

ECCO MANUAL GUIDANCE DOCUMENT

UPDATED JULY 2022

Table of Content

Part One: Getting Started	4
About ECCO	3
What is ECCO?	3
What's process level evaluation (ECCO-MDS)?	3
Why do we enter process (MDS) data?	3
Preferred Browsers	3
ECCO Log-in and Account Settings	4
Create an ECCO Account	4
Login to ECCO	5
Change Password	6
ECCO Homepage	8
Help Desk	11
Submitting a Technical Assistance (TA) Request	11
Hover-to-Discover Pop-ups	14
Comments	16
Uploading files to Briefcase	26
Where to Find Announcements	31
Implementation Plans (IP)	33
Create/Edit Implementation Plan and Submit	33
Update Implementation Progress (Action Steps)	41
Information for All Seven Strategy Type Forms	51
Where does Process (MDS) data go?	51
Data Entry by County	55
Demographic Counts	57
Backing out a Record	59
Data Restrictions	60
Seven Process Evaluation Forms of Ecco-MDS	62
Prevention Education Form	62
Environmental Form	67
Year-to-Date Reach	70
Alternative Drug-Free Activities Form	73
Community-Based Processes Form	77
Problem Identification & Referral Form	82
Information Dissemination Form	86
Tobacco Problem ID & Referral (for brief tobacco intervention) Form	90
Pre-Post-Survey Deployment	94
Pulling Process Reports	104

Part Two: North Carolina Specific Information	108
North Carolina Synar Entry	109
North Carolina Reporting Hours	121
Part Three: Administration Specific Instructions	131
Onboarding New Agencies and Users	132
Onboarding Agencies	132
Onboarding Users	135
Assigning Users	145
Responding to TA Requests	152
Approving IPs	160
Approving Survey Requests	169
Removing and Setting Data Restrictions	174
Appendices	182
Appendix A: ECCO Portal Site security	183
Appendix B: Prospectus Group, LLC – ECCO Users Privacy Notice	185
Appendix C: Prospectus Group, LLC – ECCO Users Privacy Notice Terms of Use	191
Appendix D: Ecco Development Operations Procedures	200

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.

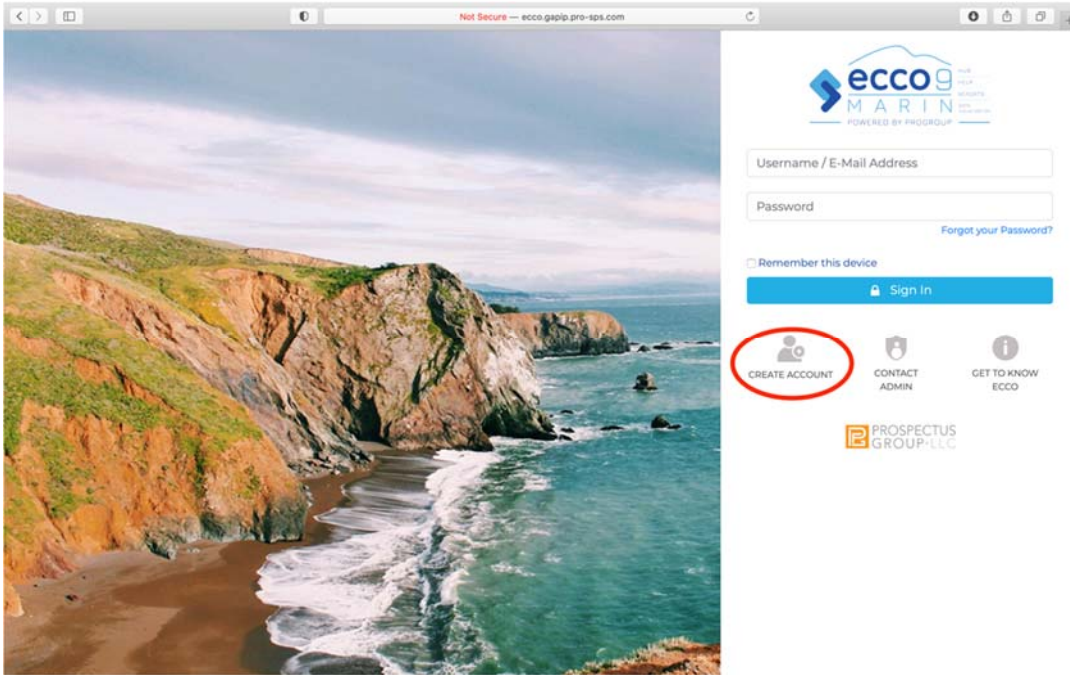
Preferred Browsers

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.

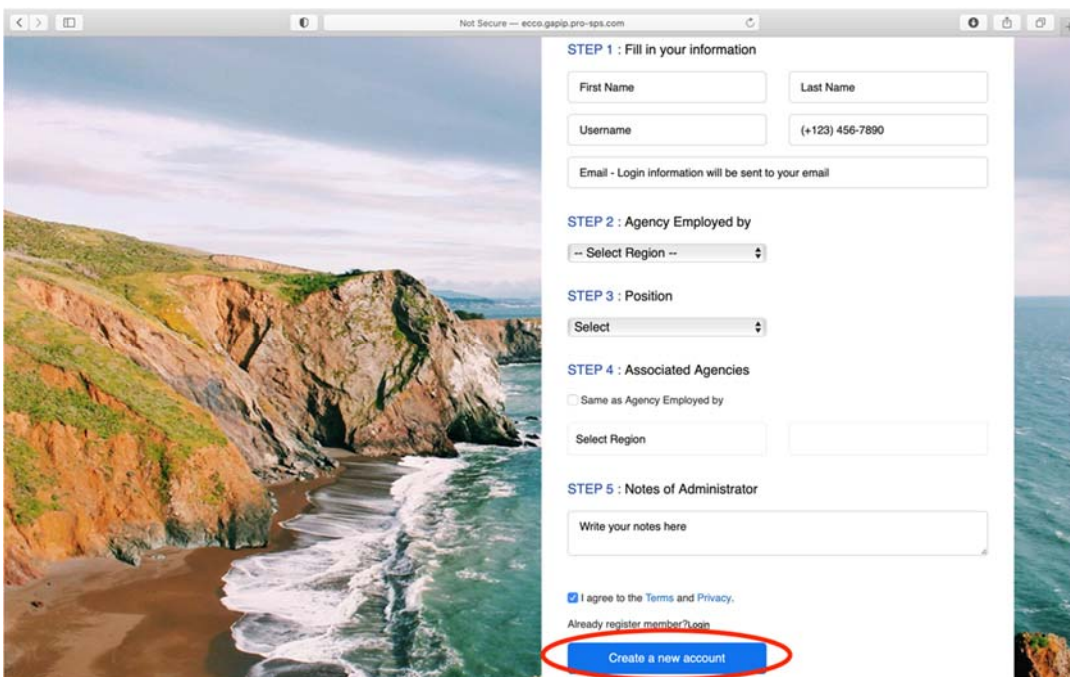
ECCO Log-in and Account Settings

Create an ECCO Account

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



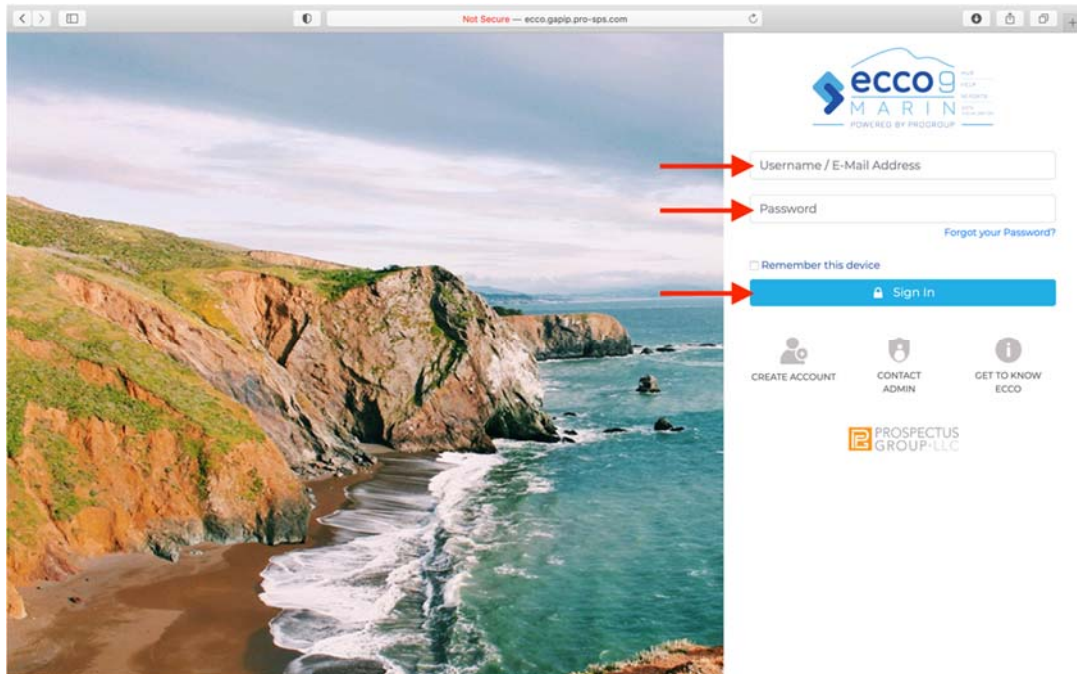
3. Fill in your information into the form and click “Create a new account.”



4. An ECCO Administrator will approve your account.

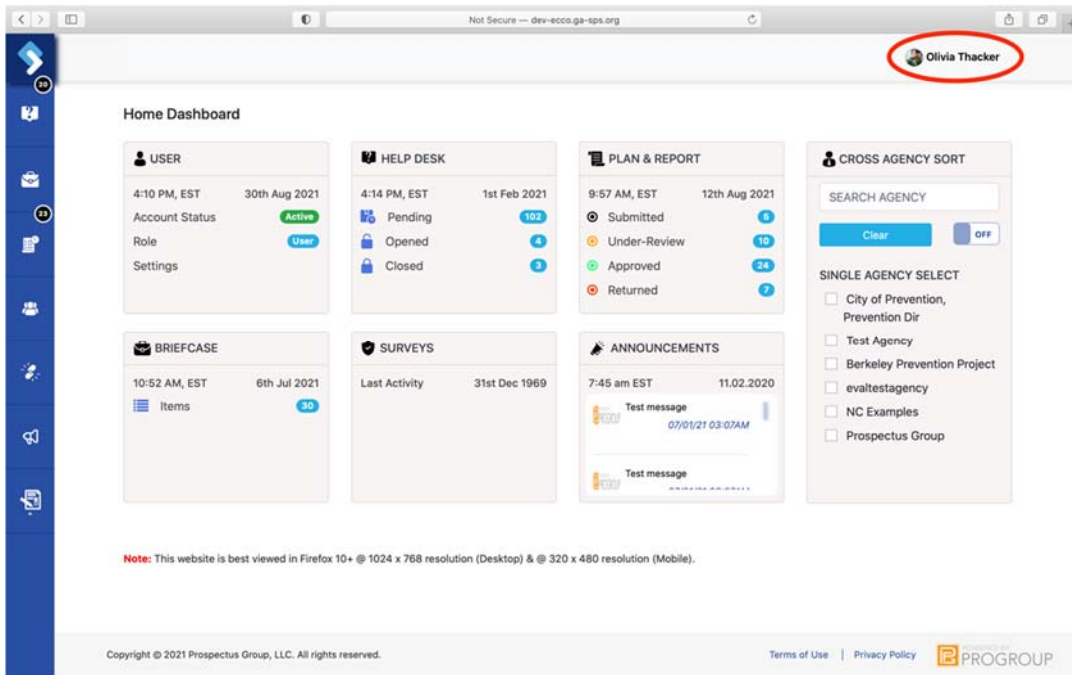
Login to ECCO

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.

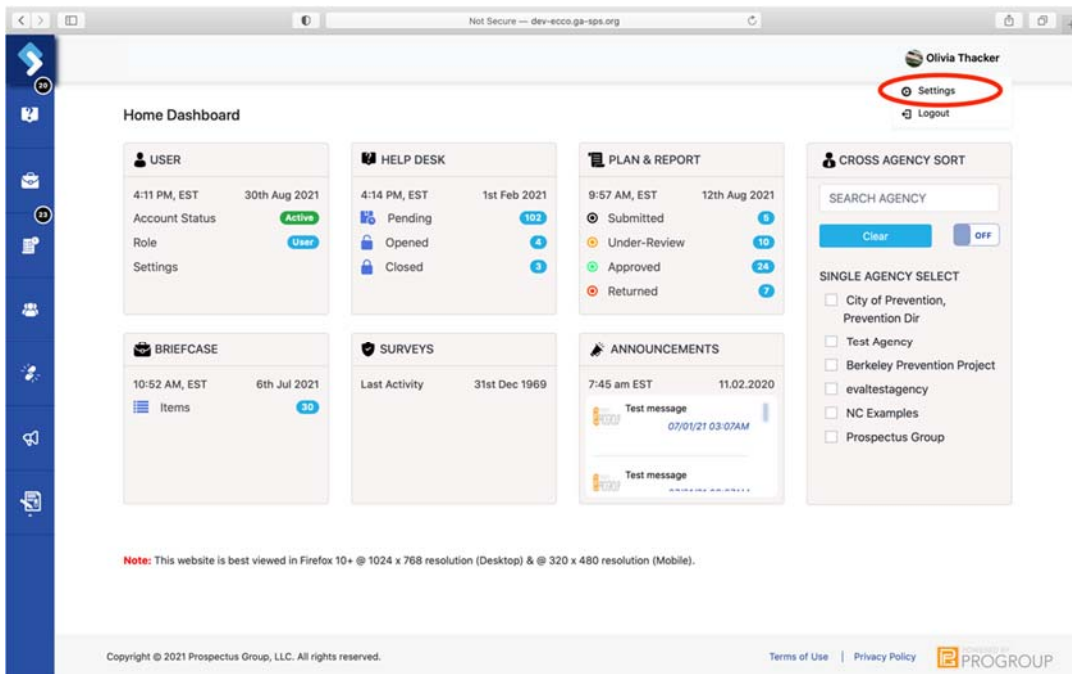


Change Password

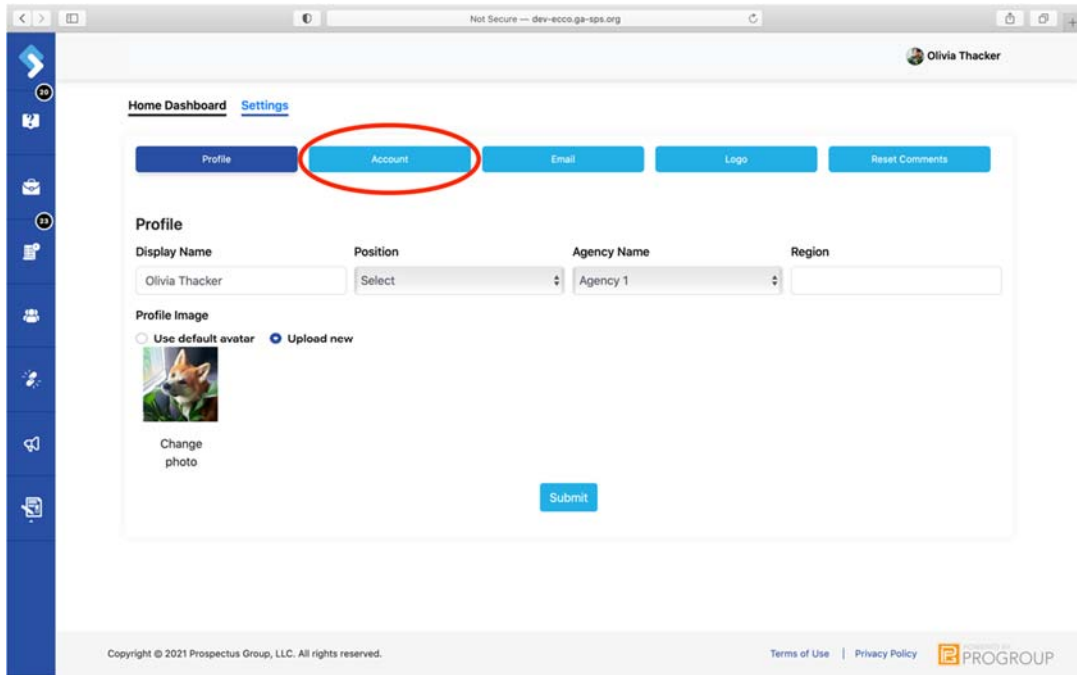
1. From any page on ECCO, click on the picture/avatar on the top right corner of the page.



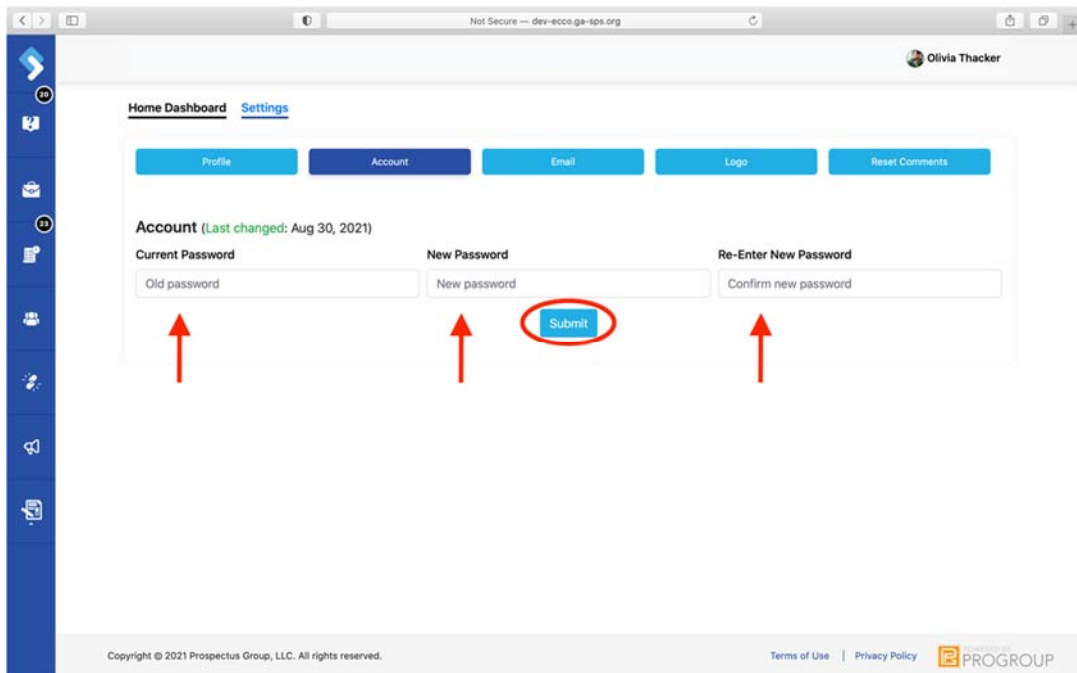
2. Select "Settings."



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

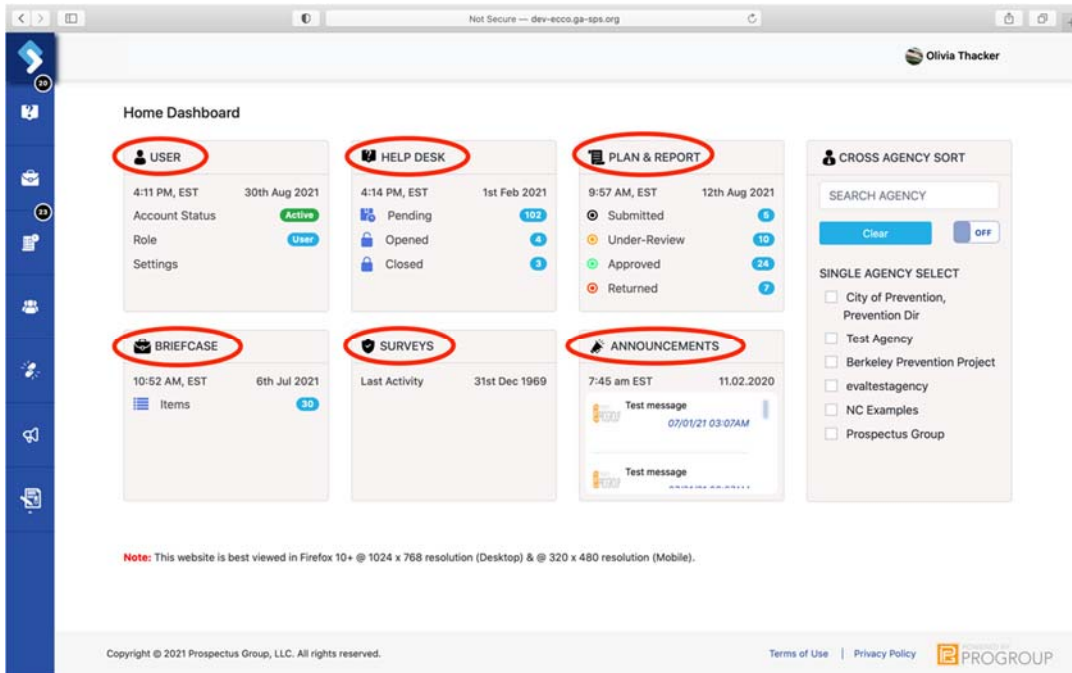


4. Enter your old password in the first text box, type your new password into the following two text boxes, and click on "Submit."

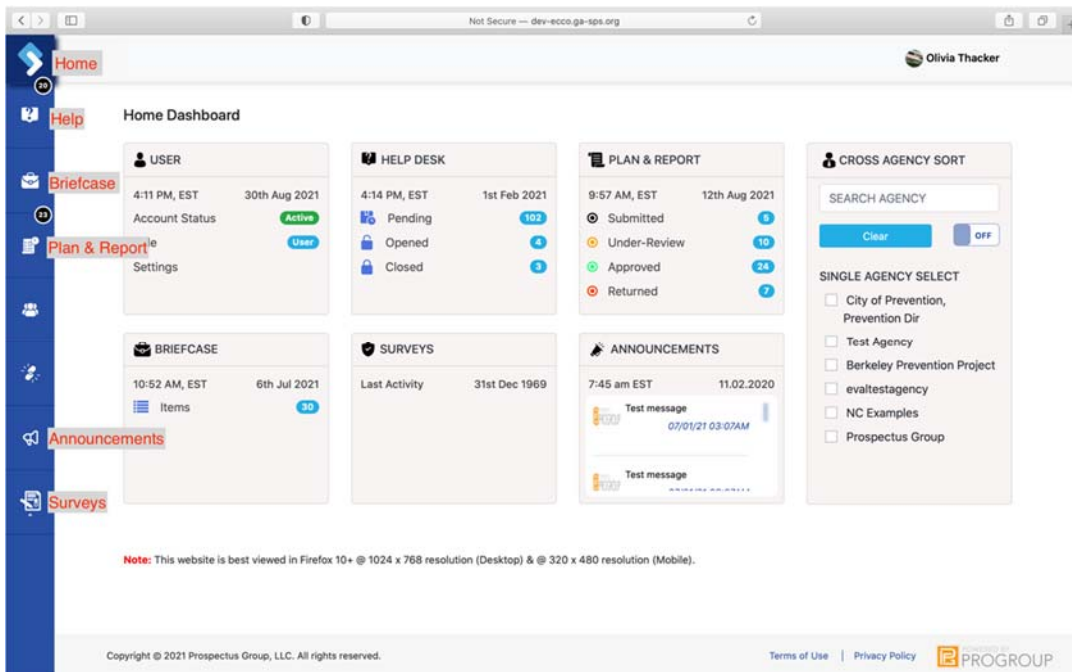


ECCO Homepage

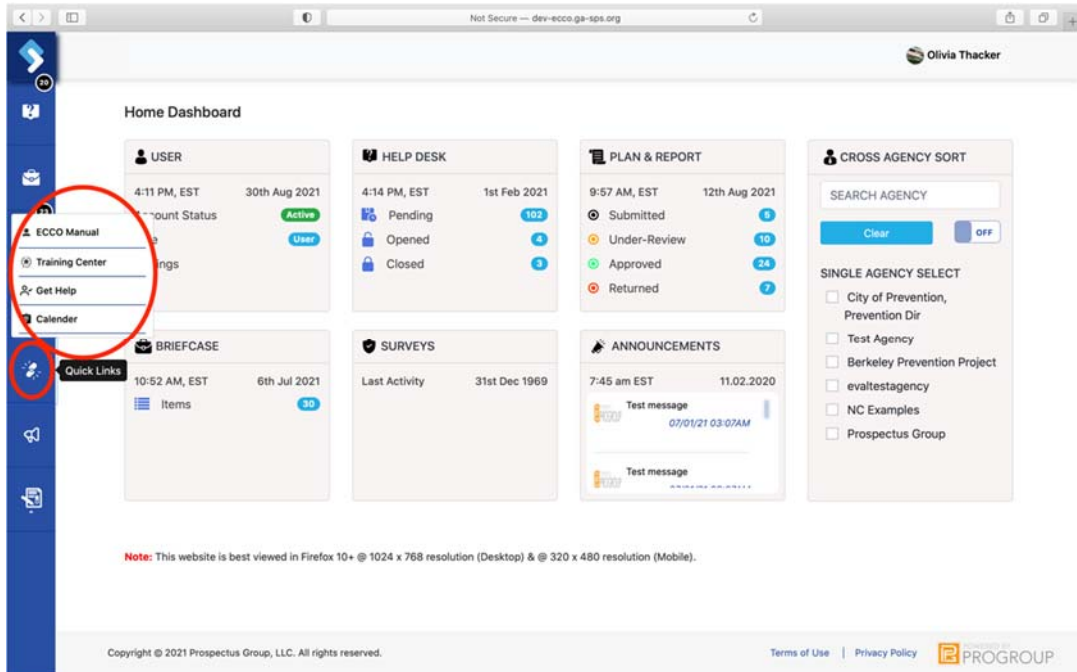
- A. From the ECCO homepage, you will find six nodes for various dashboards in the center of the page.



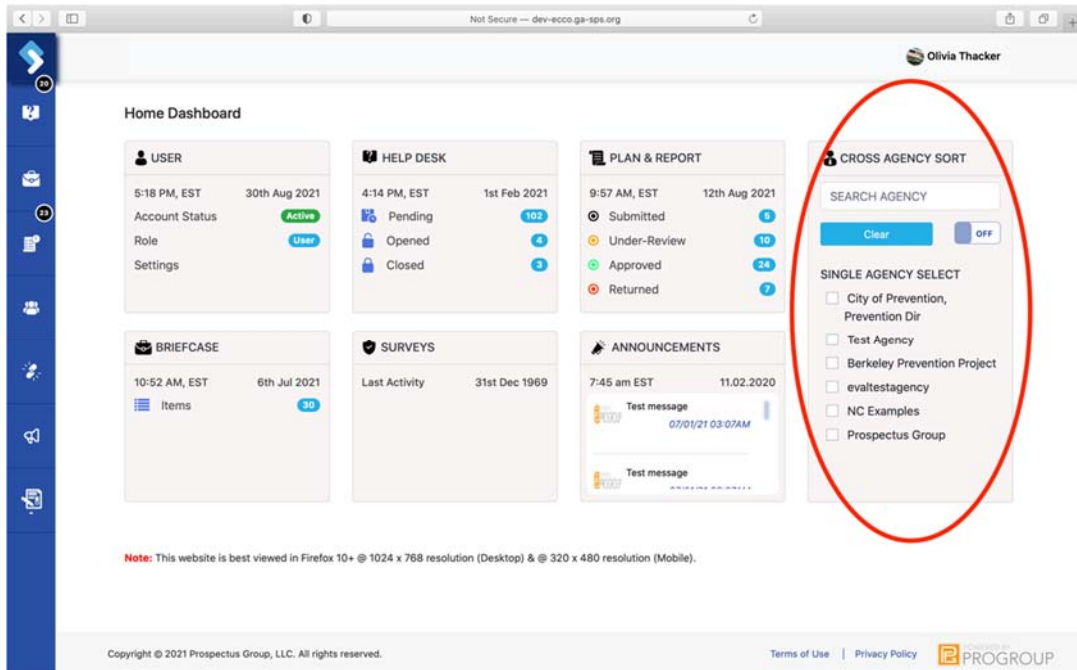
- B. To the left, the sidebar allows you to navigate the ECCO system without needing to return to the homepage.



- 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.”

Not Secure — dev-ecco.ga-sps.org

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).

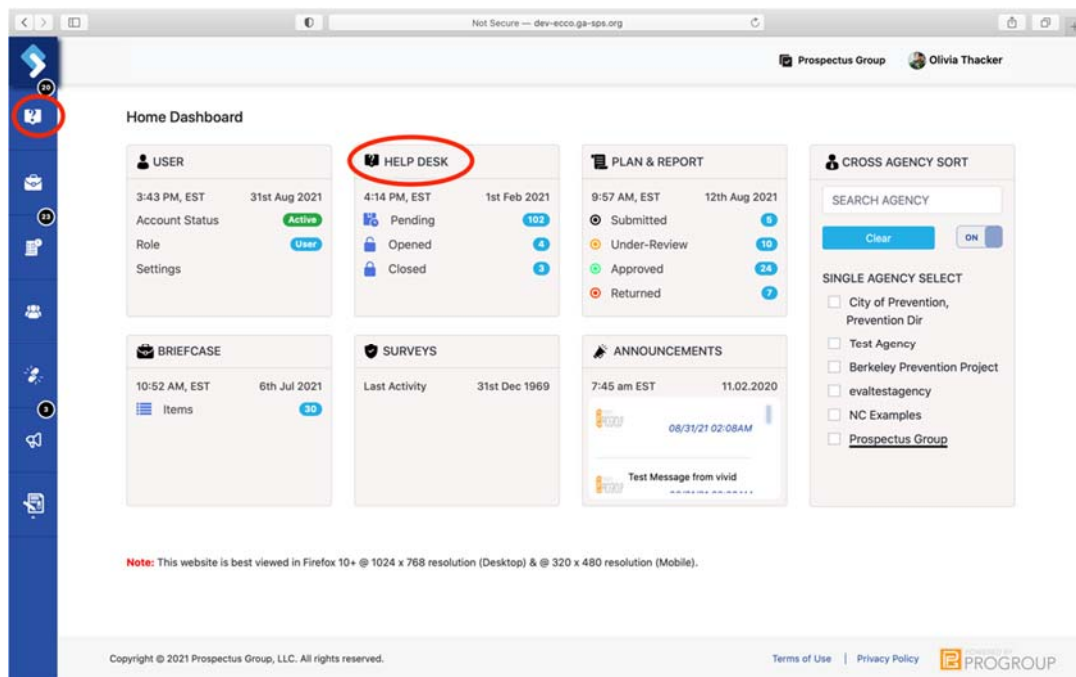
Copyright © 2021 Prospectus Group, LLC. All rights reserved. [Terms of Use](#) | [Privacy Policy](#)

Help Desk

Submitting a Technical Assistance (TA) Request

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

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



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

The screenshot shows the Help Desk dashboard interface. At the top, there is a navigation bar with 'Prospectus Group', 'Learn More', and 'Olivia Thacker'. The main content area is titled 'Help Desk' and includes a 'Rate this Dashboard' button. Below this, there are three status cards: 'Pending' (104), 'Opened' (5), and 'Closed' (3). To the right is a 'TTA DASHBOARD KEY' section with three buttons: 'Create Request' (circled in red), 'TTA Comments', and 'Recent Updates'. Below the key is a 'FILTERS' section with dropdown menus for 'Status' (set to 'Finished'), 'User' (set to 'All'), and 'Regarding' (set to 'All'). There is also a search bar for 'Comments'. At the bottom, there is a 'TTA DATA DASHBOARD' section with a table header: 'R-Agency', 'Regarding', 'Comments', 'Created', 'Updated', 'Status', and 'Edit'. The first row of the table shows: 'City of Prevention, Prevention Dir -...', a notification icon with '3', '11-19-2019 03:24 PM', '05-06-2020 05:05 AM', a red status indicator, and an edit icon.

3. A form will open up.

The screenshot shows the 'Create Request' form for request ID 'TTAREQ-60353249'. The form is divided into two main sections: 'TA LOGISTICS' and 'TA REQUEST'.
TA LOGISTICS section includes:
 - 'Please Select Agency': A dropdown menu with 'Select an Agency' selected.
 - 'Contact's Name': A text input field with 'Referral Name' entered.
 - 'Contact's Position': A text input field with 'Ex. Project Coordinator' entered.
 - 'Contact's Phone': A text input field with 'Contact Phone Number' entered.
 - 'Contact's Email': A text input field with 'Email ID' entered.
TA REQUEST section includes:
 - 'Inquiry Type': A dropdown menu with 'Technical Assistance' selected.
 - 'Funding Source': A dropdown menu with 'Select Funding Source' selected.
 - 'What is the nature of your Inquiry': A text area with 'Write something here' entered.
 - 'Provide any background information': A text area with 'Write something here' entered.
 - 'Regarding': A dropdown menu with '-select-' selected.
 - 'Resources (Select Resources Related To Your Request)': A text area.
 - 'Discovery Notes': A section with a 'Comments' button.
 - 'Upload': A section with a 'Select files' button.

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

TA REQUEST

Inquiry Type
 Technical Assistance

Funding Source
 Select Funding Source

What is the nature of your Inquiry
 Write something here

Provide any background information
 Write something here

Regarding
 -select-

Discovery Notes
 Comments

Resources (Select Resources Related To Your Request)

Upload
 Select files
 Drop files here

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

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

Regarding
 -select-

Discovery Notes
 Comments

Resources (Select Resources Related To Your Request)

Upload
 Select files
 Drop files here

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

Send Notifications (click to enable)

Save Clear

Copyright © 2021 Prospectus Group, LLC. All rights reserved. Terms of Use | Privacy Policy PROGROUP

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.

- 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.

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

Prospectus Group Learn More Olivia Thacker

All All All

Comments
All

TTA DATA DASHBOARD

VIEW/SORT/SEARCH TA ITEMS

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

<< 1 2 3 4 5 >>

Copyright © 2022 Prospectus Group, LLC. All rights reserved. Terms of Use Privacy Policy PROGROUP

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

Comments and Questions Prospectus Group

Write your comments here

03 Sep 2021

Adminn, 12:26 PM NYC, New York

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

03 Sep 2021

Adminn, 12:26 PM NYC, New York

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

03 Sep 2021

Adminn, 12:14 PM NYC, New York

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

Copyright © 2022 Prospectus Group, LLC. All rights reserved.

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.

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

Prospectus Group Learn More Olivia Thacker

All All All

Comments
All

TTA DATA DASHBOARD

VIEW/SORT/SEARCH TA ITEMS

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

<< 1 2 3 4 5 >>

Copyright © 2022 Prospectus Group, LLC. All rights reserved. Terms of Use | Privacy Policy PROGROUP

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

Prospectus Group Learn More Olivia Thacker

All All All

Comments
All

TTA DATA DASHBOARD

VIEW/SORT/SEARCH TA ITEMS

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

<< 1 2 3 4 5 >>

Copyright © 2022 Prospectus Group, LLC. All rights reserved. Terms of Use | Privacy Policy PROGROUP

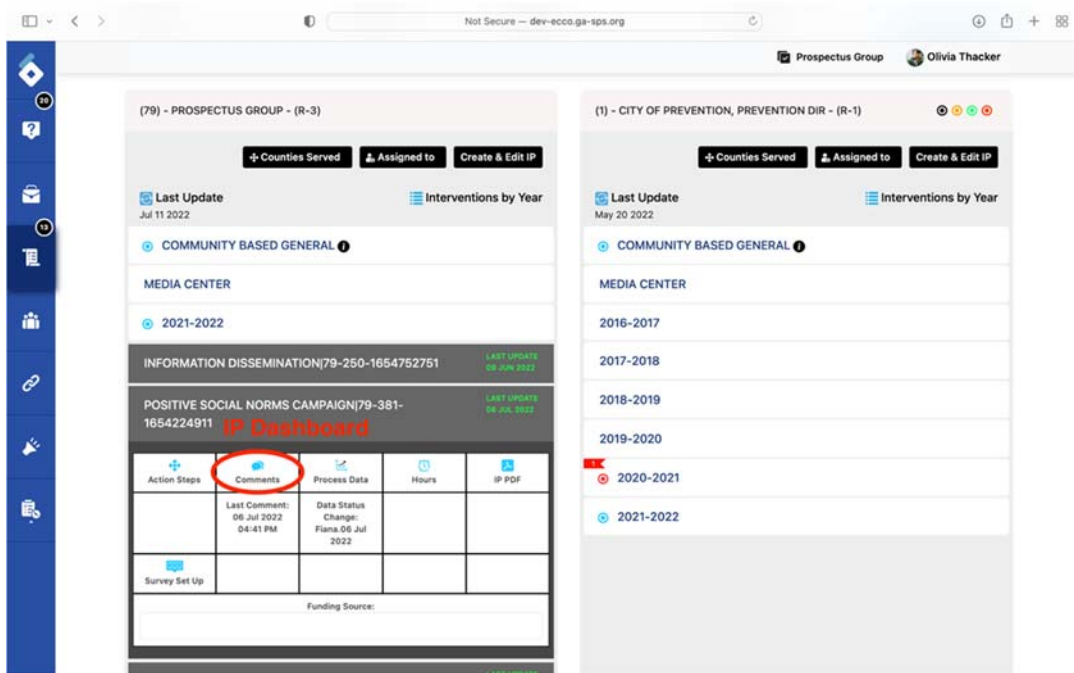
Comments

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

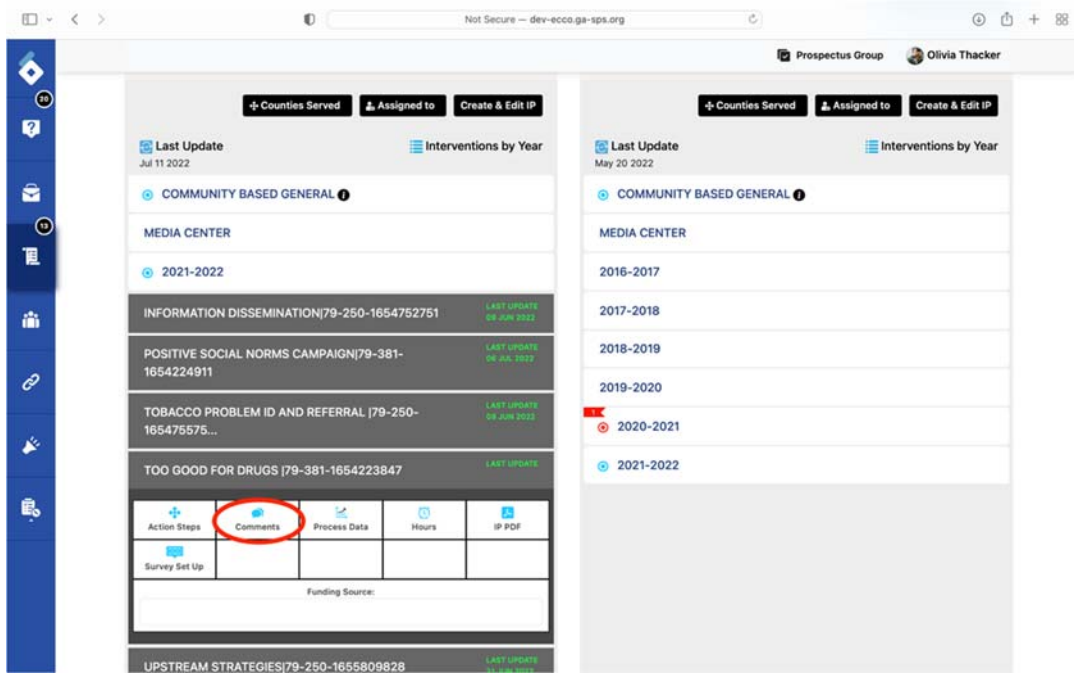
1. The comment section on both the Help and Implementation Planning Dashboards work the same; however, the symbol for comments that appears on the respective dashboards looks slightly different.

The screenshot shows a web browser window displaying the 'Help Dashboard' in the ECCO system. The dashboard includes a search bar, a table of comments, and a navigation sidebar. The table has columns for 'R-Agency', 'Regarding', 'Comments', 'Created', 'Updated', 'Status', and 'Edit'. The 'Comments' column contains icons representing the number of comments for each item. A red circle highlights these icons.

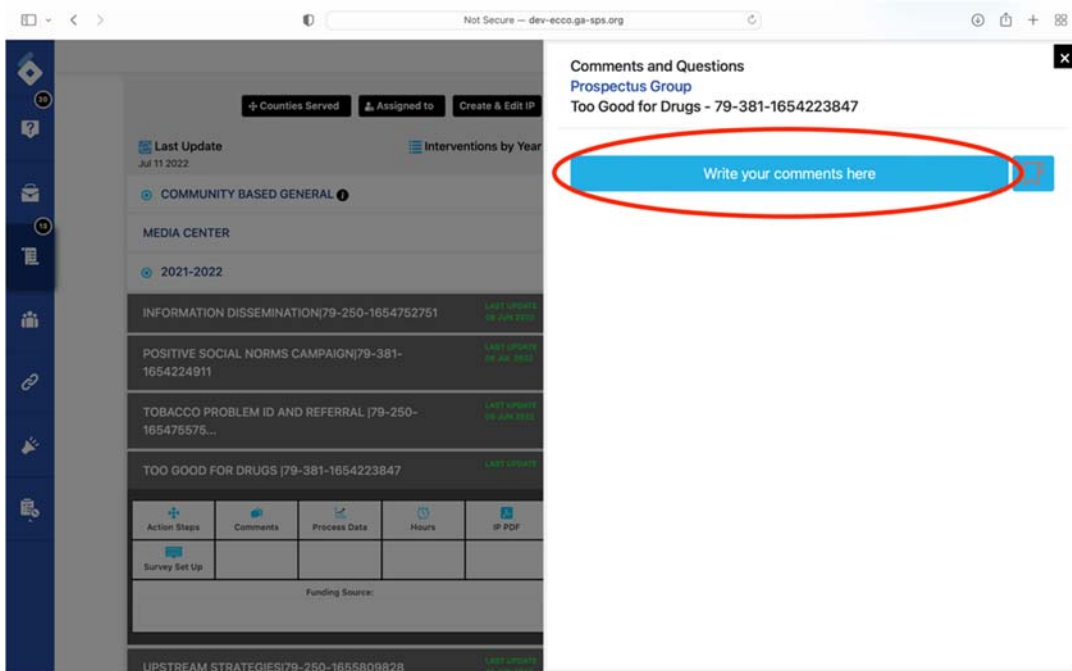
R-Agency	Regarding	Comments	Created	Updated	Status	Edit
Prospectus Group - R-3	Technology	0	08-31-2021 05:00 PM	07-11-2022 12:53 PM	Green	✍
Prospectus Group - R-3	Capacity	0	08-31-2021 04:42 PM	08-31-2021 04:42 PM	Yellow	✍
Prospectus Group - R-3	Technology	0	08-31-2021 04:37 PM	08-31-2021 04:37 PM	Yellow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



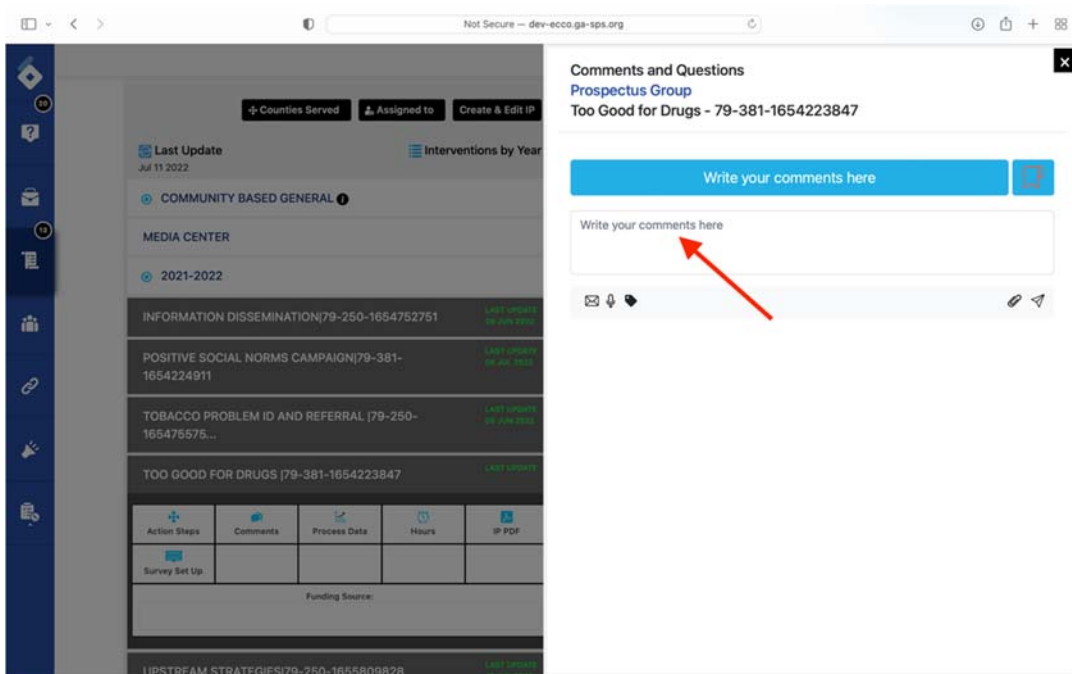
2. To view and make a comment, click on the comment icon.



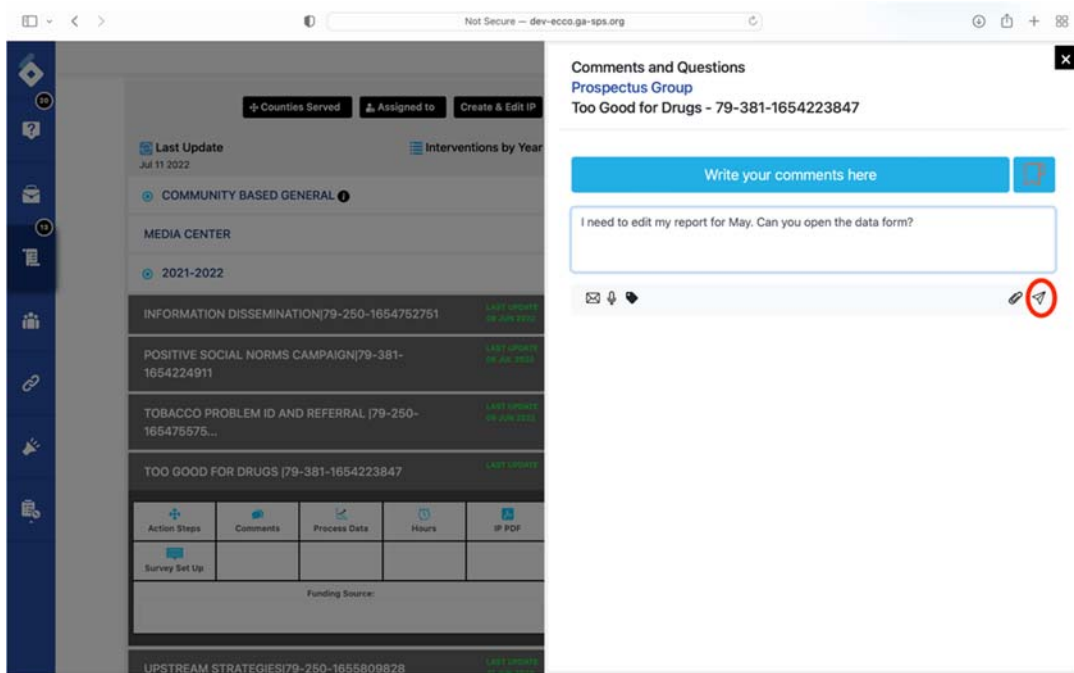
3. Click on the blue bar labeled “Write your comments here” to open a text box.



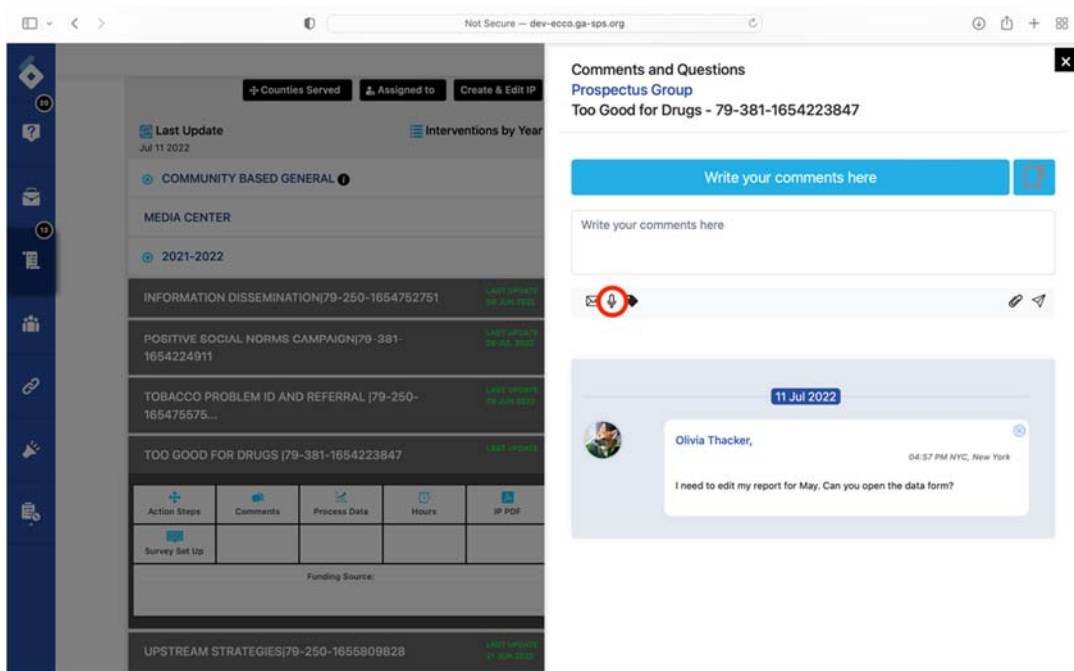
4. Write your response by placing your cursor in the box.



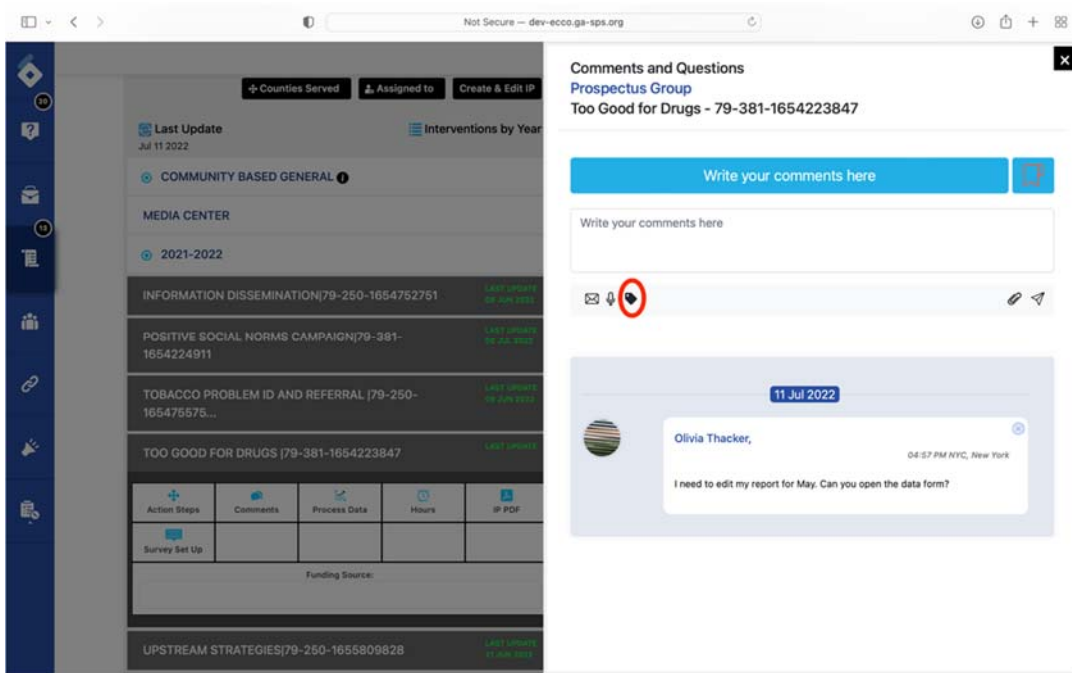
5. Submit your message by clicking the paper plane-shaped send button.



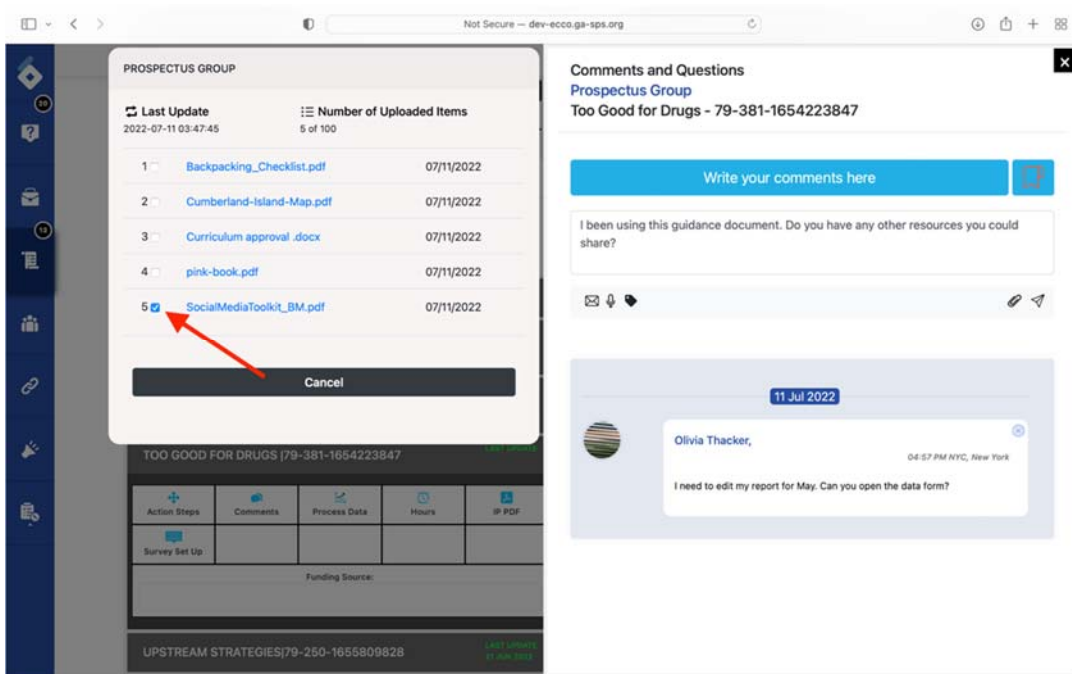
6. In addition to submitting a text comment, you can send voice messages up to one minute long by clicking on the mic icon.



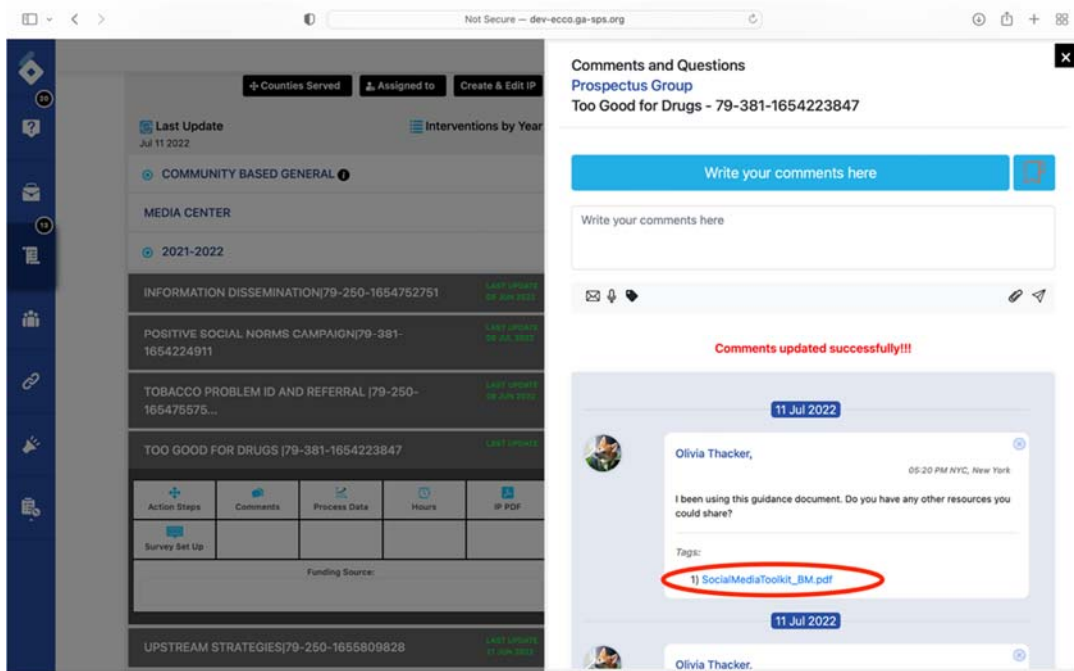
7. You can also select the tag icon to link your comment with a document in the briefcase.



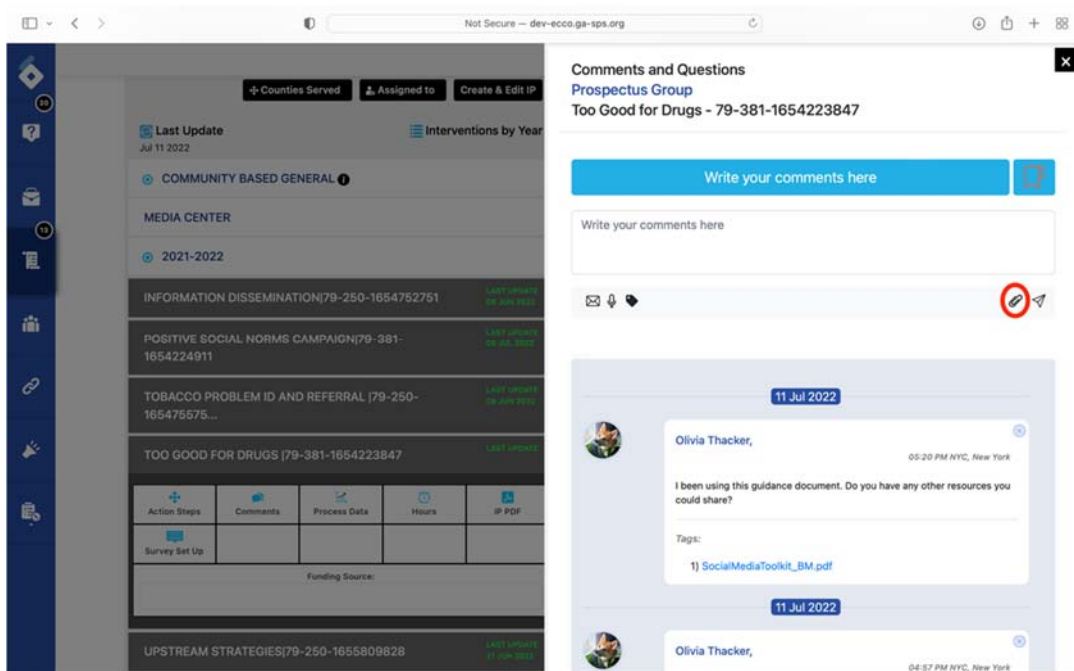
8. Select a file from the briefcase and hit send.



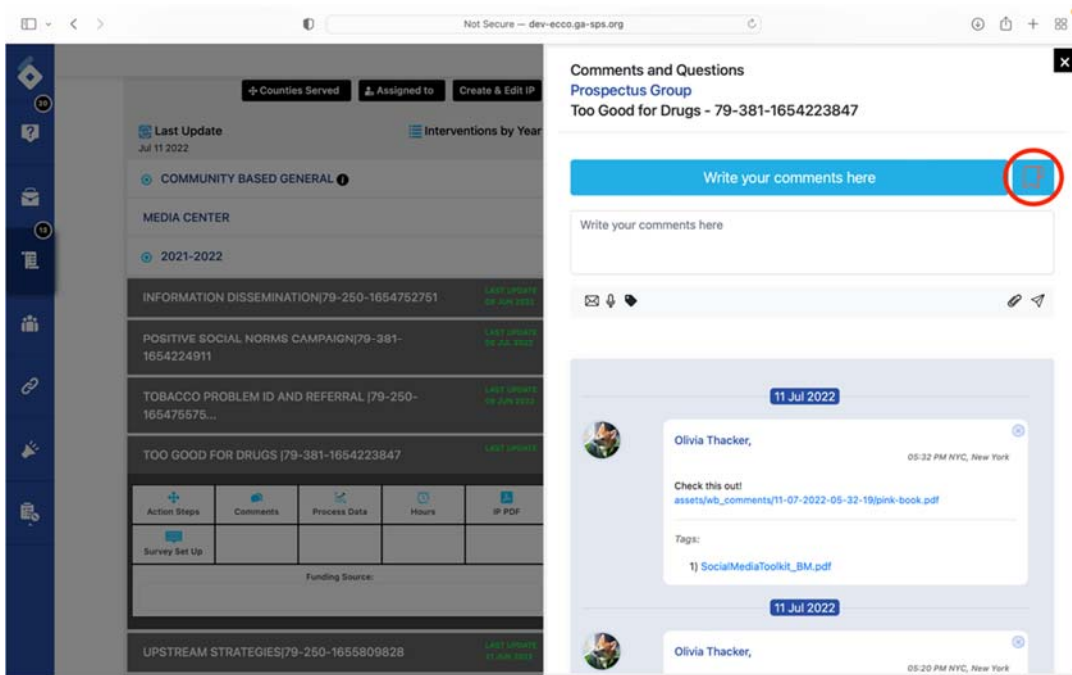
9. The message recipient can then open or download the tagged file by clicking on the hyperlinked text.



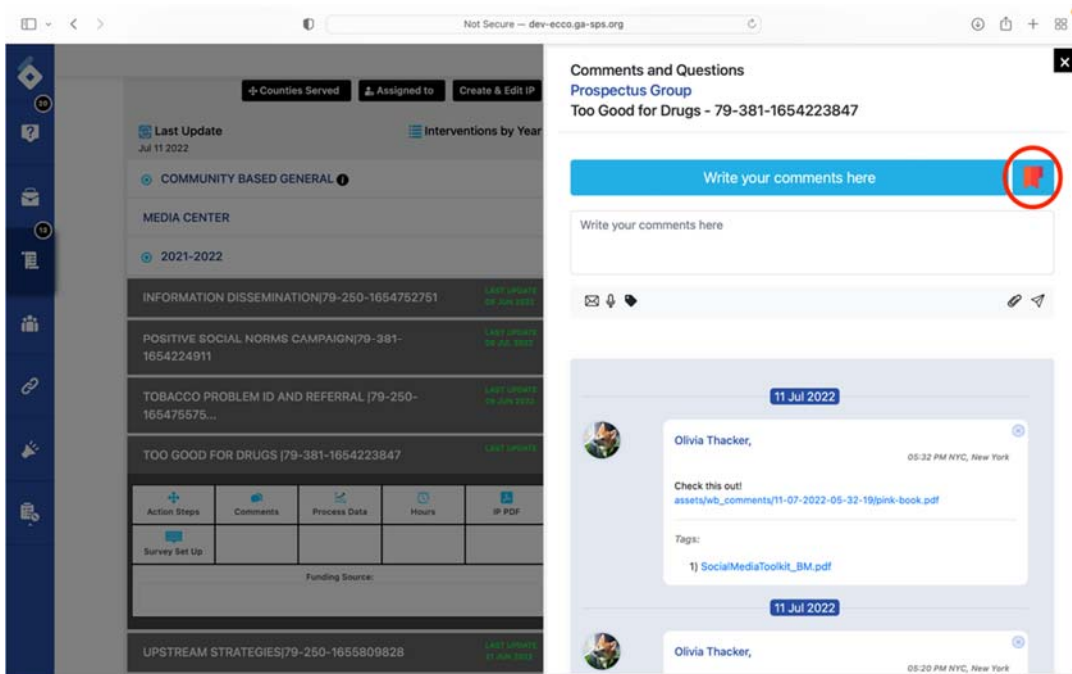
10. Clicking on the paperclip icon will allow you to attach a file from your computer with your comment.



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.

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

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 6

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 38

SURVEYS

Last Activity 31st Dec 1969

ANNOUNCEMENTS

7:45 am EST 11.02.2020

08/31/21 02:08AM

Test Message from vivid

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

Copyright © 2022 Prospectus Group, LLC. All rights reserved. [Terms of Use](#) | [Privacy Policy](#)

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

Prospectus Group Olivia Thacker

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

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

Last Update Jul 11 2022

COMMUNITY BASED GENERAL

MEDIA CENTER

2021-2022

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

Last Update May 20 2022

COMMUNITY BASED GENERAL

MEDIA CENTER

2016-2017

2017-2018

2018-2019

2019-2020

2020-2021

2021-2022

The screenshot displays a web application interface for managing interventions. At the top, there is a navigation bar with the user's name 'Olivia Thacker' and the organization 'Prospectus Group'. Below this, there are filters for 'By Region', 'IP Status', 'By Agency', and 'Sort IP by'. The main content area is divided into two columns. The left column is titled '(79) - PROSPECTUS GROUP - (R-3)' and contains a list of interventions. The right column is titled '(1) - CITY OF PREVENTION, PREVENTION DIR - (R-1)' and contains a list of years. The 'TOO GOOD FOR DRUGS' entry in the left panel is highlighted with a red circle.

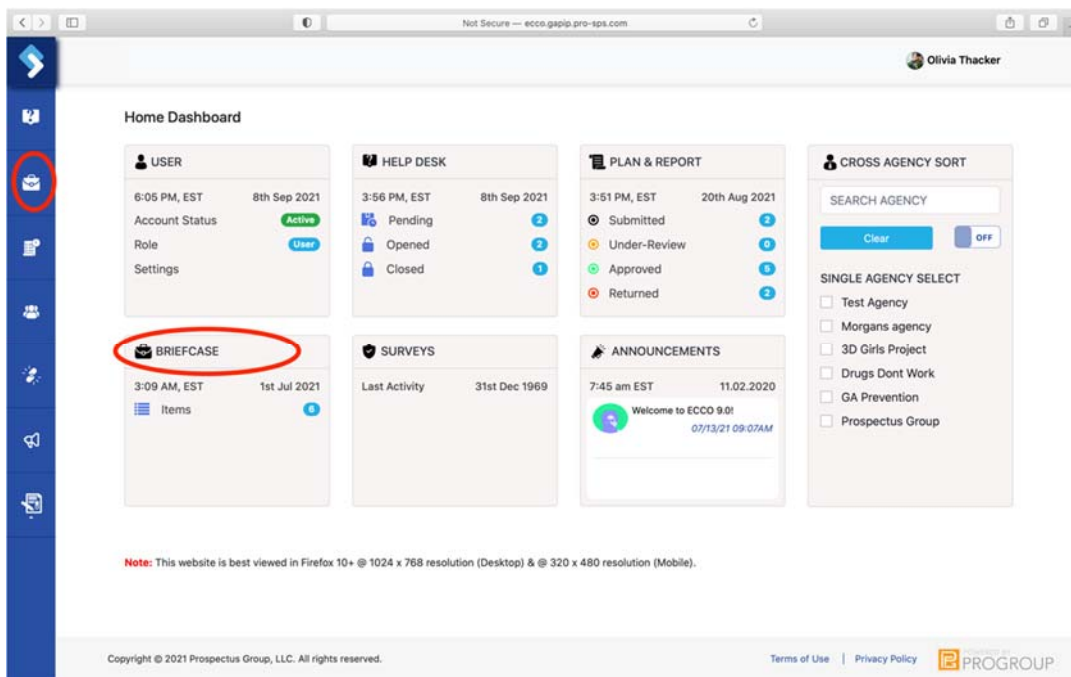
Intervention Name	Last Update
INFORMATION DISSEMINATION[79-250-1654752751	LAST UPDATE 09 JUN 2022
POSITIVE SOCIAL NORMS CAMPAIGN[79-381-1654224911	LAST UPDATE 06 JUL 2022
TOBACCO PROBLEM ID AND REFERRAL [79-250-165475575...	LAST UPDATE 06 JUN 2022
TOO GOOD FOR DRUGS [79-381-1654223847	LAST UPDATE
UPSTREAM STRATEGIES[79-250-1655809828	LAST UPDATE 21 JUN 2022

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

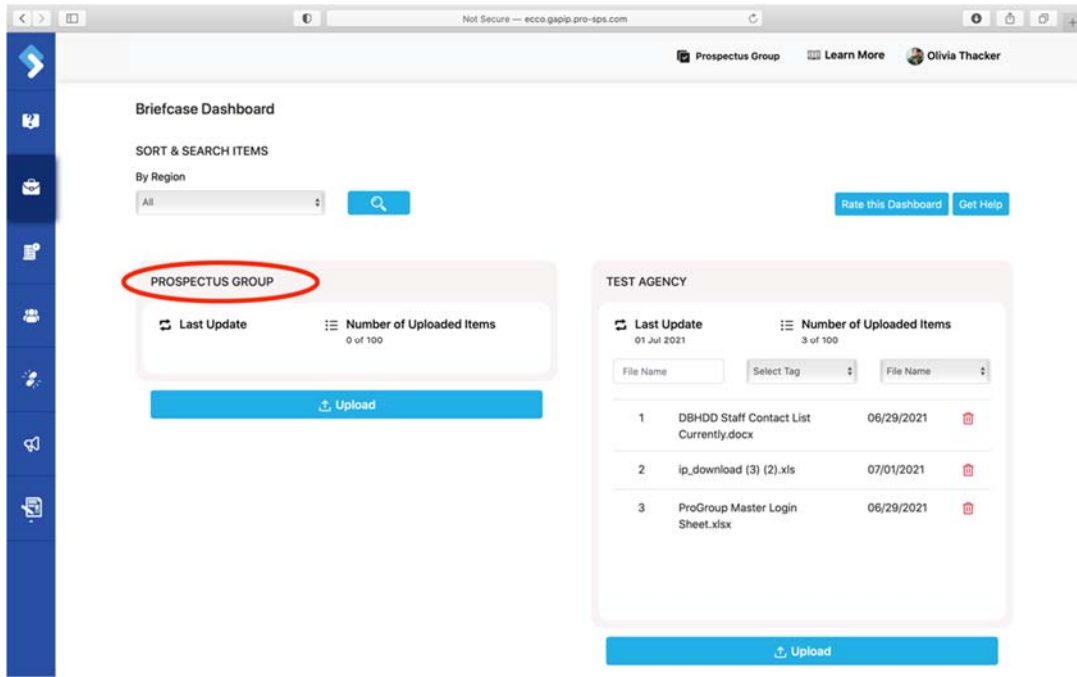
Uploading files to Briefcase

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

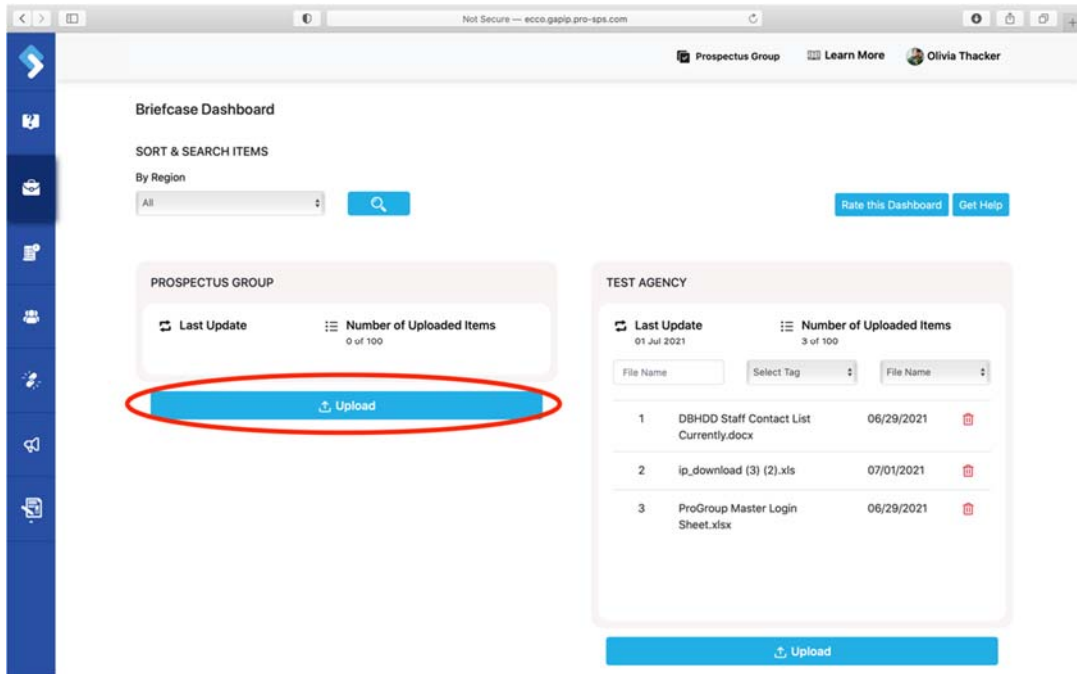
1. From the homepage, navigate to the Briefcase Dashboard by clicking on the node labeled “Briefcase” or click on the briefcase icon on the sidebar to the left.



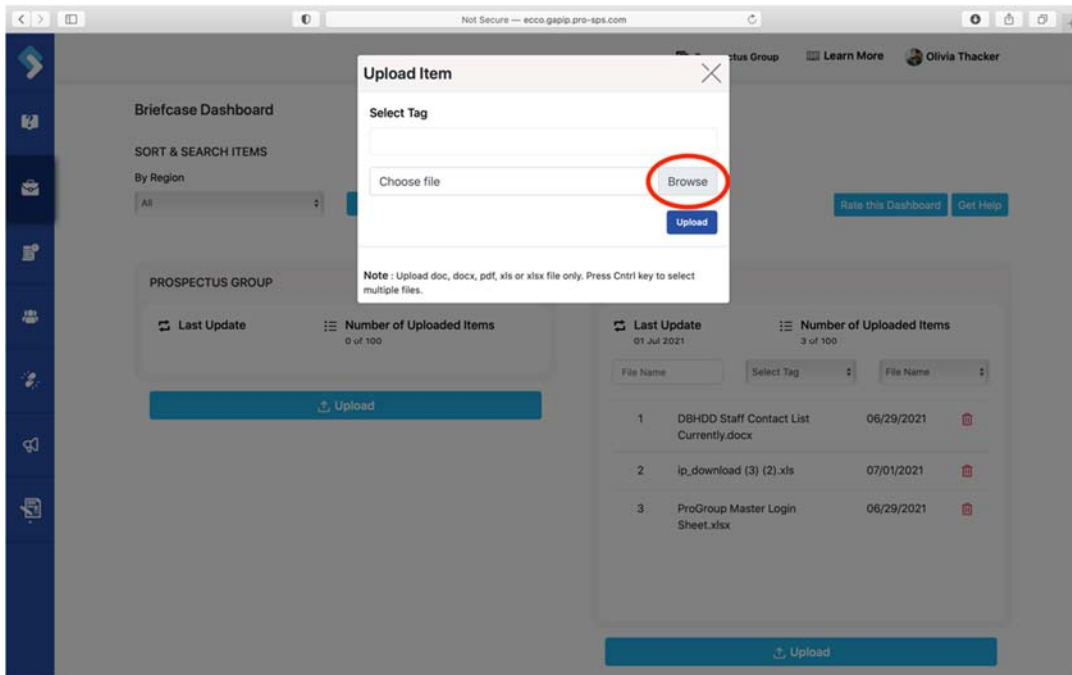
2. Once on the Briefcase Dashboard, find the agency node you want to upload files to. If you are only associated with one agency/funding source, you will only see one node.



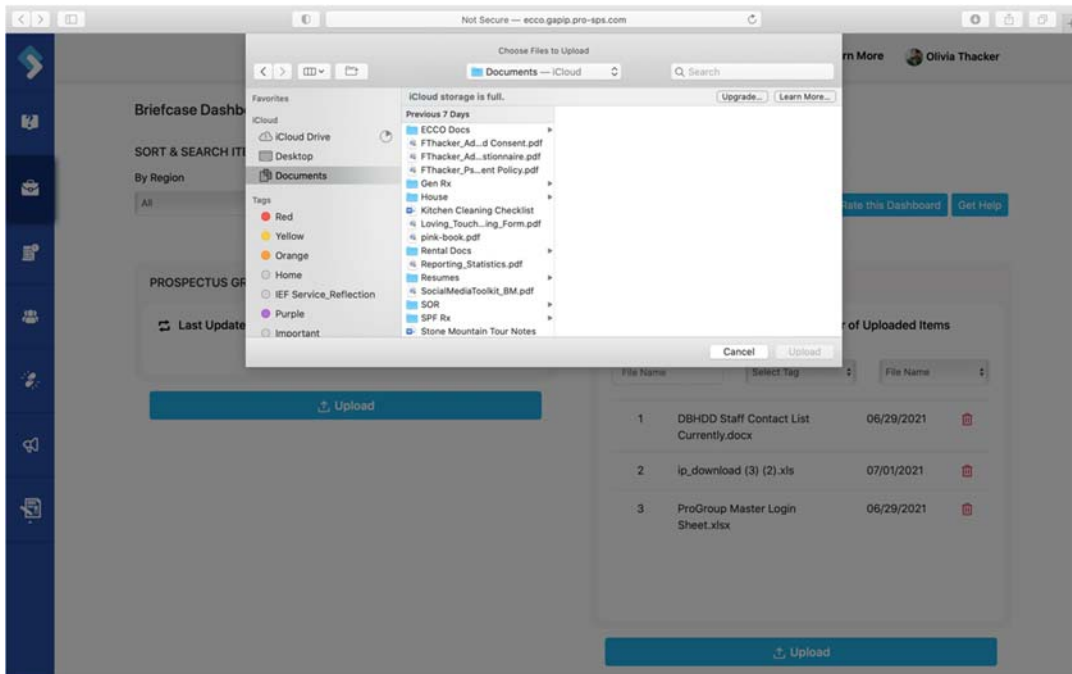
3. Click on the blue rectangle box labeled "Upload," located at the bottom of the node.



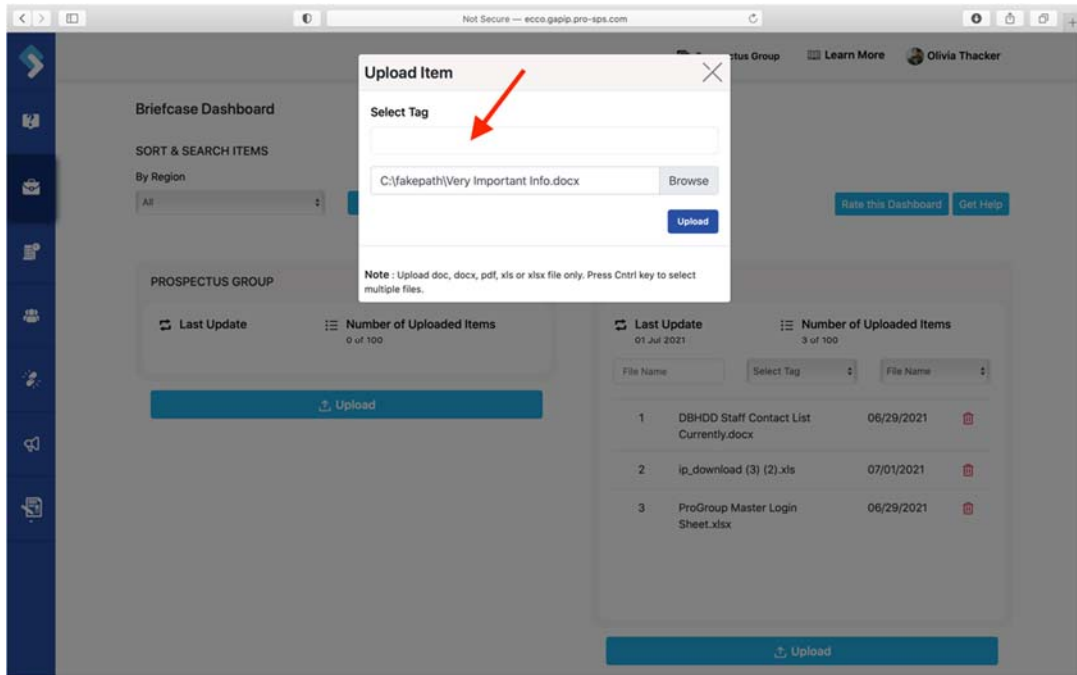
4. Choose a file by clicking on the "Browse" button.



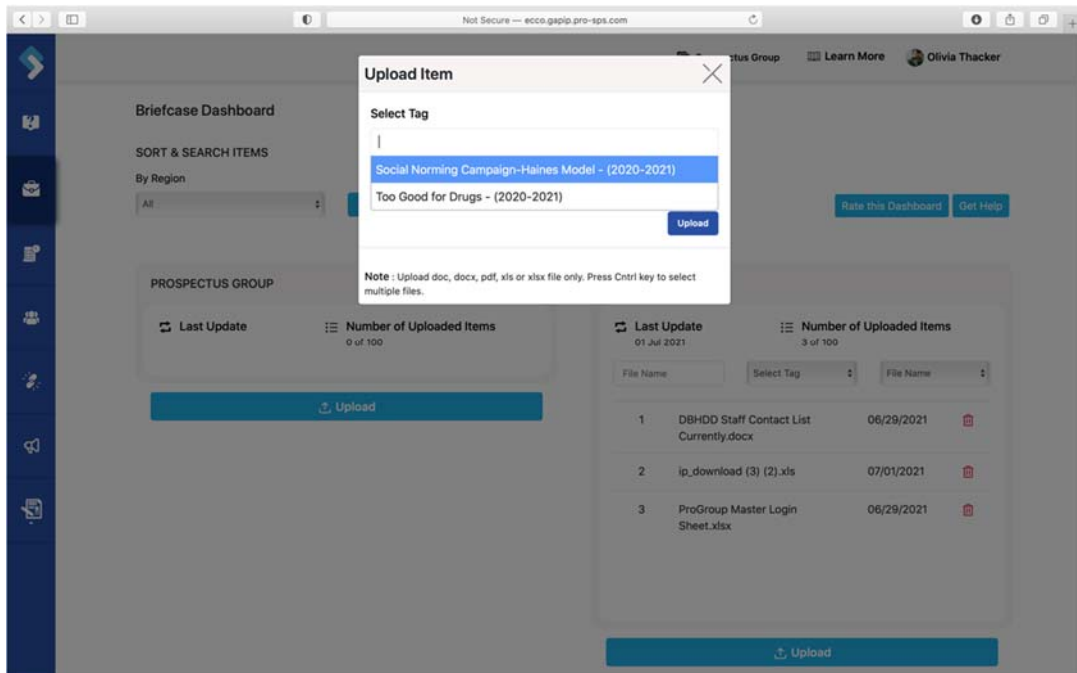
5. A list of your computer files will appear. Select a file.



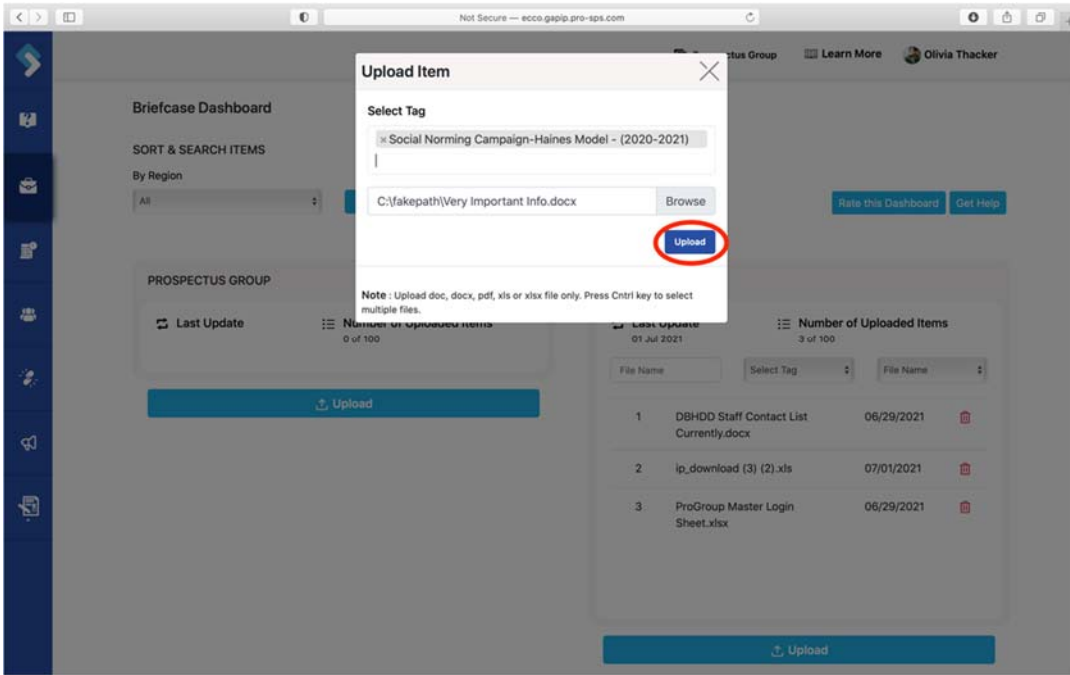
6. Once you have selected a file, you can choose to tag the file by the intervention model you are implementing. Click on the "Select Tag" box to tag one or more intervention model names to your file. The tag feature will allow you to search and sort files by the intervention model.



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



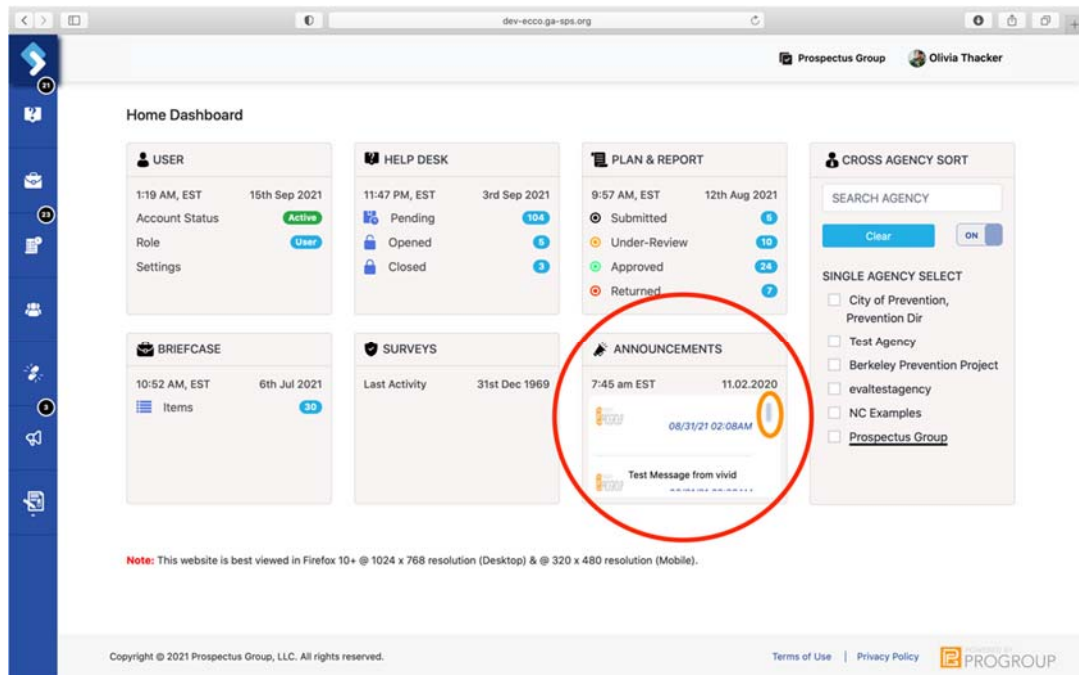
8. Once you have selected the interventions you want to tag, click the "Upload" button to upload the file.



Where to Find Announcements

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

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



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

The screenshot shows a web browser window with the URL "dev-ecco.ga-sps.org". The user is logged in as "Olivia Thacker" from "Prospectus Group". The page title is "Home Dashboard" and the active section is "Announcements". Below the title, there is a sub-header "Announcements (Sort and Select Recipients)". The main content area displays a list of four announcements, each with a circular profile picture of "thilaga", the name "thilaga", and the text "Test message" or "Test Message from vivid". The timestamps for all announcements are "02:08 am". A vertical scrollbar is visible on the right side of the list, and a red circle highlights the bottom portion of this scrollbar.

Profile Picture	Name	Message	Timestamp
	thilaga	Test message	02:08 am
	thilaga	Test Message from vivid	02:08 am
	thilaga	Test Message from vivid	02:08 am
	thilaga	Test Message from vivid	02:08 am

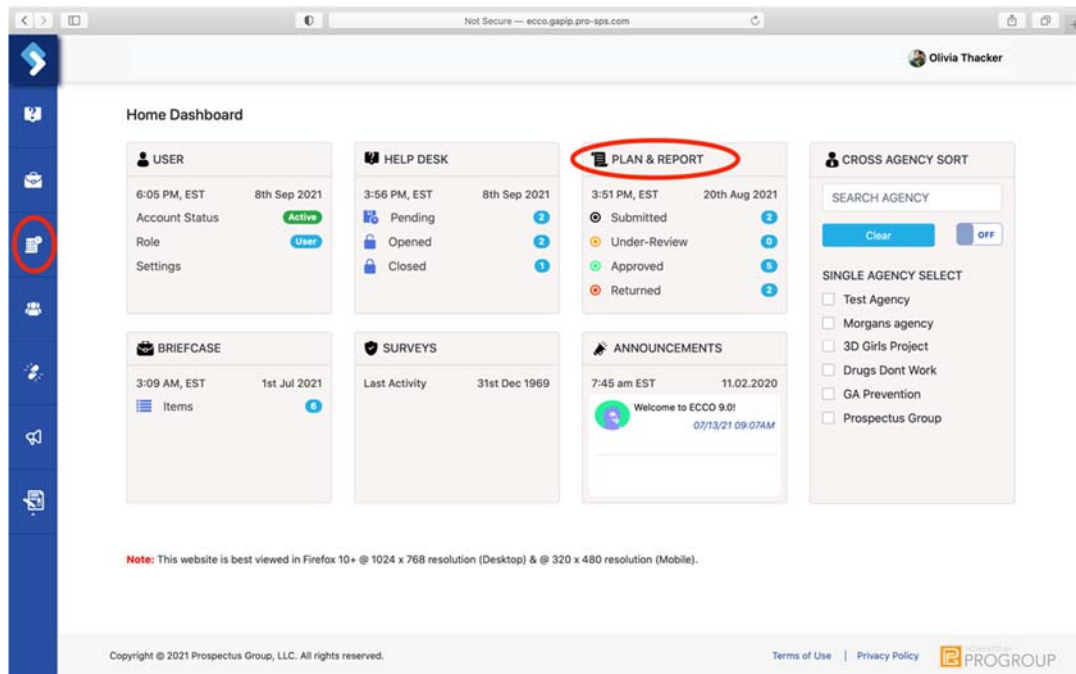
Copyright © 2021 Prospectus Group, LLC. All rights reserved. [Terms of Use](#) | [Privacy Policy](#)

Implementation Plans (IP)

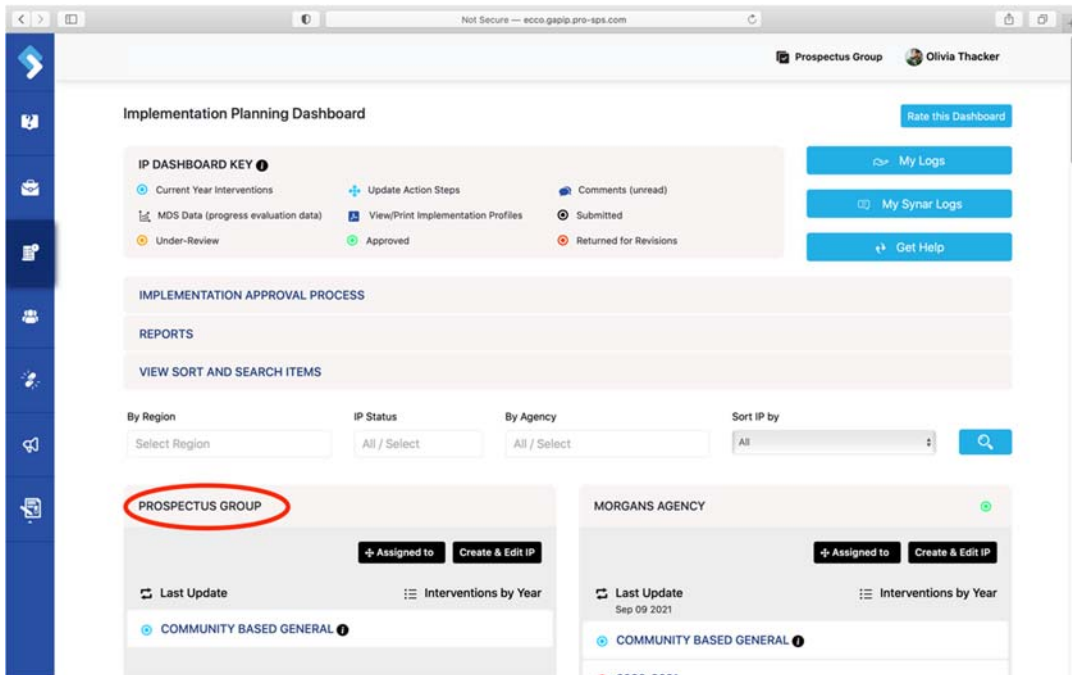
Create/Edit Implementation Plan and Submit

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

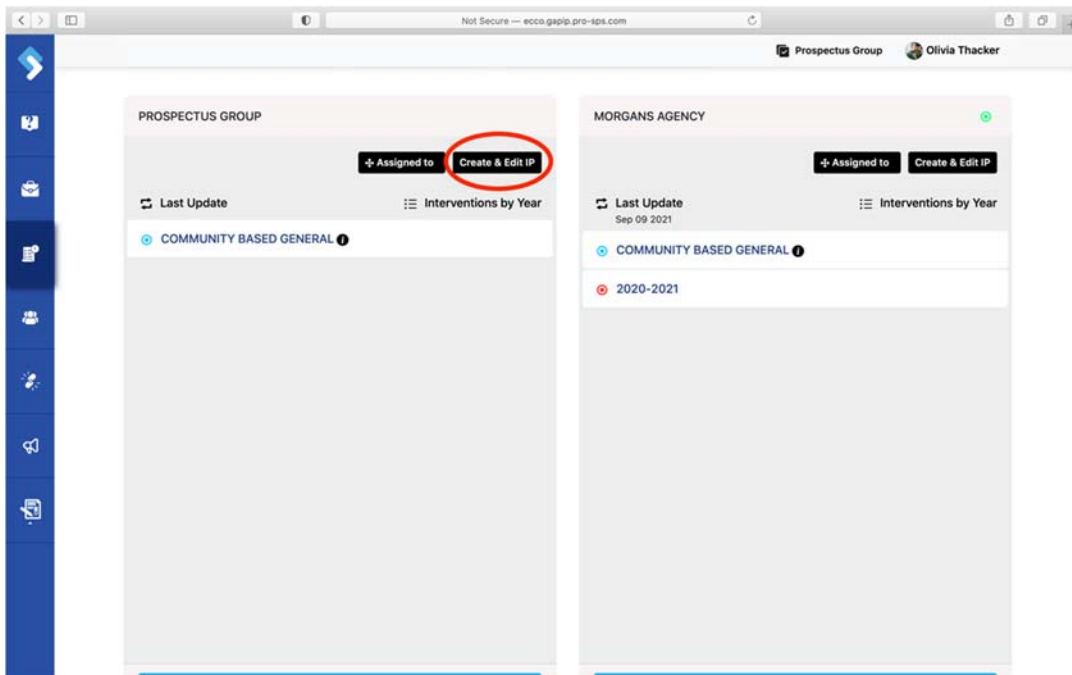
1. From the homepage, click on the Plan & Report node, or click on the IP icon on the left sidebar to navigate the IP Dashboard.



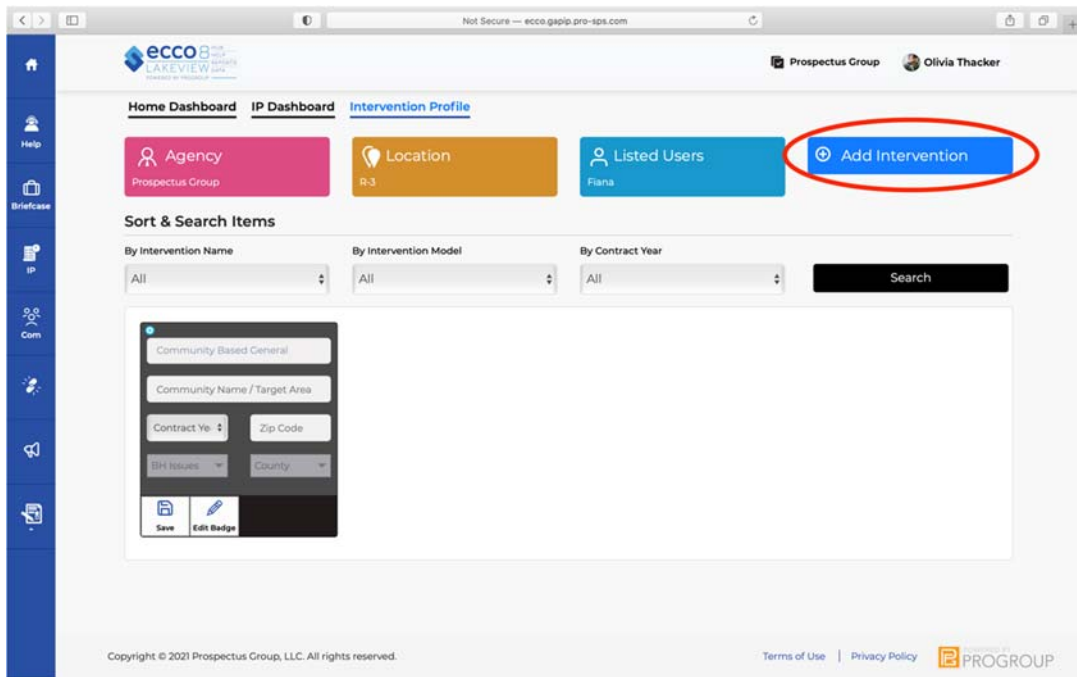
2. Once on the IP Dashboard, find the agency node you want to develop an IP for. You will only see one node if you are only associated with one agency and funding source.



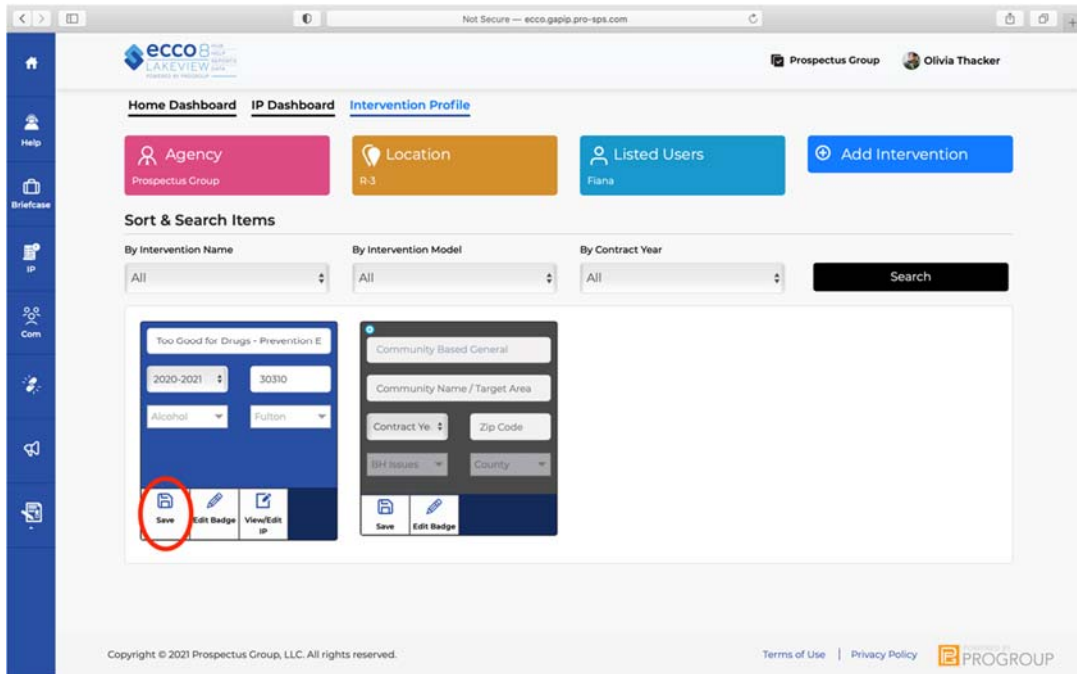
3. Click on the black box labeled “Create & Edit IP.” This will take you to the Intervention Profile page.



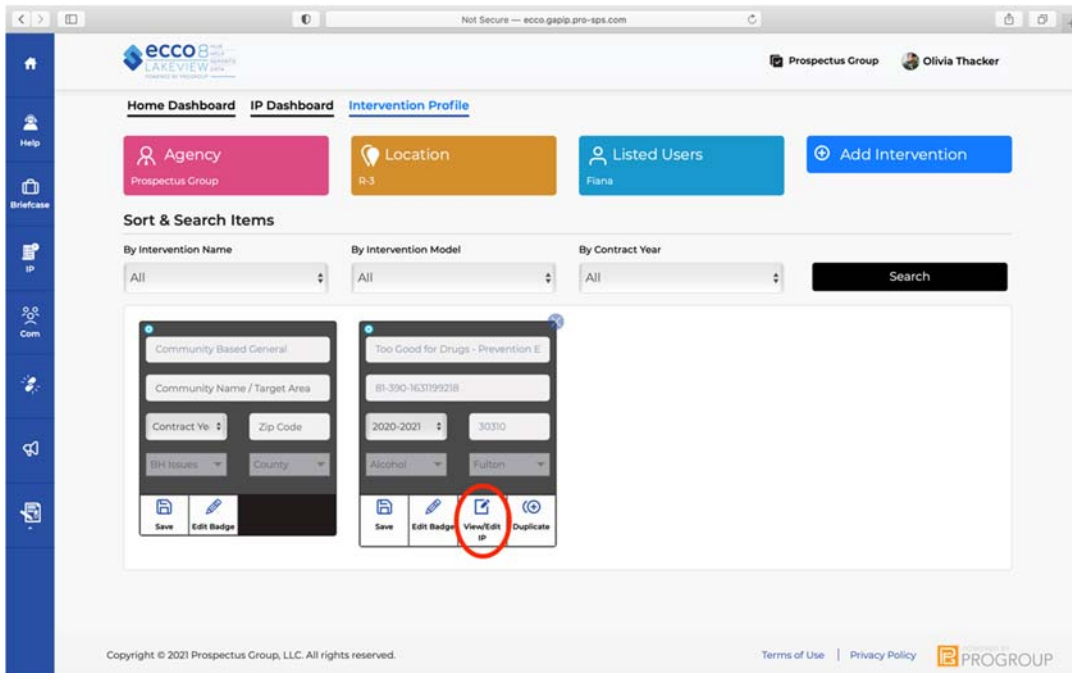
4. To add a new IP, click on the blue box labeled “Add Intervention.”



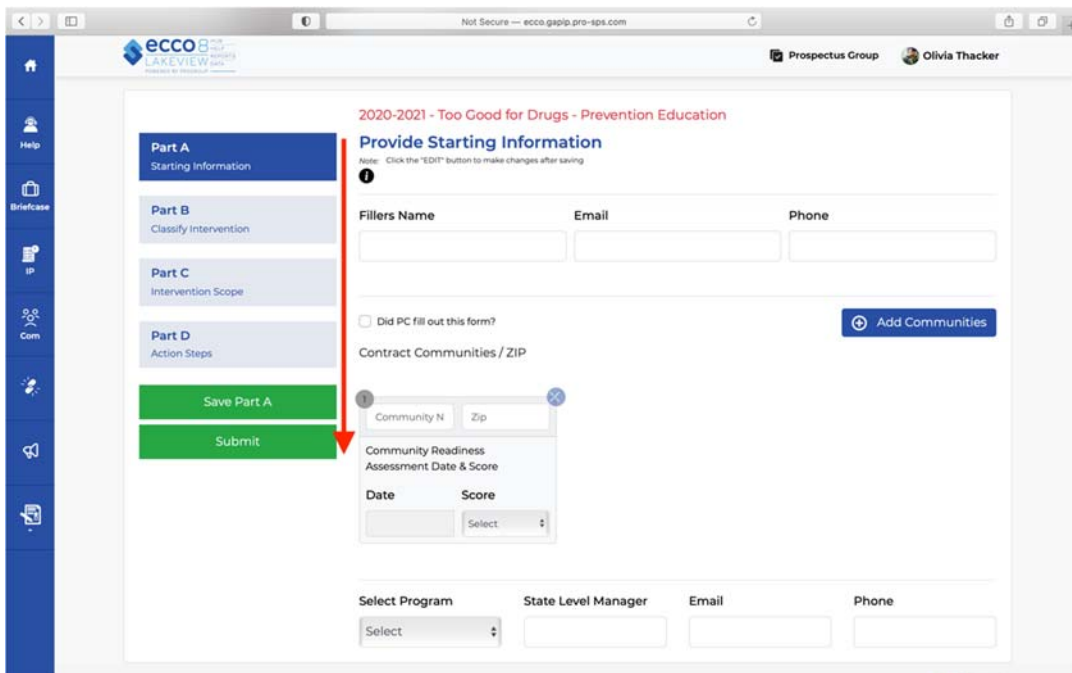
5. A new node will appear to the left of the page highlighted in blue. Fill out each field on the node.
6. Once all fields on the node have been entered, click Save. This will trigger a form to open up below.



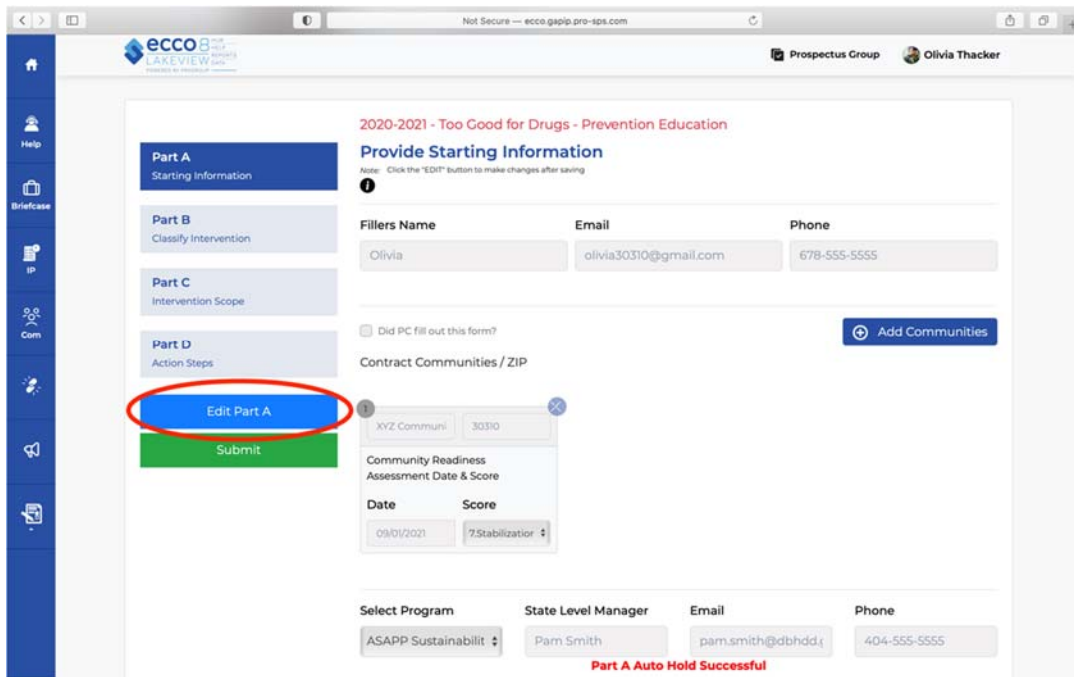
7. If you are returning to an IP (that has not been submitted or has been returned) to make changes, you will click on "View/Edit IP." This will open the form below.



- 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.

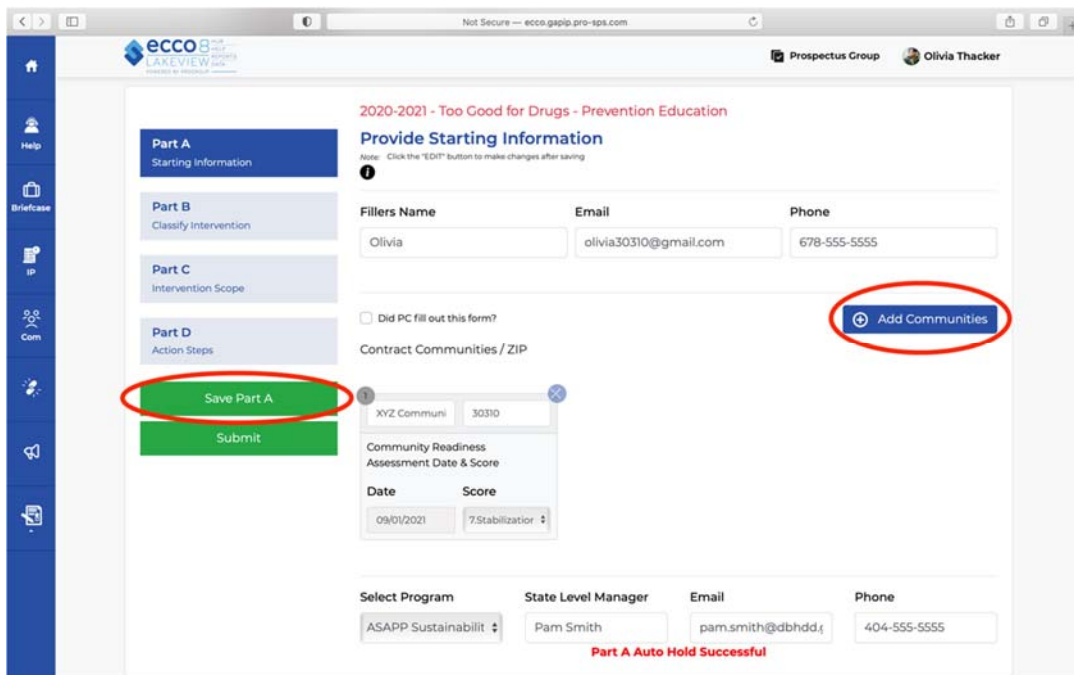


- If you are returning to an IP to make changes, the “save” button will be an “edit” button. You will need to click the edit button before you can make any changes to the form.



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.

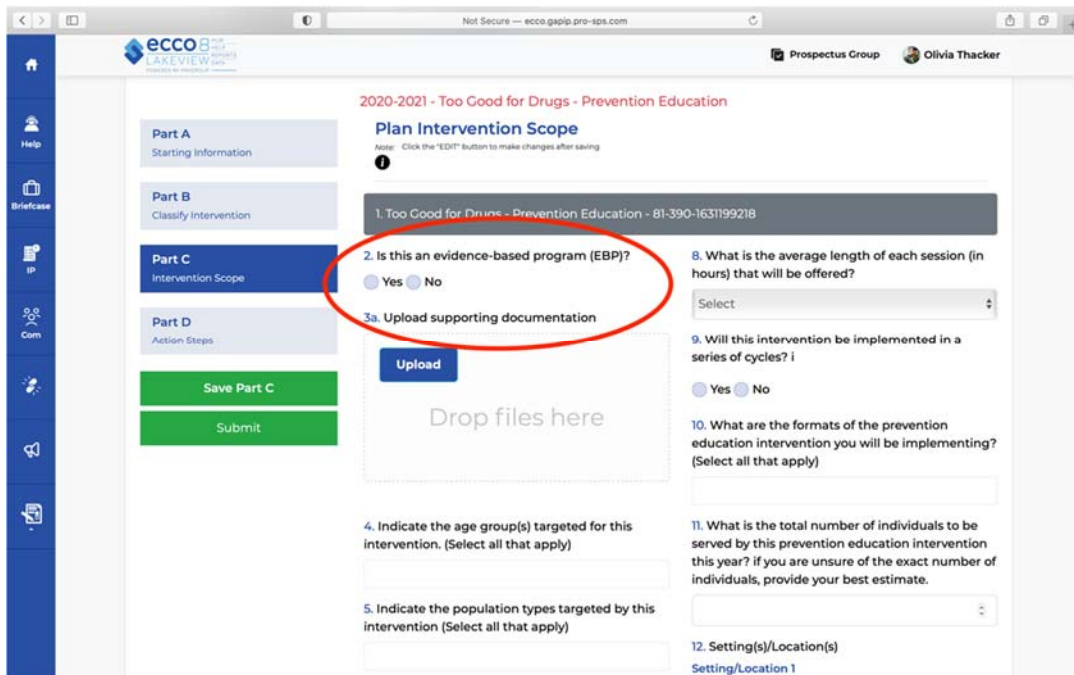


12. In Part B, you will identify the problem to be addressed with this intervention and the intervention type (strategy type). **Your answer to question four will determine the rest**

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

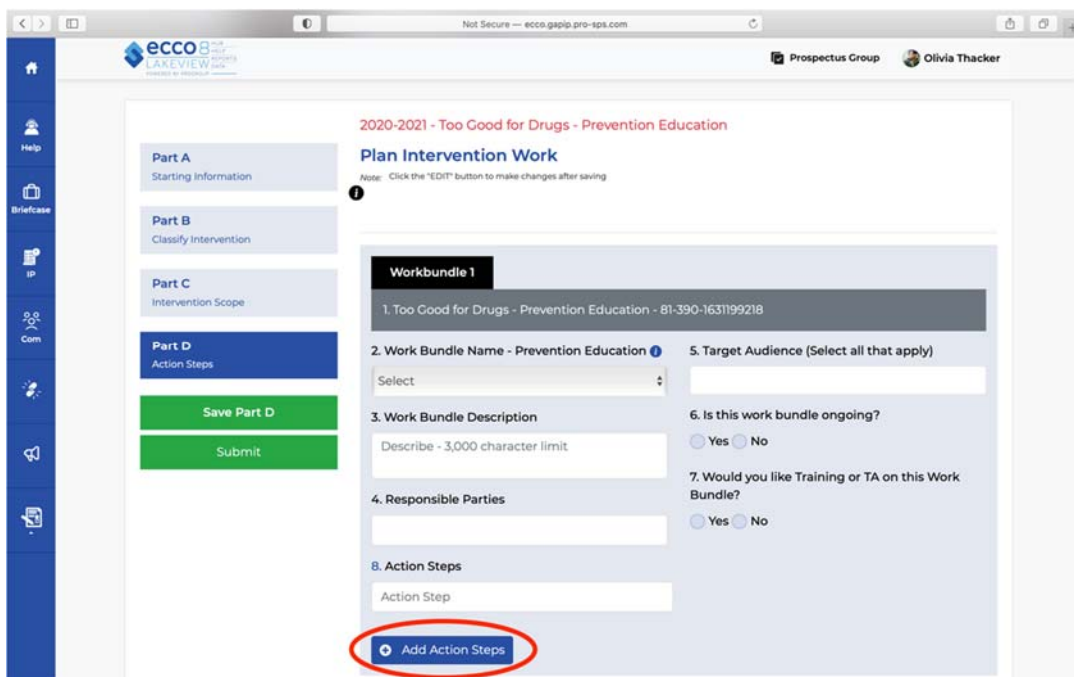
The screenshot shows the 'Classify The Intervention' form in the ECCO system. The form is titled '2020-2021 - Too Good for Drugs - Prevention Education'. It is divided into four parts: Part A (Starting Information), Part B (Classify Intervention), Part C (Intervention Scope), and Part D (Action Steps). Part B is currently active, showing a dropdown menu for 'Intervention Type' with 'Prevention Education' selected. A red box highlights the dropdown list, which includes options like 'Prevention Education', 'Alternative Drug-Free Activities', 'Community-Based Processes', 'Environmental', 'Problem Identification and Referral', 'Information Dissemination', 'Tobacco Problem ID and Referral', 'Education / Training (Suicide Prevention only)', 'Information / Outreach (Suicide Prevention only)', 'Treatment / Services (Suicide Prevention only)', 'Environment / Systems (Suicide Prevention only)', and 'Upstream Strategies (Suicide Prevention only)'. Other fields include 'Approved State Priority', 'Determined by what data:', 'IOM Category', and 'Risk & Protective / Contributing Factor'.

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.”

The screenshot shows the 'Part D: Action Steps' section of the IP form. The form is titled 'Workbundle 1' and contains the following fields:

- 1. Too Good for Drugs - Prevention Education - 81-390-1631199218
- 2. Work Bundle Name - Prevention Education (Dropdown menu)
- 3. Work Bundle Description (Text area, 3,000 character limit)
- 4. Responsible Parties (Text area)
- 5. Target Audience (Select all that apply) (Dropdown menu)
- 6. Is this work bundle ongoing? (Radio buttons: Yes, No)
- 7. Would you like Training or TA on this Work Bundle? (Radio buttons: Yes, No)
- 8. Action Steps (Text area)

At the bottom of the form, there is a blue button labeled 'Add New Bundle' which is circled in red. To the left of the form, there are navigation buttons: 'Save Part D' (green) and 'Submit' (green). The 'Submit' button is circled in red.

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**.

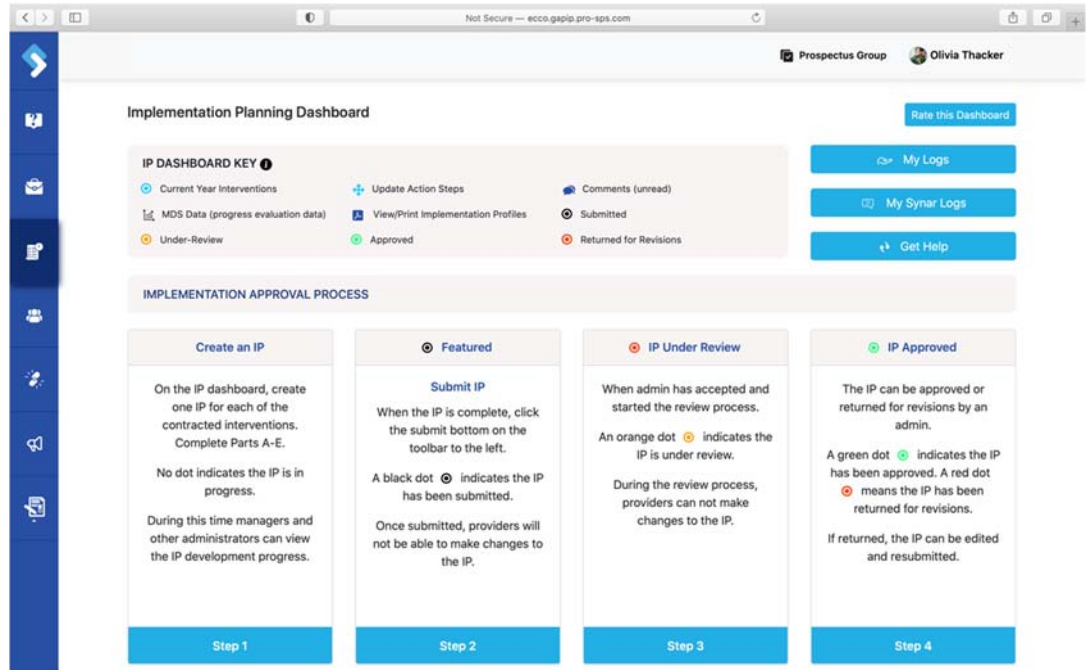
The screenshot shows the '2020-2021 - Too Good for Drugs - Prevention Education' IP form. The form is titled 'Plan Intervention Work' and contains the following fields:

- 1. Too Good for Drugs - Prevention Education - 81-390-1631199218
- 2. Work Bundle Name - Prevention Education (Dropdown menu: Participant recruitment)
- 3. Work Bundle Description (Text area, 3,000 character limit)
- 4. Responsible Parties (Text area: Olivia)
- 5. Target Audience (Select all that apply) (Dropdown menu: Youth)
- 6. Is this work bundle ongoing? (Radio buttons: Yes, No)
- 6b. Projected Start Date (Text area)
- 6c. Projected End Date (Text area)
- 7. Would you like Training or TA on this Work Bundle? (Radio buttons: Yes, No)
- 8. Action Steps (Text area: Action step 1, Action step 2)

At the bottom of the form, there is a blue button labeled 'Edit Part D' and a green button labeled 'Submit'. The 'Submit' button is circled in red. To the left of the form, there are navigation buttons: 'Edit Part D' (blue) and 'Submit' (green). The 'Submit' button is circled in red.

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 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.

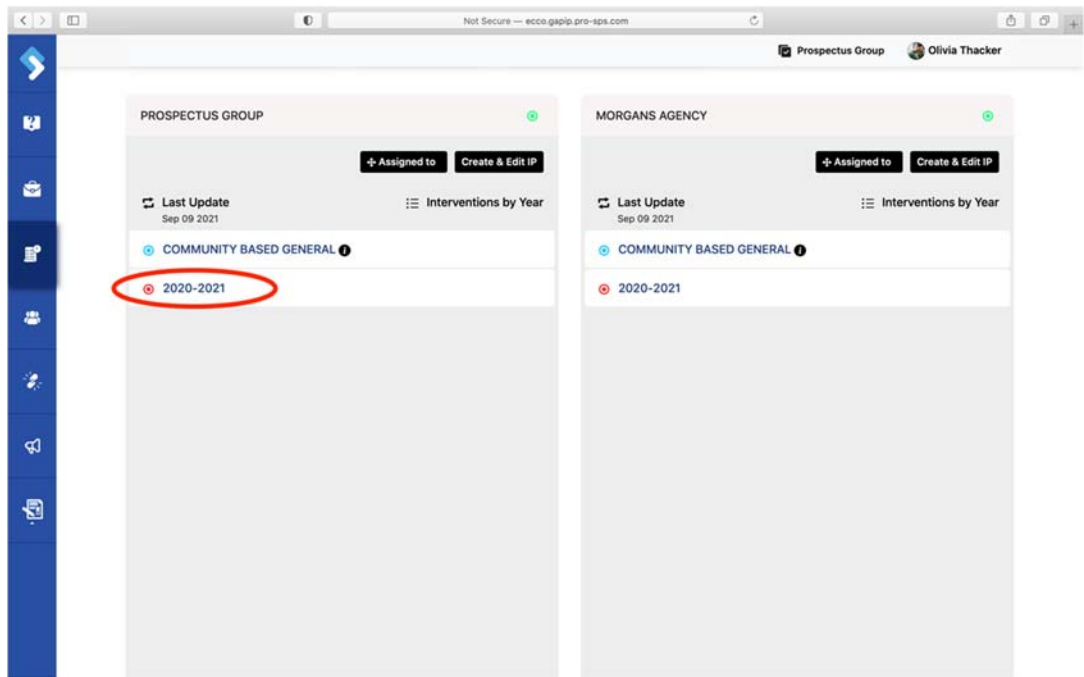
1. From the homepage, click on the Plan & Report node or the IP icon on the left sidebar to navigate to the IP Dashboard.

The screenshot shows the 'Home Dashboard' for a user named Olivia Thacker. The 'PLAN & REPORT' tab is highlighted with a red circle. The dashboard contains several widgets: 'USER' (Account Status: Active, Role: User), 'HELP DESK' (Pending: 2, Opened: 2, Closed: 1), 'CROSS AGENCY SORT' (Search Agency, Clear, ON), 'BRIEFCASE' (Items: 6), 'SURVEYS' (Last Activity: 31st Dec 1969), and 'ANNOUNCEMENTS' (Welcome to ECCO 9.0! 07/13/21 09:07AM). A note at the bottom states: 'Note: This website is best viewed in Firefox 10+ @ 1024 x 768 resolution (Desktop) & @ 320 x 480 resolution (Mobile).'

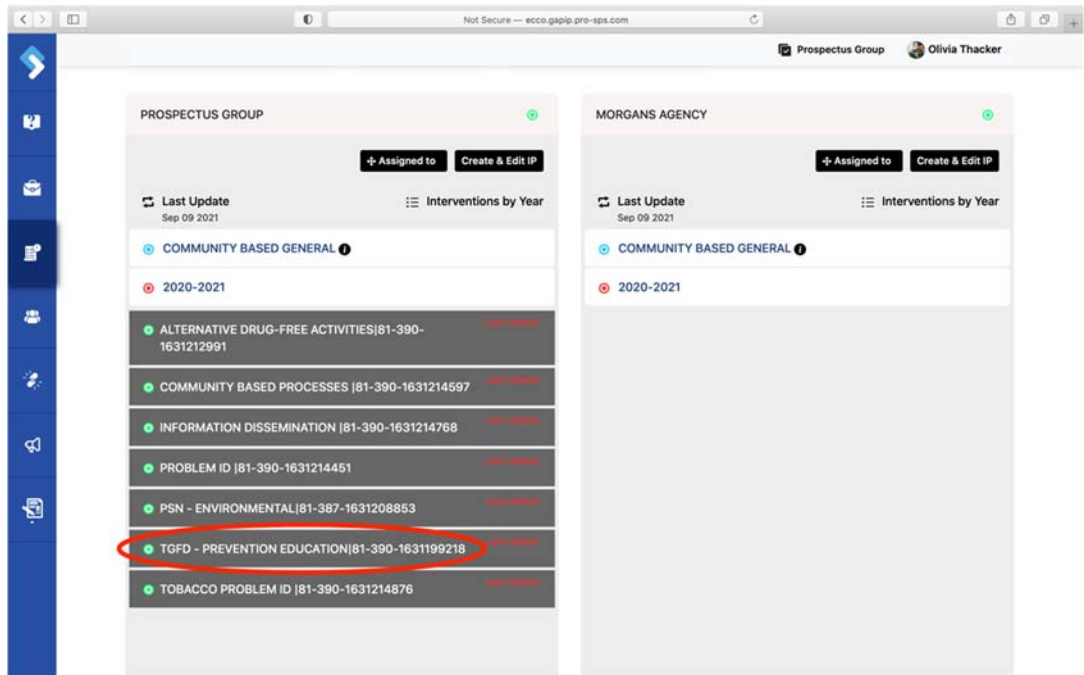
2. Once on the IP Dashboard, find the agency node you want to update an IP for. You will only see one node if you are only associated with one agency and funding source.

The screenshot shows the 'Implementation Planning Dashboard'. The 'PROSPECTUS GROUP' agency node is circled in red. The dashboard includes sections for 'IP DASHBOARD KEY' (Current Year Interventions, Update Action Steps, Comments (unread), MDS Data (progress evaluation data), View/Print Implementation Profiles, Submitted, Under-Review, Approved, Returned for Revisions), 'IMPLEMENTATION APPROVAL PROCESS', 'REPORTS', and 'VIEW SORT AND SEARCH ITEMS'. The 'VIEW SORT AND SEARCH ITEMS' section has filters for 'By Region', 'IP Status', 'By Agency', and 'Sort IP by'. The 'PROSPECTUS GROUP' node shows 'Assigned to' and 'Create & Edit IP' buttons, and a 'Last Update' of Sep 09 2021. The 'MORGANS AGENCY' node also shows 'Assigned to' and 'Create & Edit IP' buttons, and a 'Last Update' of Sep 09 2021.

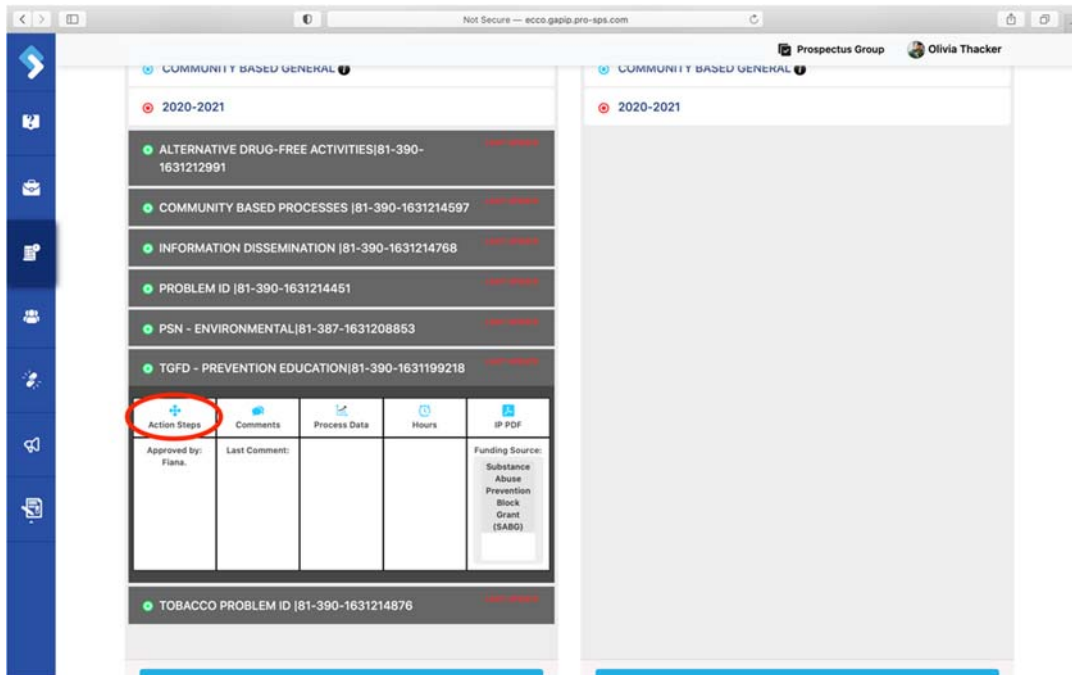
3. Click on the current contract year or the year you want to enter data for.



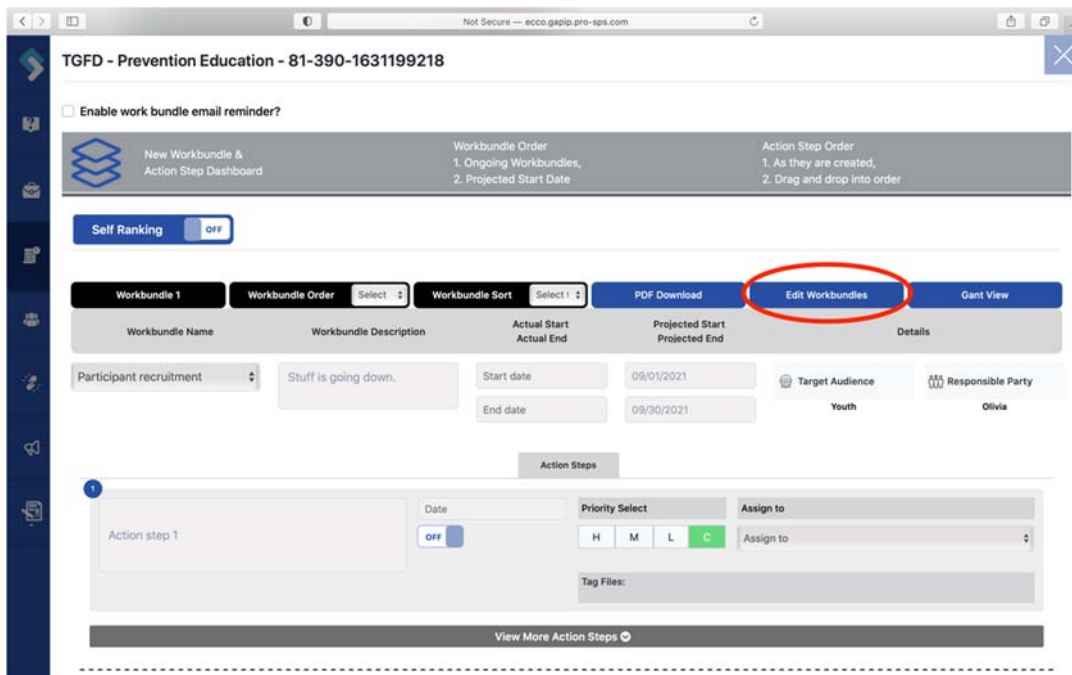
4. Click on the intervention you wish to update to reveal a white toolbar.



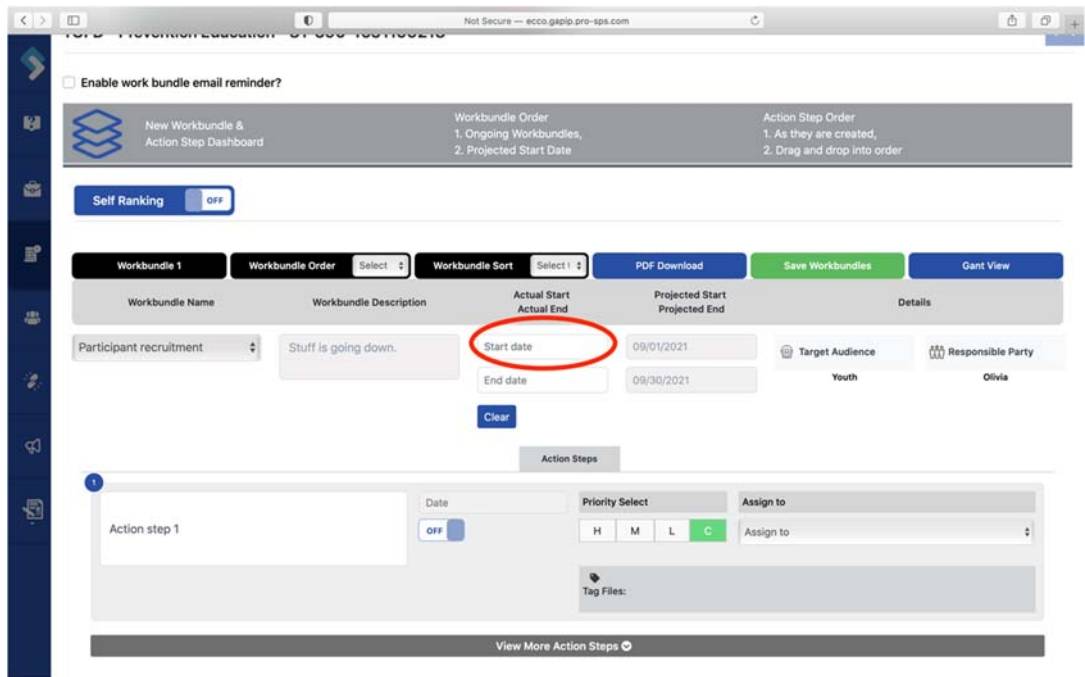
5. Click on the check mark icon labeled "Action Step."



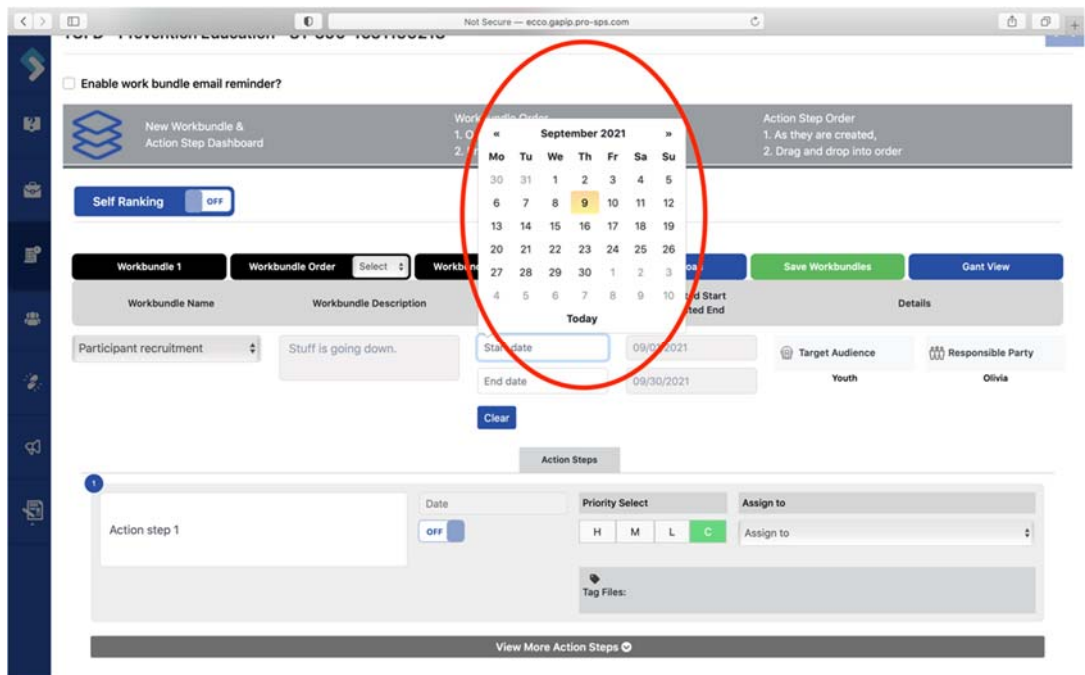
- You will now see the work bundles and action steps for the selected intervention. Before you can update your progress, you will need to click on the blue box labeled “Edit Workbundles.”



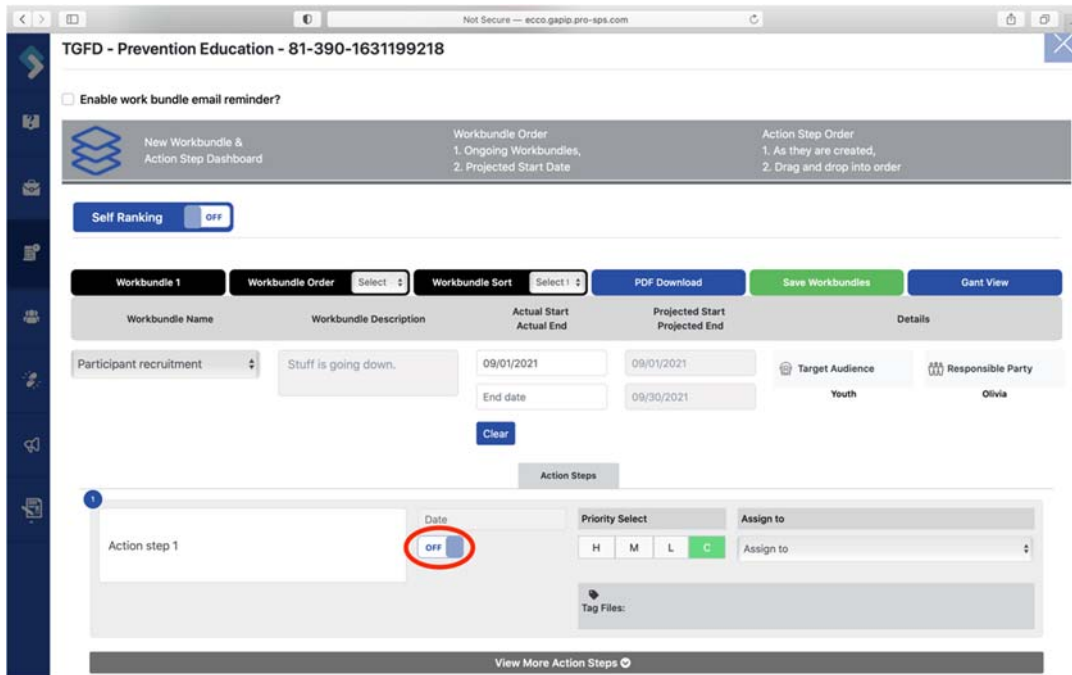
- Find the work bundle you have started and click on the box labeled start date to select the date you began working on that work bundle.



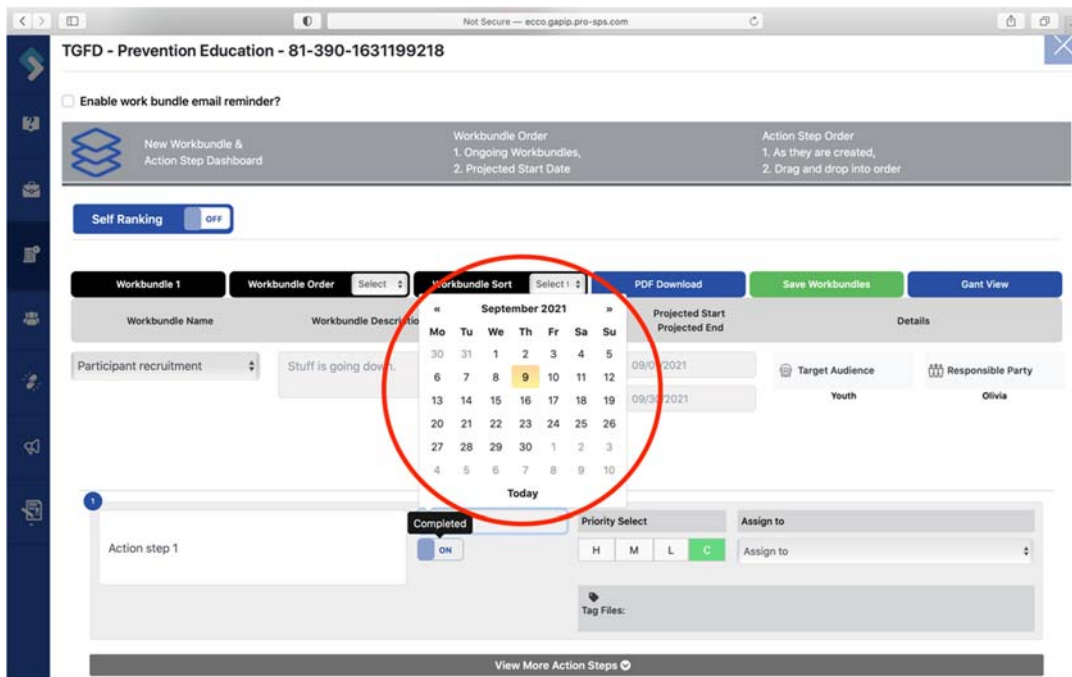
8. Select a date from the calendar.



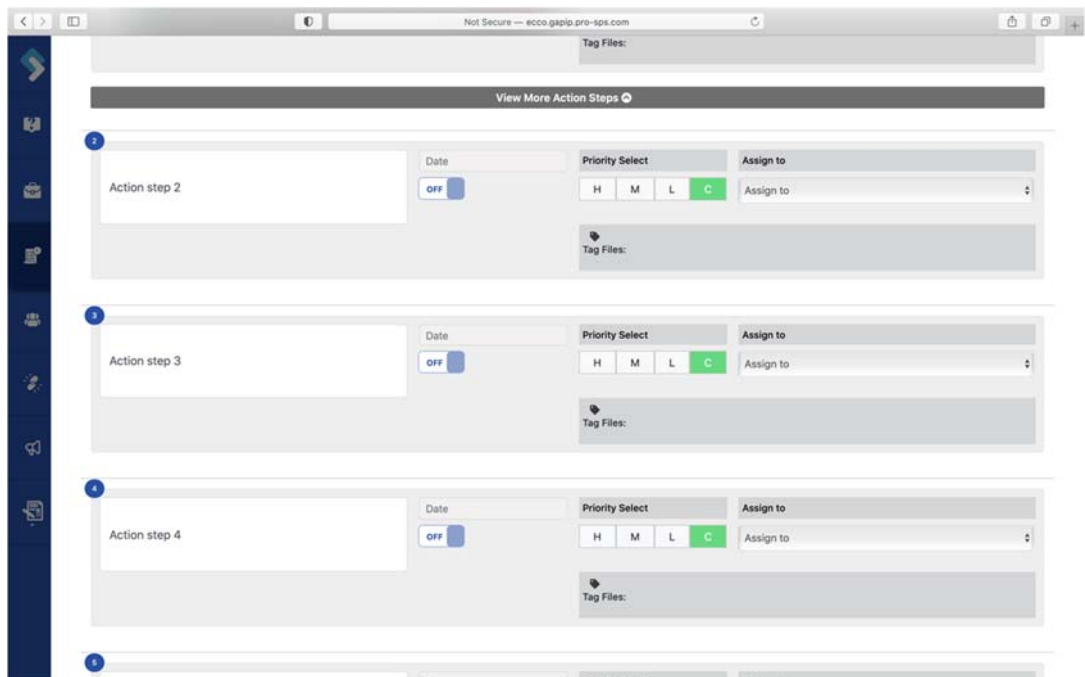
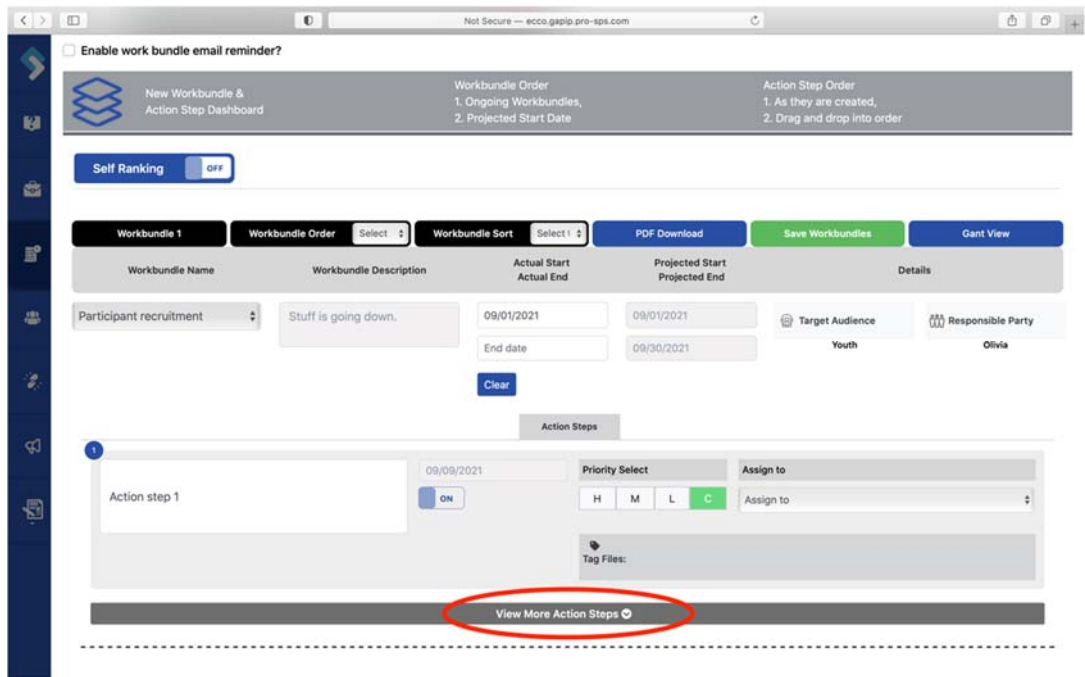
9. To check off an action step as completed, click on the blue toggle located to the right of the action step to move it to the "On" position.



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.

The screenshot shows a web application interface for managing workbundles. At the top, there are fields for 'Workbundle Name' (Participant recruitment), 'Workbundle Description' (Stuff is going down.), 'Actual Start' (09/01/2021), 'Actual End' (09/01/2021), 'Projected Start' (09/01/2021), and 'Projected End' (09/30/2021). Below these are 'Target Audience' (Youth) and 'Responsible Party' (Olivia). The main area contains three action steps:

- Action step 1:** Includes a date field (09/02/2021), an 'ON' button, a calendar, and an 'Assign to' dropdown.
- Action step 2:** Includes a date field (09/03/2021), an 'ON' button, a 'Priority Select' dropdown (H, M, L, C), and an 'Assign to' dropdown.
- Action step 3:** Includes a date field (09/04/2021), an 'ON' button, a 'Priority Select' dropdown (H, M, L, C), and an 'Assign to' dropdown.

A red circle highlights the 'End date' field in the top right corner of the calendar for Action step 1.

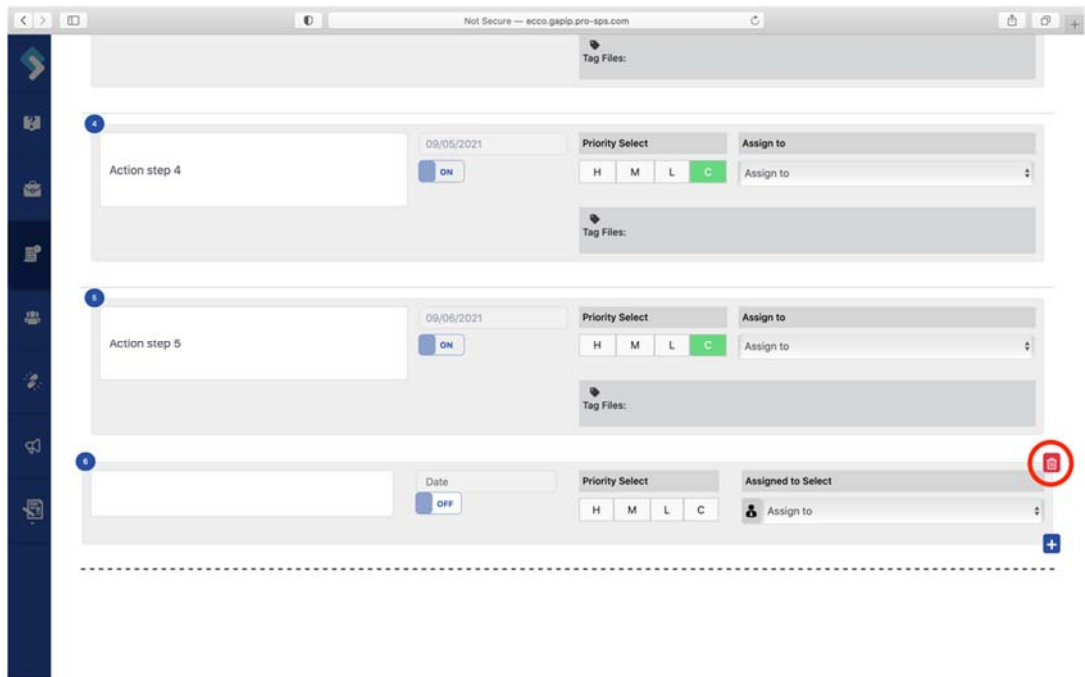
13. To add an action step to a workbundle, click on the plus sign (+) at the bottom right corner of the last action step.

The screenshot shows the same web application interface, but now with five action steps:

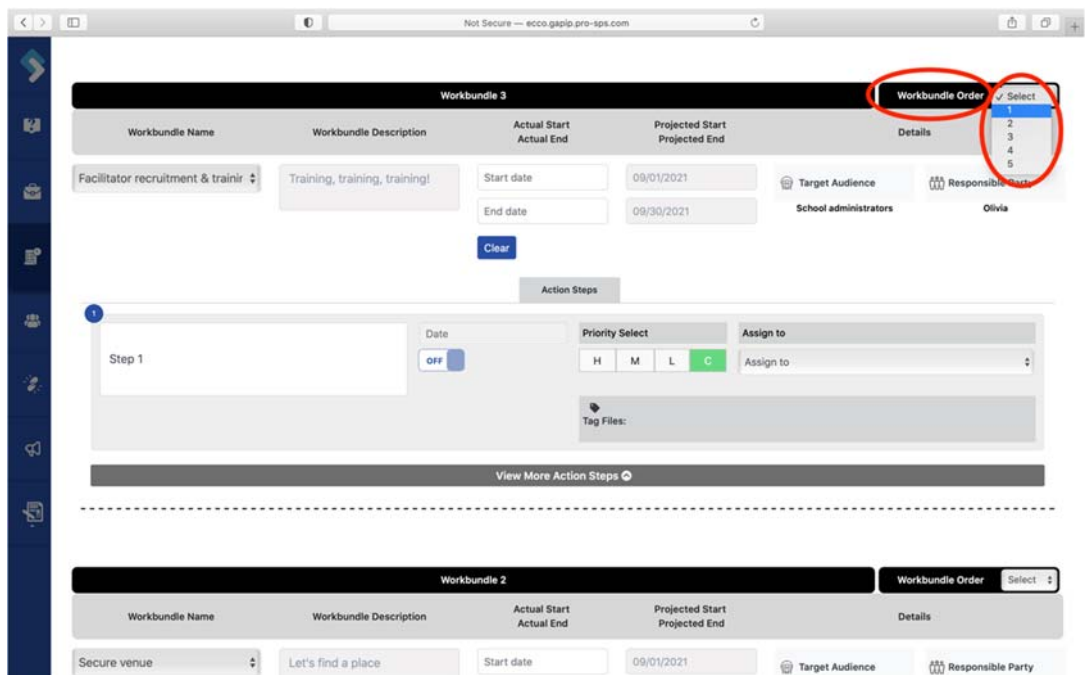
- Action step 3:** Includes a date field (09/04/2021), an 'ON' button, a 'Priority Select' dropdown (H, M, L, C), and an 'Assign to' dropdown.
- Action step 4:** Includes a date field (09/05/2021), an 'ON' button, a 'Priority Select' dropdown (H, M, L, C), and an 'Assign to' dropdown.
- Action step 5:** Includes a date field (09/06/2021), an 'ON' button, a 'Priority Select' dropdown (H, M, L, C), and an 'Assign to' dropdown.

A red circle highlights a plus sign (+) icon at the bottom right corner of the last action step (Action step 5).

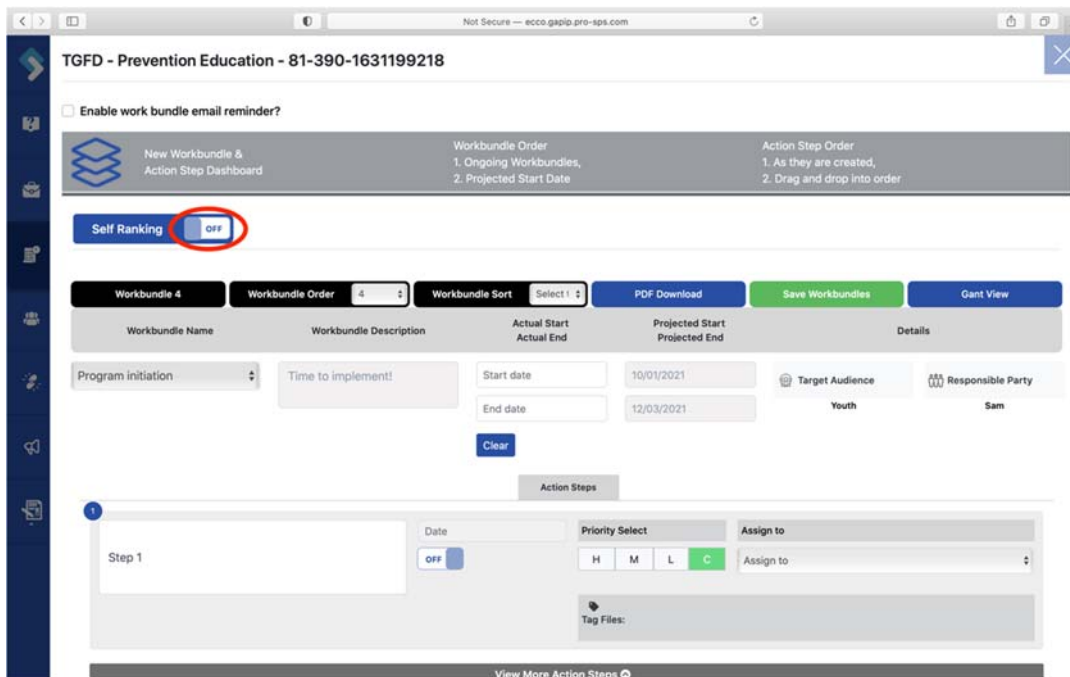
14. To delete an added action step, click on the red trash can icon at the top right corner of the action step.



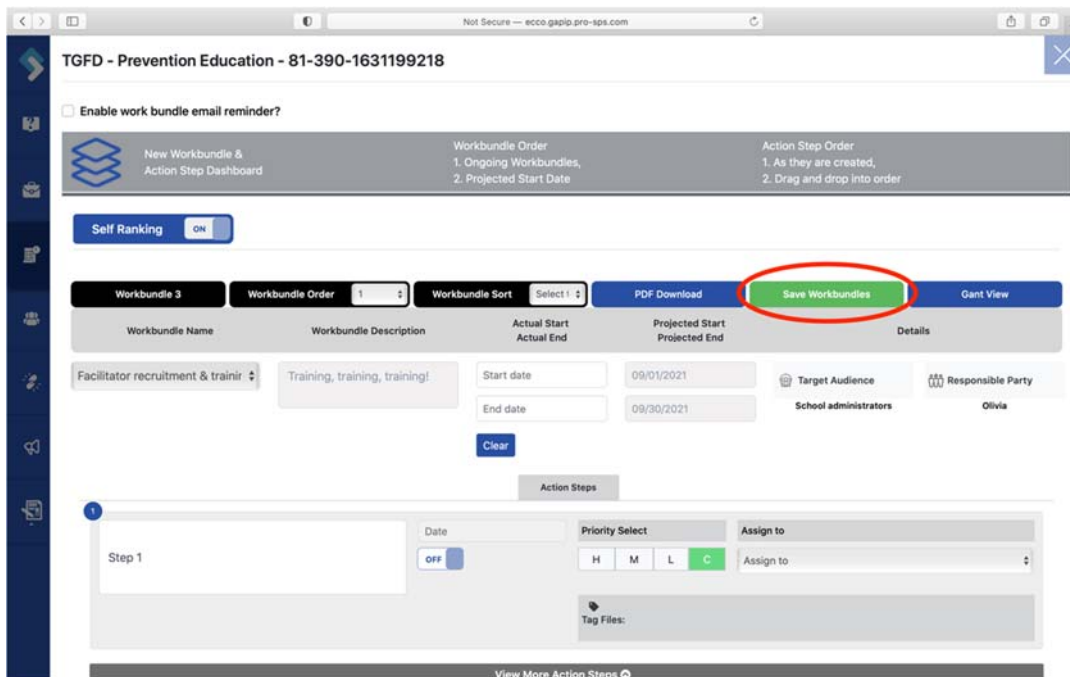
15. To rearrange the order of your workbundles, use the “Workbundle Order” bar to assign an alternate number to the workbuddle.



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.”



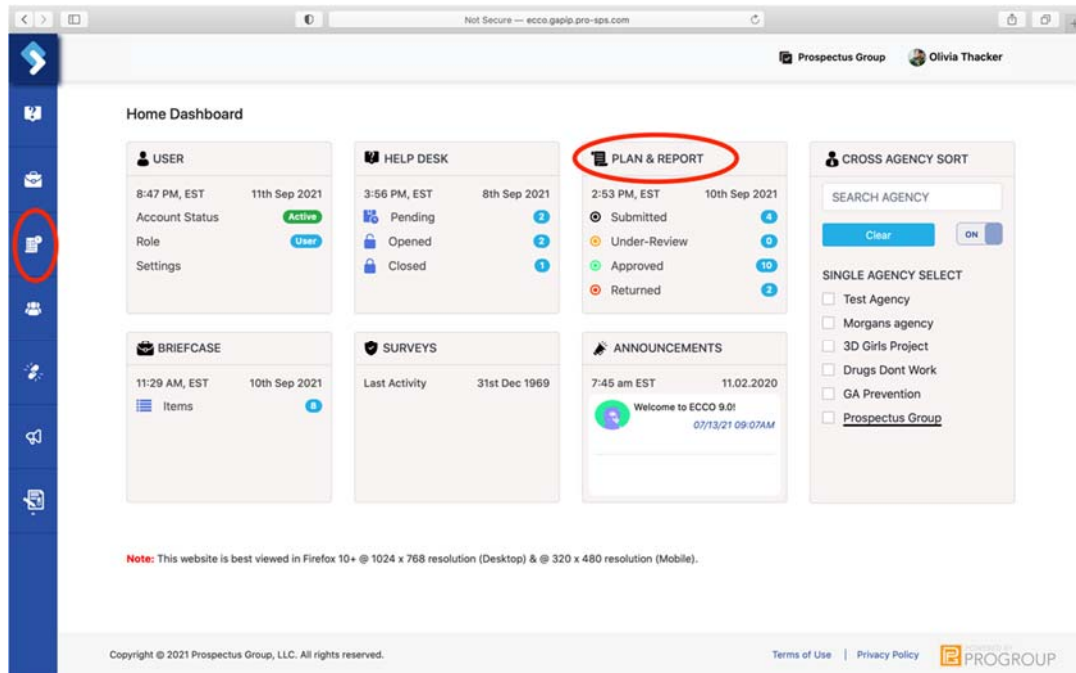
18. Please note that whole work bundles cannot be deleted. This would constitute a scope change. Any changes to the scope of your interventions need to be approved by your state RPS or programmatic manager.

Information for All Seven Strategy Type Forms

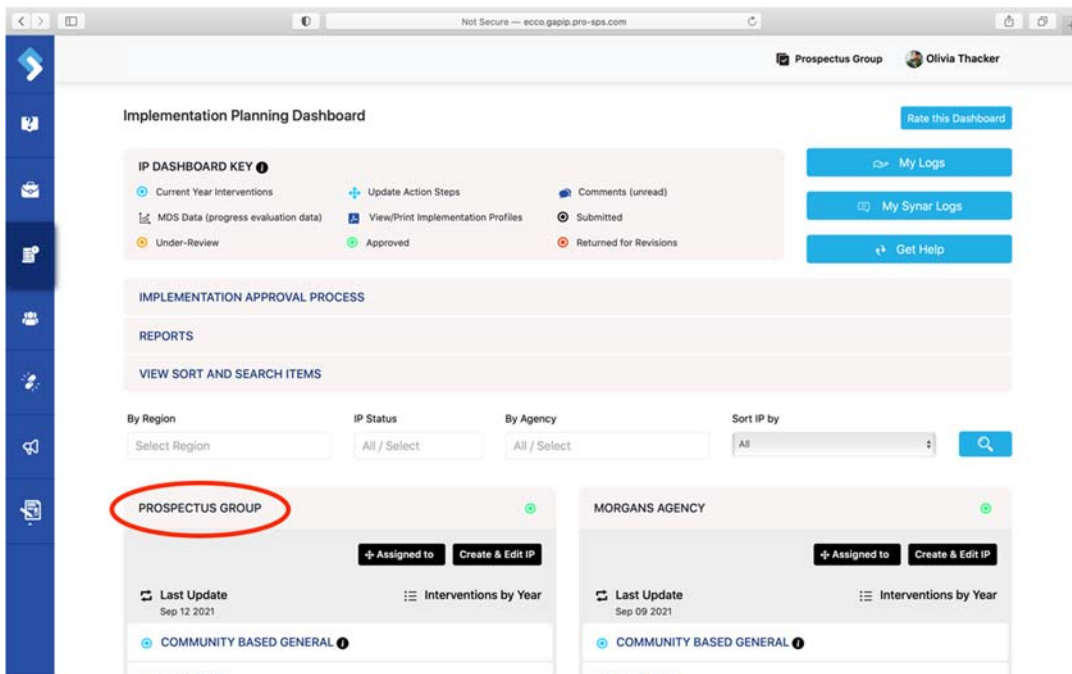
Where does Process (MDS) data go?

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

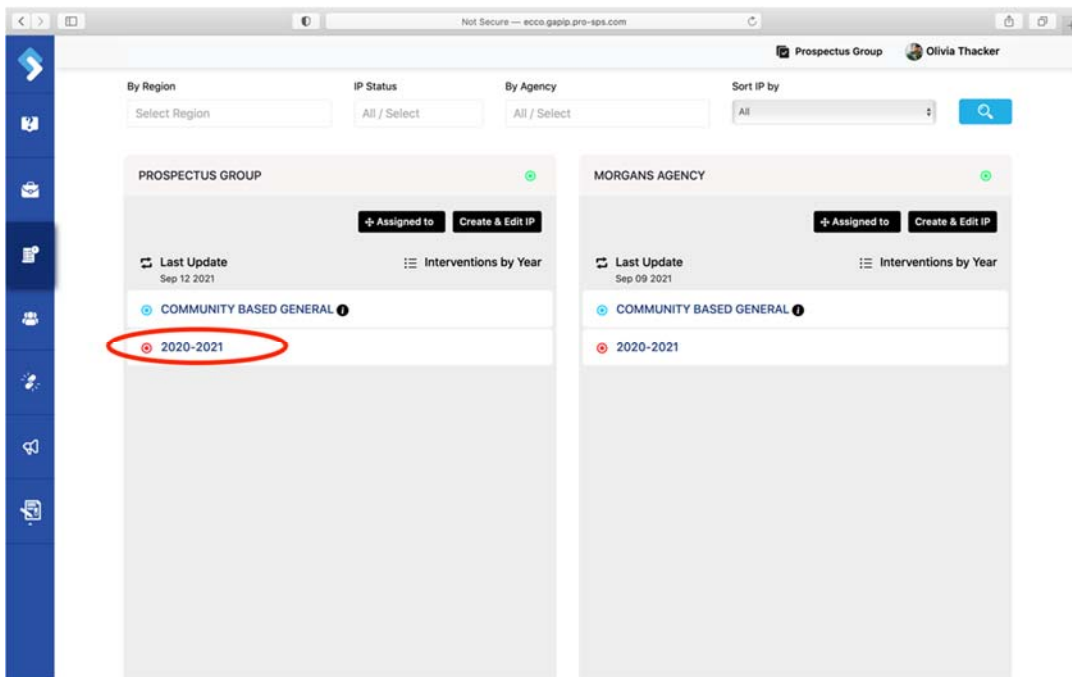
1. Navigate to the Implementation Planning Dashboard from the ECCO homepage by clicking on the node labeled Plan & Report or the IP icon on the sidebar to the left



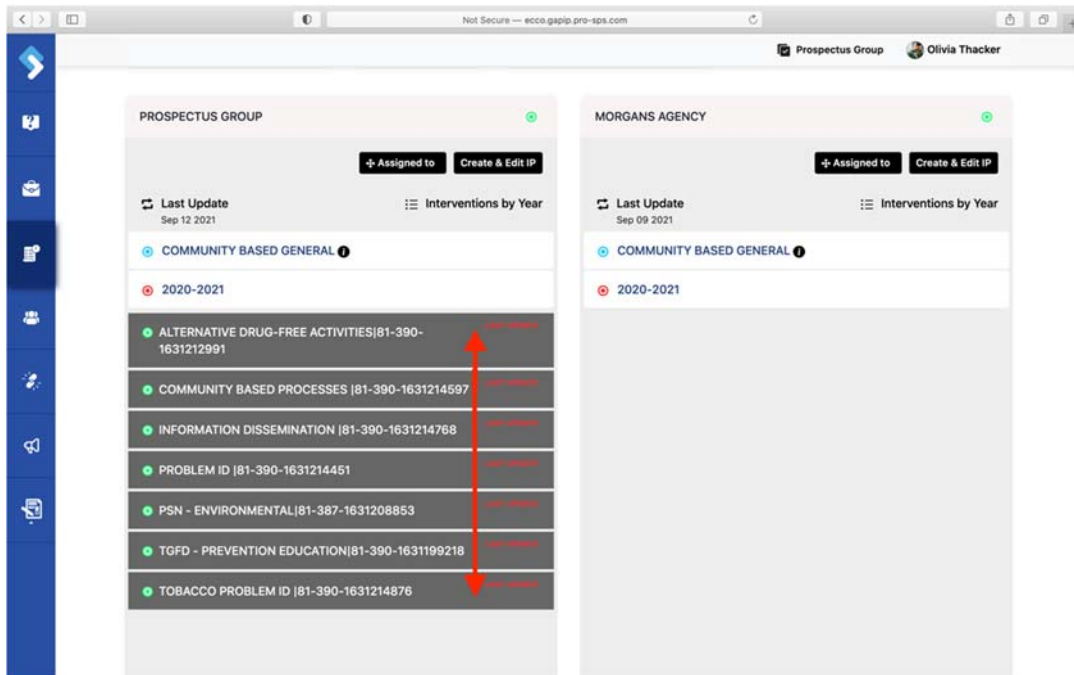
2. Locate the node with your agency's name. If you are only associated with one agency and funding contract, you will only see one node on this page.



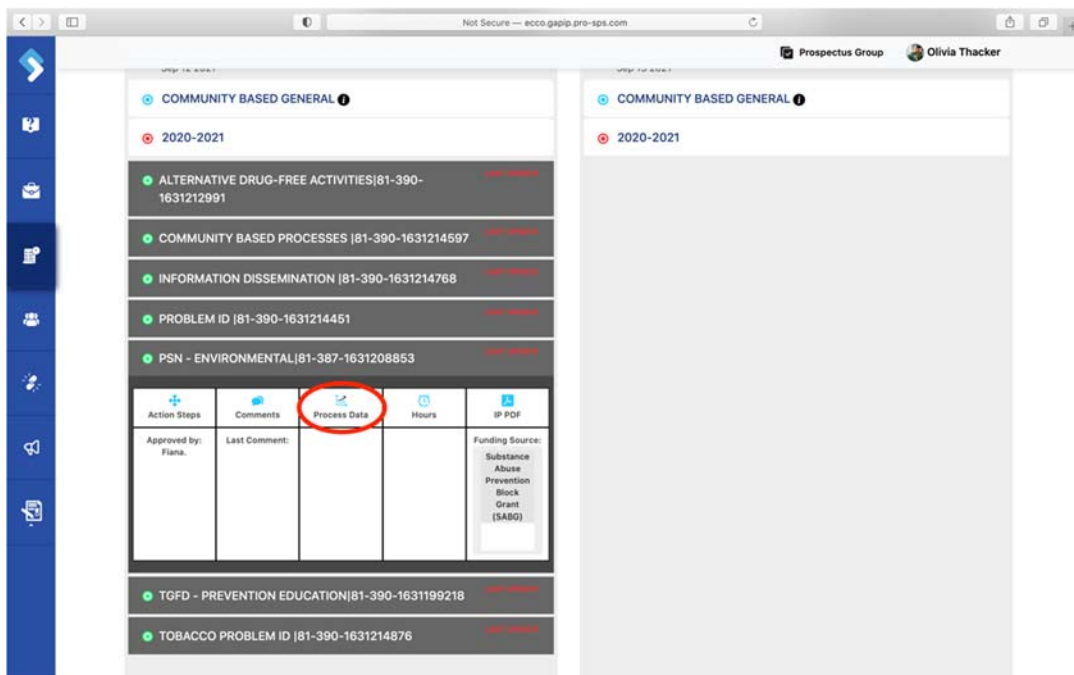
3. Click on the contract year you want to report data for.



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



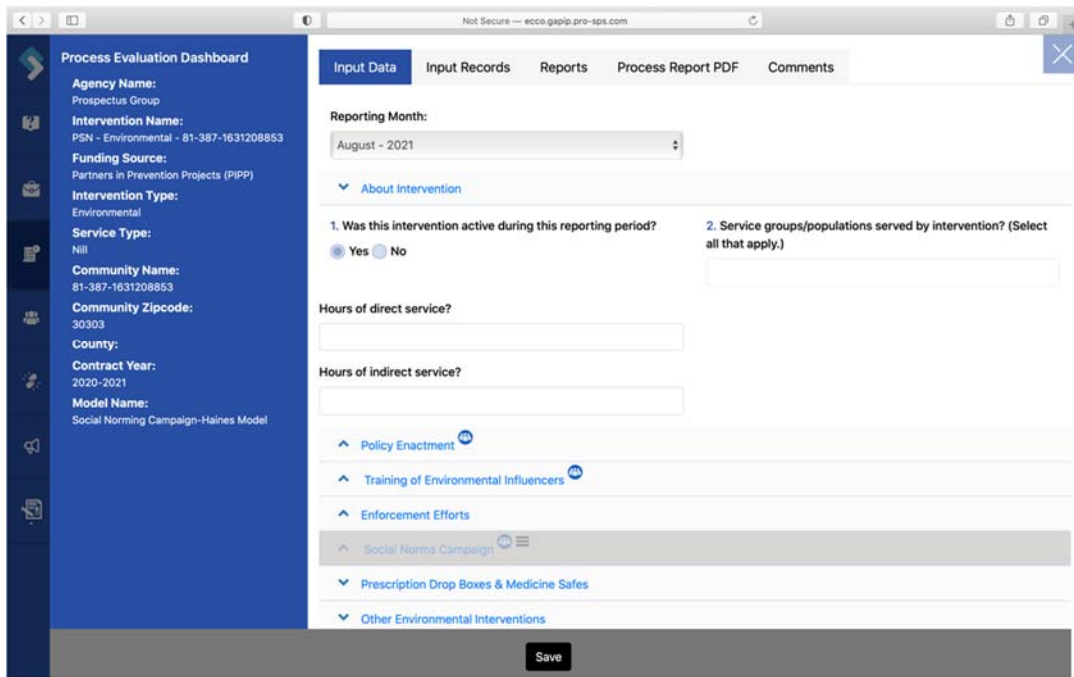
5. Click on the data icon on the white toolbar labeled "Process Data".



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

The screenshot shows the 'Process Evaluation Dashboard' with the 'Input Data' tab selected. The left sidebar contains agency and project details. The main content area includes a 'Reporting Month' dropdown menu currently set to 'September - 2021', with a red arrow pointing to it. Below this are sections for 'About Intervention', a question about whether the intervention was active, and fields for 'Hours of direct service?' and 'Hours of indirect service?'. A list of intervention types is shown at the bottom, including 'Policy Enactment', 'Training of Environmental Influencers', 'Enforcement Efforts', 'Social Norms Campaign', 'Prescription Drop Boxes & Medicine Safes', and 'Other Environmental Interventions'. A 'Save' button is located at the bottom right.

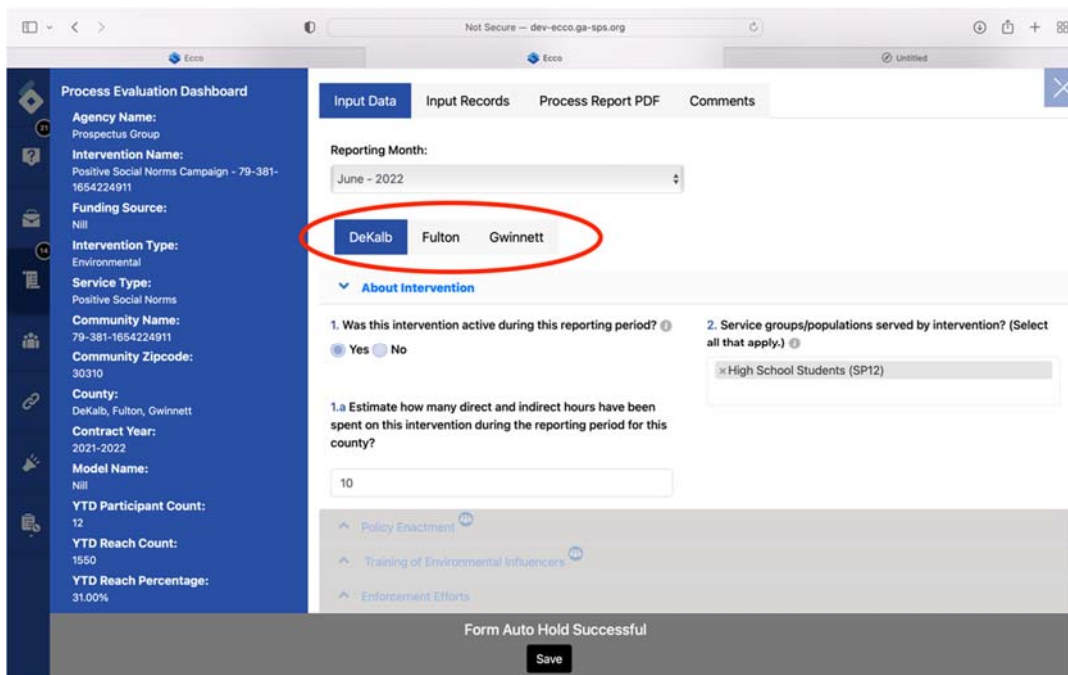
This screenshot shows the same dashboard as above, but with the 'Reporting Month' dropdown menu open. The menu lists months from February - 2021 to December - 2023. 'September - 2021' is highlighted with a blue bar and a checkmark. The rest of the dashboard content, including the sidebar and the 'About Intervention' section, remains visible in the background.



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.



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

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

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

This screenshot is similar to the previous one, showing the same 'Process Evaluation Dashboard' interface. The 'County' field now has 'Gwinnett' selected and highlighted in blue. The 'Reporting Month' remains 'June - 2022 OliviaT 498ENV320-GA'. The 'About Intervention' section is visible, showing the same questions as the previous screenshot. The 'Form Auto Hold Successful' message and 'Save' button are also present at the bottom.

Demographic Counts

1. In the ECCO process data forms, demographic information on the population served by your intervention is critical data that is reported to SAMSHA. Look for the people icon, which indicates counts are to be entered in that section.

The image displays two screenshots of the ECCO process data forms. The top screenshot shows the 'About Intervention' section for an environmental intervention. The left sidebar contains the following information: 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. The main form area includes a 'Reporting Month' dropdown set to 'September - 2021'. Below this is a '1. Was this intervention active during this reporting period?' question with 'Yes' and 'No' radio buttons. To the right is a question '2. Service groups/populations served by intervention? (Select all that apply.)' with a text input field. Further down are 'Hours of direct service?' and 'Hours of indirect service?' input fields. A list of intervention types follows: 'Policy Enforcement' (circled in red), 'Training of Environmental Influencers' (circled in red), 'Enforcement Efforts', 'Social Norms Campaign', 'Prescription Drop Boxes & Medicine Safes', 'Other Environmental Interventions', and 'Information Dissemination for Environmental Strategies' (circled in red). A 'Save' button is at the bottom.

The bottom screenshot shows the 'About Intervention' section for a prevention education intervention. The left sidebar contains: Intervention Type: Prevention Education; Service Type: Nill; Community Name: 81-390-1631199218; Community Zipcode: 30310; County: ; Contract Year: 2020-2021; Model Name: Too Good for Drugs. The main form area includes a 'Reporting Month' dropdown set to 'September - 2021'. Below this is a '1. Was this intervention active during this reporting period?' question with 'Yes' and 'No' radio buttons. To the right are '2. Projected Start Date' and '3. Projected End Date' input fields. Further down are '4. Service groups/populations served by intervention? (Select all that apply.)' and '5. What were the format(s) of the prevention education intervention this reporting period? (Select all that apply)' input fields. To the right of these is '6. Is this a recurring intervention in which the same group of people are served over multiple sessions?' with 'Yes' and 'No' radio buttons. Below these are '7. Number of new groups started this reporting period?' and '8. Number of sessions implemented?' input fields. To the right is '9. Upload sign in sheets' with an 'Upload' button and a 'Drop files here' area. Further down are '10. Average length of sessions (in hours)?' with a dropdown menu, '11. Hours of direct service?' and '12. Hours of indirect service?' input fields. A 'Participants' section is circled in red at the bottom. A 'Save' button is at the bottom.



People Icon

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

The screenshot shows a web browser window with the URL 'Not Secure - ecco.gapip.pro-sps.com'. The page is titled 'About Intervention' and 'Participants'. On the left sidebar, the following information is displayed:

- Intervention Type: Prevention Education
- Service Type: NII
- Community Name: 81-390-1631199218
- Community Zipcode: 30310
- County:
- Contract Year: 2020-2021
- Model Name: Too Good for Drugs

The main form area contains the following questions and inputs:

- 13. Number of new participants started this reporting period?
- 14. Are counts exact? Yes No
- 15. New Participants By Gender:

Male	Female	Gender Unknown
<input type="text" value="5"/>	<input type="text" value="5"/>	<input type="text"/>
- 16. Attendees by Age 0-65+ Count: (This field is highlighted with a red callout box: "Counts auto-populate here as you enter your numbers below. You can not enter your counts here.")

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

At the bottom of the form, a message reads "Form Auto Hold Successful" and a "Save" button is visible.

- 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 automatically 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.”

The screenshot shows a web browser window with the URL "Not Secure - ecco.gapip.pro-sps.com". The page title is "Process Evaluation Dashboard". The left sidebar contains a navigation menu with icons for various functions. The main content area is titled "Input Data" and includes the following information:

- Agency Name:** Prospectus Group
- Intervention Name:** PSN - Environmental - 81-387-1631208853
- Funding Source:** Partners in Prevention Projects (PIPP)
- Intervention Type:** Environmental
- Service Type:** N/A
- Community Name:** 81-387-1631208853
- Community Zipcode:** 30303
- County:**
- Contract Year:** 2020-2021
- Model Name:** Social Norming Campaign-Haines Model

The form is currently in the "Input Data" tab, and the "Reporting Month" is set to "July - 2021". The form is marked as closed at the bottom with a red circle around the text: "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.

Net 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.

Process Evaluation Dashboard

Agency Name: Prospectus Group

Intervention Name: TGFD - Prevention Education - 81-390-1631199218

Funding Source: Nil

Intervention Type: Prevention Education

Service Type: Nil

Community Name: 81-390-1631199218

Community Zipcode: 30310

County:

Contract Year: 2020-2021

Model Name: Too Good for Drugs

Input Data | Input Records | Reports | Process Report PDF | Comments

Select reporting period.

September - 2021 OliviaT 949PRE251-GA

Location - Funtown

About Intervention

1. Was this intervention active during this reporting period?

Yes No

This intervention has been moved online..

2. Projected Start Date

08/02/2021

3. Projected End Date

10/29/2021

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

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

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

Yes No

7. Number of new groups started this reporting period?

8. Number of sessions implemented?

0

9. Upload sign in sheets

Upload

Drop files here

Edit

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

Process Evaluation Dashboard

Agency Name: Prospectus Group

Intervention Name: TGFD - Prevention Education - 81-390-1631199218

Funding Source: Nil

Intervention Type: Prevention Education

Service Type: Nil

Community Name: 81-390-1631199218

Community Zipcode: 30310

County: Too Good for Drugs

Contract Year: 2020-2021

Model Name: Too Good for Drugs

Select reporting period: August - 2021 OliviaT 801PRE920-GA

Location - Funtown

About Intervention

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

2. Projected Start Date: 08/02/2021

3. Projected End Date: 10/29/2021

This intervention has been moved online..

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

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

6. Is this a recurring intervention in which the same group of people are served over multiple sessions?
 Yes No

7. Number of new groups started this reporting period?

8. Number of sessions implemented?: 0

9. Upload sign in sheets

Upload

Drop files here

Edit

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

Process Evaluation Dashboard

Agency Name: Prospectus Group

Intervention Name: TGFD - Prevention Education - 81-390-1631199218

Funding Source: Nil

Intervention Type: Prevention Education

Service Type: Nil

Community Name: 81-390-1631199218

Community Zipcode: 30310

County: Too Good for Drugs

Contract Year: 2020-2021

Model Name: Too Good for Drugs

Select reporting period: August - 2021 OliviaT 801PRE920-GA

Location - Funtown

About Intervention

Participants

Location - Endless Summer

About Intervention

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

2. Projected Start Date: 08/02/2021

3. Projected End Date: 10/29/2021

This intervention has been moved online..

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

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

6. Is this a recurring intervention in which the same group of people are served over multiple sessions?
 Yes No

Save

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

The screenshot shows the 'Process Evaluation Dashboard' for the 'Prospectus Group'. The 'About Intervention' section is expanded, showing question 1: '1. Was this intervention active during this reporting period?' with 'Yes' selected. Other questions include: 2. Projected Start Date (08/02/2021), 3. Projected End Date (10/29/2021), 4. Service groups/populations served by intervention, 5. What were the format(s) of the prevention education intervention, 6. Is this a recurring intervention, 7. Number of new groups started, 8. Number of sessions implemented (0), and 9. Upload sign in sheets. A 'Save' button is at the bottom.

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

The screenshot shows the 'About Intervention' section with question 1: '1. Was this intervention active during this reporting period?' where 'No' is selected. A red arrow points to the 'No' radio button, and another points to the 'Describe' text box. A 'Form Auto Hold Successful' message is displayed at the bottom, with a 'Save' button circled in red.

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

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

The screenshot shows a web application interface for a 'Process Evaluation Dashboard'. On the left is a blue sidebar with navigation icons and a list of fields: Agency Name (Prospectus Group), Intervention Name (TGFD - Prevention Education - 81-390-1631199218), Funding Source (Null), Intervention Type (Prevention Education), Service Type (Null), Community Name (81-390-1631199218), Community Zipcode (30310), County, Contract Year (2020-2021), and Model Name (Too Good for Drugs). The main content area has a top navigation bar with 'Input Data', 'Input Records', 'Reports', 'Process Report PDF', and 'Comments'. Below this is a 'Select reporting period' dropdown set to 'August - 2021 OliviaT 801PRE920-GA' and a 'Location - Funtown' label. A section titled 'About Intervention' contains several questions. Question 1 asks if the intervention was active, with 'Yes' selected. Question 2, 'Projected Start Date', has the value '08/02/2021' entered and is circled in red. Question 3, 'Projected End Date', has the value '10/29/2021' entered and is also circled in red. Other questions include 'This intervention has been moved online..', 'Service groups/populations served by intervention?', 'What were the format(s) of the prevention education intervention this reporting period?', 'Is this a recurring intervention...', 'Number of new groups started this reporting period?', 'Number of sessions implemented?' (with '0' entered), and 'Upload sign in sheets' (with an 'Upload' button and a 'Drop files here' area). A 'Save' button is at the bottom center.

- 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.

The screenshot shows a web browser window with the URL 'Not Secure - ecco.gapip.pro-sps.com'. The page is titled 'Prevention Education' and displays the 'About Intervention' section. The left sidebar shows the following information:

- Service Type: NII
- Community Name: 81-390-1631199218
- Community Zipcode: 30310
- County:
- Contract Year: 2020-2021
- Model Name: Too Good for Drugs

The main content area contains 12 questions:

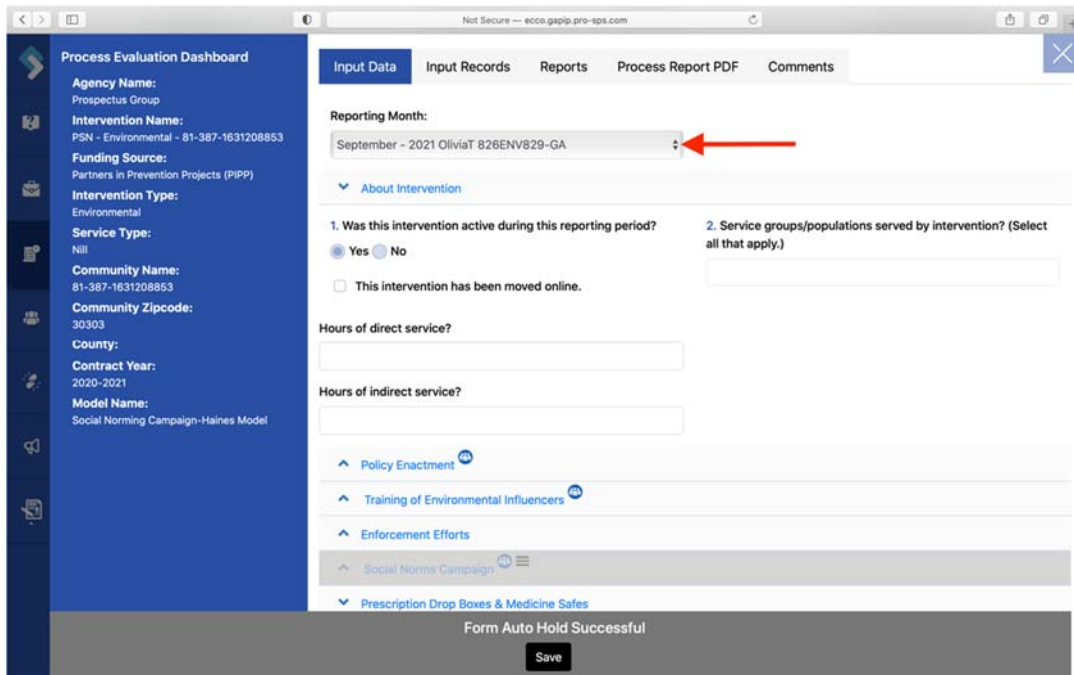
1. Was this intervention active during this reporting period? (Yes/No radio buttons, 'This intervention has been moved online..' checkbox)
2. Projected Start Date: 08/02/2021
3. Projected End Date: 10/29/2021
4. Service groups/populations served by intervention? (Select all that apply.)
5. What were the format(s) of the prevention education intervention this reporting period? (Select all that apply)
6. Is this a recurring intervention in which the same group of people are served over multiple sessions? (Yes/No radio buttons)
7. Number of new groups started this reporting period?
8. Number of sessions implemented? (Input field with '0')
9. Upload sign in sheets (Upload button, Drop files here area)
10. Average length of sessions (in hours)? (Dropdown menu with 'Select')
11. Hours of direct service? (Input field)
12. Hours of indirect service? (Input field)

The 'Participants' tab is highlighted with a red circle. A 'Save' button is located at the bottom right of the form.

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 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.
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).

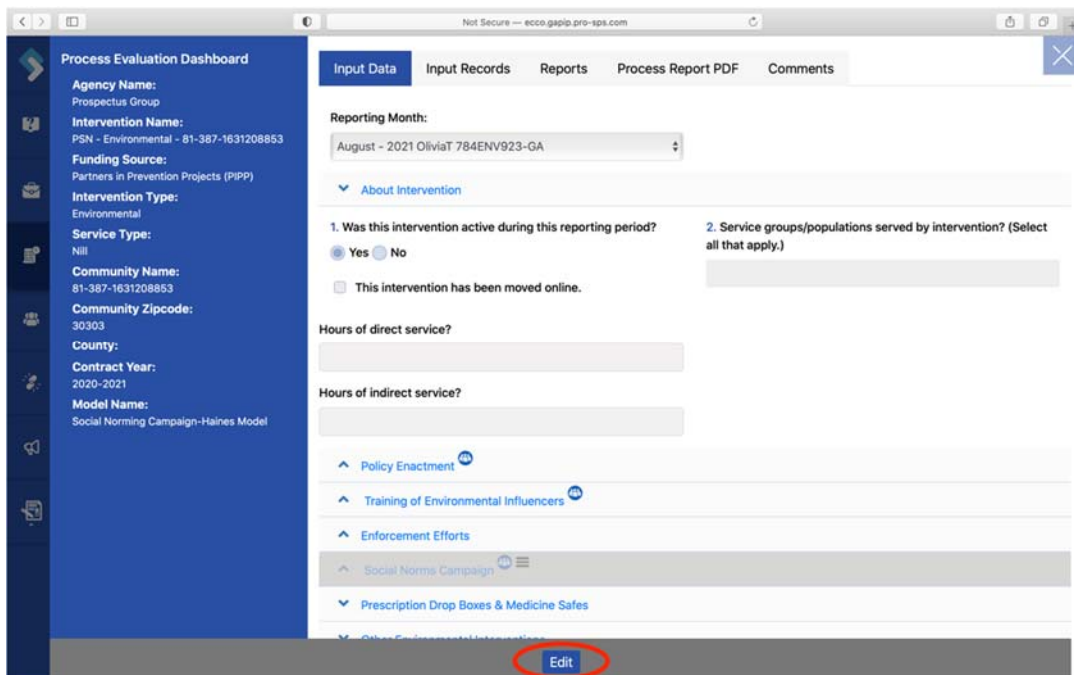
Environmental Form

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.



The screenshot shows the 'Process Evaluation Dashboard' for an environmental intervention. The left sidebar contains metadata: 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), and Model Name (Social Norming Campaign-Haines Model). The main content area has tabs for 'Input Data', 'Input Records', 'Reports', 'Process Report PDF', and 'Comments'. The 'Reporting Month' dropdown is open, showing 'September - 2021 OliviaT 826ENV829-GA' selected, with a red arrow pointing to it. Below this are sections for 'About Intervention', '1. Was this intervention active during this reporting period?' (Yes/No), '2. Service groups/populations served by intervention?' (text input), 'Hours of direct service?' (text input), and 'Hours of indirect service?' (text input). There are also expandable sections for 'Policy Enactment', 'Training of Environmental Influencers', 'Enforcement Efforts', 'Social Norms Campaign', and 'Prescription Drop Boxes & Medicine Safes'. A 'Save' button is at the bottom right, and a message 'Form Auto Hold Successful' is displayed.

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.



This screenshot is identical to the one above, but the 'Reporting Month' dropdown is now closed and shows 'August - 2021 OliviaT 784ENV923-GA'. A red circle highlights the 'Edit' button at the bottom center of the form.

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.

The screenshot shows the 'About Intervention' section of the Ecco-MDS form. The left sidebar contains project details: PSN - Environmental - 81-387-1631208853, Funding Source: Partners in Prevention Projects (PIPP), Intervention Type: Environmental, Service Type: Nil, Community Name: 81-387-1631208853, Community Zipcode: 30303, County: , Contract Year: 2020-2021, and Model Name: Social Norming Campaign-Haines Model. The main content area includes a date selector for 'August - 2021 OliviaT 784ENV923-GA'. Below this are two questions: '1. Was this intervention active during this reporting period?' with 'Yes' selected, and '2. Service groups/populations served by intervention?'. There are input fields for 'Hours of direct service?' and 'Hours of indirect service?'. A list of intervention types follows: 'Policy Enactment', 'Training of Environmental Influencers', 'Enforcement Efforts', 'Social Norms Campaign' (grayed out), 'Prescription Drop Boxes & Medicine Safes', 'Other Environmental Interventions', and 'Information Dissemination for Environmental Strategies'. A 'Save' button is at the bottom.

- 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.

This screenshot provides a closer look at the 'Information Dissemination for Environmental Strategies' section. The 'Social Norms Campaign' section above it is also visible. The 'Information Dissemination for Environmental Strategies' section is expanded, showing a list of strategies: 'Health Promotion Events', 'Radio PSAs', 'Television PSAs', 'Print Ads', 'Posters', 'Brochures', 'Letters to the editor', 'Billboards', and 'Banners'. A red arrow points to a menu icon (three horizontal lines) next to the section name. A text box with a red border says 'Additional questions will be found in each drawer.' Below the list, there are three input fields for questions: '72. Number of banners created during this reporting period?', '72a. Number of banners displayed during this reporting period?', and '72b. Number of weeks during which banners were displayed during this reporting period?'. A 'Save' button is at the bottom.

- 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.”

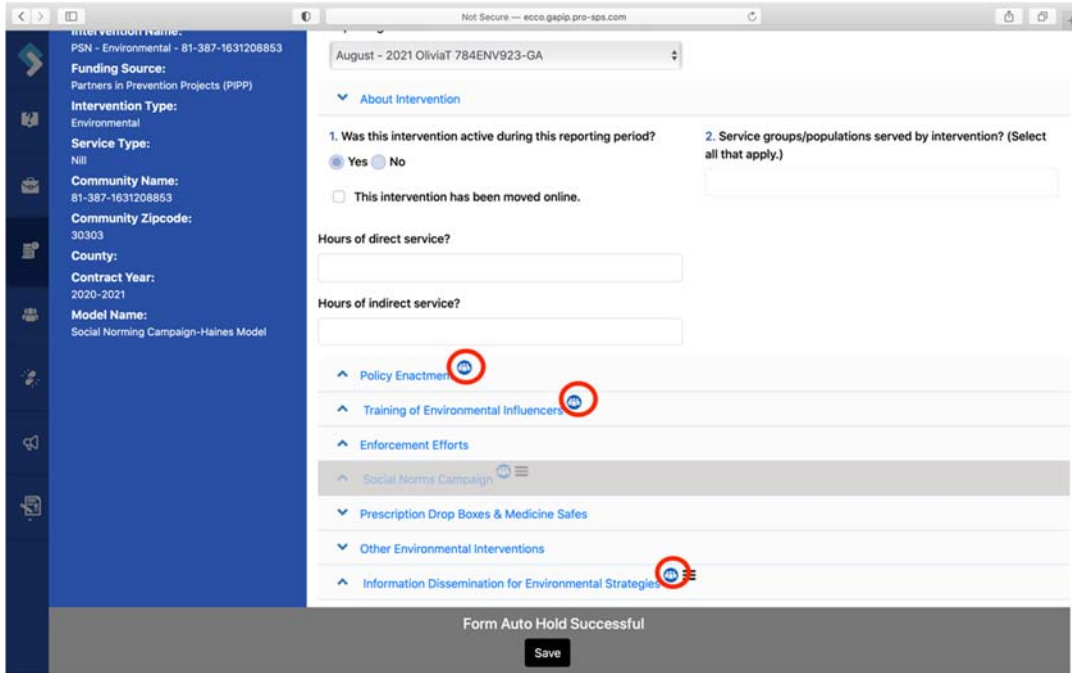
The screenshot shows a web application interface for a 'Process Evaluation Dashboard'. On the left is a blue sidebar with navigation icons. The main content area has a top navigation bar with 'Input Data', 'Input Records', 'Reports', 'Process Report PDF', and 'Comments'. Below this is a 'Reporting Month' dropdown set to 'August - 2021'. The 'About Intervention' section contains the question '1. Was this intervention active during this reporting period?' with 'Yes' and 'No' radio buttons. The 'Yes' button is selected and circled in red. Below the question is a checkbox for 'This intervention has been moved online.' and two input fields for 'Hours of direct service?' and 'Hours of indirect service?'. A list of intervention types is shown below, including 'Policy Enforcement', 'Training of Environmental Influencers', 'Enforcement Efforts', 'Social Norms Campaign', and 'Prescription Drop Boxes & Medicine Safes'. A 'Save' button is at the bottom.

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

The screenshot shows the same web application interface, but now the 'No' radio button is selected, indicated by a red arrow. The 'Describe' input field is also highlighted with a red arrow. The text 'Please Provide an explanation why the intervention was not active this month.' is visible above the input field. Below the input field is a blue button labeled 'Add Previous Explanation'. A 'Save' button is at the bottom. A message at the bottom of the page reads 'Form Auto Hold Successful'.

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

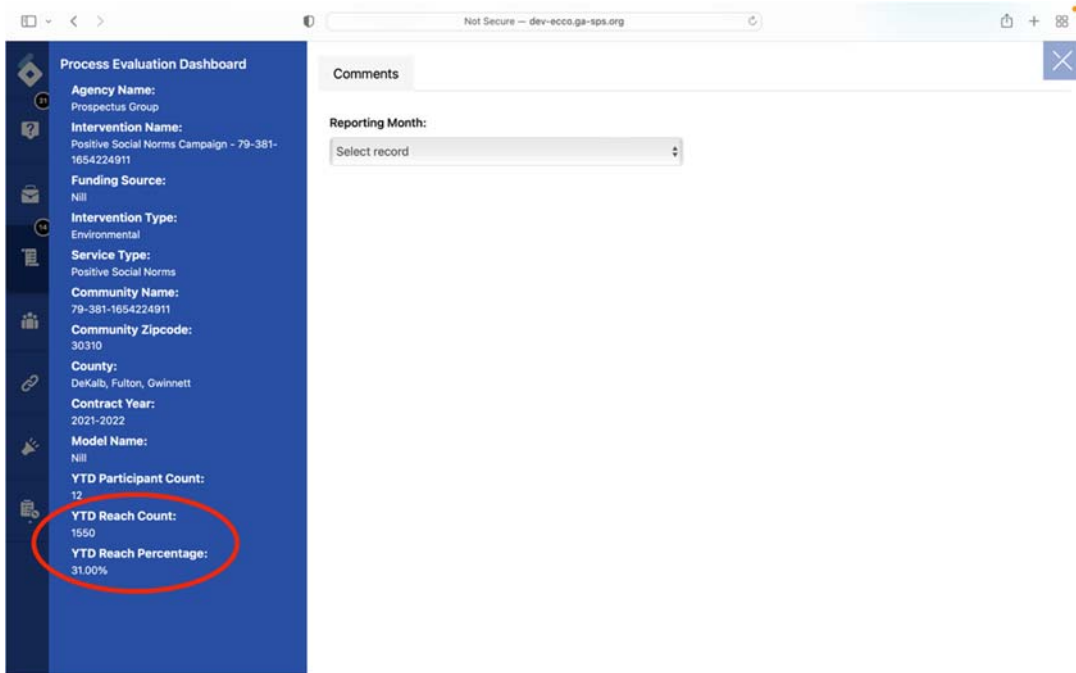
- c. Even if you have no activity to report, you will still need to answer question one for each reporting period.
6. You should also see the people icon next to the sections labeled “Policy Enactment,” “Training of Environmental Influencers,” “Social Norms Campaign,” and “Information Dissemination for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



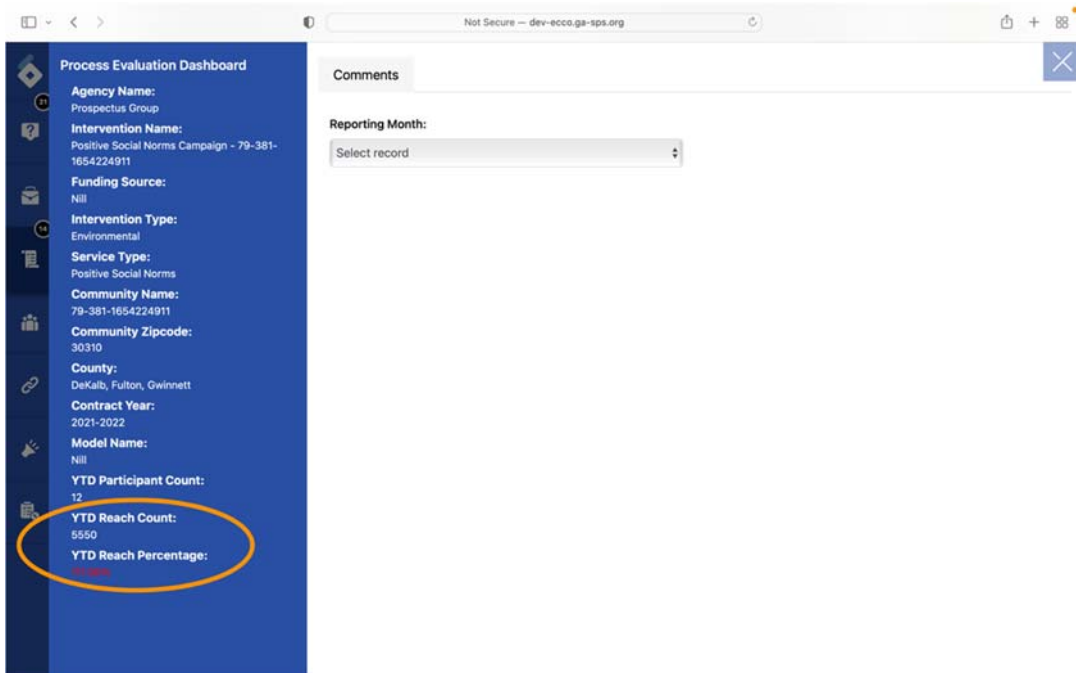
- a. Please ensure you are not entering the same counts in more than one Section (See section on Demo Counts for instruction on entering demographic information).

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.

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

Part A
Starting Information

Part B
Classify Intervention

Part C
Intervention Scope

Part D
Action Steps

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

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

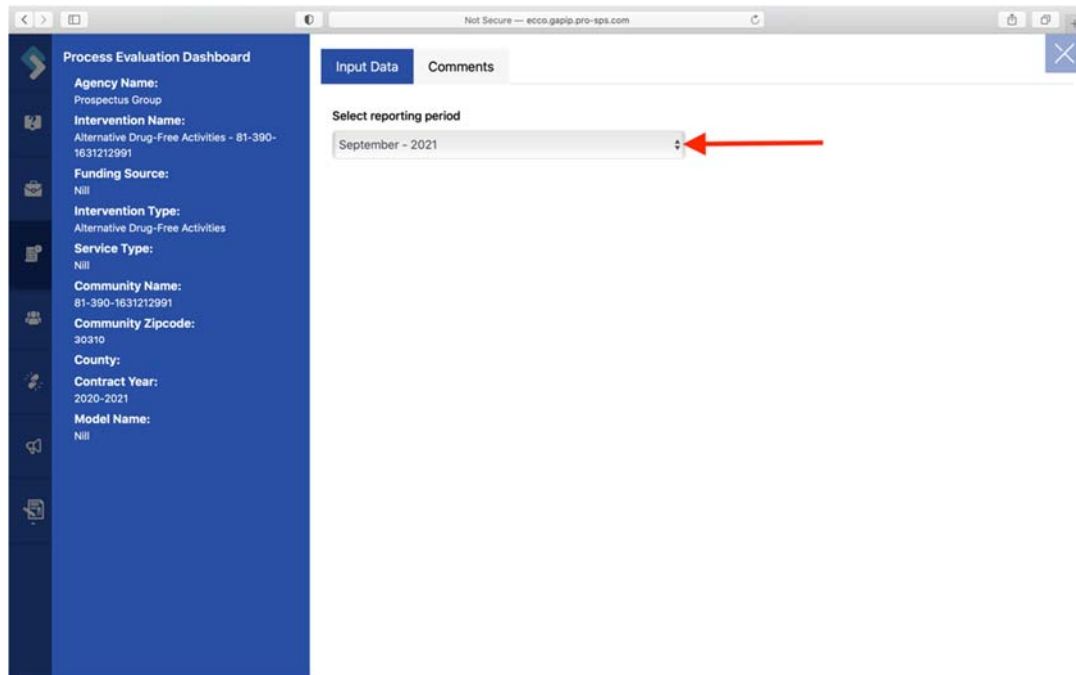
Other Environmental Interventions
49. If this environmental strategy does not fall into the categories of policy, enforcement, training of environmental influencers or social norms campaign, describe the environmental strategy you plan to implement this year.
 Yes No

Policy Enactment, Establishment, or Implementation
4. Does this environmental strategy include policy enactment, establishment, or implementation?
 Yes No

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

Alternative Drug-Free Activities Form

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

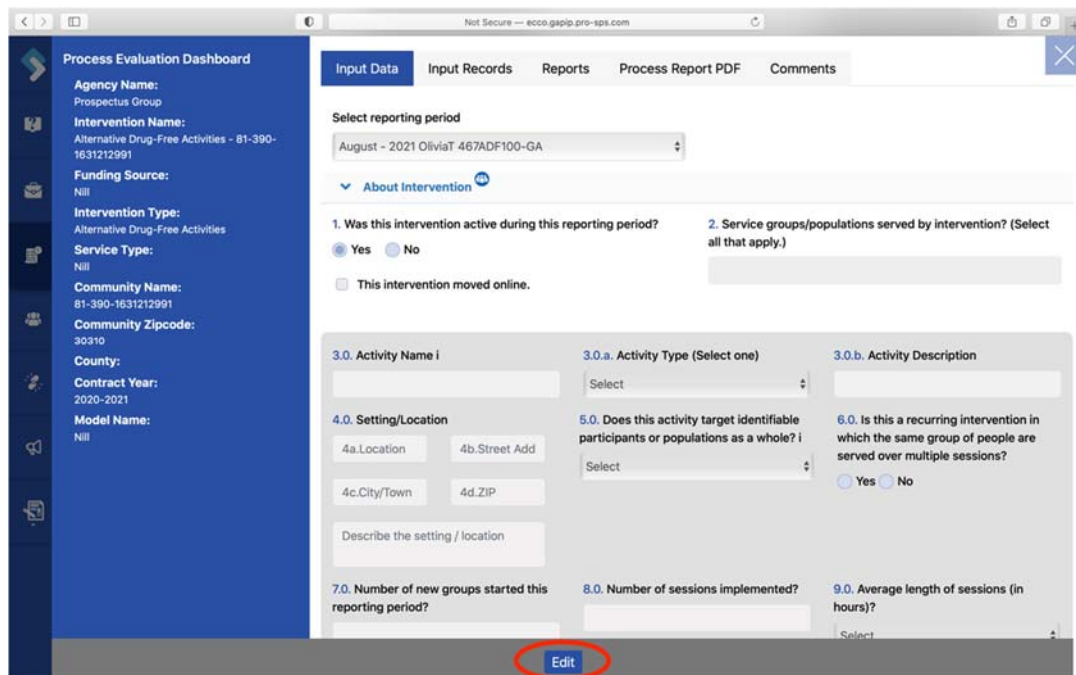


The screenshot shows a web browser window with the URL "Not Secure - ecco.gapib.pro-sps.com". The page title is "Process Evaluation Dashboard". On the left, there is a sidebar with a navigation menu and a list of details for the current intervention:

- Agency Name: Prospectus Group
- Intervention Name: Alternative Drug-Free Activities - 81-390-1631212991
- Funding Source: Nil
- Intervention Type: Alternative Drug-Free Activities
- Service Type: Nil
- Community Name: 81-390-1631212991
- Community Zipcode: 30310
- County:
- Contract Year: 2020-2021
- Model Name: Nil

The main content area has two tabs: "Input Data" (selected) and "Comments". Below the tabs is a "Select reporting period" dropdown menu. The dropdown is open, showing "September - 2021". A red arrow points to the dropdown arrow.

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



The screenshot shows the same web browser window as the previous one. The "Input Data" tab is still selected. The "Select reporting period" dropdown menu is now open, showing "August - 2021 OliviaT 467ADF100-GA". Below the dropdown is a section titled "About Intervention" with a blue plus icon. This section contains several questions:

- 1. Was this intervention active during this reporting period? (Radio buttons for Yes and No)
- 2. Service groups/populations served by intervention? (Select all that apply.)
- 3.0. Activity Name i (Text input)
- 3.0.a. Activity Type (Select one) (Dropdown menu)
- 3.0.b. Activity Description (Text input)
- 4.0. Setting/Location (Form with sub-questions 4a, 4b, 4c, 4d and a text input for "Describe the setting / location")
- 5.0. Does this activity target identifiable participants or populations as a whole? i (Dropdown menu)
- 6.0. Is this a recurring intervention in which the same group of people are served over multiple sessions? (Radio buttons for Yes and No)
- 7.0. Number of new groups started this reporting period? (Text input)
- 8.0. Number of sessions implemented? (Text input)
- 9.0. Average length of sessions (in hours)? (Text input)

At the bottom of the form, there is a blue "Edit" button circled in red.

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.”

The screenshot displays the Ecco-MDS web application interface. On the left is a blue sidebar with the 'Process Evaluation Dashboard' and various icons. The main content area has a top navigation bar with tabs: 'Input Data', 'Input Records', 'Reports', 'Process Report PDF', and 'Comments'. Below the navigation is a 'Select reporting period' dropdown menu showing 'August - 2021 OliviaT 467ADF100-GA'. The 'About Intervention' section is expanded, showing question 1: '1. Was this intervention active during this reporting period?' with radio buttons for 'Yes' (selected) and 'No'. Below this is a checkbox for 'This intervention moved online.'. Question 2 asks '2. Service groups/populations served by intervention? (Select all that apply.)'. The form continues with questions 3.0 through 9.0, including fields for activity name, type, description, setting/location, and session counts. A 'Save' button is located at the bottom center of the form area.

- 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.

Process Evaluation Dashboard

Agency Name: Prospectus Group

Intervention Name: Alternative Drug-Free Activities - 81-390-1631212991

Funding Source: Nil

Intervention Type: Alternative Drug-Free Activities

Service Type: Nil

Community Name: 81-390-1631212991

Community Zipcode: 30310

County:

Contract Year: 2020-2021

Model Name: Nil

Select reporting period: August - 2021 OliviaT 467ADF100-GA

About Intervention

1. Was this intervention active during this reporting period?

Yes No

This intervention was paused because of Covid-19.

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

Describe

Add Previous Explanation

Form Auto Hold Successful

Save

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

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

13.0. Number of new participants served this reporting period?

14.0. Are counts exact? Yes No

15.0. New Participants By Gender:

Male Female Gender Unknown

16.0. Attendees by Age 0-65+ Count:

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

Age 18-20 Age 21-24

Attendees by Age: 25-44

Attendees by Age: 45-64

Age 65+

Age Unknown

17.0. Attendees by Hispanic Origin Count:

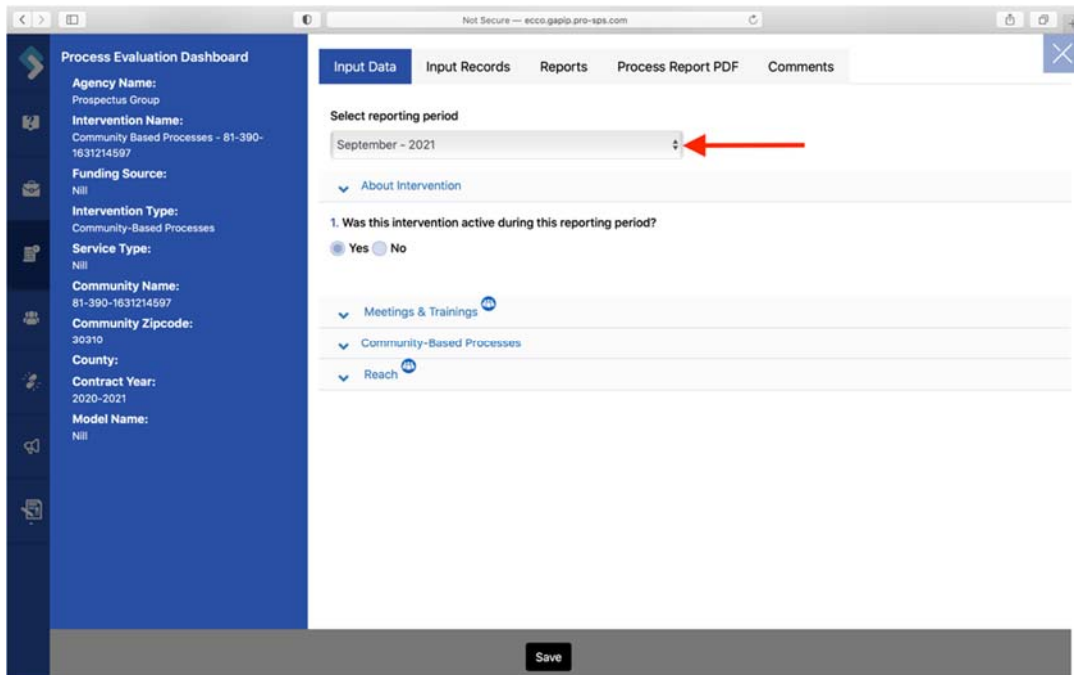
Form Auto Hold Successful

Save

- 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).

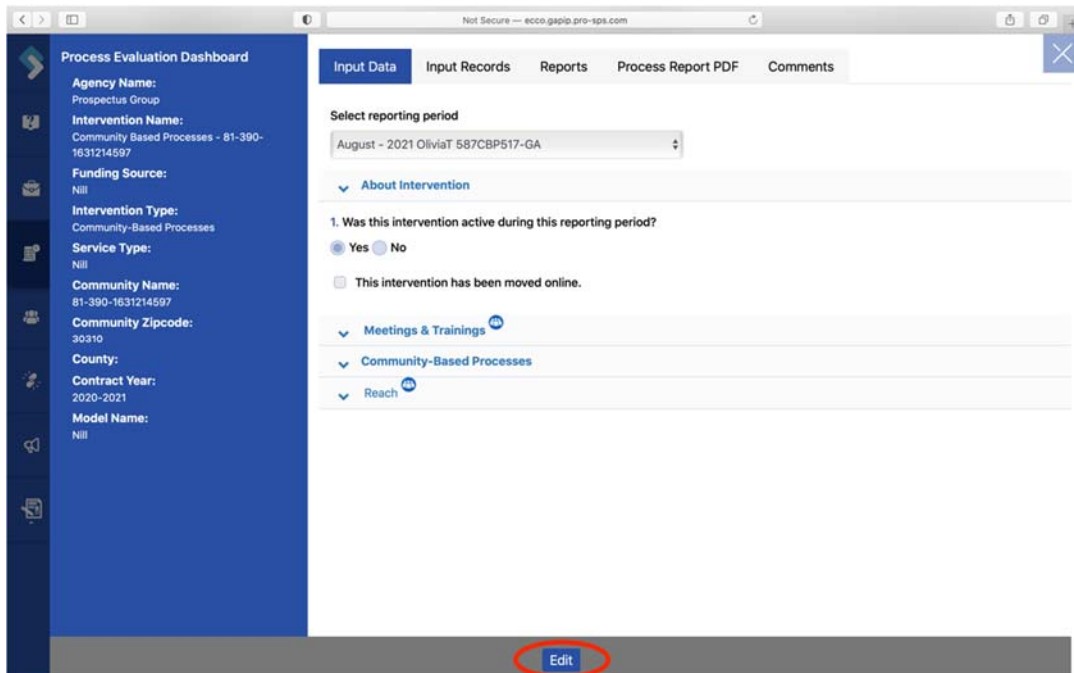
Community-Based Processes Form

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.



The screenshot shows the 'Process Evaluation Dashboard' for the 'Prospectus Group'. The 'Intervention Name' is 'Community Based Processes - 81-390-1631214597'. The 'Reporting period' dropdown is set to 'September - 2021', with a red arrow pointing to it. The form includes sections for 'About Intervention', 'Meetings & Trainings', 'Community-Based Processes', and 'Reach'. A 'Save' button is visible at the bottom.

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



The screenshot shows the same form as above, but the 'Reporting period' dropdown is now set to 'August - 2021 OliviaT 587CBP517-GA'. A blue 'Edit' button is highlighted with a red circle at the bottom of the form.

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

Processes,” and “Reach.”

The screenshot shows the 'Process Evaluation Dashboard' for the 'Prospectus Group'. The 'Intervention Name' is 'Community Based Processes - 81-390-1631214597'. The 'Reporting Period' is 'August - 2021 OliviaT 587CBP517-GA'. The 'About Intervention' section is expanded, showing the question '1. Was this intervention active during this reporting period?' with 'Yes' selected. Below this, there are three sub-sections: 'Meetings & Trainings', 'Community-Based Processes', and 'Reach', all of which are currently collapsed. A 'Save' button is visible at the bottom.

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.”

This screenshot is similar to the previous one, but the 'About Intervention' section is expanded further. The question '1. Was this intervention active during this reporting period?' is now circled in red, and the 'Yes' radio button is selected. The sub-sections 'Meetings & Trainings', 'Community-Based Processes', and 'Reach' are still collapsed. A 'Save' button is at the bottom.

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

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

Process Evaluation Dashboard

Agency Name: Prospectus Group
Intervention Name: Community Based Processes - 81-390-1631214597
Funding Source: Nil
Intervention Type: Community-Based Processes
Service Type: Nil
Community Name: 81-390-1631214597
Community Zipcode: 30310
County:
Contract Year: 2020-2021
Model Name: Nil

Input Data | Input Records | Reports | Process Report PDF | Comments

Select reporting period
September - 2021 admin 623CBP711-GA

About Intervention

1. Was this intervention active during this reporting period?
 Yes No
 This intervention was paused because of Covid-19.

Please Provide an explanation why the intervention was not active this month.
Describe
Add Previous Explanation

Form Auto Hold Successful
Save

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

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

Process Evaluation Dashboard

Agency Name: Prospectus Group
Intervention Name: Community Based Processes - 81-390-1631214597
Funding Source: Nil
Intervention Type: Community-Based Processes
Service Type: Nil
Community Name: 81-390-1631214597
Community Zipcode: 30310
County:
Contract Year: 2020-2021
Model Name: Nil

Input Data | Input Records | Reports | Process Report PDF | Comments

Select reporting period
August - 2021 OliviaT 587CBP517-GA

About Intervention

1. Was this intervention active during this reporting period?
 Yes No
 This intervention has been moved online.

Meetings & Trainings
Community-Based Processes
Reach

Form Auto Hold Successful
Save

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

The screenshot shows a web browser window displaying a form titled "Net Secure - ecco.gapip.pro-sps.com". The form contains several sections:

- 5.0** Number of new individuals from stakeholder/partner organizations trained this reporting period? (Input: 0)
- 6.0** Are counts of new individuals from stakeholder/partners trained exact? (Radio buttons: Yes, No)
- 7.0** Number of new community members, other than stakeholders/partners, you trained this reporting period? (Input: 0,000) - This question is circled in red.
- 8.0** Are counts of new community members, other than stakeholders/partners, trained exact? (Radio buttons: Yes, No)
- 9.0** New Participants By Gender:
 - Male: 0
 - Female: 0
 - Gender Unknown: 0
- 10.0** Attendees by Age 0-65+ Count:
 - Age 0-4: []
 - Age 5-11: []
 - Age 12-14: []
 - Age 15-17: []
 - Age 18-20: []
 - Age 21-24: []

At the bottom of the form, there is a message: "Form Auto Hold Successful" and a "Save" button.

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

Community Based Processes - 81-390-1631214597

Funding Source: Nill

Intervention Type: Community-Based Processes

Service Type: Nill

Community Name: 81-390-1631214597

Community Zipcode: 30310

County:

Contract Year: 2020-2021

Model Name: Nill

August - 2021 OliviaT 587CBP517-GA

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

20. Are counts exact? Yes No

21. New individuals reached by gender:

Male Female

Gender Unknown

22. New individuals reached by age 0-65+ Count:

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

Age 18-20 Age 21-24

Attendees by Age: 25-44 Count:

Form Auto Hold Successful

Save

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

Problem Identification & Referral Form

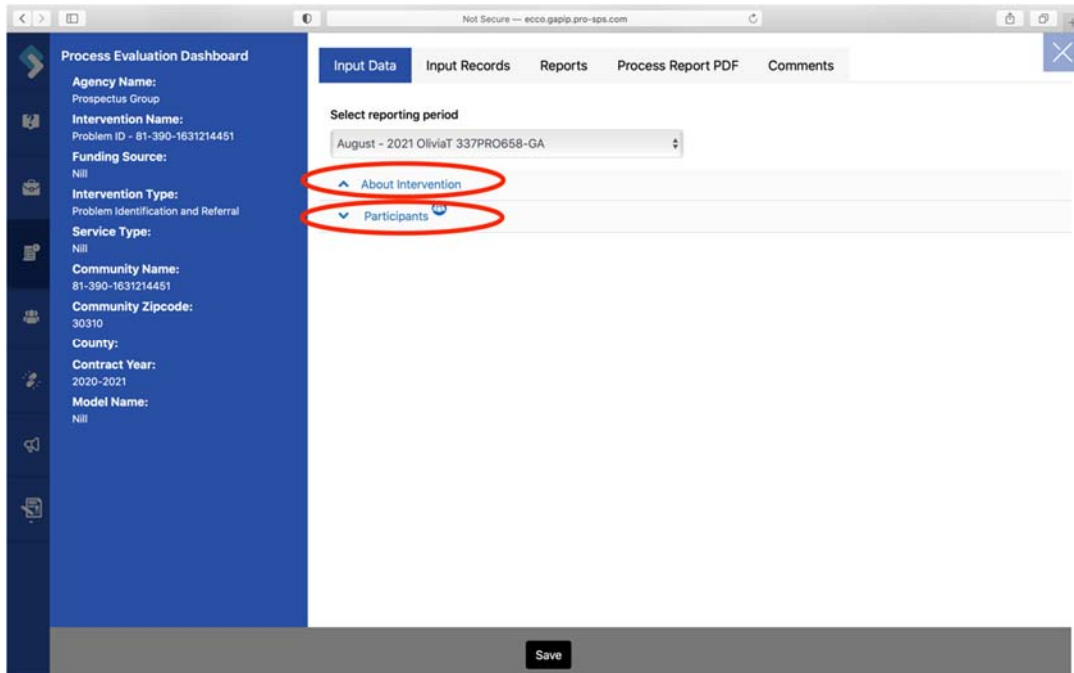
1. You will begin entering your monthly data by selecting the reporting period you need to enter data for. Confirm you have selected the correct month and year.

The screenshot shows the 'Input Data' tab of the 'Problem Identification & Referral Form'. On the left is a sidebar with agency and intervention details. The main content area has a 'Select reporting period' dropdown menu currently set to 'September - 2021', with a red arrow pointing to it. Below this is an 'About Intervention' section with three questions: '1. Was this intervention active during this reporting period?' (Yes/No), '2. Service groups/populations served by intervention?' (text input), and '3. Locations of problem identification and referral activities?' (text input). A '4.0. Location/Setting' section contains fields for Location, City/Town, Street Address, and ZIP, along with a text area to describe the setting. At the bottom, a grid allows for entering the number of individuals referred to various services like Substance abuse treatment, Mental health treatment, etc. A 'Save' button is at the bottom center.

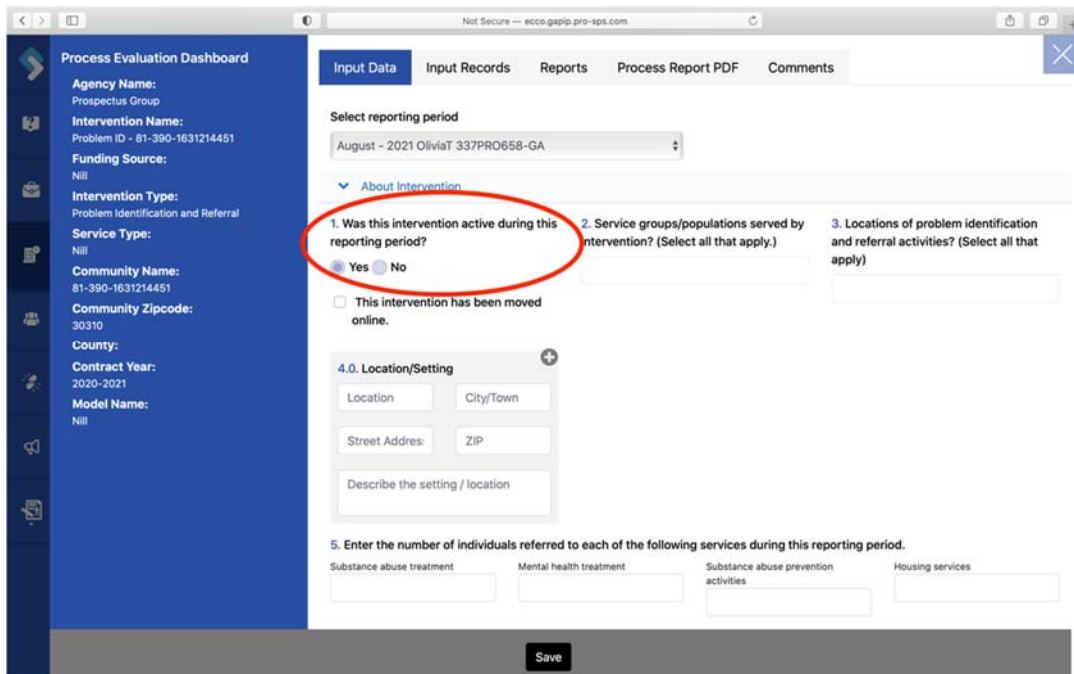
2. Once you have selected the correct reporting period, you will need to click on the blue Edit box to make changes to the form if this is not your first time entering for that reporting period.

This screenshot shows the same form as above, but with the 'Select reporting period' dropdown set to 'August - 2021 OliviaT 337PRO658-GA'. The 'About Intervention' section now includes a checkbox for 'This intervention has been moved online'. The '4.0. Location/Setting' section remains the same. At the bottom center, a blue 'Edit' button is circled in red, indicating where to click to make changes to the form.

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.

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

- Agency Name:** Prospectus Group
- Intervention Name:** Problem ID - 81-390-1631214451
- Funding Source:** Nill
- Intervention Type:** Problem Identification and Referral
- Service Type:** Nill
- Community Name:** 81-390-1631214451
- Community Zipcode:** 30310
- County:**
- Contract Year:** 2020-2021
- Model Name:** Nill

The main content area has a navigation bar with tabs: **Input Data**, **Input Records**, **Reports**, **Process Report PDF**, and **Comments**. Below the navigation bar, there is a 'Select reporting period' dropdown menu showing 'August - 2021 OliviaT 337PRO658-GA'. Underneath is a section titled 'About Intervention' containing the following question:

1. Was this intervention active during this reporting period?

There are two radio buttons: 'Yes' (unselected) and 'No' (selected). A red arrow points to the 'No' button. Below this question is a checkbox labeled 'This intervention was paused because of Covid-19.' To the right of the question, there is a text box labeled 'Describe' and a blue button labeled 'Add Previous Explanation'. A red arrow points to the 'Describe' text box.

At the bottom of the form, a grey bar displays the message 'Form Auto Hold Successful' and a 'Save' button.

- 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.

The screenshot shows the 'Process Evaluation Dashboard' on the left sidebar with the following details:

- Agency Name: Prospectus Group
- Intervention Name: Information Dissemination - 81-390-1631214768
- Funding Source: Nil
- Intervention Type: Information Dissemination
- Service Type: Nil
- Community Name: 81-390-1631214768
- Community Zipcode: 30310
- County:
- Contract Year: 2020-2021
- Model Name: Nil

The main form area is titled 'Input Data' and shows the 'Reporting Month' dropdown menu set to 'September - 2021'. A red arrow points to this dropdown. Below the dropdown is a section titled 'About Intervention' with the following questions:

1. Was this intervention active during this reporting period? (Yes/No radio buttons)
2. Service groups/populations served by intervention? (Select all that apply.)
3. Hours of direct service?
4. Hours of indirect service?

Below these questions are several expandable categories: Health Promotion Events, Radio PSAs, Television PSAs, Print Ads, Posters, Brochures, Letters to the editor, and Billboards. A 'Save' button is located at the bottom right of the form.

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

The screenshot shows the 'Process Evaluation Dashboard' on the left sidebar with the following details:

- Agency Name: Prospectus Group
- Intervention Name: Information Dissemination - 81-390-1631214768
- Funding Source: Nil
- Intervention Type: Information Dissemination
- Service Type: Nil
- Community Name: 81-390-1631214768
- Community Zipcode: 30310
- County:
- Contract Year: 2020-2021
- Model Name: Nil

The main form area is titled 'Input Data' and shows the 'Reporting Month' dropdown menu set to 'August - 2021'. Below the dropdown is a section titled 'About Intervention' with the following questions:

1. Was this intervention active during this reporting period? (Yes/No radio buttons)
2. Service groups/populations served by intervention? (Select all that apply.)
3. Hours of direct service?
4. Hours of indirect service?

Below these questions are several expandable categories: Health Promotion Events, Radio PSAs, Television PSAs, Print Ads, Posters, Brochures, Letters to the editor, and Billboards. A blue 'Edit' button is located at the bottom center of the form, circled in red.

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

Funding Source: Nil
Intervention Type: Information Dissemination
Service Type: Nil
Community Name: 81-390-1631214768
Community Zipcode: 30310
County:
Contract Year: 2020-2021
Model Name: Nil

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

Save

- 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.”

Process Evaluation Dashboard

Agency Name: Prospectus Group
Intervention Name: Information Dissemination - 81-390-1631214768
Funding Source: Nil
Intervention Type: Information Dissemination
Service Type: Nil
Community Name: 81-390-1631214768
Community Zipcode: 30310
County:
Contract Year: 2020-2021
Model Name: Nil

Input Data | Input Records | Reports | Process Report PDF | Comments

Reporting Month: August - 2021 OliviaT 320INF404-GA

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

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

3. Hours of direct service?

4. Hours of indirect service?

Save

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

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

Process Evaluation Dashboard

Agency Name: Prospectus Group

Intervention Name: Information Dissemination - 81-390-1631214768

Funding Source: Nil

Intervention Type: Information Dissemination

Service Type: Nil

Community Name: 81-390-1631214768

Community Zipcode: 30210

County:

Contract Year: 2020-2021

Model Name: Nil

Reporting Month: August - 2021 OliviaT 320INF404-GA

About Intervention

1. Was this intervention active during this reporting period?

Yes No

This intervention was paused because of Covid-19.

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

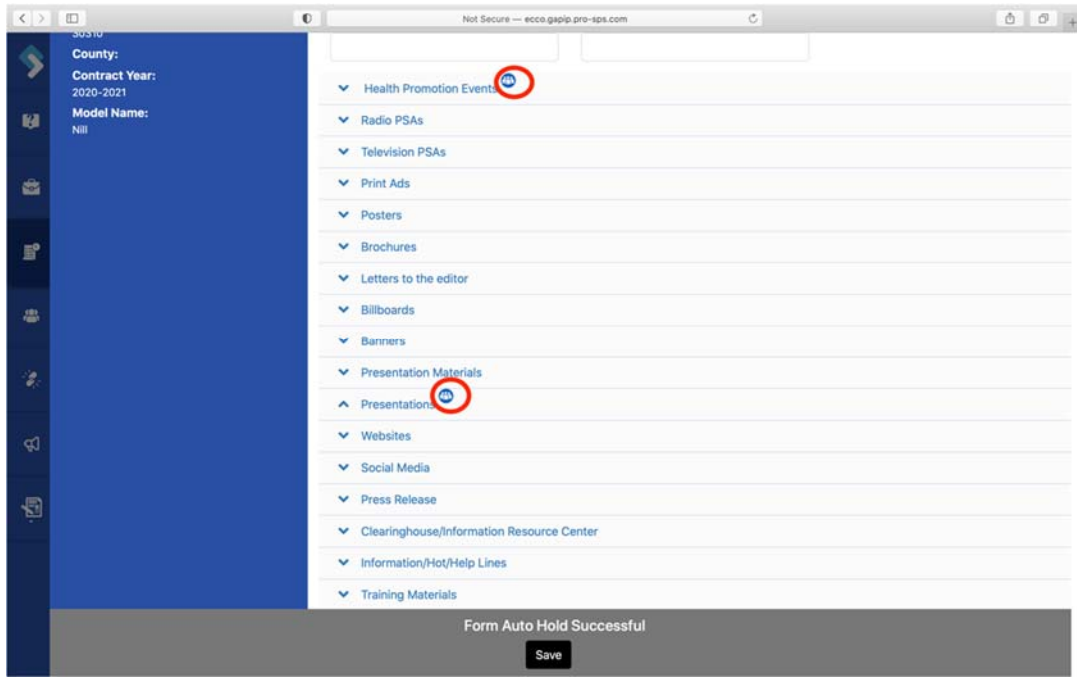
Describe

Add Previous Explanation

Form Auto Hold Successful

Save

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



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

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

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

The screenshot shows the 'Process Evaluation Dashboard' on the left with fields for Agency Name, Intervention Name, Funding Source, Intervention Type, Service Type, Community Name, Community Zipcode, County, Contract Year, and Model Name. The main form area is titled 'Input Data' and includes a 'Select reporting period' dropdown menu currently set to 'September - 2021'. A red arrow points to the dropdown arrow. Below this are sections for 'About Intervention' with questions 1-3, a '4.0. Location/Setting' section with input fields for Location, City/Town, Street Address, and ZIP, and a 'Describe the setting / location' text area. At the bottom, there are input fields for '5. Enter the number of individuals referred to each of the following services during this reporting period.' (Smoking Cessation), '6. Hours of direct service?', and '7. Hours of indirect service?'. A 'Save' button is located at the bottom right.

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.

This screenshot shows the same form as above, but the 'Select reporting period' dropdown menu is now set to 'August - 2021 OliviaT 464PRO917-GA'. A checkbox labeled 'This intervention has been moved online.' is visible. The '4.0. Location/Setting' section and the bottom input fields are also present. A blue 'Edit' button is circled in red at the bottom center of the form area.

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

The screenshot shows a web browser window displaying a form for 'Tobacco Problem ID and Referral'. On the left is a blue sidebar with navigation icons and a list of form fields: Funding Source (Nil), Intervention Type (Tobacco Problem ID and Referral), Service Type (Nil), Community Name (81-390-1631214876), Community Zipcode (30310), County, Contract Year (2020-2021), and Model Name (Nil). The main form area has a top section titled 'About Intervention' (circled in red) containing questions 1 through 7. Question 1 asks 'Was this intervention active during this reporting period?' with 'Yes' and 'No' radio buttons. Below it is a checkbox for 'This intervention has been moved online.' Section 4.0 'Location/Setting' includes input fields for Location, City/Town, Street Address, and ZIP, plus a text area for 'Describe the setting / location'. Question 5 asks for the number of individuals referred to 'Smoking Cessation'. Questions 6 and 7 ask for 'Hours of direct service?' and 'Hours of indirect service?' respectively. At the bottom of the form is a 'Participants' section (circled in red) with a blue notification icon. A 'Save' button is located at the bottom right of the form.

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

This screenshot shows the same form as above, but with a 'Process Evaluation Dashboard' sidebar on the left. The dashboard includes Agency Name (Prospectus Group), Intervention Name (Tobacco Problem ID - 81-390-1631214876), Funding Source (Nil), and the same intervention details as the previous screenshot. The main form area now includes a top navigation bar with 'Input Data', 'Input Records', 'Reports', 'Process Report PDF', and 'Comments'. Below this is a 'Select reporting period' dropdown menu set to 'August - 2021 OliviaT 464PRO917-GA'. The 'About Intervention' section (circled in red) is the same as in the previous screenshot, with question 1 highlighted. The 'Participants' section is now collapsed. A 'Save' button is at the bottom right.

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

Process Evaluation Dashboard

Agency Name:
Prospectus Group

Intervention Name:
Tobacco Problem ID - 81-390-1631214876

Funding Source:
Nill

Intervention Type:
Tobacco Problem ID and Referral

Service Type:
Nill

Community Name:
81-390-1631214876

Community Zipcode:
30310

County:

Contract Year:
2020-2021

Model Name:
Nill

Input Data | Input Records | Reports | Process Report PDF | Comments

Select reporting period
August - 2021 OliviaT 464PRO917-GA

About Intervention

1. Was this intervention active during this reporting period?

Yes No

This intervention was paused because of Covid-19.

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

Describe

Add Previous Explanation

Form Auto Hold Successful

Save

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

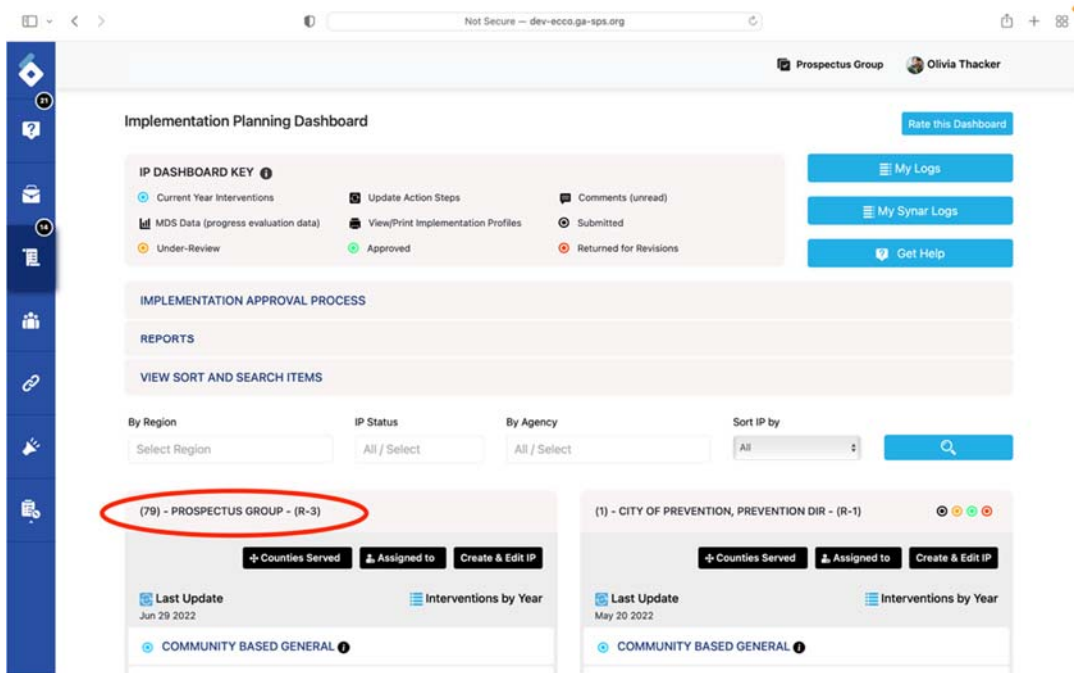
1. To begin setting up surveys for your intervention, navigate to the Implementation Planning Dashboard by clicking on the “Plan & Report” node.

The screenshot shows the Ecco Home Dashboard interface. The dashboard is titled "Home Dashboard" and features a navigation sidebar on the left with various icons. The main content area is divided into several sections:

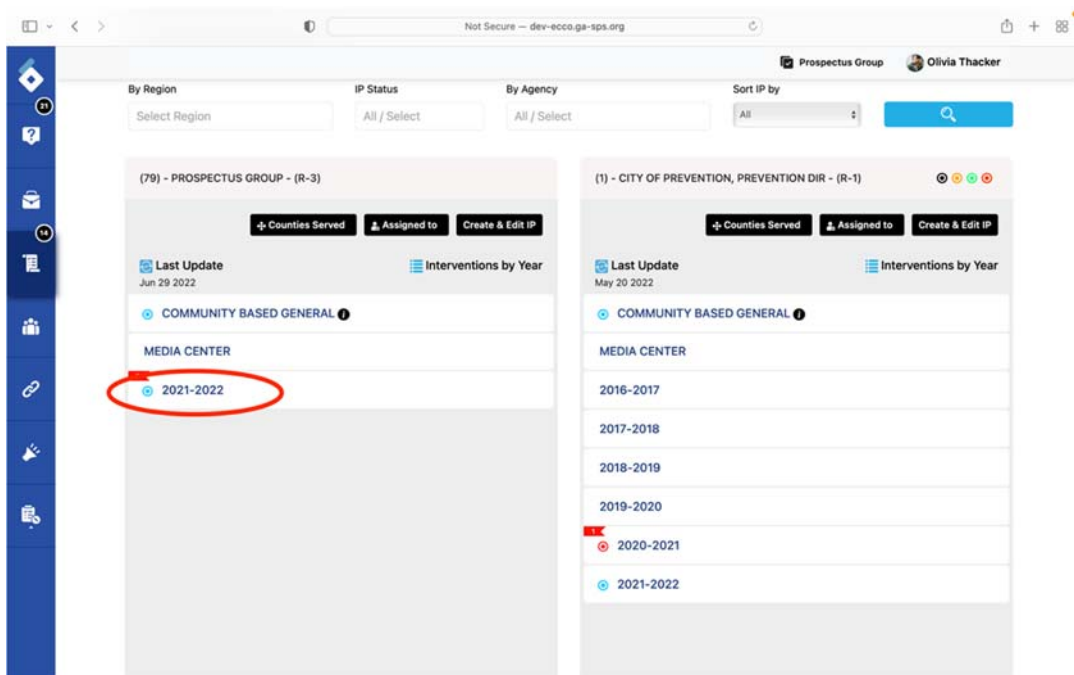
- USER:** Displays account information for "Prospectus Group" and "Olivia Thacker". It shows the user's status as "Active" and "User".
- HELP DESK:** Shows a list of tickets with counts: Pending (104), Opened (5), and Closed (3).
- PLAN & REPORT:** This section is circled in red and displays a list of survey statuses with counts: Submitted (10), Under-Review (8), Approved (15), and Returned (4).
- BRIEFCASE:** Shows a list of items with a count of 35.
- SURVEYS:** Shows the last activity on 31st Dec 1969.
- ANNOUNCEMENTS:** Shows a test message from "vivid" dated 08/31/21 02:08AM.
- CROSS AGENCY SORT:** Includes a search bar and a list of agencies to select from: City of Prevention, Prevention Dir, Test Agency, Berkeley Prevention Project, evaltestagency, NC Examples, and Prospectus Group.

At the bottom of the dashboard, there is a note: "Note: This website is best viewed in Firefox 10+ @ 1024 x 768 resolution (Desktop) & @ 320 x 480 resolution (Mobile)." and a footer with copyright information and links to Terms of Use and Privacy Policy.

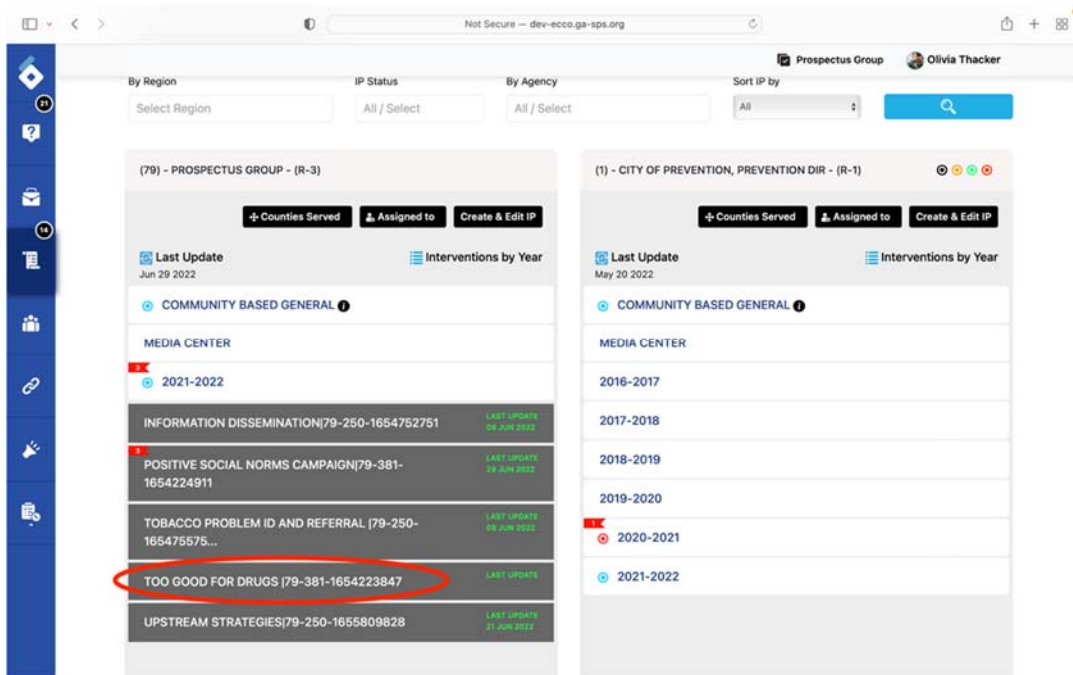
2. Once on the IP Dashboard, find the agency node for the intervention you want to create a survey for. You will only see one node if you are only associated with one agency and funding source.



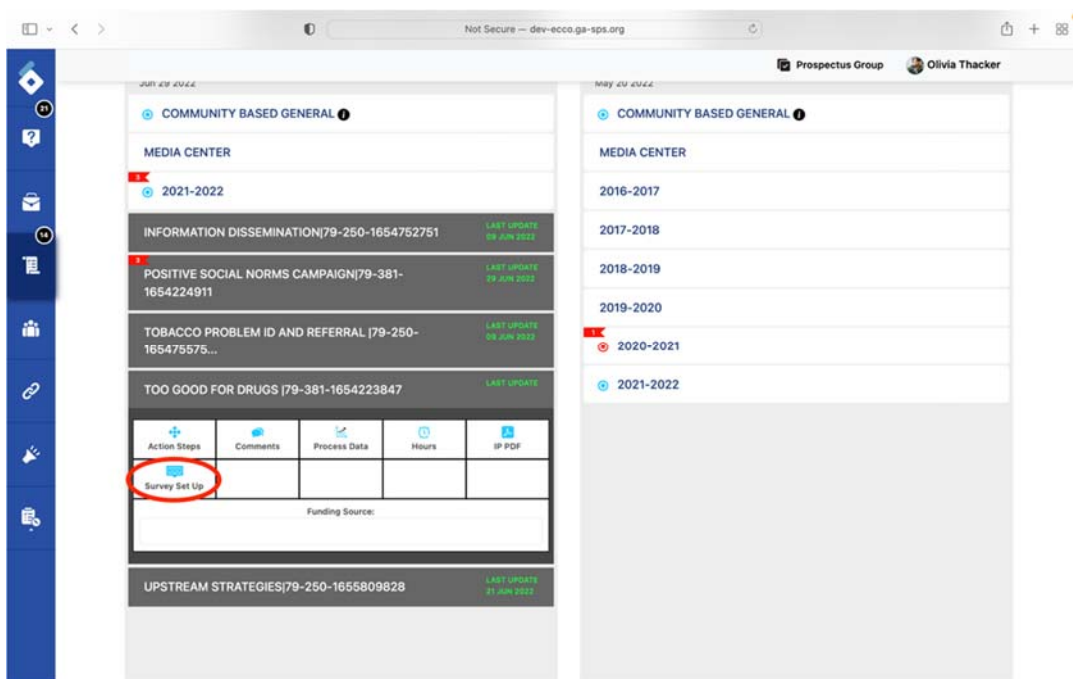
3. Select the contract year.



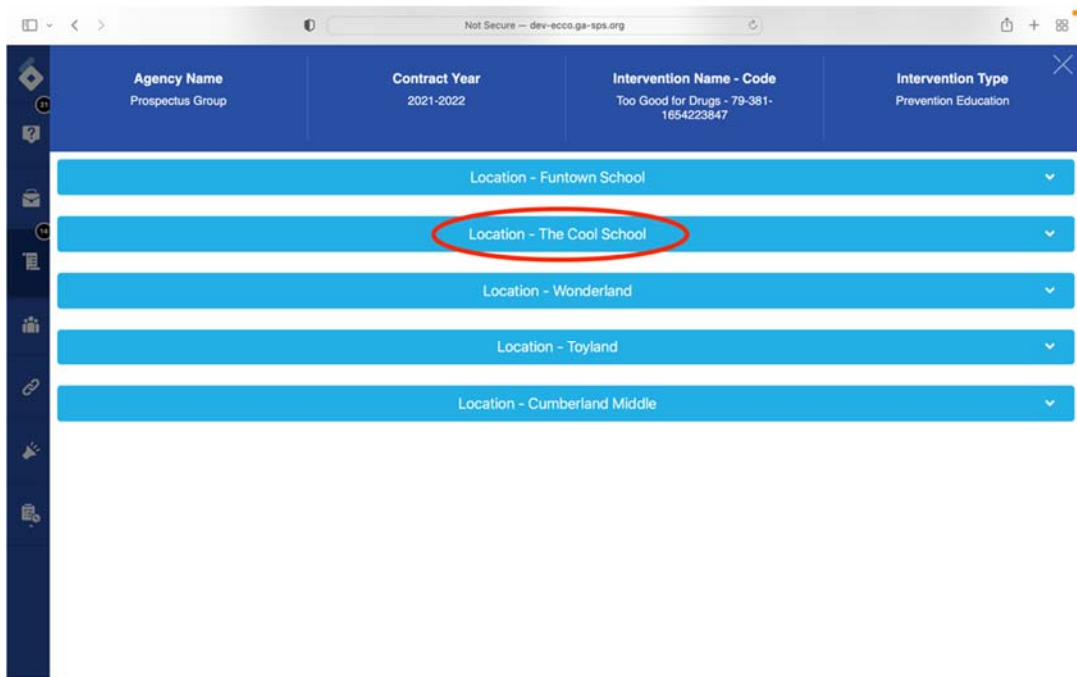
4. Select the intervention.



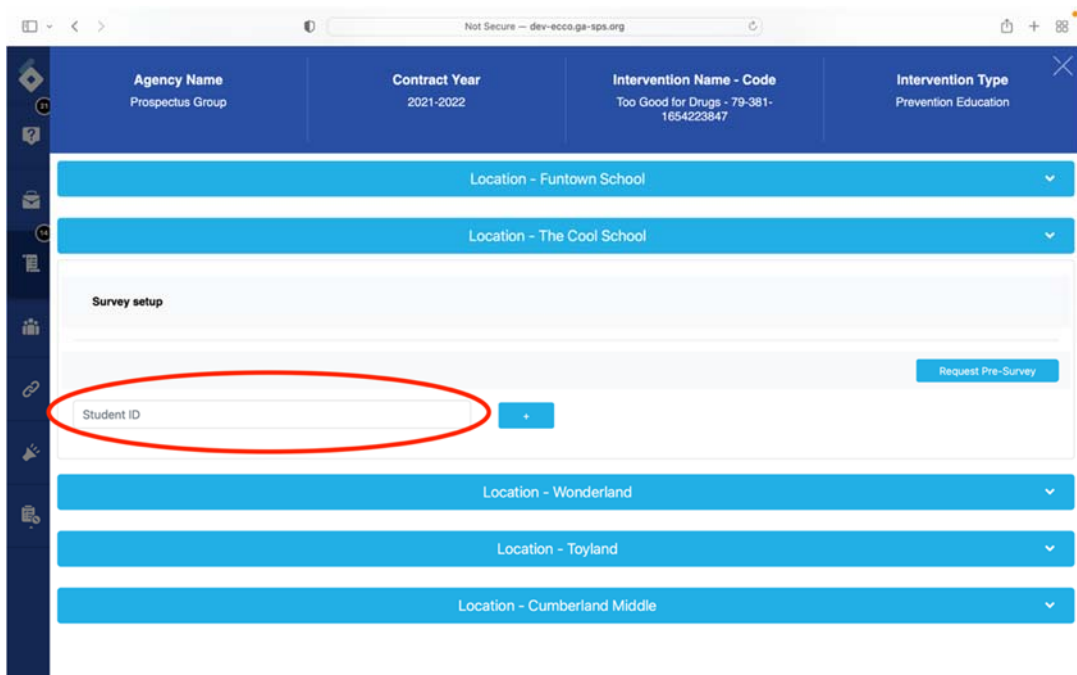
5. Click on “Survey Set Up.”



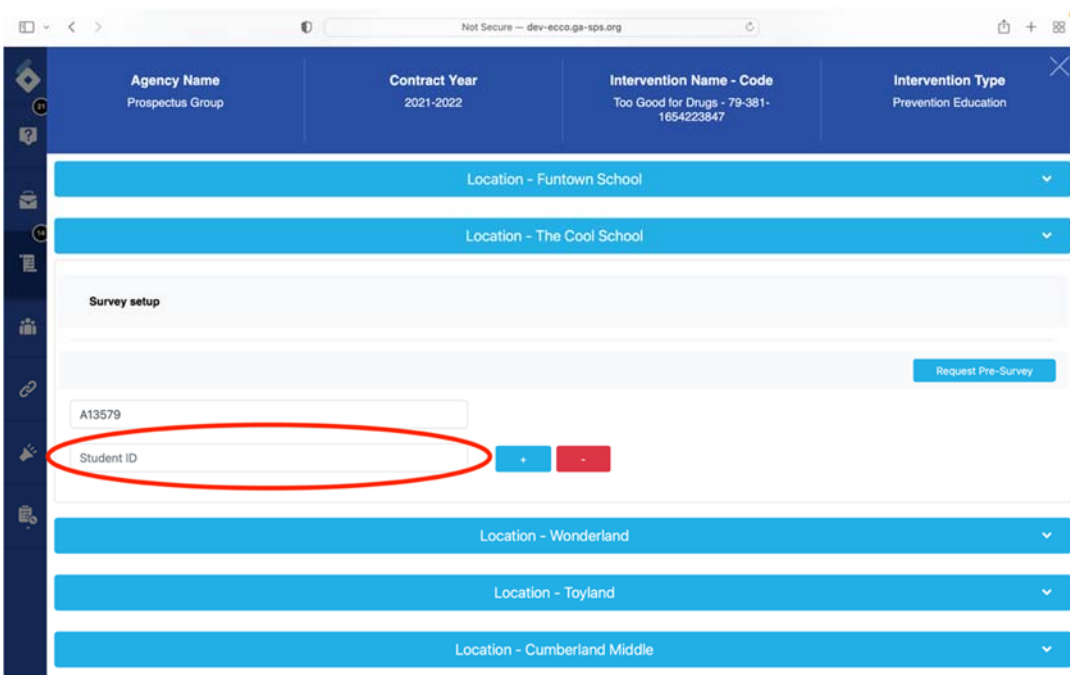
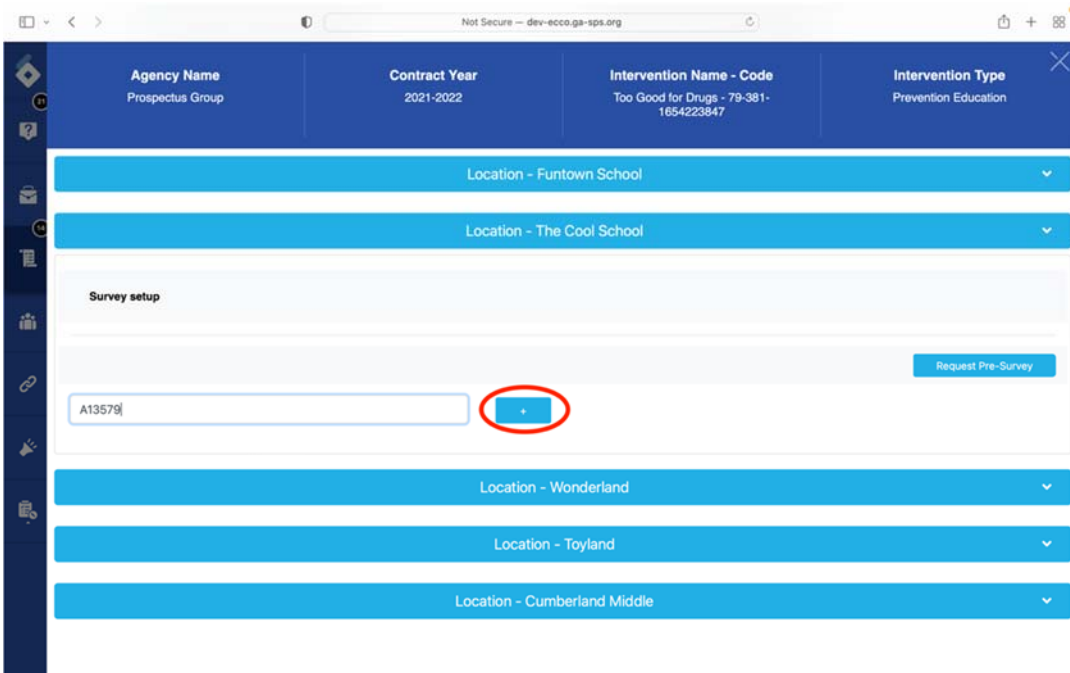
6. Select the location you need surveys for.



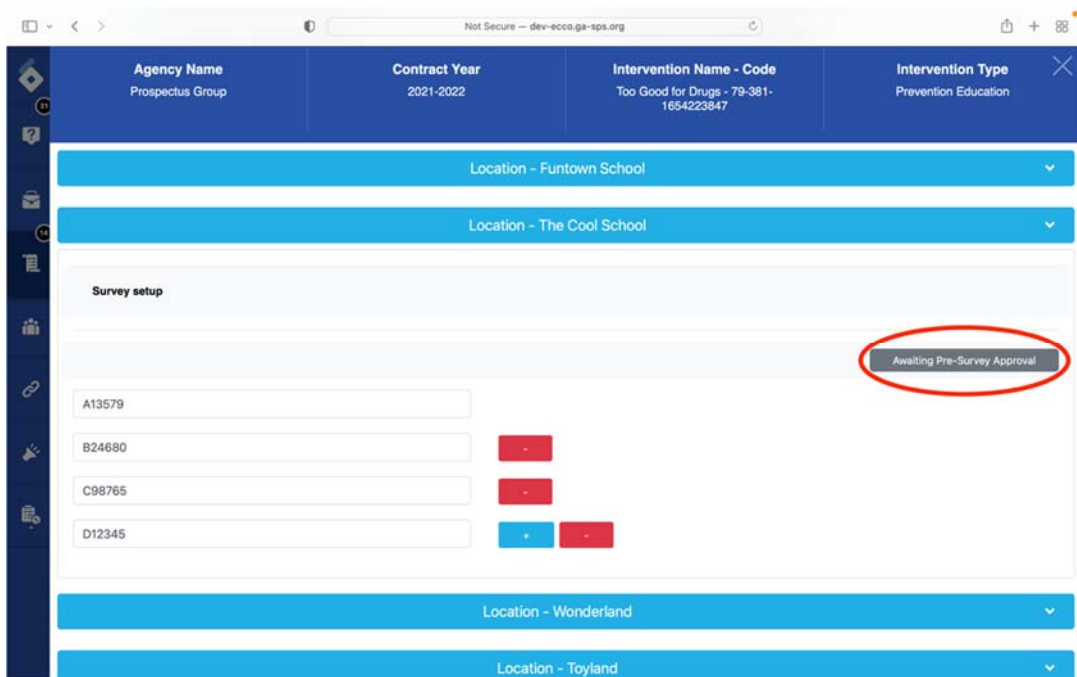
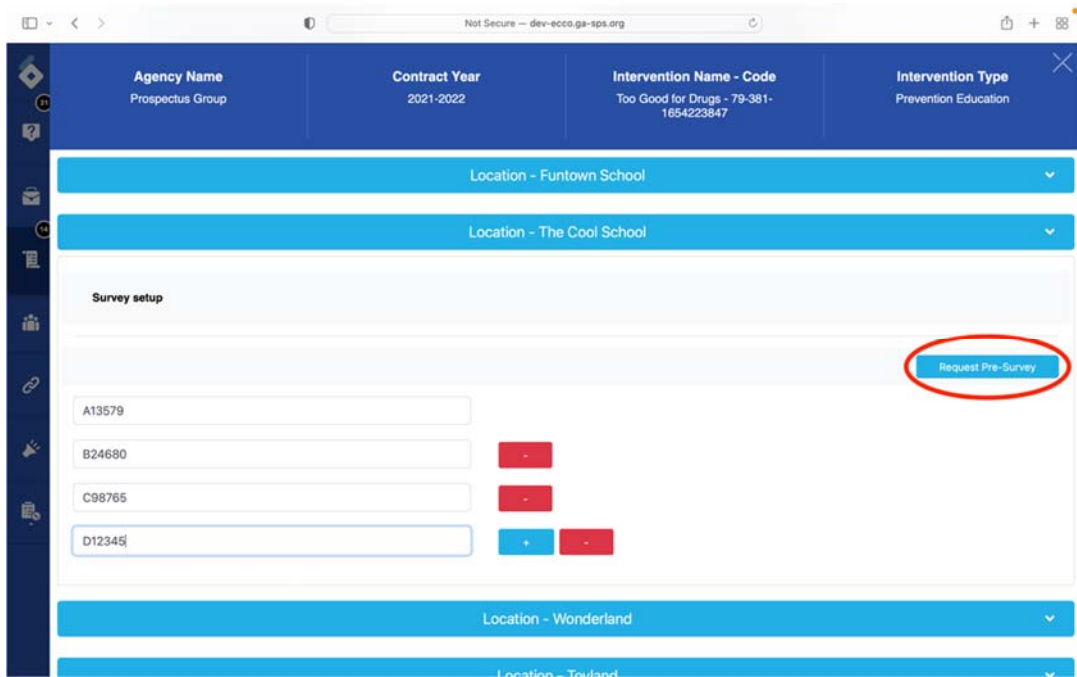
7. Enter the first participant ID in the field box labeled.



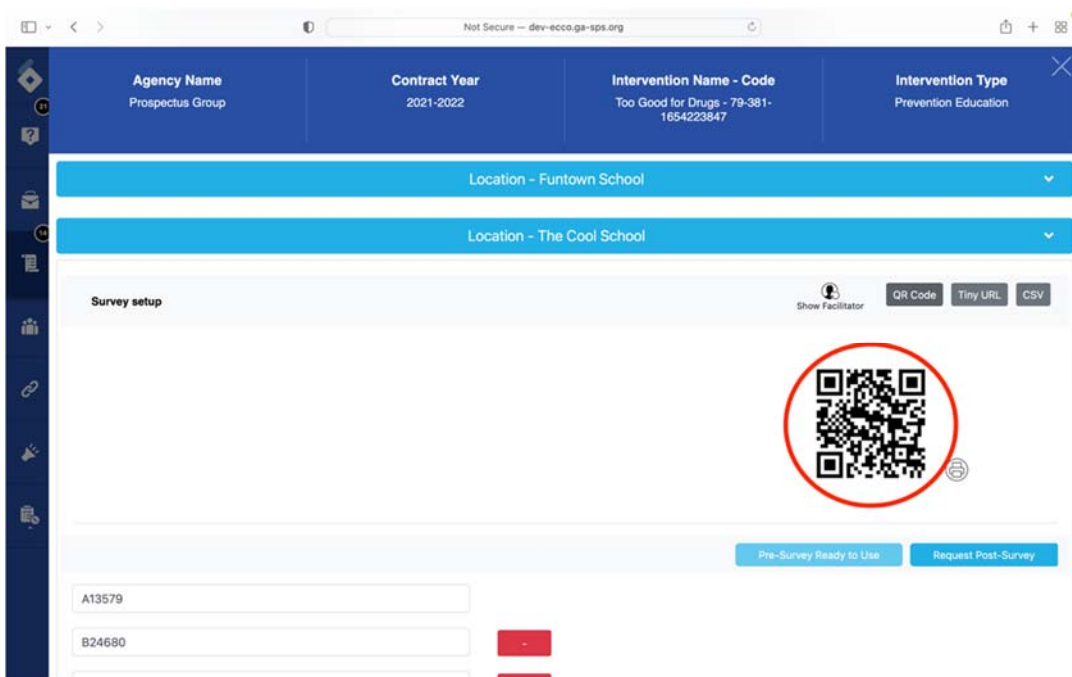
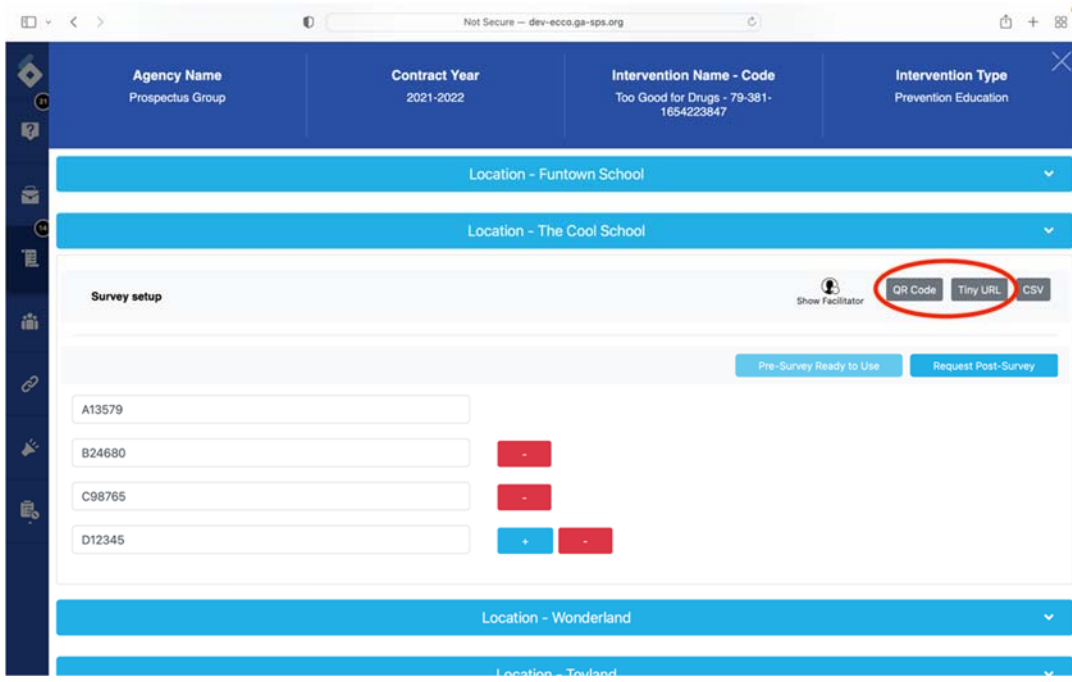
8. Click on the blue box with a plus sign in the middle to add another participant ID.

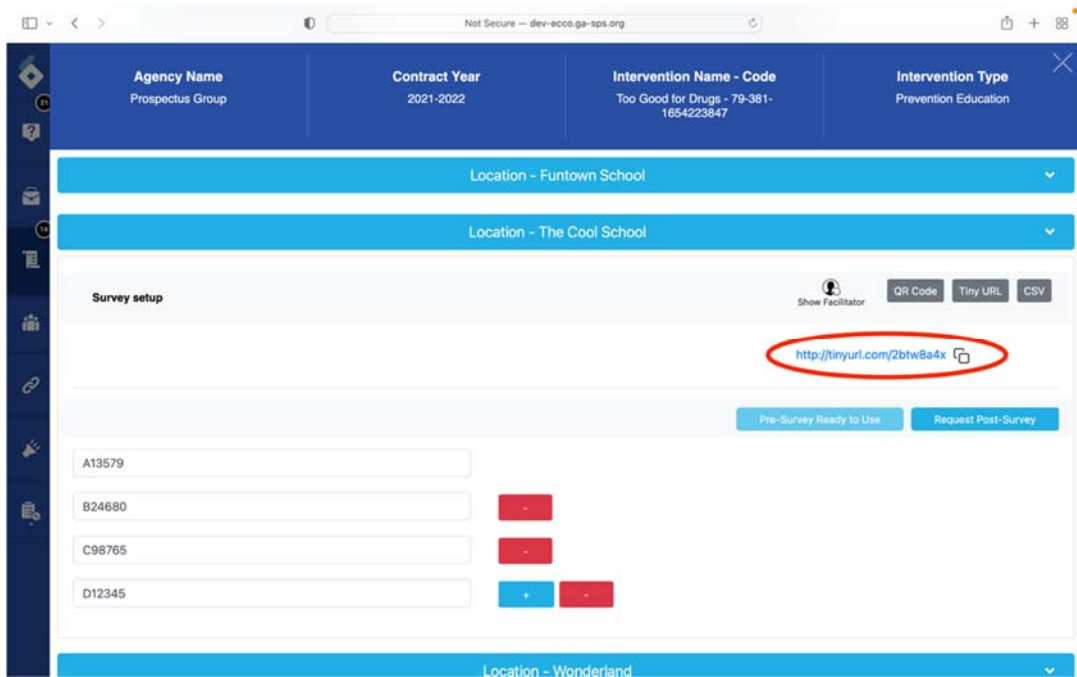


9. Once you have entered a unique ID for each participant, click on “Request Pre-Survey,” and the evaluation team will review your request for pre-surveys.

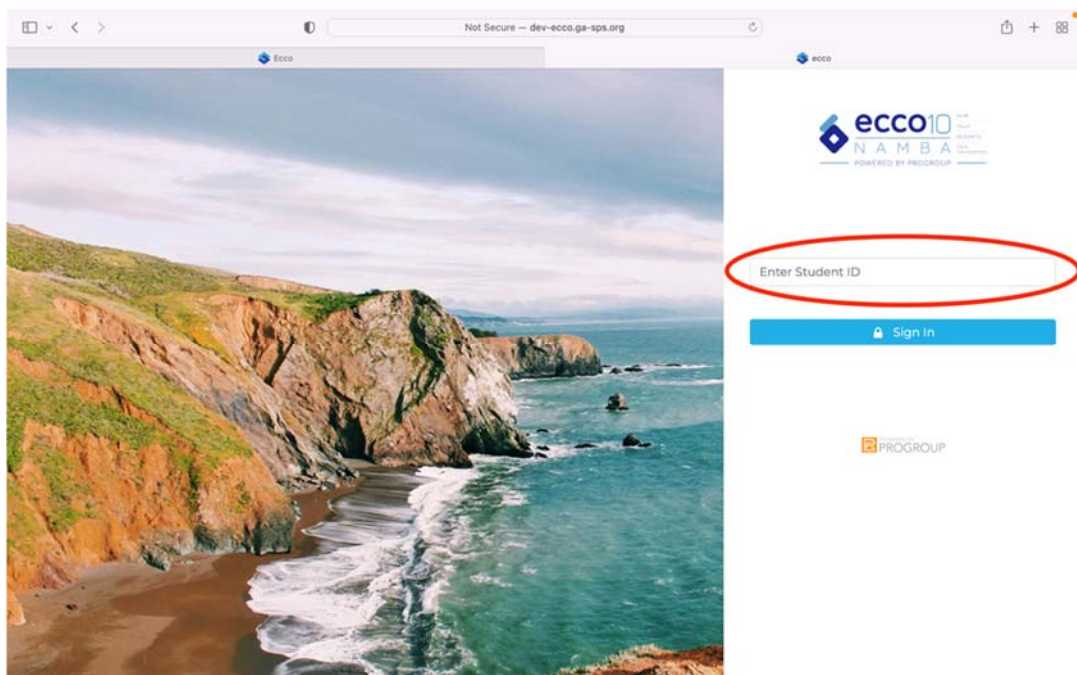


10. After your survey request has been approved, you will find a link and QR code for the survey that you can share with participants.





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.

The screenshot shows the ECCO Survey Setup page. At the top, there is a header with the following information:

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

Below the header, there are several location dropdown menus:

- Location - Funtown School
- Location - The Cool School
- Location - Wonderland
- Location - Towland

The main section is titled "Survey setup". It contains a "Show Facilitator" button, a "QR Code" button, a "Tiny URL" button, and a "CSV" button. Below these buttons, there are two buttons: "Pre-Survey Ready to Use" and "Request Post-Survey". The "Request Post-Survey" button is circled in red. Below the buttons, there are four input fields with the following IDs: A13579, B24680, C98765, and D12345. Each input field has a red minus button to its right. The D12345 field also has a blue plus button and a red minus button to its right.

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.

The screenshot shows the ECCO Survey Setup page, similar to the one above. The "Show Facilitator" button is circled in red. The rest of the page content is identical to the previous screenshot.

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: b7vht4MqZE
URL: http://tinyurl.com/23hc92b8

QR Code Tiny URL CSV

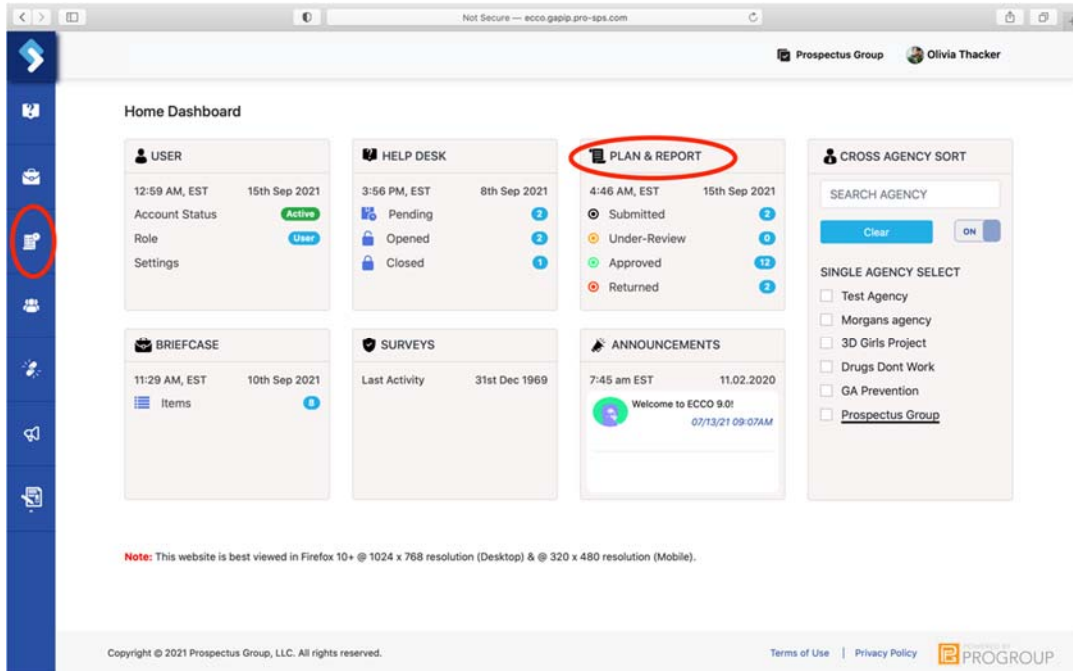
Pre-Survey Ready to Use Request Post-Survey

A13579	
B24680	-
C98765	-
D12345	+ -

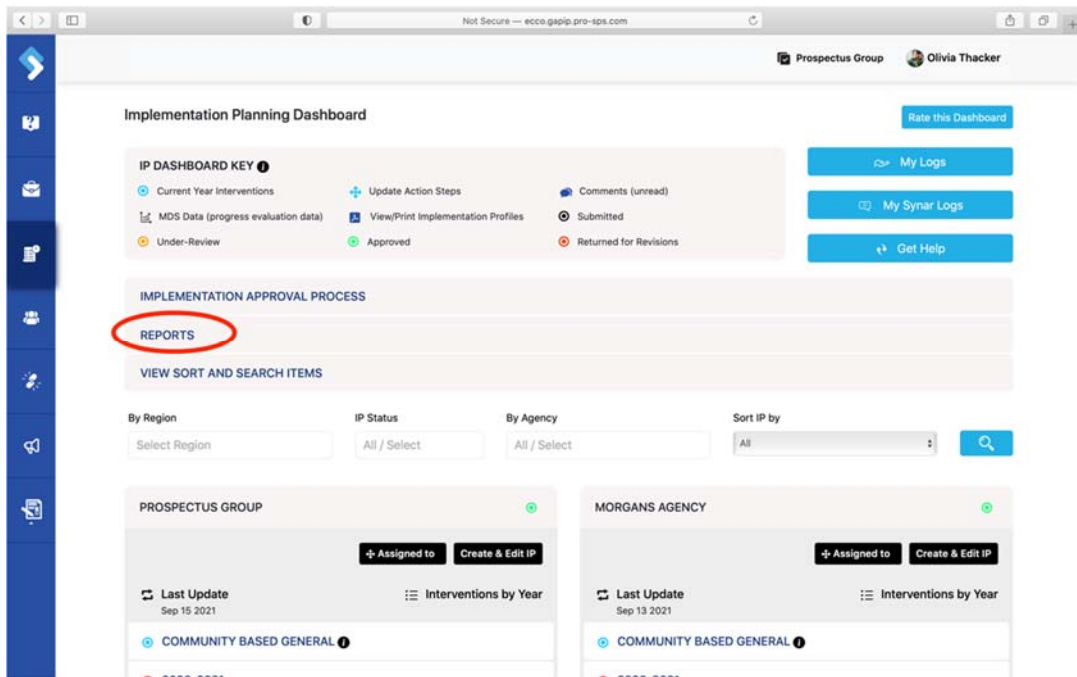
Pulling Process Reports

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.

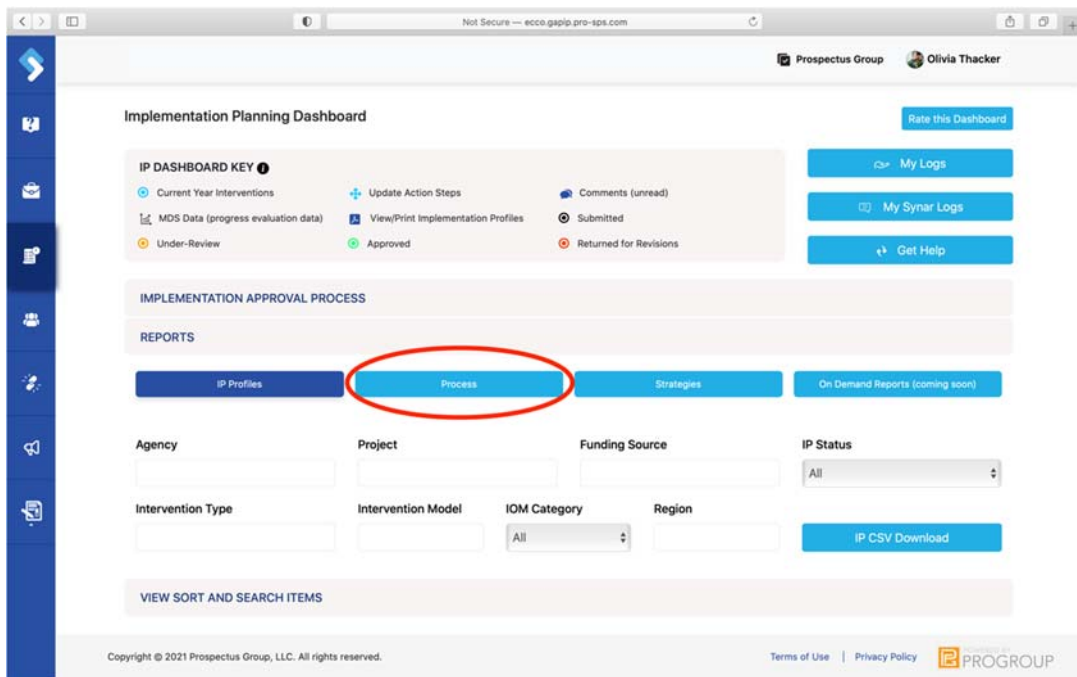
1. Starting from the ECCO homepage, click on the Plan & Report node or the IP icon on the left sidebar to navigate to the Implementation Planning (IP) dashboard.



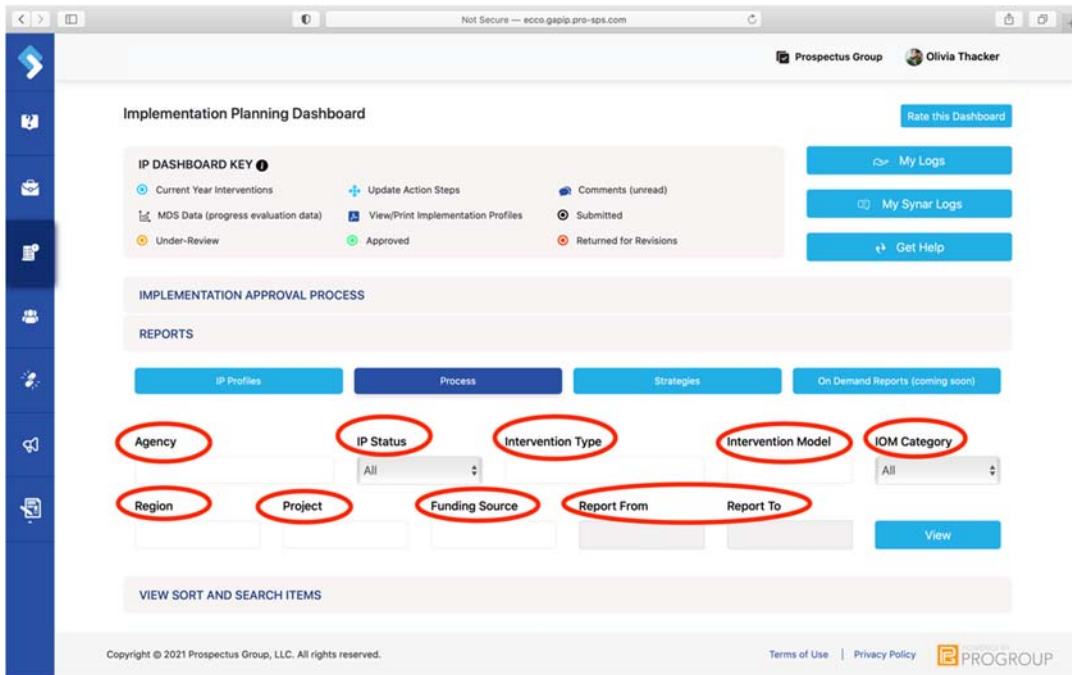
2. Once on the IP dashboard, click on the gray bar labeled "Reports."



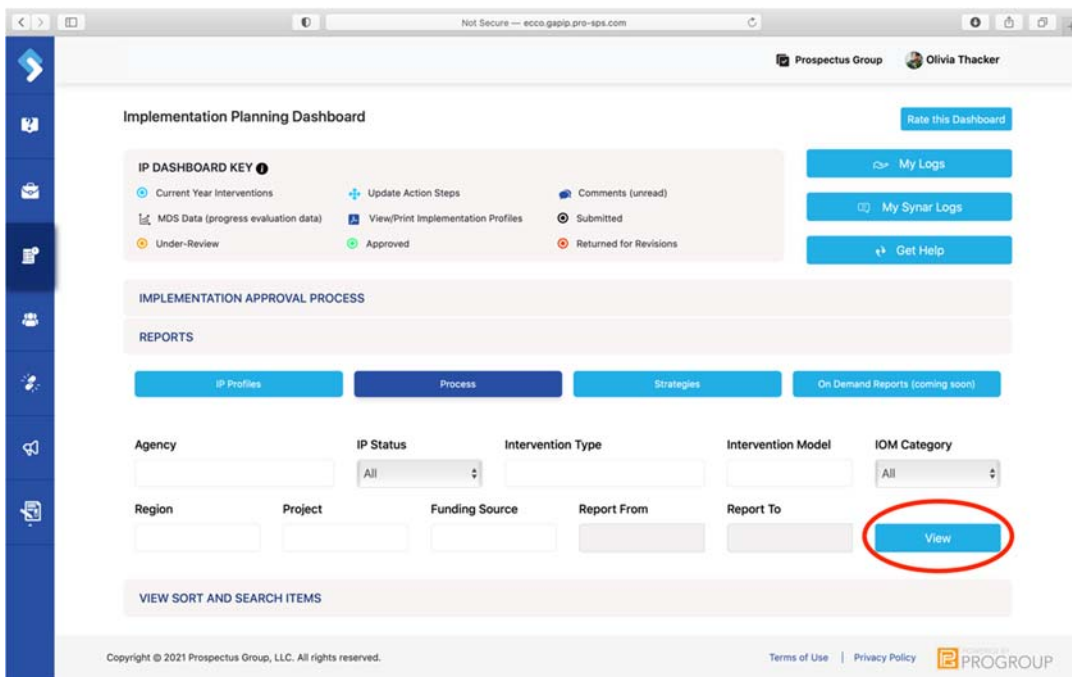
3. Select the box labeled "Process."



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.”

Populations Report Download

ecco8 PLUS HELP REPORTS
LAKEVIEW REPORTS DATA
POWERED BY PROSPECT

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

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

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

Populations by CSAP Strategy and IOM Category

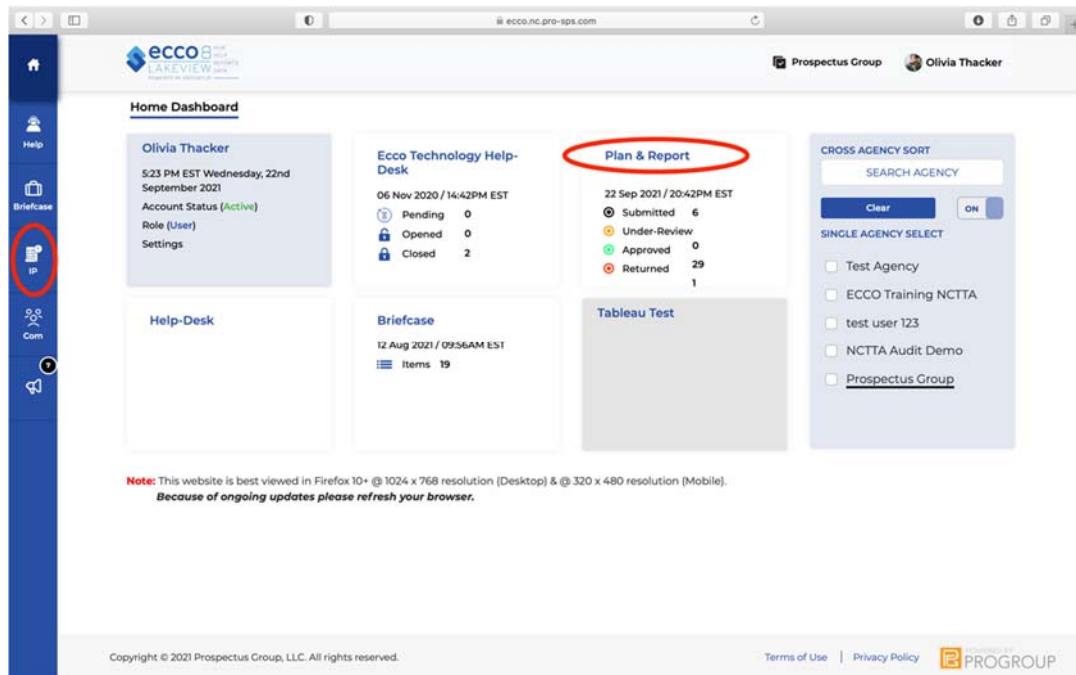
CSAP Strategies	Population-Based		Individual Based		Unknown	Total
	Universal Indirect	Universal Direct	Selective	Indicated		
Prevention Education	0	8	0	0	10	18
Alternative Drug-free Activities	0	0	0	0	0	0
Community based Process	0	4	0	0	0	4
Community based General	0	0	0	0	0	0
Environmental (Participant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

Part Two: North Carolina Specific Information

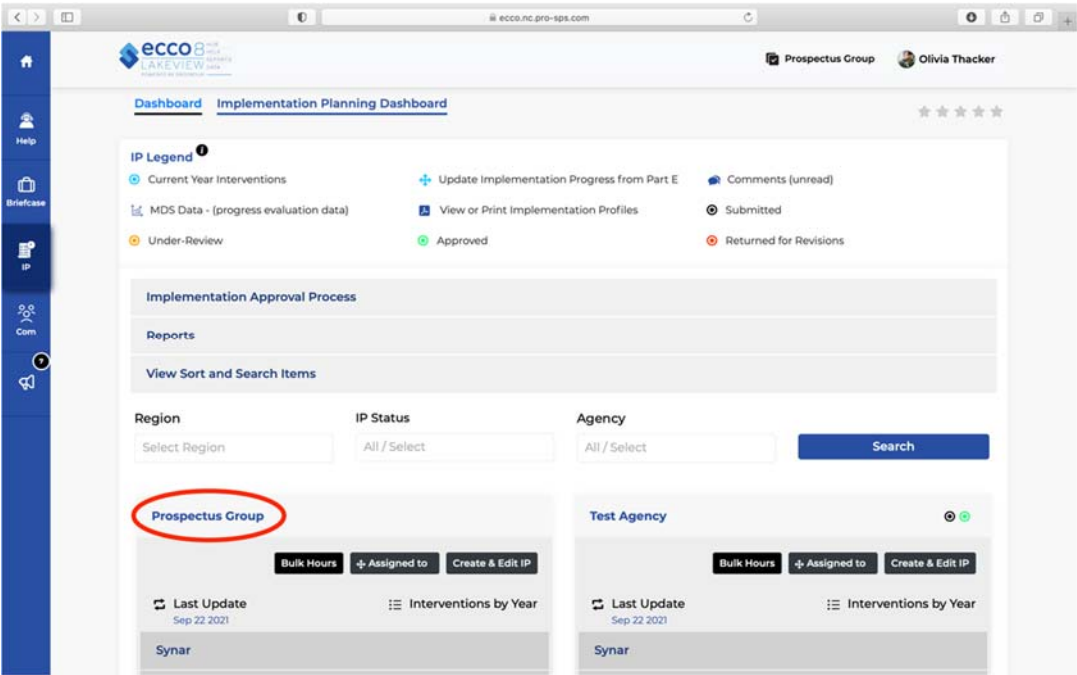
North Carolina Synar Entry

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

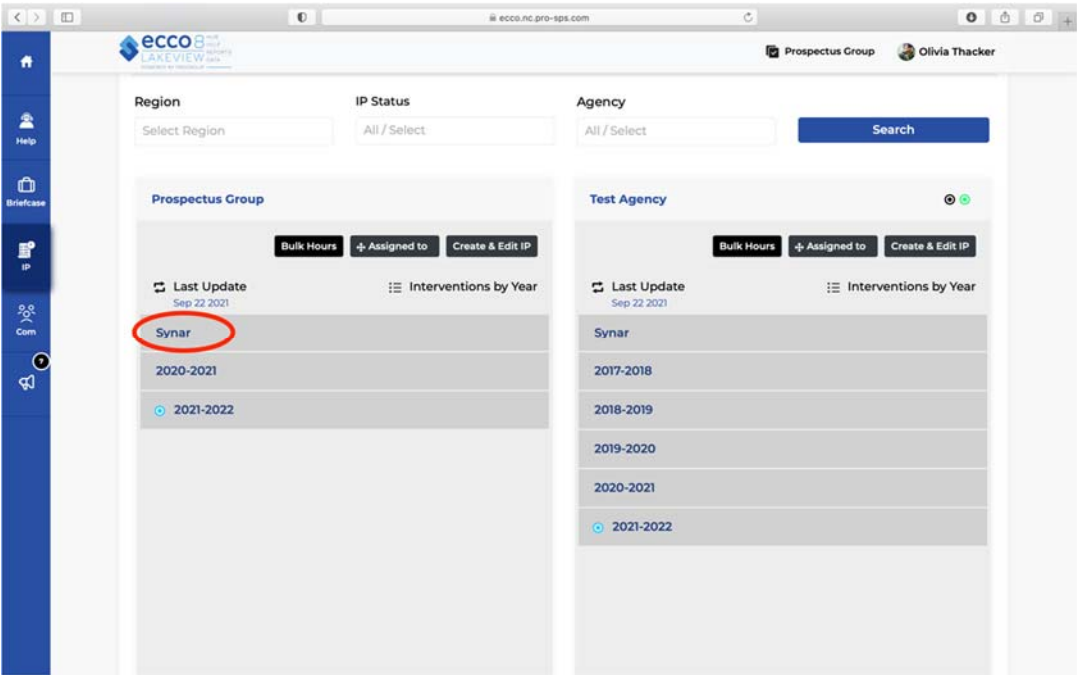
1. From the ECCO homepage, navigate to the Synar form by clicking on the node labeled “Plan & Report” or click on the IP icon on the sidebar to the left.



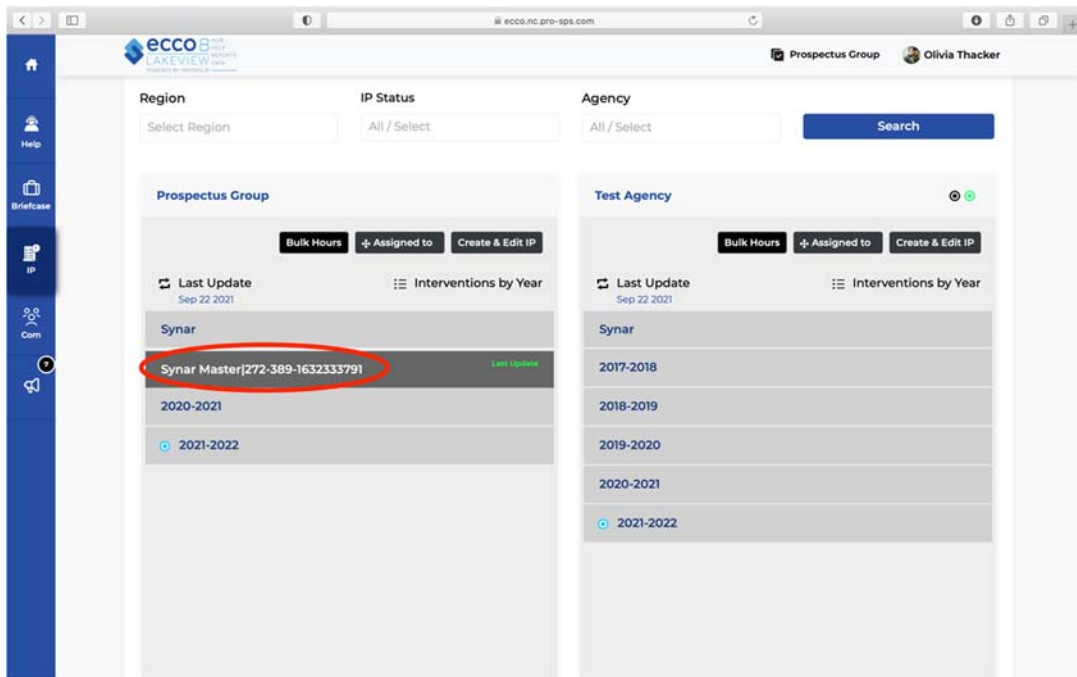
2. Once on the IP dashboard, find the agency node you want to complete a Synar report for. You will only see one node if you are only associated with one agency and funding source.



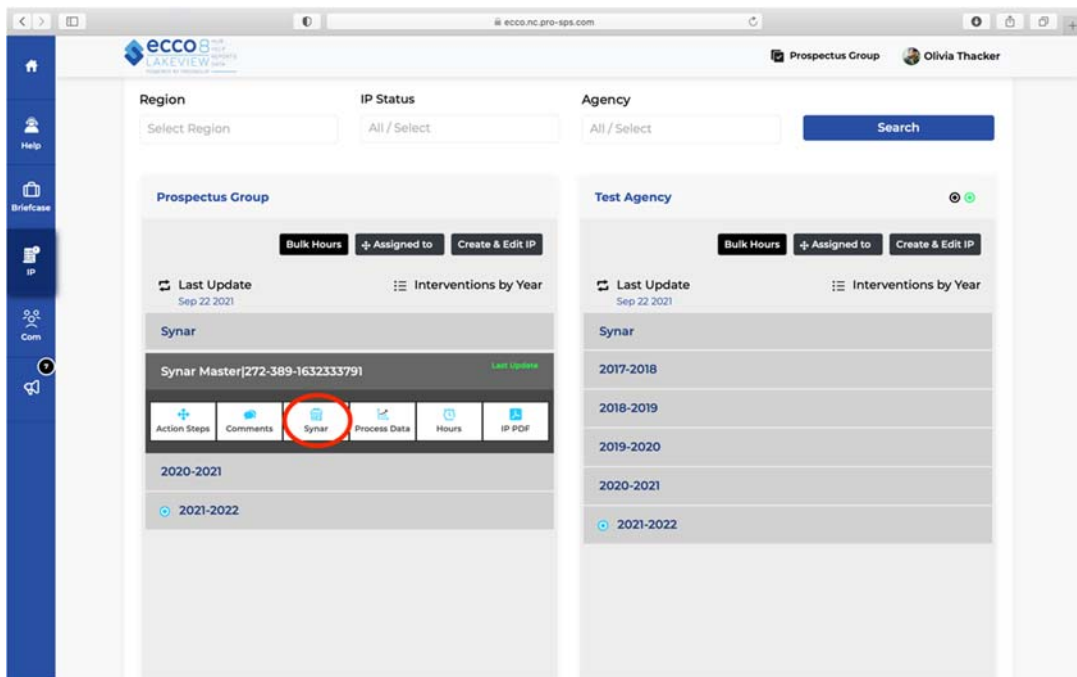
3. Click on the light gray bar labeled "Synar."



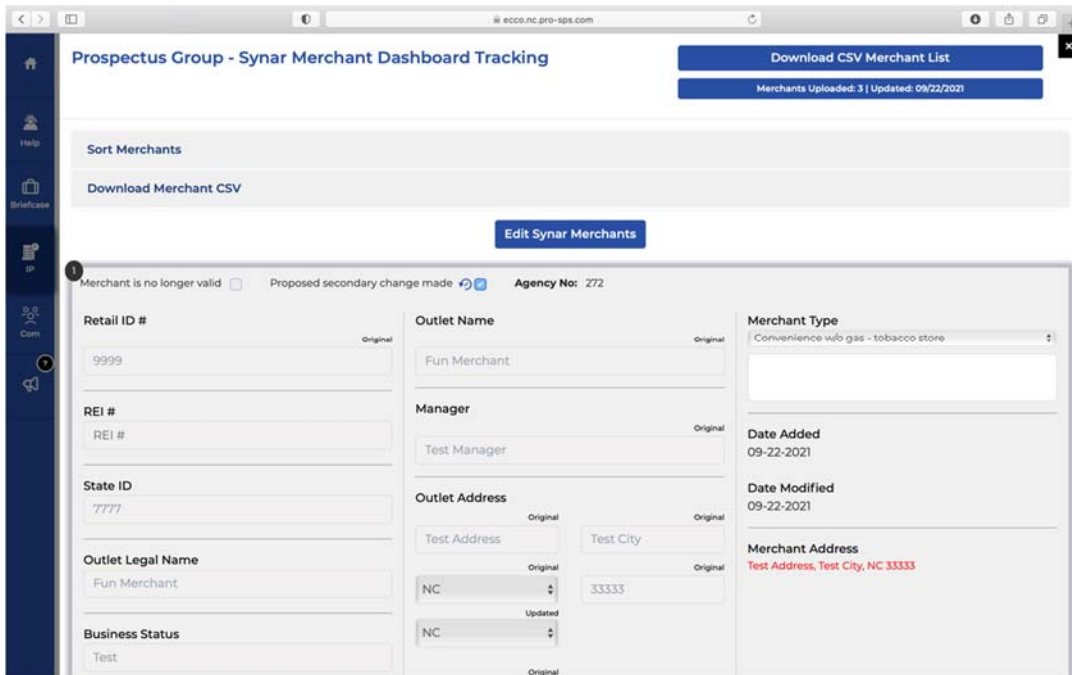
4. Click on the dark gray bar labeled "Synar Master," revealing two rows of white boxes.



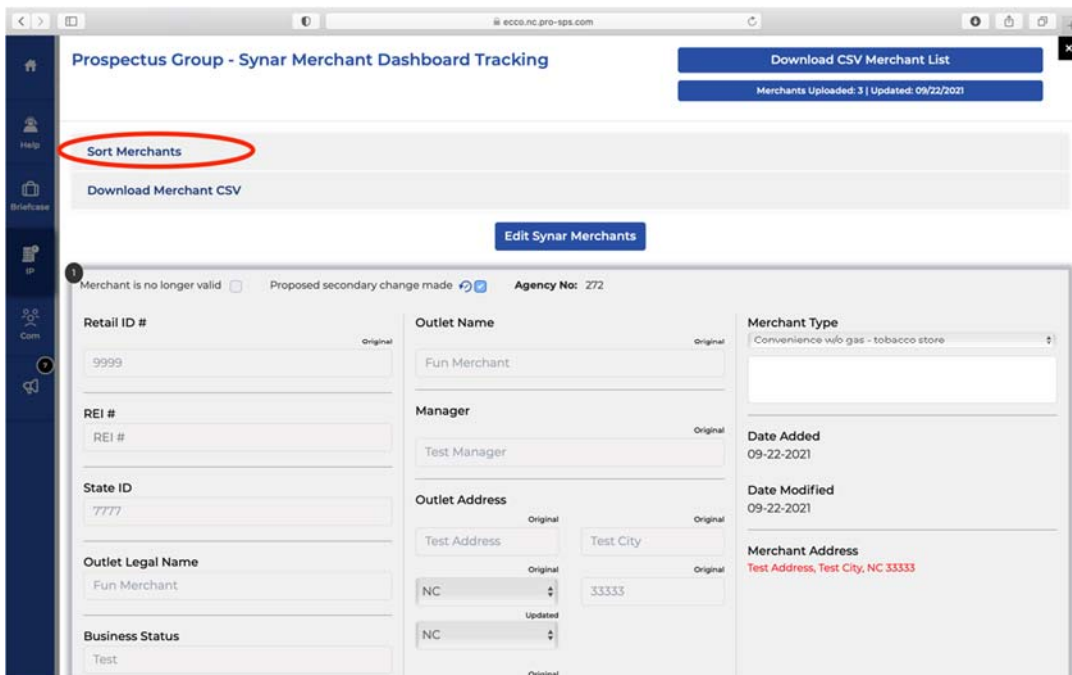
5. Click on the box labeled “Synar.”



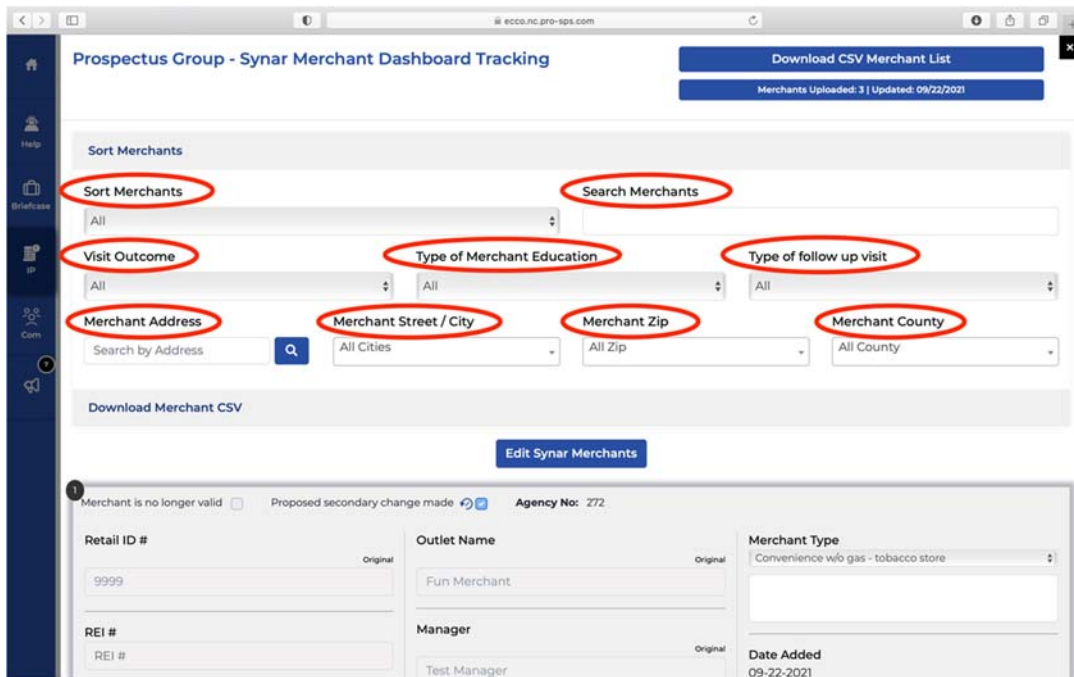
6. The Synar Merchant Tracking Dashboard will slide out from the right.



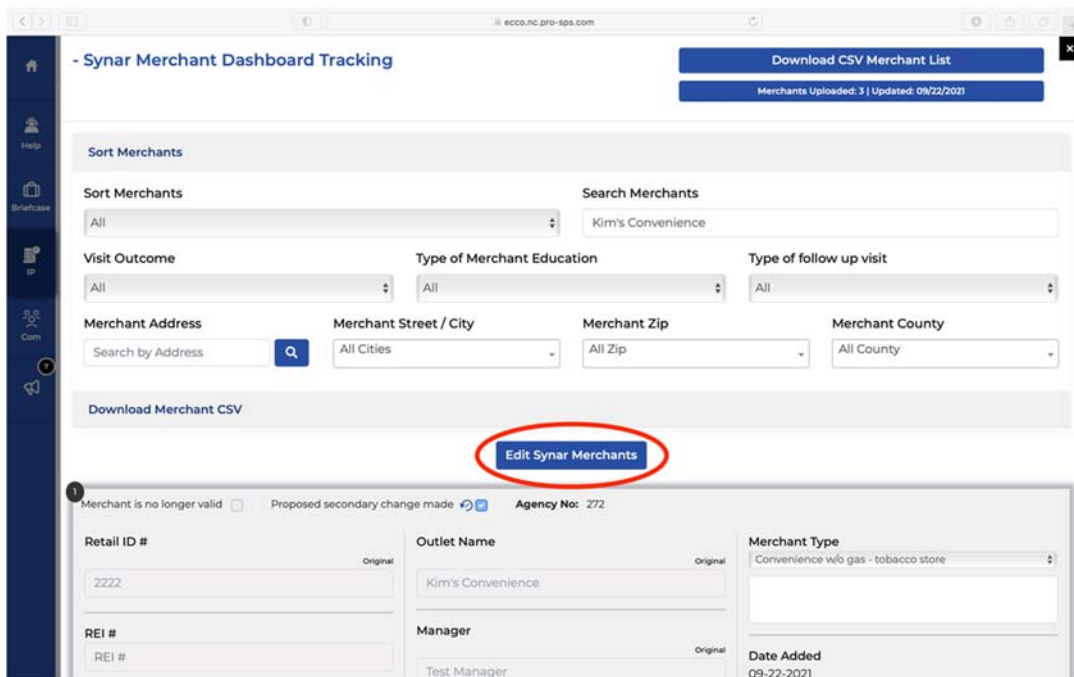
7. To use the sorting feature to bring a particular merchant to the top of the list, click on the light gray bar labeled "Sort Merchants."



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.

The screenshot shows the 'Prospectus Group - Synar Merchant Dashboard Tracking' interface. At the top right, there are buttons for 'Download CSV Merchant List' and 'Merchants Uploaded: 3 | Updated: 09/22/2021'. The main area contains a form for merchant details, including fields for 'Business Status' (Test), 'Location Type' (Test), 'Email Address', and 'Outlet Phone Number' (777-555-5555). A red circle highlights the 'Part 1 Merchant Education Visit' section in the list below. At the bottom, there are buttons for 'Edit Synar Merchants' and 'Add Merchant'.

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

The screenshot shows the 'Part 1 Merchant Education Visit' form. It includes fields for 'Spoke to' (Clerk/Manager), 'Provider Name' (Olivia Thacker), 'Visit Outcome' (Visit Complete), 'Add Visit Notes', 'Type of Merchant Education' (Routine Visit), 'Merchant Education Date' (09/15/21), 'Signage Visible' (Yes/No), 'Follow-Up Needed' (Yes/No), and 'Does this store need to be removed/deleted (No longer exists)?' (Yes/No). A red circle highlights the 'Save Merchant Education Visit' button at the bottom. Below it is an 'Add Merchant Education Visit' button.

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.

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

- 'Spoke to' with radio buttons for 'Clerk' and 'Manager' (Manager is selected).
- 'Provider Name' with the text 'Olivia Thacker'.
- 'Visit Outcome' with a dropdown menu showing 'Visit Complete'.
- 'Add Visit Notes' with the text 'These are the best notes!'.
- 'Type of Merchant Education' with a dropdown menu showing 'Routine Visit'.
- 'Merchant Education Date' with the date '09/15/21'.
- 'Signage Visible' with radio buttons for 'Yes' and 'No' (Yes is selected).
- 'Follow-Up Needed' with radio buttons for 'Yes' and 'No' (Yes is selected).
- 'Does this store need to be removed/deleted (No longer exists)?' with radio buttons for 'Yes' and 'No' (No is selected).

 At the bottom of the form, there are two green buttons: 'Save Merchant Education Visit' and 'Add Merchant Education Visit'. The 'Add Merchant Education Visit' button is circled in red. Below the form is a black bar labeled 'Part 2 Tobacco Survey'.

The screenshot shows the 'Synar Merchant Dashboard Tracking' interface with 'Part 2 Tobacco Survey' expanded. The form fields include:

- 'These are the best notes!' (text area).
- 'Type of Merchant Education' with a dropdown menu showing 'Routine Visit'.
- 'Does this store need to be removed/deleted (No longer exists)?' with radio buttons for 'Yes' and 'No' (No is selected).
- 'Spoke to' with radio buttons for 'Clerk' and 'Manager' (Clerk is selected).
- 'Provider Name' (text field).
- 'Visit Outcome' with a dropdown menu showing 'Select'.
- 'Add Visit Notes' with the text 'Notes About Visit'.
- 'Type of Merchant Education' with a dropdown menu showing 'Select'.
- 'Merchant Education Date' (text field).
- 'Signage Visible' with radio buttons for 'Yes' and 'No' (Yes is selected).
- 'Follow-Up Needed' with radio buttons for 'Yes' and 'No' (Yes is selected).
- 'Type of follow up visit' with a dropdown menu showing 'Select'.
- 'Does this store need to be removed/deleted (No longer exists)?' with radio buttons for 'Yes' and 'No' (No is selected).

 There are two green buttons labeled 'Save Merchant Education Visit'. The 'Spoke to' radio button for 'Clerk' is circled in red.

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

The screenshot shows the 'Synar Merchant Dashboard Tracking' interface. At the top right, there are buttons for 'Download CSV Merchant List' and 'Merchants Uploaded: 3 | Updated: 09/22/2021'. The main form area is divided into several sections. A red circle highlights the 'Part 2 Tobacco Survey' section at the bottom of the form. This section contains the following fields and options:

- Spoke to:** Clerk (selected) or Manager
- Provider Name:** Text input field
- Visit Outcome:** Dropdown menu with 'Select' option
- Add Visit Notes:** Text area with placeholder 'Notes About Visit'
- Type of Merchant Education:** Dropdown menu with 'Select' option
- Merchant Education Date:** Text input field
- Signage Visible:** Radio buttons for Yes (selected) and No
- Follow-Up Needed:** Radio buttons for Yes (selected) and No
- Type of follow up visit:** Dropdown menu with 'Select' option
- Does this store need to be removed/deleted (No longer exists?):** Radio buttons for Yes (selected) and No

At the bottom of the form, there are two green buttons: 'Save Merchant Education Visit' and 'Add Merchant Education Visit'. Below the form, there are navigation arrows and a page number '1'. At the very bottom, there are two blue buttons: 'Save Synar Merchants' and 'Add Merchant'.

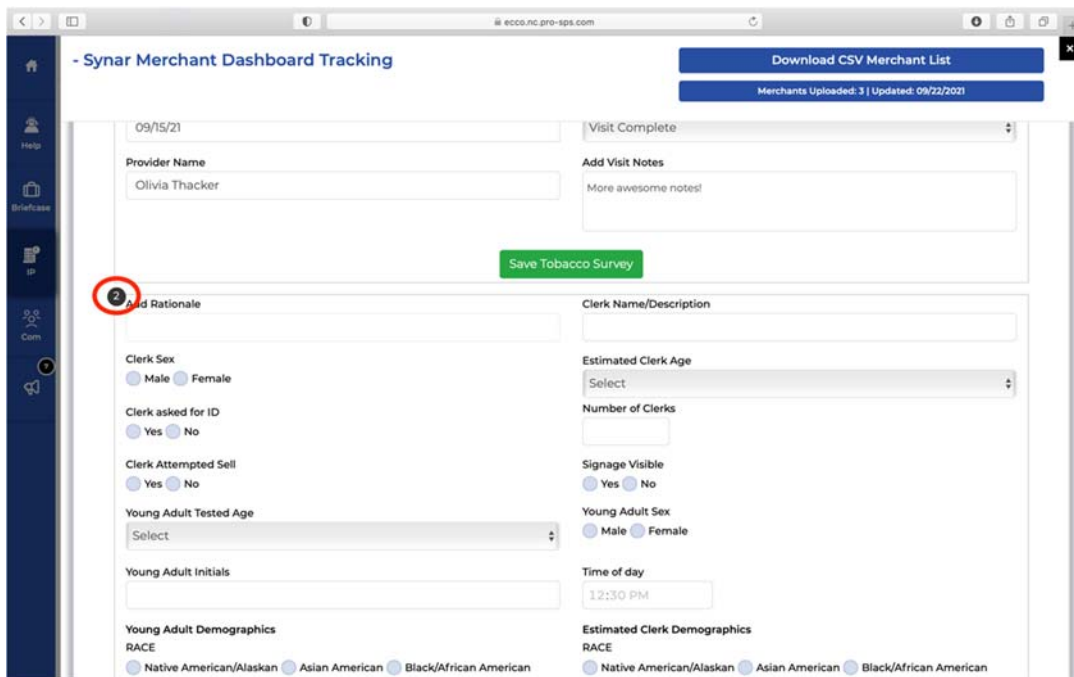
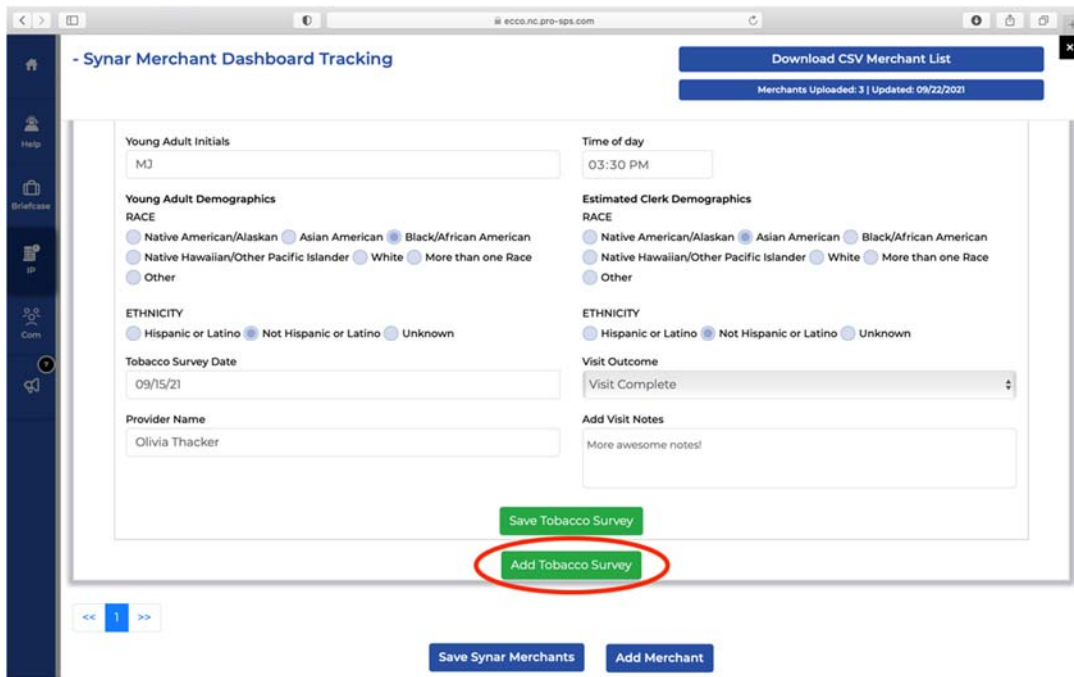
14. Once you have completed all the fields in this section, click on the green box labeled "Save Tobacco Survey."

The screenshot shows the 'Synar Merchant Dashboard Tracking' interface. At the top right, there are buttons for 'Download CSV Merchant List' and 'Merchants Uploaded: 3 | Updated: 09/22/2021'. The main form area is divided into several sections. A red circle highlights the 'Save Tobacco Survey' button at the bottom of the form. This section contains the following fields and options:

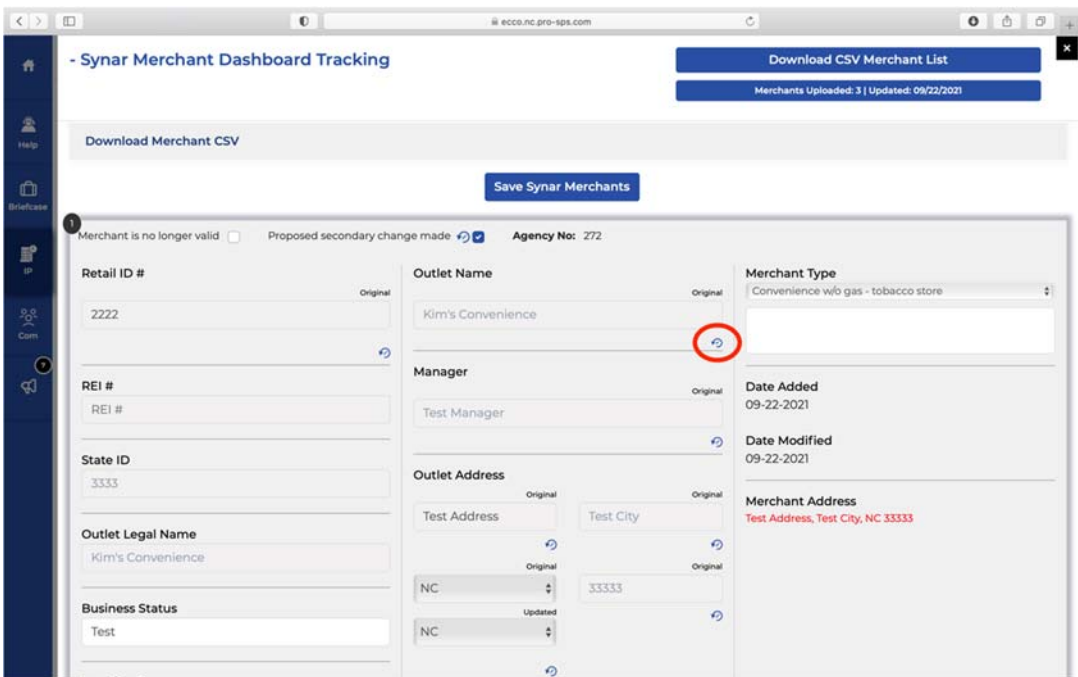
- Yes/No:** Radio buttons for Yes (selected) and No
- Young Adult Tested Age:** Dropdown menu with '18' selected
- Young Adult Sex:** Radio buttons for Male (selected) and Female
- Young Adult Initials:** Text input field with 'MJ'
- Time of day:** Text input field with '03:30 PM'
- Young Adult Demographics:**
 - RACE:** Radio buttons for Native American/Alaskan, Asian American, Black/African American, Native Hawaiian/Other Pacific Islander, White, More than one Race, Other
 - ETHNICITY:** Radio buttons for Hispanic or Latino, Not Hispanic or Latino, Unknown
- Estimated Clerk Demographics:**
 - RACE:** Radio buttons for Native American/Alaskan, Asian American, Black/African American, Native Hawaiian/Other Pacific Islander, White, More than one race, Other
 - ETHNICITY:** Radio buttons for Hispanic or Latino, Not Hispanic or Latino, Unknown
- Tobacco Survey Date:** Text input field with '09/15/21'
- Provider Name:** Text input field with 'Olivia Thacker'
- Visit Outcome:** Dropdown menu with 'Visit Complete' selected
- Add Visit Notes:** Text area with placeholder 'More awesome notes!'

At the bottom of the form, there are two green buttons: 'Save Tobacco Survey' (highlighted with a red circle) and 'Add Tobacco Survey'.

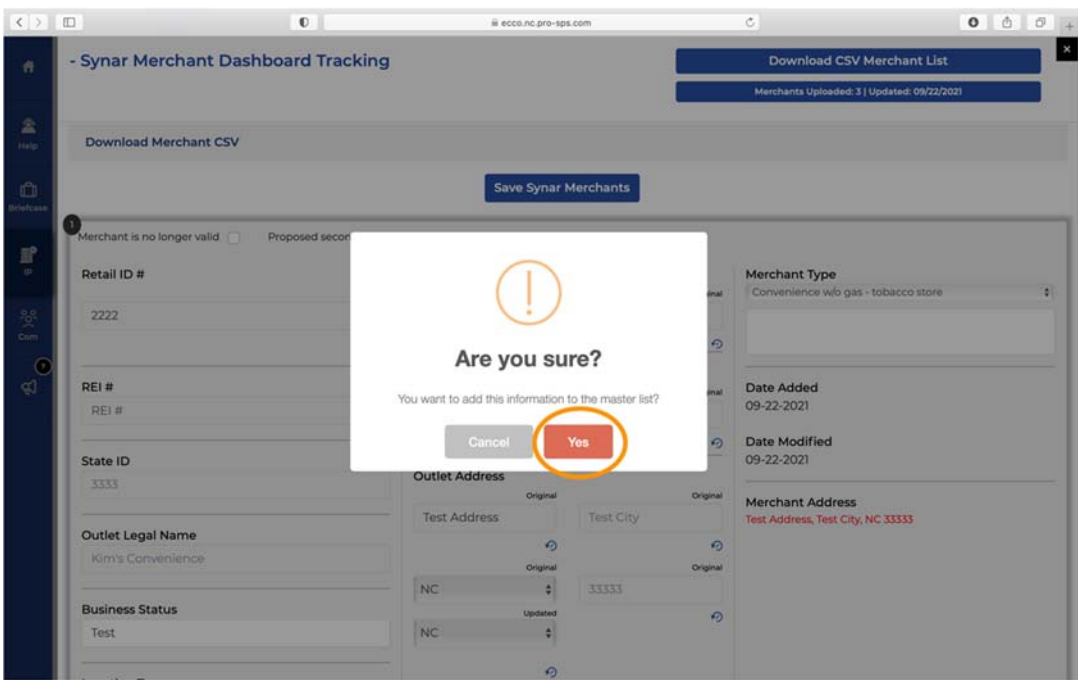
15. If this is not your first tobacco survey completed for this merchant and you need to add an additional survey, click on the rectangular box labeled "Add Tobacco Survey."



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.

The screenshot shows the 'Synar Merchant Dashboard Tracking' interface. At the top right, there are buttons for 'Download CSV Merchant List' and 'Merchants Uploaded: 3 | Updated: 09/22/2021'. Below these is a 'Download Merchant CSV' section with a 'Save Synar Merchants' button. The main form area contains several fields: Retail ID # (2222), REI #, State ID (3333), Outlet Legal Name (Kim's Convenience), Business Status (Test), Outlet Name (Kim's Convenience), Manager (Test Manager), Outlet Address (Test Address, Test City, NC 3333), and Merchant Type (Convenience w/o gas - tobacco store). The 'Outlet Name' field is highlighted with a red circle and contains the text '7-Eleven'. A red circle also highlights the 'Save Synar Merchants' button.

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

This screenshot is similar to the previous one, but it includes a red message 'Form Auto Hold Successful' above the 'Save Synar Merchants' button, which is now circled in red. The form fields are the same as in the previous screenshot, but the 'Outlet Name' field now contains '7-Eleven' and is also circled in red. The 'Save Synar Merchants' button is highlighted with a red circle.

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 Search Merchants

Visit Outcome Type of Merchant Education Type of follow up visit

Merchant Address Merchant Street / City Merchant Zip Merchant County

Download Merchant CSV

Form Auto Hold Successful

Edit Synar Merchants

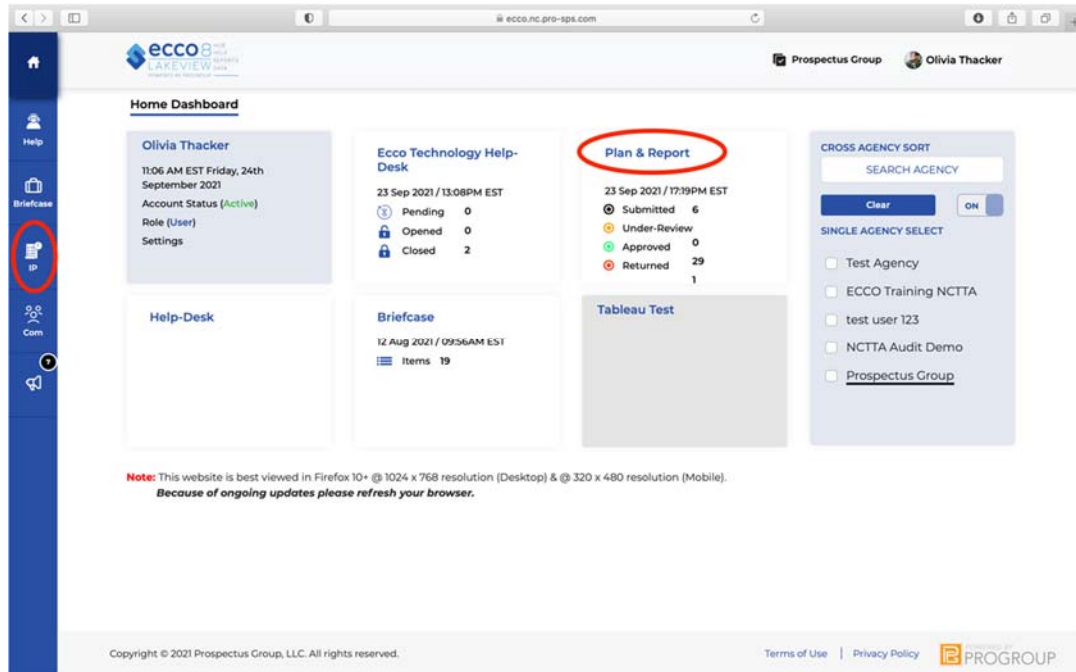
Merchant is no longer valid Proposed secondary change made Agency No: 272

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

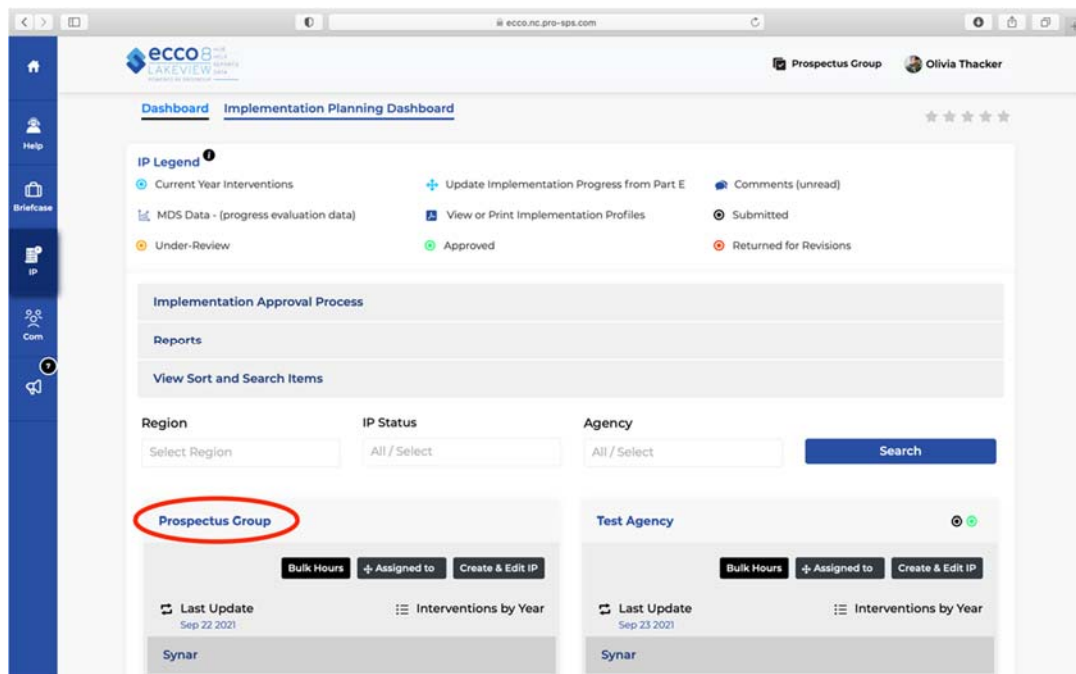
North Carolina Reporting Hours

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

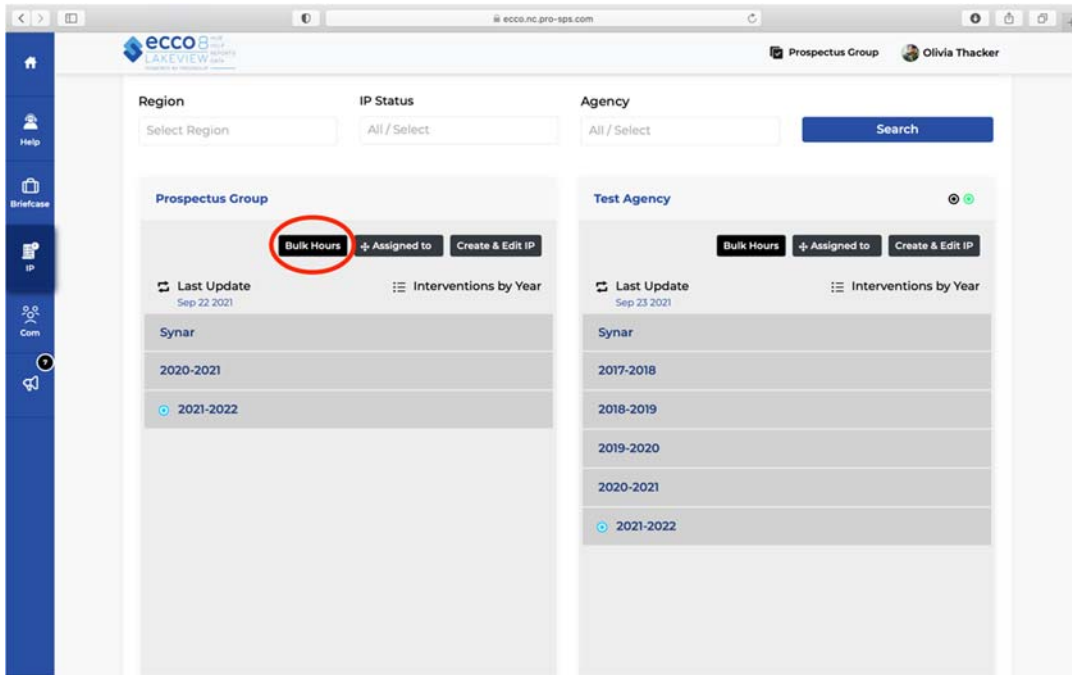
1. From the ECCO homepage, navigate to Implementation Planning Dashboard by clicking on the node labeled “Plan & Report” or click on the IP icon on the sidebar to the left.



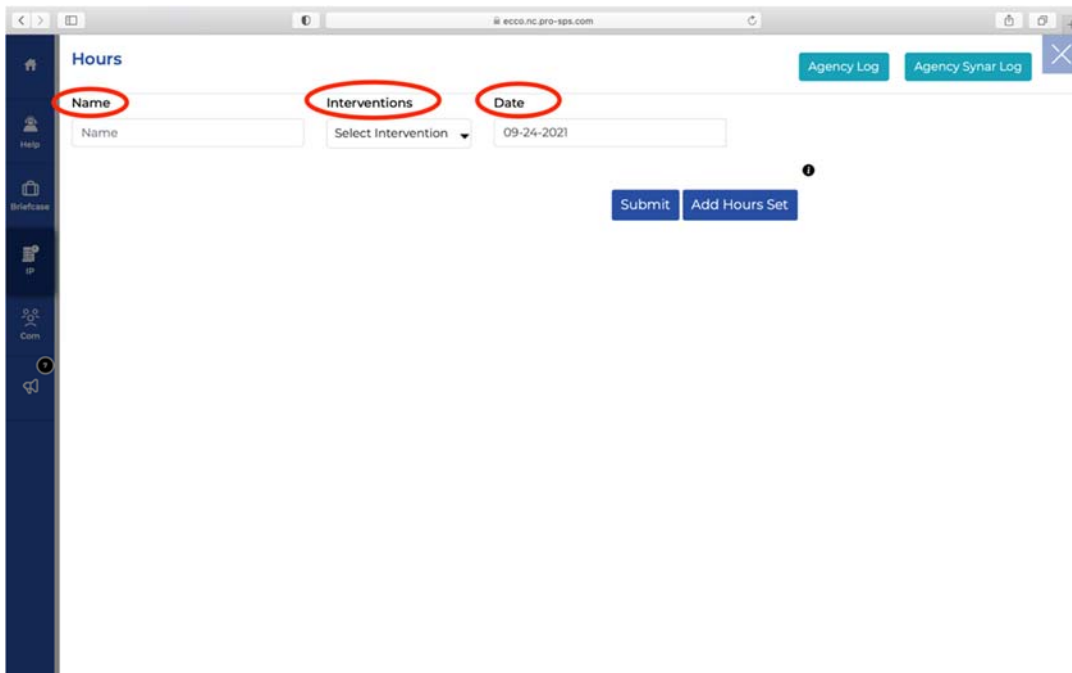
2. Once on the IP dashboard, find the agency node you want to report hours for. You will only see one node if you are only associated with one agency and funding source.

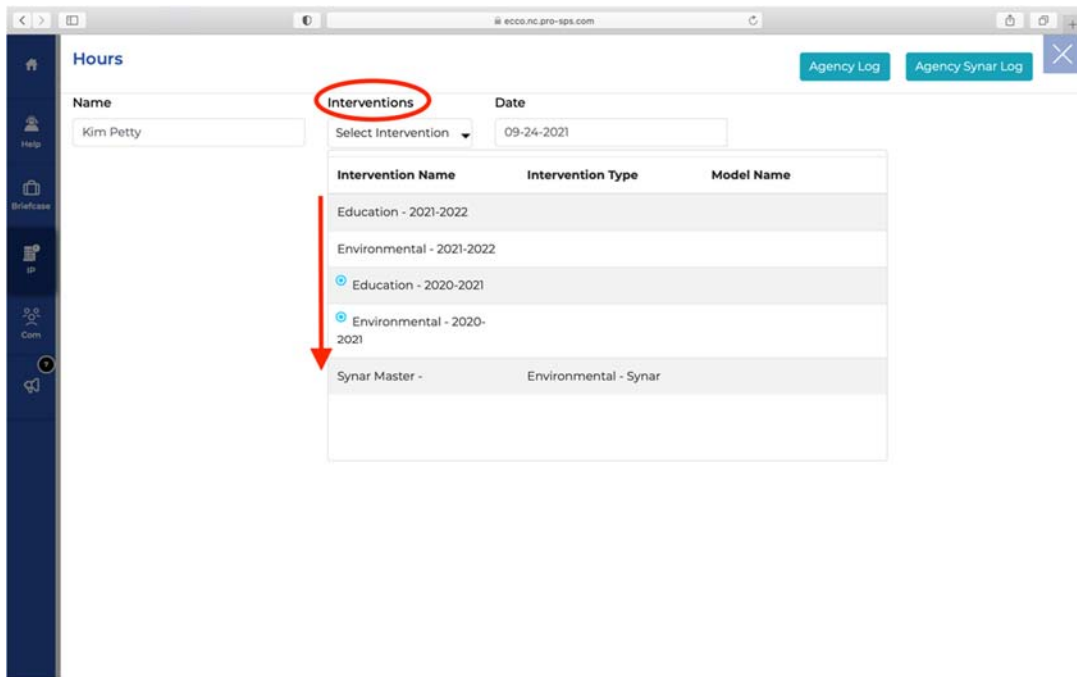


- At the top of the agency node, click on the black box labeled “Bulk Hours.” A form for reporting hours will open.

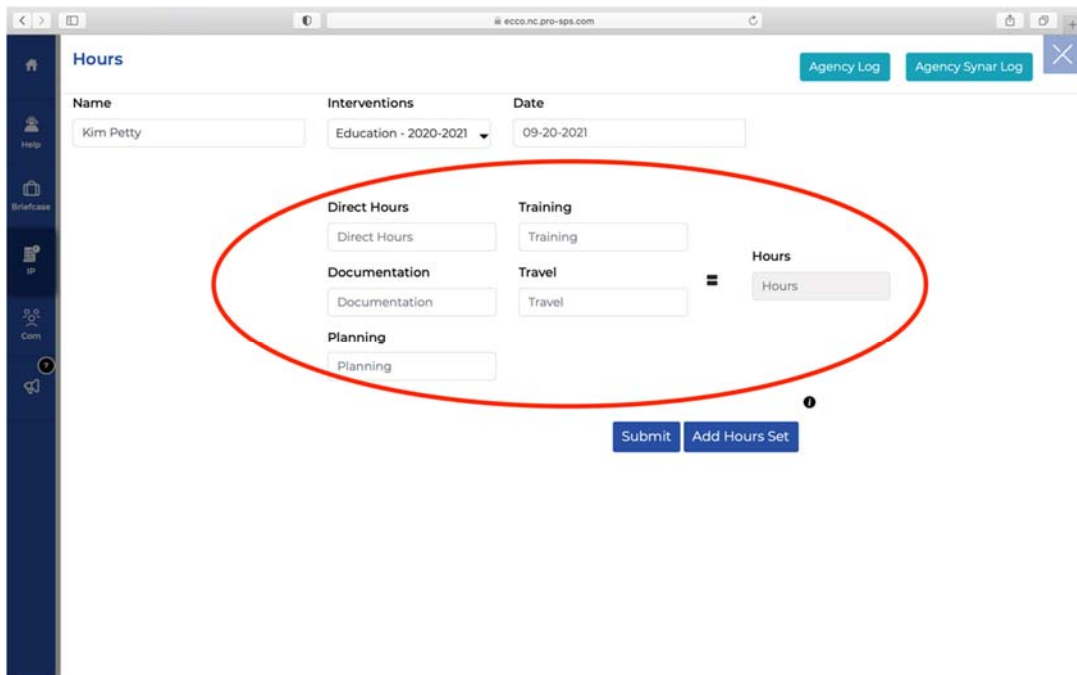


- On this form, you will enter the staff name, select the intervention you wish to report hours for, and select the date the hours were completed.





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



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

Hours

Agency Log Agency Synar Log

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

Direct Hours: 10 Training: 2

Documentation: 2 Travel: 2

Planning: 4

Hours: 20

Total hours will populate here.

Submit Add Hours Set

Form Auto Hold Successful

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

Hours

Agency Log Agency Synar Log

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

Direct Hours: 10 Training: 2

Documentation: 2 Travel: 2

Planning: 4

Hours: 20

Submit Add Hours Set

Form Auto Hold Successful

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

Hours Agency Log Agency Synar Log

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

Direct Hours: 10 Training: 2

Documentation: 2 Travel: 2 = Hours: 20

Planning: 4

Interventions: Select Intervention Date: 09-24-2021

Submit Add Hours Set

Form Auto Hold Successful

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

Hours Agency Log Agency Synar Log

Direct Hours: 10 Training: 2

Documentation: 2 Travel: 2 = Hours: 20

Planning: 4

Interventions: Environmental - 2021-2022 Date: 09-23-2021

Direct Hours: 5 Training: 1

Documentation: 2 Travel: 2 = Hours: 15

Planning: 5

Submit Add Hours Set

Form Auto Hold Successful

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

The screenshot shows the 'Hours' reporting form. At the top right, there are two buttons: 'Agency Log' (circled in red) and 'Agency Synar Log'. The form contains several input fields: 'Name', 'Interventions' (a dropdown menu), 'Date' (set to 09-20-2021), 'Direct Hours', 'Training', 'Documentation', 'Travel', and 'Planning'. There are also 'Submit' and 'Add Hours Set' buttons at the bottom. A red message 'Form Auto Hold Successful' is displayed below the buttons.

The screenshot shows the 'Working Hours Logs' page. It features a table with 4 entries. The table has columns for S.No, Date/Time, User, Director Name, Name, Agency Name, Contract Year, Interventions, and various hour categories (DR, TR, DC, TR, PL, TH). A 'CSV' button is visible in the top right of the table area. The table data is as follows:

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

Showing 1 to 4 of 4 entries. Navigation: Previous 1 Next

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.

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

The form has three main sections: "Name", "Interventions", and "Date".

- Name:** A text input field containing "Name".
- Interventions:** A dropdown menu labeled "Select Intervention" with a downward arrow.
- Date:** A date input field containing "09-20-2021".

Below these fields is a table with the following columns: "Intervention Name", "Intervention Type", and "Model Name".

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

A red circle highlights the "Synar Master -" row. At the bottom right of the form, there is a red message: "Form Auto Hold Successful".

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

The screenshot shows the same web browser window as above, but with the form filled out. The "Name" field now contains "Carlos Lindsay" and the "Interventions" dropdown is set to "Synar Master -".

The form is divided into two main columns for reporting hours.

Left Column: COMMUNITY EDUCATION & MOBILIZATION (Header circled in red)

DIRECT HOURS:

- 1.1 Identification of community Partners:
- 1.2 Community Leadership:
- 1.3 Community Education to increase support for retailer compliance with youth access laws:
- 1.4 Direct Hours Totals:

IN-DIRECT HOURS:

- 1. Training:
- 2. Documentation:
- 3. Travel:
- 4. Planning:

Right Column: LAW ENFORCEMENT RELATED ACTIVITIES (Header circled in red)

DIRECT HOURS:

- 2.1 Promoted Local Law Enforcement:
- 2.2 Assisted in implementation of Tobacco Compliance Checks and Retailer Training:
- 2.3 Direct Hours Totals:

IN-DIRECT HOURS:

- 1. Training:
- 2. Documentation:
- 3. Travel:
- 4. Planning:

At the bottom right, there is a "Total Hours" label and a corresponding input field.

The screenshot shows a web browser window with the URL 'ecco.nc.pro-sps.com'. The page title is 'Hours'. There are two buttons at the top right: 'Agency Log' and 'Agency Syniar Log'. The form is divided into four main sections: two 'DIRECT HOURS' sections and two 'IN-DIRECT HOURS' sections. The left 'DIRECT HOURS' section is titled 'MERCHANT EDUCATION' and has four rows of input fields. The right 'DIRECT HOURS' section is titled 'MEDIA AND PUBLIC RELATIONS' and has three rows of input fields. Each 'IN-DIRECT HOURS' section has four rows of input fields. A 'Total Hours' field on the right shows the value '0'. The 'MERCHANT EDUCATION' and 'MEDIA AND PUBLIC RELATIONS' titles are circled in red.

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

The screenshot shows the same 'Hours' reporting form, but with numerical values entered in the input fields. The left 'DIRECT HOURS' section (MERCHANT EDUCATION) has values: 2, 4, 2, and 8. The right 'DIRECT HOURS' section (MEDIA AND PUBLIC RELATIONS) has values: 2, 4, and 6. The 'Total Hours' field on the right is circled in red and contains the value '51'. Below the 'Total Hours' field, the text 'Total hours will populate here.' is written in red. The 'MERCHANT EDUCATION' and 'MEDIA AND PUBLIC RELATIONS' titles are circled in red.

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.”

Hours Agency Log Agency Synar Log

53

DIRECT HOURS

MERCHANT EDUCATION

3.1 Identification of Tobacco Retail Outlets

3.2 Merchant Education

3.3 Community Youth Groups Partnership

3.4 Direct Hours Totals

IN-DIRECT HOURS

1. Training 2. Documentation

3. Travel 4. Planning

DIRECT HOURS

MEDIA AND PUBLIC RELATIONS

4.1 Collaborated with community partners to create news stories

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

4.3 Direct Hours Totals

IN-DIRECT HOURS

1. Training 2. Documentation

3. Travel 4. Planning

Submit Add Hours Set

Form Auto Hold Successful

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

Hours Agency Log Agency Synar Log

Name Interventions Date

Name Select Intervention 09-20-2021

DIRECT HOURS

COMMUNITY EDUCATION & MOBILIZATION

1.1 Identification of community Partners

1.2 Community Leadership

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

1.4 Direct Hours Totals

IN-DIRECT HOURS

1. Training 2. Documentation

3. Travel 4. Planning

DIRECT HOURS

LAW ENFORCEMENT RELATED ACTIVITIES

2.1 Promoted Local Law Enforcement

2.2 Assisted in implementation of Tobacco Compliance Checks and Retailer Training

2.3 Direct Hours Totals

IN-DIRECT HOURS

1. Training 2. Documentation

3. Travel 4. Planning

Total Hours

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

Total Logs 3

Search [] User [Select] Agency [Select] Director [Select]

S.No	Time Stamp	Date/Time	User	Name	Agency Name	Contract Year	Interventions	1	2	3	4	5	6
1	24 Sep 2021 19:26PM	20 Sep 2021	Olivia Thacker	Carlos Lindsay	Prospectus Group		Synar Master (Environmental)	2.000	4.000	3.000	15.000	2.000	4.000
2	24 Sep 2021 03:41AM	23 Sep 2021	Olivia Thacker	Jennifer Wallach	Prospectus Group		Synar Master (Environmental)	3.000	3.000	0.000	14.000	4.000	0.000
3	24 Sep 2021 03:39AM	23 Sep 2021	Olivia Thacker	James Bond	Prospectus Group		Synar Master (Environmental)	0.000	0.000	0.000	0.000	0.000	0.000
Total								5.000	7.000	3.000	29.000	6.000	4.000

Showing 1 to 3 of 3 entries

Copyright © 2021 Prospectus Group, LLC. All rights reserved. | Terms of Use | Privacy Policy | PROGROUP

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

Region [Select Region] IP Status [All / Select] Agency [All / Select] [Search]

Prospectus Group

[Bulk Hours] [Assigned to] [Create & Edit IP]

Last Update [Sep 22 2021] Interventions by Year

Synar

2020-2021

2021-2022

Education [272-389-1632333878] [Last Update]

[Action Steps] [Comments] [Process Data] [**Hours**] [IP PDF]

Environmental [272-389-1632333961] [Last Update]

Test Agency

[Bulk Hours] [Assigned to] [Create & Edit IP]

Last Update [Sep 23 2021] Interventions by Year

Synar

2017-2018

2018-2019

2019-2020

2020-2021

2021-2022

Part Three:

Administration

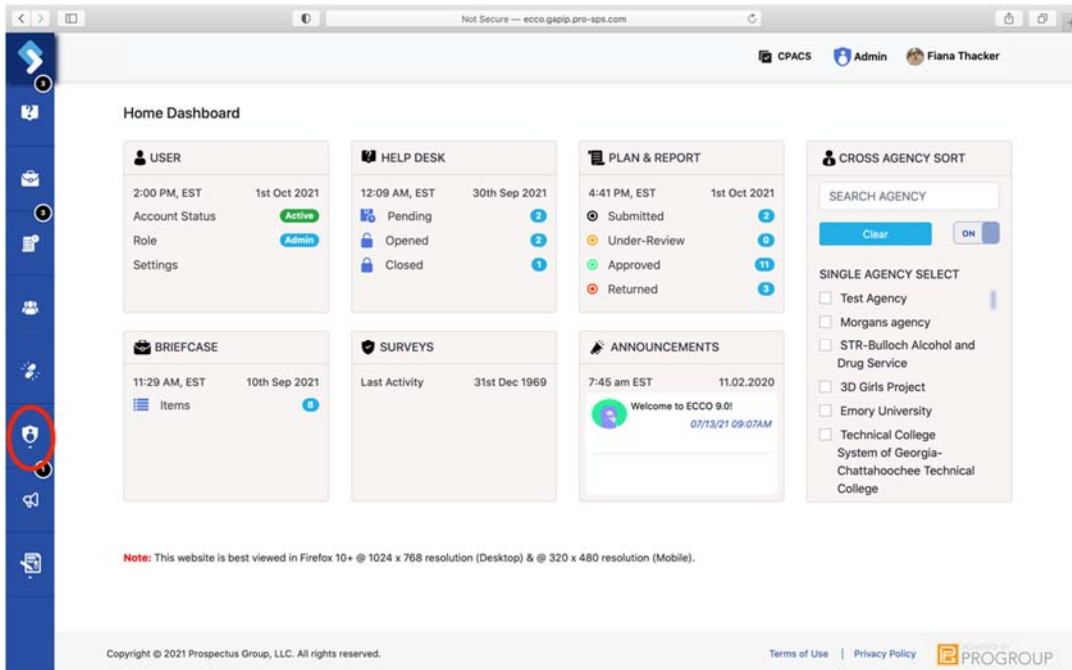
Specific Instructions

Onboarding New Agencies and Users

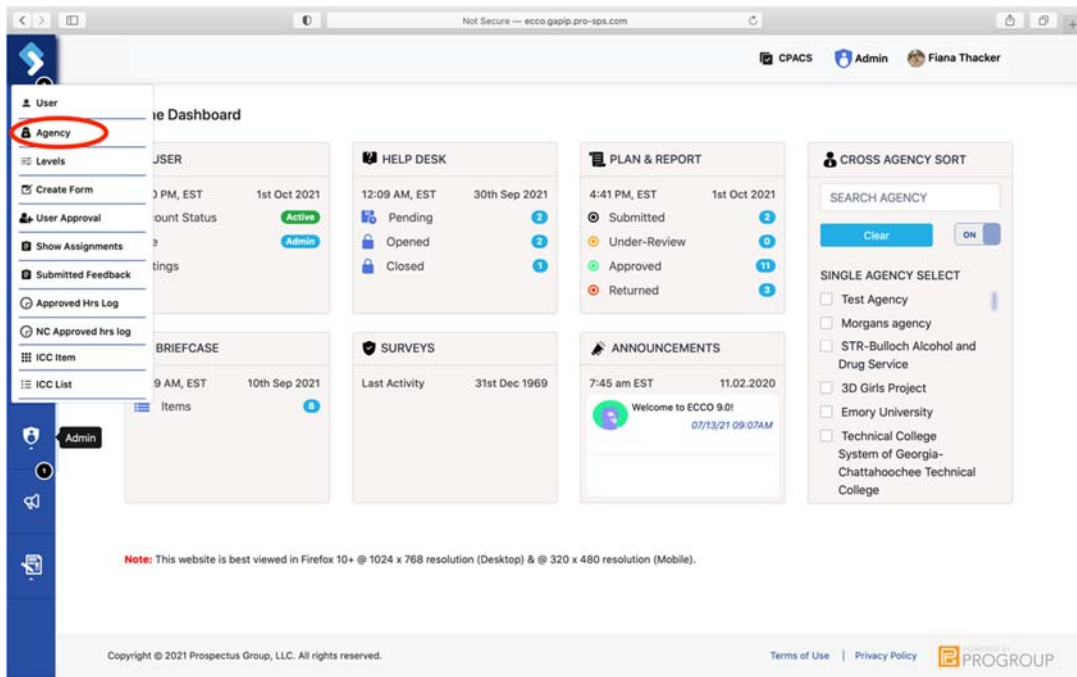
Onboarding Agencies

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.

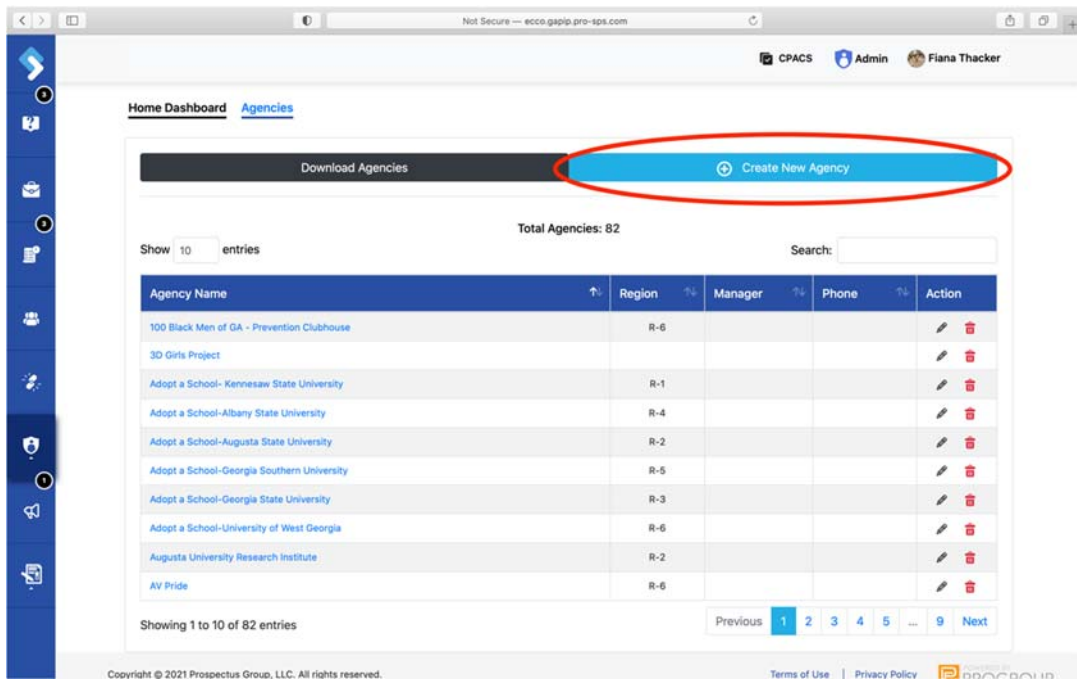
1. From the ECCO homepage, click on the Admin icon on the sidebar located on the left side of the page.

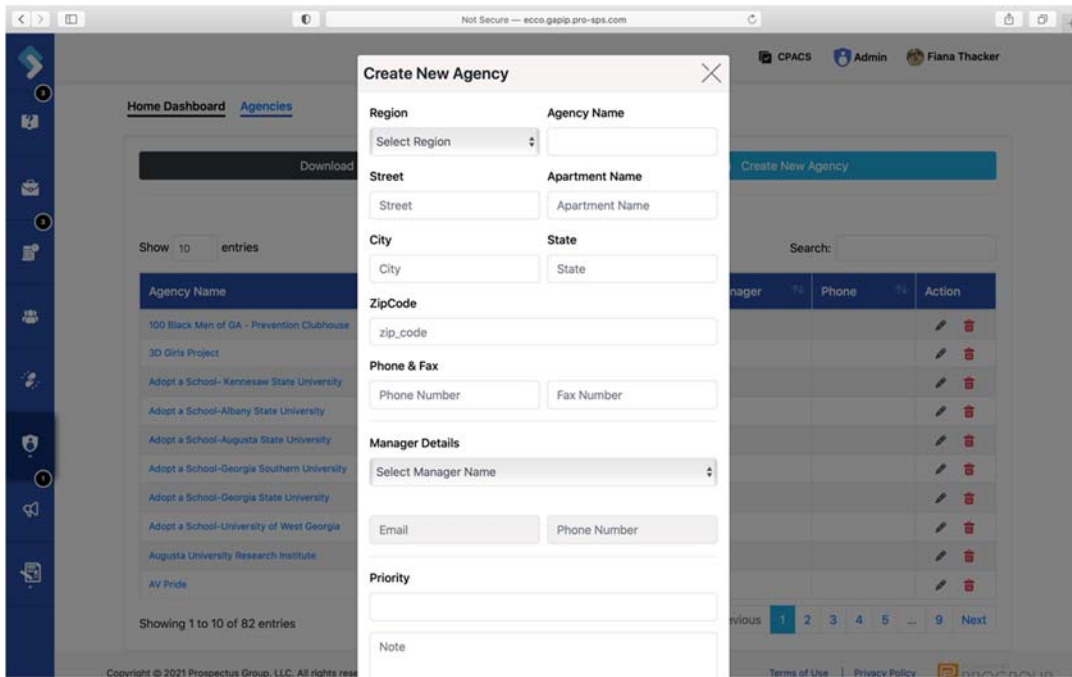


2. A list of options will open. Click on Agency.

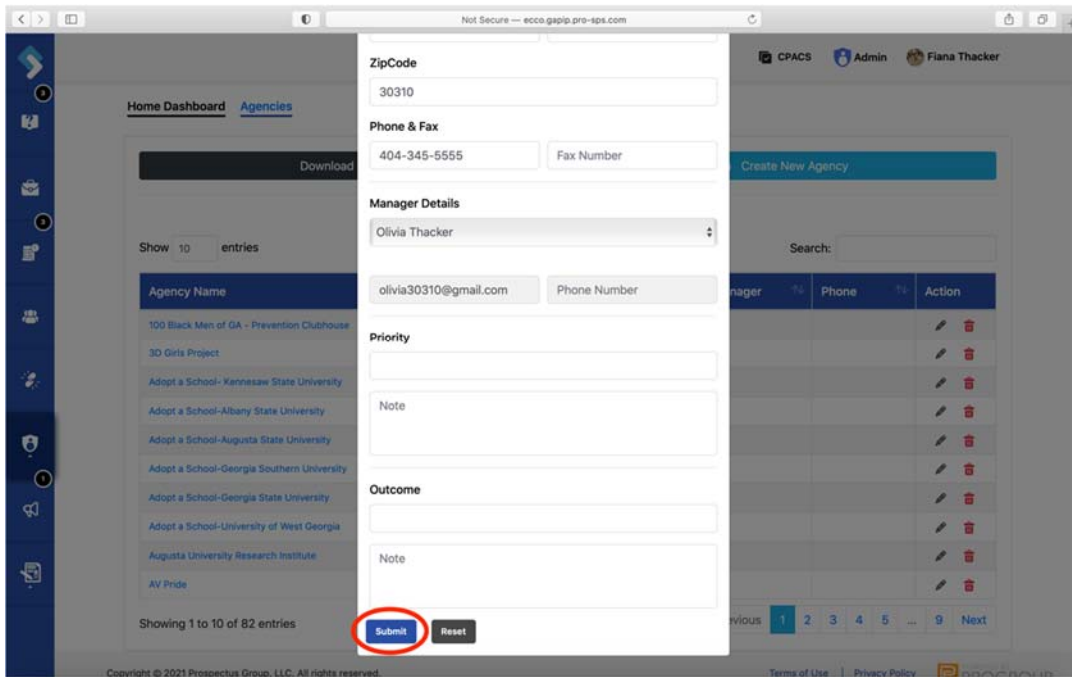


3. On the Agency page, click on the light blue bar labeled “Create New Agency,” and a form will open.

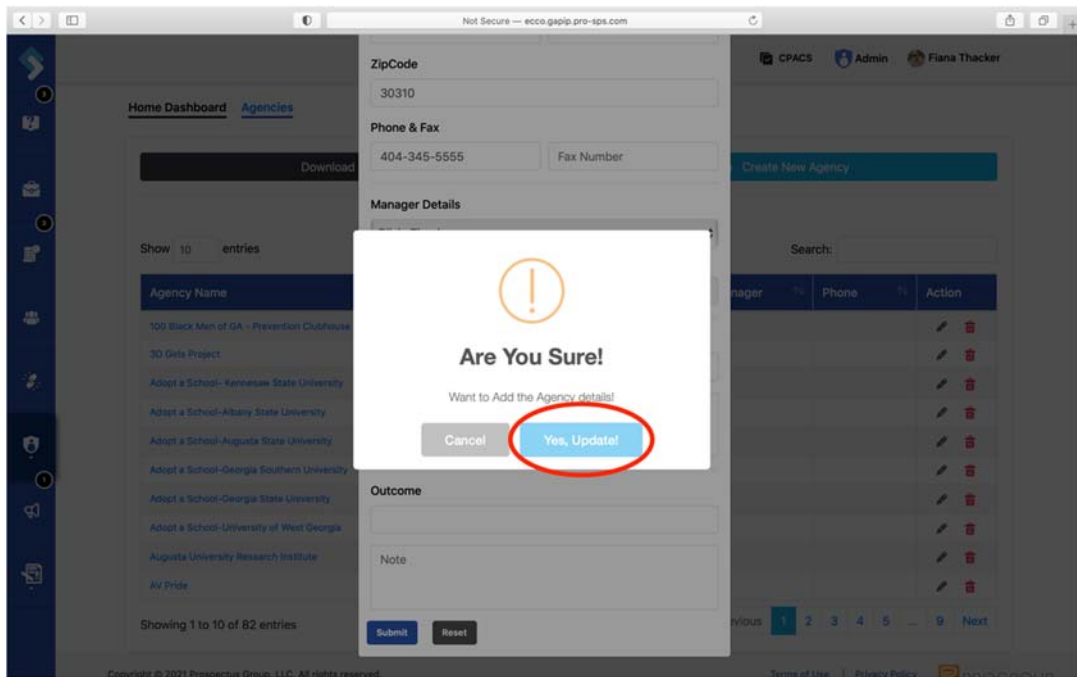




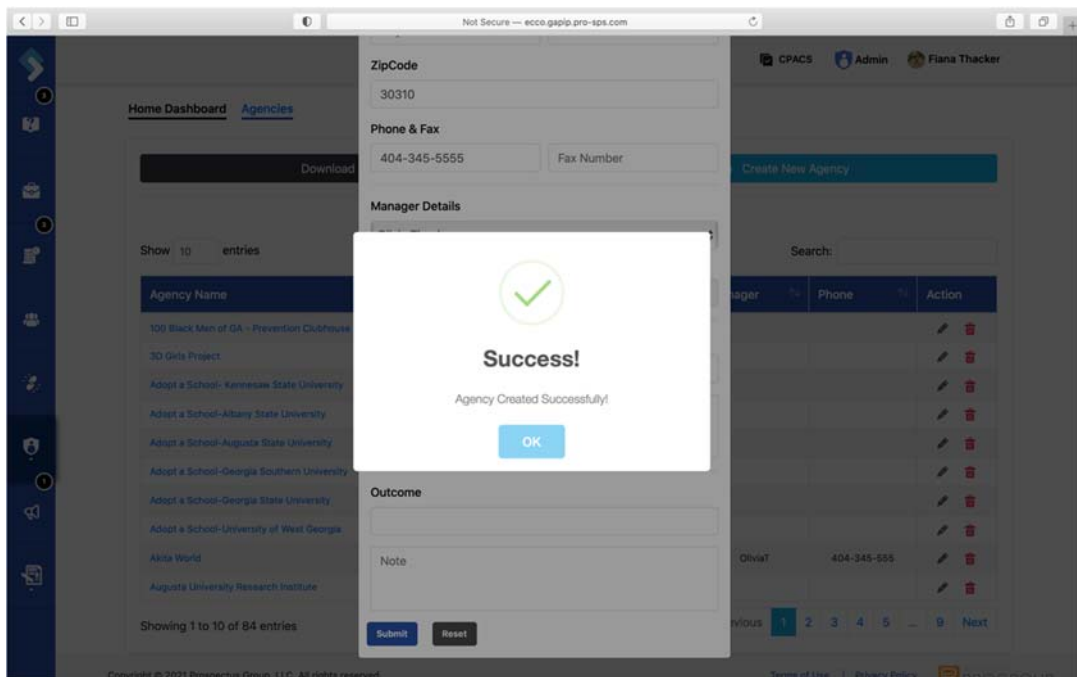
4. Fill out the agency form and hit submit.



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



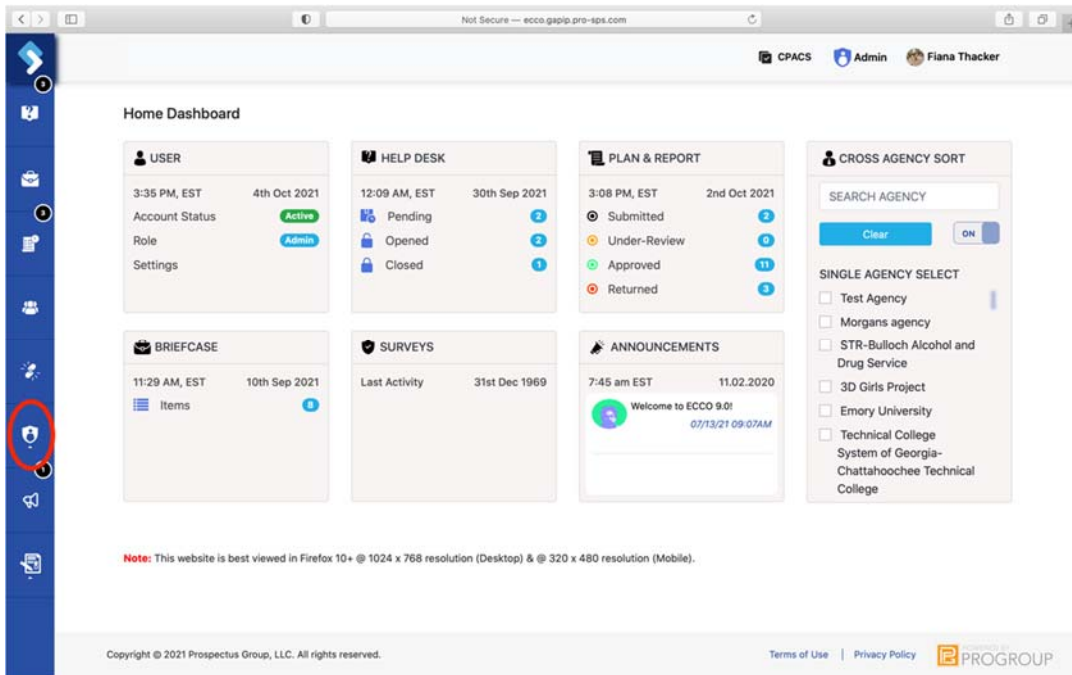
6. The new agency has been added.



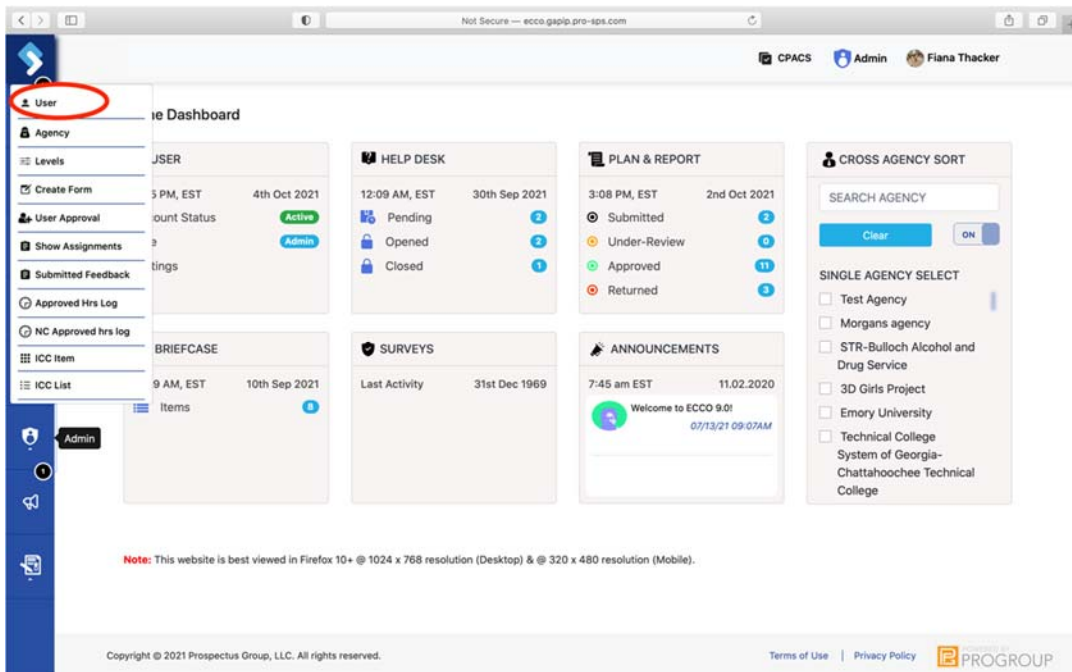
Onboarding Users

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.

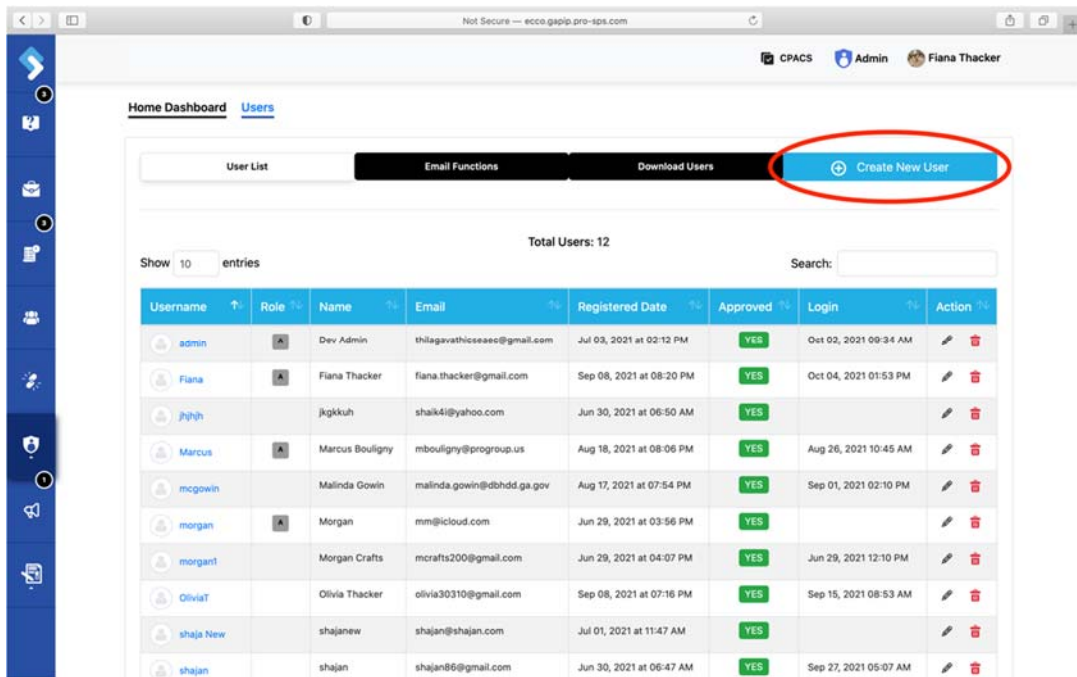
1. To create a new user account, click on the Admin icon on the sidebar located on the left side of the page.



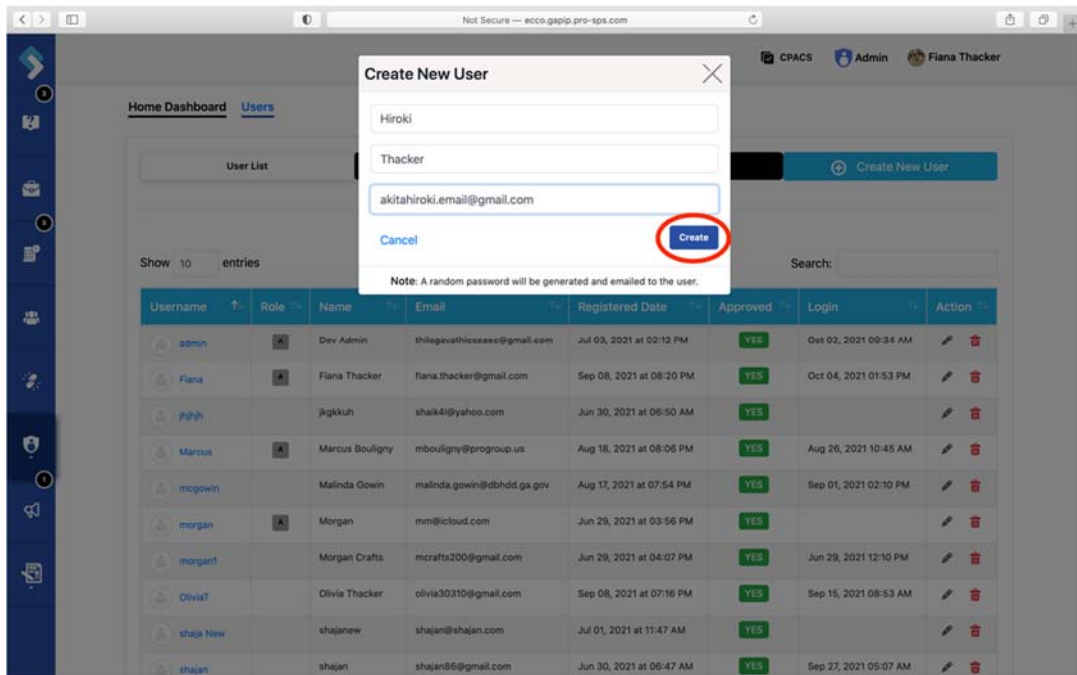
2. A list of options will open. Click on User.



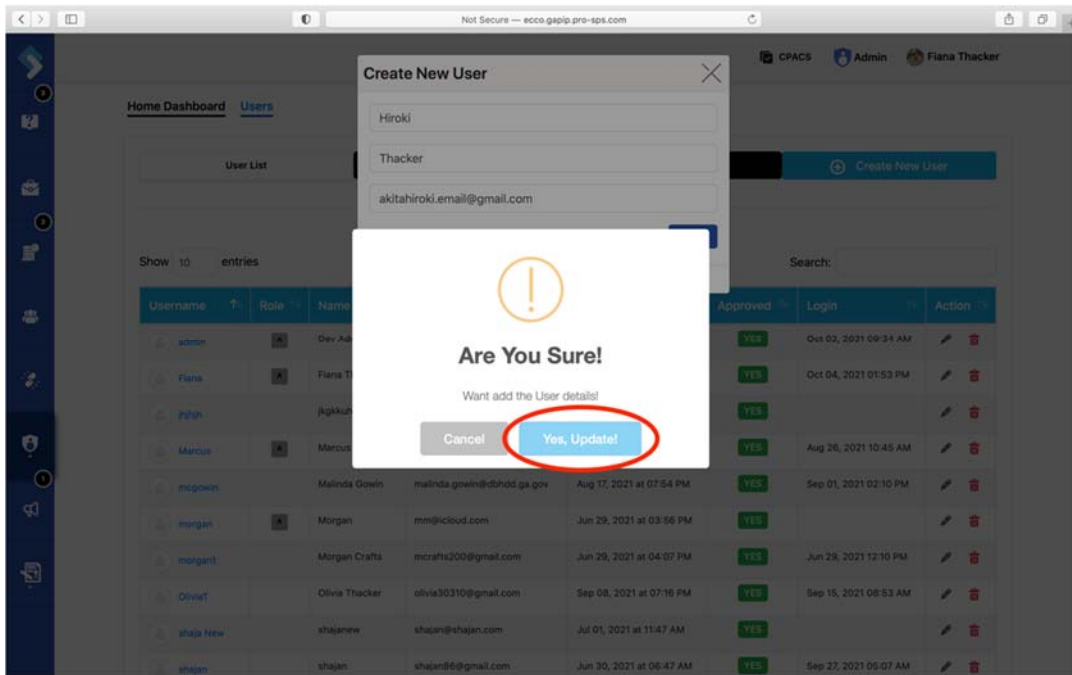
3. On the User page, click on the light blue rectangle labeled "Create New User," and a form will open.



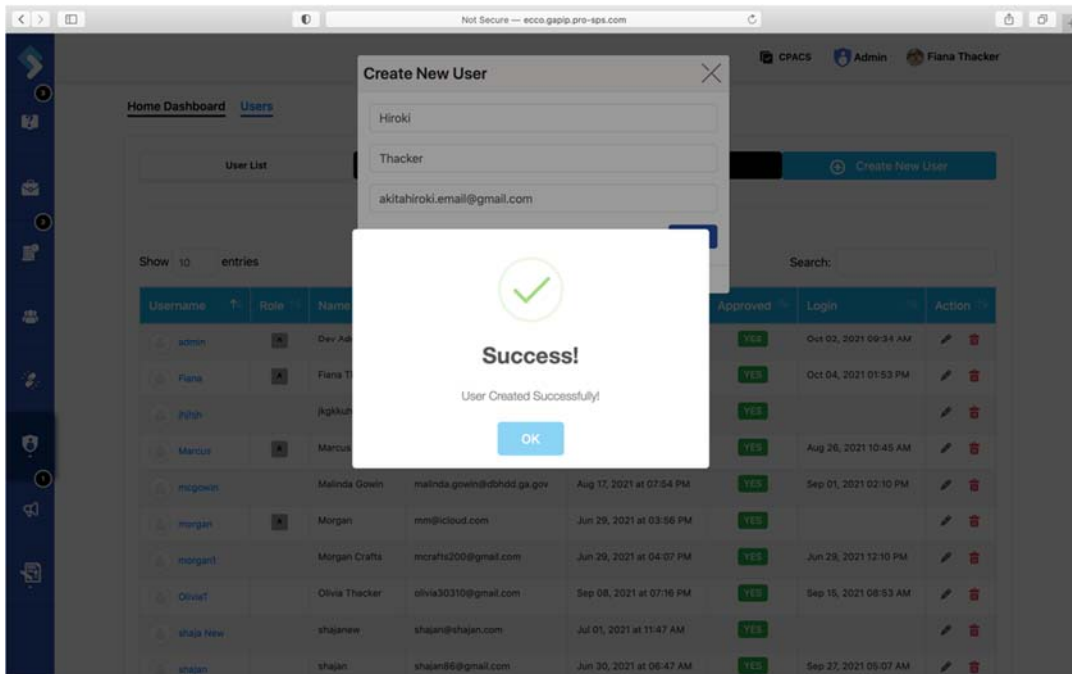
- Fill out the user form. You will need to know the user's full name, the username they would like to use for the account, and their email address. Hit "Create" once this information is filled in.



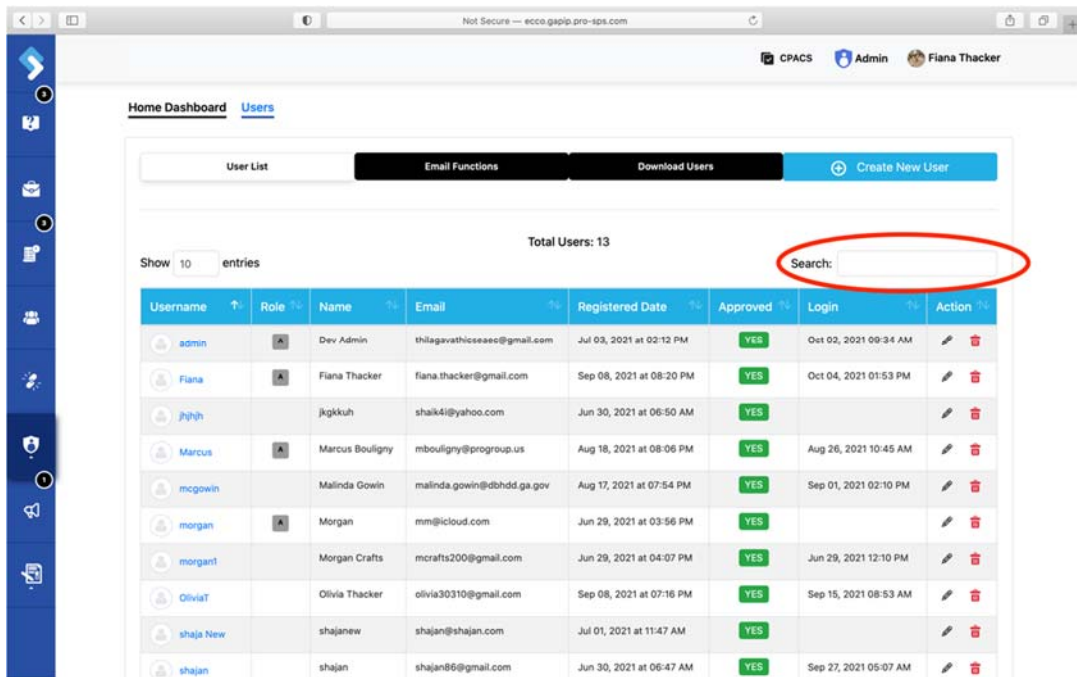
- You will be asked to confirm that you want to add the new user details. Click "Yes, Update."



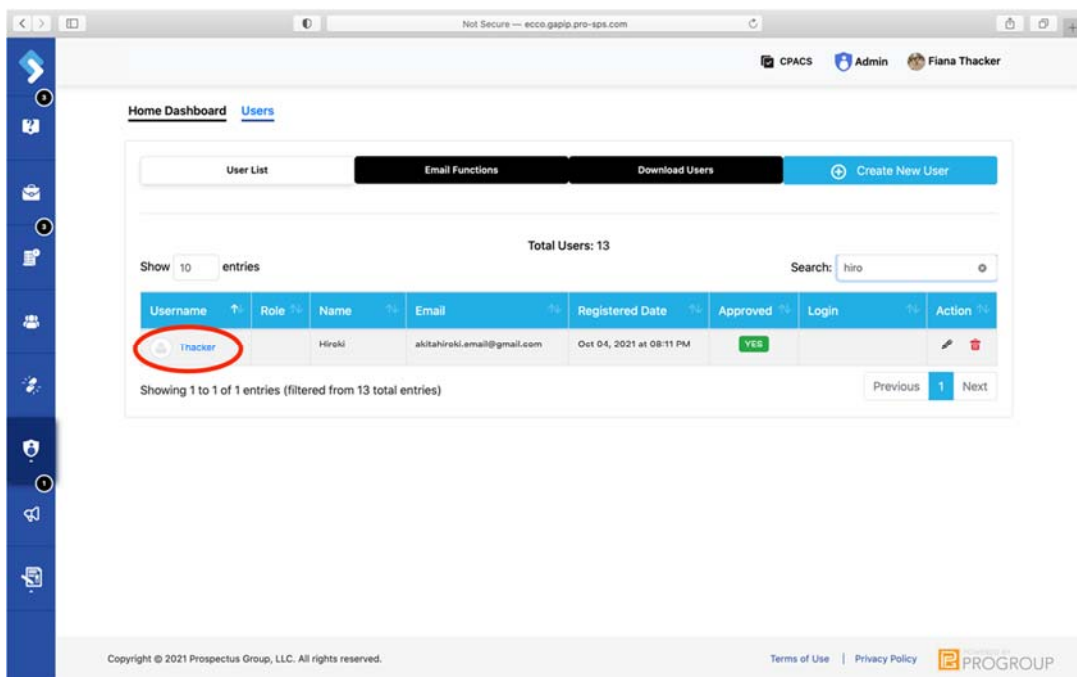
6. The user has been added.



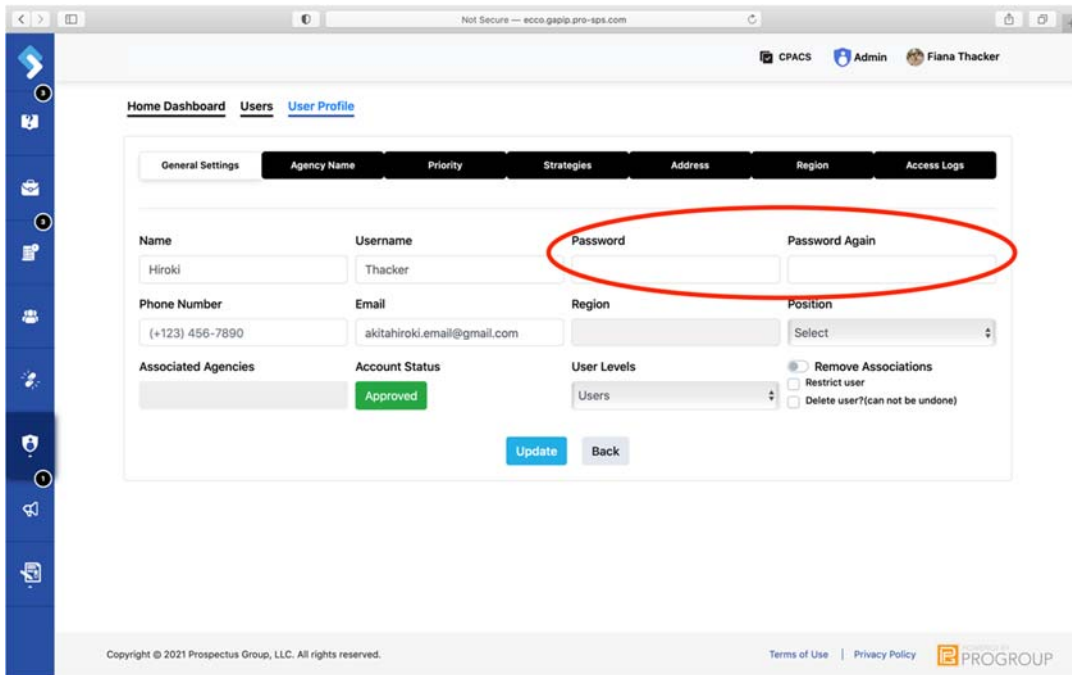
7. Now that the user has been added, you will need to create a temporary password so the user can log into their account. You can search for the new user by entering their name in the search bar.



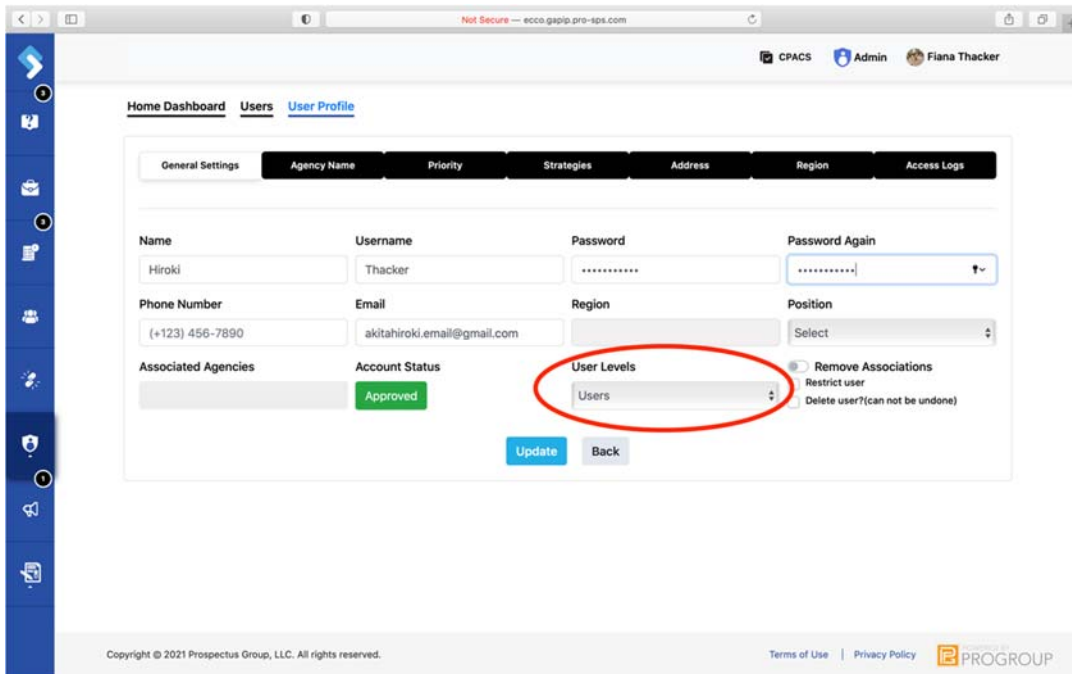
8. Once you find the new user, click on their username to view the user profile.

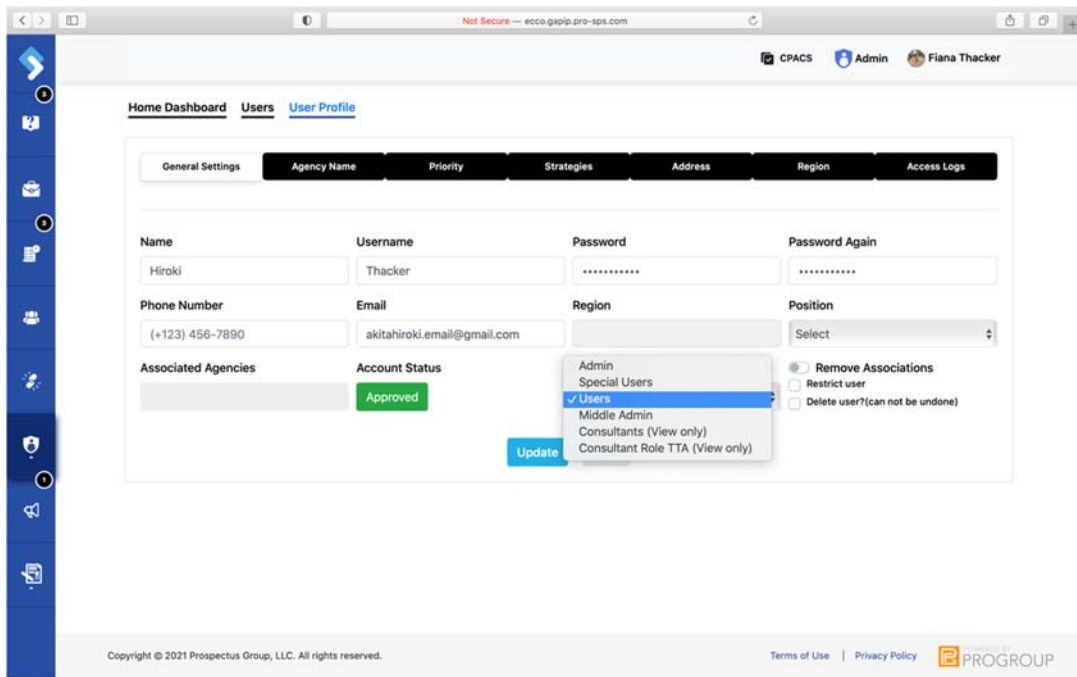


9. Under General Settings, you will see two fields for creating a password. Enter the temporary password under the field labeled "Password" and confirm the password by entering it again under the field labeled "Password Again."

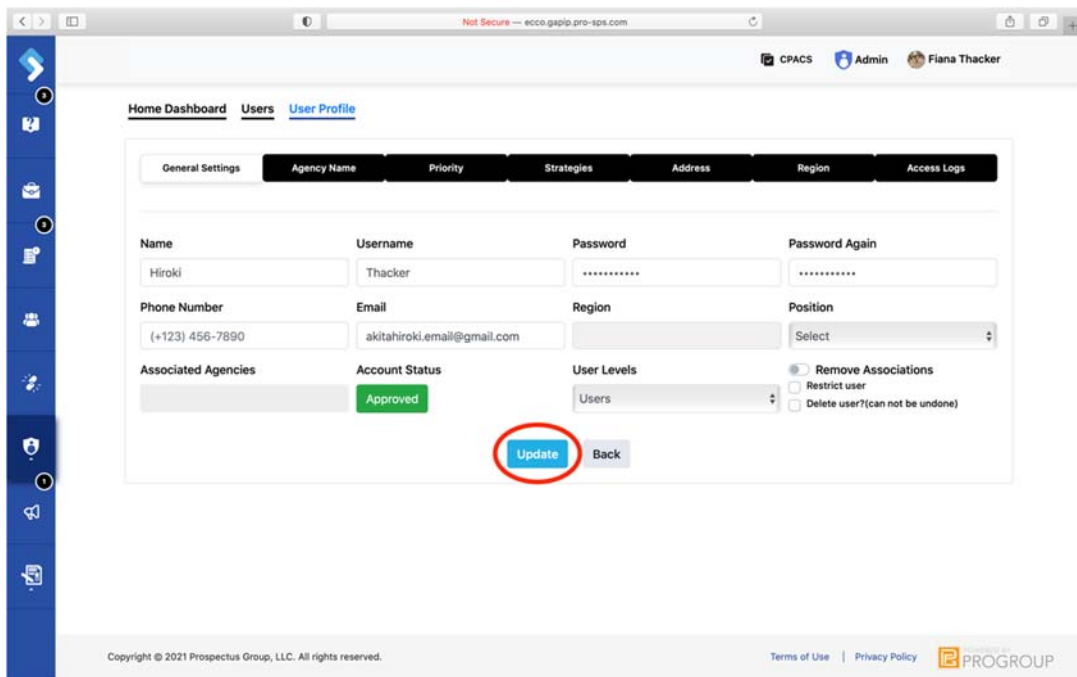


10. While on this page, make sure the correct user level has been selected.

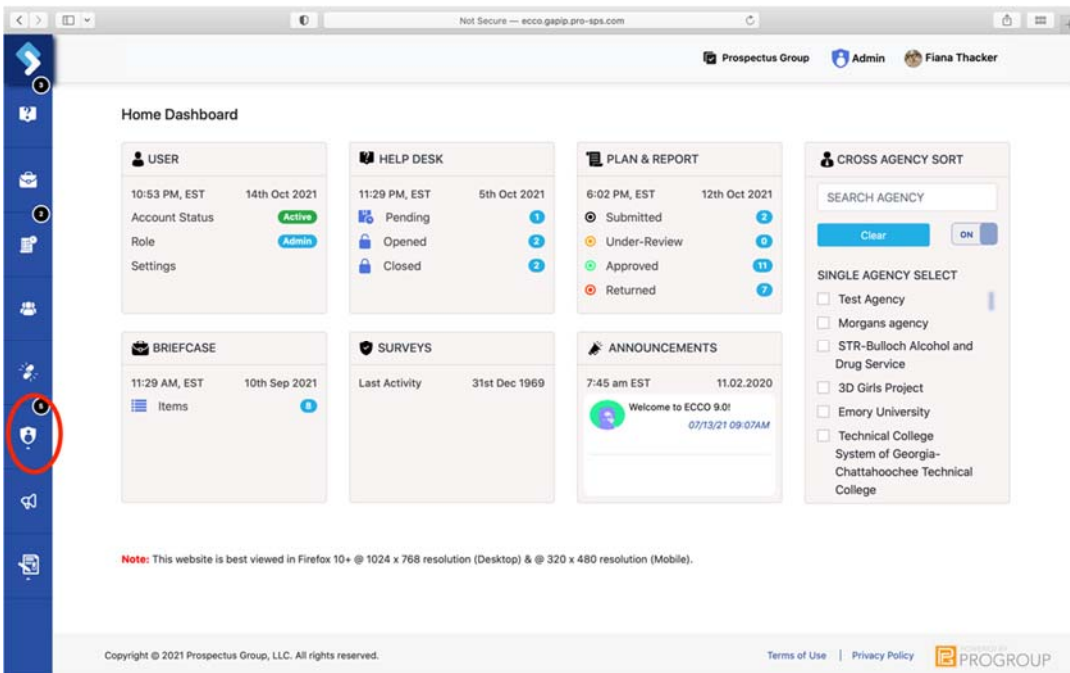
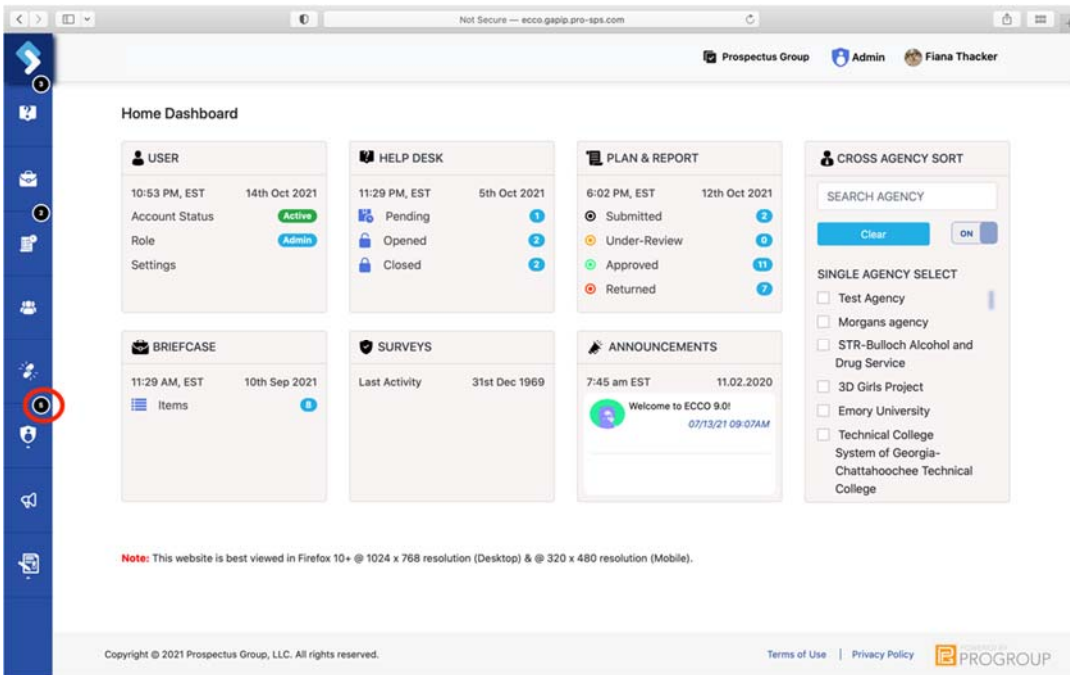




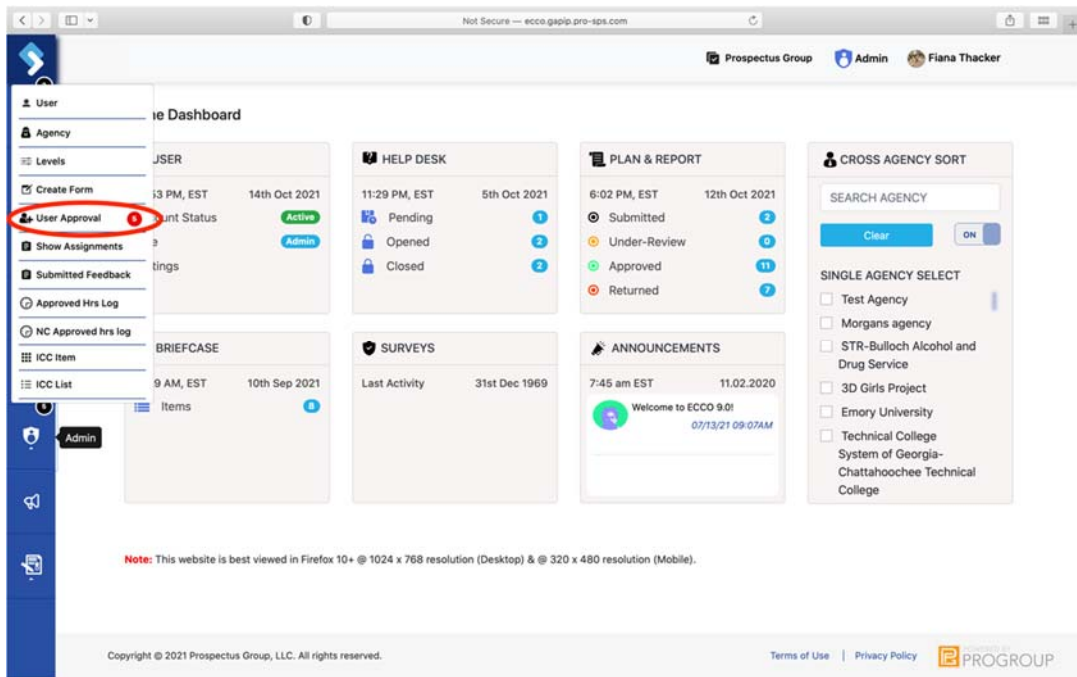
11. Click on the blue box labeled “Update,” and then you are done.



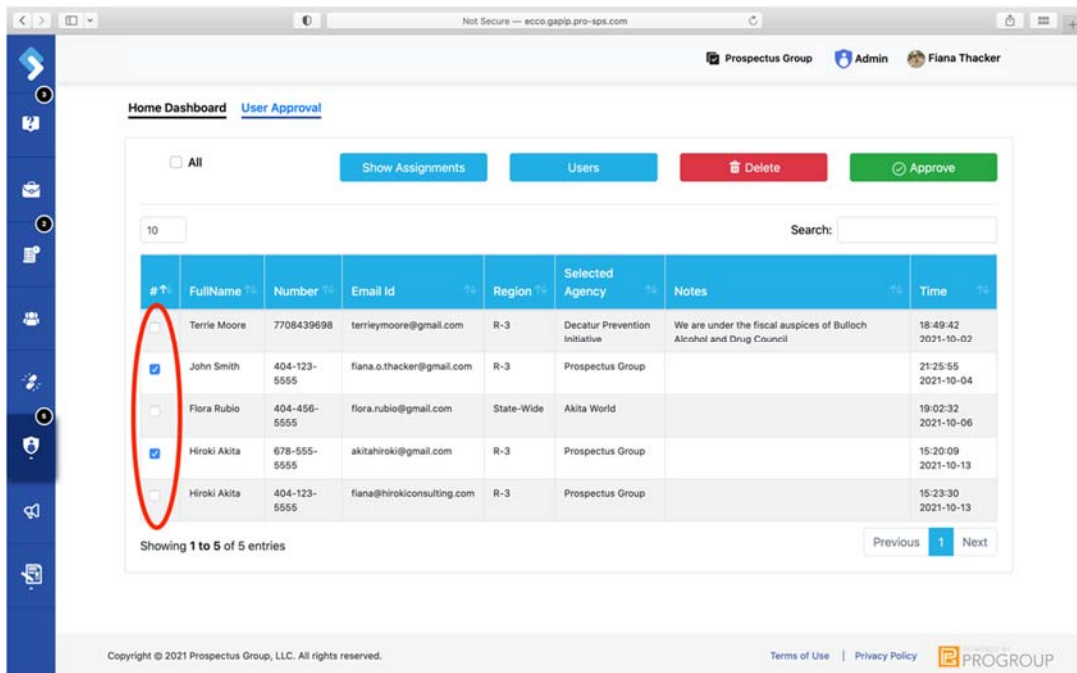
12. You will receive a notification if the user has created their own account. A black circle with a number in the center will appear next to the Admin icon. Click on the Admin icon.



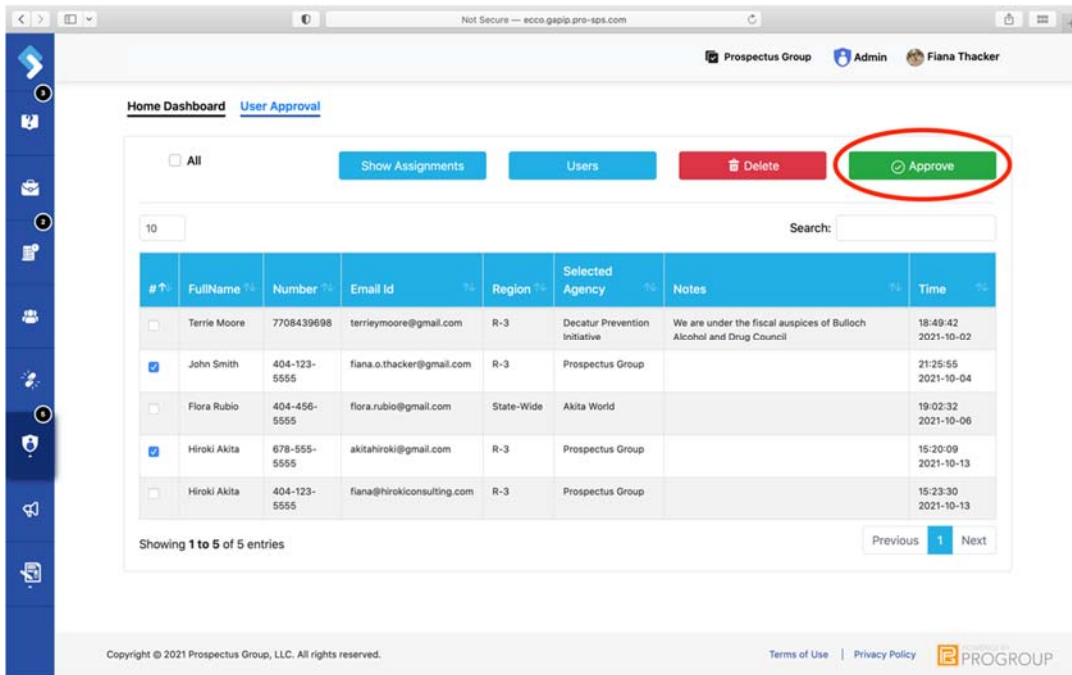
13. A list will open. Click on User Approval



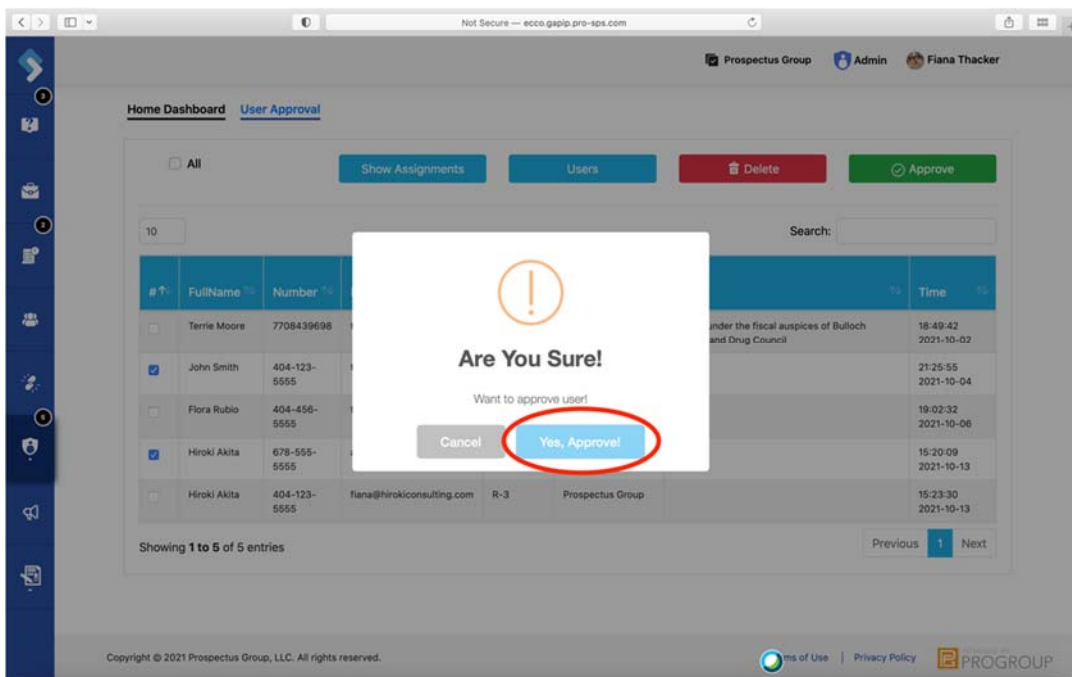
14. On the User Approval page, you will find a list of accounts that need to be approved. Click on the check box next to the user accounts you want to approve.



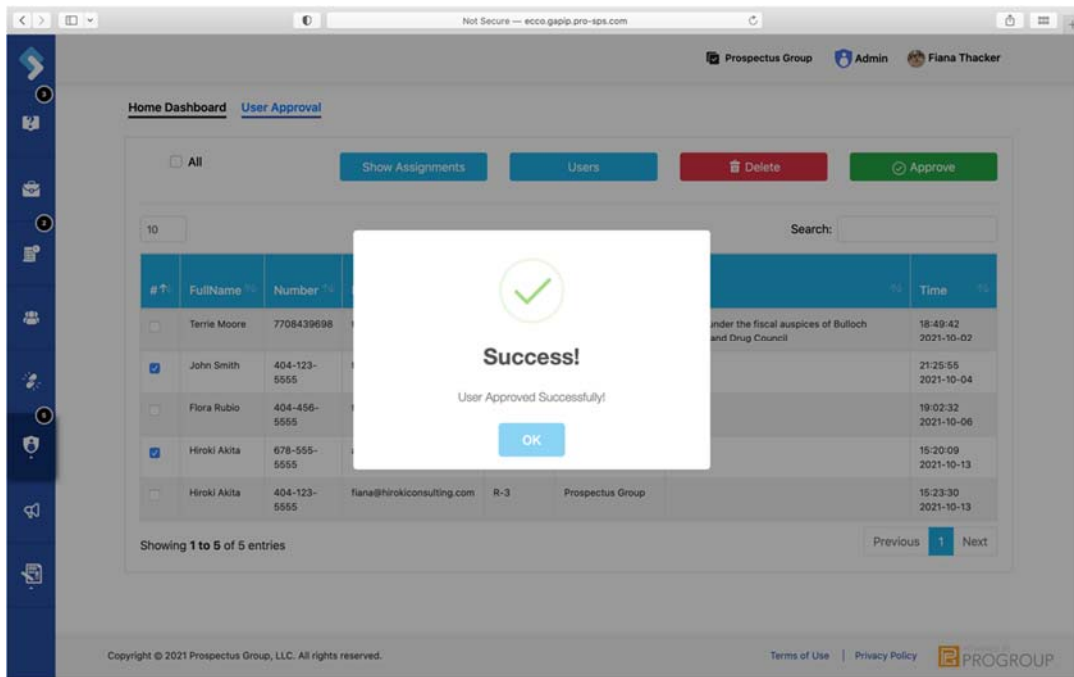
15. Hit the green box labeled “Approve.”



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



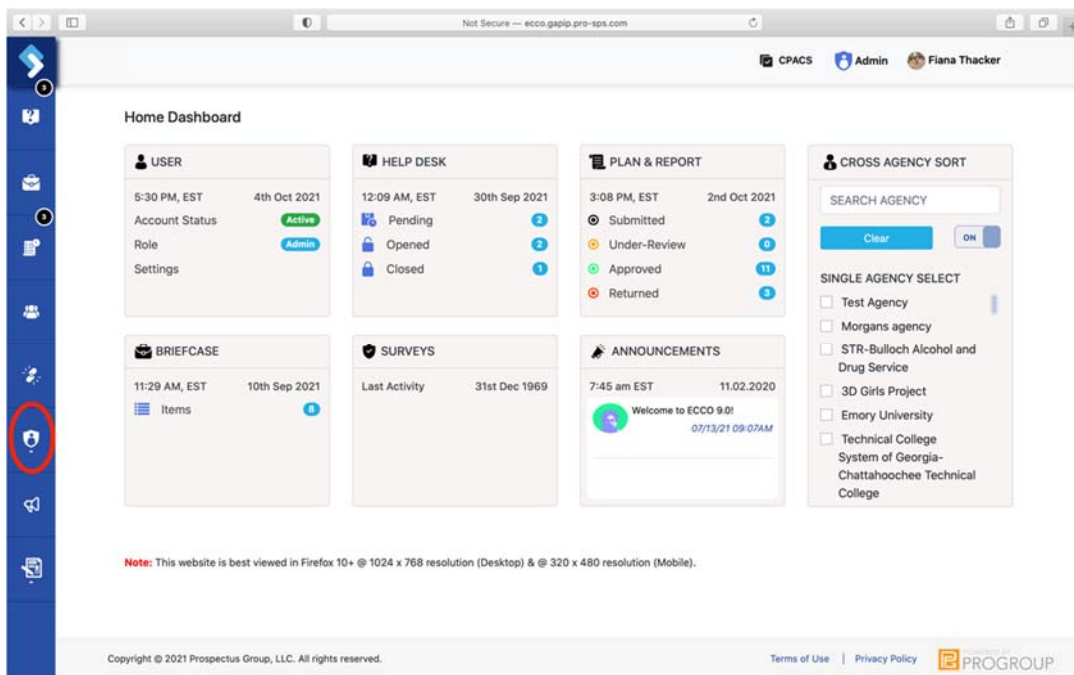
17. The users have been approved.



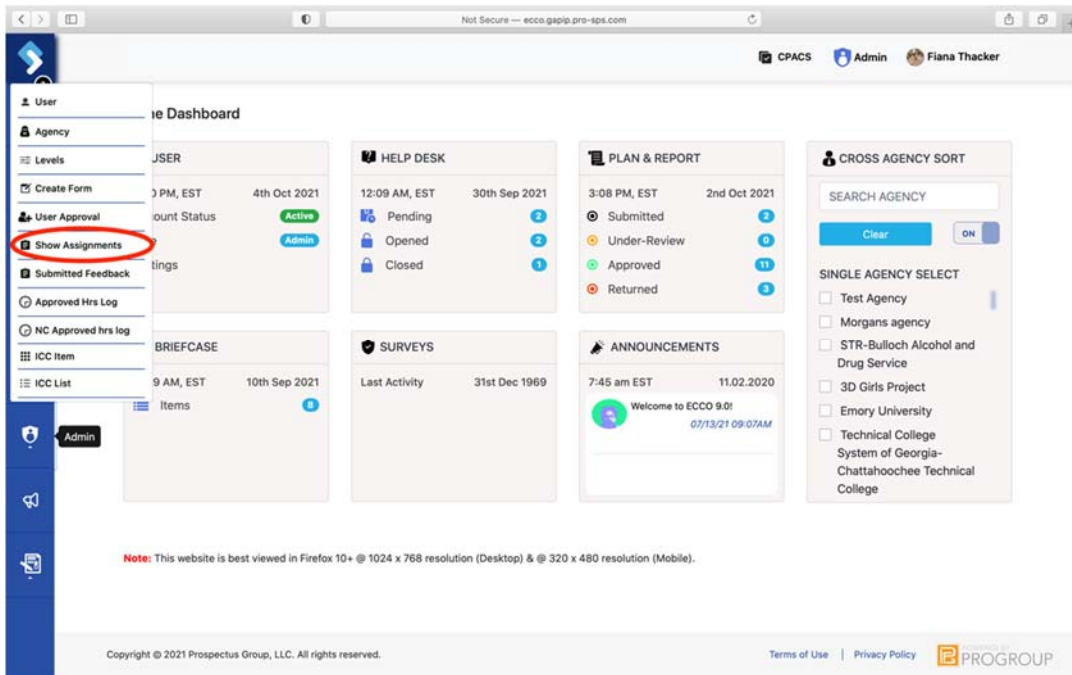
Assigning Users

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.

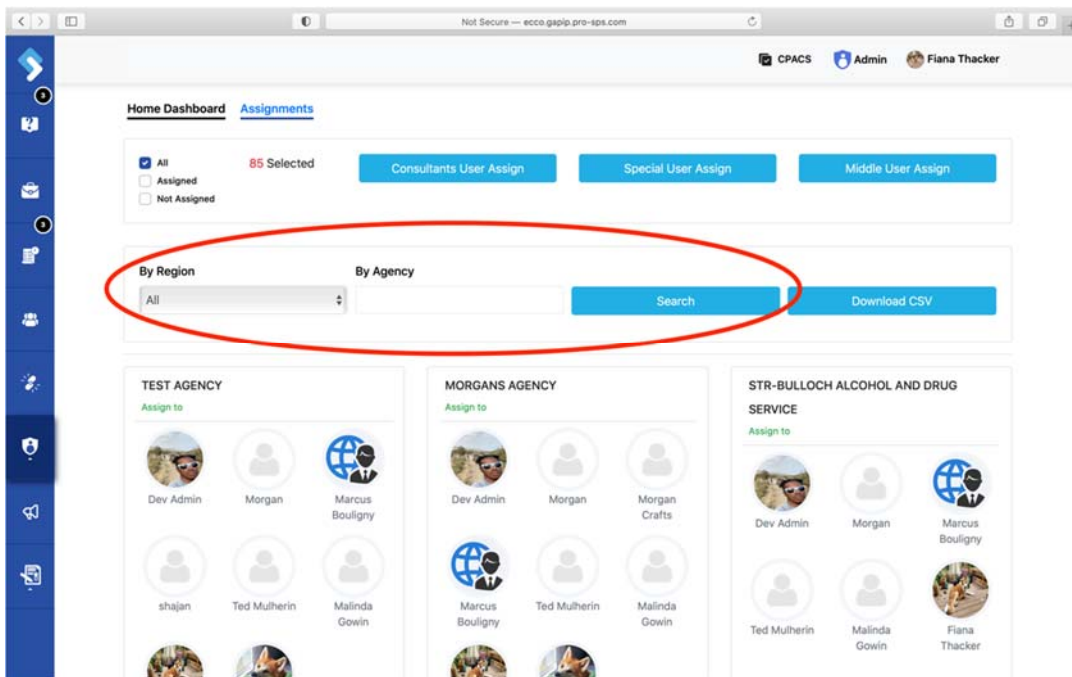
1. To assign an ECCO user, click on the Admin icon on the sidebar located on the left side of the page.



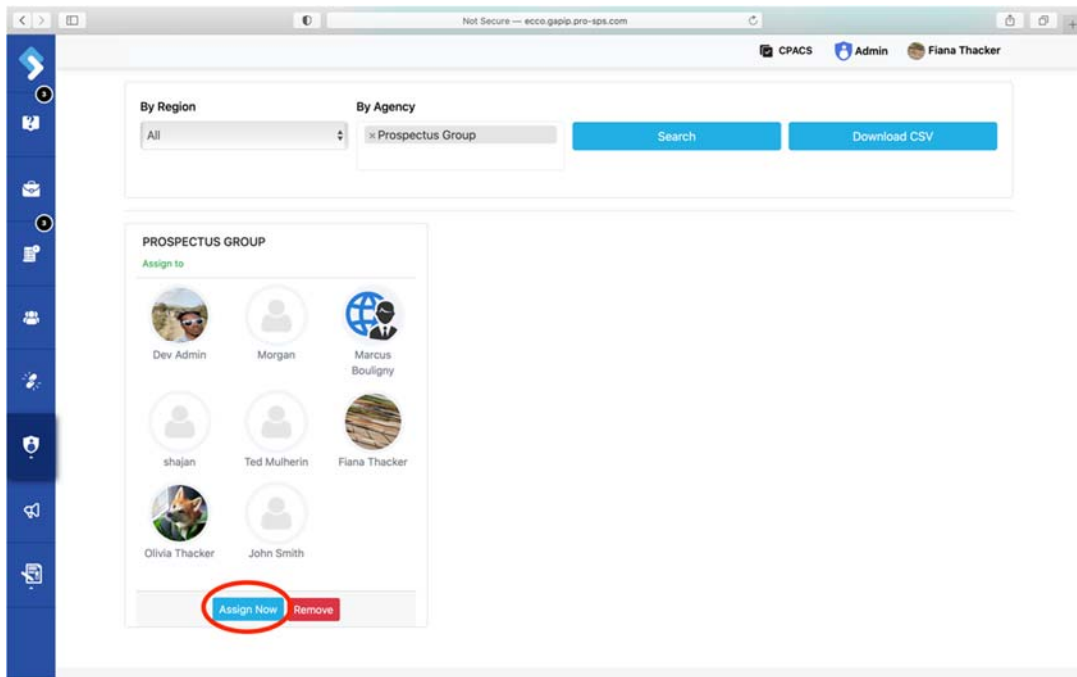
2. A list of options will open. Click on “Show Assignments.”



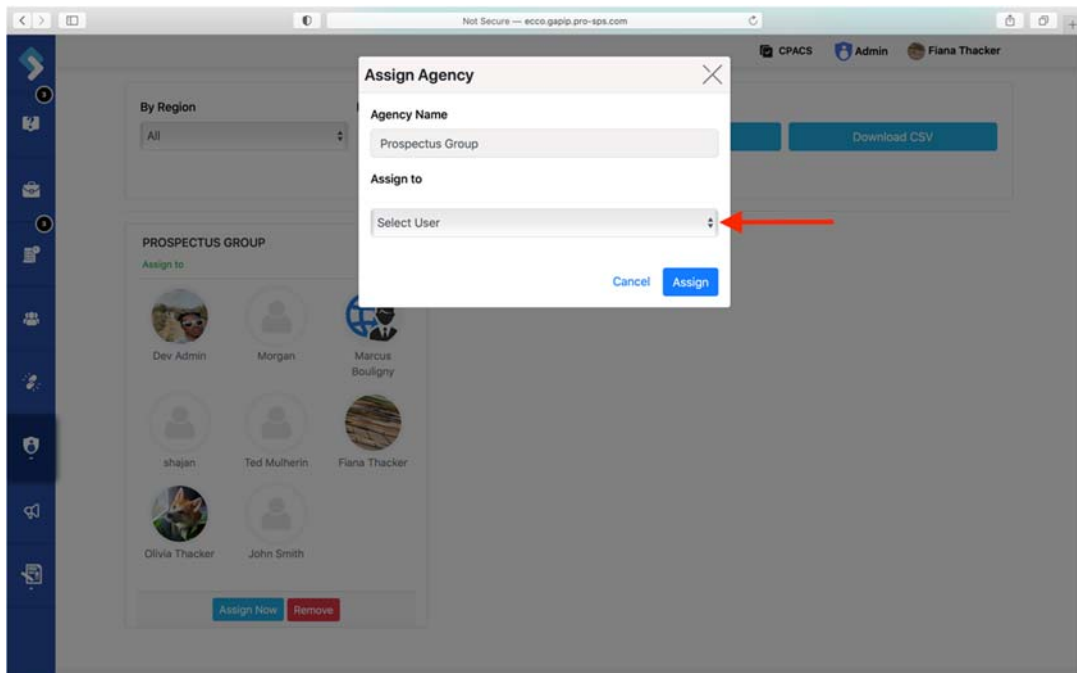
3. On the Assignments page, fine the agency node you would like to add a user to by using the search filter.



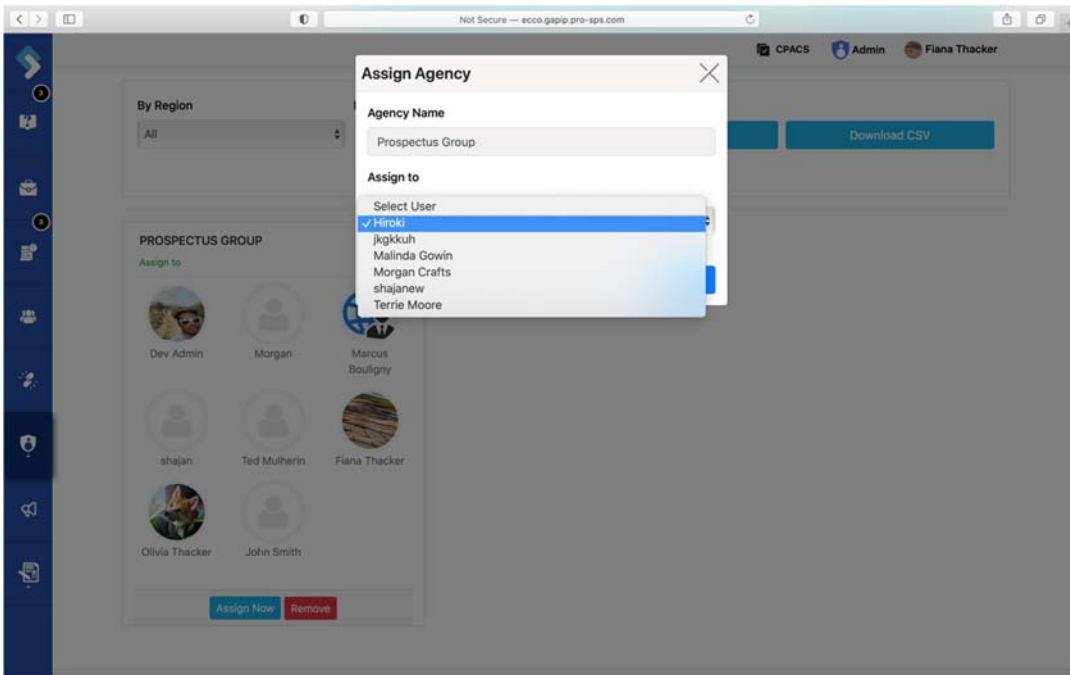
4. At the bottom of the agency node, click on the blue box labeled “Assign Now.”



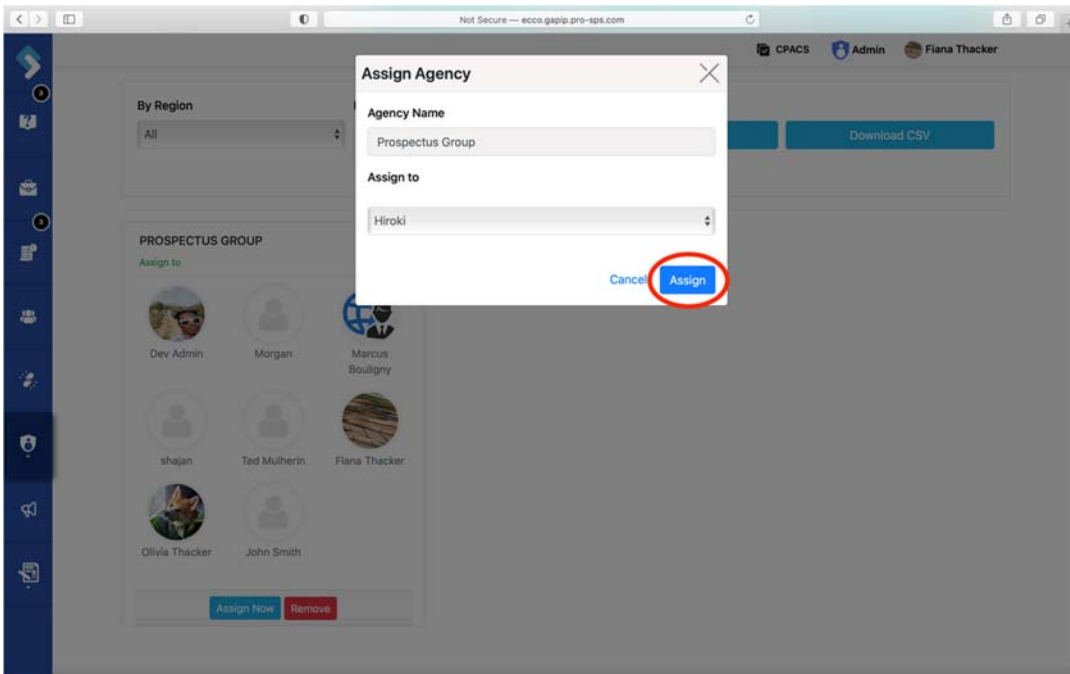
5. A pop-up labeled “Assign Agency” will appear. Under “Assign to,” click on the down arrow.

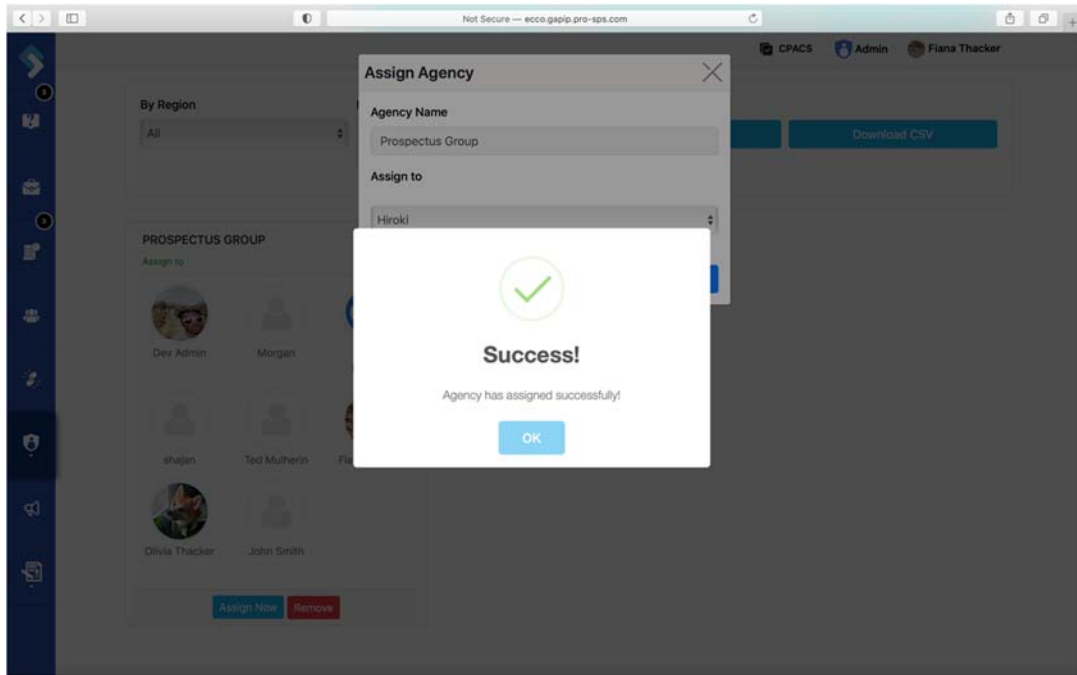


6. Select the user you would like to add to the Agency.

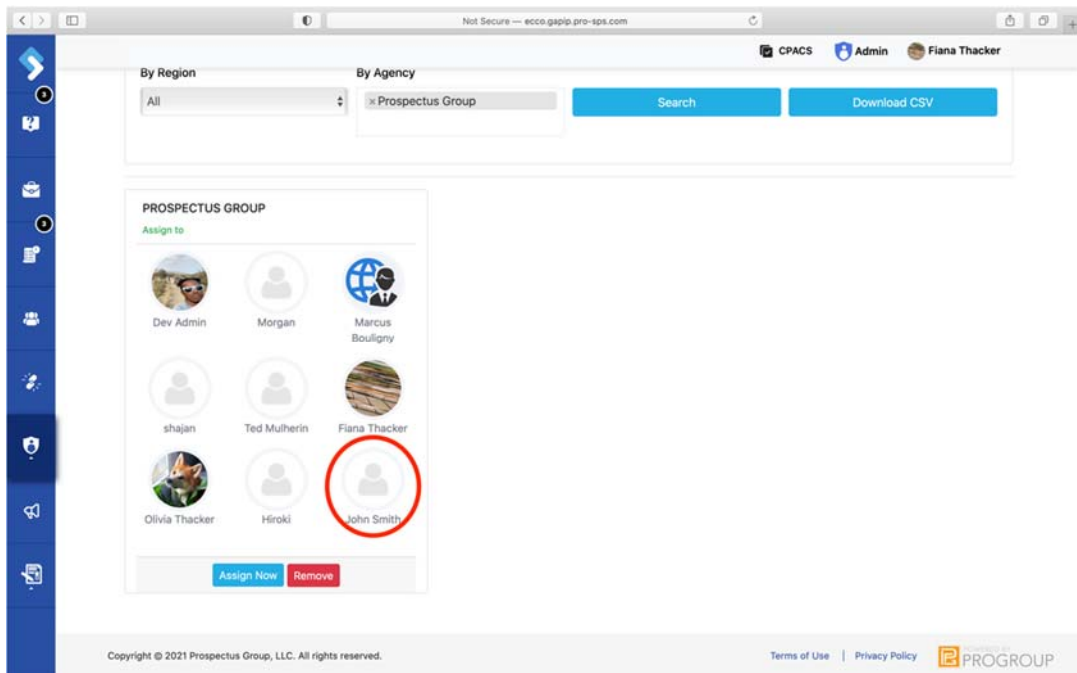


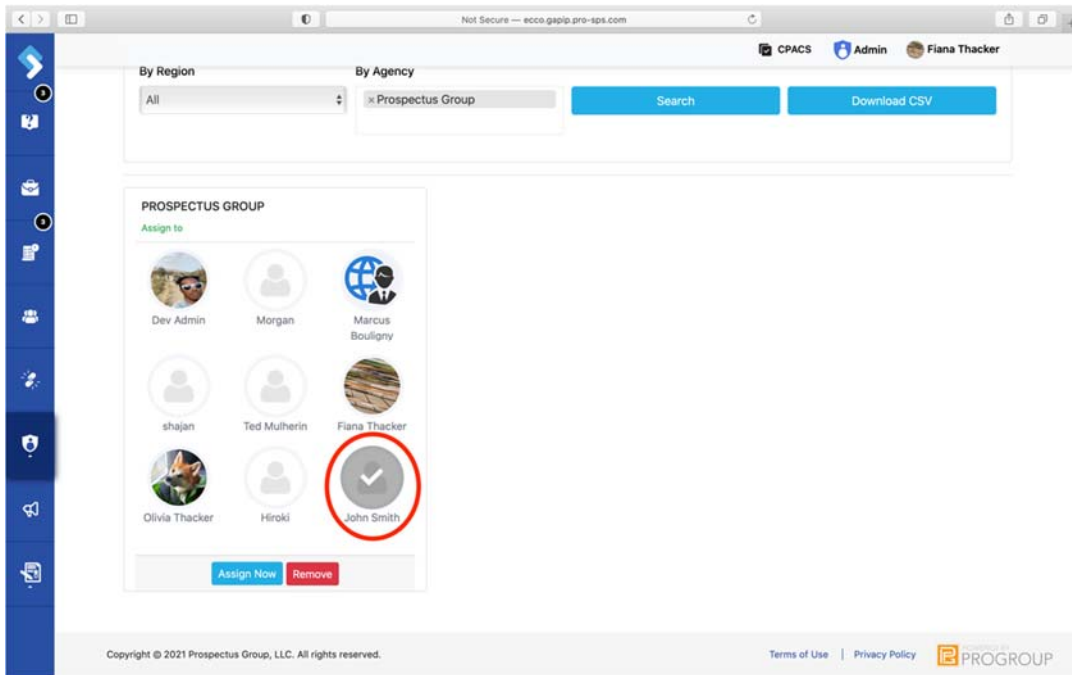
7. Hit the blue box labeled "Assign," and the user is now assigned.



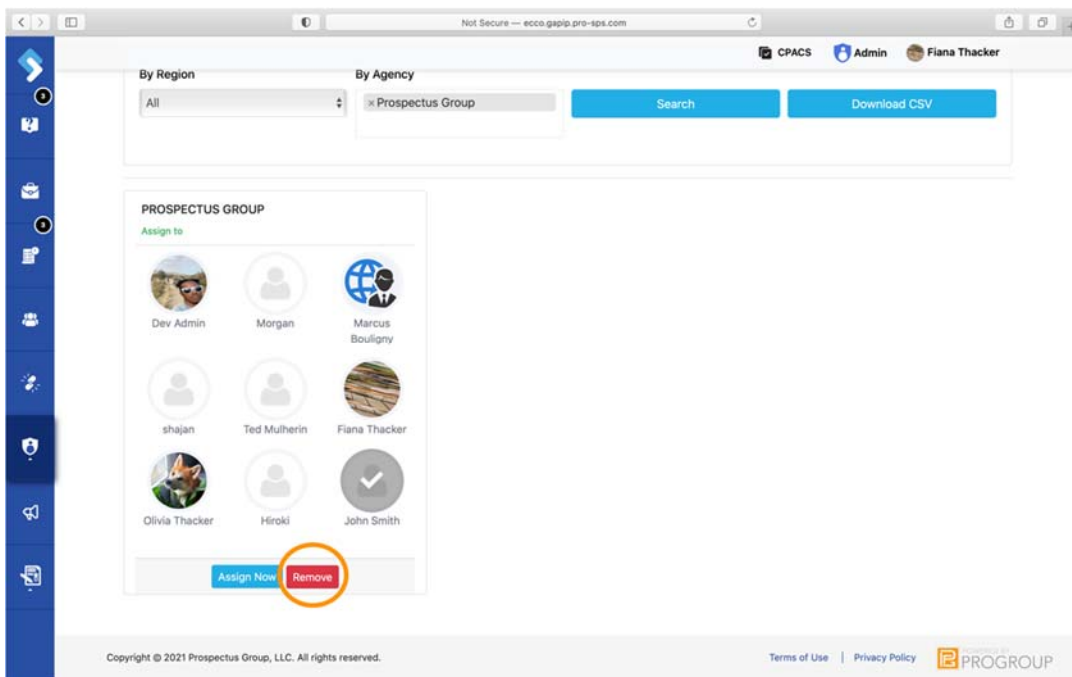


8. To remove a user, find the agency node and click on the circle with the user's photo (the user may not have a picture) and name.

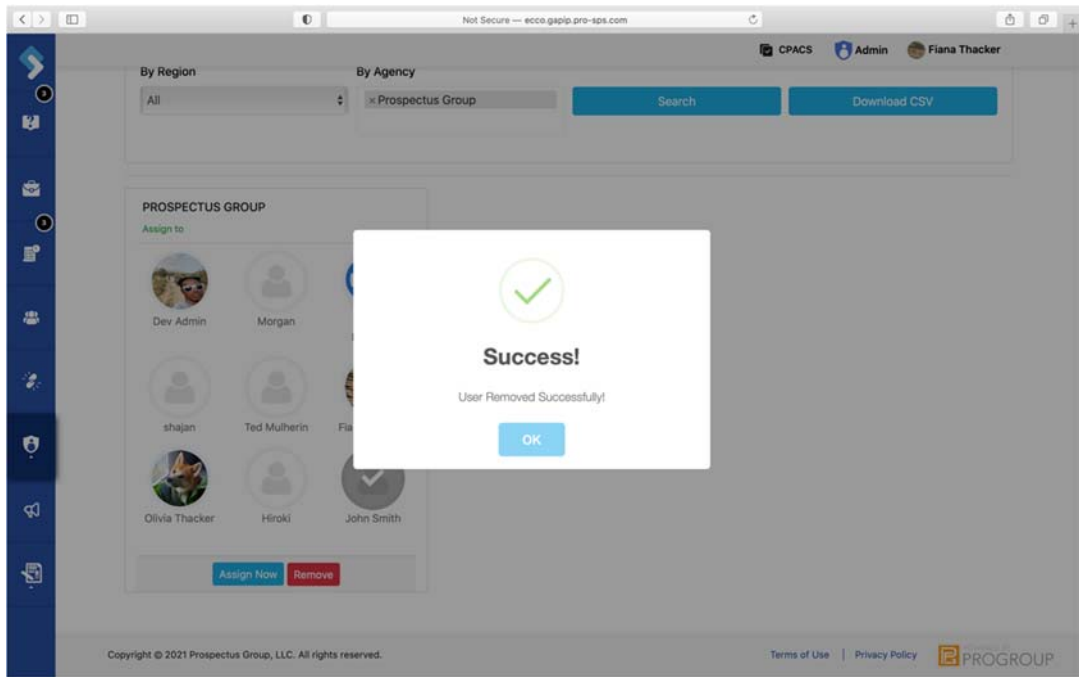
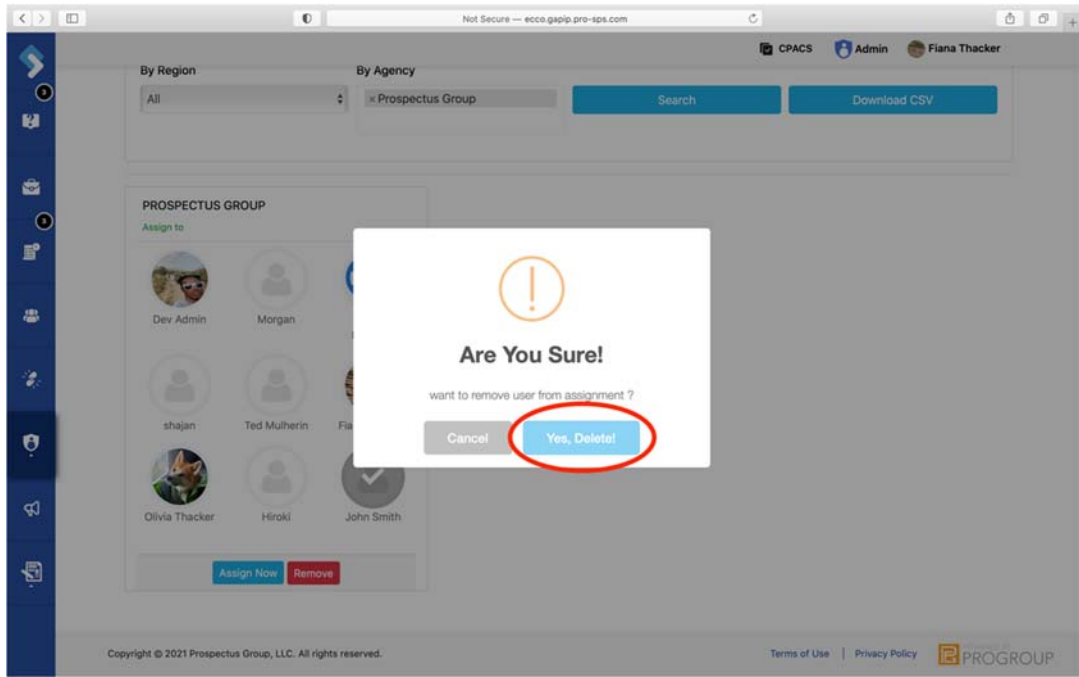




9. Click on the red button labeled “remove.”



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.



Responding to TA Requests

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

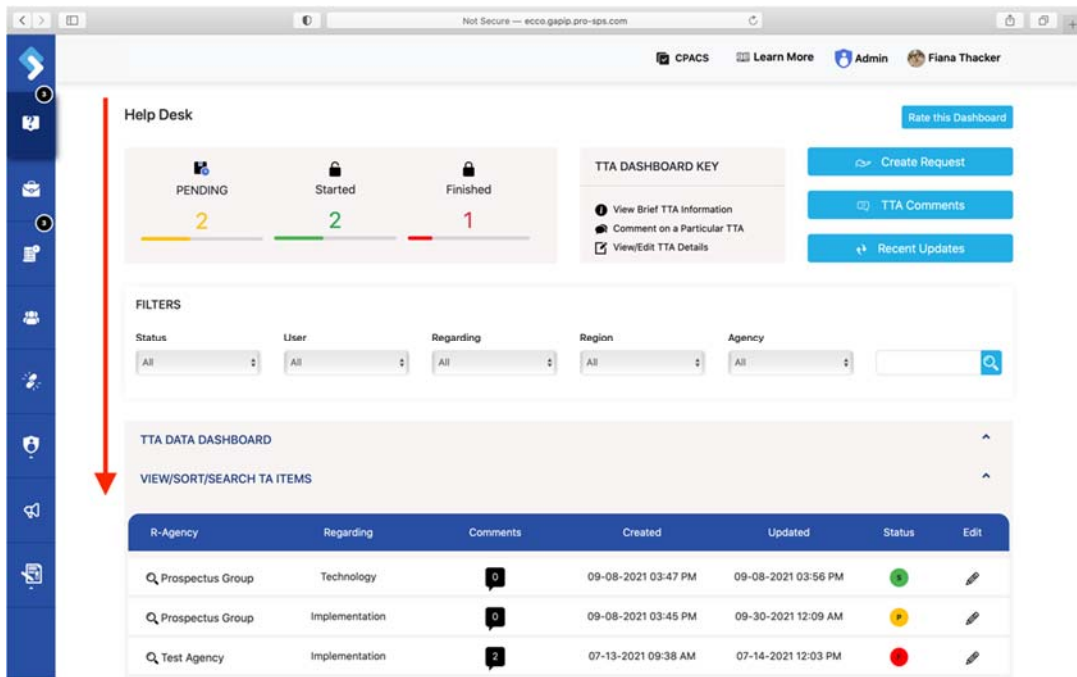
1. From the ECCO homepage, navigate to the Help dashboard by clicking on the node labeled “Help” or clicking on the help icon on the left sidebar.

The screenshot shows the ECCO Home Dashboard interface. The browser address bar displays "Not Secure - ecco.gaplo.pro-sps.com". The user is logged in as "Admin" with the name "Flana Thacker". The dashboard is titled "Home Dashboard" and contains several sections:

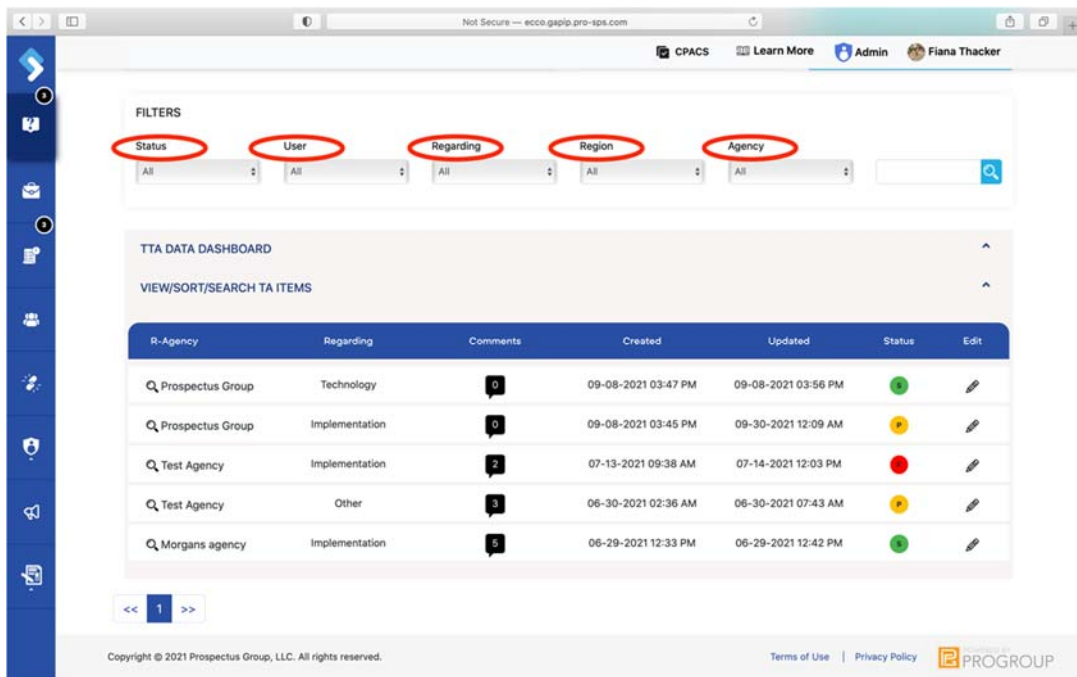
- USER:** Shows account status as "Active" and role as "Admin".
- HELP DESK:** Shows request counts for Pending (2), Opened (2), and Closed (1).
- PLAN & REPORT:** This section is circled in red and shows request counts for Submitted (2), Under-Review (0), Approved (12), and Returned (3).
- BRIEFCASE:** Shows 3 items.
- SURVEYS:** Shows last activity on 31st Dec 1969.
- ANNOUNCEMENTS:** Shows a welcome message dated 07/13/21 09:07AM.
- CROSS AGENCY SORT:** Includes a search bar and a list of agencies to select from, such as Test Agency, Morgans agency, STR-Bulloch Alcohol and Drug Service, 3D Girls Project, Emory University, and Technical College System of Georgia-Chattahoochee Technical College.

A note at the bottom states: "Note: This website is best viewed in Firefox 10+ @ 1024 x 768 resolution (Desktop) & @ 320 x 480 resolution (Mobile)." The footer includes copyright information for Prospectus Group, LLC, and links to Terms of Use and Privacy Policy.

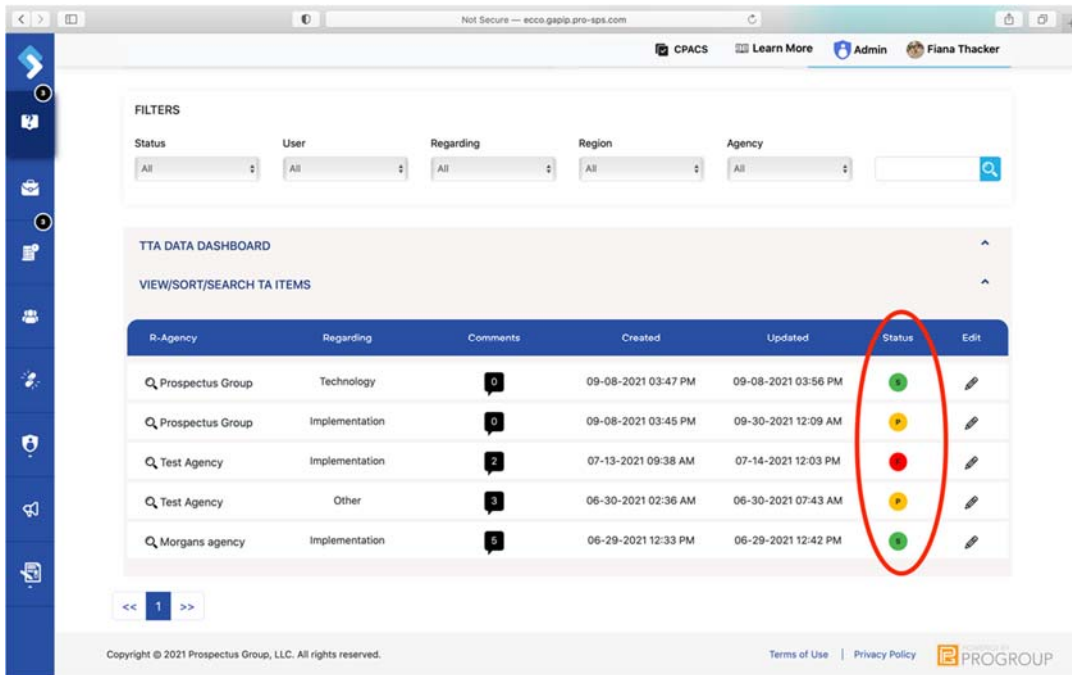
2. On the Help Dashboard, scroll down the page to find a list of TA requests.



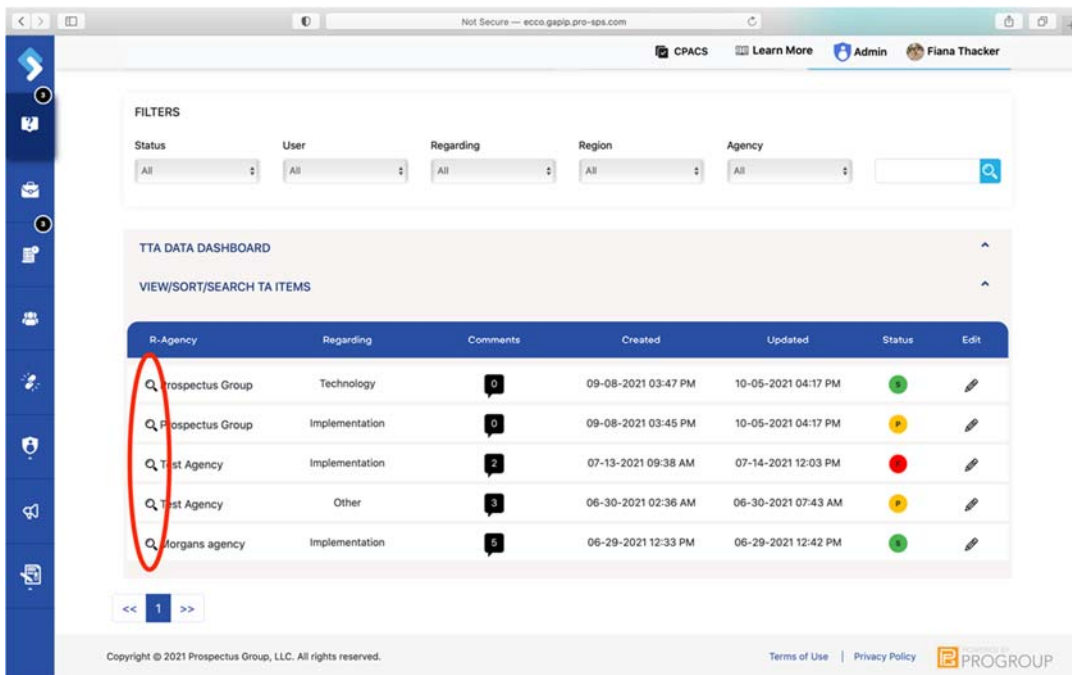
3. If needed, you can filter request by status, user, regarding, region, or agency.



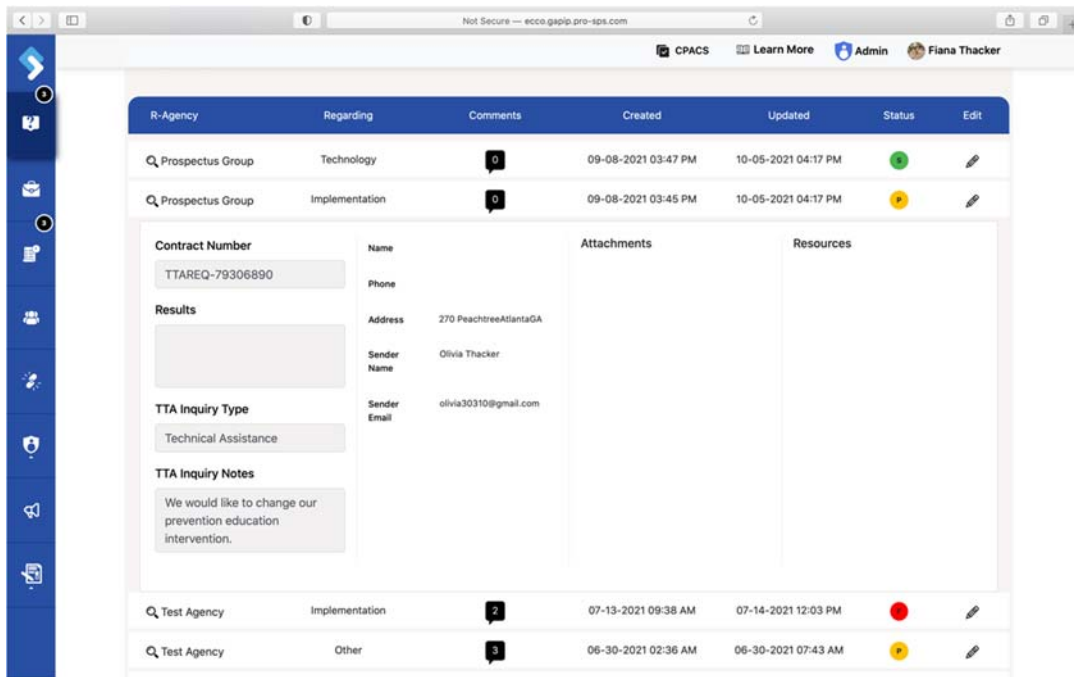
4. The status of each request is indicated by a yellow, green, or red circle to the right of each agency request. Yellow circles indicate the request is pending. A request should remain as pending until an Admin or a member of the TA team has begun to work on the request. Green indicates a request has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



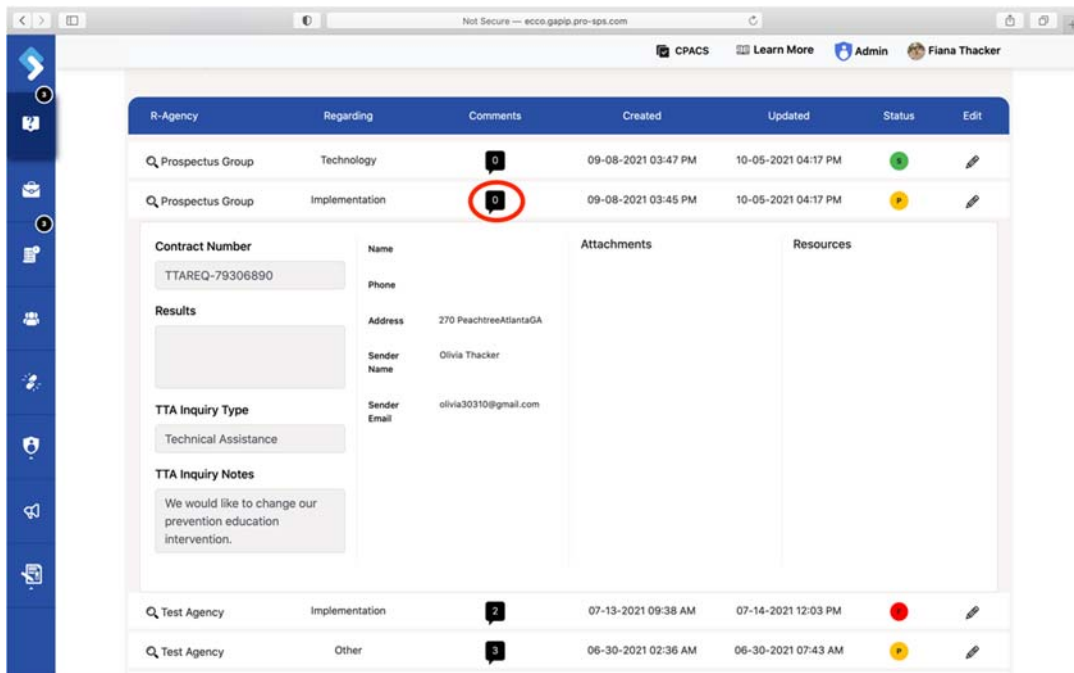
- You can view the details of a request by clicking on the magnifying glass on the right side of the TA request.

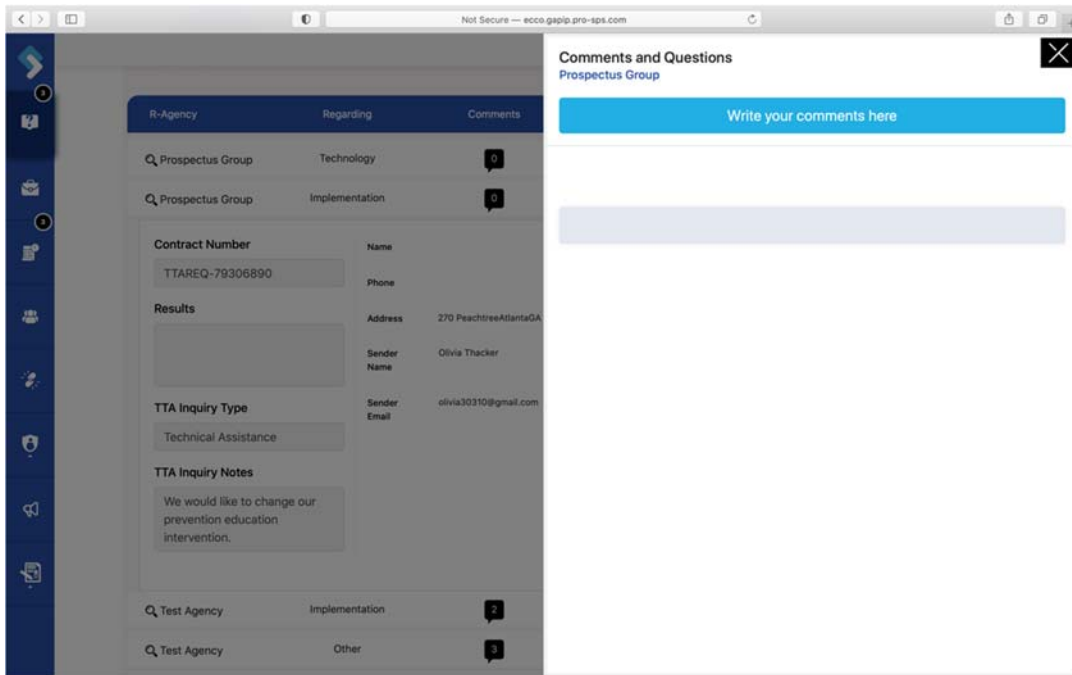


- Here you will find the inquiry type, the reason for the TA request, and the sender of the request.

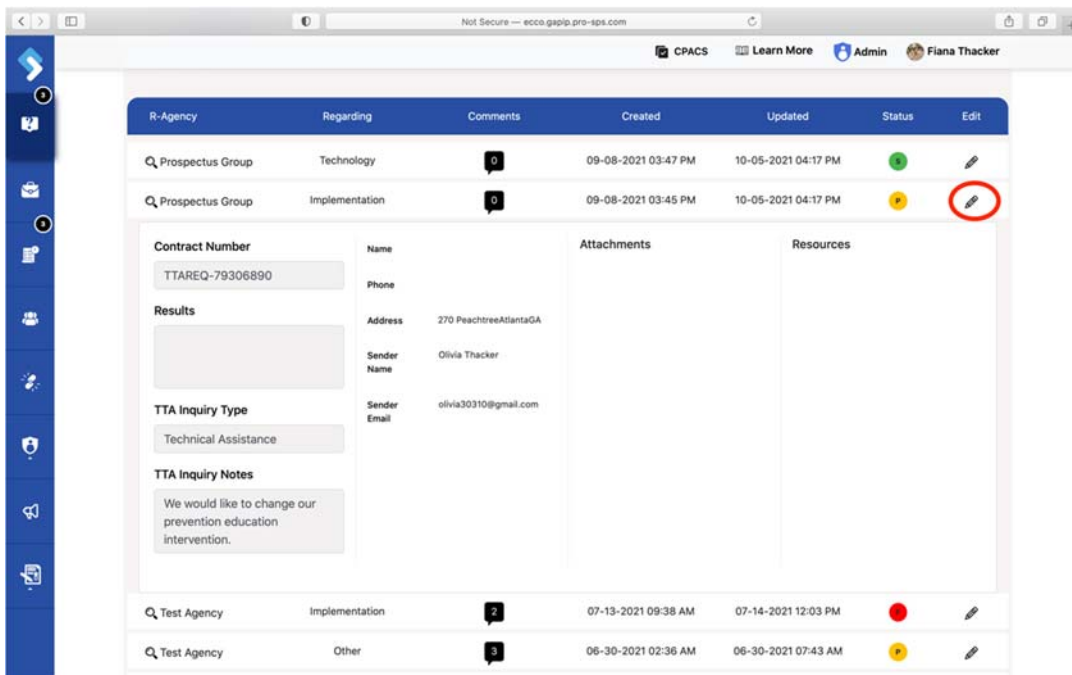


7. To respond to the agency TA request, click on the comment bubble and a comment box will open.

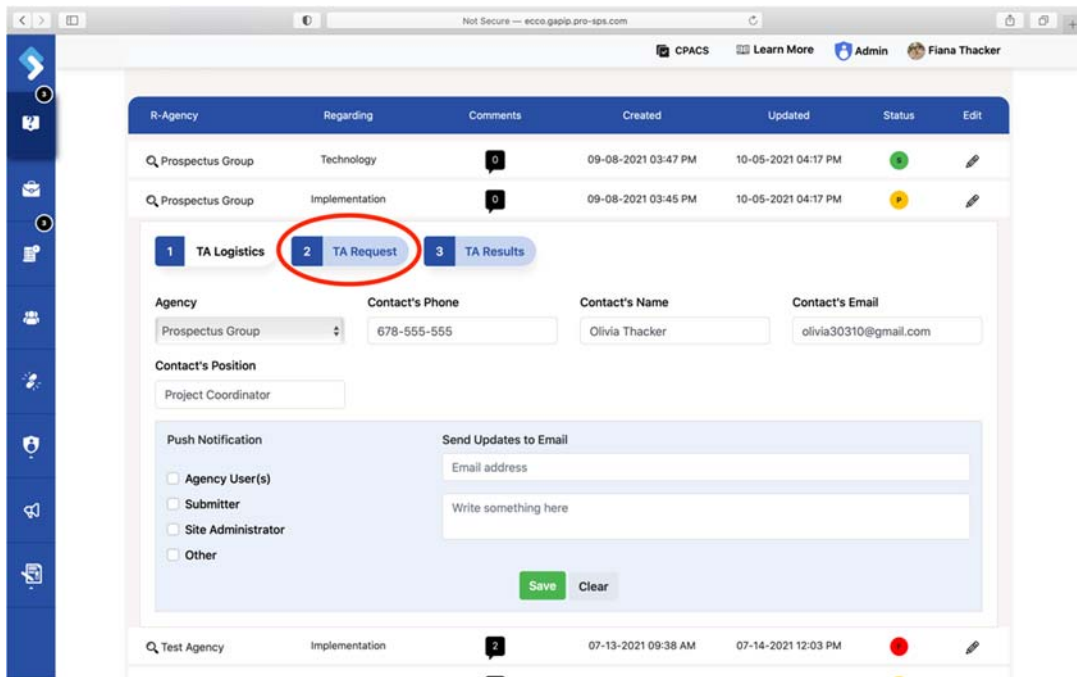




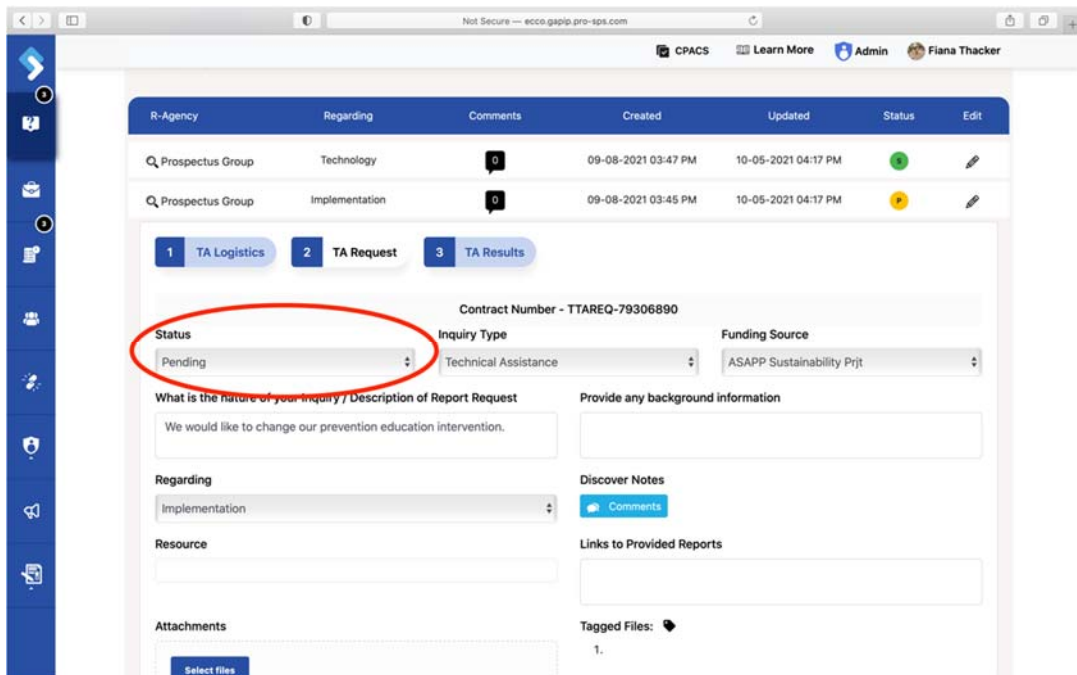
- Once you have responded to a request, you can change the status of the request by clicking on the edit icon shaped like a pencil.

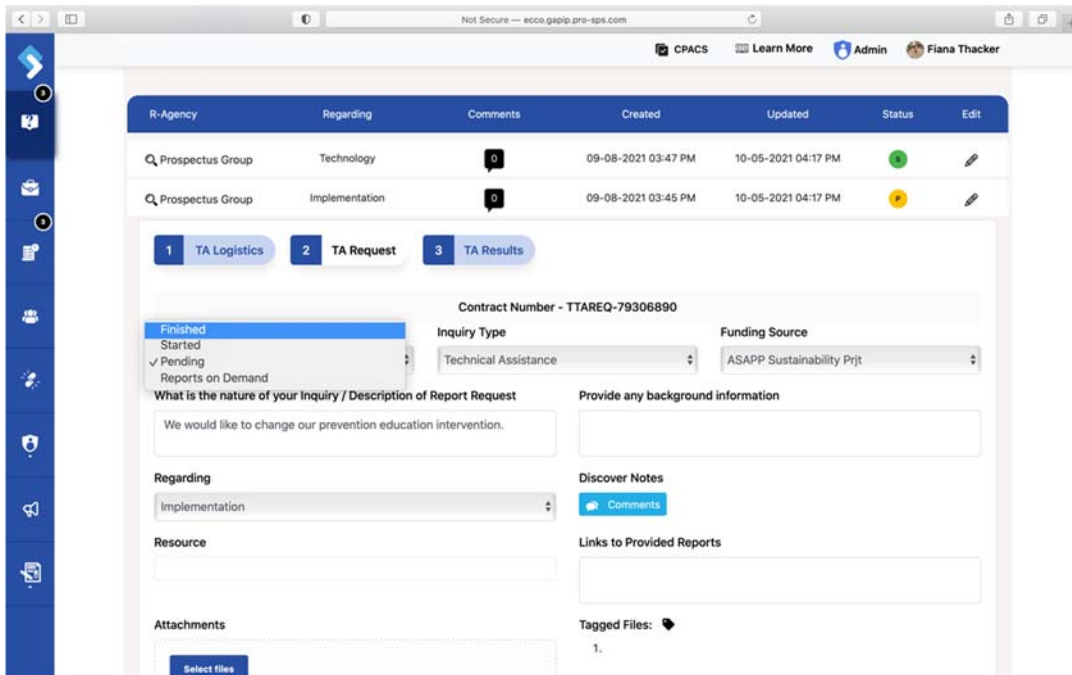


- Click on the "TA Request" tab at the top.

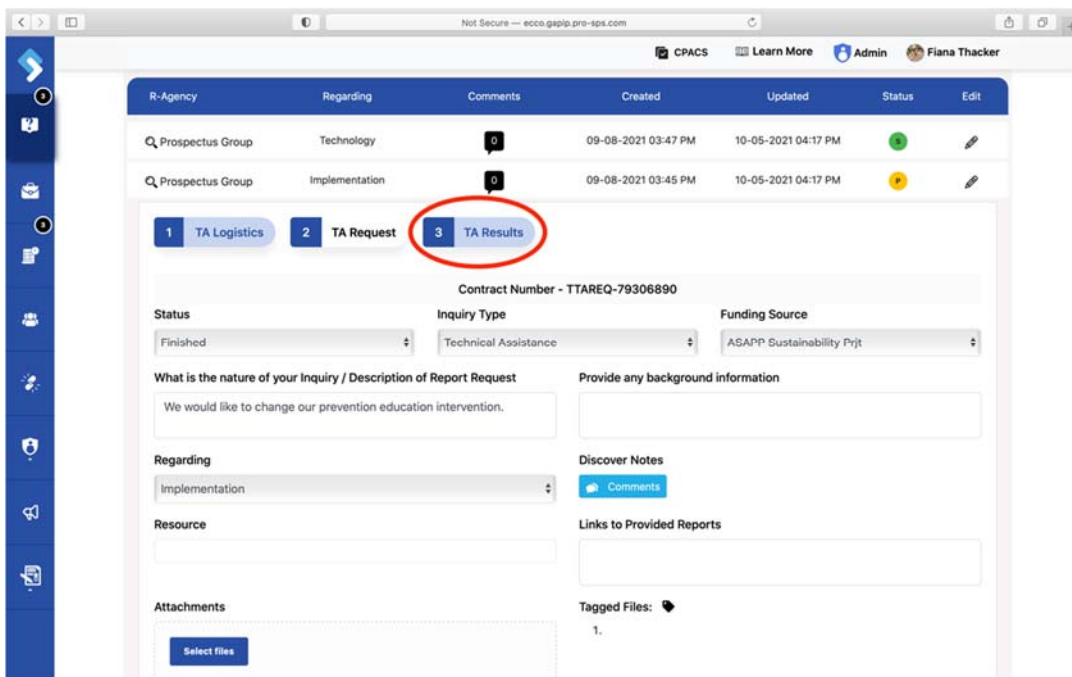


10. Under Status, click on the down arrow and select the appropriate status of the TA request.

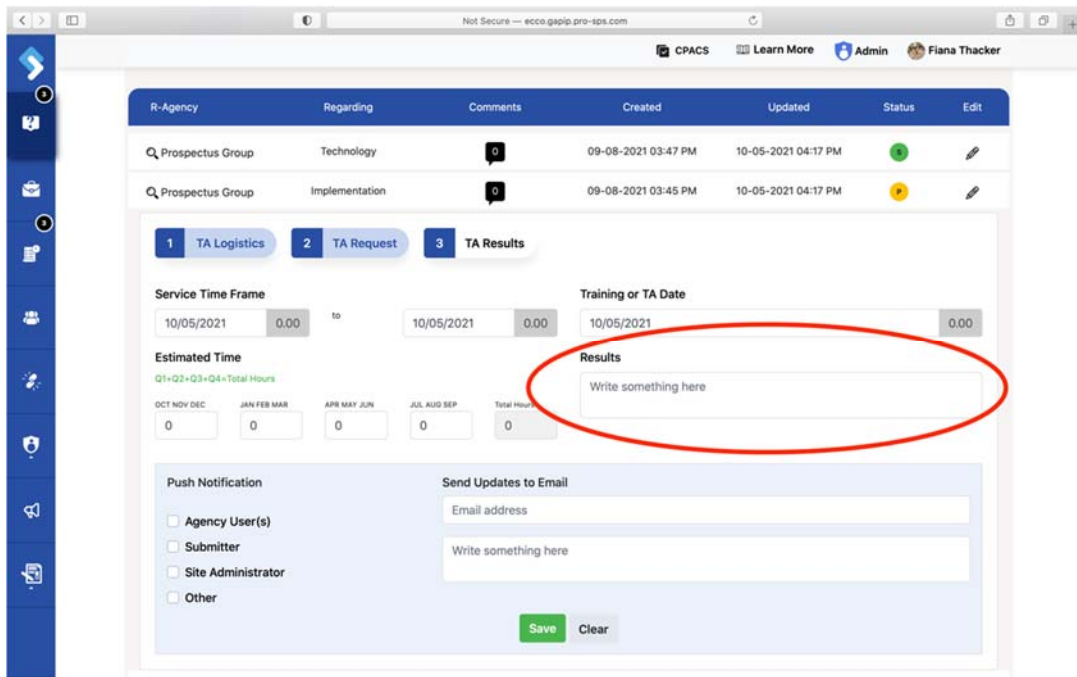




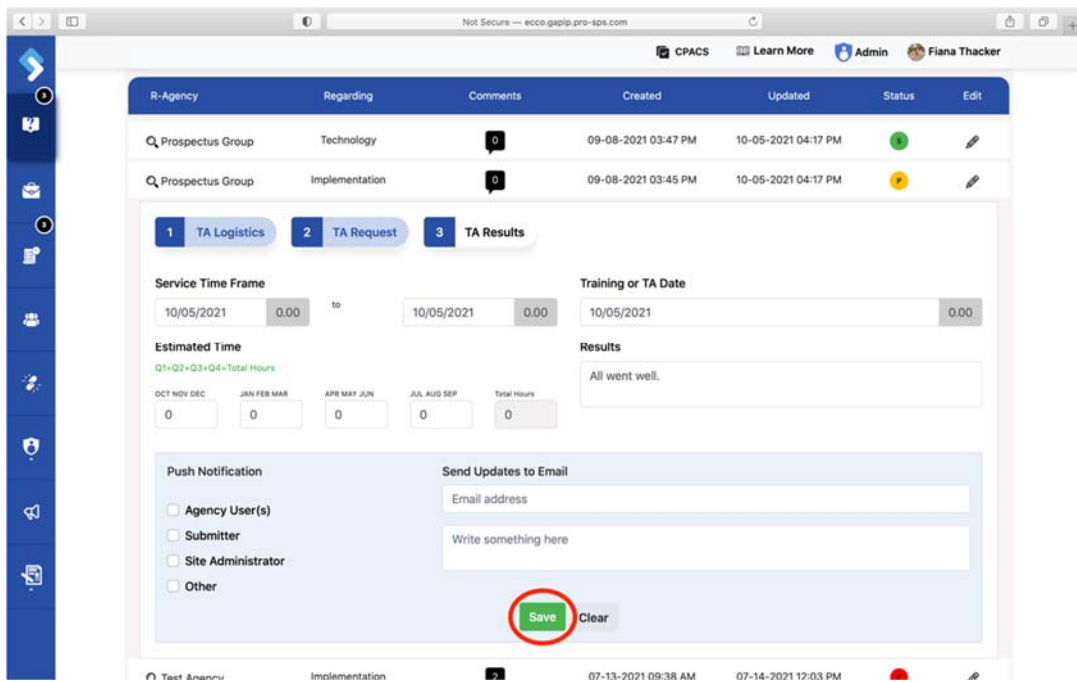
11. If the TA request has been fulfilled and completed, click on the “TA Results” tab.



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



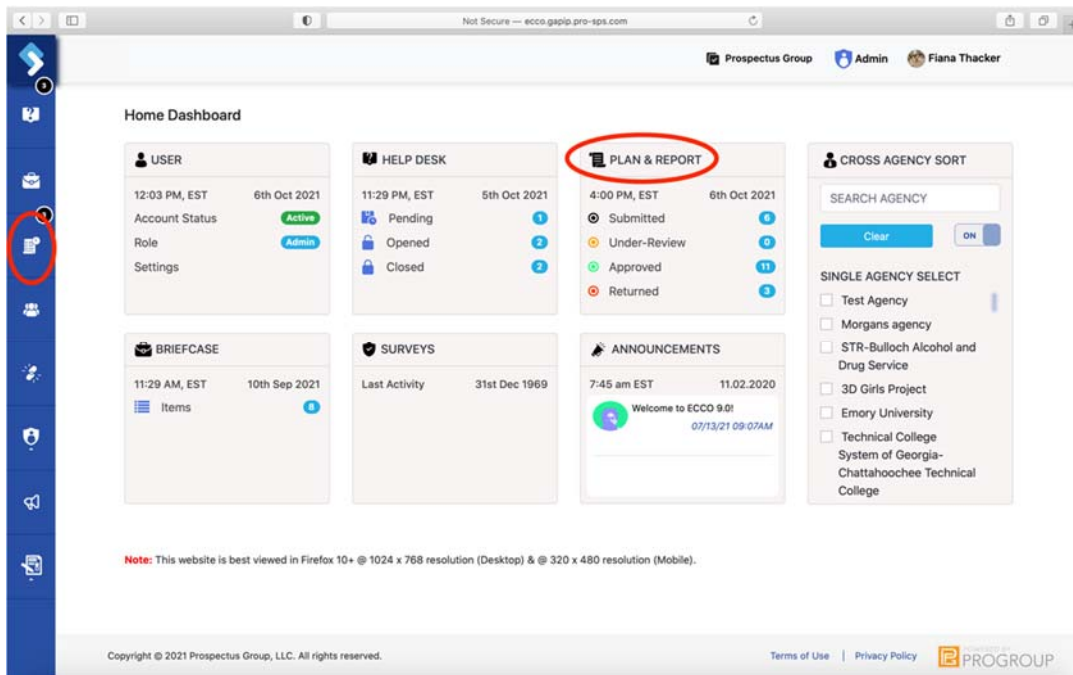
13. Once all edits have been made, hit the green save button.



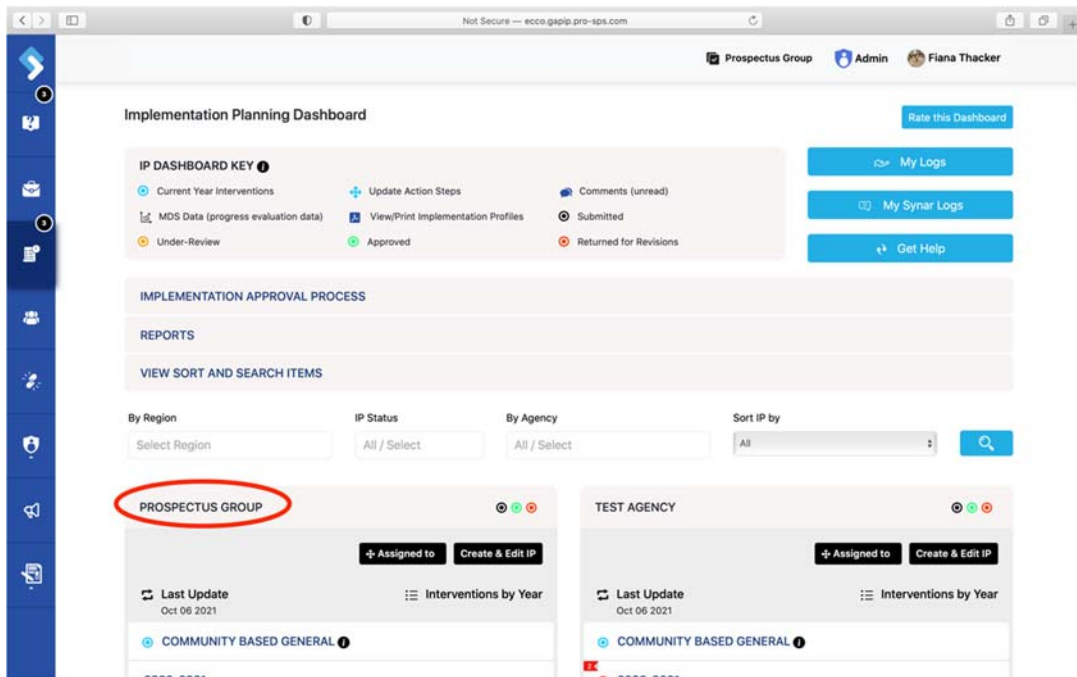
Approving IPs

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

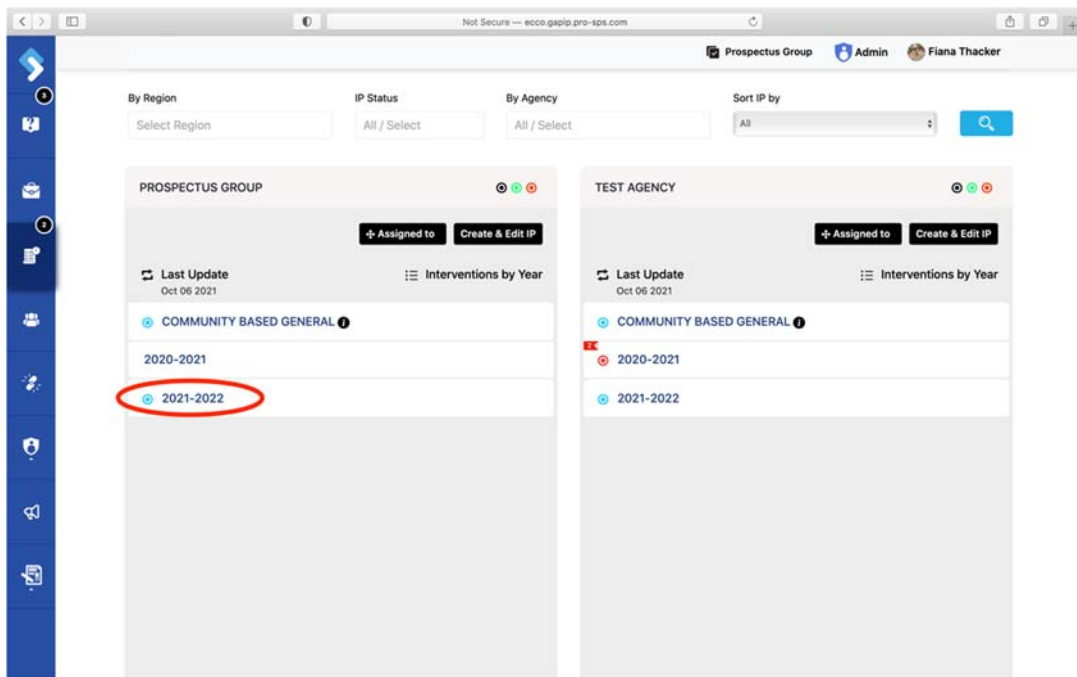
1. From the ECCO homepage, navigate to the Implementation dashboard by clicking on the node labeled “Plan & Report” or clicking on the IP icon on the left sidebar.



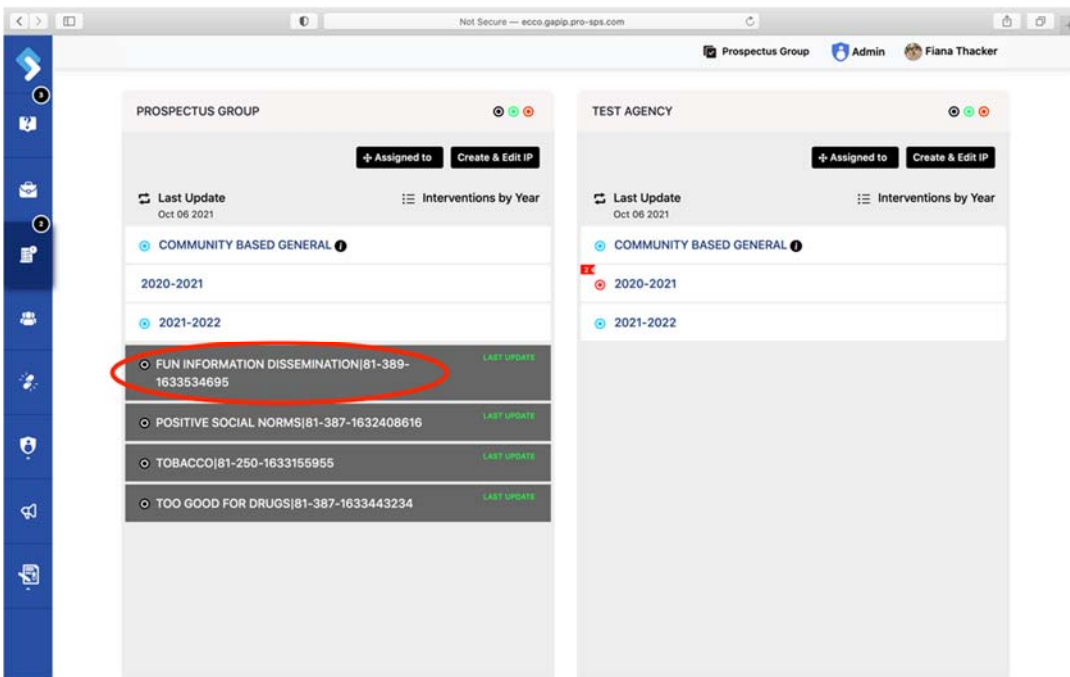
2. On the IP dashboard, find the agency node you want to approve or return IPs for.



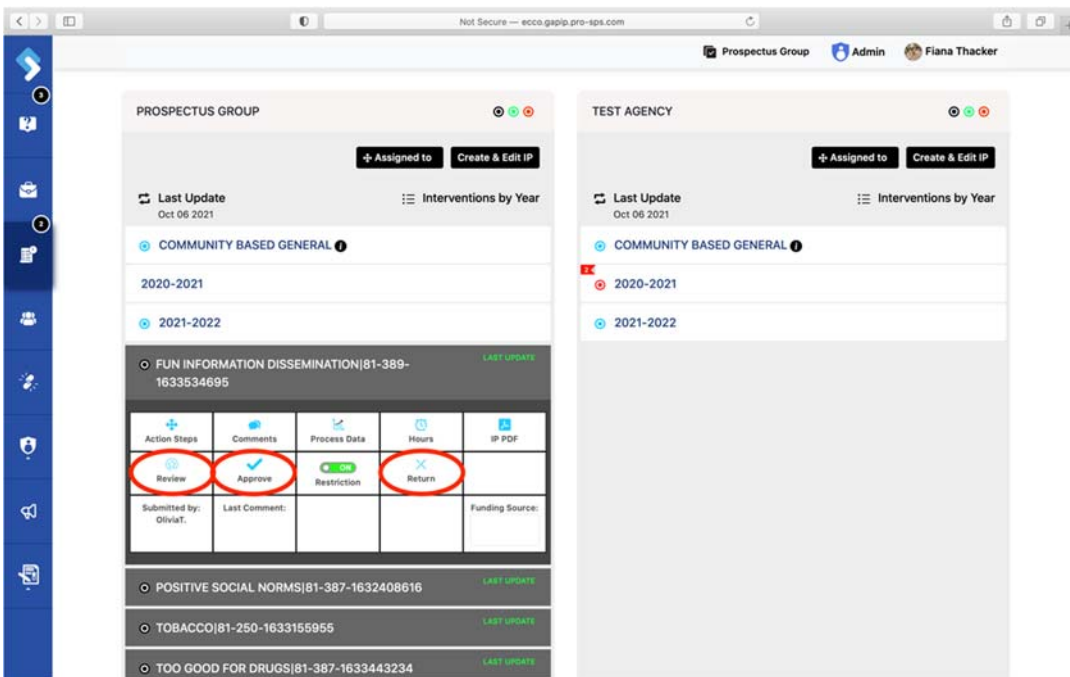
3. Click on the appropriate contract year.



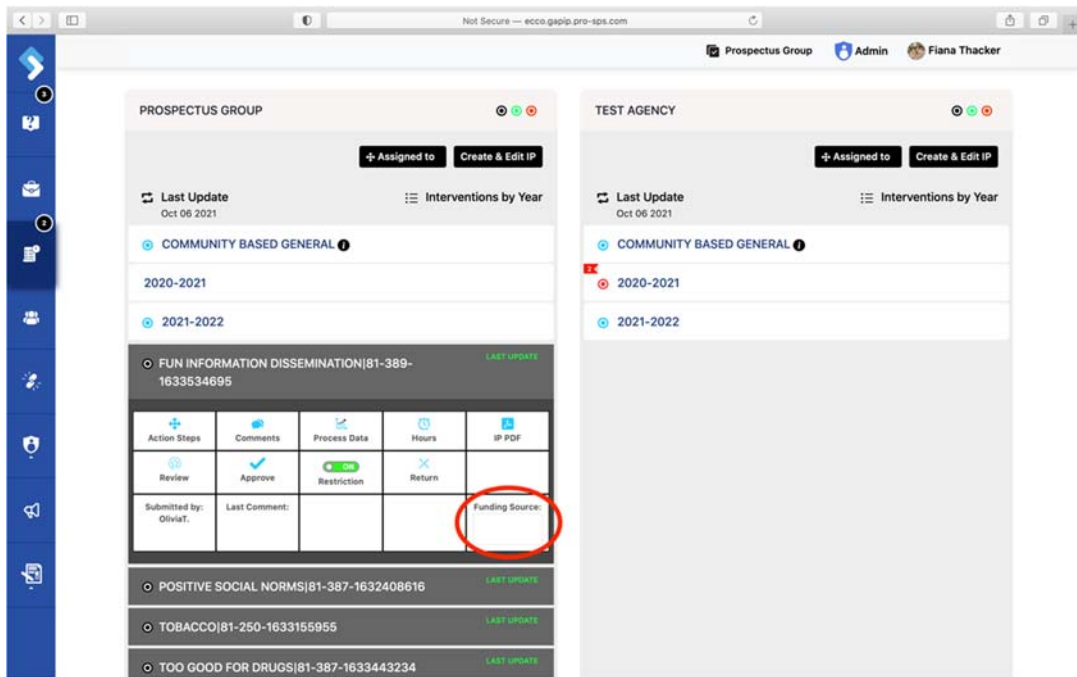
4. Click on the Intervention you want to approve or return for corrections to reveal two rows of white boxes.



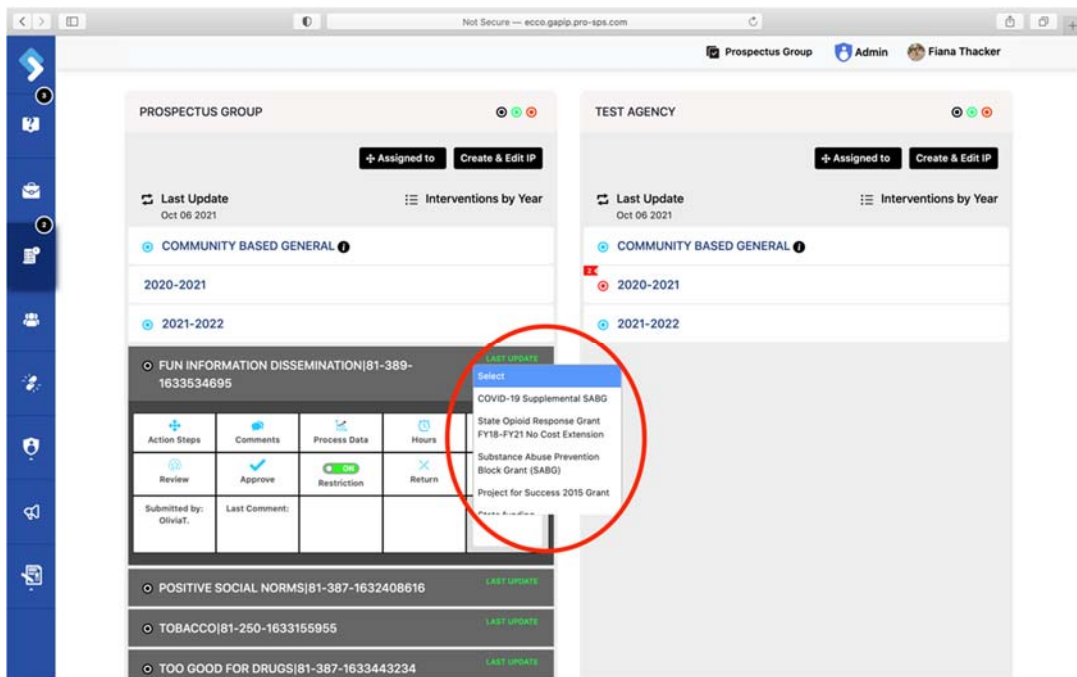
- 5. On the second row, you can change the status of the IP by selecting “Review,” “Approve,” or “Return.”



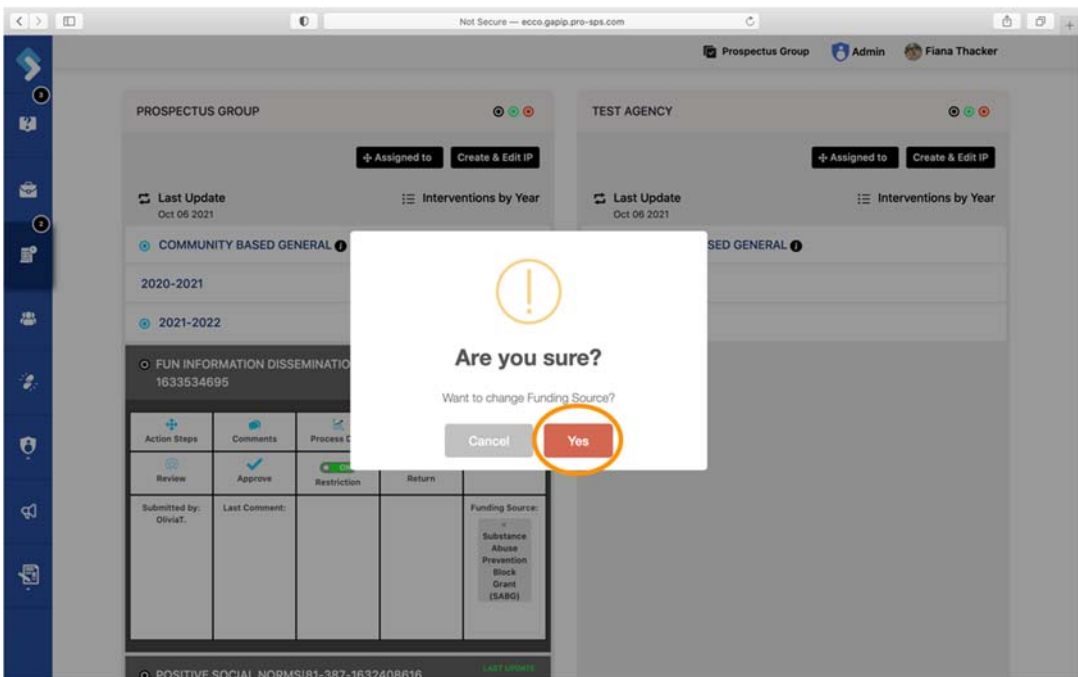
- 6. Before changing the status of the IP, you will need to select the funding source for the intervention by placing your cursor under the box labeled “Funding Source.”



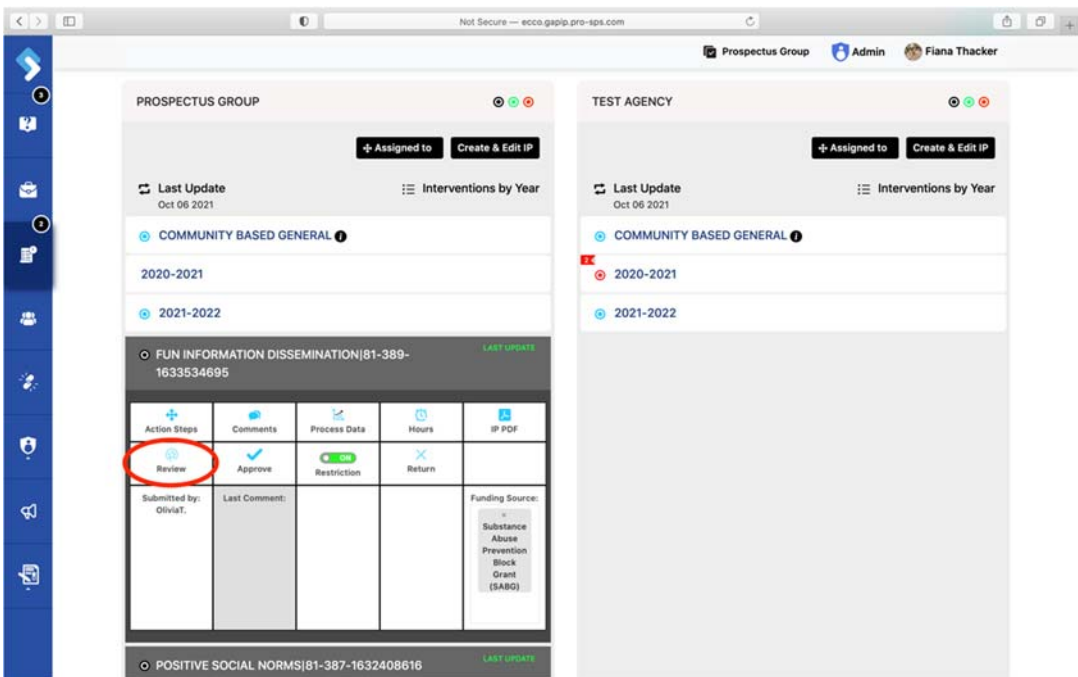
7. Select a funding source from the list provided.



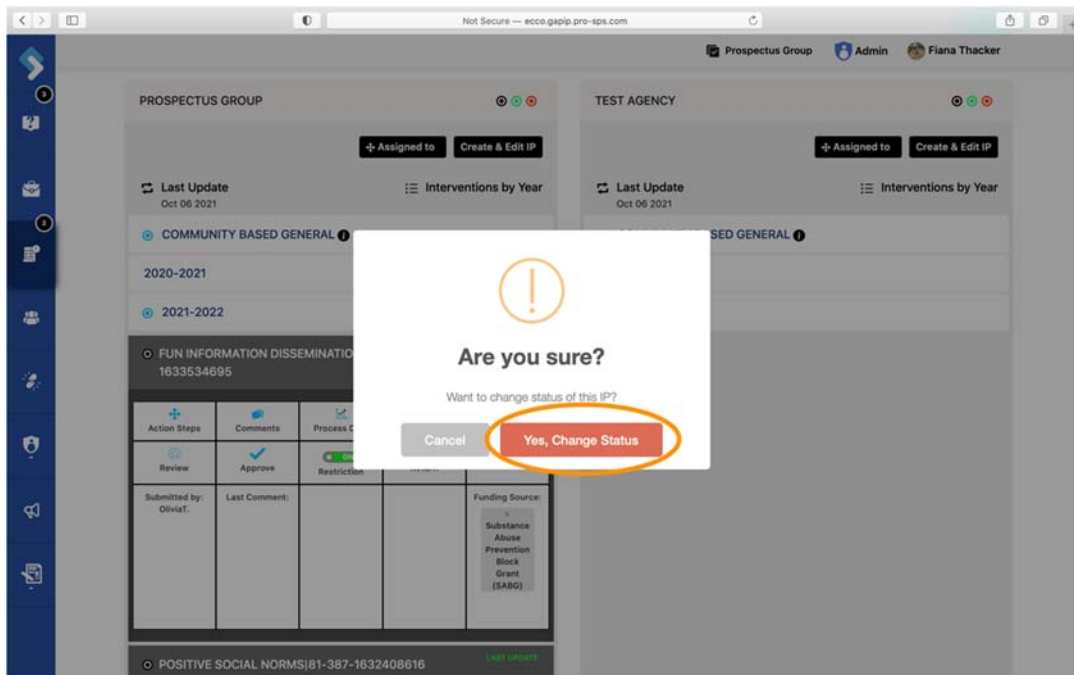
8. You will be asked to confirm if you want to change the funding source. Select "Yes."



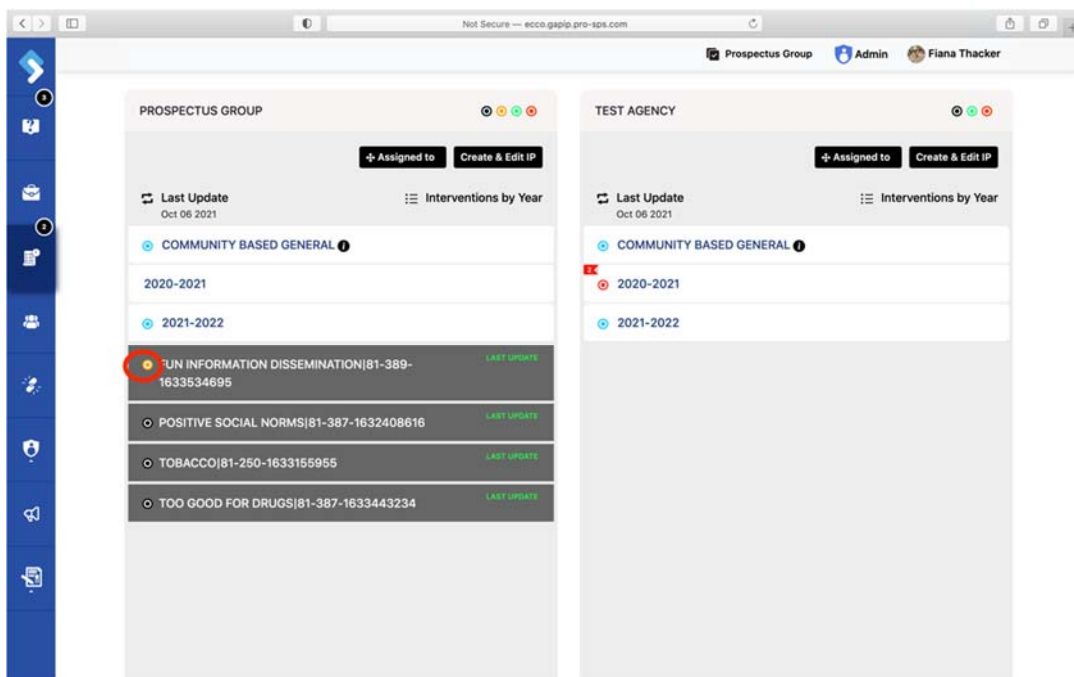
9. By clicking on the “Review” icon, you can change the status of the IP from “Submitted” to “Under Review.”



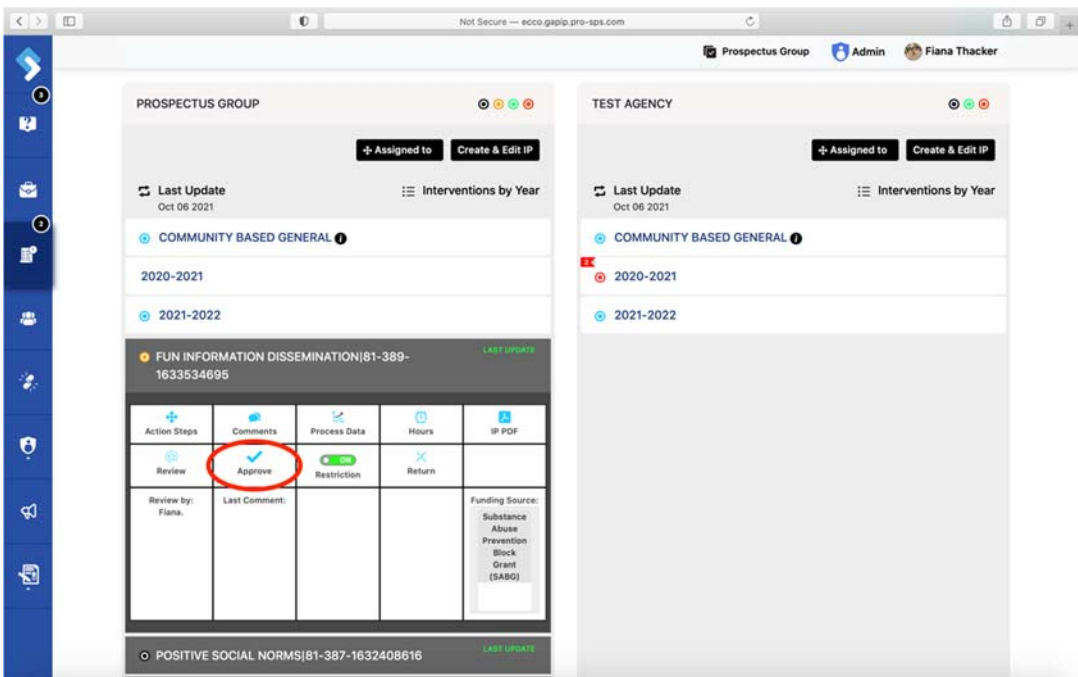
10. You will be asked to confirm if you want to change the status of the IP. Select “Yes, Change Status.”



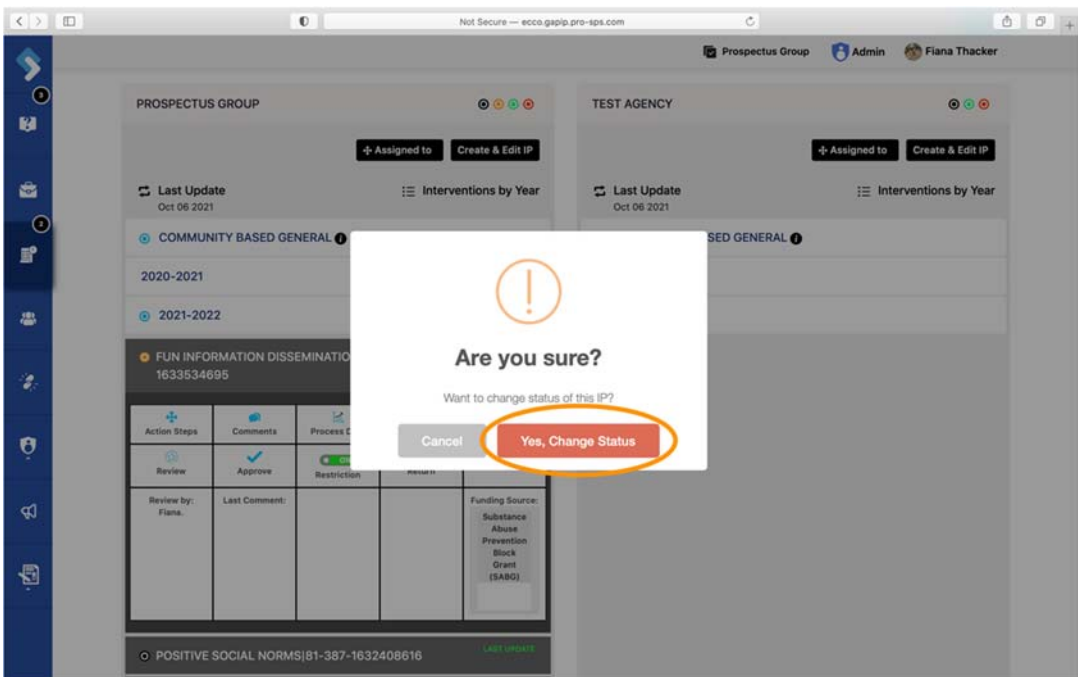
11. An orange dot will appear next to the intervention once the page has been refreshed.



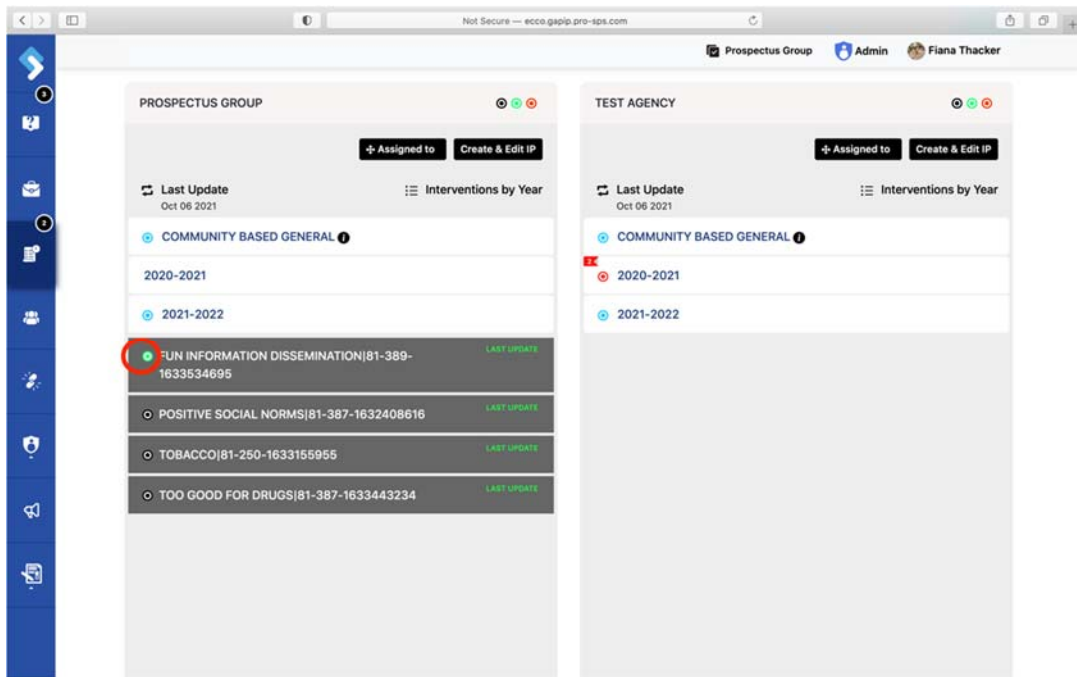
12. Once you are ready to approve the IP, you can click on the “Approve” icon.



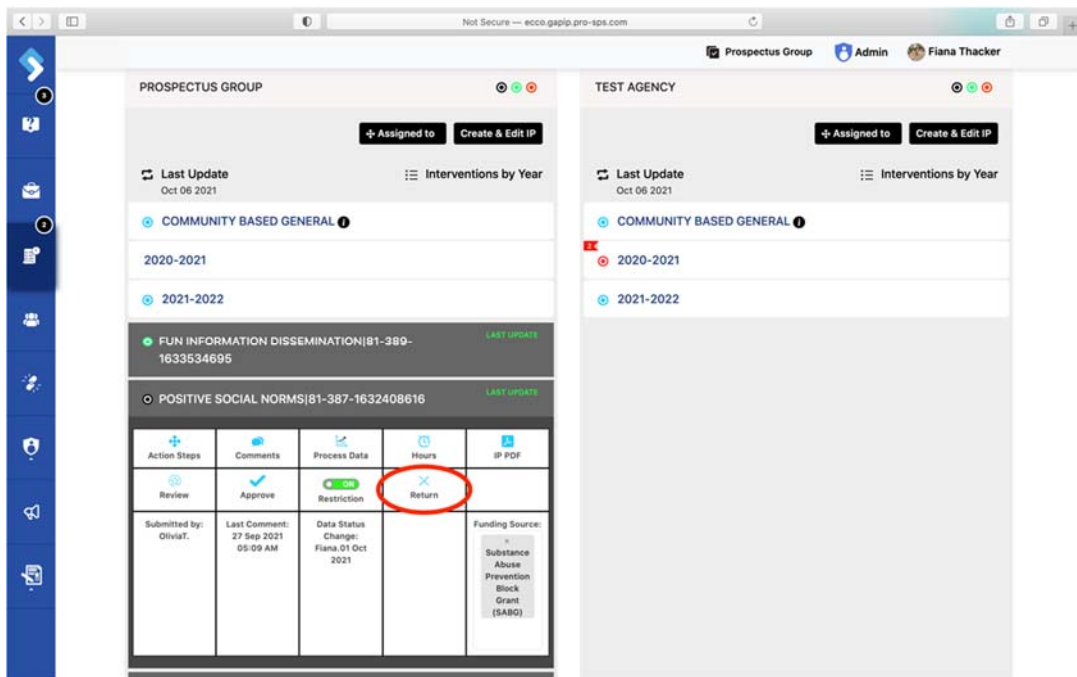
13. You will be asked to confirm you want to change the status of the IP. Select “Yes, Change Status.”



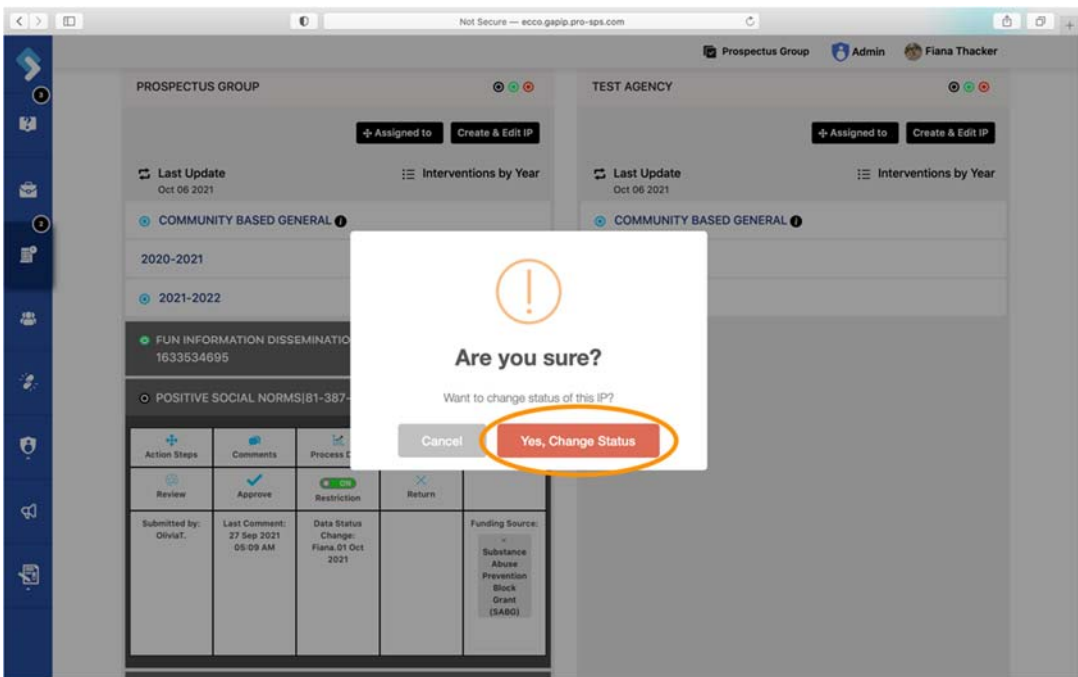
14. Once the page has been refreshed, a green dot will appear to indicate the IP has been approved.



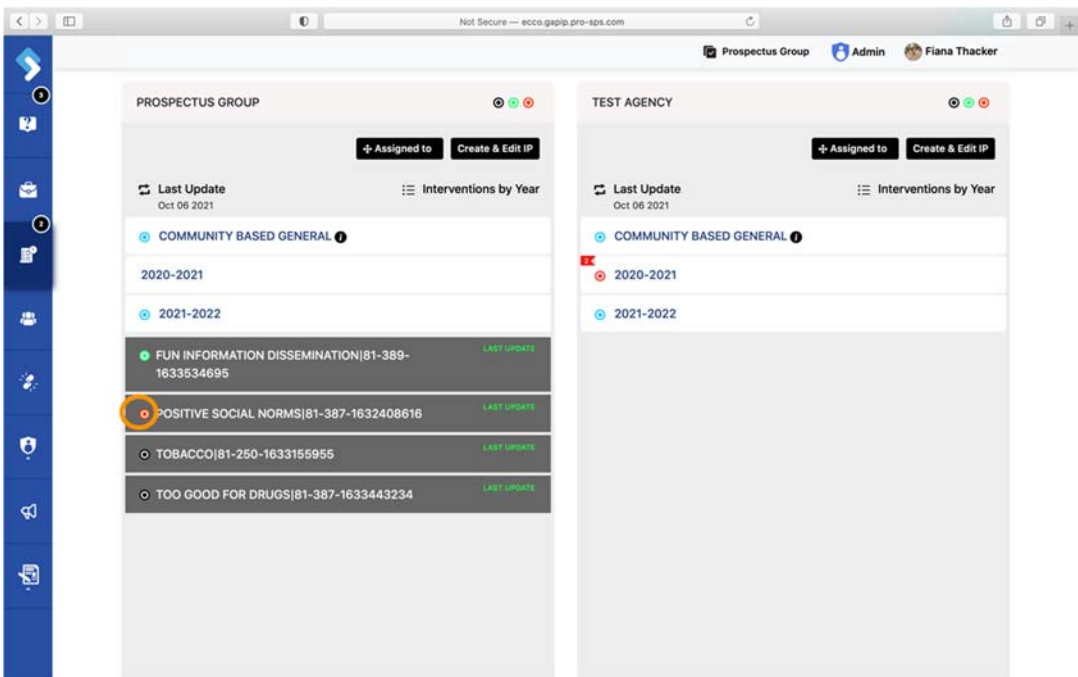
15. If the IP needs to be returned for corrections, click on the “Return” icon.



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



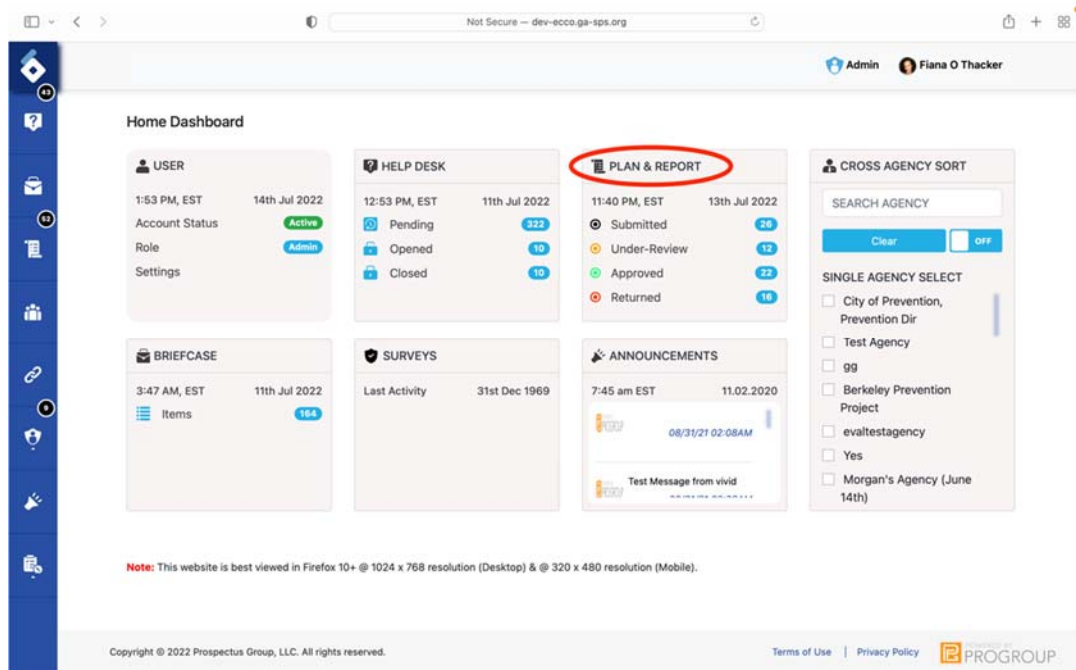
17. A red dot will appear to indicate the IP has been returned. This action will allow the provider to make edits to the IP.



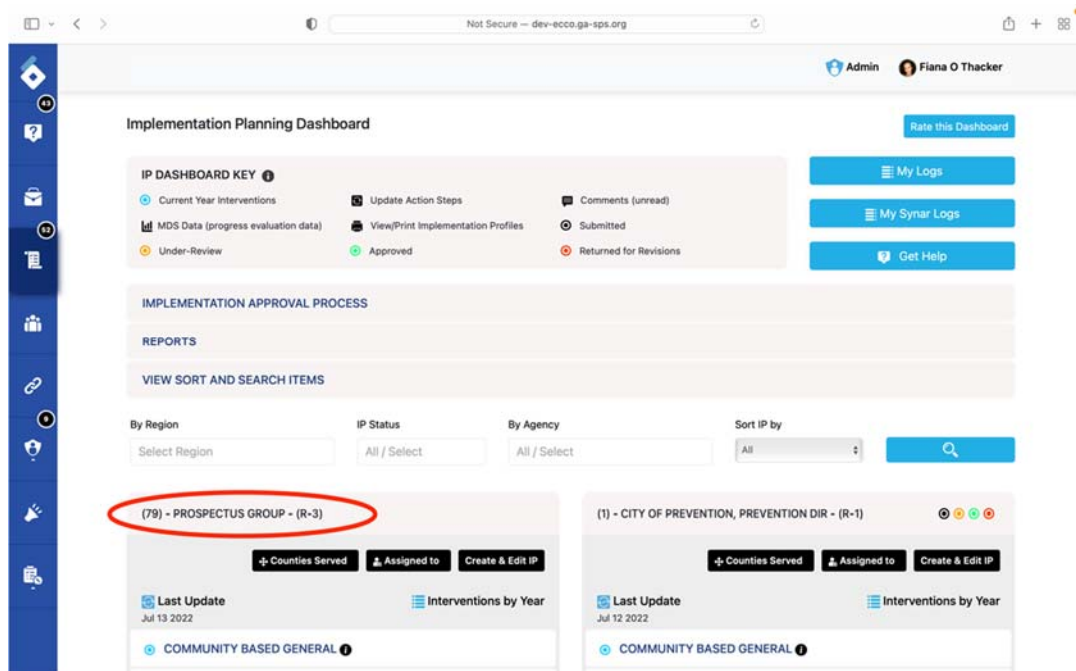
Approving Survey Requests

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

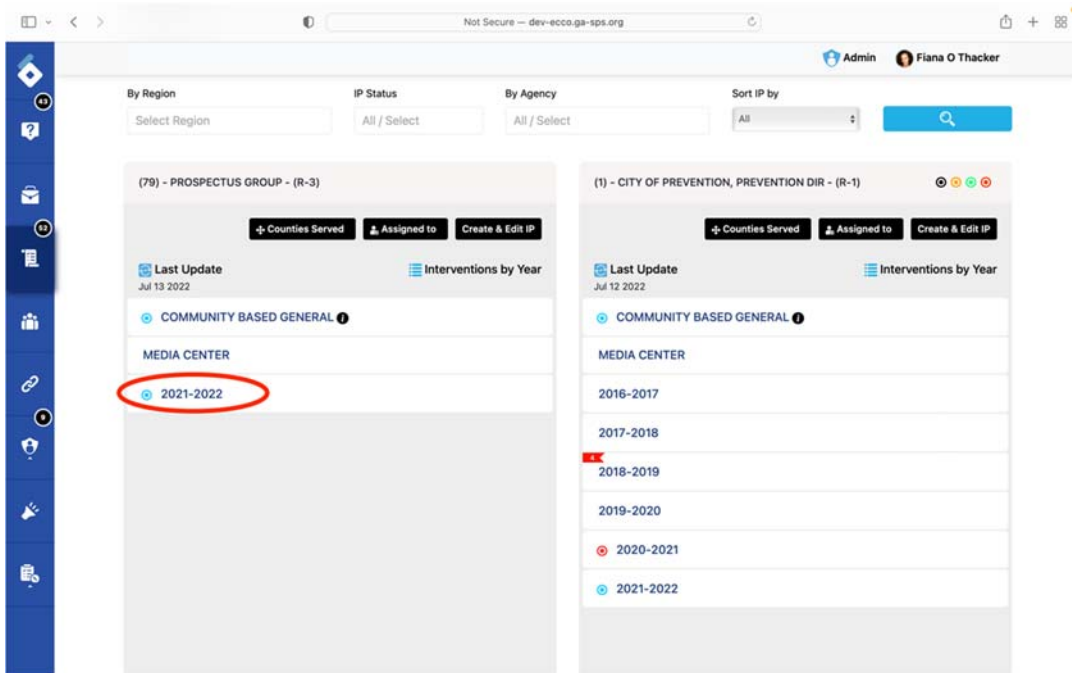
1. From the ECCO homepage, navigate to the Survey Set Up page by clicking on Plan & Report node.



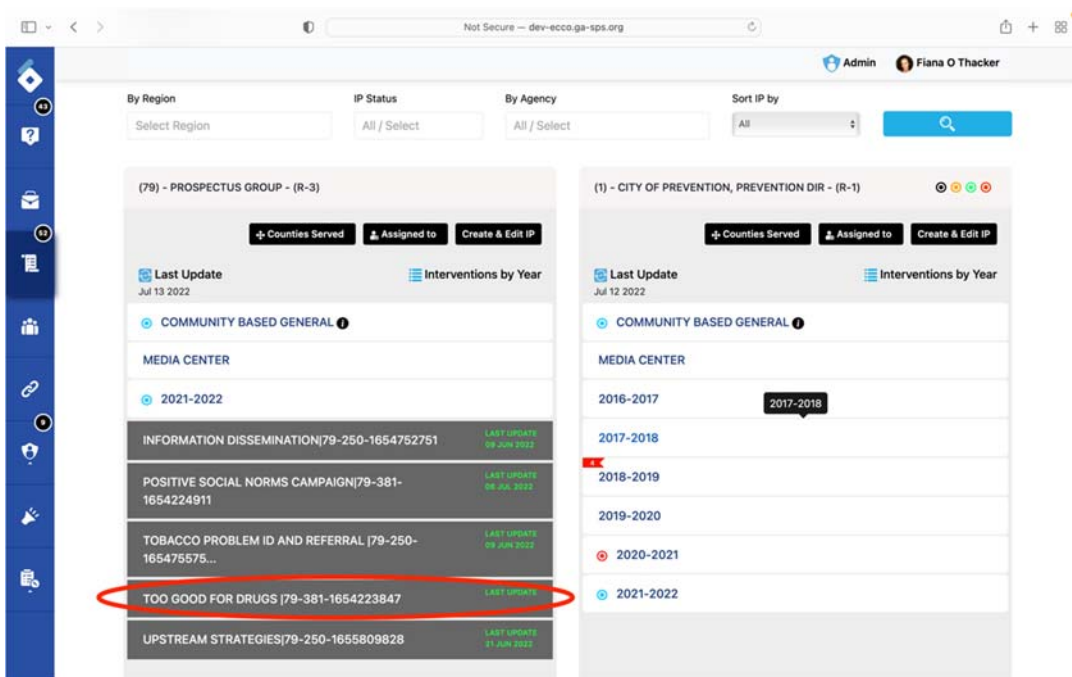
2. On the IP dashboard, find the agency node you want to approve surveys for.



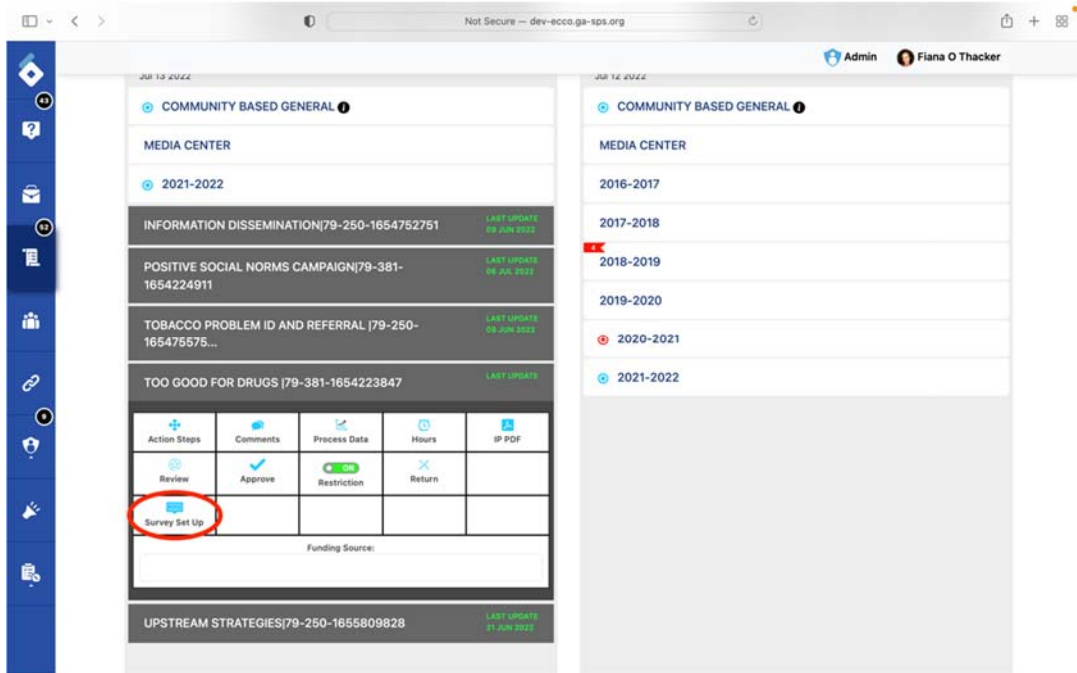
3. Select the appropriate contract year.



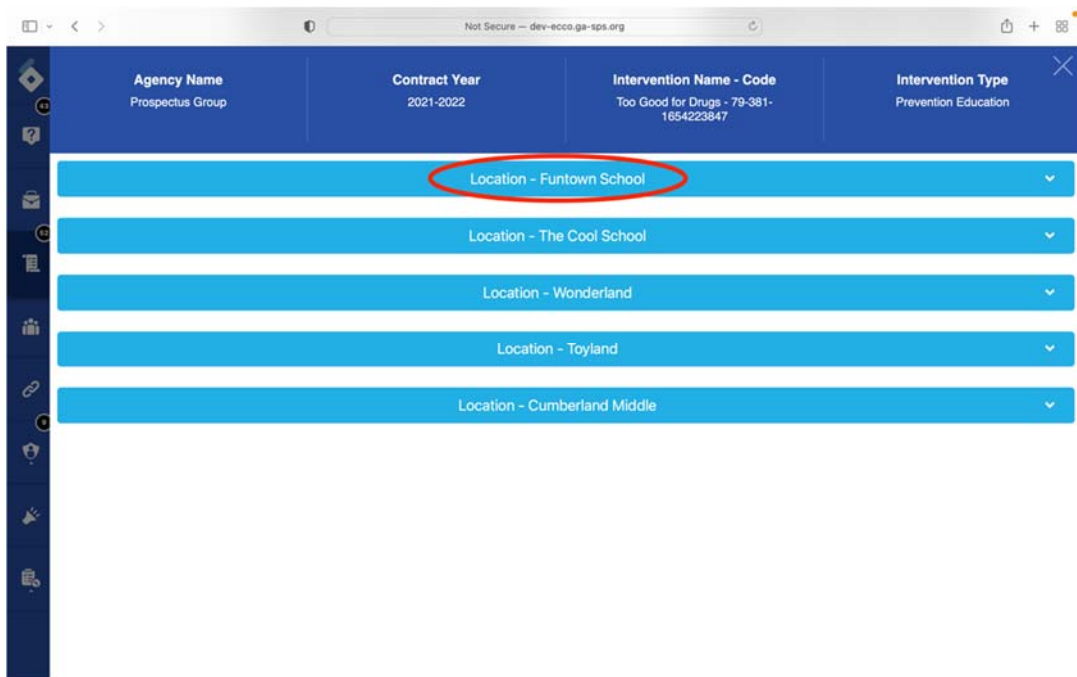
4. Select the intervention the survey request is for.



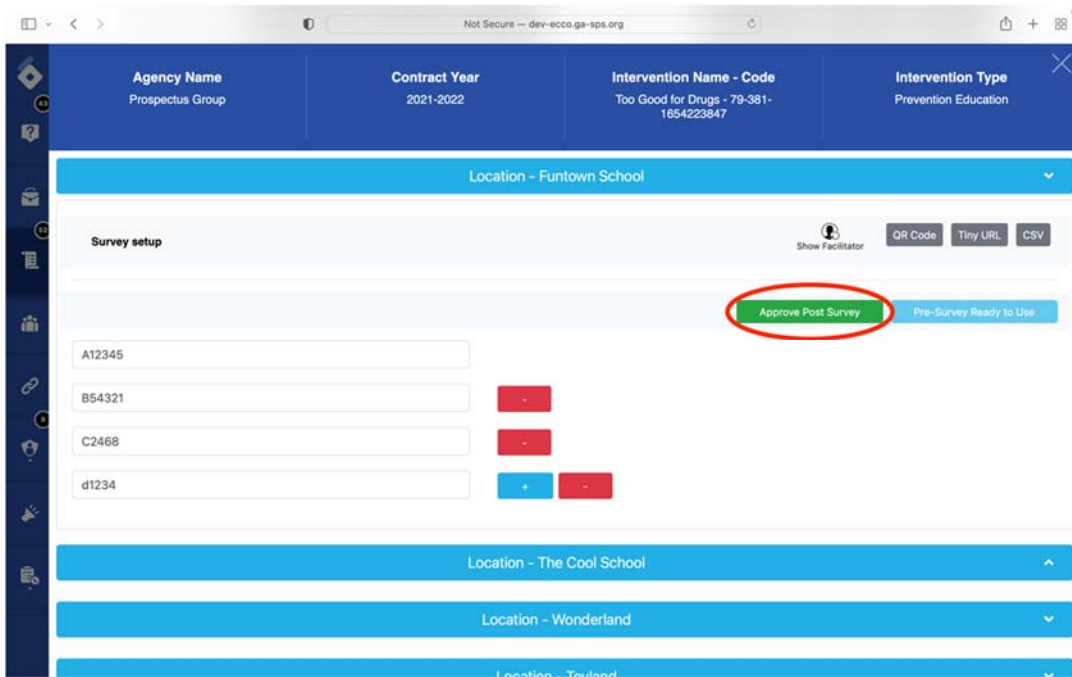
5. Click on the “Survey Set UP.”



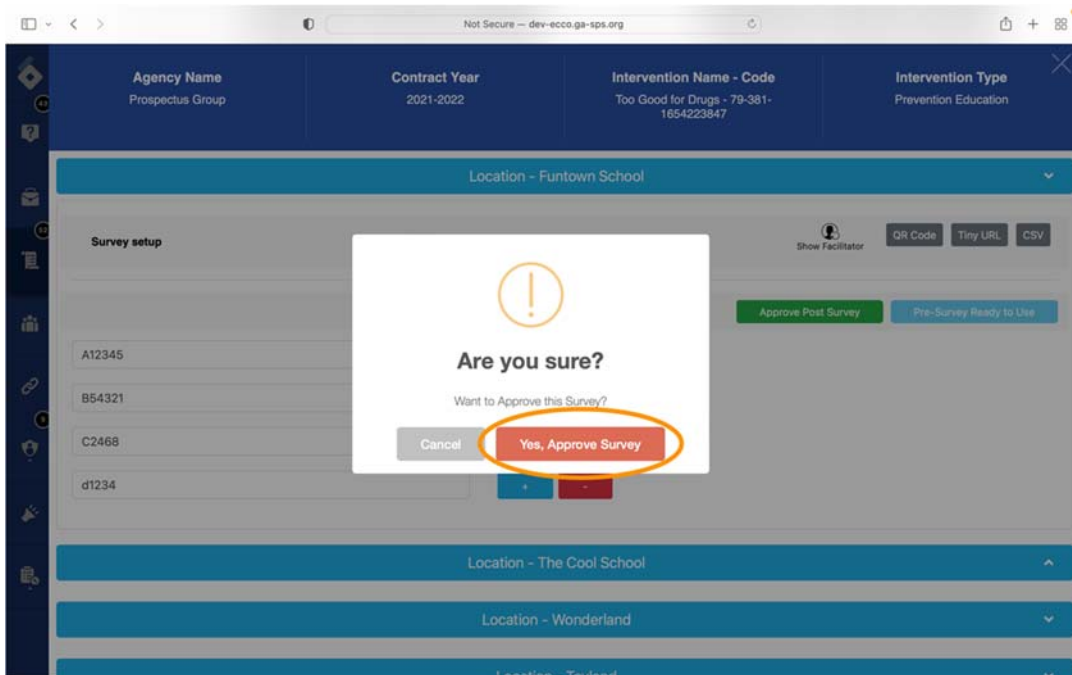
6. Select the location.



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.



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



- 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

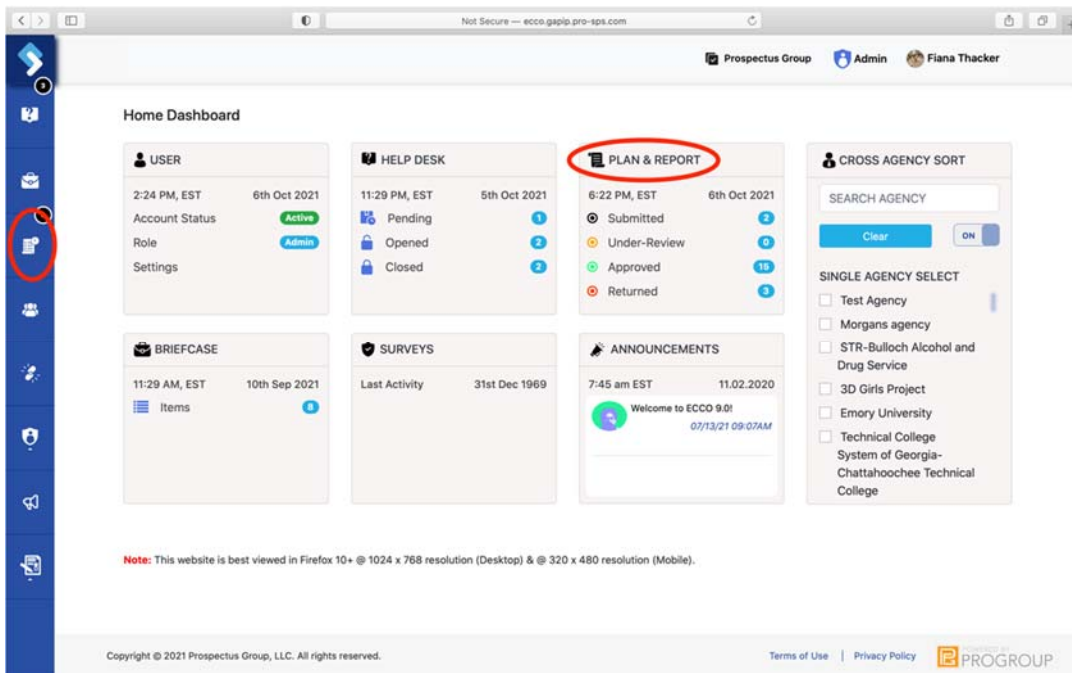
Location - Wonderland

Location - Touland

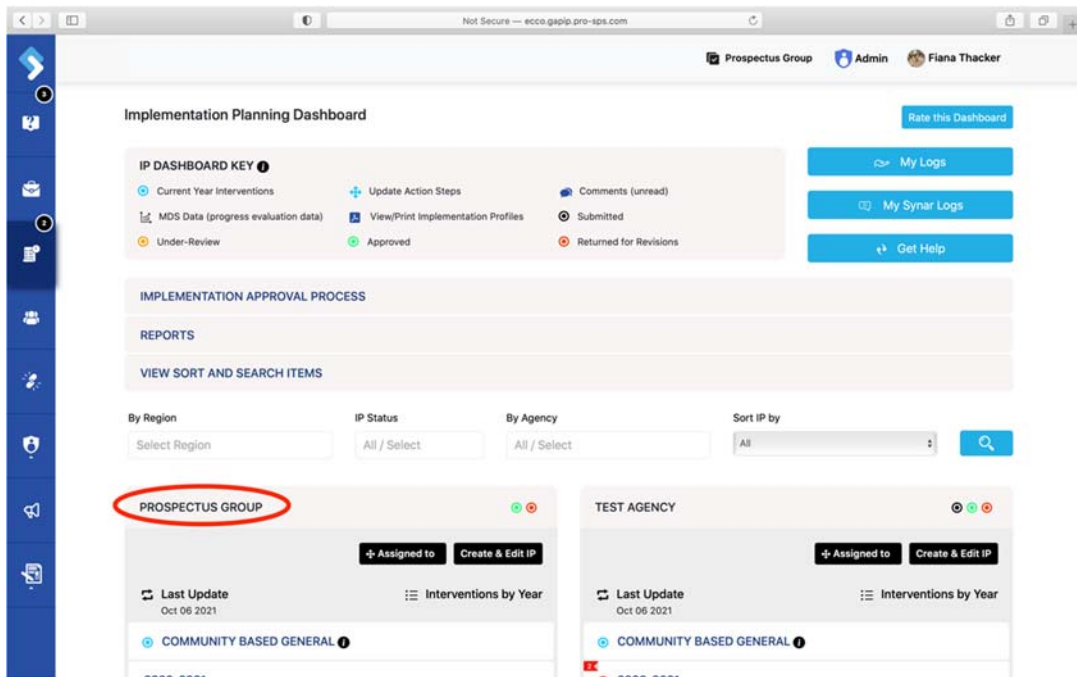
Removing and Setting Data Restrictions

Admins, Middle Admins, and Consultant level users can remove or set data restrictions for providers' data forms. Process Data forms for each reporting month will automatically lock at the end of the subsequent month. For example, January 2021 data can be entered into ECCO between January 1st – February 29th, 2021.

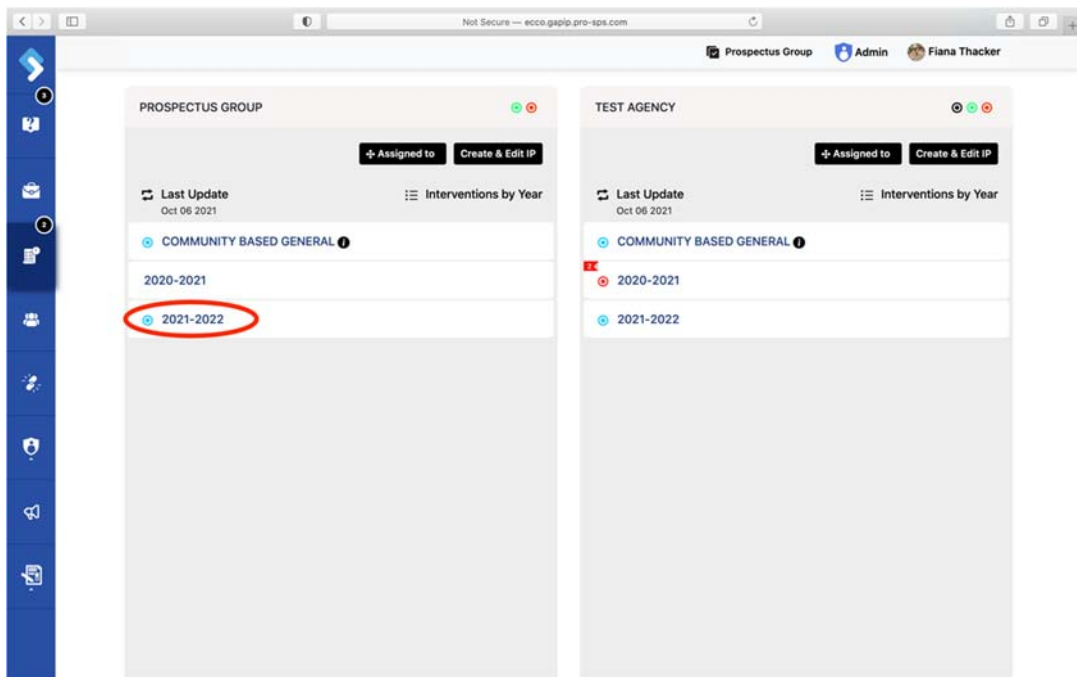
1. From the ECCO homepage, navigate to the Implementation Planning dashboard by clicking on the node labeled "Plan & Report" or clicking on the IP icon on the left sidebar.



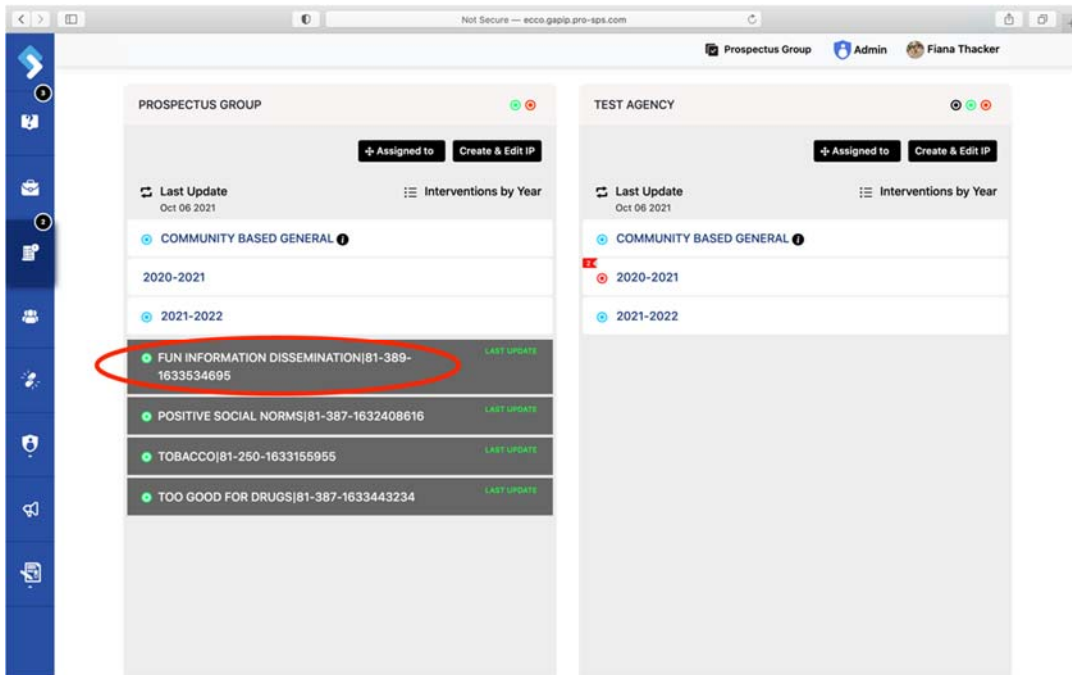
2. On the IP dashboard, find the agency node you want to remove data restrictions for.



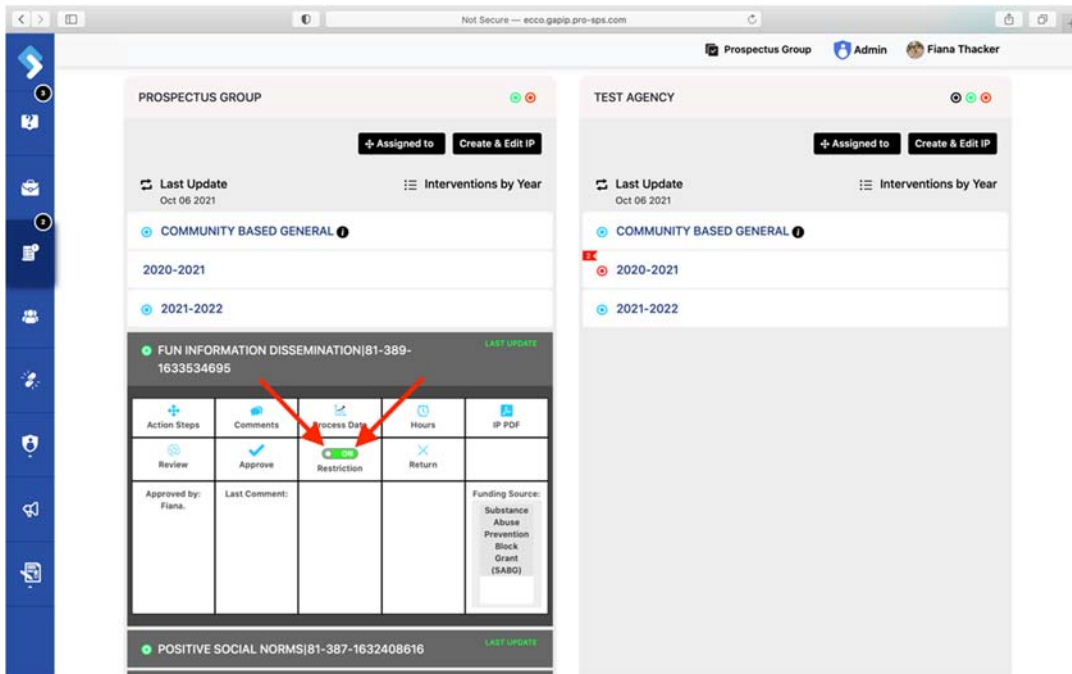
3. Click on the appropriate contract year.



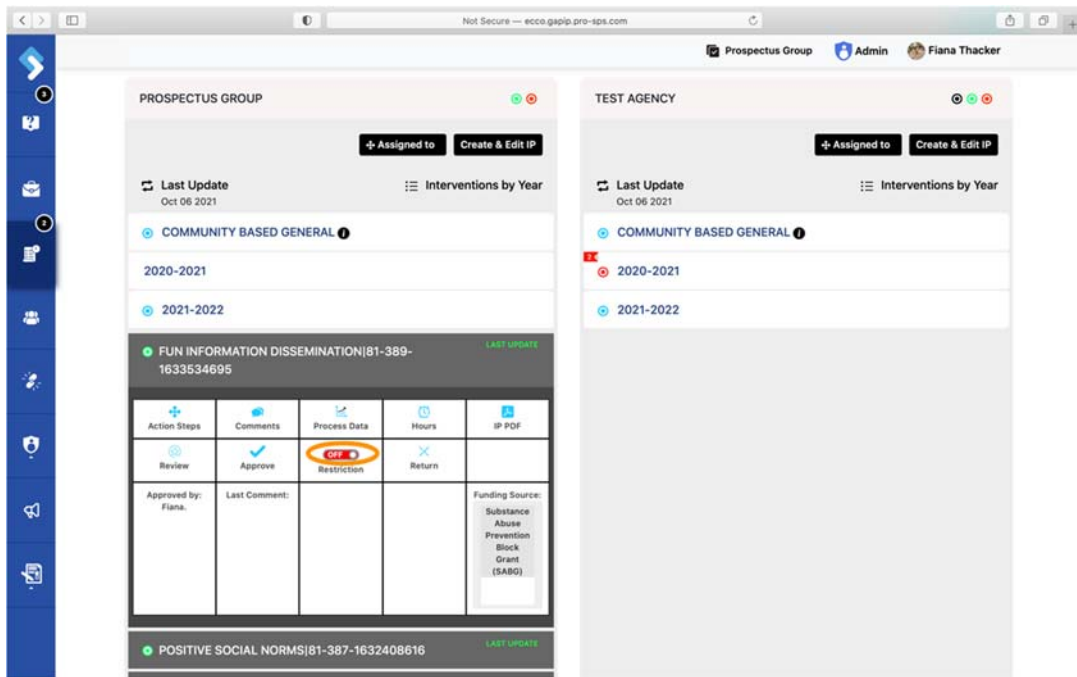
4. Click on the Intervention you want to remove data restriction for to reveal two rows of white boxes.



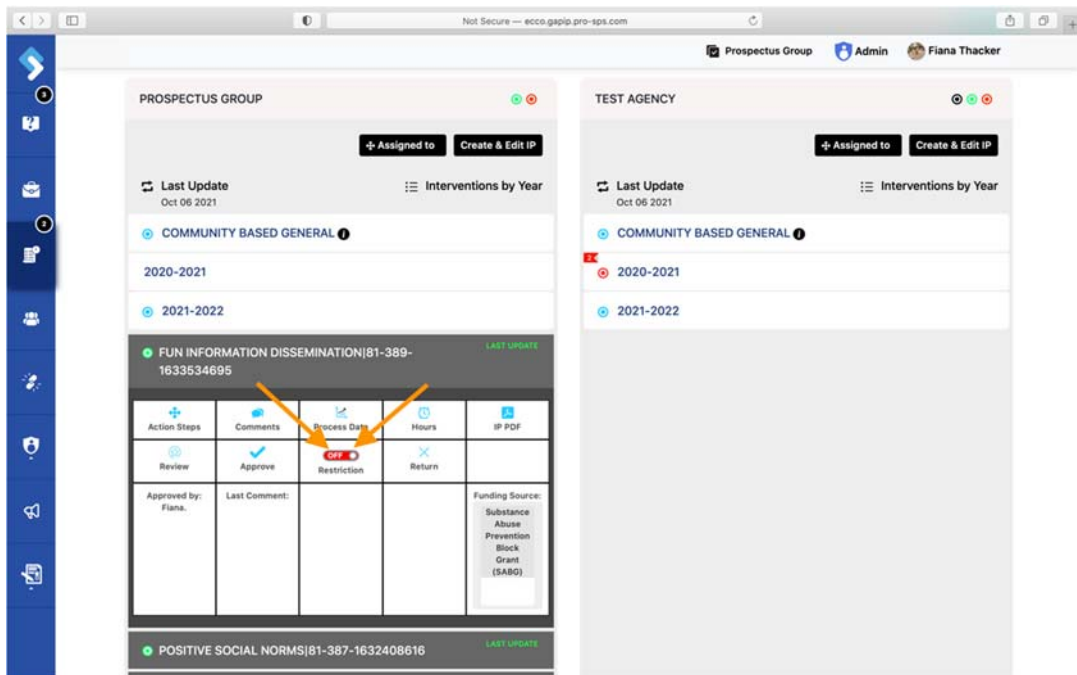
5. Click on the green toggle on the "Restrictions" box to turn off the data restrictions.



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.



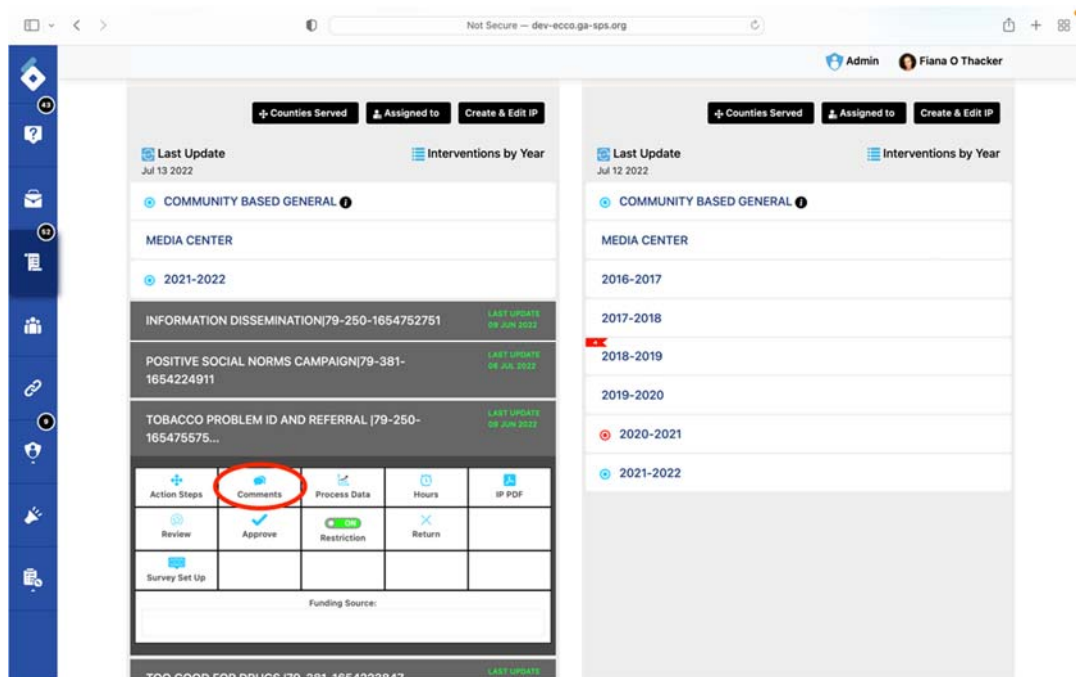
The screenshot shows a web application interface with two main panels: PROSPECTUS GROUP and TEST AGENCY. Both panels have a 'Last Update' of Oct 06 2021 and a 'Interventions by Year' section. The PROSPECTUS GROUP panel shows a table with columns for Action Steps, Comments, Process Data, Hours, and IP PDF. The 'Restriction' button in the Process Data column is circled in red. The TEST AGENCY panel shows a similar interface but with a red error icon next to the 2020-2021 entry.

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)

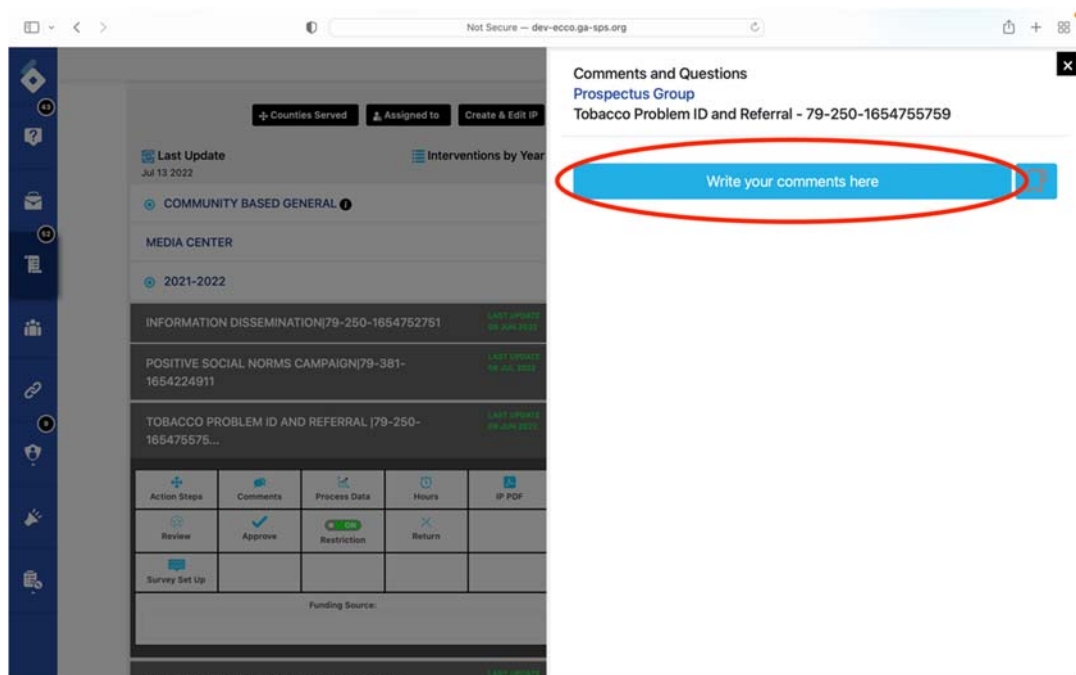
Comments

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.

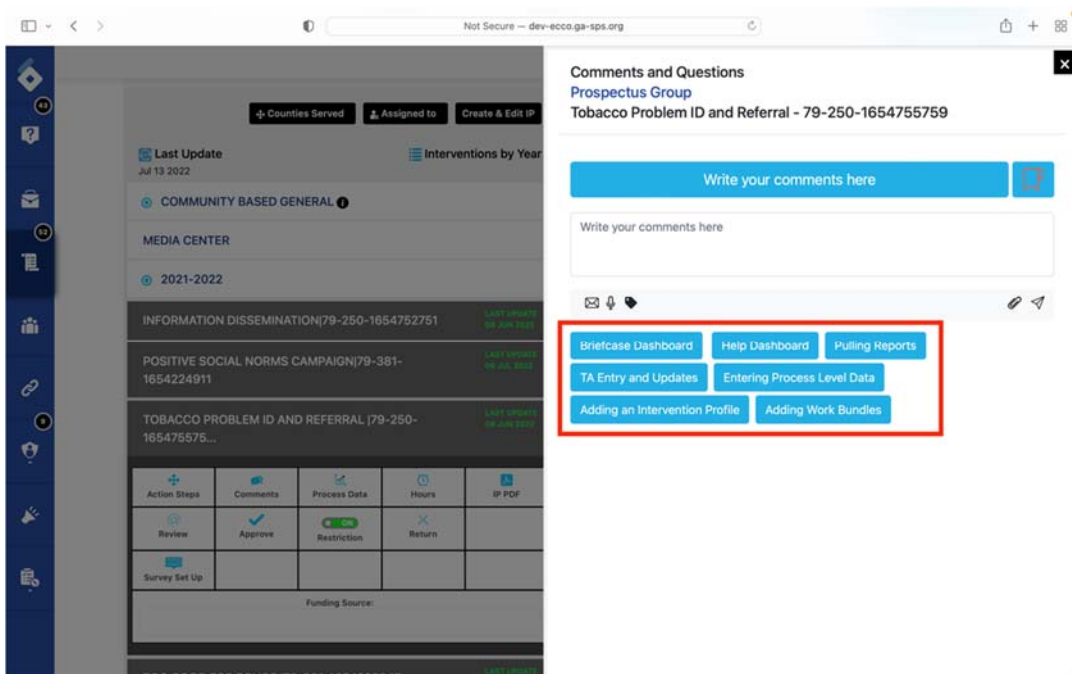
1. Select “Comment” to open the messaging box.



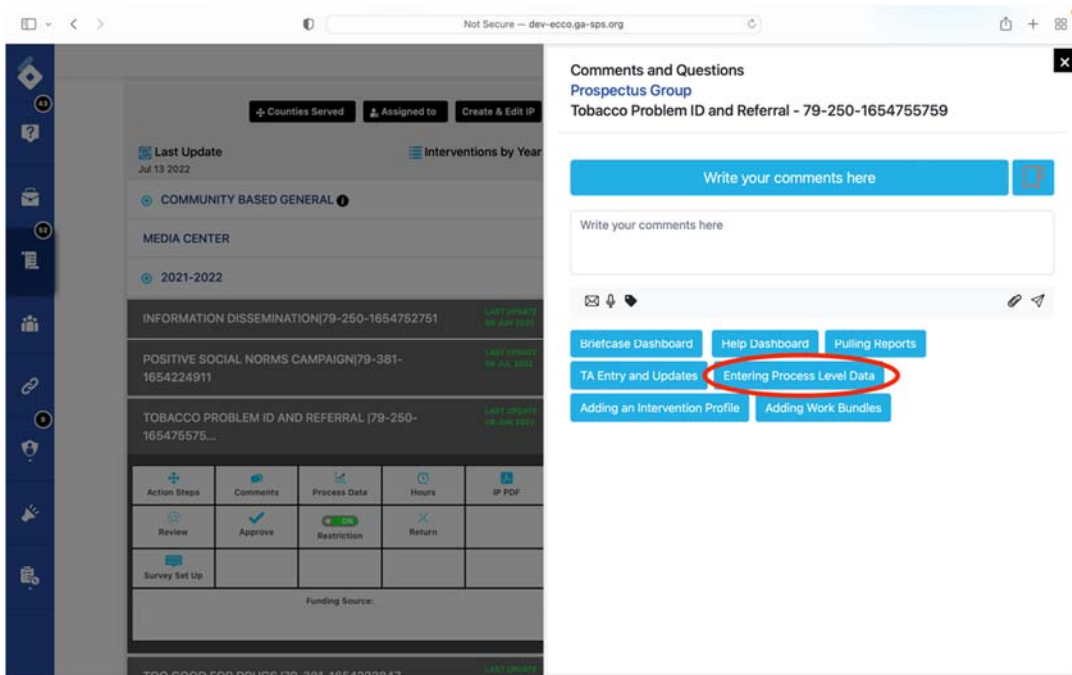
2. Select “Write Your Comment Here” to reveal commenting options.



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) LAST UPDATED 09 JUN 2022

POSITIVE SOCIAL NORMS CAMPAIGN(79-381-1654224911) LAST UPDATED 08 JUL 2022

TOBACCO PROBLEM ID AND REFERRAL (79-250-165475575...) LAST UPDATED 09 JUL 2022

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

Funding Source:

TOO GOOD FOR DRUGS (79-381-1654222847) LAST UPDATED

Comments and Questions

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

Write your comments here

Write your comments here

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

Comments updated successfully!!!

14 Jul 2022

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

http://resources.ga-sps.org/content/resources/entering-process-data/entering_process_data.mp4

Appendices

Appendix A: ECCO Portal Site security

Authentication System

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

Reduce Vulnerabilities from CSRF (Cross Site Request Forgery)

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

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

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

Protection Against XSS (Cross Site Scripting)

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

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

SQL Injection

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

Prevent SQL injection By Avoiding Raw Queries:

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

Force HTTPS if Your Application is Exchanging Sensitive Information

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

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

Escape Content to Prevent XSS

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

{{ \$variable }}

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

Laravel Security Packages:

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

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

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

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

Last updated October 13, 2021

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

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

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

In this privacy notice, if we refer to:

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

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

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

1. WHAT INFORMATION DO WE COLLECT?

Personal information you disclose to us

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

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

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

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

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

2. HOW DO WE USE YOUR INFORMATION?

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

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

We use the information we collect or receive:

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

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

3. WILL YOUR INFORMATION BE SHARED WITH ANYONE?

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

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

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

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

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

4. DO WE USE COOKIES AND OTHER TRACKING TECHNOLOGIES?

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

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

5. HOW LONG DO WE KEEP YOUR INFORMATION?

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

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

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

6. HOW DO WE KEEP YOUR INFORMATION SAFE?

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

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

7. DO WE COLLECT INFORMATION FROM MINORS?

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

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

8. WHAT ARE YOUR PRIVACY RIGHTS?

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

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

https://ec.europa.eu/justice/data-protection/bodies/authorities/index_en.htm.

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

Account Information

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

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

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

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

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

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

9. CONTROLS FOR DO-NOT-TRACK FEATURES

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

10. DO CALIFORNIA RESIDENTS HAVE SPECIFIC PRIVACY RIGHTS?

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

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

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

11. DO WE MAKE UPDATES TO THIS NOTICE?

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

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

12. HOW CAN YOU CONTACT US ABOUT THIS NOTICE?

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

Prospectus Group, LLC
Georgia
Fulton, GA 30312
United States

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

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

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

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

Last updated: October 15, 2021

AGREEMENT TO TERMS

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

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

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

INTELLECTUAL PROPERTY RIGHTS

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

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

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

USER REPRESENTATIONS

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

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

PROHIBITED ACTIVITIES

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

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

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

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

USER GENERATED CONTRIBUTIONS

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

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

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

CONTRIBUTION LICENSE

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

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

We do not assert any ownership over your Contributions. You retain full ownership of all of your Contributions and any intellectual property rights or other proprietary rights associated with your Contributions. We are not liable for any statements or representations in your Contributions provided by you in any area on the Site. You are solely responsible for your

Contributions to the Site and you expressly agree to exonerate us from any and all responsibility and to refrain from any legal action against us regarding your Contributions.

SUBMISSIONS

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

SITE MANAGEMENT

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

TERM AND TERMINATION

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

If we terminate or suspend your account for any reason, you are prohibited from registering and creating a new account under your name, a fake or borrowed name, or the name of any third party, even if you may be acting on behalf of the third party. In addition to terminating or

suspending your account, we reserve the right to take appropriate legal action, including without limitation pursuing civil, criminal, and injunctive redress.

MODIFICATIONS AND INTERRUPTIONS

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

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

GOVERNING LAW

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

DISPUTE RESOLUTION

Binding Arbitration

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

Restrictions

The Parties agree that any arbitration shall be limited to the Dispute between the Parties individually. To the full extent permitted by law, (a) no arbitration shall be joined with any other proceeding; (b) there is no right or authority for any Dispute to be arbitrated on a class-action

basis or to utilize class action procedures; and (c) there is no right or authority for any Dispute to be brought in a purported representative capacity on behalf of the general public or any other persons.

Exceptions to Arbitration

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

CORRECTIONS

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

DISCLAIMER

THE SITE IS PROVIDED ON AN AS-IS AND AS-AVAILABLE BASIS. YOU AGREE THAT YOUR USE OF THE SITE AND OUR SERVICES WILL BE AT YOUR SOLE RISK. TO THE FULLEST EXTENT PERMITTED BY LAW, WE DISCLAIM ALL WARRANTIES, EXPRESS OR IMPLIED, IN CONNECTION WITH THE SITE AND YOUR USE THEREOF, INCLUDING, WITHOUT LIMITATION, THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, AND NON-INFRINGEMENT. WE MAKE NO WARRANTIES OR REPRESENTATIONS ABOUT THE ACCURACY OR COMPLETENESS OF THE SITE'S CONTENT OR THE CONTENT OF ANY WEBSITES LINKED TO THE SITE AND WE WILL ASSUME NO LIABILITY OR RESPONSIBILITY FOR ANY (1) ERRORS, MISTAKES, OR INACCURACIES OF CONTENT AND MATERIALS, (2) PERSONAL INJURY OR PROPERTY DAMAGE, OF ANY NATURE WHATSOEVER, RESULTING FROM YOUR ACCESS TO AND USE OF THE SITE, (3) ANY UNAUTHORIZED ACCESS TO OR USE OF OUR SECURE SERVERS AND/OR ANY AND ALL PERSONAL INFORMATION AND/OR FINANCIAL INFORMATION STORED THEREIN, (4) ANY INTERRUPTION OR CESSATION OF TRANSMISSION TO OR FROM THE SITE, (5) ANY BUGS, VIRUSES, TROJAN HORSES, OR THE LIKE WHICH MAY BE TRANSMITTED TO OR THROUGH THE SITE BY ANY THIRD PARTY, AND/OR (6) ANY ERRORS OR OMISSIONS IN ANY CONTENT AND MATERIALS OR FOR ANY LOSS OR DAMAGE OF ANY KIND INCURRED AS A RESULT OF THE USE OF ANY CONTENT POSTED, TRANSMITTED, OR OTHERWISE MADE AVAILABLE VIA THE SITE. WE DO NOT WARRANT, ENDORSE, GUARANTEE, OR ASSUME RESPONSIBILITY FOR ANY PRODUCT OR SERVICE ADVERTISED OR OFFERED BY A THIRD PARTY THROUGH THE SITE, ANY HYPERLINKED

WEBSITE, OR ANY WEBSITE OR MOBILE APPLICATION FEATURED IN ANY BANNER OR OTHER ADVERTISING, AND WE WILL NOT BE A PARTY TO OR IN ANY WAY BE RESPONSIBLE FOR MONITORING ANY TRANSACTION BETWEEN YOU AND ANY THIRD-PARTY PROVIDERS OF PRODUCTS OR SERVICES. AS WITH THE PURCHASE OF A PRODUCT OR SERVICE THROUGH ANY MEDIUM OR IN ANY ENVIRONMENT, YOU SHOULD USE YOUR BEST JUDGMENT AND EXERCISE CAUTION WHERE APPROPRIATE.

LIMITATIONS OF LIABILITY

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.

INDEMNIFICATION

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
mbouligny@progroup.us

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 1/3 of the total issue fix time. There are ways to reduce the time. Here are some tips that can greatly reduce the problem identification step.

	Business Case Understanding	UI / UX Development	Verification of UI / UX Functionality	Dev Coding	Internal Testing	User Acceptance Testing	Refinements	Path Duration Range
New Features	high	high	yes	high	high	high	high	1 to 4 months
Changes and Alterations	Low Mid	Low Mid	yes	Mid	Low	Low	Low	1 to 4 weeks
Fixes		Very Low	yes	Low	Low	Low		1 to 10 days