

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.

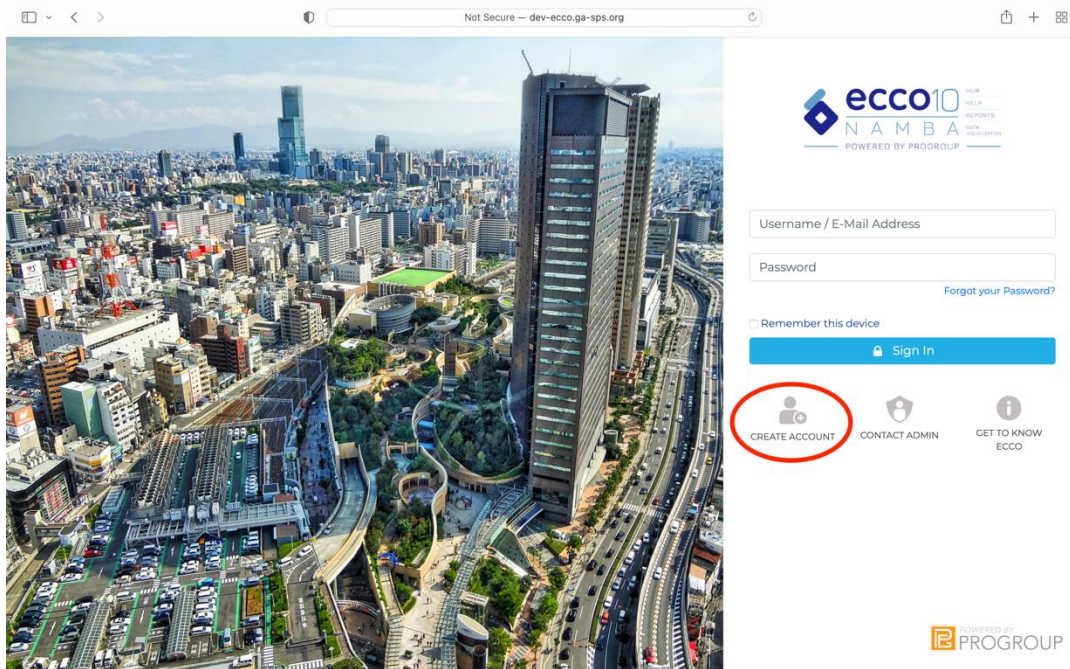
Preferred Browsers

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.”

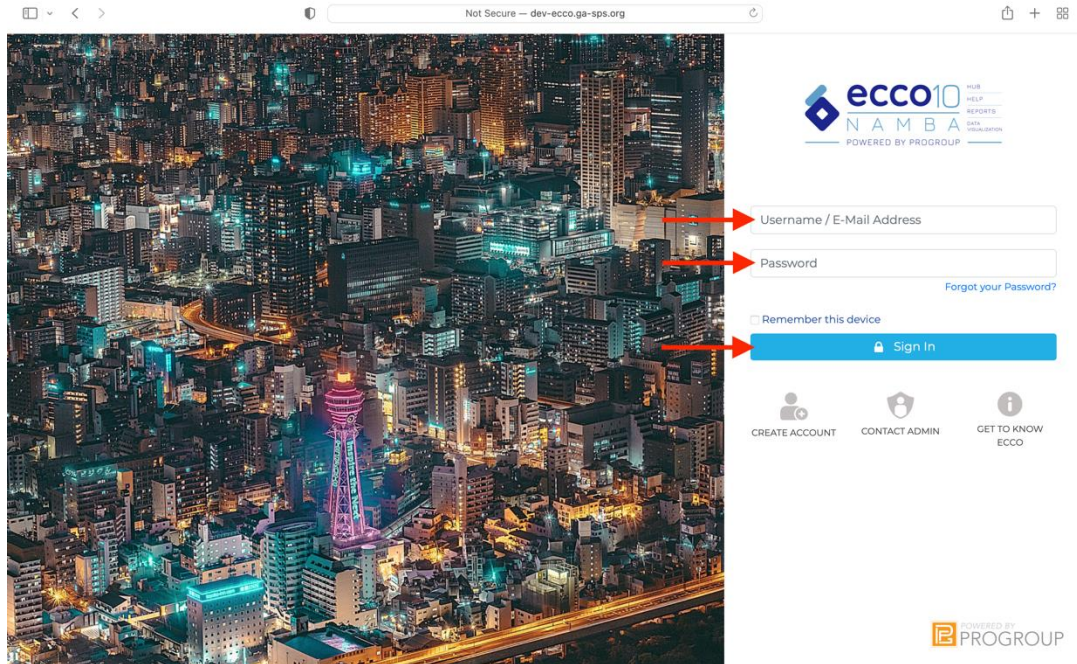


3. Fill in your information into the form and click “Create a new account.”

4. An ECCO Administrator will approve your account.

Login to ECCO

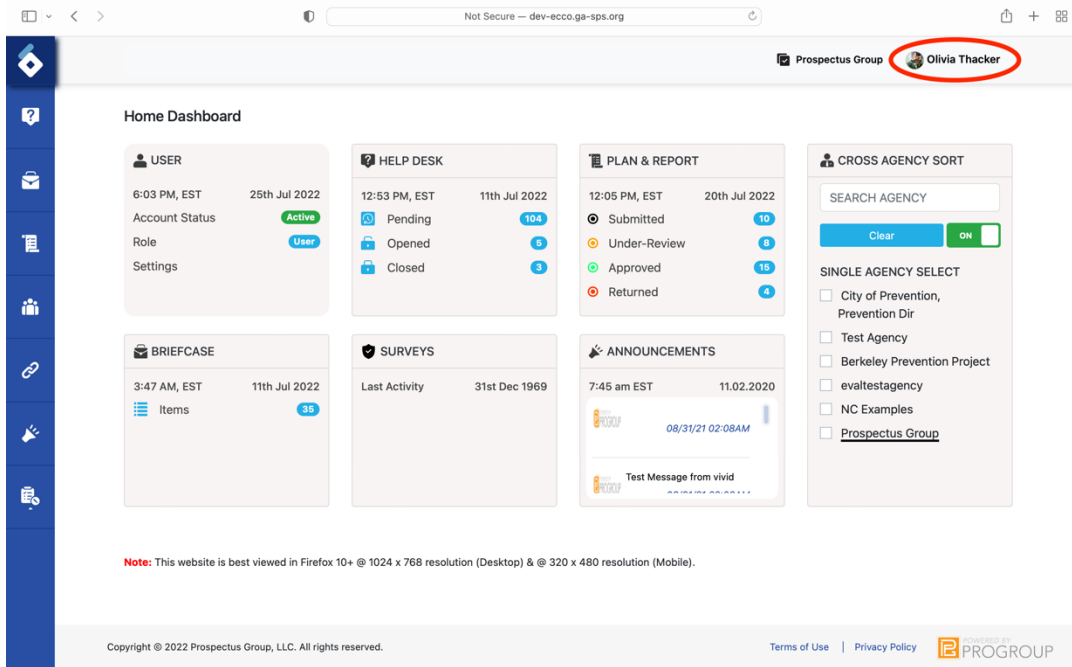
1. Navigate to <http://ecco.gapip.pro-sps.org> to log in.
2. Enter your email or username and type your password into the appropriate fields.
3. Click the “Login” button.



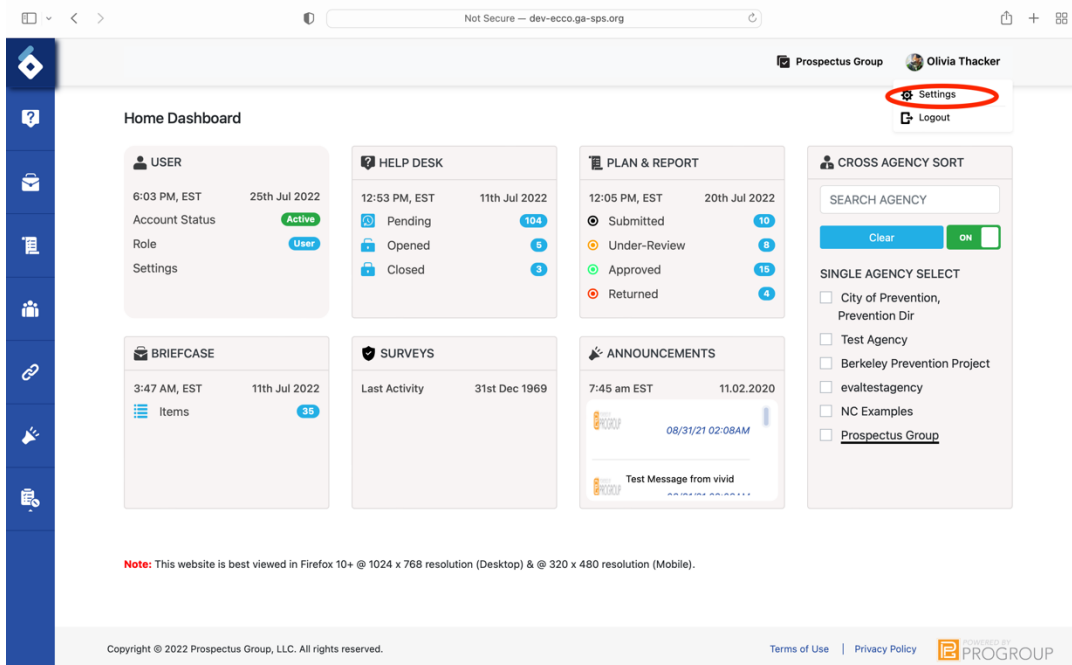
The screenshot shows a web browser window with the address bar displaying "Not Secure - dev-ecco.ga-sps.org". The main content area features a large, vibrant night-time aerial photograph of a city skyline, with the CN Tower prominently visible in the center. Overlaid on the right side of the image is the ECCO login interface. At the top right, the logo for "ecco10 NAMBA" is displayed, with "POWERED BY PROGROUP" written below it. Below the logo are two input fields: "Username / E-Mail Address" and "Password". A red arrow points to each of these fields. Below the password field is a link that says "Forgot your Password?". Underneath these fields is a checkbox labeled "Remember this device". A large blue button with a white lock icon and the text "Sign In" is positioned below the checkbox, with a red arrow pointing to it. At the bottom of the login section, there are three links: "CREATE ACCOUNT" (with a user icon), "CONTACT ADMIN" (with a shield icon), and "GET TO KNOW ECCO" (with an information icon). In the bottom right corner of the page, the "PROGROUP" logo is visible.

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."

Home Dashboard [Settings](#)

Profile Account Email Logo Reset Comments


Profile

Display Name Position Agency Name Region

Olivia Thacker Select Agency 1


Profile Image

☐ Use default avatar ☒ Upload new



Change photo

Submit

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

Home Dashboard [Settings](#)


Profile Account Email Logo Reset Comments

Account (Last changed: Aug 30, 2021)

Current Password New Password Re-Enter New Password

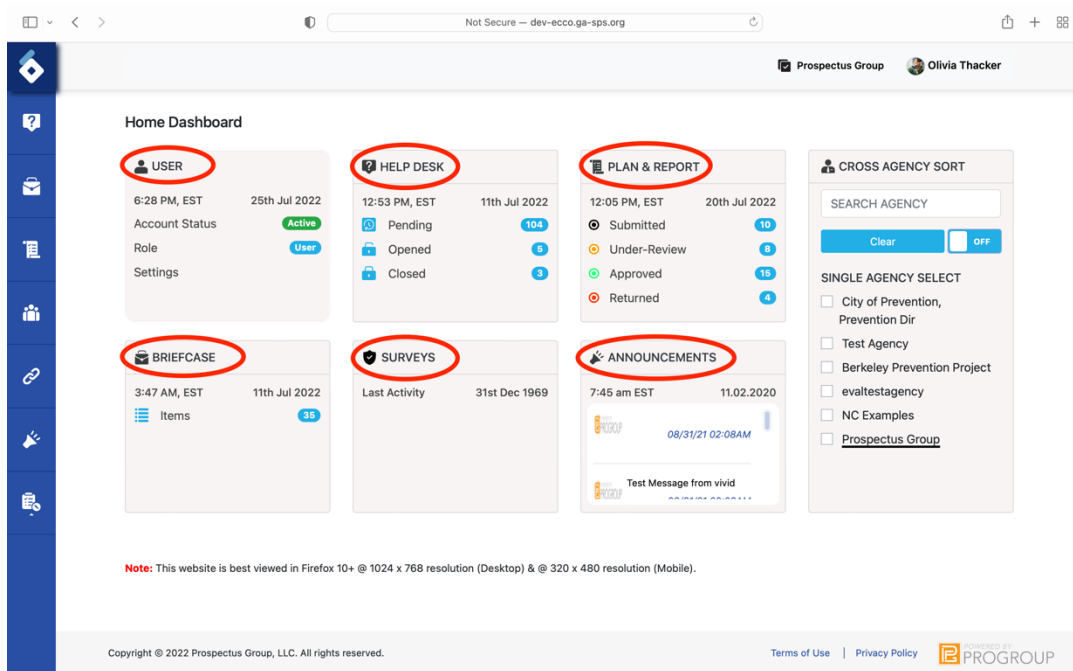
Old password New password Confirm new password

Submit

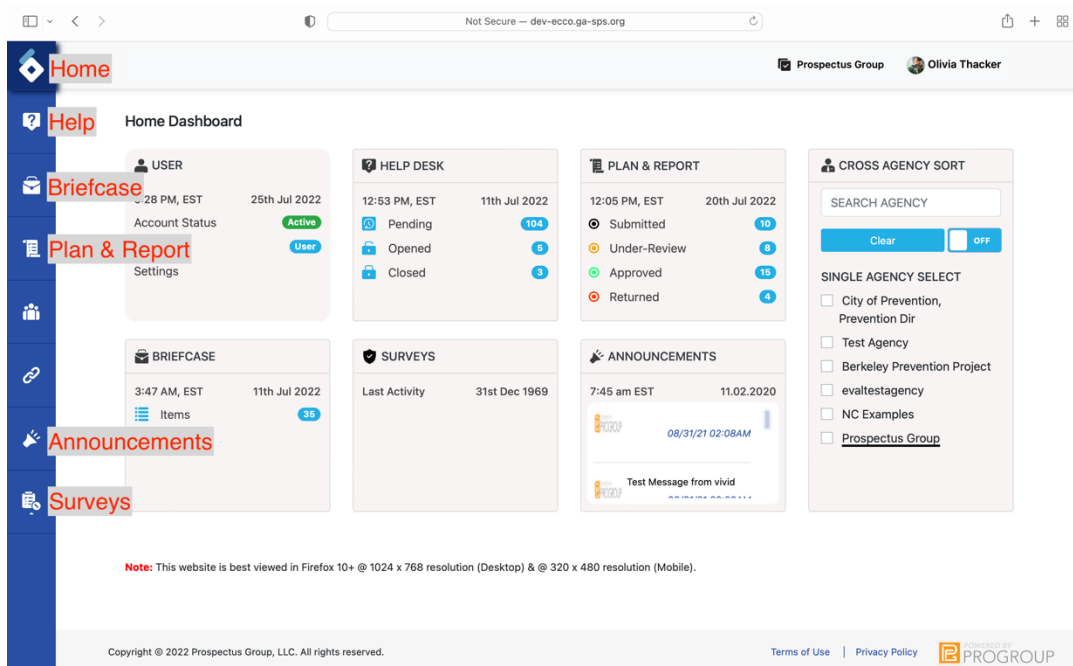
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ECCO Homepage

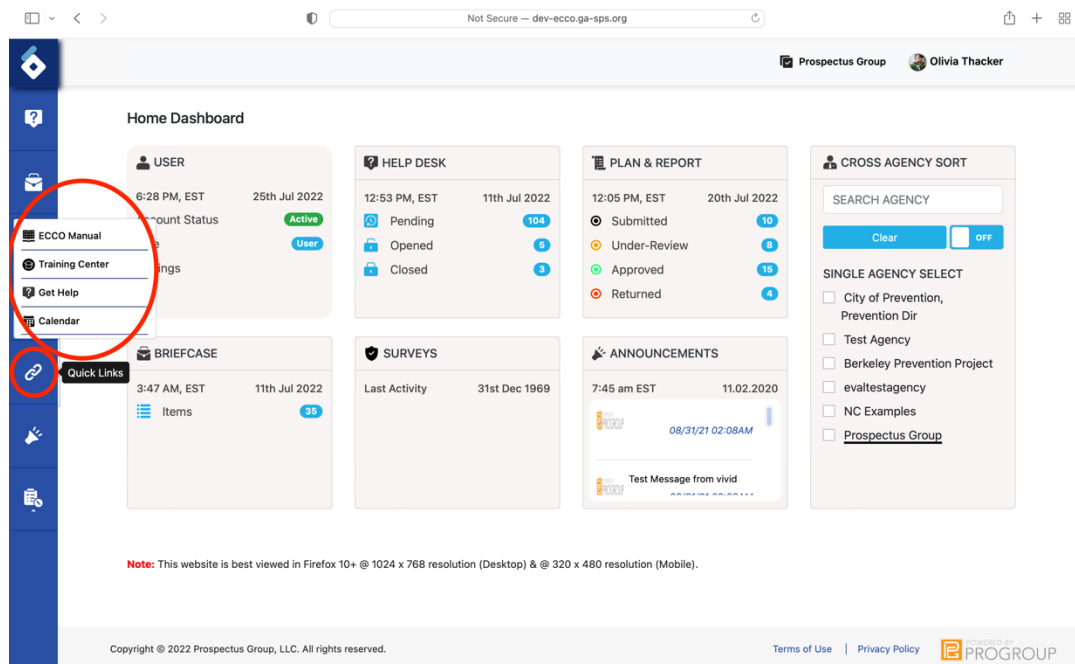
1. From the ECCO homepage, you will find six nodes for various dashboards in the center of the page.



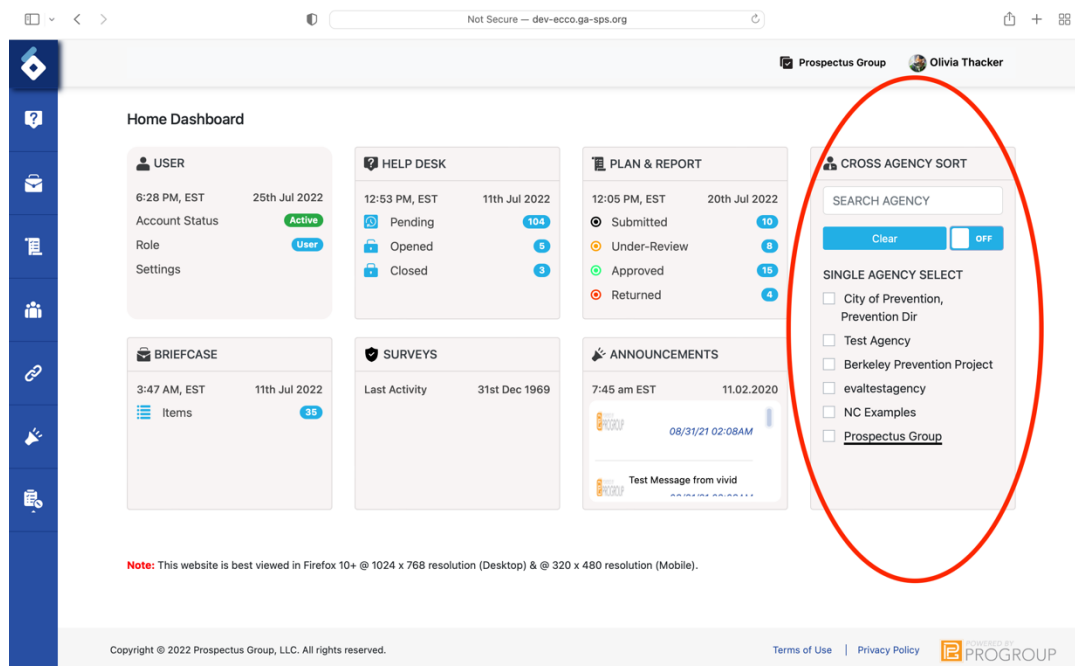
2. To the left, the sidebar allows you to navigate the ECCO system without needing to return to the homepage.



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



4. 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.



5. 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).

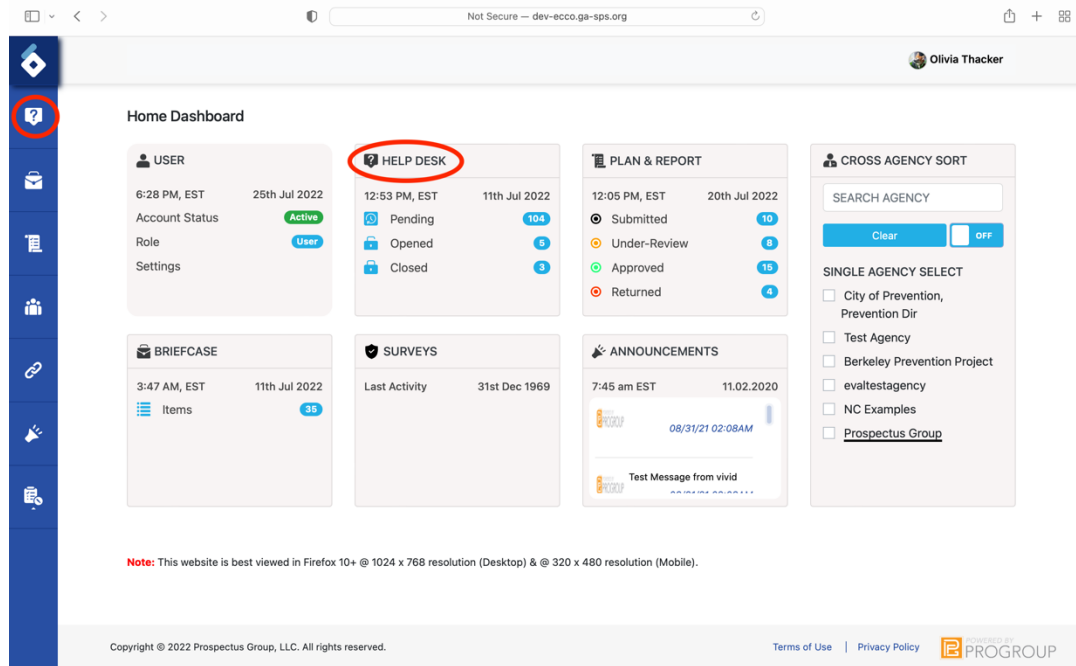
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Help Desk

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. At the top, there's a navigation bar with a 'Learn More' link and the user's name 'Olivia Thacker'. The main content area is titled 'Help Desk' and includes a 'Rate this Dashboard' button. Below this, there are three status cards: 'Pending' (104), 'Opened' (5), and 'Closed' (3). To the right, the 'TTA DASHBOARD KEY' section lists actions like 'View Brief TTA Information', 'Comment on a Particular TTA', and 'View/Edit TTA Details'. A red circle highlights the 'Create Request' button. Below the key, there are buttons for 'TTA Comments' and 'Recent Updates'. The 'FILTERS' section allows filtering by Status (Finished), User (All), and Regarding (All). The 'TTA DATA DASHBOARD' section shows a table of items with columns for R-Agency, Regarding, Comments, Created, Updated, Status, and Edit. The first row shows a request for 'City of Prevention, Prevention Dir -...' created on 11-19-2019 and updated on 05-06-2020.

3. A form will open up.

The screenshot shows the 'Create Request' form. The top navigation bar includes 'Home Dashboard' and a link to '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), 'Contact's Name' (Referral Name), 'Contact's Position' (Ex. Project Coordinator), 'Contact's Phone' (Contact Phone Number), and 'Contact's Email' (Email ID). The 'TA REQUEST' section includes 'Inquiry Type' (Technical Assistance), 'Funding Source' (Select Funding Source), 'What is the nature of your Inquiry' (Write something here), 'Provide any background information' (Write something here), 'Regarding' (-select-), 'Discovery Notes' (Comments), 'Resources (Select Resources Related To Your Request)', 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
☐ Combination

Write something here

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
☐ Combination

Write something here

☐ 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.

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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	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	

<< 1 2 3 4 5 >>

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Comments and Questions
Prospectus Group

Write your comments here

03 Sep 2021

Adminn, 12:26 PM NYC, New York

Hi, let's schedule an ECCO training. When are you available for a Zoom call?

03 Sep 2021

Adminn, 12:26 PM NYC, New York

Hi, let's schedule an ECCO training. When are you available for a Zoom call?

03 Sep 2021

Adminn, 12:14 PM NYC, New York

Hi, let's schedule an ECCO training. When are you available for a Zoom call?

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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 curers 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	Technology	Last Comment:	Created	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	S	
Prospectus Group - R-3	Capacity		08-31-2021 04:42 PM	08-31-2021 04:42 PM	P	
Prospectus Group - R-3	Technology		08-31-2021 04:37 PM	08-31-2021 04:37 PM	P	
City of Prevention, Prevention Dir -...			11-19-2019 03:24 PM	05-06-2020 05:05 AM	R	
City of Prevention, Prevention Dir -...	Implementation		11-12-2019 08:17 PM	02-01-2021 04:14 PM	P	

<< 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	S
Prospectus Group - R-3	Capacity		08-31-2021 04:42 PM	08-31-2021 04:42 PM	P
Prospectus Group - R-3	Technology		08-31-2021 04:37 PM	08-31-2021 04:37 PM	P
City of Prevention, Prevention Dir -...			11-19-2019 03:24 PM	05-06-2020 05:05 AM	R
City of Prevention, Prevention Dir -...	Implementation		11-12-2019 08:17 PM	02-01-2021 04:14 PM	P

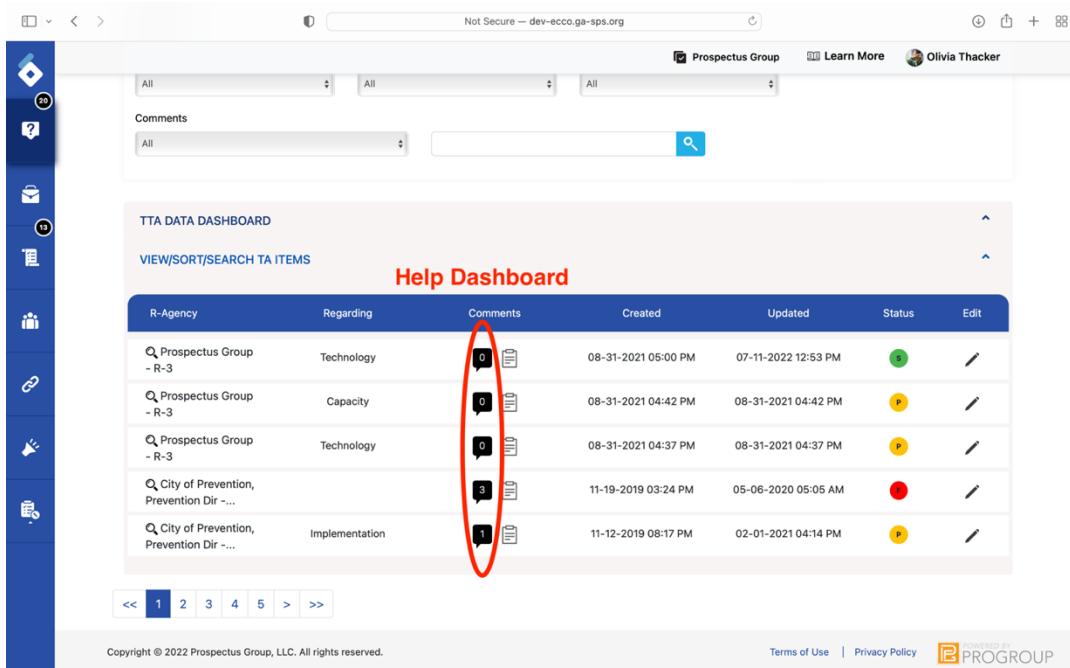
<< 1 2 3 4 5 >>

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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.

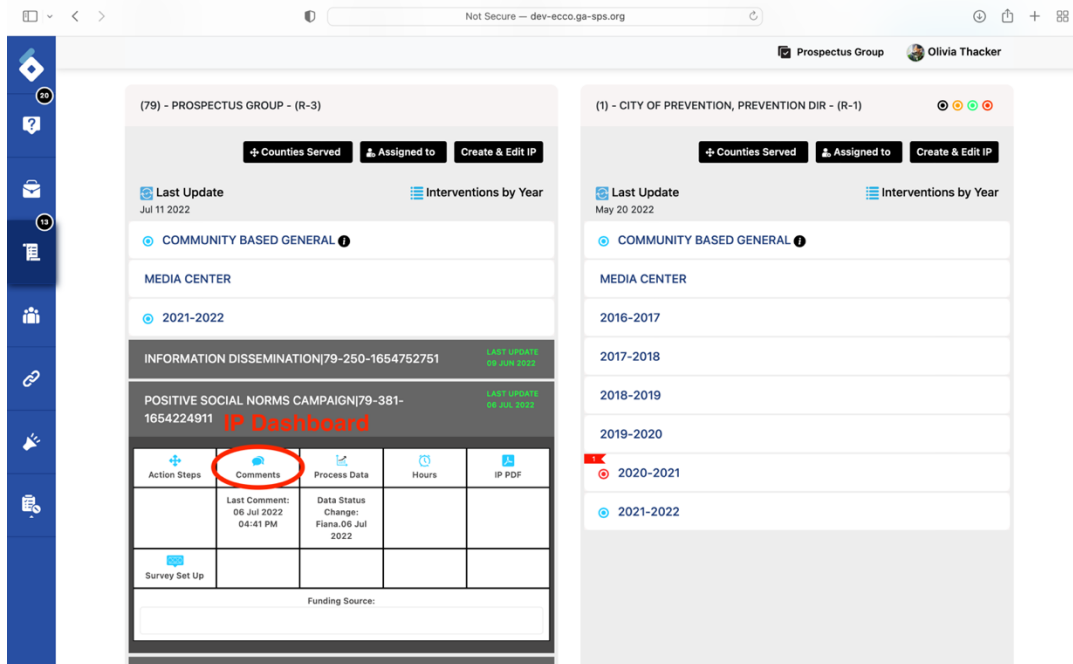
1. The comment section on both the Help and Implementation Planning Dashboards work the same; however, the symbol for comments that appears on the respective dashboards looks slightly different.



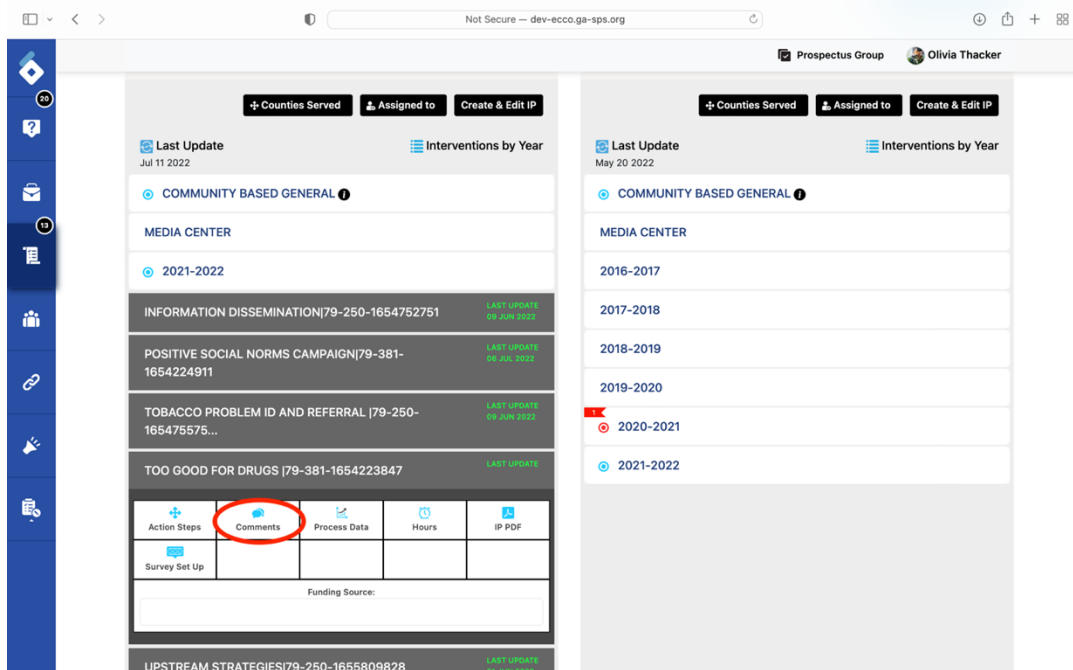
The screenshot shows the ECCO Help Dashboard. At the top, there's a navigation bar with 'Prospectus Group', 'Learn More', and a user profile 'Olivia Thacker'. Below this is a 'Comments' section with a search bar. The main content area is titled 'TTA DATA DASHBOARD' and 'VIEW/SORT/SEARCH TA ITEMS'. A table titled 'Help Dashboard' lists comments. The table has columns: R-Agency, Regarding, Comments, Created, Updated, Status, and Edit. The 'Comments' column contains icons representing the number of comments for each item. A red circle highlights these icons.

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	✎

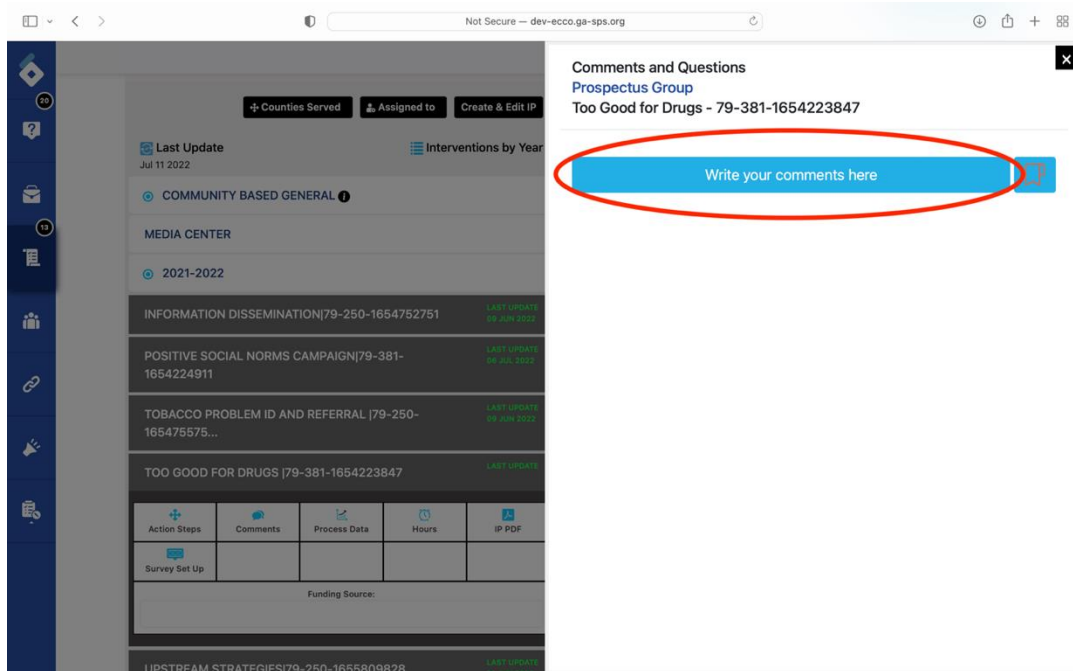
At the bottom, there's a pagination bar showing page 1 of 5, and a footer with 'Copyright © 2022 Prospectus Group, LLC. All rights reserved.' and 'POWERED BY PROGROUP'.



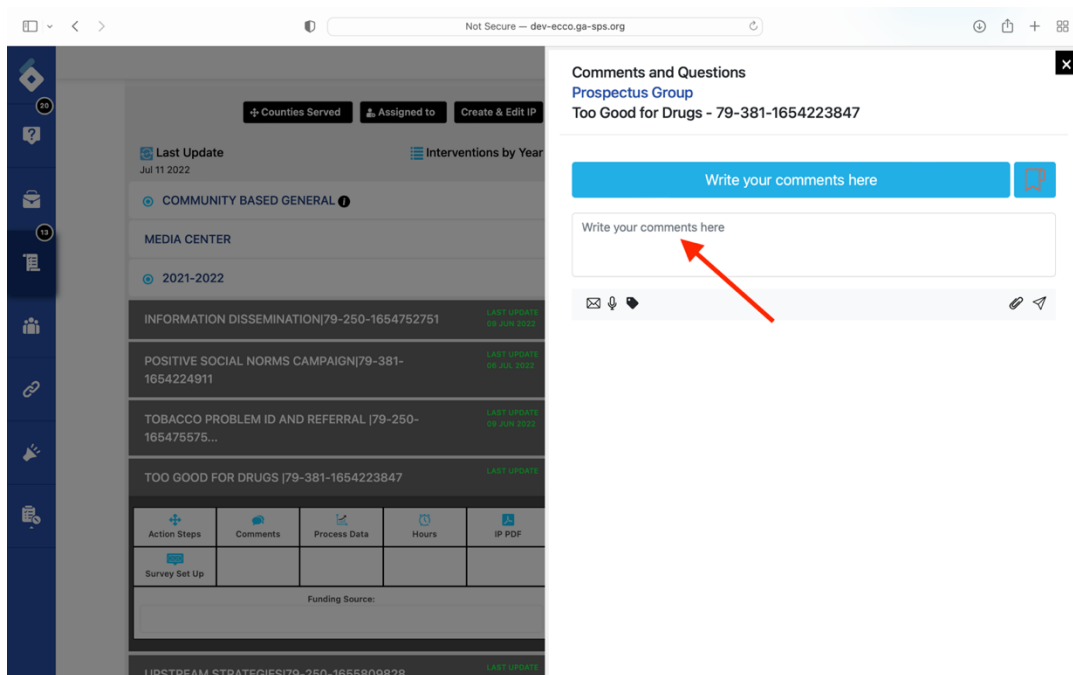
2. To view and make a comment, click on the comment icon.



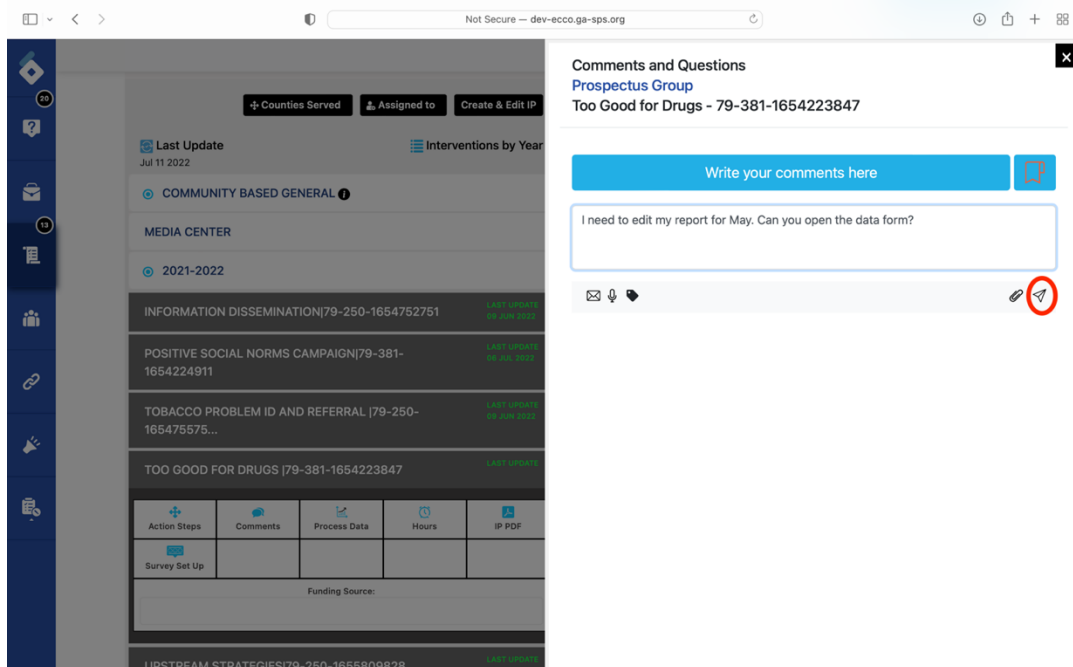
3. Click on the blue bar labeled "Write your comments here" to open a text box.



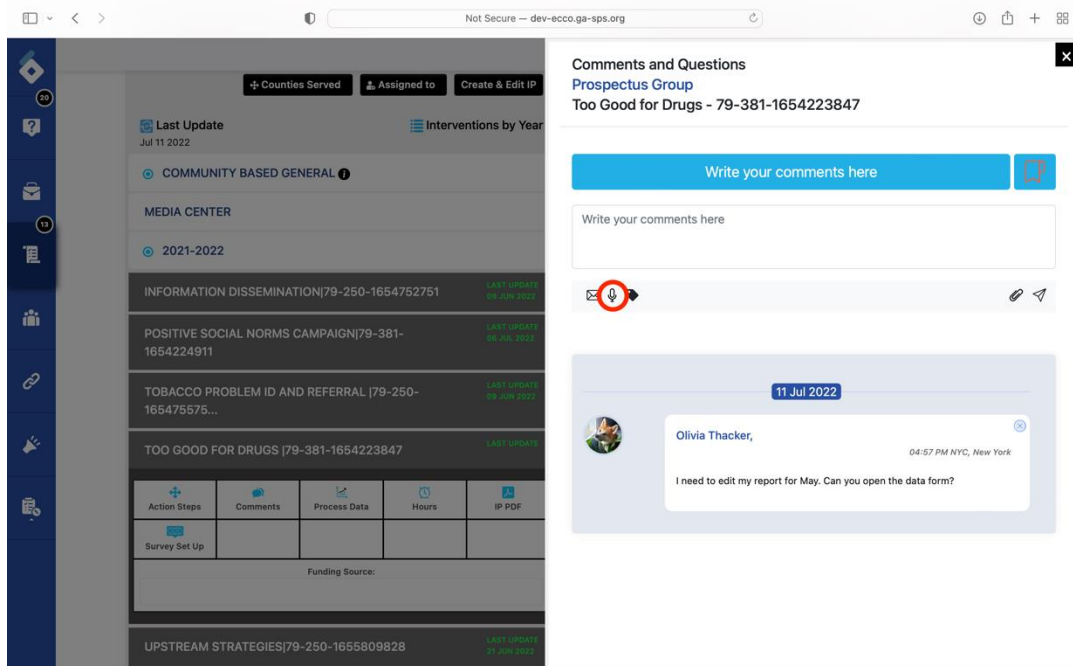
4. Write your response by placing your cursor in the box.



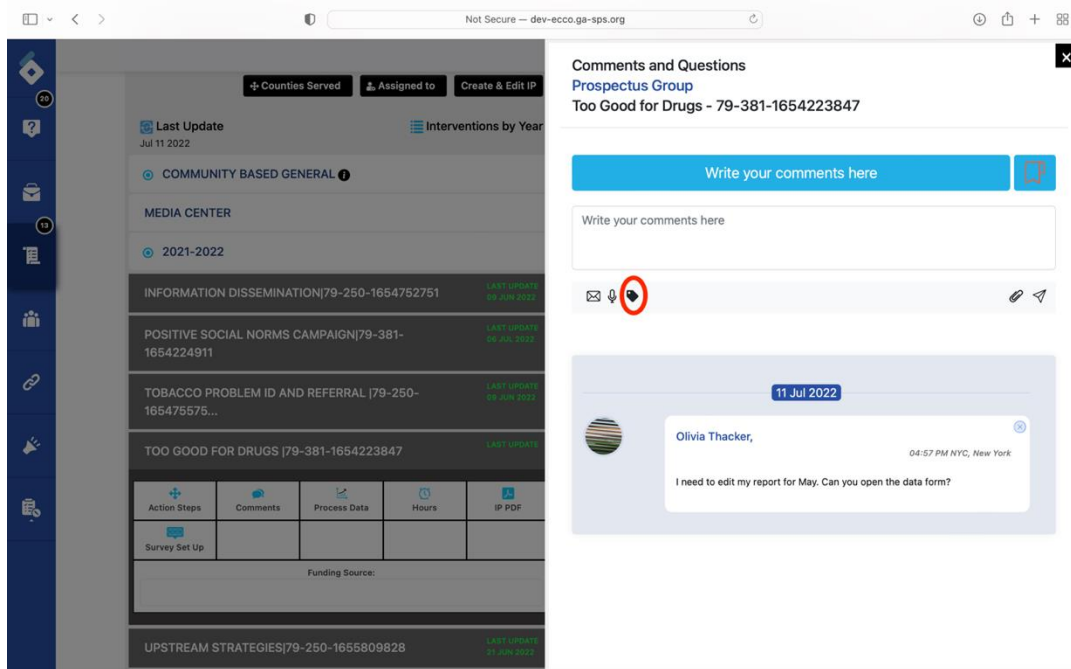
5. Submit your message by clicking the paper plane-shaped send button.



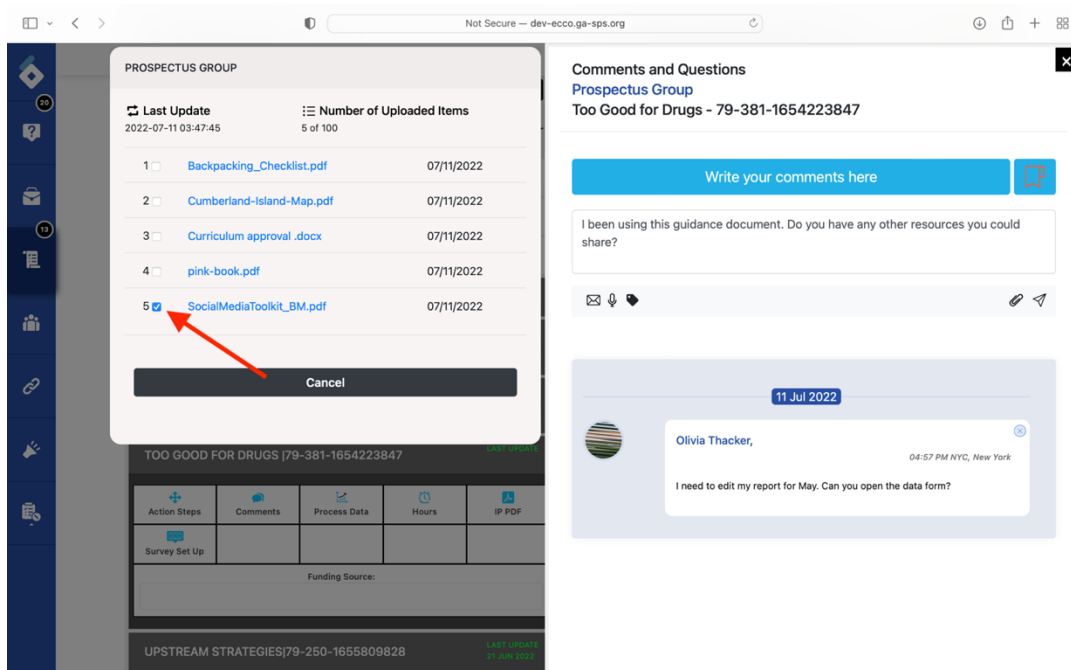
6. In addition to submitting a text comment, you can send voice messages up to one minute long by clicking on the mic icon.



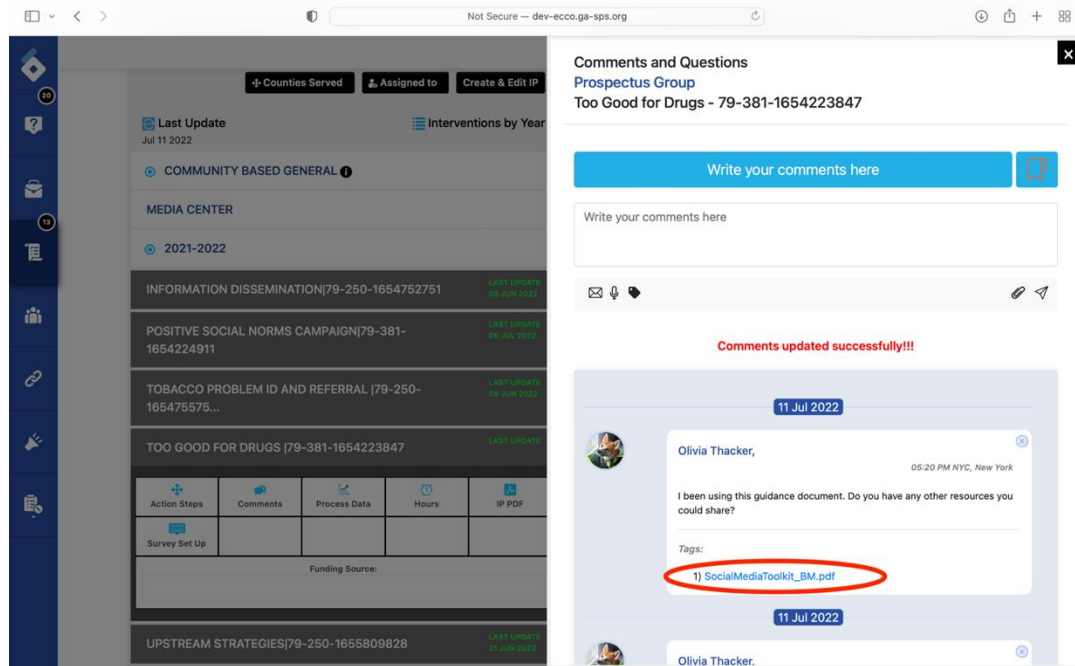
7. You can also select the tag icon to link your comment with a document in the briefcase.



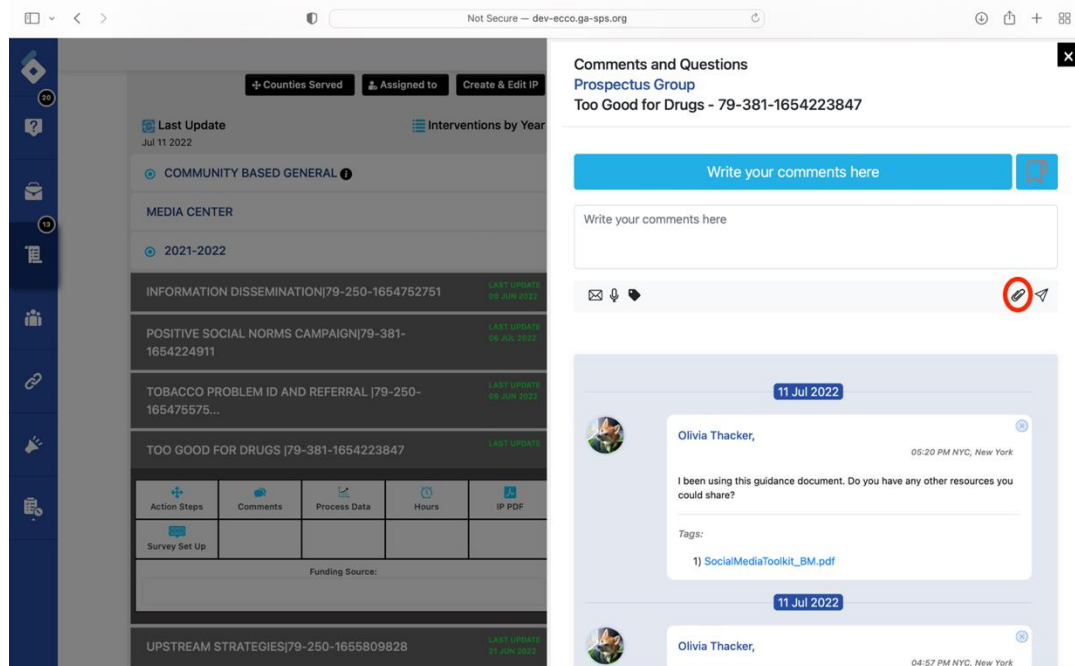
8. Select a file from the briefcase and hit send.



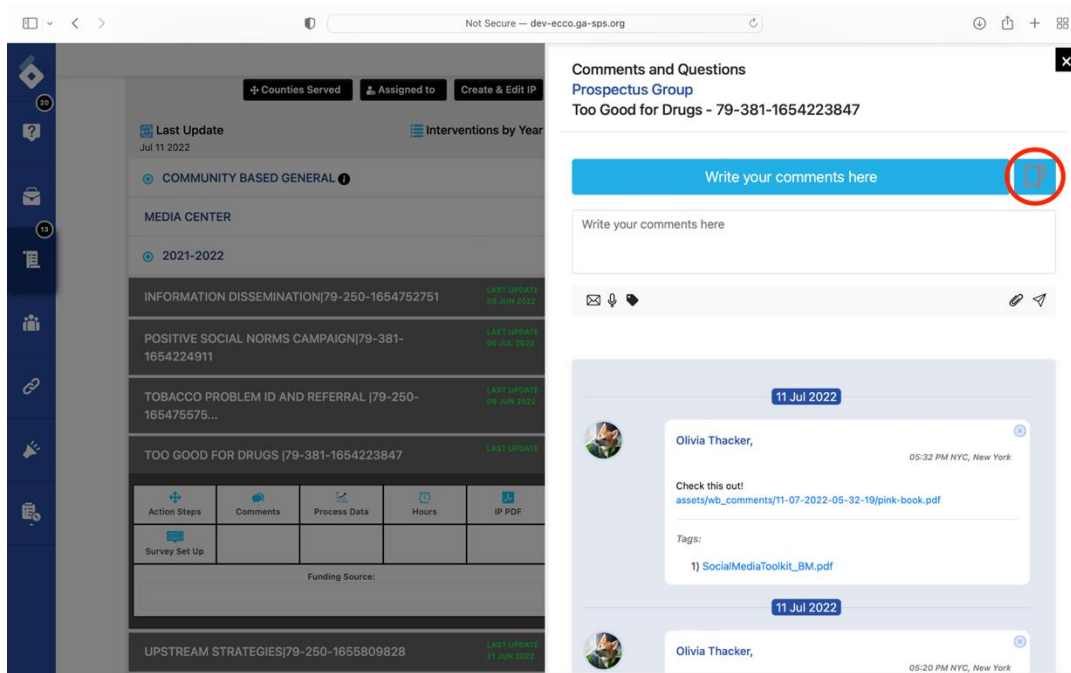
9. The message recipient can then open or download the tagged file by clicking on the hyperlinked text.



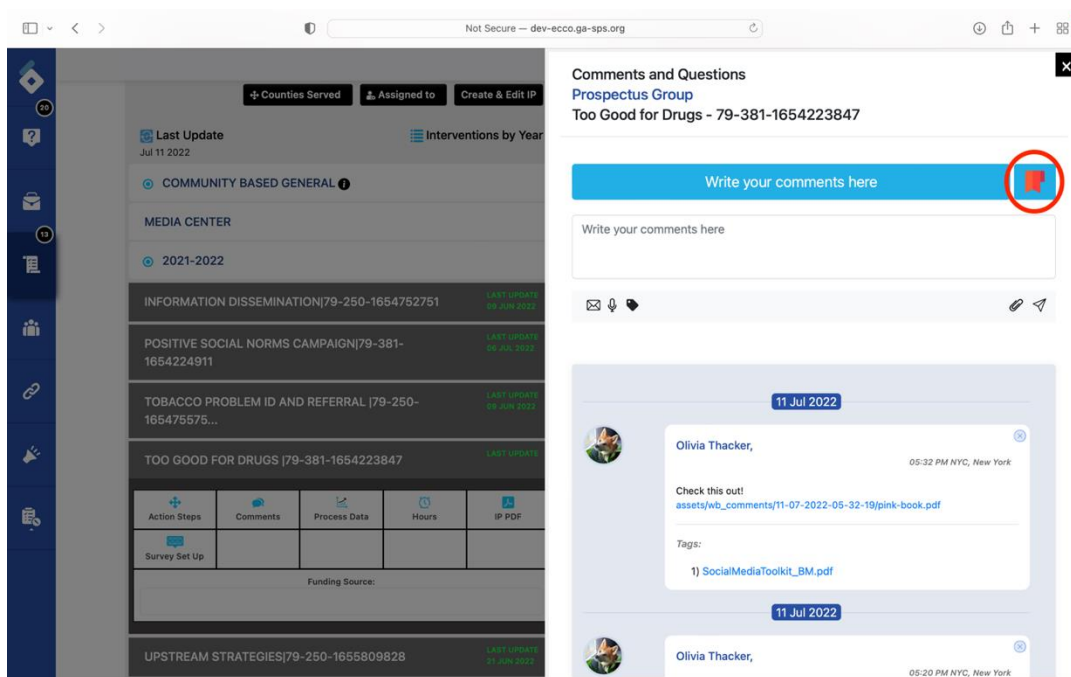
10. Clicking on the paperclip icon will allow you to attach a file from your computer with your comment.



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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Prospectus Group Olivia Thacker

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

Pending **104**

Opened **5**

Closed **3**

PLAN & REPORT

1:50 PM, EST 11th Jul 2022

Submitted **10**

Under-Review **8**

Approved **15**

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

3:47 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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Prospectus Group Olivia Thacker

By Region

IP Status

By Agency

Sort IP by

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

Last Update Jul 11 2022

1

MEDIA CENTER

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

Last Update May 20 2022

1

MEDIA CENTER

2016-2017

2017-2018

2018-2019

2019-2020

1

Not Secure — dev-ecco.ga-sps.org

Prospectus Group Olivia Thacker

By Region IP Status By Agency Sort IP by

Select Region All / Select All / Select 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

100 GOOD FOR DRUGS |79-381-1654223847 LAST UPDATE 09 JUN 2022

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

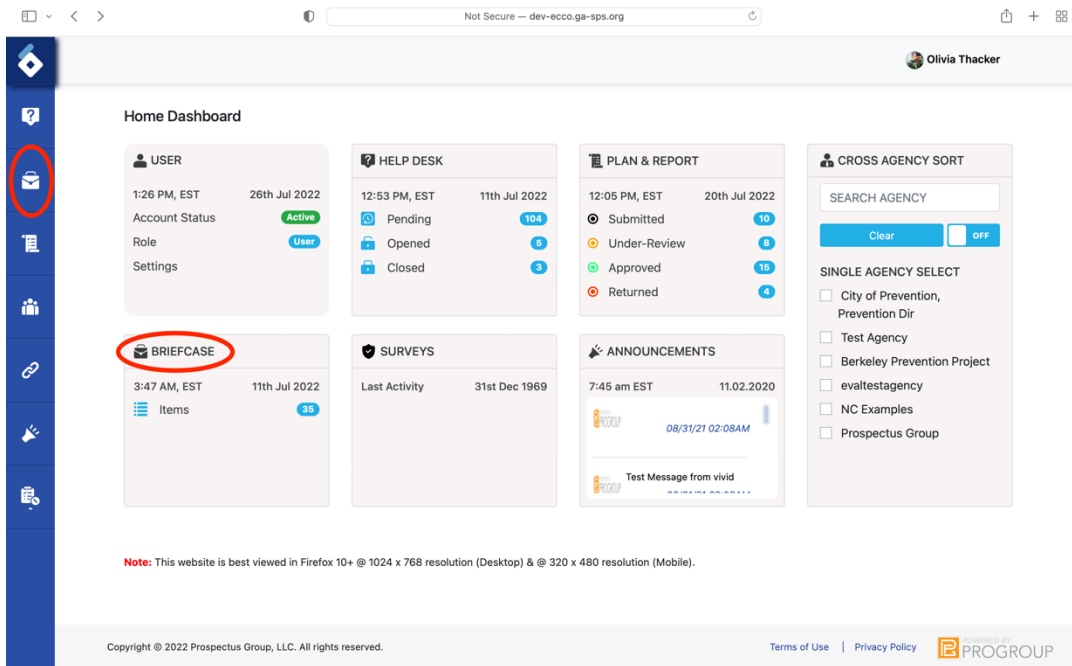
2020-2021

2021-2022

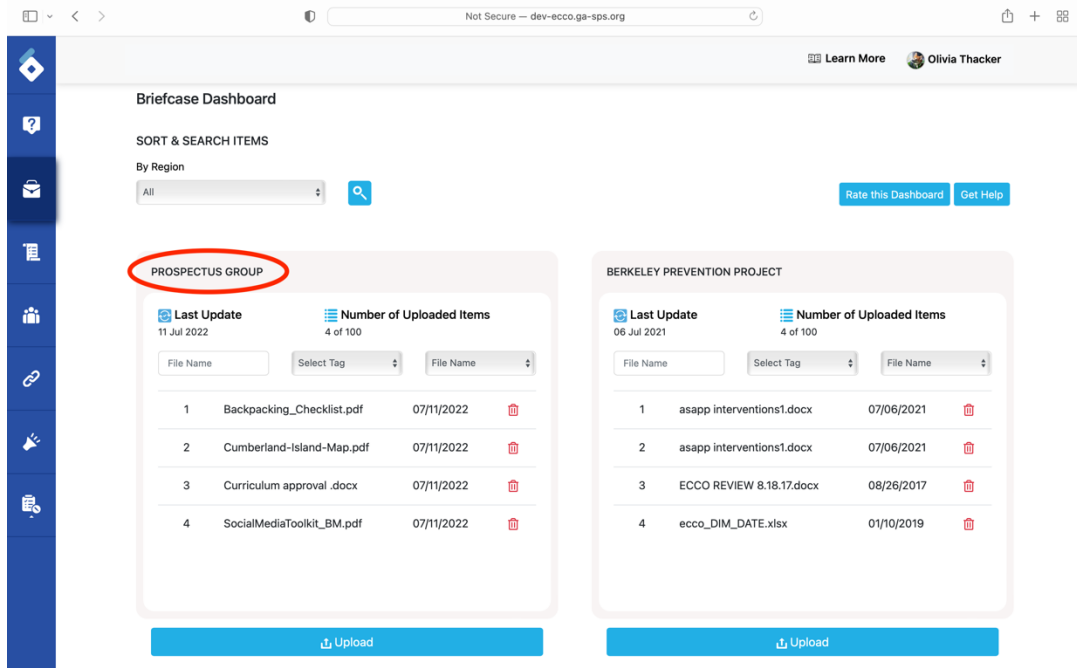
Uploading files to Briefcase

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.

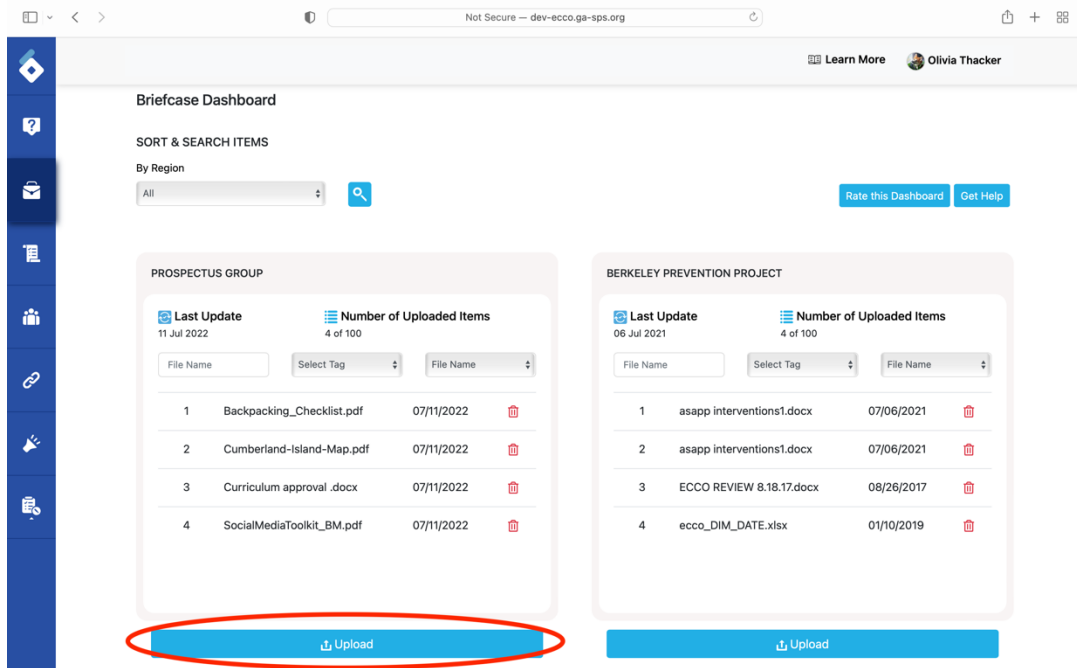
1. From the homepage, navigate to the Briefcase Dashboard by clicking on the node labeled “Briefcase” or click on the briefcase icon on the sidebar to the left.



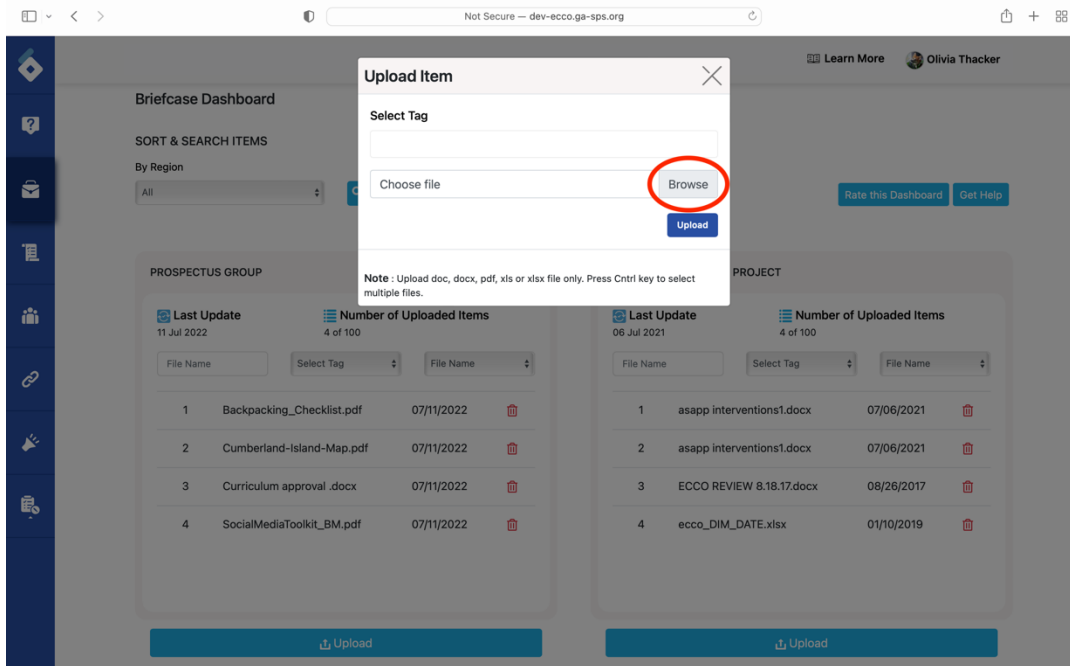
2. Once on the Briefcase Dashboard, find the agency node you want to upload files to. If you are only associated with one agency/funding source, you will only see one node.



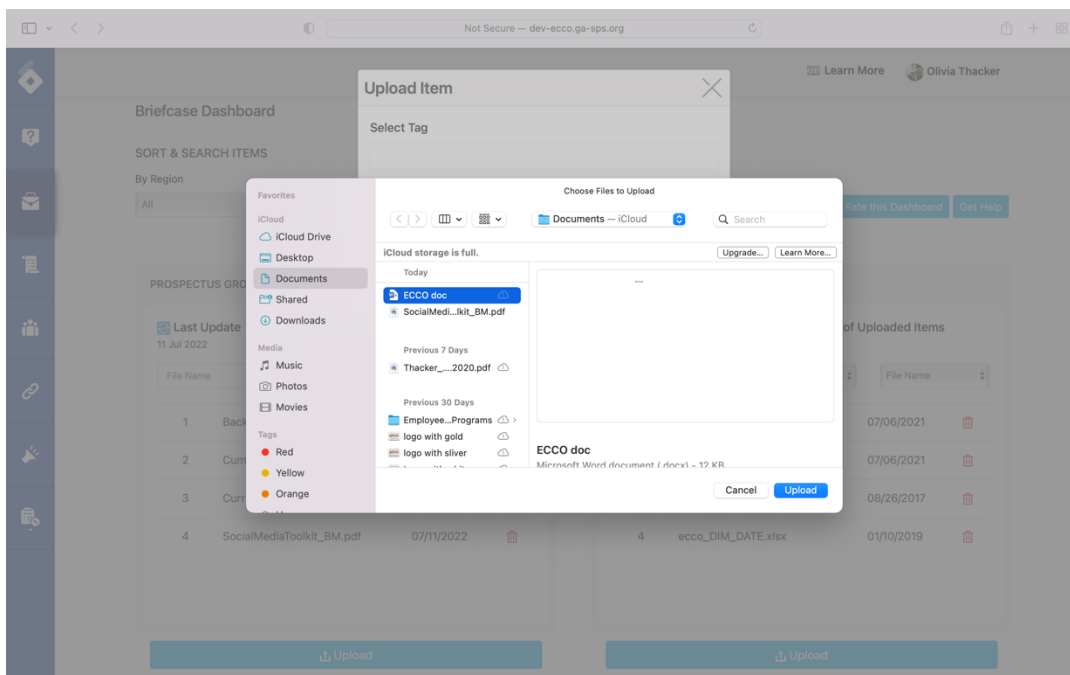
3. Click on the blue rectangle box labeled "Upload," located at the bottom of the node.



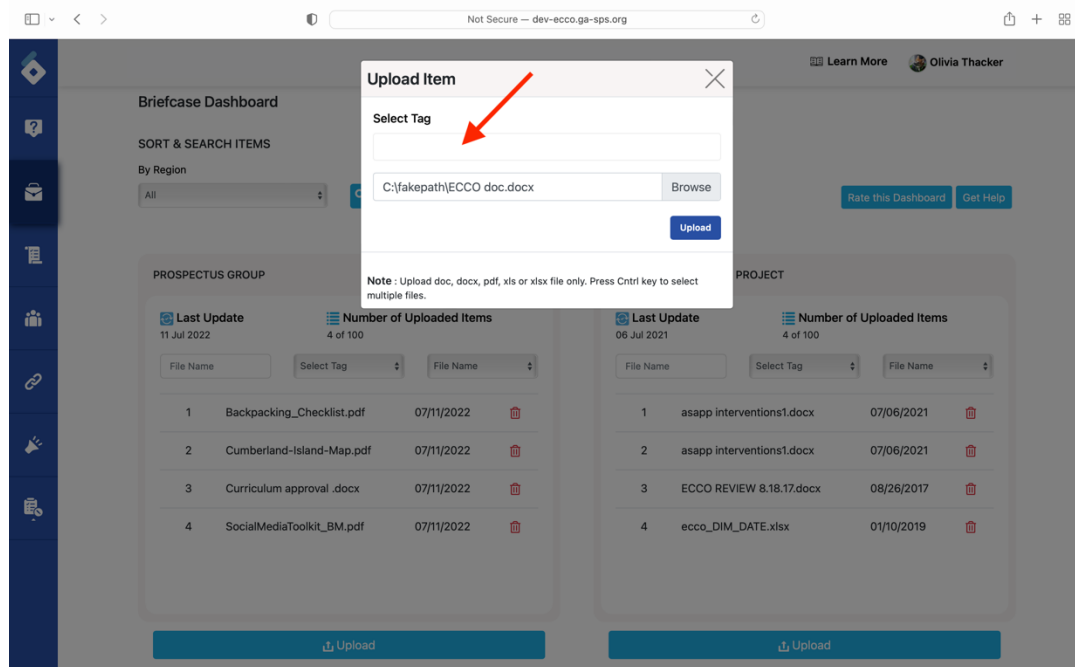
4. Choose a file by clicking on the "Browse" button.



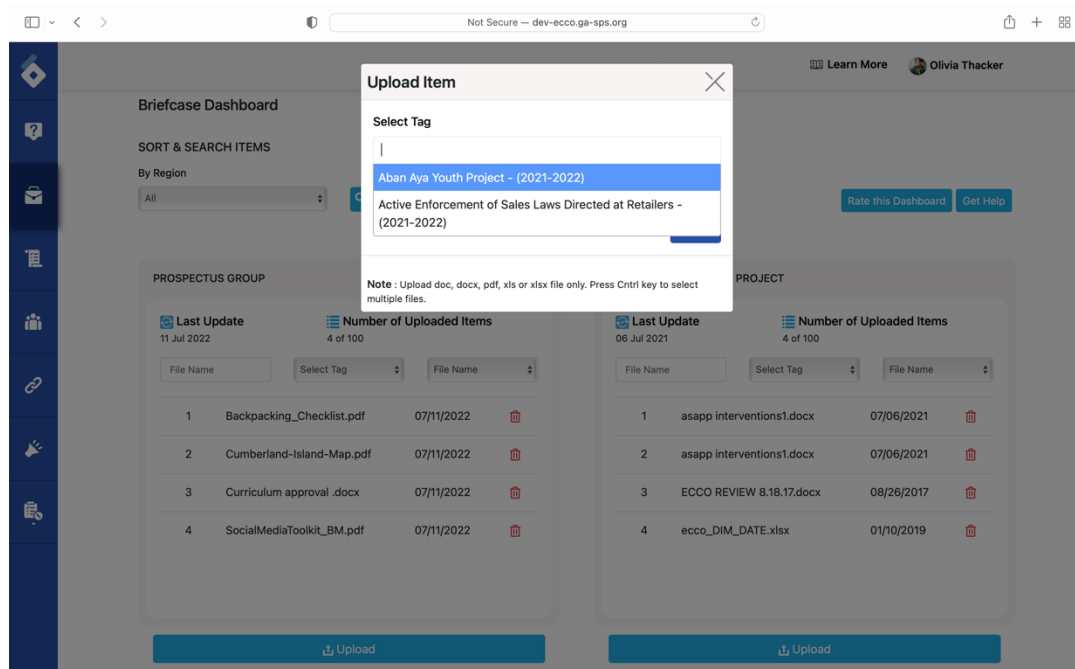
5. A list of your computer files will appear. Select a file.



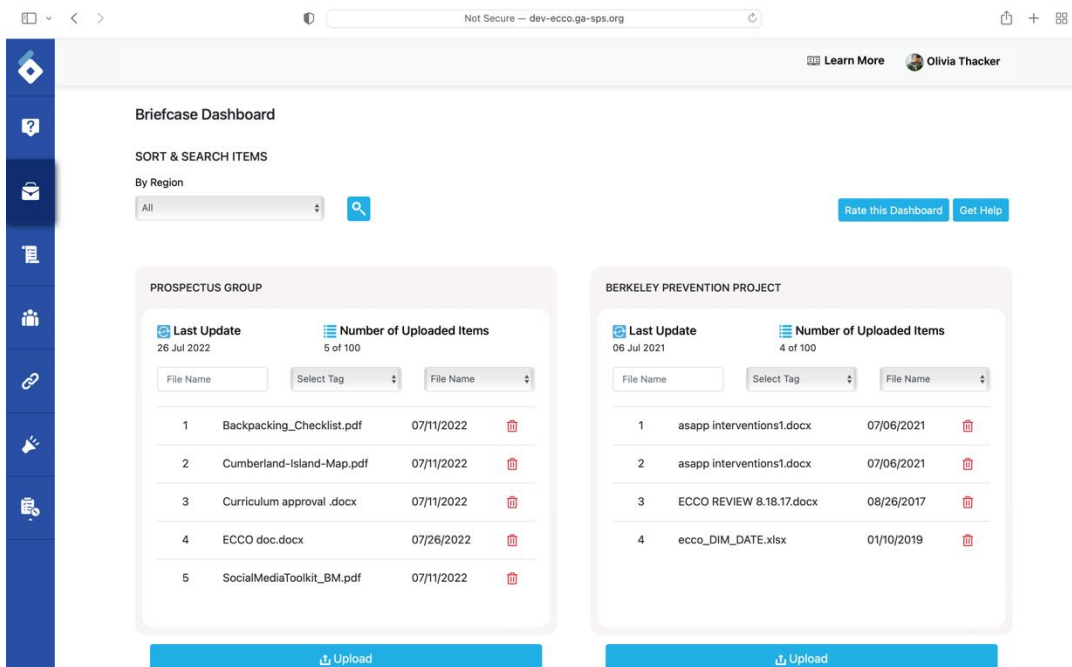
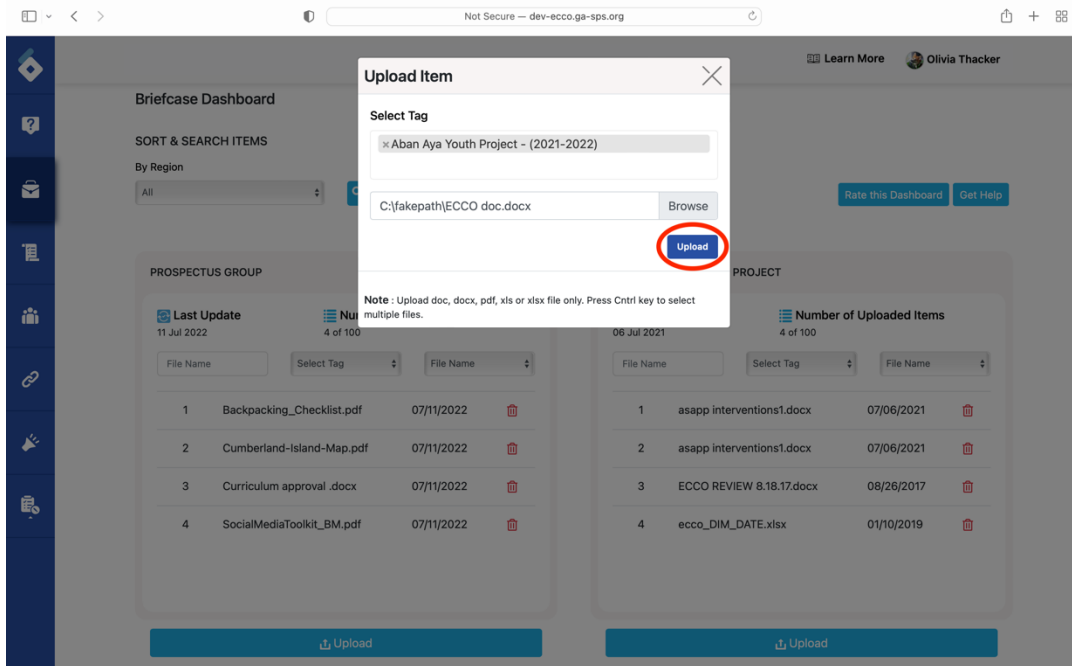
6. Once you have selected a file, you can choose to tag the file by the intervention model you are implementing. Click on the “Select Tag” box to tag one or more intervention model names to your file. The tag feature will allow you to search and sort files by the intervention model.



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



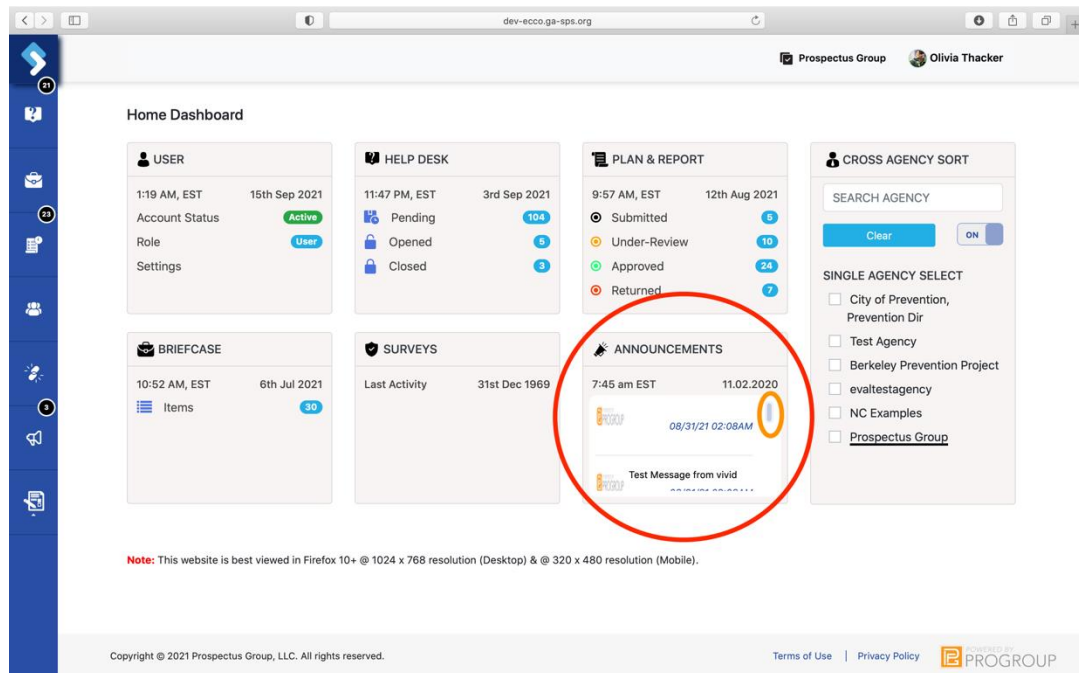
8. Once you have selected the interventions you want to tag, click the “Upload” button to upload the file.



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 address bar displaying "Not Secure — dev-ecco.ga-sps.org". The user is logged in as "Prospectus Group" and "Olivia Thacker". The page has two tabs: "Home Dashboard" and "Announcements". The "Announcements" tab is active, showing a list of announcements under the heading "Announcements (Sort and Select Recipients)".

Announcement	Time
 thilaga Test message	02:08 am
 thilaga Test Message from vivid	02:08 am
 thilaga Test Message from vivid	02:08 am
 thilaga	02:08 am

A red circle highlights a vertical scrollbar on the right side of the announcement list.

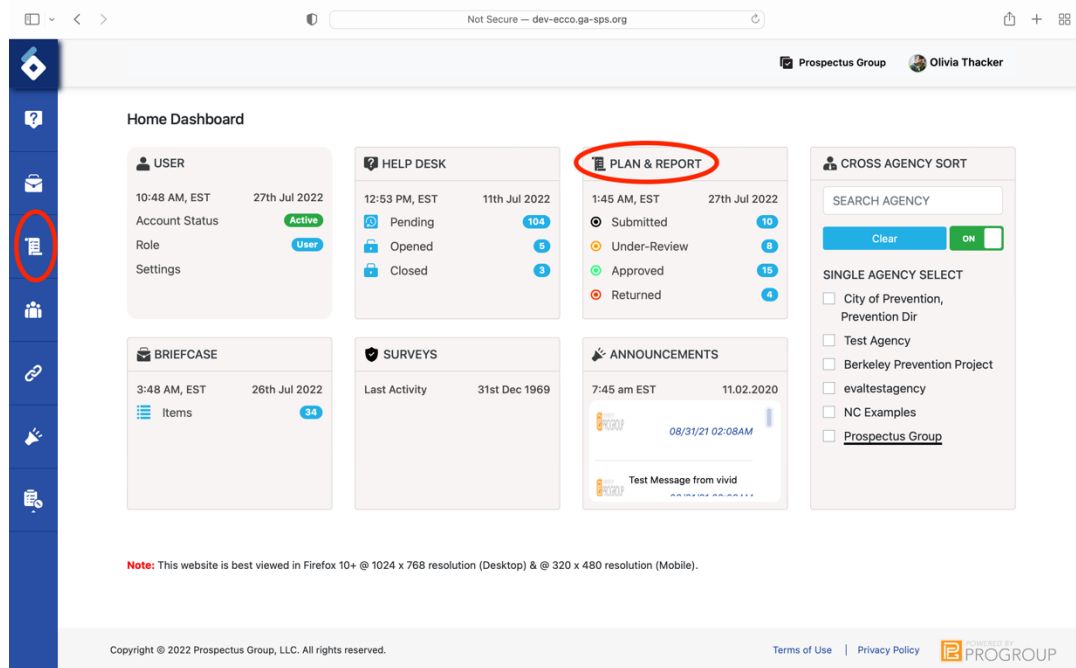
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Implementation Plans (IP)

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.

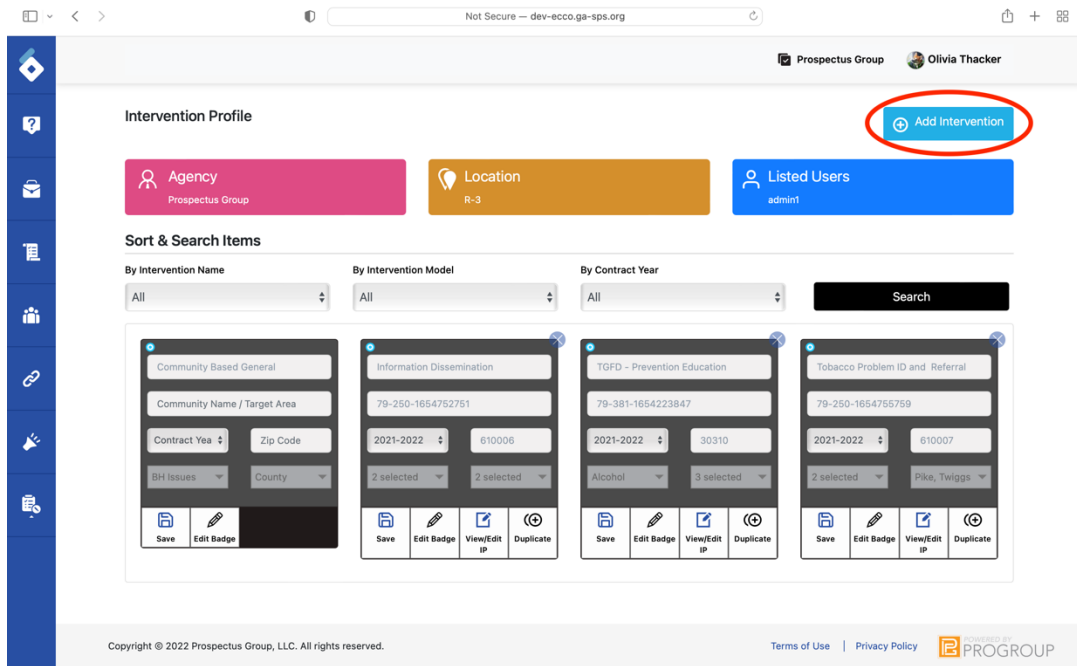
1. From the homepage, click on the Plan & Report node, or click on the IP icon on the left sidebar to navigate the IP Dashboard.



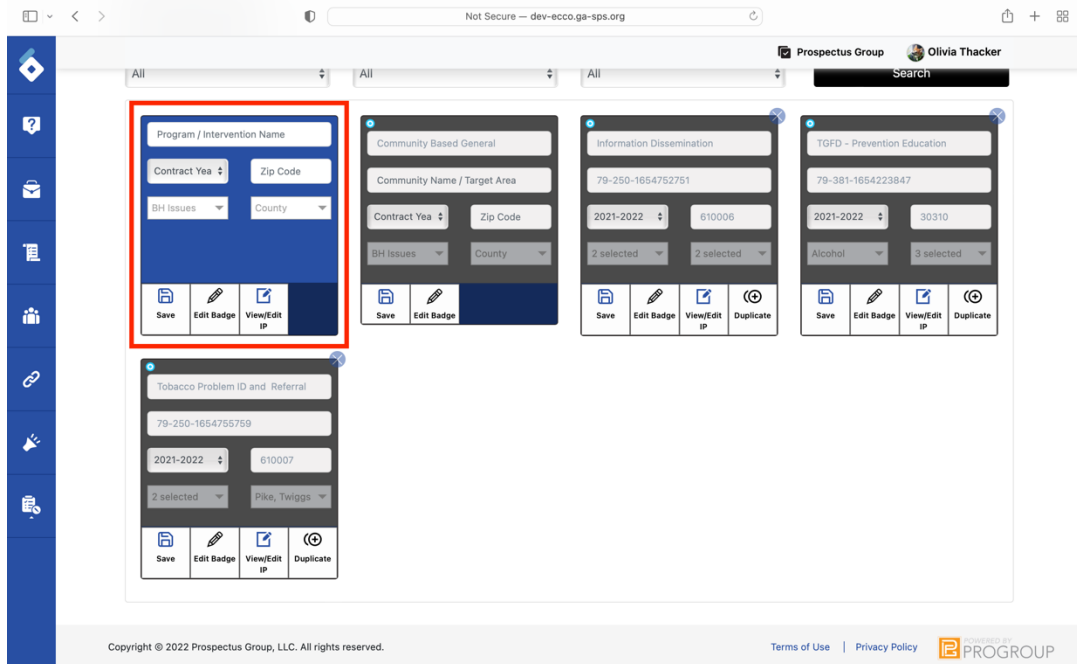
2. Once on the IP Dashboard, find the agency node you want to develop an IP for. You will only see one node if you are only associated with one agency and funding source.

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

- 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.

Not Secure — dev-ecco.ga-sps.org

Prospectus Group Olivia Thacker

SHL - Environmental

2021-2022 30310

Alcohol 3 selected

Save Edit Badge View/Edit IP

Community Based General

Community Name / Target Area

Contract Year Zip Code

BH Issues County

Save Edit Badge

Information Dissemination

79-250-1654752751

2021-2022 610006

2 selected 2 selected

Alcohol 3 selected

Save Edit Badge View/Edit IP Duplicate

TGFD - Prevention Education

79-381-1654223847

2021-2022 30310

Alcohol 3 selected

Save Edit Badge View/Edit IP Duplicate

Tobacco Problem ID and Referral

79-250-1654755759

2021-2022 610007

2 selected Pike, Twigg

Save Edit Badge View/Edit IP Duplicate

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7. 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.

Not Secure — dev-ecco.ga-sps.org

Prospectus Group Olivia Thacker

Intervention Profile

Add Intervention

Agency Prospectus Group

Location R-3

Listed Users admin1

Sort & Search Items

By Intervention Name All

By Intervention Model All

By Contract Year All

Search

Community Based General

Community Name / Target Area

Contract Year Zip Code

BH Issues County

Save Edit Badge View/Edit IP Duplicate

Information Dissemination

79-250-1654752751

2021-2022 610006

2 selected 2 selected

Alcohol 3 selected

Save Edit Badge View/Edit IP Duplicate

SHL - Environmental

79-381-1659025621

2021-2022 30310

Alcohol 3 selected

Save Edit Badge View/Edit IP Duplicate

TGFD - Prevention Education

79-381-1654223847

2021-2022 30310

Alcohol 3 selected

Save Edit Badge View/Edit IP Duplicate

Tobacco Problem ID and Referral

79-250-1654755759

Save Edit Badge View/Edit IP Duplicate

8. 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

Filler's Name Email Phone

Did PC fill out this form?

Contract Communities / ZIP

Community Name Zip

Community Readiness Assessment Date & Score

Date Score

Select Program State Level Manager Email Phone

Save Part A Submit

Add Communities

- 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

Filler's Name Email Phone

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

Did PC fill out this form?

Contract Communities / ZIP

Community Name Zip

XYZ Community 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

Add Communities

- 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

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

Did PC fill out this form? ☐

Contract Communities / ZIP

XYZ Community: 30310

Community Readiness Assessment Date & Score

Date: 06/27/2022 | Score: 7.Stabilization

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

Save Part A | **Submit** | **Add Communities**

11. Click save before leaving the section.

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

Did PC fill out this form? ☐

Contract Communities / ZIP

XYZ Community: 30310 | ABC Community: 30035 | DEF Community: 30003

Community Readiness Assessment Date & Score

Date: 06/27/2022 | Score: 7.Stabilization | Date: 06/28/2022 | Score: 7.Stabilization | Date: 06/29/2022 | Score: 8.Confirmation

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

Save Part A | **Submit** | **Add Communities**

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.**

2021-2022 - SHL - Environmental

Classify The Intervention

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

1. SHL - Environmental - 79-381-1659025621

2. What problem will this intervention help solve?

3. Approved State Priority

4. Intervention Type

Environmental

5. IOM Category

--Select IOM--

6. Service Type

Select

7. Risk & Protective / Contributing Factor

Risk & Protective Contributing Factors

Start typing the ris...

Save Part B Submit

Note: Return to the dashboard to view your form

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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.**

2021-2022 - SHL - Environmental

Plan Intervention Scope

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

1. SHL - Environmental - 79-381-1659025621

2. Is this an evidence-based program (EBP)?

Yes No

3a. Upload supporting documentation

Upload

Drop files here

4. Does this environmental strategy include policy enactment, establishment, or implementation?

Yes No

49. If this environmental strategy does not fall into the categories of policy, enforcement, training of environmental influencers or social norms campaign, describe the environmental strategy you plan to implement this year.

Yes No

50. What is the total number of individuals that will be reached or affected by your environmental strategy this year? If you are unsure of the exact number, provide your best estimate.

Save Part C Submit

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".

On the left, there is a sidebar with four parts: Part A (Starting Information), Part B (Classify Intervention), Part C (Intervention Scope), and Part D (Action Steps). Part D is currently selected and highlighted in blue. Below the sidebar are two green buttons: "Save Part D" and "Submit".

The main form area is titled "Workbundle 1" and contains the following fields:

- 1. SHL - Environmental - 79-381-1659025621
- 2. Work Bundle Name - Prevention Education (Dropdown menu)
- 3. Work Bundle Description (Text area, 3,000 character limit)
- 4. Responsible Parties (Text area)
- 5. Target Audience (Select all that apply) (Text area)
- 6. Is this work bundle ongoing? (Radio buttons: Yes, No)
- 7. Would you like Training or TA on this Work Bundle? (Radio buttons: Yes, No)
- 8. Action Steps (Text area)

A blue button labeled "Add Action Steps" is circled in red at the bottom of the form.

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

The screenshot shows the same web browser window as the previous one, but now the "Add Action Steps" button is no longer visible. Instead, there are two "Action Step" text areas, each with a small "x" icon in the top right corner. A blue button labeled "Add New Bundle" is circled in red at the bottom of the form.

The sidebar and "Save Part D" / "Submit" buttons remain the same. The footer of the page includes the copyright notice "Copyright © 2022 Prospectus Group, LLC. All rights reserved." and links for "Terms of Use" and "Privacy Policy". The Prospectus Group logo is also visible.

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.

Implementation Planning Dashboard

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

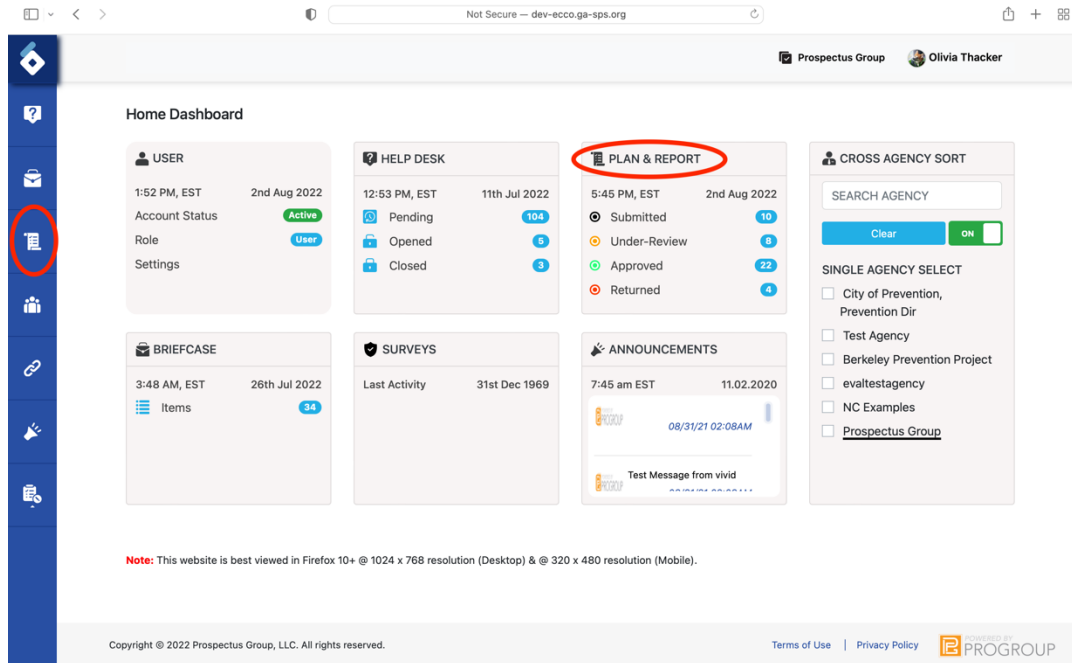
IMPLEMENTATION APPROVAL PROCESS

Step 1	Step 2	Step 3	Step 4
<p>Create an IP</p> <p>On the IP dashboard, create one IP for each of the contracted interventions. Complete Parts A-E.</p> <p>No dot indicates the IP is in progress.</p> <p>During this time managers and other administrators can view the IP development progress.</p>	<p>Submit IP</p> <p>When the IP is complete, click the submit bottom on the toolbar to the left.</p> <p>A black dot indicates the IP has been submitted.</p> <p>Once submitted, providers will not be able to make changes to the IP.</p>	<p>IP Under Review</p> <p>When admin has accepted and started the review process.</p> <p>An orange dot indicates the IP is under review.</p> <p>During the review process, providers can not make changes to the IP.</p>	<p>IP Approved</p> <p>The IP can be approved or returned for revisions by an admin.</p> <p>A green dot indicates the IP has been approved. A red dot means the IP has been returned for revisions.</p> <p>If returned, the IP can be edited and resubmitted.</p>

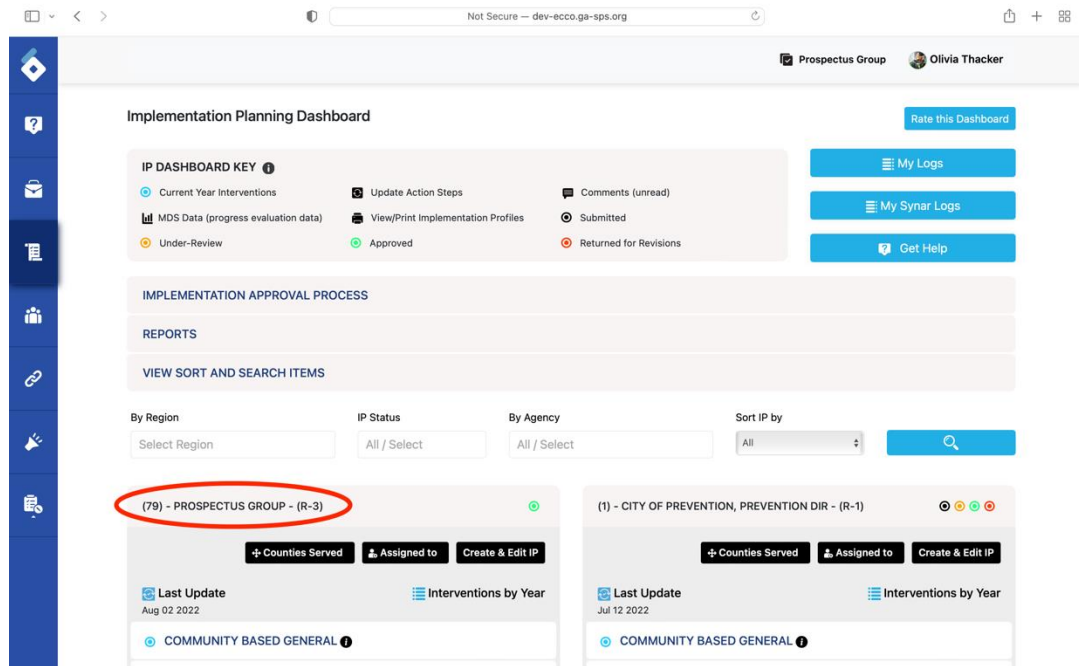
Update Implementation Progress (Action Steps)

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.

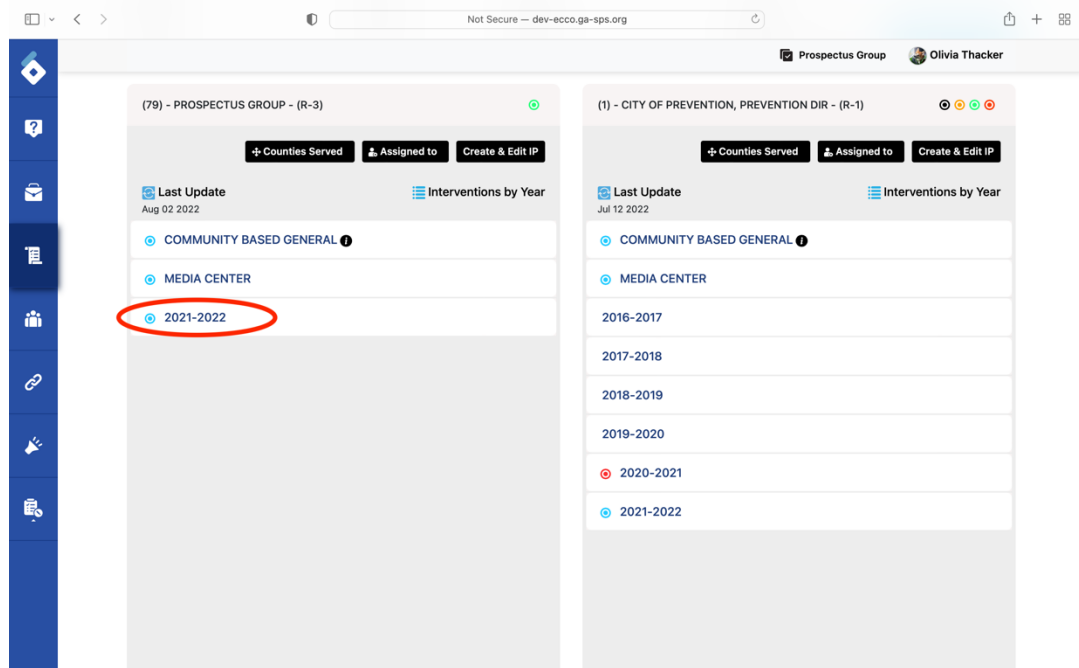
1. From the homepage, click on the Plan & Report node or the IP icon on the left sidebar to navigate to the IP Dashboard.



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.

The screenshot displays two side-by-side panels of the web application. The left panel, titled '(79) - PROSPECTUS GROUP - (R-3)', shows a list of interventions. The intervention 'TGFD - PREVENTION EDUCATION [79-381-1654223847]' is highlighted with a red circle. The right panel, titled '(1) - CITY OF PREVENTION, PREVENTION DIR - (R-1)', shows a list of years from 2016-2017 to 2021-2022.

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

The screenshot displays the 'Action Steps' tab for the selected intervention. The 'Action Steps' tab is highlighted with a red circle. The tab shows a table with columns for 'Action Steps', 'Comments', 'Process Data', 'Hours', and 'IP PDF'. The 'Action Steps' column contains a blue box labeled 'Edit Workbundles'.

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.”

TGFD - Prevention Education - 79-381-1654223847

☐ Enable work bundle email reminder?

New Workbundle & Action Step Dashboard

Workbundle Order
1. Ongoing Workbundles,
2. Projected Start Date

Action Step Order
1. As they are created,
2. Drag and drop into order

Self Ranking ☐ OFF

Workbundle 4 Workbundle Order Select Workbundle Sort Select PDF Download **Edit Workbundles** Gant View

Workbundle Name	Workbundle Description	Actual Start Actual End	Projected Start Projected End	Details	
Program initiation	Start of program	Start date End date	01/17/2022 03/25/2022	Target Audience	Responsible Party Faculty

Action Steps

Step 1

Date OFF Priority Select H M L C Assign to

Tag Files:

View More Action Steps

- 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.

TGFD - Prevention Education - 79-381-1654223847

☐ Enable work bundle email reminder?

New Workbundle & Action Step Dashboard

Workbundle Order
1. Ongoing Workbundles,
2. Projected Start Date

Action Step Order
1. As they are created,
2. Drag and drop into order

Self Ranking ☐ OFF

Workbundle 4 Workbundle Order Select Workbundle Sort Select PDF Download Save Workbundles Gant View

Workbundle Name	Workbundle Description	Actual Start Actual End	Projected Start Projected End	Details	
Program initiation	Start of program	Start date End date	01/17/2022 03/25/2022	Target Audience	Responsible Party Faculty

Clear

Action Steps

Step 1

Date OFF Priority Select H M L C Assign to

Tag Files:

View More Action Steps

- Select a date from the calendar.

TGFD - Prevention Education - 79-381-1654223847

☐ Enable work bundle email reminder?

New Workbundle & Action Step Dashboard

Workbundle Order
1. Ongoing Workbundles,
2. Projected Start Date

Action Step Order
1. As they are created,
2. Drag and drop into order

Self Ranking ☐ OFF

Workbundle 4 Workbundle Order Select Workbundle Sort Select PDF Download Save Workbundles Gant View

Workbundle Name	Workbundle Description	Actual Start	Actual End	Projected Start	Projected End	Details
Program initiation	Start of program	01/17/2022	01/17/2022	01/17/2022	03/25/2022	Target Audience Responsible Party Faculty

Clear

Action Steps

Step 1

Date OFF Priority Select H M L C Assign to

Tag Files:

View More Action Steps

9. 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.

TGFD - Prevention Education - 79-381-1654223847

☐ Enable work bundle email reminder?

New Workbundle & Action Step Dashboard

Workbundle Order
1. Ongoing Workbundles,
2. Projected Start Date

Action Step Order
1. As they are created,
2. Drag and drop into order

Self Ranking ☐ OFF

Workbundle 4 Workbundle Order Select Workbundle Sort Select PDF Download Save Workbundles Gant View

Workbundle Name	Workbundle Description	Actual Start	Actual End	Projected Start	Projected End	Details
Program initiation	Start of program	01/17/2022	01/17/2022	01/17/2022	03/25/2022	Target Audience Responsible Party Faculty

Clear

Action Steps

Step 1

Date OFF Priority Select H M L C Assign to

Tag Files:

View More Action Steps

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

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TGFD - Prevention Education - 79-381-1654223847

☐ Enable work bundle email reminder?

New Workbundle & Action Step Dashboard

Workbundle Order
1. Ongoing Workbundles,
2. Projected Start Date

Action Step Order
1. As they are created,
2. Drag and drop into order

Self Ranking ☐ OFF

Workbundle 4

Workbundle Order

PDF Download

Save Workbundles

Gant View

Workbundle Name	Workbundle Description	Mo	Tu	We	Th	Fr	Sa	Su	Projected Start	Projected End	Details
Program initiation	Start of program	25	26	27	28	29	30	31	01/17/2022		Target Audience
		1	2	3	4	5	6	7	01/25/2022		Responsible Party
		8	9	10	11	12	13	14			Faculty
		15	16	17	18	19	20	21			
		22	23	24	25	26	27	28			
		29	30	31	1	2	3	4			

Today

Step 1

Date

Priority Select

Assign to

Tag Files:

View More Action Steps

- 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.

Not Secure — dev-ecco.ga-sps.org

TGFD - Prevention Education - 79-381-1654223847

☐ Enable work bundle email reminder?

New Workbundle & Action Step Dashboard

Workbundle Order
1. Ongoing Workbundles,
2. Projected Start Date

Action Step Order
1. As they are created,
2. Drag and drop into order

Self Ranking ☐ OFF

Workbundle 4

Workbundle Order

Workbundle Sort

PDF Download

Save Workbundles

Gant View

Workbundle Name	Workbundle Description	Actual Start	Actual End	Projected Start	Projected End	Details
Program initiation	Start of program	01/17/2022	01/17/2022	01/17/2022	03/25/2022	Target Audience
						Responsible Party
						Faculty

Clear

Step 1

01/29/2022

Priority Select

Assign to

Tag Files:

View More Action Steps

Clear

Action Steps

Step 1

01/29/2022

ON

Priority Select

H M L C

Assign to

Assign to

Tag Files:

View More Action Steps

Step 2

Date

OFF

Priority Select

H M L C

Assign to

Assign to

Tag Files:

Step 3

Date

OFF

Priority Select

H M L C

Assign to

Assign to

Tag Files:

+

12. 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.

Workbundle 4

Workbundle Order Select

Workbundle Sort Select

PDF Download

Save Workbundles

Gantt View

Workbundle Name	Workbundle Description	Actual Start	Actual End	Projected Start	Projected End	Details
Program initiation	Start of program	01/17/2022	01/17/2022	01/17/2022	03/25/2022	Target Audience Responsible Party Faculty

End date

August 2022

Mo Tu We Th Fr Sa Su

25 26 27 28 29 30 31

1 2 3 4 5 6 7

8 9 10 11 12 13 14

15 16 17 18 19 20 21

22 23 24 25 26 27 28

29 30 31 1 2 3 4

Today

Step 1

01/29/2022

ON

Priority Select

H M L C

Assign to

Assign to

Tag Files:

View More Action Steps

Step 2

02/18/2022

ON

Priority Select

H M L C

Assign to

Assign to

Tag Files:

Step 3

03/25/2022

Priority Select

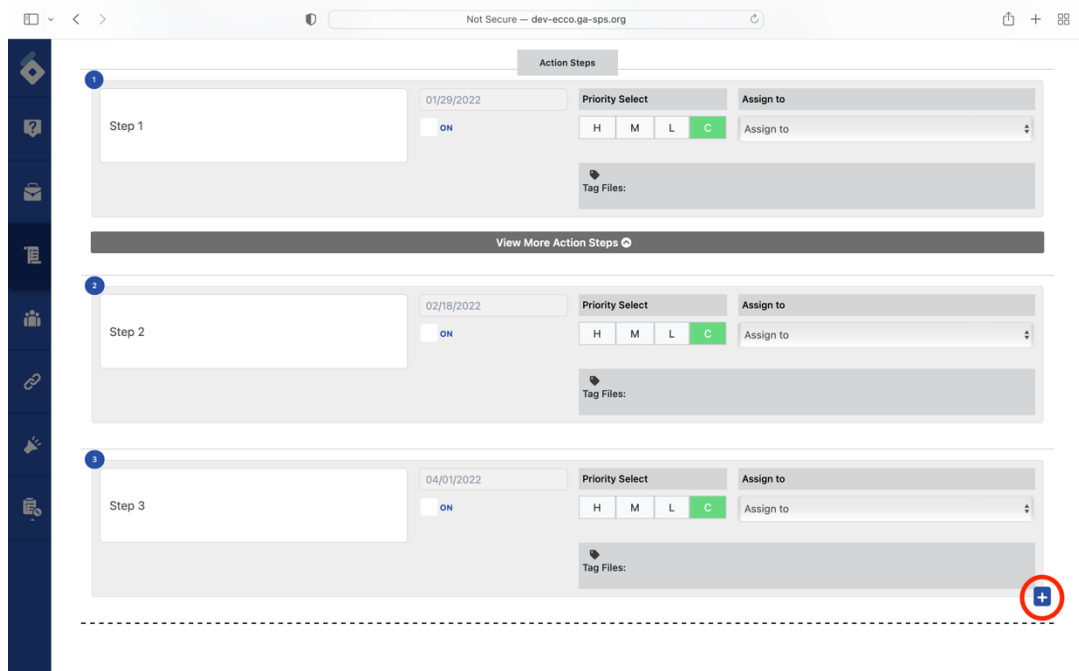
Assign to

Assign to

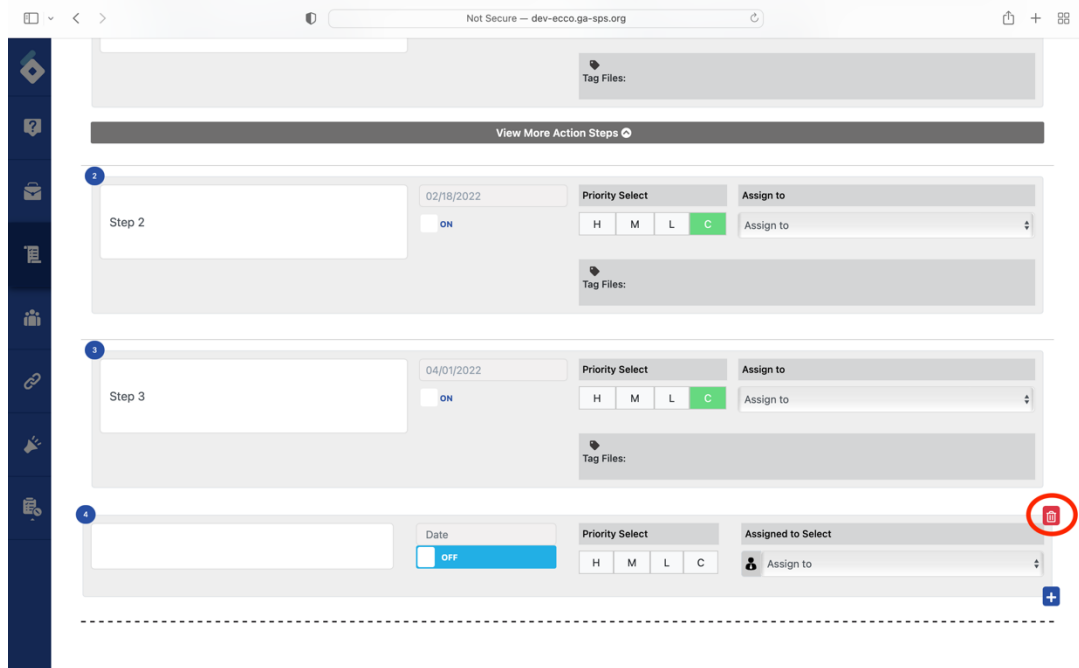
Tag Files:

+

13. To add an action step to a workbundle, 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.

Not Secure — dev-ecco.ga-sps.org

TGFD - Prevention Education - 79-381-1654223847

☐ Enable work bundle email reminder?

New Workbundle & Action Step Dashboard

Workbundle Order
1. Ongoing Workbundles,
2. Projected Start Date

Action Step Order
1. As they are created,
2. Drag and drop into order

Self Ranking ☐ OFF

Workbundle 4

Workbundle Order **Select**

Workbundle Sort **Select**

PDF Download

Save Workbundles

Gant View

Workbundle Name	Workbundle Description	Actual Start Actual End	Projected Start Projected End	Details
Program initiation	Start of program	01/17/2022 04/01/2022	01/17/2022 03/25/2022	Target Audience Responsible Party Faculty

Clear

Action Steps

Step 1

01/29/2022

ON

Priority Select
H M L C

Assign to
Assign to

Tag Files:

View More Action Steps

Not Secure — dev-ecco.ga-sps.org

TGFD - Prevention Education - 79-381-1654223847

☐ Enable work bundle email reminder?

New Workbundle & Action Step Dashboard

Workbundle Order
1. Ongoing Workbundles,
2. Projected Start Date

Action Step Order
1. As they are created,
2. Drag and drop into order

Self Ranking ☐ OFF

Workbundle 4

Workbundle Order **Select**

Workbundle Sort **Select**

PDF Download

Save Workbundles

Gant View

Workbundle Name	Workbundle Description	Actual Start Actual End	Projected Start Projected End	Details
Program initiation	Start of p	01/17/2022 04/01/2022	01/17/2022 03/25/2022	Target Audience Responsible Party Faculty

Clear

Action Steps

Step 1

01/29/2022

ON

Priority Select
H M L C

Assign to
Assign to

Tag Files:

View More Action Steps

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.

The screenshot shows the 'TGFD - Prevention Education - 79-381-1654223847' interface. At the top, there is a toggle for 'Enable work bundle email reminder?'. Below this, a 'Self Ranking' toggle is highlighted with a red circle and is currently set to 'OFF'. The interface includes a 'New Workbundle & Action Step Dashboard' section with instructions for 'Workbundle Order' and 'Action Step Order'. A navigation bar contains buttons for 'Workbundle 4', 'Workbundle Order', 'Workbundle Sort', 'PDF Download', 'Save Workbundles', and 'Gant View'. The main form area has fields for 'Workbundle Name', 'Workbundle Description', 'Actual Start', 'Actual End', 'Projected Start', and 'Projected End'. Below these are fields for 'Target Audience' and 'Responsible Party'. An 'Action Steps' section is visible at the bottom, showing 'Step 1' with a date of '01/29/2022' and a priority selection of 'C'.

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

The screenshot shows the same 'TGFD - Prevention Education - 79-381-1654223847' interface. The 'Self Ranking' toggle is now set to 'ON'. The 'Save Workbundles' button in the navigation bar is highlighted with a red circle. The form fields have been updated: 'Workbundle Name' is 'Other (Describe.)', 'Workbundle Description' is 'Planning meetings', 'Actual Start' is '10/11/2021', 'Actual End' is '10/29/2021', 'Target Audience' is 'School administrators', and 'Responsible Party' is 'Jane Young'. The 'Action Steps' section shows 'Step 1' with a date of '10/11/2021' and a priority selection of 'C'.

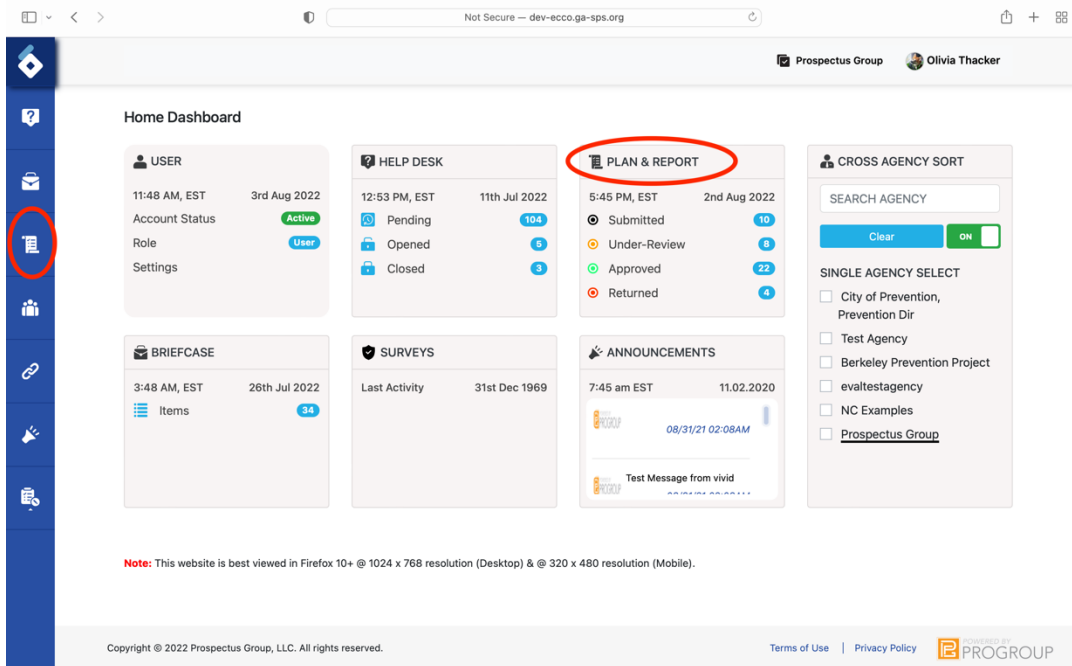
18. Please note that whole work bundles cannot be deleted. This would constitute a scope change. Any changes to the scope of your interventions need to be approved by your state RPS or programmatic manager.

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



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

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

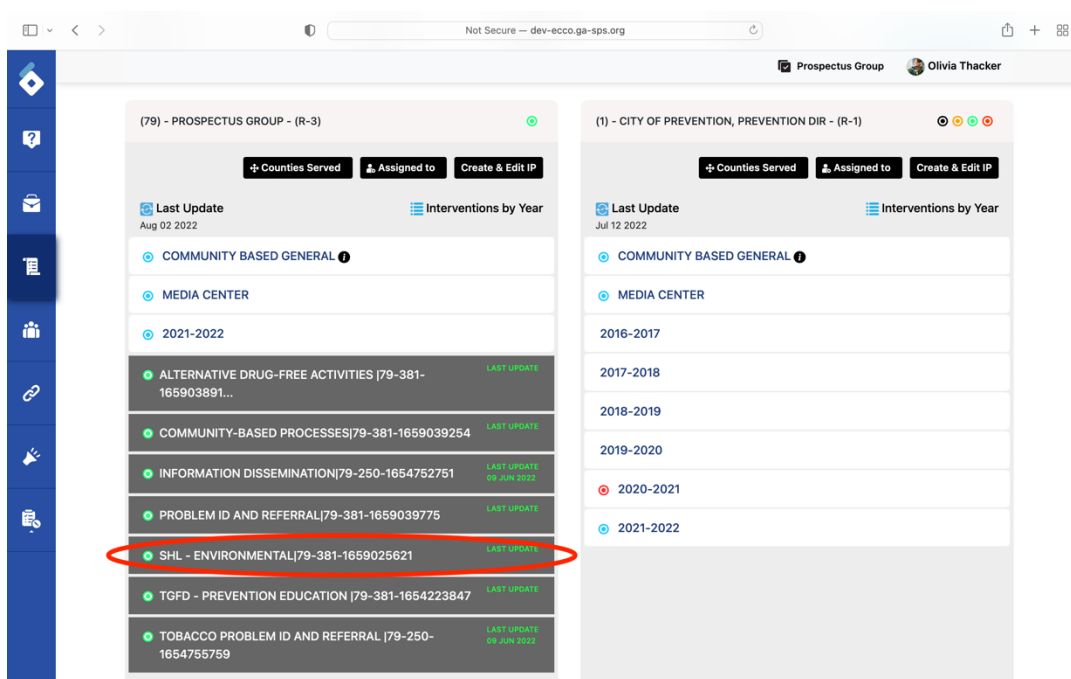
2018-2019

2019-2020

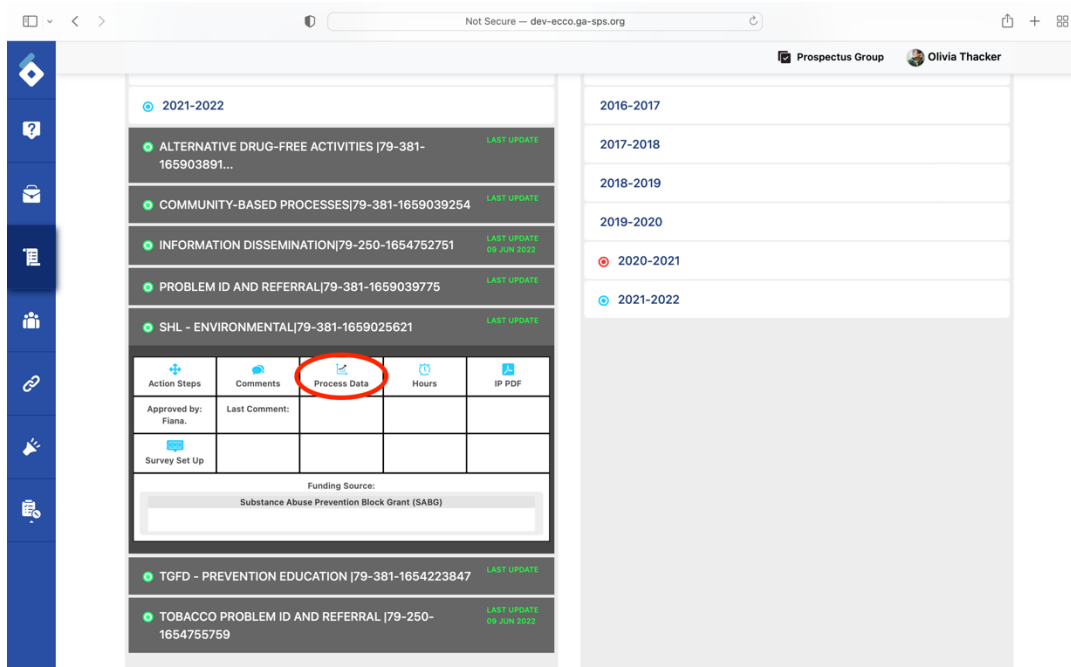
2020-2021

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:

Input Data | Input Records | Process Report PDF | Comments

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: 1550
YTD Reach Percentage: 31.00%

Input Data | Input Records | Process Report PDF | Comments

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?

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.

Process Evaluation Dashboard

Agency Name: Prospectus Group

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

Funding Source: Null

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: Null

YTD Participant Count: 12

YTD Reach Count: 1550

YTD Reach Percentage: 31.00%

Input Data | Input Records | Process Report PDF | Comments

Reporting Month: June - 2022 OliviaT 498ENV320-GA

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

Form Auto Hold Successful

Save

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

Process Evaluation Dashboard

Agency Name: Prospectus Group

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

Funding Source: Null

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: Null

YTD Participant Count: 12

YTD Reach Count: 1550

YTD Reach Percentage: 31.00%

Input Data | Input Records | Process Report PDF | Comments

Reporting Month: June - 2022 OliviaT 498ENV320-GA

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

Form Auto Hold Successful

Save

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.



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.

The screenshot shows a web application interface for entering participant data. On the left is a sidebar with settings: Community Name (79-381-1654223847), Community Zipcode (30310), County (DeKalb, Fulton, Gwinnett), Contract Year (2021-2022), Model Name (Too Good for Drugs), and YTD Participant Count (0). The main form is titled 'Participants' and includes questions 13 through 16. Question 13, 'Number of new participants started this reporting period?', has a value of 10. Question 14, 'Are counts exact?', has 'Yes' selected. Question 15, 'New Participants By Gender', shows 5 for Male, 5 for Female, and Gender Unknown. Question 16, 'Attendees by Age 0-65+', has a total count of 10. Below this, age subgroups are listed: 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+, and Age Unknown. A red arrow points to the 'Attendees by Age 0-65+ Count' box, which contains the number 10. A text box with a red border and red text says: 'Counts auto-populate here as you enter your numbers below. You can not enter counts here.' At the bottom, a message says 'Form Auto Hold Successful' with a 'Save' button.

- 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.

The screenshot shows the same web application interface as the previous one, but with mismatched data. Question 13 has a value of 10. Question 14 has 'Yes' selected. Question 15 shows 5 for Male and 6 for Female. Question 16 has a total count of 11. Below this, age subgroups are listed: 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+, and Age Unknown. The numbers 5, 6, and 11 are highlighted in red. A text box with a red border and red text says: 'The red numbers are a warning that the count totals for gender and age do not match the number entered in question 13.' At the bottom, a message says 'Form Auto Hold Successful' with a 'Save' button.

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.

Not Secure — dev-ecco.ga-sps.org

DeKalb Fulton Gwinnett

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:

About Intervention

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

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

- Caregivers (SP31)
- Grandparents/Guardians (SP30)
- Parents/Families (SP15)

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

12

Policy Enforcement

Training of Environmental Influencers

Enforcement Efforts

Social Norms Campaign

Prescription Drop Boxes & Medicine Safes

Other Environmental Interventions

Information Dissemination for Environmental Strategies

Form Auto Hold Successful

Save

Remove all data entered in the form.

Double check each section to ensure all data has been removed. Bolded sections indicate data has been entered there.

Data Restrictions

- 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.”

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:

Input Data | Input Records | Process Report PDF | Comments

Reporting Month: June - 2022

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
 Prescription Drop Boxes & Medicine Safes

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.

2021-2022

ALTERNATIVE DRUG-FREE ACTIVITIES [79-381-165903891...] **LAST UPDATE**

COMMUNITY-BASED PROCESSES [79-381-1659039254] **LAST UPDATE**

INFORMATION DISSEMINATION [79-250-1654752751] **LAST UPDATE 09 JUN 2022**

PROBLEM ID AND REFERRAL [79-381-1659039775] **LAST UPDATE**

SHL - ENVIRONMENTAL [79-381-1659025621] **LAST UPDATE**

Comments | Process Data | Hours | IP PDF

Approved by: Flana. Last Comment:

Survey Set Up

Funding Source: Substance Abuse Prevention Block Grant (SABG)

TGFD - PREVENTION EDUCATION [79-381-1654223847] **LAST UPDATE**

TOBACCO PROBLEM ID AND REFERRAL [79-250-1654755759] **LAST UPDATE 09 JUN 2022**

2016-2017
 2017-2018
 2018-2019
 2019-2020
 2020-2021
 2021-2022

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

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]

Action Steps

Comments

Process Data

Hours

IP PDF

Approved by: Flana..

Last Comment:

Survey Set Up

Funding Source: Substance Abuse Prevention Block Grant (SABG)

TGFD - PREVENTION EDUCATION [79-381-1654223847]

TOBACCO PROBLEM ID AND REFERRAL [79-250-1654755759]

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 with the URL "Not Secure - dev-ecco.ga-sps.org". The page is titled "Process Evaluation Dashboard". On the left, a blue sidebar contains icons for various forms: Agency Profile, Intervention Profile, Funding Source, Service Type, Community Profile, County Profile, Contract Year, Model Name, and YTD Participant Count. The main content area displays the "Prevention Education" form. It includes a "Comments" section at the top, followed by a "Select reporting period." dropdown menu. A red arrow points to the dropdown menu, which currently shows "Select record". Below the dropdown menu, there is a table with columns for "Month" and "Year". The table is currently empty.

Month	Year
-------	------

- 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

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

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

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

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 the Ecco-MDS Process Evaluation Dashboard. The sidebar on the left 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 form area is titled "Input Data" and shows the "Select reporting period" dropdown set to "July - 2022 OliviaT 417PRE249-GA". Below this, the "DeKalb" county is selected. The "About Intervention" section contains the following questions:

1. Was this intervention active during this reporting period? ☒ Yes ☐ No
2. Projected Start Date (circled in red)
3. Projected End Date (circled in red)

Below these questions, there is a checkbox for "This intervention has been moved online..", a question 1.a about estimating hours, and questions 4, 5, and 6 at the bottom. A "Save" button is located at the bottom right of the form.

- 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.

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

DeKalb County - Funtown School

About Intervention

Participants

13. Number of new participants started this reporting period?

14. Are counts exact? ☐ Yes ☒ No

15. New Participants By Gender: Male Female Gender Unknown

16. Attendees by Age 0-65+ Count:

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

Attendees by Age: 45-64

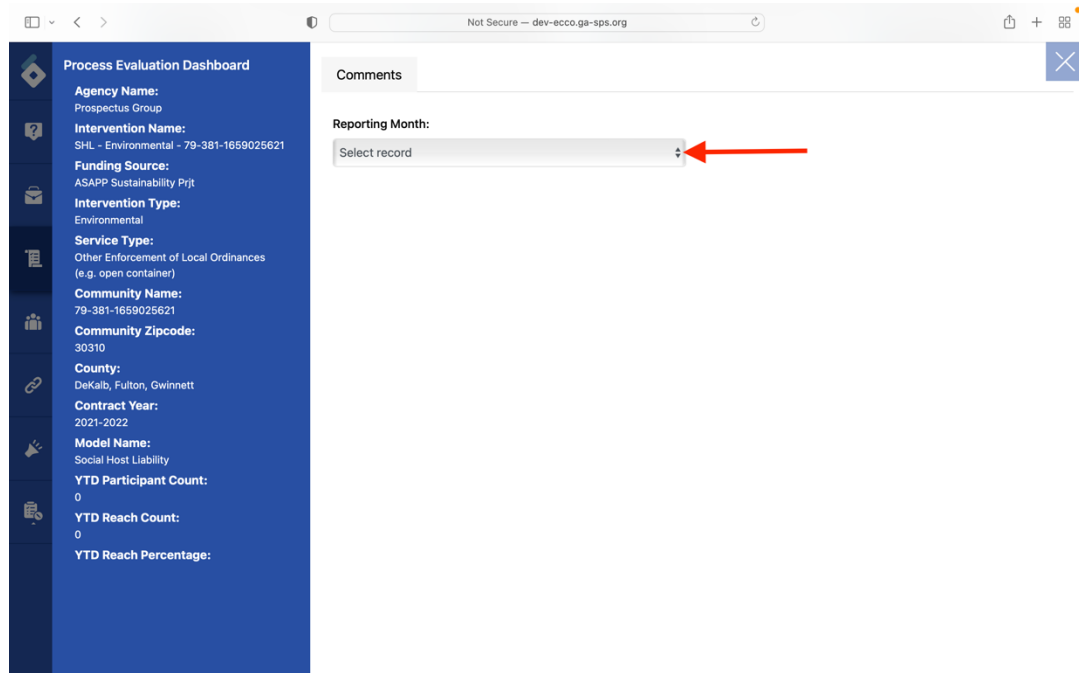
Age 65+

Save

8. 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).

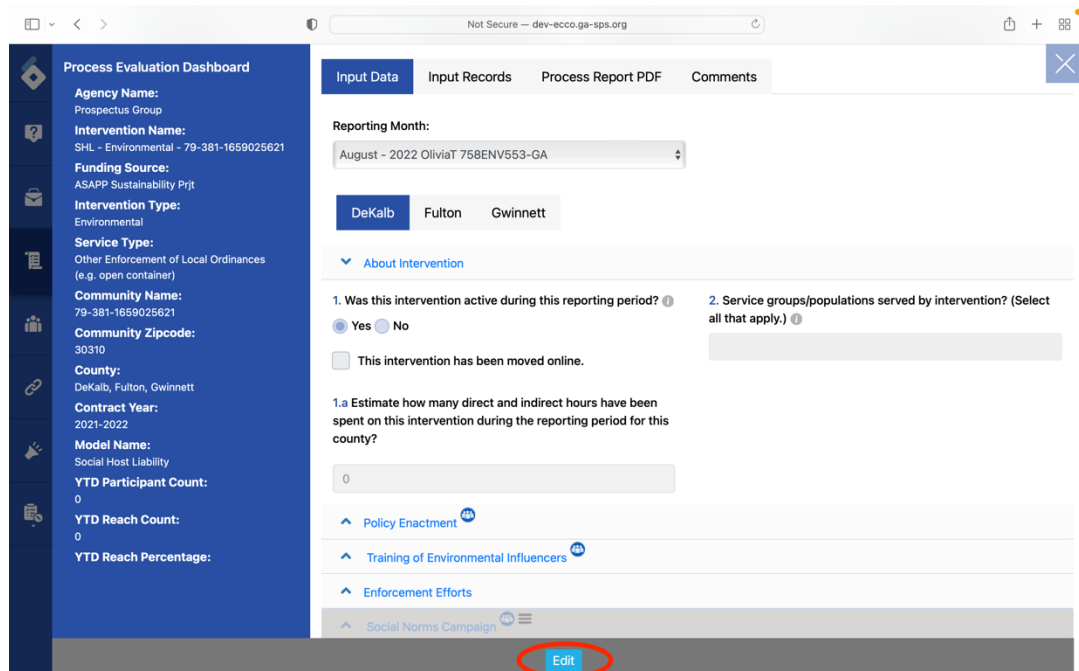
Environmental Form

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 the 'Process Evaluation Dashboard' on a web browser. The left sidebar contains a list of agency details: 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), and YTD Reach Percentage (0). The main content area has a 'Comments' tab selected. Below it, the 'Reporting Month:' dropdown menu is open, showing 'Select record' as the only option. 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 a web browser. The left sidebar contains the same agency details as the previous screenshot. The main content area has the 'Input Data' tab selected. Below it, the 'Reporting Month:' dropdown menu is open, showing 'August - 2022 OliviaT 758ENV553-GA' as the selected option. Below the dropdown, there are three tabs: 'DeKalb', 'Fulton', and 'Gwinnett'. The 'DeKalb' tab is selected. Below the tabs, there is a section titled 'About Intervention' with two questions: '1. Was this intervention active during this reporting period?' and '2. Service groups/populations served by intervention? (Select all that apply.)'. The first question has radio buttons for 'Yes' and 'No'. The second question has a text input field. Below the questions, there is a section titled '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. Below this, there are four expandable sections: 'Policy Enforcement', 'Training of Environmental Influencers', 'Enforcement Efforts', and 'Social Norms Campaign'. At the bottom of the form, there is a blue 'Edit' button circled in red.

- 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.

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:

DeKalb Fulton Gwinnett

About Intervention

1. Was this intervention active during this reporting period?
☒ Yes ☐ No
☐ 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?
 0

Policy Enactment

Training of Environmental Influencers

Enforcement Efforts

Social Norms Campaign

Prescription Drop Boxes & Medicine Safes

Other Environmental Interventions

Information Dissemination for Environmental Strategies

Save

- 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.

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:

DeKalb Fulton Gwinnett

About Intervention

1. Was this intervention active during this reporting period?
☒ Yes ☐ No
☐ 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?
 0

Policy Enactment

Training of Environmental Influencers

Enforcement Efforts

Social Norms Campaign

Prescription Drop Boxes & Medicine Safes

Other Environmental Interventions

Information Dissemination for Environmental Strategies

Save

- 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.

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.”

- 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 Pjt

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:

Input Data | Input Records | Process Report PDF | Comments

Reporting Month:
August - 2022 OliviaT 758ENV553-GA

DeKalb | Fulton | Gwinnett

About Intervention

1. Was this intervention active during this reporting period? ⓘ

☐ Yes ☒ No

☐ This intervention was paused because of Covid-19. →

- 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.

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:

DeKalb Fulton Gwinnett

About Intervention

1. Was this intervention active during this reporting period?
☒ Yes ☐ No
☐ 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?
0

Policy Enforcement 45
Training of Environmental Influencers 45
Enforcement Efforts
Social Norms Campaign
Prescription Drop Boxes & Medicine Safes
Other Environmental Interventions
Information Dissemination for Environmental Strategies 45

Save

- 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

- 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.

Process Evaluation Dashboard

Agency Name: Prospectus Group
Intervention Name: Positive Social Norms Campaign - 79-381-1654224911
Funding Source: Null
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: Null
YTD Participant Count: 12
YTD Reach Count: 1550
YTD Reach Percentage: 31.00%

Comments

Reporting Month:
Select record

- 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.

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:
5550

YTD Reach Percentage:
11.02%

Comments

Reporting Month:
Select record

- 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.

Plan Intervention Scope

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

1. Positive Social Norms Campaign - 79-381-1654224911

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

3. Strategy Model / Intervention Name
Social Norming Campaign-Haines Model

3a. Upload supporting documentation
Upload

Drop files here

Policy Enactment, Establishment, or Implementation

4. Does this environmental strategy include policy enactment, establishment, or implementation?
☒ Yes ☐ No

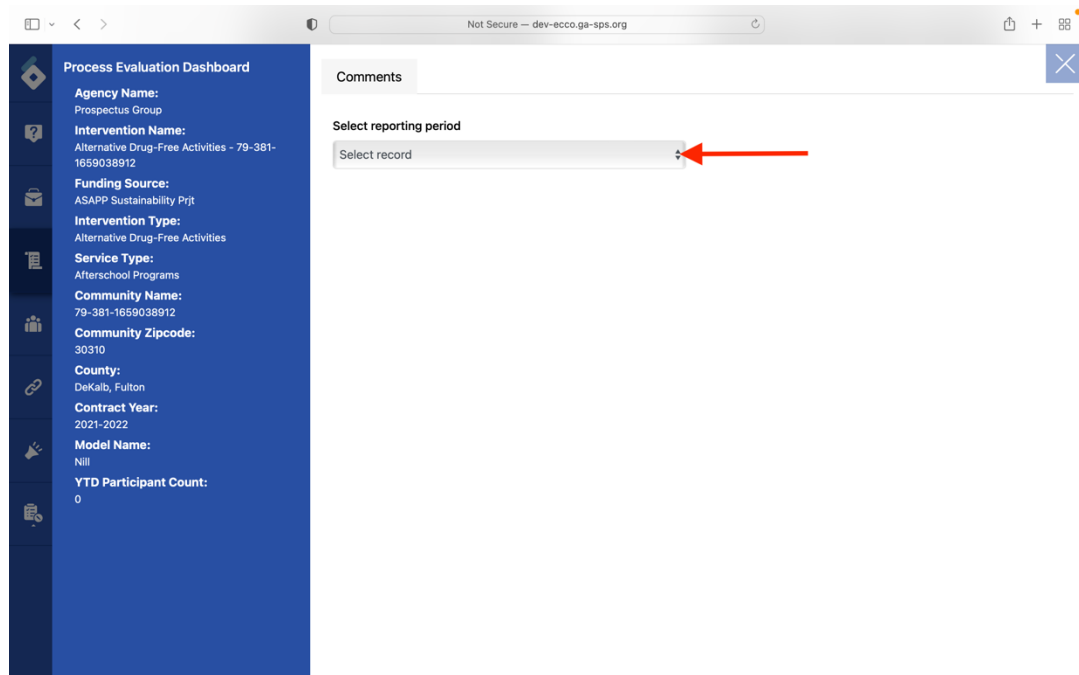
Mass Media Support
Does this environmental strategy include implementation of Mass Media, to support: policy enactment, establishment or implementation training of environmental influencers, or enforcement.
☐ Yes ☒ No

Other Environmental Interventions
49. If this environmental strategy does not fall into the categories of policy, enforcement, training of environmental influencers or social norms campaign, describe the environmental strategy you plan to implement this year.
☐ Yes ☒ No

50. What is the total number of individuals that will be reached or affected by your environmental strategy this year. If you are unsure of the exact number, provide your best estimate.
5000

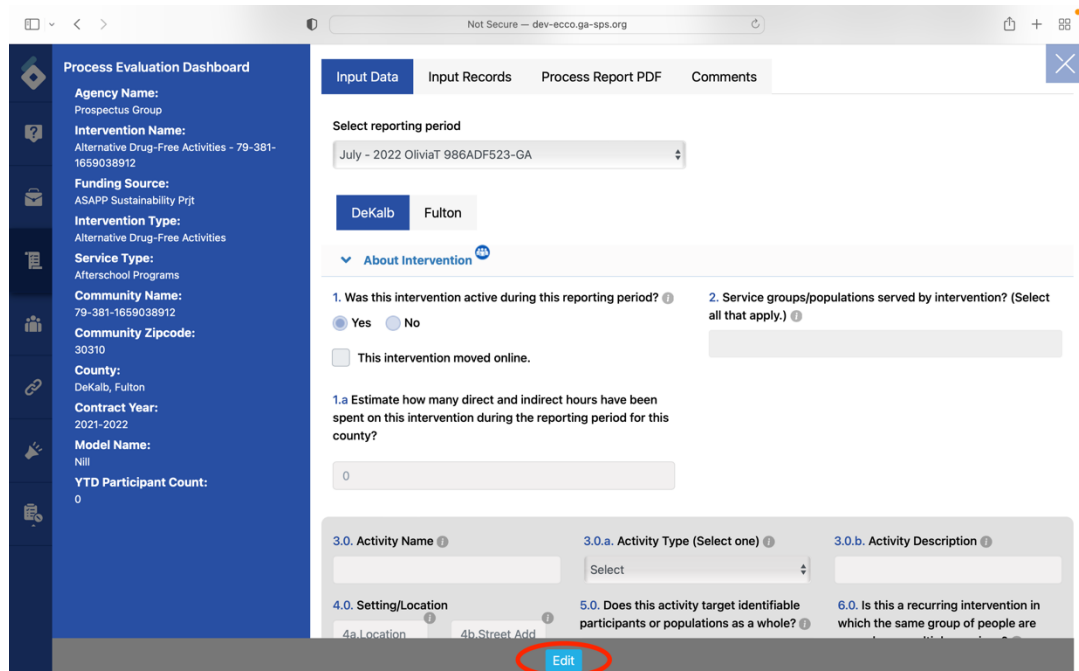
Alternative Drug-Free Activities Form

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 the 'Process Evaluation Dashboard' for the 'Prospectus Group'. The dashboard includes fields for Agency Name, Intervention Name, Funding Source, Intervention Type, Service Type, Community Name, Community Zipcode, County, Contract Year, Model Name, and YTD Participant Count. The 'Select reporting period' dropdown menu is open, showing 'Select record' as the selected option. 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' with the 'Input Data' tab selected. The 'Select reporting period' dropdown menu is set to 'July - 2022 OliviaT 986ADF523-GA'. The 'DeKalb' county is selected. The 'About Intervention' section is expanded, showing questions 1 through 6.0. The 'Edit' button at the bottom 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.

Process Evaluation Dashboard

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

YTD Participant Count: 0

Input Data | Input Records | Process Report PDF | Comments

Select reporting period: July - 2022 OliviaT 986ADF523-GA

DeKalb | Fulton

About Intervention

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

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

☐ This intervention moved online.

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

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?

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

Save

- 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: 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

YTD Participant Count: 0

Input Data | Input Records | Process Report PDF | Comments

Select reporting period: July - 2022 OliviaT 986ADF523-GA

DeKalb | Fulton

About Intervention

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

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

☐ This intervention moved online.

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

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?

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

Form Auto Hold Successful

Save

- 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 the 'Process Evaluation Dashboard' for the Prospectus Group. The left sidebar contains various navigation icons. The main content area has tabs for 'Input Data', 'Input Records', 'Process Report PDF', and 'Comments'. The 'Input Data' tab is active, showing a 'Select reporting period' dropdown set to 'July - 2022 OliviaT 986ADF523-GA'. Below this are buttons for 'DeKalb' and 'Fulton'. The 'About Intervention' section is expanded, showing question 1: 'Was this intervention active during this reporting period?'. The 'No' radio button is selected. A text box labeled 'Describe' is visible, and a red arrow points to it from the text 'This intervention was paused because of Covid-19.' Below the text box is a blue button labeled 'Add Previous Explanation'. 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 'Process Evaluation Dashboard' with questions 13.0 through 17.0. Question 13.0, 'Number of new participants served this reporting period?', is circled in red. Question 14.0, 'Are counts exact?', has 'Yes' and 'No' radio buttons. Question 15.0, 'New Participants By Gender:', has input fields for 'Male', 'Female', and 'Gender Unknown'. Question 16.0, 'Attendees by Age 0-65+ Count:', has a dropdown menu. Below this are input fields for age groups: 'Age 0-4', 'Age 5-11', 'Age 12-14', 'Age 15-17', 'Age 18-20', and 'Age 21-24'. There are also input fields for 'Attendees by Age: 25-44', 'Attendees by Age: 45-64', 'Age 65+', and 'Age Unknown'. Question 17.0, 'Attendees by Hispanic Origin Count:', has a dropdown menu. At the bottom of the form, a 'Save' button is visible, and a message 'Form Auto Hold Successful' is displayed.

- 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.

Process Evaluation Dashboard

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

YTD Participant Count: 0

Input Data | Comments

Select reporting period

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.

Process Evaluation Dashboard

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

YTD Participant Count: 0

Input Data | Input Records | Process Report PDF | Comments

Select reporting period

July - 2022 OliviaT 263CBP905-GA

DeKalb | Fulton

About Intervention

1. Was this intervention active during this reporting period?

☒ Yes ☐ No

☐ 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

Meetings & Trainings

Community-Based Processes

Reach

Edit

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

Processes,” and “Reach.”

Process Evaluation Dashboard

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

YTD Participant Count: 0

Input Data | Input Records | Process Report PDF | Comments

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

DeKalb | Fulton

About Intervention

1. Was this intervention active during this reporting period?

☒ Yes ☐ No

☐ 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

Meetings & Trainings

Community-Based Processes

Reach

Save

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.”

Process Evaluation Dashboard

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

YTD Participant Count: 0

Input Data | Input Records | Process Report PDF | Comments

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

DeKalb | Fulton

About Intervention

1. Was this intervention active during this reporting period?

☒ Yes ☐ No

☐ 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

Meetings & Trainings

Community-Based Processes

Reach

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: 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

Input Data | Input Records | Process Report PDF | Comments

Select reporting period: July - 2022 OliviaT 263CBP905-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

Form Auto Hold Successful

Save

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

Process Evaluation Dashboard

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

YTD Participant Count: 0

Input Data | Input Records | Process Report PDF | Comments

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

DeKalb | Fulton

About Intervention

1. Was this intervention active during this reporting period?

☒ Yes ☐ No

☐ 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

Meetings & Training

Community-Based Processes

Reach

Save

- 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 "Not Secure - dev-ecco.ga-sps.org". The left sidebar contains navigation icons. The main content area displays the "Meetings & Trainings" section. Question 7.0, "Number of new community members, other than stakeholders/partners, you trained this reporting period?", is circled in red and has a text input field with the value "0,000". To the right of question 7.0 is question 8.0, "Are counts of new community members, other than stakeholders/partners, trained exact?", with radio buttons for "Yes" and "No". Further right is question 9.0, "New Participants By Gender:", with input fields for "Male" (0), "Female" (0), and "Gender Unknown" (0). Below these is a section for "Attendees by Age" with a dropdown menu set to "10.0 Attendees by Age 0-65+ Count:". This section contains several input fields for age groups: "Age 0-4", "Age 5-11", "Age 12-14", "Age 15-17", "Age 18-20", and "Age 21-24". Below these are three more sections: "Attendees by Age: 25-44 Count:", "Attendees by Age: 45-64 Count:", and "Age 65+", each with an input field. At the bottom, there is an "Age Unknown" input field and a "Save" button.

- 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 Pjt
 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

About Intervention

Meetings & Trainings

Community-Based Processes

Reach

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 the 'Process Evaluation Dashboard' on the left sidebar with various form fields. The main content area is titled 'Comments' and contains a 'Select reporting period' dropdown menu. A red arrow points to the dropdown arrow icon on the right side of the menu, which is currently set to '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 'Process Evaluation Dashboard' on the left sidebar. The main content area is titled 'Input Data' and contains a 'Select reporting period' dropdown menu. Below the dropdown menu, there are two tabs: 'DeKalb' and 'Fulton'. The 'About Intervention' section is expanded, showing three questions: '1. Was this intervention active during this reporting period?', '2. Service groups/populations served by intervention?', and '3. Locations of problem identification and referral activities?'. Below these questions, there is a section for '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. At the bottom of the form, there is a blue 'Edit' button circled in red.

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

The screenshot shows the 'Process Evaluation Dashboard' on a web browser. The left sidebar contains a list of navigation icons and a 'Save' button at the bottom. The main content area has tabs for 'Input Data', 'Input Records', 'Process Report PDF', and 'Comments'. The 'Input Data' tab is active, showing a 'Select reporting period' dropdown set to 'July - 2022 OliviaT 791PRO771-GA'. Below this are buttons for 'DeKalb' and 'Fulton'. Two collapsible sections are visible: 'About Intervention' and 'Participants', both of which are circled in red. The 'About Intervention' section is currently expanded, showing a question about whether the intervention was active during the reporting period.

4. 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 'Process Evaluation Dashboard' as the previous one, but with the 'About Intervention' section 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 intervention?' and '3. Locations of problem identification and referral activities?'. Below the first question is a text input field for '1.a Estimate how many direct and indirect hours have been spent on this intervention during the reporting period for this county?'. At the bottom of the section is a '4.0. Location/Setting' section with input fields for 'Location' and 'City/Town'. A 'Save' button is at the bottom right of the form.

- 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.

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 sidebar with various agency and intervention details. The main content area is titled 'Comments' and features a 'Reporting Month' dropdown menu. A red arrow points to the dropdown arrow icon, indicating the selection process.

Process Evaluation Dashboard

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:

Comments

Reporting Month

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 'Process Evaluation Dashboard' on the left sidebar. The main content area is titled 'Input Data' and features a 'Reporting Month' dropdown menu. Below the dropdown, there are buttons for 'Miller' and 'Morgan'. The 'About Intervention' section contains two questions: '1. Was this intervention active during this reporting period?' and '2. Service groups/populations served by intervention?'. Below these questions, there is a text input field for '1.a Estimate how many direct and indirect hours have been spent on this intervention during the reporting period for this county?'. At the bottom, there is a list of service types: 'Health Promotion Events', 'Radio PSAs', 'Television PSAs', and 'Print Ads'. A blue 'Edit' button is highlighted with a red circle at the bottom center.

Process Evaluation Dashboard

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:

Input Data **Input Records** **Process Report PDF** **Comments**

Reporting Month

July - 2022 OliviaT 428INF394-GA

Miller **Morgan**

About Intervention

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

☐ 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?

0

Health Promotion Events

Radio PSAs

Television PSAs

Print Ads

Edit

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

The screenshot shows a web browser window with the URL "dev-ecco.ga-sps.org". On the left is a dark blue sidebar with icons for various functions. The main content area is titled "Information Dissemination" and features a list of 20 collapsible sections, each with a downward arrow icon. The sections are: Health Promotion Events, Radio PSAs, Television PSAs, Print Ads, Posters, Brochures, Letters to the editor, Billboards, Banners, Presentation Materials, Presentations, Websites, Social Media, Press Release, Clearinghouse/Information Resource Center, Information/Hot/Help Lines, Training Materials, and Other Information Dissemination. At the bottom right of the form is a "Save" button.

- 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."

The screenshot shows the "Process Evaluation Dashboard" form. The left sidebar contains fields for Agency Name, Intervention Name, Funding Source, Intervention Type, Service Type, Community Name, Community Zipcode, County, Contract Year, Model Name, YTD Participant Count, YTD Reach Count, and YTD Reach Percentage. The main content 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 buttons for "Miller" and "Morgan". The "About Intervention" section is highlighted with a red circle and contains the question: "1. Was this intervention active during this reporting period?". It has radio button options for "Yes" (selected) and "No". Below this is a checkbox for "This intervention has been moved online." and a text input field. To the right is question "2. Service groups/populations served by intervention? (Select all that apply.)". Below these questions is a text input field for "1.a Estimate how many direct and indirect hours have been spent on this intervention during the reporting period for this county?". At the bottom right is a "Save" button.

- 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.

Process Evaluation Dashboard

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:

Input Data | Input Records | Process Report PDF | Comments

Reporting Month: July - 2022 OliviaT 428INF394-GA

Miller | Morgan

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. 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.

40

YTD Reach Count:
100

YTD Reach Percentage:

- Health Promotion Events
- Radio PSAs
- Television PSAs
- Print Ads
- Posters
- Brochures
- Letters to the editor
- Billboards
- Banners
- Presentation Materials
- Presentations
- Websites
- Social Media
- Press Release
- Clearinghouse/Information Resource Center
- Information/Hot/Help Lines
- Training Materials
- Other Information Dissemination

Save

- 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 the 'Process Evaluation Dashboard' on the left sidebar with the following 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 is titled 'Comments' and contains 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 'Process Evaluation Dashboard' on the left sidebar with the same details as the previous image. The main content area is titled 'Input Data' and contains the following sections:

- Select reporting period:** July - 2022 OliviaT 416PRO662-GA
- Buttons:** Pike, Twiggs
- About Intervention:**
 - 1. Was this intervention active during this reporting period? ☒ Yes ☐ No
 - 2. Service groups/populations served by intervention? (Select all that apply.)
 - 3. Locations of problem identification and referral activities? (Select all that apply.)
 - ☐ 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
 - 4.0. Location/Setting:
 - Location:
 - City/Town:

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

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

The screenshot shows the 'Process Evaluation Dashboard' for the 'Tobacco Problem ID and Referral' intervention. The left sidebar contains a list of agency information. The main content area has tabs for 'Input Data', 'Input Records', 'Process Report PDF', and 'Comments'. The 'Input Data' tab is active, showing a 'Select reporting period' dropdown set to 'July - 2022 OliviaT 416PRO662-GA'. Below this are buttons for 'Pike' and 'Twiggs'. Two collapsible sections are visible: 'About Intervention' and 'Participants', both of which are circled in red. A 'Save' button is at the bottom right.

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 'About Intervention' section expanded. The first question is '1. Was this intervention active during this reporting period?'. It has two radio button options: 'Yes' (selected) and 'No'. Below this is a checkbox for 'This intervention has been moved online.' To the right of the first question are two other questions: '2. Service groups/populations served by intervention?' and '3. Locations of problem identification and referral activities?'. Below the first question is a text input field for '1.a Estimate how many direct and indirect hours have been spent on this intervention during the reporting period for this county?'. At the bottom, there is a section for '4.0. Location/Setting' with input fields for 'Location' and 'City/Town'. A 'Save' button is at the bottom right.

- 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.

Process Evaluation Dashboard

Agency Name:
Prospectus Group

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

Funding Source:
ASAPP Sustainability Pjt

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.

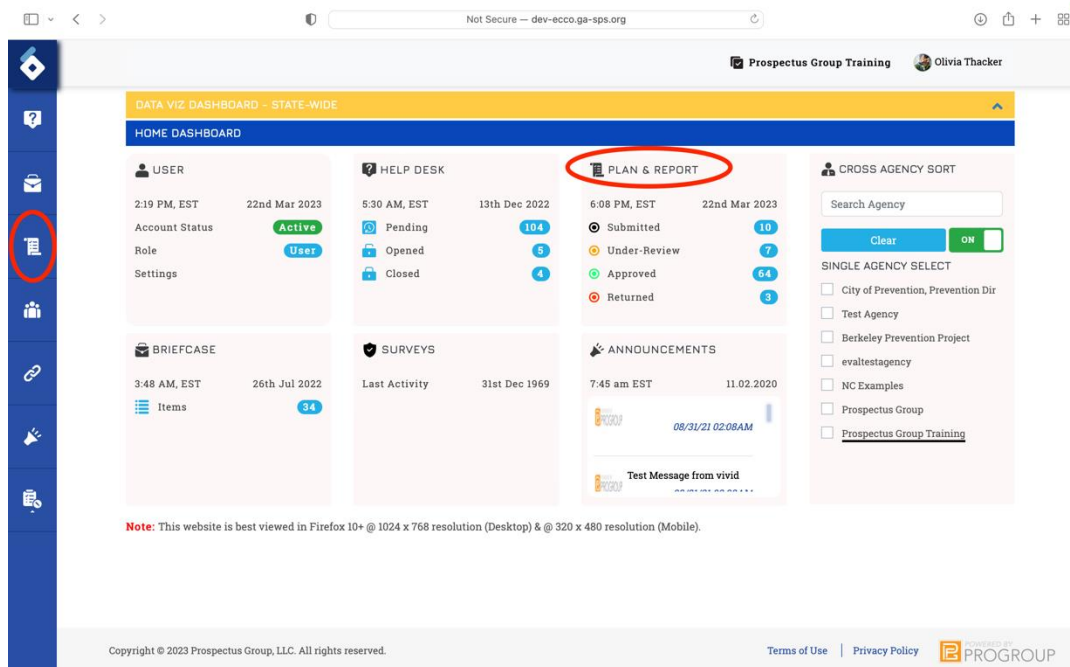
6. Question 8, the first question under the “Participants” section, asks for the “Number of new individuals for whom problem identification and referral services were provided this reporting period?”

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.



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.

Implementation Planning Dashboard

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

Contract Number: All / Select

(82) - PROSPECTUS GROUP TRAINING - (STATE-WIDE)

Counties Served Assigned to Create & Edit IP

Last Update: Mar 22 2023

Interventions by Year

COMMUNITY BASED GENERAL

MEDIA CENTER

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

Counties Served Assigned to Create & Edit IP

Last Update: Dec 13 2022

Interventions by Year

COMMUNITY BASED GENERAL

MEDIA CENTER

3. Select the current contract year.

(82) - PROSPECTUS GROUP TRAINING - (STATE-WIDE)

Counties Served Assigned to Create & Edit IP

Last Update: Mar 22 2023

Interventions by Year

COMMUNITY BASED GENERAL

MEDIA CENTER

2022-2023

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

Counties Served Assigned to Create & Edit IP

Last Update: Dec 13 2022

Interventions by Year

COMMUNITY BASED GENERAL

MEDIA CENTER

2016-2017

2017-2018

2018-2019

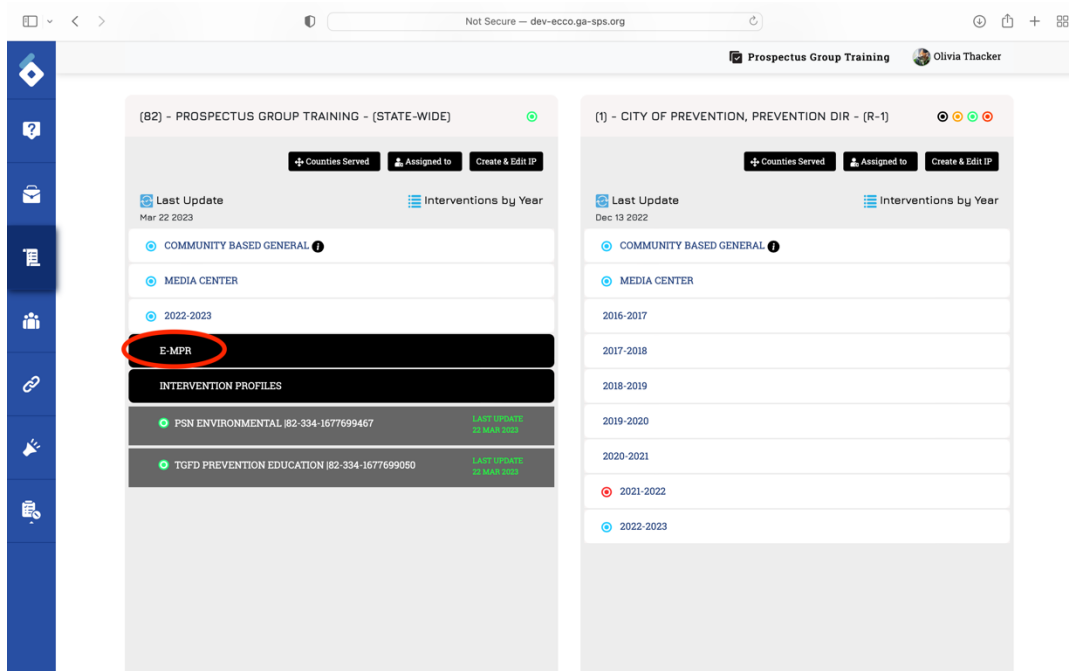
2019-2020

2020-2021

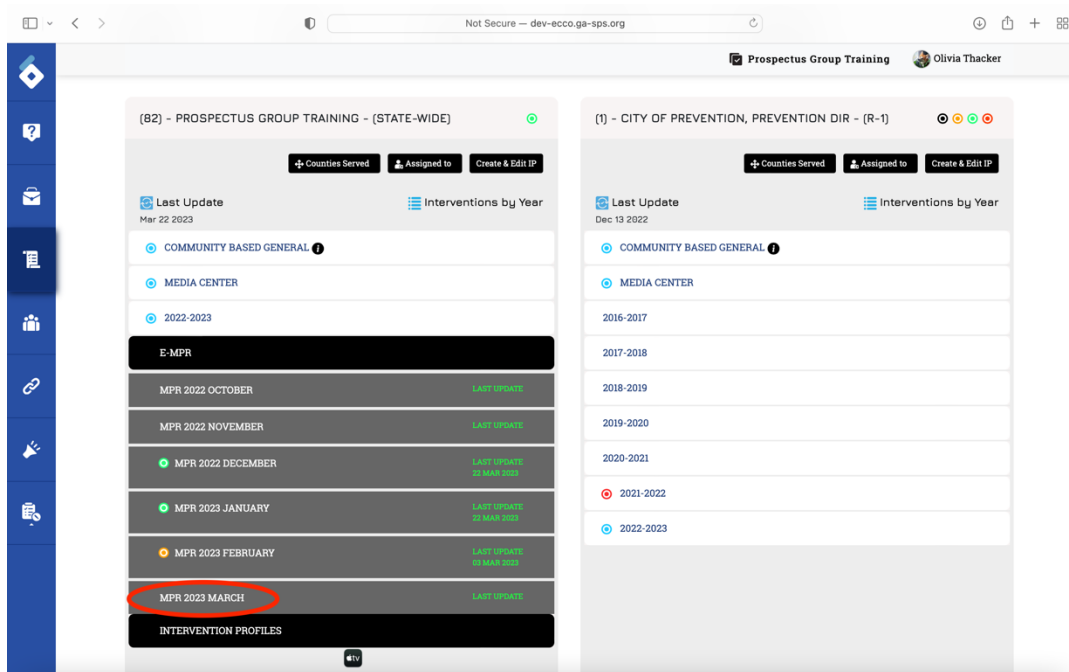
2021-2022

2022-2023

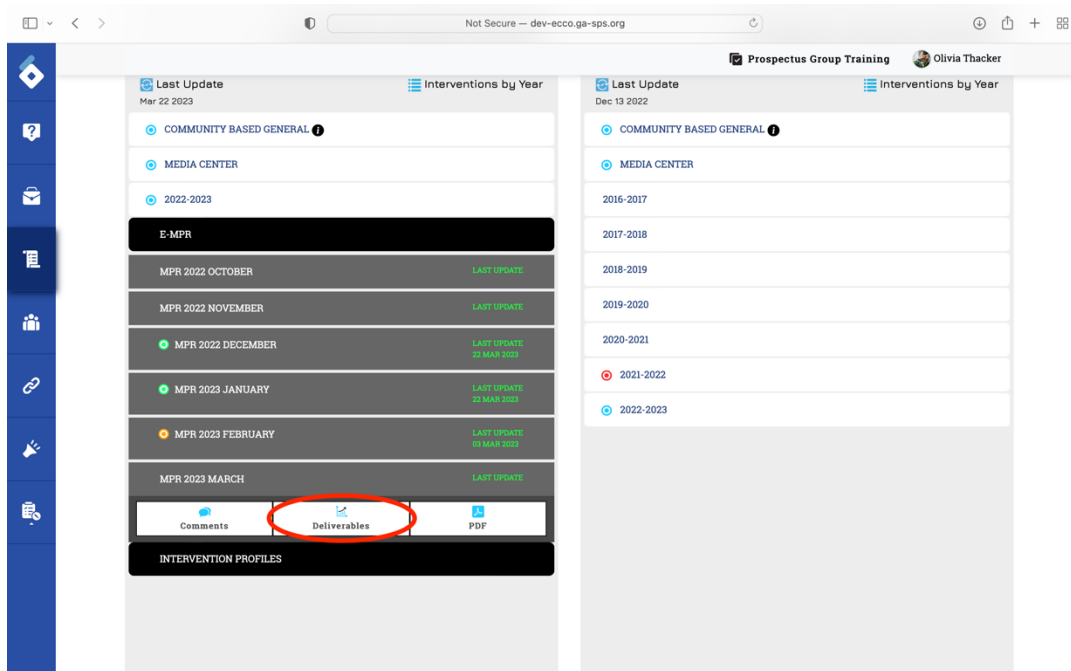
4. Click on E-MPR.



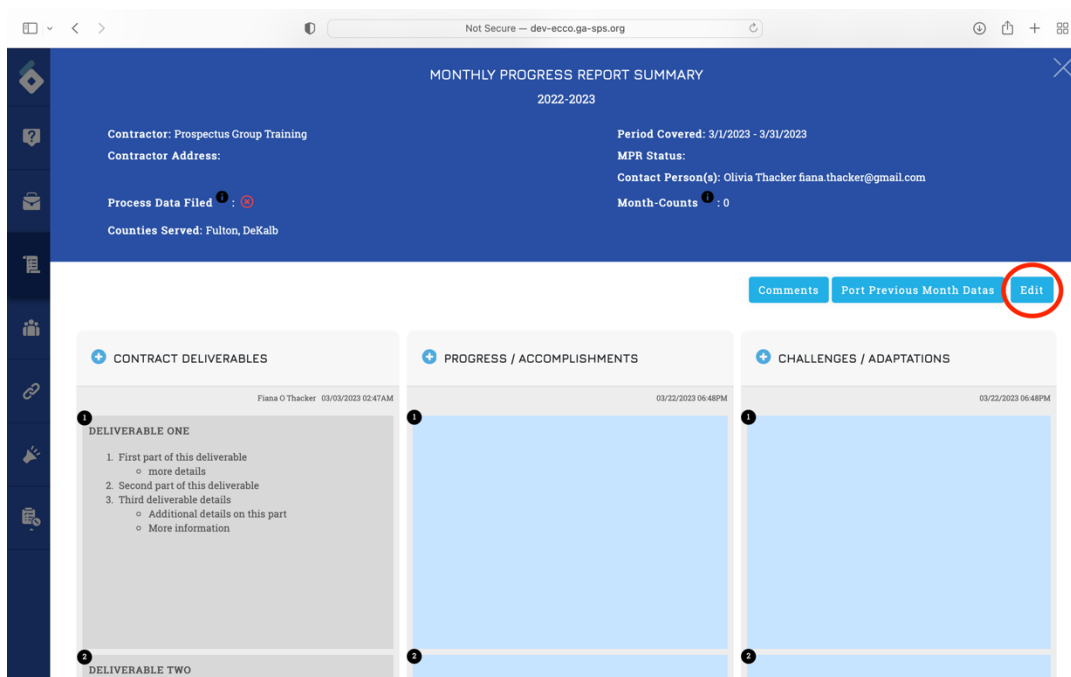
5. Select the MPR month you need to submit.



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.

The screenshot shows a web application interface for tracking deliverables. At the top, there are buttons for 'Comments', 'Port Previous Month Data', 'Submit', and 'Save'. The main area is divided into three columns: 'CONTRACT DELIVERABLES', 'PROGRESS / ACCOMPLISHMENTS', and 'CHALLENGES / ADAPTATIONS'. The 'CONTRACT DELIVERABLES' column is highlighted with a red circle and contains two sections: 'DELIVERABLE ONE' and 'DELIVERABLE TWO'. A red arrow points down from the top of this column. The 'PROGRESS / ACCOMPLISHMENTS' and 'CHALLENGES / ADAPTATIONS' columns are currently empty blue boxes.

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.

This screenshot shows the same interface as the previous one, but with the 'PROGRESS / ACCOMPLISHMENTS' and 'CHALLENGES / ADAPTATIONS' columns highlighted with red circles. Red arrows point down from the top of these columns, indicating where to enter progress and challenges for each deliverable.

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

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Comments Port Previous Month Datas Submit Save

CONTRACT DELIVERABLES

Fiana O Thacker 03/03/2023 02:47AM

1 DELIVERABLE ONE

1. First part of this deliverable
 - more details
2. Second part of this deliverable
3. Third deliverable details
 - Additional details on this part
 - More information

2 DELIVERABLE TWO

1. Deliverable details
2. Second deliverable details
3. More details
4. Forth of the details
 - more details
5. Here is another part of this deliverable

PROGRESS / ACCOMPLISHMENTS

Paragraph B Bold Italic Link Unlink Undo Redo 03/22/2023 07:21PM

CHALLENGES / ADAPTATIONS

03/22/2023 07:21PM

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

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Comments Port Previous Month Datas Submit Save

CONTRACT DELIVERABLES

Fiana O Thacker 03/03/2023 02:47AM

1 DELIVERABLE ONE

1. First part of this deliverable
 - more details
2. Second part of this deliverable
3. Third deliverable details
 - Additional details on this part
 - More information

2 DELIVERABLE TWO

1. Deliverable details
2. Second deliverable details
3. More details
4. Forth of the details
 - more details
5. Here is another part of this deliverable

PROGRESS / ACCOMPLISHMENTS

Paragraph B Bold Italic Link Unlink Undo Redo 03/22/2023 07:21PM

CHALLENGES / ADAPTATIONS

03/22/2023 07:21PM

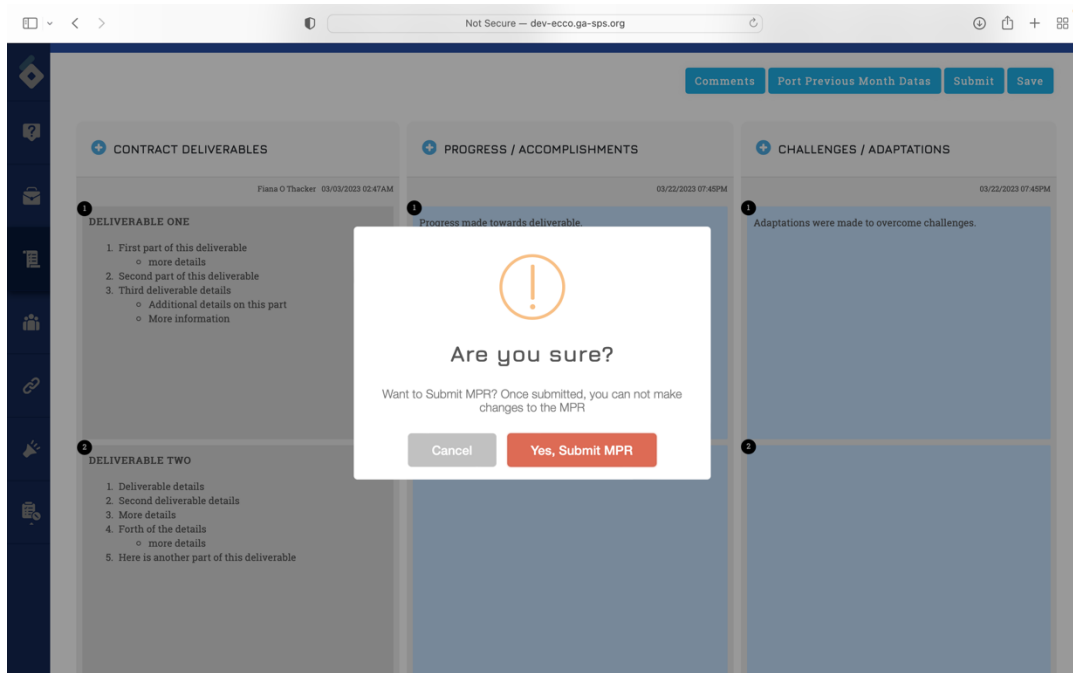
12. Once you have entered all updates, hit the submit button.

The screenshot shows a web browser window with the URL "Not Secure - dev-ecco.ga-sps.org". The page has a dark blue sidebar on the left with various icons. The main content area has a top navigation bar with buttons: "Comments", "Port Previous Month Data", "Submit", and "Save". The "Submit" button is circled in red. Below the navigation bar, there are three main sections: "CONTRACT DELIVERABLES", "PROGRESS / ACCOMPLISHMENTS", and "CHALLENGES / ADAPTATIONS". Each section has a header with a plus icon and a timestamp. The "CONTRACT DELIVERABLES" section contains two deliverables, each with a list of details. The "PROGRESS / ACCOMPLISHMENTS" section has a header "Progress made towards deliverable." and a large blue area for text. The "CHALLENGES / ADAPTATIONS" section has a header "Adaptations were made to overcome challenges." and a large blue area for text.

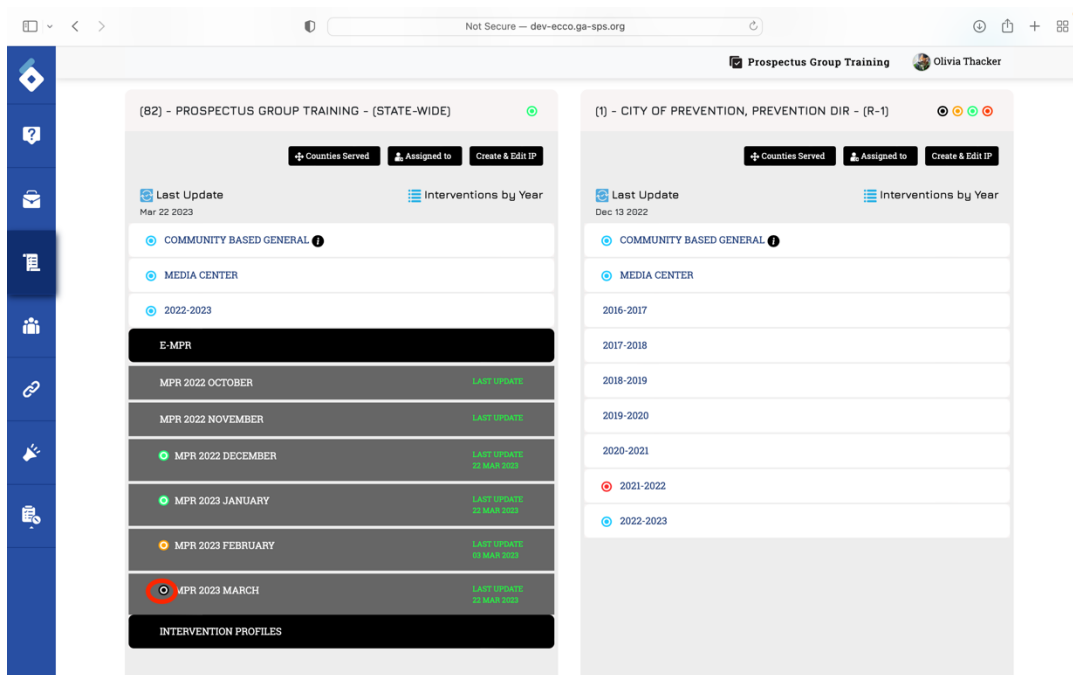
13. If you have yet to report your process data for the month, the submit button will be grayed out. You will need to complete your process data first.

The screenshot shows the same web browser window as the previous one. The "Submit" button is now grayed out. A red circle highlights the "Submit" button, and a red arrow points to it from a message box. The message box says "Form Auto Hold Successful". Below the message box, a gray banner states: "Submit button will not work and appear gray when Process data has not been submitted for all approved IPs for that month." The rest of the form structure is identical to the previous screenshot.

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.

The screenshot shows the 'Prospectus Group Training' interface. On the left, a sidebar contains various icons. The main content area is divided into two panels. The left panel, titled '(82) - PROSPECTUS GROUP TRAINING - (STATE-WIDE)', shows a list of items including 'COMMUNITY BASED GENERAL', 'MEDIA CENTER', '2022-2023', and a section for 'E-MPR'. Under 'E-MPR', there is a list of monthly MPRs: 'MPR 2022 OCTOBER', 'MPR 2022 NOVEMBER', 'MPR 2022 DECEMBER' (highlighted with a red circle), 'MPR 2023 JANUARY', 'MPR 2023 FEBRUARY', and 'MPR 2023 MARCH'. The right panel, titled '(1) - CITY OF PREVENTION, PREVENTION DIR - (R-1)', shows a similar list of items, including 'COMMUNITY BASED GENERAL', 'MEDIA CENTER', and a list of years from '2016-2017' to '2022-2023'.

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

This screenshot shows the same interface as the previous one, but with the 'Comments' tab selected at the bottom of the 'E-MPR' section. The 'Comments' tab is highlighted with a red circle. The other tabs visible are 'Deliverables' and 'PDF'. The main content area remains the same, showing the list of monthly MPRs and the list of years on the right panel.

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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

MPR 2022 NOVEMBER

MPR 2022 DECEMBER

MPR 2023 JANUARY

MPR 2023 FEBRUARY

MPR 2023 MARCH

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 displays the Ecco GapIP Pro-Sps.com interface. The left sidebar shows navigation options: Part B (Classify Intervention), Part C (Intervention Scope), and Part D (Action Steps). The main content area is titled 'Part C: Intervention Scope' and contains several questions. Question 12, 'Setting(s)/Location(s)', is circled in red. It shows a table with columns for 'Setting/Location 1' and 'Atlanta'. The table contains one row with 'Echinacea Prep S' and '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 'Forsythia High School' location. The 'Participant IDs' section is visible, featuring a 'Student ID' input field and a blue plus button. A red circle highlights the 'Student ID' input field. Above the input field, there is a warning message: 'Do not use non-unique IDs'. To the right of the input field, there are 'Pre Survey' and 'Post Survey' toggle switches, both currently set to 'OFF'. Below the input field, there are buttons for 'Print Pre Surveys' and 'Print Post Surveys'. The top of the page shows the 'Agency Name' as 'Prospectus Group Media', the 'Contract Year' as '2023-2024', and the 'Intervention Name - Code' as 'Fun with TGFD - 134-390-171484266'. The 'Intervention Type' is 'Prevention Education'. There are also buttons for 'Comments' and 'Survey Setup Instructions'.

Location - Echinacea Prep School

Location - Fatsia Middle School

Location - Forsythia High School

Survey setup

Participant IDs

Do not use participant Names or initials

ID	Status
FO 2341	OFF
FO 2342	OFF
FO 2343	OFF
FO 2344	OFF

Pre Survey OFF Request Survey

Post Survey OFF Request Survey

Print Pre Surveys

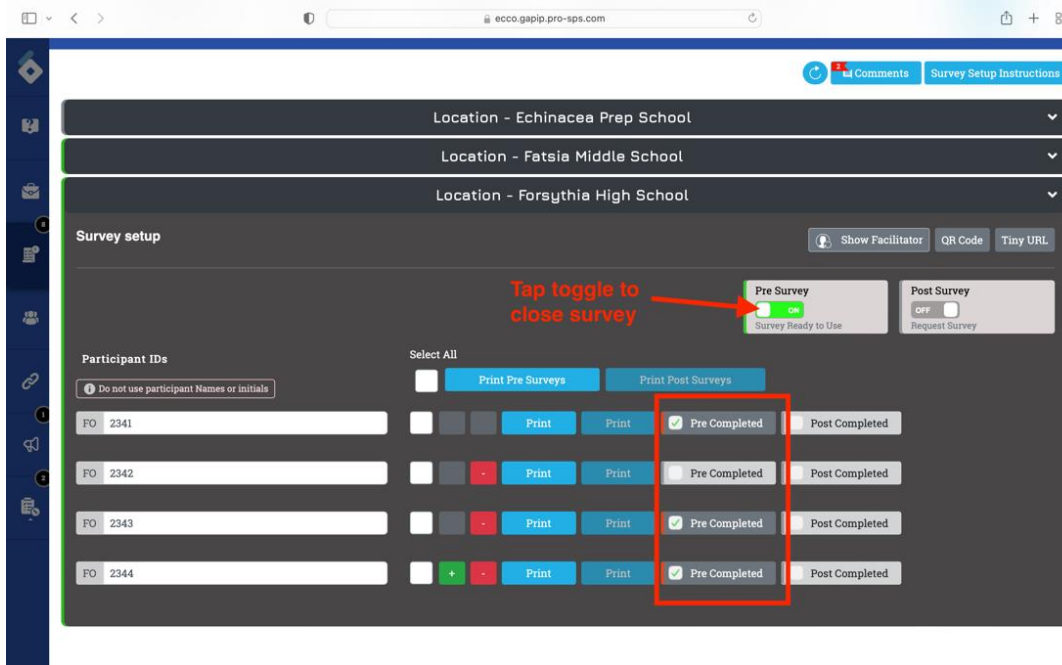
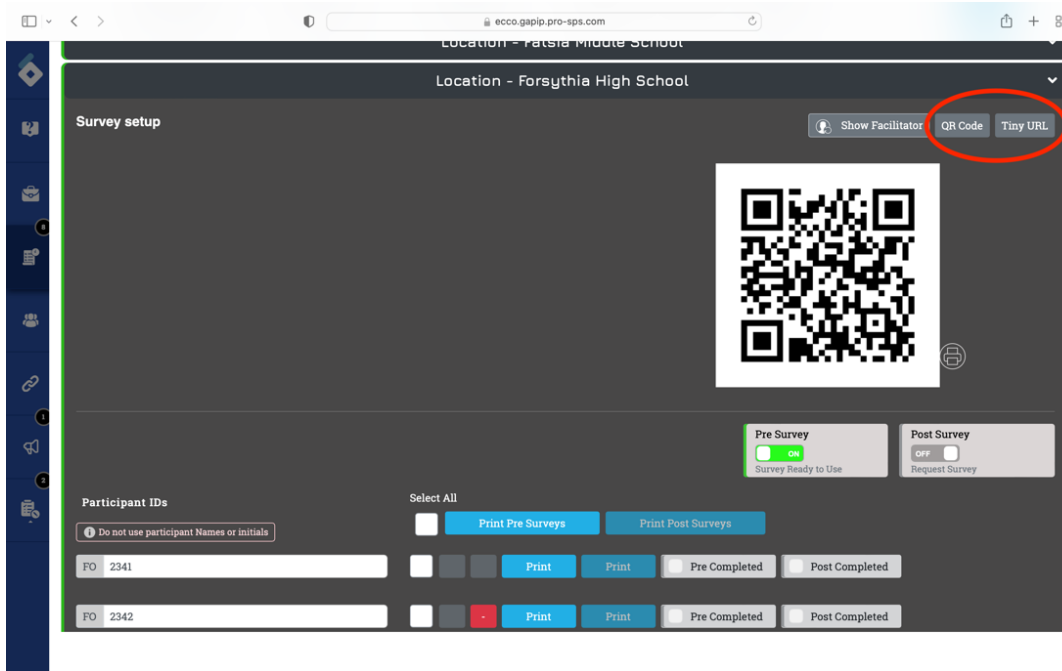
Print Post Surveys

Tap toggle to request survey

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

7. To request the post-survey, move the toggle under “Post-Survey” to the on position.
8. 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.

The screenshot shows the 'Survey setup' interface for three locations: Echinacea Prep School, Fatsia Middle School, and Forsythia High School. The 'Post Survey' toggle is highlighted with a red arrow and text 'Tap toggle to request survey'.

Location	Pre Survey	Post Survey
Echinacea Prep School	OFF Survey has been closed	OFF Request Survey
Fatsia Middle School	OFF Survey has been closed	OFF Request Survey
Forsythia High School	OFF Survey has been closed	OFF Request Survey

Participant IDs

Do not use participant Names or initials

Participant ID	Print	Print	Pre Completed	Post Completed
FO 2341	Print	Print	Pre Completed	Post Completed
FO 2342	Print	Print	Pre Completed	Post Completed
FO 2343	Print	Print	Pre Completed	Post Completed
FO 2344	Print	Print	Pre Completed	Post 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

Do not use participant Names or initials

Select All

Print Pre Surveys Print Post Surveys

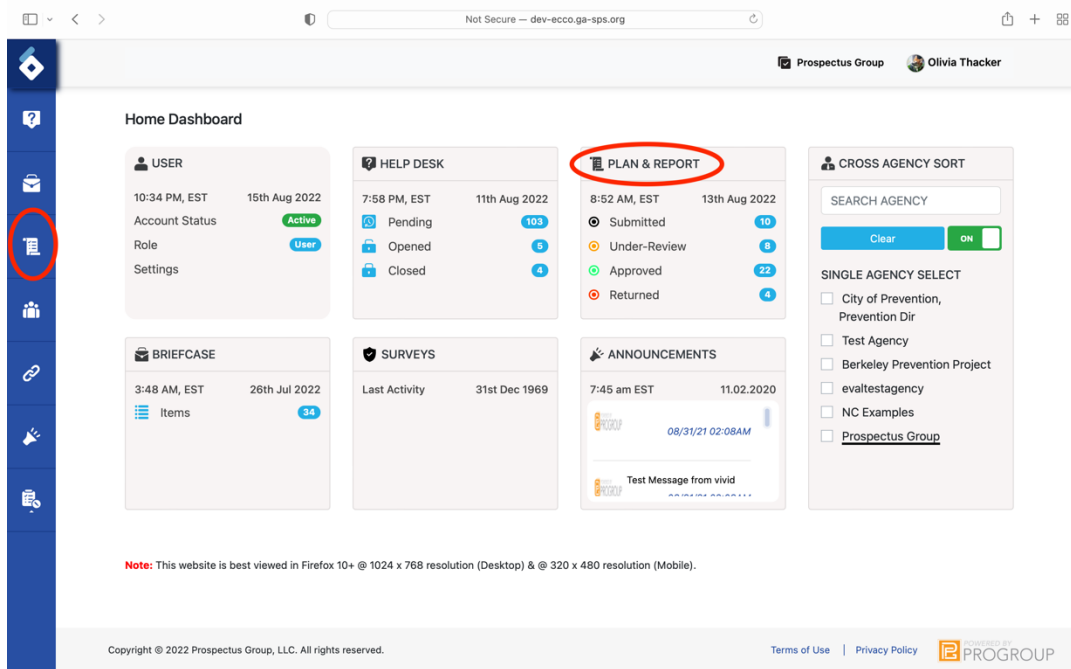
FO 2341			Print	Print	Pre Completed	Post Completed
FO 2342			Print	Print	Pre Completed	Post Completed
FO 2343			Print	Print	Pre Completed	Post Completed
FO 2344			Print	Print	Pre Completed	Post Completed

Tap toggle to close survey

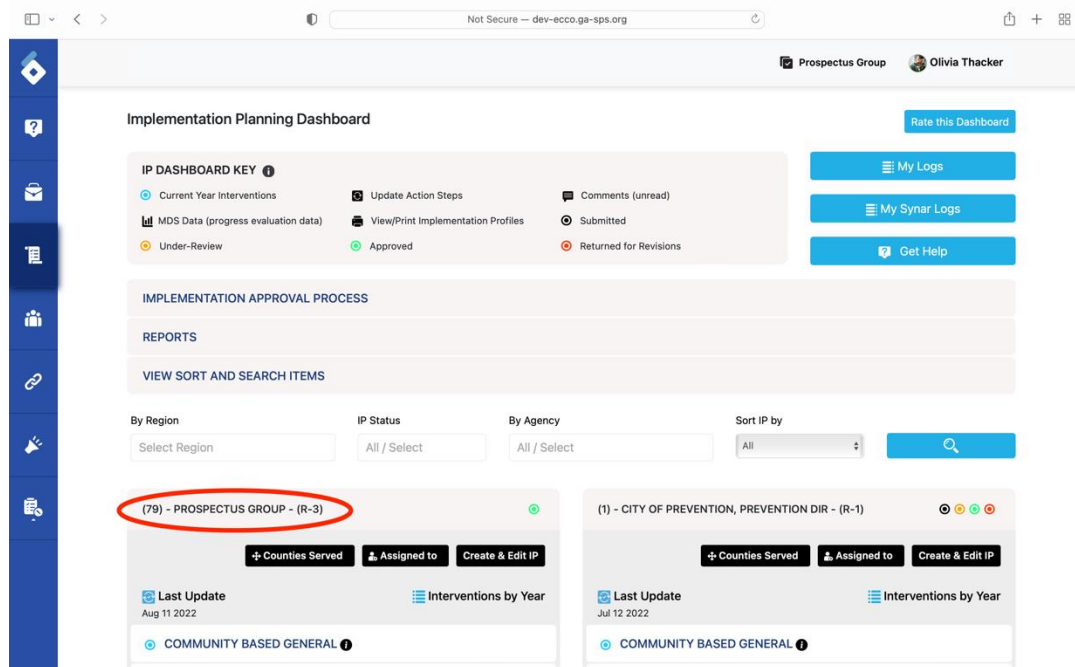
Media Center

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.

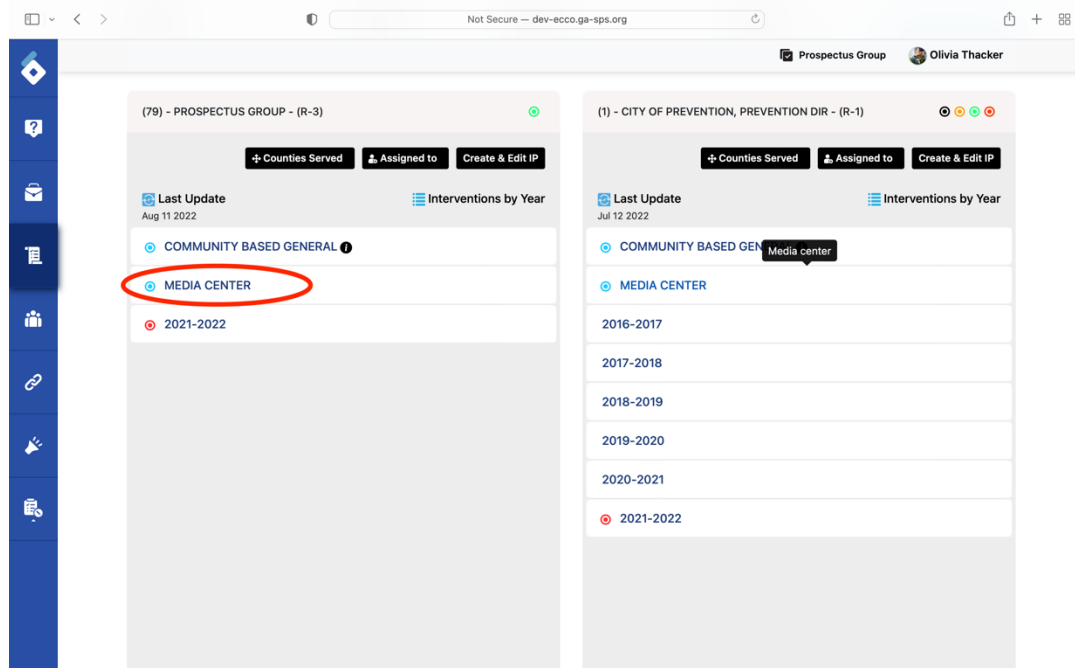
1. From the ECCO homepage, navigate to the Media Center by clicking on the Plan & Report node.



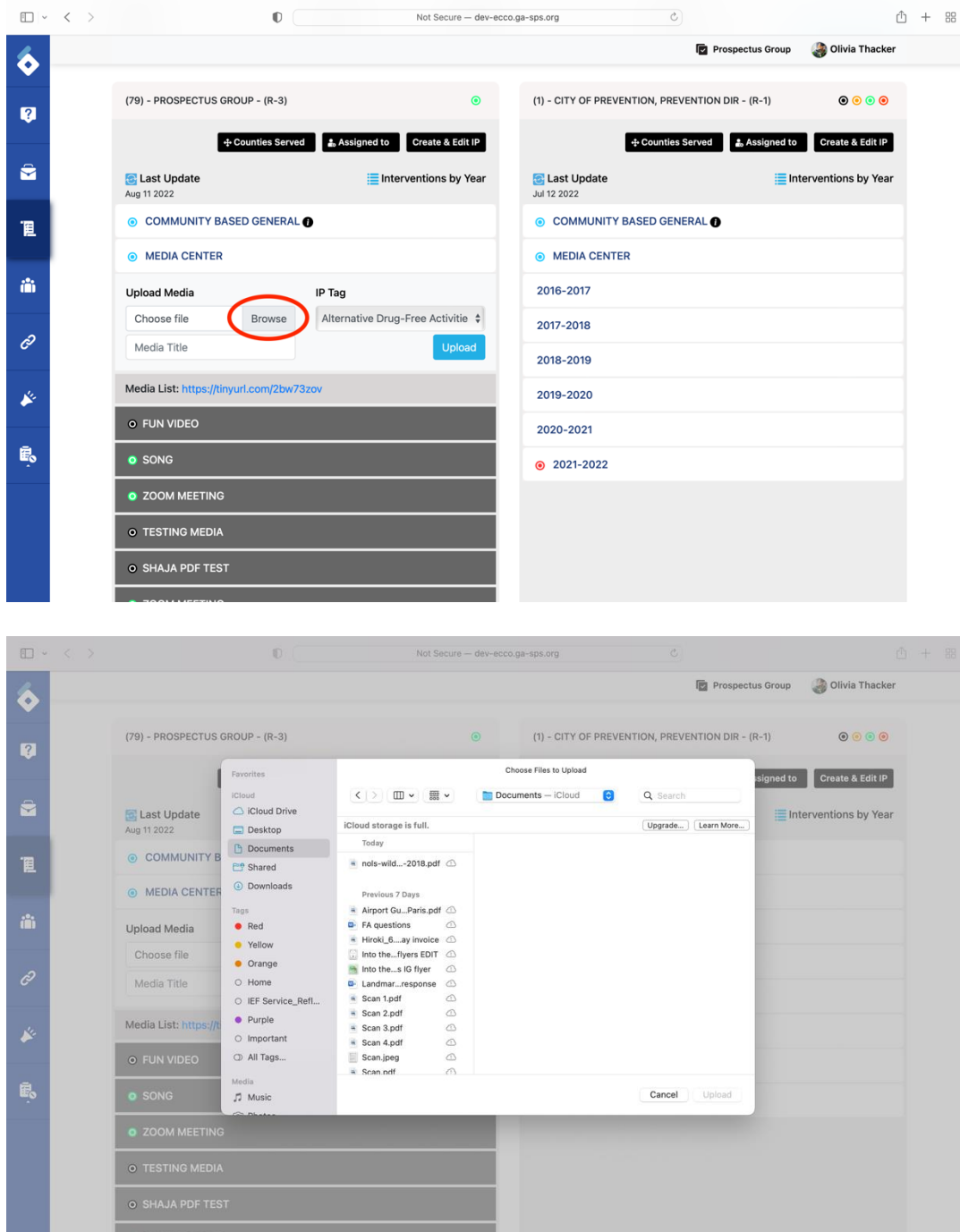
2. Locate the node with your agency's name. If you are only associated with one agency and funding contract, you will only see one node on this page.



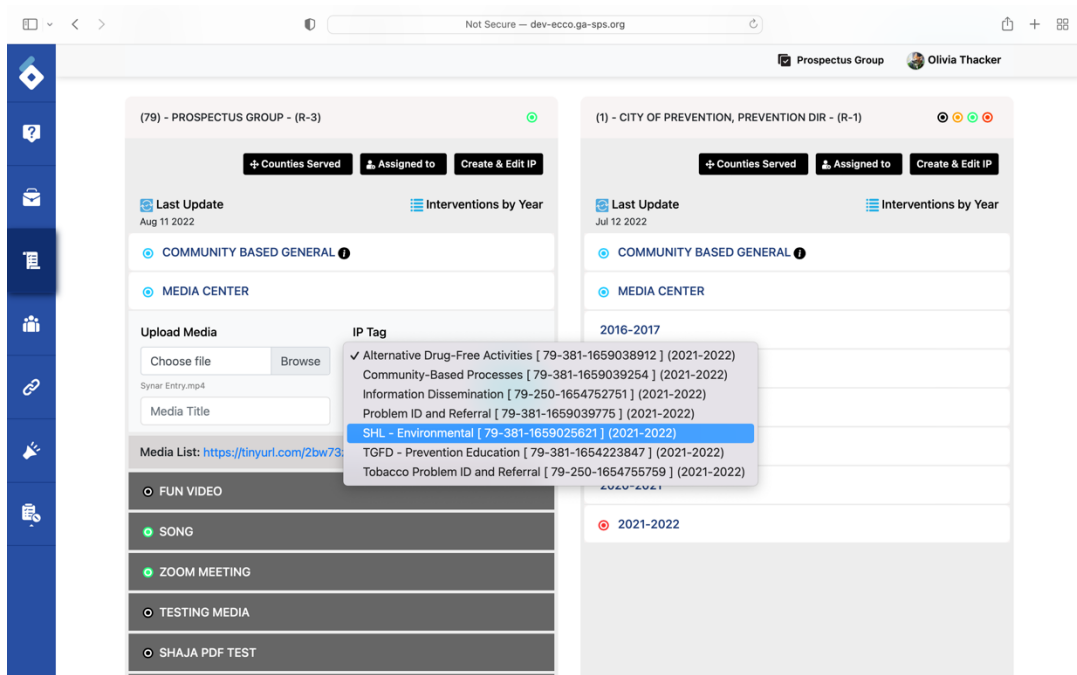
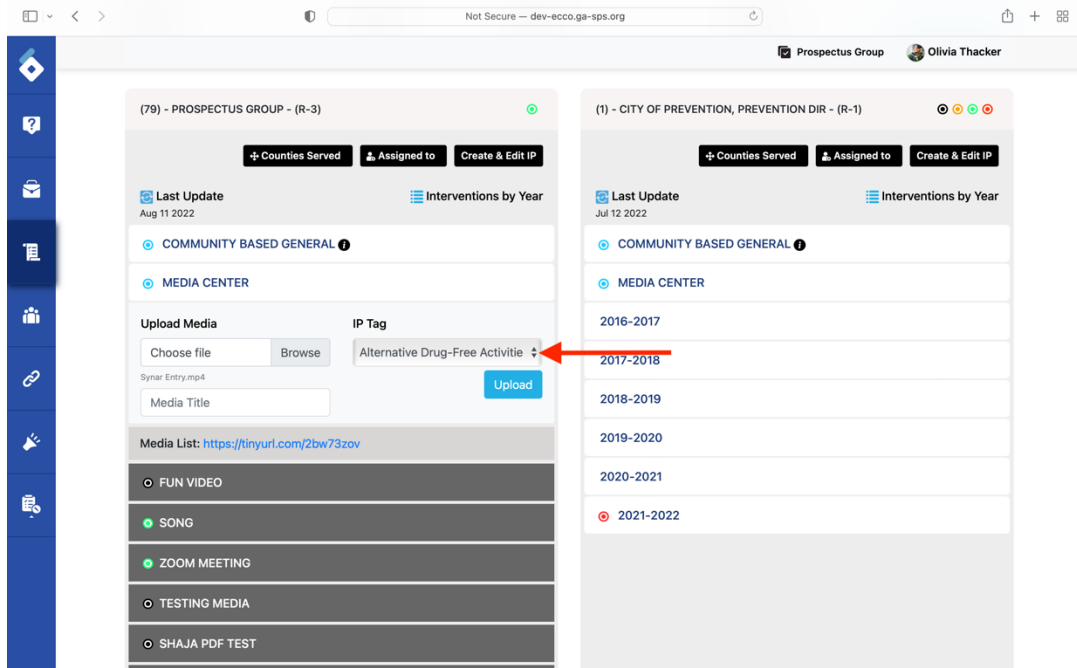
3. Click on Media Center.



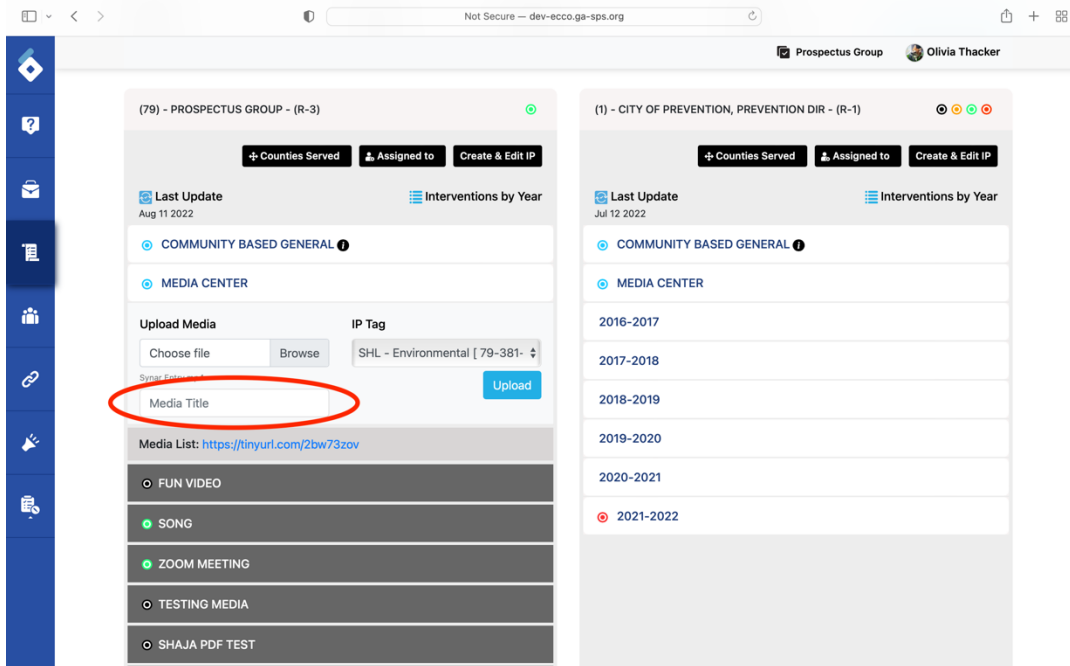
4. To upload a file, select browse and select a file



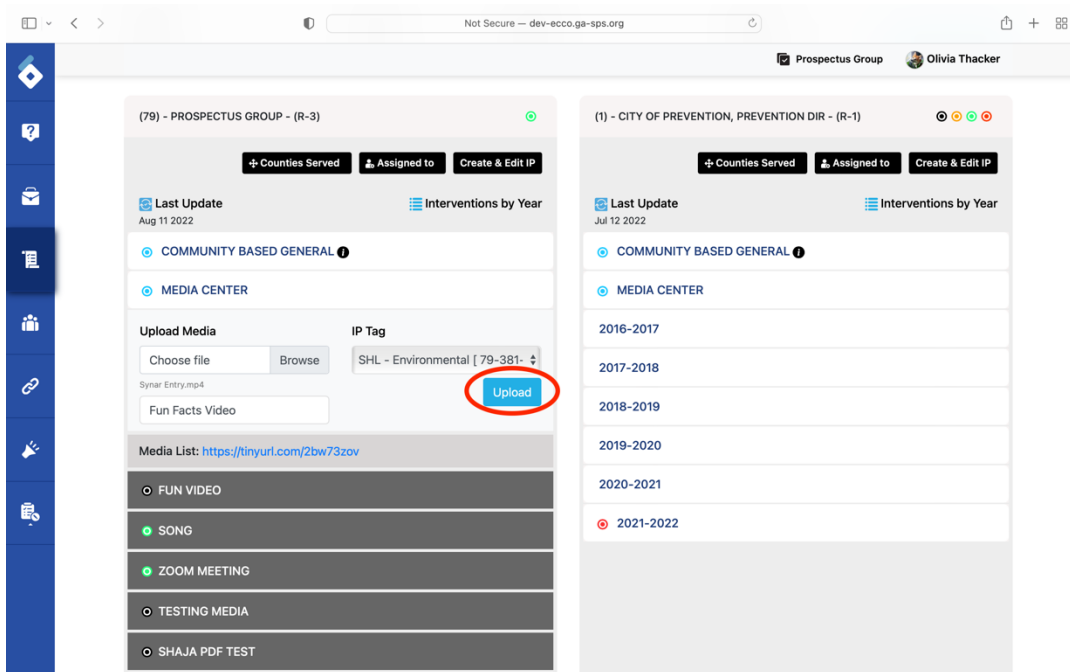
5. Under "IP Tag," select the intervention associated with the file.



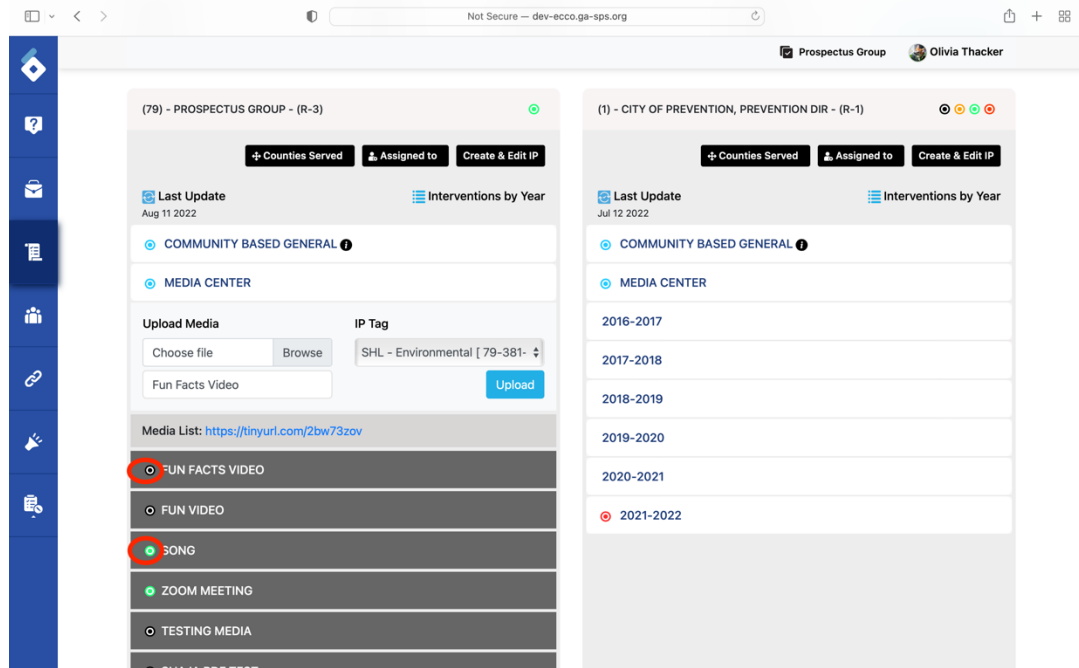
6. Provide a name for the media.



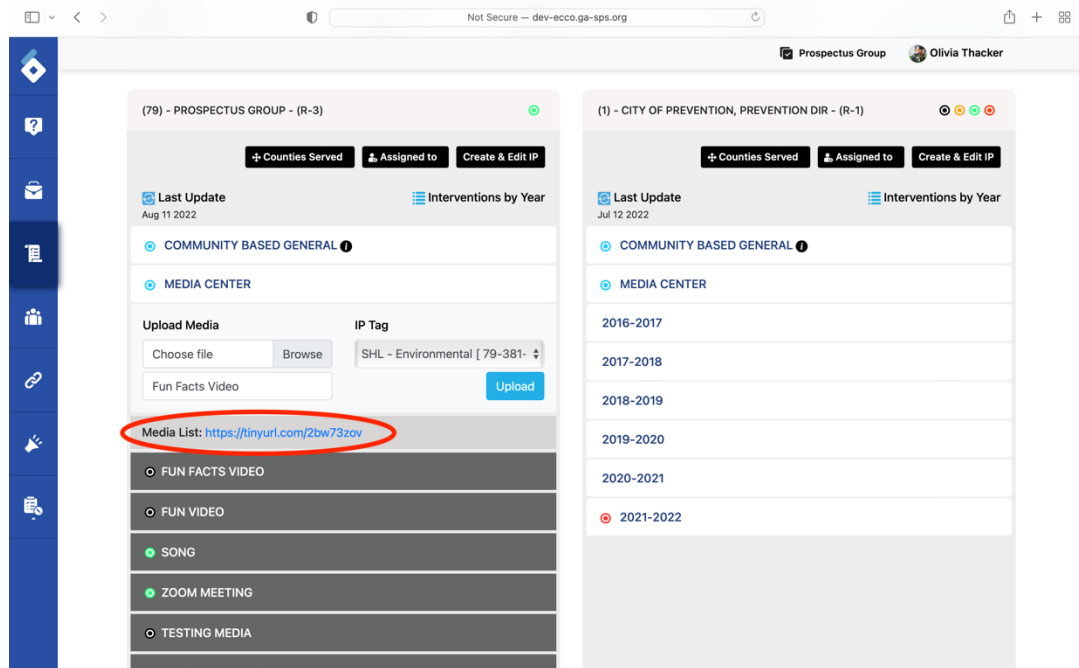
7. Hit upload, and your file has been added.



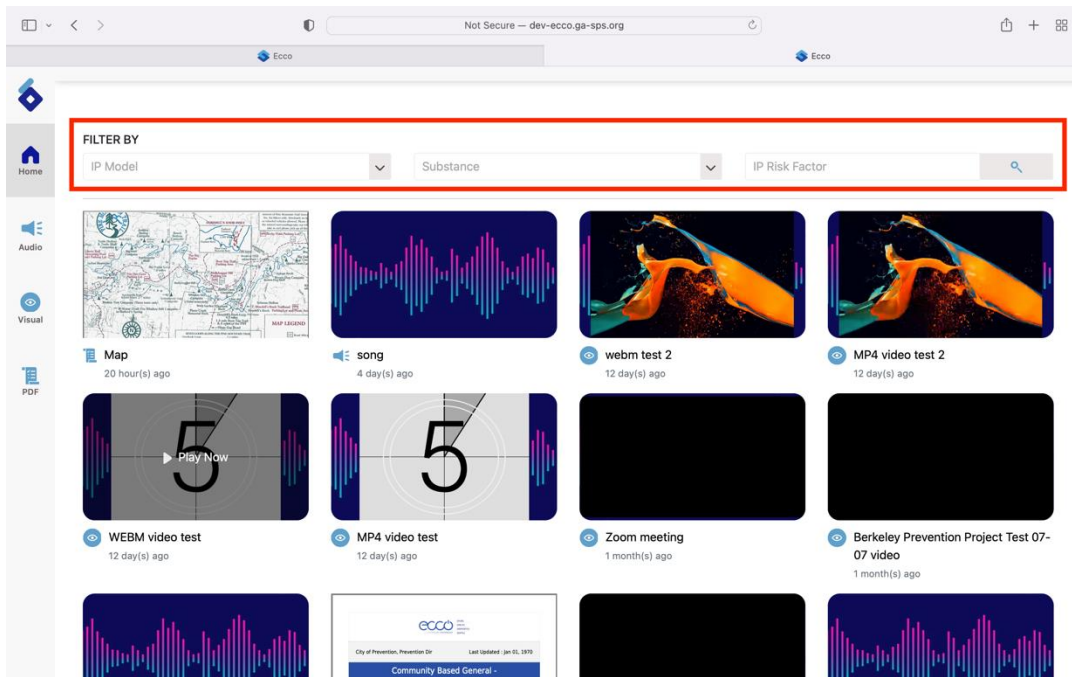
8. Once approved, your media file will be added to the media list, which includes media from other agencies. Files with a black dot are waiting for approval, and files with a green dot have been approved.



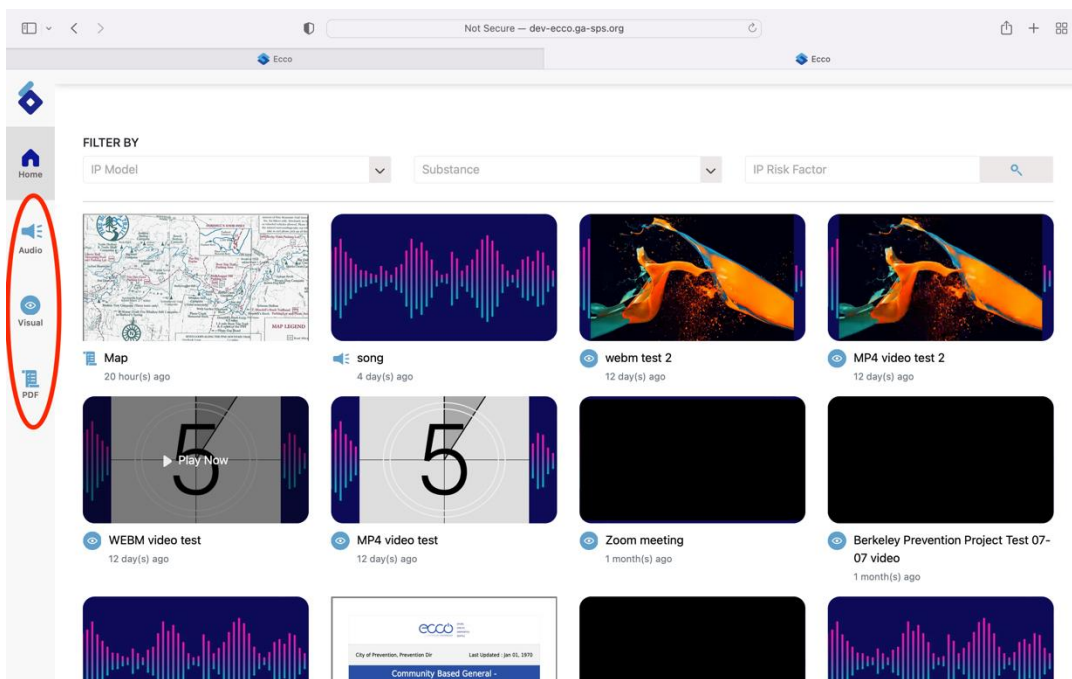
9. To view files from the media list, follow the link.



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



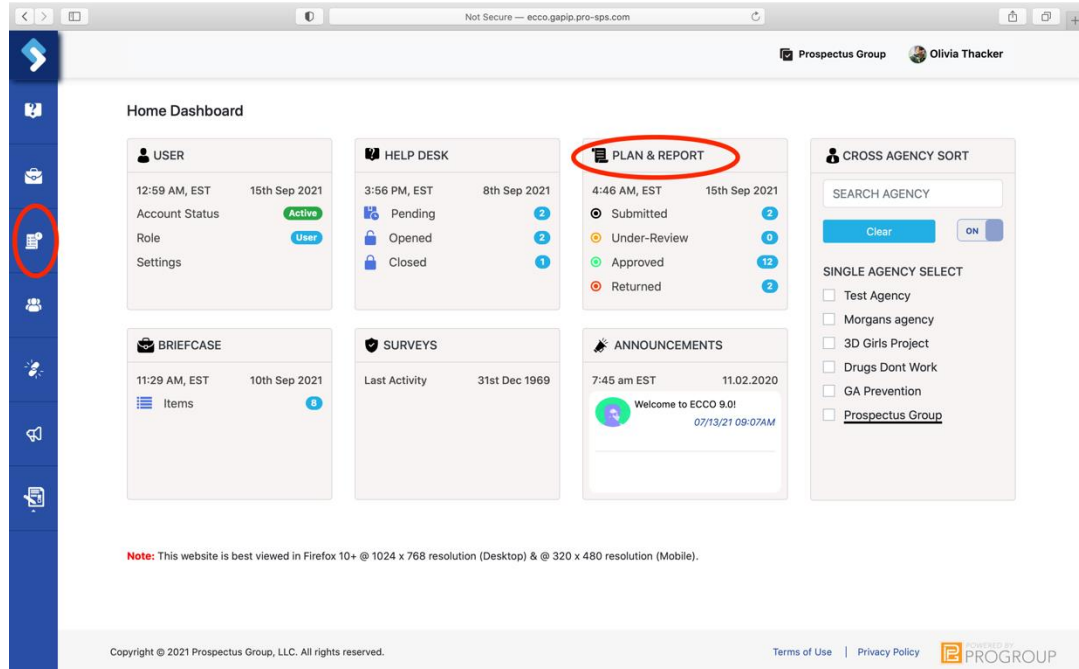
11. You can also solely view audio, video, or PDF files.



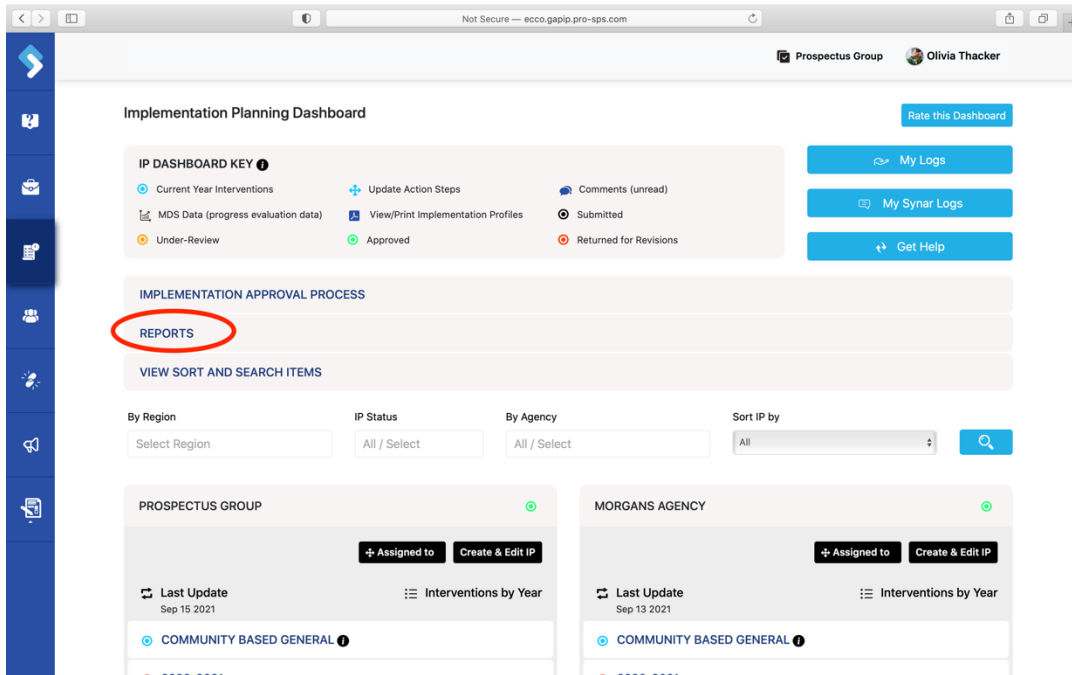
Pulling Process Reports

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.

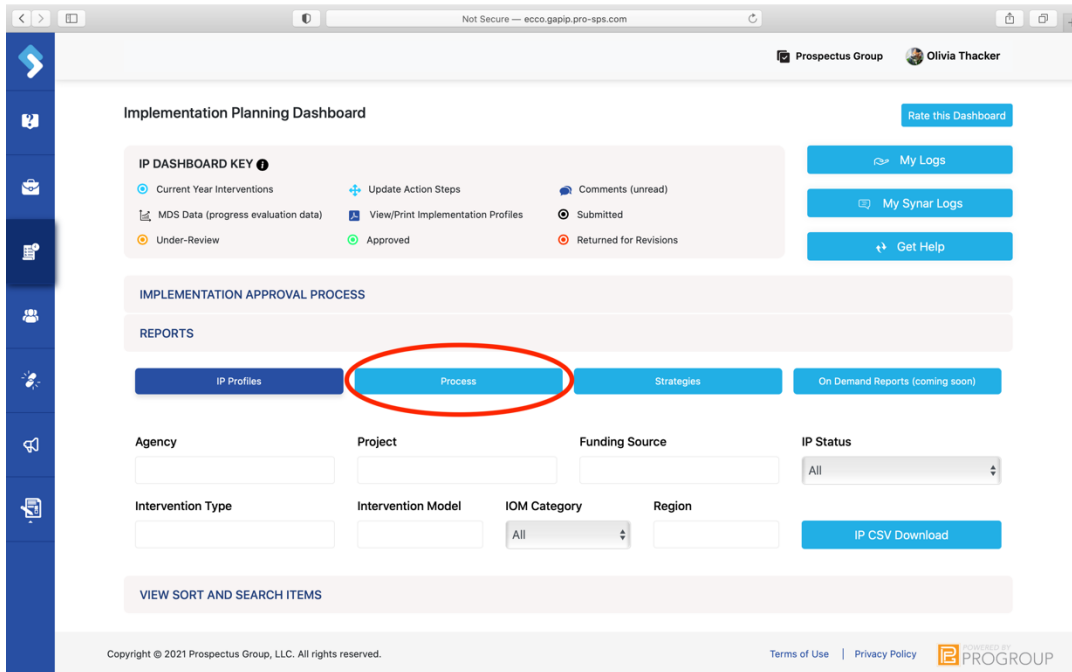
1. Starting from the ECCO homepage, click on the Plan & Report node or the IP icon on the left sidebar to navigate to the Implementation Planning (IP) dashboard.



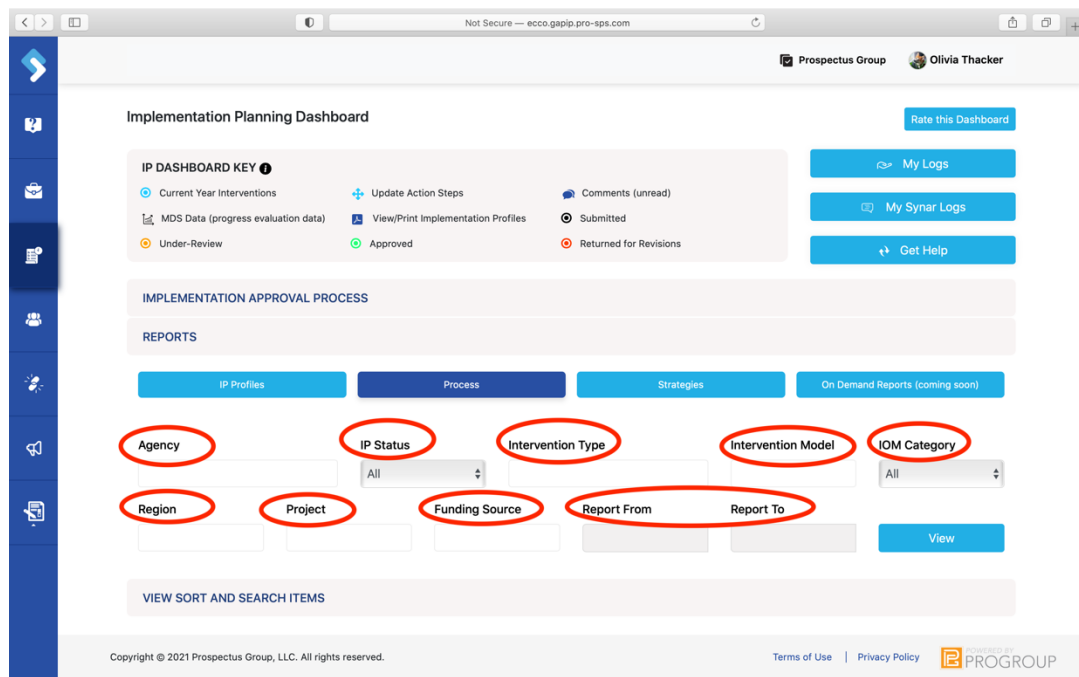
2. Once on the IP dashboard, click on the gray bar labeled “Reports.”



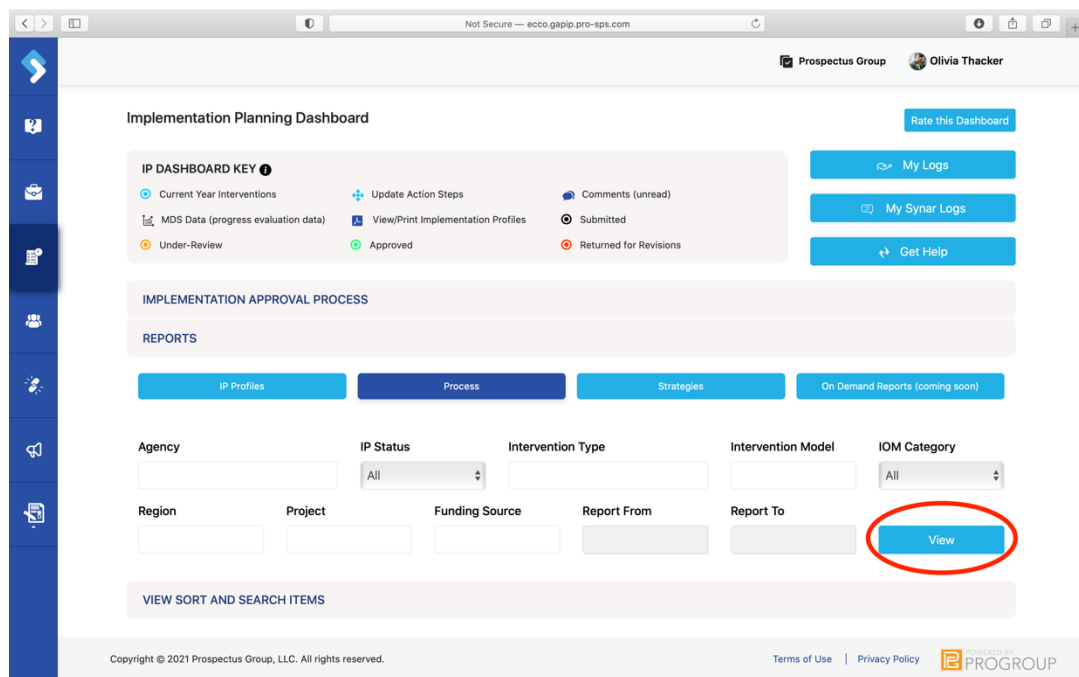
3. Select the box labeled “Process.”



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
DATA
POWERED BY PREDSOUP

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

Agency : All Agencies
IOM Category : All IOM Categories
Funding Source : All Funding Sources
Intervention Model : All Intervention Models

Intervention Type : All Intervention Types
Region : All Region
Project : All Project Sources
Evidence Based Program : All

Populations by CSAP Strategy and IOM Category

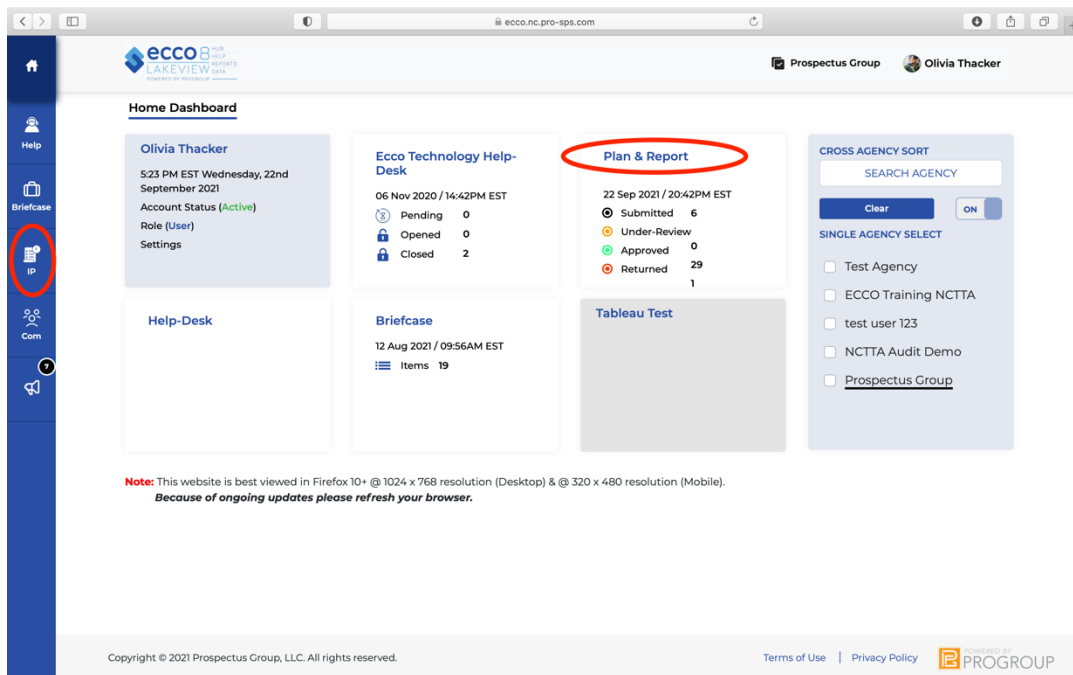
CSAP Strategies	Population-Based	Individual Based			Unknown	Total
	Universal Indirect	Universal Direct	Selective	Indicated		
Prevention Education	0	8	0	0	10	18
Alternative Drug-free Activities	0	0	0	0	0	0
Community based Process	0	4	0	0	0	4
Community based General	0	0	0	0	0	0
Environmental (Participant 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

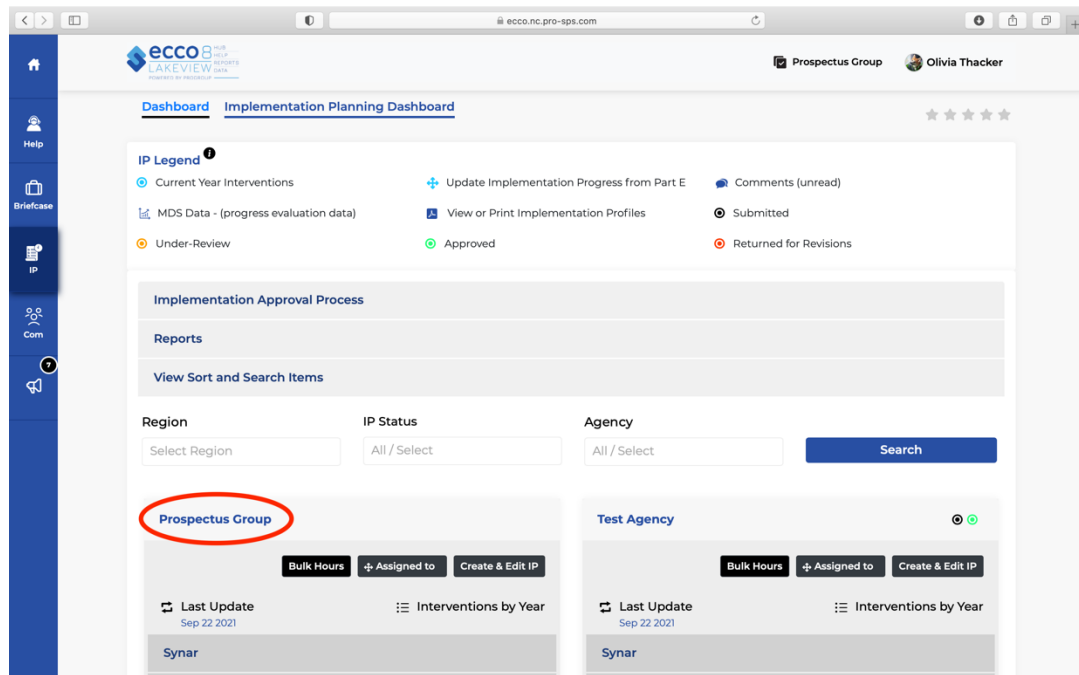
North Carolina Synar Entry

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.

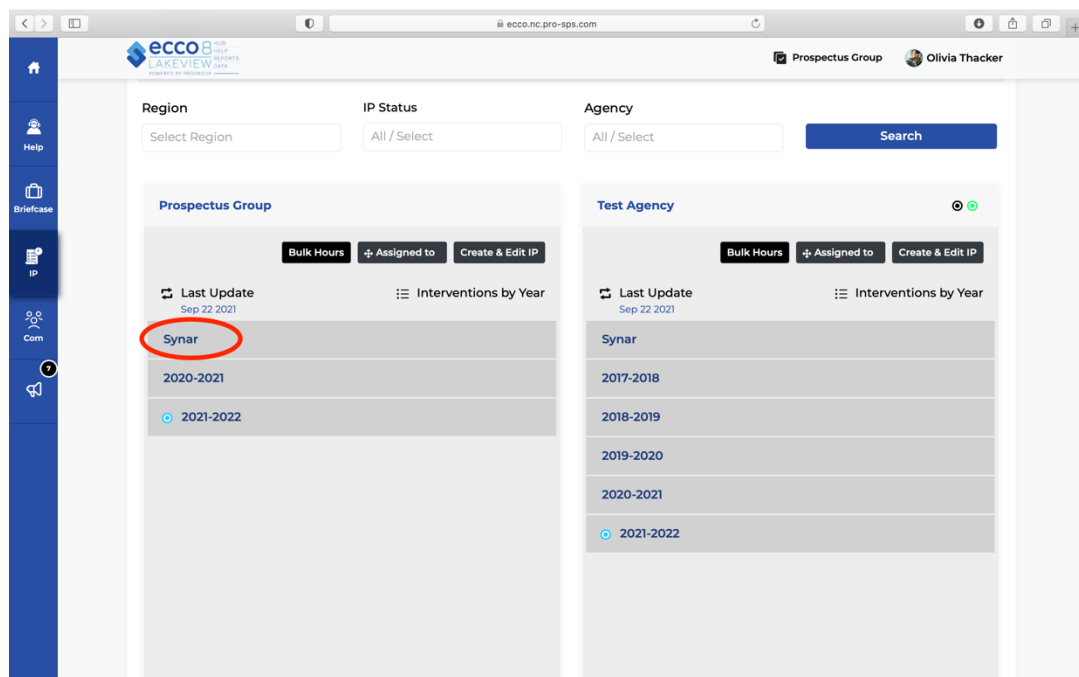
1. From the ECCO homepage, navigate to the Synar form by clicking on the node labeled “Plan & Report” or click on the IP icon on the sidebar to the left.



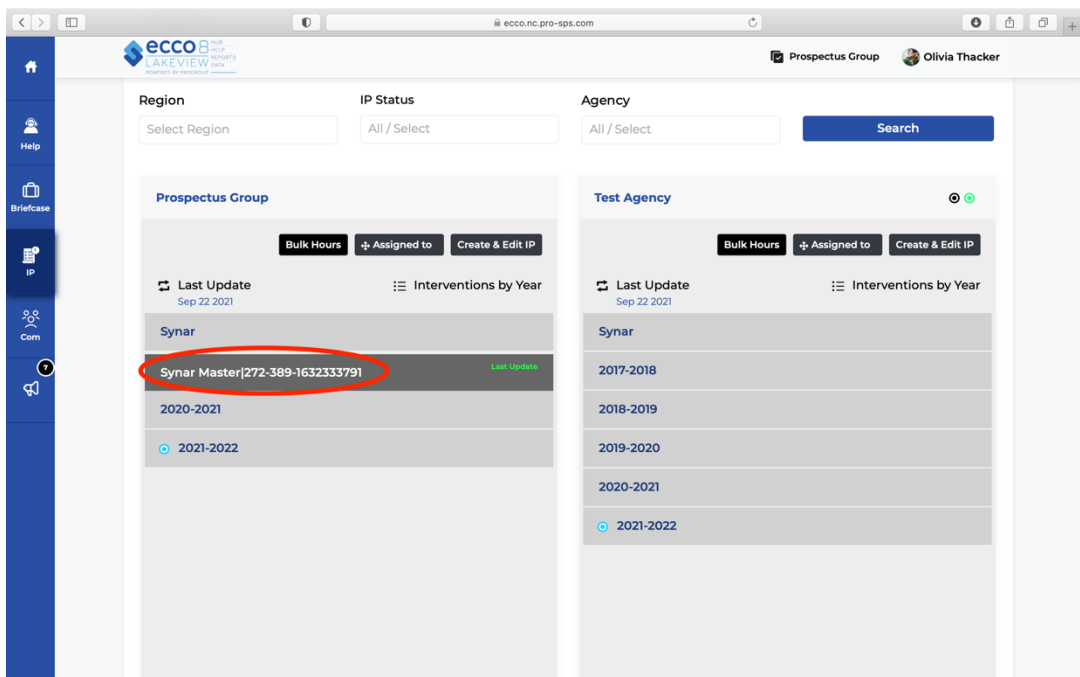
2. Once on the IP dashboard, find the agency node you want to complete a Synar report for. You will only see one node if you are only associated with one agency and funding source.



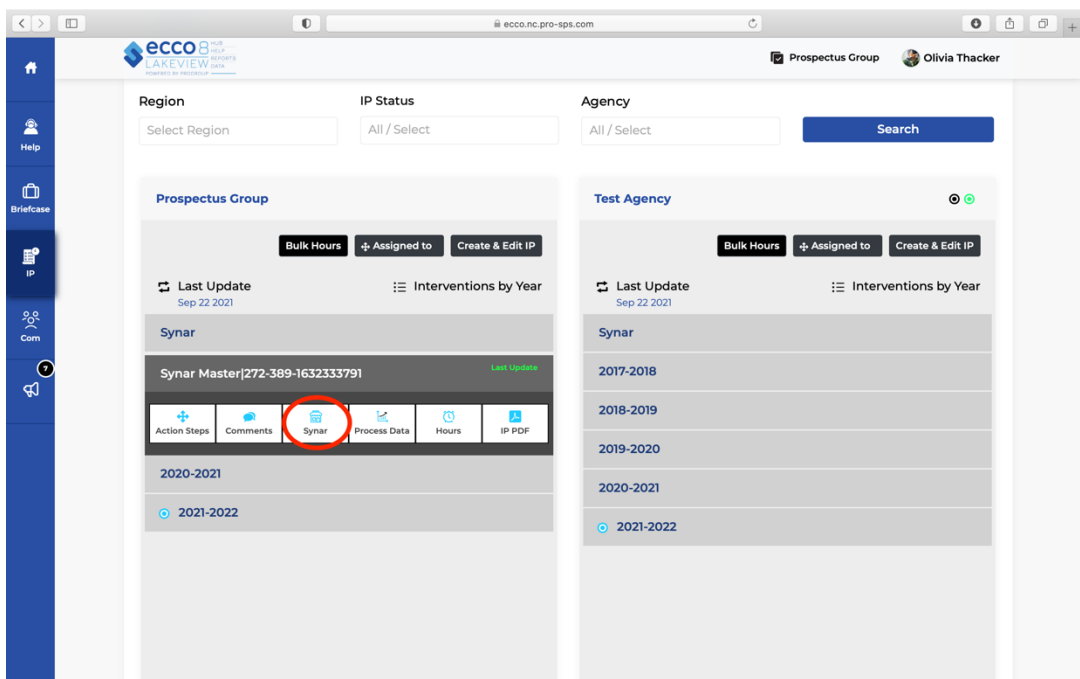
3. Click on the light gray bar labeled “Synar.”



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.

Prospectus Group - Synar Merchant Dashboard Tracking

Download CSV Merchant List

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

Sort Merchants

Download Merchant CSV

Edit Synar Merchants

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

Retail ID # 9999

REI #

State ID 7777

Outlet Legal Name Fun Merchant

Business Status Test

Outlet Name Fun Merchant

Manager Test Manager

Outlet Address Test Address Test City

NC 33333

Merchant Type Convenience w/o gas - tobacco store

Date Added 09-22-2021

Date Modified 09-22-2021

Merchant Address Test Address, Test City, NC 33333

- 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."

Prospectus Group - Synar Merchant Dashboard Tracking

Download CSV Merchant List

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

Sort Merchants

Download Merchant CSV

Edit Synar Merchants

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

Retail ID # 9999

REI #

State ID 7777

Outlet Legal Name Fun Merchant

Business Status Test

Outlet Name Fun Merchant

Manager Test Manager

Outlet Address Test Address Test City

NC 33333

Merchant Type Convenience w/o gas - tobacco store

Date Added 09-22-2021

Date Modified 09-22-2021

Merchant Address Test Address, Test City, NC 33333

- 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

- 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

- 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.

The screenshot shows the "Synar Merchant Dashboard Tracking" interface. At the top right, there are buttons for "Download CSV Merchant List" and "Merchants Uploaded: 3 | Updated: 09/22/2021". The main form is titled "Part 1 Merchant Education Visit". It contains the following fields:

- Spoke to:** Clerk (selected) or Manager
- Merchant Education Date:** 09/15/21
- Provider Name:** Olivia Thacker
- Signage Visible:** Yes (selected) or No
- Visit Outcome:** Visit Complete
- Follow-Up Needed:** Yes (selected) or 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 (selected) or No

At the bottom of the form, there are two green buttons: "Save Merchant Education Visit" and "Add Merchant Education Visit". The "Add Merchant Education Visit" button is circled in red.

The screenshot shows the "Synar Merchant Dashboard Tracking" interface. At the top right, there are buttons for "Download CSV Merchant List" and "Merchants Uploaded: 3 | Updated: 09/22/2021". The main form is titled "Part 2 Tobacco Survey". It contains the following fields:

- Spoke to:** Clerk (selected) or Manager
- Merchant Education Date:** (empty)
- Provider Name:** (empty)
- Signage Visible:** Yes (selected) or No
- Visit Outcome:** Select
- Follow-Up Needed:** Yes (selected) or No
- Add Visit Notes:** Notes About Visit
- Type of follow up visit:** Select
- Type of Merchant Education:** Select
- Does this store need to be removed/deleted (No longer exists?):** Yes (selected) or No

At the bottom of the form, there are two green buttons: "Save Merchant Education Visit" and "Add Merchant Education Visit". The "Add Merchant Education Visit" button is circled in red.

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

- Synar Merchant Dashboard Tracking

Download CSV Merchant List

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

Spoke to ☒ Clerk ☐ Manager

Provider Name

Visit Outcome

Add Visit Notes

Type of Merchant Education

Merchant Education Date

Signage Visible ☐ Yes ☐ No

Follow-Up Needed ☐ Yes ☐ No

Type of follow up 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

<< 1 >>

Save Synar Merchants Add Merchant

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

- Synar Merchant Dashboard Tracking

Download CSV Merchant List

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

☐ Yes ☒ No

Young Adult Tested Age

Young Adult Sex ☐ Male ☒ Female

Young Adult Initials

Time of day

Young Adult Demographics

RACE

☐ Native American/Alaskan ☐ Asian American ☒ Black/African American

☐ Native Hawaiian/Other Pacific Islander ☐ White ☐ More than one Race

☐ Other

ETHNICITY

☐ Hispanic or Latino ☒ Not Hispanic or Latino ☐ Unknown

Tobacco Survey Date

Provider Name

Estimated Clerk Demographics

RACE

☐ Native American/Alaskan ☒ Asian American ☐ Black/African American

☐ Native Hawaiian/Other Pacific Islander ☐ White ☐ More than one Race

☐ Other

ETHNICITY

☐ Hispanic or Latino ☒ Not Hispanic or Latino ☐ Unknown

Visit Outcome

Add Visit Notes

Save Tobacco Survey

Add 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.”

- Synar Merchant Dashboard Tracking

Download CSV Merchant List

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

Young Adult Initials: MJ

Time of day: 03:30 PM

Young Adult Demographics

RACE: ☐ Native American/Alaskan ☐ Asian American ☒ Black/African American ☐ Native Hawaiian/Other Pacific Islander ☐ White ☐ More than one Race ☐ Other

ETHNICITY: ☐ Hispanic or Latino ☒ Not Hispanic or Latino ☐ Unknown

Tobacco Survey Date: 09/15/21

Provider Name: Olivia Thacker

Estimated Clerk Demographics

RACE: ☐ Native American/Alaskan ☐ Asian American ☒ Black/African American ☐ Native Hawaiian/Other Pacific Islander ☐ White ☐ More than one Race ☐ Other

ETHNICITY: ☐ Hispanic or Latino ☒ Not Hispanic or Latino ☐ Unknown

Visit Outcome: Visit Complete

Add Visit Notes: More awesome notes!

Save Tobacco Survey

Add Tobacco Survey

Save Synar Merchants Add Merchant

- Synar Merchant Dashboard Tracking

Download CSV Merchant List

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

09/15/21 Visit Complete

Provider Name: Olivia Thacker

Add Visit Notes: More awesome notes!

Save Tobacco Survey

2 Add Rationale

Clerk Sex: ☐ Male ☐ Female

Clerk asked for ID: ☐ Yes ☐ No

Clerk Attempted Sell: ☐ Yes ☐ No

Young Adult Tested Age: Select

Young Adult Initials:

Young Adult Demographics

RACE: ☐ Native American/Alaskan ☐ Asian American ☒ Black/African American

Clerk Name/Description:

Estimated Clerk Age: Select

Number of Clerks:

Signage Visible: ☐ Yes ☐ No

Young Adult Sex: ☐ Male ☐ Female

Time of day: 12:30 PM

Estimated Clerk Demographics

RACE: ☐ Native American/Alaskan ☐ Asian American ☒ Black/African American

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.

- Synar Merchant Dashboard Tracking

Download CSV Merchant List

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

Download Merchant CSV

Save Synar Merchants

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

Retail ID # 2222

REI #

State ID 3333

Outlet Legal Name Kim's Convenience

Business Status Test

Outlet Name Kim's Convenience

Manager Test Manager

Outlet Address Test Address Test City NC 3333

Merchant Type Convenience w/o gas - tobacco store

Date Added 09-22-2021

Date Modified 09-22-2021

Merchant Address Test Address, Test City, NC 3333

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

- Synar Merchant Dashboard Tracking

Download CSV Merchant List

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

Download Merchant CSV

Save Synar Merchants

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

Retail ID # 2222

REI #

State ID 3333

Outlet Legal Name Kim's Convenience

Business Status Test

Outlet Name Kim's Convenience

Manager Test Manager

Outlet Address Test Address Test City NC 3333

Merchant Type Convenience w/o gas - tobacco store

Date Added 09-22-2021

Date Modified 09-22-2021

Merchant Address Test Address, Test City, NC 3333

Are you sure?

You want to add this information to the master list?

Cancel 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.

- Synar Merchant Dashboard Tracking

Download CSV Merchant List
Merchants Uploaded: 3 | Updated: 09/22/2021

Download Merchant CSV

Save Synar Merchants

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

Retail ID # 2222

Outlet Name Kim's Convenience

Merchant Type Convenience w/o gas - tobacco store

REI # REI #

State ID 3333

Outlet Legal Name Kim's Convenience

Business Status Test

Manager Test Manager

Outlet Address Test Address Test City NC 33333

Date Added 09-22-2021

Date Modified 09-22-2021

Merchant Address Test Address, Test City, NC 33333

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

- Synar Merchant Dashboard Tracking

Download CSV Merchant List
Merchants Uploaded: 3 | Updated: 09/22/2021

Download Merchant CSV

Form Auto-Hold Successful

Save Synar Merchants

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

Retail ID # 2222

Outlet Name Kim's Convenience

Merchant Type Convenience w/o gas - tobacco store

REI # REI #

State ID 3333

Outlet Legal Name Kim's Convenience

Business Status Test

Manager Test Manager

Outlet Address Test Address Test City NC 33333

Date Added 09-22-2021

Date Modified 09-22-2021

Merchant Address Test Address, Test City, NC 33333

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.

Home

Help

Briefcase

IP

Com

7

- Synar Merchant Dashboard Tracking

Download CSV Merchant List

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

Sort Merchants

Sort Merchants

Search Merchants

Visit Outcome

Type of Merchant Education

Type of follow up visit

Merchant Address

Merchant Street / City

Merchant Zip



Merchant County

Download Merchant CSV

Form Auto Hold Successful

Edit Synar Merchants

1

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

Retail ID #

Original

2222

Updated

REI #

Outlet Name

Original

Kim's Convenience

Updated

7-Eleven

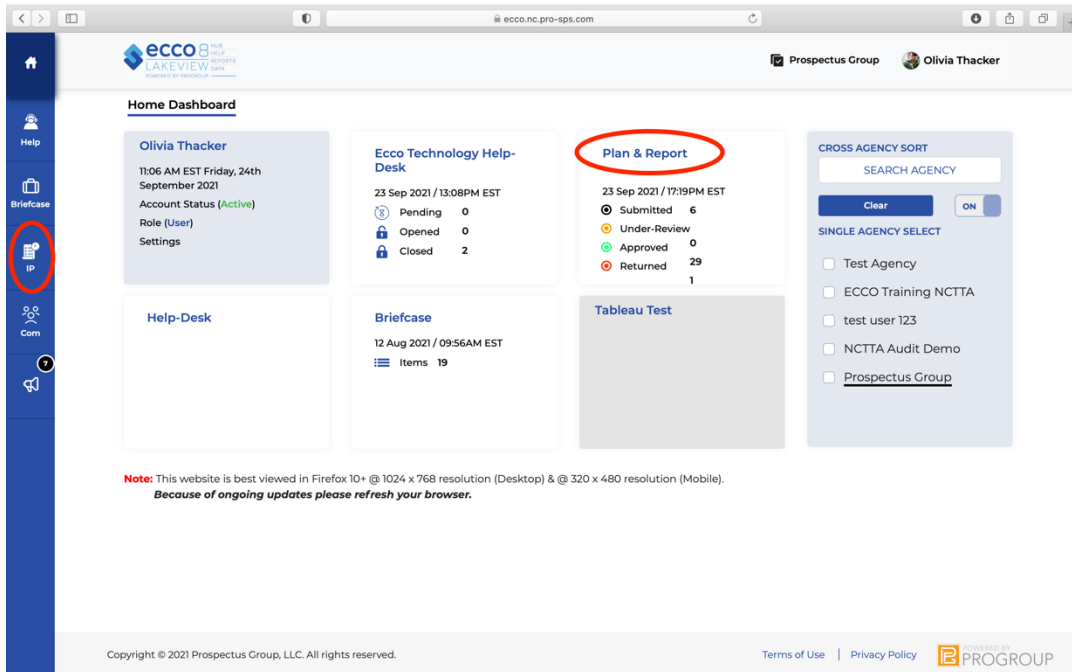
Merchant Type

Convenience w/o gas - tobacco store

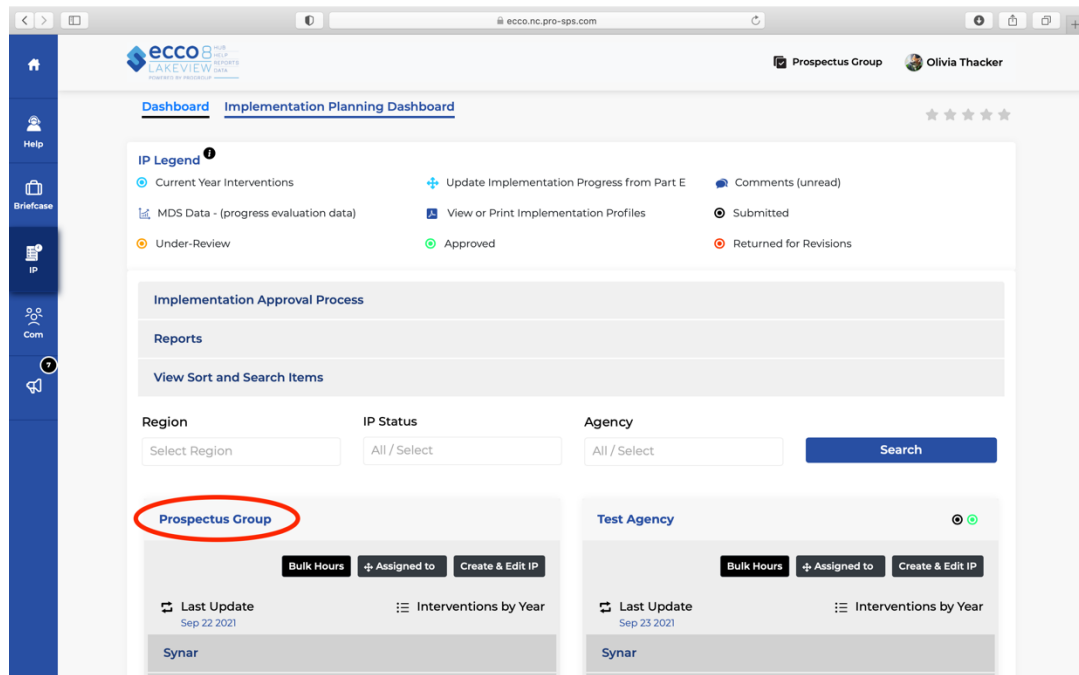
North Carolina Reporting Hours

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

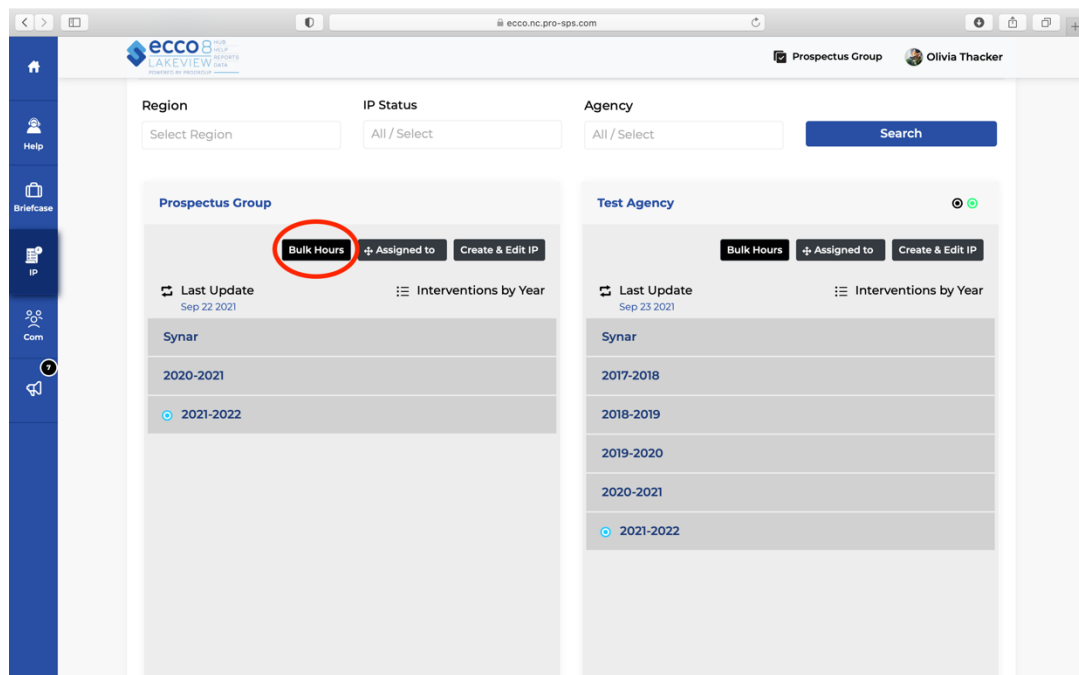
1. From the ECCO homepage, navigate to Implementation Planning Dashboard by clicking on the node labeled “Plan & Report” or click on the IP icon on the sidebar to the left.



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.

Hours

Name Interventions Date

Name Select Intervention 09-24-2021

Submit Add Hours Set

Agency Log Agency Synar Log

Hours

Name Interventions Date

Kim Petty Select Intervention 09-24-2021

Intervention Name	Intervention Type	Model Name
Education - 2021-2022		
Environmental - 2021-2022		
Education - 2020-2021		
Environmental - 2020-2021		
Synar Master -	Environmental - Synar	

Agency Log Agency Synar Log

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

Hours

Agency Log Agency Synar Log

Name: Kim Petty Interventions: Education - 2020-2021 Date: 09-20-2021

Direct Hours: Direct Hours Training: Training

Documentation: Documentation Travel: Travel

Planning: Planning

Hours: Hours

Submit 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.

Hours

Agency Log Agency Synar Log

Name: Kim Petty Interventions: Education - 2020-2021 Date: 09-20-2021

Direct Hours: 10 Training: 2

Documentation: 2 Travel: 2

Planning: 4

Hours: 20

Total hours will populate here.

Submit Add Hours Set

Form Auto Hold Successful

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

Hours

Agency Log Agency Synar Log

Name: Kim Petty Interventions: Education - 2020-2021 Date: 09-20-2021

Direct Hours: 10 Training: 2

Documentation: 2 Travel: 2

Planning: 4

Hours: 20

Submit Add Hours Set

Form Auto Hold Successful

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

Hours

Agency Log Agency Synar Log

Name: Kim Petty Interventions: Education - 2020-2021 Date: 09-20-2021

Direct Hours: 10 Training: 2

Documentation: 2 Travel: 2

Planning: 4

Hours: 20

Interventions: Select Intervention Date: 09-24-2021

Submit Add Hours Set

Form Auto Hold Successful

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

Home Dashboard Implementation Planning Hours Page Working Hours Logs

Total Logs 4

User: Select Agency: Select Director: Select

Show 10 entries Search:

S.No	Date/Time	User	Director Name	Name	Agency Name	Contract Year	Interventions	DR	TR	DC	PL	TH	
1	24 Sep 2021	Olivia Thacker	464	Kim Petty	Prospectus Group	2021-2022	Environmental	5	1	2	2	5	15
2	20 Sep 2021	Olivia Thacker	464	Kim Petty	Prospectus Group	2020-2021	Education	10	2	2	2	4	20
3	23 Sep 2021	Olivia Thacker	464	Charles Allen	Prospectus Group	2020-2021	Environmental	4	0	0	1	2	7
4	23 Sep 2021	Olivia Thacker	464	Sam Smith	Prospectus Group	2020-2021	Education	4	6	2	2	10	24
Total								23	9	6	7	21	66

Showing 1 to 4 of 4 entries

Previous 1 Next

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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.

Hours

Agency Log Agency Synar Log

Name: Name

Interventions: Select Intervention

Date: 09-20-2021

Intervention Name	Intervention Type	Model Name
Education - 2021-2022		
Environmental - 2021-2022		
Education - 2020-2021		
Environmental - 2020-2021		
Synar Master -	Environmental - Synar	

Form Auto Hold Successful

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 0

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 0

IN-DIRECT HOURS

1. Training Training

2. Documentation Documentation

3. Travel Travel

4. Planning Planning

IN-DIRECT HOURS

1. Training Training

2. Documentation Documentation

3. Travel Travel

4. Planning Planning

Total Hours

Hours

Agency Log Agency Synar Log

3. Travel Travel 4. Planning Planning

3. Travel Travel 4. Planning Planning

Total Hours 0

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 0

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 0

IN-DIRECT HOURS

1. Training Training

2. Documentation Documentation

3. Travel Travel

4. Planning Planning

IN-DIRECT HOURS

1. Training Training

2. Documentation Documentation

3. Travel Travel

4. Planning Planning

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 the 'Hours' reporting interface. On the left is a sidebar with navigation icons. The main area is divided into four panels for reporting hours. The top two panels are for 'IN-DIRECT HOURS' with categories: 1. Training, 2. Documentation, 3. Travel, and 4. Planning. The bottom two panels are for 'DIRECT HOURS' with categories: 3.1 Identification of Tobacco Retail Outlets, 3.2 Merchant Education, 3.3 Community Youth Groups Partnership, 3.4 Direct Hours Totals, 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, and 4.3 Direct Hours Totals. To the right of these panels is a 'Total Hours' field, which is circled in red and contains the value '51'. Below this field, a red text label reads '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 the previous one, but with the 'Submit' and 'Add Hours Set' buttons at the bottom center circled in red. The 'Total Hours' field now displays '53'. A red text label 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:

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

Total Hours

ecco8 PRO
LAKEVIEW DATA
POWERED BY PROGROUP

Prospectus Group Olivia Thacker

[Home Dashboard](#) [Implementation Planning](#) [Synar Working Hours Logs](#)

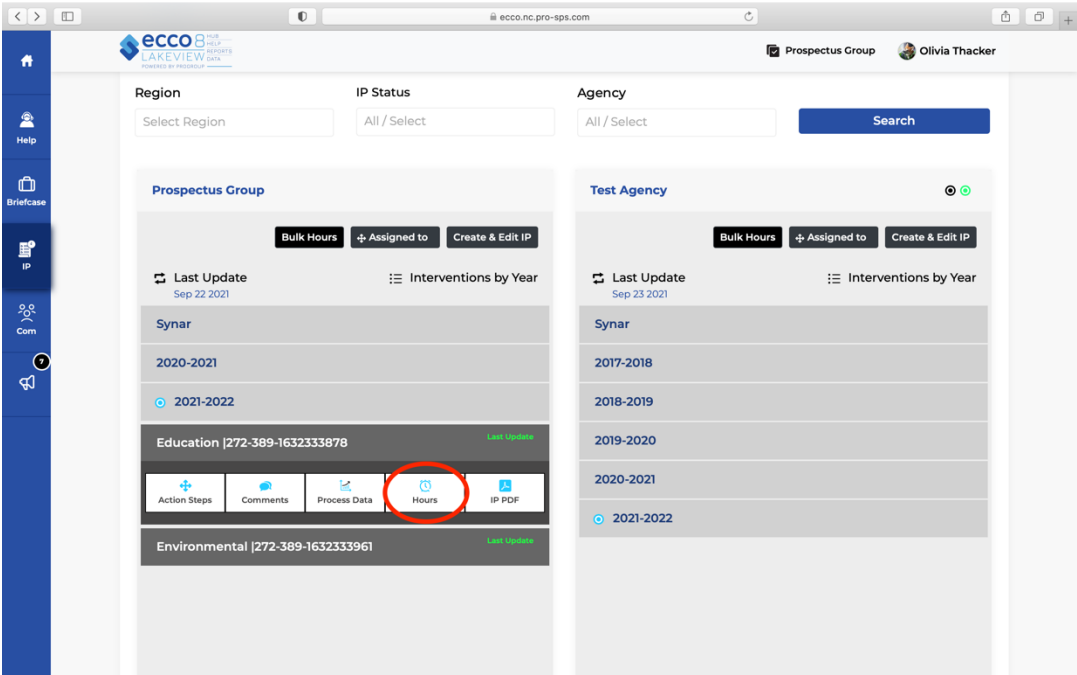
Total Logs 3 Search User Agency Director

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.



Part Three:

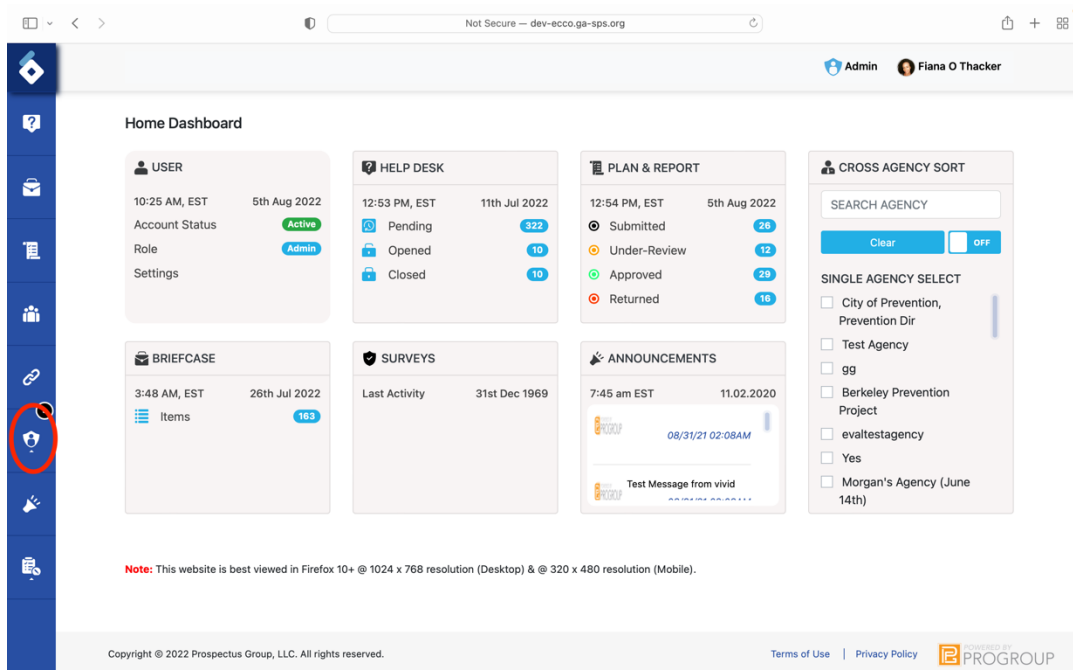
Administrator-Specific Instructions

Onboarding New Agencies and Users

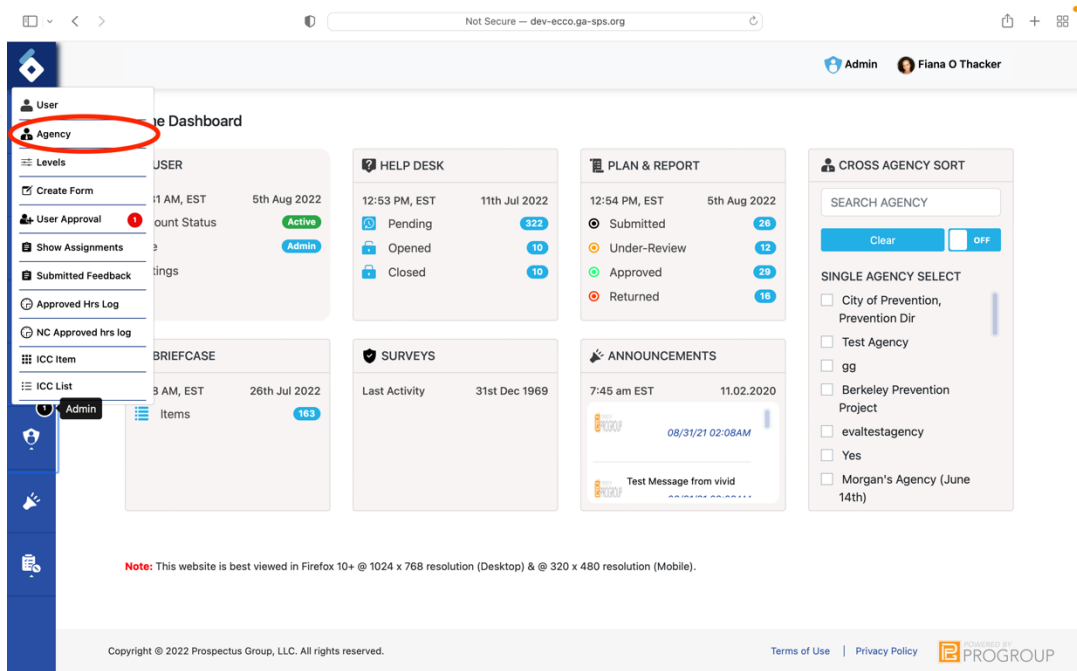
Onboarding Agencies

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.

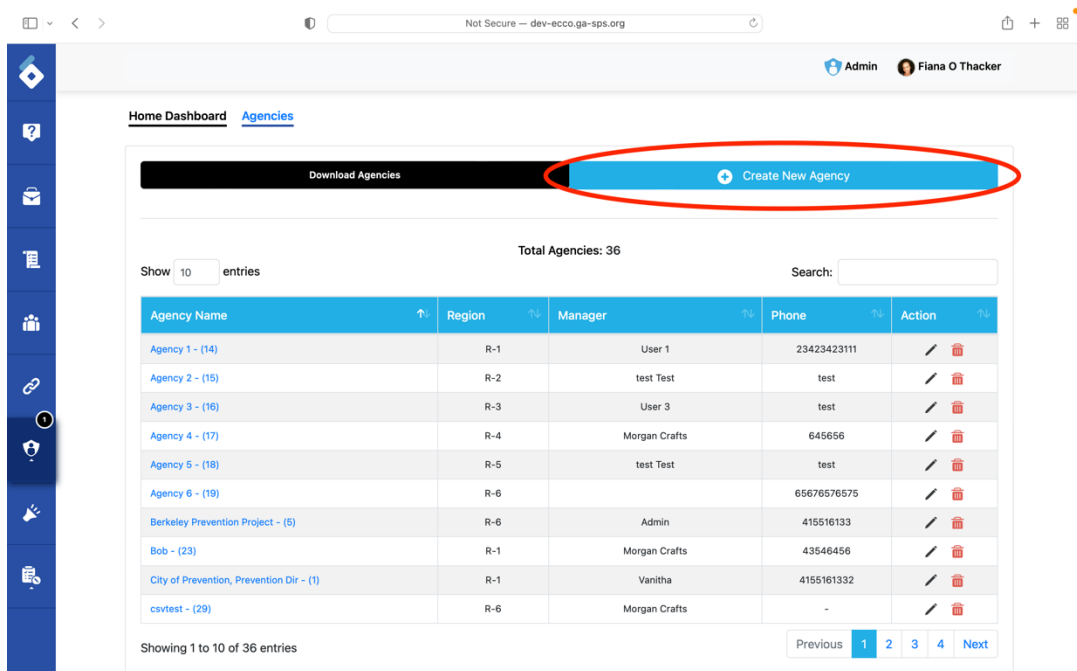
1. From the ECCO homepage, click on the Admin icon on the sidebar located on the left side of the page.



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.



Create New User

Region: Select Region Agency Name: [text field]

Street: [text field] Apartment Name: [text field]

City: [text field] State: [text field]

ZipCode: [text field]

Phone & Fax: Phone Number [text field] Fax Number [text field]

Manager Details: Select Manager Name [dropdown]

Email: [text field] Phone Number: [text field]

Priority: [text field]

Note: [text field]

Submit Cancel

4. Fill out the agency form and hit submit.

Create New User

ZipCode: 30310

Phone & Fax: 404-555-5555 Fax Number [text field]

Manager Details: Olivia Thacker [dropdown]

fiana.thacker@gmail.com Phone Number [text field]

Priority: [text field]

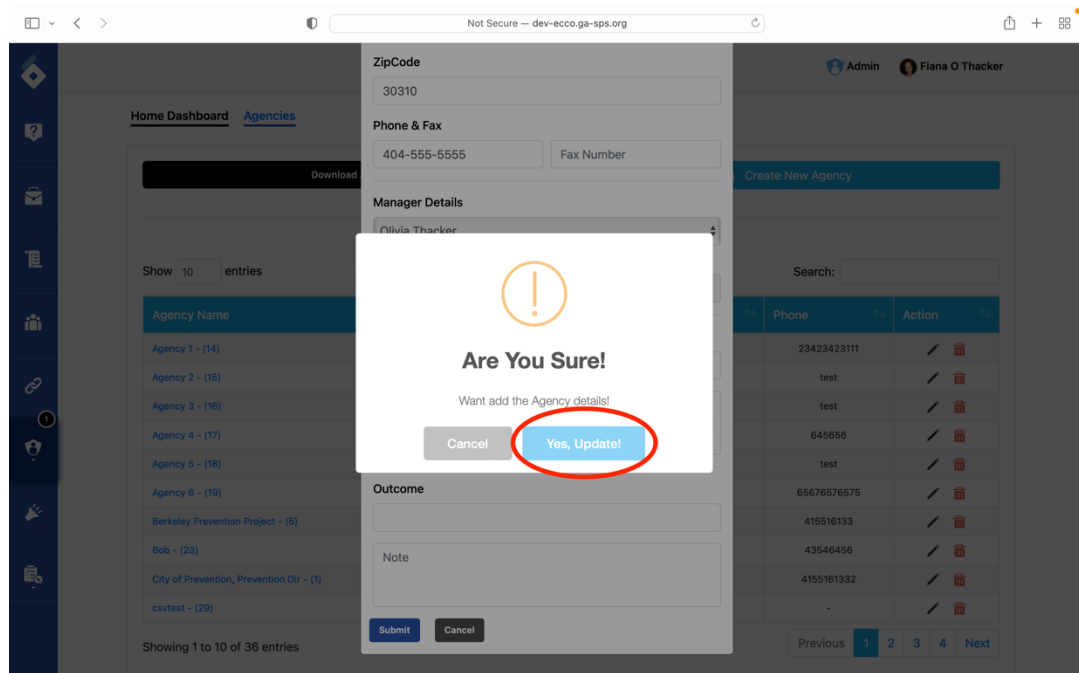
Note: [text field]

Outcome: [text field]

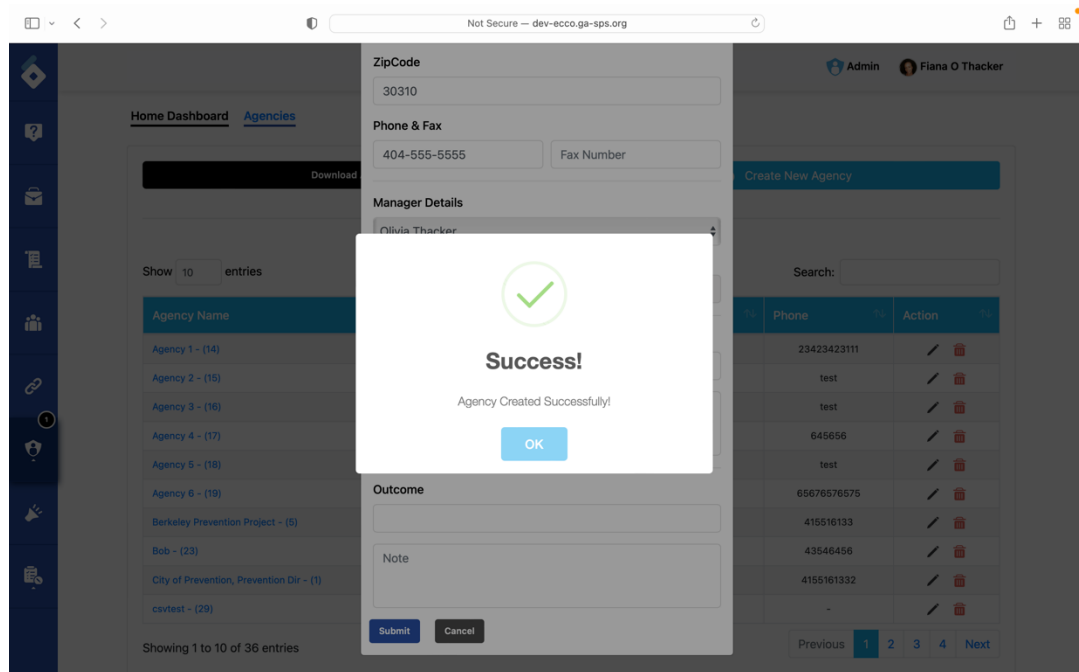
Note: [text field]

Submit Cancel

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



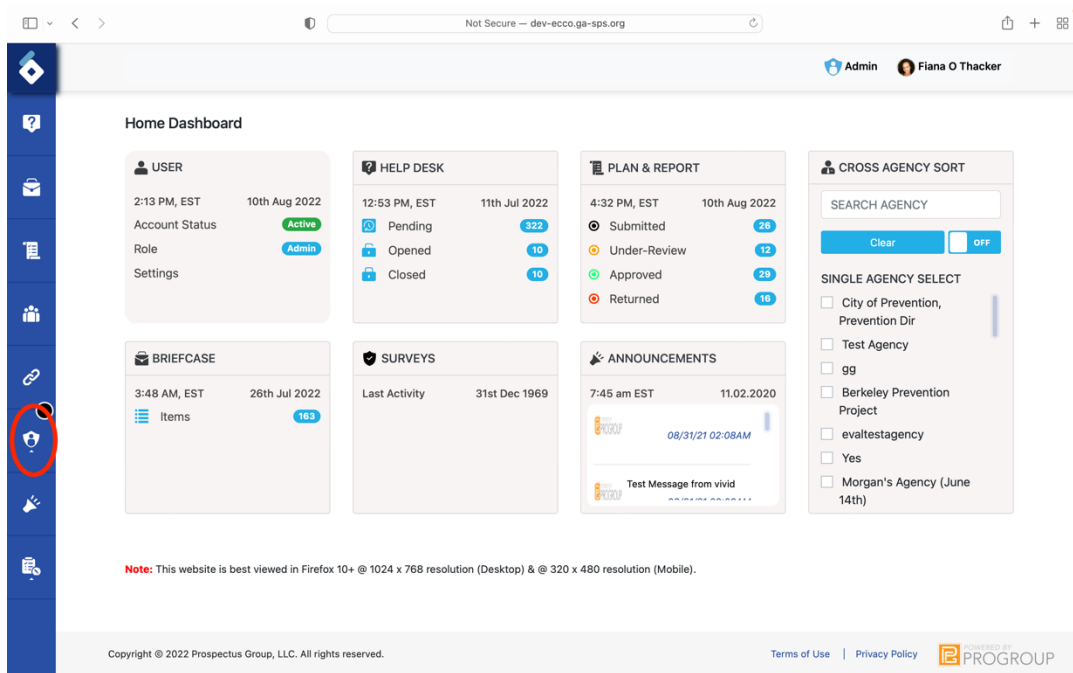
6. The new agency has been added.



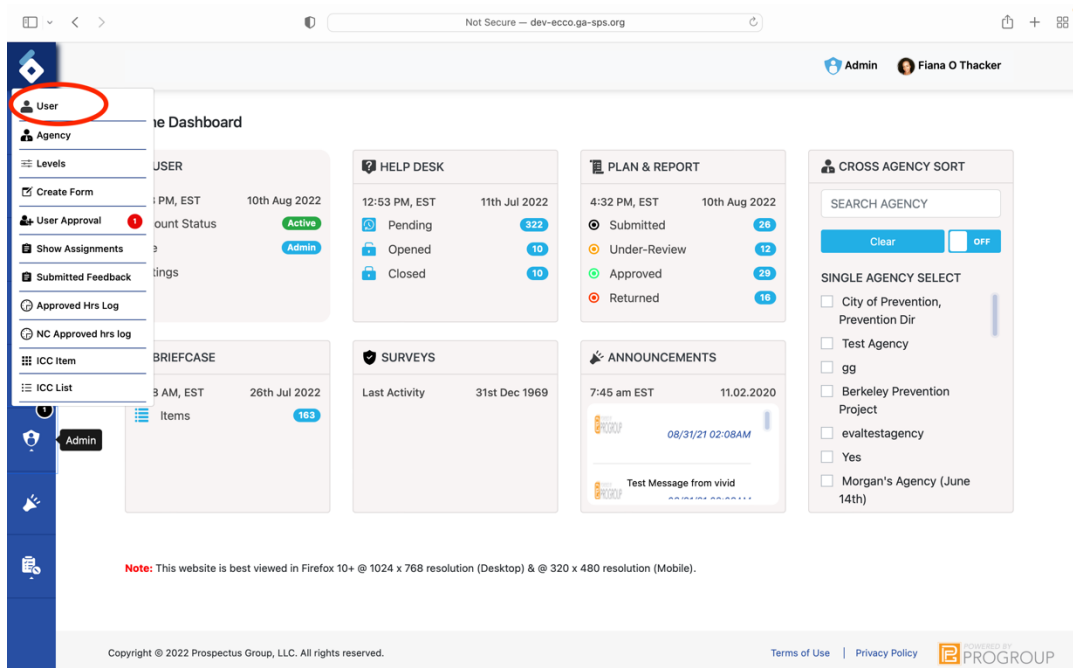
Onboarding Users

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.

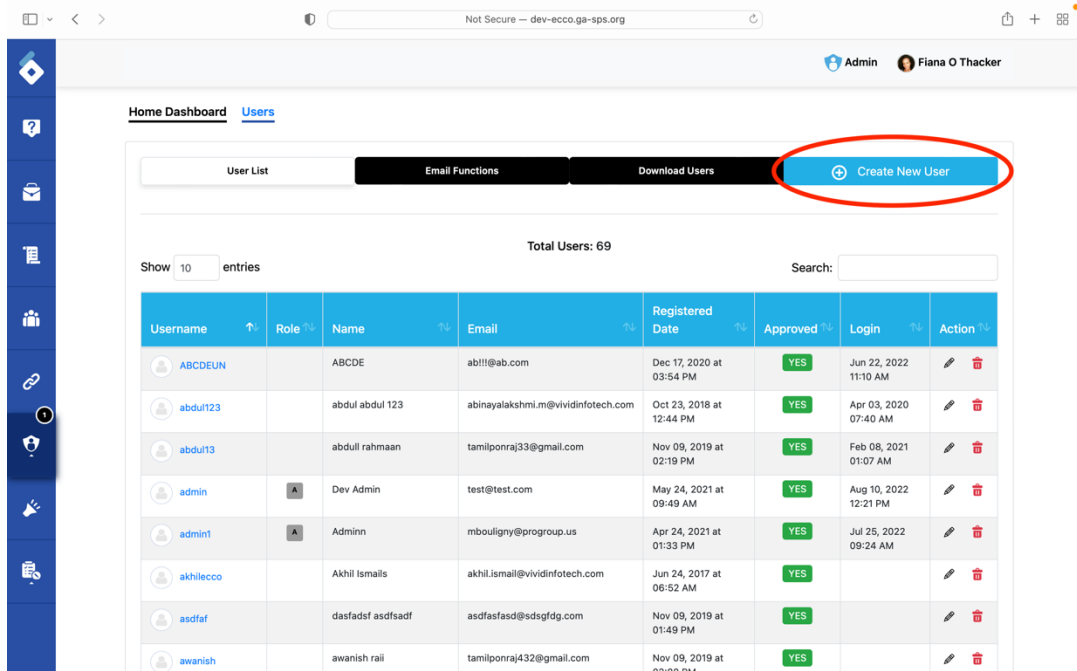
1. To create a new user account, click on the Admin icon on the sidebar located on the left side of the page.



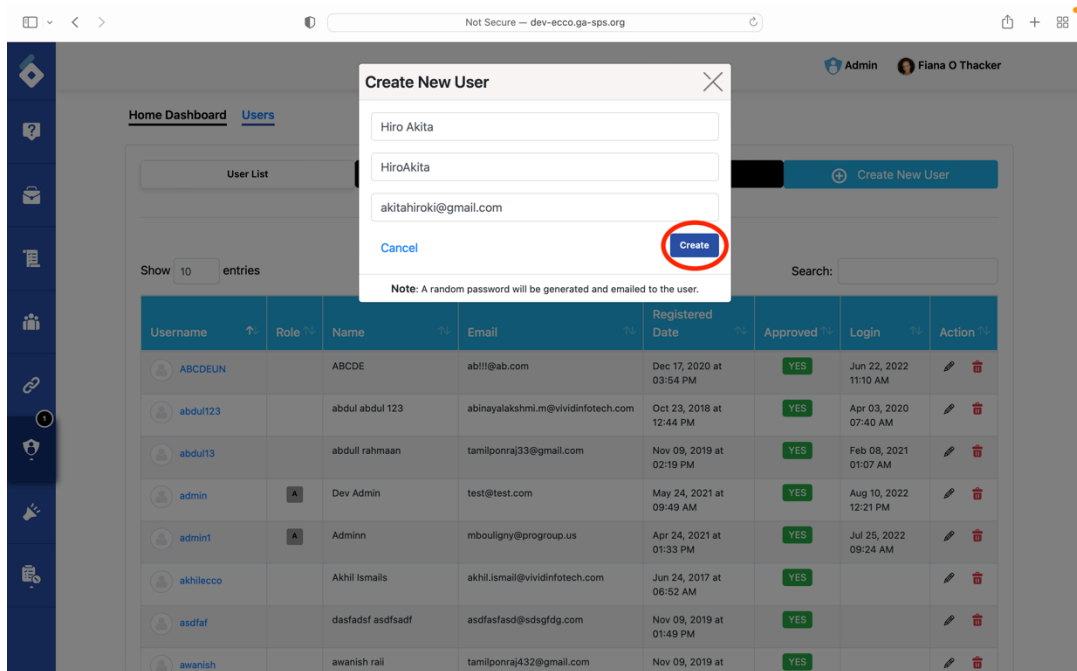
2. A list of options will open. Click on User.



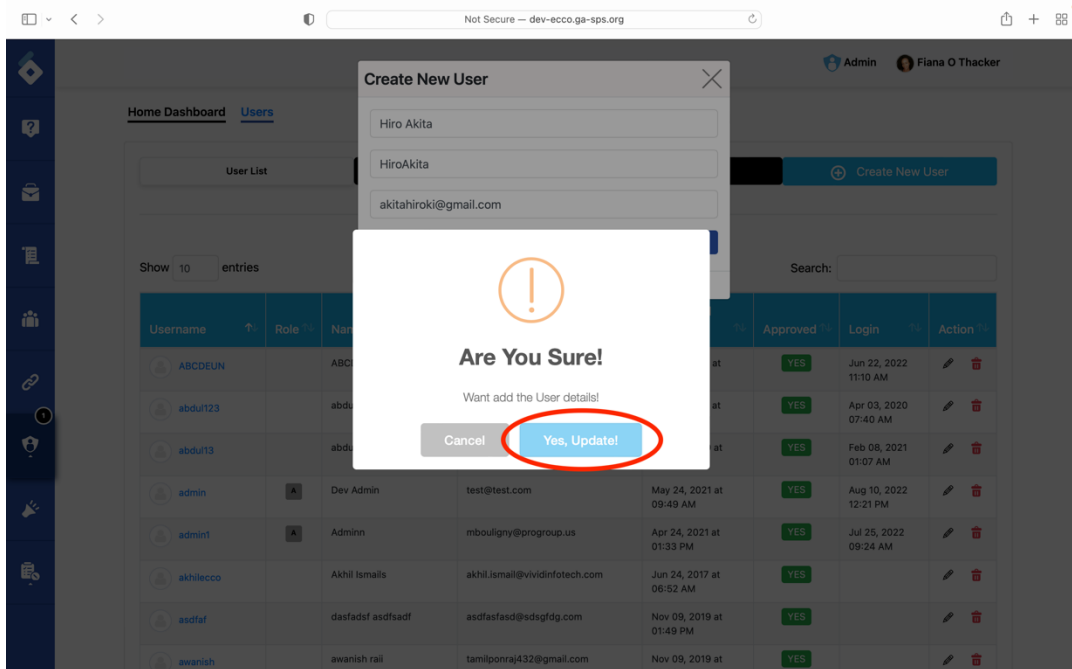
3. On the User page, click on the light blue rectangle labeled "Create New User," and a form will open.



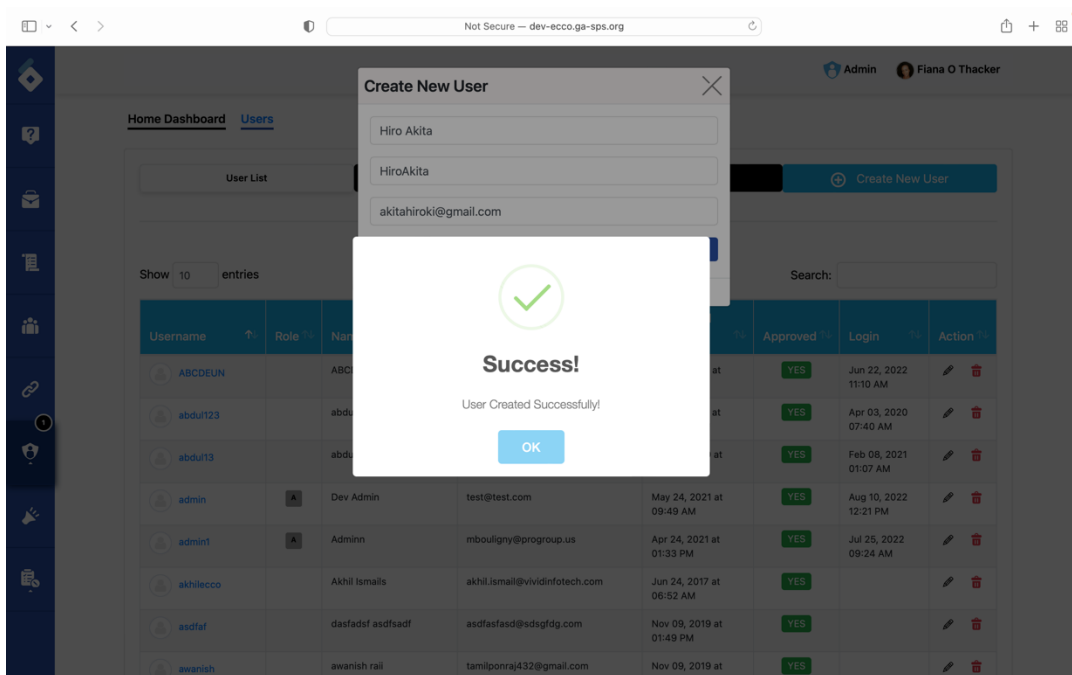
- Fill out the user form. You will need to know the user's full name, the username they would like to use for the account, and their email address. Hit "Create" once this information is filled in.



- 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.

Home Dashboard [Users](#)

User List Email Functions Download Users Create New User

Show 10 entries Total Users: 70 Search:

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	asdfsasf@sdsgfdg.com	Nov 09, 2019 at 01:49 PM	YES		
awanish		awanish rali	tamilponraj432@gmail.com	Nov 09, 2019 at 01:49 PM	YES		

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

Home Dashboard [Users](#)

User List Email Functions Download Users Create New User

Show 10 entries Total Users: 70 Search: hiro

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		

Showing 1 to 2 of 2 entries (filtered from 70 total entries) Previous 1 Next

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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.”

The screenshot shows the 'User Profile' page for a user named Hiro Akita. The page has a sidebar with various icons and a top navigation bar. The main content area has tabs for 'General Settings', 'Agency Name', 'Priority', 'Strategies', 'Address', 'Region', and 'Access Logs'. The 'General Settings' tab is active. The form contains fields for Name, Username, Password, Password Again, Phone Number, Email, Region, Position, Associated Agencies, Account Status, and User Levels. The 'Password' and 'Password Again' fields are circled in red. The 'Account Status' is 'Approved' and the 'User Levels' are set to 'Users'. There are 'Update' and 'Back' buttons at the bottom.

Not Secure — dev-ecco.ga-sps.org

Admin Fiana O Thacker

Home Dashboard Users **User Profile**

General Settings Agency Name Priority Strategies Address Region Access Logs

Name Username Password Password Again

Hiro Akita HiroAkita

Phone Number Email Region Position

(+123) 456-7890 akitahiroki@gmail.com Select

Associated Agencies Account Status User Levels Remove Associations

Approved Users Restrict user Delete user?(can not be undone)

Update Back

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

The screenshot shows the 'User Profile' page for a user named Hiro Akita. The page has a sidebar with various icons and a top navigation bar. The main content area has tabs for 'General Settings', 'Agency Name', 'Priority', 'Strategies', 'Address', 'Region', and 'Access Logs'. The 'General Settings' tab is active. The form contains fields for Name, Username, Password, Password Again, Phone Number, Email, Region, Position, Associated Agencies, Account Status, and User Levels. The 'User Levels' dropdown menu is circled in red. The 'Account Status' is 'Approved' and the 'User Levels' are set to 'Users'. There are 'Update' and 'Back' buttons at the bottom.

Not Secure — dev-ecco.ga-sps.org

Admin Fiana O Thacker

Home Dashboard Users **User Profile**

General Settings Agency Name Priority Strategies Address Region Access Logs

Name Username Password Password Again

Hiro Akita HiroAkita

Phone Number Email Region Position

(+123) 456-7890 akitahiroki@gmail.com Select

Associated Agencies Account Status User Levels Remove Associations

Approved Users Restrict user Delete user?(can not be undone)

Update Back

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Home Dashboard Users User Profile

General Settings Agency Name Priority Strategies Address Region Access Logs

Name: Hiro Akita Username: HiroAkita Password: Password Again: Password Again:

Phone Number: (+123) 456-7890 Email: akitahiroki@gmail.com Region: Position: Select

Associated Agencies: Account Status: Approved

Update

Admin Special Users Users Middle Admin Consultants (View only) Consultant Role TTA (View only)

Remove Associations Restrict user Delete user?(can not be undone)

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

Home Dashboard Users User Profile

General Settings Agency Name Priority Strategies Address Region Access Logs

Name: Hiro Akita Username: HiroAkita Password: Password Again: Password Again:

Phone Number: (+123) 456-7890 Email: akitahiroki@gmail.com Region: Position: Select

Associated Agencies: Account Status: Approved

Update Back

Remove Associations Restrict user Delete user?(can not be undone)

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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.

Home Dashboard

USER
12:52 PM, EST 11th Aug 2022
Account Status: Active
Role: Admin
Settings

HELP DESK
12:53 PM, EST 11th Jul 2022
Pending: 322
Opened: 10
Closed: 10

PLAN & REPORT
4:32 PM, EST 10th Aug 2022
Submitted: 26
Under-Review: 12
Approved: 29
Returned: 16

CROSS AGENCY SORT
SEARCH AGENCY
Clear OFF
SINGLE AGENCY SELECT
☐ City of Prevention, Prevention Dir
☐ Test Agency
☐ 99
☐ Berkeley Prevention Project
☐ evaltestagency
☐ Yes
☐ Morgan's Agency (June 14th)

BRIEFCASE
3:48 AM, EST 26th Jul 2022
Items: 163

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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Home Dashboard

USER
12:52 PM, EST 11th Aug 2022
Account Status: Active
Role: Admin
Settings

HELP DESK
12:53 PM, EST 11th Jul 2022
Pending: 322
Opened: 10
Closed: 10

PLAN & REPORT
4:32 PM, EST 10th Aug 2022
Submitted: 26
Under-Review: 12
Approved: 29
Returned: 16

CROSS AGENCY SORT
SEARCH AGENCY
Clear OFF
SINGLE AGENCY SELECT
☐ City of Prevention, Prevention Dir
☐ Test Agency
☐ 99
☐ Berkeley Prevention Project
☐ evaltestagency
☐ Yes
☐ Morgan's Agency (June 14th)

BRIEFCASE
3:48 AM, EST 26th Jul 2022
Items: 163

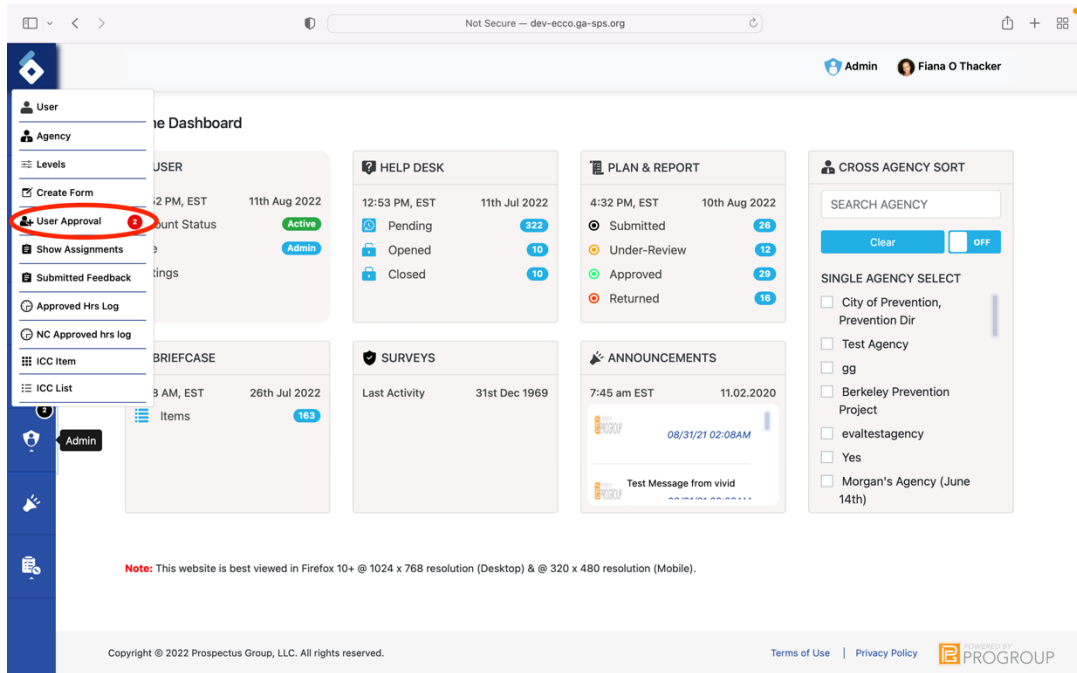
SURVEYS
Last Activity 31st Dec 1969

ANNOUNCEMENTS
7:45 am EST 11.02.2020
08/31/21 02:08AM
Test Message from vivid

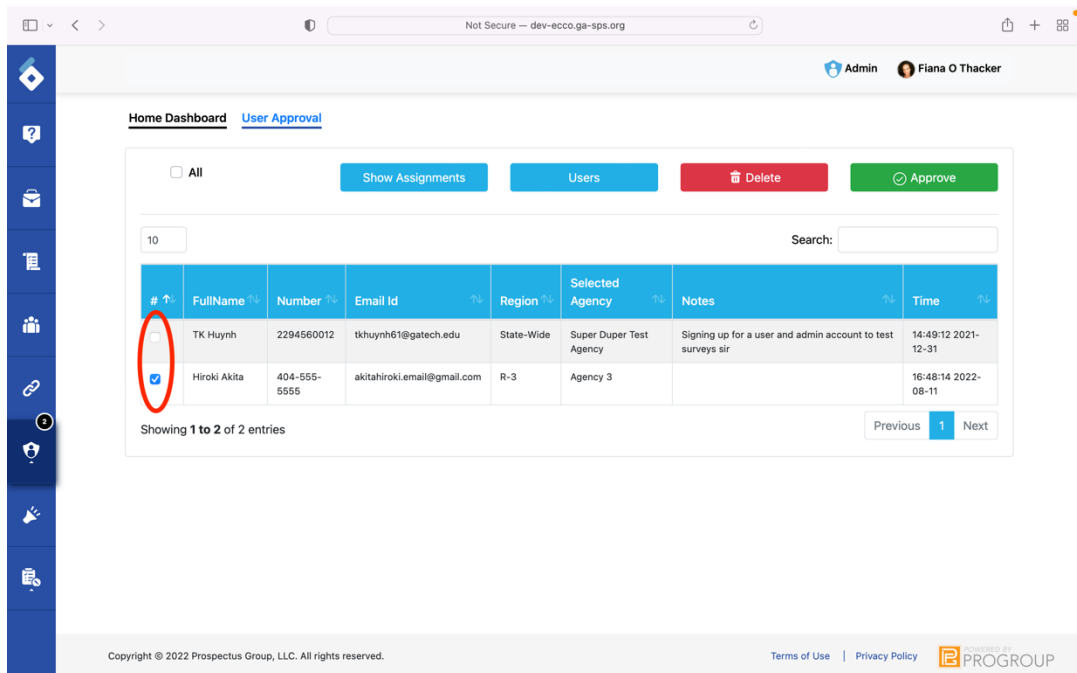
Note: This website is best viewed in Firefox 10+ @ 1024 x 768 resolution (Desktop) & @ 320 x 480 resolution (Mobile).

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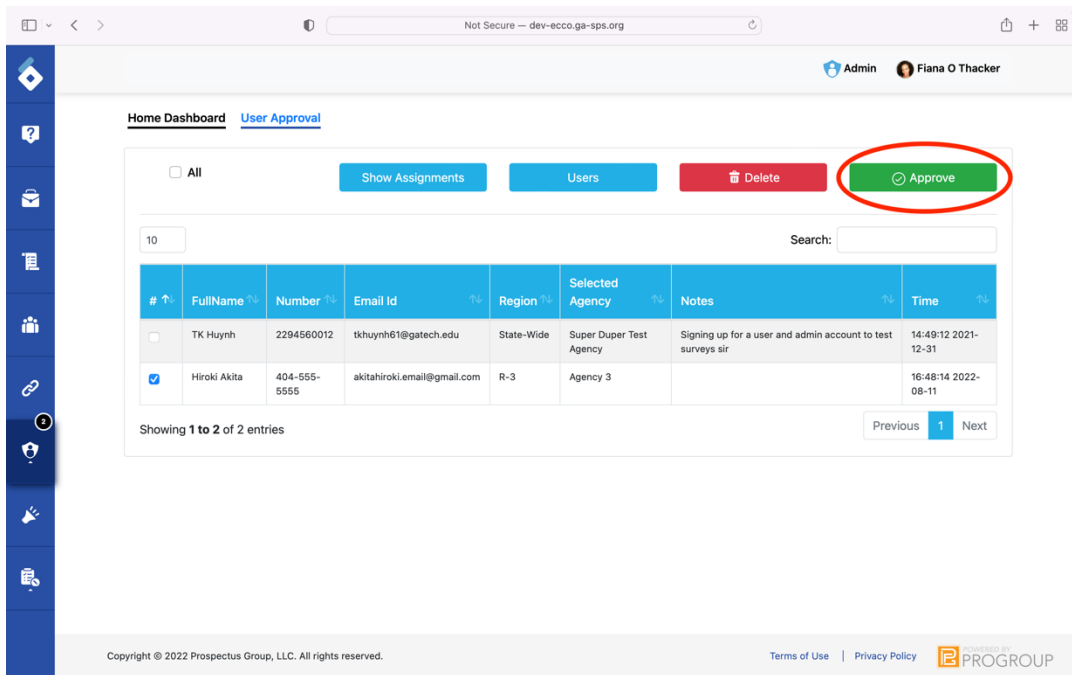
13. A list will open. Click on User Approval



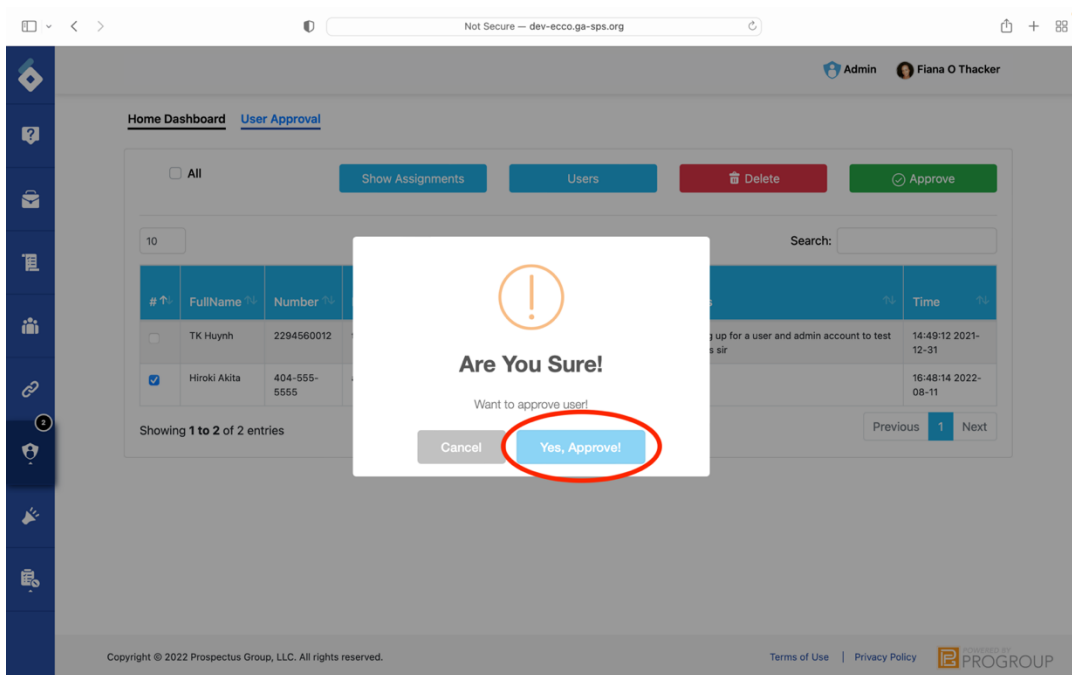
14. On the User Approval page, you will find a list of accounts that need to be approved. Click on the check box next to the user accounts you want to approve.



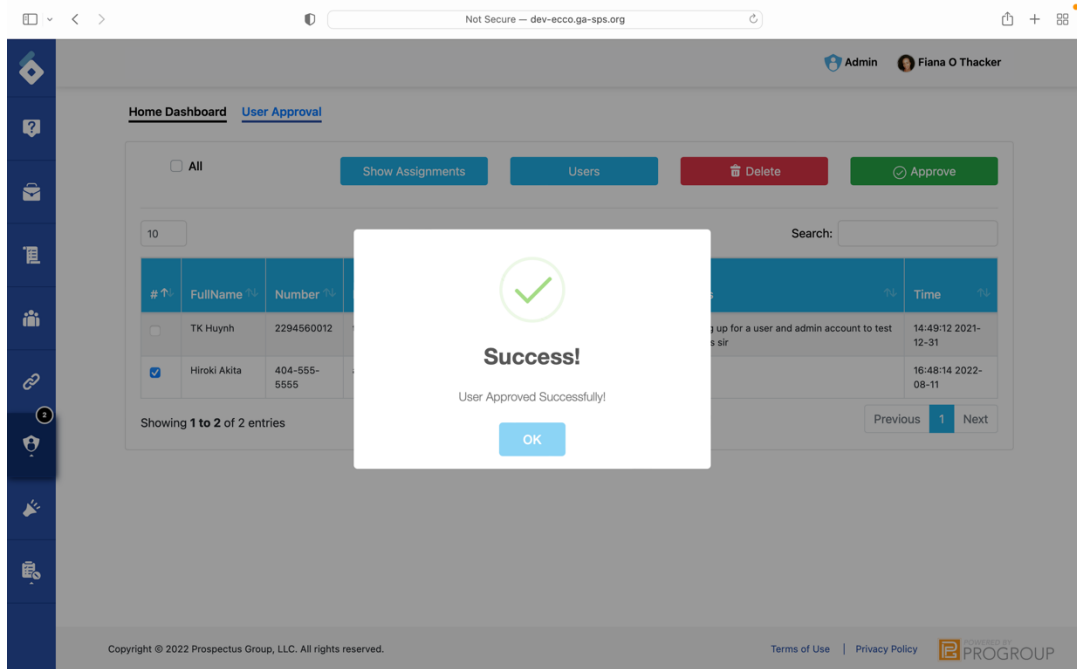
15. Hit the green box labeled "Approve."



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



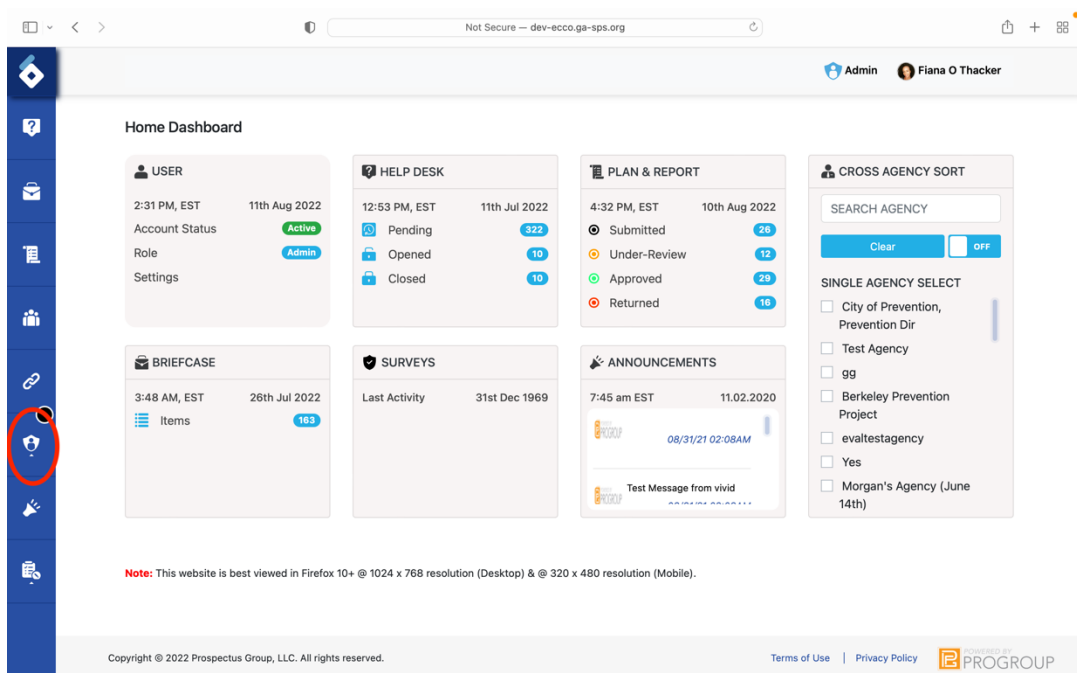
17. The users have been approved.



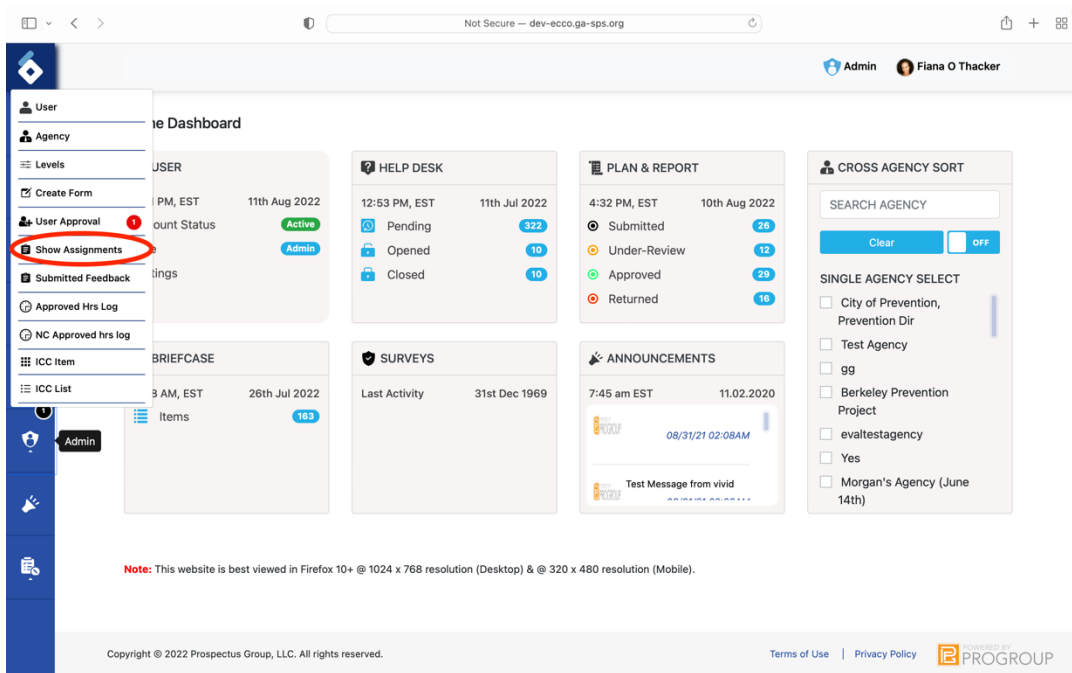
Assigning Users

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.

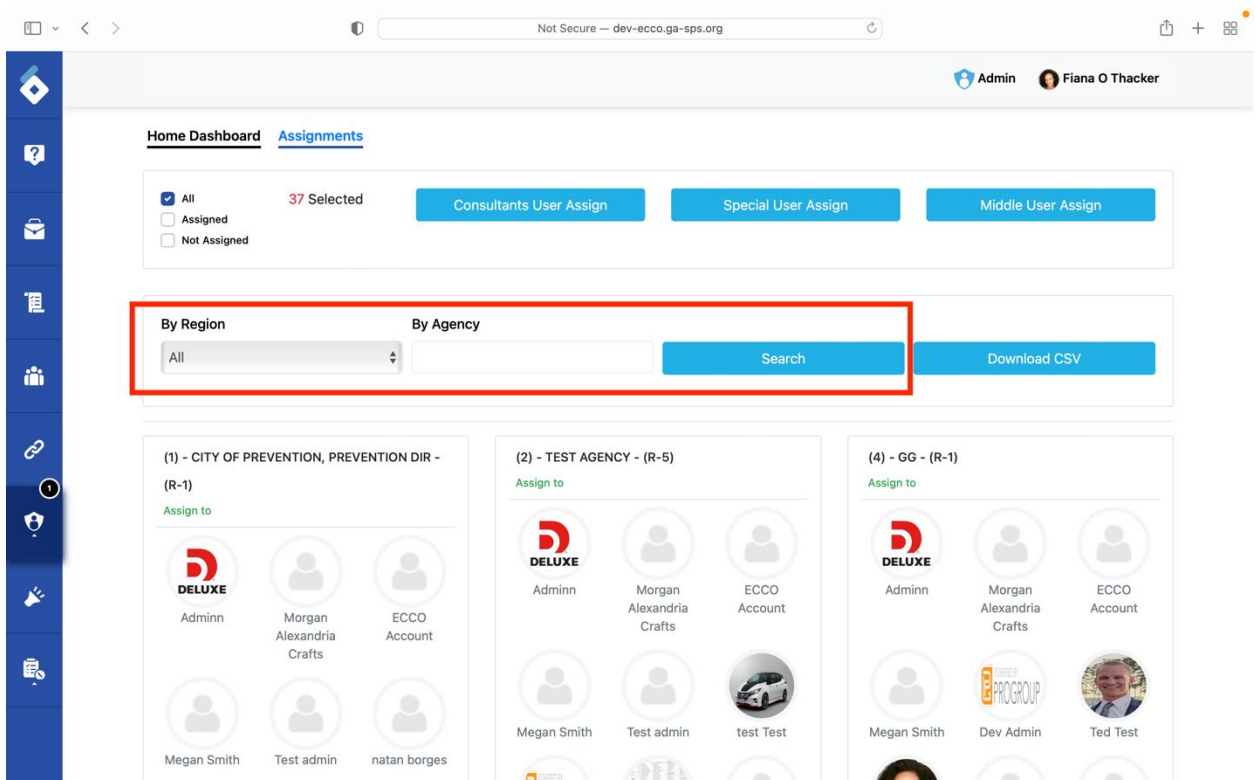
1. To assign an ECCO user, click on the Admin icon on the sidebar located on the left side of the page.



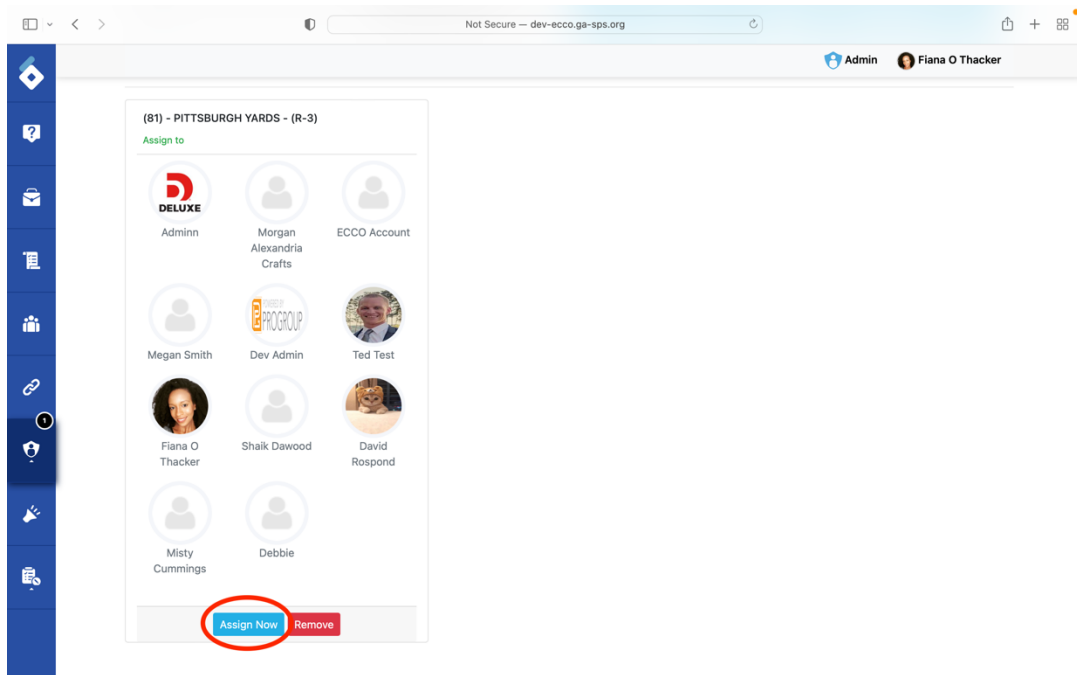
2. A list of options will open. Click on “Show Assignments.”



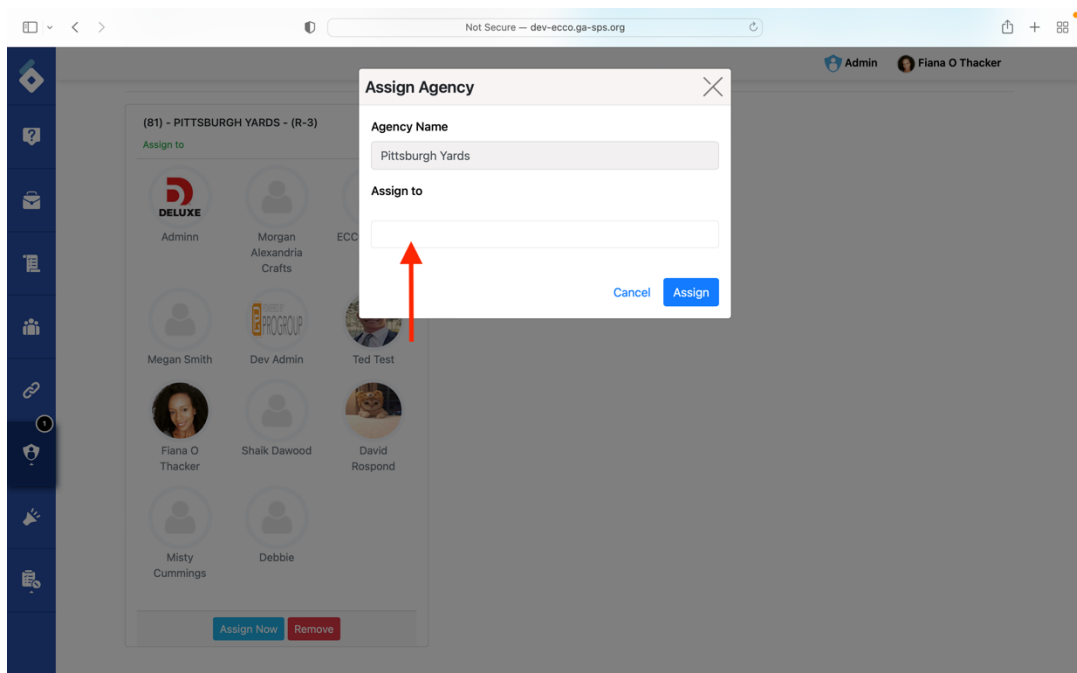
3. On the Assignments page, fine the agency node you would like to add a user to by using the search filter.



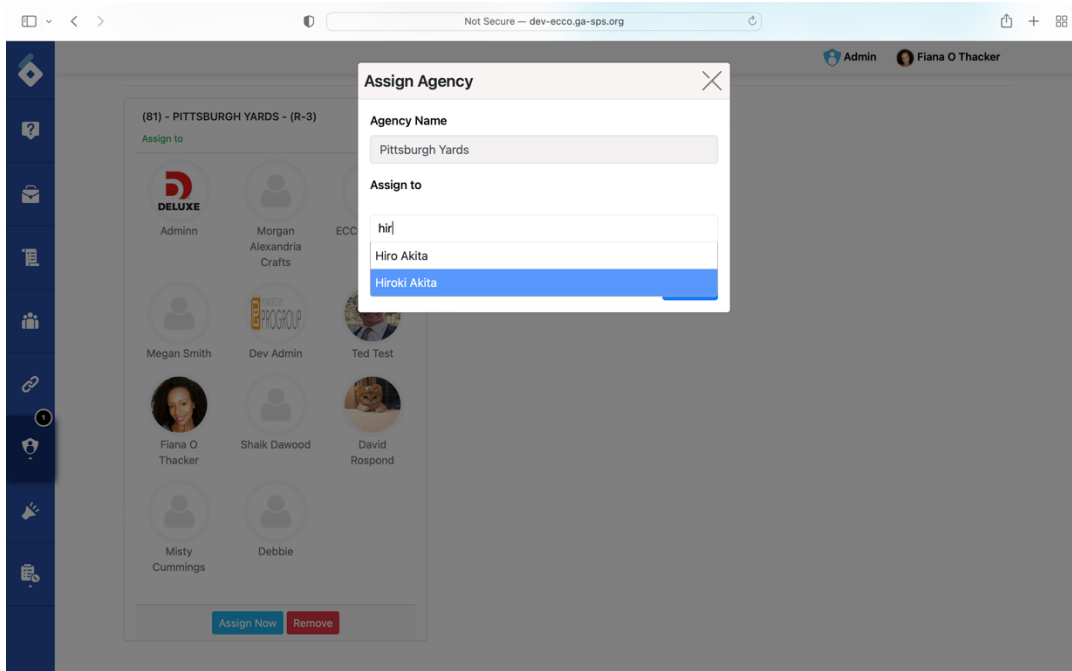
4. At the bottom of the agency node, click on the blue box labeled “Assign Now.”



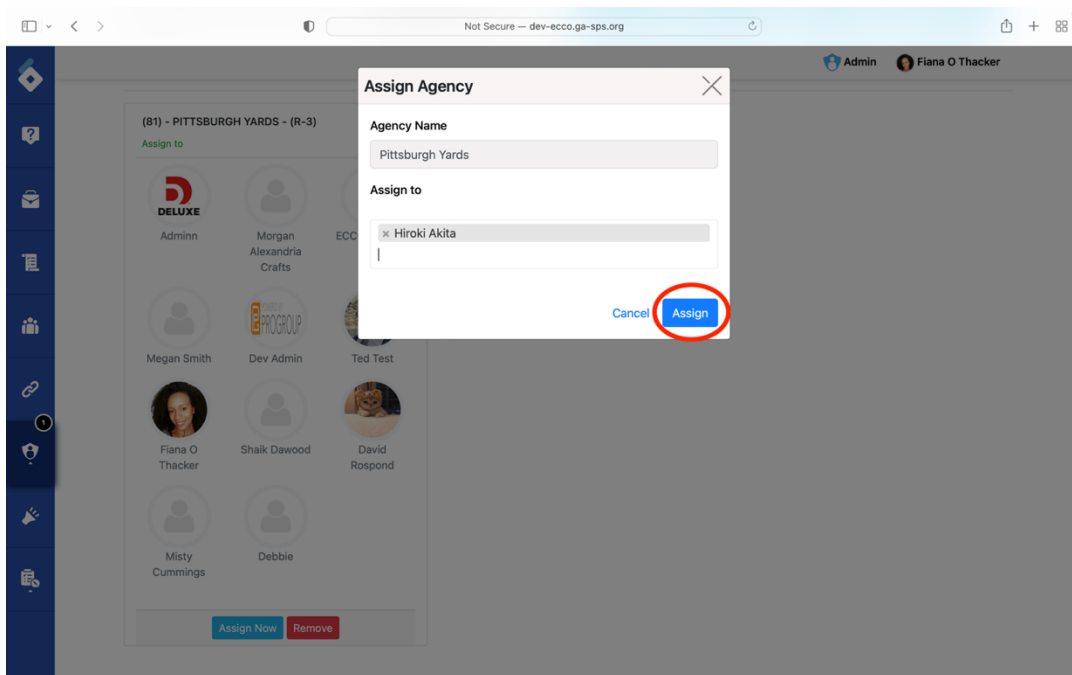
5. A pop-up labeled “Assign Agency” will appear. Under “Assign to,” start typing in the name of the user.

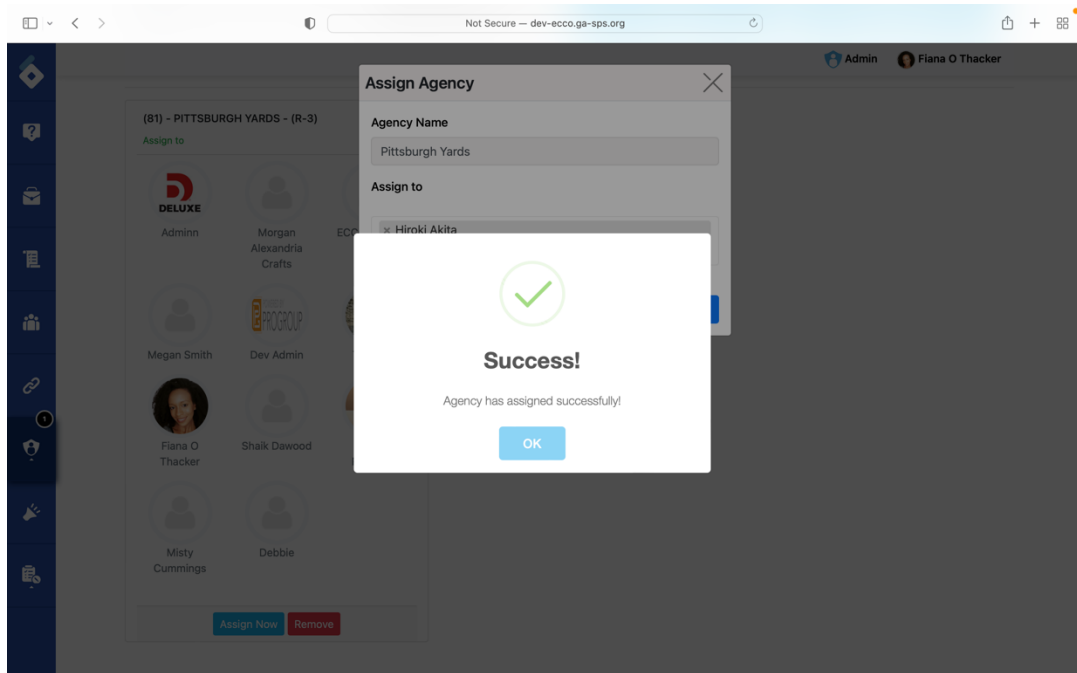


6. Select the user you would like to add to the Agency.

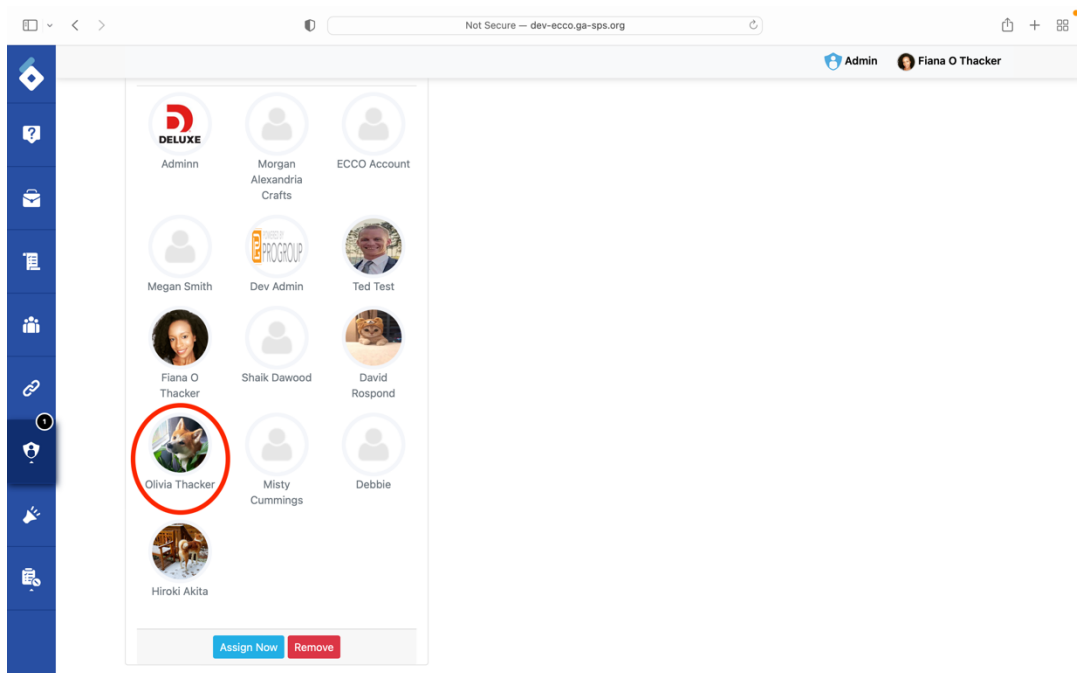


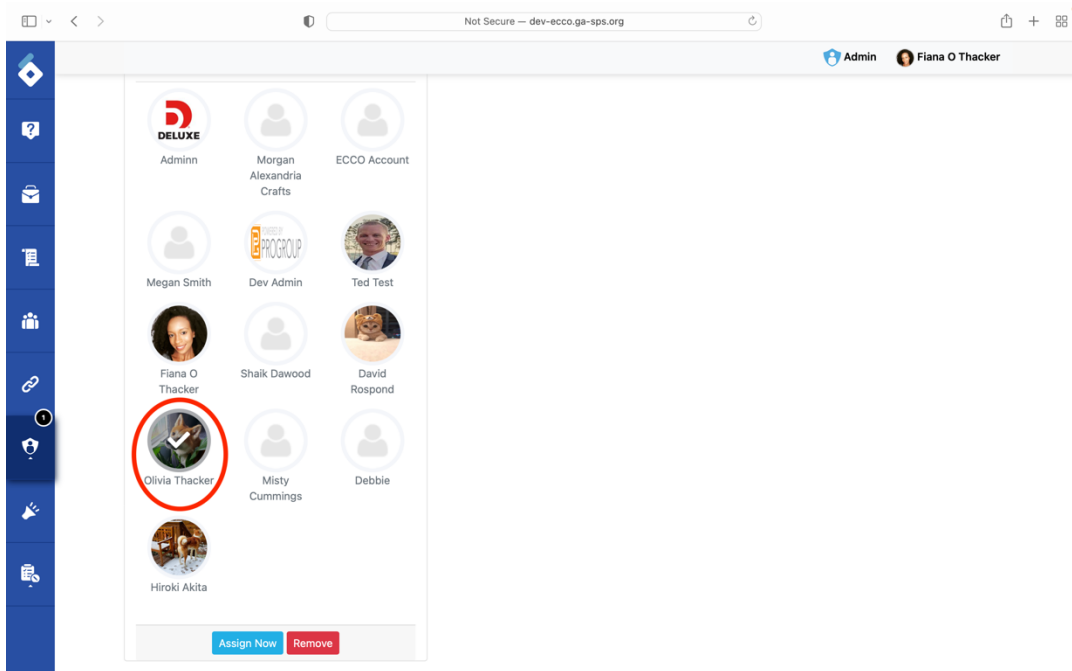
7. Hit the blue box labeled “Assign,” and the user is now assigned.



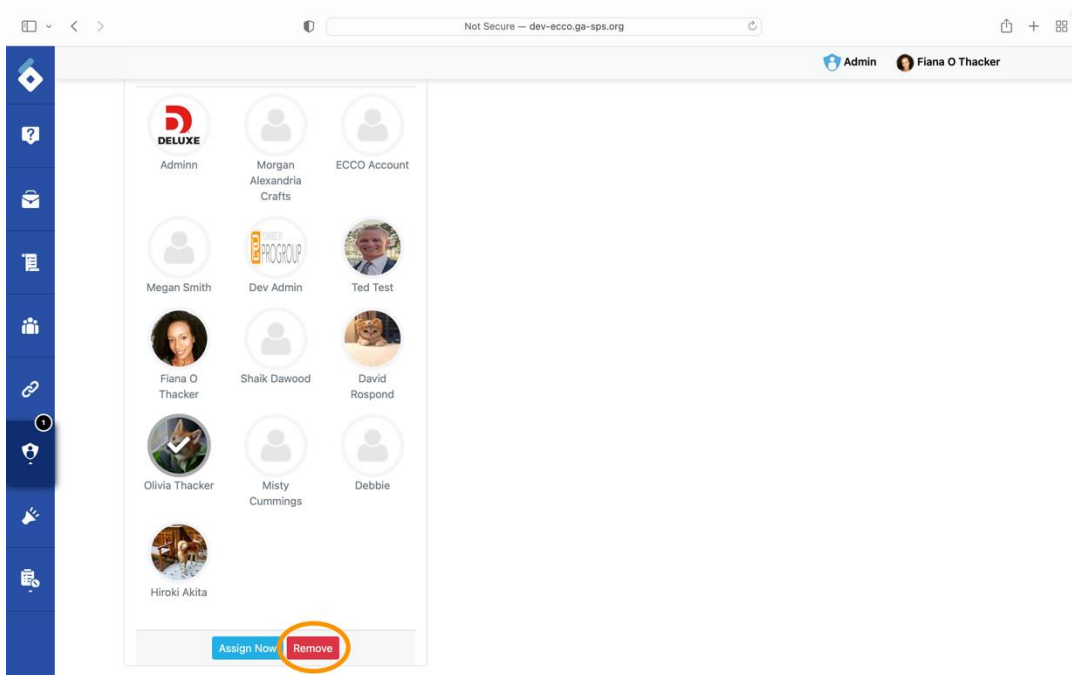


8. To remove a user, find the agency node and click on the circle with the user's photo (the user may not have a picture) and name.

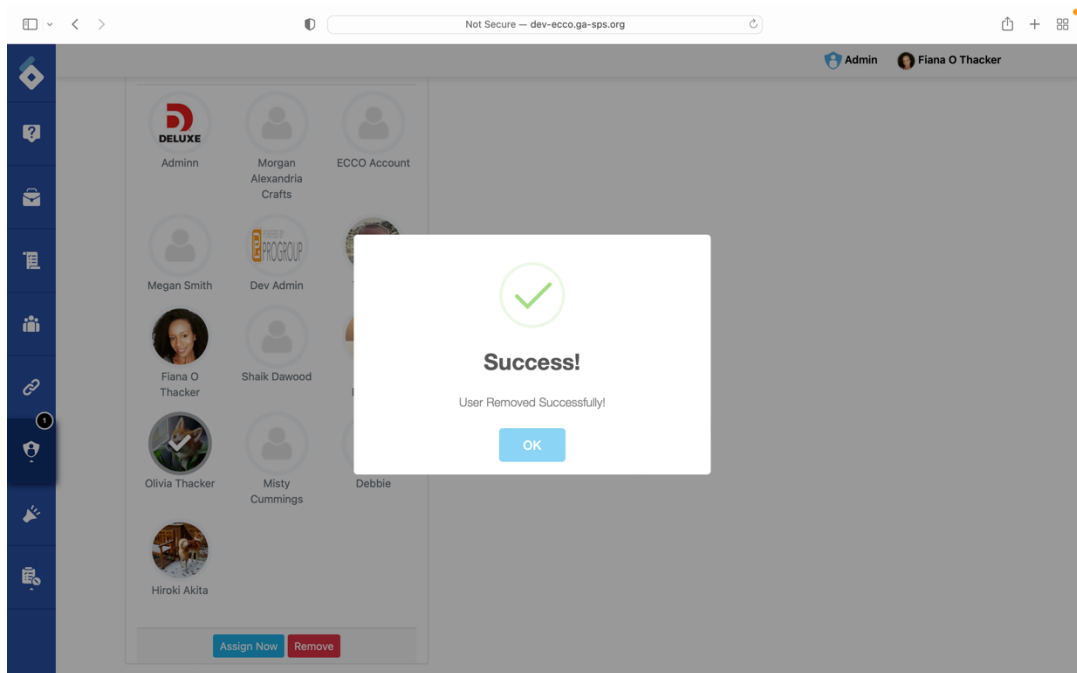
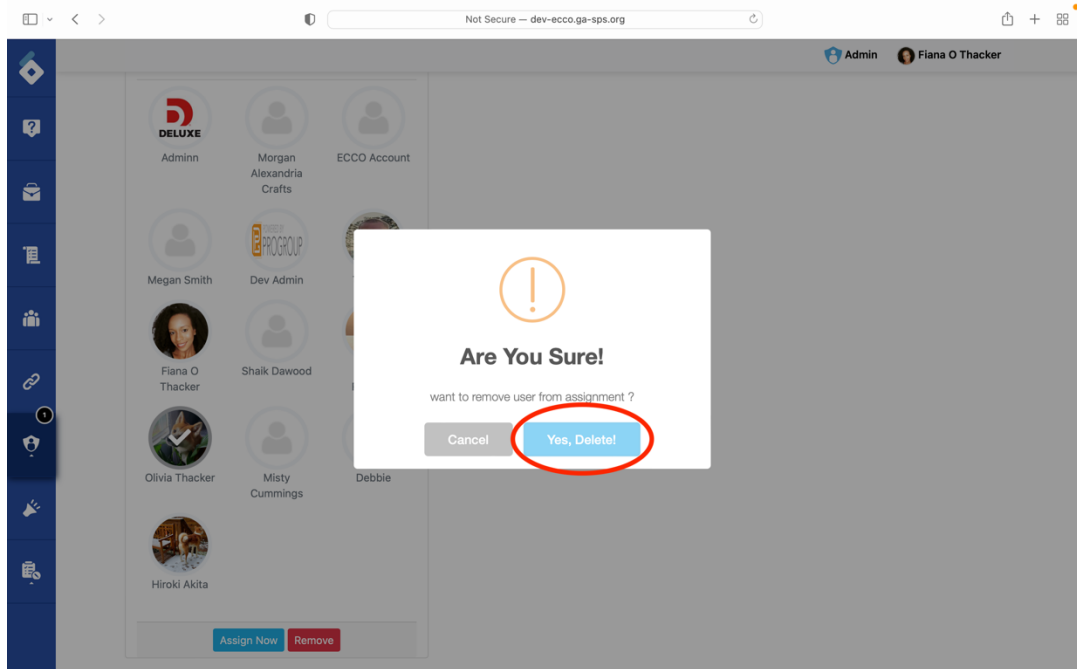




9. Click on the red button labeled “remove.”



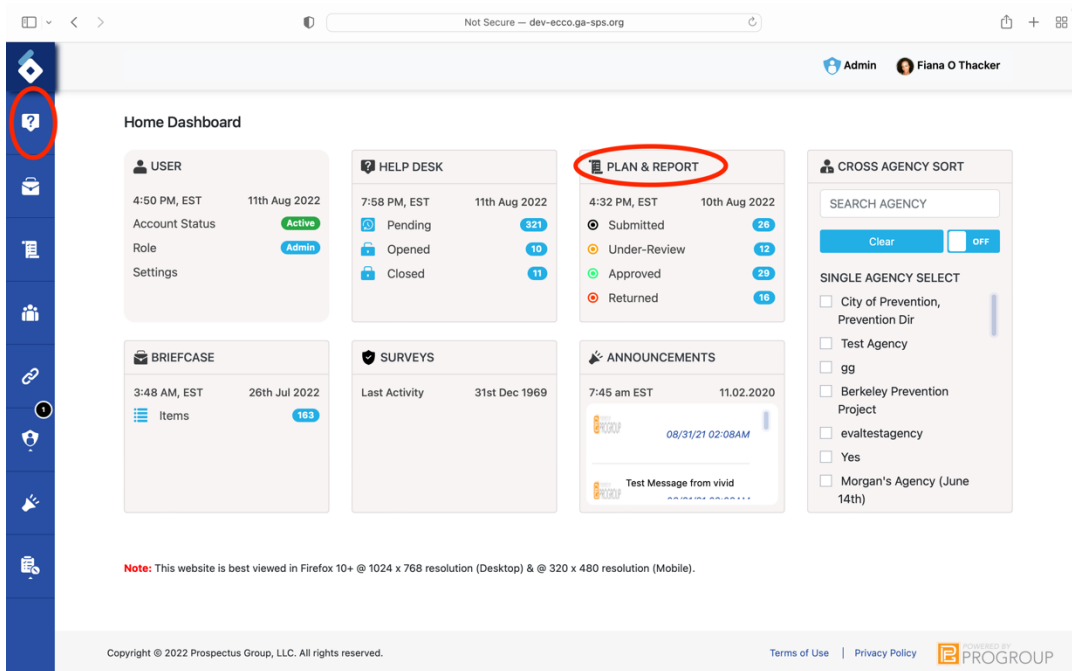
10. You will be asked to confirm that you want to remove the user from the agency. Click “Yes, Delete,” and the user has now been removed.



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.



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

The screenshot shows the TTA Dashboard interface. At the top, there's a navigation bar with 'Learn More', 'Admin', and 'Fiana O Thacker'. Below this, the 'Help Desk' section displays three status counts: Pending (321), Opened (10), and Closed (11). To the right, the 'TTA DASHBOARD KEY' provides instructions on how to use the dashboard. Below these, the 'FILTERS' section allows users to filter requests by Status, User, Regarding, Region, Agency, and Comments. A red arrow points from the 'Help Desk' section down to the 'TTA DATA DASHBOARD' section, which contains a table of request items.

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	

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

This screenshot shows the 'TTA DATA DASHBOARD' section of the application. It features a table of request items with columns for R-Agency, Regarding, Comments, Created, Updated, Status, and Edit. A red box highlights the 'FILTERS' section above the table. The table contains five rows of data, each with a status indicator (yellow, green, or red circle) to the right of the 'Updated' column. The status indicators represent the request's current state: yellow for pending, green for started, and red for completed.

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	
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.

The screenshot shows the 'TTA DATA DASHBOARD' with a table of TA items. The table has columns: R-Agency, Regarding, Comments, Created, Updated, Status, and Edit. The 'Status' column contains colored circles: green, yellow, yellow, yellow, and red. A red circle highlights the 'Status' column.

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	

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

The screenshot shows the 'TTA DATA DASHBOARD' with a table of TA items. The table has columns: R-Agency, Regarding, Comments, Created, Updated, Status, and Edit. The 'R-Agency' column contains text: 'Q Prospectus Group - R-3', 'Q Prospectus Group - R-3', 'Q Prospectus Group - R-3', 'Q Super Duper Test Agency - State-Wide', and 'Q Agency 1 - R-1'. A red circle highlights the 'R-Agency' column.

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	

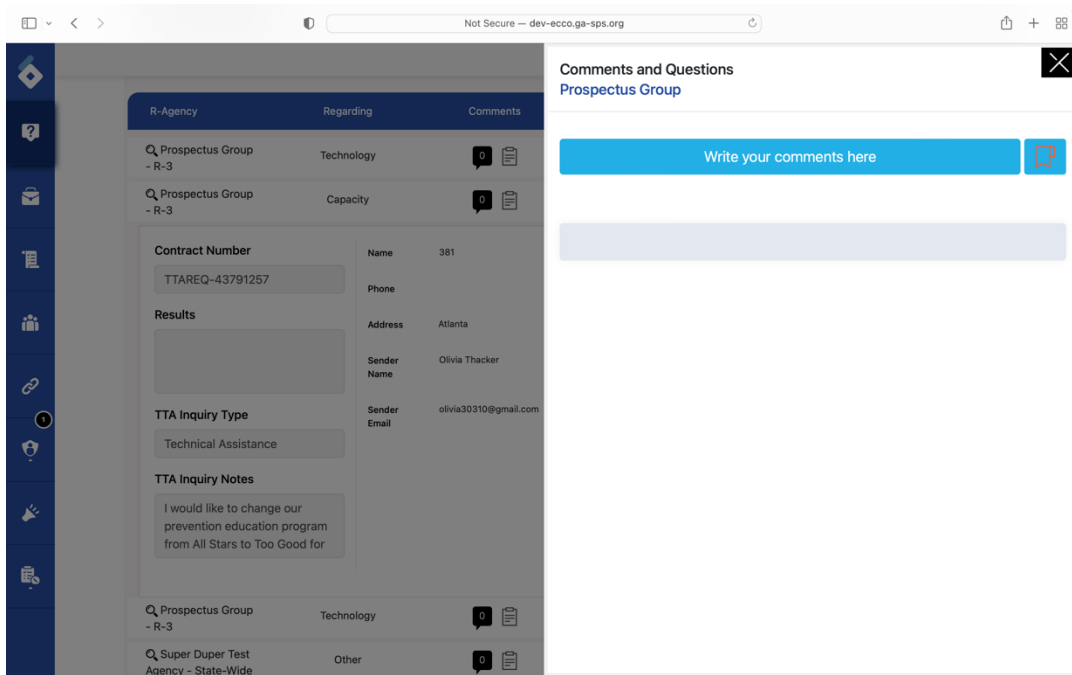
6. Here you will find the inquiry type, the reason for the TA request, and the sender of the request.

The screenshot shows the ECCO system interface. At the top, there's a navigation bar with "Learn More", "Admin", and a user profile "Fiana O Thacker". Below this is a table with columns: R-Agency, Regarding, Comments, Created, Updated, Status, and Edit. The table lists several requests, including "Prospectus Group - R-3" and "Super Duper Test Agency - State-Wide".

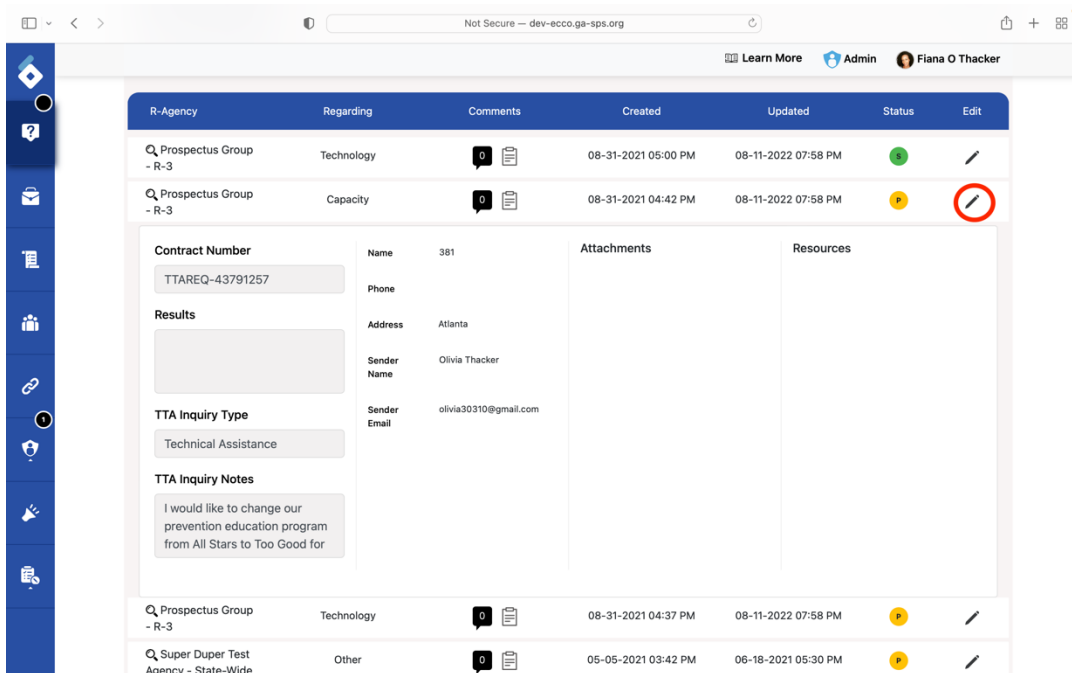
Below the table, a detailed view of a selected request is shown. It includes fields for Contract Number (TTAREQ-43791257), Name (381), Address (Atlanta), and Sender Name (Olivia Thacker). The TTA Inquiry Type is "Technical Assistance". The TTA Inquiry Notes state: "I would like to change our prevention 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 icon in the "Comments" column for the "Prospectus Group - R-3" request. This indicates the step where a user would click to open a comment box.



8. 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.



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

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Learn More Admin Fiana O Thacker

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	●	
Prospectus Group - R-3	Capacity	0	08-31-2021 04:42 PM	08-11-2022 07:58 PM	●	

1 TA Logistics 2 **TA Request** 3 TA Results

Agency: Prospectus Group

Contact's Phone: 678-555-5555

Contact's Name: Olivia Thacker

Contact's Email: olivia30310@gmail.com

Contact's Position: Project Coordinator

Push Notification:

- ☐ Agency User(s)
- ☐ Submitter
- ☐ Site Administrator
- ☐ Other

Send Updates to Email:

Email address:

Write something here:

Save Clear

Prospectus Group - R-3 Technology 0 08-31-2021 04:37 PM 08-11-2022 07:58 PM ●

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

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Learn More Admin Fiana O Thacker

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	●	
Prospectus Group - R-3	Capacity	0	08-31-2021 04:42 PM	08-11-2022 07:58 PM	●	

1 TA Logistics 2 **TA Request** 3 TA Results

Contract Number - TTAREQ-43791257

Status: Pending

Inquiry Type: Technical Assistance

Funding Source: Select Funding Source

What is the nature of your inquiry / Description of Report Request:

I would like to change our prevention education program from All Stars to Too Good for Drugs.

Provide any background information:

All Stars hasn't been successful in my target community. I am having trouble getting buy-in from the community.

Regarding: Capacity

Discover Notes: Comments

Links to Provided Reports:

Attachments: Select files

Tagged Files: 1.

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Learn More Admin Fiana O Thacker

R-Agency	Regarding	Comments	Created	Updated	Status	Edit
Prospectus Group - R-3	Technology		08-31-2021 05:00 PM	08-11-2022 07:58 PM	Green	
Prospectus Group - R-3	Capacity		08-31-2021 04:42 PM	08-11-2022 07:58 PM	Yellow	

1 TA Logistics 2 TA Request 3 TA Results

Contract Number - TTAREQ-43791257

Finished
Started
✓ Pending
Reports on Demand

Inquiry Type: Technical Assistance
Funding Source: Select Funding Source

What is the nature of your Inquiry / Description of Report Request
I would like to change our prevention education program from All Stars to Too Good for Drugs.

Provide any background information
All Stars hasn't been successful in my target community. I am having trouble getting buy-in from the community.

Regarding: Capacity

Discover Notes
Comments

Links to Provided Reports

Attachments
Select files

Tagged Files: 1.

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

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Learn More Admin Fiana O Thacker

R-Agency	Regarding	Comments	Created	Updated	Status	Edit
Prospectus Group - R-3	Technology		08-31-2021 05:00 PM	08-11-2022 07:58 PM	Green	
Prospectus Group - R-3	Capacity		08-31-2021 04:42 PM	08-11-2022 07:58 PM	Yellow	

1 TA Logistics 2 TA Request 3 TA Results

Contract Number - TTAREQ-43791257

Status: Finished
Inquiry Type: Technical Assistance
Funding Source: Select Funding Source

What is the nature of your Inquiry / Description of Report Request
I would like to change our prevention education program from All Stars to Too Good for Drugs.

Provide any background information
All Stars hasn't been successful in my target community. I am having trouble getting buy-in from the community.

Regarding: Capacity

Discover Notes
Comments

Links to Provided Reports

Attachments
Select files

Tagged Files: 1.

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

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Learn More Admin Fiana O Thacker

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	S	
Prospectus Group - R-3	Capacity	0	08-31-2021 04:42 PM	08-11-2022 07:58 PM	P	

1 TA Logistics 2 TA Request 3 TA Results

Service Time Frame
 08/11/2022 0.00 to 08/11/2022 0.00

Training or TA Date
 08/11/2022 0.00

Estimated Time
 Q1+Q2+Q3+Q4=Total Hours
 OCT NOV DEC JAN FEB MAR APR MAY JUN JUL AUG SEP Total Hours
 0 0 0 0 0

Results
 Write something here

Push Notification
☐ Agency User(s)
☐ Submitter
☐ Site Administrator
☐ Other

Send Updates to Email
 Email address
 Write something here

Save Clear

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

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Learn More Admin Fiana O Thacker

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	S	
Prospectus Group - R-3	Capacity	0	08-31-2021 04:42 PM	08-11-2022 07:58 PM	P	

1 TA Logistics 2 TA Request 3 TA Results

Service Time Frame
 08/11/2022 0.00 to 08/11/2022 0.00

Training or TA Date
 08/11/2022 0.00

Estimated Time
 Q1+Q2+Q3+Q4=Total Hours
 OCT NOV DEC JAN FEB MAR APR MAY JUN JUL AUG SEP Total Hours
 0 0 0 0 0

Results
 All went well.

Push Notification
☐ Agency User(s)
☐ Submitter
☐ Site Administrator
☐ Other

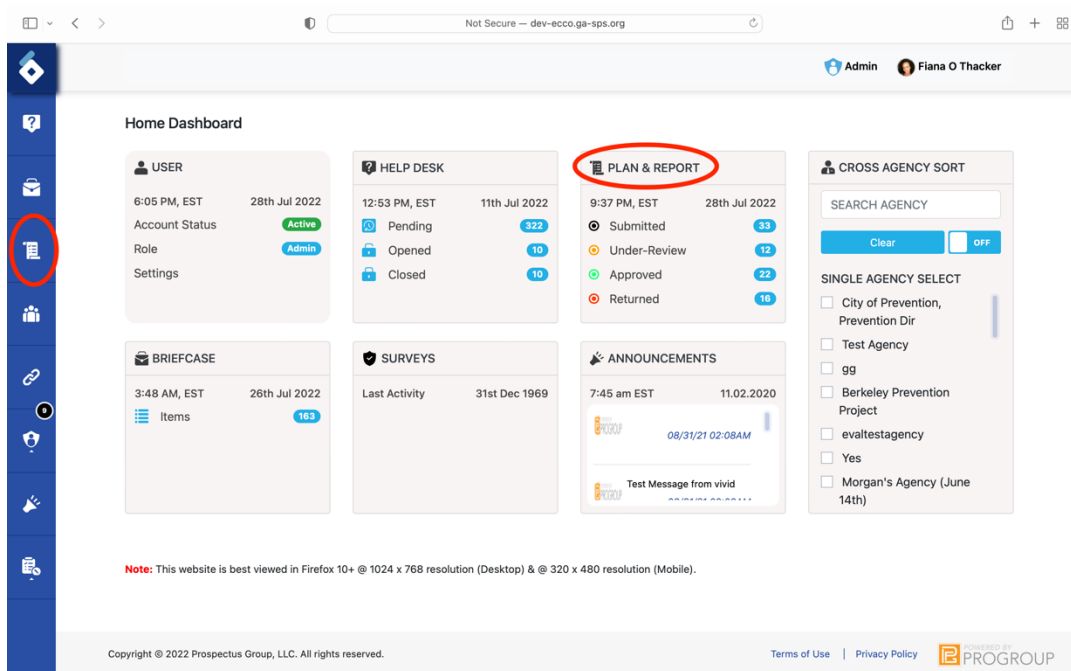
Send Updates to Email
 Email address
 Write something here

Save Clear

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.

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: Jul 28 2022

Interventions by Year

COMMUNITY BASED GENERAL

(2) - TEST AGENCY - (R-5)

Counties Served Assigned to Create & Edit IP

Last Update: Jul 20 2022

Interventions by Year

COMMUNITY BASED GENERAL

3. Click on the appropriate contract year.

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

Counties Served Assigned to Create & Edit IP

Last Update: Jul 28 2022

Interventions by Year

COMMUNITY BASED GENERAL

MEDIA CENTER

2021-2022

(2) - TEST AGENCY - (R-5)

Counties Served Assigned to Create & Edit IP

Last Update: Jul 20 2022

Interventions by Year

COMMUNITY BASED GENERAL

MEDIA CENTER

2016-2017

2017-2018

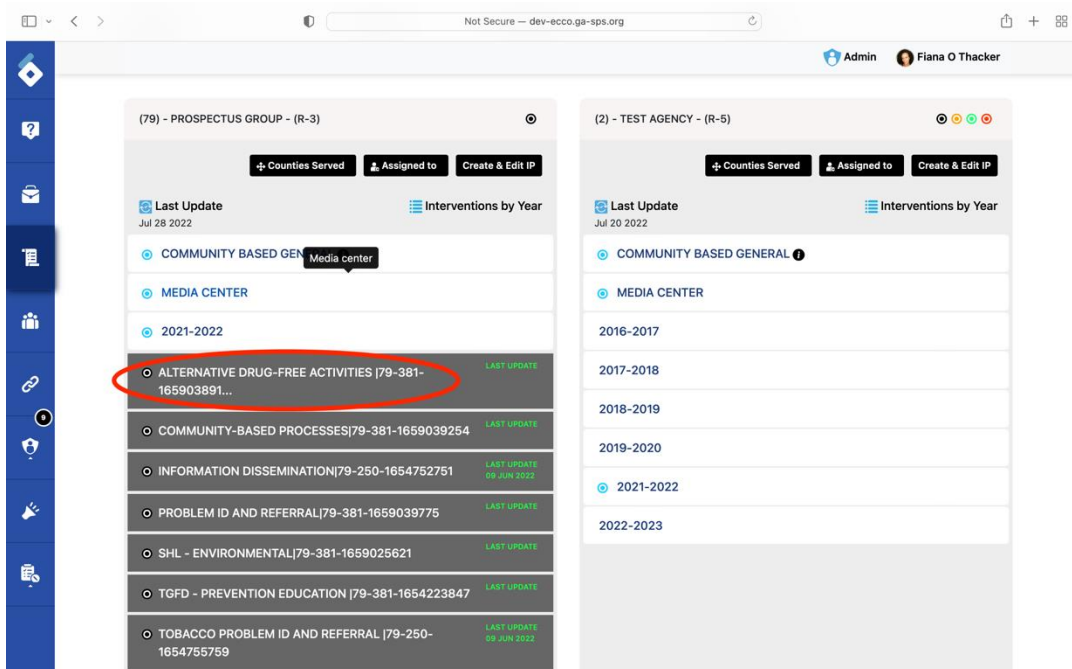
2018-2019

2019-2020

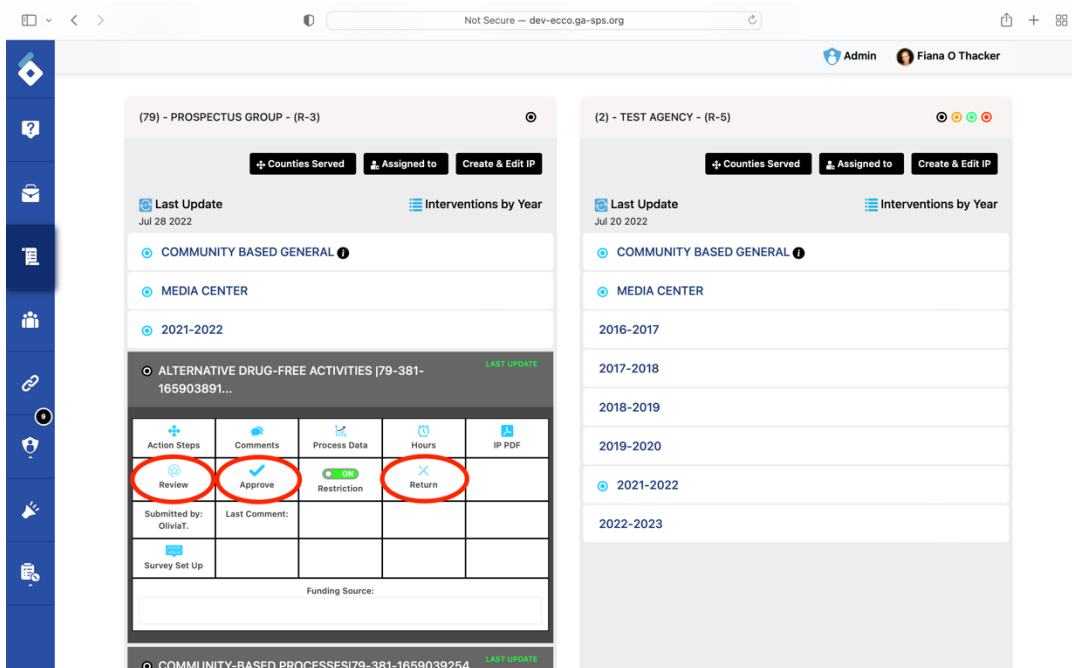
2021-2022

2022-2023

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.”

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

Counties Served Assigned to Create & Edit IP

Last Update Jul 28 2022 Interventions by Year

COMMUNITY BASED GENERAL

MEDIA CENTER

2021-2022

ALTERNATIVE DRUG-FREE ACTIVITIES [79-381-165903891...]

Action Steps	Comments	Process Data	Hours	IP PDF
Review	Approve	ON Restriction	Return	
Submitted by: OliviaT.	Last Comment:			
Survey Set Up				
Funding Source:				

COMMUNITY-BASED PROCESSES[79-381-1659039254]

(2) - TEST AGENCY - (R-5)

Counties Served Assigned to Create & Edit IP

Last Update Jul 20 2022 Interventions by Year

COMMUNITY BASED GENERAL

MEDIA CENTER

2016-2017

2017-2018

2018-2019

2019-2020

2021-2022

2022-2023

7. Select a funding source from the list provided.

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

Counties Served Assigned to Create & Edit IP

Last Update Jul 28 2022 Interventions by Year

COMMUNITY BASED GENERAL

MEDIA CENTER

2021-2022

ALTERNATIVE DRUG-FREE ACTIVITIES [79-381-165903891...]

Action Steps	Comments	Process Data	Hours	IP PDF
Select		ON Restriction	Return	
COVID-19 Supplemental SABG				
State Opioid Response Grant FY18-FY21 No Cost Extension				
Substance Abuse Prevention Block Grant (SABG)				
Project for Success 2015 Grant				
Funding Source:				

COMMUNITY-BASED PROCESSES[79-381-1659039254]

(2) - TEST AGENCY - (R-5)

Counties Served Assigned to Create & Edit IP

Last Update Jul 20 2022 Interventions by Year

COMMUNITY BASED GENERAL

MEDIA CENTER

2016-2017

2017-2018

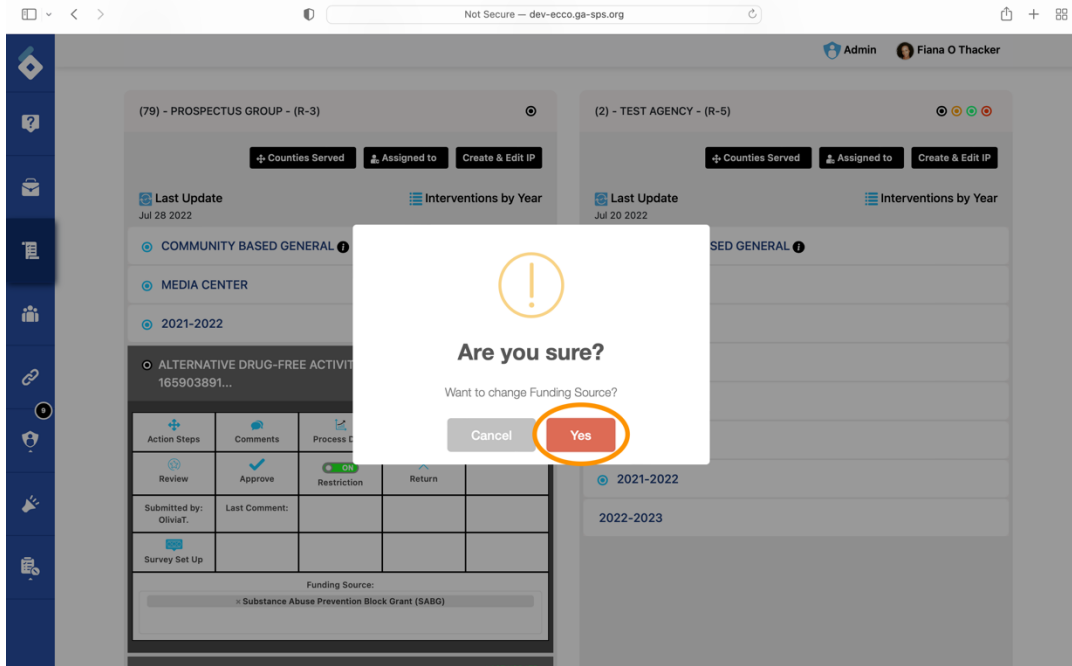
2018-2019

2019-2020

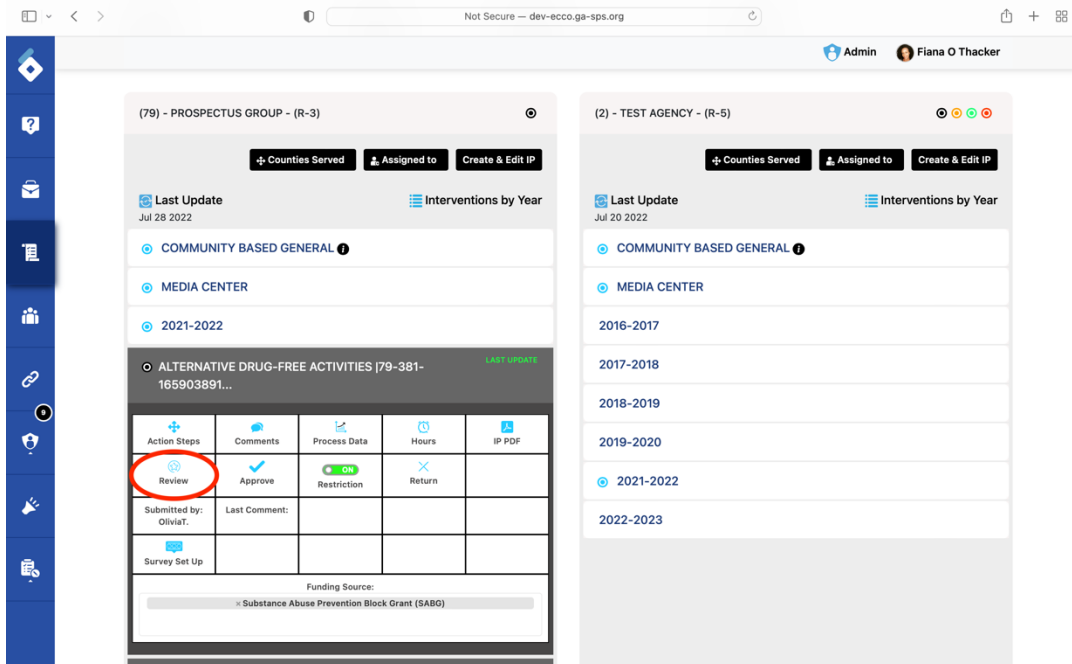
2021-2022

2022-2023

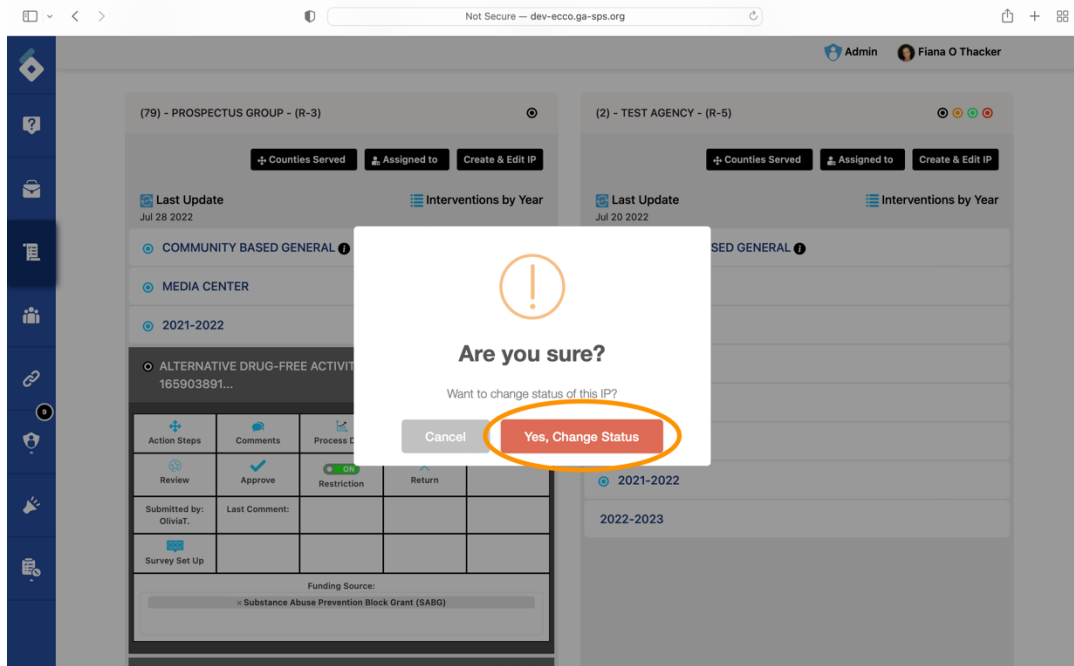
8. You will be asked to confirm if you want to change the funding source. Select "Yes."



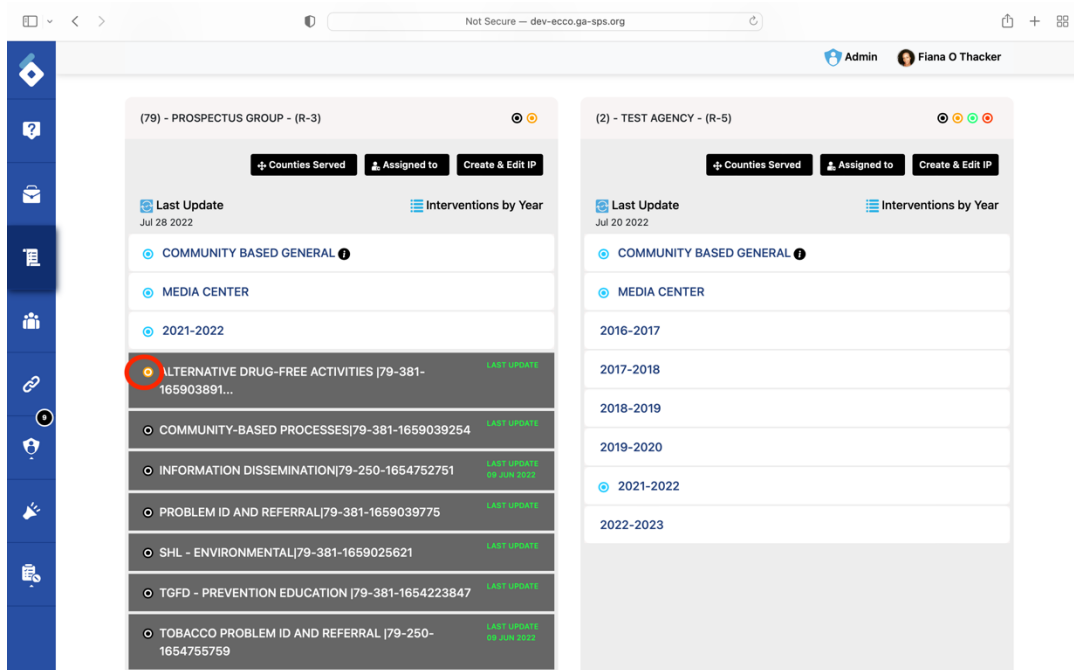
9. By clicking on the “Review” icon, you can change the status of the IP from “Submitted” to “Under Review.”



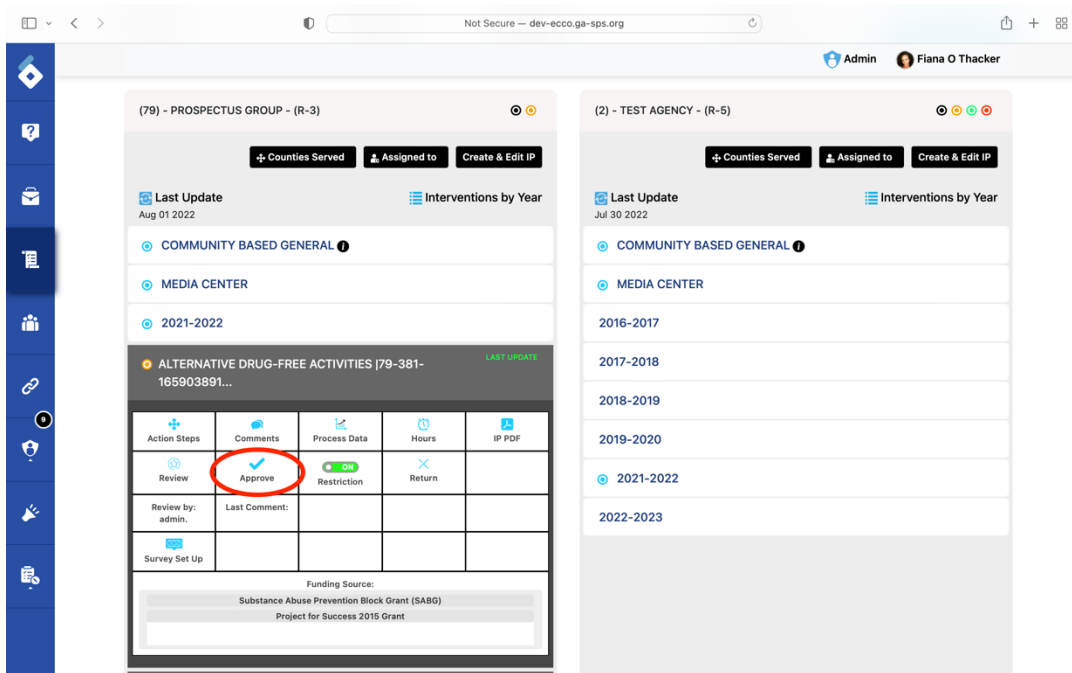
10. You will be asked to confirm if you want to change the status of the IP. Select “Yes, Change Status.”



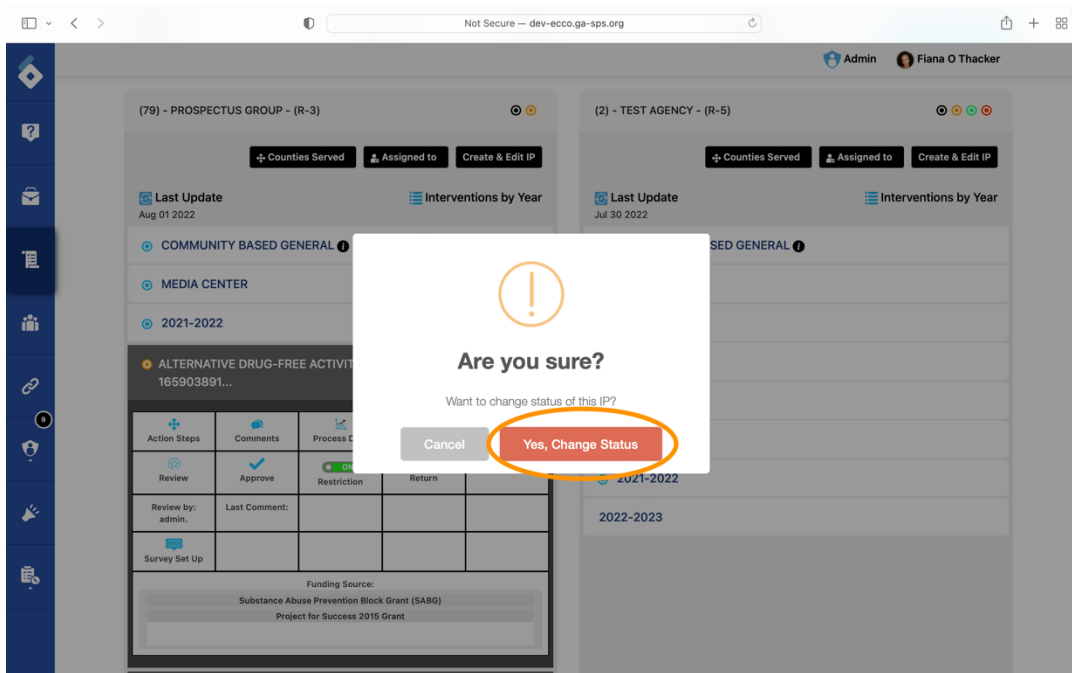
11. An orange dot will appear next to the intervention once the page has been refreshed.



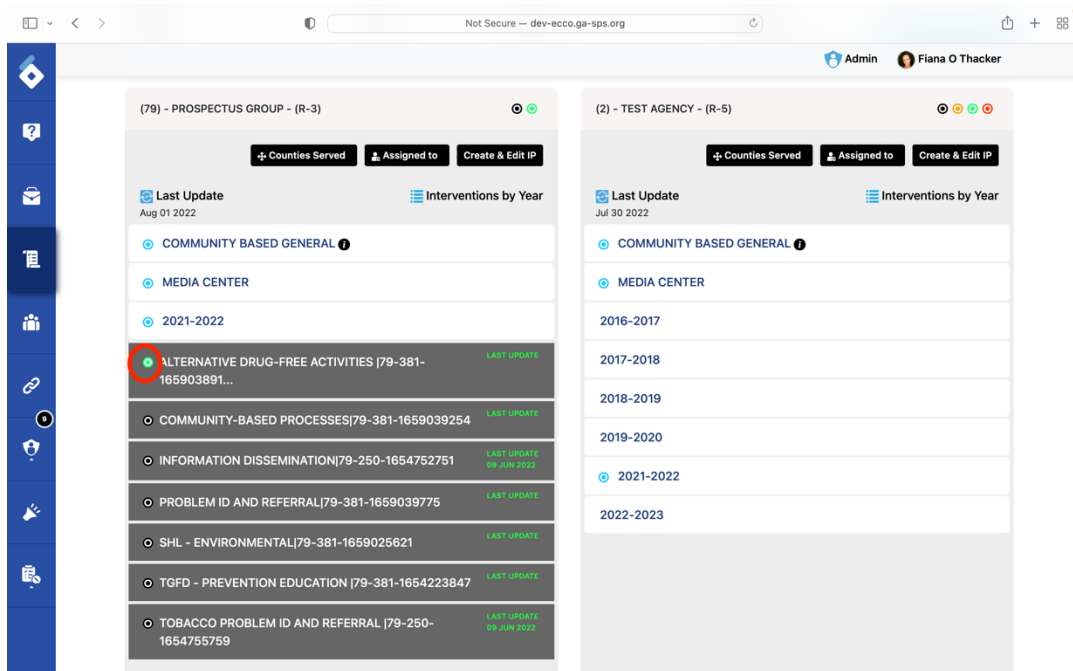
12. Once you are ready to approve the IP, you can click on the "Approve" icon.



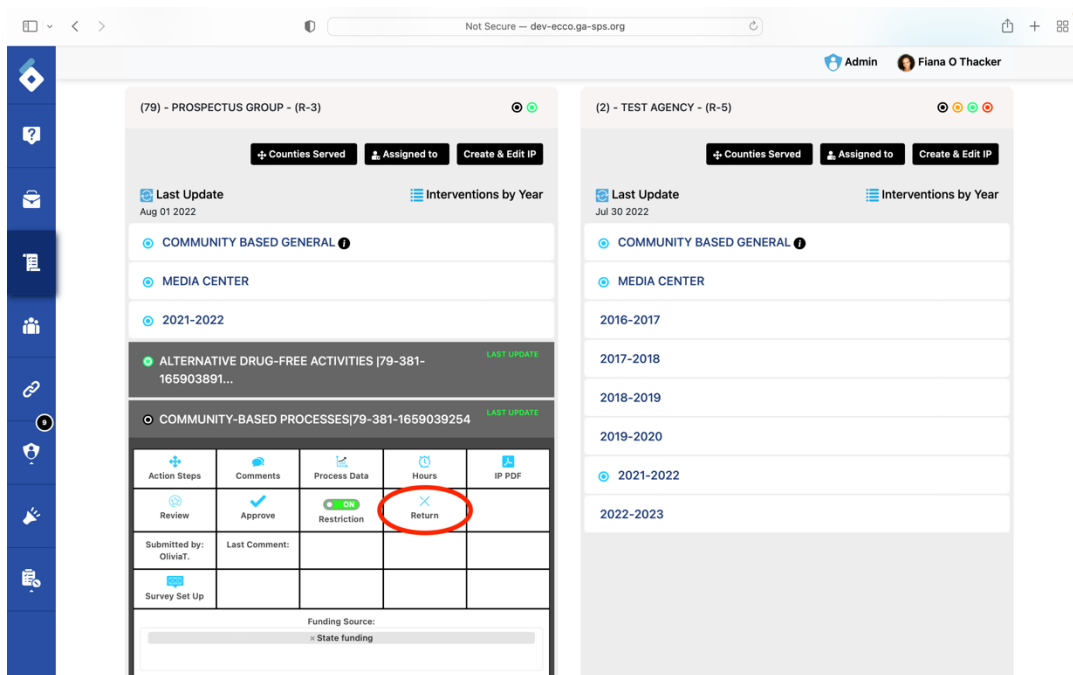
13. You will be asked to confirm you want to change the status of the IP. Select “Yes, Change Status.”



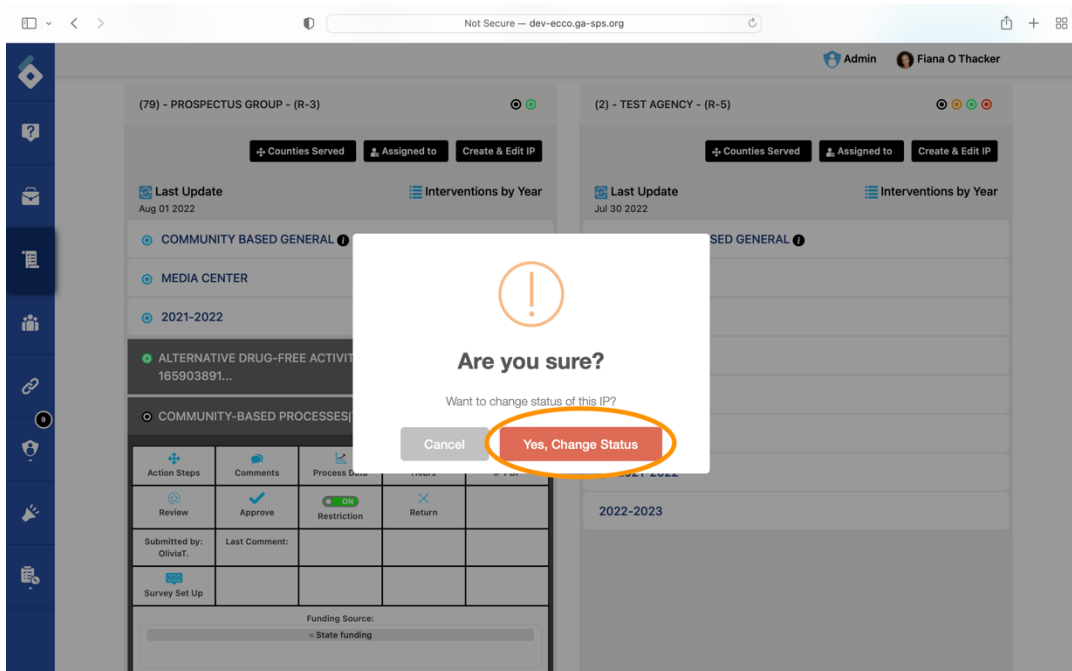
14. Once the page has been refreshed, a green dot will appear to indicate the IP has been approved.



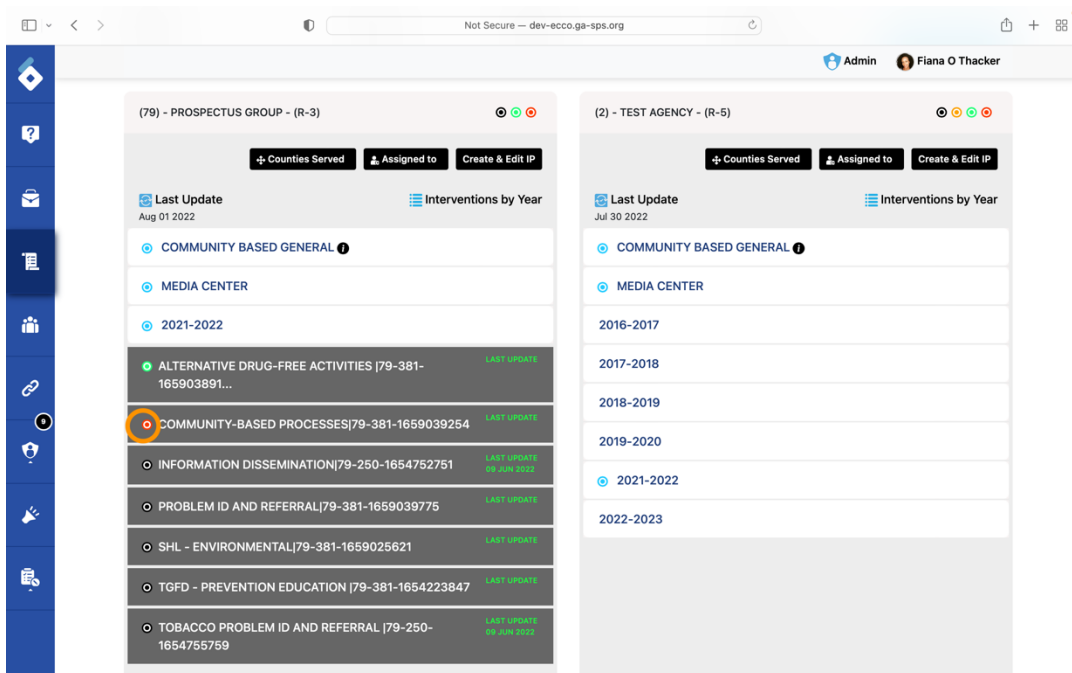
15. If the IP needs to be returned for corrections, click on the “Return” icon.



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.

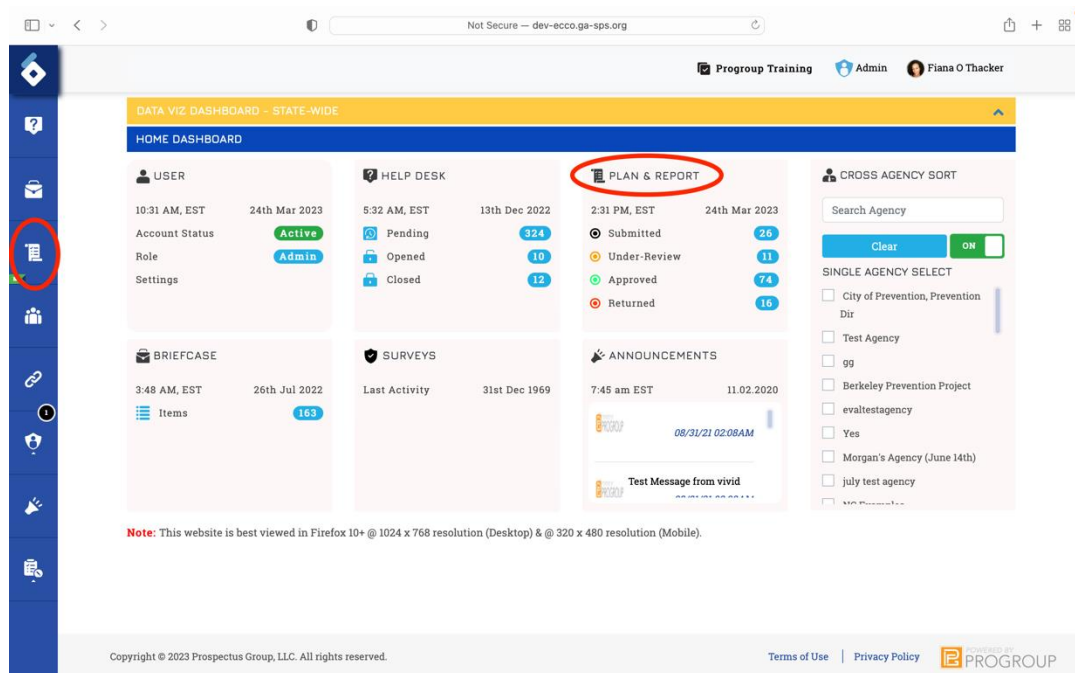


Deliverable Tracking (E-MPR)

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.

Implementation Planning Dashboard

Rate this Dashboard

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

My Logs

My Synar Logs

Get Help

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

Contract Number: All / Select

[83] - PROGROUP TRAINING - (STATE-WIDE)

Counties Served Assigned to Create & Edit IP

Last Update: Mar 24 2023

Interventions by Year

COMMUNITY BASED GENERAL

MEDIA CENTER

3. Select the contract year.

[83] - PROGROUP TRAINING - (STATE-WIDE)

Counties Served Assigned to Create & Edit IP

Last Update: Mar 24 2023

Interventions by Year

COMMUNITY BASED GENERAL

MEDIA CENTER

2022-2023

[2] - TEST AGENCY - (R-5)

Counties Served Assigned to Create & Edit IP

Last Update: Mar 24 2023

Interventions by Year

COMMUNITY BASED GENERAL

MEDIA CENTER

2016-2017

2017-2018

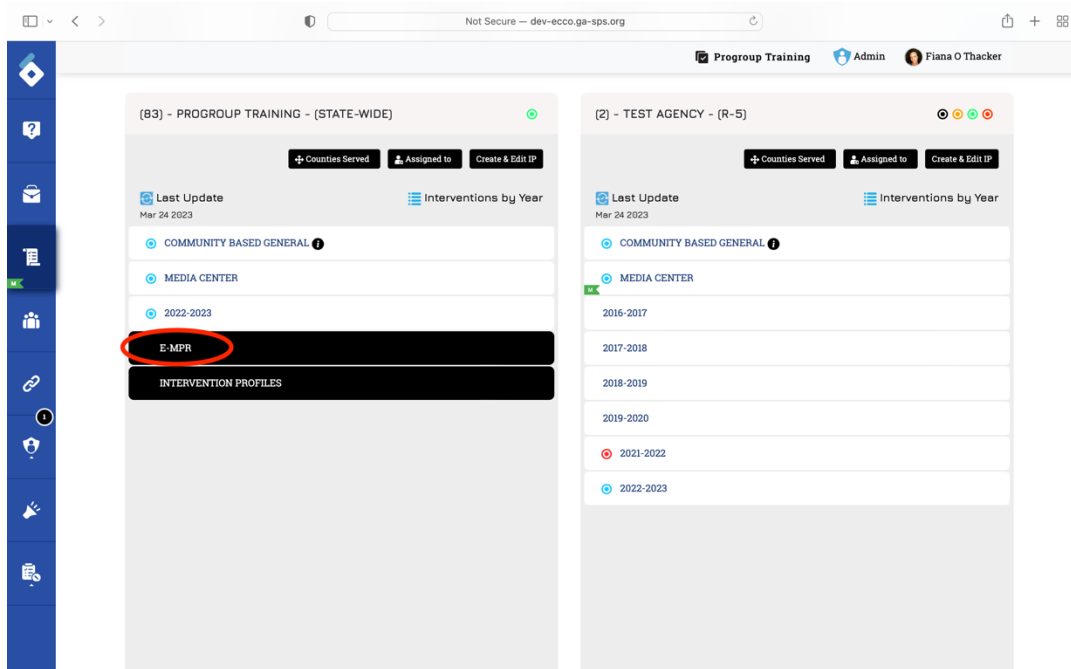
2018-2019

2019-2020

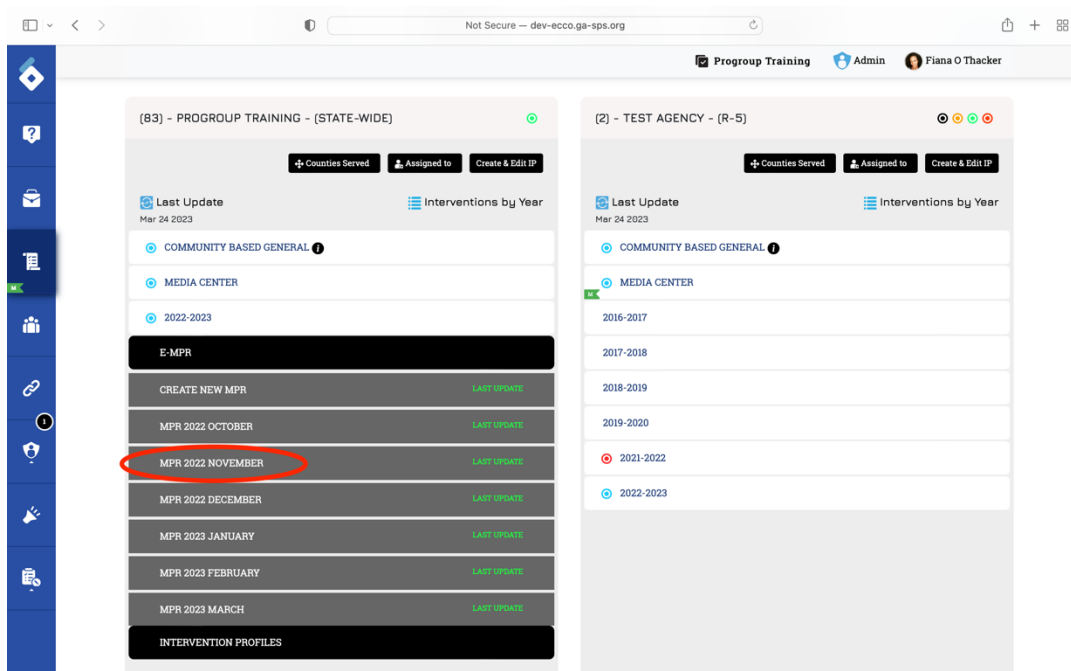
2021-2022

2022-2023

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.

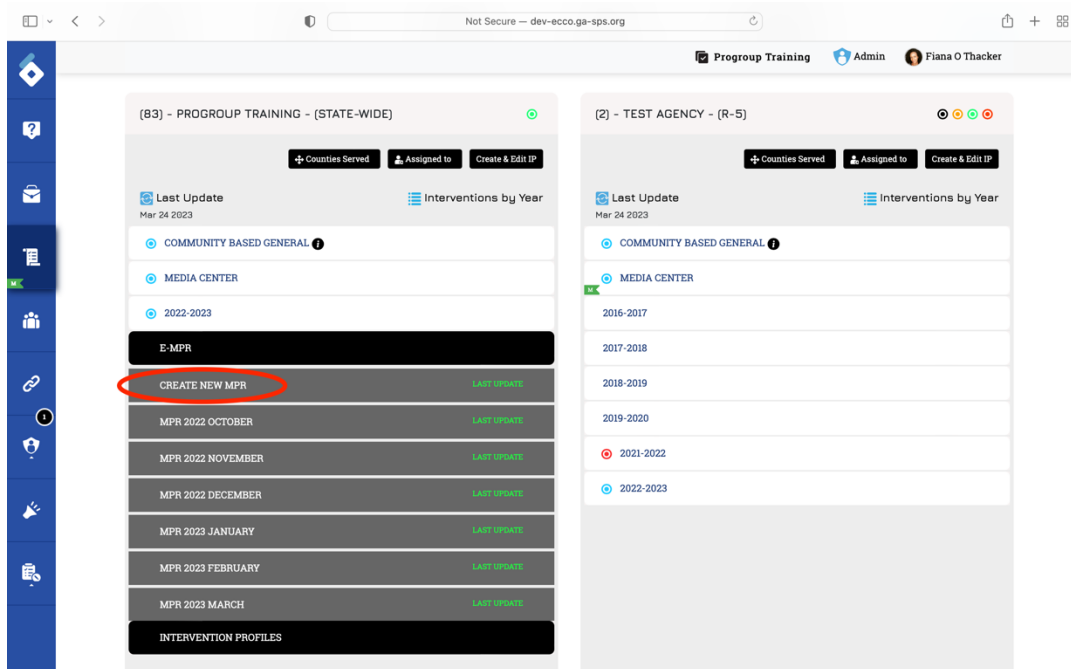


The image shows two screenshots of a web application interface for E-MPR (Electronic Monthly Progress Report).

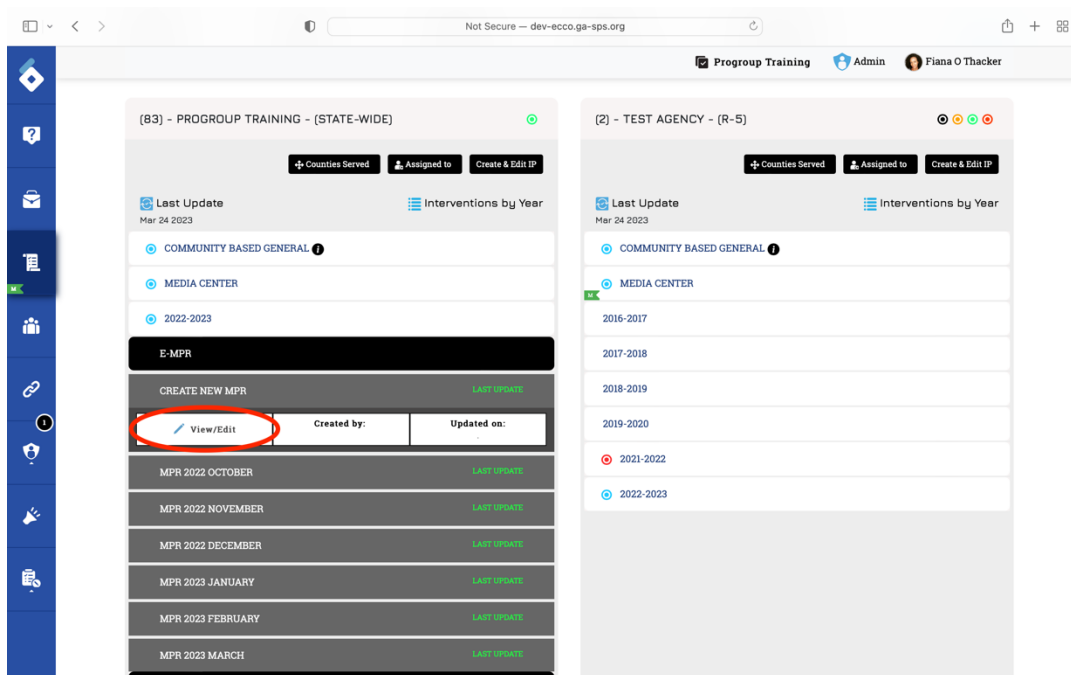
Top Screenshot: The interface displays two panels. The left panel is titled "(83) - PROGROUP TRAINING - (STATE-WIDE)" and the right panel is titled "(2) - TEST AGENCY - (R-5)". Both panels show a "Last Update" of Mar 24 2023 and a list of "Interventions by Year". The left panel has a table with columns for "Comments", "Deliverables" (highlighted with a red circle), and "PDF". The "Deliverables" column has a red circle around it. The right panel has a table with columns for "Comments", "Deliverables", and "PDF".

Bottom Screenshot: The interface displays the "MONTHLY PROGRESS REPORT SUMMARY" for 2022-2023. The form includes fields for Contractor, Contractor Address, Process Data Filed, Counties Served, Period Covered, MPR Status, Contact Person(s), and Month-Counts. A yellow error message is displayed: "Form can not be updated because admin has not setup deliverables" (highlighted with a red circle). Below the error message are three tabs: "CONTRACT DELIVERABLES", "PROGRESS / ACCOMPLISHMENTS", and "CHALLENGES / ADAPTATIONS".

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.

MONTHLY PROGRESS REPORT SUMMARY
2022-2023

Contractor: Progroud Training
Contractor Address:
Counties Served: Fulton

Contact Person(s): Olivia Thacker fiana.thacker@gmail.com

CONTRACT DELIVERABLES
1 Deliverable per deliverable box, click plus sign to add boxes.

Fiana O Thacker 03/24/2023 04:01PM

1

+

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.

MONTHLY PROGRESS REPORT SUMMARY
2022-2023

Contractor: Progroud Training
Contractor Address:
Counties Served: Fulton

Contact Person(s): Olivia Thacker fiana.thacker@gmail.com

CONTRACT DELIVERABLES
1 Deliverable per deliverable box, click plus sign to add boxes.

Fiana O Thacker 03/24/2023 04:01PM

1

+

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

MONTHLY PROGRESS REPORT SUMMARY
2022-2023

Contractor: Progroup Training
Contractor Address:
Counties Served: Fulton

Contact Person(s): Olivia Thacker fiana.thacker@gmail.com

Save

CONTRACT DELIVERABLES
1 Deliverable per deliverable box, click plus sign to add boxes.

Paragraph B Bulleted List Numbered List Link Undo

Fiana O Thacker 03/24/2023 04:01PM

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.

MONTHLY PROGRESS REPORT SUMMARY
2022-2023

Contractor: Progroup Training
Contractor Address:
Counties Served: Fulton

Contact Person(s): Olivia Thacker fiana.thacker@gmail.com

Save
Form Auto Hold Successful

CONTRACT DELIVERABLES
1 Deliverable per deliverable box, click plus sign to add boxes.

Choose heading B Bulleted List Numbered List Link Undo

Fiana O Thacker 03/24/2023 04:01PM

DELIVERABLE ONE

1. First part of this deliverable
 - more details
2. Second part of this deliverable
3. Third deliverable details
 - Additional details on this part
 - More information

Form Auto Hold Successful

Not Secure — dev-ecco.ga-sps.org

Fiana O Thacker 03/24/2023 04:01PM

CONTRACT DELIVERABLES
 1 Deliverable per deliverable box, click plus sign to add boxes.

DELIVERABLE ONE

1. First part of this deliverable
 - more details
2. Second part of this deliverable
3. Third deliverable details
 - Additional details on this part
 - More information

+

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

Not Secure — dev-ecco.ga-sps.org

DELIVERABLE ONE

3. Third part of this deliverable
4. Forth deliverable detail
 - Additional information on this part
 - More details
5. Fifth part of this deliverable
6. Last part of this deliverable

DELIVERABLE FOUR

1. First part of this deliverable
 - More details
 - Even more details
2. Second part of this deliverable
3. Third part of this deliverable
 - Additional information on this part
4. Last part of this deliverable

DELIVERABLE FIVE

1. First part of this deliverable
2. Second part of this deliverable
 - Additional information on this part
3. Third part of this deliverable
 - More details
 - Even more details

X

X

+

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.

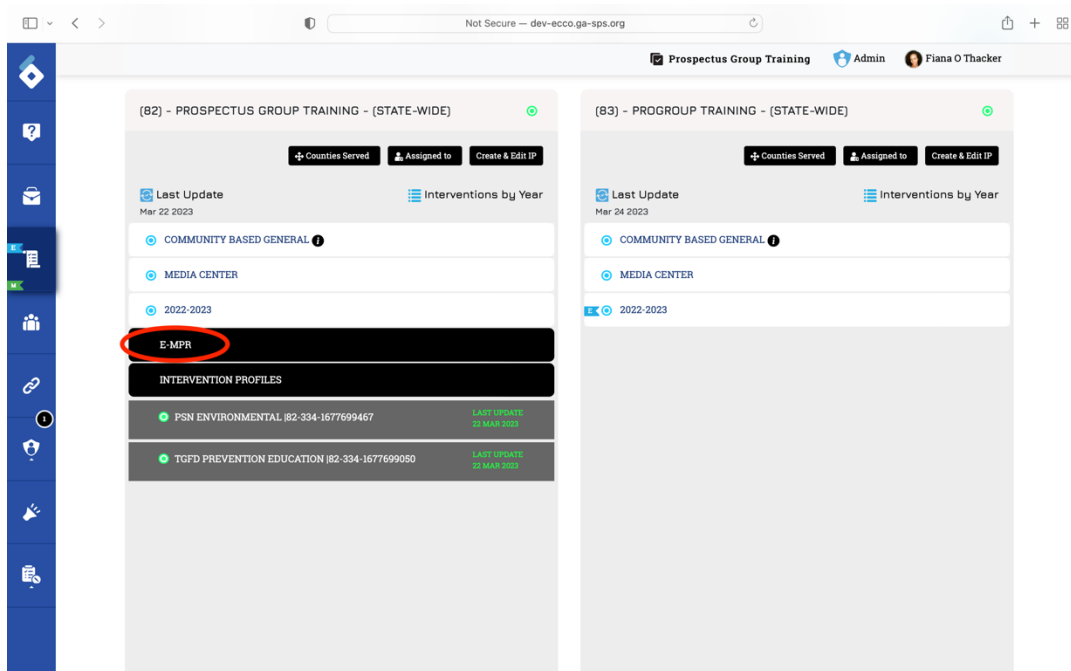
2. Locate the agency node you need to set up the E-MPR for.

The screenshot shows the 'Implementation Planning Dashboard' for 'Prospectus Group Training'. The dashboard includes a sidebar with navigation icons, a top navigation bar with 'Admin' and 'Fiana O Thacker', and a main content area. The main content area has a 'Rate this Dashboard' button, a 'My Logs' button, a 'My Synar Logs' button, and a 'Get Help' button. Below these are sections for 'IP DASHBOARD KEY', 'IMPLEMENTATION APPROVAL PROCESS', 'REPORTS', and 'VIEW SORT AND SEARCH ITEMS'. The 'VIEW SORT AND SEARCH ITEMS' section has filters for 'By Region', 'IP Status', 'By Agency', 'Sort IP by', and 'Contract Number'. The 'By Agency' filter is set to '(82) - PROSPECTUS GROUP TRAINING - (STATE-WIDE)'. The main content area shows two agency nodes: '(82) - PROSPECTUS GROUP TRAINING - (STATE-WIDE)' and '(83) - PROGROUP TRAINING - (STATE-WIDE)'. The first node is circled in red.

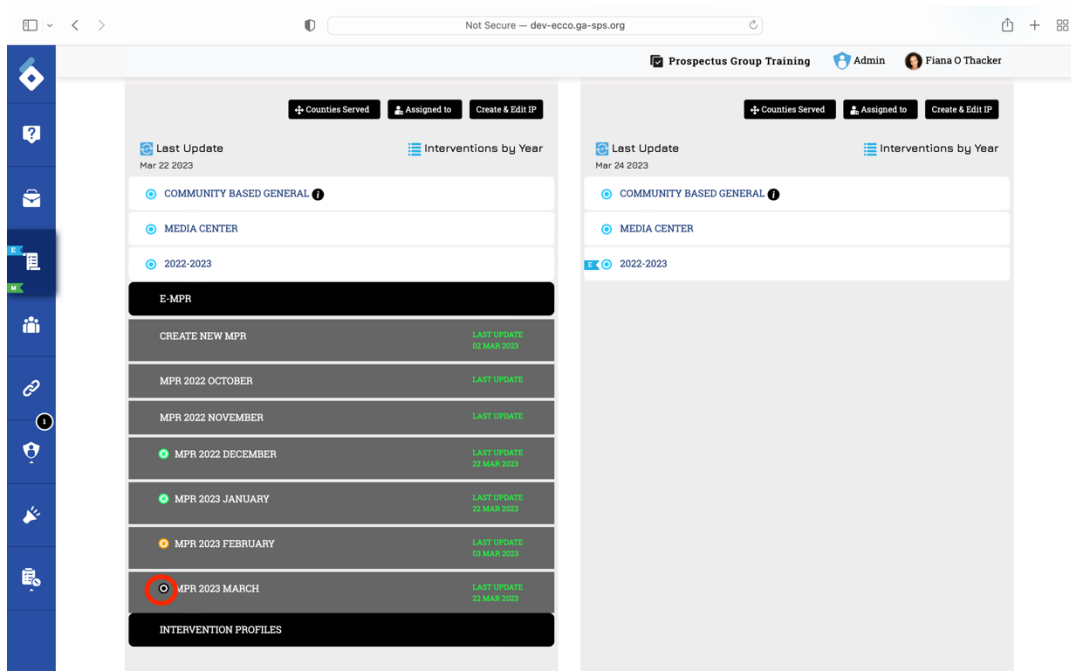
3. Select the contract year.

The screenshot shows the 'Implementation Planning Dashboard' for 'Prospectus Group Training'. The dashboard includes a sidebar with navigation icons, a top navigation bar with 'Admin' and 'Fiana O Thacker', and a main content area. The main content area has a 'Rate this Dashboard' button, a 'My Logs' button, a 'My Synar Logs' button, and a 'Get Help' button. Below these are sections for 'IP DASHBOARD KEY', 'IMPLEMENTATION APPROVAL PROCESS', 'REPORTS', and 'VIEW SORT AND SEARCH ITEMS'. The 'VIEW SORT AND SEARCH ITEMS' section has filters for 'By Region', 'IP Status', 'By Agency', 'Sort IP by', and 'Contract Number'. The 'By Agency' filter is set to '(82) - PROSPECTUS GROUP TRAINING - (STATE-WIDE)'. The main content area shows two agency nodes: '(82) - PROSPECTUS GROUP TRAINING - (STATE-WIDE)' and '(83) - PROGROUP TRAINING - (STATE-WIDE)'. The first node is circled in red. Below the first node, the '2022-2023' contract year is selected and circled in red.

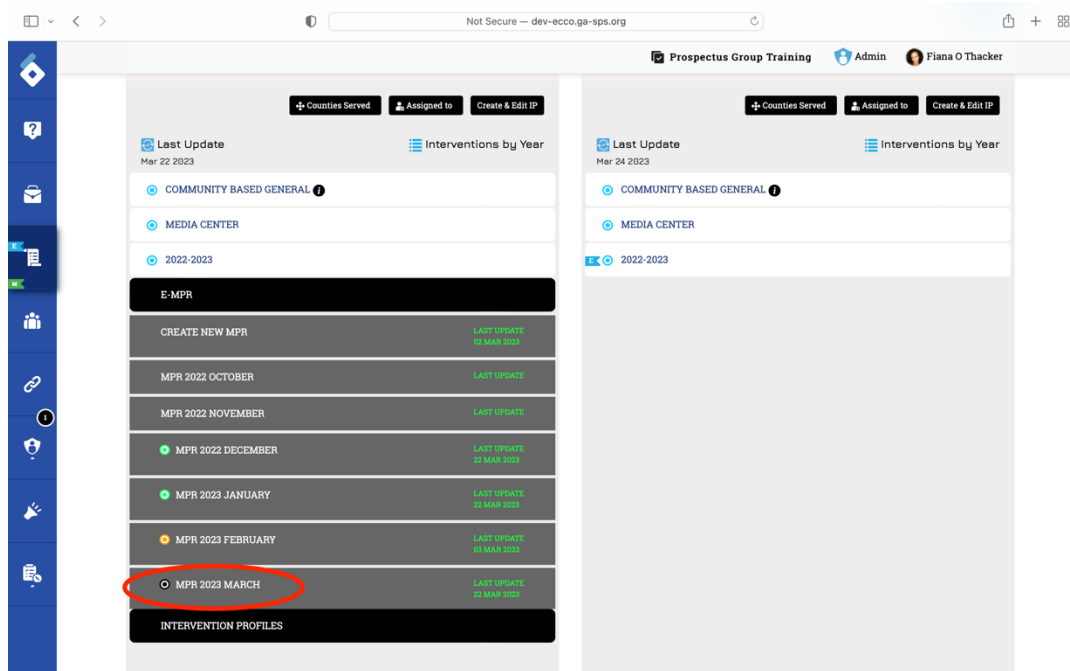
4. Click on "E-MPR."



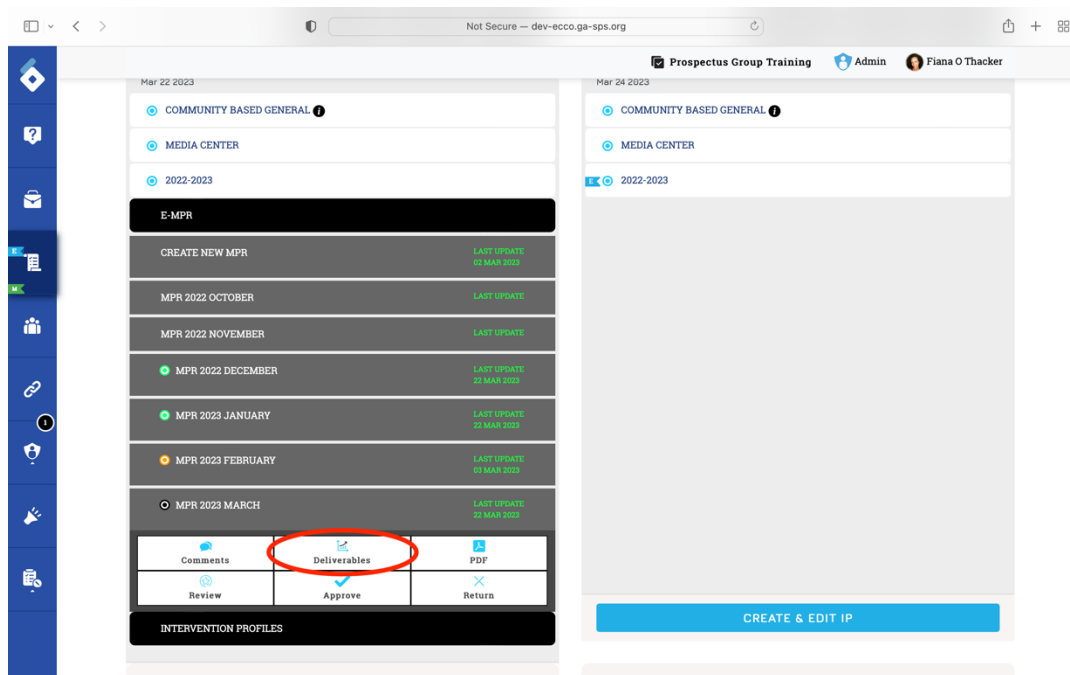
- MPRs with a black dot have been submitted by the provider and have not yet been approved.



- 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.

MONTHLY PROGRESS REPORT SUMMARY
2022-2023

Contractor: Prospectus Group Training
Contractor Address:
Period Covered: 3/1/2023 - 3/31/2023
MPR Status: [Submitted]
Contact Person(s): Olivia Thacker fiana.thacker@gmail.com
Process Data Filed: [✓]
Month-Counts: 0
Counties Served: Fulton, DeKalb

Comments Submitted

CONTRACT DELIVERABLES
Fiana O Thacker 03/03/2023 02:47AM
1 DELIVERABLE ONE
1. First part of this deliverable
 ◦ more details
2. Second part of this deliverable
3. Third deliverable details
 ◦ Additional details on this part
 ◦ More information
2 DELIVERABLE TWO

PROGRESS / ACCOMPLISHMENTS
03/22/2023 08:03PM
1 Progress made towards deliverable.
2

CHALLENGES / ADAPTATIONS
03/22/2023 08:03PM
1 Adaptations were made to overcome challenges.
2

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

MONTHLY PROGRESS REPORT SUMMARY
2022-2023

Contractor: Prospectus Group Training
Contractor Address:
Period Covered: 3/1/2023 - 3/31/2023
MPR Status: [Submitted]
Contact Person(s): Olivia Thacker fiana.thacker@gmail.com
Process Data Filed: [✓]
Month-Counts: 0
Counties Served: Fulton, DeKalb

Comments Submitted

CONTRACT DELIVERABLES
Fiana O Thacker 03/03/2023 02:47AM
1 DELIVERABLE ONE
1. First part of this deliverable
 ◦ more details
2. Second part of this deliverable
3. Third deliverable details
 ◦ Additional details on this part
 ◦ More information
2 DELIVERABLE TWO

PROGRESS / ACCOMPLISHMENTS
03/22/2023 08:03PM
1 Progress made towards deliverable.
2

CHALLENGES / ADAPTATIONS
03/22/2023 08:03PM
1 Adaptations were made to overcome challenges.
2

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.

Mar 22 2023

COMMUNITY BASED GENERAL

MEDIA CENTER

2022-2023

E-MPR

CREATE NEW MPR LAST UPDATE 09 MAR 2023

MPR 2022 OCTOBER LAST UPDATE

MPR 2022 NOVEMBER LAST UPDATE

MPR 2022 DECEMBER LAST UPDATE 09 MAR 2023

MPR 2023 JANUARY LAST UPDATE 09 MAR 2023

MPR 2023 FEBRUARY LAST UPDATE 09 MAR 2023

MPR 2023 MARCH LAST UPDATE 09 MAR 2023

Comments	Deliverables	PDF
Review	Approve	Return

INTERVENTION PROFILES

Mar 24 2023

COMMUNITY BASED GENERAL

MEDIA CENTER

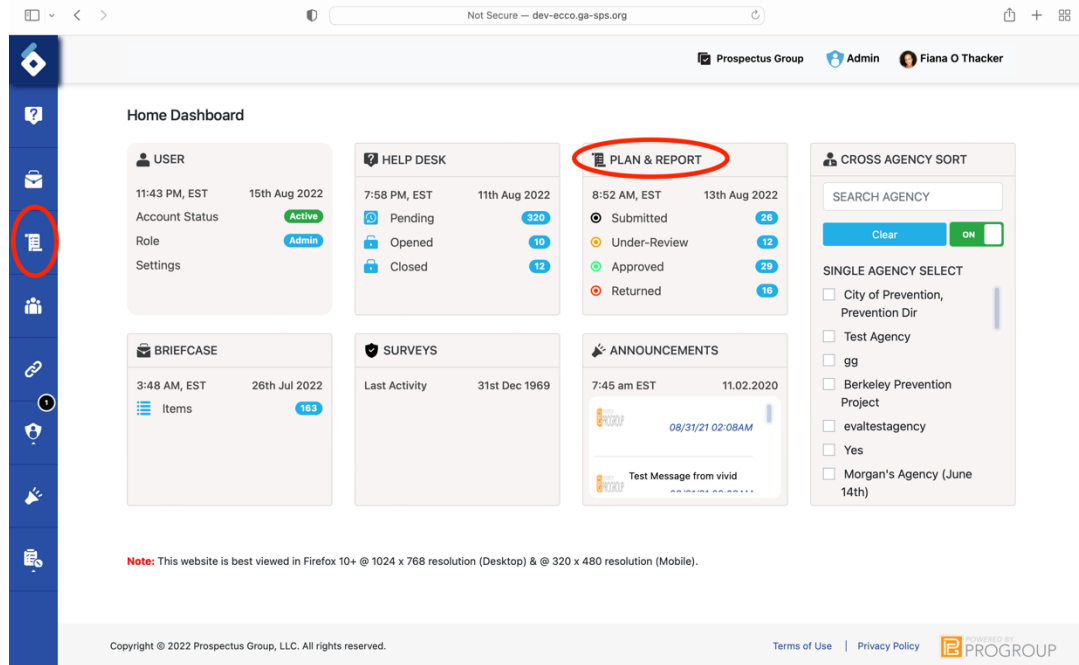
2022-2023

CREATE & EDIT IP

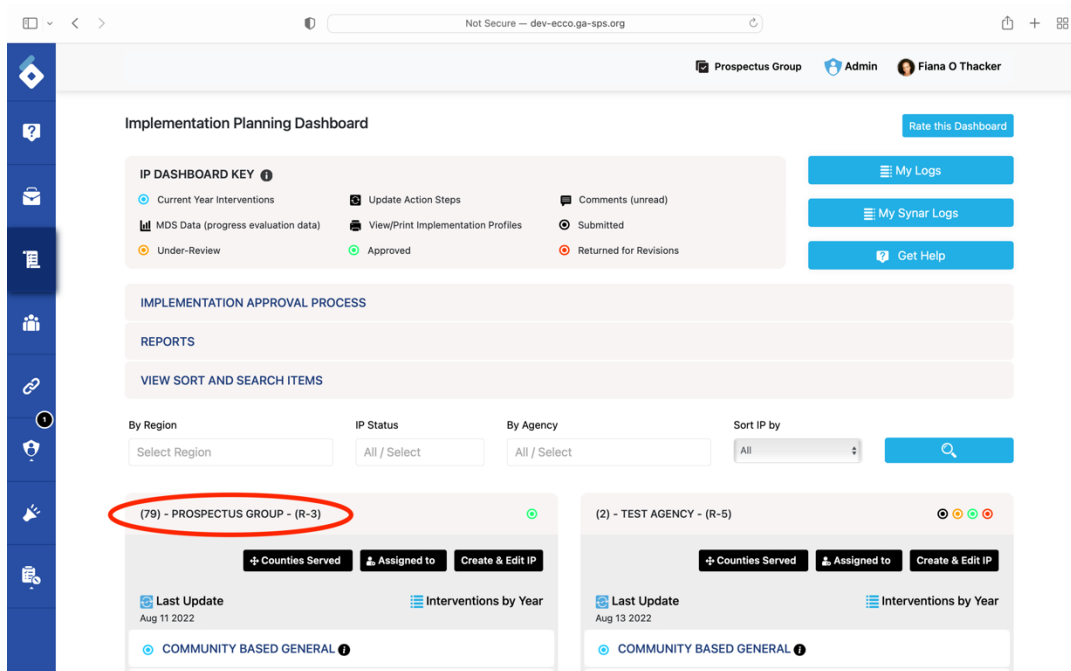
Approving Media Files

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.

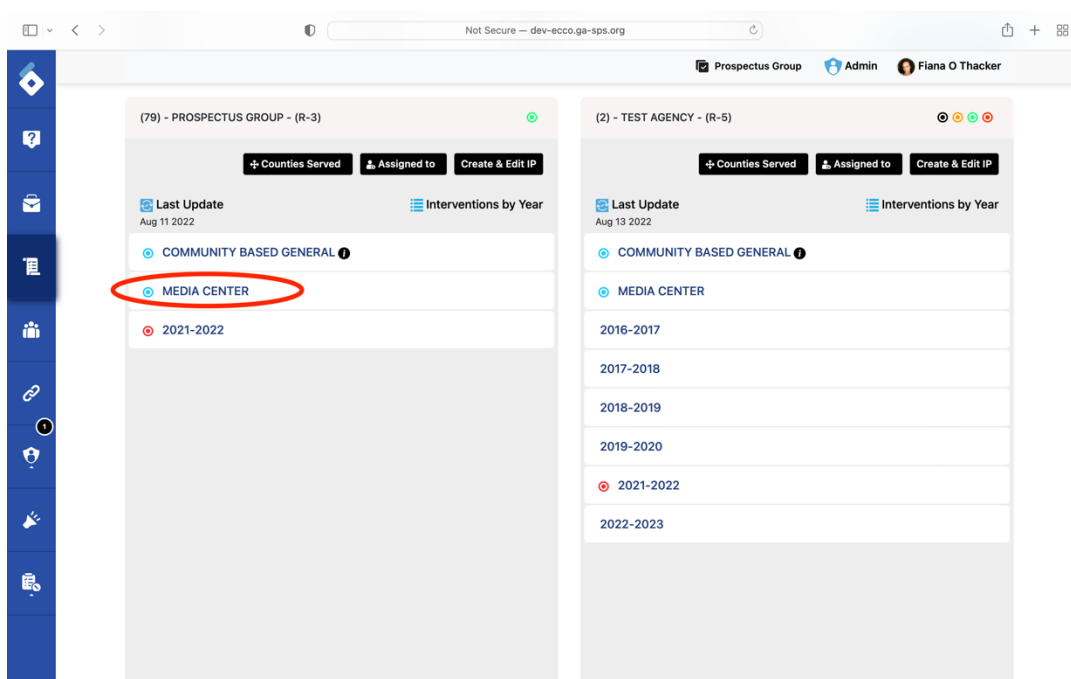
1. From the ECCO homepage, navigate to the Media Center by clicking on the Plan & Report node.



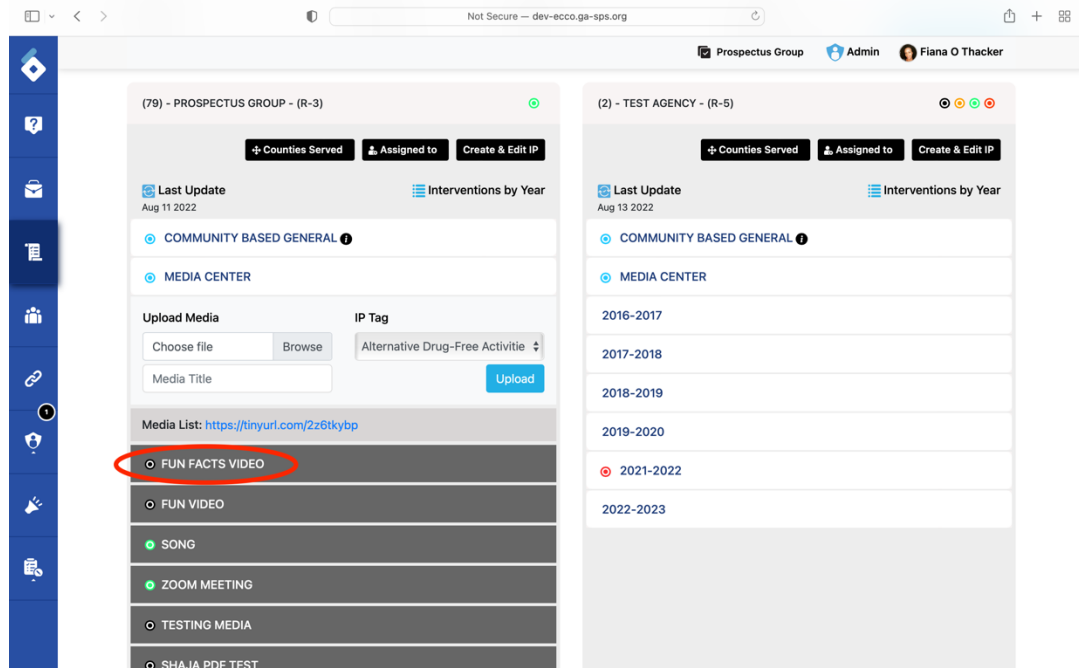
2. Locate the agency you need to approve a media file for.



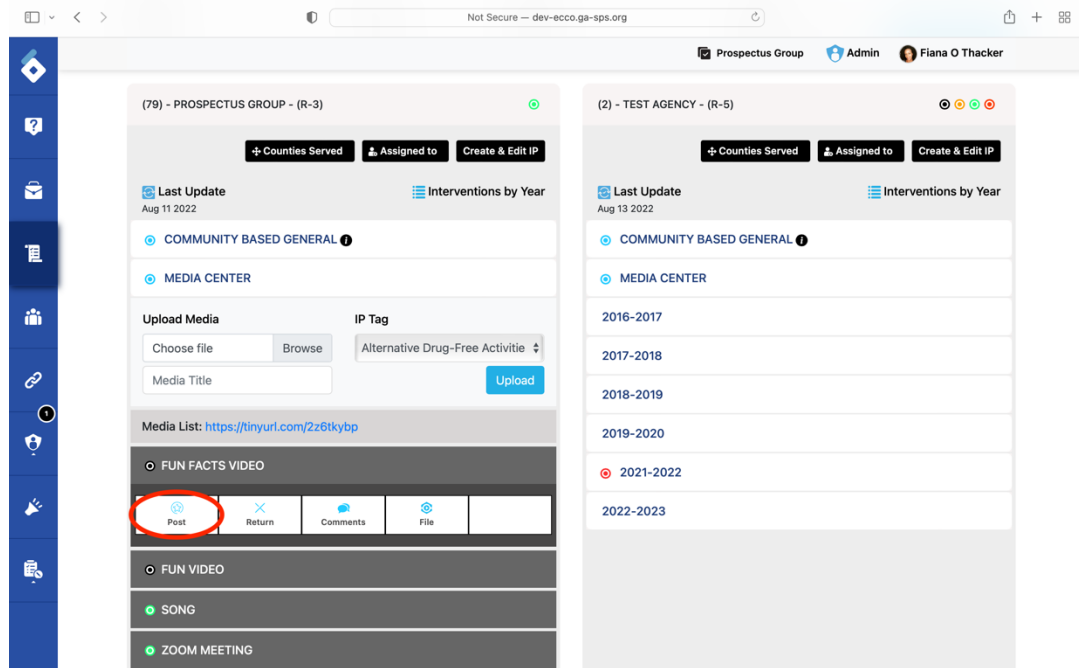
3. Click on Media Center.

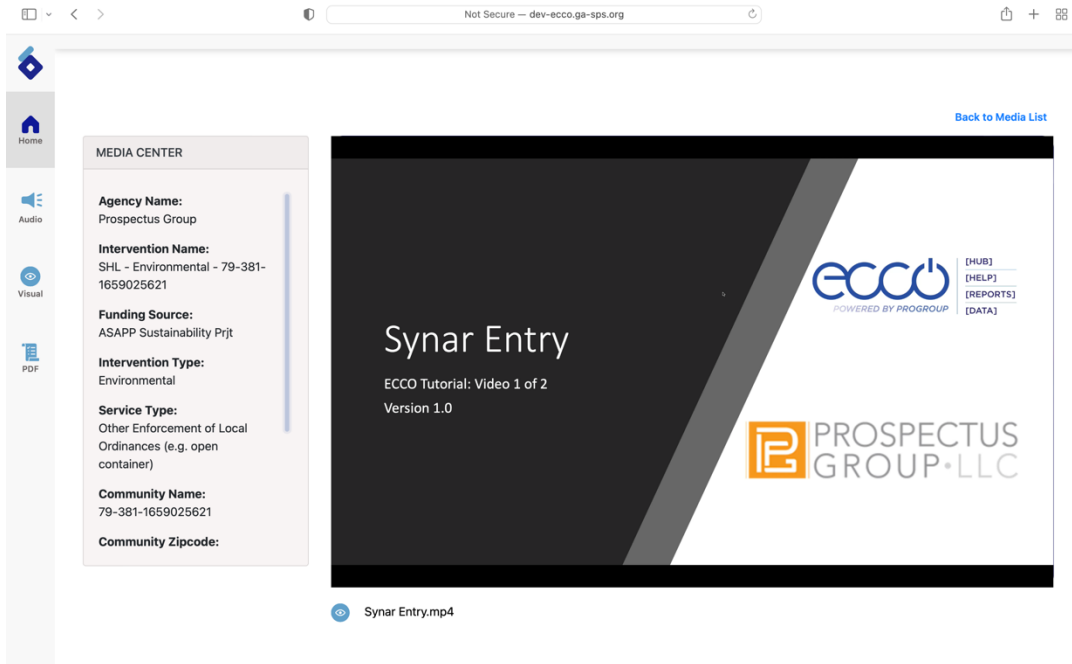


4. Select the media that needs approval.

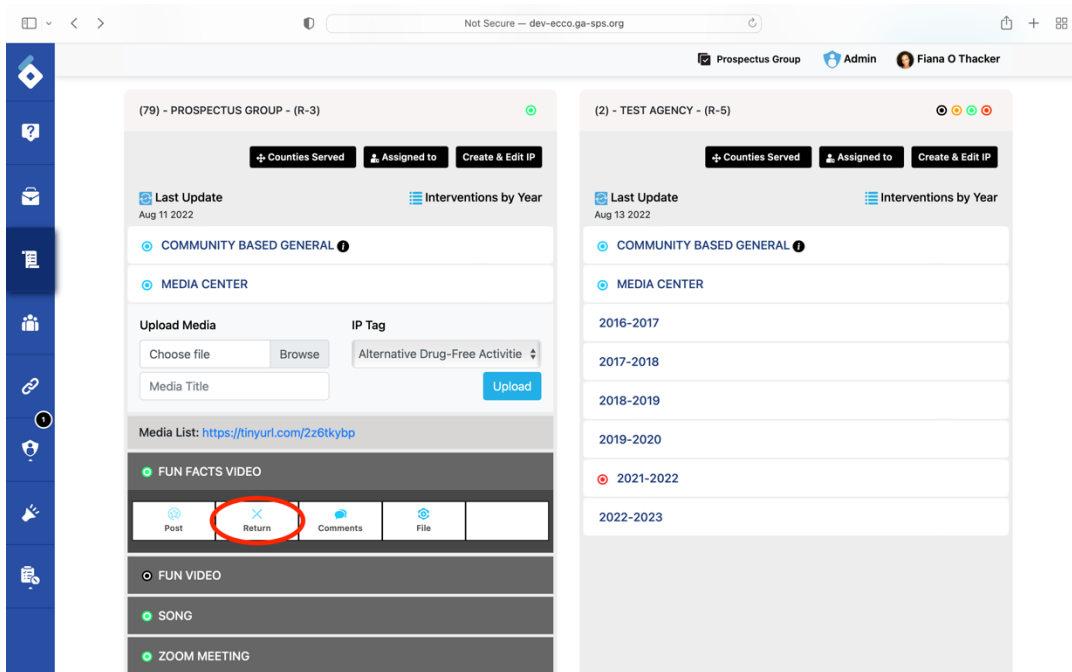


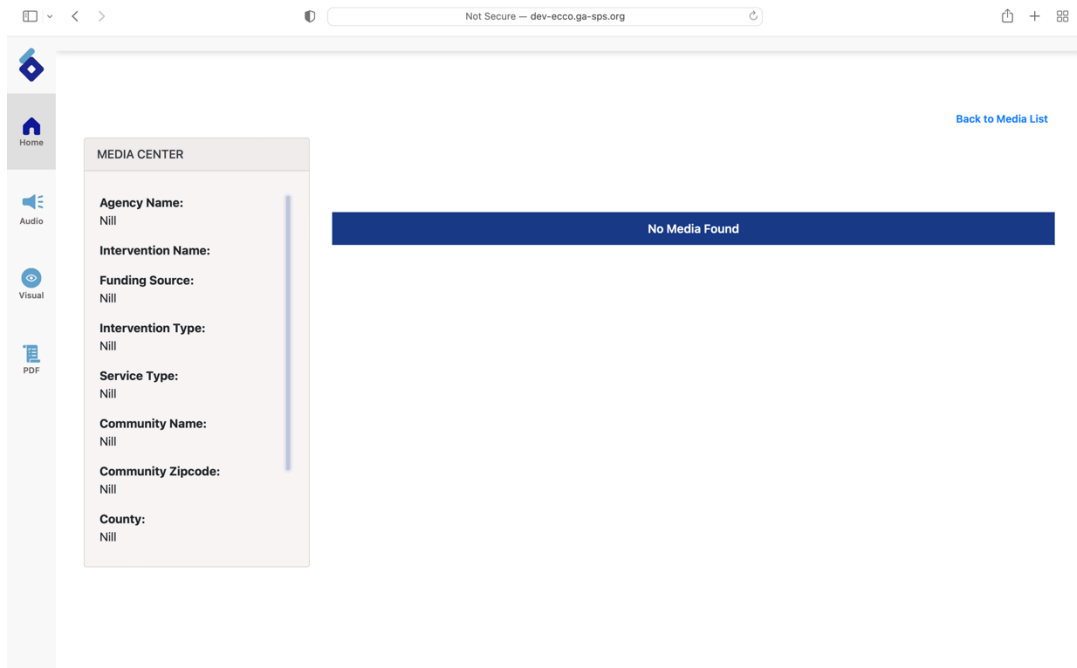
5. Hit “Post” and the file has been approved and added to the media list.



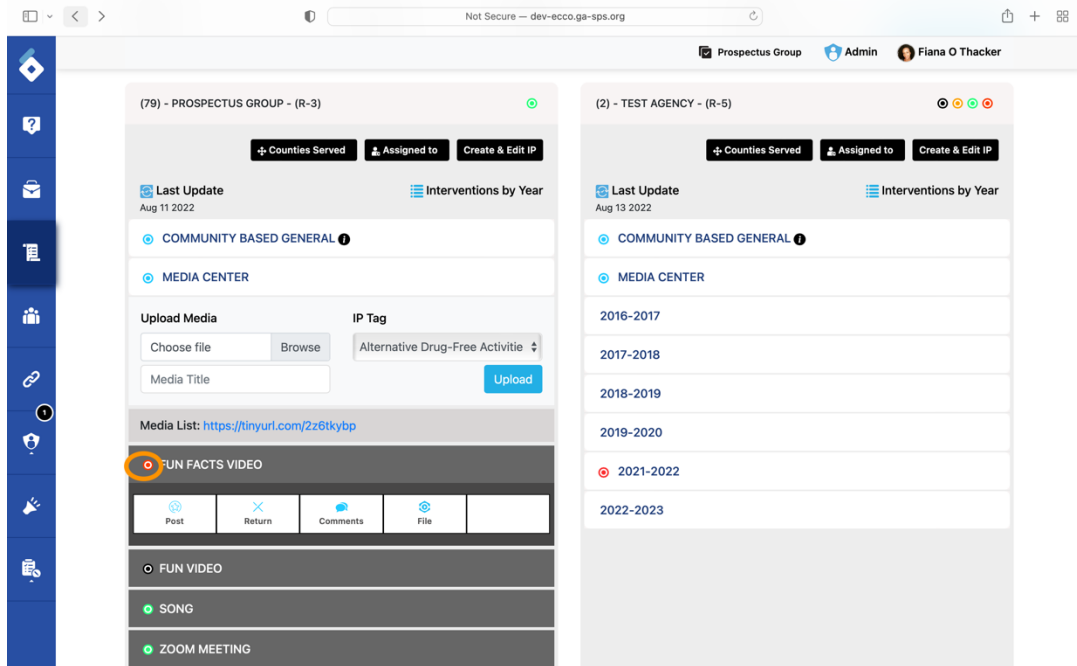


6. If you need to remove a file from the media list, select “Return.”





- 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.

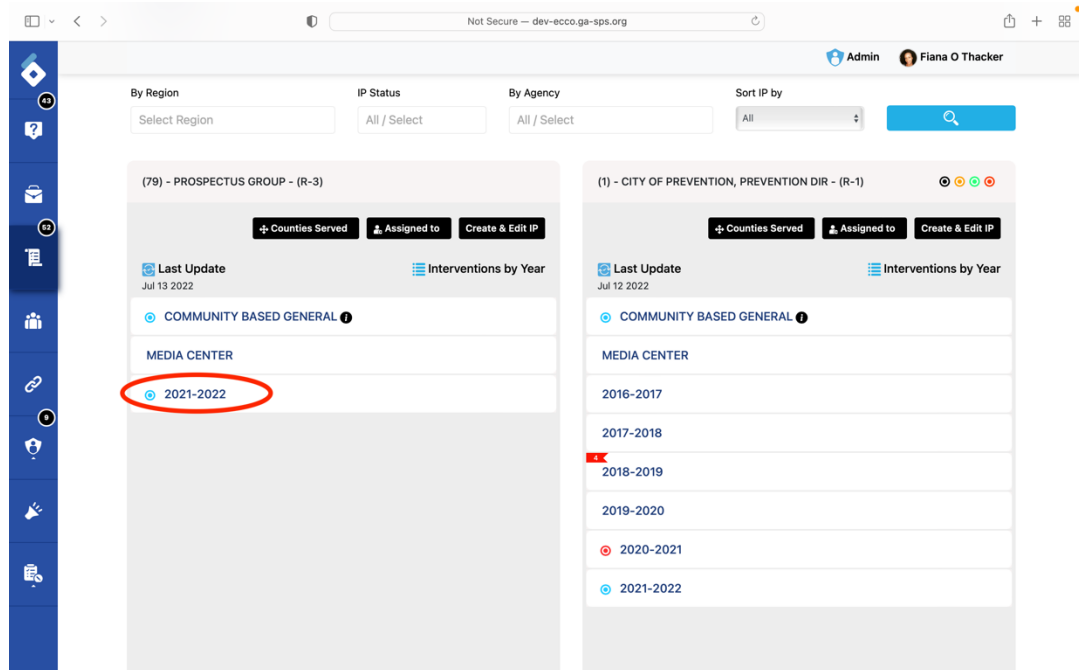
1. From the ECCO homepage, navigate to the Survey Set Up page by clicking on Plan & Report node.

The screenshot shows the ECCO Home Dashboard. The top navigation bar includes a blue sidebar with icons and a top header with the user name 'Admin' and 'Fiana O Thacker'. The main content area is titled 'Home Dashboard' and contains several widgets. The 'PLAN & REPORT' widget is highlighted with a red circle. It shows a table of survey request statuses: Submitted (26), Under-Review (12), Approved (22), and Returned (10). Other widgets include 'USER' (Account Status: Active, Admin), 'HELP DESK' (Pending: 322, Opened: 10, Closed: 10), 'BRIEFCASE' (Items: 184), 'SURVEYS' (Last Activity: 31st Dec 1969), 'ANNOUNCEMENTS' (7:45 am EST, 11.02.2020), and 'CROSS AGENCY SORT' (SEARCH AGENCY, Clear, OFF). 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).'

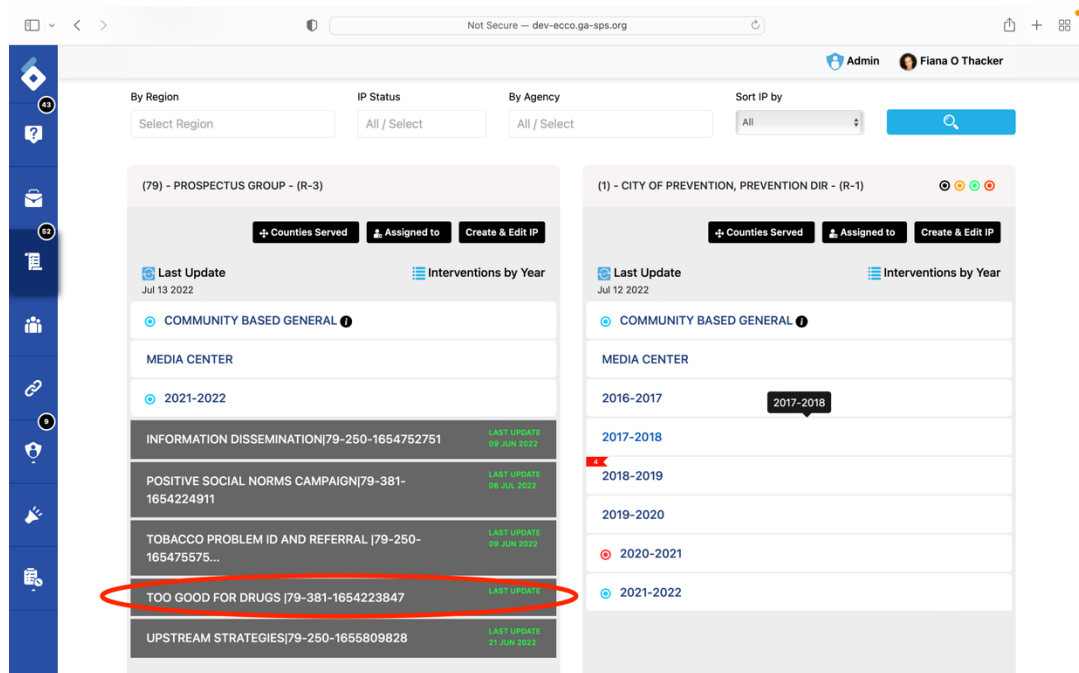
2. On the IP dashboard, find the agency node you want to approve surveys for.

The screenshot shows the ECCO Implementation Planning Dashboard. The top navigation bar includes a blue sidebar with icons and a top header with the user name 'Admin' and 'Fiana O Thacker'. The main content area is titled 'Implementation Planning Dashboard' and contains several sections. The 'IP DASHBOARD KEY' section includes links for Current Year Interventions, Update Action Steps, Comments (unread), MDS Data (progress evaluation data), View/Print Implementation Profiles, Submitted, Under-Review, Approved, and Returned for Revisions. The 'IMPLEMENTATION APPROVAL PROCESS' section is currently selected. The 'REPORTS' section is also visible. The 'VIEW SORT AND SEARCH ITEMS' section includes filters for By Region, IP Status, By Agency, and Sort IP by. The 'PROSPECTUS GROUP - (R-3)' node is highlighted with a red circle. It shows a table of survey request statuses: Submitted (26), Under-Review (12), Approved (22), and Returned (10). Other nodes include '(1) - CITY OF PREVENTION, PREVENTION DIR - (R-1)'. 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).'

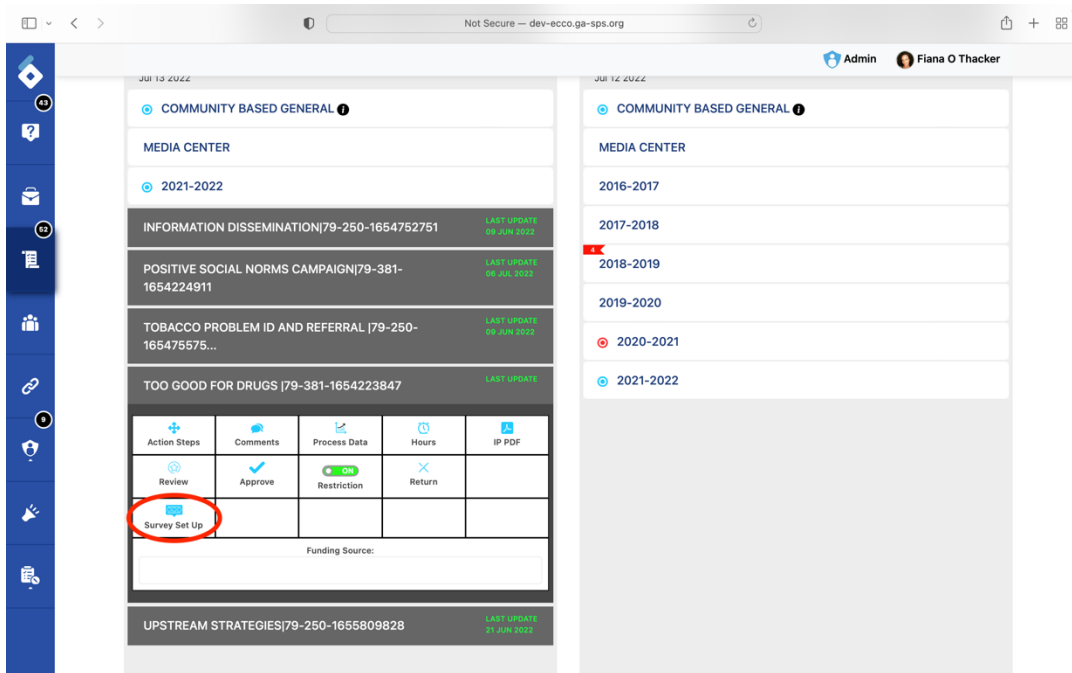
3. Select the appropriate contract year.



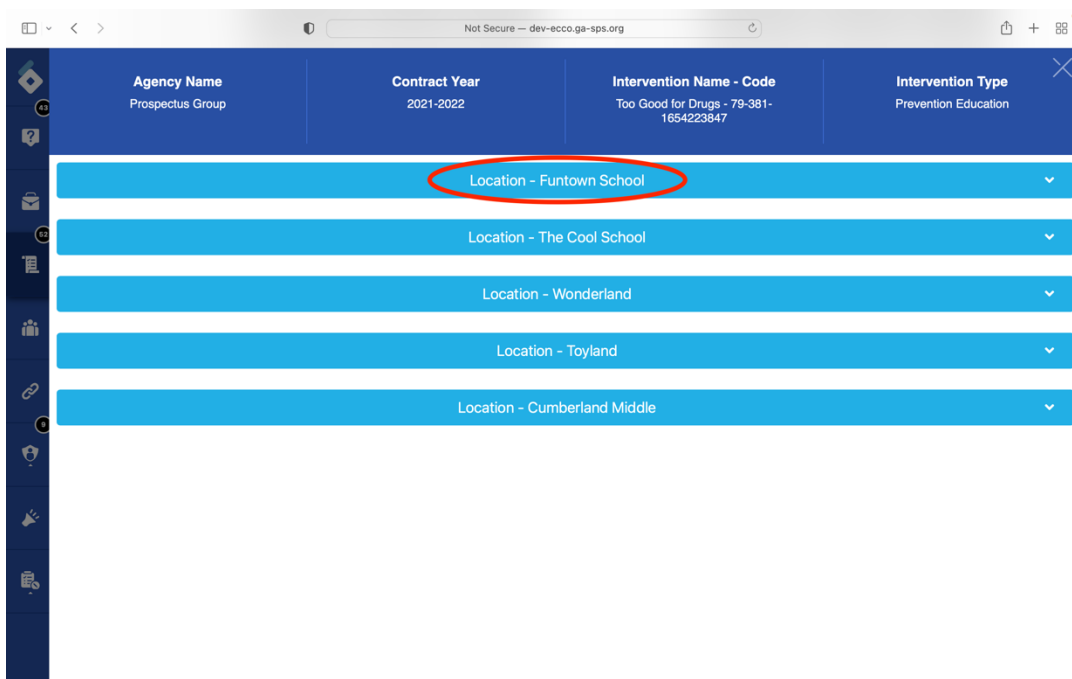
4. Select the intervention the survey request is for.



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.

The screenshot shows a web application interface for survey setup. At the top, there's a header with fields for Agency Name (Prospectus Group), Contract Year (2021-2022), Intervention Name - Code (Too Good for Drugs - 79-381-1654223847), and Intervention Type (Prevention Education). Below this, a dropdown menu shows 'Location - Funtown School'. The main section is titled 'Survey setup' and includes a 'Show Facilitator' link, 'QR Code', 'Tiny URL', and 'CSV' buttons. A green button labeled 'Approve Post Survey' is highlighted with a red circle. To its right is a blue button labeled 'Pre-Survey Ready to Use'. Below these buttons, there are four input fields with IDs: A12345, B54321, C2468, and d1234. Each field has a red minus button to its right, and the last field has a blue plus button and a red minus button. At the bottom, there are three more location dropdowns: 'Location - The Cool School', 'Location - Wonderland', and 'Location - Toulard'.

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

The screenshot shows the same web application interface as before, but with a confirmation dialog box open in the center. The dialog box has a yellow warning icon at the top and the text 'Are you sure?'. Below this, it asks 'Want to Approve this Survey?'. There are two buttons: a grey 'Cancel' button and a red 'Yes, Approve Survey' button, which is highlighted with a red circle. The background interface is dimmed, showing the same header, location dropdown, survey setup section, and location list.

9. The survey request has been approved.

Agency Name
Prospectus Group

Contract Year
2021-2022

Intervention Name - Code
Too Good for Drugs - 79-381-
1654223847

Intervention Type
Prevention Education

Location - Funtown School

Survey setup

Show Facilitator

QR Code

Tiny URL

CSV

Post-Survey Ready to use

A12345

B54321

C2468

d1234

-

-

+

-

Location - The Cool School

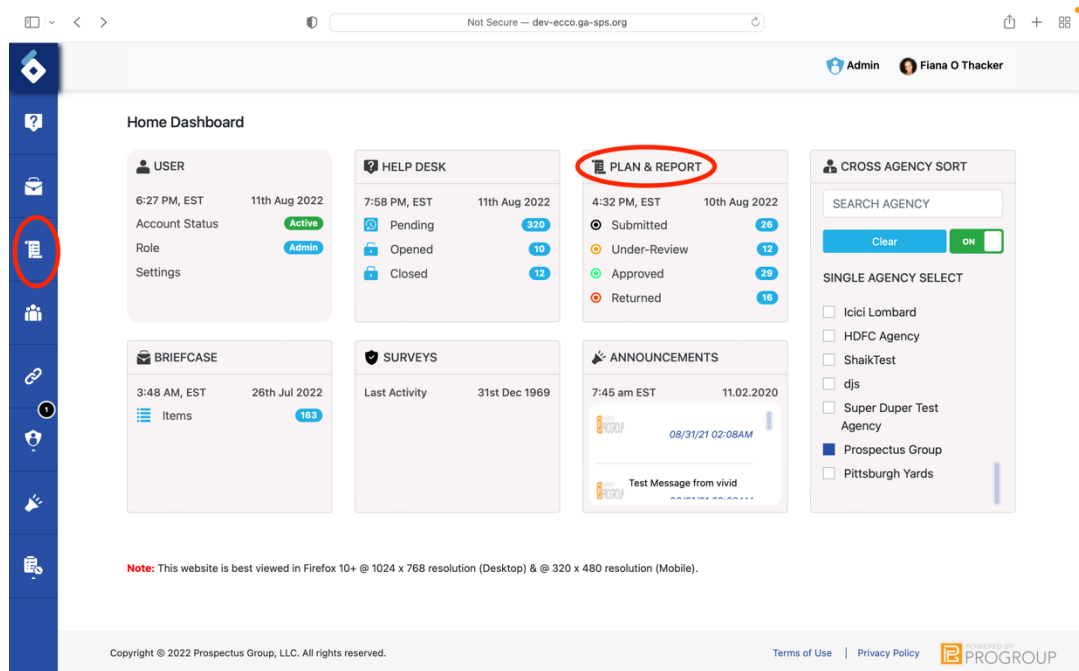
Location - Wonderland

Location - Toyland

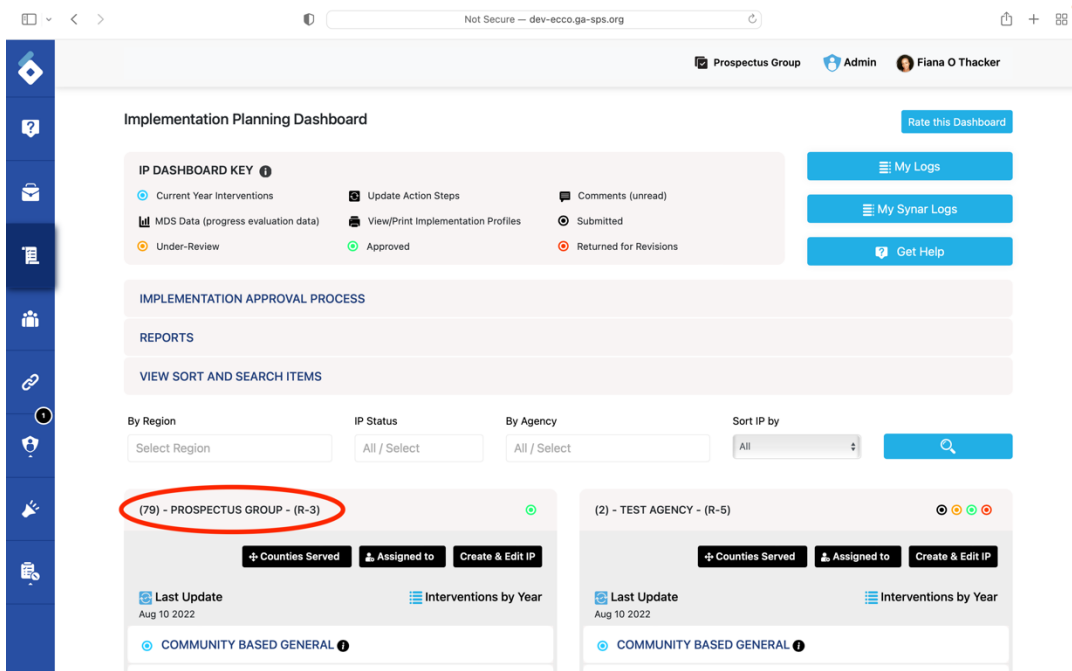
Removing and Setting Data Restrictions

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.

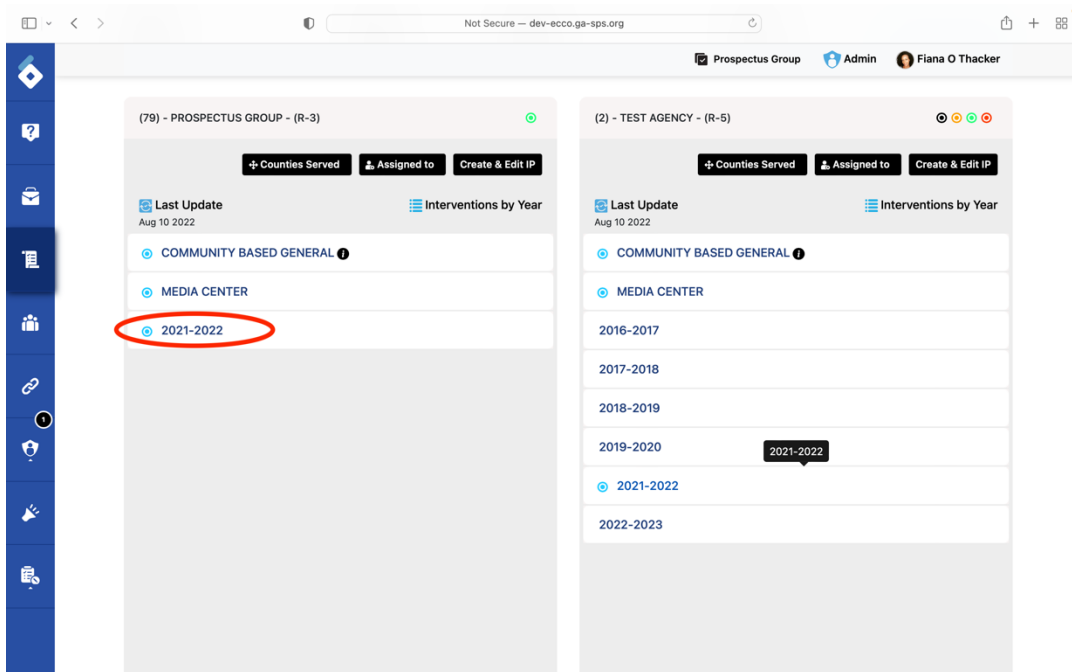
1. From the ECCO homepage, navigate to the Implementation Planning dashboard by clicking on the node labeled “Plan & Report” or clicking on the IP icon on the left sidebar.



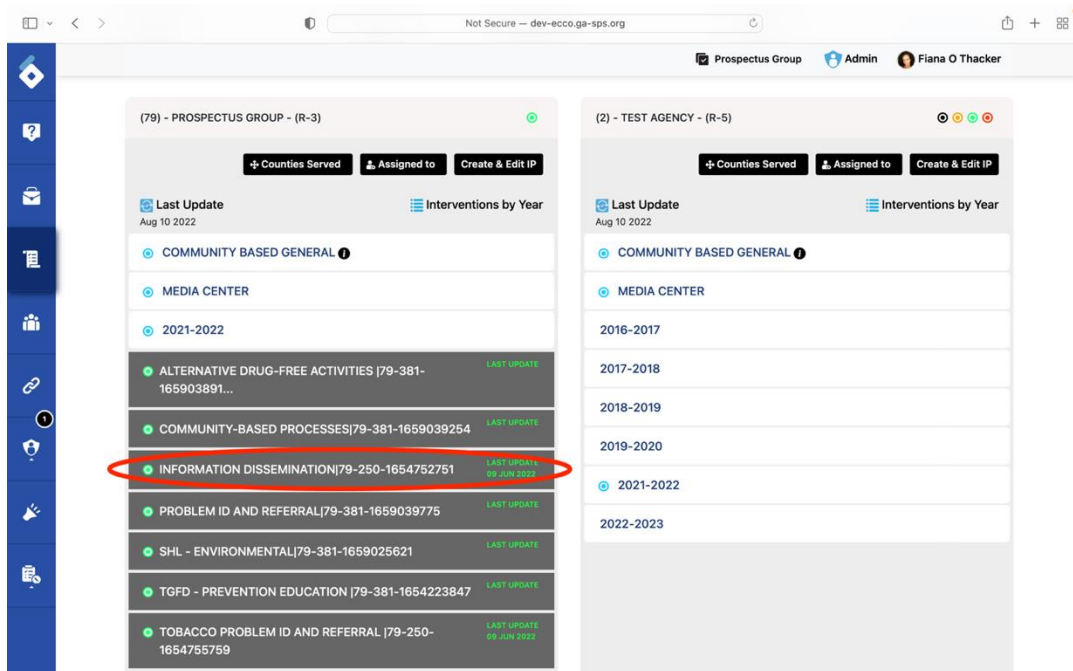
2. On the IP dashboard, find the agency node you want to remove data restrictions for.



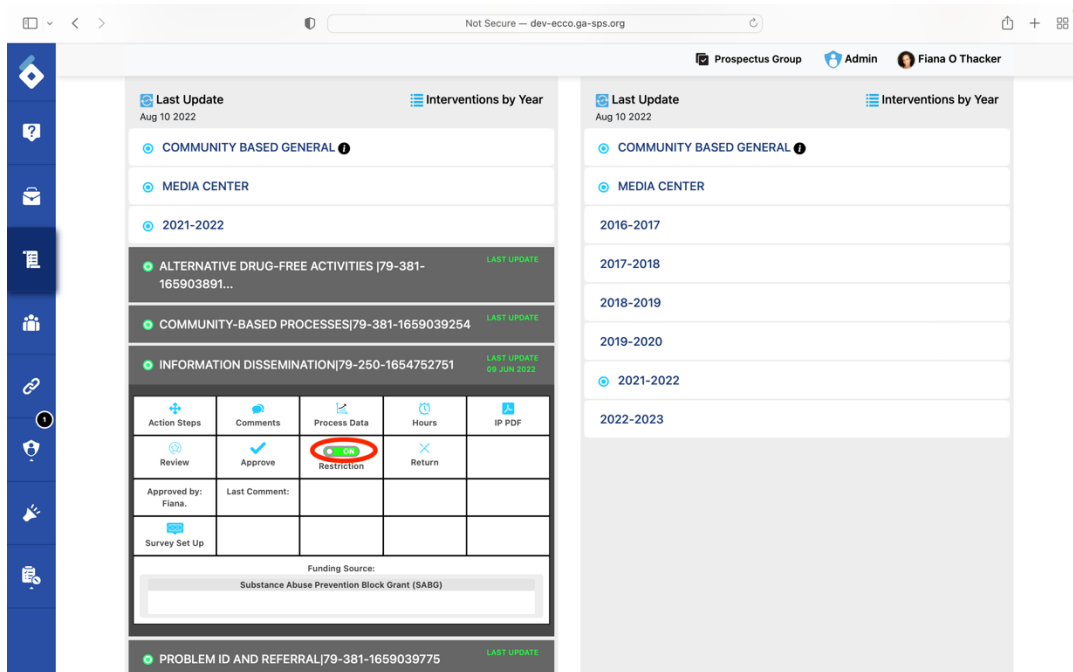
3. Click on the appropriate contract year.



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 screenshot shows a web application interface with a blue sidebar on the left containing various icons. The main content area is divided into two panels. The left panel, titled 'Last Update Aug 10 2022', contains a list of interventions: 'COMMUNITY BASED GENERAL', 'MEDIA CENTER', '2021-2022', 'ALTERNATIVE DRUG-FREE ACTIVITIES [79-381-165903891...]', 'COMMUNITY-BASED PROCESSES[79-381-1659039254]', 'INFORMATION DISSEMINATION[79-250-1654752751]', and 'PROBLEM ID AND REFERRAL[79-381-1659039775]'. Each intervention has a 'LAST UPDATE' status. Below the list is a table with columns: Action Steps, Comments, Process Data, Hours, and IP PDF. The 'Process Data' column has a toggle switch labeled 'OFF' with a red circle around it, indicating that data restrictions are turned off. The 'Hours' column has a toggle switch labeled 'Return'. The 'IP PDF' column has a toggle switch labeled 'Return'. The right panel, also titled 'Last Update Aug 10 2022', contains a list of years: '2016-2017', '2017-2018', '2018-2019', '2019-2020', '2021-2022', and '2022-2023'. The top right of the interface shows the user's name 'Fiana O Thacker' and the role 'Admin'.

- 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.

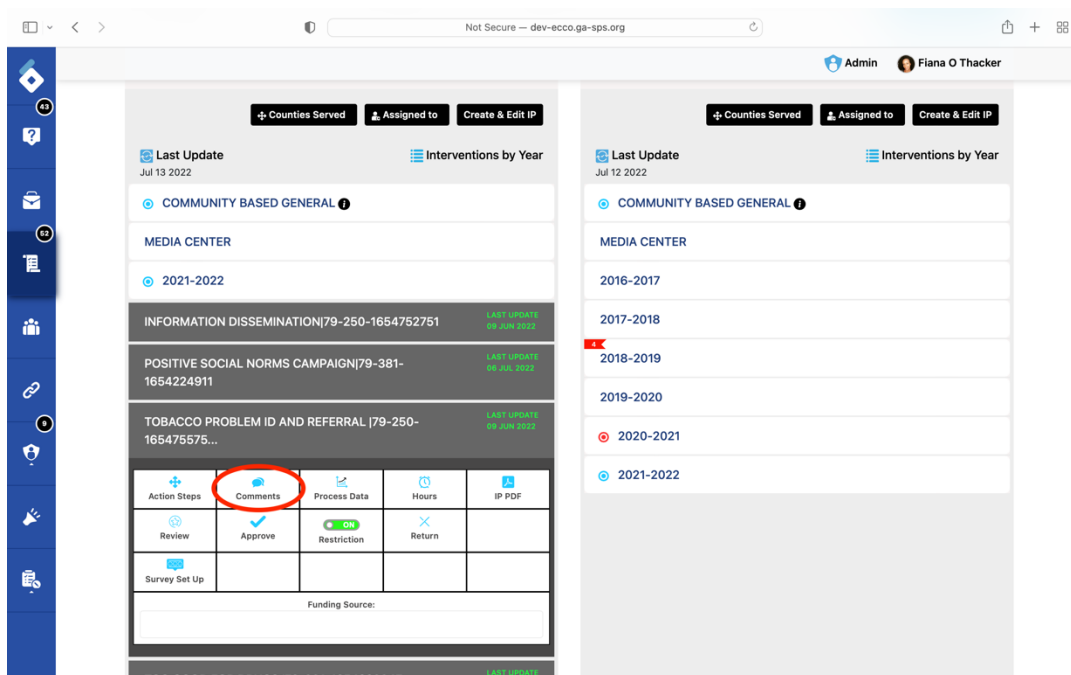
This screenshot is identical to the one above, showing the same web application interface. However, in this version, the toggle switch in the 'Process Data' column is now green and labeled 'ON', indicating that data restrictions have been turned back on. All other elements, including the sidebar, intervention list, year list, and user information, remain the same.

- The restrictions are back on.

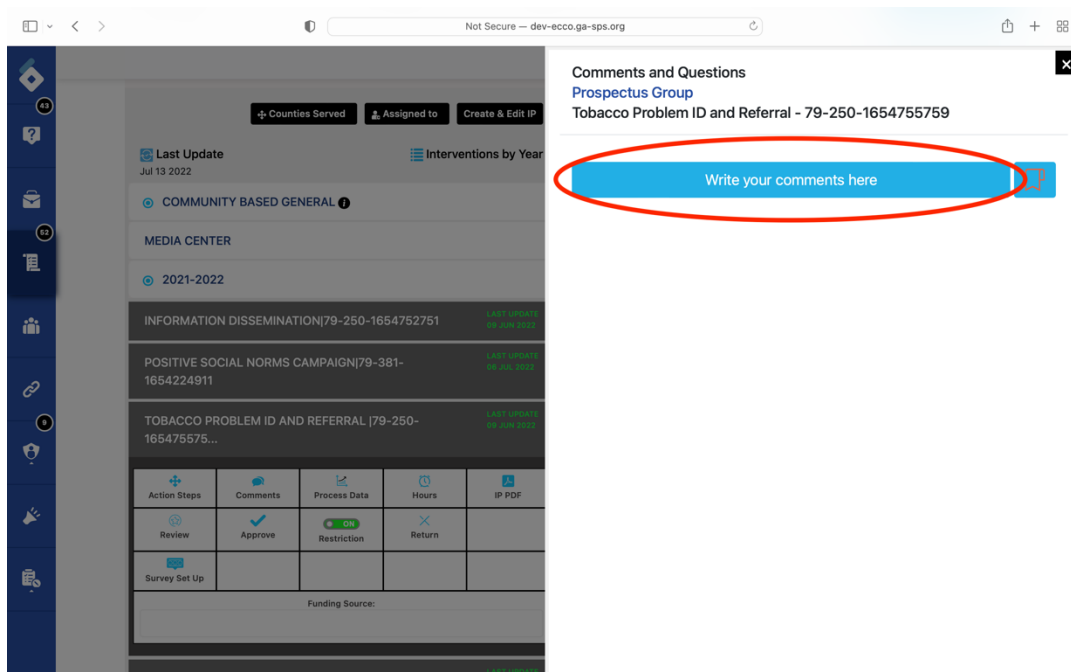
Comments

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.

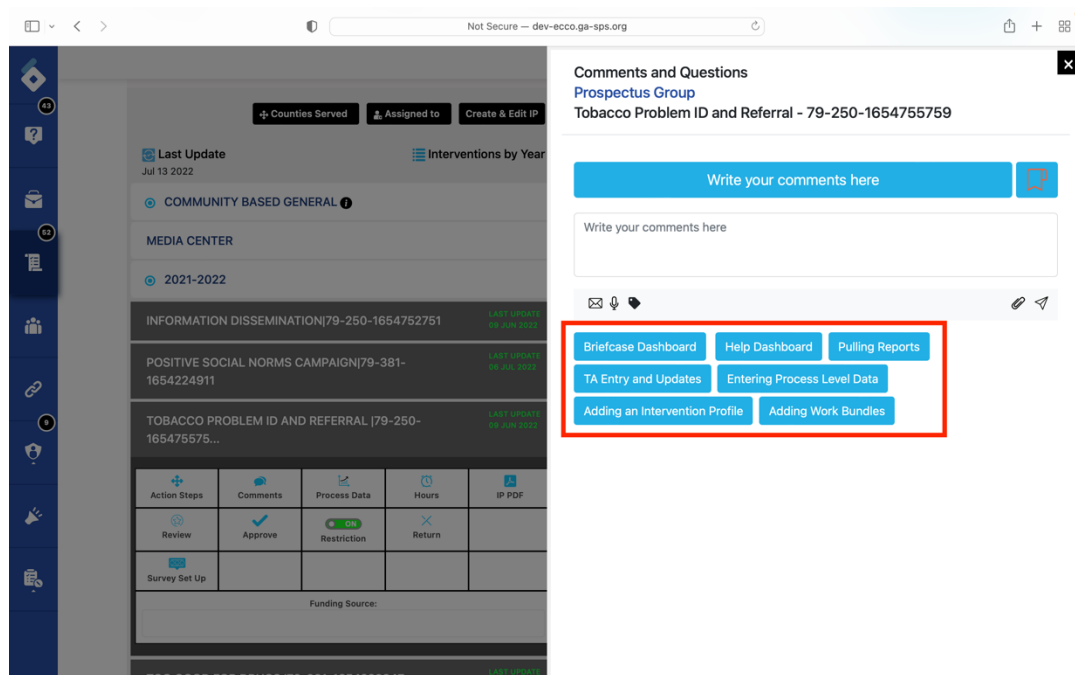
1. Select “Comment” to open the messaging box.



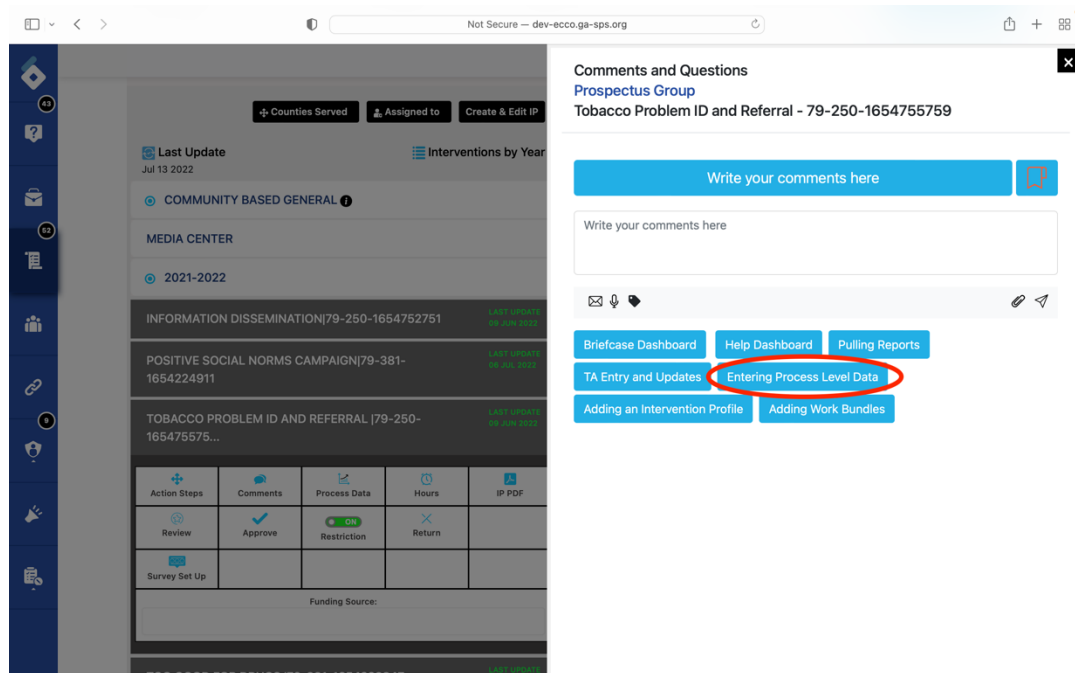
2. Select “Write Your Comment Here” to reveal commenting options.



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-eco.ga-sps.org

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Last Update
Jul 13 2022

Interventions by Year

COMMUNITY BASED GENERAL 1

MEDIA CENTER

2021-2022

INFORMATION DISSEMINATION[79-250-1654752751] LAST UPDATE 05 JUL 2022

POSITIVE SOCIAL NORMS CAMPAIGN[79-381-1654224911] LAST UPDATE 06 JUL 2022

TOBACCO PROBLEM ID AND REFERRAL [79-250-165475575... LAST UPDATE 04 JUL 2022

Action Steps	Comments	Process Data	Hours	IP PDF
Review	Approve	ON Restriction	Return	
Survey Set Up				

Funding Source:

TOO GOOD FOR DRUGS [79-381-1654222847] LAST UPDATE 05 JUL 2022

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

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.

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 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.

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.

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 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

THE SITE IS PROVIDED ON AN AS-IS AND AS-AVAILABLE BASIS. YOU AGREE THAT YOUR USE OF THE SITE AND OUR SERVICES WILL BE AT YOUR SOLE RISK. TO THE FULLEST EXTENT PERMITTED BY LAW, WE DISCLAIM ALL WARRANTIES, EXPRESS OR IMPLIED, IN CONNECTION WITH THE SITE AND YOUR USE THEREOF, INCLUDING, WITHOUT LIMITATION, THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, AND NON-INFRINGEMENT. WE MAKE NO WARRANTIES OR REPRESENTATIONS ABOUT THE ACCURACY OR COMPLETENESS OF THE SITE'S CONTENT OR THE CONTENT OF ANY WEBSITES LINKED TO THE SITE AND WE WILL ASSUME NO LIABILITY OR RESPONSIBILITY FOR ANY (1) ERRORS, MISTAKES, OR INACCURACIES OF CONTENT AND MATERIALS, (2) PERSONAL INJURY OR PROPERTY DAMAGE, OF ANY NATURE WHATSOEVER, RESULTING FROM YOUR ACCESS TO AND USE OF THE SITE, (3) ANY UNAUTHORIZED ACCESS TO OR USE OF OUR SECURE SERVERS AND/OR ANY AND ALL PERSONAL INFORMATION AND/OR FINANCIAL INFORMATION STORED THEREIN, (4) ANY INTERRUPTION OR CESSATION OF TRANSMISSION TO OR FROM THE SITE, (5) ANY BUGS, VIRUSES, TROJAN HORSES, OR THE LIKE WHICH MAY BE TRANSMITTED TO OR THROUGH THE SITE BY ANY THIRD PARTY, AND/OR (6) ANY ERRORS OR OMISSIONS IN ANY CONTENT AND MATERIALS OR FOR ANY LOSS OR DAMAGE OF ANY KIND INCURRED AS A RESULT OF THE USE OF ANY CONTENT

POSTED, TRANSMITTED, OR OTHERWISE MADE AVAILABLE VIA THE SITE. WE DO NOT WARRANT, ENDORSE, GUARANTEE, OR ASSUME RESPONSIBILITY FOR ANY PRODUCT OR SERVICE ADVERTISED OR OFFERED BY A THIRD PARTY THROUGH THE SITE, ANY HYPERLINKED WEBSITE, OR ANY WEBSITE OR MOBILE APPLICATION FEATURED IN ANY BANNER OR OTHER ADVERTISING, AND WE WILL NOT BE A PARTY TO OR IN ANY WAY BE RESPONSIBLE FOR MONITORING ANY TRANSACTION BETWEEN YOU AND ANY THIRD-PARTY PROVIDERS OF PRODUCTS OR SERVICES. AS WITH THE PURCHASE OF A PRODUCT OR SERVICE THROUGH ANY MEDIUM OR IN ANY ENVIRONMENT, YOU SHOULD USE YOUR BEST JUDGMENT AND EXERCISE CAUTION WHERE APPROPRIATE.

LIMITATIONS OF LIABILITY

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INDEMNIFICATION

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CONTACT US

In order to resolve a complaint regarding the Site or to receive further information regarding use of the Site, please contact us at:

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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

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](https://voxer.com)) and Zoom ([Zoom.com](https://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