ECCO MANUAL
GUIDANCE DOCUMENT

UPDATED JULY 2022

PROSPECTUS GROUP • LLC

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Part One: Getting Started

About ECCO

What is ECCO?

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

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

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

Why do we enter process (MDS) data?

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

Preferred Browsers

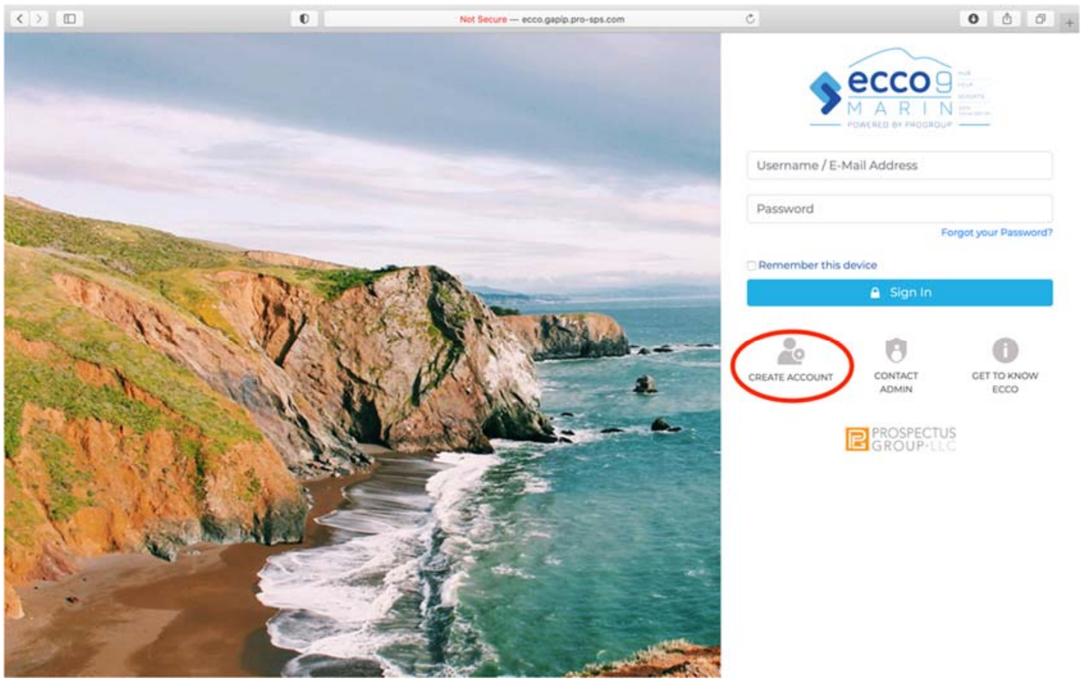
ECCO can be accessed from a desktop or a mobile device. The ECCO website is best viewed using Firefox version 10 or later. Other browsers such as Safari and Internet Explorer are also acceptable. However, users are discouraged from using Google Chrome. Chrome is known for holding onto browser data history,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

ECCO Log-in and Account Settings

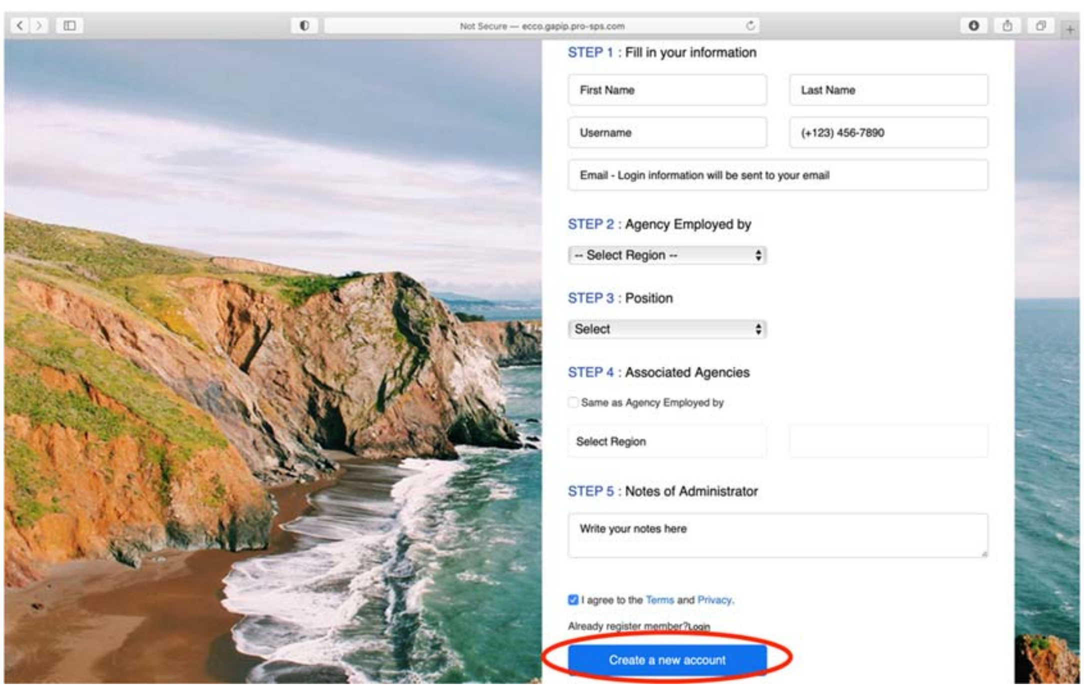
Create an ECCO Account

1. Navigate to http://ecco.gapip.pro-sps.org to create an account.

2. Click on "Create Account."



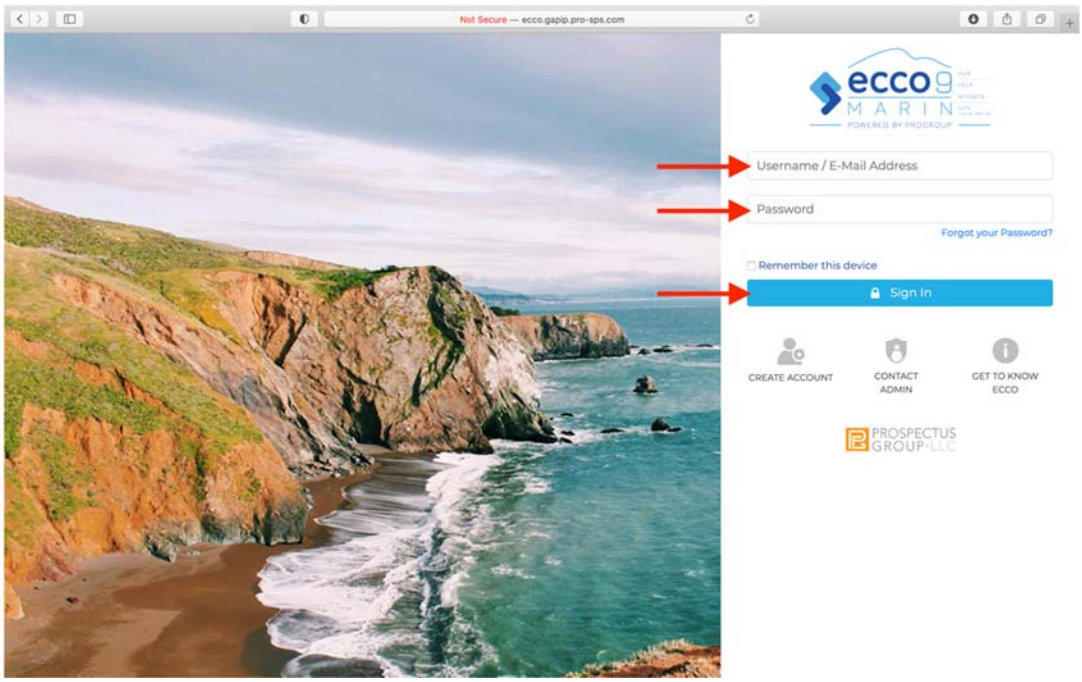
3. Fill in your information into the form and click "Create a new account."



4. An ECCO Administrator will approve your account.

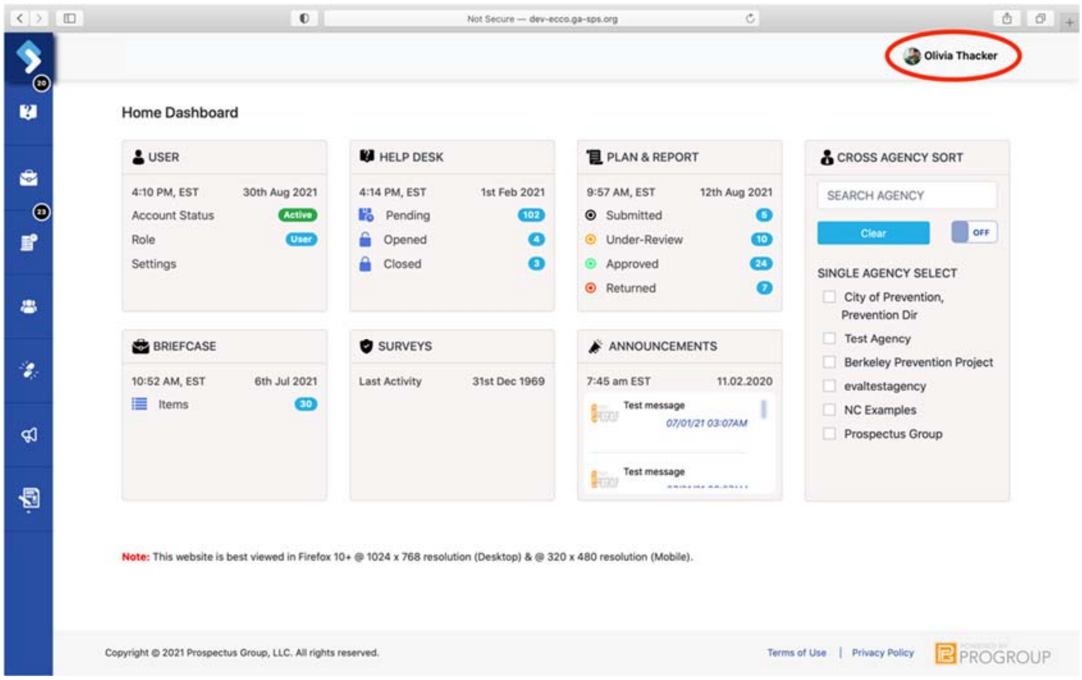
Login to ECCO

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

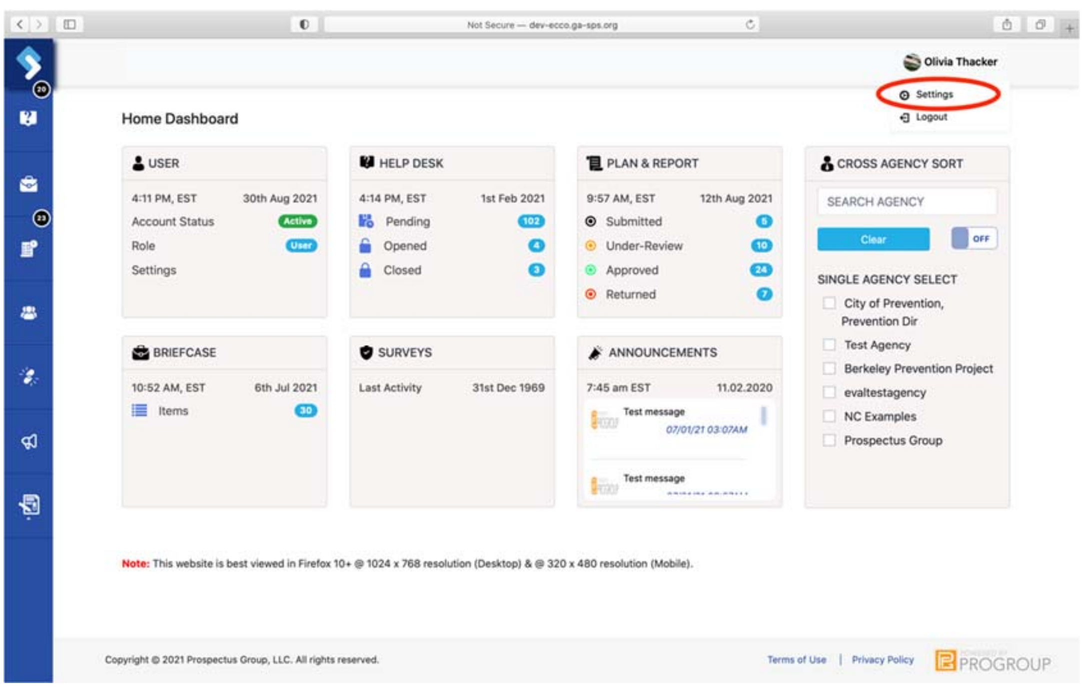


Change Password

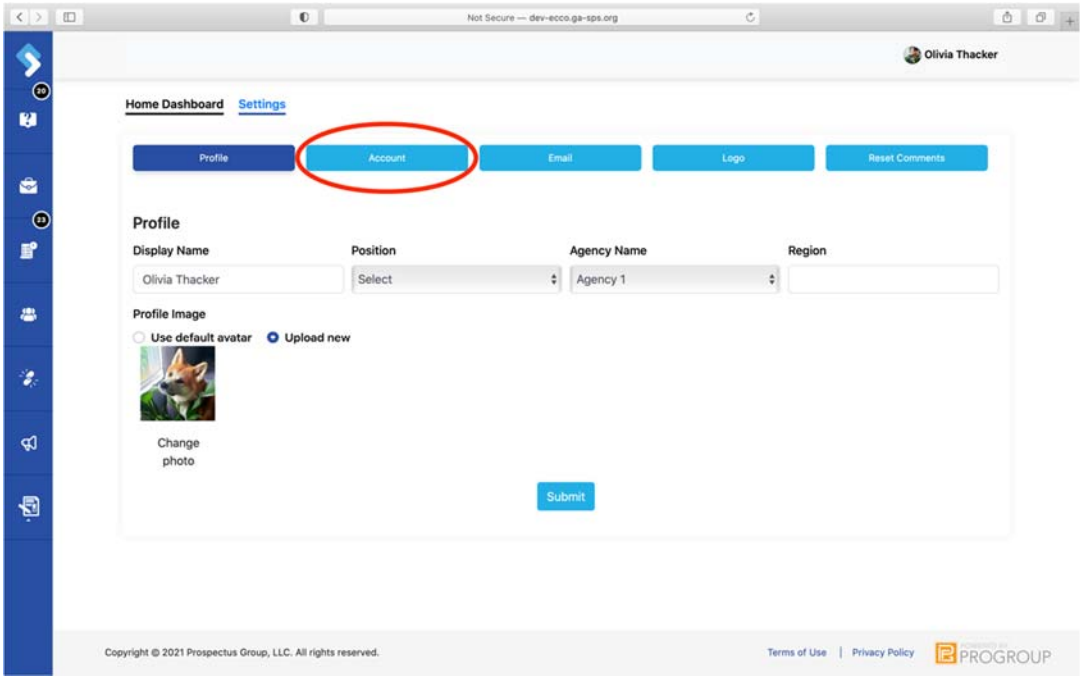
1. From any page on ECCO, click on the picture/avatar on the top right corner of the page.



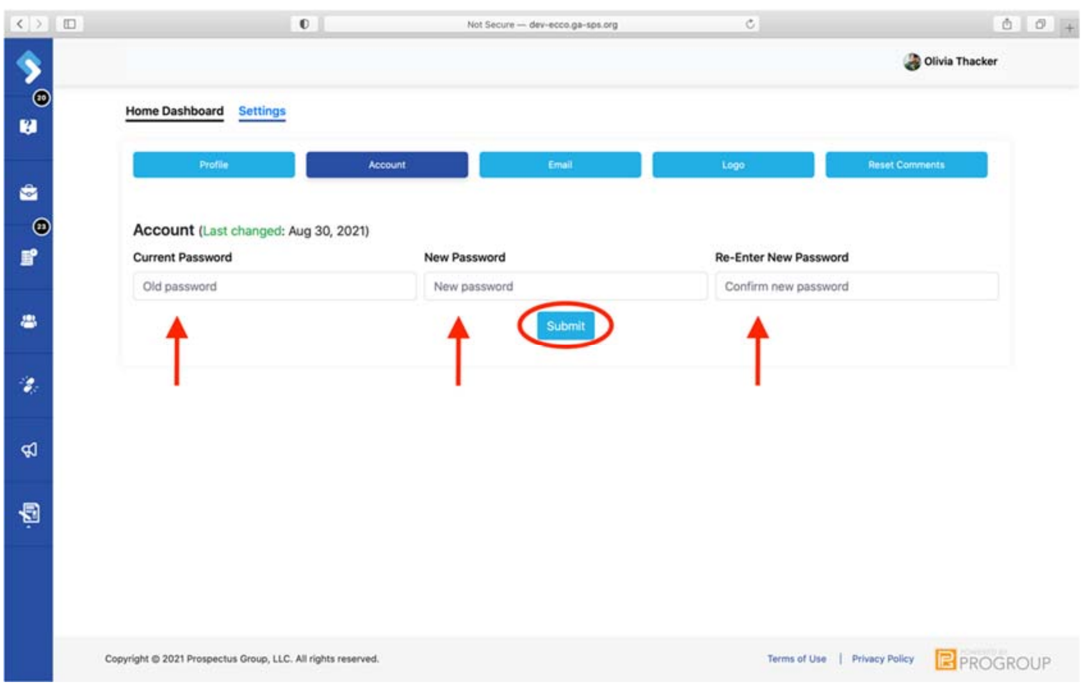
2. Select "Settings."



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

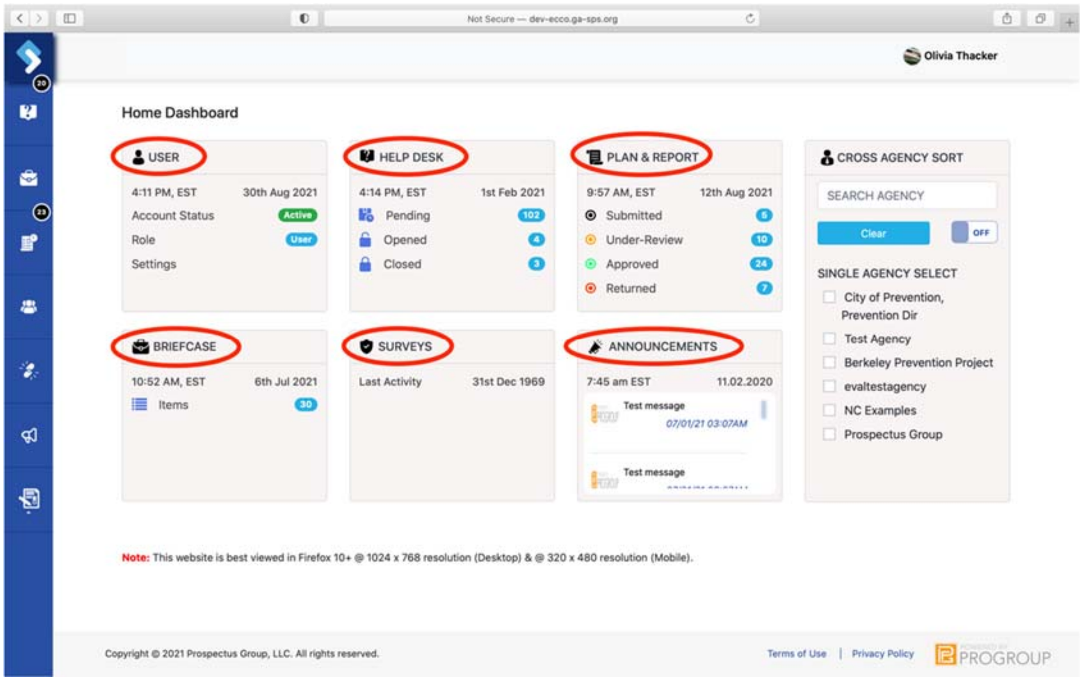


4. Enter your old password in the first text box, type your new password into the following two text boxes, and click on "Submit."

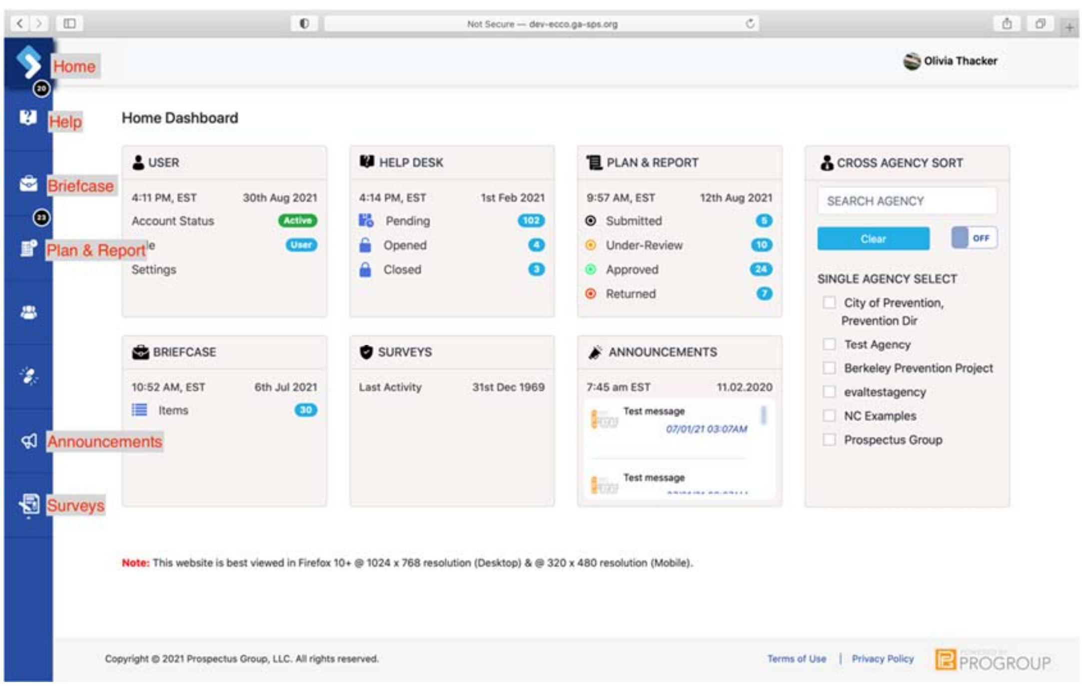


ECCO Homepage

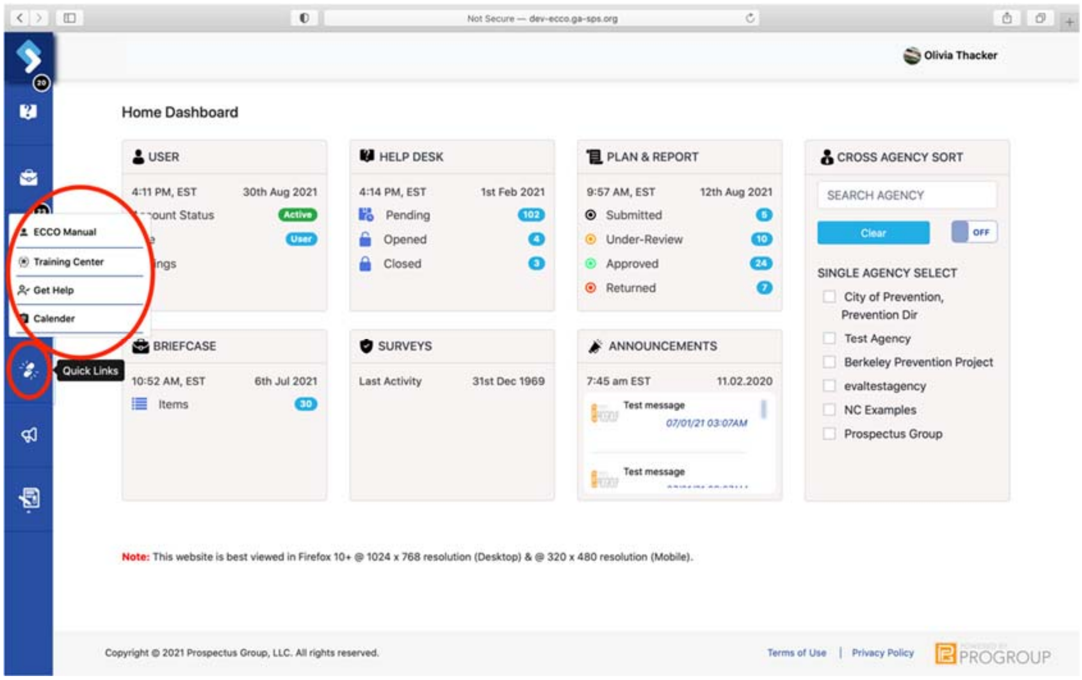
A. From the ECCO homepage, you will find six nodes for various dashboards in the center of the page.



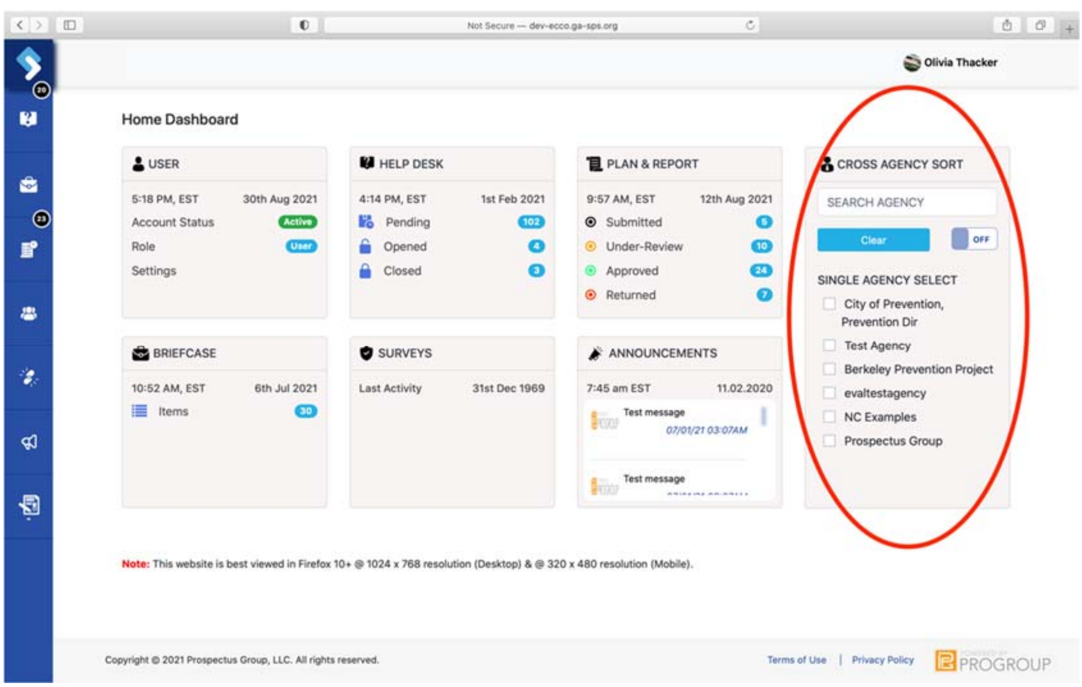
B. To the left, the sidebar allows you to navigate the ECCO system without needing to return to the homepage.



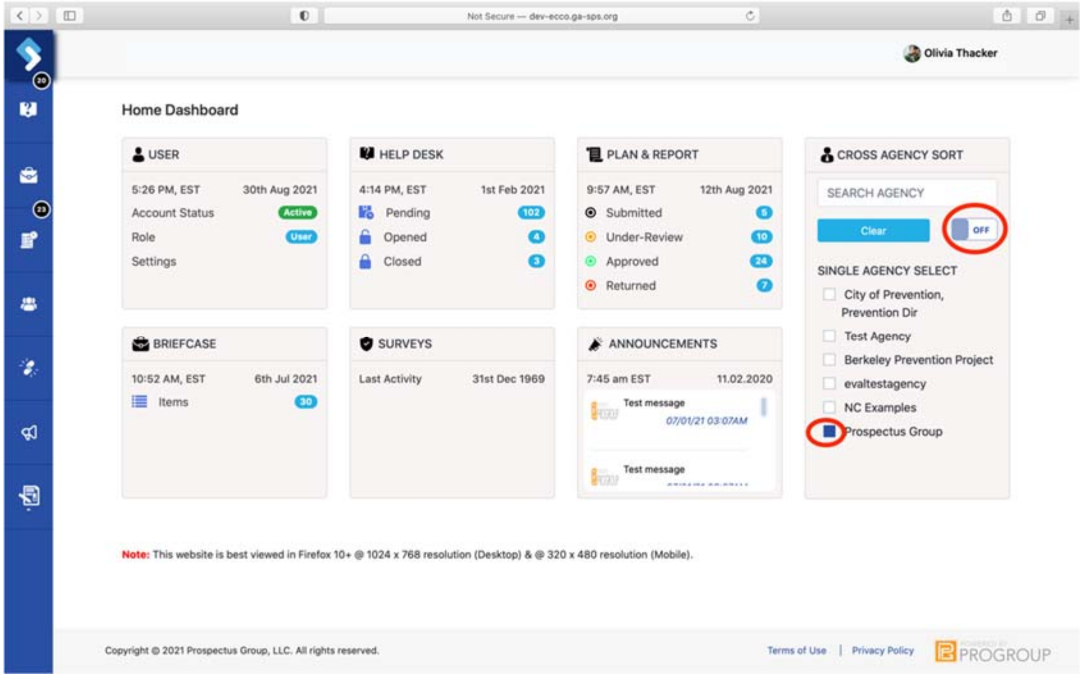
C. The link icon will allow you to navigate to resources found on the Georgia Strategic Prevention Services Hubsite.



D. 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.



E. Select the agencies you want to sort for and click "Off" to move the toggle to "On."



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Olivia Thacker
Home Dashboard
USER
5:26 PM, EST 30th Aug 2021
Account Status Active
Role User
Settings
HELP DESK
4:14 PM, EST 1st Feb 2021
Pending 102
Opened 4
Closed 3
PLAN & REPORT
9:57 AM, EST 12th Aug 2021
Submitted 5
Under-Review 10
Approved 24
Returned 7
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
10:52 AM, EST 6th Jul 2021
Items 30
SURVEYS
Last Activity 31st Dec 1969
ANNOUNCEMENTS
7:45 am EST 11.02.2020
Test message
07/01/21 03:07AM
Test message
Note: This website is best viewed in Firefox 10+ @ 1024 x 768 resolution (Desktop) & @ 320 x 480 resolution (Mobile).
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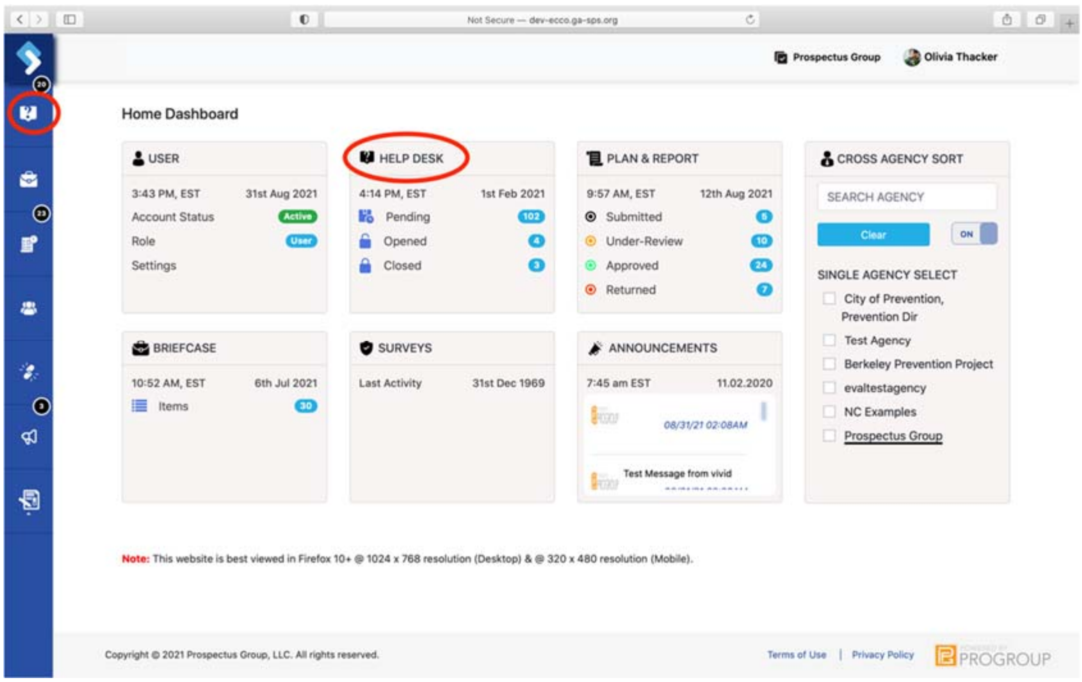
Help Desk

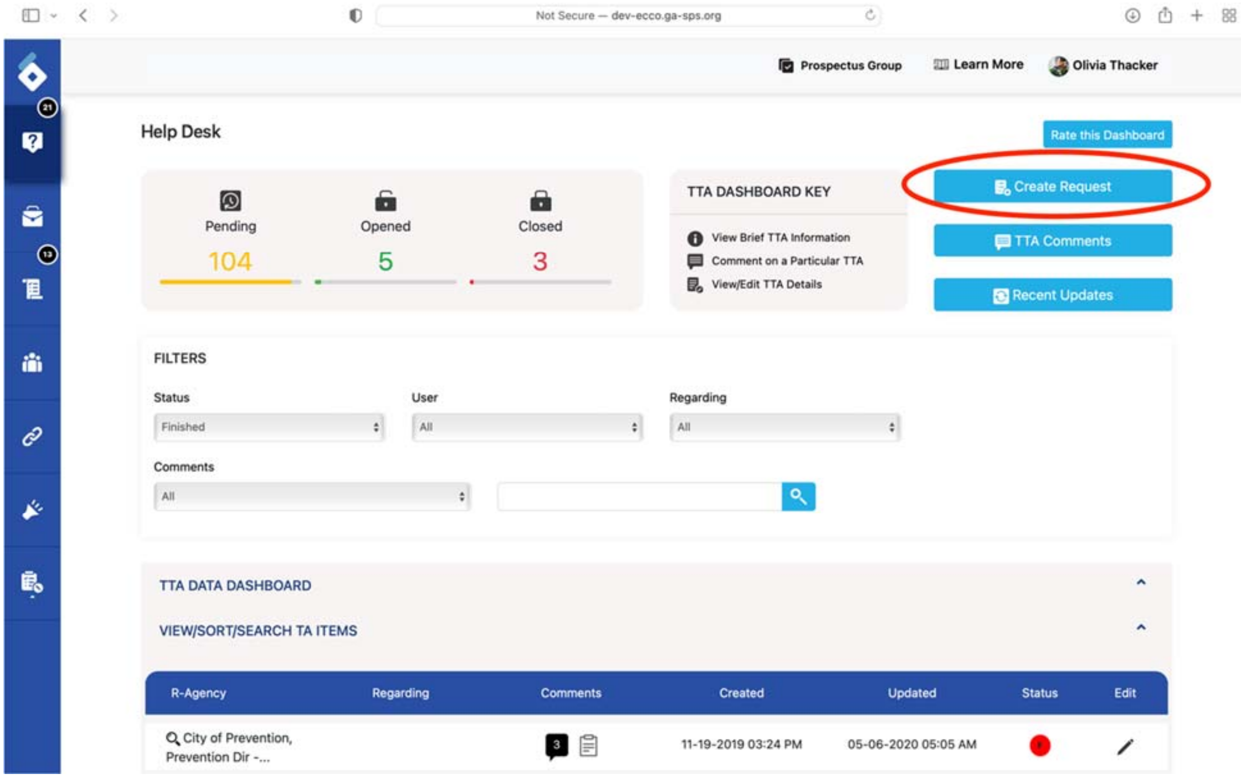
Submitting a Technical Assistance (TA) Request

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.

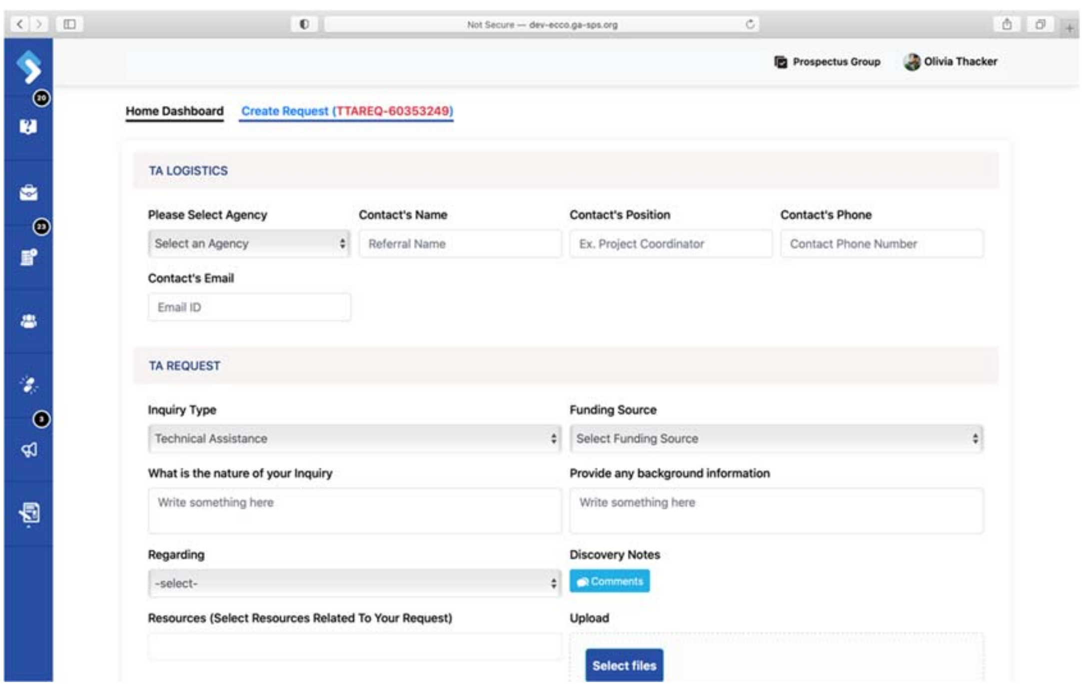
1. From the homepage, navigate to the Help Dashboard by clicking on the node labeled “Help” or clicking on the help icon on the left sidebar.



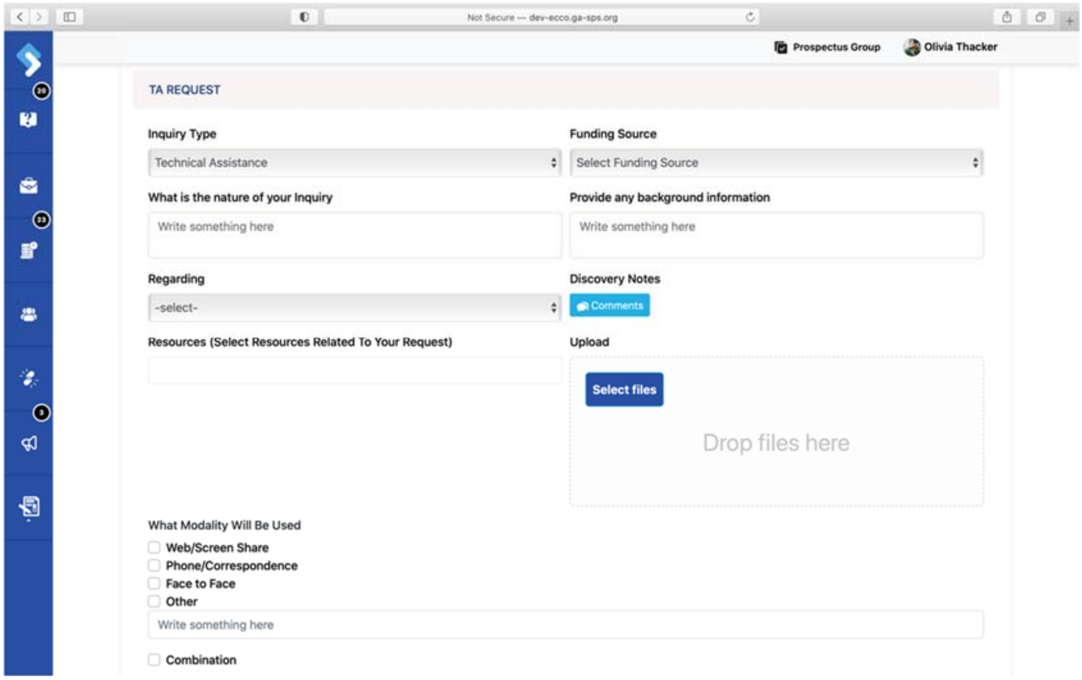
2. On the top right of the Help Dashboard, find and click on the blue “Create Request” button.



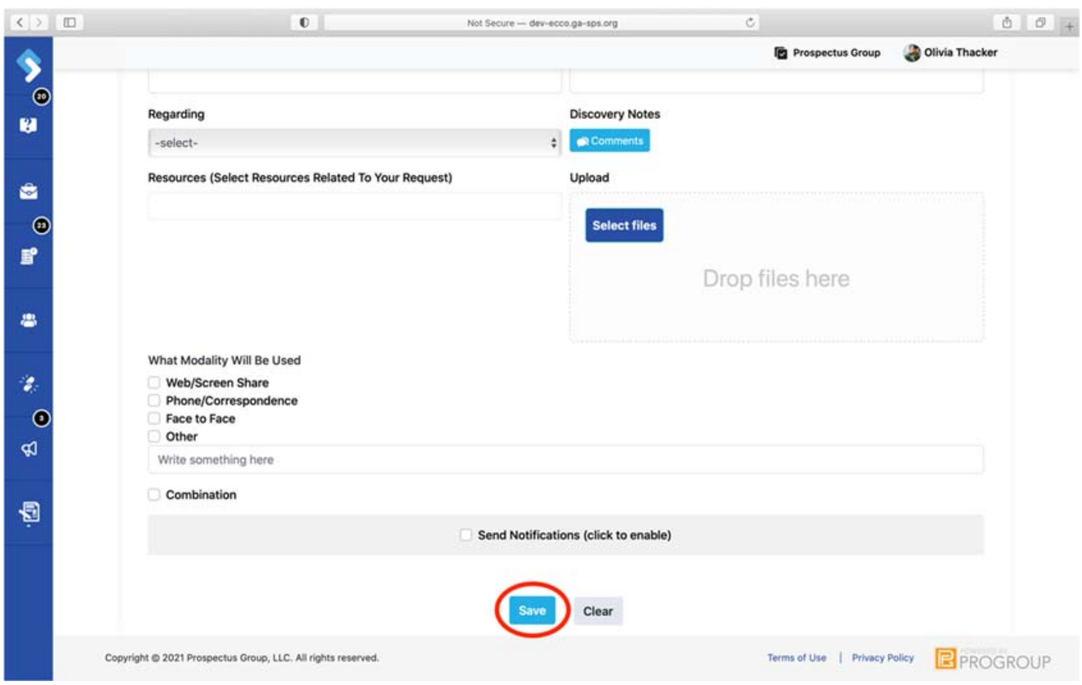
3. A form will open up.



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



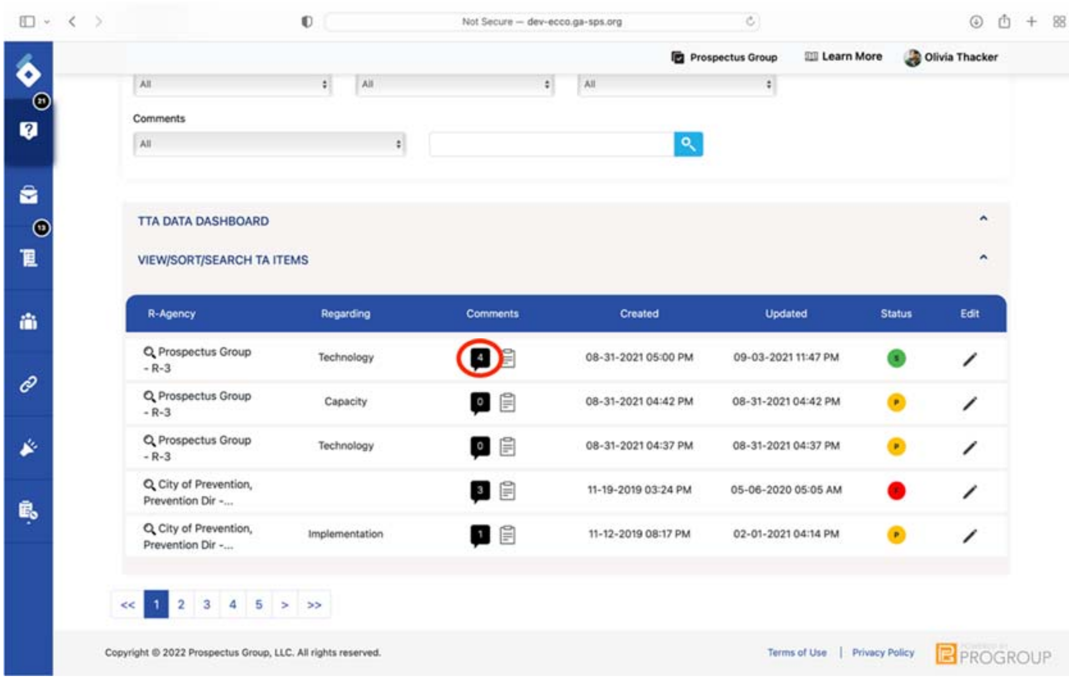
5. Once all appropriate fields are completed, hit save.

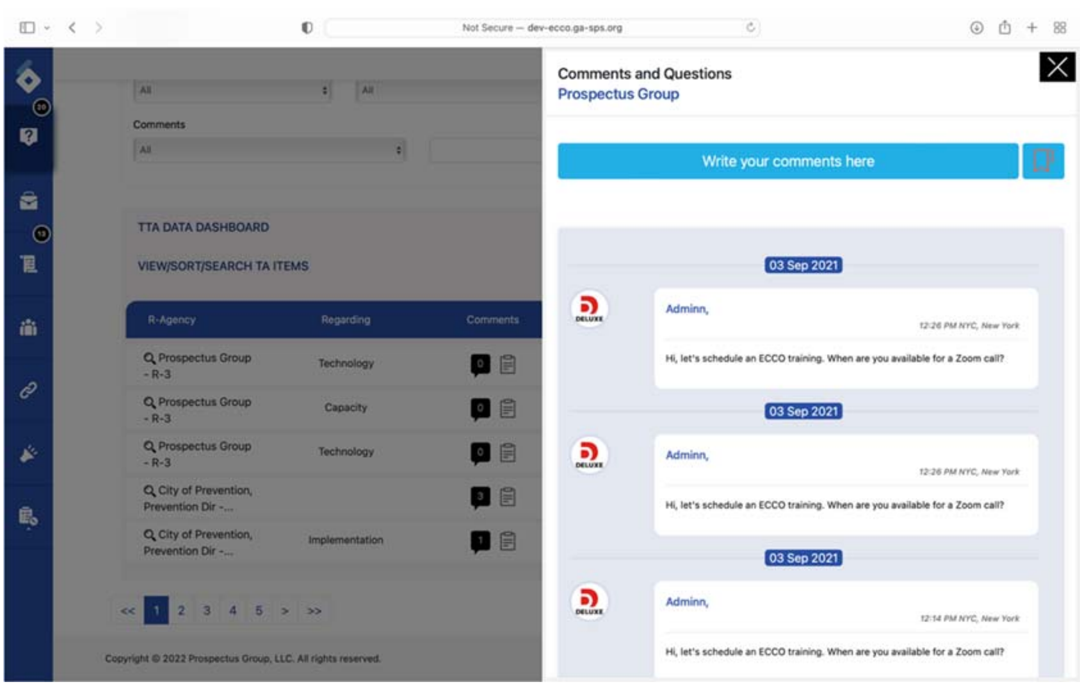


6. You will receive an email notification when a comment is made regarding your TA request.

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.

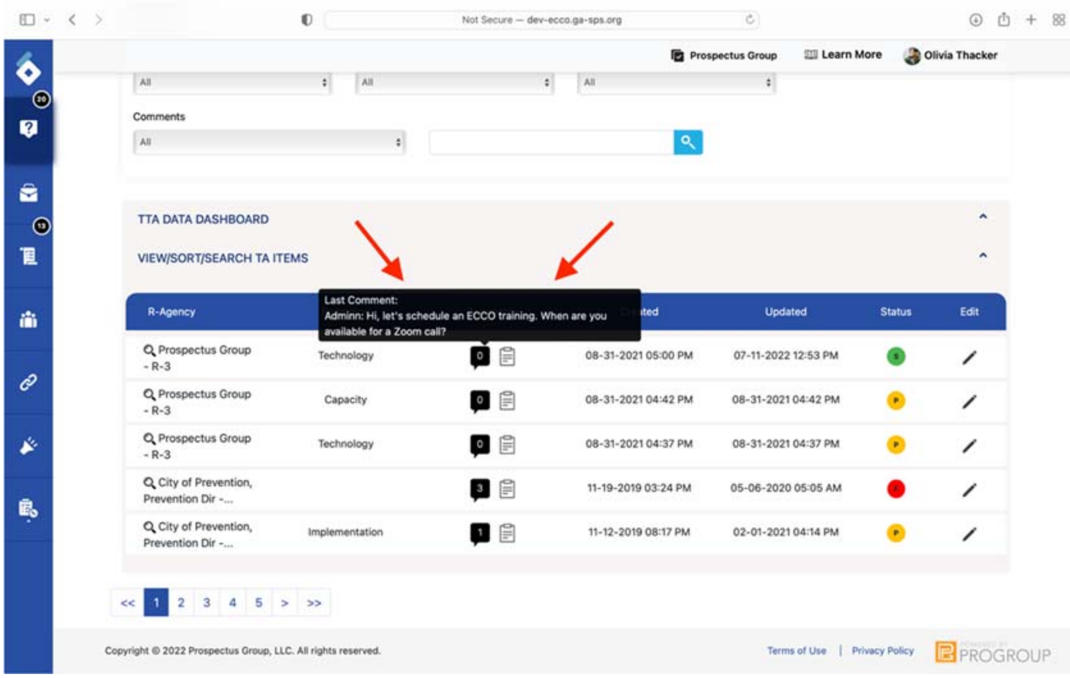
8. The comment bubble with a number in the center indicates an unread comment. Click on the comment bubble to view and respond to the message.





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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Learn More
Olivia Thacker
Comments
TTA DATA DASHBOARD
VIEW/SORT/SEARCH TA ITEMS
Last Comment:
Adminn: Hi, let's schedule an ECCO training. When are you available for a Zoom call?
R-Agency
Updated
Status
Edit
Prospectus Group - R-3
Technology
08-31-2021 05:00 PM
07-11-2022 12:53 PM
Capacity
08-31-2021 04:42 PM
08-31-2021 04:37 PM
City of Prevention, Prevention Dir -...
11-19-2019 03:24 PM
05-06-2020 05:05 AM
Implementation
11-12-2019 08:17 PM
02-01-2021 04:14 PM
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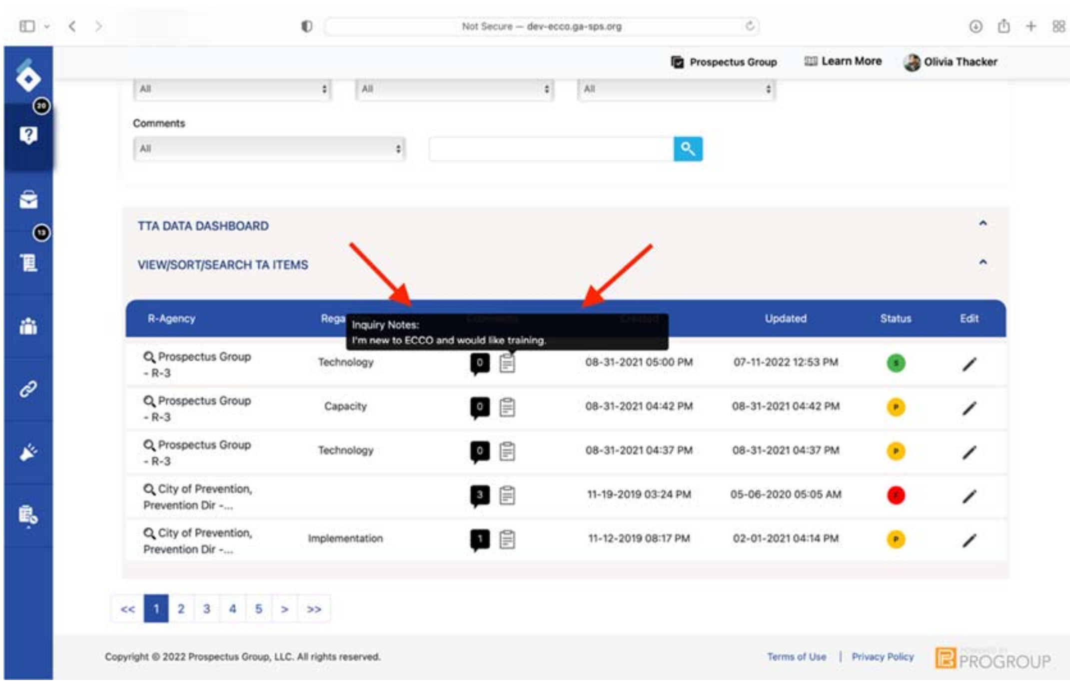
Not Secure — dev-ecco.ga-sps.org
Prospectus Group
Learn More
Olivia Thacker
Comments
TTA DATA DASHBOARD
VIEW/SORT/SEARCH TA ITEMS
Inquiry Notes:
I'm new to ECCO and would like training.
R-Agency
Updated
Status
Edit
Prospectus Group - R-3
Technology
08-31-2021 05:00 PM
07-11-2022 12:53 PM
Capacity
08-31-2021 04:42 PM
08-31-2021 04:37 PM
City of Prevention, Prevention Dir -...
11-19-2019 03:24 PM
05-06-2020 05:05 AM
Implementation
11-12-2019 08:17 PM
02-01-2021 04:14 PM
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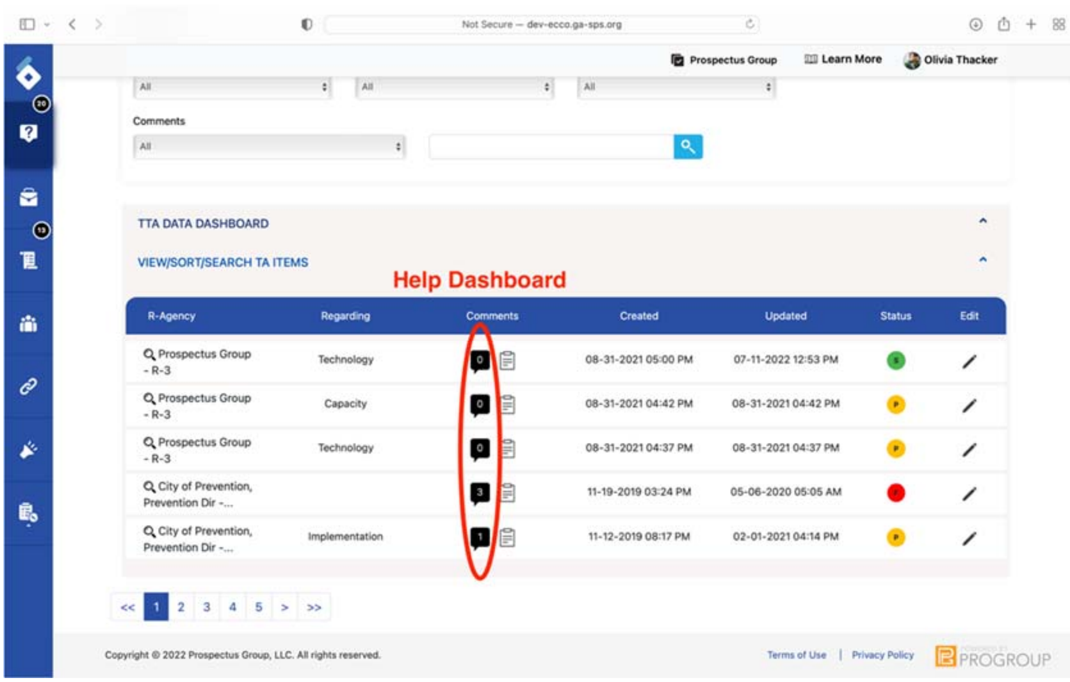
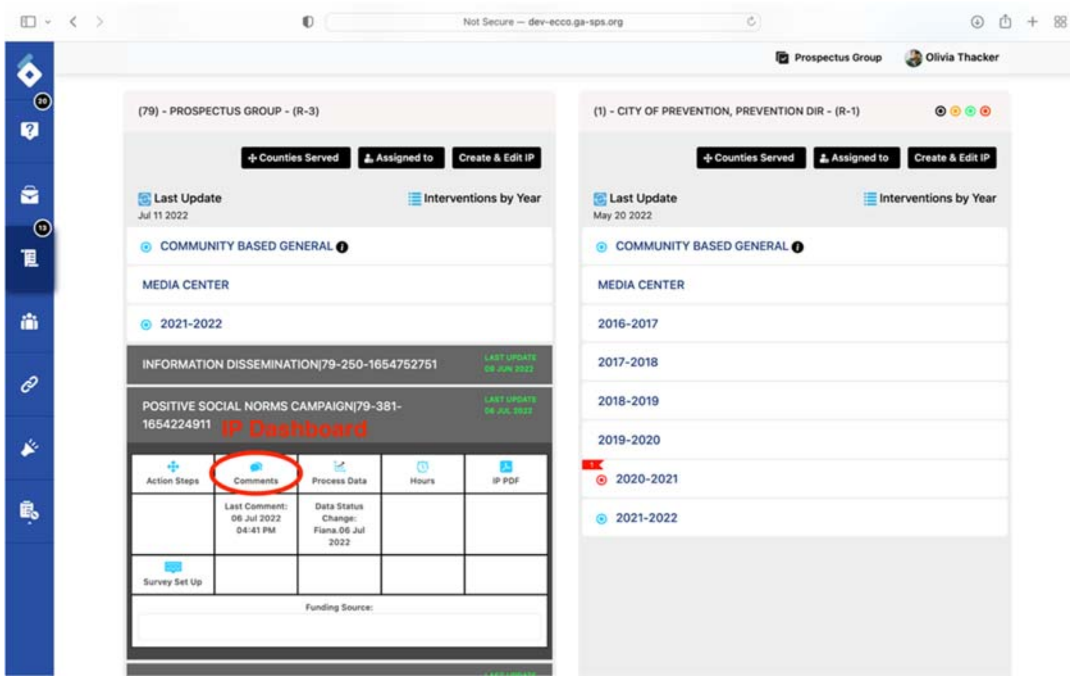
Comments

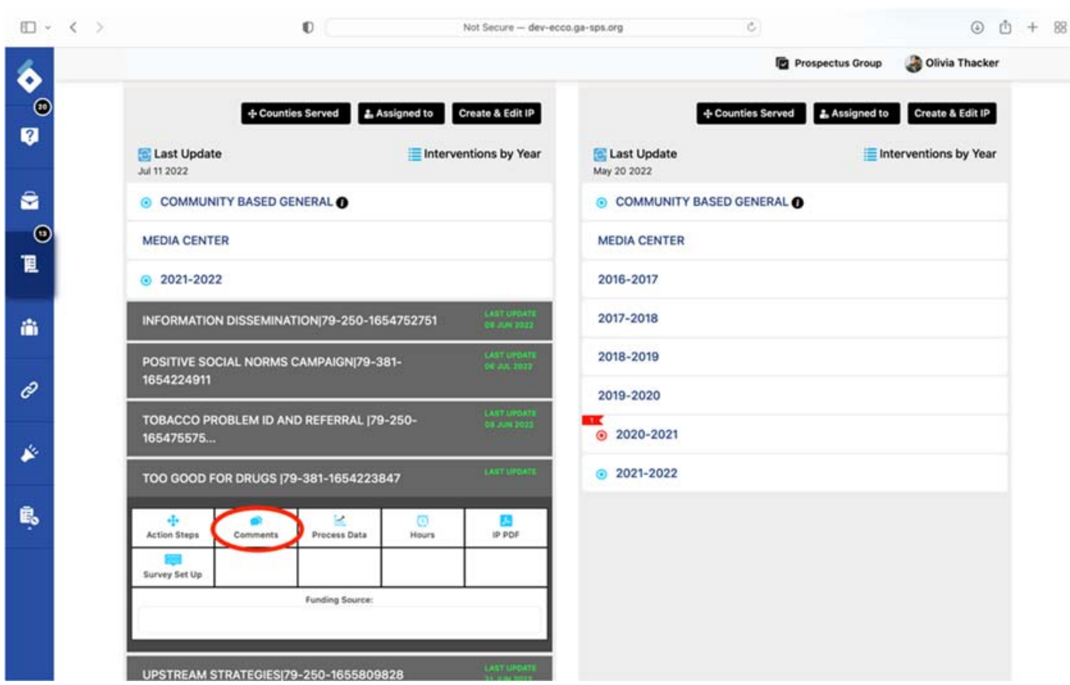
Users in ECCO can send messages to members of their TA team and state-level programmatic managers in the comment section. Comments can be found on the Help and Implementation Planning Dashboards. The comments on the two dashboards are not linked and need to be checked separately. In addition to text 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.

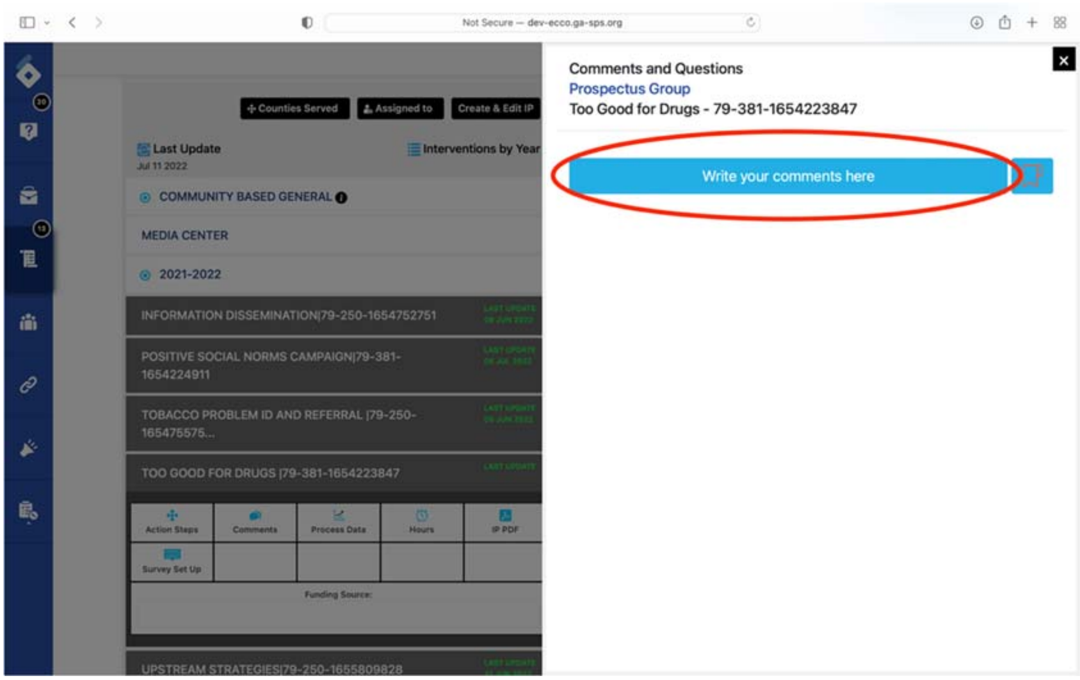




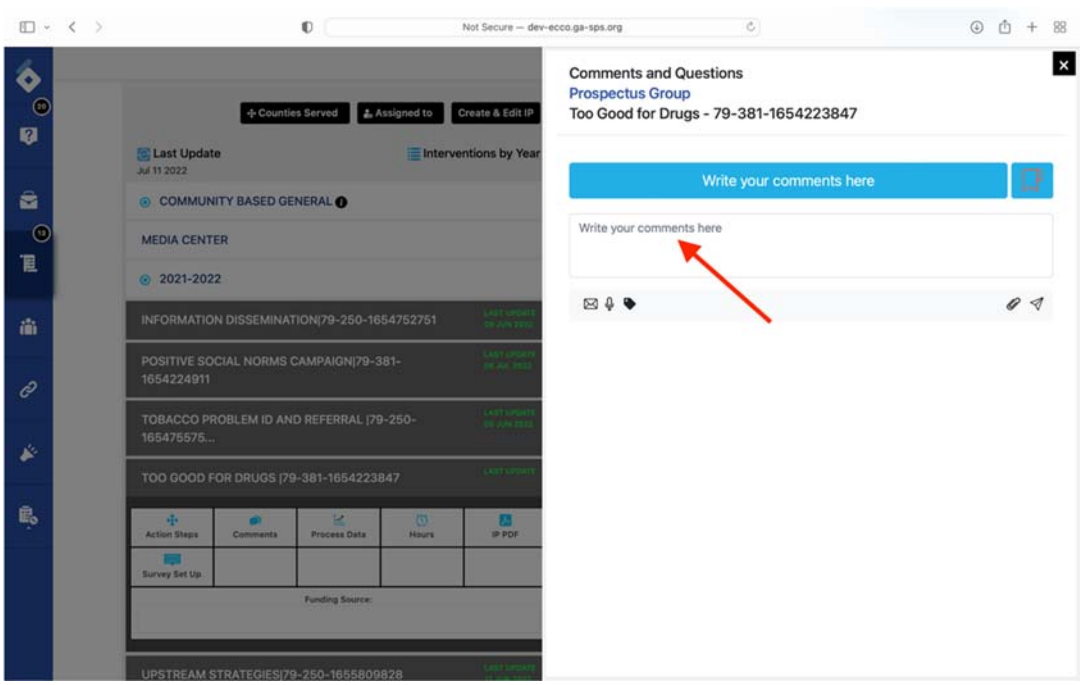
2. To view and make a comment, click on the comment icon.



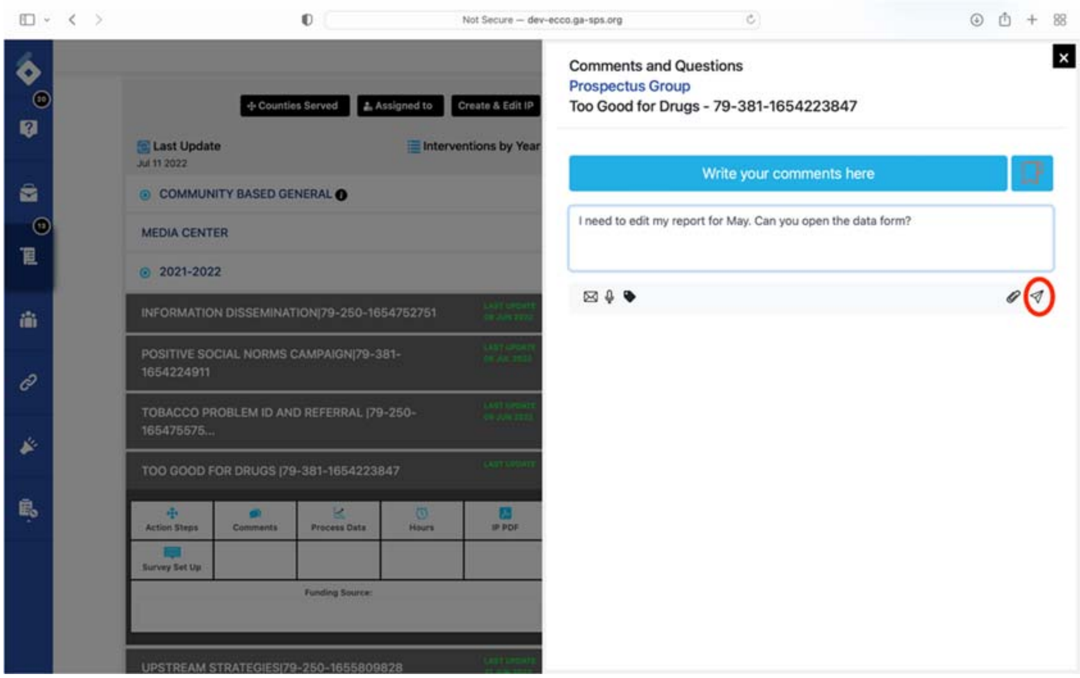
3. Click on the blue bar labeled “Write your comments here” to open a text box.



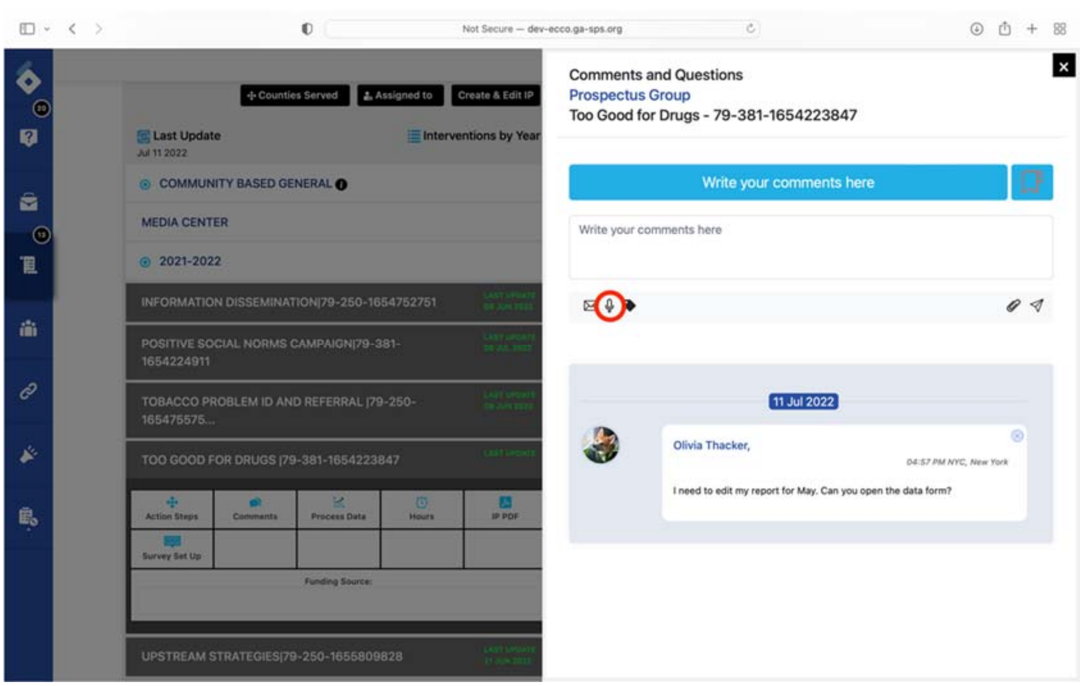
4. Write your response by placing your cursor in the box.



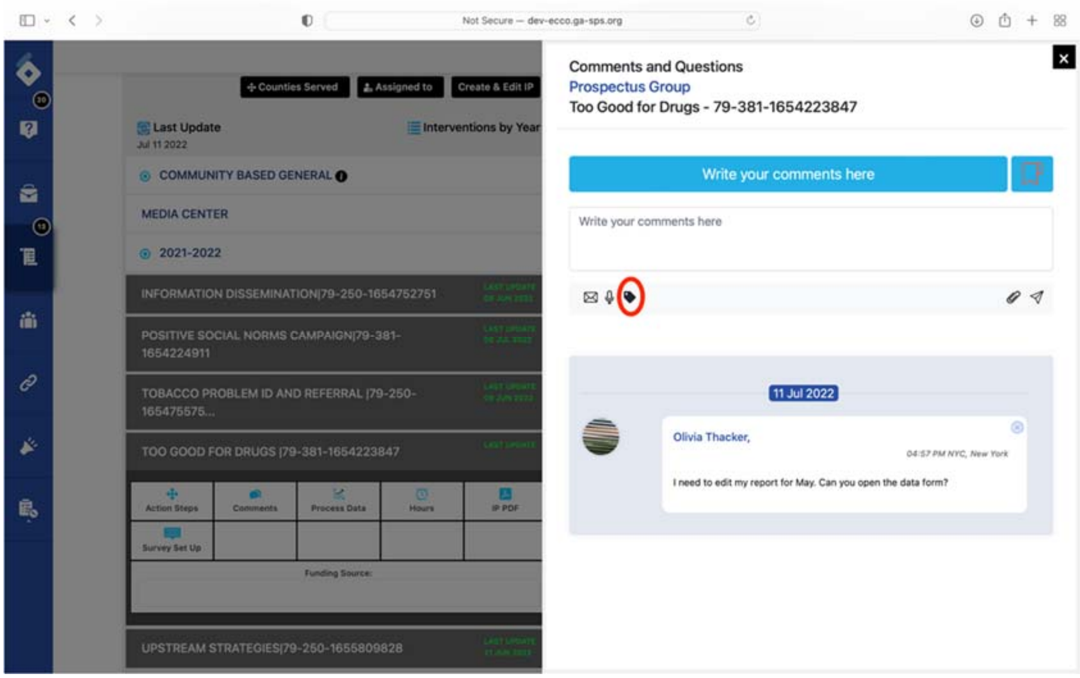
5. Submit your message by clicking the paper plane-shaped send button.



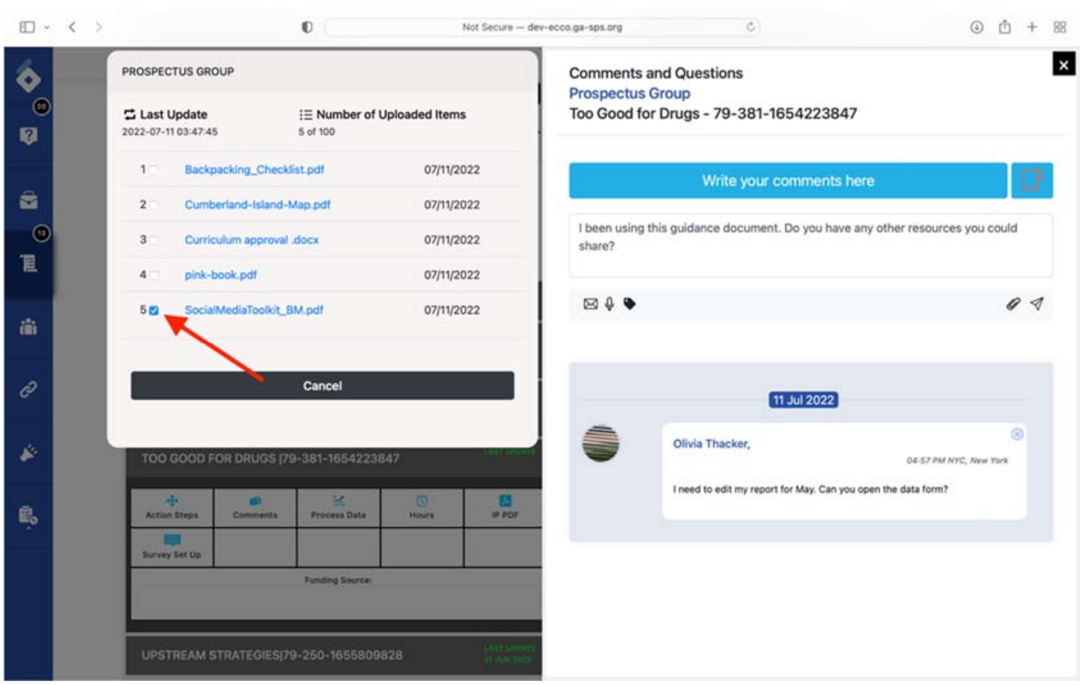
6. In addition to submitting a text comment, you can send voice messages up to one minute long by clicking on the mic icon.



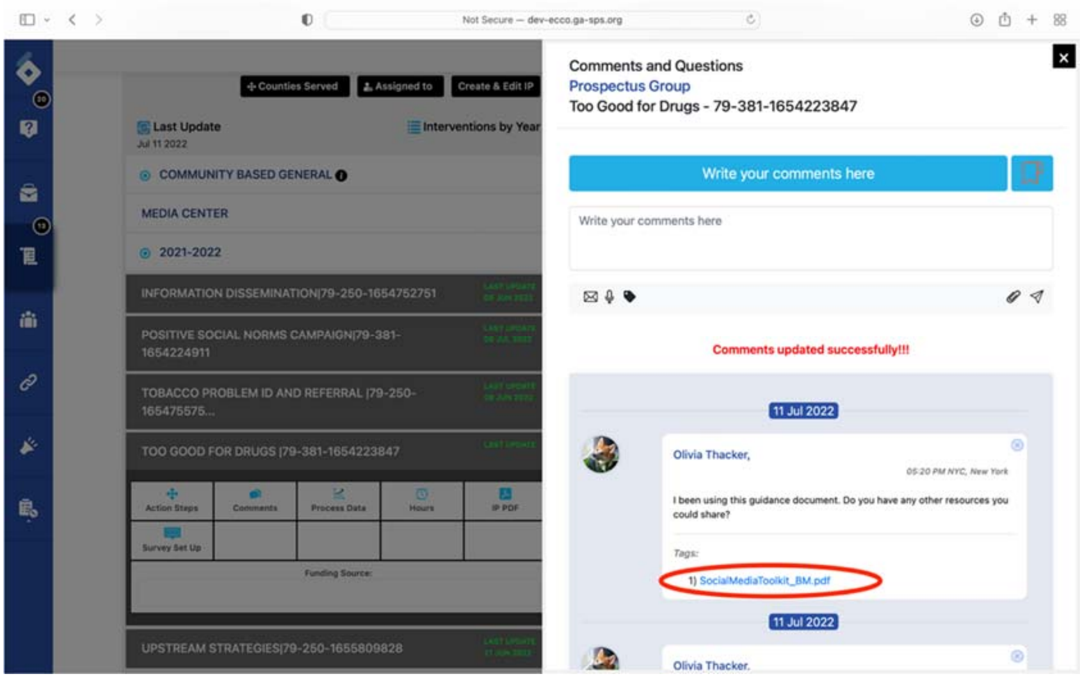
7. You can also select the tag icon to link your comment with a document in the briefcase.



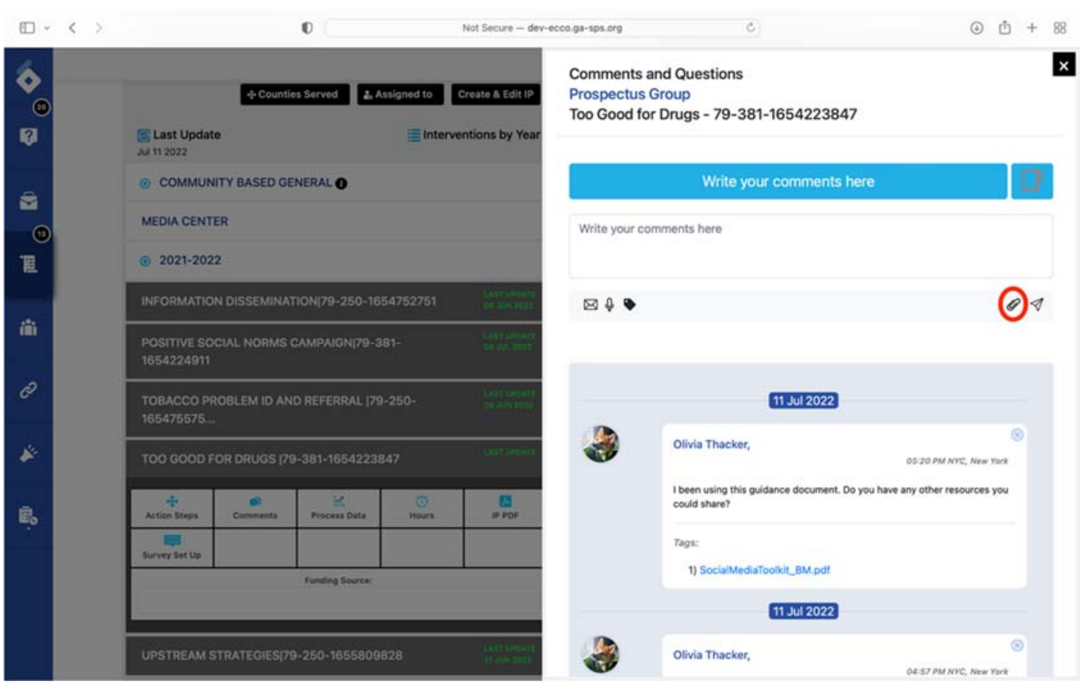
8. Select a file from the briefcase and hit send.



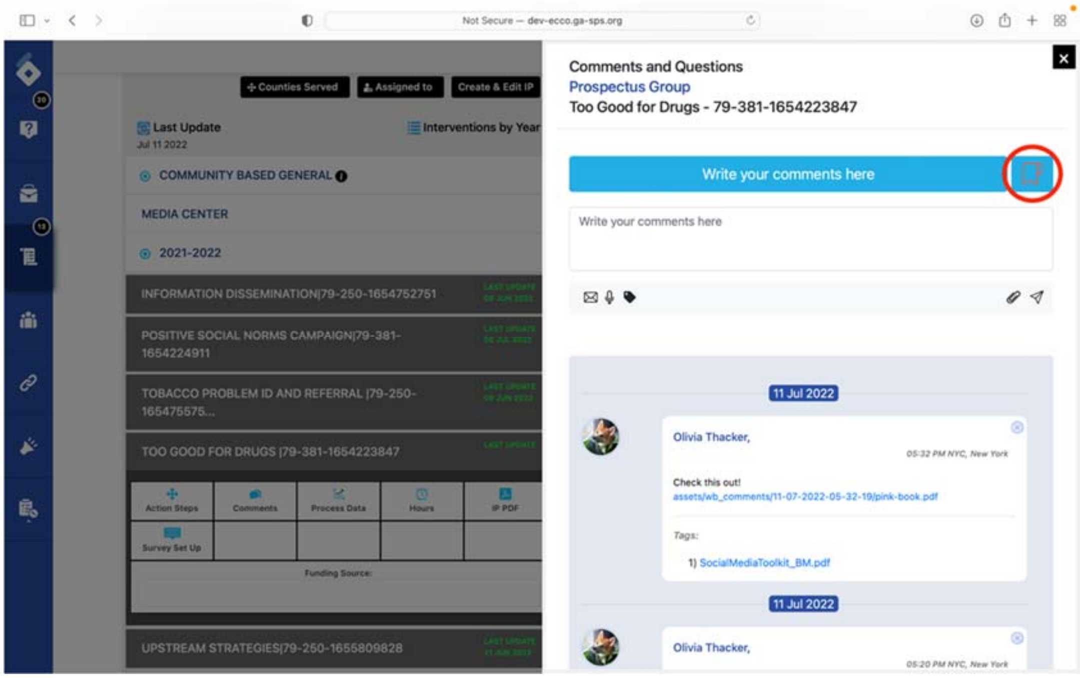
9. The message recipient can then open or download the tagged file by clicking on the hyperlinked text.



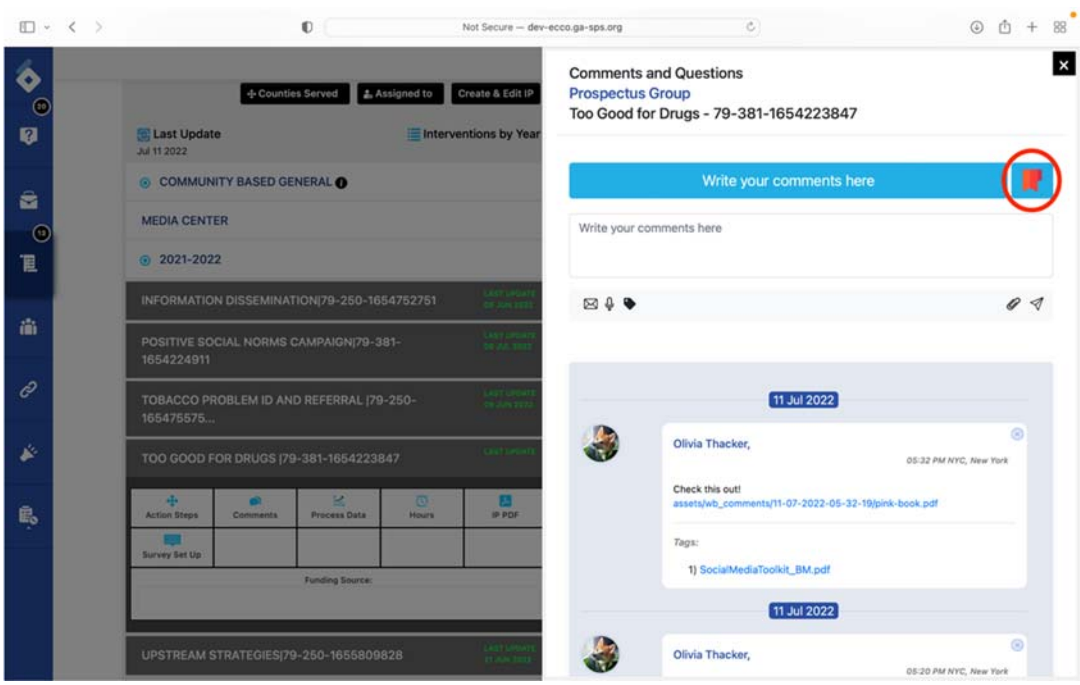
10. Clicking on the paperclip icon will allow you to attach a file from your computer with your comment.



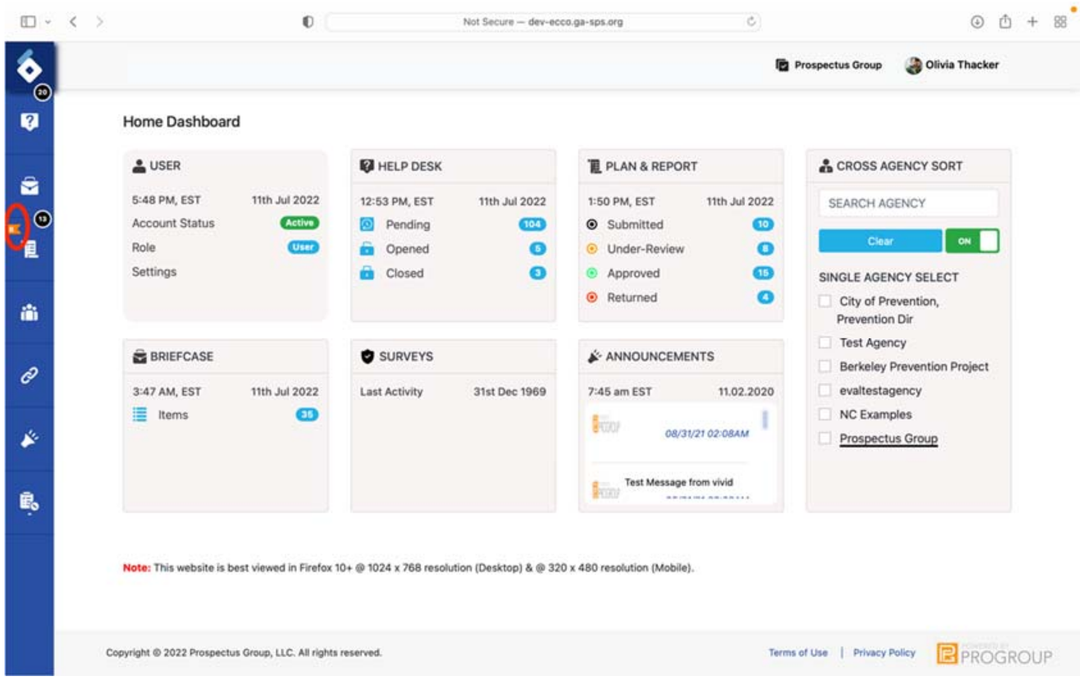
11. If you need to return to a comment at a later time and would like to bookmark the comment thread, click on the bookmark outline.



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
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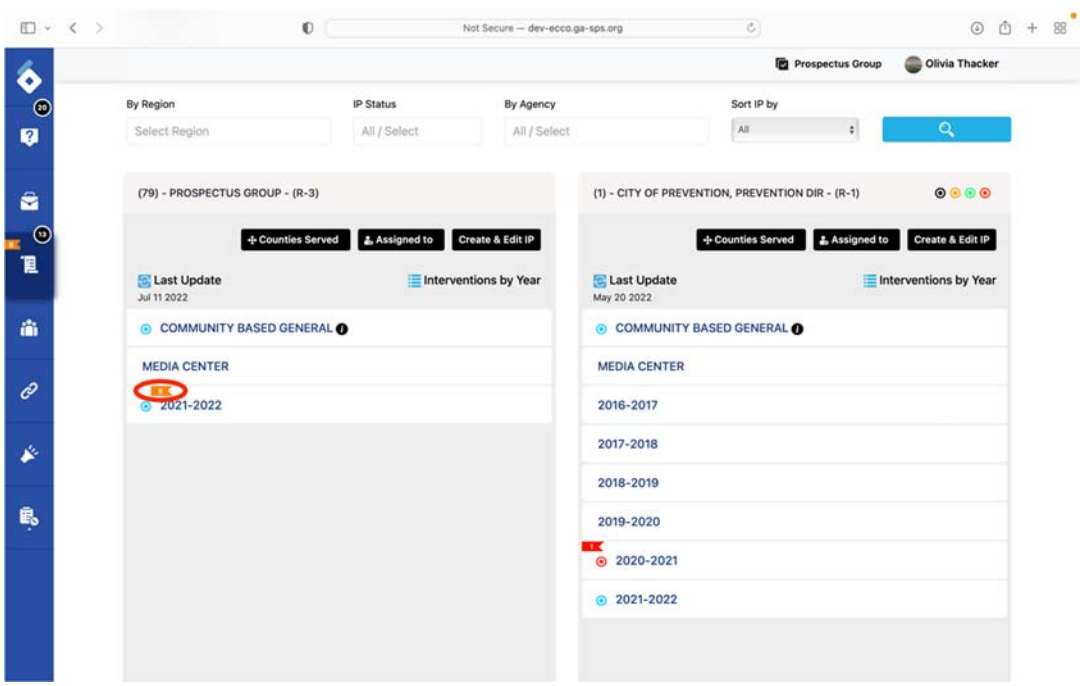
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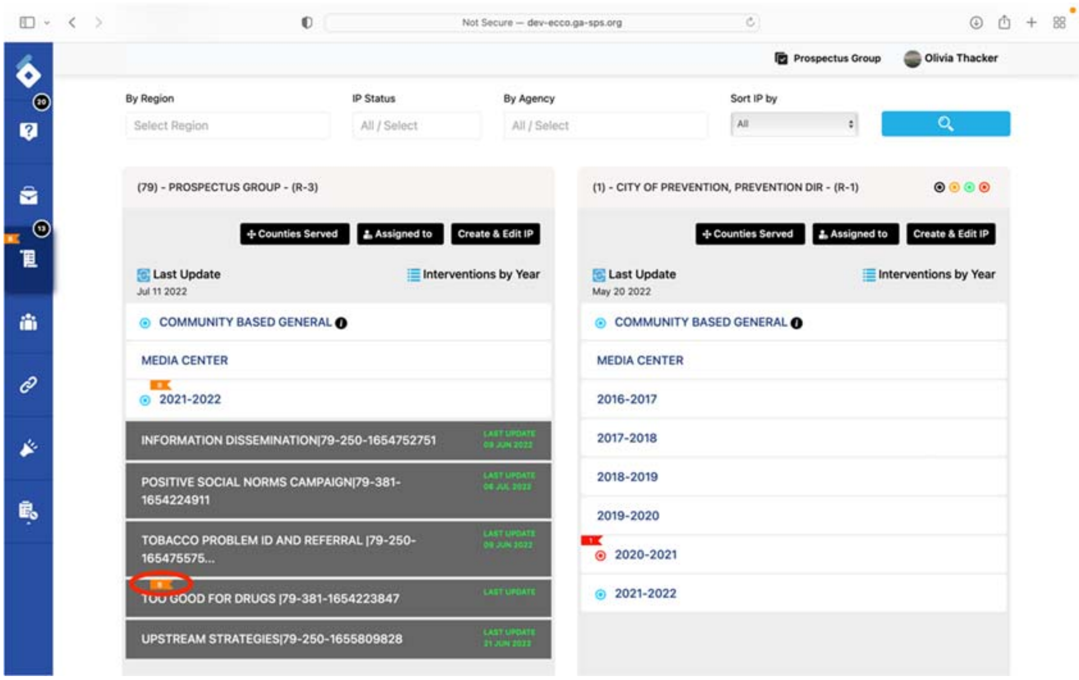
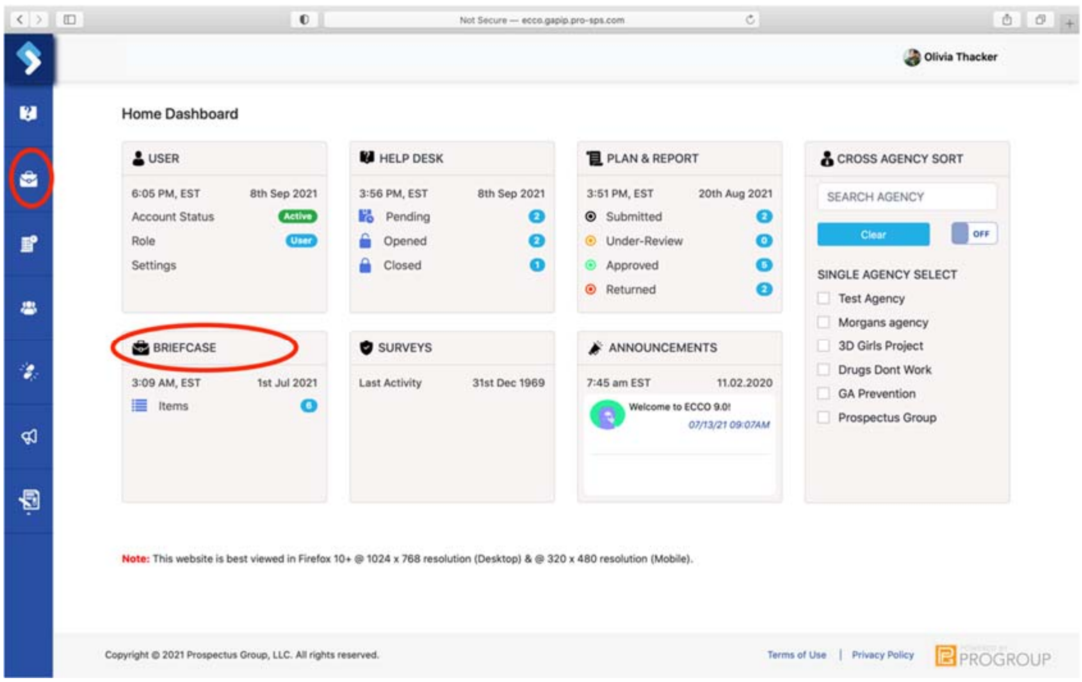
Prospectus Group
Olivia Thacker
By Region
Select Region
IP Status
All / Select
By Agency
All / Select
Sort IP by
All
(79) - PROSPECTUS GROUP - (R-3)
Counties Served
Assigned to
Create & Edit IP
Last Update
Jul 11 2022
Interventions by Year
COMMUNITY BASED GENERAL
MEDIA CENTER
2021-2022
(1) - CITY OF 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


Not Secure — dev-ecco.ga-sps.org
Prospectus Group
Olivia Thacker
By Region
Select Region
IP Status
All / Select
By Agency
All / Select
Sort IP by
All
(79) - PROSPECTUS GROUP - (R-3)
Counties Served
Assigned to
Create & Edit IP
Last Update
Jul 11 2022
Interventions by Year
COMMUNITY BASED GENERAL
MEDIA CENTER
2021-2022
INFORMATION DISSEMINATION|79-250-1654752751
POSITIVE SOCIAL NORMS CAMPAIGN|79-381-1654224911
TOBACCO PROBLEM ID AND REFERRAL |79-250-165475575...
TOO GOOD FOR DRUGS |79-381-1654223847
UPSTREAM STRATEGIES|79-250-1655809828
(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

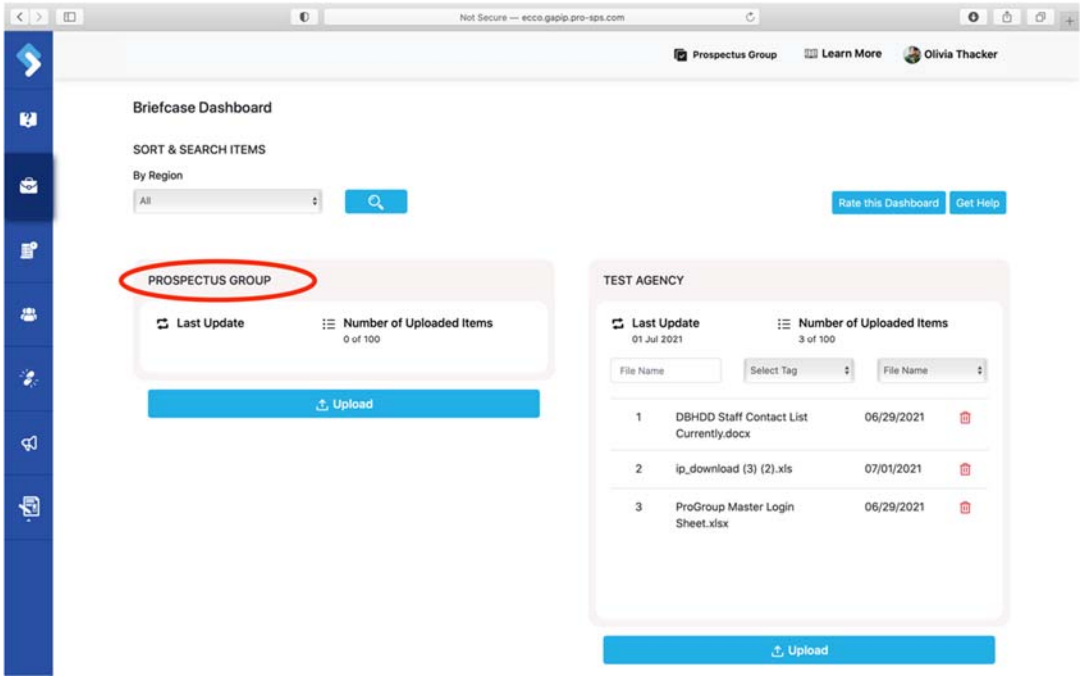
Uploading files to Briefcase

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.

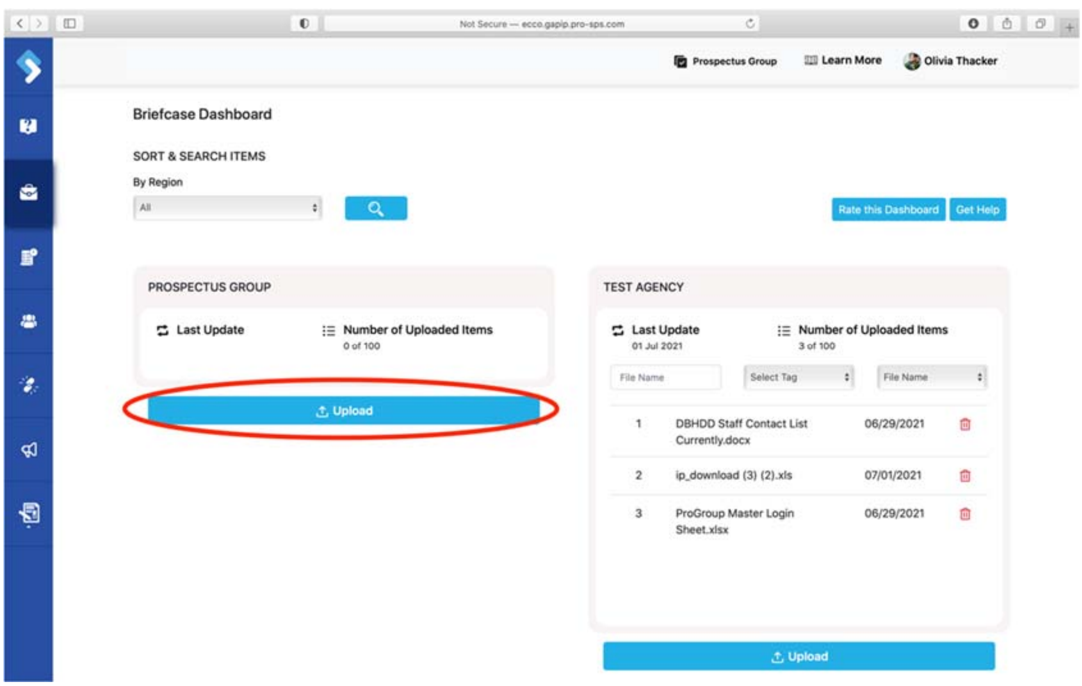
1. From the homepage, navigate to the Briefcase Dashboard by clicking on the node labeled “Briefcase” or click on the briefcase icon on the sidebar to the left.



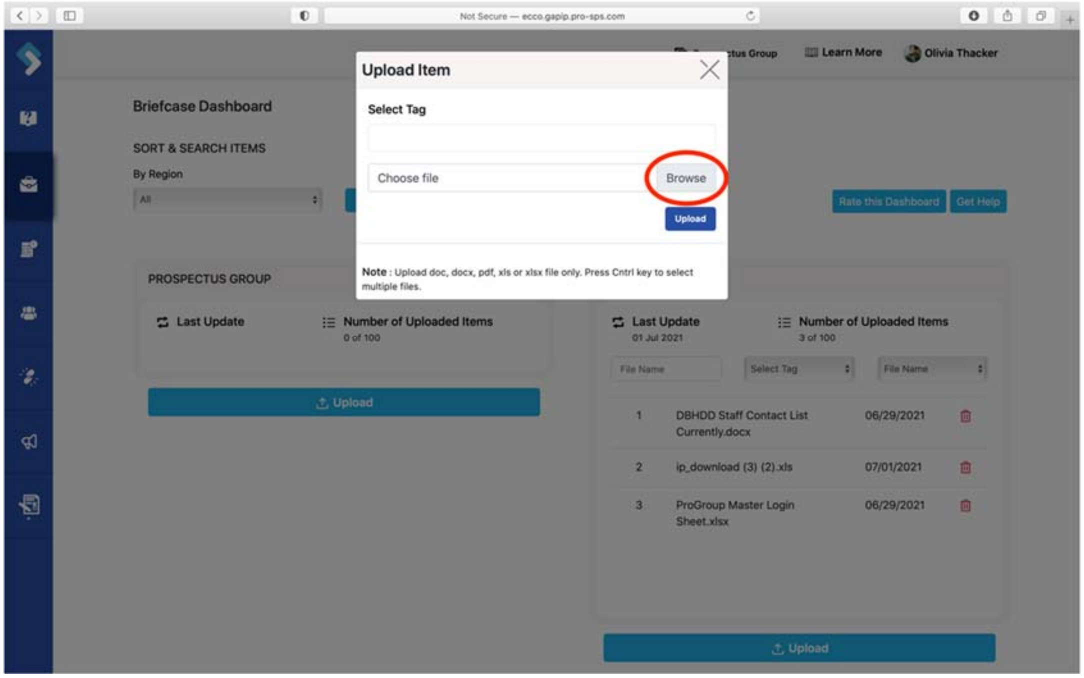
2. Once on the Briefcase Dashboard, find the agency node you want to upload files to. If you are only associated with one agency/funding source, you will only see one node.



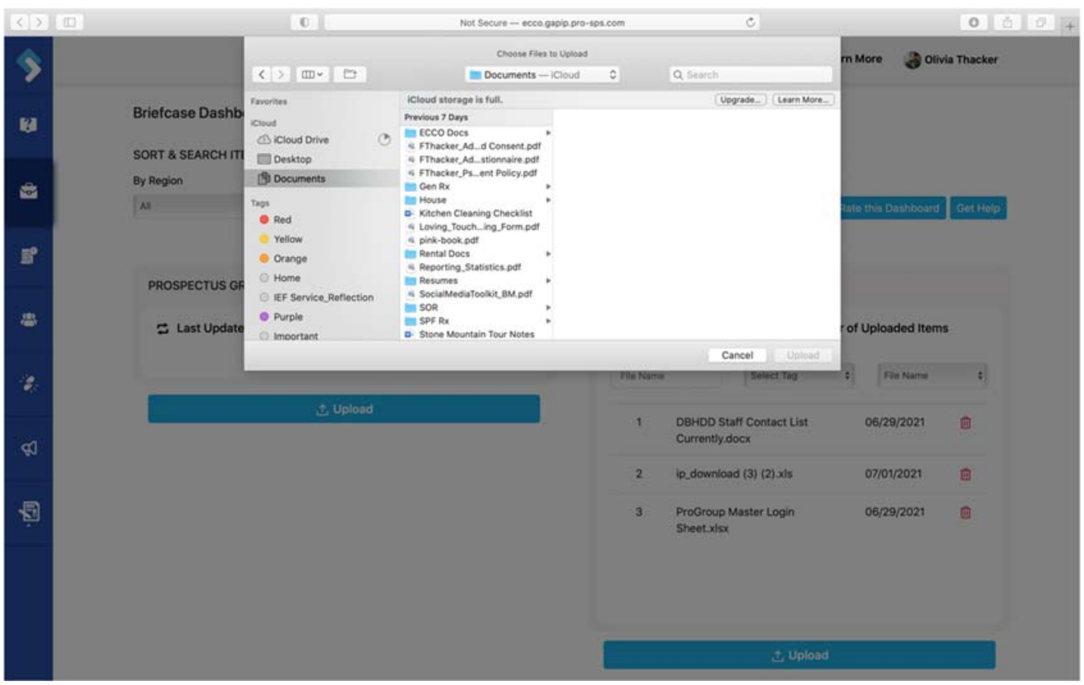
3. Click on the blue rectangle box labeled “Upload,” located at the bottom of the node.



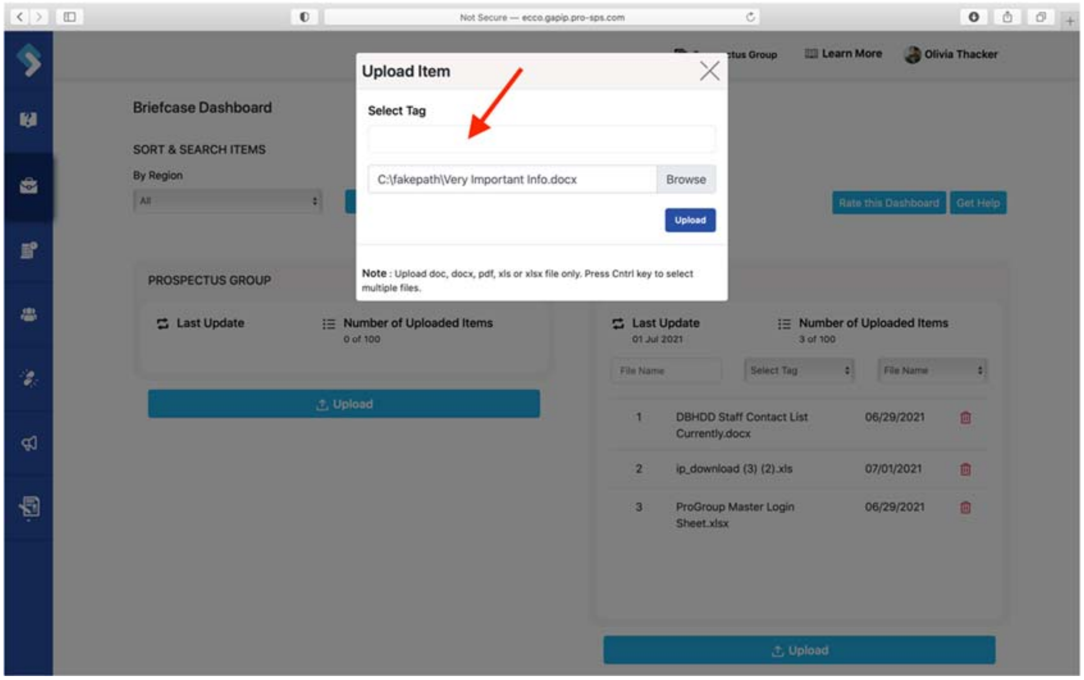
4. Choose a file by clicking on the “Browse” button.



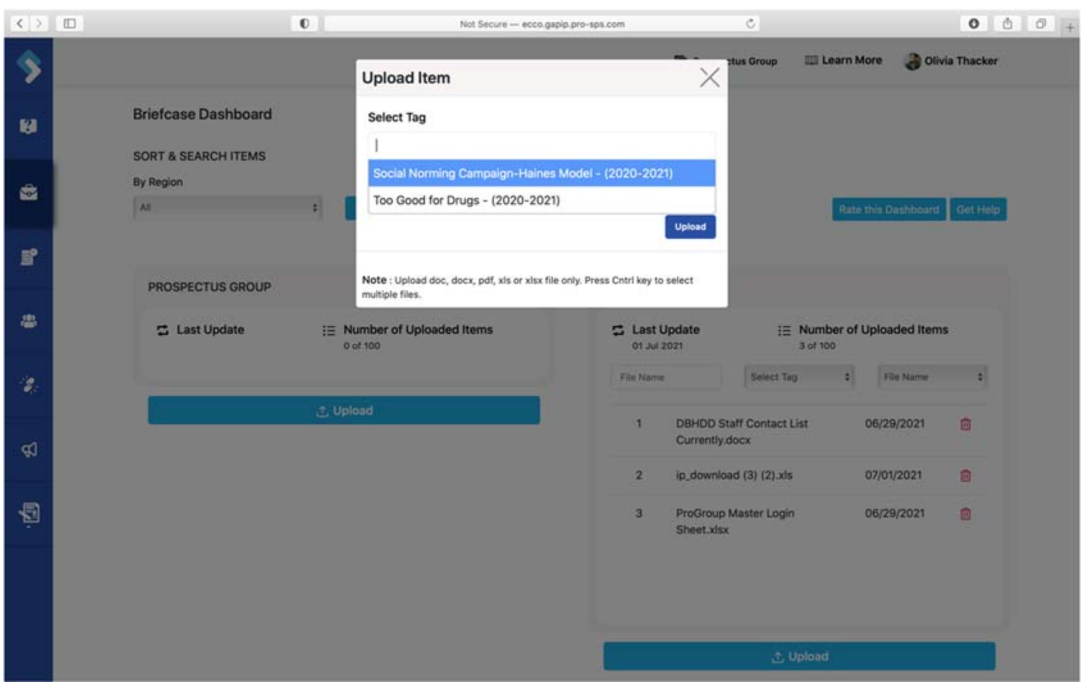
5. A list of your computer files will appear. Select a file.



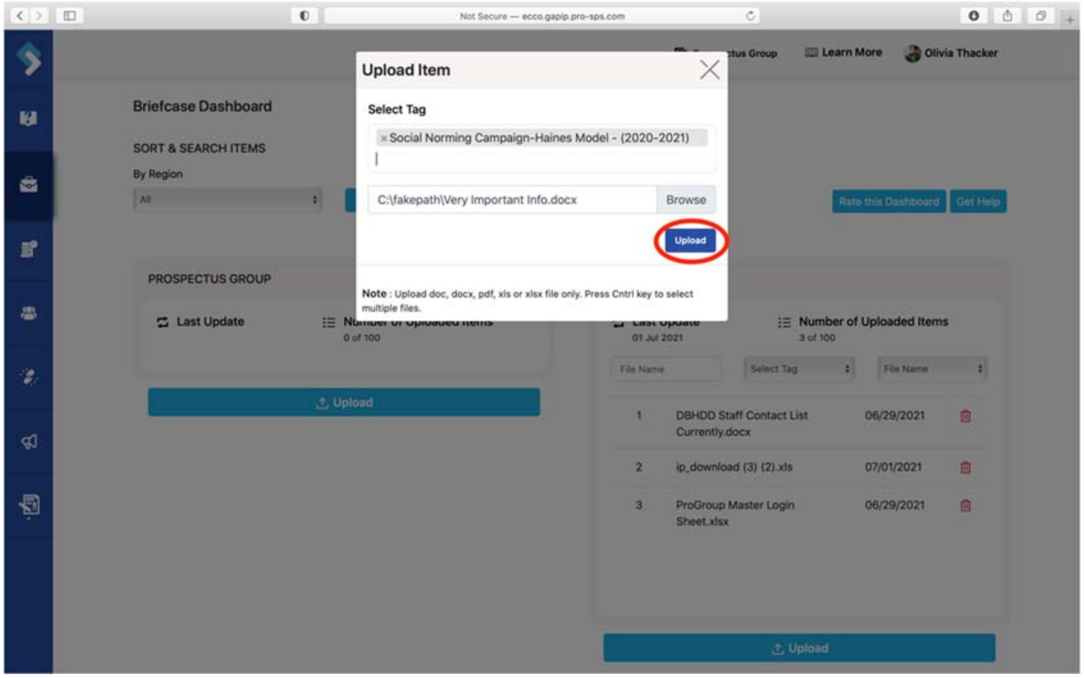
6. Once you have selected a file, you can choose to tag the file by the intervention model you are implementing. Click on the “Select Tag” box to tag one or more intervention model names to your file. The tag feature will allow you to search and sort files by the intervention model.



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



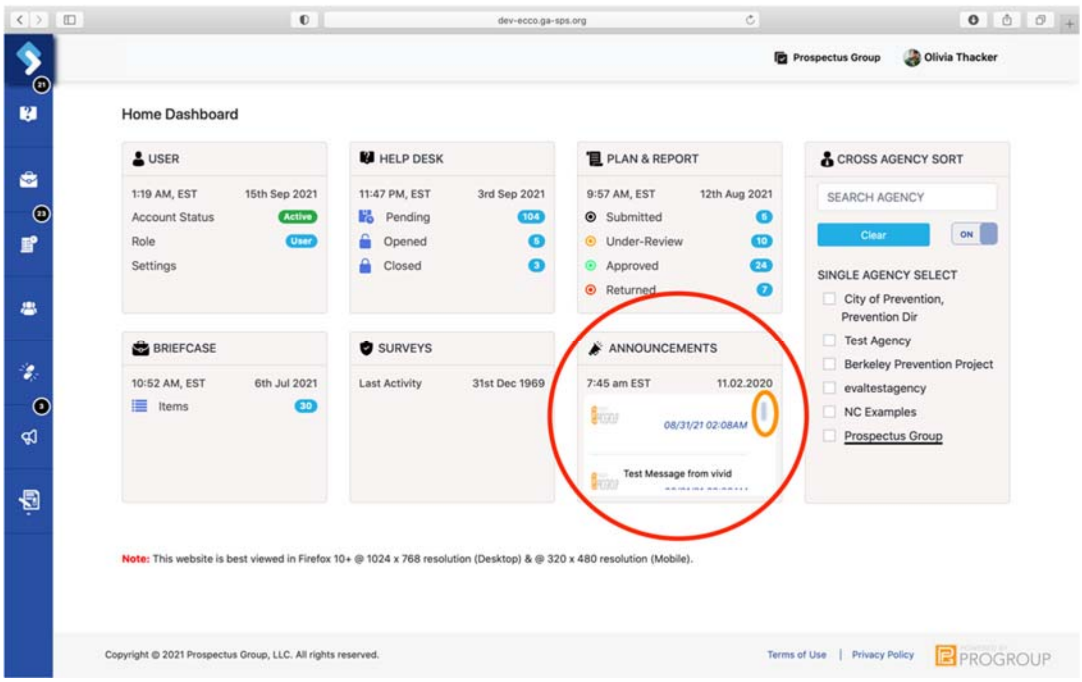
8. Once you have selected the interventions you want to tag, click the “Upload” button to upload the file.


Not Secure — ecco.gapip.pro-sps.com
Learn More
Olivia Thacker
Briefcase Dashboard
SORT & SEARCH ITEMS
By Region
All
Upload Item
Select Tag
× Social Norming Campaign-Haines Model - (2020-2021)
C:\fakepath\Very Important Info.docx
Browse
Upload
Note : Upload doc, docx, pdf, xls or xlsx file only. Press Cntrl key to select multiple files.
Rate this Dashboard
Get Help
PROSPECTUS GROUP
Last Update
0 of 100
Upload
01 Jul 2021
Number of Uploaded Items
3 of 100
File Name
Select Tag
File Name
1
DBHDD Staff Contact List Currently.docx
06/29/2021
2
ip_download (3) (2).xls
07/01/2021
3
ProGroup Master Login Sheet.xlsx
06/29/2021
Upload

Where to Find Announcements

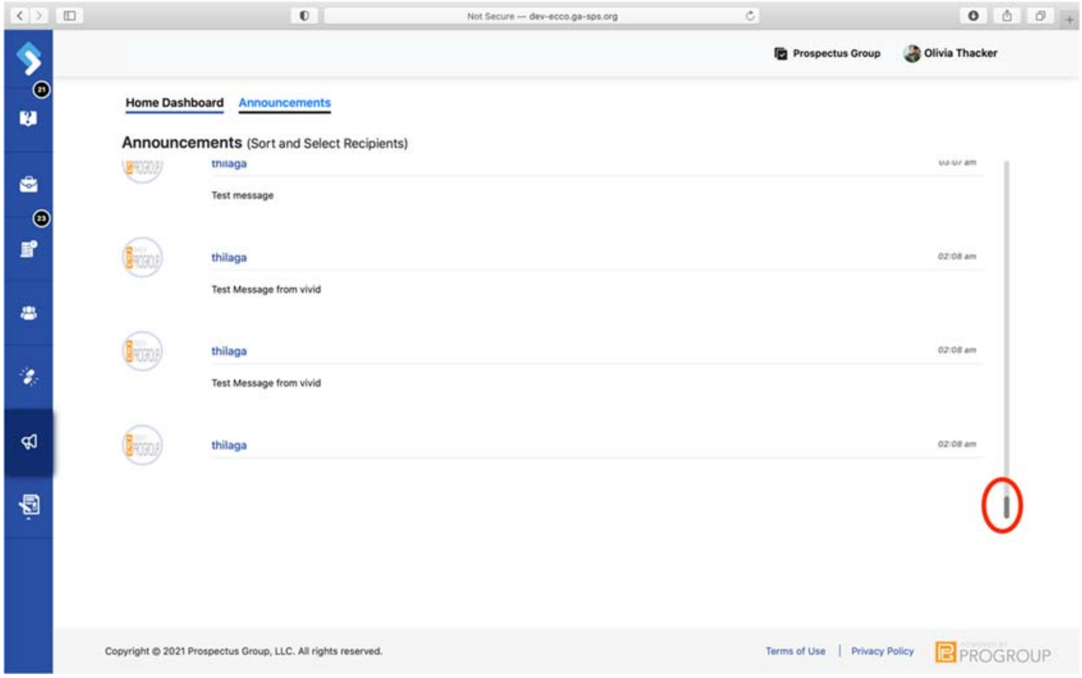
Users can view recent announcements from the homepage. Here you can find news on recent ECCO updates, reminders about upcoming trainings and webinars, and data entry reminders.

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.


Not Secure — dev-ecco.ga-sps.org
Prospectus Group
Olivia Thacker
Home Dashboard
Announcements
Announcements (Sort and Select Recipients)
thilaga
Test message
thilaga
02:08 am
Test Message from vivid
thilaga
02:08 am
Test Message from vivid
thilaga
02:08 am
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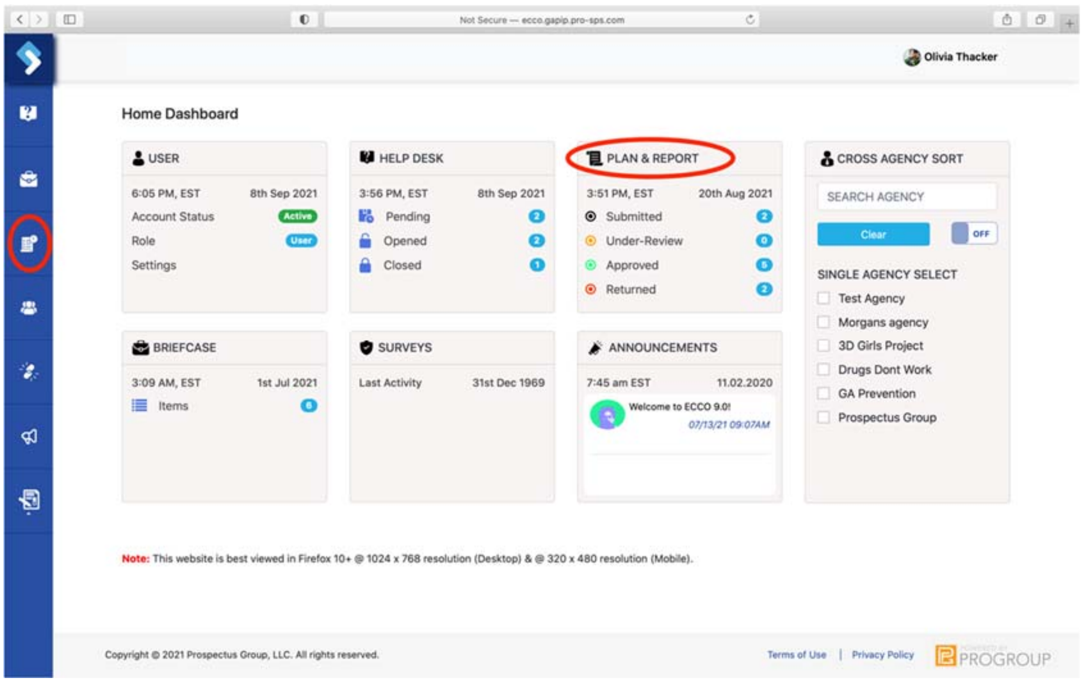
PROGROUP

Implementation Plans (IP)

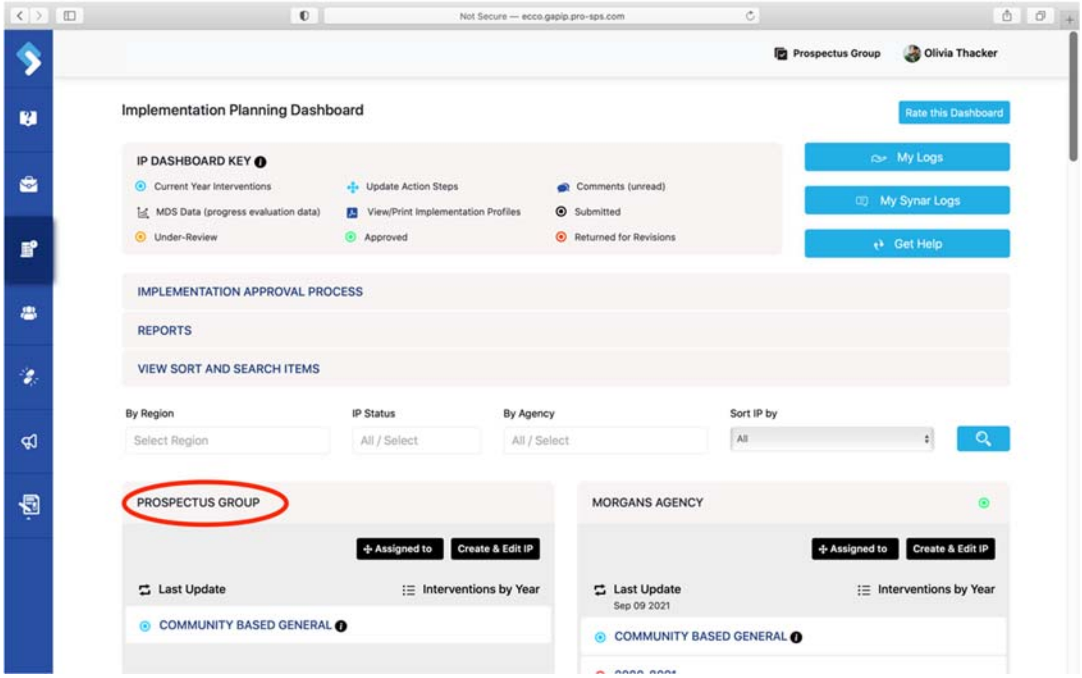
Create/Edit Implementation Plan and Submit

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

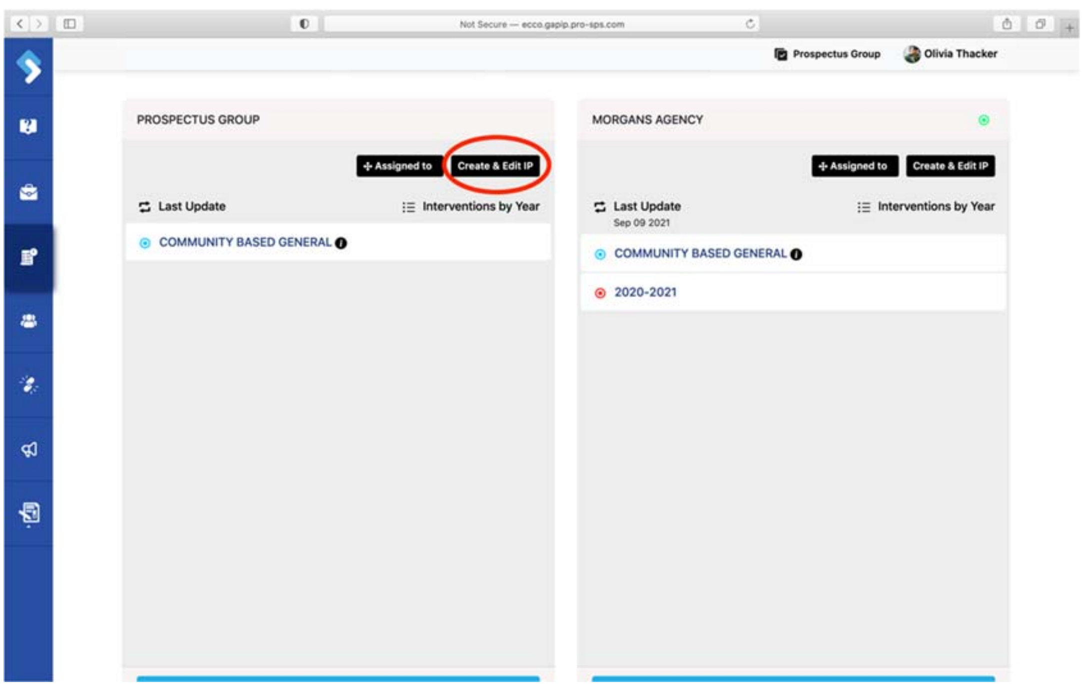
1. From the homepage, click on the Plan & Report node, or click on the IP icon on the left sidebar to navigate the IP Dashboard.



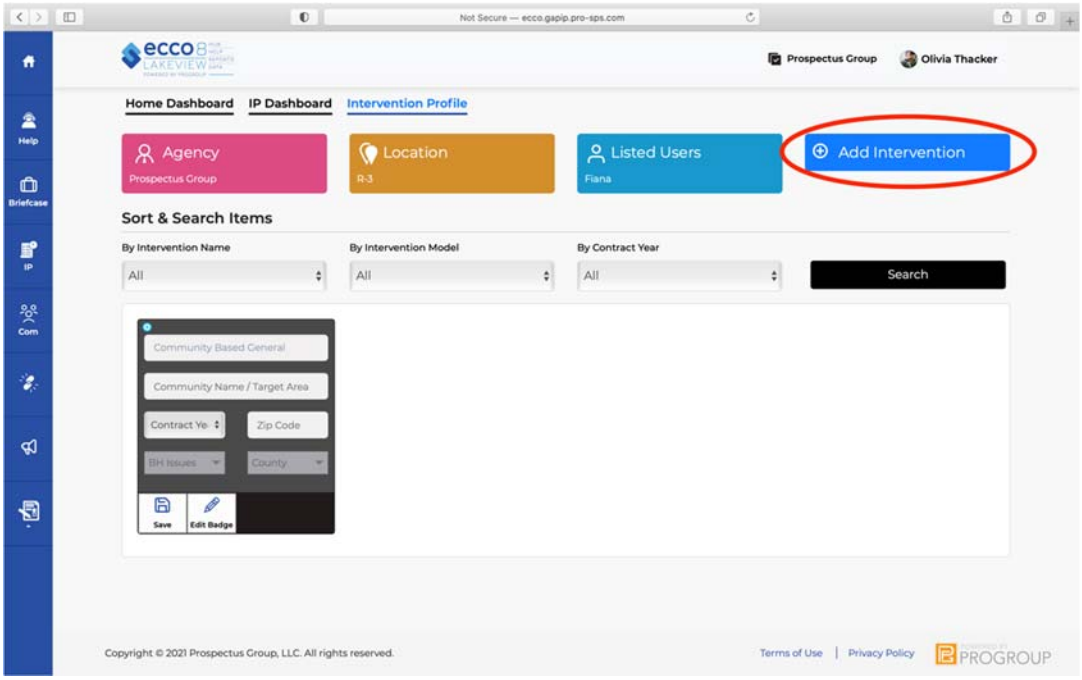
2. Once on the IP Dashboard, find the agency node you want to develop an IP for. You will only see one node if you are only associated with one agency and funding source.



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

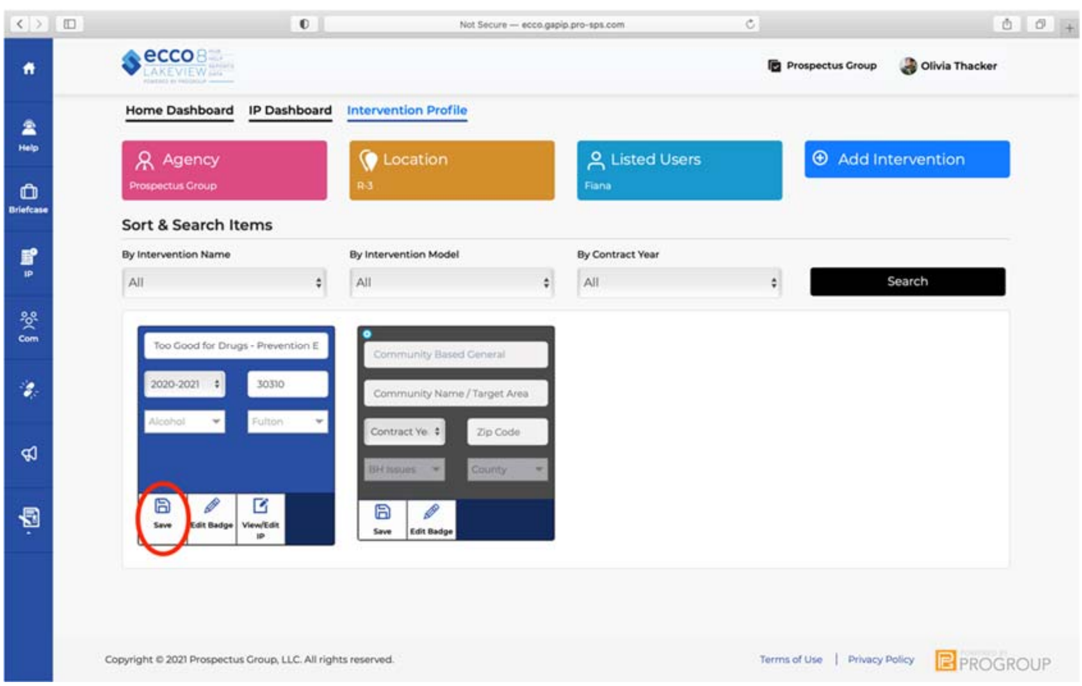


4. To add a new IP, click on the blue box labeled “Add Intervention.”

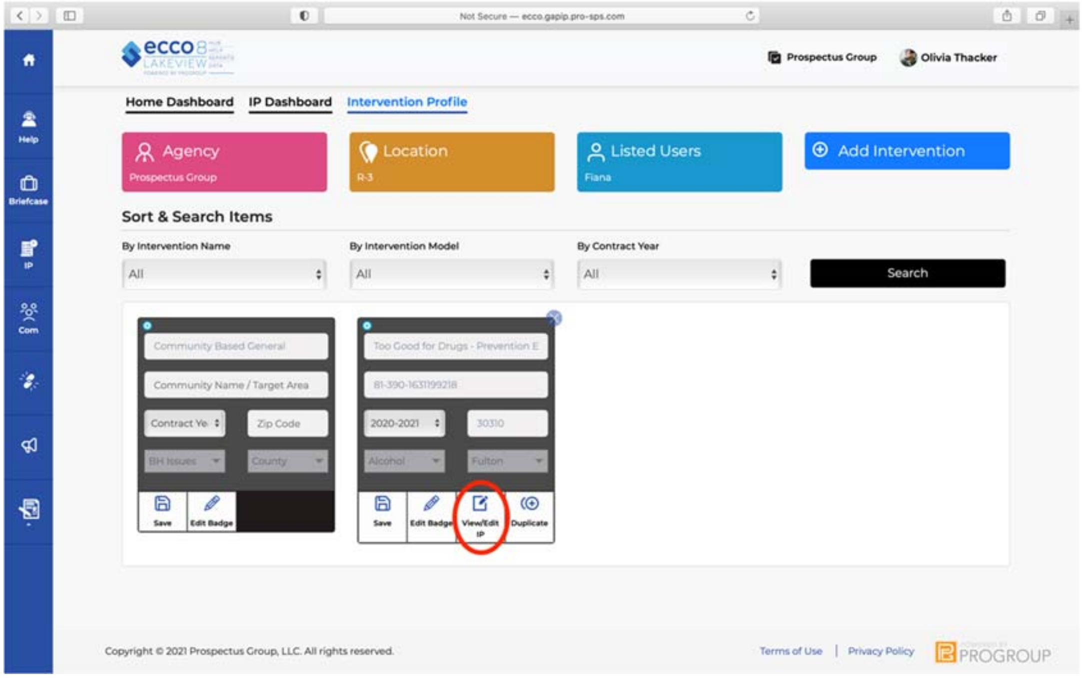


5. A new node will appear to the left of the page highlighted in blue. Fill out each field on the node.

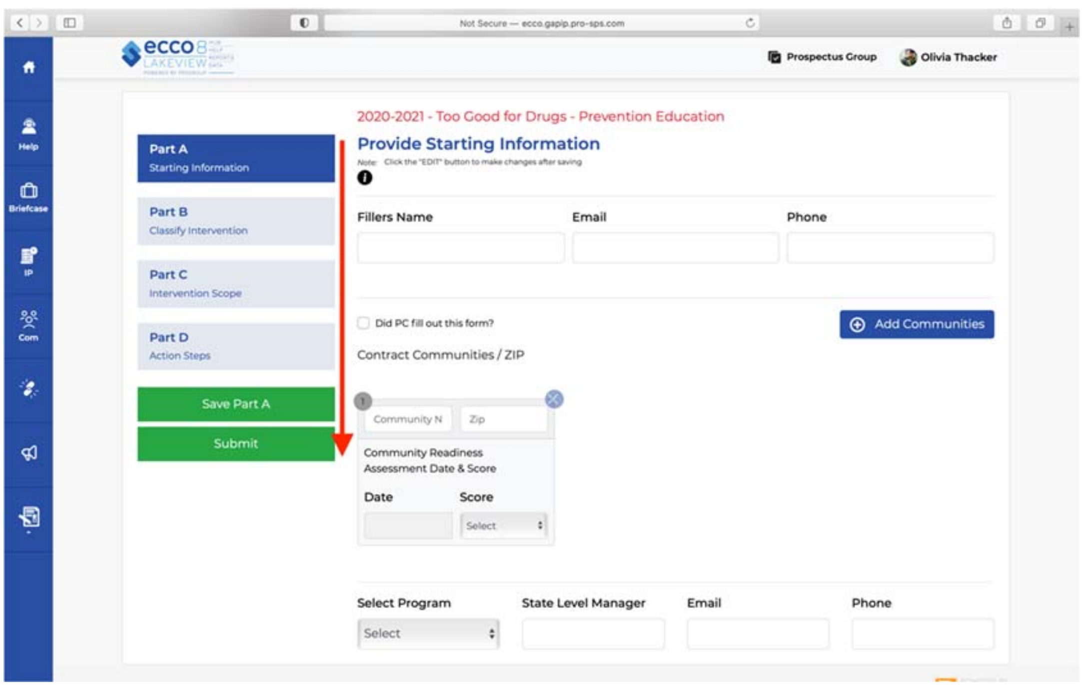
6. Once all fields on the node have been entered, click Save. This will trigger a form to open up below.



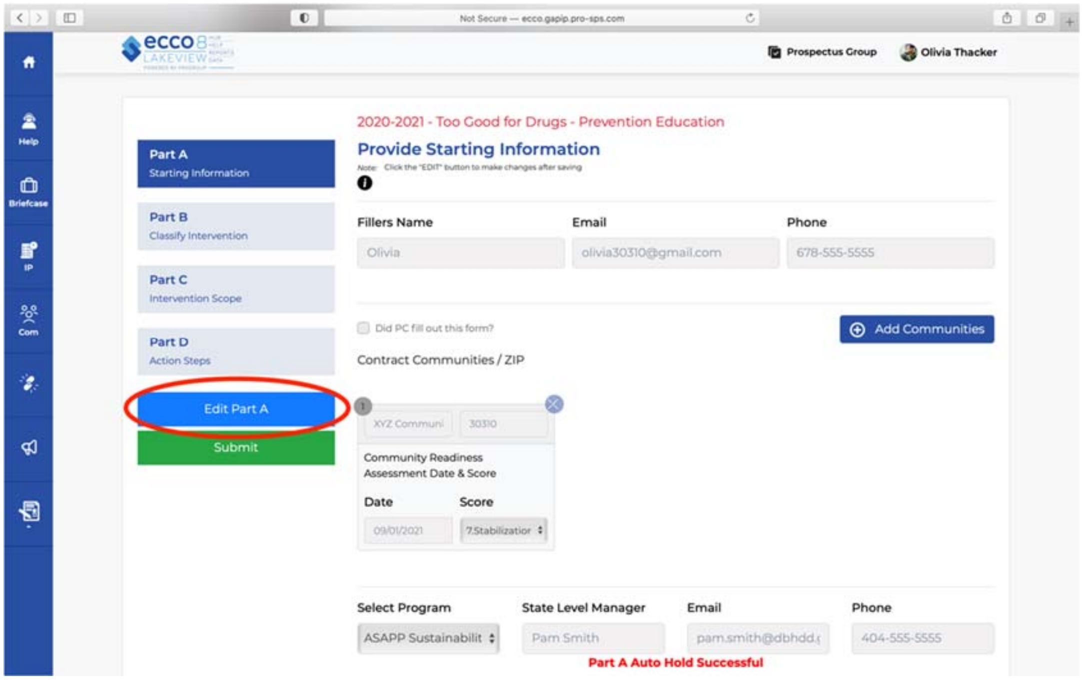
7. If you are returning to an IP (that has not been submitted or has been returned) to make changes, you will click on “View/Edit IP.” This will open the form below.



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.

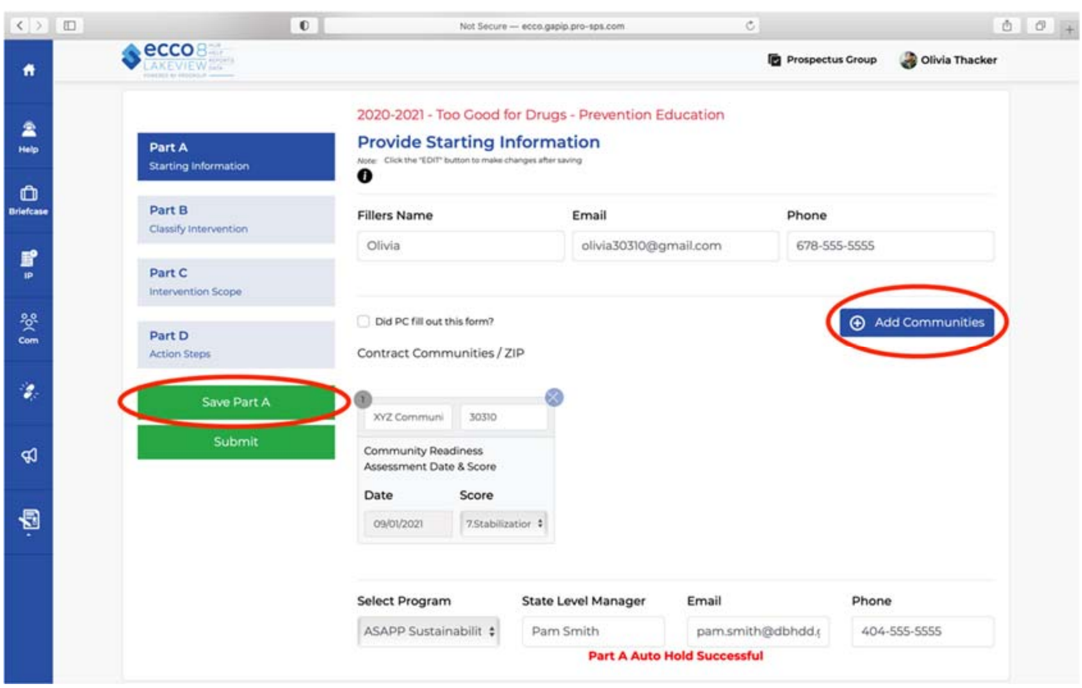


9. If you are returning to an IP to make changes, the “save” button will be an “edit” button. You will need to click the edit button before you can make any changes to the form.



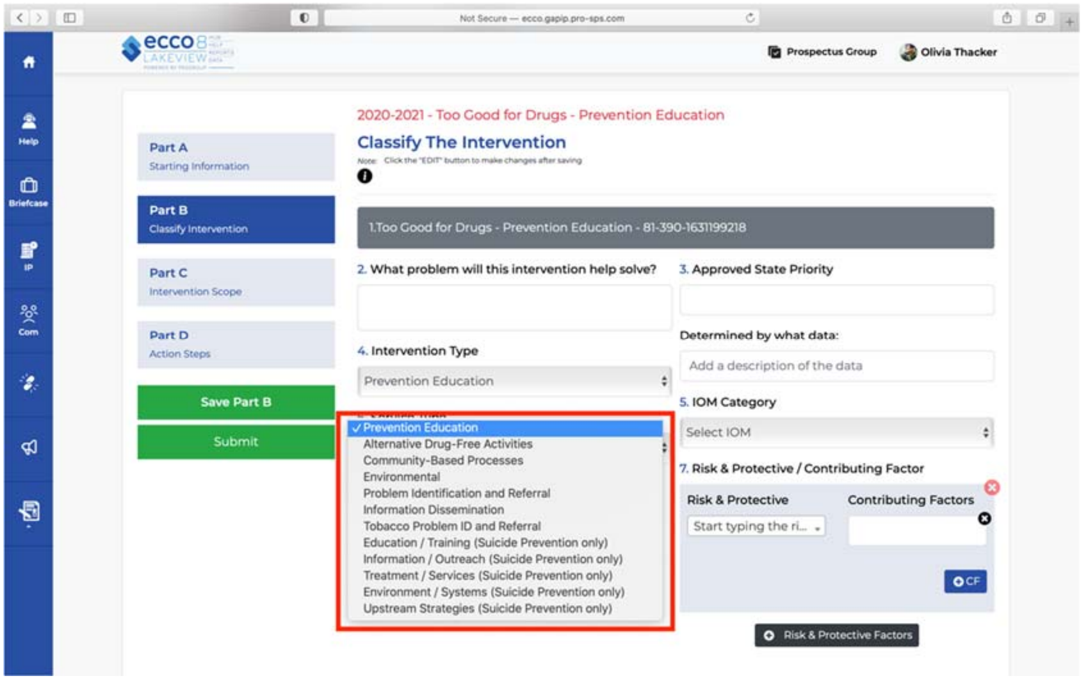
10. In Part A, you will enter the filler's name and contact information. You will also provide your community readiness score(s) and select your funding source. You can add additional community readiness scores by clicking on the blue button labeled “Add Communities” to the right.

11. Click save before leaving the section.



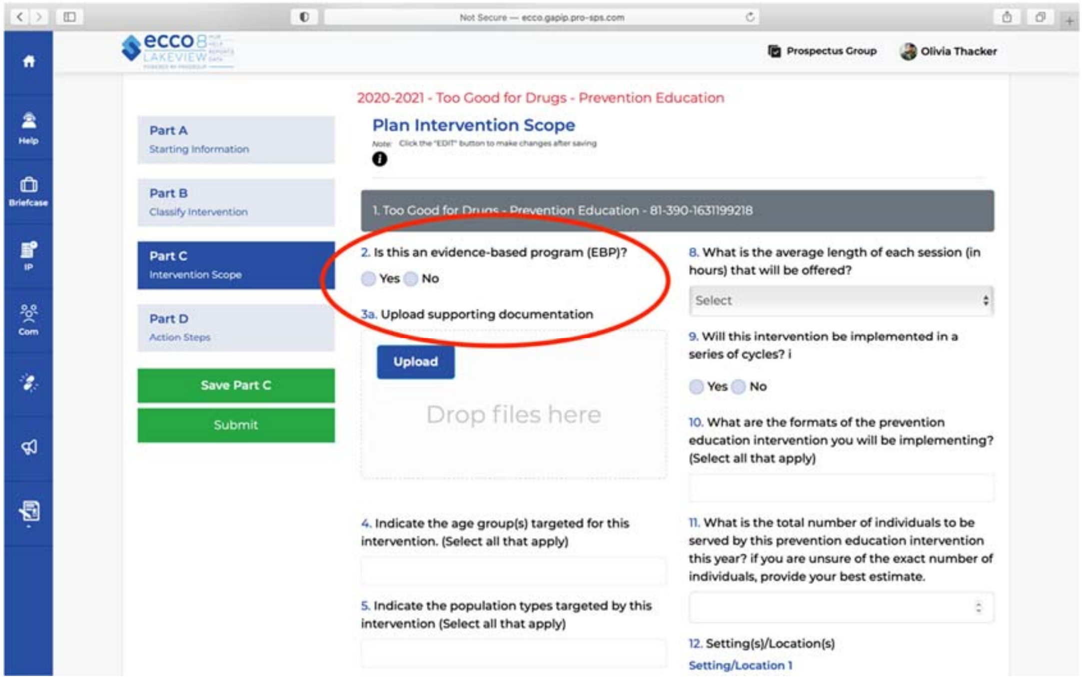
12. In Part B, you will identify the problem to be addressed with this intervention and the intervention type (strategy type). **Your answer to question four will determine the rest**

of the questions in this form, as well as the questions found in the process level evaluation (also known as MSD data) form.



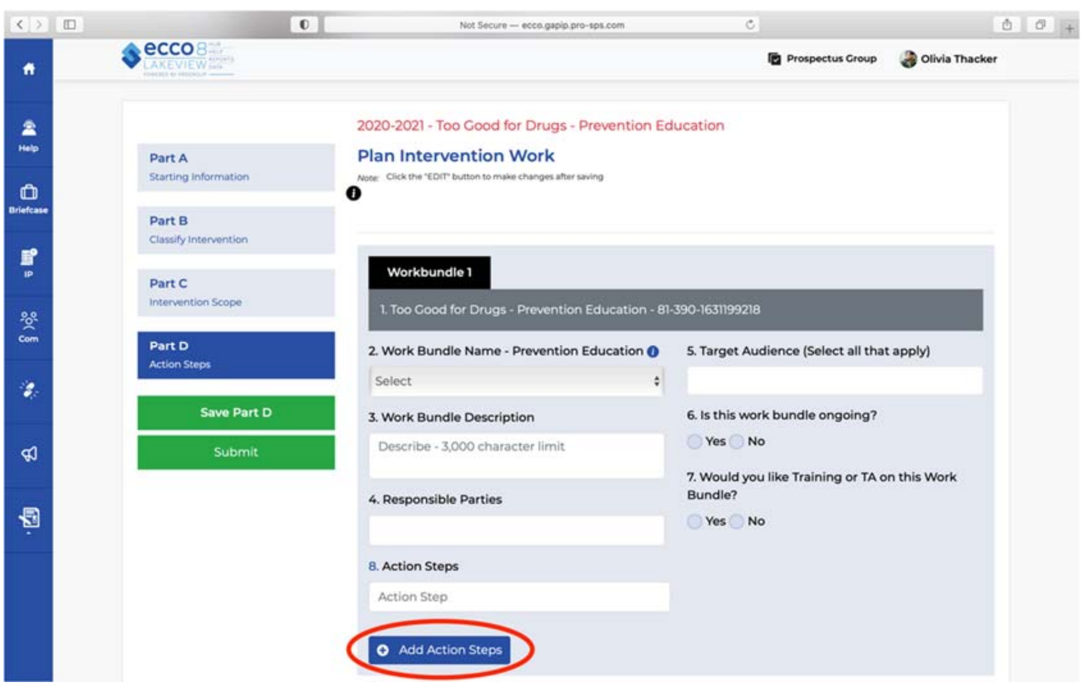
13. Part C addresses the scope of your intervention. You will find questions regarding your target population, your anticipated reach, and dosage (how much of the intervention participants will receive).

14. 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.**

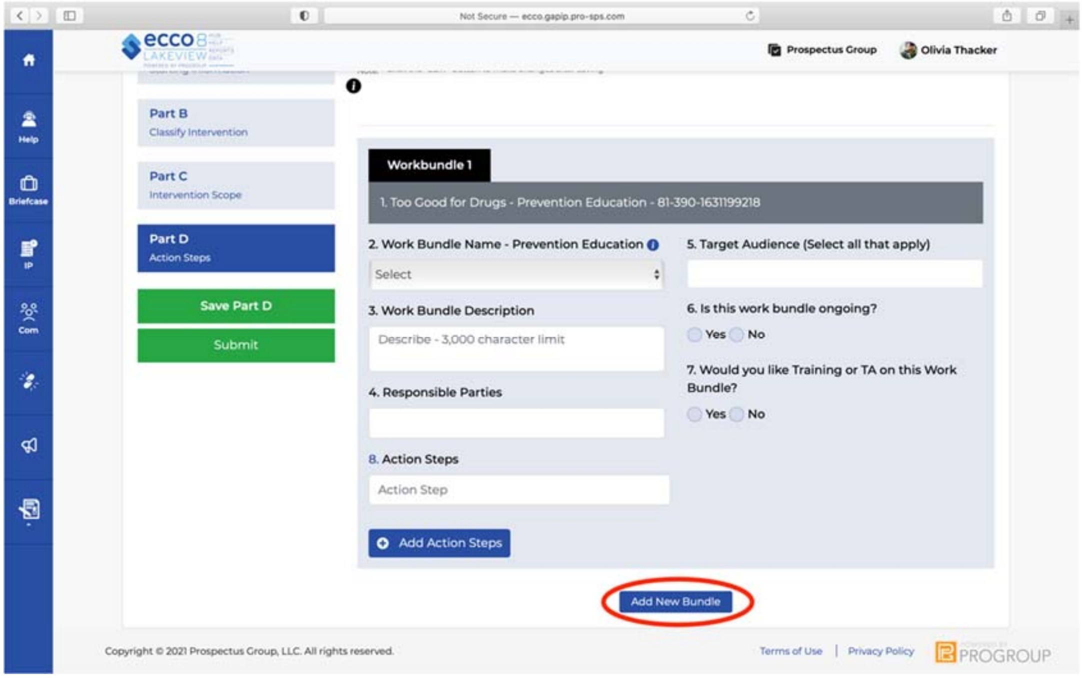


15. You will use Part D to develop your Work Bundles. These are the preparations and processes for implementing the intervention. The total of all action steps within a work bundle should equal a completed work bundle. The total of all work bundles should equal a completed intervention (plus the preparation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

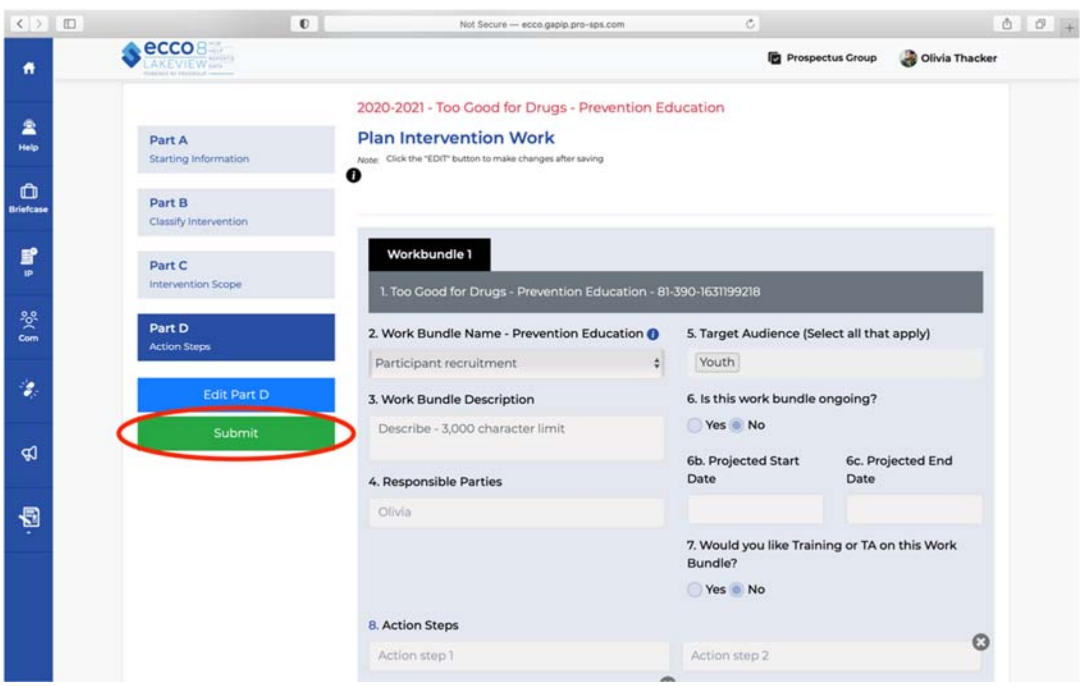
16. To add additional action steps to a work bundle, click on the black box labeled “Add Action Steps.”



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

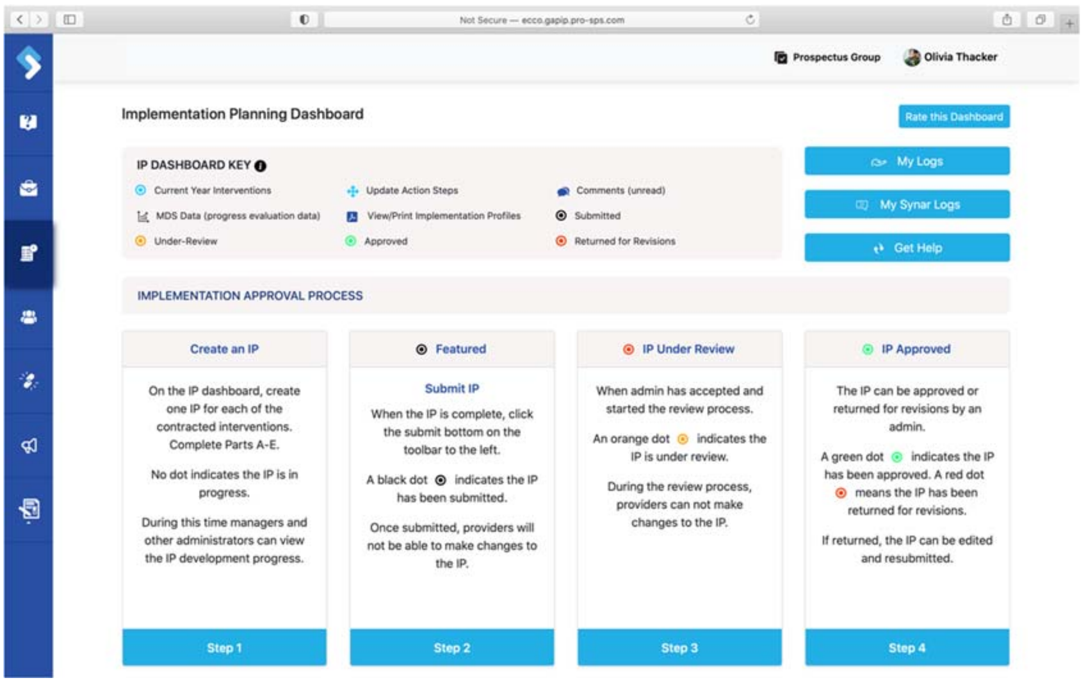


18. Once you have completed all parts of the IP form, you will submit your IP for approval by clicking on the submit button. Once you hit submit, you will **no longer be able to edit the form.**



19. 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. A black dot will appear on your IP once it has been submitted. At this point, you are unable to make further edits.

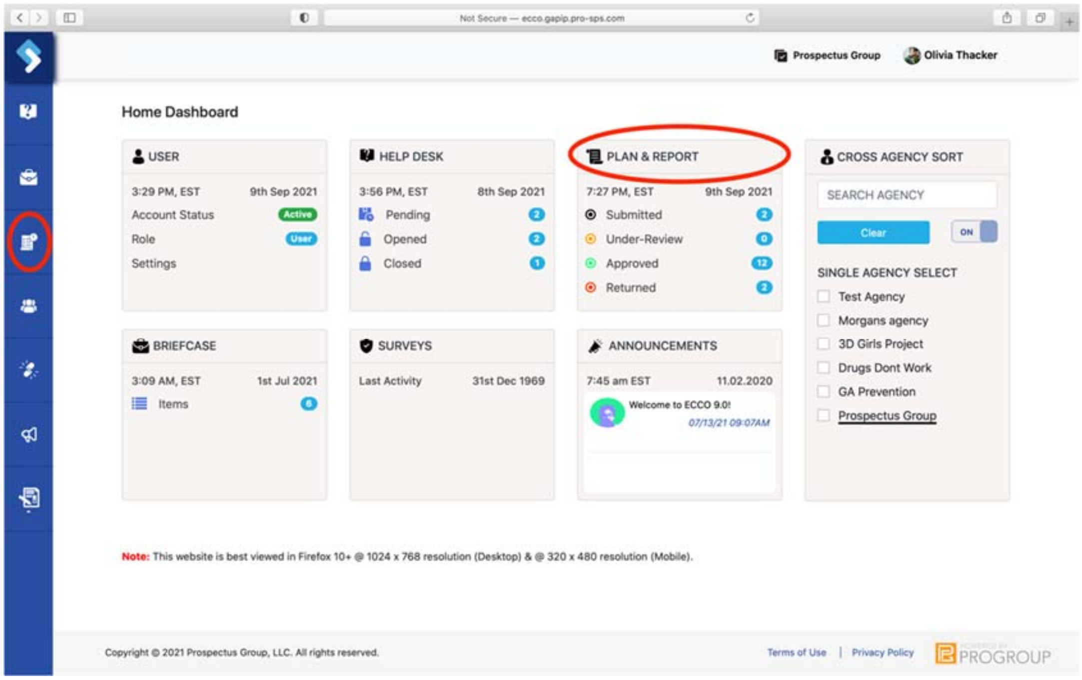
b. An orange dot will appear once your IP is under review by your RPS or programmatic manager.
c. After your IP is approved, you will see a green dot.
d. If your IP is returned for revision, you will see a red dot on your IP. At this point, you will be able to edit your IP. Resubmit your IP once corrections are finished.



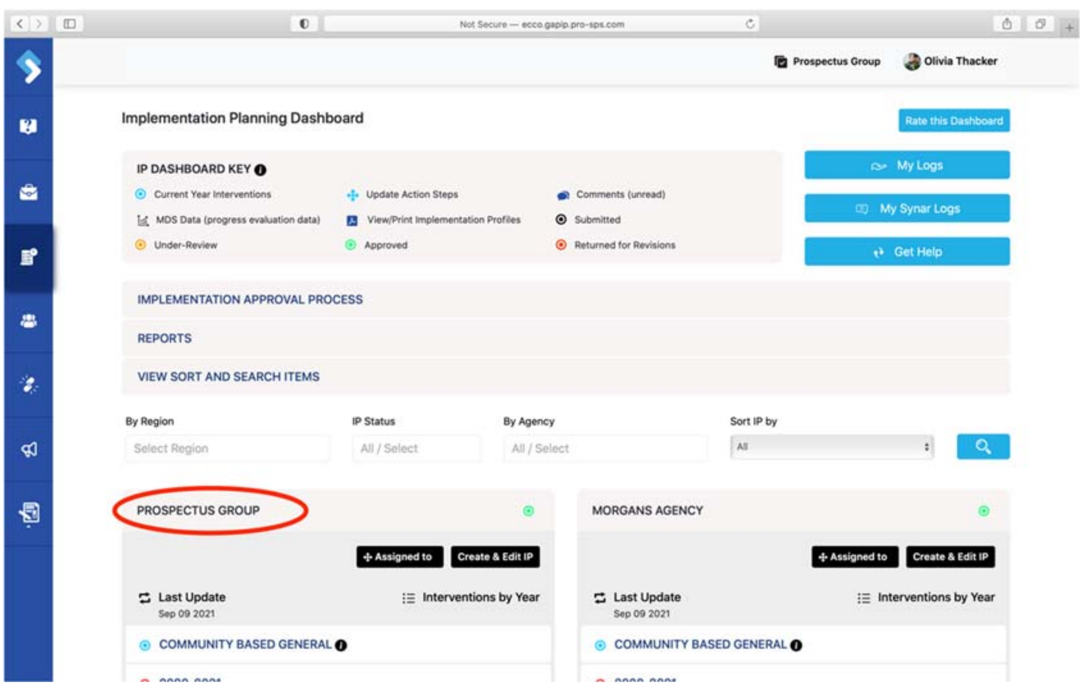
Update Implementation Progress (Action Steps)

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

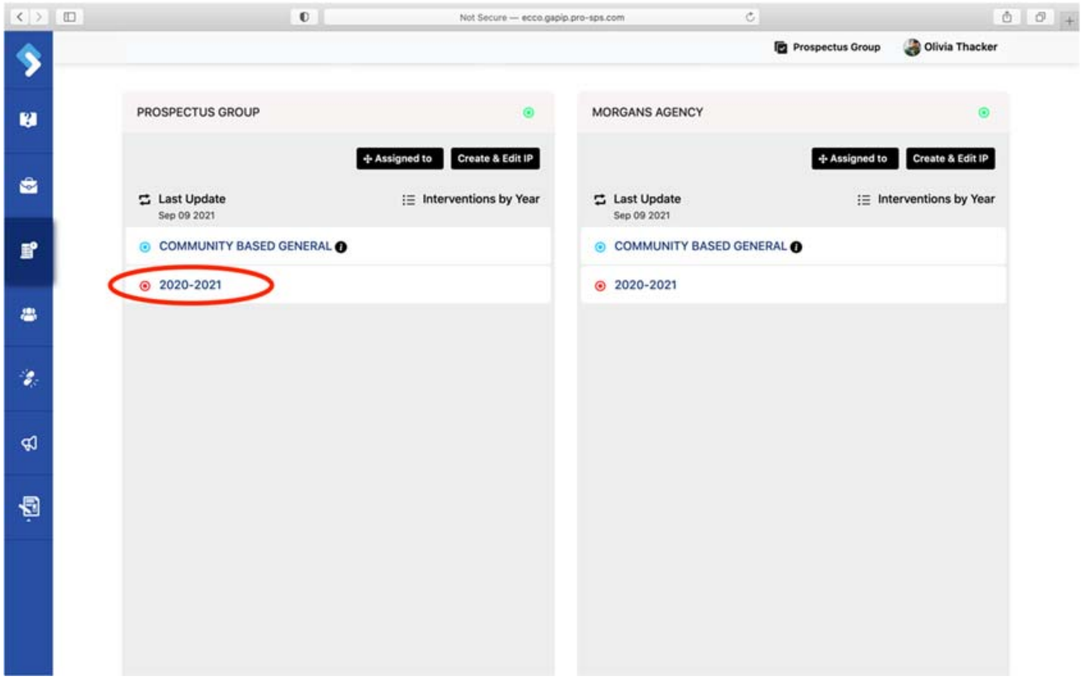
1. From the homepage, click on the Plan & Report node or the IP icon on the left sidebar to navigate to the IP Dashboard.



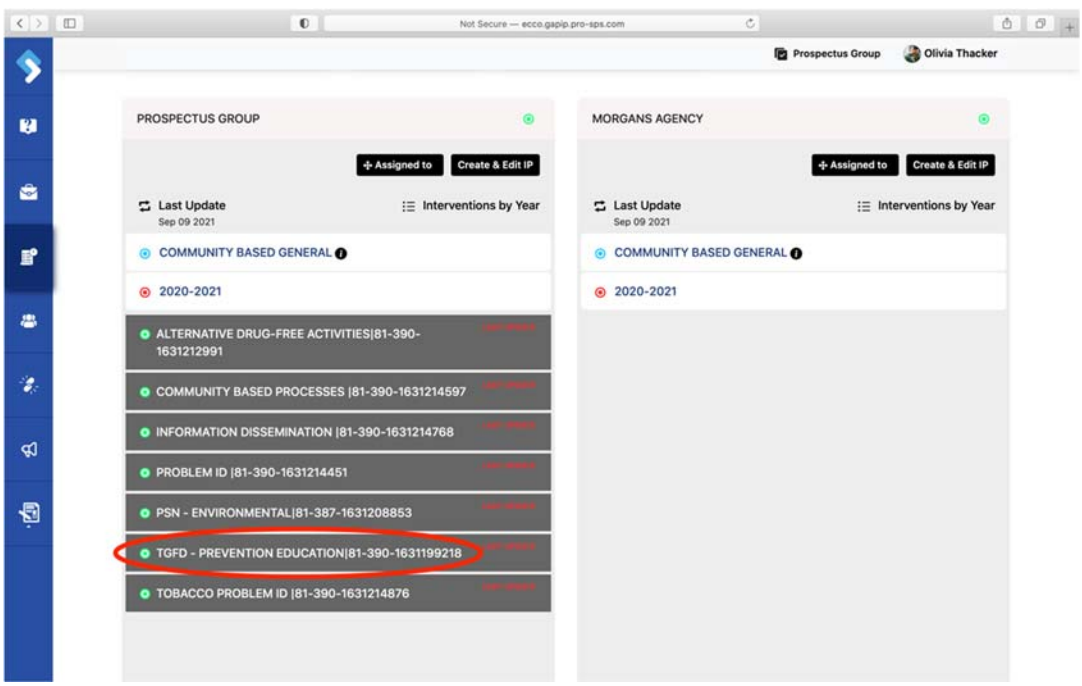
2. Once on the IP Dashboard, find the agency node you want to update an IP for. You will only see one node if you are only associated with one agency and funding source.



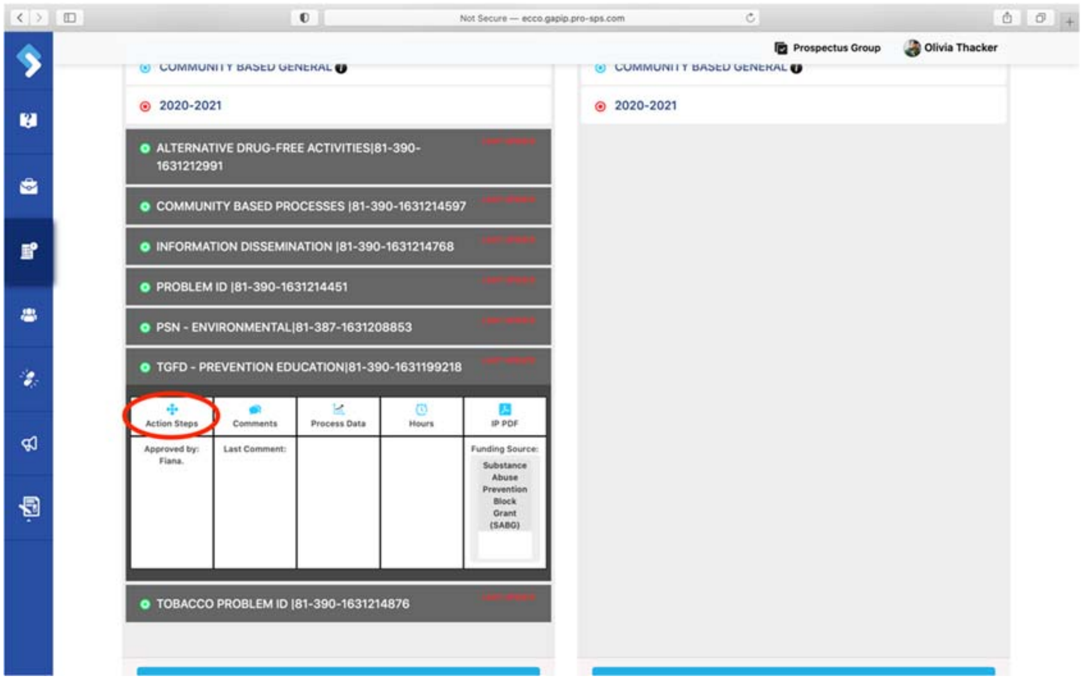
3. Click on the current contract year or the year you want to enter data for.



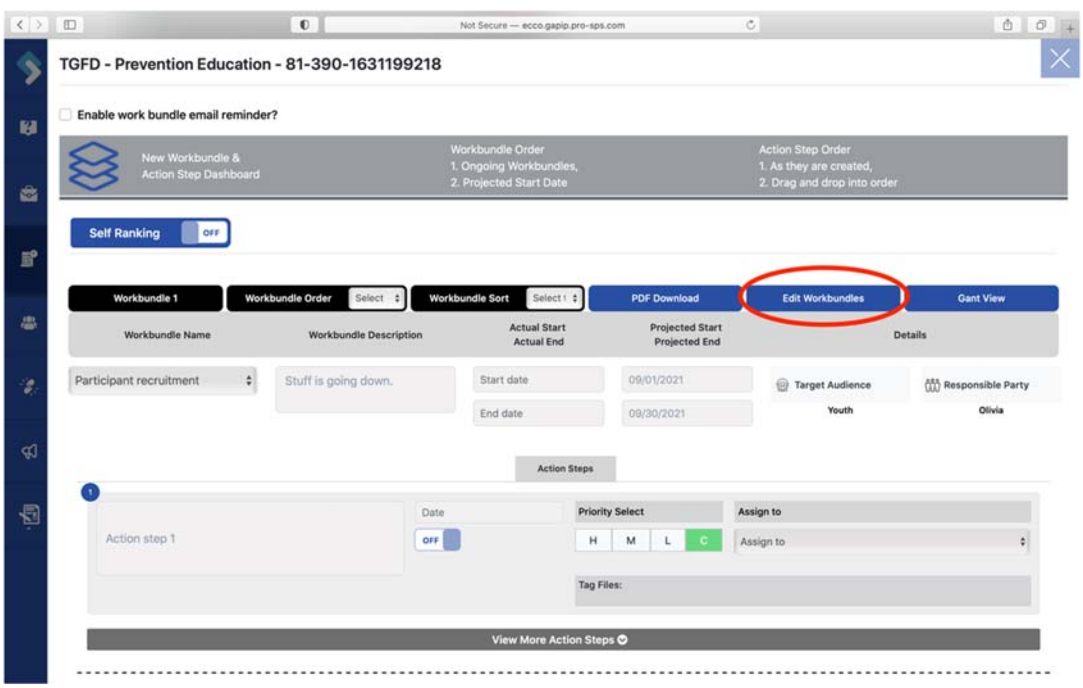
4. Click on the intervention you wish to update to reveal a white toolbar.



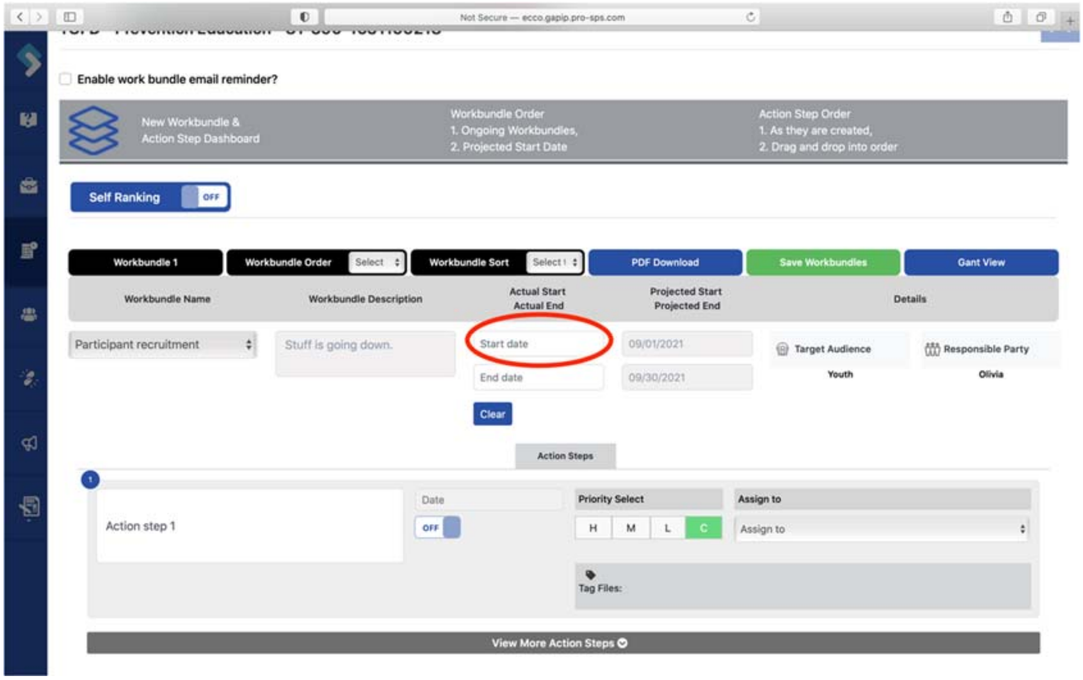
5. Click on the check mark icon labeled “Action Step.”



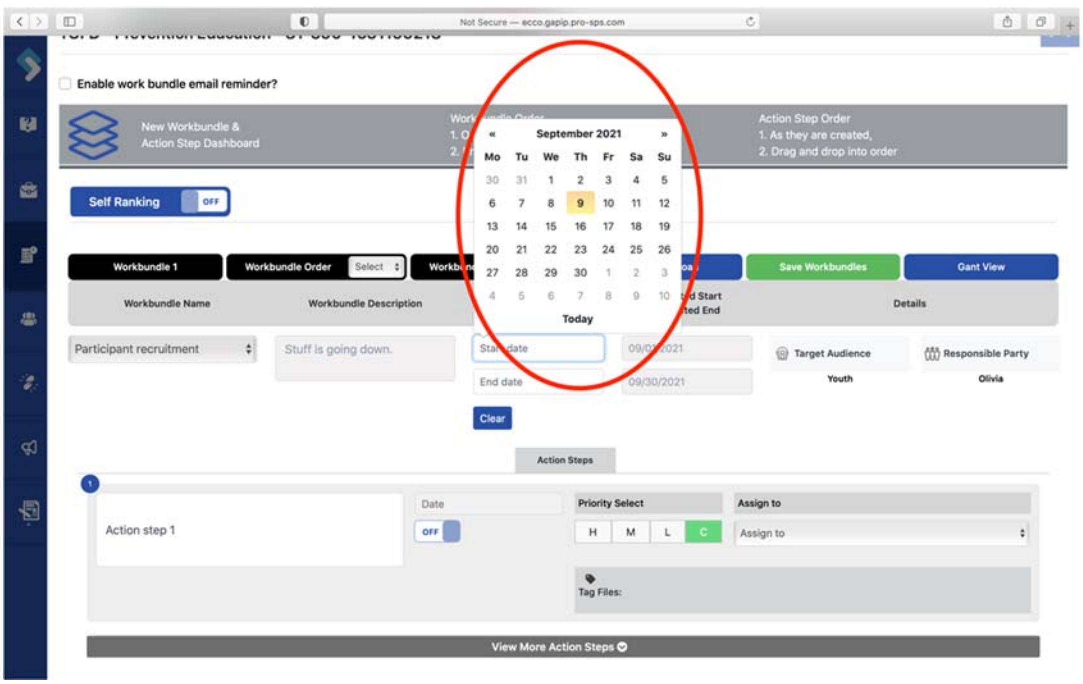
6. You will now see the work bundles and action steps for the selected intervention. Before you can update your progress, you will need to click on the blue box labeled "Edit Workbundles."



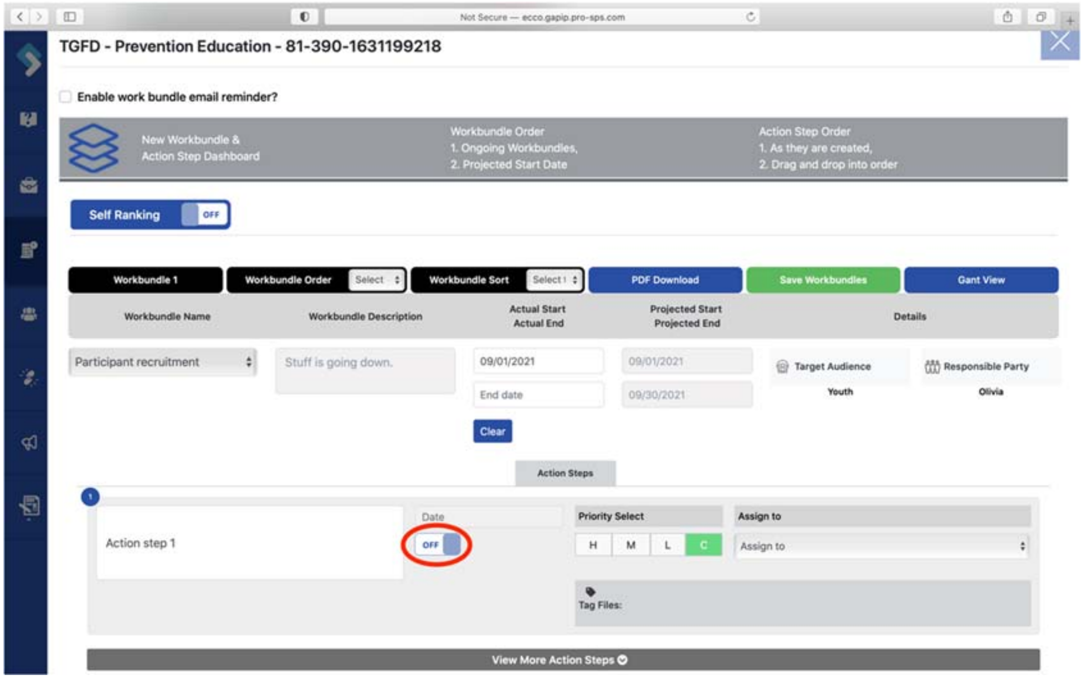
7. Find the work bundle you have started and click on the box labeled start date to select the date you began working on that work bundle.



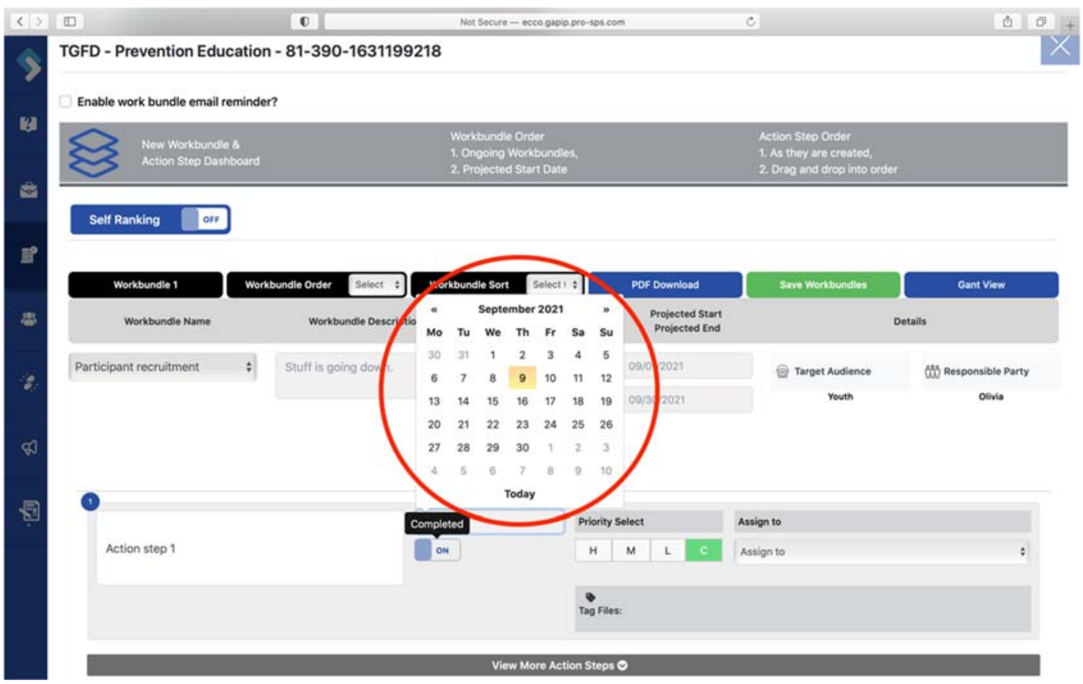
8. Select a date from the calendar.



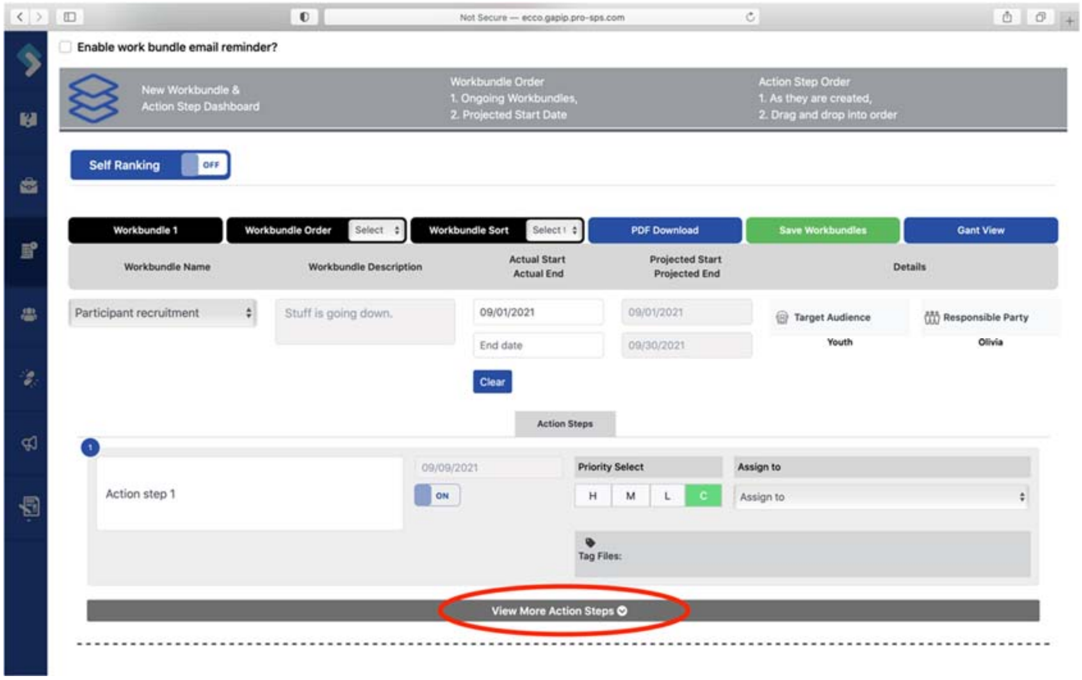
9. To check off an action step as completed, click on the blue toggle located to the right of the action step to move it to the “On” position.

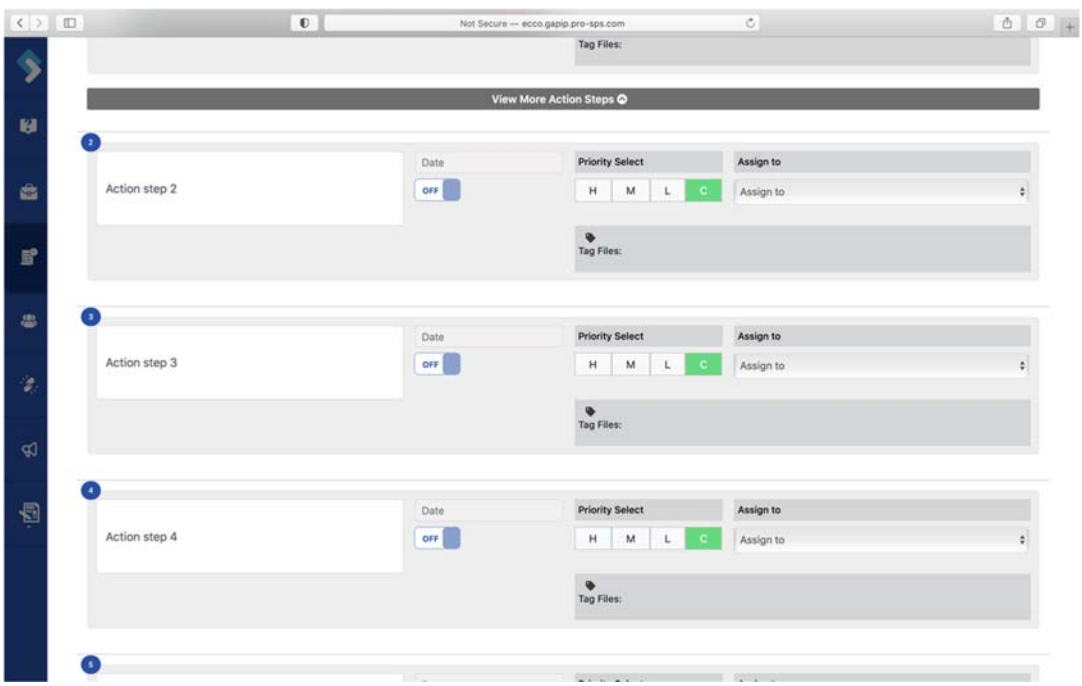


10. A calendar will pop up. Select the date the action step was completed.

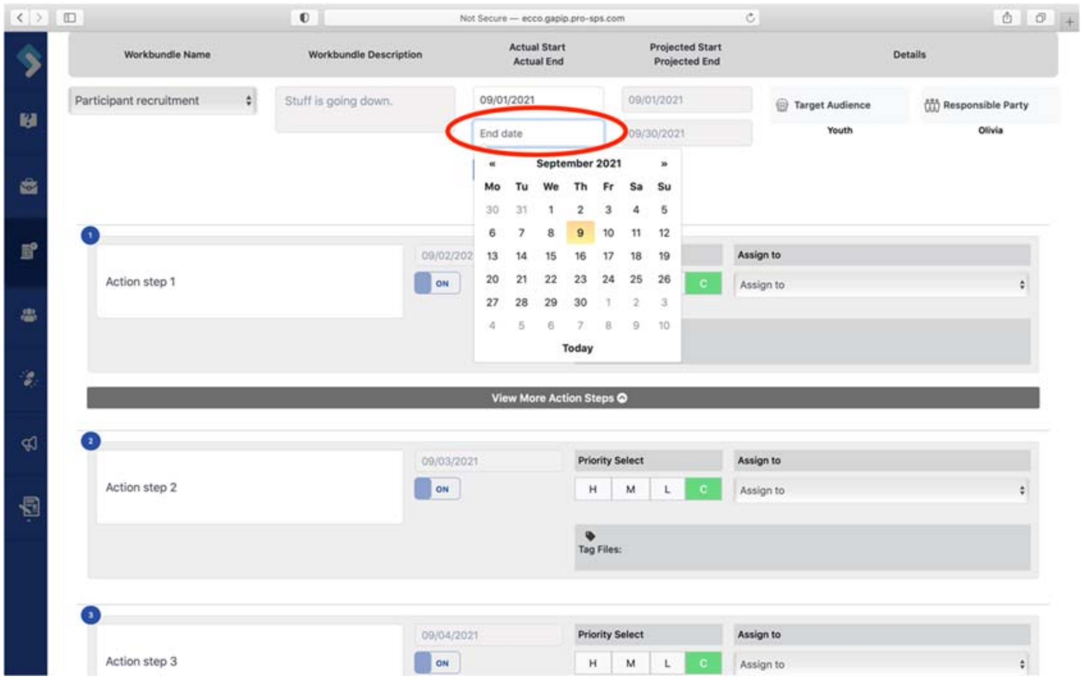


11. To view additional action steps, click on the gray bar at the bottom of the page labeled "View More Action Steps." All other action steps for the workbundle will appear below.

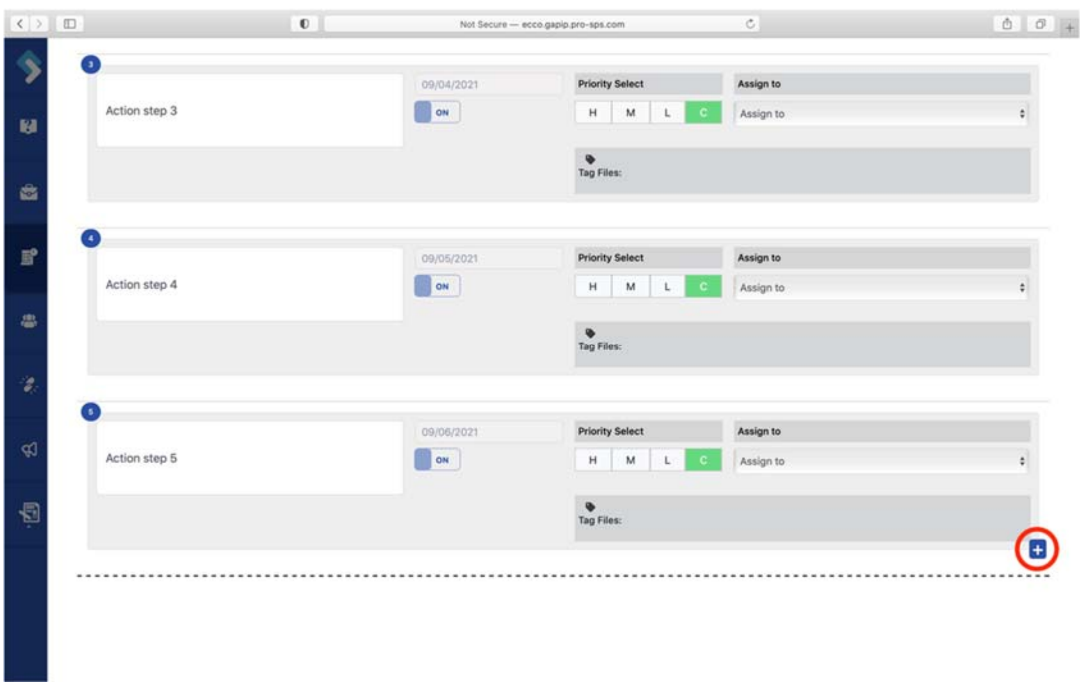




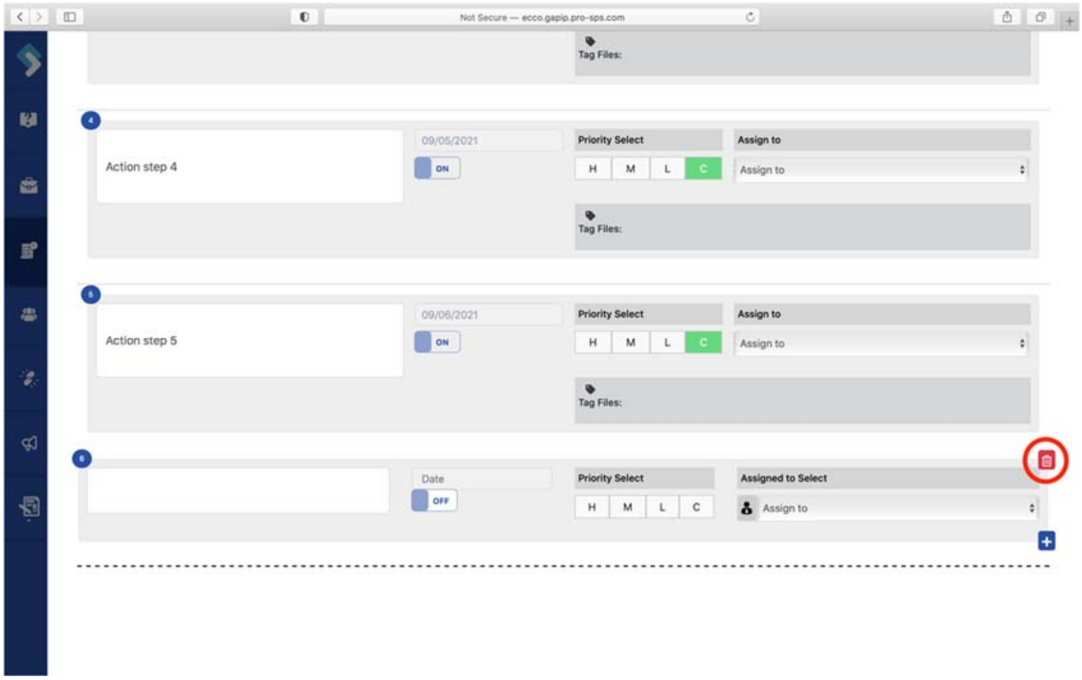
12. Once all action steps are completed for the work bundle, click on the box labeled “End date” and select a date from the calendar to check off the work bundle as completed.



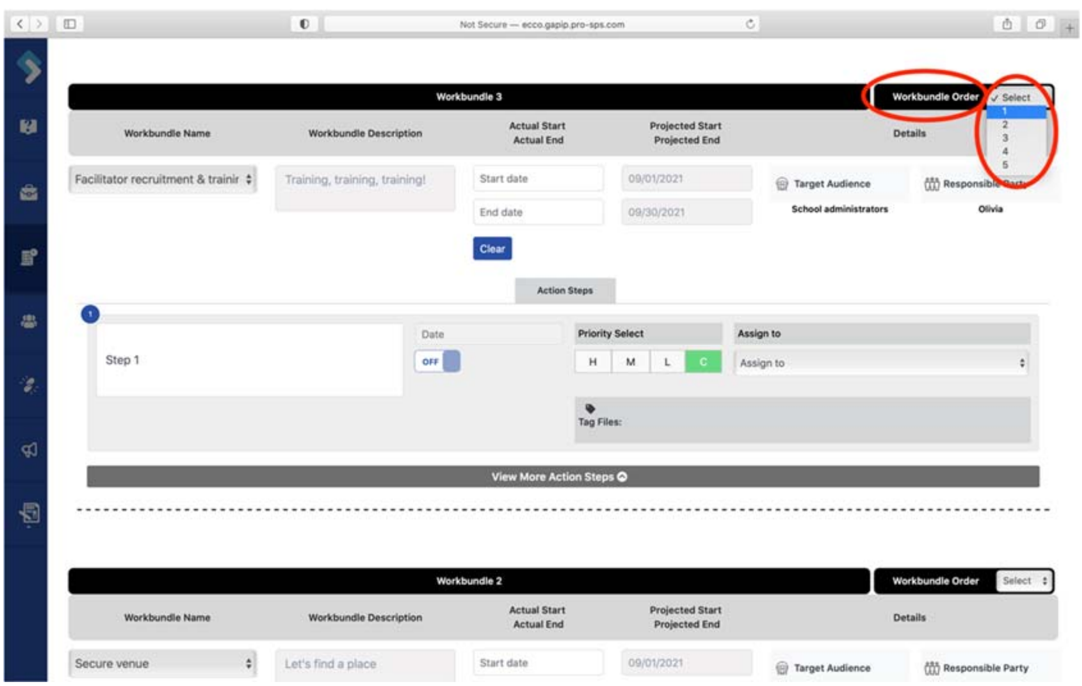
13. To add an action step to a workbundle, click on the plus sign (+) at the bottom right corner of the last action step.



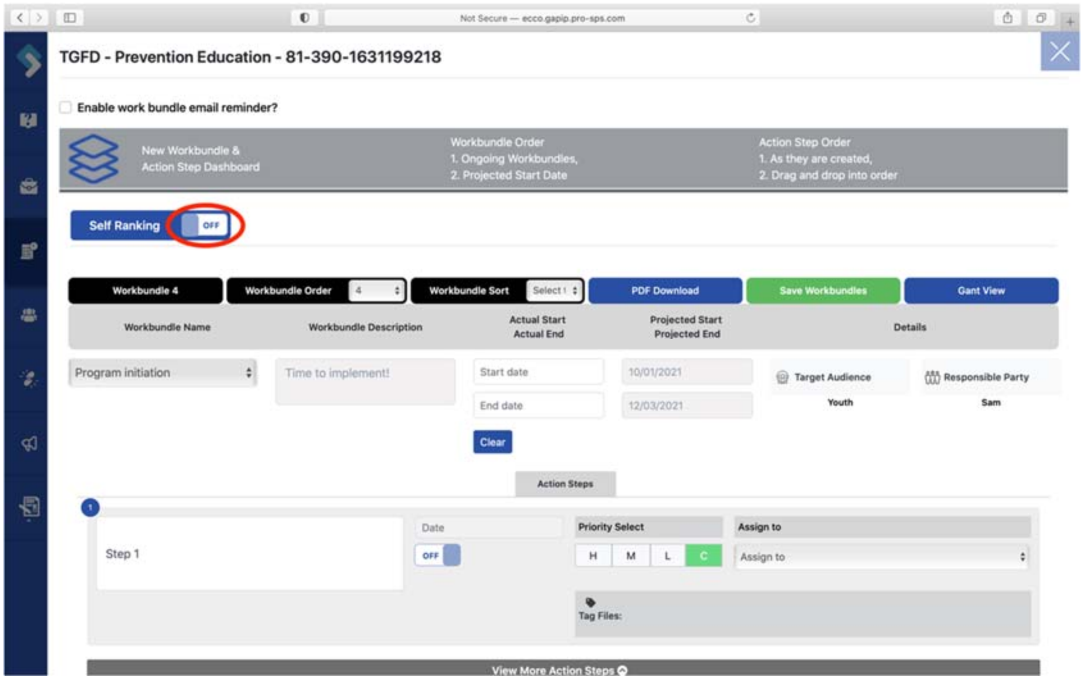
14. To delete an added action step, click on the red trash can icon at the top right corner of the action step.



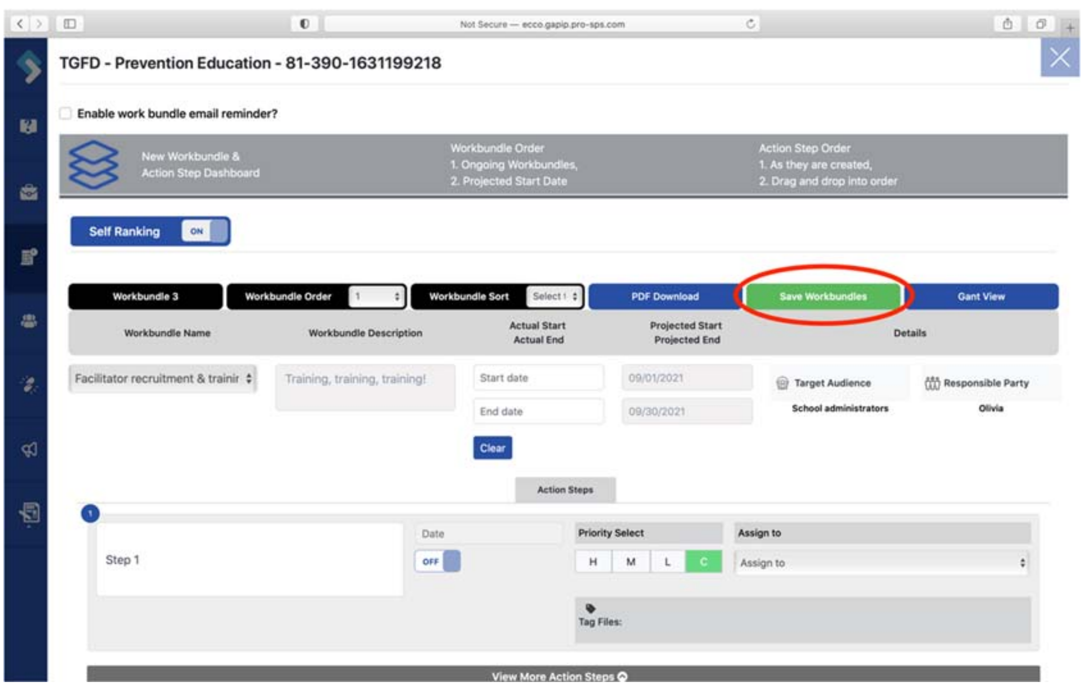
15. To rearrange the order of your workbundles, use the “Workbundle Order” bar to assign an alternate number to the workbuddle.



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



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



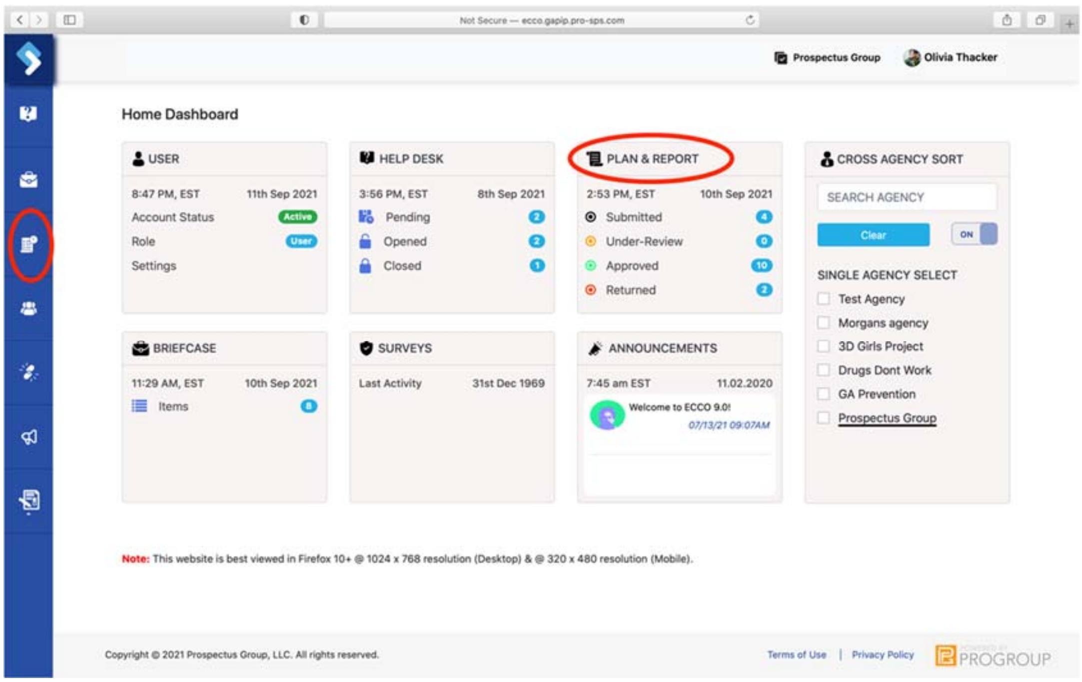
18. Please note that whole work bundles cannot be deleted. This would constitute a scope change. Any changes to the scope of your interventions need to be approved by your state RPS or programmatic manager.

Information for All Seven Strategy Type Forms

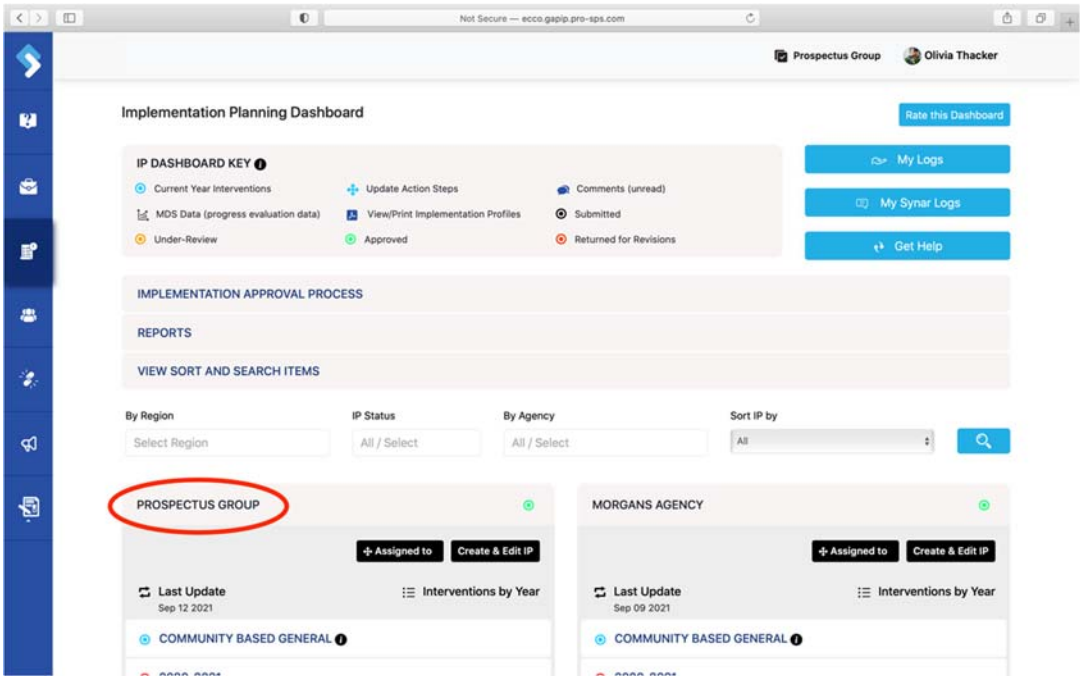
Where does Process (MDS) data go?

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

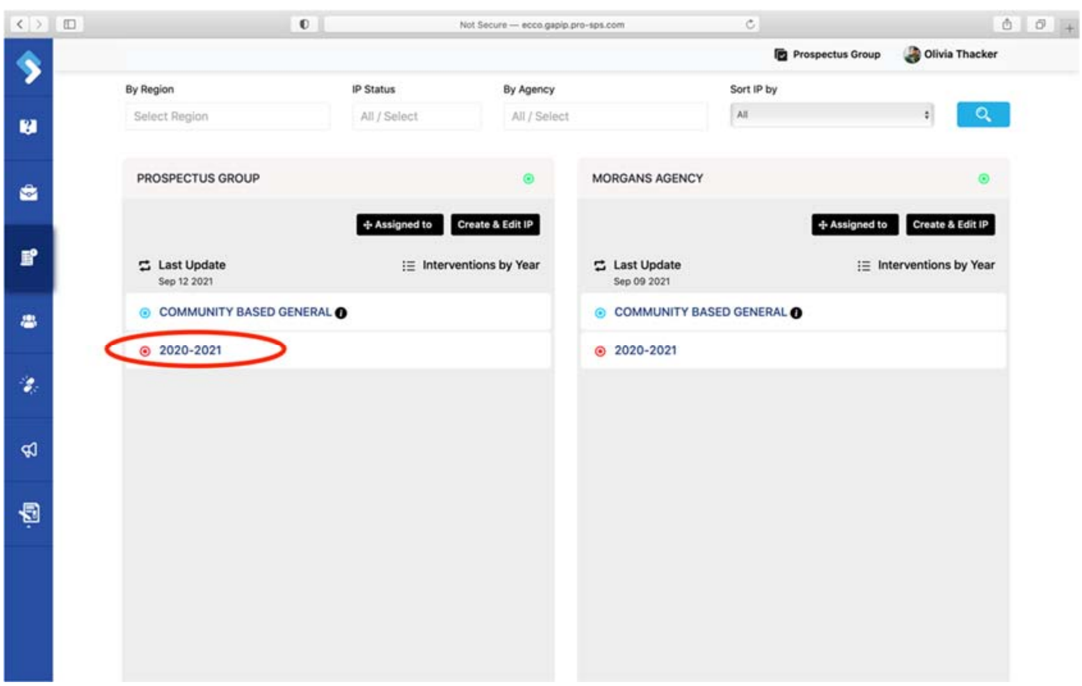
1. Navigate to the Implementation Planning Dashboard from the ECCO homepage by clicking on the node labeled Plan & Report or the IP icon on the sidebar to the left



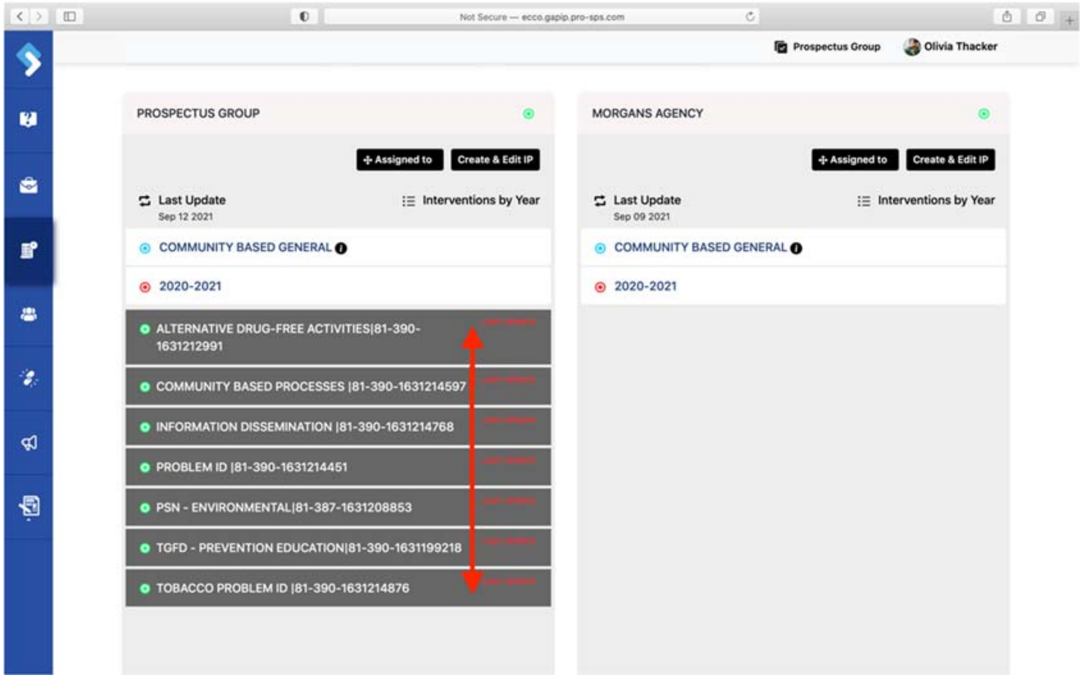
2. Locate the node with your agency's name. If you are only associated with one agency and funding contract, you will only see one node on this page.



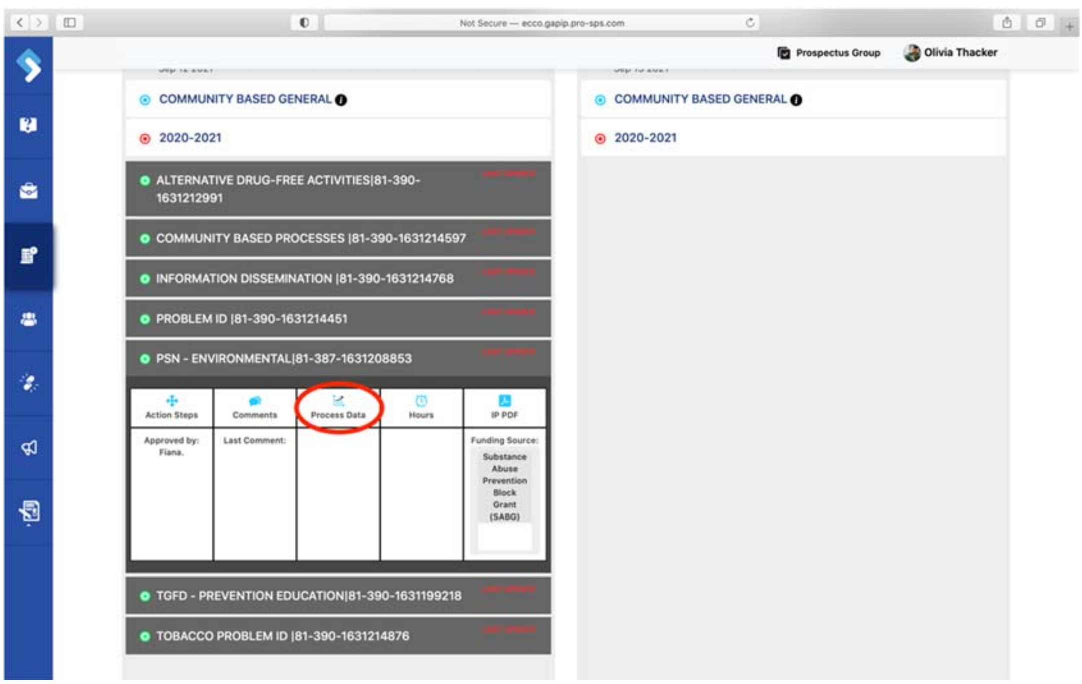
3. Click on the contract year you want to report data for.



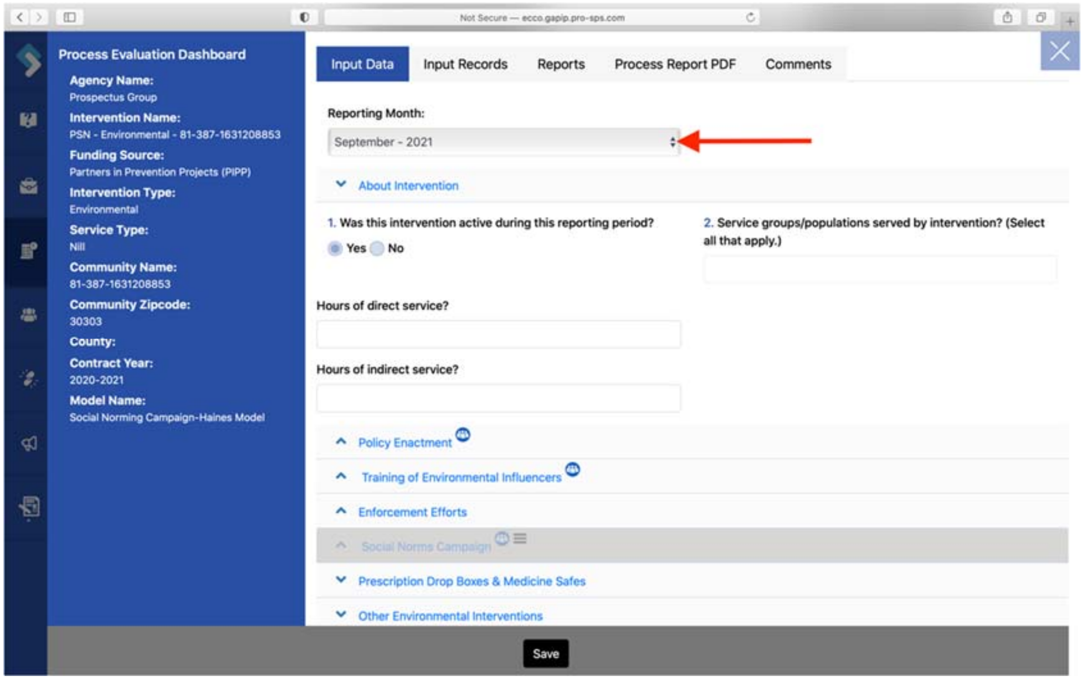
4. Click on the intervention you wish to report on to reveal a white toolbar.

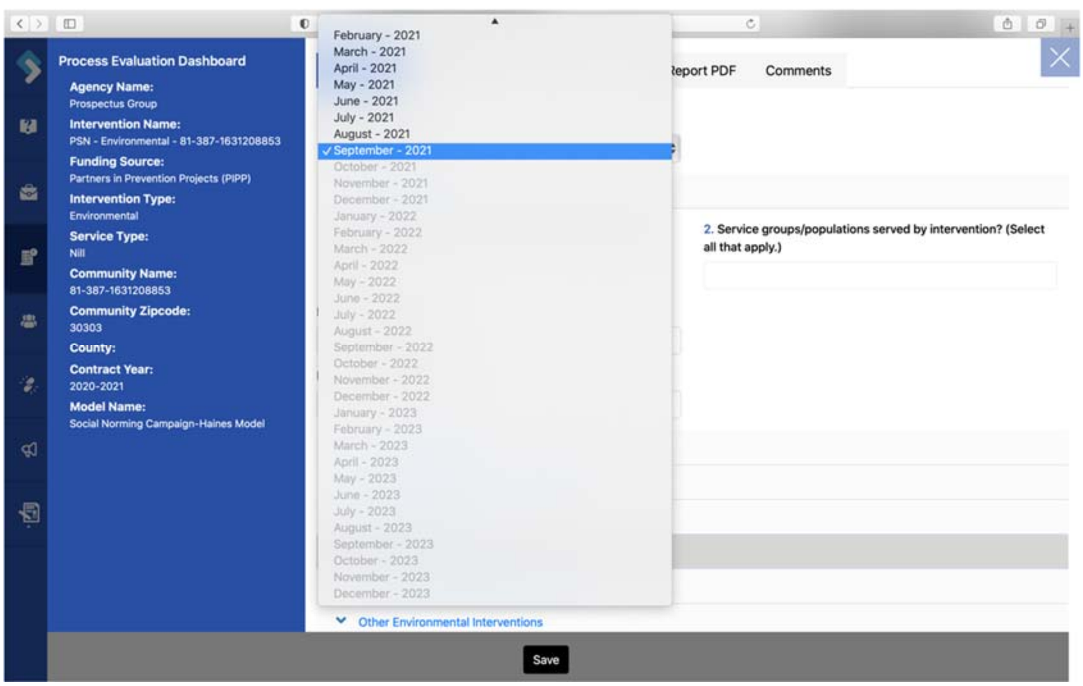


5. Click on the data icon on the white toolbar labeled “Process Data.



6. 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:
PSN - Environmental - 81-387-1631208853
Funding Source:
Partners in Prevention Projects (PIPP)
Intervention Type:
Environmental
Service Type:
Nill
Community Name:
81-387-1631208853
Community Zipcode:
30303
County:
Contract Year:
2020-2021
Model Name:
Social Norming Campaign-Haines Model
Input Data
Input Records
Reports
Process Report PDF
Comments
Reporting Month:
September - 2021
About Intervention
1. Was this intervention active during this reporting period?
Yes
No
2. Service groups/populations served by intervention? (Select all that apply.)
Hours of direct service?
Hours of indirect service?
Policy Enactment
Training of Environmental Influencers
Enforcement Efforts
Social Norms Campaign
Prescription Drop Boxes & Medicine Safes
Other Environmental Interventions
Save


Process Evaluation Dashboard
Agency Name:
Prospectus Group
Intervention Name:
PSN - Environmental - 81-387-1631208853
Funding Source:
Partners in Prevention Projects (PIPP)
Intervention Type:
Environmental
Service Type:
Nill
Community Name:
81-387-1631208853
Community Zipcode:
30303
County:
Contract Year:
2020-2021
Model Name:
Social Norming Campaign-Haines Model
February - 2021
March - 2021
April - 2021
May - 2021
June - 2021
July - 2021
August - 2021
September - 2021
October - 2021
November - 2021
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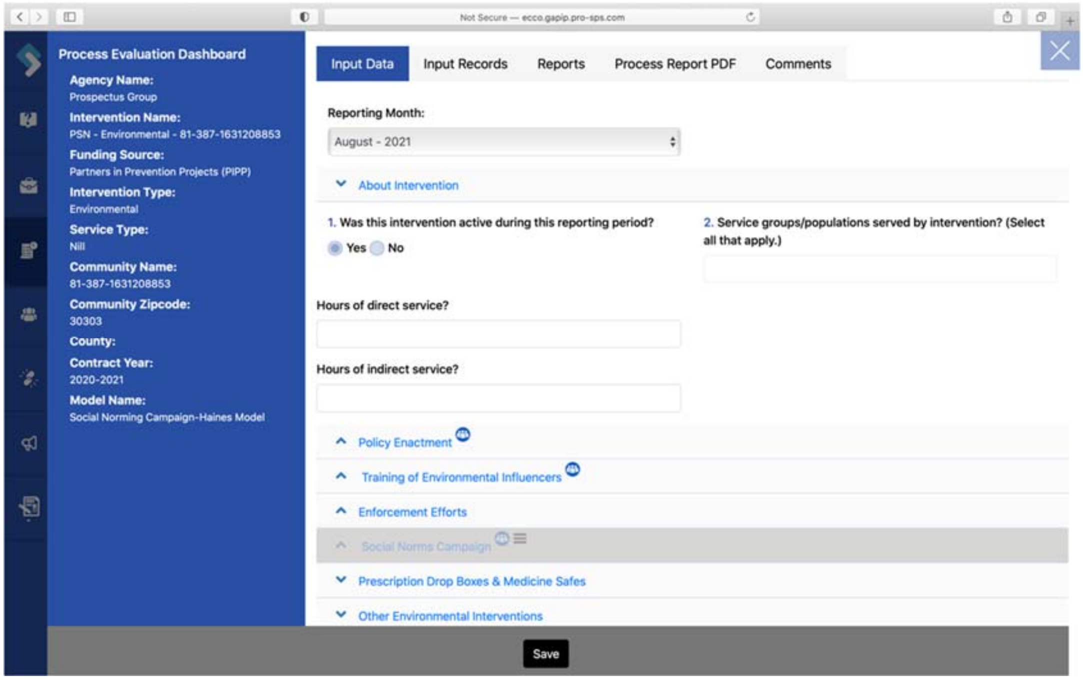
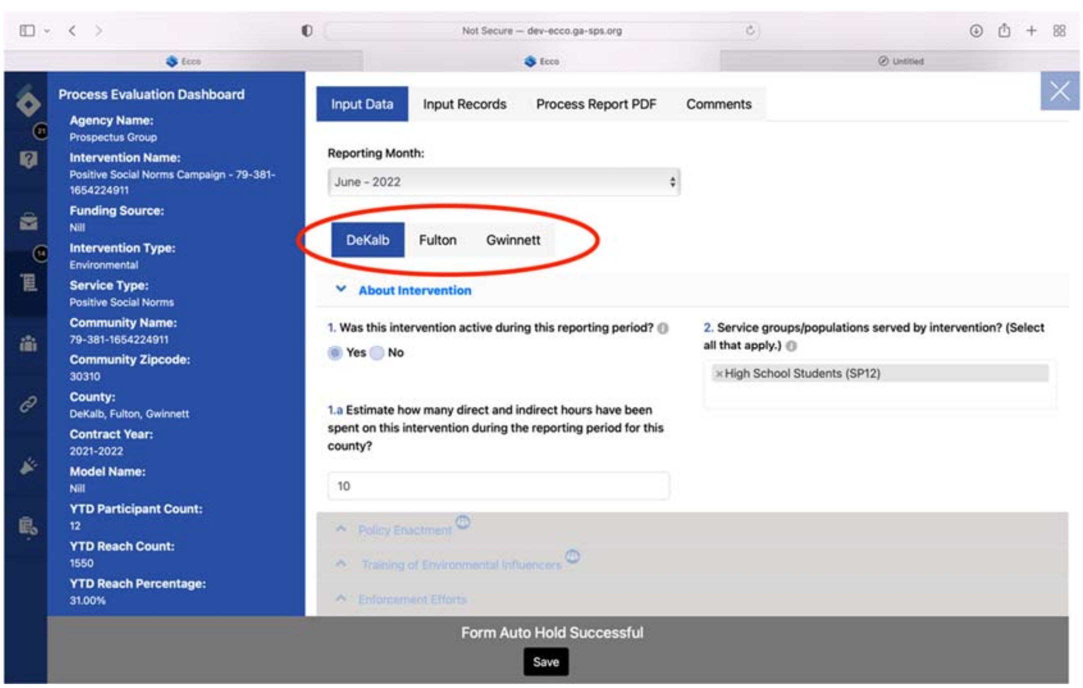
March - 2023
April - 2023
May - 2023
June - 2023
July - 2023
August - 2023
September - 2023
October - 2023
November - 2023
December - 2023
Report PDF
Comments
2. Service groups/populations served by intervention? (Select all that apply.)
Other Environmental Interventions
Save



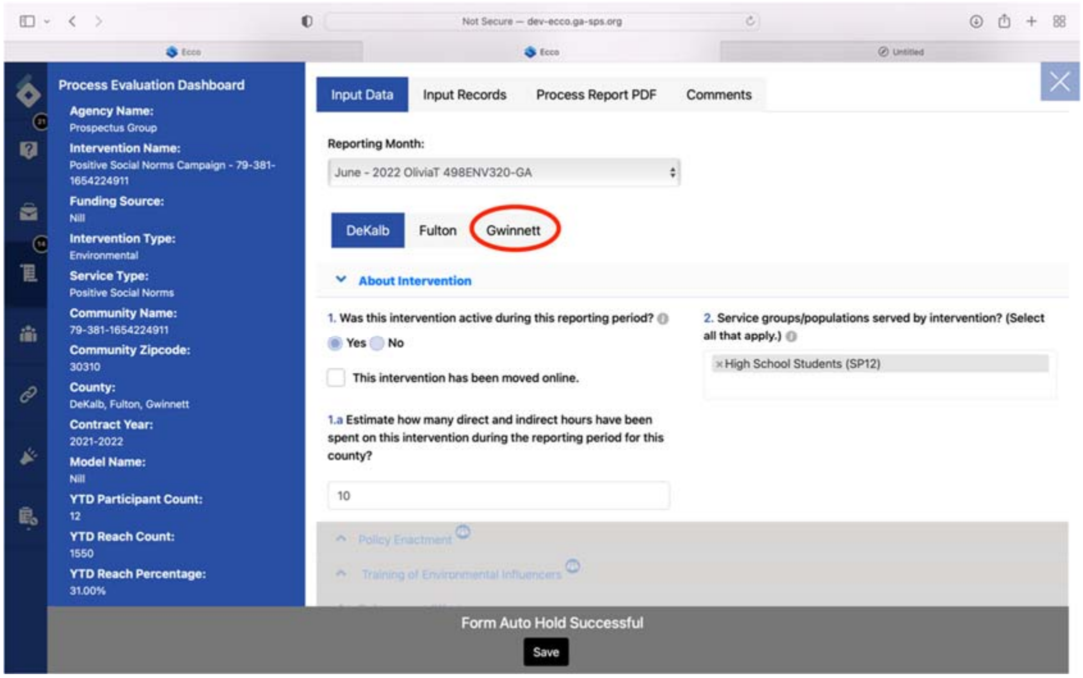
Data Entry by County

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.

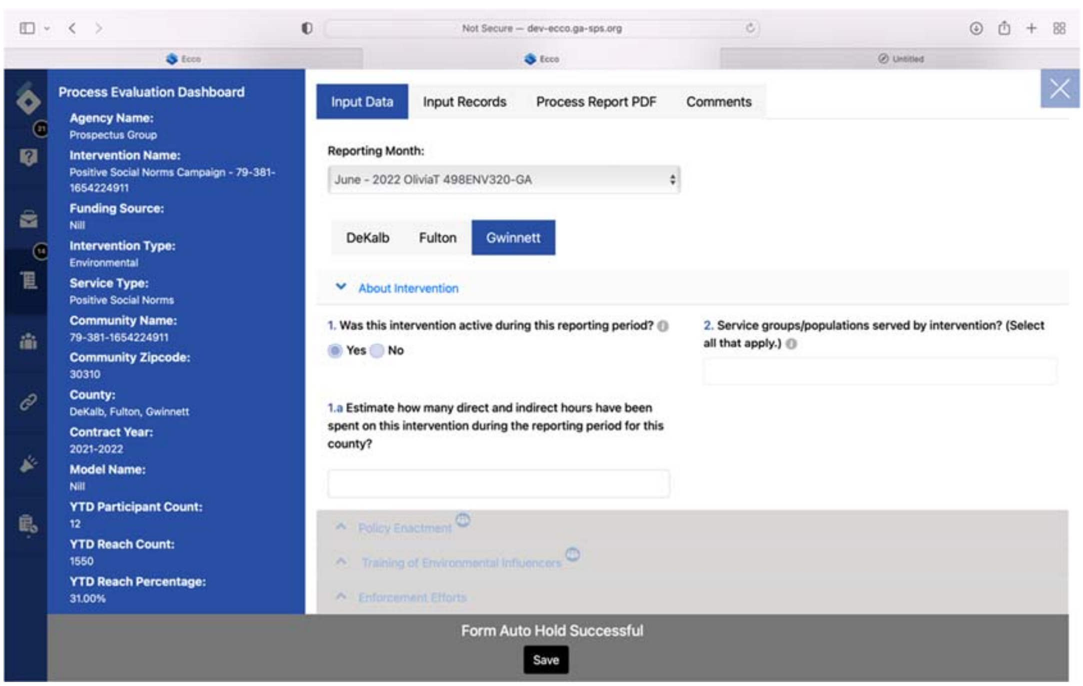
1. The counties for an intervention will appear at the top of the process form.



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

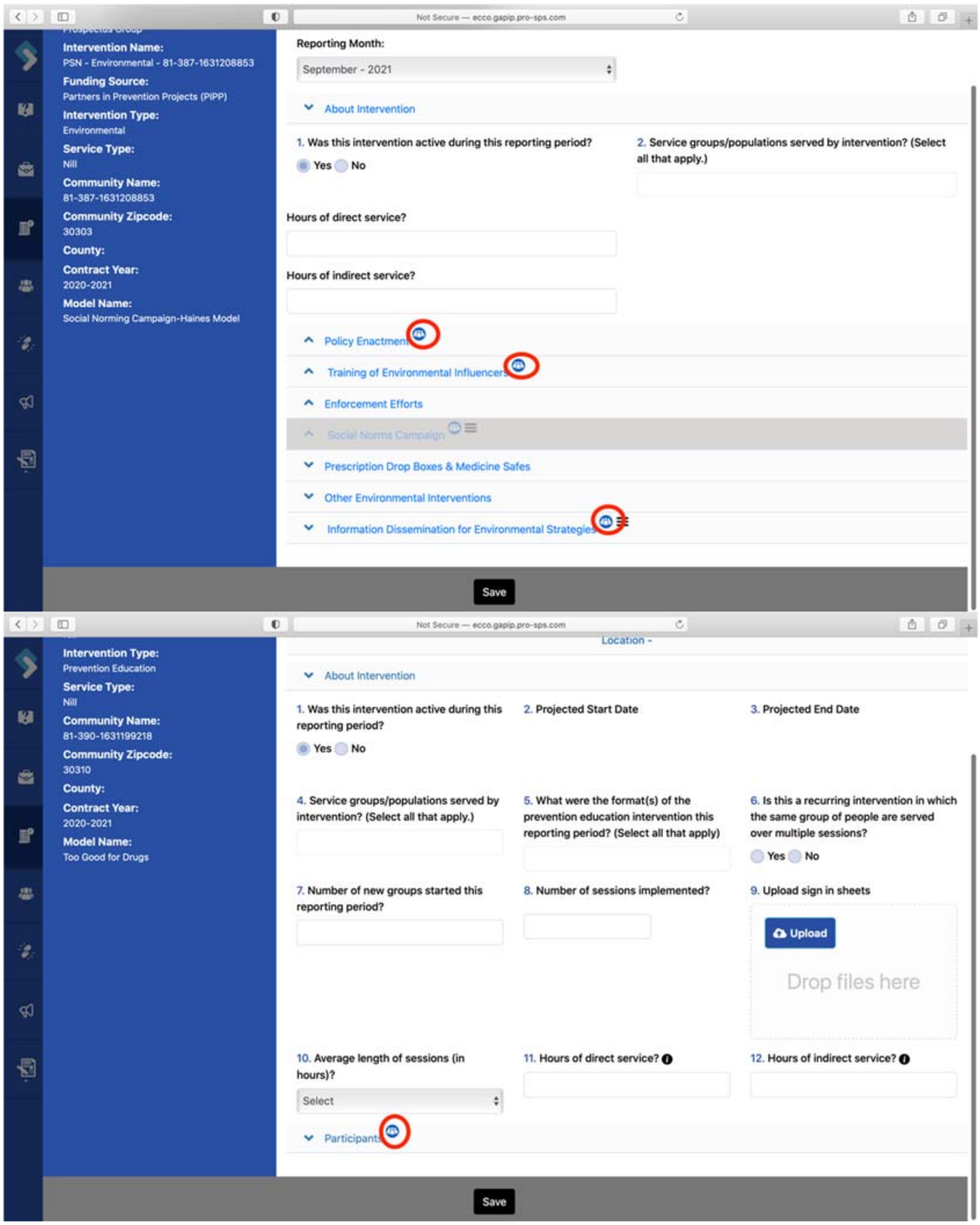


3. Once the county is selected, you can begin entering data.



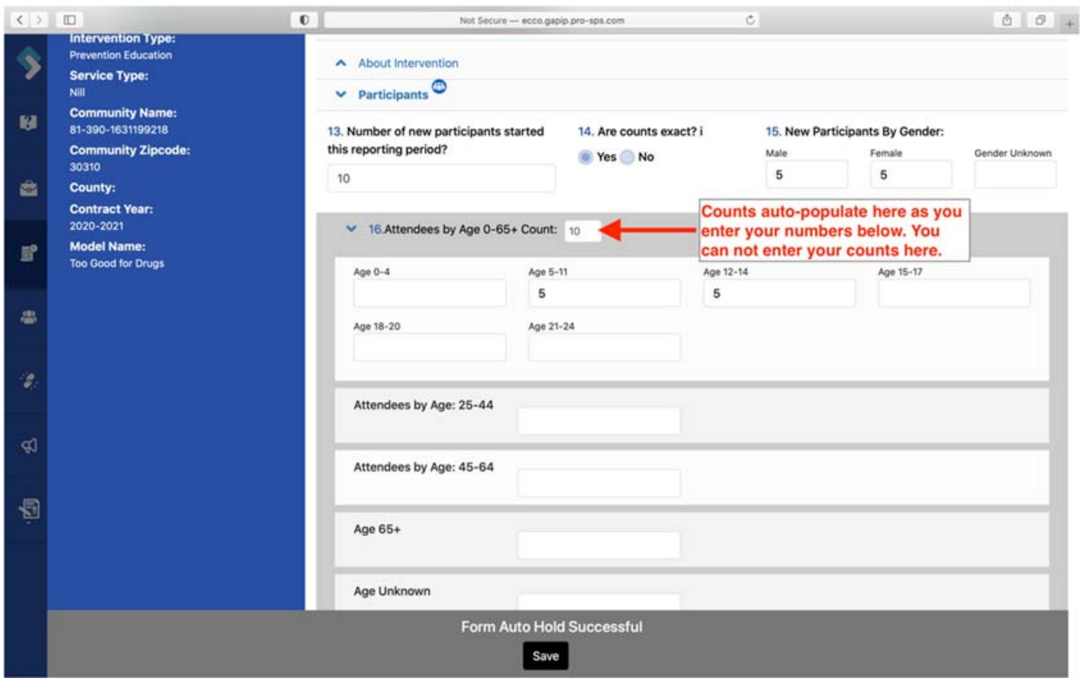
Demographic Counts

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.

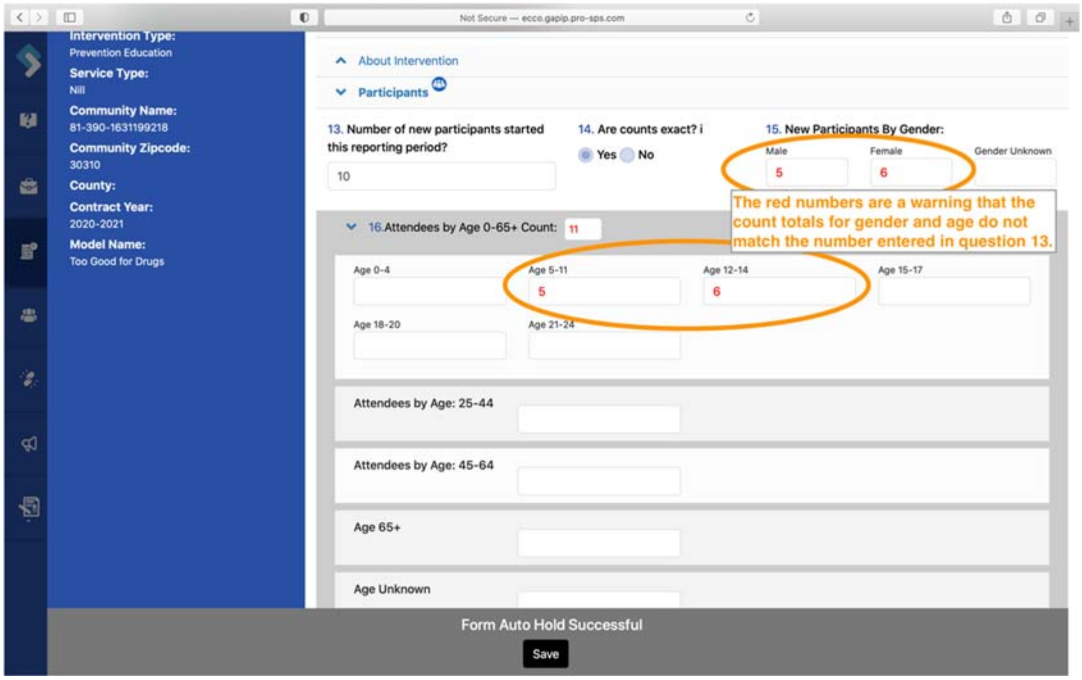



People Icon

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 in the subgroups below.

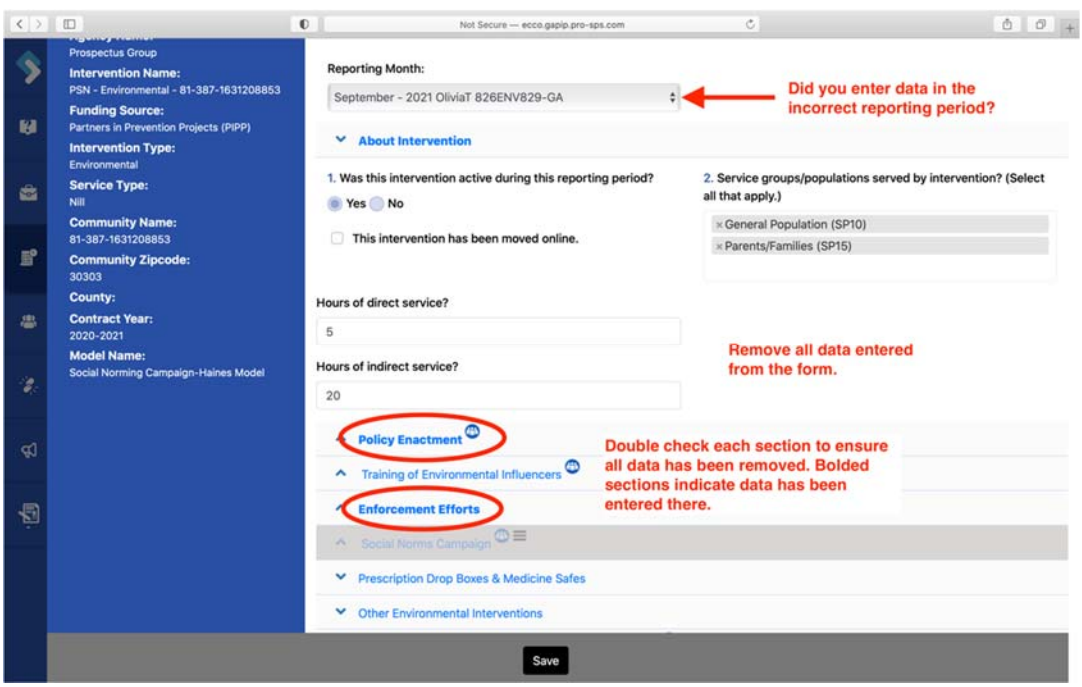


3. Your totals for each of the demographic questions must match the number you entered for the question "Number of new participants started this reporting period?", "Total Present," "Number of new community members, other than stakeholders/partners, you trained this reporting period?" etc. Totals that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



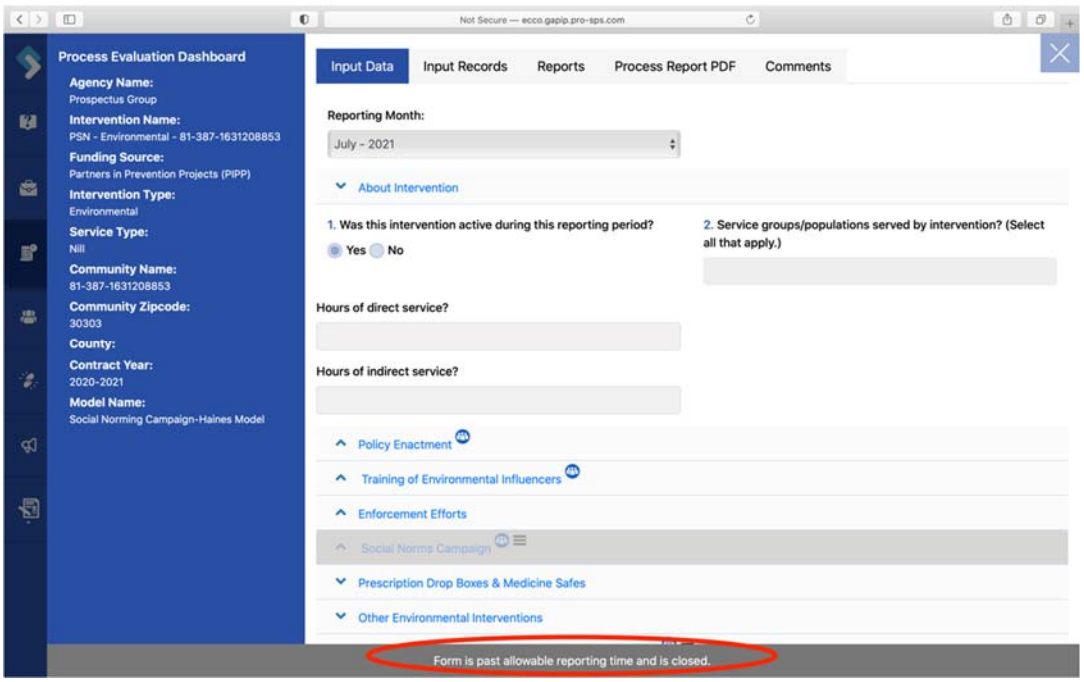
Backing out a Record

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 section of the report. Bolded sections indicate a data was entered in that section.



Data Restrictions

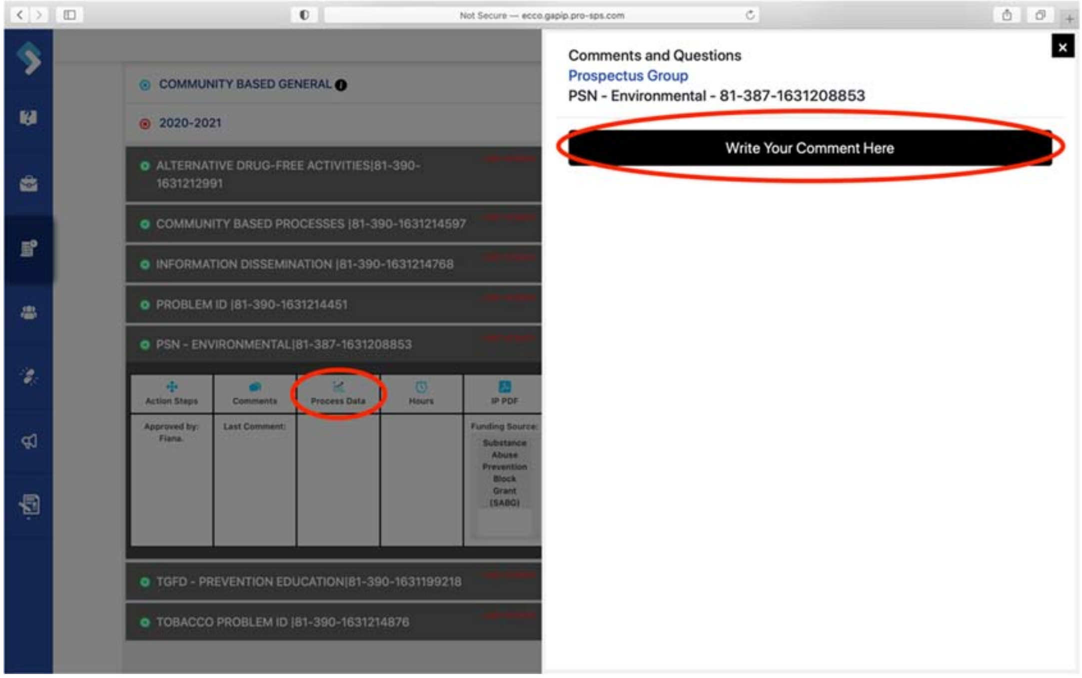
1. Keeping up to date on your monthly process data entry is essential. Process Data forms for each reporting month will automictically lock at the end of the subsequent month. For example, January 2021 data can be entered into ECCO between January 1st – February 29th, 2021. Once the deadline has passed for a given reporting month, a message will appear at the bottom of the form stating, "Form is past allowable reporting time and is closed."



2. If you need a form reopened, you will need to make a request in the comments of your IP explaining why you need to edit a past due report.

3. To write a comment, click on the comment icon under the intervention name, and a comment form will open to the right.

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

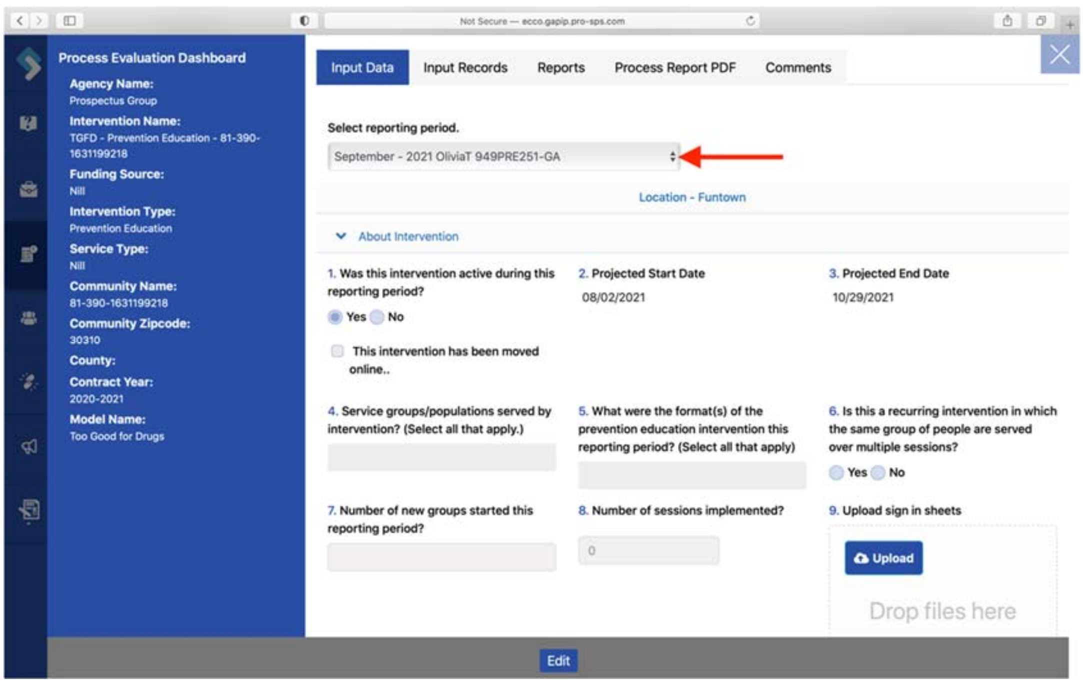

Not Secure — ecco.gapip.pro-sps.com
COMMUNITY BASED GENERAL
2020-2021
ALTERNATIVE DRUG-FREE ACTIVITIES|81-390-1631212991
COMMUNITY BASED PROCESSES |81-390-1631214597
INFORMATION DISSEMINATION |81-390-1631214768
PROBLEM ID |81-390-1631214451
PSN - ENVIRONMENTAL|81-387-1631208853
Action Steps
Comments
Process Data
Hours
IP PDF
Approved by: Fiana.
Last Comment:
Funding Source:
Substance Abuse Prevention Block Grant (SABG)
TGFD - PREVENTION EDUCATION|81-390-1631199218
TOBACCO PROBLEM ID |81-390-1631214876
Comments and Questions
Prospectus Group
PSN - Environmental - 81-387-1631208853
Write Your Comment Here

Seven Process Evaluation Forms of Ecco-MDS

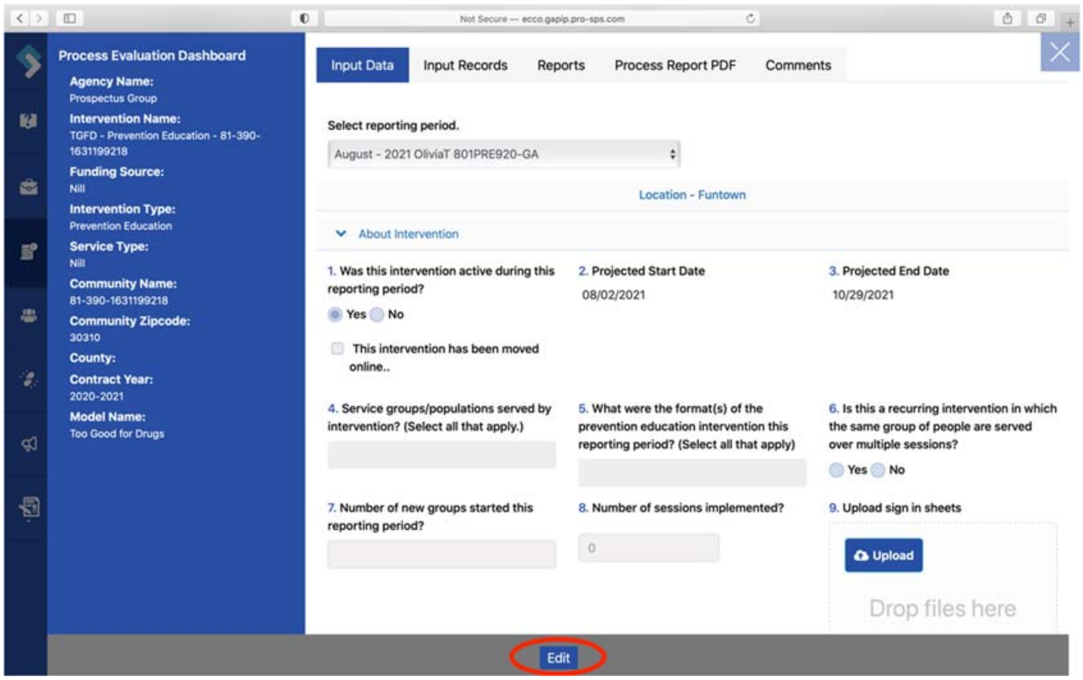
The type of form you will see on the Process Evaluation Dashboard will depend on the strategy (intervention) type you selected when developing your implementation plan. The strategy types include Prevention Education, Alternative Drug-Free Activities, Community-Based Processes, Environmental, Problem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

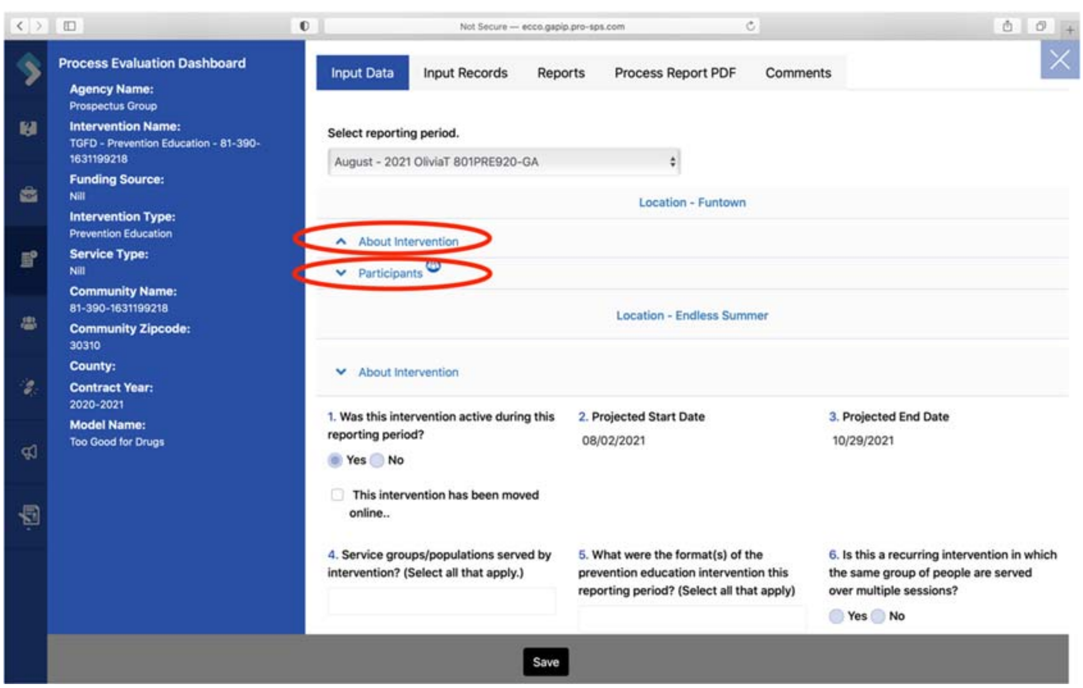
1. You will begin entering your monthly data by selecting the reporting period you need to enter data for. Confirm you have selected the correct month and year.



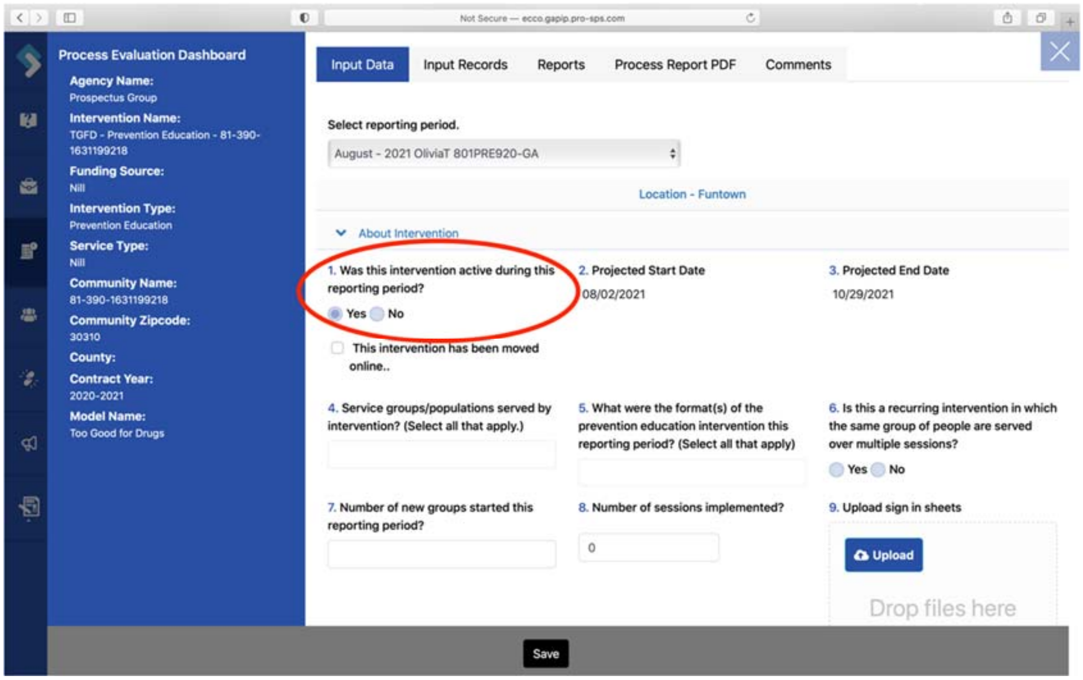
2. Once you have selected the correct reporting period, you will need to click on the blue Edit box to make changes to the form if this is not your first time entering for that reporting period.



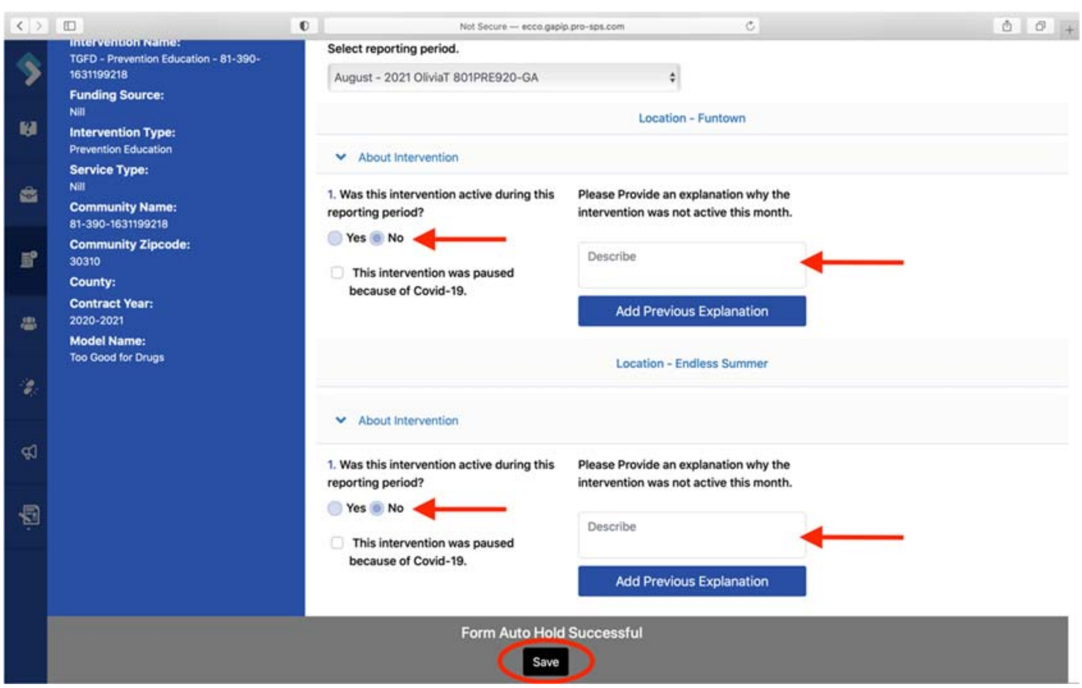
3. You should notice that the Education form has two collapsible sections labeled “About Intervention” and “Participants.” If you have more than one location in your Education form, there will be a separate “About Intervention” and “Participants” section for each site.



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



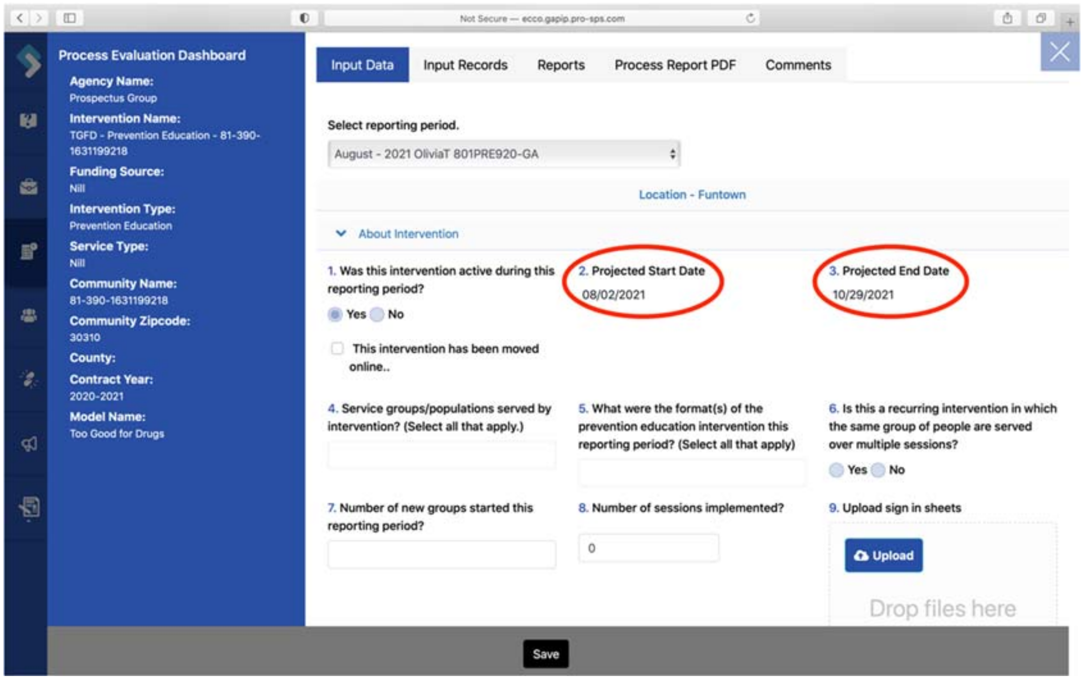
a. If you select "No" to this question, all other questions and sections should disappear. You will need to explain why the intervention was not active that month. Click "Save," and you are finished.



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

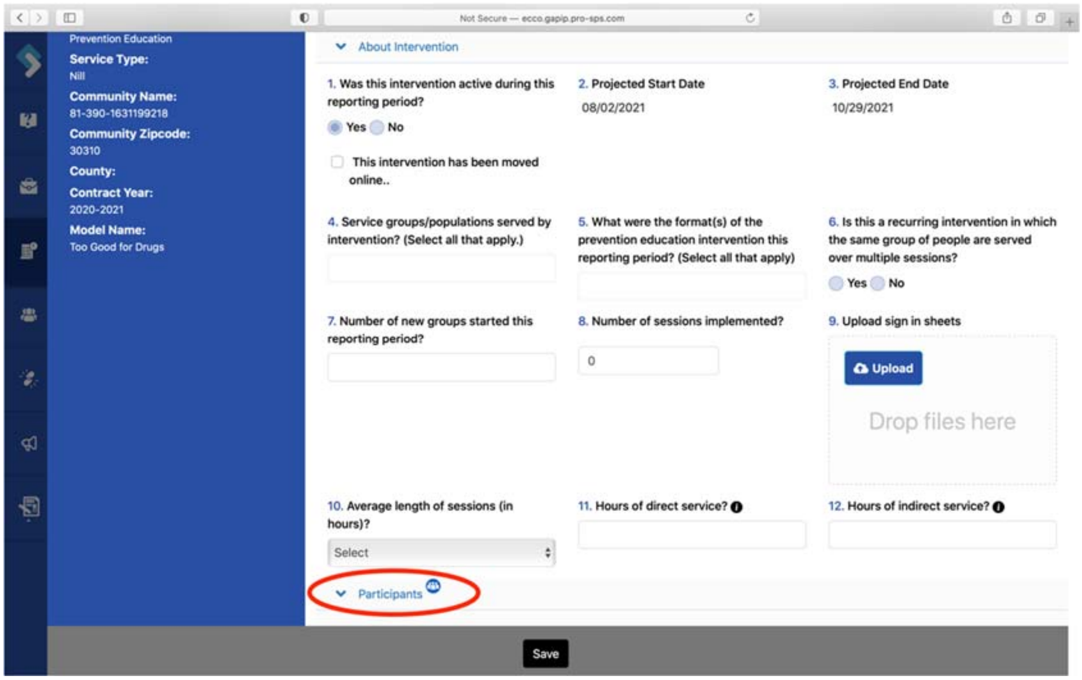
c. Even if you have no activity to report, you will still need to answer question one for each reporting period.

5. You should notice that Questions 2 and 3, which 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.



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.



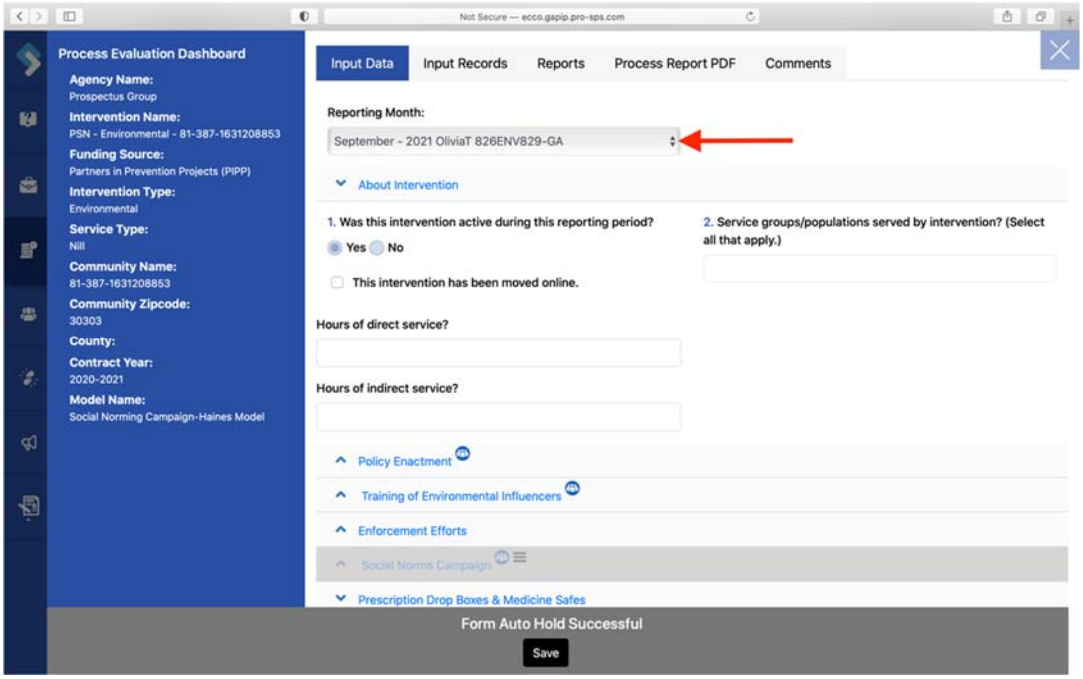
7. You should notice a people icon next to the section labeled "Participants." This people icon informs you that you will be entering participant counts.

8. Question 13, 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.

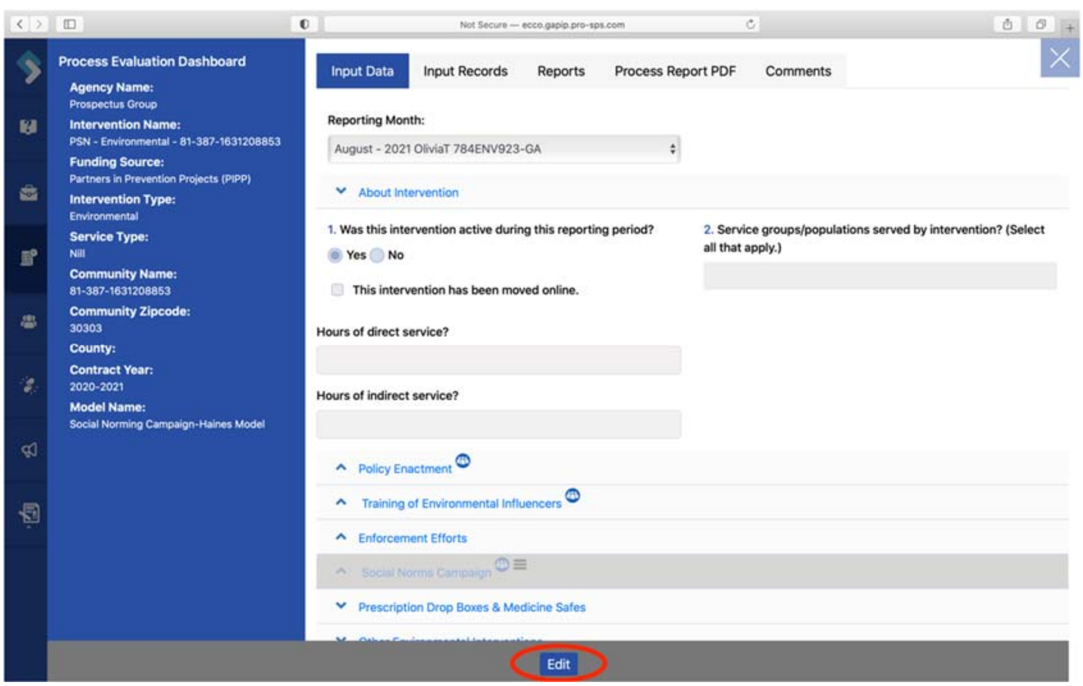
9. When entering counts for questions 15 through 18, the total for each question should match the total enter in question 13. Totals that do not match will appear red until corrected (See section on Demo Counts).

Environmental Form

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

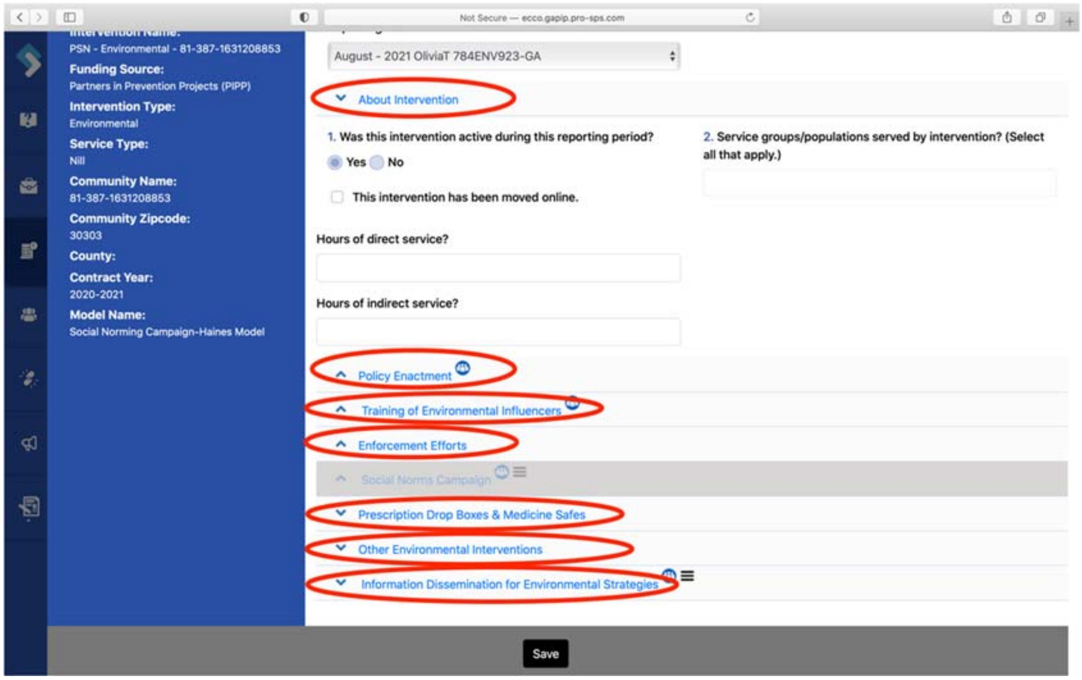


2. Once you have selected the correct reporting period, you will need to click on the blue Edit box to make changes to the form if this is not your first time entering for that reporting period.

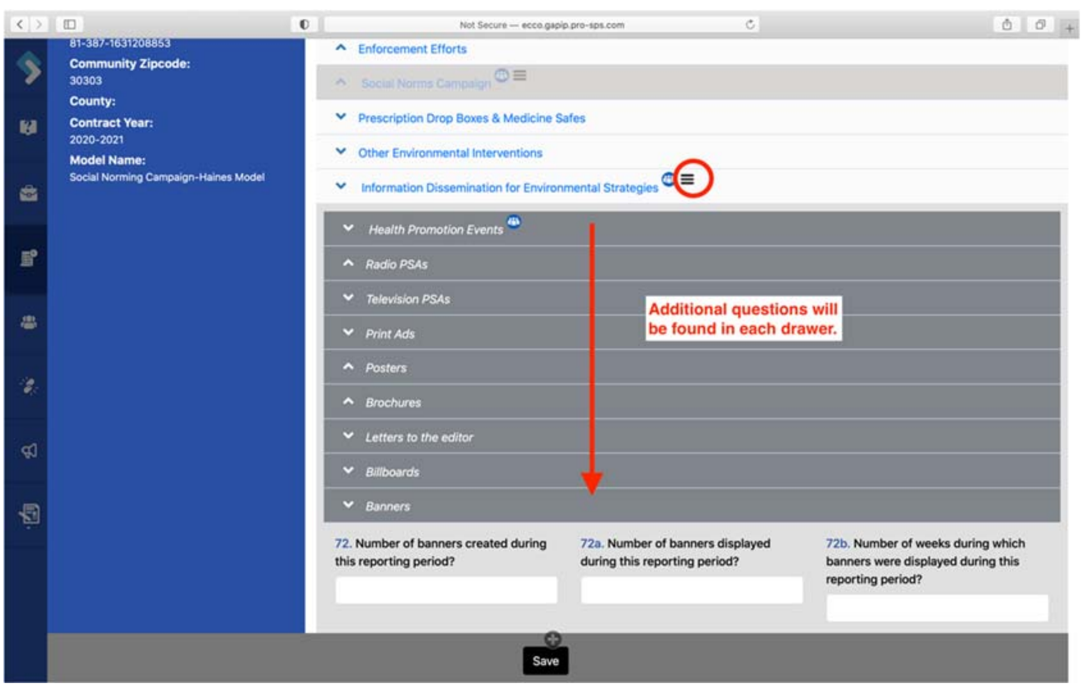


3. You should notice that the environmental form has eight collapsible sections. Click the section name to open additional questions. If you did not select Positive Social Norms as

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

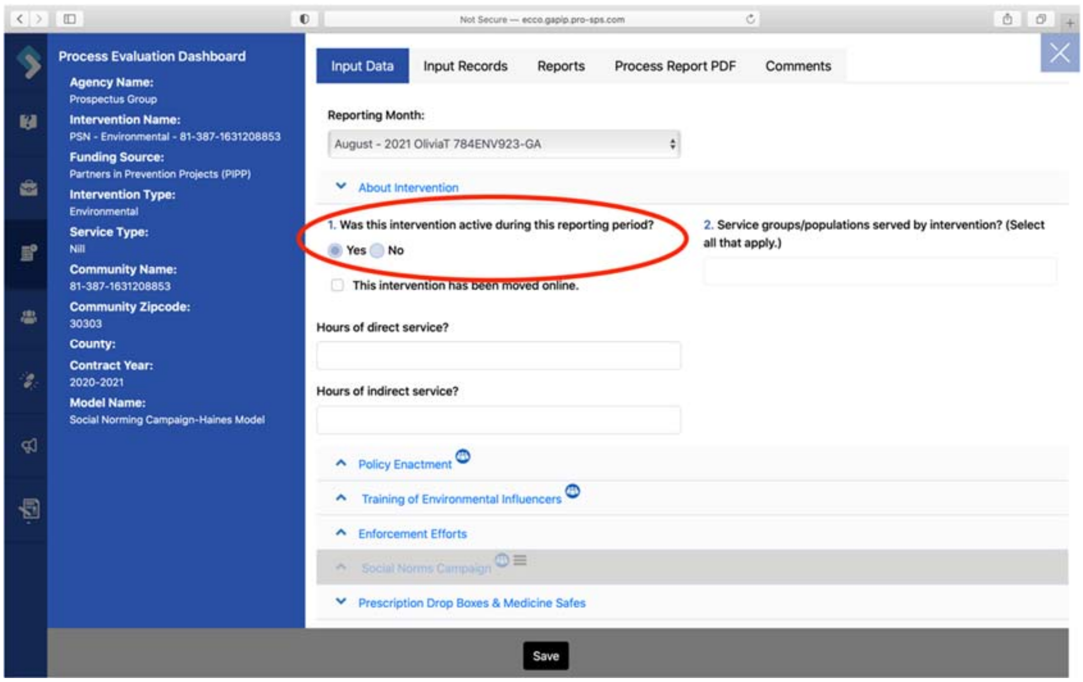


4. The “Social Norms Campaign” and the “Information Dissemination for Environmental Strategies” have additional drawers within these sections, which are indicated by the icon with three horizontal lines.

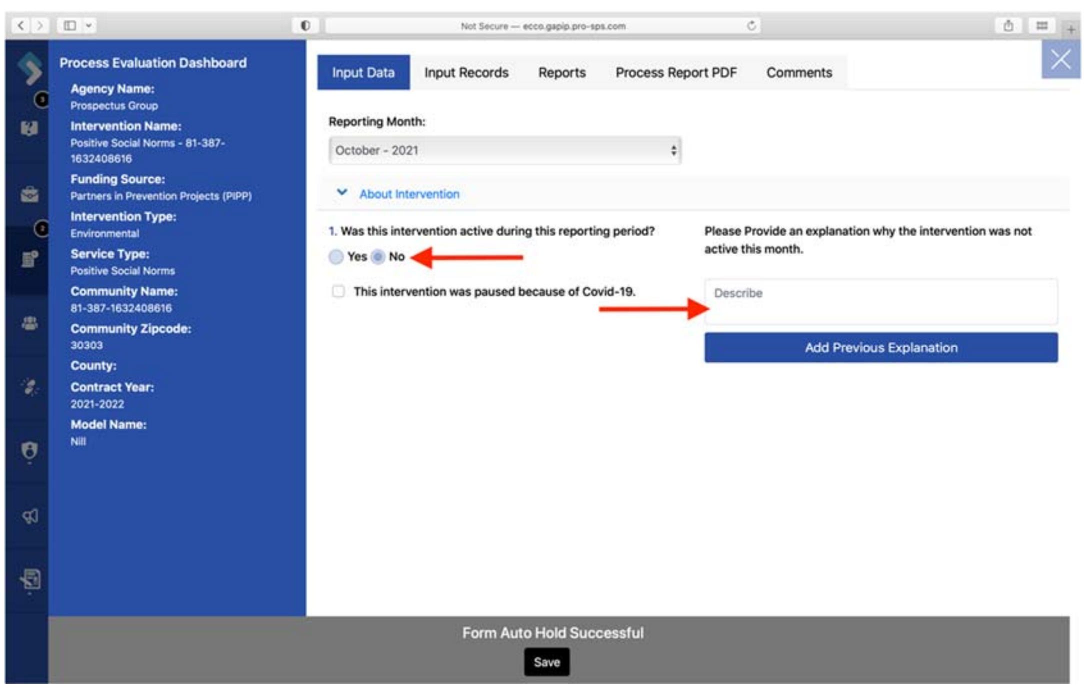


a. You will only need to enter data in the sections relevant to your intervention.

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.”



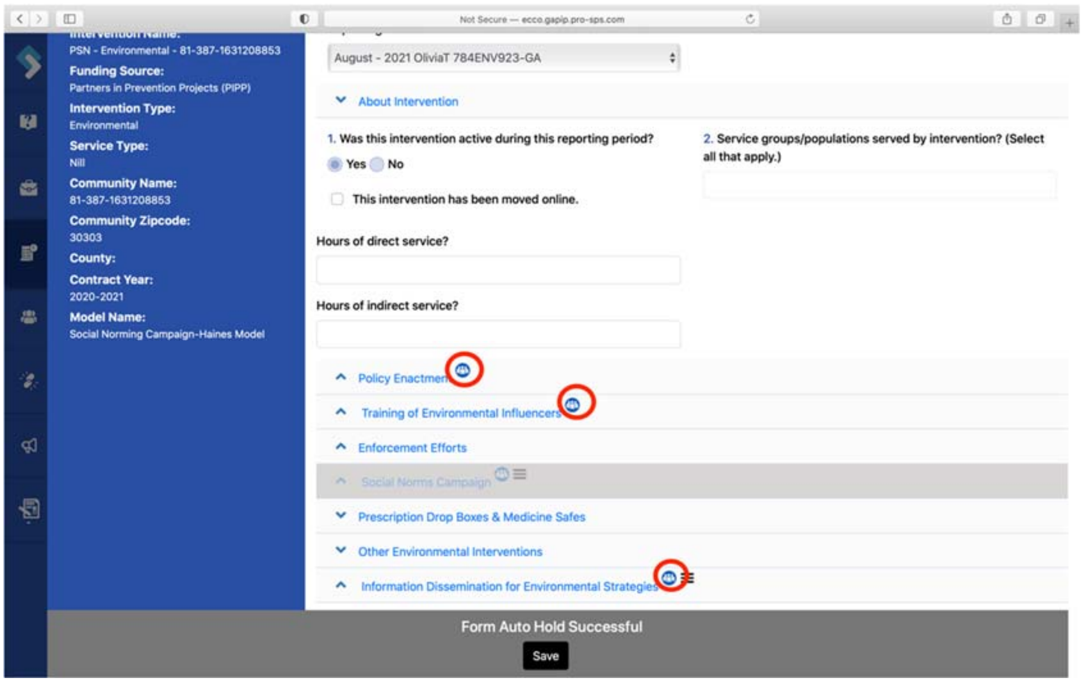
a. If you select “No” to this question, all other questions and sections should disappear. You will need to explain why the intervention was not active that month. Click “Save,” and you are finished.



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.

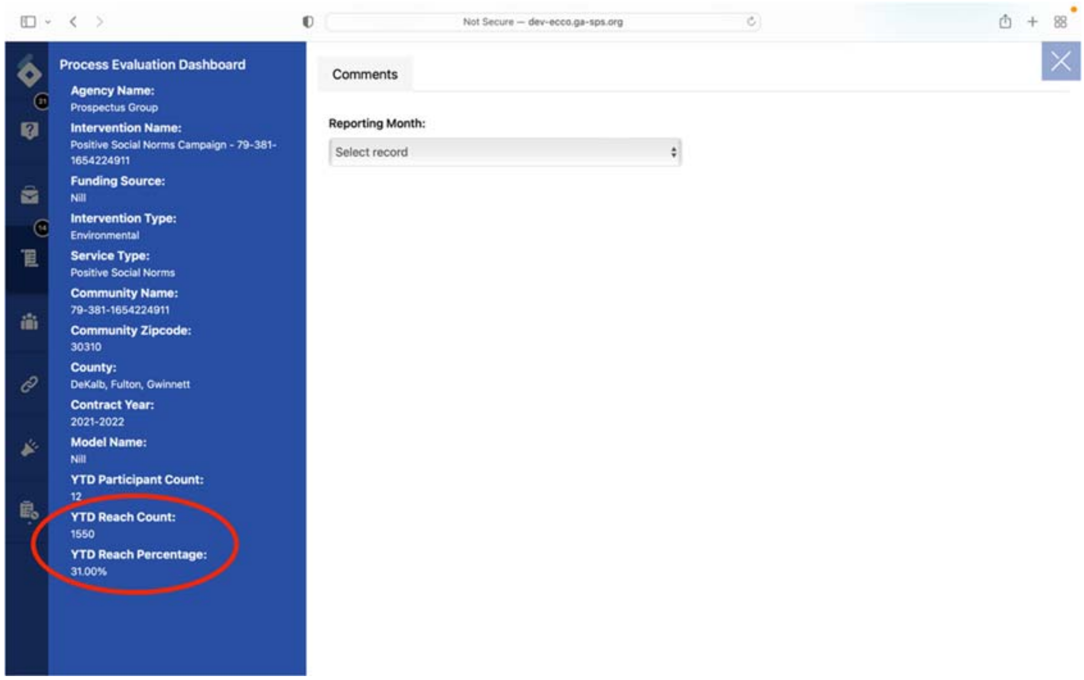
6. You should also see the people icon next to the sections labeled “Policy Enactment,” “Training of Environmental Influencers,” “Social Norms Campaign,” and “Information Dissemination for Environmental Strategies.” The people icon informs you that you will enter participant counts in those sections.



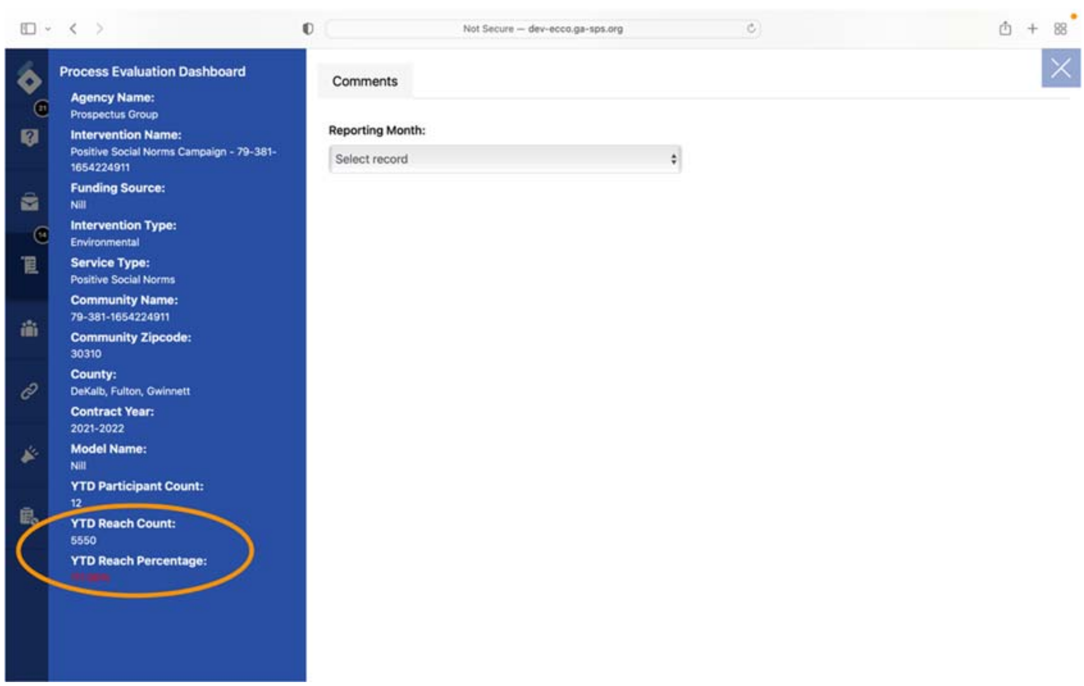
a. Please ensure you are not entering the same counts in more than one Section (See section on Demo Counts for instruction on entering demographic information).

Year-to-Date Reach

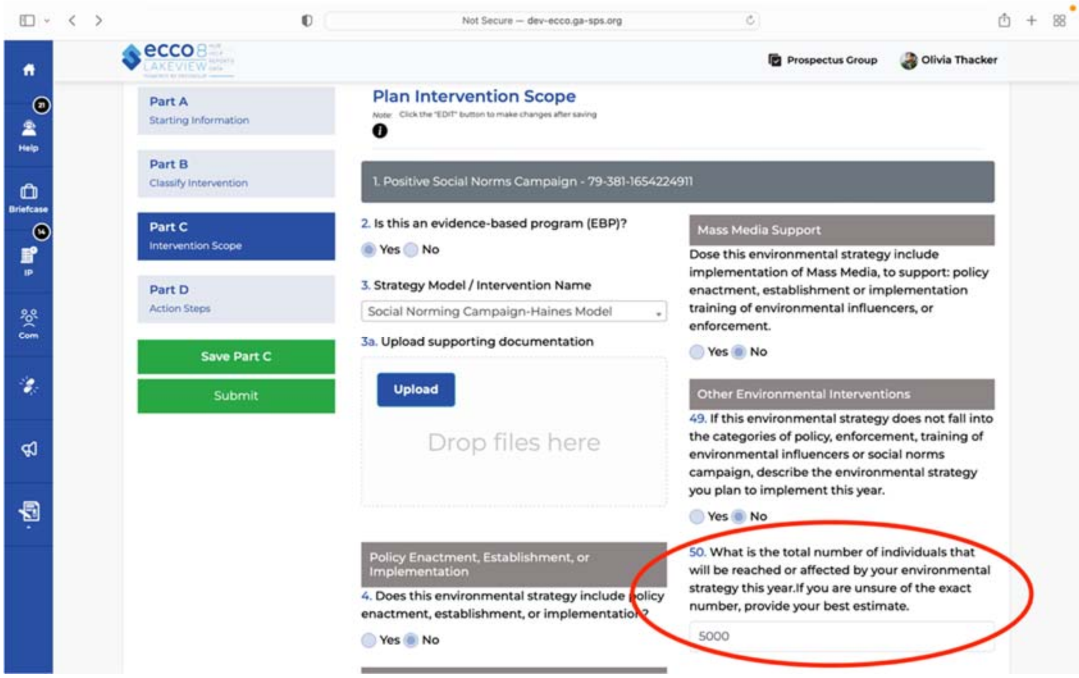
1. In the environmental forms, reach is tracked over the course of the year. You will find a year-to-date reach count and percentage to the left under the intervention details.



2. 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.

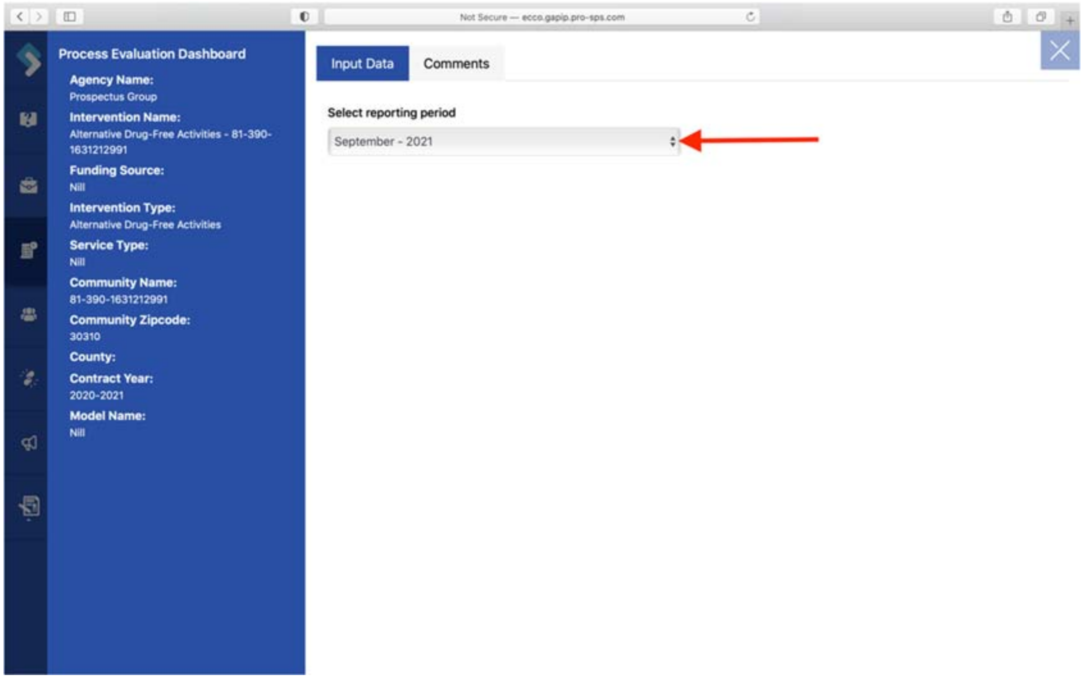


3. The year-to-date percentage is determined by the number you entered in Part C, question 50 of the intervention profile, and the reach you report throughout the contract year.

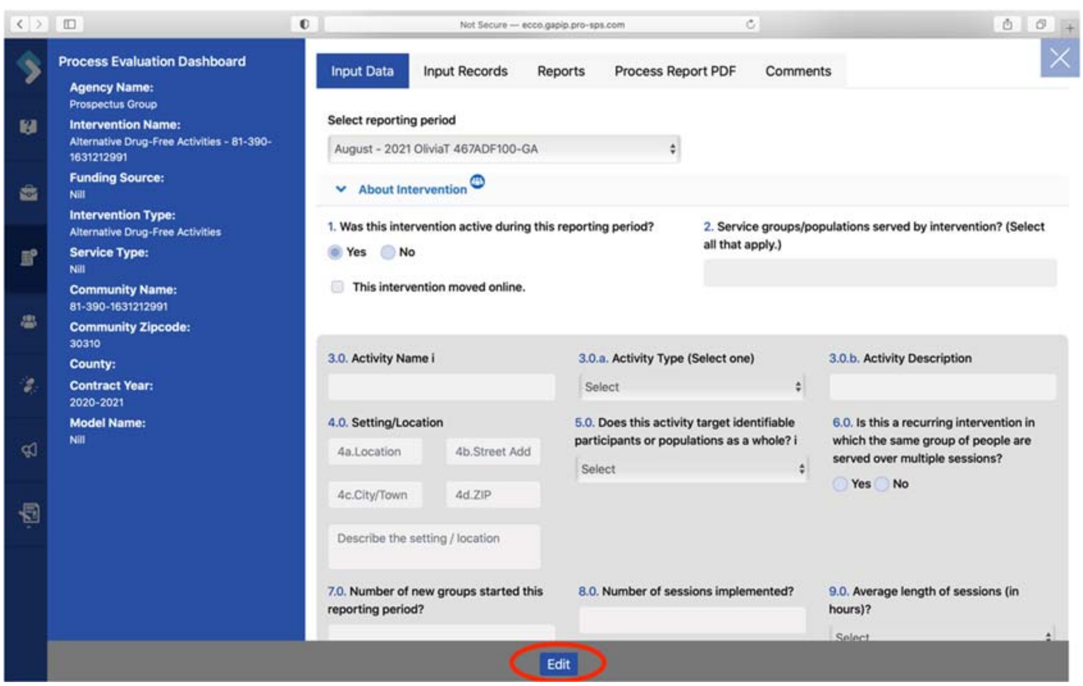

Not Secure — dev-ecco.ga-sps.org
Prospectus Group
Olivia Thacker
Help
Briefcase
IP
Com
Part A
Starting Information
Part B
Classify Intervention
Part C
Intervention Scope
Part D
Action Steps
Save Part C
Submit
Plan Intervention Scope
1. Positive Social Norms Campaign - 79-381-1654224911
2. Is this an 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
Dose 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.



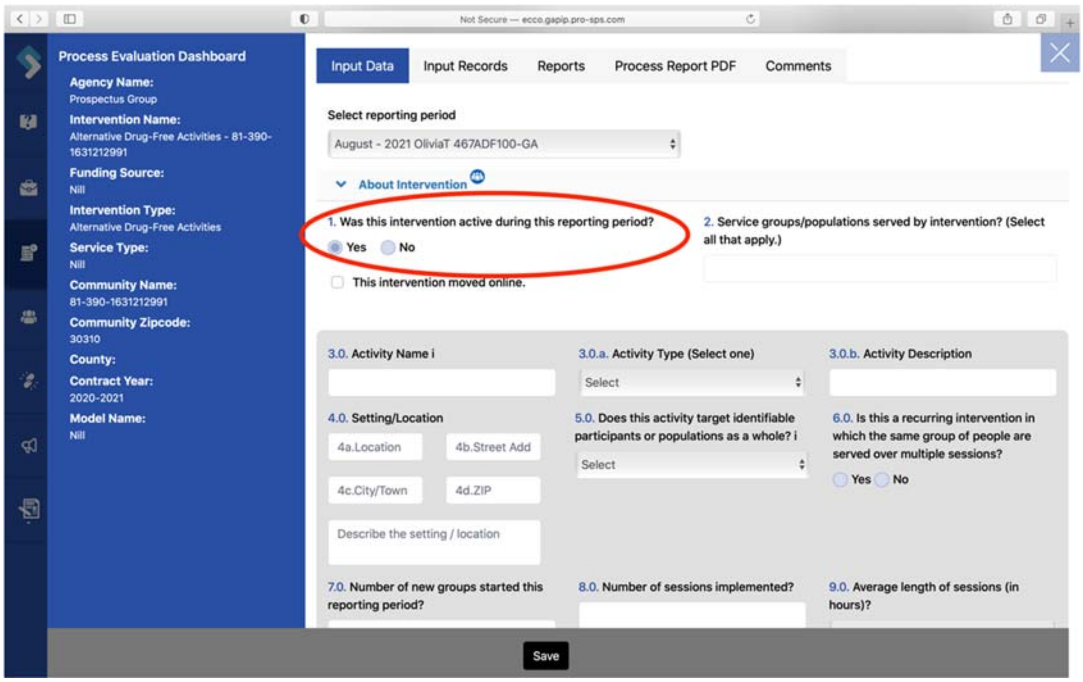
2. Once you have selected the correct reporting period, you will need to click on the blue Edit box to make changes to the form if this is not your first time entering for that reporting period.



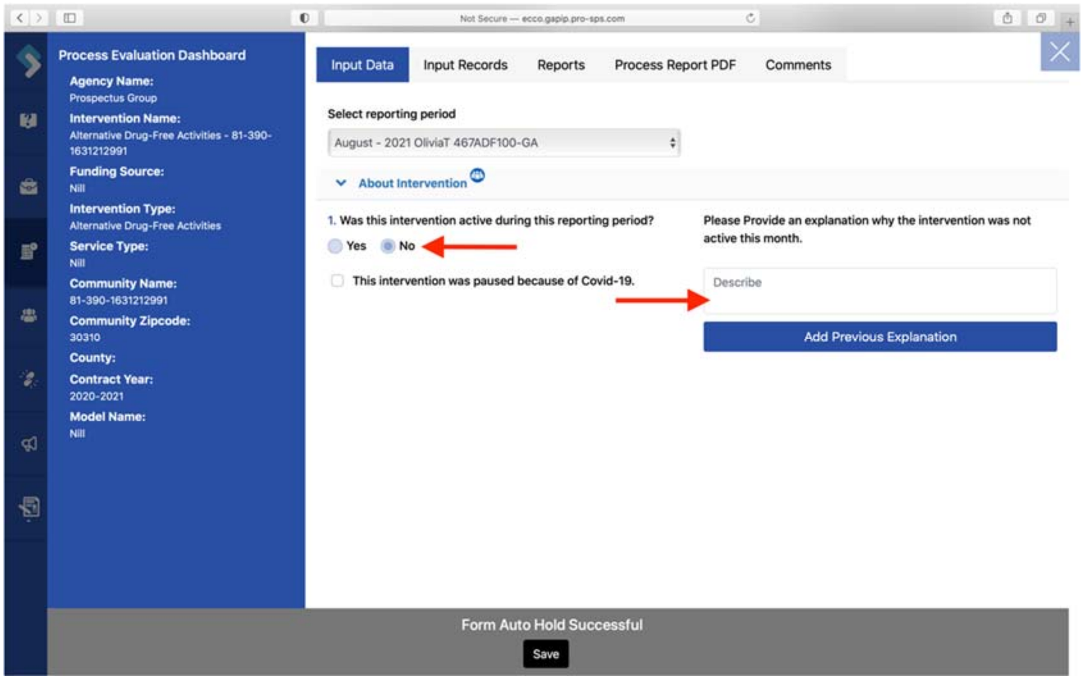
3. You should notice that the Alternative Drug-Free Activities form has only one collapsible section labeled “About intervention.”

4. You will also see a people icon next to the About Intervention section. This people icon informs 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.”



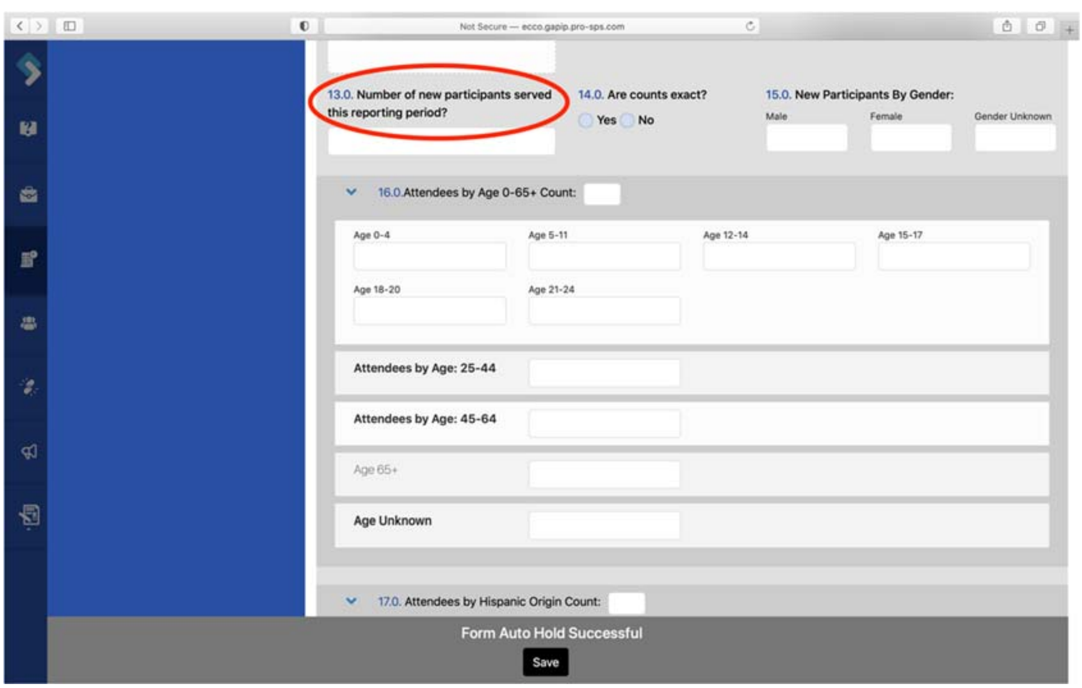
a. If you select “No” to this question, all other questions should disappear. You will need to explain why the intervention was not active for that month. Click “Save,” and you are finished.



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 asks for the “Number of new participants served this reporting period?”

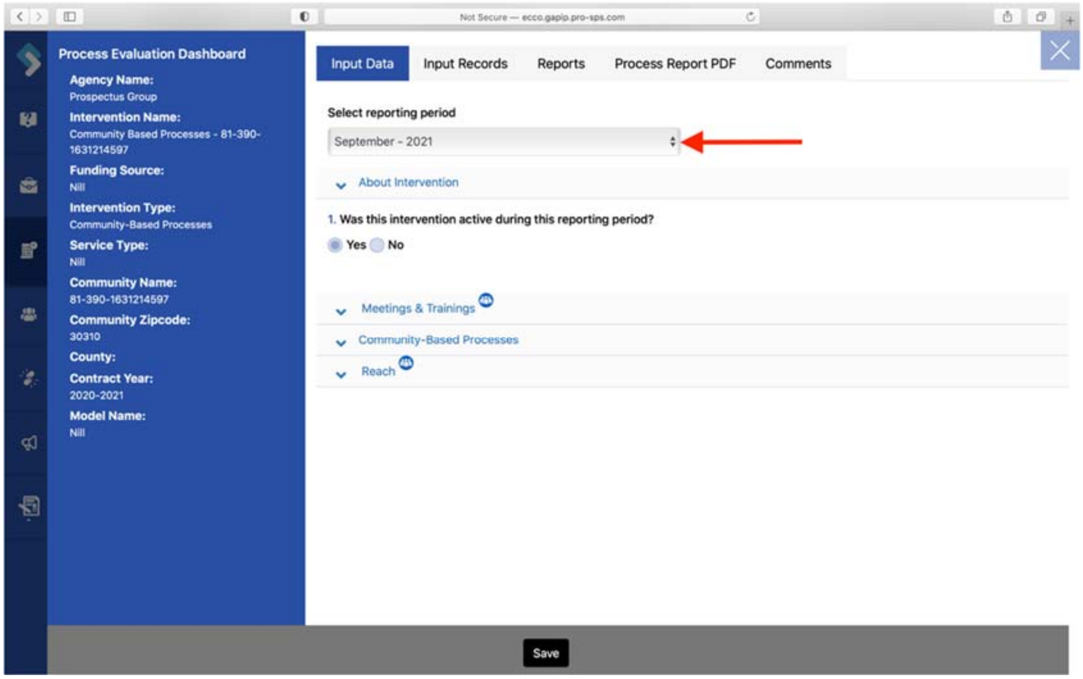


   a. Please take note of the word new in this question. If you have a recurring intervention, you will only count participants in the month they started the intervention. Once a participant has been counted, you will not count them again in the next reporting period.

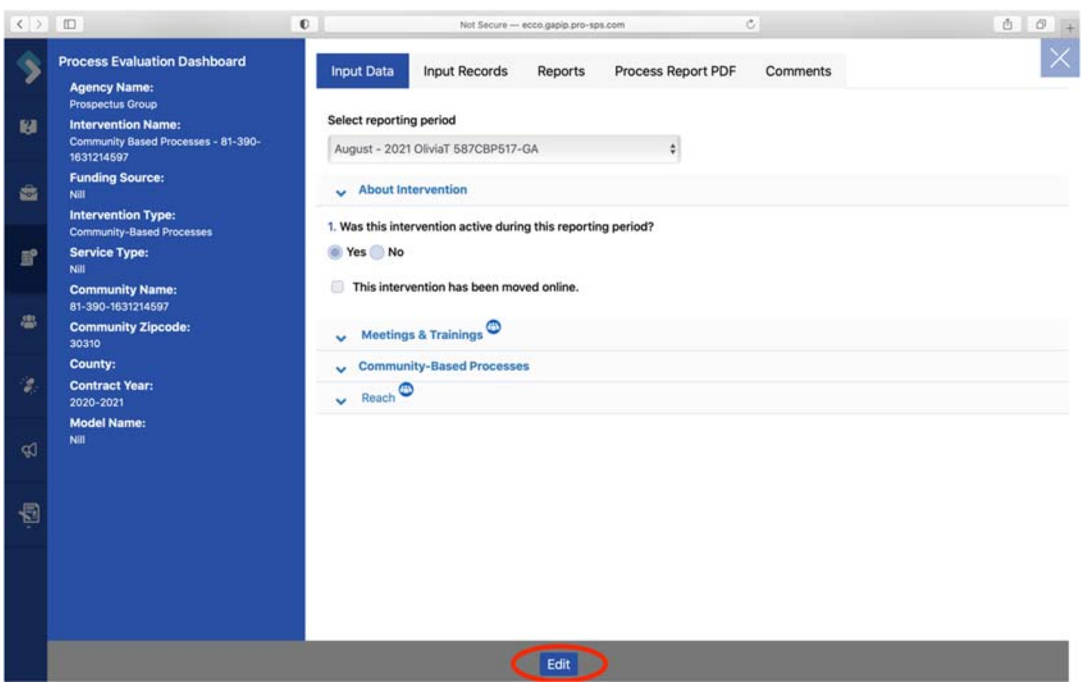
7. When entering counts for questions 15 through 18, the total for each question should match the total entered in question 13. Totals that do not match will appear red until corrected (See section on Demo Counts).

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.

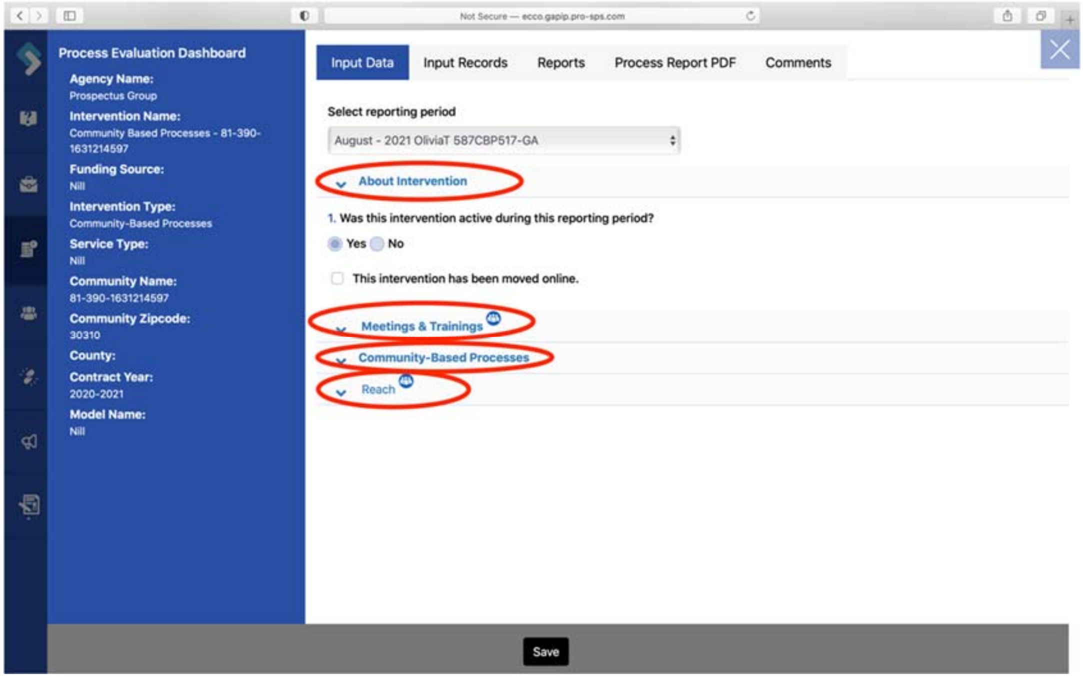


2. Once you have selected the correct reporting period, you will need to click on the blue Edit box to make changes to the form if this is not your first time entering for that reporting period.



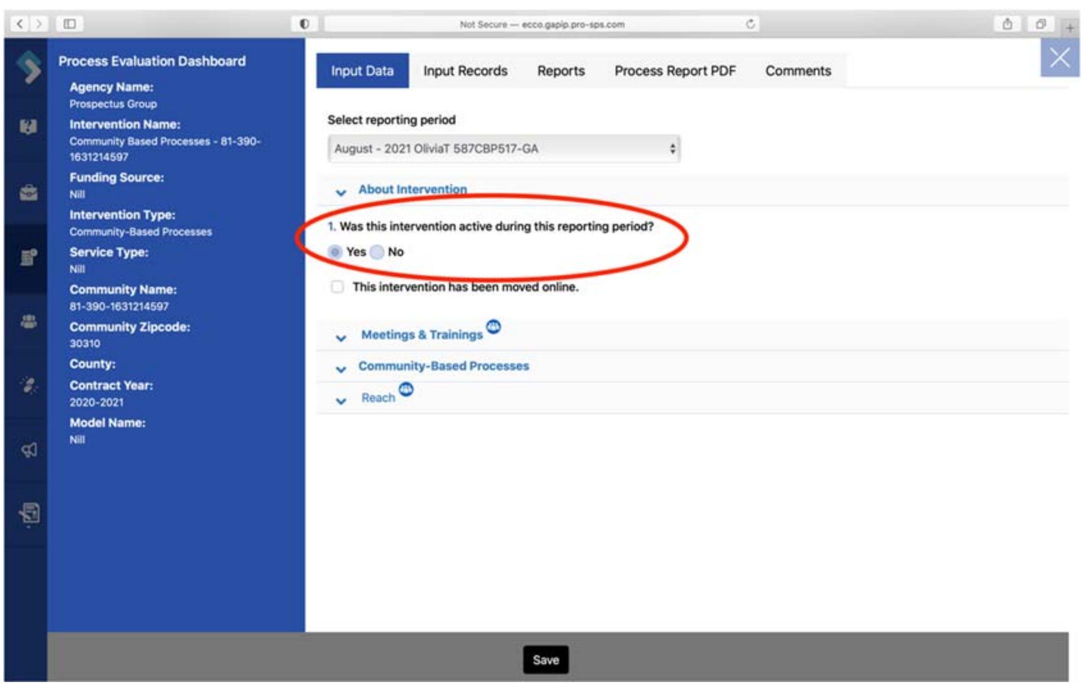
3. You should notice that the Community-Based Processes form has four collapsible sections labeled “About Intervention,” “Meetings & Trainings,” “Community-Based

Processes," and "Reach."

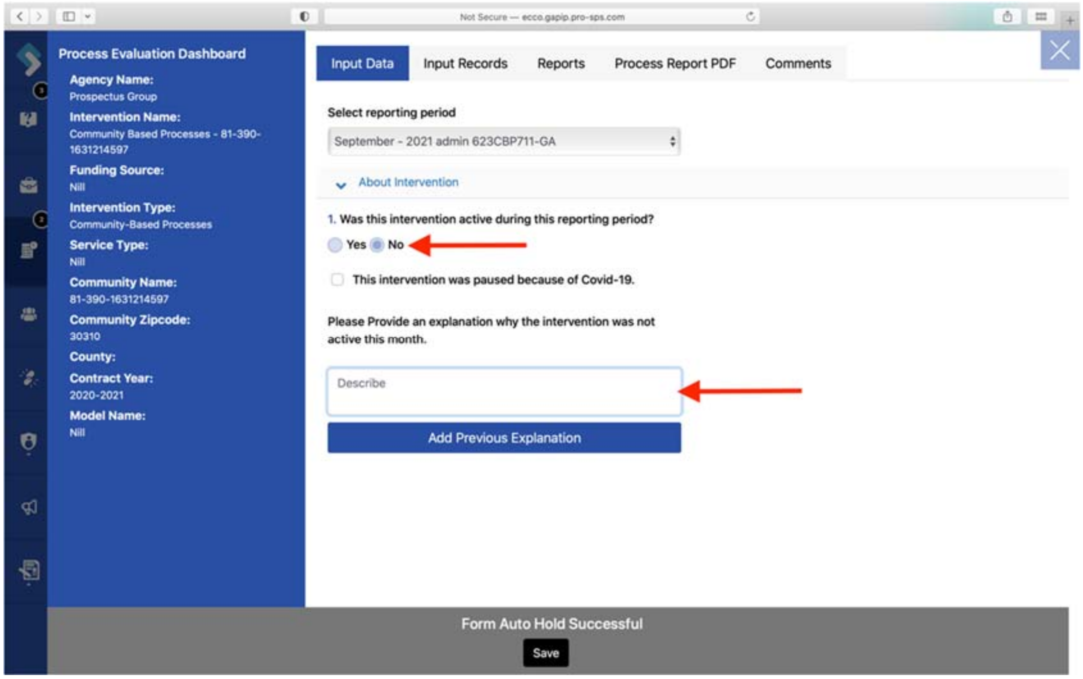


a. You will only enter data in the sections relevant to your intervention.

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

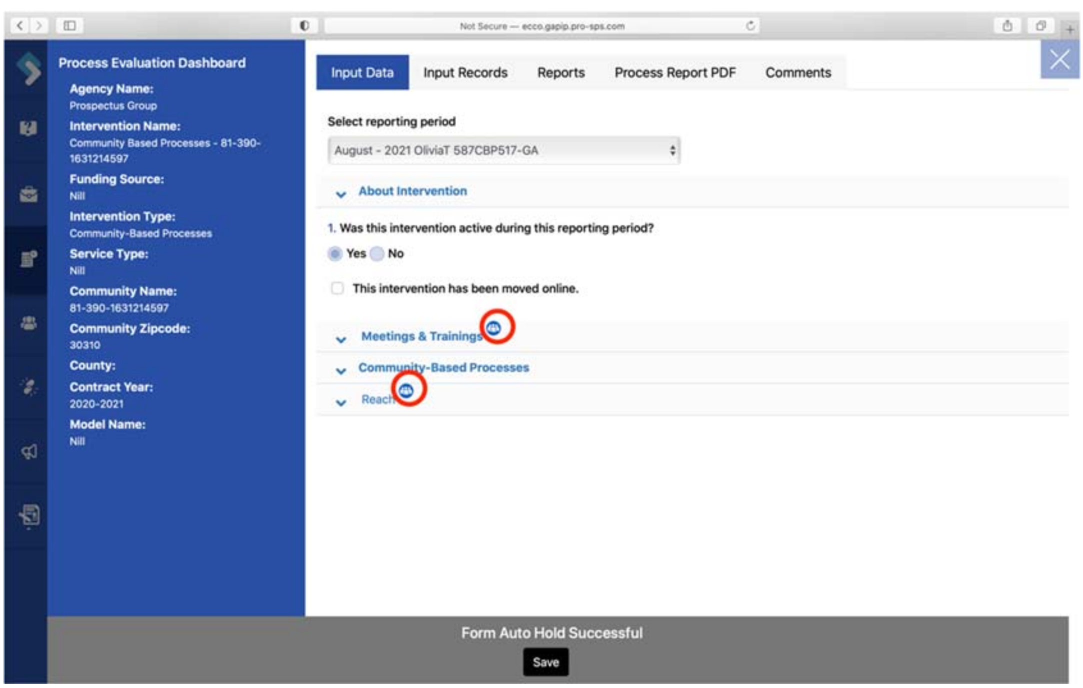


a. If you select "No" to this question, all other questions and sections should disappear. You will need to explain why the intervention was not active that month. Click “Save,” and you are finished.



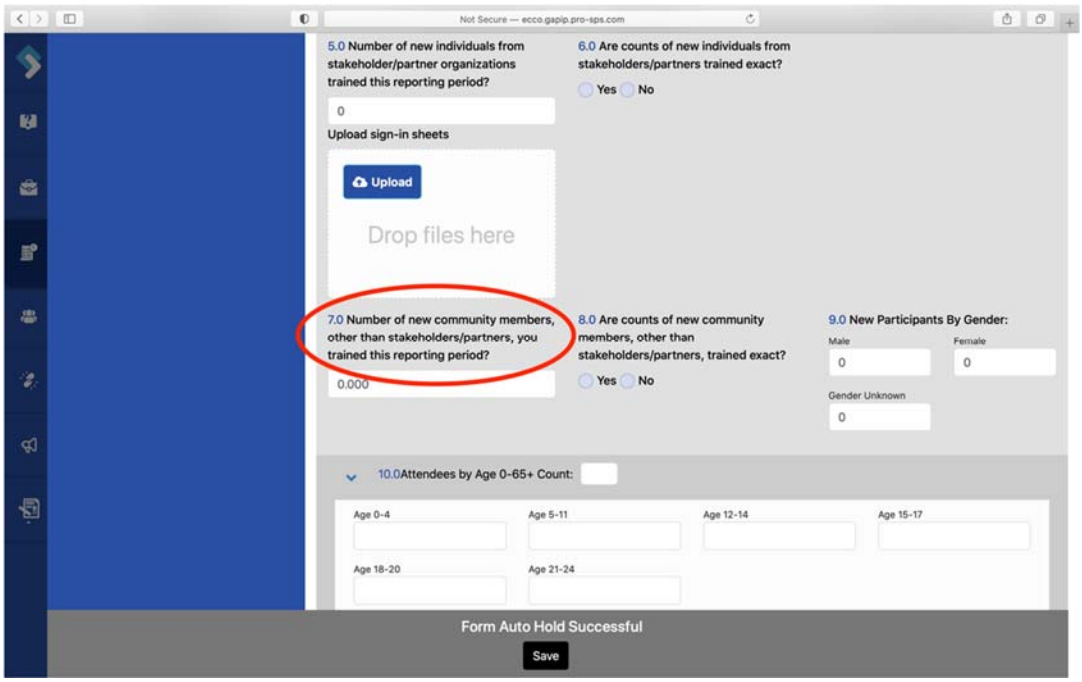
b. If you select “Yes” to this question, you will continue completing the rest of the form.
c. Even if you have no activity to report, you will still need to answer question one for each reporting period.

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



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

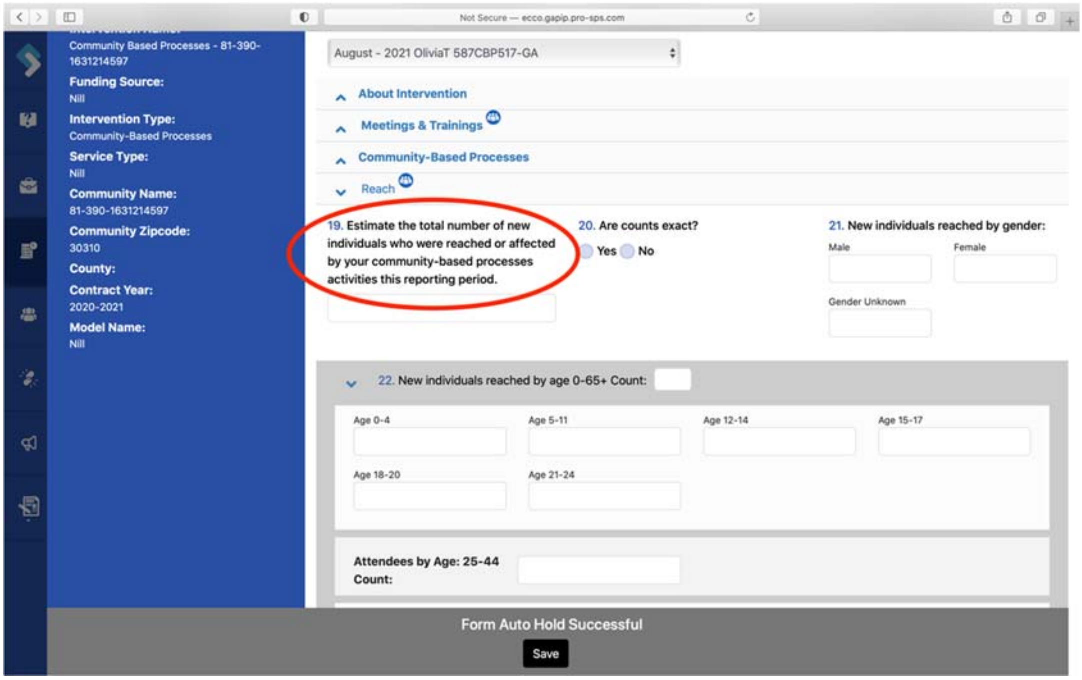
6. Questions 7 under the "Meetings & Trainings" section asks for the "Number of community members, other than stakeholders/partners, you trained this reporting period?"



   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 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."

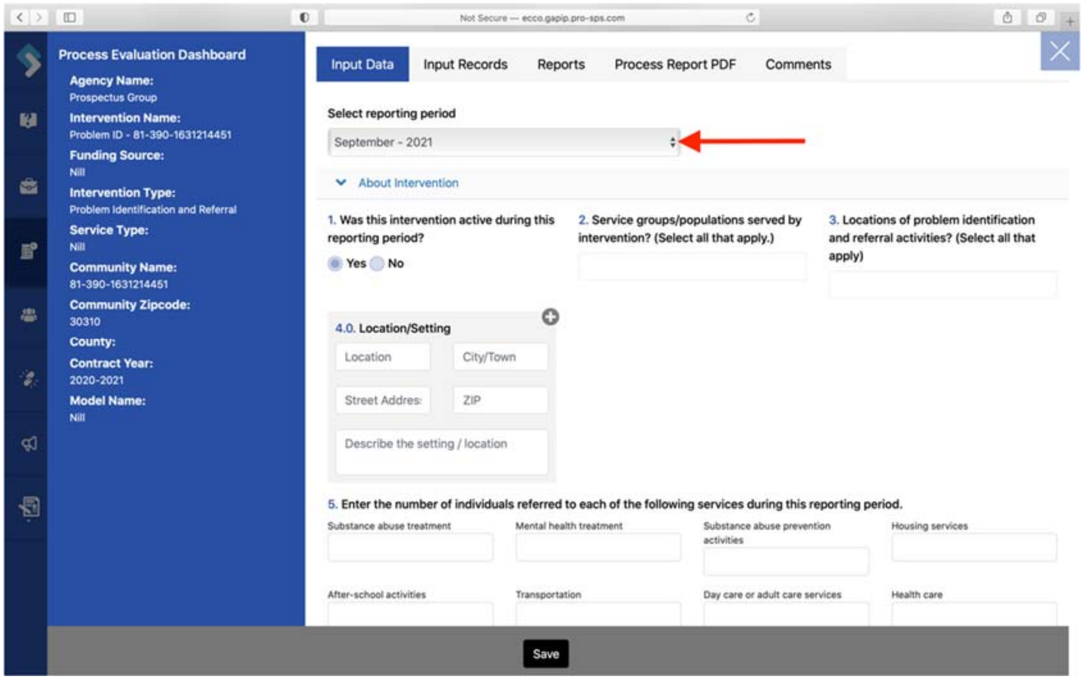


a. The reach for the total duration of your community-based processes activities should not exceed the population of your target population.

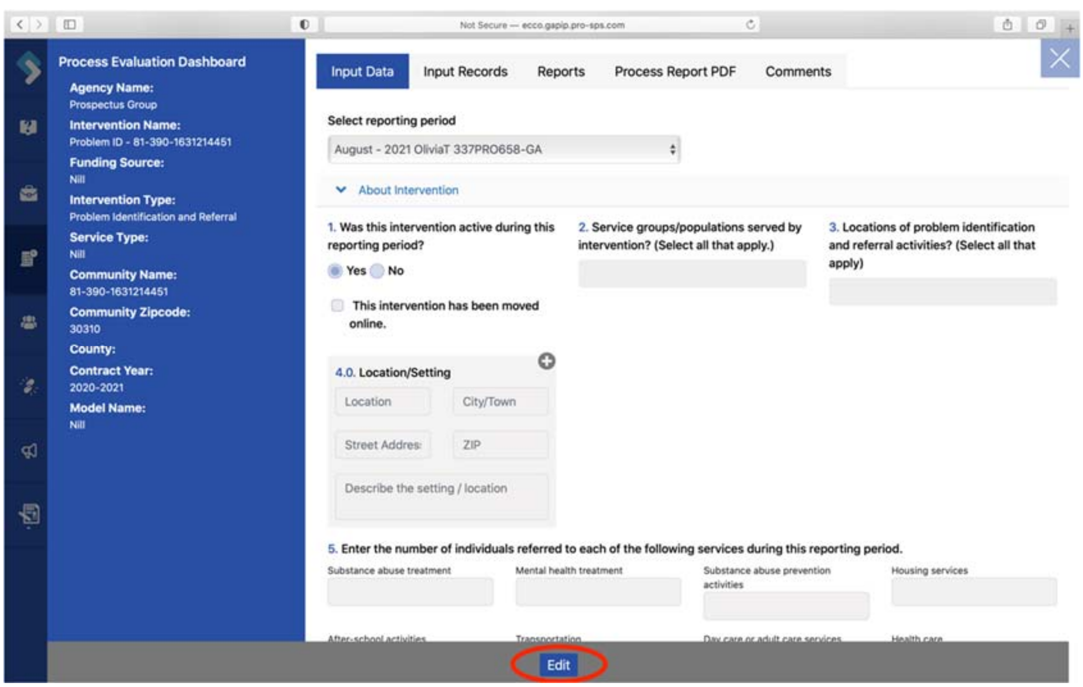
9. When entering counts for questions 21 through 24, the total for each question should match the total entered in question 19. Totals that do not match will appear red until corrected (See section on Demo Counts).

Problem Identification & Referral Form

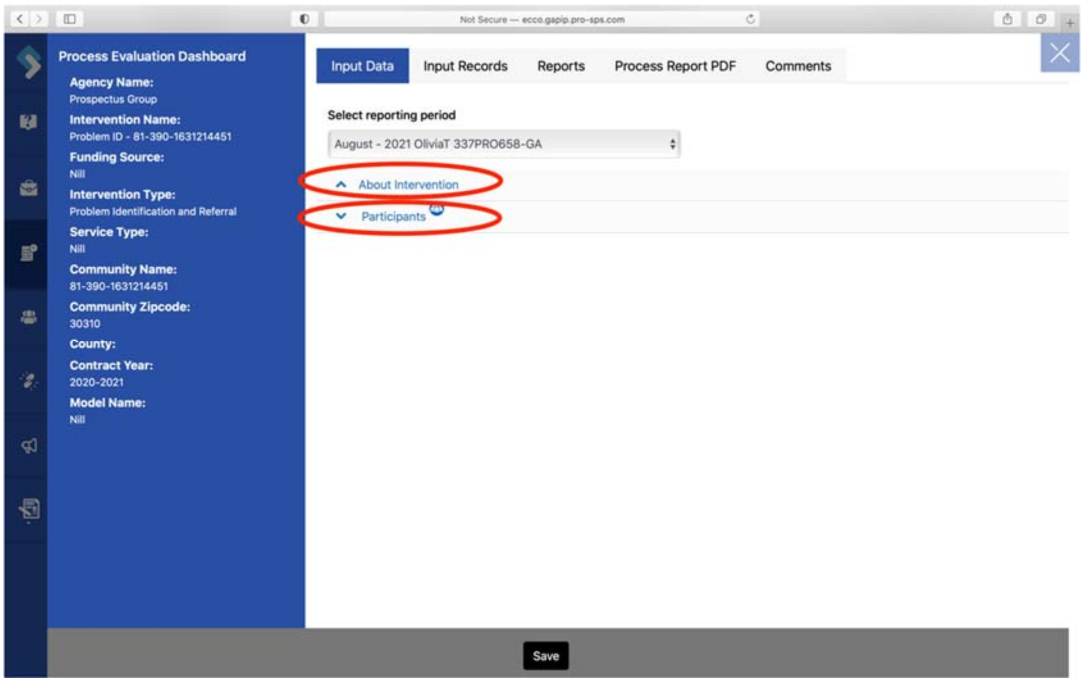
1. You will begin entering your monthly data by selecting the reporting period you need to enter data for. Confirm you have selected the correct month and year.



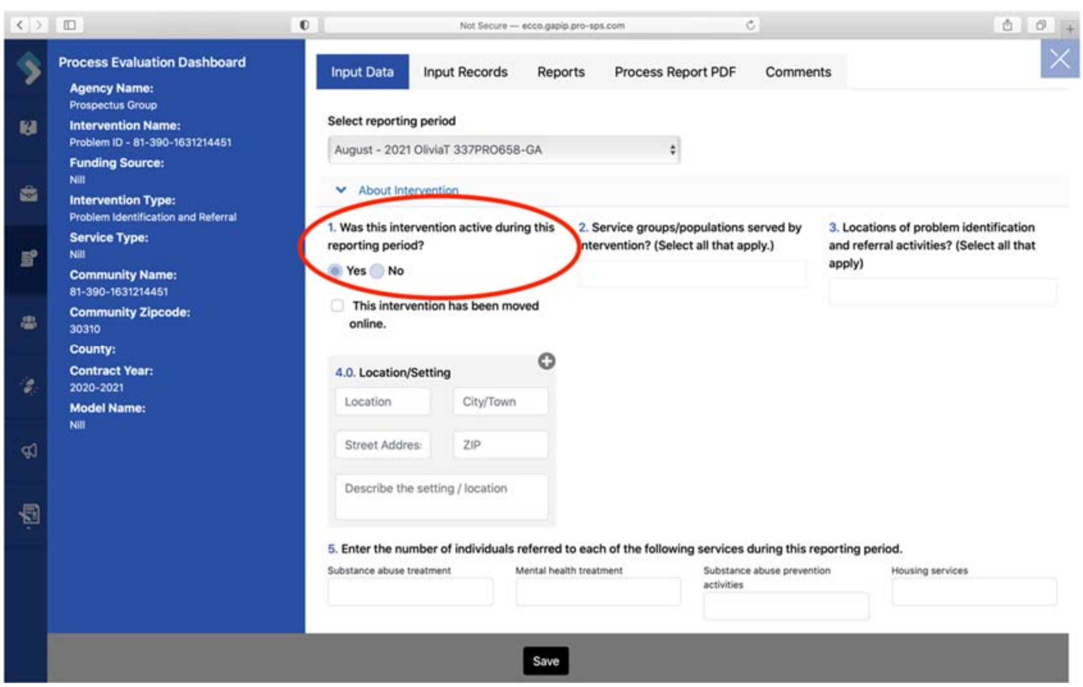
2. Once you have selected the correct reporting period, you will need to click on the blue Edit box to make changes to the form if this is not your first time entering for that reporting period.



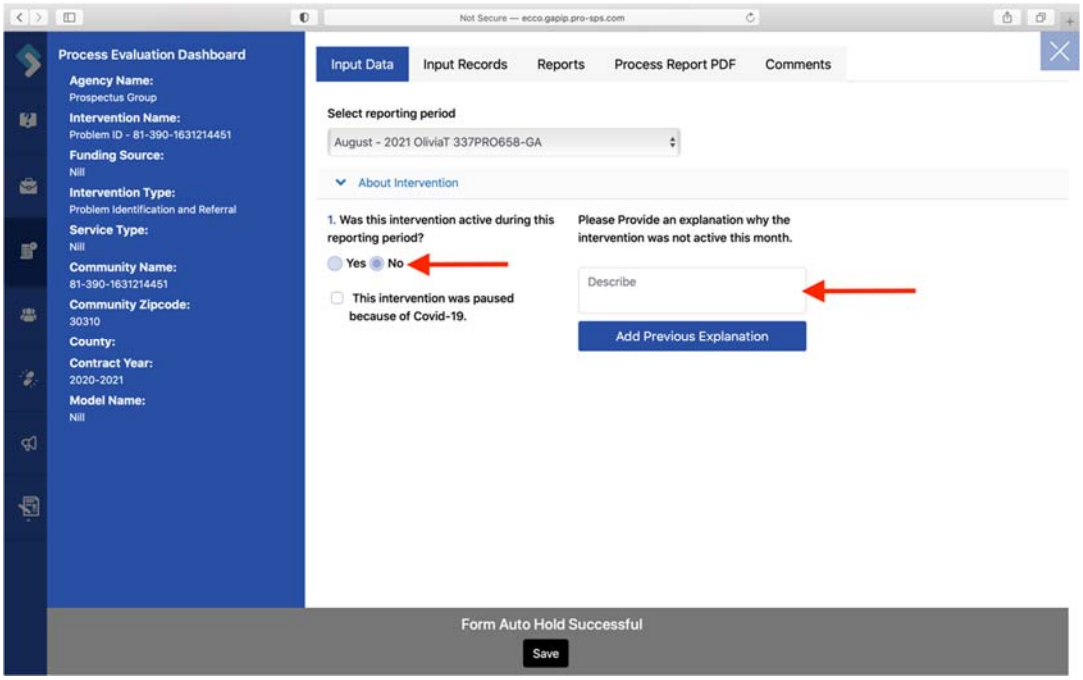
3. You should notice that the Problem Identification & Referral form has two collapsible sections labeled “About Intervention” and “Participants.”



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



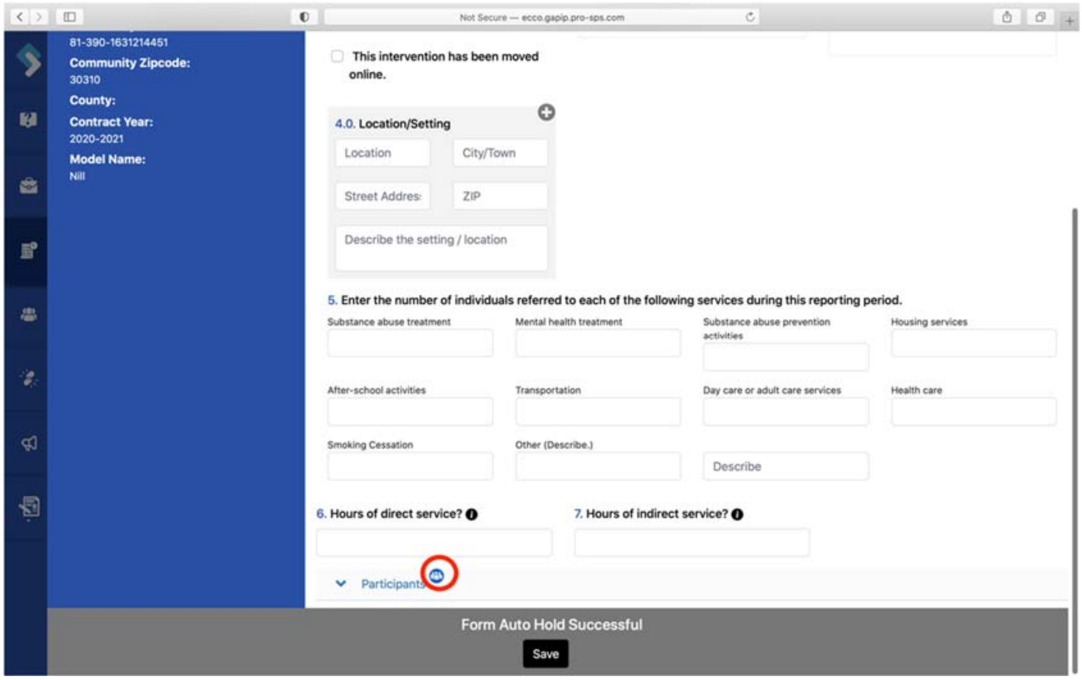
a. If you select “No” to this question, all other questions and sections should disappear. You will need to explain why the intervention was not active for that month. Click “Save,” and you are finished.



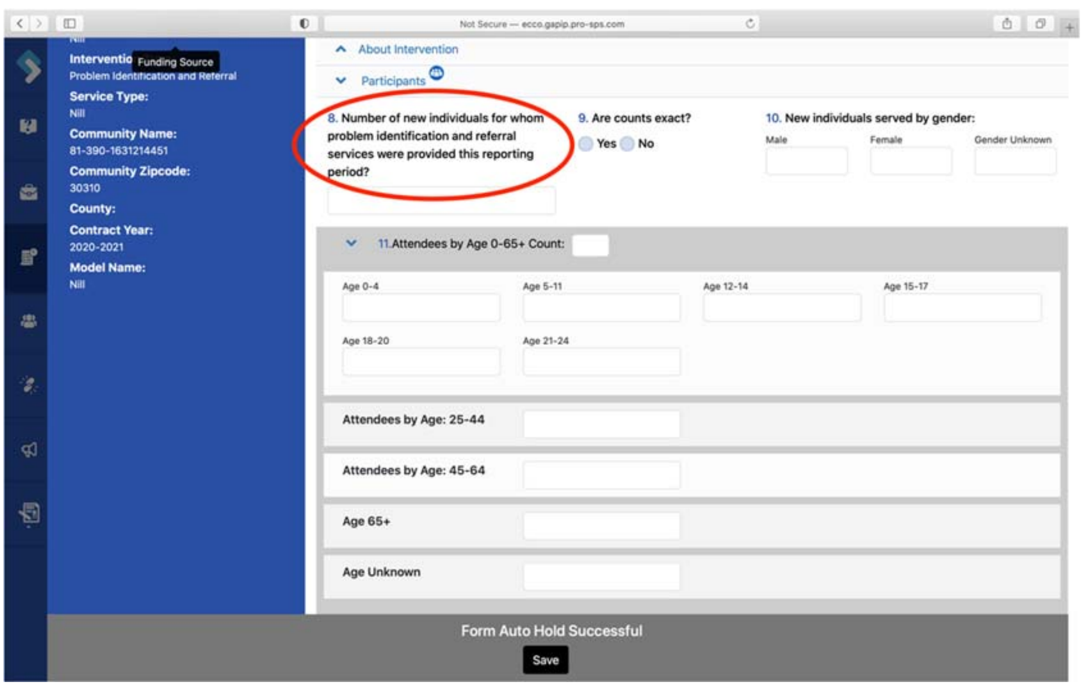
b. If you select "Yes" to this question, you will continue completing the rest of the form.
c. Even if you have no activity to report, you will still need to answer question one for each reporting period.

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." The people icon informs you that you will be entering participant counts.



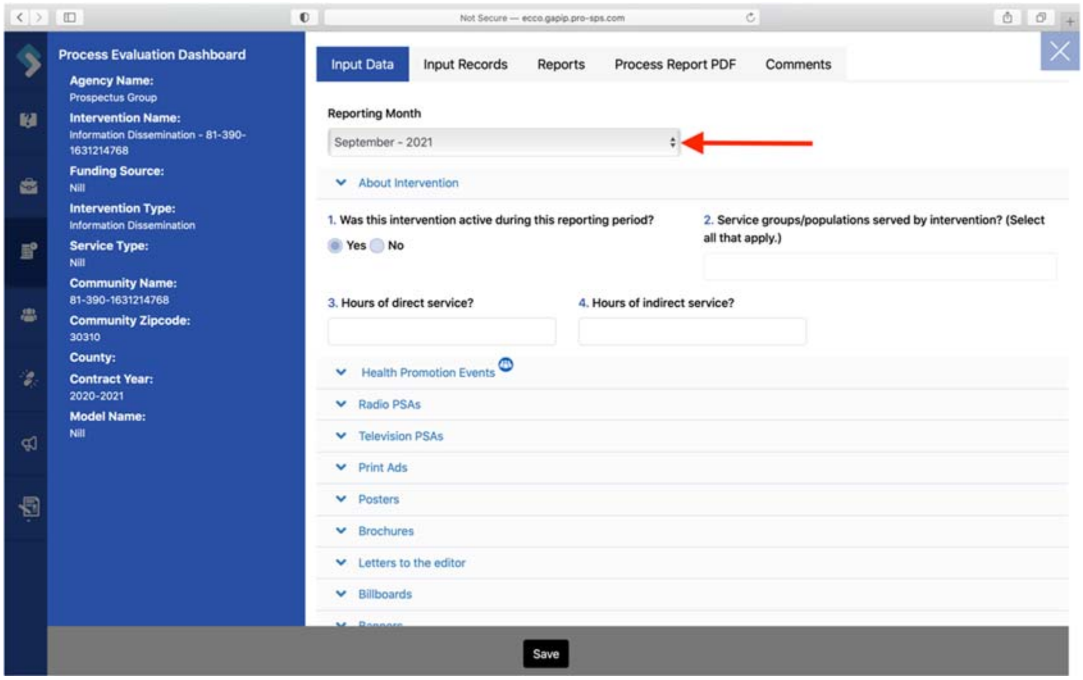
7. Question 8, the first question under the "Participants" section, asks for the "Number of new individuals for whom problem identification and referral services were provided this reporting period?"



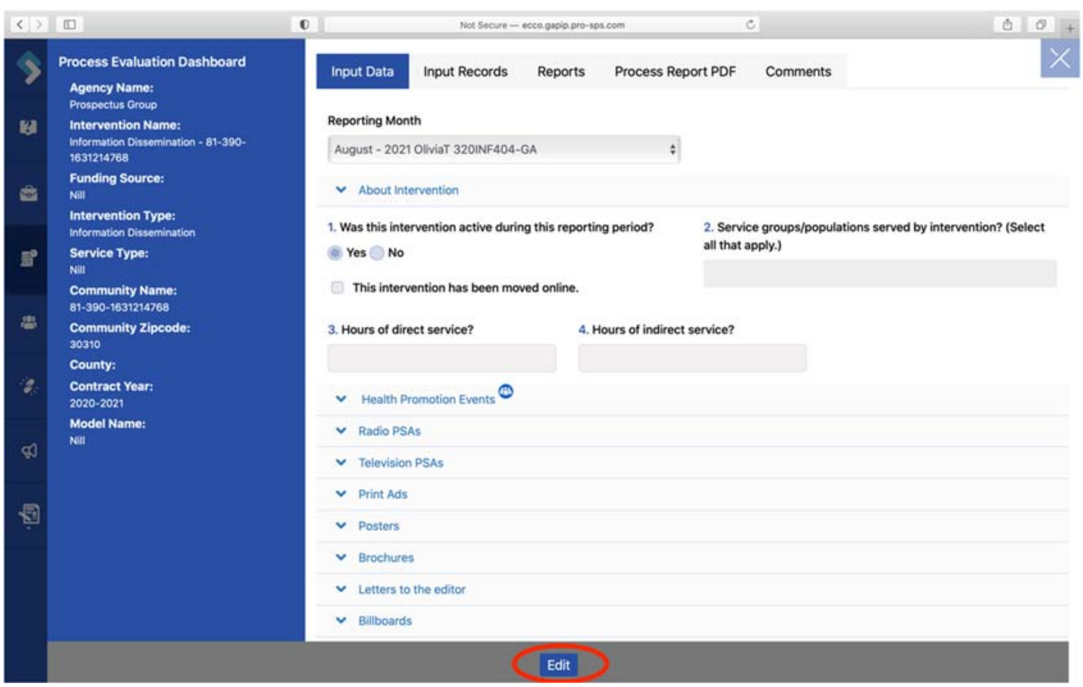
8. When entering counts for questions 10 through 13, the total for each question should match the total entered in question 8. Totals that do not match will appear red until corrected (See section on Demo Counts).

Information Dissemination Form

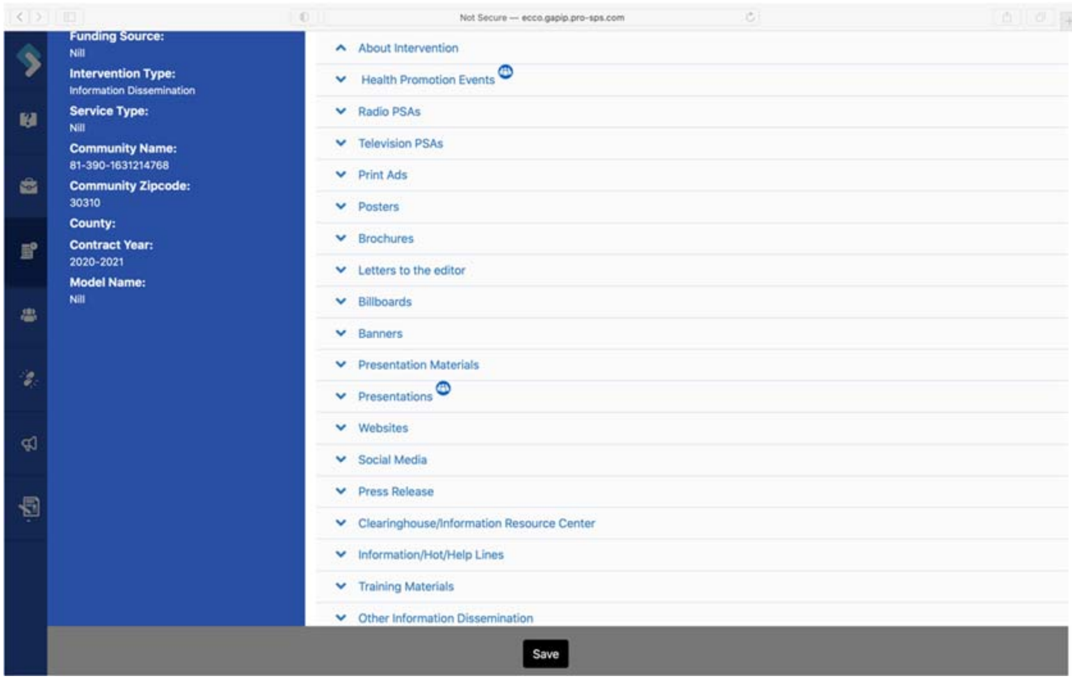
1. You will begin entering your monthly data by selecting the reporting period you need to enter data for. Confirm you have selected the correct month and year.



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.

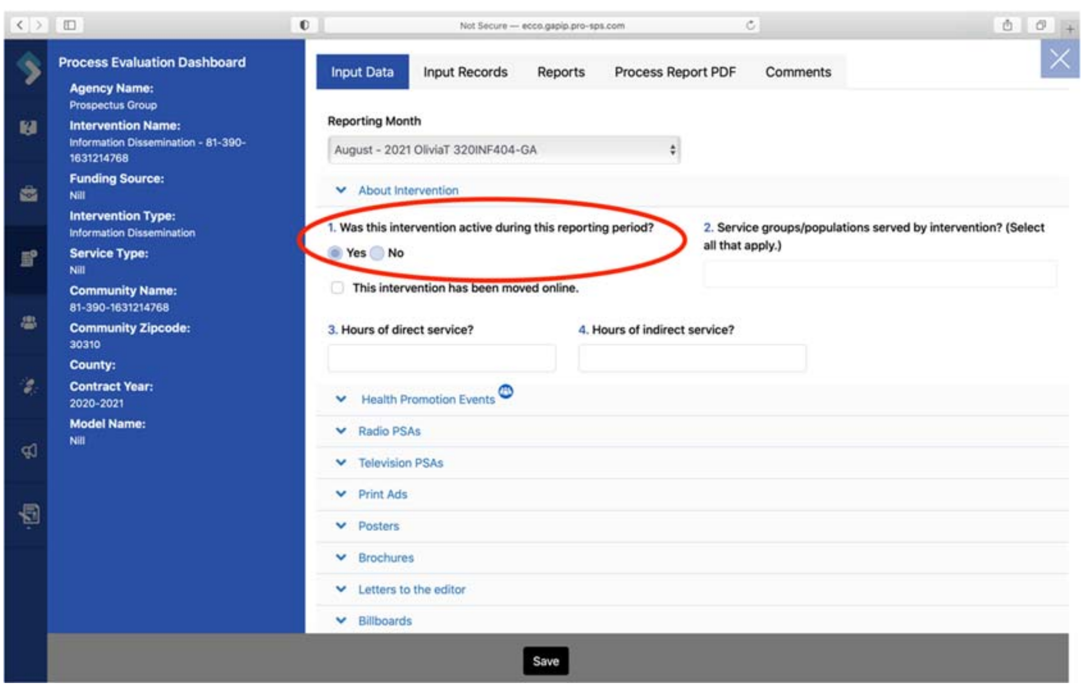


3. You should notice that the Information Dissemination form has twenty collapsible sections.

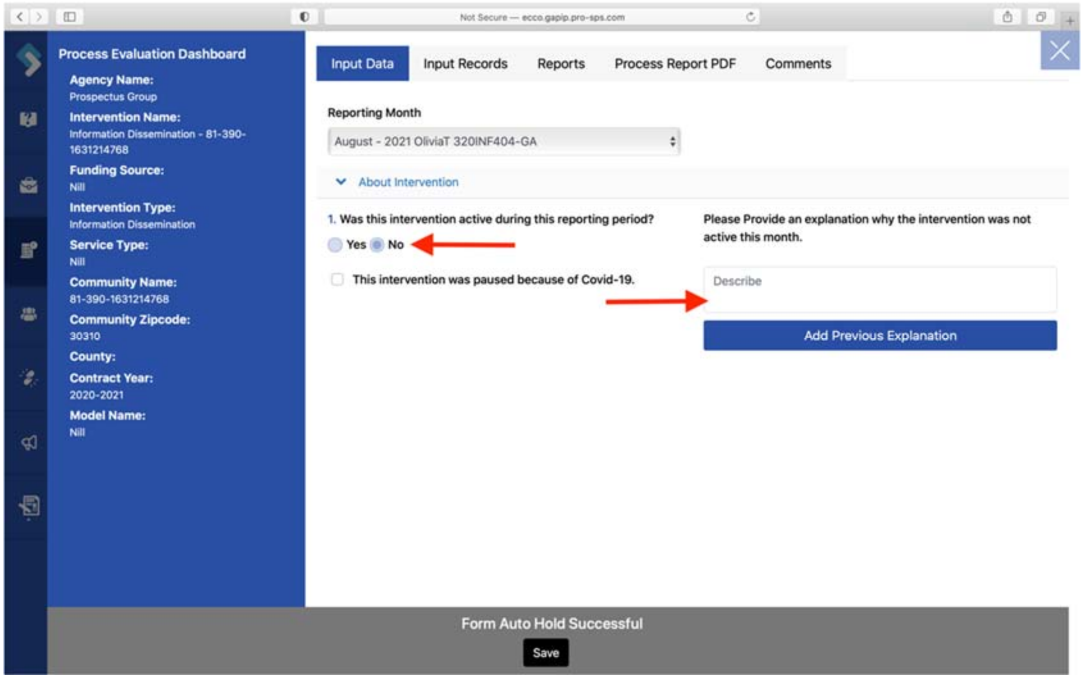


a. You will only need to enter data in the sections relevant to your intervention.

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

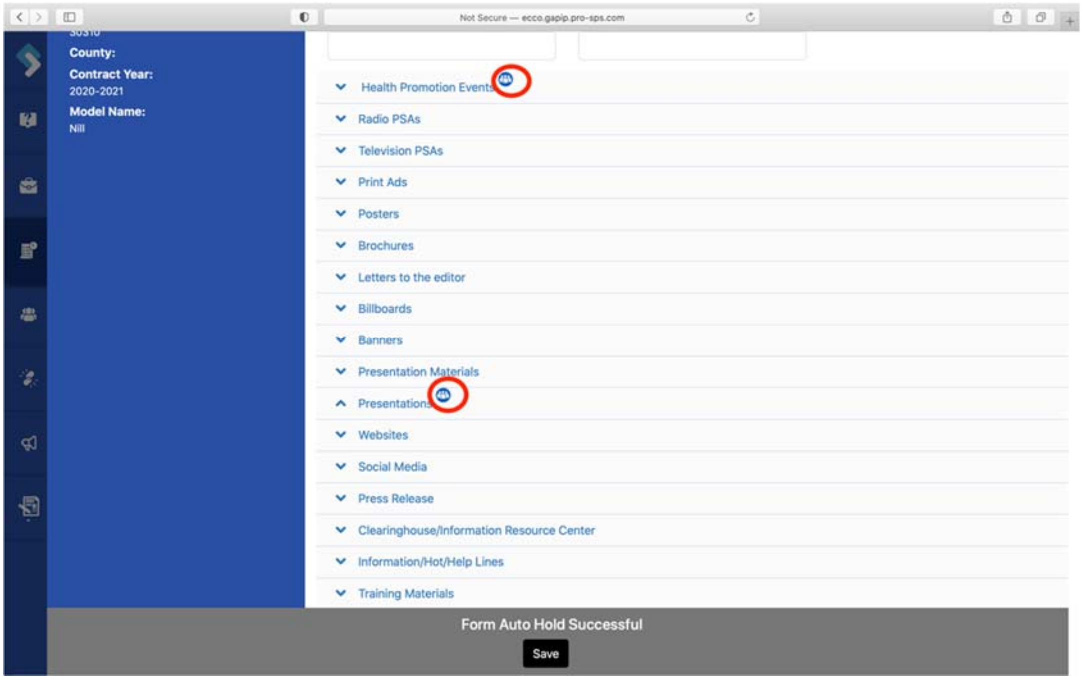


a. If you select "No" to this question, all other questions and sections should disappear. You will need to explain why the intervention was not active for that month. Click “Save,” and you are finished.



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

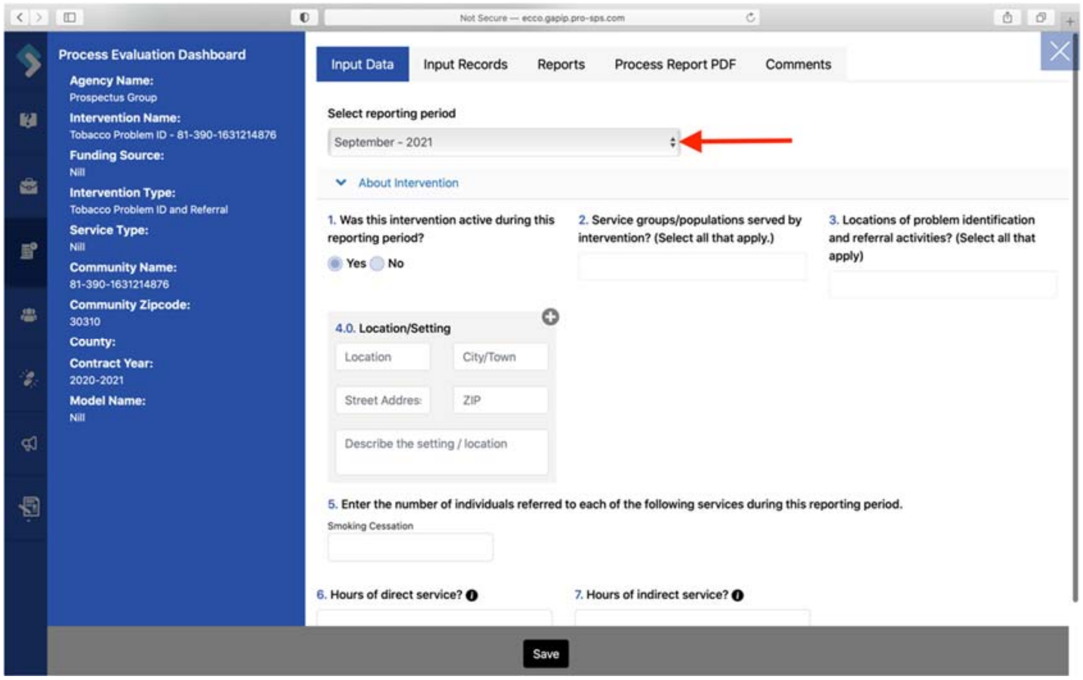
5. You should also see a people icon next to the sections labeled “Health Promotion Events” and “Presentations.” The people icon informs you that you will enter counts in those sections.



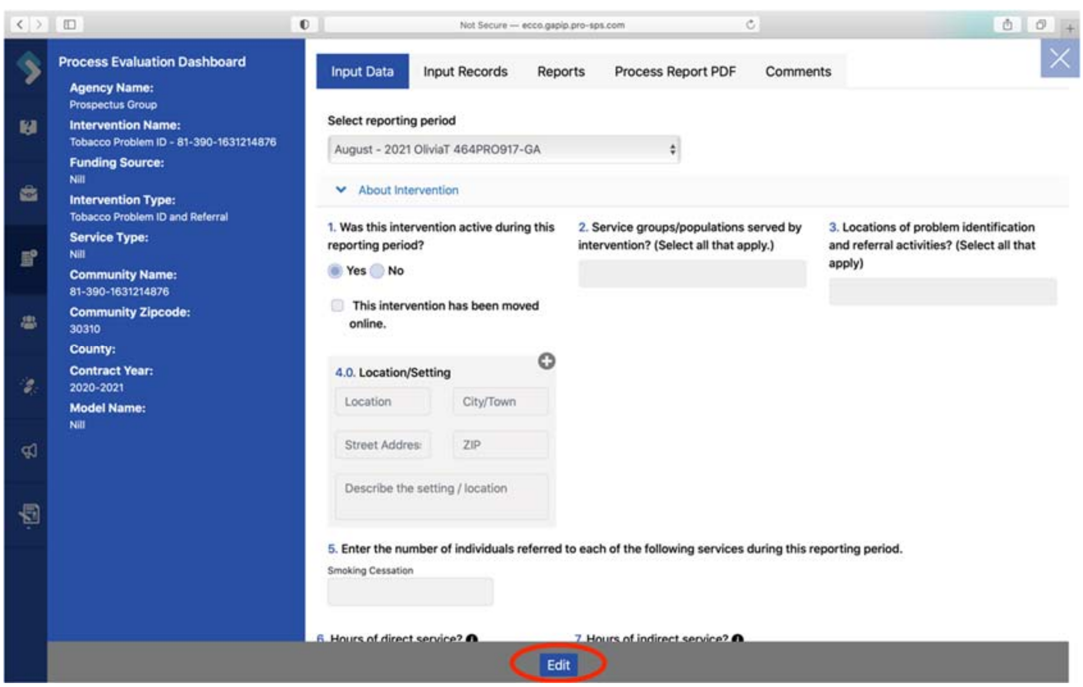
a. Please ensure you are not entering the same counts in more than one Section.

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

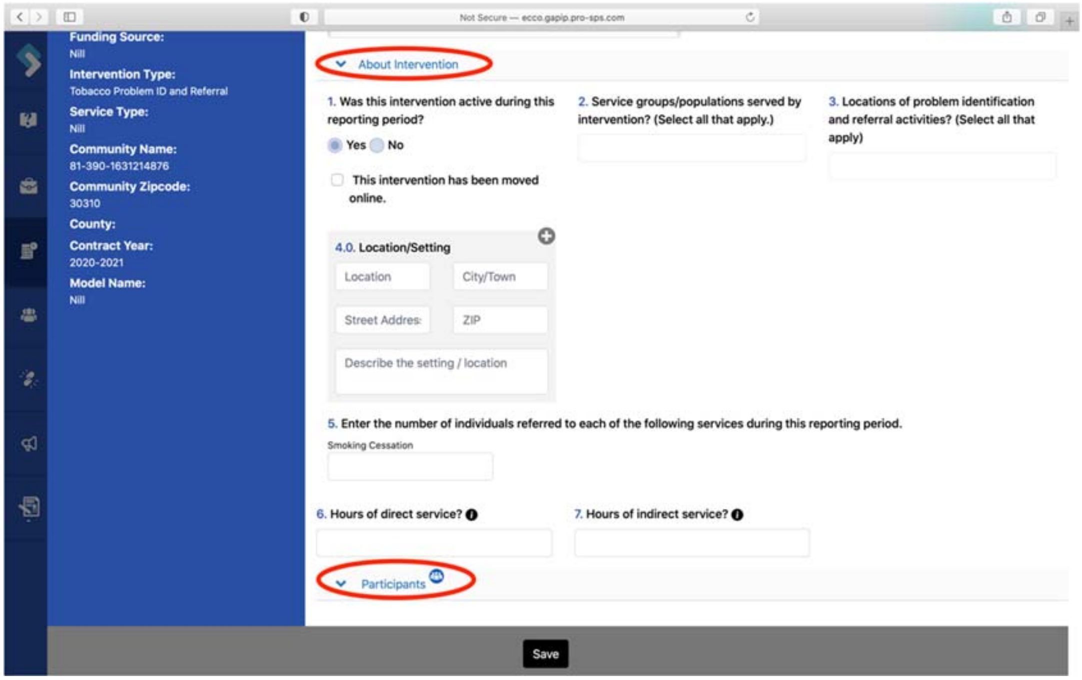
1. You will begin entering your monthly data by selecting the reporting period you need to enter data for. Confirm you have selected the correct month and year.



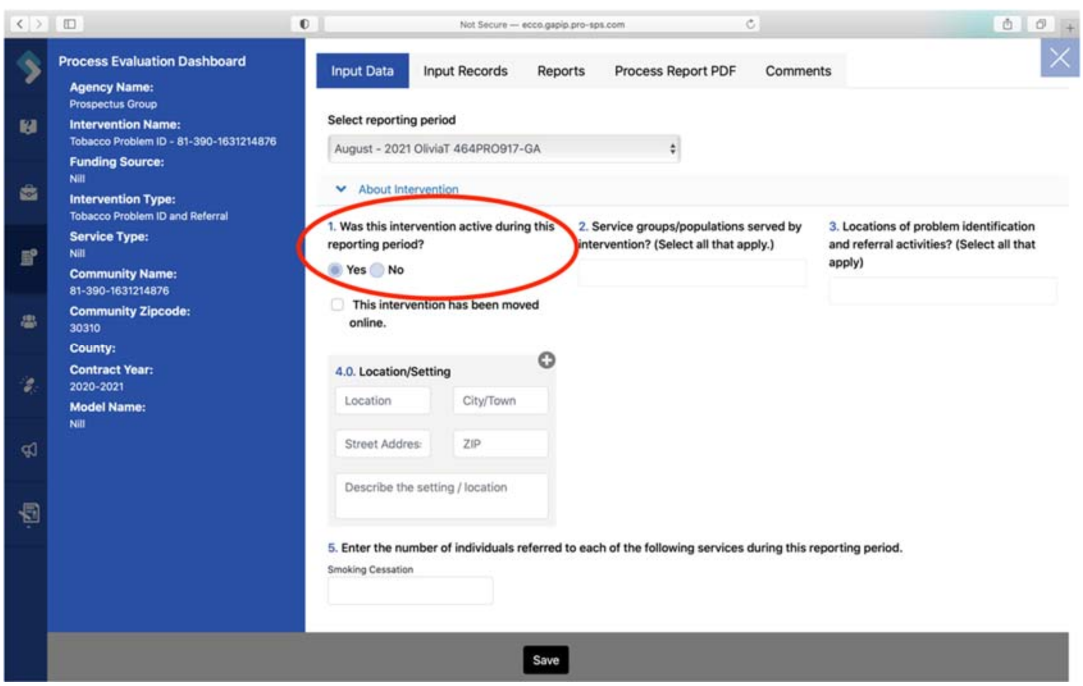
2. Once you have selected the correct reporting period, you will need to click on the blue Edit box to make changes to the form if this is not your first time entering for that reporting period.



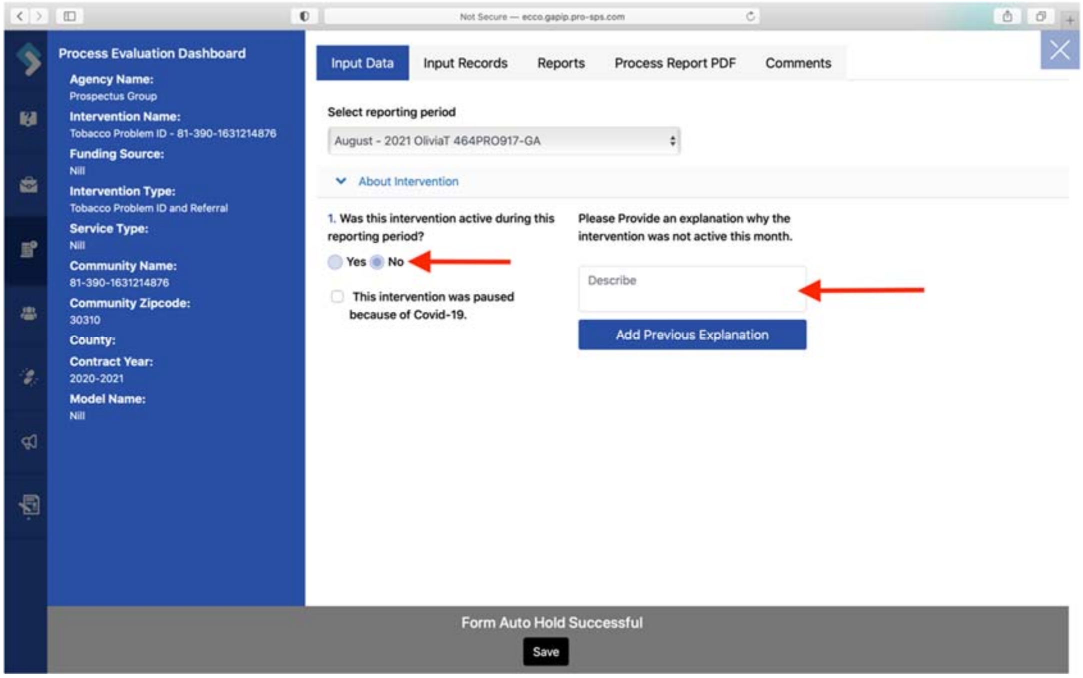
3. You should notice that the Tobacco Problem ID & Referral form has two collapsible sections labeled “About Intervention” and “Participants.”



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



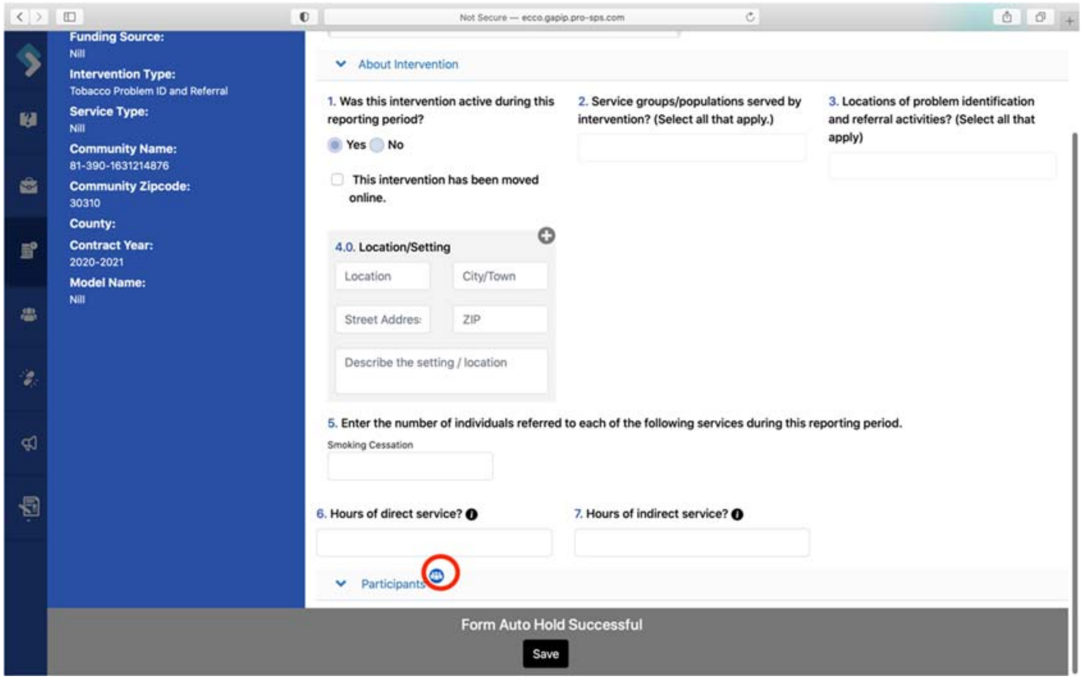
a. If you select “No” to this question, all other questions and sections should disappear. You will need to explain why the intervention was not active for that month. Click “Save,” and you are finished.



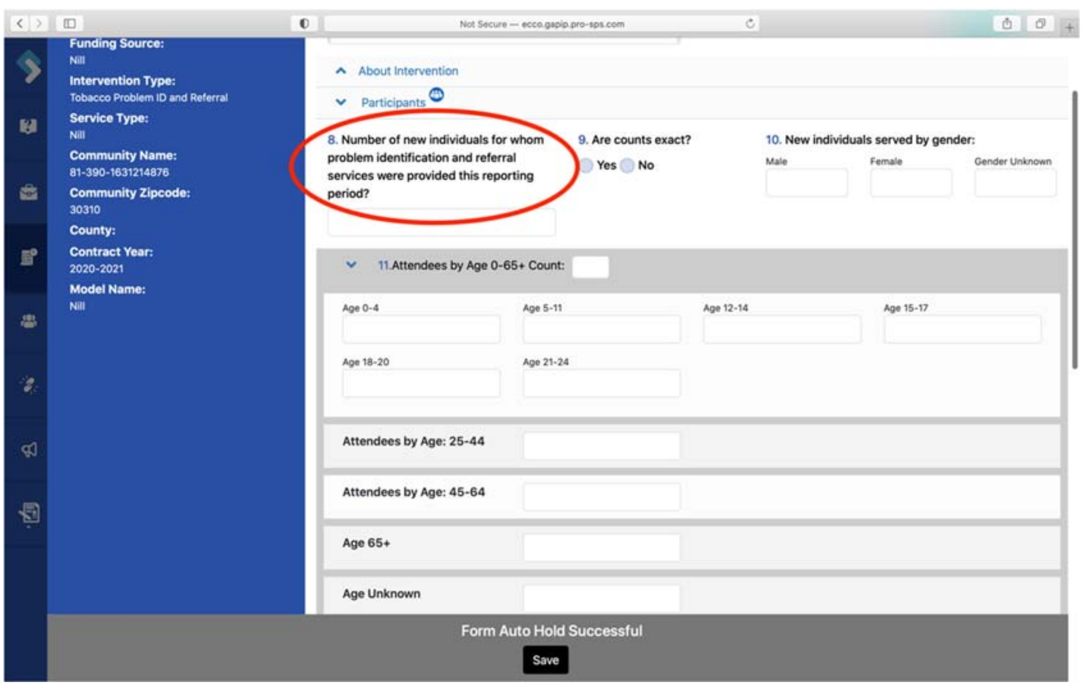
b. If you select “Yes” to this question, you will continue completing the rest of the form.
c. Even if you have no activity to report, you will still need to answer question one for each reporting period.

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 informs you that you will be entering participant counts.



7. 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?"

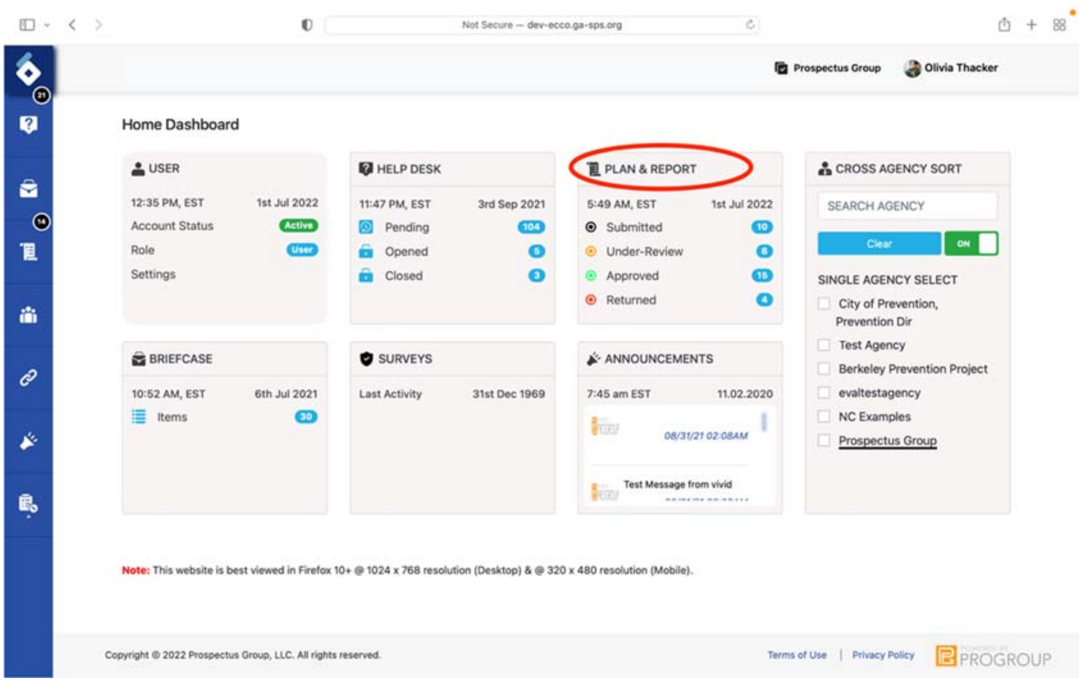


8. When entering counts for questions 10 through 13, the total for each question should match the total entered in question 8. Totals that do not match will appear red until corrected (See section on Demo Counts).

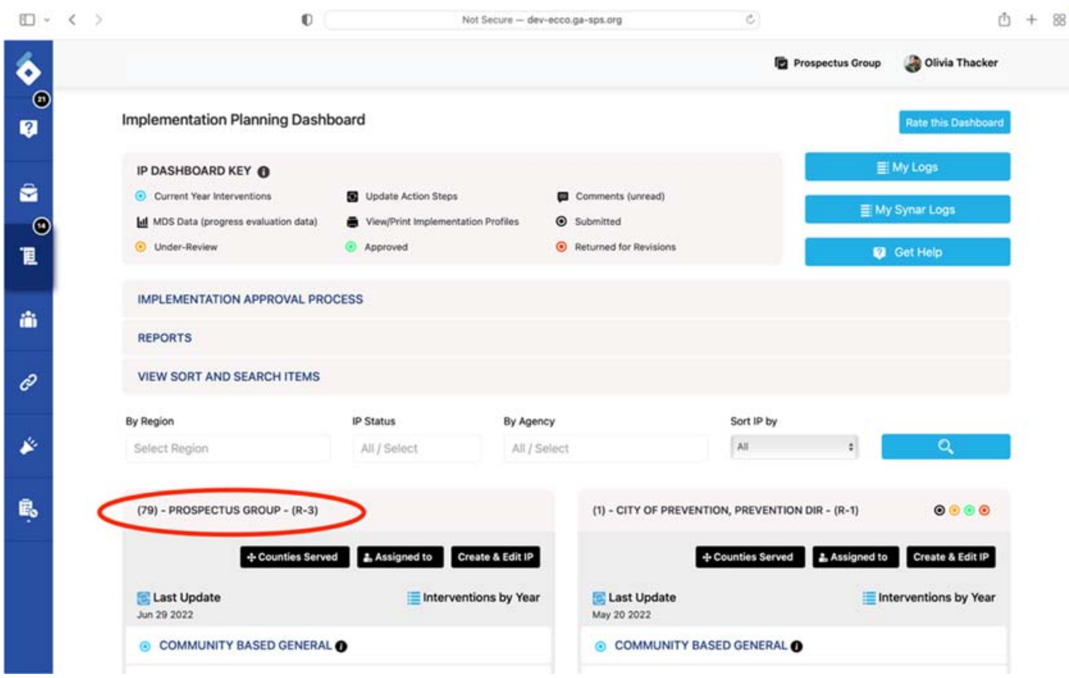
Pre-Post-Survey Deployment

Ecco offers capabilities for collecting outcome data for education and environmental 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.

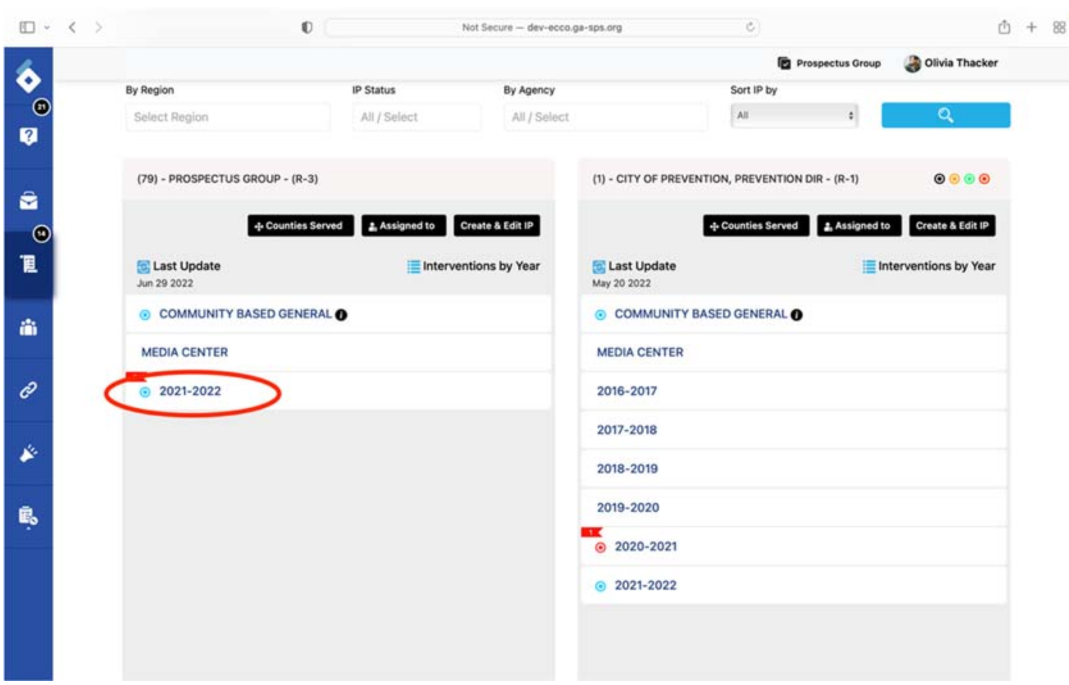
1. To begin setting up surveys for your intervention, navigate to the Implementation Planning Dashboard by clicking on the “Plan & Report” node.



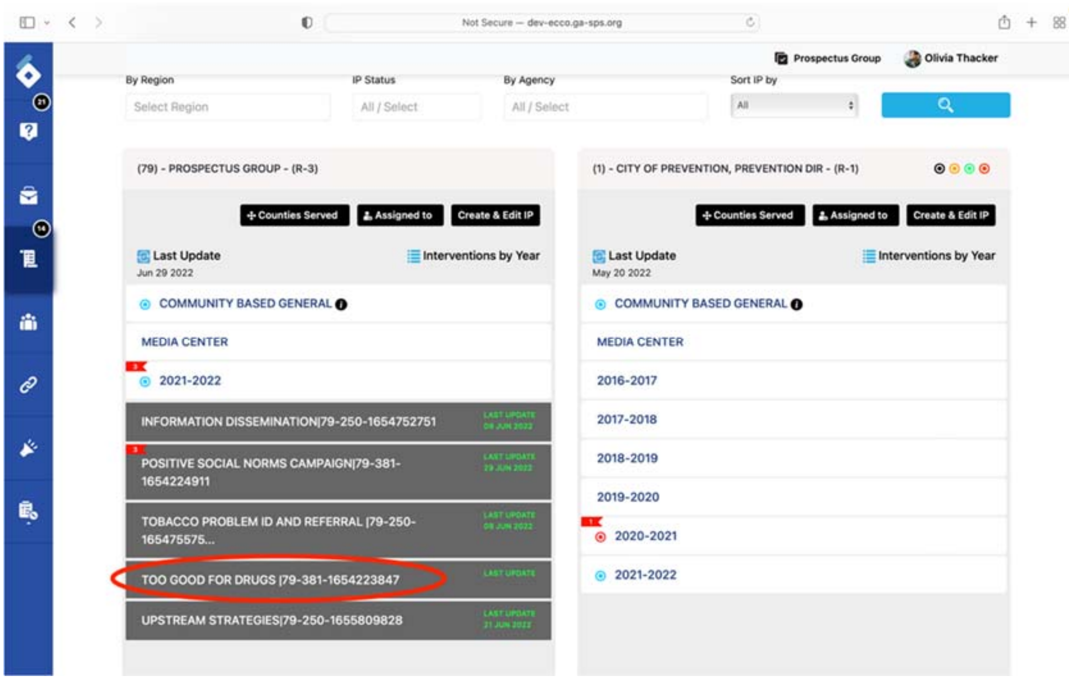
2. Once on the IP Dashboard, find the agency node for the intervention you want to create a survey for. You will only see one node if you are only associated with one agency and funding source.



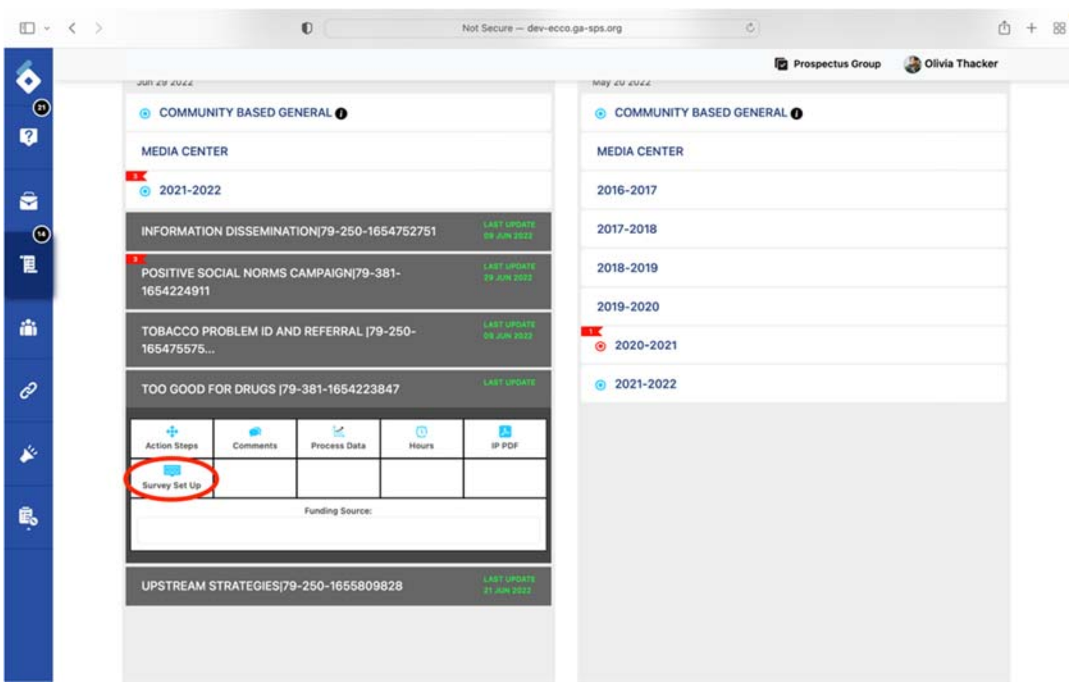
3. Select the contract year.



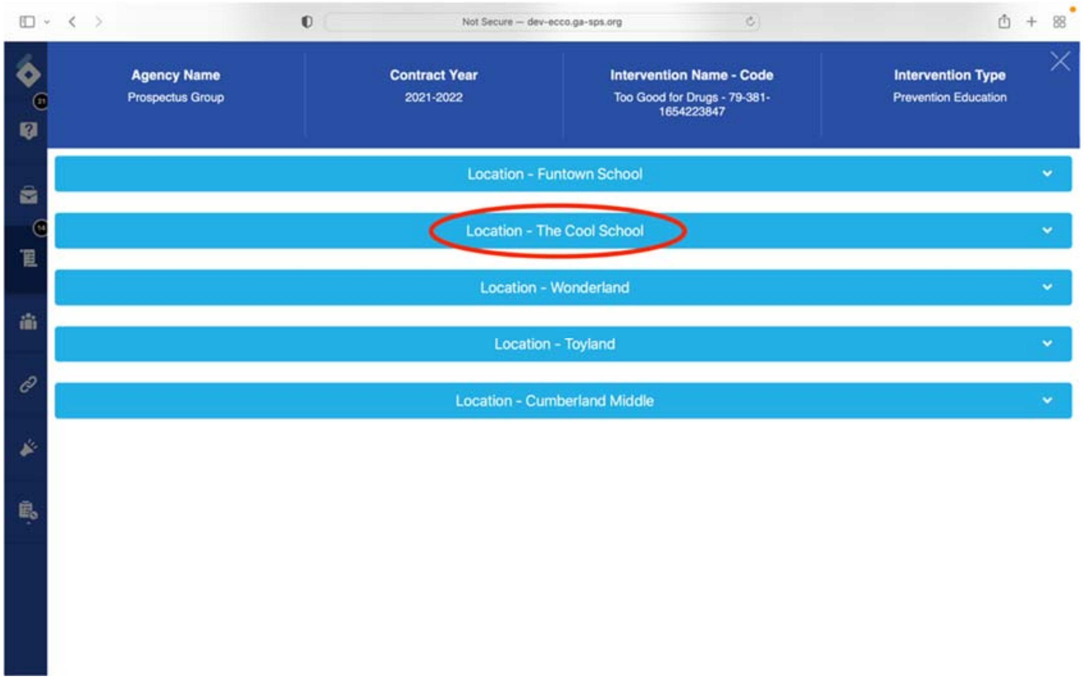
4. Select the intervention.



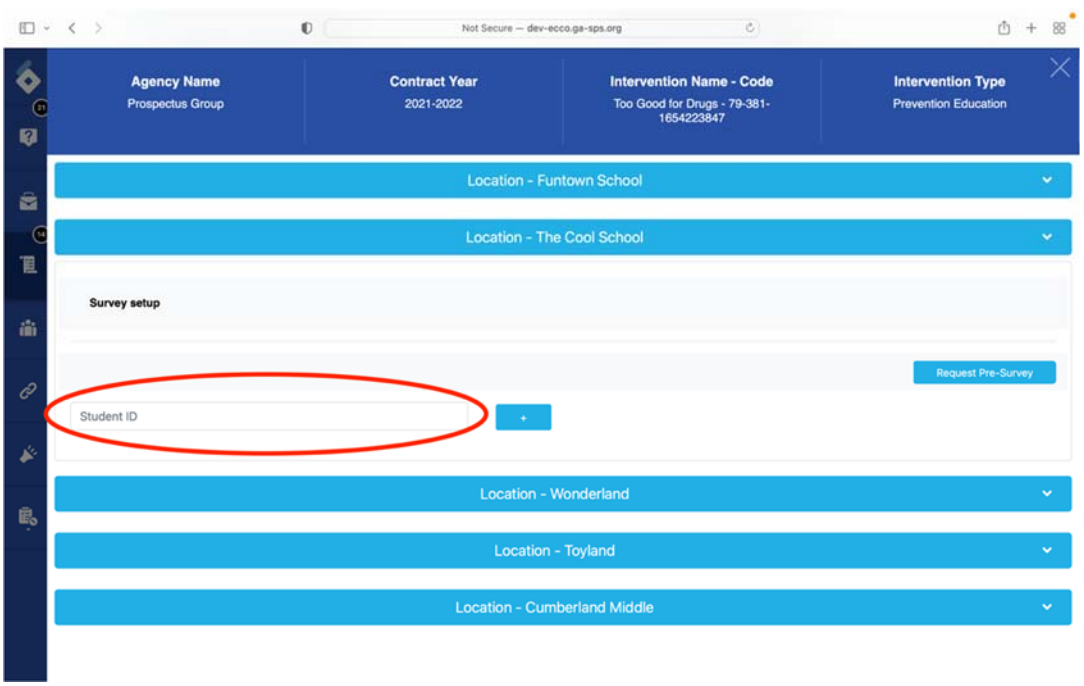
5. Click on “Survey Set Up.”



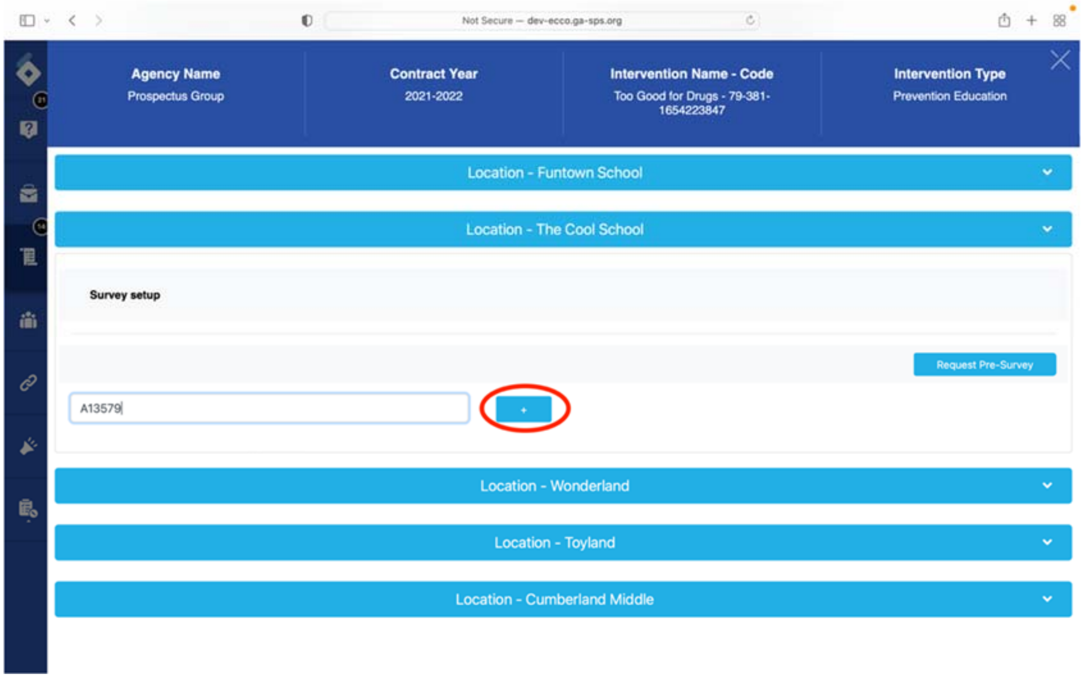
6. Select the location you need surveys for.

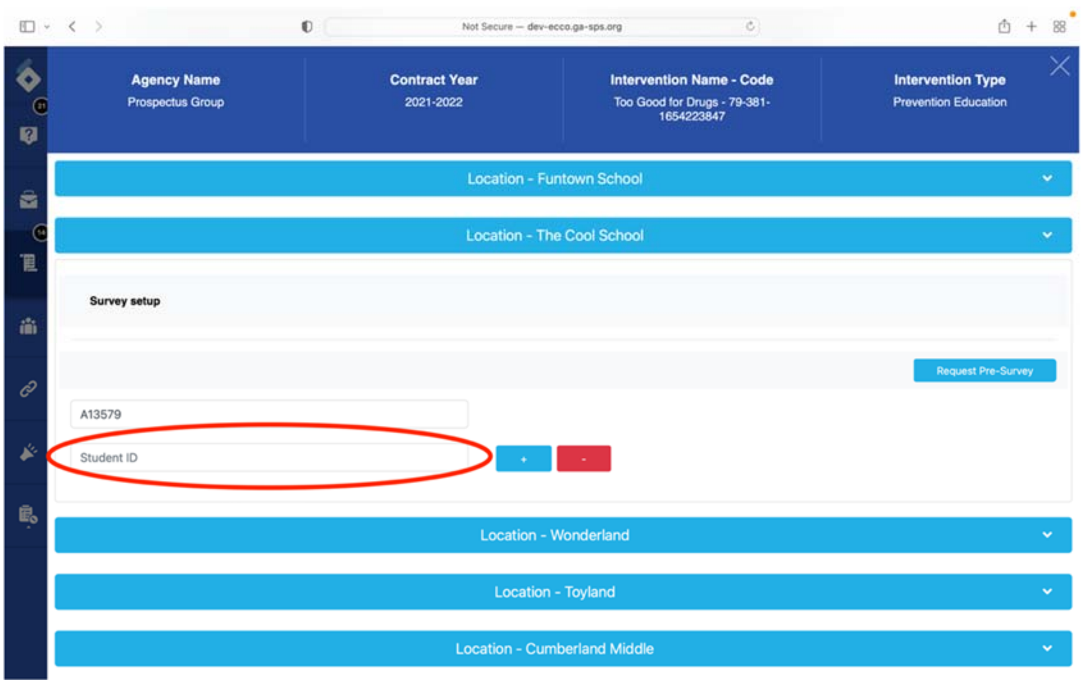


7. Enter the first participant ID in the field box labeled.

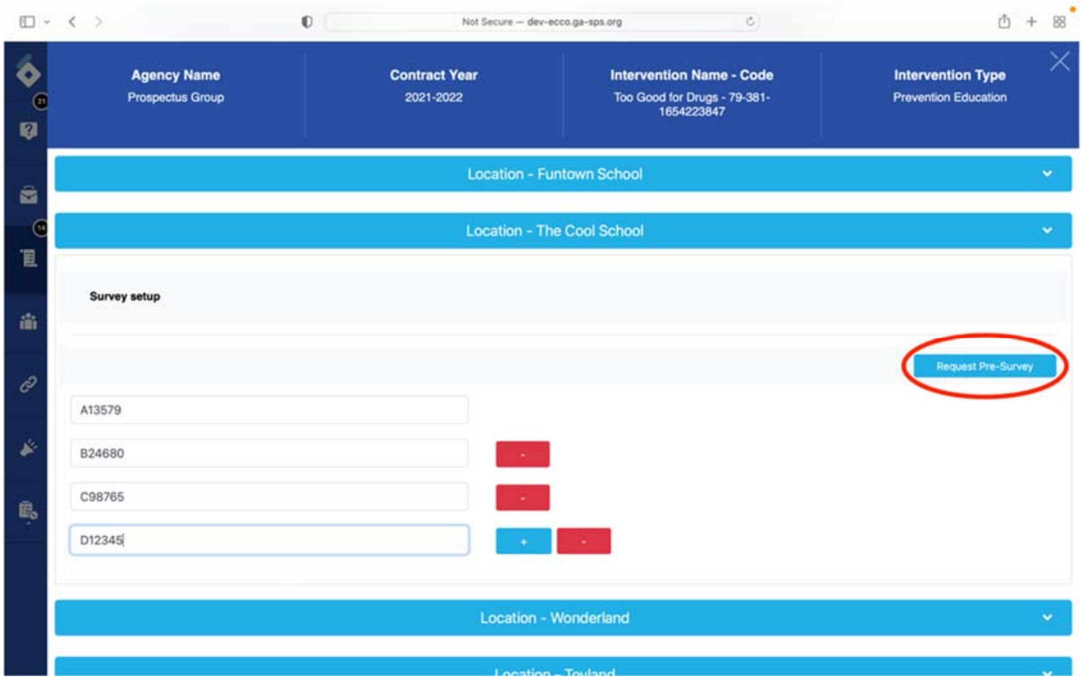


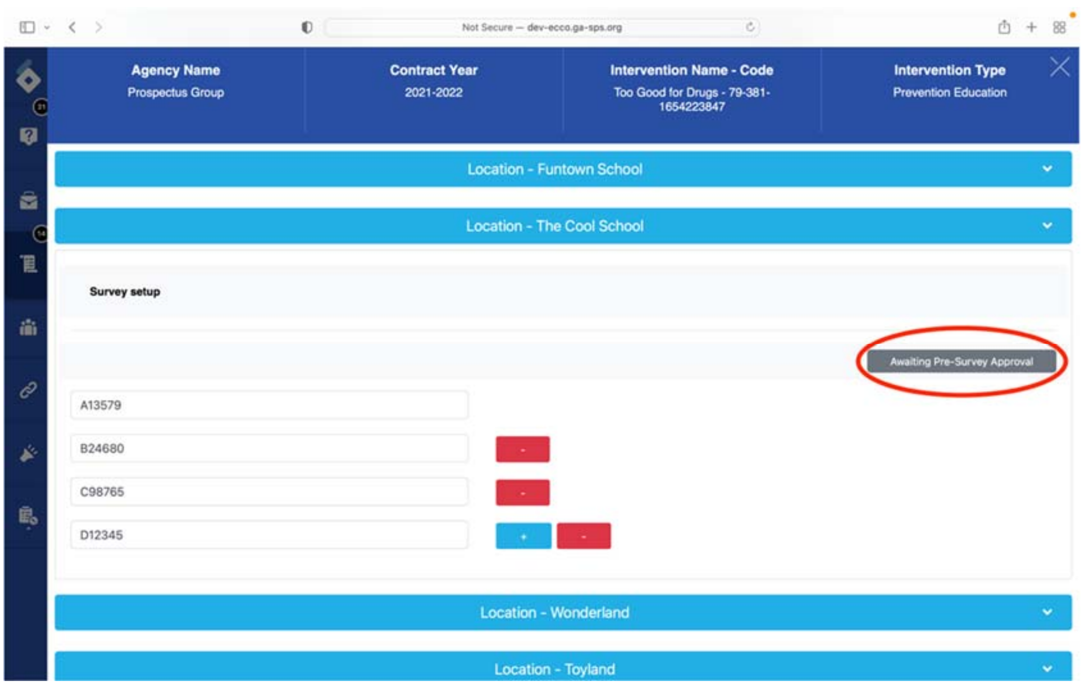
8. Click on the blue box with a plus sign in the middle to add another participant ID.



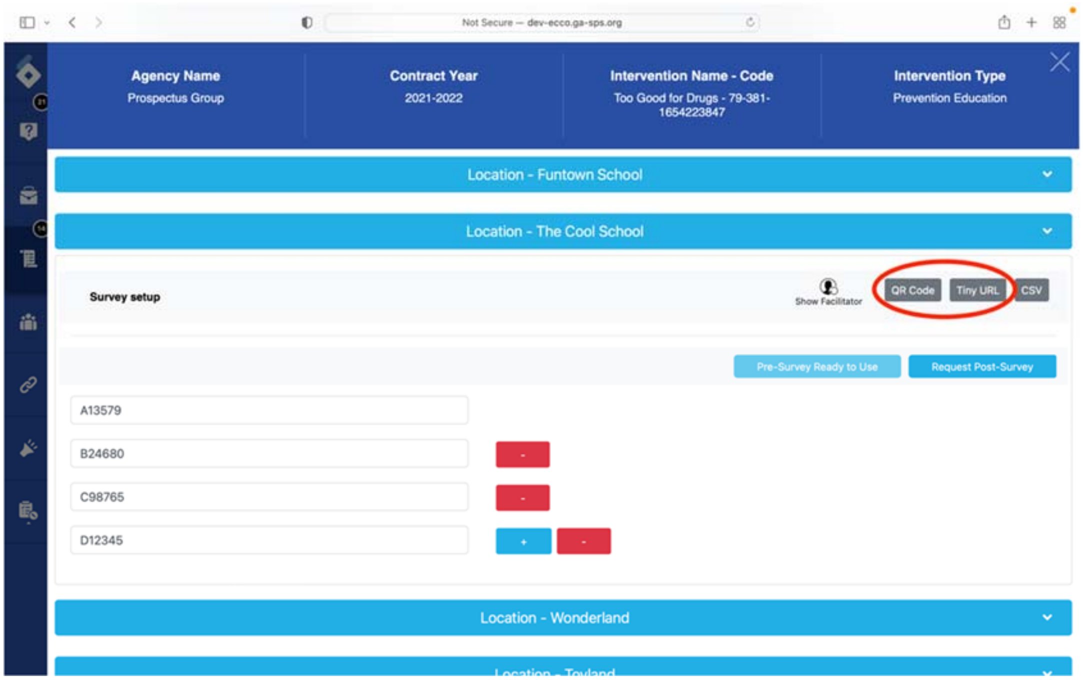


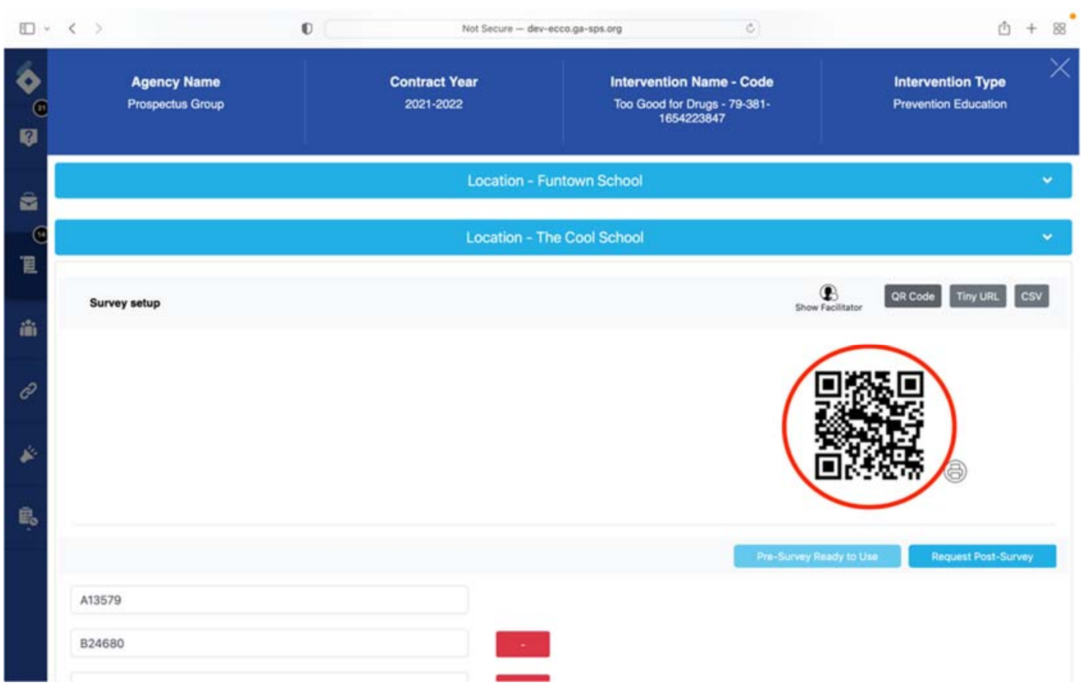
9. Once you have entered a unique ID for each participant, click on "Request Pre-Survey," and the evaluation team will review your request for pre-surveys.





10. After your survey request has been approved, you will find a link and QR code for the survey that you can share with participants.


Not Secure — dev-ecco.ga-sps.org
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
Location - The Cool School
Survey setup
Show Facilitator
QR Code
Tiny URL
CSV
Pre-Survey Ready to Use
Request Post-Survey
A13579
B24680
C98765
D12345
Location - Wonderland


Not Secure — dev-ecco.ga-sps.org
Agency Name
Prospectus Group
Contract Year
2021-2022
Intervention Name - Code
Too Good for Drugs - 79-381-1654223847
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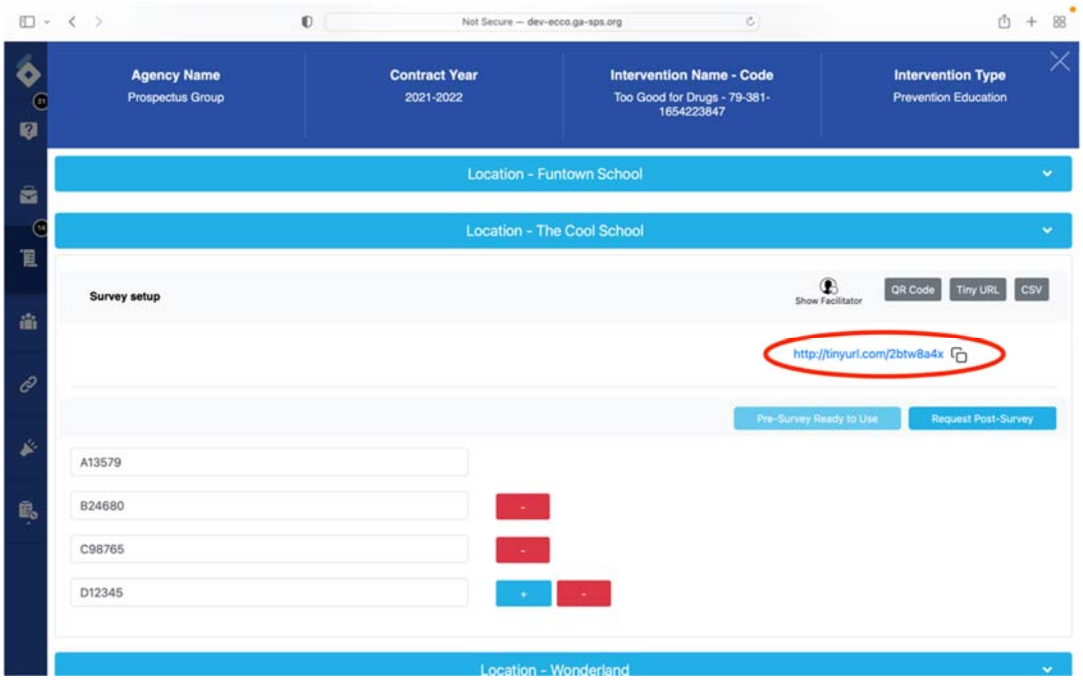
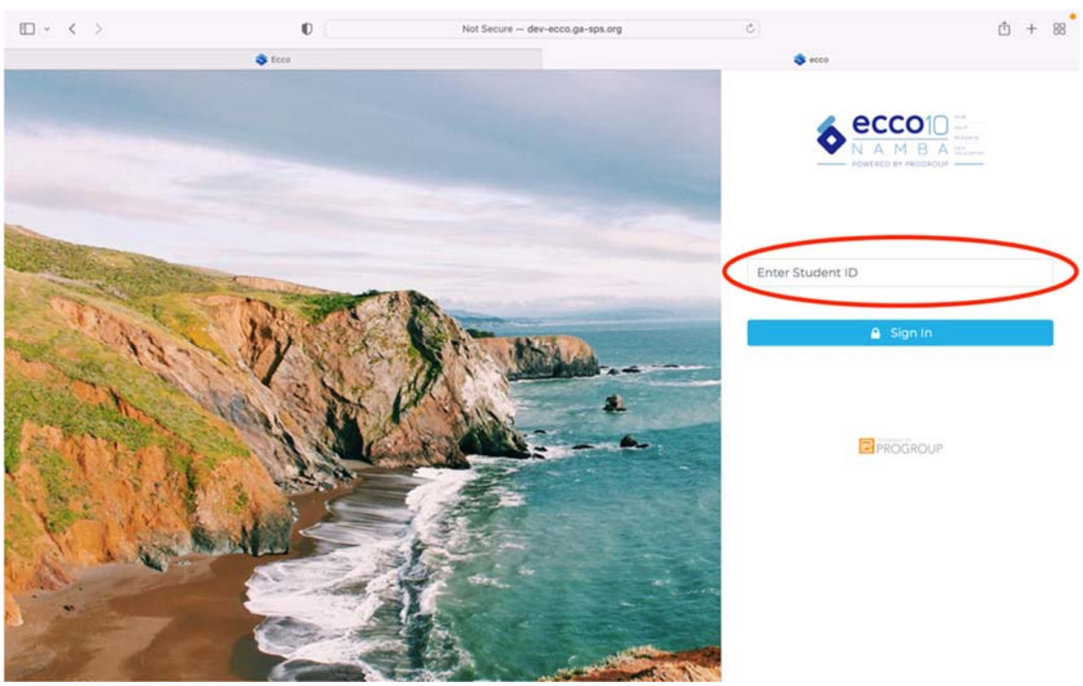
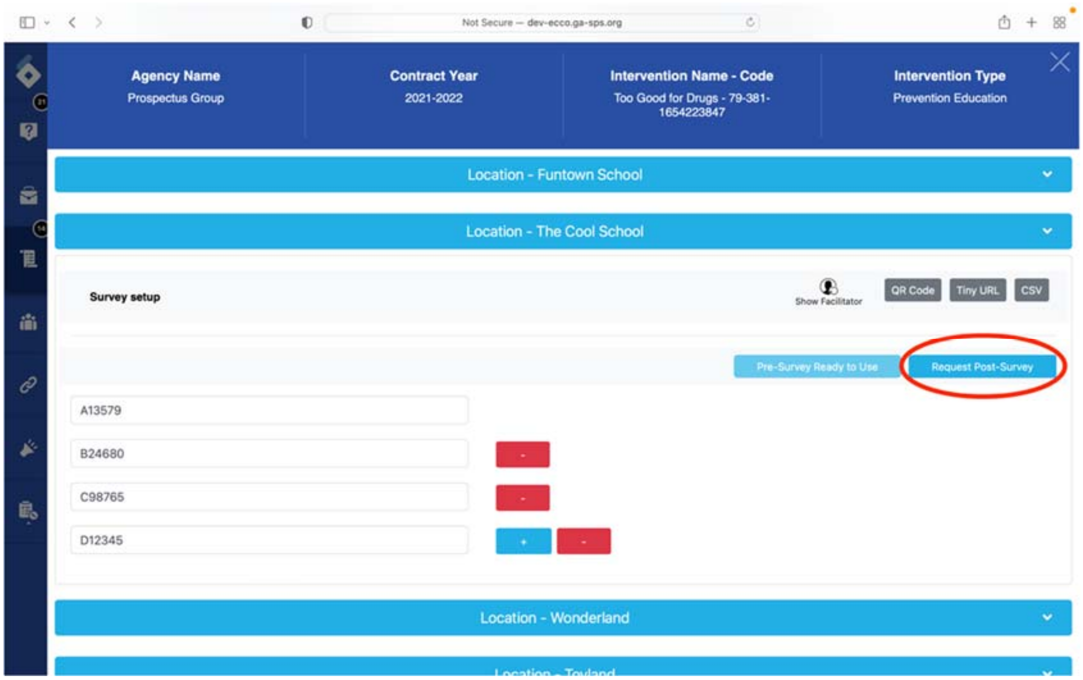
Location - The Cool School
Survey setup
Show Facilitator
QR Code
Tiny URL
CSV
Pre-Survey Ready to Use
Request Post-Survey
A13579
B24680



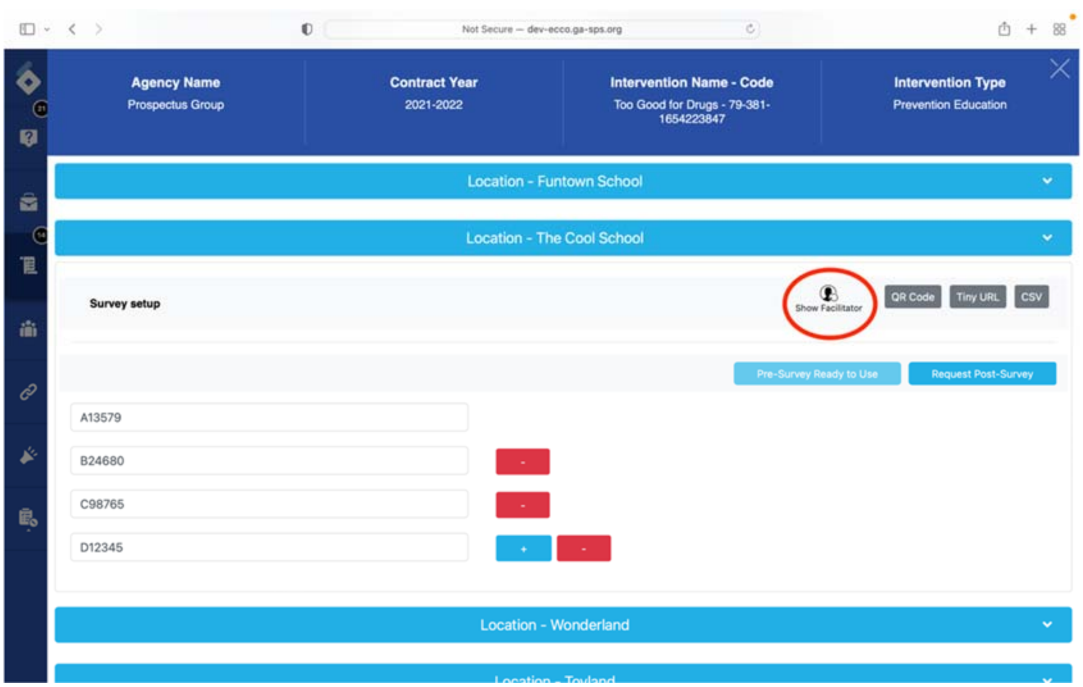
11. The Link or QR code will connect participants to the survey landing page. Participants will need to enter their unique ID to access the survey.

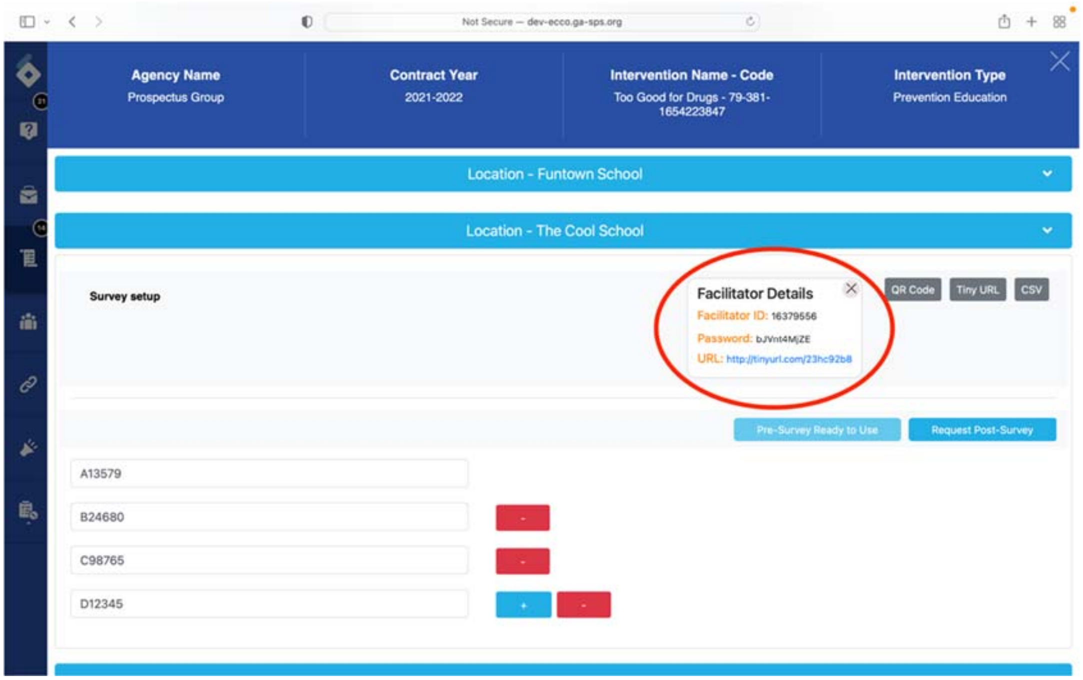


12. When you are ready to request a post-survey, you will simply click on “Request Post-Survey.” Once you submit a request for post-surveys, participants will no longer have access to the pre-survey.



13. If the person administering the surveys is not an ECCO user, they can access the Survey Set-Up page with the facilitator details. Click on "Show Facilitator" to reveal a link, facilitator ID, and password. Any person with the facilitator details can access the survey set-up page but will not have admittance to any other sections in ECCO.

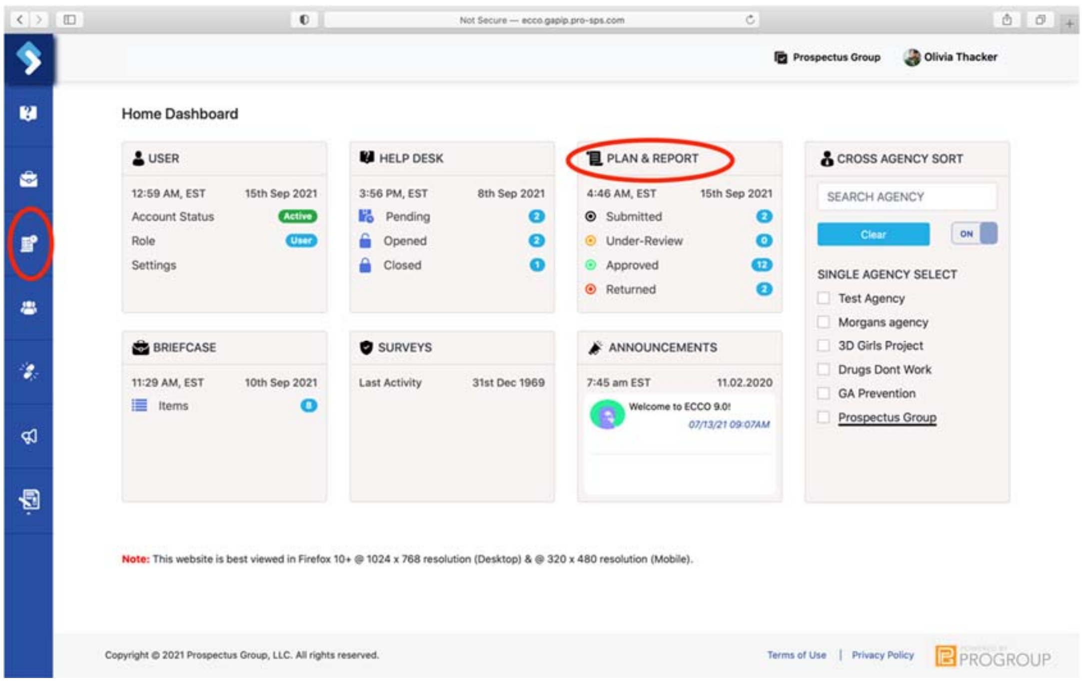



Not Secure — dev-ecco.ga-sps.org
Agency Name
Prospectus Group
Contract Year
2021-2022
Intervention Name - Code
Too Good for Drugs - 79-381-1654223847
Intervention Type
Prevention Education
Location - Funtown School
Location - The Cool School
Survey setup
Facilitator Details
Facilitator ID: 16379556
Password: bJVnt4MjZE
URL: http://tinyurl.com/23hc92b8
QR Code
Tiny URL
CSV
Pre-Survey Ready to Use
Request Post-Survey
A13579
B24680
C98765
D12345

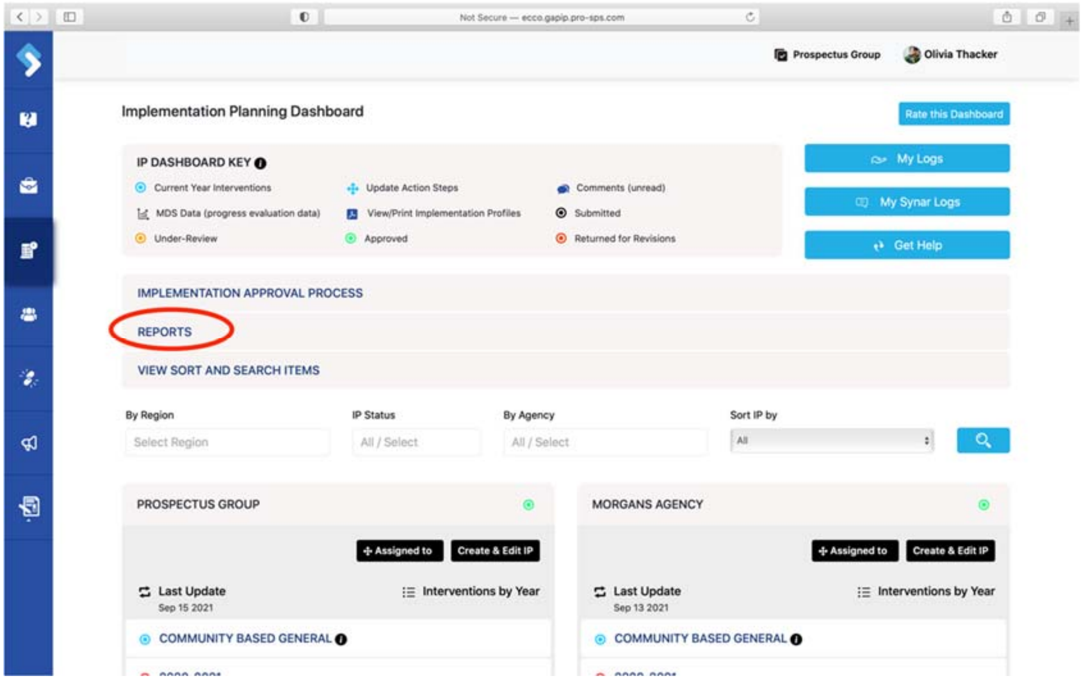
Pulling Process Reports

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.

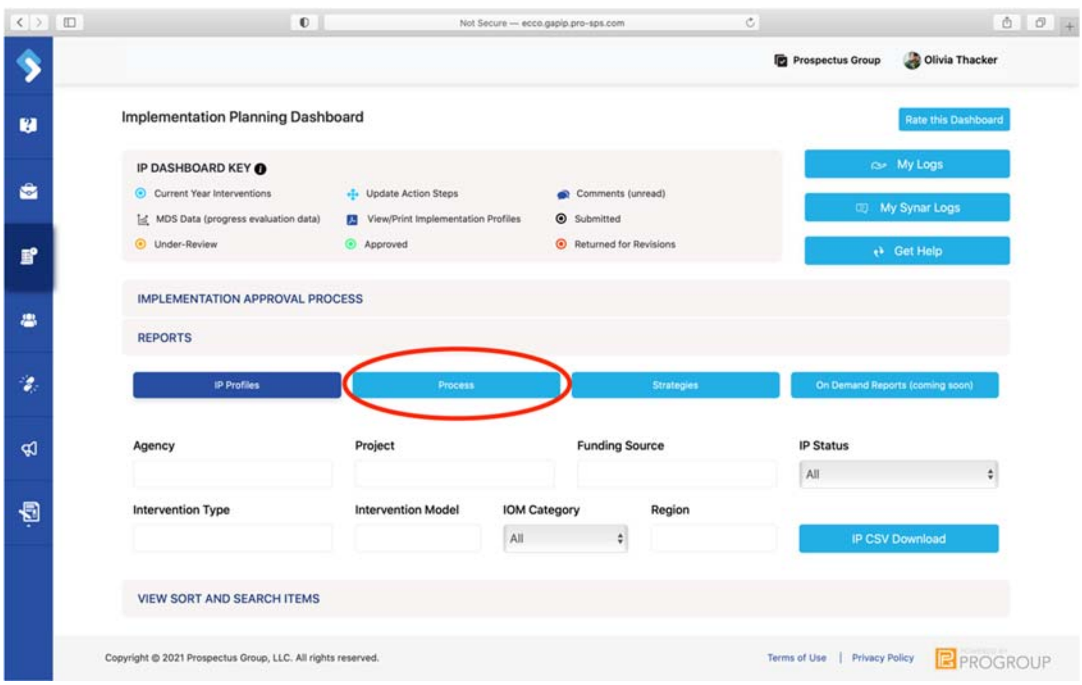
1. Starting from the ECCO homepage, click on the Plan & Report node or the IP icon on the left sidebar to navigate to the Implementation Planning (IP) dashboard.



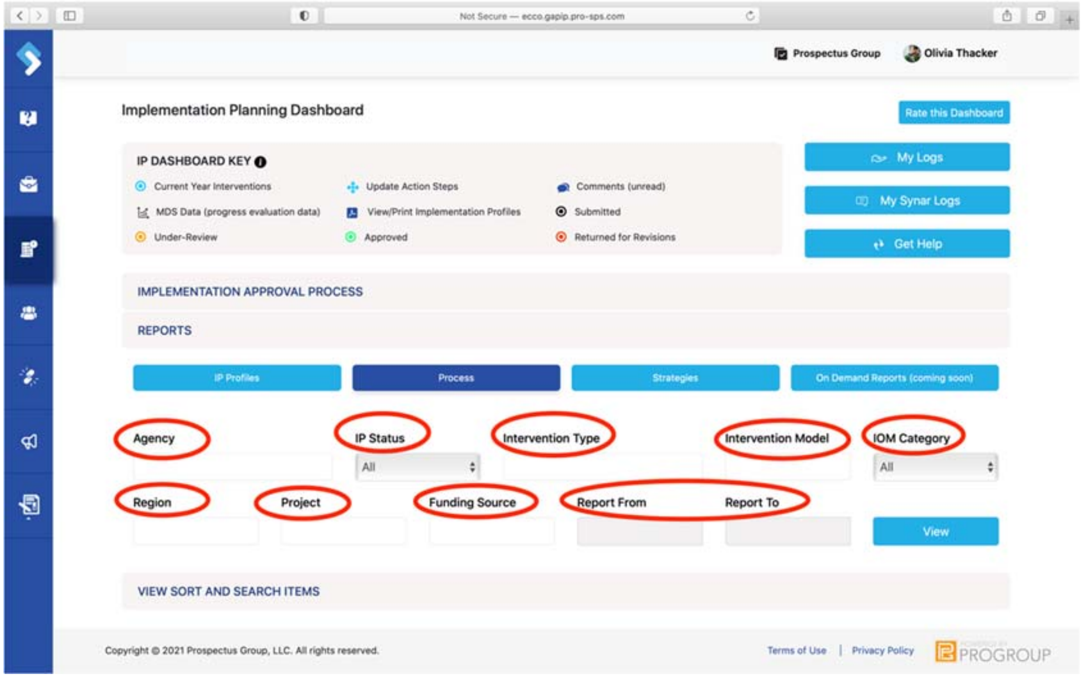
2. Once on the IP dashboard, click on the gray bar labeled “Reports.”



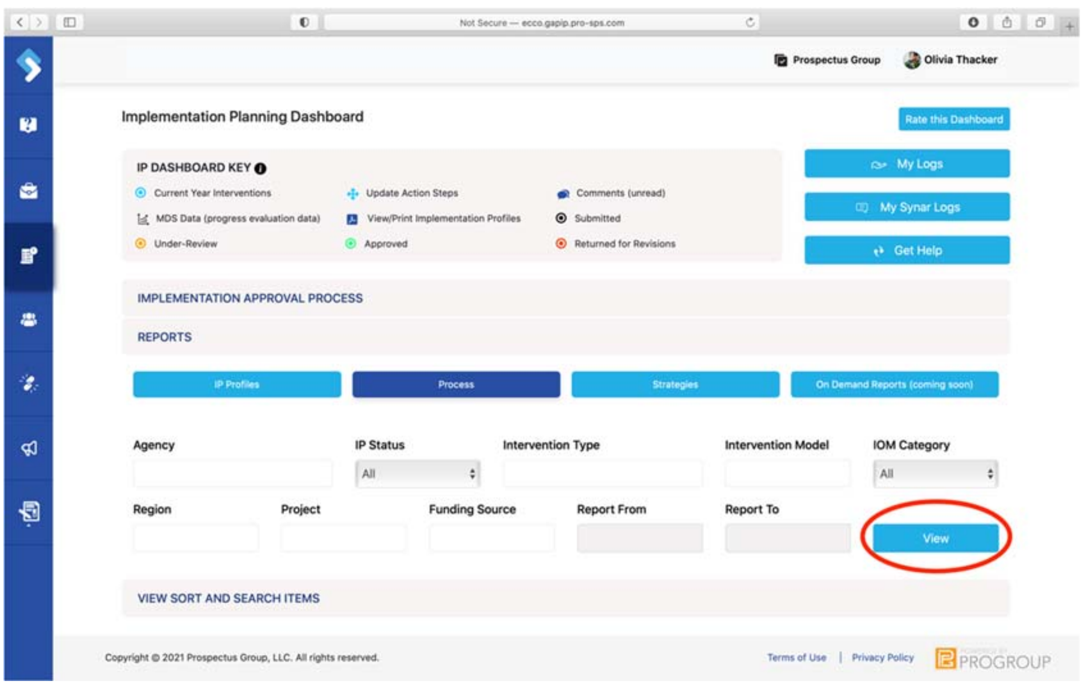
3. Select the box labeled "Process."



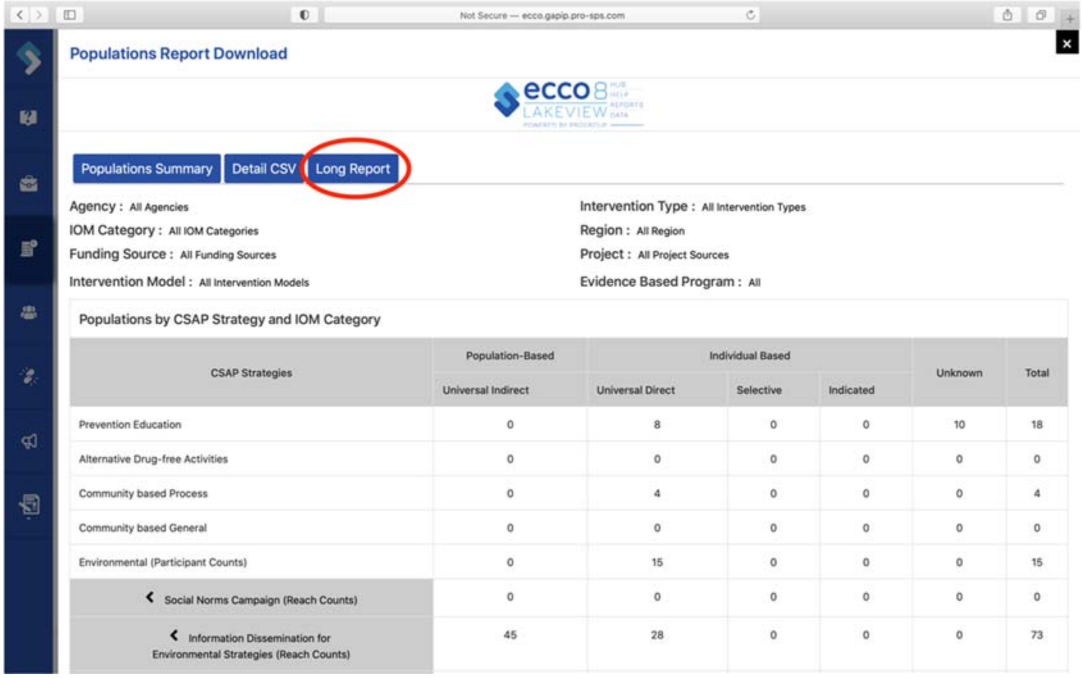
4. You can filter the data you want by agency, strategy type, IOM category, region, funding source, IP status, intervention model, and date.



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."



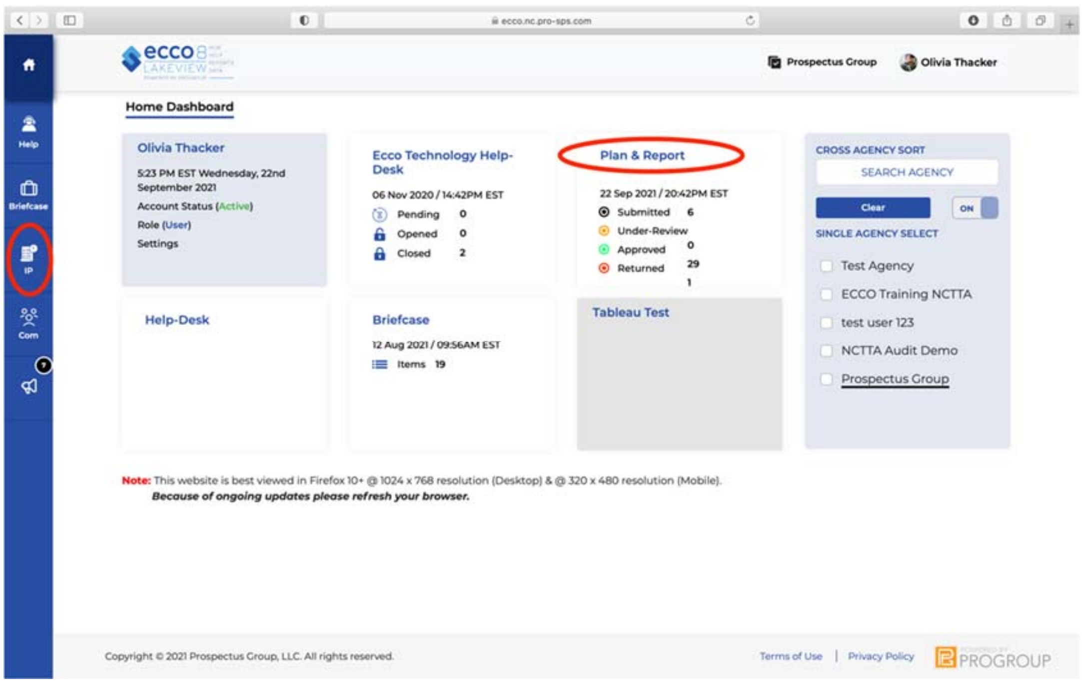
CSAP Strategies	Population-Based	Individual Based			Unknown	Total
	Universal Indirect	Universal Direct	Selective	Indicated		
Prevention Education	0	8	0	0	10	18
Alternative Drug-free Activities	0	0	0	0	0	0
Community based Process	0	4	0	0	0	4
Community based General	0	0	0	0	0	0
Environmental (Participant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

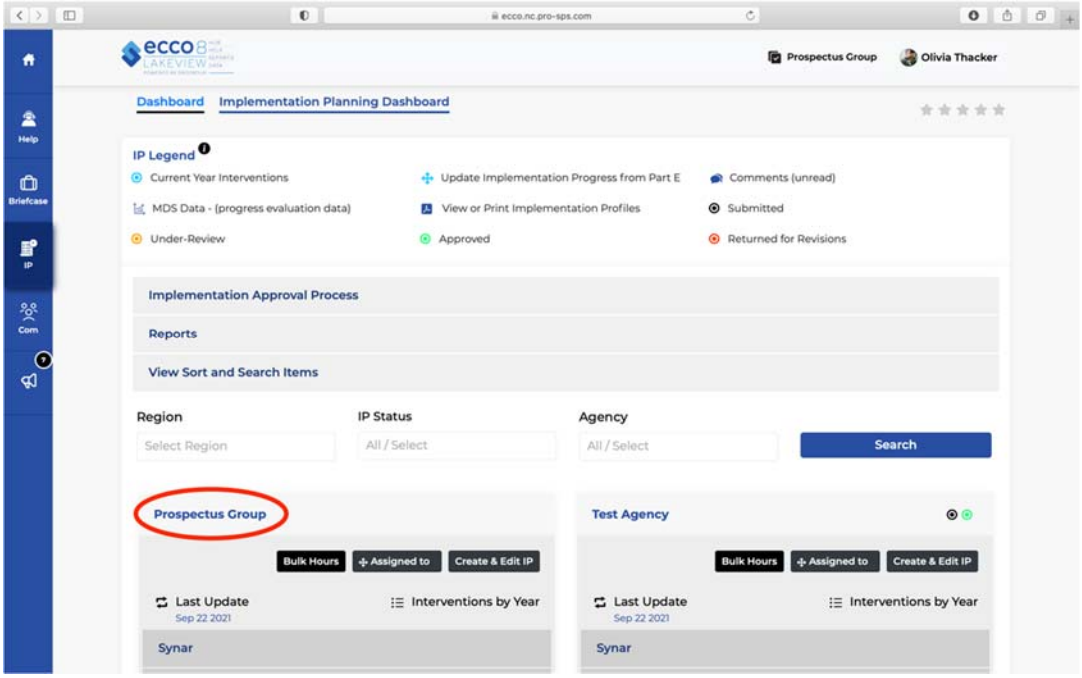
North Carolina Synar Entry

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.

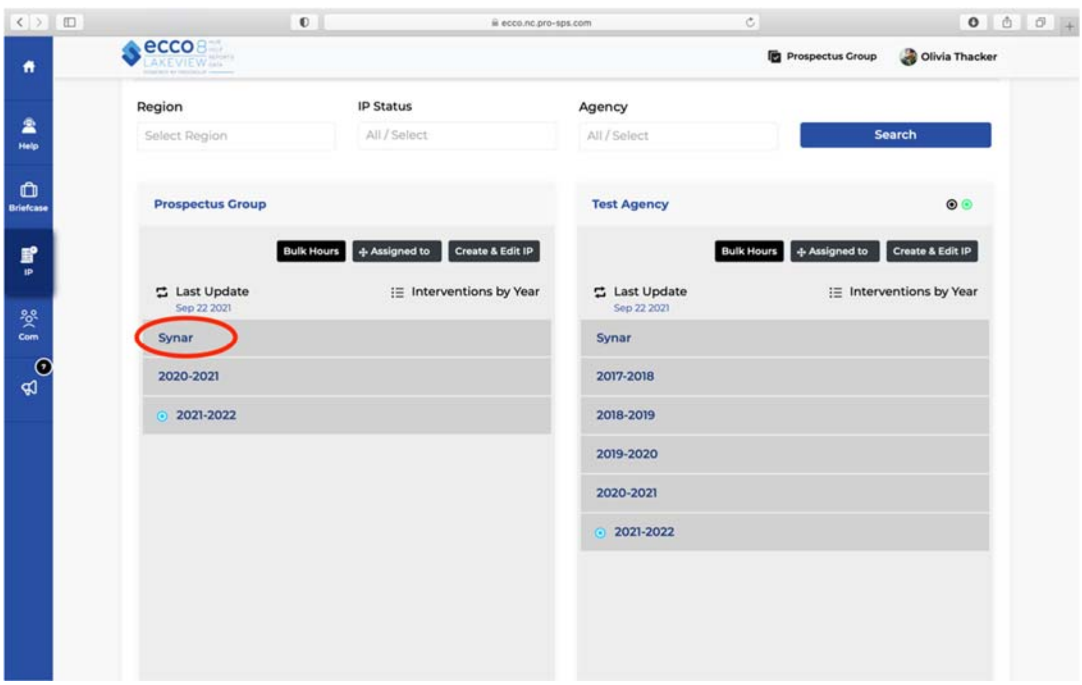
1. From the ECCO homepage, navigate to the Synar form by clicking on the node labeled "Plan & Report" or click on the IP icon on the sidebar to the left.



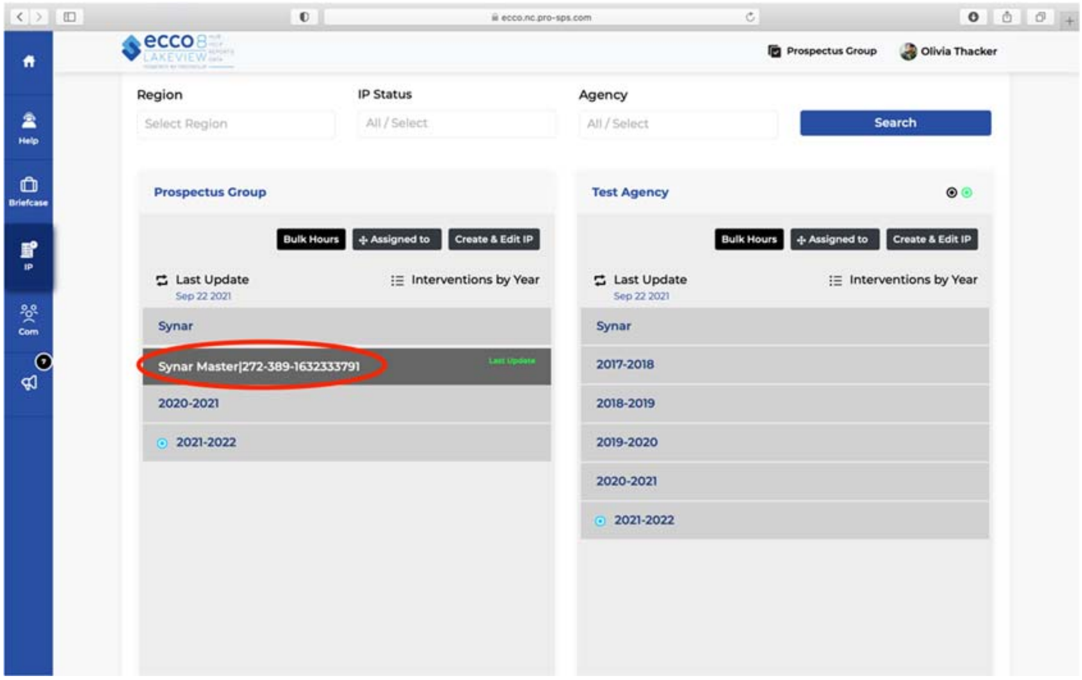
2. Once on the IP dashboard, find the agency node you want to complete a Synar report for. You will only see one node if you are only associated with one agency and funding source.



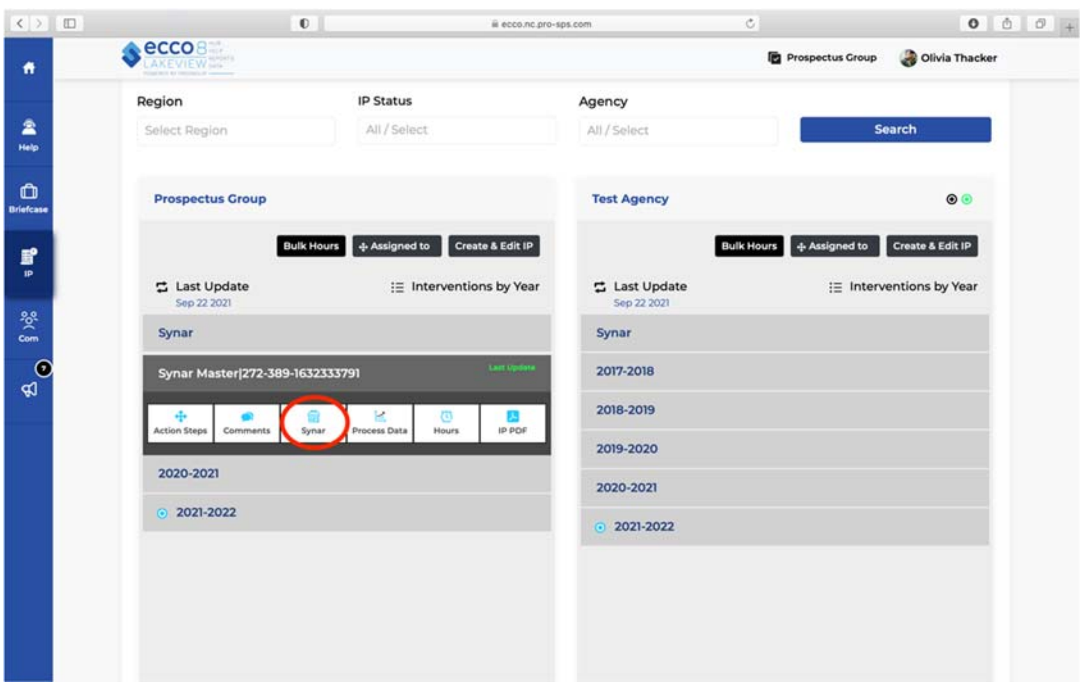
3. Click on the light gray bar labeled "Synar."



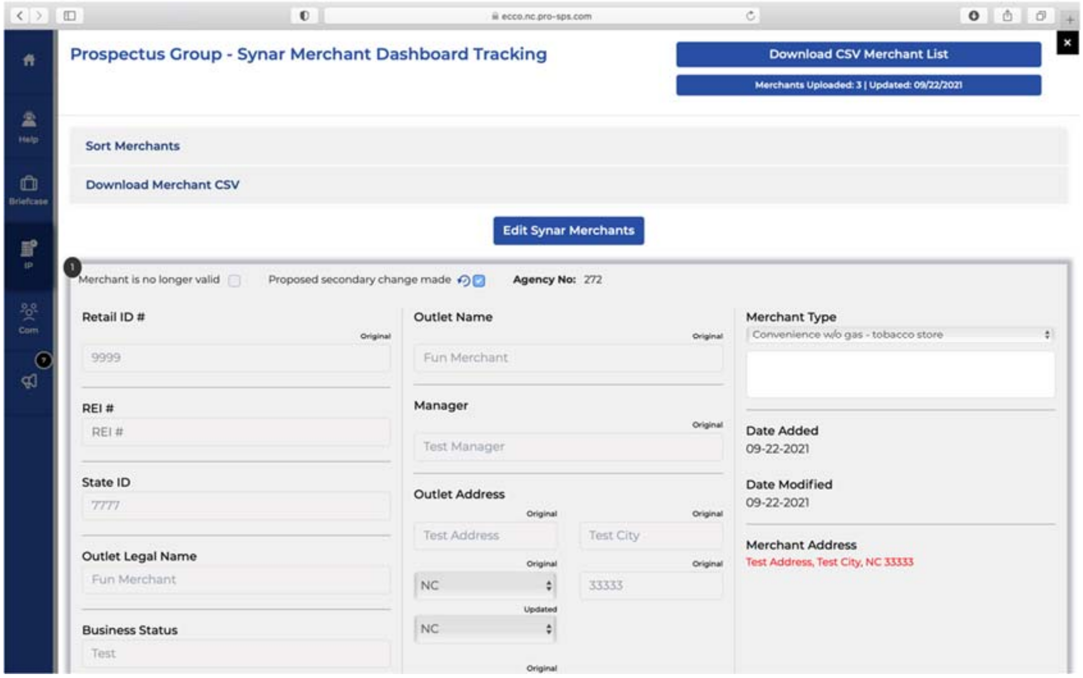
4. Click on the dark gray bar labeled "Synar Master," revealing two rows of white boxes.



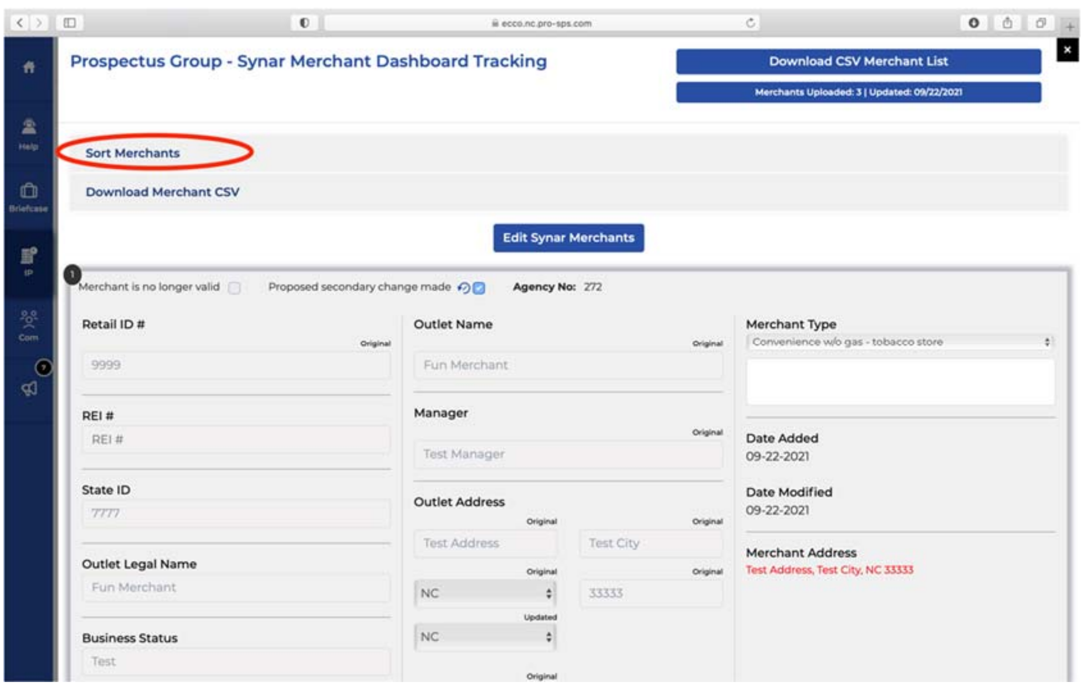
5. Click on the box labeled "Synar."



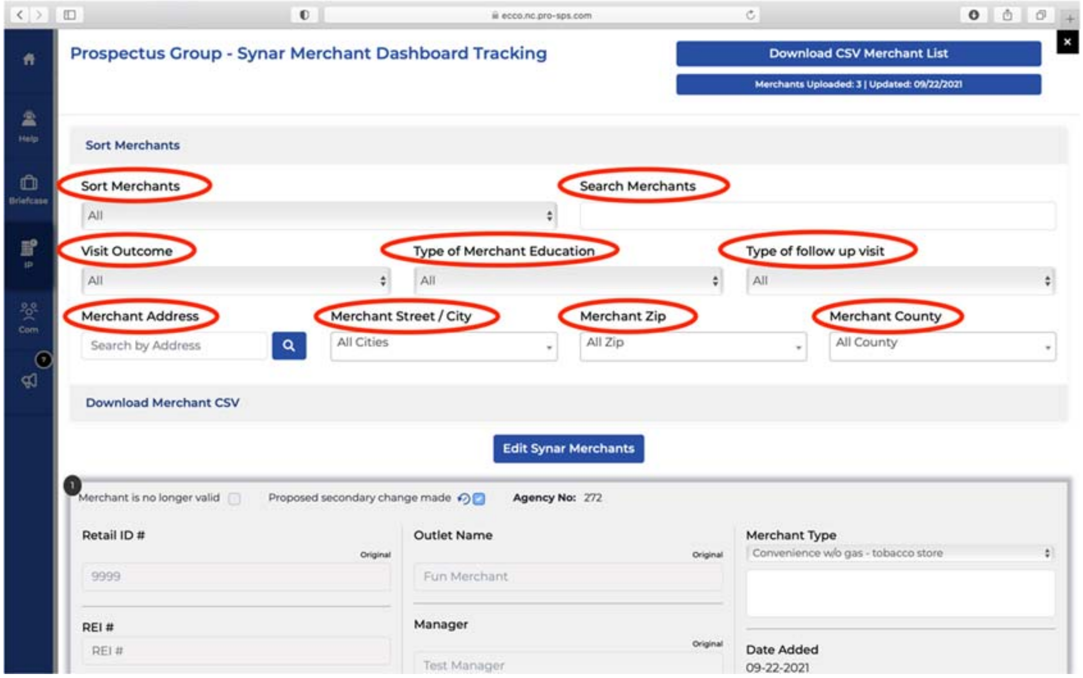
6. The Synar Merchant Tracking Dashboard will slide out from the right.



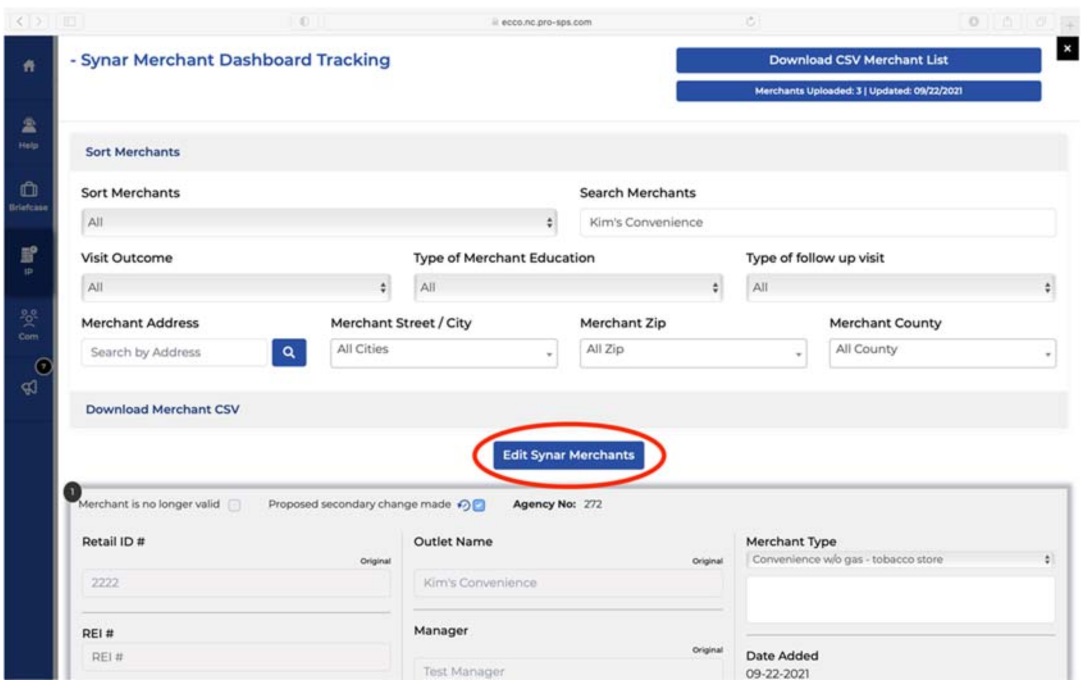
7. To use the sorting feature to bring a particular merchant to the top of the list, click on the light gray bar labeled “Sort Merchants.”



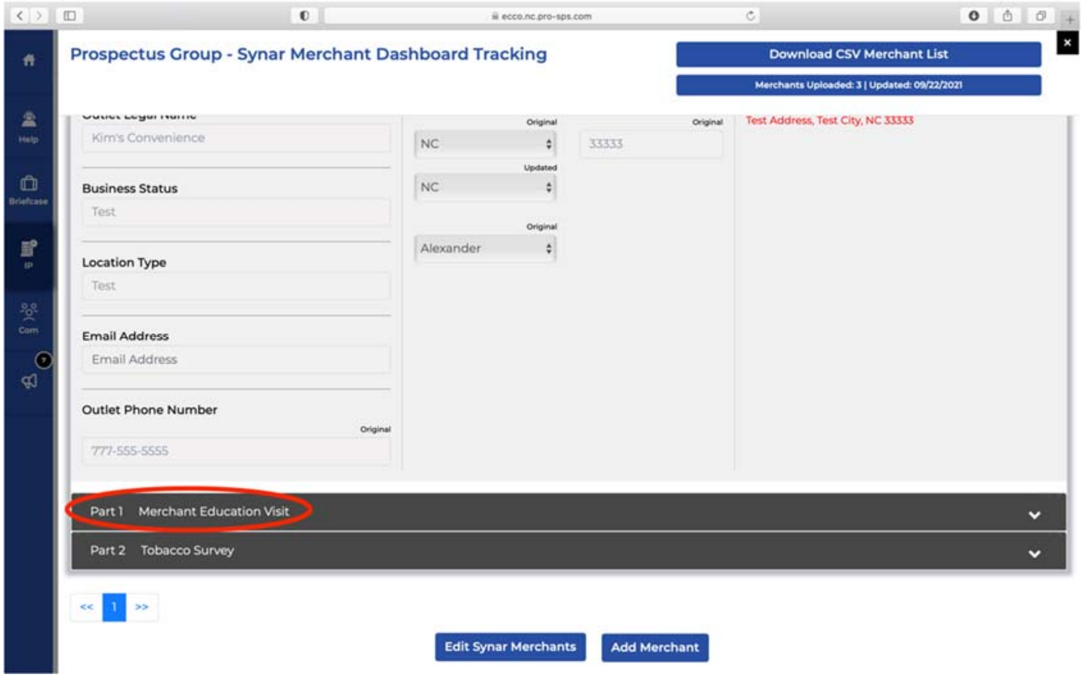
8. You may sort merchants by name, visit outcome, education type, visit type, and location. Your list of merchants will automatically resort as you fill in the sorting categories.



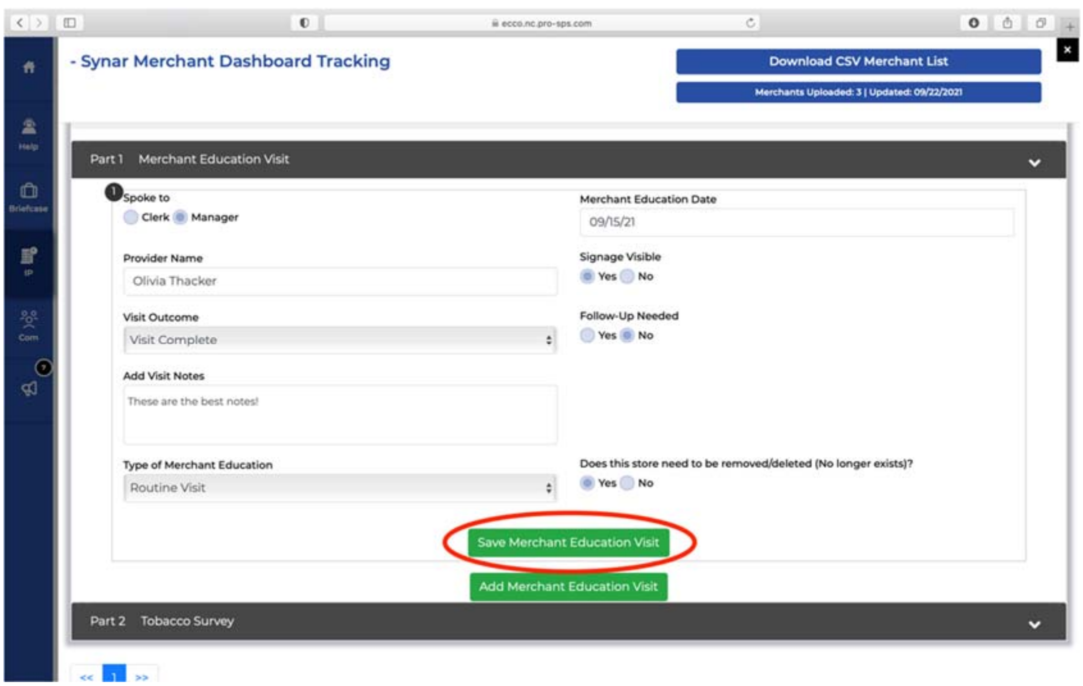
9. Click on “Edit Synar Merchants” to begin entering data from merchant visits.



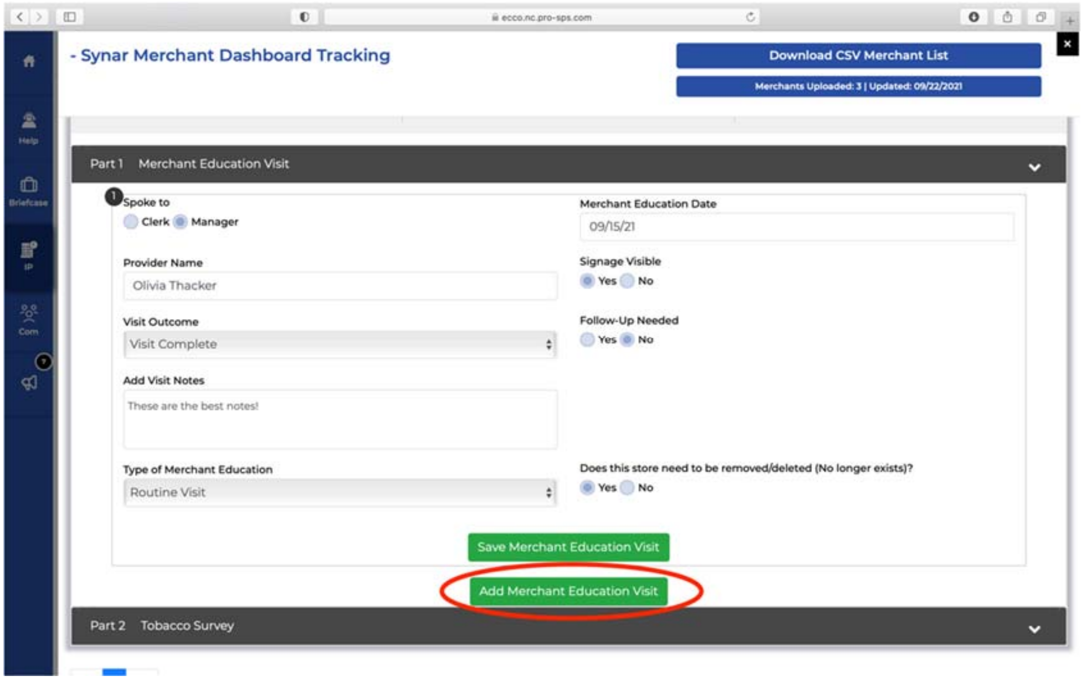
10. Scroll down to find Part 1 and Part 2 of the Synar Merchant form. Click on the black bar label “Part 1 Merchant Education Visit” to reveal a fillable form.

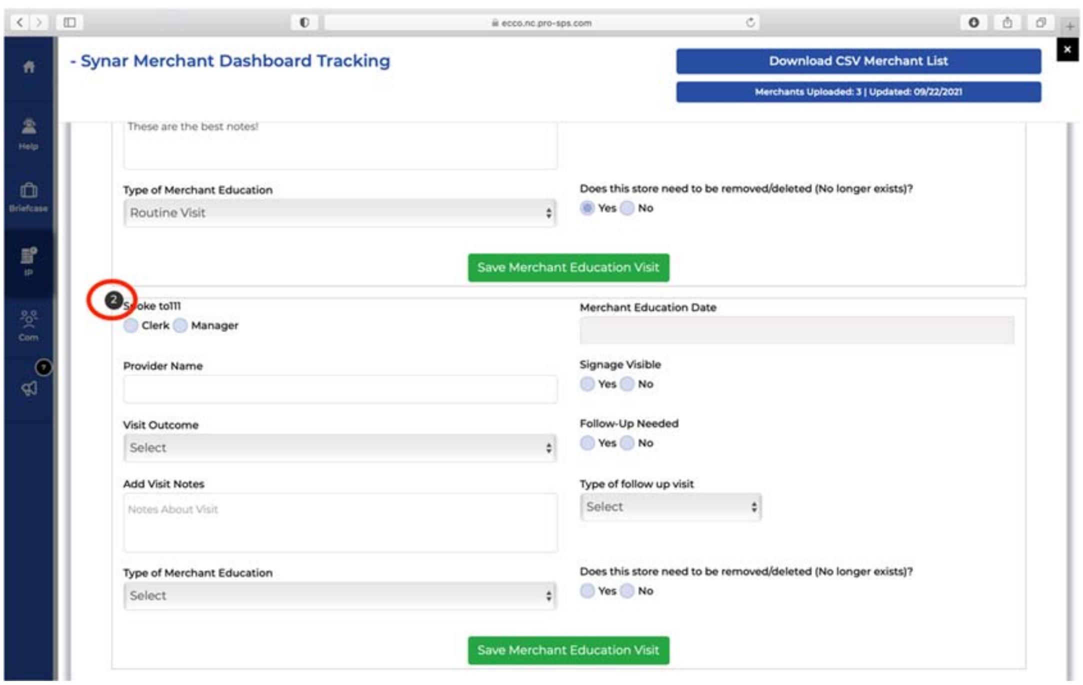


11. Once you have completed all the fields in this section, click on the green button labeled "Save Merchant Education Visit."

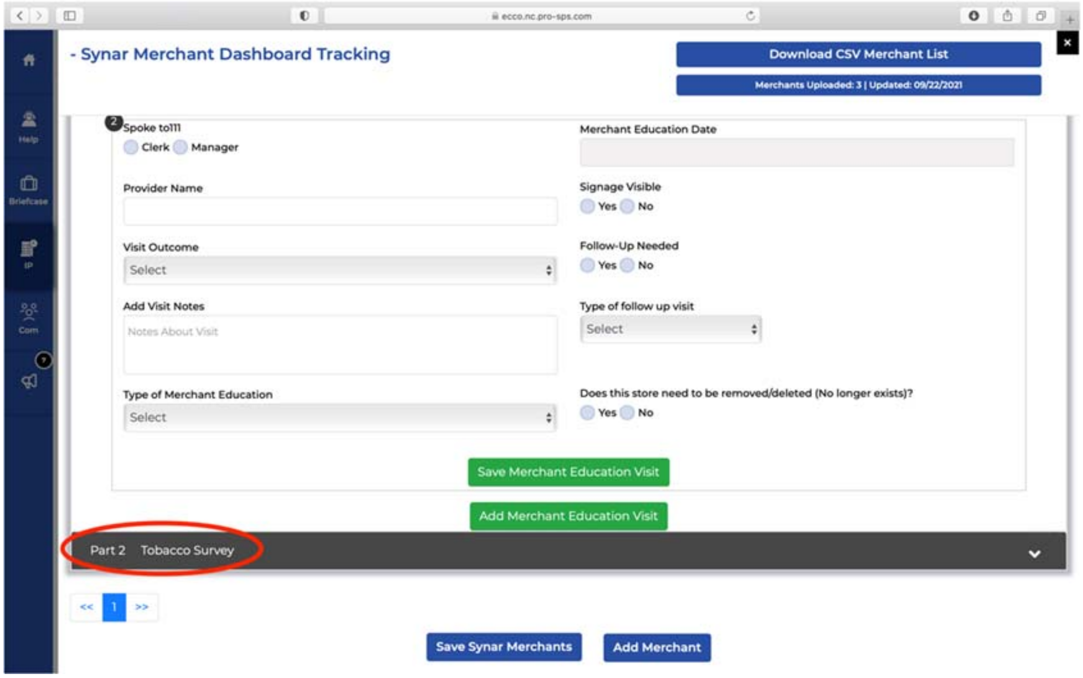


12. If this is not your first visit with this merchant and you need to add an additional education visit, click on the rectangular box labeled "Add Merchant Education Visit," and another fillable form will be added.

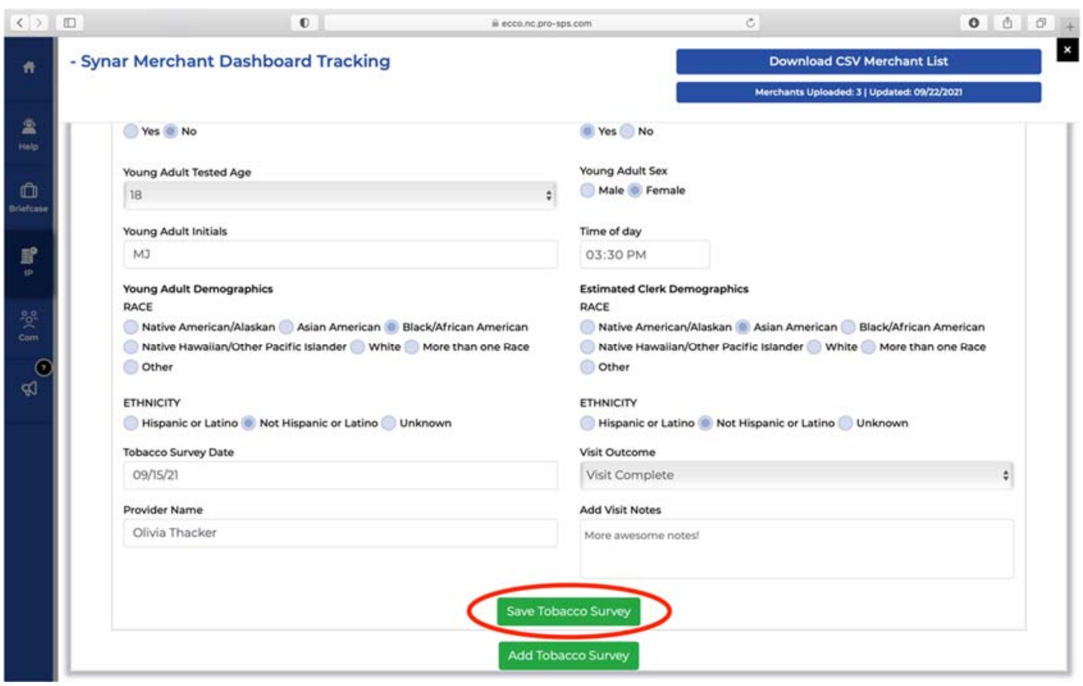




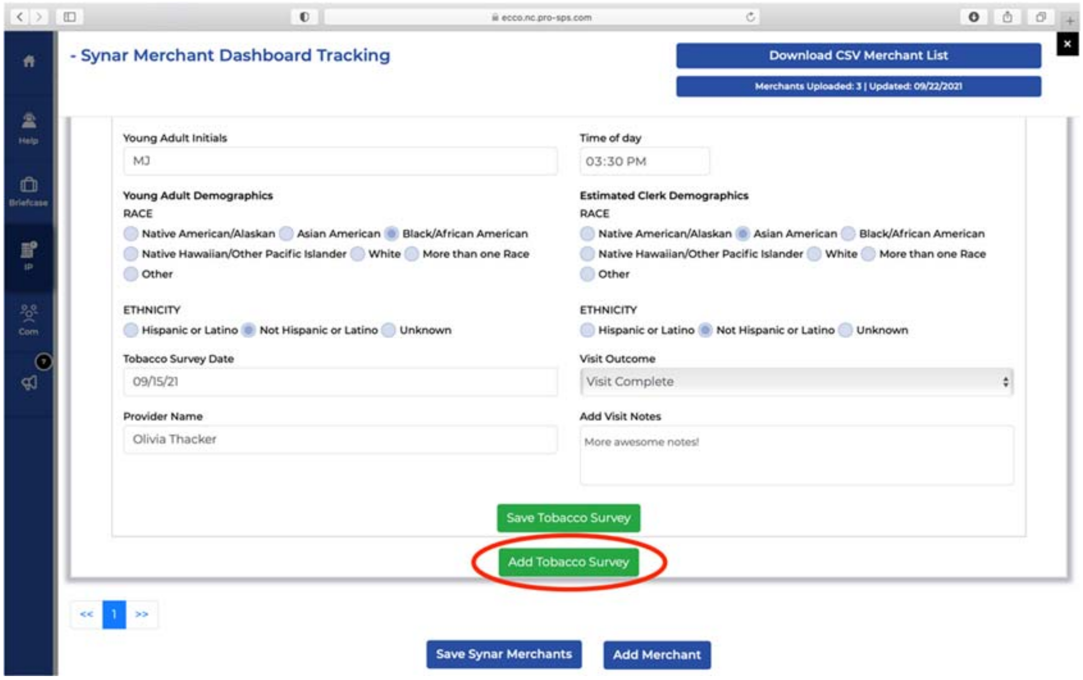
13. Like Part 1, you will click on the black bar labeled “Part 2 Tobacco Survey” to reveal a fillable form.

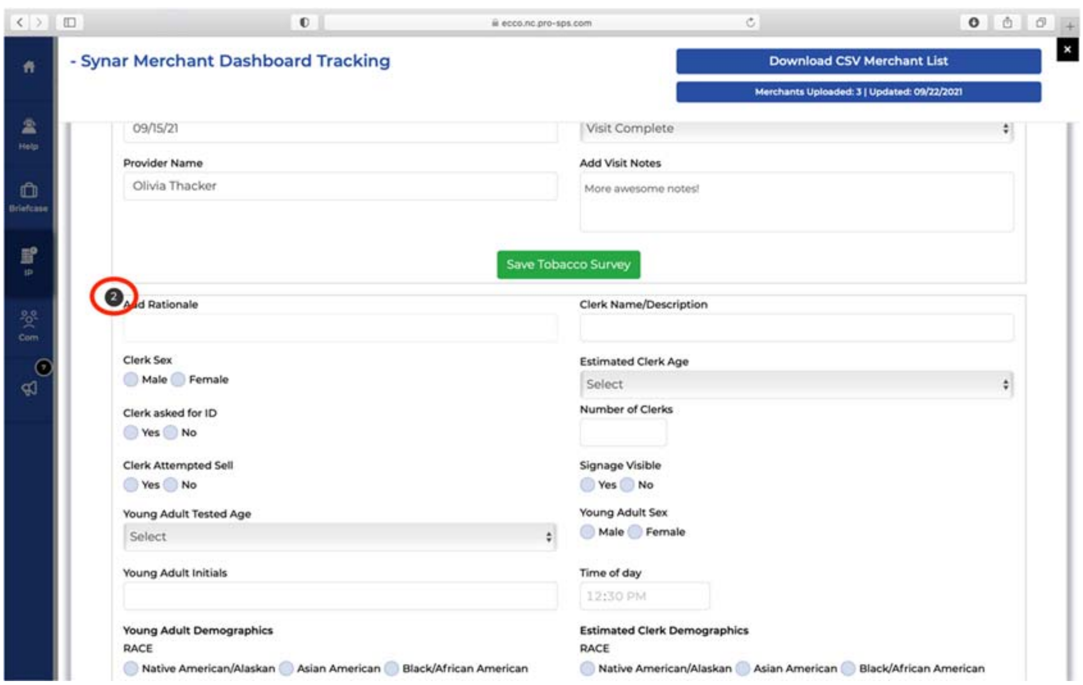


14. Once you have completed all the fields in this section, click on the green box labeled “Save Tobacco Survey.”

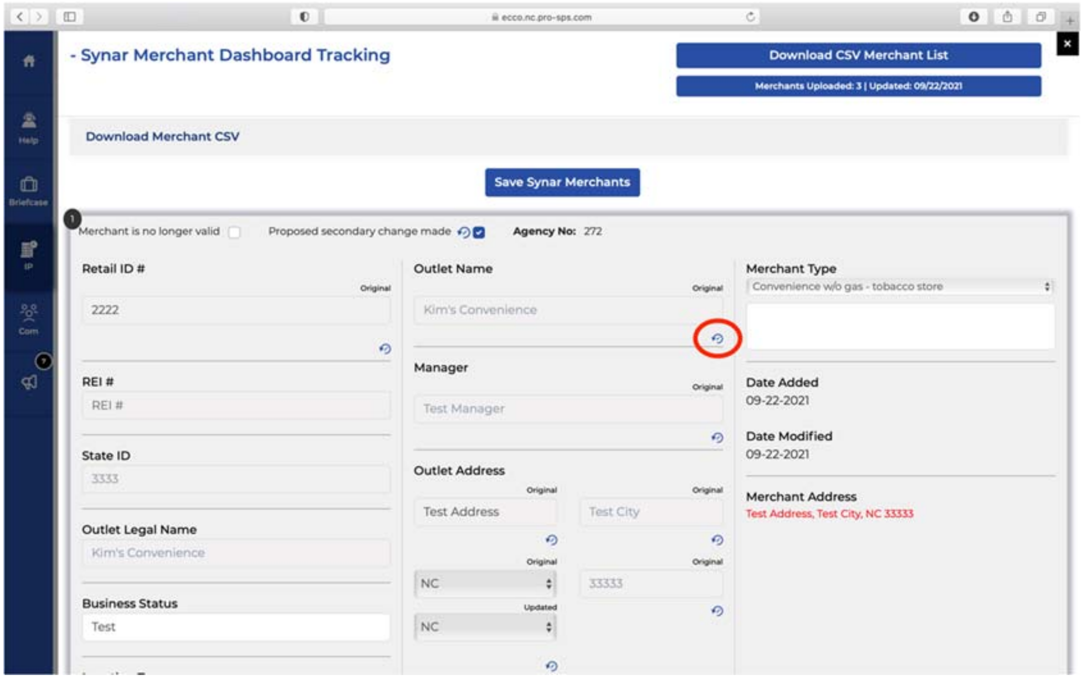


15. If this is not your first tobacco survey completed for this merchant and you need to add an additional survey, click on the rectangular box labeled “Add Tobacco Survey.”

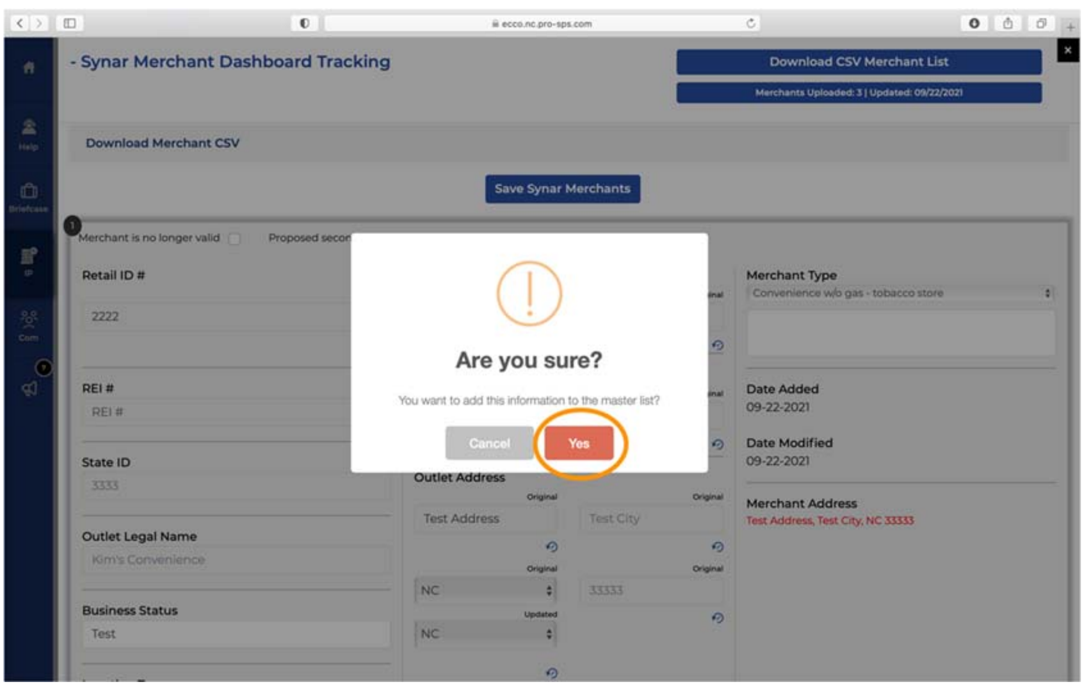




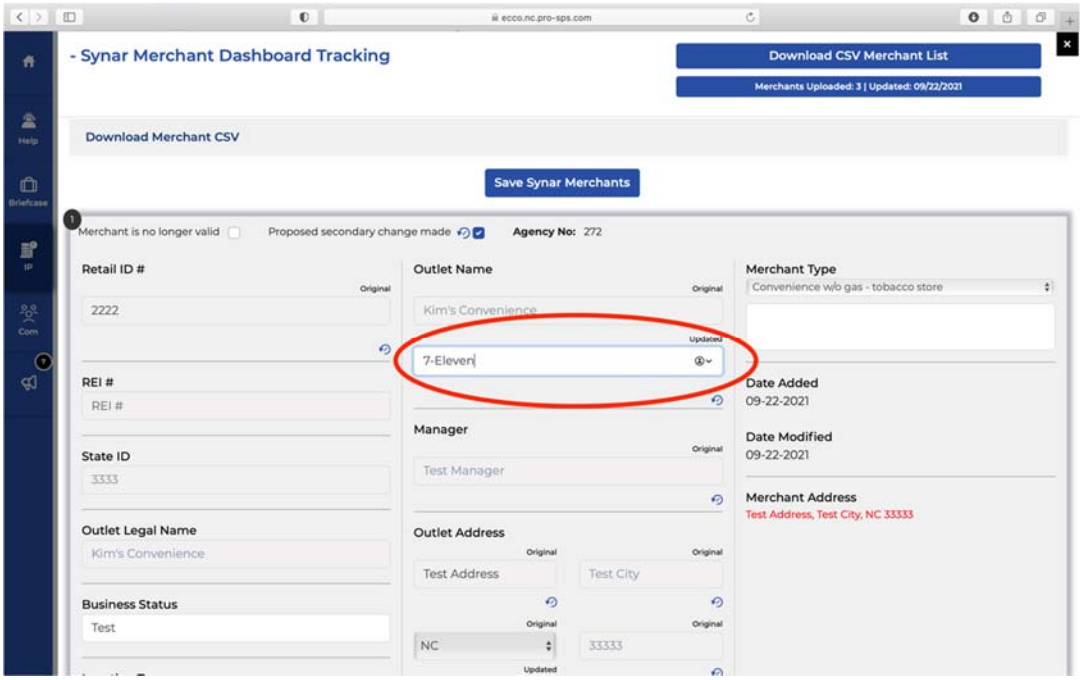
16. If you believe any of the merchant's information has changed, such as the outlet name or address, you can suggest changes for the merchant master list. Locate the field you would like to change, such as Outlet Name. You will find a blue circular arrow near the bottom right corner of the field box.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



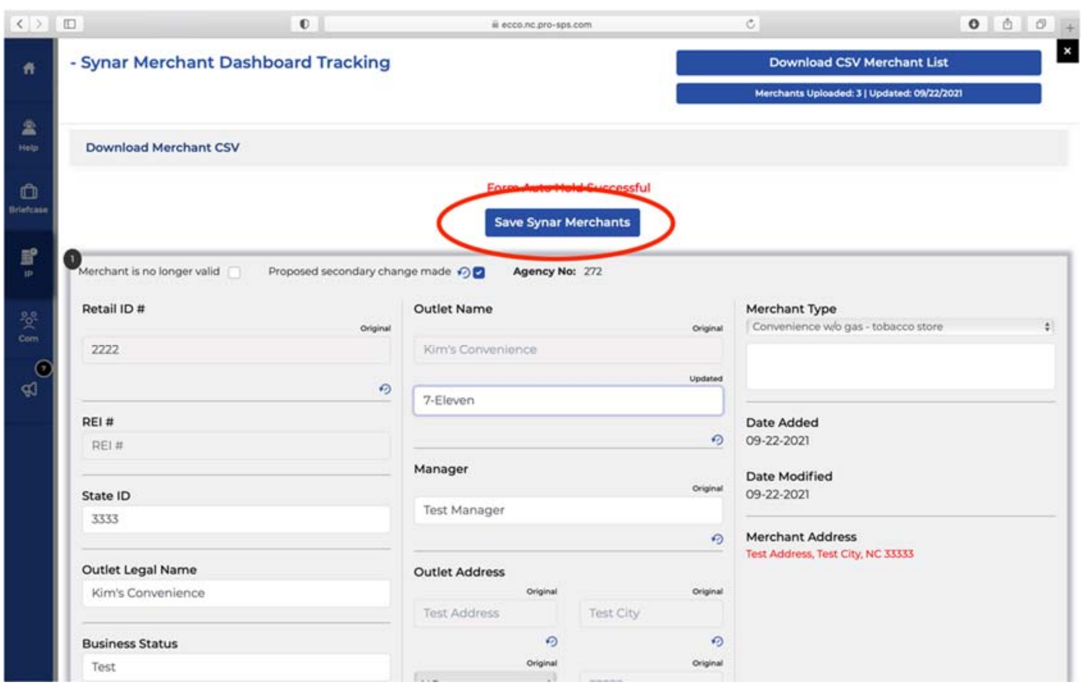
17. You will need to confirm that you want to update the merchant master list. Select "Yes."



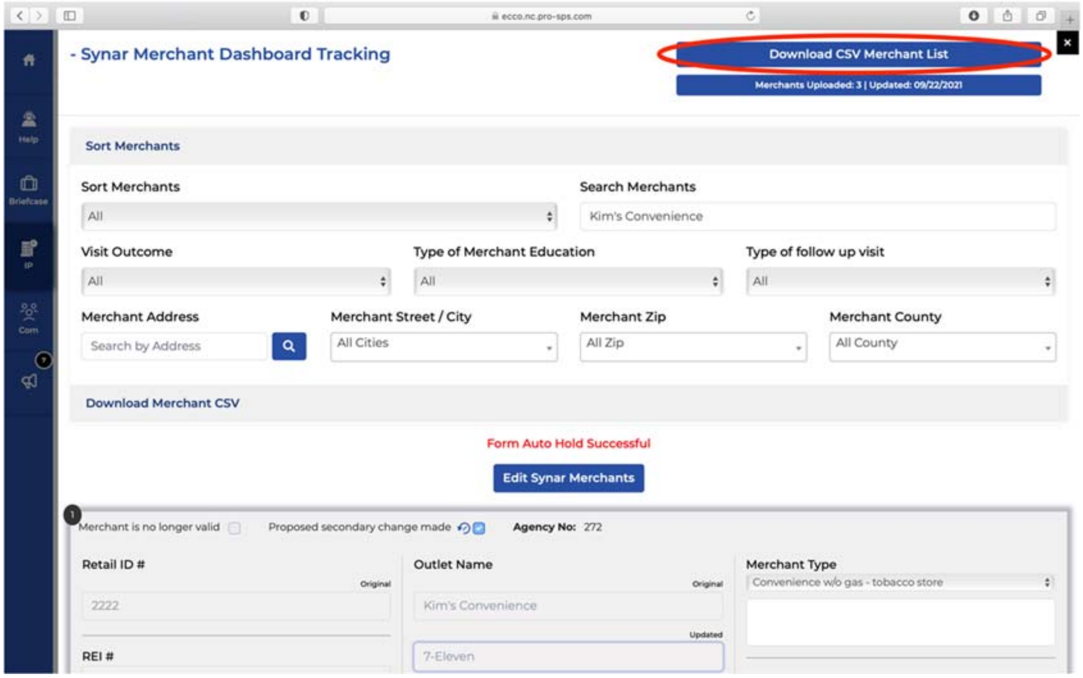
18. A new field box will appear. Add the new merchant name in the field box. Any proposed changes to merchant information will need to be approved or declined by your State programmatic manager.



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



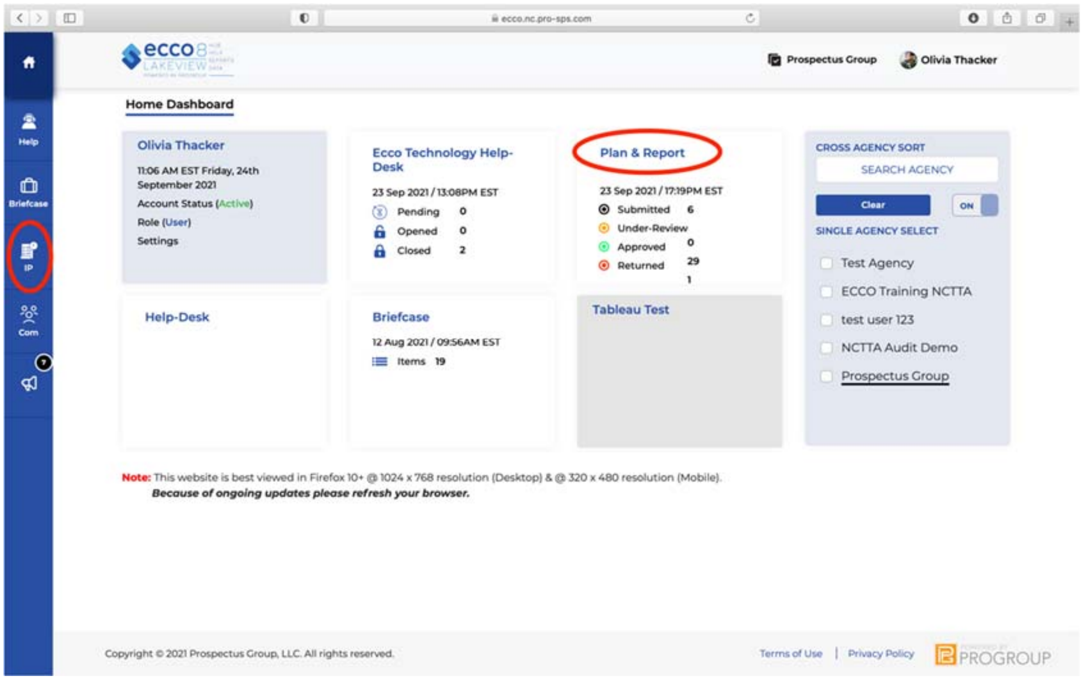
20. A CSV (or Excel) file of your merchant list is available by clicking on "Download CSV Merchant List" at the top right corner of the page.


- Synar Merchant Dashboard Tracking
Download CSV Merchant List
Merchants Uploaded: 3 | Updated: 09/22/2021
Sort Merchants
Sort Merchants
All
Search Merchants
Kim's Convenience
Visit Outcome
All
Type of Merchant Education
All
Type of follow up visit
All
Merchant Address
Search by Address
Merchant Street / City
All Cities
Merchant Zip
All Zip
Merchant County
All County
Download Merchant CSV
Form Auto Hold Successful
Edit Synar Merchants
Merchant is no longer valid
Proposed secondary change made
Agency No: 272
Retail ID #
Original
2222
REI #
Outlet Name
Original
Kim's Convenience
Updated
7-Eleven
Merchant Type
Convenience w/o gas - tobacco store

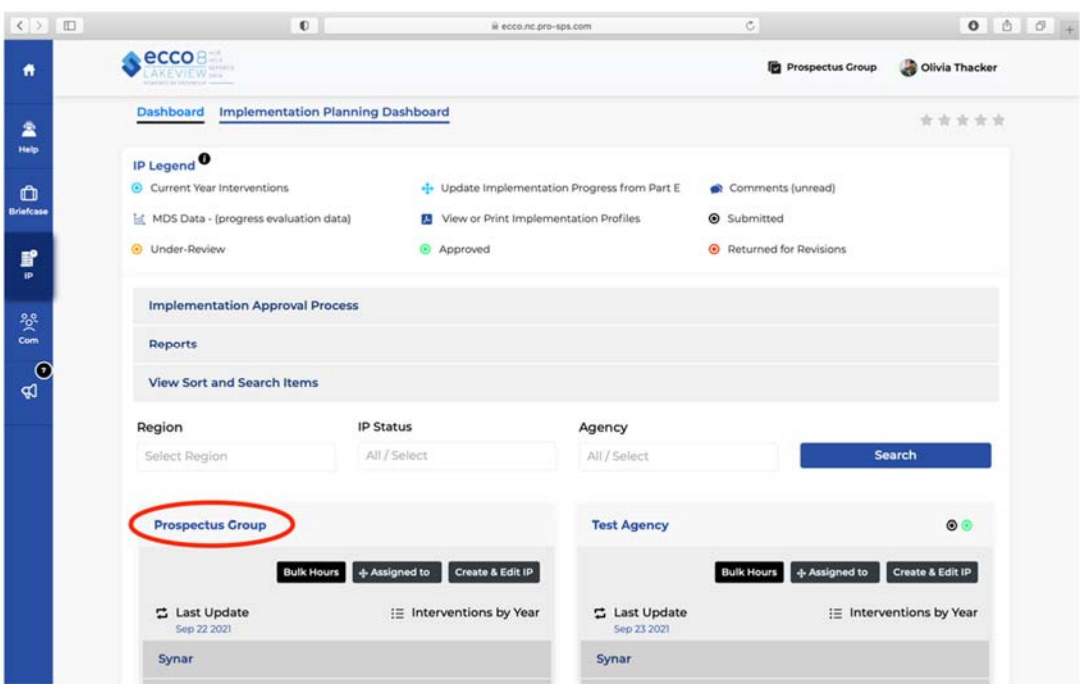
North Carolina Reporting Hours

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

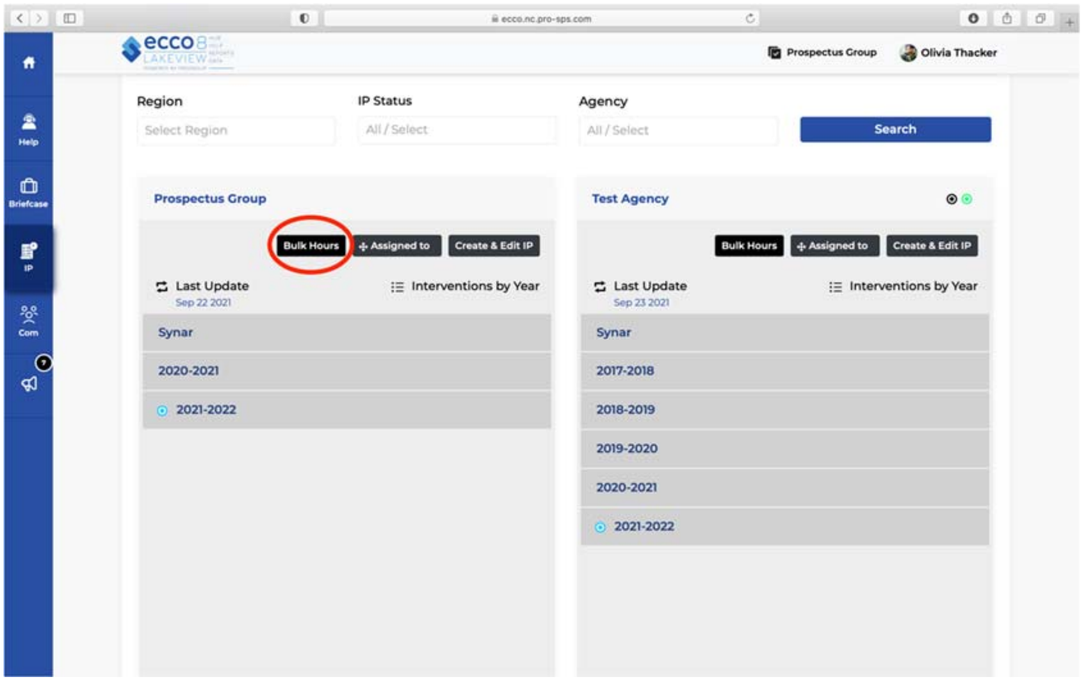
1. From the ECCO homepage, navigate to Implementation Planning Dashboard by clicking on the node labeled “Plan & Report” or click on the IP icon on the sidebar to the left.



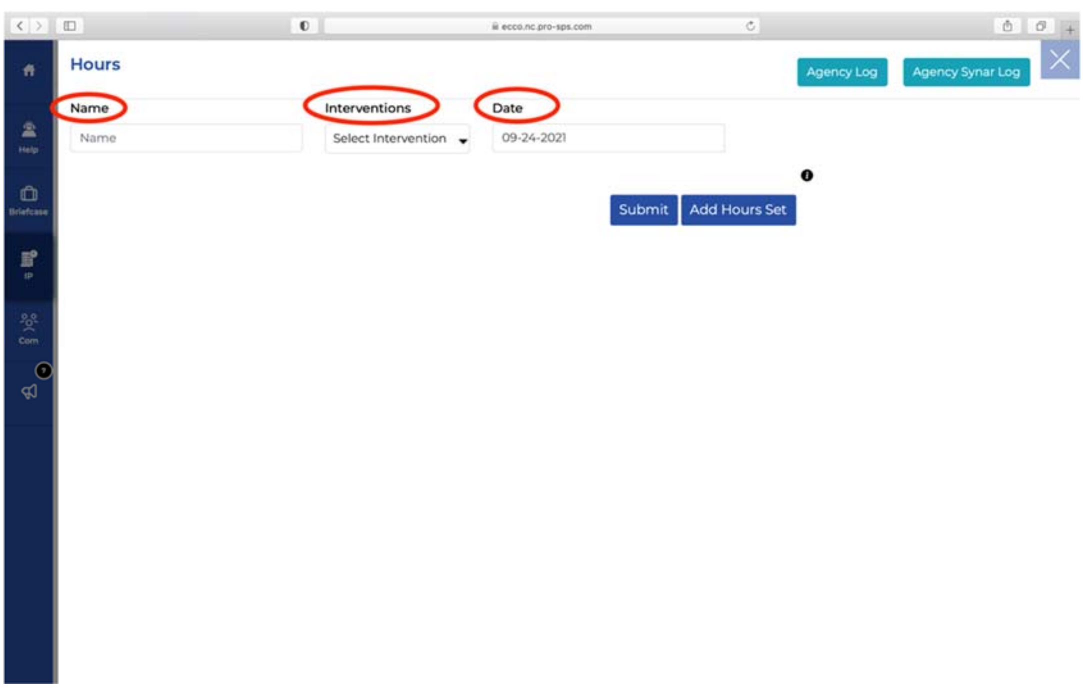
2. Once on the IP dashboard, find the agency node you want to report hours for. You will only see one node if you are only associated with one agency and funding source.

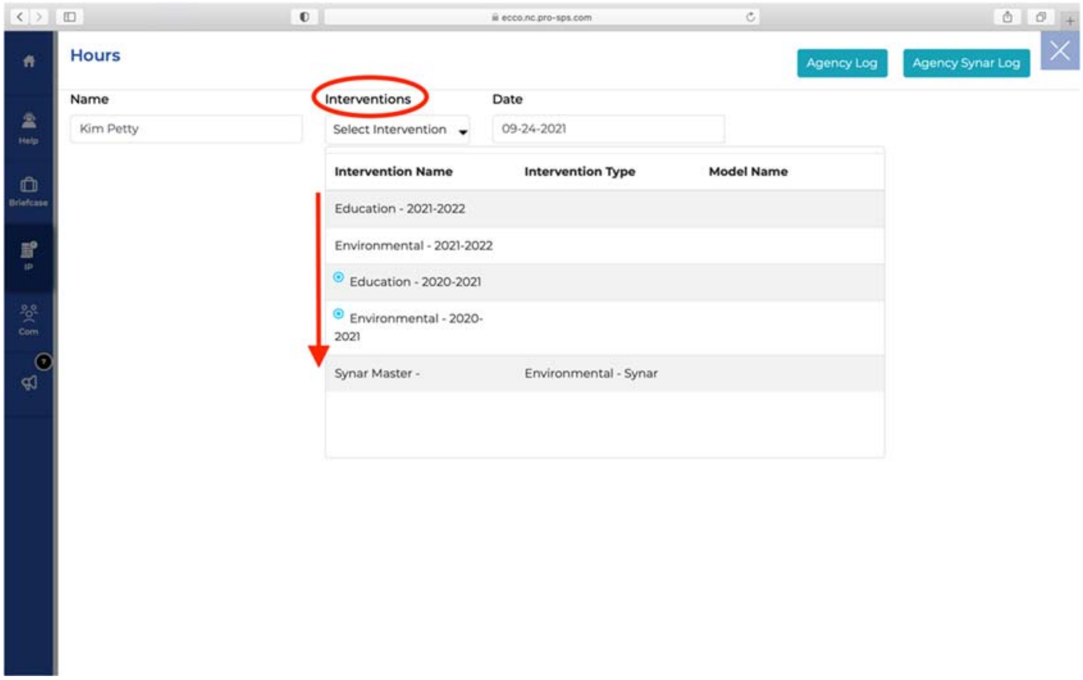


3. At the top of the agency node, click on the black box labeled “Bulk Hours.” A form for reporting hours will open.

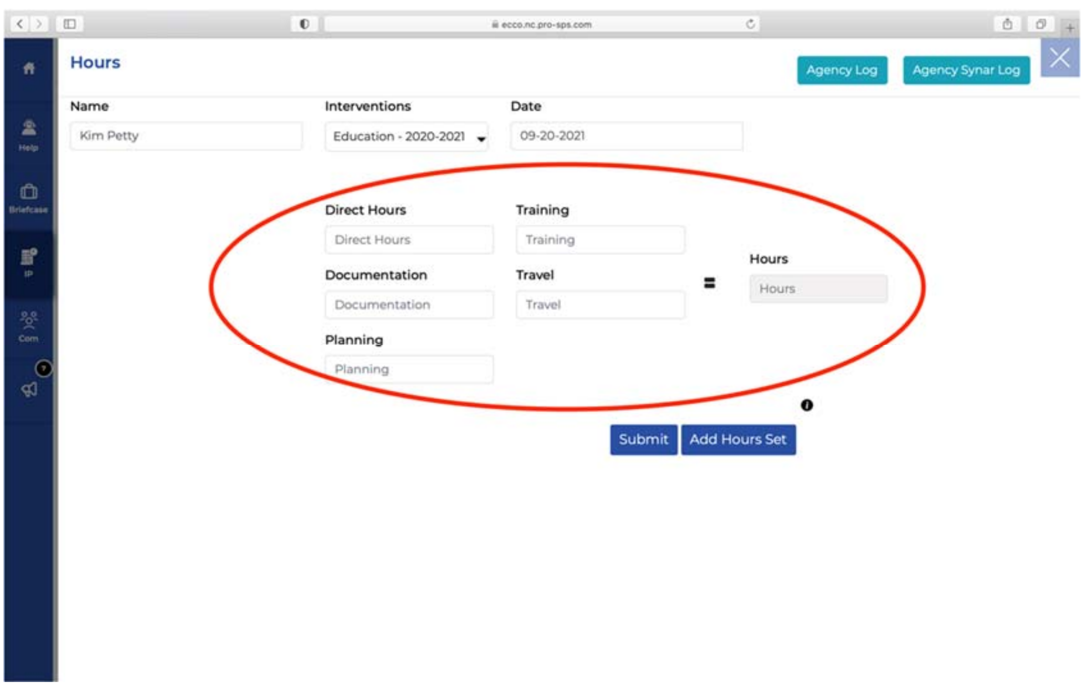


4. On this form, you will enter the staff name, select the intervention you wish to report hours for, and select the date the hours were completed.

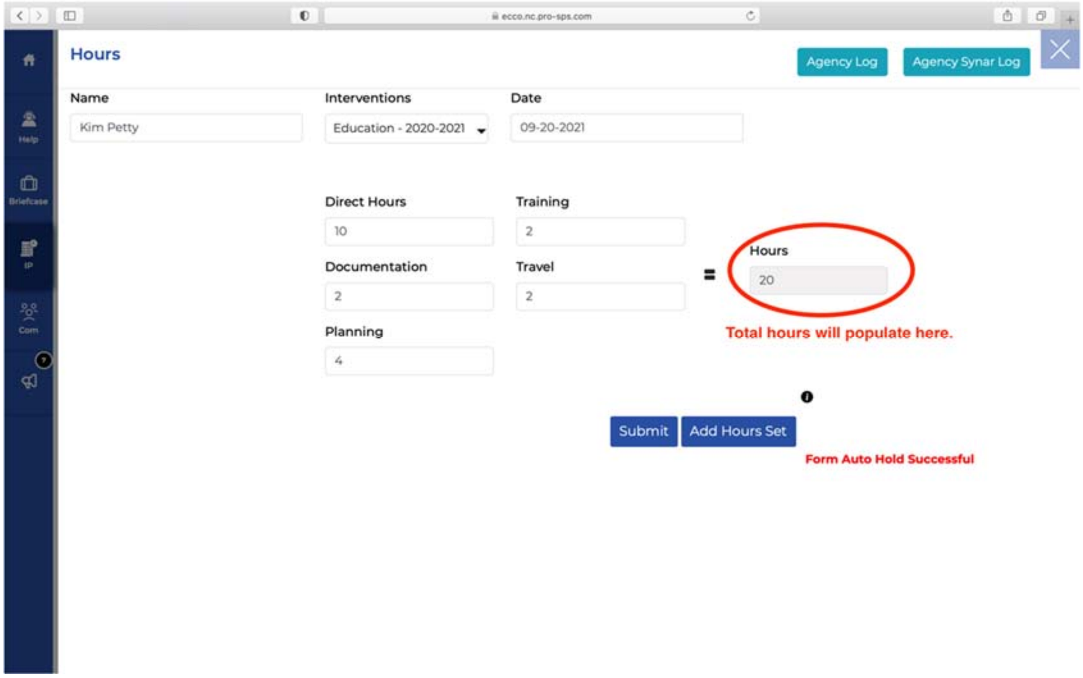




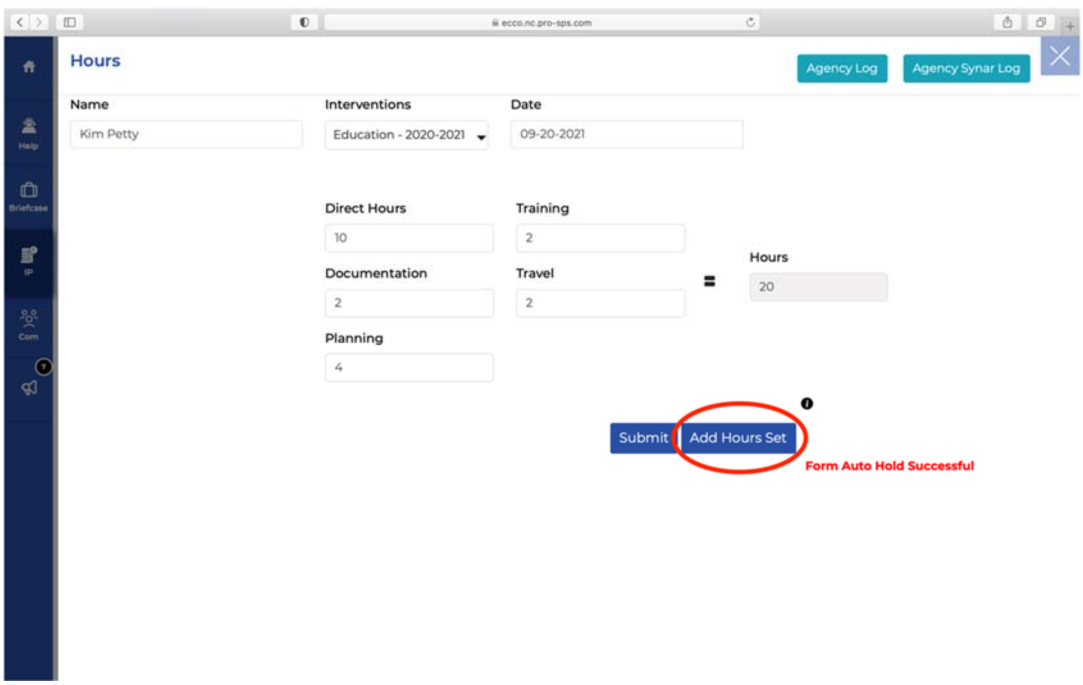
5. Once you have selected the intervention you need to report on, six text boxes will appear below.



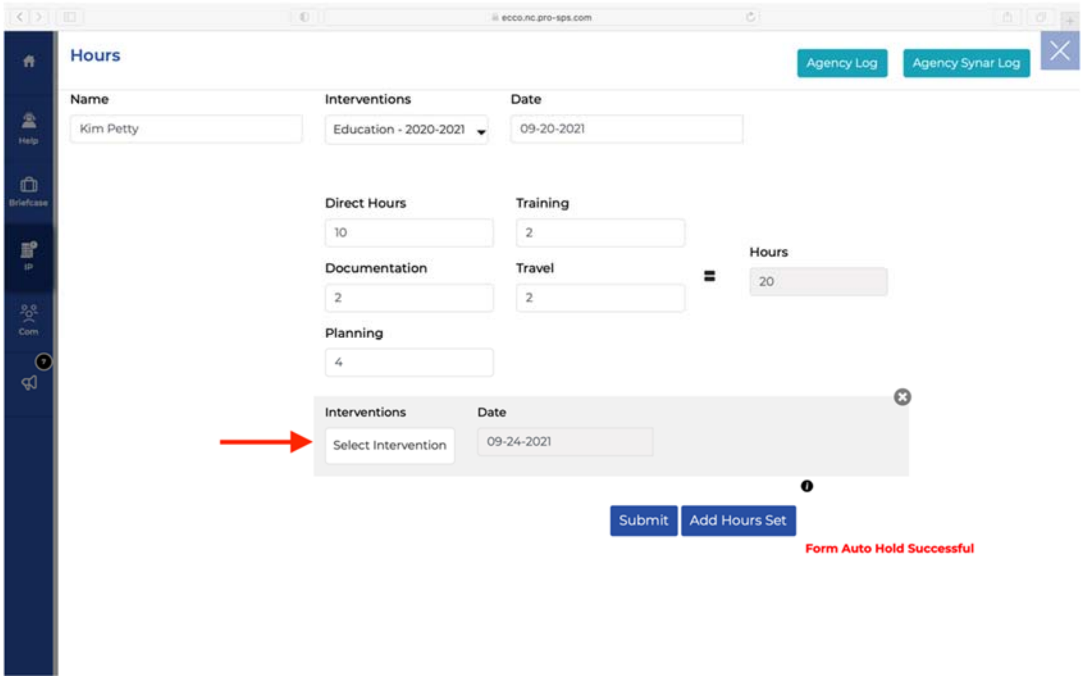
6. You should break down your hours by direct service hours and time spent on training, documentation, travel, and planning. The sum of all hour categories will auto-populate to the right.



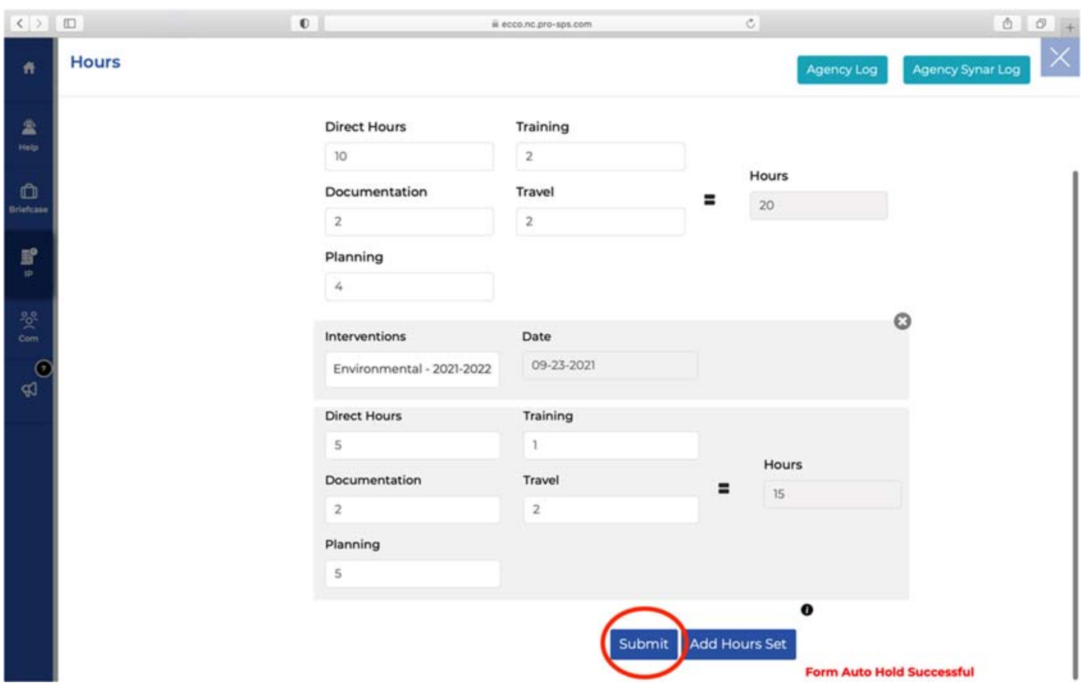
7. If you want to add an additional set of hours click on "Add Hours Set."



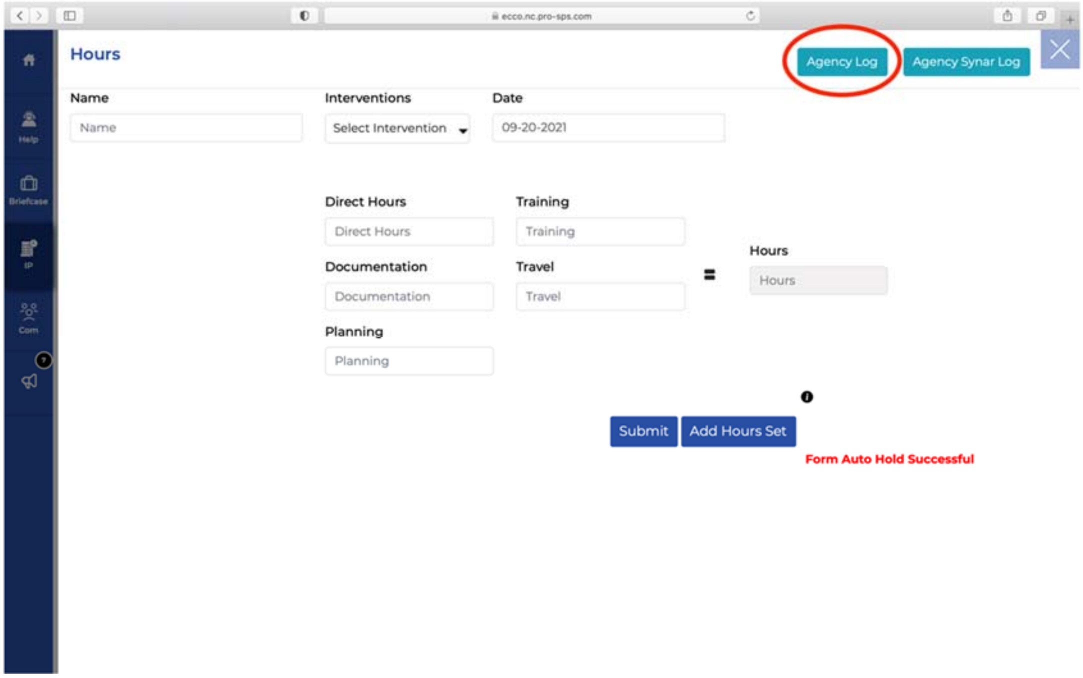
8. From here, you will repeat steps 4 through 6.

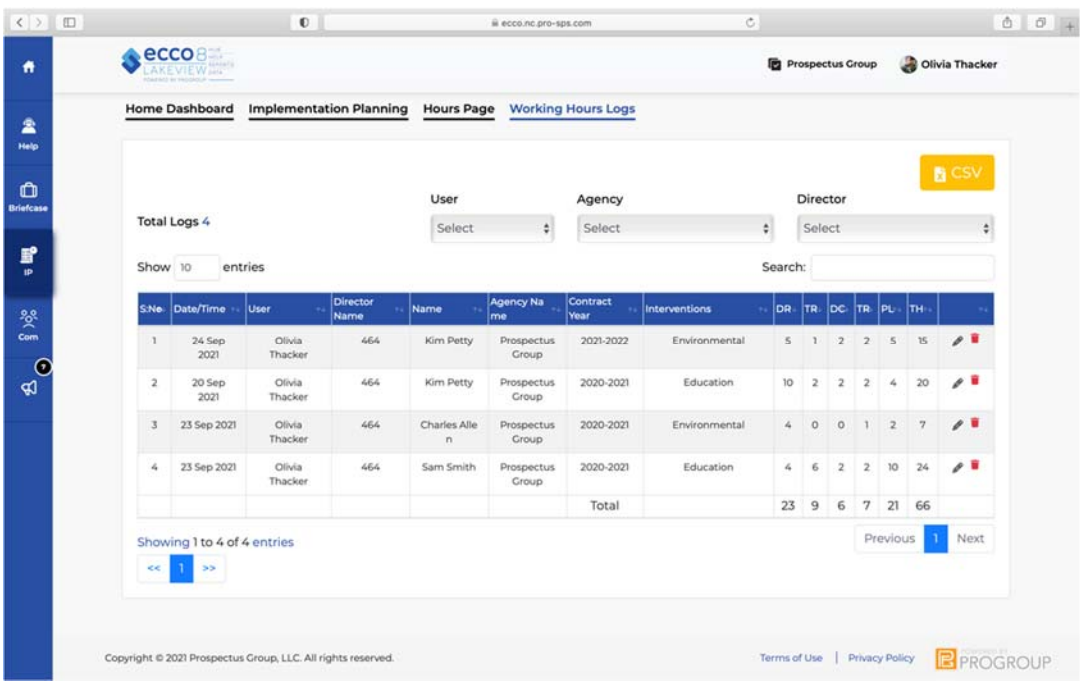


9. Once all hours have been entered, click submit.

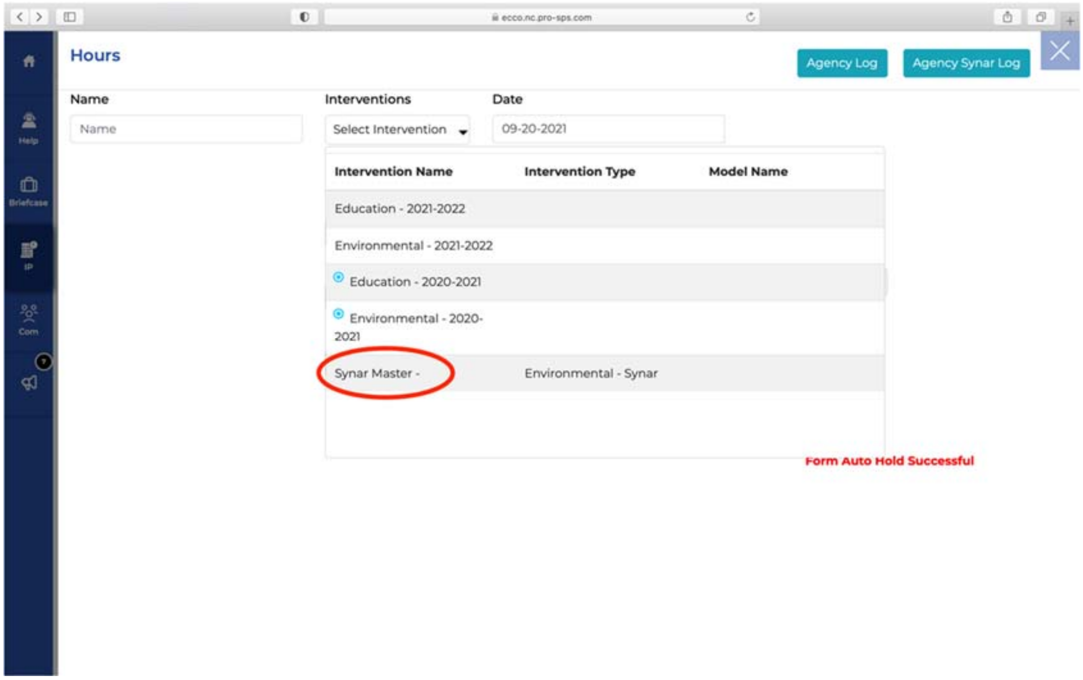


10. You can view a log of your hours by clicking on the blue-green box labeled “Agency Log.”

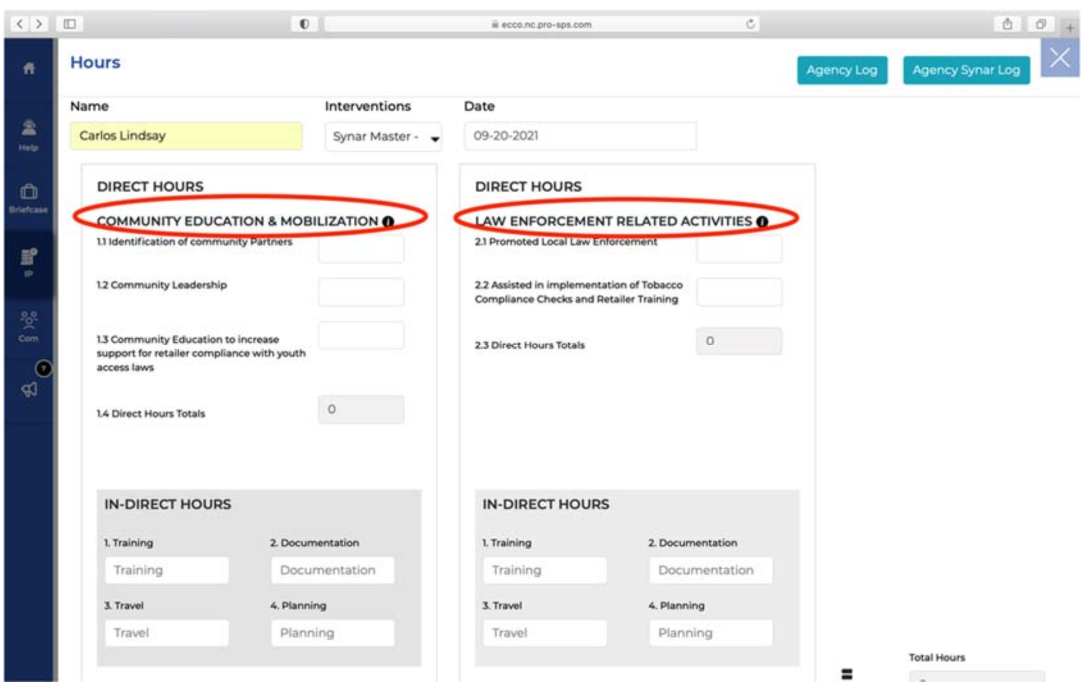


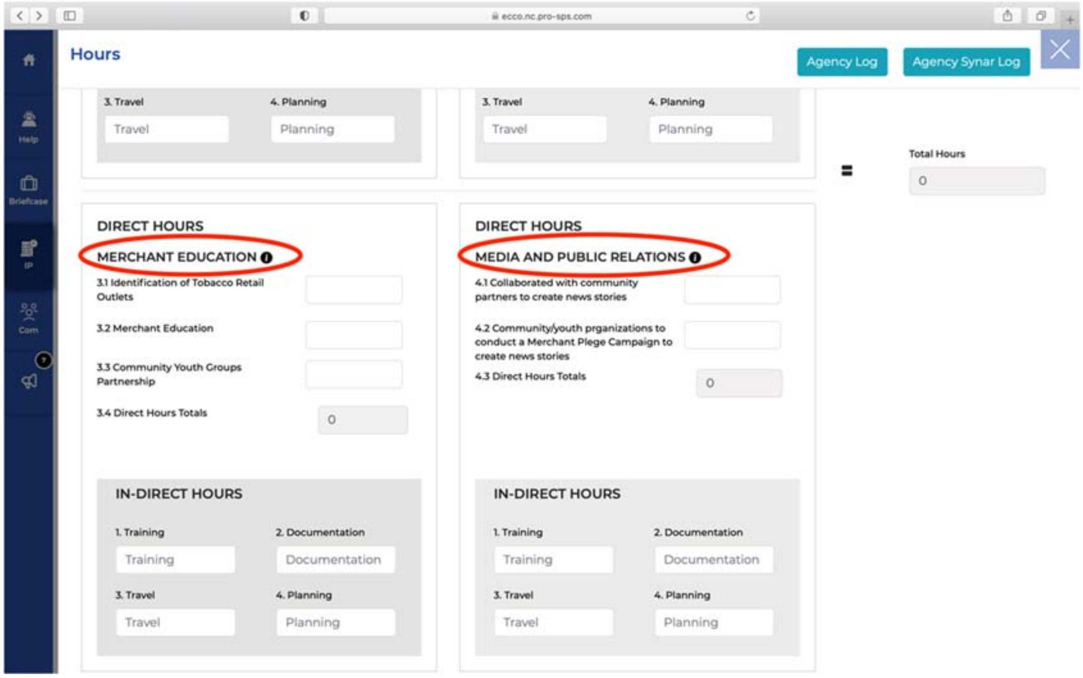


11. If you need to enter hours for Synar, you will find that the form has additional fields to fill in. Under Interventions, select "Synar Master" to view the reporting form for Synar hours.

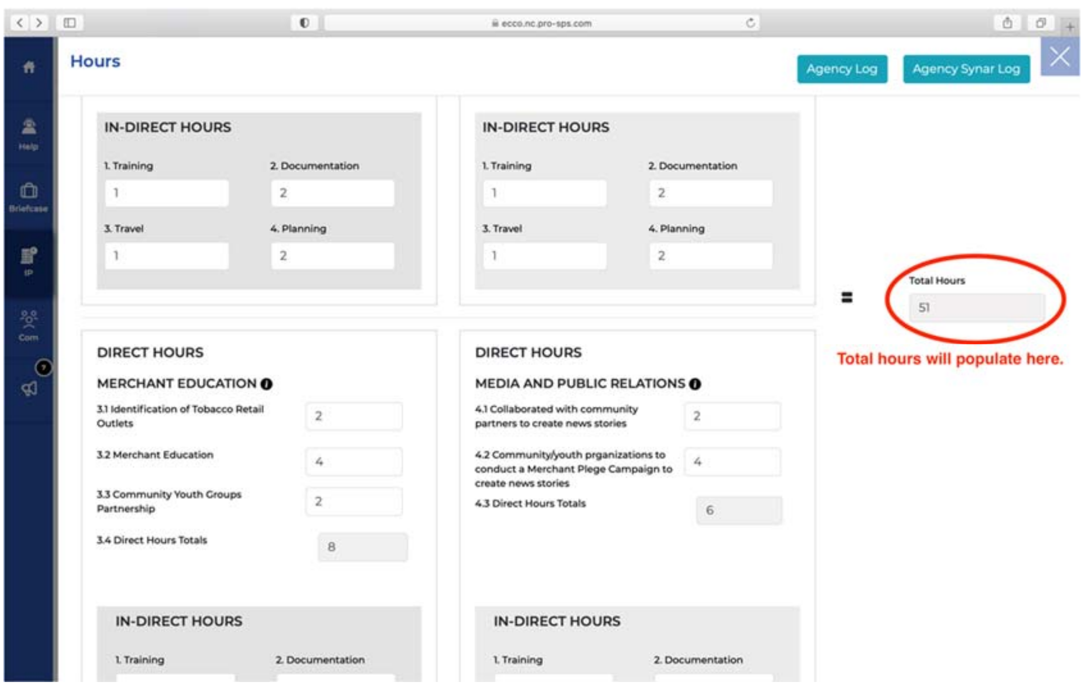


12. In this form, you can report direct and indirect hours for four different strategy components of Synar.

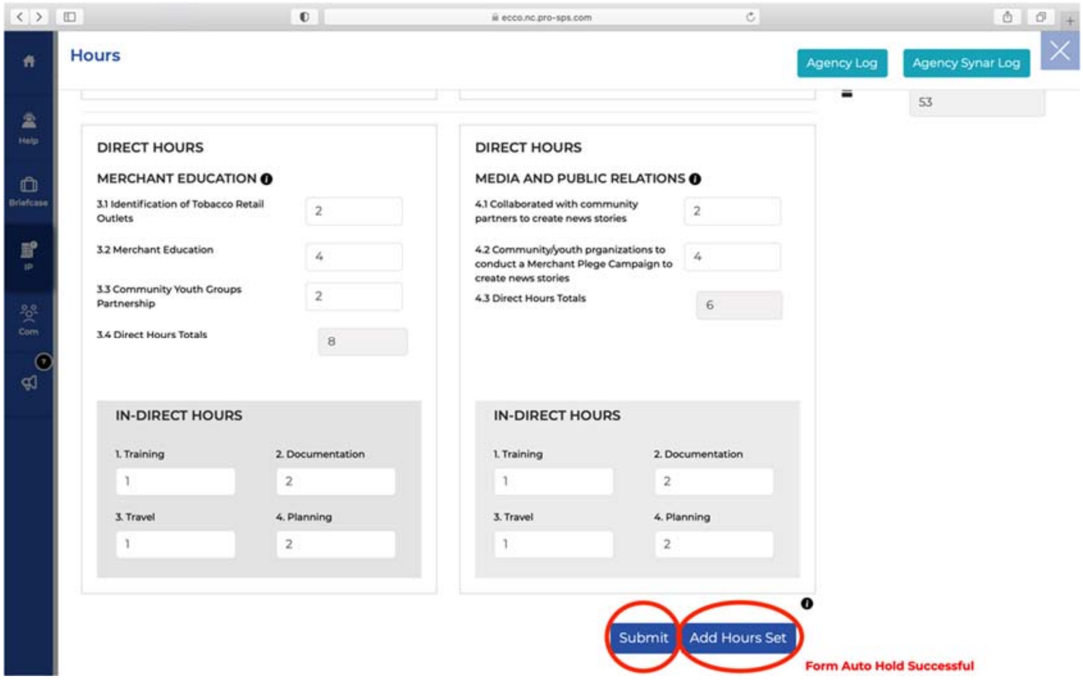




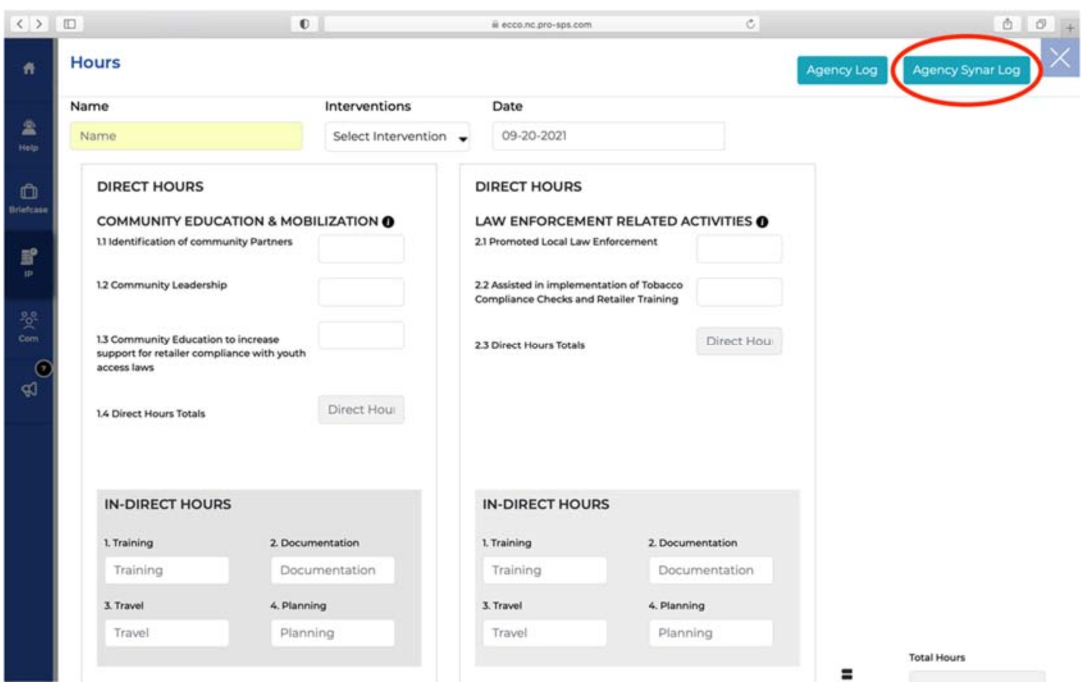
13. Similar to the previous form, the sum of all hours enter in each of the four sections will auto-populate to the right.

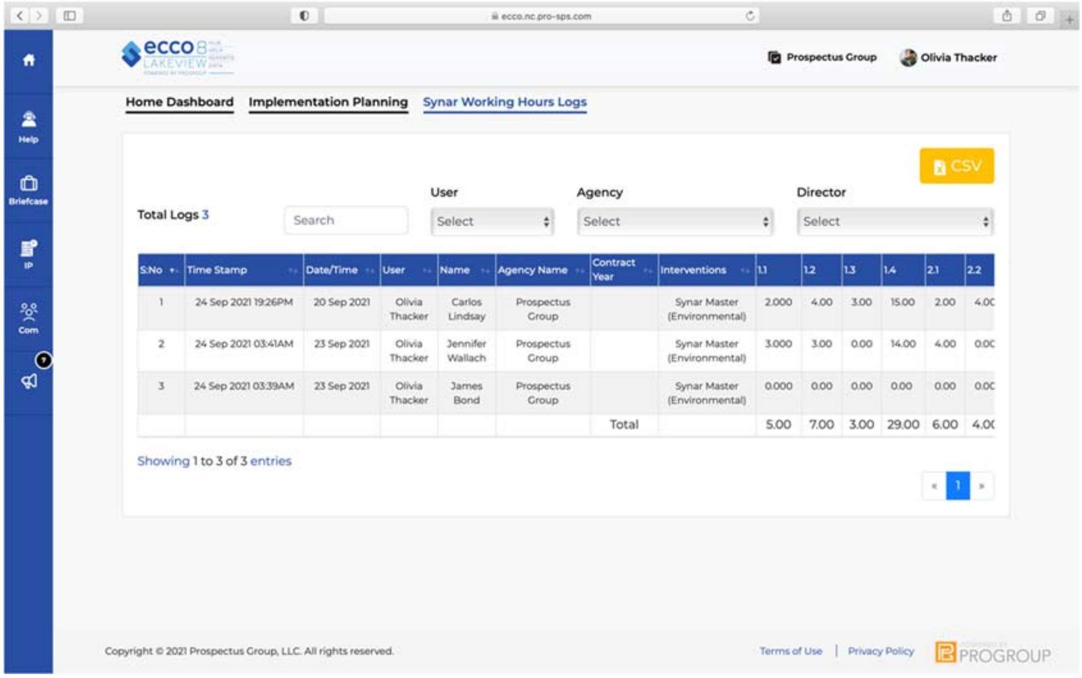


14. You can add an additional set of hours by clicking on "Add Hours Set" or submit the hours you have entered by clicking "Submit."

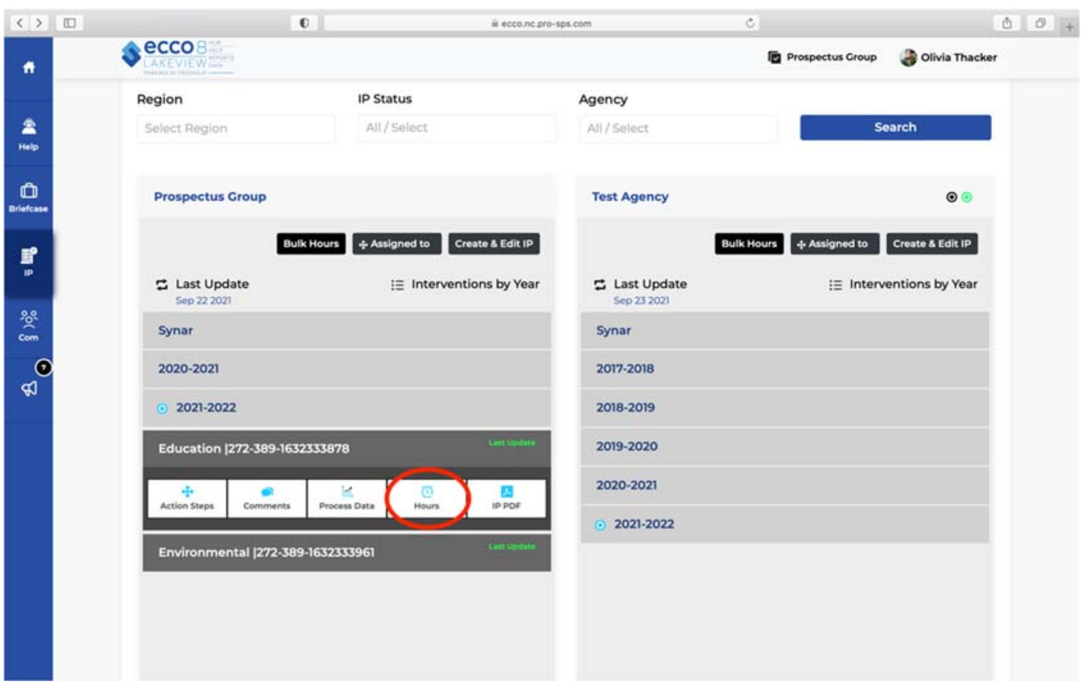


15. To view a list of your Synar hours, click on the blue-green box at the top of the page labeled “Agency Synar Log.”





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



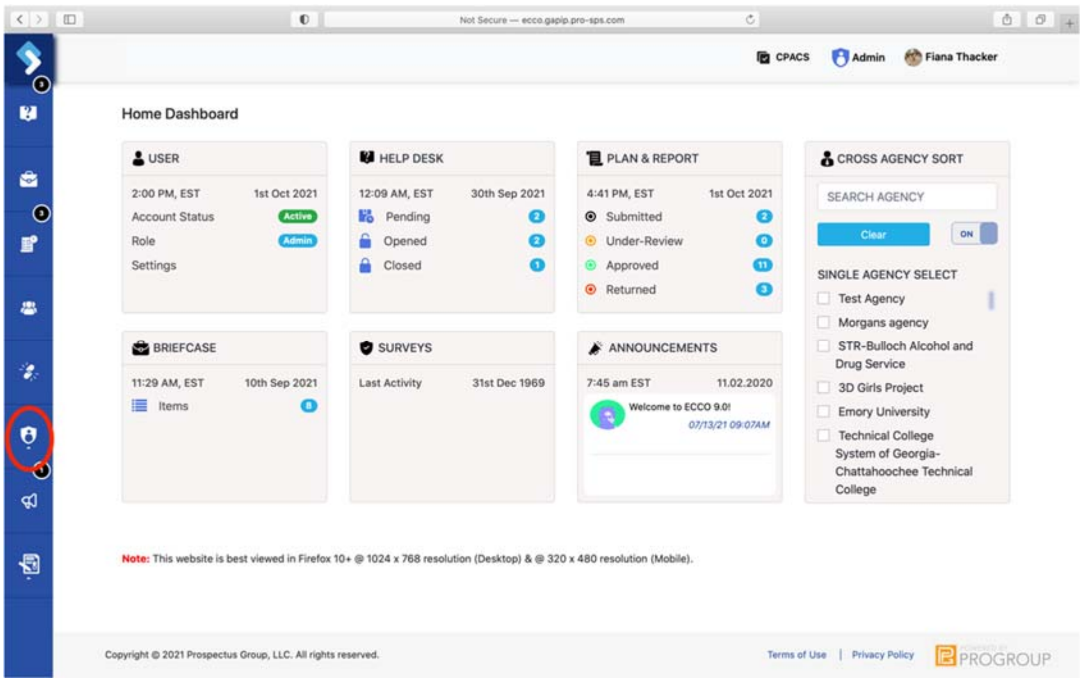
Part Three: Administration Specific Instructions

Onboarding New Agencies and Users

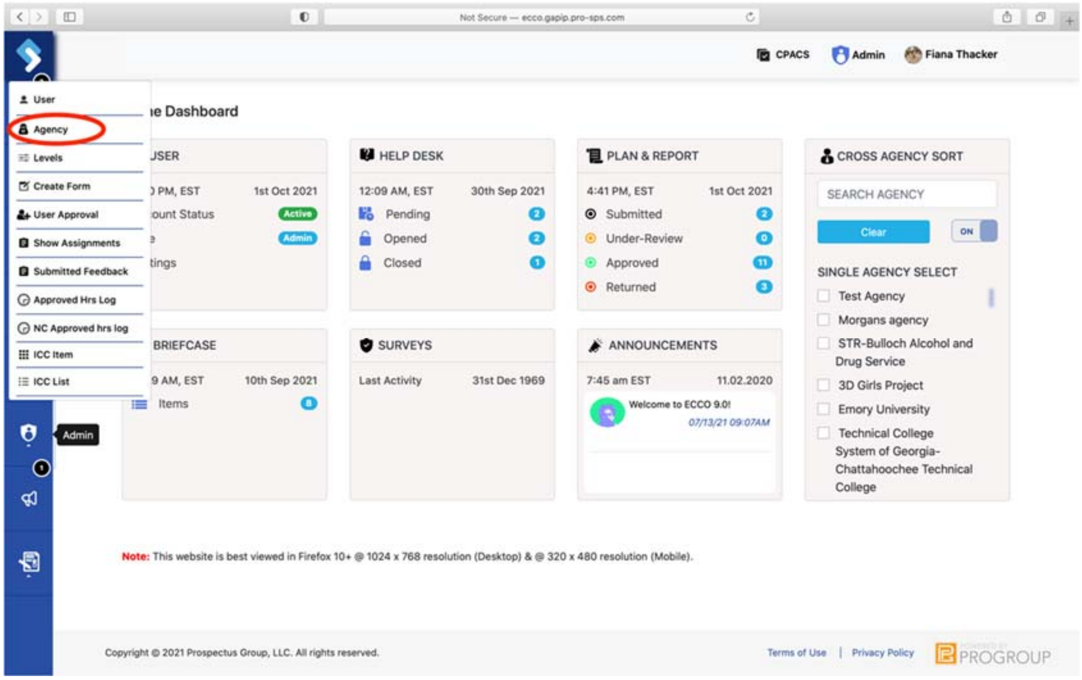
Onboarding Agencies

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

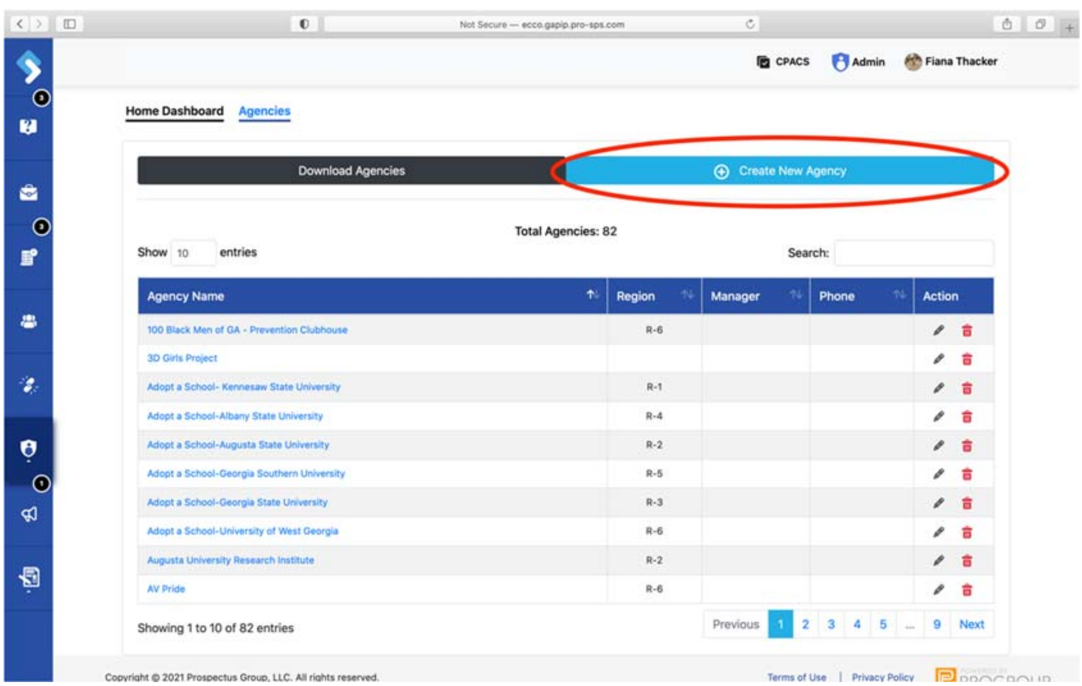
1. From the ECCO homepage, click on the Admin icon on the sidebar located on the left side of the page.

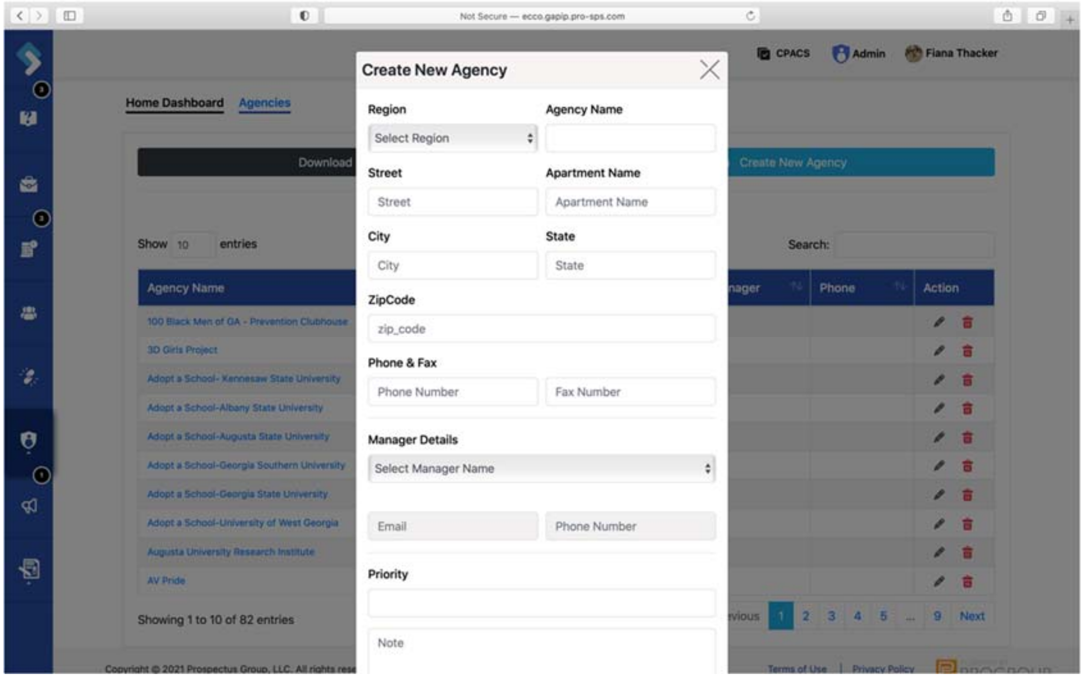


2. A list of options will open. Click on Agency.

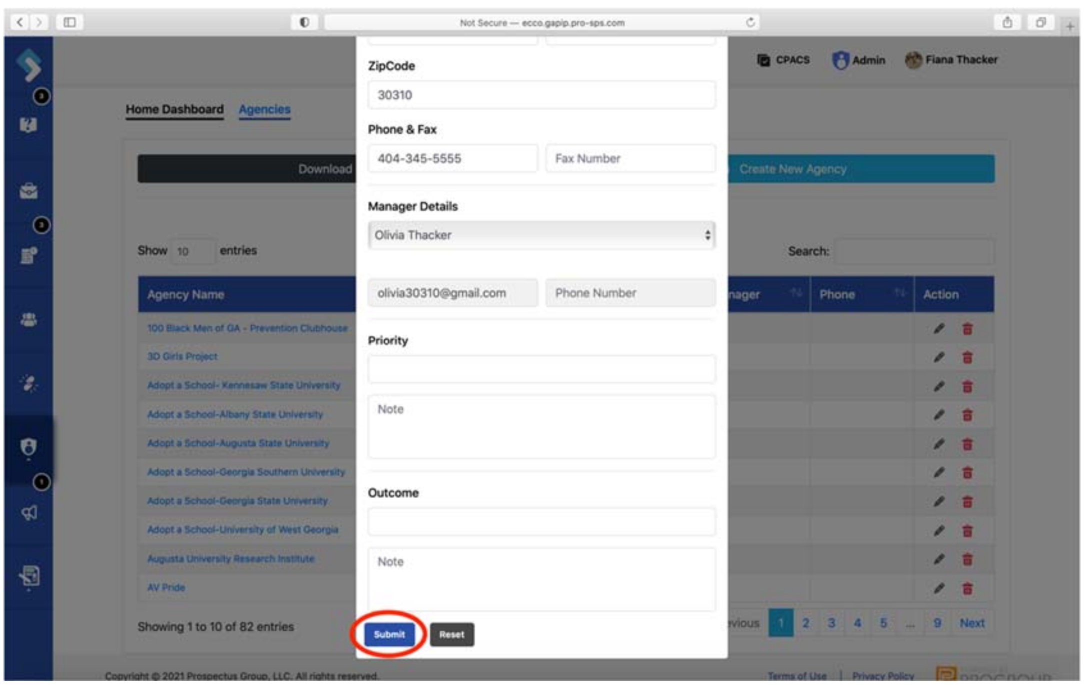


3. On the Agency page, click on the light blue bar labeled “Create New Agency,” and a form will open.

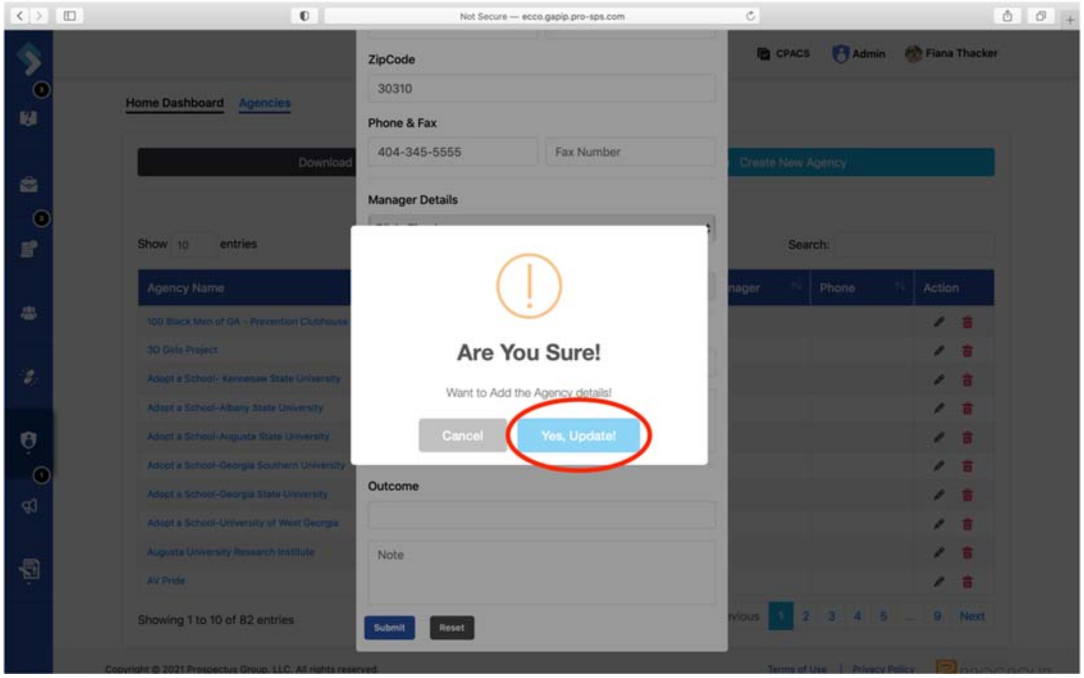




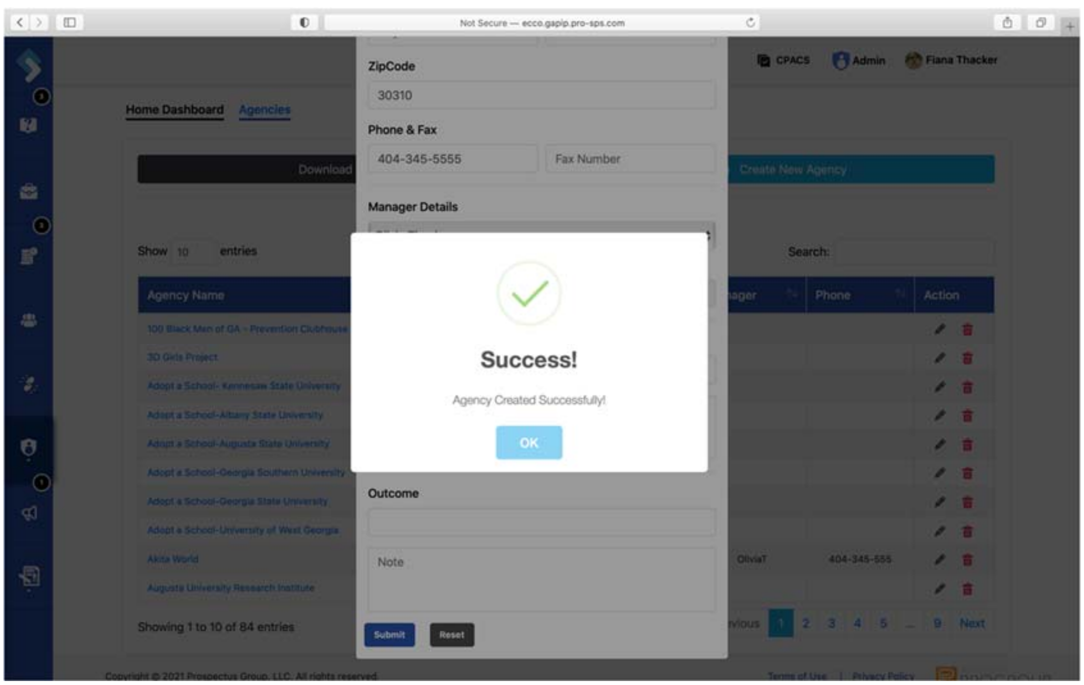
4. Fill out the agency form and hit submit.



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



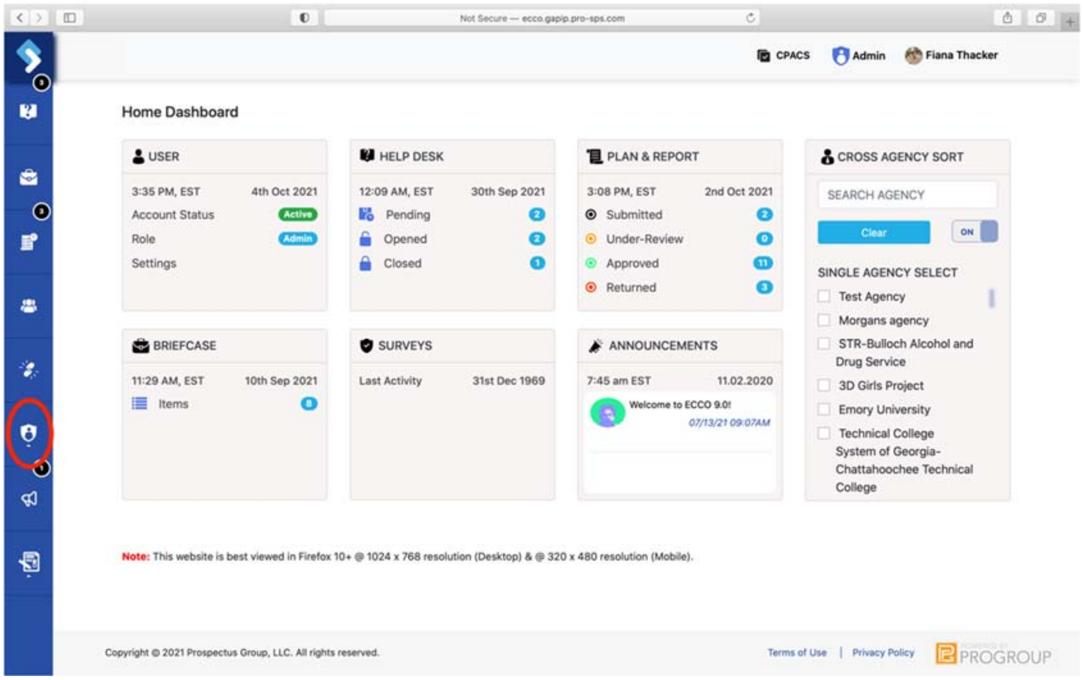
6. The new agency has been added.



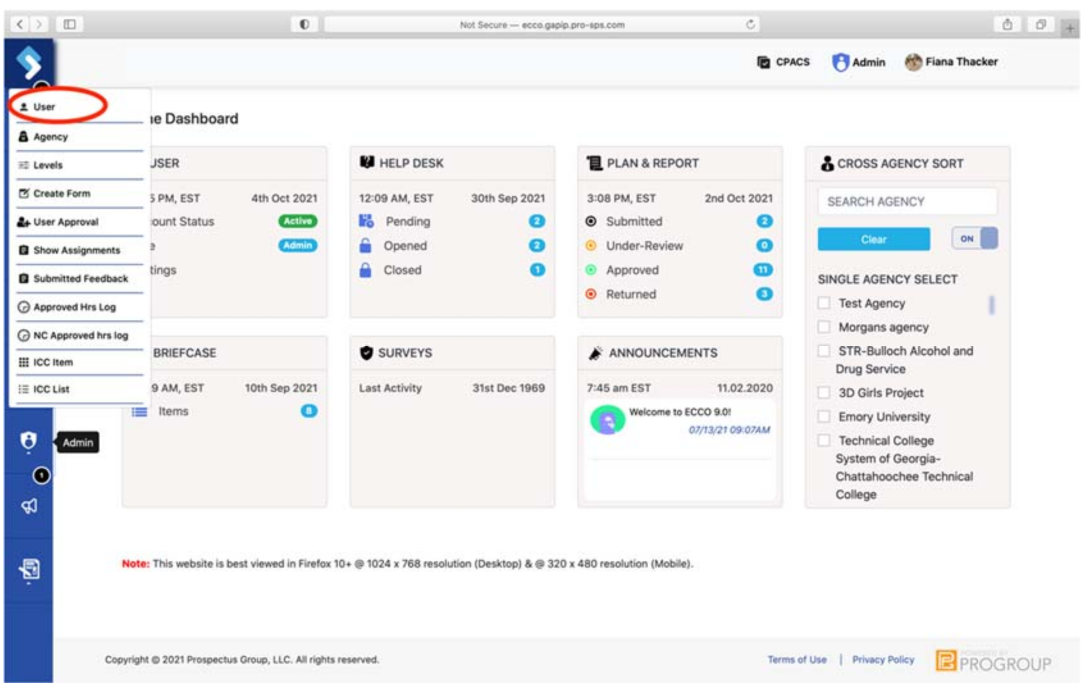
Onboarding Users

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

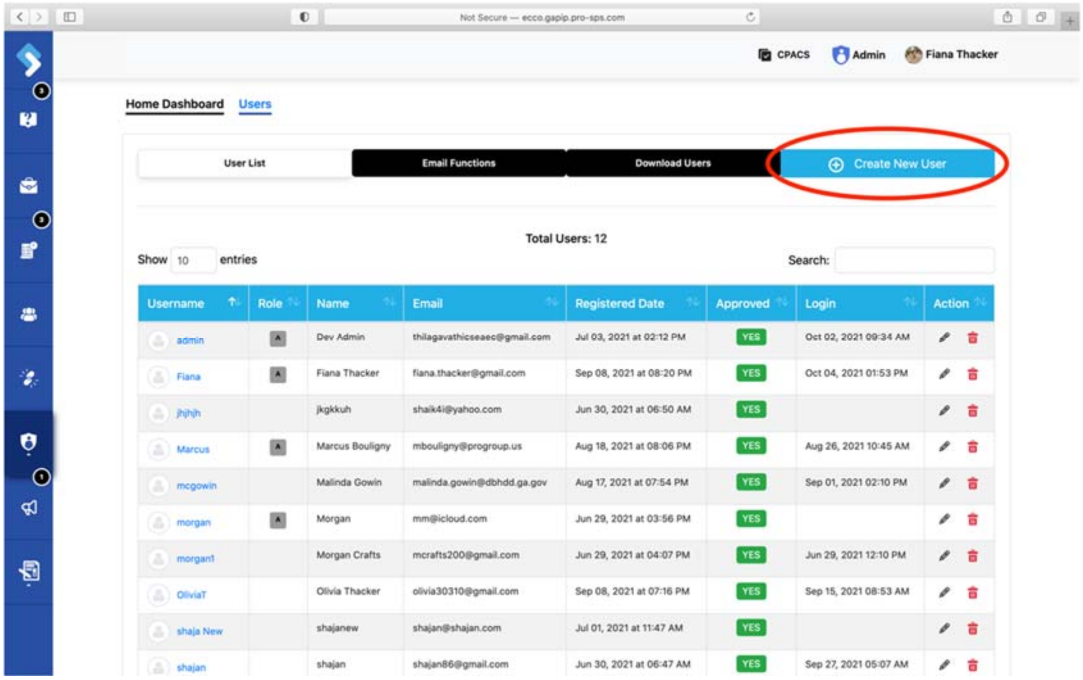
1. To create a new user account, click on the Admin icon on the sidebar located on the left side of the page.



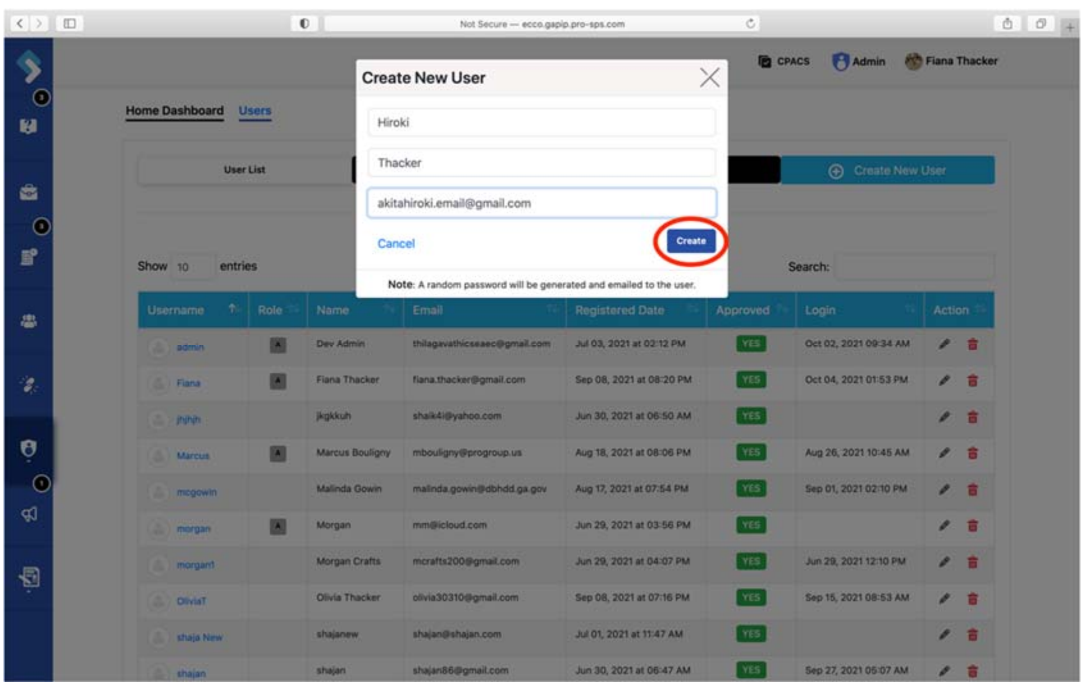
2. A list of options will open. Click on User.



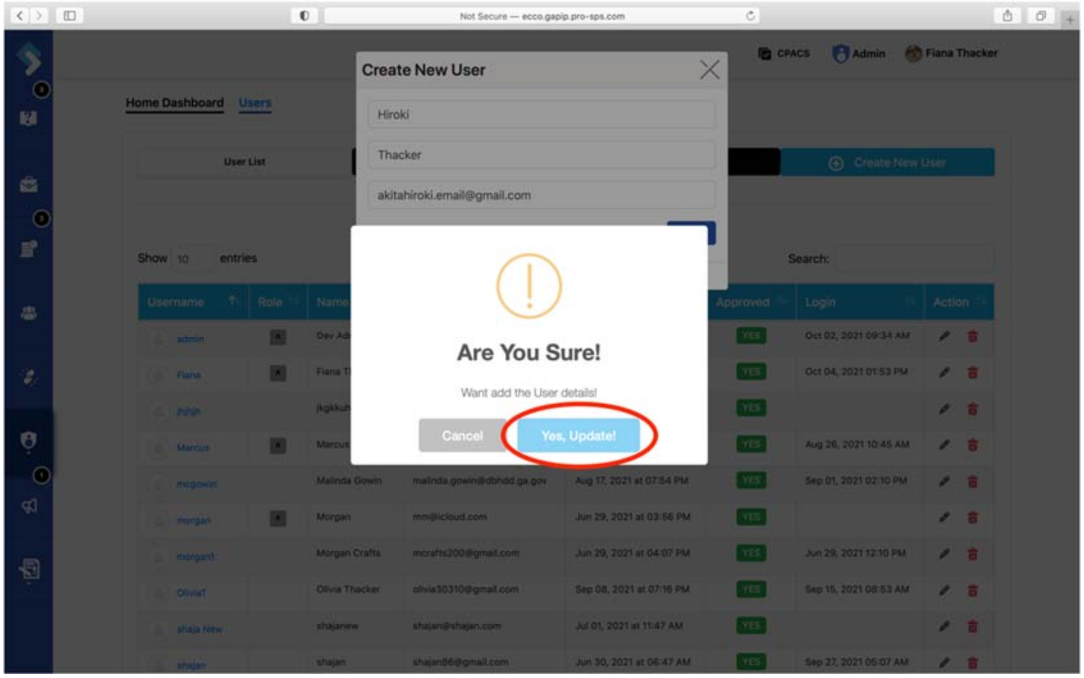
3. On the User page, click on the light blue rectangle labeled "Create New User," and a form will open.



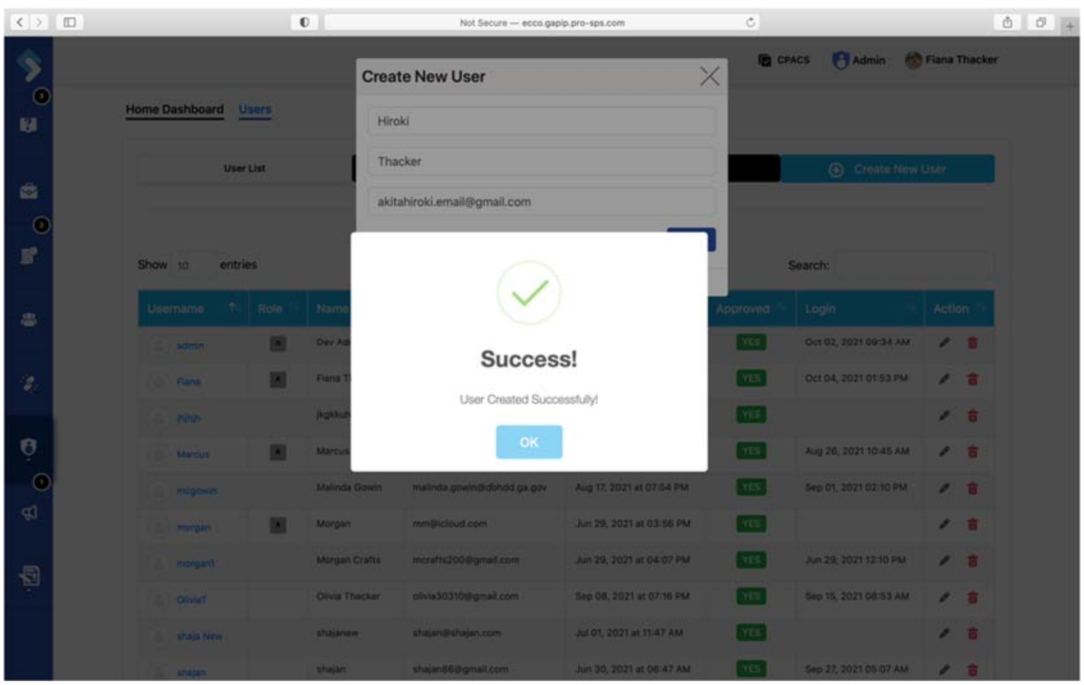
4. Fill out the user form. You will need to know the user's full name, the username they would like to use for the account, and their email address. Hit “Create” once this information is filled in.



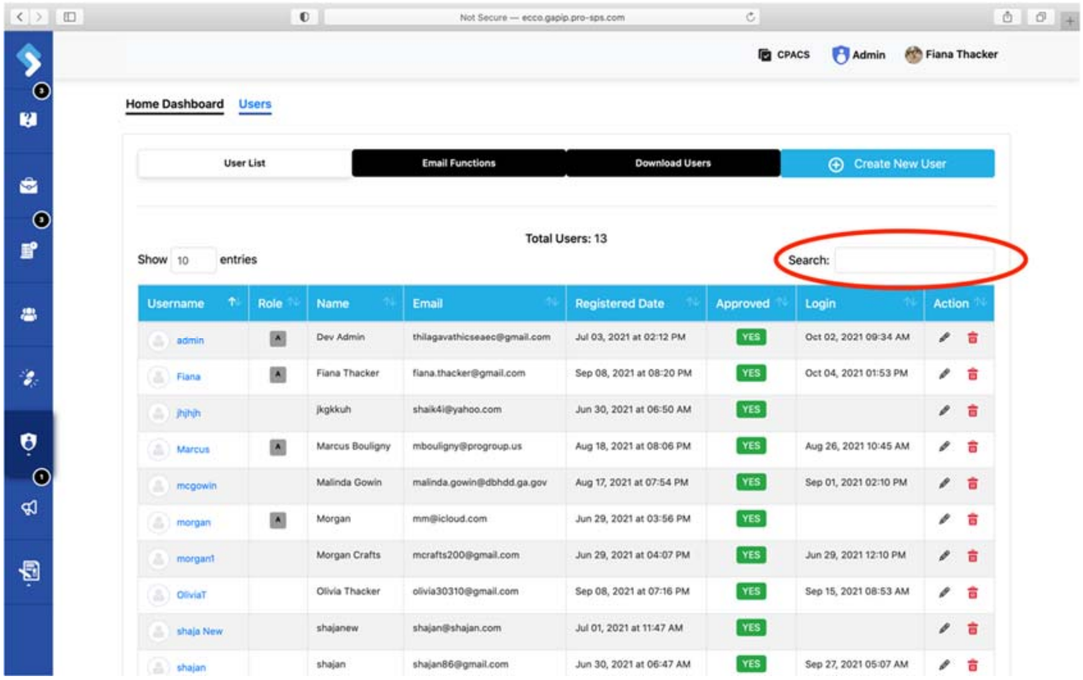
5. You will be asked to confirm that you want to add the new user details. Click “Yes, Update.”



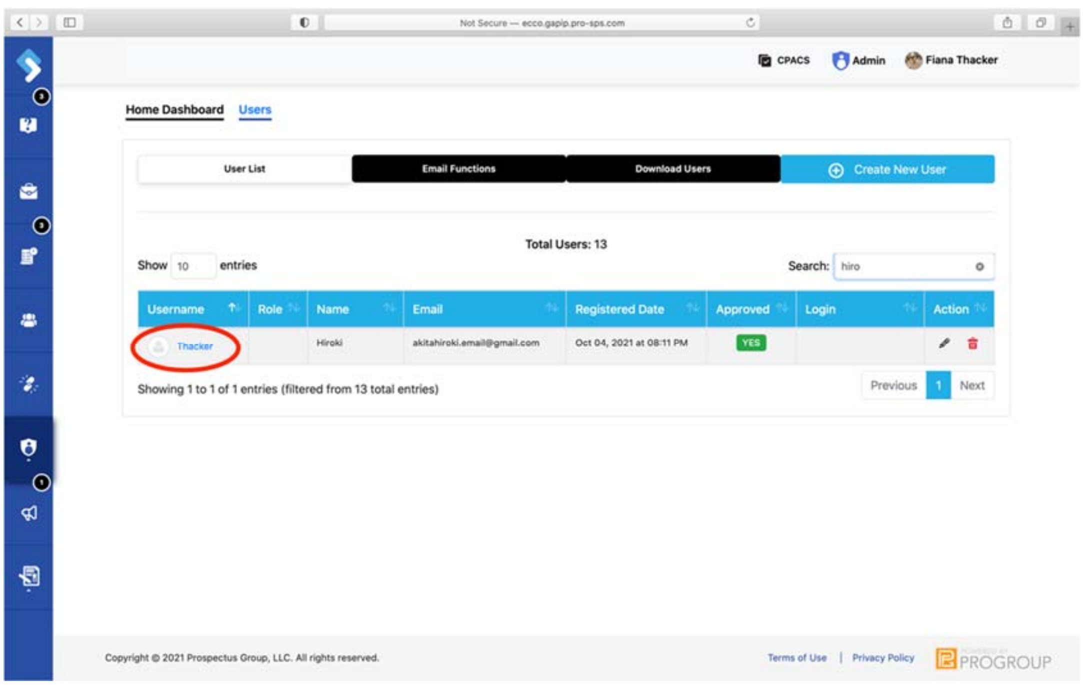
6. The user has been added.



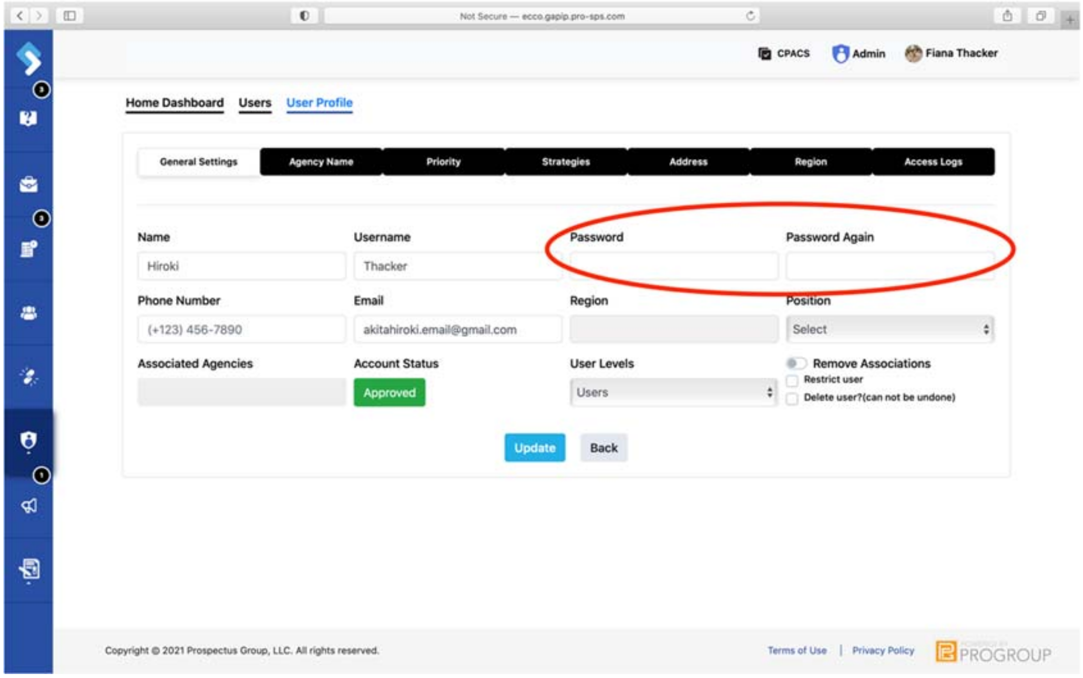
7. Now that the user has been added, you will need to create a temporary password so the user can log into their account. You can search for the new user by entering their name in the search bar.



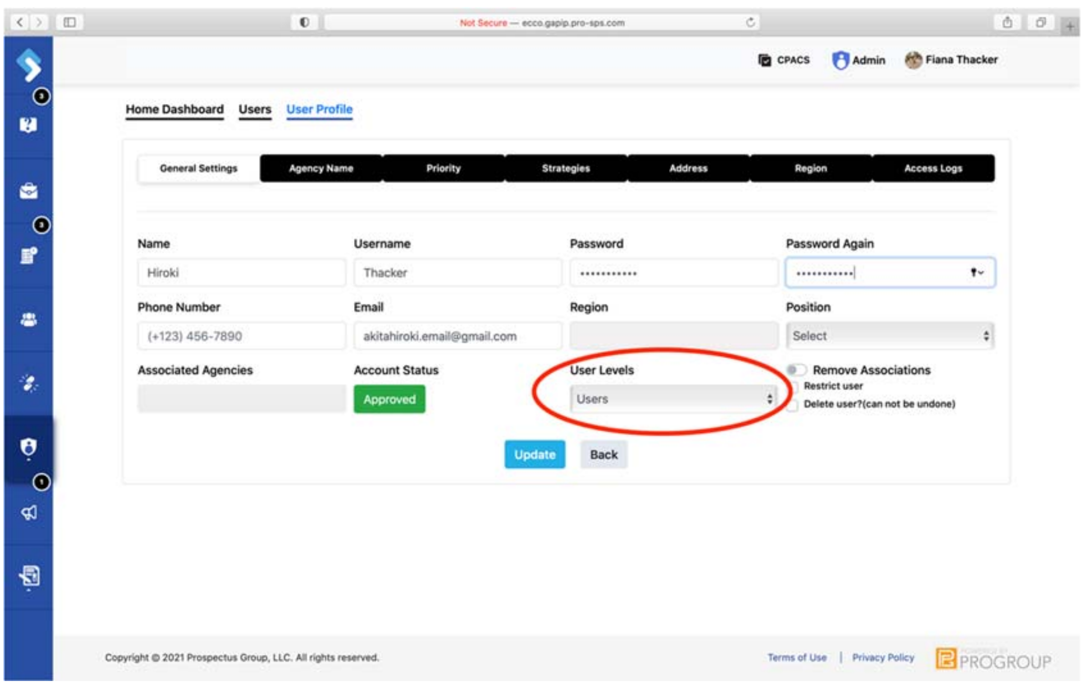
8. Once you find the new user, click on their username to view the user profile.

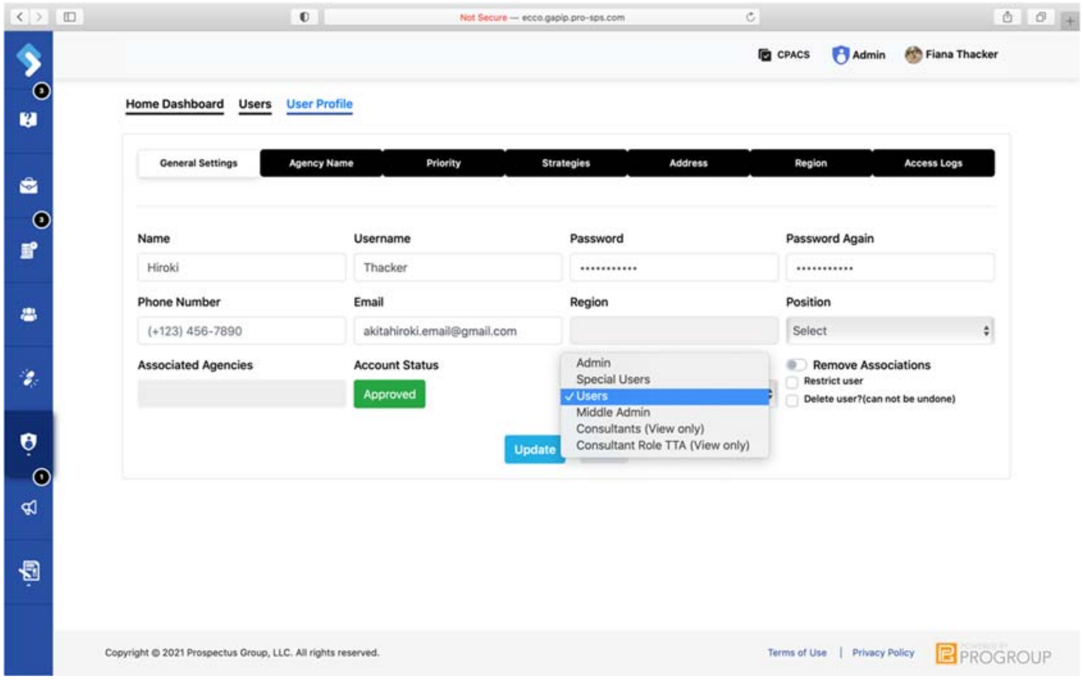


9. Under General Settings, you will see two fields for creating a password. Enter the temporary password under the field labeled “Password” and confirm the password by entering it again under the field labeled “Password Again.”

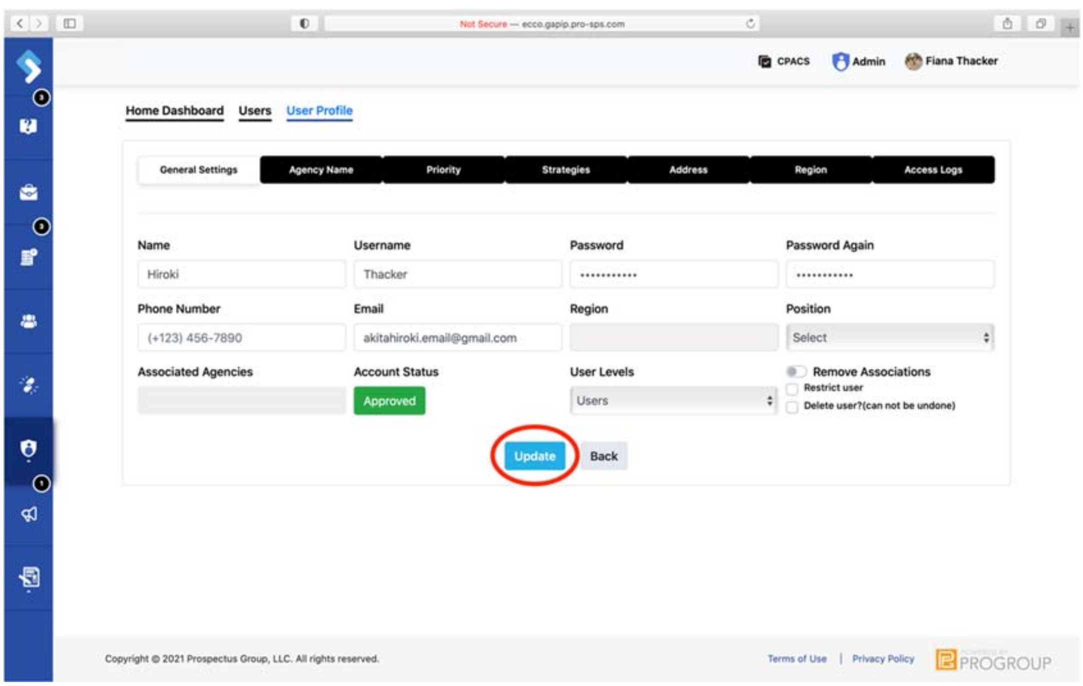


10. While on this page, make sure the correct user level has been selected.

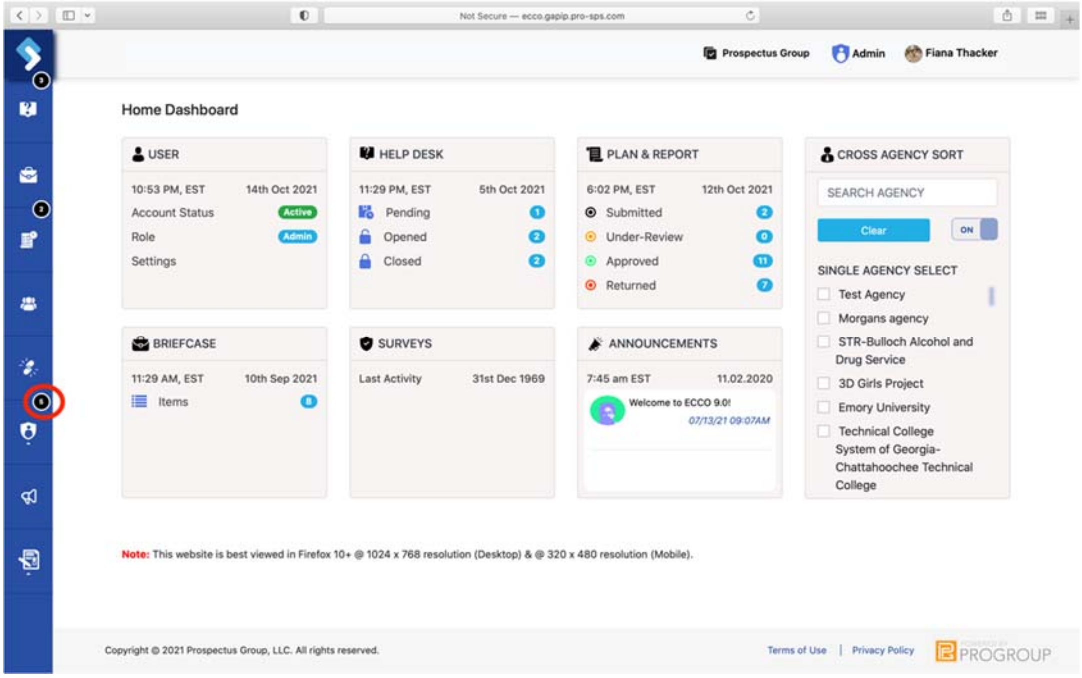


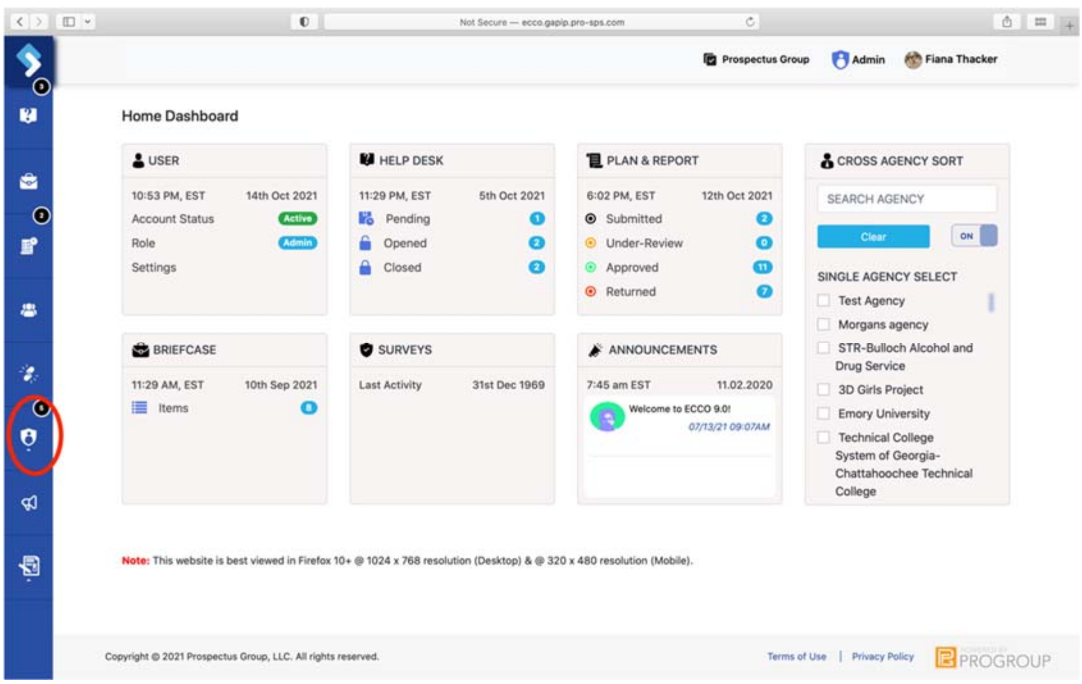


11. Click on the blue box labeled "Update," and then you are done.

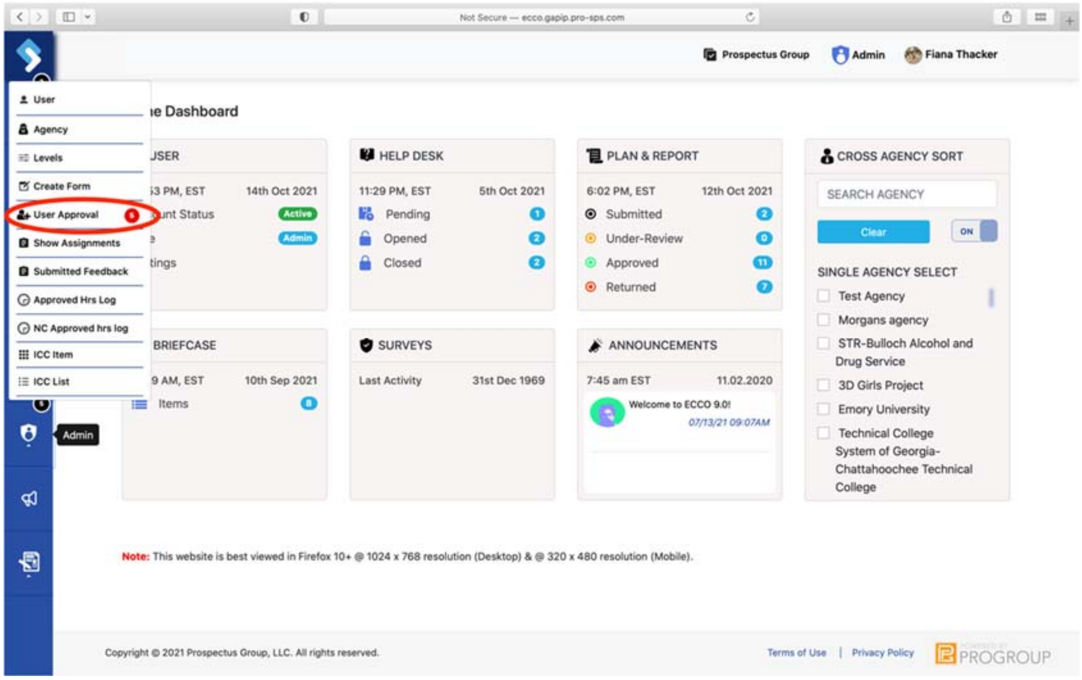


12. You will receive a notification if the user has created their own account. A black circle with a number in the center will appear next to the Admin icon. Click on the Admin icon.

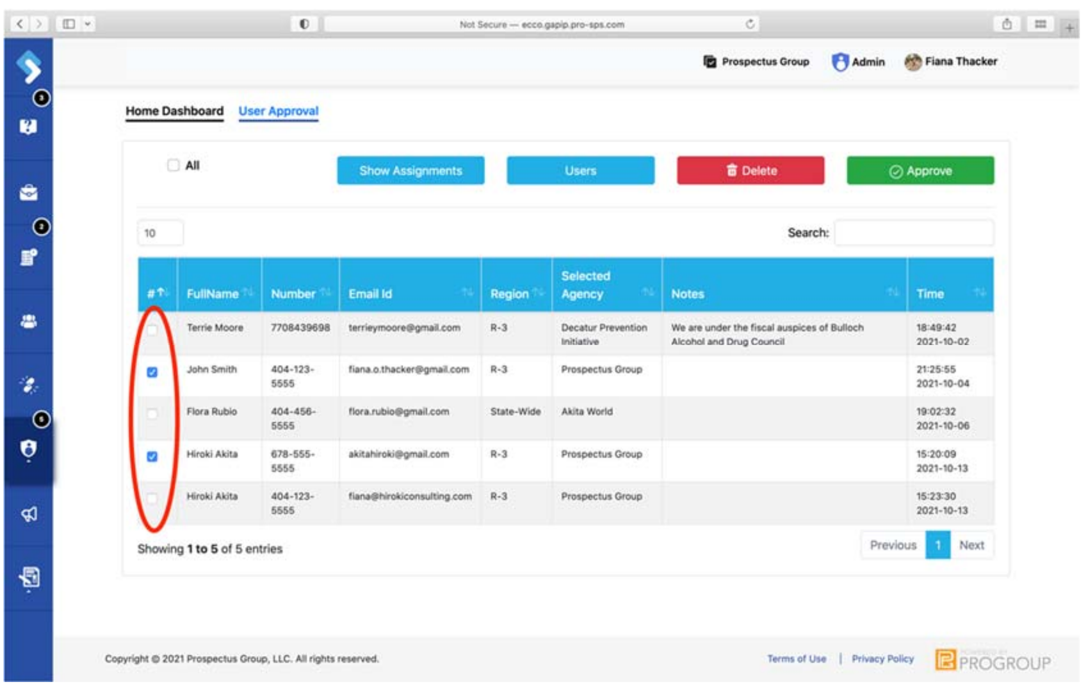




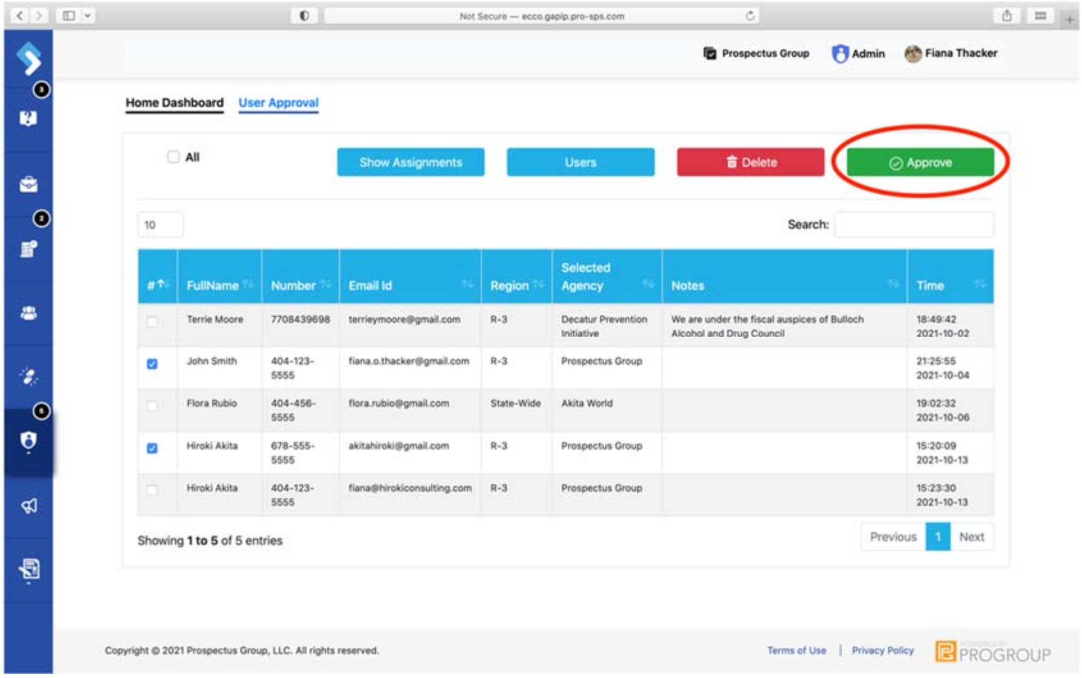
13. A list will open. Click on User Approval



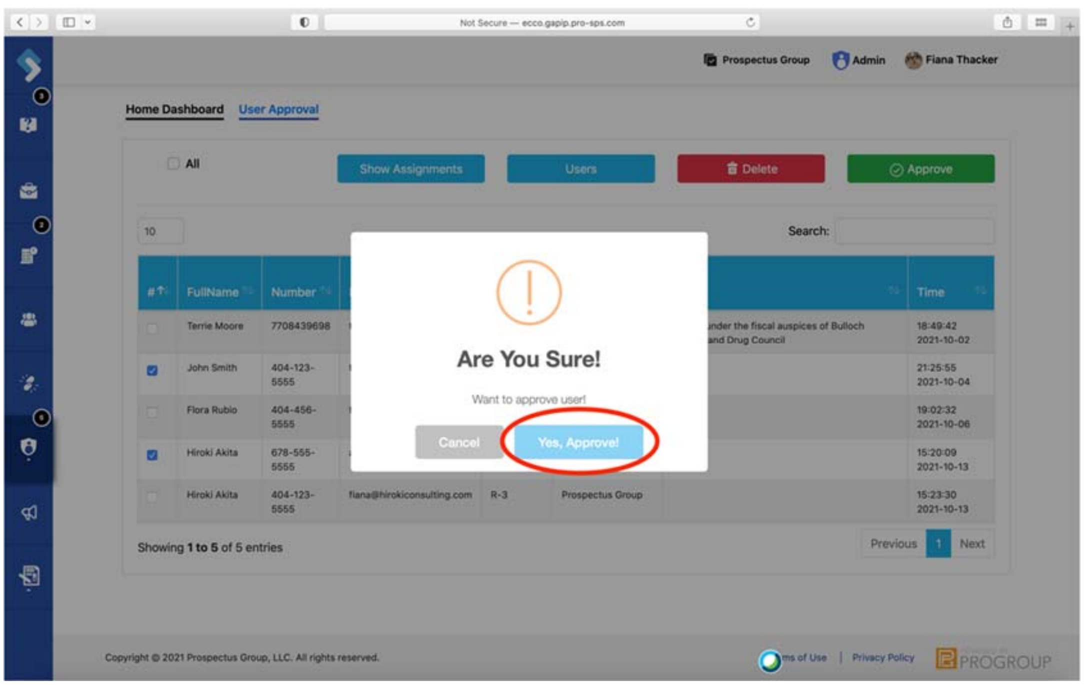
14. On the User Approval page, you will find a list of accounts that need to be approved. Click on the check box next to the user accounts you want to approve.



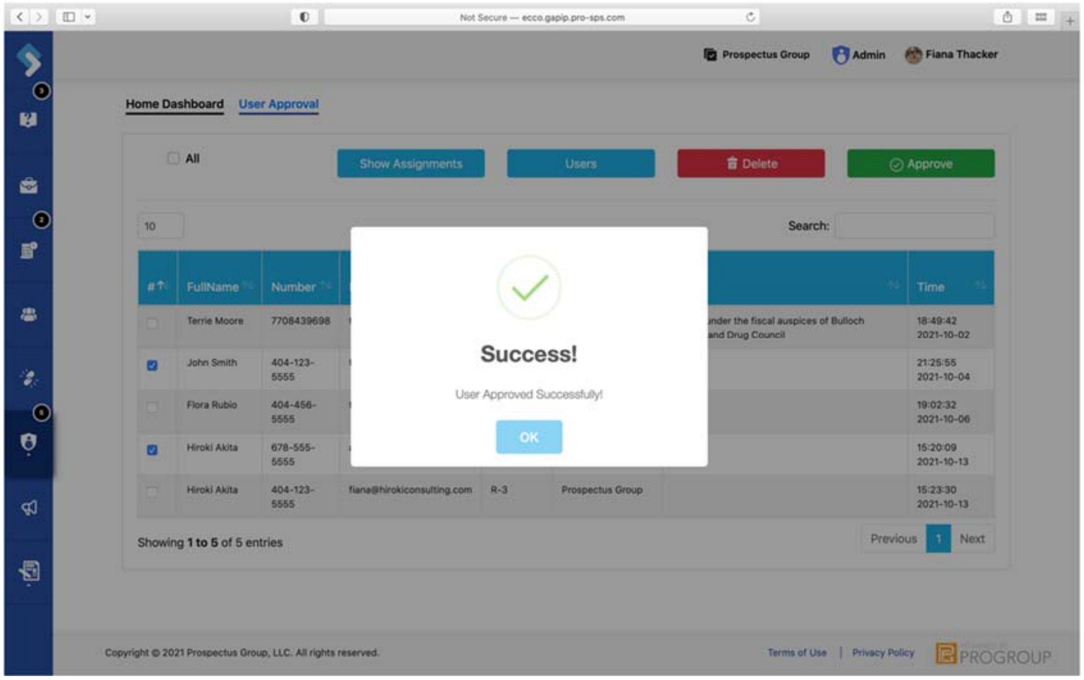
15. Hit the green box labeled “Approve.”



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



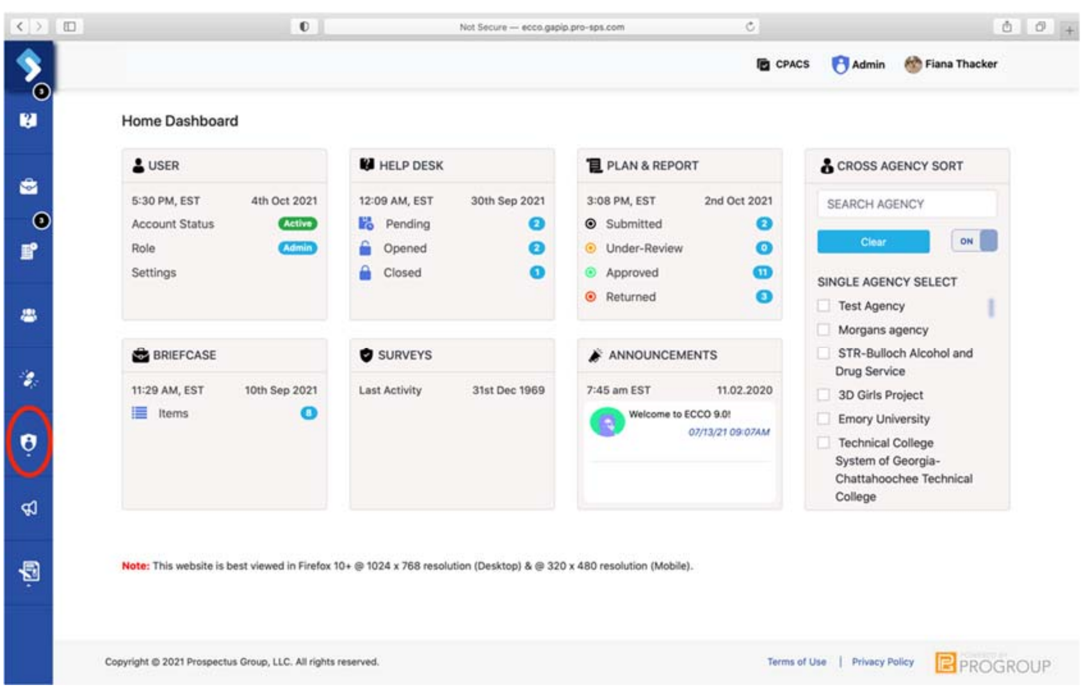
17. The users have been approved.



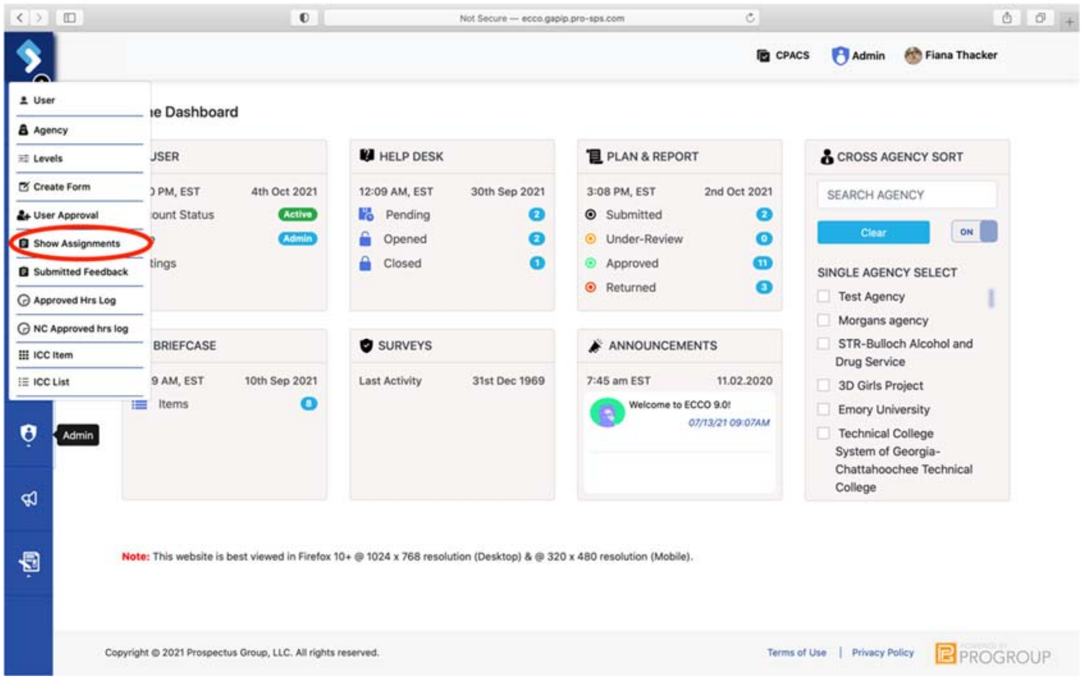
Assigning Users

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.

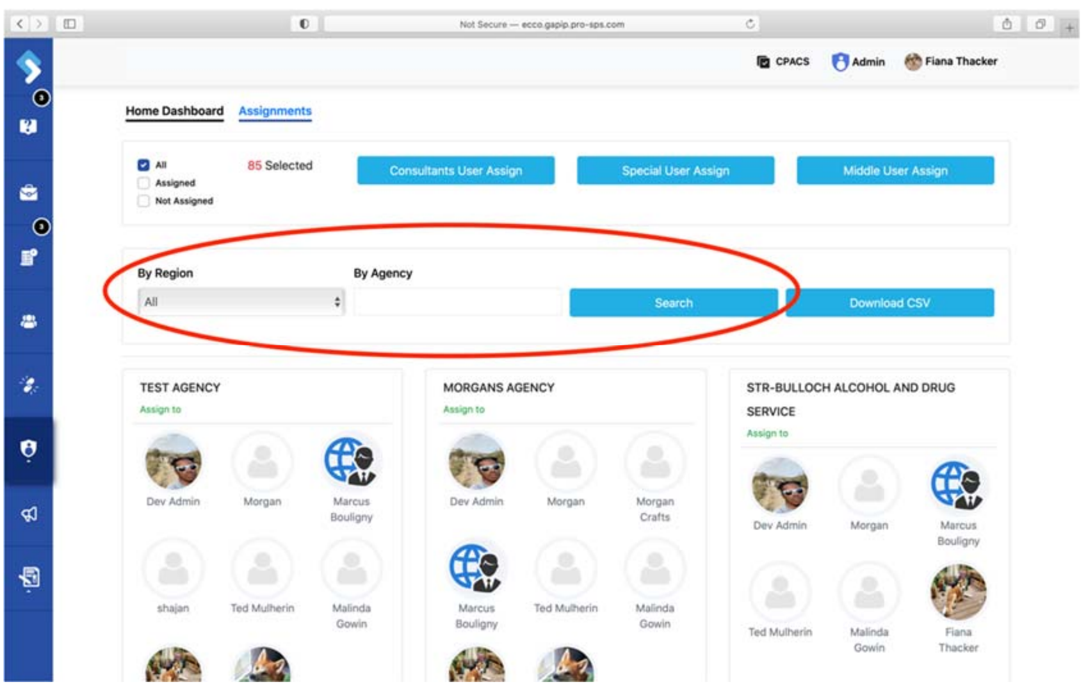
1. To assign an ECCO user, click on the Admin icon on the sidebar located on the left side of the page.



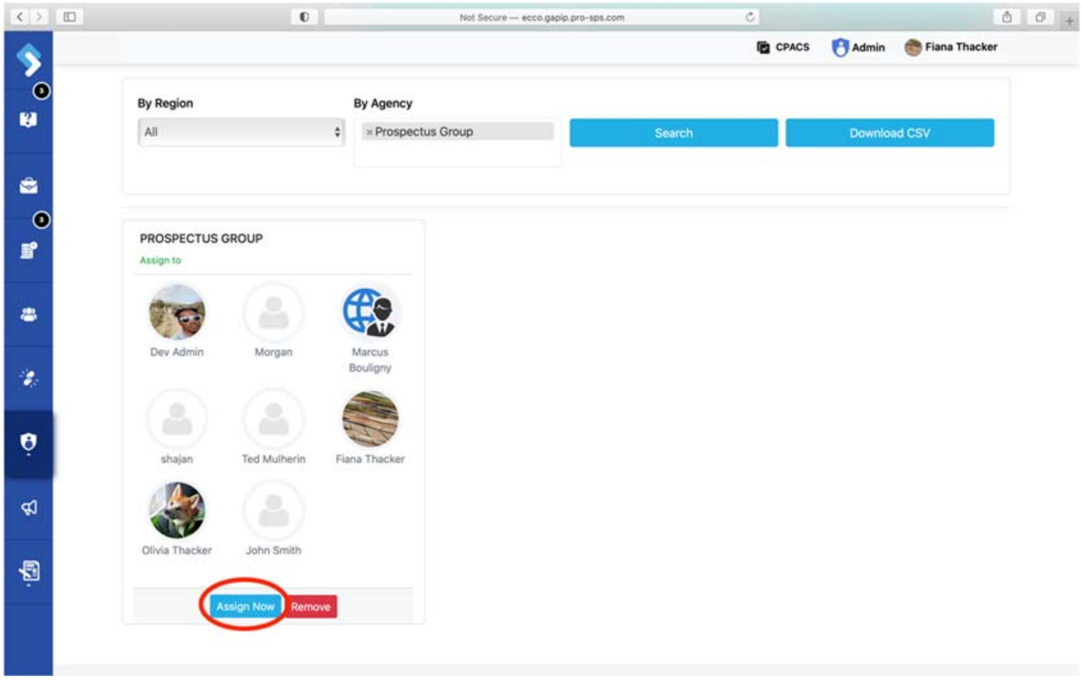
2. A list of options will open. Click on “Show Assignments.”



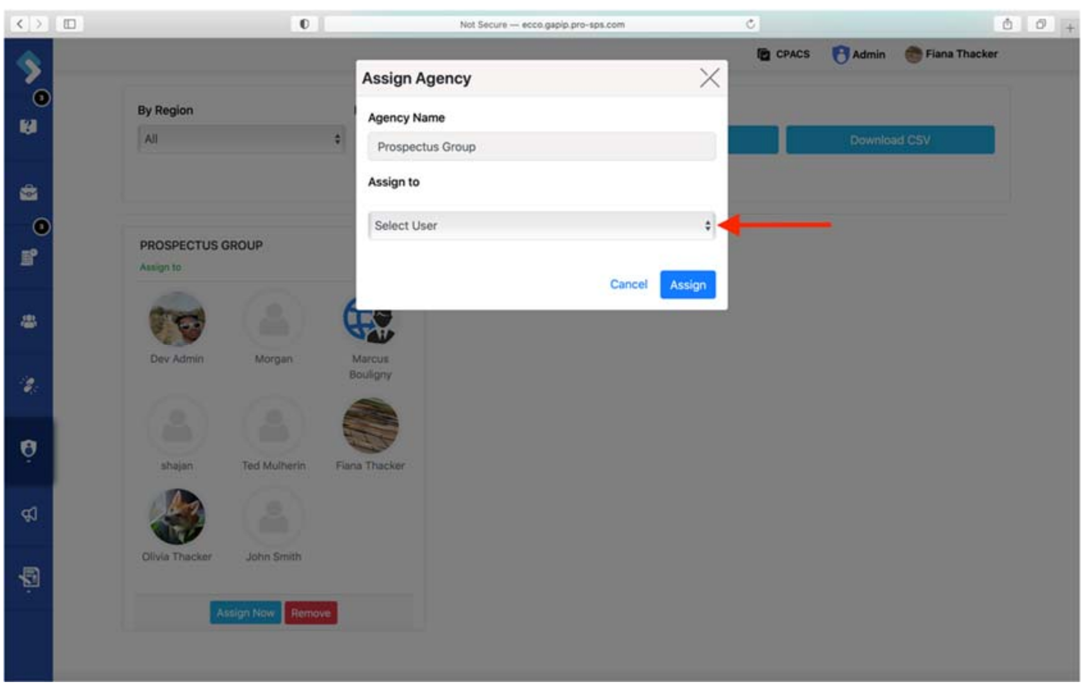
3. On the Assignments page, fine the agency node you would like to add a user to by using the search filter.



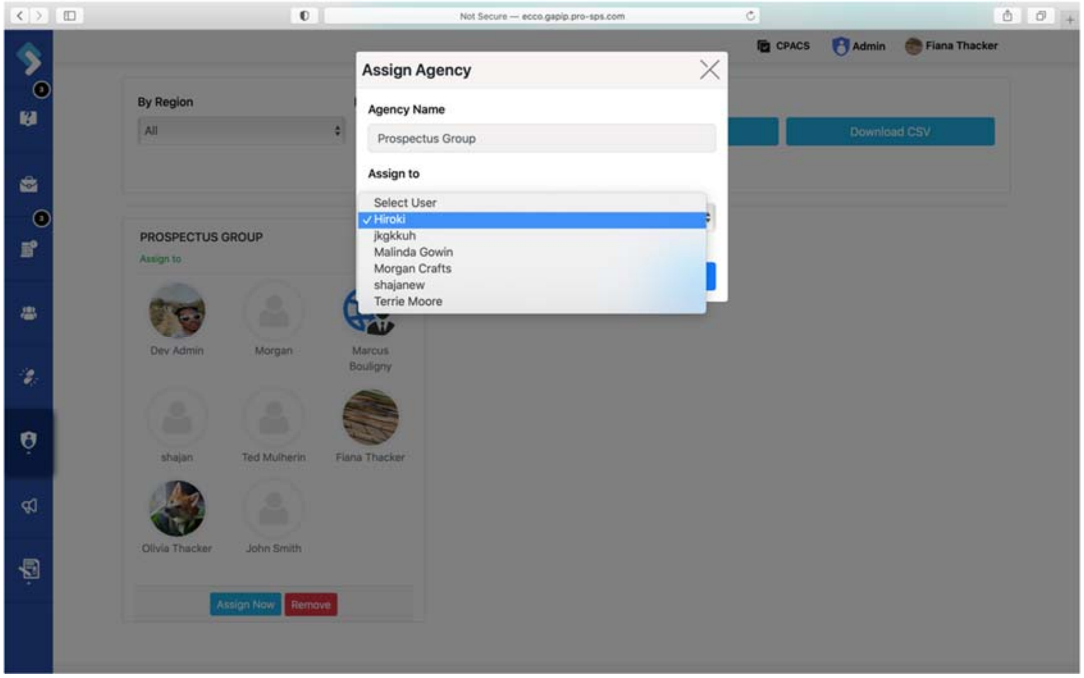
4. At the bottom of the agency node, click on the blue box labeled “Assign Now.”



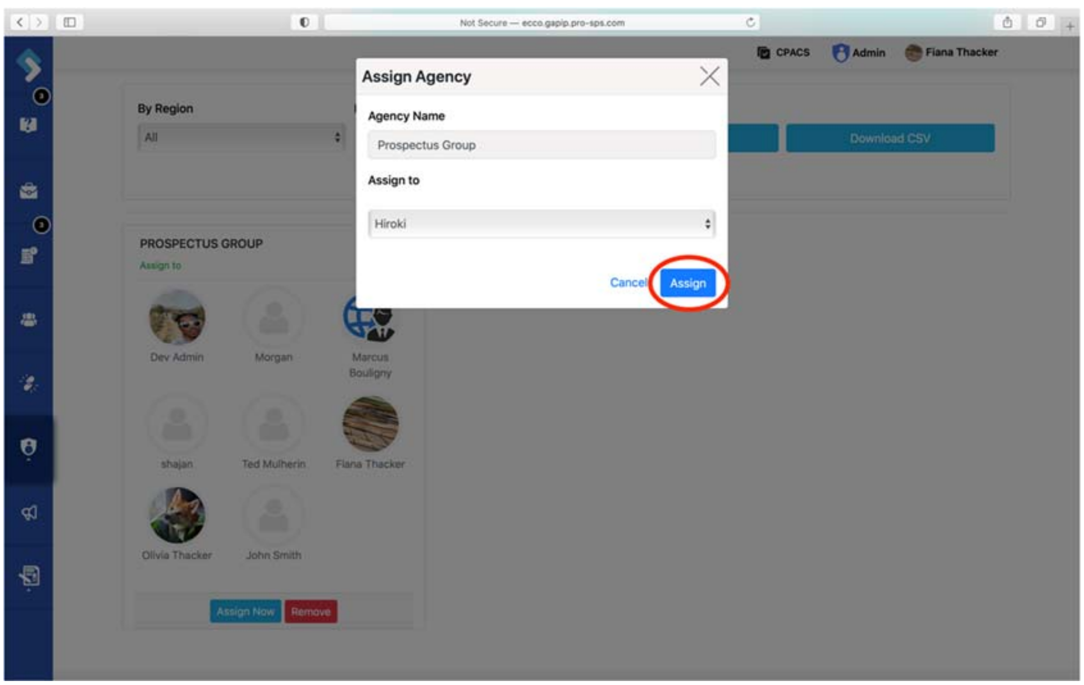
5. A pop-up labeled “Assign Agency” will appear. Under “Assign to,” click on the down arrow.

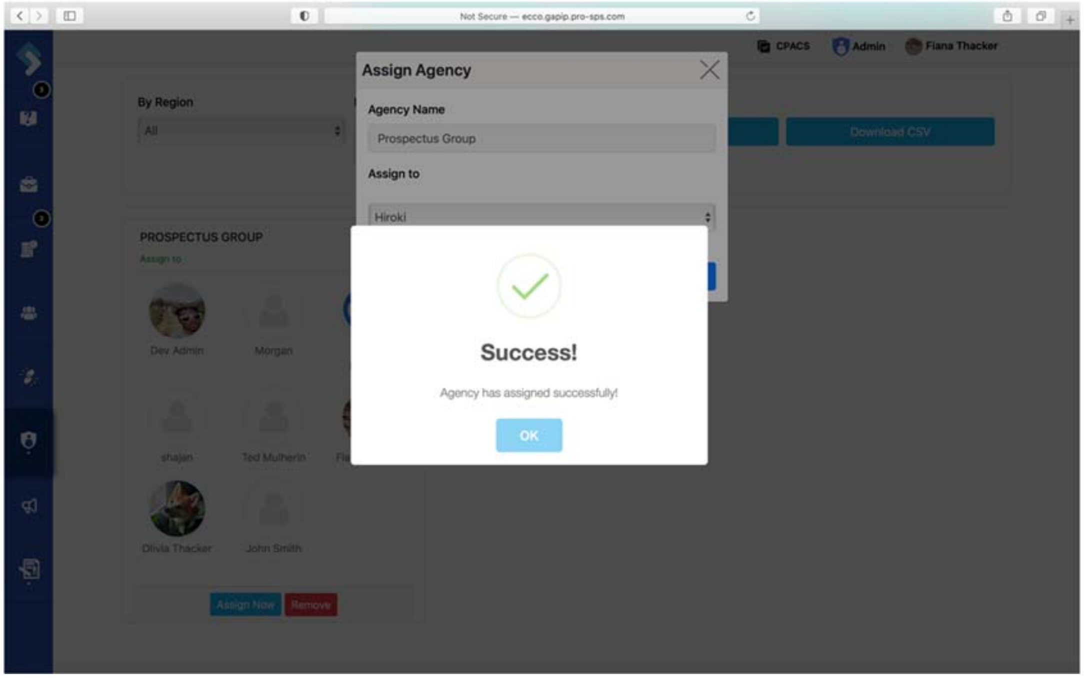


6. Select the user you would like to add to the Agency.

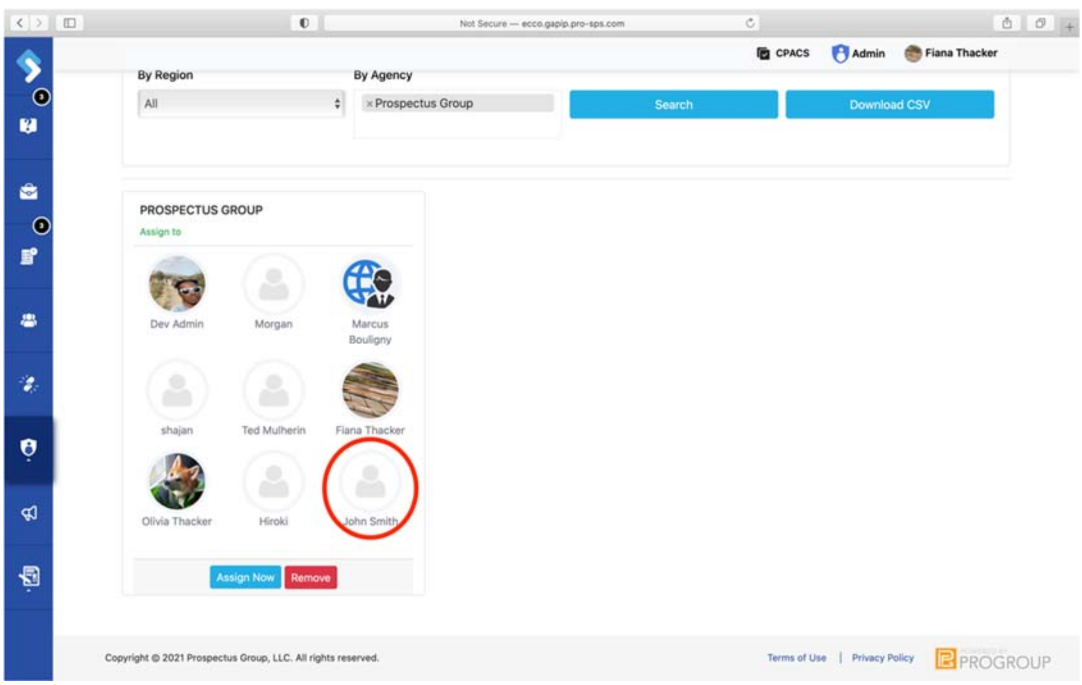


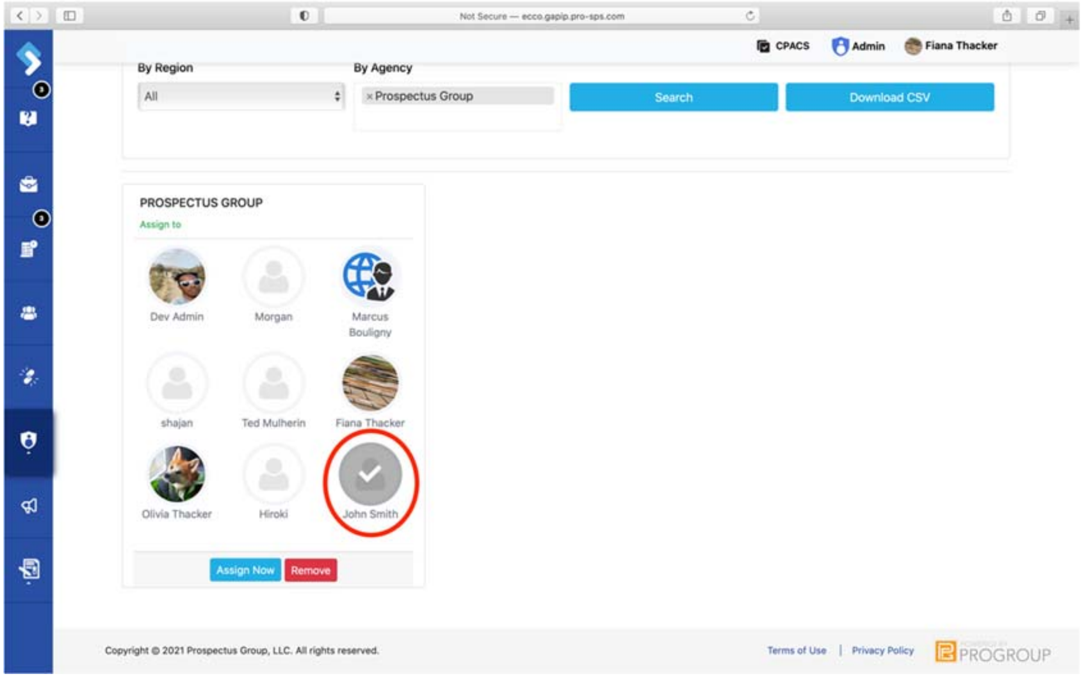
7. Hit the blue box labeled “Assign,” and the user is now assigned.



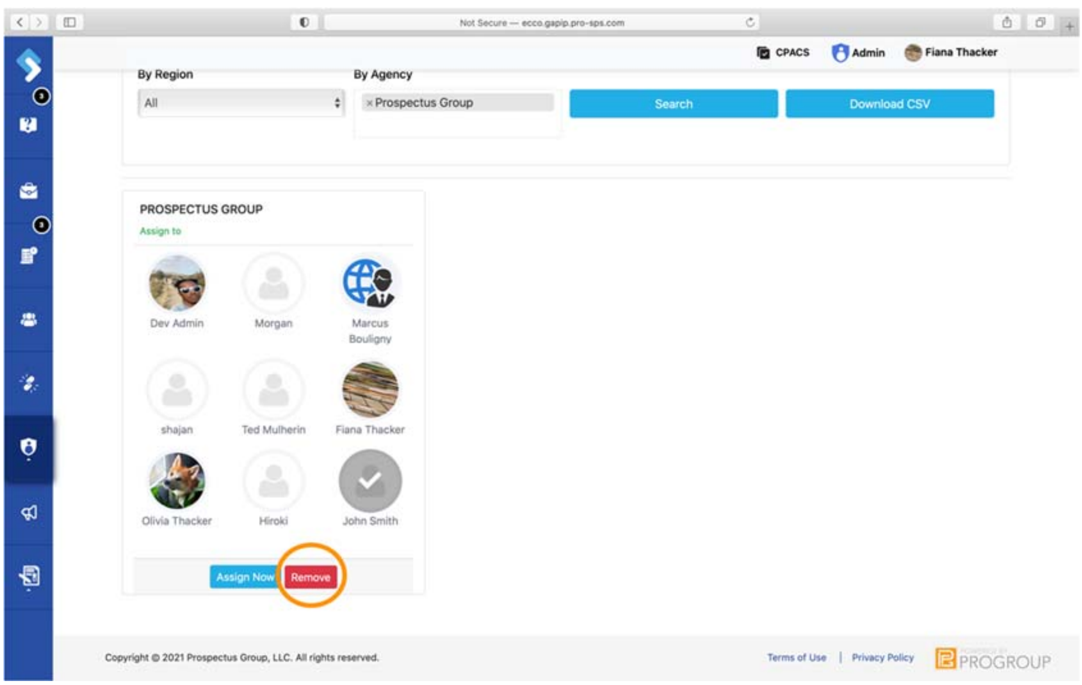


8. To remove a user, find the agency node and click on the circle with the user's photo (the user may not have a picture) and name.

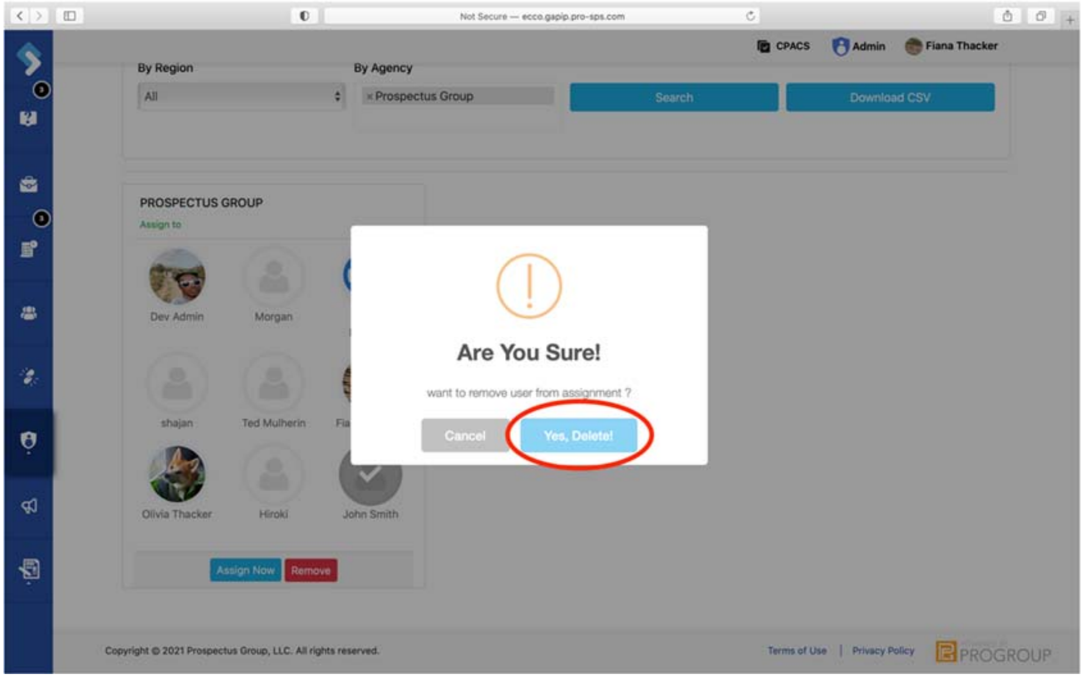




9. Click on the red button labeled "remove."



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.


Not Secure — ecco.gapip.pro-sps.com
CPACS
Admin
Fiana Thacker
By Region
By Agency
All
× Prospectus Group
Search
Download CSV
PROSPECTUS GROUP
Assign to
Dev Admin
Morgan
shajan
Ted Mulherin
Olivia Thacker
Hiroki
John Smith
Are You Sure!
want to remove user from assignment ?
Cancel
Yes, Delete!
Assign Now
Remove
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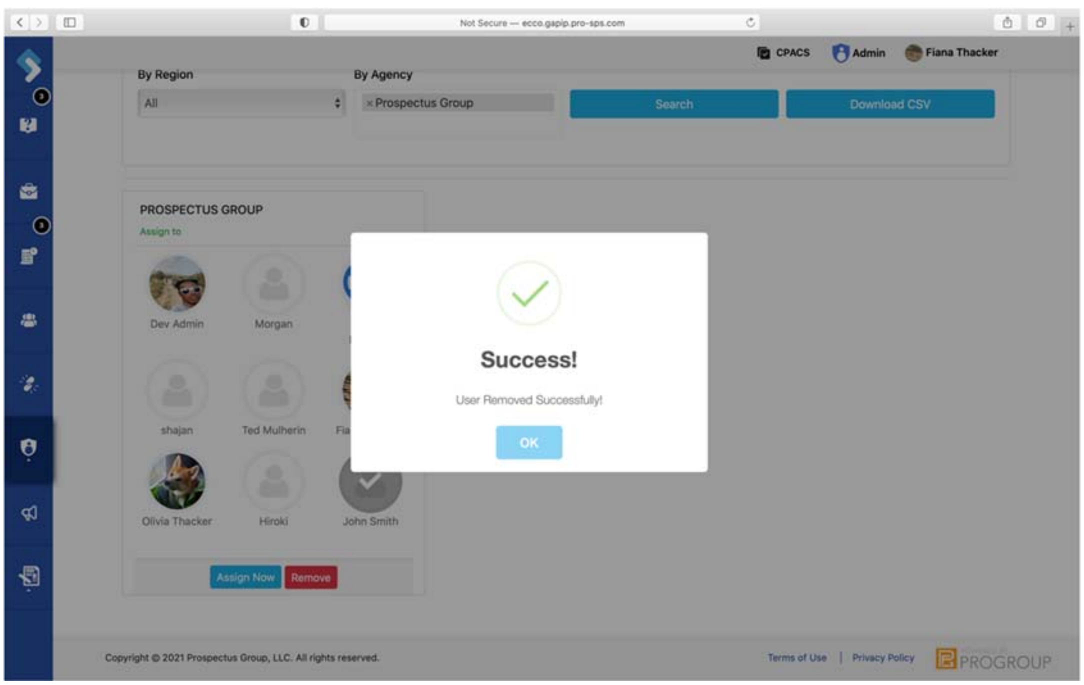
Not Secure — ecco.gapip.pro-sps.com
CPACS
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By Region
By Agency
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× Prospectus Group
Search
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PROSPECTUS GROUP
Assign to
Dev Admin
Morgan
shajan
Ted Mulherin
Olivia Thacker
Hiroki
John Smith
Success!
User Removed Successfully!
OK
Assign Now
Remove
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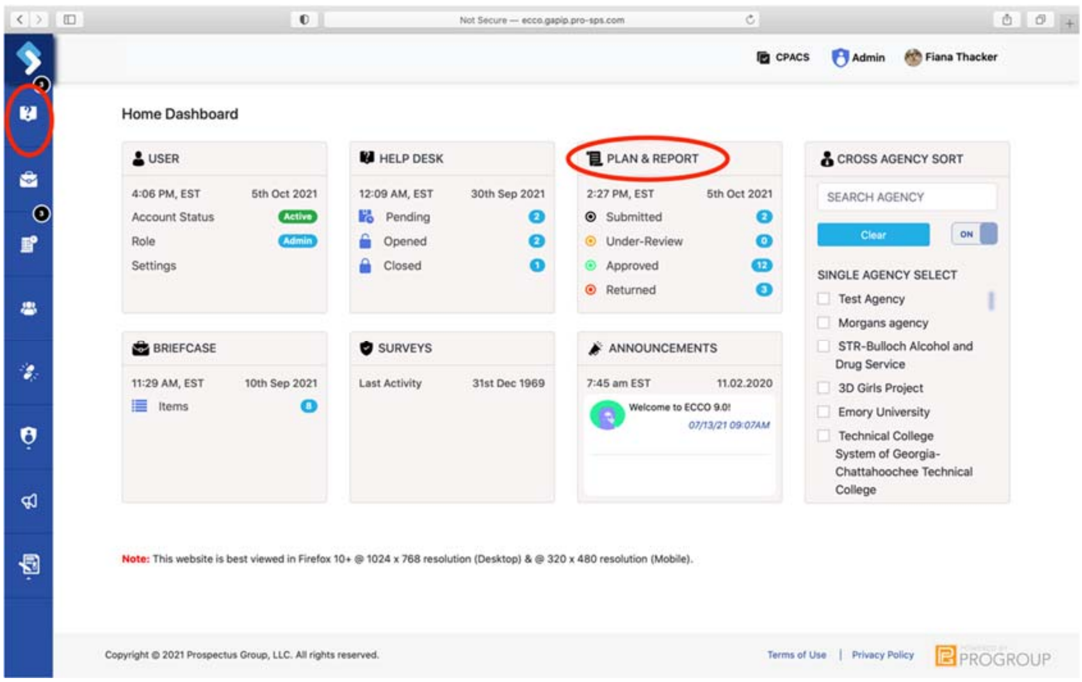
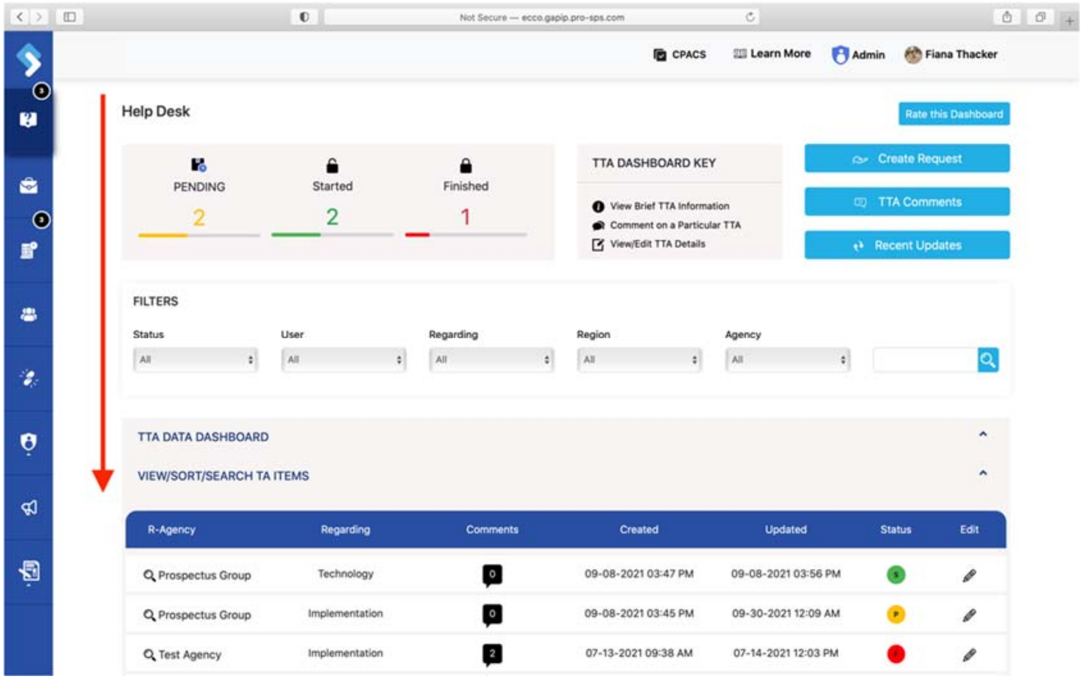
Responding to TA Requests

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.

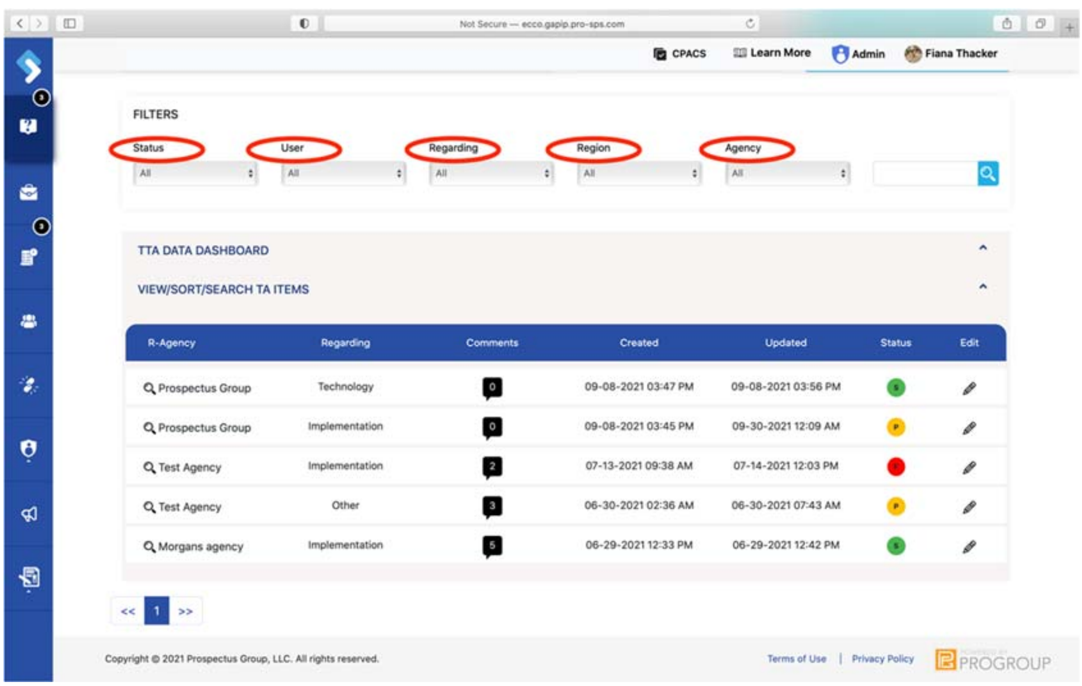
1. From the ECCO homepage, navigate to the Help dashboard by clicking on the node labeled "Help" or clicking on the help icon on the left sidebar.



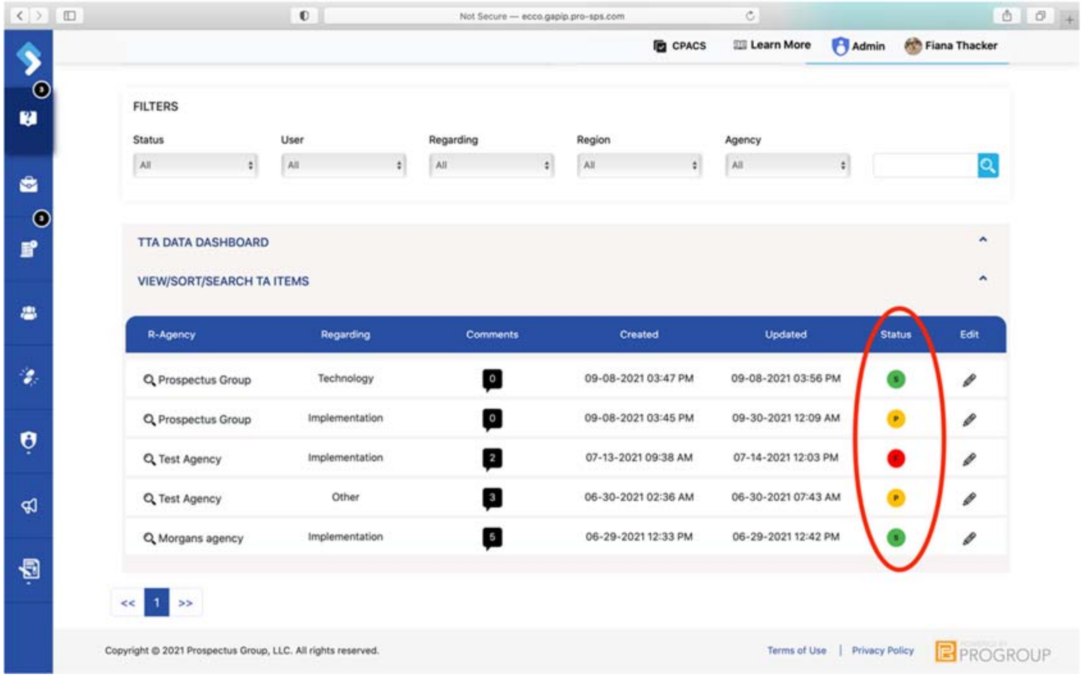
2. On the Help Dashboard, scroll down the page to find a list of TA requests.



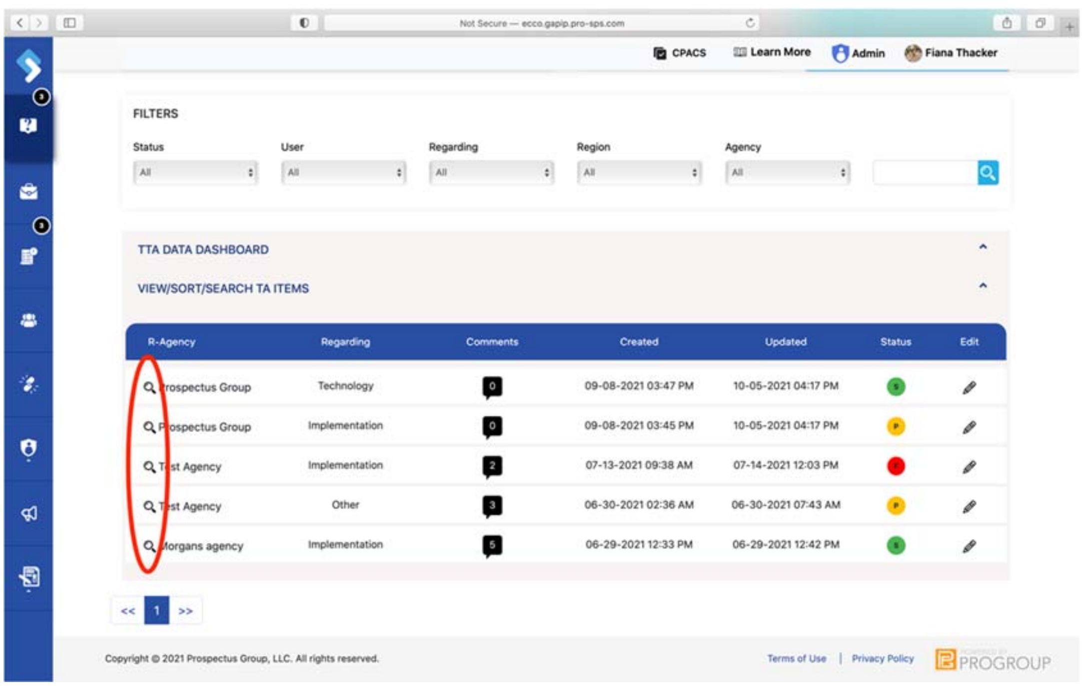
3. If needed, you can filter request by status, user, regarding, region, or agency.



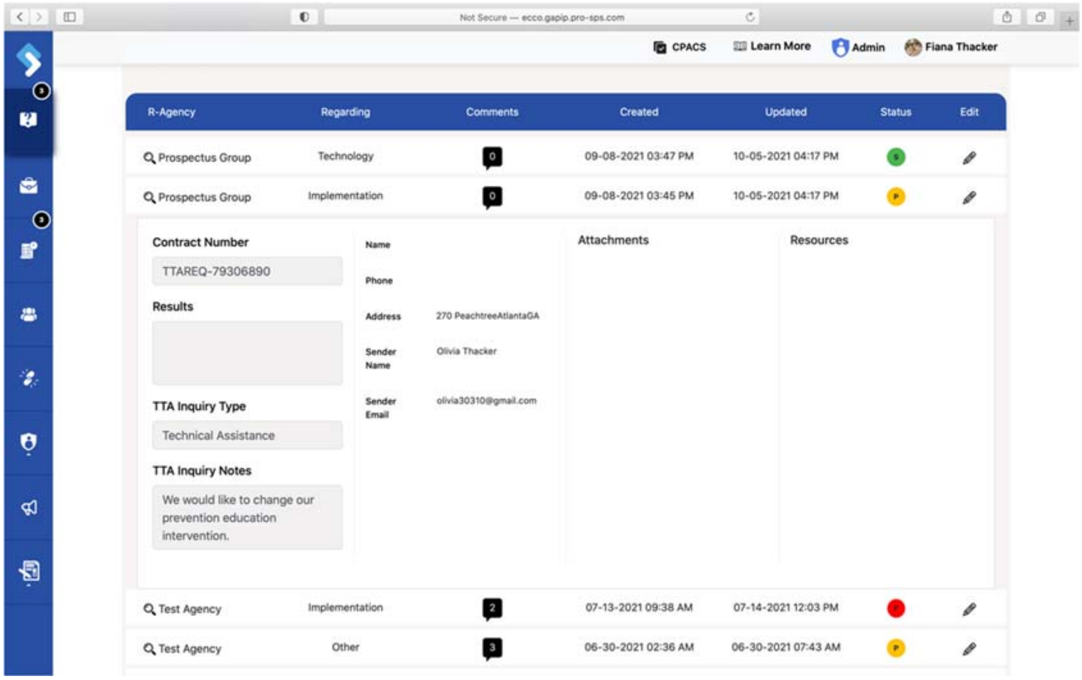
4. The status of each request is indicated by a yellow, green, or red circle to the right of each agency request. Yellow circles indicate the request is pending. A request should remain as pending until an Admin or a member of the TA team has begun to work on the request. Green indicates a request has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



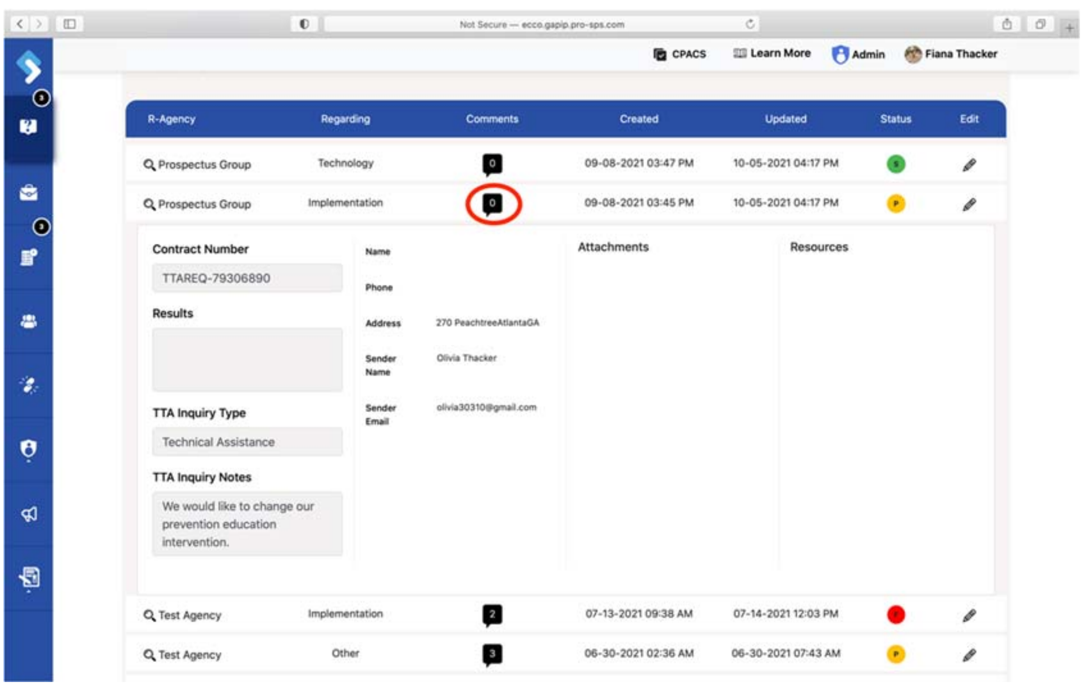
5. You can view the details of a request by clicking on the magnifying glass on the right side of the TA request.

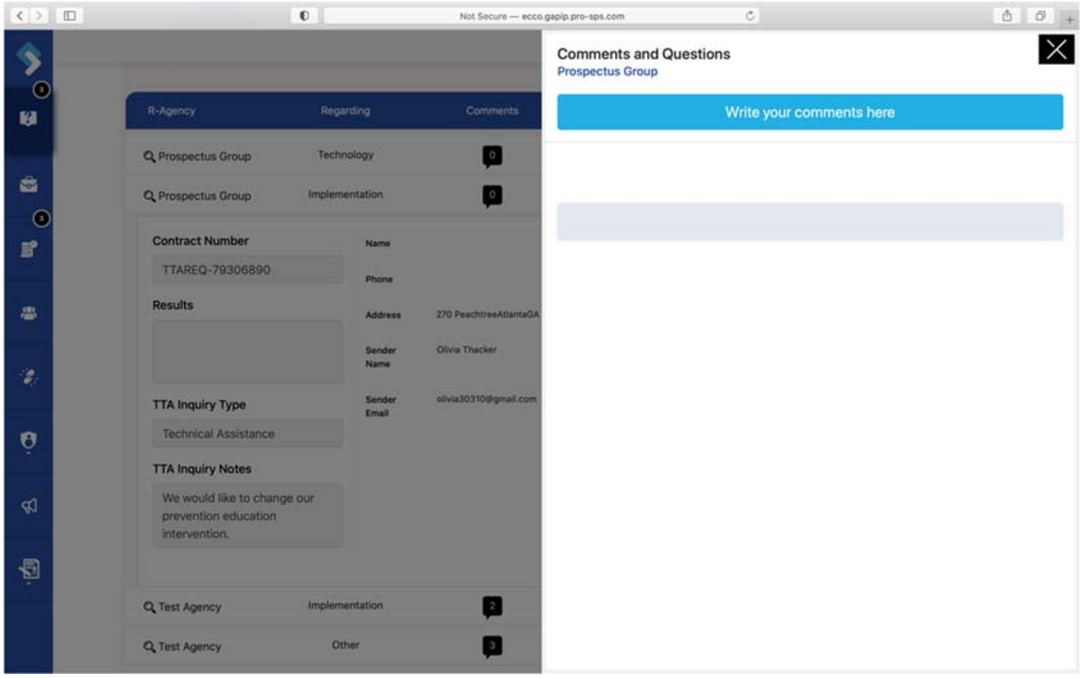


6. Here you will find the inquiry type, the reason for the TA request, and the sender of the request.

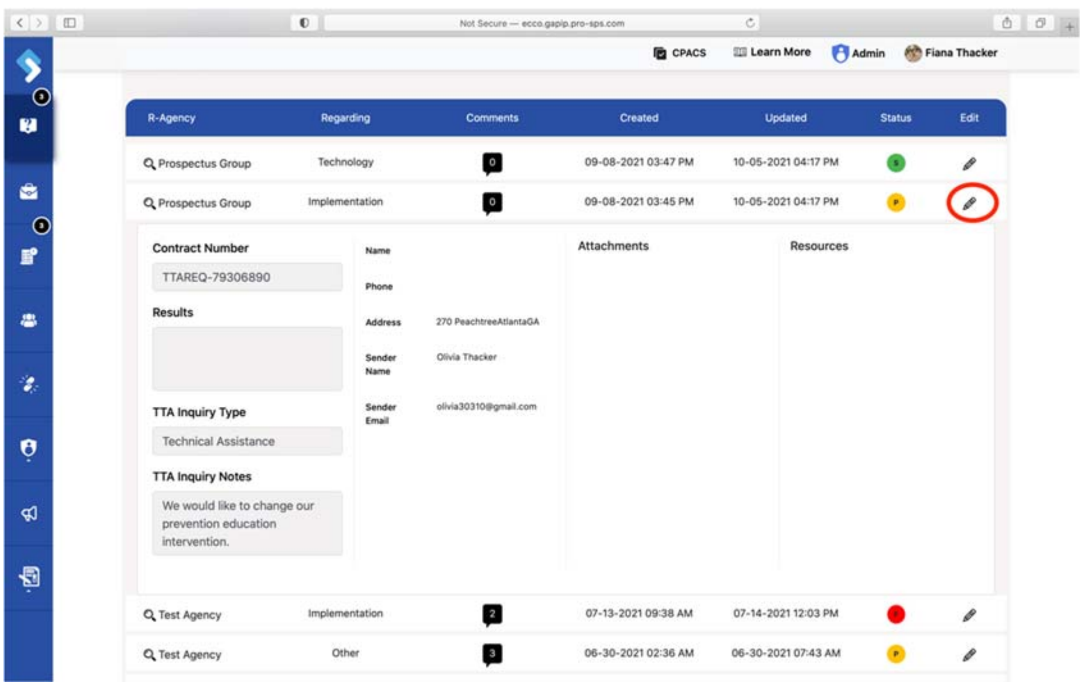


7. To respond to the agency TA request, click on the comment bubble and a comment box will open.

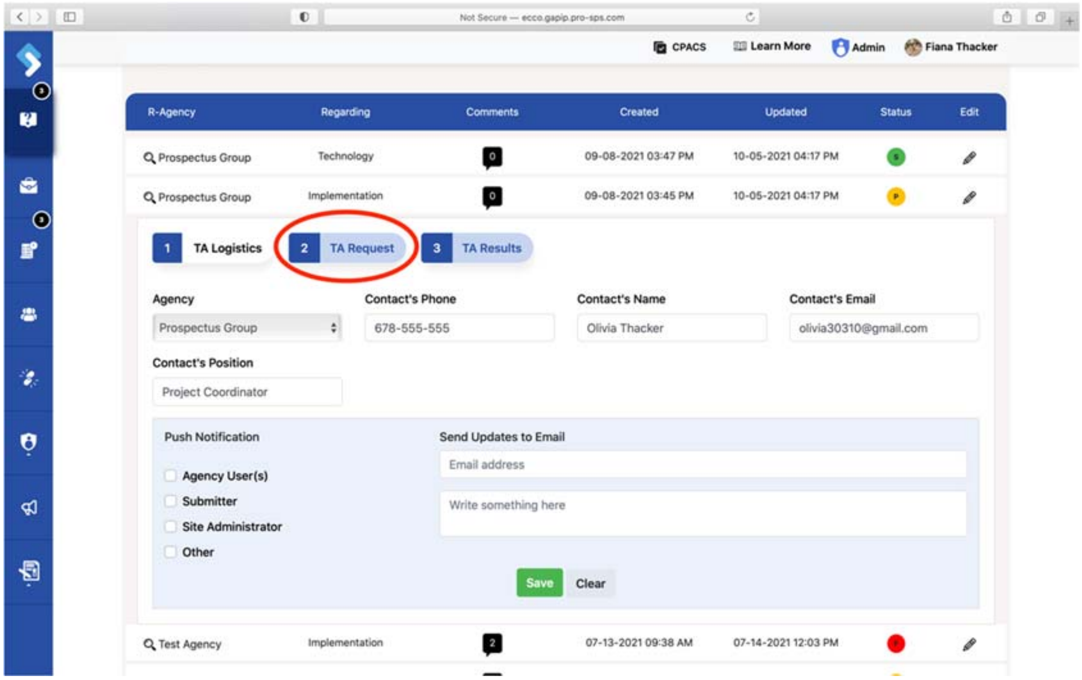




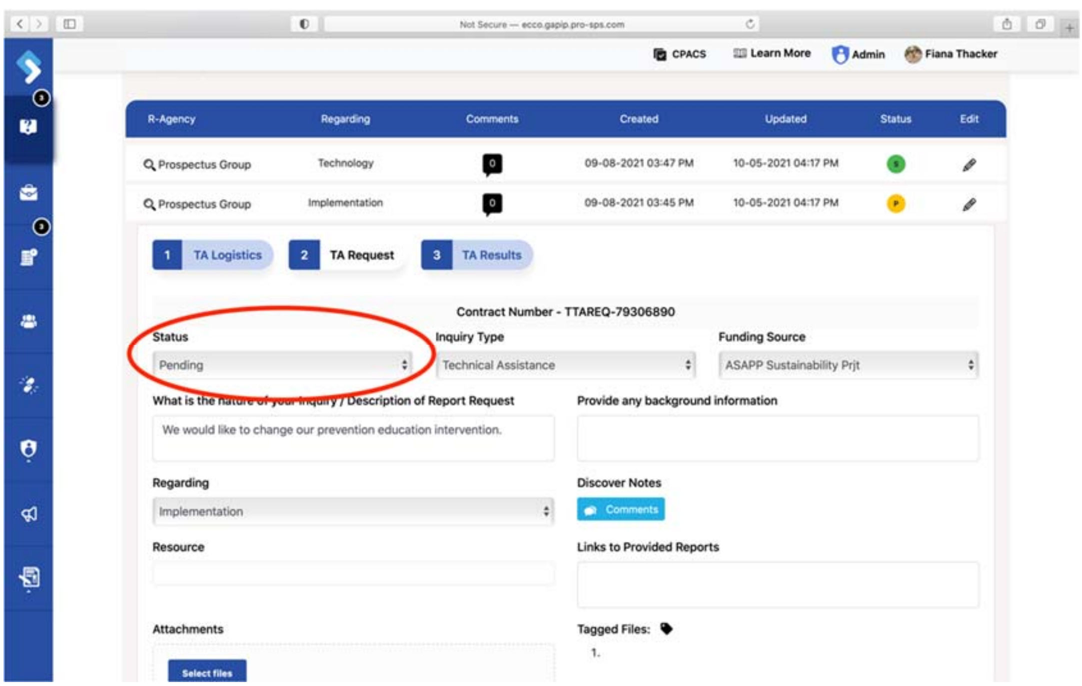
8. Once you have responded to a request, you can change the status of the request by clicking on the edit icon shaped like a pencil.

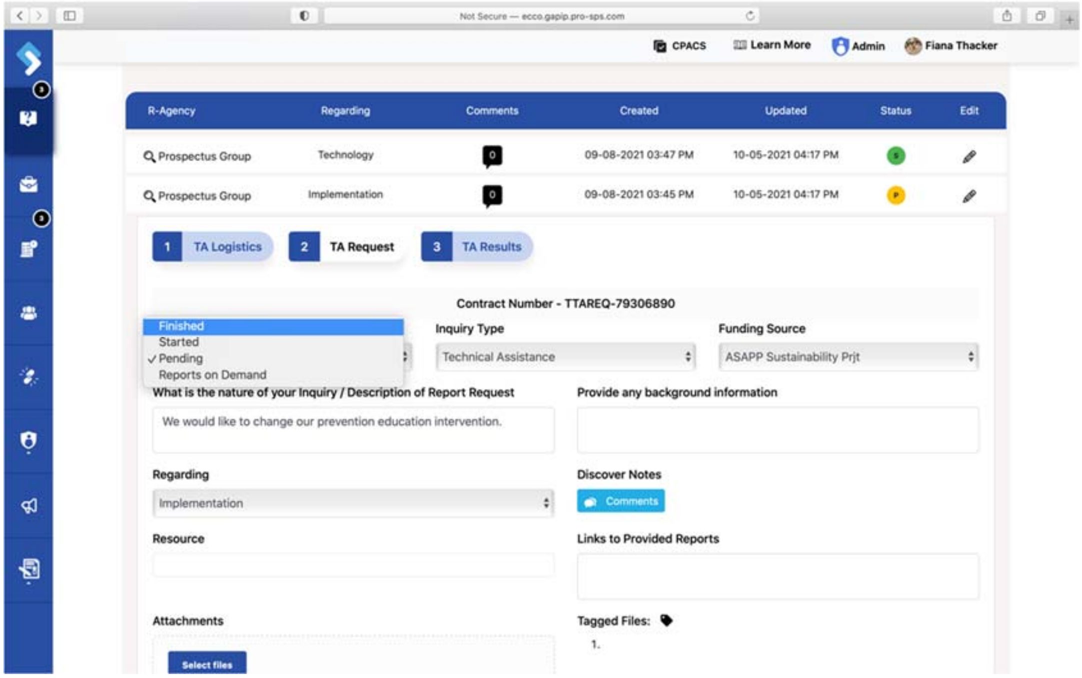


9. Click on the "TA Request" tab at the top.

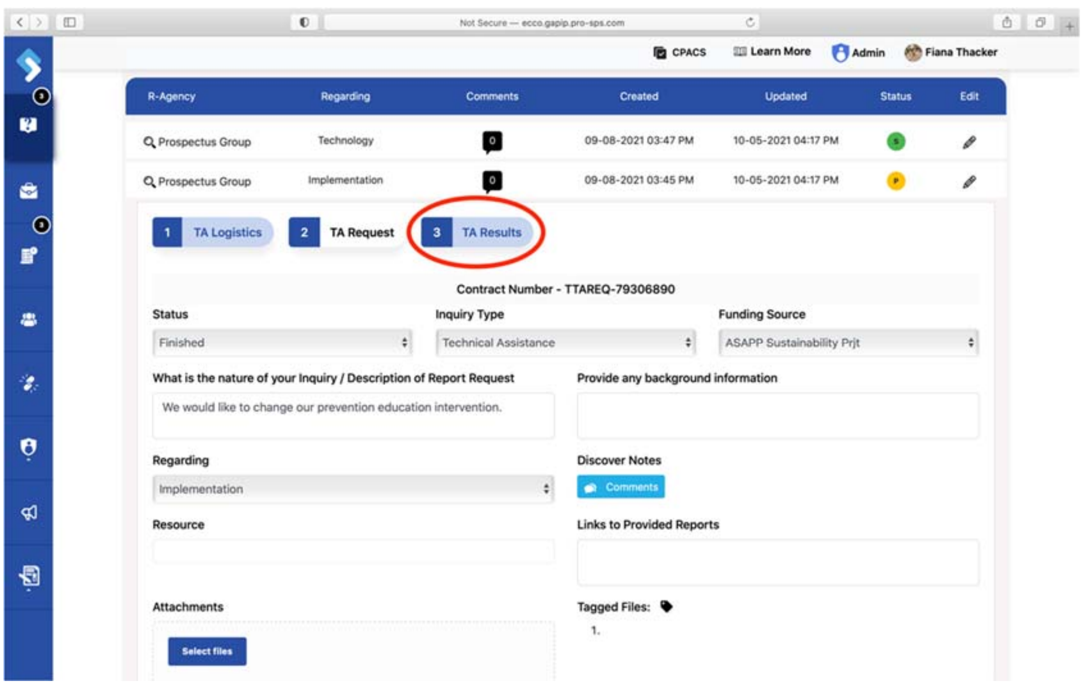


10. Under Status, click on the down arrow and select the appropriate status of the TA request.

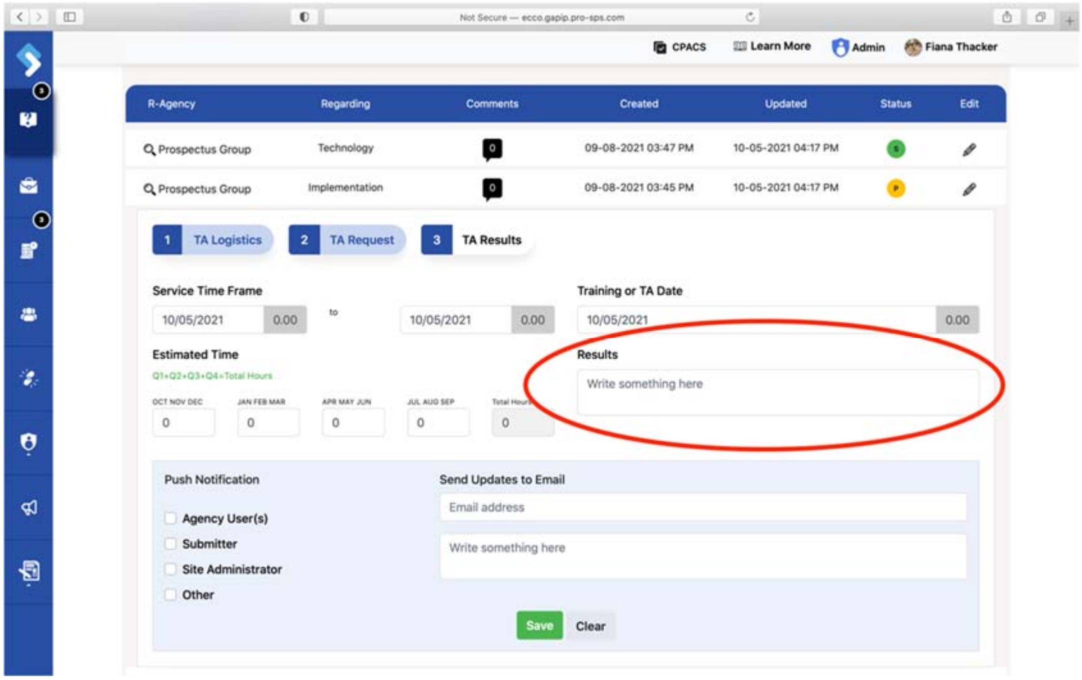




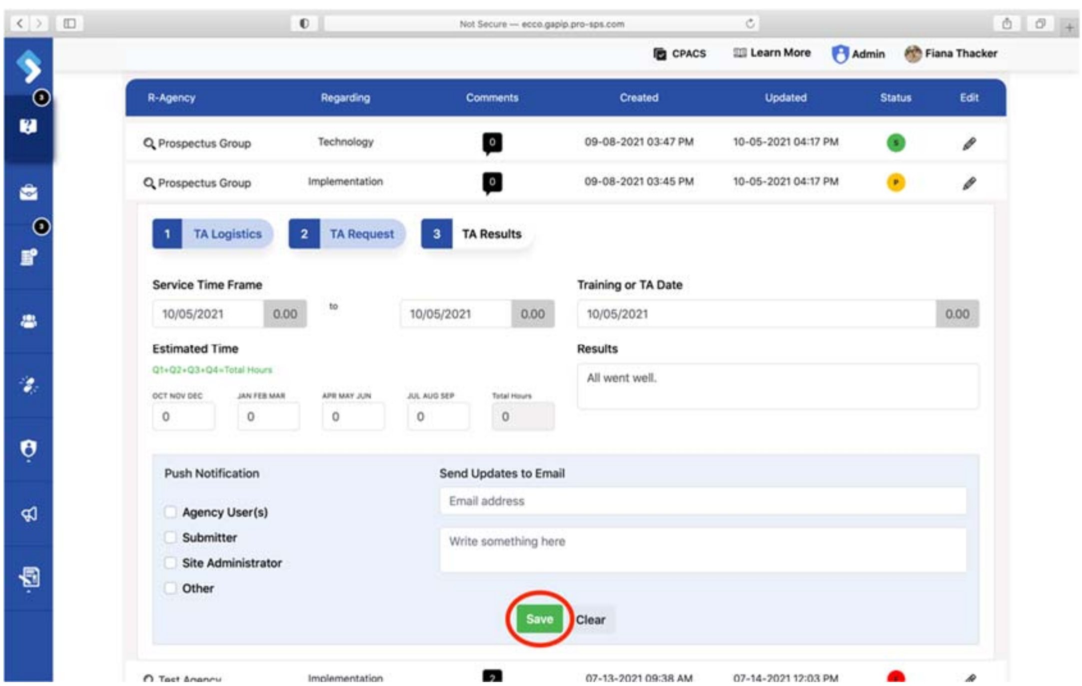
11. If the TA request has been fulfilled and completed, click on the "TA Results" tab.



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



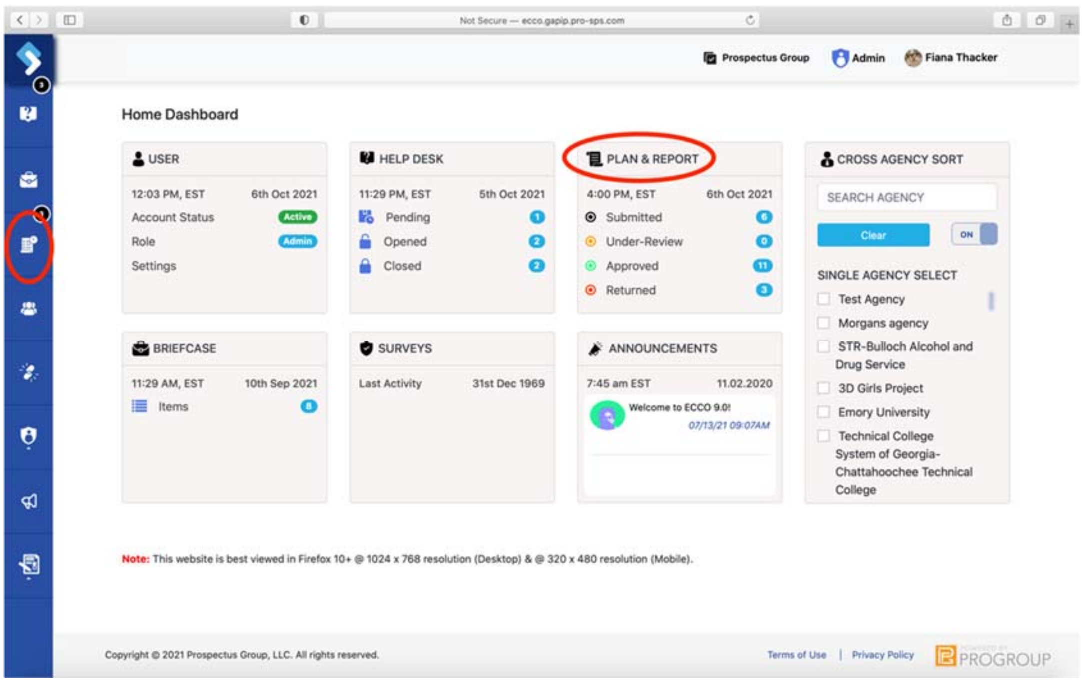
13. Once all edits have been made, hit the green save button.



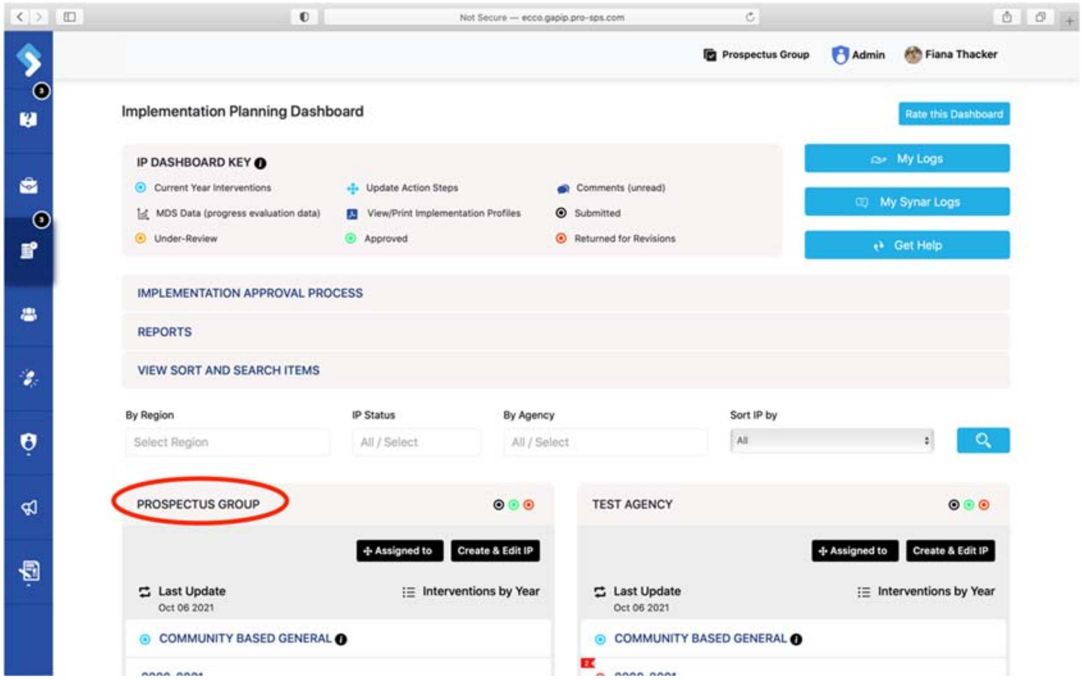
Approving IPs

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

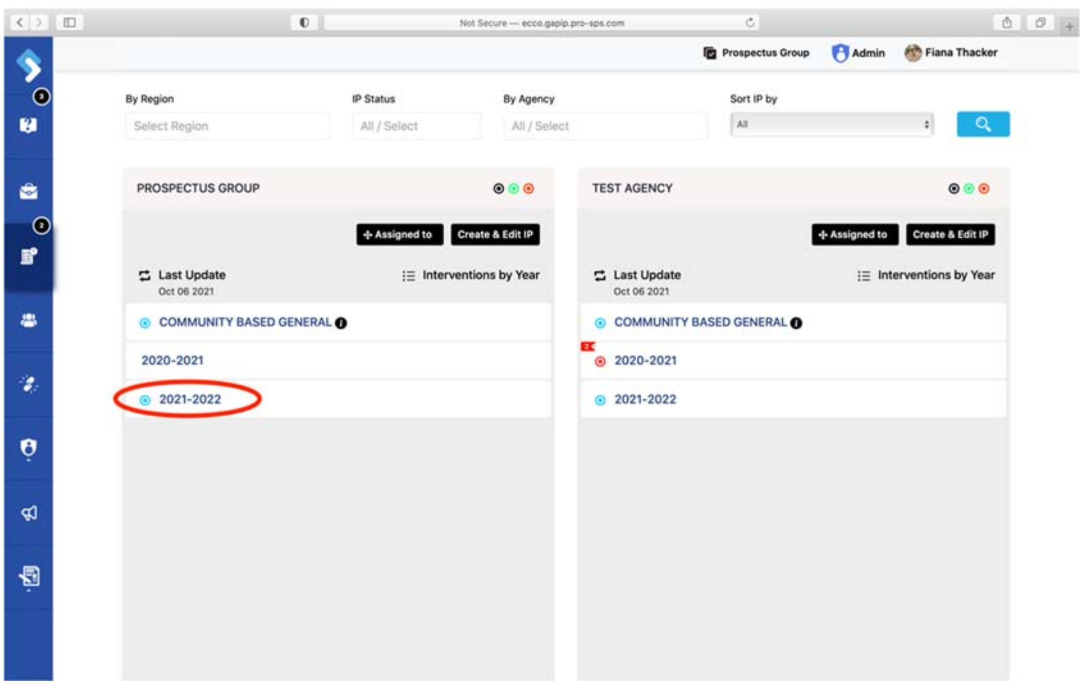
1. From the ECCO homepage, navigate to the Implementation dashboard by clicking on the node labeled "Plan & Report" or clicking on the IP icon on the left sidebar.



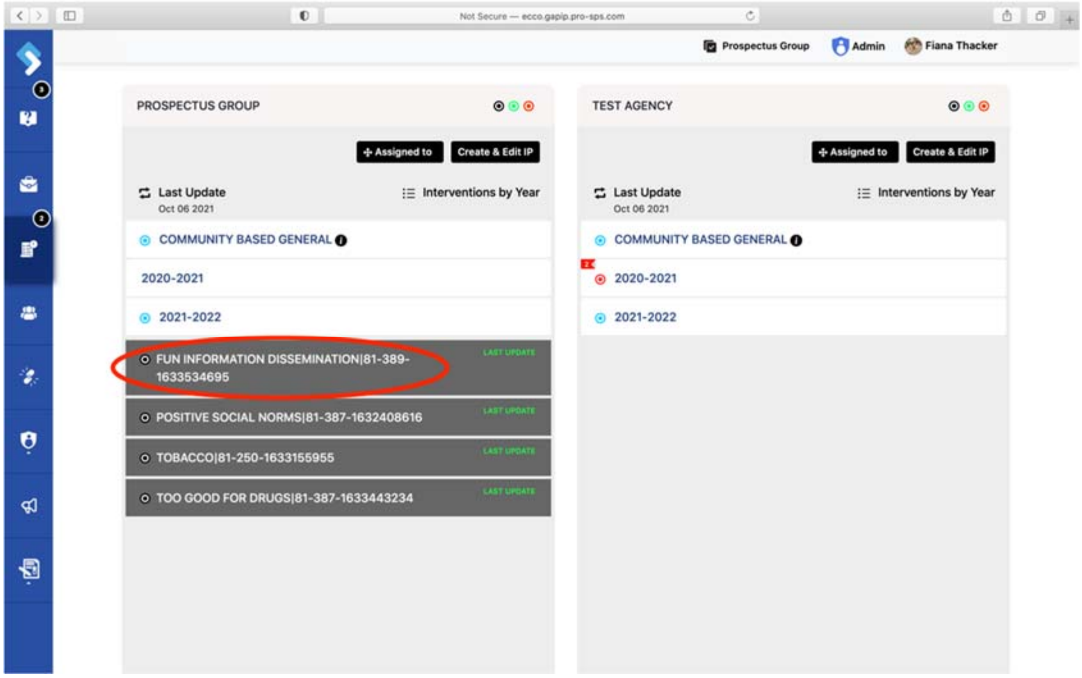
2. On the IP dashboard, find the agency node you want to approve or return IPs for.



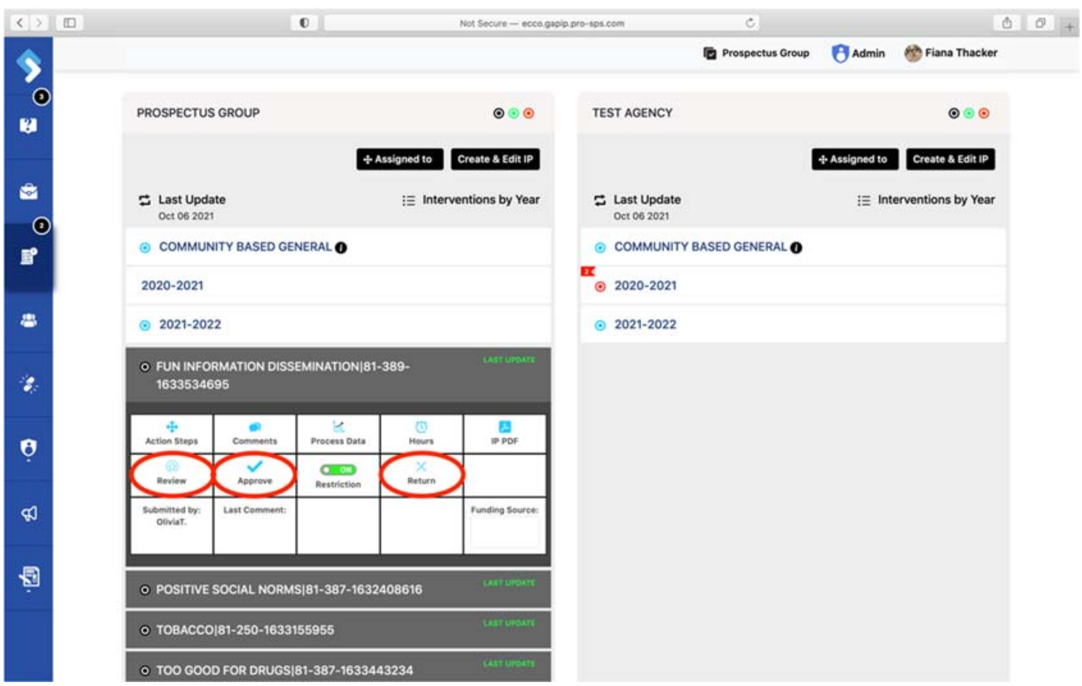
3. Click on the appropriate contract year.



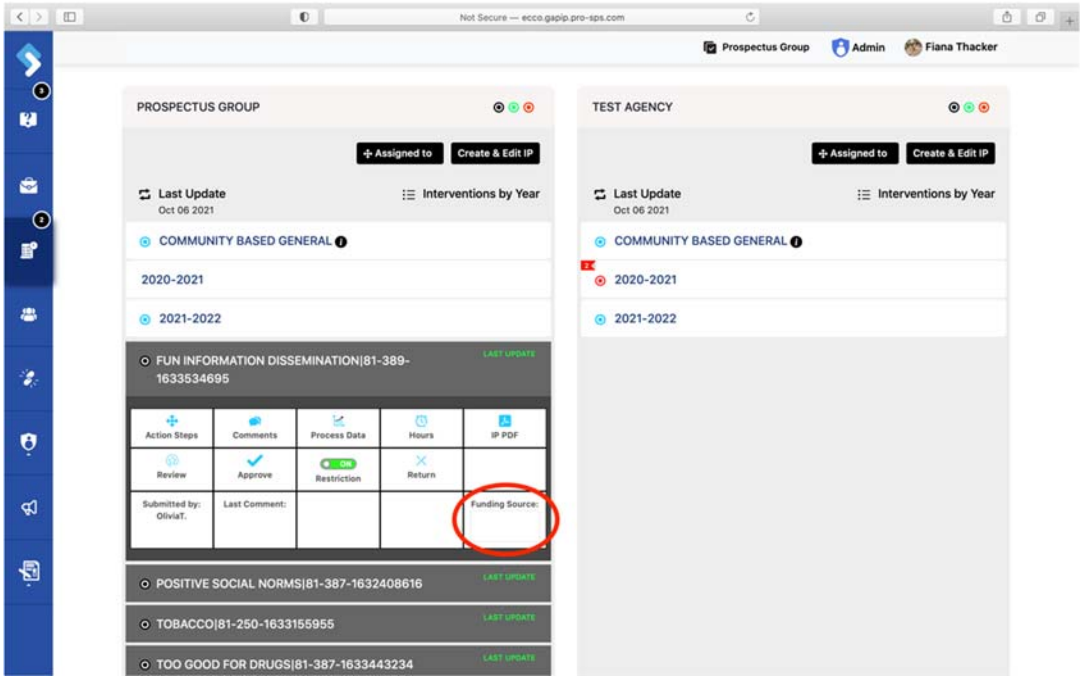
4. Click on the Intervention you want to approve or return for corrections to reveal two rows of white boxes.



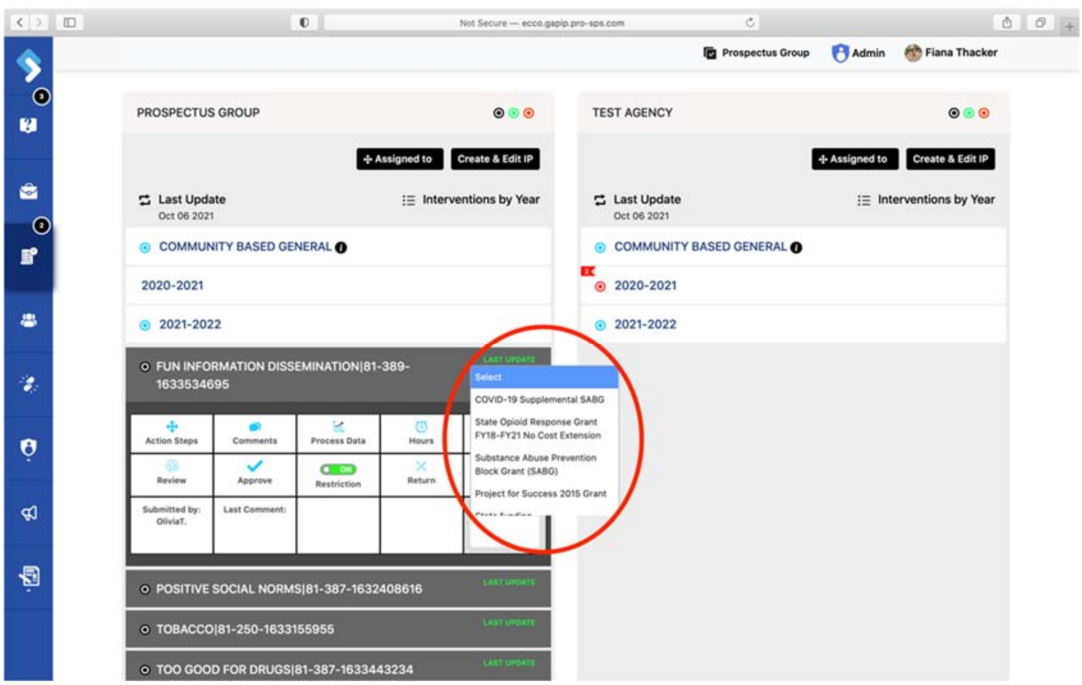
5. On the second row, you can change the status of the IP by selecting "Review," "Approve," or "Return."



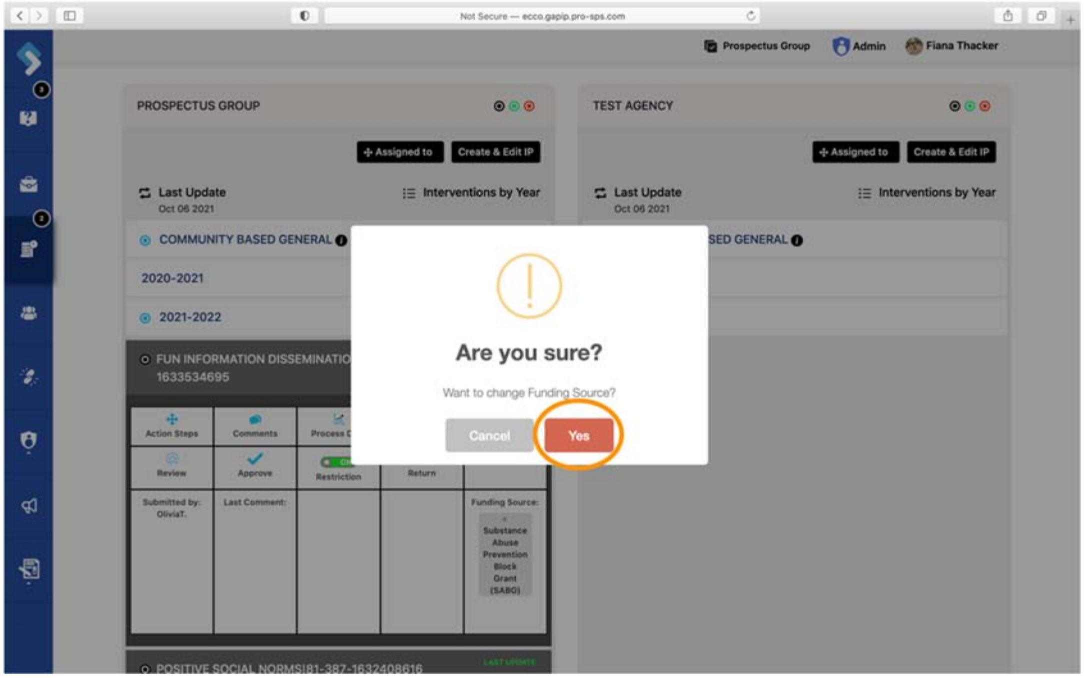
6. Before changing the status of the IP, you will need to select the funding source for the intervention by placing your cursor under the box labeled "Funding Source."



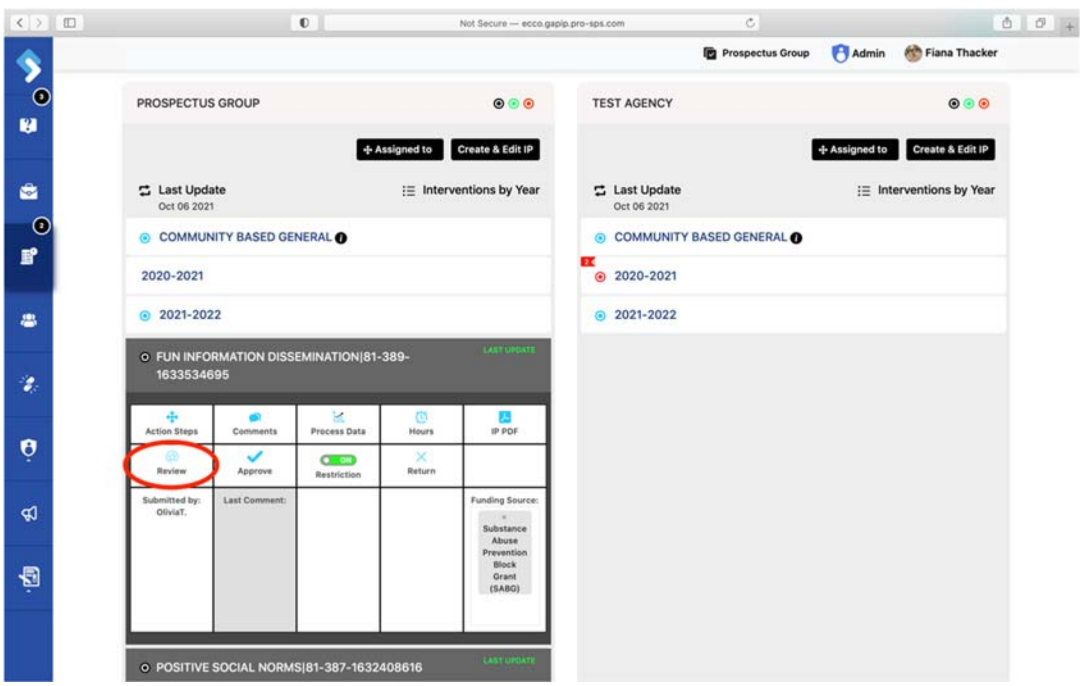
7. Select a funding source from the list provided.



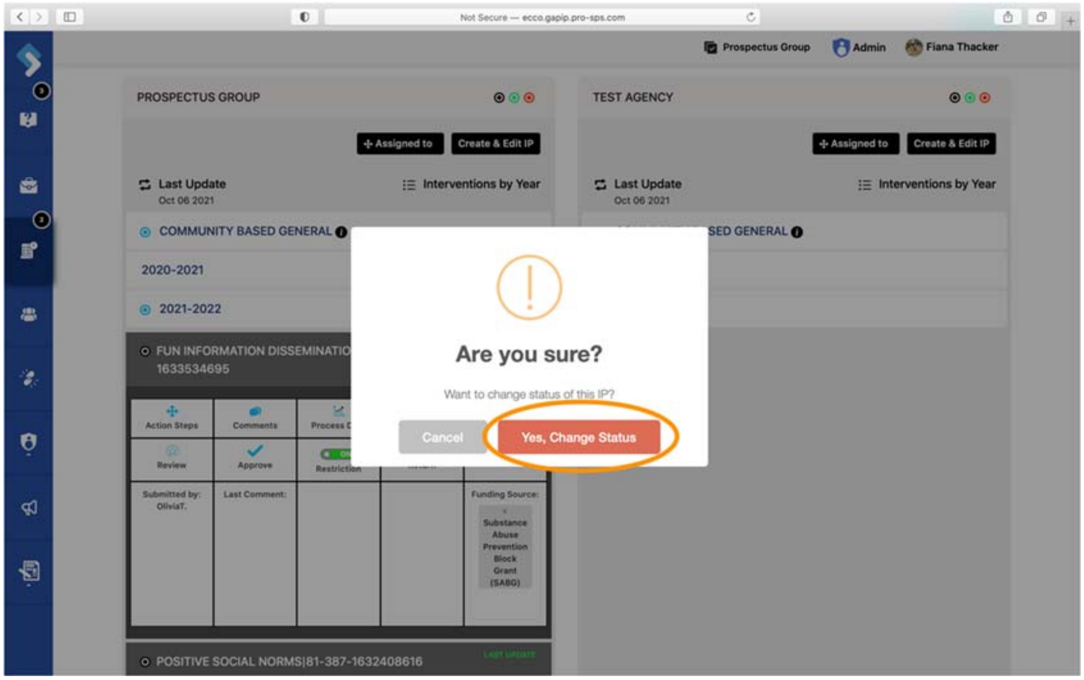
8. You will be asked to confirm if you want to change the funding source. Select "Yes."



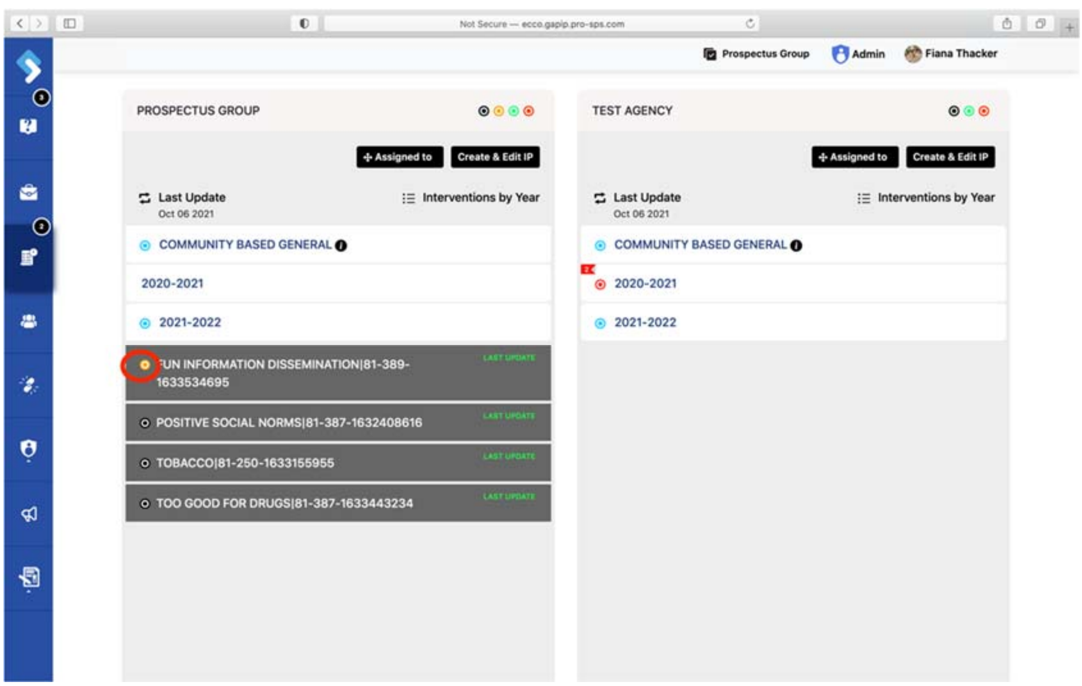
9. By clicking on the “Review” icon, you can change the status of the IP from “Submitted” to “Under Review.”



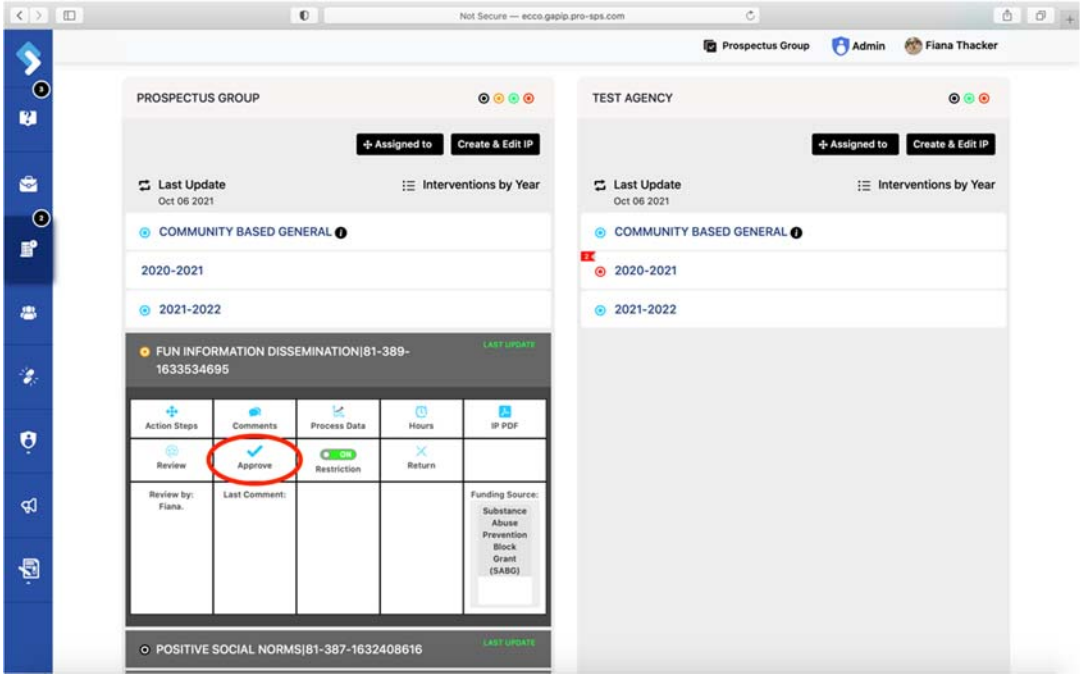
10. You will be asked to confirm if you want to change the status of the IP. Select “Yes, Change Status.”



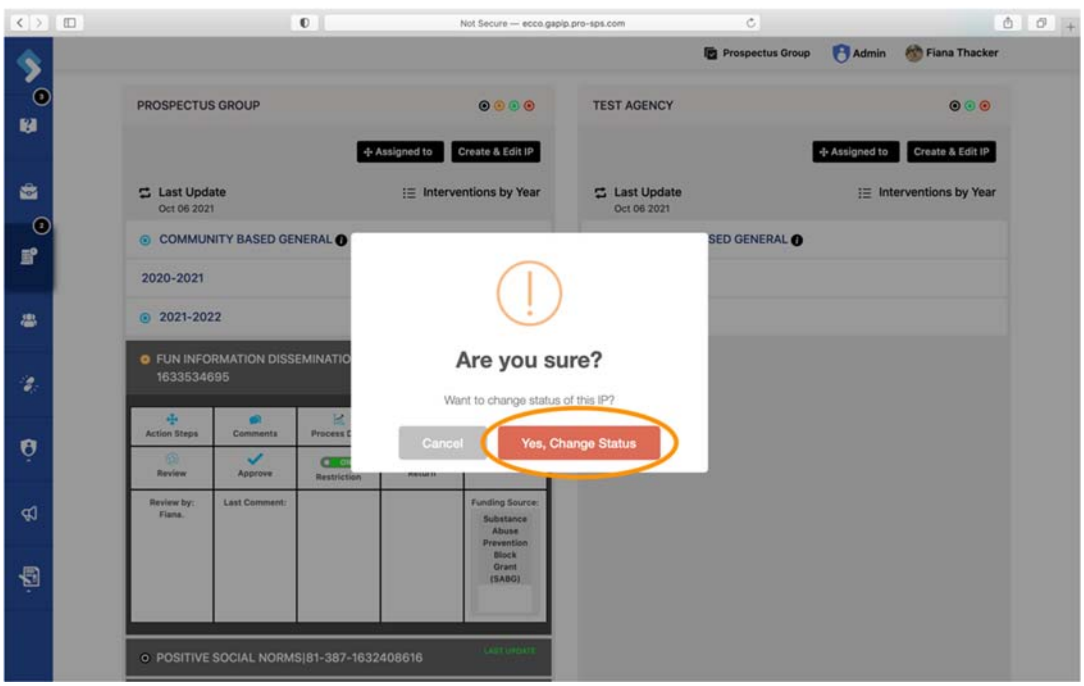
11. An orange dot will appear next to the intervention once the page has been refreshed.



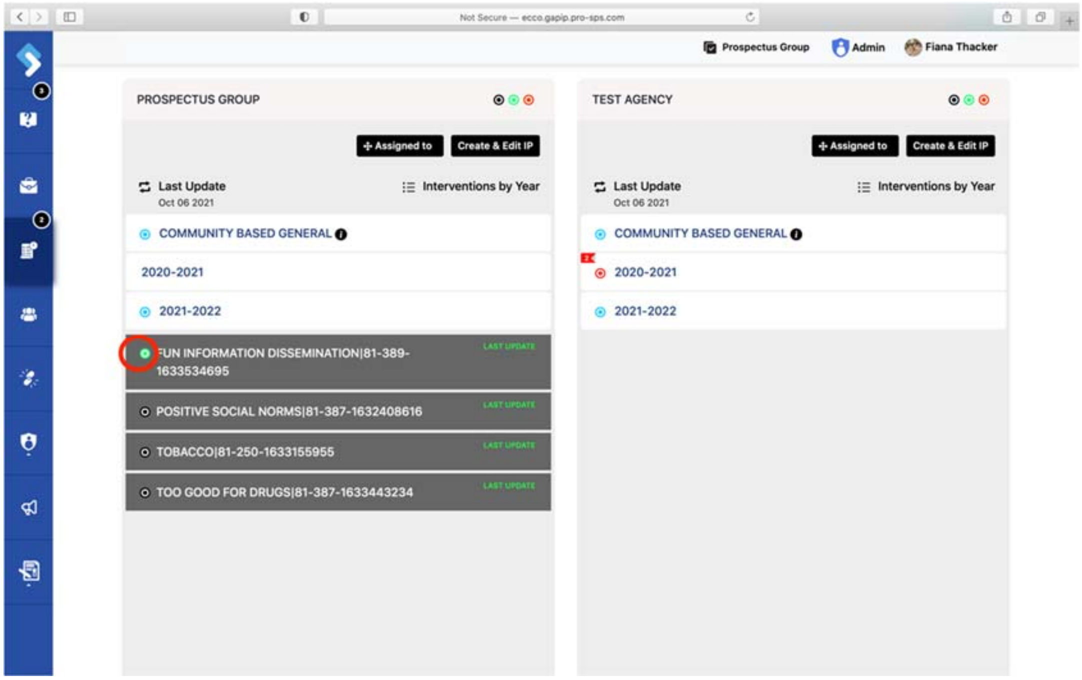
12. Once you are ready to approve the IP, you can click on the "Approve" icon.



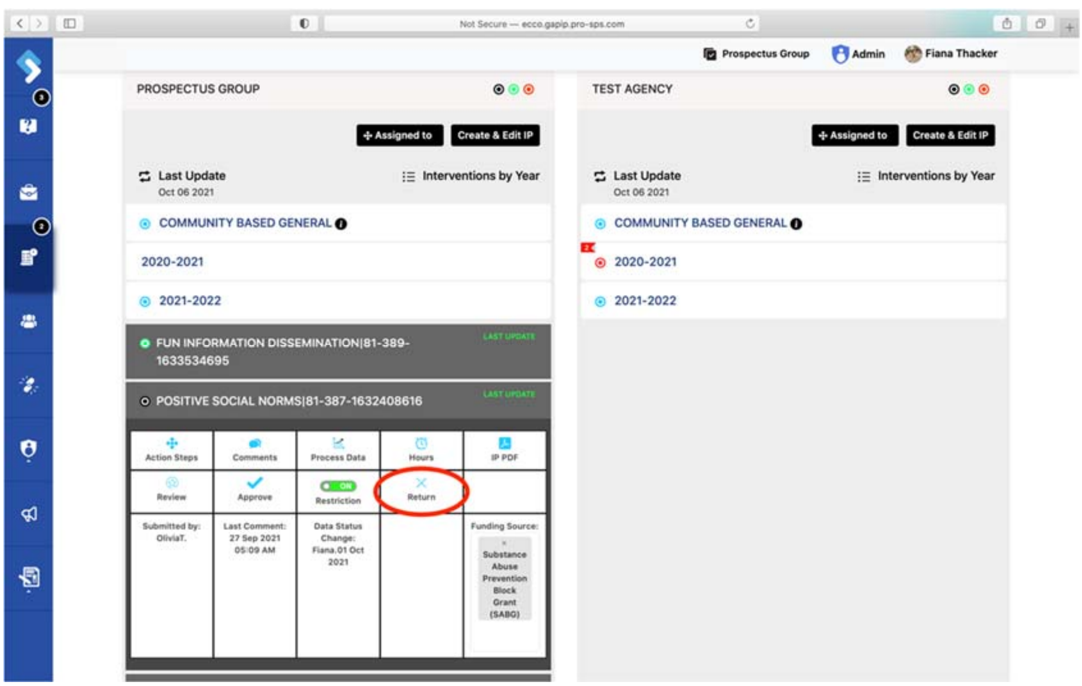
13. You will be asked to confirm you want to change the status of the IP. Select "Yes, Change Status."



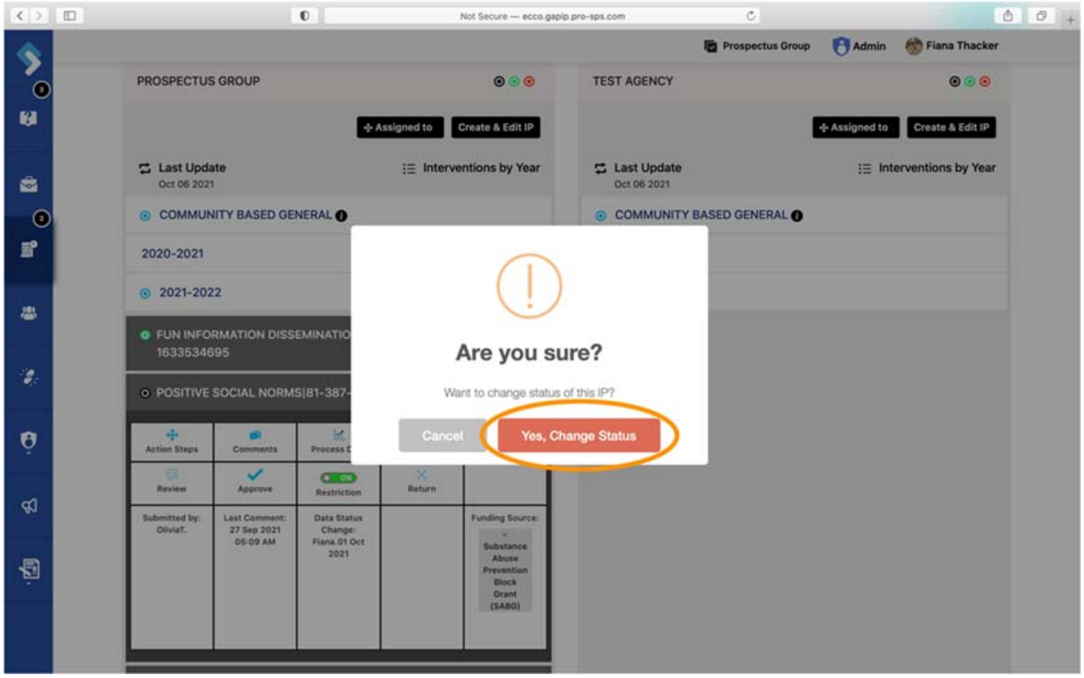
14. Once the page has been refreshed, a green dot will appear to indicate the IP has been approved.



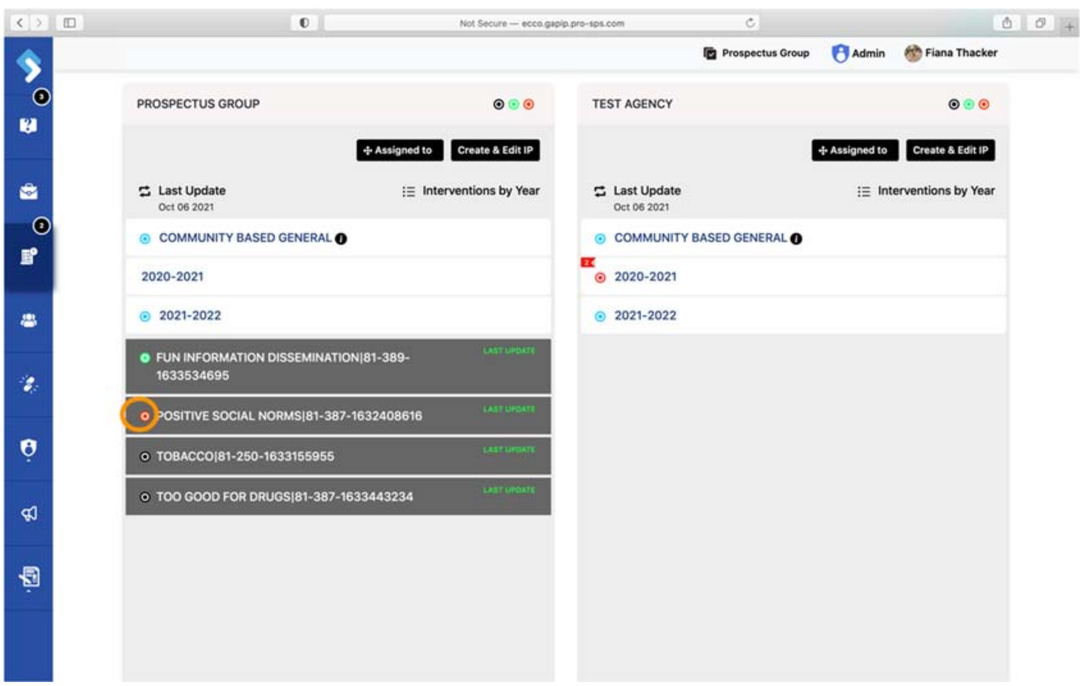
15. If the IP needs to be returned for corrections, click on the “Return” icon.



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



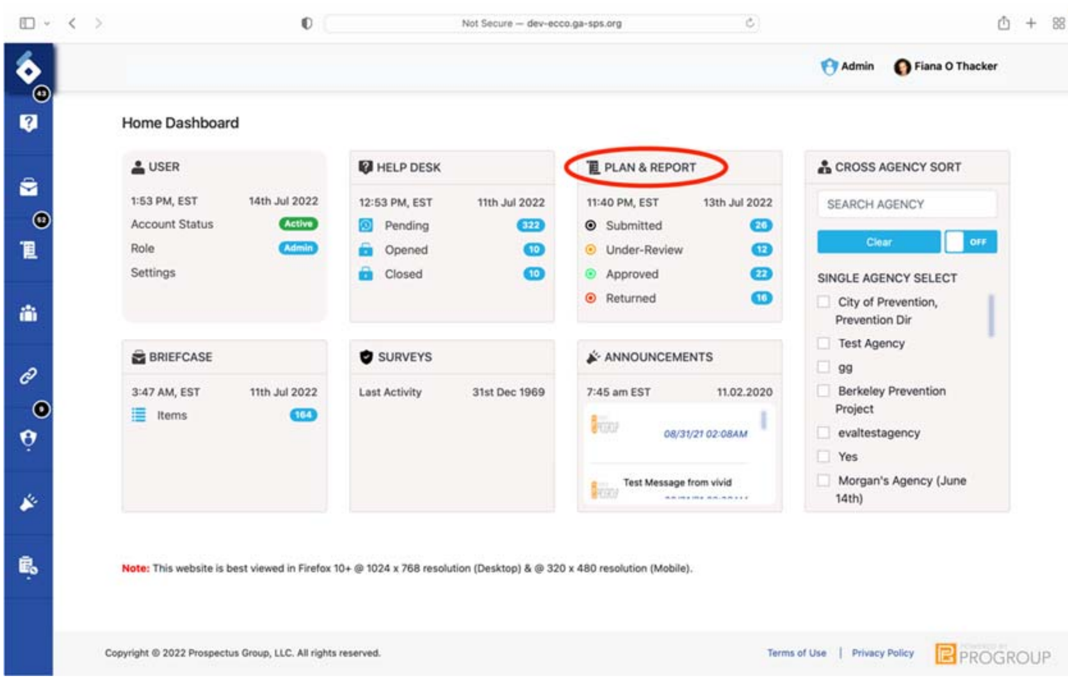
17. A red dot will appear to indicate the IP has been returned. This action will allow the provider to make edits to the IP.



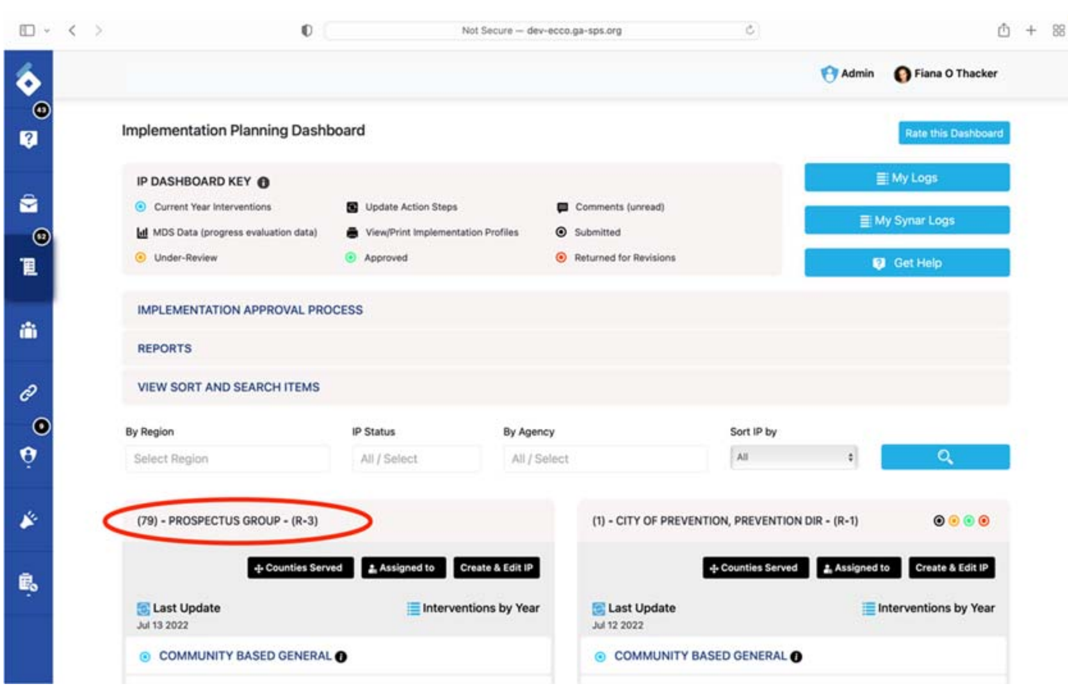
Approving Survey Requests

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

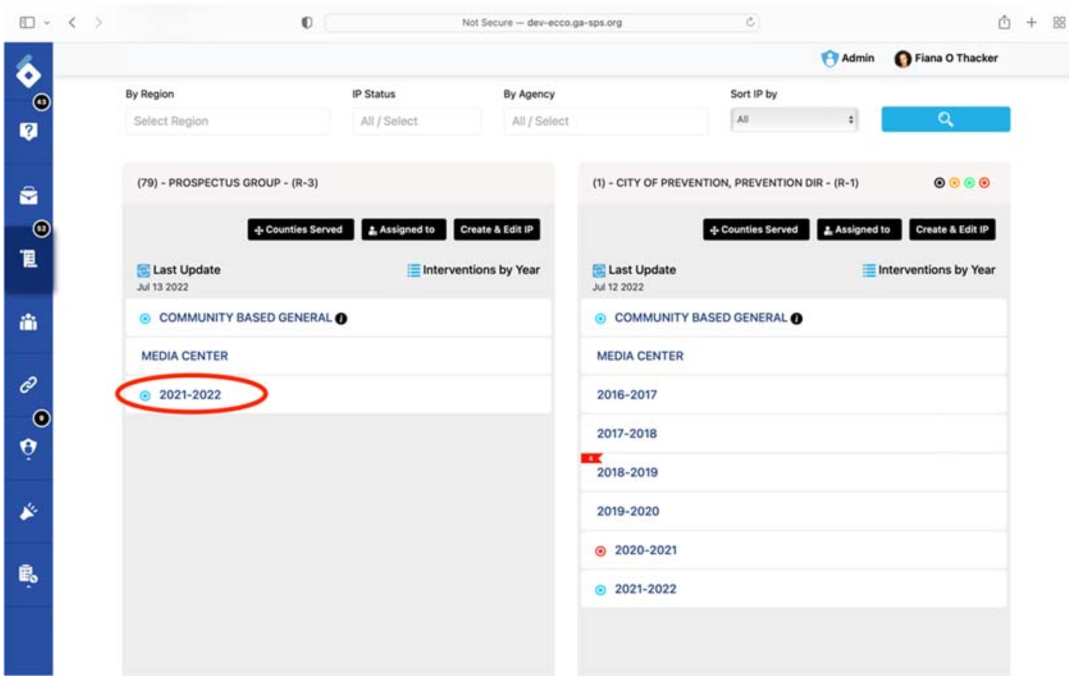
1. From the ECCO homepage, navigate to the Survey Set Up page by clicking on Plan & Report node.



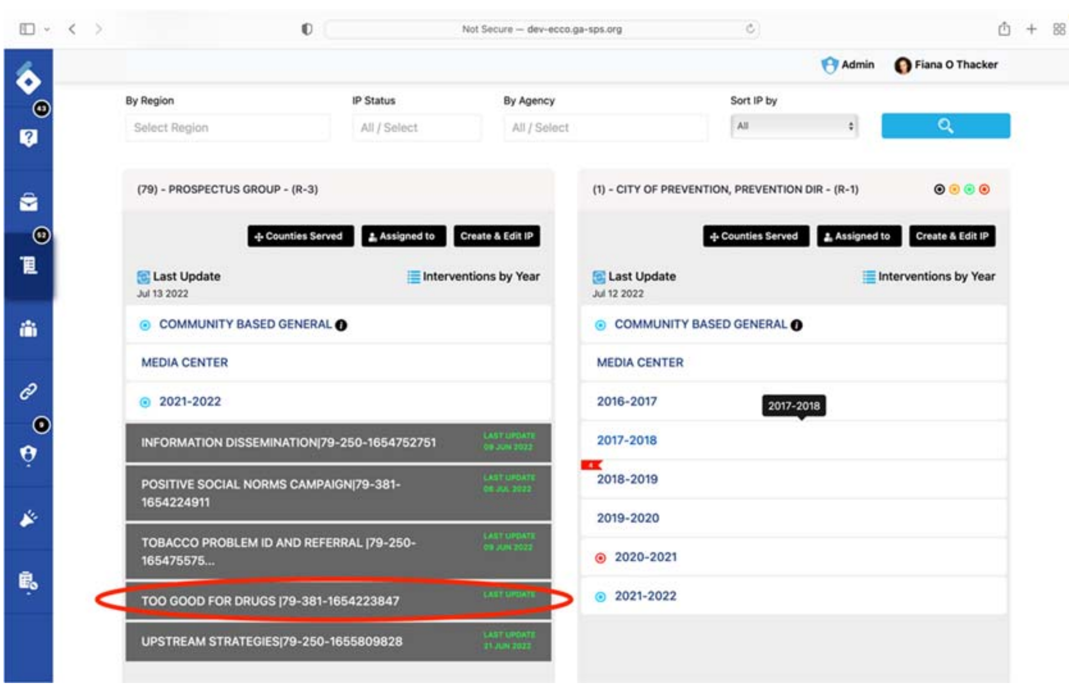
2. On the IP dashboard, find the agency node you want to approve surveys for.



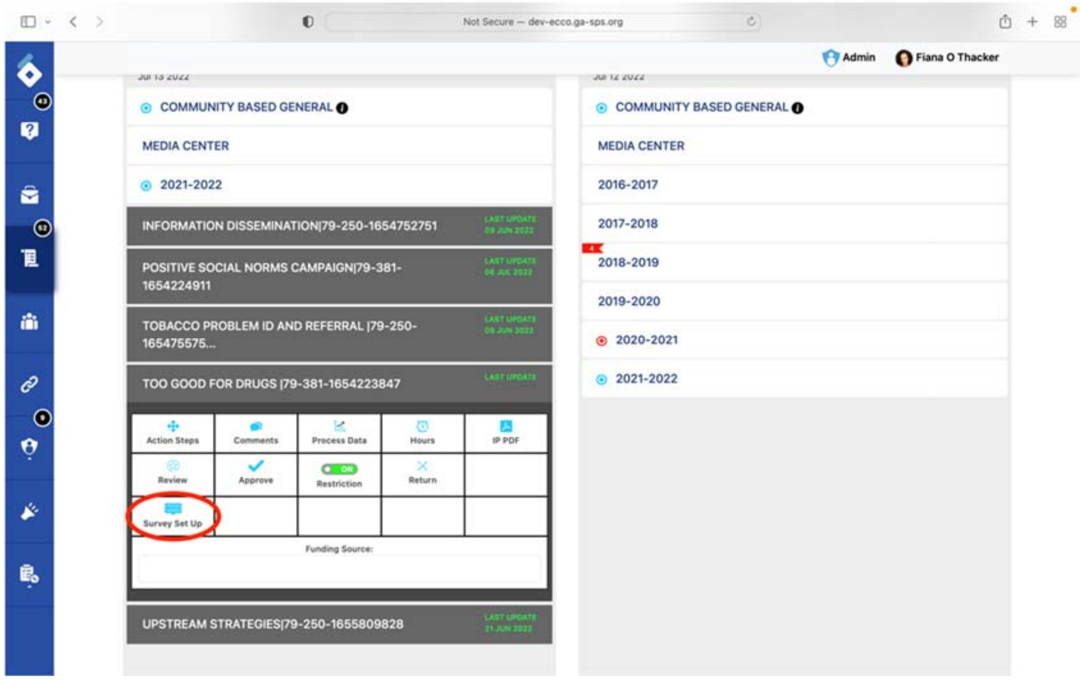
3. Select the appropriate contract year.



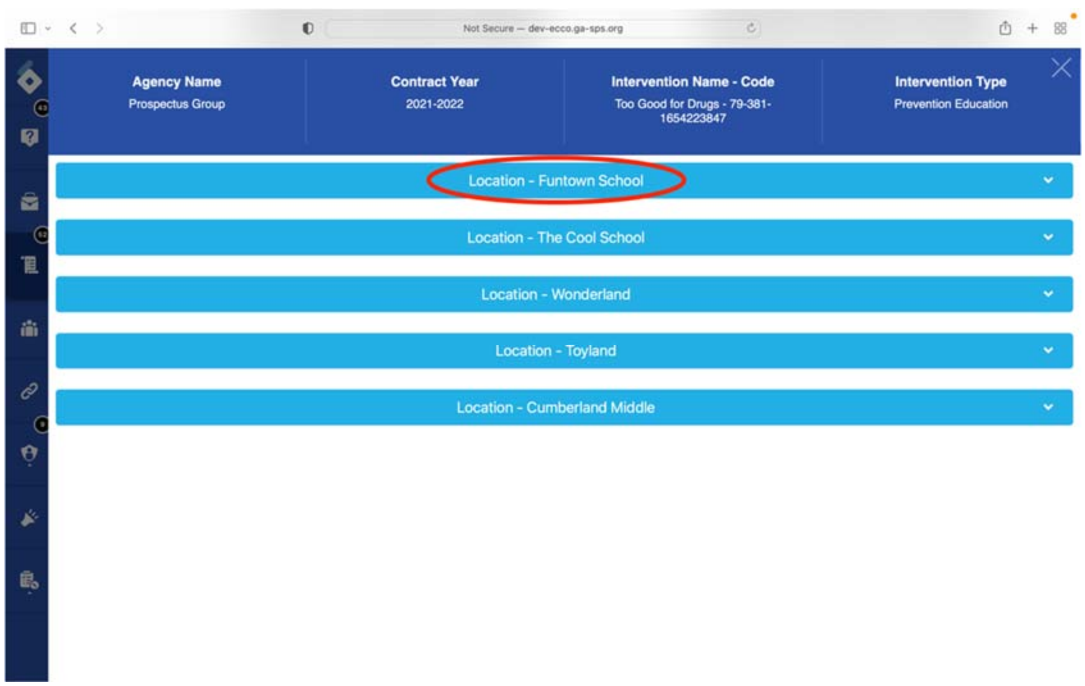
4. Select the intervention the survey request is for.



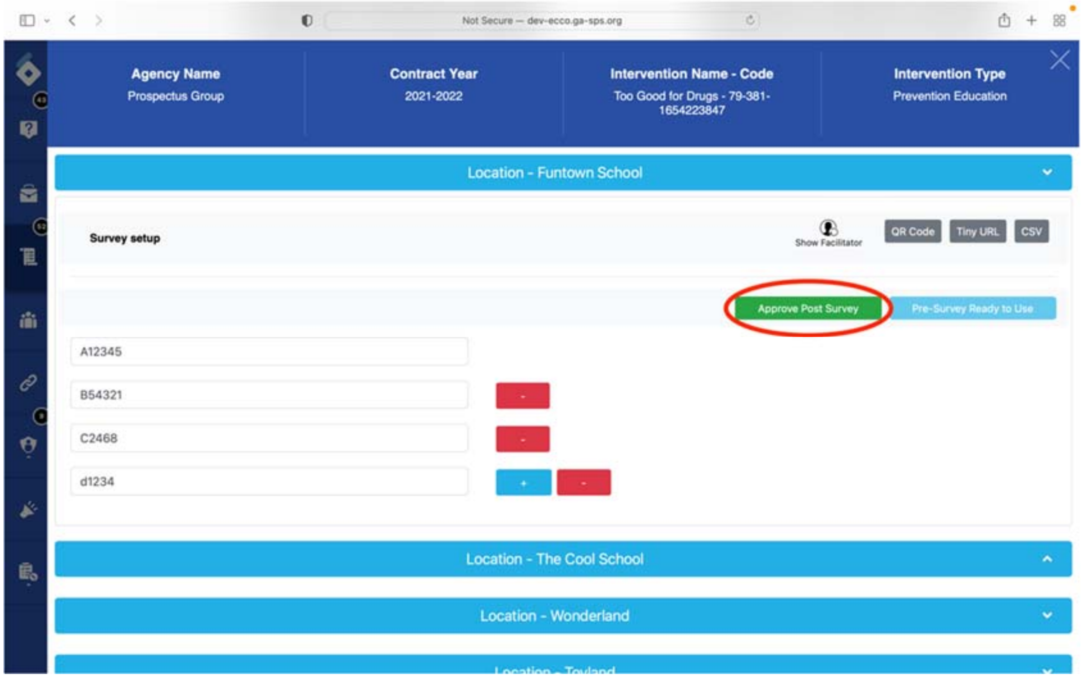
5. Click on the “Survey Set UP.”



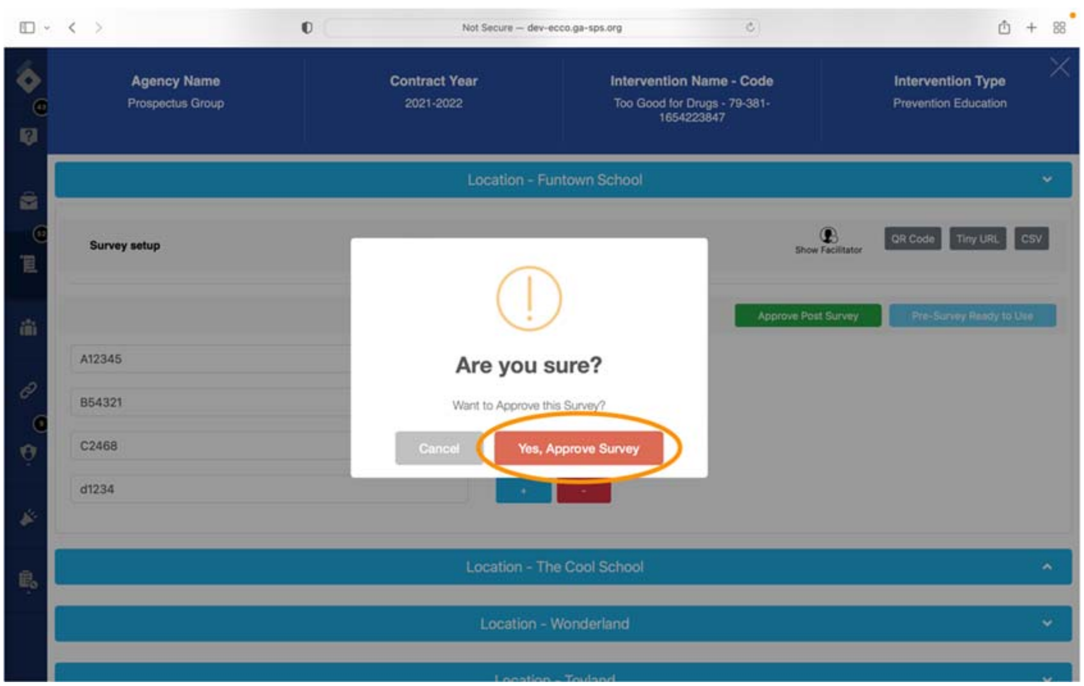
6. Select the location.



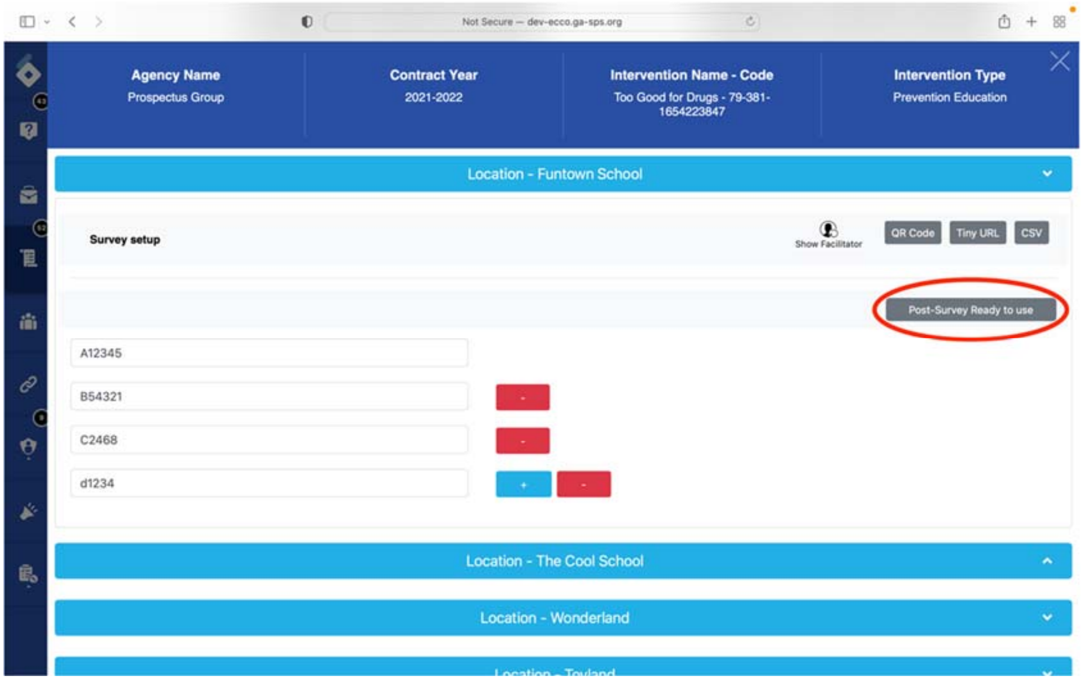
7. On the survey set-up page, you will see a green button that will say either “Approve Pre-Survey” or “Approve Post-Survey.” Click on this button.



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



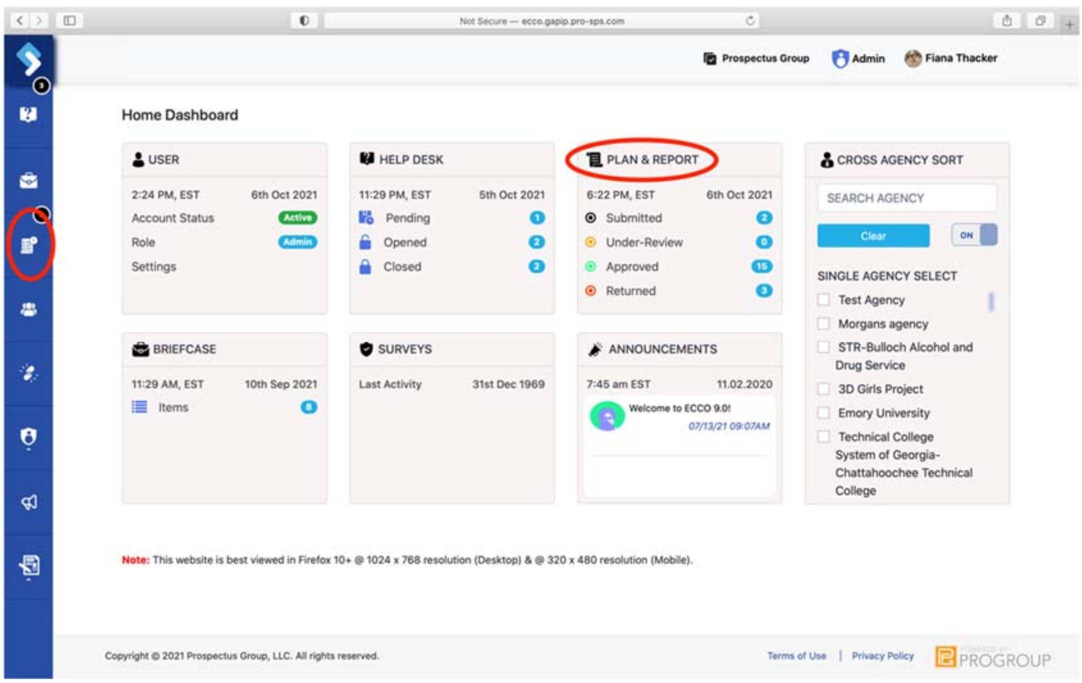
9. The survey request has been approved.


Not Secure — dev-ecco.ga-sps.org
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

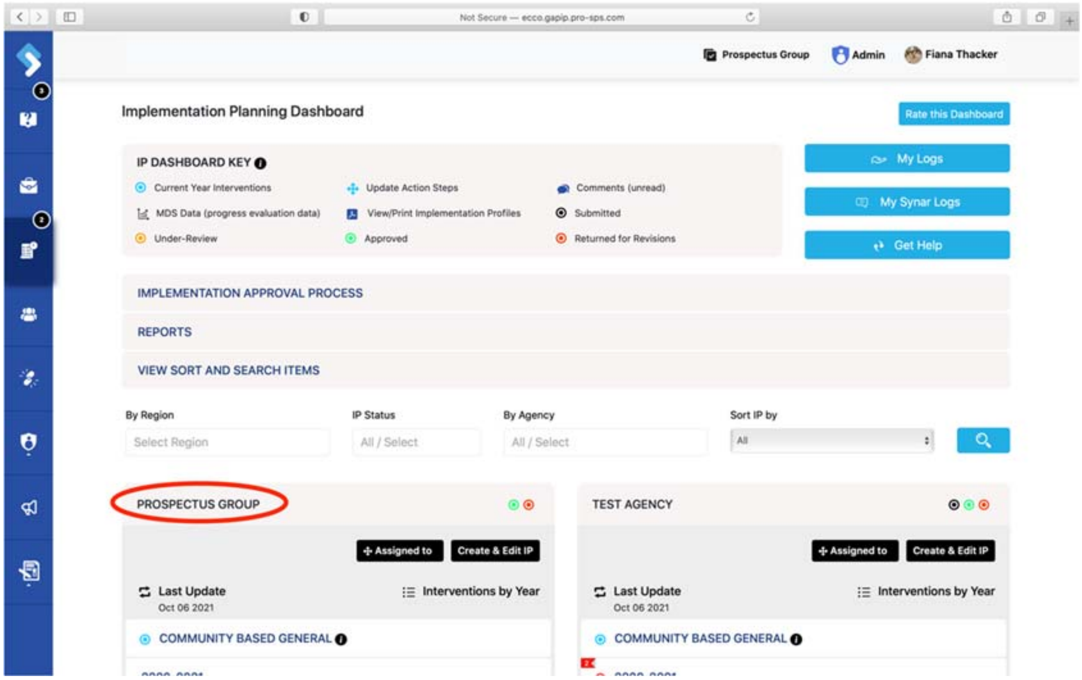
Removing and Setting Data Restrictions

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 automicticlly lock at the end of the subsequent month. For example, January 2021 data can be entered into ECCO between January 1st – February 29th, 2021.

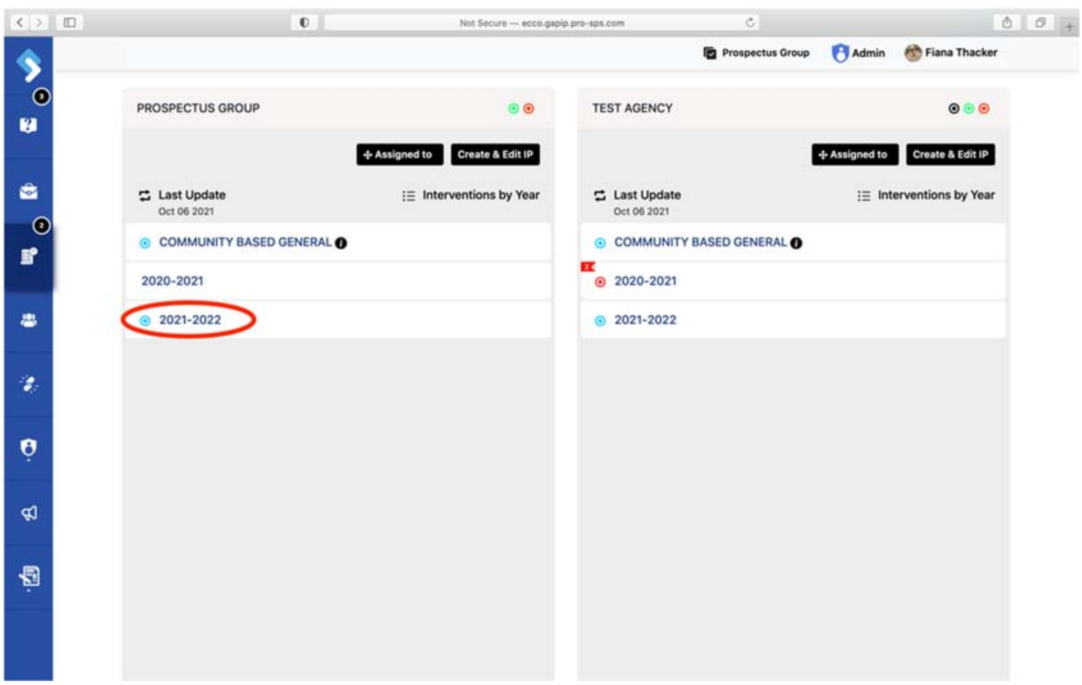
1. From the ECCO homepage, navigate to the Implementation Planning dashboard by clicking on the node labeled "Plan & Report" or clicking on the IP icon on the left sidebar.



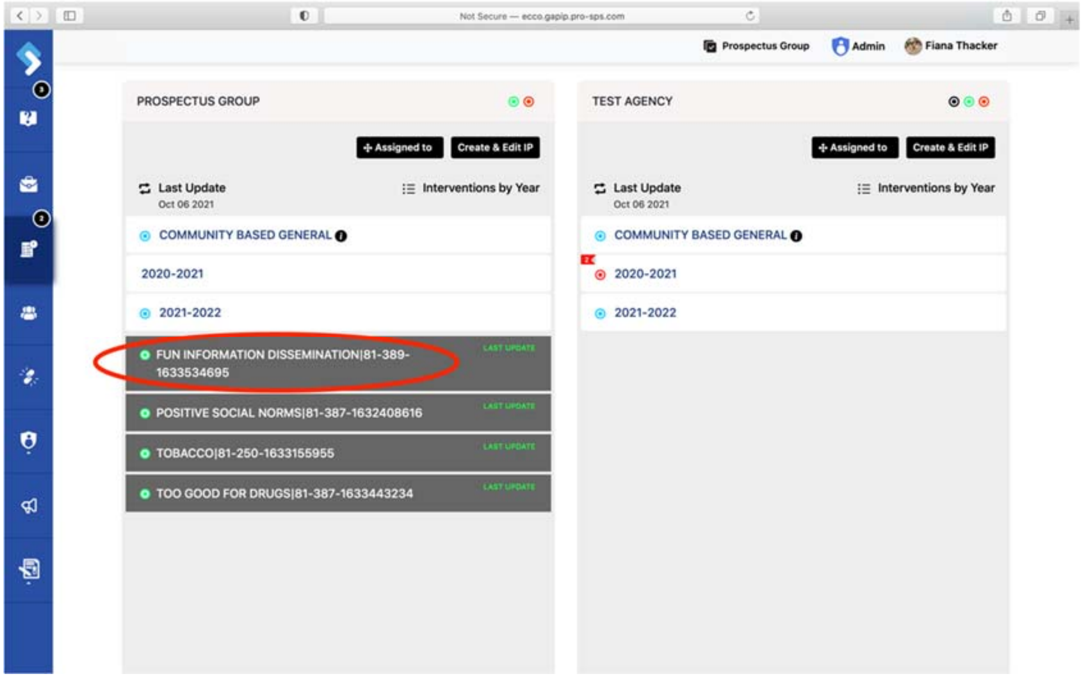
2. On the IP dashboard, find the agency node you want to remove data restrictions for.



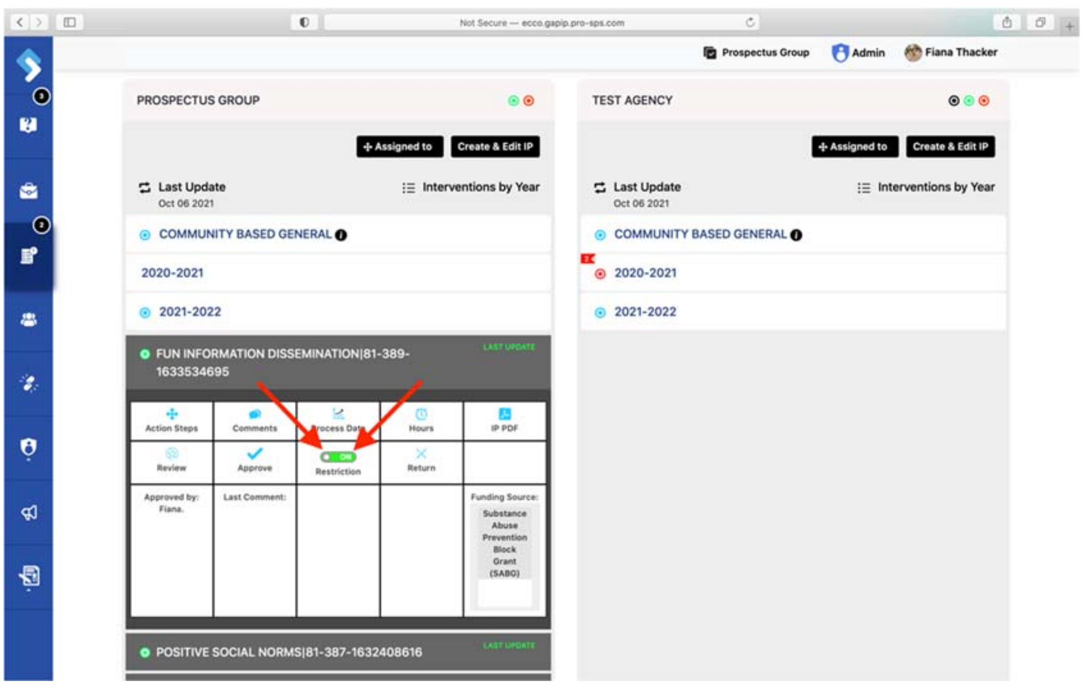
3. Click on the appropriate contract year.



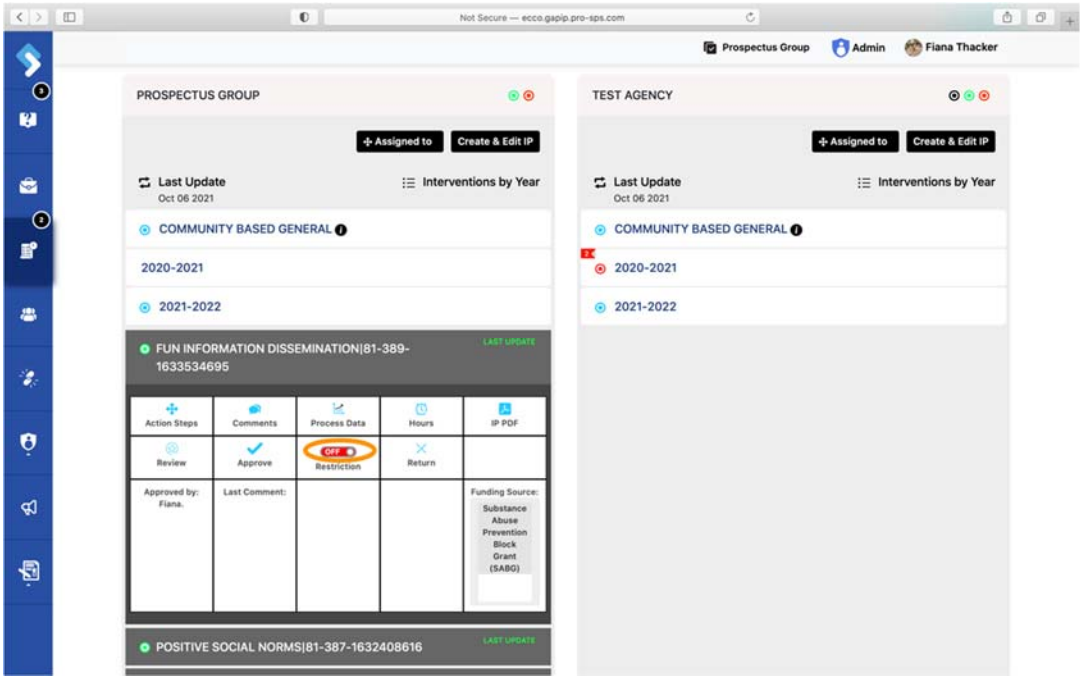
4. Click on the Intervention you want to remove data restriction for to reveal two rows of white boxes.



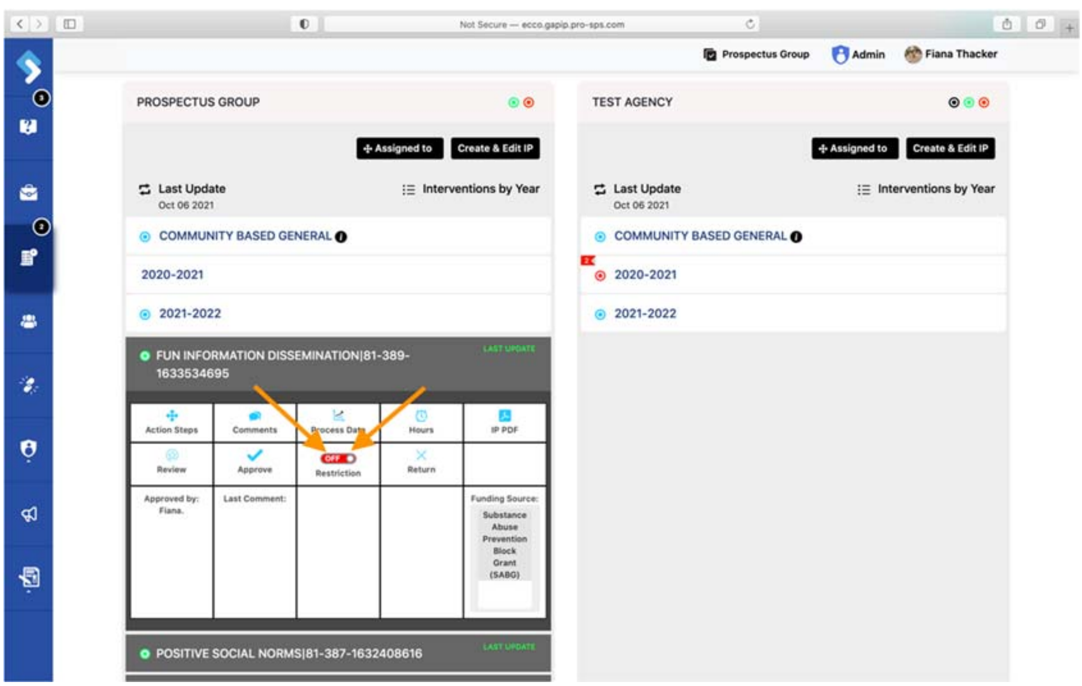
5. Click on the green toggle on the " Restrictions " box to turn off the data restrictions.

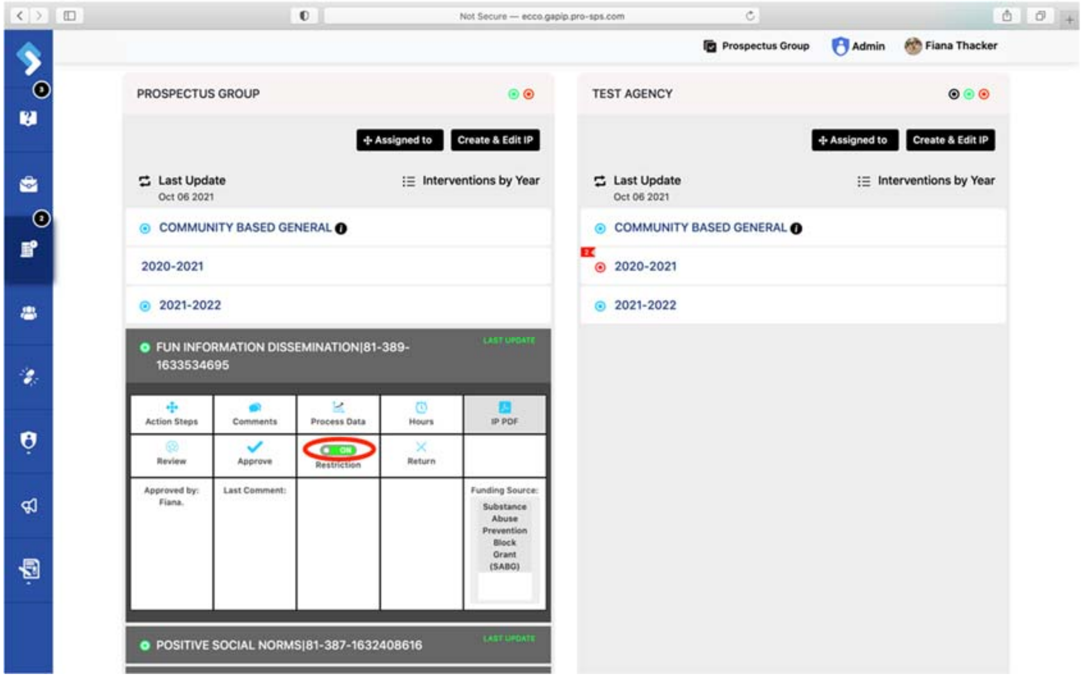


6. The toggle is now red with the word "off" in the center, indicating that data restrictions are off.



7. 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.

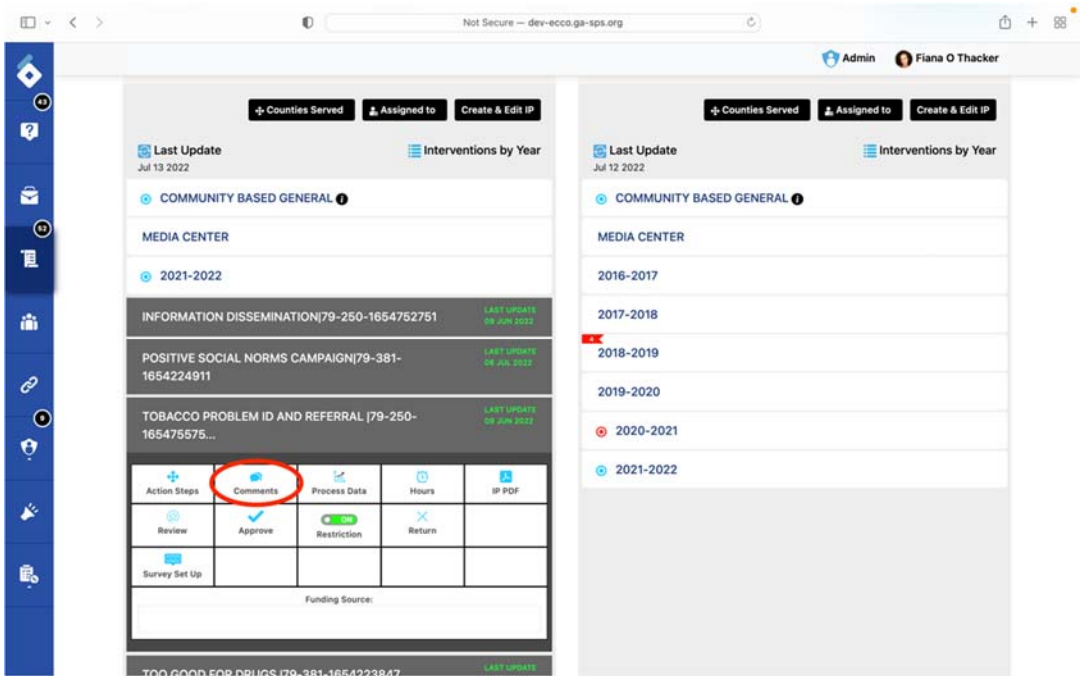



Not Secure — ecco.gapip.pro-sps.com
Prospectus Group
Admin
Fiana Thacker
PROSPECTUS GROUP
Assigned to
Create & Edit IP
Last Update
Oct 06 2021
Interventions by Year
COMMUNITY BASED GENERAL
2020-2021
2021-2022
FUN INFORMATION DISSEMINATION|81-389-1633534695
Action Steps
Comments
Process Data
Hours
IP PDF
Review
Approve
Restriction
Return
Approved by: Fiana.
Last Comment:
Funding Source:
Substance Abuse Prevention Block Grant (SABG)
POSITIVE SOCIAL NORMS|81-387-1632408616
TEST AGENCY
Assigned to
Create & Edit IP
Last Update
Oct 06 2021
Interventions by Year
COMMUNITY BASED GENERAL
2020-2021
2021-2022

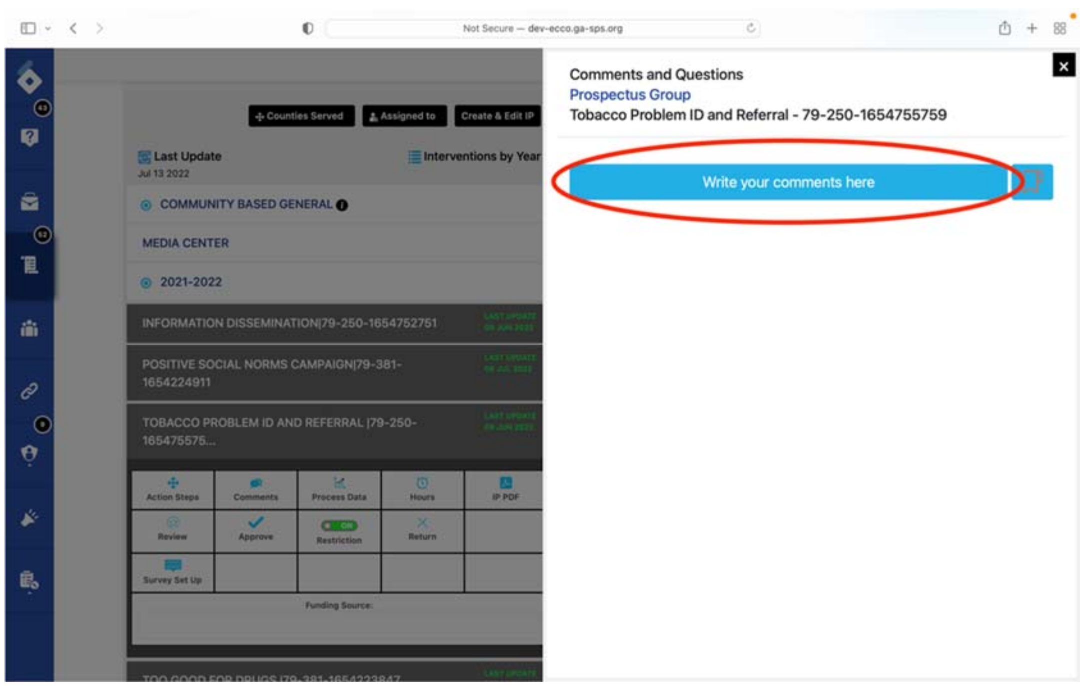
Comments

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

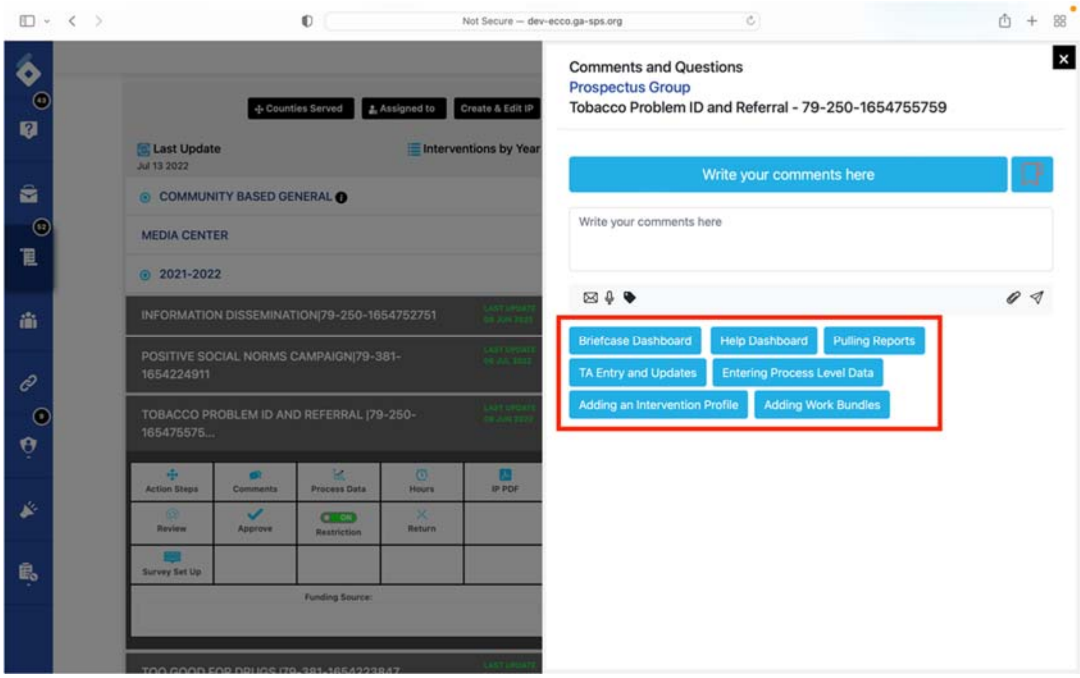
1. Select “Comment” to open the messaging box.



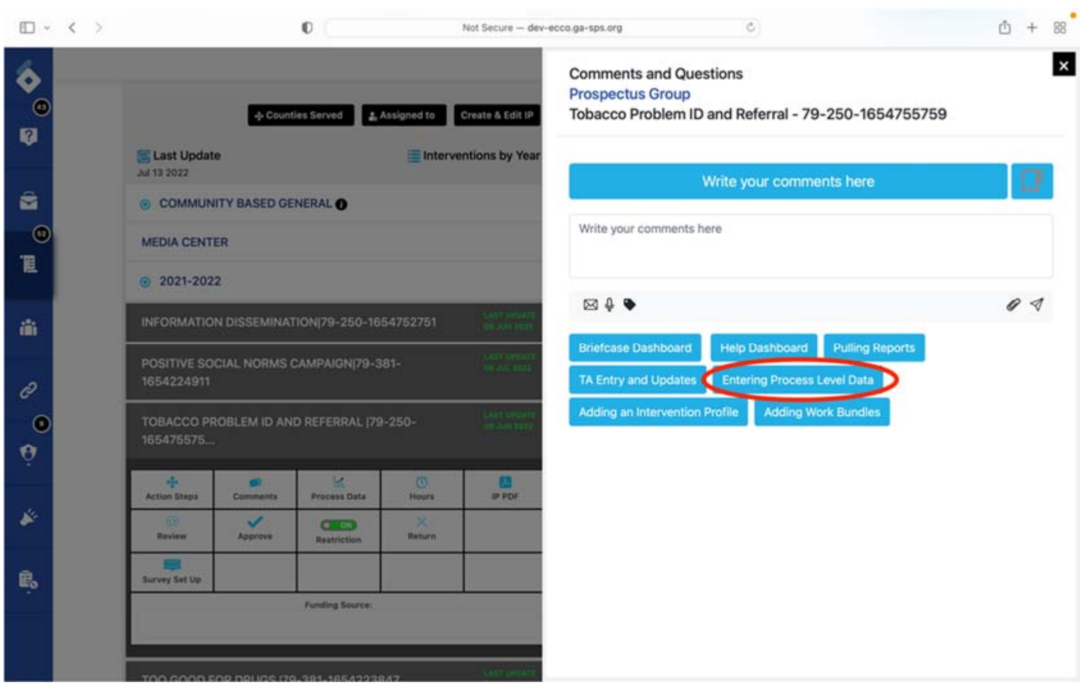
2. Select “Write Your Comment Here” to reveal commenting options.



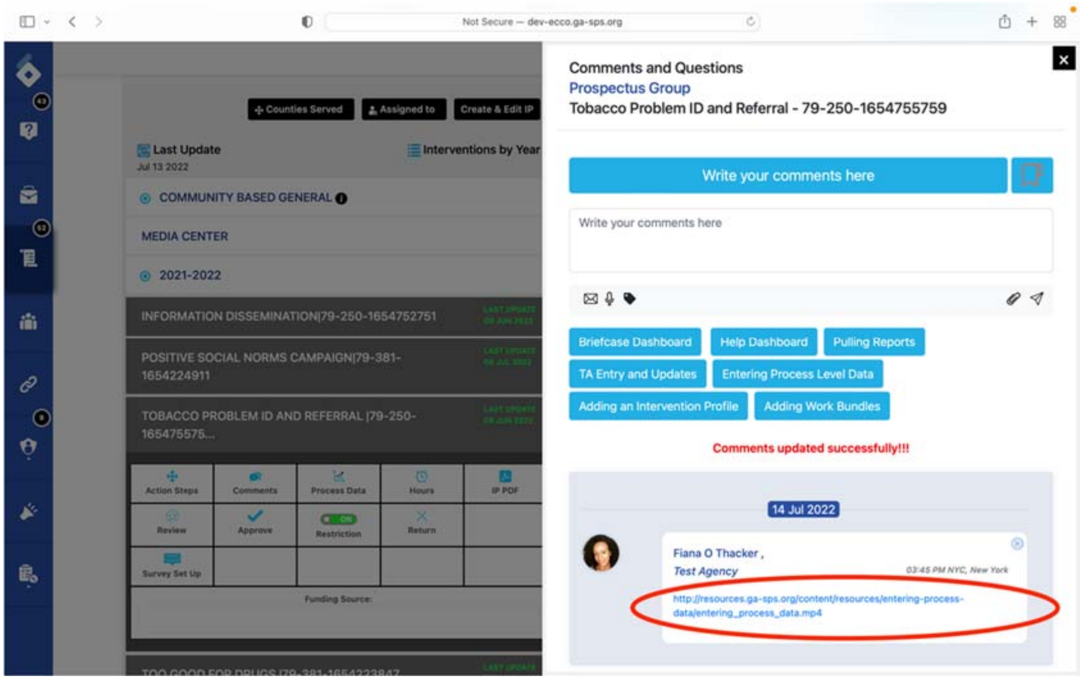
3. You will find several video tutorials to choose from.



4. Click on the title you want to send.



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


Not Secure — dev-ecco.ga-sps.org
Counties Served
Assigned to
Create & Edit IP
Last Update
Jul 13 2022
Interventions by Year
COMMUNITY BASED GENERAL
MEDIA CENTER
2021-2022
INFORMATION DISSEMINATION|79-250-1654752751
POSITIVE SOCIAL NORMS CAMPAIGN|79-381-1654224911
TOBACCO PROBLEM ID AND REFERRAL |79-250-165475575...
Action Steps
Comments
Process Data
Hours
IP PDF
Review
Approve
Restriction
Return
Survey Set Up
Funding Source:
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"), 1×1 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 collet 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.

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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

IN NO EVENT WILL WE OR OUR DIRECTORS, EMPLOYEES, OR AGENTS BE LIABLE TO YOU OR ANY THIRD PARTY FOR ANY DIRECT, INDIRECT, CONSEQUENTIAL, EXEMPLARY, INCIDENTAL, SPECIAL, OR PUNITIVE DAMAGES, INCLUDING LOST PROFIT, LOST REVENUE, LOSS OF DATA, OR OTHER DAMAGES ARISING FROM YOUR USE OF THE SITE, EVEN IF WE HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. NOTWITHSTANDING ANYTHING TO THE CONTRARY CONTAINED HEREIN, OUR LIABILITY TO YOU FOR ANY CAUSE WHATSOEVER AND REGARDLESS OF THE FORM OF THE ACTION, WILL AT ALL TIMES BE LIMITED TO THE LESSER OF THE AMOUNT PAID, IF ANY, BY YOU TO US OR The Prospectus Group, LLC. CERTAIN US STATE LAWS AND INTERNATIONAL LAWS DO NOT ALLOW LIMITATIONS ON IMPLIED WARRANTIES OR THE EXCLUSION OR LIMITATION OF CERTAIN DAMAGES. IF THESE LAWS APPLY TO YOU, SOME OR ALL OF THE ABOVE DISCLAIMERS OR LIMITATIONS MAY NOT APPLY TO YOU, AND YOU MAY HAVE ADDITIONAL RIGHTS.

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You agree to defend, indemnify, and hold us harmless, including our subsidiaries, affiliates, and all of our respective officers, agents, partners, and employees, from and against any loss, damage, liability, claim, or demand, including reasonable attorneys' fees and expenses, made by any third party due to or arising out of: (1) use of the Site; (2) breach of these Terms of Use; (3) any breach of your representations and warranties set forth in these Terms of Use; (4) your violation of the rights of a third party, including but not limited to intellectual property rights; or (5) any overt harmful act toward any other user of the Site with whom you connected via the Site. Notwithstanding the foregoing, we reserve the right, at your expense, to assume the exclusive defense and control of any matter for which you are required to indemnify us, and you agree to cooperate, at your expense, with our defense of such claims. We will use reasonable efforts to notify you of any such claim, action, or proceeding which is subject to this indemnification upon becoming aware of it.

USER DATA

We will maintain certain data that you transmit to the Site for the purpose of managing the performance of the Site, as well as data relating to your use of the Site. Although we perform regular routine backups of data, you are solely responsible for all data that you transmit or that relates to any activity you have undertaken using the Site. You agree that we shall have no liability to you for any loss or corruption of any such data, and you hereby waive any right of action against us arising from any such loss or corruption of such data.

ELECTRONIC COMMUNICATIONS, TRANSACTIONS, AND SIGNATURES

Visiting the Site, sending us emails, and completing online forms constitute electronic communications. You consent to receive electronic communications, and you agree that all agreements, notices, disclosures, and other communications we provide to you electronically, via email and on the Site, satisfy any legal requirement that such communication be in writing. YOU HEREBY AGREE TO THE USE OF ELECTRONIC SIGNATURES, CONTRACTS, ORDERS, AND OTHER RECORDS, AND TO ELECTRONIC DELIVERY OF NOTICES, POLICIES, AND RECORDS OF TRANSACTIONS INITIATED OR COMPLETED BY US OR VIA THE SITE. You hereby waive any rights or requirements under any statutes, regulations, rules, ordinances, or other laws in any jurisdiction which require an original signature or delivery or retention of non-electronic records, or to payments or the granting of credits by any means other than electronic means.

MISCELLANEOUS

These Terms of Use and any policies or operating rules posted by us on the Site or in respect to the Site constitute the entire agreement and understanding between you and us. Our failure to exercise or enforce any right or provision of these Terms of Use shall not operate as a waiver of such right or provision. These Terms of Use operate to the fullest extent permissible by law. We may assign any or all of our rights and obligations to others at any time. We shall not be responsible or liable for any loss, damage, delay, or failure to act caused by any cause beyond our reasonable control. If any provision or part of a provision of these Terms of Use is determined to be unlawful, void, or unenforceable, that provision or part of the provision is deemed severable from these Terms of Use and does not affect the validity and enforceability of any remaining provisions. There is no joint venture, partnership, employment or agency relationship created between you and us as a result of these Terms of Use or use of the Site. You agree that these Terms of Use will not be construed against us by virtue of having drafted them. You hereby waive any and all defenses you may have based on the electronic form of these Terms of Use and the lack of signing by the parties hereto to execute these Terms of Use.

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:

The Prospectus Group, LLC
Atlanta GA, 30309
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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) and Zoom (Zoom.com).

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

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

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

Fixes: Most of the time fixes are the path of least resistance, and generally are the quickest. Most fixes might focus on Dev Coding and Testing. However, diagnosis of the issue can sometimes be time intensive.

Alignment and Sequencing: Generally work is gathered, planned, ranked and completed in a sequential process. That is one work-packet after another in sequence. There are some instances when the dev team may feel comfortable running work packs in parallel or crashing the schedule.

Triage and Standard Prioritization of Work-Packets:
As a standard process we work with our clients to understand, estimate times, sequence and prioritize work packets. However, our standard operational procedures specify that fixes should be given priority. Thus when a fix item is discovered or brought to the attention of the project manager, all other development stops until this fix issue is resolved, because this is a SOP, the development team is instructed to follow this procedure without directive. After the issue has been resolved, development can resume.

Identify Issues, Fix and Retest:
Ecco issues might be identified in a few different ways. Issues can be identified through a user that has discovered a break or of ways to move through a 3-step process we call this process: ID, Fix and Retest. Out of the 3 steps, identification of the issue can be the most time consuming, generally accounting for ⅓ 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