ECCO-MDS DATA ENTRY: GUIDANCE DOCUMENT

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asapp ALCOHOL & SUBSTANCE ABUSE PREVENTION PROJECT | WORKFORCE DEVELOPMENT SYSTEM

PROSPECTUS GROUP·LLC

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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

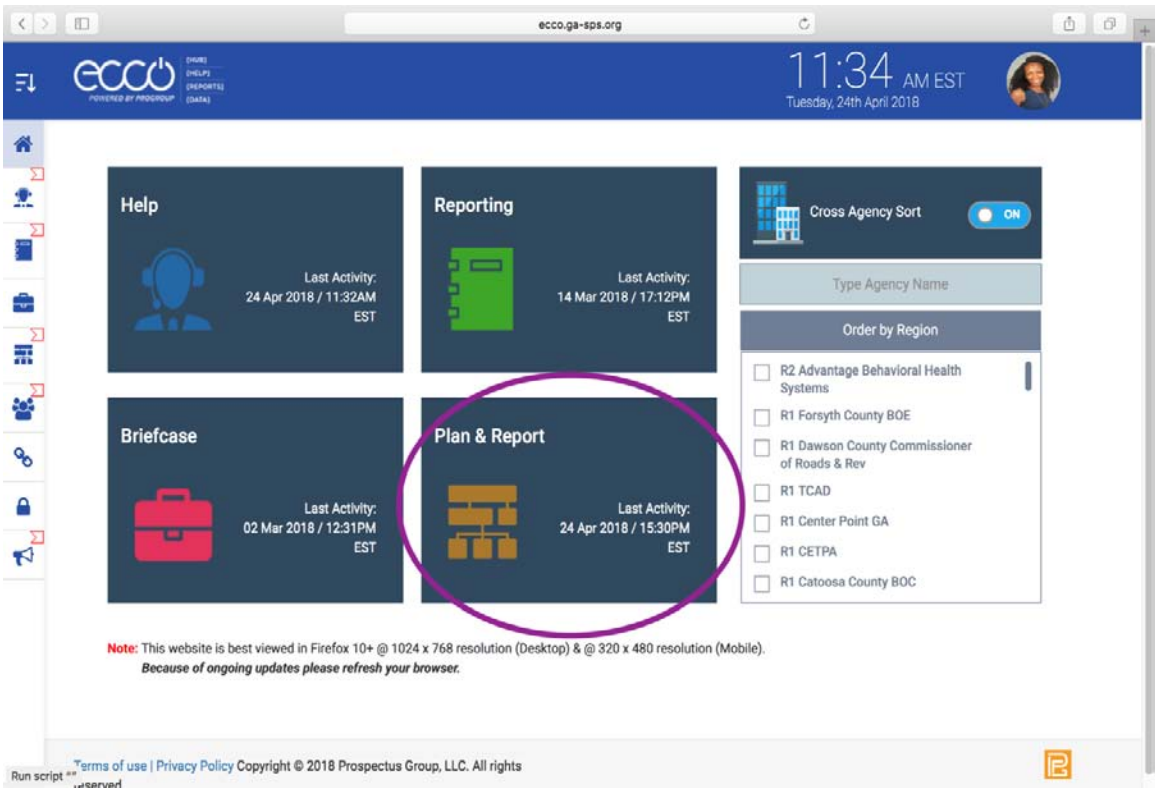
Ecco can be accessed from a desktop or a mobile device. The Ecco website is best viewed using Firefox version 10 or later. Other browsers such as Safari and Internet Explorer are also acceptable. However, users are discouraged from using Google Chrome. Chrome is known for holding onto browser data history,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

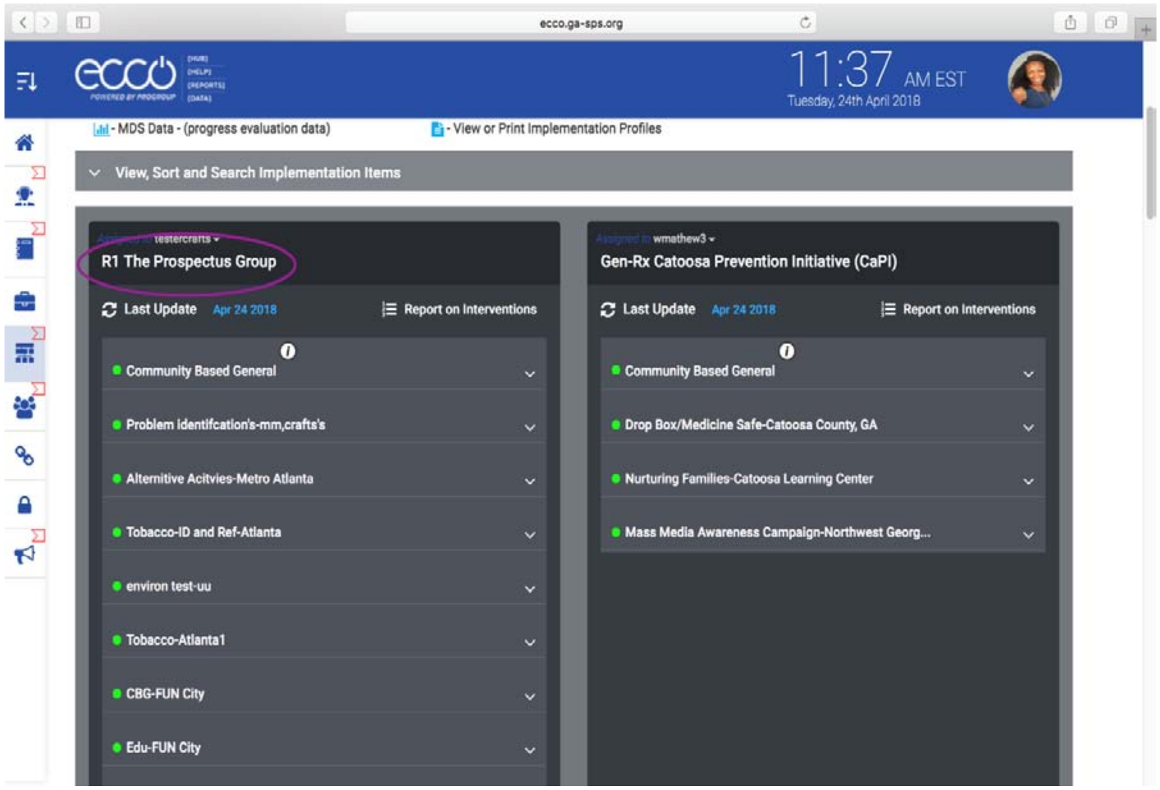
Where does MDS data go?

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

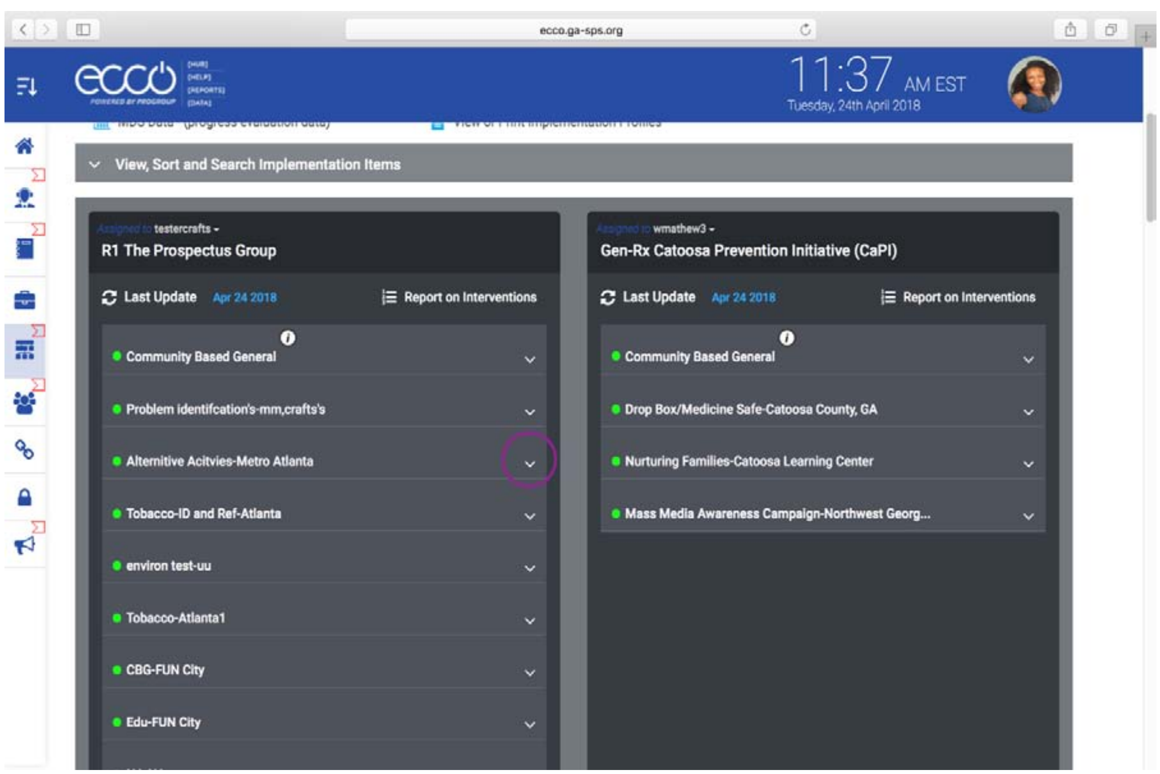
1. Navigate to the Plan & Report Dashboard by clicking on the node (box) labeled Plan & Report found on the ECCO homepage.



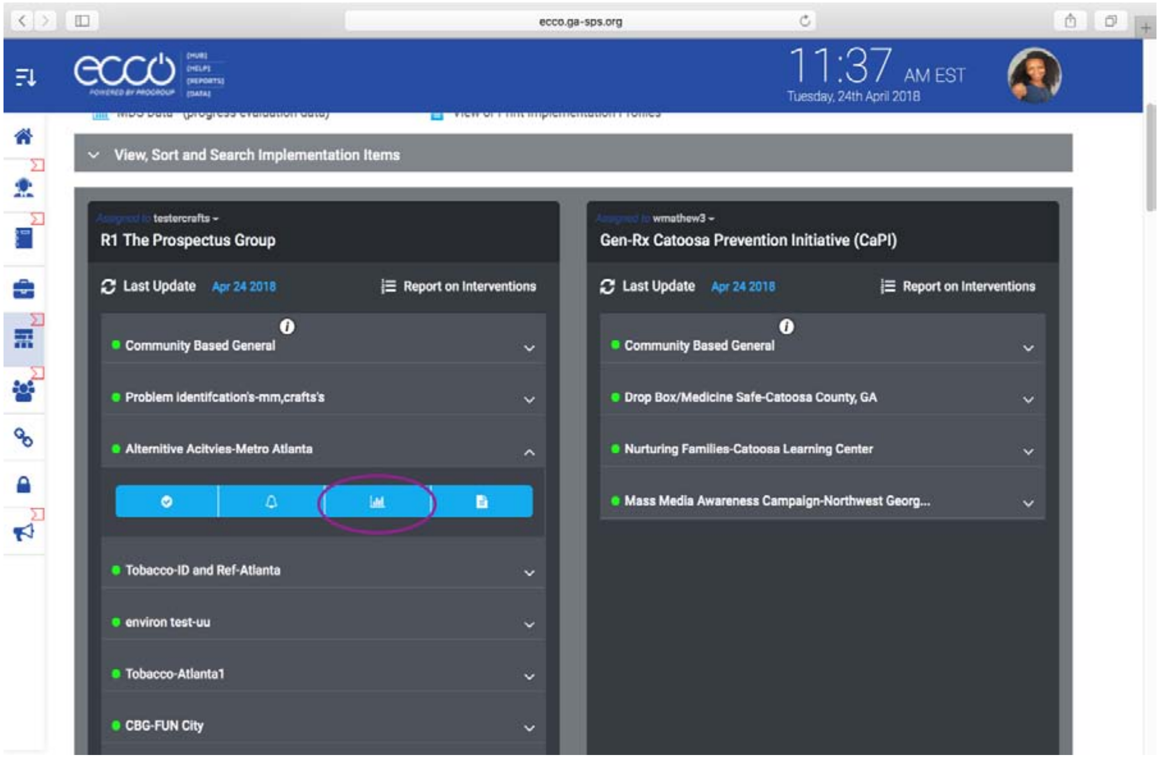
2. Locate the node with your agency's name.



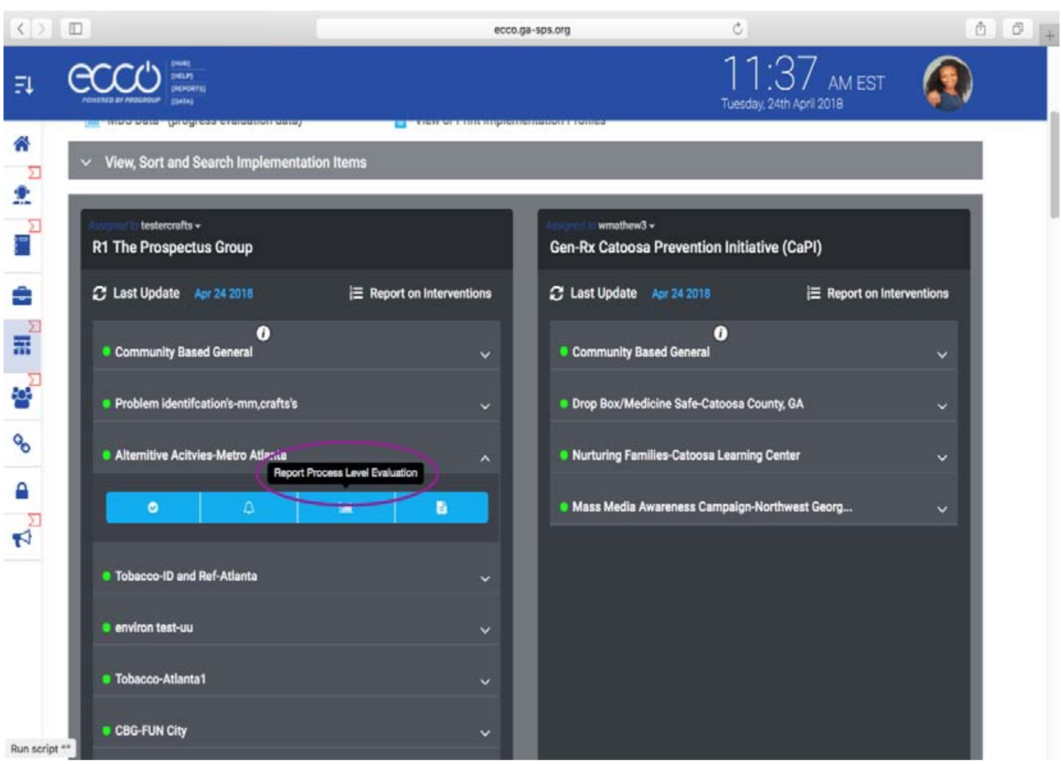
3. Find the intervention you wish to report on, then click the down arrow on the far-right side of the marker to reveal a blue marker.



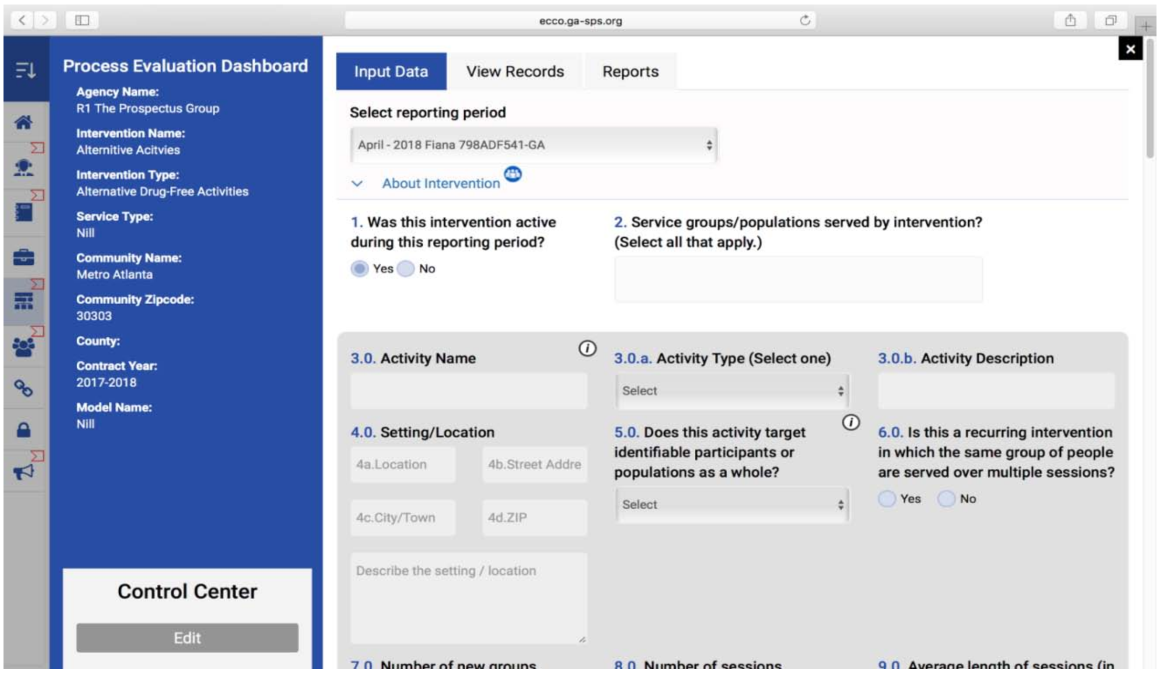
4. Click on the “Data” icon in the middle of the blue marker.



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

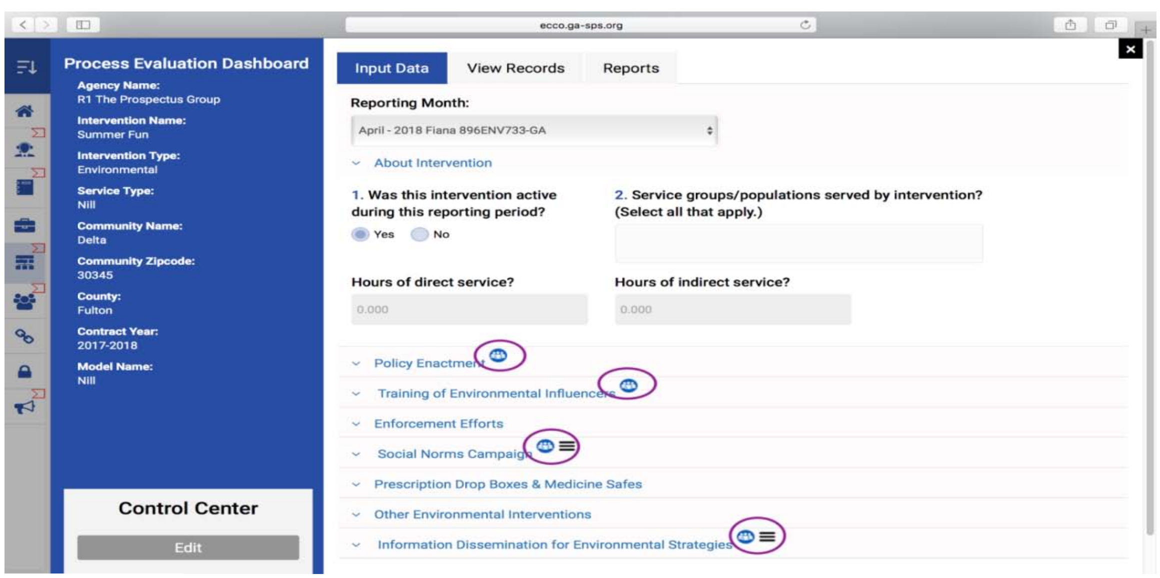


5. The Process Evaluation Dashboard will slide out from the right. From here, you can select your reporting period and start entering data.



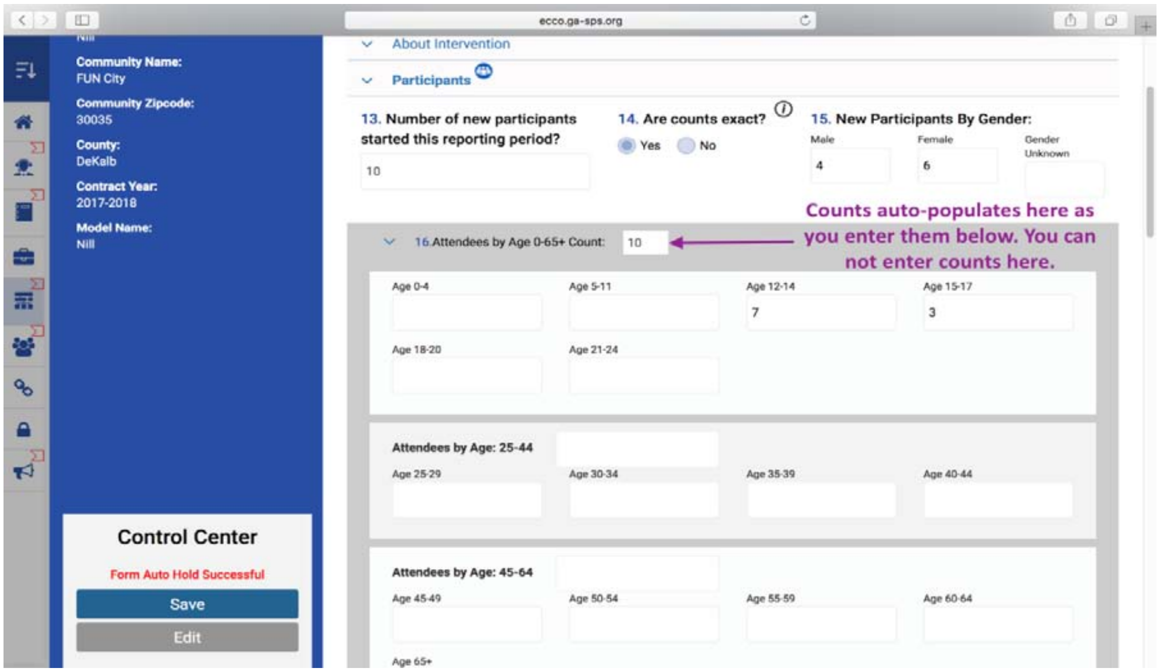
Demographic Counts

1. 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 areto be entered in that section.

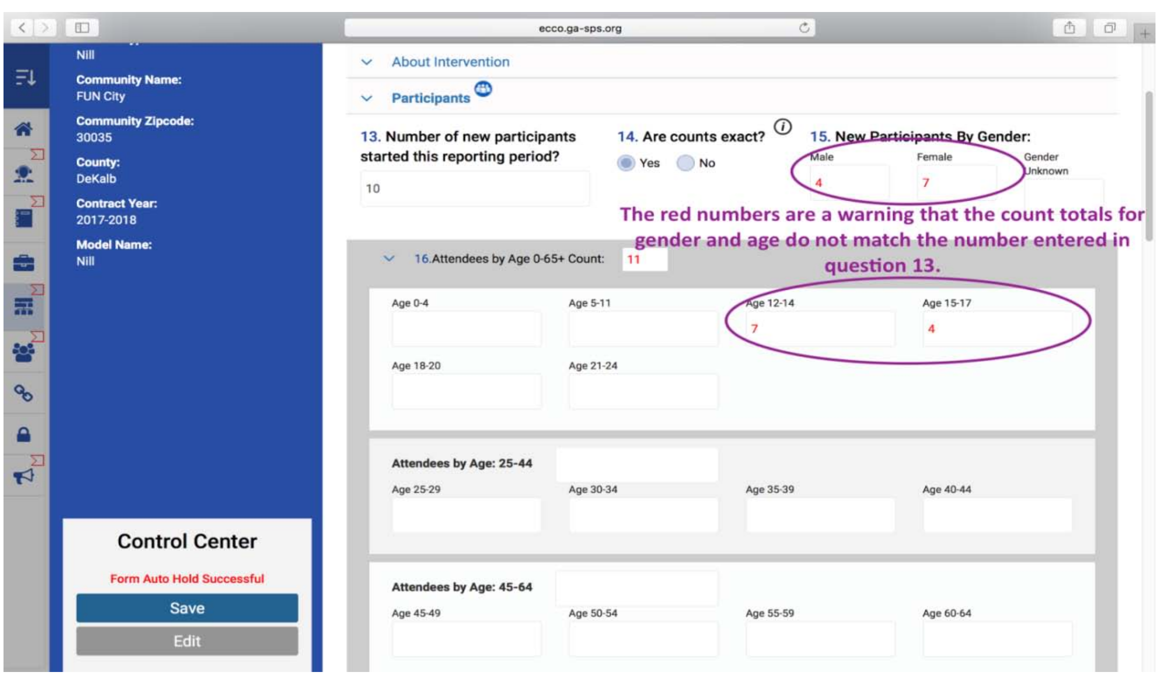



People Icon

2. 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.

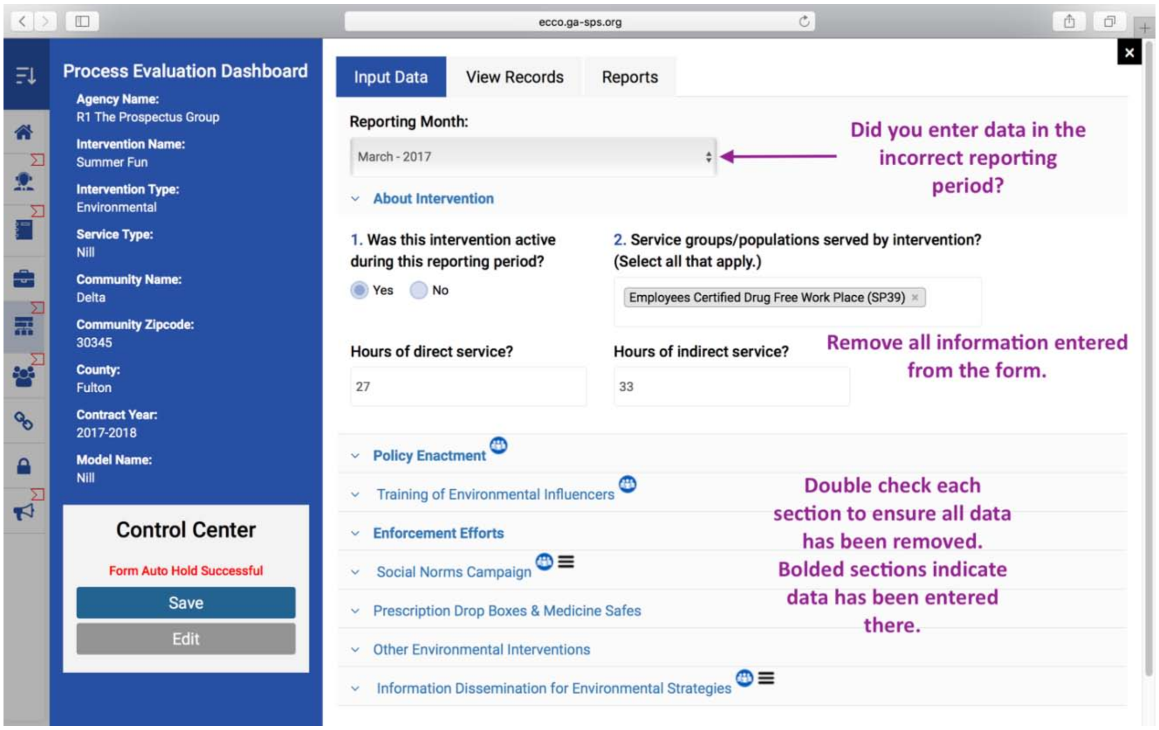


3. Your totals for each of the demographic questions must match the number you entered for the question "Number of new participants started this reporting period?", "Total Present", "Number of new community members, other than stakeholders/partners, you trained this reporting period?", etc. Totals that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



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 sectionof the report.

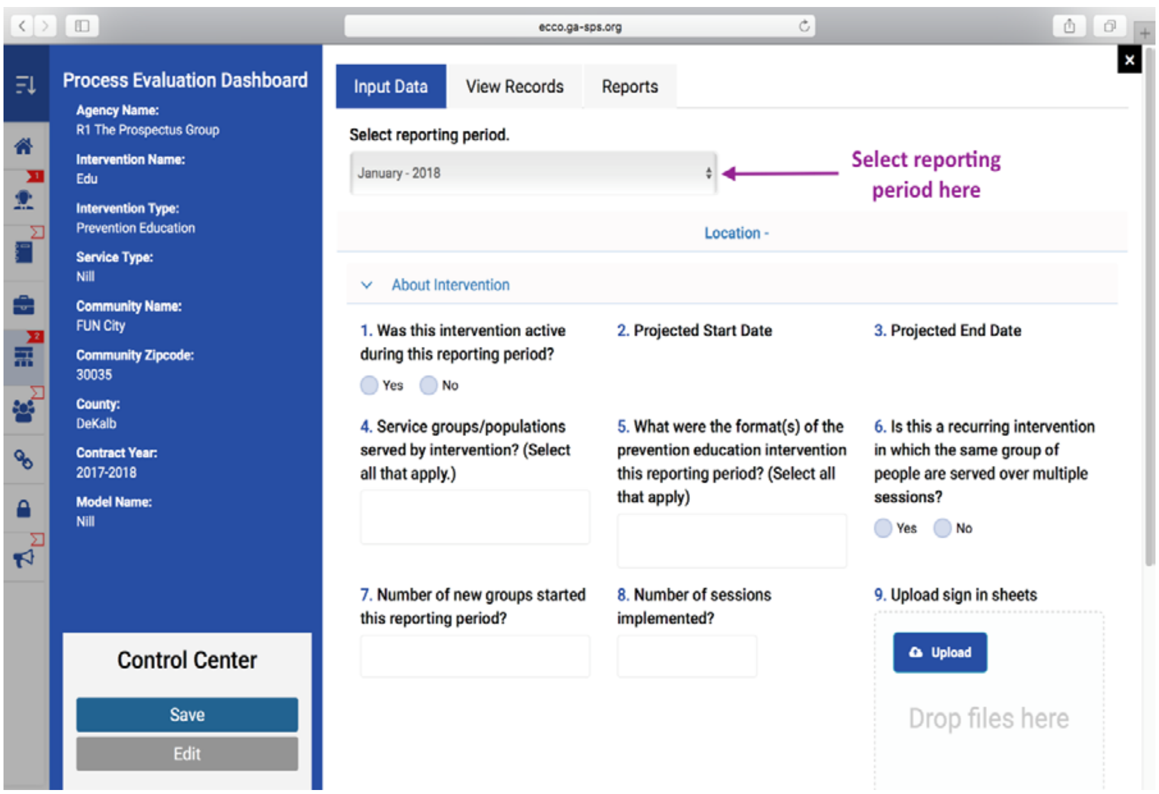


Seven Process Evaluation Forms of Ecco-MDS

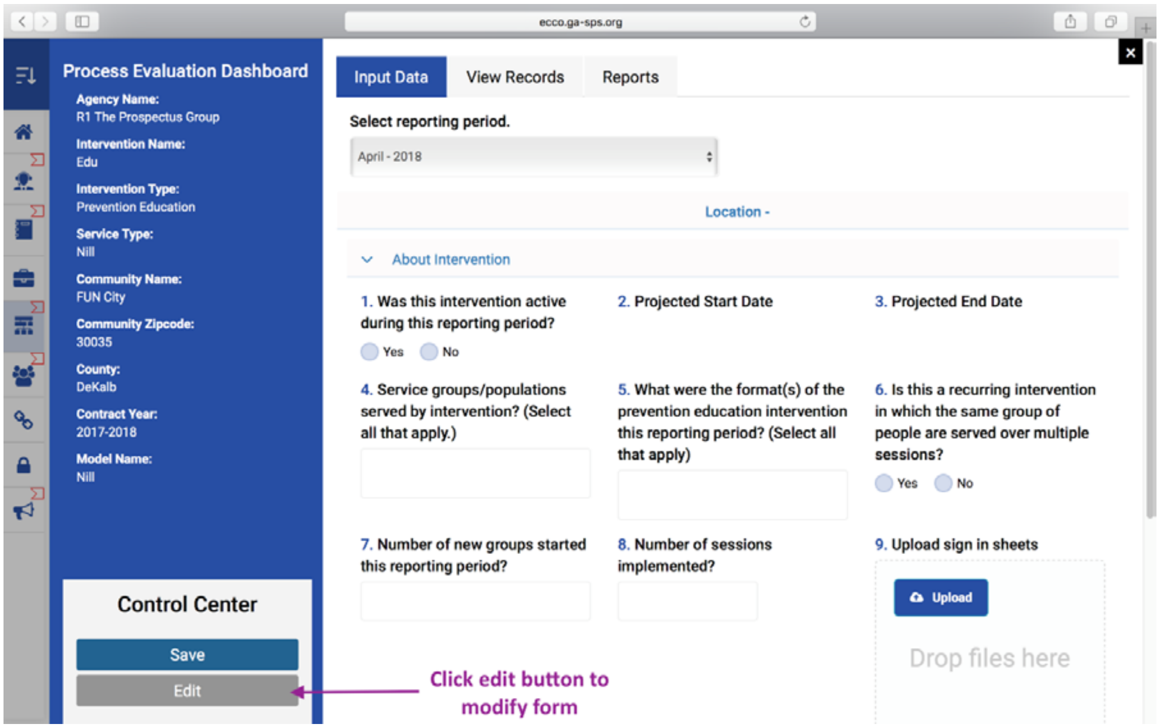
The type of form you will see on the Process Evaluation Dashboard will depend on the strategy (intervention) type you selected when developing your implementation plan. The strategy types include Prevention Education, Alternative Drug-Free Activities, Community-Based Processes, Environmental, Problem 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

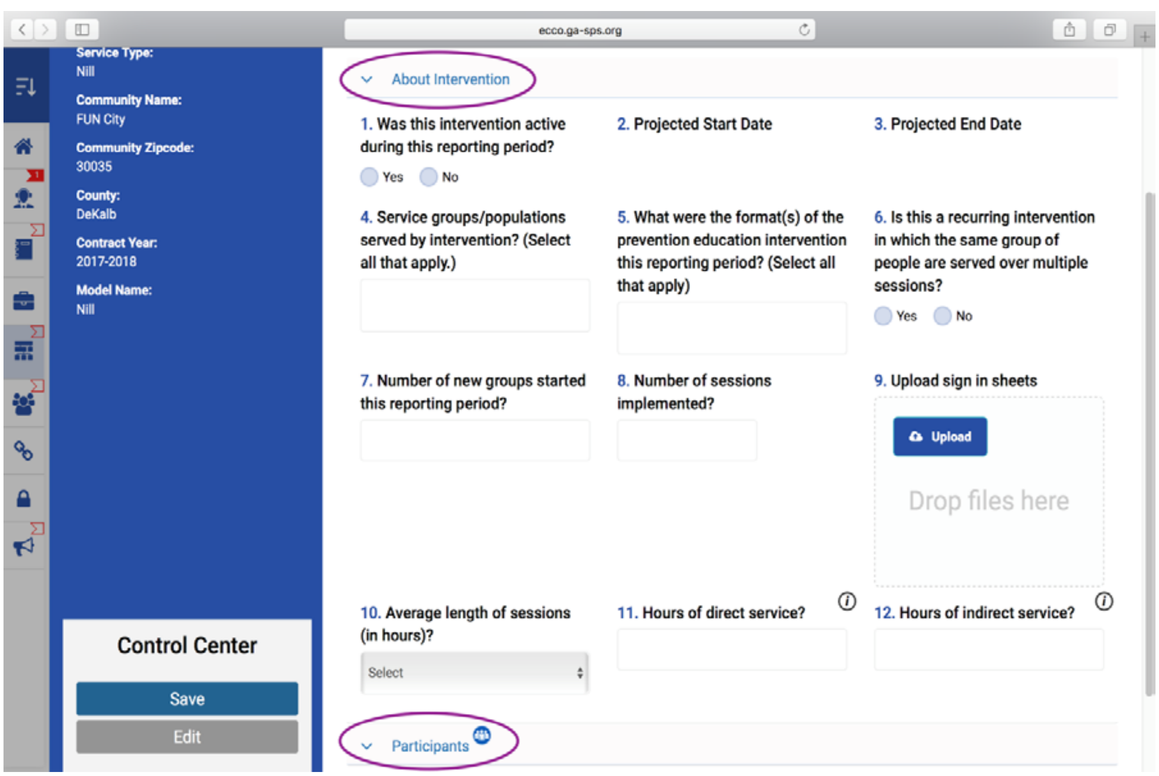
1. You will begin entering your monthly data by selecting the reporting period near the top of the form. Confirm you have selected the correct month and year.



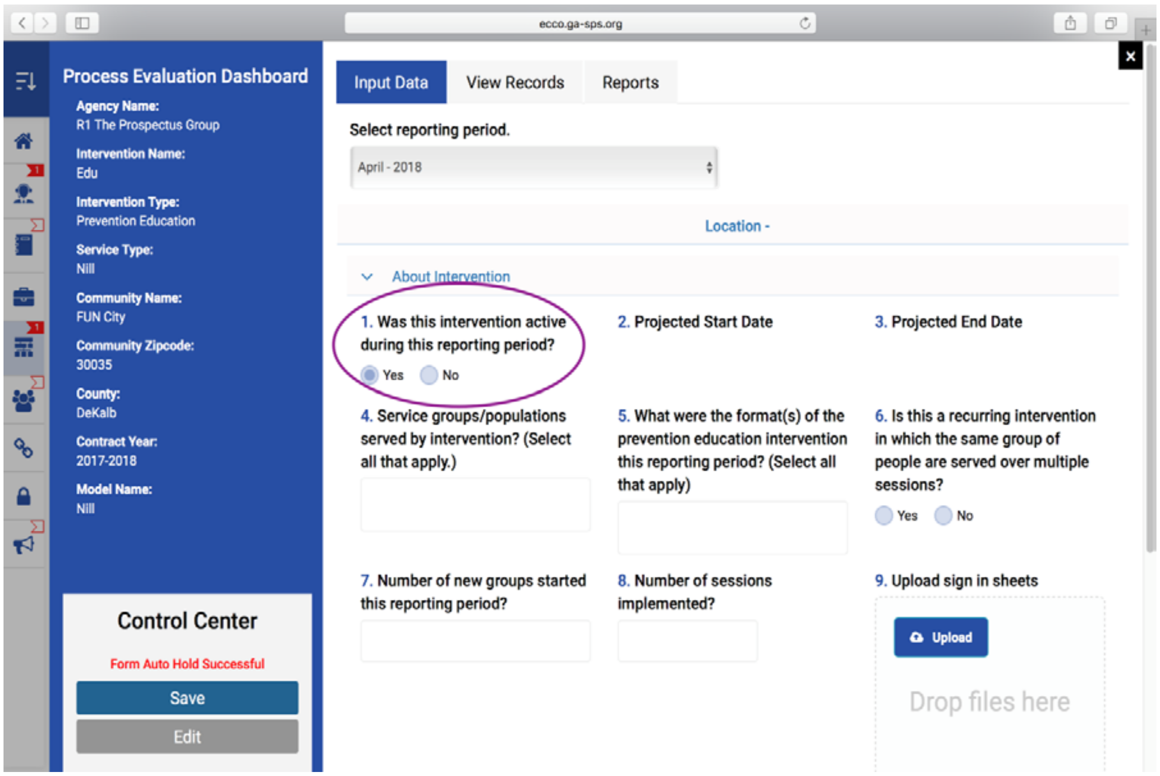
2. Once you have selected the correct reporting period, click on the gray Edit box to make changes to the form. You will find the "Edit" box under the "Control Center" on the bottom left corner of your screen.



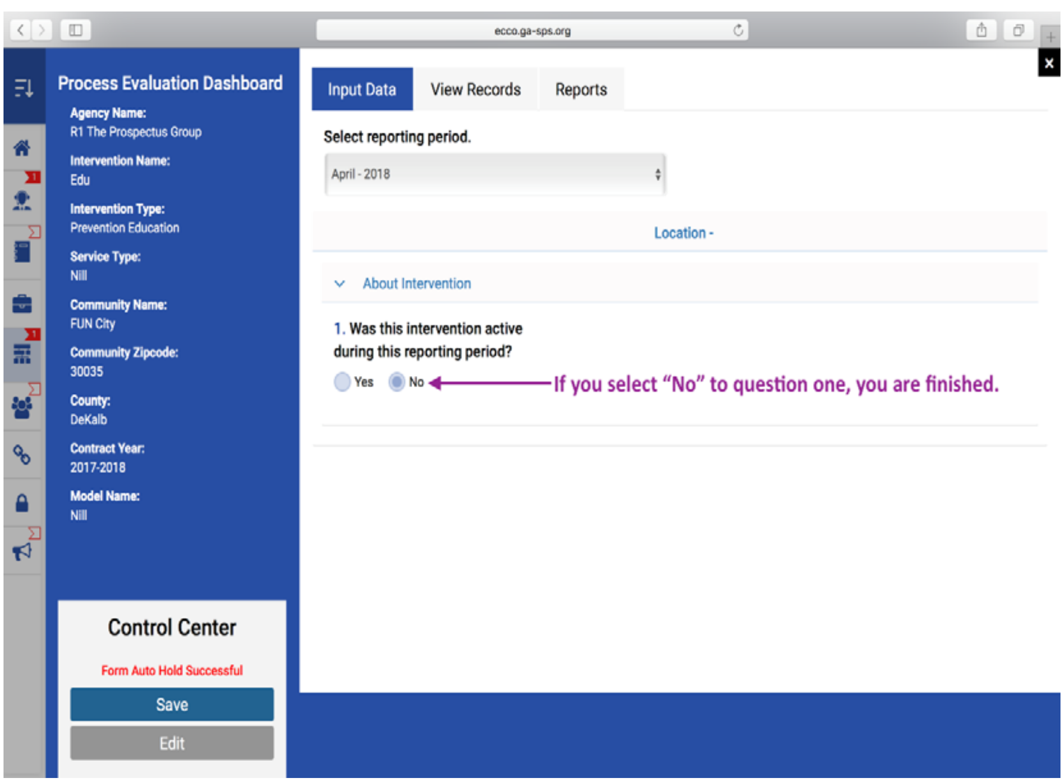
3. You should notice that the Education form has two collapsible sections labeled "About Intervention" and "Participants."



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

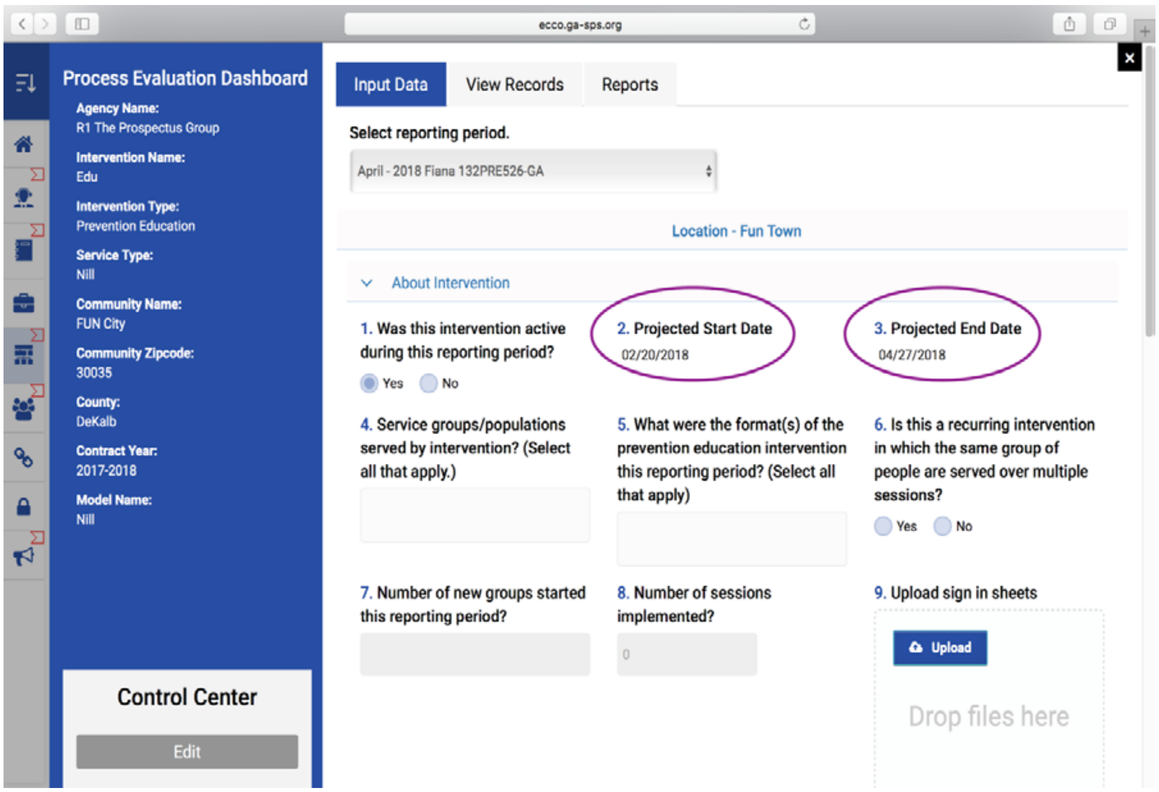


a. If you select “No” to this question, all other questions and sections should disappear. Click “Save,” and you are finished.



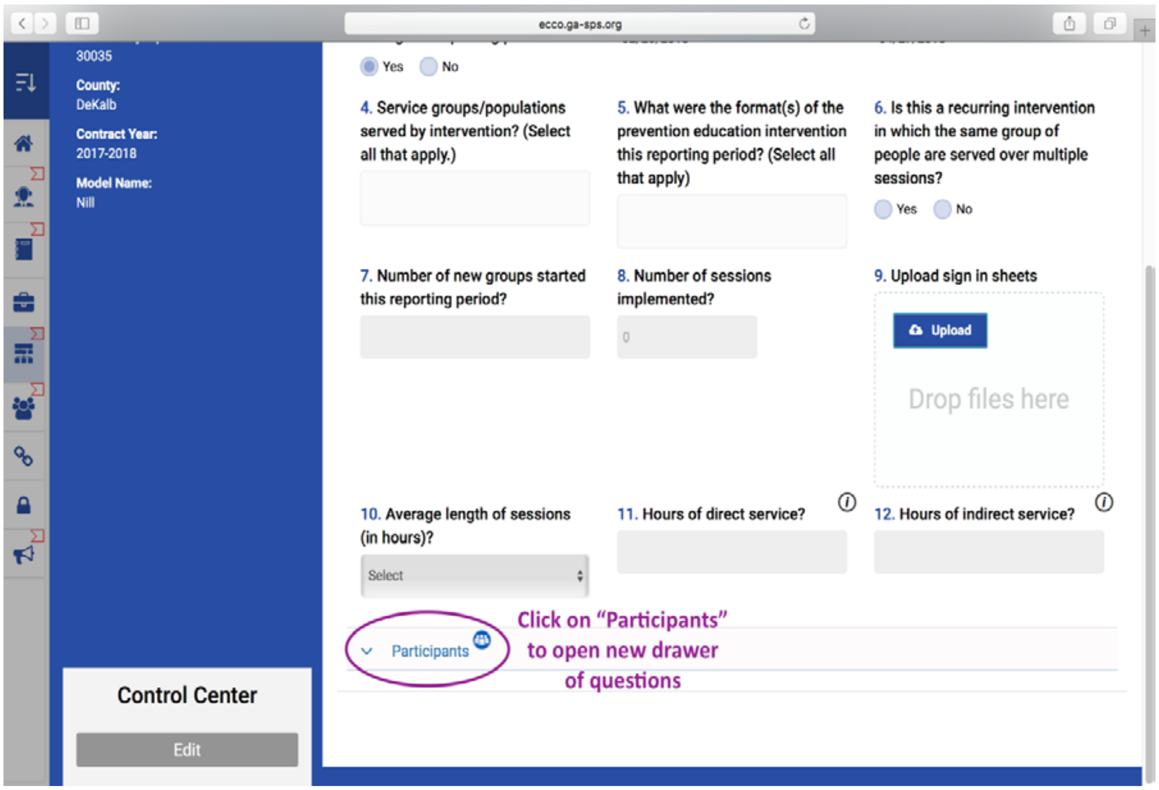
b. If you select “Yes” to this question, you will continue completing the rest of the form.
c. Even if you have no activity to report you will still need to answer question one for each reporting period.

5. 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.



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.

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.



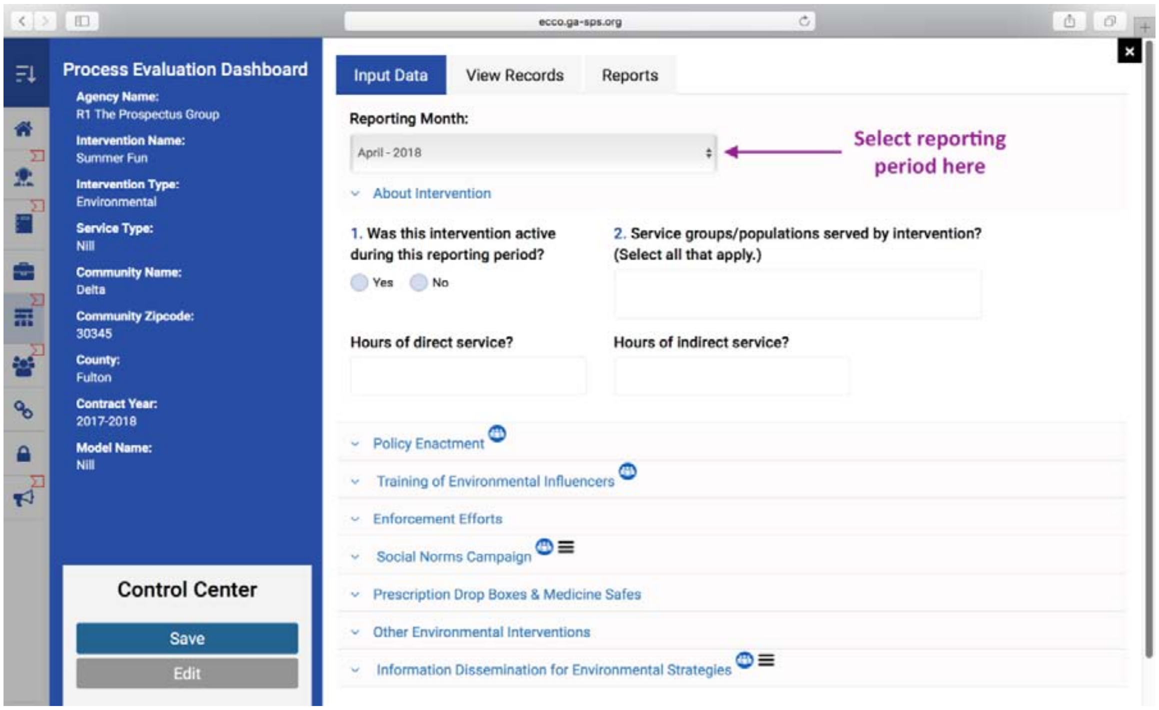
7. You should notice a people icon next to the section labeled “Participants.” This people icon is there to inform you that you will be entering participant counts.

8. Question 13, which is the first question under the “Participants” section asks for the “Number of new participants started this reporting period?”
   a. Please take note of the word <u>new</u> 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.

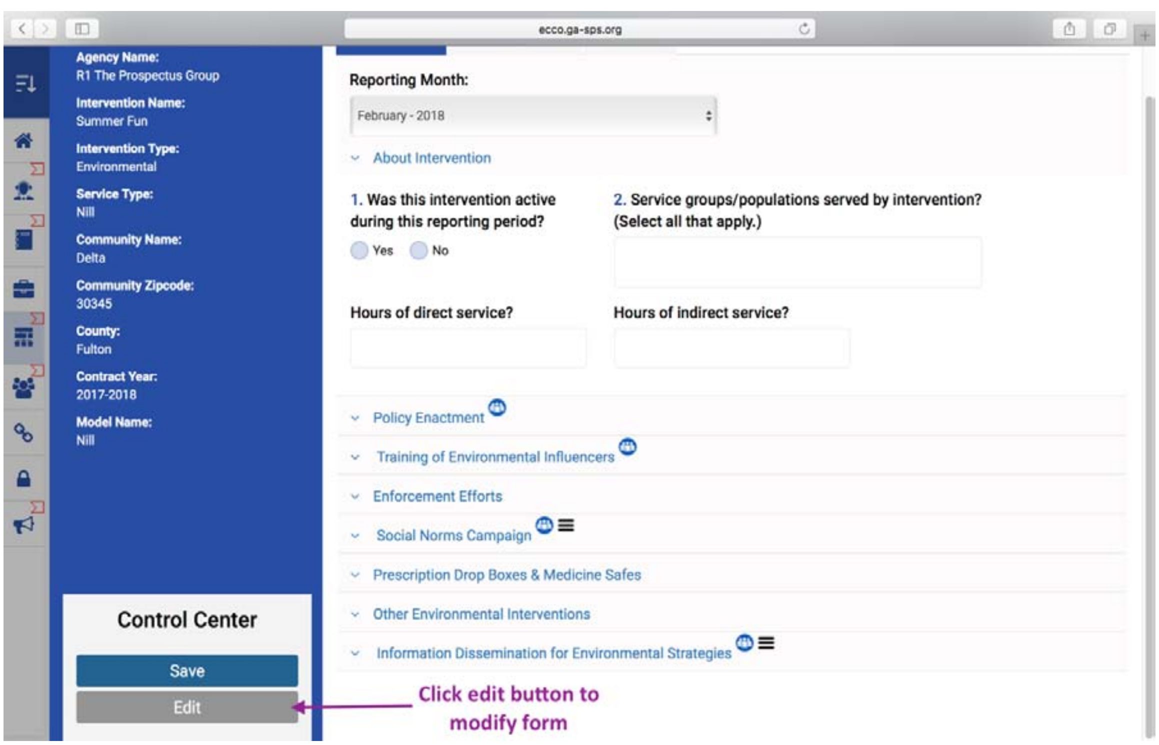
9. When entering counts for questions 15 through 18 the total for each question should match the total enter in question 13. Totals that do not match will appear red until corrected (See section on Demo Counts).

Environmental Form

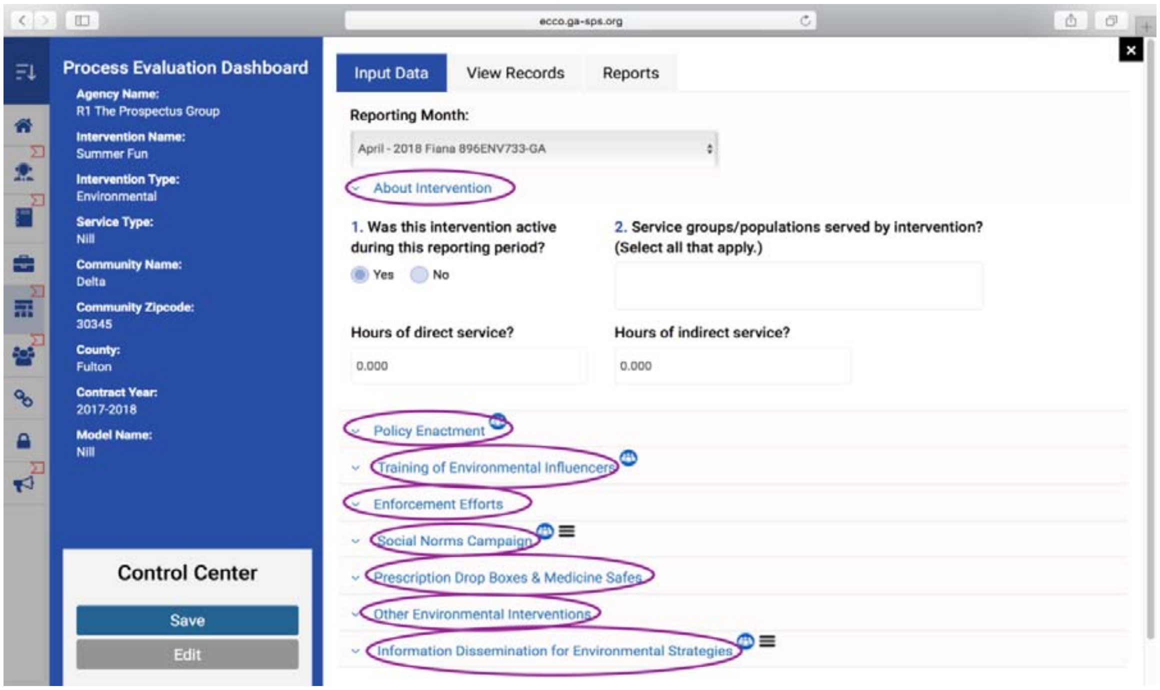
1. You will begin entering your monthly data by selecting the reporting period near the top of the form. Confirm you have selected the correct month and year.



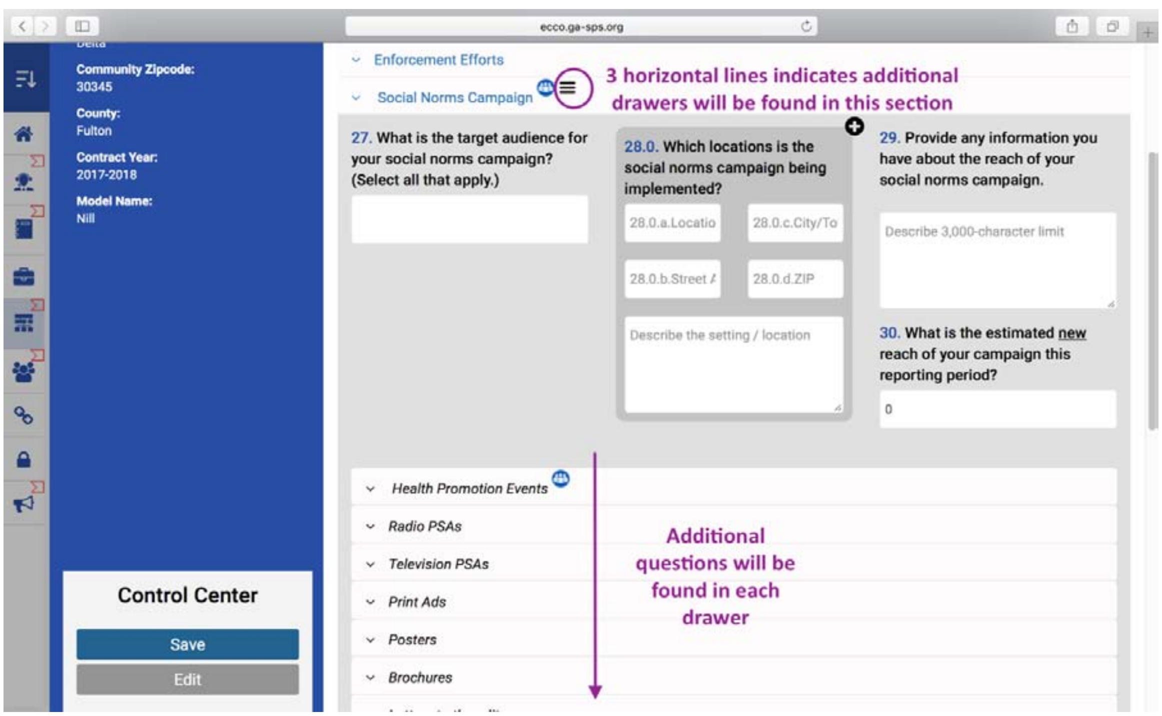
2. Once you have selected the correct reporting period, click on the gray Edit box to make changes to the form. You will find the "Edit" box under the "Control Center" on the bottom left corner of your screen.



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

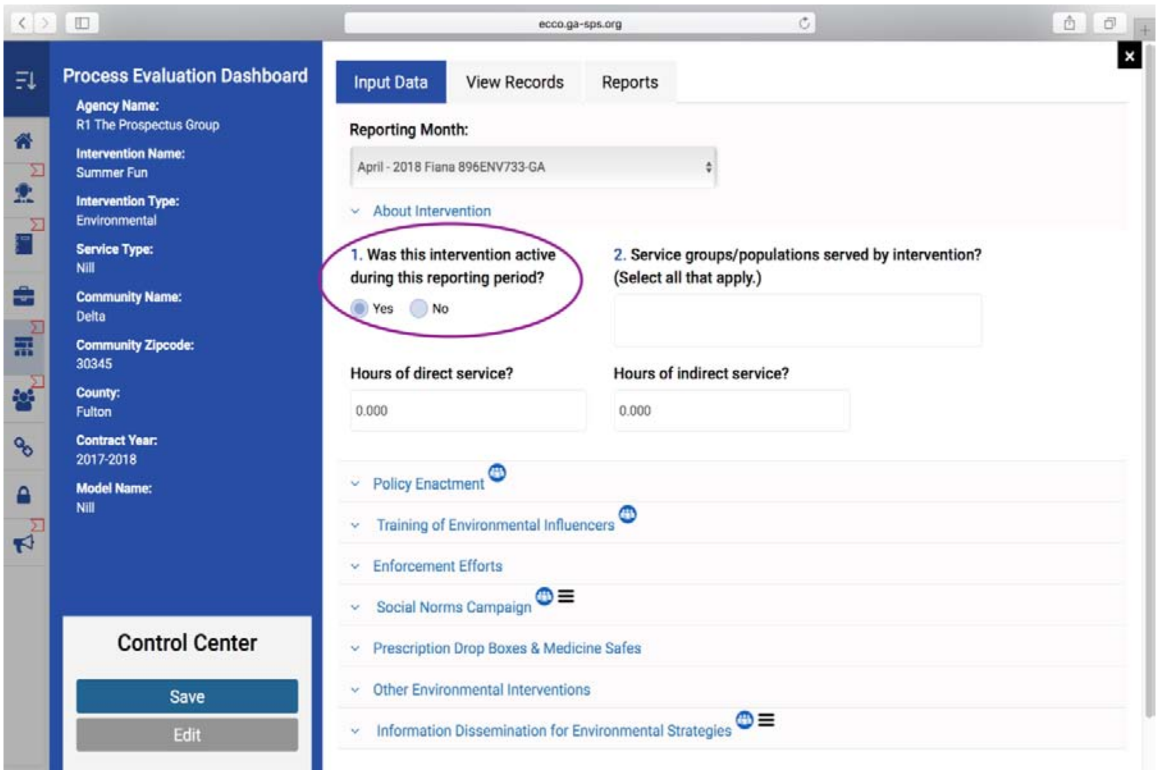


4. The “Social Norms Campaign” and the “Information Dissemination for Environmental Strategies” have additional drawers within these sections, which is indicated by the icon with 3 horizontal lines.

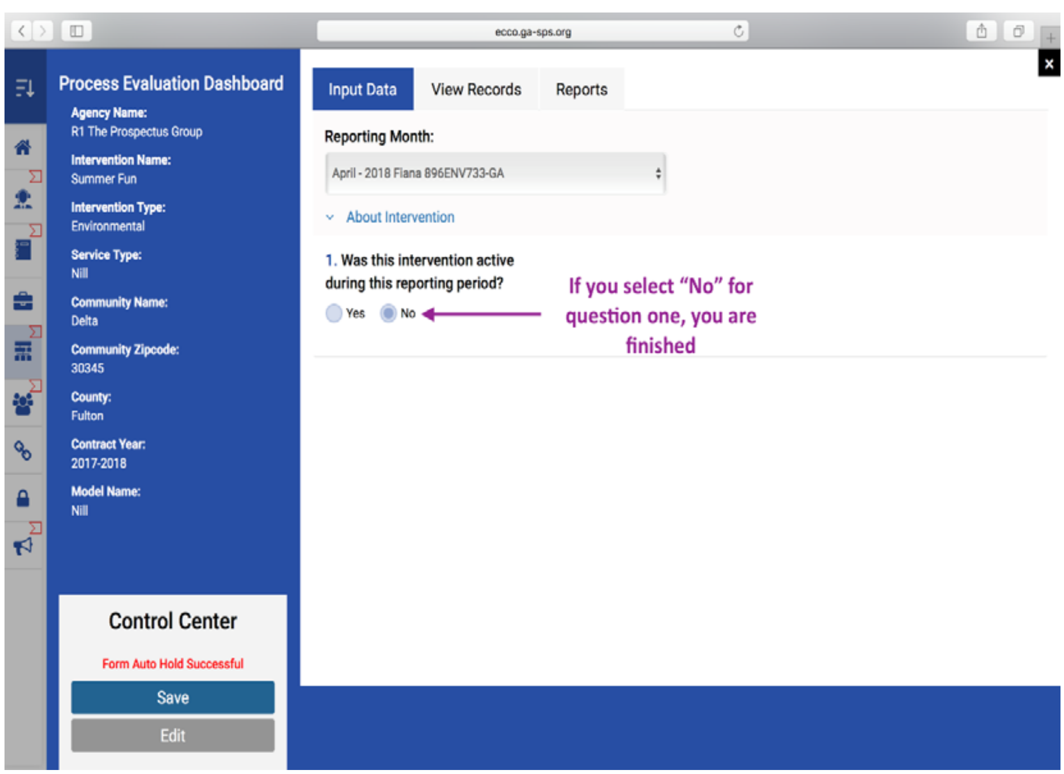


   a. You will only need to enter data in the sections that are relevant to your intervention.

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.”

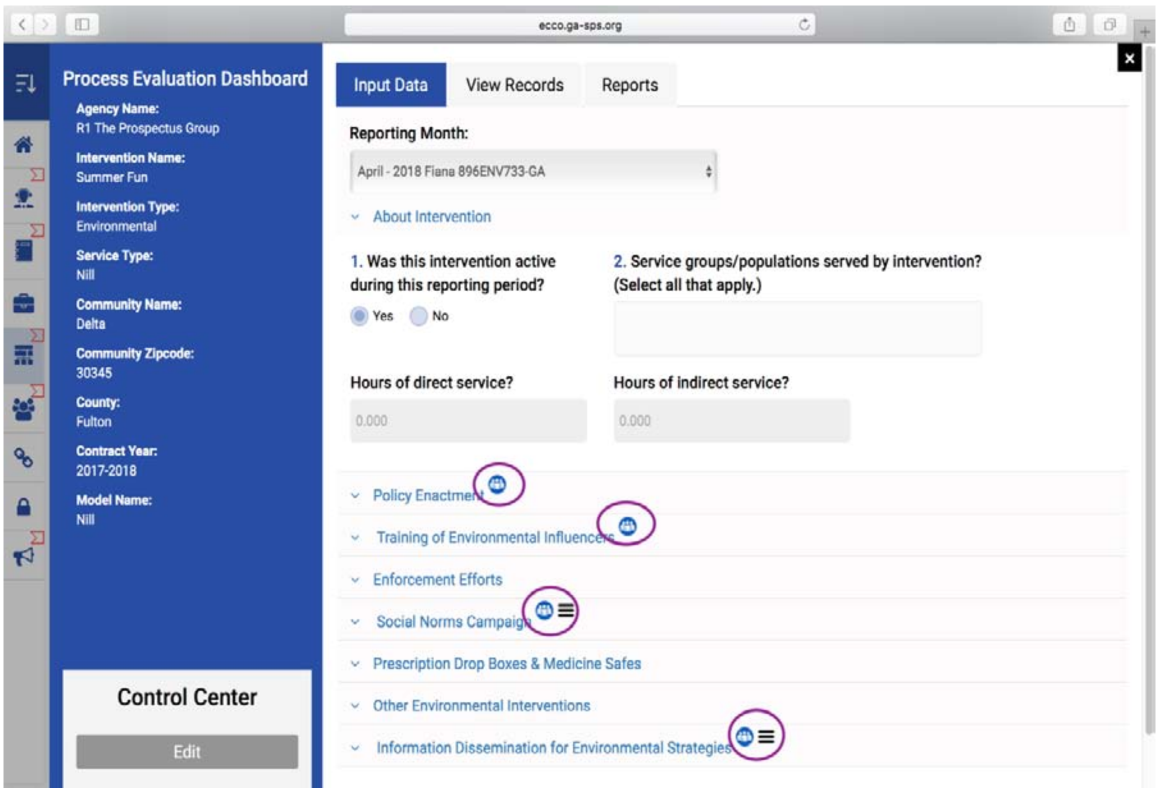


a. If you select “No” to this question, all other questions and sections should disappear. Click “Save,” and you are finished.



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.

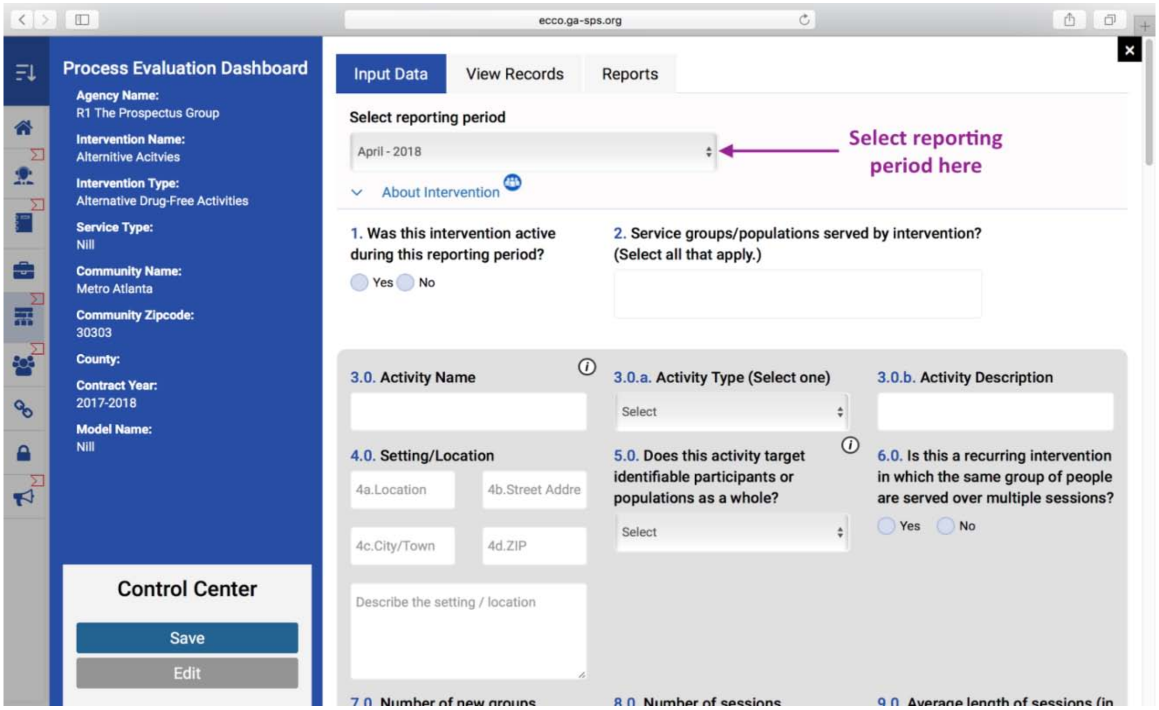
6. You should also see the people icon next to the sections labeled “Policy Enactment,” “Training of Environmental Influencers,” “Social Norms Campaign,” and “Information Dissemination for Environmental Strategies.” The people icon is there to inform you that you will be entering counts in those sections.



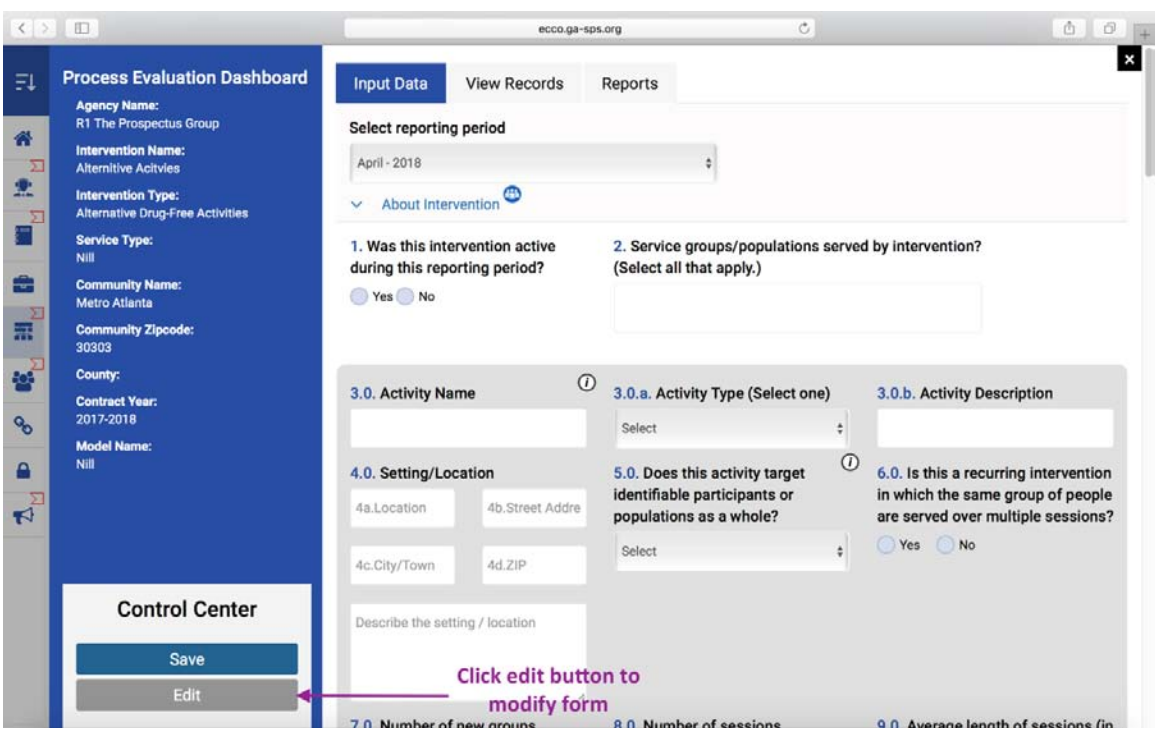
a. Please make sure you are not entering the same counts in more than one Section (See section on Demo Counts for instruction on entering demographic information).

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.



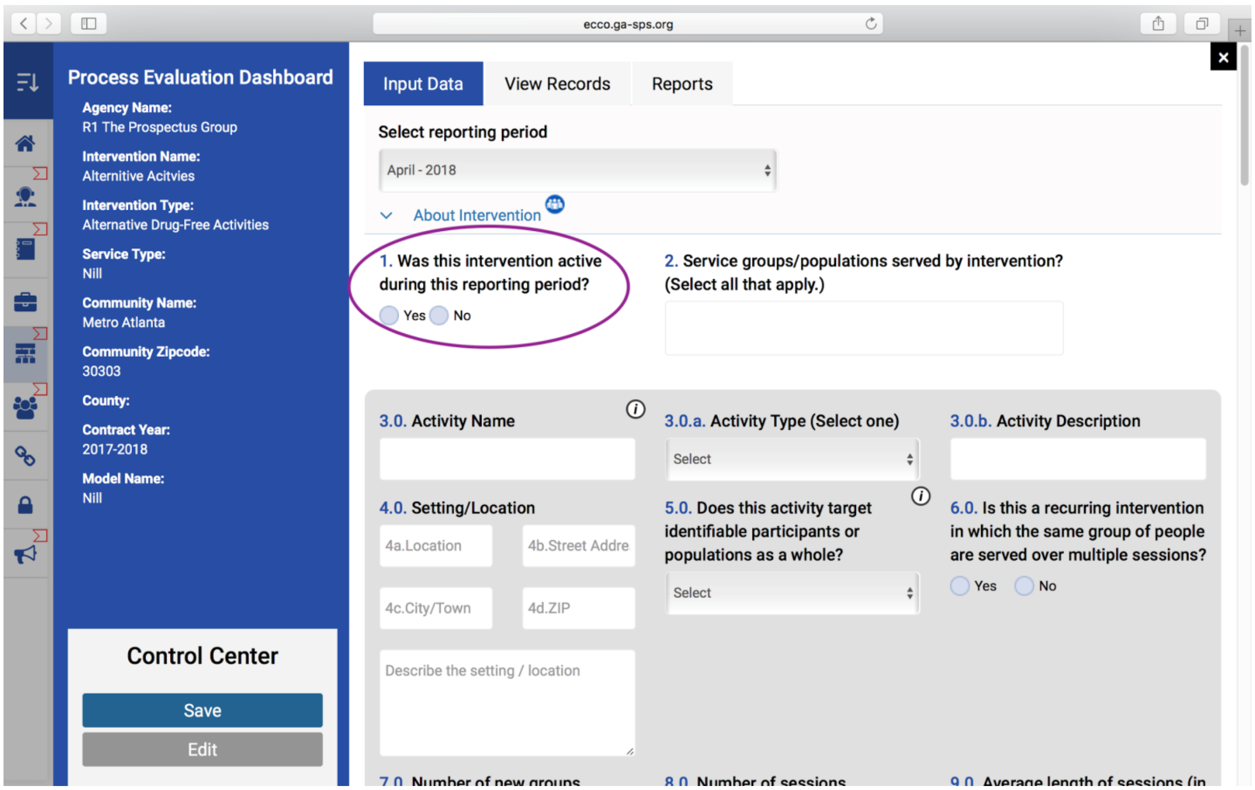
2. Once you have selected the correct reporting period, click on the gray Edit box to make changes to the form. You will find the “Edit” box under the “Control Center” on the bottom left corner of your screen.



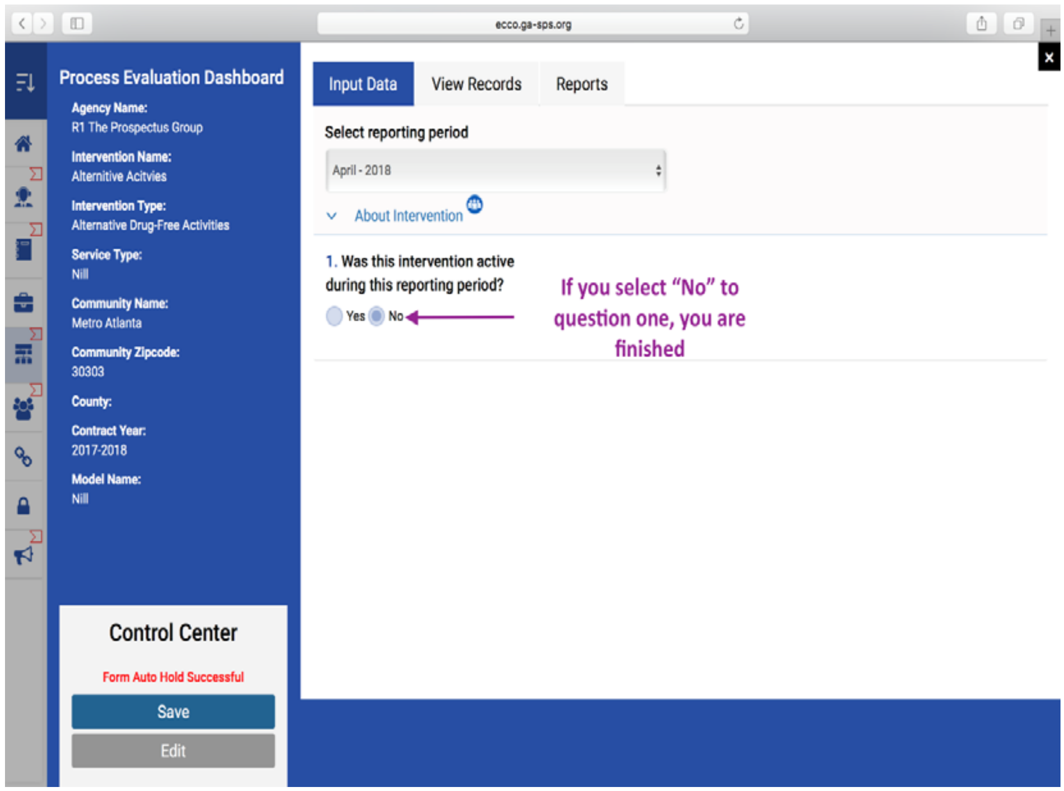
3. You should notice that the Alternative Drug-Free Activities form has only one collapsible section labeled "About intervention."

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."



a. If you select "No" to this question, all other questions 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.

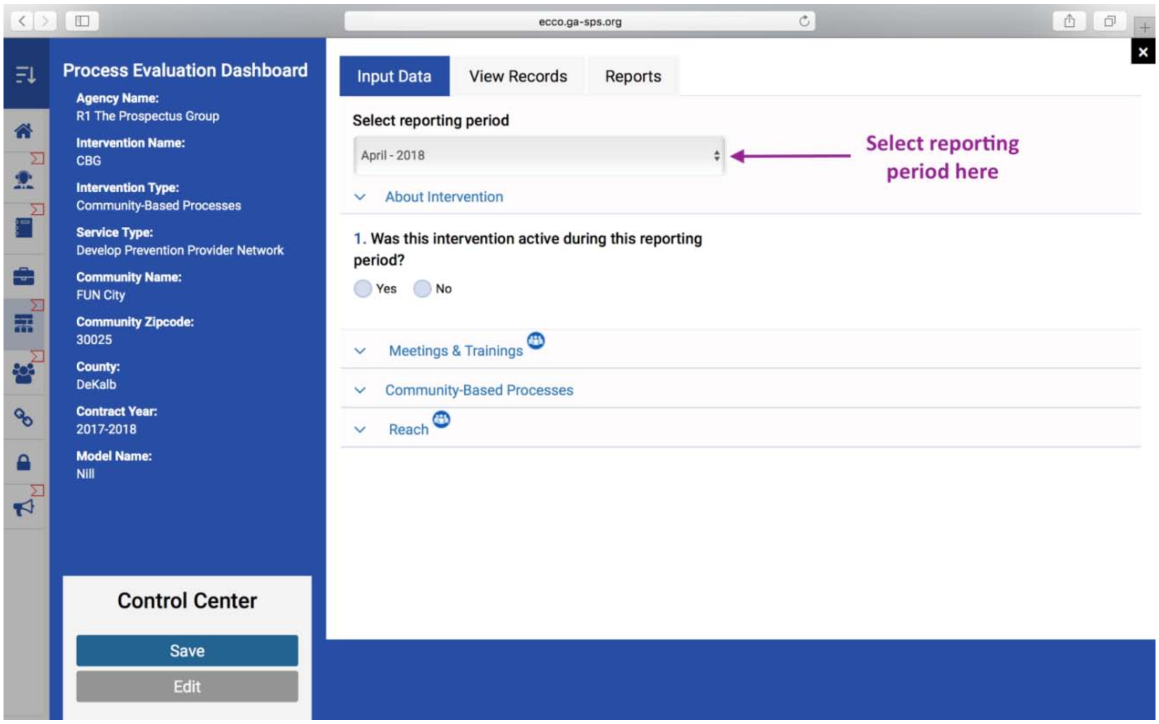
c. Even if you have no activity to report you will still need to answer question one for each reporting period.

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 <u>new</u> 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.

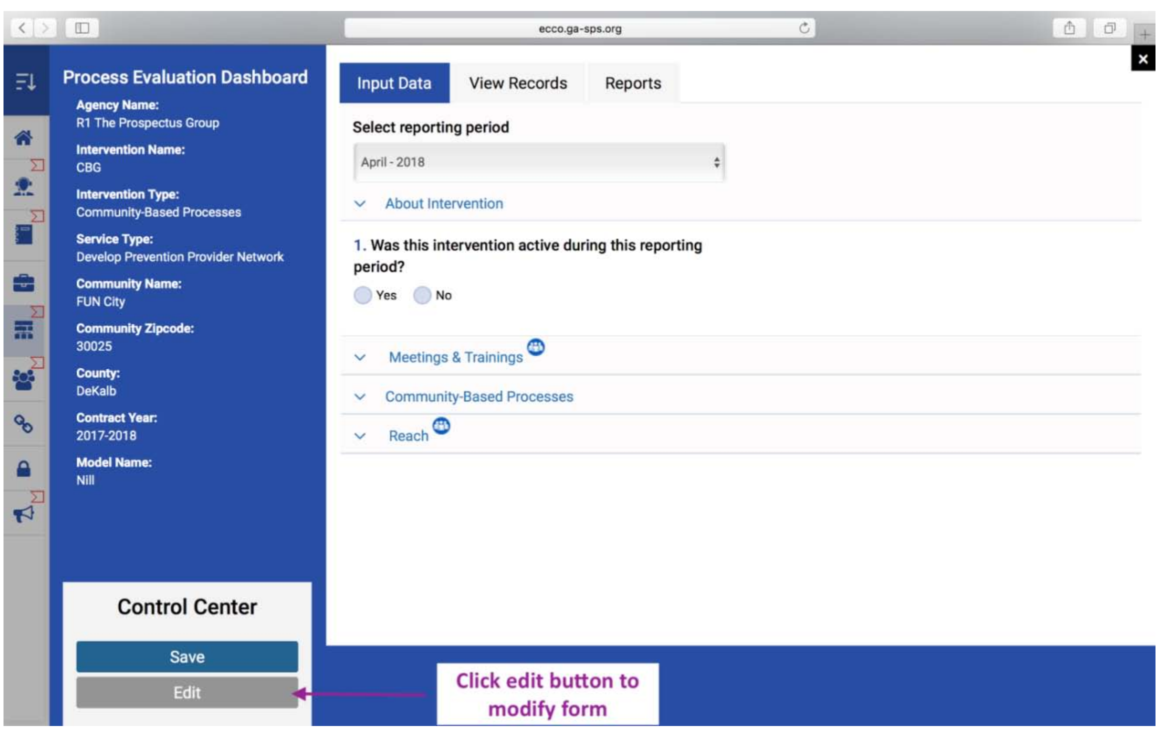
7. When entering counts for questions 15 through 18 the total for each question should match the total enter in question 13. Totals that do not match will appear red until corrected (See section on Demo Counts).

Community-Based Processes Form

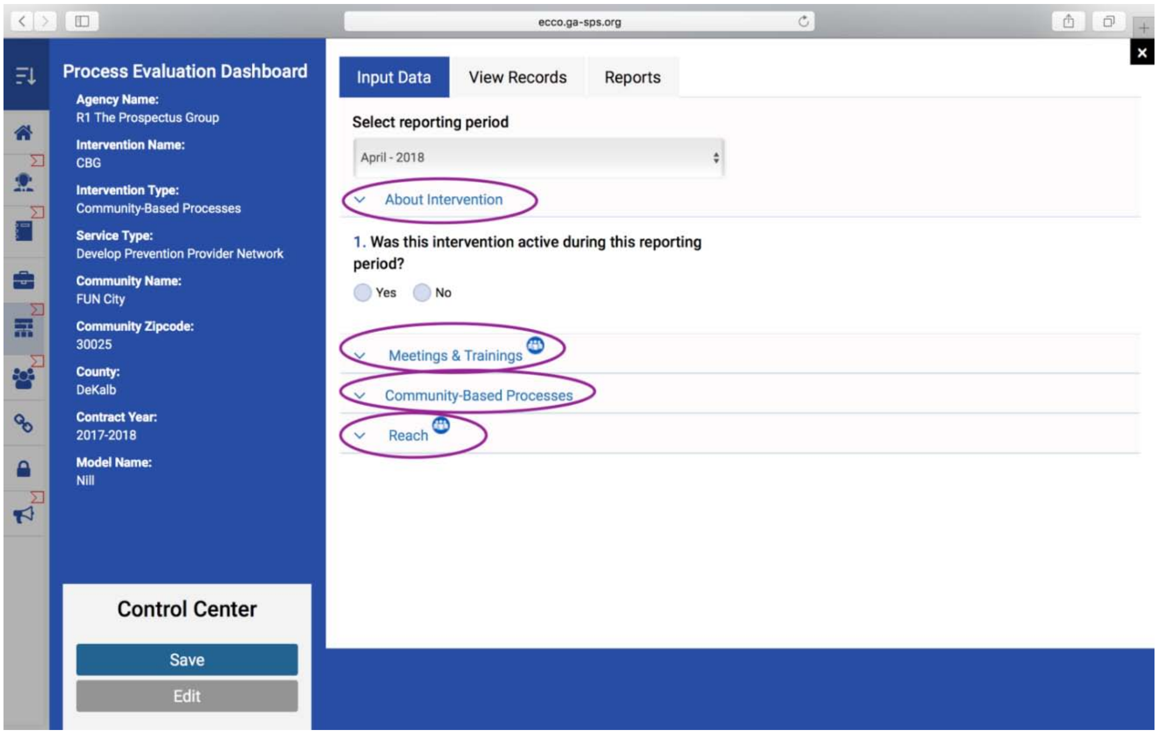
1. You will begin entering your monthly data by selecting the reporting period near the top of the form. Confirm you have selected the correct month and year.



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.

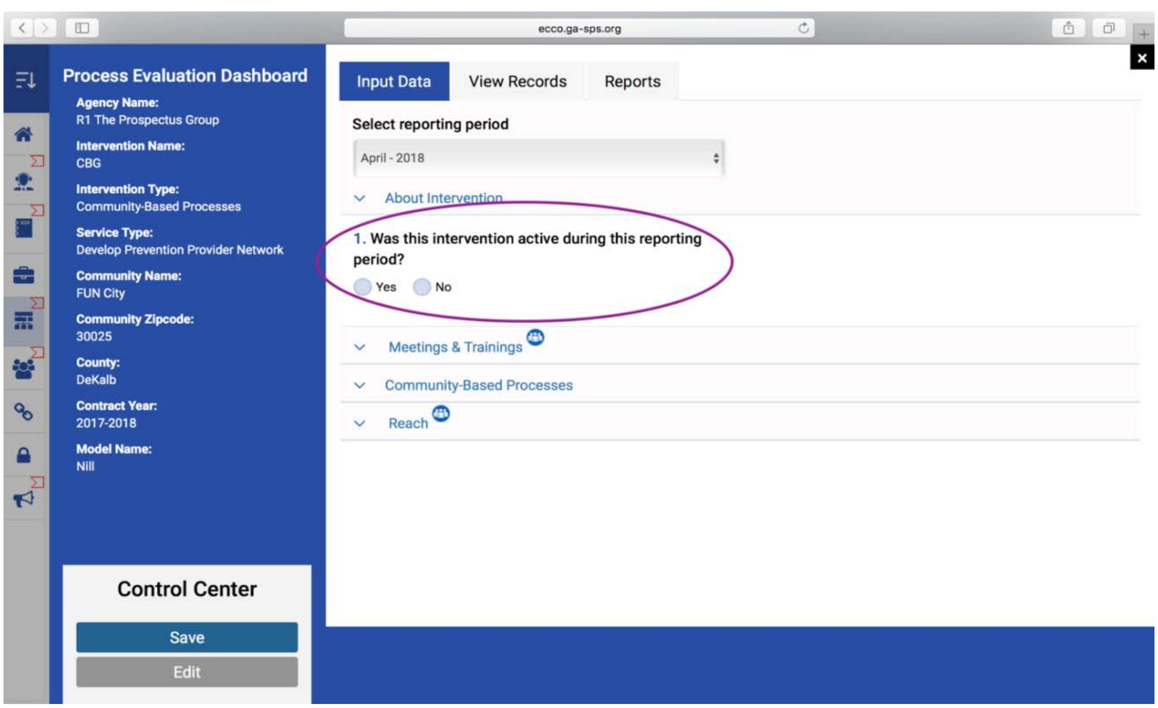


3. You should notice that the Community-Based Processes form has four collapsible sections labeled “About Intervention,” “Meetings & Trainings,” “Community-Based Processes,” “Reach,” and “Participants.”

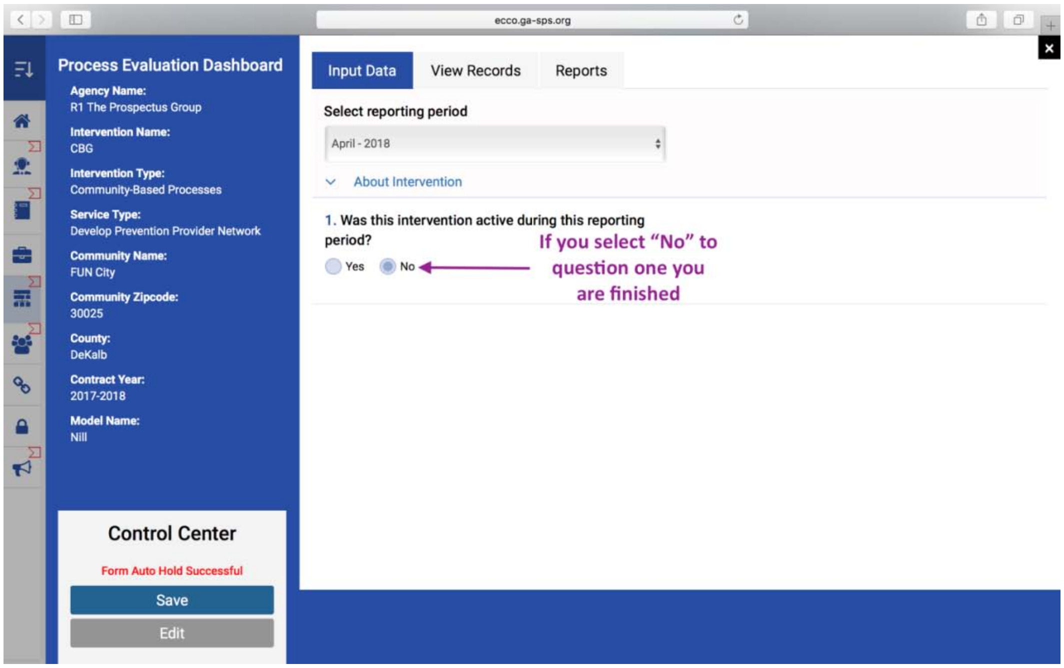


a. You will only enter data in the sections that are relevant to your intervention.

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



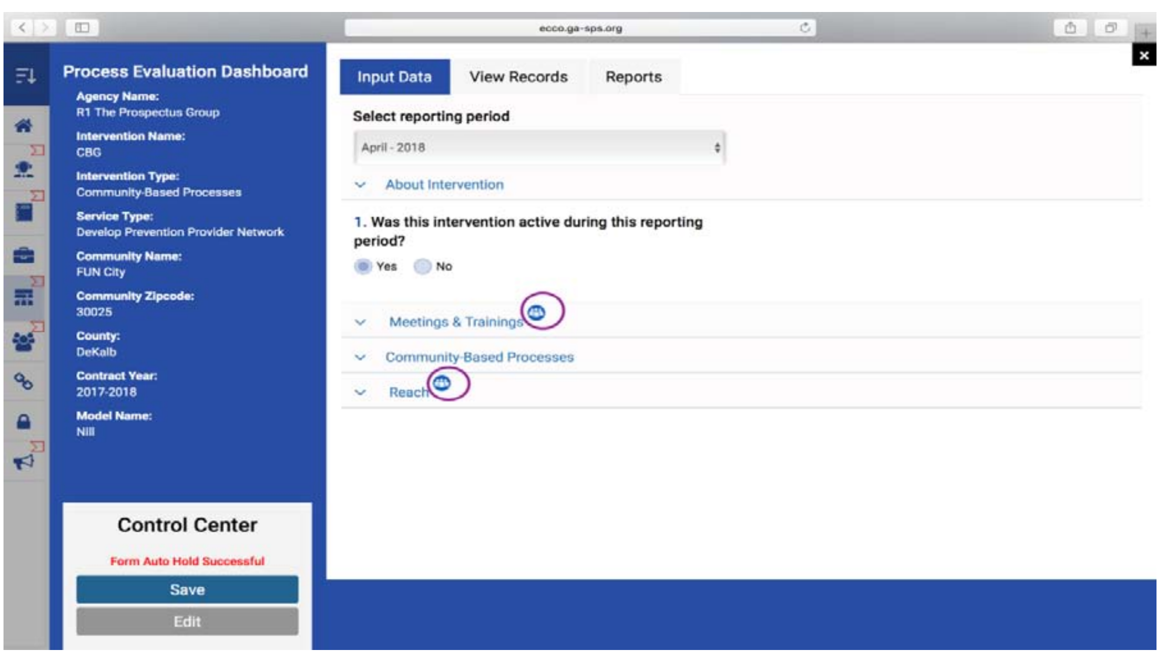
a. If you select “No” to this question, all other questions and sections should disappear. Click “Save,” and you are finished.



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

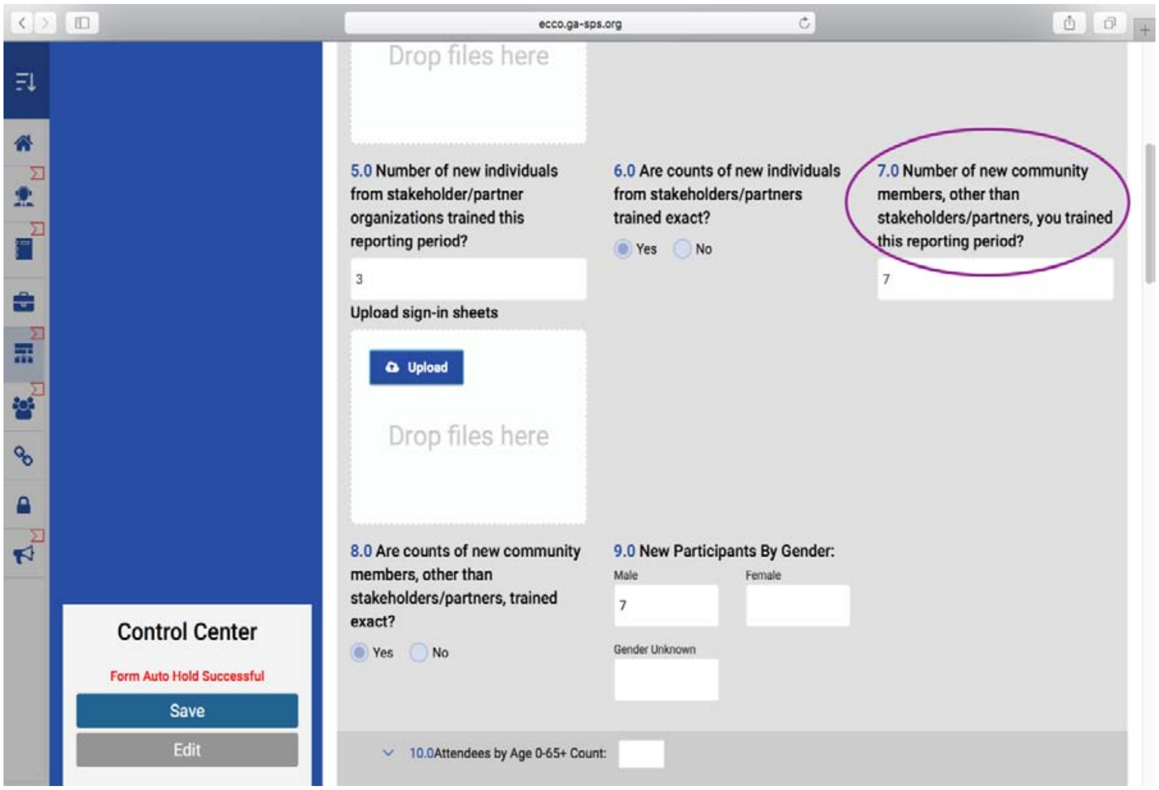
c. Even if you have no activity to report you will still need to answer question one for each reporting period.

5. 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.



a. Please make sure you are not entering the same counts in more than one section.

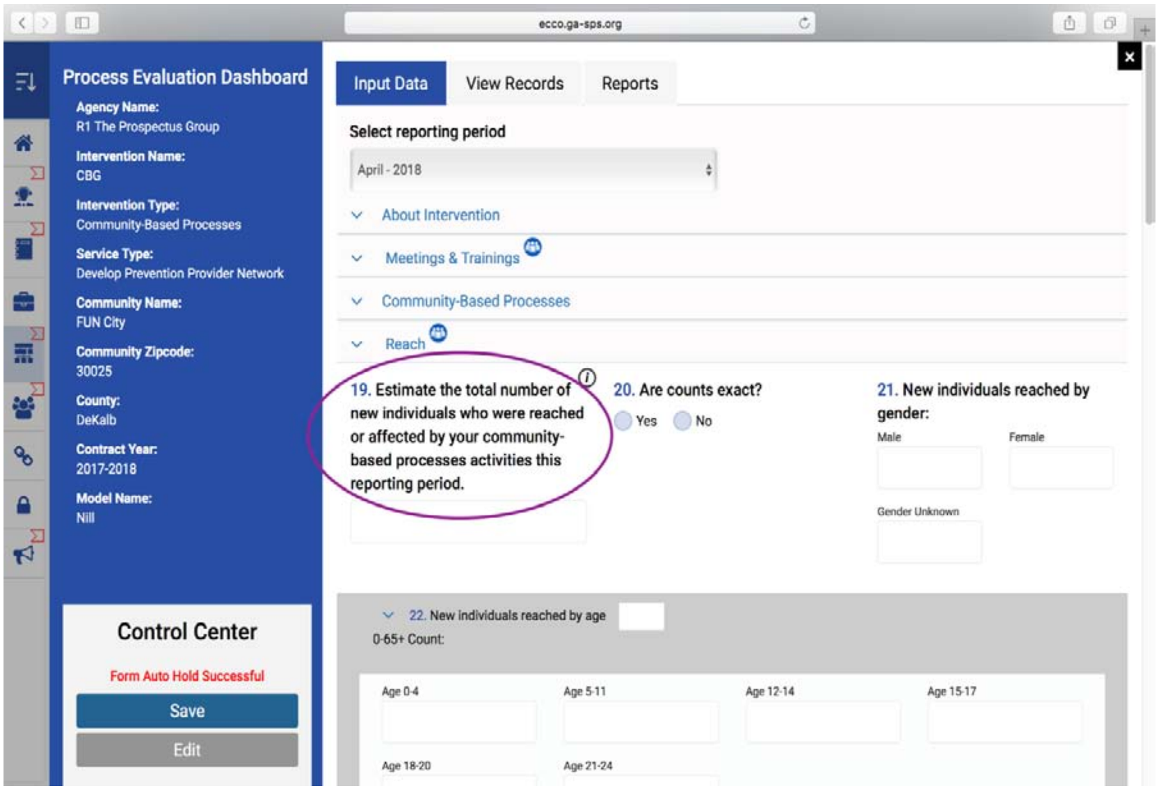
6. Questions 7 under the “Meetings & Trainings” section asks for the “Number of community members, other than stakeholders/partners, you trained this reporting period?”



a. Please take note of the word <u>new</u> 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.”

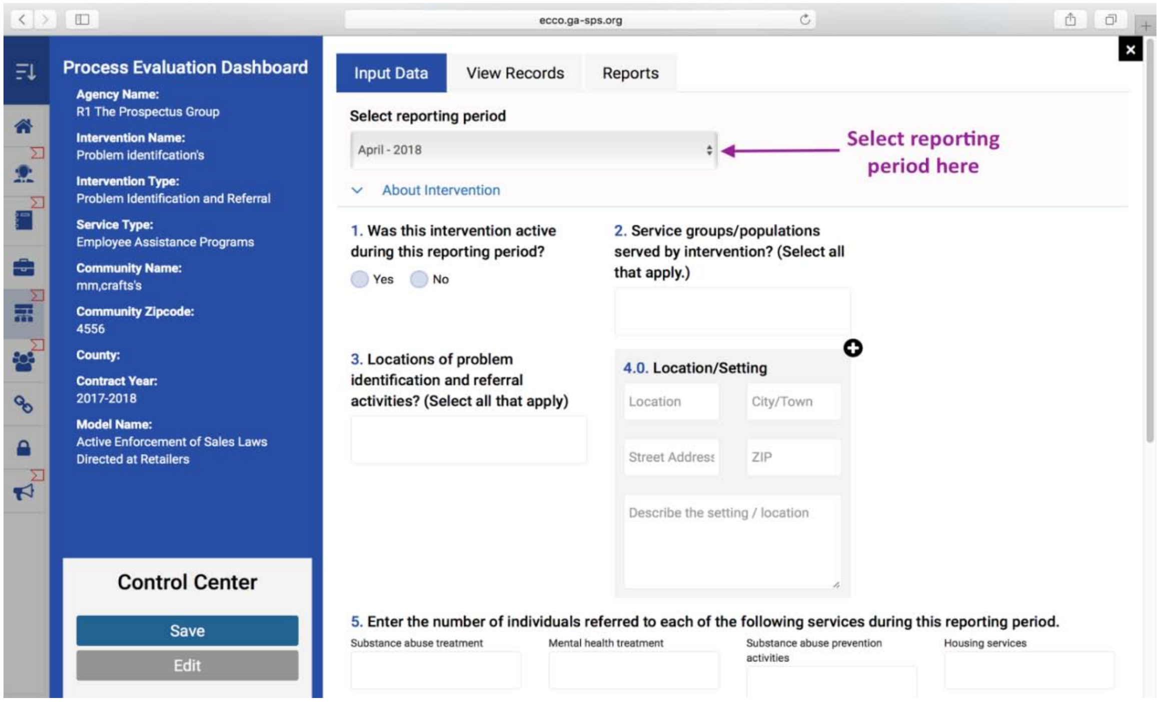


a. The reach for the total duration of your community-based processes activities should not exceed the population of your target population.

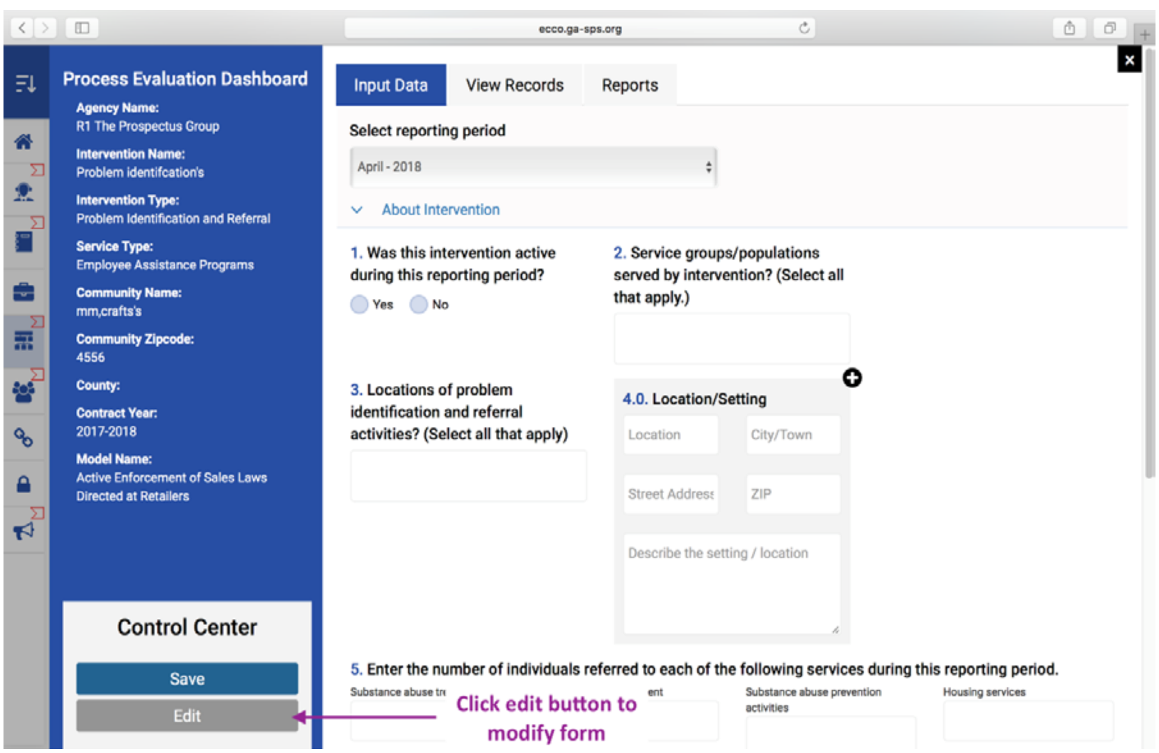
9. When entering counts for questions 21 through 24, the total for each question should match the total enter in question 19. Totals that do not match will appear red until corrected (See section on Demo Counts).

Problem Identification & Referral Form

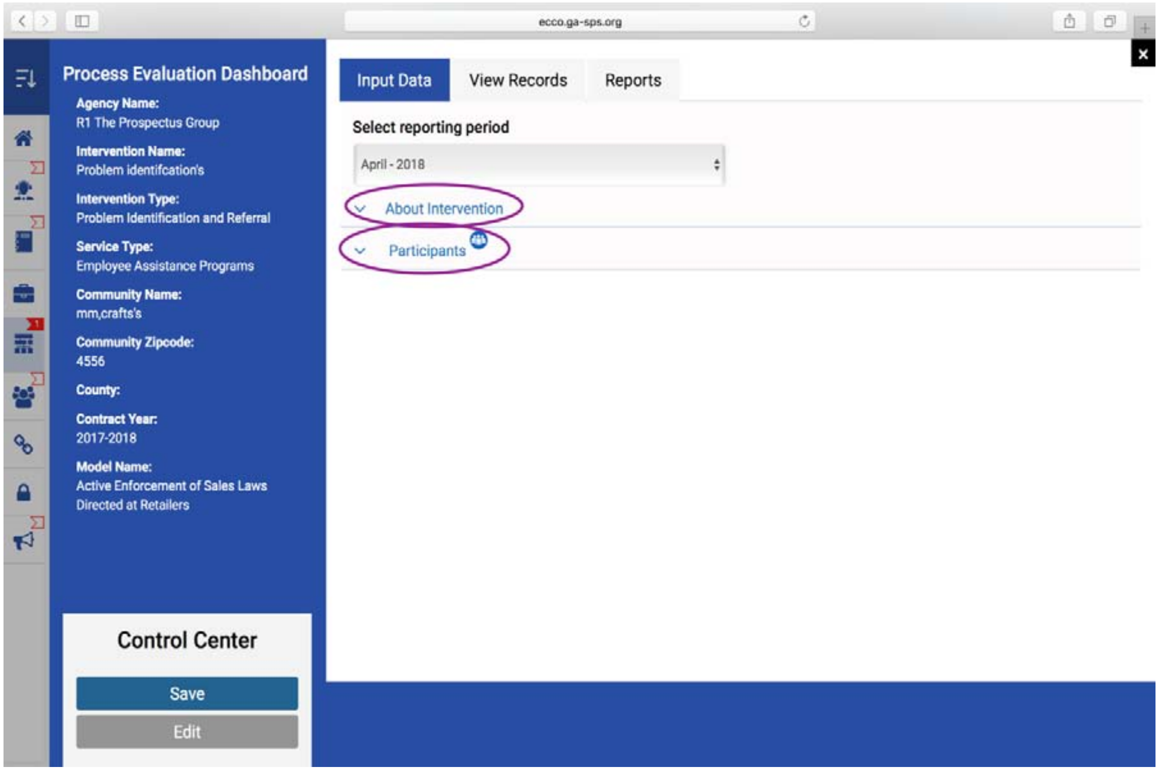
1. You will begin entering your monthly data by selecting the reporting period near the top of the form. Confirm you have selected the correct month and year.



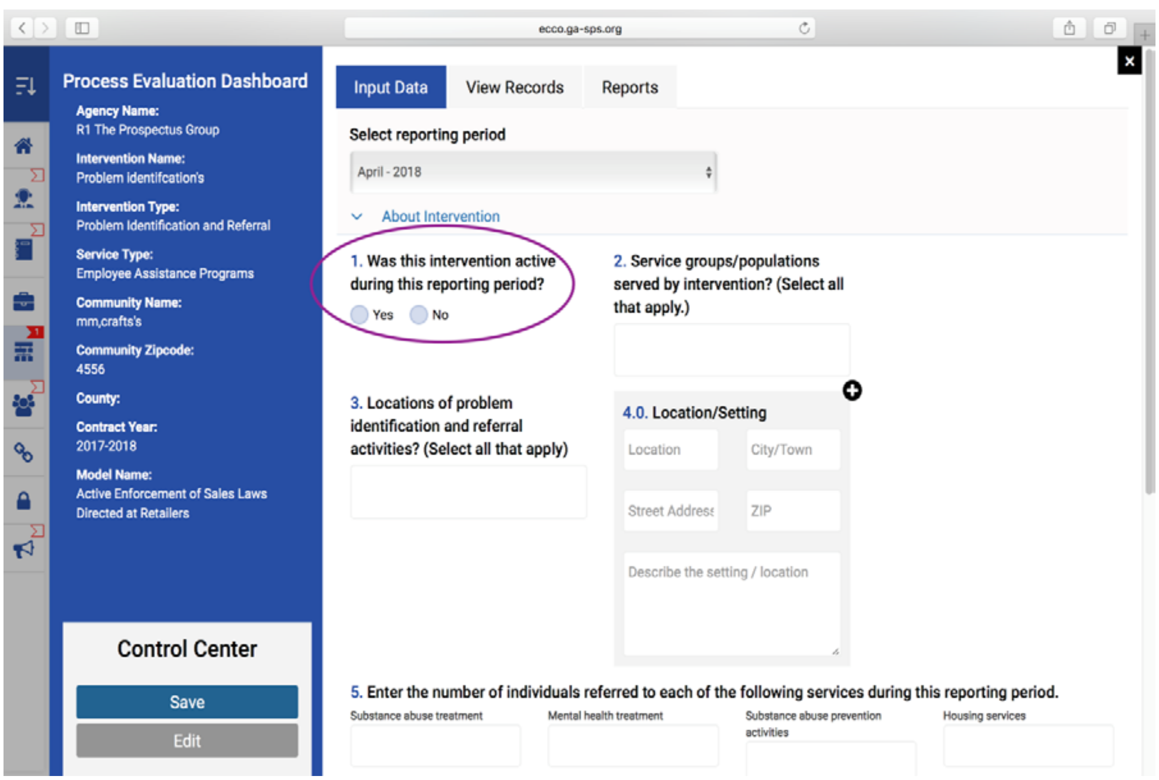
2. Once you have selected the correct reporting period, click on the gray Edit box to make changes to the form. You will find the “Edit” box under the “Control Center” on the bottom left corner of your screen.



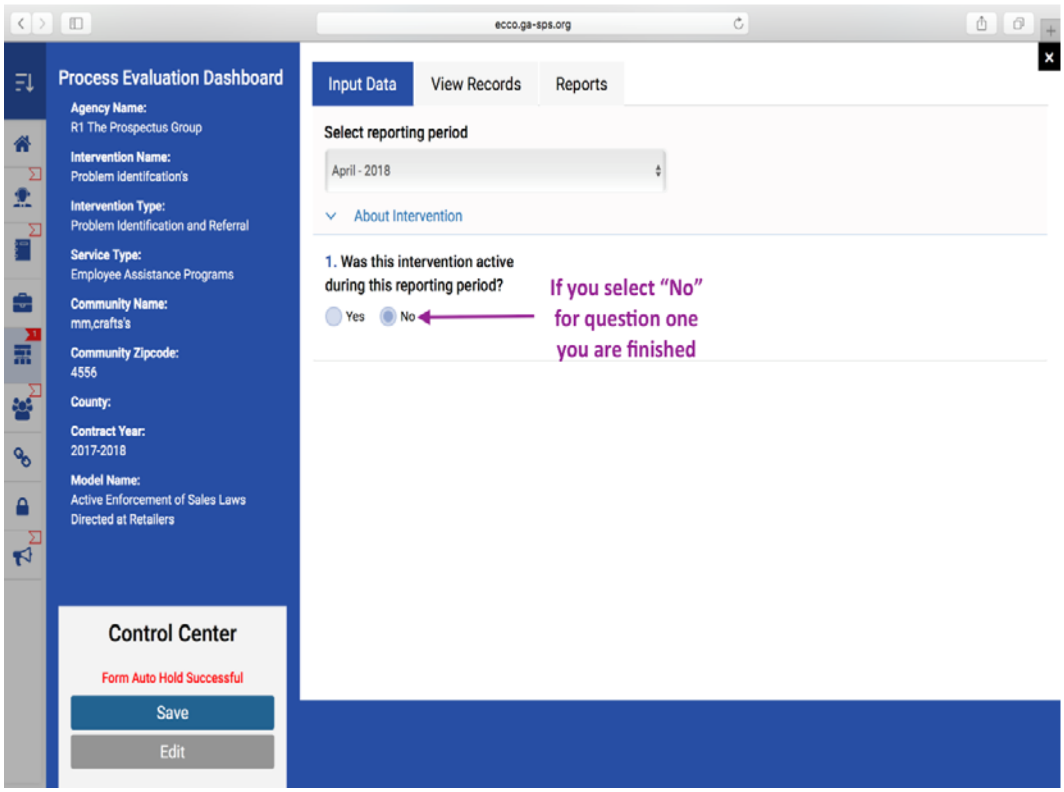
3. You should notice that the Problem Identification & Referral form has two collapsible sections labeled “About Intervention” and “Participants.”



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.

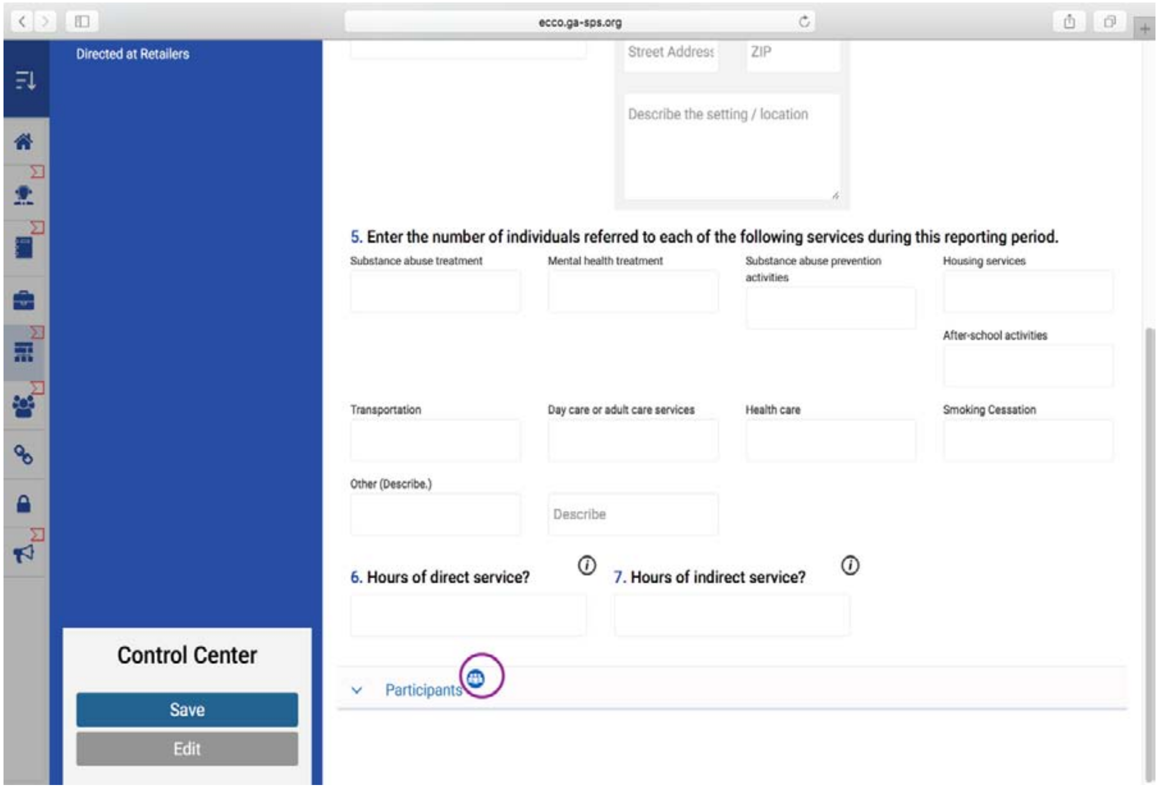


b. If you select “Yes” to this question, you will continue completing the rest of the form.

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.

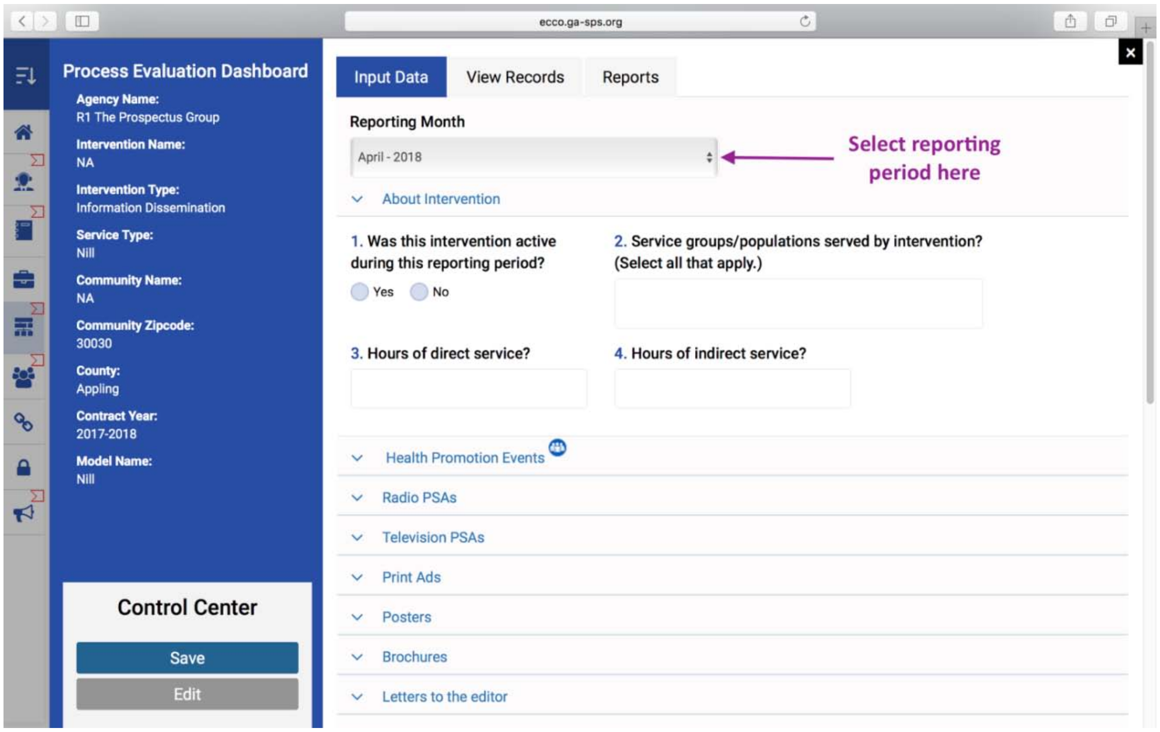


7. Question 8, which is the first question under the “Participants” section asks for the “Number of new individuals for whom problem identification and referral services were provided this reporting period?”

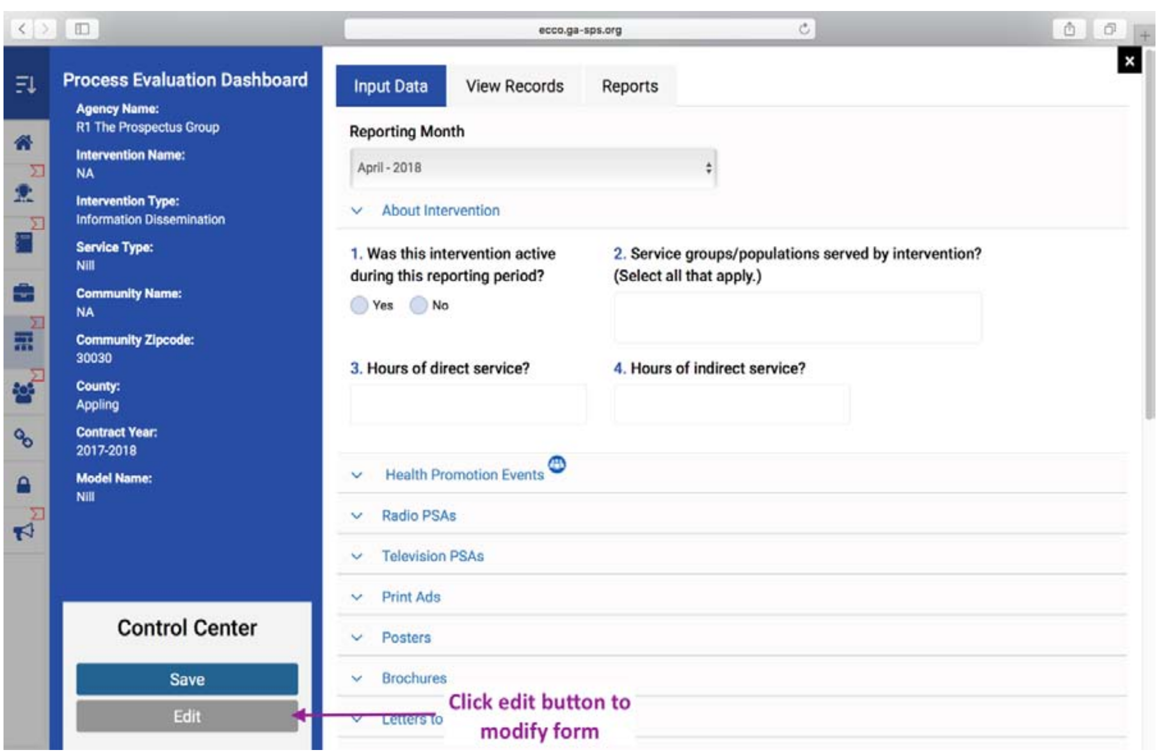
8. When entering counts for questions 10 through 13 the total for each question should match the total enter in question 8. Totals that do not match will appear red until corrected (See section on Demo Counts).

Information Dissemination Form

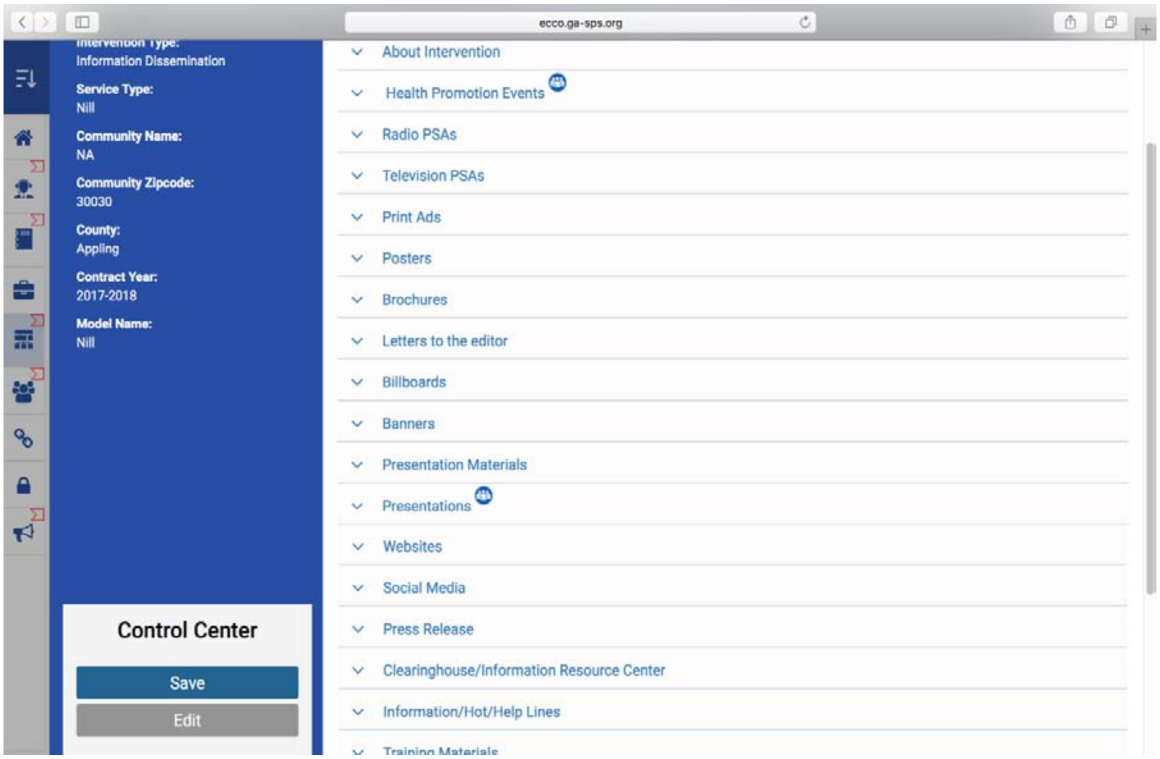
1. You will begin entering your monthly data by selecting the reporting period near the top of the form. Confirm you have selected the correct month and year.



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.

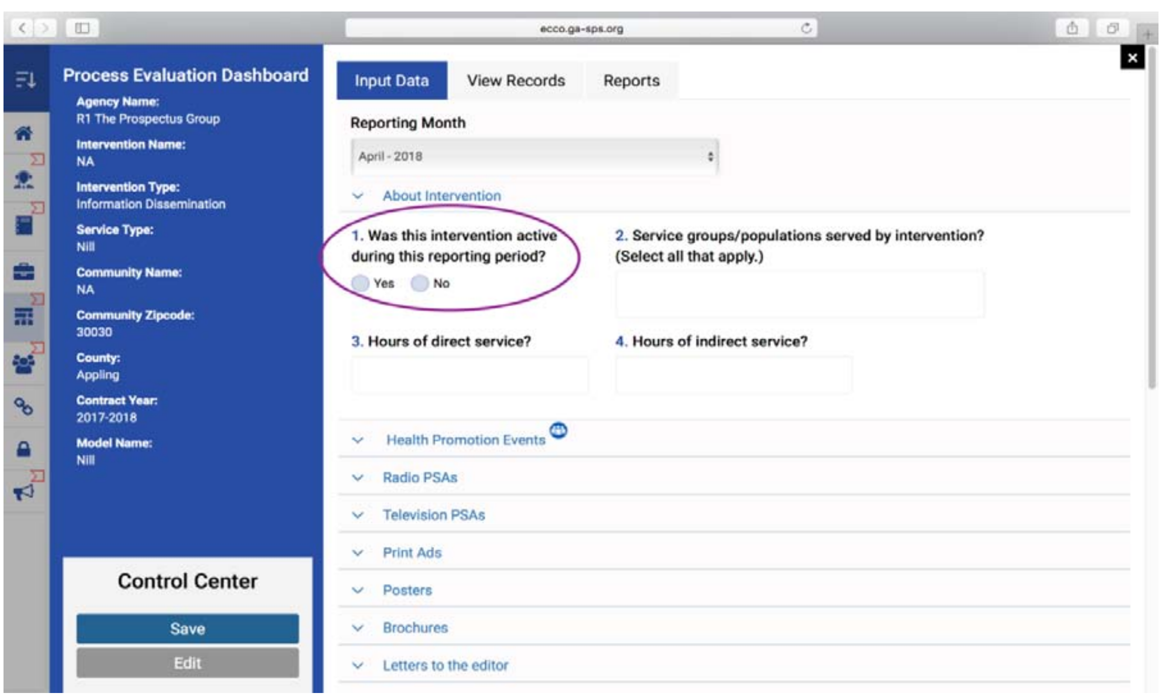


3. You should notice that the Information Dissemination form has twenty collapsible sections.

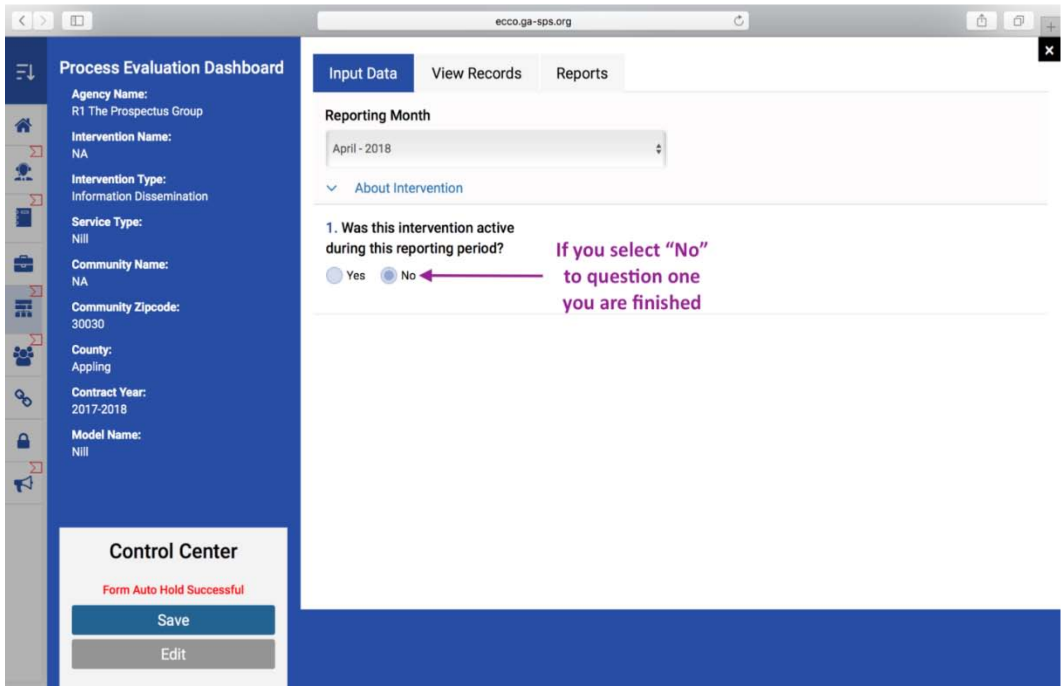


a. You will only need to enter data in the section that are relevant to your intervention.

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."



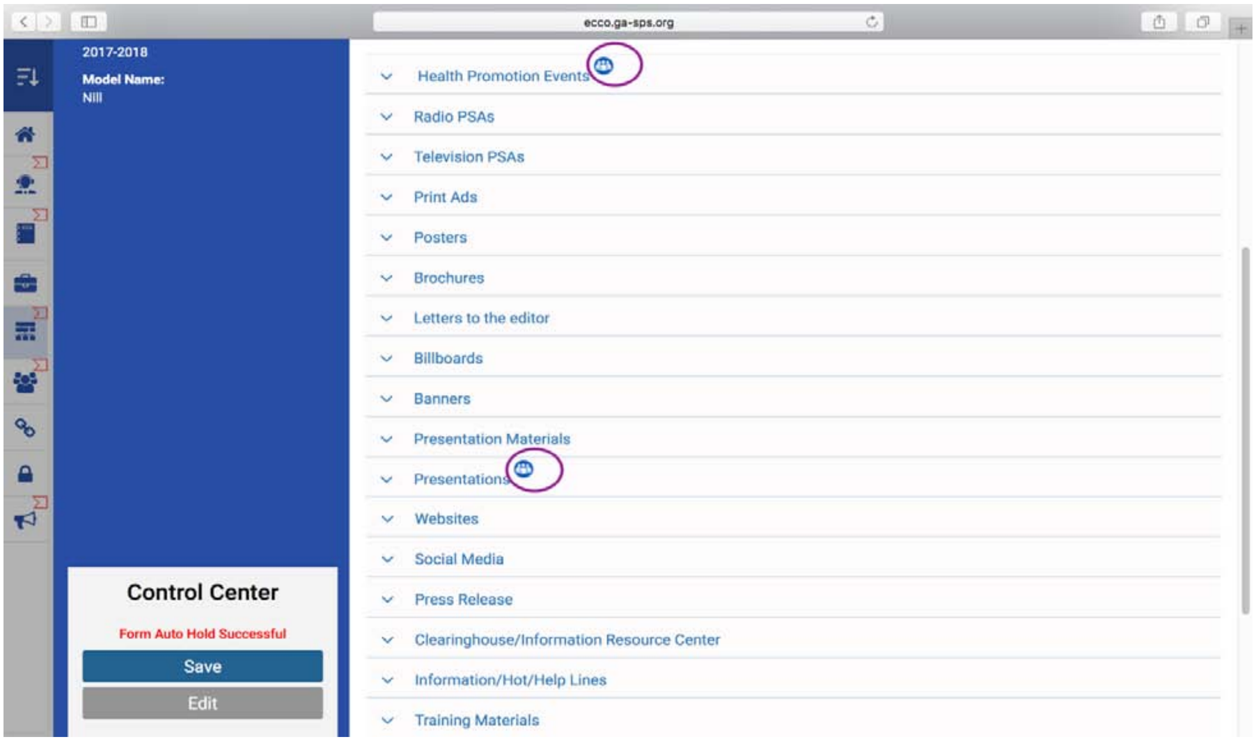
a. If you select “No” to this question, all other questions and sections should disappear. Click “Save,” and you are finished.



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.

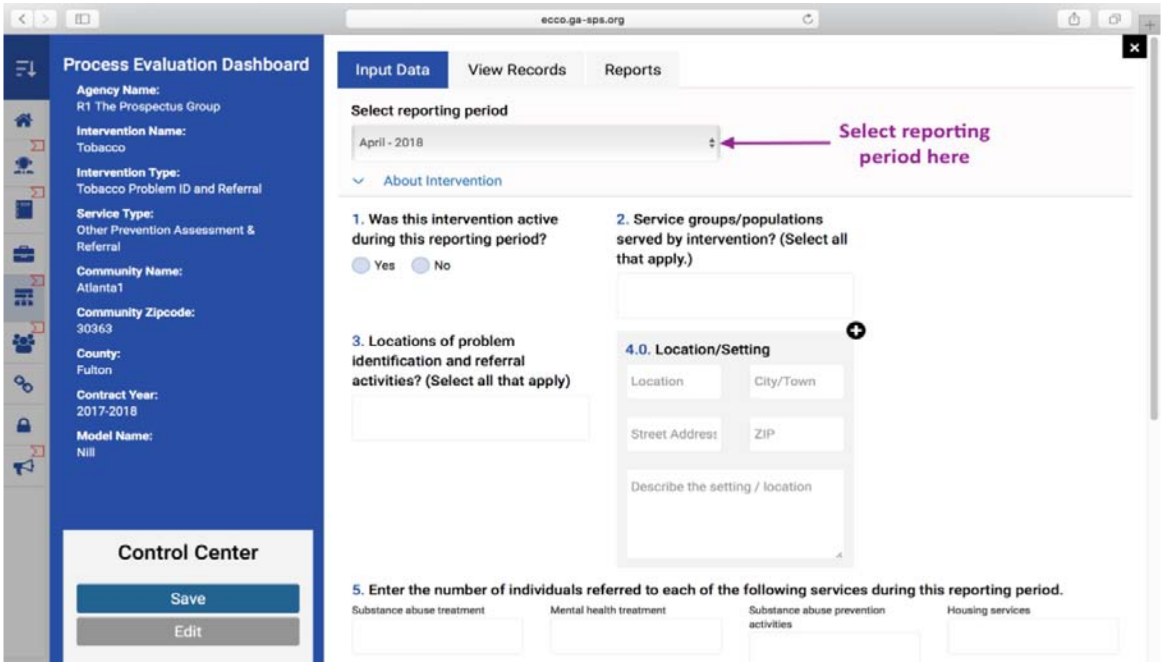
5. You should also see a people icon next to the sections labeled "Health Promotion Events" and "Presentations." The people icon is there to inform you that you will be entering counts in those sections.



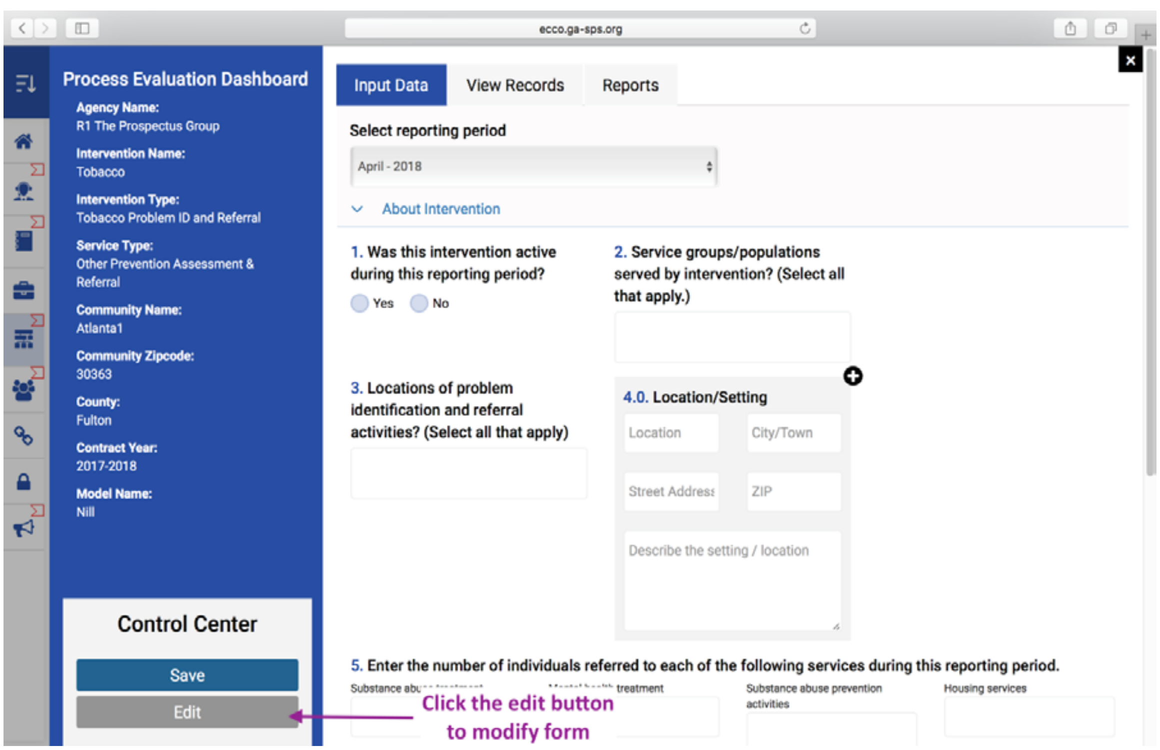
   a. Please make sure you are not entering the same counts in more than one Section.

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.

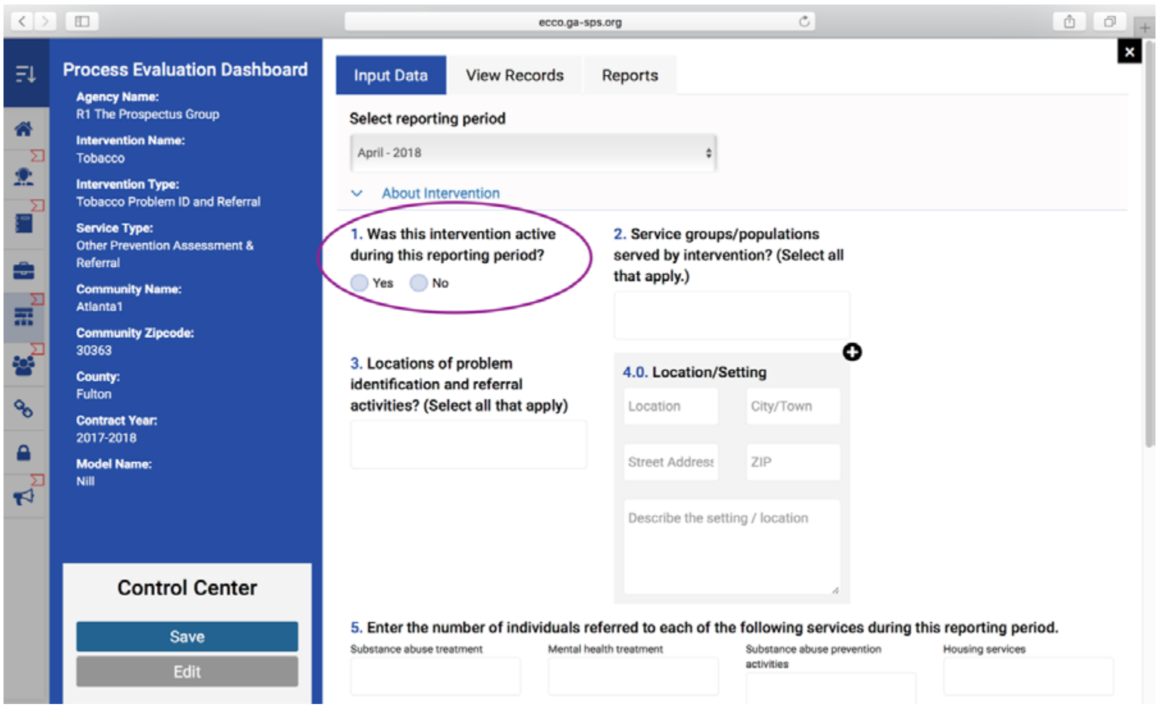


2. Once you have selected the correct reporting period, click on the gray Edit box to make changes to the form. You will find the "Edit" box under the "Control Center" on the bottom left corner of your screen.

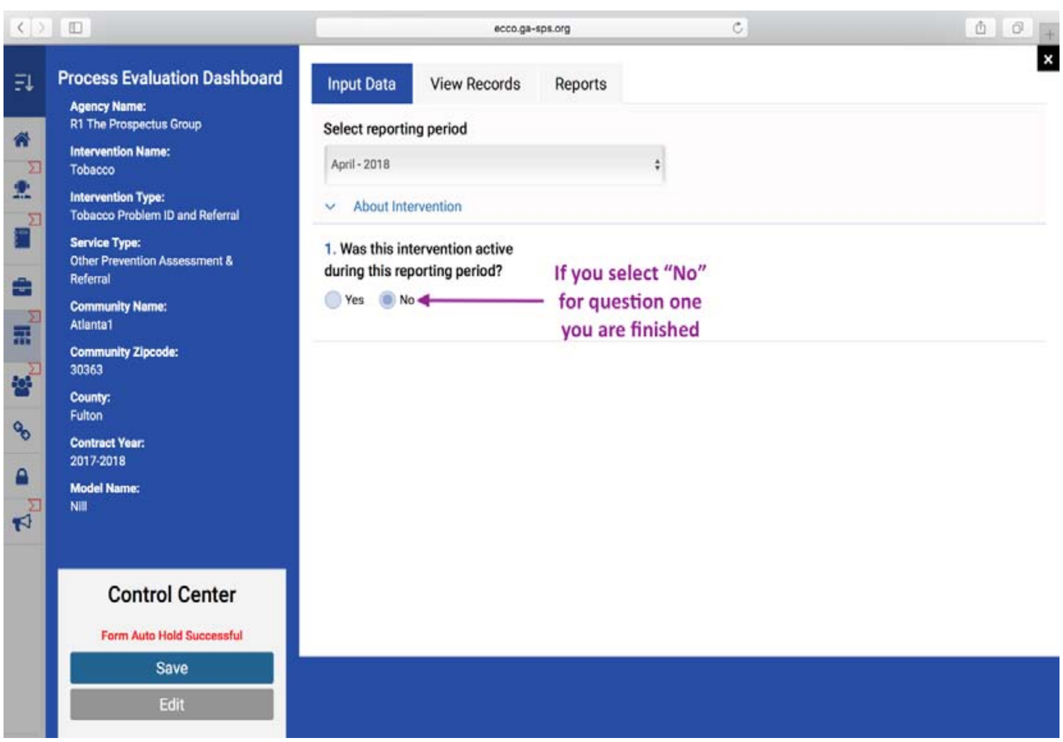


3. You should notice that the Tobacco Problem ID & Referral form has two collapsible sections labeled “About Intervention” and “Participants.”

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



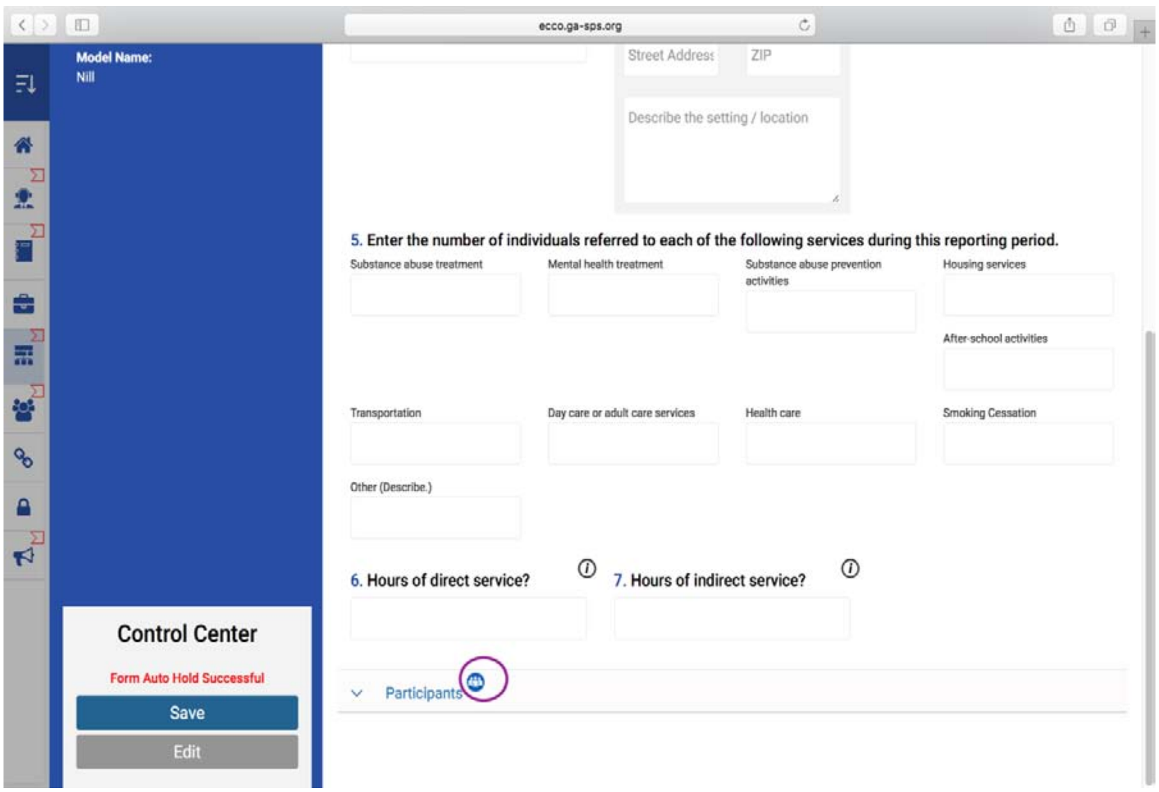
a. If you select “No” to this question, all other questions and sections should disappear. Click “Save,” and you are finished.



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.



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).