

# ECCO MANUAL GUIDANCE DOCUMENT

UPDATED MAY 2024



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# Part One: Getting Started

# About ECCO

## **What is ECCO?**

ECCO is our proprietary technology solution for Workforce Development. ECCO has custom-built tools for educating at the community-level process, supporting the prevention process, and tracking strategy implementation and progress.

## **What's process level evaluation (ECCO-MDS)?**

The Process Level Evaluation dashboard (ECCO-MDS) promotes evidence-based project management practices and streamlines progress reporting and process evaluation by providing a comprehensive all-in-one platform.

## **Why do we enter process (MDS) data?**

By collecting data, we are able to quantify and compare the numbers and types of primary substance abuse prevention and early intervention services delivered throughout the state of Georgia. This information is critical for securing funding for the state of Georgia's substance abuse prevention initiatives.

## **Preferred Browsers**

ECCO can be accessed from a desktop or a mobile device. The ECCO website is best viewed using Firefox version 10 or later. Other browsers such as Safari and Internet Explorer are also acceptable. However, users are discouraged from using Google Chrome. Chrome is known for holding onto browser data history, which is great for optimal browser speeds, but not good when working on a system like ECCO that undergoes regular updates. Regardless of the browser utilized, it is imperative that users regularly update their browsers and clear cookies and cache.

# ECCO Log-in and Account Settings

## Create an ECCO Account

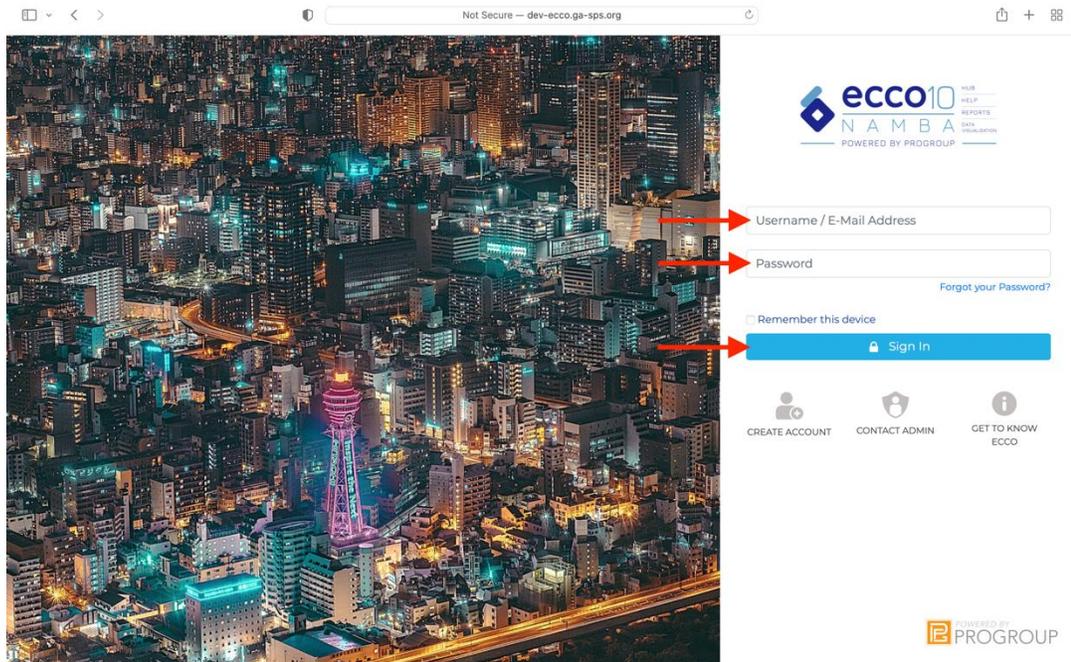
1. Navigate to <http://ecco.gapip.pro-sps.org> to create an account.
2. Click on “Create Account.”

3. Fill in your information into the form and click “Create a new account.”

4. An ECCO Administrator will approve your account.

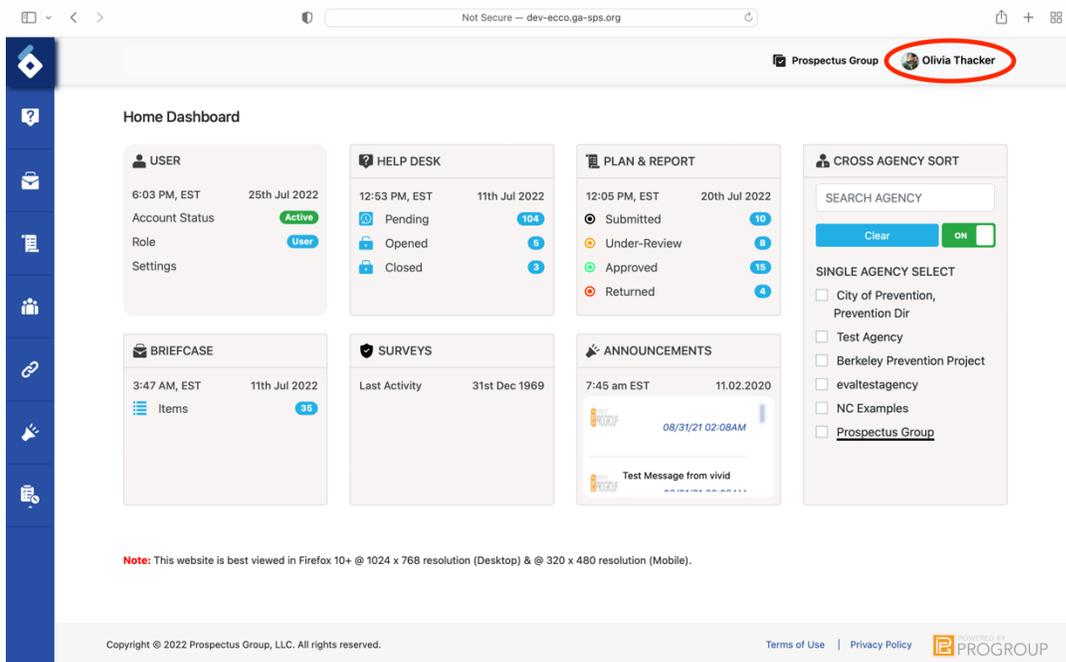
## Login to ECCO

1. Navigate to <http://ecco.gapip.pro-sps.org> to log in.
2. Enter your email or username and type your password into the appropriate fields.
3. Click the “Login” button.

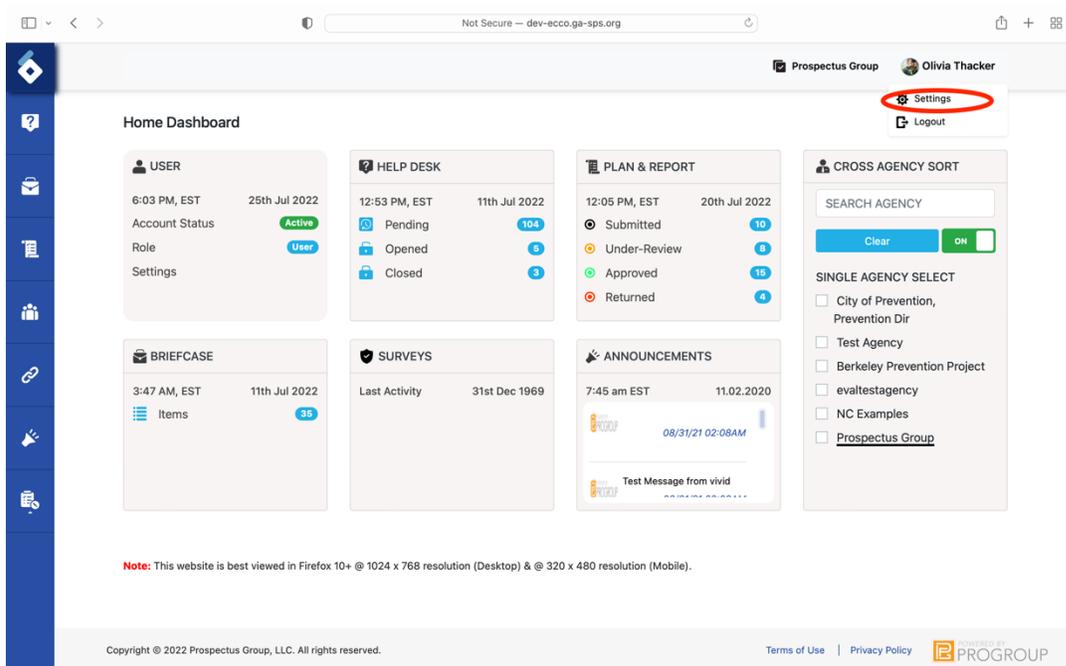


## Change Password

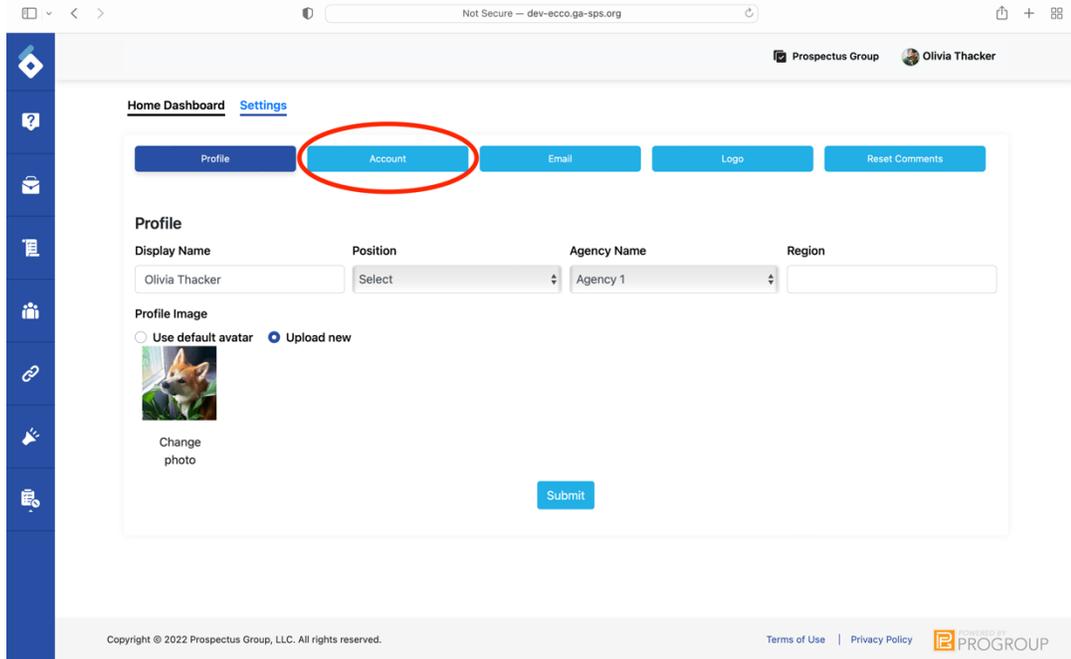
1. From any page on ECCO, click on the picture/avatar on the top right corner of the page.



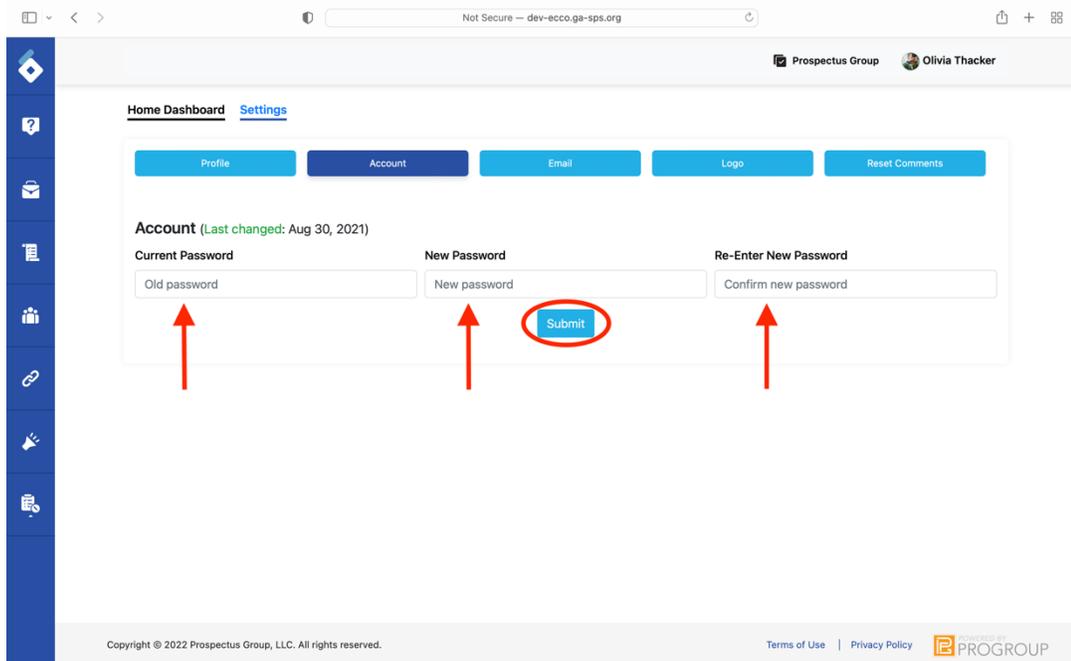
2. Select "Settings."



3. From the "Settings" page, select "Account."



4. Enter your old password in the first text box, type your new password into the following two text boxes, and click on “Submit.”



# ECCO Homepage

1. From the ECCO homepage, you will find six nodes for various dashboards in the center of the page.

The screenshot shows the ECCO homepage with a navigation sidebar on the left and a main content area. The main content area is titled "Home Dashboard" and contains six dashboard nodes, each circled in red:

- USER**: 6:28 PM, EST, 25th Jul 2022. Account Status: Active. Role: User. Settings.
- HELP DESK**: 12:53 PM, EST, 11th Jul 2022. Pending: 104. Opened: 5. Closed: 3.
- PLAN & REPORT**: 12:05 PM, EST, 20th Jul 2022. Submitted: 10. Under-Review: 8. Approved: 15. Returned: 4.
- BRIEFCASE**: 3:47 AM, EST, 11th Jul 2022. Items: 35.
- SURVEYS**: Last Activity: 31st Dec 1969.
- ANNOUNCEMENTS**: 7:45 am EST, 11.02.2020. Test Message from vivid.

On the right side, there is a "CROSS AGENCY SORT" section with a search bar and a "SINGLE AGENCY SELECT" section with several checkboxes.

**Note:** This website is best viewed in Firefox 10+ @ 1024 x 768 resolution (Desktop) & @ 320 x 480 resolution (Mobile).

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2. To the left, the sidebar allows you to navigate the ECCO system without needing to return to the homepage.

The screenshot shows the ECCO homepage with the navigation sidebar highlighted. The sidebar contains the following navigation options, each labeled with a red box:

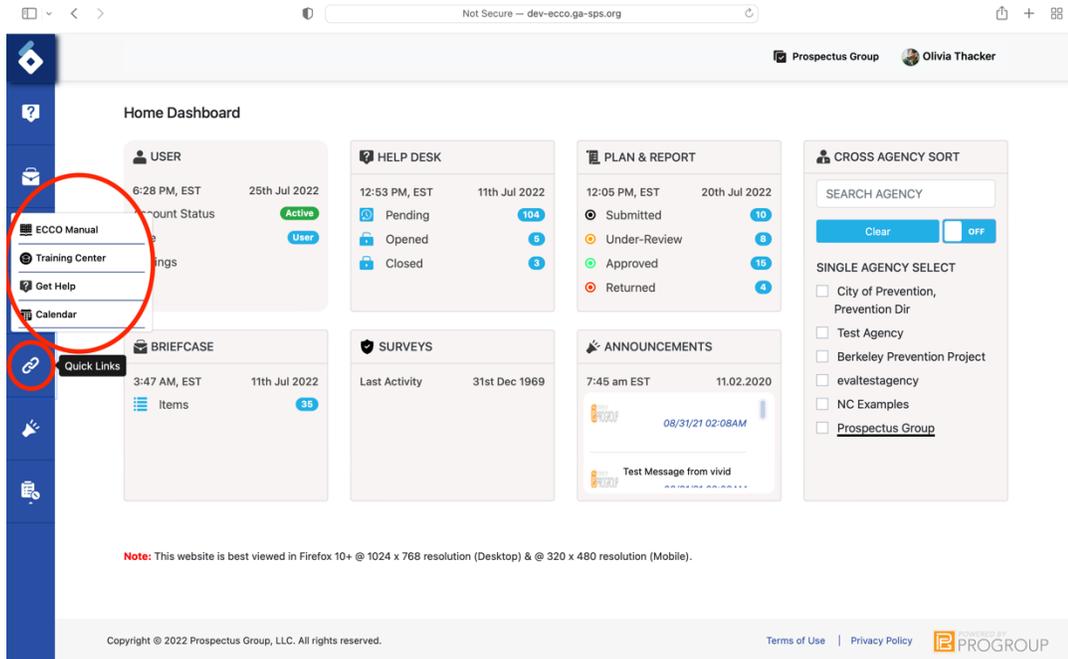
- Home**
- Help**
- Briefcase**
- Plan & Report**
- Announcements**
- Surveys**

The main content area is the same as in the previous screenshot, showing the "Home Dashboard" with six nodes and a sidebar on the right.

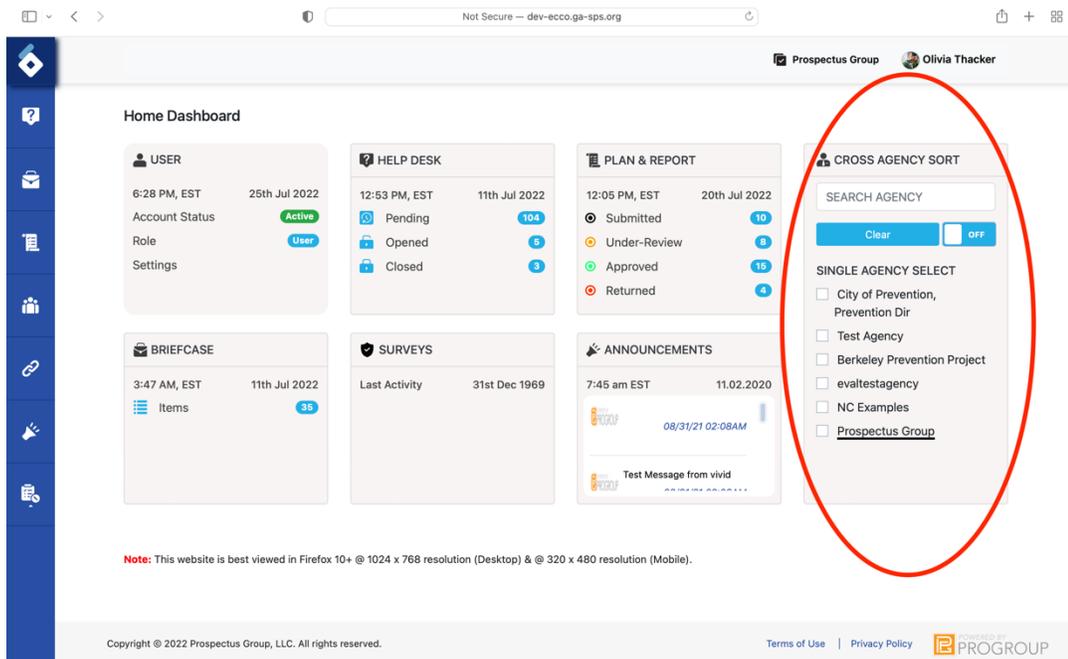
**Note:** This website is best viewed in Firefox 10+ @ 1024 x 768 resolution (Desktop) & @ 320 x 480 resolution (Mobile).

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- The link icon will allow you to navigate to resources found on the Georgia Strategic Prevention Services Hubsite.



- To the right is the “Cross-Agency Sort.” This tool is helpful for users associated with multiple agencies or funding grants in the system. The Cross-Agency Sort will pull the select agency’s profile, TA ticket, or documents to the top of each dashboard.



- Select the agencies you want to sort for and click “Off” to move the toggle to “On.”

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Prospectus Group Olivia Thacker

### Home Dashboard

#### USER

6:28 PM, EST 25th Jul 2022

Account Status Active

Role User

Settings

#### HELP DESK

12:53 PM, EST 11th Jul 2022

Pending 104

Opened 5

Closed 3

#### PLAN & REPORT

12:05 PM, EST 20th Jul 2022

Submitted 10

Under-Review 8

Approved 15

Returned 4

#### CROSS AGENCY SORT

SEARCH AGENCY

Clear OFF

##### SINGLE AGENCY SELECT

City of Prevention, Prevention Dir

Test Agency

Berkeley Prevention Project

evaltestagency

NC Examples

Prospectus Group

#### BRIEFCASE

3:47 AM, EST 11th Jul 2022

Items 35

#### SURVEYS

Last Activity 31st Dec 1969

#### ANNOUNCEMENTS

7:45 am EST 11.02.2020

08/31/21 02:08AM

Test Message from vivid

**Note:** This website is best viewed in Firefox 10+ @ 1024 x 768 resolution (Desktop) & @ 320 x 480 resolution (Mobile).

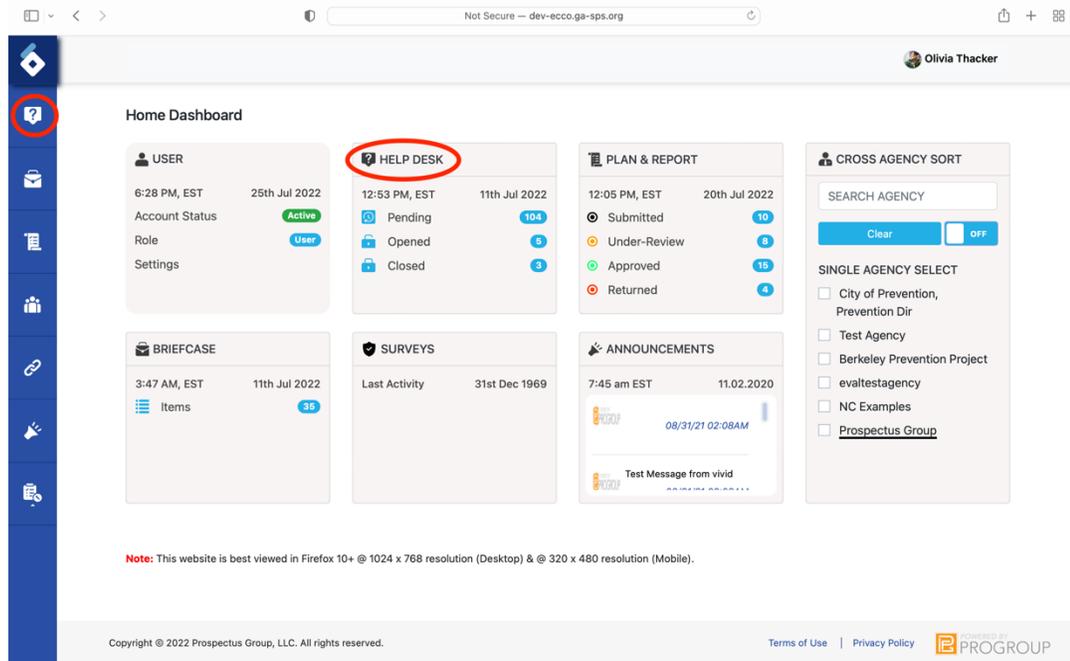
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# Help Desk

## Submitting a Technical Assistance (TA) Request

Requesting help through ECCO is the quickest and most efficient way to access training and technical assistance regarding implementation, evaluation, capacity, technology, and other topics.

1. From the homepage, navigate to the Help Dashboard by clicking on the node labeled “Help” or clicking on the help icon on the left sidebar.



2. On the top right of the Help Dashboard, find and click on the blue “Create Request” button.

The screenshot shows the Help Desk dashboard interface. At the top right, there is a user profile for Olivia Thacker and a 'Learn More' link. The main content area includes a 'Help Desk' section with three status cards: Pending (104), Opened (5), and Closed (3). To the right of these cards is a 'TTA DASHBOARD KEY' section with three items: 'View Brief TTA Information', 'Comment on a Particular TTA', and 'View/Edit TTA Details'. Below the key is a 'Rate this Dashboard' button and three other buttons: 'Create Request' (circled in red), 'TTA Comments', and 'Recent Updates'. A 'FILTERS' section follows, with dropdown menus for Status (Finished), User (All), and Regarding (All), and a search bar for Comments. At the bottom, there is a 'TTA DATA DASHBOARD' section with a table header for 'VIEW/SORT/SEARCH TA ITEMS' and a table with columns: R-Agency, Regarding, Comments, Created, Updated, Status, and Edit. The first row of the table shows 'City of Prevention, Prevention Dir -...' with a creation date of '11-19-2019 03:24 PM' and an update date of '05-06-2020 05:05 AM'.

3. A form will open up.

The screenshot shows the 'Create Request' form. At the top, there are navigation links for 'Home Dashboard' and 'Create Request (TTAREQ-41242778)'. The form is divided into two main sections: 'TA LOGISTICS' and 'TA REQUEST'. The 'TA LOGISTICS' section includes fields for 'Please Select Agency' (a dropdown menu), 'Contact's Name' (with a 'Referral Name' sub-field), 'Contact's Position' (with an example 'Ex. Project Coordinator'), and 'Contact's Phone' (with a 'Contact Phone Number' sub-field). Below these is a 'Contact's Email' field with an 'Email ID' sub-field. The 'TA REQUEST' section includes an 'Inquiry Type' dropdown (set to 'Technical Assistance') and a 'Funding Source' dropdown (set to 'Select Funding Source'). There are two text areas: 'What is the nature of your Inquiry' and 'Provide any background information', both with the placeholder text 'Write something here'. Below these is a 'Regarding' dropdown (set to '-select-') and a 'Discovery Notes' section with a 'Comments' button. At the bottom, there is a 'Resources (Select Resources Related To Your Request)' field and an 'Upload' section with a 'Select files' button.

4. Users will need to fill out their contact information and the nature of their request.

TA REQUEST

**Inquiry Type**  
 Technical Assistance

**Funding Source**  
 ASAPP

**What is the nature of your Inquiry**  
 I would like to participate in an ECCO training.

**Provide any background information**  
 I am new to ECCO.

**Regarding**  
 Technology

**Discovery Notes**  
 Comments

**Resources (Select Resources Related To Your Request)**

**Upload**  
 Select files  
 ECCO doc.docx 11.9KB Delete

**What Modality Will Be Used**  
 Web/Screen Share  
 Phone/Correspondence  
 Face to Face  
 Other  
 Write something here  
 Combination

5. Once all appropriate fields are completed, hit save.

**Regarding**  
 Technology

**Discovery Notes**  
 Comments

**Resources (Select Resources Related To Your Request)**

**Upload**  
 Select files  
 ECCO doc.docx 11.9KB Delete

**What Modality Will Be Used**  
 Web/Screen Share  
 Phone/Correspondence  
 Face to Face  
 Other  
 Write something here  
 Combination

Send Notifications (click to enable)

**Save** Clear

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6. You will receive an email notification when a comment is made regarding your TA request.

7. Don't miss out on important information! Return to the ECCO Help Dashboard to view and respond to comments. This is your TA Team's primary mode of communication with you.

8. The comment bubble with a number in the center indicates an unread comment. Click on the comment bubble to view and respond to the message.

The screenshot shows a web browser window displaying the Prospectus Group help dashboard. The dashboard includes a navigation sidebar on the left, a search bar at the top, and a table of tickets. The table has columns for R-Agency, Regarding, Comments, Created, Updated, Status, and Edit. The first row is highlighted, and its comment bubble icon contains the number '4', indicating four unread comments.

R-Agency	Regarding	Comments	Created	Updated	Status	Edit
Prospectus Group - R-3	Technology	4	08-31-2021 05:00 PM	09-03-2021 11:47 PM	Green	✎
Prospectus Group - R-3	Capacity	0	08-31-2021 04:42 PM	08-31-2021 04:42 PM	Yellow	✎
Prospectus Group - R-3	Technology	0	08-31-2021 04:37 PM	08-31-2021 04:37 PM	Yellow	✎
City of Prevention, Prevention Dir -...		3	11-19-2019 03:24 PM	05-06-2020 05:05 AM	Red	✎
City of Prevention, Prevention Dir -...	Implementation	1	11-12-2019 08:17 PM	02-01-2021 04:14 PM	Yellow	✎

The screenshot shows the same dashboard as above, but with a 'Comments and Questions' pop-up window open on the right side. The pop-up window displays a list of comments from a user named 'Adminn' on '03 Sep 2021'. Each comment says: 'Hi, let's schedule an ECCO training. When are you available for a Zoom call?'. The pop-up window has a close button in the top right corner.

## Hover-to-Discover Pop-ups

The help dashboard is easier to sift through with hover to discover pop-ups. Quickly skim through multiple TA tickets by hovering your cursors over the comments and inquiry notes icons.

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Prospectus Group Learn More Olivia Thacker

All All All

Comments  
All

TTA DATA DASHBOARD

VIEW/SORT/SEARCH TA ITEMS

R-Agency	Rega	Inquiry Notes:	Updated	Status	Edit
Prospectus Group - R-3	Technology	Adminn: Hi, let's schedule an ECCO training. When are you available for a Zoom call?	08-31-2021 05:00 PM	07-11-2022 12:53 PM	🟢
Prospectus Group - R-3	Capacity		08-31-2021 04:42 PM	08-31-2021 04:42 PM	🟡
Prospectus Group - R-3	Technology		08-31-2021 04:37 PM	08-31-2021 04:37 PM	🟡
City of Prevention, Prevention Dir -...			11-19-2019 03:24 PM	05-06-2020 05:05 AM	🔴
City of Prevention, Prevention Dir -...	Implementation		11-12-2019 08:17 PM	02-01-2021 04:14 PM	🟡

<< 1 2 3 4 5 >>

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Prospectus Group Learn More Olivia Thacker

All All All

Comments  
All

TTA DATA DASHBOARD

VIEW/SORT/SEARCH TA ITEMS

R-Agency	Rega	Inquiry Notes:	Updated	Status	Edit
Prospectus Group - R-3	Technology	I'm new to ECCO and would like training.	08-31-2021 05:00 PM	07-11-2022 12:53 PM	🟢
Prospectus Group - R-3	Capacity		08-31-2021 04:42 PM	08-31-2021 04:42 PM	🟡
Prospectus Group - R-3	Technology		08-31-2021 04:37 PM	08-31-2021 04:37 PM	🟡
City of Prevention, Prevention Dir -...			11-19-2019 03:24 PM	05-06-2020 05:05 AM	🔴
City of Prevention, Prevention Dir -...	Implementation		11-12-2019 08:17 PM	02-01-2021 04:14 PM	🟡

<< 1 2 3 4 5 >>

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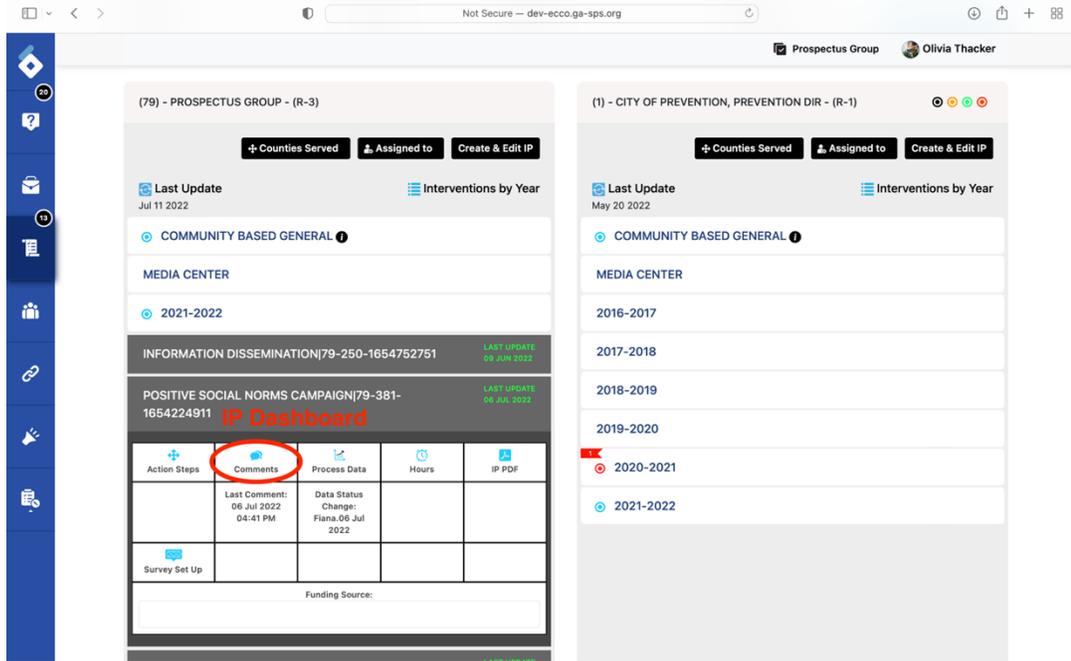
# Comments

Users in ECCO can send messages to members of their TA team and state-level programmatic managers in the comment section. Comments can be found on the Help and Implementation Planning Dashboards. The comments on the two dashboards are not linked and need to be checked separately. In addition to text correspondence, users will find additional features for voice messaging, tagging, and bookmarking in the ECCO comments.

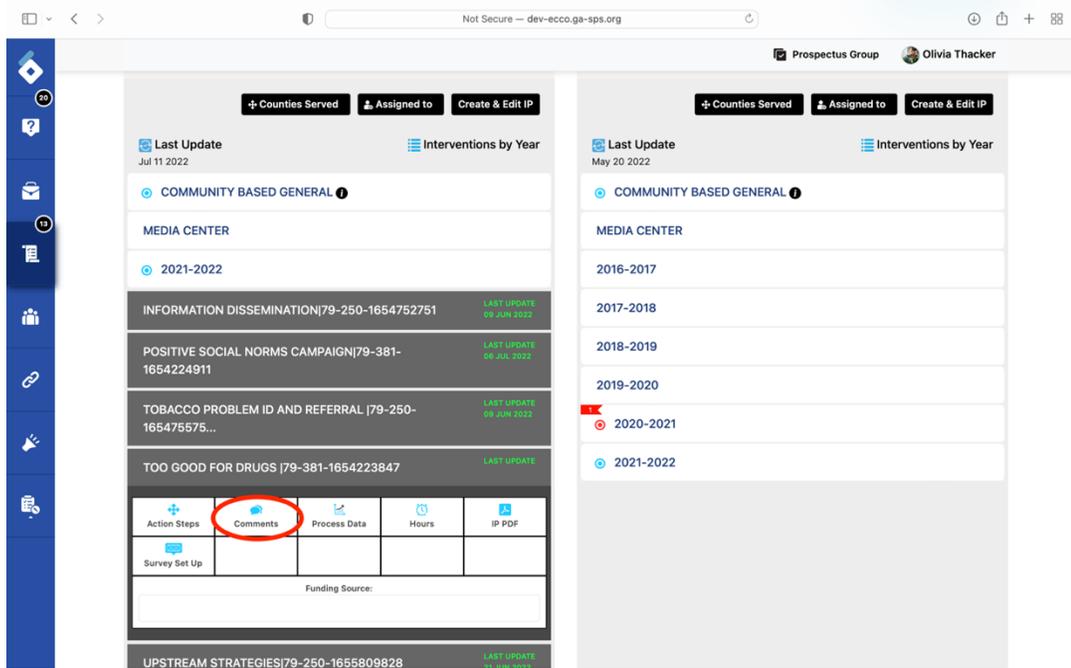
1. The comment section on both the Help and Implementation Planning Dashboards work the same; however, the symbol for comments that appears on the respective dashboards looks slightly different.

The screenshot shows a web browser window displaying the 'Help Dashboard' in the ECCO system. The dashboard includes a search bar, a table of items, and a 'Comments' column. A red circle highlights the comment icons in the 'Comments' column.

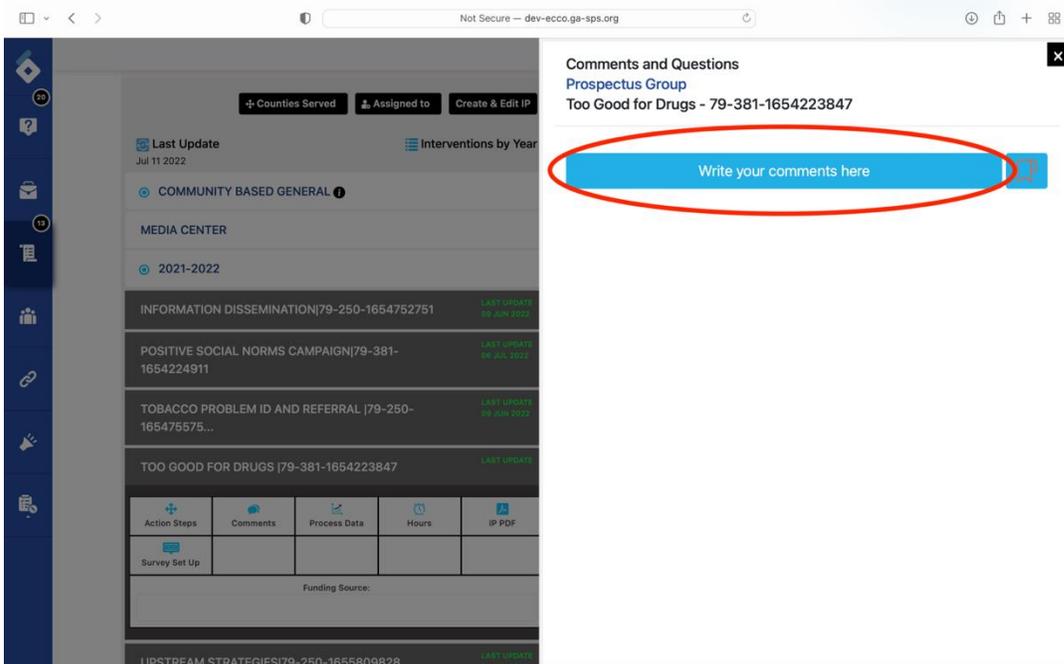
R-Agency	Regarding	Comments	Created	Updated	Status	Edit
Prospectus Group - R-3	Technology	0	08-31-2021 05:00 PM	07-11-2022 12:53 PM	Green	✎
Prospectus Group - R-3	Capacity	0	08-31-2021 04:42 PM	08-31-2021 04:42 PM	Yellow	✎
Prospectus Group - R-3	Technology	0	08-31-2021 04:37 PM	08-31-2021 04:37 PM	Yellow	✎
City of Prevention, Prevention Dir -...		3	11-19-2019 03:24 PM	05-06-2020 05:05 AM	Red	✎
City of Prevention, Prevention Dir -...	Implementation	1	11-12-2019 08:17 PM	02-01-2021 04:14 PM	Yellow	✎



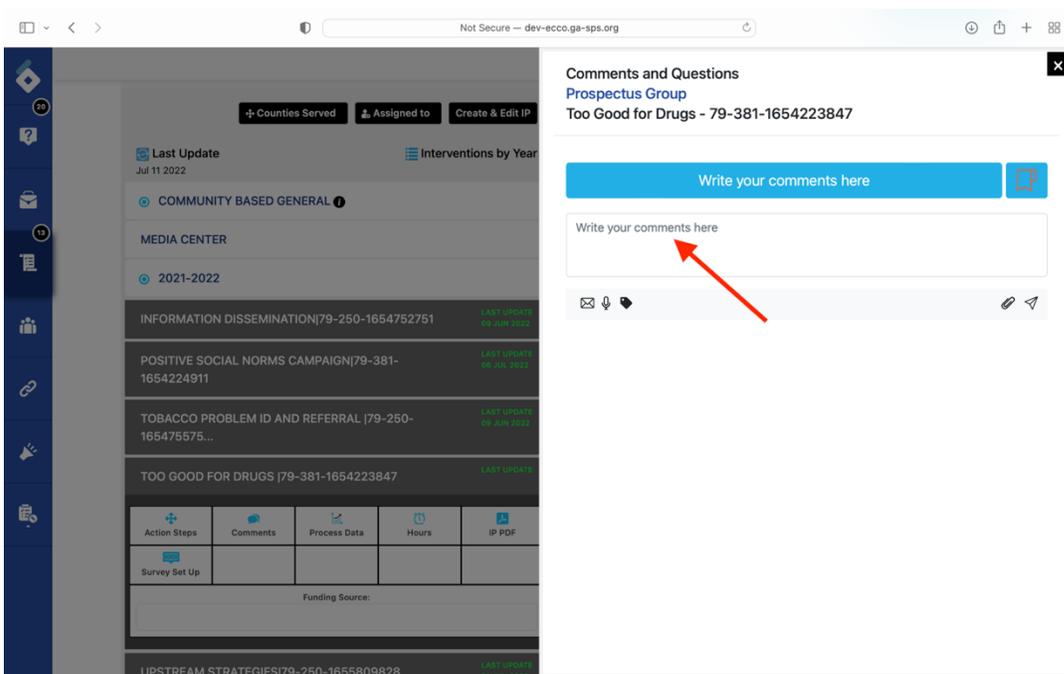
2. To view and make a comment, click on the comment icon.



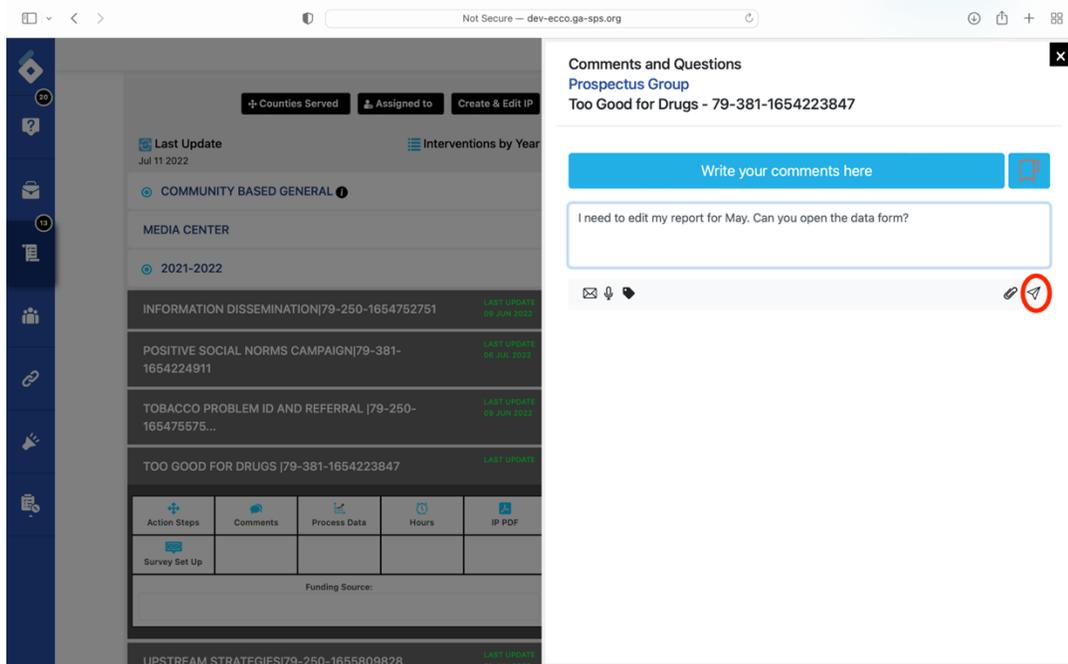
3. Click on the blue bar labeled "Write your comments here" to open a text box.



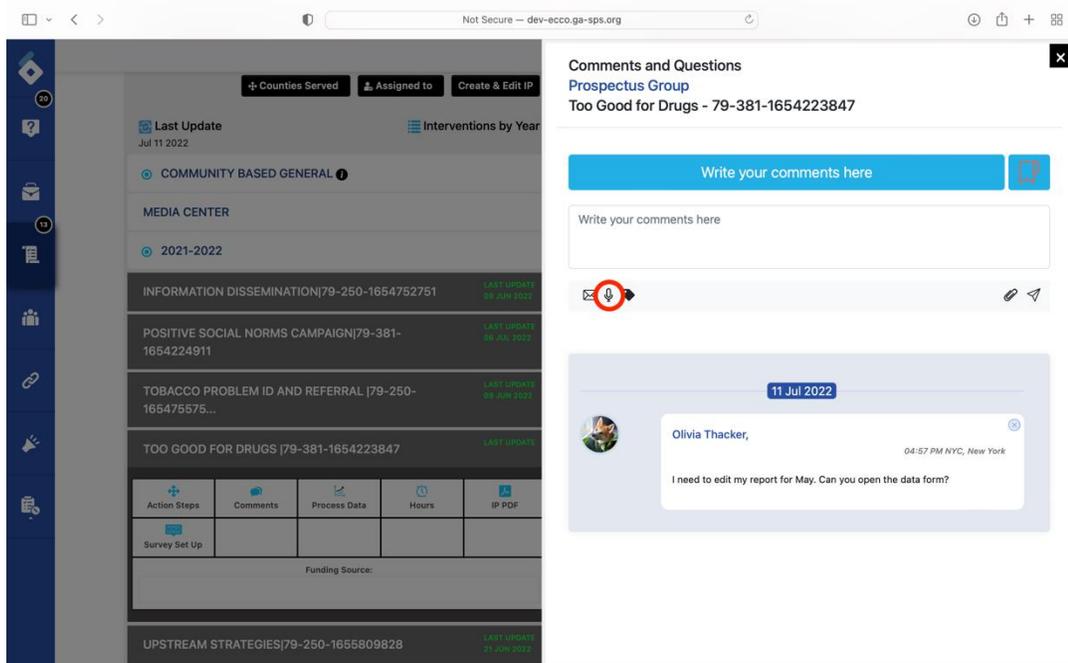
4. Write your response by placing your cursor in the box.



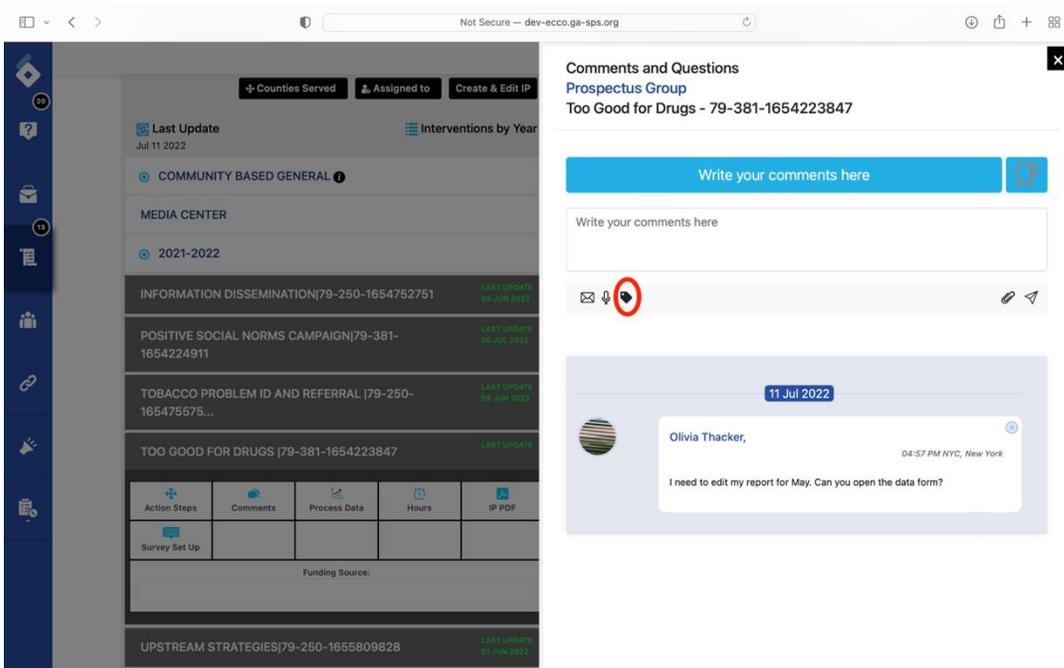
5. Submit your message by clicking the paper plane-shaped send button.



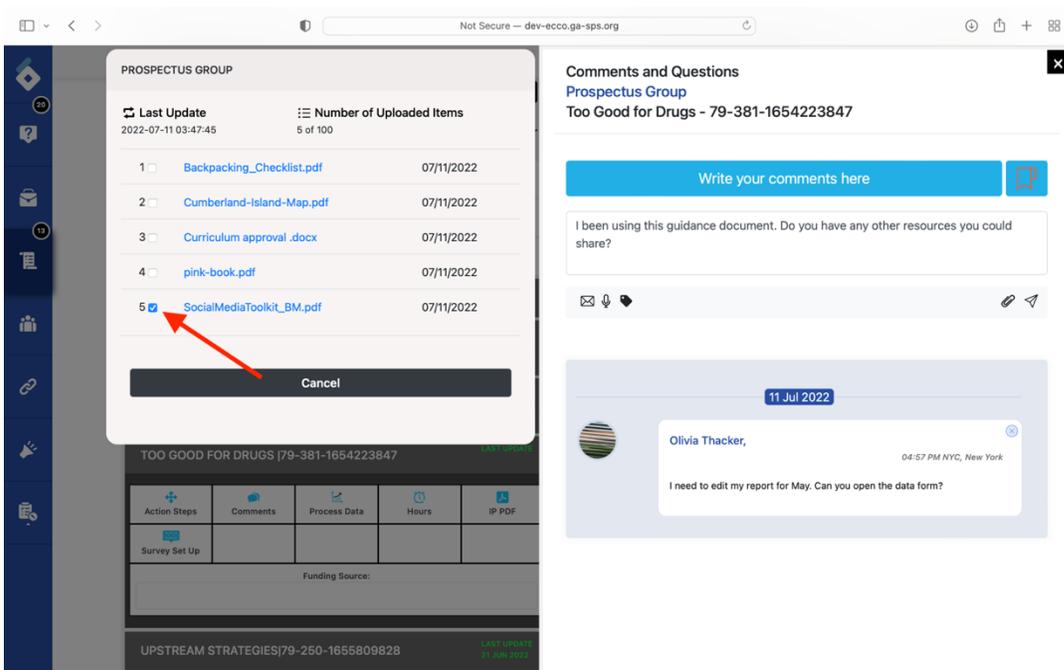
6. In addition to submitting a text comment, you can send voice messages up to one minute long by clicking on the mic icon.



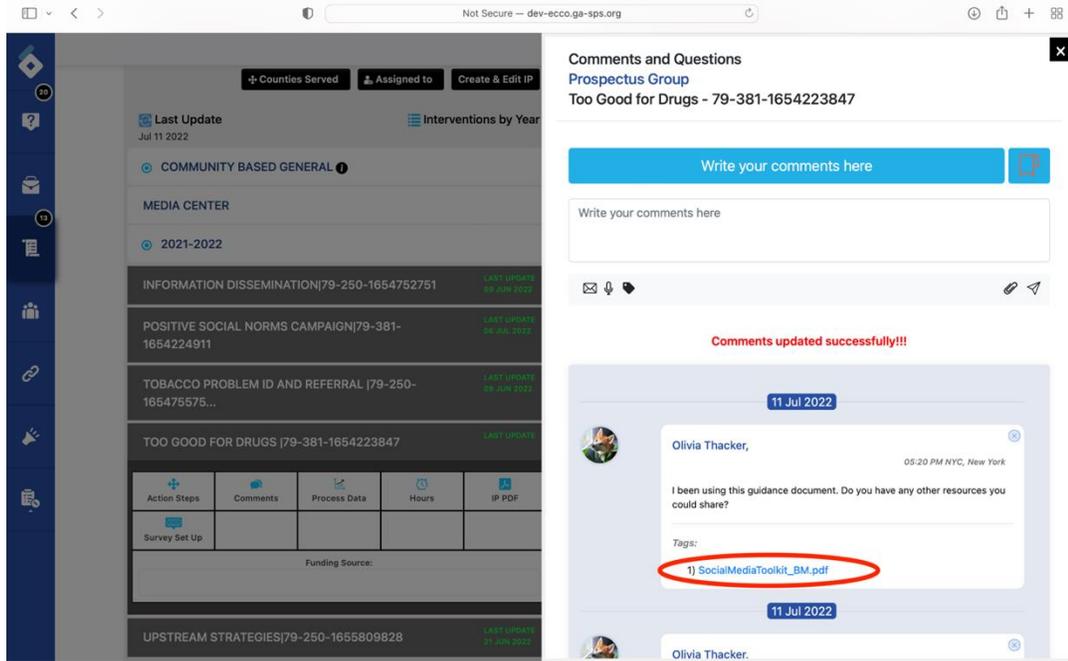
7. You can also select the tag icon to link your comment with a document in the briefcase.



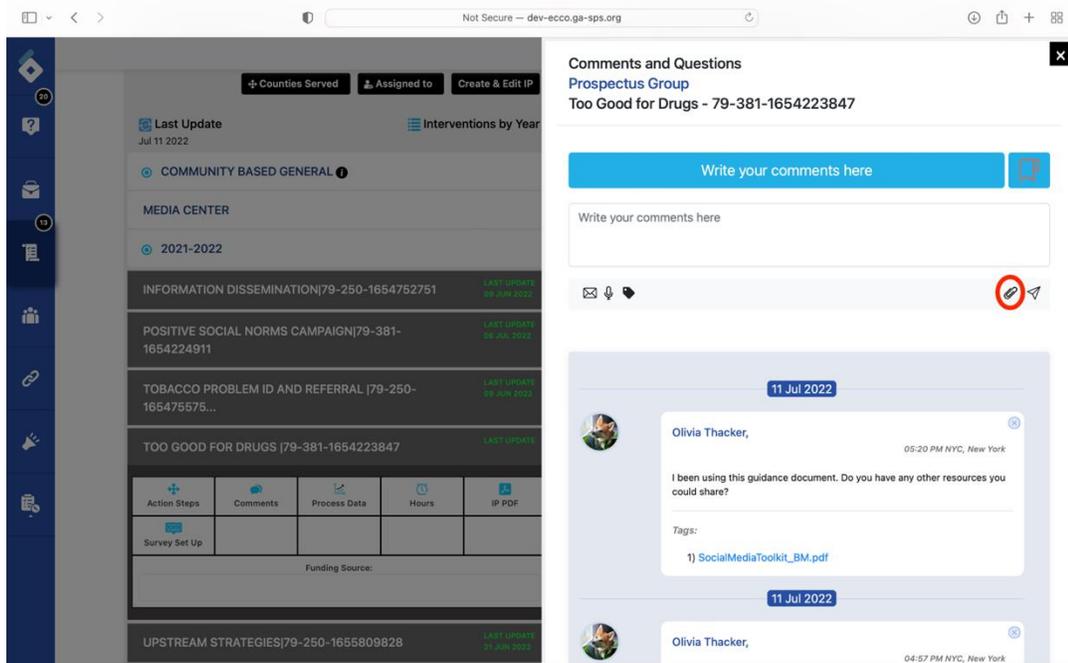
8. Select a file from the briefcase and hit send.



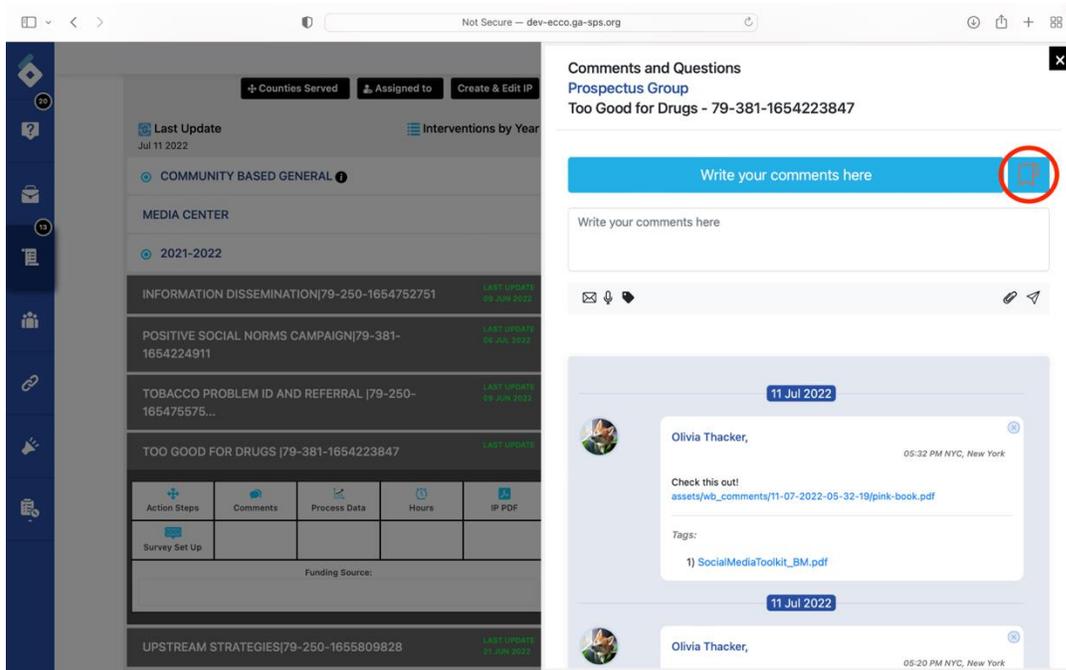
9. The message recipient can then open or download the tagged file by clicking on the hyperlinked text.



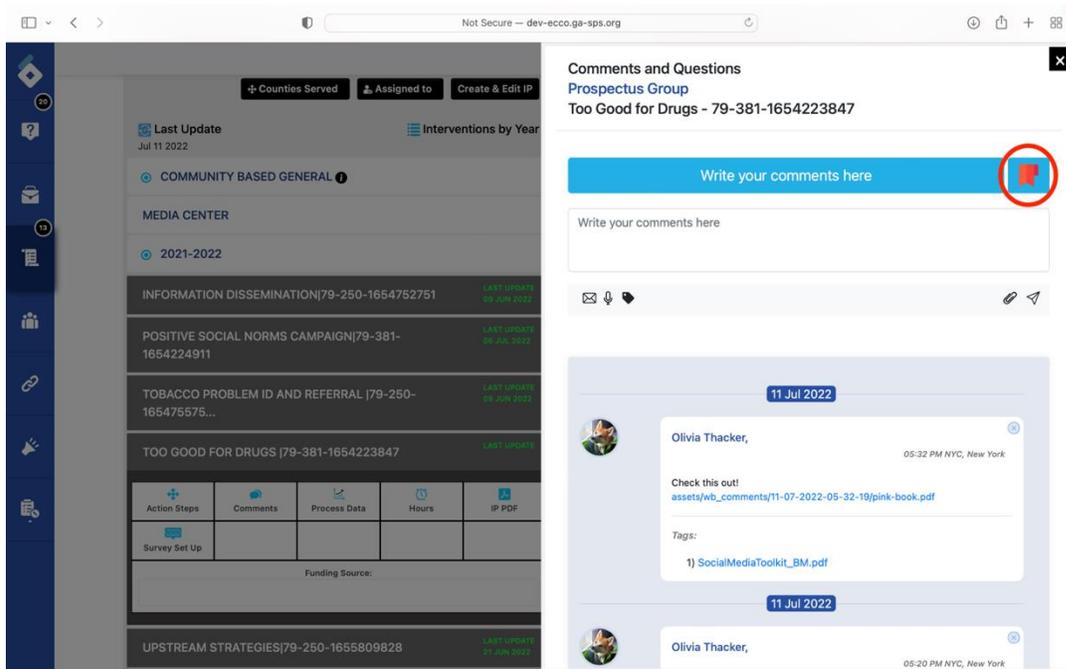
10. Clicking on the paperclip icon will allow you to attach a file from your computer with your comment.



11. If you need to return to a comment at a later time and would like to bookmark the comment thread, click on the bookmark outline.



12. The bookmark icon is now filled in to indicate that the thread has been marked.



13. Orange flags will also appear on the Plan & Report icon, the contract year, and the intervention to lead you back to the comment thread.

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### Home Dashboard

#### USER

5:48 PM, EST 11th Jul 2022

Account Status Active

Role User

Settings

#### HELP DESK

12:53 PM, EST 11th Jul 2022

104 Pending

5 Opened

3 Closed

#### PLAN & REPORT

1:50 PM, EST 11th Jul 2022

10 Submitted

8 Under-Review

15 Approved

4 Returned

#### CROSS AGENCY SORT

SEARCH AGENCY

Clear ON

#### SINGLE AGENCY SELECT

City of Prevention, Prevention Dir

Test Agency

Berkeley Prevention Project

evaltestagency

NC Examples

Prospectus Group

#### BRIEFCASE

3:47 AM, EST 11th Jul 2022

Items 35

#### SURVEYS

Last Activity 31st Dec 1969

#### ANNOUNCEMENTS

7:45 am EST 11.02.2020

08/31/21 02:08AM

Test Message from vivid

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By Region:  IP Status:  By Agency:  Sort IP by:

(79) - PROSPECTUS GROUP - (R-3)

+ Counties Served Assigned to Create & Edit IP

Last Update Jul 11 2022 Interventions by Year

COMMUNITY BASED GENERAL

MEDIA CENTER

EX

2021-2022

(1) - CITY OF PREVENTION, PREVENTION DIR - (R-1)

+ Counties Served Assigned to Create & Edit IP

Last Update May 20 2022 Interventions by Year

COMMUNITY BASED GENERAL

MEDIA CENTER

2016-2017

2017-2018

2018-2019

2019-2020

2020-2021

2021-2022

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By Region: Select Region | IP Status: All / Select | By Agency: All / Select | Sort IP by: All

(79) - PROSPECTUS GROUP - (R-3)

Counties Served | Assigned to | Create & Edit IP

Last Update: Jul 11 2022 | Interventions by Year

COMMUNITY BASED GENERAL

MEDIA CENTER

2021-2022

INFORMATION DISSEMINATION|79-250-1654752751 | LAST UPDATE: 09 JUN 2022

POSITIVE SOCIAL NORMS CAMPAIGN|79-381-1654224911 | LAST UPDATE: 06 JUL 2022

TOBACCO PROBLEM ID AND REFERRAL |79-250-165475575... | LAST UPDATE: 09 JUN 2022

TOO GOOD FOR DRUGS |79-381-1654223847 | LAST UPDATE: [Redacted]

UPSTREAM STRATEGIES|79-250-1655809828 | LAST UPDATE: 21 JUN 2022

(1) - CITY OF PREVENTION, PREVENTION DIR - (R-1)

Counties Served | Assigned to | Create & Edit IP

Last Update: May 20 2022 | Interventions by Year

COMMUNITY BASED GENERAL

MEDIA CENTER

2016-2017

2017-2018

2018-2019

2019-2020

2020-2021

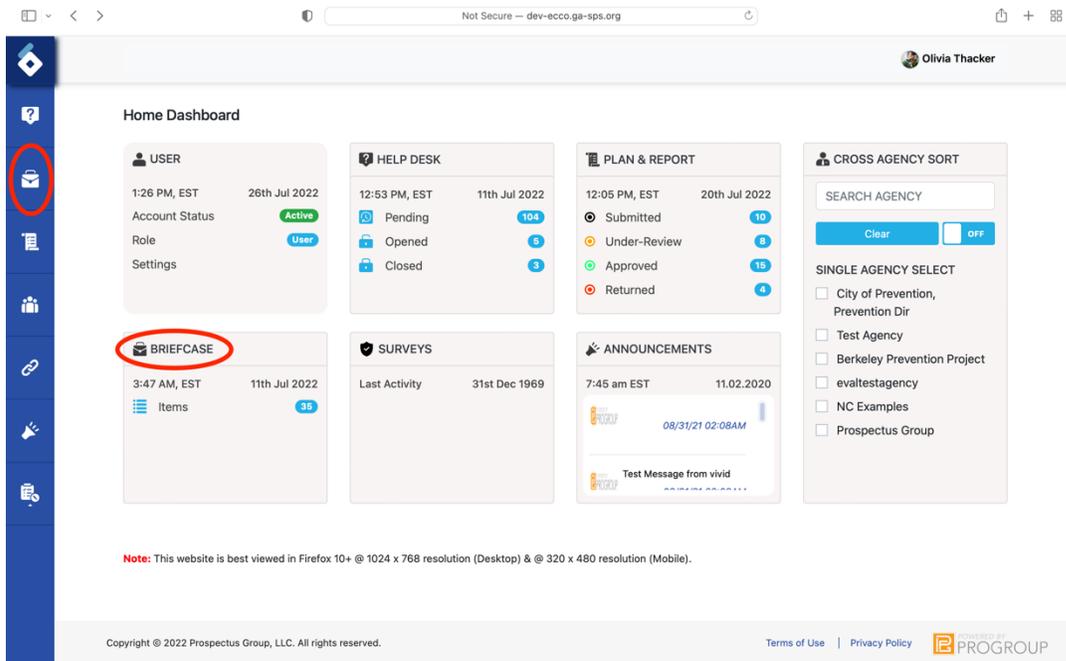
2021-2022



# Uploading files to Briefcase

The Briefcase dashboard is where users will upload files such as needs assessments, strategic plans, logic models, and other vital documents. Users can upload up to 75 files (doc, Xls, and pdf) to the briefcase.

1. From the homepage, navigate to the Briefcase Dashboard by clicking on the node labeled “Briefcase” or click on the briefcase icon on the sidebar to the left.



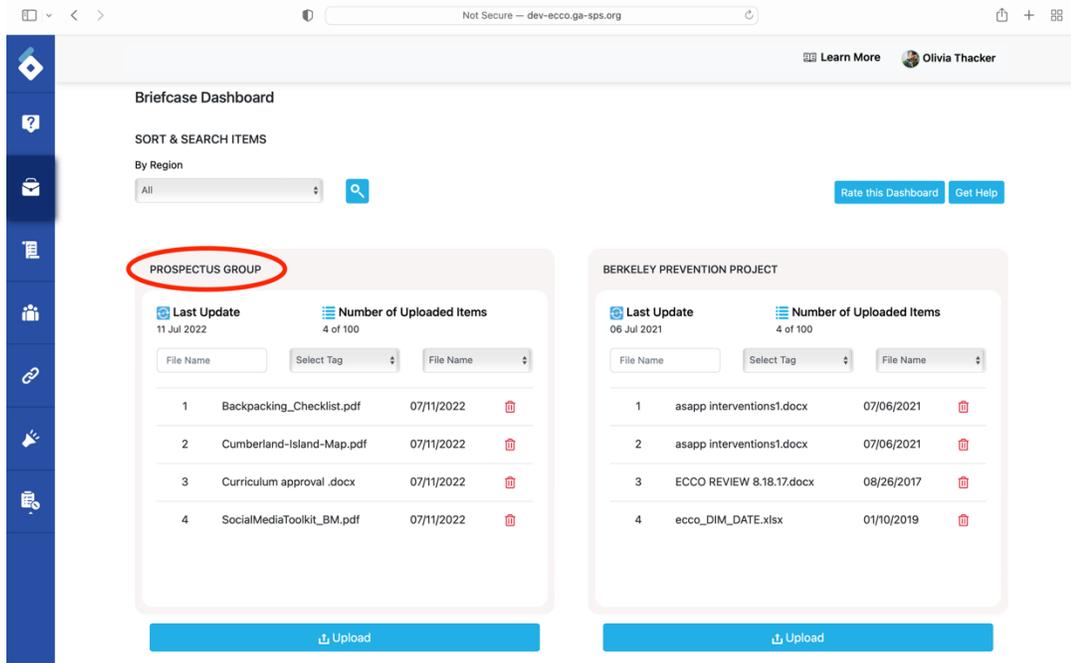
The screenshot shows the Briefcase Dashboard interface. The sidebar on the left contains several icons, with the Briefcase icon (a briefcase) circled in red. The main dashboard area is titled "Home Dashboard" and contains several widgets:

- USER:** 1:26 PM, EST, 26th Jul 2022. Account Status: Active. Role: User. Settings.
- HELP DESK:** 12:53 PM, EST, 11th Jul 2022. Pending: 104. Opened: 5. Closed: 3.
- PLAN & REPORT:** 12:05 PM, EST, 20th Jul 2022. Submitted: 10. Under-Review: 8. Approved: 15. Returned: 4.
- CROSS AGENCY SORT:** SEARCH AGENCY. Clear. OFF.
- SINGLE AGENCY SELECT:**
  - City of Prevention, Prevention Dir
  - Test Agency
  - Berkeley Prevention Project
  - evaltestagency
  - NC Examples
  - Prospectus Group
- BRIEFCASE:** 3:47 AM, EST, 11th Jul 2022. Items: 35.
- SURVEYS:** Last Activity: 31st Dec 1969.
- ANNOUNCEMENTS:** 7:45 am EST, 11.02.2020. Test Message from vivid.

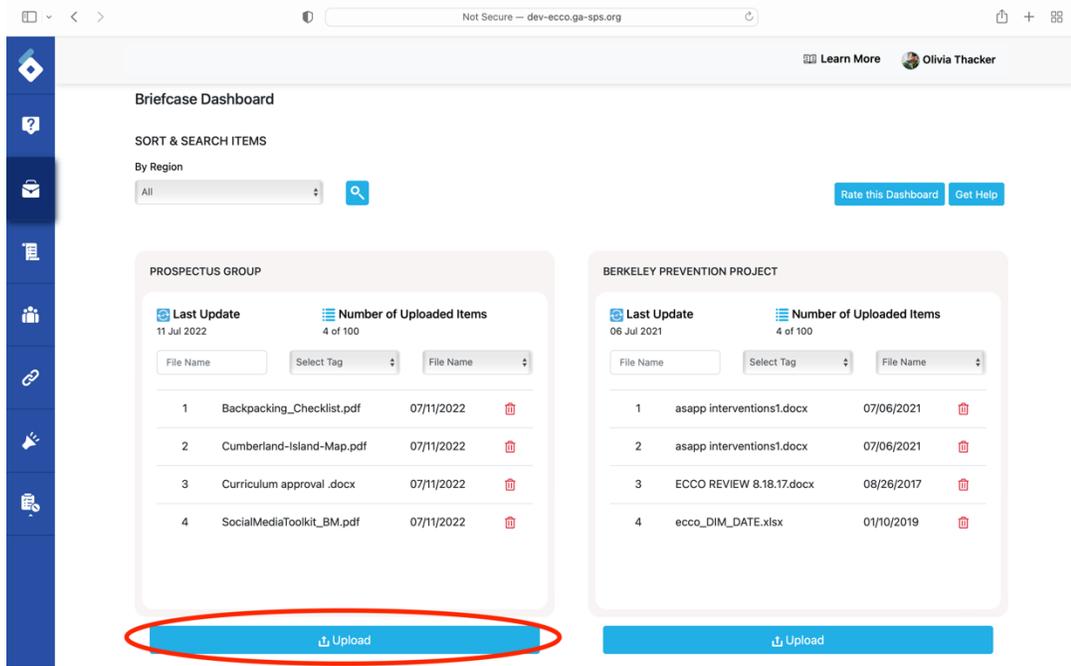
Note: This website is best viewed in Firefox 10+ @ 1024 x 768 resolution (Desktop) & @ 320 x 480 resolution (Mobile).

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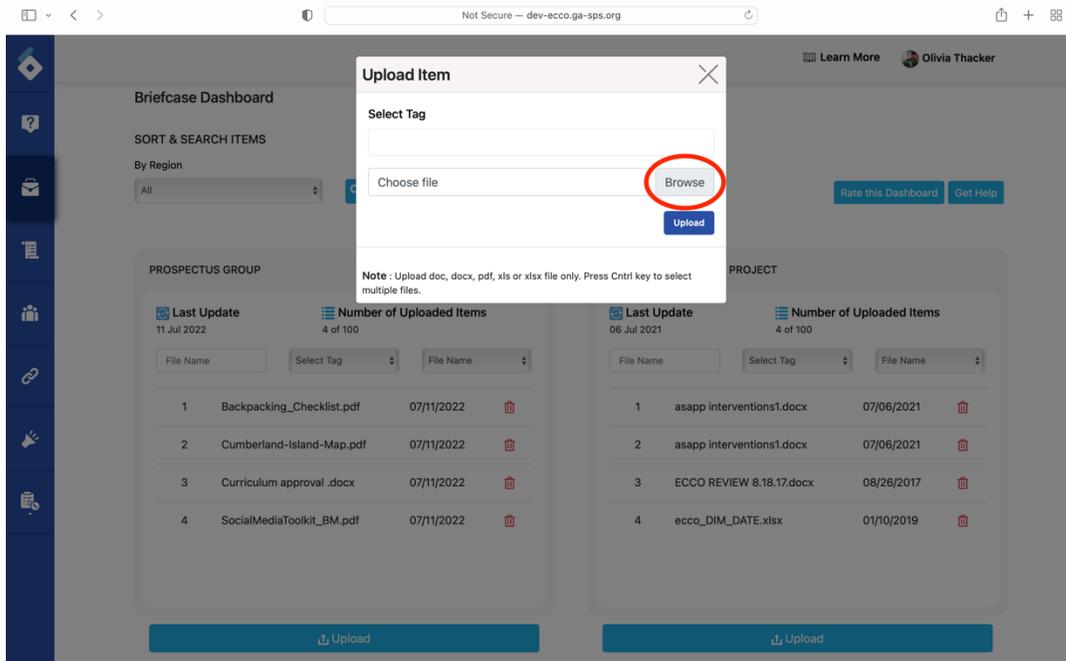
2. Once on the Briefcase Dashboard, find the agency node you want to upload files to. If you are only associated with one agency/funding source, you will only see one node.



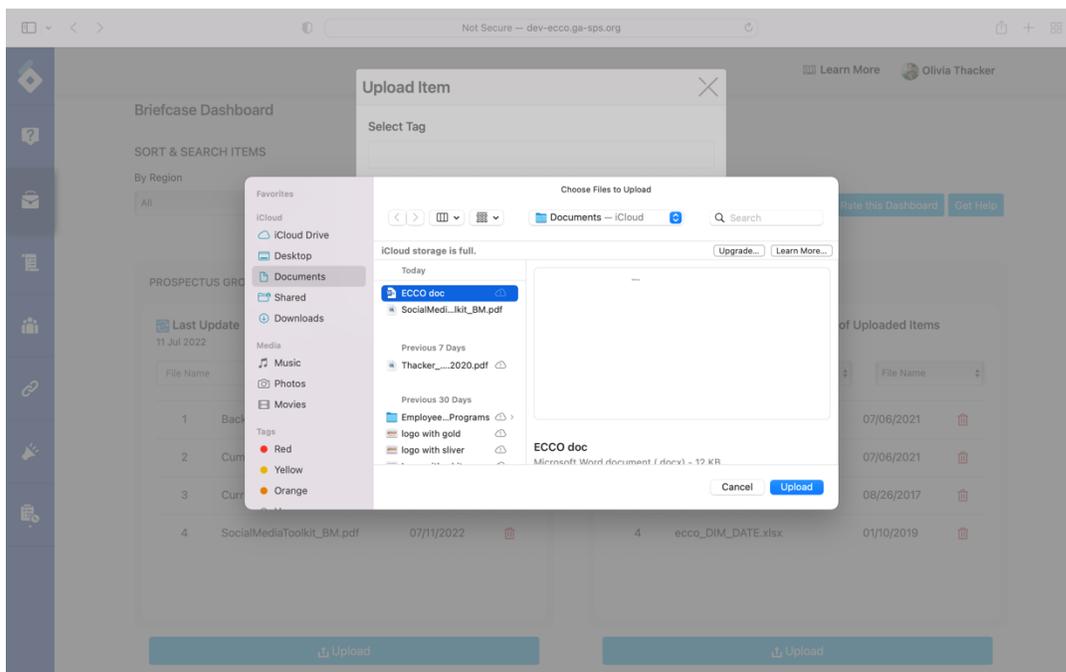
3. Click on the blue rectangle box labeled "Upload," located at the bottom of the node.



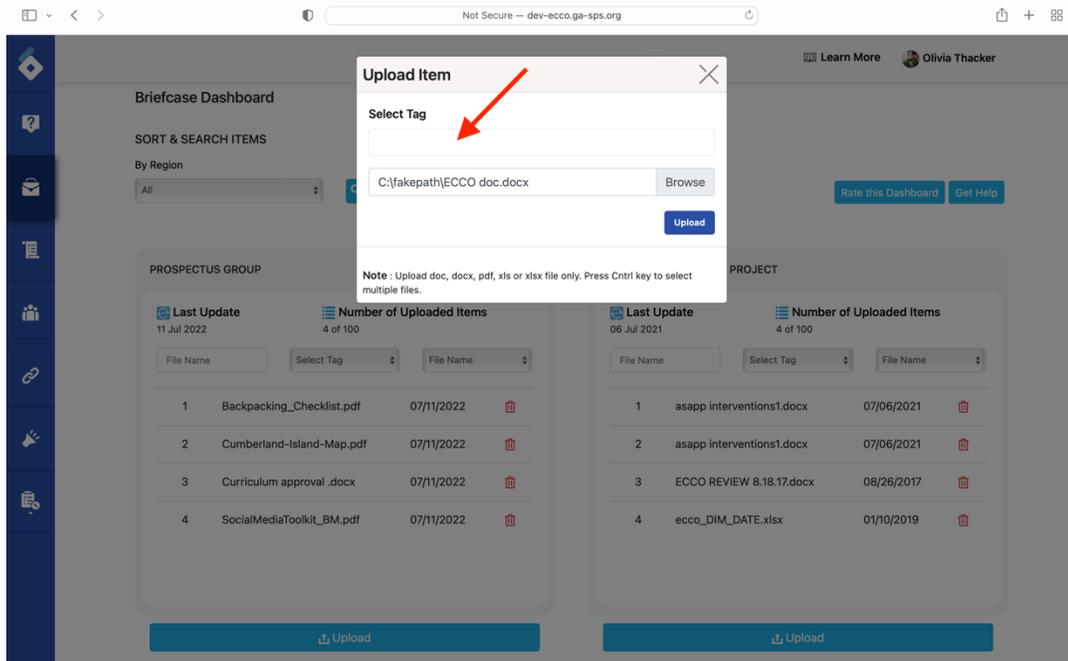
4. Choose a file by clicking on the "Browse" button.



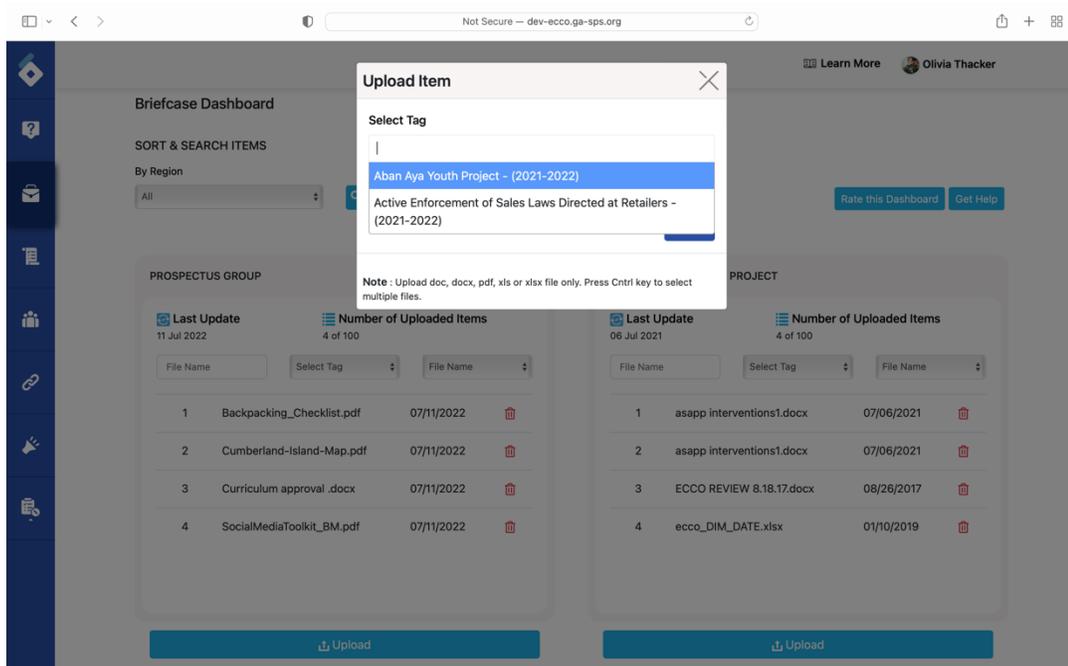
5. A list of your computer files will appear. Select a file.



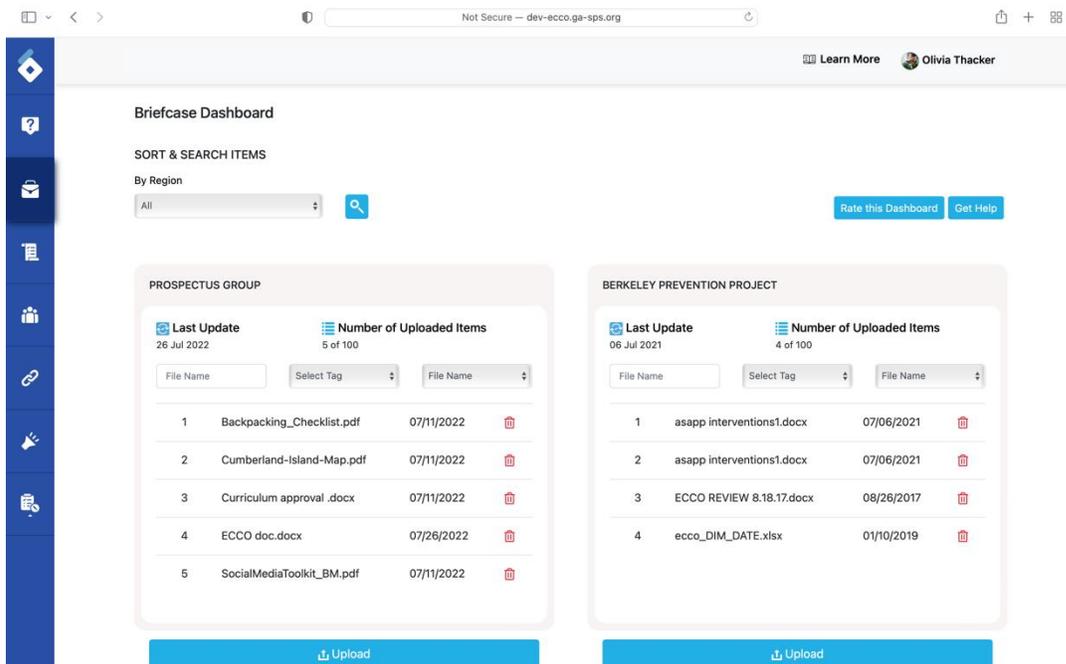
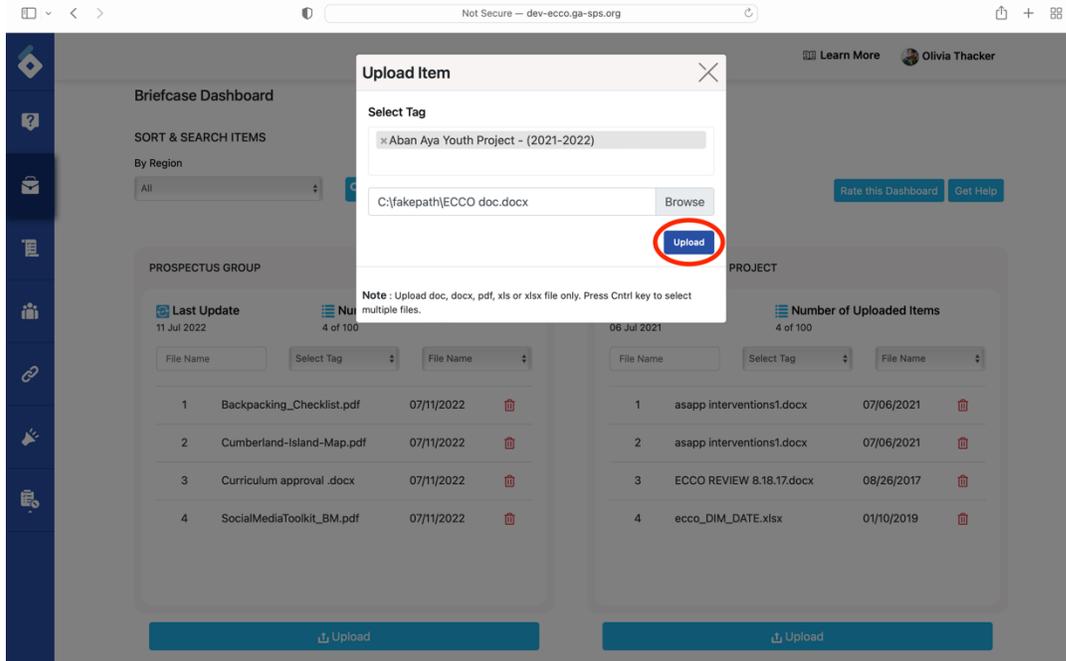
6. Once you have selected a file, you can choose to tag the file by the intervention model you are implementing. Click on the "Select Tag" box to tag one or more intervention model names to your file. The tag feature will allow you to search and sort files by the intervention model.



7. Select one or more files from the list. Pay close attention to the intervention name and contract year.



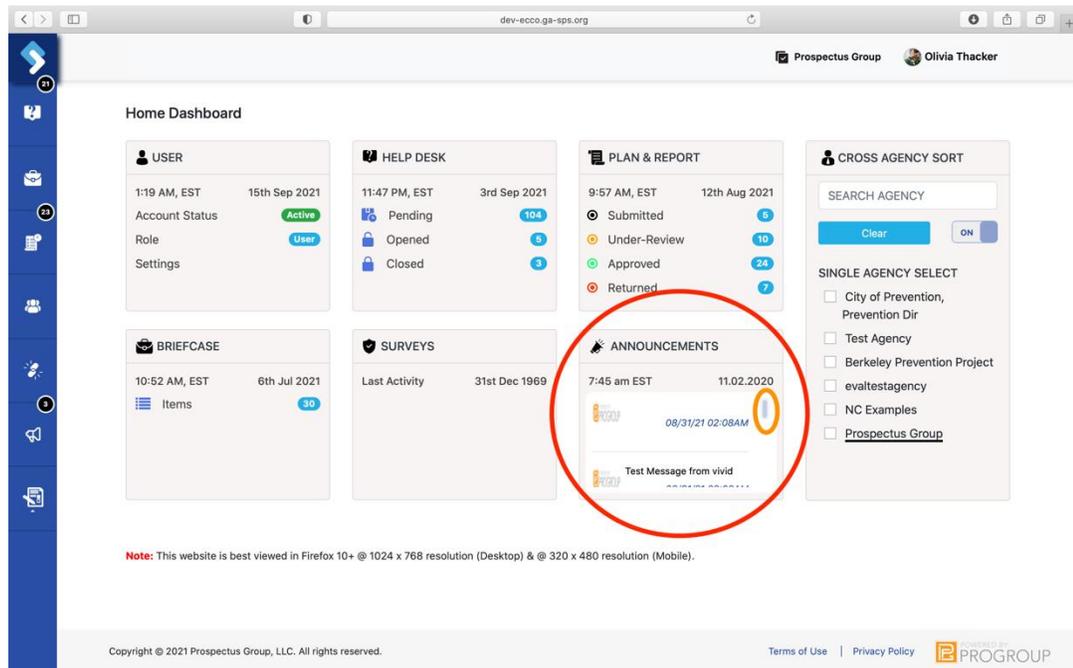
8. Once you have selected the interventions you want to tag, click the "Upload" button to upload the file.



# Where to Find Announcements

Users can view recent announcements from the homepage. Here you can find news on recent ECCO updates, reminders about upcoming trainings and webinars, and data entry reminders.

1. From the homepage, you can use the scroll bar on the Announcements node to scroll through current and previous announcements.



2. If you need a larger view of the text, click on the Announcements node.
3. Once on the Announcements Dashboard, use the scroll bar on the right to view previous announcements.

The screenshot shows a web browser window with the URL "Not Secure - dev-ecco.ga-sps.org". The user is logged in as "Prospectus Group" and "Olivia Thacker". The page title is "Home Dashboard" and the active section is "Announcements". Below the title, there is a sub-header "Announcements (Sort and Select Recipients)". The main content area displays a list of four announcements, each with a circular profile picture of "thilaga" and a timestamp. The announcements are: "Test message" (02:12 am), "Test Message from vivid" (02:08 am), "Test Message from vivid" (02:08 am), and "thilaga" (02:08 am). A vertical scrollbar is visible on the right side of the list, and a red circle highlights the bottom portion of this scrollbar.

Sender	Message	Time
thilaga	Test message	02:12 am
thilaga	Test Message from vivid	02:08 am
thilaga	Test Message from vivid	02:08 am
thilaga	thilaga	02:08 am

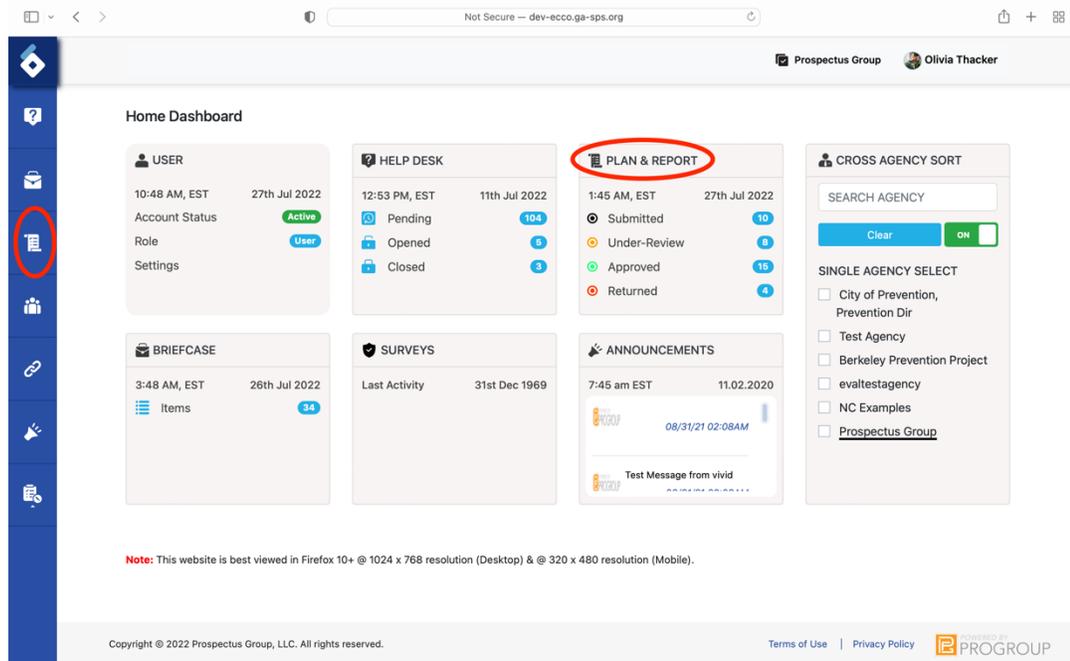
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# Implementation Plans (IP)

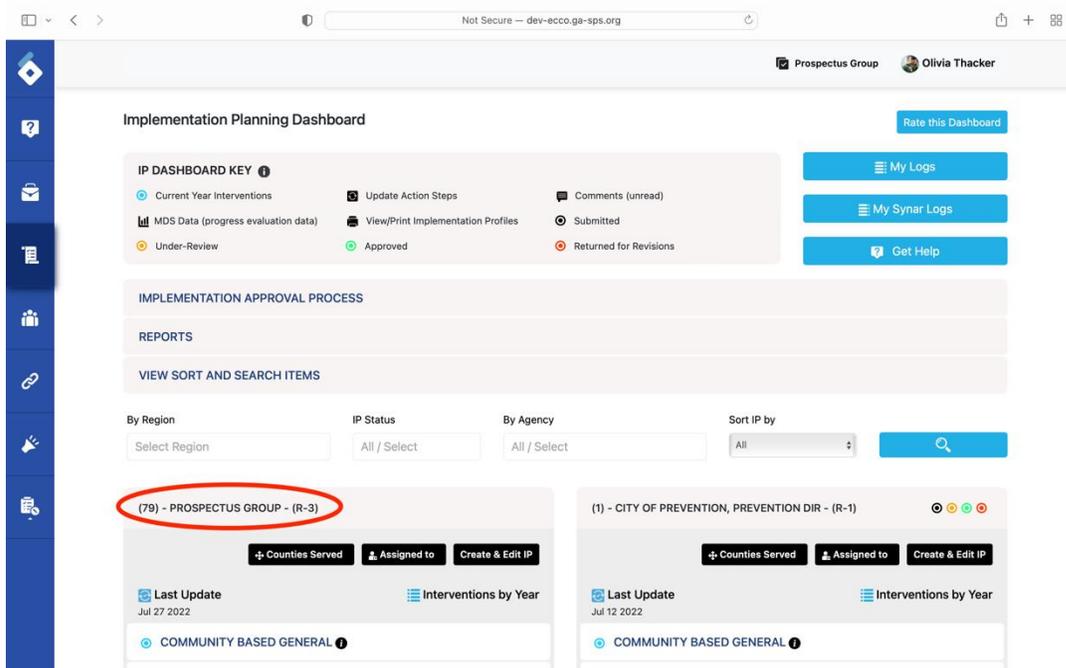
## Create/Edit Implementation Plan and Submit

Each contract year, users will need to develop and submit an Implementation Plan (IP) in ECCO for each of their interventions.

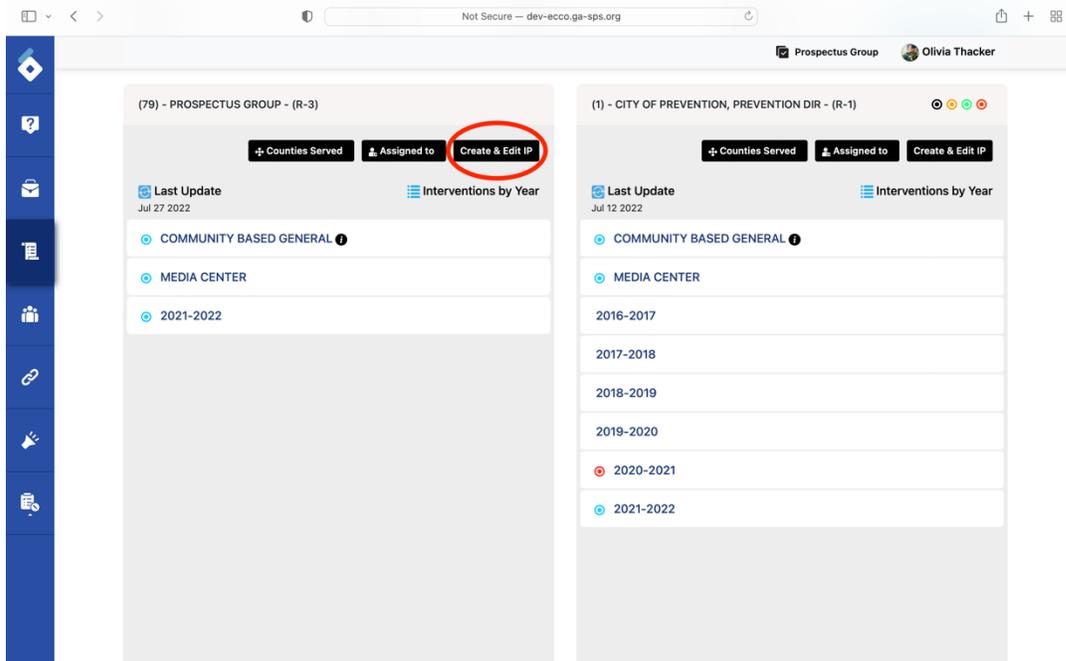
1. From the homepage, click on the Plan & Report node, or click on the IP icon on the left sidebar to navigate the IP Dashboard.



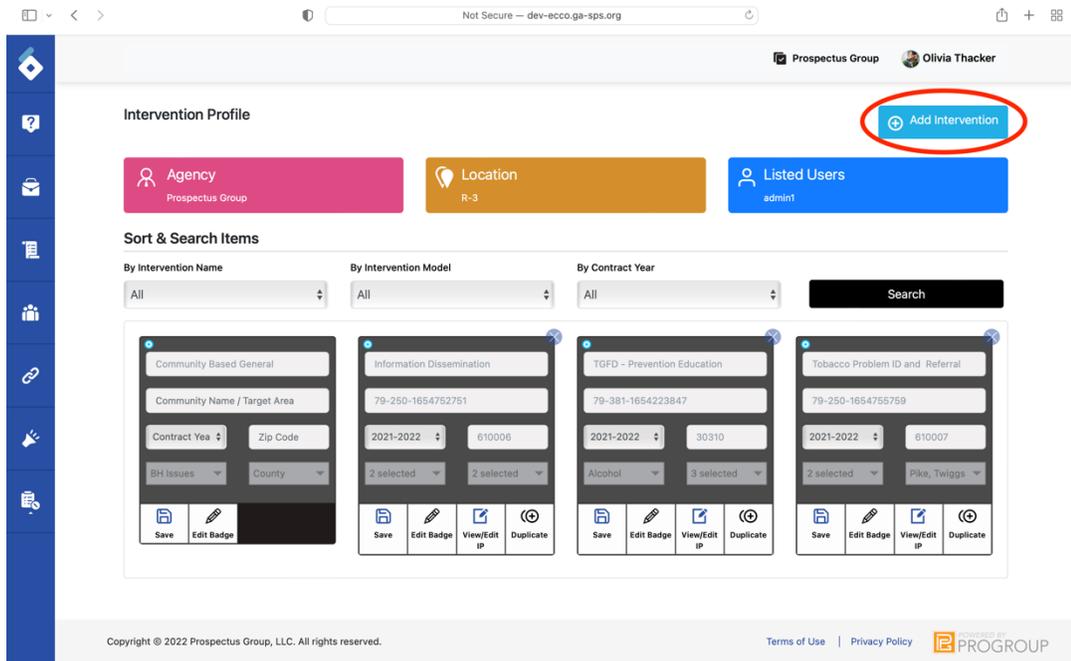
2. Once on the IP Dashboard, find the agency node you want to develop an IP for. You will only see one node if you are only associated with one agency and funding source.



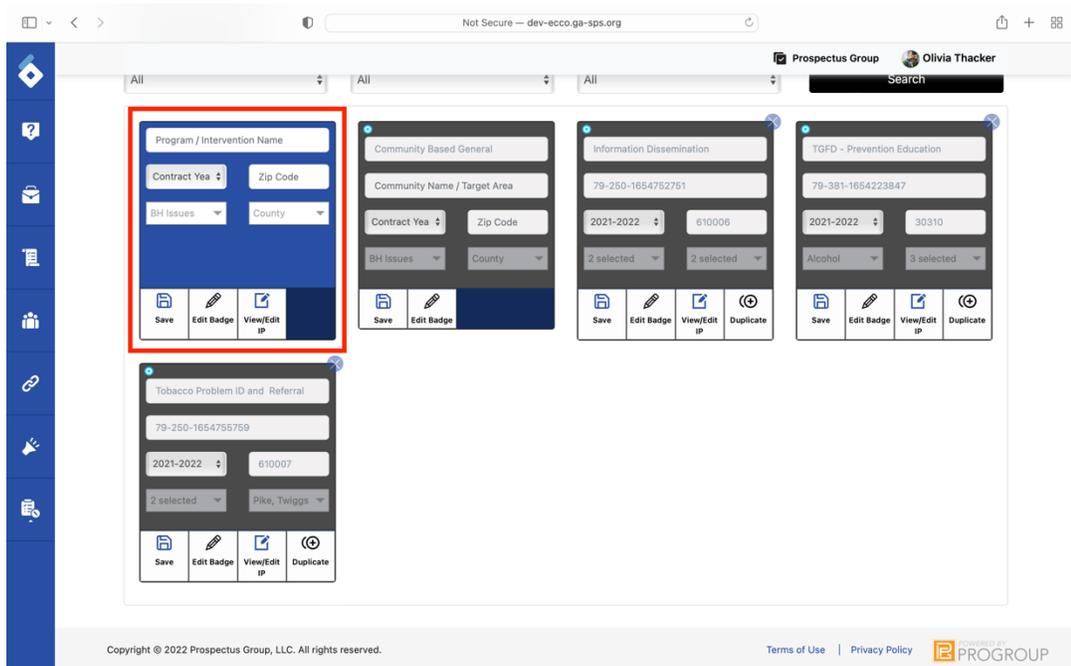
3. Click on the black box labeled “Create & Edit IP.” This will take you to the Intervention Profile page.



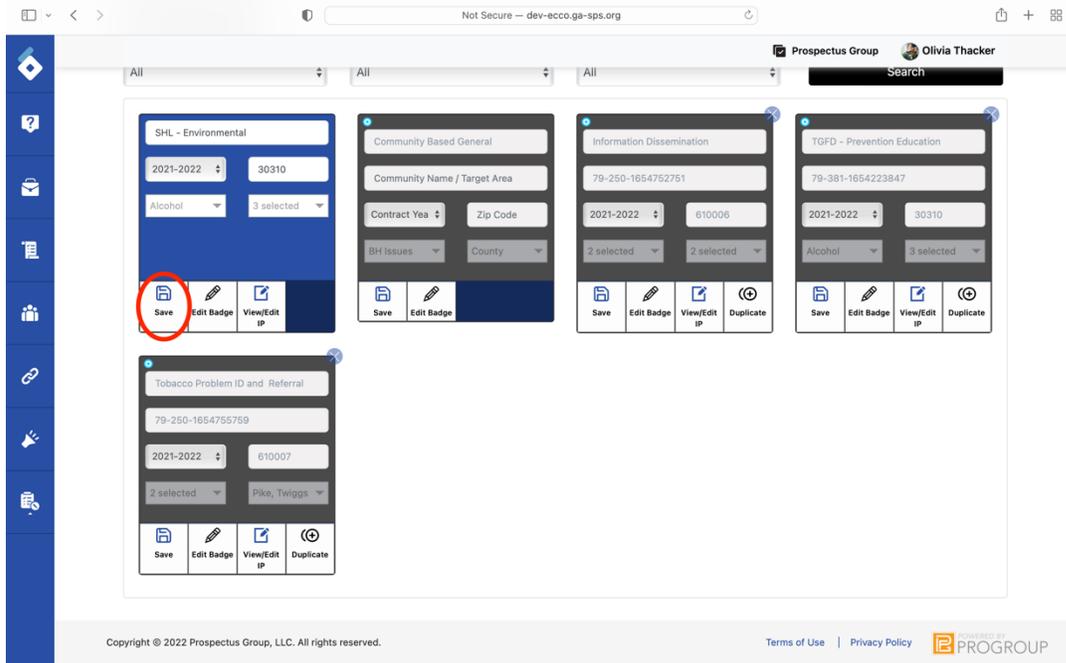
4. To add a new IP, click on the blue box labeled “Add Intervention.”



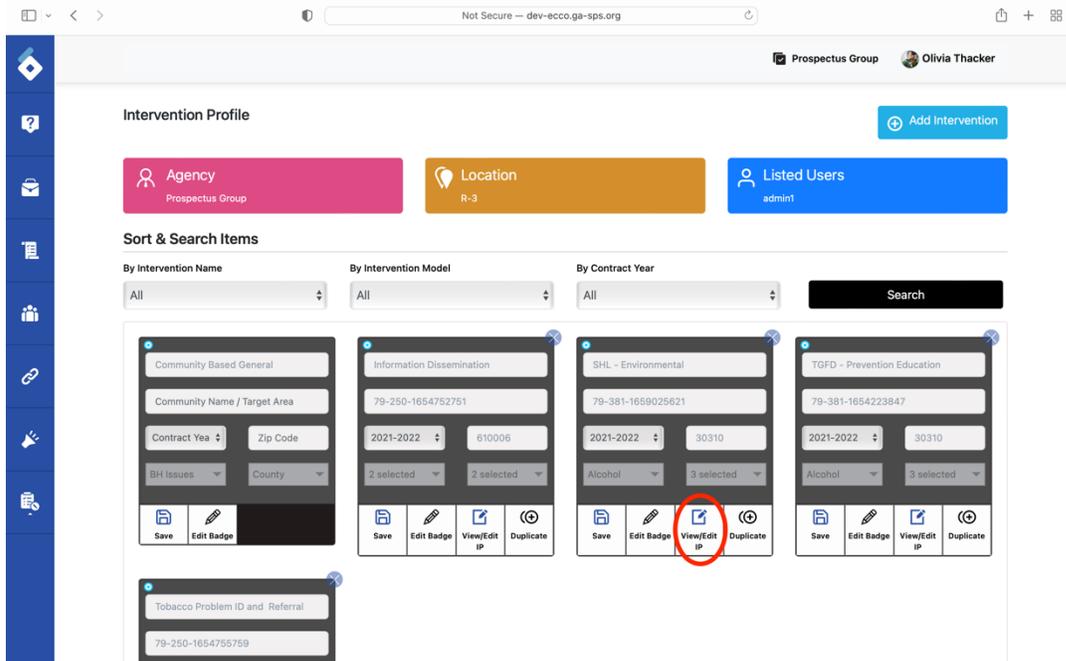
5. A new node will appear to the left of the page highlighted in blue. Fill out each field on the node.



6. Once all fields on the node have been entered, click Save. This will trigger a form to open up below.



- If you are returning to an IP (that has not been submitted or has been returned) to make changes, you will click on “View/Edit IP.” This will open the form below.



- After saving the new node or clicking on the view/edit button, you will find Part A of the form open. To the left, you will find six boxes labeled Part A, B, C, D, Save, and Submit.

2021-2022 - SHL - Environmental

**Provide Starting Information**

Note: Click the "EDIT" button to make changes after saving

**Part A**  
Starting Information

**Part B**  
Classify Intervention

**Part C**  
Intervention Scope

**Part D**  
Action Steps

Fillers Name      Email      Phone

Did PC fill out this form?      Add Communities

Contract Communities / ZIP

Community Nar	Zip
XYZ Communit	30310

Community Readiness Assessment Date & Score

Date	Score
06/27/2022	7.Stabilization

Select Program      State Level Manager      Email      Phone

Submit

- If you are returning to an IP to make changes, the “save” button will be an “edit” button. You will need to click the edit button before you can make any changes to the form.

2021-2022 - SHL - Environmental

**Provide Starting Information**

Note: Click the "EDIT" button to make changes after saving

**Part A**  
Starting Information

**Part B**  
Classify Intervention

**Part C**  
Intervention Scope

**Part D**  
Action Steps

Fillers Name      Email      Phone

Olivia Thacker      olivia30310@gmail.com      678-555-5555

Did PC fill out this form?      Add Communities

Contract Communities / ZIP

Community Nar	Zip
XYZ Communit	30310

Community Readiness Assessment Date & Score

Date	Score
06/27/2022	7.Stabilization

Select Program      State Level Manager      Email      Phone

ASAPP Sustainability      Claire Smith      CS@agency.com      404-555-5555

Edit Part A

Submit

- In Part A, you will enter the filler's name and contact information. You will also provide your community readiness score(s) and select your funding source. You can add additional community readiness scores by clicking on the blue button labeled “Add Communities” to the right.

2021-2022 - SHL - Environmental

**Part A**  
Starting Information

**Provide Starting Information**  
Note: Click the "EDIT" button to make changes after saving

**Part B**  
Classify Intervention

**Part C**  
Intervention Scope

**Part D**  
Action Steps

Save Part A

Submit

Filers Name: Olivia Thacker | Email: olivia30310@gmail.com | Phone: 678-555-5555

Did PC fill out this form?

Contract Communities / ZIP

**Add Communities**

Community	ZIP
XYZ Community	30310

Community Readiness Assessment Date & Score

Date	Score
06/27/2022	7.Stabilization

Select Program: ASAPP Sustainability | State Level Manager: Claire Smith | Email: CS@agency.com | Phone: 404-555-5555

11. Click save before leaving the section.

2021-2022 - SHL - Environmental

**Part A**  
Starting Information

**Provide Starting Information**  
Note: Click the "EDIT" button to make changes after saving

**Part B**  
Classify Intervention

**Part C**  
Intervention Scope

**Part D**  
Action Steps

**Save Part A**

Submit

Filers Name: Olivia Thacker | Email: olivia30310@gmail.com | Phone: 678-555-5555

Did PC fill out this form?

Contract Communities / ZIP

**Add Communities**

Community	ZIP
XYZ Community	30310
ABC Community	30035
DEF Community	30003

Community	Date	Score
XYZ Community	06/27/2022	7.Stabilization
ABC Community	06/28/2022	7.Stabilization
DEF Community	06/29/2022	8.Confirmation

Select Program: ASAPP Sustainability | State Level Manager: Claire Smith | Email: CS@agency.com | Phone: 404-555-5555

**Part A Auto Hold Successful**

12. In Part B, you will identify the problem to be addressed with this intervention and the intervention type (strategy type). **Your answer to question four will determine the rest of the questions in this form, as well as the questions found in the process level evaluation (also known as MSD data) form.**

13. Part C addresses the scope of your intervention. You will find questions regarding your target population, your anticipated reach, and dosage (how much of the intervention participants will receive). Question two in Part C will ask if the intervention model you are using is evidence-based. Question three will then ask you to upload supporting documentation. **Any model used must be approved by your state funder.**

14. You will use Part D to develop your Work Bundles. These are the preparations and processes for implementing the intervention. The total of all action steps within a work bundle should equal a completed work bundle. The total of all work bundles should equal a completed intervention (plus the preparation before implementation). To add

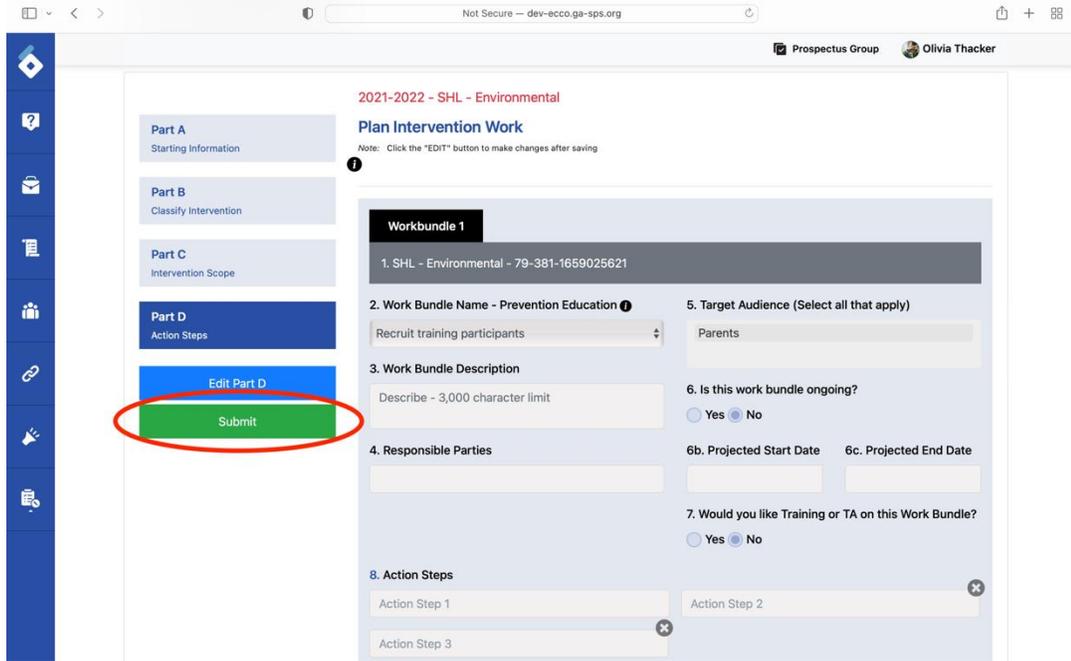
additional action steps to a work bundle, click on the blue box labeled “Add Action Steps.”

The screenshot shows a web browser window with the URL 'Not Secure - dev-ecco.ga-sps.org'. The user is logged in as 'Prospectus Group' and 'Olivia Thacker'. The page title is '2021-2022 - SHL - Environmental' and the main heading is 'Plan Intervention Work'. A note says 'Click the "EDIT" button to make changes after saving'. The form is divided into four parts: Part A (Starting Information), Part B (Classify Intervention), Part C (Intervention Scope), and Part D (Action Steps). The 'Add Action Steps' button in Part D is circled in red.

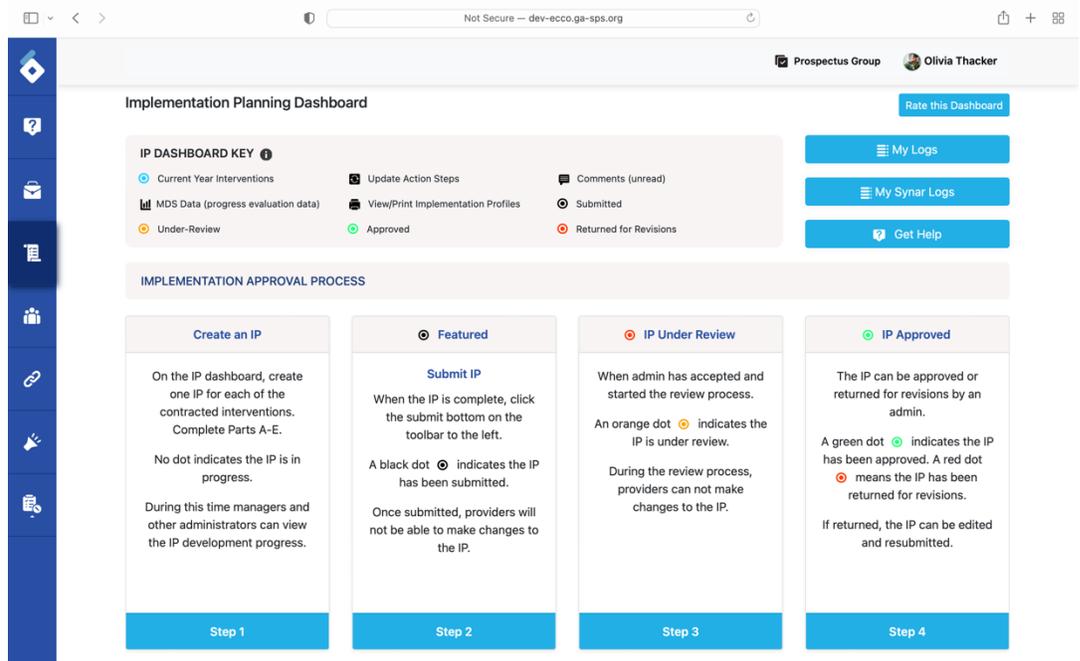
15. To add additional work bundles, click on the blue box labeled “Add New Bundle.”

The screenshot shows the same web browser window as above, but now the 'Add New Bundle' button at the bottom of the form is circled in red. The form shows 'Workbundle 1' with the following details: 1. SHL - Environmental - 79-381-1659025621; 2. Work Bundle Name - Prevention Education; 3. Work Bundle Description - Describe - 3,000 character limit; 4. Responsible Parties; 5. Target Audience (Select all that apply); 6. Is this work bundle ongoing? (Yes/No); 7. Would you like Training or TA on this Work Bundle? (Yes/No); 8. Action Steps (two input fields with 'x' delete buttons). The 'Add New Bundle' button is located at the bottom center of the form.

16. Once you have completed all parts of the IP form, you will submit your IP for approval by clicking on the submit button. Once you hit submit, you will **no longer be able to edit the form.**



17. Details on the IP approval process can be found on the IP dashboard (the previous page) under Implementation Approval Process near the top of the page.
- A black dot will appear on your IP once it has been submitted. At this point, you are unable to make further edits.
  - An orange dot will appear once your IP is under review by your RPS or programmatic manager.
  - After your IP is approved, you will see a green dot.
  - If your IP is returned for revision, you will see a red dot on your IP. At this point, you will be able to edit your IP. Resubmit your IP once corrections are finished.



## Update Implementation Progress (Action Steps)

Once your IP has been submitted and approved, you will need to update your implementation progress regularly. You will check off each work bundle and action step you outlined in Part D of your IP as you complete them.

1. From the homepage, click on the Plan & Report node or the IP icon on the left sidebar to navigate to the IP Dashboard.

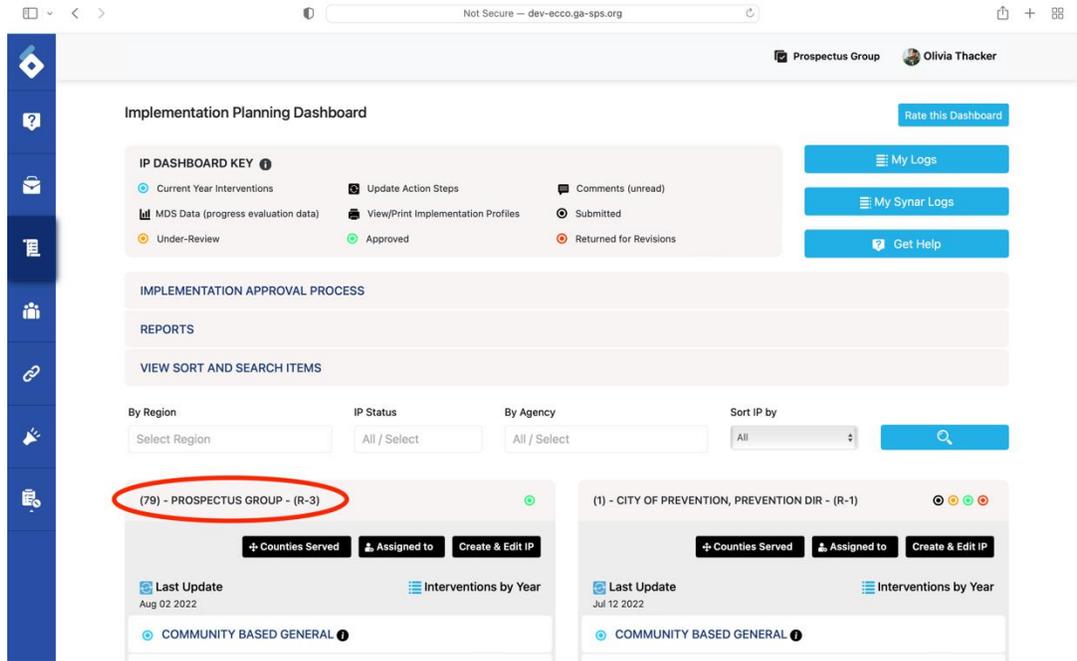
The screenshot shows the Home Dashboard for Prospectus Group. The top navigation bar includes the Prospectus Group logo and the user name Olivia Thacker. The dashboard is divided into several sections:

- USER:** 1:52 PM, EST, 2nd Aug 2022. Account Status: Active. Role: User. Settings.
- HELP DESK:** 12:53 PM, EST, 11th Jul 2022. Pending: 104. Opened: 6. Closed: 3.
- PLAN & REPORT:** 5:45 PM, EST, 2nd Aug 2022. Submitted: 10. Under-Review: 4. Approved: 22. Returned: 4.
- CROSS AGENCY SORT:** SEARCH AGENCY, Clear, ON. SINGLE AGENCY SELECT: City of Prevention, Prevention Dir, Test Agency, Berkeley Prevention Project, evaltestagency, NC Examples, Prospectus Group.
- BRIEFCASE:** 3:48 AM, EST, 26th Jul 2022. Items: 34.
- SURVEYS:** Last Activity: 31st Dec 1969.
- ANNOUNCEMENTS:** 7:45 am EST, 11.02.2020. 08/31/21 02:08AM. Test Message from vivid.

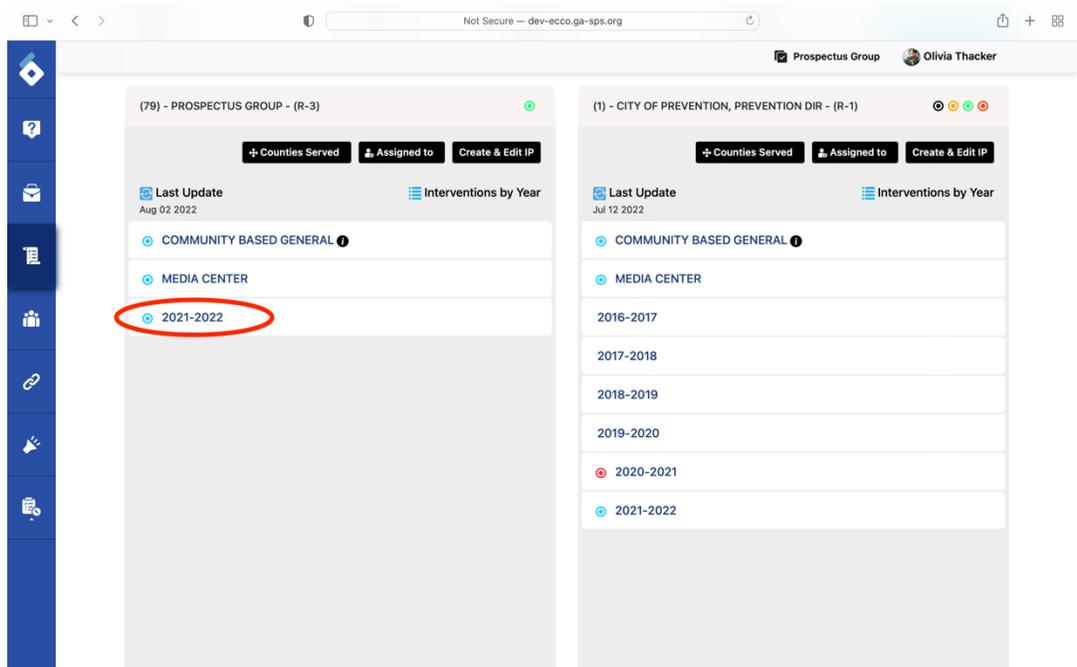
Note: This website is best viewed in Firefox 10+ @ 1024 x 768 resolution (Desktop) & @ 320 x 480 resolution (Mobile).

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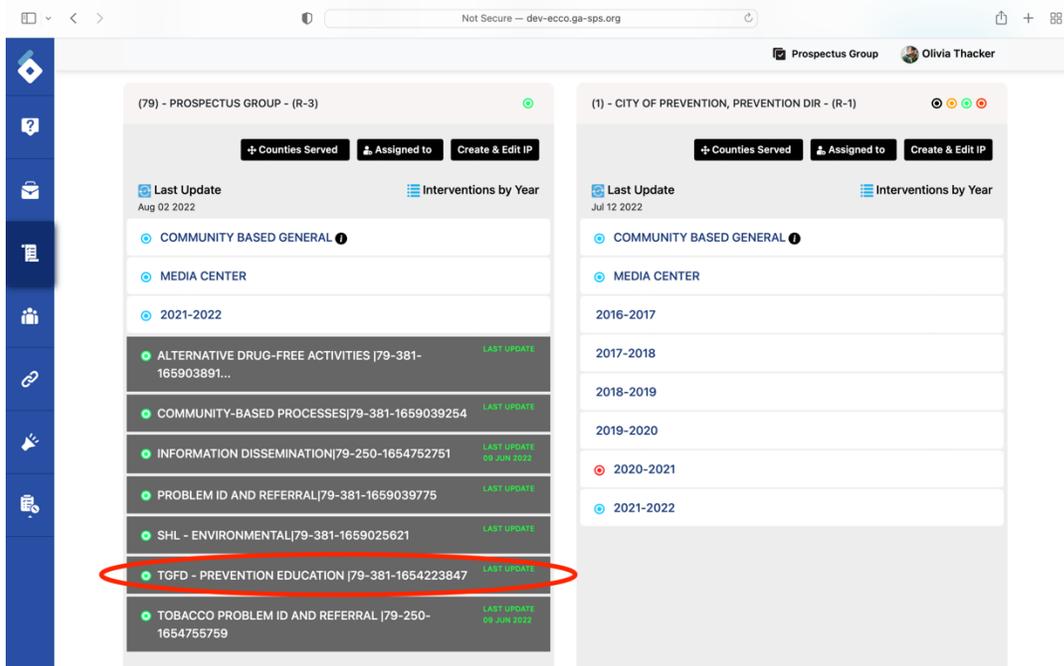
2. Once on the IP Dashboard, find the agency node you want to update an IP for. You will only see one node if you are only associated with one agency and funding source.



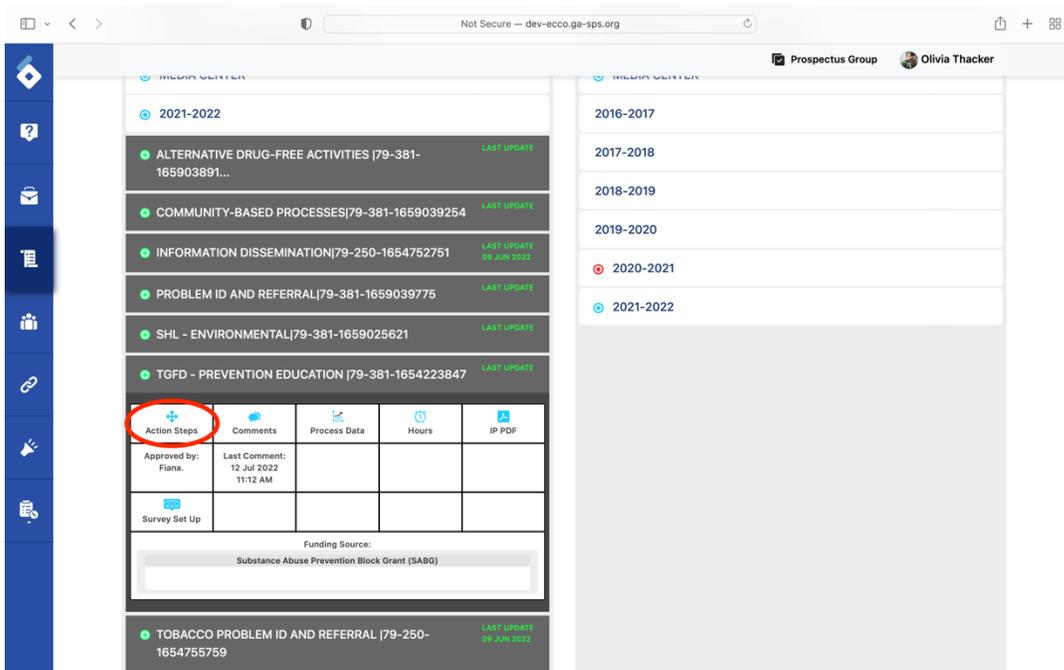
3. Click on the current contract year or the year you want to enter data for.



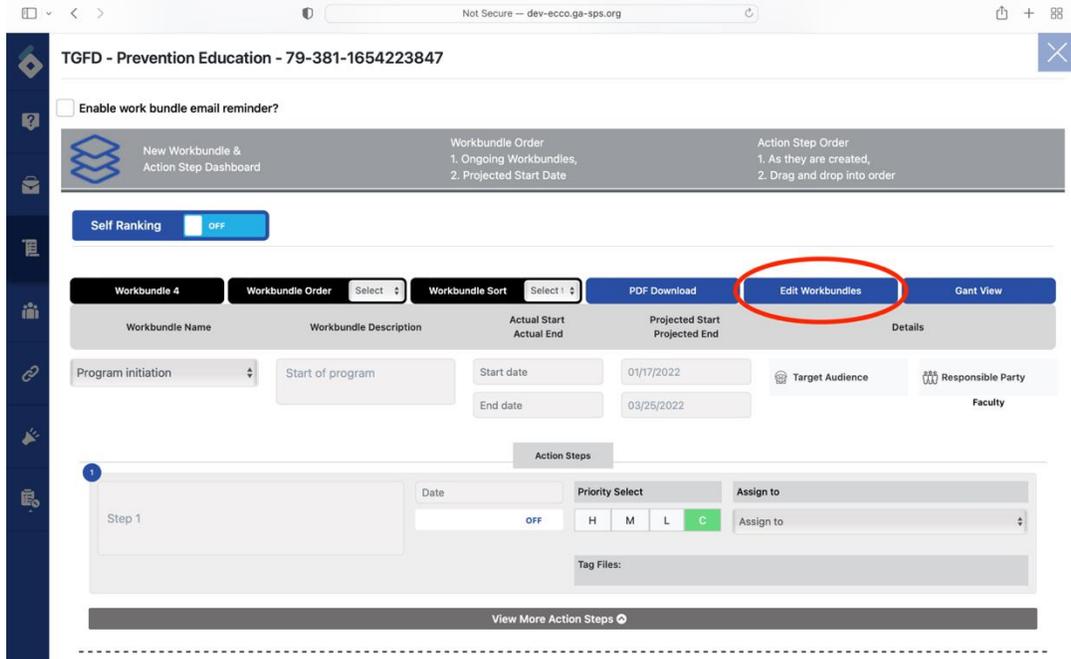
4. Click on the intervention you wish to update to reveal a white toolbar.



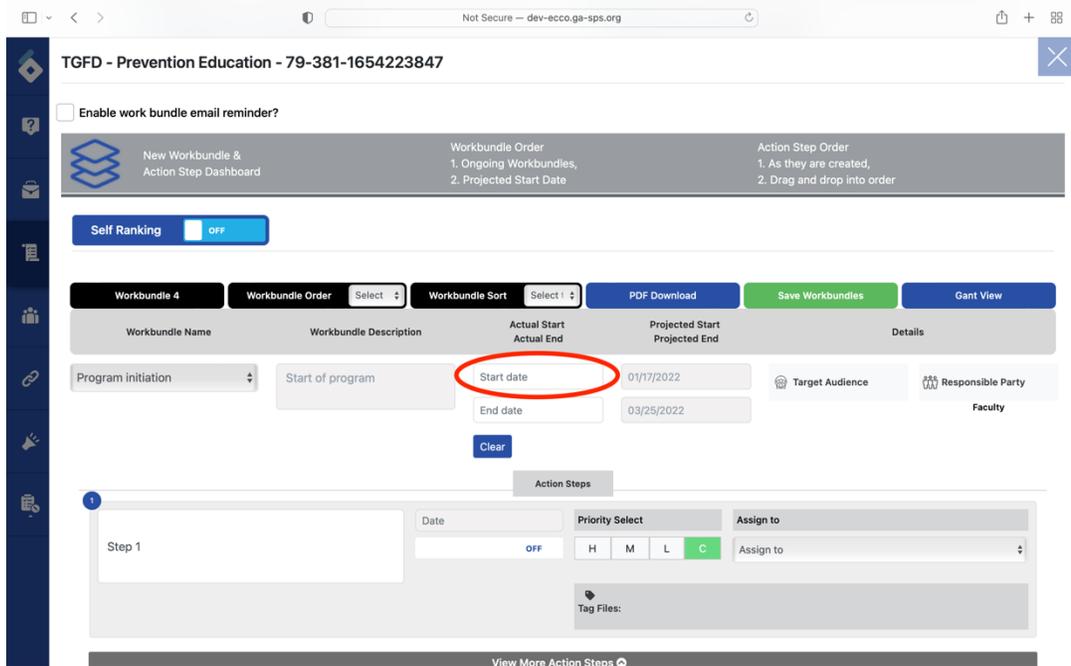
5. Click on the icon labeled “Action Steps.”



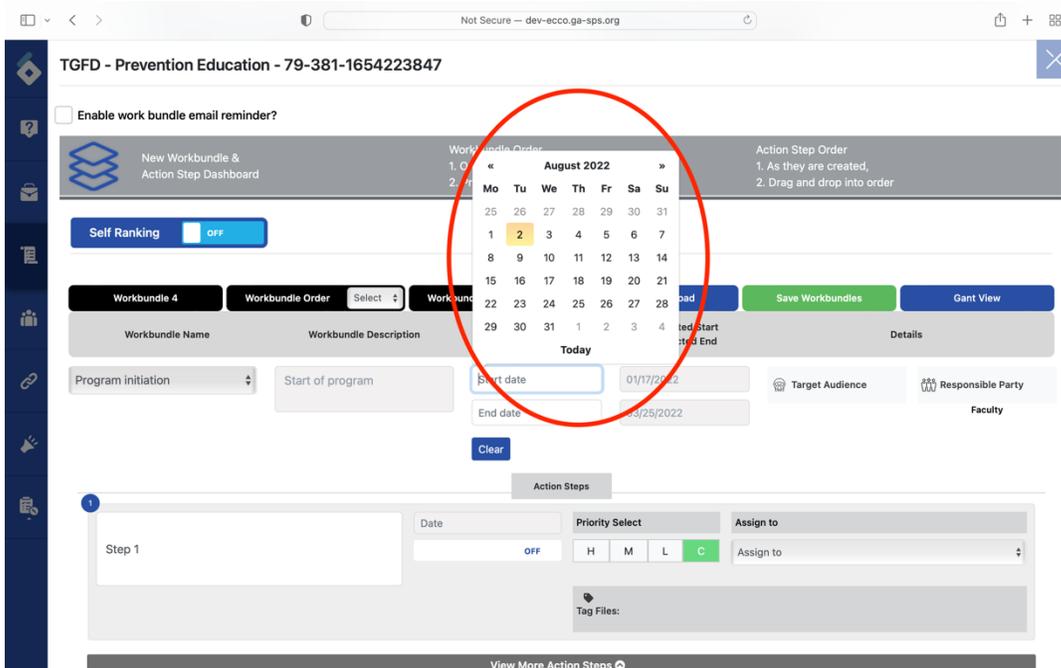
6. You will now see the work bundles and action steps for the selected intervention. Before you can update your progress, you will need to click on the blue box labeled “Edit Workbundles.”



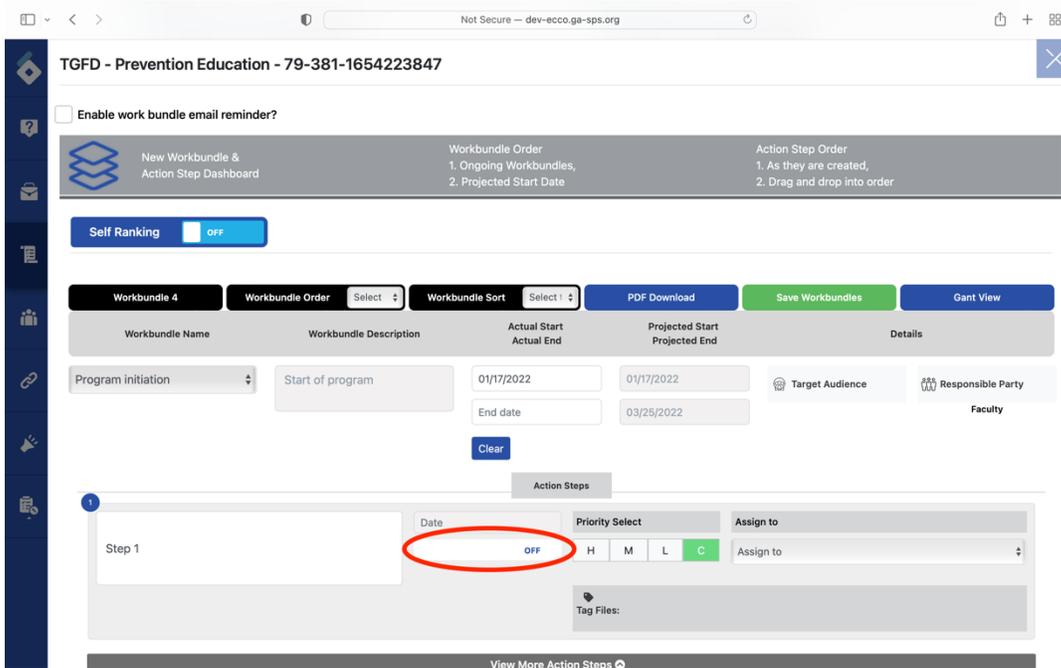
7. Find the work bundle you have started and click on the box labeled start date to select the date you began working on that work bundle.



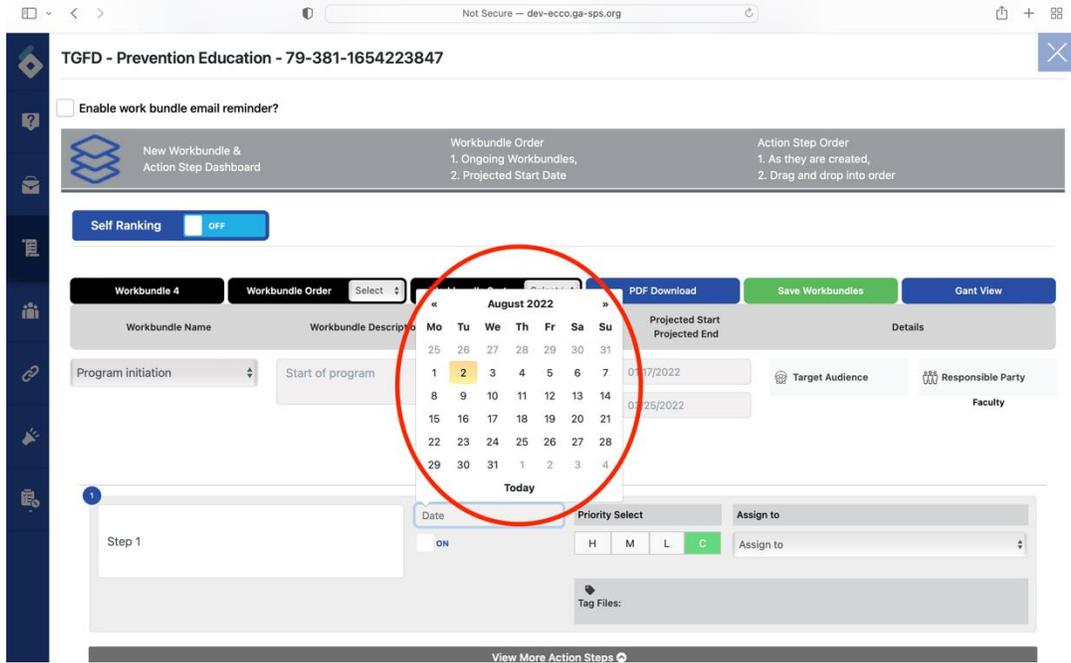
8. Select a date from the calendar.



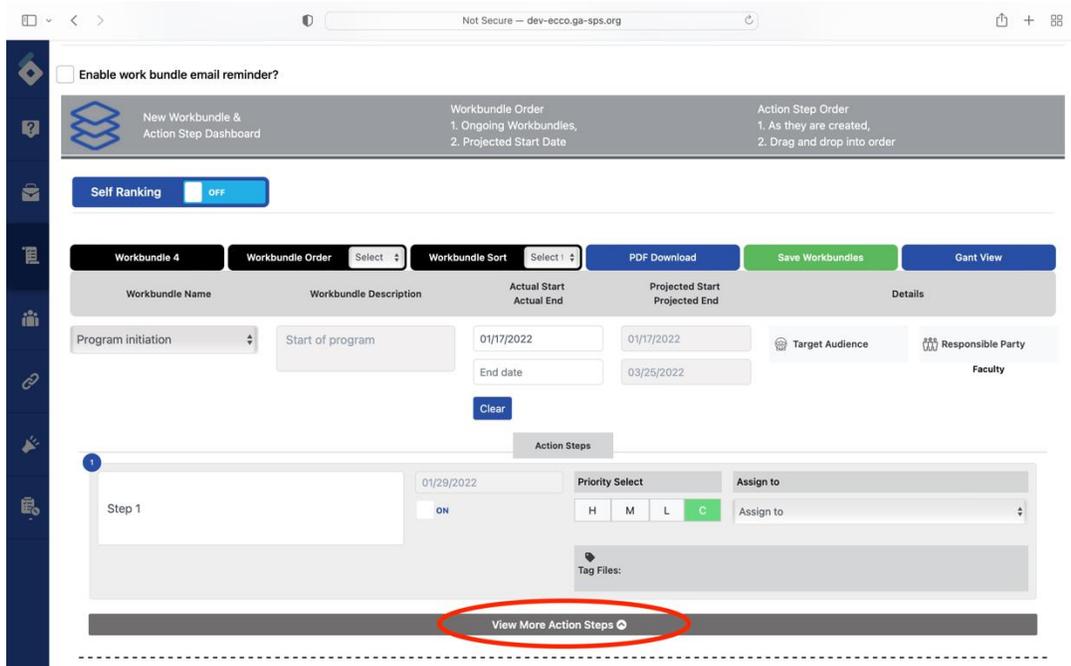
- To check off an action step as completed, click on the white box labelled “Off” located to the right of the action step to move it to the “On” position.

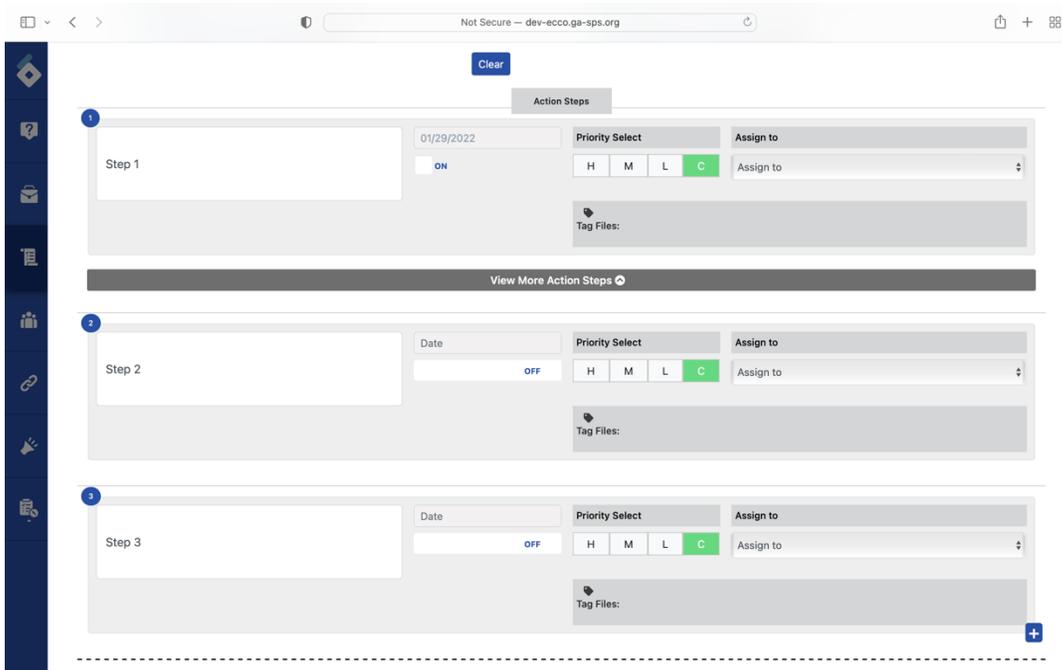


- A calendar will pop up. Select the date the action step was completed.

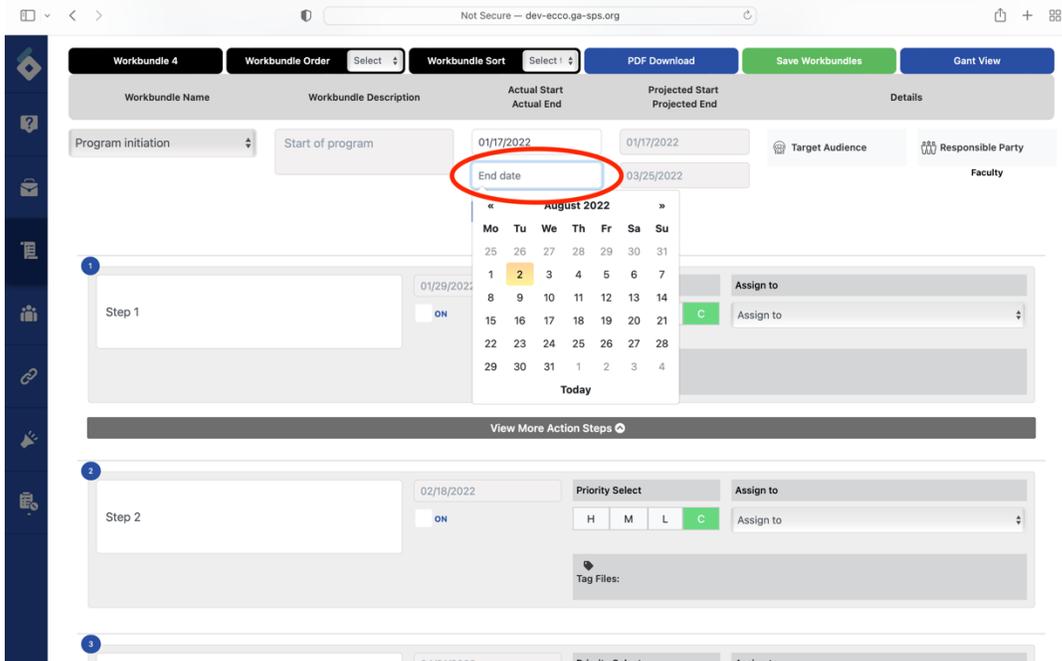


- To view additional action steps, click on the gray bar at the bottom of the page labeled "View More Action Steps." All other action steps for the workbundle will appear below.

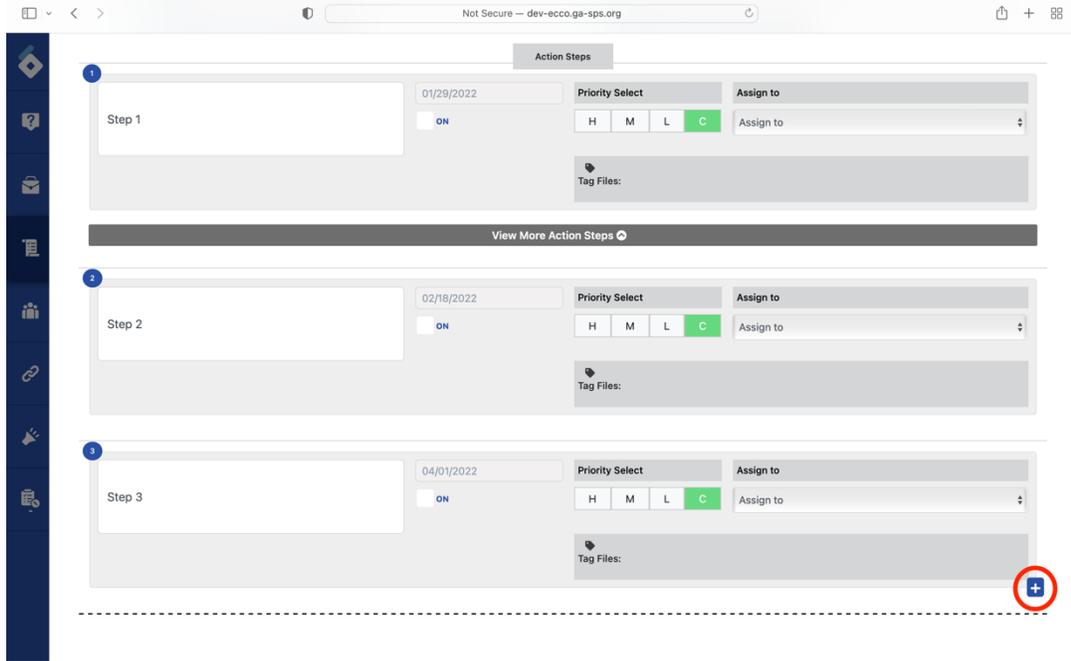




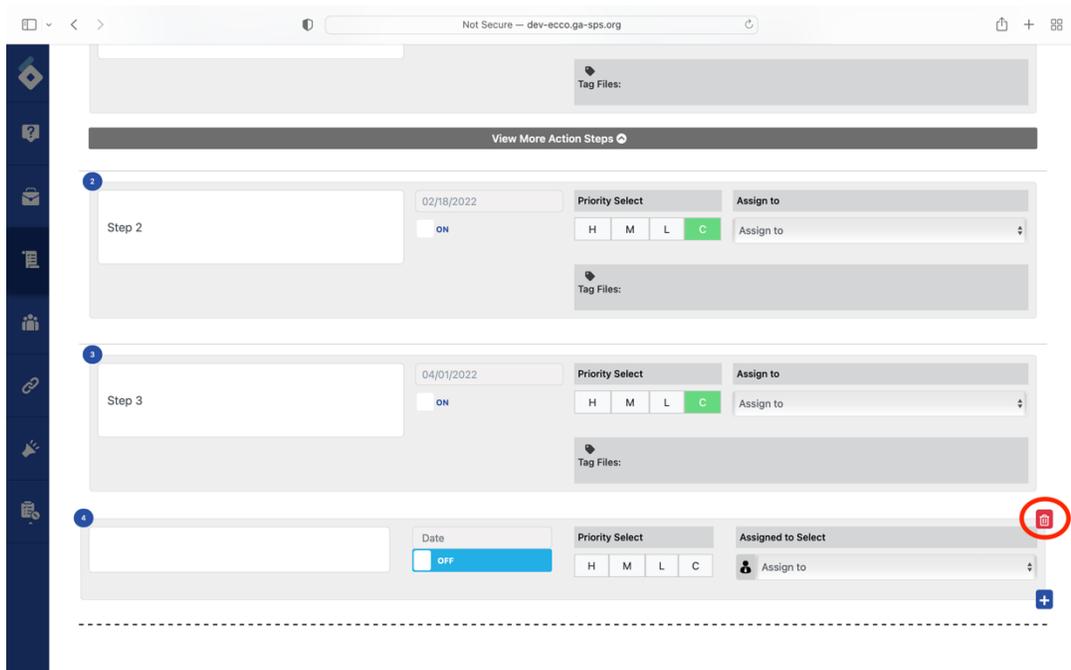
- Once all action steps are completed for the work bundle, click on the box labeled “End date” and select a date from the calendar to check off the work bundle as completed.



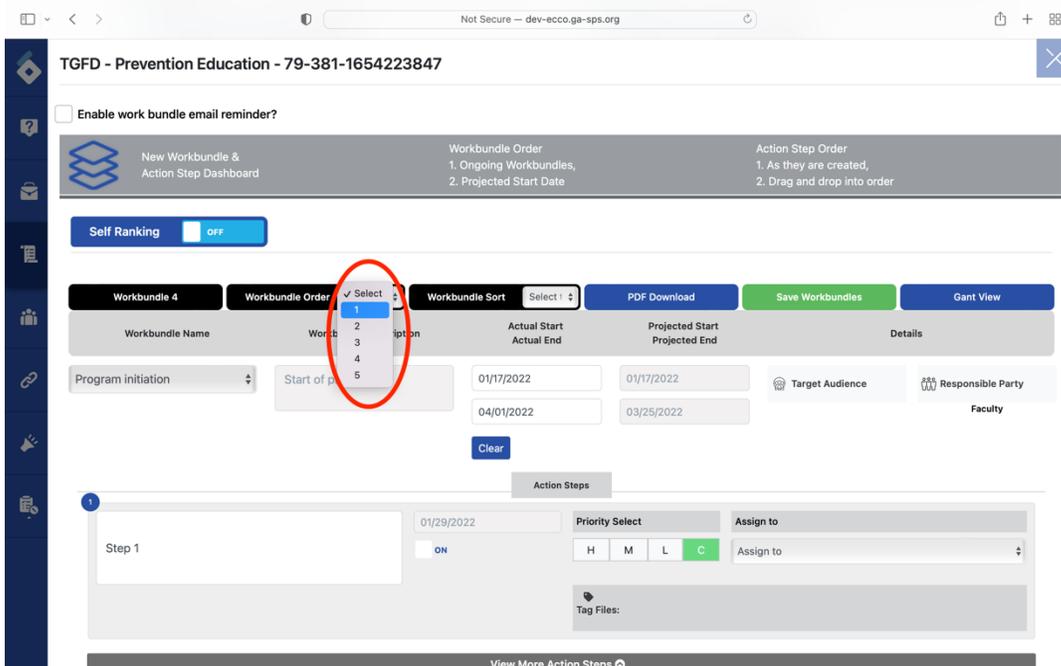
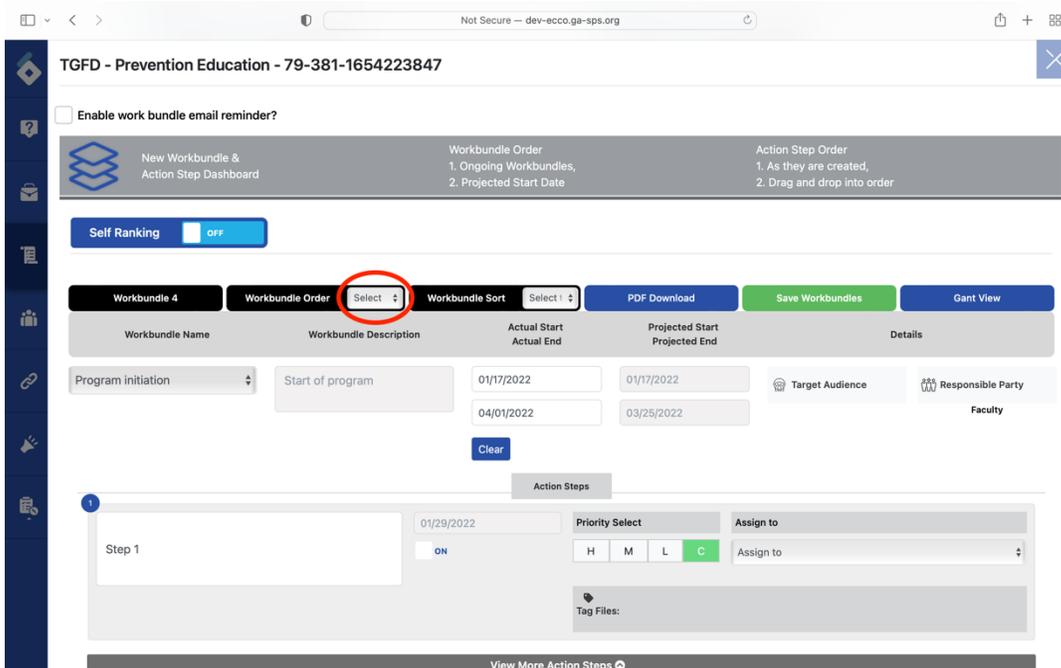
- To add an action step to a work bundle, click on the plus sign (+) at the bottom right corner of the last action step.



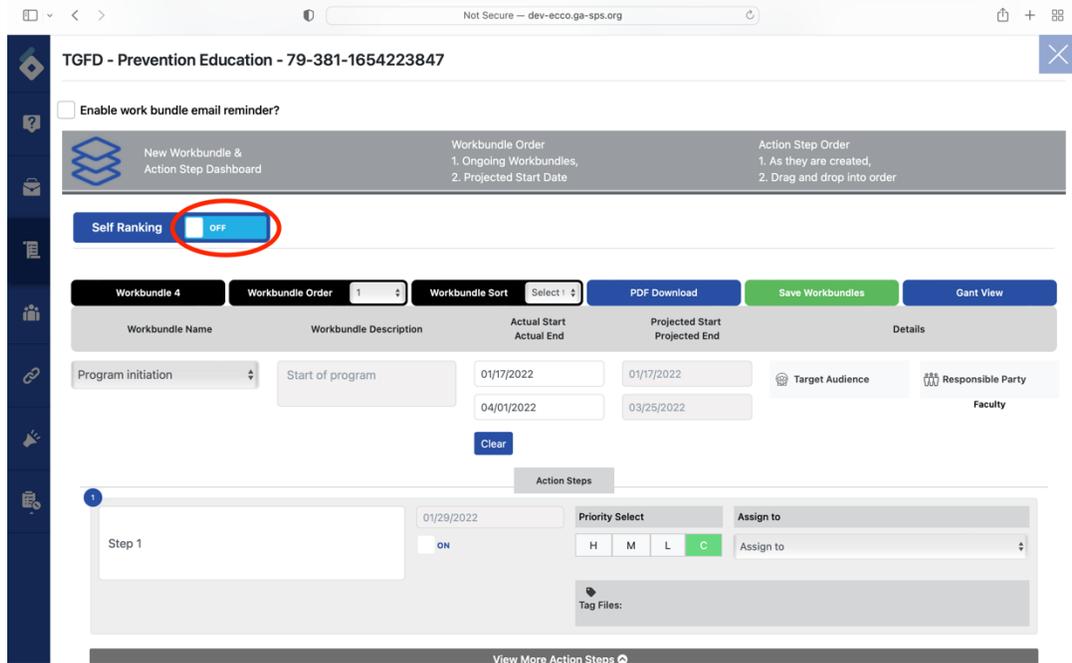
14. To delete an added action step, click on the red trash can icon at the top right corner of the action step.



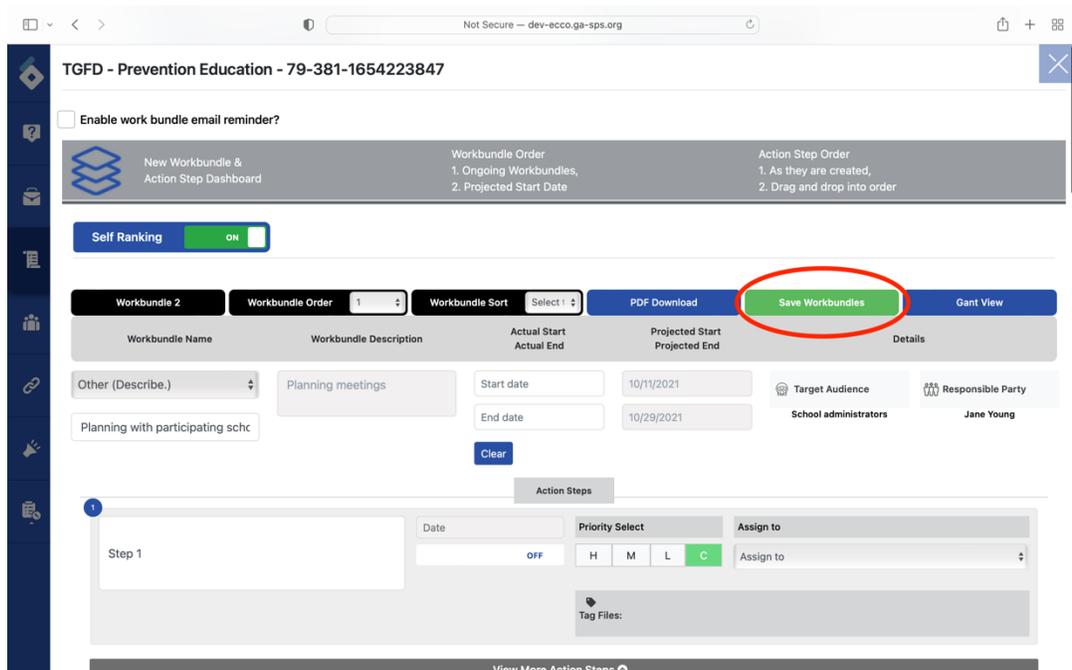
15. To rearrange the order of your workbundles, use the "Workbundle Order" bar to assign an alternate number to the workbuddle.



16. Once you have assigned a number to each workbundle, click on the “Self Ranking” toggle near the top of the page to turn it to the “On” position.



17. Once you have completed your updates, click on the green box labeled “Save Workbundles.”



18. Please note that whole work bundles cannot be deleted. This would constitute a scope change. Any changes to the scope of your interventions need to be approved by your state RPS or programmatic manager.

# Information for All Seven Strategy Type Forms

## Where does Process (MDS) data go?

Data is entered from the Process Evaluation Dashboard. To access the Process Evaluation Dashboard:

1. Navigate to the Implementation Planning Dashboard from the ECCO homepage by clicking on the node labeled Plan & Report or the IP icon on the sidebar to the left

The screenshot shows the ECCO Home Dashboard. The sidebar on the left contains several icons, with the 'PLAN & REPORT' icon (a document with a checkmark) circled in red. The main dashboard area is titled 'Home Dashboard' and contains several widgets:

- USER**: Account Status (Active), Role (User), Settings.
- HELP DESK**: Pending (104), Opened (5), Closed (3).
- PLAN & REPORT**: Submitted (10), Under-Review (8), Approved (22), Returned (4).
- BRIEFCASE**: Items (34).
- SURVEYS**: Last Activity (31st Dec 1969).
- ANNOUNCEMENTS**: 7:45 am EST, 11.02.2020. Includes a test message from vivid dated 08/31/21 02:08AM.
- CROSS AGENCY SORT**: Search Agency field, Clear button, ON toggle, and a list of agencies to select: City of Prevention, Prevention Dir, Test Agency, Berkeley Prevention Project, evaltestagency, NC Examples, and Prospectus Group.

At the bottom of the dashboard, there is a note: "Note: This website is best viewed in Firefox 10+ @ 1024 x 768 resolution (Desktop) & @ 320 x 480 resolution (Mobile)." and a footer with "Copyright © 2022 Prospectus Group, LLC. All rights reserved." and "POWERED BY PROGROUP".

2. Locate the node with your agency's name. If you are only associated with one agency and funding contract, you will only see one node on this page.

Implementation Planning Dashboard

Rate this Dashboard

My Logs

My Synar Logs

Get Help

IP DASHBOARD KEY

- Current Year Interventions
- MDS Data (progress evaluation data)
- Under-Review
- Update Action Steps
- View/Print Implementation Profiles
- Approved
- Comments (unread)
- Submitted
- Returned for Revisions

IMPLEMENTATION APPROVAL PROCESS

REPORTS

VIEW SORT AND SEARCH ITEMS

By Region: Select Region

IP Status: All / Select

By Agency: All / Select

Sort IP by: All

(79) - PROSPECTUS GROUP - (R-3)

Counties Served Assigned to Create & Edit IP

Last Update: Aug 02 2022

Interventions by Year

COMMUNITY BASED GENERAL

(1) - CITY OF PREVENTION, PREVENTION DIR - (R-1)

Counties Served Assigned to Create & Edit IP

Last Update: Jul 12 2022

Interventions by Year

COMMUNITY BASED GENERAL

3. Click on the contract year you want to report data for.

(79) - PROSPECTUS GROUP - (R-3)

Counties Served Assigned to Create & Edit IP

Last Update: Aug 02 2022

Interventions by Year

COMMUNITY BASED GENERAL

MEDIA CENTER

2021-2022

(1) - CITY OF PREVENTION, PREVENTION DIR - (R-1)

Counties Served Assigned to Create & Edit IP

Last Update: Jul 12 2022

Interventions by Year

COMMUNITY BASED GENERAL

MEDIA CENTER

2016-2017

2017-2018

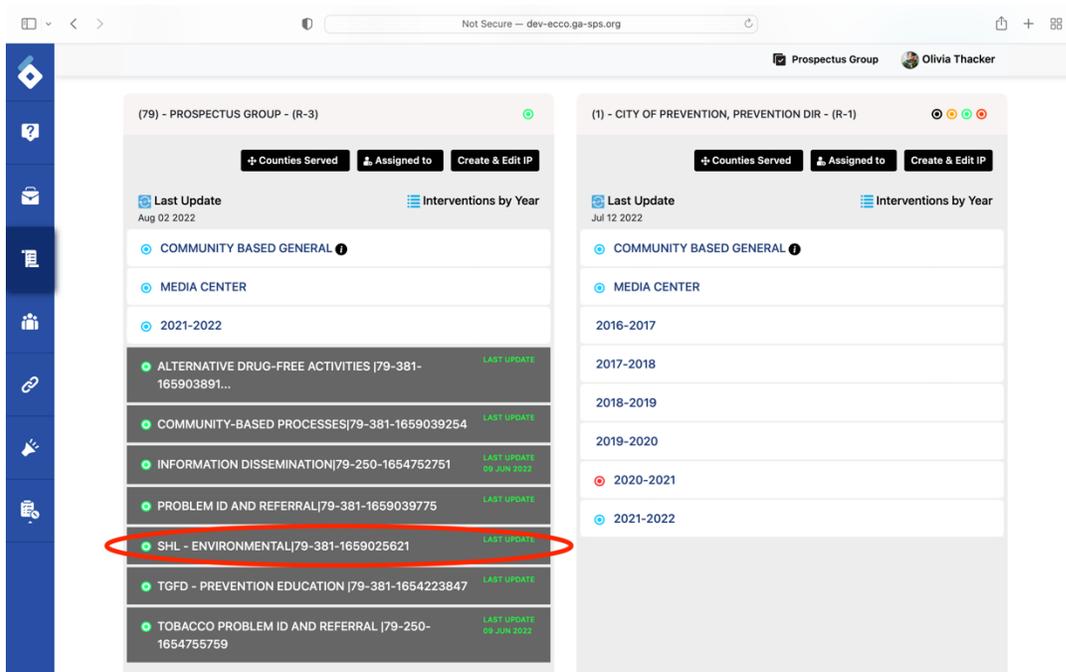
2018-2019

2019-2020

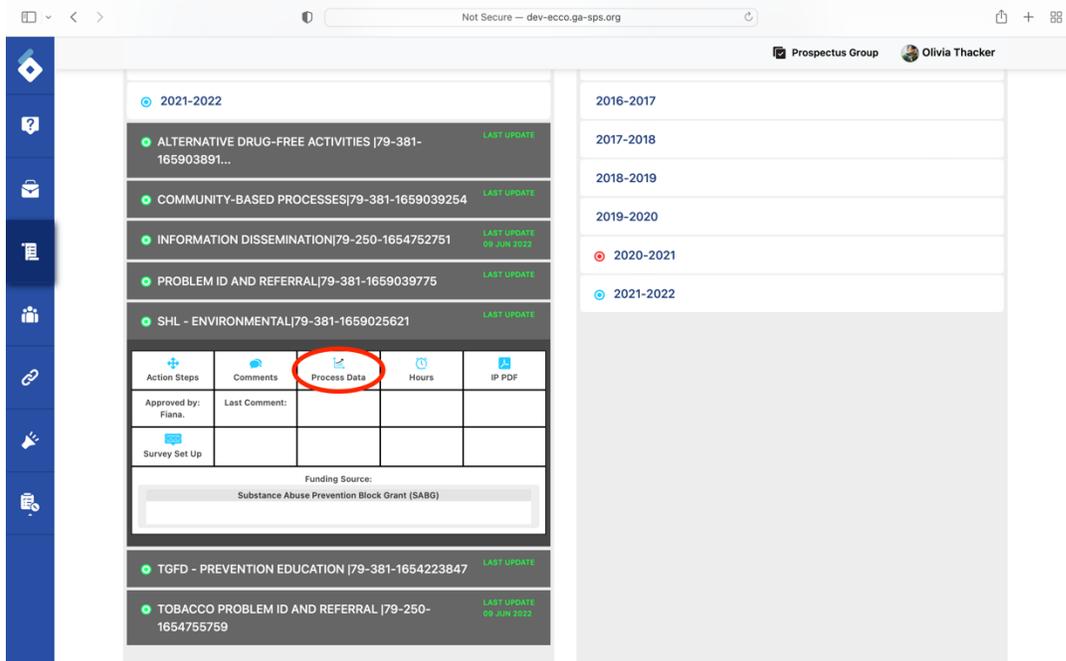
2020-2021

2021-2022

- Click on the intervention you wish to report on to reveal a white toolbar.



- Click on the data icon on the white toolbar labeled “Process Data”.



- The Process Evaluation Dashboard will slide out from the right. From here, you can select your reporting period and start entering data.

Process Evaluation Dashboard

**Agency Name:**  
Prospectus Group

**Intervention Name:**  
SHL - Environmental - 79-381-1659025621

**Funding Source:**  
ASAPP Sustainability Prjt

**Intervention Type:**  
Environmental

**Service Type:**  
Other Enforcement of Local Ordinances  
(e.g. open container)

**Community Name:**  
79-381-1659025621

**Community Zipcode:**  
30310

**County:**  
DeKalb, Fulton, Gwinnett

**Contract Year:**  
2021-2022

**Model Name:**  
Social Host Liability

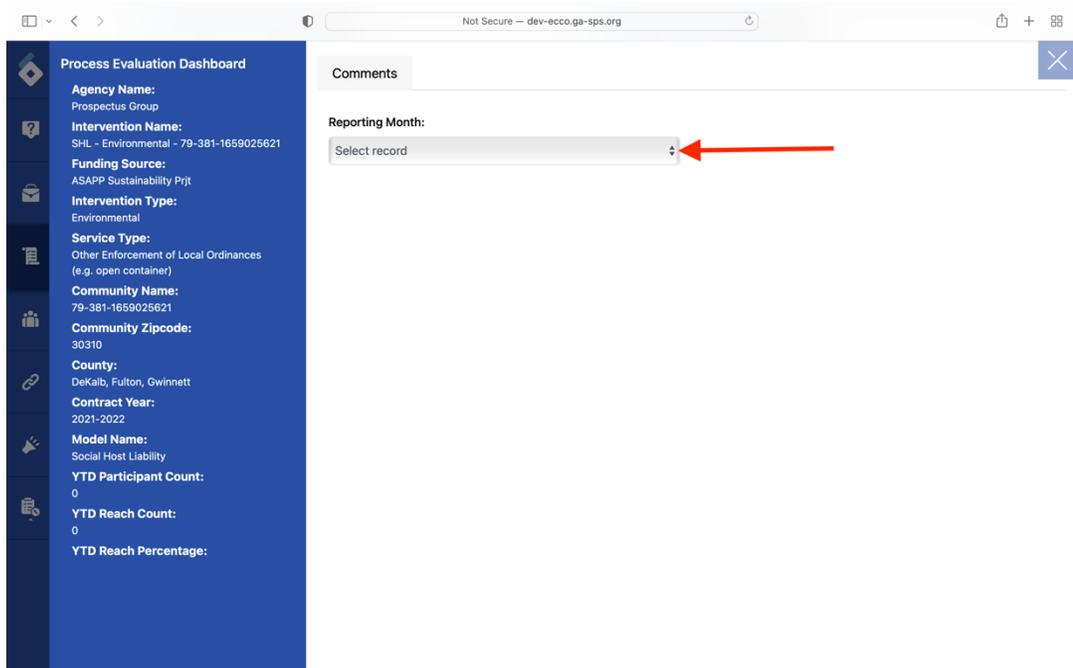
**YTD Participant Count:**  
0

**YTD Reach Count:**  
0

**YTD Reach Percentage:**

Comments

**Reporting Month:**  
Select record



Process Evaluation Dashboard

**Agency Name:**  
Prospectus Group

**Intervention Name:**  
SHL - Environmental - 79-381-1659025621

**Funding Source:**  
ASAPP Sustainability Prjt

**Intervention Type:**  
Environmental

**Service Type:**  
Other Enforcement of Local Ordinances  
(e.g. open container)

**Community Name:**  
79-381-1659025621

**Community Zipcode:**  
30310

**County:**  
DeKalb, Fulton, Gwinnett

**Contract Year:**  
2021-2022

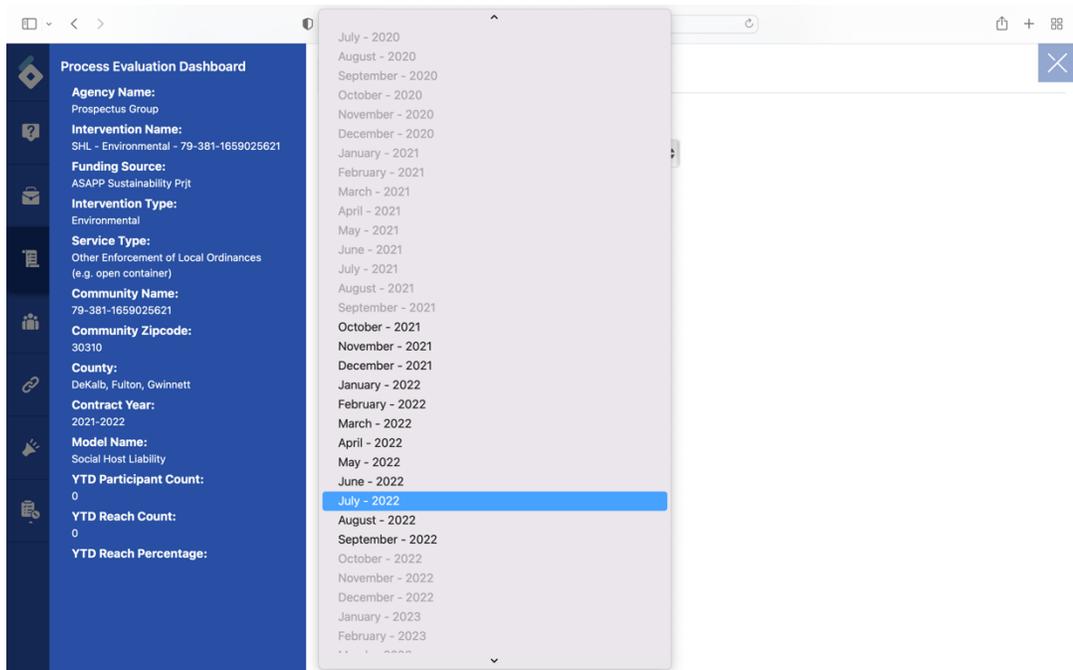
**Model Name:**  
Social Host Liability

**YTD Participant Count:**  
0

**YTD Reach Count:**  
0

**YTD Reach Percentage:**

July - 2020  
August - 2020  
September - 2020  
October - 2020  
November - 2020  
December - 2020  
January - 2021  
February - 2021  
March - 2021  
April - 2021  
May - 2021  
June - 2021  
July - 2021  
August - 2021  
September - 2021  
October - 2021  
November - 2021  
December - 2021  
January - 2022  
February - 2022  
March - 2022  
April - 2022  
May - 2022  
June - 2022  
July - 2022  
August - 2022  
September - 2022  
October - 2022  
November - 2022  
December - 2022  
January - 2023  
February - 2023  
...



**Process Evaluation Dashboard**

**Agency Name:** Prospectus Group

**Intervention Name:** SHL - Environmental - 79-381-1659025621

**Funding Source:** ASAPP Sustainability Prjt

**Intervention Type:** Environmental

**Service Type:** Other Enforcement of Local Ordinances (e.g. open container)

**Community Name:** 79-381-1659025621

**Community Zipcode:** 30310

**County:** DeKalb, Fulton, Gwinnett

**Contract Year:** 2021-2022

**Model Name:** Social Host Liability

**YTD Participant Count:** 0

**YTD Reach Count:** 0

**YTD Reach Percentage:**

**Reporting Month:** July - 2022

**County:** DeKalb Fulton Gwinnett

**About Intervention**

1. Was this intervention active during this reporting period?  Yes  No

2. Service groups/populations served by intervention? (Select all that apply.)

1.a Estimate how many direct and indirect hours have been spent on this intervention during the reporting period for this county?

Policy Enactment  
Training of Environmental Influencers  
Enforcement Efforts  
Social Norms Campaign

Save

## Data Entry by County

Users can now enter data for multiple counties in a single intervention profile when entering monthly process data. Counties for an intervention are specified when creating the intervention profile.

1. The counties for an intervention will appear at the top of the process form.

**Process Evaluation Dashboard**

**Agency Name:** Prospectus Group

**Intervention Name:** Positive Social Norms Campaign - 79-381-1654224911

**Funding Source:** Nill

**Intervention Type:** Environmental

**Service Type:** Positive Social Norms

**Community Name:** 79-381-1654224911

**Community Zipcode:** 30310

**County:** DeKalb, Fulton, Gwinnett

**Contract Year:** 2021-2022

**Model Name:** Nill

**YTD Participant Count:** 12

**YTD Reach Count:** 1650

**YTD Reach Percentage:** 31.00%

**Reporting Month:** June - 2022

**County:** DeKalb Fulton Gwinnett

**About Intervention**

1. Was this intervention active during this reporting period?  Yes  No

2. Service groups/populations served by intervention? (Select all that apply.)

High School Students (SP12)

1.a Estimate how many direct and indirect hours have been spent on this intervention during the reporting period for this county?

10

Policy Enactment  
Training of Environmental Influencers  
Enforcement Efforts

Form Auto Hold Successful

Save

2. Each county has a separate form, so you will need to select the county you want to enter data for.

The screenshot shows the ECCO Process Evaluation Dashboard. On the left is a sidebar with a 'Process Evaluation Dashboard' section containing various fields: Agency Name (Prospectus Group), Intervention Name (Positive Social Norms Campaign - 79-381-1654224911), Funding Source (Nill), Intervention Type (Environmental), Service Type (Positive Social Norms), Community Name (79-381-1654224911), Community Zipcode (30310), County (DeKalb, Fulton, Gwinnett), Contract Year (2021-2022), Model Name (Nill), YTD Participant Count (12), YTD Reach Count (1550), and YTD Reach Percentage (31.00%). The main content area has tabs for 'Input Data', 'Input Records', 'Process Report PDF', and 'Comments'. The 'Reporting Month' is set to 'June - 2022 OliviaT 498ENV320-GA'. Below this, there are three buttons for county selection: 'DeKalb', 'Fulton', and 'Gwinnett'. The 'Gwinnett' button is circled in red. Under the 'About Intervention' section, there are two questions: '1. Was this intervention active during this reporting period?' with 'Yes' selected, and '2. Service groups/populations served by intervention?' with 'High School Students (SP12)' selected. A '1.a Estimate how many direct and indirect hours have been spent on this intervention during the reporting period for this county?' field contains the number '10'. At the bottom, a 'Form Auto Hold Successful' message and a 'Save' button are visible.

3. Once the county is selected, you can begin entering data.

This screenshot is similar to the previous one, showing the ECCO Process Evaluation Dashboard. The 'Gwinnett' county button is now selected and highlighted in blue. The 'Service groups/populations served by intervention?' field is empty. The '1.a Estimate how many direct and indirect hours have been spent on this intervention during the reporting period for this county?' field is also empty. The 'Form Auto Hold Successful' message and 'Save' button remain at the bottom.

## Demographic Counts

1. In the ECCO process data forms, demographic information on the population served by your intervention is critical data that is reported to SAMSHA. Look for the people icon,

which indicates counts are to be entered in that section.

This screenshot shows a web form titled "About Intervention" for the DeKalb county. The left sidebar contains project details: Funding Source (ASAPP Sustainability Prjt), Intervention Type (Environmental), Service Type (Other Enforcement of Local Ordinances), Community Name (79-381-1659025621), Community Zipcode (30310), County (DeKalb, Fulton, Gwinnett), Contract Year (2021-2022), Model Name (Social Host Liability), YTD Participant Count (0), YTD Reach Count (0), and YTD Reach Percentage. The main form area includes questions 1, 1.a, and 2. Question 1 asks if the intervention was active, with radio buttons for Yes and No. Question 1.a asks for direct and indirect hours spent. Question 2 asks for service groups/populations served. Below these are expandable sections: Policy Enactment, Training of Environmental Influencers, Enforcement Efforts, Social Norms Campaign, Prescription Drop Boxes & Medicine Safes, Other Environmental Interventions, and Information Dissemination for Environmental Strategies. Red circles highlight the "People" icon in the expandable section headers.

This screenshot shows a web form titled "Participants" for the DeKalb county. The left sidebar contains project details: Contract Year (2021-2022), Model Name (Too Good for Drugs), and YTD Participant Count (0). The main form area includes questions 1.a, 4, 5, 6, 7, 8, 9, and 10. Question 1.a asks for direct and indirect hours spent. Question 4 asks for service groups/populations served. Question 5 asks for prevention education formats. Question 6 asks if it's a recurring intervention. Question 7 asks for the number of new groups started. Question 8 asks for the number of sessions implemented. Question 9 asks to upload sign-in sheets, with an "Upload" button and a "Drop files here" area. Question 10 asks for the average length of sessions. A "Participants" section header at the bottom has a red circle highlighting the "People" icon.



People Icon

- Count questions regarding attendees' age, Hispanic origin, and race are broken down into subgroups. The white auto-count box next to the numbered question keeps your total as you enter your counts. You will not enter your counts in this box but in the subgroups below.

settings)

Community Name: 79-381-1654223847  
Community Zipcode: 30310  
County: DeKalb, Fulton, Gwinnett  
Contract Year: 2021-2022  
Model Name: Too Good for Drugs  
YTD Participant Count: 0

About Intervention

Participants

13. Number of new participants started this reporting period? 10

14. Are counts exact? Yes No

15. New Participants By Gender: Male 5 Female 5 Gender Unknown

16. Attendees by Age 0-65+ Count: 10

Age 0-4 Age 5-11 5 Age 12-14 5 Age 15-17

Age 18-20 Age 21-24

Attendees by Age: 25-44

Attendees by Age: 45-64

Age 65+

Age Unknown

Form Auto Hold Successful

Save

Counts auto-populate here as you enter your numbers below. You can not enter counts here.

- Your totals for each of the demographic questions must match the number you entered for the question “Number of new participants started this reporting period?”, “Total Present,” “Number of new community members, other than stakeholders/partners, you trained this reporting period?” etc. Totals that do not match will appear red until corrected.

settings)

Community Name: 79-381-1654223847  
Community Zipcode: 30310  
County: DeKalb, Fulton, Gwinnett  
Contract Year: 2021-2022  
Model Name: Too Good for Drugs  
YTD Participant Count: 0

About Intervention

Participants

13. Number of new participants started this reporting period? 10

14. Are counts exact? Yes No

15. New Participants By Gender: Male 5 Female 6 Gender Unknown

16. Attendees by Age 0-65+ Count: 11

Age 0-4 Age 5-11 5 Age 12-14 6 Age 15-17

Age 18-20 Age 21-24

Attendees by Age: 25-44

Attendees by Age: 45-64

Age 65+

Age Unknown

Form Auto Hold Successful

Save

The red numbers are a warning that the count totals for gender and age do not match the number entered in question 13.

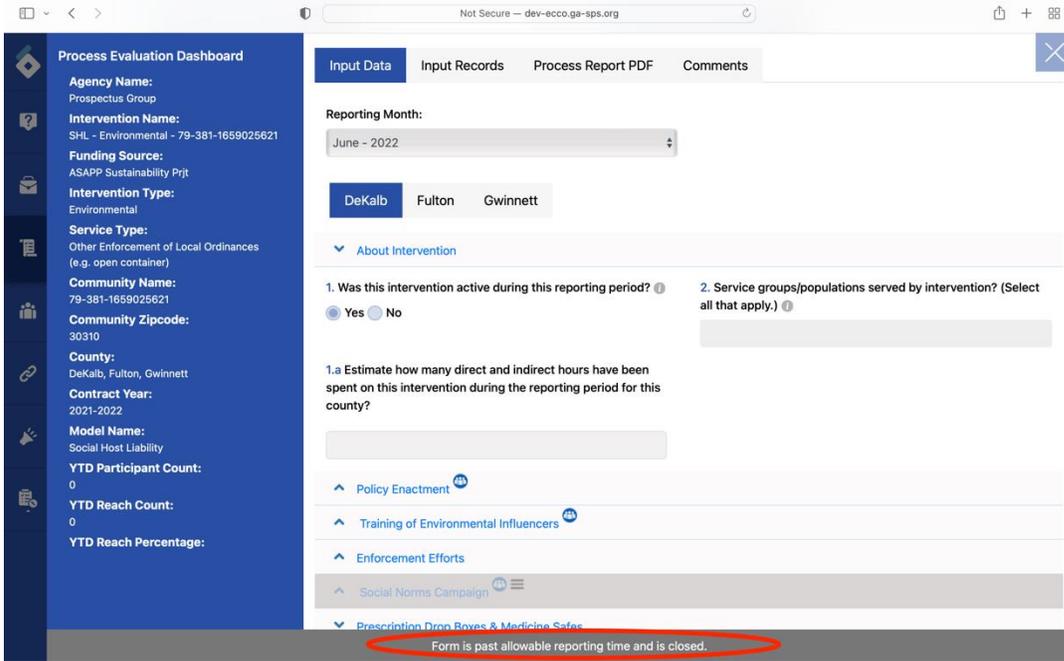
## Backing out a Record

If data is entered in the incorrect reporting period, the user will simply need to return to the form and reporting period the data was entered and remove the information from each section of the report. Bolded sections indicate a data was entered in that section.

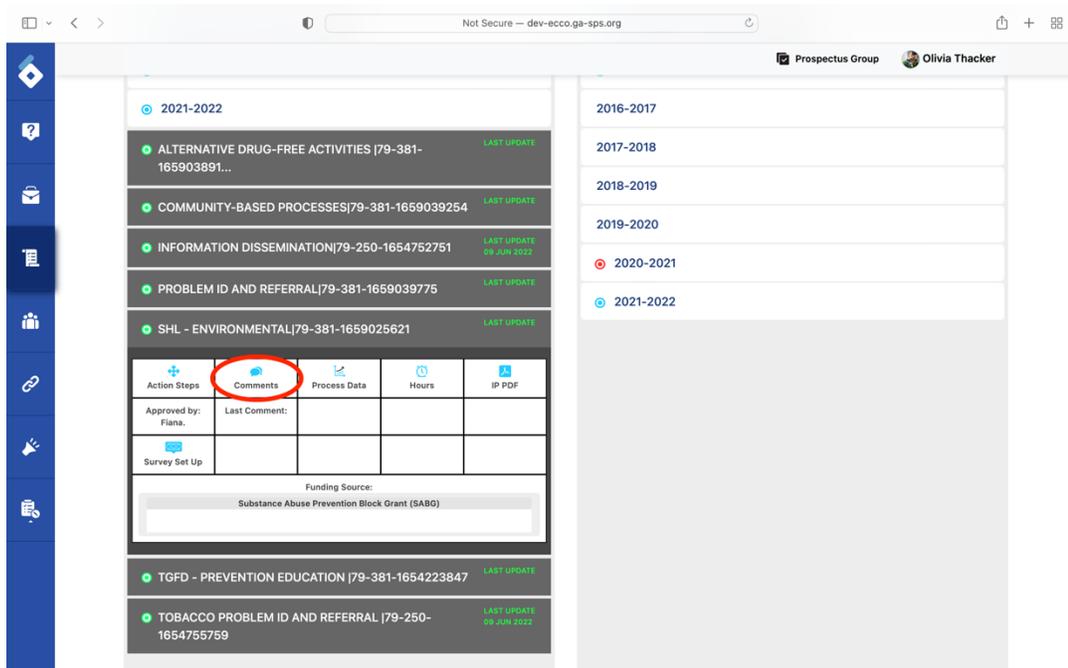
The screenshot shows a web browser window displaying the ASAPP Sustainability Prjt form. The left sidebar contains metadata such as Intervention Type (Environmental), Service Type (Other Enforcement of Local Ordinances), and various counts. The main content area is titled 'About Intervention' and includes sections for 'Policy Enforcement', 'Training of Environmental Influencers', 'Enforcement Efforts', 'Social Norms Campaign', 'Prescription Drop Boxes & Medicine Safes', and 'Other Environmental Interventions'. The 'Information Dissemination for Environmental Strategies' section is highlighted with a red circle. A red text annotation reads: 'Remove all data entered in the form.' Another red text annotation reads: 'Double check each section to ensure all data has been removed. Bolded sections indicate data has been entered there.' At the bottom, a message states 'Form Auto Hold Successful' with a 'Save' button.

## Data Restrictions

1. Keeping up to date on your monthly process data entry is essential. Process Data forms for each reporting month will automatically lock at the end of the subsequent month. For example, January 2022 data can be entered into ECCO between January 1st – February 28th, 2022. Once the deadline has passed for a given reporting month, a message will appear at the bottom of the form stating, “Form is past allowable reporting time and is closed.”



2. If you need a form reopened, you will need to make a request in the comments of your IP explaining why you need to edit a past due report.
3. To write a comment, click on the comment icon under the intervention name, and a comment form will open to the right.



4. Click on the black box labeled "Write Your Comment Here" to make your request.

The screenshot shows a web browser window with the address bar displaying "Not Secure - dev-ecco.ga-sps.org". The main content area is divided into two sections. On the left is a sidebar with various navigation icons. The central area displays a list of strategy forms for the year 2021-2022. The selected form is "SHL - ENVIRONMENTAL [79-381-1659025621]". Below the list is a table with columns for Action Steps, Comments, Process Data, Hours, and IP PDF. The "Comments" column contains the text "Last Comment:". Below the table is a section for "Funding Source" with the text "Substance Abuse Prevention Block Grant (SABG)". On the right side, a "Comments and Questions" panel is open for the selected form. It contains the text "Prospectus Group" and "SHL - Environmental - 79-381-1659025621". A blue button with the text "Write your comments here" is highlighted with a red oval.

2021-2022

- ALTERNATIVE DRUG-FREE ACTIVITIES [79-381-165903891...]
- COMMUNITY-BASED PROCESSES [79-381-1659039254]
- INFORMATION DISSEMINATION [79-250-1654752751]
- PROBLEM ID AND REFERRAL [79-381-1659039775]
- SHL - ENVIRONMENTAL [79-381-1659025621]
- TGFD - PREVENTION EDUCATION [79-381-1654223847]
- TOBACCO PROBLEM ID AND REFERRAL [79-250-1654755759]

Action Steps	Comments	Process Data	Hours	IP PDF
Approved by: Flana,	Last Comment:			
Survey Set Up				

Funding Source:  
Substance Abuse Prevention Block Grant (SABG)

Comments and Questions  
Prospectus Group  
SHL - Environmental - 79-381-1659025621

Write your comments here

# Seven Process Evaluation Forms of Ecco-MDS

The type of form you will see on the Process Evaluation Dashboard will depend on the strategy (intervention) type you selected when developing your implementation plan. The strategy types include Prevention Education, Alternative Drug-Free Activities, Community-Based Processes, Environmental, Problem Identification & Referral, Information Dissemination, and Tobacco Problem ID & Referral (for your brief tobacco intervention). An additional form called General-Based Processes will appear on every agency profile.

## Prevention Education Form

1. You will begin entering your monthly data by selecting the reporting period you need to enter data for. Confirm you have selected the correct month and year.

The screenshot shows a web browser window displaying the Ecco-MDS Process Evaluation Dashboard. The browser address bar shows "Not Secure - dev-ecco.ga-sps.org". The dashboard is divided into a left sidebar and a main content area. The sidebar contains the following information:

- Agency Name:** Prospectus Group
- Intervention Name:** TGFD - Prevention Education - 79-381-1654223847
- Funding Source:** ASAPP Sustainability Prjt
- Intervention Type:** Prevention Education
- Service Type:** Classroom Educational Services (school settings)
- Community Name:** 79-381-1654223847
- Community Zipcode:** 30310
- County:** DeKalb, Fulton, Gwinnett
- Contract Year:** 2021-2022
- Model Name:** Too Good for Drugs
- YTD Participant Count:** 0

The main content area has a "Comments" section at the top. Below it, there is a "Select reporting period." label and a dropdown menu. The dropdown menu currently displays "Select record". A red arrow points to the dropdown arrow icon on the right side of the menu.

- Once you have selected the correct reporting period, you will need to click on the blue Edit box to make changes to the form if this is not your first time entering for that reporting period.

Process Evaluation Dashboard

Agency Name: Prospectus Group

Intervention Name: TGFD - Prevention Education - 79-381-1654223847

Funding Source: ASAPP Sustainability Prjt

Intervention Type: Prevention Education

Service Type: Classroom Educational Services (school settings)

Community Name: 79-381-1654223847

Community Zipcode: 30310

County: DeKalb, Fulton, Gwinnett

Contract Year: 2021-2022

Model Name: Too Good for Drugs

YTD Participant Count: 0

Select reporting period: July - 2022 OliviaT 417PRE249-GA

DeKalb Fulton Gwinnett

DeKalb County - Funtown School

About Intervention

1. Was this intervention active during this reporting period?  Yes  No

2. Projected Start Date: 06/06/2022

3. Projected End Date: 07/29/2022

This intervention has been moved online..

1.a Estimate how many direct and indirect hours have been spent on this intervention during the reporting period for this county?

0

4. Service groups/populations served by intervention? (Select all that apply.)

5. What were the format(s) of the prevention education intervention this

6. Is this a recurring intervention in which the same group of people are served

Edit

- You should notice that the Education form has two collapsible sections labeled “About Intervention” and “Participants.” If you have more than one location in your Education form, there will be a separate “About Intervention” and “Participants” section for each site.

Process Evaluation Dashboard

Agency Name: Prospectus Group

Intervention Name: TGFD - Prevention Education - 79-381-1654223847

Funding Source: ASAPP Sustainability Prjt

Intervention Type: Prevention Education

Service Type: Classroom Educational Services (school settings)

Community Name: 79-381-1654223847

Community Zipcode: 30310

County: DeKalb, Fulton, Gwinnett

Contract Year: 2021-2022

Model Name: Too Good for Drugs

YTD Participant Count: 0

Select reporting period: July - 2022 OliviaT 417PRE249-GA

DeKalb Fulton Gwinnett

DeKalb County - Funtown School

About Intervention

Participants

DeKalb County - Toyland

About Intervention

1. Was this intervention active during this reporting period?  Yes  No

2. Projected Start Date: 06/06/2022

3. Projected End Date: 07/29/2022

This intervention has been moved online..

1.a Estimate how many direct and

Edit

4. The first question on the form asks, “Was this intervention active during the reporting period?” You will select “Yes” or “No.”

Process Evaluation Dashboard

Agency Name: Prospectus Group

Intervention Name: TGFD - Prevention Education - 79-381-1654223847

Funding Source: ASAPP Sustainability Prjt

Intervention Type: Prevention Education

Service Type: Classroom Educational Services (school settings)

Community Name: 79-381-1654223847

Community Zipcode: 30310

County: DeKalb, Fulton, Gwinnett

Contract Year: 2021-2022

Model Name: Too Good for Drugs

YTD Participant Count: 0

Input Data | Input Records | Process Report PDF | Comments

Select reporting period.

July - 2022 OliviaT 417PRE249-GA

DeKalb | Fulton | Gwinnett

DeKalb County - Funtown School

About Intervention

1. Was this intervention active during this reporting period?  Yes  No

2. Projected Start Date 06/06/2022

3. Projected End Date 07/29/2022

This intervention has been moved online..

1.a Estimate how many direct and indirect hours have been spent on this intervention during the reporting period for this county?

0

Form Auto Hold Successful

Save

- a. If you select “No” to this question, all other questions and sections should disappear. You will need to explain why the intervention was not active that month. Click “Save,” and you are finished.

Process Evaluation Dashboard

Agency Name: Prospectus Group

Intervention Name: TGFD - Prevention Education - 79-381-1654223847

Funding Source: ASAPP Sustainability Prjt

Intervention Type: Prevention Education

Service Type: Classroom Educational Services (school settings)

Community Name: 79-381-1654223847

Community Zipcode: 30310

County: DeKalb, Fulton, Gwinnett

Contract Year: 2021-2022

Model Name: Too Good for Drugs

YTD Participant Count: 0

Input Data | Input Records | Process Report PDF | Comments

Select reporting period.

July - 2022 OliviaT 417PRE249-GA

DeKalb | Fulton | Gwinnett

DeKalb County - Funtown School

About Intervention

1. Was this intervention active during this reporting period?  Yes  No

Please Provide an explanation why the intervention was not active this month.

This intervention was paused because of Covid-19.

Add Previous Explanation

DeKalb County - Toyland

About Intervention

Form Auto Hold Successful

Save

- b. If you select “Yes” to this question, you will continue completing the rest of the form.

- c. Even if you have no activity to report, you will still need to answer question one for each reporting period.
5. You should notice that Questions 2 and 3, which ask for your projected start and end dates, are already filled in. The start and end dates should reflect the dates you entered in Part D of your Intervention Profile.

The screenshot shows a web application interface for a 'Process Evaluation Dashboard'. On the left is a sidebar with various icons and a list of fields: Agency Name, Intervention Name, Funding Source, Intervention Type, Service Type, Community Name, Community Zipcode, County, Contract Year, Model Name, and YTD Participant Count. The main content area has tabs for 'Input Data', 'Input Records', 'Process Report PDF', and 'Comments'. Below the tabs, there's a 'Select reporting period' dropdown menu set to 'July - 2022 OliviaT 417PRE249-GA'. Below that are buttons for 'DeKalb', 'Fulton', and 'Gwinnett'. The current selection is 'DeKalb County - Funtown School'. Under 'About Intervention', question 1 asks if the intervention was active during the reporting period, with 'Yes' selected. Question 2, 'Projected Start Date', is circled in red and has the date '06/06/2022' entered. Question 3, 'Projected End Date', is also circled in red and has the date '07/29/2022' entered. Below these are questions 4, 5, and 6, which are partially visible. A 'Save' button is at the bottom.

- a. If you do not see dates filled in for questions 2 and 3, you can add the date by answering Part D, question 12 of your intervention profile.

6. Once you have completed questions 1 through 12 under the “About Intervention” section, click on “Participants” to open up the next section of questions. You should notice the people icon next to the section labeled “Participants.” This people icon informs you that you will be entering participant counts.

Model Name:  
Too Good for Drugs  
YTD Participant Count:  
0

1.a Estimate how many direct and indirect hours have been spent on this intervention during the reporting period for this county?

0

4. Service groups/populations served by intervention? (Select all that apply.)

5. What were the format(s) of the prevention education intervention this reporting period? (Select all that apply)

6. Is this a recurring intervention in which the same group of people are served over multiple sessions?

Yes No

7. Number of new groups started this reporting period?

8. Number of sessions implemented?

0

9. Upload sign in sheets

Upload

file input

Drop files here

10. Average length of sessions (in hours)?

Select

Participants

Save

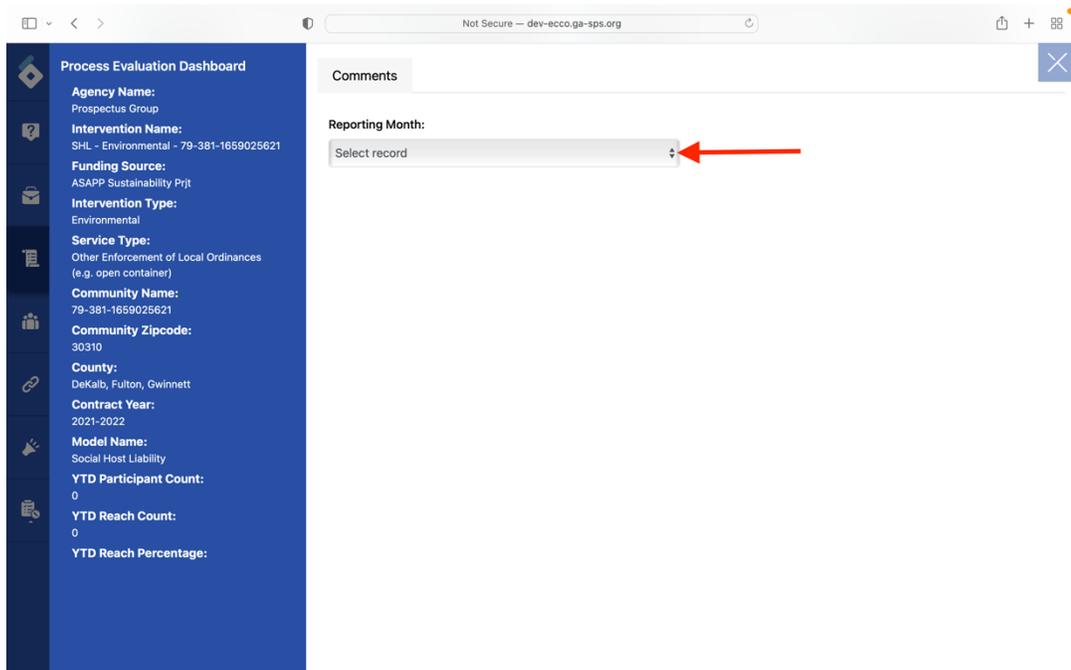
7. Question 13, the first question under the “Participants” section, asks for the “Number of new participants started this reporting period?”
- Please take note of the word new in this question. If you have a recurring intervention, you will only count participants in the month they started the intervention. Once a participant has been counted, you will not count them again in the next reporting period.

The screenshot shows the Ecco-MDS web application interface. On the left is a blue sidebar with service details for DeKalb County - Funtown School. The main content area has a header for 'DeKalb County - Funtown School' and navigation tabs for 'About Intervention' and 'Participants'. The 'Participants' tab is active, showing a form with several questions. Question 13, 'Number of new participants started this reporting period?', is circled in red. Question 14 asks 'Are counts exact?' with 'Yes' and 'No' radio buttons. Question 15 asks for 'New Participants By Gender' with input fields for 'Male', 'Female', and 'Gender Unknown'. Question 16 asks for 'Attendees by Age 0-65+ Count' with a total count field and sub-fields for age groups: Age 0-4, Age 5-11, Age 12-14, Age 15-17, Age 18-20, Age 21-24, Attendees by Age: 25-44, Attendees by Age: 45-64, and Age 65+. A 'Save' button is located at the bottom of the form.

- When entering counts for questions 15 through 18, the total for each question should match the total enter in question 13. Totals that do not match will appear red until corrected (See section on Demo Counts).

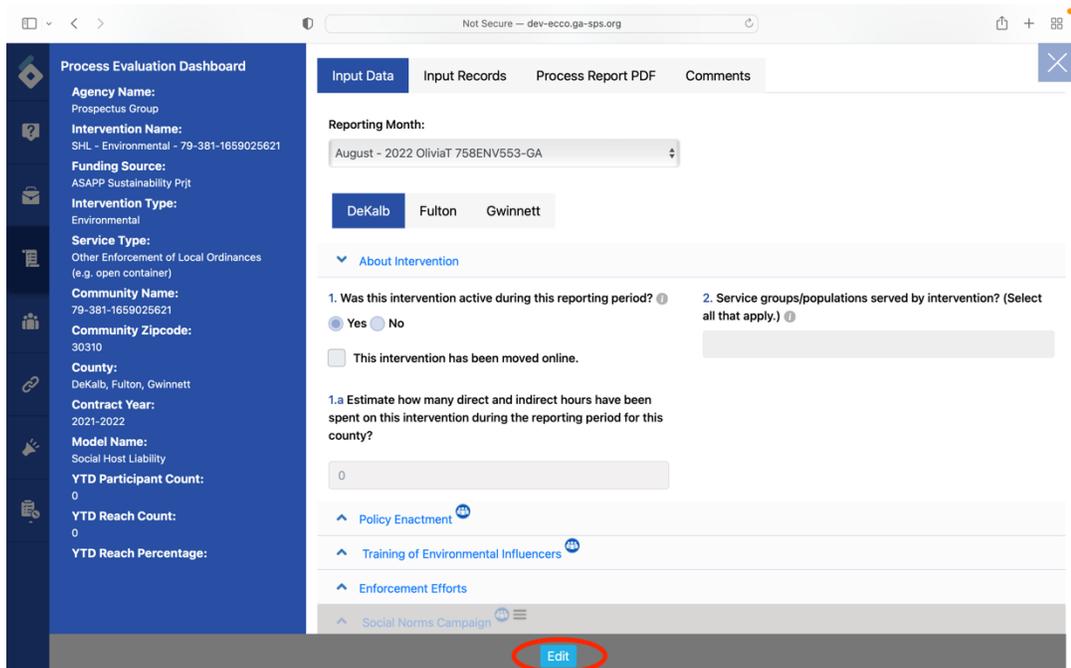
## Environmental Form

1. You will begin entering your monthly data by selecting the reporting period you need to enter data for. Confirm you have selected the correct month and year.



The screenshot shows a web browser window with the URL "Not Secure - dev-ecco.ga-sps.org". On the left is a blue sidebar titled "Process Evaluation Dashboard" containing various fields: Agency Name (Prospectus Group), Intervention Name (SHL - Environmental - 79-381-1659025621), Funding Source (ASAPP Sustainability Prjt), Intervention Type (Environmental), Service Type (Other Enforcement of Local Ordinances), Community Name (79-381-1659025621), Community Zipcode (30310), County (DeKalb, Fulton, Gwinnett), Contract Year (2021-2022), Model Name (Social Host Liability), YTD Participant Count (0), YTD Reach Count (0), and YTD Reach Percentage. The main content area has a "Comments" tab and a "Reporting Month:" dropdown menu with "Select record" selected. A red arrow points to the dropdown arrow.

2. Once you have selected the correct reporting period, you will need to click on the blue Edit box to make changes to the form if this is not your first time entering for that reporting period.



The screenshot shows the same web browser window. The "Input Data" tab is selected, and the "Reporting Month:" dropdown is now set to "August - 2022 OliviaT 758ENV553-GA". Below this are buttons for "DeKalb", "Fulton", and "Gwinnett". A section titled "About Intervention" contains two questions: "1. Was this intervention active during this reporting period?" with "Yes" selected, and "2. Service groups/populations served by intervention?" with a text input field. Below that is a question "1.a Estimate how many direct and indirect hours have been spent on this intervention during the reporting period for this county?" with a text input field containing "0". At the bottom, there are expandable sections for "Policy Enforcement", "Training of Environmental Influencers", "Enforcement Efforts", and "Social Norms Campaign". A blue "Edit" button is circled in red at the bottom center.

- You should notice that the environmental form has eight collapsible sections. Click the section name to open additional questions. You will only need to enter data in the sections relevant to your intervention.

The screenshot shows a web browser window with the URL "Not Secure - dev-ecco.ga-sps.org". On the left is a blue sidebar with a navigation menu. The main content area is titled "Intervention Type: Environmental" and includes tabs for "DeKalb", "Fulton", and "Gwinnett". Below the tabs is a dropdown menu for "About Intervention". The form contains several questions:
 

- 1. Was this intervention active during this reporting period? (Yes/No radio buttons, and a checkbox for "This intervention has been moved online.")
- 2. Service groups/populations served by intervention? (Select all that apply.)
- 1.a Estimate how many direct and indirect hours have been spent on this intervention during the reporting period for this county? (Input field with "0")

 Below these questions are eight collapsible sections, each with an upward arrow and a name:
 

- Policy Enactment
- Training of Environmental Influencers
- Enforcement Efforts
- Social Norms Campaign
- Prescription Drop Boxes & Medicine Safes
- Other Environmental Interventions
- Information Dissemination for Environmental Strategies

 Red circles highlight each of these section names. A "Save" button is located at the bottom right of the form.

- If you did not select Positive Social Norms as your service type in question six of Part B of your IP profile, the Social Norms Campaign section in this form will be grayed out.

This screenshot is similar to the one above, showing the same form structure. However, the "Social Norms Campaign" section is now grayed out, indicating it is inactive. A red circle highlights this section. The other sections and questions remain the same as in the previous screenshot. The "Save" button is still present at the bottom right.

- The "Social Norms Campaign" and the "Information Dissemination for Environmental Strategies" have additional drawers within these sections, which are indicated by the icon with three horizontal lines.

Additional questions will be found in each drawer.

73. Number of unique presentation materials created this reporting period?

73a. Presentation material type(s) created this reporting period? (Select all that apply.)

73b. Number of presentation materials disseminated this reporting period?

Save

a. You will only need to enter data in the sections relevant to your intervention.

6. The first question on the form under “About Intervention” asks, “Was this intervention active during the reporting period?” You will select “Yes” or “No.”

1. Was this intervention active during this reporting period?  Yes  No

2. Service groups/populations served by intervention? (Select all that apply.)

1.a Estimate how many direct and indirect hours have been spent on this intervention during the reporting period for this county?

0

Save

a. If you select “No” to this question, all other questions and sections should disappear. You will need to explain why the intervention was not active that month. Click “Save,” and you are finished.

**Process Evaluation Dashboard**

**Agency Name:** Prospectus Group

**Intervention Name:** SHL - Environmental - 79-381-1659025621

**Funding Source:** ASAPP Sustainability Prjt

**Intervention Type:** Environmental

**Service Type:** Other Enforcement of Local Ordinances (e.g. open container)

**Community Name:** 79-381-1659025621

**Community Zipcode:** 30310

**County:** DeKalb, Fulton, Gwinnett

**Contract Year:** 2021-2022

**Model Name:** Social Host Liability

**YTD Participant Count:** 0

**YTD Reach Count:** 0

**YTD Reach Percentage:**

**Reporting Month:** August - 2022 OliviaT 758ENV553-GA

**DeKalb** Fulton Gwinnett

**About Intervention**

1. Was this intervention active during this reporting period? **Please Provide an explanation why the intervention was not active this month.**

Yes  No

This intervention was paused because of Covid-19. **Describe**

**Add Previous Explanation**

**Save**

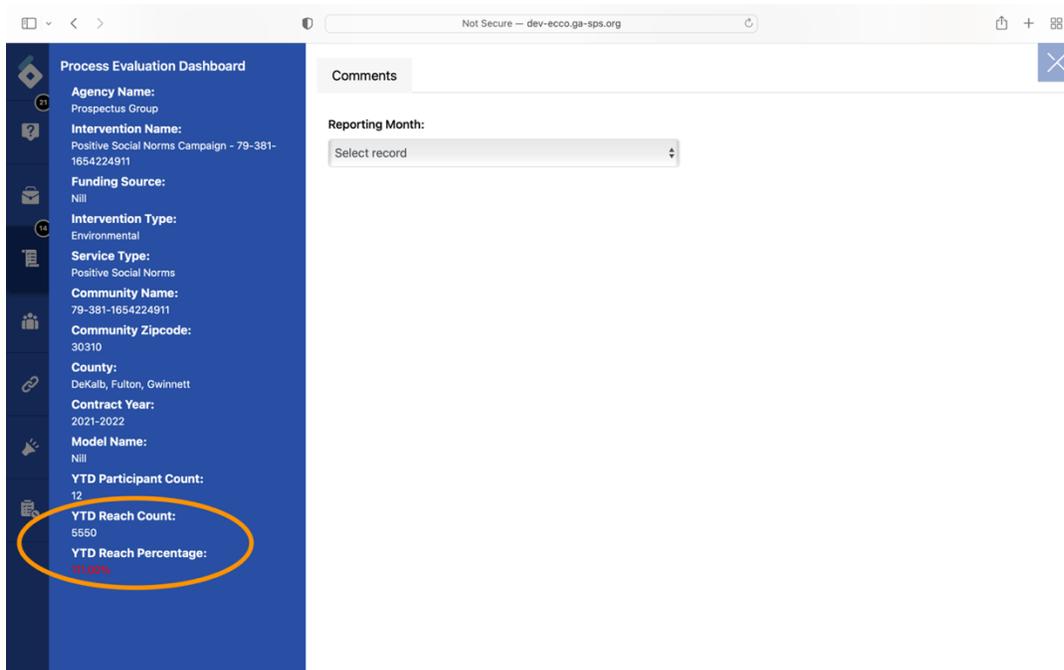
- b. If you select “Yes” to this question, you will continue completing the rest of the form.
  - c. Even if you have no activity to report, you will still need to answer question one for each reporting period.
7. You should also see the people icon next to the sections labeled “Policy Enactment,” “Training of Environmental Influencers,” “Social Norms Campaign,” and “Information Dissemination for Environmental Strategies.” The people icon informs you that you will enter participant counts in those sections.

- a. Please ensure you are not entering the same counts in more than one Section (See section on Demo Counts for instruction on entering demographic information).

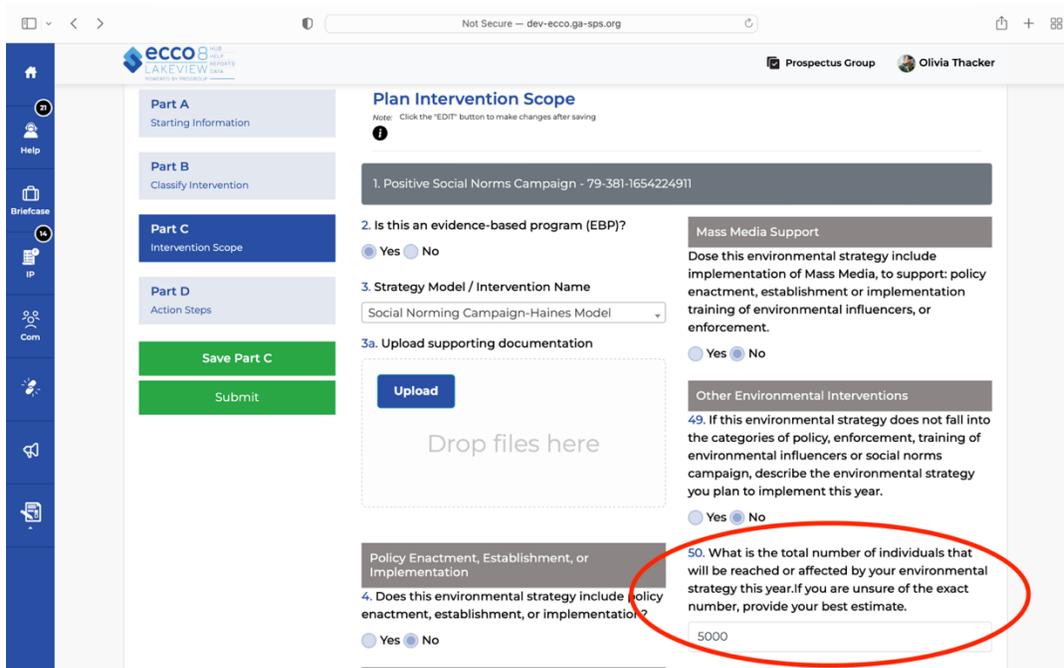
### Year-to-Date Reach

1. In the environmental forms, reach is tracked over the course of the year. You will find a year-to-date reach count and percentage to the left under the intervention details.

- If the reach count exceeds the total number of people in the target population, the year-to-date reach percentage will appear in red. This is an indication that the reach reported needs to be corrected.

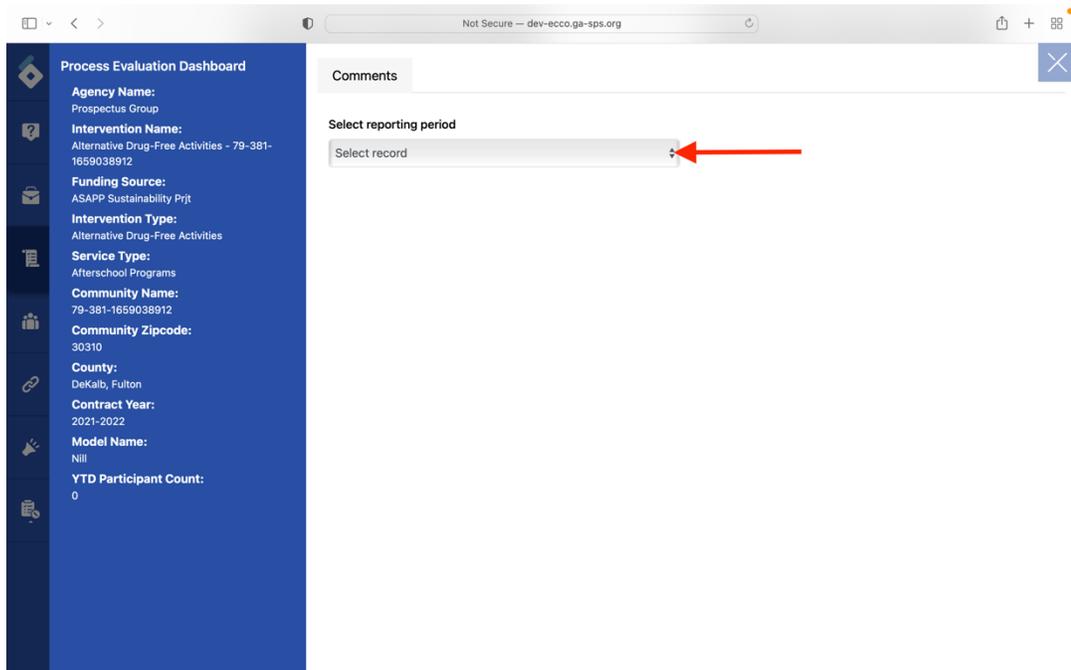


- The year-to-date percentage is determined by the number you entered in Part C, question 50 of the intervention profile, and the reach you report throughout the contract year.



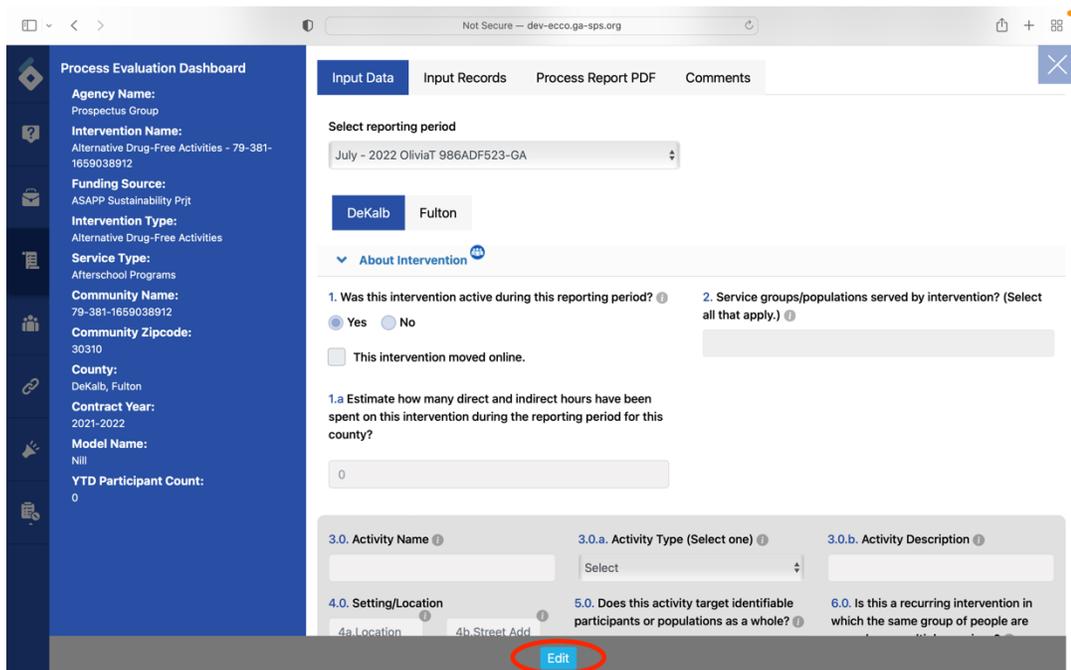
## Alternative Drug-Free Activities Form

1. You will begin entering your monthly data by selecting the reporting period you need to enter data for. Confirm you have selected the correct month and year.



The screenshot shows a web browser window with the URL "Not Secure - dev-ecco.ga-sps.org". On the left is a blue sidebar titled "Process Evaluation Dashboard" containing various icons and a list of fields: Agency Name (Prospectus Group), Intervention Name (Alternative Drug-Free Activities - 79-381-1659038912), Funding Source (ASAPP Sustainability Prjt), Intervention Type (Alternative Drug-Free Activities), Service Type (Afterschool Programs), Community Name (79-381-1659038912), Community Zipcode (30310), County (DeKalb, Fulton), Contract Year (2021-2022), Model Name (Null), and YTD Participant Count (0). The main content area has a "Comments" tab and a "Select reporting period" dropdown menu. A red arrow points to the dropdown arrow icon.

2. Once you have selected the correct reporting period, you will need to click on the blue Edit box to make changes to the form if this is not your first time entering for that reporting period.



The screenshot shows the same web browser window, but now the "Input Data" tab is active. The "Select reporting period" dropdown is populated with "July - 2022 OliviaT 986ADF523-GA". Below it are two buttons: "DeKalb" (highlighted in blue) and "Fulton". A section titled "About Intervention" is expanded, showing several questions: "1. Was this intervention active during this reporting period?" with "Yes" and "No" radio buttons; "2. Service groups/populations served by intervention?" with a text input field; "1.a Estimate how many direct and indirect hours have been spent on this intervention during the reporting period for this county?" with a text input field containing "0"; "3.0 Activity Name" with a text input field; "3.0.a Activity Type (Select one)" with a dropdown menu showing "Select"; "3.0.b Activity Description" with a text input field; "4.0 Setting/Location" with sub-fields "4a Location" and "4b Street Add"; "5.0 Does this activity target identifiable participants or populations as a whole?"; and "6.0 Is this a recurring intervention in which the same group of people are". At the bottom center, a blue "Edit" button is circled in red.

3. You should notice that the Alternative Drug-Free Activities form has only one collapsible section labeled "About intervention."

You will also see a people icon next to the About Intervention section. This people icon informs you that you will be entering participant counts.

The screenshot shows the 'Process Evaluation Dashboard' for 'Prospectus Group'. The 'About Intervention' section is expanded, and a red circle highlights the header and the first question: '1. Was this intervention active during this reporting period?' with 'Yes' and 'No' radio buttons. Other visible fields include 'YTD Participant Count: 0', '3.0. Activity Name', '3.0.a. Activity Type (Select one)', '3.0.b. Activity Description', '4.0. Setting/Location', '5.0. Does this activity target identifiable participants or populations as a whole?', and '6.0. Is this a recurring intervention in which the same group of people are...'. A 'Save' button is at the bottom.

4. The first question on the form asks, “Was this intervention active during the reporting period?” You will select “Yes” or “No.”

This screenshot is similar to the one above, but with a red circle highlighting the 'About Intervention' header and the first question: '1. Was this intervention active during this reporting period?' with 'Yes' and 'No' radio buttons. A 'Form Auto Hold Successful' message is visible at the bottom of the form area. The 'Save' button is also present.

- a. If you select “No” to this question, all other questions should disappear. You will need to explain why the intervention was not active for that month. Click “Save,” and you are finished.

The screenshot shows a web application interface for a process evaluation dashboard. On the left is a blue sidebar with navigation icons. The main content area has a top navigation bar with tabs: 'Input Data', 'Input Records', 'Process Report PDF', and 'Comments'. Below this is a 'Select reporting period' dropdown menu set to 'July - 2022 OliviaT 986ADF523-GA'. There are two buttons, 'DeKalb' and 'Fulton'. A section titled 'About Intervention' contains question 1: 'Was this intervention active during this reporting period?'. The 'No' radio button is selected. To the right of this question is a text box labeled 'Describe' and a blue button 'Add Previous Explanation'. A red arrow points from the text box back to the 'No' radio button. At the bottom of the form, a 'Save' button is circled in red.

- b. If you select “Yes” to this question, you will continue completing the rest of the form.
- c. Even if you have no activity to report, you will still need to answer question one for each reporting period.

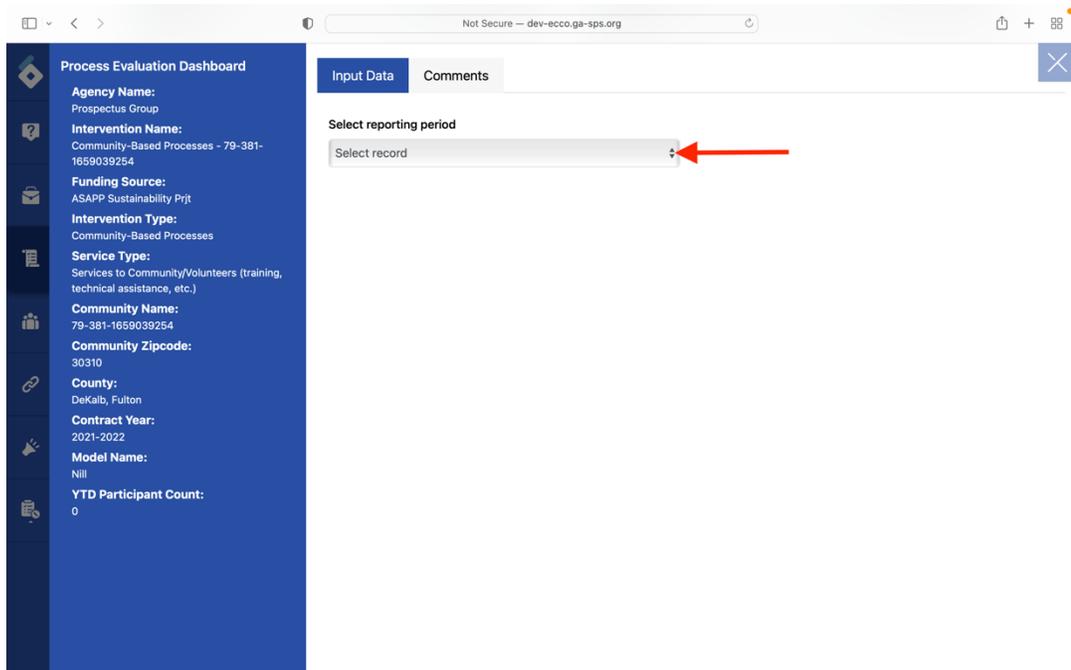
5. Question 13 asks for the “Number of new participants served this reporting period?”

The screenshot shows the same web application interface, but further down the form. Question 13.0, 'Number of new participants served this reporting period?', is circled in red. To its right is question 14.0, 'Are counts exact?', with 'Yes' and 'No' radio buttons. Further right is question 15.0, 'New Participants By Gender:', with input fields for 'Male', 'Female', and 'Gender Unknown'. Below these are sections for 'Attendees by Age' with input fields for various age groups: 0-4, 5-11, 12-14, 15-17, 18-20, 21-24, 25-44, 45-64, 65+, and Age Unknown. At the bottom, there is a section for 'Attendees by Hispanic Origin Count:'. A 'Save' button is visible at the very bottom of the form, and a message 'Form Auto Hold Successful' is displayed above it.

- a. Please take note of the word new in this question. If you have a recurring intervention, you will only count participants in the month they started the intervention. Once a participant has been counted, you will not count them again in the next reporting period.
6. When entering counts for questions 15 through 18, the total for each question should match the total entered in question 13. Totals that do not match will appear red until corrected (See section on Demo Counts).

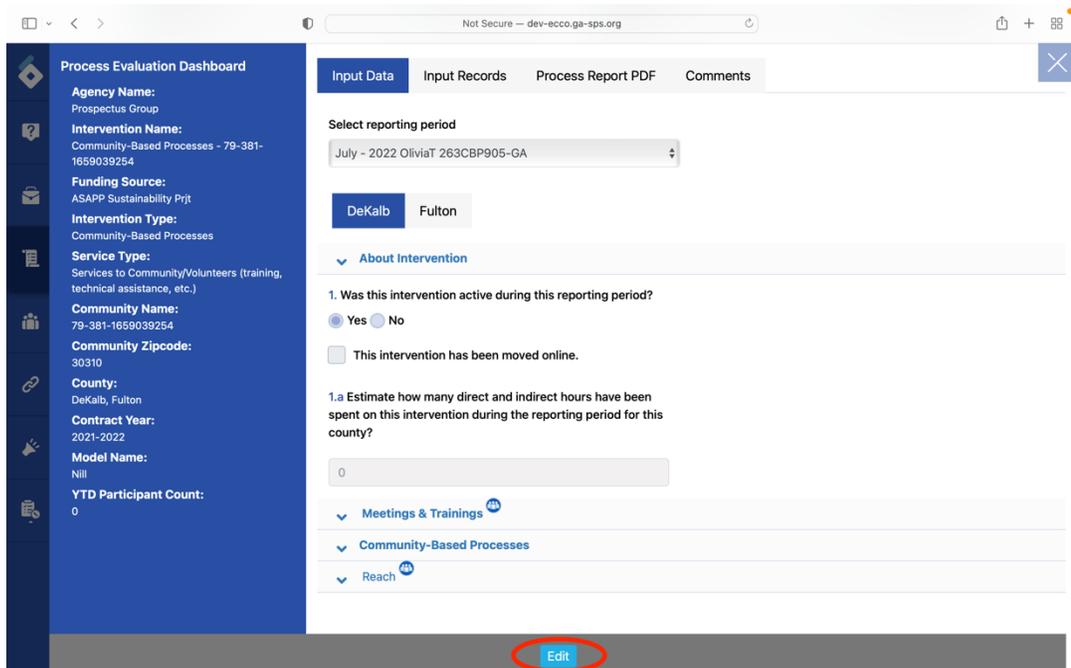
## Community-Based Processes Form

1. You will begin entering your monthly data by selecting the reporting period you need to enter data for. Confirm you have selected the correct month and year.



The screenshot shows a web browser window with the URL "Not Secure - dev-ecco.ga-sps.org". On the left is a blue sidebar titled "Process Evaluation Dashboard" containing various icons and a list of fields: Agency Name (Prospectus Group), Intervention Name (Community-Based Processes - 79-381-1659039254), Funding Source (ASAPP Sustainability Prjt), Intervention Type (Community-Based Processes), Service Type (Services to Community/Volunteers (training, technical assistance, etc.)), Community Name (79-381-1659039254), Community Zipcode (30310), County (DeKalb, Fulton), Contract Year (2021-2022), Model Name (Null), and YTD Participant Count (0). The main content area has two tabs: "Input Data" (active) and "Comments". Below the tabs is a "Select reporting period" dropdown menu with "Select record" selected. A red arrow points to the dropdown arrow.

2. Once you have selected the correct reporting period, you will need to click on the blue Edit box to make changes to the form if this is not your first time entering for that reporting period.



The screenshot shows the same web browser window. The "Input Data" tab is active, and the "Input Records" and "Process Report PDF" tabs are also visible. The "Select reporting period" dropdown menu is now set to "July - 2022 OliviaT 263CBP905-GA". Below this are two buttons: "DeKalb" (selected) and "Fulton". The "About Intervention" section is expanded, showing a question: "1. Was this intervention active during this reporting period?" with radio buttons for "Yes" (selected) and "No". Below this is a checkbox for "This intervention has been moved online." and a question: "1.a Estimate how many direct and indirect hours have been spent on this intervention during the reporting period for this county?" with a text input field containing "0". At the bottom of the form, there are three expandable sections: "Meetings & Trainings", "Community-Based Processes", and "Reach". A blue "Edit" button is circled in red at the bottom center of the form.

3. You should notice that the Community-Based Processes form has four collapsible sections labeled "About Intervention," "Meetings & Trainings," "Community-Based

Processes,” and “Reach.”

The screenshot shows the 'Process Evaluation Dashboard' for the 'Prospectus Group'. The 'About Intervention' section is circled in red. Below it, the question '1. Was this intervention active during this reporting period?' is shown with 'Yes' selected. The '1.a Estimate how many direct and indirect hours have been spent on this intervention during the reporting period for this county?' question is also shown with '0' entered. The 'Meetings & Trainings', 'Community-Based Processes', and 'Reach' sections are also circled in red.

a. You will only enter data in the sections relevant to your intervention.

4. The first question on the form asks, “Was this intervention active during the reporting period?” You will select “Yes” or “No.”

The screenshot shows the 'Process Evaluation Dashboard' for the 'Prospectus Group'. The 'About Intervention' section is circled in red. Below it, the question '1. Was this intervention active during this reporting period?' is shown with 'Yes' selected. The '1.a Estimate how many direct and indirect hours have been spent on this intervention during the reporting period for this county?' question is also shown with '0' entered. The 'Meetings & Trainings', 'Community-Based Processes', and 'Reach' sections are also circled in red.

a. If you select “No” to this question, all other questions and sections should disappear. You will need to explain why the intervention was not active that

month. Click “Save,” and you are finished.

The screenshot shows a web browser window with the URL "Not Secure - dev-ecco.ga-sps.org". The page is titled "Process Evaluation Dashboard" and contains a sidebar with navigation icons. The main content area is divided into several sections: "Input Data", "Input Records", "Process Report PDF", and "Comments". The "Input Data" section is active, showing a "Select reporting period" dropdown set to "July - 2022 OliviaT 263CBP905-GA". Below this are buttons for "DeKalb" and "Fulton". The "About Intervention" section contains a question: "1. Was this intervention active during this reporting period?". There are radio buttons for "Yes" and "No", and a checkbox for "This intervention was paused because of Covid-19.". To the right of this question is a text input field labeled "Describe" and a blue button labeled "Add Previous Explanation". A red arrow points to this button. At the bottom of the page, a grey bar contains the text "Form Auto Hold Successful" and a "Save" button circled in red.

- b. If you select “Yes” to this question, you will continue completing the rest of the form.
- c. Even if you have no activity to report, you will still need to answer question one for each reporting period.

5. You will also see a people icon next to the sections labeled “Meetings & Trainings” and “Reach.” This people icon informs you that you will enter counts in those sections.

The screenshot shows the same web browser window as the previous one. The "About Intervention" section is expanded, showing question 1: "1. Was this intervention active during this reporting period?". There are radio buttons for "Yes" and "No", and a checkbox for "This intervention has been moved online.". Below this is question 1.a: "1.a Estimate how many direct and indirect hours have been spent on this intervention during the reporting period for this county?". There is a text input field with the value "0". Below this are three expandable sections: "Meetings & Trainings", "Community-Based Processes", and "Reach". Each of these sections has a blue button with a people icon next to it, and these buttons are circled in red. At the bottom of the page, a grey bar contains the text "Form Auto Hold Successful" and a "Save" button circled in red.

- a. Please ensure you are not entering the same counts in more than one section.
6. Questions 7 under the “Meetings & Trainings” section asks for the “Number of community members, other than stakeholders/partners, you trained this reporting period?”

The screenshot shows a web browser window with the URL 'dev-ecco.ga-sps.org'. The main content area contains the following questions and input fields:

- 7.0** Number of new community members, other than stakeholders/partners, you trained this reporting period?
- 8.0** Are counts of new community members, other than stakeholders/partners, trained exact?  Yes  No
- 9.0** New Participants By Gender:
 

Male	Female
<input type="text" value="0"/>	<input type="text" value="0"/>
Gender Unknown	
<input type="text" value="0"/>	
- 10.0** Attendees by Age 0-65+ Count:
- Attendees by Age:
 

Age 0-4	Age 5-11	Age 12-14	Age 15-17
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Age 18-20	Age 21-24		
<input type="text"/>	<input type="text"/>		
- Attendees by Age: 25-44 Count:
- Attendees by Age: 45-64 Count:
- Age 65+
- Age Unknown

A 'Save' button is located at the bottom center of the form.

- a. Please take note of the word new in this question. If you have a recurring training, you will only count participants in the month they started the training. Once a participant has been counted, you will not count them again in the next reporting period.
7. When entering counts for questions 9 through 12, the total for each question should match the number entered in question 7. Totals that do not match will appear red until corrected (See section on Demo Counts).
8. Question 19 under the “Reach” section asks you to “Estimate the total number of new individuals who were reached or affected by your community-based processes activities this reporting period.”

Intervention Name: Community-Based Processes - 79-381-1659039254  
 Funding Source: ASAPP Sustainability Prjt  
 Intervention Type: Community-Based Processes  
 Service Type: Services to Community/Volunteers (training, technical assistance, etc.)  
 Community Name: 79-381-1659039254  
 Community Zipcode: 30310  
 County: DeKalb, Fulton  
 Contract Year: 2021-2022  
 Model Name: Null  
 YTD Participant Count: 0

Select reporting period: July - 2022 OliviaT 263CBP905-GA  
 DeKalb Fulton

19. Estimate the total number of new individuals who were reached or affected by your community-based processes activities this reporting period.

20. Are counts exact?  Yes  No

21. New individuals reached by gender:  
 Male:  Female:   
 Gender Unknown:

22. New individuals reached by age 0-65+ Count:   
 Age 0-4:  Age 5-11:  Age 12-14:  Age 15-17:   
 Age 18-20:  Age 21-24:

Save

- a. The reach for the total duration of your community-based processes activities should not exceed the population of your target population.
9. When entering counts for questions 21 through 24, the total for each question should match the total entered in question 19. Totals that do not match will appear red until corrected (See section on Demo Counts).

## Problem Identification & Referral Form

1. You will begin entering your monthly data by selecting the reporting period you need to enter data for. Confirm you have selected the correct month and year.

The screenshot shows a web browser window with the URL 'Not Secure - dev-ecco.ga-sps.org'. On the left is a blue sidebar titled 'Process Evaluation Dashboard' containing various fields: Agency Name (Prospectus Group), Intervention Name (Problem ID and Referral - 79-381-1659039775), Funding Source (ASAPP Sustainability Prjt), Intervention Type (Problem Identification and Referral), Service Type (Online Screening & Referral), Community Name (79-381-1659039775), Community Zipcode (30310), County (DeKalb, Fulton), Contract Year (2021-2022), Model Name (Computer-Assisted System for Patient Assessment and Referral (CASPAR)), and YTD Participant Count (0). The main content area has a 'Comments' tab and a 'Select reporting period' dropdown menu. A red arrow points to the dropdown arrow.

2. Once you have selected the correct reporting period, you will need to click on the blue Edit box to make changes to the form if this is not your first time entering for that reporting period.

The screenshot shows the same web browser window, but now the 'Input Data' tab is selected. The 'Select reporting period' dropdown is set to 'July - 2022 OliviaT 791PRO771-GA'. Below this are two buttons: 'DeKalb' (selected) and 'Fulton'. The 'About Intervention' section is expanded, showing three questions:
 

1. Was this intervention active during this reporting period? (Yes/No radio buttons)
2. Service groups/populations served by intervention? (Select all that apply.)
3. Locations of problem identification and referral activities? (Select all that apply.)

 There is also a checkbox for 'This intervention has been moved online.' and a question '1.a Estimate how many direct and indirect hours have been spent on this intervention during the reporting period for this county?' with a text input field containing '0'. At the bottom, there is a '4.0. Location/Setting' section with 'Location' and 'City/Town' input fields. A blue 'Edit' button is circled in red at the bottom center.

- You should notice that the Problem Identification & Referral form has two collapsible sections labeled “About Intervention” and “Participants.”

The screenshot shows a web application interface for a 'Process Evaluation Dashboard'. On the left is a blue sidebar with navigation icons. The main content area has a top navigation bar with tabs: 'Input Data', 'Input Records', 'Process Report PDF', and 'Comments'. Below the tabs, there are several form fields: 'Select reporting period' (dropdown menu), 'DeKalb' and 'Fulton' (radio buttons), and two collapsible sections: 'About Intervention' and 'Participants'. Both sections are circled in red. At the bottom of the form is a 'Save' button.

- The first question on the form asks, “Was this intervention active during the reporting period?” You will select “Yes” or “No.”

This screenshot shows the same dashboard as the previous one, but the 'About Intervention' section is expanded. The first question, '1. Was this intervention active during this reporting period?', is circled in red. It has radio buttons for 'Yes' and 'No'. Below this question are other form elements: a checkbox for 'This intervention has been moved online.', a text input for '1.a Estimate how many direct and indirect hours have been spent on this intervention during the reporting period for this county?', and a section for '4.0. Location/Setting' with sub-inputs for 'Location' and 'City/Town'. A 'Save' button is at the bottom.

- If you select “No” to this question, all other questions and sections should disappear. You will need to explain why the intervention was not active for that month. Click “Save,” and you are finished.

Process Evaluation Dashboard

**Agency Name:**  
Prospectus Group

**Intervention Name:**  
Problem ID and Referral - 79-381-1659039775

**Funding Source:**  
ASAPP Sustainability Prjt

**Intervention Type:**  
Problem Identification and Referral

**Service Type:**  
Online Screening & Referral

**Community Name:**  
79-381-1659039775

**Community Zipcode:**  
30310

**County:**  
DeKalb, Fulton

**Contract Year:**  
2021-2022

**Model Name:**  
Computer-Assisted System for Patient Assessment and Referral (CASPAR)

**YTD Participant Count:**  
0

Input Data | Input Records | Process Report PDF | Comments

Select reporting period  
July - 2022 OliviaT.791PRO771-GA

DeKalb | Fulton

About Intervention

1. Was this intervention active during this reporting period?

Yes  No

This intervention was paused because of Covid-19.

Please Provide an explanation why the intervention was not active this month.

Describe

Add Previous Explanation

Save

- b. If you select “Yes” to this question, you will continue completing the rest of the form.
  - c. Even if you have no activity to report, you will still need to answer question one for each reporting period.
5. Once you have completed questions 1 through 7 under the “About Intervention” section, click on “Participants” to open up the next section of questions. You should notice the people icon next to the section labeled “Participants.” The people icon informs you that you will be entering participant counts.

Model Name: Computer-Assisted System for Patient Assessment and Referral (CASPAR)  
YTD Participant Count: 0

1.a Estimate how many direct and indirect hours have been spent on this intervention during the reporting period for this county?

0

4.0. Location/Setting

Location City/Town

Street Address ZIP

Describe the setting / location

5. Enter the number of individuals referred to each of the following services during this reporting period.

Substance abuse treatment Mental health treatment Substance abuse prevention activities Housing services

After-school activities Transportation Day care or adult care services Health care

Smoking Cessation Other (Describe.) Describe

Participants

Save

6. Question 8, the first question under the “Participants” section, asks for the “Number of new individuals for whom problem identification and referral services were provided this reporting period?”

Service Type: Online Screening & Referral  
Community Name: 79-381-1659039775  
Community Zipcode: 30310  
County: DeKalb, Fulton  
Contract Year: 2021-2022  
Model Name: Computer-Assisted System for Patient Assessment and Referral (CASPAR)  
YTD Participant Count: 0

About Intervention

Participants

8. Number of new individuals for whom problem identification and referral services were provided this reporting period?

9. Are counts exact? Yes No

10. New individuals served by gender:

Male Female Gender Unknown

0 0 0

11. Attendees by Age 0-65+ Count:

Age 0-4 Age 5-11 Age 12-14 Age 15-17

Age 18-20 Age 21-24

Attendees by Age: 25-44

Attendees by Age: 45-64

Age 65+

Age Unknown

Save

7. When entering counts for questions 10 through 13, the total for each question should match the total entered in question 8. Totals that do not match will appear red until corrected (See section on Demo Counts).

## Information Dissemination Form

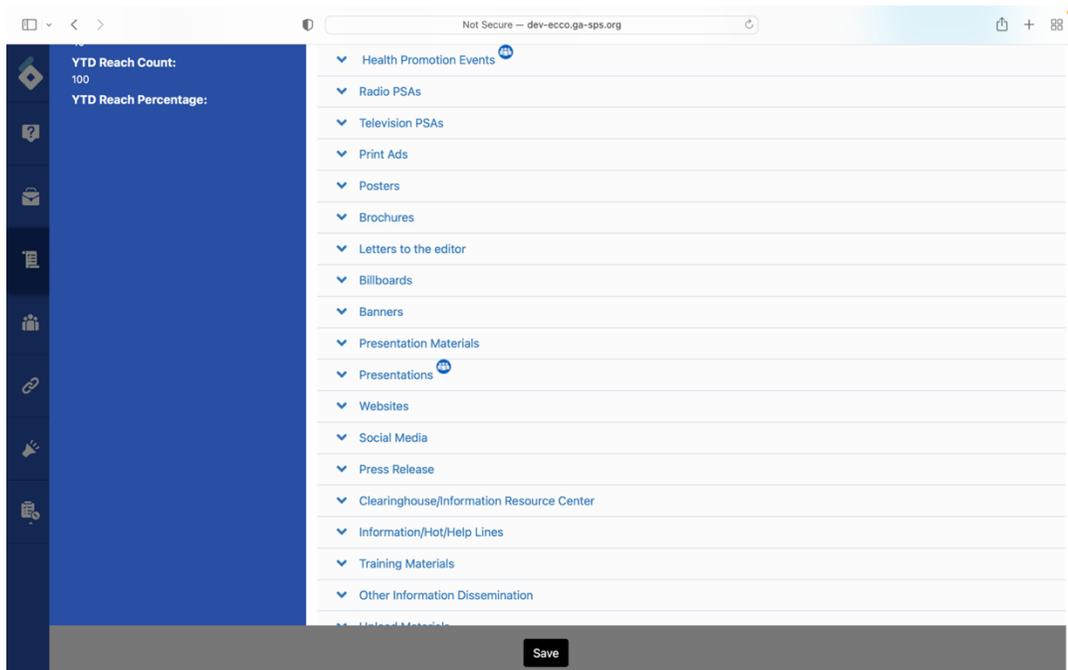
1. You will begin entering your monthly data by selecting the reporting period you need to enter data for. Confirm you have selected the correct month and year.

The screenshot shows the 'Process Evaluation Dashboard' on the left with various fields filled out. The main content area has a 'Comments' tab selected. Below it, the 'Reporting Month' dropdown menu is open, showing 'Select record' as the current selection. A red arrow points to the dropdown arrow icon.

2. Once you have selected the correct reporting period, you will need to click on the blue Edit box to make changes to the form if this is not your first time entering for that reporting period.

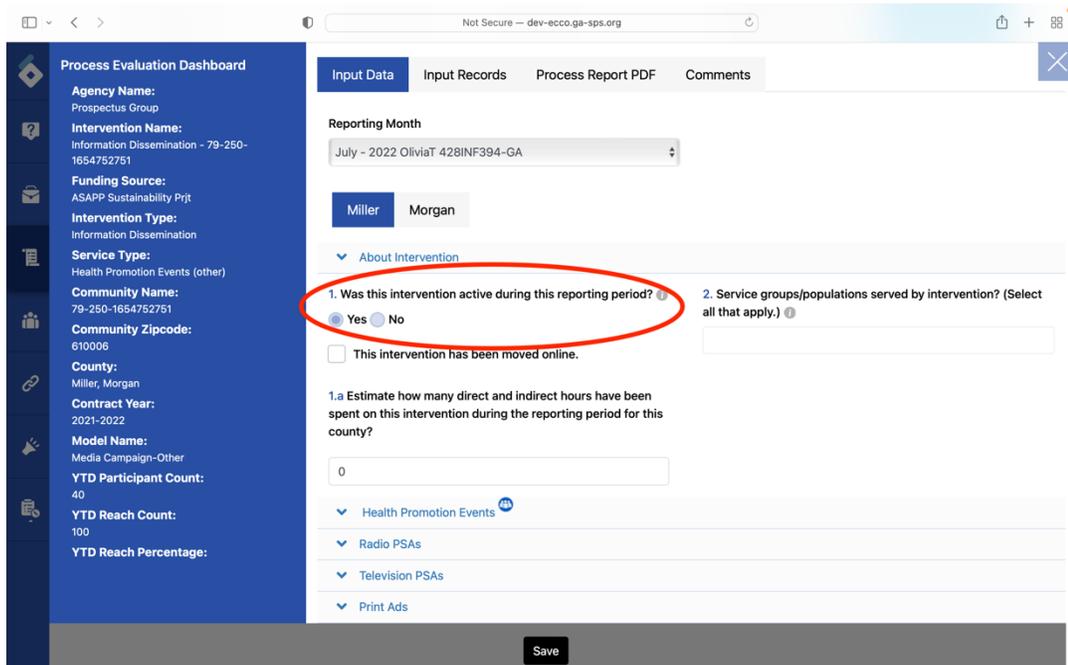
The screenshot shows the 'Process Evaluation Dashboard' on the left. The main content area has the 'Input Data' tab selected. The 'Reporting Month' dropdown is now set to 'July - 2022 OliviaT 428INF394-GA'. Below this, there are sections for 'About Intervention' and '1. Was this intervention active during this reporting period?'. At the bottom of the form, a blue 'Edit' button is circled in red.

3. You should notice that the Information Dissemination form has twenty collapsible sections.



- a. You will only need to enter data in the sections relevant to your intervention.

4. The first question on the form under "About Intervention" asks, "Was this intervention active during the reporting period?" You will select "Yes" or "No."



- a. If you select "No" to this question, all other questions and sections should disappear. You will need to explain why the intervention was not active for that

month. Click “Save,” and you are finished.

The screenshot shows the Ecco-MDS Process Evaluation Dashboard. On the left is a sidebar with the following information:

- Agency Name:** Prospectus Group
- Intervention Name:** Information Dissemination - 79-250-1654752751
- Funding Source:** ASAPP Sustainability Prjt
- Intervention Type:** Information Dissemination
- Service Type:** Health Promotion Events (other)
- Community Name:** 79-250-1654752751
- Community Zipcode:** 610006
- County:** Miller, Morgan
- Contract Year:** 2021-2022
- Model Name:** Media Campaign-Other
- YTD Participant Count:** 40
- YTD Reach Count:** 100
- YTD Reach Percentage:**

The main form area has tabs for 'Input Data', 'Input Records', 'Process Report PDF', and 'Comments'. The 'Input Data' tab is active, showing a 'Reporting Month' dropdown set to 'July - 2022 OliviaT 428INF394-GA'. Below this are filters for 'Miller' and 'Morgan'. A section titled 'About Intervention' contains the following question:

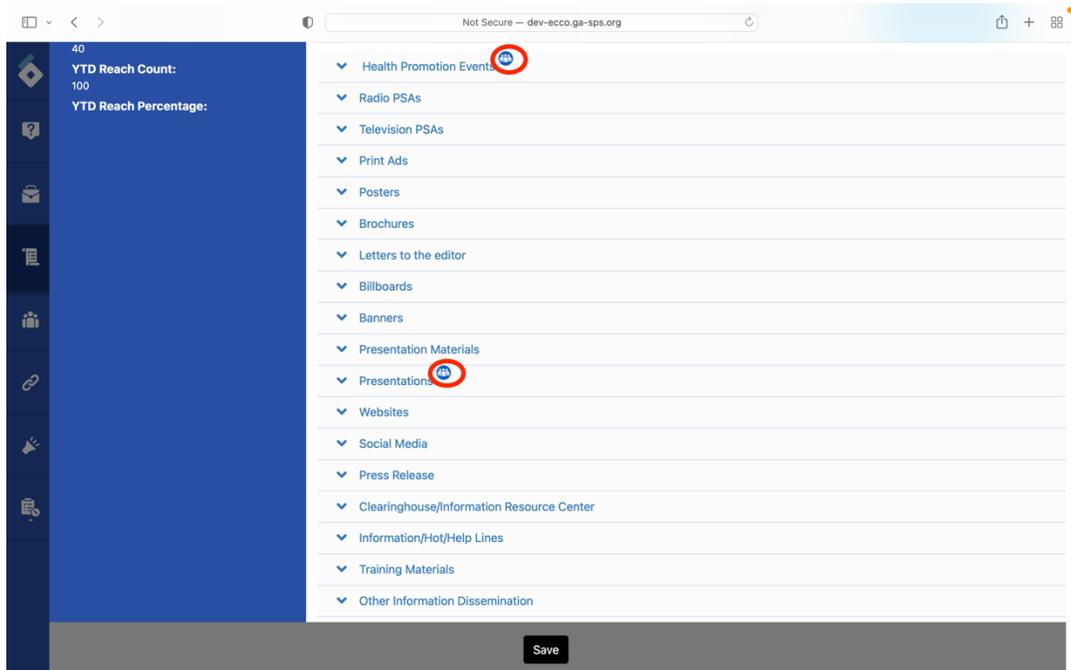
1. Was this intervention active during this reporting period? ? Please Provide an explanation why the intervention was not active this month.

Yes  No

This intervention was paused because of Covid-19. ? Describe

Below the 'Describe' field is a blue button labeled 'Add Previous Explanation'. At the bottom of the dashboard, a 'Save' button is circled in red.

- b. If you select “Yes” to this question, you will continue completing the rest of the form.
  - c. Even if you have no activity to report, you will still need to answer question one for each reporting period.
5. You should also see a people icon next to the sections labeled “Health Promotion Events” and “Presentations.” The people icon informs you that you will enter counts in those sections.



a. Please ensure you are not entering the same counts in more than one Section.

## Tobacco Problem ID & Referral (for brief tobacco intervention) Form

1. You will begin entering your monthly data by selecting the reporting period you need to enter data for. Confirm you have selected the correct month and year.

The screenshot shows a web browser window with the URL 'Not Secure - dev-ecco.ga-sps.org'. On the left is a blue sidebar titled 'Process Evaluation Dashboard' containing various icons and a list of form details:

- Agency Name:** Prospectus Group
- Intervention Name:** Tobacco Problem ID and Referral - 79-250-1654755759
- Funding Source:** ASAPP Sustainability Prjt
- Intervention Type:** Tobacco Problem ID and Referral
- Service Type:** Other Prevention Assessment & Referral
- Community Name:** 79-250-1654755759
- Community Zipcode:** 610007
- County:** Pike, Twiggs
- Contract Year:** 2021-2022
- Model Name:** Null
- YTD Participant Count:** 20

The main content area has a 'Comments' tab and a 'Select reporting period' dropdown menu. A red arrow points to the dropdown arrow on the right side of the menu, which currently displays 'Select record'.

2. Once you have selected the correct reporting period, you will need to click on the blue Edit box to make changes to the form if this is not your first time entering for that reporting period.

The screenshot shows the same web browser window, but now the 'Input Data' tab is active. The 'Select reporting period' dropdown is populated with 'July - 2022 OliviaT 416PRO662-GA'. Below the dropdown, the location 'Pike Twiggs' is selected. The 'About Intervention' section contains several questions and input fields:

- 1. Was this intervention active during this reporting period?** (Yes/No radio buttons)
- 2. Service groups/populations served by intervention?** (Text input field)
- 3. Locations of problem identification and referral activities?** (Text input field)
- 1.a Estimate how many direct and indirect hours have been spent on this intervention during the reporting period for this county?** (Text input field with value '0')
- 4.0. Location/Setting** (Location/Setting section with 'Location' and 'City/Town' input fields)

A red circle highlights the 'Edit' button at the bottom of the form.

- You should notice that the Tobacco Problem ID & Referral form has two collapsible sections labeled “About Intervention” and “Participants.”

The screenshot shows a web browser window with the URL 'dev-ecco.ga-sps.org'. On the left is a blue sidebar titled 'Process Evaluation Dashboard' containing various icons and a list of form fields: Agency Name (Prospectus Group), Intervention Name (Tobacco Problem ID and Referral - 79-250-1654755759), Funding Source (ASAPP Sustainability Prjt), Intervention Type (Tobacco Problem ID and Referral), Service Type (Other Prevention Assessment & Referral), Community Name (79-250-1654755759), Community Zipcode (610007), County (Pike, Twiggs), Contract Year (2021-2022), Model Name (Nill), and YTD Participant Count (20). The main content area has tabs for 'Input Data', 'Input Records', 'Process Report PDF', and 'Comments'. Below the tabs is a 'Select reporting period' dropdown menu set to 'July - 2022 OliviaT 416PRO662-GA'. There are two buttons, 'Pike' and 'Twiggs'. Below these are two collapsible sections: 'About Intervention' and 'Participants', both of which are circled in red. At the bottom right of the form area is a 'Save' button.

- The first question on the form asks, “Was this intervention active during the reporting period?” You will select “Yes” or “No.”

This screenshot shows the same dashboard as the previous one, but the 'About Intervention' section is expanded. The first question, '1. Was this intervention active during this reporting period?', is circled in red. It has two radio button options: 'Yes' (which is selected) and 'No'. Below this question is a checkbox labeled 'This intervention has been moved online.' To the right of the first question are two other questions: '2. Service groups/populations served by this intervention? (Select all that apply.)' and '3. Locations of problem identification and referral activities? (Select all that apply.)'. Below the first question is a text input field with the number '0'. At the bottom of the form area is a 'Save' button.

- If you select “No” to this question, all other questions and sections should disappear. You will need to explain why the intervention was not active for that month. Click “Save,” and you are finished.

Process Evaluation Dashboard

**Agency Name:**  
Prospectus Group

**Intervention Name:**  
Tobacco Problem ID and Referral - 79-250-1654755759

**Funding Source:**  
ASAPP Sustainability Prjt

**Intervention Type:**  
Tobacco Problem ID and Referral

**Service Type:**  
Other Prevention Assessment & Referral

**Community Name:**  
79-250-1654755759

**Community Zipcode:**  
610007

**County:**  
Pike, Twiggs

**Contract Year:**  
2021-2022

**Model Name:**  
Null

**YTD Participant Count:**  
20

Input Data | Input Records | Process Report PDF | Comments

Select reporting period  
July - 2022 OliviaT 416PRO662-GA

Pike | Twiggs

▼ About Intervention

1. Was this intervention active during this reporting period?

Yes  No

This intervention was paused because of Covid-19.

Please Provide an explanation why the intervention was not active this month.

Describe

Add Previous Explanation

Form Auto Hold Successful

Save

- b. If you select “Yes” to this question, you will continue completing the rest of the form.
  - c. Even if you have no activity to report, you will still need to answer question one for each reporting period.
5. Once you have completed questions 1 through 7 under the “About Intervention” section, click on “Participants” to open up the next section of questions. You should notice the people icon next to the section labeled “Participants.” This people icon informs you that you will be entering participant counts.

6. Question 8, the first question under the “Participants” section, asks for the “Number of new individuals for whom problem identification and referral services were provided this reporting period?”

7. When entering counts for questions 10 through 13, the total for each question should match the total entered in question 8. Totals that do not match will appear red until corrected (See section on Demo Counts).

## Deliverable Tracking (E-MPR)

Each month providers will need to report on the progress of their contract deliverables. Deliverable tracking will be found on the Plan and Report dashboard under E-MPR. Users will need to complete their monthly process report before they can submit their MPRs.

1. From the Ecco homepage, navigate to the E-MPR by selecting the Plan & Report node.

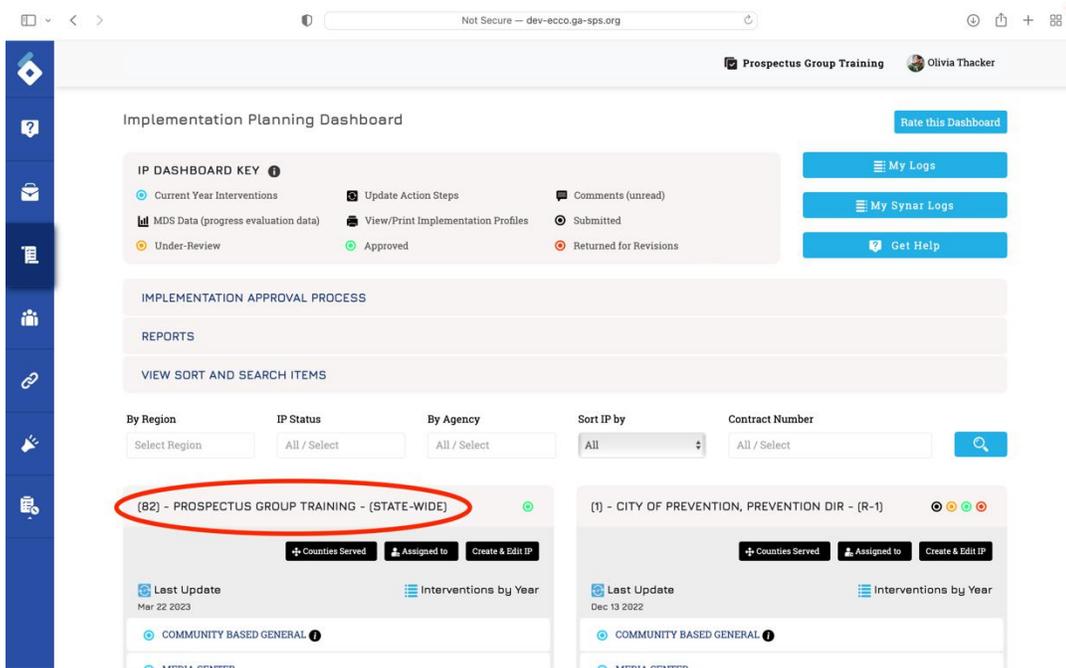
The screenshot shows the Ecco homepage dashboard. The navigation menu on the left has a red circle around the 'PLAN & REPORT' icon. The main dashboard content includes:

- DATA VIZ DASHBOARD - STATE-WIDE**
- HOME DASHBOARD**
- USER**: 2:19 PM, EST, 22nd Mar 2023. Account Status: Active. Role: User. Settings.
- HELP DESK**: 5:30 AM, EST, 13th Dec 2022. Pending: 104. Opened: 5. Closed: 4.
- PLAN & REPORT**: 6:08 PM, EST, 22nd Mar 2023. Submitted: 10. Under-Review: 7. Approved: 64. Returned: 3.
- CROSS AGENCY SORT**: Search Agency, Clear, ON.
- SINGLE AGENCY SELECT**: City of Prevention, Prevention Dir, Test Agency, Berkeley Prevention Project, evaltestagency, NC Examples, Prospectus Group, Prospectus Group Training.
- BRIEFCASE**: 3:48 AM, EST, 26th Jul 2022. Items: 34.
- SURVEYS**: Last Activity, 31st Dec 1969.
- ANNOUNCEMENTS**: 7:45 am EST, 11.02.2020. Test Message from vivid.

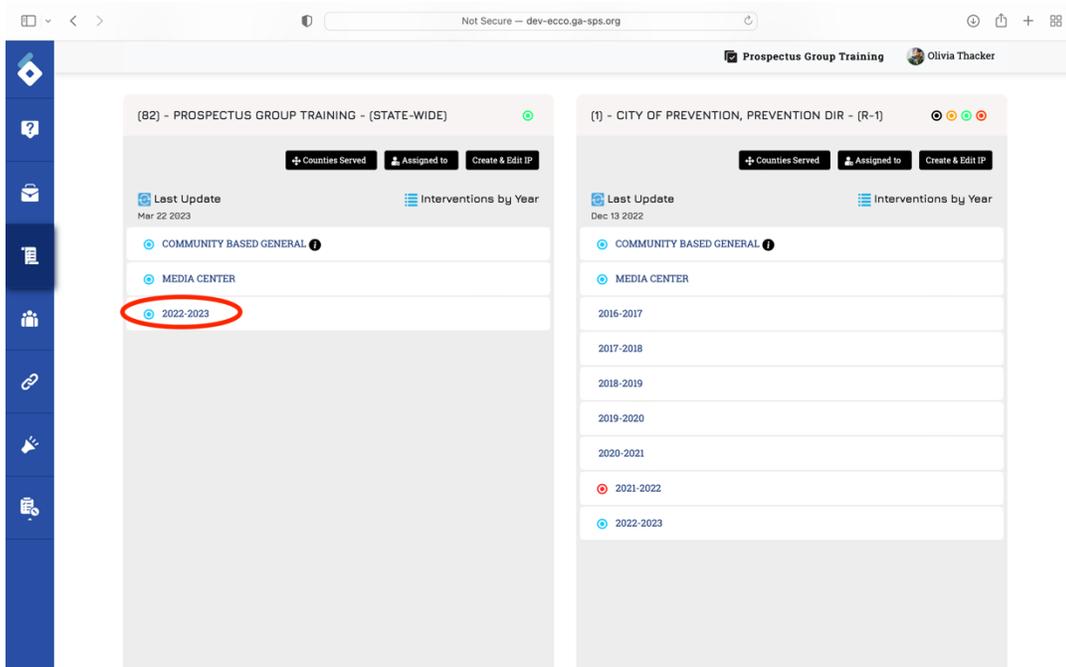
Note: This website is best viewed in Firefox 10+ @ 1024 x 768 resolution (Desktop) & @ 320 x 480 resolution (Mobile).

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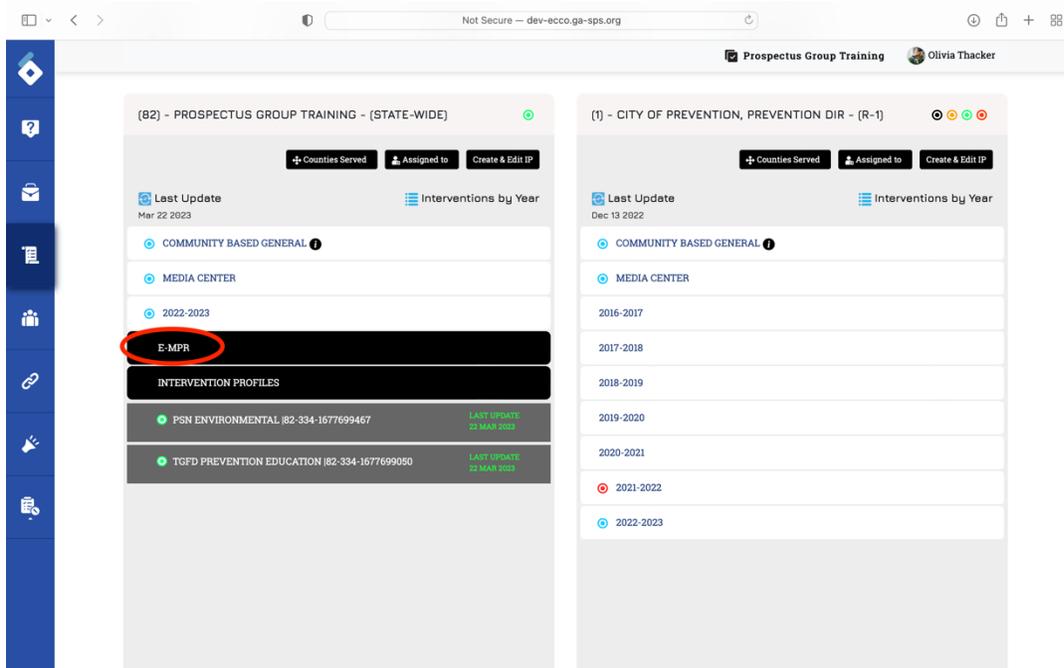
2. Locate the node with your agency's name. You will only see one node on this page if you are only associated with one agency and funding contract.



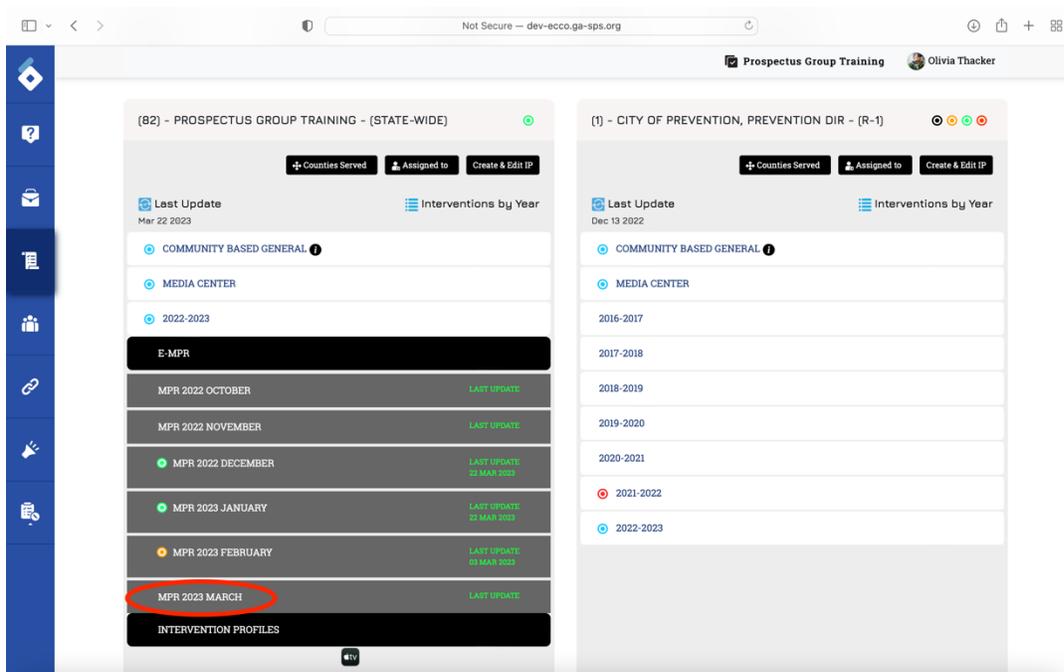
3. Select the current contract year.



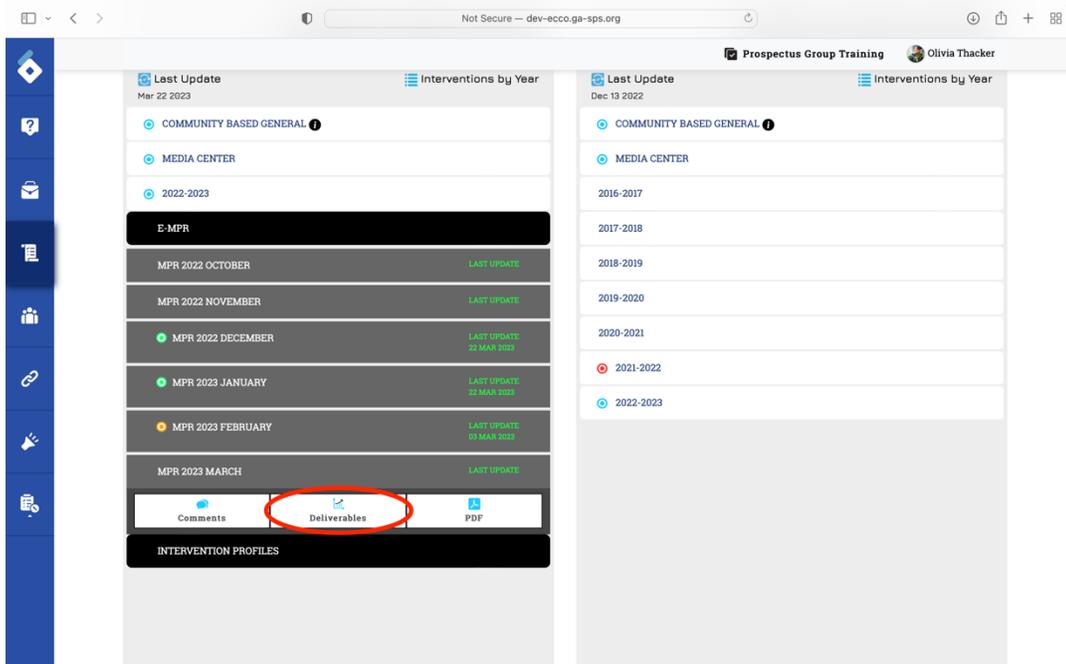
4. Click on E-MPR.



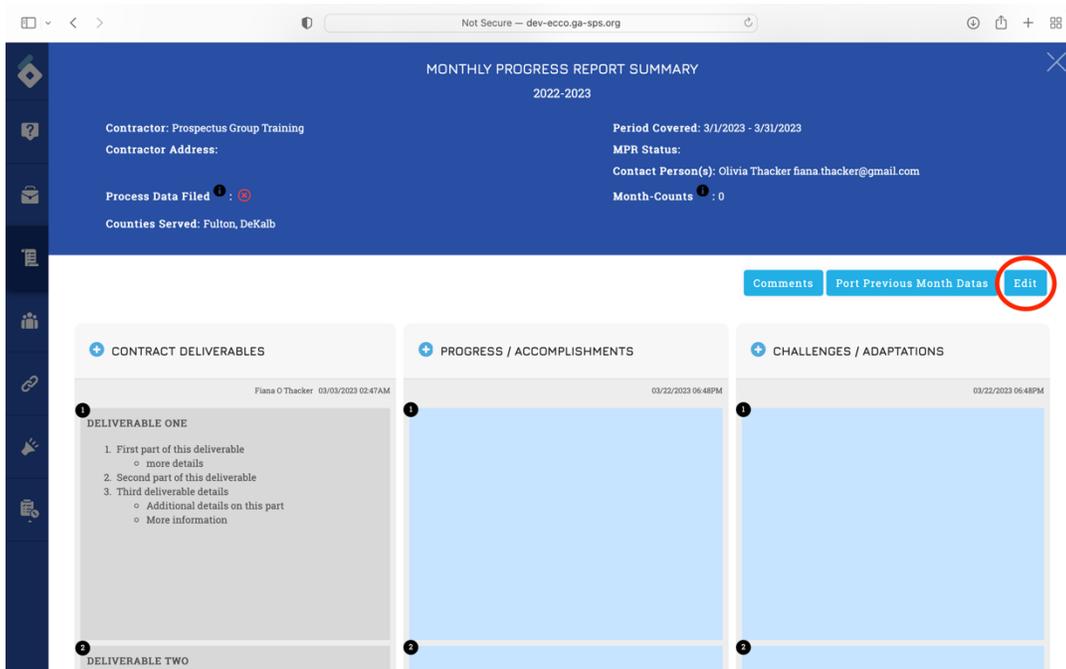
5. Select the MPR month you need to submit.



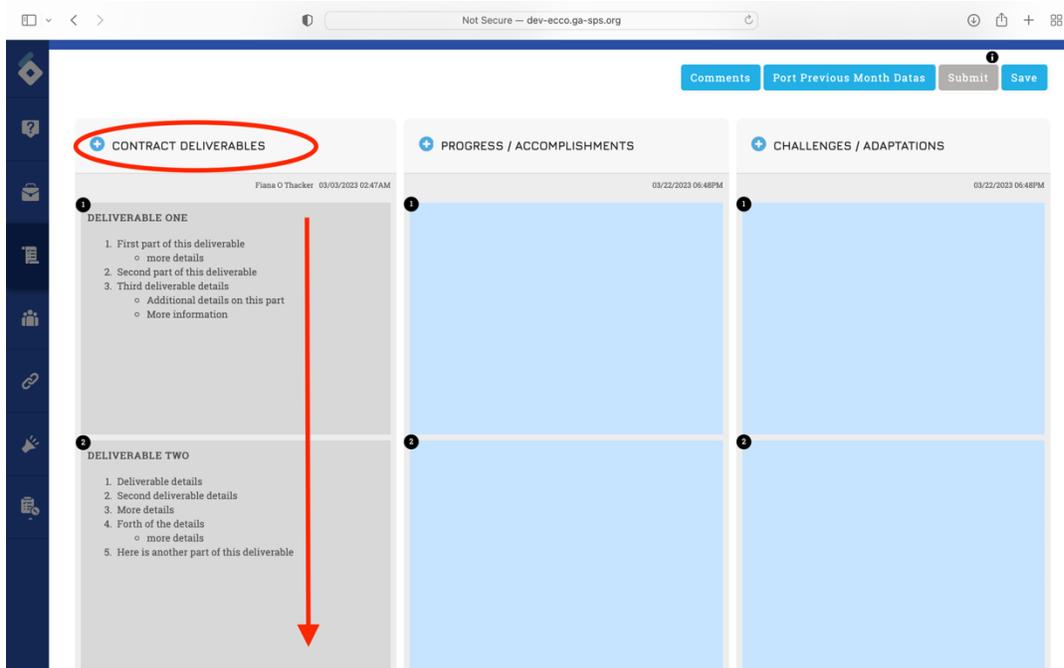
6. Click on the box labeled "Deliverables."



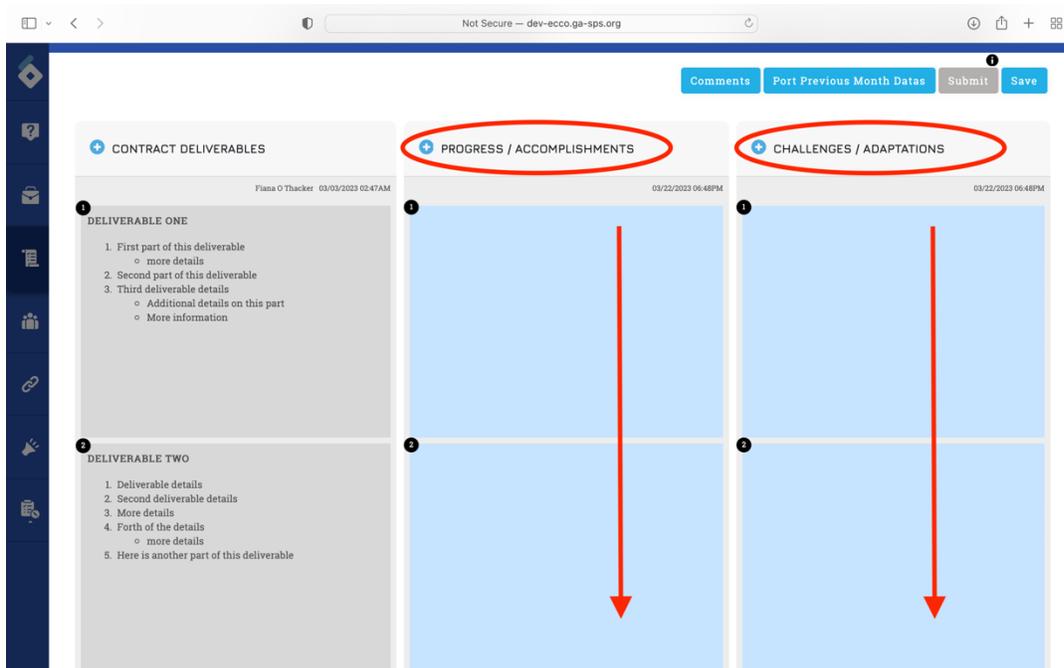
7. To update your deliverables' progress, hit the edit button on the top right.



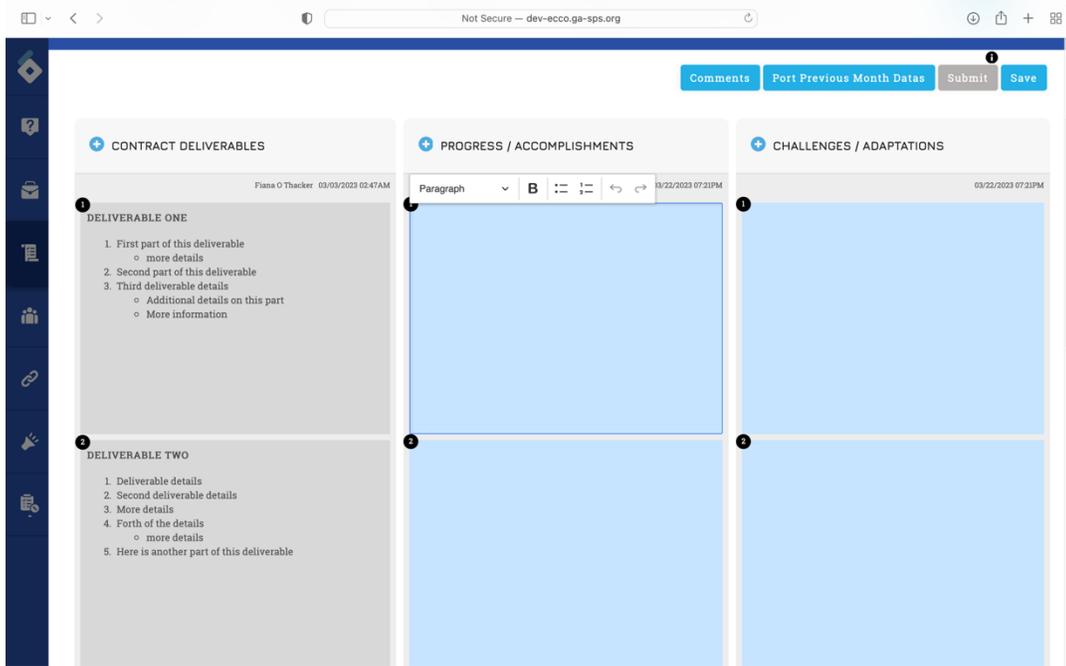
8. The first column of boxes contains your contract deliverables. The content in these gray boxes was entered by your programmatic manager and cannot be edited.



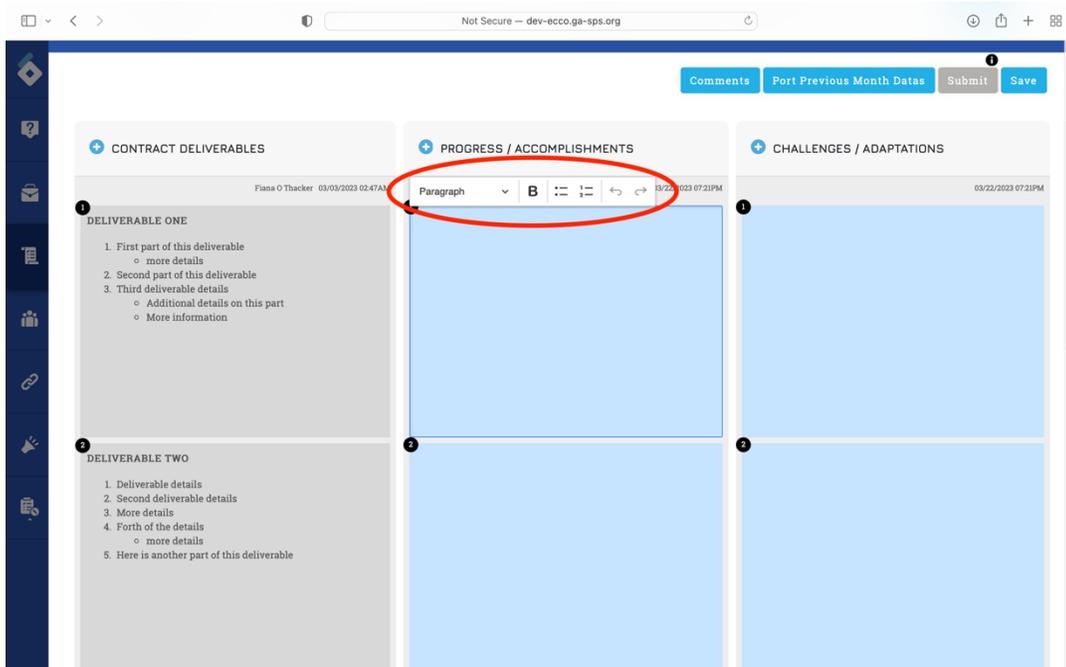
9. To the right of your contract deliverables, you will find two columns of boxes for entering your progress and accomplishments and challenges and adaptations for each deliverable.



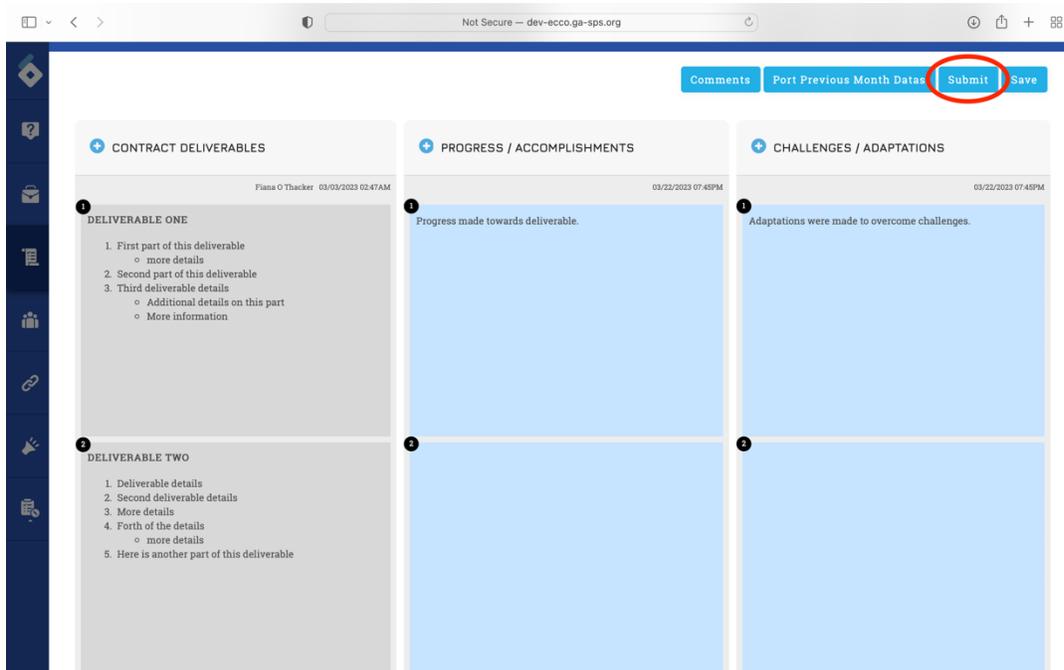
10. Click on any blue box to begin typing your response.



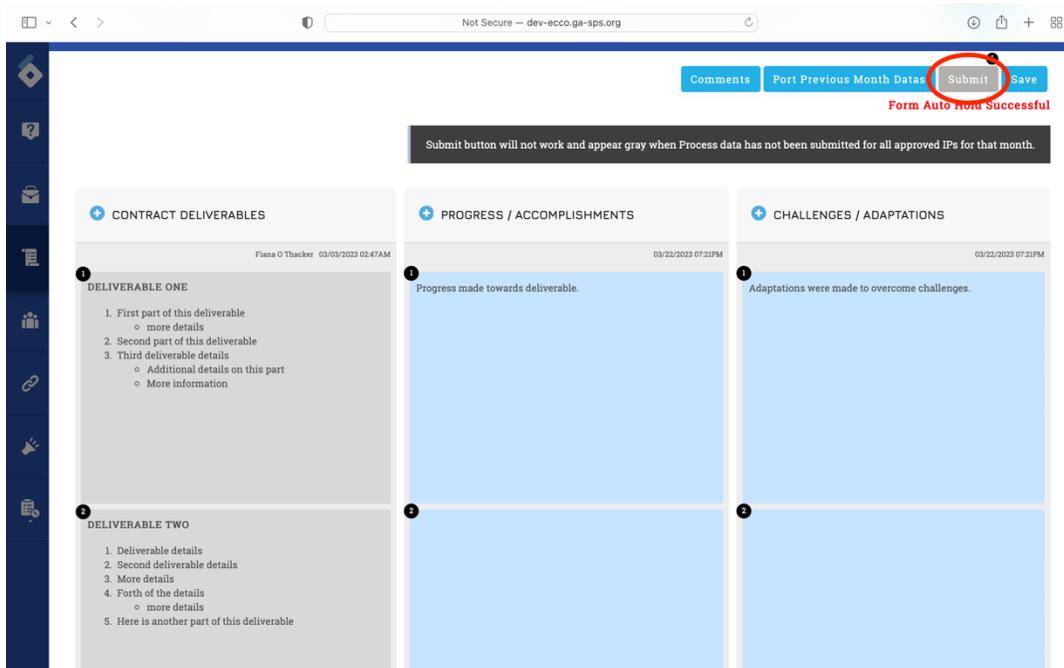
11. You can create headings, add bolding, and create bulleted or numbered lists.



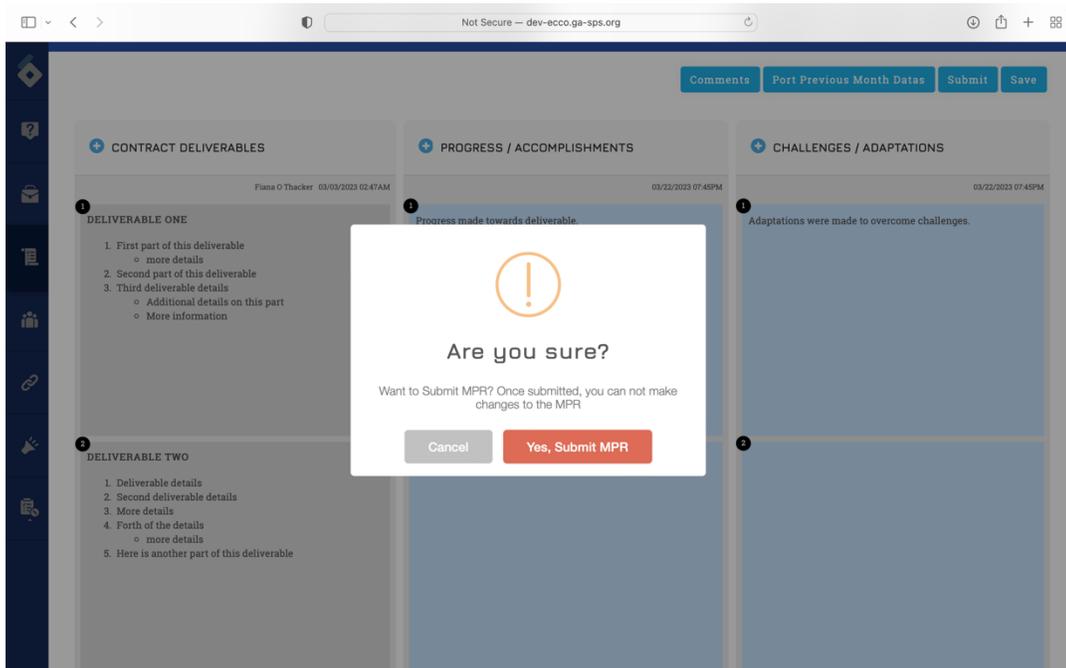
12. Once you have entered all updates, hit the submit button.



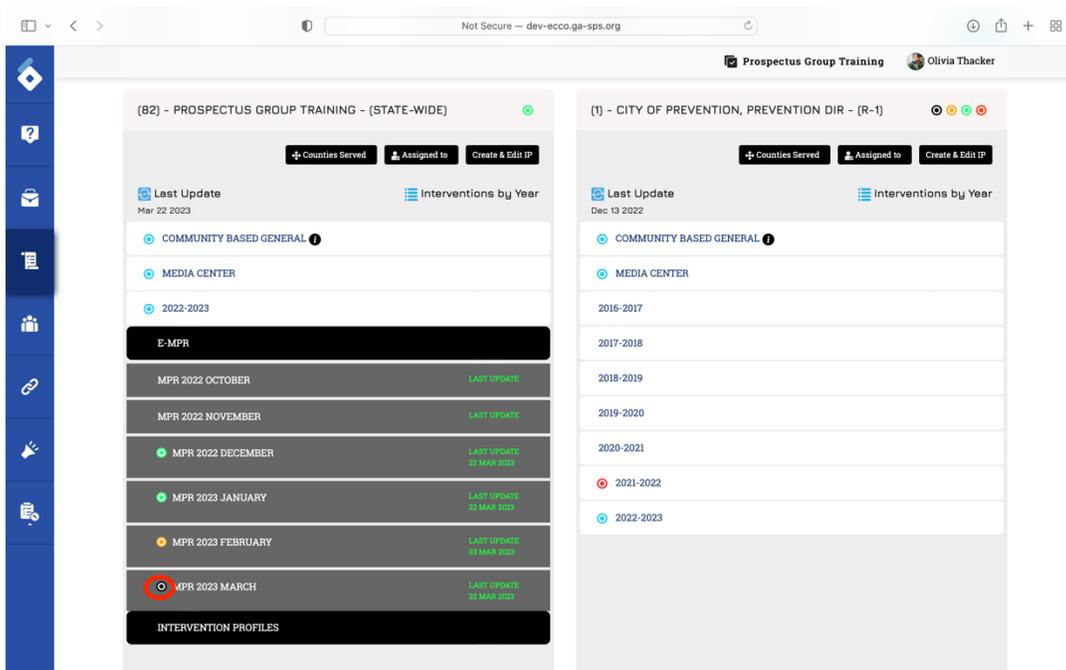
13. If you have yet to report your process data for the month, the submit button will be grayed out. You will need to complete your process data first.



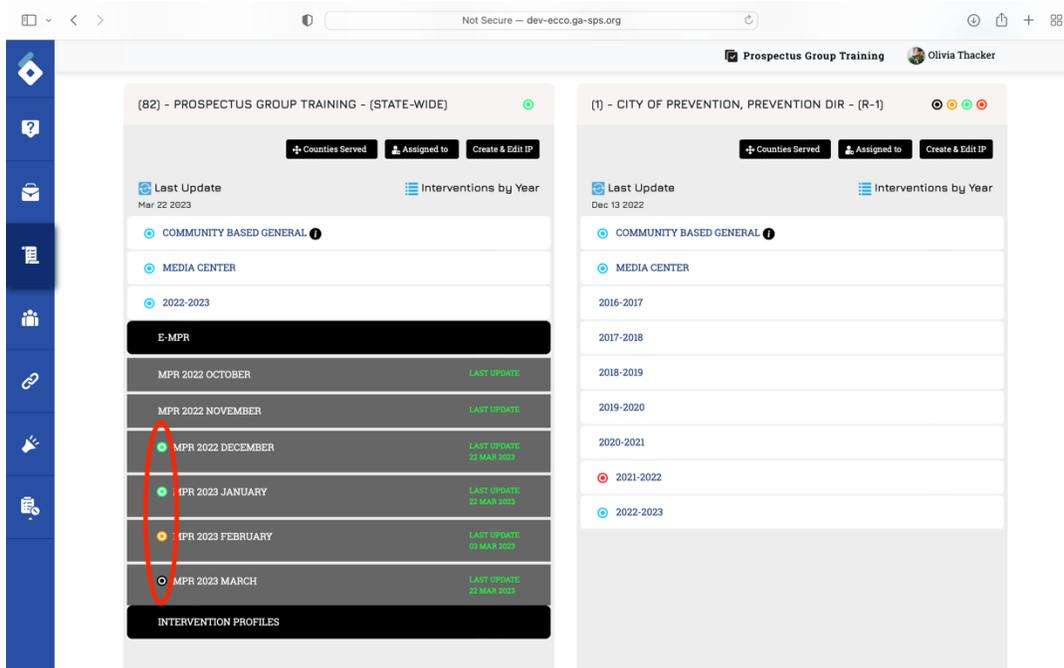
14. Once you hit submit, you can no longer make changes for that reporting month.



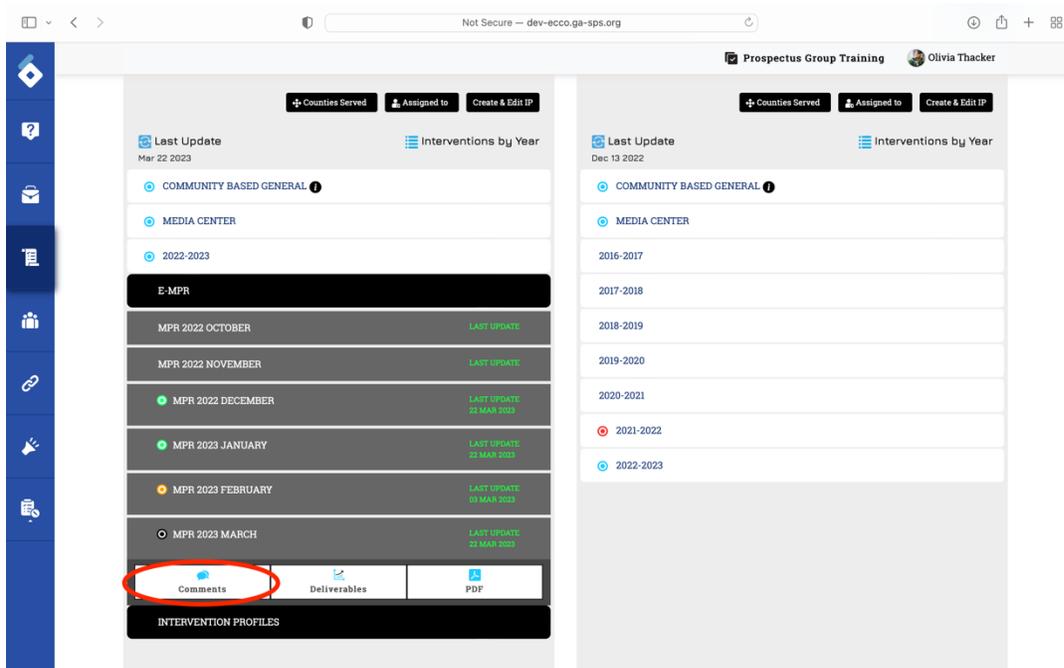
15. You will see a black dot next to the MPR you just submitted.



16. After your programmatic officer has reviewed your MPR, they will approve it or return it for corrections. MPRs with an orange dot next to them are under review, those with a green dot have been approved, and those with a red dot have been returned.



17. If you have questions or concerns regarding your monthly MPR, you can leave a comment for your programmatic officer.



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Counties Served Assigned to Create & Edit IP

Last Update  
Mar 22 2023

Interventions by Year

- COMMUNITY BASED GENERAL
- MEDIA CENTER
- 2022-2023
  - E-MPR
    - MPR 2022 OCTOBER LAST UPDATE
    - MPR 2022 NOVEMBER LAST UPDATE
    - MPR 2022 DECEMBER LAST UPDATE 29 MAR 2023
    - MPR 2023 JANUARY LAST UPDATE 29 MAR 2023
    - MPR 2023 FEBRUARY LAST UPDATE 29 MAR 2023
    - MPR 2023 MARCH LAST UPDATE 29 MAR 2023

Comments Deliverables PDF

INTERVENTION PROFILES

### Comments and Questions Prospectus Group Training

Write your comments here

# Pre-Post-Survey Deployment

Ecco offers capabilities for collecting outcome data for education interventions with the pre-post survey system. Users can request pre- and post-surveys for individual participants by creating a unique ID. Once the evaluator has approved the survey request, participants can access the survey using the generated link and their unique ID.

## Adding Locations to Prevention Education IPs (For Providers Only)

Before setting up your surveys, you must ensure your locations have been added to your Intervention Profile.

1. From the Intervention Profile page, create or find the IP.
2. Click “View/Edit IP” and then scroll down to view the IP forms.
3. Hit “Part C” to open the section regarding the intervention scope, then click on “Edit.”
4. Under question 12, you can add locations. Select the survey type for each location you add.
5. Please note that how you break down your locations may vary depending on the structure of your population. Suppose you are implementing a prevention education intervention in a school across multiple classrooms with varying start times and facilitators. In that case, you will want to create a separate location for each class or cohort.

The screenshot shows the Ecco intervention profile form. The form is divided into several sections: Part B (Classify Intervention), Part C (Intervention Scope), and Part D (Action Steps). The current section is Part C, which contains questions 1 through 12. Question 12, "Setting(s)/Location(s)", is highlighted with a red circle. Below question 12, there is a table for adding locations. The table has two columns: "Setting/Location 1" and "Setting/Location 2". The first row shows "Echinacea Prep S" and "Atlanta".

1. Fun with TGFD - 134-390-1711484266

2. Is this an evidence-based program (EBP)?  
 Yes  No

3. Strategy Model / Intervention Name  
 Too Good for Drugs

3a. Upload supporting documentation  
 Upload  
 Drop files here

4. Indicate the age group(s) targeted for this intervention. (Select all that apply)  
 5-11 years  
 12-14 years  
 15-17 years

5. Indicate the population types targeted by this intervention (Select all that apply)  
 Youth/Minors (SP26)

8. What is the average length of each session (in hours) that will be offered?  
 1.0

9. Will this intervention be implemented in a series of cycles?  
 Yes  No

9a. What is the number of cycles to be implemented this year?  
 2

10. What are the formats of the prevention education intervention you will be implementing? (Select all that apply)  
 Large group (10-49)

11. What is the total number of individuals to be served by this prevention education intervention this year? if you are unsure of the exact number of individuals, provide your best estimate.  
 400

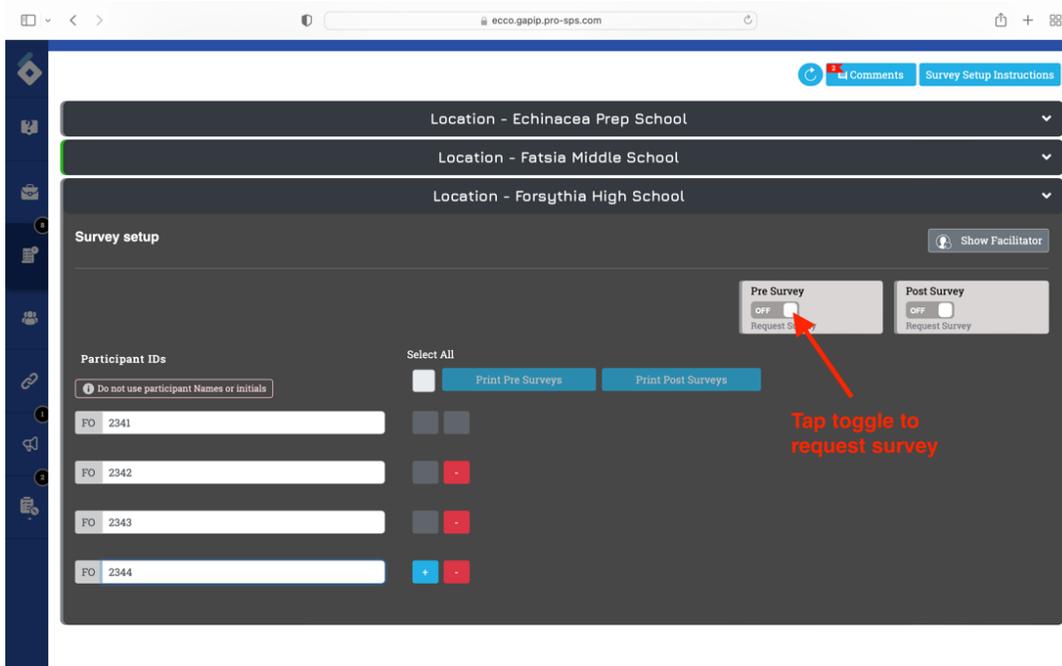
12. Setting(s)/Location(s)

Setting/Location 1	Setting/Location 2
Echinacea Prep S	Atlanta

## Setting up the Survey

1. From the Survey Setup page, click on the location to reveal the survey setup options.
2. Type in the first unique ID into the field labeled Student ID
3. To add additional student IDs, click on the blue plus sign button.
4. To remove a student ID, click on the red minus button.
5. Once you have entered unique IDs for all student participants, move the toggle under “Pre-Survey” to the on position to request the pre-survey.
6. Once the survey has been approved, you will see the note “Survey ready to use.”
  - If you have not left the page since requesting the survey, you will need to hit refresh to see the approval notice.
7. Please look out for comment notifications. Your state-level evaluator may need to correspond with you before approving your survey request.

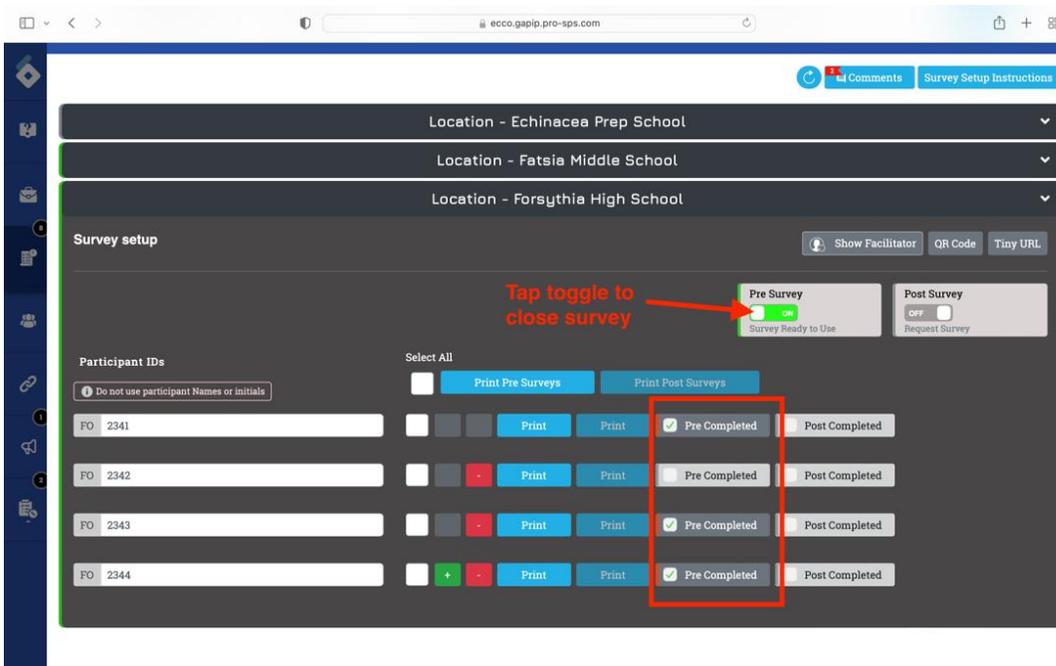
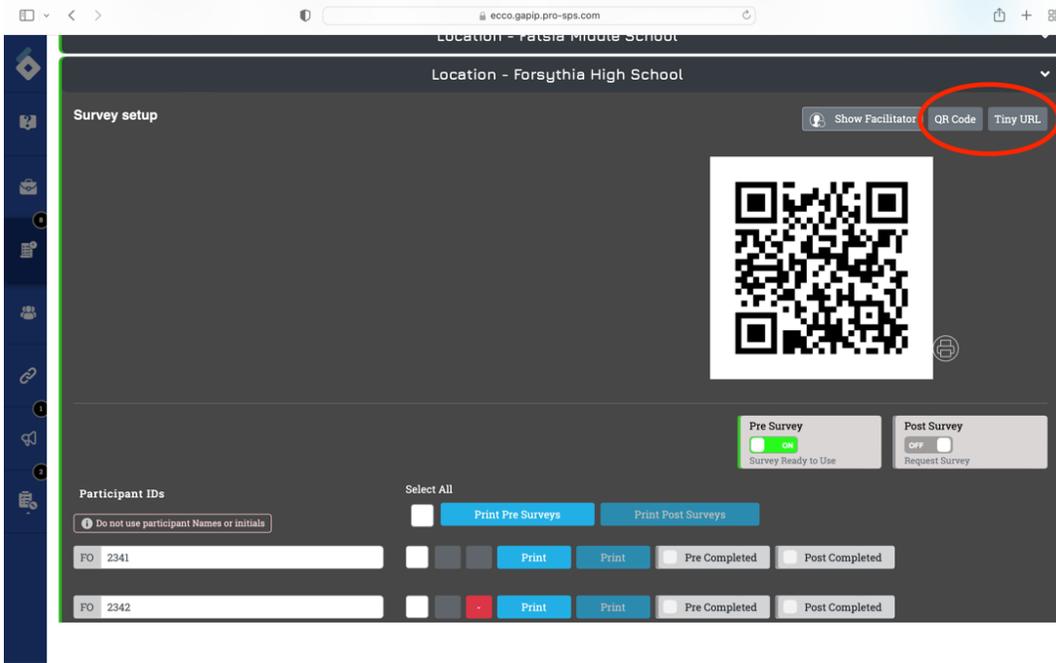
The screenshot displays the 'Survey Setup' interface for the 'Fun with TGFD' intervention. The top navigation bar shows the agency name 'Prospectus Group Media', the contract year '2023-2024', the intervention name and code 'Fun with TGFD - 134-390-1711484268', and the intervention type 'Prevention Education'. Below the navigation bar, there are buttons for 'Comments' and 'Survey Setup Instructions'. The main content area lists three locations: 'Echinacea Prep School', 'Fatsia Middle School', and 'Forsythia High School'. The 'Survey setup' section for 'Forsythia High School' is expanded, showing a 'Show Facilitator' button and two toggle switches for 'Pre Survey' and 'Post Survey', both currently set to 'OFF'. Below these toggles are buttons for 'Request Survey'. The 'Participant IDs' section includes a 'Select All' checkbox, 'Print Pre Surveys', and 'Print Post Surveys' buttons. A 'Student ID' input field is highlighted with a red circle, and a blue plus sign button is next to it. A warning message above the input field reads: 'Do not use non-numeric characters in this field.'



## Administering the Survey

### Pre-Survey

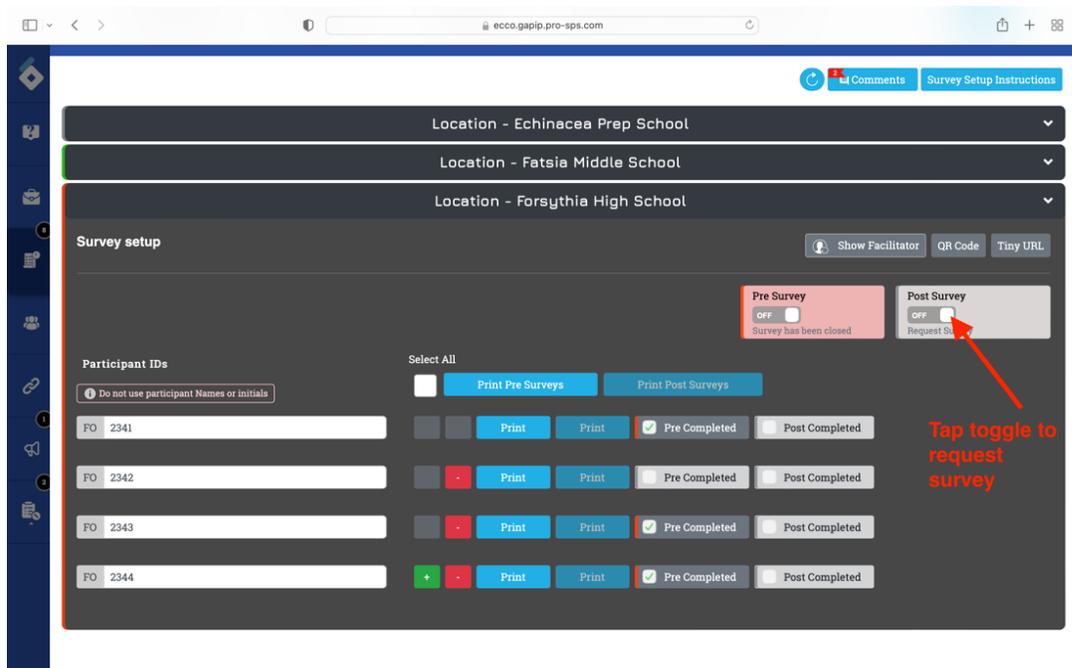
1. Before administering the survey, ensure each student has a unique ID. These are the IDs you used to request the survey.
2. To begin administering the survey, share the survey link or QR code with the student participants. You will find the link and QR code by clicking the gray buttons labeled “QR Code” and “Tiny URL.”
3. Students will only need their ID to log onto the survey page.
4. Refresh the survey setup page to see which students have completed the survey.
5. Once all students have completed the survey or the intervention has started, close the pre-survey.
6. Please note: The pre-survey should be administered before the intervention has begun. Please do not administer the pre-survey after implementation has started.



## Post-Survey

- To request the post-survey, move the toggle under “Post-Survey” to the on position.
- Once the survey has been approved, you will see the note “Survey ready to use.”

- If you have not left the page since requesting the survey, you will need to hit refresh to see the approval notice.
9. Please look out for comment notifications. Your state-level evaluator may need to correspond with you before approving your survey request.
  10. Students will use the same unique ID they used for the pre-survey to take the post-survey.
  11. You will administer the post-survey in the same manner you administered the pre-survey.
  12. Once students have completed the survey, close the post-survey.
  13. Please note: The post-survey should be administered only after the last session of the intervention has been completed.



Location - Echinacea Prep School

Location - Fatsia Middle School

Location - Forsythia High School

Survey setup Show Facilitator QR Code Tiny URL

**Pre Survey**  
OFF   
Survey has been closed

**Post Survey**  
ON   
Ready to Use

Participant IDs Select All

Print Pre Surveys Print Post Surveys

Do not use participant Names or initials

FO 2341	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
FO 2342	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
FO 2343	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
FO 2344	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Tap toggle to close survey

# Media Center

The Ecco Media Center allows for storing video, audio, and PDF media files providers use for their interventions. Approved files across all agencies can be found using the media list link. Anyone with the media list link can view files uploaded to the Media Center.

1. From the ECCO homepage, navigate to the Media Center by clicking on the Plan & Report node.

The screenshot shows the Ecco Media Center Home Dashboard. The top navigation bar includes a blue sidebar with icons, and the main content area is titled "Home Dashboard". The "PLAN & REPORT" node is circled in red. The dashboard is organized into several sections:

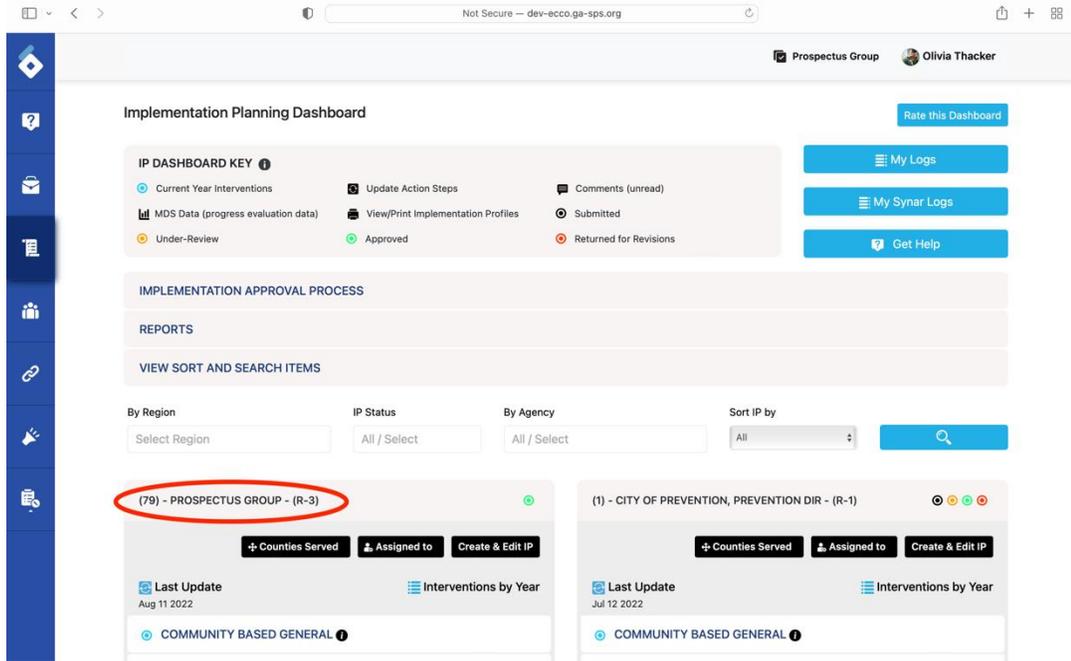
- USER:** 10:34 PM, EST, 15th Aug 2022. Account Status: Active. Role: User. Settings.
- HELP DESK:** 7:58 PM, EST, 11th Aug 2022. Pending: 103, Opened: 5, Closed: 4.
- PLAN & REPORT:** 8:52 AM, EST, 13th Aug 2022. Submitted: 10, Under-Review: 8, Approved: 22, Returned: 4.
- BRIEFCASE:** 3:48 AM, EST, 26th Jul 2022. Items: 34.
- SURVEYS:** Last Activity: 31st Dec 1969.
- ANNOUNCEMENTS:** 7:45 am EST, 11.02.2020. Test Message from vivid.

A right sidebar contains a "SEARCH AGENCY" bar and "SINGLE AGENCY SELECT" options: City of Prevention, Prevention Dir, Test Agency, Berkeley Prevention Project, evaltestagency, NC Examples, and Prospectus Group.

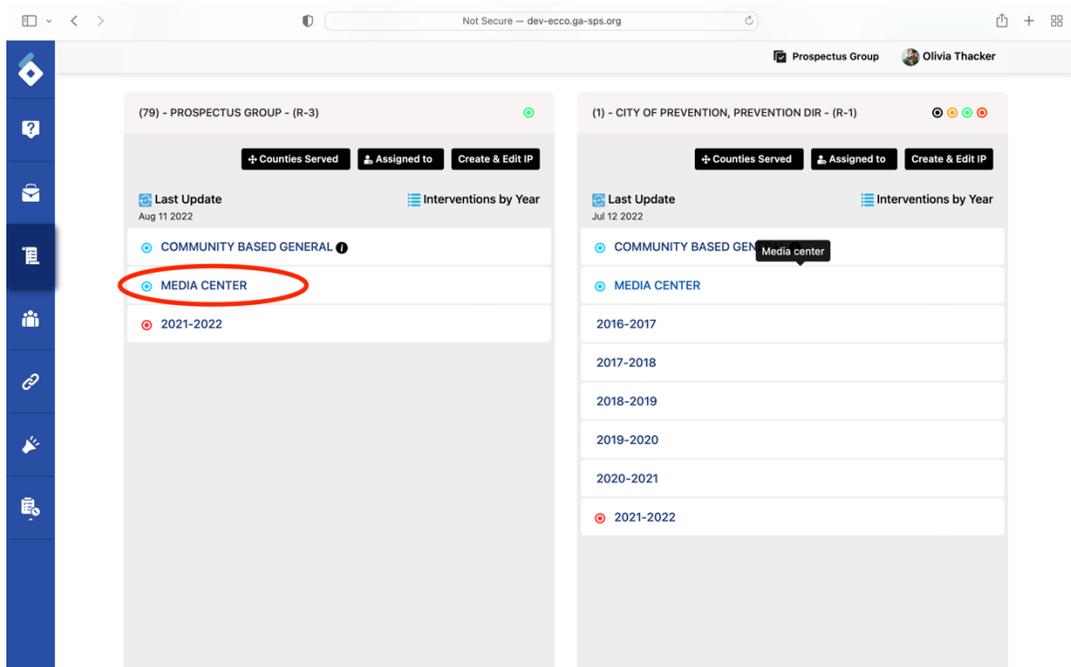
**Note:** This website is best viewed in Firefox 10+ @ 1024 x 768 resolution (Desktop) & @ 320 x 480 resolution (Mobile).

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2. Locate the node with your agency's name. If you are only associated with one agency and funding contract, you will only see one node on this page.



3. Click on Media Center.

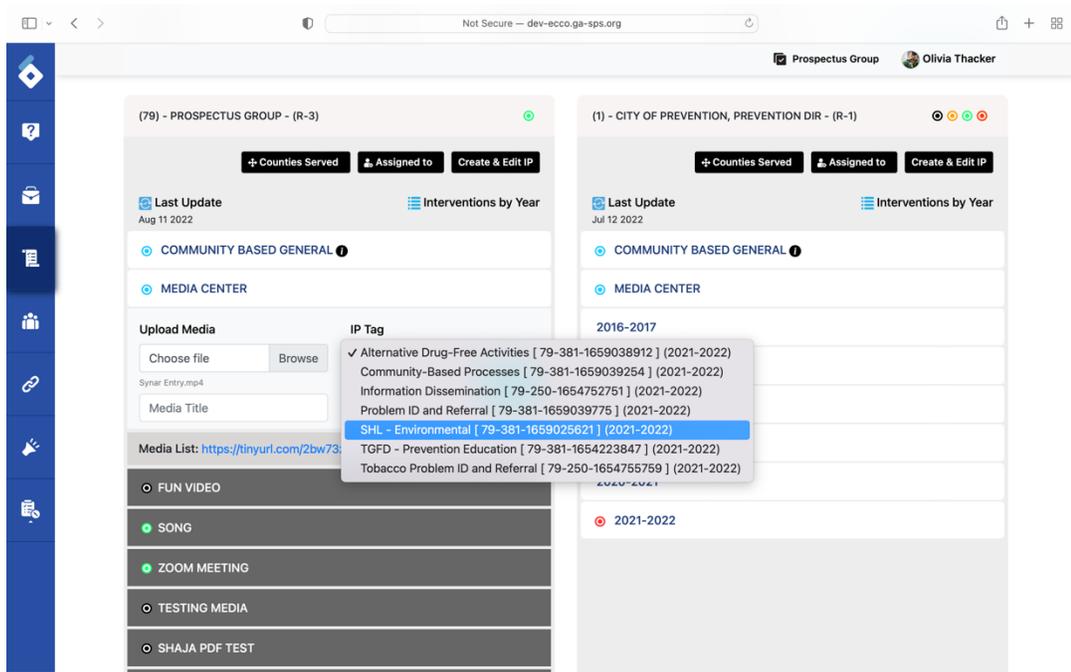
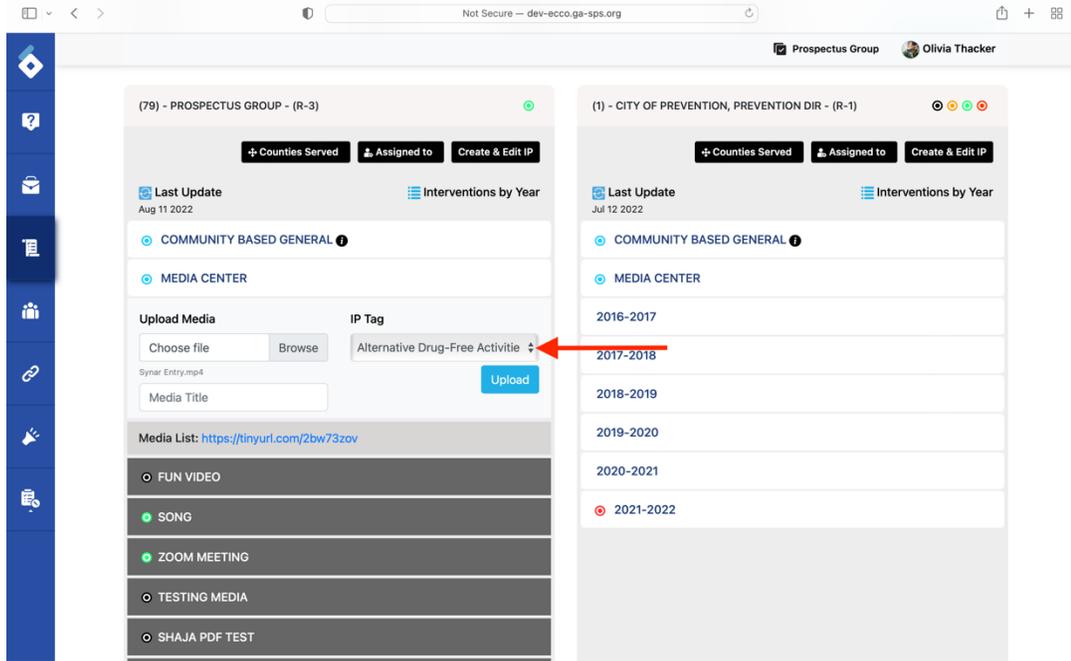


4. To upload a file, select browse and select a file

The screenshot shows a web application interface for a 'Media Center'. On the left, there is a vertical navigation menu with various icons. The main content area is divided into two panels. The left panel is titled '(79) - PROSPECTUS GROUP - (R-3)' and shows a 'Last Update' of 'Aug 11 2022'. Below this, there are sections for 'COMMUNITY BASED GENERAL' and 'MEDIA CENTER'. The 'Upload Media' section has a 'Choose file' button, a 'Browse' button (circled in red), and an 'IP Tag' dropdown menu. The right panel is titled '(1) - CITY OF PREVENTION, PREVENTION DIR - (R-1)' and shows a 'Last Update' of 'Jul 12 2022'. It also has a 'MEDIA CENTER' section with a list of years from 2016-2017 to 2021-2022.

This screenshot shows the same Media Center interface as above, but with a 'Choose Files to Upload' dialog box open. The dialog box displays a list of files in the 'Documents' folder, including 'nols-wild...-2018.pdf' and several 'Scan' files. The 'Upload' button is visible at the bottom right of the dialog box.

5. Under "IP Tag," select the intervention associated with the file.



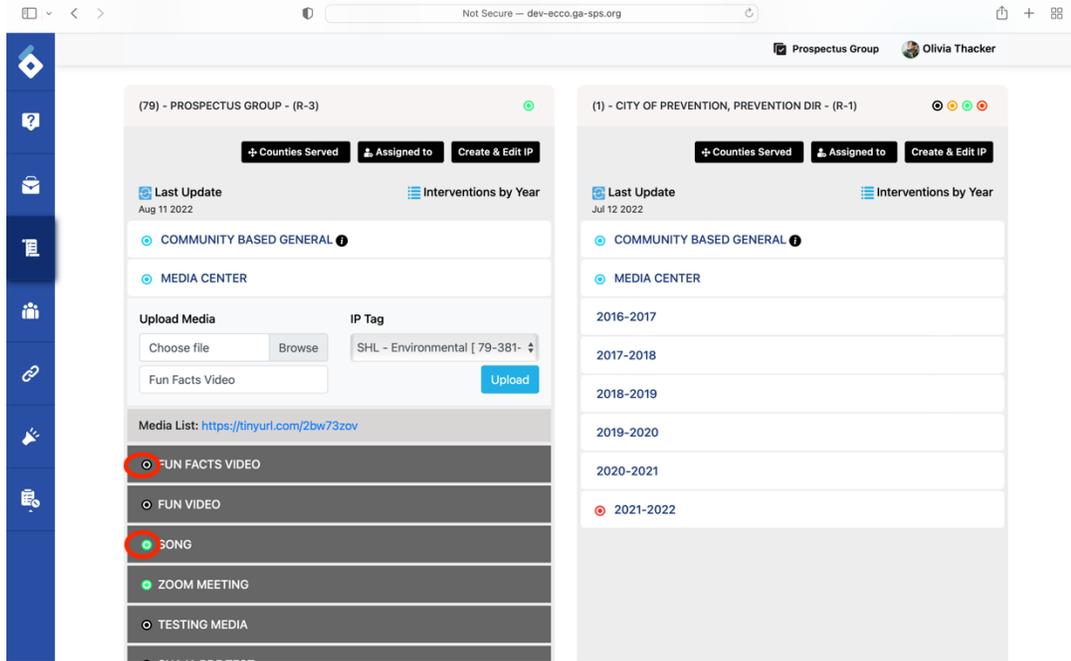
6. Provide a name for the media.

The screenshot shows a web browser window with the URL 'Not Secure - dev-ecco.ga-sps.org'. The user is logged in as 'Prospectus Group' and 'Olivia Thacker'. The interface is split into two panels. The left panel is for '(79) - PROSPECTUS GROUP - (R-3)' and the right panel is for '(1) - CITY OF PREVENTION, PREVENTION DIR - (R-1)'. Both panels have a 'Last Update' section and a 'Media Center' section. The left panel has an 'Upload Media' section with a 'Choose file' button, a 'Browse' button, and an 'IP Tag' dropdown menu set to 'SHL - Environmental [ 79-381- ]'. Below this is a 'Media Title' input field, which is circled in red. To the right of the input field is an 'Upload' button. Below the input field is a 'Media List' section with a link to 'https://tinyurl.com/2bw73zov' and a list of media items: 'FUN VIDEO', 'SONG', 'ZOOM MEETING', 'TESTING MEDIA', and 'SHAJA PDF TEST'. The right panel has a 'Media Center' section with a list of years from 2016-2017 to 2021-2022.

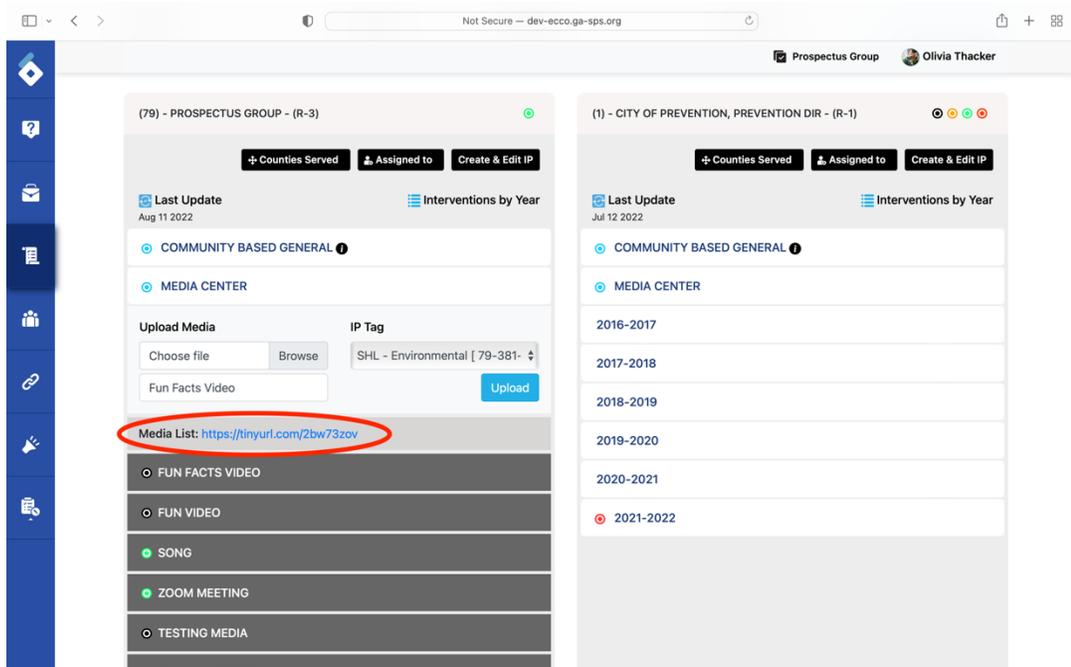
- Hit upload, and your file has been added.

The screenshot shows the same web browser window as the previous one. The 'Media Title' input field now contains the text 'Fun Facts Video'. The 'Upload' button is circled in red. The rest of the interface is the same as in the previous screenshot.

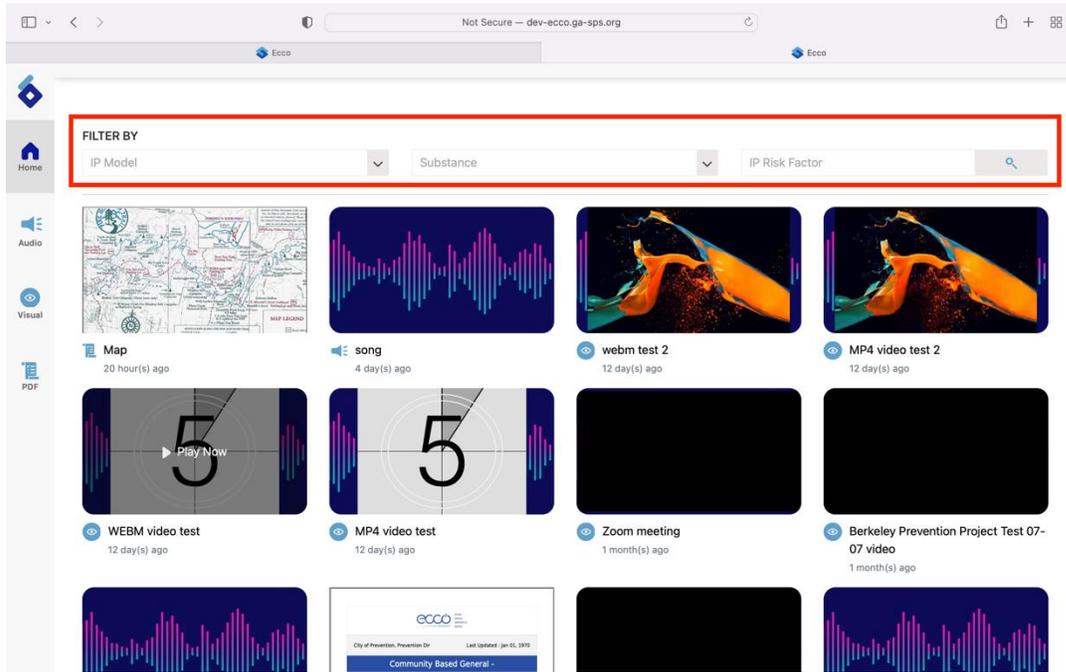
- Once approved, your media file will be added to the media list, which includes media from other agencies. Files with a black dot are waiting for approval, and files with a green dot have been approved.



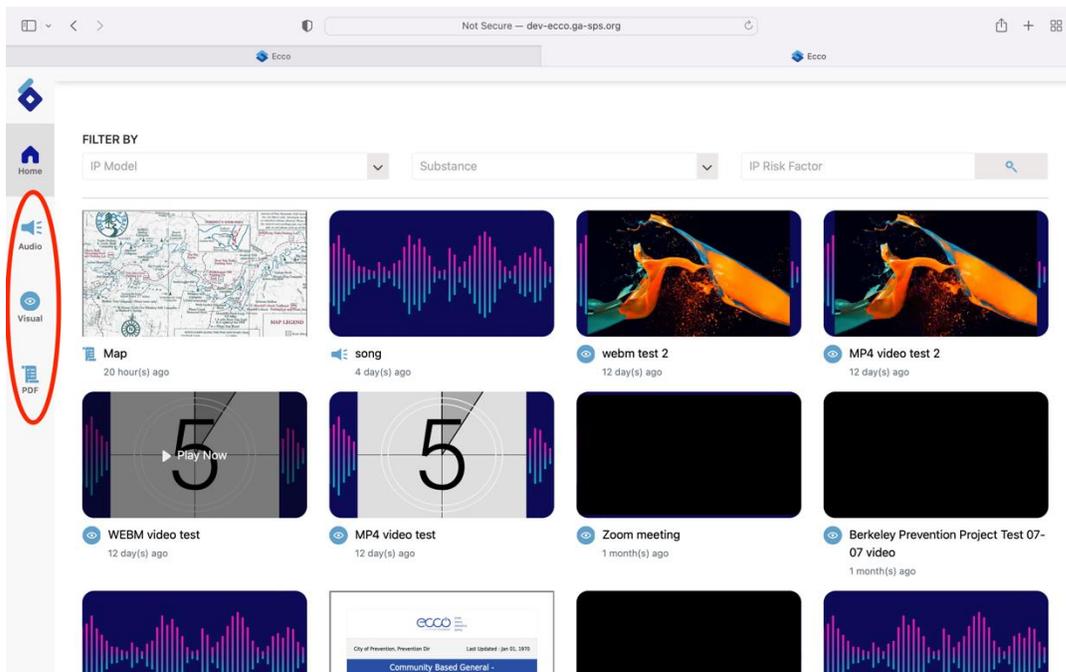
9. To view files from the media list, follow the link.



10. Filter files by IP model, substance, or IP risk factors.



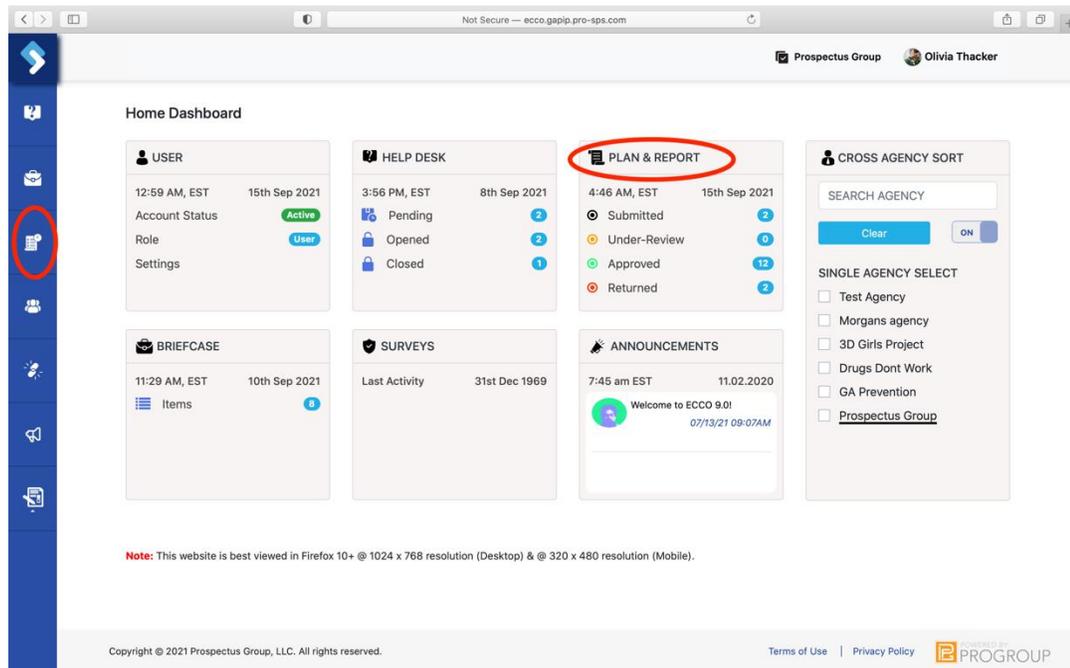
11. You can also solely view audio, video, or PDF files.



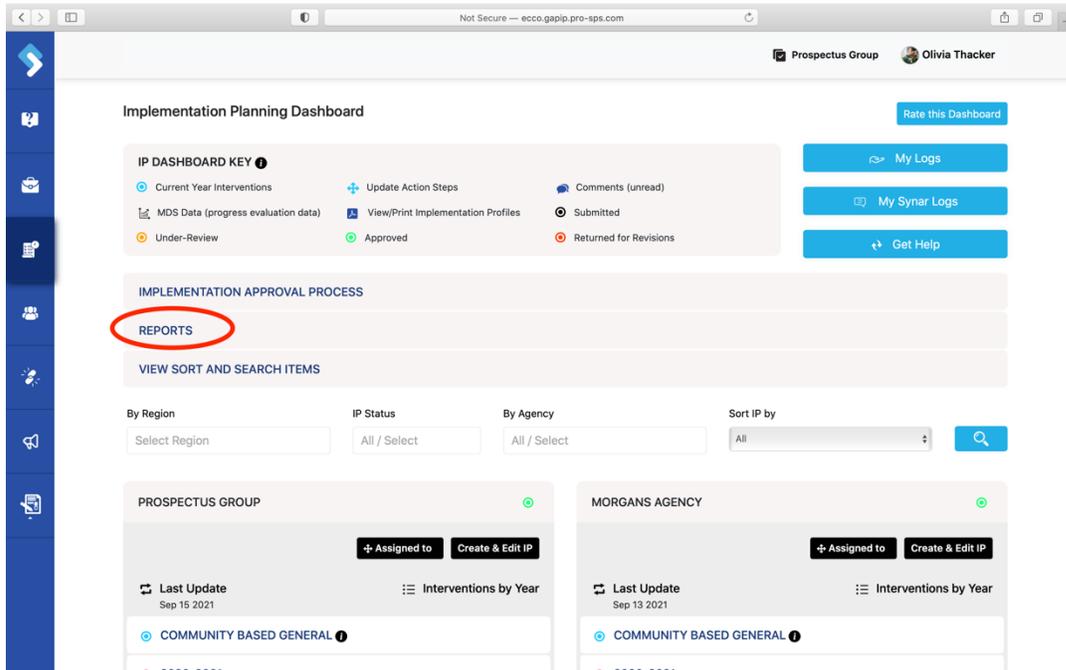
# Pulling Process Reports

ECCO offers summaries and CSV files of your process data. If you want to pull a report of your process data, you can do so from the Implementation Planning Dashboard.

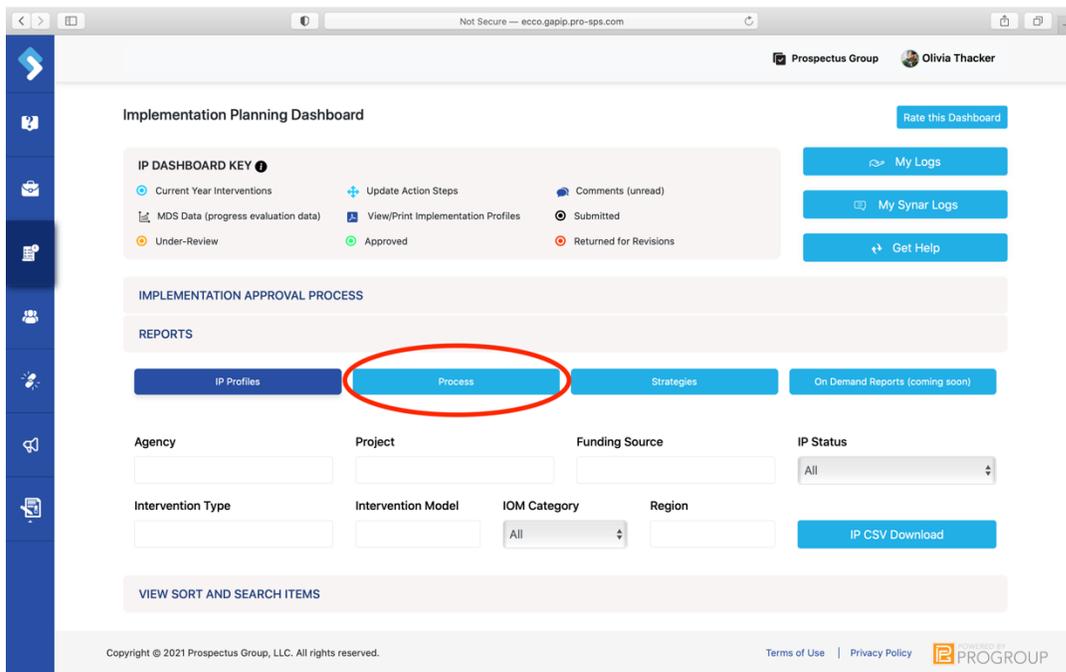
1. Starting from the ECCO homepage, click on the Plan & Report node or the IP icon on the left sidebar to navigate to the Implementation Planning (IP) dashboard.



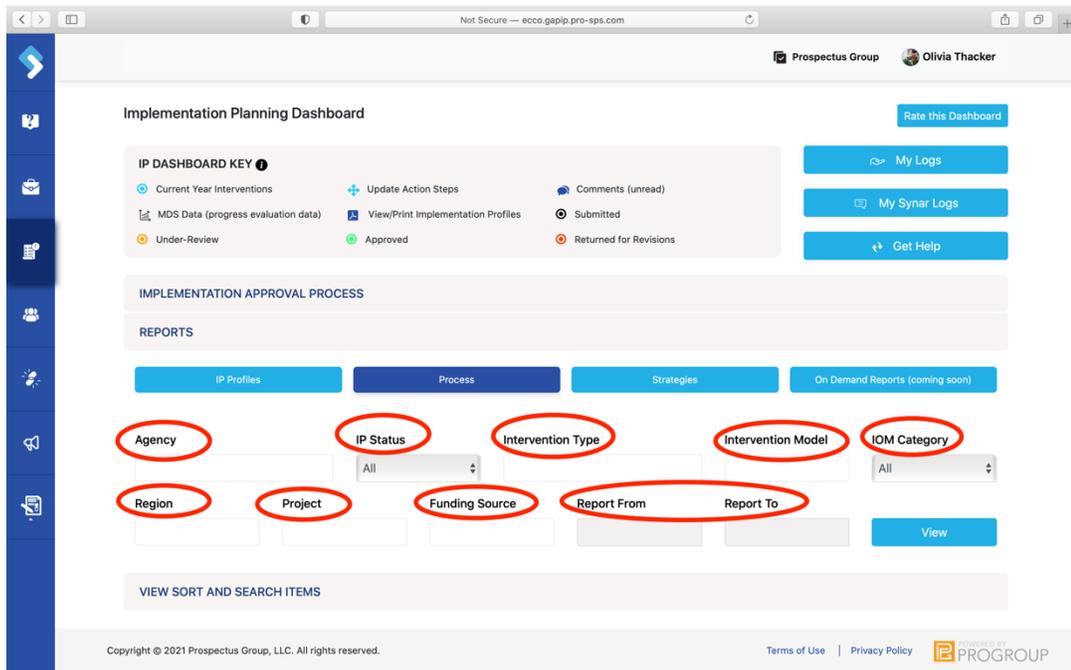
2. Once on the IP dashboard, click on the gray bar labeled "Reports."



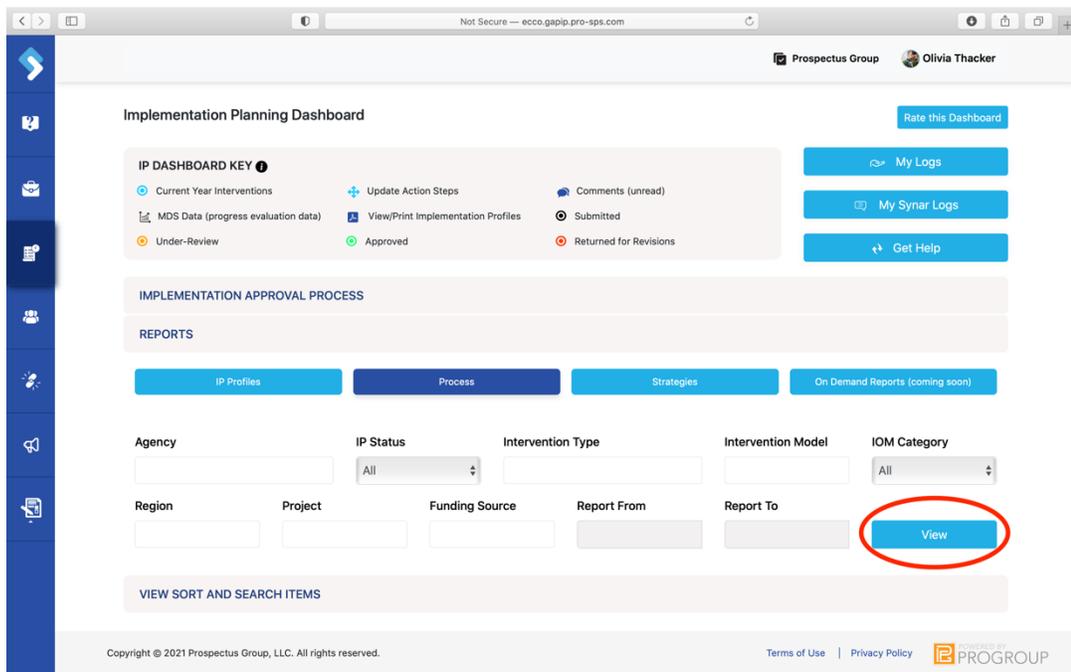
3. Select the box labeled “Process.”



4. You can filter the data you want by agency, strategy type, IOM category, region, funding source, IP status, intervention model, and date.



5. Once you have selected the filters you want, click on the blue box labeled “View.”



6. A summary of your data will appear. You can download a CSV file of all your process data and questions by clicking on the blue box labeled “Long Report.”

Populations Report Download

ecco8 HUB LAKEVIEW REPORTS DATA POWERED BY PREDSGROUP

Populations Summary | Detail CSV | **Long Report**

Agency : All Agencies      Intervention Type : All Intervention Types  
 IOM Category : All IOM Categories      Region : All Region  
 Funding Source : All Funding Sources      Project : All Project Sources  
 Intervention Model : All Intervention Models      Evidence Based Program : All

Populations by CSAP Strategy and IOM Category

CSAP Strategies	Population-Based		Individual Based		Unknown	Total
	Universal Indirect	Universal Direct	Selective	Indicated		
Prevention Education	0	8	0	0	10	18
Alternative Drug-free Activities	0	0	0	0	0	0
Community based Process	0	4	0	0	0	4
Community based General	0	0	0	0	0	0
Environmental (Participant Counts)	0	15	0	0	0	15
◀ Social Norms Campaign (Reach Counts)	0	0	0	0	0	0
◀ Information Dissemination for Environmental Strategies (Reach Counts)	45	28	0	0	0	73

# Part Two: North Carolina Specific Information

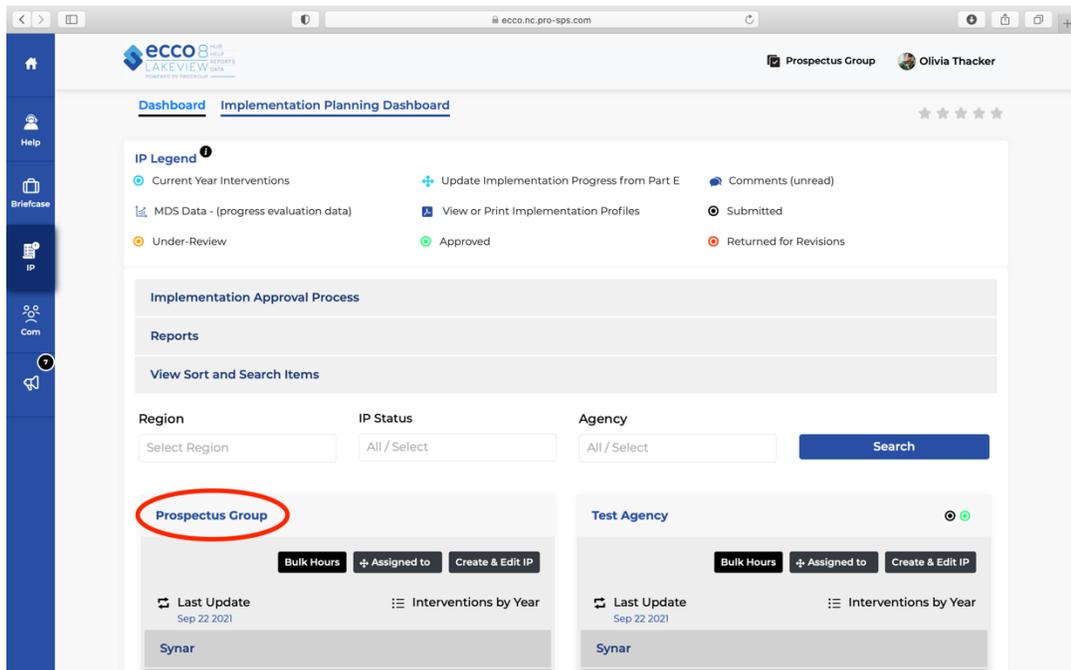
# North Carolina Synar Entry

The Synar Merchant Tracking form is where users will report the annual visit of their assigned tobacco merchants. The Synar form can be found on the Implementation Planning (IP) dashboard.

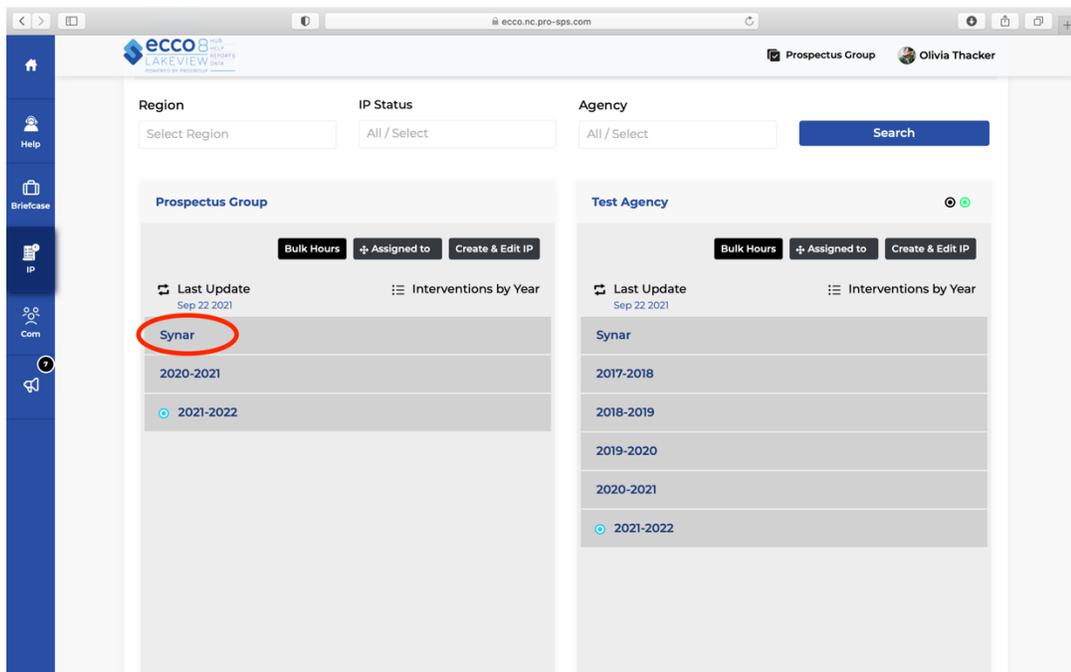
1. From the ECCO homepage, navigate to the Synar form by clicking on the node labeled “Plan & Report” or click on the IP icon on the sidebar to the left.

The screenshot shows the ECCO Home Dashboard for user Olivia Thacker. The sidebar on the left contains navigation icons for Home, Help, Briefcase, IP (highlighted with a red circle), and Com. The main dashboard area features several widgets: a user profile for Olivia Thacker, an Ecco Technology Help-Desk widget with status counts (Pending: 0, Opened: 0, Closed: 2), a 'Plan & Report' widget (highlighted with a red circle) showing submission statistics (Submitted: 6, Under-Review: 0, Approved: 29, Returned: 1), a Help-Desk widget, a Briefcase widget, and a Tableau Test widget. On the right, there are sections for 'CROSS AGENCY SORT' and 'SINGLE AGENCY SELECT' with search and filter options.

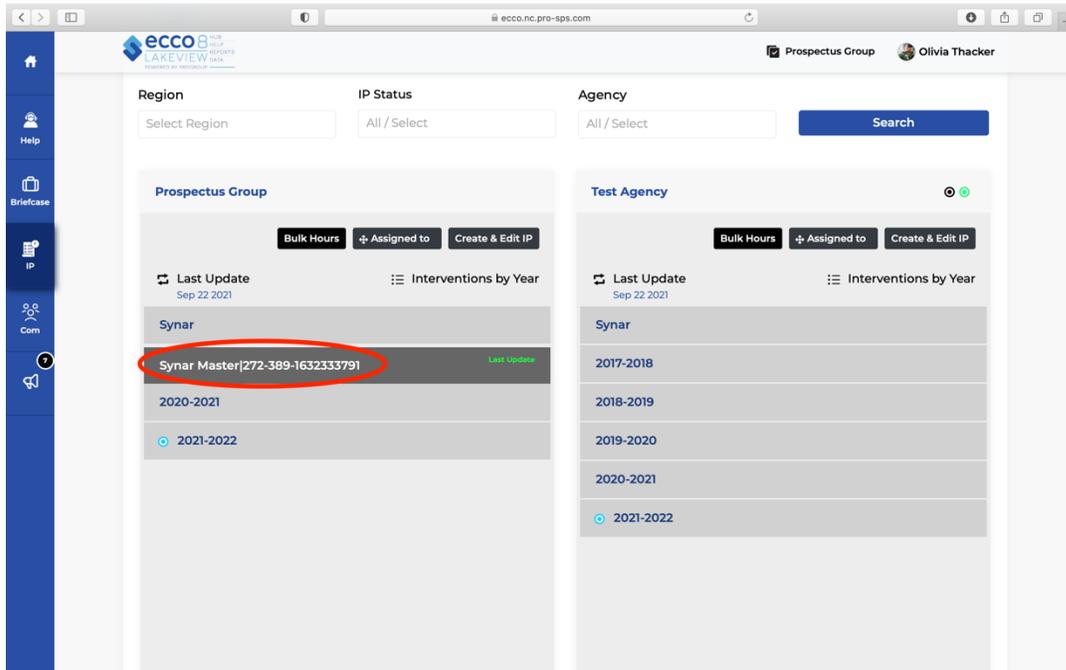
2. Once on the IP dashboard, find the agency node you want to complete a Synar report for. You will only see one node if you are only associated with one agency and funding source.



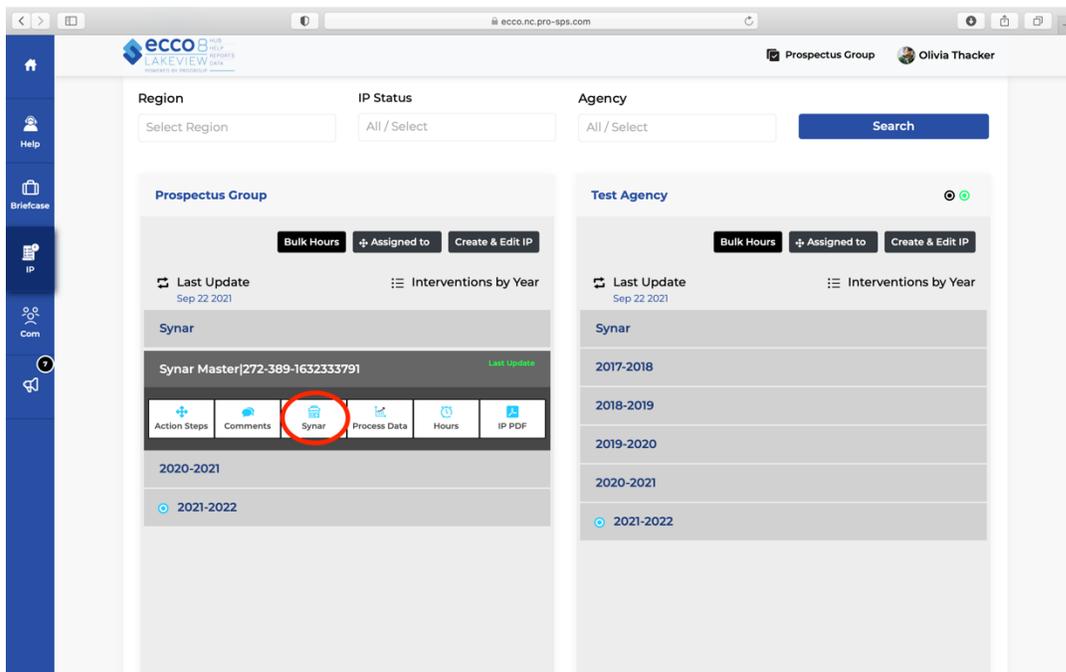
3. Click on the light gray bar labeled “Synar.”



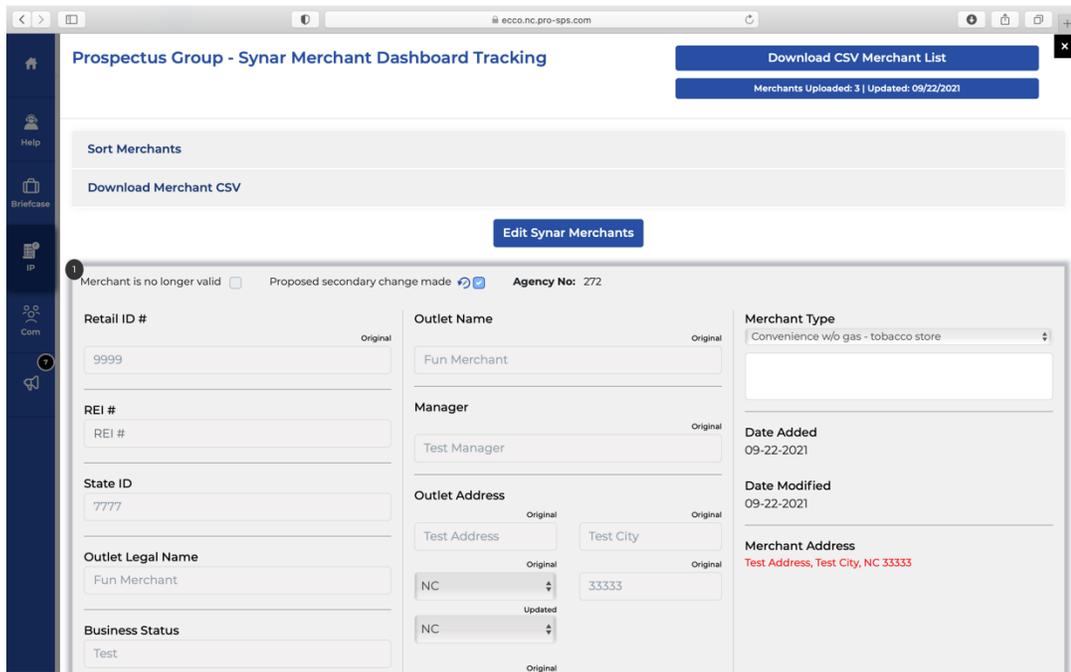
4. Click on the dark gray bar labeled “Synar Master,” revealing two rows of white boxes.



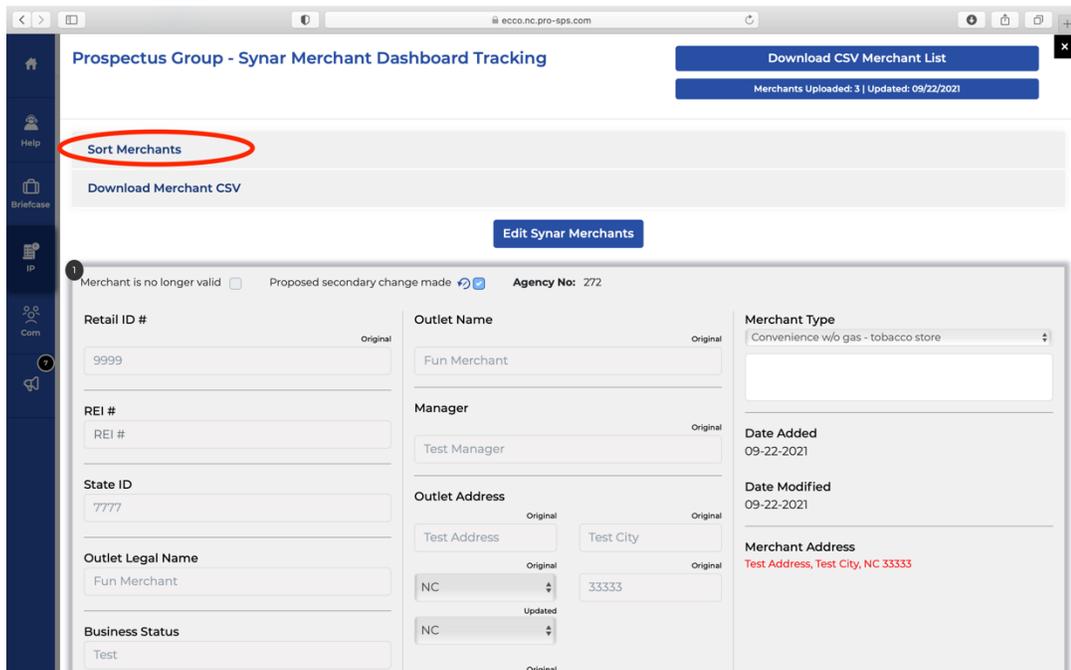
5. Click on the box labeled “Synar.”



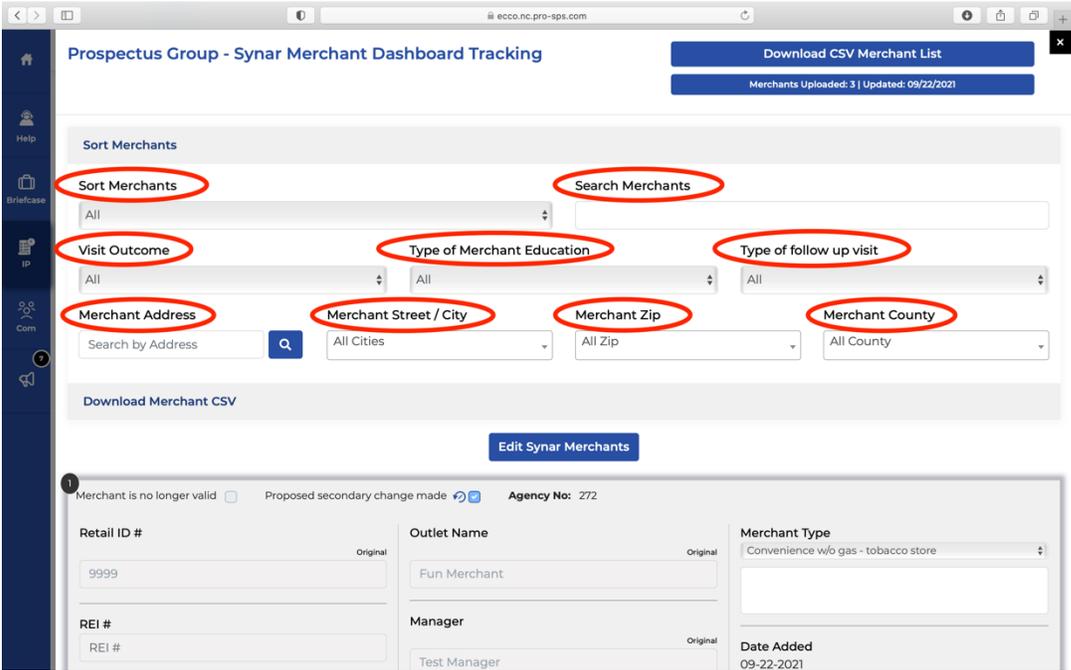
6. The Synar Merchant Tracking Dashboard will slide out from the right.



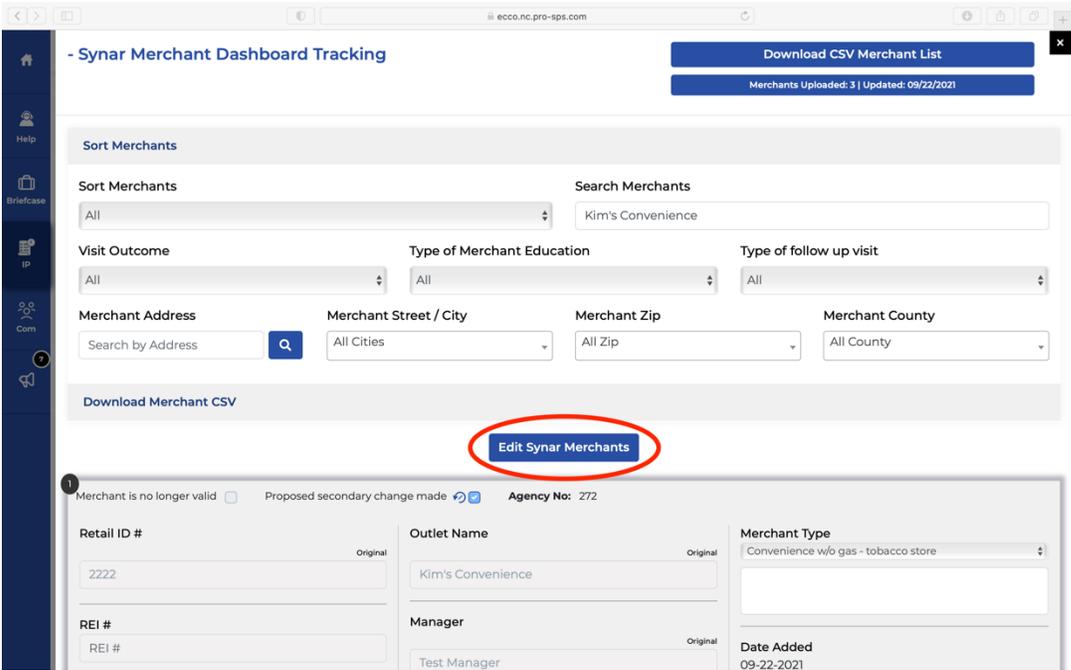
7. To use the sorting feature to bring a particular merchant to the top of the list, click on the light gray bar labeled “Sort Merchants.”



8. You may sort merchants by name, visit outcome, education type, visit type, and location. Your list of merchants will automatically resort as you fill in the sorting categories.



9. Click on “Edit Synar Merchants” to begin entering data from merchant visits.



10. Scroll down to find Part 1 and Part 2 of the Synar Merchant form. Click on the black bar label “Part 1 Merchant Education Visit” to reveal a fillable form.

Prospectus Group - Synar Merchant Dashboard Tracking

Download CSV Merchant List

Merchants Uploaded: 3 | Updated: 09/22/2021

Outlet Login Name: Kim's Convenience

Business Status: Test

Location Type: Test

Email Address: Email Address

Outlet Phone Number: 777-555-5555

Part 1 Merchant Education Visit

Part 2 Tobacco Survey

Edit Synar Merchants Add Merchant

11. Once you have completed all the fields in this section, click on the green button labeled “Save Merchant Education Visit.”

- Synar Merchant Dashboard Tracking

Download CSV Merchant List

Merchants Uploaded: 3 | Updated: 09/22/2021

Part 1 Merchant Education Visit

Spoke to: Clerk Manager

Merchant Education Date: 09/15/21

Provider Name: Olivia Thacker

Signage Visible: Yes No

Visit Outcome: Visit Complete

Follow-Up Needed: Yes No

Add Visit Notes: These are the best notes!

Type of Merchant Education: Routine Visit

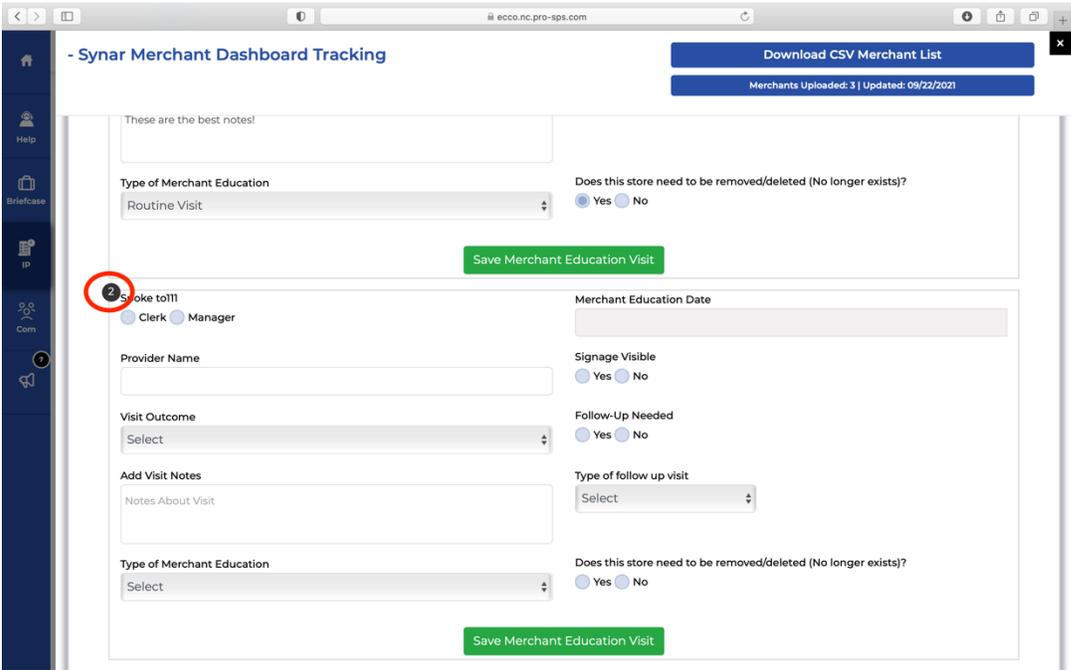
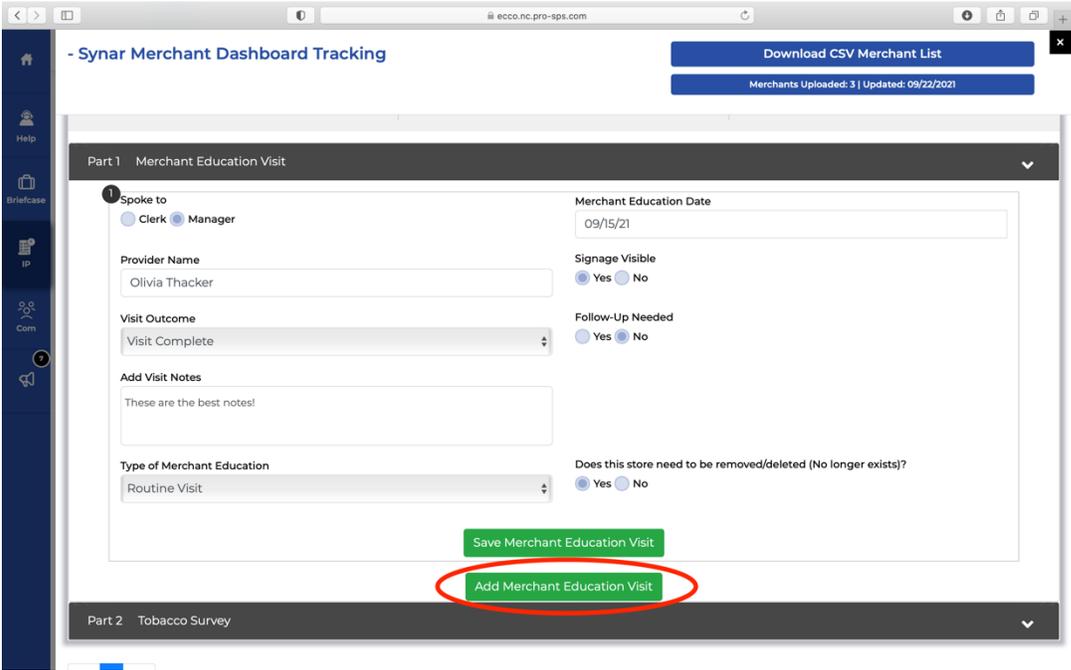
Does this store need to be removed/deleted (No longer exists?): Yes No

Save Merchant Education Visit

Add Merchant Education Visit

Part 2 Tobacco Survey

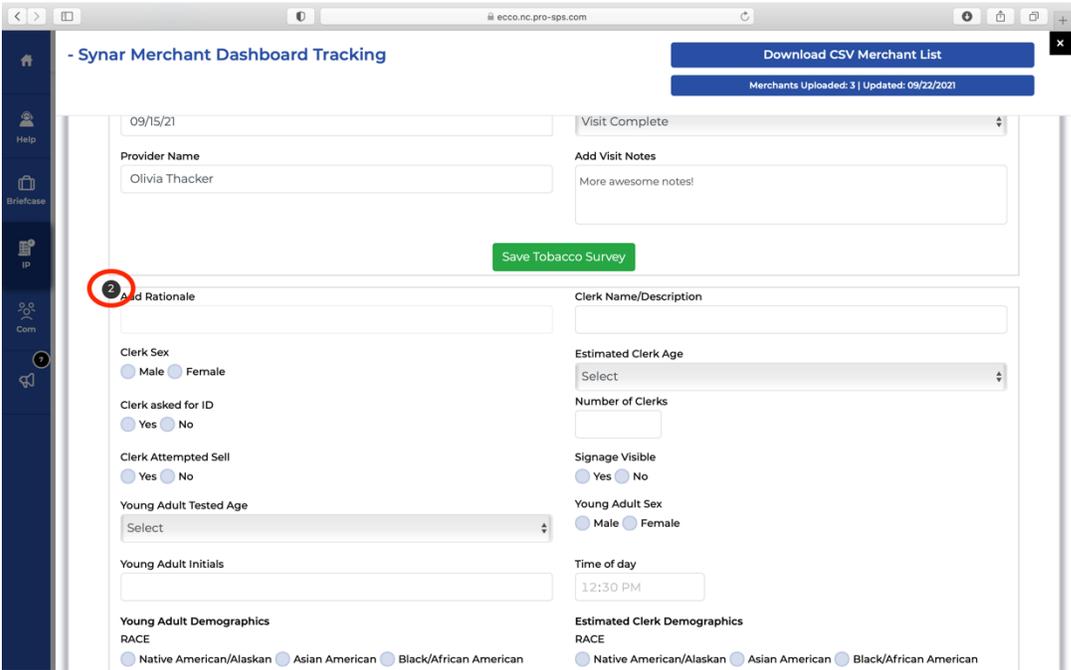
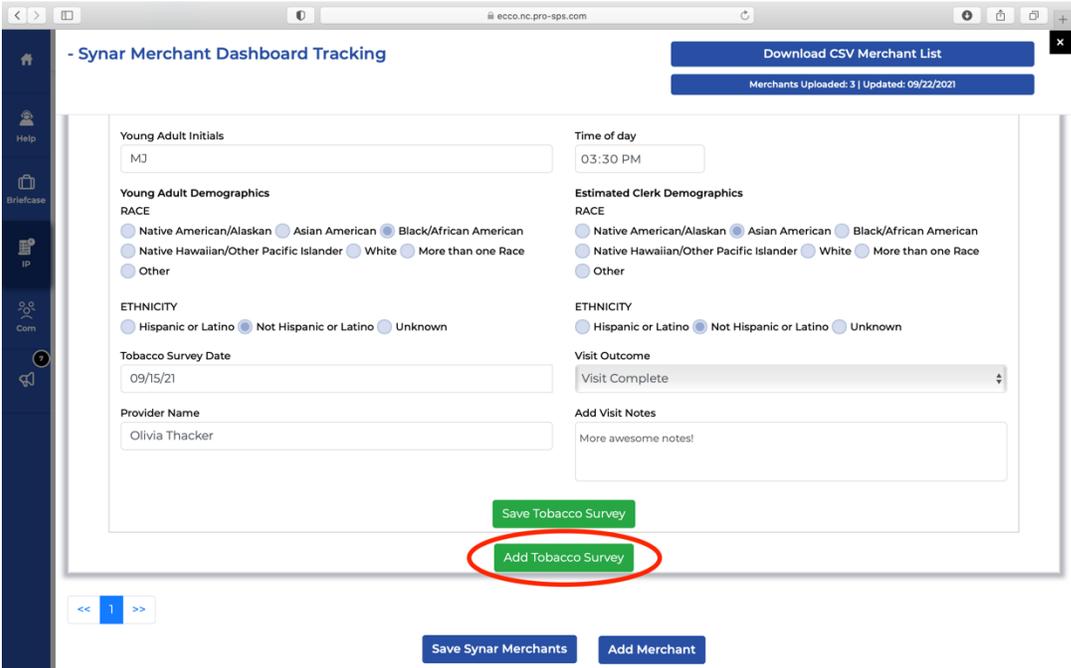
12. If this is not your first visit with this merchant and you need to add an additional education visit, click on the rectangular box labeled “Add Merchant Education Visit,” and another fillable form will be added.



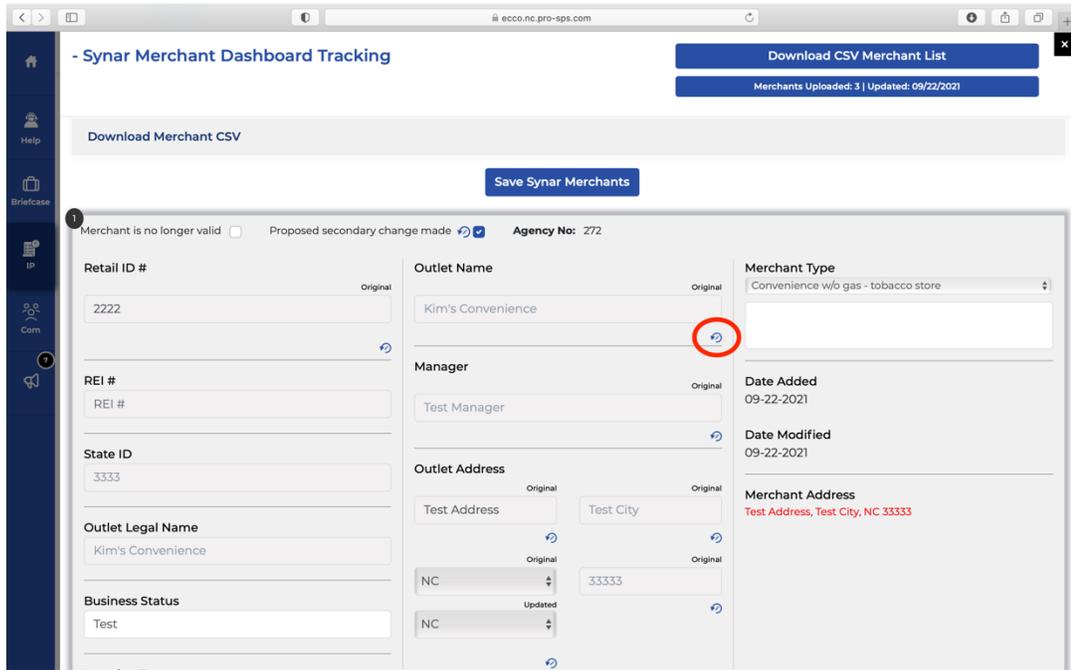
13. Like Part 1, you will click on the black bar labeled “Part 2 Tobacco Survey” to reveal a fillable form.

14. Once you have completed all the fields in this section, click on the green box labeled “Save Tobacco Survey.”

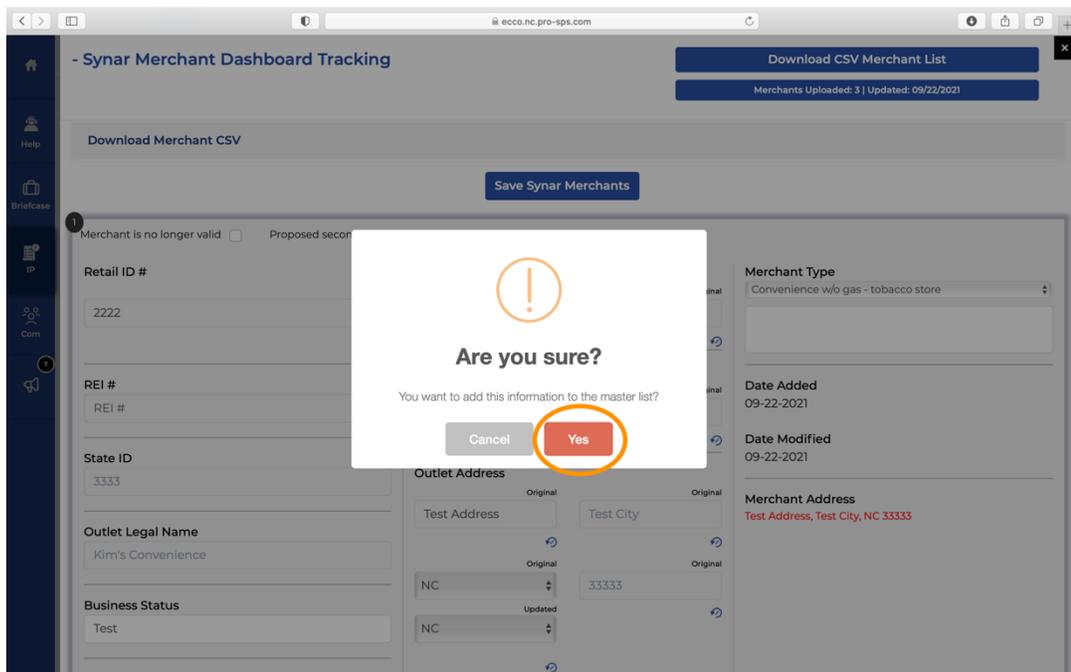
15. If this is not your first tobacco survey completed for this merchant and you need to add an additional survey, click on the rectangular box labeled “Add Tobacco Survey.”



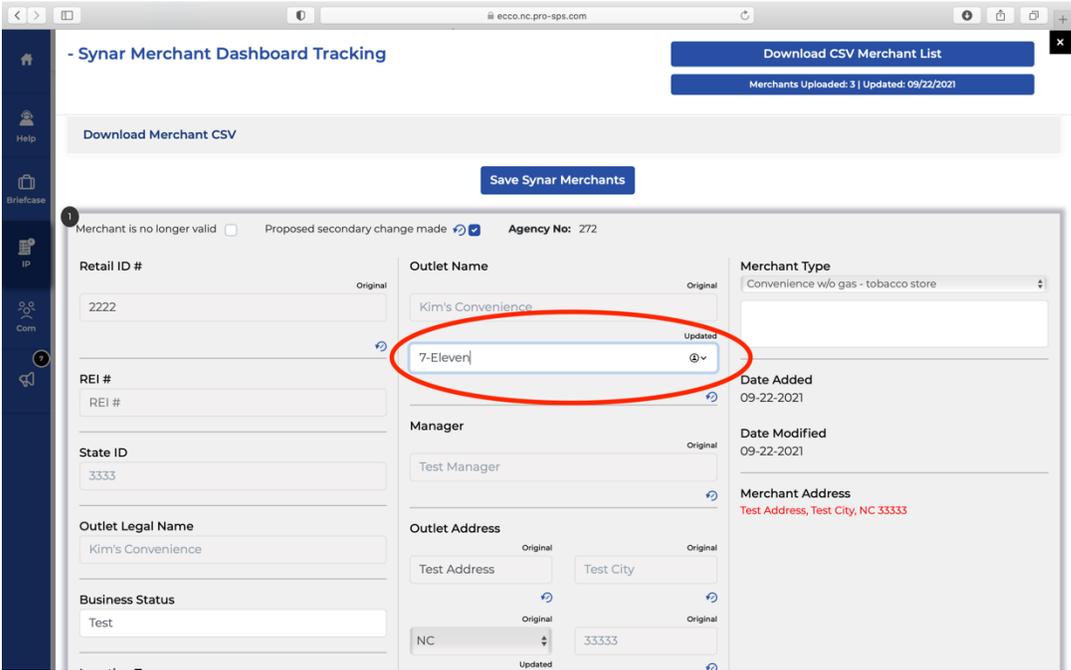
16. If you believe any of the merchant’s information has changed, such as the outlet name or address, you can suggest changes for the merchant master list. Locate the field you would like to change, such as Outlet Name. You will find a blue circular arrow near the bottom right corner of the field box. Click on this arrow.



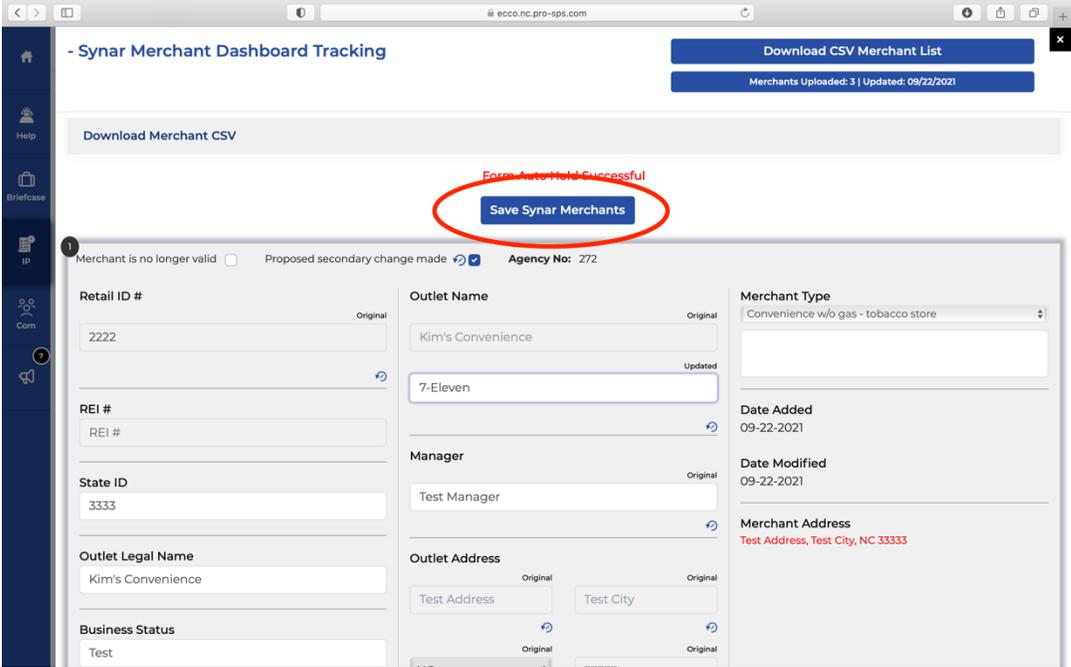
17. You will need to confirm that you want to update the merchant master list. Select “Yes.”



18. A new field box will appear. Add the new merchant name in the field box. Any proposed changes to merchant information will need to be approved or declined by your State programmatic manager.



19. Once you have entered merchant data or made other changes to the form, click on “Save Synar Merchants.”



20. A CSV (or Excel) file of your merchant list is available by clicking on “Download CSV Merchant List” at the top right corner of the page.

Browser address bar: ecco.nc.pro-sps.com

### - Synar Merchant Dashboard Tracking

**Download CSV Merchant List** (circled in red)  
Merchants Uploaded: 3 | Updated: 09/22/2021

**Sort Merchants**

Sort Merchants: All | Search Merchants: Kim's Convenience

Visit Outcome: All | Type of Merchant Education: All | Type of follow up visit: All

Merchant Address: Search by Address | Merchant Street / City: All Cities | Merchant Zip: All Zip | Merchant County: All County

**Download Merchant CSV**

**Form Auto Hold Successful**  
**Edit Synar Merchants**

Merchant is no longer valid  Proposed secondary change made  Agency No: 272

Retail ID #	Outlet Name	Merchant Type
Original: 2222	Original: Kim's Convenience	Convenience w/o gas - tobacco store
REI #	Updated: 7-Eleven	

# North Carolina Reporting Hours

Providers will need to track time spent on their interventions. Hours can be logged from the Implementation Planning (IP) Dashboard.

1. From the ECCO homepage, navigate to Implementation Planning Dashboard by clicking on the node labeled “Plan & Report” or click on the IP icon on the sidebar to the left.

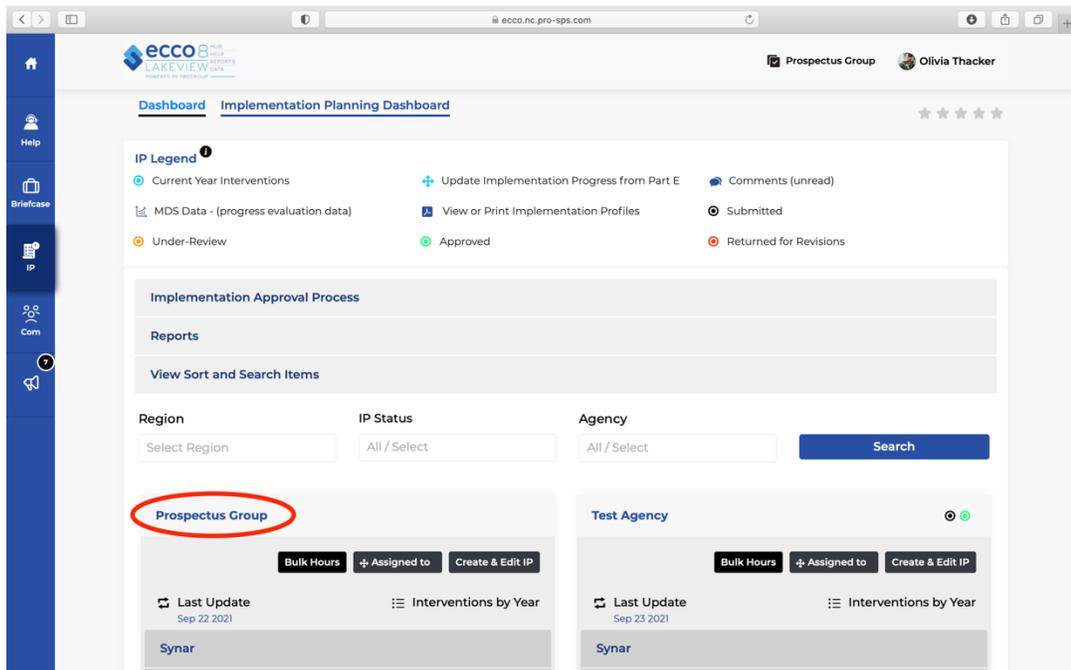
The screenshot shows the ECCO Home Dashboard for user Olivia Thacker. The dashboard includes a sidebar with navigation icons for Home, Help, Briefcase, IP (circled in red), and Com. The main content area is titled 'Home Dashboard' and contains several widgets:

- Olivia Thacker**: Profile information including date (11:06 AM EST Friday, 24th September 2021), account status (Active), role (User), and settings.
- Ecco Technology Help-Desk**: Status summary for 23 Sep 2021 / 13:08PM EST: Pending (0), Opened (0), Closed (2).
- Plan & Report**: Status summary for 23 Sep 2021 / 17:19PM EST: Submitted (6), Under-Review (0), Approved (0), Returned (29), and 1 (likely a count for a specific status).
- CROSS AGENCY SORT**: Search bar and 'Clear' button.
- SINGLE AGENCY SELECT**: List of agencies with checkboxes: Test Agency, ECCO Training NCTTA, test user 123, NCTTA Audit Demo, and Prospectus Group.
- Help-Desk**: Section for help desk tickets.
- Briefcase**: Section for briefcase items, dated 12 Aug 2021 / 09:56AM EST, with 19 items.
- Tableau Test**: Section for Tableau test results.

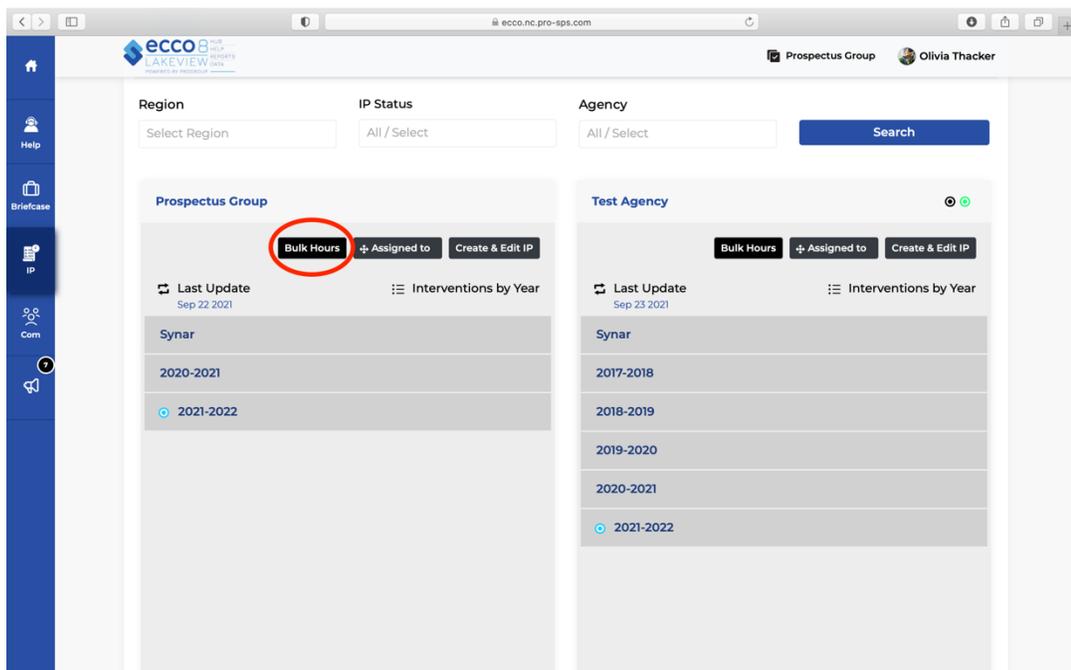
A note at the bottom states: "Note: This website is best viewed in Firefox 10+ @ 1024 x 768 resolution (Desktop) & @ 320 x 480 resolution (Mobile). Because of ongoing updates please refresh your browser."

Footer information includes: Copyright © 2021 Prospectus Group, LLC. All rights reserved. | Terms of Use | Privacy Policy | POWERED BY PROGROUP

2. Once on the IP dashboard, find the agency node you want to report hours for. You will only see one node if you are only associated with one agency and funding source.



3. At the top of the agency node, click on the black box labeled “Bulk Hours.” A form for reporting hours will open.



4. On this form, you will enter the staff name, select the intervention you wish to report hours for, and select the date the hours were completed.

The screenshot shows the 'Hours' reporting interface. At the top, there are three fields: 'Name' (containing 'Name'), 'Interventions' (a dropdown menu with 'Select Intervention'), and 'Date' (containing '09-24-2021'). These three fields are circled in red. Below the fields are two buttons: 'Submit' and 'Add Hours Set'. In the top right corner, there are two buttons: 'Agency Log' and 'Agency Synar Log'. A vertical sidebar on the left contains icons for 'Home', 'Help', 'Briefcase', 'IP', 'Com', and a search icon.

The screenshot shows the 'Hours' reporting interface with the 'Interventions' dropdown menu open. The 'Name' field now contains 'Kim Petty' and the 'Date' field contains '09-24-2021'. The 'Interventions' dropdown menu is circled in red and contains a list of options with radio buttons. A red arrow points to the 'Synar Master - Environmental - Synar' option. The list of options is as follows:

Intervention Name	Intervention Type	Model Name
Education - 2021-2022		
Environmental - 2021-2022		
<input type="radio"/> Education - 2020-2021		
<input checked="" type="radio"/> Environmental - 2020-2021		
Synar Master -	Environmental - Synar	

5. Once you have selected the intervention you need to report on, six text boxes will appear below.

The screenshot shows a web browser window with the URL `ecco.nc.pro-sps.com`. The page title is "Hours". There are two buttons in the top right: "Agency Log" and "Agency Synar Log". The form contains the following fields:

- Name: Kim Petty
- Interventions: Education - 2020-2021
- Date: 09-20-2021
- Direct Hours: [Empty]
- Training: [Empty]
- Documentation: [Empty]
- Travel: [Empty]
- Planning: [Empty]
- Hours: [Empty]

At the bottom of the form are two buttons: "Submit" and "Add Hours Set".

- You should break down your hours by direct service hours and time spent on training, documentation, travel, and planning. The sum of all hour categories will auto-populate to the right.

The screenshot shows the same web browser window. The form is now populated with the following values:

- Name: Kim Petty
- Interventions: Education - 2020-2021
- Date: 09-20-2021
- Direct Hours: 10
- Training: 2
- Documentation: 2
- Travel: 2
- Hours: 20

At the bottom of the form are two buttons: "Submit" and "Add Hours Set". A red message "Form Auto Hold Successful" is displayed below the buttons.

- If you want to add an additional set of hours click on "Add Hours Set."

The screenshot shows a web browser window with the URL `ecco.nc.pro-sps.com`. The page title is "Hours". There are two buttons in the top right: "Agency Log" and "Agency Synar Log". The form contains the following fields:

- Name: Kim Petty
- Interventions: Education - 2020-2021
- Date: 09-20-2021
- Direct Hours: 10
- Training: 2
- Documentation: 2
- Travel: 2
- Planning: 4
- Hours: 20

At the bottom, there are two buttons: "Submit" and "Add Hours Set". The "Add Hours Set" button is circled in red. Below the buttons, a red message reads "Form Auto Hold Successful".

8. From here, you will repeat steps 4 through 6.

This screenshot shows the same "Hours" form as above, but with a new row added at the bottom. The new row has the following fields:

- Interventions: Select Intervention
- Date: 09-24-2021

A red arrow points to the "Select Intervention" dropdown menu. The "Add Hours Set" button is still circled in red, and the "Form Auto Hold Successful" message is still present.

9. Once all hours have been entered, click submit.

Hours

Agency Log Agency Synar Log

Direct Hours: 10

Documentation: 2

Planning: 4

Training: 2

Travel: 2

Hours: 20

Interventions: Environmental - 2021-2022

Date: 09-23-2021

Direct Hours: 5

Documentation: 2

Planning: 5

Training: 1

Travel: 2

Hours: 15

Submit Add Hours Set

Form Auto Hold Successful

10. You can view a log of your hours by clicking on the blue-green box labeled “Agency Log.”

Hours

Agency Log Agency Synar Log

Name: Name

Interventions: Select Intervention

Date: 09-20-2021

Direct Hours: Direct Hours

Documentation: Documentation

Planning: Planning

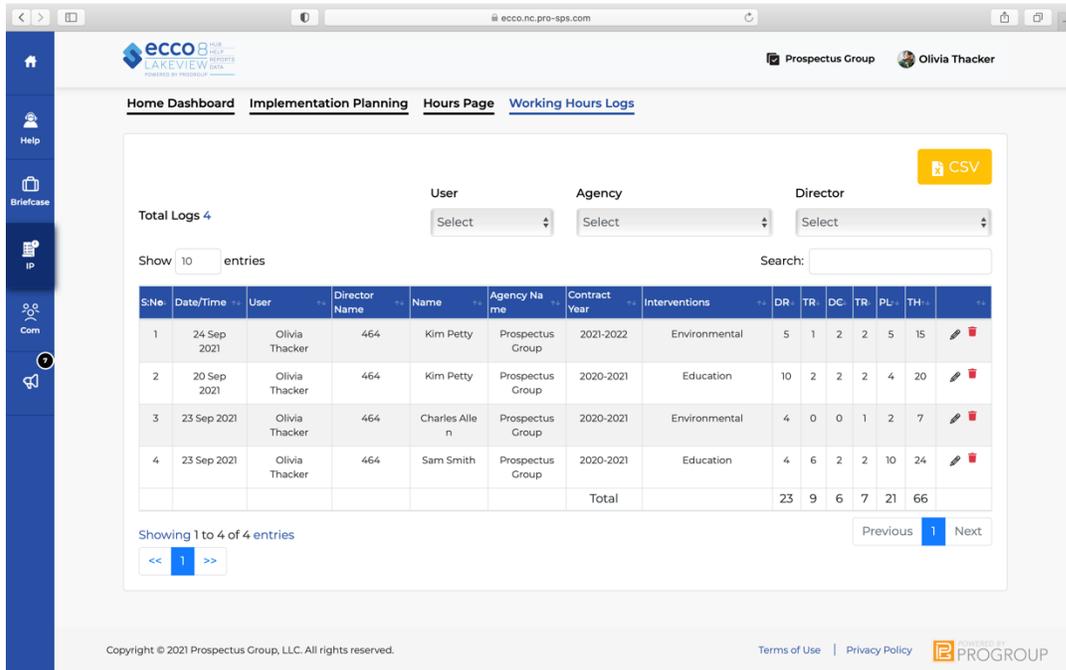
Training: Training

Travel: Travel

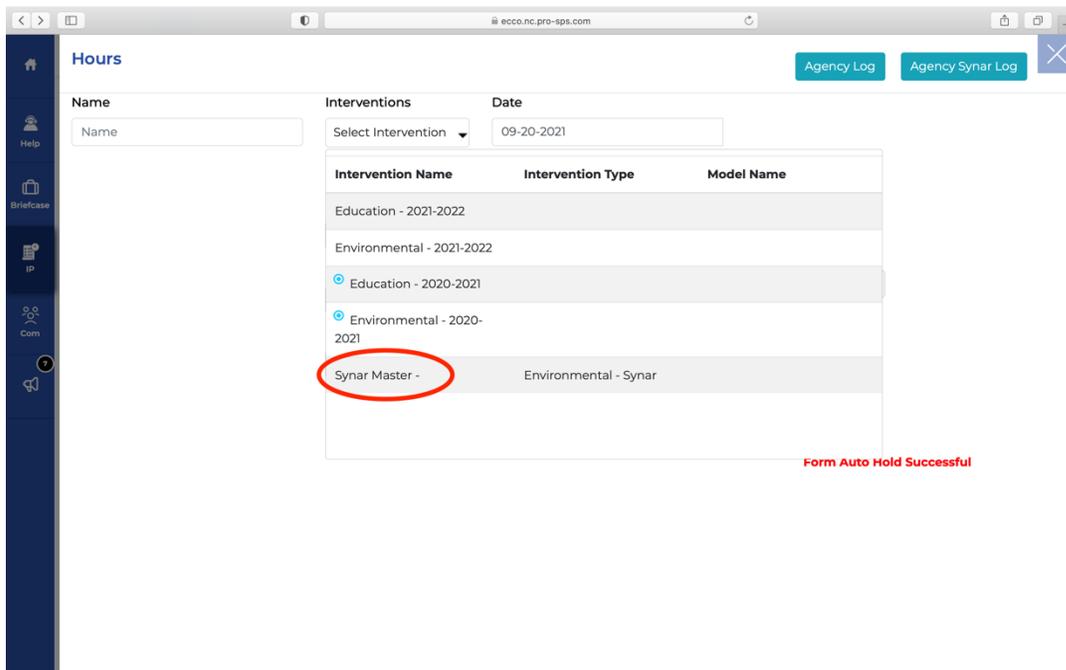
Hours: Hours

Submit Add Hours Set

Form Auto Hold Successful



11. If you need to enter hours for Synar, you will find that the form has additional fields to fill in. Under Interventions, select “Synar Master” to view the reporting form for Synar hours.



12. In this form, you can report direct and indirect hours for four different strategy components of Synar.

Hours

Agency Log Agency Synar Log

Name Carlos Lindsay Interventions Synar Master - Date 09-20-2021

**DIRECT HOURS**

**COMMUNITY EDUCATION & MOBILIZATION**

1.1 Identification of community Partners

1.2 Community Leadership

1.3 Community Education to increase support for retailer compliance with youth access laws

1.4 Direct Hours Totals

**IN-DIRECT HOURS**

1. Training <input type="text" value="Training"/>	2. Documentation <input type="text" value="Documentation"/>
3. Travel <input type="text" value="Travel"/>	4. Planning <input type="text" value="Planning"/>

**DIRECT HOURS**

**LAW ENFORCEMENT RELATED ACTIVITIES**

2.1 Promoted Local Law Enforcement

2.2 Assisted in implementation of Tobacco Compliance Checks and Retailer Training

2.3 Direct Hours Totals

**IN-DIRECT HOURS**

1. Training <input type="text" value="Training"/>	2. Documentation <input type="text" value="Documentation"/>
3. Travel <input type="text" value="Travel"/>	4. Planning <input type="text" value="Planning"/>

Total Hours

Hours

Agency Log Agency Synar Log

**DIRECT HOURS**

**MERCHANT EDUCATION**

3.1 Identification of Tobacco Retail Outlets

3.2 Merchant Education

3.3 Community Youth Groups Partnership

3.4 Direct Hours Totals

**IN-DIRECT HOURS**

1. Training <input type="text" value="Training"/>	2. Documentation <input type="text" value="Documentation"/>
3. Travel <input type="text" value="Travel"/>	4. Planning <input type="text" value="Planning"/>

**DIRECT HOURS**

**MEDIA AND PUBLIC RELATIONS**

4.1 Collaborated with community partners to create news stories

4.2 Community/youth organizations to conduct a Merchant Pledge Campaign to create news stories

4.3 Direct Hours Totals

**IN-DIRECT HOURS**

1. Training <input type="text" value="Training"/>	2. Documentation <input type="text" value="Documentation"/>
3. Travel <input type="text" value="Travel"/>	4. Planning <input type="text" value="Planning"/>

Total Hours

13. Similar to the previous form, the sum of all hours enter in each of the four sections will auto-populate to the right.

The screenshot shows a web browser window with the URL 'ecco.nc.pro-sps.com'. The page title is 'Hours'. There are two buttons at the top right: 'Agency Log' and 'Agency Synar Log'. The main content area is divided into four panels:

- Top Left Panel (IN-DIRECT HOURS):** Contains four input fields: 1. Training (1), 2. Documentation (2), 3. Travel (1), and 4. Planning (2).
- Top Right Panel (IN-DIRECT HOURS):** Contains four input fields: 1. Training (1), 2. Documentation (2), 3. Travel (1), and 4. Planning (2).
- Bottom Left Panel (DIRECT HOURS - MERCHANT EDUCATION):** Contains four input fields: 3.1 Identification of Tobacco Retail Outlets (2), 3.2 Merchant Education (4), 3.3 Community Youth Groups Partnership (2), and 3.4 Direct Hours Totals (8).
- Bottom Right Panel (DIRECT HOURS - MEDIA AND PUBLIC RELATIONS):** Contains four input fields: 4.1 Collaborated with community partners to create news stories (2), 4.2 Community/youth organizations to conduct a Merchant Pledge Campaign to create news stories (4), 4.3 Direct Hours Totals (6), and a 'Total Hours' field circled in red containing the value '51'.

Below the 'Total Hours' field, there is a red text annotation: "Total hours will populate here."

14. You can add an additional set of hours by clicking on “Add Hours Set” or submit the hours you have entered by clicking “Submit.”

This screenshot shows the same 'Hours' reporting interface as above, but with the 'Submit' and 'Add Hours Set' buttons at the bottom circled in red. The 'Total Hours' field now displays the value '53'. A red text annotation at the bottom right reads: "Form Auto Hold Successful".

15. To view a list of your Synar hours, click on the blue-green box at the top of the page labeled “Agency Synar Log.”

**Hours**

Agency Log | **Agency Synar Log**

Name:  Interventions:  Date: 09-20-2021

**DIRECT HOURS**

**COMMUNITY EDUCATION & MOBILIZATION**

1.1 Identification of community Partners

1.2 Community Leadership

1.3 Community Education to increase support for retailer compliance with youth access laws

1.4 Direct Hours Totals

**IN-DIRECT HOURS**

1. Training

2. Documentation

3. Travel

4. Planning

**DIRECT HOURS**

**LAW ENFORCEMENT RELATED ACTIVITIES**

2.1 Promoted Local Law Enforcement

2.2 Assisted in implementation of Tobacco Compliance Checks and Retailer Training

2.3 Direct Hours Totals

**IN-DIRECT HOURS**

1. Training

2. Documentation

3. Travel

4. Planning

Total Hours

Home Dashboard | Implementation Planning | **Synar Working Hours Logs**

Total Logs 3  User:  Agency:  Director:

S.No	Time Stamp	Date/Time	User	Name	Agency Name	Contract Year	Interventions	1.1	1.2	1.3	1.4	2.1	2.2
1	24 Sep 2021 19:26PM	20 Sep 2021	Olivia Thacker	Carlos Lindsay	Prospectus Group		Synar Master (Environmental)	2.000	4.00	3.00	15.00	2.00	4.00
2	24 Sep 2021 03:41AM	23 Sep 2021	Olivia Thacker	Jennifer Wallach	Prospectus Group		Synar Master (Environmental)	3.000	3.00	0.00	14.00	4.00	0.00
3	24 Sep 2021 03:39AM	23 Sep 2021	Olivia Thacker	James Bond	Prospectus Group		Synar Master (Environmental)	0.000	0.00	0.00	0.00	0.00	0.00
Total								5.00	7.00	3.00	29.00	6.00	4.00

Showing 1 to 3 of 3 entries

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16. You can also access the form for reporting hours under each intervention on the agency node.

The screenshot shows the ECCO Lakeview Pro-Sps web application interface. At the top, the browser address bar displays "ecco.nc.pro-sps.com". The user is logged in as "Prospectus Group" with the name "Olivia Thacker".

The main interface is divided into two columns. The left column is titled "Prospectus Group" and the right column is titled "Test Agency". Both columns have a "Last Update" timestamp and a "Interventions by Year" list.

In the "Prospectus Group" column, the "Interventions by Year" list includes "2020-2021" and "2021-2022". Below this list, there are two sections: "Education | 272-389-1632333878" and "Environmental | 272-389-1632333961". Each section has a "Last Update" timestamp. Below the "Education" section, there is a row of five buttons: "Action Steps", "Comments", "Process Data", "Hours", and "IP PDF". The "Hours" button is circled in red.

The "Test Agency" column has a "Last Update" timestamp of "Sep 23 2021" and a "Interventions by Year" list including "2017-2018", "2018-2019", "2019-2020", "2020-2021", and "2021-2022".

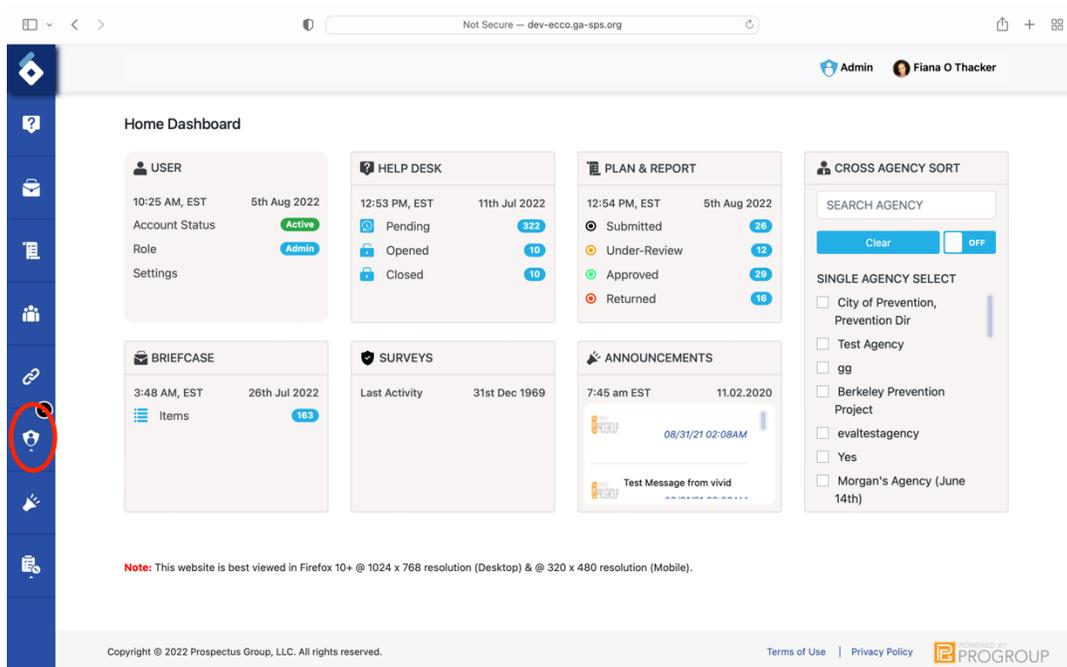
# Part Three: Administrator-Specific Instructions

# Onboarding New Agencies and Users

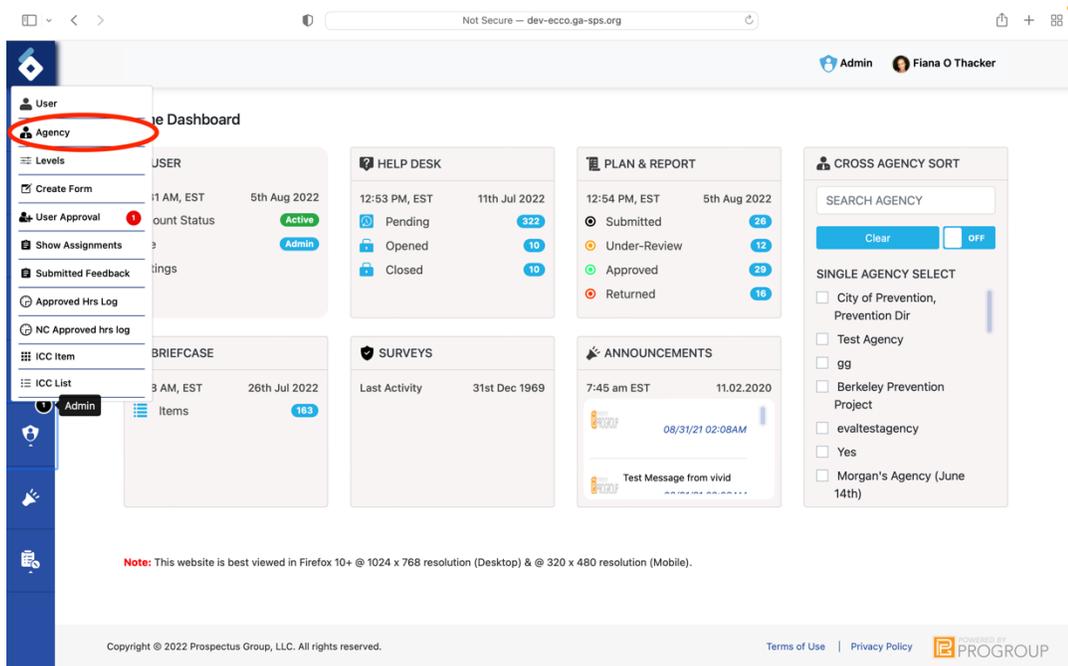
## Onboarding Agencies

New agencies can be onboarded to the ECCO system by a user with administrative privileges. Admins, Middle Admins, and Consultants will have access to controls not visible to regular users.

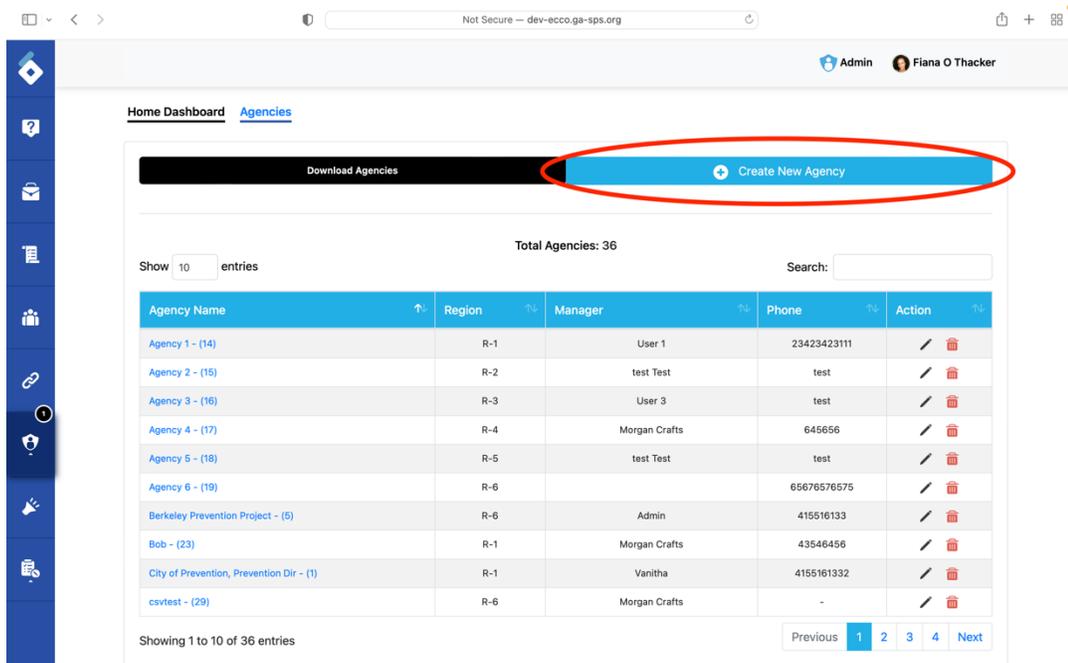
1. From the ECCO homepage, click on the Admin icon on the sidebar located on the left side of the page.

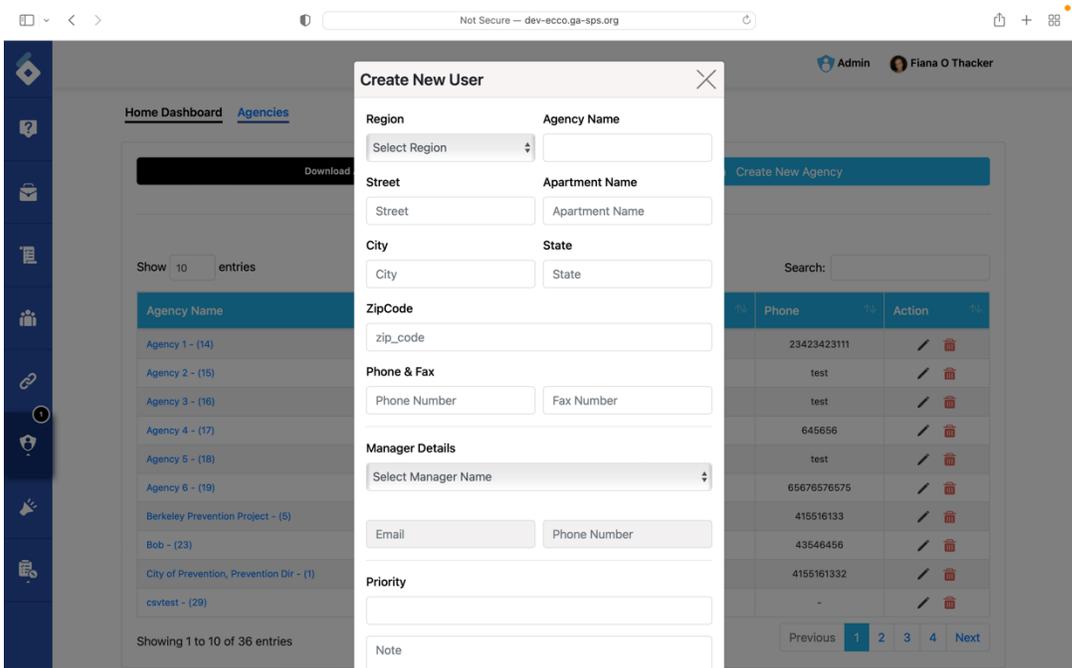


2. A list of options will open. Click on Agency.

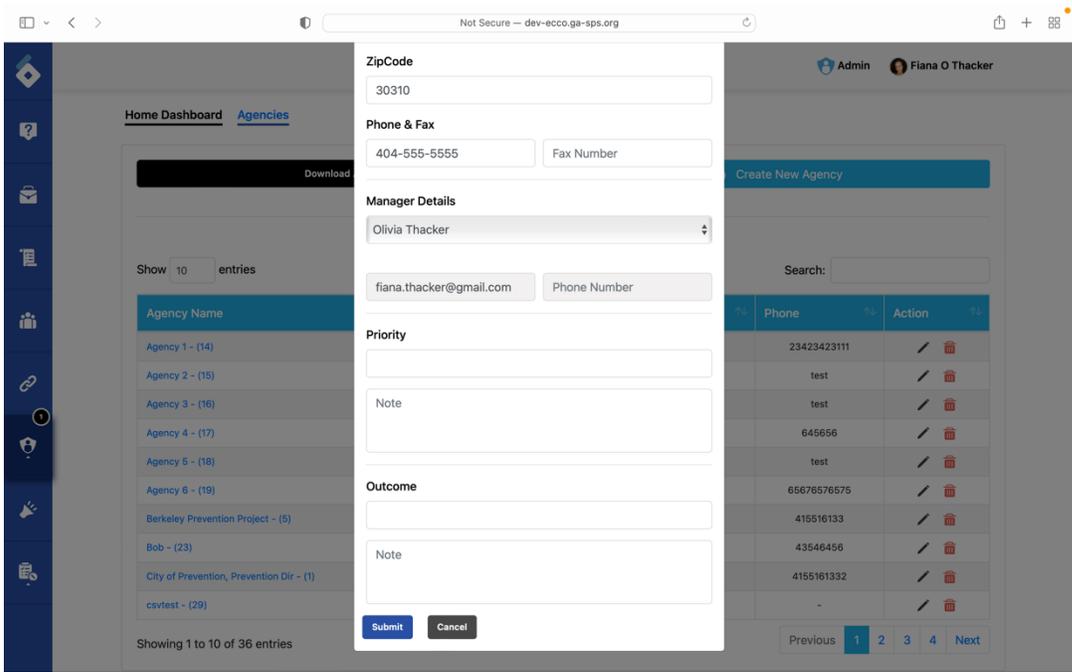


3. On the Agency page, click on the light blue bar labeled “Create New Agency,” and a form will open.

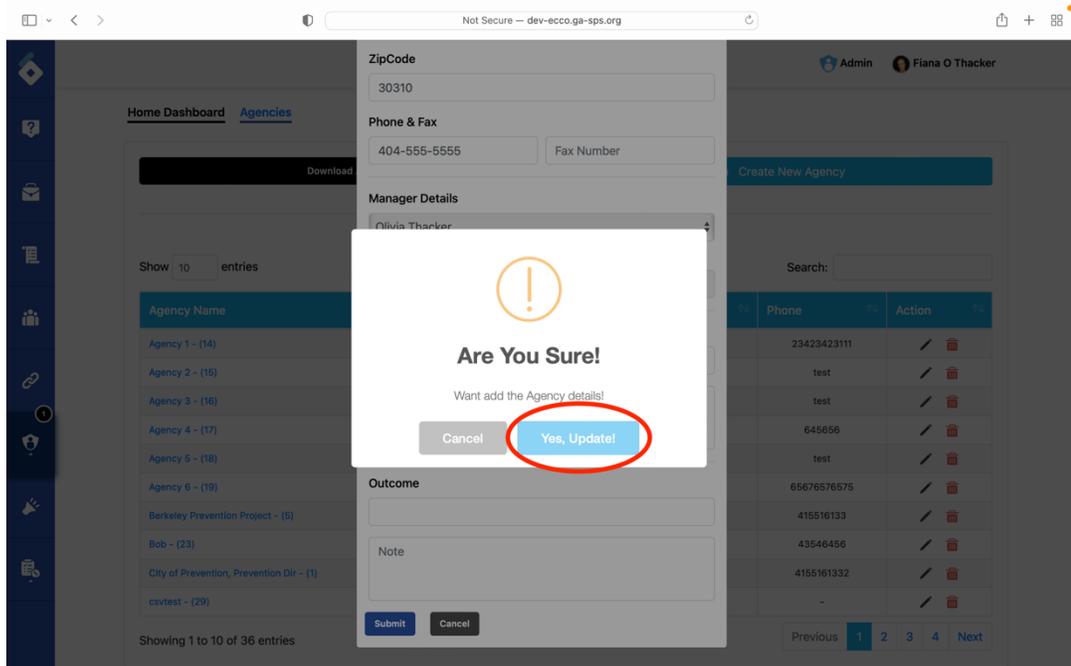




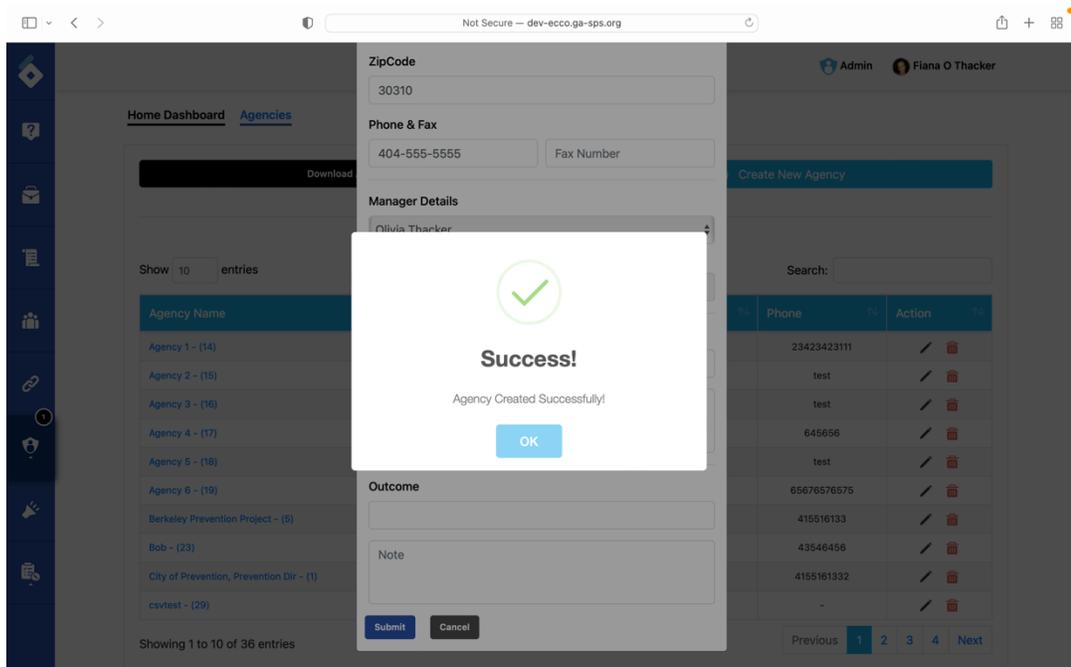
4. Fill out the agency form and hit submit.



5. You will be asked to confirm that you want to add the new agency details. Click “Yes, Update”



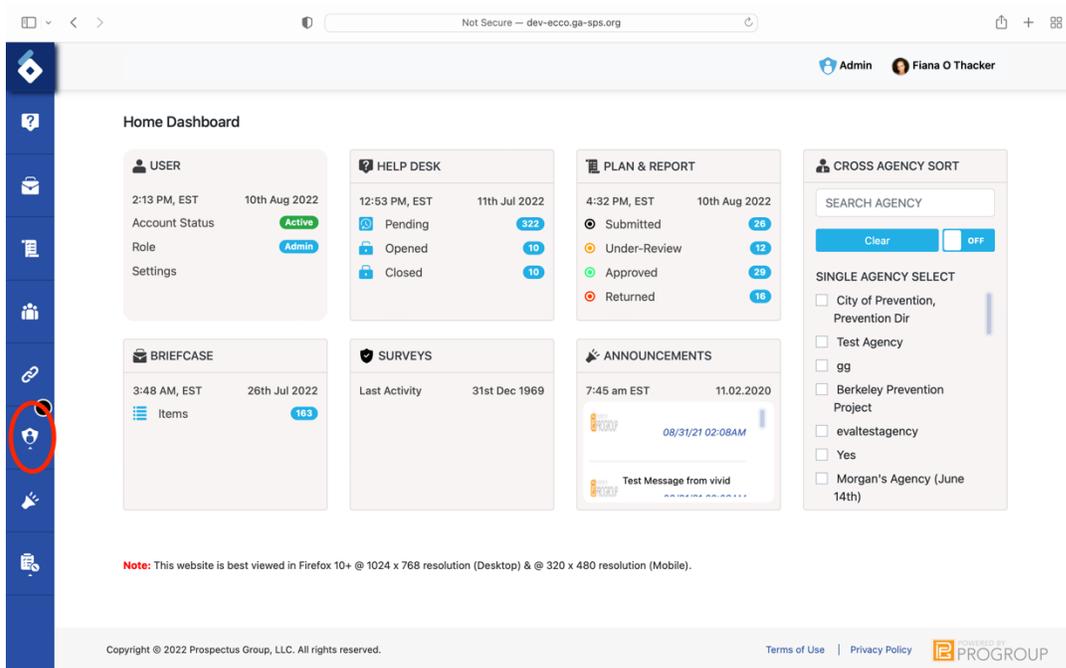
6. The new agency has been added.



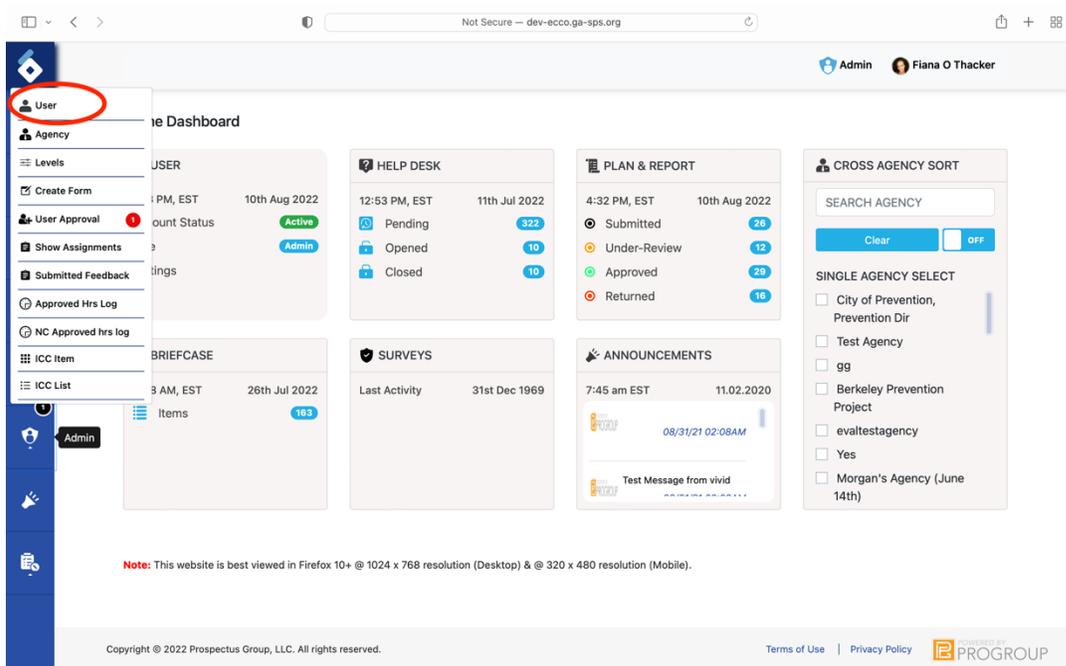
## Onboarding Users

New users can be onboarded to the ECCO system in one of two ways. Admins can create the user account, or the user can create the account. If the user creates their own account, it will remain inactive until the admin approves it.

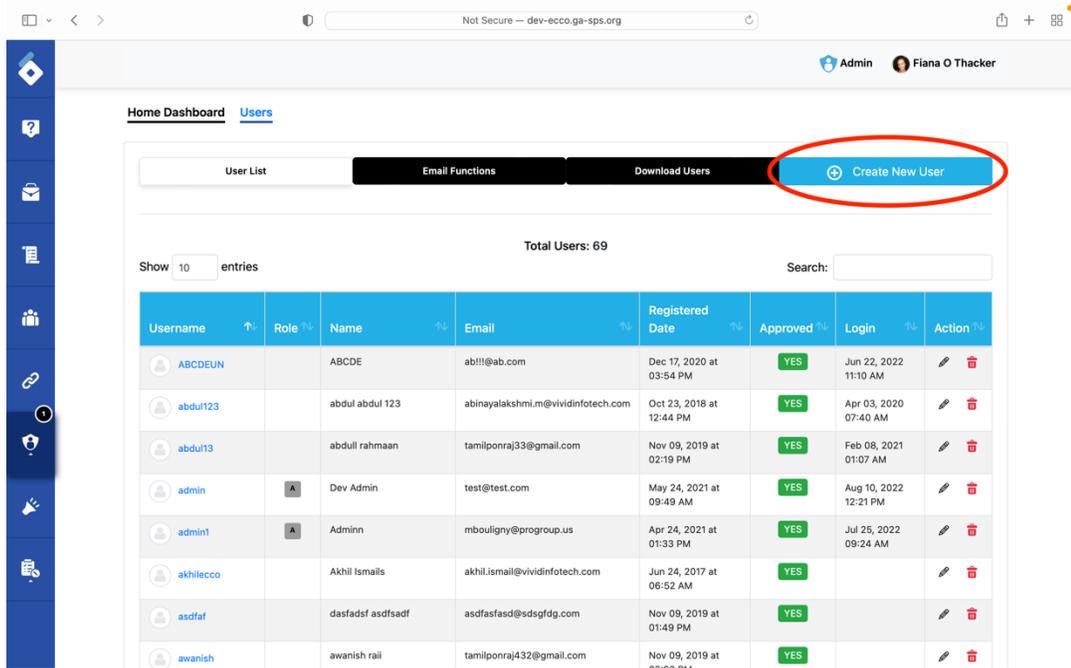
1. To create a new user account, click on the Admin icon on the sidebar located on the left side of the page.



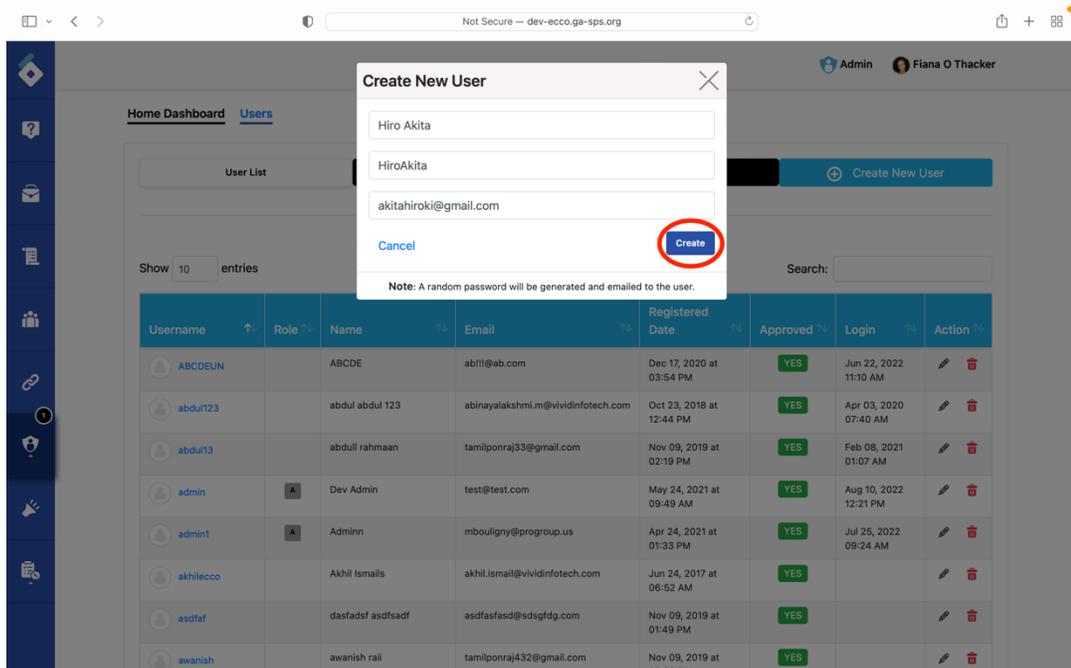
2. A list of options will open. Click on User.



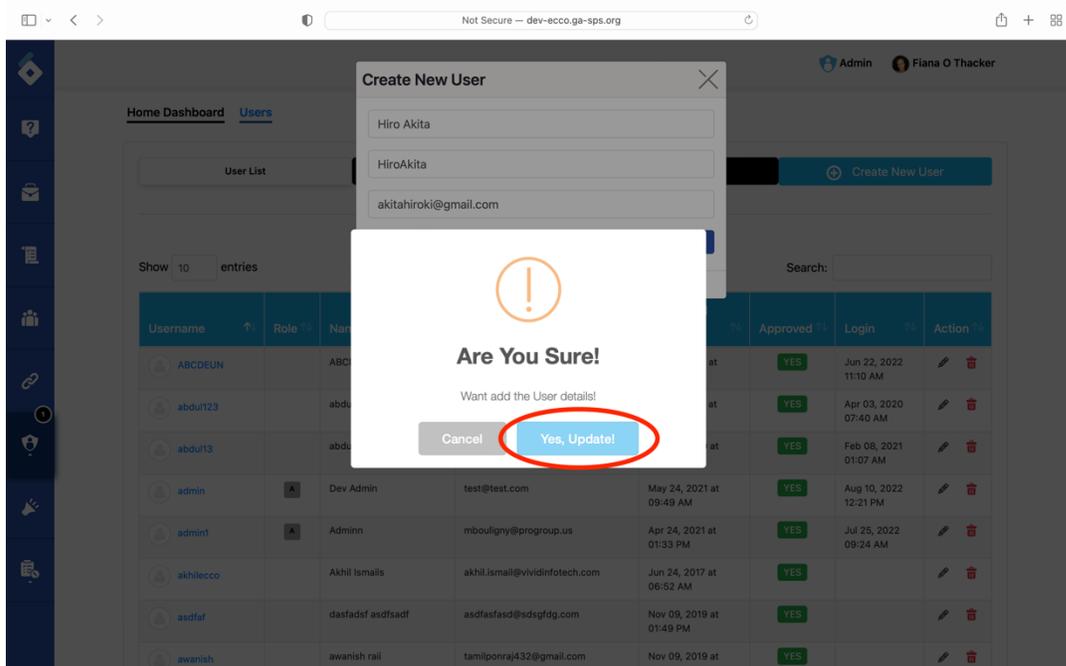
3. On the User page, click on the light blue rectangle labeled "Create New User," and a form will open.



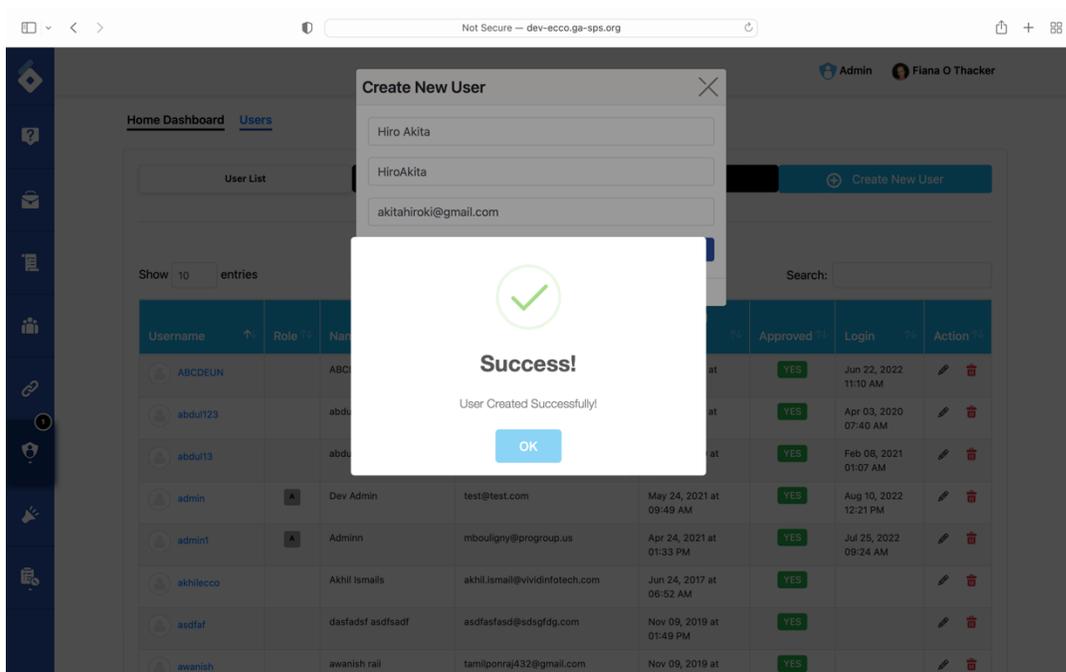
4. Fill out the user form. You will need to know the user's full name, the username they would like to use for the account, and their email address. Hit "Create" once this information is filled in.



5. You will be asked to confirm that you want to add the new user details. Click "Yes, Update."



6. The user has been added.



7. Now that the user has been added, you will need to create a temporary password so the user can log into their account. You can search for the new user by entering their name in the search bar.

The screenshot shows the 'Users' management interface. At the top, there are tabs for 'User List', 'Email Functions', 'Download Users', and 'Create New User'. Below the tabs, it indicates 'Total Users: 70' and 'Show 10 entries'. A search bar is present and circled in red. Below the search bar is a table with the following columns: Username, Role, Name, Email, Registered Date, Approved, Login, and Action. The table contains several user entries, including 'admin', 'admin1', 'Fiana', and 'HiroAkita'.

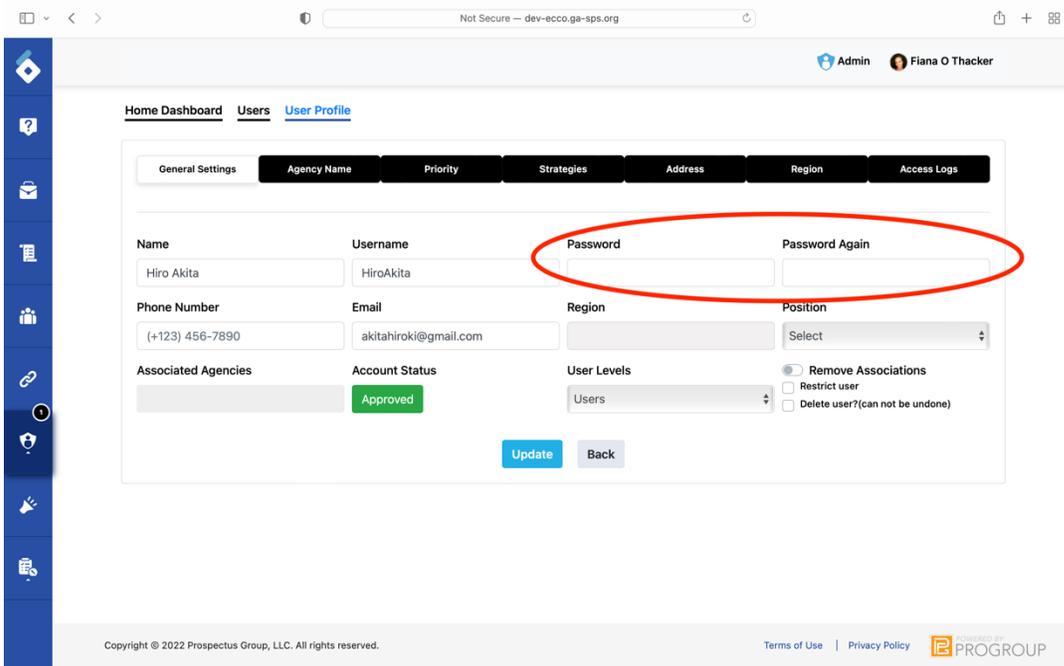
Username	Role	Name	Email	Registered Date	Approved	Login	Action
ABCDEUN		ABCDE	ab!!!@ab.com	Dec 17, 2020 at 03:54 PM	YES	Jun 22, 2022 11:10 AM	
abdul123		abdul abdul 123	abinayalakshmi.m@vividinfotech.com	Oct 23, 2018 at 12:44 PM	YES	Apr 03, 2020 07:40 AM	
abdul13		abdull rahmaan	tamilponraj33@gmail.com	Nov 09, 2019 at 02:19 PM	YES	Feb 08, 2021 01:07 AM	
admin	A	Dev Admin	test@test.com	May 24, 2021 at 09:49 AM	YES	Aug 10, 2022 12:21 PM	
admin1	A	Adminn	mbouligny@progroup.us	Apr 24, 2021 at 01:33 PM	YES	Jul 25, 2022 09:24 AM	
akhilecco		Akhil Ismails	akhil.ismail@vividinfotech.com	Jun 24, 2017 at 06:52 AM	YES		
asdfaf		dasfadsf asdfsadf	asdfsasfd@sdsfgfdg.com	Nov 09, 2019 at 01:49 PM	YES		
awanish		awanish rail	tamilponraj432@gmail.com	Nov 09, 2019 at 02:19 PM	YES		

8. Once you find the new user, click on their username to view the user profile.

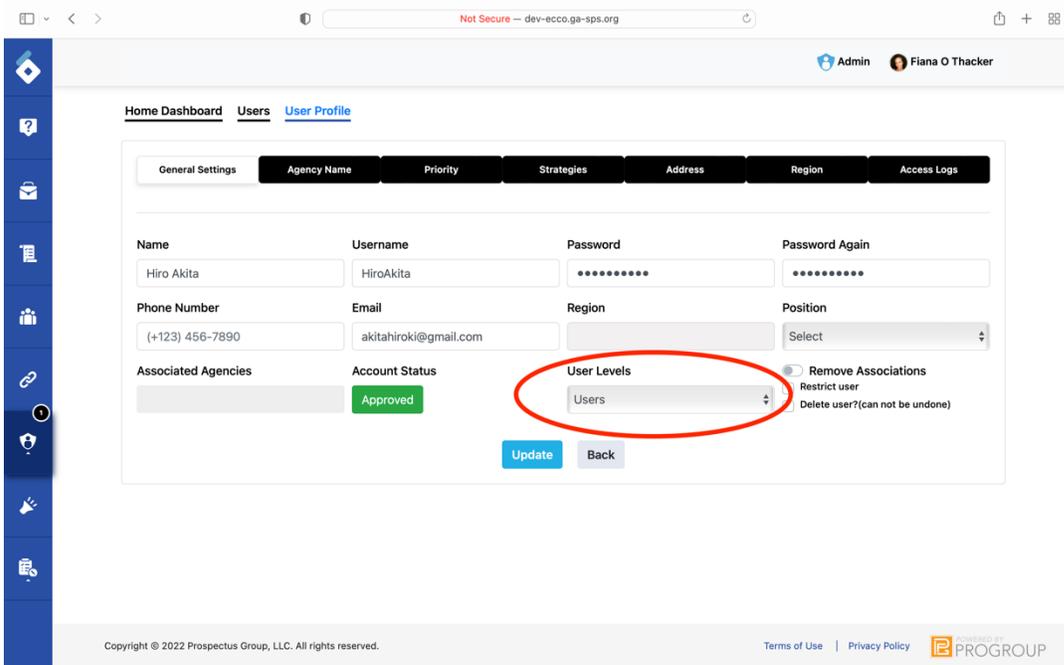
The screenshot shows the 'Users' management interface after a search for 'hiro'. The search bar now contains 'hiro'. The table displays two results: 'Fiana' and 'HiroAkita'. The 'HiroAkita' entry is circled in red. Below the table, it says 'Showing 1 to 2 of 2 entries (filtered from 70 total entries)'. There are 'Previous', '1', and 'Next' navigation buttons.

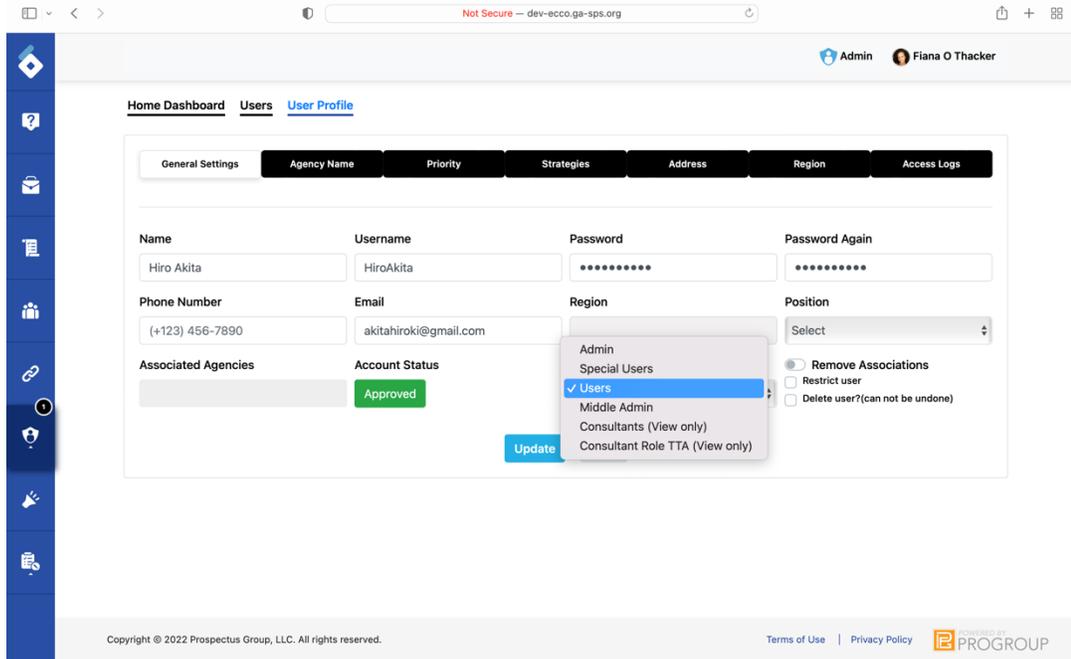
Username	Role	Name	Email	Registered Date	Approved	Login	Action
Fiana	A	Fiana O Thacker	fiana@hirokiconsulting.com	Sep 10, 2019 at 10:44 AM	YES	Aug 10, 2022 02:13 PM	
HiroAkita		Hiro Akita	akitahiroki@gmail.com	Aug 10, 2022 at 06:16 PM	YES		

9. Under General Settings, you will see two fields for creating a password. Enter the temporary password under the field labeled "Password" and confirm the password by entering it again under the field labeled "Password Again."

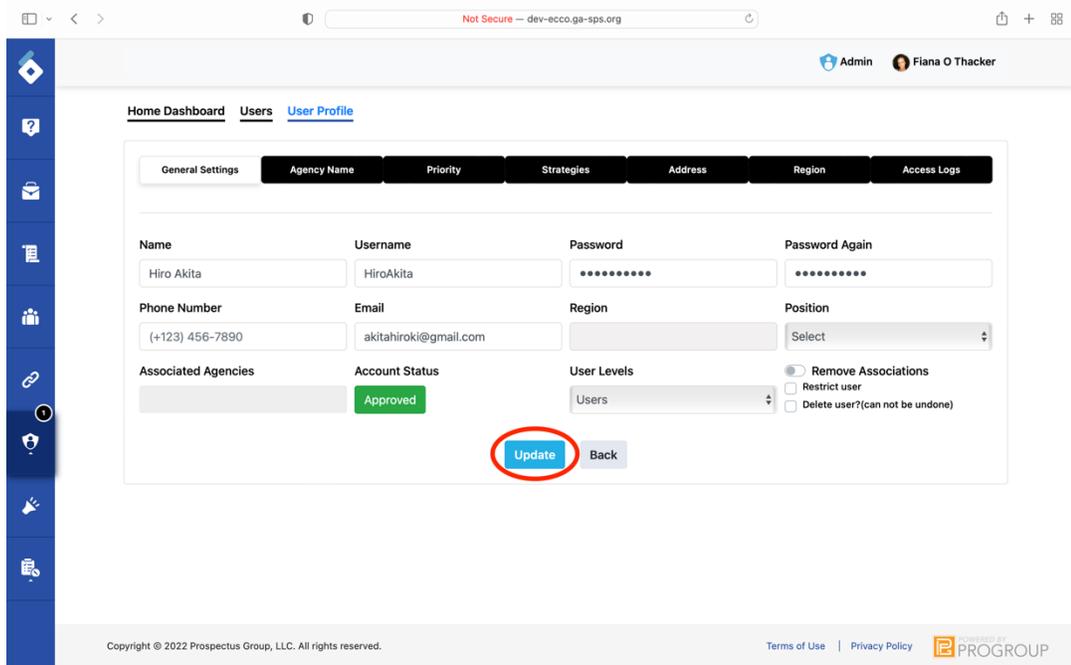


10. While on this page, make sure the correct user level has been selected.

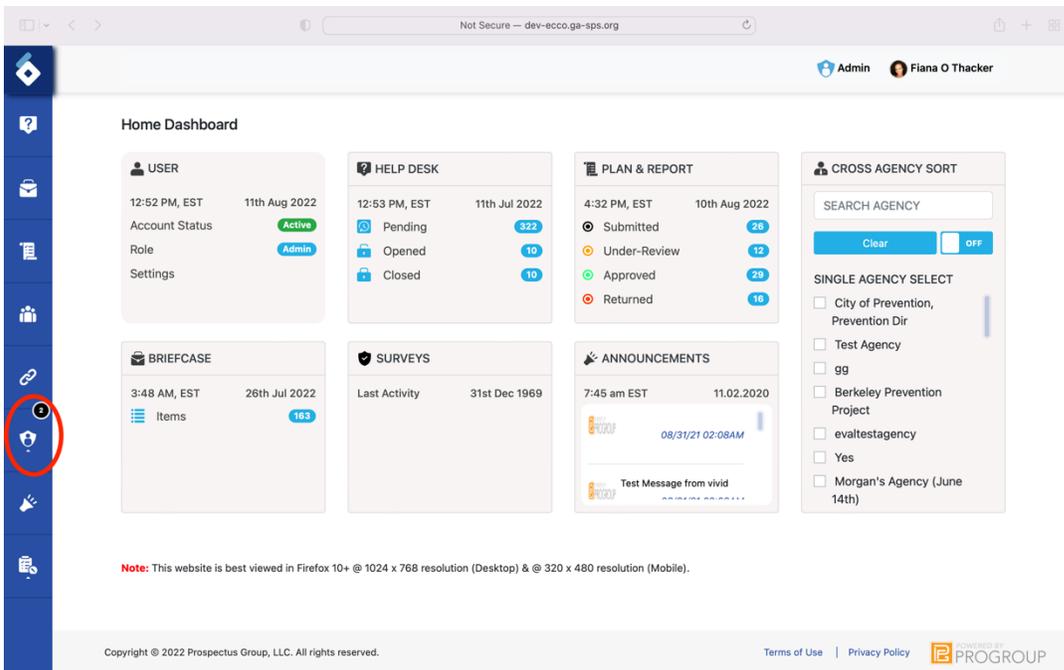
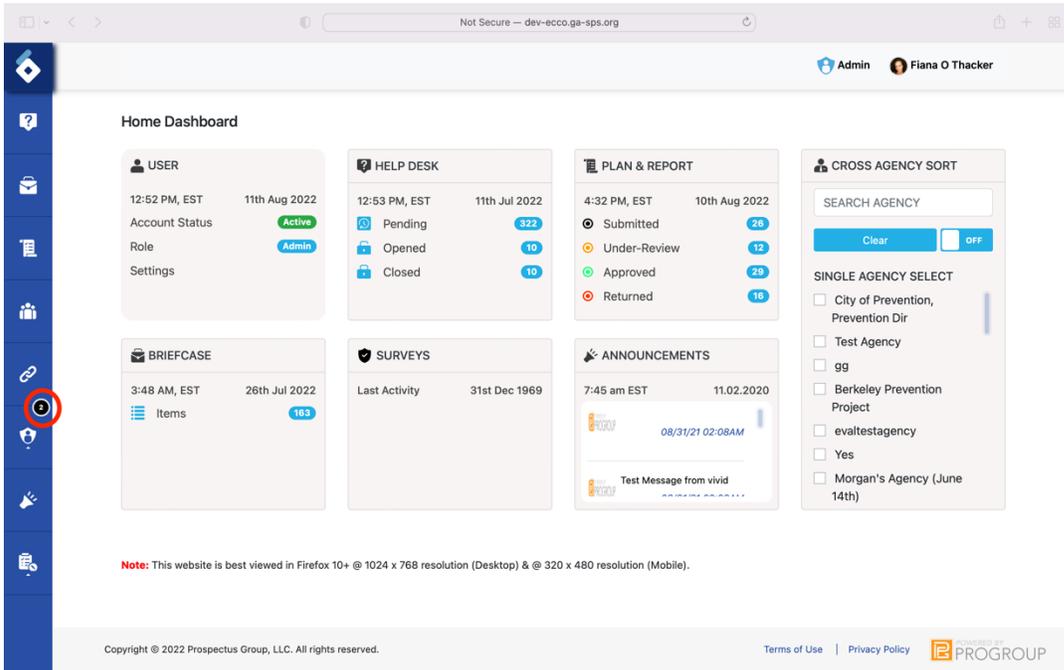




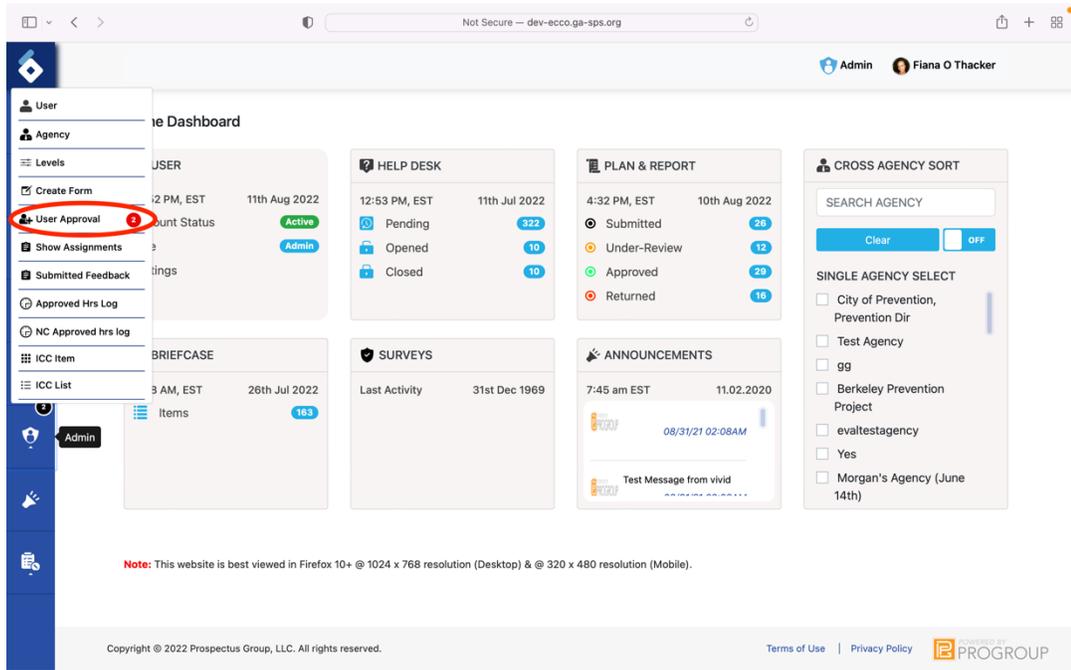
11. Click on the blue box labeled “Update,” and then you are done.



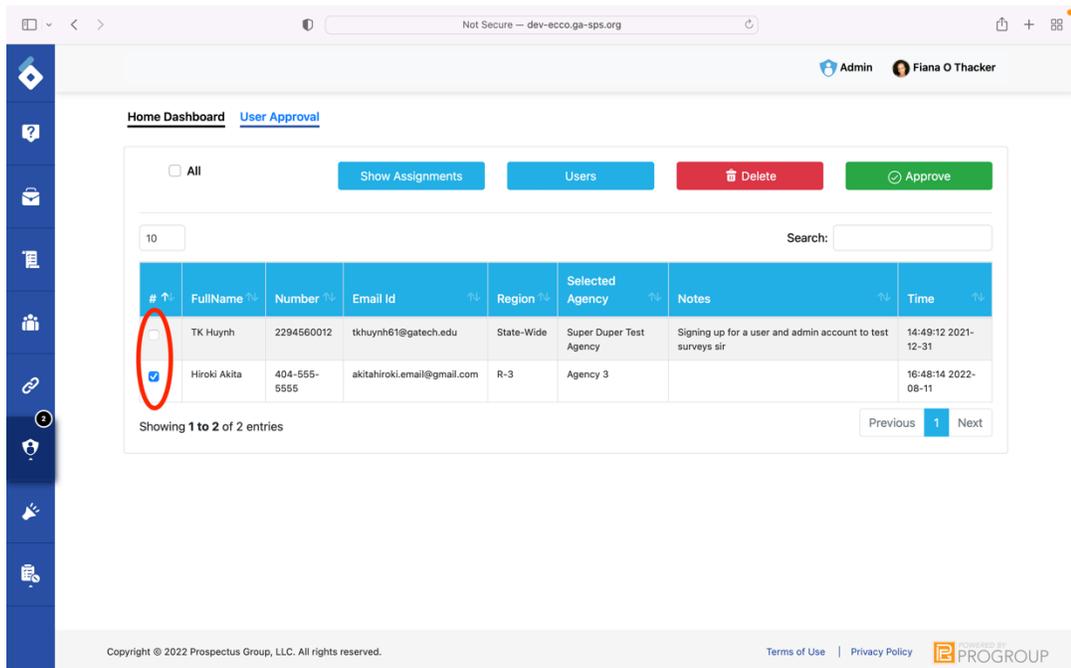
12. You will receive a notification if the user has created their own account. A black circle with a number in the center will appear next to the Admin icon. Click on the Admin icon.



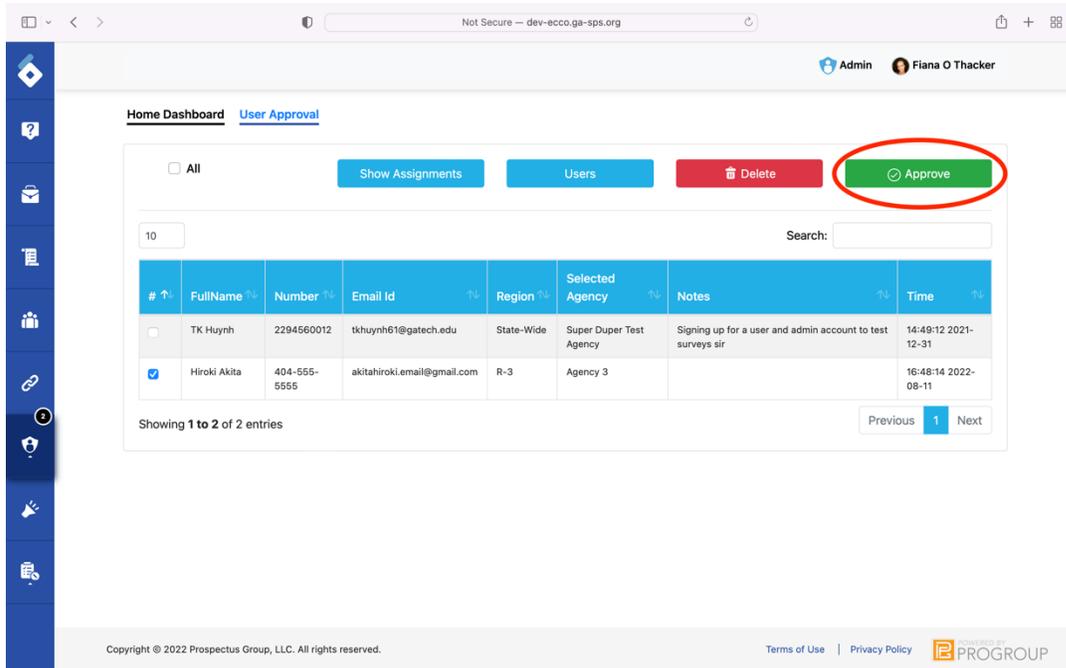
13. A list will open. Click on User Approval



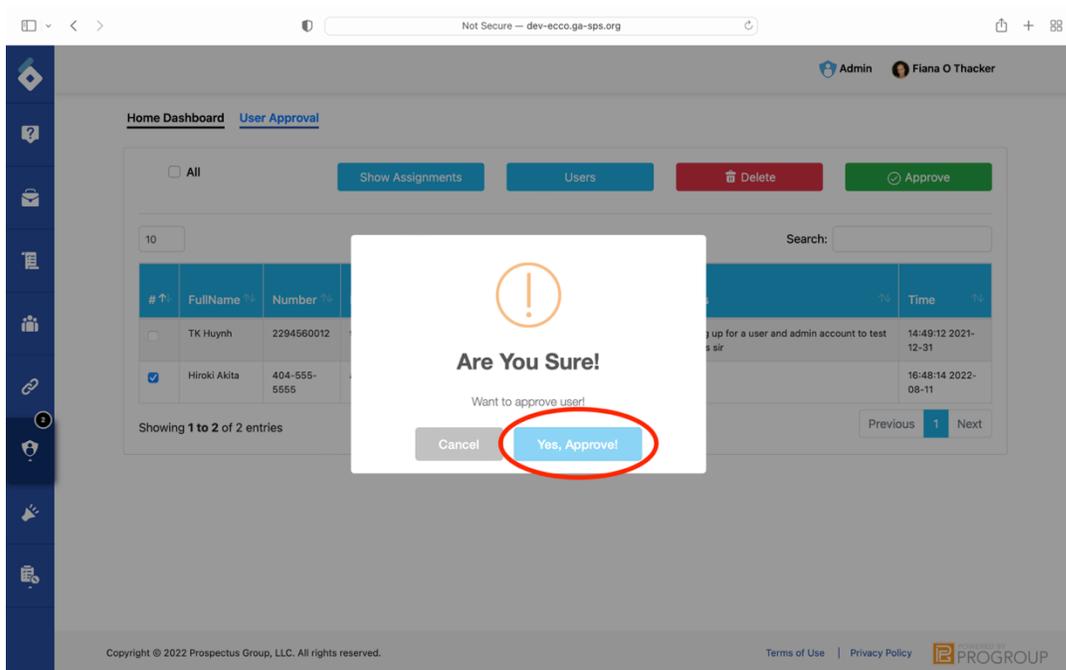
- On the User Approval page, you will find a list of accounts that need to be approved. Click on the check box next to the user accounts you want to approve.



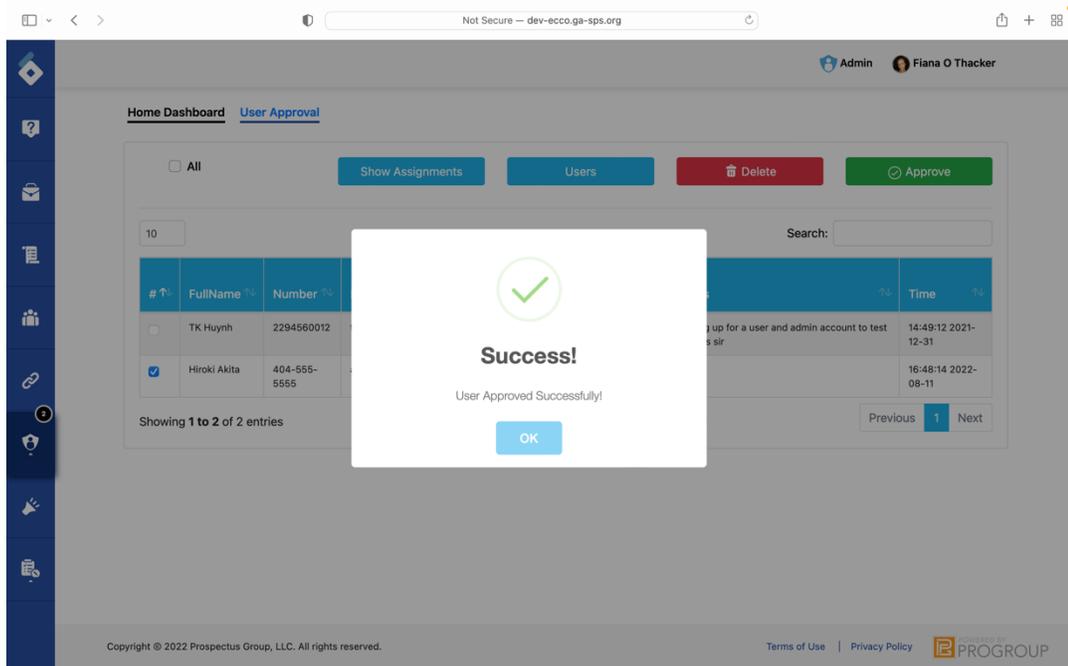
- Hit the green box labeled “Approve.”



16. You will be asked to confirm you want to approve the user. Click “Yes, Approve.”



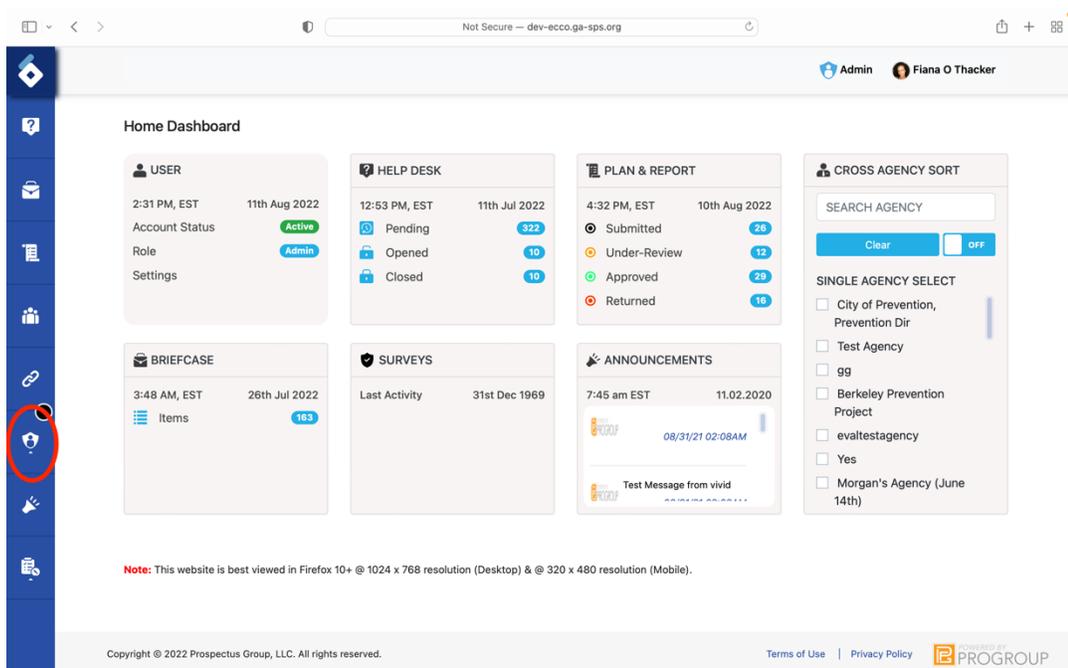
17. The users have been approved.



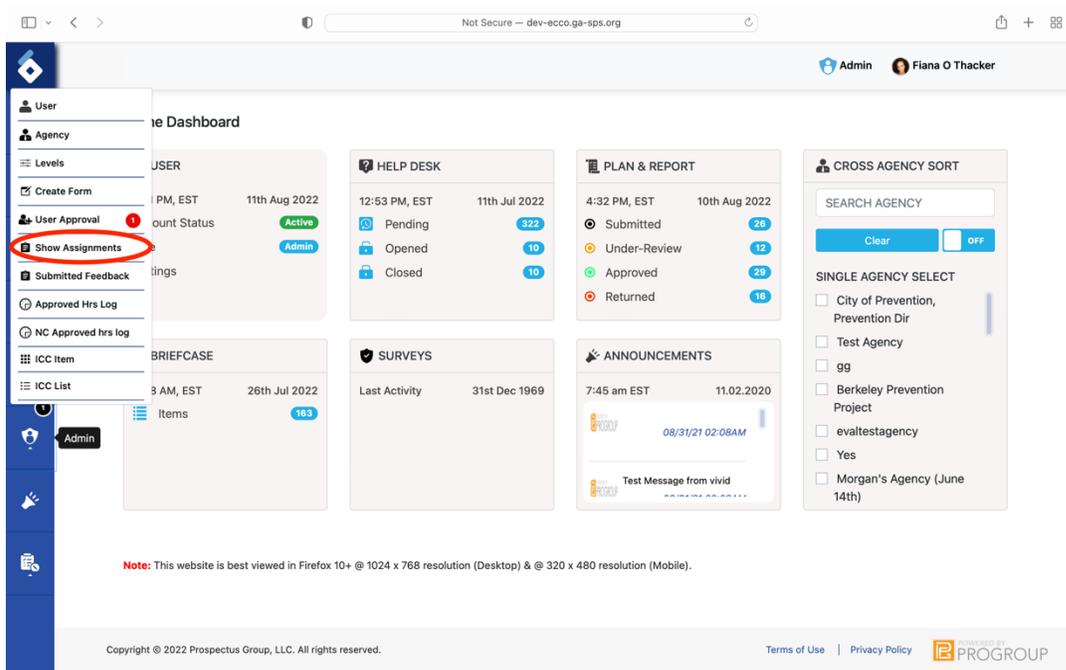
## Assigning Users

After a user account has been created and approved, the user may need to be assigned to one or more agencies in the ECCO system. To assign users to agencies, you must be an Admin level user.

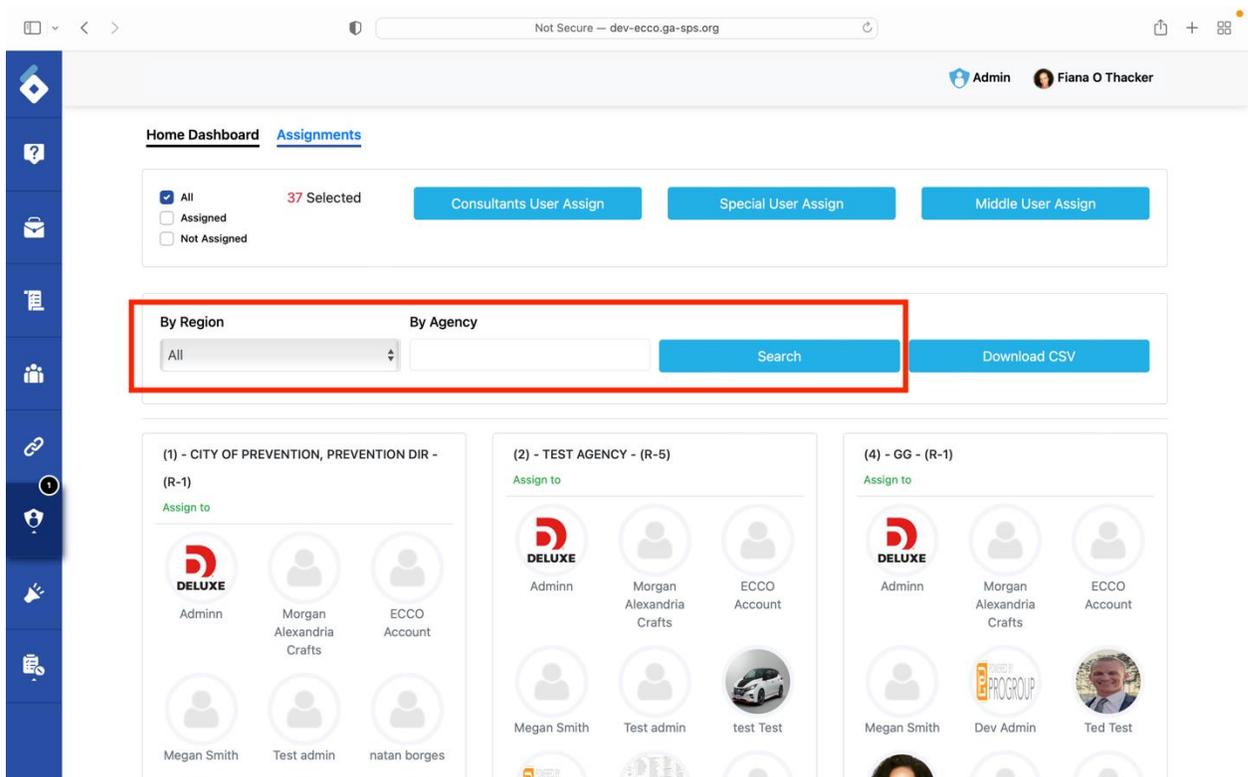
1. To assign an ECCO user, click on the Admin icon on the sidebar located on the left side of the page.



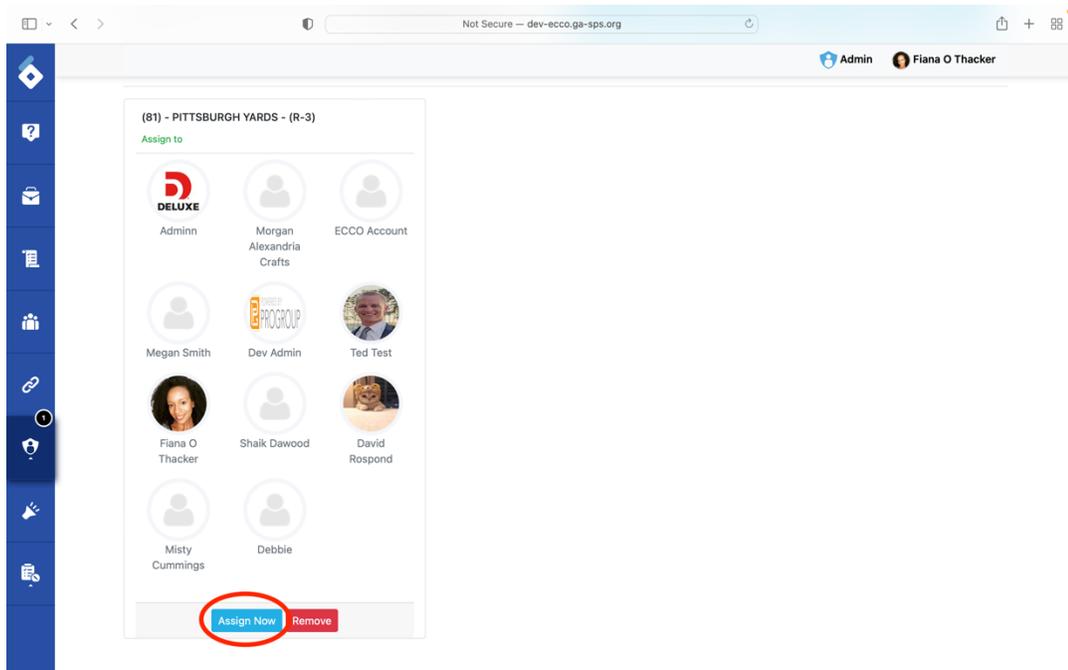
2. A list of options will open. Click on “Show Assignments.”



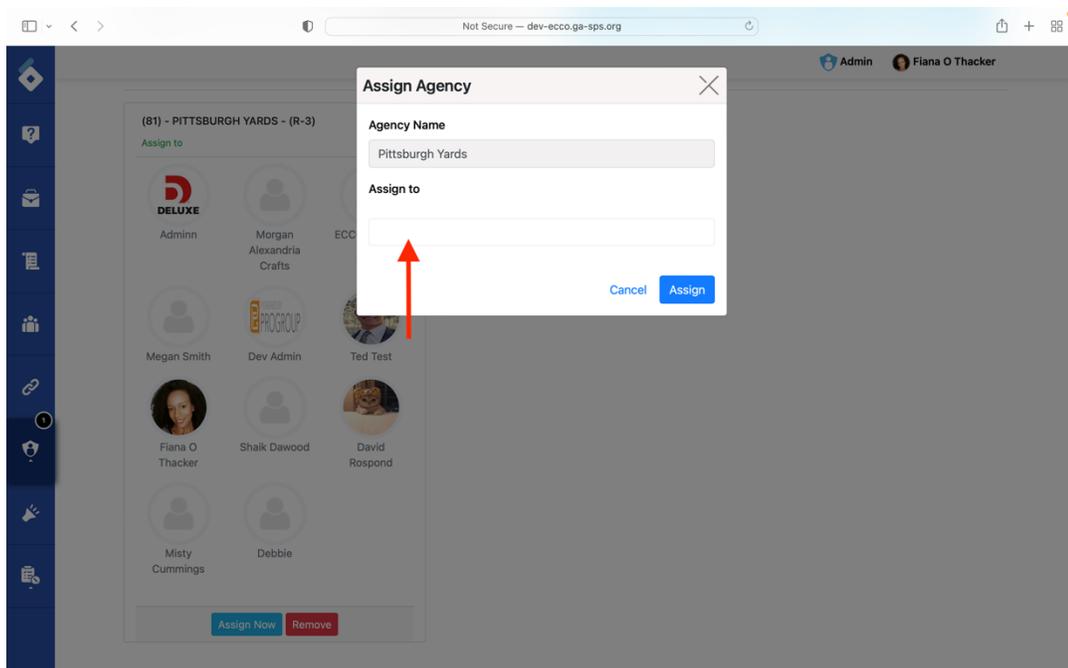
3. On the Assignments page, fine the agency node you would like to add a user to by using the search filter.



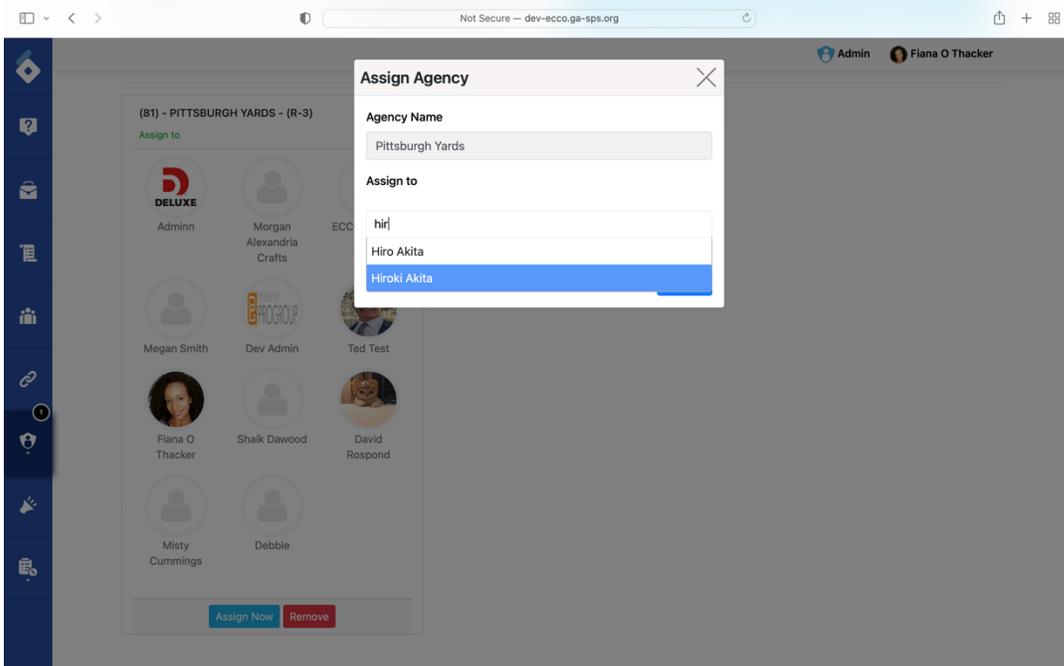
4. At the bottom of the agency node, click on the blue box labeled “Assign Now.”



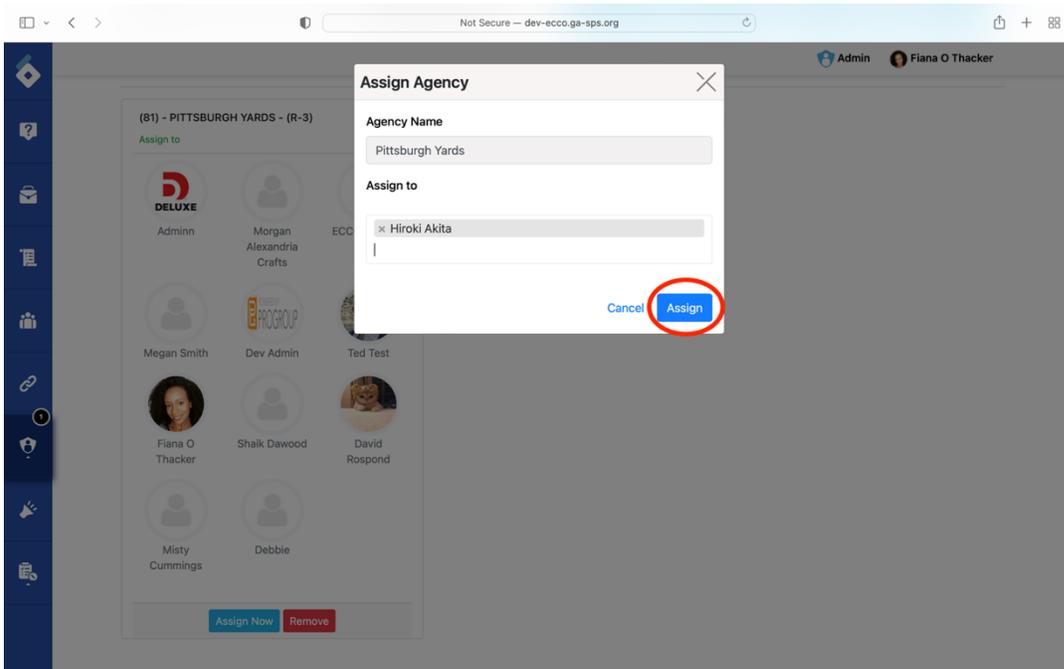
5. A pop-up labeled “Assign Agency” will appear. Under “Assign to,” start typing in the name of the user.

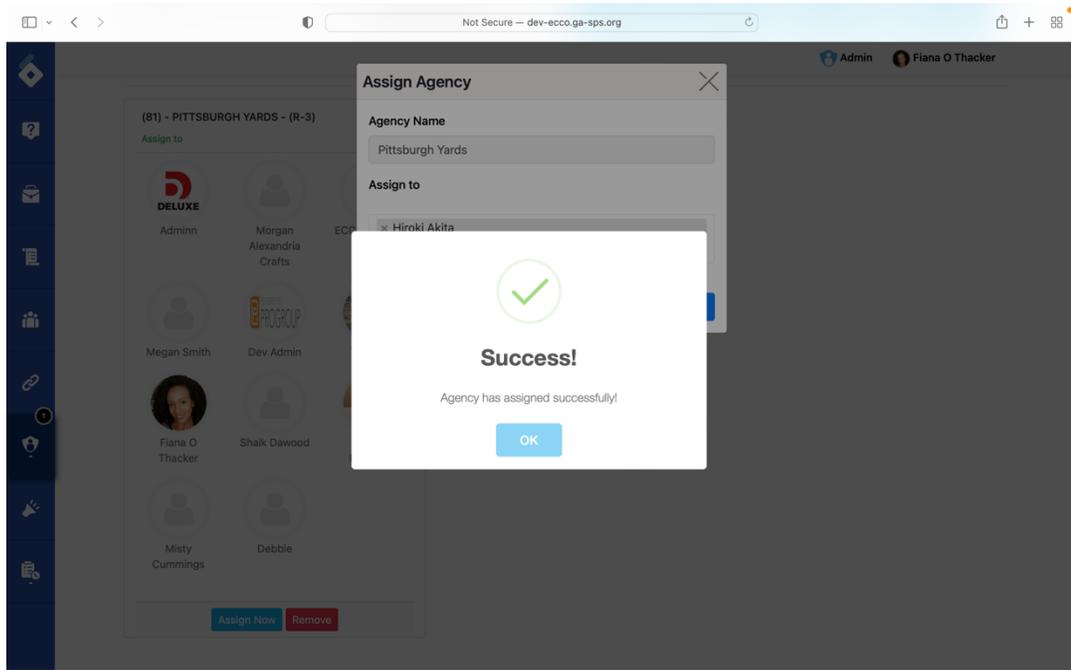


6. Select the user you would like to add to the Agency.

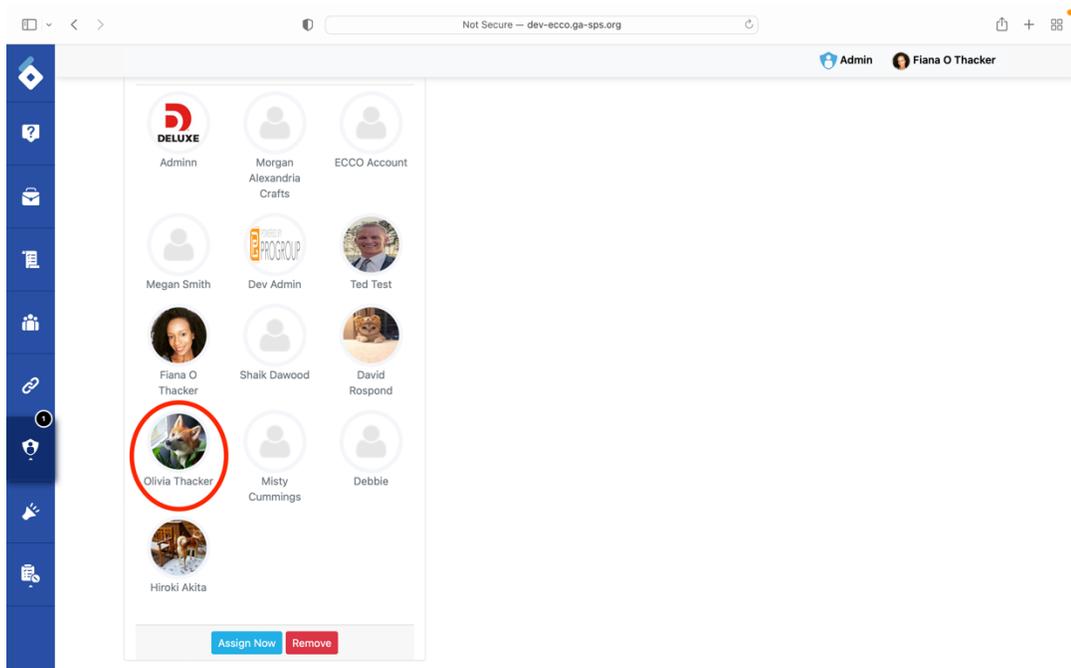


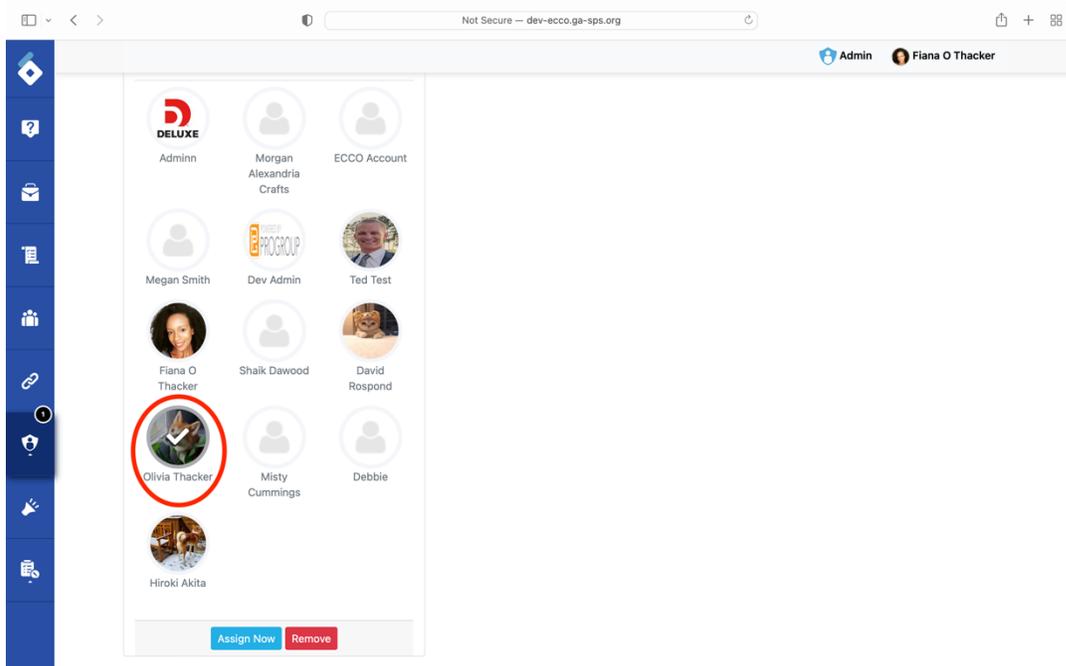
7. Hit the blue box labeled “Assign,” and the user is now assigned.



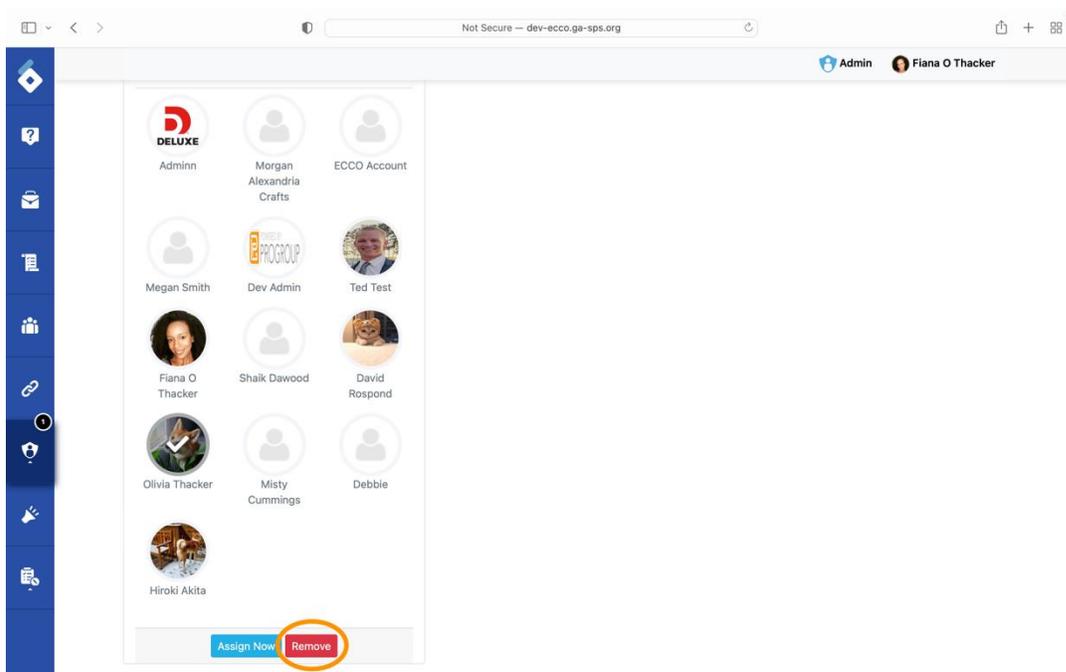


8. To remove a user, find the agency node and click on the circle with the user's photo (the user may not have a picture) and name.

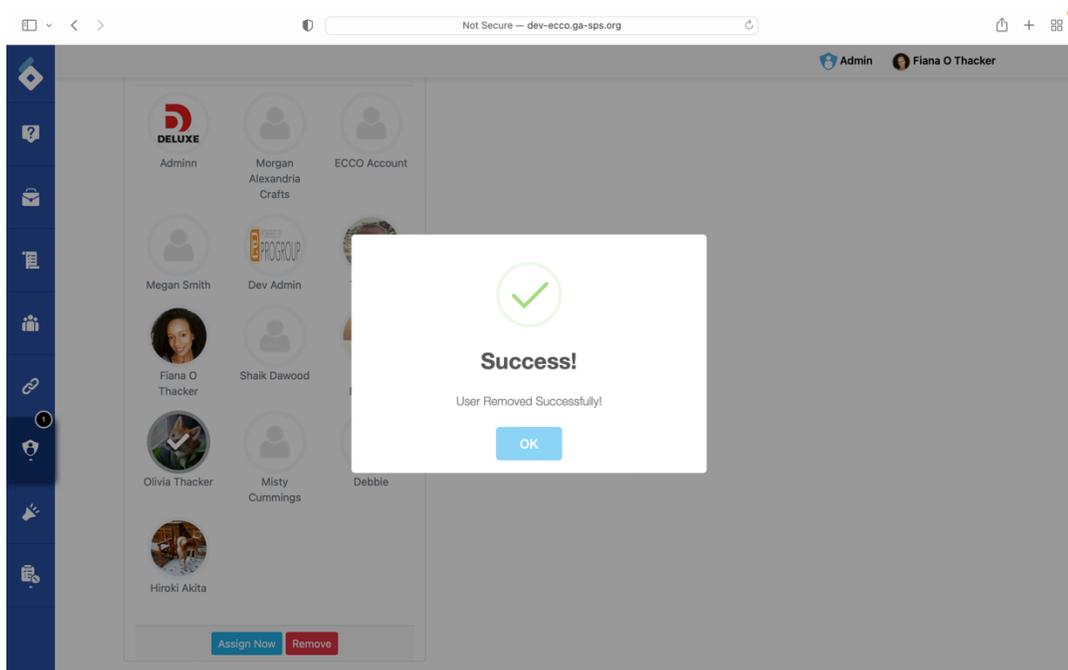
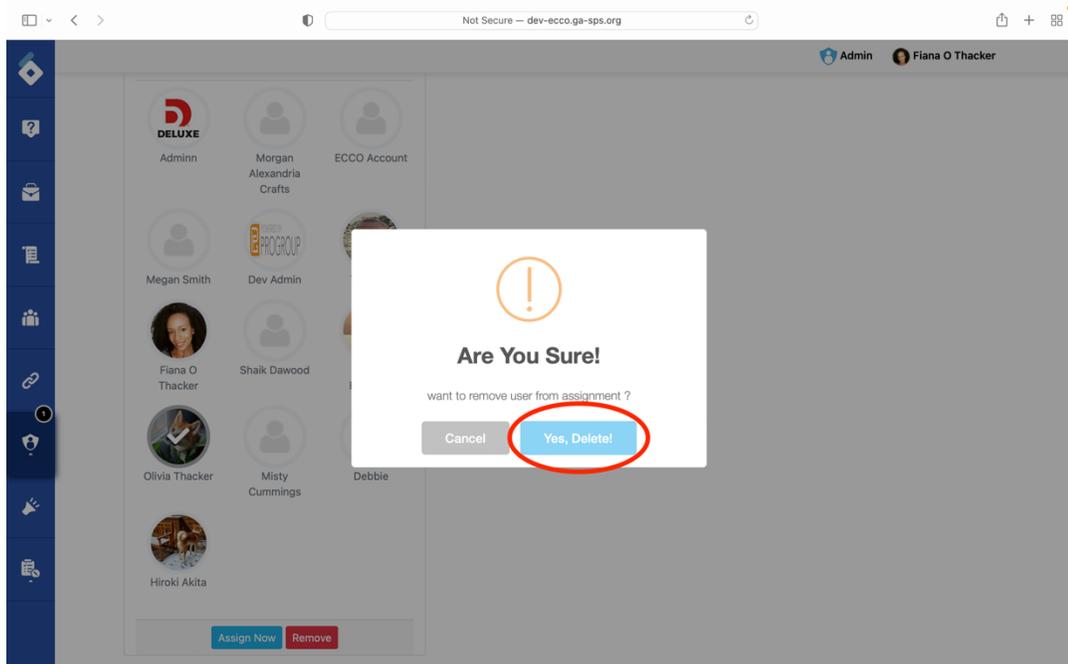




9. Click on the red button labeled “remove.”



10. You will be asked to confirm that you want to remove the user from the agency. Click “Yes, Delete,” and the user has now been removed.



## Responding to TA Requests

ECCO users can use the Help Dashboard to request training and technical assistance regarding implementation, evaluation, capacity, technology, and other topics. On the Help Dashboard, Admins can respond to requests and change the status of requests or change the details of a request if needed.

1. From the ECCO homepage, navigate to the Help dashboard by clicking on the node labeled “Help” or clicking on the help icon on the left sidebar.

The screenshot shows the ECCO Help Dashboard. The left sidebar contains a help icon (a question mark) circled in red. The main dashboard area is titled "Home Dashboard" and contains several widgets. The "HELP DESK" widget shows 321 Pending, 10 Opened, and 11 Closed requests. The "PLAN & REPORT" widget shows 26 Submitted, 12 Under-Review, 29 Approved, and 16 Returned requests. The "BRIEFCASE" widget shows 163 items. The "SURVEYS" widget shows last activity on 31st Dec 1969. The "ANNOUNCEMENTS" widget shows a test message from vivid on 08/31/21 02:08AM. The "CROSS AGENCY SORT" widget has a search bar and a list of agencies to select from. The footer includes copyright information for Prospectus Group, LLC and the PROGROUP logo.

2. On the Help Dashboard, scroll down the page to find a list of TA requests.

The screenshot shows the 'Help Desk' dashboard. At the top, there are three status indicators: Pending (321), Opened (10), and Closed (11). To the right, there is a 'TTA DASHBOARD KEY' with three items: 'View Brief TTA Information', 'Comment on a Particular TTA', and 'View/Edit TTA Details'. Below this are three buttons: 'Create Request', 'TTA Comments', and 'Recent Updates'. A 'Rate this Dashboard' button is also present. The 'FILTERS' section includes dropdown menus for Status, User, Regarding, Region, Agency, and Comments, along with a search bar. Below the filters is the 'TTA DATA DASHBOARD' section, which includes a table header and one data row.

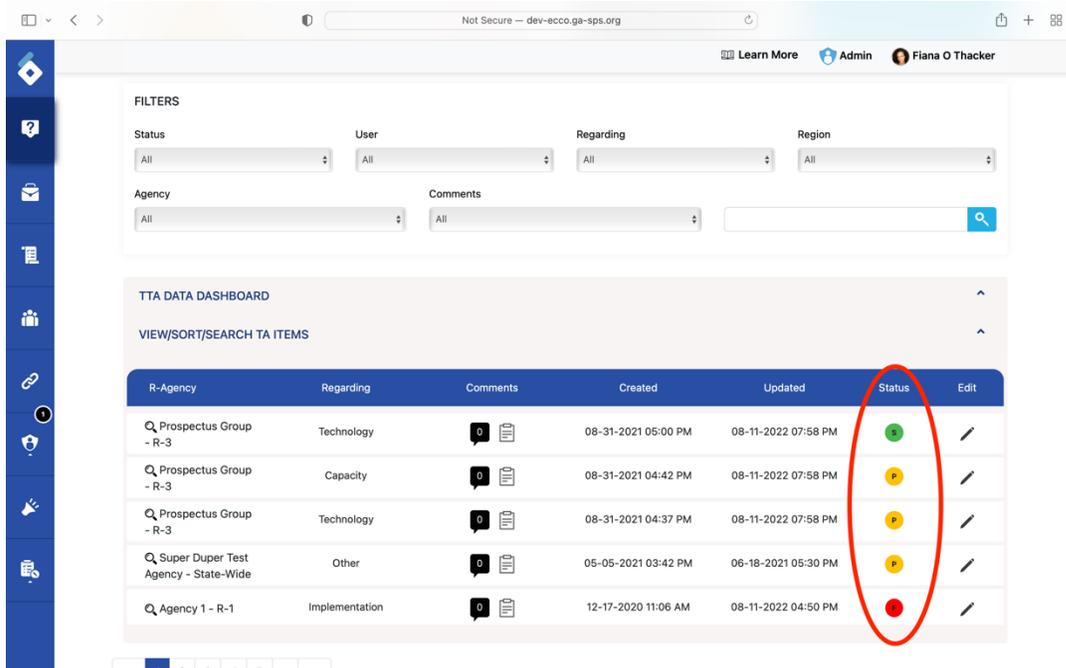
R-Agency	Regarding	Comments	Created	Updated	Status	Edit
Q_Prospectus Group - R-3	Technology	0	08-31-2021 05:00 PM	08-11-2022 07:58 PM	Green	

- If needed, you can filter request by status, user, regarding, region, agency, or comments.

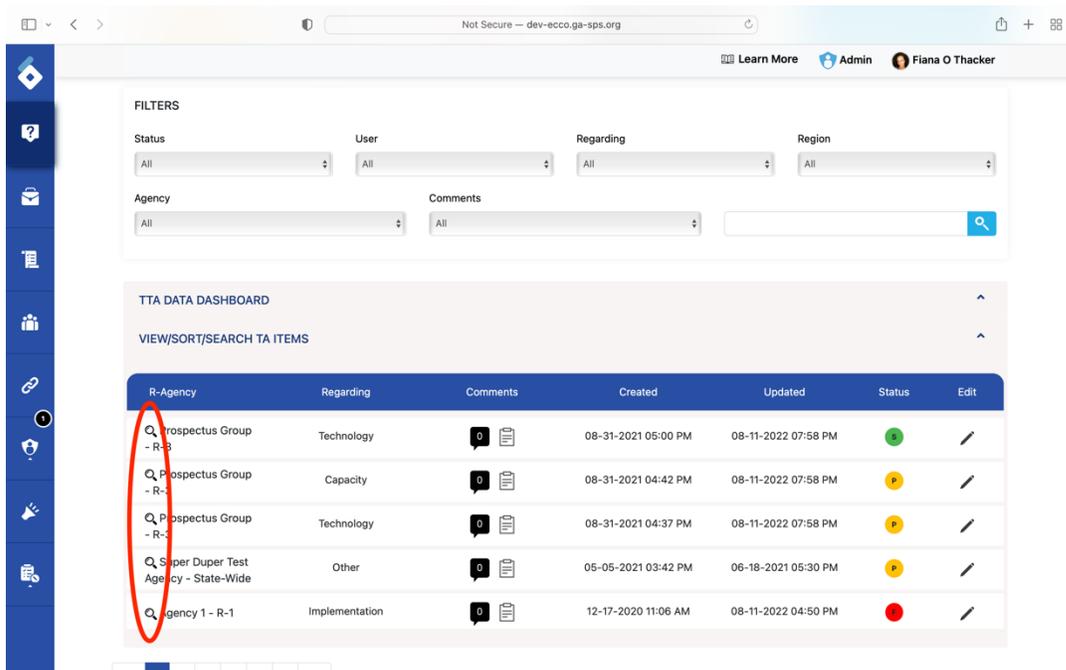
The screenshot shows the 'TTA DATA DASHBOARD' section of the Help Desk dashboard. It features a table with columns for R-Agency, Regarding, Comments, Created, Updated, Status, and Edit. The table contains five rows of request data. A red box highlights the filter section above the table.

R-Agency	Regarding	Comments	Created	Updated	Status	Edit
Q_Prospectus Group - R-3	Technology	0	08-31-2021 05:00 PM	08-11-2022 07:58 PM	Green	
Q_Prospectus Group - R-3	Capacity	0	08-31-2021 04:42 PM	08-11-2022 07:58 PM	Yellow	
Q_Prospectus Group - R-3	Technology	0	08-31-2021 04:37 PM	08-11-2022 07:58 PM	Yellow	
Q_Super Duper Test Agency - State-Wide	Other	0	05-05-2021 03:42 PM	06-18-2021 05:30 PM	Yellow	
Q_Agency 1 - R-1	Implementation	0	12-17-2020 11:06 AM	08-11-2022 04:50 PM	Red	

- The status of each request is indicated by a yellow, green, or red circle to the right of each agency request. Yellow circles indicate the request is pending. A request should remain as pending until an Admin or a member of the TA team has begun to work on the request. Green indicates a request has been started, and red means a request has been completed.



5. You can view the details of a request by clicking on the magnifying glass on the right side of the TA request.



6. Here you will find the inquiry type, the reason for the TA request, and the sender of the request.

The screenshot shows a web application interface with a blue sidebar on the left containing various icons. The main content area displays a table of agency requests. The table has columns for R-Agency, Regarding, Comments, Created, Updated, Status, and Edit. Below the table, a detailed view of a selected request is shown, including fields for Contract Number, Name, Address, Sender Name, and Sender Email, along with TTA Inquiry Type and TTA Inquiry Notes.

R-Agency	Regarding	Comments	Created	Updated	Status	Edit
Prospectus Group - R-3	Technology	0	08-31-2021 05:00 PM	08-11-2022 07:58 PM	Green	✎
Prospectus Group - R-3	Capacity	0	08-31-2021 04:42 PM	08-11-2022 07:58 PM	Yellow	✎
Prospectus Group - R-3	Technology	0	08-31-2021 04:37 PM	08-11-2022 07:58 PM	Yellow	✎
Super Duper Test Agency - State-Wide	Other	0	05-05-2021 03:42 PM	06-18-2021 05:30 PM	Yellow	✎

**Contract Number**  
TTAREQ-43791257

**Name** 381

**Address** Atlanta

**Sender Name** Olivia Thacker

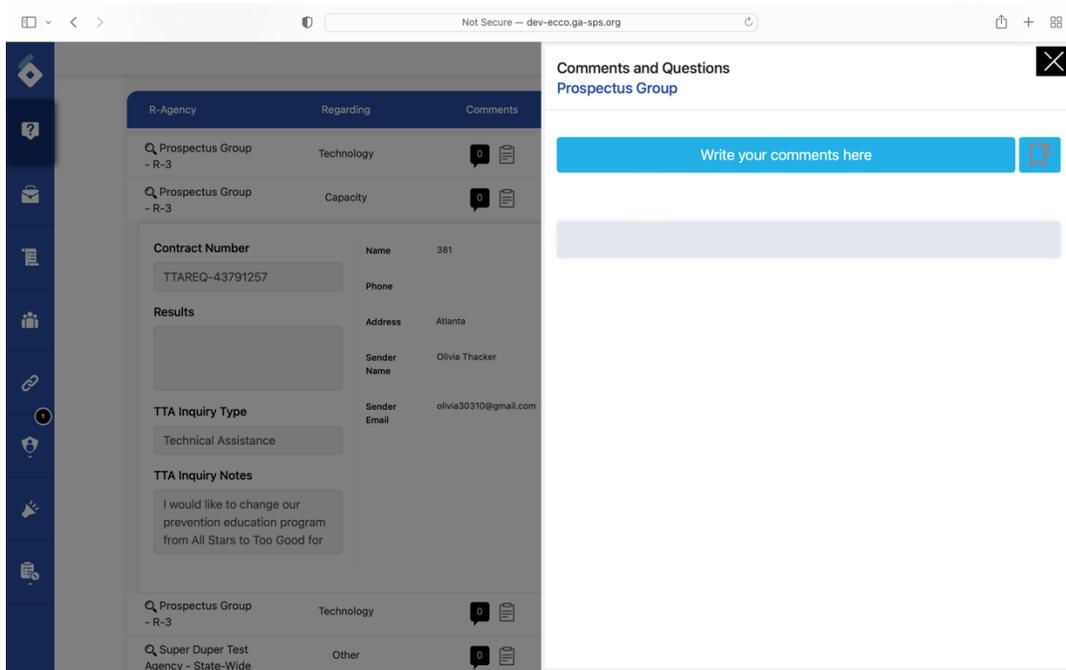
**Sender Email** olivia30310@gmail.com

**TTA Inquiry Type**  
Technical Assistance

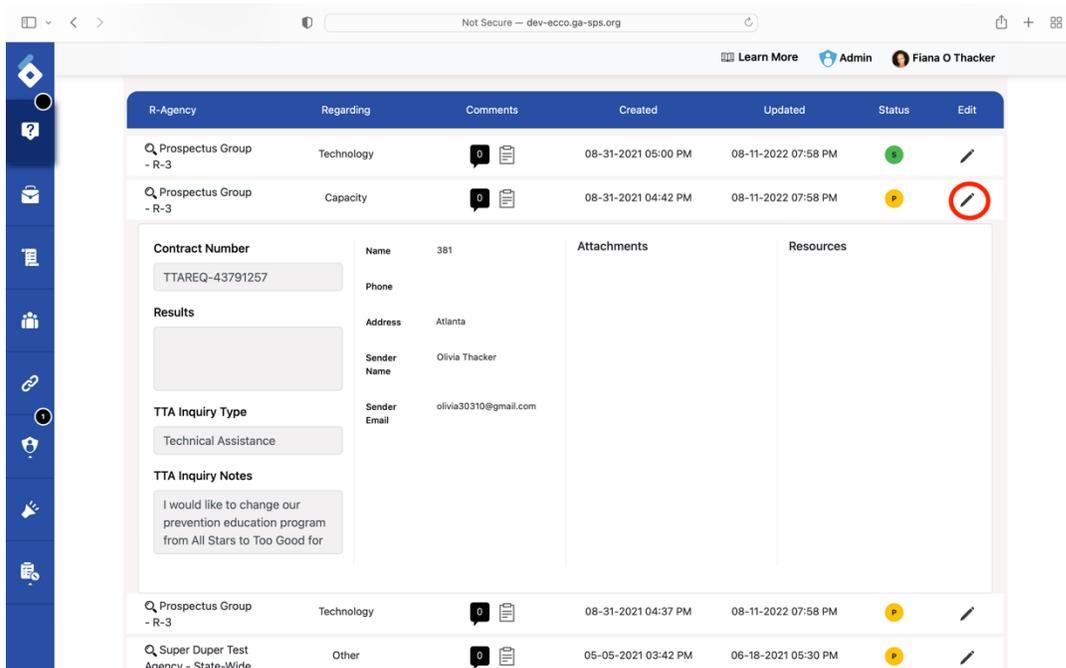
**TTA Inquiry Notes**  
I would like to change our prevention education program from All Stars to Too Good for

7. To respond to the agency TA request, click on the comment bubble and a comment box will open.

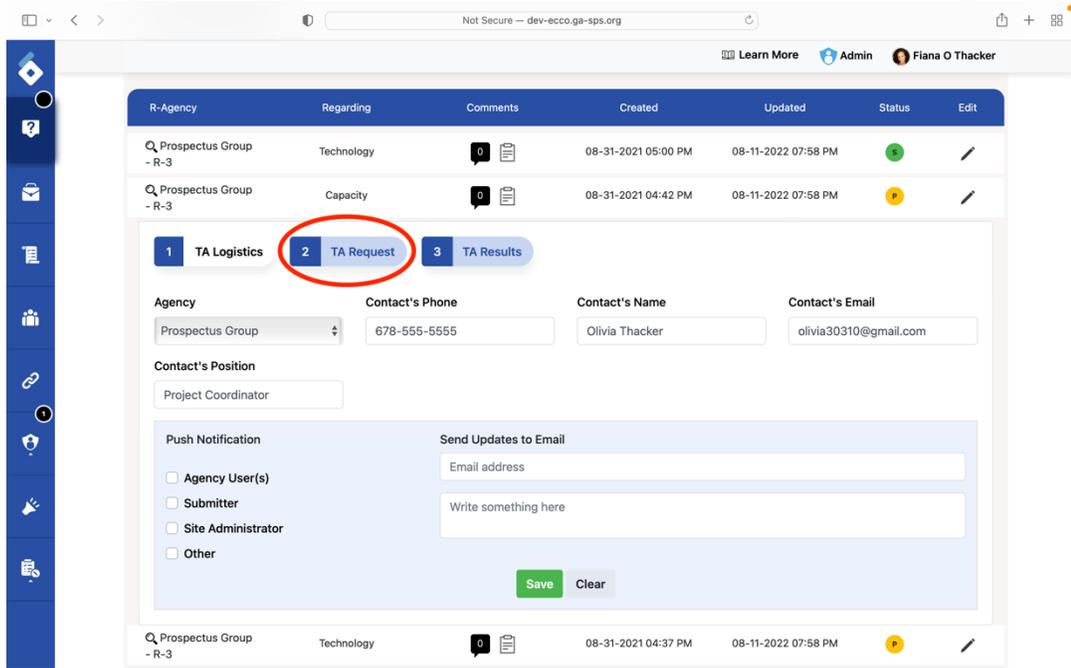
This screenshot is identical to the one above, but with a red circle highlighting the comment bubble (a small black square with a white '0') in the 'Comments' column of the second row of the table. This indicates the step of clicking on the comment bubble to open a comment box.



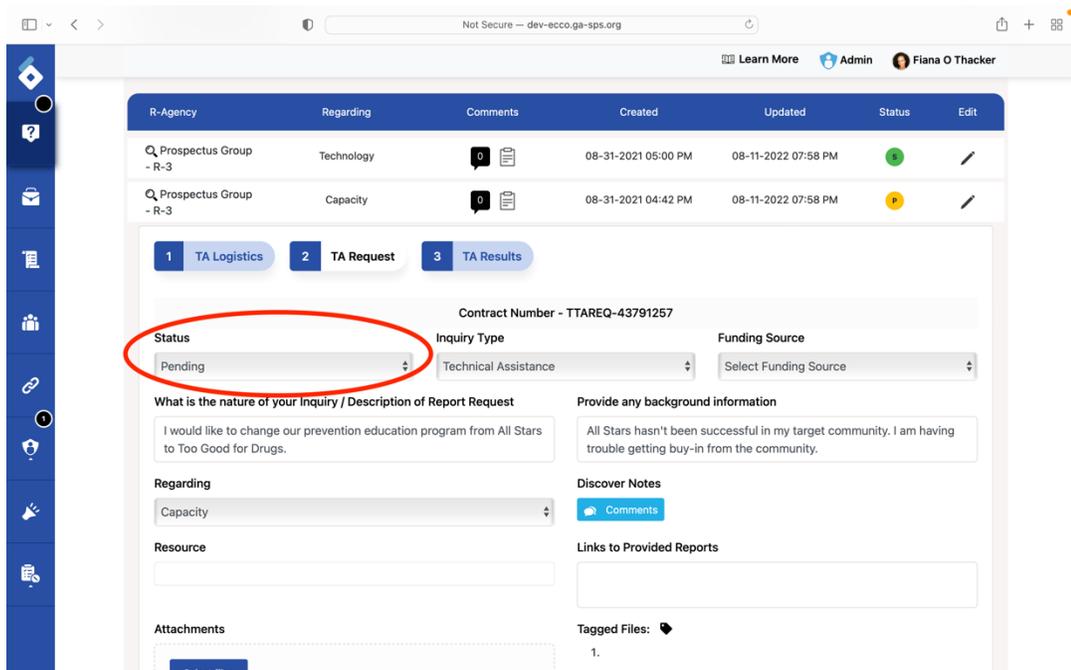
- Once you have responded to a request, you can change the status of the request by clicking on the edit icon shaped like a pencil.

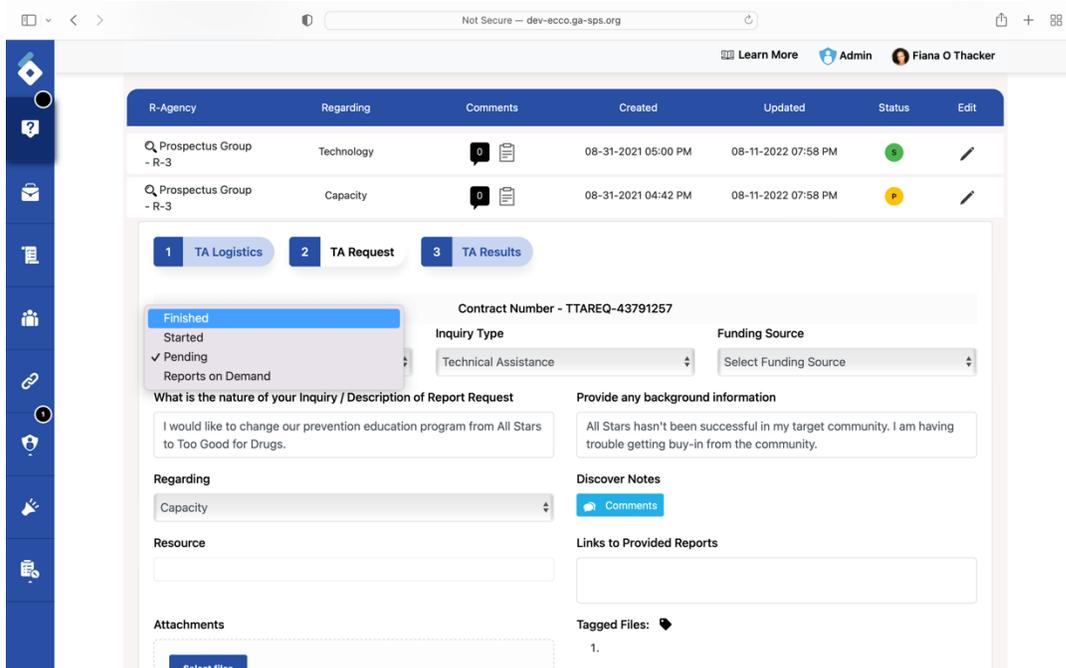


- Click on the “TA Request” tab at the top.

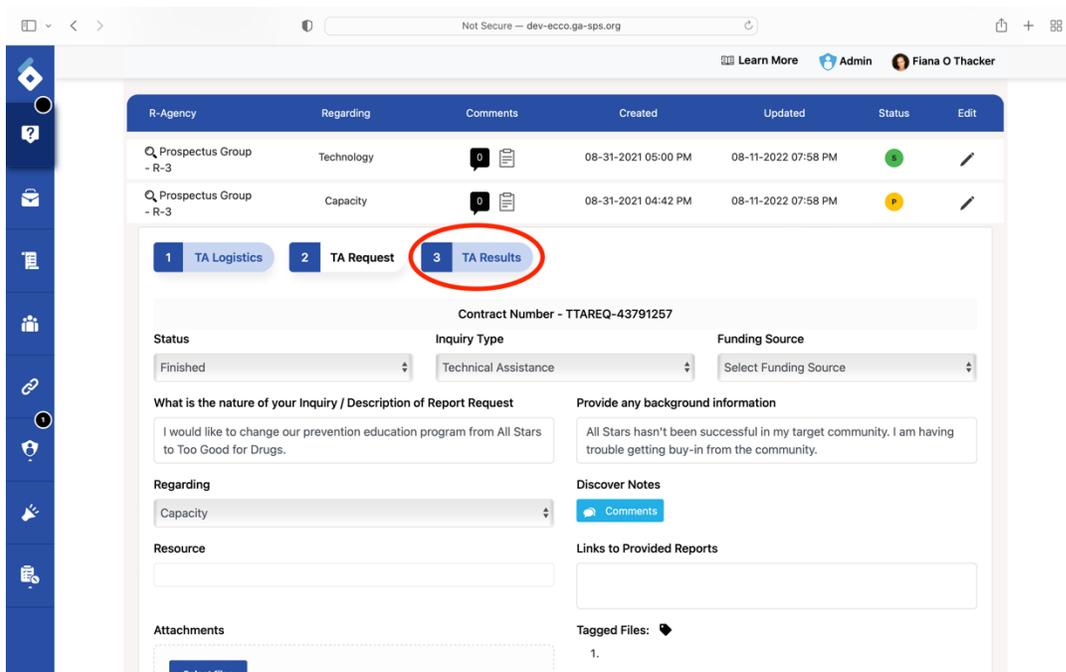


10. Under Status, click on the down arrow and select the appropriate status of the TA request.

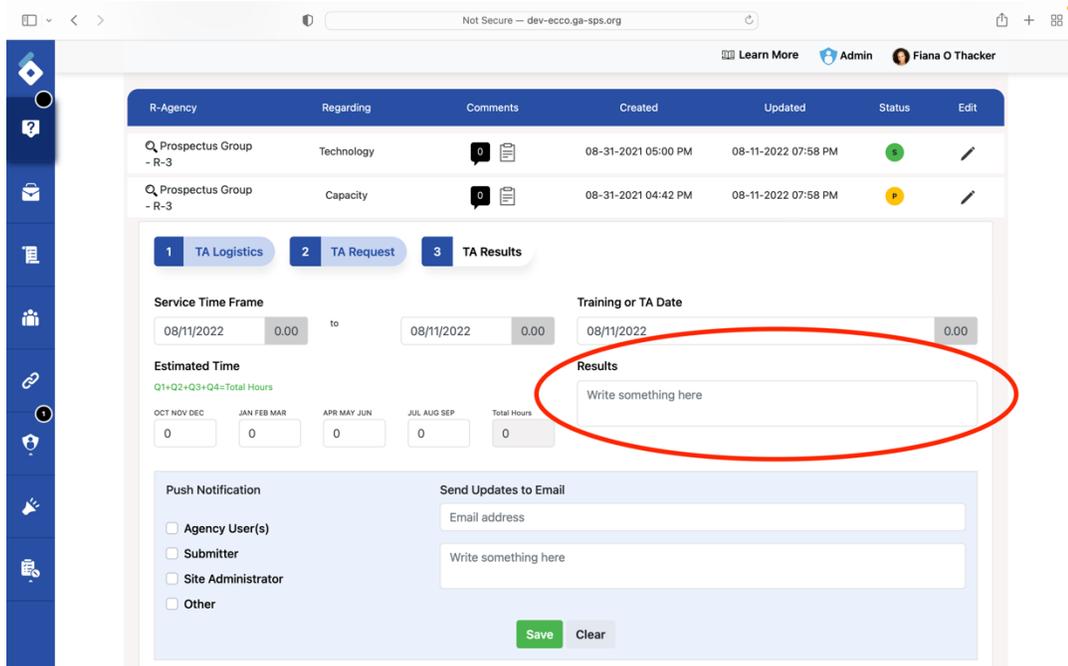




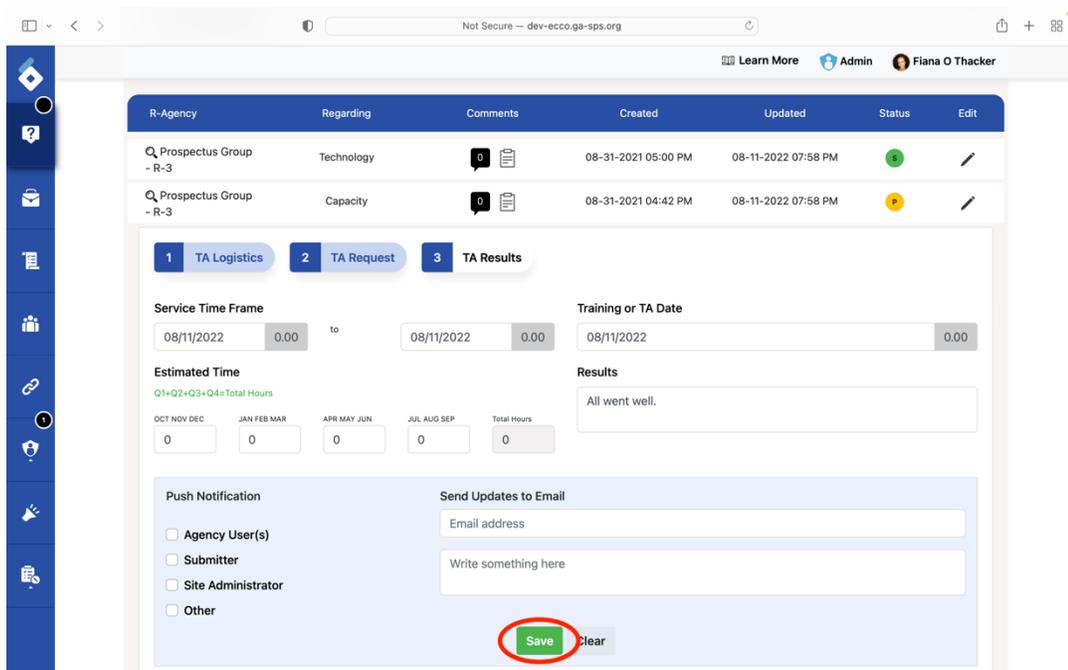
11. If the TA request has been fulfilled and completed, click on the “TA Results” tab.



12. Under “Results,” enter a summary of the outcome of the TA requests.



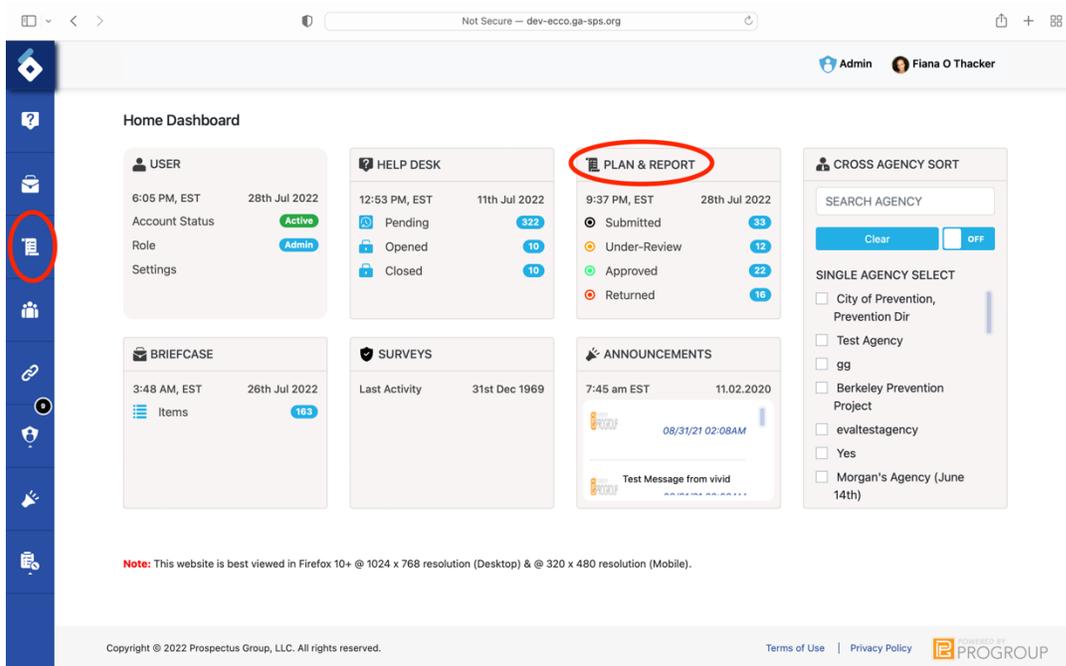
13. Once all edits have been made, hit the green save button.



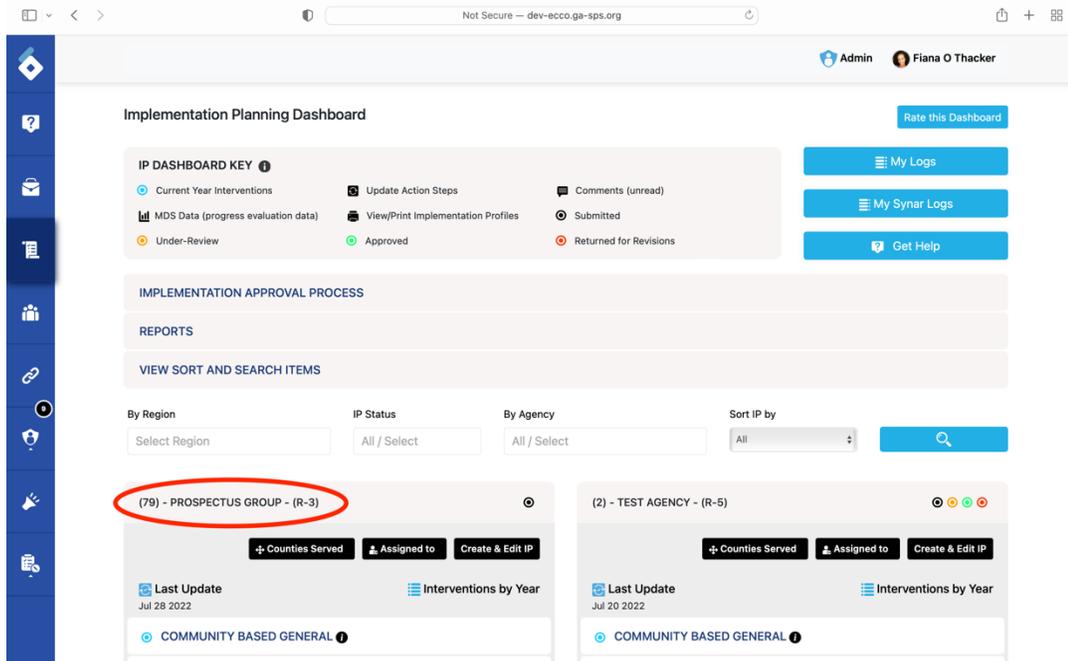
# Approving IPs

Once providers have submitted their implementation plans (IPs) for the contract year, they will need to be reviewed by state programmatic managers. Users with Admin, Middle Admin, and Consultant user levels can approve or return IPs.

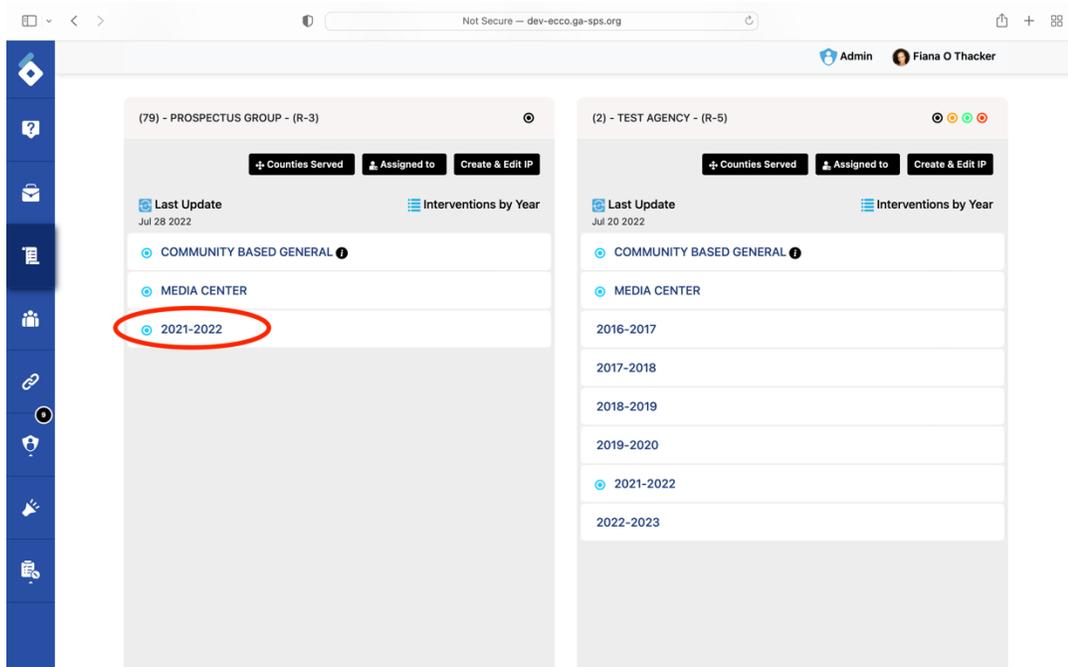
1. From the ECCO homepage, navigate to the Implementation dashboard by clicking on the node labeled “Plan & Report” or clicking on the IP icon on the left sidebar.



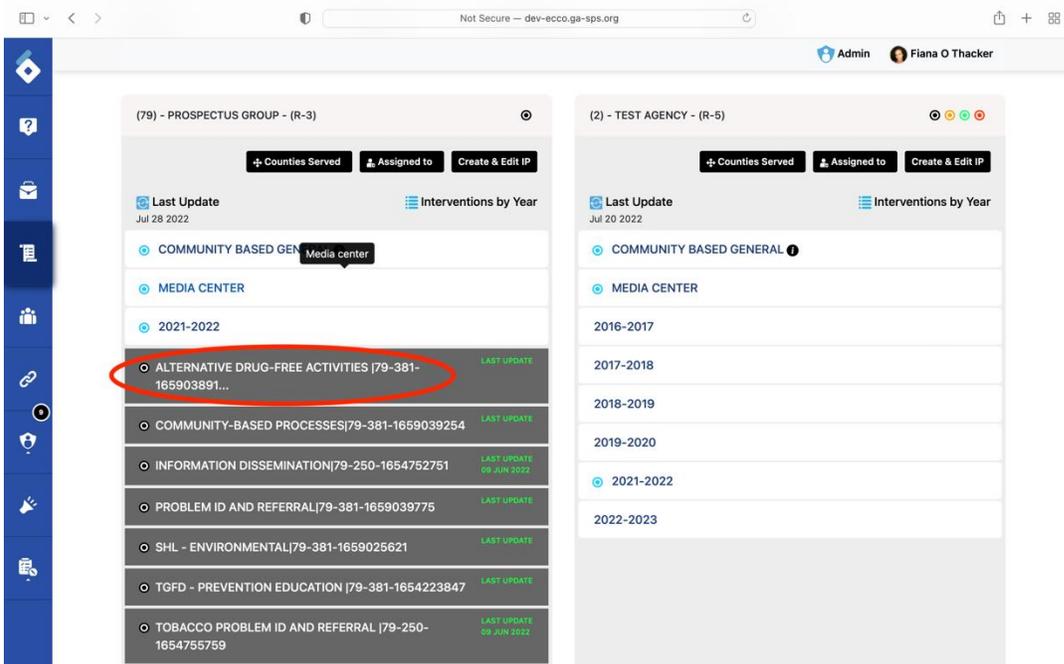
2. On the IP dashboard, find the agency node you want to approve or return IPs for.



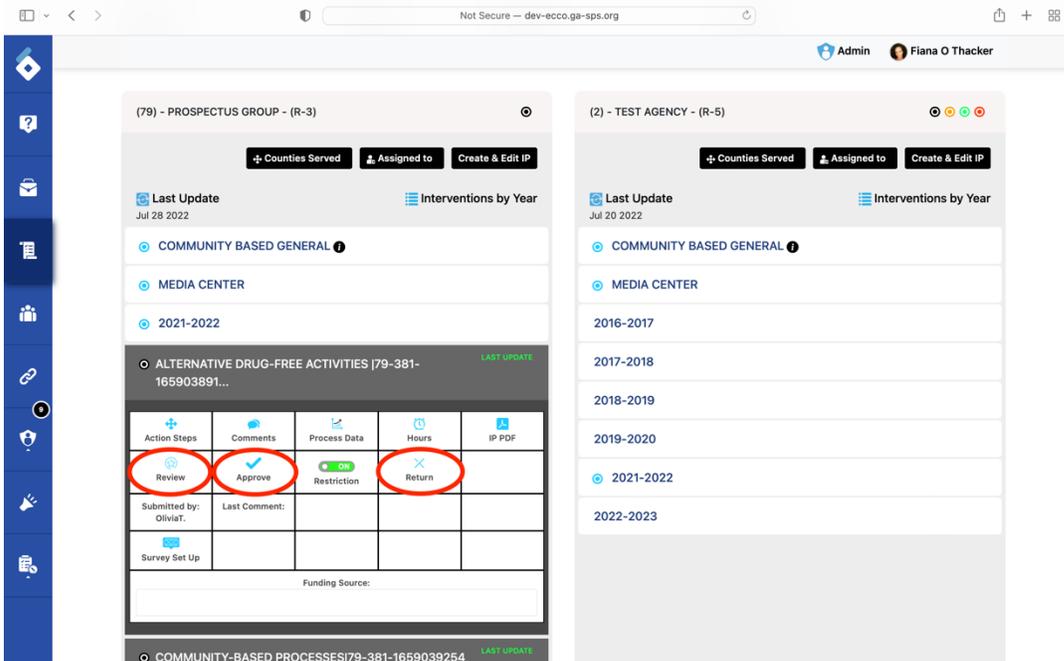
3. Click on the appropriate contract year.



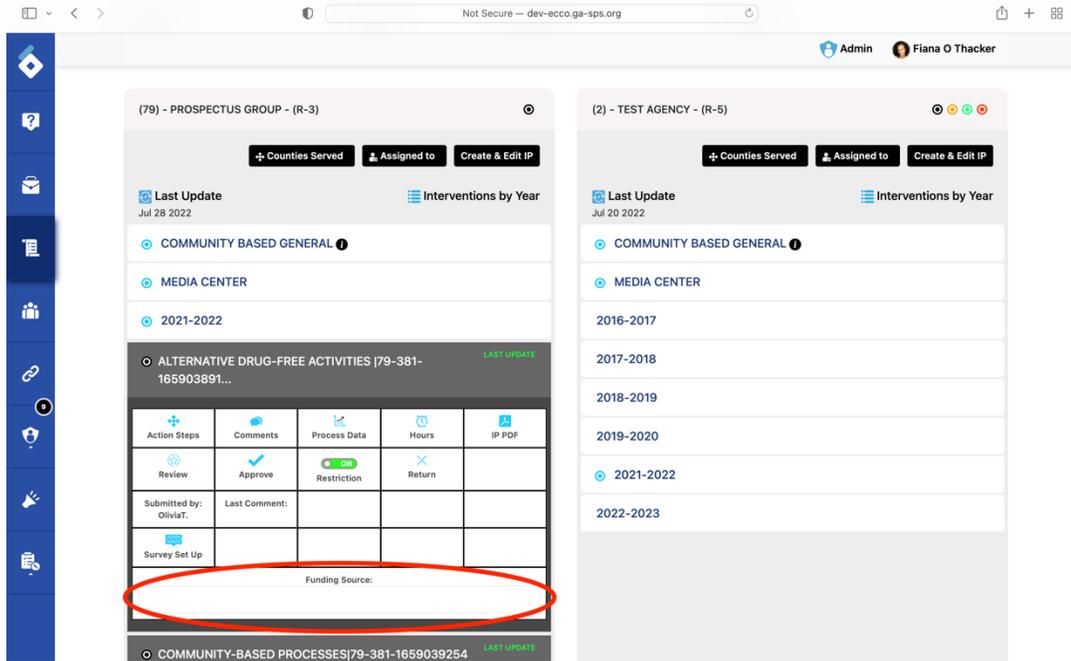
4. Click on the Intervention you want to approve or return for corrections to reveal two rows of white boxes.



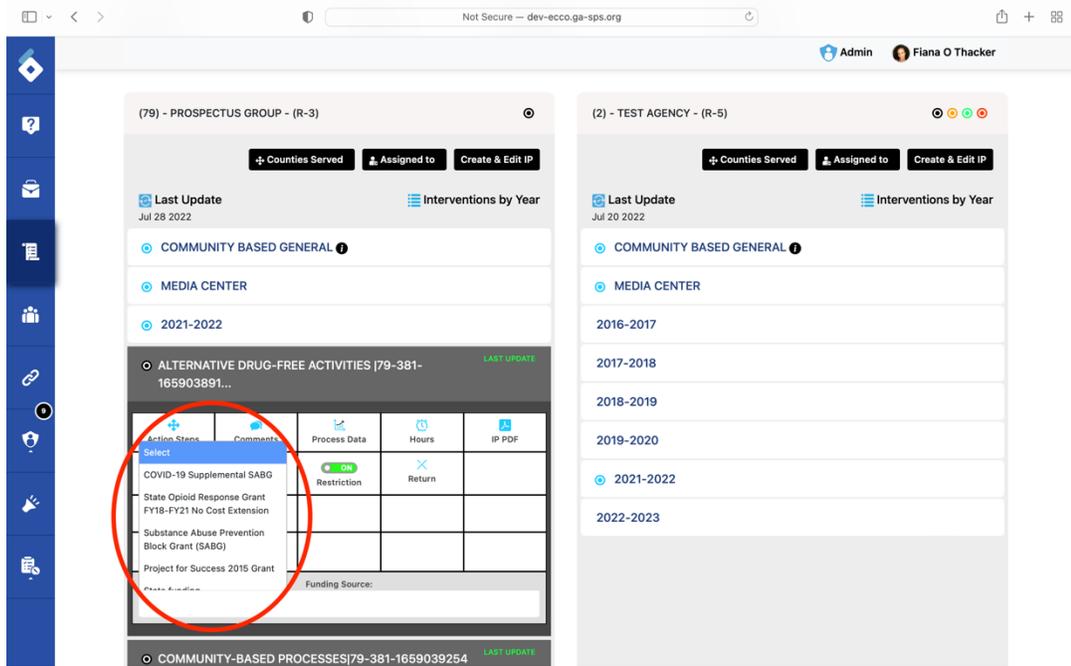
- On the second row, you can change the status of the IP by selecting “Review,” “Approve,” or “Return.”



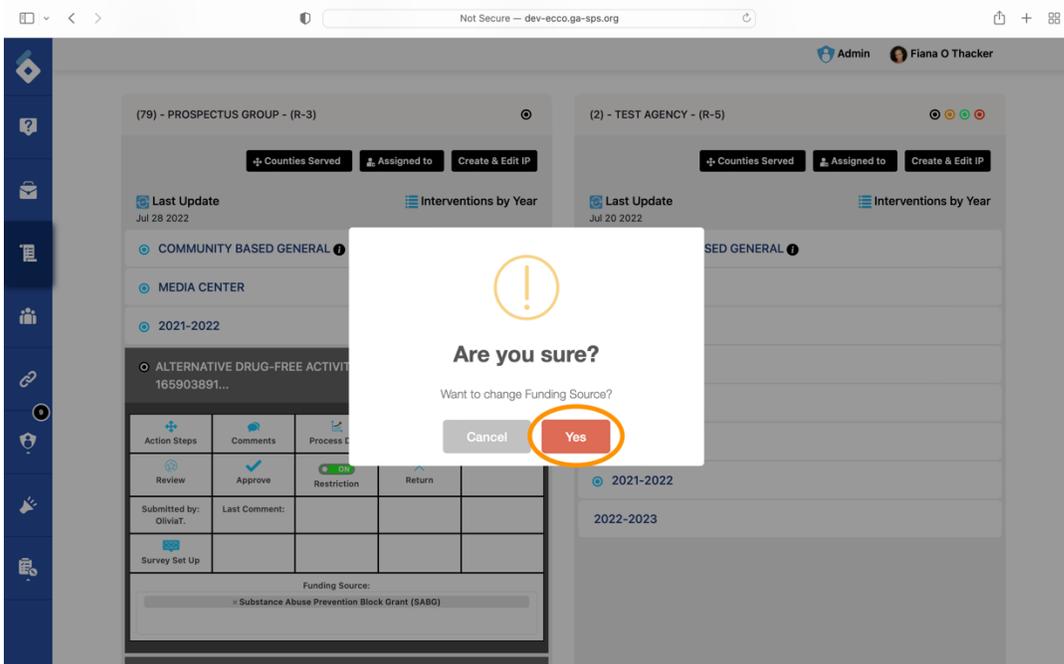
- Before changing the status of the IP, you will need to select the funding source for the intervention by placing your cursor under the box labeled “Funding Source.”



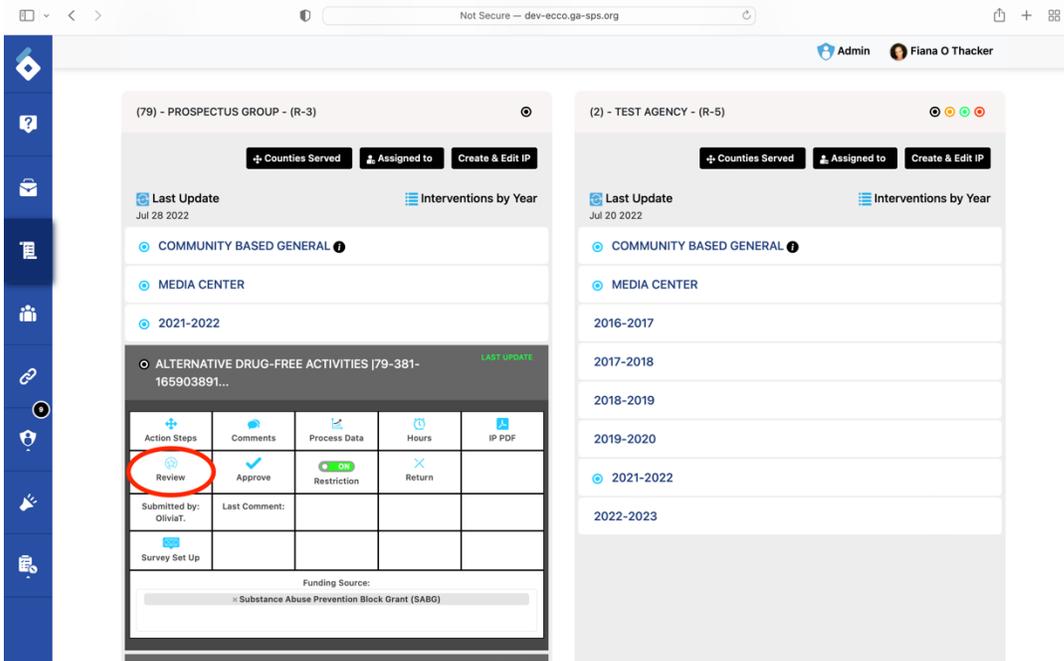
7. Select a funding source from the list provided.



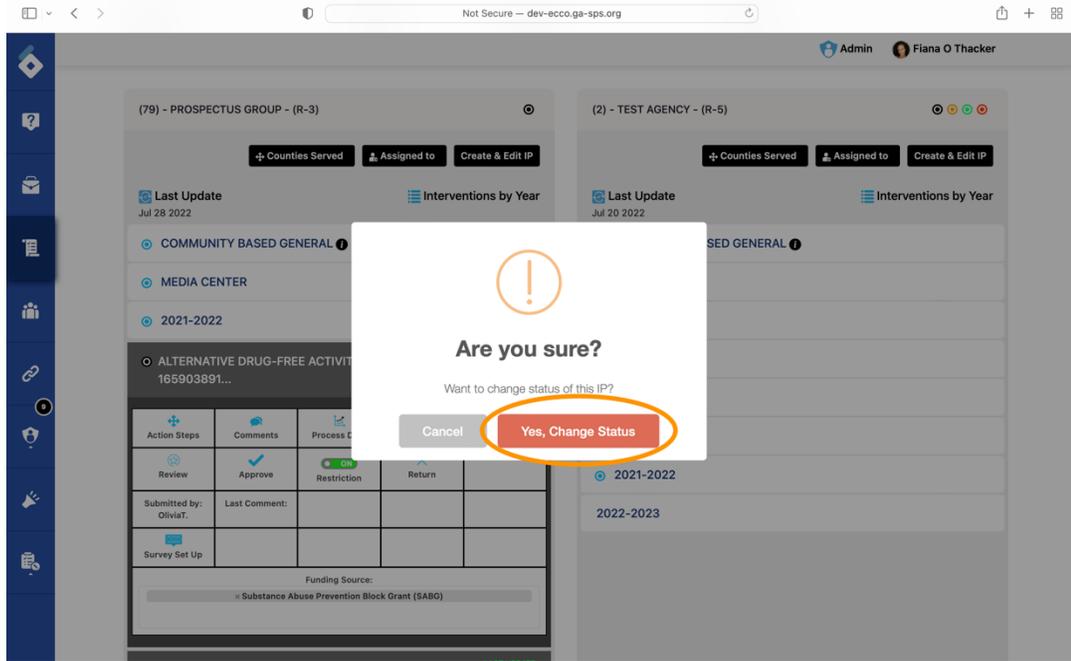
8. You will be asked to confirm if you want to change the funding source. Select "Yes."



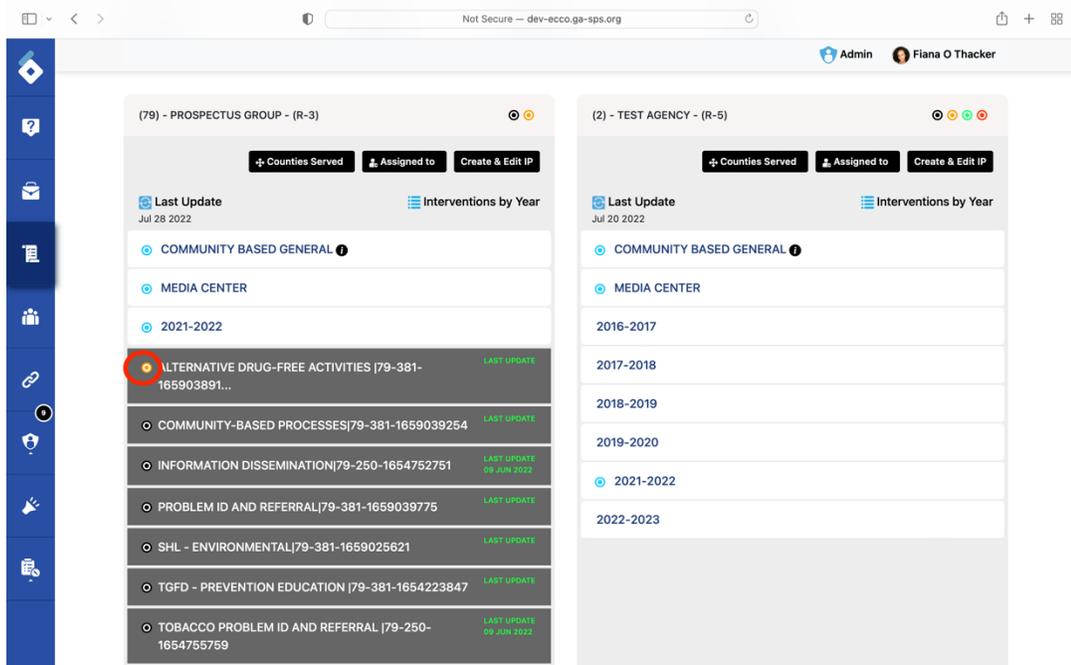
- By clicking on the “Review” icon, you can change the status of the IP from “Submitted” to “Under Review.”



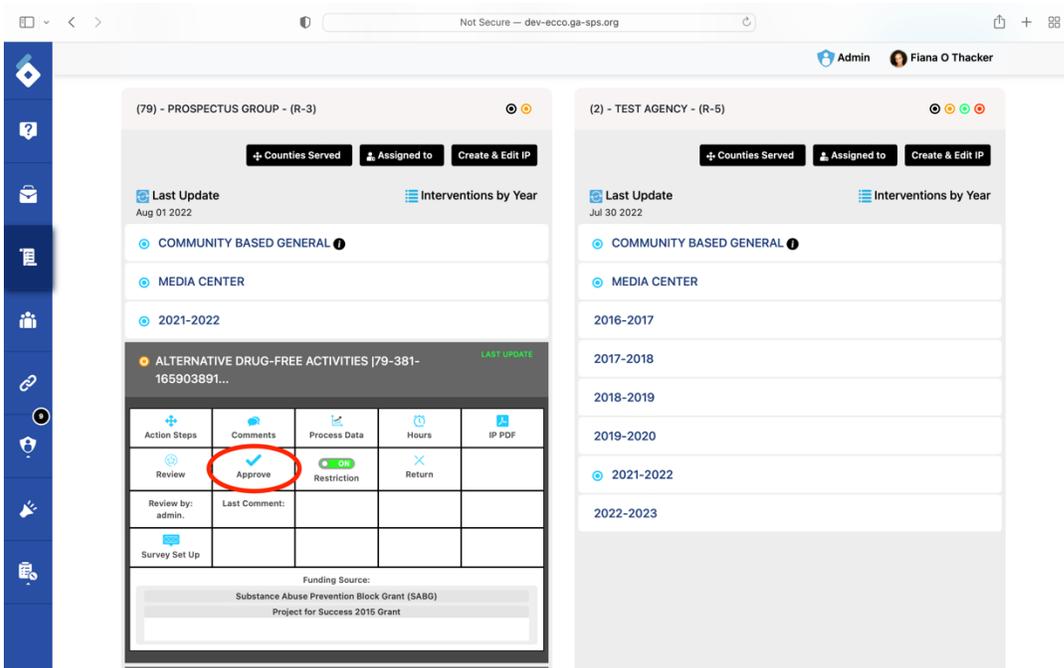
- You will be asked to confirm if you want to change the status of the IP. Select “Yes, Change Status.”



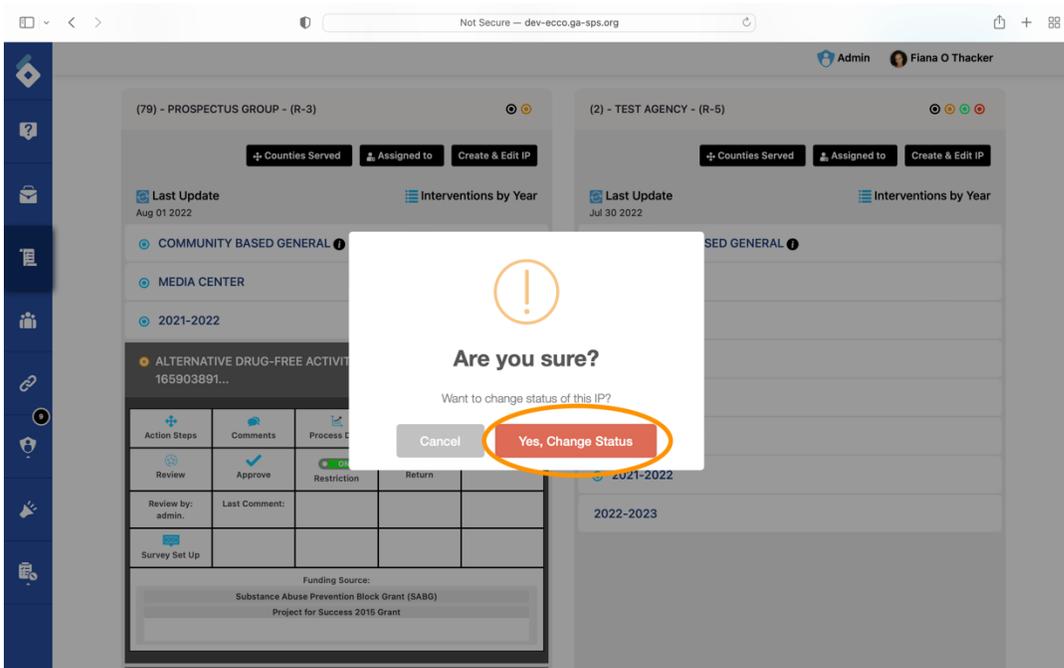
11. An orange dot will appear next to the intervention once the page has been refreshed.



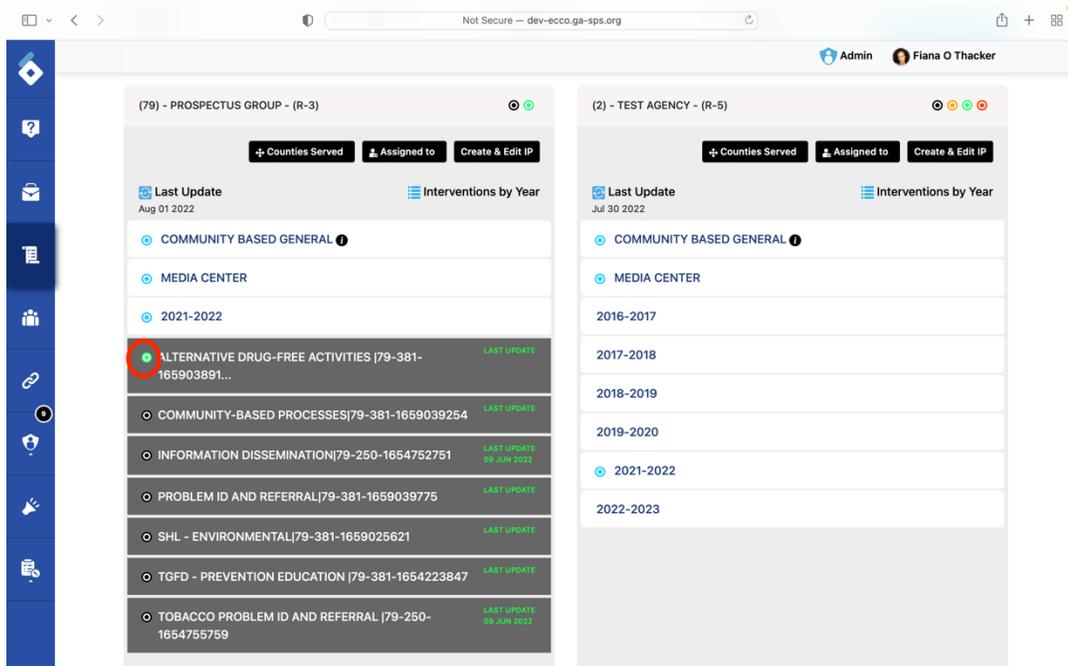
12. Once you are ready to approve the IP, you can click on the “Approve” icon.



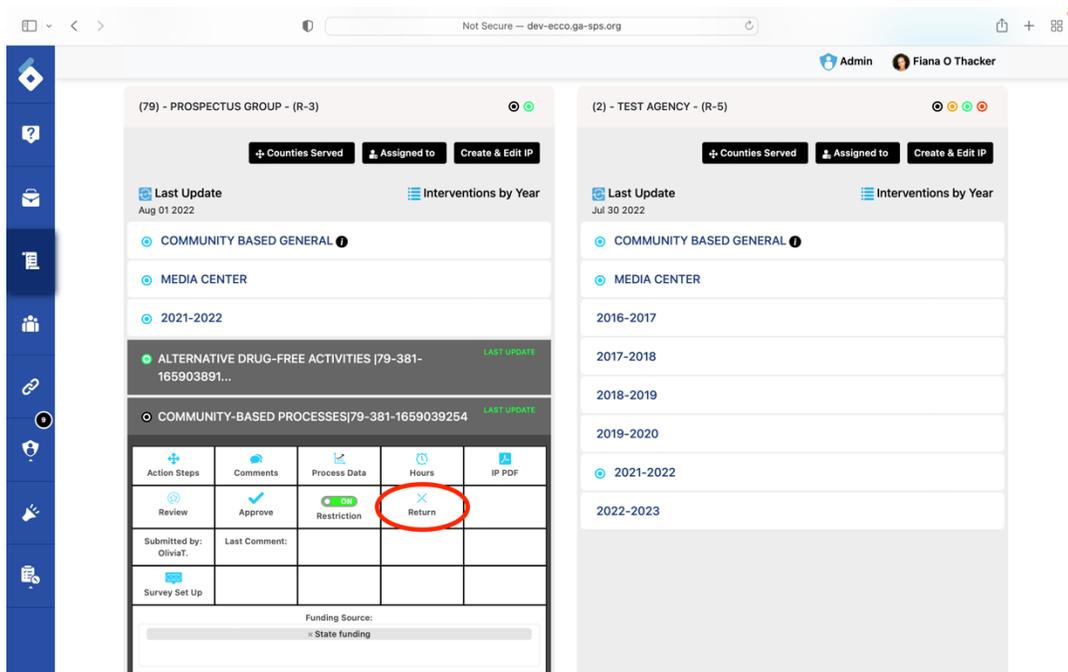
13. You will be asked to confirm you want to change the status of the IP. Select “Yes, Change Status.”



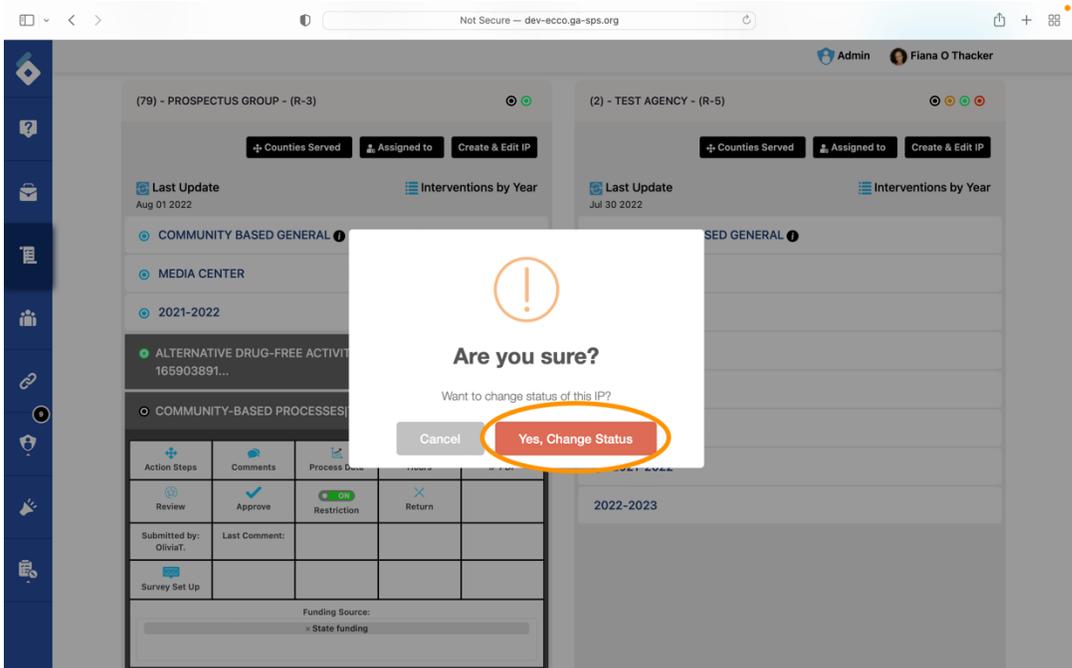
14. Once the page has been refreshed, a green dot will appear to indicate the IP has been approved.



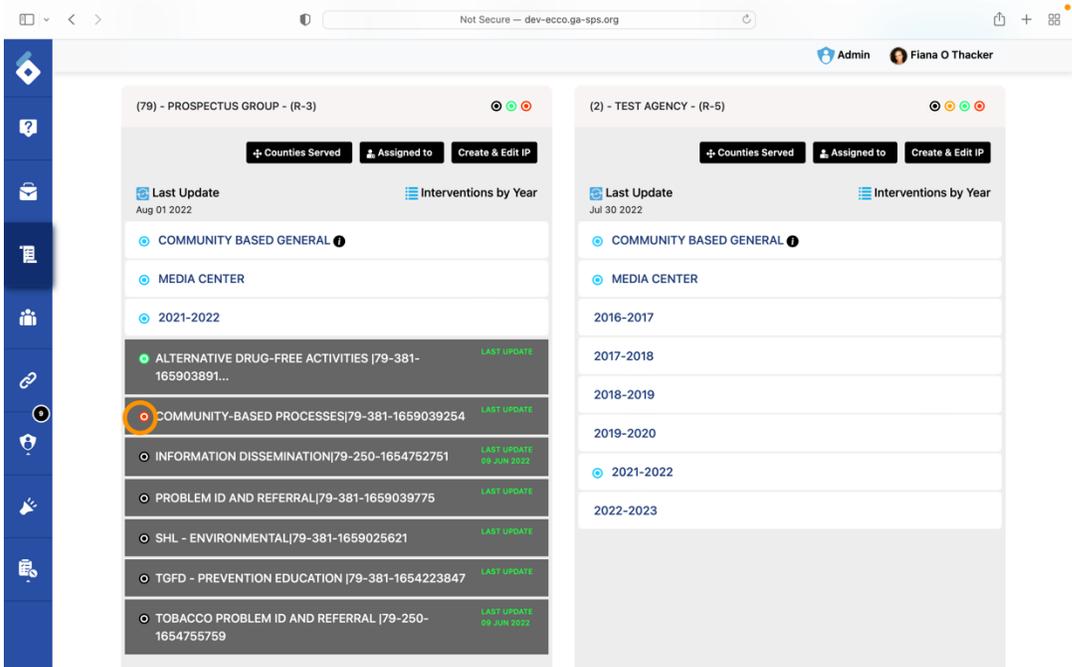
15. If the IP needs to be returned for corrections, click on the “Return” icon.



16. You will be asked to confirm you want to change the status of the IP. Select “Yes, Change Status.”



17. A red dot will appear to indicate the IP has been returned. This action will allow the provider to make edits to the IP.

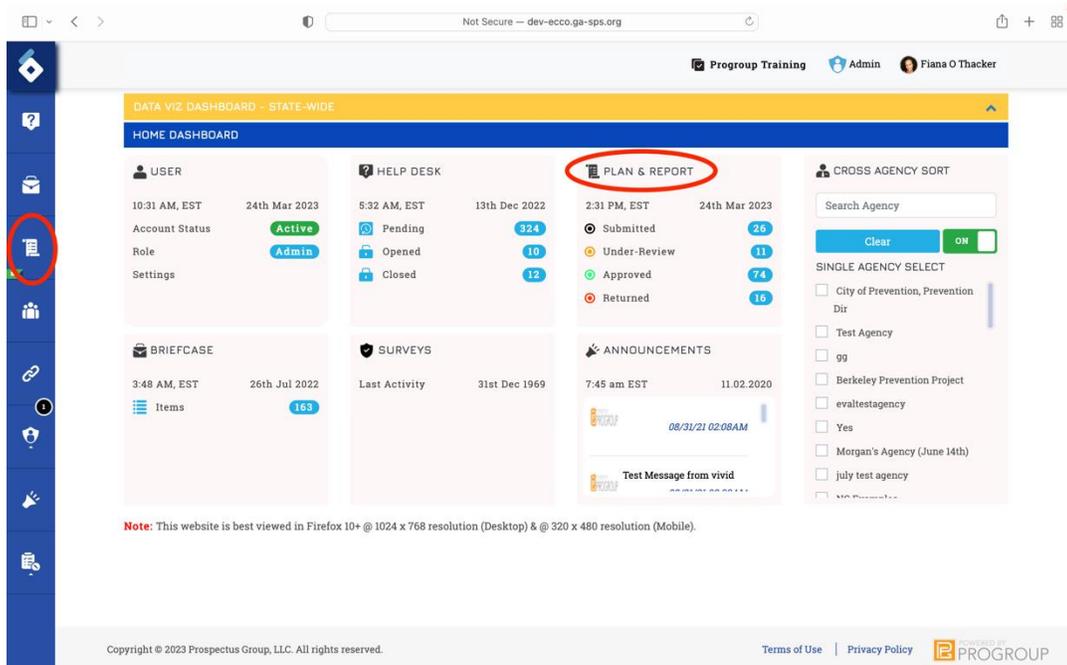


# Deliverable Tracking (E-MPR)

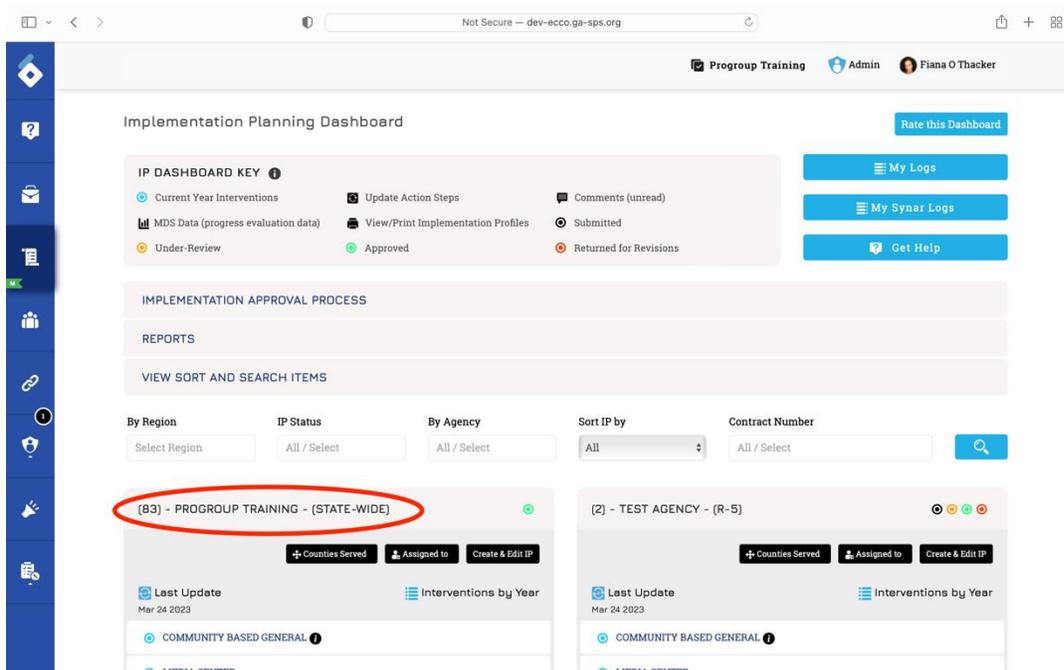
## Setting Up the E-MPR

Each month providers will need to report on the progress of their contract deliverables. However, before users can begin reporting on their deliverables, admin-level users (programmatic managers) must set up the E-MPR for each provider. The E-MPR can be found on the Plan & Report dashboard.

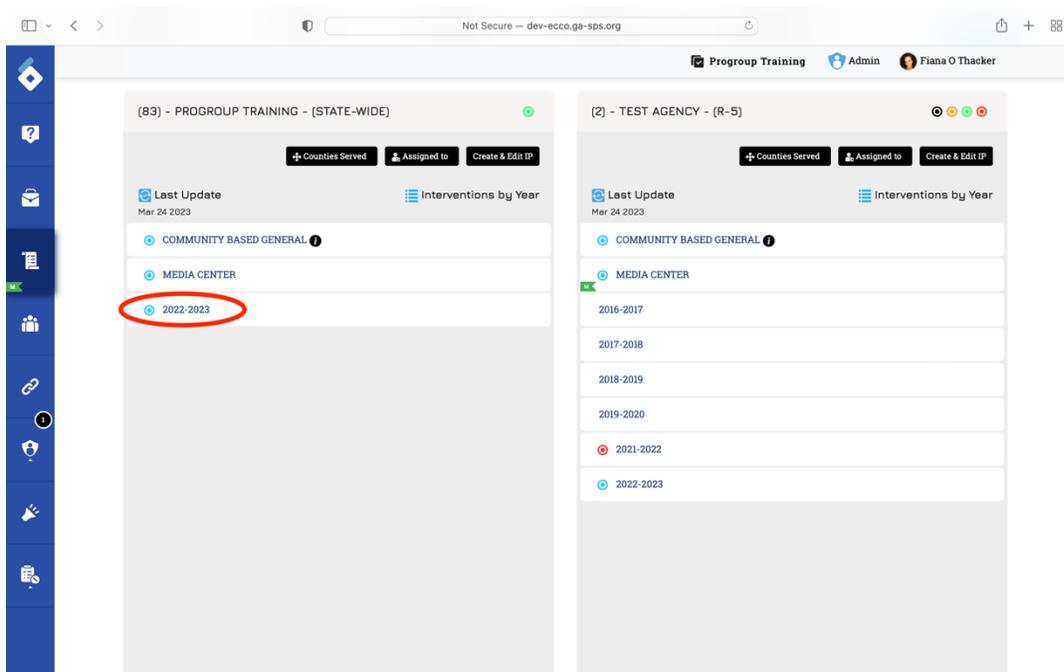
1. From the ECCO homepage, navigate to the E-MPR by selecting the Plan & Report node.



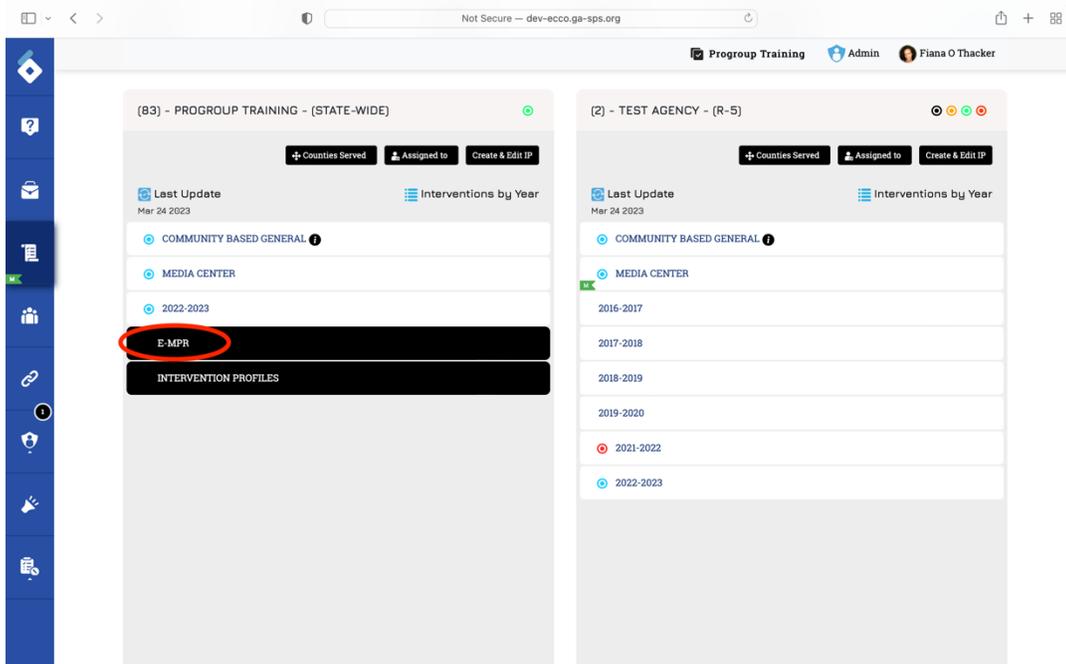
2. Locate the agency node you need to set up the E-MPR for.



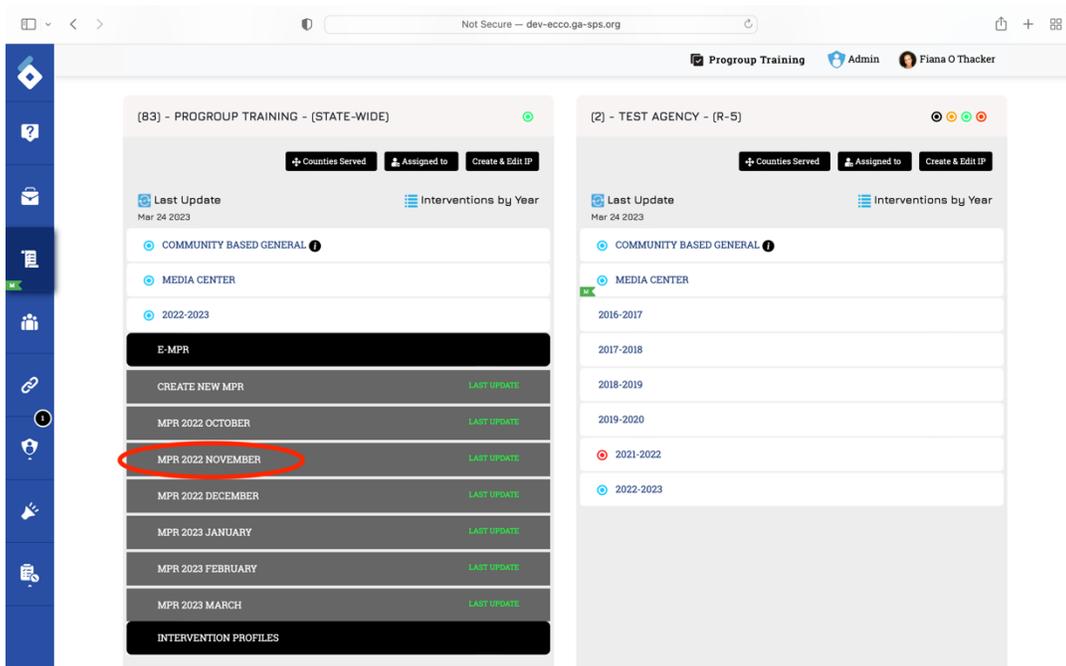
3. Select the contract year.

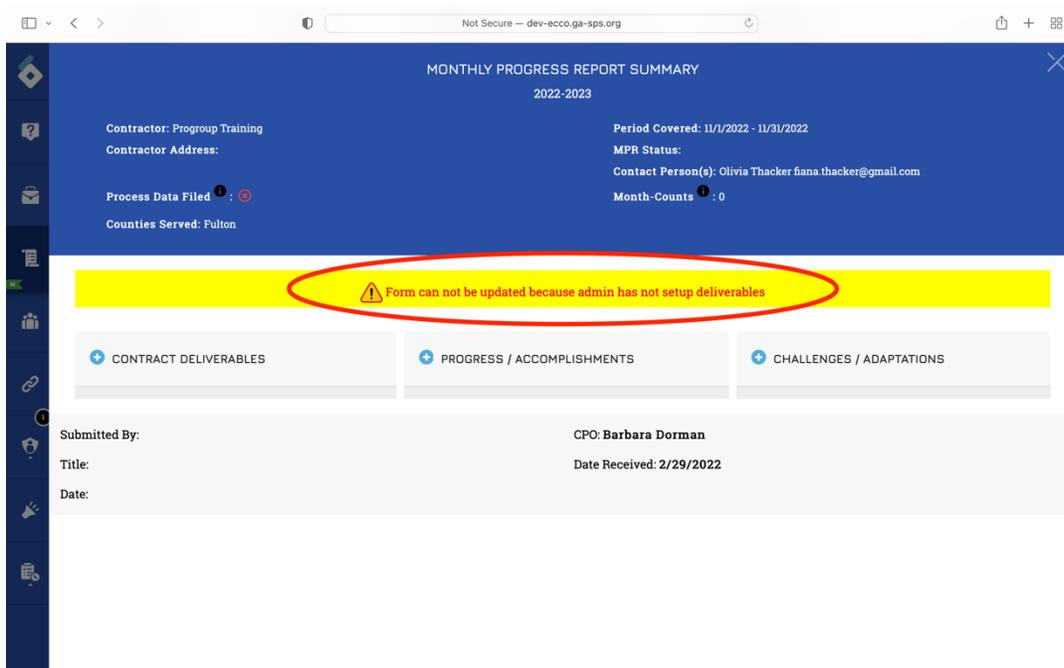
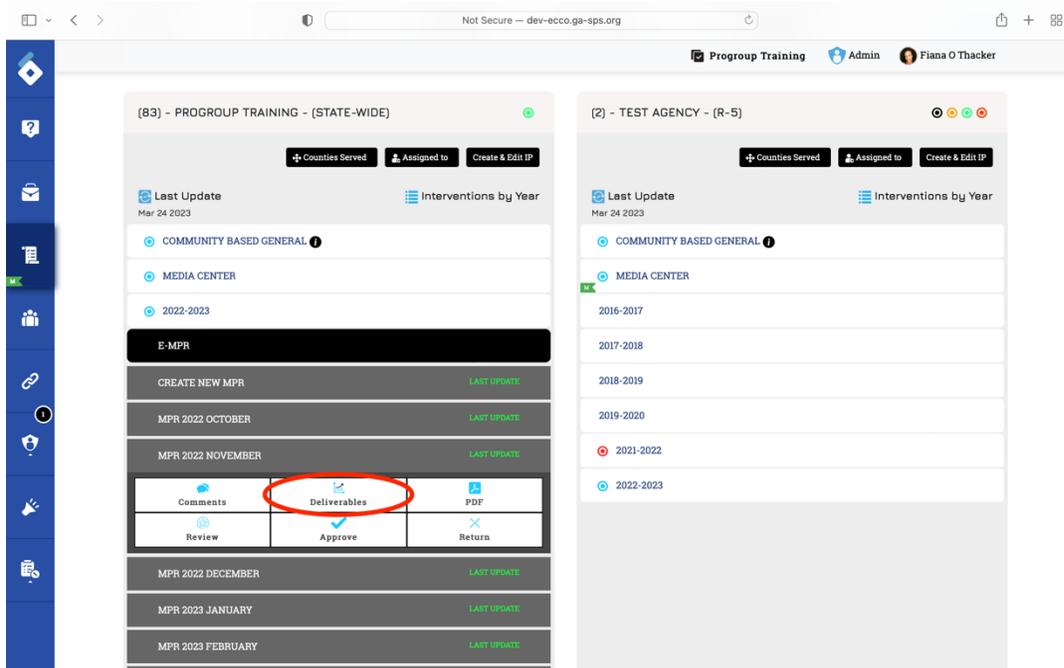


4. Click on “E-MPR.”

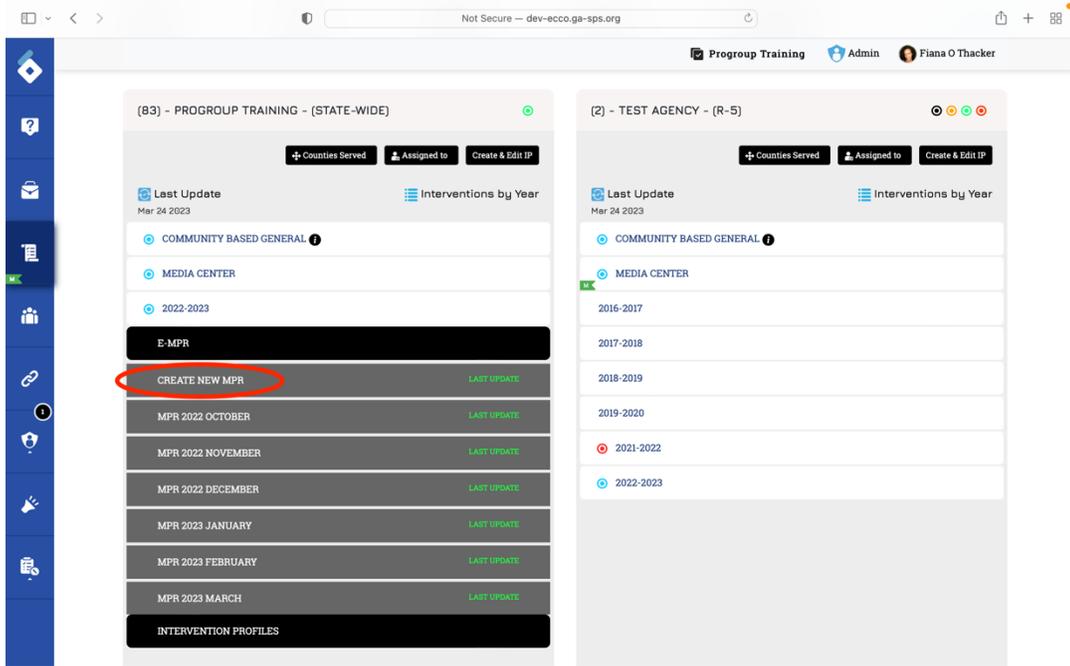


5. If you click on one of the MPR reporting months and select “Deliverables,” you will see a message stating that the MPR cannot be updated because the admin still needs to set up the deliverables. This message will be visible to the provider until the programmatic manager creates a new MPR.

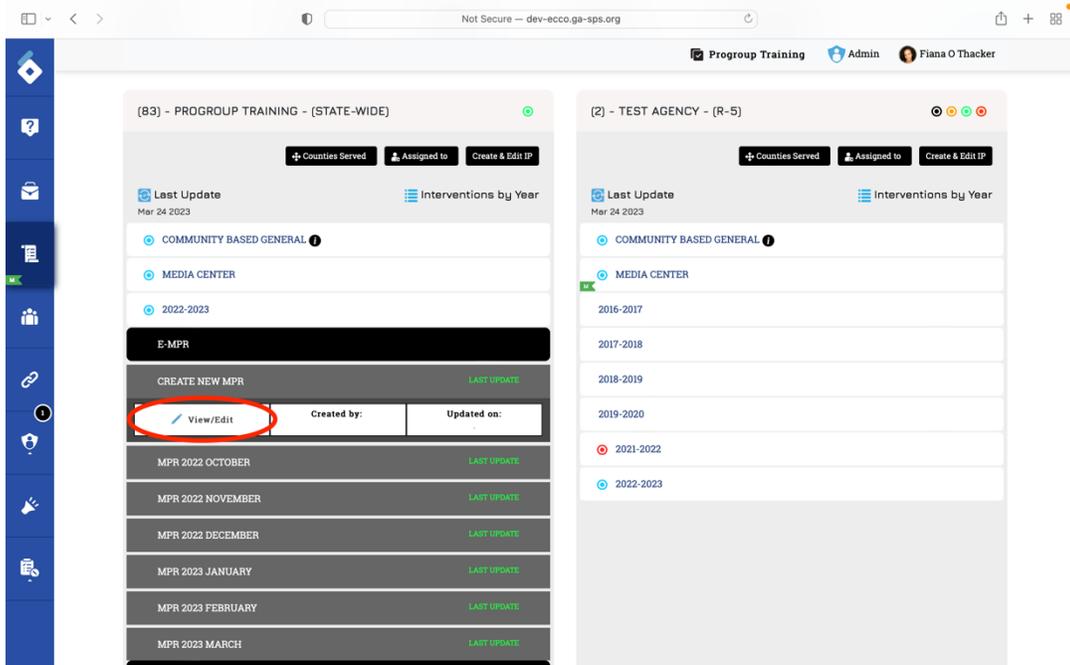




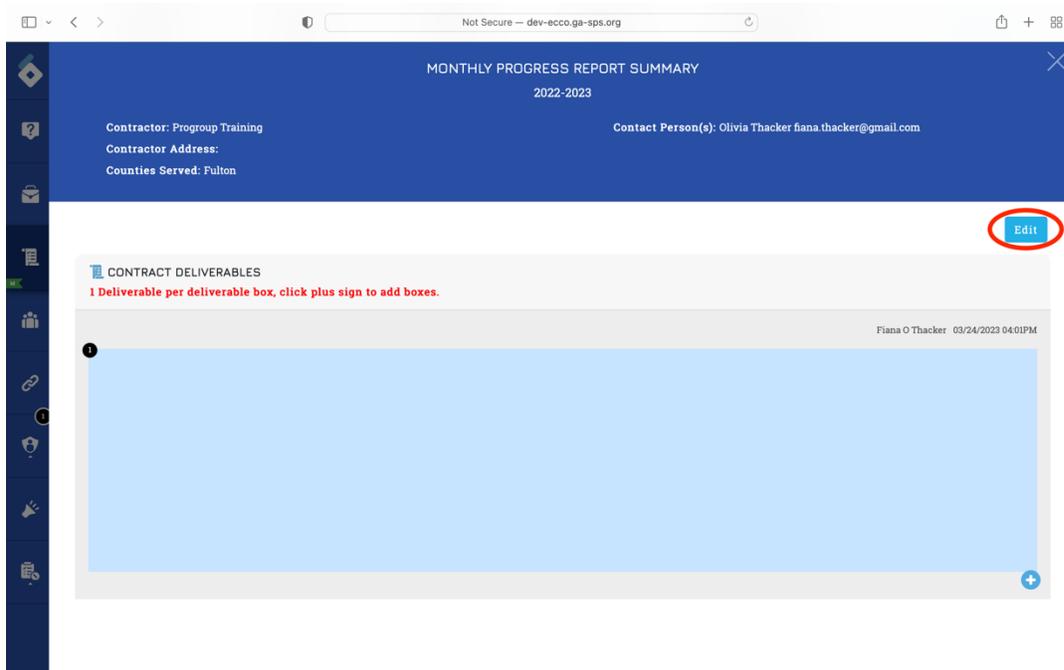
6. Under E-MPR, click on "Create New MPR."



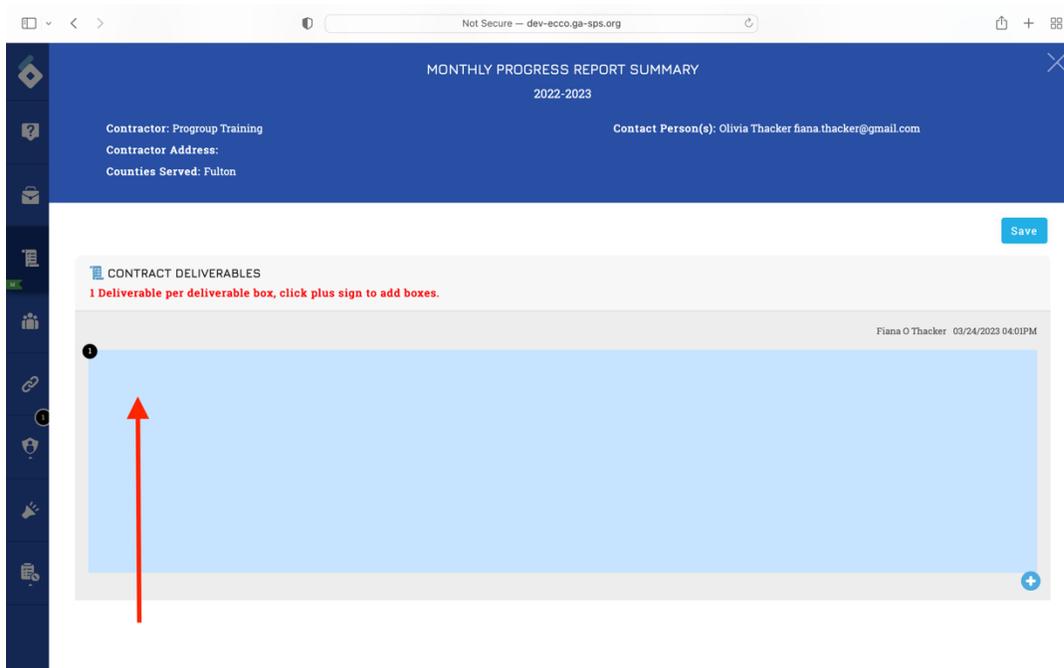
7. Select "View/Edit."



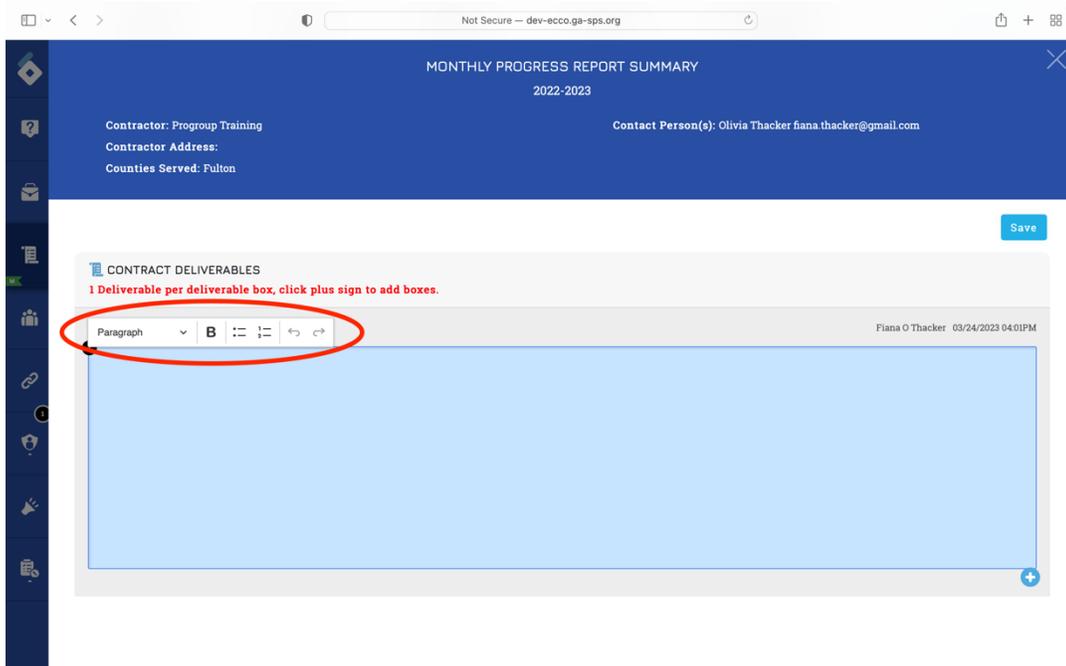
8. To begin setting up the provider's deliverables, hit the "Edit" button on the top right corner.



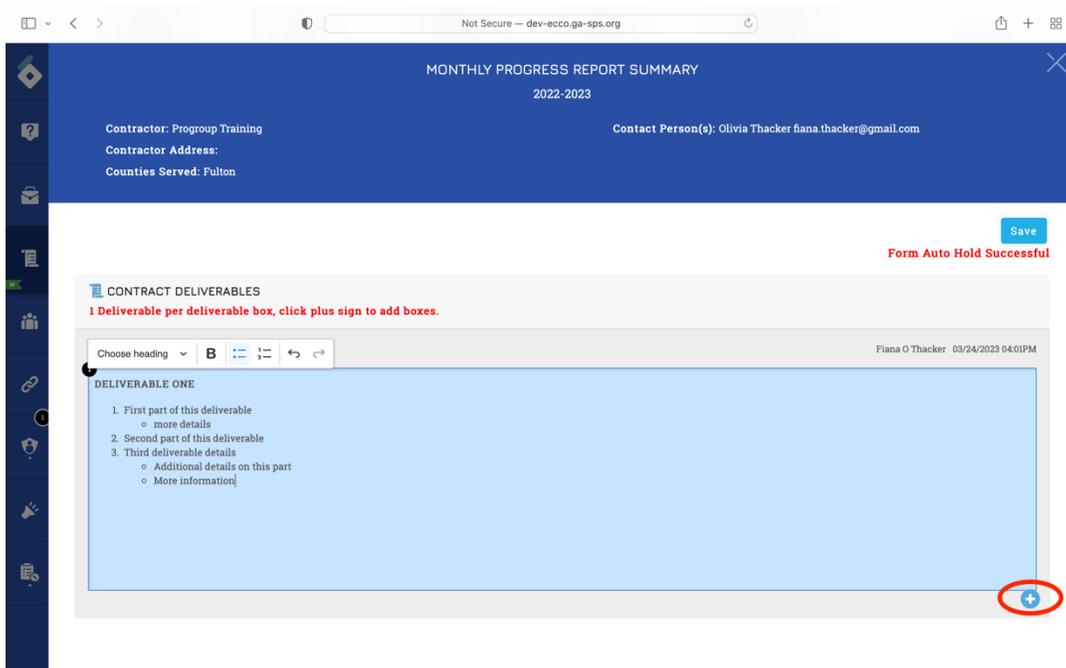
9. On this page, you will see a blue rectangular box with the number one in the top left corner. Begin entering the first deliverable by typing into the box or copying and pasting it.

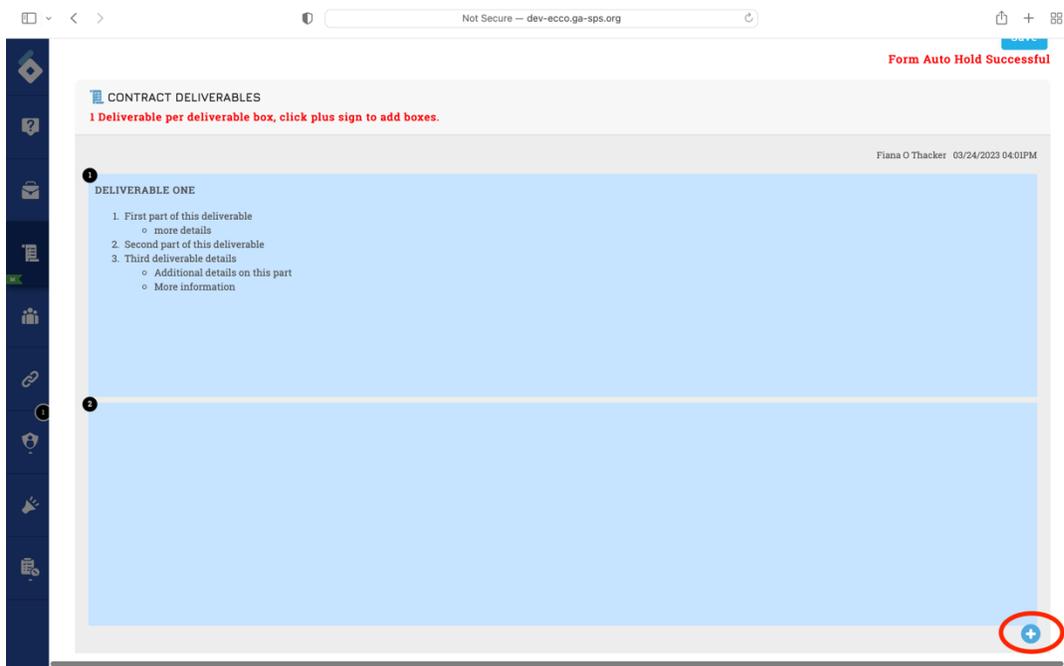


10. You can create headings, add bolding, and create bulleted or numbered lists.

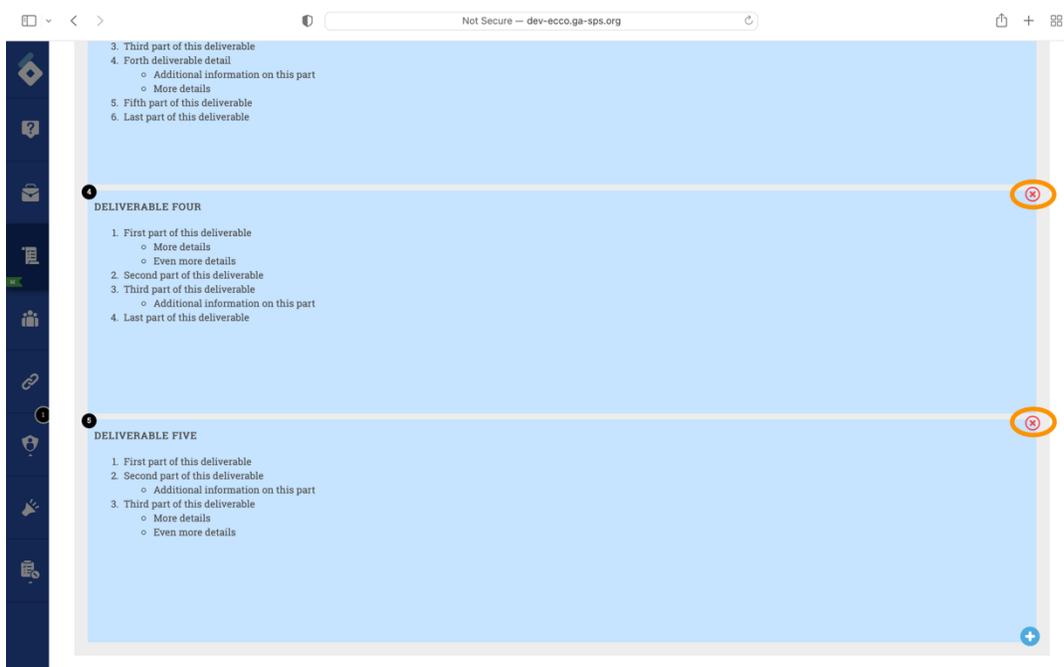


11. You can add boxes for additional deliverables by clicking on the plus sign at the bottom right corner of the box. This plus sign will always appear on the bottom right corner of the last box.

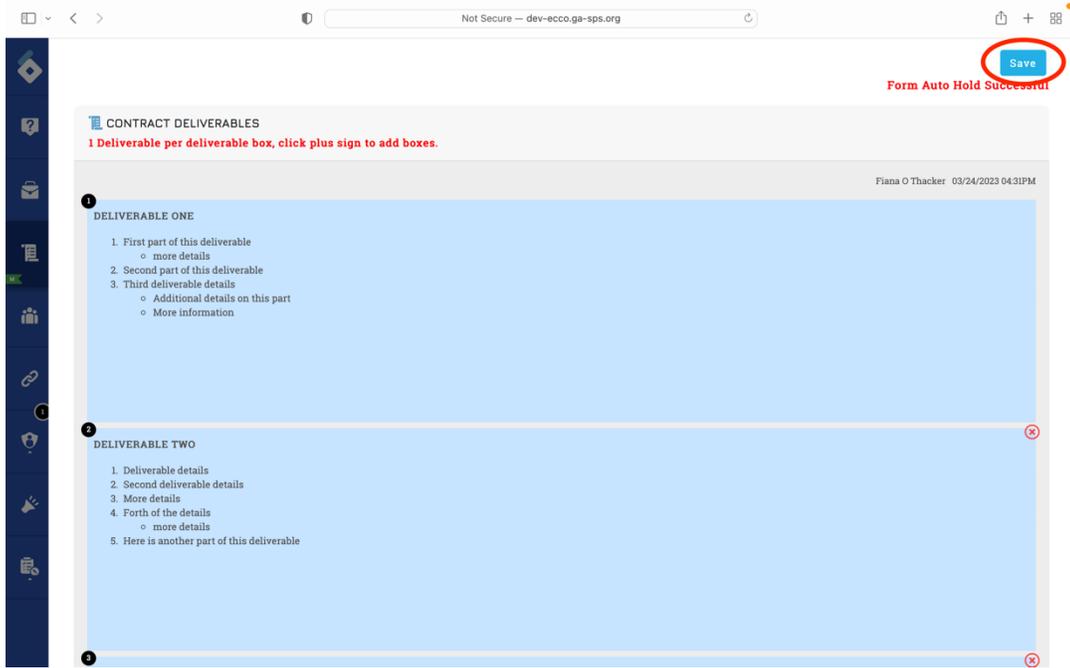




12. To delete a box, click on the red x found in the right corner of each box.



13. Once you have finished entering all deliverables, you can hit "Save."

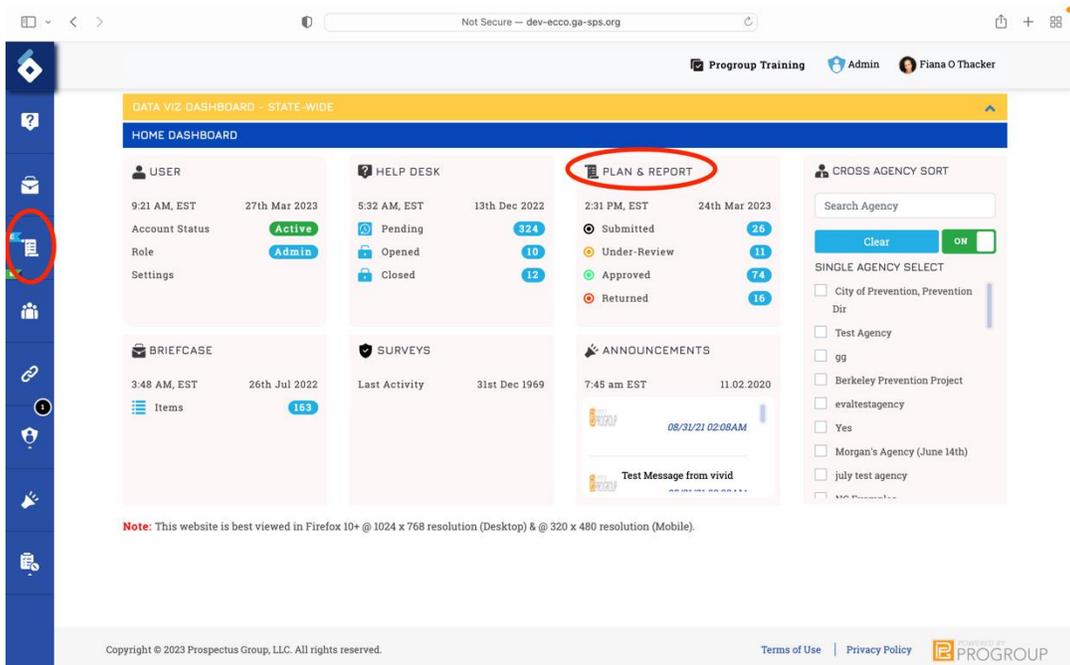


14. The provider can now begin entering their monthly E-MPR reporting.

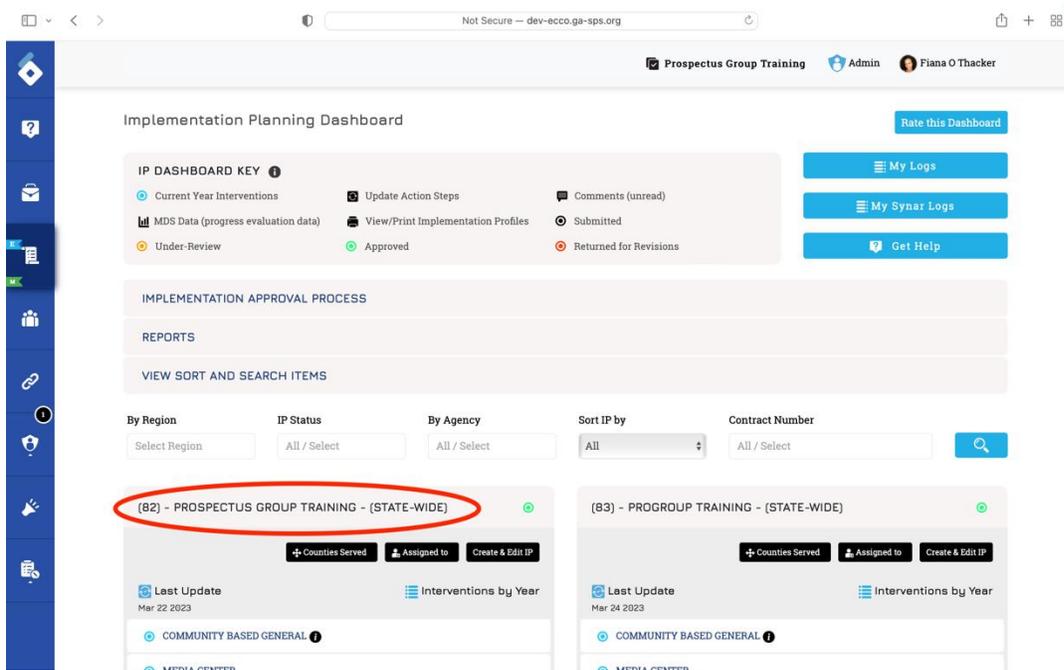
## Approving MPRs

Once a provider submits their monthly E-MPR report, the programmatic manager (admin-level user) must approve or return the report for corrections.

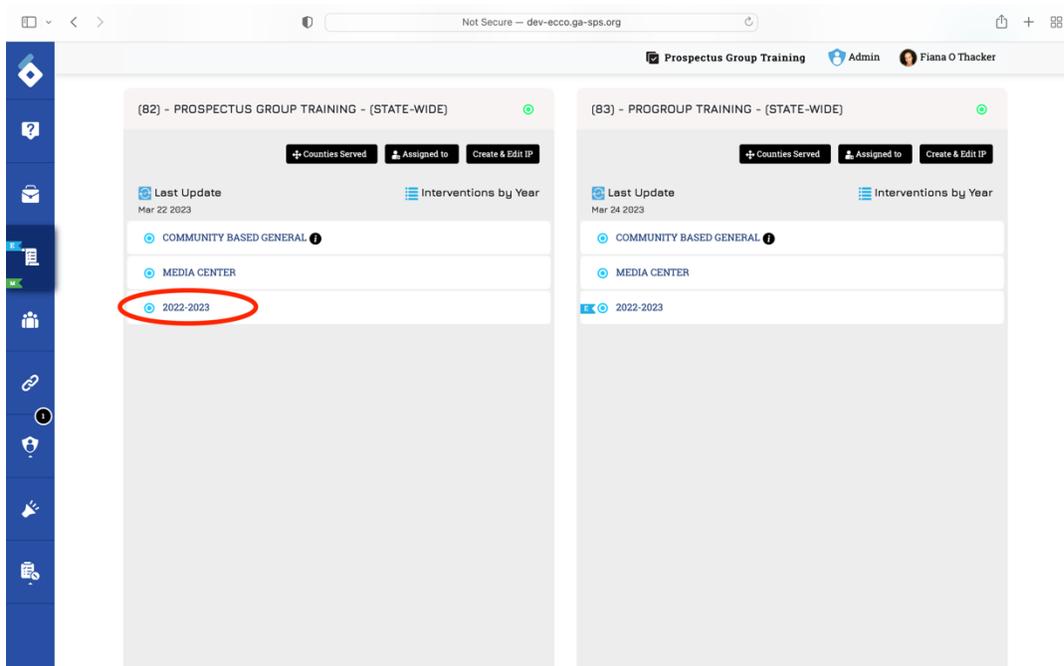
1. From the ECCO homepage, navigate to the E-MPR by selecting the Plan & Report node.



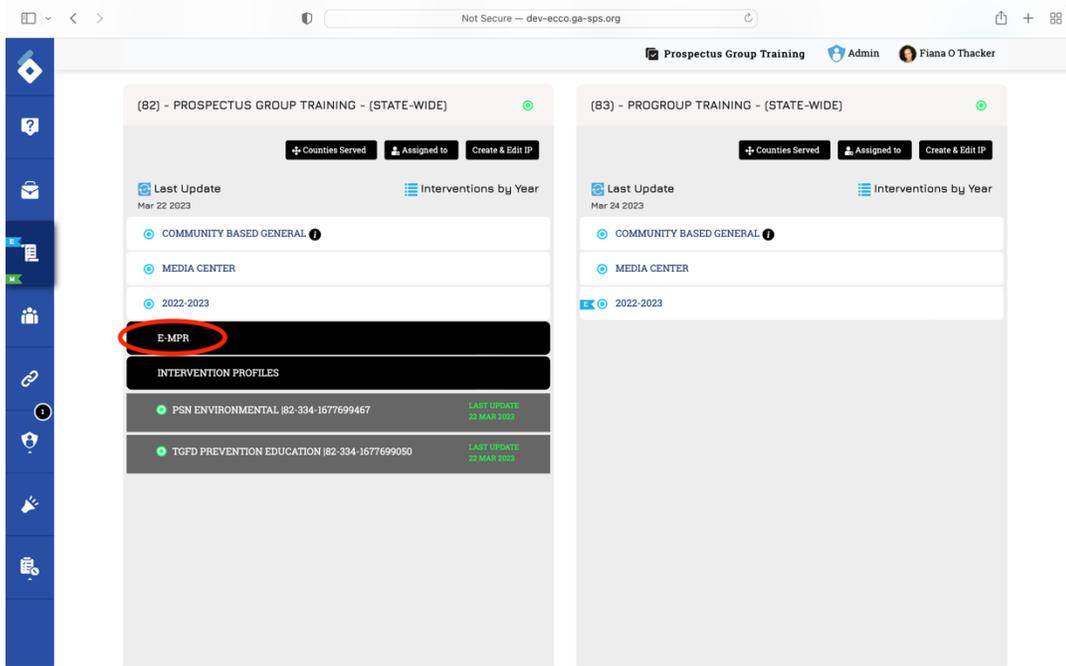
2. Locate the agency node you need to set up the E-MPR for.



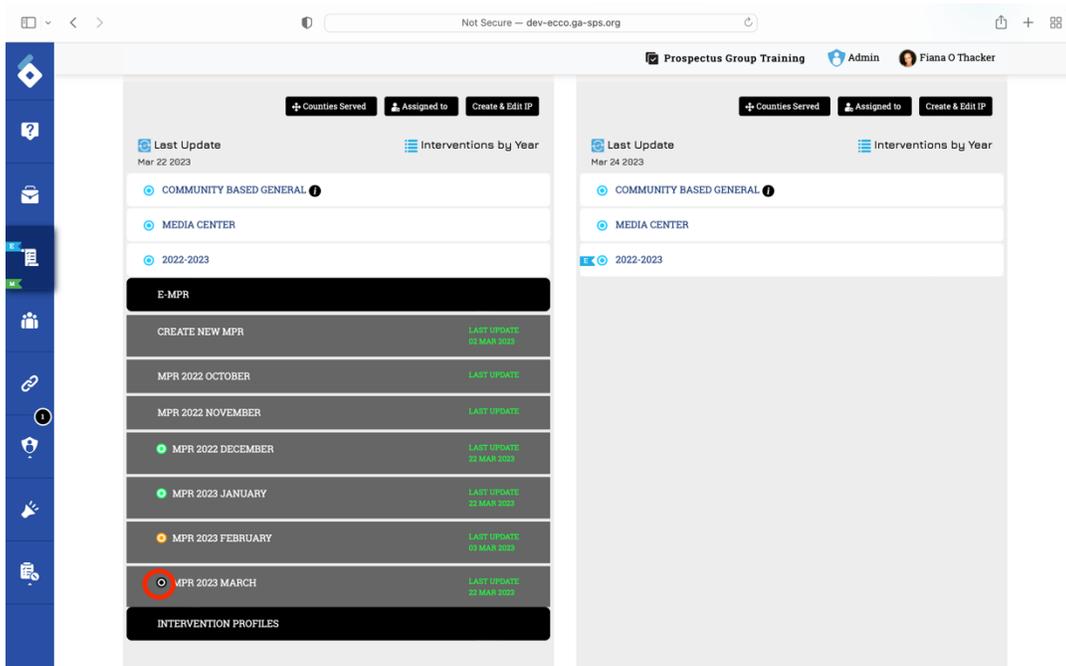
3. Select the contract year.



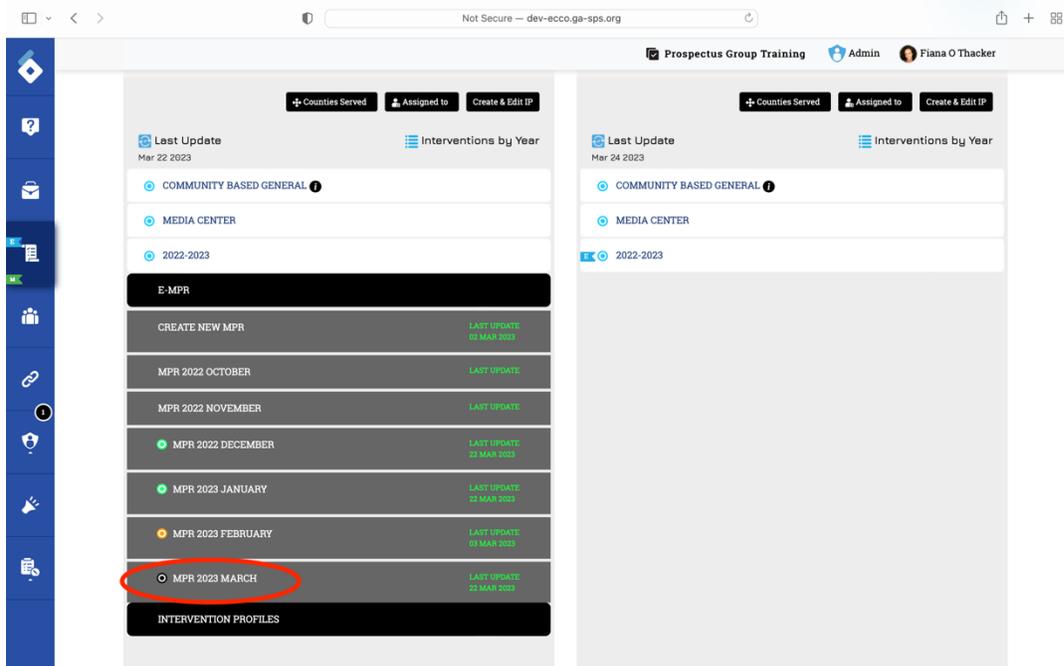
4. Click on "E-MPR."



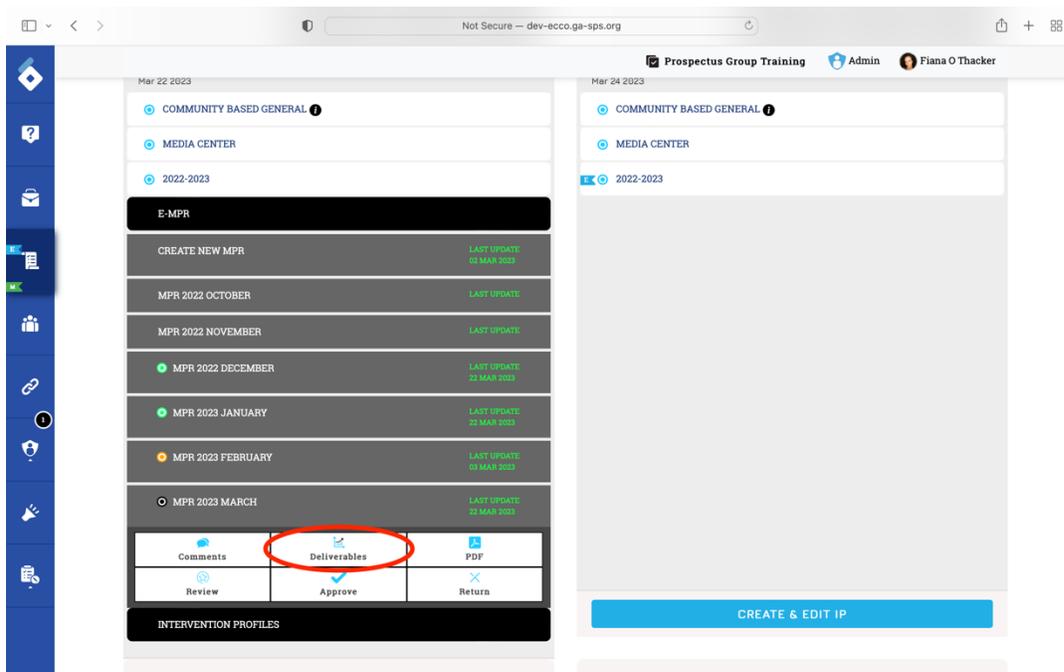
5. MPRs with a black dot have been submitted by the provider and have not yet been approved.



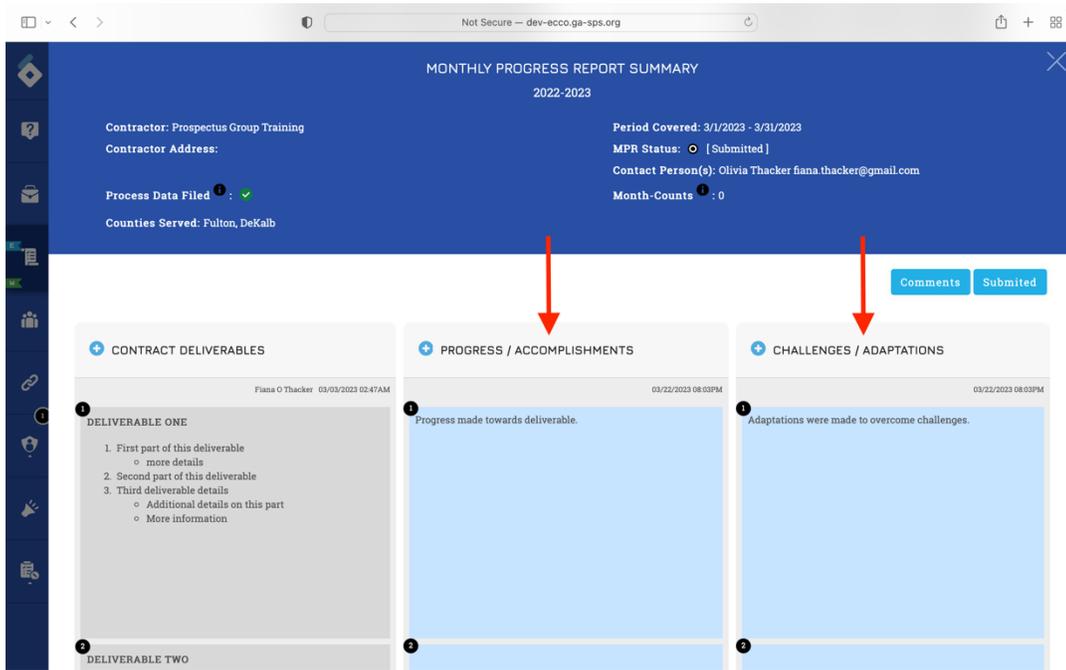
6. Click on the MPR with the black dot.



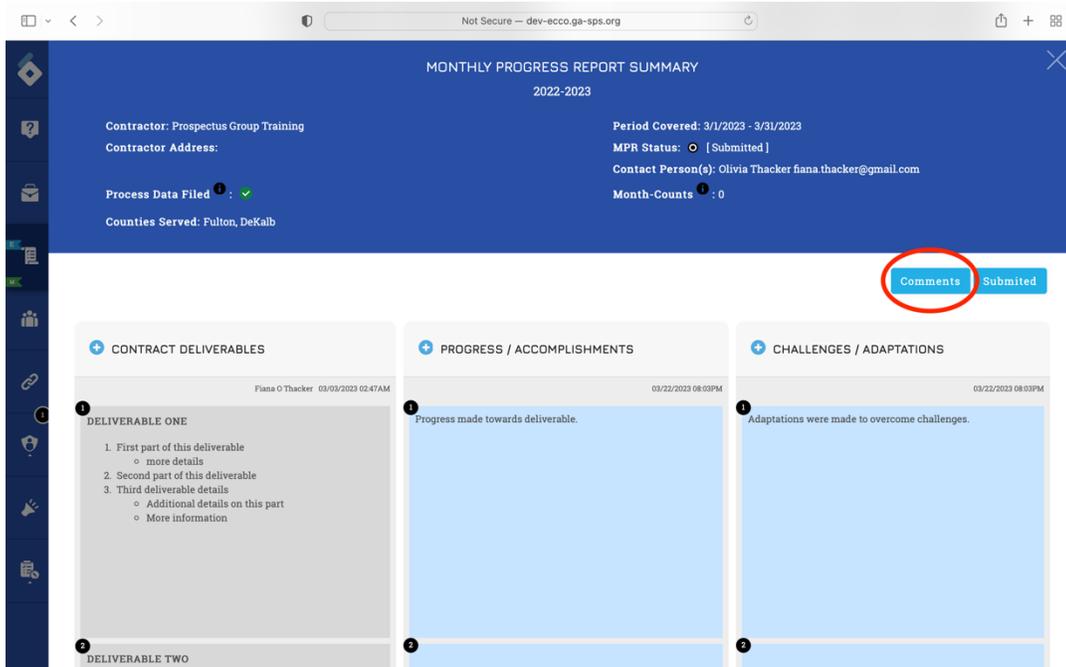
7. To view the provider's MPR report, select “Deliverables.”



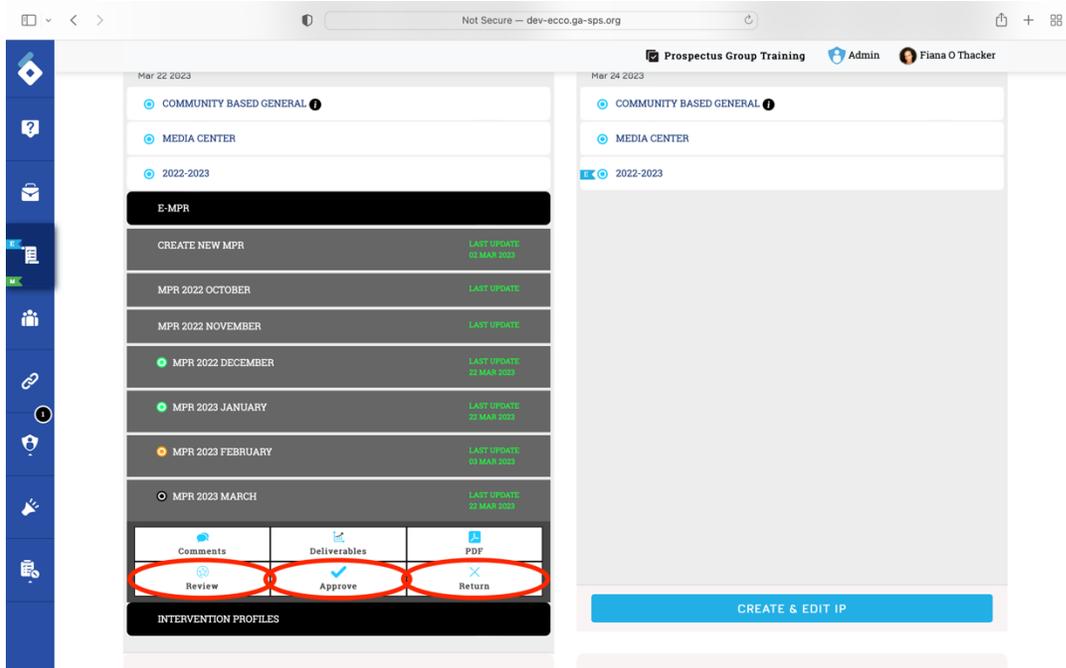
8. On this page, you can review the provider's responses regarding their progress toward their deliverables.



9. To comment to the provider regarding the E-MPR report, click “Comments.”



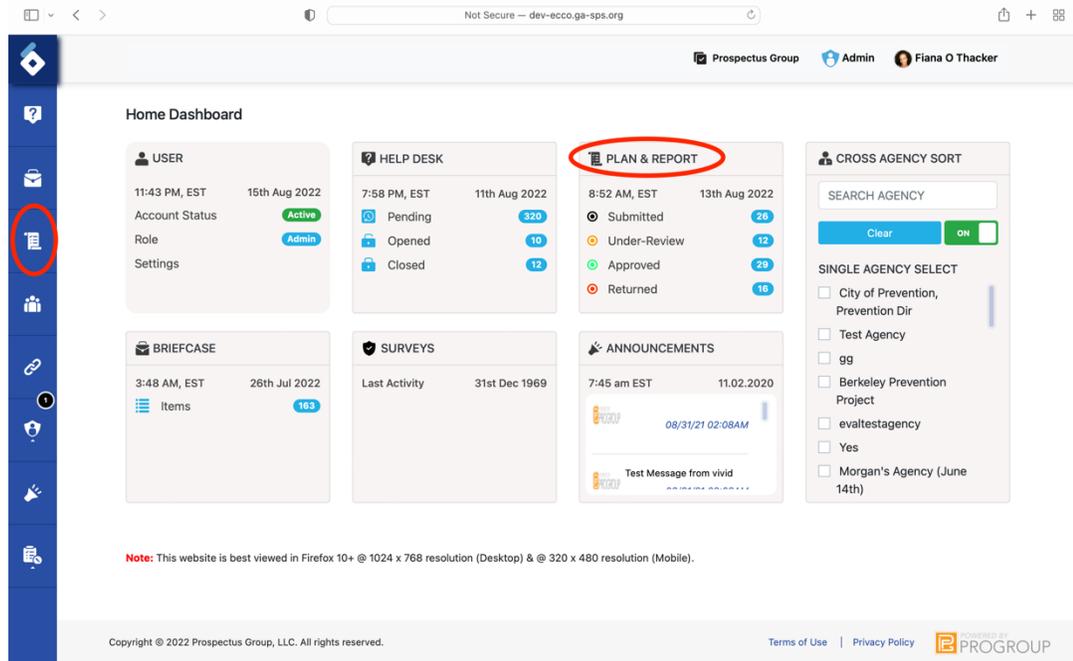
10. To change the status of the MPR, you can either select “Review,” “Approve,” or “Return.” MPRs under review will have an orange dot, those approved will have a green dot, and MPRs that have been returned will have a red dot.



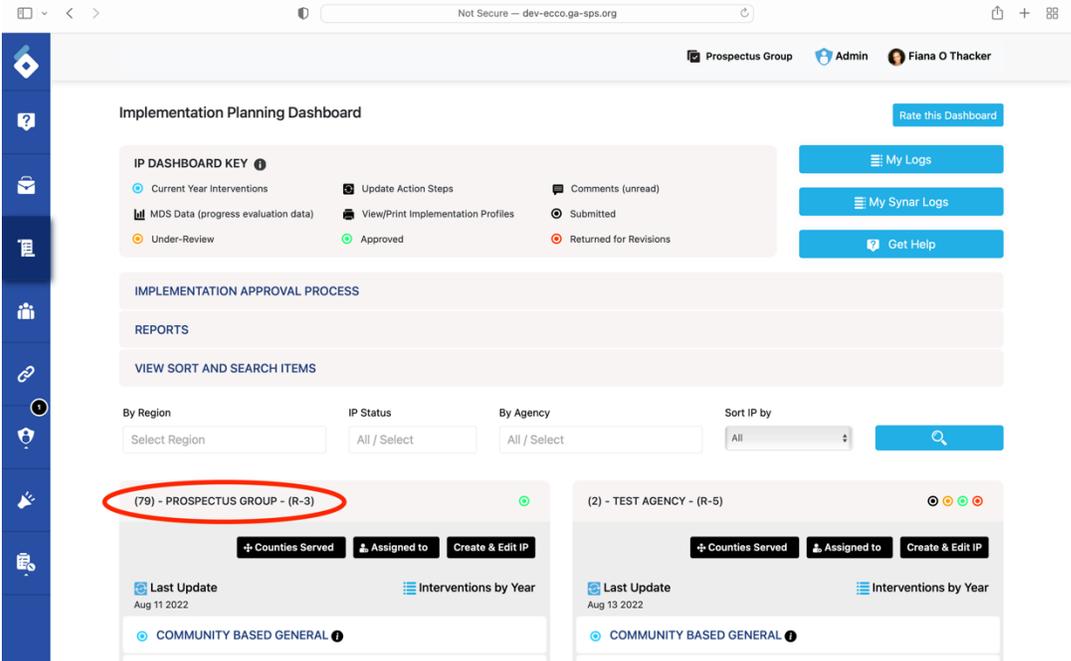
# Approving Media Files

The Ecco Media Center allows for storing video, audio, and PDF media files providers use for their interventions. Approved files across all agencies can be found using the media list link. Anyone with the media list link can view files uploaded to the Media Center.

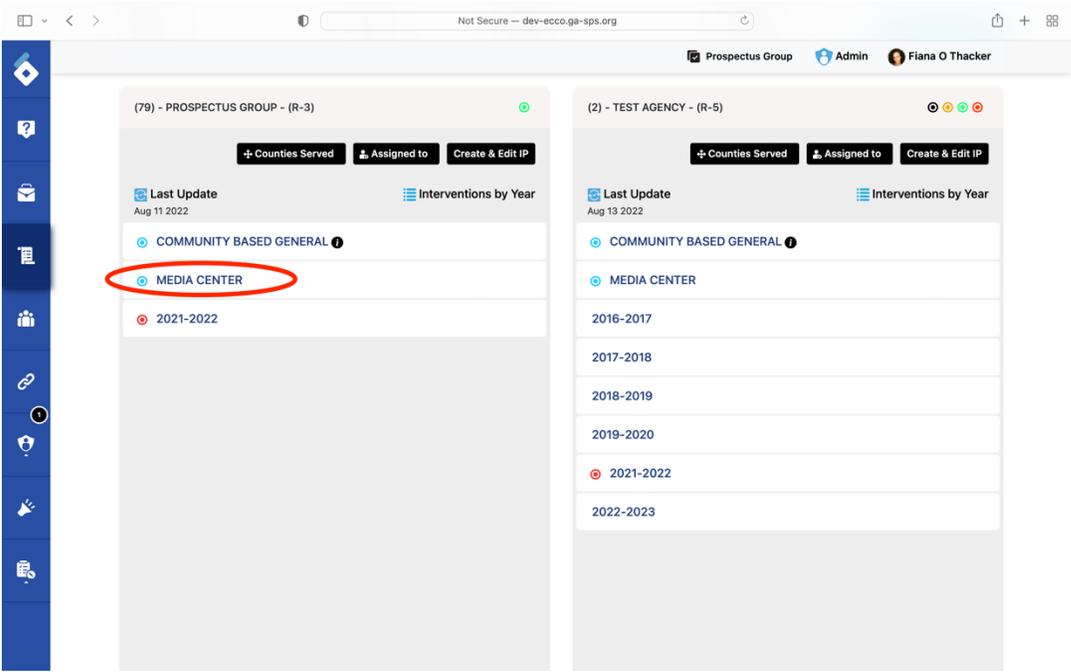
1. From the ECCO homepage, navigate to the Media Center by clicking on the Plan & Report node.



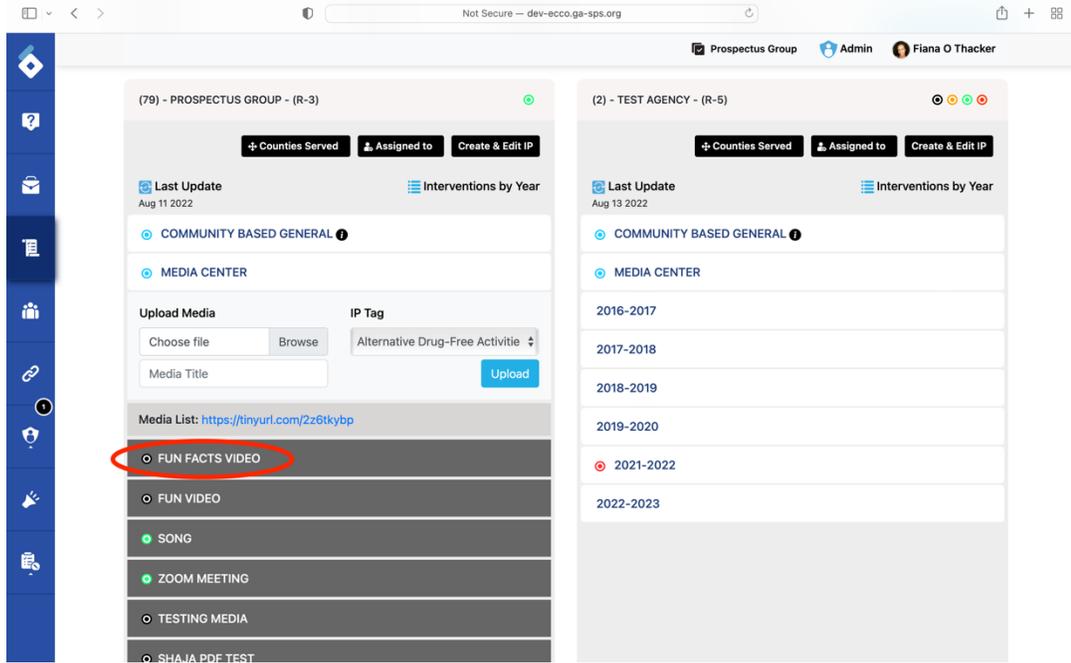
2. Locate the agency you need to approve a media file for.



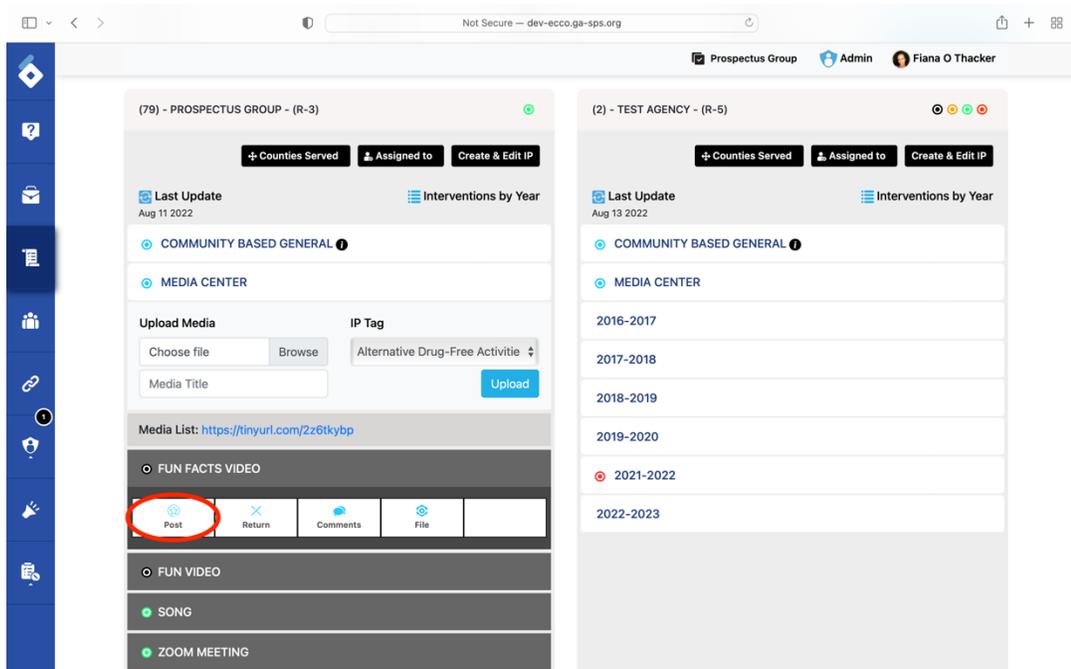
3. Click on Media Center.

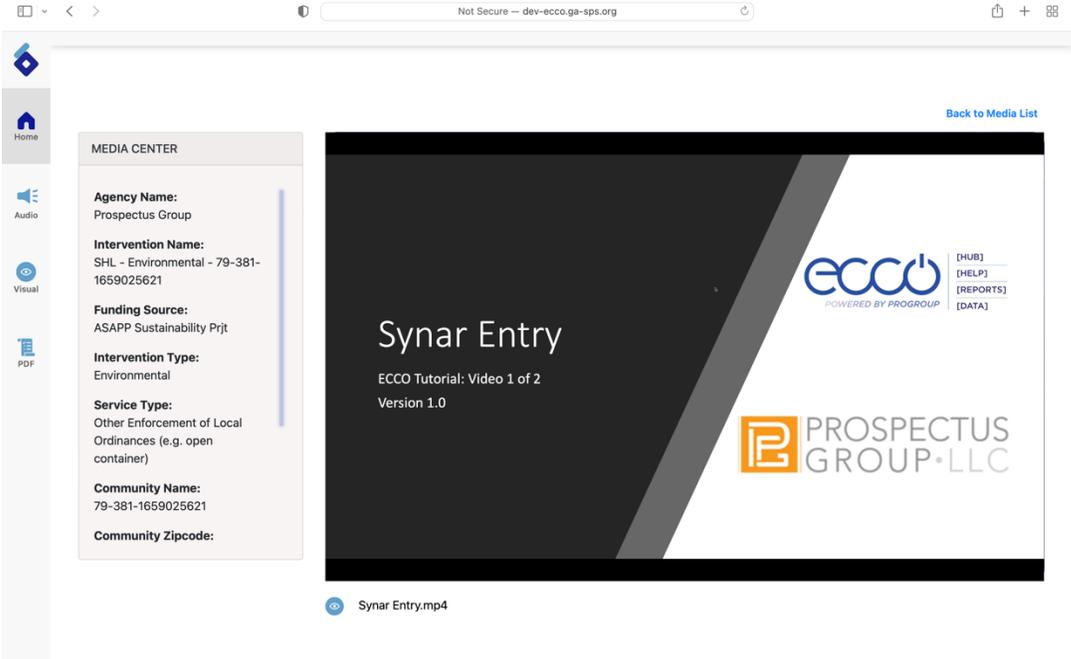


4. Select the media that needs approval.

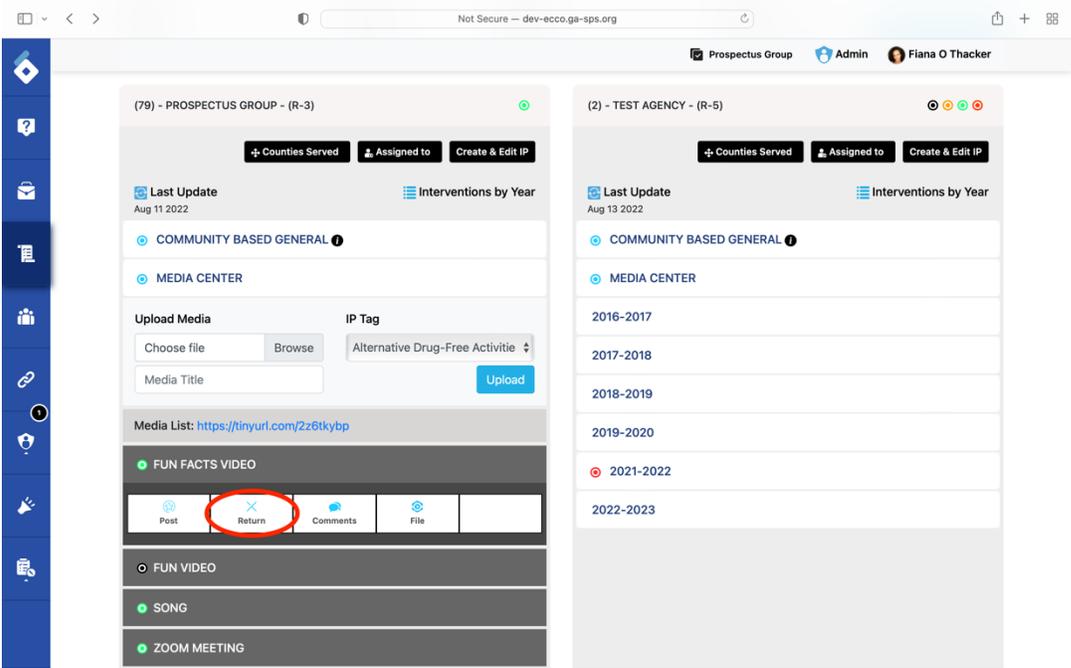


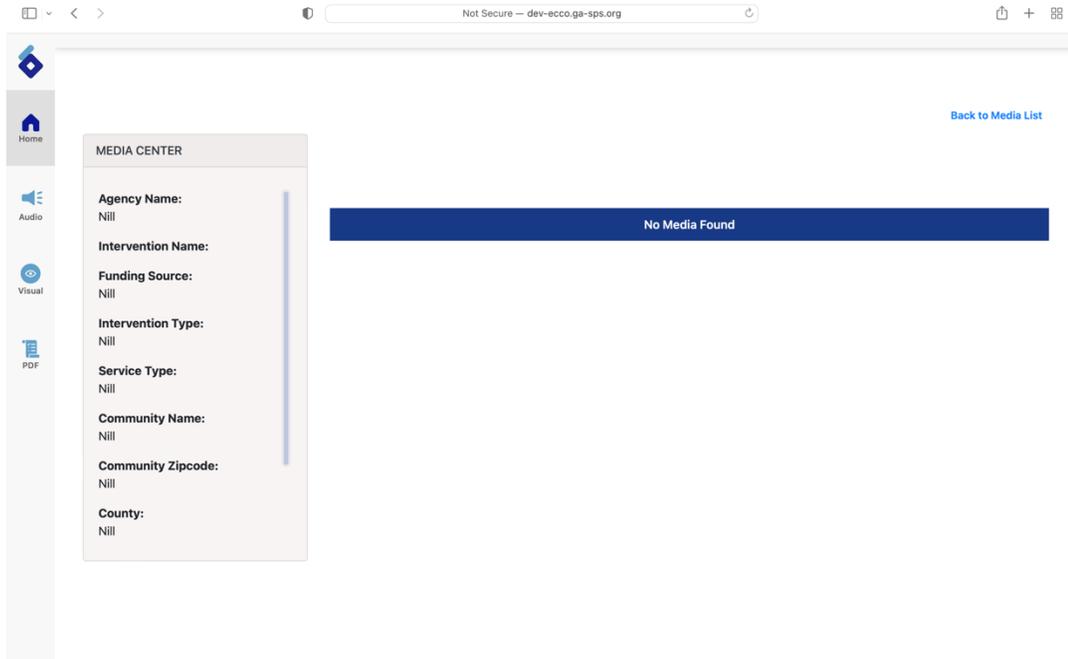
5. Hit “Post” and the file has been approved and added to the media list.



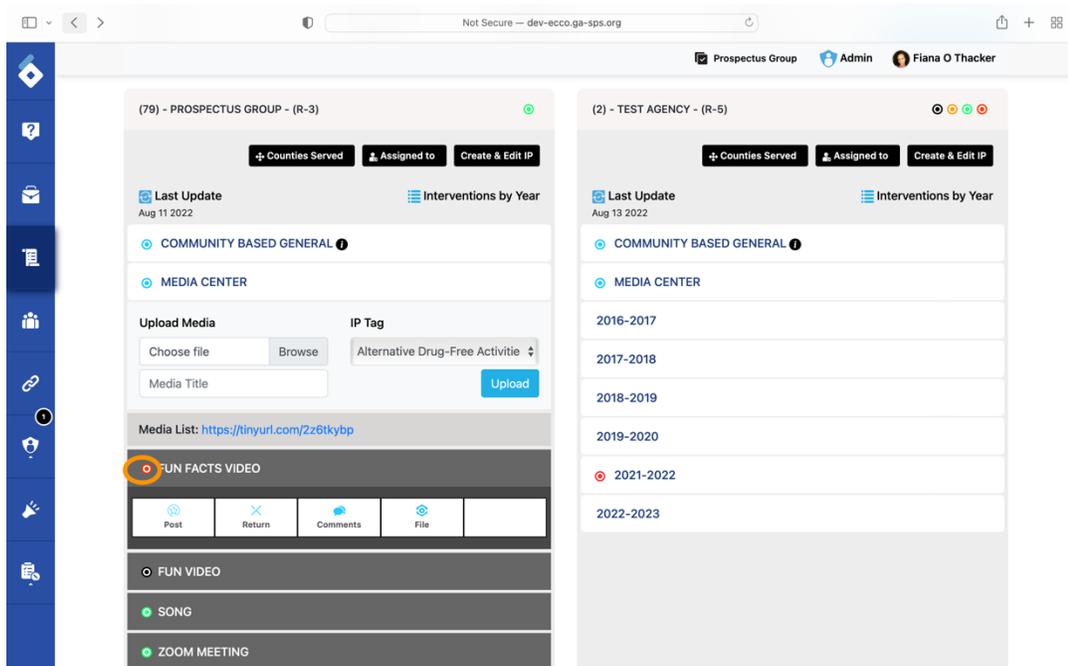


6. If you need to remove a file from the media list, select “Return.”





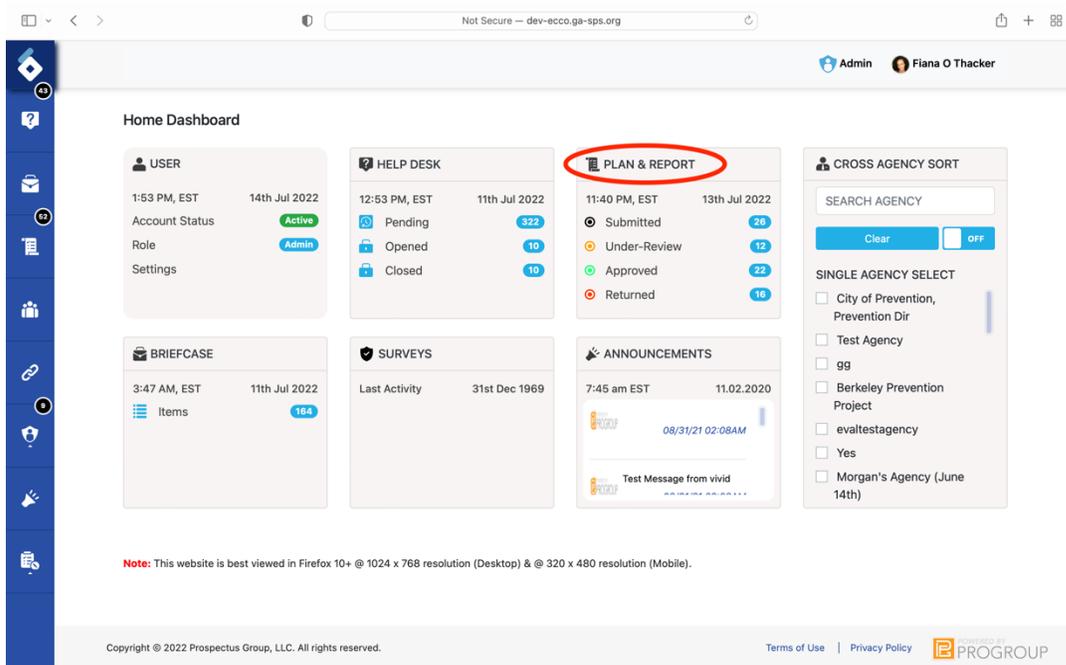
7. The file now has a red dot indicating that it has been returned and removed from the media list.



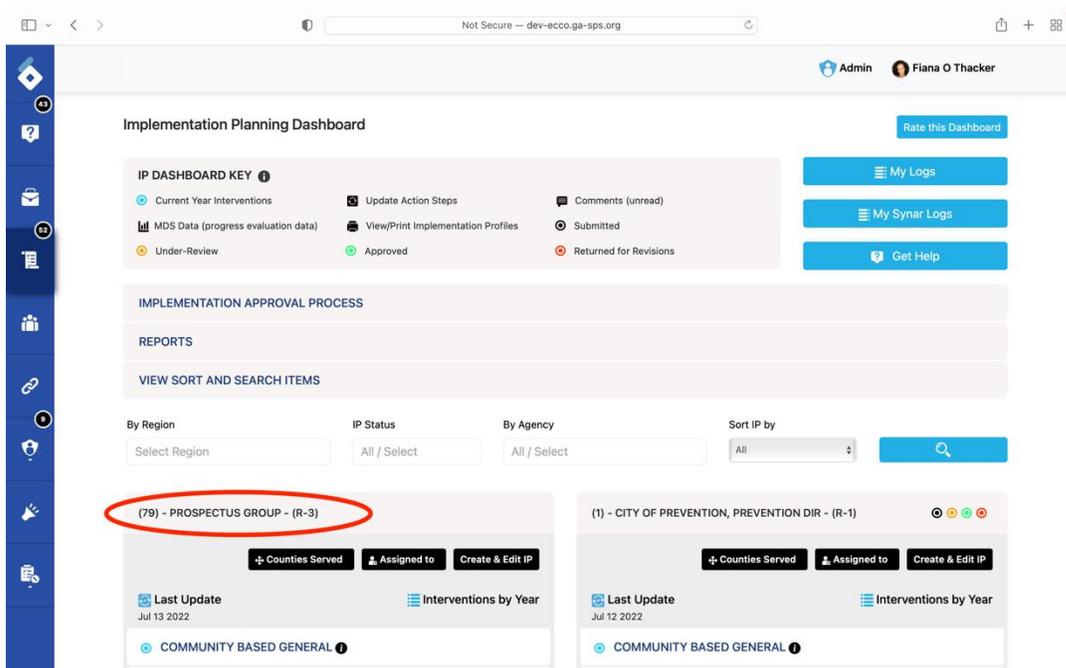
# Approving Survey Requests

Once a user has submitted a survey request, it will need to be approved by an admin-level user.

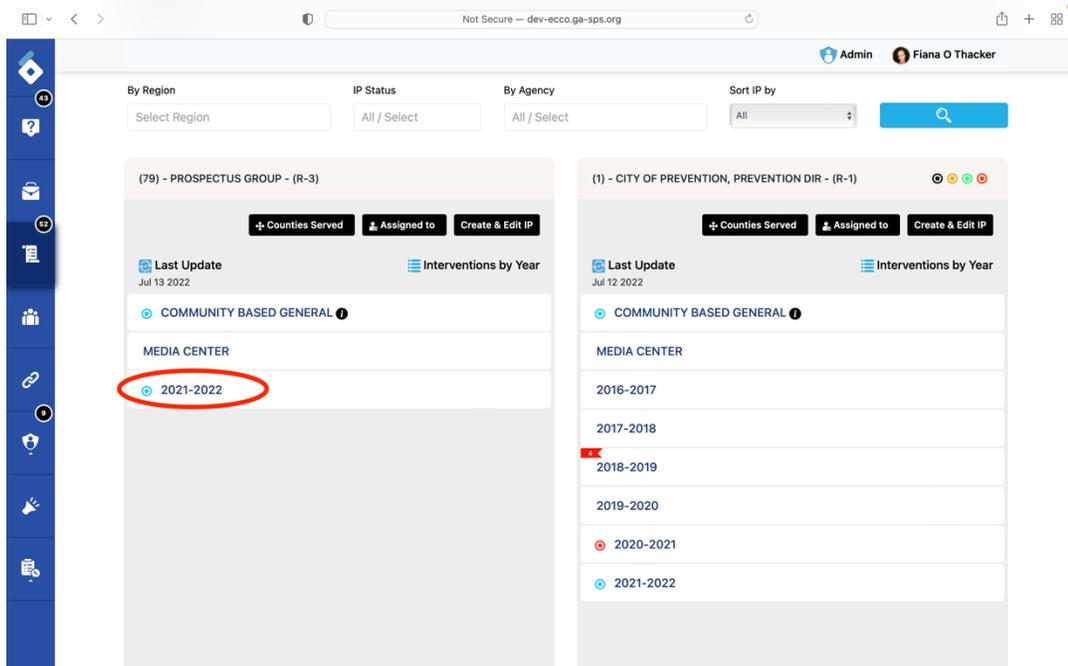
1. From the ECCO homepage, navigate to the Survey Set Up page by clicking on Plan & Report node.



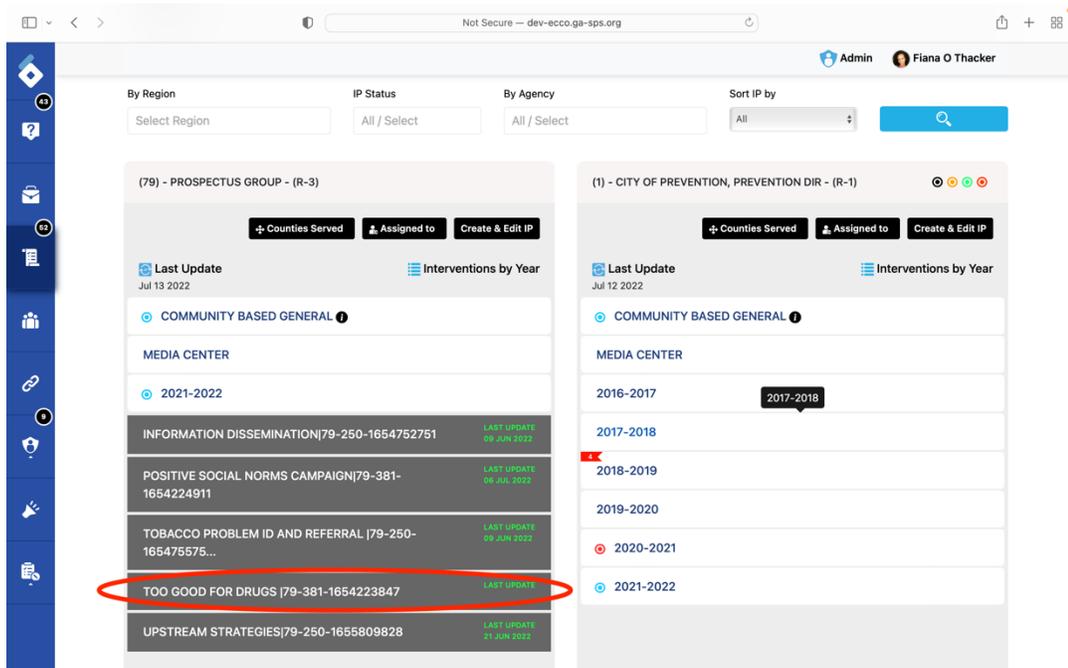
2. On the IP dashboard, find the agency node you want to approve surveys for.



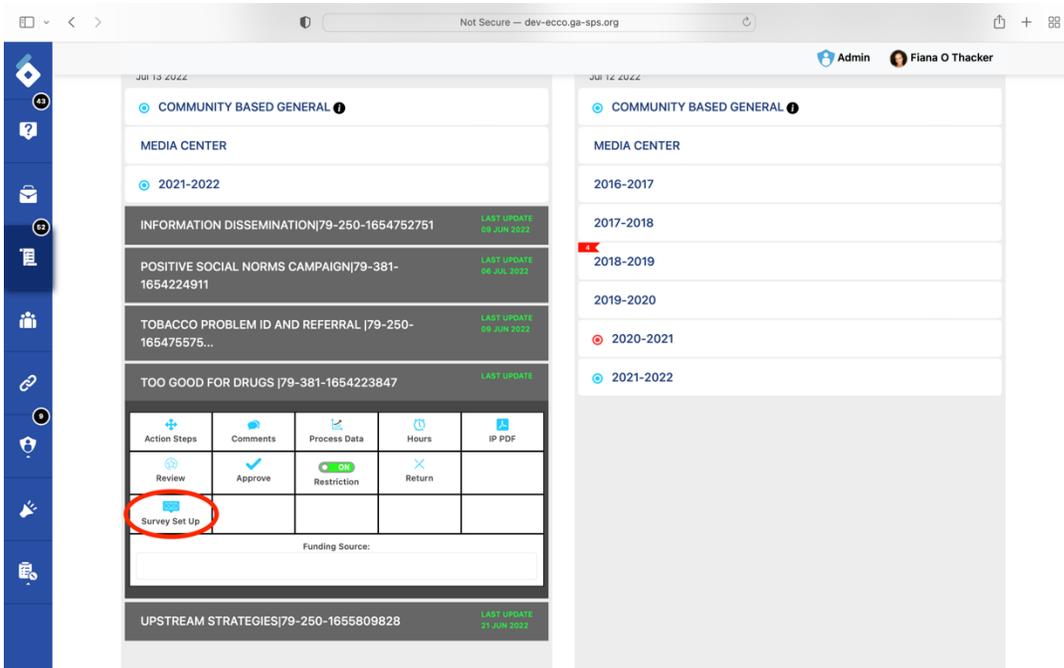
3. Select the appropriate contract year.



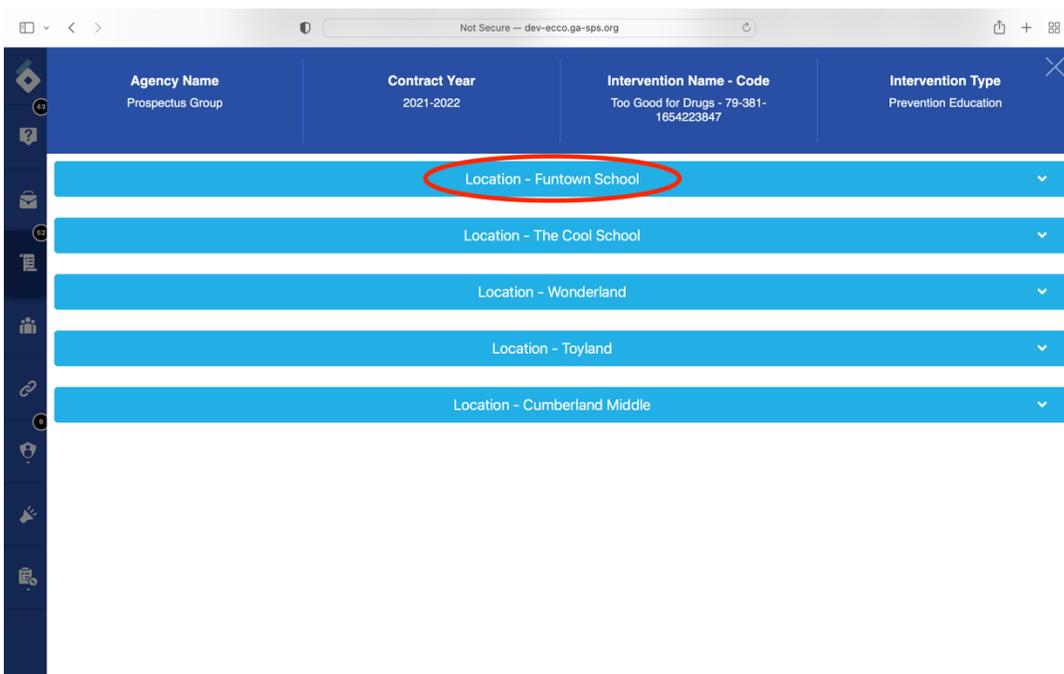
4. Select the intervention the survey request is for.



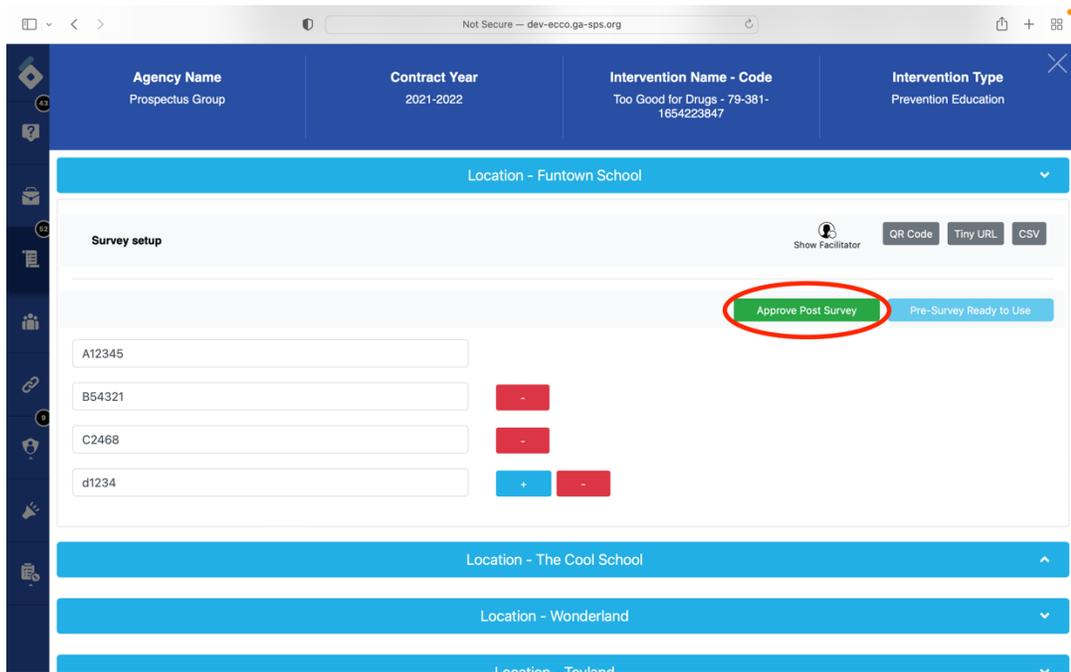
5. Click on the "Survey Set UP."



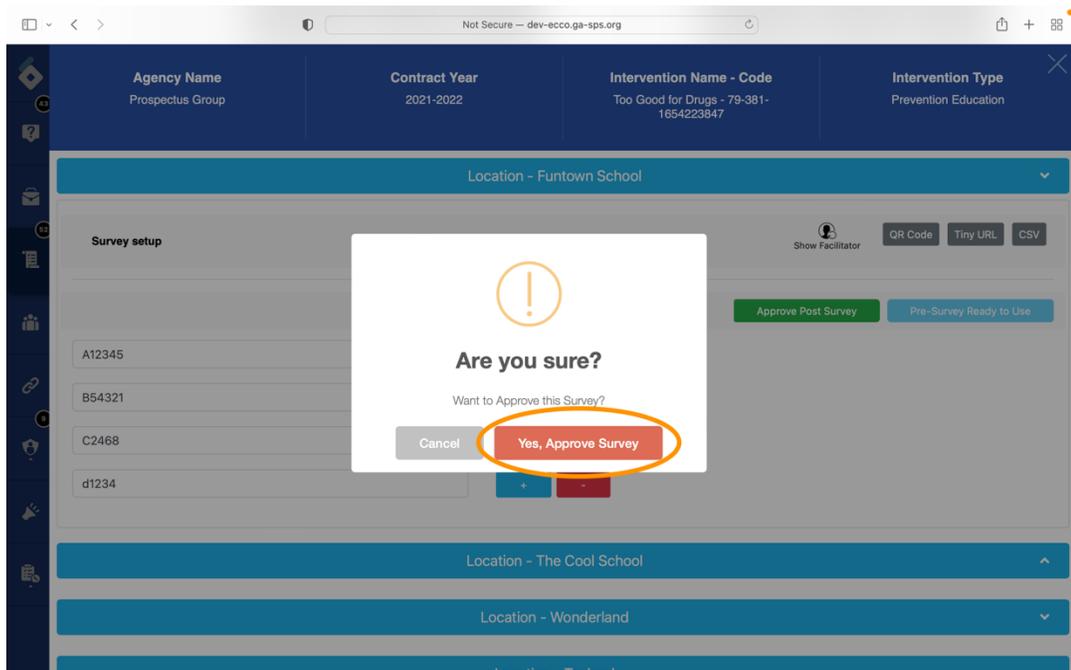
6. Select the location.



7. On the survey set-up page, you will see a green button that will say either “Approve Pre-Survey” or “Approve Post-Survey.” Click on this button.



8. You will be asked to confirm you want to approve the survey request. Select “Yes, Approve Survey.”



9. The survey request has been approved.

The screenshot displays a web application interface for managing survey requests. At the top, a dark blue header contains the following information:

- Agency Name:** Prospectus Group
- Contract Year:** 2021-2022
- Intervention Name - Code:** Too Good for Drugs - 79-381-1654223847
- Intervention Type:** Prevention Education

Below the header, a blue bar indicates the current location: "Location - Funtown School".

The main content area is titled "Survey setup" and includes the following elements:

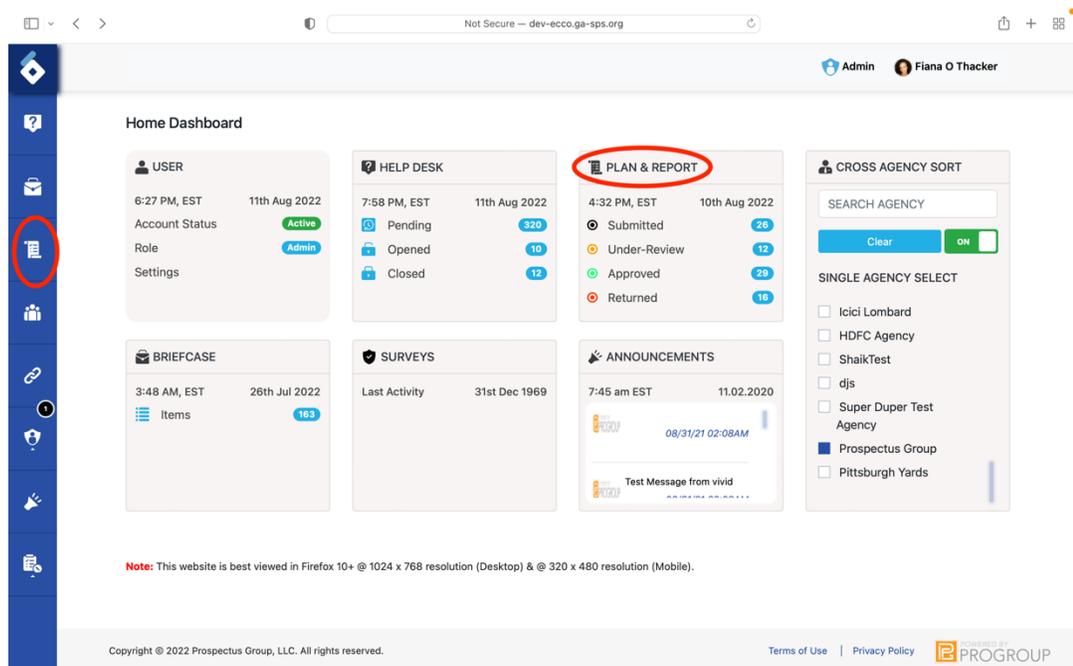
- Buttons for "QR Code", "Tiny URL", and "CSV".
- A "Show Facilitator" link.
- A button labeled "Post-Survey Ready to use", which is circled in red.
- A list of survey codes with associated actions:
  - A12345
  - B54321 (with a red minus button)
  - C2468 (with a red minus button)
  - d1234 (with a blue plus button and a red minus button)

At the bottom, there are additional location dropdown menus for "Location - The Cool School", "Location - Wonderland", and "Location - Toyland".

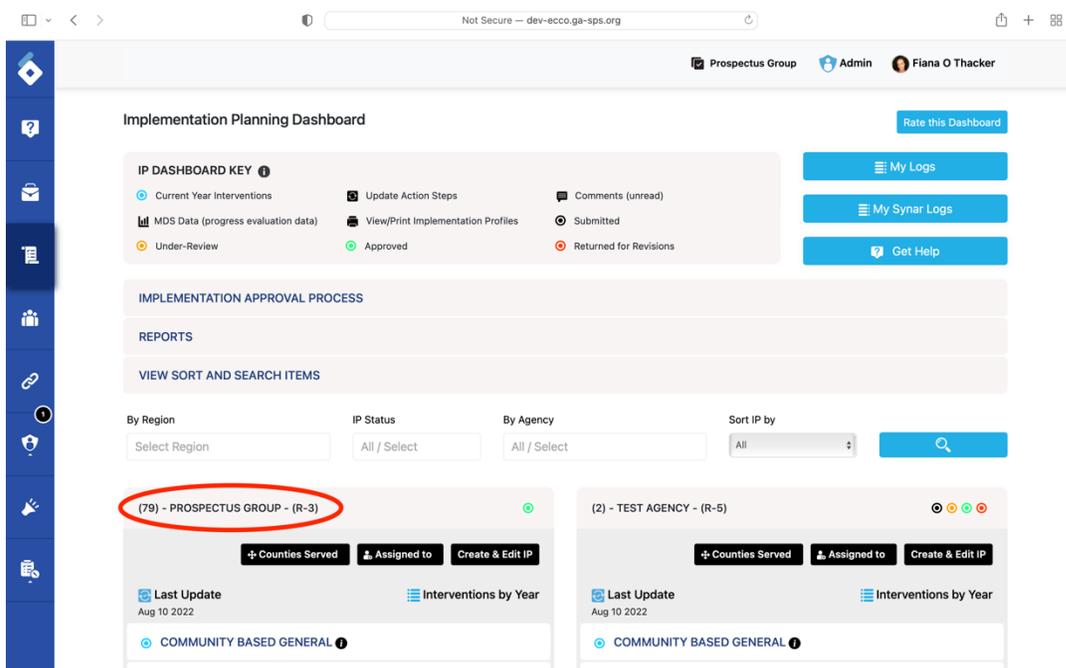
# Removing and Setting Data Restrictions

Admins, Middle Admins, and Consultant level users can remove or set data restrictions for providers' data forms. Process Data forms for each reporting month will automatically lock at the end of the subsequent month. For example, January 2022 data can be entered into ECCO between January 1st – February 28th, 2022.

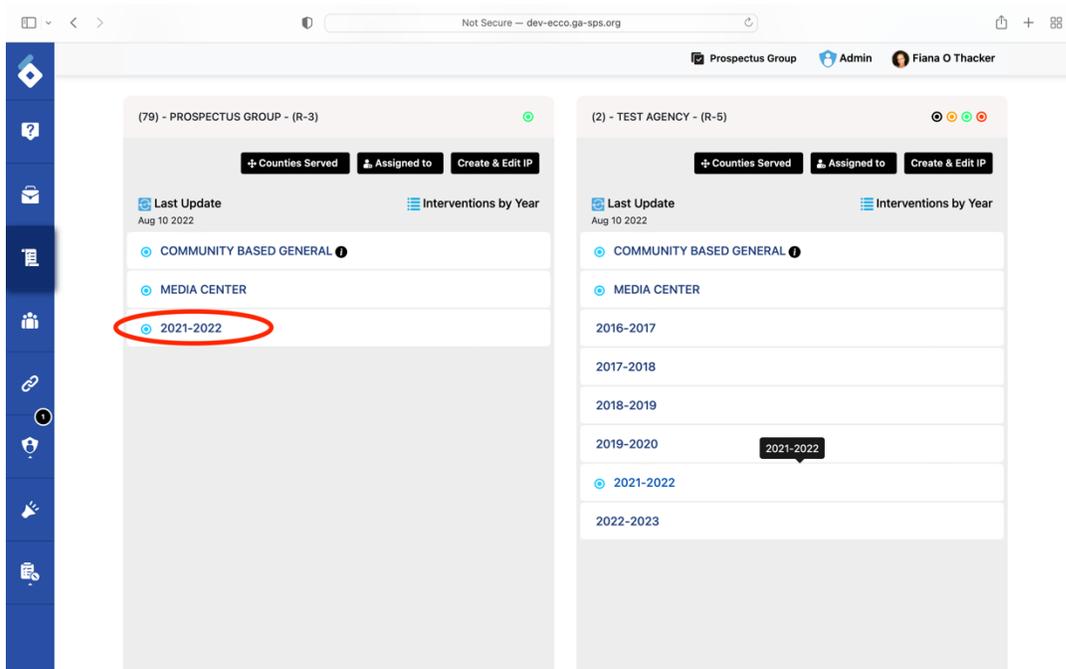
1. From the ECCO homepage, navigate to the Implementation Planning dashboard by clicking on the node labeled "Plan & Report" or clicking on the IP icon on the left sidebar.



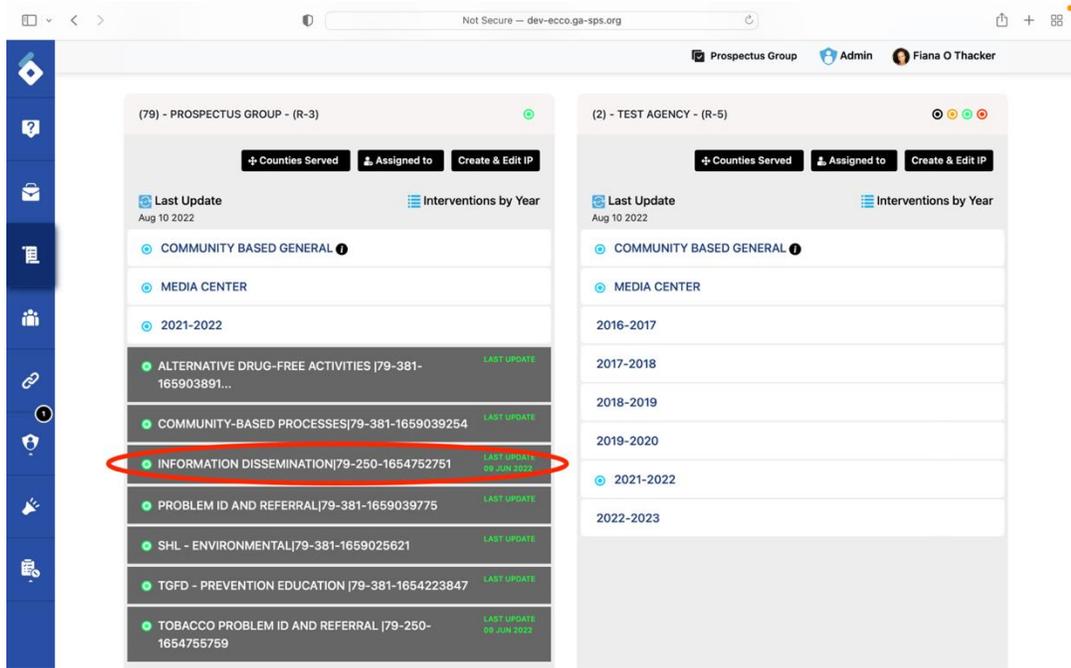
2. On the IP dashboard, find the agency node you want to remove data restrictions for.



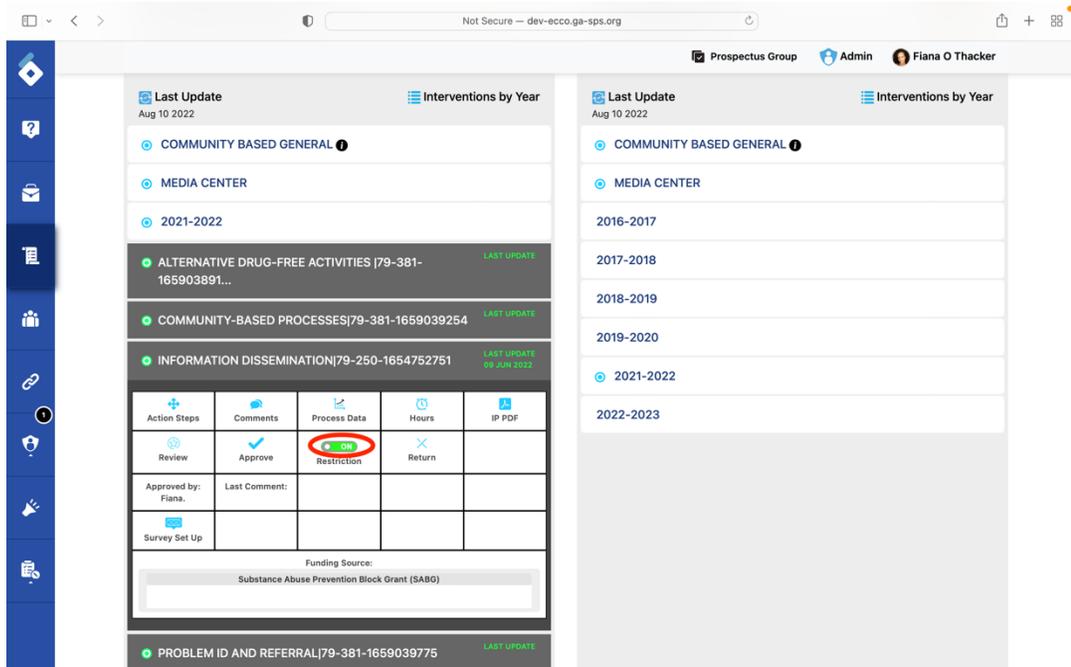
3. Click on the appropriate contract year.



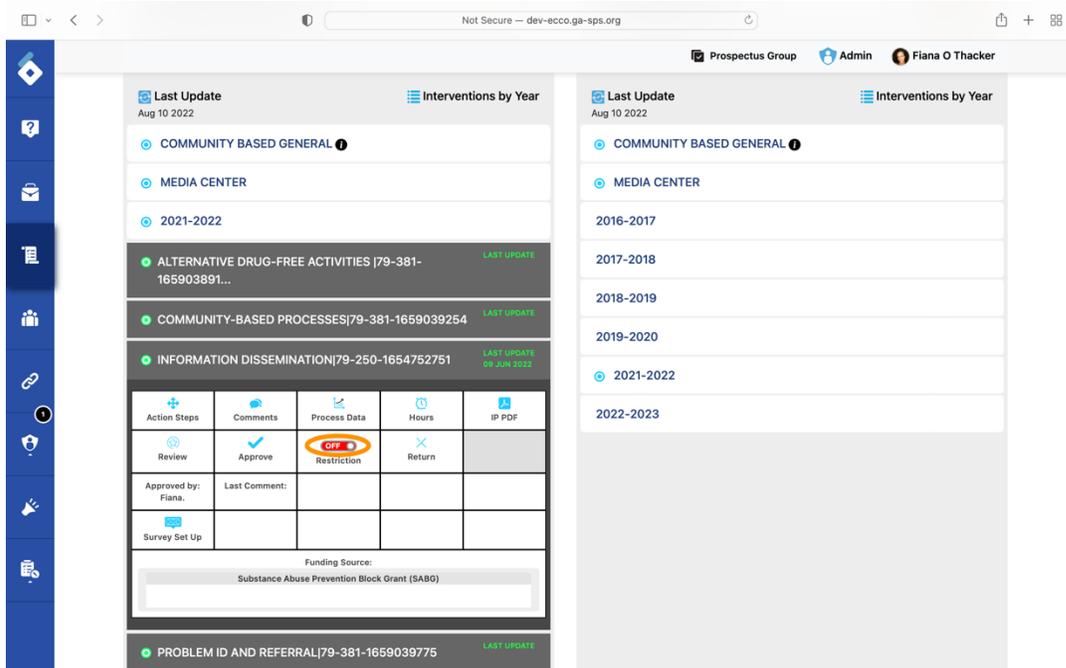
4. Click on the Intervention you want to remove data restriction for to reveal two rows of white boxes.



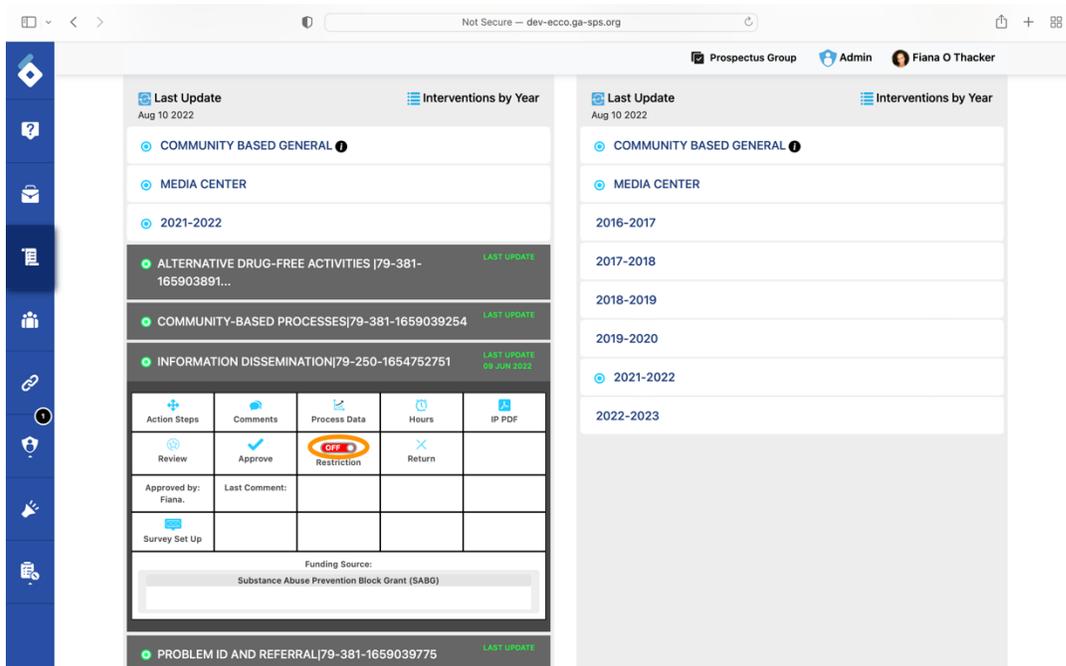
5. Click on the green toggle on the " Restrictions " box to turn off the data restrictions.



6. The toggle is now red with the word "off" in the center, indicating that data restrictions are off.



- The data restrictions will automatically turn back on after 48 hours. During this time, the provider will be able to edit the data forms. If you need to turn the data restrictions back on before the 48 hours are up, you can click on the toggle to move it back to the green “On” setting.



- The restrictions are back on.

Not Secure — dev-ecco.ga-sps.org

Prospectus Group Admin Fiana O Thacker

**Last Update** Aug 10 2022 **Interventions by Year**

- COMMUNITY BASED GENERAL
- MEDIA CENTER
- 2021-2022
- ALTERNATIVE DRUG-FREE ACTIVITIES [79-381-165903891...] LAST UPDATED
- COMMUNITY-BASED PROCESSES[79-381-1659039254] LAST UPDATED
- INFORMATION DISSEMINATION[79-250-1654752751] LAST UPDATED 09 JUN 2022

Action Steps	Comments	Process Data	Hours	IP PDF
Review	Approve	<b>ON</b> Restriction	Return	
Approved by: Fiana.	Last Comment:			
Survey Set Up				

Funding Source:  
Substance Abuse Prevention Block Grant (SABG)

- PROBLEM ID AND REFERRAL[79-381-1659039775] LAST UPDATED

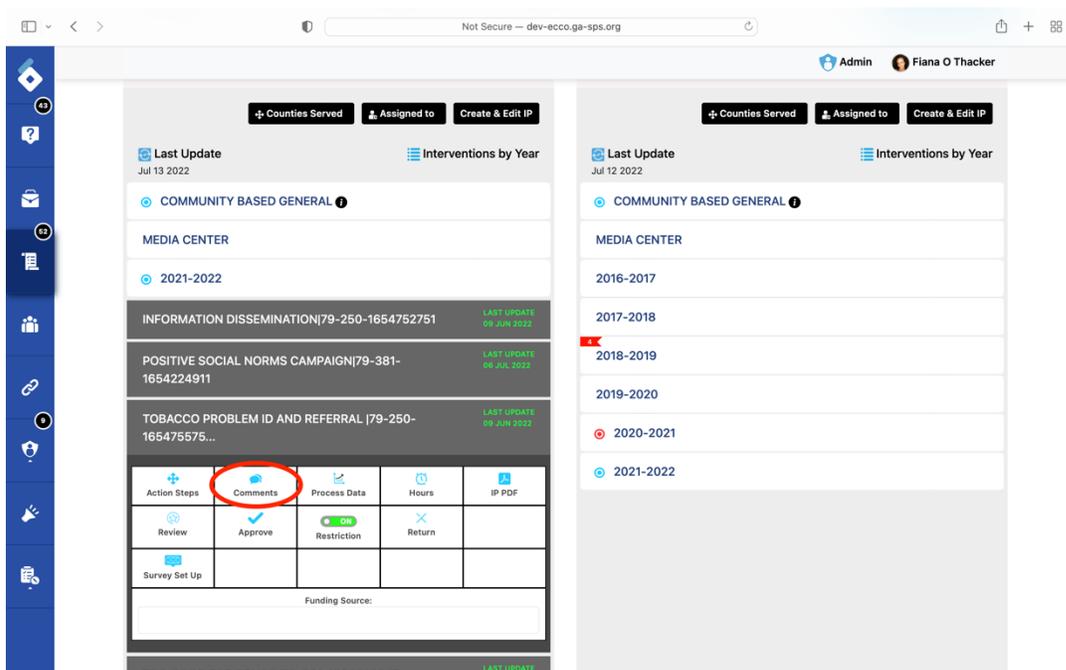
**Last Update** Aug 10 2022 **Interventions by Year**

- COMMUNITY BASED GENERAL
- MEDIA CENTER
- 2016-2017
- 2017-2018
- 2018-2019
- 2019-2020
- 2021-2022
- 2022-2023

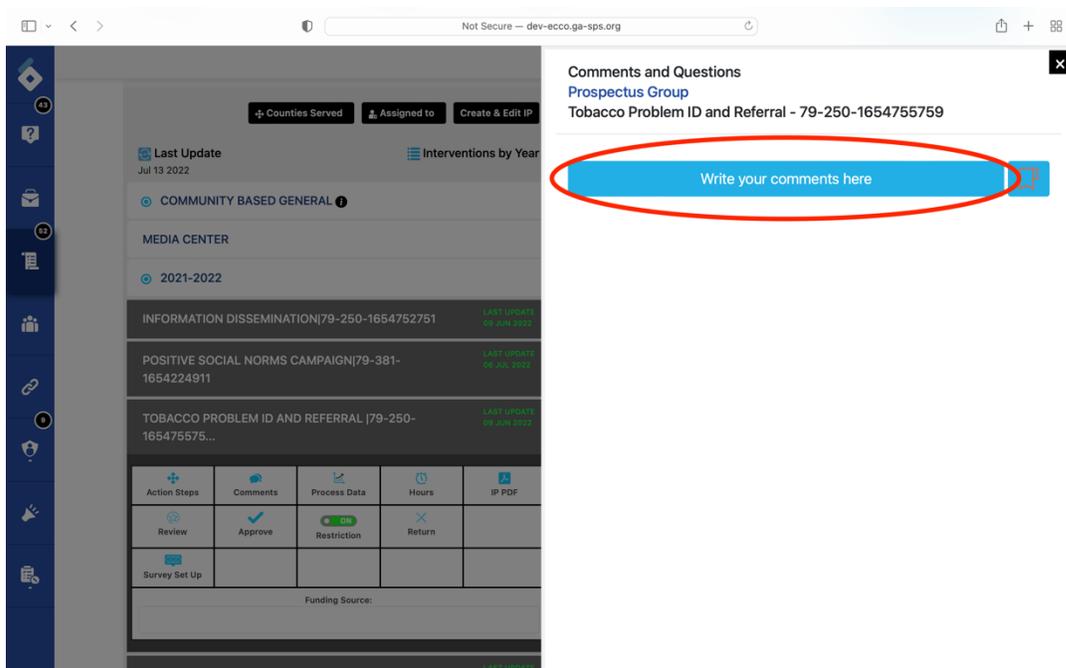
## Comments

In addition to all the comment features regular users have, admin-level users will find on-demand links to tutorial videos they can quickly send to users.

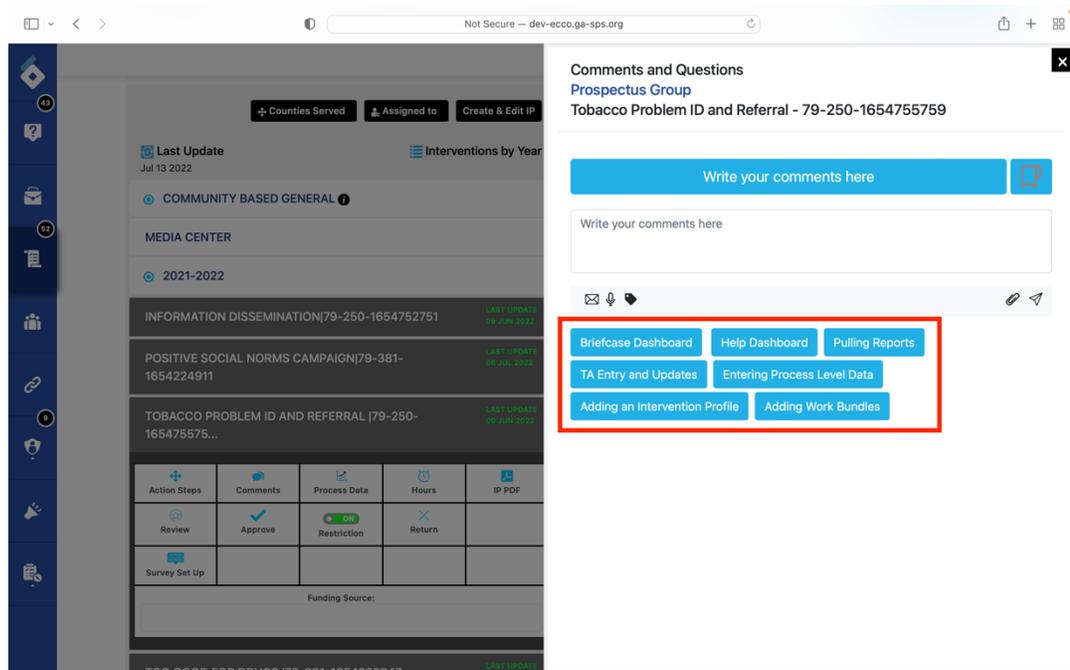
1. Select “Comment” to open the messaging box.



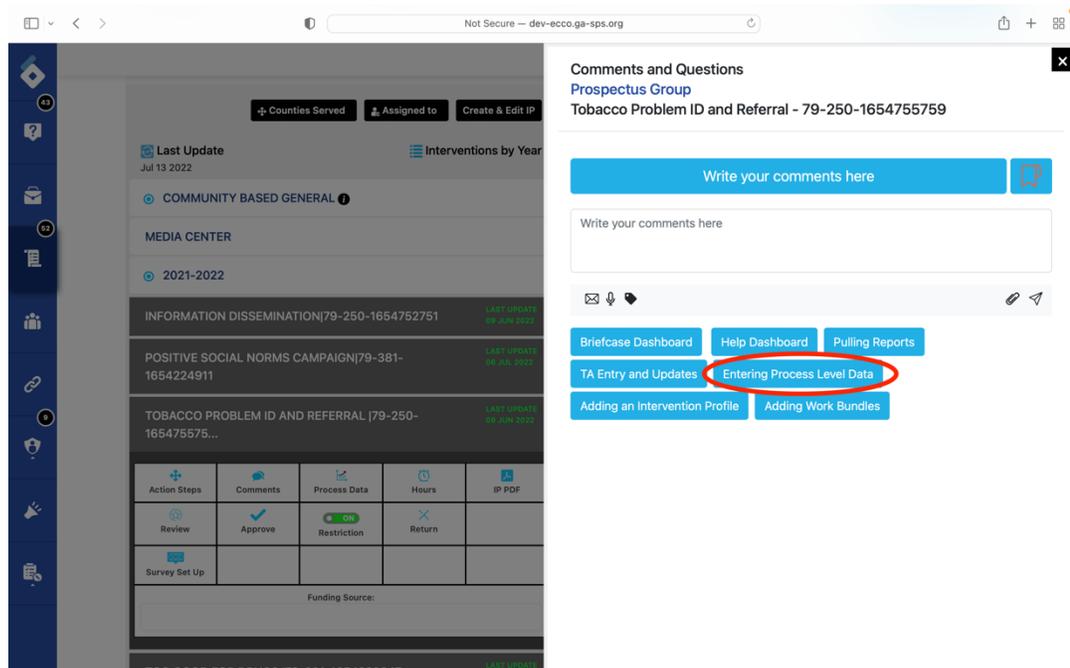
2. Select “Write Your Comment Here” to reveal commenting options.



3. You will find several video tutorials to choose from.



4. Click on the title you want to send.



5. No need to hit "Send;" your selection will send immediately.

Not Secure - dev-ecco.ga-sps.org

Comments and Questions  
Prospectus Group  
Tobacco Problem ID and Referral - 79-250-1654755759

Write your comments here

Write your comments here

✉ ⬇ ⬆

Briefcase Dashboard Help Dashboard Pulling Reports  
TA Entry and Updates Entering Process Level Data  
Adding an Intervention Profile Adding Work Bundles

Comments updated successfully!!!

14 Jul 2022

Fiana O Thacker ,  
Test Agency 03:45 PM NYC, New York

[http://resources.ga-sps.org/content/resources/entering-process-data/entering\\_process\\_data.mp4](http://resources.ga-sps.org/content/resources/entering-process-data/entering_process_data.mp4)

Background interface details:  
+ Counties Served Assigned to Create & Edit IP  
Last Update Jul 13 2022 Interventions by Year  
COMMUNITY BASED GENERAL  
MEDIA CENTER  
2021-2022  
INFORMATION DISSEMINATION [79-250-1654752751]  
POSITIVE SOCIAL NORMS CAMPAIGN [79-381-1654224911]  
TOBACCO PROBLEM ID AND REFERRAL [79-250-165475575...]  
Action Steps: Review, Approve, Process Data (ON Restriction), Hours, Return, IP PDF  
Survey Set Up  
Funding Source:

# Appendices

## Appendix A: ECCO Portal Site security

### **Authentication System**

Laravel uses “providers” and “guards” to facilitate the authentication process. The purpose of “guards” is to authenticate users for each request they make, while “providers” facilitates to retrieve back the users from the database.

### **Reduce Vulnerabilities from CSRF (Cross Site Request Forgery)**

Laravel typically uses CSRF tokens to make sure that external third parties couldn't generate fake requests and should not breach the *Laravel security vulnerabilities*.

For this, Laravel creates and integrates a valid token into every request that comes from a form of through an AJAX call.

When the request is invoked, Laravel compares the request token with the one saved in the user's session. If the token does not match, the request is classified as invalid, and no further action is executed.

### **Protection Against XSS (Cross Site Scripting)**

During XSS attacks, the attacker enters JavaScript (usually into a form's text areas) into your website. Now, whenever new visitors will access the affected page of form, the script will be executed with malicious impact.

Laravel offers native support that protects the code from XSS attacks. The feature kicks in automatically and protects the database in the process. As a result, any code that contains escape tags is outputted as HTML.

### **SQL Injection**

Laravel's Eloquent ORM uses PDO binding that protects from SQL injections. This feature ensures that no client could modify the intent of the SQL queries.

### **Prevent SQL injection By Avoiding Raw Queries:**

Laravel uses PDO binding to prevent SQL injection attacks because no variable gets pass on to the database without validation.

### **Force HTTPS if Your Application is Exchanging Sensitive Information**

When you deploy your website on HTTP, all the data exchanged including passwords and others are sent in plain content. Thus, could be easily stolen by anyone in between the transmission. So, to keep this information safe, always deploy your web applications on HTTPS to safeguard its sensitive information.

You could simply setup SSL certificate on your website by getting little assistance from any Laravel developer who will shift your application from HTTP to HTTPS easily. While to hide certain routes, you could use the below defined filter which will redirect users to a secured route.

### **Escape Content to Prevent XSS**

To avoid XSS attacks you should be using the double brace syntax in the blade templates:

**{{ \$variable }}**

Only use this `{!! $variable !!}` syntax when you are sure that the data in the variable is safer to be displayed.

### **Laravel Security Packages:**

**Laravel Security Component:** Laravel security component mainly provides security for the roles/objects and integrates Symfony security core in Laravel. It uses voters to check role-based privileges to different roles, so could validate its security.

**Laravel Security:** Laravel security is one of the most frequently used packages and is known for removing XSS vulnerabilities in the codebase.

**Laravel-ACL:** Laravel-ACL provides role based secured permissions to the Laravel authentication process. The package helps protecting routes and CRUD controller methods in the applications.

# Appendix B: Prospectus Group, LLC – ECCO Users Privacy Notice

**Last updated October 13, 2021**

Thank you for choosing to be part of our community at Prospectus Group, LLC ("**Company**," "**we**," "**us**," or "**our**"). We are committed to protecting your personal information and your right to privacy. If you have any questions or concerns about this privacy notice or our practices with regard to your personal information, please contact us at [mbouligny@progroup.us](mailto:mbouligny@progroup.us).

This privacy notice describes how we might use your information if you:

- Visit our website at <https://ecco.ga-sps.org>,
- Engage with us in other related ways — including any sales, marketing, or events

In this privacy notice, if we refer to:

- "**Website**," we are referring to any website of ours that references or links to this policy
- "**Services**," we are referring to our Website, and other related services, including any sales, marketing, or events

The purpose of this privacy notice is to explain to you in the clearest way possible what information we collect, how we use it, and what rights you have in relation to it. If there are any terms in this privacy notice that you do not agree with, please discontinue use of our Services immediately.

**Please read this privacy notice carefully, as it will help you understand what we do with the information that we collect.**

## 1. WHAT INFORMATION DO WE COLLECT?

### Personal information you disclose to us

***In Short:** We collect personal information that you provide to us.*

We collect personal information that you voluntarily provide to us when you register on the Website, express an interest in obtaining information about us or our products and Services, when you participate in activities on the Website (such as by posting messages in our online forums or entering competitions, contests or giveaways) or otherwise when you contact us.

The personal information that we collect depends on the context of your interactions with us and the Website, the choices you make and the products and features you use. The personal information we collect may include the following:

**Personal Information Provided by You.** We collect names; phone numbers; email addresses; mailing addresses; job titles; usernames; passwords; contact preferences; contact or authentication data; and other similar information.

All personal information that you provide to us must be true, complete and accurate, and you must notify us of any changes to such personal information.

## 2. HOW DO WE USE YOUR INFORMATION?

***In Short:** We process your information for purposes based on legitimate business interests, the fulfillment of our contract with you, compliance with our legal obligations, and/or your consent.*

We use personal information collected via our Website for a variety of business purposes described below. We process your personal information for these purposes in reliance on our legitimate business interests, in order to enter into or perform a contract with you, with your consent, and/or for compliance with our legal obligations. We indicate the specific processing grounds we rely on next to each purpose listed below.

We use the information we collect or receive:

- **To facilitate account creation and logon process.** If you choose to link your account with us to a third-party account (such as your Google or Facebook account), we use the information you allowed us to collect from those third parties to facilitate account creation and logon process for the performance of the contract.
- **To post testimonials.** We post testimonials on our Website that may contain personal information. Prior to posting a testimonial, we will obtain your consent to use your name and the content of the testimonial. If you wish to update, or delete your testimonial, please contact us at [mbouligny@progroup.us](mailto:mbouligny@progroup.us) and be sure to include your name, testimonial location, and contact information.
- **Request feedback.** We may use your information to request feedback and to contact you about your use of our Website.
- **To enable user-to-user communications.** We may use your information in order to enable user-to-user communications with each user's consent.
- **To manage user accounts.** We may use your information for the purposes of managing our account and keeping it in working order.
- **To send administrative information to you.** We may use your personal information to send you product, service and new feature information and/or information about changes to our terms, conditions, and policies.
- **To protect our Services.** We may use your information as part of our efforts to keep our Website safe and secure (for example, for fraud monitoring and prevention).
- **To enforce our terms, conditions and policies for business purposes, to comply with legal and regulatory requirements or in connection with our contract.**
- **To respond to legal requests and prevent harm.** If we receive a subpoena or other legal request, we may need to inspect the data we hold to determine how to respond.
- **For other business purposes.** We may use your information for other business purposes, such as data analysis, identifying usage trends, determining the effectiveness of our promotional campaigns and to evaluate and improve our Website, products,

marketing and your experience. We may use and store this information in aggregated and anonymized form so that it is not associated with individual end users and does not include personal information.

### 3. WILL YOUR INFORMATION BE SHARED WITH ANYONE?

***In Short:** We only share information with your consent, to comply with laws, to provide you with services, to protect your rights, or to fulfill business obligations.*

We may process or share your data that we hold based on the following legal basis:

- **Consent:** We may process your data if you have given us specific consent to use your personal information for a specific purpose.
- **Legitimate Interests:** We may process your data when it is reasonably necessary to achieve our legitimate business interests.
- **Performance of a Contract:** Where we have entered into a contract with you, we may process your personal information to fulfill the terms of our contract.
- **Legal Obligations:** We may disclose your information where we are legally required to do so in order to comply with applicable law, governmental requests, a judicial proceeding, court order, or legal process, such as in response to a court order or a subpoena (including in response to public authorities to meet national security or law enforcement requirements).
- **Vital Interests:** We may disclose your information where we believe it is necessary to investigate, prevent, or take action regarding potential violations of our policies, suspected fraud, situations involving potential threats to the safety of any person and illegal activities, or as evidence in litigation in which we are involved.

More specifically, we may need to process your data or share your personal information in the following situations:

- **Business Transfers.** We may share or transfer your information in connection with, or during negotiations of, any merger, sale of company assets, financing, or acquisition of all or a portion of our business to another company.

### 4. DO WE USE COOKIES AND OTHER TRACKING TECHNOLOGIES?

***In Short:** We may use cookies and other tracking technologies to collect and store your information.*

We may use cookies and similar tracking technologies (like web beacons and pixels) to access or store information. Specific information about how we use such technologies and how you can refuse certain cookies is set out in our Cookie Notice.

### 5. HOW LONG DO WE KEEP YOUR INFORMATION?

***In Short:** We keep your information for as long as necessary to fulfill the purposes outlined in this privacy notice unless otherwise required by law.*

We will only keep your personal information for as long as it is necessary for the purposes set out in this privacy notice, unless a longer retention period is required or permitted by law (such as tax, accounting or other legal requirements). No purpose in this notice will require us keeping your personal information for longer than the period of time in which users have an account with us.

When we have no ongoing legitimate business need to process your personal information, we will either delete or anonymize such information, or, if this is not possible (for example, because your personal information has been stored in backup archives), then we will securely store your personal information and isolate it from any further processing until deletion is possible.

## **6. HOW DO WE KEEP YOUR INFORMATION SAFE?**

***In Short:** We aim to protect your personal information through a system of organizational and technical security measures.*

We have implemented appropriate technical and organizational security measures designed to protect the security of any personal information we process. However, despite our safeguards and efforts to secure your information, no electronic transmission over the Internet or information storage technology can be guaranteed to be 100% secure, so we cannot promise or guarantee that hackers, cybercriminals, or other unauthorized third parties will not be able to defeat our security, and improperly collect, access, steal, or modify your information. Although we will do our best to protect your personal information, transmission of personal information to and from our Website is at your own risk. You should only access the Website within a secure environment.

## **7. DO WE COLLECT INFORMATION FROM MINORS?**

***In Short:** We do not knowingly collect data from or market to children under 18 years of age.*

We do not knowingly solicit data from or market to children under 18 years of age. By using the Website, you represent that you are at least 18 or that you are the parent or guardian of such a minor and consent to such minor dependent's use of the Website. If we learn that personal information from users less than 18 years of age has been collected, we will deactivate the account and take reasonable measures to promptly delete such data from our records. If you become aware of any data we may have collected from children under age 18, please contact us at [mbouligny@progroup.us](mailto:mbouligny@progroup.us).

## **8. WHAT ARE YOUR PRIVACY RIGHTS?**

***In Short:** You may review, change, or terminate your account at any time.*

If you are a resident in the EEA or UK and you believe we are unlawfully processing your personal information, you also have the right to complain to your local data protection supervisory authority. You can find their contact details here:

[https://ec.europa.eu/justice/data-protection/bodies/authorities/index\\_en.htm](https://ec.europa.eu/justice/data-protection/bodies/authorities/index_en.htm).

If you are a resident in Switzerland, the contact details for the data protection authorities are available here: <https://www.edoeb.admin.ch/edoeb/en/home.html>.

### Account Information

If you would at any time like to review or change the information in your account or terminate your account, you can:

- Log in to your account settings and update your user account.
- Contact us using the contact information provided.

Upon your request to terminate your account, we will deactivate or delete your account and information from our active databases. However, we may retain some information in our files to prevent fraud, troubleshoot problems, assist with any investigations, enforce our Terms of Use and/or comply with applicable legal requirements.

**Cookies and similar technologies:** Most Web browsers are set to accept cookies by default. If you prefer, you can usually choose to set your browser to remove cookies and to reject cookies. If you choose to remove cookies or reject cookies, this could affect certain features or services of our Website. To opt-out of interest-based advertising by advertisers on our Website visit <http://www.aboutads.info/choices/>.

**Opting out of email marketing:** You can unsubscribe from our marketing email list at any time by clicking on the unsubscribe link in the emails that we send or by contacting us using the details provided below. You will then be removed from the marketing email list — however, we may still communicate with you, for example to send you service-related emails that are necessary for the administration and use of your account, to respond to service requests, or for other non-marketing purposes. To otherwise opt-out, you may:

- Access your account settings and update your preferences.
- Contact us using the contact information provided.

## 9. CONTROLS FOR DO-NOT-TRACK FEATURES

Most web browsers and some mobile operating systems and mobile applications include a Do-Not-Track ("DNT") feature or setting you can activate to signal your privacy preference not to have data about your online browsing activities monitored and collected. At this stage no uniform technology standard for recognizing and implementing DNT signals has been finalized. As such, we do not currently respond to DNT browser signals or any other mechanism that automatically communicates your choice not to be tracked online. If a standard for online tracking is adopted that we must follow in the future, we will inform you about that practice in a revised version of this privacy notice.

## 10. DO CALIFORNIA RESIDENTS HAVE SPECIFIC PRIVACY RIGHTS?

***In Short:** Yes, if you are a resident of California, you are granted specific rights regarding access to your personal information.*

California Civil Code Section 1798.83, also known as the "Shine The Light" law, permits our users who are California residents to request and obtain from us, once a year and free of charge, information about categories of personal information (if any) we disclosed to third parties for direct marketing purposes and the names and addresses of all third parties with which we shared personal information in the immediately preceding calendar year. If you are a California resident and would like to make such a request, please submit your request in writing to us using the contact information provided below.

If you are under 18 years of age, reside in California, and have a registered account with the Website, you have the right to request removal of unwanted data that you publicly post on the Website. To request removal of such data, please contact us using the contact information provided below, and include the email address associated with your account and a statement that you reside in California. We will make sure the data is not publicly displayed on the Website, but please be aware that the data may not be completely or comprehensively removed from all our systems (e.g. backups, etc.).

#### **11. DO WE MAKE UPDATES TO THIS NOTICE?**

***In Short:** Yes, we will update this notice as necessary to stay compliant with relevant laws.*

We may update this privacy notice from time to time. The updated version will be indicated by an updated "Revised" date and the updated version will be effective as soon as it is accessible. If we make material changes to this privacy notice, we may notify you either by prominently posting a notice of such changes or by directly sending you a notification. We encourage you to review this privacy notice frequently to be informed of how we are protecting your information.

#### **12. HOW CAN YOU CONTACT US ABOUT THIS NOTICE?**

If you have questions or comments about this notice, you may email us at [mbouligny@progroup.us](mailto:mbouligny@progroup.us) or by post to:

Prospectus Group, LLC  
Georgia  
Fulton, GA 30312  
United States

#### **13. HOW CAN YOU REVIEW, UPDATE, OR DELETE THE DATA WE COLLECT FROM YOU?**

Based on the applicable laws of your country, you may have the right to request access to the personal information we collect from you, change that information, or delete it in some circumstances. To request to review, update, or delete your personal information, please visit: <https://ecco.ga-sps.org/settings.php>.

This privacy policy was created using Termly's [Privacy Policy Generator](#).

## Appendix C: Prospectus Group, LLC – ECCO Users Privacy Notice Terms of Use

**Last updated: October 15, 2021**

### **AGREEMENT TO TERMS**

These Terms of Use constitute a legally binding agreement made between you, whether personally or on behalf of an entity (“you”) and **The Prospectus Group, LLC** (“**Company**,” “**we**,” “**us**,” or “**our**”), concerning your access to and use of <https://ecco.ga-sps.org> website as well as any other media form, media channel, mobile website or mobile application related, linked, or otherwise connected thereto (collectively, the “Site”). You agree that by accessing the Site, you have read, understood, and agreed to be bound by all of these Terms of Use. IF YOU DO NOT AGREE WITH ALL OF THESE TERMS OF USE, THEN YOU ARE EXPRESSLY PROHIBITED FROM USING THE SITE AND YOU MUST DISCONTINUE USE IMMEDIATELY.

Supplemental terms and conditions or documents that may be posted on the Site from time to time are hereby expressly incorporated herein by reference. We reserve the right, in our sole discretion, to make changes or modifications to these Terms of Use at any time and for any reason. We will alert you about any changes by updating the “Last updated” date of these Terms of Use, and you waive any right to receive specific notice of each such change. Please ensure that you check the applicable Terms every time you use our Site so that you understand which Terms apply. You will be subject to, and will be deemed to have been made aware of and to have accepted, the changes in any revised Terms of Use by your continued use of the Site after the date such revised Terms of Use are posted.

The information provided on the Site is not intended for distribution to or use by any person or entity in any jurisdiction or country where such distribution or use would be contrary to law or regulation or which would subject us to any registration requirement within such jurisdiction or country. Accordingly, those persons who choose to access the Site from other locations do so on their own initiative and are solely responsible for compliance with local laws, if and to the extent local laws are applicable.

### **INTELLECTUAL PROPERTY RIGHTS**

Unless otherwise indicated, the Site is our proprietary property and all source code, databases, functionality, software, website designs, audio, video, text, photographs, and graphics on the Site (collectively, the “Content”) and the trademarks, service marks, and logos contained therein (the “Marks”) are owned or controlled by us or licensed to us, and are protected by copyright and trademark laws and various other intellectual property rights and unfair competition laws of the United States, international copyright laws, and international

conventions. The Content and the Marks are provided on the Site “AS IS” for your information and personal use only. Except as expressly provided in these Terms of Use, no part of the Site and no Content or Marks may be copied, reproduced, aggregated, republished, uploaded, posted, publicly displayed, encoded, translated, transmitted, distributed, sold, licensed, or otherwise exploited for any commercial purpose whatsoever, without our express prior written permission.

Provided that you are eligible to use the Site, you are granted a limited license to access and use the Site and to download or print a copy of any portion of the Content to which you have properly gained access solely for your personal, non-commercial use. We reserve all rights not expressly granted to you in and to the Site, the Content and the Marks.

### **USER REPRESENTATIONS**

By using the Site, you represent and warrant that: (1) you have the legal capacity and you agree to comply with these Terms of Use; (2) you are not a minor in the jurisdiction in which you reside; (3) you will not access the Site through automated or non-human means, whether through a bot, script, or otherwise; (4) you will not use the Site for any illegal or unauthorized purpose; and (5) your use of the Site will not violate any applicable law or regulation.

If you provide any information that is untrue, inaccurate, not current, or incomplete, we have the right to suspend or terminate your account and refuse any and all current or future use of the Site (or any portion thereof).

### **PROHIBITED ACTIVITIES**

You may not access or use the Site for any purpose other than that for which we make the Site available. The Site may not be used in connection with any commercial endeavors except those that are specifically endorsed or approved by us.

As a user of the Site, you agree not to:

1. Systematically retrieve data or other content from the Site to create or compile, directly or indirectly, a collection, compilation, database, or directory without written permission from us.
2. Trick, defraud, or mislead us and other users, especially in any attempt to learn sensitive account information such as user passwords.
3. Circumvent, disable, or otherwise interfere with security-related features of the Site, including features that prevent or restrict the use or copying of any Content or enforce limitations on the use of the Site and/or the Content contained therein.
4. Disparage, tarnish, or otherwise harm, in our opinion, us and/or the Site.
5. Use any information obtained from the Site in order to harass, abuse, or harm another person.
6. Make improper use of our support services or submit false reports of abuse or misconduct.
7. Use the Site in a manner inconsistent with any applicable laws or regulations.

8. Engage in unauthorized framing of or linking to the Site.
9. Upload or transmit (or attempt to upload or to transmit) viruses, Trojan horses, or other material, including excessive use of capital letters and spamming (continuous posting of repetitive text), that interferes with any party's uninterrupted use and enjoyment of the Site or modifies, impairs, disrupts, alters, or interferes with the use, features, functions, operation, or maintenance of the Site.
10. Engage in any automated use of the system, such as using scripts to send comments or messages, or using any data mining, robots, or similar data gathering and extraction tools.
11. Delete the copyright or other proprietary rights notice from any Content.
12. Attempt to impersonate another user or person or use the username of another user.
13. Upload or transmit (or attempt to upload or to transmit) any material that acts as a passive or active information collection or transmission mechanism, including without limitation, clear graphics interchange formats ("gifs"), 1x1 pixels, web bugs, cookies, or other similar devices (sometimes referred to as "spyware" or "passive collection mechanisms" or "pcms").
14. Interfere with, disrupt, or create an undue burden on the Site or the networks or services connected to the Site.
15. Harass, annoy, intimidate, or threaten any of our employees or agents engaged in providing any portion of the Site to you.
16. Attempt to bypass any measures of the Site designed to prevent or restrict access to the Site, or any portion of the Site.
17. Copy or adapt the Site's software, including but not limited to Flash, PHP, HTML, JavaScript, or other code.
18. Except as permitted by applicable law, decipher, decompile, disassemble, or reverse engineer any of the software comprising or in any way making up a part of the Site.
19. Except as may be the result of standard search engine or Internet browser usage, use, launch, develop, or distribute any automated system, including without limitation, any spider, robot, cheat utility, scraper, or offline reader that accesses the Site, or using or launching any unauthorized script or other software.
20. Use a buying agent or purchasing agent to make purchases on the Site.
21. Make any unauthorized use of the Site, including collecting usernames and/or email addresses of users by electronic or other means for the purpose of sending unsolicited email, or creating user accounts by automated means or under false pretenses.
22. Use the Site as part of any effort to compete with us or otherwise use the Site and/or the Content for any revenue-generating endeavor or commercial enterprise.

## **USER GENERATED CONTRIBUTIONS**

The Site does not offer users to submit or post content, however this site will be used to collect program performance data from participating / contracted organization to be used in data collection activities. We may provide you with the opportunity to create, submit, post, display, transmit, perform, publish, distribute, or broadcast content and materials to us or on the Site, including but not limited to text, writings, video, audio, photographs, graphics, comments, suggestions, or personal information or other material (collectively, "Contributions"). Contributions may be viewable by other users of the Site and through third-party websites. As

such, any Contributions you transmit may be treated in accordance with the Site Privacy Policy. When you create or make available any Contributions, you thereby represent and warrant that:

1. The creation, distribution, transmission, public display, or performance, and the accessing, downloading, or copying of your Contributions do not and will not infringe the proprietary rights, including but not limited to the copyright, patent, trademark, trade secret, or moral rights of any third party.
2. You are the creator and owner of or have the necessary licenses, rights, consents, releases, and permissions to use and to authorize us, the Site, and other users of the Site to use your Contributions in any manner contemplated by the Site and these Terms of Use.
3. You have the written consent, release, and/or permission of each and every identifiable individual person in your Contributions to use the name or likeness of each and every such identifiable individual person to enable inclusion and use of your Contributions in any manner contemplated by the Site and these Terms of Use.
4. Your Contributions are not false, inaccurate, or misleading.
5. Your Contributions are not unsolicited or unauthorized advertising, promotional materials, pyramid schemes, chain letters, spam, mass mailings, or other forms of solicitation.
6. Your Contributions are not obscene, lewd, lascivious, filthy, violent, harassing, libelous, slanderous, or otherwise objectionable (as determined by us).
7. Your Contributions do not ridicule, mock, disparage, intimidate, or abuse anyone.
8. Your Contributions are not used to harass or threaten (in the legal sense of those terms) any other person and to promote violence against a specific person or class of people.
9. Your Contributions do not violate any applicable law, regulation, or rule.
10. Your Contributions do not violate the privacy or publicity rights of any third party.
11. Your Contributions do not violate any applicable law concerning child pornography, or otherwise intended to protect the health or well-being of minors.
12. Your Contributions do not include any offensive comments that are connected to race, national origin, gender, sexual preference, or physical handicap.
13. Your Contributions do not otherwise violate, or link to material that violates, any provision of these Terms of Use, or any applicable law or regulation.

Any use of the Site in violation of the foregoing violates these Terms of Use and may result in, among other things, termination or suspension of your rights to use the Site.

## **CONTRIBUTION LICENSE**

You and the Site agree that we may access, store, process, and use any information and personal data that you provide following the terms of the Privacy Policy and your choices (including settings).

By submitting suggestions or other feedback regarding the Site, you agree that we can use and share such feedback for any purpose without compensation to you.

We do not assert any ownership over your Contributions. You retain full ownership of all of your Contributions and any intellectual property rights or other proprietary rights associated

with your Contributions. We are not liable for any statements or representations in your Contributions provided by you in any area on the Site. You are solely responsible for your Contributions to the Site and you expressly agree to exonerate us from any and all responsibility and to refrain from any legal action against us regarding your Contributions.

## **SUBMISSIONS**

You acknowledge and agree that any questions, comments, suggestions, ideas, feedback, or other information regarding the Site ("Submissions") provided by you to us are non-confidential and shall become our sole property. We shall own exclusive rights, including all intellectual property rights, and shall be entitled to the unrestricted use and dissemination of these Submissions for any lawful purpose, commercial or otherwise, without acknowledgment or compensation to you. You hereby waive all moral rights to any such Submissions, and you hereby warrant that any such Submissions are original with you or that you have the right to submit such Submissions. You agree there shall be no recourse against us for any alleged or actual infringement or misappropriation of any proprietary right in your Submissions.

## **SITE MANAGEMENT**

We reserve the right, but not the obligation, to: (1) monitor the Site for violations of these Terms of Use; (2) take appropriate legal action against anyone who, in our sole discretion, violates the law or these Terms of Use, including without limitation, reporting such user to law enforcement authorities; (3) in our sole discretion and without limitation, refuse, restrict access to, limit the availability of, or disable (to the extent technologically feasible) any of your Contributions or any portion thereof; (4) in our sole discretion and without limitation, notice, or liability, to remove from the Site or otherwise disable all files and content that are excessive in size or are in any way burdensome to our systems; and (5) otherwise manage the Site in a manner designed to protect our rights and property and to facilitate the proper functioning of the Site.

## **TERM AND TERMINATION**

These Terms of Use shall remain in full force and effect while you use the Site. WITHOUT LIMITING ANY OTHER PROVISION OF THESE TERMS OF USE, WE RESERVE THE RIGHT TO, IN OUR SOLE DISCRETION AND WITHOUT NOTICE OR LIABILITY, DENY ACCESS TO AND USE OF THE SITE (INCLUDING BLOCKING CERTAIN IP ADDRESSES), TO ANY PERSON FOR ANY REASON OR FOR NO REASON, INCLUDING WITHOUT LIMITATION FOR BREACH OF ANY REPRESENTATION, WARRANTY, OR COVENANT CONTAINED IN THESE TERMS OF USE OR OF ANY APPLICABLE LAW OR REGULATION. WE MAY TERMINATE YOUR USE OR PARTICIPATION IN THE SITE OR DELETE ANY CONTENT OR INFORMATION THAT YOU POSTED AT ANY TIME, WITHOUT WARNING, IN OUR SOLE DISCRETION.

If we terminate or suspend your account for any reason, you are prohibited from registering and creating a new account under your name, a fake or borrowed name, or the name of any third party, even if you may be acting on behalf of the third party. In addition to terminating or suspending your account, we reserve the right to take appropriate legal action, including without limitation pursuing civil, criminal, and injunctive redress.

## **MODIFICATIONS AND INTERRUPTIONS**

We reserve the right to change, modify, or remove the contents of the Site at any time or for any reason at our sole discretion without notice. However, we have no obligation to update any information on our Site. We also reserve the right to modify or discontinue all or part of the Site without notice at any time. We will not be liable to you or any third party for any modification, price change, suspension, or discontinuance of the Site.

We cannot guarantee the Site will be available at all times. We may experience hardware, software, or other problems or need to perform maintenance related to the Site, resulting in interruptions, delays, or errors. We reserve the right to change, revise, update, suspend, discontinue, or otherwise modify the Site at any time or for any reason without notice to you. You agree that we have no liability whatsoever for any loss, damage, or inconvenience caused by your inability to access or use the Site during any downtime or discontinuance of the Site. Nothing in these Terms of Use will be construed to obligate us to maintain and support the Site or to supply any corrections, updates, or releases in connection therewith.

## **GOVERNING LAW**

These Terms shall be governed by and defined following the laws of Atlanta, Georgia, USA and yourself irrevocably consent that the courts of Georgia USA shall have exclusive jurisdiction to resolve any dispute which may arise in connection with these terms.

## **DISPUTE RESOLUTION**

### **Binding Arbitration**

Any dispute arising out of or in connection with this contract, including any question regarding its existence, validity or termination, shall be referred to and finally resolved by the International Commercial Arbitration Court under the European Arbitration Chamber (Belgium, Brussels, Avenue Louise, 146) according to the Rules of this ICAC, which, as a result of referring to it, is considered as the part of this clause. The number of arbitrators shall be 3. The seat, or legal place, of arbitration shall be Atlanta GA. The language of the proceedings shall be English. The governing law of the contract shall be the substantive law of Georgia.

### **Restrictions**

The Parties agree that any arbitration shall be limited to the Dispute between the Parties individually. To the full extent permitted by law, (a) no arbitration shall be joined with any other proceeding; (b) there is no right or authority for any Dispute to be arbitrated on a class-action basis or to utilize class action procedures; and (c) there is no right or authority for any Dispute to be brought in a purported representative capacity on behalf of the general public or any other persons.

### **Exceptions to Arbitration**

The Parties agree that the following Disputes are not subject to the above provisions concerning binding arbitration: (a) any Disputes seeking to enforce or protect, or concerning the validity of, any of the intellectual property rights of a Party; (b) any Dispute related to, or arising from, allegations of theft, piracy, invasion of privacy, or unauthorized use; and (c) any claim for injunctive relief. If this provision is found to be illegal or unenforceable, then neither Party will elect to arbitrate any Dispute falling within that portion of this provision found to be illegal or unenforceable and such Dispute shall be decided by a court of competent jurisdiction within the courts listed for jurisdiction above, and the Parties agree to submit to the personal jurisdiction of that court.

### **CORRECTIONS**

There may be information on the Site that contains typographical errors, inaccuracies, or omissions, including descriptions, pricing, availability, and various other information. We reserve the right to correct any errors, inaccuracies, or omissions and to change or update the information on the Site at any time, without prior notice.

### **DISCLAIMER**

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# Appendix D: Ecco Development Operations Procedures

Guidance Document  
V.1 - May 16, 2022

## **Introduction to Ecco Development:**

This Document-

This guidance document will provide a general understanding of the procedures, process, and timeline as it pertains to Progroups software development. This process document will include our high-level methods, project-scopes, requirements gathering, scope verification, translation to work-packet ordering, and project execution.

As with all projects, elements outlined in this document are subject to change based on the greater operation environment factors such as human resource availability, aggregate workload, and other contingencies. The assigned project manager will serve as the individual responsible for facilitating the process of taking requests (requirements) and moving those requirements through the correct set of resources to achieve the desired outcome.

Progroup development process consists of 3 types of development and 8 development areas that the project manager will facilitate to achieve the desired outcome for the client and user.

Incorporated Frameworks Agile and PMI-

The Progroup has adopted development frameworks consisting of Agile and Project Management Institute's, Project Management Body of Knowledge.

We believe that these two frameworks, when used together, offer the best balance of accuracy and delivery, testing and deployment time tables.

<https://www.cprime.com/resources/what-is-agile-what-is-scrum/>

<http://repository.maranatha.edu/414/1/An%20Overview%20of%20Agile%20Software%20Development%20Methodology.pdf>

[https://en.wikipedia.org/wiki/Project\\_Management\\_Body\\_of\\_Knowledge](https://en.wikipedia.org/wiki/Project_Management_Body_of_Knowledge)

Prospectus Group Development Personnel-

For each development project a primary and secondary project manager will be assigned to each project build. The purpose of the Project manager is to ensure that the requirements are taken accurately, development process is followed, and final product is delivered within the required specifications. The assigned project manager will keep direct contact with a designated contact on the client end.

## Project Management Systems (PMS)-

PMS systems are designed to help the organization efficiency of the project building process. As of the date of this document, Progroup is using Asana (asana.com) as a primary PMS tool. For secondary communication we use tools such as Voxer (Voxer.com) and Zoom (Zoom.com).

## Three Types of Development -

The Progroup Development team works in 3 distinctive development types, each type has its own work-paths, SOPS (Standard Operating Procedures) involved disciplines, timeline, quality expectations, and effort, est. timelines, work-packet order, prioritization and momentum of the 3 development work types; New Features; Changes or Alteration to current features and Fixes.

**New Features:** consists of added features or functions that are new to the clients application, even if the feature or function might exist in other Progroup Applications. Progroup develops and manages applications across multiple disciplines. New Features generally mean that the development process will involve all 5 development areas (as listed below). This is also generally the longest and most expensive development path.

**Changes and Alterations:** consists of any change or alteration to an existing feature or function. This will skip some of the development areas, for example, because the feature exists already, we generally will focus time on the business case and coding and testing.

**Fixes:** Most of the time fixes are the path of least resistance, and generally are the quickest. Most fixes might focus on Dev Coding and Testing. However, diagnosis of the issue can sometimes be time intensive.

**Alignment and Sequencing:** Generally work is gathered, planned, ranked and completed in a sequential process. That is one work-packet after another in sequence. There are some instances when the dev team may feel comfortable running work packs in parallel or crashing the schedule.

## **Triage and Standard Prioritization of Work-Packets:**

As a standard process we work with our clients to understand, estimate times, sequence and prioritize work packets. However, our standard operational procedures specify that fixes should be given priority. Thus when a fix item is discovered or brought to the attention of the project manager, all other development stops until this fix issue is resolved, because this is a SOP, the development team is instructed to follow this procedure without directive. After the issue has been resolved, development can resume.

## **Identify Issues, Fix and Retest:**

Ecco issues might be identified in a few different ways. Issues can be identified through a user that has discovered a break or of ways to move through a 3-step process we call this process: ID, Fix and Retest. Out of the 3 steps, identification of the issue can be the most time consuming, generally accounting for  $\frac{1}{3}$  of the total issue fix time. There are ways to reduce the time. Here are some tips that can greatly reduce the problem identification step.

	Business Case Understanding	UI / UX Development	Verification of UI / UX Functionality	Dev Coding	Internal Testing	User Acceptance Testing	Refinements	Path Duration Range
New Features	high	high	yes	high	high	high	high	1 to 4 months
Changes and Alterations	Low Mid	Low Mid	yes	Mid	Low	Low	Low	1 to 4 weeks
Fixes		Very Low	yes	Low	Low	Low		1 to 10 days