

## Changes for June 15, 2009

- Screenshots were updated throughout the entire manual.
- Instructions were modified in the following sections: The Toolbar, Login Procedure, Program, Program Activities, Cost Information, Staff, Cost Information (for Prevention Services)
- Additional instructions were added in the following sections: Menu Information, The Toolbar, Contract Information
- Tips/Notes were added or modified in the following sections: Program, Copy Feature, Participant Information, Staff, Cost Information (for Prevention Services)
- New sections were added: PPT Navigation, Edit Forms, Listing Pages, Service Announcement
- The following sections were removed: Knowledge Base (this can be found in the FL PBPS User Manual)
- Please note that some of the sections have been moved to a different area of the manual: PPT Modifications, Resume Session, Copy Feature, The Toolbar

## Changes for March 10, 2009

- Instructions were modified or added in the following sections: Recommended Computer Settings, Prevention Services, and Additional Contact Information.
- The screenshot was updated in the following sections: PPT Modifications, Programs, and Additional Contact Information.

## Changes for December 31, 2008

- The PPT Manual has been updated to reflect a new layout.

## Changes for August 26, 2008

- Districts have been changed to Circuits. Groups of circuits are called Regions
- Contract Info – Additional questions added.
- The following pages have updated instructions and screen shots: Program, Participants, and Cost Information.
- Finalize the PPT – Prevention Director and/or CEO email address added so they are notified of PPT changes.

# FLORIDA PBPS



Florida Department of  
Children & Families

## PPT MANUAL

VERSION 1.3

June 2009

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## TABLE OF CONTENTS

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Introduction .....	4
Tips For Using KIT Prevention Effectively.....	5
Recommended Computer Settings.....	5
Application Navigating .....	6
Menu Information .....	6
PPT Navigation .....	7
Edit Forms .....	8
Listing Pages.....	10
Advanced Search.....	11
Data Fields & Buttons.....	14
The Toolbar.....	15
Login Procedure.....	16
Service Announcement .....	17
Program Planning Tool (PPT).....	18
Introduction.....	18
Verify Contact Information .....	18
Program Director Information .....	19
Contract Information .....	20
Program.....	23
Copy Feature .....	27
Editing Program Information.....	28
Deleting a Program .....	29
Program Type.....	30
Participants.....	31
Program Activities.....	33
Cost Information .....	35
Staff .....	38
Prevention Services.....	39
Cost Information (for Prevention Services).....	40
Staff (for Prevention Services) .....	42
Additional Contact Information.....	43
Finalize the PPT .....	44
PPT Modifications.....	45
Resume Session .....	47

Appendix.....48

    Register Staff.....48

        Permissions.....50

        Editing Staff Information.....51

        Deleting Staff Information.....51

    Program Types.....52

Kit Support.....56

## INTRODUCTION

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The FL PBPS is a database tracking software package, which is based on the Center for Substance Abuse Prevention's (CSAP) Minimum Data Set (MDS), is a nationally recognized standard. MDS is a collection of standard data elements developed by CSAP to enable states, substance abuse agencies, community-based service providers, and others to quantify and compare the number and type of primary prevention and early intervention services delivered. The use of these standards provides a consistent and comprehensive basis to collect and analyze data. Also, additional features have been added onto the MDS standard that will allow greater flexibility and customization for your state as well as easily incorporating science-based or evidence-based programs into the prevention application.

The software is designed to use a Needs Assessment to choose targeted risk and protective factors, base goals and objectives on these risk and protective factors, track prevention activities aimed at accomplishing the goals and objectives, and evaluate the progress of the goals and the outcomes (success) of the programs. In addition, FL PBPS facilitates information sharing and tracking meeting results between the Prevention Partners and Coordinating agencies.

## TIPS FOR USING KIT PREVENTION 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 (ex. 800 X 600 pixels), everything on the screen will appear larger. But, if you use 800 X 600 pixels, then you will have to scroll more both up & down and left & right to access all the data fields.

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

#### Web Browser

The web browser supported by the FL PBPS is Microsoft Internet Explorer (IE). Currently Mozilla Firefox, Netscape, AOL, MSN and other browsers may not be supported by PBPS. They may function, but not to design specifications. We recommend users have the latest version of IE installed on their computer along with the updates provided by Microsoft (which are released periodically).

#### Pop-Up Blockers

Modern computer security technology and usability features development have lead to pop-up blocking. Although this new feature of internet browsers, toolbars and other 3<sup>rd</sup> party managing software blocks hazardous and annoying pop-ups, sites like FL PBPS require pop-ups to be able to function. If your pop-up blocker is enabled, then there is a possibility that by FL PBPS may not function or appear properly. You should either disable the pop-up blocker while using by the FL PBPS (while remembering to enable it, if desired, when not in by FL PBPS) or create exceptions for the pop-up blocker. This is cumbersome, but may be easier than making exceptions to the pop-up blocker.

To create exceptions for the pop-up blocker, open your Internet Explorer browser window. Once the browser is open, click the top toolbar option “Tools” and then go to “Internet Options”. After the Internet Options window is available, you will want to click on the “Privacy” tab at the top of the window. You will notice while on the “Privacy” tab, at the bottom will be a section on Pop-Up Blockers. If you’re “Block Pop-Ups” checkbox is checked, then click on the “Settings” button. You can now add by the FL PBPS links to the “Allowed Sites” list which the pop-up blocker will ignore when trying to block pop-ups from by FL PBPS. You will want to add <https://kitprevention.kithost.net/> for the live application, and <http://demo.kithost.net/> for the demo application. Once these sites are added to your “Allowed Sites” list, the pop-up blocker will no longer prevent pages from loading or appearing while you are using by the FL PBPS.

**\*Note:** These are instructions for Internet Explorer 6.0 and may be different for other Internet Explorer version.

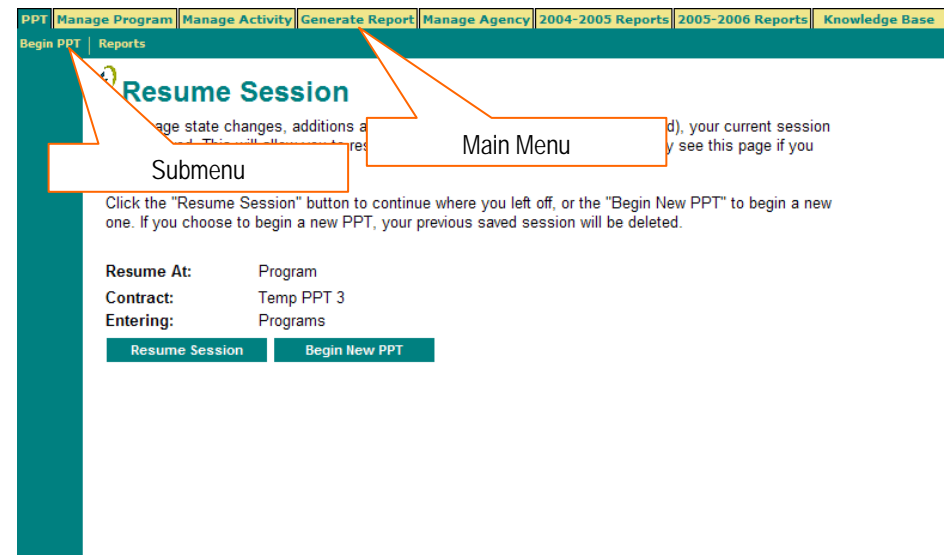
## Application Navigating

FL PBPS 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 Program, filling in all the information for that area before moving on to the Activities 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.

## Menu Information

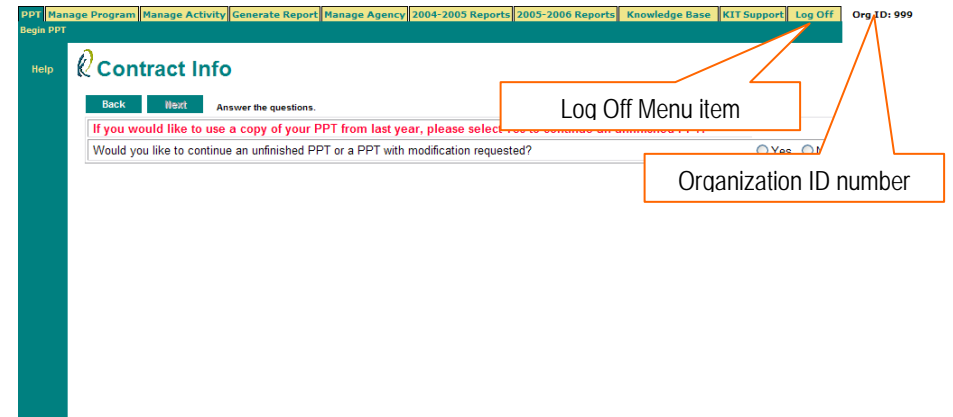
The menu for FL PBPS is located across the top of the screen. Each Main Menu category is broken down into Submenu categories to choose from.

1. Main Menu Constant (unchanging)
2. Submenu Varies depending on which Main Menu module is selected



This is a sample screenshot displaying the PPT Main Menu and Submenu

The last Menu item provides a link to **Log Off** (Log Off) of the Service. The **Organization ID number** is listed as well.



## PPT Navigation

To navigate through the PPT, use the **Back** (Back) and **Next** (Next) buttons located on each form.

<b>Back</b>	Will return you to the previous form within the PPT
<b>Next</b>	Will take you to the next form within the PPT

You can select these buttons at anytime to navigate through the PPT. Remember to save any data entry prior to clicking the navigation buttons or you will lose your data.



This is a sample of the partial screenshot of the Program page



## Edit Forms

An Edit Form contains the fields for entering and editing data. The buttons for saving, cancelling, deleting, printing, and in some cases, adding and editing, are available on the left side of the page (see the [Data Fields & Buttons](#) section for additional details on the function of these buttons).

When selecting a Submenu module, the Edit Form is what you will see.






- When selecting a Submenu module the first thing you may see is an Edit Form. This may contain previously entered data or be blank if this is the first time you are entering data.
- Clicking the **Add** (Add) button to enter new information into a form will open the data fields for data entry. The fields should be blank.
- Clicking the **Edit** (Edit) button to modify existing data will open the data fields for data entry. The fields will contain previously entered data. (See the [Listing Pages](#) section for additional details for searching for existing data)

The screenshot shows a web application interface for 'Register Staff'. The top navigation bar includes links like 'PPT', 'Manage Program', 'Manage Activity', 'Generate Report', 'Manage Agency', '2004-2005 Reports', '2005-2006 Reports', 'Knowledge Base', 'KIT Support', and 'Log Off'. On the left, a sidebar contains buttons: 'Search', 'Cancel', 'Edit', 'Save', 'Delete', 'Print', and 'Help'. The 'Add' button is highlighted. The main form area is titled 'Register Staff' and has a 'Permission' button. It contains several sections of input fields: 'Login Information' (User ID, Password), 'General Information' (Salutation, First Name, Last Name, Title, Status, Second Language), 'Demographic Information' (Birth Date, Race, Gender, Ethnicity), 'Education Information' (Degree, Field of Study, Local ID), and 'Contact Information' (Work Phone, Email, Verify Email, Work Address, City, State, Zip Code, Home Phone). The 'Add' button is selected on the left sidebar.

This is a screenshot of an Edit Form with the **Add** button selected

## 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

## Listing Pages

When going into any module where the **Search** (Search) button is available, the application will default the view to a record that was entered previously, or blank fields if there has not been any data entered. To edit or view previously entered data use the **Search** (Search) button (located on the left toolbar). Clicking the **Search** (Search) button will take you to a Listing Page. No data is entered on the Listing Page.

The Listing Page displays the data in tables, or grids. Specific pieces of data will be displayed within the table based on fields within the Edit Form (see the Edit Form section for more details on the Edit Form).

- When first viewing a Listing Page, all of the data is available for searching. Click the **Select** (Select) button to the right of the data you would like to edit/view.
- You will be taken to the Edit Form. Click the **Edit** (Edit) button from the left Toolbar to open the fields for data entry.

First Name	Last Name	Birth Date	User ID	Email	
Joseph	Hampton	8/8/1972	jhampton	jhampton@fake.mail	Select
Mary	Jones	12/12/1962	mjones	mjones@fake.mail	Select
Brian	Jones	4/13/1966	bjones	bjones@fake.email.net	Select
Laurie	Scott	10/28/1972	lscott	lscott@fake.email.net	Select
Sean	Smith	12/12/1925	SSmith	smith@fake.email	Select
John	Smith	11/10/1959	jsmith	jsmith@email.net	Select
Tiffany	Williams	6/5/1968	twilliams	twilliams@fake.email.net	Select
James	Wright	10/10/1984	JWright	Wright@fake.email	Select

This is a sample screenshot displaying a Listing Page

## Advanced Search

Each Listing Page includes a search feature which allows you to find a particular record by filtering the data.

There are two (2) ways to use the search feature: 1) **Choose From All** or 2) **Or Select a Filter**.

The screenshot shows the 'Search Staff' interface. At the top, there is a navigation bar with links: PPT, Manage Program, Manage Activity, Generate Report, Manage Agency, 2004-2005 Reports, 2005-2006 Reports, Knowledge Base, KIT Support, and Log Off. On the left, there are links for Help and Back. The main section is titled 'Search Staff'. Below the title, there is a 'Choose Search Category' dropdown menu set to 'All Categories'. There are two radio buttons: 'Choose From All' (which is selected) and 'Or Select a Filter'. Below the radio buttons, there are two input fields for filtering. A table of staff members is displayed below the search options. The table has columns: First Name, Last Name, Birth Date, User ID, Email, and a 'Select' button. The data rows are: Jhampton, Jones, Brian, Laurie, Sean, John, Tiffany, and James. Annotations with orange boxes and arrows point to the 'Choose From All' radio button and the 'Or Select a Filter' text.

First Name	Last Name	Birth Date	User ID	Email	Select
J	hampton		jhampton	jhampton@fake.mail	Select
N	Jones		mjones	mjones@fake.mail	Select
Brian	Jones	4/13/1966	bjones	bjones@fake.email.net	Select
Laurie	Scott	10/28/1972	lscott	lscott@fake.email.net	Select
Sean	Smith	12/12/1925	SSmith	smith@fake.email	Select
John	Smith	11/10/1959	jsmith	jsmith@email.net	Select
Tiffany	Williams	6/5/1968	twilliams	twilliams@fake.email.net	Select
James	Wright	10/10/1984	JWright	Wright@fake.email	Select

This is a sample screenshot displaying the Advanced Search features

## Choose From All

- Select the ☒ **Choose From All** (**Choose From All**) radio button to see a list of all the data saved. This is the default view when first viewing a Listing Page.

This screenshot is similar to the one above, but the 'Choose From All' radio button is selected, and an annotation points to it with the text 'Choose From All radio button'.

First Name	Last Name	Birth Date	User ID	Email	Select
J	hampton		jhampton	jhampton@fake.mail	Select
N	Jones		mjones	mjones@fake.mail	Select
Brian	Jones	4/13/1966	bjones	bjones@fake.email.net	Select
Laurie	Scott	10/28/1972	lscott	lscott@fake.email.net	Select
Sean	Smith	12/12/1925	SSmith	smith@fake.email	Select
John	Smith	11/10/1959	jsmith	jsmith@email.net	Select
Tiffany	Williams	6/5/1968	twilliams	twilliams@fake.email.net	Select
James	Wright	10/10/1984	JWright	Wright@fake.email	Select

This is a sample screenshot displaying the Choose From All feature selected

## Or Select a Filter

- The **Or Select a Filter** (Or Select a Filter) radio button allows you to filter your search results. To change the search filters, first click the **Or Select a Filter** (Or Select a Filter) radio button. Three (3) data fields will open allowing you to select options to filter the data. Once the three (3) fields have been filled in, click the **Go** (Go) button to see the search results.

The screenshot shows the 'Search Staff' interface. At the top, there is a navigation bar with links: PPT, Manage Program, Manage Activity, Generate Report, Manage Agency, 2004-2005 Reports, 2005-2006 Reports, Knowledge Base, KIT Support, and Log Off. Below this, the 'Search Staff' section has a 'Choose Search Category' dropdown set to 'All Categories'. Two radio buttons are present: 'Choose From All' (unselected) and 'Or Select a Filter' (selected). To the right of the 'Or Select a Filter' radio button are three empty input fields and a 'Go' button. Below these fields is a table with the following data:

First Name	Last Name	Birth Date	User ID	Email	
	Hampton	8/8/1972	jhampton	jhampton@fake.mail	Select
		12/1962	mjones	mjones@fake.mail	Select
		8/1966	bjones	bjones@fake.email.net	Select
		10/28/1972	lscott	lscott@fake.email.net	Select
Sean	Smith	12/12/1925	SSmith	smith@fake.email	Select
John	Smith	11/10/1959	jsmith	jsmith@email.net	Select
Tiffany	Williams	6/5/1968	twilliams	twilliams@fake.email.net	Select
James	Wright	10/10/1984	JWright	Wright@fake.email	Select

This is a sample screenshot displaying the Or Select a Filter feature selected

The three (3) search fields are used in the following method:

- The first search field will display the search categories to select from. The options available are based on several required fields within the Edit form.
- The second search field allows you to select how to filter the search results.
  - Is: enter the exact word or phrase you are looking for in the third search field
  - Choose From: provides a dropdown list of existing data to select in the third search field
  - Contains: enter a letter, word, or phrase that is a part of the data you are looking for in the third search field
- The third search field will vary depending on the second field option selected. This will either be a text field or a dropdown list allowing you to enter or select the criteria you were looking for (i.e., enter or select 'Mary' to as the First Name).

The screenshot shows the 'Search Staff' interface. The 'Choose Search Category' dropdown is set to 'All Categories'. The 'Or Select a Filter' radio button is selected. The first search field is 'First Name', the second search field is 'Is', and the third search field is empty. To the right of the third search field is a 'Go' button. Below these fields is a table with the following data:

First Name	Last Name	Birth Date	User ID	Email	
Joseph	Hampton	8/8/1972	jhampton	jhampton@fake.mail	Select
Mary	Jones	12/12/1962	mjones	mjones@fake.mail	Select
Brian	Jones	4/13/1966	bjones	bjones@fake.email.net	Select
Laurie	Scott	10/28/1972	lscott	lscott@fake.email.net	Select
Sean	Smith	12/12/1925	SSmith	smith@fake.email	Select
John	Smith	11/10/1959	jsmith	jsmith@email.net	Select
Tiffany	Williams	6/5/1968	twilliams	twilliams@fake.email.net	Select
James	Wright	10/10/1984	JWright	Wright@fake.email	Select

This is a sample screenshot displaying the Is option on the second search field

- Once you have clicked one of the radio buttons (**Choose From All** or **Or Select A filter**), you will see a list of records. Click the **Select** (Select) button next to the record that represents the data to viewed or modified.
- Click the (**Back**) button from the left toolbar to return to the Edit form if you change your mind on using the search feature.

The screenshot shows the 'Search Staff' interface. At the top, there is a navigation bar with links: PPT, Manage Program, Manage Activity, Generate Report, Manage Agency, 2004-2005 Reports, 2005-2006 Reports, Knowledge Base, KIT Support, and Log Off. Below this, on the left, are 'Help' and 'Back' links. The main area is titled 'Search Staff'. It contains a 'Choose Search Category' dropdown menu set to 'All Categories'. There are two radio buttons: 'Choose From All' (unselected) and 'Or Select a Filter' (selected). Below the radio buttons, there are three input fields: 'First Name' (containing 'Mary'), 'Is' (containing 'Is'), and a text field (containing 'Mary'). A 'Go' button is to the right of these fields. Below the search fields is a table with the following columns: First Name, Last Name, Birth Date, User ID, Email, and an empty column. The table contains one row of data: Mary, Jones, 12/12/1962, mjones, mjones@fake.mail. A 'Select' button is located at the end of this row. An orange callout box points to the 'Select' button with the text 'Select button'.

First Name	Last Name	Birth Date	User ID	Email	
Mary	Jones	12/12/1962	mjones	mjones@fake.mail	Select

This is a sample screenshot displaying search results

### Tips

- The **Choose Search Category** dropdown list will eliminate the first search field when using the **Or Select a Filter** (Or Select a Filter) radio button.

## Data Fields & Buttons

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


Here are some examples:

Type	Preview/Description
Text Field (aka Text Box)	<input type="text"/>
Dropdown List (aka Pull Down Menu)	<input type="text" value="v"/>
Multiple Selector Buttons	<input data-bbox="525 584 640 633" type="button" value=" &lt;&lt; "/> <input data-bbox="646 584 762 633" type="button" value=" &lt; "/> <input data-bbox="768 584 884 633" type="button" value=" &gt; "/> <input data-bbox="890 584 1005 633" type="button" value=" &gt;&gt; "/>
Multiple Selector Box (aka List Box)	<div><div>Aaron, Hank Armstrong, Mandy Black, Jason Garcia, Amanda Gilbert, Sari</div><div><div>▲</div><div>☰</div><div>▼</div></div></div>
Radio Button	<input type="radio"/> (unchecked) <input checked="" type="radio"/> (checked)
Check Boxes	<input type="checkbox"/> (unchecked) <input checked="" type="checkbox"/> (checked)
Required Field	<b>First Name*</b> <input type="text"/>

Entering data into FL PBPS can be made easier by using the “Tab” key on the keyboard. The “Tab” key advances the cursor to the next data field. You can go from the current field to the previous field by holding “Shift” and pressing “Tab” (Shift + Tab). You can also navigate through the fields by using the mouse.

If a required field does not have data entered into it and you try to save the form, you will receive a message that informs you of the field vacant of data and you will not be able to save that form until that field has data. Some or all of the fields may be required in order to save the form. Those fields that are required are bolded in red text with an asterisk.

### Tips

- You must click the  (Save) button from the left toolbar before moving on to the next section in the system.
- To select multiple data option at one time from a multiple selector box, hold the Control (CTRL) key on your keyboard and left click the mouse on any of the data options that you'd like to include in your entry.

## The Toolbar

Information is entered and edited on the computer screen through Edit Forms. The table to the right summarizes the buttons used to enter/edit information. Notice that if the button is not in **bold** print (see the **Save** button), then it is not selectable at this time.

## Additional Buttons

There are additional buttons available on the Toolbar to assist users when using the application. Those buttons are summarized here.

<b>Add</b>	Must be pressed first before new information is added to a form
<b>Edit</b>	Allows you to change the information currently on the form
<b>Save</b>	Adds the information on the form to the KIT Prevention database
<b>Delete</b>	Removes the information currently on the form from the KIT Prevention database
<i>After you press 'Add' or 'Edit', a 'Cancel' button will replace the 'Add' or 'Edit' button.</i>	
<b>Cancel</b>	Cancels the Add or Edit without saving any information entered.
<b>Search</b>	Searches for information on the criteria (e.g. client name) that you specify
<b>Copy</b>	Allows you to copy previous data
<b>Back</b>	Returns you to an Edit Form
<b>Print</b>	Prints the information currently on the form
<b>Help</b>	Displays the Expert Help screen

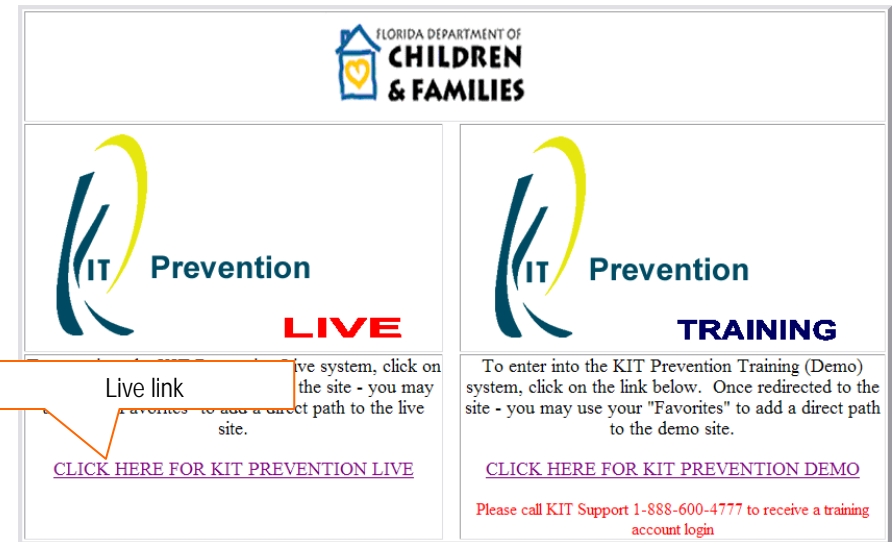


## LOGIN PROCEDURE

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

<http://www.kithost.net/fl>

1. Choose the **LIVE** side to enter real data.  
If you want to practice entering data, use the TRAINING side.



2. Select the Fiscal Year application that you need to work in.
  - a. Select the **2008–2009** application to create or modify your PPT for data collection in 2009–2010.
  - b. Select the **2009–2010** application to complete data collection for 2009–2010.



3. Type in the user name in the **User ID** field.
4. Type the password in the **Password** field.
5. Type the organization ID in the **Organization ID** field.
6. Click the **Login** (Login) button.

### Tips

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

### Service Announcement

The Service Announcements that are located on the Login page are there to notify users that the application is receiving any necessary server updates. The application 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.

# PROGRAM PLANNING TOOL (PPT)

## Introduction

The Program Planning Tool (PPT) is designed to assure substance abuse prevention contracts reflect best practices and level of effort, inform the department's provider support system, and set the stage for determining effectiveness in achieving prevention outcomes.

**You must complete the PPT.** Your programs will not be displayed in the Programs Module unless you complete the PPT.

## Verify Contact Information

1. Click **PPT** from the main menu.
2. Click **Begin PPT** from the submenu.
3. Verify that the information displayed is accurate for your organization.
  - a. If needed, click **Edit** from the left toolbar to update the **Phone Number**, **Fax Number**, and/or **Email**.
  - b. Click **Save** from the left toolbar.
4. Click **Next** (Next) to continue to the next page of the PPT. (You will be taken to the Program Director Info screen.)

\*Note: See [Program Director Information](#) for instructions regarding the Program Director Information screen.

The screenshot shows the 'Verify Contact Information' page. The top navigation bar includes tabs for PPT, Manage Program, Manage Activity, Generate Report, Manage Agency, 2004-2005 Reports, 2005-2006 Reports, Knowledge Base, KIT Support, and Log Off. The left sidebar contains buttons for Begin PPT, Edit, Save, and Help. The main content area has a title 'Verify Contact Information' and a 'Next' button. Below these are input fields for Organization Name (filled with 'Training Provider 777'), Federal ID (filled with 'fd-777777'), Circuit (filled with 'TR01'), Phone Number, Fax Number, and Email. An orange box highlights the 'Edit' button in the sidebar, with an arrow pointing to it and the text 'Edit button'.

This is a sample screen shot of the Verify Contact Information page

## Tips

- Your **Organization Name**, **Federal ID** and **Circuit** are preloaded into the PPT. If this information is incorrect, submit a request through the online support site (click **KIT Support** from the FL PBPS Menu. Once the Support Site opens, click **Contact Support**) and request to have it changed. Please provide the corrected information.

## Program Director Information

The Program Director is the person who directs prevention programs and services for the provider.

1. From the Program Director Info screen, click **Edit** from the left toolbar.
2. Select the appropriate PPT Program Director from the **Program Director** dropdown list.
  - a. All information (i.e., **Work Phone**, **Email**, **Work Address**, and **Home Phone**) will be displayed according to what was entered when the staff member was registered into your organization.  
*\*Note: If the appropriate name is not displayed in the **Program Director** dropdown list, the staff member has not been registered into the application yet. Go to [Register Staff](#) to add him/her into the application.*
3. Click **Save** from the left toolbar.
4. Click the **Next** (Next) button to continue to the next page of the PPT. (You will be taken to the Contract Info screen to begin entering in the description of your prevention programs.)  
*\*Note: See [Contract Information](#) for instructions regarding the Contract Information screen.*

The screenshot shows the 'Program Director Info' page. On the left is a teal sidebar with buttons: 'Begin PPT', 'Edit', 'Save', and 'Help'. The 'Edit' button is highlighted with a red box and labeled 'Edit button'. The main content area has a header with navigation links: 'PPT', 'Manage Diseases', 'Manage Activities', 'Generate Report', 'Manage Agency', '2004-2005 Reports', '2005-2006 Reports', 'Knowledge Base', 'KIT Support', and 'Log Off'. Below the header, there are 'Back' and 'Next' buttons. The form is titled 'Select a PPT Program Director.' and includes a dropdown menu showing 'Jones, Mary'. Below this, there is a note: 'To add a new staff member, go to the [Register Staff](#) page.' The form fields are: 'Program Director:' (dropdown), 'Work Phone' (text input with a small 'x' icon), 'Email' (text input), 'Work Address' (text input), 'City' (text input), 'State' (dropdown showing 'FL'), and 'Zip Code' (text input). The 'Home Phone' field is also present but empty.

This is a sample screenshot of the Program Director Information page

### Tips

- If the **Work Phone**, **Email**, **Work Address**, and **Home Phone** were not filled out in the Register Staff module, these fields can be edited here.

## Contract Information

The Contract Information screen is where you will enter the descriptions of your prevention programs.

1. From the Contract Info screen, begin answering each question pertaining to your contract as they appear. A different question will appear depending on the answer selected.

The screenshot shows the 'Contract Info' screen with a navigation bar at the top containing links: PPT, Manage Program, Manage Activity, Generate Report, Manage Agency, 2004-2005 Reports, 2005-2006 Reports, Knowledge Base, KIT Support, and Log Off. Below the navigation bar is a 'Begin PPT' button. The main content area is titled 'Contract Info' and contains a 'Back' button, a 'Next' button, and the instruction 'Answer the questions.' The questions are as follows:

- Would you like to continue an unfinished PPT or a PPT with modification requested? (Radio buttons: Yes, No)
- Is this a new contract? (When you click 'Yes' a new, temporary Program Planning Tool will be created. Click 'No' if this is a continuation of an existing multi-year contract.) (Radio buttons: Yes, No)
- Is this a PPG Contract? (Radio buttons: Yes, No)
- How many contracts will this PPT contain? (Click 'Next' once you have entered a value) (Input field: 1, Next button)
- How many programs will this contract contain? (Total # for all contracts) (Click 'Next' once you have entered a value) (Input field: 3, Next button)
- Does this contract contain programs from a previous contract? (Radio buttons: Yes, No)
- Does this contract contain new programs? (Radio buttons: Yes, No)

This is a sample screenshot of the Contract Info screen displaying all of the questions

2. Would you like to continue an unfinished PPT or a PPT with modification requests?

- a. Select the Yes radio button if you will be copying last year's PPT or you began a new one and now need to modify it.
- b. Select the No radio button if you will be starting a brand new PPT.

**\*Note:** If you select No, all previous PPTs that were entered will be deleted. You will receive a warning message prior to the deletion.

The screenshot shows the 'Contract Info' screen with the same navigation bar as the previous screenshot. The 'Back' button is disabled, and the 'Next' button is highlighted. The instruction 'Answer the questions.' is present. The first question is: 'Would you like to continue an unfinished PPT or a PPT with modification requested?' (Radio buttons: Yes, No). A red warning message is displayed above the question: 'If you would like to use a copy of your PPT from last year, please select Yes to continue an unfinished PPT.' A Windows Internet Explorer dialog box is open, displaying the following text: 'Clicking 'No' will permanently delete any temporary PPT's for this organization. Do you want to continue?' with 'OK' and 'Cancel' buttons.

This is a screenshot of the Contract Info page displaying a warning message

3. Is this a new contract? (When you click 'Yes' a new temporary Program Planning Tool will be created. Click 'No' if this is a continuation of an existing multi-year contract.)
  - a. Select the No radio button only if you have a multiple-year contract. A multiple-year contract is a contract that extends for multiple years. You will not be assigned a new contract number for a multiple-year contract.
4. Is this a PPG Contract?
5. How many contracts will this PPT contain? (Click 'Next' once you have entered a value)
  - a. If you have multiple contracts you will enter them all into one (1) temporary PPT. Your contract numbers will be assigned to the Programs once the PPT is approved and transferred to the next Fiscal Year application.
6. How many programs will this contract contain? (Total # for all contracts) (Click 'Next' once you have entered a value)
  - a. If you are only providing Level 1 Prevention Services (one-time stand alone services), enter the number zero (0) in this field. You will be taken directly to the Level 1 Prevention Services page (See the [Prevention Services](#) section for details.).
7. If you selected No to whether this was a new contract, the following question will appear: **Does this contract contain programs from a previous contract?**
  - a. Select the Yes radio button if you will be using programs from a previous contract.
  - b. Select the No radio button if you will be using all new programs or this is your first PPT.
8. Please choose previous contract number. Only contracts with programs under them will be shown.

The screenshot shows the 'Contract Info' screen with a navigation bar at the top containing links: PPT, Manage Program, Manage Activity, Generate Report, Manage Agency, 2004-2005 Reports, 2005-2006 Reports, Knowledge Base, KIT Support, and Log Off. Below the navigation bar is a 'Begin PPT' button. The main content area has a 'Help' link and a 'Contract Info' title. There are 'Back' and 'Next' buttons, and a section titled 'Answer the questions.' with the following questions:

- Would you like to continue an unfinished PPT or a PPT with modification requested? (Radio buttons: Yes, No)
- Is this a new contract? (When you click 'Yes' a new, temporary Program Planning Tool will be created. Click 'No' if this is a continuation of an existing multi-year contract.) (Radio buttons: Yes, No)
- Is this a PPG Contract? (Radio buttons: Yes, No)
- How many contracts will this PPT contain? (Click 'Next' once you have entered a value) (Text input field with a 'Next' button)

This is a sample screenshot of the Contract Info screen

The screenshot shows the 'Contract Info' screen with the same navigation bar as the previous screenshot. The 'Answer the questions.' section now includes additional questions:

- How many contracts will this PPT contain? (Click 'Next' once you have entered a value) (Text input field with '1' entered and a 'Next' button)
- How many programs will this contract contain? (Total # for all contracts) (Click 'Next' once you have entered a value) (Text input field with '3' entered and a 'Next' button)
- Does this contract contain programs from a previous contract? (Radio buttons: Yes, No)
- Please choose previous contract number. Only contracts with programs under them will be shown. (Dropdown menu)

This is a sample screenshot of the Contract Info screen

9. Choose a program and click 'Add' to add it to this contract. Once you add one program, you have the option to continue to the next question or continue adding programs.
  - a. If you are using multiple programs from a previous contract, select the first program from the dropdown list and click the **Add** (Add) button. The next question will appear. Before answering this question, select the next program to be used and click the **Add** (Add) button again. Repeat this process until all programs have been selected. Then answer the next question.

10. **Are there new programs to add?**

\*Note: This is the final question on the Contract Info screen.

The screenshot shows the 'Contract Info' screen with the following questions and options:

- Would you like to continue an unfinished PPT or a PPT with modification requested? (Radio buttons: Yes, No)
- Is this a new contract? (When you click 'Yes' a new, temporary Program Planning Tool will be created. Click 'No' if this is a continuation of an existing multi-year contract.) (Radio buttons: Yes, No)
- Is this a PPG Contract? (Radio buttons: Yes, No)
- How many contracts will this PPT contain? (Click 'Next' once you have entered a value) (Input field: 1, Next button)
- How many programs will this contract contain? (Total # for all contracts) (Click 'Next' once you have entered a value) (Input field: 3, Next button)
- Does this contract contain programs from a previous contract? (Radio buttons: Yes, No)
- Please choose previous contract number. Only contracts with programs under them will be shown. (Dropdown menu: TM274)
- Choose a program and click 'Add' to add it to this contract. Once you add one program, you have the option to continue to the next question or continue adding programs. (Dropdown menu, Add button)
- Are there new programs to add? (Radio buttons: Yes, No)

This is a sample screenshot of the Contract Info screen

## Tips

- Please note that you may see a slight difference in your PPT Contract Info screenshots based on the answers you select per question. You may not see every question displayed here.

## Program

If a number of programs was added to the Contract Info page you will have to register the program(s) using the Program page.

Help

Contract Info

Back Next Answer the questions.

Would you like to continue an unfinished PPT or a PPT with modification requested? ☐ Yes ☒ No

Is this a new contract? (When you click 'Yes' a new, temporary Program Planning Tool will be created. Click 'No' if this is a continuation of an existing multi-year contract.) ☒ Yes ☐ No

Is this a PPG Contract? ☐ Yes ☒ No

How many contracts will this PPT contain? (Click 'Next' once you have entered a value) 1 Next

How many programs will this contract contain? (Total # for all contracts) (Click 'Next' once you have entered a value) 3 Next

Does this contract contain programs from a previous contract? ☐ Yes ☒ No

Does this contract contain new programs? ☐ Yes ☒ No

Number of Programs

This is a sample screenshot of the Contract Info page displaying a number of programs

- From the Program screen, select the type of program used from the **Science-based** dropdown lists.  
**\*Note:** If you are not using one of SAMHSA's science-based programs, select Not on List from the dropdown list. You will then be required to enter in the **Program Name** and **Program Description**.
  - The **Program Name** and **Program Description** will be filled in for you.  
**\*Note:** You are **not** permitted to use Alpha, Beta etc. as the Program Name. Please contact Kim Munt if you have questions
- Select the contract number associated with the program from the **PPT Contract #** dropdown list.
- Select the **Risk Factors** that will be associated with the program from the dropdown list. You may select a maximum of 3.  
**\*Note:** Once a Risk Factor is selected, all selections will appear in the box directly below the **Risk Factor** dropdown list. To view a detailed description of each Risk Factor click the [\(View All Risk\)](#) [\(View All Risk\)](#) link.
  - To remove a risk factor, click on the risk factor and then click on the **Remove** (Remove) button to return it to the **Risk Factor** dropdown list

Cancel Copy Save Help

Program

Last Date Edited: 6/12/2009

Back Next Ensure that this contract has 3 programs.

Existing programs need to provide an answer for the new questions (licensed?, counties?, years?)  
For help on copying over old contracts, click [here](#).

Science-Based

Program Name

Currently showing programs belonging to contract 9

Program Description

PPT Contract #

Risk Factors (View All Risk)

Remove

Select up to three Risk Factors.



4. Select the **Protective Factors** that will be associated with the program from the dropdown list. You may select a maximum of 3.

**\*Note:** Once a Protective Factor is selected, all selections will appear in the box directly below the **Protective Factor** dropdown list. To view a detailed description of each Protective Factor, click the [\(View All Protective\)](#) link.

- a. To remove a protective factor, click on the protective factor and then click on the **Remove** (Remove) button to return it to the **Protective Factors** dropdown list

5. Select the **Specific Prevention Strategies to be Utilized** that will be associated with the program from the dropdown list. You may select all that apply.

**\*Note:** Once a Strategy is selected, all selections will appear in the box directly below the **Specific Prevention Strategies to be Utilized** dropdown list.

- a. To remove a specific prevention strategy, click on the protective factor and then click on the **Remove** (Remove) button to return it to the **Specific Prevention Strategies** dropdown list.

6. Enter a description of the services in relation to the risk and protective factors in the **Appropriateness of Services** field.

**\*Note:** This field has a limit of 500 characters

7. Enter a description on how the effectiveness of the services will be evaluated in the **Evaluation of Service Effectiveness** field.

**\*Note:** This field has a limit of 500 characters

8. Select the **Level Type** of the program from the dropdown list.

- a. Level 1 programs are non-client specific  
b. Level 2 programs are client specific

9. Select Yes or No from the radio buttons to answer whether or not you **Are licensed for this level?**

**\*Note:** Your license must be valid before the contract is approved.

10. Select Yes or No from the radio buttons to answer whether or not **Counties outside of your circuit will be served**.
- Select the **Service Counties** that you will be conducting activities for from the dropdown list. You may select all that apply.  
 \*Note: Once a County is selected, it will appear in the box directly below the **Service Counties** dropdown list.
    - To remove a service county, click on the county and then click on the **Remove** (Remove) button to return it to the **Service Counties** dropdown list.
11. Enter a number for **How many years has this program been conducted in this circuit?**
12. Enter the **Length of Program**. Use the dropdown menu to select days, weeks, semesters, or years.
- If more than 1 year is selected, these additional questions will display.
    - Enter **What year this program is in** as a numeric entry.
    - Select Yes or No from the radio buttons to answer whether or not you **Will be transferring Groups and Participants from 2008-2009 into 2009-2010**.

Will counties outside of your circuit be served? ☐ Yes ☐ No

Service Counties

Remove button

How many years has this program be conducted in this circuit?

Length of Program

What year is this program in?

Will you be transferring Groups and Participants from 2008-2009 into 2009-2010? ☐ Yes ☐ No

13. Fill in the relevant demographic information for the **Target Population**.
- Use the checkboxes for **Age**, **Gender**, **Race**, and **Ethnicity**. You may select all that apply.
  - Select the **Check All** (Check All) button if you wish to select every option available in a category.
    - Select the **Uncheck All** (Uncheck All) button if to deselect the checkboxes.

**Target Population**  
(Select all that apply.)

i. Age

☐ 0 to 5 ☐ 21 to 24  
☐ 06 to 11 ☐ 25 to 44  
☐ 12 to 14 ☐ 45 to 64  
☐ 15 to 17 ☐ 65 +  
☐ 18 to 20

ii. Gender

☐ Female ☐ Male

iii. Race

☐ American Indian or Alaskan Native ☐ Multiracial  
☐ Asian ☐ Native Hawaiian or Pacific Islander  
☐ Black ☐ White

iv. Ethnicity

☐ American Indian/Native American ☐ Haitian  
☐ Asian or Pacific Islander ☐ Mexican  
☐ Black or African American ☐ Mexican American  
☐ Cuban ☐ White, not Hispanic Origin

14. Enter the **Estimated # To Be Served this year** as a numeric value.
15. Add any further comments in the **Additional Comments** text box  
\*Note: This field has a limit of 500 characters
16. Click **Save** from the left toolbar.
  - a. Click **Add** from the left toolbar to add another program.
17. Click the **Next** (Next) button to continue to the next page of the PPT. (You will be taken to the Program Type screen to indicate the type of program that is being conducted.)  
\*Note: See [Program Type](#) for instructions regarding the Program Type screen.

Estimated Minimum # To Be Served This Year	<input type="text"/>
Additional Comments	<div><div></div><div></div></div>

### Tips

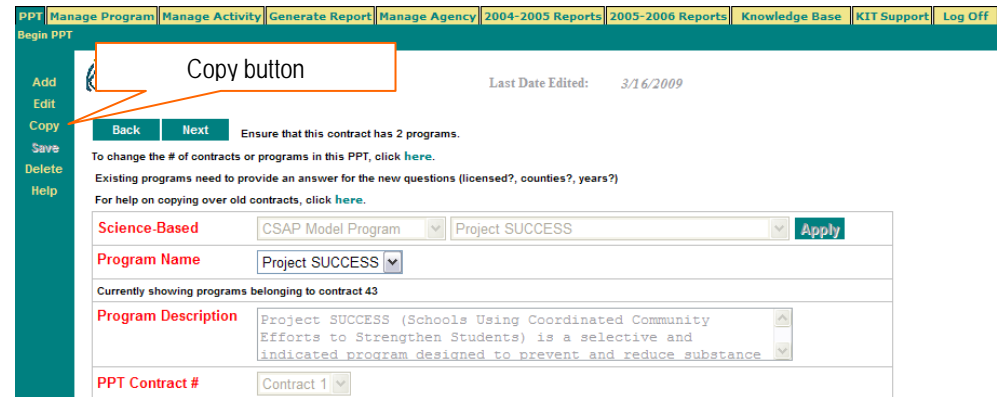
- If you are running the same program on multiple contacts for multiple levels (1 and 2), you will be required to enter the program information twice, once for each contract or level. This will also require you to edit the program name to specify the differences.
- If you made a mistake in the number of contracts you have, there is a link on the Program page that will allow you to modify this number.

To change the # of contracts or programs in this PPT, click [here](#).

## Copy Feature

The **Copy** button located in the left toolbar of the Program screen allows you to select any programs from a previous contract that you may have forgotten to select while on the Contract Information screen.

1. From the Programs screen, click **Copy** from the left toolbar.



The screenshot shows the 'Program' page interface. At the top, there is a navigation bar with links: PPT, Manage Program, Manage Activity, Generate Report, Manage Agency, 2004-2005 Reports, 2005-2006 Reports, Knowledge Base, KIT Support, and Log Off. Below this is a 'Begin PPT' section. On the left, a vertical toolbar contains buttons: Add, Edit, Copy, Save, Delete, and Help. The 'Copy' button is highlighted with a red box and an arrow pointing to it with the label 'Copy button'. The main content area includes a 'Last Date Edited: 3/16/2009' timestamp, a 'Back' and 'Next' button pair, and instructions: 'Ensure that this contract has 2 programs. To change the # of contracts or programs in this PPT, click [here](#). Existing programs need to provide an answer for the new questions (licensed?, counties?, years?) For help on copying over old contracts, click [here](#).' Below this are several dropdown menus: 'Science-Based' (CSAP Model Program), 'Program Name' (Project SUCCESS), 'Program Description' (Project SUCCESS (Schools Using Coordinated Community Efforts to Strengthen Students) is a selective and indicated program designed to prevent and reduce substance), and 'PPT Contract #' (Contract 1). An 'Apply' button is located to the right of the 'Science-Based' dropdown.

This is a sample screenshot of the Program page

2. Select the appropriate temporary contract from the **Contract** dropdown list.
3. Select the program you'd like to add to your new contract from the **Program** dropdown list.
4. Click **Save** from the left toolbar.
5. You will be returned to the Program screen to modify the program.

\*Note: For instructions on modifying the program, see [Editing Program Information](#)



The screenshot shows the 'Program' page interface. At the top, there is a navigation bar with links: PPT, Manage Program, Manage Activity, Generate Report, Manage Agency, 2004-2005 Reports, 2005-2006 Reports, Knowledge Base, KIT Support, and Log Off. Below this is a 'Begin PPT' section. On the left, a vertical toolbar contains buttons: Cancel, Save, and Help. The 'Save' button is highlighted with a red box. The main content area includes a 'Last Date Edited: 6/12/2009' timestamp, a 'Back' and 'Next' button pair, and instructions: 'Ensure that this contract has 2 programs. To change the # of contracts or programs in this PPT, click [here](#). Select a program and click 'Save' to copy it to this new contract. Once the program is transferred, you may edit it.' Below this are two dropdown menus: 'Contract' and 'Program'. An 'Apply' button is located to the right of the 'Contract' dropdown.

Repeat this process for each program that needs to be added to your new contract.

## Tips

- If there are no programs left to copy, the dropdown lists will be empty.
- If you would like additional assistance with copying programs there is a link on the Program page to view a tutorial video directly above the first data entry field.

For help on copying over old contracts, click [here](#).

## Editing Program Information

1. Select the appropriate program from the **Program Name** dropdown list.
2. Once the desired program is displayed, click **Edit** from the left toolbar.

This screenshot shows the 'Program' page in edit mode. The left toolbar includes 'Add', 'Edit', 'Copy', 'Save', 'Delete', and 'Help'. The 'Edit' button is highlighted with an orange box and labeled 'Edit button'. The 'Program Name' dropdown list is also highlighted with an orange box and labeled 'Program Name dropdown list'. The page displays the following information:

- Science-Based:** CSAP Model Program
- Program Name:** Project SUCCESS
- Program Description:** Project SUCCESS (Schools Using Coordinated Community Efforts to Strengthen Students) is a selective and indicated program designed to prevent and reduce substance
- PPT Contract #:** Contract 1

Buttons for 'Back' and 'Next' are visible, along with an 'Apply' button. The 'Last Date Edited' is 3/16/2009.

This is a sample screenshot of the Program page

3. The program will display in edit mode.
4. Make any changes needed to the details.
5. Click **Save** from the left toolbar.

\*Note: To continue without saving any of the changes you have made, click **Cancel** from the left toolbar.

This screenshot shows the 'Program' page in edit mode. The left toolbar includes 'Add', 'Cancel', 'Copy', 'Save', 'Delete', and 'Help'. The page displays the following information:

- Science-Based:** CSAP Model Program
- Program Name:** Project SUCCESS
- Program Description:** Project SUCCESS (Schools Using Coordinated Community Efforts to Strengthen Students) is a selective and indicated program designed to prevent and reduce substance
- PPT Contract #:** Contract 1

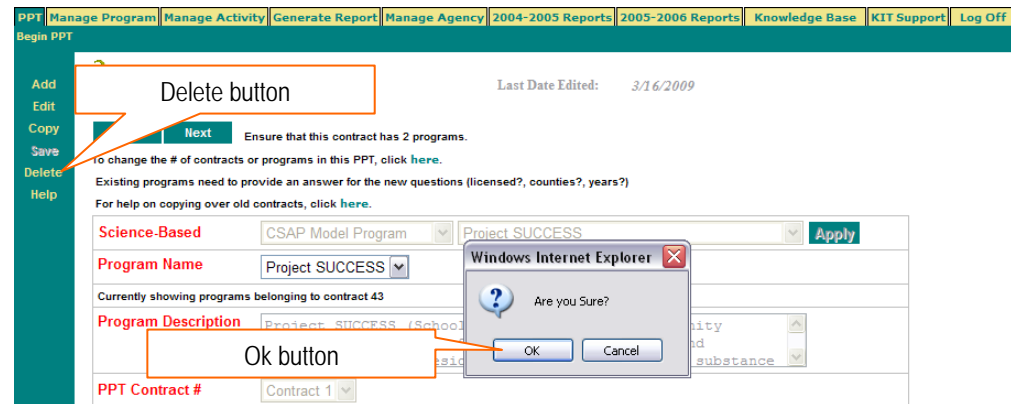
Buttons for 'Back' and 'Next' are visible, along with an 'Apply' button. The 'Last Date Edited' is 6/12/2009.

This is a sample screenshot of the Program page

## Deleting a Program

1. Select the appropriate program from the **Program Name** dropdown list.
2. Once the desired program is displayed, click **Delete** from the left toolbar.
3. A prompt appears stating "Are you sure?" click the **OK** (OK) button.

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

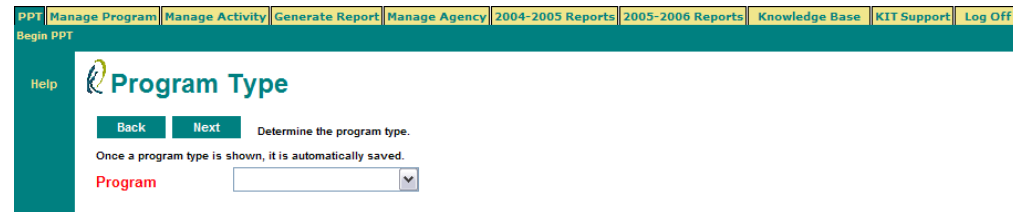


This is a sample screenshot displaying the delete prompt

## Program Type

The Program Type screen is where you will indicate the type of program that is being conducted: Replication, Validation, Innovation, or Provisional Innovation (A definition of the Program Types can be found in the [Appendix](#)).

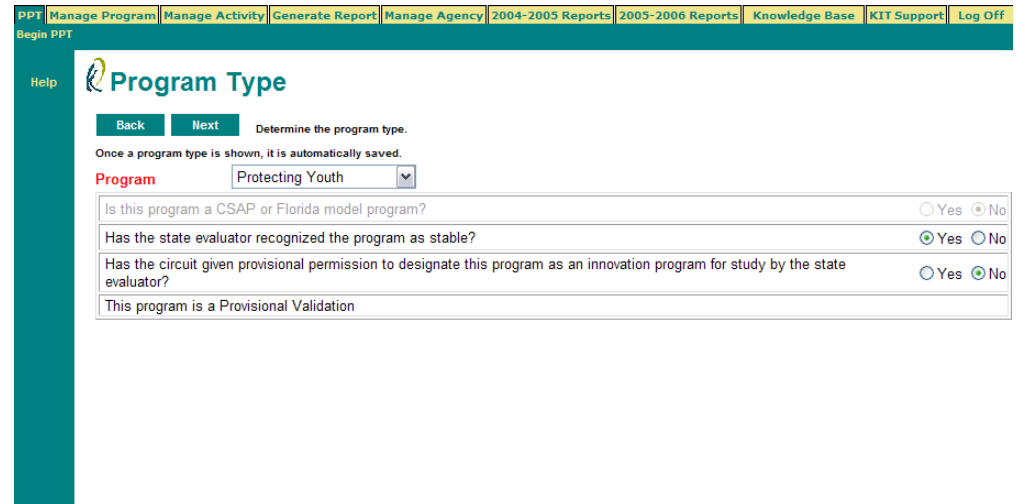
1. From the Program Type screen, select the **Program** from the dropdown list.
2. If the program is a CSAP science-based or Florida Model program, no further action needs to be taken.



The screenshot shows the 'Program Type' screen with a teal header bar containing navigation links: PPT, Manage Program, Manage Activity, Generate Report, Manage Agency, 2004-2005 Reports, 2005-2006 Reports, Knowledge Base, KIT Support, and Log Off. Below the header is a 'Begin PPT' button. The main content area has a 'Help' link and the title 'Program Type'. It includes 'Back' and 'Next' buttons, the instruction 'Determine the program type.', and a note 'Once a program type is shown, it is automatically saved.' A dropdown menu labeled 'Program' is open, showing 'Protecting Youth' as the selected option.

3. If the program is a local innovative program (Not on List was selected on the Program page), begin answering each question pertaining to your program as they appear. A different question will appear depending on the answer selected.
4. Click the **Next** (Next) button to continue to the next page of the PPT. (You will be taken to the Participant screen to enter the group information for each program.)

\*Note: See [Participants](#) for instructions regarding the Participants screen.



The screenshot shows the 'Program Type' screen with the same header and navigation as the previous image. The dropdown menu is set to 'Protecting Youth'. Below the dropdown, there are four questions with radio button options for 'Yes' and 'No':  
1. 'Is this program a CSAP or Florida model program?' with 'No' selected.  
2. 'Has the state evaluator recognized the program as stable?' with 'Yes' selected.  
3. 'Has the circuit given provisional permission to designate this program as an innovation program for study by the state evaluator?' with 'No' selected.  
4. 'This program is a Provisional Validation' with no options visible.

This is a sample screenshot of the Program Type page

## Participants

The Participants screen allows you to enter the estimated number of participants that will be seen per group for both Level 1 Program and Level 2 Program.

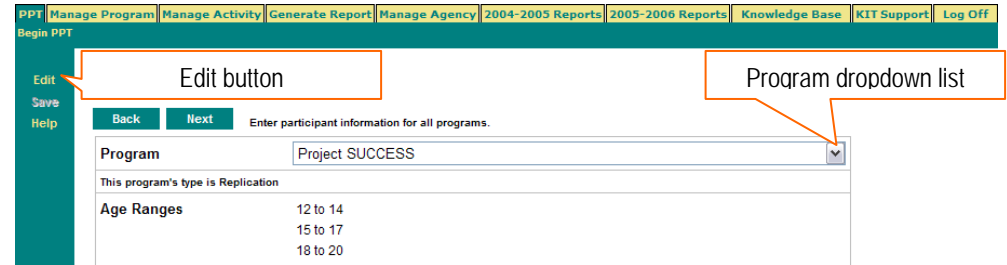
1. From the Participant screen, select the program that participants will be participating in from the **Program** dropdown list.
2. Click **Edit** from the left toolbar.
3. The **Age Ranges** field will be filled in automatically based on the details given on the Program page.

\*Note: The range for the appropriate number of participants is defined in the program model's manual.

4. Select Yes or No from the radio buttons to answer whether or not **these age ranges are same as the model program target?**
  - a. If No is selected, you must **Enter justification as to why the age range is different.**
5. Enter the number indicating the **Estimated Minimum # of Participants**. This is already filled in for you based on details in the Program page. If edited, the details in the Program page will also be updated.
6. Enter the number indicating the **Planned # of Groups**.
7. The **Average # of Participants/Group** field will be automatically calculated.
8. Enter the number for the **Range of Participants/Group per Program Developer** in the open fields
9. The question **Is the Average # of Participants/Group within the Program Developer's guidelines** will be answered for you based on the information entered in the **Planned # of Groups** field.
  - a. If the answer is No you must give a **Reason for Avg. # Participants/Group being outside developer's guidelines.**
10. Select an age group from the **Primary Group** dropdown list.

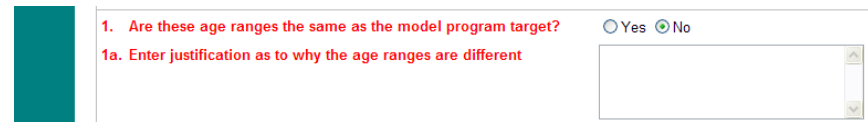
\*Note: The age groups available were selected on the Program page.

- a. If applicable, select another age group from the **Secondary Group** dropdown list.



The screenshot shows the top navigation bar with links: PPT, Manage Program, Manage Activity, Generate Report, Manage Agency, 2004-2005 Reports, 2005-2006 Reports, Knowledge Base, KIT Support, and Log Off. Below the navigation bar is a 'Begin PPT' section with an 'Edit' button highlighted. The main form area has a 'Back' and 'Next' button, and a text input field for 'Enter participant information for all programs.' The 'Program' dropdown list is set to 'Project SUCCESS'. Below this is a section for 'This program's type is Replication' with 'Age Ranges' listed as '12 to 14', '15 to 17', and '18 to 20'.

This is a sample screenshot of the Participants screen

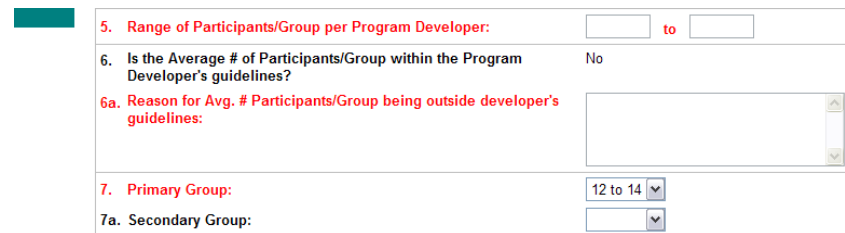


The screenshot shows a question: '1. Are these age ranges the same as the model program target?' with radio buttons for 'Yes' and 'No'. The 'No' button is selected. Below the question is a text input field for '1a. Enter justification as to why the age ranges are different'.



The screenshot shows a table with the following data:

2. Estimated Minimum # of Participants:	175
3. Planned # of Groups:	
4. Average # of Participants/Group:	0.00



The screenshot shows a table with the following data:

5. Range of Participants/Group per Program Developer:	12 to 14
6. Is the Average # of Participants/Group within the Program Developer's guidelines?	No
6a. Reason for Avg. # Participants/Group being outside developer's guidelines:	
7. Primary Group:	12 to 14
7a. Secondary Group:	

This is a sample screenshot of the Participants screen



11. Add any further comments in the **Additional Comments** text box

\*Note: This field has a limit of 500 characters

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

13. Click the **Next** (Next) button to continue to the next page of the PPT. (You will be taken to the Program Activities screen to enter the activity information for each program.)

\*Note: See [Program Activities](#) for instructions regarding the Program Activities screen

8. Additional Comments:

A screenshot of a web form element. It consists of a label '8. Additional Comments:' followed by a large, empty text input area. The input area has a vertical scrollbar on its right side, indicating it can hold multiple lines of text. The entire form is enclosed in a thin grey border.

## Tips

- If you have multiple age ranges for a particular program's group, be sure to enter the main group under the **Primary Group** dropdown list.
- If you have a local innovative program, select No to the question regarding the age range and specify that you are working on a local program when asked to justify the age range difference.

## Program Activities

The Program Activities screen is where you will indicate activity information based on the programs that are being conducted.

1. From the Program Activities screen, select the appropriate **Program** from the dropdown list.
2. Click **Edit** from the left toolbar.
3. Select Yes or No from the radio buttons to answer whether or not you will be **Implementing the activities specified in the program manual**.
  - a. If No is selected, you must **Enter justification as to why you are implementing activities that are not specified in the program manual**.
4. Enter a number indicating **How many sessions in the program model per group?**
5. Select Yes or No from the radio buttons to answer whether or not you will **need additional sessions to conduct pre and post tests**.
6. Select Yes or No from the radio buttons to answer whether or not there are **any planned activities that are supplemental to the Schedule of Activities**.
  - a. If Yes is selected, you must enter **How many supplemental activities are planned**.
  - b. Select the CSAP **Service Codes** that will be associated with these activities from the dropdown list.

\*Note: Once a Service Code is added, it will appear in the box directly below the **Service Codes** dropdown list.

    - i. To remove a service code, click on the code and then click on the **Remove Code** (Remove Code) button to return it to the **Service Code** dropdown list.

[Manage Processes](#)
[Manage Activities](#)
[Connect to Reports](#)
[Manage Agency](#)
[2004-2005 Reports](#)
[2005-2006 Reports](#)
[Knowledge Base](#)
[KIT Support](#)
[Log Off](#)

[Edit](#)
[Save](#)
[Help](#)

## Program Activities

[Back](#)
[Next](#)

Enter program activity information for each program.

Program
   
 Project SUCCESS

This is a sample screenshot of the Program Activities page

Are you going to implement the activities specified in the program manual?

Enter justification as to why you are implementing activities that are not specified in the program manual.

☐ Yes ☒ No

How many sessions in the program model per group?

Will you need additional sessions to conduct pre and post tests? ☐ Yes ☒ No

**Are there any planned activities that are supplemental to the Schedule of Activities?** ☒ Yes ☐ No

Any activities conducted in addition to the specified program activities may impact the validity of the program.

**How many supplemental activities are planned?**

**Service Codes**

**Remove Code**

Remove Code button

7. Select Yes or No from the radio buttons to answer whether or not there **will be booster sessions**.
  - a. If Yes is selected, you must **enter how many booster sessions will be conducted**.
  - b. Select Yes or No from the radio buttons to answer whether or not you will be **implementing the activities specified in the program manual**.
  - c. Select Yes or No from the radio buttons to answer whether or not **any planned activities are supplemental to the Schedule of Activities**.
8. Add any further comments in the **Additional Comments** text box  
\*Note: This field has a limit of 500 characters
9. Click **Save** from the left toolbar.
10. Click **Next** (Next) to continue to the next page of the PPT. (You will be taken to the Cost Information screen to enter the funding information for each program.)  
\*Note: See [Cost Information](#) for instructions regarding the Cost Information screen.

Will there be booster sessions? ☒ Yes ☐ No

How many booster sessions will you be conducting?

Are you going to implement the activities specified in the program manual? ☐ Yes ☐ No

Are there any planned activities that are supplemental to the Schedule of Activities? ☐ Yes ☐ No

Additional Comments

## Tips

- If you have a local innovative program and select No to the question regarding implementing activities specified in the program manual, specify that you are working on a local program when asked to justify the reason.

## Cost Information

The Cost Information screen is where the PPT Prevention Director will enter the funding source per program.

1. From the Cost Information screen, select the appropriate **Program** from the dropdown list.
2. Click **Add** from the left toolbar to allow the **Funding Details** to become active.
3. The question **Is this a PPG Contract?** was answered on the Contract Info page. However, you are able to modify it here if a specific program is a part of a PPG Contract.

The screenshot shows the 'Cost Information' page. At the top, there is a navigation bar with links like 'PPT', 'Manage Agency', '2004-2005 Reports', etc. On the left, a vertical toolbar contains 'Add', 'Edit', 'Save', and 'Help'. The main area has a 'Program' dropdown menu currently set to 'Project SUCCESS'. Below this is a section titled 'Screen Hints' with four numbered instructions. At the bottom, there is a question 'Is this a PPG Contract?' with radio buttons for 'Yes' and 'No'. Annotations with orange boxes and arrows point to the 'Add' button in the toolbar, the 'Program' dropdown, and the 'Is this a PPG Contract?' question.

This is a sample screenshot of the Cost Information page

4. Select the Funding Details source of funding from the **Funding Source** dropdown list.  
 \*Note: One Funding Source is required. A selected Funding Source may be used more than once with different rates. There are no limits to how many Funding Sources a user may have.
5. Select the **Cost Center** from the dropdown list.  
 \*Note: Cost Center 17 will be available for Level 2 programs ONLY.
6. Enter the **Funding Amount** in numeric value.  
 \*Note: Do not enter a comma.
7. Enter the **Unit Rate** in numeric value as 00.00.
8. Click the **Add** (Add) button to calculate the **# of Units**. The **Total Prevention Dollars** and the **Total # of Units** will be calculated for you as well.
9. If "Local Match" or "Other" is selected as the **Funding Source**, you will be required to explain the funding source in the **Comments** box.

The screenshot shows the 'Funding Details' section. It contains a table with columns: 'Funding Source', 'Cost Center', 'Funding Amount', 'Unit Rate', '# Units', and 'Comments'. Below the table is an 'Add' button. To the right of the table, there are two summary lines: 'Total Prevention Dollars this Program: \$0.00' and 'Total # of Units this Program: 0.0000'. An annotation with an orange box and arrow points to the 'Add' button.

10. The **Cost Details** information will now become active.

\*Note: You may select as many funding sources as desired, simply select **Add** again from the left toolbar.

11. Use the following steps to enter Cost Center 16 **Cost Details**:

a. The **Funding Source** and **Cost Center** will be filled in for you based on information entered in the Funding Details.

b. Enter in the number of **Contact Hours per study group for schedule of activities**.

\*Note: Contact Hours are considered "direct hours" or face-to-face hours with the study group.

c. Enter in the number of **Contact Hours per study group for supplemental Prevention Services**.

\*Note: This field will not be available if you did not specify in the Program Activities screen that the Program would be conducting supplemental Prevention Services.

d. Enter in the number of **Support hours per Group**.

\*Note: Support hours are considered "indirect hours" or any planning/follow-up time that occurred for the study group.

e. The remaining fields located under Cost Details will automatically be filled in based on prior selections made in the PPT.

Cost Details	Funding Source	Children - 27ME2 General Revenue (GR)
	Cost Center	Cost Center 16
	Since this is a level 1 program, you are not allowed to select cost center 17.	
	Contact Hours per study group for schedule of activities	0
	Contact Hours per study group for supplement Prevention Services	0
	Support hours per group/cohort	0
	Total number of groups per contract period	20
	Total Program units of service	1100.9174
	Total Program Cost	\$18,000.00
	Total Program Cost Per Participant	\$56.25
Additional Comments		

This is a sample screenshot of Cost Center 16 Cost Information page

12. Use the following steps to enter Cost Center 17 **Cost Details**:

a. The **Total Number of groups**, **Total number of sessions per group**, and **Estimated average number of participants per group** will be filled in for you based on information entered in the Program Activities screen.

b. The remaining fields located under Cost Details will automatically be filled in based on prior selections made in the PPT.

Cost Details	Funding Source	Children - 39TC1 TANF
	Cost Center	Cost Center 17
	Total number of groups	10
	Total number of sessions per group	13
	Estimated average number of participants per group	18
	Total program units of service	704.2254
	Total Program Cost	\$11,000.00
	Total Program Cost Per Participant	\$61.11
	Additional Comments	

This is a sample screenshot of Cost Center 17 Cost Information page

13. Add any further comments in the **Additional Comments** text box.

\*Note: This field has a limit of 500 characters


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

15. Click the **Next** (Next) button to continue to the next page of the PPT. (You will be taken to the Staff screen to enter the staff qualification required for each program.)

\*Note: See [Staff](#) for instructions regarding the Staff screen.

Additional Comments
---------------------

## Tips

- Multiple funding sources may be added to a single program. Simply click the **Add** button again from the left toolbar.
- If you need to modify the Cost Details, click the  (**Select**) button next to the appropriate Funding Source in the Funding Details. Then, click Edit from the left toolbar.

## Staff

The Staff screen is used to indicate the full time equivalency for each Level 1 Program or Level 2 Program.

1. From the Staff screen, select the appropriate **Program** from the dropdown list.
2. Click **Add** from the left toolbar.
3. Select the **Staff Title** from the dropdown list.

4. Select the staff member's **Program Responsibilities** from the dropdown list.
  5. Select the degree or certificate required of the full time employees for this program from the **Minimum Qualifications** dropdown list.
  6. Select the **Cost Center** of the program from the dropdown list.
  7. Enter the number of full time employees that hold the Program Responsibilities selected in the **Number of full time equivalents** field.
  8. Add any further comments in the **Additional Comments** text box
- \*Note: This field has a limit of 500 characters
9. Click the **Next** (Next) button to continue to the next page of the PPT. (You will be taken to the Prevention Services screen to enter any one-time stand alone services you may conduct.)

\*Note: See [Prevention Services](#) for instructions regarding the Prevention Services screen.

The screenshot shows the 'Staff' screen in the PPT system. The navigation bar at the top includes links for 'Manage Agency', '2004-2005 Reports', '2005-2006 Reports', 'Knowledge Base', 'KIT Support', and 'Log Off'. The left toolbar contains 'Add', 'Save', and 'Help' buttons. The main form area is titled 'Staff' and includes a 'Back' and 'Next' button. The form prompts the user to 'Enter staffing level information for each program.' and contains the following fields:

- Program:** A dropdown menu.
- Staff Title:** A dropdown menu.
- Program Responsibilities:** A dropdown menu.
- Minimum Qualifications:** A dropdown menu.
- Cost Center:** A dropdown menu.
- Number of full time equivalents:** A text input field.
- Additional Comments:** A large text area.

Callout boxes indicate the 'Add button' in the left toolbar and the 'Program dropdown list' in the form.

Repeat this process for each staff title that is associated with the program.

## Tips

- Full time equivalency represents the proportion of a full-time employee worked by a given staff member with 1.0 equaling fulltime, 0.5 equaling half-time, 0.25 equaling one quarter-time, etc.

## Prevention Services

The Prevention Service screen is used to indicate whether your Organization will be conducting any one-time stand alone services.

1. From the Prevention Services screen, click **Edit** from the left toolbar.
2. Select Yes or No from the radio buttons to answer whether or not this contract will **include activities not affiliated with a program group**.

\*Note: If No is selected, click the **Save** button to continue to the next page of the PPT.

3. If Yes is selected enter a description of the type of activities in the **Service Description** field.
4. Select the CSAP **Service Codes** that will be associated with these activities from the dropdown list.  
\*Note: Once a service code is selected, it will appear in the box directly below the **Service Code** dropdown list.
  - a. To remove a service code, click on the service code and then click on the **Remove Code** (Remove Code) button to return it to the **Service Codes** dropdown list

5. Enter the estimated **Minimum number of adults** that will be participating in the activities.
6. Enter the estimated **Minimum number of children** that will be participating in the activities.
7. Select the **PPT Contract #'s** to be associated with Prevention Services from the **Available** field and use the **>** (right arrow) to place it in the **Selected** field.
  - a. To un-associate a contract from Prevention Services, select the contract number from the **Selected** field and use the **<** (left arrow) to place it back into the **Available** field.

8. Click **Save** from the left toolbar.
9. Click the **Next** (Next) button to continue to the next page of the PPT. (You will be taken to the Cost Information (for Prevention Services) screen to enter the funding information for your stand-alone services.)

\*Note: See [Cost Information \(for Prevention Services\)](#) for instructions regarding the Cost Information (for Prevention Services) screen.

The screenshot shows the 'Prevention Services' form. At the top, there is a navigation bar with links: 'PPT', 'Manage Agency', '2004-2005 Reports', '2005-2006 Reports', 'Knowledge Base', 'KIT Support', and 'Log Off'. Below this, the 'Edit button' is highlighted in the left toolbar. The main form area has a title 'Prevention Services' and a 'Back' button. A question 'Will this contract include activities not affiliated with a program group?' is followed by radio buttons for 'Yes' and 'No'. Below this, there are two input fields: 'Service Description' and 'Service Codes'. A 'Remove Code' button is located to the right of the 'Service Codes' field. At the bottom, there are two input fields for 'Minimum number of adults' and 'Minimum number of children'. Below these are two lists of 'PPT Contract #'s: 'Available' (containing 'Contract 1' and 'Contract 2') and 'Selected'. A 'Selected field' is highlighted in the 'Selected' list. A 'Remove Code button' is also highlighted in the 'Selected' list.

This is a sample screenshot of the Prevention Services page



## Cost Information (for Prevention Services)

The Cost Information screen is where the PPT Prevention Director will enter the funding source(s) for the one-time stand alone services

1. From the Cost Information (for Prevention Services) screen, click **Add** from the left toolbar. The **Funding Details** will become active.

**Cost Information(for Prevention Services)**

Enter cost information.

Cost Center	Funding Amount	Unit Rate	# Units	Comments
Total Prevention Dollars this Program: <b>\$0.00</b>				
Total # of Units this Program: <b>0.0000</b>				
<b>Cost Details</b>				
Funding Source: N/A				
Cost Center: N/A				
Additional Comments: <input type="text"/>				

2. Select the **Cost Center** from the dropdown list.  
\*Note: Cost Center 17 will be available for Level 2 programs ONLY.
3. Enter the **Funding Amount** in numeric value.  
\*Note: Do not enter a comma.
4. Enter the **Unit Rate** in numeric value as 00.00.
5. Click the **Add** (Add) button to calculate the **# of Units**. The **Total Prevention Dollars** and the **Total # of Units** will be calculated for you as well.
6. If "Local Match" or "Other" is selected as the **Funding Source**, you will be required to explain the funding source in the **Comments** box.

**Cost Information(for Prevention Services)**

Back

Funding Details

Funding Source	Cost Center	Funding Amount	Unit Rate	# Units	Comments
Total Prevention Dollars this Program: <b>\$0.00</b>					
Total # of Units this Program: <b>0.0000</b>					

7. The **Cost Details** information will now become active.

\*Note: You may select as many funding sources as desired, simply select **Add** again from the left toolbar.

- a. The **Funding Source** and **Cost Center** will be filled in for you based on information entered in the Funding Details.
- b. Enter in the number of **Contact Hours per event for schedule of activities**.  
\*Note: Contact Hours are considered "direct hours" or face-to-face hours with the study group.
- c. Enter in the number of **Contact Hours per study group for supplemental Prevention Services**.
- d. Enter in the number of **Support hours per group/cohort**.  
\*Note: Support hours are considered "indirect hours" or any planning/follow-up time that occurred for the study group.
- e. The remaining fields located under Cost Details will automatically be filled in based on prior selections made in the PPT.

8. Add any further comments in the **Additional Comments** text box

\*Note: This field has a limit of 500 characters

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

10. Click the **Next** (Next) button to continue to the next page of the PPT. (You will be taken to the Staff screen to enter the staff qualification required for each service.)

\*Note: See [Staff \(for Prevention Services\)](#) for instructions regarding the Staff screen.

Cost Details	<b>Funding Source</b>	Children - 27ME2 General Revenue (GR)
	<b>Cost Center</b>	Cost Center 16
	Contact Hours per event for schedule of activities	<input type="text" value="0"/>
	Contact Hours per study group for supplement Prevention Services	<input type="text" value="0"/>
	Support hours per group/cohort	<input type="text" value="0"/>
	Total Program units of service	<input type="text" value="368.4598"/>
	Total Program Cost	<input type="text" value="\$5,000.00"/>
	Total Program Cost Per Participant	<input type="text" value="\$3.33"/>
	<b>Additional Comments</b>	<div><div></div><div></div></div>

## Tips

- Multiple funding sources may be added to Prevention Services Cost Information. Simply click the **Add** button again from the left toolbar.
- If you need to modify the Cost Details, click the **Select** (Select) button next to the appropriate Funding Source in the Funding Details. Then, click Edit from the left toolbar.

## Staff (for Prevention Services)

The Staff (for Prevention Services) screen is used to indicate the full time equivalency for one-time stand alone services.

1. From the Staff screen, click **Add** from the left toolbar.

The screenshot shows the 'Staff (for Prevention Services)' screen. The left toolbar has buttons for 'Add', 'Save', and 'Help'. The 'Add' button is highlighted with a red box and an arrow pointing to it with the text 'Add button'. The main area contains a form for entering staffing information for prevention services. The form includes dropdown menus for 'Staff Title', 'Program Responsibilities', 'Minimum Qualifications', and 'Cost Center' (which is currently set to 'Cost Center 16'). There is also a text input field for 'Number of full time equivalents' and a large text area for 'Additional Comments'.

2. Select the **Staff Title** from the dropdown list.
3. Select the staff member's **Program Responsibilities** from the dropdown list.
4. Select the degree or certificate required of the full time employees for this program from the **Minimum Qualifications** dropdown list.  
*\*Note: The **Cost Center** is automatically defaulted to Cost Center 16.*
5. Enter the number of full time employees that hold the Program Responsibilities selected in the **Number of full time equivalents** field.
6. Add any further comments in the **Additional Comments** text box  
*\*Note: This field has a limit of 500 characters*
7. Click the **Next** (Next) button to continue to the next page of the PPT. (You will be taken to the Additional Contact Information screen to select the DCF Contract Manager and Prevention Coordinator for your organization.)  
*\*Note: See [Additional Contact Info](#) for instructions regarding the Additional Contact Info screen.*

The screenshot shows the 'Staff (for Prevention Services)' screen. The left toolbar has buttons for 'Cancel', 'Save', and 'Help'. The 'Next' button is highlighted with a red box and an arrow pointing to it with the text 'Next button'. The main area contains a form for entering staffing information for prevention services. The form includes dropdown menus for 'Staff Title', 'Program Responsibilities', 'Minimum Qualifications', and 'Cost Center' (which is currently set to 'Cost Center 16'). There is also a text input field for 'Number of full time equivalents' and a large text area for 'Additional Comments'.

Repeat this process for each staff title that is associated with the program.

## Additional Contact Information

The Additional Contact Information screen allows you to select the DCF Contract Manager and Prevention Coordinator that works with the provider.

1. Click **Edit** from the left toolbar to add the DCF Contract Manager and Circuit Prevention Coordinator.

The screenshot shows the 'Additional Contact Info' page with a teal sidebar on the left containing 'Edit', 'Save', and 'Help' buttons. The 'Edit' button is highlighted with an orange box and an arrow pointing to it, with the text 'Edit button' written next to it. The main content area has a title bar with 'Additional Contact Info' and a 'Back' button. Below the title bar, there's a section for 'DCF Contract Manager' with a 'Name' dropdown menu and input fields for 'Work Phone', 'Email', 'Work Address', 'City', 'State', 'Zip Code', and 'Home Phone'. A 'Next' button is also visible.

This is a partial screenshot of the Additional Contact Info page

2. Select the staff member from the **Name** dropdown list.
  - a. All information (i.e., **Work Phone**, **Email**, **Work Address**, and **Home Phone**) will be filled in for you.  
**\*Note:** If the name of your Contract Manager or Prevention Coordinator is not in the dropdown list, please contact Kim Munt at DCF (850-413-6674).
3. Click **Save** from the left toolbar.
4. Click the **Next** (Next) button to continue to the next page of the PPT. (You will be taken to the Final Page to finalize your PPT.)  
**\*Note:** See [Finalize the PPT](#) for instructions regarding the Finalize screen.

The screenshot shows the 'Additional Contact Info' page with a teal sidebar on the left containing 'Cancel', 'Save', and 'Help' buttons. The 'Save' button is highlighted with an orange box. The main content area has a title bar with 'Additional Contact Info' and 'Back' and 'Next' buttons. Below the title bar, there's a section for 'DCF Contract Manager' with a 'Name' dropdown menu and input fields for 'Work Phone', 'Email', 'Work Address', 'City', 'State', 'Zip Code', and 'Home Phone'. Below this is a section for 'Circuit Prevention Coordinator' with a 'Name' dropdown menu and input fields for 'Work Phone', 'Email', 'Work Address', 'City', 'State', 'Zip Code', and 'Home Phone'. A 'Next' button is also visible.

You must select a **Name** from the name dropdown for both the DCF Contract Manager and Circuit Prevention Coordinator to save.

## Finalize the PPT

This screen allows you to submit the PPT for evaluation. A list of all information that should be reviewed by your State Evaluator will be displayed. If you need to make adjustments to any of the pages, click the **Back** (Back) button.

1. If you are ready to submit the PPT, click the **Finalize** (Finalize) button. You will not be able to make any changes to the PPT once the **Finalize** (Finalize) button is selected.

This is a sample screenshot of the Finalize page

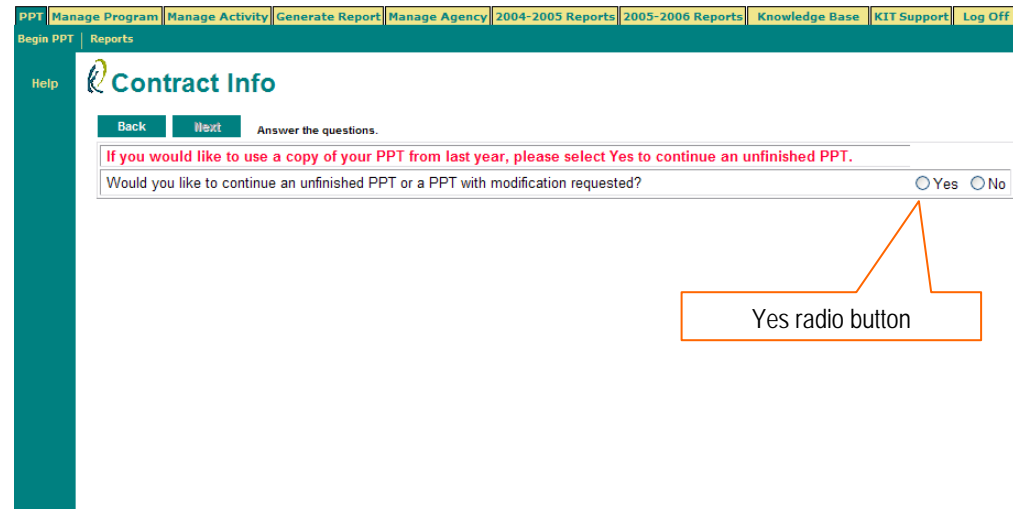
2. You and your Prevention Directors can optionally be notified via email when certain modifications are made or approval is given for this contract. To do so, follow these steps:
  - a. Enter the email address you would like the notifications to be sent to in the **Your Email** field.
  - b. Select the **Prevention Directors** email from the dropdown list.
    - i. To remove a Prevention Director, click on the email address, then click on the **Remove** (Remove) button to return it to the **Prevention Director** dropdown list.
  - c. Select the ☐ (Checkbox) next to the type of notification you would like to receive.
  - d. Click the **Save** (Save) button to update the contact notification information.

This is a sample screenshot of the Finalize page

## PPT Modifications

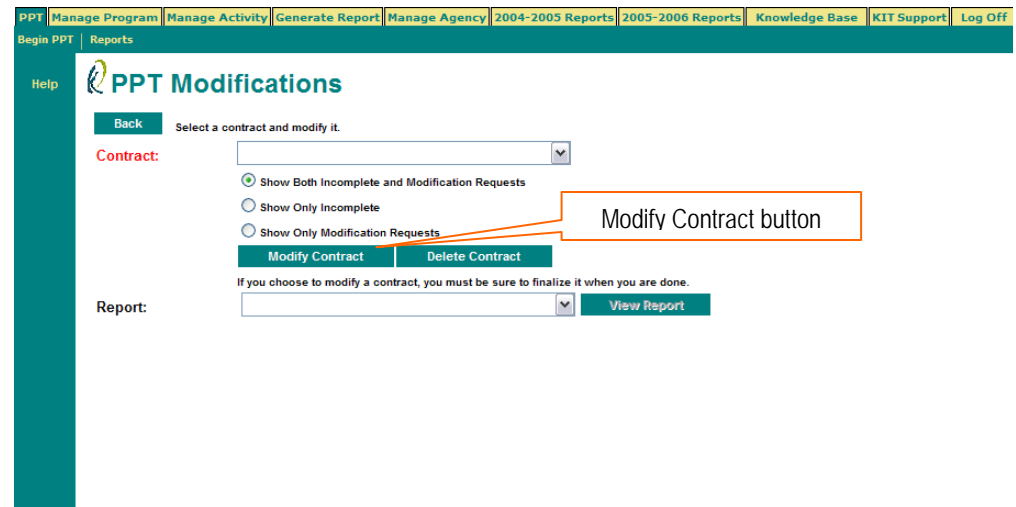
If you said Yes to continue an unfinished PPT or a PPT modification request, a new screen will appear allowing you to modify an existing PPT.

1. Select the temporary **Contract** that you want to modify from the dropdown list.  
\*Note: Select a radio button to narrow down the contract selections in the dropdown list.
2. Click the **Modify Contract** button to modify the selected contract. (You will be taken to the Program screen to begin entering in the description of your prevention programs or modify existing ones.)  
\*Note: See [Program](#) for instructions regarding the Program screen.



The screenshot shows the 'Contract Info' page in the PPT system. The top navigation bar includes links for PPT, Manage Program, Manage Activity, Generate Report, Manage Agency, 2004-2005 Reports, 2005-2006 Reports, Knowledge Base, KIT Support, and Log Off. Below the navigation bar, there are 'Begin PPT' and 'Reports' tabs. The main content area has a 'Help' link and a 'Contract Info' title. A 'Back' button is visible. A message states: 'If you would like to use a copy of your PPT from last year, please select Yes to continue an unfinished PPT.' Below this, a question asks: 'Would you like to continue an unfinished PPT or a PPT with modification requested?' with radio buttons for 'Yes' and 'No'. An orange callout box points to the 'Yes' radio button with the text 'Yes radio button'.

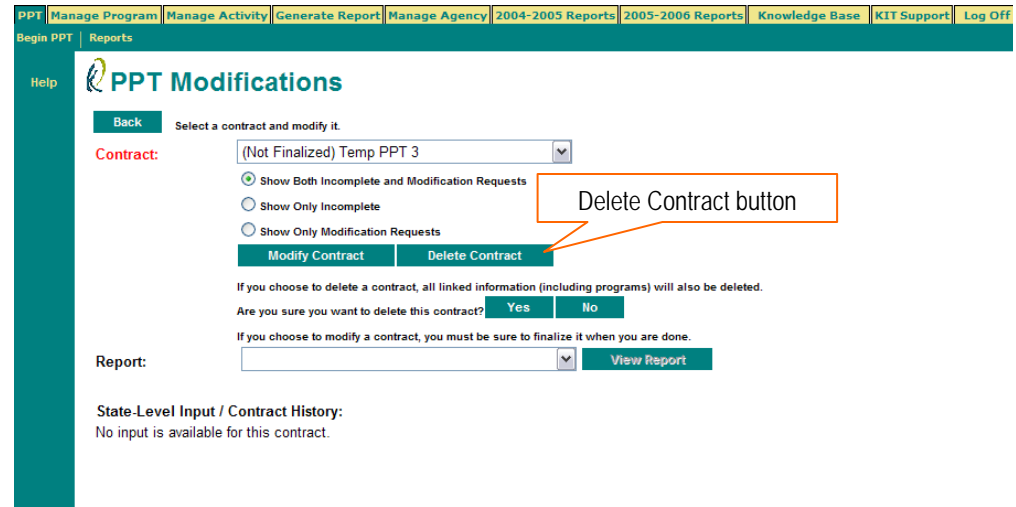
This is a screenshot of the Contract Info page



The screenshot shows the 'PPT Modifications' page in the PPT system. The top navigation bar is the same as the previous page. Below the navigation bar, there are 'Begin PPT' and 'Reports' tabs. The main content area has a 'Help' link and a 'PPT Modifications' title. A 'Back' button is visible. A message states: 'Select a contract and modify it.' Below this, there is a 'Contract:' dropdown menu. Three radio buttons are present: 'Show Both Incomplete and Modification Requests' (selected), 'Show Only Incomplete', and 'Show Only Modification Requests'. Below the radio buttons are two buttons: 'Modify Contract' and 'Delete Contract'. An orange callout box points to the 'Modify Contract' button with the text 'Modify Contract button'. Below the buttons, there is a 'Report:' dropdown menu and a 'View Report' button. A message states: 'If you choose to modify a contract, you must be sure to finalize it when you are done.'

This is a screenshot of the PPT Modifications page

3. Click the **Delete Contract** (Delete Contract) button to delete the selected contract.
  - a. If you want to delete the contract click the **Yes** (Yes) button if you do not want to delete the contract click the **No** (No) button.
4. Click the **Back** (Back) button to return to the Contract Info screen.



This is a sample screenshot of the PPT Modifications page

You have the ability to view some reports to see the progress of the selected contract by selecting the report of choice and clicking the **View Report** (View Report) button.

## Resume Session

Each session saves through progression through the PPT. Each page load triggers the data to be saved. This saved data is linked to an individual user, and each user can have one “saved state”. If, per se, you log out in the middle of the program activities, upon next login, when you click **Begin PPT** from the PPT submenu, you are shown a page that gives you the option to resume from the point left off or to start a brand new PPT. If you choose the latter (or if you Finalize the PPT and don’t go back to edit anything), this saved session is deleted. The user will only be shown this page once per active “log-in → data entry → log-out” session.

Click the **Resume Session** (Resume Session) button to continue where you left off, or click the **Begin New PPT** (Begin New PPT) to begin a new one. If you choose to begin a new PPT, your previous saved session will be deleted.

You can also continue to work on an unfinished PPT or a PPT with modification requested by selecting the Yes radio button on the Contract Info page to the first question, “Would you like to continue an unfinished PPT or a PPT with modification requested?” (See [PPT Modifications](#) for instructions)



## APPENDIX

### Register Staff

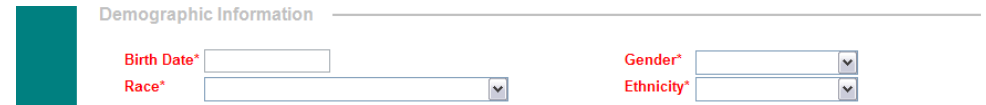
The Register Staff page enables the organization to track staff members' hours. In order to track staff hours as they relate to specific services/activities, the staff members must be set-up in this module prior to entering service/activity data.

1. Click **Manage Agency** from the main menu.
2. Click **Register Staff** from the submenu.
3. Click **Add** from the left toolbar.
4. Enter in the staff member's **Login Information**.
  - a. The **User ID\*** will be the login name used by the staff member. This may be anything that you choose. Choosing a User ID and Password scheme will simplify administration. (For Example: Using first initial and last name for the User ID.)
  - b. The **Password\*** field is where a temporary password is created for the staff member and can be any combination of alpha or numeric characters. This password will be used along with the User ID and three (3) organization identification number to log into FL PBPS. Once a user logs in, they can use the [Change Password](#) area to change the password to one of their liking.
5. Enter in the staff member's **General Information**.
  - a. Select the **Salutation\*** of the staff member from the dropdown list.
  - b. Fill in the staff member's **First Name\*** and **Last Name\***.
  - c. Select the staff member's **Title\*** from the dropdown list.
  - d. The **Status\*** is defaulted to Active.
    - i. Active: currently in use (can be viewed on other screens).
    - ii. Inactive: no longer in use (will not appear on other screens).

This is a sample screenshot of the Register Staff page

6. Enter in the staff member's **Demographic Information**.

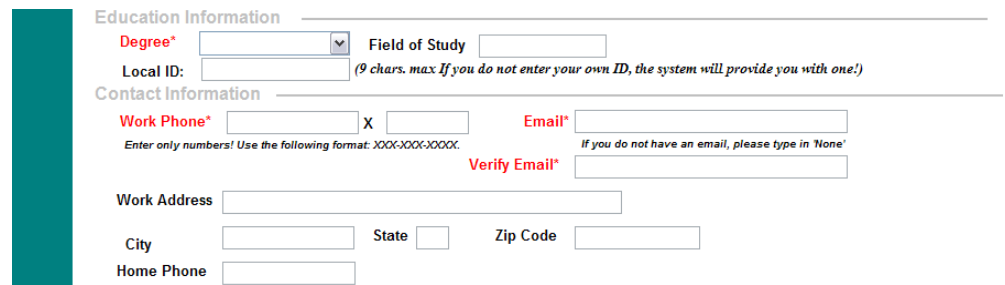
- Enter the staff member's **Birth Date\*** as mm/dd/yyyy.
- Select the staff member's **Gender\*** from the dropdown list.
- Select the staff member's **Race\*** from the dropdown list.
- Select the staff member's **Ethnicity\*** from the dropdown list.



The screenshot shows the 'Demographic Information' section of a form. It includes four fields: 'Birth Date\*' (a date input field), 'Race\*' (a dropdown menu), 'Gender\*' (a dropdown menu), and 'Ethnicity\*' (a dropdown menu). A teal vertical bar is visible on the left side of the form.

7. Enter in the staff member's **Education Information**.

- Select the staff member's educational **Degree\*** from the dropdown list.
- If your organization has specific staff IDs, enter this into the **Local ID** field. Otherwise, leave it blank and the application will create one for you.



The screenshot shows two sections of a form. The 'Education Information' section includes 'Degree\*' (a dropdown menu), 'Field of Study' (a text input field), and 'Local ID:' (a text input field with a note: '(9 chars. max. If you do not enter your own ID, the system will provide you with one)'). The 'Contact Information' section includes 'Work Phone\*' (a text input field with a note: 'Enter only numbers! Use the following format: XXX-XXX-XXXX.'), 'Email\*' (a text input field with a note: 'If you do not have an email, please type in None'), 'Verify Email\*' (a text input field), 'Work Address' (a text input field), 'City' (a text input field), 'State' (a dropdown menu), 'Zip Code' (a text input field), and 'Home Phone' (a text input field). A teal vertical bar is visible on the left side of the forms.

8. Enter in the staff member's **Contact Information**.

- Enter the staff member's work phone number in the **Work Phone\***.
- Enter the staff member's email address in the **Email\*** field.
- Verify the staff member's email address in the **Verify Email\*** field.

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

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

You should now set the staff member's Permission levels for access to the application. (See [Permissions](#) for assistance.)

## Tips

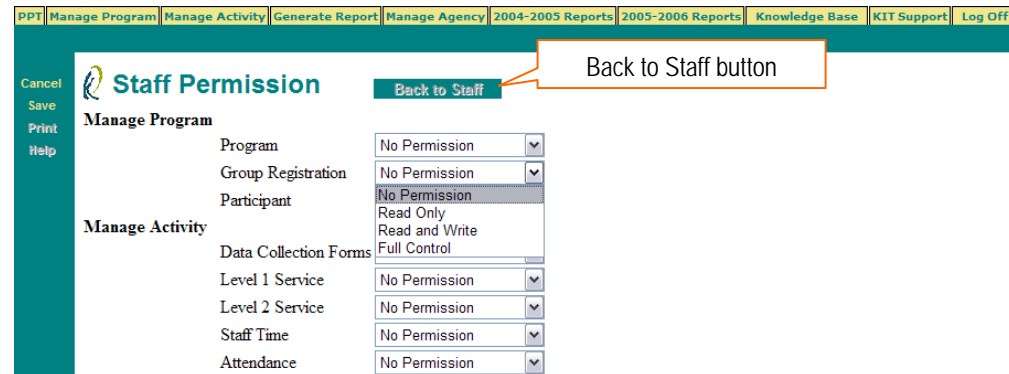
- Setting the **Status\*** to Inactive is used to keep the staff member in the database for history purposes but removed from all of the staff lists on forms. When a staff member leaves your organization you will not be able to delete the staff member, but you can make the Inactive to remove their names from forms and prevent the staff member from entering the application.
- Passwords can be any combination of letters, numbers, and/or characters.
- Passwords are case sensitive.
- If there is no **Email\*** for the staff member, type "none" in the blank field.

## Permissions

Once you have saved the new staff entry, click the **Permission** (Permission) button to set the staff member's permissions.

You can tailor a specific user's access level to areas of the KIT Prevention service. The permissions are defaulted to a normal access level for a particular user, but anyone that has access to the Staff area can modify access levels for any user on the application. The different levels of access can be set as follows:

1. Click the **Permission** (Permission) button once you have saved the staff member.
2. Click **Edit** from the left toolbar.
3. Set the permissions for the each module according to the level of permission the staff should have.
  - a. No Permission: No access to a particular module
  - b. Read Only: Staff can only view information
  - c. Read and Write: Staff can add new information, view and edit existing information
  - d. Full Control: Staff can add new information, view, edit and delete existing information
4. Once you have set the staff permissions for this account, click **Save** from the left toolbar.
5. Click the **Back To Staff** (Back to Staff) button to return to the staff entry.



This is a partial screenshot of the Staff Permissions page

## Editing Staff Information

1. From the **Staff Information** screen, click **Search** from the left toolbar to locate a staff member that has already been entered into the application. (See the [Advanced Search](#) section for additional details on searching.)
2. Once the desired staff member is displayed, click **Edit** from the left toolbar.

This is a sample screenshot of the Register Staff page

3. The staff member will display in edit mode.
  4. Make any changes needed to the details.
  5. Click **Save** from the left toolbar.
- \*Note: To exit this screen without saving any of the changes you have made, click **Cancel**.

This is a sample screenshot of the Register Staff page

## Deleting Staff Information

1. From the **Staff Information** screen, click **Search** from the left toolbar to locate a staff member that has already been entered into the application. (See the [Advanced Search](#) section for additional details on searching.)
2. Once the desired staff member is displayed, click **Delete** from the left toolbar.
  - a. A prompt appears stating "Are you sure?". Click the **OK** (OK) button.

\*Note: To cancel this deletion, click the **Cancel** (Cancel) button.

This is a sample screenshot of the Register Staff page

## Tips

- You will not be able to delete a staff member if they are in conjunction with an event. You will need to set their **Status\*** to Inactive.

## Program Types

**Replication:** These are programs that have been independently tested and shown to be effective. These programs require no comparison groups and therefore have the least rigorous evaluation requirements. Circuits are encouraged to contract for replicating a model program whenever one is available to address the prevention needs of one of the circuit's priority target populations. A program is determined to be eligible to be replicated if it received one of the following designations indicating that it met relevant criteria of a rigorous evaluation as a prevention program.

- b. Federally recognized models that are eligible for replication.

Center for Substance Abuse Prevention (CSAP) Model Program  
([http://modelprograms.samhsa.gov/template\\_cf.cfm?page=model\\_list](http://modelprograms.samhsa.gov/template_cf.cfm?page=model_list))

CSAP Effective Program  
([http://modelprograms.samhsa.gov/template\\_cf.cfm?page=model\\_list](http://modelprograms.samhsa.gov/template_cf.cfm?page=model_list))

US Department of Education's (USDE) Safe and Drug-Free Schools (SDFS) Exemplary Program  
([www.ed.gov/admins/lead/safety/exemplary01/report\\_pg3.html](http://www.ed.gov/admins/lead/safety/exemplary01/report_pg3.html))

USDE's SDFS Promising Program  
([www.ed.gov/admins/lead/safety/exemplary01/report\\_pg3.html](http://www.ed.gov/admins/lead/safety/exemplary01/report_pg3.html))

Office of Juvenile Justice and Delinquency Prevention (OJJDP) Blueprint Prevention Program  
([www.ncjrs.org/pdffiles1/ojjdp/187079](http://www.ncjrs.org/pdffiles1/ojjdp/187079))

- c. Other Model Programs: these are program models that have not been recognized by CSAP, SDFS, Centers for Disease Control (CDC), or OJJDP, but otherwise are supported by evidence of multiple rigorous evaluations showing positive evidence of effect on substance abuse risk or protective factors and/or drug use prevalence, this evidence is usually in the form of articles in peer-reviewed scientific journals. If a provider or circuit program office finds a program that would otherwise meet the test of adequate evaluation to receive a replication designation, the state evaluator will review the evidence and make a determination.
  - i. **Florida Provider Model:** such a program is designated by the state evaluation contractor after being adequately evaluated and found to be effective in addressing the risk and protective factors of the target population. Note that this program can only be conducted by the provider agency that developed and tested the program in the county in which it was developed. As of the Fall of 2005 there is one Florida Provider Model Program: "HITT/Generation Excel" developed by the Hippodrome State Theater in Alachua County.
  - ii. **Florida Statewide Model:** this is a designation by the state evaluation contractor of Florida Provider developed programs that have been conducted by at least three different providers (including the original provider), in at least three different counties, and were independently evaluated and found to be consistent in reducing risk factors or enhancing protective factors of program participants. As of the Fall of 2005, there are no Florida Statewide Models.

### **Special Note About Combining Model Programs**

Applying model programs in combination to a single study Group is considered a new program and cannot, therefore be considered a replication. It can be considered a Provisional Innovation, an Innovation, or a Validation program depending on how well the dosage elements are defined and the provider's and circuit's interest in testing this particular "bundle" of programs. It is important to note that the logic model needs to justify this particular program grouping for the particular target population. The Schedule of Activities in the Prevention Program Description needs to show the chronological order of all of the activities without regard to the program from which a particular activity originated.

### ***Replication-Related Contract Definition***

**Replication Program** is a prevention program that is recognized by the federal government as effective in reaching prevention goals.

**Validations** are those programs that 1) do not meet the criteria to be a replication program and 2) have an adequate and stable program process that can be evaluated, as determined by the state evaluation contractor. An adequate program process is usually provided in the form of a program manual that defines the dosage elements of a program and provides facilitator instructions that are clear enough for a new qualified staff member to pick up and run the program effectively at any point in the process. A stable program is one that has been conducted at least twice without significant modifications. Program validations require a qualified comparison group. A letter from the state evaluation contractor indicating that the process is adequate and stable is necessary. This is due within 30 days of the beginning of the contract year, but can be obtained before the contract is executed. A qualified comparison group is required before program activities can begin. A circuit can contract for a Validation for one year or for the time it takes to conduct two cohorts of study groups, whichever is longer.

Designation as a program validation requires approval from the circuit prevention coordinator for the state evaluation contractor to work with the provider to test the program.

**\*Note:** The state evaluation contractor will work with up to fifteen validation projects per year. Any validation project slots not used by a circuit may be used by another circuit for that year.

### ***Validation-Related Definitions, Tasks, & Deliverables***

#### ***Contract Definitions***

**Validation Program** is a prevention program that has not been recognized by the federal government as effective, but has a logic model and stable Schedule of Activities, approved by the state evaluation coordinator, that is being evaluated for effectiveness using a qualified comparison group.

**Qualified Comparison Group** are people who meet prevention program participation criteria, but are not participating in program activities, and otherwise are demographically similar to the program participants as determined by the state evaluation contractor.

**Program Manual** is the document that reflects the dosage elements of a Validation Program and program implementation instructions.

### *Contract Deliverables*

Validation Program Approval from the state evaluation contractor within 30 days of the beginning of the contract year (before contract execution is preferred)  
Qualified Comparison Group approved by the state evaluation contractor within 30 days of the beginning of the contract year.

### *Contract Tasks*

The provider will coordinate with the state evaluation contractor to develop a qualified comparison group for this program.  
The provider will submit pre and post test data of the qualified comparison group to the Performance-Based Prevention System.

**Innovations** are those programs that are 1) under development, 2) have a logic model approved by both the circuit and the state evaluation contractor, **AND** 3) have an agreement with the state evaluation contractor to develop the program to the validation level. Innovations are usually determined to be necessary because existing programs that meet replication requirements do not appear to meet the prevention needs of the identified target population. Note that whenever possible, it is preferable to implement a replication before spending time and money to develop a new model. The logic model is generally a one to two page document with a table providing summary information under the following column headings: 1) Priority County Prevention Need (prioritized substance abuse prevention need at the county level), 2) Target Population (clearly related to the identified priority need), 3) Desired Outcomes (related to the identified prevention needs for that target population), 4) Program and Strategies (that will be used to achieve the desired outcomes), and 5) Justification (justify how those strategies will lead from the current prevention needs levels to the desired outcomes, including references to professional & scientific literature when available). A circuit can contract for an Innovation for one year or for the time it takes to conduct two cohorts of study groups, whichever is longer.

### *Innovation-Related Definitions, Tasks, & Deliverables*

#### *Contract Definitions*

**Innovation Program** is a program that is under development, but has a logic model approved by both the circuit prevention coordinator and the state evaluation contractor.

**Logic Model** is a table displaying the fundamental rationale for the selection of a program to achieve a particular outcome and generally includes 1) the identification of a target population and 2) their prevention needs as reflected in particular data elements, 3) the desired changes (outcomes) in the data elements, 4) the kinds and amount of proposed activities necessary to conduct 5) over a defined period of time to achieve those changes and evidence supporting those activities for achieving those changes, and 6) intermediate outcomes that will indicate progress toward the ultimate outcomes.

**Initial Program Logic Model** is the logic model developed before an Innovation Program implementation begins.

**Refined Program Logic Model** is the logic model that reflects changes as a result of lessons learned from the implementation of an Innovation Program.

**Program Manual** is the document that reflects the dosage elements of an Innovation Program and program implementation instructions.

### *Contract Deliverables*

Initial Program Logic Model approved by the state evaluation contractor within 60 days of the beginning of a contract year (it is preferred that the logic model be included in the contract file before contract execution).

Final Program Logic Model approved by the state evaluation contractor by June 15 of the contract year (the year within which the initial program logic model is accepted).

Program Manual approved by the state evaluation contractor submitted to the contract manager by June 15 of the contract year (the year within which the initial program logic model is accepted).

### ***Contract Tasks***

The provider will coordinate with the state evaluation contractor to develop and test the Initial Logic Model, the Schedule of Activities, and other program dosage elements for this program and to make adjustments to and re-test the program in cooperation with the state evaluation contractor in order to stabilize the programs dosage elements. The provider will develop a program manual reflecting the refined program logic model, the stabilized program dosage elements, and the facilitator instructions in cooperation with the state evaluation coordinator.

**Provisional Innovations** are those programs that are in development, but beyond the capacity of the state evaluation contractor to assist with that development. These projects require a logic model developed by the provider and approved by the circuit prevention coordinator prior to contract execution.

Logic models for Provisional Innovations are developed by the provider and approval is negotiated with DCF circuit staff. The format of this Logic Model is provided in the Prevention Program Description. Logic models for Innovation Programs are developed by the provider in cooperation with the state evaluation contractor and DCF circuit staff approved Innovation Program logic models.

### ***Provisional Innovation-Related Definitions, Tasks, & Deliverables***

#### ***Contract Definition***

**Provisional Innovation Program** is a program that is under development and has a logic model approved by the circuit prevention coordinator.

#### ***Contract Deliverable***

Program Logic Model approved by the circuit prevention coordinator within 30 days of contract execution (it is preferred that the logic model be included in the contract file before contract execution)

#### ***Contract Task***

The provider will develop a program logic model, approved by the circuit prevention coordinator, within 30 days of contract execution.



# KIT SUPPORT

On the Support Site, you will find information about how to contact Support, an online version of this manual, and frequently asked questions regarding the application.

1. To reach the KIT Solutions Support Site, click **KIT Support** from the main menu and **KIT Support** from the submenu. A new window will open displaying the Support Site.
2. To submit a problem, question, or suggestion for improvement to KIT Solutions Customer Support team, click the **Contact Support** link.
  - a. Fill in the appropriate fields.
  - b. Click the **Submit** (Submit) button. Your request will be sent to the KIT Solutions Customer Support team and DCF.
3. To find this manual in an online version, click the **Manual** link. A new window will open displaying the various documents pertinent to the FL PBPS.
4. To see a list of new features, improvements, or announcements for the FL PBPS, click the **What's New** link.
5. To view frequently asked questions regarding the application, click the **FAQ** link.
6. To view a list of helpful documents, click the **Library** link.
7. To request a new Site ID or get contact information regarding Site IDs, click the **New Site Facility Registration** link.
8. To view available training videos to show you step-by-step how to use FL PBPS, click the **Multimedia** link.
9. To receive information regarding Online Trainings, click the **Online Training** link.

