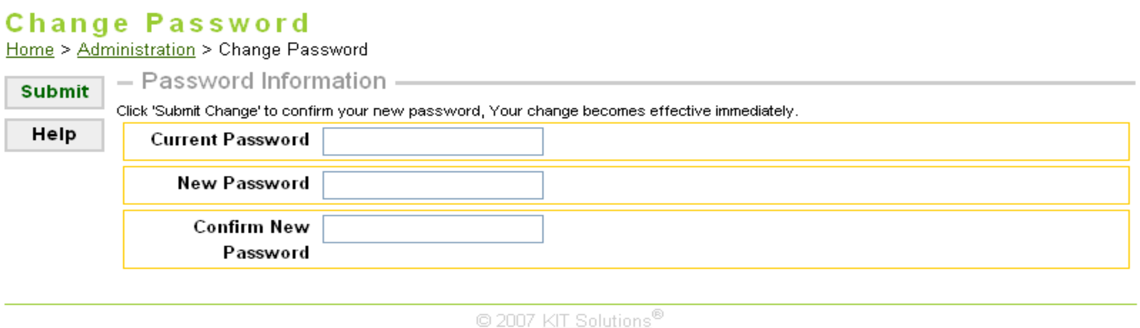
Changing Your Password

The default account for Counties and Tribes is:

Username	admin
Password	pass

Since we use this default convention for every default account, we encourage you to change your password upon initial log-in to protect and secure your data.

1. Click **Administration** in the menu.
2. Click **Change Password** in the Sub-Menu.



3. Fill in the appropriate fields.
   *Note: if your 'New Password' and 'Re-enter New Password' are not identical, the system will not accept them and you will be asked to re-enter the two. Take special care when typing these two fields.
4. When finished, click the **Submit Change** button.

Managing User Accounts

Since the admin account is the only account automatically created in the system, you should create a new User ID and Password for yourself and others that will be using the system in your organization.

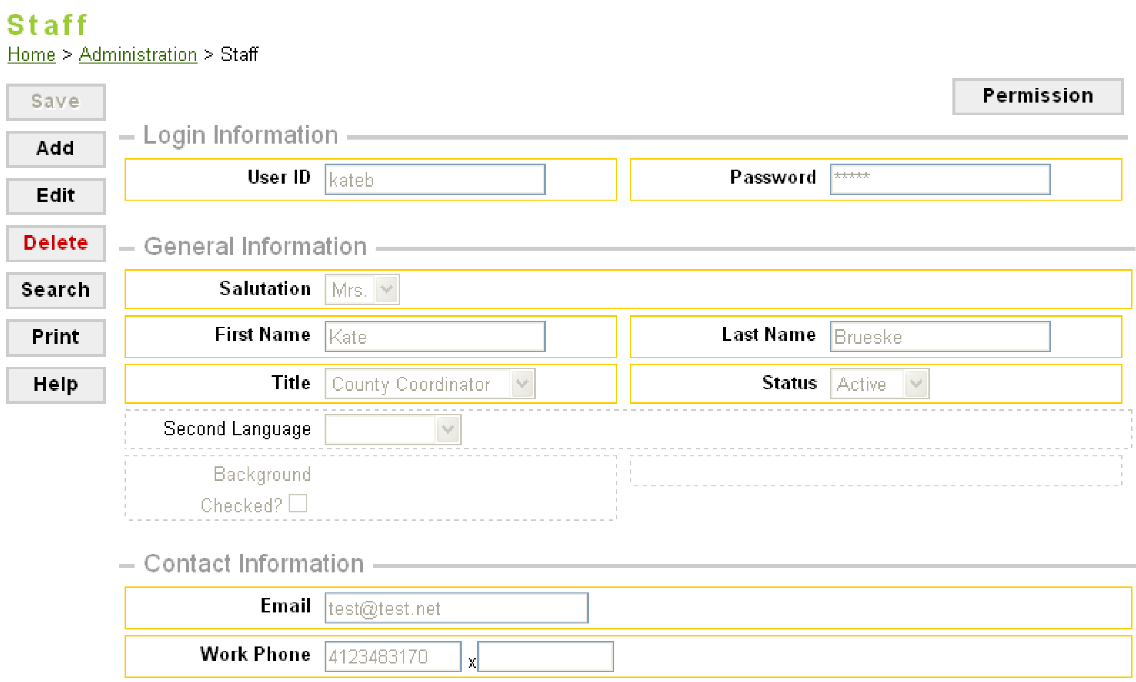
Creating New User Accounts

1. Log-in to the PBPS.
2. Click **Administration** in the Menu.
3. Click **Staff** in the Sub-Menu.
4. Click **Add** in the Task Pane.
   The table below shows the available fields.
   *Note: Red text and Asterisk denote required fields.

Login Information	General Information	Demographic Information	Education Information	Contact Information
User ID*[i]	**Salutation***	**Birth Date***	Degree	**Work Phone***
Password*	**First Name***	**Gender***	Vocational Education	Work Phone Ext
	Last Name*	**Race***	Field of Study	**Email***
	Title*[ii]	**Ethnicity***		Work Address
	Status*			Work City
	Second Language			Work State
	Background Checked?[iii]			Work Zip Code

	Sub Contractor[iv]		Alternate Address
			Second Phone
			Fax

i: User IDs should use the following convention: LastName,FirstInitial,MiddleInitial (ex: John Q. Smith = SmithJQ)
ii: Refers to job classification. Please see the section on permissions before continuing.
iii: In accordance with RCW 43.20A.710, RCW43.43.832, RCW 74.34 and RCW71A.10.020, all contractors, subcontractors or volunteers who have unsupervised access to children or vulnerable adults are required to have a background check, and all persons convicted of crimes listed in RCW 43.43.830 and RCW 43.43.842 are prohibited from having access to those clients.
iv: Please reference the Sub Contractor section



(Partial Screen Shot)

5. When the form is accurate and complete, click **Save** in the Task Pane. If you decide not to not save any changes made to this form, click **Cancel** in the Task Pane.

   *Note: If there is a required field that does not contain data and you try to save, you will receive an error message (displaying the problem and the field). You will then have an opportunity to populate the field.

Editing User Accounts

1. Log-in to the PBPS.
2. Click **Administration** in the Menu.
3. Click **Staff** in the Sub-Menu.
4. Click **Search** in the Task Pane
   ***Note:** See Searching for help on using the search feature.
5. Click the radio button next to **Show All**.
6. Click the **Select** button to the left of the desired user name.
7. Click **Edit** in the Task Pane.
8. Make changes to the form.
9. Click **Save** in the Task Pane to commit your changes.
   ***Note:** If you do not want to save your changes, click **Cancel**.

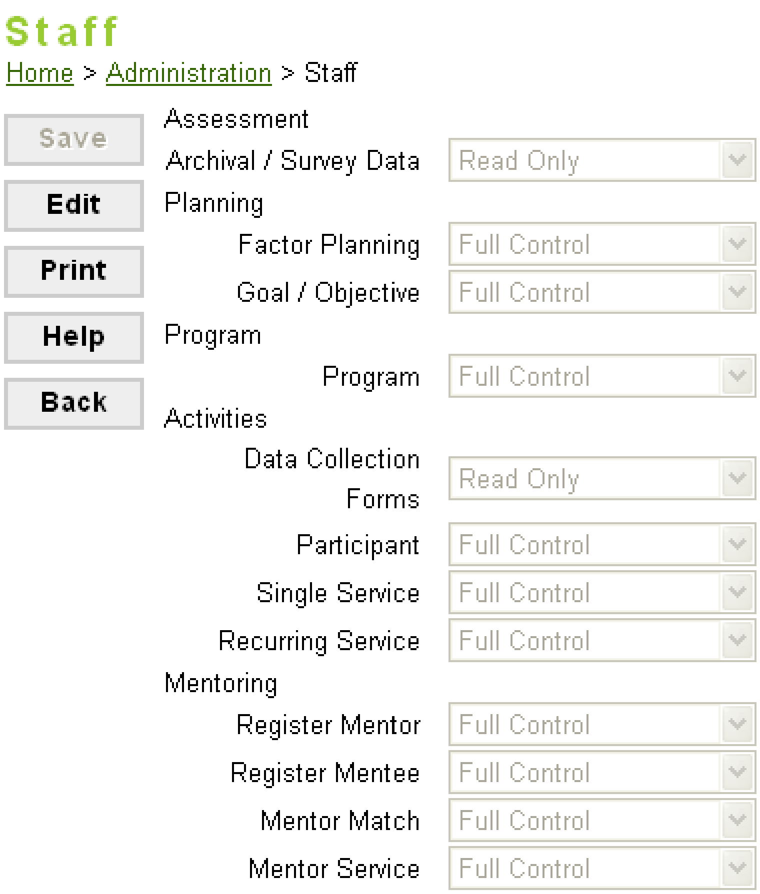
Permissions

Permissions control the access level of a particular user. There may be some data that you may not want a user to either have access to view or to edit. In order to restrict usage, you need to assign permissions to the users. This can be done in two different methods. The first is to use the recommended (and default) access level assigned to a particular title (which is a mandatory field in the Staff Information form relating to the job classification of the employee). The second is to manually configure the permissions based on a case by case basis.

At this point, you should determine what level of permission (or access rights) to the system that you want to grant to this particular user. Please see the Permissions Table for a complete list of formulated access rights to the system.

Changing Staff Permissions by Changing Title (Job Classification)

1. Log-in to the PBPS.
2. Click **Administration** in the Menu.
3. Click **Staff** in the Sub-Menu.
4. Click **Search** in the Task Pane
   ***Note:** See Searching for help on using the search feature.
5. Click the radio button next to **Show All**.
6. Click the **Select** button to the left of the desired user name.
7. Click **Edit** in the Task Pane.
8. Reference the permissions table to determine level of access.
9. Make a selection from the **Title*** drop down menu.
10. Click **Save** in the Task Pane to commit your changes.
    ***Note:** If you do not want to save your changes, click **Cancel**.



(Partial Screen Shot)

Custom Staff Permissions by Modifying from Title

1. Log-in to the PBPS.
2. Click **Administration** in the Menu.
3. Click **Staff** in the Sub-Menu.
4. Click **Search** in the Task Pane
   *__Note:__ See Searching for help on using the search feature.
5. Click the radio button next to **Show All**.
6. Click the **Select** button to the left of the desired user name.
7. Reference the permissions table to determine desired level of access.
   It may be easier to change the Title* field to more closely reflect the desired custom permissions so that you don't have to manually set each field. In order to do this: Click **Edit** in the task pane. Make a selection from the **Title*** drop down menu. Click **Save** in the Task Pane to commit your changes. If you do not want to save any changes made to this form, click **Cancel** in the Task Pane.
8. Click the **Permission** button in the upper right section of the form.
9. Click the **Edit** in the task pane.
10. Select the appropriate permission level in the down boxes next to each Menu section
11. Click **Save** in the Task Pane to commit your changes.
    *__Note:__ If you do not want to save your changes, click **Cancel**.
12. Click **Back** to return to the Staff Information form.

Subcontractors

Users at the Service Provider Level (subcontractor level), have the option of linking the participant identification directly to the user that created them, to insure participant confidentiality from other users.

An example may be a contracting agency that has multiple staff members who serve different school districts. One of their school districts may require complete participant confidentiality. By selecting Administration in the Menu, Staff in the Sub-Menu, the Staff Information form appears. Checking the "Subcontractor" check box in the form ensures that the participant record (including personal information) can only be viewed by the user that created it.

*Note: A County or Tribe can only view the participant records of which that County or Tribe is the service provider (no subcontractor). In other words, County, Tribe, and State Levels are prohibited from viewing the participant records (including personal information) created by Subcontractors

Subcontractors must verify the application of this option with their county prevention specialist before configuring this feature.

Managing Organization IDs - County & Tribe

The Organization ID that you used to sign into PBPS is associated with the County or Tribe for whom you work. When the Organization ID was created, some contact information may have been added to the account. Please review this for accuracy.

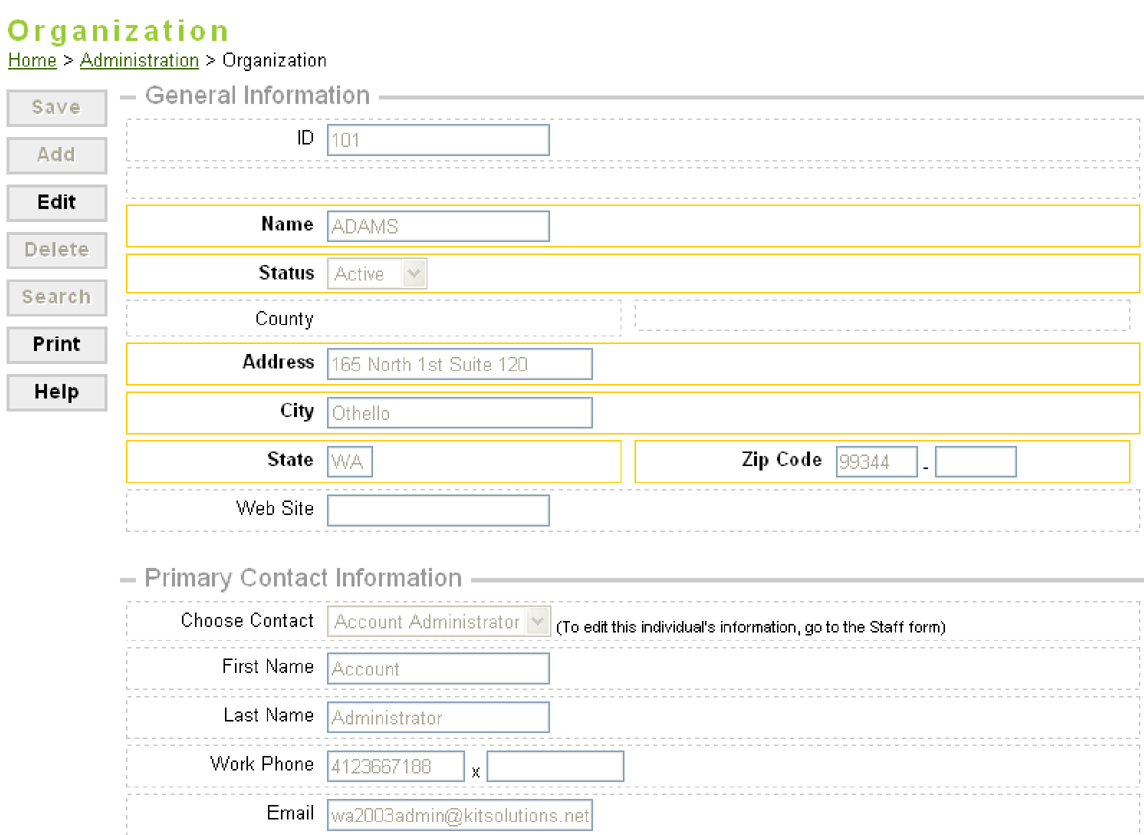
To View the Organization Information

1. Log-in to the PBPS.
2. Click **Administration** in the Menu.
3. Click **Organization** in the Sub-Menu.

To Edit the Organization Information

1. Click **Edit** in the Task Pane.
2. Make changes to the form.
3. Click **Save** in the Task Pane to commit your changes.
   ***Note:** If you do not want to save your changes, click **Cancel**.

***Note**: The County or Tribe Names and IDs can only be changed by Kit Solutions, Inc. through PBPS. If you notice an error in one of these, please submit a request through **Support** section of the Menu. This will open up another browser window. Click the **Contact Kit** link, fill in the appropriate information, and click the **Submit** button to have it changed.



Planning

Risk & Protective Factors

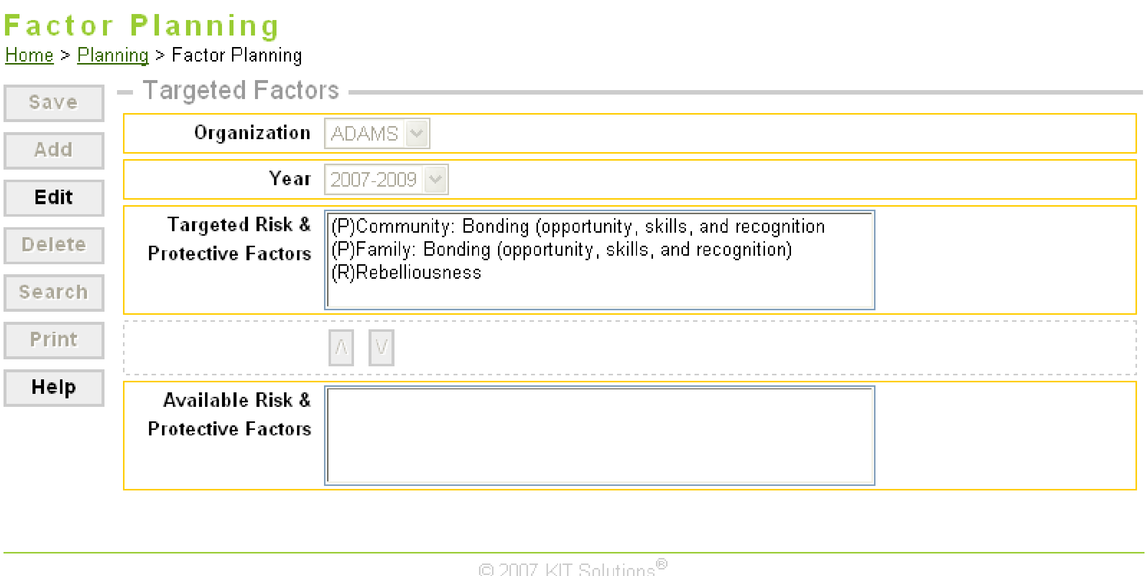
All of the goals, objectives, programs, and services you provide should be linked to the prioritized Risk & Protective Factors from your Needs Assessment. In the Risk and Protective Factors Targeted* field, Risk factors have a (R) in front of the factor name and Protective Factors have a (P) in front of the factor name.

Adding Risk & Protective Factors

1. Log-in to the PBPS.
2. Click **Planning** in the Menu.
3. Click **Factor Planning** in the Sub-Menu.
4. Click **Edit** in the Task Pane.
5. Click the appropriate factor for your organization from the "All risk and Protective Factors Lists". (You can select multiple factors by holding the control key while clicking [ctrl+click])
6. Click the "Up Arrow" button to move the selected factors to the "**Risk and Protective Factors Targeted***" field.

   *Note: If you accidentally make a Factor Targeted, select the erroneous Targeted Factor and click the down arrow. This removes the Factor from the Targeted field.
7. Review the Risk and Protected Factors in the "**Risk and Protected Factors Targeted***" field.
8. Click **Save** in the Task Pane to commit your changes.

   ***Note:** If you do not want to save your changes, click **Cancel**.



Goals

Once you have determined the Risk and/or Protective Factors, the PBPS automatically generates (a) Goal(s) based on the chosen Factor(s). The next step is to add objectives that will aid in the fulfillment of the generated Goal(s).

*Note: An objective can be assigned to only one Goal, but a Goal may have many objectives.

*Planning Objectives With *NEW* Objective Writer*

A new feature of the 2005-2007 PBPS is the Objective writer. This was designed to make the objectives easier to compose while ensuring the inclusion of the pertinent information. The Objective Writer was also designed to aid in analysis and reporting by using “key terms”.

Adding Objectives

1. Log-in to the PBPS.
2. Click **Planning** in the Menu.
3. Click **Goals/Objectives** in the Sub-Menu.
4. Click **Add** in the Task Pane.
5. Select a **Factor*** from the Factor drop down menu.

   *Note: The factors that appear in the Factor drop down menu result from the process of Planning - Factor. The system generated Goal will be displayed.
6. Select an **Outcome*** from the list displayed by clicking **Select** to the right of the objective.

   *Note: The available outcomes to choose from are specific to each Factor. If the outcome that you desire is not in the drop down list, choose **Other**. When you choose other, the screen will refresh and an “Outcome Other” text field will appear. Type your desired outcome here.
7. Select a **Link*** (or preposition) from the Link 1 drop down menu.

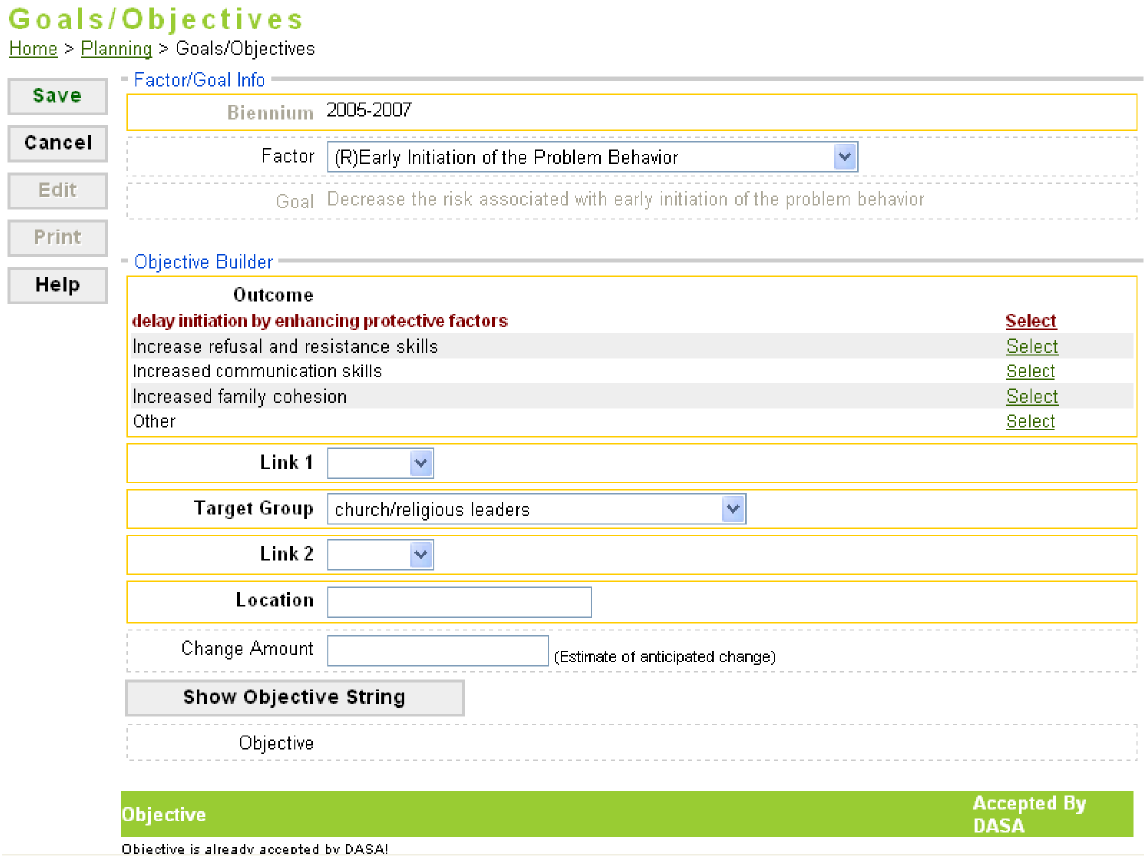
   *Note: The link (or preposition) connects the Outcome to the Target Group.
8. Select the **Target Group*** from the Target Group drop down menu.

   *Note: If the Target Group that you desire is not in the drop down list, choose **Other**. When you choose other, the screen will refresh and a “Target Group Other” text field will appear. Type your desired outcome here.
9. Select a **Link*** (or preposition) from the Link 2 drop down menu.

   *Note: The link (or preposition) connects the Target Group to the location.
10. In the **Location*** field enter the geopolitical area in which you anticipate the change to occur.

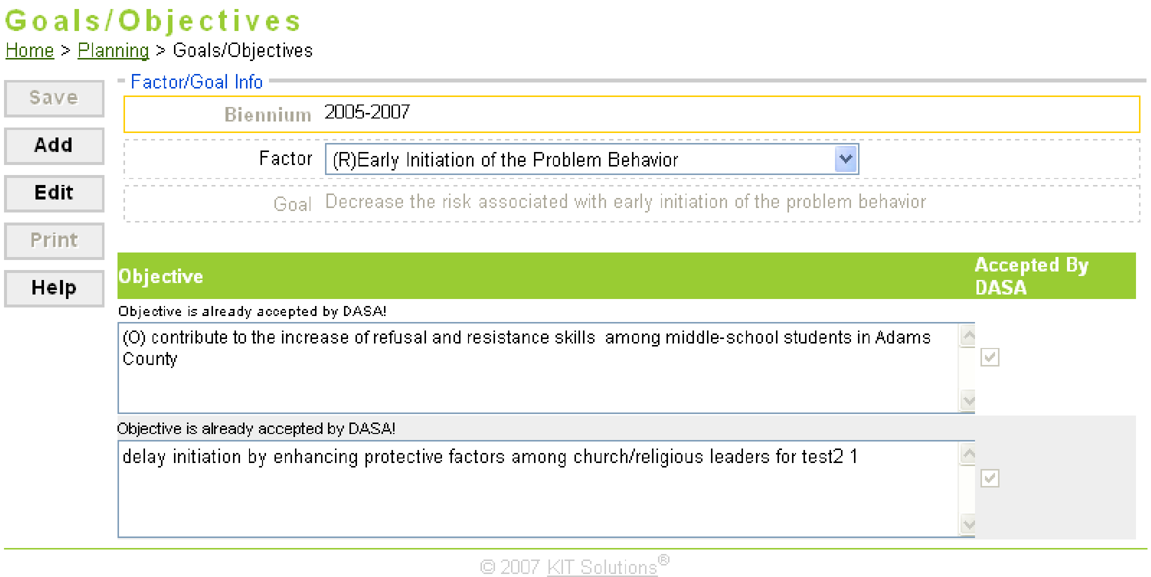
    *Examples: Clark County, Olympia School District, Kent Police Department
11. In the **Amount*** field input a quantitative estimate of anticipated change.
12. Enter an estimate of anticipated change in the optional **Change Amount** box.
13. Click the **Show Objective String** button.

    *Note: This will refresh the page and display the sentence [outcome] [link] [target group] [link] [location] under the **Show Objective String** button for review. If you want to make changes to the displayed sentence, change the appropriate fields. Click the **Refresh Objective String** button to preview objective.



(Partial Screen Shot)

14. Click **Save** in the Task Pane to commit your changes.
    *__Note:__ If you do not want to save your changes, click **Cancel**.
    **Note: Once the objective has been saved, it will appear at the bottom of the table of other objectives associated with that factor.
15. Click the **Submit** button to submit the associated objective for approval by your Regional Prevention Manager (RPM).
    *Note: The RPM will accept the objective or contact you with recommendations for editing and resubmission. You will receive an email from the PBPS when the RPM accepts your objective. At this point you can continue to develop your program.
    **Note: Once the Objective is submitted, it cannot be edited. Please check that the objective is complete and accurate.
16. Once you have submitted the objective a pop-up will appear. Click **OK** to submit or **Cancel** to not.
    *Note: If you clicked **OK** then you will receive another pop-up reporting the status of the submission (success or fail). Click **OK**. Notice the absence of the Submit button next to the recently submitted objective. Also, the text above the data field containing the objective now reads “Under review by DBHR!” when before submission it read “You can edit this objective!”.



Editing Objectives

1. Log-in to the PBPS.
2. Click **Planning** in the Menu.
3. Click **Goals/Objectives** in the Sub-Menu.
4. Select a **Factor*** from the Factor drop down menu.
   *Note: The factors that appear in the Factor drop down menu result from the process of Planning - Factor. The Goal Description changes when a different factor is selected from the drop down menu.
5. Click **Edit** in the Task Pane.
6. Click the **Edit** button next to the objective that you wish to modify.
   *Note: If the Edit button is not present next to the objective, the objective is not available for editing. If this objective needs to be modified, contact your Regional Prevention Manager (RPM).
7. Make changes to the form.
8. Click the **Refresh Objective String** button.
   *Note: This will refresh the page and display the sentence [outcome] [link] [target group] [link] [location] under the **Show Objective String** button for review. If you want to make changes to the displayed sentence, change the appropriate fields and click the **Refresh Objective String** button.
9. Click **Save** in the Task Pane to commit your changes.
   ***Note:** If you do not want to save your changes, click **Cancel**.
   *Note: Once the objective has been saved, it will appear at the bottom of the list of other objectives associated with that factor.
10. Click the **Submit** button to submit the associated objective for approval by your Regional Prevention Manager (RPM).
    *Note: The RPM will later accept the objective or contact you with recommendations for editing and resubmission. You will receive and email from the PBPS when RPM accepts your objective at which point you can continue to develop your program.
    **Note: Once the Objective is submitted, it cannot be edited. Please check that the objective is complete and accurate.
11. Once you have submitted the objective a pop up will appear. Click **OK** for submit or **Cancel** to not.
    *Note: If you clicked **OK** then you will receive another pop up reporting the status of the submission (success or fail). Click **OK**. Notice the absence of the Submit button next the recently submitted objective. Also, the text above the data field containing the objective now reads “Under review by DBHR!” when before submission it read “You can edit this objective!”.

*Objective Notes *NEW**

Objective Notes are meant to compliment the Objective Writer by enabling prevention specialists to clarify questions or supply additional information about objectives for the RPM to review before approving that objective.

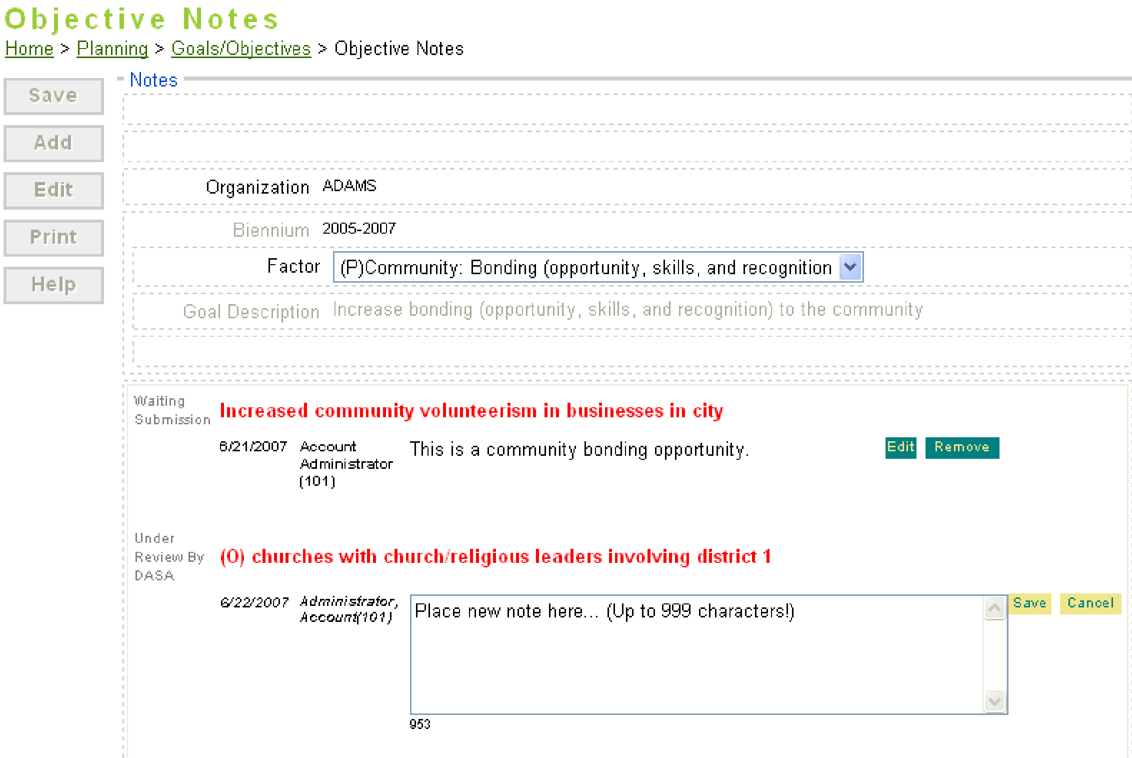
Objective Notes are organized by their associated Factor. Objective Notes can only be attached to Objectives that have been already been entered into the PBPS. Each objective can only have one attached note which can be later edited.

Adding Objective Notes

1. Log-in to the PBPS.
2. Click **Planning** in the Menu.
3. Click **Objective Notes** in the Sub-Menu.
4. Select a factor from the **Factor*** drop down menu.
   *Note: This step will display the Goal Descriptions of the selected factor.

(Partial Screen Shot)

5. Under the appropriate Goal Description, click the **Add Note** button.
   *Note: A new text data field will appear.
6. Write your note in the text data field [where it reads Place new note here… (Up to 999 characters!)].



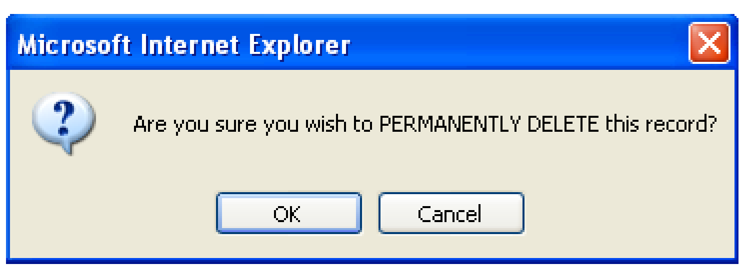
7. Click **Save** next to the comment box to commit your changes.
   ***Note:** If you do not want to save your changes, click **Cancel**.

Editing Objective Notes

1. Log-in to the PBPS.
2. Click **Planning** in the Menu.
3. Click **Objective Notes** in the Sub-Menu.
4. Select from the **Factor*** drop down menu a factor that you desire to address.
   *Note: The Goal Descriptions of the selected factor will be displayed.
5. Click the **Edit** button next to the Objective Note.
6. Make your changes to the text data field.
7. Click **Save** next to the comment box to commit your changes.
   ***Note:** If you do not want to save your changes, click **Cancel**.

Removing Objective Notes

1. Log-in to the PBPS.
2. Click **Planning** in the Menu.
3. Click **Objective Notes** in the Sub-Menu.
4. Select from the **Factor*** drop down menu a factor that you desire to address.
   *Note: This step will display the Goal Descriptions of the selected factor.
5. Click the **Remove** button next to the Objective Note.
   *Note: The following message will appear:



6. Click **OK** if you want to remove the Objective Note. Click **Cancel** if you do not want to delete the Objective Note.

Programs

Programs are implemented with the intention that they will result in a specific objective. That objective is associated to a goal that is tied to a particular risk or protective factor. The program you select is the means by which you address risk and/or protective factor(s) in your community. Objectives must be entered into the PBPS and accepted by DBHR before programs can be created.

Programs have to be accepted by DBHR. Once a program is accepted by DBHR, it cannot be edited without contacting your RPM.

Adding Innovative/Other Programs

1. Log-in to the PBPS.
2. Click **Planning** in the Menu.
3. Click **Programs** in the Sub-Menu.
4. Click **Add** in the Task Pane.
5. Click the radio button selecting **Innovative/Other**.
6. Open the **Objectives*** list by clicking the down arrow next to the objective box and **Select** one.

   *Note: The objectives displayed in the Objective drop down menu are the ones that you have entered into the system. You may have several programs addressing a particular objective, but you may only have one objective associated with each program.
7. Type the program name in the **Program Name*** field.
8. Type the description in the **Description*** field.
9. Select the funding source from the **Funding Sources*** drop down menu.

Type	Description
SAPT Block Grant	DBHR Prevention funds
State General	Other State funds
Underage Drinking (OJJDP)	RUaD Funds

10. Type the funding amount from the funding source chosen above in the **Funding Amount ($)*** data field.

    *Note: The **Matching Amount ($)** is only added after the program has been saved and you have completed the Matching Funds section.
11. Select the **Fund Type*** from the drop down menu.
12. Select the target population(s) of the program from the **DBHR Population*** drop down menu.

    *Note: By selecting a DBHR Population the title of the group is added to the data field below the drop down menu. If you erroneously added a population and want to remove it, select that population in the data field and click the arrow pointing up to remove it.
13. Select the (Institute of Medicine) IOM Model Type from the **IOM Model Type*** drop down menu.

Type	Description
Universal	Strategies targeted to the general public or a whole population group that has not been identified on the basis of individual risk.
	Universal Direct: Interventions directly serve an identifiable group of participants but who have not been identified on the basis of individual risk (e.g. school curriculum, after school program, parenting class)
	Universal Indirect: Interventions support population-based programs and strategies, including the provision of information.
Selective	Strategies target subset of the total population that is deemed to be at risk.
Indicated	Strategies are designed to prevent the onset of substance abuse in individuals who do not meet DSM-IV criteria for addiction, but who are showing early danger signs.

14. Select the implementation type from the **Implementation Type*** drop down menu.

Type	Description

Replication	Implementation of a Best Practice or promising approach with no modifications.
Adaptation	Implementation of a Best Practice or promising approach with modifications to curriculum, delivery, or target population.
Innovation	A program that is not a Best Practice or promising approach on the WestCAPT website.
Other	Anything else.

Western Center for Applied Prevention Technologies (WestCAPT) – http://casat.unr.edu/westcapt/

15. Unless the program will not have any service activities for 30+ days, select **Active** in the **Status*** drop down menu.
16. Type the total number of sessions the program will have in the **Number of Sessions*** text field.
17. Type the total number of hours of direct service for this program in the **Total Hours*** text field.

    *Example: If there are twenty occurrences of half hour sessions, then the total number of hours would be ten.
18. Select yes or no in the **Mentoring*** drop down menu.

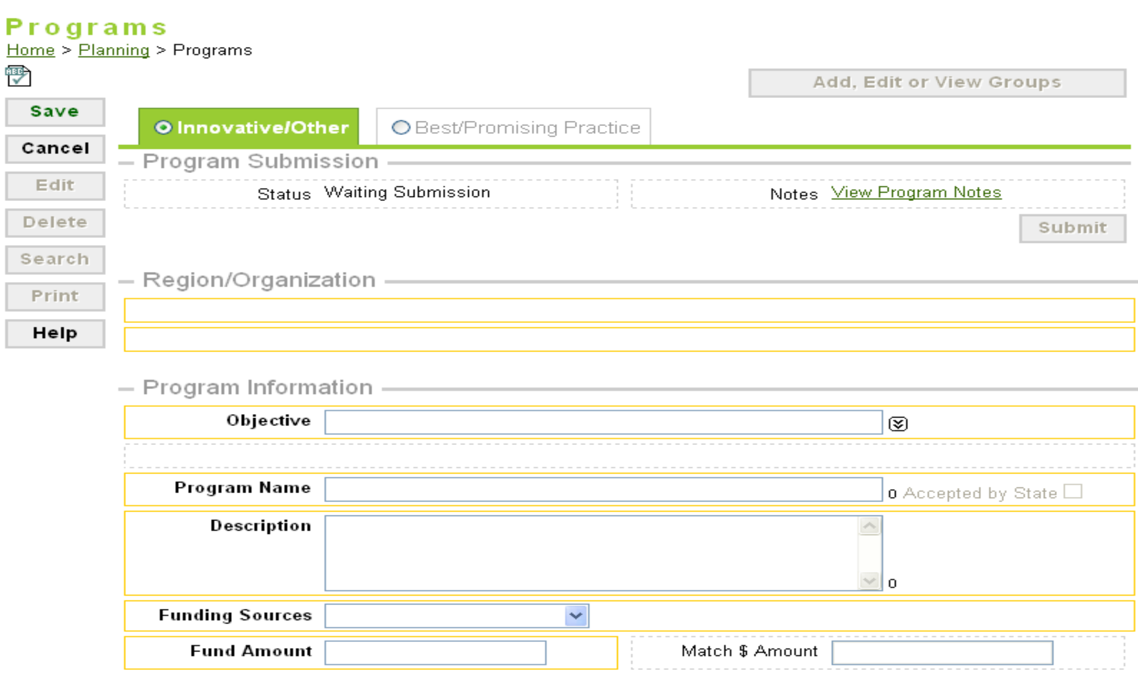
    *Note: If you do not select Yes in the **Mentoring*** drop down menu, this program will not be available in the mentoring form.
19. Select yes or no in the **CTI Research*** drop down menu.
20. If you have Assessment Instruments to add select those from the **Assessment Instruments** drop down menu. In order to add the selection in the drop down menu to the data field below, click the Apply button.

    *Note: If you erroneously added an Assessment Instrument and want to remove it, select that Assessment Instrument in the data field and click the “up arrow” to remove it.

    Note: Once the Assessment Instrument has been selected in the drop down menu, click the **Info button to preview the survey instrument administered to the target audience to review drop down menu choice.
21. Click **Save** next to the comment box to commit your changes.

    ***Note:** If you do not want to save your changes, click **Cancel**.

    *Note: You can only add Matching Funds after saving the program. After you save the program, add Matching Funds.



(Partial Screen Shot)

Adding Best/Promising Practice Programs

In some Best/Promising Practice programs, some of the following data fields may be automatically filled. If so, you are encouraged, unless under special circumstances, to leave these auto-filled data fields alone.

1. Log-in to the PBPS.
2. Click **Planning** in the Menu.
3. Click **Programs** in the Sub-Menu.
4. Click **Add** in the Task Pane.
5. Click the radio button selecting **Best/Promising Practice**.
6. Select the objective that the program will address from the **Objective*** drop down menu.
   *Note: The objectives displayed in the Objective drop down menu are the ones that you have entered into the system. You may have several programs addressing a particular objective, but you may only have one objective associated with each program.
7. Select the Science Based program type from the **Science Based** drop down menu.

Type	Description
Best Practice	Considered a best practice on the WestCAPT website.
Promising Approach	Considered a promising approach on the WestCAPT website

8. Select the program you are going to implement in the drop down menu next to the right of the **Science Based** drop down menu.
   *Note: For more information about WestCAPT and types of programs, click the INFO button. This will create a pop-up window displaying the WestCAPT website.
9. Click the **Apply** button.
   *Note: The **Description*** field is automatically filled in based on the WestCAPT website.
10. Select the funding source from the **Choose Funds*** drop down menu.

Type	Description
SAPT Block Grant	DBHR Prevention funds
State General	Other State funds
Underage Drinking (OJJDP)	RUaD Funds

11. Type the funding amount from the funding source chosen above in the **Funding Amount ($)*** data field.
    *Note: The **Matching Amount ($)** is only added after the program has been saved and you have completed the Matching Funds section.
12. Select the target population(s) of the program from the **DBHR Population*** drop down menu.
    *Note: By selecting a DBHR Population the title of the group is added to the data field below the drop down menu. If you erroneously added a population and want to remove it, select that population in the data field and click the arrow pointing up to remove it.
13. Select the target population(s) of the program from the **DBHR Population*** drop down menu.
14. Select the (Institute of Medicine) IOM Model Type from the **IOM Model Type*** drop down menu.

Type	Description
Universal	Strategies targeted to the general public or a whole population group that has not been identified on the basis of individual risk.
	Universal Direct: Interventions directly serve an identifiable group of participants but who have not been identified on the basis of individual risk (e.g. school curriculum, after school program, parenting class)
	Universal Indirect: Interventions support population-based programs and strategies, including the provision of information.
Selective	Strategies target subset of the total population that is deemed to be at risk.
Indicated	Strategies are designed to prevent the onset of substance abuse in individuals who do not meet DSM-IV criteria for addiction, but who are showing early danger signs.

15. Select the implementation type from the **Implementation Type*** drop down menu.

Type	Description
Replication	Implementation of a best practice or promising approach with no modifications.
Adaptation	Implementation of a best practice or promising approach with modifications to curriculum, delivery, or target population.
Innovation	A program that is not a best practice or promising approach on the WestCAPT website.
Other	Anything else.

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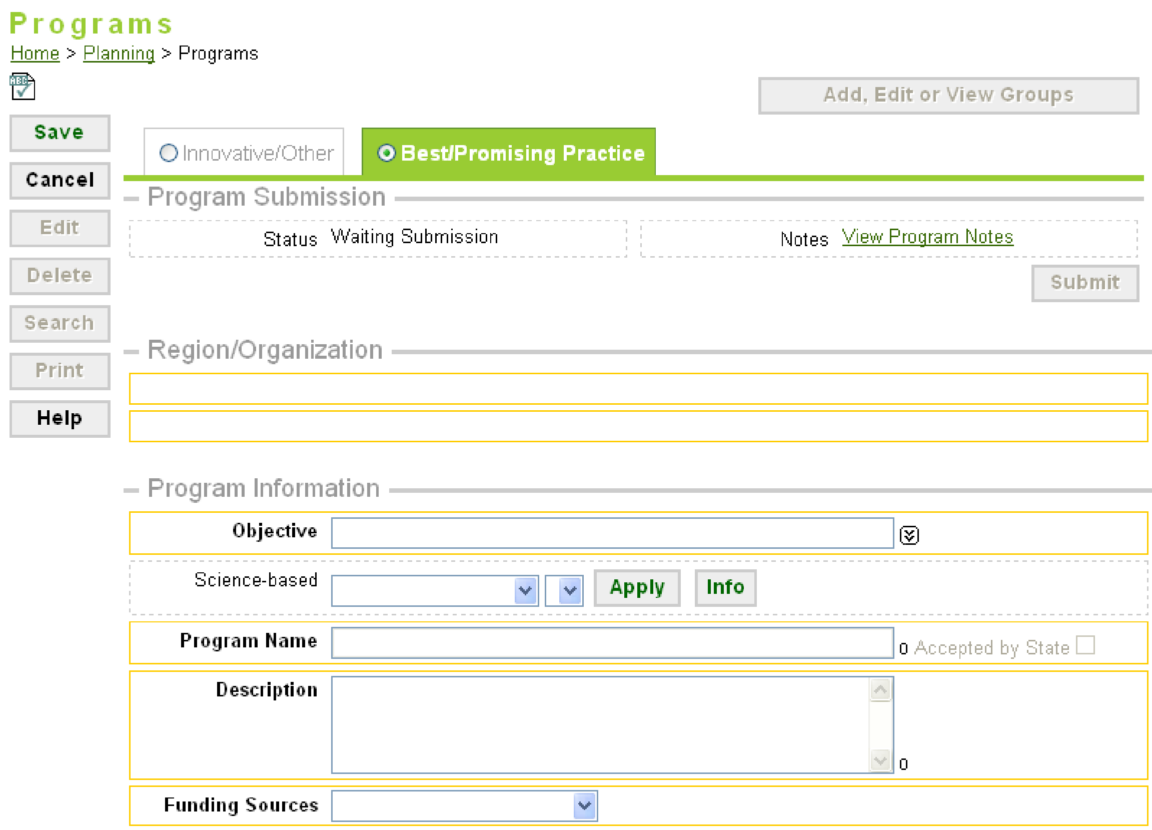
16. Unless the program will not have any service activities for 30+ days, select Active in the **Status*** drop down menu.
17. Type the total number of sessions the program will have in the **Number of Sessions*** text field.
18. Type the total number of hours of direct service for this program in the **Total Hours*** text field.
    *Example: If there are twenty occurrences of half hour sessions, then the total number of hours would be ten.
19. Select yes or no in the **Mentoring*** drop down menu.
    *Note: If you do not select Yes in the **Mentoring*** drop down menu, this program will not be available in the mentoring form.
20. Select yes or no in the **CTI Research*** drop down menu.
21. If you have Assessment Instruments to add select those from the **Assessment Instruments** drop down menu. In order to add the selection in the drop down menu to the data field below, click the **Apply** button.
    *Note: If you erroneously added an Assessment Instrument and want to remove it, select that Assessment Instrument in the data field and click the arrow pointing up to remove it.
    Note: Once the Assessment Instrument has been selected in the drop down menu, click the **Info button to preview the survey instrument administered to the target audience to review drop down menu choice.
22. Click **Save** in the task pane to commit your changes.
    ***Note:** If you do not want to save your changes, click **Cancel**.
    *Note: You can only add Matching Funds after saving the program. After you save the program, add Matching Funds.

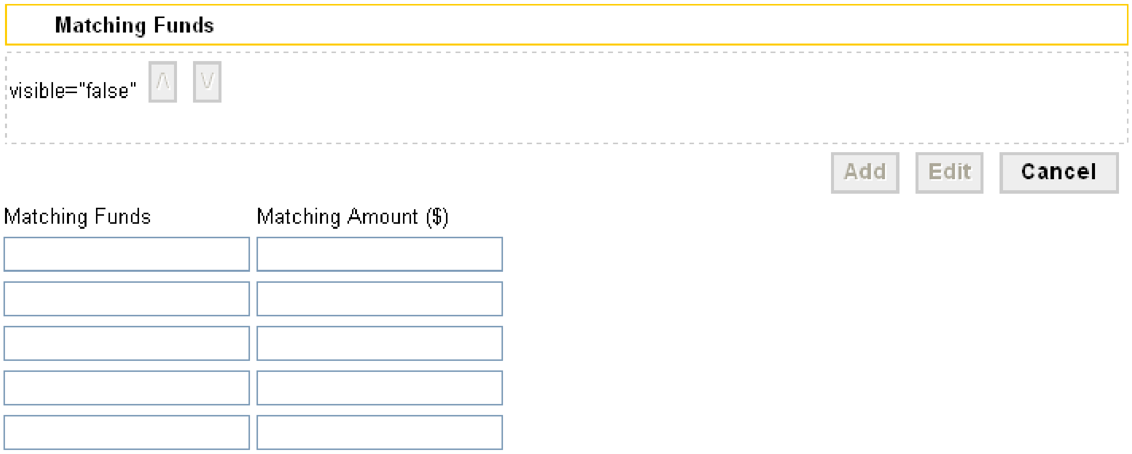


(Partial Screen Shot)

Adding Matching Funds

Adding Matching Funds can only be done after a program has been saved.

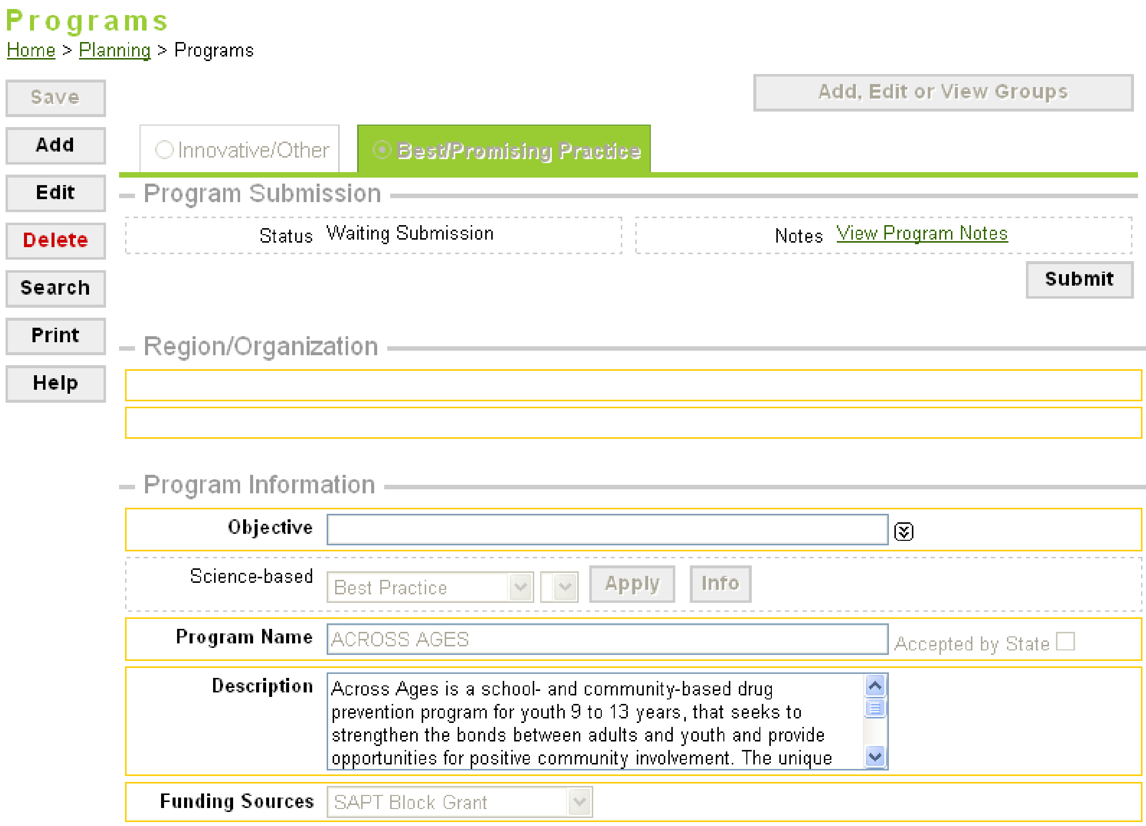
1. Log-in to the PBPS.
2. Click **Planning** in the Menu.
3. Click **Programs** in the Sub-Menu.
4. Click **Add** in the Task Pane.
5. Scroll down to the bottom of the page and across from **Matching Funds** click the **Add** button.
6. Type the name of the Matching Funds in the **Matching Funds** text field. Type the dollar amount in the **Matching Amount ($)**.
7. Click **Save** in the task pane to commit your changes.
   ***Note:** If you do not want to save your changes, click **Cancel**.
   *Note: By saving the Matching Funds the **Matching Amount ($)** data field below the **Funding Amount ($)** in the top half of the form which was and will continue to be locked from editing.



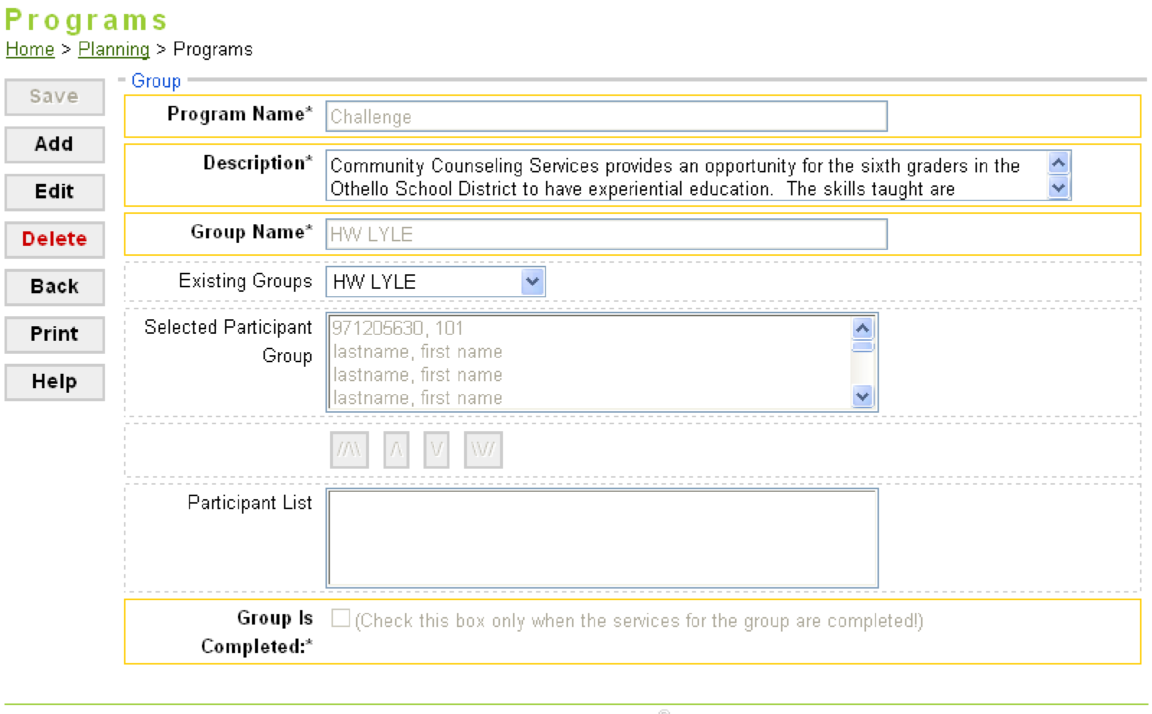
Creating a Group and Adding it to a Program

In the PBPS, group management was designed to make Recurring Services (see Services) easy to track and record. To each Recurring Service, a program and group must be associated. Each group is composed of designated participants upon which the service will be performed. So, when you associate a Recurring Service with a group, all the members of that group are associated with the Recurring Service. Groups can be modified on the fly - a participant can be added at any time or removed only if the service has not commenced. When adding a new participant to the PBPS you may assign them to particular groups.

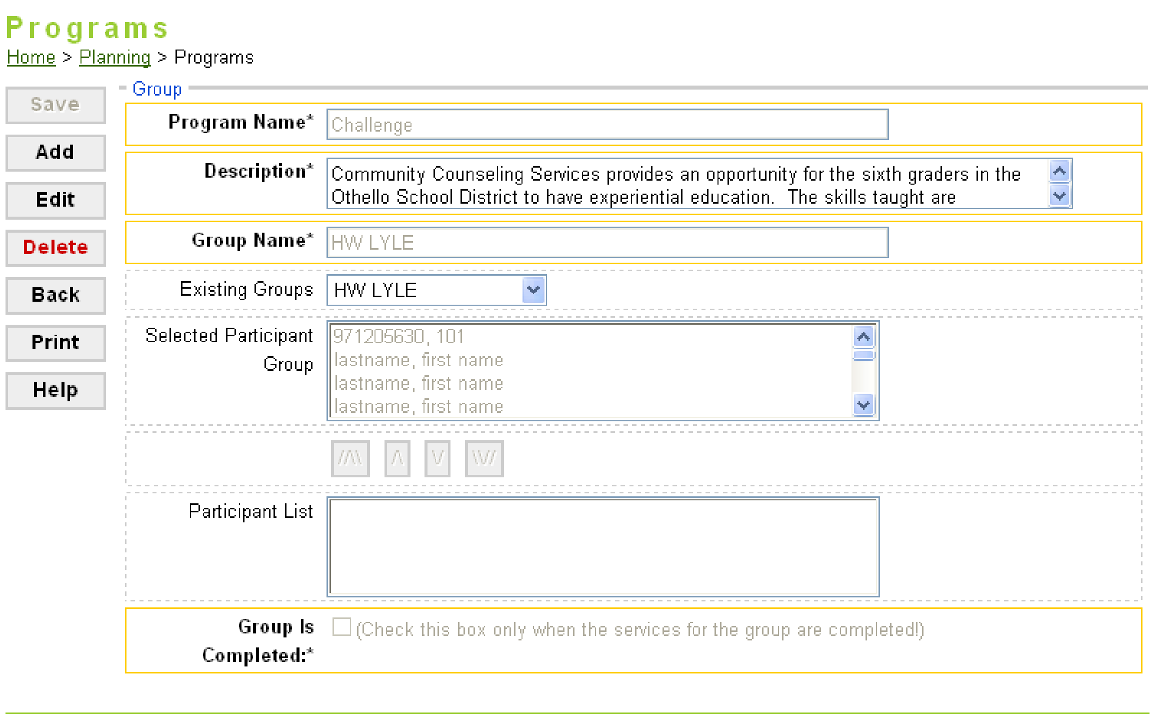
1. Log-in to the PBPS.
2. Click **Planning** in the Menu.
3. Click **Programs** in the Sub-Menu.
4. Click the radio button next to **Show All**.
5. Find the program to which you would like to add a group and click the **Select** button.
6. Click the **Add, Edit or View Groups** button at the top of the page.



7. Click **Add** in the Task Pane.
8. Type a unique and descriptive Group Name in the **Group Name*** text field.
   *Note: No two groups may share the same name.
9. If desired, select participants from the Participant List and click the buttons to add or remove participants from the Participant List. You do not have to add participants to the group at this time.
   *Note: Clicking the single arrow < or > will move only the selected participant into or out of your group. If you want every participant in the participant list added use the << button. If you want every participant removed from your group, use the >> button.
   **Note: If you want a participant who has not yet been added to the PBPS (not present in the Participant List) to be added to this group and subsequently the Recurring Service, you may do so when you add the Participant to the PBPS.



10. Click **Save** in the task pane to commit your changes.
    ***Note:** If you do not want to save your changes, click **Cancel**.
        *Note: Notice how the newly created group now appears in the Existing Groups drop down menu.



Editing Group Already Added to a Program

1. Log-in to the PBPS.

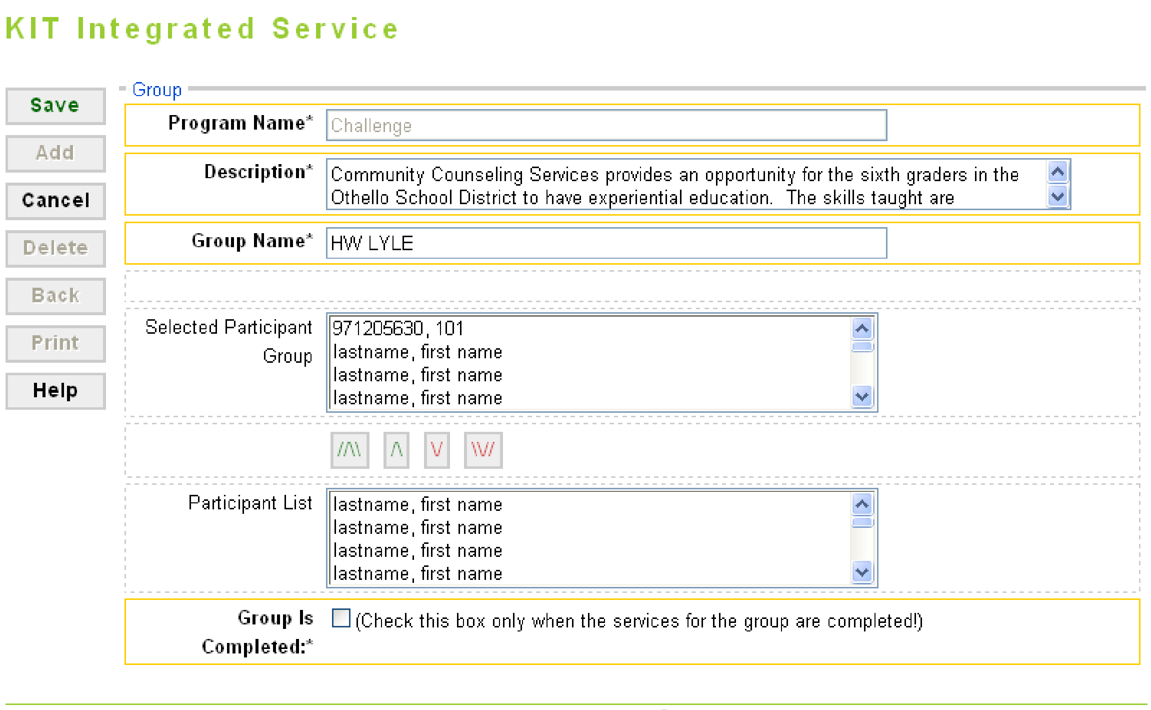
2. Click **Planning** in the Menu.
3. Click **Program** in the Sub-Menu.
4. Click the radio button next to **Show All**.
5. Find the program to which you would like to add a service and click the **Select** button.
6. Click the **Add, Edit or View Groups** button.
7. Click **Edit** in the Task Pane.
8. Click the arrow buttons to move the participants from the Selected Participant Group and the Participant List.

   *Note: Clicking the single arrow < or > will move only the selected participant into or out of your group. If you want every participant in the participant list added use the << button. If you want every participant removed from your group, use the >> button.

   **Note: If you want a participant who has not yet been added to the PBPS (not present in the Participant List) to be added to this group and subsequently the Recurring Service, you may do so when you add the Participant to the PBPS.

   ***Note: Groups do not need to be populated to be attached to Recurring Services.
9. Click **Save** in the task pane to commit your changes.

   ***Note:** If you do not want to save your changes, click **Cancel**.



Program Reporting Status Page

To View programs at the Program Status Page:

1. Click **Planning** in the Menu.
2. Click **Program Status** link in the Sub-Menu.
3. Find the program and the month of which you desire to check the status.
   a. If the corresponding cell has a check, then the program is Active.
   b. If the corresponding cell doesn't have a check, then the program is Inactive.

Changing the Status of a Program

1. Click **Planning** in the Menu.
2. Click the **Program Status** in the Sub-Menu.
3. Click **Edit** in the Task Pane
4. Find the program and the month of which you desire to check the status and click the check box to mark with a check (Active) or remove the Check (Inactive).
   ***Note:** If you cannot make or release a check mark on the page, you have skipped step 3. You must click Edit in the task pane before you can make changes to the grid.
5. Click **Save** in the Task Pane.

Adding a Note

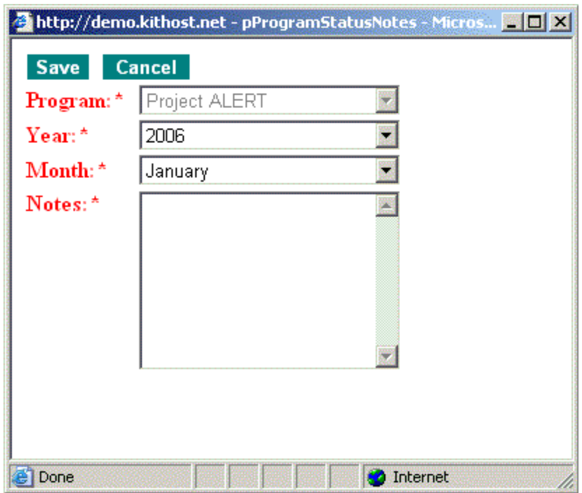
You can add a note to the grid for your tracking purposes or as communications to your RPM.

**Example, say your iteration of Project Alert was scheduled to begin on Mar 30 and meet every Thursday there after for 12 sessions. However, the session did not begin that night due to a conflict in meeting location and had to be pushed back until April 6. In order to communicate that to your RPM and justify why it was that the program was marked Active, but no services were recorded, you could create a Note. In that note you could explain the reason why the program did not start and therefore why you changed the status from Active to Inactive for the month of March.

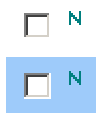
When a note is added to a program, a small green N appears in the column of the month chosen in the note creation. This way, you can easily see the notes that are attached to the program and month. For instructions on how to view the note, see Viewing an Existing Note.

1. Click **Planning** in the Menu.
2. Click the **Program Status** in the Sub-Menu.
3. Click **[Add Note]** next to the desired program.

***Note:** A pop-up window will appear. If you have pop-ups disabled, you will not see the note window:

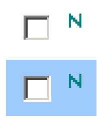


4. Select the appropriate year from the **Year:** drop down menu.
5. Select the appropriate Month from the **Month:** drop down menu.
6. Type your message to your RPM in the **Notes:** text field.
7. Click the **Save** button.
   ***Note:** The window will close upon the click of Save or Cancel.
   ***Note:** A small green N will appear in the column of the month chose in the note creation after you click save.

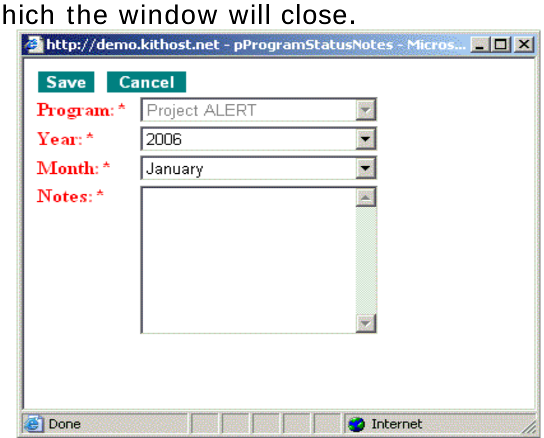


Viewing and/or editing an Existing Note

1. Click **Planning** in the Menu.
2. Click the **Program Status** in the Sub-Menu.
3. Click the small green 'N' of the desired program and month to view the note.



***Note:** A pop-up window will appear. If you have pop-ups disabled, you will not see the note window:
***Note:** You can modify and save the note by making changes and clicking the save button, after which the window will close.



Viewing the Compliance of a Program

1. Click **Planning** in the Menu.
2. Click the **Program Status** in the Sub-Menu.
3. Scroll down to the bottom of the page to view the Compliance Row.
4. RPM Compliance Override – This refers to a program that was initially out of compliance, but services were eventually entered. The RPM sets the statues to YES. The Compliant row will still remain NO, since this is locked down at midnight (or 11:59pm) on the night of the 15th on the following reporting month.
5. Svc. Reporting on Inactive Prog.? – This reflects that a service was reported on an Inactive program. Although not technically out of compliance, services should be reported onActive programs only. This is allowed if older services needed to be entered in at a later date.

Here are the rules/definitions for the Compliance Row:

A Program is…

In Compliance if:

a. Status is Active and services are *recorded*
b. Status is Inactive and services are not *recorded*

Out of Compliance if:

a. Status is Active and services are not *recorded*

The preceding is summarized in the following table:

Status	Services	Compliance
Active	Not recorded	No
Active	Recorded	Yes
Inactive	Not Recorded	Yes

Services

The PBPS distinguishes services as either being single or recurring. A single service is a service that is a singular event intended for a particular target population. A recurring service is a service that is performed as a part of a series (multiple sessions) for the same target population of all the sessions in the series.

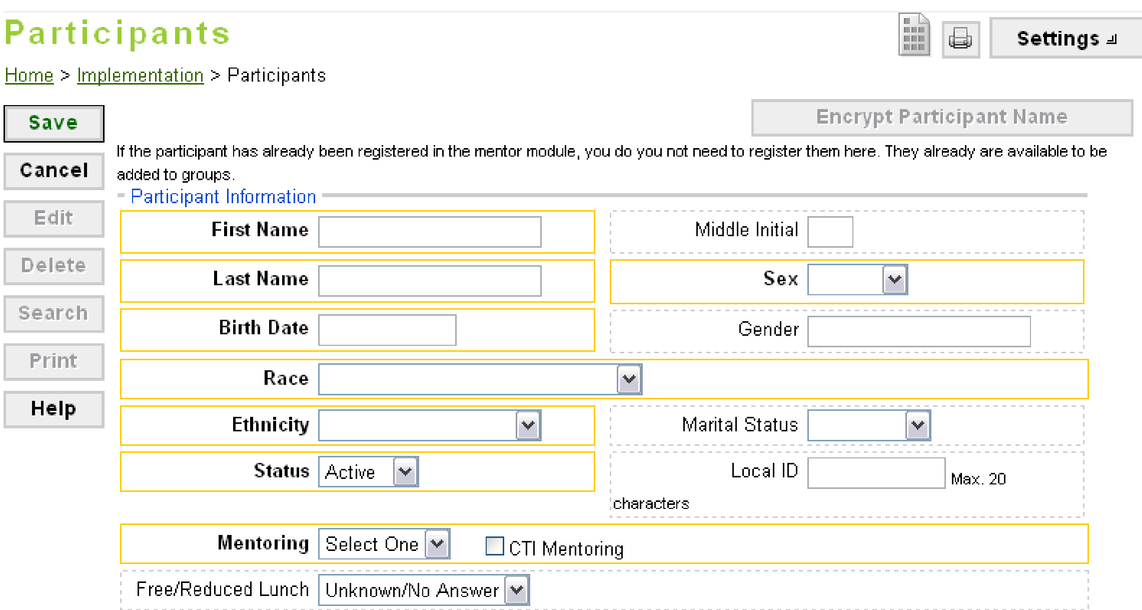
*Examples: Single – An assembly at a local school presented by a motivational speaker.
*Examples: Recurring – An eight week series of classes on the effects of drugs held at the local community center.

*Note: Before proceeding, you must have already created groups. See the section Creating a Group and Adding it to a Program.

Adding Participants

In the PBPS, the participants are the attendants of services that are used to track certain data (attendance, progress, demographics, etc.), used to generate reports by DBHR, counties, tribes and service providers.

1. Click **Implementation** in the Menu.
2. Click **Participant** in the Sub-Menu.
3. Click **Add** in the Task Pane.
4. Enter participant. Categories with yellow boxes are mandatory fields; the blue boxes are optional information.
5. Click Yes or No in the **Mentoring*** field. You may enter Mentee information in this menu or in the mentoring module menu.
6. Check the **CTI** box if the participant is in the Children's Transition Initiative program.
7. Select a group from the Available Program—Groups data field.
   ***Note:** If you haven't created a Group to add participants into, go to the **Creating a Group and Adding it to a Program** section.
   ***Note:** You may also create a Group first, and then assign the participants to the group after all participants have been entered into the system. This may save time by not performing the additional group steps below if you have a large amount of participants to enter.
8. Click the Up Arrow (^) button to assign selected group.
   ***Note:** If you make a mistake, click the erroneous Assigned Program—Group and click the Down Arrow (˅) button to remove group assignment.
9. Click **Save** or **Cancel** in the Task Pane.



(Partial Screen Shot)

Editing Participants

1. Click **Implementation** in the Menu.
2. Click **Participant** in the Sub-Menu.
3. Click **Edit** in the Task Pane
4. Make changes to the form.
5. Click **Save** or **Cancel** in the Task Pane.

Deleting Participants

***Note:** You may not delete a participant that is already used in a service or in a Mentoring program.

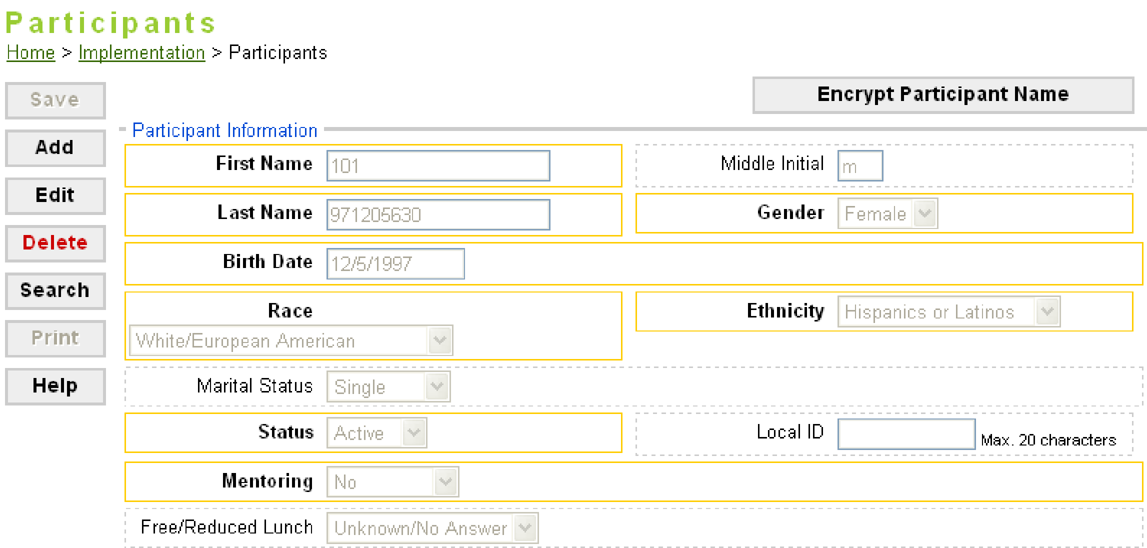
1. Click **Implementation** in the Menu.
2. Click **Participant** in the Sub-Menu.
3. Click **Search** in the Task Pane
4. Click the **Select** button for the appropriate participant.
5. Click the **Delete** button in the Task Pane.
6. Confirm the delete request.

Encrypting Participants' Names

By encrypting the participant name, the PBPS strips the name from the participant record and assigns an unidentifiable number (which becomes their ID) that is used to manage the participant within the PBPS. Encryption is important in order ensure client confidentiality and to handle the participants who withhold their name. You can only encrypt a participant's name after the participant has been added and saved into the PBPS.

***NOTE: ONCE A PARTICIPANT'S NAME IS ENCRYPTED,**
IT <u>CANNOT BE UNDONE</u> (IT IS PERMANENT).

1. Click **Implementation** in the Menu.
2. Click **Participant** in the Sub-Menu.
3. Click **Search** in the Task Pane.
4. Click the **Select** button for the appropriate participant.
5. Click the **Encrypt Participant Name** button.
6. Click **OK** at the dialog box that appears.
   ***Note**: This is your last opportunity to abort. If you click OK, then the changes cannot be reversed.
   ****Note**: After clicking OK and after the form refreshes, notice how the First Name and the Last Name are randomly generated number.
   *****Note:** The birth date does not become encrypted.



Adding a New Single Service

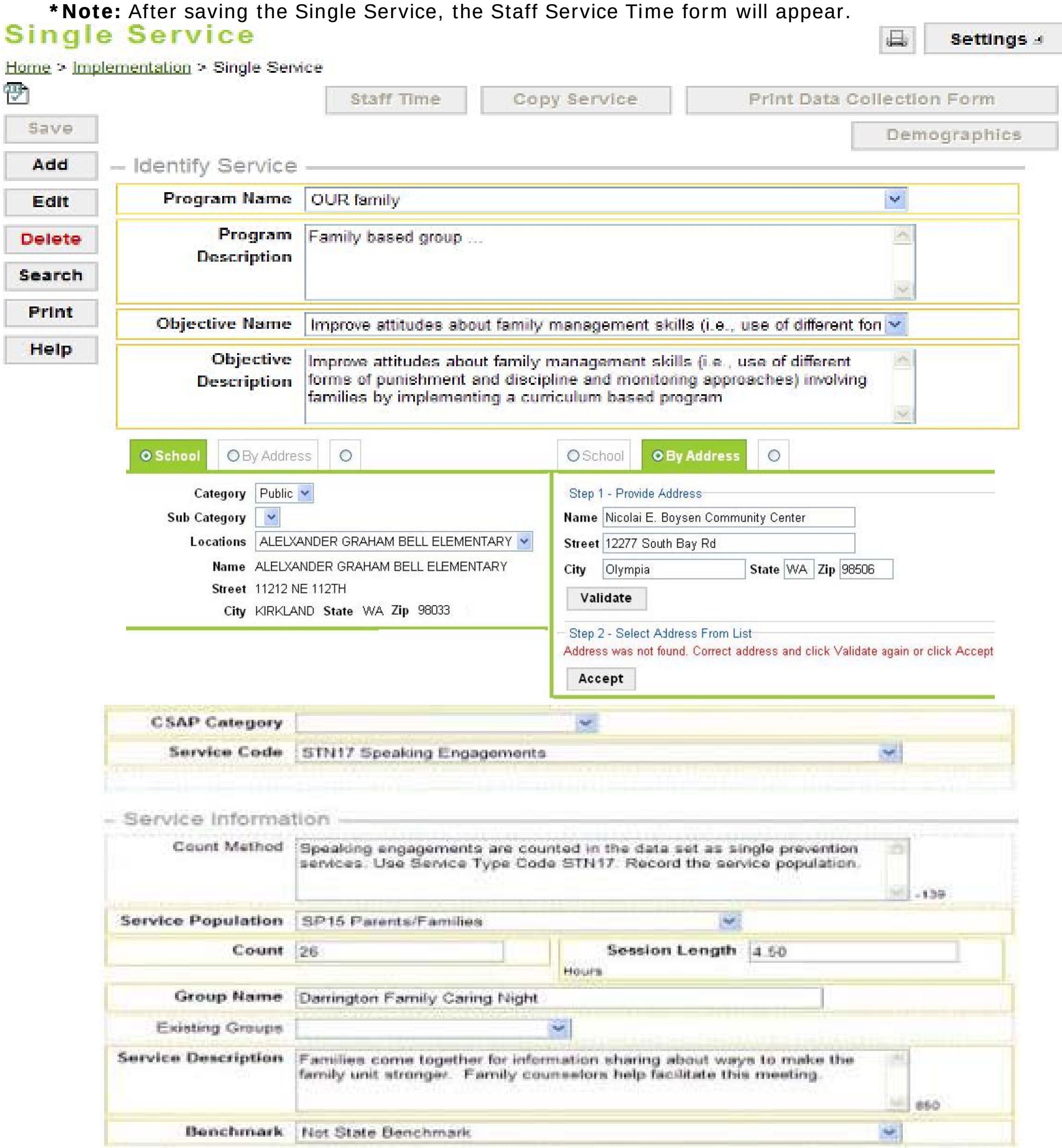
1. Click **Implementation** in the Menu.
2. Click **Singe Service** in the Sub-Menu.
3. Click **Add** in the Task Pane.
4. Select a program from the **Program Name*** drop down menu.
   ***Note:** the Program Description will automatically be filled in based on the chosen Program.
   ***Note:** The Objective Name and Objective Description will automatically be filled in based on the chosen Program.
5. Enter the actual date of the service (mm/dd/yy) in the **Service Date*** field.
6. Select the School District location where the event will take place in the **Service Location*** drop down menu.
7. Select the actual Service Location either from the School **Category and Locations** drop down menus and continue, or click on By Address and Step-1.) To provide a different Address and click **Validate** to match address against Google's address dictionary, or Step-2.) If you receive the message **"Address was not found. Correct address and click Validate again or click Accept"** the address doesn't match address Google's address dictionary, but if you know the address to be true (and it may be a new address not updated in Google's dictionary), click the **Accept** button to continue.
8. Select the CSAP Category from the **CSAP Category** drop down menu.
9. Select the Service Code from the **Service Code*** drop down menu.
   ***Note:** the Count Method will automatically be filled in based on the chosen Service Code.
10. Select the Service Population* from the **Service Population*** drop down menu.
11. Enter the number of units being counted (that appear in the Count Method data field) in the **Count*** text field.
12. Enter the length of the Single Service (hours in decimal form) in the **Session Length*** text field.
    ***Note:** The Session Length should not include planning time.

2 Hours 15 Minutes = 2.25 Hours
2 Hours 30 Minutes = 2.50 Hours
2 Hours 45 Minutes = 2.75 Hours

13. Enter a descriptive name of the group in the **Group Name*** text field.
    ***Note**: After the Single Service form is saved, the Group Name will appear in future Single Service forms under the drop down menu Choose Existing Groups.

14. Type the service description in the **Service Description*** text field.
15. Select an appropriate **Benchmark*.** If none are appropriate select NOT STATE BENCHMARK.
16. Click **Save** or **Cancel** in the Task Pane.

***Note:** After saving the Single Service, the Staff Service Time form will appear.



Single Service Staff Service Time Reporting

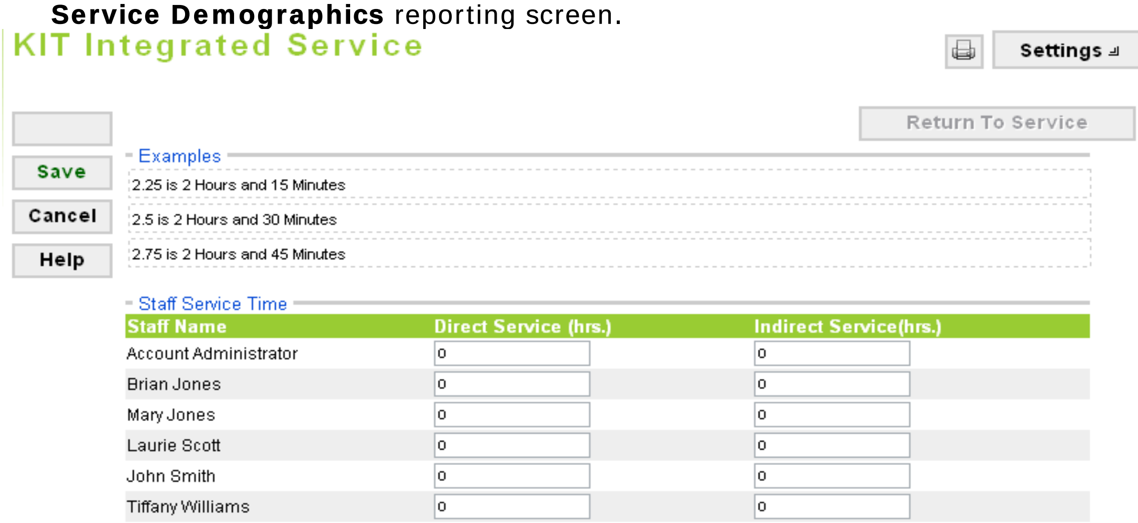
1. Record the Service time for each staff member that contributed to this service. You do not need to click on Add or Edit, just type the **Direct and Indirect Staff Service Time** in the columns to the right. There may not be Indirect Staff Service Time for each individual.

   ***Note:**

2 Hours 15 Minutes = 2.25 Hours
2 Hours 30 Minutes = 2.50 Hours
2 Hours 45 Minutes = 2.75 Hours

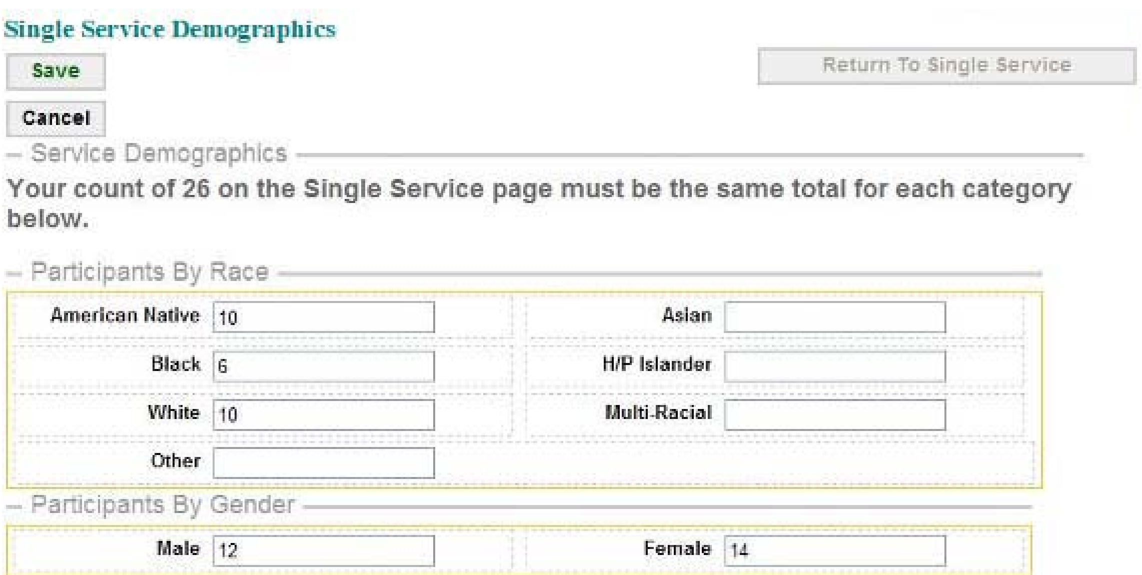
****Note:** Direct Service Time is the same as the session length.
*****Note:** Indirect Service Time is the time that went into planning, preparing, coordinating, and reporting the service; basically the total time minus the session length.

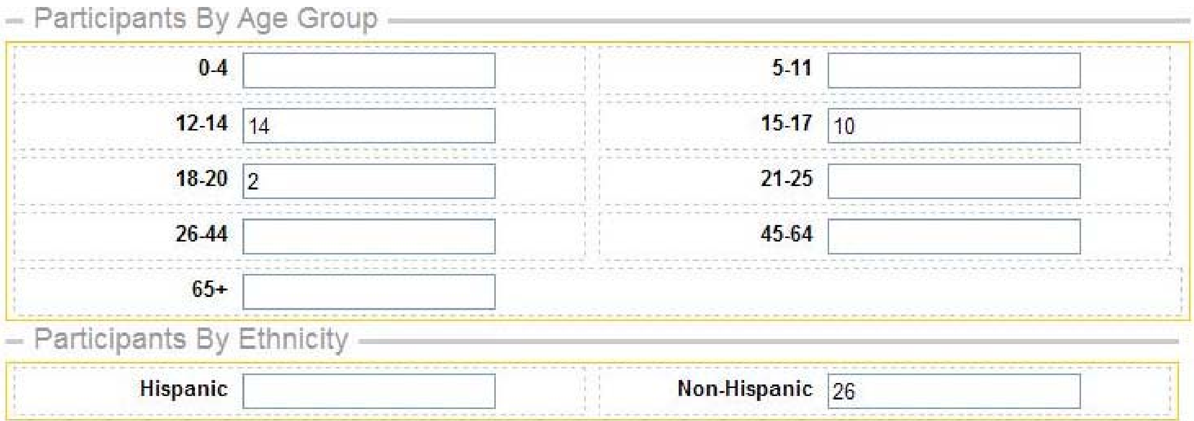
2. Click the **Save** button when finished, and you will automatically go to the **Service Demographics** reporting screen.



Single Service Demographics Time Reporting

1. Record the **Service Demographics** for each Single Service entry. You do not need to click on Add or Edit, just enter the demographic information in each category. The total for each demographic category must match the count on the Single Service Screen.





2. Click the **Save** button when finished.
3. Click the **Return to Service** button if you wish to add another Single Service.
   Note:** Since the service has been added to the PBPS, you can now duplicate the service for future repetitions by clicking the **Copy Service** button so that you do not enter each service entry again. You will be forced to give a new **Servcice Date and **Session Length*,** while having an opportunity to change the other fields as well.

Using the Copy Service Button

1. Click the **Implementation** tab in the Menu Bar.
2. Click the **Single Service** in the Sub-Menu
3. Click **Search** in the Task Pane
4. Click **Select** to choose the entry to copy
5. Click the **Copy Service** tab
6. Complete entries in:
   a. Service Date
   b. Session Length
   c. Count if Changed
7. Click **Save**
8. Continue Staff Service Time and Single Service Demographics entry.

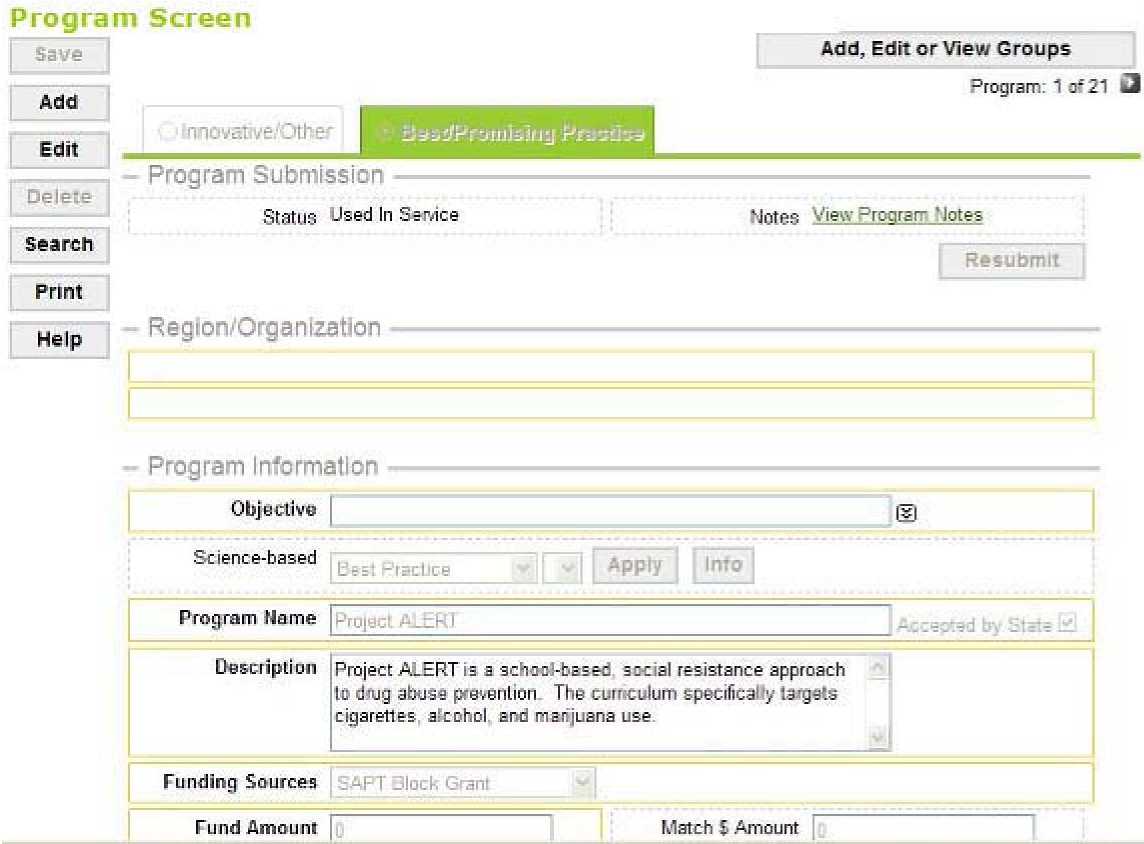
Deleting a Single Service

1. Click the **Implementation** tab in the Menu bar.
2. Click the **Single Service** in the Sub-Menu.
3. Click **Search** in the Task Pane.
4. Click the **Select** to choose the service to delete.
5. Click the **Delete** button in the Task Pane.
6. Confirm the Delete request.

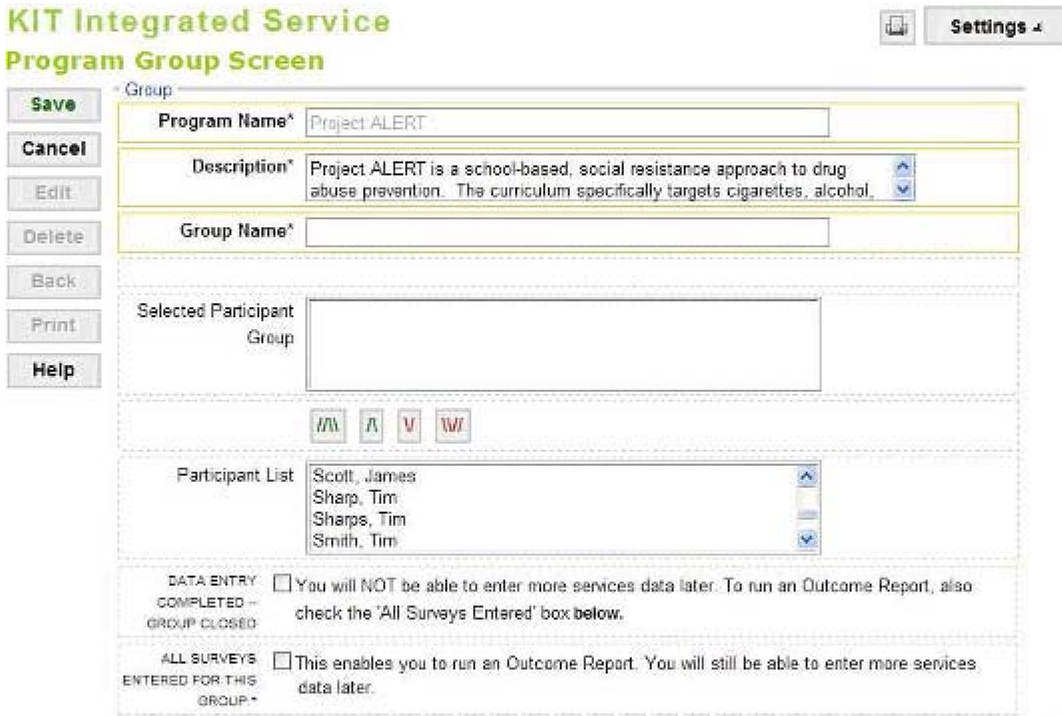
Creating a Group and Adding it to a Program

In the PBPS, group management was designed to make Recurring Services easy to track and record. To each Recurring Service, a program and group must be associated. Each group is composed of designated participants upon which the service will be performed. So, when you associate a Recurring Service with a group, all the participants of that group are associated with the Recurring Service. Groups can be modified on the fly - a participant can be added at any time or removed only if the service has not commenced. When adding a new participant to the PBPS you may assign them to particular groups.

1. Click **Planning** in the Menu.
2. Click the **Program** link in the Sub-Menu
3. Click the **Select** button to the program to which you would like to add a group.
4. Click the **Add, Edit or View Groups** button.



5. Click **Add** in the Task Pane.



6. Type a unique and descriptive Group Name in the **Group Name*** text field.
   ***Note:** No two groups may share the same name.
7. Select participants from the Participant List and click the buttons to add or remove participants from the Participant List. You do not have to add participants to the group at this time.
   ***Note:** Clicking the single arrow up or down will move only the selected participant into or out of your group. If you want every participant in the participant list added use the double up arrow. If you want every participant removed from your group, use the double down arrow.
   ***Note:** If you want a participant who has not yet been added to the PBPS (not present in the Participant List) to be added to this group, you may do so after you add the Participant in the Participant Screen.
8. Click **Save** or **Cancel** in the Task Pane.
   ***Note:** Notice below how the newly created group now appears in the Selected Participant Group drop down menu.

9. Check the box, **Data Entry Completed – Group Closed,** <u>only </u>if you have completed the program and the last service session has been entered. When you check this box the Group will not display on the Groups drop down for the program you are using; i.e. no need to see Groups in a list if you are finished with them. **<u>ALSO</u>**, check this box if you wish to run an Outcome Report.
10. Check the box, **All Surveys Entered For This Group**, if you wish to run an Outcome Report but haven't completed providing program services for this Group. You will still be able to continue entering services for this Group. Example: Perhaps this is a long term program and you wish to conduct a Post Test survey half way through the program, and then finish with a Follow-Up survey upon completion of the program.

Adding a New Recurring Service Series

By adding a new recurring service series, you also add the first session. Subsequent sessions use the information entered in the steps below and therefore require less time to input than the first session.

***Note:** You must have a Program Group with participants created before proceeding. Refer to the previous section, Creating a Group and Adding it to a Program.

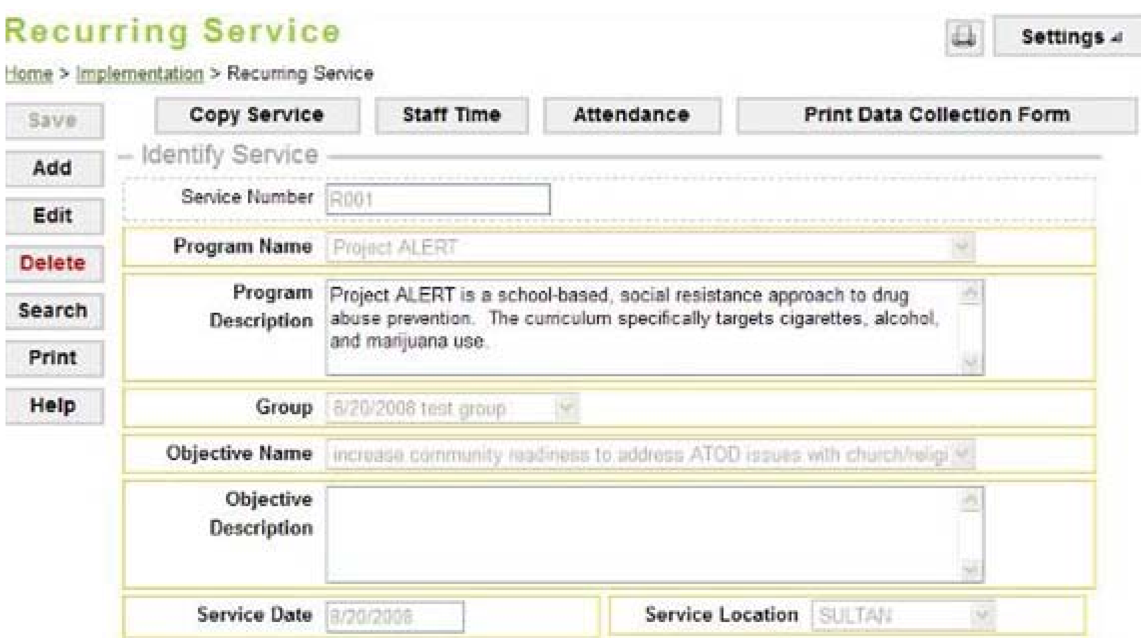
1. Click **Implementation** in the Menu.
2. Click **Recurring Service** in the Sub-Menu.
3. Click **Add** in the Task Pane.
4. Select a program from the **Program Name*** drop down menu.
   ***Note:** The Program Description will automatically be filled in based on the chosen Program.
   ****Note:** The Objective and Objective Description may also be filled in based on the chosen Program.
5. Select the group name from the **Group*** drop down menu.
6. Enter the actual date of service (mm/dd/yy) in the **Service Date*** field.
7. Select the School District location where the service will take place in the **Service Location*** drop down menu.
8. Select the actual Service Location either from the School **Category and Locations** drop down menus and continue, or click on By Address and Step-1.) To provide a different Address and click **Validate** to match address against Google's address dictionary, or Step-2.) If you receive the message **"Address was not found. Correct address and click Validate again or click Accept**" the address doesn't match address Google's address dictionary, but if you know the

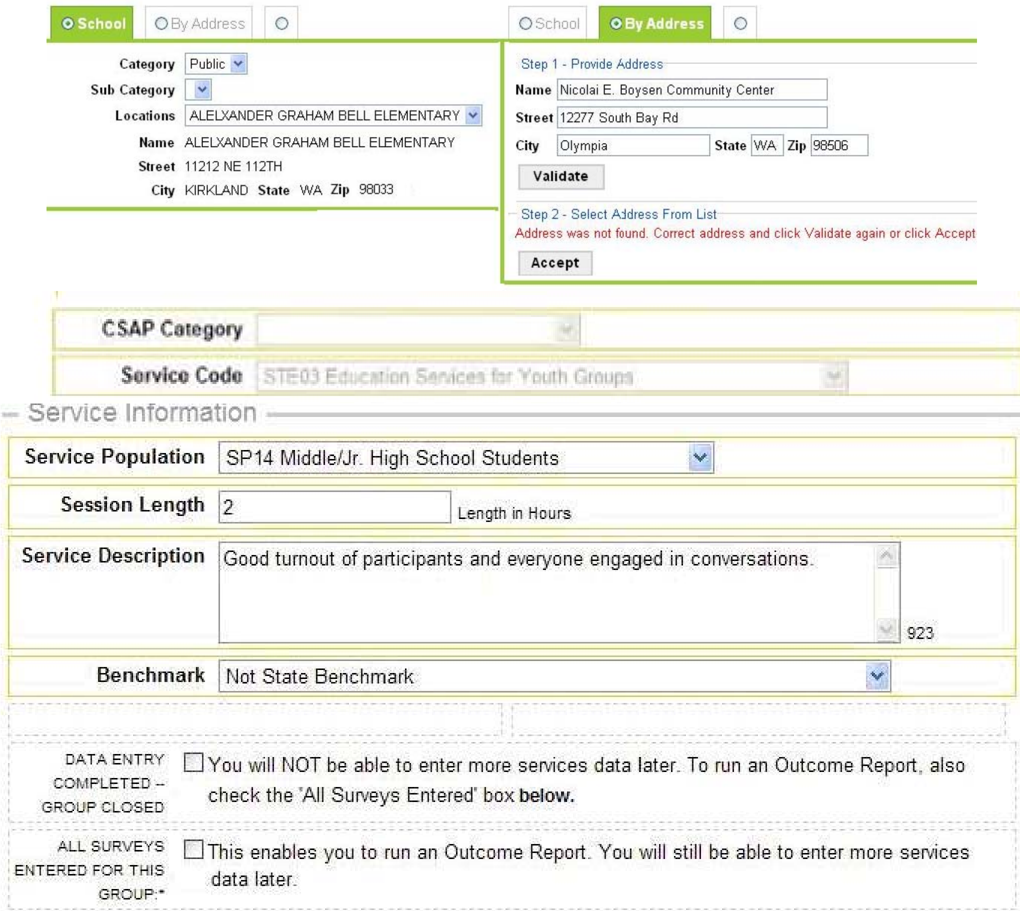
address to be true (and it may be a new address not updated in Google's dictionary), click the **Accept** button to continue.

9. Select the CSAP Category from the **CSAP Category*** drop down menu.
10. Select the Service Code from the **Service Code*** drop down menu.
11. Select the Service Population* from the **Service Population*** drop down menu.
12. Enter the length of the Recurring Service (hours in decimal form) in the **Session Length*** text field.
    ***Note:** The Session Length should not include planning time.

2 Hours 15 Minutes = 2.25 Hours
2 Hours 30 Minutes = 2.50 Hours
2 Hours 45 Minutes = 2.75 Hours

13. Enter a service description in the **Service Description*** text field.
14. Select an appropriate **Benchmark**. If none are appropriate select NOT STATE BENCHMARK.
15. Click **Save** or **Cancel** in the Task Pane.
    ***Note**: After saving the Recurring Service, the Staff Service Time form will automatically display.
16. Check the box, **Data Entry Completed – Group Closed,** only if you have completed the program and the last service session has been entered. When you check this box the Group will not display on the Groups drop down for the program you are using; i.e. no need to see Groups in a list if you are finished with them. **ALSO**, check this box if you wish to run an Outcome Report.
17. Check the box, **All Surveys Entered For This Group,** if you wish to run an Outcome Report but haven't completed providing program services for this Group. You will still be able to continue entering services for this Group. Example: Perhaps this is a long term program and you wish to conduct a Post Test survey half way through the program, and then finish with a Follow-Up survey upon completion of the program.



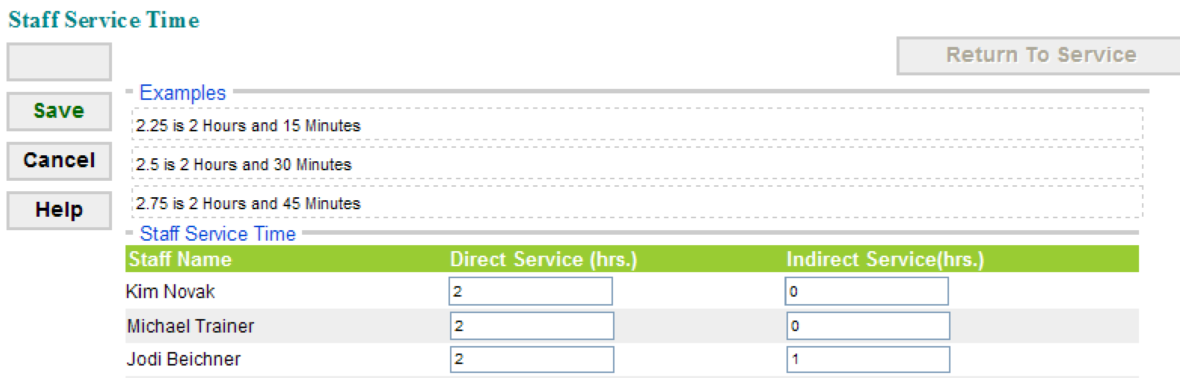


Recurring Service Staff Service Time Reporting

1. Record the Service time for each staff member that contributed to this service. You do not need to click on Add or Edit, just type the **Direct and Indirect Staff Service Time** in the columns to the right. There may not be Indirect Staff Service Time for each individual.
   ***Note:**

2 Hours 15 Minutes = 2.25 Hours
2 Hours 30 Minutes = 2.50 Hours
2 Hours 45 Minutes = 2.75 Hours

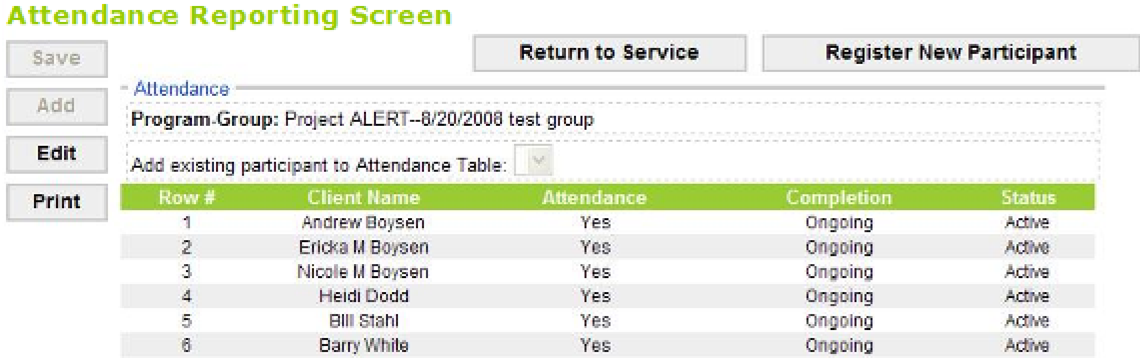
   ***Note:** Direct Service Time is the same as the session length.
   ***Note:** Indirect Service Time is the time that went into planning, preparing, coordinating, and reporting the service; basically the total time minus the session length.
2. Click the **Save** button when finished, and you will automatically go to the **Attendance reporting** screen.



Recurring Service Attendance Reporting

1. You do not need to click on Add or Edit, just make changes if necessary and click **Save.** Attendance defaults to YES, and Completion defaults to Ongoing.
2. You may add existing Participants from your Group list with the **Add Existing Participant To Attendance** drop down.
3. The **SET ATTENDANCE TO:** and **SET COMPLETION TO:** buttons allow complete toggling of the Attendance and Completion status that is displayed. Example; an after school drop-in program may have more participants that do not attend routinely, than those that do attend. This feature allows you to set the Attendance to NO for all participants and only change the YES cells that did attend, thus saving time.
4. Select the Yes or No in the **Attendance** drop down menu for changes if any.
5. Select Ongoing, Complete, or Withdrew in the **Completion** drop down menu if changes are needed.
6. Click **Save** or **Cancel** in the Task Pane.
7. If you want to add a participant, click **Register Participant** button.
8. Click the **Return to Service** button if you wish to add additional service entries.

Attendance Reporting Screen



Using the Copy Service Button

1. Click the **Implementation** tab in the Menu Bar.

2. Click the **Recurring Service** in the Sub-Menu
3. Click **Search** in the Task Pane
4. Click **Select** to choose the entry to copy
5. Click the **Copy Service** tab
6. Complete entries in:
    a. Service Date
    b. Session Length
    c. Count if Changed
7. Click **Save**
8. Continue Staff Service Time and Single Service Demographics entry.

Deleting a Recurring Service

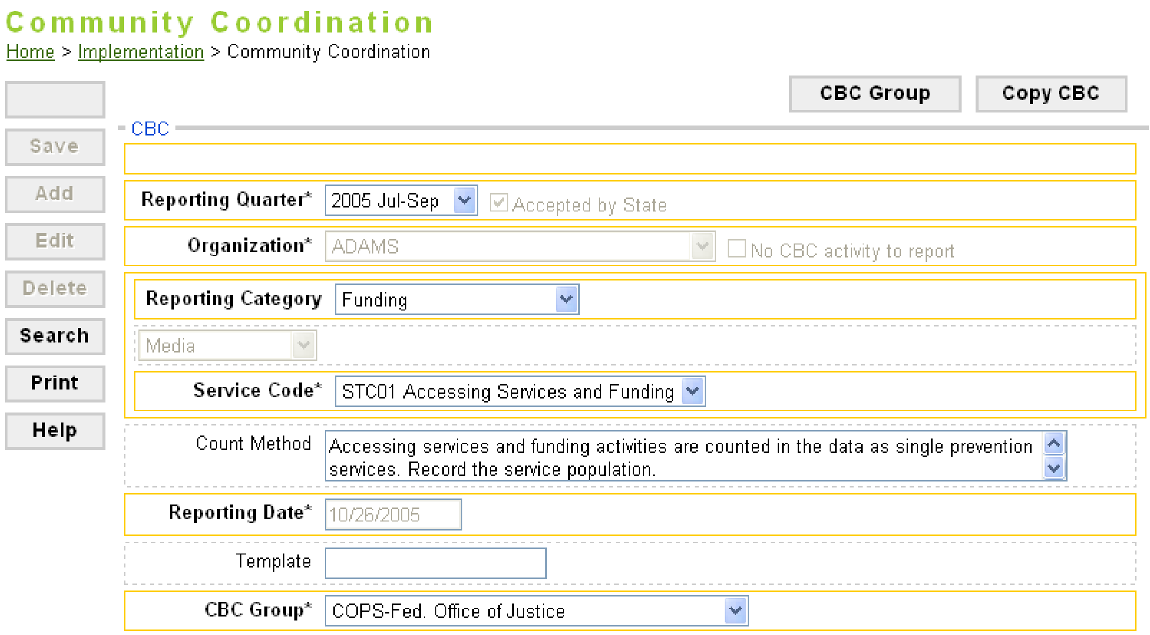
1. Click the **Implementation** tab in the Menu bar.
2. Click the **Recurring Service** in the Sub-Menu.
3. Click **Search** in the Task Pane.
4. Click the **Select** to choose the service to delete.
5. Click the **Delete** button in the Task Pane.
6. Confirm the Delete request.

Community Based Coordination (CBC)

The CBC portion of the PBPS was designed to record activities (that are not Services) performed by County Prevention Specialists that build the capacity and/or resources in a community. An example of this is prevention specialist who needs to document their time writing grants to earn money for the community. CBCs are required to report to DBHR for at least one category each and every quarter.

Creating a CBC Group

1. Log-in to the PBPS.
2. Click **Implementation** in the Menu.
3. Click **Community Coordination** in the Sub-Menu.
4. Click the **CBC Group** button.
5. Click **Add** in the Task Pane.
6. Type a unique group name in the **Group Name*** text field.
    *Note: No two groups may share the same name.
7. Select a service population from the **Service Population*** drop down menu.
8. Click **Save** in the task pane to commit your changes.
    ***Note:** If you do not want to save your changes, click **Cancel**.
    *Note: The newly saved group will appear in the CBC group table.
9. Click **Return** in the task pane to go to the CBC form.



(Partial Screen Shot)

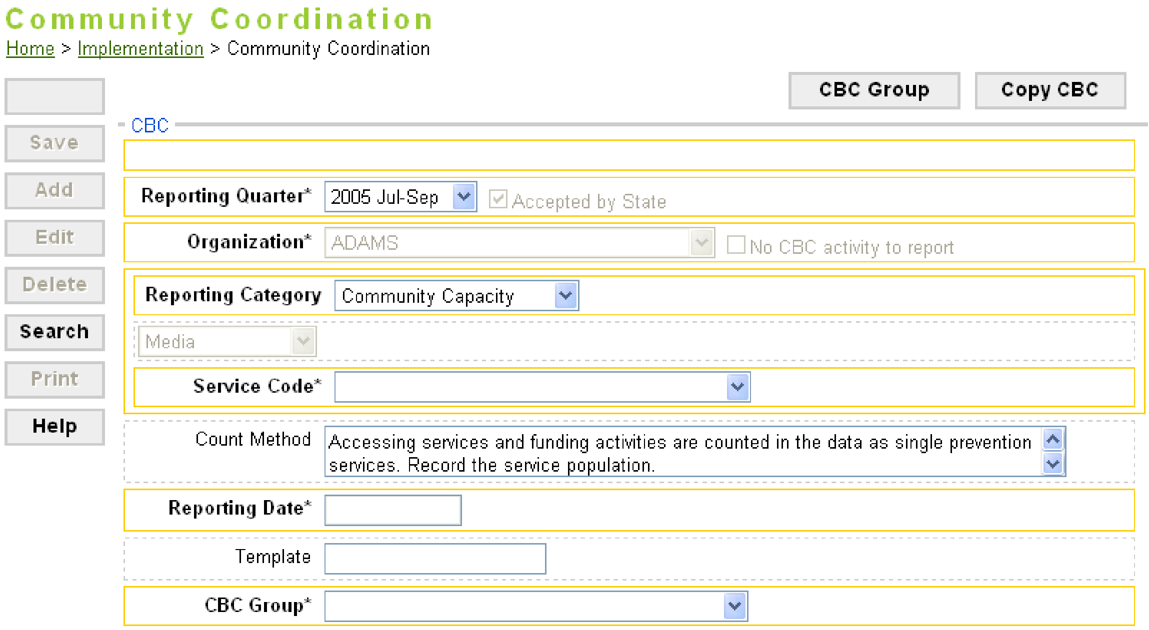
Quarterly Reporting – Community Capacity

*Note: You must create CBC groups before you can report quarterly.

1. Log-in to the PBPS.
2. Click **Implementation** in the Menu.
3. Click **Community Coordination** in the Sub-Menu.
4. Select the appropriate reporting period from the **Reporting Quarter*** drop down menu.
5. Select **Community Capacity** from the **Reporting Category*** drop down menu.
6. Select the appropriate service code from the **Service Code*** drop down menu.
   *Note: See Index of Services.
7. Click **Add** in the Task Pane.
8. Select the appropriate group from the **CBC Group*** drop down menu.
9. Type in the number of units being counted (that appear in the Count Method data field) in the **Count*** text field.
   *Note: the Count Method will automatically be filled in based on the chosen Service Code.
10. Type the length of time (hours in decimal form) spent in performing this category task in the **Total Length*** text field.
    *Note:

2 Hours 15 Minutes	=	2.25 Hours
2 Hours 30 Minutes	=	2.50 Hours
2 Hours 45 Minutes	=	2.75 Hours

11. Type a description of the service in the **Service Description** text field.
12. Type a description of the benefits of the session in the **Describe the benefits or value of this work** text field.
13. Click **Save** in the task pane to commit your changes.
    ***Note:** If you do not want to save your changes, click **Cancel**.



(Partial Screen Shot)

Quarterly Reporting – Environmental Strategies

*Note: You must create CBC groups before you can report quarterly.

1. Log-in to the PBPS.
2. Click **Implementation** in the Menu.
3. Click **Community Coordination** in the Sub-Menu.
4. Select the appropriate reporting period from the **Reporting Quarter*** drop down menu.
5. Select **Environmental Strategies** from the **Reporting Category*** drop down menu.
6. Select the appropriate service code from the **Service Code*** drop down menu.
   *Note: See Index of Services.
7. Click **Add** in the Task Pane.
8. Select the appropriate group from the **CBC Group*** drop down menu.
9. Type in the number of units being counted (that appear in the Count Method data field) in the **Count*** text field.
   *Note: the Count Method will automatically be filled in based on the chosen Service Code.
10. Type the length of time (hours in decimal form) spent in performing this category task in the **Total Length*** text field.
   *Note:

2 Hours 15 Minutes = 2.25 Hours
2 Hours 30 Minutes = 2.50 Hours
2 Hours 45 Minutes = 2.75 Hours

11. Type a description of the service in the **Service Description** text field.
12. Type a description of the benefits of the session in the **Describe the benefits or value of this work** text field.
13. Click **Save** in the task pane to commit your changes.
   ***Note:** If you do not want to save your changes, click **Cancel**.

(Partial Screen Shots)

Quarterly Reporting – Funding

*Note: You must create CBC groups before you can report quarterly.

1. Log-in to the PBPS.
2. Click **Implementation** in the Menu.
3. Click **Community Coordination** in the Sub-Menu.
4. Select the appropriate reporting period from the **Reporting Quarter*** drop down menu.
5. Select **Community Capacity** from the **Reporting Category*** drop down menu.
6. Select the appropriate service code from the **Service Code*** drop down menu.
   *Note: See Index of Services.
7. Click **Add** in the Task Pane.
8. Select the appropriate group from the **CBC Group*** drop down menu.
9. Type in the number of units being counted (that appear in the Count Method data field) in the **Count*** text field.
   *Note: the Count Method will automatically be filled in based on the chosen Service Code.
10. Type the length of time (hours in decimal form) spent in performing this category task in the **Total Length*** text field.
    *Note:

2 Hours 15 Minutes	= 2.25 Hours
2 Hours 30 Minutes	= 2.50 Hours
2 Hours 45 Minutes	= 2.75 Hours

11. Type a description of the service in the **Service Description** text field.
12. Type a description of the benefits of the session in the **Describe the benefits or value of this work** text field.
13. Click **Save** in the task pane to commit your changes.
    ***Note:** If you do not want to save your changes, click **Cancel**.
14. Type the title of the grant or donation in the **Grant/Donation Title** text field.
15. Type the amount of funding received by the above specified grant or donation in the **Grant/Donation $ Received** text field.
16. Type the amount of funding that your country/tribe is contributing to this program in the **$ Value Matched** text field.
17. Check the checkbox next to **Is your agency the Fiscal Agent?** if it is true.
18. Type a description of the funding source in the **Grant/Donation Partner** text field.

(Partial Screen Shot)

Quarterly Reporting – Media

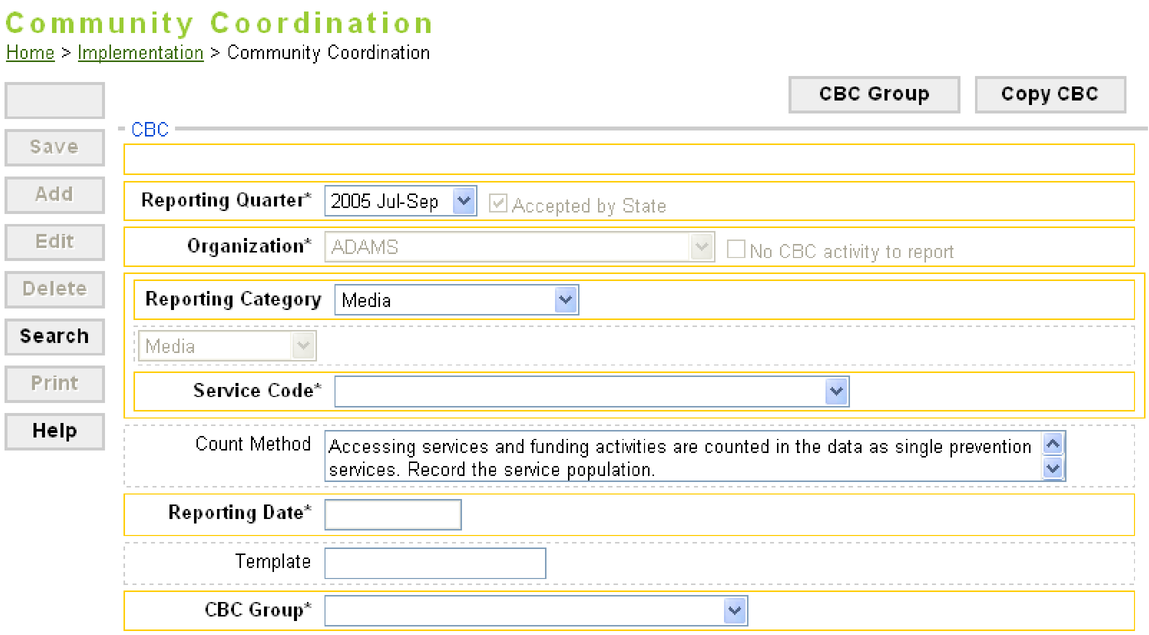
*Note: You must create CBC groups before you can report quarterly.

1. Log-in to the PBPS.
2. Click **Implementation** in the Menu.
3. Click **Community Coordination** in the Sub-Menu.
4. Select the appropriate reporting period from the **Reporting Quarter*** drop down menu.
5. Select **Community Capacity** from the **Reporting Category*** drop down menu.
6. Select the appropriate service code from the **Service Code*** drop down menu.
   *Note: See Index of Services.
7. Click **Add** in the Task Pane.
8. Select the appropriate group from the **CBC Group*** drop down menu.
9. Type in the number of units being counted (that appear in the Count Method data field) in the **Count*** text field.
   *Note: the Count Method will automatically be filled in based on the chosen Service Code.
10. Type the length of time (hours in decimal form) spent in performing this category task in the **Total Length*** text field.
    *Note:

2 Hours 15 Minutes = 2.25 Hours
2 Hours 30 Minutes = 2.50 Hours
2 Hours 45 Minutes = 2.75 Hours

11. Type a description of the service in the **Service Description** text field.
12. Type a description of the benefits of the session in the **Describe the benefits or value of this work** text field.
13. Type the media type used in the **Type of Media Used** text field.
14. Type the number of days the media campaign ran in the **Number of Days** text field.
15. Type the estimated number of people the media campaign reached in the **Number of Days** text field.
16. Type the number of days the media campaign ran in the **Number of People Reached** text field.

17. Type the estimated cost of the media campaign in the **Estimated $ Value** text field.
18. Click **Save** in the task pane to commit your changes.
    ***Note:** If you do not want to save your changes, click **Cancel**.



(Partial Screen Shot)

Copy CBC Button

Once the CBC has been added to the PBPS, you can now duplicate the CBC for future repetitions by clicking the **Copy CBC** button so that you do not enter the CBC again into the PBPS. You will be forced to change the **CBC Group***, while having an opportunity to change the other fields as well.

*Note: This is very similar to the Single Service "Copy Service Button" (See Services).

1. Log-in to the PBPS.
2. Click **Implementation** in the Menu.
3. Click **Community Coordination** in the Sub-Menu.
4. Select the appropriate reporting period from the **Reporting Quarter*** drop down menu.
5. Select the appropriate reporting category from the **Reporting Category*** drop down menu.
6. Select the appropriate service code from the **Service Code*** drop down menu.
   *Note: See Index of Services.
7. Click the **Copy CBC** button.
8. Make changes to the form.
9. Click **Save** in the task pane to commit your changes.
   ***Note:** If you do not want to save your changes, click **Cancel**.

- OR -

1. Log-in to the PBPS.
2. Click **Implementation** in the Menu.
3. Click **Community Coordination** in the Sub-Menu.
4. Click **Search** in the Task Pane.
5. Click **Show All** or select the search criteria.
6. Click the **Select** button for the desired quarter.

7. Click the **Copy CBC** button.
8. Make changes to the form.
9. Click **Save** in the task pane to commit your changes.
   ***Note:** If you do not want to save your changes, click **Cancel**.

Mentoring

Before any mentoring services can be recorded, you must

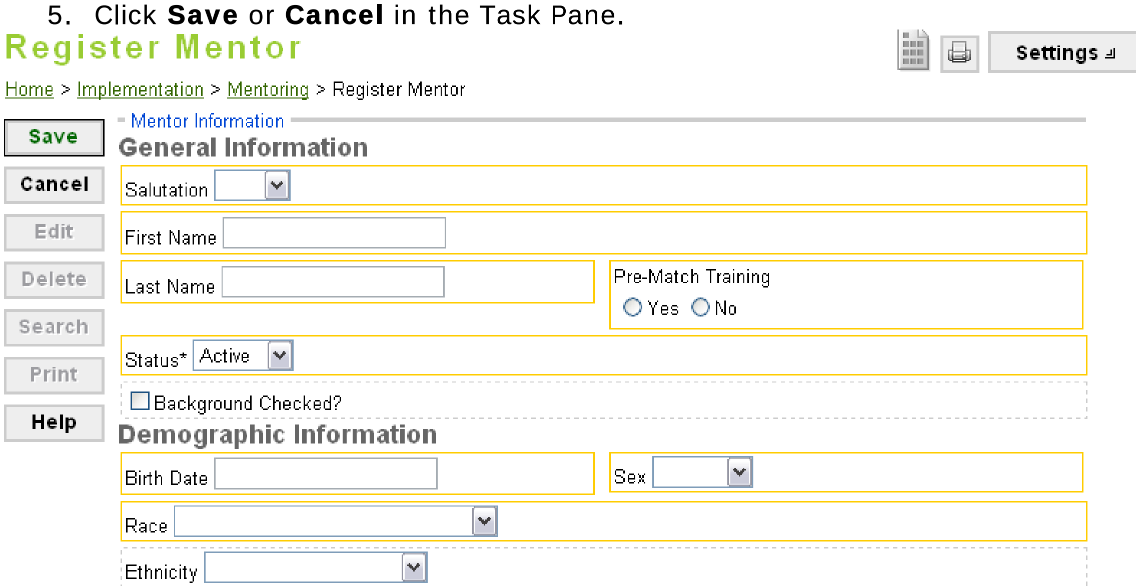
- Register Mentors
- Register Mentees (if they are not already participants in the PBPS.)
  Note:** If the Mentee is already a registered participant, then you need to select Yes in the **Mentoring drop down menu in the participant screen. See Editing Participants)
- Create the Mentor/Mentee Match

Mentoring Services are divided into three categories.

Type	Description
Mentor Services	Records any one-to-one services, including the actual Mentor-Mentee match time, or program staff time with the Mentee, Mentor or Mentee's family.
Group-Support Activities	Records any supportive activities that occur with groups of Mentors or Mentees, such as group orientations, trainings, or mentor support groups.
Group-Match Activities	Records other types of group activities, usually with groups of Mentors and Mentees together, such as group recreational activities.

Registering Mentors

1. Click **Implementation** tab in the Menu.
2. Click **Register Mentors** link in the Sub-Menu.
3. Click **Add** in the Task Pane.
4. Make changes to the form.
   ***Note**: Mentoring research has shown that mentoring is more effective when the Mentors receive mentor training prior to being matched to their mentee.
5. Click **Save** or **Cancel** in the Task Pane.

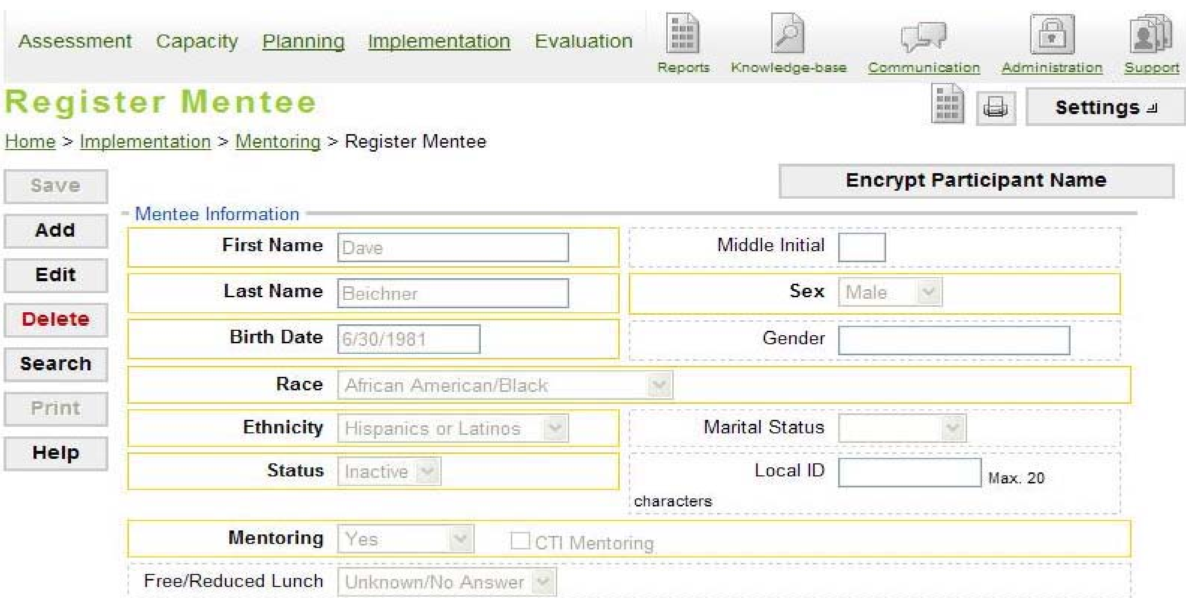


Registering Mentees

Mentees should be registered in the Register Mentee screen only if they are not already registered participants in the PBPS. All mentees are participants, but not all participants are mentees. Please check the Participant List (using the search feature) to confirm the mentee is not already registered as a participant.

Note:** If the mentee is already a registered participant, then you need to select Yes in the **Mentoring drop down menu in the participant screen. See Editing Participants.)

1. Click **Implementation** in the Menu.
2. Click **Register Mentee** in the Sub-Menu.
3. Click **Add** in the Task Pane.
4. Make changes to the form.
5. Select a group from the **Available Program-Groups** data field.
   Note:** The programs that appear in the **Assigned Program-Groups** data field are those programs that have selected Yes to the **Mentoring drop down menu in the program screen.
   ****Note:** If your program does not appear here, then you need to select Yes in the **Mentoring*** drop down menu in the program screen (see Adding Innovative/Other Programs). If you are a Direct Services Provider and Yes is not labeled in the program screen, see your County Prevention Specialists.
6. Click the Up Arrow (^) button to assign selected group.
   ***Note:** If you make a mistake, click the erroneous **Assigned Program-Group** and click the Down Arrow (⌄) button to remove group assignment.
7. Click **Save** or **Cancel** in the Task Pane.



Contact Information

Address

City

State

Zip Code

Phone

Emergency Contact Information

Name

Phone

Programs

Assigned Program--Groups

Counter-Advertising--8/2/2007 test
ACROSS AGES--Group1
Project ALERT--Bills 6-17-2007 test group
Coping with Work and Family Stress--Bills test for 6-18 class

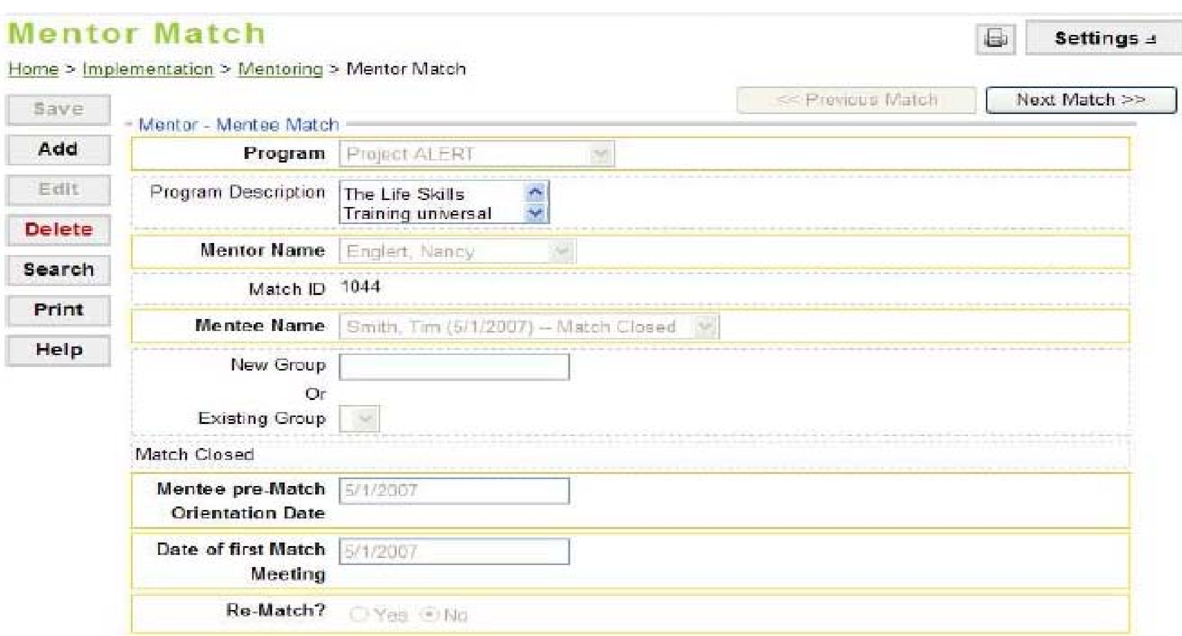
Note: Assigning a mentee to Program-Group pair will not limit the programs that mentee can be a part of in the mentoring module!

Creating the Mentor/Mentee Match

A unique id number is given to each mentor/mentee match (including rematches). A mentee can only have one mentor while a mentor can have multiple mentees. If a mentor/mentee match does not work you must close a match before the mentee can be re-matched to a new mentor. In all matches, the primary reference point is the mentor (and the secondary is the mentee).

***Note:** If you are trying to search for a match, you will need to select the mentor first, and then the matched mentees will appear.

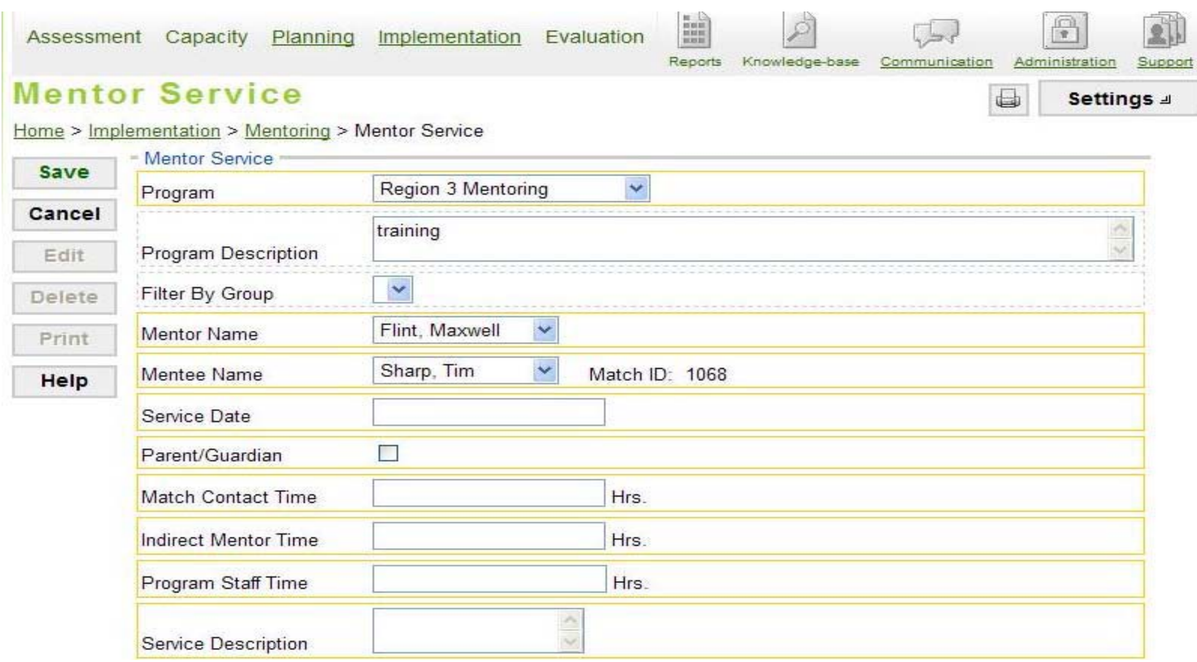
1. Click **Implementation** in the Menu.
2. Click **Mentor Match** in the Sub-Menu.
3. Click **Add** in the Task Pane.
4. Select a program from the **Program*** drop down menu.
   ***Note:** The Program* drop down menu is populated by programs that have the category "Mentoring". This setting is apart of the Adding Innovative/Other Programs or Adding Best/Promising Programs.
   ****Note:** The Program Description will be automatically filled in by the PBPS based on the Program chosen.
5. Select a mentor from the **Mentor Name*** drop down menu.
6. Select a mentee from the **Mentee Name*** drop down menu.
   ***Note:** Only the available (not yet matched) menetees will appear in the mentee drop down menu.
   Note:** If your mentee does not appear here, then you need to select Yes in the **Mentoring drop down menu in the Participant screen (see Editing Participants).
7. Select from the **Existing Group** you created when you registered your mentee, or enter a **New Group** name if none was created.
8. Type the date the mentee (and, if applicable, mentees family) received training in the **Mentee pre-Match Orientation***.
9. Type the date the mentor and mentee met for the first time in the **Date of first Match Meeting***.
10. Click the Yes radio button for **Re-Match*** if the mentee is being Re-Matched.
11. Click **Save** or **Cancel** in the Task Pane.
12. Click Next Match >> if you wish to continue assigning matches.



Adding the Initial Mentor Service

The Mentor Service screen is set up to capture all individual service data related to the match. This could include case management work with the mentees family, or problem-solving meetings between program staff and the mentor without the mentee, or other similar variations, that might not include actual match contact time. The Mentor Service Time fields are mandatory fields and must be filled in, but zero (0) is an option when not applicable.

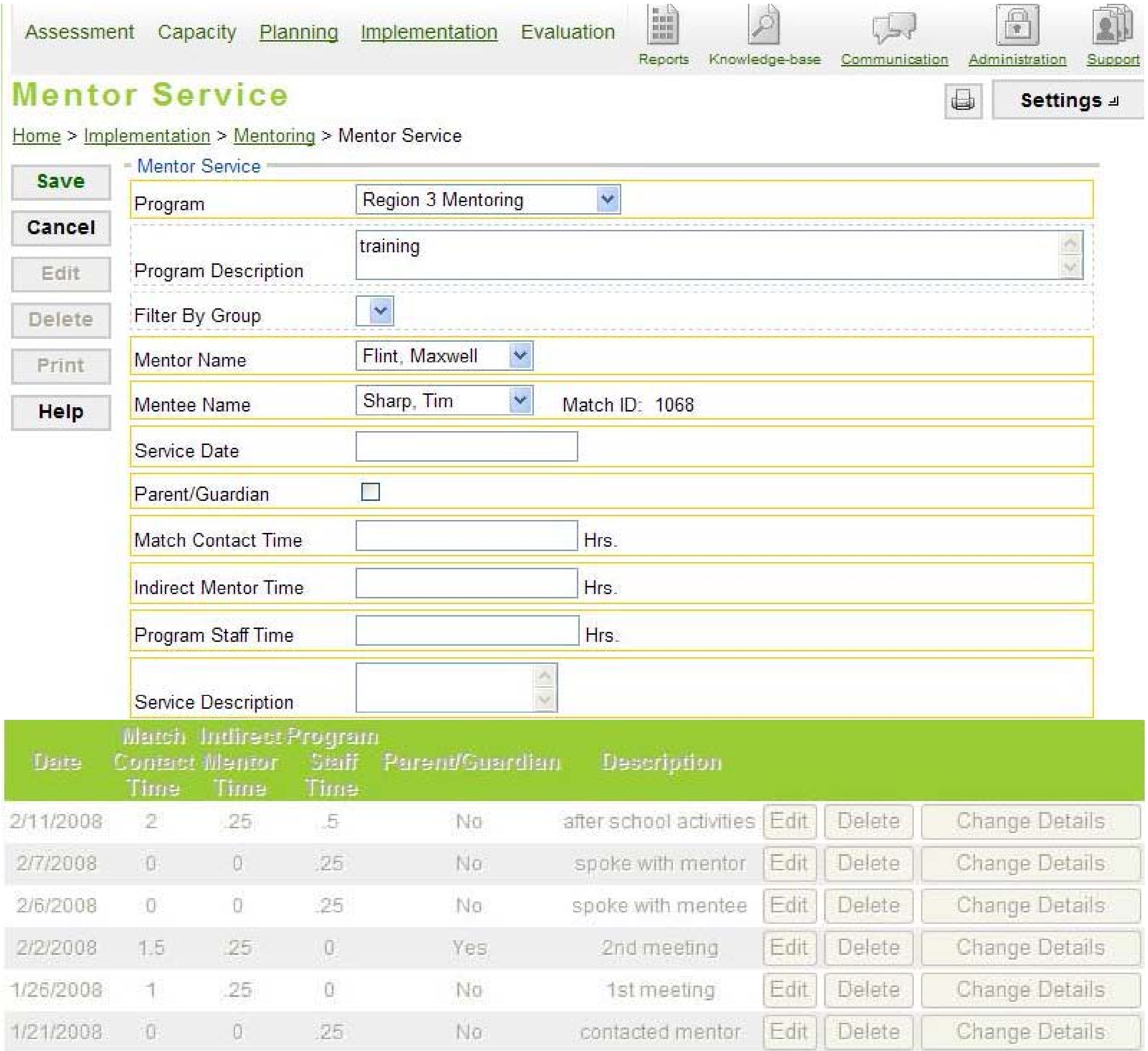
1. Click **Implementation** in the Menu.
2. Click **Mentor Service** in the Sub-Menu.
3. Click **Add** in the Task Pane.
4. Select the program from the **Program*** drop down menu.
   ***Note:** the Program Description will automatically be filled in based on the chosen Program.
5. Click **Filter by Group** and select the group you assigned with your program when you created your Mentees.
6. Select the mentor in the **Mentor Name*** drop down menu.
   ***Note:** Expect a screens shift with the Task Pane staying at the top after you select your **Mentor Name**.
7. Select the mentee in the **Mentee Name*** drop down menu.
   Note:** The **Mentee Name drop down menu is populated by all the mentees that are attached to the mentor.
8. Type the service date in the **Service Date*** text field.
9. Check the check box next to **Parent/Guardian*** if a parent or guardian attended the service.
10. Type the direct time spent by mentor with the mentee in the **Match Contact Time** text field. If no direct time was spent, type 0 (zero).
11. Type the indirect time spent by the mentor in the **Indirect Mentor Time** text field. If no indirect time was spent, type 0 (zero).
    *Examples: time spent driving to match meeting, time spent with the program staff, etc.
12. Type the time spent by the program staff in the **Program Staff Time** text field. If no program staff time was spent, type 0 (zero).
13. Enter a service description in the **Service Description** text field.
14. Click **Save** or **Cancel** in the Task Pane.



Date	Match Contact Time	Indirect Mentor Time	Program Staff Time	Parent/Guardian	Description			
2/11/2008	2	.25	.5	No	after school activities	Edit	Delete	Change Details
2/7/2008	0	0	.25	No	spoke with mentor	Edit	Delete	Change Details
2/6/2008	0	0	.25	No	spoke with mentee	Edit	Delete	Change Details
2/2/2008	1.5	.25	0	Yes	2nd meeting	Edit	Delete	Change Details
1/26/2008	1	.25	0	No	1st meeting	Edit	Delete	Change Details
1/21/2008	0	0	.25	No	contacted mentor	Edit	Delete	Change Details

Adding the Subsequent Mentor Services

1. Click **Implementation** in the Menu.
2. Click **Mentor Service** in the Sub-Menu.
3. Select the Mentoring Program in the **Program** drop down menu.
4. Click **Filter by Group** and select the group you assigned with your program when you created your Mentees.
5. Select the mentor of the match in the **Mentor Name*** drop down menu.
6. Select the mentee of the match in the **Mentee Name*** drop down menu.
7. Click **Add** in the Task Pane
8. Type the service date in the **Service Date*** text field.
9. Check the check box next to **Parent/Guardian*** if a parent or guardian attended the service.
10. Type the direct time spent by mentor with the mentee in the **Match Contact Time*** text field. If no direct time was spent, type 0 (zero).
11. Type the indirect time spent by the mentor in the **Indirect Mentor Time*** text field. If no indirect time was spent, type 0 (zero).
    *Examples: time spent driving to match meeting, time spent with the program staff, etc.
12. Type the time spent by the program staff in the **Program Staff Time*** text field. If no program staff time was spent, type 0 (zero).
13. Enter a service description in the **Service Description*** text field.
14. Make changes to the rest of the form.
    ***Note:** The following fields will only need to be entered in this initial setup of the mentor service. IN subsequent service additions with this match, you will not have to fill out this information.
15. Click **Save** or **Cancel** in the Task Pane.
16. Click Next Match >> if you wish to continue assigning matches.

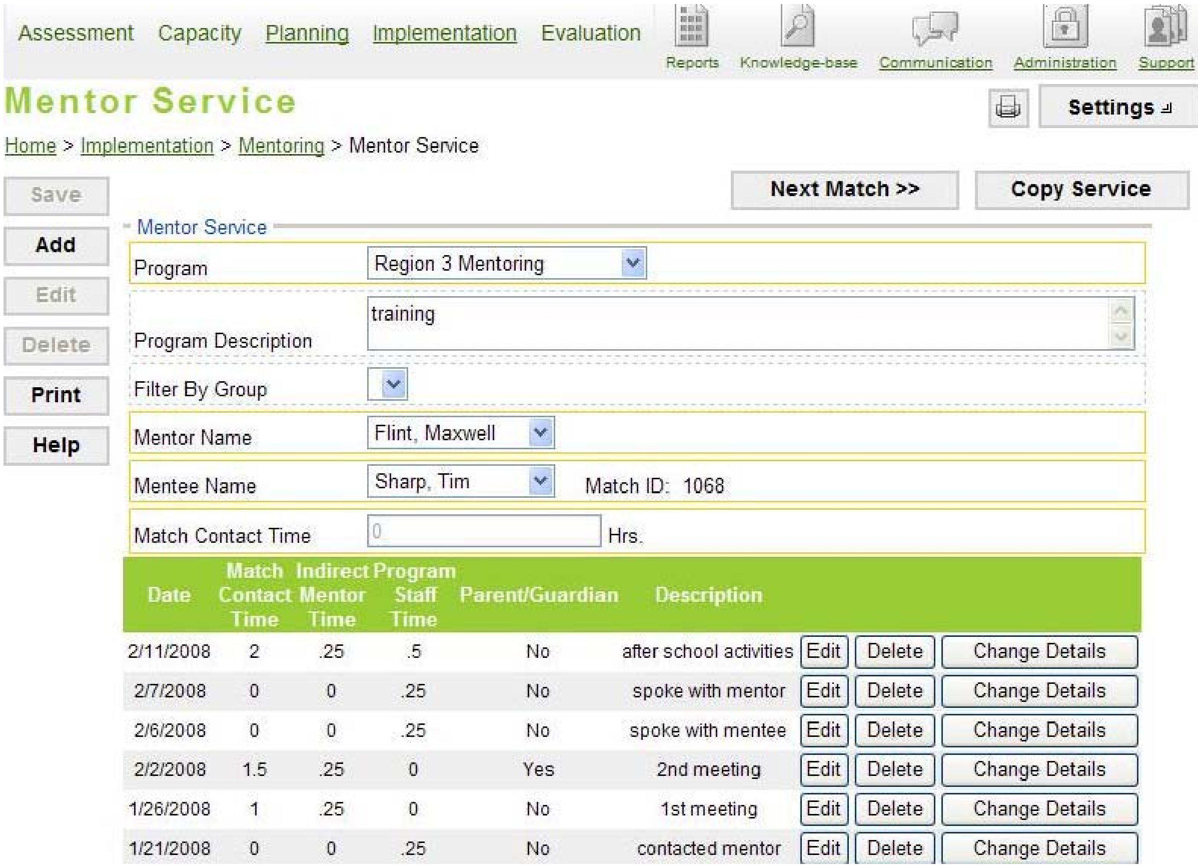


Viewing, Editing, & Deleting Existing Mentor Services

1. Click **Implementation** in the Menu.
2. Click **Mentor Service** in the Sub-Menu.
3. Select the Mentoring Program in the **Program** drop down menu.
4. Select the mentor of the match in the **Mentor Name** drop down.
5. Select the mentee of the match in the **Mentee Name** drop down.
6. Click one of the following buttons:

Button	**Description**
Edit	Change Contact Time, Indirect Time, Program Staff Time, and Parent/Guardian
Delete	Deletes the Record
Change Details	Objective, Obj. Description, Service Location, CSAP Category, Service Code, Service Population, and Benchmark of all the services of the match.

7. Make changes to the form.
8. Click **Save** or **Cancel** in the Task Pane.



Adding a New Group-Support Activity

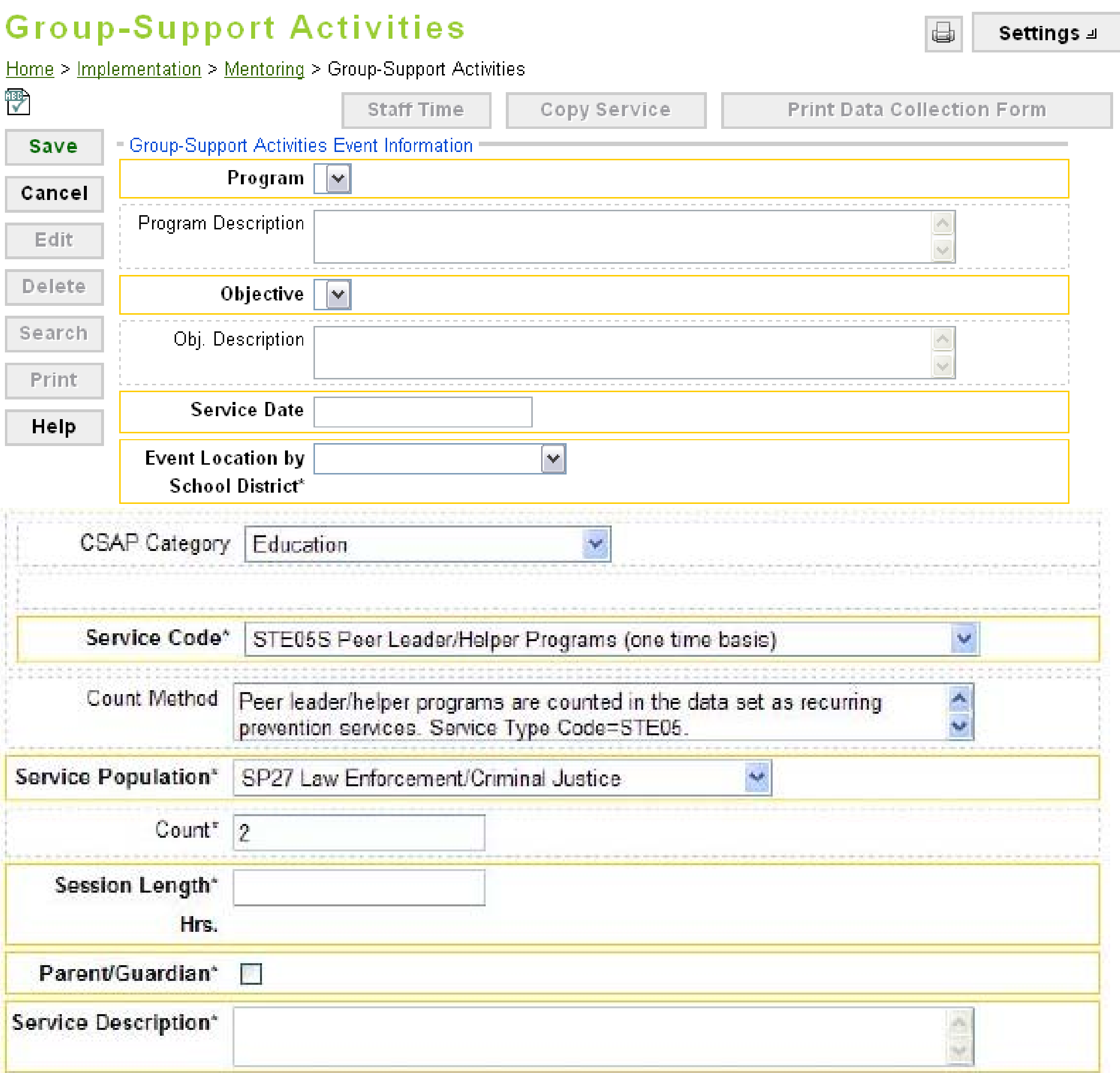
Group support activities are group events that offer support for mentors or mentees or mentees' families. Such events are Mentee Orientations, Mentor Trainings, or Group Support Meetings. Time spent between a mentor and mentee is not a Group-Support Activity.

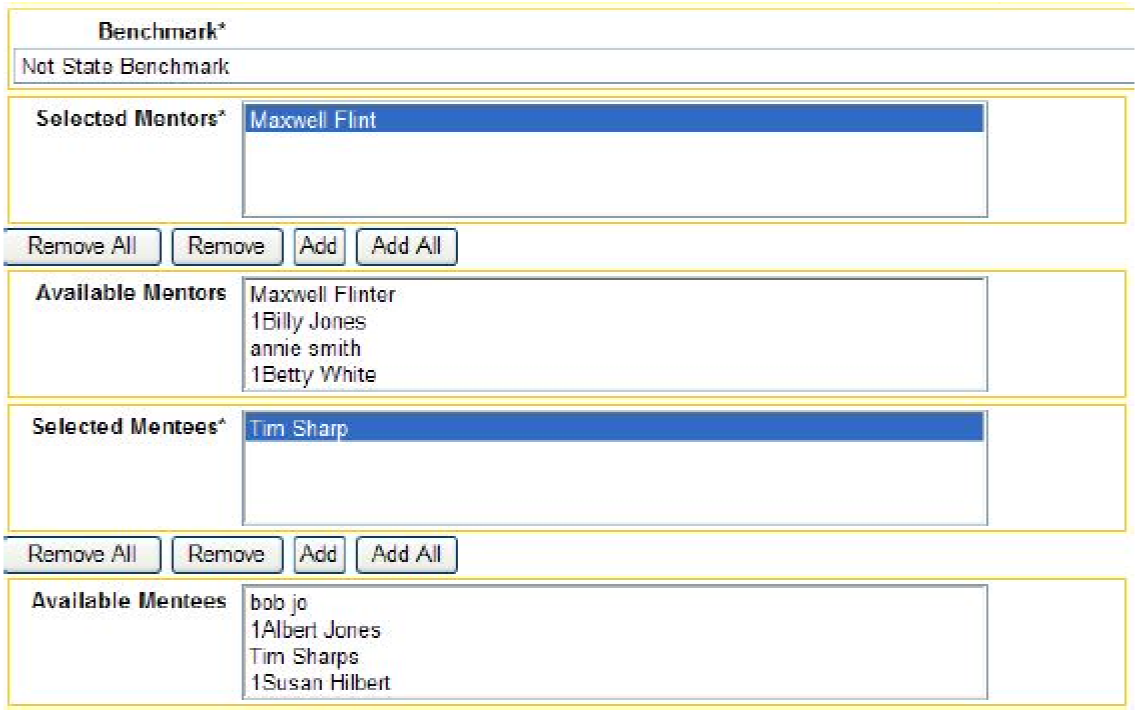
1. Click **Implementation** in the Menu.
2. Click **Group-Support Activities** in the Sub-Menu.
3. Click **Add** in the Task Pane.
4. Select a program from the **Program*** drop down menu.
   ***Note:** The Program Description will automatically be filled in based on the chosen Program.
5. Select and objective from the **Objective*** drop down menu.
   ***Note:** An Objective Description will automatically be filled in based on the chosen Objective.
6. Enter the date (mm/dd/yy) of service in the **Service Date*** field.
7. Select the school district in which the event will take place in the **Event Location by School District*** drop down menu.
   ***Note:** If multiple school districts are served by one event, use the district that has the most attendants.
8. Select the CSAP Category from the CSAP Category drop down menu.
   ***Note:** If you select the Information Dissemination CSAP Category, a Type drop down menu will appear after the screen refreshes.
9. Select the **Service Code*** from the Service Code drop down menu.
10. Select the Service Population from the **Service Population*** drop down menu.
11. Enter the number of units being counted (that appear in the Count Method data field) in the **Count** text field.
12. Enter the length of the activity (hours in decimal form) in the **Session Length*** text field.

***Note:** The Session Length should not include planning time.

2 Hours 15 Minutes = 2.25 Hours	
2 Hours 30 Minutes = 2.50 Hours	
2 Hours 45 Minutes = 2.75 Hours	

13. Check the check box next to **Parent/Guardian*** if a parent or guardian attended the service.
14. Type the service description in the **Service Description*** text field.
15. If applicable, select a benchmark that will be used to gauge the progress of the service in the **Benchmark*** drop down menu.
16. Select the attending mentees from the Available Mentees list and click the buttons to add mentees to the Select Mentees list.
    ***Note:** Clicking the **Remove All** button will remove all the Selected Mentees from the Selected Mentees list. Clicking the **Remove One** button will remove only the highlighted selected mentee from the Selected Mentees list. Clicking the **Add One** button will add the highlighted Available Mentee in the Available Mentees list will be added to the Selected Mentees list. Clicking the **Add All** button will add all the Available Mentees into the Selected Mentees list.
17. Click **Save** or **Cancel** in the Task Pane.





Adding a New Group-Match Activity

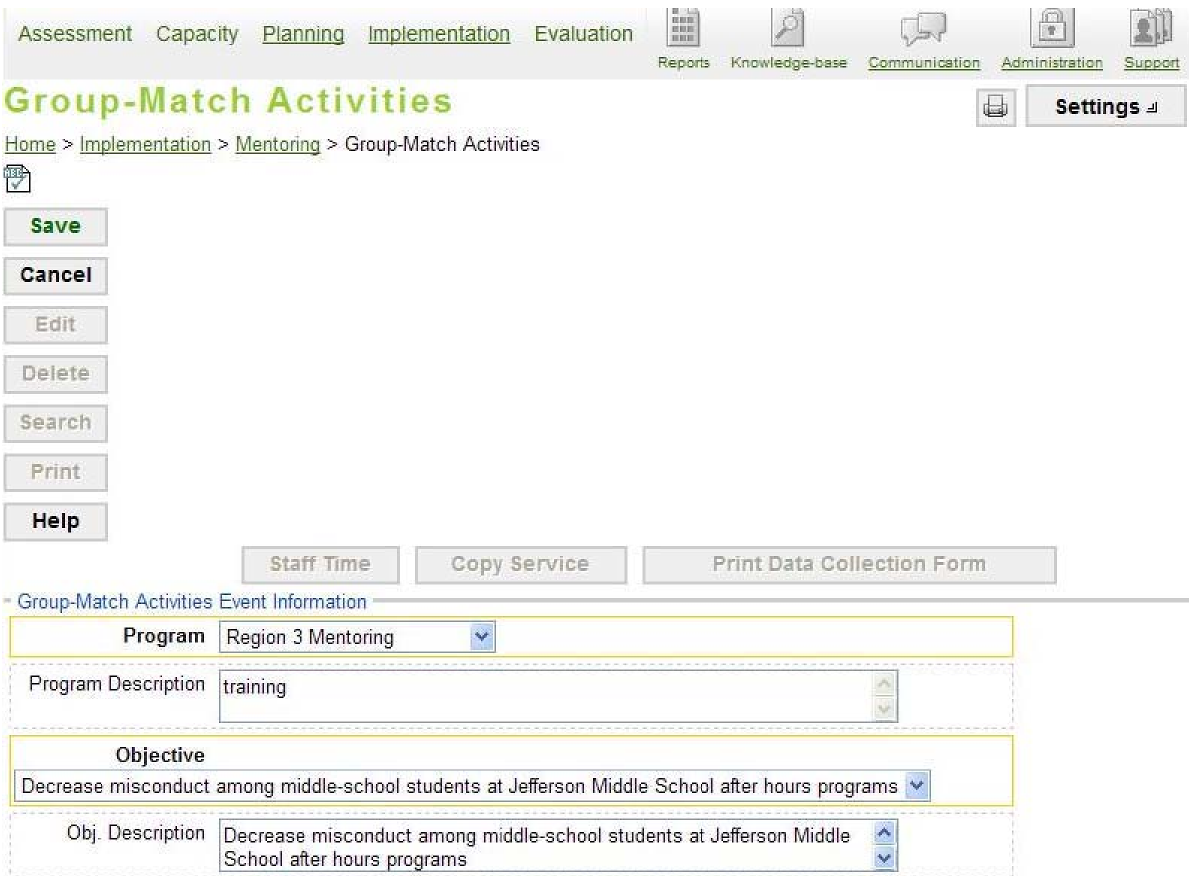
Group Match-Activities are coordinated by prevention specialists that gather a group of mentors and their mentees to attend recreational activities. Water park trips and laser tag outings are examples of Group-Match Activities.

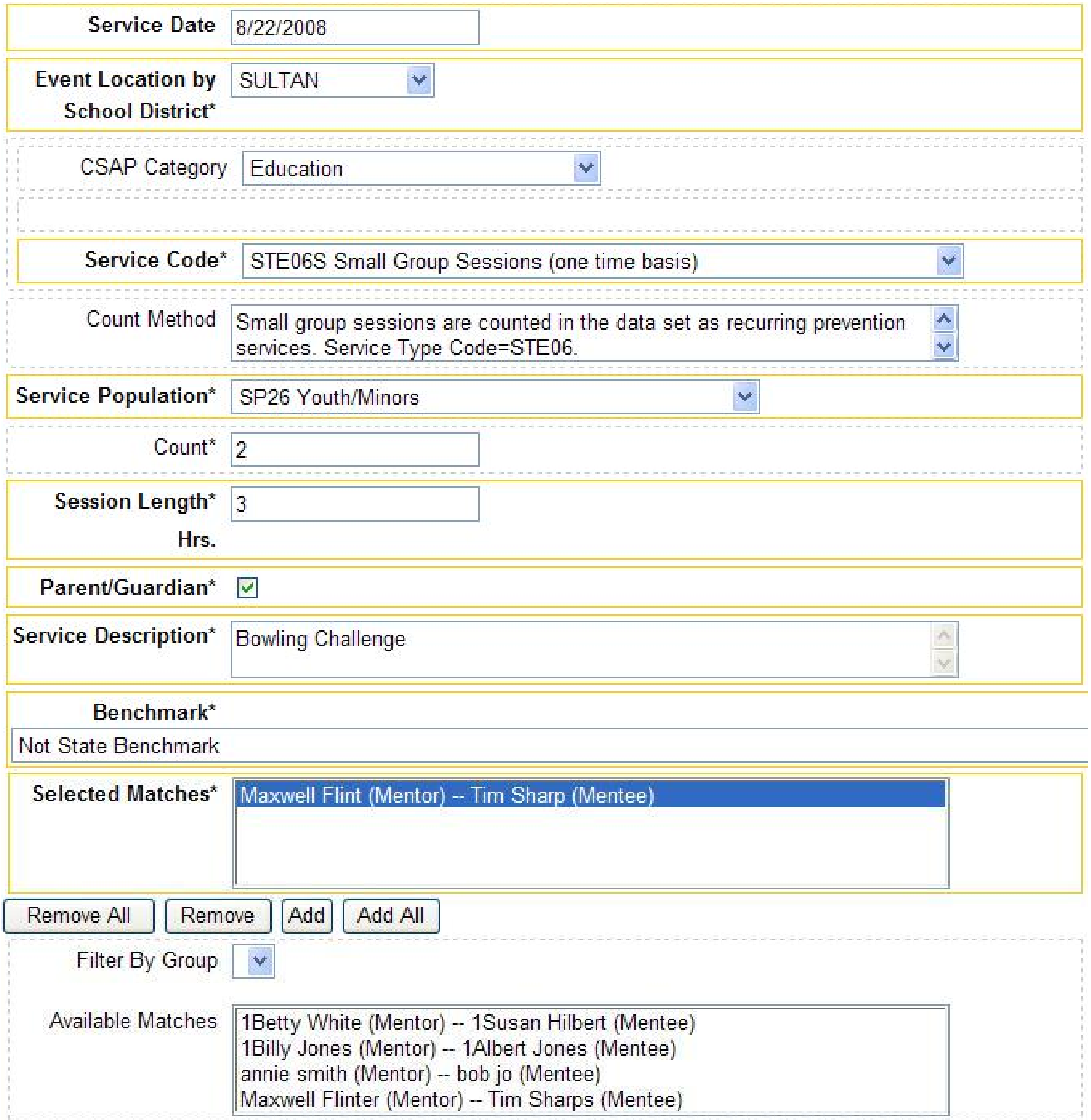
1. Click **Implementation** in the Menu.
2. Click **Group-Match Activities** in the Sub-Menu.
3. Click **Add** in the Task Pane.
4. Select a program from the **Program*** drop down menu.
   ***Note:** the Program Description will automatically be filled in based on the chosen Program.
5. Select and objective from the **Objective*** drop down menu.
   ***Note:** An Objective Description will automatically be filled in based on the chosen Objective.
6. Type the date (mm/dd/yy) of service in the **Service Date*** field.
7. Select the school district in which the event will take place in the **Event Location by School District*** drop down menu.
   ***Note:** If multiple school districts are served by one event, use the district that has the most attendants.
8. Select the CSAP Category from the **CSAP Category** drop down menu.
   ***Note**: If you select the Information Dissemination CSAP Category, a Type drop down menu will appear after the screen refreshes.
9. Select the Service Code from the **Service Code*** drop down menu.
   ***Note:** See Index of Services.
10. Enter the length of the Single Service (hours in decimal form) in the **Session Length*** text field.
    ***Note**: The Session Length should not include planning time.

2 Hours 15 Minutes = 2.25 Hours
2 Hours 30 Minutes = 2.50 Hours
2 Hours 45 Minutes = 2.75 Hours

11. Check the check box next to **Parent/Guardian*** if the mentees parent(s) or guardian(s) attended the service.

12. Type the service description in the **Service Description*** text field.
13. If applicable, select a benchmark that will be used to gauge the progress of the service in the **Benchmark*** drop down menu.
14. Select the attending mentees from the Available Mentees list and click the buttons to add mentees to the Select Mentees list.
    ***Note**: Clicking the **Remove All** button will remove all the Selected Mentees from the Selected Mentees list. Clicking the **Remove One** button will remove only the highlighted selected mentee from the Selected Mentees list. Clicking the **Add One** button will add the highlighted Available Mentee in the Available Mentees list will be added to the Selected Mentees list. Clicking the **Add All** button will add all the Available Mentees into the Selected Mentees list.
15. Click **Save** or **Cancel** in the Task Pane.



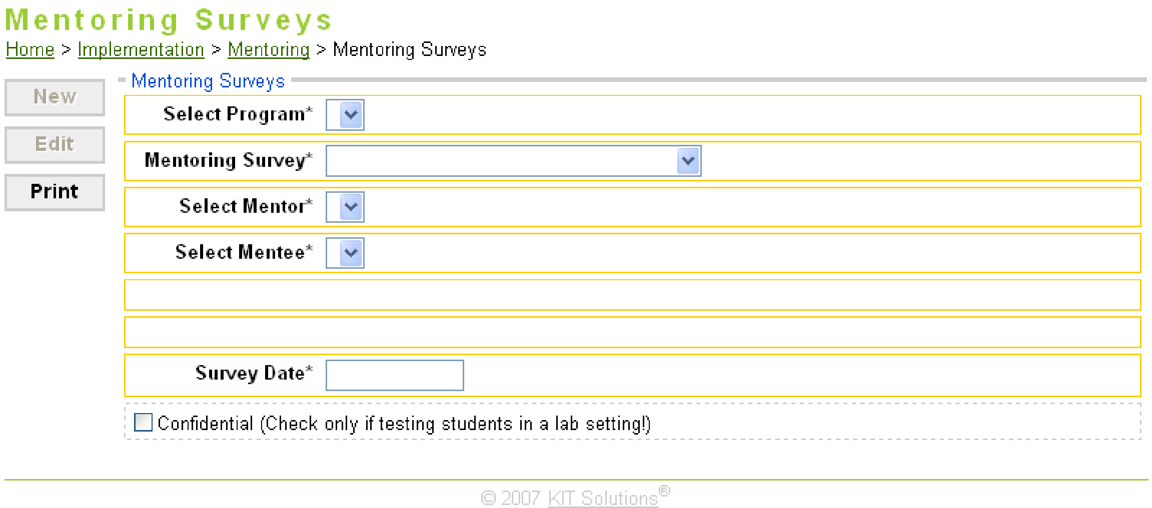

Service Date
8/22/2008
Event Location by School District*
SULTAN
CSAP Category
Education
Service Code*
STE06S Small Group Sessions (one time basis)
Count Method
Small group sessions are counted in the data set as recurring prevention services. Service Type Code=STE06.
Service Population*
SP26 Youth/Minors
Count*
2
Session Length* Hrs.
3
Parent/Guardian*
Service Description*
Bowling Challenge
Benchmark*
Not State Benchmark
Selected Matches*
Maxwell Flint (Mentor) -- Tim Sharp (Mentee)
Remove All
Remove
Add
Add All
Filter By Group
Available Matches
1Betty White (Mentor) -- 1Susan Hilbert (Mentee)
1Billy Jones (Mentor) -- 1Albert Jones (Mentee)
annie smith (Mentor) -- bob jo (Mentee)
Maxwell Flinter (Mentor) -- Tim Sharps (Mentee)

Mentoring Surveys

The Mentoring surveys available in the PBPS are designed to capture data related to quality mentoring programs as defined by the National Mentoring Center http://www.nwrel.org/mentoring/. Below is a sample of surveys not necessarily required by DBHR, but refer to your contract to determine which surveys are required:

Type	**Description**
Mentee Risk Profile (NEW) Pre/Post	This is a pilot tool designed for CTI to be completed by program staff to determine if a mentee faces multiple risks.
Mentee Pre-test	To be completed by the Mentee prior to the delivery of services, along with the DBHR required Pre-Test (PPG). This Pre-Test will be compared later to a Post-Test at the end of the match.
Mentor Support Tracking	To be completed by the Mentor midway in the match relationship, ideally 6 months after initial match. This tool is designed to check the quality of the match support from the mentors perspective and inform program staff accordingly.
Mentee Post-Test	To be completed by the mentee upon the closure of the match, or at 12 month intervals if the match continues long-term, along with the DBHR required Post-Test (PPG). Responses are compared with the Mentee Pre-Test to assess changes.
School Success Report	To be completed along the same time points as the Mentee Pre- (baseline), Follow-up, Interim and Post-Test Surveys; the School Success Report is designed to capture changes in the Mentees school behavior during their involvement in the program.

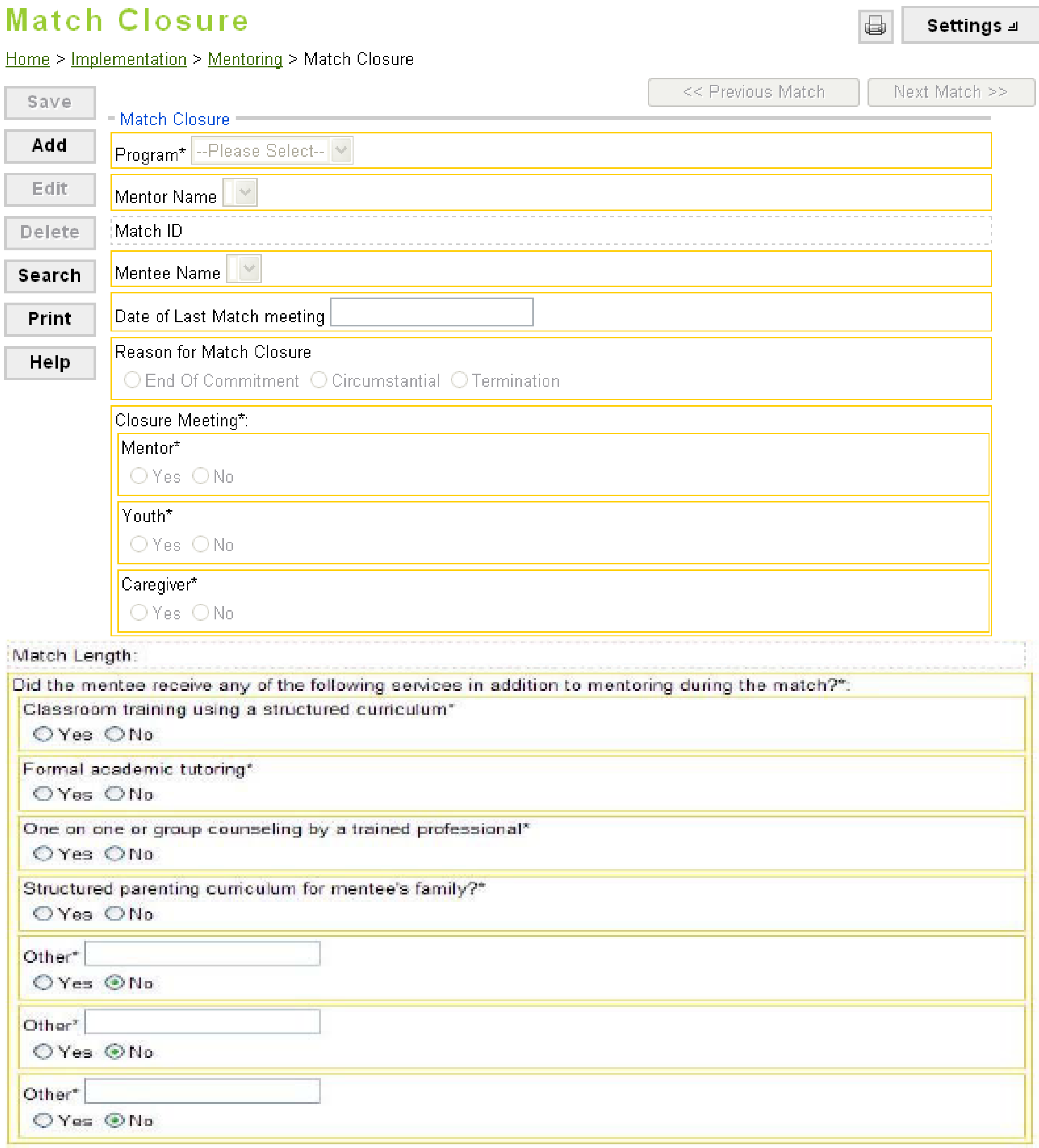
1. Click **Implementation** in the Menu.
2. Click **Mentoring Surveys** in the Sub-Menu.
3. Select the program from the **Select Program** drop down menu.
4. Select the desired survey from the **Mentoring Survey** drop down menu.
5. Select the mentor from the **Select Mentor** drop down menu.
6. Select the mentee from the **Select Mentee** drop down menu.
7. Type the date (mm/dd/yy) in the **Survey Date** text field.
8. Check the **Confidential** box if you want to administer the survey to a participant on the computer or lab setting.
   ***Note:** After you click new and once the survey has been completed by pressing done, the PBPS will automatically Log Out so that the participant cannot view any other parts of the PBPS.
9. Click **New** in the task pane.
   ***Note:** The PPG survey will be displayed.
10. Answer the questions with the participant's responses.
    ***Note:** Navigate through the survey using the buttons at the top and bottom of the form. If the navigation buttons are not active, then there is only one page of the form.
11. Press **Enter** or click **DONE** when complete.
12. Click **OK** when asked to save the survey if you would like to save the changes. Click **Cancel** when asked to save the survey if you would like to abort the changes.



Match Closure

Mentor/Mentee matches that come to an end should be documented in the PBPS. Since the PBPS will not allow one mentee to be matched to more than one mentor (simultaneously), you will have to enter the match closure in the PBPS before creating a new mentor/mentee match with that mentee. Once the match is closed, you will not be able to input any data for that match. You should enter all data into a match before closing it.

1. Click **Implementation** in the Menu.
2. Click **Match Closure** in the Sub-Menu.
3. Click **Add** in the Task Pane.
4. Select the program from the **Select Program*** drop down menu.
5. Select the mentor from the **Mentor Name*** drop down menu.
6. Select the mentee from the **Mentee Name*** drop down menu.
7. Type the last contact date between the mentor/mentee in the **Date of Last Match Meeting*** text field.
8. Click the radio button next to the reason to indicate the **Reason for Match Closure***.
9. Click the radio button next to the persons to indicate who attended the **Closure Meeting***.
10. Finish the remaining services categories by clicking the radio buttons to indicate other services the mentee received during the match, if any.
11. If there were other services provided to the mentee, type a description in the **Other*** text field and click the Yes radio button.
12. Click **Save** or **Cancel** in the Task Pane.



Match Closure

Settings

Home > Implementation > Mentoring > Match Closure

Save
Add
Edit
Delete
Search
Print
Help

<< Previous Match   Next Match >>

Match Closure

Program* --Please Select--

Mentor Name

Match ID

Mentee Name

Date of Last Match meeting

Reason for Match Closure
End Of Commitment Circumstantial Termination

Closure Meeting*:

Mentor*
Yes No

Youth*
Yes No

Caregiver*
Yes No

Match Length:

Did the mentee receive any of the following services in addition to mentoring during the match?*:

Classroom training using a structured curriculum*
Yes No

Formal academic tutoring*
Yes No

One on one or group counseling by a trained professional*
Yes No

Structured parenting curriculum for mentee's family?*
Yes No

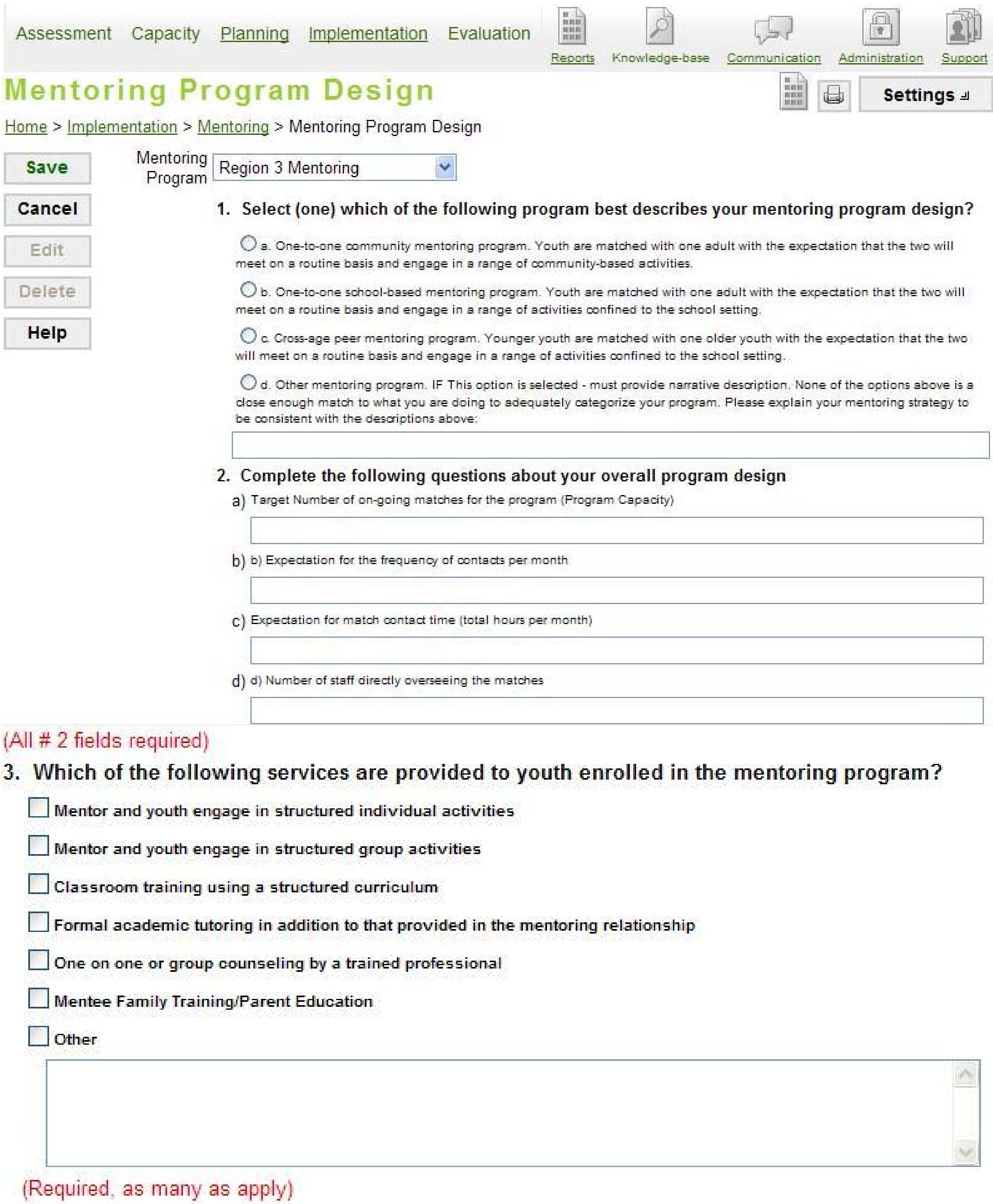
Other*
Yes No

Other*
Yes No

Other*
Yes No

Mentoring Program Design

1. The following survey is to be completed by the service provider before the mentoring sessions begin. This may be a requirement of your contract so refer to your contract for guidance.



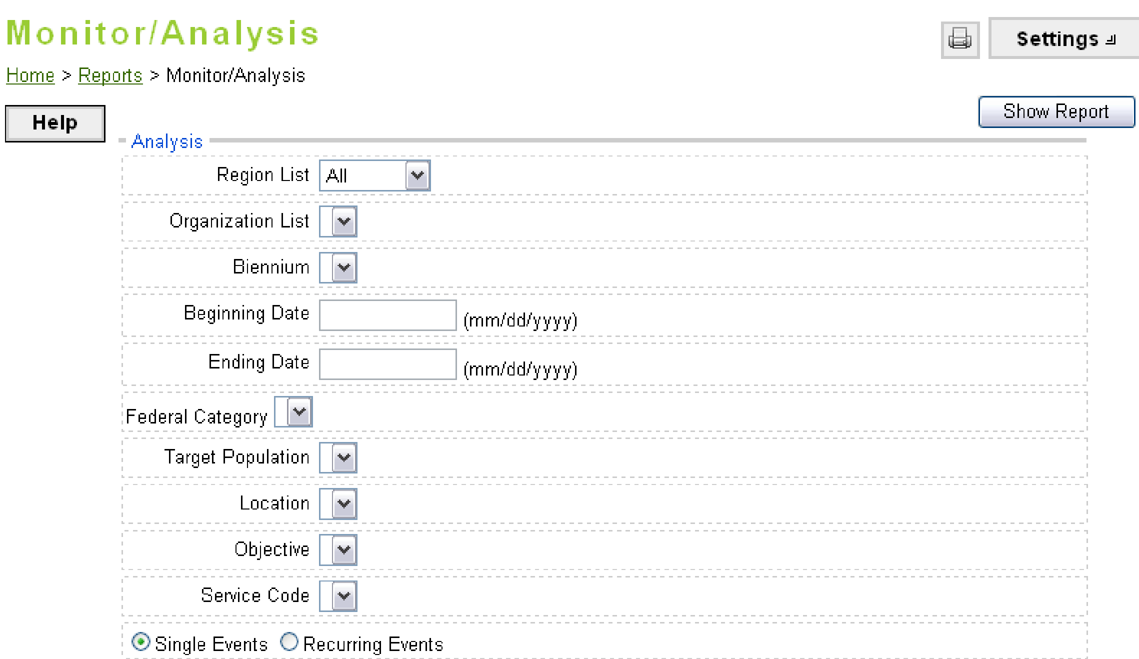
Reports

There are five types of reports that are available in the PBPS.

Monitor/Analysis	
Service	Reports performed by Service Providers to review services offered.
County	Special reports specifically requested by certain counties that are offered to all counties/tribes in hopes that they may be beneficial to all.
DBHR	Reports that DBHR needed that are offered to all counties/tribes in hopes that they may be beneficial to all.
Instrument	Pre-Tests and Post-Tests available for download, copy, and administration to participants.
Outcome	Results of the Pre-Tests and Post-Tests taken by participants.

Monitor/Analysis

1. Log-in to the PBPS.
2. Click **Reports** in the Menu.
3. Click **Monitor/Analysis** in the Sub-Menu.
4. Select the region from the **Region List** drop down menu.
5. Select the organization from the **Organization List** drop down menu.
6. Select the biennium from the **Biennium** drop down menu.
7. Select the federal category from the **Federal Categor**y drop down menu.
8. Select the target population from the **Target Population** drop down menu.
9. Select the location from the **Location** drop down menu.
10. Select the objective from the **Objective** drop down menu.
11. Select the service code from the **Service Code** drop down menu.
    *Note: See Index of Services.
12. Click the radio button next to choose either **Single Events** or **Recurring Events**.
13. Click the **Show Report** button.
    *Note: A new window will appear housing the report. See Using the Reporting Window.

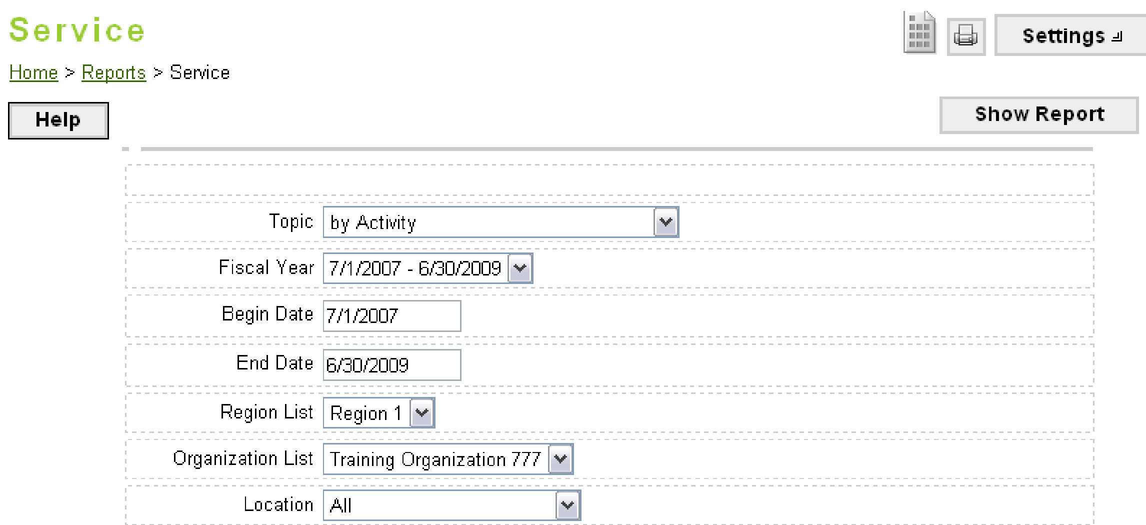


Service, County, DBHR Report, or Outcomes

1. Log-in to the PBPS.
2. Click **Reports** in the Menu.
3. Click the desired type of report (**Service**, **County**, **DBHR Report**, or **Outcomes**) in the Sub-Menu.

   *Note: The Service, DBHR Report and Outcome Reports have similar forms. The specific data in each form is not the same, but all the questions/specifications are. After selecting the category from the Choose Category drop down menu, the form will refresh and reveal more options.
4. Select the desired topic from the **Topic** drop down menu.
5. Click the **Show Report** button when finished entering the specifications of the report.

   *Note: A new window will appear housing the report. See Using the Reporting Window.

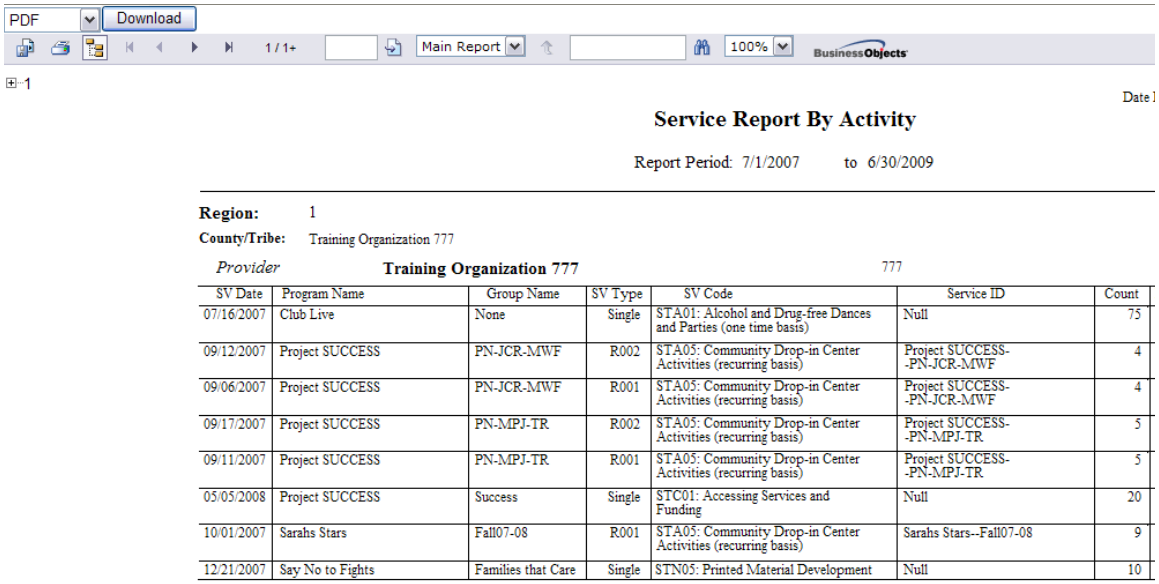


Using the Reporting Window

If you are viewing a large report (multiple pages) it may be quickest and easiest to view after it has been exported into a PDF or similar format and then viewed in the appropriate application.

1. Use the navigation buttons to view different pages of a multiage report.
2. If you would like to export the report to view in another program, click the drop down menu in the upper left corner of the screen and select the export format. Click the **Download** button to export.

   *Note: Once the file is exported, you can view and print the report. You can only print exported files.



Service Report By Activity

Report Period: 7/1/2007 to 6/30/2009

Region: 1

County/Tribe: Training Organization 777

Provider **Training Organization 777** 777

SV Date	Program Name	Group Name	SV Type	SV Code	Service ID	Count
07/16/2007	Club Live	None	Single	STA01: Alcohol and Drug-free Dances and Parties (one time basis)	Null	75
09/12/2007	Project SUCCESS	PN-JCR-MWF	R002	STA05: Community Drop-in Center Activities (recurring basis)	Project SUCCESS--PN-JCR-MWF	4
09/06/2007	Project SUCCESS	PN-JCR-MWF	R001	STA05: Community Drop-in Center Activities (recurring basis)	Project SUCCESS--PN-JCR-MWF	4
09/17/2007	Project SUCCESS	PN-MPJ-TR	R002	STA05: Community Drop-in Center Activities (recurring basis)	Project SUCCESS--PN-MPJ-TR	5
09/11/2007	Project SUCCESS	PN-MPJ-TR	R001	STA05: Community Drop-in Center Activities (recurring basis)	Project SUCCESS--PN-MPJ-TR	5
05/05/2008	Project SUCCESS	Success	Single	STC01: Accessing Services and Funding	Null	20
10/01/2007	Sarahs Stars	Fall07-08	R001	STA05: Community Drop-in Center Activities (recurring basis)	Sarahs Stars--Fall07-08	9
12/21/2007	Say No to Fights	Families that Care	Single	STN05: Printed Material Development	Null	10

Evaluation

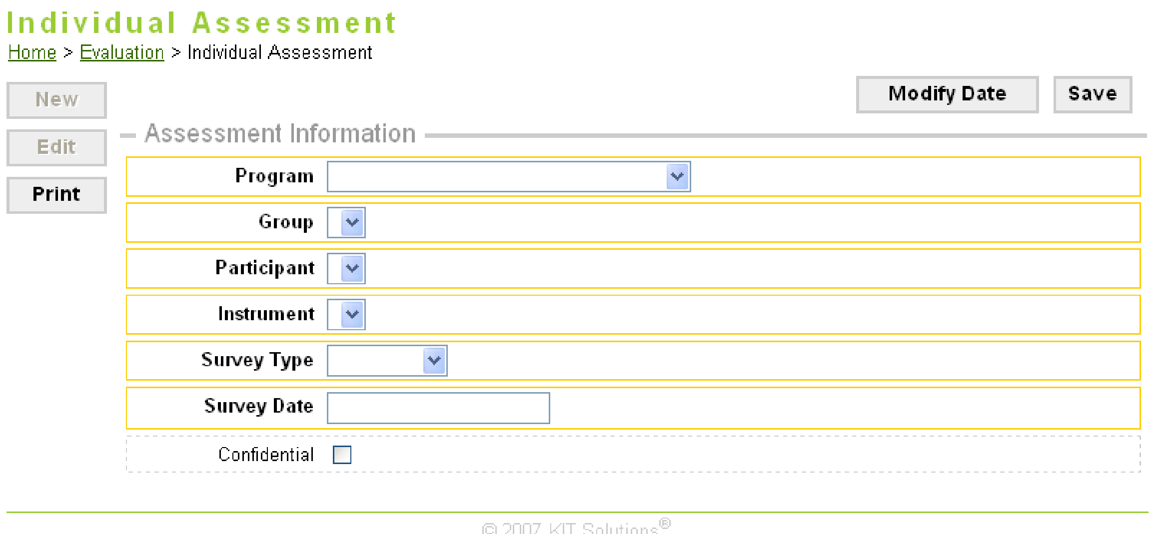
At the beginning and end of each service, the participants may be given a pre-test and post-test to monitor the success of the curriculum. These test results are entered into the PBPS and reports are generated by the PBPS. The reports can be viewed in the Reports portion of the PBPS.

*Note: Pre and Post tests are required for each participant of which you would like to evaluate.

Individual Assessments

This evaluation marks the progress of attitude and habits of each participant in a particular group.

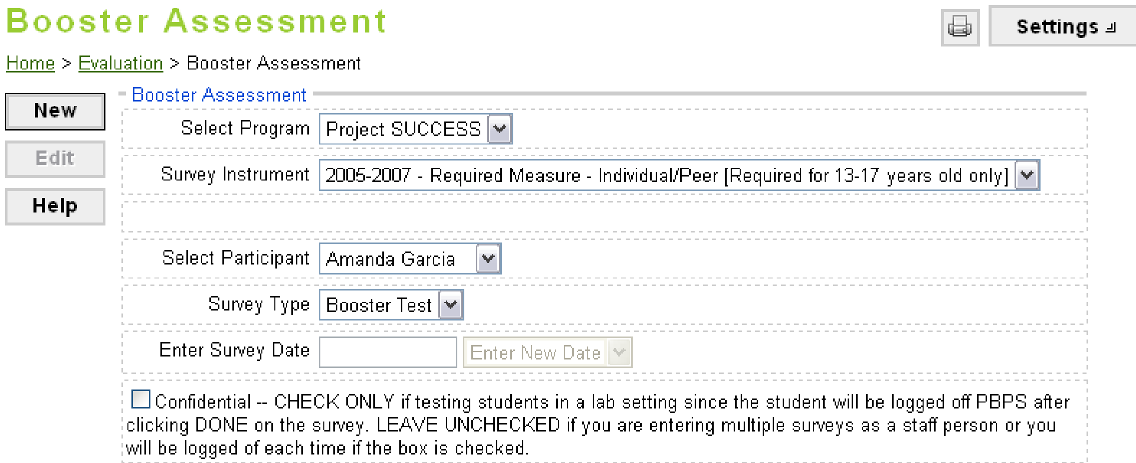
1. Log-in to the PBPS.
2. Click **Evaluation** in the Menu.
3. Click **Individual Assessment** from the Sub-Menu.
4. Select the program from the **Program** drop down menu.
5. Select the group from the **Group** drop down menu.
6. Select the participant from the **Participant** drop down menu.
7. Select the instrument from the **Instrument** drop down menu.
8. Select the type from the **Survey Type** drop down menu.
9. Type the date (mm/dd/yy) in the **Survey Date** text field.
10. Click **New** in the task pane.
    *Note: The PPG survey will be displayed.
11. Answer the questions with the participant's response.
    *Note: Navigate through the survey using the buttons at the top and bottom of the form. If the navigation buttons are not active, then there is only one page of the form.
12. Press **Enter** or click **DONE** when complete.
13. Click **OK** when asked to save the survey if you would like to save the changes. Click **Cancel** when asked to save the survey if you would like to abort the changes.



Booster Assessments

Booster Assessments are a special type of assessment designed to collect data from a former participant who is no longer associated with a Recurring Service choice or circumstance. The Booster Assessment normally occurs years after the service was performed (similar to a follow up survey). The data is entered for that participant only, not the entire group. The data is associated with the participant by choosing the participant from his/her former group.

1. Log -in to the PBPS.
2. Click **Evaluation** in the Menu.
3. Click **Booster Assessment** from the Sub-Menu.
4. Select the program from the **Select Program** drop down menu.
5. Select the instrument from the **Survey Instrument** drop down menu.
6. Select the participant from the **Select Participant** drop down menu.
7. Select the type from the **Survey Type** drop down menu.
8. Type the date (mm/dd/yy) in the **Survey Date** text field.
9. Click **New** in the task pane.
   *Note: The PPG survey will be displayed.
10. Answer the questions with the participant's response.
    *Note: Navigate through the survey using the buttons at the top and bottom of the form. If the navigation buttons are not active, then there is only one page of the form.
11. Press **Enter** or click **DONE** when complete.
12. Click **OK** when asked to save the survey if you would like to save the changes. Click **Cancel** when asked to save the survey if you would like to abort the changes.

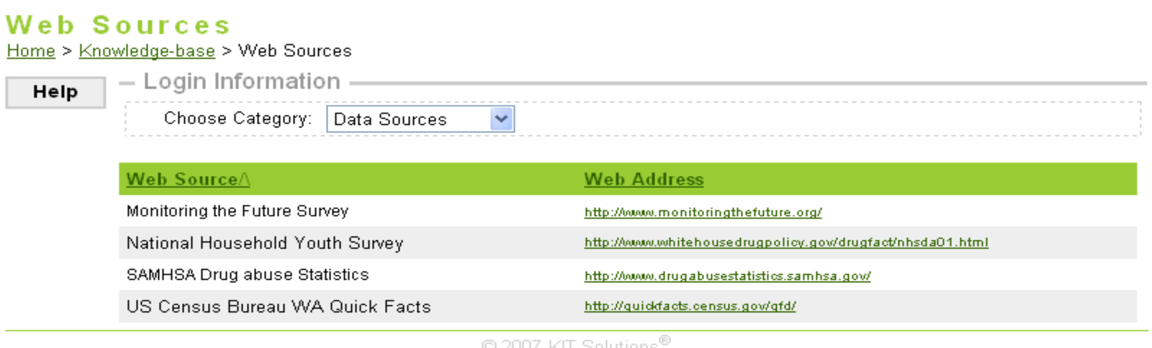


Knowledge Base

For more information about the prevention field, browse here.

Web Resources

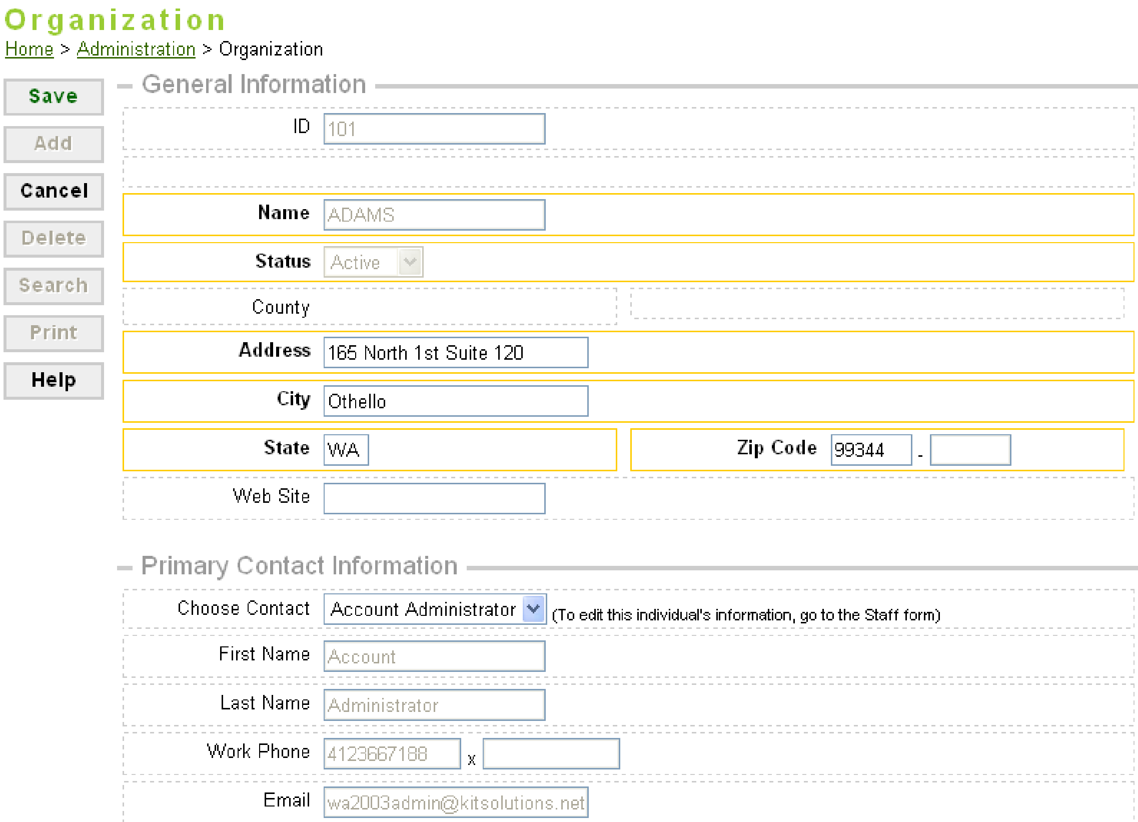
1. Log-in to the PBPS.
2. Click **Knowledge Base** in the Menu.
3. Click **Web Resources** in the Sub-Menu.
4. Select a category from the Choose Category drop down menu.
5. Click the desired item in the **Web Source List**.
6. Click the link next to **Web Site** to be taken to the selected website.



Administration

Editing Organization Information

1. Log-in to the PBPS.
2. Click **Administration** in the Menu.
3. Click **Organization** in the Sub-Menu.
4. Click **Edit** in the Task Pane.
5. Make changes to the form.
6. Click **Save** in the task pane to commit your changes.
   ***Note:** If you do not want to save your changes, click **Cancel**.



Staff

Creating New User Accounts

1. Log-in to the PBPS.
2. Click **Administration** in the Menu.
3. Click **Staff** in the Sub-Menu.
4. Click **Add** in the Task Pane.
   The table below shows the available fields.
   *Note: Red text and Asterisk denote required fields.

Login Information	**General Information**	**Demographic Information**	**Education Information**	**Contact Information**
User ID*[i]	**Salutation***	**Birth Date***	Degree	**Work Phone***
Password*	**First Name***	**Gender***	Vocational Education	Work Phone Ext
	Last Name*	**Race***	Field of Study	**Email***
	Title*[ii]	**Ethnicity***		Work Address
	Status*			Work City
	Second Language			Work State
	Background Checked?[iii]			Work Zip Code
				Alternate Address
				Second Phone
				Fax

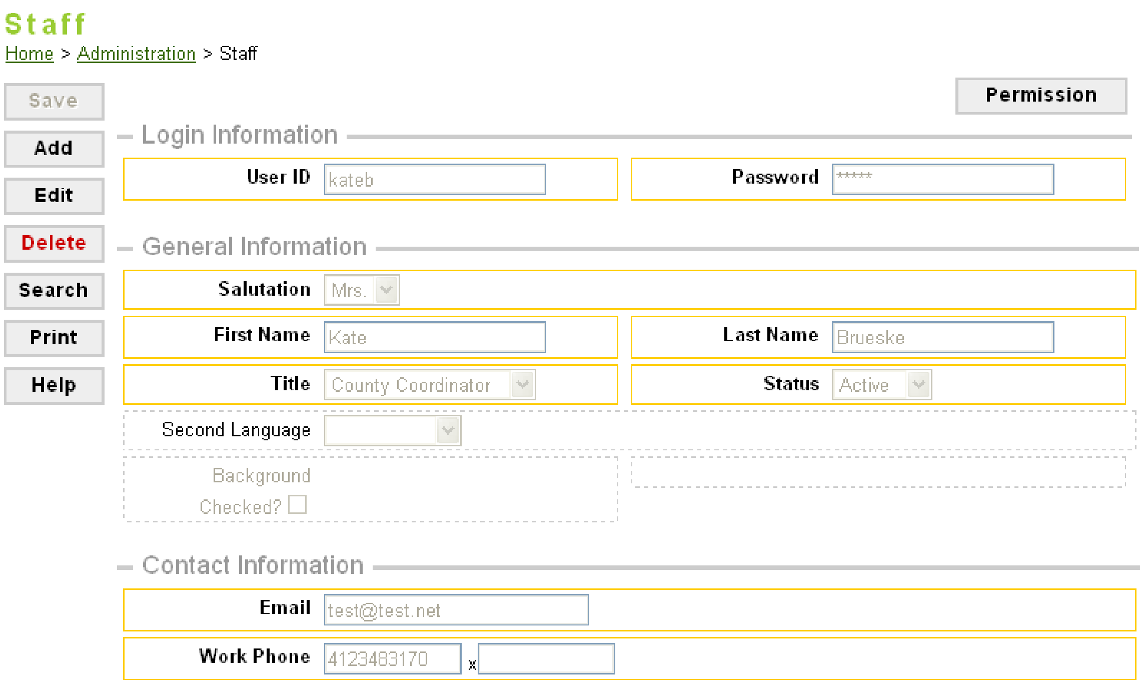
i: User IDs should use the following convention: LastName,FirstInitial,MiddleInitial (ex: John Q. Smith = SmithJQ)

ii: Refers to job classification. Please see the section on permissions before continuing.

iii: In accordance with RCW 43.20A.710, RCW43.43.832, RCW 74.34 and RCW71A.10.020, all contractors, subcontractors or volunteers who have unsupervised access to children or vulnerable adults are required to have a background check, and all persons convicted of crimes listed in RCW 43.43.830 and RCW 43.43.842 are prohibited from having access to those clients.

Editing User Accounts

1. Log-in to the PBPS.
2. Click **Administration** in the Menu.
3. Click **Staff** in the Sub-Menu.
4. Click **Search** in the Task Pane.
5. Click **Show All** or choose filters from the **Advanced Search** tab and click **GO**.
6. Click the **Select** button for the appropriate staff member.
7. Click **Edit** in the Task Pane.
8. Make changes to the form.
9. Click **Save** in the task pane to commit your changes.
   *__Note:__ If you do not want to save your changes, click **Cancel**.



(Partial Screen Shot)

Administrative Time

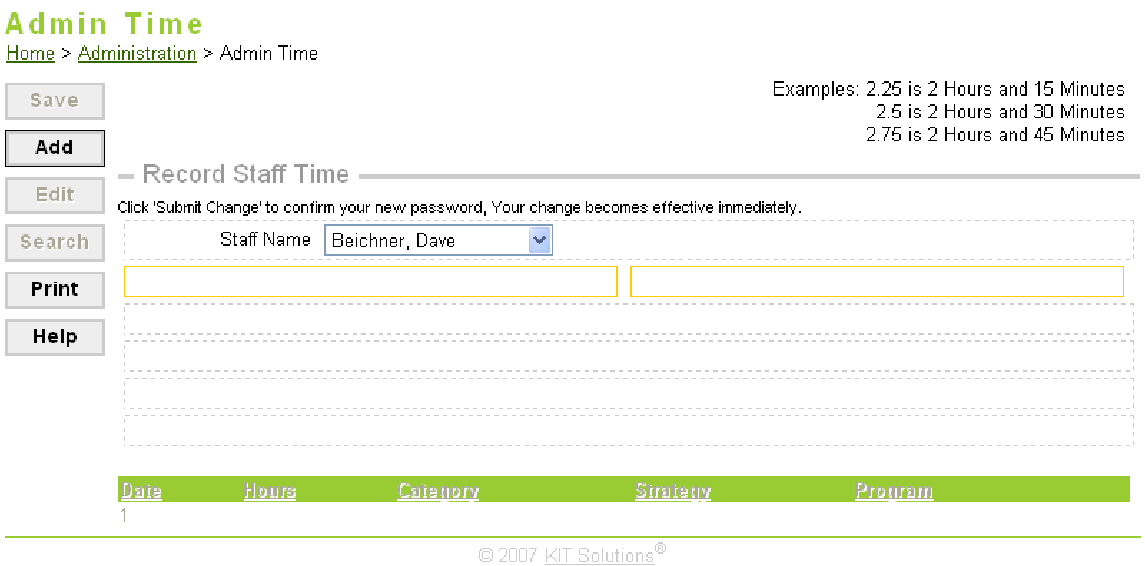
Recording Administrative Time

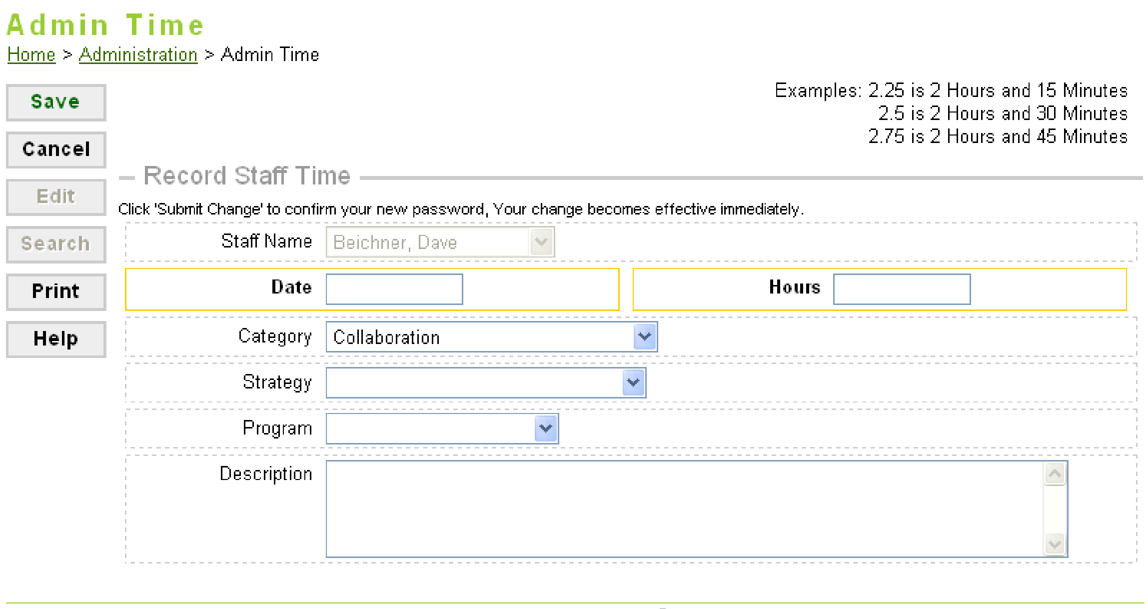
1. Log-in to the PBPS.
2. Click **Administration** in the Menu.
3. Click **Admin Time** in the Sub-Menu.
4. Select the staff in the **Staff Name** drop down menu.
5. Click **Add** in the Task Pane.
6. Type the date (mm/dd/yy) in the **Date** text field.
7. Type the duration (hours in decimal form) in the **Hours** text field.

2 Hours 15 Minutes = 2.25 Hours

2 Hours 30 Minutes =	2.50 Hours
2 Hours 45 Minutes =	2.75 Hours

8. Select the type of work in the **Category** drop down menu.
9. Click **Save** in the task pane to commit your changes.
   ***Note:** If you do not want to save your changes, click **Cancel**.





Editing Recorded Administrative Time

1. Log-in to the PBPS.
2. Click **Administration** in the Menu.
3. Click **Administrative Time** in the Sub-Menu.
4. Select the staff in the **Staff Name** drop down menu.
5. Click **Edit** in the Task Pane.
6. Click **Edit** button in the table corresponding to the desired entry to modify.
7. Type the date (mm/dd/yy) in the **Date** text field.
8. Type the duration (hours in decimal form) in the **Hours** text field.

2 Hours 15 Minutes =	2.25 Hours
2 Hours 30 Minutes =	2.50 Hours
2 Hours 45 Minutes =	2.75 Hours

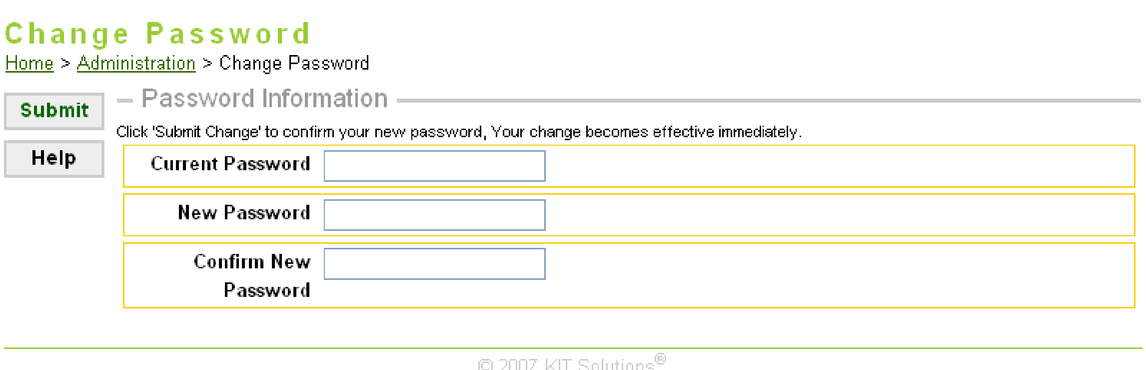
9. Select the type of work in the Category drop down menu.
10. Click the **Update** button in the table to commit your changes. If you do not want to save any changes made to this form, click the **Cancel** button in the table.
    *Note: You cannot delete the entry by clicking the Delete button. You will get an error message.
11. Click **Back** in the Task Pane.

Delete Recorded Administrative Time

1. Log-in to the PBPS.
2. Click **Administration** in the Menu.
3. Click **Administrative Time** in the Sub-Menu.
4. Select the staff in the **Staff Name** drop down menu.
5. Click **Edit** in the Task Pane.
6. Click **Delete** button in the table corresponding to the desired entry to remove.
7. Click **Back** in the Task Pane.

Change Password

1. Log-in to the PBPS.
2. Click **Administration** in the Menu.
3. Click **Change Password** in the Sub-Menu.
4. Fill in the appropriate fields.
    *Note: if your 'New Password' and 'Re-enter New Password' are not identical, the system will not accept them and you will be asked to re-enter the two. Take special care when typing these two fields.
5. When finished, click the **Submit** button.
    *Note: Once the password has been changed, it is effective immediately. So, if you were to log out of the PBPS following the change, then try to log back in, you would have to use the new password.

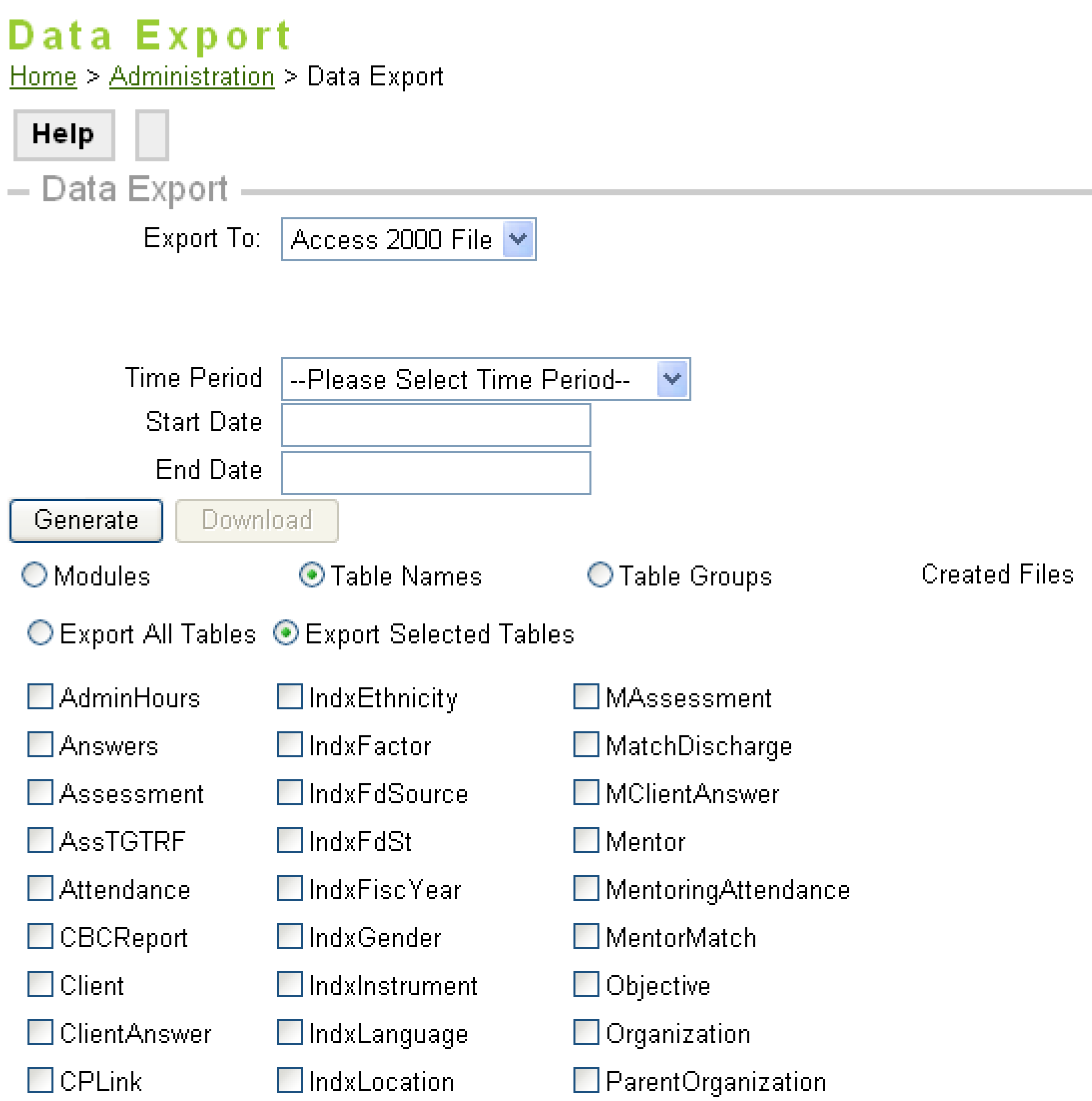


Exporting Data

Counties, Tribes and Providers can export all their data entered into the PBPS in its raw form which will enable them to create customized evaluations based on desired criteria.

Refer to the Data Dictionary (see Support) for more information about the exported file format and conventions. The recommended file export format is Access2000.

1. Log-in to the PBPS.
2. Click **Administration** in the Menu.
3. Click **Data Export** in the Sub-Menu.
4. Select the program format from the **Export To:** drop down menu.
5. Select the period from which you would like to export data in the **Time Period** drop down menu.
6. If you would like to narrow the chosen range, type the specific dates within the period in the **Start Date** and **End Date** text fields.
7. Select desired the data filters.
8. Click the **Generate** button.
9. Click the **Download** button.
10. Click the **Save** button.
11. Choose a place to save the file. Click **Save**.
    ***Note:** If you do not want to save, click **Cancel**.



(Partial Screen Shot)

Transfer Tool

Client Transfer Tool

This tool was created to migrate participants from the 03-05 PBPS into the 05-07 PBPS so that the Counties, Tribes and Providers would not have to re-input all the participants (including all of their information).

1. Log-in to the PBPS.
2. Click **Transfer Tool** in the Menu.
3. Click **Client Status/Transfer Tool** in the Sub-Menu.
4. Click the radio button next to **Transfer** in **Update:***.
5. Click the radio button next to desired sorting method (Scrolling or Non-Scrolling).

   *Note: If you select **Individual**, it will list all the participants entered into the 03-05 Biennium in your agency (County/Tribe). Selecting **Individual** may be slower than selecting **Program Group**. To transfer participants from a specific program group, select **Program Group**. Then, select the program name from the **Program:*** drop down menu and group from the **Group:*** drop down menu.

   Note: You may want to change the amount of rows that are displayed in the table. To do that, type the desired number of rows to be displayed in the **Row Count text field and click the **Set** button.
6. Click **Edit** in the Task Pane.
7. Click the **Transfer** check box corresponding to the participant that you want transferred into the 05-07 PBPS.

   *Note: You can sort the table by the clicking the column headings of the table.

   Note: If you want to transfer the majority of the participants in the table, you may want to select Transfer in the **Set All Clients To: drop down menu and click the **Set All On This Page** button. That way, the entire table will have checks in the Transfer Check boxes. Then you can uncheck those participants that you do not want to transfer into the 05-07 PBPS.

**** PLEASE DO NOT JUST TRANSFER ALL YOUR PARTICIPANTS ****
**** ONLY TRANSFER THOSE THAT WILL CONTINUE PREVENTION IN 05-07 ****
**** THE SPEED OF THE PBPS IS CORRELATED TO THE NUMBER OF PARTICIPANTS IN THE SYSTEM ****

8. Click **Save** in the task pane to commit your changes.

   ***Note:** If you do not want to save your changes, click **Cancel**.
9. Click **OK** at the dialog box that appears to continue, or click **Cancel** if you do not want to transfer participants.

   *Note: This is your last opportunity to abort. If you click OK, then the changes cannot be reversed.

   **Note: The selected participant(s) will be moved into the 05-07 system. The "Was Transferred" value will become YES and the row of the participant will be shaded gray.

(Partial Screen Shot)

Client Status Tool

This tool was created to allow the Counties, Tribes, and Providers to check the active or inactive status of the participants (including mentees), either sorted by group or an extensive list. This tool will also enable the user to change the active or inactive status of the participant. Before this tool was created, a participant, once given inactive status, would not appear in the system (because only active participants are displayed), but would still be in the system. Providers would then enter the participant again, and there would be a duplicated. Now, providers can use the Client Status Tool to view all the entered participants, active or inactive and change their status.

1. Log-in to the PBPS.
2. Click **Transfer Tool** in the Menu.
3. Click **Client Status/Transfer Tool** in the Sub-Menu.
4. Click the radio button next to **Status** in **Update:***.
5. Click the radio button next to desired sorting method (Scrolling or Non-Scrolling).

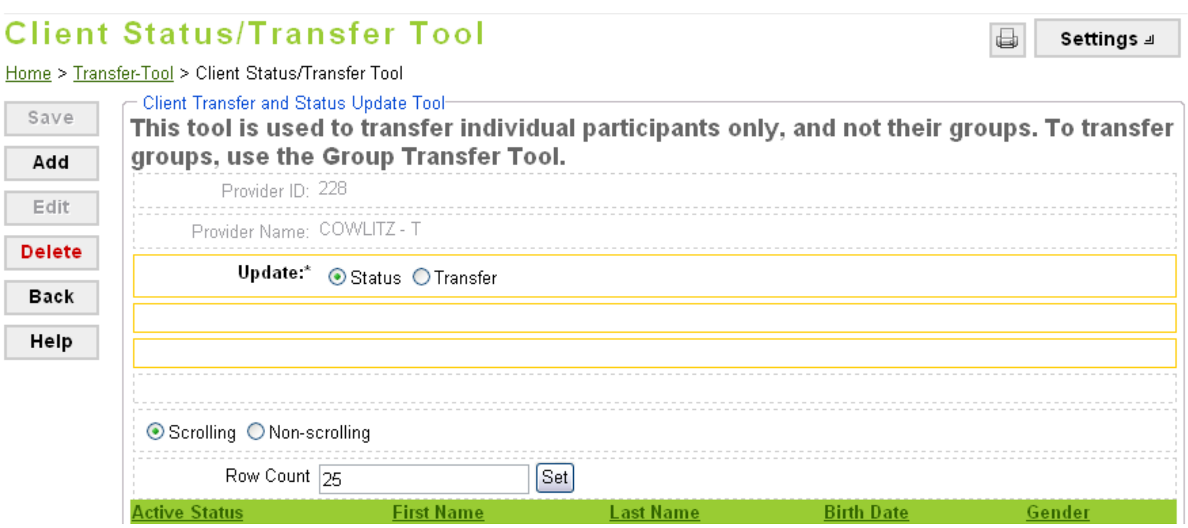
   *Note: If you select Individual, it will list all the participants in your agency (County/Tribe). Selecting **Individual** may be slow. If you select **Program Group** you will need to select a program from the **Program:*** drop down menu and group from the **Group:*** drop down menu.

   Note: You may want to change the amount of rows that are displayed in the table. To do that, type the desired number of rows to be displayed in the **Row Count text field and click the **Set** button.
6. Click **Edit** in the Task Pane.
7. Click the **Active Status** check box corresponding to the participant of which you want change the status.

   *Note: You can sort the table by the clicking the column headings of the table.

   Note: If you want to make active the majority of the participants in the table, you may want to select Active in the **Set All Clients To: drop down menu and click the **Set All On This Page** button. That way, the entire table will have checks in the Active Status check boxes. Then you can uncheck those participants that you do not want to make active.
8. Click **Save** in the task pane to commit your changes.

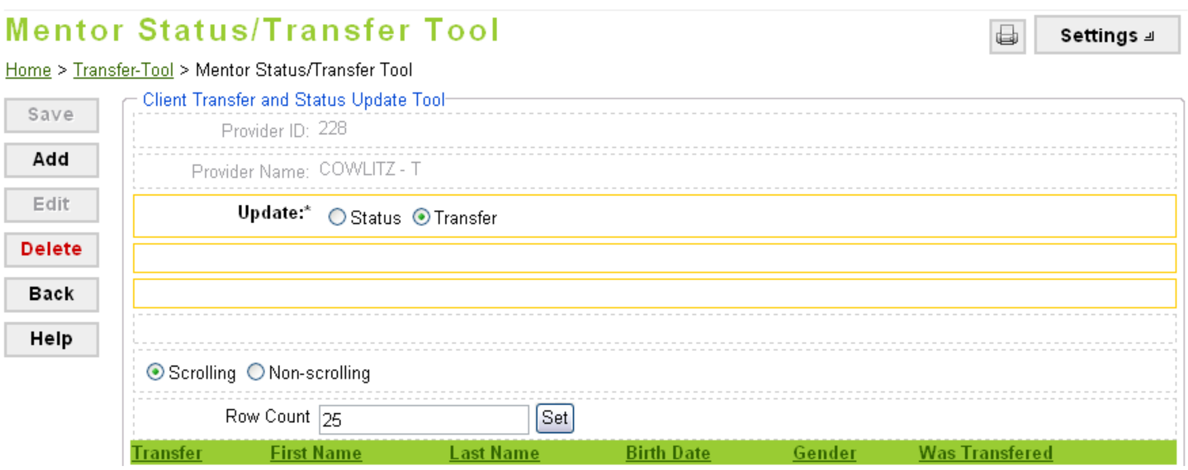
   ***Note:** If you do not want to save your changes, click **Cancel**.
9. Click **OK** at the dialog box that appears to continue, or click **Cancel** if you do not want to make your modification.



Mentor Transfer Tool

This tool was created to migrate mentors from the 03-05 PBPS into the 05-07 PBPS so that the Counties, Tribes and Providers would not have to re-input all the mentors (including all of their information).

1. Log-in to the PBPS.
2. Click **Transfer Tool** in the Menu.
3. Click **Mentor Status/Transfer Tool** in the Sub-Menu.
4. Click the radio button next to **Transfer** in **Update:***.
5. Click **Edit** in the Task Pane.
6. Click the **Transfer** check box corresponding to the mentor that you want transferred into the 05-07 PBPS.
   *Note: You can sort the table by the clicking the column headings of the table.
   Note: If you want to transfer the majority of the participants in the table, you may want to select Transfer in the **Set All Mentors To: drop down menu and click the **Set All On This Page** button. That way, the entire table will have checks in the Transfer Check boxes. Then you can uncheck those participants that you do not want to transfer into the 05-07 PBPS.
7. Click **Save** in the task pane to commit your changes.
   ***Note:** If you do not want to save your changes, click **Cancel**.
8. Click **OK** at the dialog box that appears to continue, or click **Cancel** if you do not want to transfer participants.
   *Note: This is your last opportunity to abort. If you click OK, then the changes cannot be reversed.
   **Note: The selected mentor(s) will be moved into the 05-07 system. The "Was Transferred" value will become YES and the row of the participant will be shaded gray.

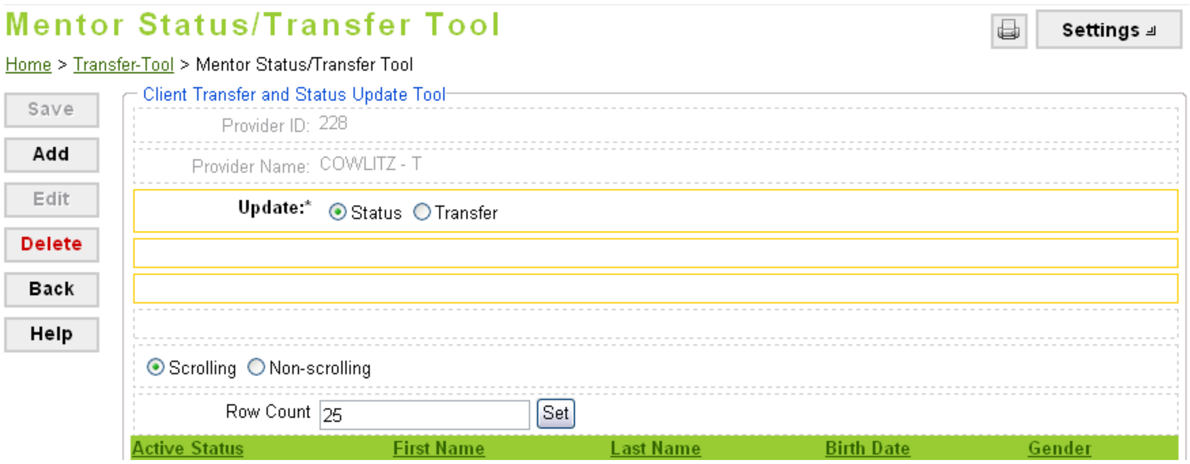


Mentor Status Tool

This tool was created to allow the Counties, Tribes, and Providers to check the active or inactive status of the mentors, either sorted by group or an extensive list. This tool will also enable the user to change the active or inactive status of the participant. Before this tool was created, a mentor, once given inactive status, would not appear in the system (because only active mentors are displayed), but would still be in the system. Providers would then enter the mentor again, and there would be a duplicated. Now, providers can use the Mentor Status Tool to view all the entered mentors, active or inactive and change their status.

1. Log-in to the PBPS.
2. Click **Transfer Tool** in the Menu.
3. Click **Mentor Status/Transfer Tool** in the Sub-Menu.
4. Click the radio button next to **Status** in **Update:***.
5. Click **Edit** in the Task Pane.

6. Click the **Active Status** check box corresponding to the mentor of which you want change the status.
   *Note: You can sort the table by the clicking the column headings of the table.
   Note: If you want to make active the majority of the participants in the table, you may want to select Active in the **Set All Mentors To: drop down menu and click the **Set All On This Page** button. That way, the entire table will have checks in the Active Status check boxes. Then you can uncheck those mentors that you do not want to transfer into the 05-07 PBPS.
7. Click **Save** in the task pane to commit your changes.
   ***Note:** If you do not want to save your changes, click **Cancel**.
8. Click **OK** at the dialog box that appears to continue, or click **Cancel** if you do not want to make your modification.



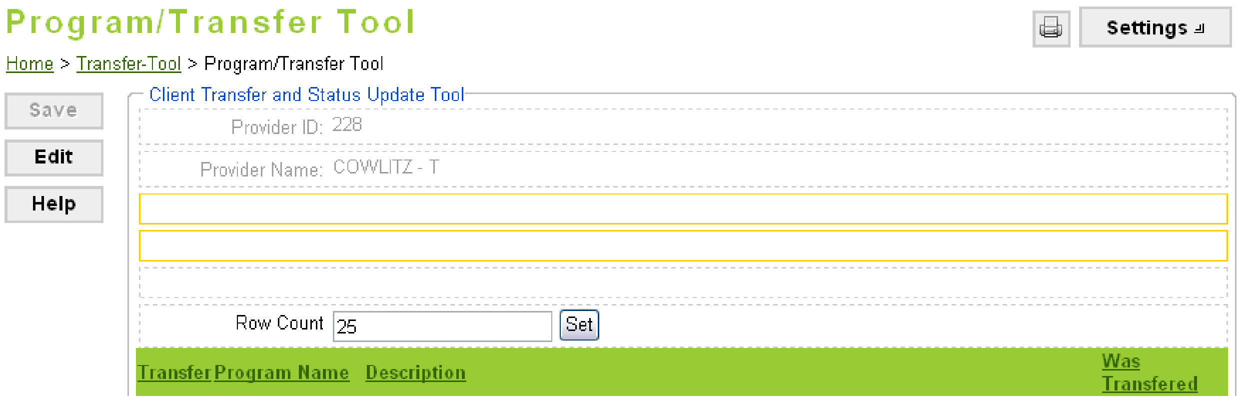
Program / Transfer Tool

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

1. Log into the PBPS
2. Click **Transfer Tool** in the Menu.
3. Click **Program / Transfer Tool** from the Sub-menu.
4. Click the Edit button from the left toolbar.
5. Select *Transfer* or *Don't Transfer* from the **Set All Programs To** field.
6. To indicate that <u>all programs</u> need transferred, click the Set All On This Page button.
7. To indicate that <u>only selected programs</u> need transferred, select the box next to the individual program in the list.
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**.

Once your programs are transferred they will be grayed out and no further actions can be made to them. If you didn't move all programs across, you may return here later if you wish to move more programs across.

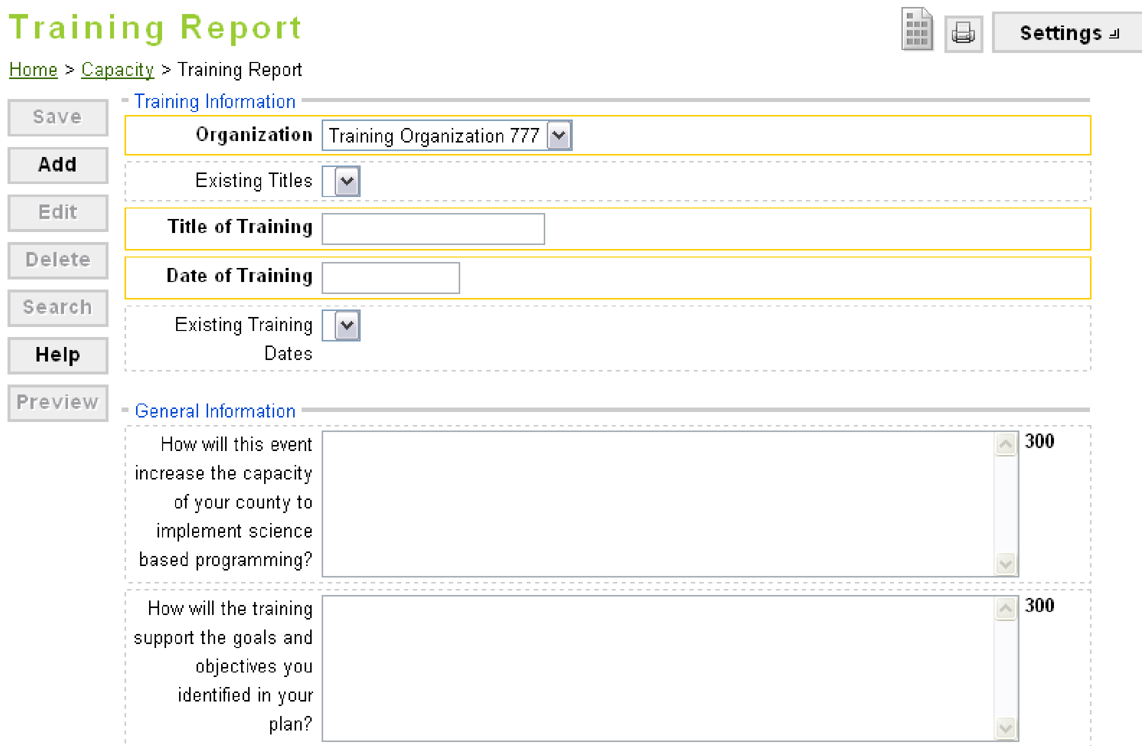


Training

Training refers to the CPTS dollars that must only be used to support training of staff or providers in Best Practices or Promising Approaches (evidence based programs) or practices, or to increase capacity to implement Best Practices or Promising Approaches. ‘Increasing Capacity’ includes grant writing, board, community organizing, and volunteer recruitment training. Funds shall not be used to support employee wages, benefits, or program implementation.

Adding a Training Report

1. Log-in to the PBPS.
2. Click **Capacity** in the Menu.
3. Click **Training Report** in the Sub-Menu.
4. Click **Add** in the Task Pane.
5. Type the name of the training session in the **Title of Training*** text field.
6. Type the date of the training in the **Date of Training*** text field.
   *Note: The Date of Training will be used to find and view a particular training event report.
7. Make changes to the form.
8. Click **Save** in the task pane to commit your changes.
   ***Note:** If you do not want to save your changes, click **Cancel**.



Viewing an Existing Training Report

1. Log-in to the PBPS.
2. Click **Capacity** in the Menu.
3. Click **Training Report** in the Sub-Menu.

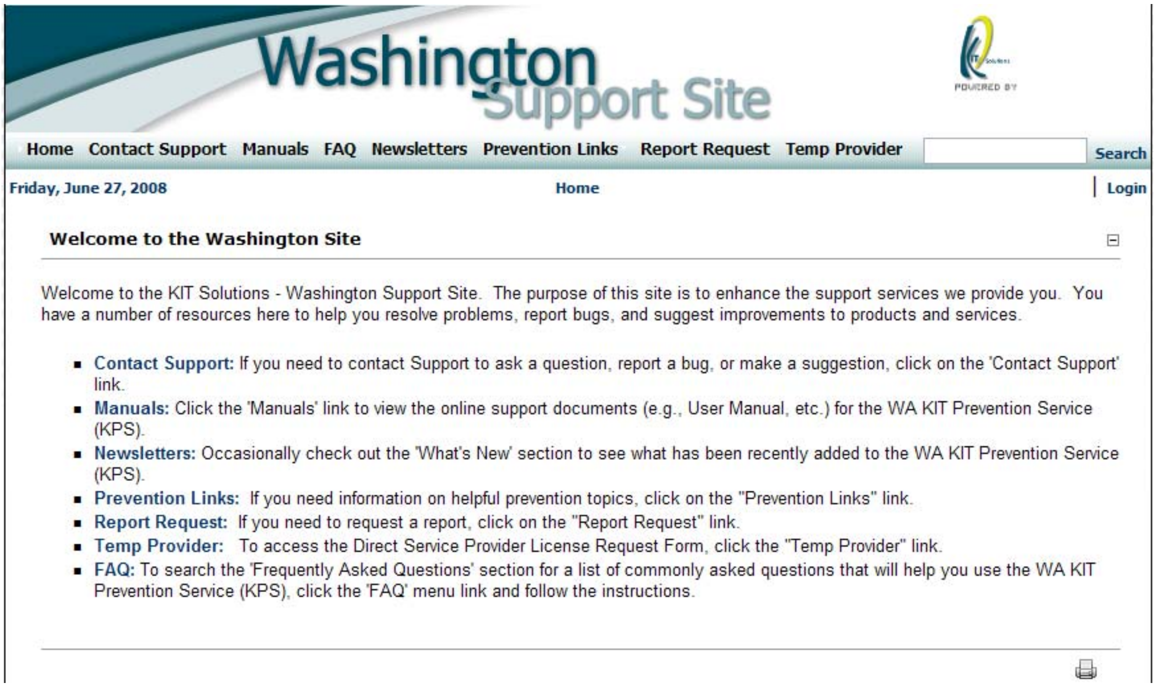
   *Note: All existing training reports are cataloged in either the **Existing Titles** drop down menu or the Existing Training Dates drop down menu.
4. Select which organization's training reports you would like to view from the **Organization*** drop down menu.
5. Select an existing training series from the **Existing Titles** drop down menu.
6. Select a particular training event from the **Existing Training** Dates drop down menu.

   *Note: The screen will refresh and display the training report. If you would like to modify the report, click **Edit** in the Task Pane. If you would like to add a new report, click **Add** in the Task Pane.

Support

In Support, you will find additional information about how to contact Kit Solutions, Inc©, the Washington State PBPS, an online version of this manual, Request Reports, or view frequently asked questions.

To get to the Data Dictionary, click Manual and then WA Data Dictionary.



Search

Use the search button to find an existing record. Depending on which form you are in, there may be an option to search. The search feature is always relative to that form. So say you in the Programs form and you click search, you will be searching for a program. Once found, you can either view or edit that queried object. The search button is located in the Task Pane.

Choose from All

1. Log-in to the PBPS.
2. Click **Search** in the Task Pane.
3. If you would like to search for a particular type of entry, select it from the **Choose Search Category** drop down menu.
   *Note: The default is All Categories, which is the slowest and most complete search yielding the most results. For this reason you may want to specify a category to limit the number of results.
4. If you want a complete list of the records of the specified Search Category, select **Choose From All**.
5. Click the **Select** button to view the program.
   *Note: Once viewing the program, you can edit the program clicking Edit from the Task Pane. You can delete the program if no services have been administered. You can Search again. You can do something else.

Or Select a Filter

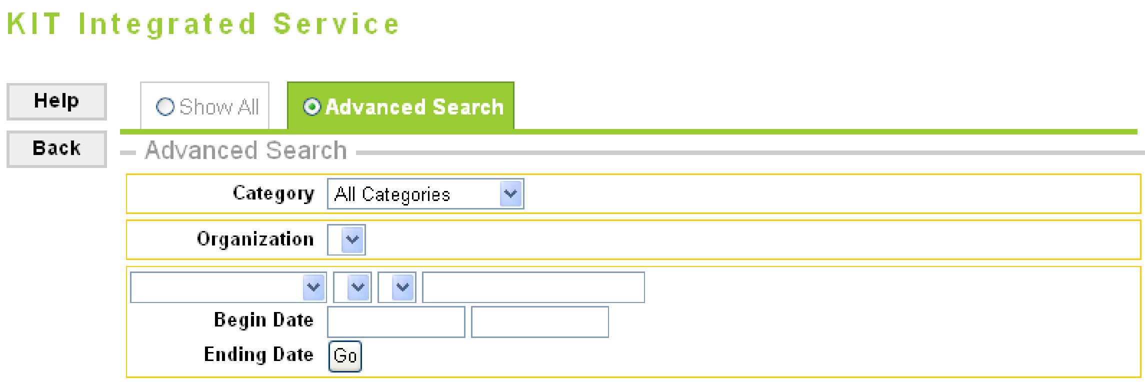
1. Log-in to the PBPS.
2. Click **Search** in the Task Pane.
3. If you would like to search for a particular type of entry, select it from the **Choose Search Category** drop down menu.
   *Note: The default is All categories, which is the slowest and most exhaustive search yielding the most results. For this reason you may want to specify a category to limit the number of results.
   **Note: If you specified a Search Category, then the Filter A is not available (it is the same as the Search Category).

4. Select **Or Select a Filter** to limit the results of the search.
5. If you did not specify a Search Category, select a filter from the drop down menu of the first set of filters (a).
6. If desired, select a second filter from the drop down menu of the second set of filters (b).
7. Type a value into the third filter text field (c) (this is the criteria that you are searching for).

   *Example: If you are searching for a May 25, 2005, use '05/25/05' without the quotes.
   **Example: If you are searching for occurrence of a word, put that word into the text field (c).

8. Click the **Select** button to view the program.

   *Note: Once viewing the program, you can edit the program clicking Edit from the Task Pane.



Spell Check

At various times in the PBPS, you will have the opportunity to click the **Spell Check** button. The spell check combs through the text data fields and reports anything that looks like a typo.

*Note: At any time, you can exit the spell check by clicking the **Close** button.

1. Click the Spell Check button.
   *Note: If there are misspelled words, you will have the opportunity to change them.
   Note: If all the words are spelled correctly, a pop up notification will appear saying the spell check is complete. Click **OK.
2. Review the "Problem Word".
3. If the "Problem Word" is spelled correctly, click **Ignore**.
   *Note: If the problem word is spelled correctly and it is used repeatedly in the form, click the **Ignore All** button.
4. If the "Problem Word" is not spelled correctly, select an alternative from the **Suggestions:** drop down menu and click the **Change** button.
   *Note: If the proper word is not displayed in the Suggestions drop down menu go to the next step.
   Note: If there are multiple identically misspelled words, you can change all of them by clicking the **Change All button.
5. If the proper word is not displayed in the **Suggestions:** drop down menu, type the proper word in the **Change To:** text field and click the **Change** button.
6. A pop up notification will appear when the spell check is complete. Click **OK**.
   *Note: The spell check window will close automatically when you click **OK**.

Index Table Printouts

Index of Risk and Protective Factors

Factor Domain	Factor Type	Factor Name
Community	Protective	Support Activities
Community	Protective	Community: Healthy Beliefs and Clear Standards
Community	Protective	Community: Bonding (opportunity, skills, and recognition)
Community	Protective	Organizing Activities
Community	Risk	Availability of Drugs
Community	Risk	Community Laws and Norms Favorable to Drug Use, Firearms & Crimes
Community	Risk	Media Portrayals of Violence
Community	Risk	Transitions and Mobility
Community	Risk	Low Neighborhood Attachment & Community Disorganization
Community	Risk	Extreme Economic Deprivation
Family	Protective	Family: Healthy Beliefs and Clear Standards
Family	Protective	Family: Bonding (opportunity, skills, and recognition)
Family	Risk	Family History of Problem Behavior
Family	Risk	Family Management Problems
Family	Risk	Family Conflict
Family	Risk	Favorable Parental Attitudes & Involvement in the Problem Behavior
Peer	Protective	Peer: Bonding (opportunity, skills, and recognition)
Peer	Protective	Peer: Healthy Beliefs and Clear Standards
Peer	Protective	Social Skills
Peer	Risk	Friends Who Engage in the Problem Behavior
Peer	Risk	Favorable Attitudes Toward the Problem Behavior
Peer	Risk	Early Initiation of the Problem Behavior
Peer	Risk	Rebelliousness
School	Protective	School: Healthy Beliefs and Clear Standards
School	Protective	School: Bonding (opportunity, skills, and recognition)
School	Risk	Early and Persistent Antisocial Behavior
School	Risk	Academic Failure Beginning in the Late Elementary School
School	Risk	Lack of Commitment to School

Index of Services

Service Code	Service Type	Count Method	Count Code
STA01	Alcohol and Drug-free Dances and Parties (one time basis)	Alcohol and drug-free dances and parties are counted in the data set as a single prevention service (Service Type Code=STA01).	S
STA02	Alcohol-and Drug-free Dances and Parties (recurring basis)	Alcohol and drug-free dances and parties are counted in the data set as a recurring prevention service if they occur on a routine, regular basis (Service Type Code=STA02). Record the service population.	R
STA03	Community Drop-In Centers	The number of community drop-in centers is counted in the data set once at the beginning of the year as a single prevention service.	S
STA04	Community Drop-In Center Activities	Activities conducted at the community drop-in center are counted in the data set as a single prevention service. Count the number of attendees. Record the service population.	S
STA05	Community Drop-in Center Activities	Activities conducted at the community drop-in center are counted in the data set as a single prevention service (Use Service Type Code STA04). If the service meets the definition of recurring, count as a recurring prevention service (use Service Type Code STA05). Record the service population and the demographics.	R
STA06	Community Services	Community Services are counted in the data set as single prevention services. Count the number of attendees that participated in the event, not the recipient of the event (i.e., count the number of youth repairing the buildings, not the number of buildings repaired). Record the service population.	S
STA07	Youth/Adult Leadership Functions (One-time basis)	Youth/adult leadership services are counted in the data set as a single prevention service (Service Type Code=STA06)	S
STA08	Youth/Adult Leadership Functions (Recurring basis)	Youth/adult leadership services are counted in the data set as a recurring prevention service (Service Type Code=STA07) if they occur on a routine basis. Record the service population.	R
STC01	Accessing Services and Funding	Accessing services and funding activities are counted in the data as single prevention services. Record the service population.	S
STC02	Assessing Community Needs	Assessing community needs are counted in the data set as the number of	S

Service Code	Service Type	Count Method	Count Code
		needs assessments conducted. Count as a single prevention service when it is completed. Record the service population.	
STC03	Community and Volunteer Services	Community and volunteer training services are counted in the data set as a single prevention service. Count the number of attendees who completed the training. Record the service population.	S
STC04	Formal Community Teams	Community team services are counted only once in the data set as single prevention services when the team is formed.	S
STC05	Community Team Activities	Community team activities are counted in the data set as single prevention services and are recorded as the number of sponsored events.	S
STC06	Training Services	Training services are counted in the data set by the agency or individual who conducted the training. Count as a single prevention service (use Service Type Code STC06). If the service meets the definition of recurring, count as a recurring prevention service (use Service Type Code STC07). Record the service population and demographics.	S
STC07	Training Services	Training services are counted in the data set by the agency or individual who conducted the training. Count as a single prevention service (use Service Type Code STC06). If the service meets the definition of recurring, count as a recurring prevention service (use Service Type Code STC07). Record the service population and demographics	R
STC08	Technical Assistance	Technical assistance services are counted in the data set as single prevention services (use Service Type Code STC08). If the service meets the definition or recurring, count as a recurring prevention service (use Service Type Code STC09). NOTE: Attendance at professional meetings is not recorded in the data set. Record the service population and the demographics.	S
STC09	Technical assistance	Technical assistance services are counted in the data set as single prevention services (use Service Type Code STC08). If the service meets the definition or recurring, count as a recurring prevention service (use Service Type Code STC09). NOTE: Attendance at professional meetings is not recorded in the data set. Record the service population and the demographics.	R
STC10	Systematic Planning	The count should be one for each plan developed.	S

Service Code	Service Type	Count Method	Count Code
STE01	Children of Substance Abusers (COSA) Groups	COSA educational groups are counted in the data set as recurring prevention services. Service Type Code=STE01.	R
STE02	Classroom Educational Services	Classroom educational services are counted in the data set as recurring prevention services. Service Type Code=STE02. NOTE: A one-time presentation should be counted as a speaking engagement.	R
STE03	Education Services for Youth Groups	Education services for youth groups are counted in the data set as recurring prevention services. Service Type Code=STE03.	R
STE04	Parenting/Family Management Services	Parenting/family management services are counted in the data set as recurring prevention services. Service Type Code=STE04.	R
STE05	Peer Leader/Helper Programs	Peer leader/helper programs are counted in the data set as recurring prevention services. Service Type Code=STE05.	R
STE06	Small Group Sessions	Small group sessions are counted in the data set as recurring prevention services. Service Type Code=STE06.	R
STN01	Clearinghouse/Information Resource Center	A clearinghouse/information resource center is counted in the data set only once usually at the beginning of the reporting year. Categorize as a single prevention service. Use Service Type Code STN01. Record the service population as SP99 (not applicable).	S
STN02	Health Fair	Health fairs are counted in the data set as a single prevention service. Use Service Type Code STN02. Record the service population.	S
STN03	Health Promotion	Health promotion services are counted in the data set as single prevention services. Service Type Code=STN03. Record the service population.	S
STN04	Audiovisual Material Development	Materials development services are counted each time a new document (or PSA) is developed and is ready for dissemination or use. It is counted as the number of original documents (or PSAs) developed. Count as a single prevention service. Record the service population.	S
STN05	Printed Material Development	Materials development services are counted each time a new document (or PSA) is developed and is ready for dissemination or use. It is counted as the number of original documents (or PSAs) developed. Count as a single prevention service. Record the service population.	S
STN06	Curriculum Development	Materials development services are counted each time a new document (or PSA) is developed and is ready for dissemination or use. It is counted as the number of original documents (or PSAs) developed. Count as a single	S

Service Code	Service Type	Count Method	Count Code
		prevention service. Record the service population.	
STN07	Newsletter Development	Materials development services are counted each time a new document (or PSA) is developed and is ready for dissemination or use. It is counted as the number of original documents (or PSAs) developed. Count as a single prevention service. Record the service population.	S
STN08	Public Service Announcement (PSA) Development	Materials development services are counted each time a new document (or PSA) is developed and is ready for dissemination or use. It is counted as the number of original documents (or PSAs) developed. Count as a single prevention service. Record the service population.	S
STN09	Resource Directory Development	Materials development services are counted each time a new document (or PSA) is developed and is ready for dissemination or use. It is counted as the number of original documents (or PSAs) developed. Count as a single prevention service. Record the service population.	S
STN10	Audiovisual Material Dissemination	Materials dissemination services are counted in the data set as the quantity of items disseminated.	S
STN11	Printed Material Dissemination	Materials dissemination services are counted in the data set as the quantity of items disseminated.	S
STN12	Curriculum Dissemination	Materials dissemination services are counted in the data set as the quantity of items disseminated.	S
STN13	Newsletter Dissemination	Materials dissemination services are counted in the data set as the quantity of items disseminated.	S
STN14	Public Service Announcement Dissemination	PSAs are only counted once-when the PSA airs for the first time. Count as a single prevention service. Record the service population	S
STN15	Resource Directory Dissemination	Materials dissemination services are counted in the data set as the quantity of items disseminated.	S
STN16	Media Campaigns Dissemination	Media campaigns are counted once in the data set when the campaign has been distributed to the vendor who will promote it (e.g., when the ads are printed in the paper or the store owner puts up the signs). Count as a single prevention service. Use Service Type Code STN16. Record the service population.	S

Service Code	Service Type	Count Method	Count Code
STN17	Speaking Engagements	Speaking engagements are counted in the data set as single prevention services. Use Service Type Code STN17. Record the service population.	S
STN18	Telephone Information Services	Telephone information lines are counted in the data set as the total number of calls received during the month. Count as a single prevention service. Service Type Code=STN18. Record the service population.	S
STP01	Employee Assistance Programs (One-time basis)	Employee assistance programs are counted in the data set as single prevention services (Service Type Code=STP01), or if they occur on a routine basis, count as a recurring prevention service (Service Type Code=STP02). Record the service population.	S
STP02	Employee Assistance Programs (Recurring basis)	Employee assistance programs are counted in the data set as single prevention services (Service Type Code=STP01), or if they occur on a routine basis, count as a recurring prevention service (Service Type Code=STP02). Record the service population.	R
STP03	Student Assistance Programs (One-time basis)	Student assistance programs are counted in the data set as recurring prevention services. (Service Type Code=STP03). Record the service population.	S
STP04	Student Assistance Programs (Recurring basis)	If the service meets the definition of recurring, count as a recurring prevention service (use Service Type Code STP04).	R
STP05	DUI/DWI/MIP Programs	DUI/DWI/MIP programs are counted in the data set as recurring prevention services. Use Service Type Code STP05. Record the service population as People Using Substances (Service Population Code SP16).	R
STP06	Prevention Assessment and Referral Services	Prevention assessment and referral services are counted in the data set as single prevention services. Use Service Type Code STO06. Record the service population	S
STV01	Environmental Consultation to Communities	Environmental technical assistance to communities is counted in the data set as a single prevention service. Use Service Type Code STV01. Record the service population.	S
STV02	Preventing underage sale of tobacco and tobacco Products-Synar Amendment	Preventing underage sale of tobacco and tobacco products activities is counted in the data set as a single prevention service (e.g., conducting compliance activities). Use Service Type Code STV02. Record the Service Population. If the service meets the definition of recurring (e.g., 6 week vendor education), count as a recurring prevention service (use Service Type Code STV02R.	S

Service Code	Service Type	Count Method	Count Code
STV03	Preventing Underage Alcoholic Beverage Sales	Preventing underage alcoholic beverage sales activities is counted in the data set as a single prevention service. Use Service Type Code STV03. Record the service population. If the service meets the definition of recurring, count as a recurring prevention services (use Service Type Code STV03R).	S
STV04	Establishing ATOD-Free Policies	Establishing ATOD-free policies activities is counted in the data set as a single prevention service. Use Service Type Code STV04. Record the service population. If the service meets the definition or recurring, count as a recurring prevention services (use Service Type Code STV04R).	S
STV05	Changing Environmental Codes, Ordinances, Regulations and Legislation	Changing environmental codes, ordinances, regulations, or other legislation is counted in the data set as a single prevention service. Use Service Type Code STV05. Record the service population. If the service meets the definition of recurring, count as a recurring prevention service (use Service Type Code STV05R).	S
STV06	Public Policy Efforts	Public policy change activities are counted in the data set when the campaign is completed. Count as a single prevention service. Use Service Type Code STV06. Record the service population.	S

Index of Service Population

Service Population Code	Service Population Description
SP01	Business and Industry
SP02	Civic Groups/Coalitions
SP03	College Students
SP04	(COSAs) Children Substance Abusers
SP05	Delinquent/Violent Youth
SP06	Economically Disadvantaged Youth/Adults
SP07	Older Adults
SP08	Government/Elected Officials
SP09	Elementary School Students
SP10	General Population
SP11	Health Professionals
SP12	High School Students
SP13	Homeless/Runaway Youth
SP14	Middle/Jr. High School Students
SP15	Parents/Families
SP16	People Using Substances
SP17	People with Disabilities
SP18	People with Mental Health Problems
SP19	Physically/Emotionally Abused People
SP20	Pregnant Females/Women of Childbearing Age
SP21	Preschool Students
SP22	Prevention/Treatment Professionals
SP23	Religious Groups
SP24	School Dropouts
SP25	Teachers/Administrators/Counselors
SP26	Youth/Minors
SP27	Law Enforcement/Military
SP28	Gays/Lesbians
SP98	Other
SP99	Not Applicable

State Benchmarks

Number	Description
1.	Reduce alcohol-related motor vehicle crash deaths
2.	Reduce illicit drug-related deaths, alcohol, and tobacco
3.	Reduce the number of young people in Grades 9 through 12 who reported that they rode, during the previous 30 days, with a driver who had been drinking alcohol
4.	Increase the percentage of students reporting that they feel safe in school
5.	Reduce the percentage of youth at risk because they do not perceive communities as having strong laws and norms against substance use
6.	Improve bonding and strong attachment to family. (Data for this objective are available for limited communities in the state, not a representative sample.)
7.	Increase opportunities for pro-social involvement of youth in their community.
8.	Increase rewards for pro-social involvement in the community.
9.	Improve academic achievement for all students.
10.	Reduce the percentage of students at risk due to low commitment to school.
11.	Reduce the number of truant students defined as students who have five unexcused absences in a month or ten unexcused absences in a year.
12.	Increase high school completion rate.
13a.	Reduce the proportion of youth reporting use during the past 30 days of alcoholic beverages
13b.	Reduce the proportion of youth reporting use during the past 30 days of marijuana
13c.	Reduce the proportion of youth reporting use during the past 30 days of any illicit drug (includes marijuana)
13d.	Reduce the proportion of youth reporting use during the past 30 days of cigarettes
13e.	Reduce the proportion of youth reporting use during the past 30 days of smokeless tobacco
14.	Reduce back to 1990 levels, the proportion of youth reporting binge drinking during the past two weeks
15a.	Reduce the proportion of (college age), 18- to 24-year-olds reporting sometime in their lives binge drinking
15b.	Reduce the proportion of (college age), 18- to 24-year-olds reporting sometime in their lives use of marijuana
15c.	Reduce the proportion of (college age), 18- to 24-year-olds reporting sometime in their lives use of any illicit drug
15d.	Reduce the proportion of (college age), 18- to 24-year-olds reporting sometime in their lives use of cigarettes
16a.	Increase abstinence by pregnant women any use in the past month
16b.	Increase abstinence by pregnant women binge drinking
16c.	Increase abstinence by pregnant women illicit drugs
16d.	Increase abstinence by pregnant women cigarette smoking
17a.	Increase the percentage of youth who perceive the harmfulness of smoking one or more packs a day

Number	Description
17b.	Increase the percentage of youth who perceive the harmfulness of regular binge drinking
17c.	Increase the percentage of youth who perceive the harmfulness of regular marijuana use
18a.	Increase the average age of first use of all substances to age 16 alcohol
18b.	Increase the average age of first use of all substances to age 16 tobacco
18c.	Increase the average age of first use of all substances to age 16 marijuana

Default Permissions for Titles (Job Classifications) in PBPS

	County Coordinator	Prevention Specialist	Contractor	Consultant	Volunteer	Program Aide	Intern
Administration							
Organization	Full	Full	Read	Read	Read	Read	Read
Staff Info	Full	Full	None	None	None	none	None
Admin Time	Full	Full	Write	Write	Write	Write	Write
Evaluation							
Individual Assessment	Full	Full	Full	Full	None	Read	None
Program	Full	Full	Read	Read	None	None	None
Activities							
Data Collection Forms	Full	Full	Write	Write	Write	Write	Write
Participant	Full	Full	None	None	None	None	None
Single Service	Full	Full	Write	Write	Write	Write	Write
Recurring Service	Full	Full	Write	Write	Write	Write	Write
Planning							
Factor Planning	Full	Full	Read	Read	Read	Read	None
Goal/Objective	Full	Full	Read	Read	Read	Read	None
Coalition							
Org Registration	Full	Full	Full	Full	Full	None	None
Member Registration	Full	Full	Full	Full	Full	None	None
Meetings	Full	Full	Full	Full	Full	None	None
Coalition Report	Full	Full	Full	Full	Full	None	None
Assessment	Full	Full	Full	Full	Full	Full	Full
Reports							
Monitor/Analysis	Full	Full	Full	Full	Full	Full	Full
Service	Full	Full	Full	Full	Full	Full	Full
Administration	Full	Full	Full	Full	Full	Full	Full
DBHR Review	Full	Full	Full	Full	Full	Full	Full
CBC/CPTS	Full	Full	Write	Write	Write	Write	Write

None	The user has No Access to forms. The menu buttons will appear but will not function ("grayed" out).
Read	The user will only be able to view the data. Consequently the user will not be able to add, edit or delete anything
Write	The user will be able to view the data and add or edit the forms. The user cannot delete the forms
Full	The user has full administration rights to the forms. Thus this person can view, add, edit, and delete the forms.