CT Prevention

KIT® Prevention Service
Connecticut

TRAINING WORKBOOK

VERSION 1.1
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INTRODUCTION

The CT Prevention Training Scenarios Workbook is to assist you in learning CT Prevention. It is a collection of “real-life” scenarios that can be entered into the training site. To obtain a training provider number, contact ctsupport@kitsolutions.net.

This is a great way to allow new staff members or staff members that want a refresher course to practice entering data in a training atmosphere which will not affect actual information. This is not a user manual with step-by-step instructions. It is recommended that you use this workbook with reference to the CT User Manual. The CT User Manual can be downloaded from the Support Site (please note, at this time the CT User Manual is not available).

TIPS FOR USING THE SERVICE EFFECTIVELY

Recommended Computer Settings

Screen Resolution

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

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

Pop-Up Blockers

Modern computer security technology and usability features development have led 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 CT Prevention require pop-ups to be able to function. If your pop-up blocker is enabled, then there is a possibility that CT Prevention may not function or appear properly. You should either disable the pop-up blocker while using CT Prevention (while remembering to enable it, if desired, when not using CT Prevention) or create exceptions for the pop-up blocker. Although enabling and disabling the pop-up blocker may be cumbersome, it may be easier than making exceptions to the pop-up blocker.

To create exceptions for the pop-up blocker, open your internet browser window. If using Internet Explorer, click the top toolbar option "Tools" and then go to "Internet Options". After the Internet Options window is available, you will want to click on the "Privacy" tab at the top of the window. You will notice while on the "Privacy" tab at the bottom will be a section on Pop-Up Blockers. If the "Block pop-ups" checkbox is checked, click on the "Settings" button to allow for exceptions. If using Mozilla Firefox, click the top toolbar options "Tools" and then go to "Options". After the "Options" window is available, you will want to click on the "Content" tab at the top of the window. If the "Block Popup Window" is checked, click the "Allowed Sites" button to the right to allow for exceptions.

You can now add the CT Prevention links to the "Allowed Sites" list which the pop-up blocker will ignore when trying to block pop-ups from CT Prevention. You will want to add https://kitservices1.kithost.net for the Live system and http://demo.kithost.net for the Training system. Once these sites are added to your "Allowed Sites" list, the pop-up blocker should no longer prevent pages from loading and appearing while you are using CT Prevention.

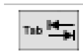
*Note: These are instructions for Internet Explorer 7.0 and may be different for other Internet Explorer version.

System Navigating

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

Computer Keys

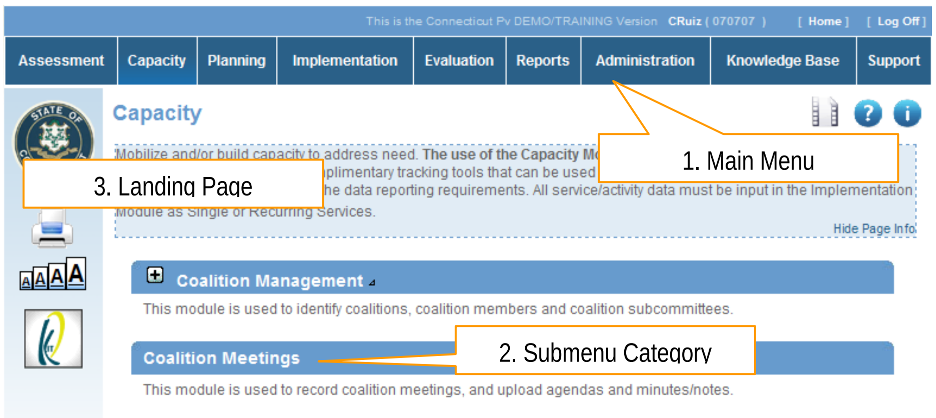
While entering information into a form, several keys are helpful for moving the cursor from one information box (called a data field) to another. The table below summarizes those keys:

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

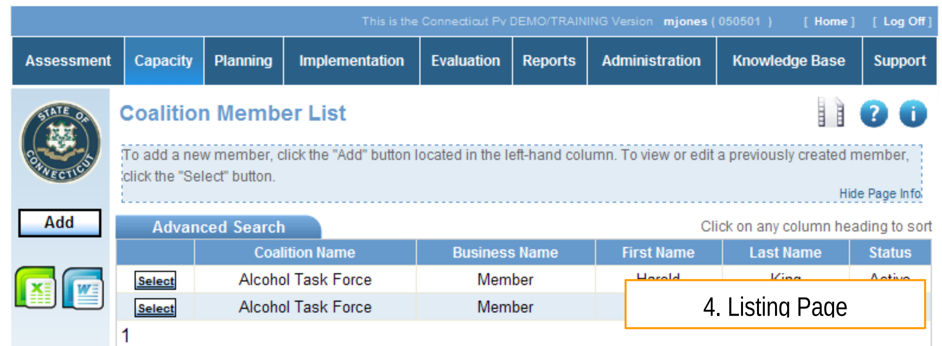
Menu Information

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

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

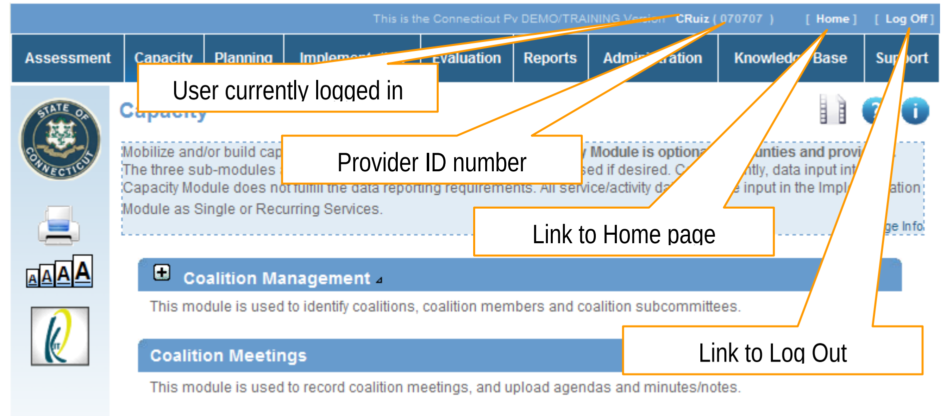


(This is a screenshot displaying the Main Menu, Category, and a Landing Page)



(This is a sample screenshot displaying a Listing Page)

The top of the menu provides links to the [Home] (**Home**) page and to [Log Off] (**Log Off**) of the Service. The **Provider ID number** is listed as well as the user currently logged into the KIT Prevention Service.

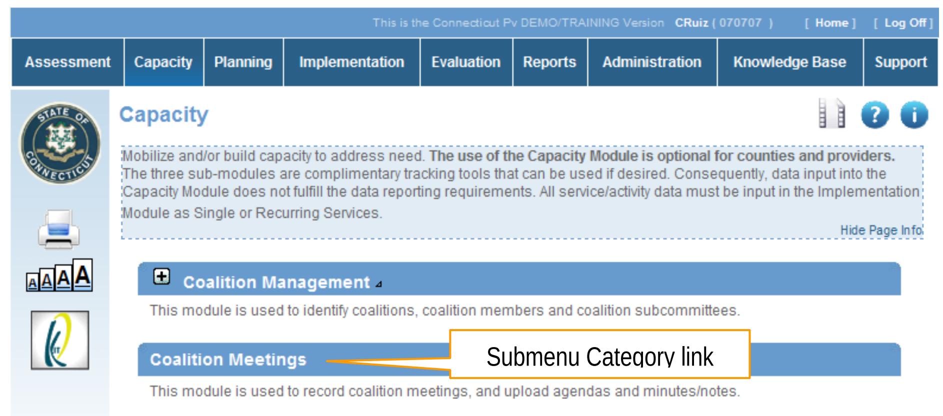


Landing Pages

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

To open a category:

- Click on the Landing Page Submenu Category link.



(This is a screenshot displaying a Landing Page.)

Listing Pages

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

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

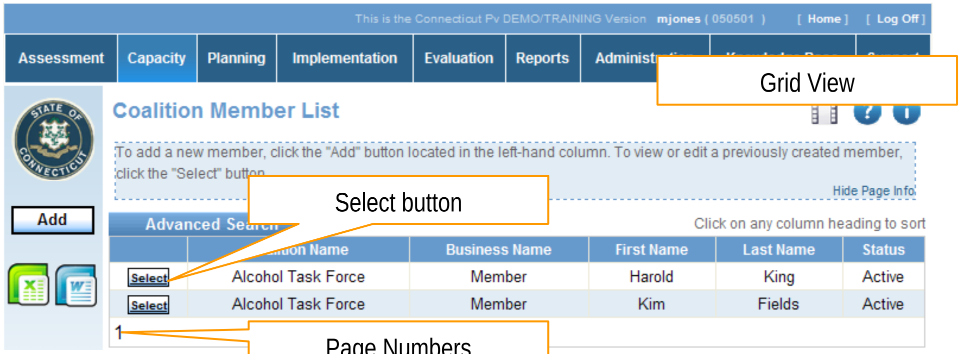
There are three types of Listing Pages:

1. Grid View
2. Hierarchy View
3. Single Form View

Grid View:

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

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



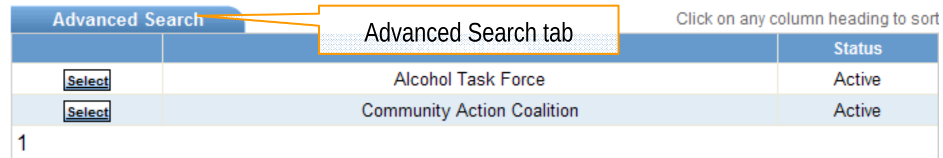
(This is a sample screenshot displaying a "Grid View" Listing Page.)

Tips

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

Advanced Search

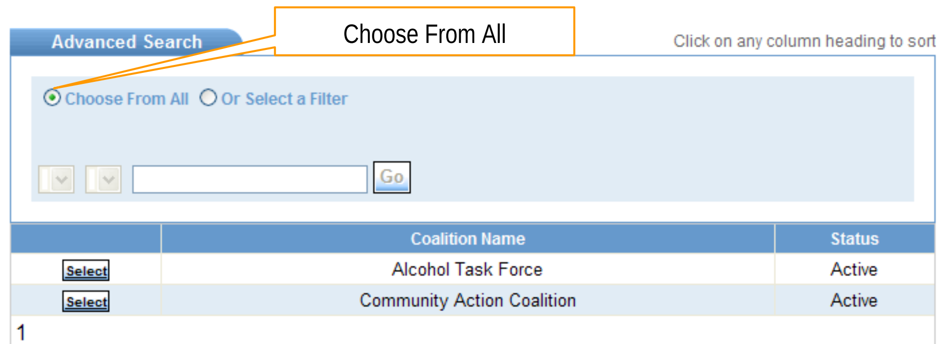
Each Listing Page includes a search feature which allows you to find a particular record by clicking the Advanced Search (**Advanced Search**) tab and selecting several variables. In addition, records are able to be sorted in ascending or descending order by clicking on the column name (e.g., Coalition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



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

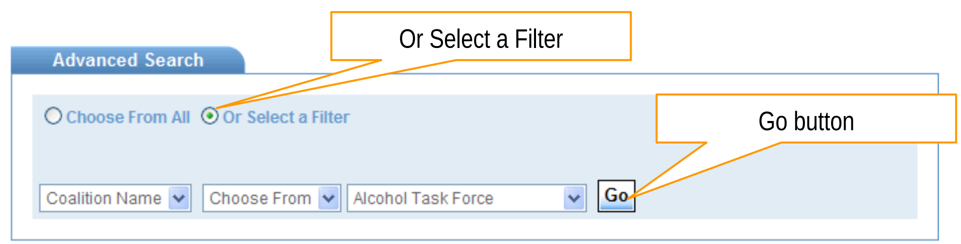
To begin using the Advanced Search feature:

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



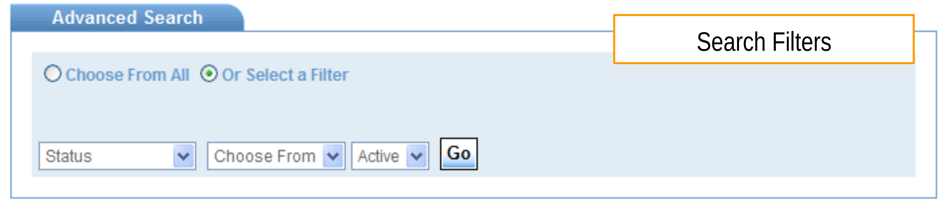
(This is a sample screenshot of a Listing with the Choose From All radio button selected)

2. There are two ways to use the search feature: 1) **Choose From All** or 2) **Or Select a Filter**.
    a. Select the Choose From All (**Choose From All**) radio button to see a list of all of the data saved.
    b. The Or Select a Filter (**Or Select a Filter**) radio button allows you to limit search results. To change the search filters, first click the Or Select a Filter (**Or Select a Filter**) button. Then, click on the black arrow at the right-hand side of the dropdown fields and select an option. Once the three filters have been selected, click the Go (**Go**) button to see the search results.

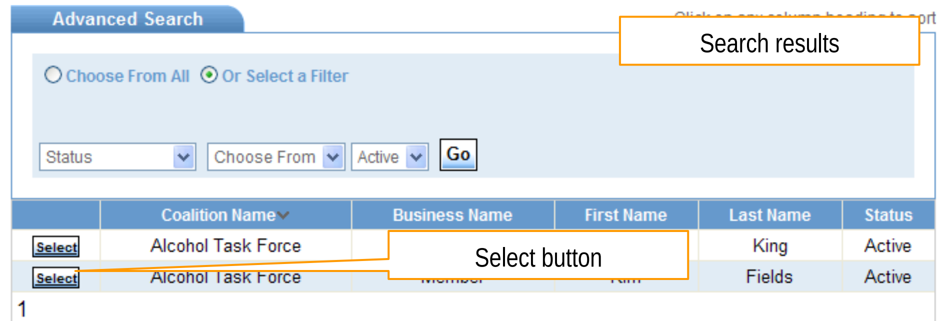


(This is a sample screenshot of a Listing with the Or Select a Filter radio button selected)

3. The three search filters are used in the following method:
    a. The first search filter will display the search categories to select from.
    b. The second search filter allows you to select how you would like to filter the search results.
    c. The third search filter is the search criteria (i.e, 04/23/11 as a date of service).

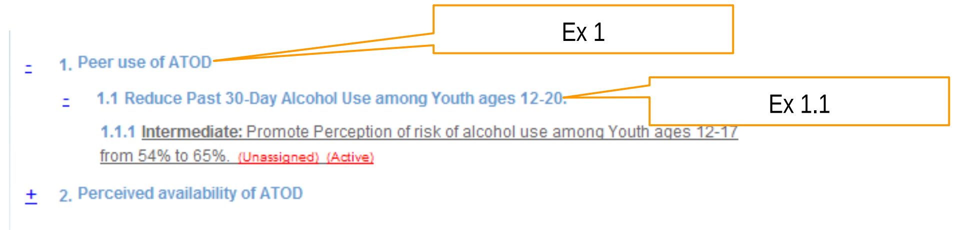


4. Once you have clicked the Choose From All (**Choose From All**) radio button or used the Or Select a Filter (**Or Select a Filter**) option, you will see a list of data. Click the Select (**Select**) button next to the line of data that represents the data to be viewed or edited.
5. After you click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



Hierarchy View

A Hierarchical View is used when there is a ‘Parent/Child’ relationship. Looking at the example, Ex 1 shows the parent (the Problem Statement that was created in the Assessment module) whereas Ex 1.1 is the child (the Goal that will be created in the Planning module.) The need to link a child (goal) to a parent (problem statement) adds complexity to the process of adding and searching. The hierarchical view was designed to simplify these tasks.

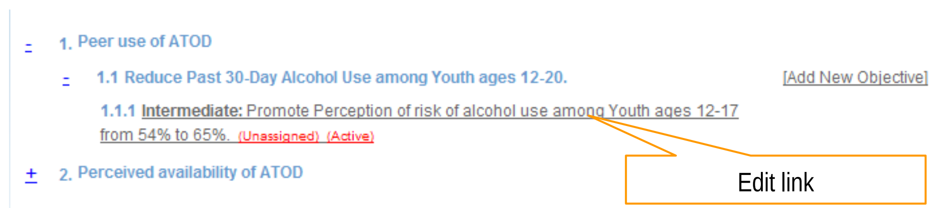


(This is a sample screenshot displaying the Hierarchy View)

1. All of the “parents” will be displayed on the Listing page upon entering the module.
2. To create or add a “child”, click on the link to the right of the “parent”.
3. To view all of the “children” underneath a “parent”, click on the .
4. The will become a , and all of the “children” will be displayed below the “parent”.

(This is a sample screenshot displaying a Hierarchy View)

5. To edit or delete a “child”, click on the “child” link.

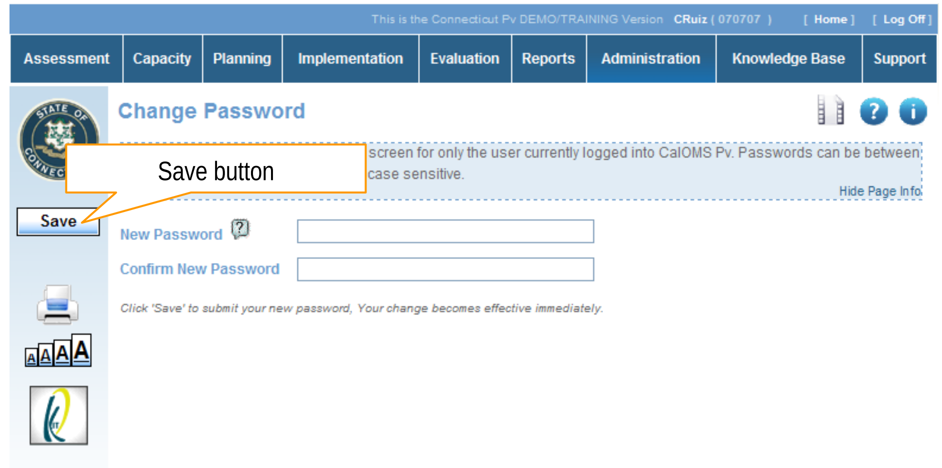


(This is a sample screenshot displaying the Hierarchy View. This is a partial screenshot.)

Single Form View:

The Single Form View is used when the data entered is updated periodically. Only one form is available and edited. The Single Form View displays the fields on the Edit Form. (For more information on the Edit Form, see the Edit Forms section.)

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

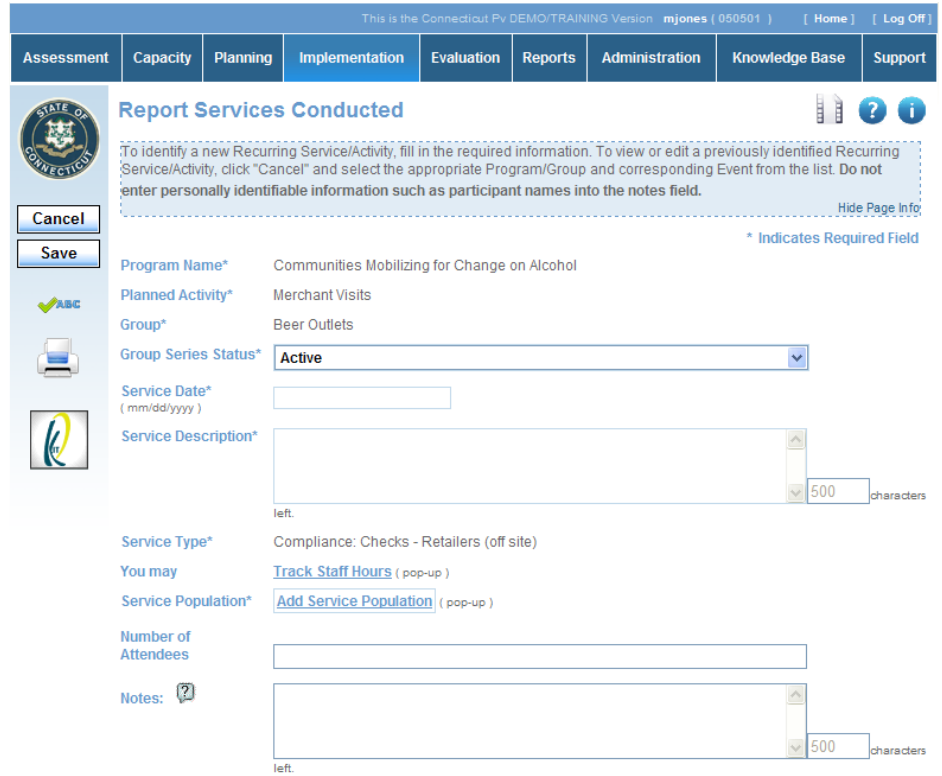


(This is a sample screenshot displaying a "Single Form View" Listing Page)

Edit Forms

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

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



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

Data Fields and Buttons

In CT Prevention 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)	Please Select (select one)
Buttons	Add Cancel Save Delete
Radio Button	Selected Not selected
Check Boxes	Selected Not Selected
Birth Date*	An asterisk denotes a required field
	Denotes a Note with more information regarding the field.
	Spell Check
!	Indicated that a required field was missed at the time of saving.

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

Tips

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

Edit Form Buttons

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

Add	Must be pressed first to add new information to a form
Save	Adds the information on the form to CT Prevention.
Delete	Removes the information currently on the form from CT Prevention
Cancel	Cancels the Add or Edit without saving any information entered.

Additional Feature Buttons

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

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

LOGIN PROCEDURE

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

Live Data:

https://kitservices2.kithost.net/pbpsct2011/

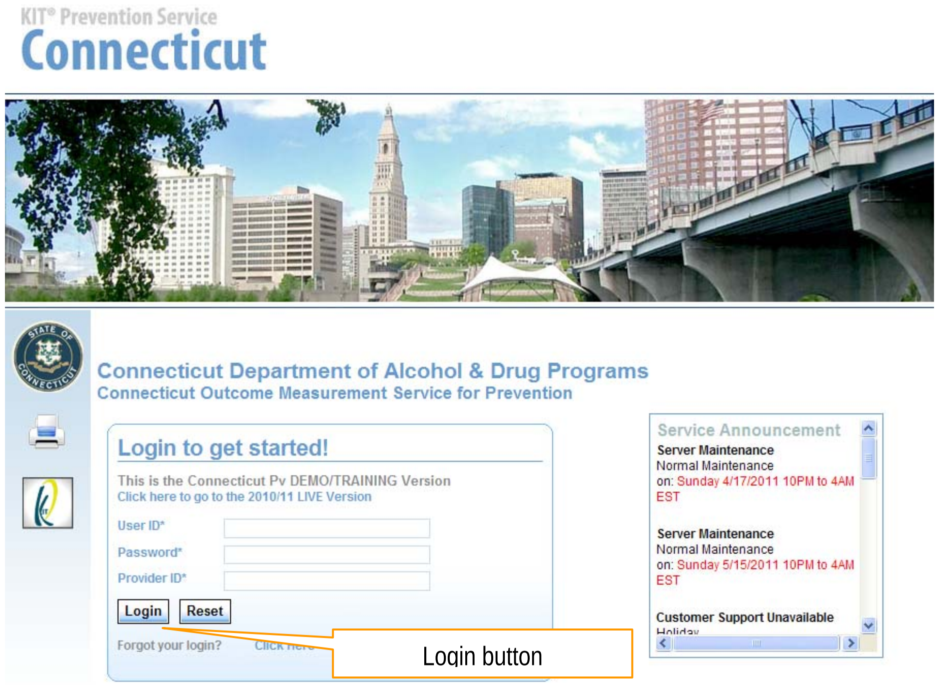
Training Data:

http://demo.kithost.net/pbpsctdemo/

Log into CT Prevention.

1. Type the login name provided by your acting administrator in the **User ID*** field.
2. Type the password in the **Password*** field.
3. Type the provider ID in the **Provider ID*** field.
4. Click the Login (**Login**) button.
   *Note: Before logging in you will be able to choose which planning year you would like to work in.

To log out of the application, click the [Log Off] (**Log Off**) link in the upper right hand corner.



(This is a sample screenshot displaying Login Screen.)

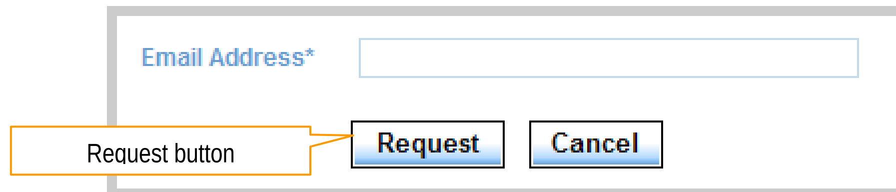
Tips

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

Forgot Your Login?

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

1. Enter the email address associated with your registered staff account in the **Email** field.
2. Click the Request (**Request**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel the request.



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

Note: You will receive a reply with your login information as long as the email address entered matches the address provided in the Staff/User module.

Tips

- You must be previously registered for the Forgot Your Login? feature to work.

Service Announcement

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

Server Maintenance typically occurs once a month.

ADMINISTRATION

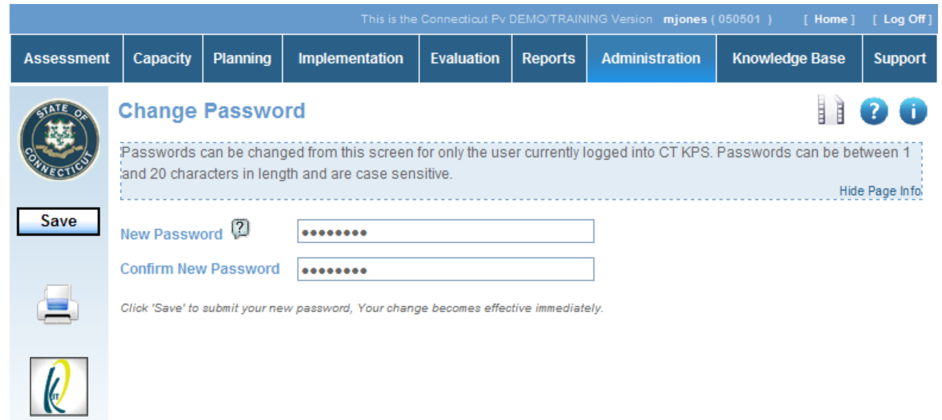
The Administration module is designed to complete administrative tasks within the application such as updating organization information, staff registration, and changing a password.

Change Password

The Change Password module allows a user to change the password for the account that they are currently logged into the application.

Scenario:

When a user accesses the training site for the first time s/he will use their training provider number, a default userID of ‘mjones’ with the password of ‘pass’. Change the default password to one of your own.



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

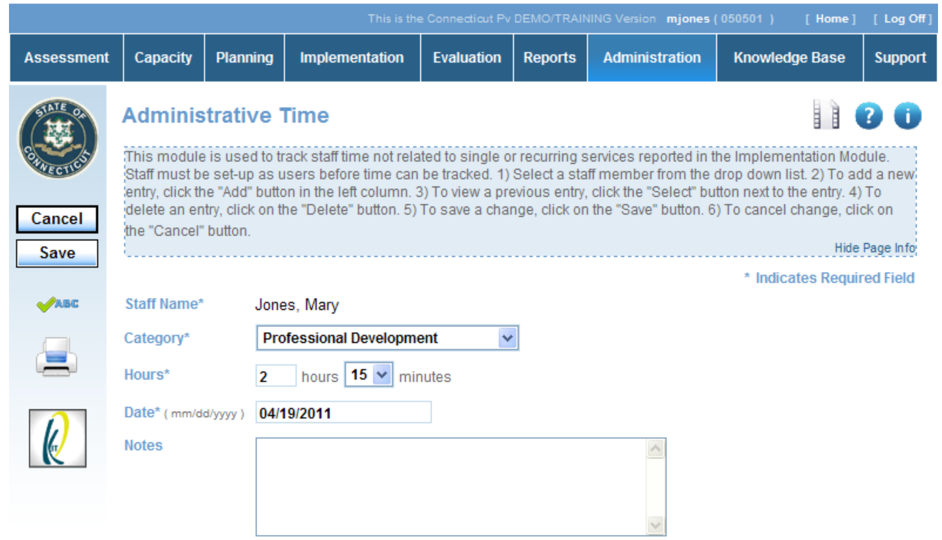
Administrative Time

The Administrative Time module allows users to indicate time spent on prevention that is not directly related to a service. Time spent during trainings, meetings, general planning, or even entering information into CT KPS can be classified as administrative time.

Scenarios:

Use the information below to enter some administrative time:

Admin Time 1:	
Staff Name:	Mary Jones
Category:	Professional Development
Hours:	2 hours 15 minutes
Date:	04/19/2011



(This is a screenshot displaying Admin Time 1 on the Administrative Time Edit Page)

Events Manager

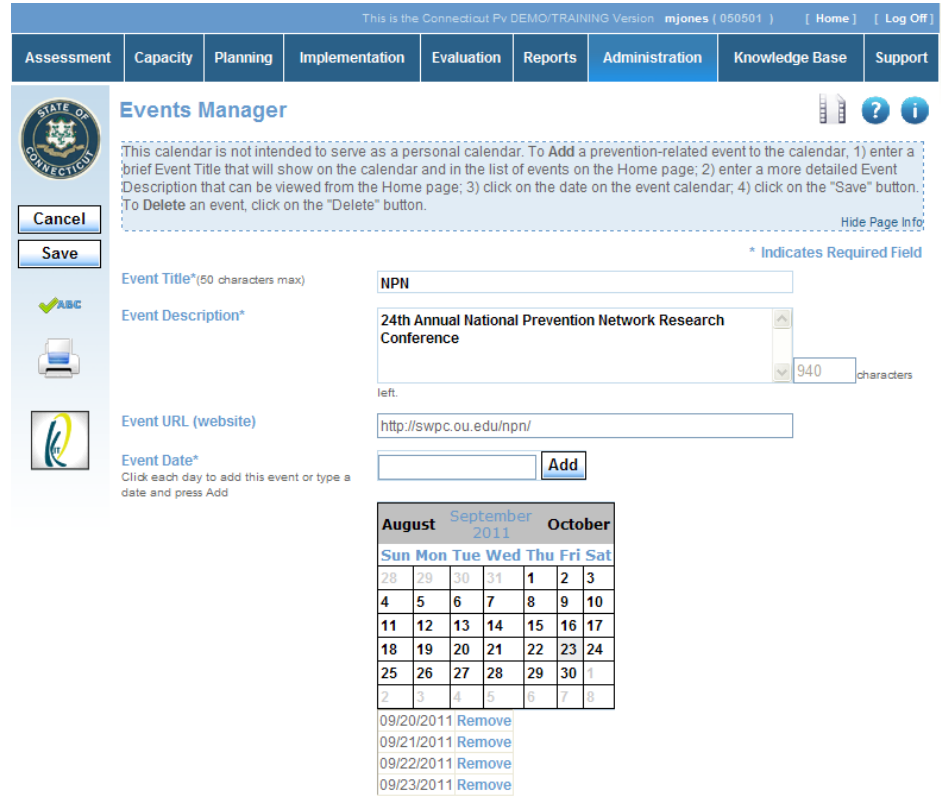
The Manage Events module is designed to add, edit or delete events in the Events Calendar displayed on the Home page. Events added at provider level will only be viewed by that provider.

Scenario:

Use the information below to enter an event:

Event 1:

Event Title:	NPN
Event Description:	24th Annual National Prevention Network Research Conference
Event URL:	http://swpc.ou.edu/npn/
Event Dates:	09/20/2011 09/21/2011 09/22/2011 09/23/2011



(This is a partial screenshot displaying Event 1 on the Events Manager Edit Page.)

ASSESSMENT

The Assessment module allows the providers to identify the problems that need to be addressed within their community.

Problem Statement

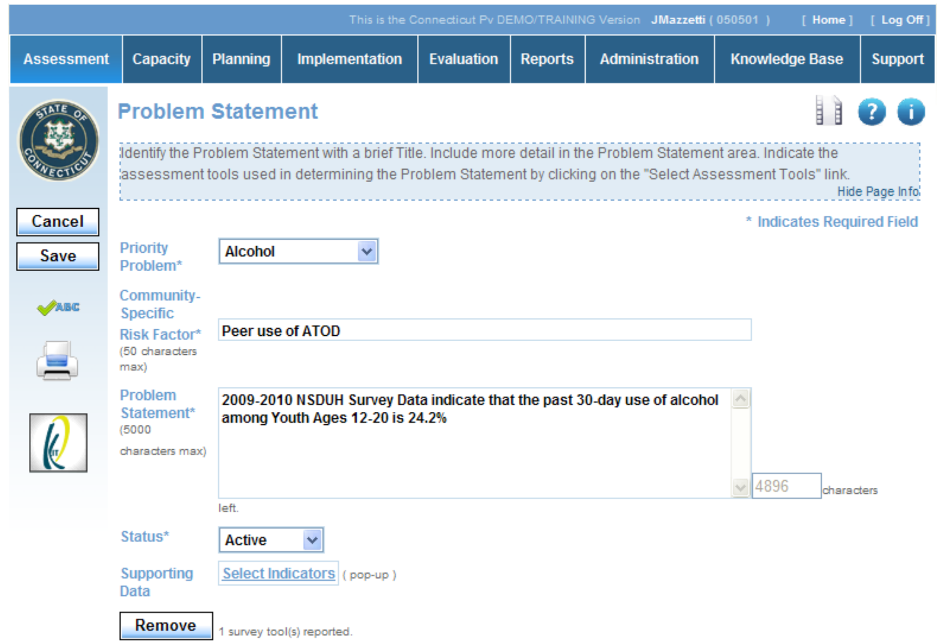
The Problem Statement module allows you to enter statements identifying the problems that need to be addressed within your community based on assessment results.

Scenarios:

Use the following information to enter Problem Statements.

Problem Statement 1:

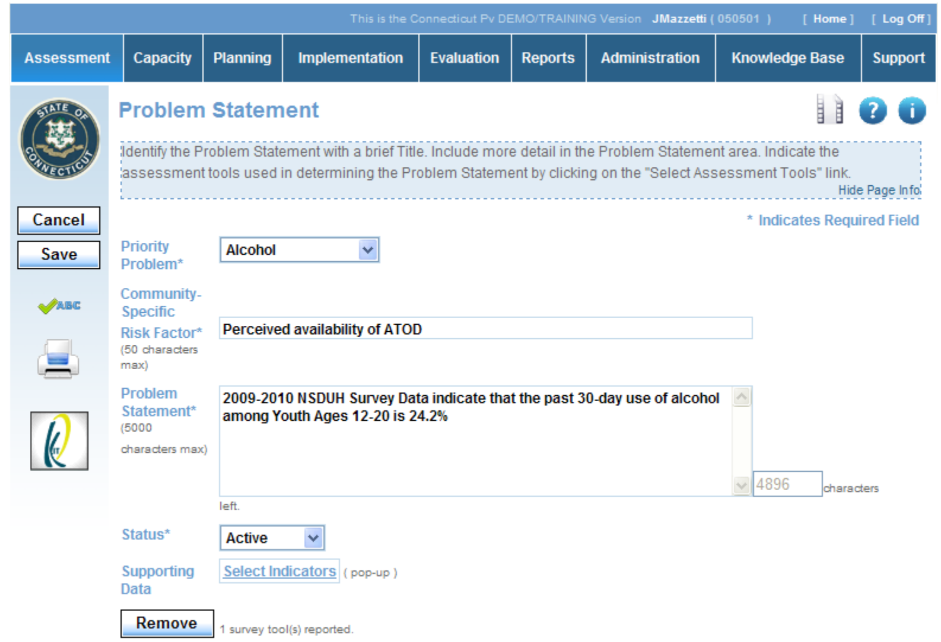
Priority Problem:	Alcohol
Community-Specific Risk Factor:	Peer use of ATOD
Problem Statement:	2009-2010 NSDUH Survey Data indicate that the past 30-day use of alcohol among Youth Ages 12-20 is 24.2%
Status:	Active
Supporting Data:	National Survey on Drug Use and Health (NSDUH) Regional Alcohol, Tobacco, and Other Drug Data



(This is a screenshot displaying Problem Statement 1 on the Problem Statement Edit Page)

Problem Statement 2:

Title:	Past 30-Day Underage Use of Alcohol
Priority Problem:	Alcohol
Community-Specific Risk Factor:	Perceived availability of ATOD
Problem Statement:	2009-2010 NSDUH Survey Data indicate that the past 30-day use of alcohol among Youth Ages 12-20 is 24.2%
Status:	Active
Supporting Data:	National Survey on Drug Use and Health (NSDUH) Regional Alcohol, Tobacco, and Other Drug Data



(This is a screenshot displaying Problem Statement 2 on the Problem Statement Edit Page)

Coalition Management

There are three categories under Coalition Management. Within Coalition Management, a provider is able to register their coalitions' organizations, the members of the coalitions, and the groups of those coalitions.

Registering a Coalition

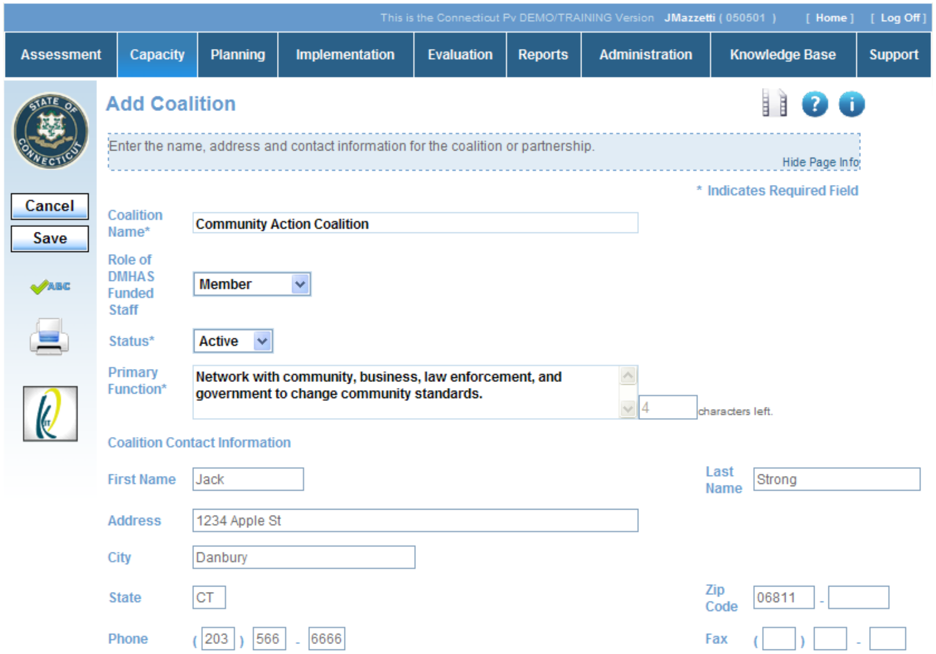
The Coalition Organization module allows you to add a partnering or managing coalition to your organization.

Scenarios:

Use the information below to register a few coalitions.

Coalition 1:

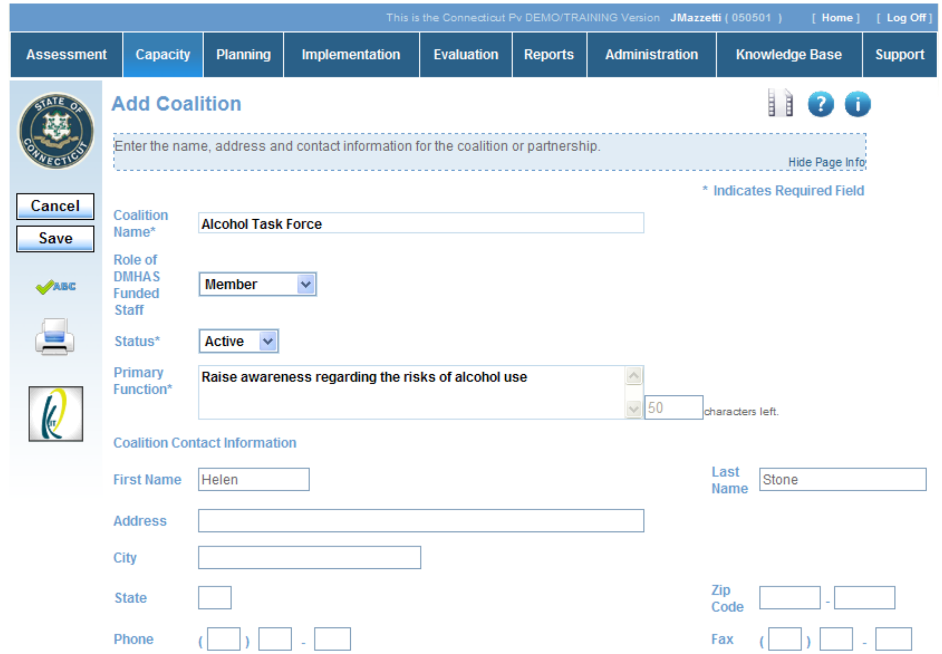
Coalition Name:	Community Action Coalition
Role of DMHAS Funded Staff:	Member
Status:	Active
Primary Function:	Network with community, business, law enforcement, and government to change community standards.
First Name:	Jack
Last Name:	Strong
Address:	1234 Apple St
City:	Danbury
State:	CT
Zip Code:	06811
Phone:	203-566-6666



(This is a partial screenshot displaying Coalition 1 on the Coalition Organization Edit Page)

Coalition 2:

Coalition Name:	Alcohol Task Force
Role of DMHAS Funded Staff:	Member
Status:	Active
Primary Function:	Raise awareness regarding the risks of alcohol use
First Name:	Helen
Last Name:	Stone



(This is a partial screenshot displaying Coalition 2 on the Coalition Organization Edit Page)

Registering a Coalition Member

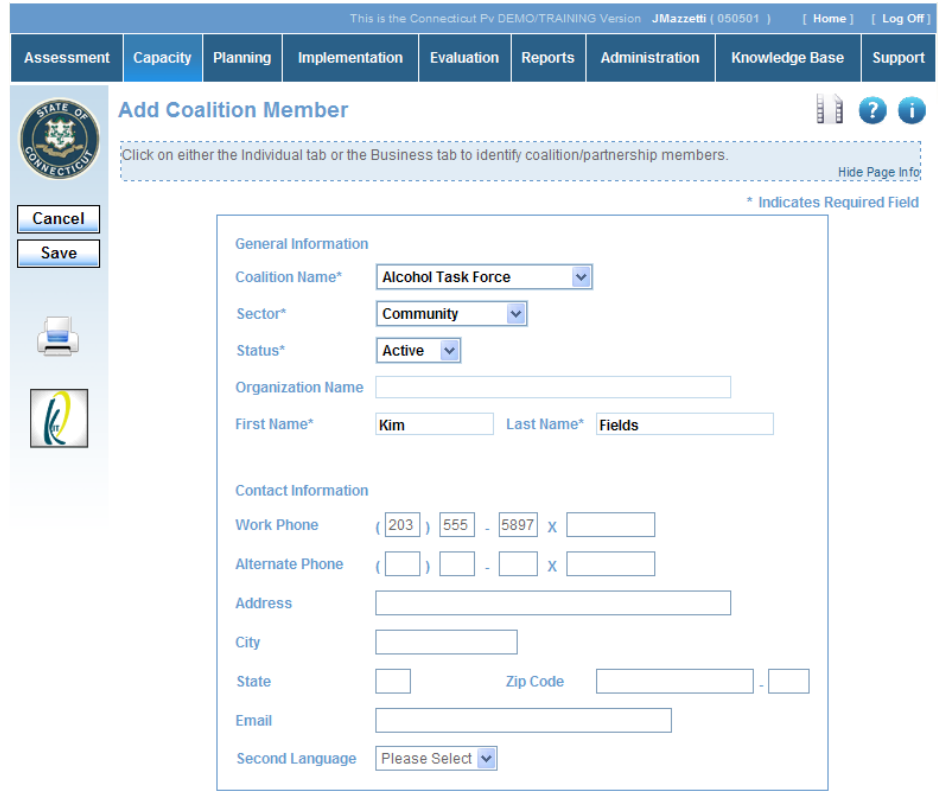
The Coalition Member module allows you to add members to your coalitions.

Scenario 1:

Use the following information to enter *Individual* coalition members.

Individual Member 1:

Coalition Name:	Alcohol Task Force
Sector:	Community
Status:	Active
First Name:	Kim
Last Name:	Fields
Work Phone:	203-555-5897



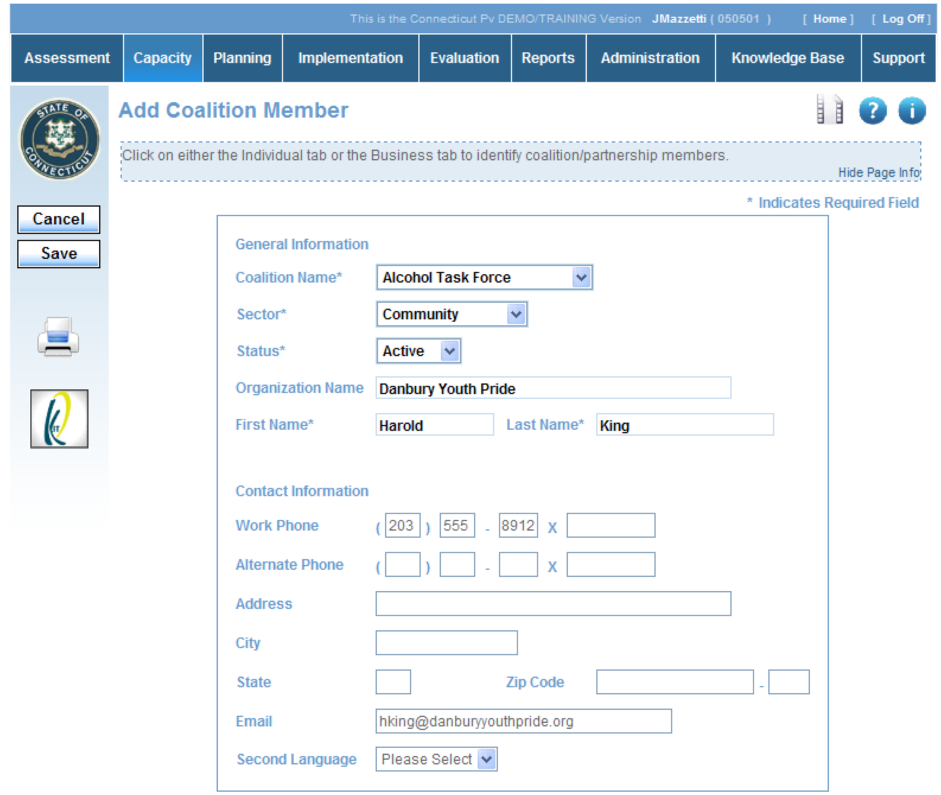
(This is a screenshot displaying Individual Member 1 on the Coalition Member Edit Page)

Scenario 2:

Use the following information to enter a Business coalition member.

Business Member 1:

Coalition Name:	Alcohol Task Force
Sector:	Community
Status:	Active
Organization Name:	Danbury Youth Pride
First Name:	Harold
Last Name:	King
Work Phone:	203-555-8912
Email:	hking@danburyyouthpride.org



(This is a screenshot displaying Business Member 1 on the Coalition Member Edit Page)

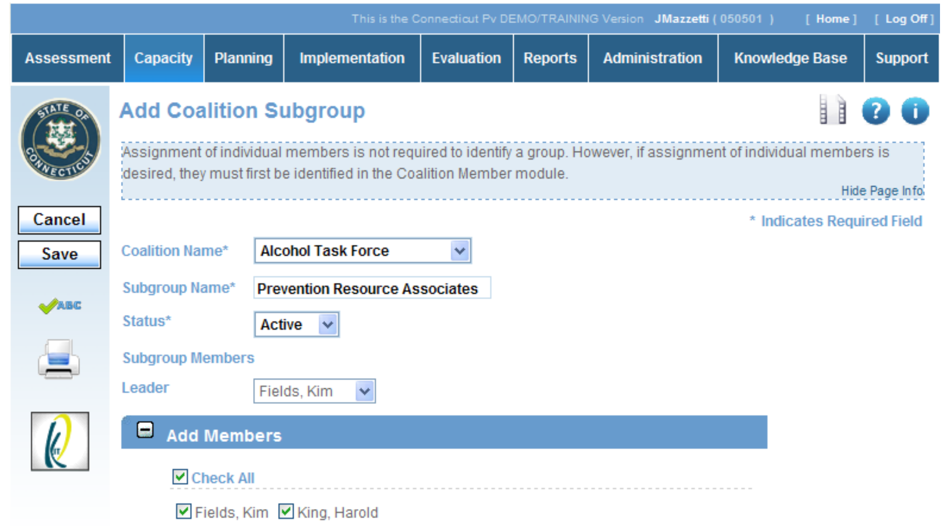
Registering a Coalition Subgroup

The Coalition Subgroup module allows you to add groups to your coalitions.

Scenario:

Use the following information to enter a coalition subgroup.

Coalition Subgroup 1:	
Coalition Name:	Alcohol Task Force
Subgroup Name:	Prevention Resource Associates
Status:	Active
Leader:	Fields, Kim
Add Members:	King, Harold



(This is a screenshot displaying Coalition Subgroup 1 on the Coalition Subgroup Edit Page)

Coalition Meetings

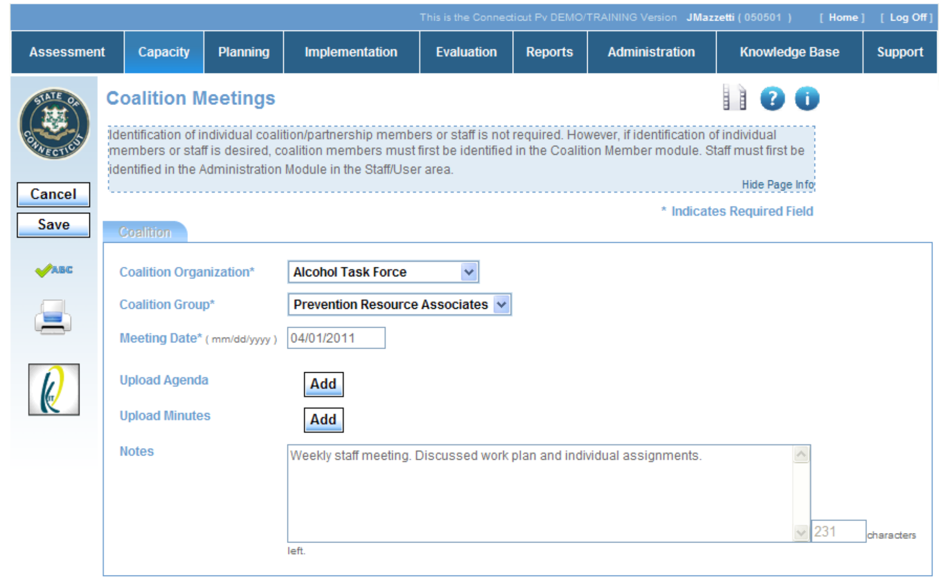
The Coalition Meetings module allows the provider to record any meetings that may occur with their coalitions.

Scenarios:

Use the following information to enter a coalition meeting.

Coalition Meeting 1:

Coalition Organization:	Alcohol Task Force
Coalition Group:	Prevention Resource Associates
Meeting Date:	04/01/2011
Notes:	Weekly staff meeting. Discussed work plan and individual assignments.



(This is a screenshot displaying Coalition Meeting 1 on the Coalition Meeting Edit Page)

PLANNING

The Planning module allows the provider to upload a comprehensive strategic plan and enter their goals and outcomes.

Goals

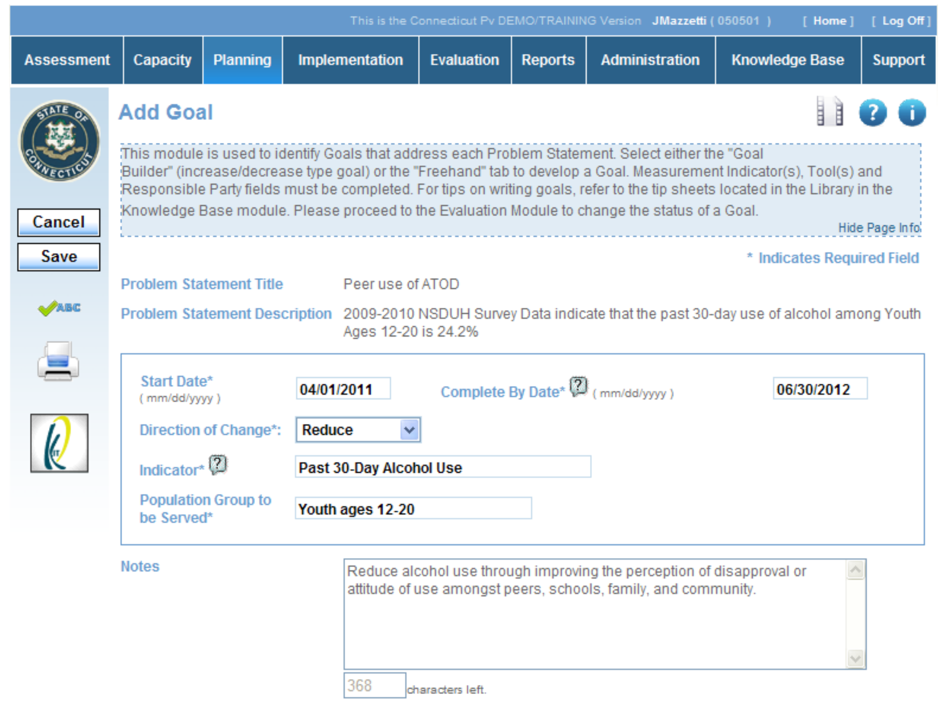
The Goals module allows the provider to enter the goals they are targeting within the community. All goals will be linked to a Problem Statement that was created in the Assessment module.

Scenario:

Use the following information to enter goals using the Builder tool.

Goal 1:

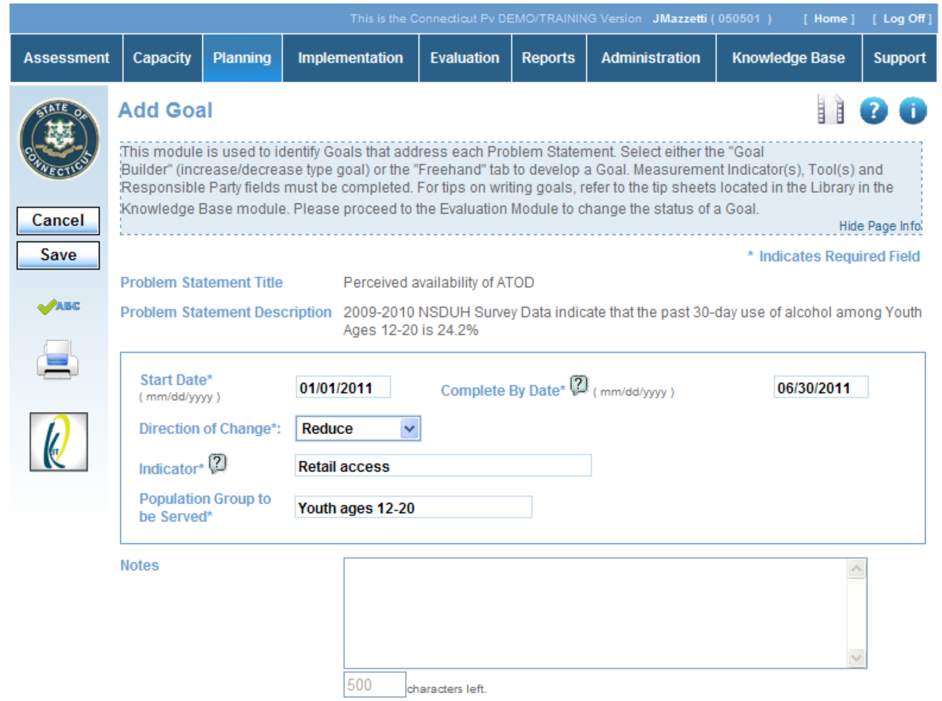
Problem Statement Title:	Peer use of ATOD
Start Date:	04/01/2011
Complete By Date:	06/30/2012
Direction of Change:	Reduce
Indicator:	Past 30-Day Alcohol Use
Population Group to be Served:	Youth ages 12-20
Notes:	Reduce alcohol use through improving the perception of disapproval or attitude of use amongst peers, schools, family, and community.



(This is a partial screenshot displaying Goal 1 on the Goals Edit Page)

Goal 2:

Problem Statement Title:	Perceived availability of ATOD
Start Date:	01/01/2011
Complete By Date:	06/30/2011
Direction of Change:	Reduce
Indicator:	Retail access
Target Group:	Youth ages 12-20



(This is a partial screenshot displaying Goal 2 on the Goals Edit Page)

Outcomes

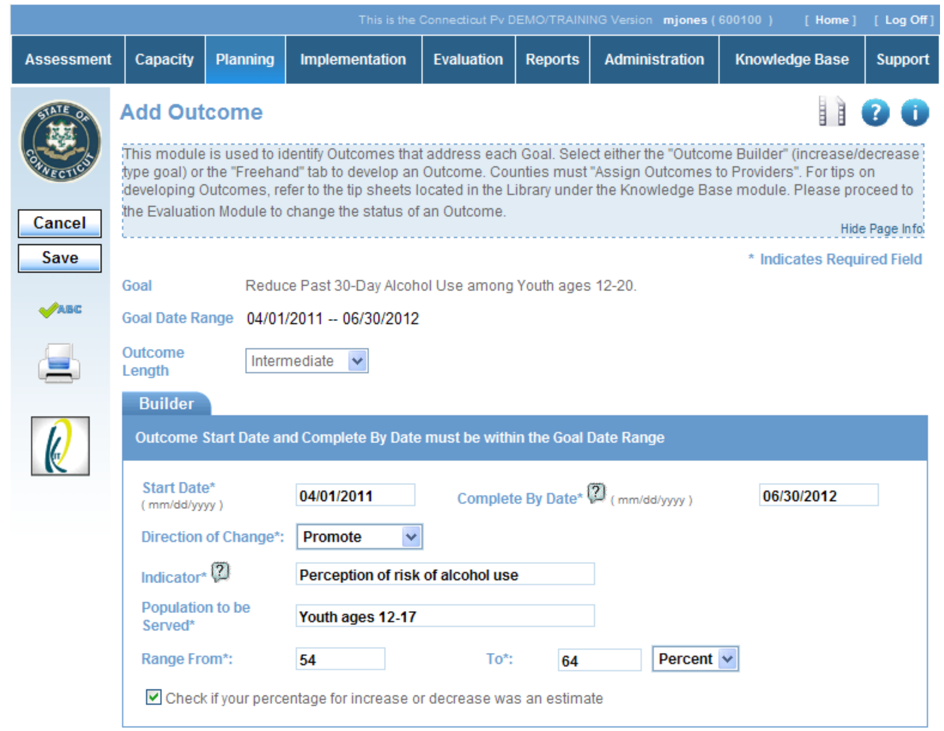
The Outcomes module allows the provider to enter the outcomes they are targeting within the community. Outcomes are linked to a Goal. The Outcomes page is similar to the Goals page in regards to entering the data.

Scenario 1:

Use the following information to enter outcomes using the Builder tool.

Outcome 1:

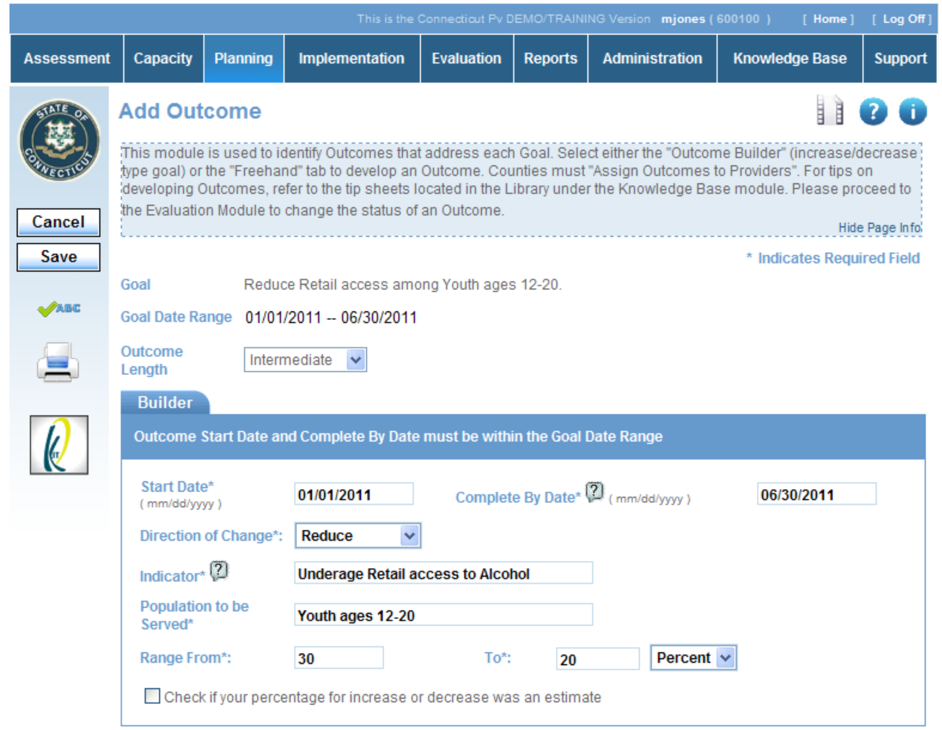
Problem Statement:	Peer use of ATOD
Goal:	Reduce Past 30-Day Alcohol Use among Youth ages 12-20.
Outcome Length:	Intermediate
Start Date:	04/01/2011
Complete By Date:	06/30/2012
Direction of Change:	Promote
Indicator:	Perception of risk of alcohol use
Population to be Served:	Youth ages 12-17
Range From:	54
Range To:	64
	Percent
Estimate:	Check the box indicating that the percentage is an estimate.
Data Collection Dates:	04/01/2011



(This is a partial screenshot displaying Outcome 1 on the Outcomes Edit Page)

Outcome 2:

Problem Statement:	Perceived availability of ATOD
Goal:	Reduce Retail access among Youth ages 12-20.
Outcome Length:	Intermediate
Start Date:	01/01/2011
Complete By Date:	06/30/2011
Direction of Change:	Reduce
Indicator:	Underage Retail access to Alcohol
Population to be Served:	Youth ages 12-20
Range From:	30
Range To:	20
	Percent
Data Collection Dates:	03/01/2011 04/01/2011



(This is a partial screenshot displaying Outcome 2 on the Outcomes Edit Page)

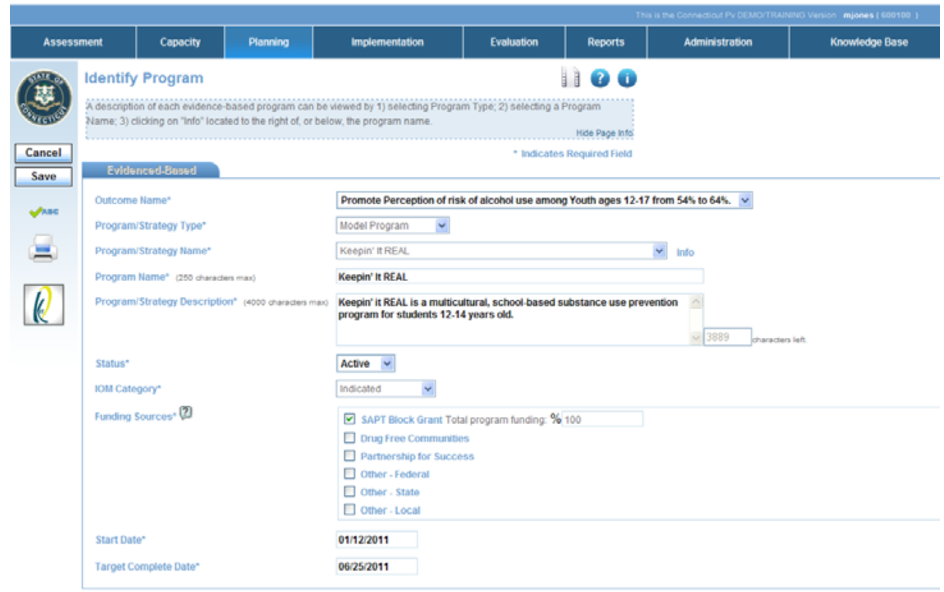
Programs/Strategies

The Programs/Strategies module allows a provider to register the programs used for services.

Scenario 1:

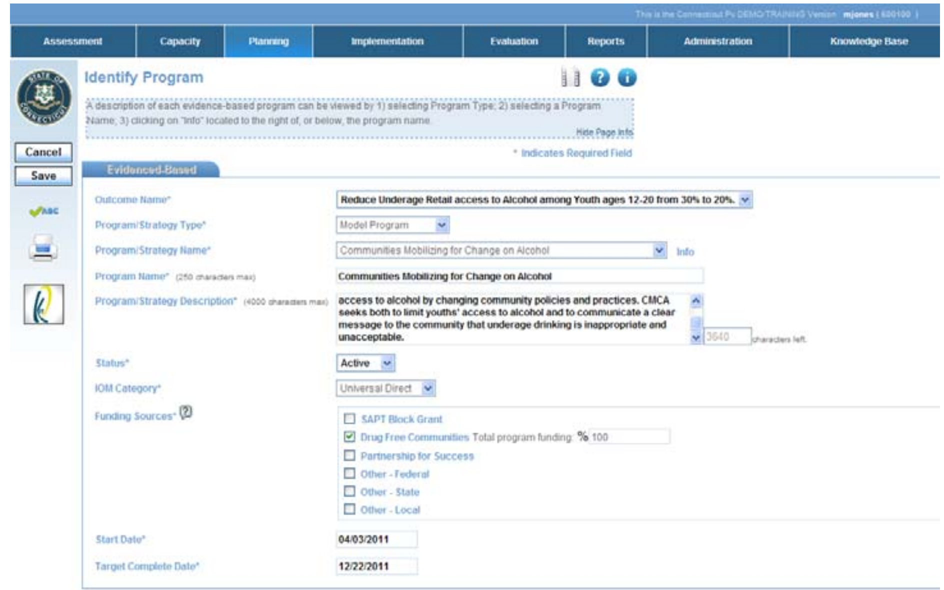
Use the following information to identify some programs.

	Identify Program 1:
Outcome Name:	Promote Perception of risk of alcohol use among Youth ages 12-17 from 54% to 64%.
Program Type:	Model Program
Program Name:	Keepin' it REAL
Description:	Keepin' it REAL is a multicultural, school-based substance use prevention program for students 12-14 years old.
Status:	Active
IOM:	Indicated
Funding Sources:	SAPT Block Grant
Total program funding:	100%
Start Date:	01/12/2011
Target Completion Date:	06/25/2011



(This is a partial screenshot displaying Identify Program 1 on the Identify Program Edit Page)

Identify Program 2:	
Outcome Name:	Reduce Underage Retail access to Alcohol among Youth ages 12-20 from 30% to 20%.
Program Type:	Model Program
Program Name:	Communities Mobilizing for Change on Alcohol
Description:	Communities Mobilizing for Change on Alcohol (CMCA) is a community-organizing program designed to reduce teens' (13 to 20 years of age) access to alcohol by changing community policies and practices. CMCA seeks both to limit youths' access to alcohol and to communicate a clear message to the community that underage drinking is inappropriate and unacceptable.
Status:	Active
IOM:	Universal Direct
Funding Sources:	Drug Free Communities
Total program funding:	100%
Start Date:	04/03/2011
Target Completion Date:	12/22/2011



(This is a partial screenshot displaying Identify Program 2 on the Identify Program Edit Page)

Action Steps

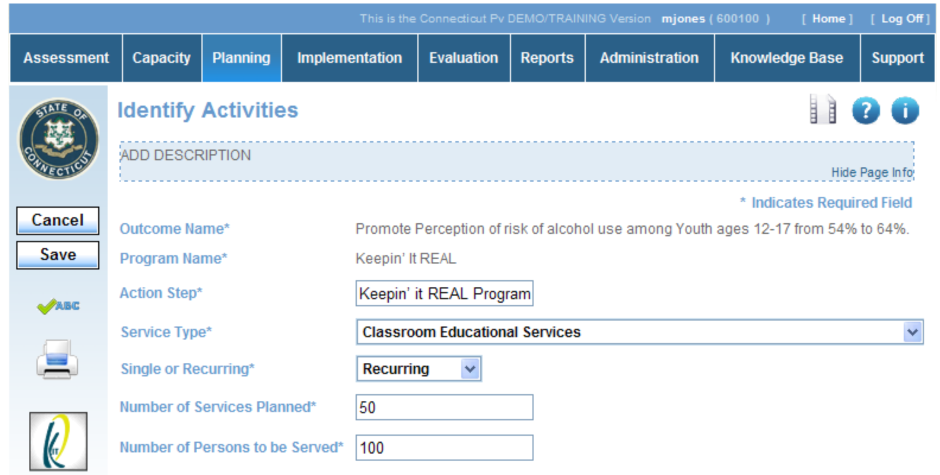
The Action Steps module allows the provider to identify the type of activities they will be performing within the community.

Scenario 1:

Use the following information to identify some activities.

Identify Activity 1:

Goal Name:	Reduce Past 30-Day Alcohol Use among Youth ages 12-20.
Outcome Name:	Promote Perception of risk of alcohol use among Youth ages 12-17 from 54% to 64%.
Program Name:	Keepin' it REAL
Action Step:	Keepin' it REAL Program Curriculum
Service Type:	Classroom Educational Services
Single or Recurring:	Recurring
Number of Services Planned:	50
Number of Persons to be Served:	100



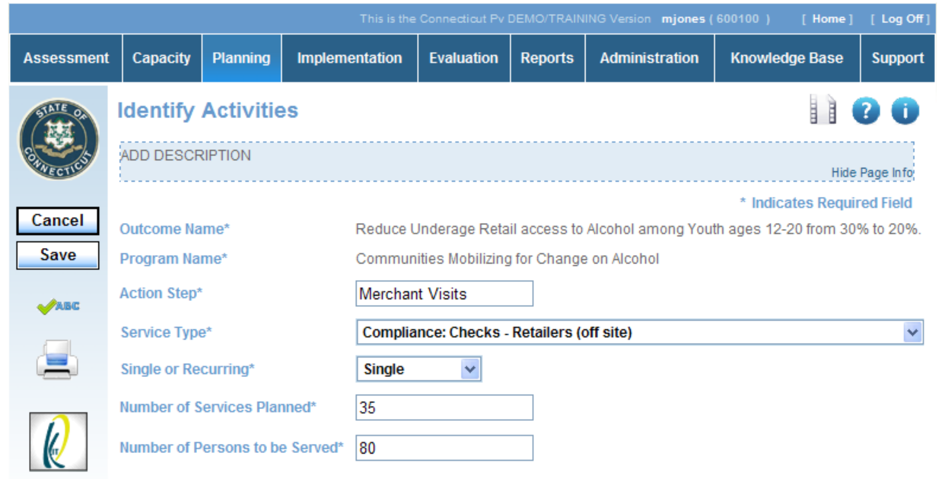
(This is a partial screenshot displaying Identify Activity 1 on the Identify Activities Edit Page)

Tips

- The Number of Services Planned and the Number of Persons to be Served refer to the total number of services and participants for all groups.

Identify Activity 2:

Goal Name:	Reduce Retail access among Youth ages 12-20.
Outcome Name:	Reduce Underage Retail access to Alcohol among Youth ages 12-20 from 30% to 20%.
Program Name:	Communities Mobilizing for Change on Alcohol
Action Step:	Merchant Visits
Service Type:	Compliance: Checks – Retailers (off site)
Single or Recurring:	Single
Number of Services Planned:	35
Number of Persons to be Served:	80



(This is a partial screenshot displaying Identify Activity 2 on the Identify Activities Edit Page)

IMPLEMENTATION

The Implementation module allows the provider to implement the prevention plan.

Identify Participants

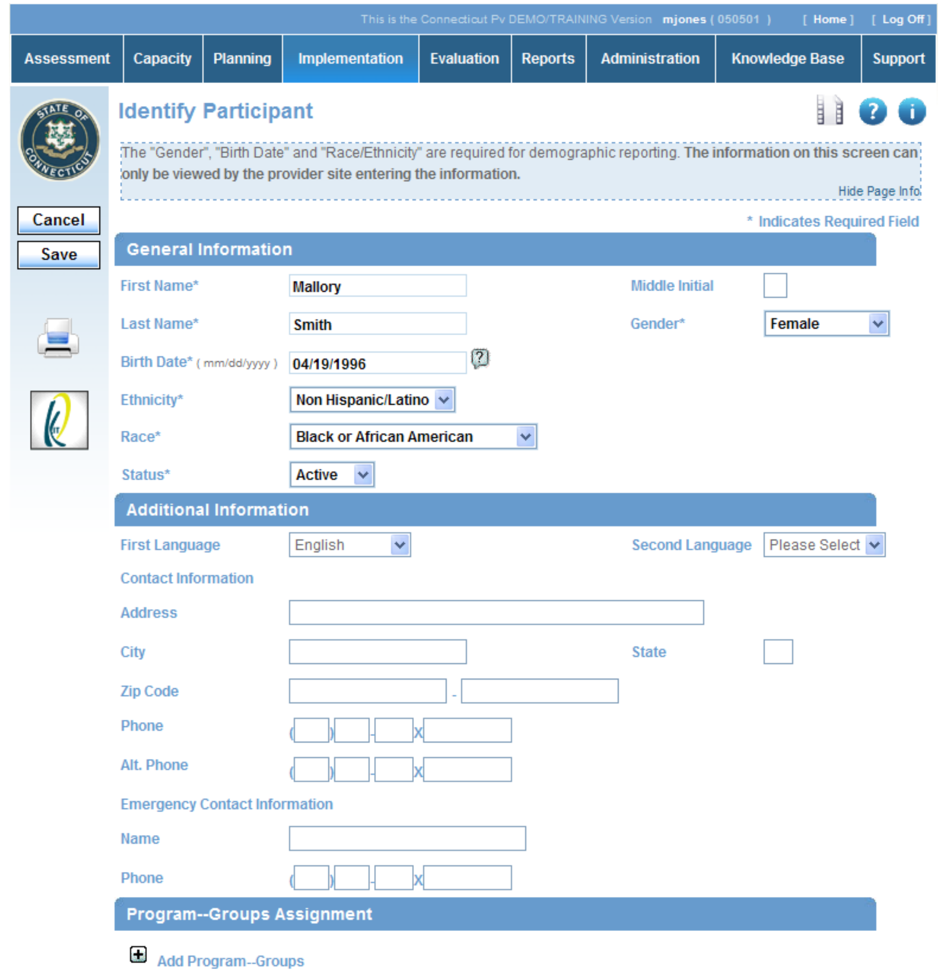
The Identify Participants module enables the ability to track events, attendance, and completion on an individual basis for recurring activities. This feature greatly improves the accuracy and reliability of the prevention service data. The Identify Participants form may also be accessed through the Identify Group module when entering a participant group.

Scenarios:

Use the following information to enter participants.

Participant 1:

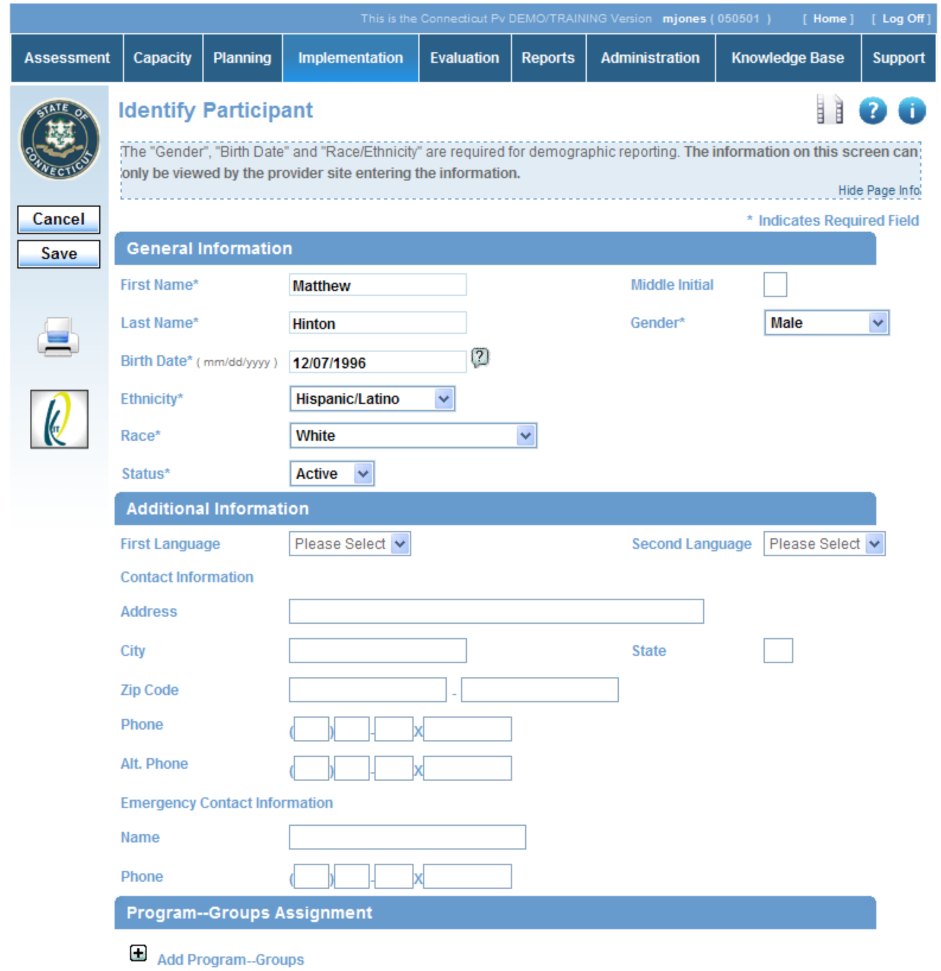
First Name:	Mallory
Last Name:	Smith
Gender:	Female
Birth Date:	04/19/1996
Ethnicity:	Non Hispanic/Latino
Race:	Black or African American
Status:	Active
First Language:	English



(This is a screenshot displaying Participant 1 on the Identify Participants Edit Page)

Participant 2:

First Name:	Matthew
Last Name:	Hinton
Gender:	Male
Birth Date:	12/07/1996
Ethnicity:	Hispanic/Latino
Race:	White
Status:	Active



(This is a screenshot displaying Participant 2 on the Identify Participants Edit Page)

Identify Groups

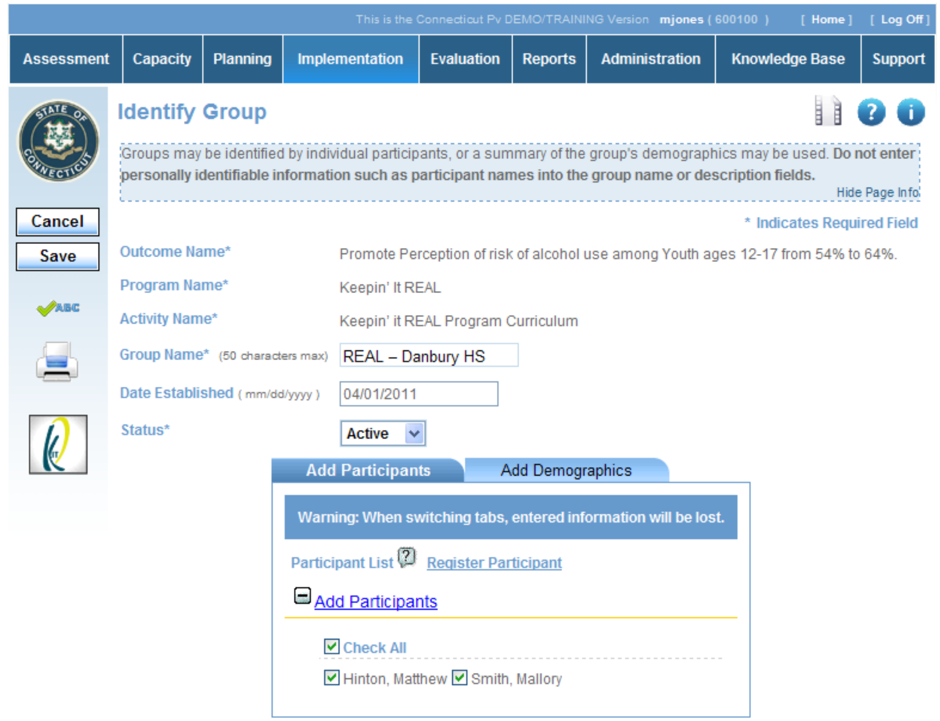
The Identify Groups module allows the provider to enter groups used in recurring services/activities. Identifying groups will prevent duplicated participant counts in recurring services/activities. There are two (2) types of groups that can be identified: participant groups and demographic groups.

Scenario 1:

Use the following information to identify a participant group.

Identify Group 1:

Outcome Name:	Promote Perception of risk of alcohol use among Youth ages 12-17 from 54% to 64%.
Program Name:	Keepin' It REAL
Activity Name:	Keepin' it REAL Program Curriculum
Group Name:	REAL – Danbury HS
Date Established:	04/01/2011
Status:	Active
Add Participants:	Hinton, Matthew Smith, Mallory



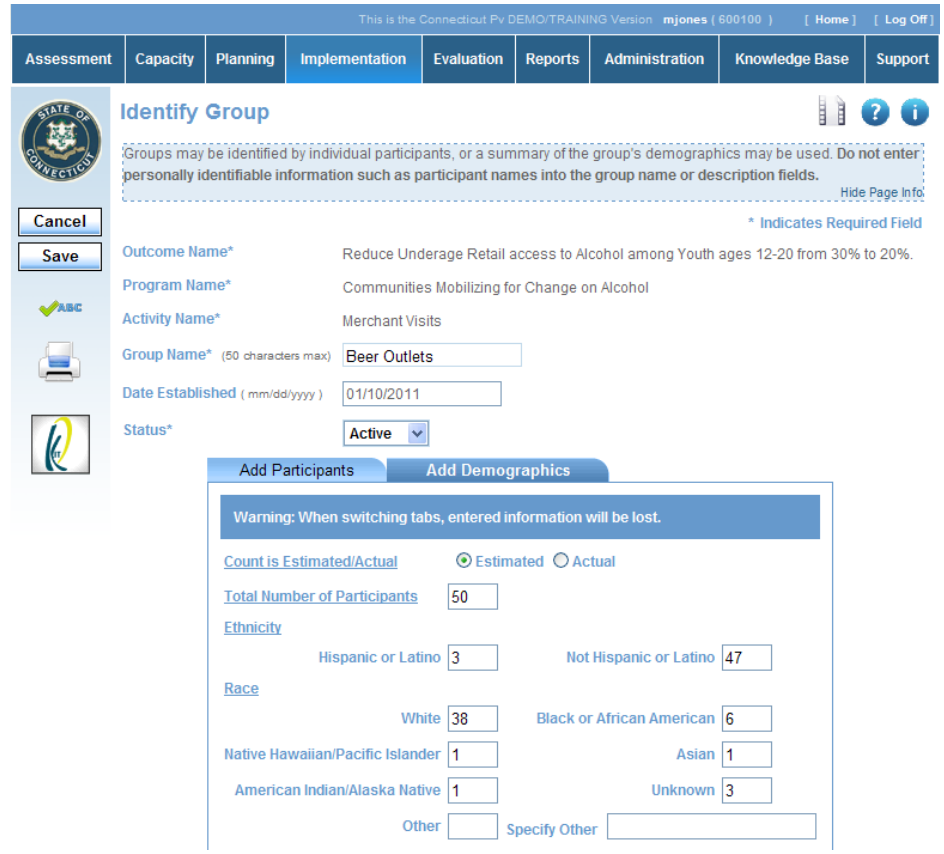
(This is a partial screenshot displaying Identify Group 1 on the Identify Group Edit Page)

Scenario 2:

Use the following information to identify a demographic group.

Identify Group 2:

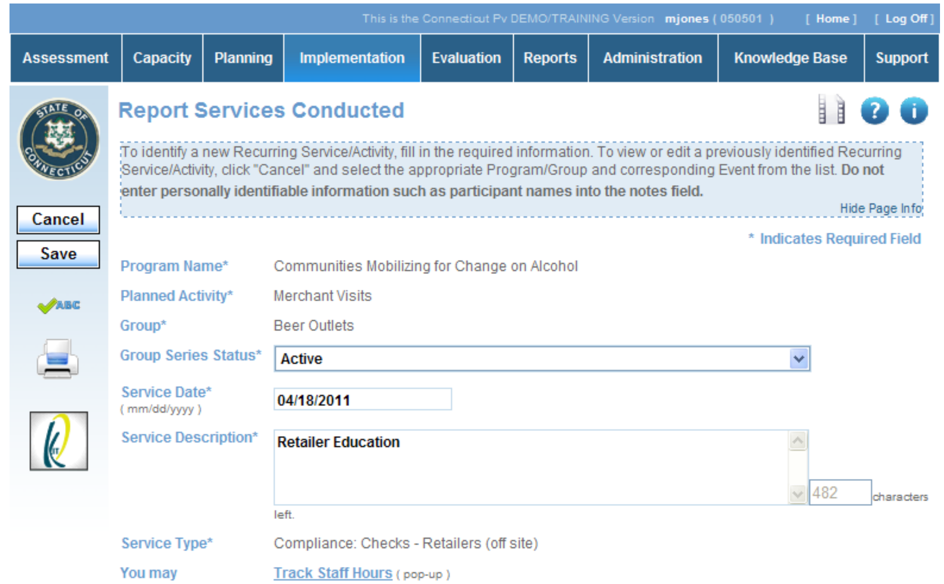
Outcome Name:	Reduce Underage Retail access to Alcohol among Youth ages 12-20 from 30% to 20%.			
Program Name:	Communities Mobilizing for Change on Alcohol			
Activity Name:	Merchant Visits			
Group Name:	Beer Outlets			
Date Established:	01/10/2011			
Status:	Active			
Add Demographics:				
Estimated/Actual:			Estimated	
Number of Participants:			50	
Ethnicity				
	Hispanic or Latino	3	Not Hispanic or Latino	47
Race				
	White	38	Black or African American	6
	Native Hawaiian/Pacific Islander	1	Asian	1
	American Indian/Alaska Native	1	Unknown	3
Participants By Gender				
	Male	35	Female	15
Participants By Age Group				
	21 to 24	10	25 to 44	19
	45 to 64	19	65 and over	2



(This is a partial screenshot displaying Identify Group 2 on the Identify Group Edit Page)

Report Services Conducted

The Report Services Conducted module allows the provider to enter the Single and Recurring Services associated with a Program.



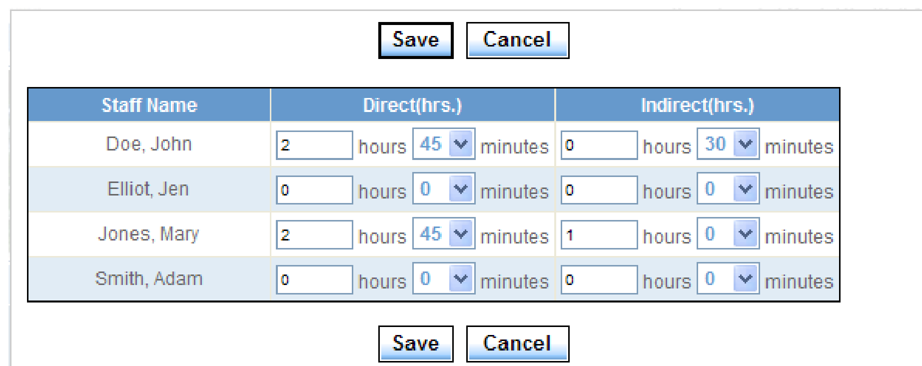
(This is a screenshot displaying Single Service 1 on the Report Services Conducted Edit Page.)

Scenario:

Use the following information to enter in a Single Service for the Program, Communities Mobilizing for Change on Alcohol.

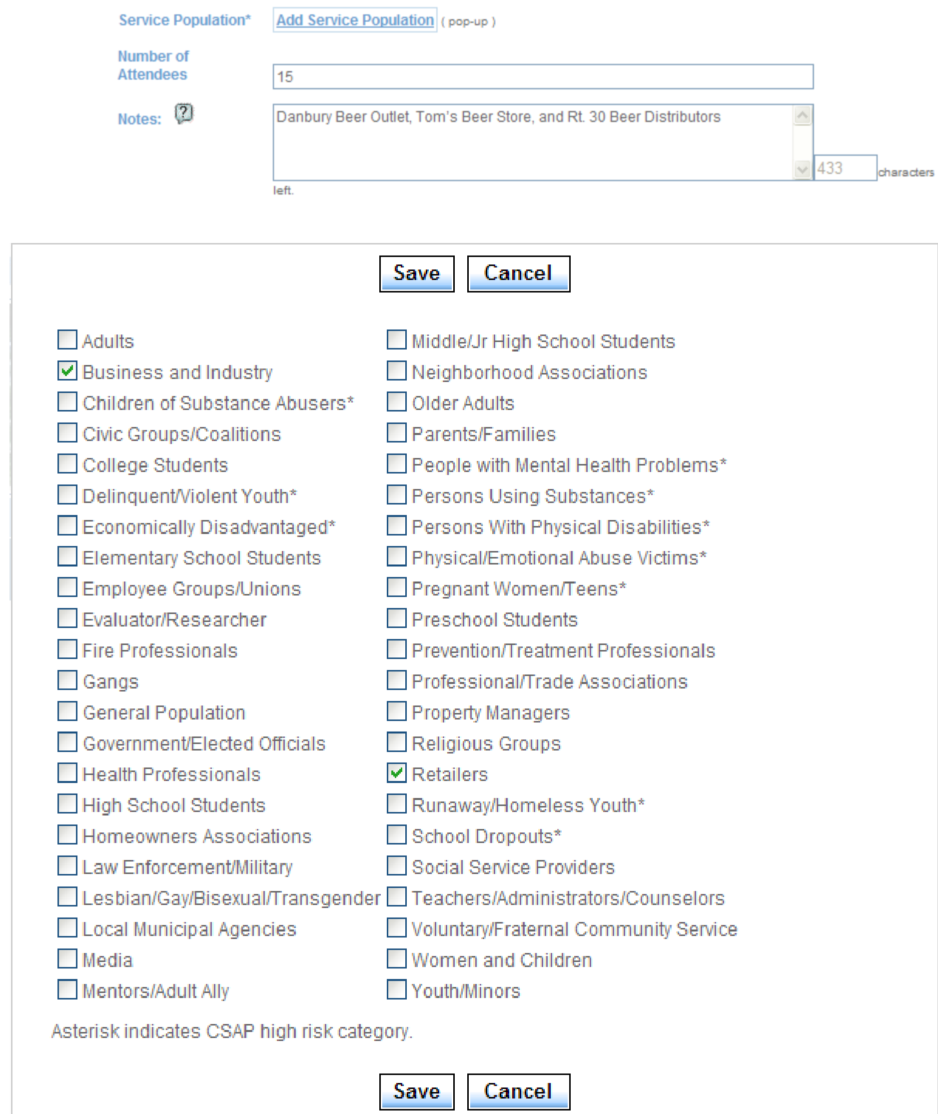
Single Service 1:

Planned Activity:	Merchant Visits		
Group:	Beer Outlets		
Group Series Status:	Active		
Service Date:	04/18/2011		
Service Description:	Retailer Education		
Track Staff Hours:			
		Direct(hrs.)	Indirect(hrs.)
	Jones, Mary	2 hours 45 minutes	1 hour
	Doe, John	2 hours 45 minutes	30 minutes



(This is a screenshot displaying the Staff Hours screen.)

Add Service Population:	Business and Industry Retailers
Numbers of Attendees:	15
Notes:	Danbury Beer Outlet, Tom's Beer Store, and Rt. 30 Beer Distributors

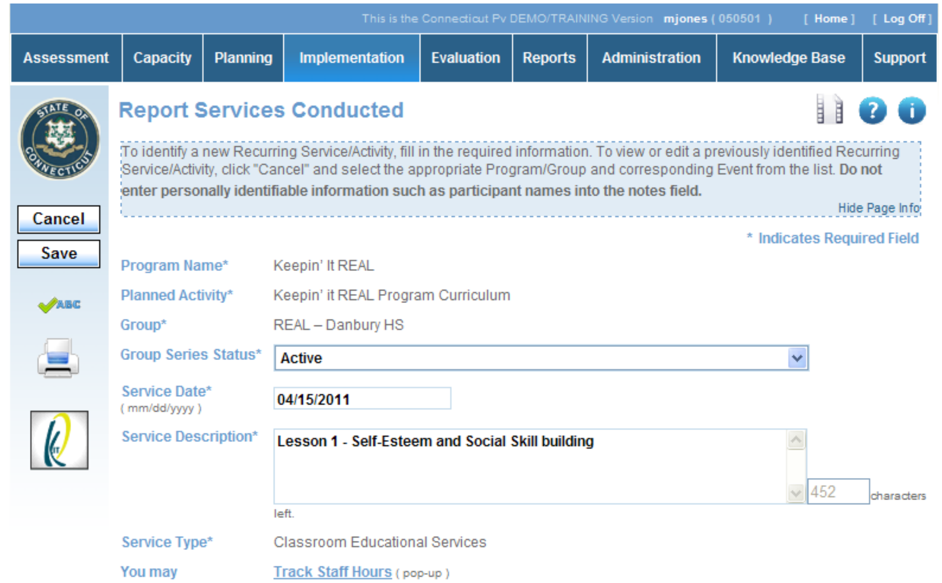


(This is a screenshot displaying the Service Population screen.)

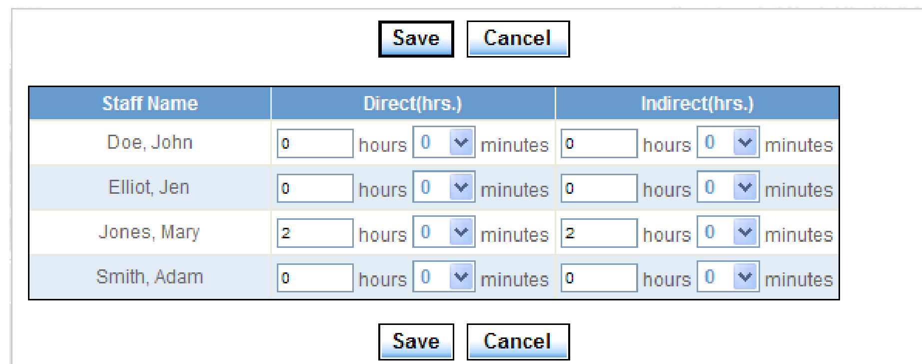
Scenario:

Use the following information to enter in a Recurring Service for the Program, Keepin' it REAL.

	Recurring Service 1:		
Planned Activity:	Keepin' it REAL Program Curriculum		
Group:	REAL – Danbury HS		
Group Series Status:	Active		
Service Date:	04/15/2011		
Service Description:	Lesson 1 - Self-Esteem and Social Skill building		
Track Staff Hours:			
		Direct(hrs.)	Indirect(hrs.)
	Jones, Mary	2 hours	2 hours

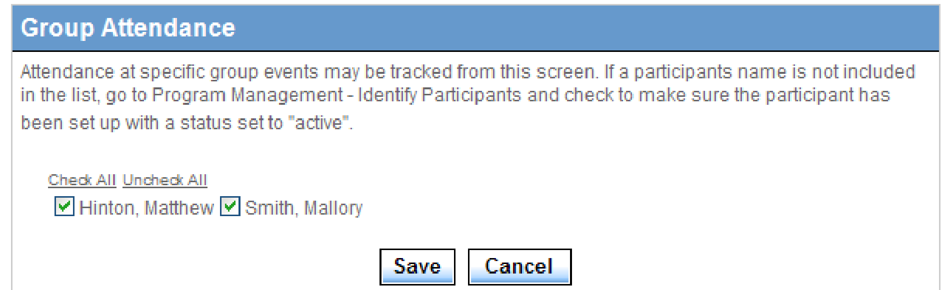


(This is a screenshot displaying Recurring Service 1 on the Report Services Conducted Edit Page)



(This is a screenshot displaying the Staff Hours screen.)

Add Service Population:	High School Students
Track Group Attendance:	Hinton, Matthew Smith, Mallory



(This is a screenshot displaying the Group Attendance screen.)

EVALUATION

The Evaluation module is used to monitor, evaluate, sustain and improve goals and outcomes or replace those that fail.

Report Goal Progress/Results

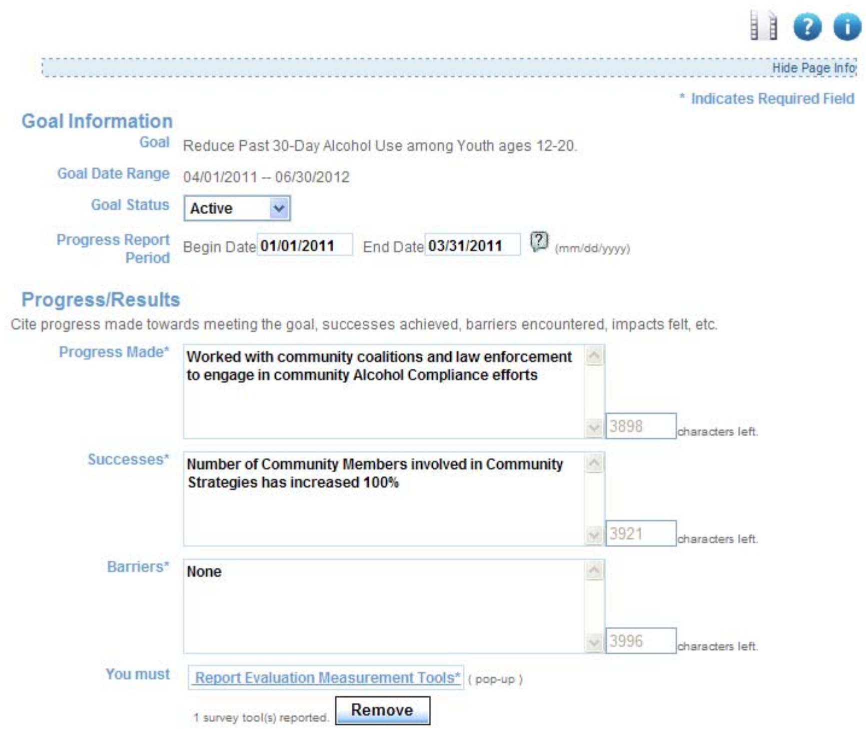
The Report Goal Progress/Results module is used to report progress on goals.

Scenario:

Use the following information to enter in goal progress.

Goal Progress 1:

Problem Statement:	Peer use of ATOD
Goal:	Reduce Past 30-Day Alcohol Use among Youth ages 12-20.
Goal Status:	Active
Begin Date:	01/01/2011
End Date:	03/31/2011
Progress Made:	Worked with community coalitions and law enforcement to engage in community Alcohol Compliance efforts
Successes:	Number of Community Members involved in Community Strategies has increased 100%
Barriers:	None
Report Evaluation Measurement Tools:	Local Community Survey



(This is a partial screenshot displaying Goal Progress 1 on the Report Goal Progress Edit Page)

Report Outcomes Progress/Results

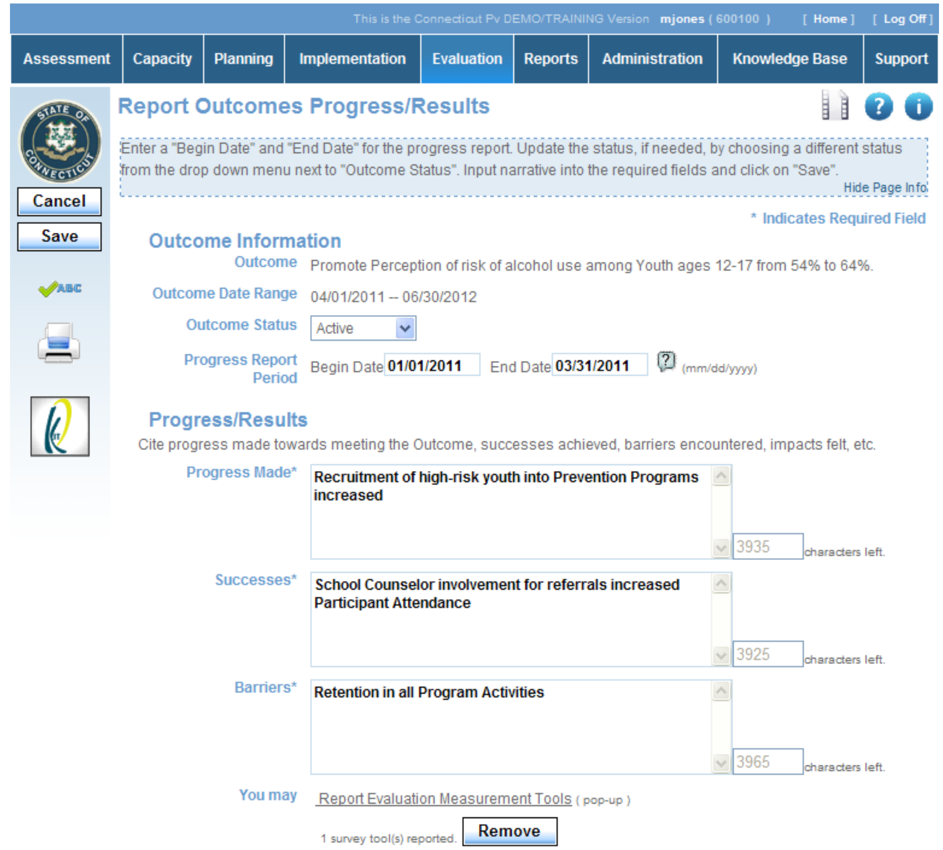
The Report Outcomes Progress/Results module is used to report progress on outcomes.

Scenario:

Use the following information to enter in outcome progress.

Outcome Progress 1:

Problem Statement:	Peer use of ATOD
Goal:	Reduce Past 30-Day Alcohol Use among Youth ages 12-20.
Outcome:	Promote Perception of risk of alcohol use among Youth ages 12-17 from 54% to 64%.
Outcome Status:	Active
Begin Date:	01/01/2011
End Date:	03/31/2011
Progress Made:	Recruitment of high-risk youth into Prevention Programs increased
Successes:	School Counselor involvement for referrals increased Participant Attendance
Barriers:	Retention in all Program Activities
Report Evaluation Measurement Tools:	Local Student Survey



(This is a partial screenshot displaying Outcome Progress 1 on the Report Outcome Progress Edit Page)