

# CT Prevention



## TRAINING WORKBOOK

VERSION 1.1  
June 2011

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## INTRODUCTION

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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](mailto: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

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### 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 3<sup>rd</sup> 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** Varies 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 screenshot shows the 'Capacity' landing page. The top navigation bar includes 'Assessment', 'Capacity', 'Planning', 'Implementation', 'Evaluation', 'Reports', 'Administration', 'Knowledge Base', and 'Support'. The 'Capacity' menu item is highlighted. Below the navigation bar, the page title is 'Capacity'. A callout box labeled '1. Main Menu' points to the top navigation bar. Another callout box labeled '3. Landing Page' points to the main content area, which includes a description of the Capacity Management module and two submenu categories: 'Coalition Management' and 'Coalition Meetings'. A callout box labeled '2. Submenu Category' points to the 'Coalition Management' submenu item.

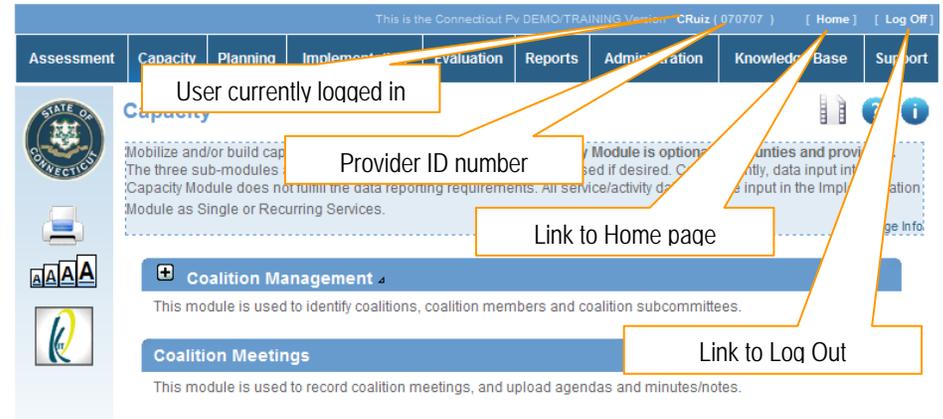
(This is a screenshot displaying the Main Menu, Category, and a Landing Page)

This screenshot shows the 'Coalition Member List' listing page. The top navigation bar is the same as in the previous screenshot. The 'Coalition Member List' menu item is highlighted. Below the navigation bar, the page title is 'Coalition Member List'. A callout box labeled '4. Listing Page' points to the table displaying the list of coalition members. The table has columns for 'Coalition Name', 'Business Name', 'First Name', 'Last Name', and 'Status'. The first two rows of the table are visible, both showing 'Alcohol Task Force' as the Coalition Name and 'Member' as the Business Name.

	Coalition Name	Business Name	First Name	Last Name	Status
Select	Alcohol Task Force	Member	Harold	Kinn	Active
Select	Alcohol Task Force	Member			

(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.

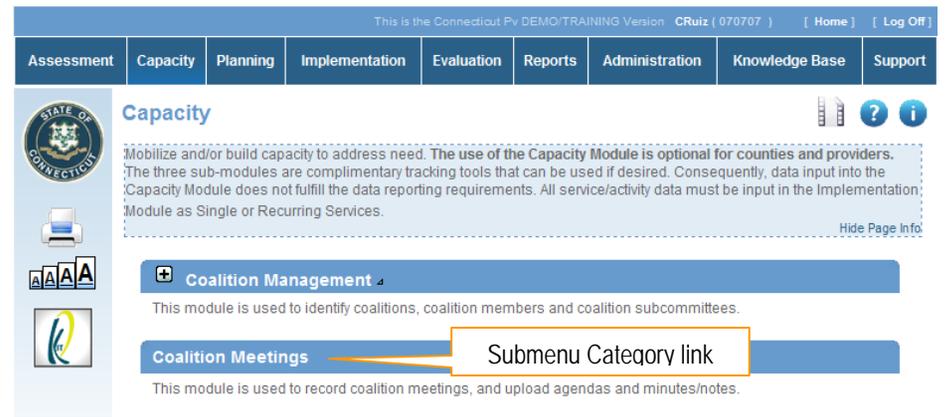


## Landing Pages

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 the Connecticut Pv DEMO/TRAINING Version mjones ( 050501 ) [ Home ] [ Log Off ]

Assessment Capacity Planning Implementation Evaluation Reports Administration

**Coalition Member List** Grid View

To add a new member, click the "Add" button located in the left-hand column. To view or edit a previously created member, click the "Select" button.

Hide Page Info

Advanced Search Click on any column heading to sort

	Organization Name	Business Name	First Name	Last Name	Status
Select	Alcohol Task Force	Member	Harold	King	Active
Select	Alcohol Task Force	Member	Kim	Fields	Active

1 Page Numbers

(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.

To begin using the Advanced Search feature:

1. Click the **Advanced Search** (**Advanced Search**).
2. There are two ways to use the search feature: 1) **Choose From All** or 2) **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.

Advanced Search		Status
Select	Alcohol Task Force	Active
Select	Community Action Coalition	Active

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

Advanced Search		Coalition Name	Status
Select		Alcohol Task Force	Active
Select		Community Action Coalition	Active

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

Advanced Search			
Choose From All	Or Select a Filter		
Coalition Name	Choose From	Alcohol Task Force	Go

(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).

Advanced Search

Search Filters

Choose From All  Or Select a Filter

Status Choose From Active Go

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.

Advanced Search

Search results

Choose From All  Or Select a Filter

Status Choose From Active Go

	Coalition Name	Business Name	First Name	Last Name	Status
Select	Alcohol Task Force			King	Active
Select	Alcohol Task Force			Fields	Active

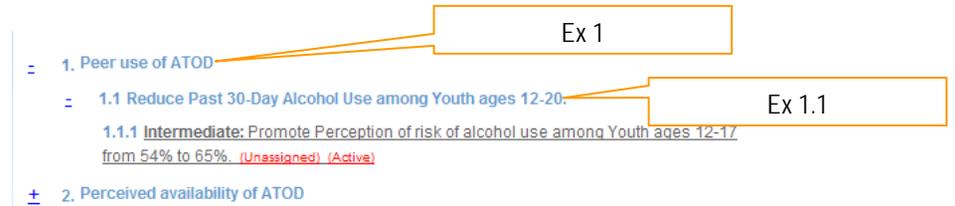
1

Select button

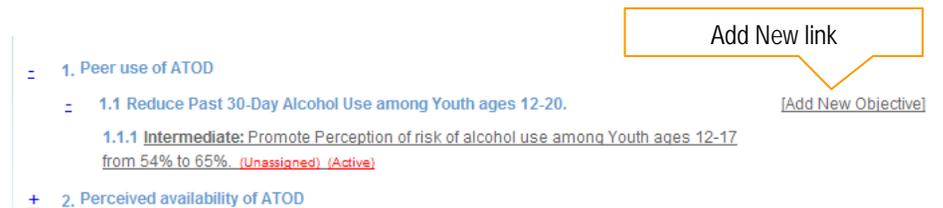
## Hierarchy View

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.

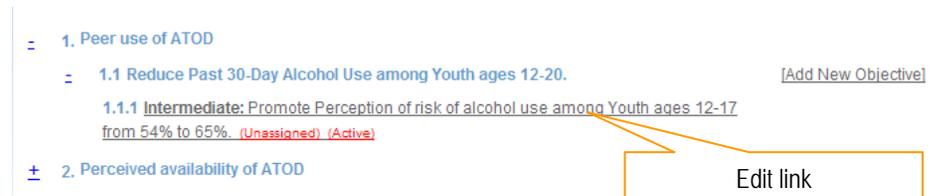
1. All of the "parents" will be displayed on the Listing page upon entering the module.
2. To create or add a "child", click on the link to the right of the "parent".
3. To view all of the "children" underneath a "parent", click on the .
4. The  will become a , and all of the "children" will be displayed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



(This is a sample screenshot displaying the Hierarchy View)



(This is a sample screenshot displaying a Hierarchy View)

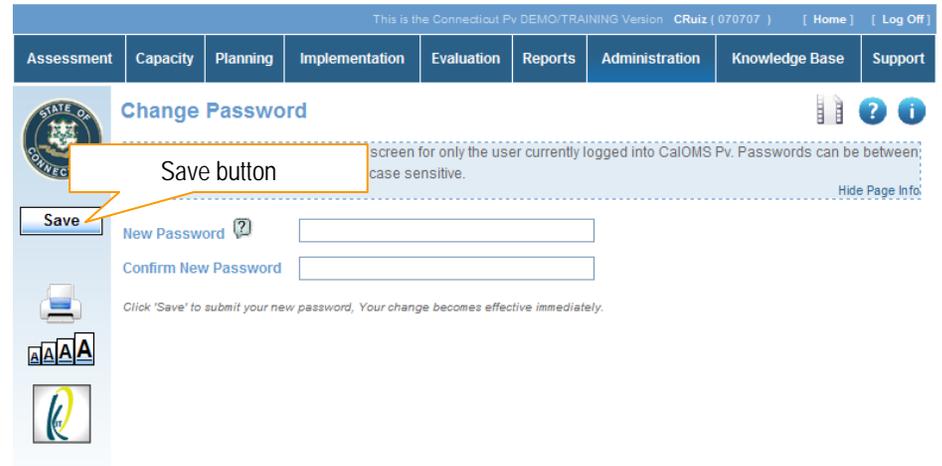


(This is a sample screenshot displaying the Hierarchy View. This is a partial screenshot.)

### 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) 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 the Connecticut PV DEMO/TRAINING Version: mjjones ( 050501 ) [ Home ] [ Log Off ]

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### Report Services Conducted

To identify a new Recurring Service/Activity, fill in the required information. To view or edit a previously identified Recurring Service/Activity, click "Cancel" and select the appropriate Program/Group and corresponding Event from the list. Do not enter personally identifiable information such as participant names into the notes field. [Hide Page Info](#)

\* Indicates Required Field

**Cancel**

**Save**

ABC

Print

Logo

**Program Name\*** Communities Mobilizing for Change on Alcohol

**Planned Activity\*** Merchant Visits

**Group\*** Beer Outlets

**Group Series Status\*** Active

**Service Date\*** ( mm/dd/yyyy )

**Service Description\*** 500 characters

left:

**Service Type\*** Compliance: Checks - Retailers (off site)

**You may** [Track Staff Hours](#) ( pop-up )

**Service Population\*** [Add Service Population](#) ( pop-up )

**Number of Attendees**

**Notes:** 500 characters

left:

(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)	<input type="text"/> (fill in the blank)
Drop Down Menu (aka Pull Down Menu)	<input type="text" value="Please Select"/> (select one)
Buttons	<input type="button" value="Add"/> <input type="button" value="Cancel"/> <input type="button" value="Save"/> <input type="button" value="Delete"/>
Radio Button	<input checked="" type="radio"/> Selected <input type="radio"/> Not selected
Check Boxes	<input checked="" type="checkbox"/> Selected <input type="checkbox"/> Not Selected
<b>Birth Date*</b> <input type="text"/>	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.

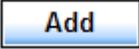
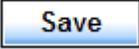
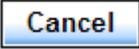
It does not matter the order in which the above fields are filled in, but if a required field is not filled in and you try to save the form, you will receive a message informing you what field is missing data, and you will not be able to save the form until that field has data.

### 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.

	Must be pressed first to add new information to a form
	Adds the information on the form to CT Prevention.
	Removes the information currently on the form from CT Prevention
	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:

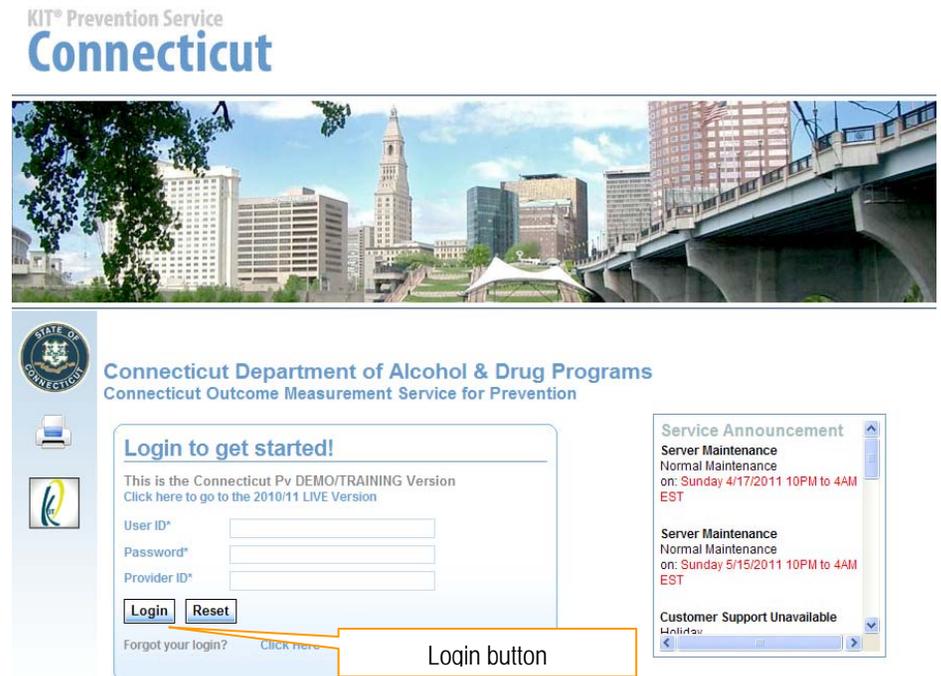
<http://demo.kithost.net/pbpsctdemo/>

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

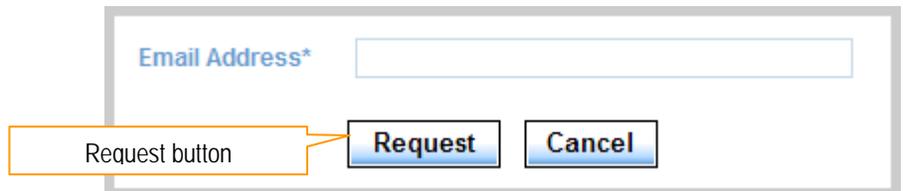
- The User IDs are NOT case sensitive.
- Passwords ARE case sensitive.
- If you make a mistake entering the login information, use the **Reset** (Reset) button to delete what was entered.

## 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.*

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.



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

## 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

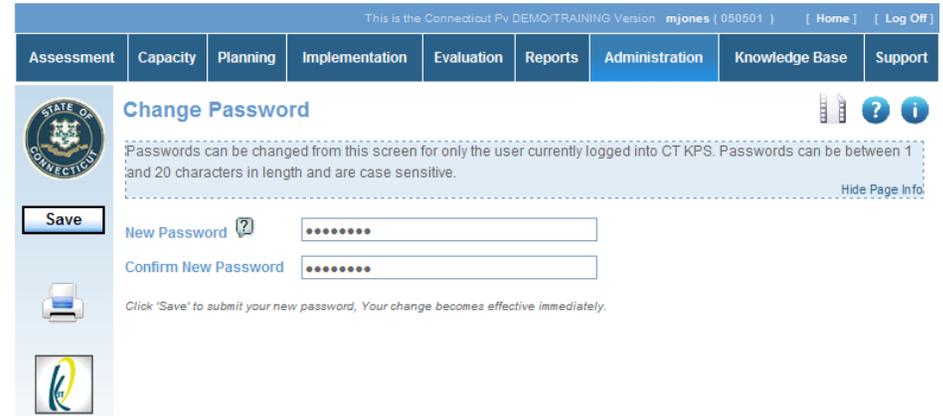
The Administration module is designed to complete administrative tasks within the application such as updating organization information, staff registration, and changing a password.

## 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.



The screenshot displays the 'Change Password' page within the 'Administration' module. The page header includes the user name 'mjones (050501)' and links for 'Home' and 'Log Off'. The navigation menu contains 'Assessment', 'Capacity', 'Planning', 'Implementation', 'Evaluation', 'Reports', 'Administration', 'Knowledge Base', and 'Support'. The page title is 'Change Password'. A message states: 'Passwords can be changed from this screen for only the user currently logged into CT KPS. Passwords can be between 1 and 20 characters in length and are case sensitive.' Below this, there are two input fields: 'New Password' and 'Confirm New Password', both masked with dots. A 'Save' button is located to the left of the 'New Password' field. A printer icon is visible below the 'Save' button. At the bottom, there is a note: 'Click 'Save' to submit your new password. Your change becomes effective immediately.'

(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

The screenshot shows the 'Administrative Time' edit page. At the top, there is a navigation bar with tabs for Assessment, Capacity, Planning, Implementation, Evaluation, Reports, Administration, Knowledge Base, and Support. The 'Administration' tab is selected. Below the navigation bar is the 'Administrative Time' header with a State of Connecticut logo and a help icon. A text box explains the module's purpose and provides instructions: 'This module is used to track staff time not related to single or recurring services reported in the Implementation Module. (Staff must be set-up as users before time can be tracked. 1) Select a staff member from the drop down list. 2) To add a new entry, click the "Add" button in the left column. 3) To view a previous entry, click the "Select" button next to the entry. 4) To delete an entry, click on the "Delete" button. 5) To save a change, click on the "Save" button. 6) To cancel change, click on the "Cancel" button.' Below this is a 'Cancel' button and a 'Save' button. The form fields are: 'Staff Name\*' (Jones, Mary), 'Category\*' (Professional Development), 'Hours\*' (2 hours 15 minutes), and 'Date\*' (04/19/2011). There is also a 'Notes' text area. A legend indicates that an asterisk (\*) denotes a required field.

(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 the Connecticut Pv DEMO/TRAINING Version mjones ( 050801 ) [ Home ] [ Log Off ]

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### Events Manager

This calendar is not intended to serve as a personal calendar. To Add a prevention-related event to the calendar, 1) enter a brief Event Title that will show on the calendar and in the list of events on the Home page; 2) enter a more detailed Event Description that can be viewed from the Home page; 3) click on the date on the event calendar; 4) click on the "Save" button. To Delete an event, click on the "Delete" button.

Cancel Save

ABC

Event Title\* (50 characters max)

Event Description\*  940 characters left.

Event URL (website)

Event Date\*  Add

Click each day to add this event or type a date and press Add

August		September 2011							October	
Sun	Mon	Tue	Wed	Thu	Fri	Sat				
28	29	30	31	1	2	3				
4	5	6	7	8	9	10				
11	12	13	14	15	16	17				
18	19	20	21	22	23	24				
25	26	27	28	29	30	1				
2	3	4	5	6	7	8				

09/20/2011 [Remove](#)  
 09/21/2011 [Remove](#)  
 09/22/2011 [Remove](#)  
 09/23/2011 [Remove](#)

(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

The screenshot shows the 'Problem Statement' edit page in a web application. The page has a blue header with navigation tabs: Assessment, Capacity, Planning, Implementation, Evaluation, Reports, Administration, Knowledge Base, and Support. The 'Assessment' tab is selected. The page title is 'Problem Statement'. Below the title is a dashed box containing instructions: 'Identify the Problem Statement with a brief Title. Include more detail in the Problem Statement area. Indicate the assessment tools used in determining the Problem Statement by clicking on the "Select Assessment Tools" link. Hide Page Info'. There are 'Cancel' and 'Save' buttons on the left. The form fields are: 'Priority Problem\*' with a dropdown menu set to 'Alcohol'; 'Community-Specific Risk Factor\*' with a text input field containing 'Peer use of ATOD'; 'Problem Statement\*' with a text area containing '2009-2010 NSDUH Survey Data indicate that the past 30-day use of alcohol among Youth Ages 12-20 is 24.2%'; and 'Status\*' with a dropdown menu set to 'Active'. There is also a 'Supporting Data' section with a 'Select Indicators' link and a 'Remove' button. The page footer indicates '1 survey tool(s) reported.'

(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

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### Problem Statement

Identify the Problem Statement with a brief Title. Include more detail in the Problem Statement area. Indicate the assessment tools used in determining the Problem Statement by clicking on the "Select Assessment Tools" link. [Hide Page Info](#)

**Cancel** **Save**

**Priority Problem\***  \* Indicates Required Field

**Community-Specific Risk Factor\***  (50 characters max)

**Problem Statement\***  (5000 characters max) 4896 characters left.

**Status\***

**Supporting Data** [Select Indicators](#) ( pop-up )

**Remove** 1 survey tool(s) reported.

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

# CAPACITY

## 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

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### Add Coalition

Enter the name, address and contact information for the coalition or partnership. [Hide Page Info](#)

\* Indicates Required Field

Cancel Save

ASC

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. 4 characters left.

Coalition Contact Information

First Name Jack Last Name Strong

Address 1234 Apple St

City Danbury

State CT Zip Code 06811 -

Phone (203) 566 - 6666 Fax ( ) -

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

**Coalition 2:**

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

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**Add Coalition**  

Enter the name, address and contact information for the coalition or partnership. [Hide Page Info](#)

**Cancel** **Save**

 **Coalition Name\***

**Role of DMHAS Funded Staff**

**Status\***

**Primary Function\***  50 characters left.

**Coalition Contact Information**

**First Name**  **Last Name**

**Address**

**City**

**State**  **Zip Code**  -

**Phone** (  )  -  **Fax** (  )  -

(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

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### Add Coalition Member

Click on either the Individual tab or the Business tab to identify coalition/partnership members. [Hide Page Info](#)

\* Indicates Required Field

Cancel Save

STATE OF CONNECTICUT

Print

Coalition Member Edit Page

#### General Information

Coalition Name\*

Sector\*

Status\*

Organization Name

First Name\*  Last Name\*

#### Contact Information

Work Phone (  )  -  x

Alternate Phone (  )  -  x

Address

City

State  Zip Code  -

Email

Second Language

(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

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### Add Coalition Member

Click on either the Individual tab or the Business tab to identify coalition/partnership members. [Hide Page Info](#)

\* Indicates Required Field

**General Information**

Coalition Name\*

Sector\*

Status\*

Organization Name

First Name\*  Last Name\*

**Contact Information**

Work Phone (  )  -  x

Alternate Phone (  )  -  x

Address

City

State  Zip Code  -

Email

Second Language

Cancel Save



(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

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### Add Coalition Subgroup

Assignment of individual members is not required to identify a group. However, if assignment of individual members is desired, they must first be identified in the Coalition Member module. [Hide Page Info](#)

**Coalition Name\*** Alcohol Task Force

**Subgroup Name\*** Prevention Resource Associates

**Status\*** Active

**Subgroup Members**

Leader Fields, Kim

**Add Members**

Check All

Fields, Kim  King, Harold

\* Indicates Required Field

(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:

<b>Coalition Organization:</b>	Alcohol Task Force
<b>Coalition Group:</b>	Prevention Resource Associates
<b>Meeting Date:</b>	04/01/2011
<b>Notes:</b>	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:

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

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**Add Goal**

This module is used to identify Goals that address each Problem Statement. Select either the "Goal Builder" (increase/decrease type goal) or the "Freehand" tab to develop a Goal. Measurement Indicator(s), Tool(s) and Responsible Party fields must be completed. For tips on writing goals, refer to the tip sheets located in the Library in the Knowledge Base module. Please proceed to the Evaluation Module to change the status of a Goal.

Cancel Save

Problem Statement Title: Peer use of ATOD

Problem Statement Description: 2009-2010 NSDUH Survey Data indicate that the past 30-day use of alcohol among Youth Ages 12-20 is 24.2%

Start Date\* (mm/dd/yyyy): 04/01/2011 Complete By Date\* (mm/dd/yyyy): 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.

368 characters left.

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

**Goal 2:**

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

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**Add Goal**

This module is used to identify Goals that address each Problem Statement. Select either the "Goal Builder" (increase/decrease type goal) or the "Freehand" tab to develop a Goal. Measurement Indicator(s), Tool(s) and Responsible Party fields must be completed. For tips on writing goals, refer to the tip sheets located in the Library in the Knowledge Base module. Please proceed to the Evaluation Module to change the status of a Goal. [Hide Page Info](#)

**Cancel** **Save**

ABC

Problem Statement Title Perceived availability of ATOD

Problem Statement Description 2009-2010 NSDUH Survey Data indicate that the past 30-day use of alcohol among Youth Ages 12-20 is 24.2%

Start Date\* (mm/dd/yyyy) **01/01/2011** Complete By Date\* (mm/dd/yyyy) **06/30/2011**

Direction of Change\*: **Reduce**

Indicator\* **Retail access**

Population Group to be Served\* **Youth ages 12-20**

Notes

500 characters left.

(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:

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

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### Add Outcome

This module is used to identify Outcomes that address each Goal. Select either the "Outcome Builder" (increase/decrease type goal) or the "Freehand" tab to develop an Outcome. Counties must "Assign Outcomes to Providers". For tips on developing Outcomes, refer to the tip sheets located in the Library under the Knowledge Base module. Please proceed to the Evaluation Module to change the status of an Outcome.

Cancel Save

ABC

Goal: Reduce Past 30-Day Alcohol Use among Youth ages 12-20.

Goal Date Range: 04/01/2011 -- 06/30/2012

Outcome Length: Intermediate

**Builder**

Outcome Start Date and Complete By Date must be within the Goal Date Range

Start Date\* (mm/dd/yyyy): 04/01/2011 Complete By Date\* (mm/dd/yyyy): 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 To\*: 64 Percent

Check if your percentage for increase or decrease was an estimate

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

## Outcome 2:

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

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**Cancel**

**Save**

### Add Outcome

This module is used to identify Outcomes that address each Goal. Select either the "Outcome Builder" (increase/decrease type goal) or the "Freehand" tab to develop an Outcome. Counties must "Assign Outcomes to Providers". For tips on developing Outcomes, refer to the tip sheets located in the Library under the Knowledge Base module. Please proceed to the Evaluation Module to change the status of an Outcome.

Hide Page Info

\* Indicates Required Field

**Goal** Reduce Retail access among Youth ages 12-20.

**Goal Date Range** 01/01/2011 -- 06/30/2011

**Outcome Length** Intermediate

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Builder

**Outcome** Start Date and Complete By Date must be within the Goal Date Range

**Start Date\*** (mm/dd/yyyy)  **Complete By Date\*** (mm/dd/yyyy)

**Direction of Change\*:** Reduce

**Indicator\*** Underage Retail access to Alcohol

**Population to be Served\*** Youth ages 12-20

**Range From\*:**  **To\*:**  **Percent**

Check if your percentage for increase or decrease was an estimate

(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

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### Identify Program

A description of each evidence-based program can be viewed by 1) selecting Program Type; 2) selecting a Program Name; 3) clicking on "Info" located to the right of, or below, the program name. [Hide Page Info](#)

**Cancel** **Save**

**Evidenced-Based**

Outcome Name\* **Promote Perception of risk of alcohol use among Youth ages 12-17 from 54% to 64%.**

Program/Strategy Type\* **Model Program**

Program/Strategy Name\* **Keepin' it REAL** [Info](#)

Program Name\* (250 characters max) **Keepin' it REAL**

Program/Strategy Description\* (4000 characters max) **Keepin' it REAL is a multicultural, school-based substance use prevention program for students 12-14 years old.** 3889 characters left

Status\* **Active**

IOM Category\* **Indicated**

Funding Sources\*  SAPT Block Grant Total program funding: % 100  
 Drug Free Communities  
 Partnership for Success  
 Other - Federal  
 Other - State  
 Other - Local

Start Date\* **01/12/2011**

Target Complete Date\* **06/25/2011**

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

### Identify Program 2:

<b>Outcome Name:</b>	Reduce Underage Retail access to Alcohol among Youth ages 12-20 from 30% to 20%.
<b>Program Type:</b>	Model Program
<b>Program Name:</b>	Communities Mobilizing for Change on Alcohol
<b>Description:</b>	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.
<b>Status:</b>	Active
<b>IOM:</b>	Universal Direct
<b>Funding Sources:</b>	Drug Free Communities
<b>Total program funding:</b>	100%
<b>Start Date:</b>	04/03/2011
<b>Target Completion Date:</b>	12/22/2011

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**Identify Program**

A description of each evidence-based program can be viewed by 1) selecting Program Type; 2) selecting a Program Name; 3) clicking on "Info" located to the right of, or below, the program name.

Hide Page Info

\* Indicates Required Field

Cancel Save

EVAC

Outcome Name\* Reduce Underage Retail access to Alcohol among Youth ages 12-20 from 30% to 20%

Program Strategy Type\* Model Program

Program Strategy Name\* Communities Mobilizing for Change on Alcohol Info

Program Name\* (250 characters max) Communities Mobilizing for Change on Alcohol

Program Strategy Description\* (4000 characters max) 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. 3540 characters left

Status\* Active

IOM Category\* Universal Direct

Funding Sources\* (2)

SAPT Block Grant

Drug Free Communities Total program funding: % 100

Partnership for Success

Other - Federal

Other - State

Other - Local

Start Date\* 04/03/2011

Target Complete 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

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**Identify Activities**

ADD DESCRIPTION Hide Page Info

\* Indicates Required Field

Cancel Save

ABC

STATE OF CONNECTICUT

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

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:

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

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### Identify Activities

ADD DESCRIPTION Hide Page Info

\* Indicates Required Field

**Cancel**  
**Save**

 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\*

Service Type\*

Single or Recurring\*

Number of Services Planned\*

Number of Persons to be Served\*

(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

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**Identify Participant**

The "Gender", "Birth Date" and "Race/Ethnicity" are required for demographic reporting. The information on this screen can only be viewed by the provider site entering the information.

Cancel Save

General Information

First Name\* Mallory Middle Initial

Last Name\* Smith Gender\* Female

Birth Date\* ( mm/dd/yyyy ) 04/19/1996

Ethnicity\* Non Hispanic/Latino

Race\* Black or African American

Status\* Active

Additional Information

First Language English Second Language Please Select

Contact Information

Address

City State

Zip Code

Phone

Alt. Phone

Emergency Contact Information

Name

Phone

Program--Groups Assignment

+ Add Program--Groups

(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

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 **Identify Participant**  

The "Gender", "Birth Date" and "Race/Ethnicity" are required for demographic reporting. The information on this screen can only be viewed by the provider site entering the information. [Hide Page Info](#)

\* Indicates Required Field

**General Information**

First Name\*  Middle Initial

Last Name\*  Gender\*

Birth Date\* ( mm/dd/yyyy )  

Ethnicity\*

Race\*

Status\*

**Additional Information**

First Language  Second Language

**Contact Information**

Address

City  State

Zip Code  -

Phone

Alt. Phone

**Emergency Contact Information**

Name

Phone

**Program--Groups Assignment**

 [Add Program--Groups](#)

(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

The screenshot displays the 'Identify Group' edit page. The main form contains the following data:

- 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\* (50 characters max): REAL – Danbury HS
- Date Established (mm/dd/yyyy): 04/01/2011
- Status\*: Active

A modal window titled 'Add Participants' is open, showing a warning: 'Warning: When switching tabs, entered information will be lost.' Below the warning, there is a 'Participant List' with a 'Register Participant' link and an 'Add Participants' button. The list contains two entries:

- Check All
- 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:**

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

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**Identify Group**

Groups may be identified by individual participants, or a summary of the group's demographics may be used. Do not enter personally identifiable information such as participant names into the group name or description fields.

Cancel Save

ABC

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Outcome Name\* Reduce Underage Retail access to Alcohol among Youth ages 12-20 from 30% to 20%. \* Indicates Required Field

Program Name\* Communities Mobilizing for Change on Alcohol

Activity Name\* Merchant Visits

Group Name\* (50 characters max) Beer Outlets

Date Established ( mm/dd/yyyy ) 01/10/2011

Status\* Active

Add Participants Add Demographics

Warning: When switching tabs, entered information will be lost.

Count is Estimated/Actual  Estimated  Actual

Total 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

Other Specify Other

(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.

### Scenario:

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

#### Single Service 1:

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

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Assessment Capacity Planning **Implementation** Evaluation Reports Administration Knowledge Base Support

**Report Services Conducted**

To identify a new Recurring Service/Activity, fill in the required information. To view or edit a previously identified Recurring Service/Activity, click "Cancel" and select the appropriate Program/Group and corresponding Event from the list. Do not enter personally identifiable information such as participant names into the notes field.

Cancel Save

Program Name\* Communities Mobilizing for Change on Alcohol

Planned Activity\* Merchant Visits

Group\* Beer Outlets

Group Series Status\* Active

Service Date\* (mm/dd/yyyy) 04/18/2011

Service Description\* Retailer Education 482 characters left.

Service Type\* Compliance: Checks - Retailers (off site)

You may [Track Staff Hours](#) (pop-up)

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

Save Cancel

Staff Name	Direct(hrs.)	Indirect(hrs.)
Doe, John	2 hours 45 minutes	0 hours 30 minutes
Elliot, Jen	0 hours 0 minutes	0 hours 0 minutes
Jones, Mary	2 hours 45 minutes	1 hours 0 minutes
Smith, Adam	0 hours 0 minutes	0 hours 0 minutes

Save Cancel

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

Service Population\* [Add Service Population](#) (pop-up)

Number of Attendees:

Notes:  433 characters

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

<input type="checkbox"/> Adults	<input type="checkbox"/> Middle/Jr High School Students
<input checked="" type="checkbox"/> Business and Industry	<input type="checkbox"/> Neighborhood Associations
<input type="checkbox"/> Children of Substance Abusers*	<input type="checkbox"/> Older Adults
<input type="checkbox"/> Civic Groups/Coalitions	<input type="checkbox"/> Parents/Families
<input type="checkbox"/> College Students	<input type="checkbox"/> People with Mental Health Problems*
<input type="checkbox"/> Delinquent/Violent Youth*	<input type="checkbox"/> Persons Using Substances*
<input type="checkbox"/> Economically Disadvantaged*	<input type="checkbox"/> Persons With Physical Disabilities*
<input type="checkbox"/> Elementary School Students	<input type="checkbox"/> Physical/Emotional Abuse Victims*
<input type="checkbox"/> Employee Groups/Unions	<input type="checkbox"/> Pregnant Women/Teens*
<input type="checkbox"/> Evaluator/Researcher	<input type="checkbox"/> Preschool Students
<input type="checkbox"/> Fire Professionals	<input type="checkbox"/> Prevention/Treatment Professionals
<input type="checkbox"/> Gangs	<input type="checkbox"/> Professional/Trade Associations
<input type="checkbox"/> General Population	<input type="checkbox"/> Property Managers
<input type="checkbox"/> Government/Elected Officials	<input type="checkbox"/> Religious Groups
<input type="checkbox"/> Health Professionals	<input checked="" type="checkbox"/> Retailers
<input type="checkbox"/> High School Students	<input type="checkbox"/> Runaway/Homeless Youth*
<input type="checkbox"/> Homeowners Associations	<input type="checkbox"/> School Dropouts*
<input type="checkbox"/> Law Enforcement/Military	<input type="checkbox"/> Social Service Providers
<input type="checkbox"/> Lesbian/Gay/Bisexual/Transgender	<input type="checkbox"/> Teachers/Administrators/Counselors
<input type="checkbox"/> Local Municipal Agencies	<input type="checkbox"/> Voluntary/Fraternal Community Service
<input type="checkbox"/> Media	<input type="checkbox"/> Women and Children
<input type="checkbox"/> Mentors/Adult Ally	<input type="checkbox"/> Youth/Minors

Asterisk indicates CSAP high risk category.

(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:**

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

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

Staff Name	Direct(hrs.)	Indirect(hrs.)
Doe, John	0 hours 0 minutes	0 hours 0 minutes
Elliot, Jen	0 hours 0 minutes	0 hours 0 minutes
Jones, Mary	2 hours 0 minutes	2 hours 0 minutes
Smith, Adam	0 hours 0 minutes	0 hours 0 minutes

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

Service Population\* [Add Service Population](#) ( pop-up )

You may [Track Group Attendance](#) ( pop-up )

Notes: ?  500 characters

left.

Add Service Population: High School Students

Track Group Attendance: Hinton, Matthew  
Smith, Mallory

### Group Attendance

Attendance at specific group events may be tracked from this screen. If a participants name is not included in the list, go to Program Management - Identify Participants and check to make sure the participant has been set up with a status set to "active".

[Check All](#) [Uncheck All](#)

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:

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

The screenshot displays the 'Report Goal Progress Edit Page' interface. At the top right, there are icons for help and information, and a 'Hide Page Info' link. Below this is a note: '\* Indicates Required Field'. The main content is divided into two sections: 'Goal Information' and 'Progress/Results'.  
**Goal Information:**  
 - **Goal:** Reduce Past 30-Day Alcohol Use among Youth ages 12-20.  
 - **Goal Date Range:** 04/01/2011 -- 06/30/2012  
 - **Goal Status:** Active (dropdown menu)  
 - **Progress Report Period:** Begin Date: 01/01/2011, End Date: 03/31/2011 (with a help icon and '(mm/dd/yyyy)' format indicator).  
**Progress/Results:**  
 - Instruction: Cite progress made towards meeting the goal, successes achieved, barriers encountered, impacts felt, etc.  
 - **Progress Made\*:** Worked with community coalitions and law enforcement to engage in community Alcohol Compliance efforts (3898 characters left).  
 - **Successes\*:** Number of Community Members involved in Community Strategies has increased 100% (3921 characters left).  
 - **Barriers\*:** None (3996 characters left).  
 - **You must:** Report Evaluation Measurement Tools\* (pop-up) (1 survey tool(s) reported). A 'Remove' button is present.

(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:

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

This is the Connecticut PV DEMO/TRAINING Version mJones ( 600100 ) [ Home ] [ Log Off ]

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### Report Outcomes Progress/Results

Enter a "Begin Date" and "End Date" for the progress report. Update the status, if needed, by choosing a different status from the drop down menu next to "Outcome Status". Input narrative into the required fields and click on "Save". [Hide Page Info](#)

\* Indicates Required Field

**Outcome Information**

Outcome: Promote Perception of risk of alcohol use among Youth ages 12-17 from 54% to 64%.

Outcome Date Range: 04/01/2011 -- 06/30/2012

Outcome Status: Active

Progress Report Period: Begin Date **01/01/2011** End Date **03/31/2011** (mm/dd/yyyy)

**Progress/Results**

Cite progress made towards meeting the Outcome, successes achieved, barriers encountered, impacts felt, etc.

**Progress Made\*** Recruitment of high-risk youth into Prevention Programs increased 3935 characters left.

**Successes\*** School Counselor involvement for referrals increased  
Participant Attendance 3925 characters left.

**Barriers\*** Retention in all Program Activities 3965 characters left.

You may [Report Evaluation Measurement Tools](#) ( pop-up )

1 survey tool(s) reported. [Remove](#)

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