

# ECCO-MDS DATA ENTRY: GUIDANCE DOCUMENT

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# About Ecco-MDS

## What's Ecco-MDS?

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 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

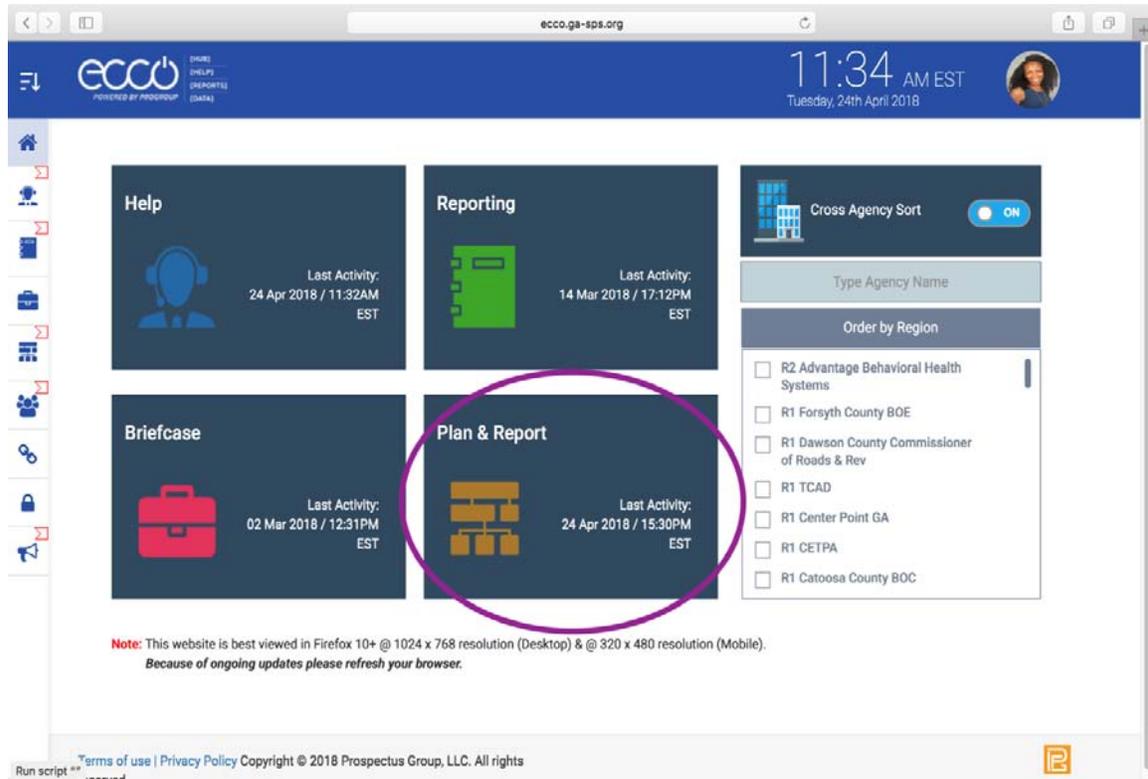
Ecco can be accessed from a desktop or a mobile device. The Ecco website is best viewed using Firefox version 10 or later. Other browsers such as Safari and Internet Explorer are also acceptable. However, users are discouraged from using Google Chrome. Chrome is known for holding onto browser data history, 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.

# Information for All Seven Strategy Type Forms

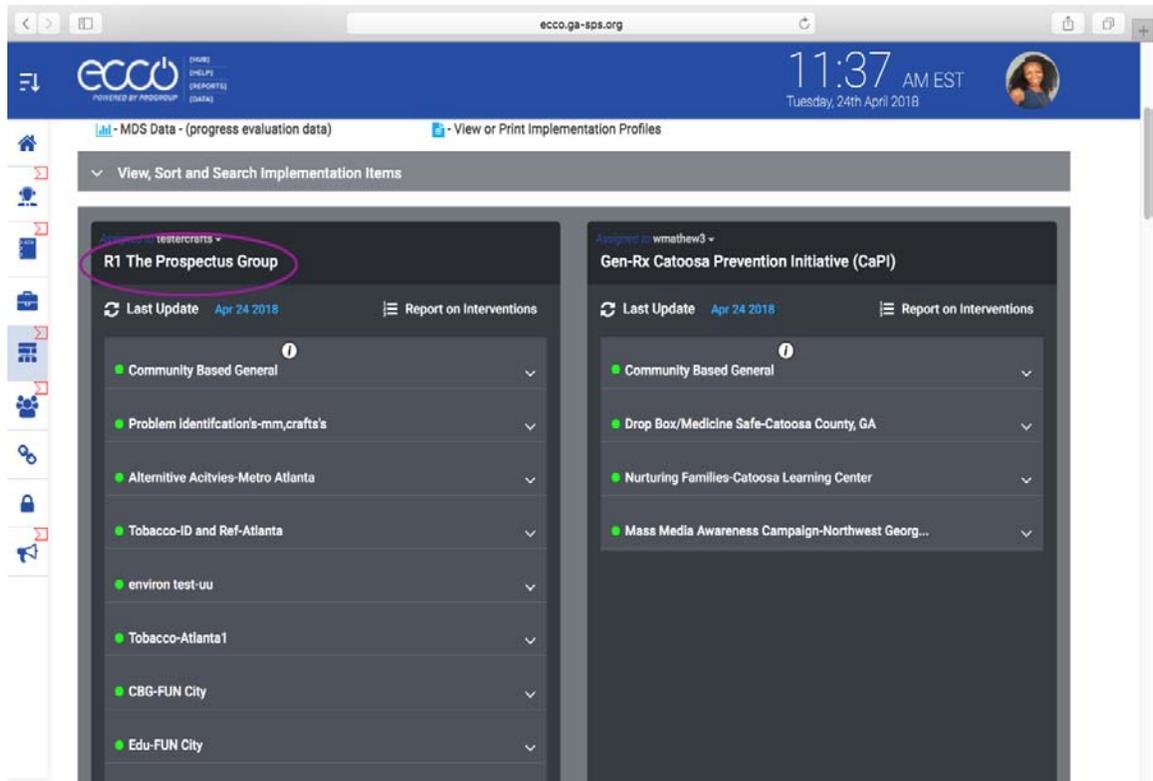
## Where does MDS data go?

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

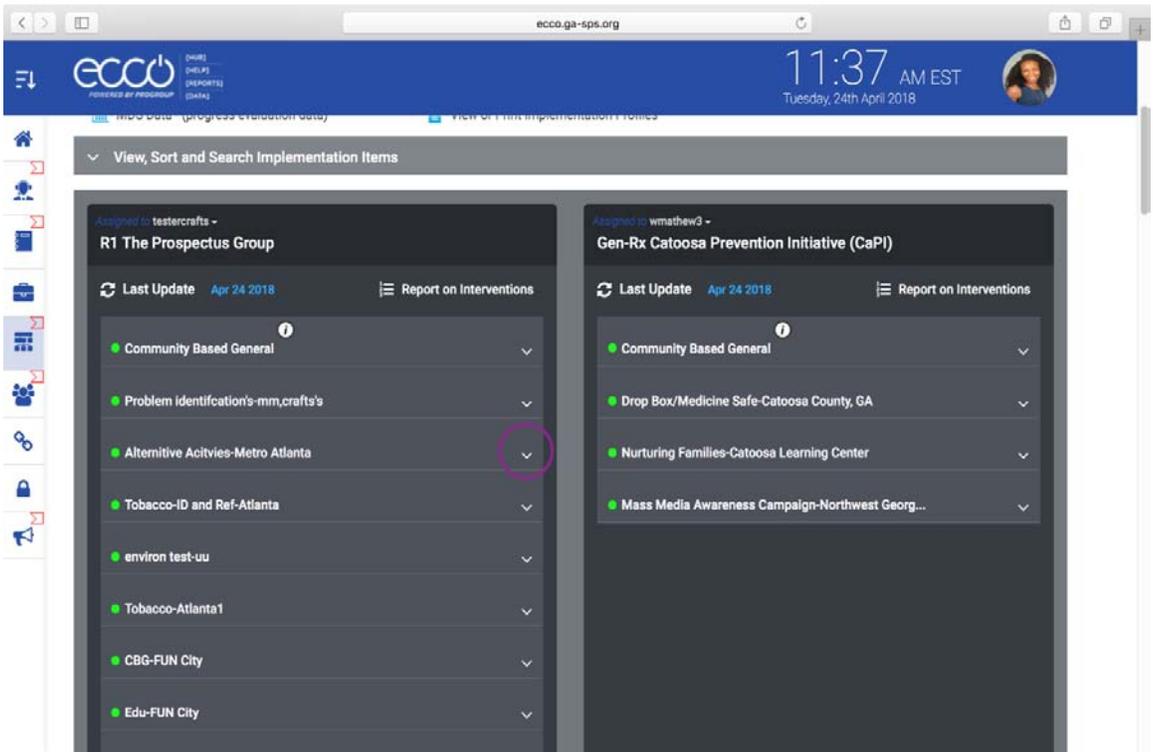
1. Navigate to the Plan & Report Dashboard by clicking on the node (box) labeled Plan & Report found on the ECCO homepage.



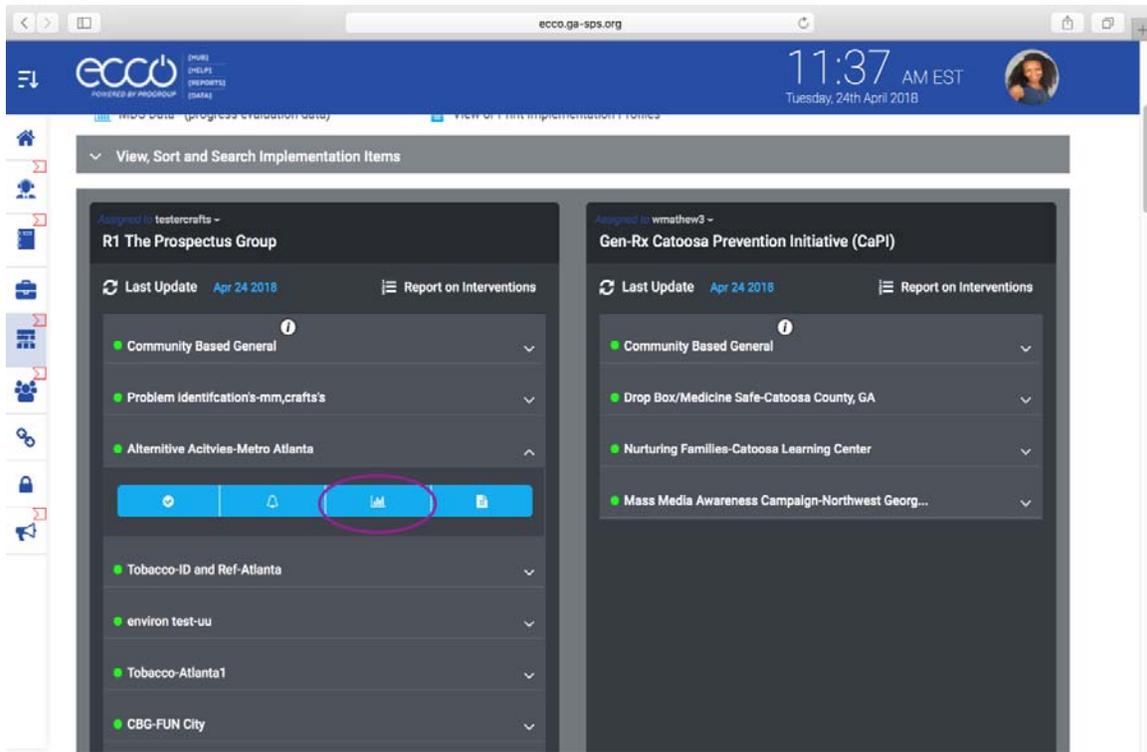
2. Locate the node with your agency's name.



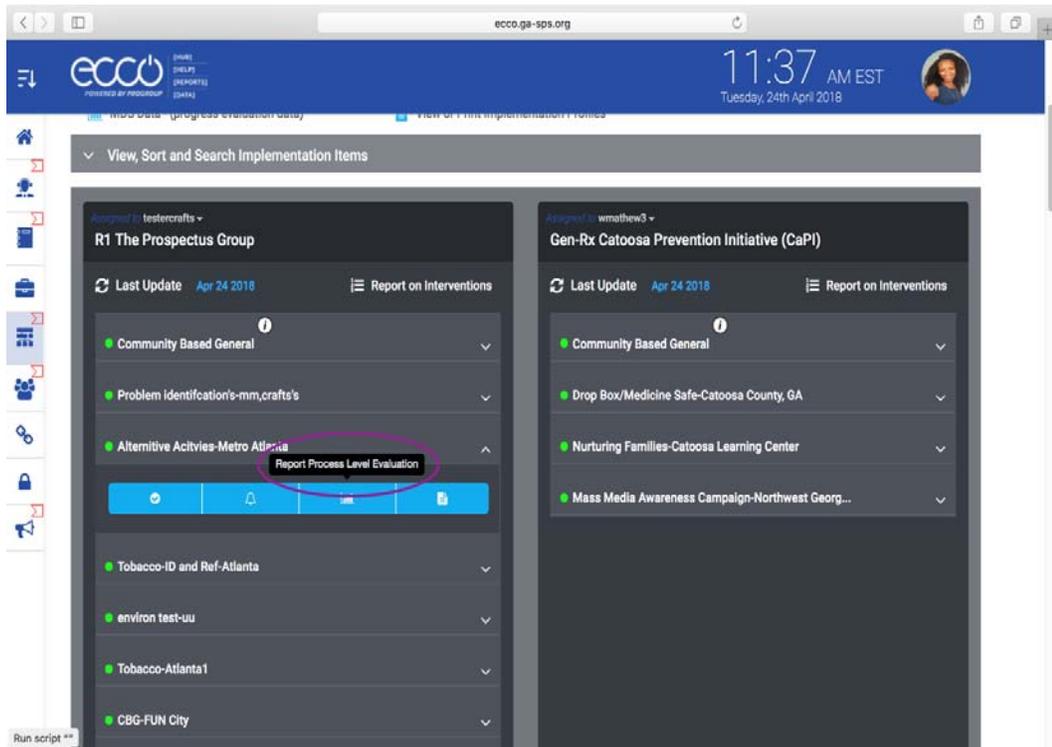
3. Find the intervention you wish to report on, then click the down arrow on the far-right side of the marker to reveal a blue marker.



4. Click on the “Data” icon in the middle of the blue marker.



a. Note: If you hover your mouse over the Data icon, a bubble text with “Report Process Level Evaluation” should appear.



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

The screenshot shows the 'Process Evaluation Dashboard' interface. On the left is a sidebar with navigation icons and a 'Control Center' button. The main content area is titled 'Input Data' and includes a 'View Records' and 'Reports' tab. The 'Reporting Month' is set to 'April - 2018 Fiana 798ADF541-GA'. Below this, there are several sections for data entry:

- 1. Was this intervention active during this reporting period?** with radio buttons for 'Yes' and 'No'.
- 2. Service groups/populations served by intervention?** with a text input field.
- 3.0. Activity Name** with a text input field.
- 3.0.a. Activity Type (Select one)** with a dropdown menu.
- 3.0.b. Activity Description** with a text input field.
- 4.0. Setting/Location** with sub-fields for 4a. Location, 4b. Street Address, 4c. City/Town, and 4d. ZIP, plus a text area to describe the setting.
- 5.0. Does this activity target identifiable participants or populations as a whole?** with a dropdown menu.
- 6.0. Is this a recurring intervention in which the same group of people are served over multiple sessions?** with radio buttons for 'Yes' and 'No'.
- 7.0. Number of new groups**, **8.0. Number of sessions**, and **9.0. Average length of sessions (in minutes)** (partially visible).

## Demographic Counts

- In the Ecco-MDS forms, demographic information on the population served by your intervention is very important data that is reported to SAMSHA. Look for the people icon, which indicates counts are to be entered in that section.

This screenshot shows the 'Process Evaluation Dashboard' with a different intervention type: 'Summer Fun'. The 'Reporting Month' is 'April - 2018 Fiana 896ENV733-GA'. The form includes fields for 'Hours of direct service?' and 'Hours of indirect service?' both set to 0.000. Below these are several intervention categories, each with a 'People' icon (a blue circle with three white figures) indicating where demographic counts should be entered:

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



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 rather in the subgroups below.

Community Name: FUN City  
Community Zipcode: 30035  
County: DeKalb  
Contract Year: 2017-2018  
Model Name: Nill

Control Center  
Form Auto Hold Successful  
Save  
Edit

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

14. Are counts exact? Yes No

15. New Participants By Gender:  
Male: 4 Female: 6 Gender Unknown: 0

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

Counts auto-populates here as you enter them below. You can not enter counts here.

Age 0-4	Age 5-11	Age 12-14: 7	Age 15-17: 3
Age 18-20	Age 21-24		

Attendees by Age: 25-44

Age 25-29	Age 30-34	Age 35-39	Age 40-44
-----------	-----------	-----------	-----------

Attendees by Age: 45-64

Age 45-49	Age 50-54	Age 55-59	Age 60-64
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Age 65+

- 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.

Community Name: FUN City  
Community Zipcode: 30035  
County: DeKalb  
Contract Year: 2017-2018  
Model Name: Nill

Control Center  
Form Auto Hold Successful  
Save  
Edit

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

14. Are counts exact? Yes No

15. New Participants By Gender:  
Male: 4 Female: 7 Gender Unknown: 0

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

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

Age 0-4	Age 5-11	Age 12-14: 7	Age 15-17: 4
Age 18-20	Age 21-24		

Attendees by Age: 25-44

Age 25-29	Age 30-34	Age 35-39	Age 40-44
-----------	-----------	-----------	-----------

Attendees by Age: 45-64

Age 45-49	Age 50-54	Age 55-59	Age 60-64
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Age 65+

## 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.

The screenshot shows the 'Process Evaluation Dashboard' for 'R1 The Prospectus Group'. The 'Reporting Month' is set to 'March - 2017'. The form includes sections for 'About Intervention', 'Policy Enactment', 'Training of Environmental Influencers', 'Enforcement Efforts', 'Social Norms Campaign', 'Prescription Drop Boxes & Medicine Safes', 'Other Environmental Interventions', and 'Information Dissemination for Environmental Strategies'. A 'Control Center' at the bottom left shows a 'Form Auto Hold Successful' message and 'Save' and 'Edit' buttons.

**Annotations:**

- Did you enter data in the incorrect reporting period?** (Arrow pointing to the Reporting Month dropdown)
- Remove all information entered from the form.** (Arrow pointing to the 'Hours of direct service?' and 'Hours of indirect service?' fields)
- Double check each section to ensure all data has been removed. Bolded sections indicate data has been entered there.** (Arrows pointing to bolded section headers: Policy Enactment, Training of Environmental Influencers, Enforcement Efforts, Social Norms Campaign, Prescription Drop Boxes & Medicine Safes, Other Environmental Interventions, and Information Dissemination for Environmental Strategies)

# 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 near the top of the form. Confirm you have selected the correct month and year.

The screenshot displays the Ecco-MDS Process Evaluation Dashboard. On the left, a sidebar lists agency information: Agency Name (R1 The Prospectus Group), Intervention Name (Edu), Intervention Type (Prevention Education), Service Type (Nil), Community Name (FUN City), Community Zipcode (30035), County (DeKalb), Contract Year (2017-2018), and Model Name (Nil). Below this is a 'Control Center' with 'Save' and 'Edit' buttons. The main area has tabs for 'Input Data', 'View Records', and 'Reports'. Under 'Input Data', there's a 'Select reporting period' dropdown set to 'January - 2018', with a purple arrow pointing to it and the text 'Select reporting period here'. Below this is a 'Location' dropdown. A section titled 'About Intervention' contains nine numbered questions: 1. Was this intervention active during this reporting period? (Yes/No radio buttons); 2. Projected Start Date; 3. Projected End Date; 4. Service groups/populations served by intervention? (Select all that apply) [text input]; 5. What were the format(s) of the prevention education intervention this reporting period? (Select all that apply) [text input]; 6. Is this a recurring intervention in which the same group of people are served over multiple sessions? (Yes/No radio buttons); 7. Number of new groups started this reporting period? [text input]; 8. Number of sessions implemented? [text input]; 9. Upload sign in sheets [Upload button and Drop files here area].

- Once you have selected the correct reporting period, click on the gray Edit box to make changes to the form. You will find the “Edit” box under the “Control Center” on the bottom left corner of your screen.

The screenshot shows the 'Process Evaluation Dashboard' for 'R1 The Prospectus Group'. The 'Input Data' tab is active. The form includes the following fields and questions:

- Agency Name: R1 The Prospectus Group
- Intervention Name: Edu
- Intervention Type: Prevention Education
- Service Type: Nill
- Community Name: FUN City
- Community Zipcode: 30035
- County: DeKalb
- Contract Year: 2017-2018
- Model Name: Nill

The 'Control Center' at the bottom left contains a 'Save' button and a gray 'Edit' button. A purple arrow points to the 'Edit' button with the text: "Click edit button to modify form".

The main form area includes a 'Select reporting period' dropdown set to 'April - 2018' and a 'Location' field. Below these are sections for 'About Intervention' and 'Participants' (partially visible).

- You should notice that the Education form has two collapsible sections labeled “About Intervention” and “Participants.”

The screenshot shows the 'Process Evaluation Dashboard' for 'R1 The Prospectus Group'. The 'Input Data' tab is active. The form includes the following fields and questions:

- Service Type: Nill
- Community Name: FUN City
- Community Zipcode: 30035
- County: DeKalb
- Contract Year: 2017-2018
- Model Name: Nill

The 'About Intervention' section is circled in purple and contains the following questions:

- Was this intervention active during this reporting period? (Yes/No)
- Projected Start Date
- Projected End Date
- Service groups/populations served by intervention? (Select all that apply.)
- What were the format(s) of the prevention education intervention this reporting period? (Select all that apply)
- Is this a recurring intervention in which the same group of people are served over multiple sessions? (Yes/No)
- Number of new groups started this reporting period?
- Number of sessions implemented?
- Upload sign in sheets (Upload button and Drop files here area)

The 'Participants' section is also circled in purple and contains the following questions:

- Average length of sessions (in hours)? (Select dropdown)
- Hours of direct service? (Hours icon)
- Hours of indirect service? (Hours icon)

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

The screenshot shows the 'Process Evaluation Dashboard' for 'R1 The Prospectus Group' with an intervention named 'Edu'. The 'About Intervention' section contains question 1: '1. Was this intervention active during this reporting period?' with radio buttons for 'Yes' and 'No'. The 'No' option is circled in purple. Other questions (2-9) are visible but not yet answered. A 'Control Center' at the bottom left shows a 'Form Auto Hold Successful' message and 'Save' and 'Edit' buttons.

- a. If you select “No” to this question, all other questions and sections should disappear. Click “Save,” and you are finished.

This screenshot shows the same form as above, but with the 'No' radio button for question 1 selected. A purple arrow points to the 'No' button with the text: 'If you select “No” to question one, you are finished.' The rest of the form content is hidden, and the 'Control Center' at the bottom left is visible.

- 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 asks 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 'Process Evaluation Dashboard' for 'Input Data'. The left sidebar contains agency and intervention details. The main content area shows a form for 'April - 2018 Fiana 132PRE526-GA' at 'Location - Fun Town'. Under the 'About Intervention' section, questions 1 through 9 are displayed. Questions 2 and 3 are circled in purple, indicating they are pre-filled with dates: '02/20/2018' and '04/27/2018'.

Question	Response
1. Was this intervention active during this reporting period?	<input checked="" type="radio"/> Yes <input type="radio"/> No
2. Projected Start Date	02/20/2018
3. Projected End Date	04/27/2018
4. Service groups/populations served by intervention?	<input type="text"/>
5. What were the format(s) of the prevention education intervention?	<input type="text"/>
6. Is this a recurring intervention in which the same group of people are served over multiple sessions?	<input type="radio"/> Yes <input checked="" type="radio"/> No
7. Number of new groups started this reporting period?	<input type="text"/>
8. Number of sessions implemented?	0
9. Upload sign in sheets	<input type="button" value="Upload"/> Drop files here

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

- Once you have completed questions 1 through 12 under the “About Intervention” section, click on “Participants” to open up the next section of questions.

The screenshot shows a web browser window at ecco.ga-sps.org. On the left is a blue sidebar with a 'Control Center' and an 'Edit' button. The main content area is white and contains several questions. Question 4 asks 'Service groups/populations served by intervention?' with a text input field. Question 5 asks 'What were the format(s) of the prevention education intervention?' with a text input field. Question 6 asks 'Is this a recurring intervention in which the same group of people are served over multiple sessions?' with 'Yes' and 'No' radio buttons. Question 7 asks 'Number of new groups started this reporting period?' with a text input field. Question 8 asks 'Number of sessions implemented?' with a text input field containing '0'. Question 9 asks 'Upload sign in sheets' with an 'Upload' button and a 'Drop files here' area. Question 10 asks 'Average length of sessions (in hours)?' with a dropdown menu showing 'Select'. Question 11 asks 'Hours of direct service?' with a text input field. Question 12 asks 'Hours of indirect service?' with a text input field. A purple circle highlights the 'Participants' tab in the sidebar, with a callout box that says 'Click on "Participants" to open new drawer of questions'.

- You should notice a people icon next to the section labeled “Participants.” This people icon is there to inform you that you will be entering participant counts.
- Question 13, which is 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.
- 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 near the top of the form. Confirm you have selected the correct month and year.

The screenshot shows the 'Process Evaluation Dashboard' for 'R1 The Prospectus Group'. The 'Reporting Month' dropdown is set to 'April - 2018'. A purple arrow points to the dropdown with the text 'Select reporting period here'. The 'Control Center' at the bottom left contains a blue 'Save' button and a gray 'Edit' button. The main form area includes sections for 'About Intervention', 'Policy Enactment', 'Training of Environmental Influencers', 'Enforcement Efforts', 'Social Norms Campaign', 'Prescription Drop Boxes & Medicine Safes', 'Other Environmental Interventions', and 'Information Dissemination for Environmental Strategies'.

2. Once you have selected the correct reporting period, click on the gray Edit box to make changes to the form. You will find the "Edit" box under the "Control Center" on the bottom left corner of your screen.

The screenshot shows the 'Process Evaluation Dashboard' for 'R1 The Prospectus Group'. The 'Reporting Month' dropdown is set to 'February - 2018'. A purple arrow points to the 'Edit' button in the 'Control Center' with the text 'Click edit button to modify form'. The main form area is identical to the previous screenshot.

- You should notice that the environmental form has eight collapsible sections. Click the section name to open additional question.

The screenshot shows the 'Process Evaluation Dashboard' for 'R1 The Prospectus Group' with the intervention 'Summer Fun'. The 'About Intervention' section is expanded, showing questions about activity, service groups, and hours of service. Below this is a list of intervention types, each with a dropdown arrow and a menu icon (three horizontal lines). The types listed are: Policy Enactment, Training of Environmental Influencers, Enforcement Efforts, Social Norms Campaign, Prescription Drop Boxes & Medicine Safes, Other Environmental Interventions, and Information Dissemination for Environmental Strategies. The 'Social Norms Campaign' and 'Information Dissemination for Environmental Strategies' items have three horizontal lines next to their menu icons, indicating they have additional drawers.

- The "Social Norms Campaign" and the "Information Dissemination for Environmental Strategies" have additional drawers within these sections, which is indicated by the icon with 3 horizontal lines.

This screenshot provides a closer look at the 'Social Norms Campaign' section. It contains questions 27, 28.0, 29, and 30. Question 27 asks for the target audience. Question 28.0 asks for locations, with sub-fields for location, city/town, street, and ZIP. Question 29 asks for reach information, and question 30 asks for estimated new reach. Below the questions is a list of campaign types: Health Promotion Events, Radio PSAs, Television PSAs, Print Ads, Posters, and Brochures. Each item has a dropdown arrow and a menu icon. A purple arrow points from the text 'Additional questions will be found in each drawer' to the menu icons of the 'Health Promotion Events' and 'Radio PSAs' items, illustrating that these items also have drawers.

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

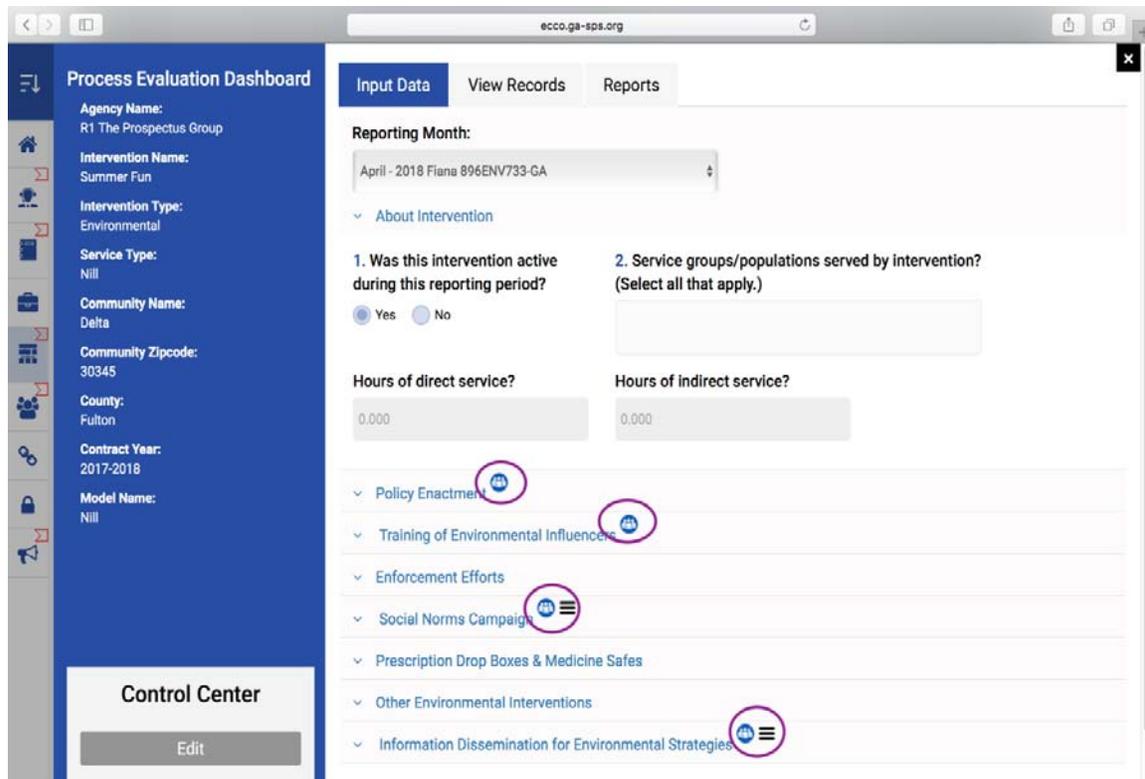
5. The first question on the form under “About Intervention” asks, “Was this intervention active during the reporting period?” You will select “Yes” or “No.”

The screenshot shows the 'Process Evaluation Dashboard' for 'R1 The Prospectus Group'. The 'About Intervention' section is expanded, showing the first question: '1. Was this intervention active during this reporting period?'. The 'Yes' radio button is selected. Other questions include '2. Service groups/populations served by intervention?', 'Hours of direct service?', and 'Hours of indirect service?'. A 'Control Center' at the bottom has 'Save' and 'Edit' buttons.

- a. If you select “No” to this question, all other questions and sections should disappear. Click “Save,” and you are finished.

The screenshot shows the same form as above, but with the 'No' radio button selected for question 1. A purple arrow points to the 'No' button with the text: 'If you select “No” for question one, you are finished'. The 'Control Center' now shows a red message: 'Form Auto Hold Successful'.

- 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.
6. 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 is there to inform you that you will be entering counts in those sections.



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

## Alternative Drug-Free Activities Form

1. You will begin entering your monthly data by selecting the reporting period near the top of the form. Confirm you have selected the correct month and year.

The screenshot shows the 'Process Evaluation Dashboard' for 'R1 The Prospectus Group'. The 'Intervention Name' is 'Alternative Activities' and the 'Intervention Type' is 'Alternative Drug-Free Activities'. The 'Service Type' is 'Nill'. The 'Community Name' is 'Metro Atlanta', 'Community Zipcode' is '30303', 'County' is blank, 'Contract Year' is '2017-2018', and 'Model Name' is 'Nill'. The 'Control Center' at the bottom left has 'Save' and 'Edit' buttons. The main form area has tabs for 'Input Data', 'View Records', and 'Reports'. The 'Select reporting period' dropdown is set to 'April - 2018'. Below this, there are questions: '1. Was this intervention active during this reporting period?' with 'Yes' and 'No' radio buttons, and '2. Service groups/populations served by intervention?' with a text input field. The '3.0. Activity Name' section includes '3.0.a. Activity Type (Select one)' with a dropdown, '3.0.b. Activity Description' with a text input, '4.0. Setting/Location' with sub-fields for '4a. Location', '4b. Street Address', '4c. City/Town', and '4d. ZIP', and a text area to 'Describe the setting / location'. There are also questions '5.0. Does this activity target identifiable participants or populations as a whole?' and '6.0. Is this a recurring intervention in which the same group of people are served over multiple sessions?' with 'Yes' and 'No' radio buttons. At the bottom, there are fields for '7.0. Number of new groups', '8.0. Number of sessions', and '9.0. Average length of sessions (in minutes)'. A purple arrow points to the 'April - 2018' dropdown with the text 'Select reporting period here'.

2. Once you have selected the correct reporting period, click on the gray Edit box to make changes to the form. You will find the "Edit" box under the "Control Center" on the bottom left corner of your screen.

This screenshot is identical to the one above, but with a purple arrow pointing to the 'Edit' button in the 'Control Center' at the bottom left. The arrow is accompanied by the text 'Click edit button to modify form'.

3. You should notice that the Alternative Drug-Free Activities form has only one collapsible section labeled “About intervention.”
4. You will also see a people icon next to the About Intervention section. This people icon is there to inform you that you will be entering participant counts.
5. The first question on the form asks, “Was this intervention active during the reporting period?” You will select “Yes” or “No.”

The screenshot shows the 'Process Evaluation Dashboard' for 'Alternative Drug-Free Activities'. The left sidebar contains a 'Control Center' with 'Save' and 'Edit' buttons. The main content area has tabs for 'Input Data', 'View Records', and 'Reports'. Under 'Input Data', there is a 'Select reporting period' dropdown set to 'April - 2018'. Below this is a collapsed section 'About Intervention' with a people icon. This section is expanded to show question 1: '1. Was this intervention active during this reporting period?' with radio buttons for 'Yes' and 'No'. Question 2 asks '2. Service groups/populations served by intervention? (Select all that apply.)'. Question 3 asks '3.0. Activity Name' with a text input field. Question 3.a asks '3.0.a. Activity Type (Select one)' with a dropdown menu. Question 3.b asks '3.0.b. Activity Description' with a text input field. Question 4 asks '4.0. Setting/Location' with sub-questions 4a (Location), 4b (Street Address), 4c (City/Town), and 4d (ZIP), plus a text input for 'Describe the setting / location'. Question 5 asks '5.0. Does this activity target identifiable participants or populations as a whole?' with a dropdown menu. Question 6 asks '6.0. Is this a recurring intervention in which the same group of people are served over multiple sessions?' with radio buttons for 'Yes' and 'No'. Questions 7, 8, and 9 are partially visible at the bottom.

- a. If you select “No” to this question, all other questions should disappear. Click “Save,” and you are finished.

The screenshot shows a web browser window with the URL "ecco.ga-sps.org". The page is titled "Process Evaluation Dashboard" and has a left-hand navigation menu. The main content area is divided into three tabs: "Input Data", "View Records", and "Reports". Under the "Input Data" tab, there is a "Select reporting period" dropdown menu set to "April - 2018". Below this is a section titled "About Intervention" with a question: "1. Was this intervention active during this reporting period?". There are two radio buttons: "Yes" and "No". The "No" button is selected, and a purple arrow points to it from a purple text box that says "If you select 'No' to question one, you are finished". At the bottom of the form, there is a "Control Center" section with a red message "Form Auto Hold Successful" and two buttons: "Save" and "Edit".

- 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.
6. Question 13, which is the first question asks for the “Number of new participants served this reporting period?”
- 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.
7. 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).

## Community-Based Processes Form

1. You will begin entering your monthly data by selecting the reporting period near the top of the form. Confirm you have selected the correct month and year.

The screenshot shows the 'Process Evaluation Dashboard' for 'R1 The Prospectus Group' with intervention 'CBG'. The 'Input Data' tab is active. A dropdown menu for 'Select reporting period' is open, showing 'April - 2018'. A purple arrow points to this dropdown with the text 'Select reporting period here'. Below the dropdown, there are sections for 'About Intervention', a question '1. Was this intervention active during this reporting period?' with 'Yes' and 'No' radio buttons, and expandable sections for 'Meetings & Trainings', 'Community-Based Processes', and 'Reach'. At the bottom left, a 'Control Center' contains 'Save' and 'Edit' buttons.

2. Once you have selected the correct reporting period, click on the gray Edit box to make changes to the form. You will find the "Edit" box under the "Control Center" on the bottom left corner of your screen.

This screenshot is identical to the one above, but with a purple arrow pointing to the 'Edit' button in the 'Control Center' and a text box that says 'Click edit button to modify form'.

3. You should notice that the Community-Based Processes form has four collapsible sections labeled “About Intervention,” “Meetings & Trainings,” “Community-Based Processes,” “Reach,” and “Participants.”

Process Evaluation Dashboard

Agency Name: R1 The Prospectus Group  
Intervention Name: CBG  
Intervention Type: Community-Based Processes  
Service Type: Develop Prevention Provider Network  
Community Name: FUN City  
Community Zipcode: 30025  
County: DeKalb  
Contract Year: 2017-2018  
Model Name: Nill

Control Center

Save

Edit

Input Data View Records Reports

Select reporting period

April - 2018

About Intervention

1. Was this intervention active during this reporting period?

Yes No

Meetings & Trainings

Community-Based Processes

Reach

- a. You will only enter data in the sections that are 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: R1 The Prospectus Group  
Intervention Name: CBG  
Intervention Type: Community-Based Processes  
Service Type: Develop Prevention Provider Network  
Community Name: FUN City  
Community Zipcode: 30025  
County: DeKalb  
Contract Year: 2017-2018  
Model Name: Nill

Control Center

Save

Edit

Input Data View Records Reports

Select reporting period

April - 2018

About Intervention

1. Was this intervention active during this reporting period?

Yes No

Meetings & Trainings

Community-Based Processes

Reach

- a. If you select “No” to this question, all other questions and sections should disappear. Click “Save,” and you are finished.

Process Evaluation Dashboard

Agency Name: R1 The Prospectus Group  
Intervention Name: CBG  
Intervention Type: Community-Based Processes  
Service Type: Develop Prevention Provider Network  
Community Name: FUN City  
Community Zipcode: 30025  
County: DeKalb  
Contract Year: 2017-2018  
Model Name: Null

Control Center

Form Auto Hold Successful

Save  
Edit

Input Data View Records Reports

Select reporting period  
April - 2018

About Intervention

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

If you select “No” to question one you are finished

- b. If you select “Yes” to this question, you will continue completing the rest of the form.
- c. Even if you have no activity to report you will still need to answer question one for each reporting period.
5. You will also see a people icon next to the sections labeled “Meetings & Trainings” and “Reach.” This people icon is there to inform you that you will be entering counts in those sections.

Process Evaluation Dashboard

Agency Name: R1 The Prospectus Group  
Intervention Name: CBG  
Intervention Type: Community-Based Processes  
Service Type: Develop Prevention Provider Network  
Community Name: FUN City  
Community Zipcode: 30025  
County: DeKalb  
Contract Year: 2017-2018  
Model Name: Null

Control Center

Form Auto Hold Successful

Save  
Edit

Input Data View Records Reports

Select reporting period  
April - 2018

About Intervention

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

Meetings & Trainings

Community-Based Processes

Reach

- a. Please make sure 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 `ecco.ga-sps.org`. The page contains a form with several sections:

- 5.0** Number of new individuals from stakeholder/partner organizations trained this reporting period? (Input: 3)
- 6.0** Are counts of new individuals from stakeholders/partners trained exact? (Radio buttons: Yes, No)
- 7.0** Number of new community members, other than stakeholders/partners, you trained this reporting period? (Input: 7, circled in purple)
- 8.0** Are counts of new community members, other than stakeholders/partners, trained exact? (Radio buttons: Yes, No)
- 9.0** New Participants By Gender: (Inputs: Male: 7, Female: , Gender Unknown: )
- 10.0** Attendees by Age 0-65+ Count: (Input: )

A "Control Center" sidebar is visible on the left, showing a "Form Auto Hold Successful" message and "Save" and "Edit" buttons.

- 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 enter 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.”

Process Evaluation Dashboard

Agency Name: R1 The Prospectus Group  
 Intervention Name: CBG  
 Intervention Type: Community-Based Processes  
 Service Type: Develop Prevention Provider Network  
 Community Name: FUN City  
 Community Zipcode: 30025  
 County: DeKalb  
 Contract Year: 2017-2018  
 Model Name: NIII

Control Center  
 Form Auto Hold Successful  
 Save  
 Edit

Input Data | View Records | Reports

Select reporting period: April - 2018

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:

- 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 enter 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 near the top of the form. Confirm you have selected the correct month and year.

The screenshot shows the 'Process Evaluation Dashboard' for 'R1 The Prospectus Group'. The 'Intervention Name' is 'Problem Identification's' and the 'Intervention Type' is 'Problem Identification and Referral'. The 'Service Type' is 'Employee Assistance Programs'. The 'Community Name' is 'mm,crafts's', 'Community Zipcode' is '4556', 'County' is blank, 'Contract Year' is '2017-2018', and 'Model Name' is 'Active Enforcement of Sales Laws Directed at Retailers'. The 'Control Center' has 'Save' and 'Edit' buttons. The 'Input Data' tab is active, showing a 'Select reporting period' dropdown set to 'April - 2018'. A purple arrow points to this dropdown with the text 'Select reporting period here'. Below this are sections for 'About Intervention' with questions: '1. Was this intervention active during this reporting period?' (Yes/No), '2. Service groups/populations served by intervention?' (text input), '3. Locations of problem identification and referral activities?' (text input), '4.0. Location/Setting' (Location, City/Town, Street Address, ZIP, Describe the setting / location), and '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).

2. Once you have selected the correct reporting period, click on the gray Edit box to make changes to the form. You will find the "Edit" box under the "Control Center" on the bottom left corner of your screen.

This screenshot is identical to the one above, but with a purple arrow pointing to the 'Edit' button in the 'Control Center' and the text 'Click edit button to modify form'.

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' for the agency 'R1 The Prospectus Group'. The intervention is 'Problem Identification and Referral'. The reporting period is set to 'April - 2018'. Two sections, 'About Intervention' and 'Participants', are highlighted with red circles. The 'Control Center' at the bottom has 'Save' and 'Edit' buttons.

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 of the form. The first question is '1. Was this intervention active during this reporting period?' with radio buttons for 'Yes' and 'No'. The 'No' button is selected. Other questions include '2. Service groups/populations served by intervention?', '3. Locations of problem identification and referral activities?', '4.0. Location/Setting' (with fields for Location, City/Town, Street Address, ZIP, and a text area), and '5. Enter the number of individuals referred to each of the following services during this reporting period.' (with input fields for Substance abuse treatment, Mental health treatment, Substance abuse prevention activities, and Housing services).

- a. If you select “No” to this question, all other questions and sections should disappear. Click “Save,” and you are finished.

The screenshot shows a web browser window with the URL `ecco.ga-sps.org`. The page is titled "Process Evaluation Dashboard" and has a left-hand navigation menu with various icons. The main content area is divided into three tabs: "Input Data", "View Records", and "Reports". The "Input Data" tab is active. Underneath, there is a "Select reporting period" dropdown menu set to "April - 2018". Below that is a section titled "About Intervention" with a question: "1. Was this intervention active during this reporting period?". There are two radio buttons: "Yes" and "No". The "No" radio button is selected, and a purple arrow points to it from a purple text annotation that reads: "If you select 'No' for question one you are finished". At the bottom of the form, there is a "Control Center" box containing a red message "Form Auto Hold Successful" and two buttons: "Save" and "Edit".

- 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 is there to inform you that you will be entering participant counts.

The screenshot shows a web browser window with the URL ecco.ga-sps.org. The page is titled "Directed at Retailers". It contains a form for entering service counts. The form is divided into several sections:

- 5. Enter the number of individuals referred to each of the following services during this reporting period.** This section includes input fields for: Substance abuse treatment, Mental health treatment, Substance abuse prevention activities, Housing services, After-school activities, Transportation, Day care or adult care services, Health care, and Smoking Cessation. There is also an "Other (Describe.)" section with a "Describe" input field.
- 6. Hours of direct service?** and **7. Hours of indirect service?** Each has an input field and an information icon.
- Participants** section: A dropdown menu is open, showing "Participants" with a people icon circled in purple.
- Control Center**: A blue sidebar on the left contains a "Save" button and an "Edit" button.

- Question 8, which is 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?”
- When entering counts for questions 10 through 13 the total for each question should match the total enter 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 near the top of the form. Confirm you have selected the correct month and year.

The screenshot shows the 'Process Evaluation Dashboard' for 'R1 The Prospectus Group'. The 'Reporting Month' dropdown is set to 'April - 2018'. A purple arrow points to the dropdown with the text 'Select reporting period here'. The 'Control Center' at the bottom left contains 'Save' and 'Edit' buttons. The form includes sections for 'About Intervention', 'Health Promotion Events', and various media types like 'Radio PSAs', 'Television PSAs', 'Print Ads', 'Posters', 'Brochures', and 'Letters to the editor'.

2. Once you have selected the correct reporting period, click on the gray Edit box to make changes to the form. You will find the "Edit" box under the "Control Center" on the bottom left corner of your screen.

This screenshot is identical to the previous one, but with a purple arrow pointing to the 'Edit' button in the 'Control Center' and the text 'Click edit button to modify form'.

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

Intervention Type: Information Dissemination  
Service Type: Null  
Community Name: NA  
Community Zipcode: 30030  
County: Appling  
Contract Year: 2017-2018  
Model Name: Null

Control Center  
Save  
Edit

- ▼ About Intervention
- ▼ 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

- a. You will only need to enter data in the section that are 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.”

Process Evaluation Dashboard  
Agency Name: R1 The Prospectus Group  
Intervention Name: NA  
Intervention Type: Information Dissemination  
Service Type: Null  
Community Name: NA  
Community Zipcode: 30030  
County: Appling  
Contract Year: 2017-2018  
Model Name: Null

Control Center  
Save  
Edit

Input Data View Records Reports

Reporting Month  
April - 2018

▼ 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. Hours of direct service?

4. Hours of indirect service?

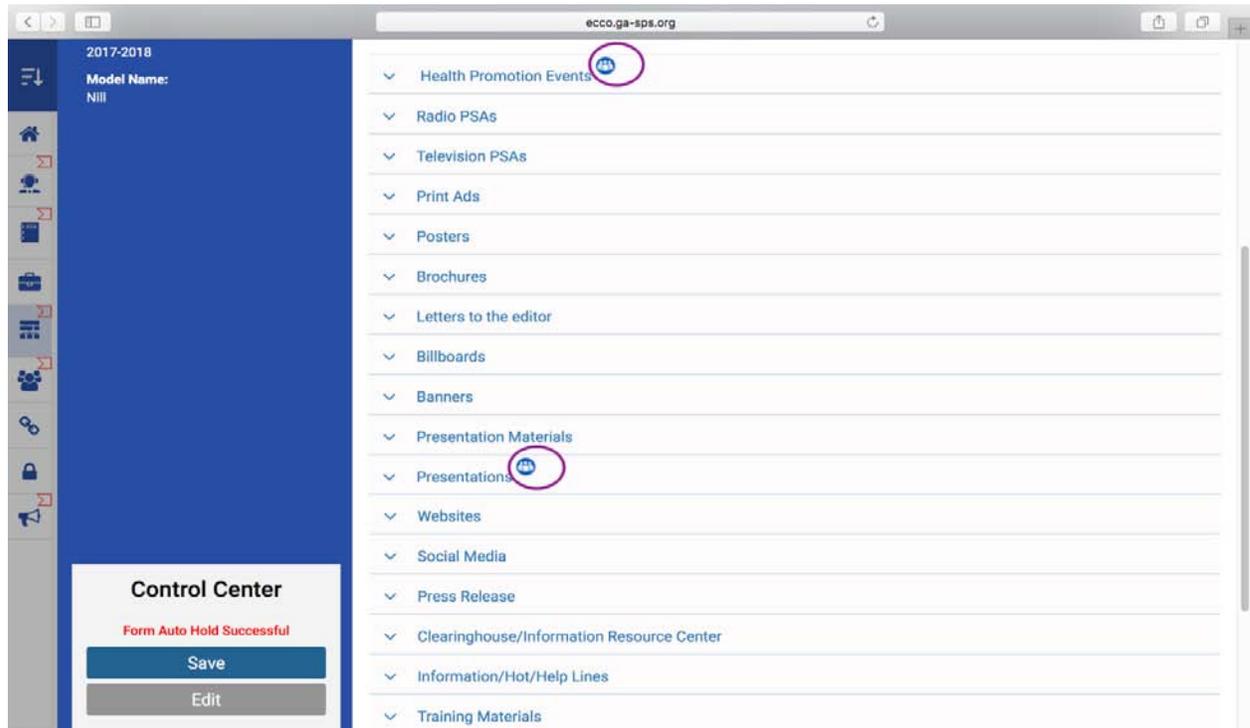
- ▼ Health Promotion Events
- ▼ Radio PSAs
- ▼ Television PSAs
- ▼ Print Ads
- ▼ Posters
- ▼ Brochures
- ▼ Letters to the editor

- a. If you select “No” to this question, all other questions and sections should disappear. Click “Save,” and you are finished.

The screenshot shows a web browser window with the URL `ecco.ga-sps.org`. The page is titled "Process Evaluation Dashboard" and has a blue sidebar on the left with various navigation icons. The main content area has three tabs: "Input Data", "View Records", and "Reports". The "Input Data" tab is active, showing a "Reporting Month" dropdown menu set to "April - 2018". Below this is a section titled "About Intervention" with a question: "1. Was this intervention active during this reporting period?". There are two radio button options: "Yes" and "No". The "No" option is selected, and a purple arrow points to it with the text "If you select 'No' to question one you are finished". At the bottom of the form, there is a "Control Center" box with a red message "Form Auto Hold Successful" and two buttons: "Save" and "Edit".

- 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 is there to inform you that you will be entering counts in those sections.



- a. Please make sure 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 near the top of the form. Confirm you have selected the correct month and year.

The screenshot shows the 'Process Evaluation Dashboard' for 'R1 The Prospectus Group' with the intervention 'Tobacco'. The 'Input Data' tab is active. A dropdown menu for 'Select reporting period' is open, showing 'April - 2018'. A purple arrow points to this dropdown with the text 'Select reporting period here'. Below this, there are five numbered sections for data entry: 1. Was this intervention active during this reporting period? (Yes/No radio buttons); 2. Service groups/populations served by intervention? (Text area); 3. Locations of problem identification and referral activities? (Text area); 4. Location/Setting (Location, City/Town, Street Address, ZIP, and Describe the setting/location fields); 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). At the bottom left, a 'Control Center' contains 'Save' and 'Edit' buttons.

2. Once you have selected the correct reporting period, click on the gray Edit box to make changes to the form. You will find the "Edit" box under the "Control Center" on the bottom left corner of your screen.

This screenshot is identical to the one above, but with a purple arrow pointing to the 'Edit' button in the 'Control Center' at the bottom left. The arrow is accompanied by the text 'Click the edit button to modify form'.

3. You should notice that the Tobacco Problem ID & Referral form has two collapsible sections labeled “About Intervention” and “Participants.”
4. The first question on the form 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. Click “Save,” and you are finished.

- 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.
6. You should notice the people icon next to the section labeled “Participants.” This people icon is there to inform you that you will be entering participant counts.

The screenshot shows a web browser window with the URL ecco.ga-sps.org. On the left is a blue sidebar with a 'Control Center' at the bottom containing 'Save' and 'Edit' buttons. The main content area has a 'Model Name: Nil' at the top. Below that are fields for 'Street Address' and 'ZIP', and a text area to 'Describe the setting / location'. The main section is titled '5. Enter the number of individuals referred to each of the following services during this reporting period.' and contains several input fields for services: Substance abuse treatment, Mental health treatment, Substance abuse prevention activities, Housing services, After-school activities, Transportation, Day care or adult care services, Health care, and Smoking Cessation. There is also an 'Other (Describe.)' field. Below this are questions 6 and 7: '6. Hours of direct service?' and '7. Hours of indirect service?'. At the bottom, a 'Participants' section is expanded, showing a purple circle around a people icon next to the label.

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

