

COMET

Coalition Online Management and Evaluation Tool



USER MANUAL

VERSION 2.1

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INTRODUCTION

The COMET application is a web-based system designed to help your Coalition use SAMHSA's Strategic Prevention Framework (SPF) for managing your DFC grant. COMET enables grantees to enter and submit their bi-annual progress report along with other tools requiring for reporting. In addition, grantees will be able to view and print their submitted data, download their data and utilize their data through trends and analysis reports.

TIPS FOR USING THE APPLICATION EFFECTIVELY

Recommended Computer Settings

Screen Resolution

You will get the best screen layout if you set your PC monitor settings to 1024 x 768 pixels or larger. If your screen resolution is smaller (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 icon at the bottom of the window to make the change effective.

Web Browser

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


Pop-Up Blockers

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

To create exceptions for the pop-up blocker, open your Internet Explorer browser window. Once the browser is open, click the top toolbar option “Tools” and then go to “Internet Options”. After the Internet Options window is available, you will want to click on the “Privacy” tab at the top of the window. You will notice while on the “Privacy” tab, at the bottom will be a section on Pop-Up Blockers. If you’re “Block Pop-Ups” checkbox is checked, then click on the “Settings” button. You can now add the COMET link to the “Allowed Sites” list which the pop-up blocker will ignore when trying to block pop-ups from COMET.






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

Application Navigating

COMET is set up in such a fashion that moving from top to bottom of each page and section to section on the menu is the only approach to using the application. You must start at Home and complete the Coalition Classification Tool, then move to Assessment, filling in all the information for that area (all pages and sub-menus), before moving on to Capacity. Continuing in this manner will ensure that all of the sections of the system have enough information to function correctly. If certain sections have not been completed, you will have difficulty completing other sections. You also must save each screen before moving onto the next section by clicking on the  (Save) button located at the bottom of the page.

Computer Keys

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

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

Menu Information

The Menu for the service is located across the top of the screen. Some Menu categories may be broken down into submenu categories to choose from. The Menu categories list the main modules that are within the application. When a Menu category is selected a list of submenu categories will be displayed on the Landing Page as links to access the modules. (For more information on Landing Pages, see the [Landing Pages](#) section.)

- | | |
|---------------------|---|
| 1. Menu | Constant (unchanging). Available at all times. |
| 2. Landing Page | Varies depending on which Menu category is selected. Displays the Submenu Categories. |
| 3. Submenu Category | Varies depending on which Menu category is selected. |
| 4. Listing Page | Varies depending on which Submenu Category is selected. |

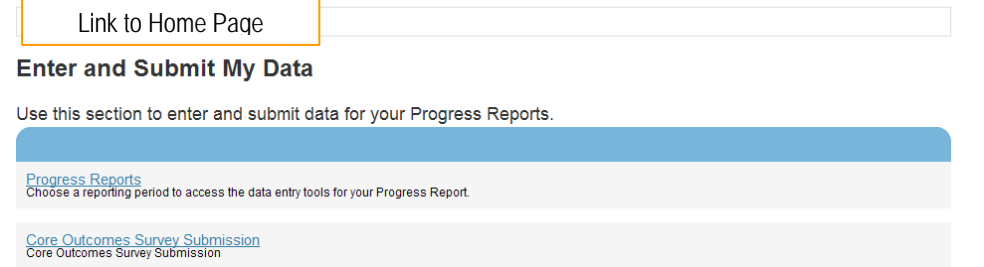
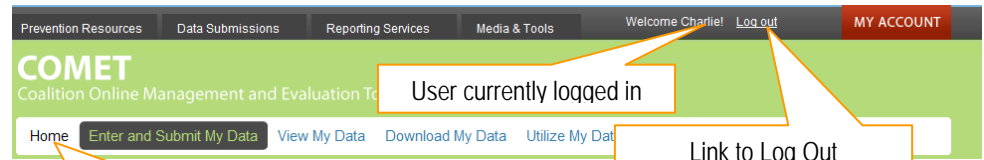
The screenshot shows the top navigation bar of the COMET application with the following items: Home, Enter and Submit My Data, View My Data, Download My Data, and Utilize My Data. Below this, a breadcrumb trail shows 'Home > Enter and Submit My Data'. A callout box labeled 'Menu' points to the 'Enter and Submit My Data' link. Below the breadcrumb, the page title is 'Enter and Submit My Data'. A sub-header reads 'Use this section to enter and submit data for your Progress Reports.' Below this, there are three main sections: 'Progress Reports' (with a sub-link 'Choose a reporting period to access'), 'Core Outcomes Survey Submission' (with a sub-link 'Core Outcomes Survey Submission'), and a 'View My Data' button at the bottom right.

(This is a screenshot displaying the Menu (1), a Landing Page (2) and a Submenu Category list (3))

The screenshot shows the top navigation bar of the COMET application with the following items: Home, Enter and Submit My Data, View My Data, Download My Data, and Utilize My Data. Below this, a breadcrumb trail shows 'Home > Enter and Submit My Data > Core Outcomes Survey Submission'. Below the breadcrumb, the page title is 'Core Outcomes Survey Submission'. A sub-header reads 'List'. Below this, there is a button 'Submit Core Outcomes Survey for Approval'. A callout box labeled '4. Listing Page' points to the 'List' sub-header. Below the button, there is a table with the following columns: Survey Name, Submitter Name, Date Submitted, and Status. The table contains one entry: 'KIT Survey', 'Tara Montgomery', '3-19-2012', and 'Submitted'. Below the table, there is a footer that reads 'Showing 1 to 1 of 1 entries' and navigation links: 'First', 'Previous', '1', 'Next', 'Last'.

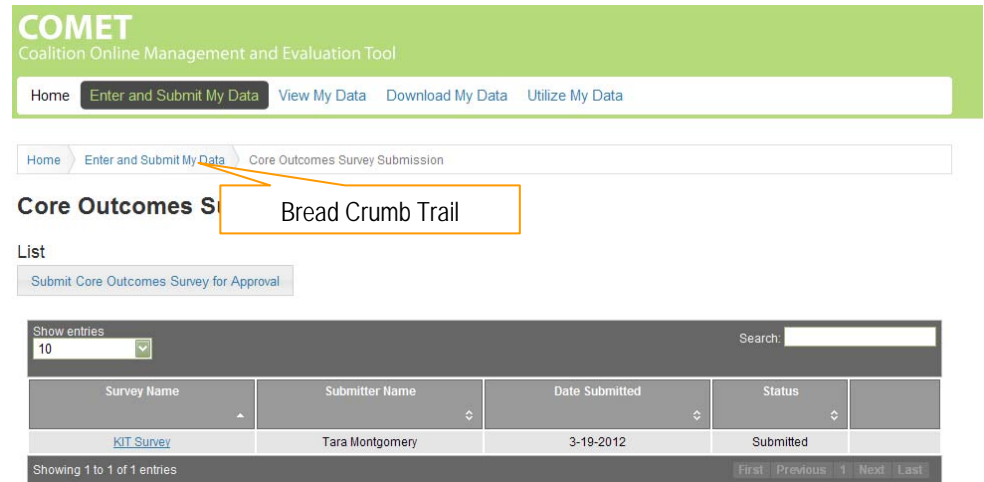
(This is a sample screenshot displaying a Listing Page (4))

The top of the menu provides links to the [Home](#) (Home) page and to [Log out](#) (Log Out) of the application. The user currently logged into the application is also displayed. The menu at the top of the screen will allow you to navigate to other areas within the Prevention Management Reporting and Training System site.



Bread Crumb Trail

A "Bread Crumb Trail" is provided to indicate where you currently are in the system. The links provided in the Bread Crumb Trail also allows you to move **backwards** in the application.

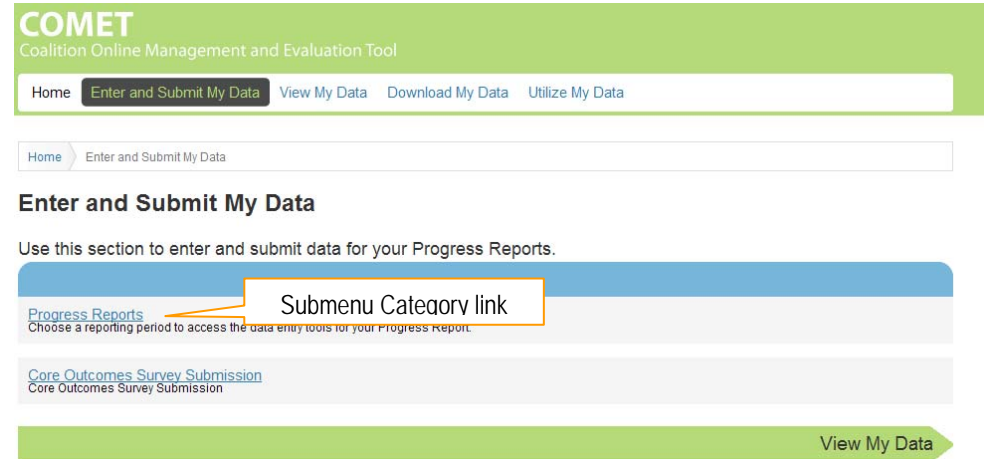


Landing Pages

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

To open a category:

- Click on the Landing Page Submenu Category link.



(This is a screenshot displaying a Landing Page.)

Listing Pages

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

Those Listing Pages that do not have an **Add** button automatically list the information you are working on. To add information to these forms, click the link next to the appropriate name listed in the table. No data is entered on a Listing Page.

There are two types of Listing Pages:

1. **Grid View**
2. **Single Form View**

Grid View

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

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

The screenshot displays the COMET (Coalition Online Management and Evaluation Tool) interface. At the top, there is a green header with the COMET logo and navigation links: Home, Enter and Submit My Data, View My Data, Download My Data, and Utilize My Data. Below this is a breadcrumb trail: Home > Enter and Submit My Data > Core Outcomes Survey Submission. The main heading is 'Core Outcomes Survey Submission'. Underneath, there is a 'List' section with a button 'Submit Core Outcomes Survey for Approval'. A 'Show entries' dropdown is set to '10'. A table with the following data is shown:


Survey Name	Submitter Name	Date Submitted	Status
KIT Survey	Tara Montgomery	3-19-2012	Submitted

At the bottom of the table, it says 'Showing 1 to 1 of 1 entries' and includes navigation links: First, Previous, 1, Next, Last. An orange callout box labeled 'Grid View' points to the table.

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


Single Form View

The Single Form View is used when the data entered is updated periodically. Only one form is available and edited. The Single Form View displays the fields on the Edit Form.

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

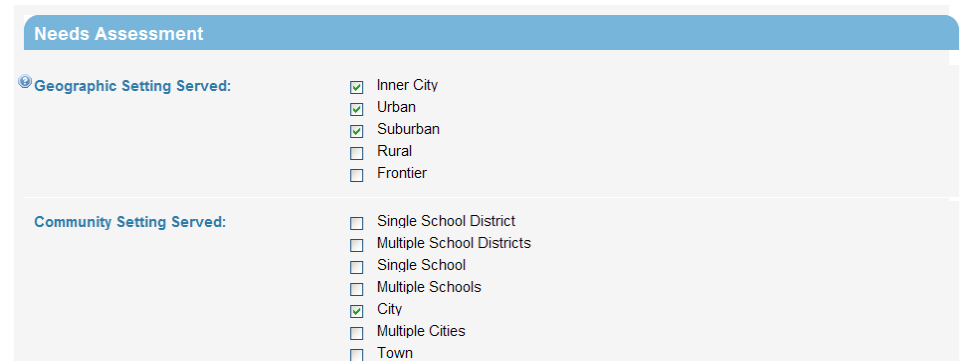
Edit Forms

The Edit Form contains the fields for entering and editing data.

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

Needs Assessment - 10/1/2011 - 7/31/2012

Needs Assessment

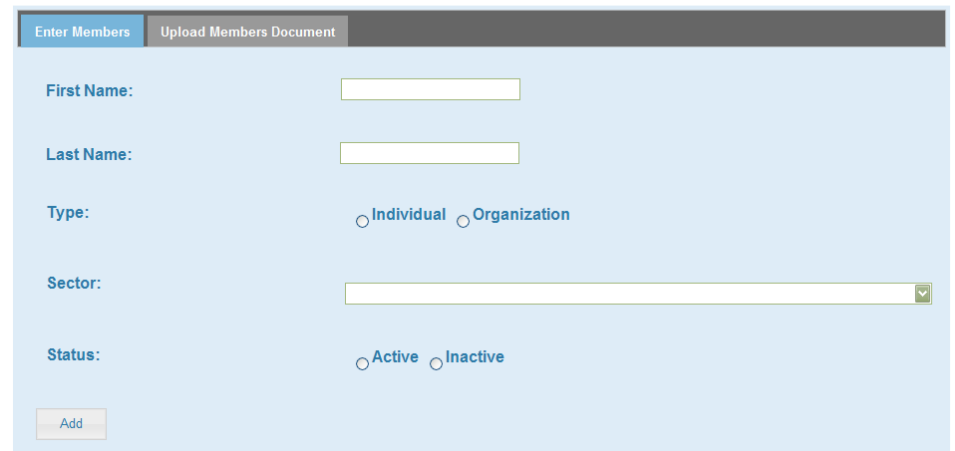


The screenshot shows a web interface for 'Needs Assessment'. It features a blue header bar with the title 'Needs Assessment'. Below the header, there are two sections of settings. The first section, 'Geographic Setting Served:', includes five checkboxes: 'Inner City' (checked), 'Urban' (checked), 'Suburban' (checked), 'Rural' (unchecked), and 'Frontier' (unchecked). The second section, 'Community Setting Served:', includes seven checkboxes: 'Single School District' (unchecked), 'Multiple School Districts' (unchecked), 'Single School' (unchecked), 'Multiple Schools' (unchecked), 'City' (checked), 'Multiple Cities' (unchecked), and 'Town' (unchecked).

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

Membership - 10/1/2011 - 7/31/2012

Membership




The screenshot shows a web interface for 'Membership'. It has a dark grey header bar with two tabs: 'Enter Members' (selected) and 'Upload Members Document'. Below the header, the form contains several fields: 'First Name:' with a text input field; 'Last Name:' with a text input field; 'Type:' with two radio buttons, 'Individual' (selected) and 'Organization'; 'Sector:' with a dropdown menu; and 'Status:' with two radio buttons, 'Active' (selected) and 'Inactive'. At the bottom left, there is an 'Add' button.

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

Data Fields & Buttons


In COMET there are several fields, boxes, and buttons that are used to collect, store, print, organize and delete 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"/>
Multiple Selector Box	<input type="text" value="K-5"/> 6 7 8
Radio Buttons	<input checked="" type="radio"/> Selected <input type="radio"/> Not Selected
Check Boxes	<input checked="" type="checkbox"/> Selected <input type="checkbox"/> Not Selected
Required Field	Activity Name* <input type="text"/>
Help Icon	

Enter data into COMET 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 the "Shift" key and pressing "Tab" (Shift + Tab). You can also navigate through the fields by using the mouse.

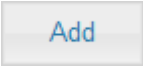
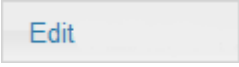
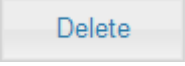



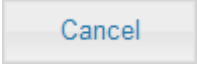
If a required field does not have data entered into it and you try to save the form, you will receive a message that informs you of the field vacant of data and you will not be able to save that form until that field has data. Some or all of the fields may be required in order to save the form. Those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

Tips

- You must click the  (Save) button before moving on to the next section in the system.
- To select multiple data at one time from a Multiple Selector Box or List Box, hold the control (Ctrl) key on the keyboard and left click the mouse on any of the data options that you'd like to include in your entry.
- Type an identifying letter of an item in a dropdown list to appear in the box.

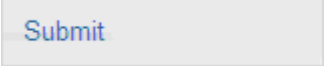


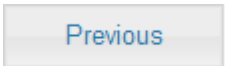
Edit Form Buttons

Information is entered and edited through the Edit Forms. The table below summarizes the buttons used to enter/edit information into an Edit Form.

	Allows the Edit Form fields to be “open” for adding new information to an Edit Form
	Allows the Edit Form fields to be “open” for modifications to existing information
	Removes the information currently on an Edit Form from the COMET database
	Adds the information on an Edit Form to the COMET database
	Adds the information on an Edit Form to the COMET database and returns you to a Landing Page
	Adds the information on an Edit Form to the COMET database and takes you to the next page within the Edit Form
	Cancels the data entry without saving

Additional Feature Buttons

Below are some additional buttons that may appear within a form.

	Forwards the approved information to the appropriate parties for further consideration
	Uploads a document to the Edit Form
	Allows you to locate a document currently saved on your computer for upload
	Returns you to a previous page on the Edit Form

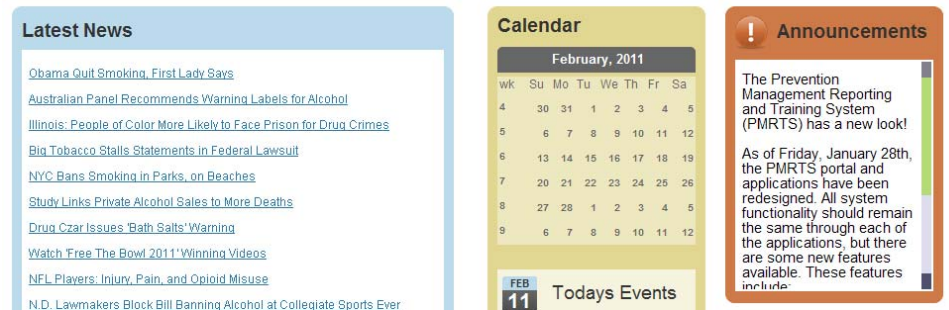
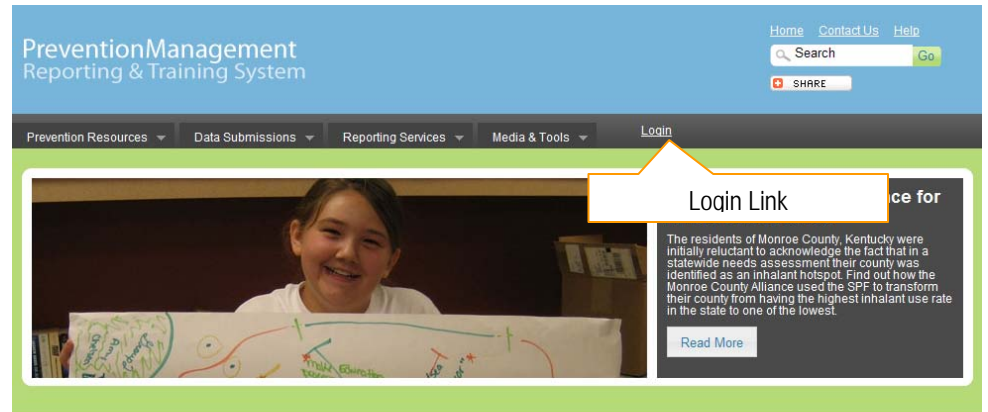
LOGIN PROCEDURE

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

<https://www.pmrts.samhsa.gov/pmrts>

To access COMET, you will login through SAMHSA/CSAP's Performance Management Reporting and Training System website.

1. Click the **Login** (Login) link located on the top right hand corner of the screen.



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

2. Type the login name provided by the acting administrator in the **User name** field.
3. Type the password in the **Password** field.
4. Click the box that states: 'I agree to these Terms and Condition'.
5. Click the **Login** (**Log In**) button.

*Note: To cancel the login process, click the **Cancel** (Cancel) button.

The screenshot shows a login form with the following elements:

- Header:** Login
- Message:** You must login to access secure content
- Fields:** Username: [text input], Password: [password input]
- Terms and Conditions:** A scrollable text area containing the following text: "All users of the Prevention Management Reporting and Training System Web site are expected to adhere to the security standards of the... ent Reporting and Training System to the fullest, in... ction with other users and in handling substance... mation that Prevention Management Reporting and... des. The Prevention Management Reporting and... s each user a unique user ID and a system-... generated password. As a user... you are required to change the system-". Below this is a checkbox labeled "I agree to these Terms and Conditions".
- Buttons:** Login, Cancel
- Link:** ? Forgot your Password?

Callouts in the image point to the "Terms and Conditions checkbox" and the "Login button".

(This is a screenshot of the Login Page.)

6. Click **Data Submissions** from the Prevention Management Menu.
7. Your available systems will be displayed. Click the **COMET – Coalition Online Management and Evaluation Tool** link.

The screenshot shows the Data Submissions landing page with the following elements:

- Navigation:** Prevention Resources, Data Submissions, Reporting Services, Media & Tools, Welcome s!, Log out, MY ACCOUNT
- Section Header:** Data Submissions
- Breadcrumbs:** Home > Data Submissions
- Text:** Data Submissions provides CSAP contractors and grantees with the number of different data collection tools.
- Text:** The Substance Abuse and Mental Health Services Administration (SAMHSA) Center for Substance Abuse Prevention (CSAP) requires its contractors and grantees to submit complete and accurate data in accordance with data requirements. These data are used for program planning and monitoring and to support funding proposals submitted to HHS, OMB, Congress and others.
- Text:** To view all current RFAs, please visit: <http://www.samhsa.gov/grants/2009/fy2009.aspx>
- Section Header:** COMET - Coalition Online Management and Evaluation Tool
- Text:** COMET - Coalition Online Management and Evaluation Tool
COMET was designed to help your Coalition use SAMHSA's Strat... of these SPF steps to populate...
COMET - Coalition Online Management and Evaluation Tool

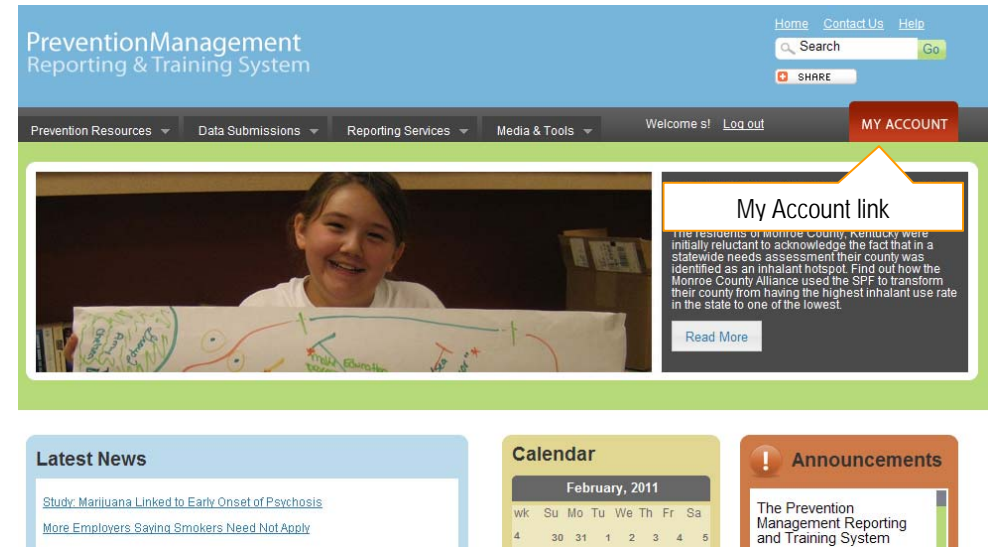
Callouts in the image point to the "Data Submissions link" and the "COMET link".

(This is a screenshot of the Data Submissions Landing Page.)

Change Your Password

The Change Your Password feature allows a user to change the password for the account he or she is currently logging into the system with.

1. To change your password, begin by clicking **My Account** from the Prevention Management Reporting and Training System main menu.
2. Click the **Change Your Password** link.



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

3. Select a **Security Question*** from the dropdown list.
*Note: The Security Question will be used when using the Forgot Password feature to ensure the user requesting a password is legitimate.
4. Enter your answer to the selected security question in the **Security Answer*** field.
5. Type the password you would like to use in the **New Password*** field.
6. Retype the password in the **Confirm New Password*** field.
7. Verify or update the email address in the **Email Address*** field.
8. Click the (**Submit**) button.

(This is a screenshot of the Change Password Page.)

Tips

- The **User Name*** is NOT case sensitive.
- The **Password*** IS case sensitive. The Password must fill the following requirements:
 - Minimum length: 8 characters
 - At least one (1) upper case letter
 - At least one (1) lower case letter
 - At least one (1) of the following special characters: !@#\$\$%^&
- You will be required to change your password every 90 days.

Forgot your Password?

If you are unable to log into COMET due to forgetting your User ID or Password, you can retrieve this information by clicking the link entitled “**Forgot your Password?**” on the login window.

1. On the Login page, click the **Forgot your Password?** link.

Login

You must login to access secure content

Username:

Password:

* You must accept the terms and conditions in order to login and access secure content.

All users of the Prevention Management Reporting and Training System Web site are expected to adhere to the security standards of the Prevention Management Reporting and Training System to the fullest, in respect to their interaction with other users and in handling substance abuse prevention information that Prevention Management Reporting and Training System provides. The Prevention Management Reporting and Training System issues each user a unique user ID and a system-generated password. As a user, you are required to change the system-

I agree to these Terms and Conditions

Login Cancel

[? Forgot your Password?](#)

Forgot your Password? link

(This is a screenshot of the Login Page.)

2. Type the login name in the **User Name*** field.
3. Type the email address of the user who is associated with the User Name in the **User Email*** field.
*Note: This must be a valid email address.
4. Click the **(Next)** button.
5. On the next screen, answer the **Security Question***.
6. Click the **(Next)** button.

Reset Your Password

Reset your Password

User Name*:

User Email*:

Next button

(This is a screenshot of the Reset Your Password Page.)

Tips

- If you currently do not have an account you will not be able to use the Forgot Password feature.

Reset Your Password

7. A link to reset the password will be sent to the email address that is associated with the User Name.

A link has been emailed to you which will allow you to reset your password.

(This is a screenshot of the Reset Your Password Confirmation Page.)

Tips

- You will receive an email with a link to change your password.
- Please add the following domain to your email safe list: @kitsolutions.net to ensure you receive emails from Support.

Account Locked

If you attempt to log into the system unsuccessfully three (3) times, you will be locked out of your account. Please contact Support to have your account unlocked.

SUPPORT CONTACT INFORMATION:

- 1-888-348-4248
- DCARSupport@kitsolutions.net
- Use the Contact Form on the Support Site:
<http://kitusers.kithost.net/support/dcarsupport>

Once your account is unlocked you will receive an email:

- 1) The email informs you that your account has been unlocked.
Subject line will read: **User Account has Been Unlocked**
- 2) The email will be from DONOTREPLY@kitsolutions.net

When your account is unlocked you can request Support to reset your password if you do not remember your current password.

Once your password has been reset you will receive an email:

- 1) The email provides you a link to reset your password.
Subject line will read: **Password Has Been Reset**
- 2) The email will be from DONOTREPLY@kitsolutions.net

Login

You must login to access secure content

Username:

Password:

Your account has been locked! For security purposes your account has been locked out after three consecutive failed login attempts. Please contact support at: 1-888-348-4248 in order to have your account unlocked.

* You must accept the terms and conditions to access secure content.

I agree to these Terms and Conditions

Login Cancel

[? Forgot your Password?](#)

Contact Support information

(This is a screenshot of the Account Locked Page.)

Date: 7/19/2013 4:55:26 PM

The DCAR Support team has reset your Prevention Management Reporting and Training System account password. You must click the link below to sign into the system and update your password.

Link: <https://www.pmrts.samhsa.gov/PMRTS/Verification.aspx?u%3dtttest%26vc%3dNR5F1ZBA5RN2TMY%26r%3dre>

**Please note that you will not be able to access the system until you click the link below.

If you have any questions, please contact the DCAR Support team at: 1-888-348-4248

Thank you,
The Prevention Management Reporting and Training System Administrator


<https://www.pmrts.samhsa.gov/pmrts/>

Link to change password

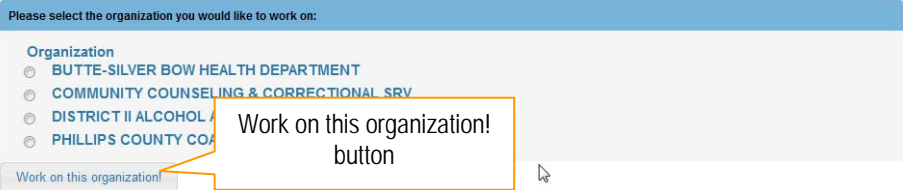
(This is a sample screenshot of the Password Reset email.)

Current Organization

If you work in multiple organizations, you will have to select the organization from the list of Organizations. *This screen will not appear if you work at one (1) organization.*

1. Select the radio button next to the appropriate organization name.
2. Click the  (**Work on this organization!**) button.

COMET: Coalition Online Management and Evaluation Tool



Please select the organization you would like to work on:

Organization

- BUTTE-SILVER BOW HEALTH DEPARTMENT
- COMMUNITY COUNSELING & CORRECTIONAL SRV
- DISTRICT II ALCOHOL
- PHILLIPS COUNTY CO

Work on this organization! button

Work on this organization!

Screenshot displaying the Organization selection page

HOME

The Home Page provides the coalition with important messages and events including progress report due dates and information about the COMET application.

Messages and Events

- The information provided in the Messages and Events sections are based on due dates and any upcoming events that are relevant to the COMET Application.

COMET
Coalition Online Management and Evaluation Tool

Home Enter and Submit My Data View My Data Download My Data Utilize My Data

Home

Home

COMET was designed to help your Coalition use SAMHSA's Strategic Prevention Framework (SPF) for managing your DFC grant. COMET enables grantees to enter and submit their bi-annual Progress Report along with other tools required for reporting. In addition, grantees will be able to view and print their submitted data, download their data and utilize their data through trends and analysis reports.

Hi, Welcome to COMET!

Messages

Welcome to the new COMET system! Currently, the Enter & Submit My Data section is available to Year 1 grantees for completing and submitting the bi-annual progress report. The submission deadline is May 10th, 2012.

Events

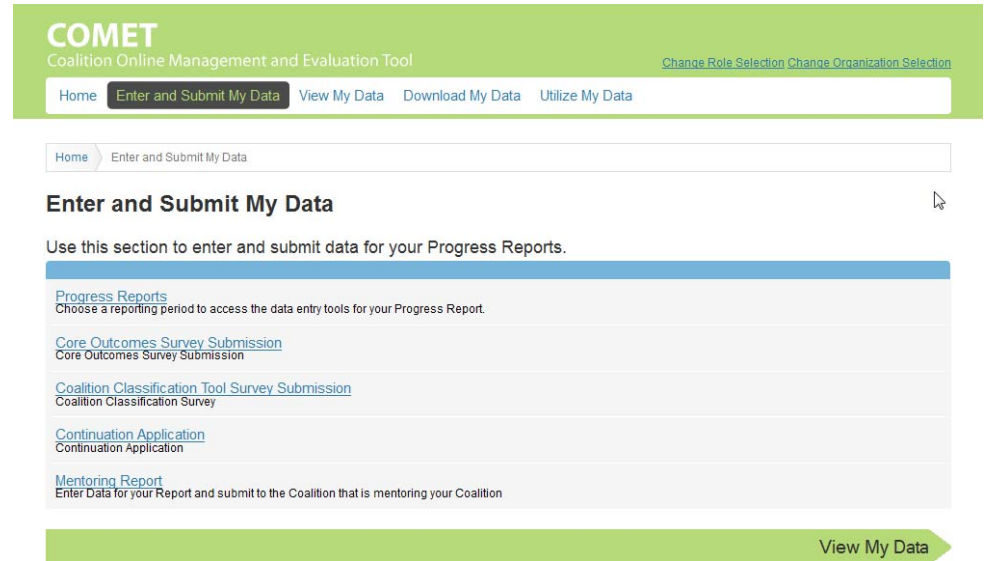
CADCAs Mid-Year Training Institute is the only intensive, coalition specific training opportunity of its kind, providing in-depth courses specifically designed to address a community leaders biggest concerns and obstacles. Held for 4 days in July, the Mid-Year Training Institute offers in-depth training sessions geared specifically for community coalitions and staff. From fundamentals of coalition building and strategic planning to evaluation and research, you will come away motivated and inspired. Further details can be found here: <http://www.cadca.org/events/detail/2012-mid->

(This is a sample screenshot displaying the Home Landing Page.)

ENTER AND SUBMIT MY DATA

The Enter and Submit My Data module is used to enter and submit data for your Progress Reports.

1. Click **Enter and Submit My Data** from the Menu.
2. From the Enter and Submit My Data landing page you can navigate to one of the following sections:
 - a. Progress Reports
 - b. Core Outcomes Survey Submission
 - c. Coalition Classification Tool Survey Submission
 - d. Continuation Application
 - e. Mentoring Report



(This is a screenshot displaying the Enter and Submit My Data Landing Page.)

Progress Reports

Choose a reporting period to access the data entry tools for your Progress Report.

Entering the Progress Report

1. Click **Progress Reports** from the Enter and Submit My Data Landing Page.
2. Select the appropriate reporting period from the **Reporting Period** dropdown list.

3. A list of Tasks will appear allowing you to enter the data for submission. Click the appropriate link to begin data entry (instructions for each Task are listed below).

The screenshot shows the top of the COMET web application. It features a green header with the text "COMET Coalition Online Management and Evaluation Tool". Below the header is a white navigation bar with several menu items: "Home", "Enter and Submit My Data" (highlighted with a dark background), "View My Data", "Download My Data", and "Utilize My Data".

Home > Enter and Submit My Data > Progress Reports

Progress Reports

Choose a reporting period to access the data entry tools for your Progress Report.

Reporting Period:

(This is a screenshot displaying the Progress Reports Landing Page.)

Progress Reports

Choose a reporting period to access the data entry tools for your Progress Report.

Reporting Period:

Task	Completed	Date Completed
Coalition Structure and Processes		
Grantee Coalition Information	Y	03/23/2012
Needs Assessment	Y	03/21/2012
Target Zip Codes	Y	03/21/2012
Coalition Budget	Y	03/21/2012

(This is a sample screenshot displaying the Progress Reports Landing Page.)

Tips

The Progress Reports Landing Page grid displays a Completed column and a Date Completed column.

- The **Completed** column will display an **N** if the Task has not been completed yet and a **Y** if you have entered and saved the Task. Once all of the Tasks show Y in the Completed column, you are ready to submit your Progress Report.
- The **Date Completed** column will inform you of the most recent date for entering/saving data within the Task.
- If you have multiple reporting periods, when selecting a progress report task for a new reporting period you may receive a message asking if your data has changed since the previous reporting period. Selecting Yes, allows you to modify the information. Selecting No, will automatically set the Task to a Y for the Completed column.

Progress Reports

Choose a reporting period to access the data entry tools for your Progress Report.

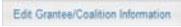
Reporting Period:


10/1/2011 - 7/31/2012

Task	Completed	Date Completed
Coalition Structure and Processes		
Grantee Coalition Information	Y	03/23/2012
Needs Assessment	Y	03/21/2012
Target Zip Codes	Y	03/21/2012
Coalition Budget	Y	03/21/2012

(This is a sample screenshot of the Progress Reports Landing Page.)

Grantee Coalition Information

1. Click **Grantee Coalition information** from the Progress Reports Landing Page.
2. Click the  (**Edit Grantee/Coalition Information**) button.

3. The details will be in edit mode. Make any changes needed to the details.
*Note: The Grantee Name, Coalition Name and Award Number are not available for modification. If this information is incorrect, please contact your Project Officer.
4. Click the  (**Save**) button.

Grantee Coalition Information - 10/1/2011 - 7/31/2012

Grantee Coalition Information



Edit Grantee/Coalition
Information button

Date Updated: 03/23/2012

Grantee/Coalition Information

Grantee Name: Southern Acorn Valley Education Services

Coalition Name: SAVE Our Children

(This is a sample screenshot displaying the Grantee Coalition Information Page.)

Grantee/Coalition Information

Grantee Name: Southern Acorn Valley Education Services

Coalition Name: SAVE Our Children

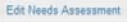
Award Number: 18888

Year of first DFC Award: (yyyy)
4 characters maximum.

**Month and Year Your Coalition was First
Established:** (mm/yyyy)

(This is a sample screenshot displaying the Grantee Coalition Information Edit Page.)

Needs Assessment

1. Click **Needs Assessment** from the Progress Reports Landing Page.
2. Click the  (**Edit Needs Assessment**) button.

Needs Assessment - 10/1/2011 - 7/31/2012

Needs Assessment



Edit Needs Assessment
button

Date Updated: N/A

Needs Assessment

Geographic Setting(s) Served:

Community Setting(s) Served:

Do you target information/intervention efforts to a specific minority group or minority groups?

(This is a screenshot displaying the Needs Assessment Page.)

Needs Assessment - 10/1/2011 - 7/31/2012

Needs Assessment refers to the decisions your coalition has made concerning the major problems upon which you want to focus and the major community areas and populations you want to serve.

3. Select the geographic setting using the **Geographic Setting Served** checkboxes.
4. Select the community setting using the **Community Setting Served** checkboxes.

Needs Assessment

Geographic Setting(s) Served:*

- Inner City
- Urban
- Suburban
- Rural
- Frontier

Community Setting(s) Served:*

- Single School District
- Multiple School Districts
- Single School
- Multiple Schools
- City

(This is a screenshot displaying the Needs Assessment Edit Page.)

5. Answer the question using the **Do you target information/intervention efforts to a specific minority group or minority groups?** radio buttons.
 - a. If Yes is selected, a new field will appear allowing you to select the specific minority group(s).
6. Select the grade levels being served using the **Grade Level(s) Served:** checkboxes.

Do you target information/intervention efforts to a specific minority group or minority groups?*

Yes No

Grade Level(s) Served:*

- Elementary School (K-5)
- 6th Grade
- 7th Grade
- 8th Grade
- 9th Grade
- 10th Grade
- 11th Grade
- 12th Grade

(This is a screenshot displaying the Needs Assessment Edit Page.)

7. Select the substances addressed in your community using the **Please select up to 5 Substances that your Coalition is Addressing in your Community:** checkboxes.
8. Enter a description of any other substances addressed within your community in the **Additional Substances Addressed:** field.
9. Click the (Save) button.

Please Select up to Five (5) Substances that your Coalition is Targeting in your Community:*

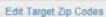
- Alcohol
- Tobacco
- Marijuana
- Prescription Drugs
- Cocaine/Crack
- Heroin
- Stimulants (uppers)
- Tranquilizers
- Hallucinogens
- Over-the-counter (OTC) drugs
- Inhalants
- Steroids
- Synthetic Drugs/Emerging Drugs

Additional Substances Addressed:

1000 characters remaining.

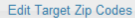
(This is a screenshot displaying the Needs Assessment Edit Page.)

Target Zip Codes

1. Click **Target Zip Codes** from the Progress Reports Landing Page.
2. Click the  (**Edit Target Zip Codes**) button.

Target Zip Codes - 10/1/2011 - 7/31/2012

Target Zip Codes Description

 Edit Target Zip Codes button

Date Updated: 03/21/2012

Zip Codes Served:

Show entries: 10 Search:

Zip Code Served	Do you serve the entire zip code?	Specific areas served
15201	Yes	
15202	Yes	


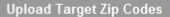

(This is a sample screenshot displaying the Target Zip Codes Listing Page.)

3. Zip codes can be entered in two (2) ways: Enter Target Zip Codes or Upload Target Zip Codes. Select the appropriate tab to either enter your zip codes or upload them.


*Note: An active tab will be blue.

Target Zip Codes - 10/1/2011 - 7/31/2012

Target Zip Codes Description


  

Please list the zip code served:



Do you serve the entire zip code? Yes No

If no, please list the specific areas served (e.g., names of neighborhoods, school districts, etc.)



(This is a screenshot displaying the Target Zip Codes Edit Page.)

4. The **Enter Target Zip Codes** tab is selected by default. This tab is used to enter your targeted zip codes manually. Use the following steps to enter your zip codes manually:
 - a. Enter the 5-digit zip code in the **Please list the zip code served:** field.
 - b. Answer the question using the **Do you serve the entire zip code?** radio buttons.
 - i. If *No* is selected, enter the specific area served in the **If no, please list the specific areas served** field.
 - c. Click the **Add** (Add) button.
 - d. The zip code will appear in the grid below.

Target Zip Codes - 10/1/2011 - 7/31/2012

Target Zip Codes Description

(This is a screenshot displaying the Enter Target Zip Codes Edit Page.)

Tips

- Click the **USPS Zip Code Look-Up** (USPS Zip Code Look-Up) button to ensure the zip code you are entering is a valid zip code.

5. To add a bulk list of zip codes, select the **Upload Target Zip Codes** tab. Use the following steps to upload your zip codes:
 - a. Select the **Template** (Template) button to add your zip codes to the template for uploading.
 - b. To upload your zip codes file, click the **Browse** (Browse) button to locate and open the file currently saved on your computer. Only .doc, .docx, .txt, .xls, .xlsx, and .pdf file extensions can be uploaded.
 - i. Click the **Change** (Change) button if the wrong file was accidentally selected.
 - c. Click the **Upload** (Upload) button.
 - d. The zip code will appear in the grid below.
6. Click the **Save** (Save) button.







Target Zip Codes - 10/1/2011 - 7/31/2012

Target Zip Codes Description

(This is a screenshot displaying the Upload Target Zip Codes Edit Page.)









Tips

- Click the **Instructions** (Instructions) button for a data dictionary in regards to the upload template.

7. To modify a zip code, click the  (**Edit**) button to the right of the appropriate zip code.
 - a. The details will appear above the grid for modification. Make any changes needed to the details.
 - b. Click the  (**OK**) button.
8. To delete a zip code, click the  (**Delete**) button to the right of the appropriate zip code.
 - a. A message will appear asking if you are sure. Click  (**OK**) to continue the deletion or click  (**Cancel**) to cancel the deletion.
9. Click the  (**Save**) button.


Zip Codes Served:

Show entries: Search:

Zip Code Served	Do you serve the entire zip code?	Specific areas served		
15201	Yes			
15202	Yes			
15203	Yes			
15204	Yes			

(This is a sample screenshot displaying the Zip Codes Served grid.)

Coalition Budget

1. Click **Coalition Budget** from the Progress Reports Landing Page.
2. Click the  (**Edit Coalition Budget**) button.

Coalition Budget - 10/1/2011 - 7/31/2012

Coalition Budget



Edit Coalition Budget
button

Date Updated: N/A

What is your coalition's current total annual operating budget? \$

Please specify the period that this budget covers: (mm/yyyy) From: To:

(This is a screenshot displaying the Coalition Budget Page.)

Coalition Budget - 10/1/2011 - 7/31/2012

Coalition Budget

What is your coalition's current total annual operating budget? \$

Please specify the period that this budget covers: (mm/yyyy)* From: To:

(This is a screenshot displaying the Coalition Budget Edit Page.)

3. Enter the amount of your budget in the **What is your coalition's current total annual operating budget?** field.
4. Enter the time period that the budget covers in the **Please specify the period that this budget covers From:** and **To:** fields.

5. Enter the dollar amount of your budget for each funding source in the appropriate **Source of Funding/Resources: Dollar Amount** fields.

What dollar amount of your total operating budget comes from each of the following funding sources?

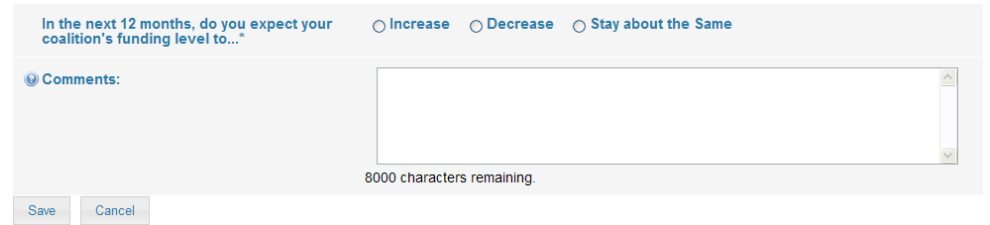
Source of Funding/Resources	Percentage	Dollar Amount
DFC Grant	%	\$ <input type="text"/>
STOP Act Grant	%	\$ <input type="text"/>
SPF-SIG Funding	%	\$ <input type="text"/>
Other federal government funding	%	\$ <input type="text"/>

(This is a screenshot displaying the Coalition Budget Edit Page.)

Tips

- The percentage total must add up to 100% and the budget total must add up to the annual operating budget as reported in the appropriate field. If the numbers do not equal you will not be able to save your data and continue on to the next task.

- Using the **In the next 12 months, do you expect your coalition's funding level to...** radio buttons, select whether your funding level is changing.
- Enter any additional information or notes regarding your funding in the **Comments:** field.
- Click the (**Save**) button.




In the next 12 months, do you expect your coalition's funding level to...
 Increase Decrease Stay about the Same


Comments:


8000 characters remaining.


(This is a screenshot displaying the Coalition Budget Edit Page.)

Membership

1. Click **Membership** from the Progress Reports Landing Page.
2. Click the  (**Edit Membership**) button.

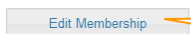
3. Enter the number of formal coalition meetings your organization held in the **Number of Formal Coalition Meetings Held During This Period:** field.
4. Enter the average attendance at the coalition meetings in the **Average Attendance at Coalition Meetings (not including paid staff):** field.
5. Using the **Is Collaboration Among Members of Your Coalition** radio buttons, select whether the collaboration effort is changing among your coalition members.
6. Click the  (**Save**) button.

7. Using the grid, enter the number of members represented for each Sector in the **How many coalition members represent this sector?** column fields.
8. Using the grid, enter the number of members that are actively involved in coalition meetings for each Sector in the **How many of these coalition members are 'active'?** column fields.
9. Using the grid, select the level of commitment for each Sector using the **What is the average level of involvement for each of the sectors?** radio buttons.
10. Click the  (**Save & Continue**) button to add individual coalition members.

*Note: If you do not have any individual members, click the  (**Save & Exit**) button to return to the Progress Reports Landing page.

Membership - 10/1/2011 - 7/31/2012

Membership

 Edit Membership

Edit Membership button

Date Updated: 03/25/2012

Membership	
Number of Formal Coalition Meetings Held During This Period:	6
Average Attendance at Coalition Meetings (not including paid staff):	8
Is Collaboration Among Members of Your Coalition:	Staying the Same

(This is a sample screenshot displaying the Membership Page.)

Membership - 10/1/2011 - 7/31/2012

Membership

Membership Edit	
Number of Formal Coalition Meetings Held During This Period:	<input type="text" value="6"/>
Average Attendance at Coalition Meetings (not including paid staff):	<input type="text" value="8"/>
Is Collaboration Among Members of Your Coalition:	<input type="radio"/> Increasing <input type="radio"/> Decreasing <input checked="" type="radio"/> Staying the Same

(This is a sample screenshot displaying the Membership Edit Page.)

Sectors	How many coalition members represent this sector?	How many of these coalition members are 'active'?	What is the average level of involvement for each of the sectors?				
			Very High	High	Medium	Some	Low
Parents	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Youth	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Business Community	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Civic/Volunteer Group	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Healthcare Professionals	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Law Enforcement Agency	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

(This is a sample screenshot displaying the Membership Edit Page.)

11. Individual members can be entered in two (2) ways: Enter Members or Upload Members Document. Select the appropriate tab to either enter your individual members or upload them.

*Note: An active tab will be blue.

12. The **Enter Members** tab is selected by default. This tab is used to enter your individual members manually. Use the following steps to enter your individual members manually:
- Enter the name of the member in two (2) fields: **First Name** and **Last Name**.
 - Using the **Type**: radio buttons, select whether the member is an Individual or an Organization.
 - Select the sector the member belongs to from the **Sector** dropdown list.
 - Select the status of the member using the **Status** radio buttons.
 - Click the (**Add**) button.
 - The member will appear in the grid below.

Membership - 10/1/2011 - 7/31/2012

Membership

Enter Members | Upload Members Document

Membership tabs

First Name:

Last Name:

Type: Individual Organization

(This is a screenshot displaying the Enter Members Edit Page.)

Membership - 10/1/2011 - 7/31/2012

Membership

Enter Members | Upload Members Document

First Name:

Last Name:

Type: Individual Organization

Sector:

Status: Active Inactive

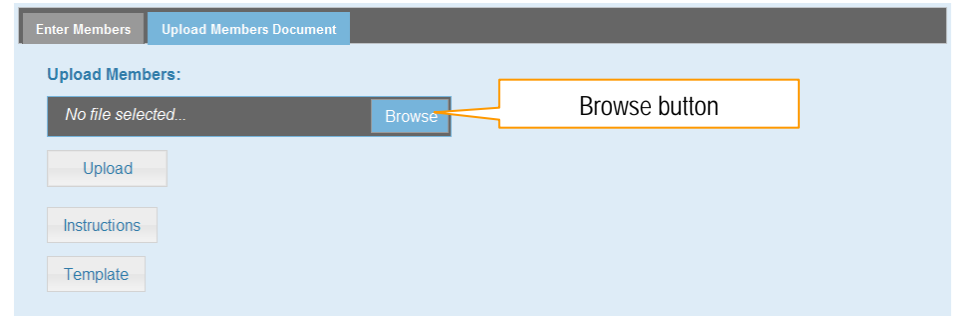
(This is a screenshot displaying the Enter Member Edit Page.)

13. To add a bulk list of members, select the **Upload Members Document** tab. Use the following steps to upload your members:

- a. Select the **Template** (**Template**) button to add your members to the template for uploading.
- b. To upload your members file, click the **Browse** (**Browse**) button to locate and open the file currently saved on your computer. Only .doc, .docx, .txt, .xls, .xlsx, and .pdf file extensions can be uploaded.
 - i. Click the **Change** (**Change**) button if the wrong file was accidentally selected.
- c. Click the **Upload** (**Upload**) button.
- d. The members will appear in the grid below.

Membership - 10/1/2011 - 7/31/2012

Membership



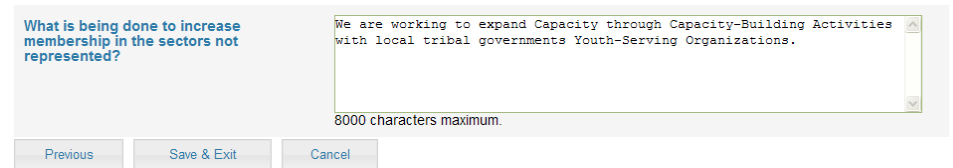
(This is a screenshot displaying the Upload Members Document Edit Page.)

Tips

- Click the **Instructions** (**Instructions**) button for a data dictionary in regards to the upload template.

14. Enter a description of how you are increasing membership in the **What is being done to increase membership in the sectors not represented?** field.

15. Click the **Save & Exit** (**Save & Exit**) button.



(This is a sample screenshot displaying the Enter Members Edit Page.)

16. To modify a member, click the **Edit** (**Edit**) button to the right of the appropriate member.

- a. The details will appear above the grid for modification. Make any changes needed to the details.
- b. Click the **OK** (**OK**) button.

17. To delete a member, click the **Delete** (**Delete**) button to the right of the appropriate member.

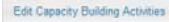
- a. A message will appear asking if you are sure. Click **OK** (**OK**) to continue the deletion or click **Cancel** (**Cancel**) to cancel the deletion.

18. Click the **Save & Exit** (**Save & Exit**) button.

First Name	Last Name	Type	Sector	Other Sector	Active	Edit Member	Delete Member
Alex	Hutchison	Organization	Law Enforcement Agency		Active	Edit	Delete
Allegheny	Associates	Organization	Civic/Volunteer Group		Active	Edit	Delete
Donald	Walker	Organization	Religious/Fraternal Organizations		Active	Edit	Delete
Dr. Mark	Cabell	Individual	Healthcare Professionals		Active	Edit	Delete

(This is a sample screenshot displaying the Members grid.)

Capacity Building Activities

1. Click **Capacity Building Activities** from the Progress Reports Landing Page.
2. Click the  (**Edit Capacity Building Activities**) button.

3. Select the activities that were the main focus of your coalition's efforts using the **Please select up to three capacity building activities that were the main focus of your coalition's efforts during the last reporting period:** checkboxes.

*Note: You may only select three (3) or less).

- a. If **Other (Please Specify)** is selected, a new field will appear allowing you to enter a new activity name not currently defined.

Capacity Building Activities - 10/1/2011 - 7/31/2012

Capacity Building Activities



Edit Capacity Building Activities button

Date Updated: N/A

Please select up to three (3) capacity building activities that were the main focus of your coalition's efforts during the last reporting period:

Please report any notable accomplishments related to capacity building activities achieved during this reporting period:

(This is a screenshot displaying the Capacity Building Activities Page.)

Capacity Building Activities - 10/1/2011 - 7/31/2012

Capacity building activities include any efforts explicitly designed to mobilize and/or build capacity within a geographic area to address needs. Capacity building activities improve the ability of the coalition to successfully assess needs, plan, make decisions, implement effective activities, evaluate, improve, and sustain coalition functioning.

Please select up to three (3) capacity building activities that were the main focus of your coalition's efforts during the last reporting period.*

- Gathering Community Input
- Recruitment
- Training for coalition members
- Building shared vision/consensus
- Increasing fiscal resources
- Strengthening interventions
- Outreach
- Engaging the general community in substance abuse prevention initiatives
- Developing/Executing a media plan to draw attention to new drug
- Improving information resources
- Other (Please Specify)
- None

Specify Other:*

1000 characters remaining.


(This is a screenshot displaying the Capacity Building Activities Edit Page.)

4. Enter any accomplishments related to the activities in the **Please report any notable accomplishments related to capacity building activities achieved during this reporting period:** field.
5. Enter any additional information regarding the activities in the **Please report any additional details, including barriers or challenges, about your capacity building activities that were not captured above, but are relevant to understanding your coalition's activities/outcomes:** field.
6. Click the (Save) button.

The screenshot displays a web form with two text input fields. The first field is labeled "Please report any notable accomplishments related to capacity building activities achieved during this reporting period:" and has a character count of "8000 characters remaining." The second field is labeled "Please report any additional details, including barriers or challenges, about your capacity building activities that were not captured above, but are relevant to understanding your coalition's activities/outcomes:" and also has a character count of "8000 characters remaining." At the bottom of the form are two buttons: "Save" and "Cancel".

(This is a screenshot displaying the Capacity Building Activities Edit Page.)

Challenges and Protective Assets

1. Click **Challenges and Protective Assets** from the Progress Reports Landing Page.
2. Click the  (**Edit Challenges and Protective Assets**) button.

3. Select the primary challenges using the **What are the primary challenges that you face in your community?** checkboxes.
 - a. If **Other (Please Specify)** is selected, a new field will appear allowing you to enter a new challenge name not currently defined.

Challenges and Protective Assets - 10/1/2011 - 7/31/2012

Challenges and Protective Assets



Edit Challenges and Protective Assets button

Date Updated: N/A

Challenges and Protective Assets

What are the primary challenges that you face in your community?

What are the primary protective assets you have in your community?

(This is a screenshot displaying the Challenges and Protective Assets Page.)

Challenges and Protective Assets

What are the primary challenges that you face in your community?*

- Community Factors - Inadequate laws/ordinances related to substance use/access
- Community Factors - Inadequate enforcement of laws/ordinances related to substance use
- Community Factors - Availability of substance that can be abused
- Community Factors - Perceived acceptability (or disapproval) of substance use
- Individual Factors - Favorable attitudes towards the problem behavior
- Individual Factors - Early initiation of the problem behavior
- Family Factors - Family trauma/stress
- Family Factors - Parental attitudes favorable to antisocial behavior
- Family Factors - Parents lack ability/confidence to speak to their children about ATOD use
- School Factors - Academic failure
- School Factors - Low commitment to school
- Other (Please Specify)

(This is a screenshot displaying the Challenges and Protective Assets Edit Page.)

4. Select the primary protective assets using the **What are the primary protective assets you have in your community?** checkboxes.
 - a. If **Other (Please Specify)** is selected, a new field will appear allowing you to enter a new challenge name not currently defined.

What are the primary protective assets you have in your community?

- Community Factors - Laws, regulations, and policies
- Community Factors - Strong community organization (e.g., less crime, less visible drug dealing)
- Community Factors - Advertising and other promotion of information related to ATOD use
- Community Factors - Pro-social community involvement
- Community Factors - Cultural awareness, sensitivity, and inclusiveness
- Family Factors - Family economic resources
- Family Factors - Parental monitoring and supervision
- Family Factors - Family connectedness
- Family Factors - Opportunities for pro-social family involvement
- Family Factors - Family history of successful socialization
- Individual Factors - Positive contributions to peer group
- Individual Factors - Recognition/acknowledgement of efforts
- School Factors - Contribution to the school community
- School Factors - Positive school climate
- School Factors - School connectedness
- Other (Please Specify)

(This is a screenshot displaying the Challenges and Protective Assets Edit Page.)


5. Enter any additional information regarding the challenges and protective assets in the **Please report any additional details about your challenges and protective assets that were not captured above:** field.
6. Click the (**Save**) button.

Please report any additional details about your challenges and protective assets that were not captured above:

1000 characters remaining.

(This is a screenshot displaying the Challenges and Protective Assets Edit Page.)

Assessment Activities

1. Click **Assessment Activities** from the Progress Reports Landing Page.
2. Click the  (**Edit Assessment Activities**) button.

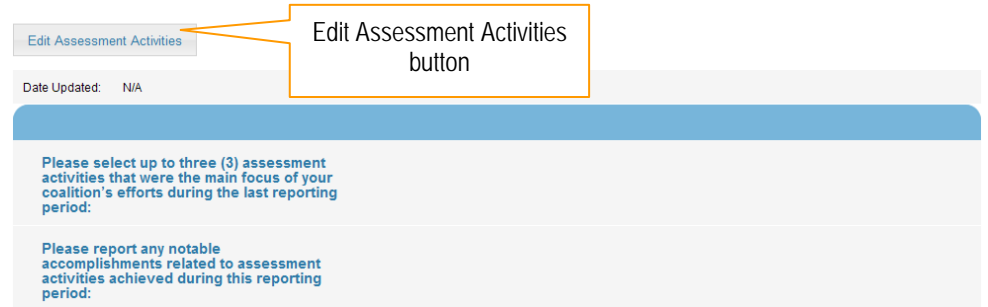
3. Select the activities that were the main focus of your coalition's efforts using the **Please select up to three assessment activities that were the main focus of your coalition's efforts during the last reporting period:** checkboxes.

*Note: You may only select three (3) or less).

- a. If **Other (Please Specify)** is selected, a new field will appear allowing you to enter a new activity name not currently defined.

Assessment Activities - 10/1/2011 - 7/31/2012

Assessment Activities

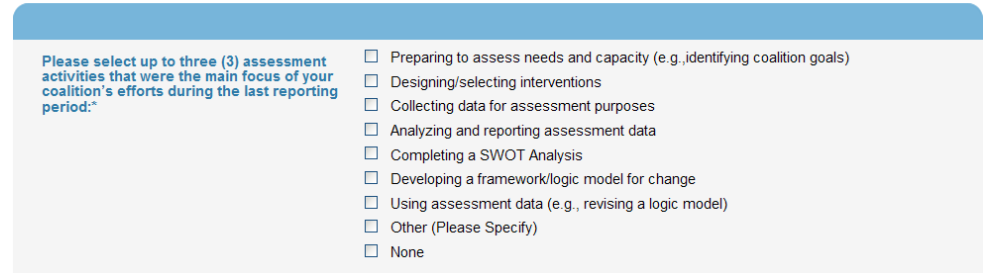


The screenshot shows the 'Assessment Activities' page for the period 10/1/2011 - 7/31/2012. At the top, there is a button labeled 'Edit Assessment Activities' which is highlighted with an orange box and a callout label 'Edit Assessment Activities button'. Below the button, the text 'Date Updated: N/A' is visible. The main content area contains two blue boxes with instructions: 'Please select up to three (3) assessment activities that were the main focus of your coalition's efforts during the last reporting period:' and 'Please report any notable accomplishments related to assessment activities achieved during this reporting period:'.

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

Assessment Activities - 10/1/2011 - 7/31/2012

Assessment is the systematic gathering and analysis of data to identify current assets, problems, and related conditions that require intervention.



The screenshot shows the 'Assessment Activities Edit' page. It features a blue header bar. Below the header, there is a blue box with the instruction: 'Please select up to three (3) assessment activities that were the main focus of your coalition's efforts during the last reporting period:'. To the right of this instruction is a list of checkboxes with corresponding activity names: 'Preparing to assess needs and capacity (e.g., identifying coalition goals)', 'Designing/selecting interventions', 'Collecting data for assessment purposes', 'Analyzing and reporting assessment data', 'Completing a SWOT Analysis', 'Developing a framework/logic model for change', 'Using assessment data (e.g., revising a logic model)', 'Other (Please Specify)', and 'None'.


(This is a screenshot displaying the Assessment Activities Edit Page.)

4. Enter any accomplishments related to the activities in the **Please report any notable accomplishments related to assessment activities achieved during this reporting period:** field.
5. Enter any additional information regarding the activities in the **Please report any additional details, including barriers or challenges, about your assessment activities that were not captured above:** field.
6. Click the (Save) button.

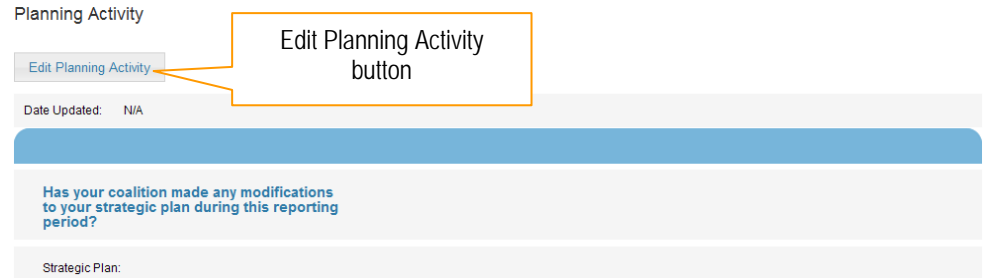
The screenshot displays the Assessment Activities Edit Page. It features two text input fields, each with a character count of 8000 characters remaining. The first field is labeled "Please report any notable accomplishments related to assessment activities achieved during this reporting period:" and the second field is labeled "Please report any additional details, including barriers or challenges, about your assessment activities that were not captured above:". At the bottom of the form, there are two buttons: "Save" and "Cancel".

(This is a screenshot displaying the Assessment Activities Edit Page.)

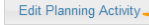
Planning Activity

1. Click **Planning Activity** from the Progress Reports Landing Page.
2. Click the  (**Edit Planning Activity**) button.

Planning Activity - 10/1/2011 - 7/31/2012



Planning Activity

 Edit Planning Activity button

Date Updated: N/A

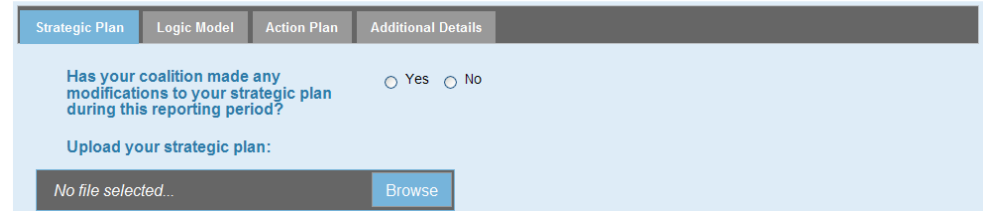
Has your coalition made any modifications to your strategic plan during this reporting period?

Strategic Plan:

(This is a screenshot displaying the Planning Activity Page.)

Planning Activity - 10/1/2011 - 7/31/2012


Planning is a process of developing a logical sequence of steps that lead from individual actions to community-level drug outcomes and achievement of the coalition's vision for a healthier community.



Strategic Plan Logic Model Action Plan Additional Details




Has your coalition made any modifications to your strategic plan during this reporting period? Yes No

Upload your strategic plan:

No file selected... 

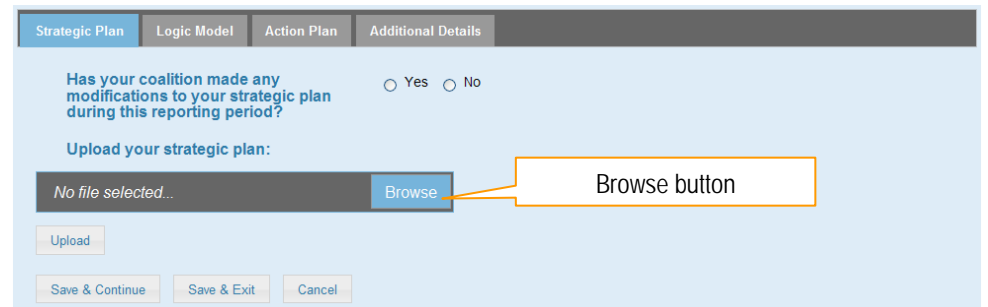
(This is a screenshot displaying the Strategic Plan Edit Page.)

3. There are multiple components to entering the Planning Activity: Strategic Plan, Logic Model, Action Plan, and Additional Details. Select the appropriate tab to either your planning activity details.
*Note: An active tab will be blue.

4. To add your strategic plan, select the **Strategic Plan** tab. Use the following steps to upload your strategic plan:
 - a. Answer the question using the **Has your coalition made any modifications to your strategic plan during this reporting period?** radio buttons.
 - b. To upload your strategic plan file, click the  (**Browse**) button to locate and open the file currently saved on your computer. Only .doc, .docx, .txt, .xls, .xlsx, and .pdf file extensions can be uploaded.
 - i. Click the  (**Change**) button if the wrong file was accidentally selected.
 - c. Click the  (**Upload**) button.

Planning Activity - 10/1/2011 - 7/31/2012


Planning is a process of developing a logical sequence of steps that lead from individual actions to community-level drug outcomes and achievement of the coalition's vision for a healthier community.







Strategic Plan Logic Model Action Plan Additional Details

Has your coalition made any modifications to your strategic plan during this reporting period? Yes No


Upload your strategic plan:


No file selected...  Browse button


 Upload

 Save & Continue  Save & Exit  Cancel

(This is a screenshot displaying the Strategic Plan Edit Page.)


d. A link to the strategic plan will appear below the  (**Upload**) button.

e. Click the  (**Save & Continue**) button to add your logic model.

*Note: Click the  (**Save & Exit**) button to return to the Progress Reports Landing page.

5. To add your logic model, select the **Logic Model** tab. Use the following steps to upload your logic model:


a. Answer the question using the **Has your coalition made any modifications to your logic model during this reporting period?** radio buttons.


b. To upload your logic model file, click the  (**Browse**) button to locate and open the file currently saved on your computer. Only .doc, .docx, .txt, .xls, .xlsx, and .pdf file extensions can be uploaded.

i. Click the  (**Change**) button if the wrong file was accidentally selected.

c. Click the  (**Upload**) button.

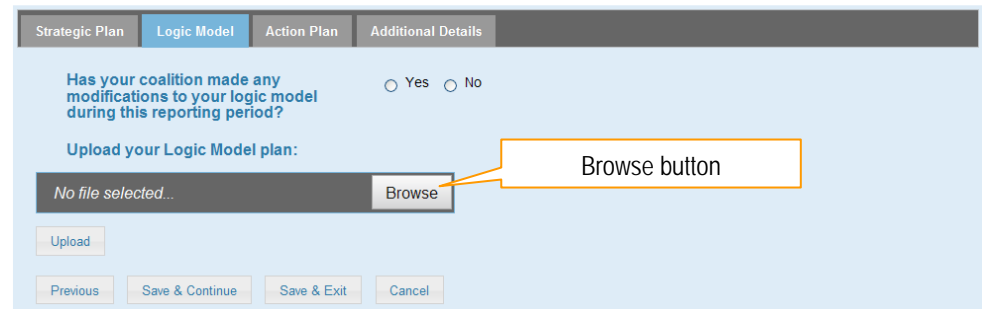
d. A link to the logic model will appear below the  (**Upload**) button.

e. Click the  (**Save & Continue**) button to add your action plan.

*Note: Click the  (**Save & Exit**) button to return to the Progress Reports Landing page.

Planning Activity - 10/1/2011 - 7/31/2012

Planning is a process of developing a logical sequence of steps that lead from individual actions to community-level drug outcomes and achievement of the coalition's vision for a healthier community.



(This is a screenshot displaying the Logic Model Edit Page.)

6. To add your action, select the **Action Plan** tab. Use the following steps to upload your action plan:
 - a. Answer the question using the **Has your coalition developed a new action plan during this reporting period?** radio buttons.
 - b. To upload your action plan file, click the **Browse** (**Browse**) button to locate and open the file currently saved on your computer. Only .doc, .docx, .txt, .xls, .xlsx, and .pdf file extensions can be uploaded.
 - i. Click the **Change** (**Change**) button if the wrong file was accidentally selected.
 - c. Click the **Upload** (**Upload**) button.
 - d. A link to the action plan will appear below the **Upload** (**Upload**) button.
 - e. Click the **Save & Continue** (**Save & Continue**) button to add any additional details.

*Note: Click the **Save & Exit** (**Save & Exit**) button to return to the Progress Reports Landing page.

Planning Activity - 10/1/2011 - 7/31/2012

Planning is a process of developing a logical sequence of steps that lead from individual actions to community-level drug outcomes and achievement of the coalition's vision for a healthier community.

(This is a screenshot displaying the Action Plan Edit Page.)


7. To add any additional details to your planning activity, select the **Additional Details** tab. Use the following steps to add additional details:
 - a. Enter any accomplishments related to planning in the **Please report any notable accomplishments related to planning activities achieved during this reporting period:** field.
 - b. Enter any additional information regarding planning in the **Please report any additional details, including barriers or challenges, about your planning activities that were not captured above:** field.
 - c. Click the **Save & Exit** (**Save & Exit**) button.


Planning Activity - 10/1/2011 - 7/31/2012

Planning is a process of developing a logical sequence of steps that lead from individual actions to community-level drug outcomes and achievement of the coalition's vision for a healthier community.

(This is a screenshot displaying the Additional Details Edit Page.)

Summary of Effort: Coalition Processes

1. Click **Summary of Effort: Coalition Processes** from the Progress Reports Landing Page.
2. Click the  (**Edit Summary of Effort: Coalition Processes**) button.

3. Enter the percentages of overall coalition effort in the **Approximately what percent of overall coalition effort went into the following activities:** fields.
4. Enter the percentages of overall resources in the **Approximately what percent of overall resources went into the following activities:** fields.
5. Click the  (**Save**) button.

Tips

- The total percentage must equal 100%.
- The percentage must be entered as whole number.

Summary of Effort: Coalition Processes - 10/1/2011 - 7/31/2012

Summary of Effort: Coalition Processes



 Edit Summary of Effort
button

Date Updated: N/A

Summary of Effort: Coalition Processes

Approximately what percent of overall coalition effort went into each of the following processes?

Activity	Percent
Assessment	0%
Capacity	0%

(This is a screenshot displaying the Summary of Efforts Page.)

Summary of Effort: Coalition Processes - 10/1/2011 - 7/31/2012

Some processes may be labor intensive while other processes may be more financially intensive. In this section each coalition will indicate how much coalition effort (labor) goes into each of the processes in the Strategic Prevention Framework. Then, each coalition will address how much coalition financial resources go into each of the processes in the Strategic Prevention Framework.



Summary of Effort: Coalition Processes

Approximately what percent of overall coalition effort went into each of the following processes?*

Activity	Percent
Assessment	<input type="text"/> %
Capacity	<input type="text"/> %
Planning	<input type="text"/> %
Implementation	<input type="text"/> %
Evaluation	<input type="text"/> %
	0%

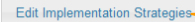
(This is a screenshot displaying the Summary of Efforts Edit Page.)

Implementation Strategies

1. Click **Implementation Strategies** from the Progress Reports Landing Page.
2. Click the  (**Edit Implementation Strategies**) button.
3. Using the grid, rank each Implementation Activity by the amount of paid staff using the **Rank the Following Implementation Activities by the Amount of Your Coalition's Paid Staff Labor Effort that Was Spent on Each** dropdown lists.
4. Using the grid, rank each Implementation Activity by the amount of coalition member labor using the **Rank the Following Implementation Activities by the Amount of Your Coalition's Member's Labor Effort that Was Spent on Each** dropdown lists.
5. Using the grid, rank each Implementation Activity by the amount of your budget using the **Rank the Following Implementation Activities by the Amount of Your Coalition's Budget that Was Spent on Each** dropdown lists.
6. Click the  (**Save**) button.

Implementation Strategies - 10/1/2011 - 7/31/2012

Implementation Strategies



Edit Implementation Strategies button

Date Updated: N/A

Implementation Strategies	Rank the Implementation Strategies by the Amount of Your Coalition's Paid Staff Labor Effort that was Spent on Each	Rank the Implementation Strategies by the Amount of Your Coalition Members' Labor Effort that was Spent on Each	Rank the Implementation Strategies by the Amount of Your Coalition's Budget that was Spent on Each
Providing Information			
Enhancing Skills			

(This is a screenshot displaying the Implementation Strategies Page.)


Implementation Strategies - 10/1/2011 - 7/31/2012

Implementation puts into motion the activities identified in the planning process. In this section, grantees will first rank their level of effort related to each of the seven strategies. Then, for each Strategy, grantees will be asked to describe the types of activities engaged in during the reporting period. The implementation section must be updated each reporting period.

Implementation Strategies	Rank the Implementation Strategies by the Amount of Your Coalition's Paid Staff Labor Effort that was Spent on Each	Rank the Implementation Strategies by the Amount of Your Coalition Members' Labor Effort that was Spent on Each	Rank the Implementation Strategies by the Amount of Your Coalition's Budget that was Spent on Each
Providing Information	<input type="text"/>	<input type="text"/>	<input type="text"/>
Enhancing Skills	<input type="text"/>	<input type="text"/>	<input type="text"/>

(This is a screenshot displaying the mplementation Strategies Edit Page.)

Strategy Activity Details

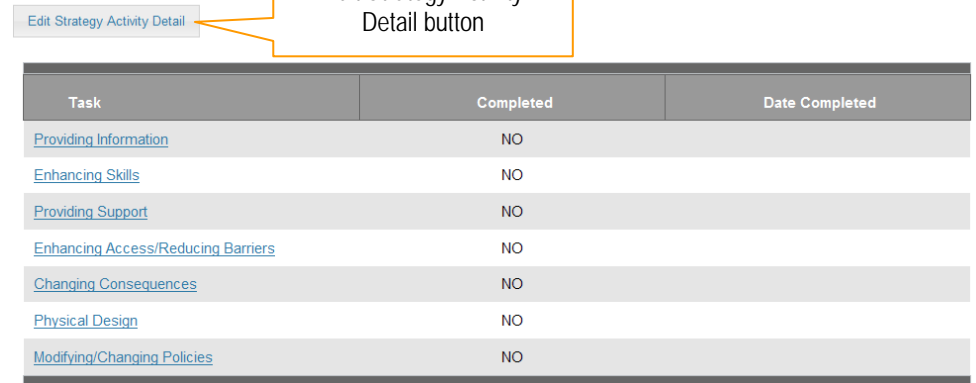
1. Click **Strategy Activity Details** from the Progress Reports Landing Page.
2. Click the  (**Edit Strategy Activity Detail**) button.

3. There are multiple components to entering the Strategy Activity Details: Providing Information, Enhancing Skills, Providing Support, Modifying/Changing Policies, Changing Consequences, Enhancing Access/Reducing Barriers, and Physical Design. Select the appropriate tab to enter your strategy activity details.

*Note: An active tab will be blue.

Strategy Activity Details - 10/1/2011 - 7/31/2012

Click the Edit Strategy Activity button to enter data for the seven strategies listed below. As you work through your strategies, the Completed status is updated to track your progress.

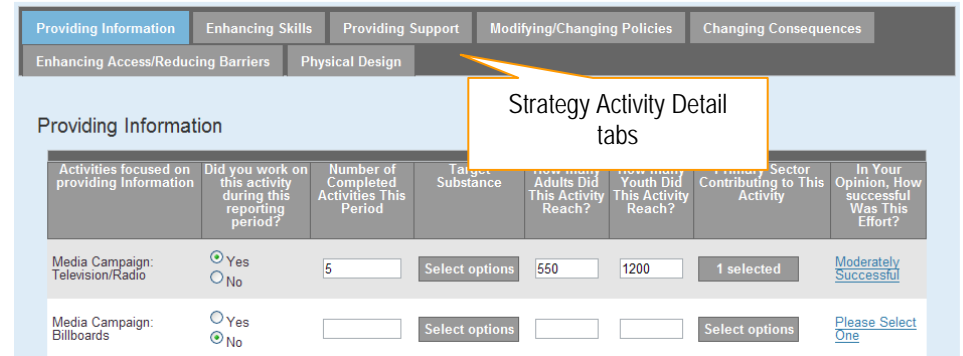


Task	Completed	Date Completed
Providing Information	NO	
Enhancing Skills	NO	
Providing Support	NO	
Enhancing Access/Reducing Barriers	NO	
Changing Consequences	NO	
Physical Design	NO	
Modifying/Changing Policies	NO	

(This is a screenshot displaying the Strategy Activity Details Listing Page.)



Strategy Activity Details - 10/1/2011 - 7/31/2012

Identify which activities you worked on during this reporting period related to Providing Information. For those activities identified as being worked on, enter the additional details required. Click the Save & Continue button to save your data and move on to the next Strategy page. Click the Cancel button to return to the Strategy Activities listing page without saving your data. Click the Previous and Next buttons to navigate through the Strategy pages.



Activities focused on providing Information	Did you work on this activity during this reporting period?	Number of Completed Activities This Period	Target Substance	How many Adults Did This Activity Reach?	How many Youth Did This Activity Reach?	Primary Sector Contributing to This Activity	In Your Opinion, How successful Was This Effort?
Media Campaign: Television/Radio	<input checked="" type="radio"/> Yes <input type="radio"/> No	5	Select options	550	1200	1 selected	Moderately Successful
Media Campaign: Billboards	<input type="radio"/> Yes <input checked="" type="radio"/> No		Select options			Select options	Please Select One

(This is a sample screenshot displaying the Strategy Activity Details Edit Page.)

4. Use the following steps to enter the data for each tab within the Strategy Activity Details module:
 - a. Answer the questions using the **Did you work on this activity during this reporting period?** column radio buttons.
 - b. Enter the number of completed activities in the **Number of Completed Activities This Period** fields.
 - c. Click the **Target Substance** Select options (**Select Options**) button to select the substances targeted during the reporting period for each activity.
 - i. Click the appropriate checkbox for the substances targeted.
*Note: Click the **Check All** option to select all substances or click the **Uncheck All** option to remove all substances.
 - ii. Click the  (**X**) to close the options window.
*Note: The Select options (**Select Options**) buttons text will change showing the number of selections chosen.
 - d. Enter the number of adults the activity reached in the **How many Adults Did This Activity Reach?** fields.
 - e. Enter the number of youth the activity reached in the **How many Youth Did This Activity Reach?** fields.
 - f. Click the **Primary Sector Contributing to This Activity** Select options (**Select Options**) button to select the contributing primary sectors for each activity.
 - i. Click the appropriate checkbox for the contributing primary sector.
*Note: Click the **Check All** option to select all substances or click the **Uncheck All** option to remove all substances.
 - ii. Click the  (**X**) to close the options window.
*Note: The Select options (**Select Options**) buttons text will change showing the number of selections chosen.
 - g. Select the **In Your Opinion, How successful Was This Effort?** link to enter your success rate during the reporting period for each activity.
 - i. A dropdown will appear allowing you to select your success rate.

Strategy Activity Details - 10/1/2011 - 7/31/2012

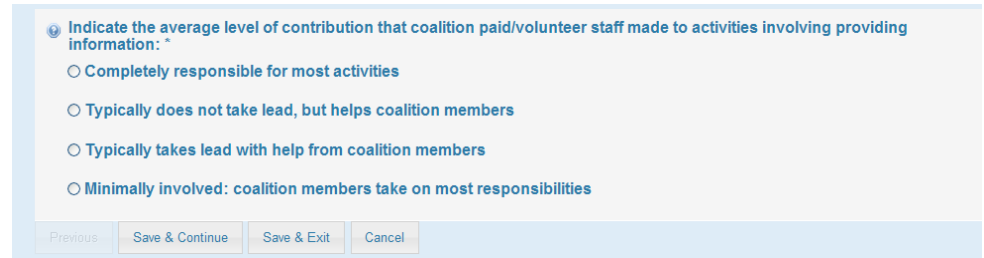
Identify which activities you worked on during this reporting period related to Providing Information. For those activities identified as being worked on, enter the additional details required. Click the Save & Continue button to save your data and move on to the next Strategy page. Click the Cancel button to return to the Strategy Activities listing page without saving your data. Click the Previous and Next buttons to navigate through the Strategy pages.

Providing Information	Enhancing Skills	Providing Support	Modifying/Changing Policies	Changing Consequences
Enhancing Access/Reducing Barriers	Physical Design			

Activities focused on providing Information	Did you work on this activity during this reporting period?	Number of Completed Activities This Period	Target Substance	How many Adults Did This Activity Reach?	How many Youth Did This Activity Reach?	Primary Sector Contributing to This Activity	In Your Opinion, How successful Was This Effort?
Media Campaign: Television/Radio	<input checked="" type="radio"/> Yes <input type="radio"/> No	5	Select options	550	1200	1 selected	Moderately Successful
Media Campaign: Billboards	<input type="radio"/> Yes <input checked="" type="radio"/> No		Select options			Select options	Please Select One

(This is a sample screenshot displaying the Providing Information Edit Page.)

- h. Indicate the average level of contribution that coalition paid/volunteer staff made to activities involving providing information using the radio buttons.
- i. Click the (Save & Continue) button to enter the details for the next tab.
*Note: Click the (Save & Exit) button to return to the Progress Reports Landing page.
5. Click the (Save & Exit) button.



Indicate the average level of contribution that coalition paid/volunteer staff made to activities involving providing information: *

Completely responsible for most activities

Typically does not take lead, but helps coalition members

Typically takes lead with help from coalition members


Minimally involved: coalition members take on most responsibilities

(This is a screenshot displaying the Providing Information Edit Page.)

Tips

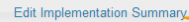
- If you selected that you were not working on an activity during the reporting period, the fields will not be active for data entry.

Implementation Summary

1. Click **Implementation Summary** from the Progress Reports Landing Page.
2. Click the  (**Edit Implementation Summary**) button.

Implementation Summary - 10/1/2011 - 7/31/2012

Implementation Summary



Edit Implementation Summary button

Date Updated: N/A


Do you have any additional details, like accomplishments or challenges and barriers, related to implementation to report for this reporting period?

Please report any notable accomplishments related to implementation activities achieved during this reporting period:

(This is a sample screenshot displaying the Implementation Summary Page.)

Implementation Summary - 10/1/2011 - 7/31/2012

Implementation Summary

3. Answer the questions using the **Do you have any additional details...related to implementation to report for this reporting period?** radio buttons.
4. Enter any accomplishments related to implementation in the **Please report any notable accomplishments related to implementation achieved during this reporting period:** field.
5. Enter any additional information regarding the activities in the **Please report any additional details about your implementation activities that were not captured above:** field.
6. Click the  (**Save**) button.

Do you have any additional details, like accomplishments or challenges and barriers, related to implementation to report for this reporting period? Yes No

Please report any notable accomplishments related to implementation activities achieved during this reporting period:

8000 characters remaining.


Please report any additional details, including barriers or challenges, about your implementation activities that were not captured above:


8000 characters remaining.

(This is a screenshot displaying the Implementation Summary Edit Page.)

Coalition Evaluation Effort

1. Click **Coalition Evaluation Effort** from the Progress Reports Landing Page.
2. Click the  (Edit Coalition Evaluation Effort) button.

3. Enter the percentage of your coalition's effort and resources in the **What percent of your coalition's evaluation effort and resources went into the following activities:** fields for each activity.
4. Click the  (Save) button.

Tips

- The total percentage must equal 100%.
- The percentage must be entered as whole number.

Coalition Evaluation Effort - 10/1/2011 - 7/31/2012

Coalition Evaluation Effort



Edit Coalition Evaluation Effort button

Date Updated: N/A

Coalition Evaluation Effort

Approximately what percent of your coalition's evaluation effort and resources went into the following activities?

Activity	Percent
Data Collection	0 %
Data Analysis	0 %

(This is a screenshot displaying the Coalition Evaluation Effort Page.)

Coalition Evaluation Effort - 10/1/2011 - 7/31/2012

Coalition Evaluation Effort

Coalition Evaluation Effort

Approximately what percent of your coalition's evaluation effort and resources went into the following activities?*

Activity	Percent
Data Collection	<input type="text"/> %
Data Analysis	<input type="text"/> %
Identifying recommendations for improvement	<input type="text"/> %
Presenting evaluation findings	<input type="text"/> %
Other (please specify)	<input type="text"/> %


 

(This is a screenshot displaying the Coalition Evaluation Effort Edit Page.)

Core Outcomes

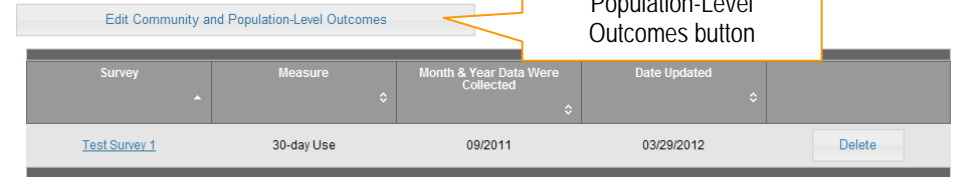
1. Click **Core Outcomes** from the Progress Reports Landing Page.
2. Click the  (**Edit Community and Population-Level Outcomes**) button.

3. Select the source of the outcome measure from the **Source for this Data** dropdown list.
4. Select the month and year the data was collected from the **Month and Year Data Were Collected**: dropdown lists.
5. Using the **Compared to Target Area, the Geographical Area Covered by These Data is**: radio buttons, select the size of the targeted population for this outcome compared to the targeted area defined in your needs assessment.

6. Answer the question using the **Does your data represent your target population?** radio buttons.
7. Answer the question using the **Does your data represent the same grades and same schools that were surveyed in your last report?** radio buttons.
8. Enter any consequences you are collecting in the **Are you collecting any other consequences?** field.
9. Click the  (**Save**) button.

Core Outcomes - 10/1/2011 - 7/31/2012

Core Outcomes

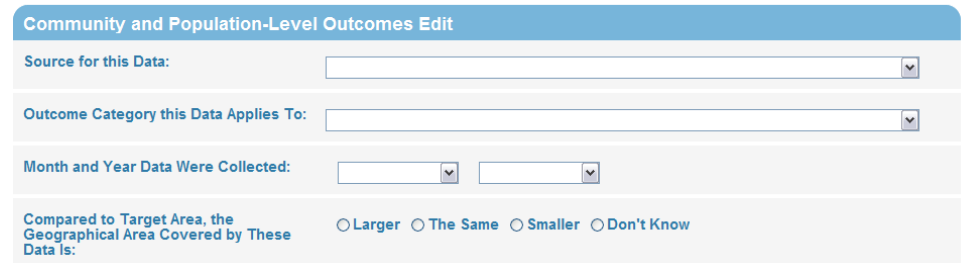


Survey	Measure	Month & Year Data Were Collected	Date Updated	
Test Survey 1	30-day Use	09/2011	03/29/2012	Delete

(This is a sample screenshot displaying the Core Outcomes Page.)

Core Outcomes - 10/1/2011 - 7/31/2012

Core Outcomes



Community and Population-Level Outcomes Edit

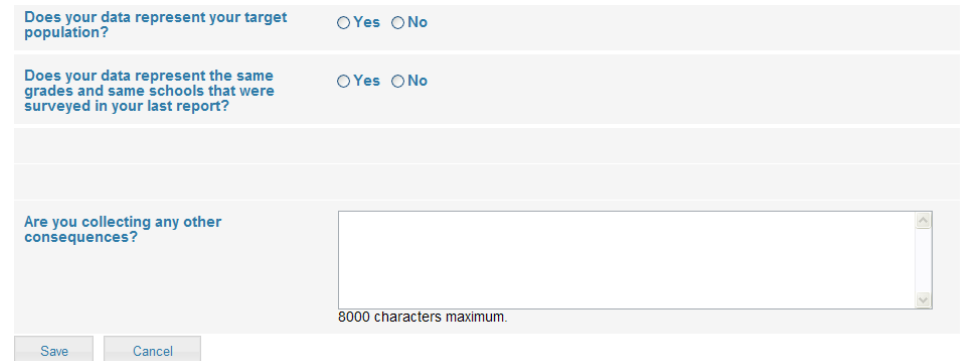
Source for this Data:

Outcome Category this Data Applies To:

Month and Year Data Were Collected:

Compared to Target Area, the Geographical Area Covered by These Data is: Larger The Same Smaller Don't Know

(This is a screenshot displaying the Core Outcomes Edit Page.)



Does your data represent your target population? Yes No

Does your data represent the same grades and same schools that were surveyed in your last report? Yes No

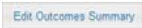
Are you collecting any other consequences?

8000 characters maximum.

Save Cancel

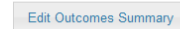
(This is a screenshot displaying the Core Outcomes Edit Page.)

Outcomes Summary

1. Click **Outcomes Summary** from the Progress Reports Landing Page.
2. Click the  (**Edit Outcomes Summary**) button.

Outcomes Summary - 10/1/2011 - 7/31/2012

Outcomes Summary



Edit Outcomes Summary
button


Date Updated: N/A

Outcomes Summary

Do you have any concerns about the quality of your data?

Please report any notable accomplishments related to evaluation activities achieved during this reporting period:

(This is a screenshot displaying the Outcomes Summary Page.)

3. Answer the question using the **Do you have any concerns about the quality of your data?** radio buttons.
4. Enter any accomplishments related to evaluation in the **Please report any notable accomplishments related to evaluation activities achieved during this reporting period:** field.
5. Enter any additional information regarding evaluation in the **Please report any additional details about your evaluation activities that were not captured above:** field.
6. Click the  (**Save**) button.

Outcomes Summary - 10/1/2011 - 7/31/2012

Outcomes Summary

Outcomes Summary

Do you have any concerns about the quality of your data?

Yes No

Please report any notable accomplishments related to evaluation activities achieved during this reporting period:

8000 characters remaining.

Please report any additional details, including barriers or challenges, about your evaluation activities that were not captured above:

8000 characters remaining.





(This is a screenshot displaying the Outcomes Summary Edit Page.)

Challenges

1. Click **Challenges** from the Progress Reports Landing Page.
2. Click the **Edit Challenges** (Edit Challenges) button.

3. Answer the question using the **To what extent has your coalition experienced challenges in the following area?** radio buttons for each Area specified.
 - a. If *Other* is selected, please enter a description of the area in the **Please Specify** field.
4. Click the **Save** (Save) button.

Challenges - 10/1/2011 - 7/31/2012

Click the 'Edit Challenges' button to edit this information.

Edit Challenges Edit Challenges button

Date Updated: N/A

Challenges

To what extent has your coalition experienced challenges in the following area?

Area	Significant Challenge 4	Some Challenge 3	A Little Challenge 2	No Challenge 1	Not Applicable 0
Increasing coalition membership and participation					
Building leadership capacity among coalition members					
Attaining an agreement among coalition members regarding goals, planned initiatives, etc.					

(This is a screenshot displaying the Challenges Page.)


Challenges

To what extent has your coalition experienced challenges in the following area?


Area	Significant Challenge 4	Some Challenge 3	A Little Challenge 2	No Challenge 1	Not Applicable 0
Increasing coalition membership and participation*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Building leadership capacity among coalition members*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Attaining an agreement among coalition members regarding goals, planned initiatives, etc.*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Developing/revising a framework/logic model of change*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

(This is a screenshot displaying the Challenges Edit Page.)

Training and Technical Assistance: Survey of Needs

1. Click **Training and Technical Assistance: Survey of Needs** from the Progress Reports Landing Page.
2. Click the  (**Edit Training and Technical Assistance: Survey of Needs**) button.


5. Answer the question using the **To what extent would your coalition benefit from T&TA in each of these areas?** radio buttons for each Area specified.
 - a. If *Other* is selected, please enter a description of the area in the **Please Specify** field.

6. Answer the question using the **Did your coalition provide any training or technical assistance to other community groups or organizations?** radio buttons.
7. Click the  (**Save**) button.

Training and Technical Assistance: Survey of Needs - 10/1/2011 - 7/31/2012

Training and Technical Assistance: Survey of Needs

Edit Training and Technical Assistance button



Date Updated: N/A

Training and technical assistance (T&TA) areas	To what extent would your coalition benefit from T&TA in each of these areas?
Coalition and partnership development	
Coalition and partnership maintenance	
Community needs and resource assessment	
Goal and outcome development and assessment	

(This is a screenshot displaying the Training and Technical Assistance Page.)

Training and Technical Assistance: Survey of Needs - 10/1/2011 - 7/31/2012

These items are intended to provide a broad understanding of areas where coalitions may benefit from Training and Technical Assistance.

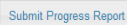


Training and technical assistance (T&TA) areas	To what extent would your coalition benefit from T&TA in each of these areas?			
	A Great Deal	Some	A Little	Not at All
Coalition and partnership development *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Coalition and partnership maintenance *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Community needs and resource assessment *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Goal and outcome development and assessment *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

(This is a screenshot displaying the Training and Technical Assistance Edit Page.)

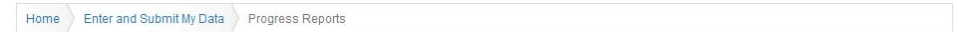
Did your coalition provide any training or technical assistance to other community groups or organizations? Yes No

(This is a screenshot displaying the Training and Technical Assistance Edit Page.)

Submitting the Progress Report

1. Click **Progress Reports** from the Enter and Submit My Data Landing Page.
2. Select the appropriate reporting period from the **Reporting Period** dropdown list.
3. Click the  (**Submit Progress Report**) button at the bottom of the page.
4. Click the [Click here to open your Progress Report](#) link to view your report for accuracy before submitting for approval.
5. Fill out the Contact Information (**Name, Title, Phone and Email**).
6. Ensure that you check the box if you have read and understand the submission instructions and process.
7. Click the  (**Submit**) button.
***Note:** The  (**Submit**) button will become Active once the submission process checkbox has been selected.

***Note:** Once you have submitted the progress report if you return to the Progress Report Landing Page the  (**Submit Progress Report**) button will be "grayed out".



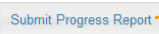
Progress Reports

Choose a reporting period to access the data entry tools for your Progress Report.

Reporting Period:

(This is a screenshot displaying the Progress Reports Landing Page.)

Challenges and TA		
Challenges	Y	05/30/2012
Training and Technical Assist	Y	05/30/2012

 **Submit Progress Report button**

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

Submit your Progress Report - 10/1/2011 - 3/31/2012

You are about to submit a snapshot of all the information and data relevant to 10/1/2011 - 3/31/2012 contained in the COMET system for your organization. Once you submit this information you will not have an opportunity to edit this information.

Once submitted, the information will be reviewed by your Project Officer. The Project Officer will either accept the report or request specific additions or modifications. If the report is accepted, your work is done and you will receive feedback within 30 days of submission. If additions or modifications are requested, you will receive an email with specific instructions about what needs to be done. At that time, you will be given the ability to modify and resubmit your report as instructed.

[Click here to open your Progress Report for 10/1/2011 - 3/31/2012](#)

(This will open in a new window)

Please fill out the contact information for the person submitting your progress report


Name:

Title:

Phone:

Email:

I have read and understand the submission instructions and process.

 **Submit button**

(This is a screenshot displaying the Submit your Progress Report Page.)


Tips

- By submitting the **Progress Report**, you are allowing your **Project Officer** to review the report. If **revisions are required**, you will be notified with an email and will need to make the appropriate changes. Once changes have been made, you will need to **submit** the **Progress Report** following the above instructions.
- The Submission button will only be available once the Completed column reads 'Y' for all Tasks.
- You cannot submit a new Progress Report if the reporting period has not ended or the previously-submitted Progress Report has not yet been accepted.

Core Outcomes Survey Submission

Core Outcomes Survey Submission.


Submitting the Core Outcomes Survey

1. Click **Core Outcomes Survey Submission** from the Enter and Submit My Data Landing Page.
2. Click the  (**Submit Core Outcome Survey for Approval**) button.
3. Enter the name of the person submitting the survey in the **Submitter Name** field.
4. Select the role of the person submitting the survey from the **Submitter Role** dropdown list.
5. Enter the telephone number of the person submitting the survey in the **Submitter Phone** field.
6. Enter the email address of the person submitting the survey in the **Submitter Email** field.
7. Enter the name of the survey being submitted in the **Name of Survey** field.
8. Select the time frame of when you plan on doing the next data collection using the **When do you plan to next collect data?** dropdown list.
 - a. Enter the year you plan on doing the next data collection in the **yyyy** field.
9. Select the grade level that received the survey from the **What grade level(s) will receive this survey?** dropdown list.

***Note:** You will only use the **Both** option if the wording in the Middle School and High School surveys is exactly the same. If the survey is not exactly the same for Middle and High School, you will need to make one Submission for each survey.

Core Outcomes Survey Submission

List



Survey Name	Submitter Name	Date Submitted	Status
KIT Survey	Tara Montgomery	3-19-2012	Submitted

Showing 1 to 1 of 1 entries

(This is a sample screenshot displaying the Core Outcomes Survey Submission Listing Page.)

Core Outcomes Survey Submission

Add

Submitter Name:	<input type="text"/>
Submitter Role:	Select One
Submitter Phone:	<input type="text"/>
Submitter Email:	<input type="text"/>
Name of Survey:	<input type="text"/>
When do you plan to next collect data?	Select One <input type="text"/> yyyy
What grade level(s) will receive this survey?	Select One

(This is a screenshot displaying the Core Outcomes Survey Submission Edit Page.)

10. Select whether the data is to be collected within one (1) month using the **Check Here if this is Urgent Data to be Collected Within One Month** checkbox.
11. To upload your survey file, click the **Browse** (**Browse**) button to locate and open the file currently saved on your computer. Only .doc, .docx, .txt, .xls, .xlsx, and .pdf file extensions can be uploaded.
 - a. Click the **Change** (**Change**) button if the wrong file was accidentally selected.
12. Click the **Upload** (**Upload**) button.
13. A link to the survey will appear below the **Upload** (**Upload**) button.
14. Enter any additional information regarding the survey in the **Comments** field.
15. Click the **Submit** (**Submit**) button.

The screenshot shows a web form with the following elements:

- A checkbox labeled "Check Here if this is Urgent Data to be Collected Within One Month:".
- A text input field for "Uploaded Document(s):" with a "Browse..." button to its right and an "Upload" button to its left.
- A large text area for "Comments:" with a "8000 characters maximum." label below it.
- "Submit" and "Cancel" buttons at the bottom.

(This is a screenshot displaying the Core Outcomes Survey Submission Edit Page.)

Tips

- To review the Evaluator Feedback, click the **Survey Name** link from the Core Outcomes Survey Submission Listing Page. The Evaluator Feedback is found at the bottom of the form. This information is helpful if your survey was partially approved or rejected.

Coalition Classification Tool Survey Submission

Enter and Submit your Coalition Classification Tool Survey.

Entering the CCT

1. Click **Coalition Classification Tool Survey Submission** from the Enter and Submit My Data Landing Page.
2. Select the appropriate reporting period from the **Reporting Period** dropdown list.
3. Click the **Coalition Classification Tool Survey** link.

4. Answer each question by selecting the appropriate radio button.
5. Click the (**Save & Continue**) button to enter the details for the next section.
6. Click the (**Save & Exit**) button once you have completed the entire CCT.

Coalition Classification Tool Survey Submission

Select the Reporting Period for which you'd like to enter Coalition Classification Tool data. Then click on the Survey name. Once you've entered the survey, you can jump to a different section by using the 'CCT Table of Measures' button. Selecting a section to work on will jump to that page, but will not save your progress on the current page. Remember to click 'Save & Continue' at the bottom of each page before moving on if you'd like to save your progress. Clicking the 'Save & Exit' button will save your progress and return you to the CCT Listing Page. Once you've completed each section of the CCT, a green check will appear next to the section name, and once all sections are complete, you will be able to Submit your Coalition Classification Tool by returning to this Listing Page

Reporting Period:	<input type="text" value="08/01/2011 - 07/31/2012"/>	
Task	Completed	Date Updated
Coalition Classification Tool Survey	N	

(This is a screenshot displaying the CCT Submission Listing Page.)

Cultural Diversity & Cultural Competence

With regard to cultural diversity, please respond Yes or No to indicate whether or not your coalition has accomplished each of the following.	Yes	No
Staff members are representative of the demographic and cultural diversity in our community.	<input type="radio"/>	<input type="radio"/>
Materials are relevant / appropriate to the culture(s) and language(s) of our target populations.	<input type="radio"/>	<input type="radio"/>
Materials are examined by diversity experts or target population members.	<input type="radio"/>	<input type="radio"/>
A culturally appropriate outreach action plan has been developed.	<input type="radio"/>	<input type="radio"/>
Activities are designed to be inclusive.	<input type="radio"/>	<input type="radio"/>
Decision-making processes are designed to be inclusive.	<input type="radio"/>	<input type="radio"/>
Meetings and activities are scheduled at times that are convenient and at locations that are accessible to the target population.	<input type="radio"/>	<input type="radio"/>
Coalition members are representative of the demographic and cultural diversity in your community.	<input type="radio"/>	<input type="radio"/>
Targeted youth are involved in coalition meetings and activities.	<input type="radio"/>	<input type="radio"/>

(This is a screenshot displaying the CCT Submission Edit Page.)

Tips

- The CCT is best viewed in Internet Explorer and Mozilla Firefox. At this time, we do not support Google Chrome, and Safari browsers.
- In the Past, Current, & New Accomplishments section, if there is a question that does not pertain to your organization leave it blank.
- Each section must have all answers completed prior to saving. However, not all sections need to be completed at one sitting.
- You can jump to different sections of the CCT by using the [> Click to Open CCT Table of Measures](#) (Click to Open CCT Table of Measures) button.

Submitting the CCT

1. Click **Coalition Classification Tool Survey Submission** from the Enter and Submit My Data Landing Page.
2. Select the appropriate reporting period from the **Reporting Period** dropdown list.
3. Click the **Submit Coalition Classification Tool Survey** link at the bottom of the page.

4. Click the **[Click here to open your Coalition Classification Tool Survey](#)** link to view your survey for accuracy before submitting.
5. Fill out the Contact Information (**Name, Title, Phone and Email**).
6. Ensure that you check the box if you have read and understand the submission instructions and process.
7. Click the (**Submit**) button.
**Note: The (Submit) button will become Active once the submission process checkbox has been selected.*

Tips

- The Submission link will only be available once the Completed column reads 'Y'.
- You cannot make changes to your CCT once it has been submitted.

Coalition Classification Tool Survey Submission

Select the Reporting Period for which you'd like to enter Coalition Classification Tool data. Then click on the Survey name. Once you've entered the survey, you can jump to a different section by using the 'CCT Table of Measures' button. Selecting a section to work on will jump to that page, but will not save your progress on the current page. Remember to click 'Save & Continue' at the bottom of each page before moving on if you'd like to save your progress. Clicking the 'Save & Exit' button will save your progress and return you to the CCT Listing Page. Once you've completed each section of the CCT, a green check will appear next to the section name, and once all sections are complete, you will be able to Submit your Coalition Classification Tool by returning to this Listing Page

Reporting Period:	<input type="text" value="08/01/2011 - 07/31/2011"/>	
Task	Completed	Date Updated
Coalition Classification Tool Survey	Y	07/19/2012

[Submit Coalition Classification Tool Survey](#)

Submission link

(This is a sample screenshot displaying the CCT Listing Page.)

CCT Report Submission - 08/01/2011 - 07/31/2012

CCT Report Submission

You are about to submit your Coalition Classification Tool Survey. This is the information you entered for the period of '08/01/2011 - 07/31/2012'. Once you submit this information you will not be able to edit your submission. Click the link below to view your Coalition Classification Tool before submitting or to save or print a copy.

[Click here to open your Coalition Classification Tool Survey for 08/01/2011 - 07/31/2012](#)

(This will open in a new window)

Please fill out the contact information for the person submitting your Coalition Classification Tool:

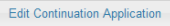
Name:	<input type="text"/>
Title:	<input type="text"/>
Phone:	<input type="text"/>
Email:	<input type="text"/>
I have read and understand the submission instructions and process. <input checked="" type="checkbox"/>	
<input type="button" value="Submit"/>	Submit button

(This is a screenshot displaying the CCT Report Submission Page.)

Continuation Application

Upload and submit your Continuation Application documents. This form is only available to DFC and Mentoring grantees. STOP Act only grantees will not have access to this form.

Uploading the Continuation Application Documents

1. Click **Continuation Application** from the Enter and Submit My Data Landing Page.
2. Select which program you would like to submit from the **Select Program to Submit Application For:** dropdown list.
 *Note: This dropdown list will only be available if your coalition has multiple grants (DFC and mentoring).
3. Select the appropriate year from the **Select Application Year** dropdown list.
4. Click the  (**Edit Continuation Application**) button.

Continuation Application

Before you begin uploading Continuation Application Documents in COMET, please make sure that you've completed the process for the System for Award Management located at www.sam.gov.

All of the documents necessary to complete your Continuation Application are available for download in the table below. Once you've downloaded them and filled them out, you can upload the completed form by clicking the 'Edit Continuation Application' button. Once you've uploaded a file for each of the required tasks, you can return to this page and click the 'Submit Continuation Application' button at the bottom of the page. Both .pdf and .doc formats are available for many of the templates, however, only one file in either format can be uploaded per task. To get started, please select an Application Year from the dropdown menu.

Once your Continuation Application has been submitted, you can view the submitted documents from this page. You will no longer be able to edit this submission and the 'Submit' button will no longer appear at the bottom of this page.

Select Program to Submit Application For:

Select Application Year:

[Edit Continuation Application](#) **Edit Continuation Application button**

Task	Instructions/Supplementary Information	Uploaded File
Application for Federal Assistance SF-424 (PDF) (Word)	Instructions for the SF-424 (PDF) Assurance Non-Construction Programs (PDF) (Word) List of Certifications (PDF) (Word) Supplementary Instructions (PDF)	
Budget Information - Non-Construction Programs SF-424A (PDF) (Word)	Instructions for the SF424a (PDF)	

(This is a screenshot displaying the Continuation Application Listing Page.)

Tips

- DFC grantees will select [Drug Free Communities Support Program](#) from the **Select Program to Submit Application For:** dropdown list to submit their continuation application.
- Mentoring grantees will select [Drug Free Communities Mentoring Program](#) from the **Select Program to Submit Application For:** dropdown list to submit their continuation application.

5. Select the name of the document you wish to upload from the **Document to be Uploaded** dropdown list.
 - a. A template (blank document) is available for each document in the Task column. Click the [PDF](#) or [Word](#) link to upload the template.
 - b. Instructions for filling out the document are available in the Instructions/Supplementary Information column. Click the appropriate [PDF](#) or [Word](#) link to upload the instructions.
6. To upload the document, click the (**Browse**) button to locate and open the file currently saved on your computer. Only .doc, .docx, .txt, .xls, .xlsx, and .pdf file extensions can be uploaded.
7. Click the (**Upload**) button.
8. The document will appear in the grid to the right of the Task as a link to the document.
 - a. To delete the document, click the **Delete** link to the right of the appropriate document you wish to delete.
9. Click the (**Save**) button.

Continuation Application

Select a Document to upload from the dropdown menu. Then click the 'Browse' button and find a file to upload for the chosen task. Once you've selected the file, click the 'Upload' button. The document name will then appear in the 'Uploaded File' column in the table below and the task name will no longer be available in the dropdown menu. You can view the file currently uploaded by clicking on the name of the uploaded file. If you'd like to replace an uploaded file, please click the delete button next to the filename and then upload a new file after choosing the task name from the dropdown menu again. You must click 'Save' at the bottom of the page to save the files once they are listed in the table. Clicking 'Cancel' will return you to the Continuation Application Listing page without saving.

Document to be Uploaded: Optional: Key Staff Changes

Task	Instructions/Supplementary Information	Uploaded File	
Application for Federal Assistance SF-424 (PDF) (Word)	Instructions for the SF-424 (PDF) Assurance Non-Construction Programs (PDF) (Word) List of Certifications (PDF) (Word) Supplementary Instructions (PDF)	SF-424-ApplicationFederalAssistance.doc	Delete
Budget Information - Non-Construction Programs SF-424A (PDF) (Word)	Instructions for the SF424a (PDF)	SF-424A-BudgetInformation-NonConstructionPrograms.doc	Delete

(This is a screenshot displaying the Continuation Application Edit form.)

Tips

- There are multiple documents that need uploaded for the Continuation Application to be submitted. Please make sure you upload each document.
- Once a document has been uploaded, the task name will no longer appear in the **Documents to be Uploaded** dropdown list. Once a file has been deleted, the task name will appear in the dropdown list again.
- The Action Plan is uploaded in the Continuation Application form and the [Planning Activity](#) section under Progress Reports.
- The templates can also be found at the following website address: <http://www.samhsa.gov/Grants/continuation.aspx>
- For questions about your continuation application, please contact your Grantee Management Specialist.

Submitting the Continuation Application

1. Click **Continuation Application** from the Enter and Submit My Data Landing Page.
2. Select the appropriate year from the **Select Application Year** dropdown list.
3. Click the [Submit Continuation Application Tool Survey](#) (**Submit Continuation Application Tool Survey**) button at the bottom of the page.

Task	Instructions/Supplementary Information	Uploaded File
Application for Federal Assistance SF-424 (PDF) (Word)	Instructions for the SF-424 (PDF) Assurance Non-Construction Programs (PDF) (Word) List of Certifications (PDF) (Word) Supplementary Instructions (PDF)	SF-424-ApplicationFederalAssistance.doc
Budget Information - Non-Construction Programs SF-424A (PDF) (Word)	Instructions for the SF424a (PDF)	SF-424A-BudgetInformation-NonConstructionPrograms.doc
Budget Narrative Justification (PDF)	There are no instructions for this document	Sample_Budget_Matching_Required_V2.pdf
Optional: DFC New Grantee Continuation Application Progress Report (PDF) (Word)	There are no instructions for this document	
Optional: Key Staff Changes	There are no instructions for this document	
HHS Checklist (PDF) (Word)	There are no instructions for this document	HHSChecklist.doc
Disclosure of Lobbying Activities (PDF) (Word)	There are no instructions for this document	SF-LLL-DisclosureLobbyingActivities.doc
DFC Eligibility Checklist (PDF) (Word)	There are no instructions for this document	cont_app1_2009-Eligibility_Checklist.doc
Disclosure of DFC Communities Coalition Information (PDF) (Word)	There are no instructions for this document	Disclosure_of_DFC_Program_Coalition_Information.doc
Project/Performance Site Location(s) Form (PDF) (Word)	There are no instructions for this document	ProjectPerformanceSiteLocation.doc

[Submit Continuation Application Tool Survey](#)

Submission button

(This is a sample screenshot displaying the Continuation Application Listing Page.)

Disclosure of DFC Communities Coalition Information (PDF) (Word)	There are no instructions for this document	Disclosure_of_DFC_Program_Coalition_Information.doc
Project/Performance Site Location(s) Form (PDF) (Word)	There are no instructions for this document	ProjectPerformanceSiteLocation.doc

Please fill out the contact information for the person submitting your continuation application:

Name*	<input type="text"/>
Title*	<input type="text"/>
Phone*	<input type="text"/>
Email*	<input type="text"/>
<input type="checkbox"/> I have read and understand the submission instructions and process.	
Submit	Cancel

Submit button

(This is a partial screenshot displaying the Continuation Application Submission Page.)

Tips

- The [Submit Continuation Application Tool Survey](#) (**Submit Continuation Application Tool Survey**) button will only be available once all required documents have been uploaded.
- You cannot make changes to your Continuation Application once it has been submitted.

Mentoring Report

Enter data for your mentoring report and submit to the Coalition that is mentoring your Coalition.

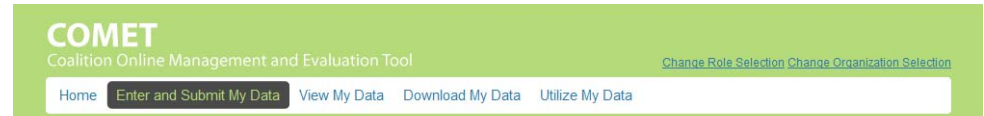
Mentee Coalition

Add and Edit information for the coalitions being mentored.

Adding a Mentee Coalition

1. Click **Mentoring Report** from the Enter and Submit My Data Landing Page.
2. Click **Mentee Coalitions** from the Mentoring Report Landing Page.
3. Click the (**Add a Mentee Coalition Information**) button.

4. Enter the name of the coalition organization in the **Mentee Coalition Name** field.
5. Enter the address of the coalition organization in the following fields: **Address**, **Address 2**, **City**, **State**, **Zip**.
6. Select the reporting periods the coalition submits a mentoring report for using the **Reporting Periods** checkboxes.
7. Click the (**Save**) button.



Mentee Coalitions

Mentee Coalitions

Add a Mentee Coalition Information button

Mentee Coalition Name	Address	Address2	City	State	Zip Code	Status
West Penn Allegheny	30 Isabella st	suite 440	Pittsburgh	Pennsylvania	15201	Active
Test Mentee Coalition	123 Test st		Test	Pennsylvania	12345	Active

(This is a sample screenshot displaying the Mentee Coalitions Listing Page.)

Mentee Coalitions

Mentee Coalitions

Update Mentee Coalition Information

Mentee Coalition Name:*
200 characters remaining.

Address:*
200 characters remaining.

Address 2:
200 characters remaining.

City:*
50 characters remaining.

State:*

Zip:*
5 characters remaining.

Reporting Periods

08/1/2012 – 07/31/2013

08/1/2013 – 07/31/2014

(This is a screenshot displaying the Mentee Coalition Edit form.)

Editing a Mentee Coalition

1. Click **Mentoring Report** from the Enter and Submit My Data Landing Page.
2. Click **Mentee Coalitions** from the Mentoring Report Landing Page.
3. From the Listing page, select the coalition organization you wish to edit by clicking the appropriate **Mentee Coalition Name** link.
4. Make any changes needed to the form.
 - a. If you are no longer mentoring a coalition, change the coalition organization to *inactive* using the **Status** radio buttons.
5. Click the (**Save**) button.

COMET
Coalition Online Management and Evaluation Tool

Change Role Selection Change Organization Selection

Home Enter and Submit My Data View My Data Download My Data Utilize My Data

Home Enter and Submit My Data Mentoring Report Mentee Coalitions

Mentee Coalitions

Mentee Coalitions

Add a Mentee Coalition Information



Mentee Coalition Name	City	State	Zip Code	Status
West Penn Allegheny	Pittsburgh	Pennsylvania	15201	Active
Test Mentee Coalition	Test	Pennsylvania	12345	Active

(This is a sample screenshot displaying the Mentee Coalitions Listing Page.)

Mentee Users

Add and Edit users to the Mentee Coalitions to provide the mentee with access to enter and submit the mentee report.

Adding a Mentee User

1. Click **Mentoring Report** from the Enter and Submit My Data Landing Page.
2. Click **Mentee Users** from the Mentoring Report Landing Page.
3. Click the  (**Add a Mentee Coalition User**) button.
4. Select the coalition organization the mentee user belongs to from the **Mentee Coalition Name** dropdown list.
5. Enter the name of the mentee user in the following fields: **First Name** and **Last Name**.
6. Enter the email address of the mentee user in the **Email Address** field.
**Note: This must be a valid email address.*
7. Enter the email address of the mentee user a second time in the **Confirm Email Address** field.
8. Click the  (**Save**) button.



Mentee Users

Mentee Coalition Users



Add a Mentee Coalition User button

Coalition Name	First Name	Last Name	Username	Email	Active
Test Mentee Coalition	A	Mentee	AMentee	pitqa@kitsolutions.net	Active
West Penn Allegheny	Karen	wilkins	Kwilkins	amalik@kitsolutions.net	Active

(This is a sample screenshot displaying the Mentee Users Listing Page.)

Mentee Users

Mentee Coalition Users

Update Mentee Coalition User Information

Mentee Coalition Name:*

First Name:*
200 characters remaining.

Last Name:*
200 characters remaining.

Email Address:*
50 characters remaining.

Confirm Email Address:*
50 characters remaining.

(This is a screenshot displaying the Mentee User Edit form.)

Tips

- The mentee user will be sent an email with their username and a link to create a password for login.
- You will not be able to modify the mentee user information after saving. If the mentee user is no longer with the organization, change the user to *Inactive* using the **Status** radio buttons.

Mentee Coalition Reports

View and Accept reports from your Mentee Coalitions.

Reviewing a Mentee Coalition Report

1. Click **Mentoring Report** from the Enter and Submit My Data Landing Page.
2. Click **Mentee Coalition Reports** from the Mentoring Report Landing Page.
3. If desired, filter the list of report.
 - a. Select the coalition organization you wish to view from the **Mentee Coalition** dropdown list.
 - b. Select the reporting period you wish to view from the **Reporting Period** dropdown list.
 - c. Click the **Filter** button.
*Note: To reset the filter criteria, click the **Clear** button.
4. Select the report you wish to view by clicking the appropriate **Award Number** link. The report will open in a new window.

Mentee Coalition Reports

Accept Mentee Report

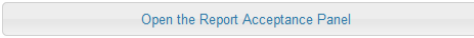
The screenshot shows the 'Mentee Coalition Reports' interface. At the top, there are filter options: 'Mentee Coalition' set to 'All Mentee Coalitions', 'Reporting Period' set to 'All Reporting Periods', and a 'Current Filter' summary. Below the filters are 'Filter' and 'Clear' buttons. A tabbed interface shows 'All Reports' selected, with other tabs for 'Active', 'Submitted', 'Under Review', 'Revision Required', and 'Accepted'. A table displays report entries with columns for 'Award Number', 'Coalition Name', 'Status', 'Date Submitted', 'Date Accepted', and 'Contact'. Two rows are visible, both with 'Award Number' 'TEST 4444'. The first row's 'Contact' is 'Atif' and the second is 'Jessica'. A yellow box highlights the 'Award Number' column, with an arrow pointing to the text 'Report link'.

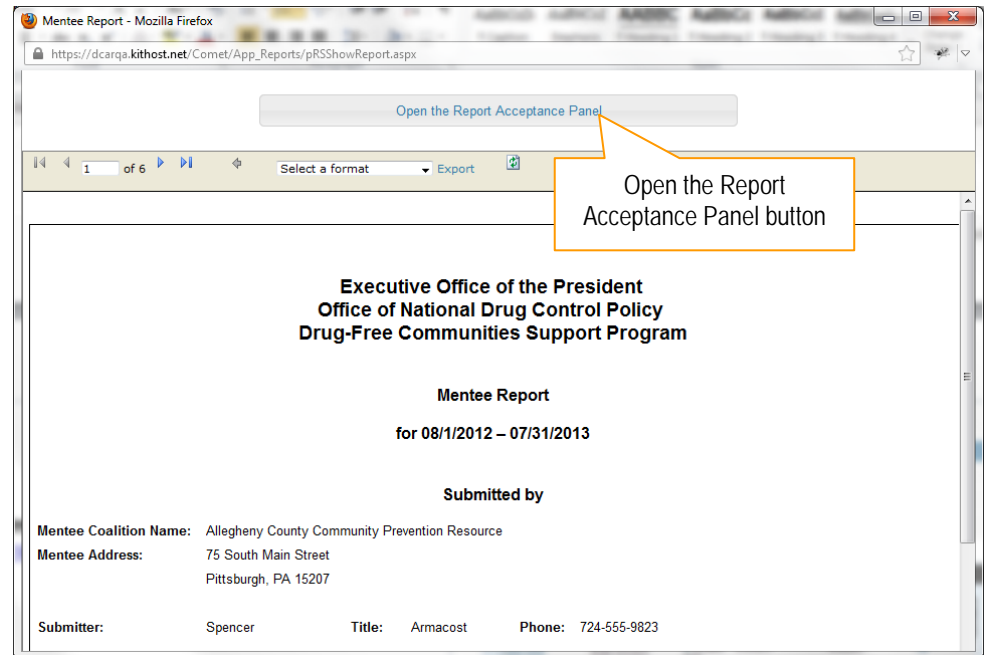
(This is a sample screenshot displaying the Mentee Coalition Reports Listing Page.)

Tips


- The list of tabs allow you to view the reports by submission status (Active, Submitted, Under Review, Revision Required, and Accepted). The Mentee Coalition Report page defaults to the All Reports tab, which lists all submission statuses.
- Clicking the **Contact** link will open a pop-up window displaying the contact information of the mentee user that submitted the report.
- If you have a pop-up blocker on your computer, hold the **Ctrl** key down while selecting the link to view the report.
- By default, the grid will display up to ten records per page. You can change this number by using the **Show entries** dropdown list.
- To move between the various pages, use the links at the bottom of the grid. If there are less than ten records listed, the links will not be active.
- If you have many entries listed, enter a word or phrase that is part of the Award Number or Description in the **Search** field to find that report.
- Clicking on a Column name will allow you to sort through the records by ascending or descending order.

Approving a Mentee Coalition Report

1. See [Viewing a Mentee Coalition Report](#) for instructions on opening a report.
2. After reviewing the report, click the  (Open the Report Acceptance Panel) button from the report window.



(This is a sample screenshot displaying the view window.)

3. Select whether the report requires revisions or has been accepted using the **Set Status To:** radio buttons.
4. Enter any notes to the mentee in the **Notes** field.
5. Click the  (**Send**) button.

(This is a sample screenshot displaying the Acceptance Panel Page.)

Tips

- You cannot review and approve a Mentee Report until it has been submitted by the mentee.
- The mentee will be notified with an email of the status of their report and any notes that have been added.

Submit Mentoring Report

Submit the Mentoring Report to your Project Officer.

1. Click **Mentoring Report** from the Enter and Submit My Data Landing Page.
2. Click **Submit Mentoring Report** from the Mentoring Report Landing Page.
3. Select the coalition organization you wish to submit from the **Mentee Coalition** dropdown list.
4. Select the reporting period you wish to submit from the **Reporting Period** dropdown list.

4. A list of Tasks will appear allowing you to enter the data for submission. Click the appropriate link to begin data entry (instructions for each Task are listed below).

5. Click the Task link from the Submit Mentoring Report Landing Page to update the Task Edit Form.
6. The Task Listing Page will open. Click the **Edit** (Edit) button.
 - a. The top of the form displays a question(s) for the Mentor to answer. Answer the question(s) by filling in the appropriate text box(es) and/or selecting the appropriate radio buttons.
***Note:** The bottom of the form displays the answers the mentee provided.
 - b. Click the **Save** (Save) button.



(This is a sample screenshot displaying the Submit Mentor Report Landing Page.)

Task	Completed	Date Completed
Mentee Coalition And Target Community		
Mentee Coalition Information	N	
Mentee Target Community		
Mentee Capacity		
Mentee Membership	N	
Mentee Capacity Building Activities	N	
Mentee Assessment Activities	N	
Mentee Planning Activities	N	
Overall Mentoring Relationship		
Overall Mentoring Relationship	N	


Submit Mentoring Report

(This is a screenshot displaying the Submit Mentoring Report Landing Page.)

Mentee Target Community - Allegheny County Community Prevention Resource - 08/1/2012 – 07/31/2013

Mentee Target Community


(This is a screenshot displaying the Mentee Target Community Edit Form.)


7. Click the  (**Submit Mentoring Report**) button at the bottom of the page.

8. Click the [Click here to open your Mentoring Report](#) link to view your report for accuracy before submitting for approval.

9. Fill out the Contact Information (**Name, Title, Phone and Email**).

10. Ensure that you check the box if you have read and understand the submission instructions and process.

11. Click the  (**Submit**) button.

*Note: The  (**Submit**) button will become Active once the submission process checkbox has been selected.

*Note: Once you have submitted the mentor report if you return to the Submit Mentoring Report Landing Page the  (**Submit Mentoring Report**) button will be "grayed out".

Overall Mentoring Relationship		
Overall Mentoring Relationship	Y	07/24/2013



(This is a sample screenshot displaying the Submit Mentoring Report Landing Page.)

Submit Mentor Report - Allegheny County Community Prevention Resource - 08/1/2012 – 07/31/2013

Submit Mentor Report

You are about to submit a snapshot of all the information and data relevant to 08/1/2012 – 07/31/2013 contained in the COMET system for your organization. Once you submit this information you will not have an opportunity to edit this information.


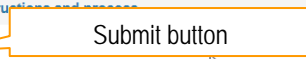
Once submitted, the information will be reviewed by your project officer.

[Click here to open your Mentoring Report for 08/1/2012 – 07/31/2013](#)
(This will open in a new window)

Please fill out the contact information for the person submitting your mentoring report

Name:	<input type="text"/>
Title:	<input type="text"/>
Phone:	<input type="text"/>
Email:	<input type="text"/>

I have read and understand the submission instructions and process

(This is a screenshot displaying the Submit Mentor Report Page.)

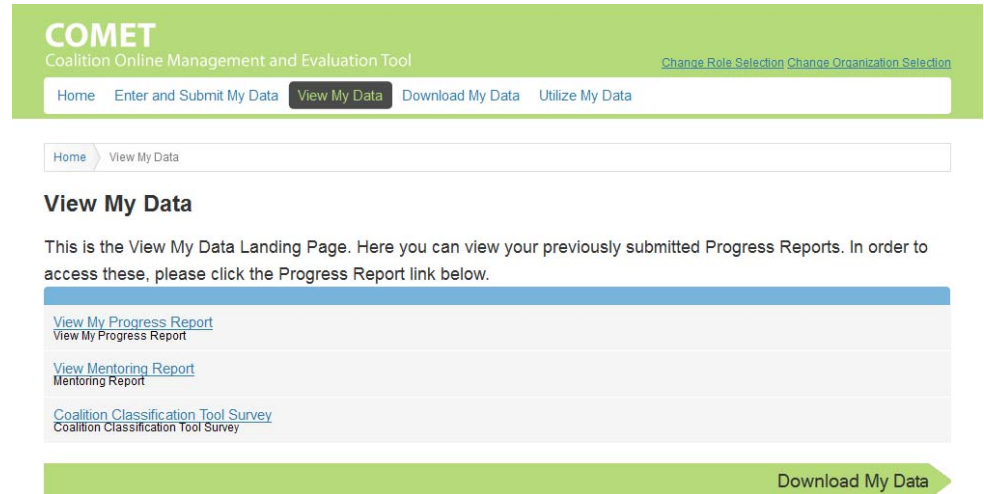
Tips

- By submitting the **Mentor Report**, you are allowing your **Project Officer** to review the report. The Project Officer will be notified with an email that your report has been submitted.
- The Submission button will only be available once the Completed column reads 'Y' for all Tasks.
- You cannot submit a new Mentor Report if the Mentee Report has not yet been accepted.
- You cannot make changes to your Mentor Report once it has been submitted/approved.

VIEW MY DATA

The View My Data module is used to view previously submitted Progress Reports.

1. Click **View My Data** from the Menu.
2. From the View My Data landing page you can navigate to one of the following sections:
 - a. View My Progress Report
 - b. View Mentoring Report
 - c. Coalition Classification Tool Survey



(This is a screenshot displaying the View My Data Landing Page.)

View My Progress Report

The View My Progress Report module is used to view archived and current Progress Reports and their status.

1. Click **View My Progress Report** from the View My Data Landing Page.
2. Click the link for the desired **Progress Report**.
3. The report will open in a new window.

View My Progress Report


As you add new data to the system a progress report will be populating in the background. The current report will pull the information that you have entered for that reporting period. This page will link to your current progress report for you to review. If you are having difficulty viewing your Progress Report, this may be due to a pop-up blocker. Try holding down your Ctrl key (usually found at the bottom lower left-hand corner of your keyboard) while simultaneously clicking on the Progress Report link.

The Submission Process

Once the submitter has reviewed the progress report they will be able to submit it for review by your Project Officer. The system will trigger an email to the Project Officer informing them that your progress report has been submitted. The project officer will then review the progress report, add comments if necessary, and select whether it is accepted or whether revision is required. The system will trigger an email to the submitter letting them know the Project Officer has reviewed the report. If revision is required your organization will need to make the requested changes in the system and then resubmit the report.

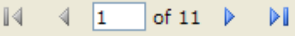

Archived Progress Reports

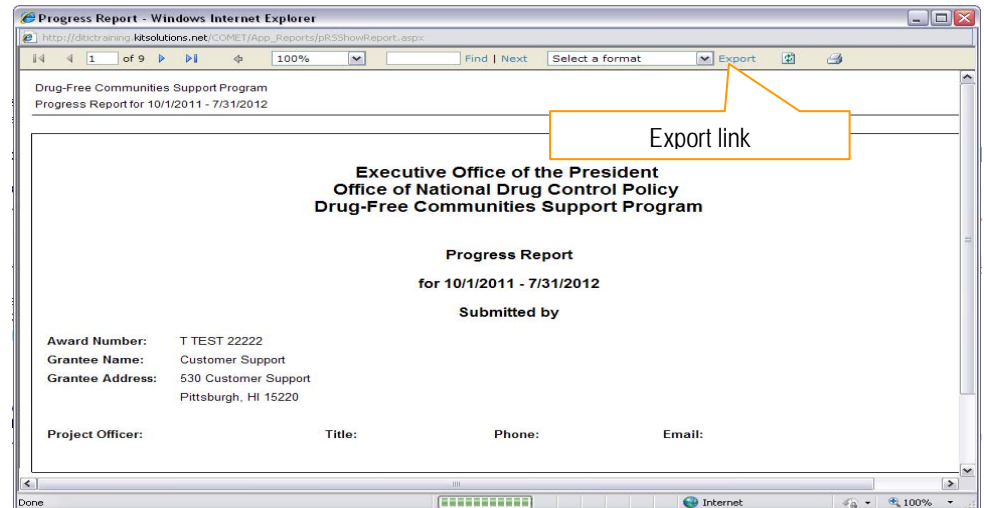
This system will contain a historical record of date submitted, if revision was required, any relevant comments, and date accepted. You will be able to retrieve archived PDF copies of all previous progress reports.



Report	Status	Date Submitted	Date Accepted
4/1/2012 - 7/31/2012	Active		
10/1/2011 - 3/31/2012	Submitted	05/04/2012	

(This is a sample screenshot displaying the View My Progress Report Page.)

4. Click the arrows  to maneuver to other pages in the report. Clicking the single arrow forward or backward, will move the view to the next page or the previous page. The arrows with the bar can move the report view to either the first or last page of the report.
5. To find a specific word or phrase enter it into the **Find** textbox and click the **Find** (Find) link.
 - a. Click the **Next** (Next) link to be taken to the next instance of the word or phrase.
6. To download the report, select the type of file you want from the **Select a format** dropdown menu and click the **Export** (Export) link.
 - a. Click the  (**Printer**) button to print a copy of the report from the exported window.



(This is a sample screenshot displaying the view window.)

View Mentoring Report

The View Mentoring Report module is used to view archived and current Mentor Reports and their status.

1. Click **View Mentoring Report** from the View My Data Landing Page.
2. Click the link for the desired **Mentor Report**.
3. The report will open in a new window.

View Mentoring Report - Allegheny County Community Prevention Resource - 08/1/2012 – 07/31/2013

Mentoring Report

As you add new data to the system mentoring reports will populate in the background. The current report will pull the information that you have entered for that reporting period. This page will link to your current mentoring report for you to review. If you are having difficulty viewing your Mentoring Report, this may be due to a pop-up blocker. Try holding down your Ctrl key (usually found at the bottom lower left-hand corner of your keyboard) while simultaneously clicking on the Progress Report link.

The Submission Process

Once your mentee coalition has reviewed the report they will be able to submit it for review by your Mentoring Coalition. The system will trigger an email to the Mentoring Coalition informing them that your report has been submitted. The project officer will then review the progress report, add comments if necessary, and select whether it is accepted or whether revision is required. The system will trigger an email to the submitter letting them know the Mentoring Coalition has reviewed the report. If revision is required your organization will need to make the requested changes in the system and then resubmit the report.

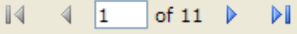

Archived Progress Reports

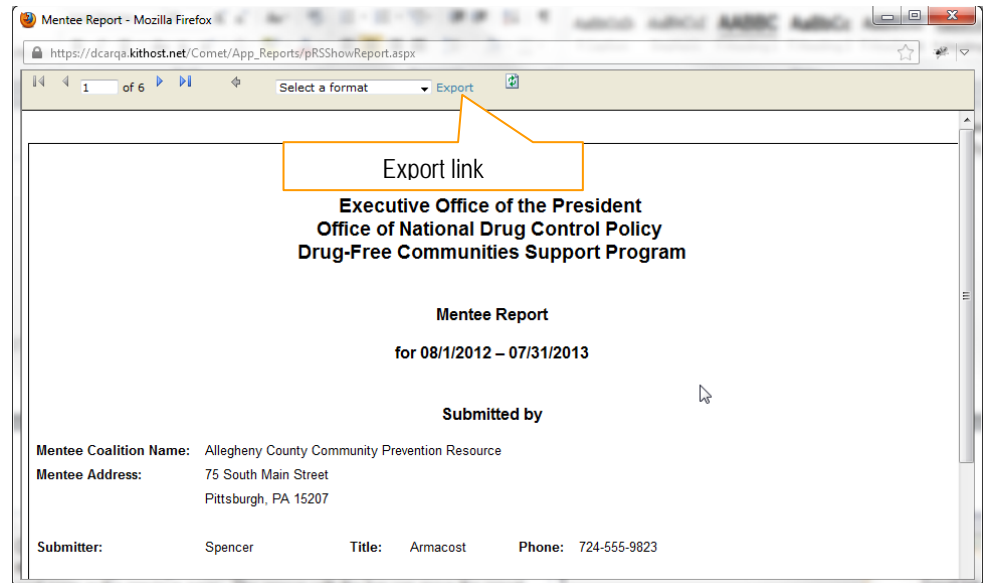
This system will contain a historical record of date submitted, if revision was required, any relevant comments, and date accepted. You will be able to retrieve archived PDF copies of all previous progress reports.



Report	Date Submitted	Date Accepted
08/1/2012 – 07/31/2013	07/24/2013	

(This is a sample screenshot displaying the View Mentoring Report Page.)

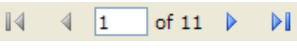

4. Click the arrows  to maneuver to other pages in the report. Clicking the single arrow forward or backward, will move the view to the next page or the previous page. The arrows with the bar can move the report view to either the first or last page of the report.
5. To find a specific word or phrase enter it into the **Find** textbox and click the **Find** link.
 - b. Click the **Next** (Next) link to be taken to the next instance of the word or phrase.
6. To download the report, select the type of file you want from the **Select a format** dropdown menu and click the **Export** (Export) link.
 - a. Click the  (**Printer**) button to print a copy of the report from the exported window.

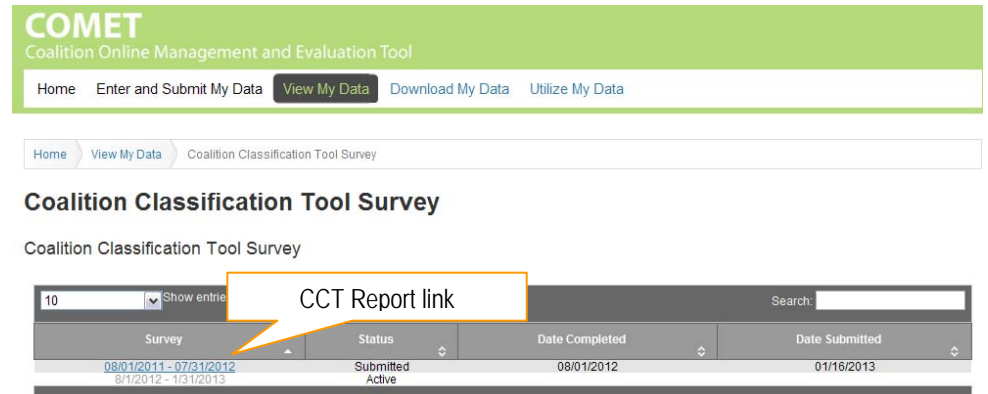


(This is a sample screenshot displaying the view window.)

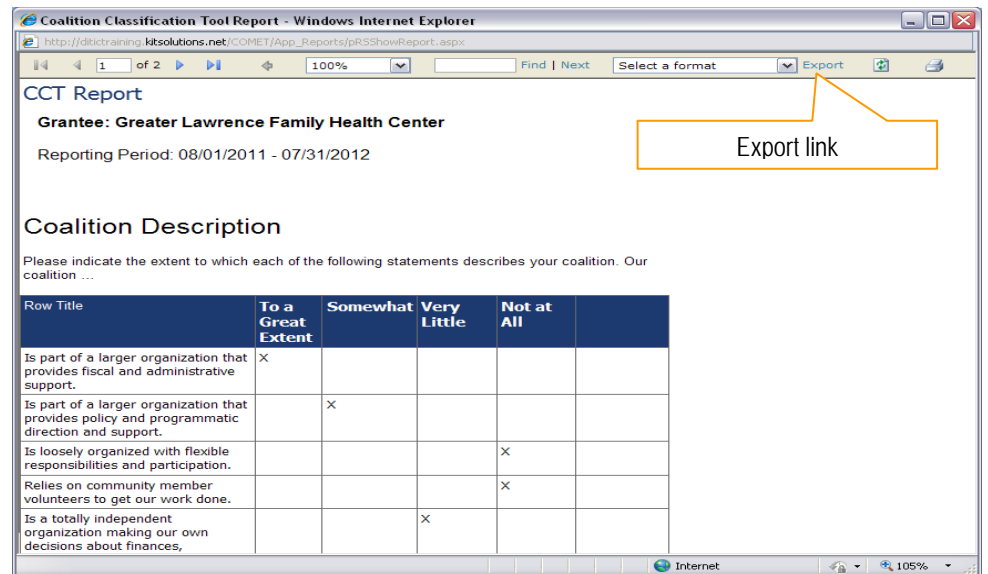
Coalition Classification Tool Survey

The Coalition Classification Tool Survey module is used to view archived and current CCT surveys.

1. Click **Coalition Classification Tool Survey** from the View My Data Landing Page.
2. Click the link for the desired Survey reporting period.
*Note: If the CCT has not been submitted, you will not be able to click the link for viewing.
3. The report will open in a new window.
4. Click the arrows  to maneuver to other pages in the report. Clicking the single arrow forward or backward, will move the view to the next page or the previous page. The arrows with the bar can move the report view to either the first or last page of the report.
5. To find a specific word or phrase enter it into the **Find** textbox and click the **Find** (Find) link.
 - c. Click the **Next** (Next) link to be taken to the next instance of the word or phrase.
6. To download the report, select the type of file you want from the **Select a format** dropdown menu and click the **Export** (Export) link.
7. Click the  (**Printer**) button to print a copy of the report from the exported window.



(This is a sample screenshot displaying the View CCT Survey Page.)



(This is a sample screenshot displaying the view window.)