10/1/2015

Additional Guidance on Entering for the Marijuana and Other Drug Initiative Data in Mosaix IMPACT

A Companion Document for the Mosaix IMPACTSAPT User Guide Version 1

Rhode Island Department of Behavioral Healthcare, Developmental Disabilities and Hospitals

Version 1

Purpose

This document provides additional guidance on the entry of data related to the MARIJUANA AND OTHER DRUG INTIATIVE in the IMPACT^{SAPT} Prevention Platform. This is meant to augment the existing User Guide version 1.0 and covers only that content specific to the Marijuana and Other Drug Initiative (MOD) data entry. As a general rule, a red asterisk (*) denotes a required field and you will not be able to progress on the screen until that data is entered. There are some fields and sections which are universally required across all funding streams while others are required only for some funding streams. This document will provide information on which screens and fields are required for MOD and which are not. In addition, examples of how to create specific entries for the MOD.

Structure and Content

This document is arranged in the order of the IMPACT^{SAPT} modules. It features screen shots of the demonstration site and provides examples of different types of entries from the demo site. This guide also provides instruction on how to enter content for some fields. The screen shots featured in this guide will differ in title and content from those you will view during data entry. The Module or screen names are also different as the screen will be titled "Create" as you enter data the first time, and then "Edit" if you change an entry, and, "View" if you are reviewing or searching for data previously entered. In some cases, the entry from the screen shot is not actually a MOD community example but provides the best illustration of the required field and format. These are screen shots of previously entered "dummy data" and generally displayed in the view (the paper icon) or edit (the pencil icon) screens and may not show all functions in the screen, especially the blue upload and save buttons. <u>Don't forget to hit the blue SAVE button any time you create or edit an entry!</u>

Please refer to the IMPACT^{SAPT} User Guide version 1.0 for general entry instructions, such as how to create, save or edit entry of particular screens and fields within a given module. If you want to view a version the blank screen for creating an entry within a required field or screen, the IMPACT^{SAPT} User Guide is a better resource to provide that information.

Much of the content entered in the Assessment and Capacity Modules will only need to be entered one time. Within the Capacity Module, there will be updates when your coalition meets or if membership changes. The Planning Module is similar in the Goals, Objectives and Programs will remain stable excepting the entry of new cycles and new participants associated with programs.

Section 1 – Assess

MARIJUANA AND OTHER DRUG INTIATIVE

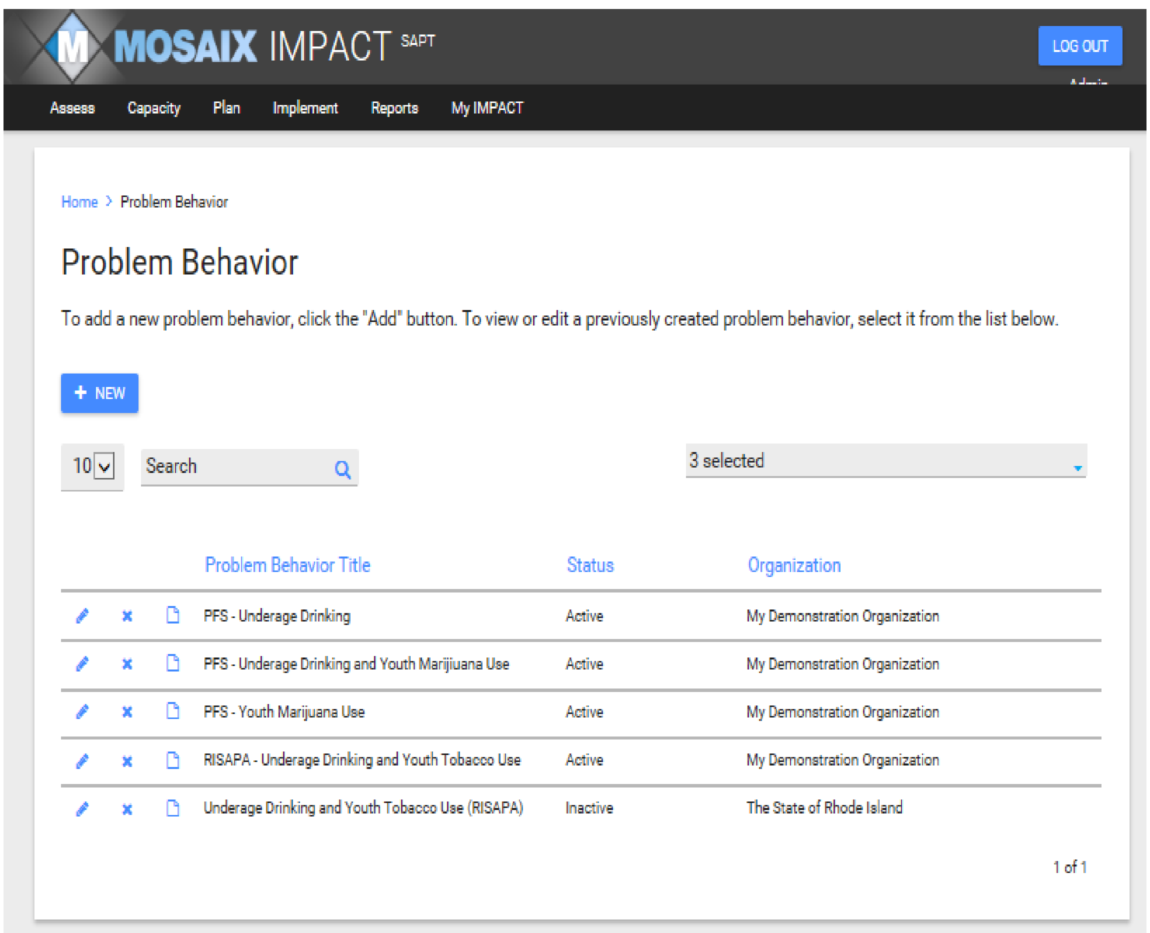
Data Sources

Note: This section simply refers the reader to a set of data sources available use in assessing community needs and resources. <u>There's no specific data entry required for this screen</u>.

Add Problem Behavior

This is a required section for everyone including MARIJUANA AND OTHER DRUG INTIATIVE (MOD). The Problem Behavior Title, Status and Organization fields are all required.

1. Please select from the pre-populated MOD problem behaviors based on your priority problem and community's workplan. The organization will be your coalition's name.

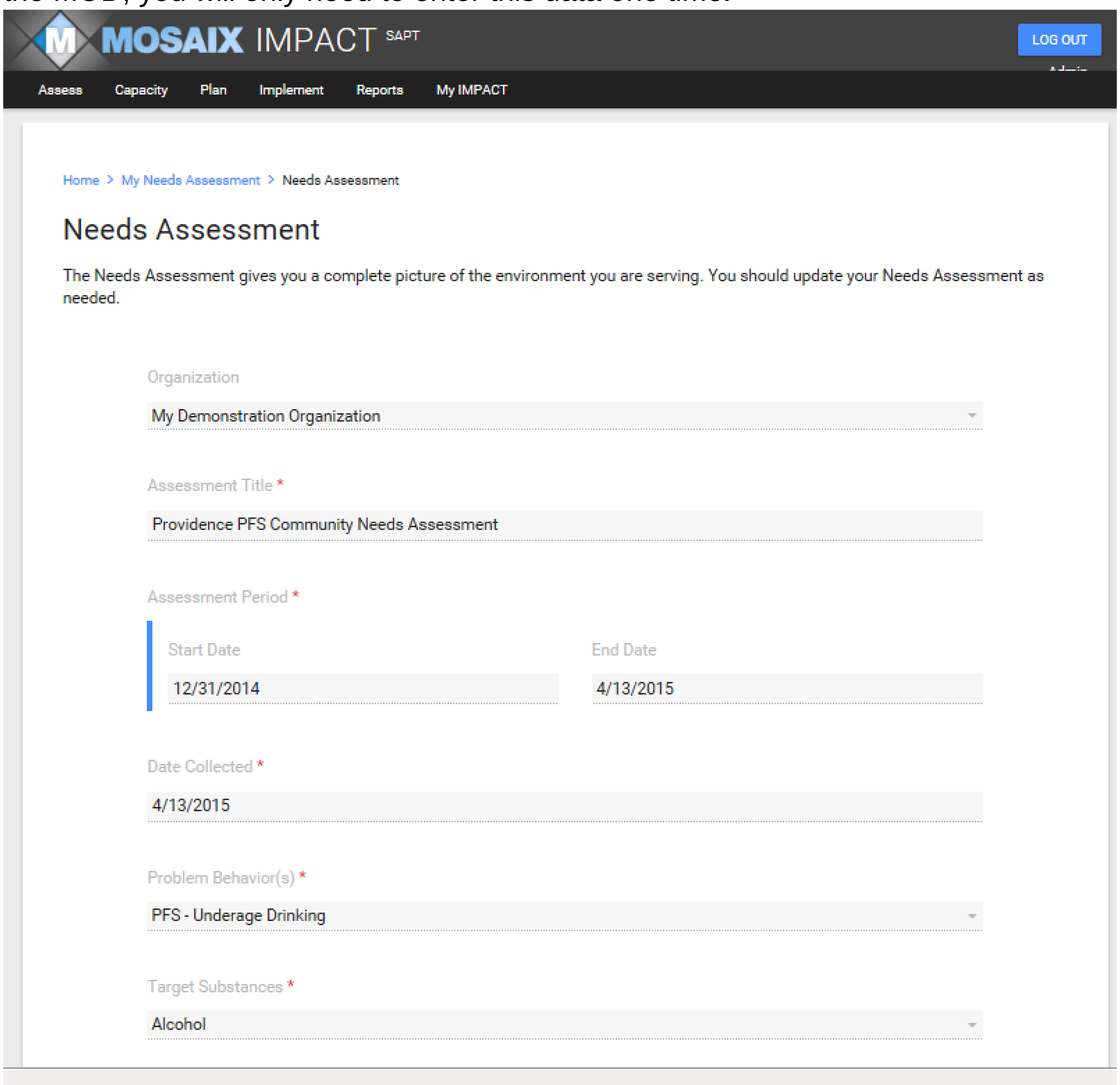


2. The problem behavior should be in “active” status through the end of your award (October 2016) and with the final data entry in September 2016, should be marked as inactive.

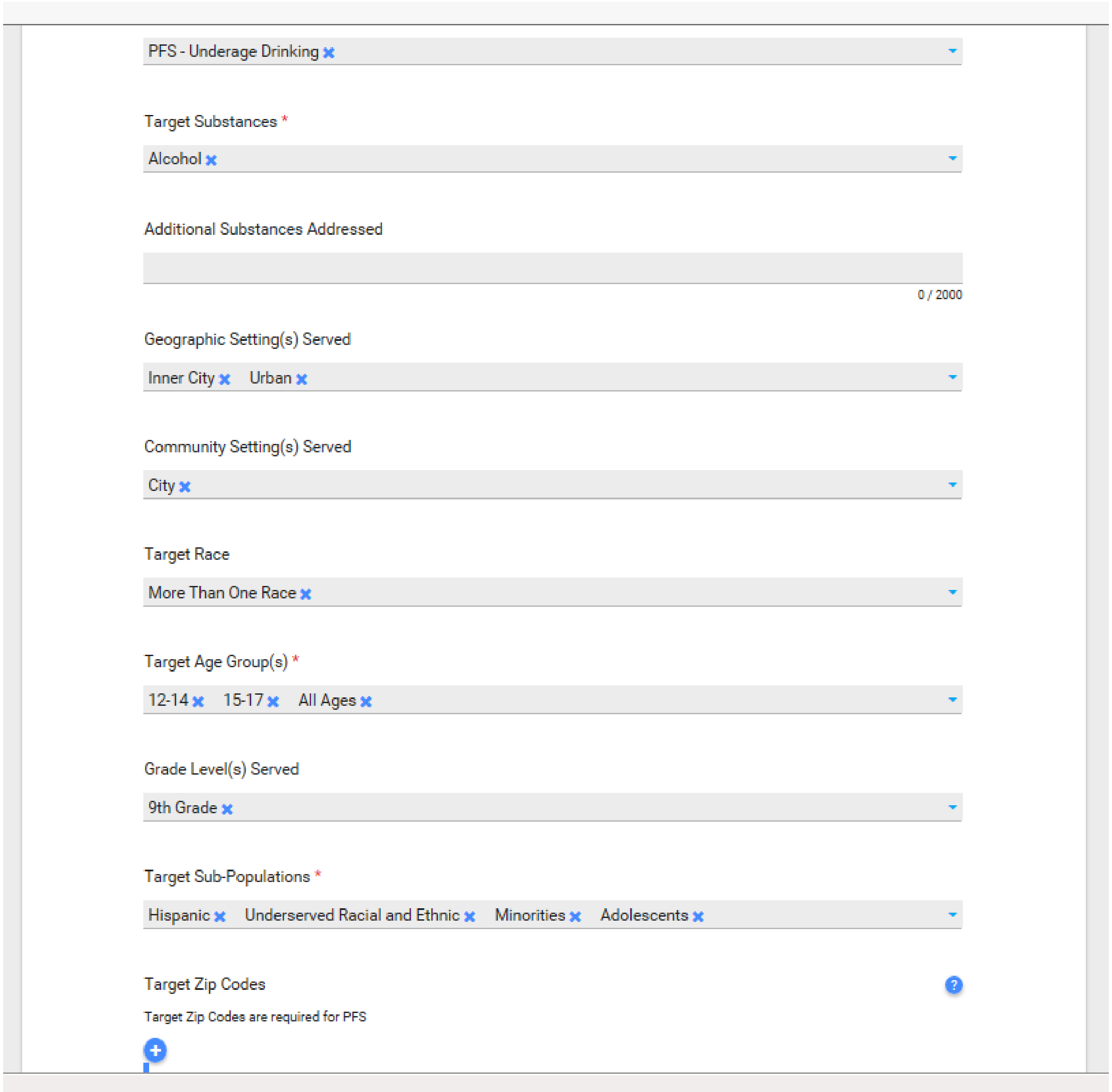
Needs Assessment

This is a required section for MOD communities.

NOTE: Unless you conduct an additional needs assessment during the remainder of the MOD, you will only need to enter this data one time.



(This is a continuation of the Needs Assessment Screen from prior page).



PFS - Underage Drinking

Target Substances *

Alcohol

Additional Substances Addressed

0 / 2000

Geographic Setting(s) Served

Inner City   Urban

Community Setting(s) Served

City

Target Race

More Than One Race

Target Age Group(s) *

12-14   15-17   All Ages

Grade Level(s) Served

9th Grade

Target Sub-Populations *

Hispanic   Underserved Racial and Ethnic   Minorities   Adolescents

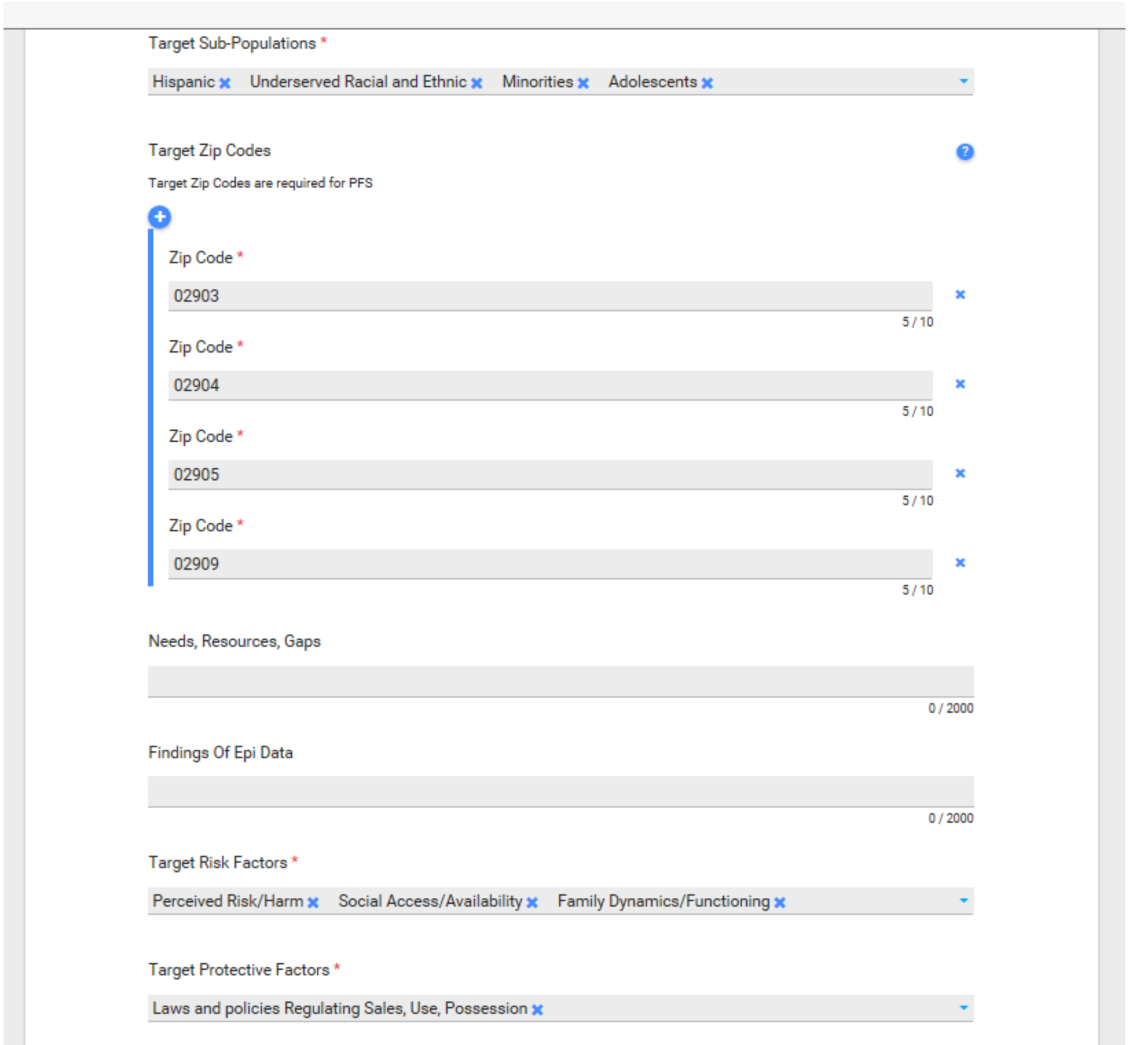
Target Zip Codes

Target Zip Codes are required for PFS

1. Target substance is a required field but should pre-populate from the priority problem location.   You need not enter any data for additional substances addressed.

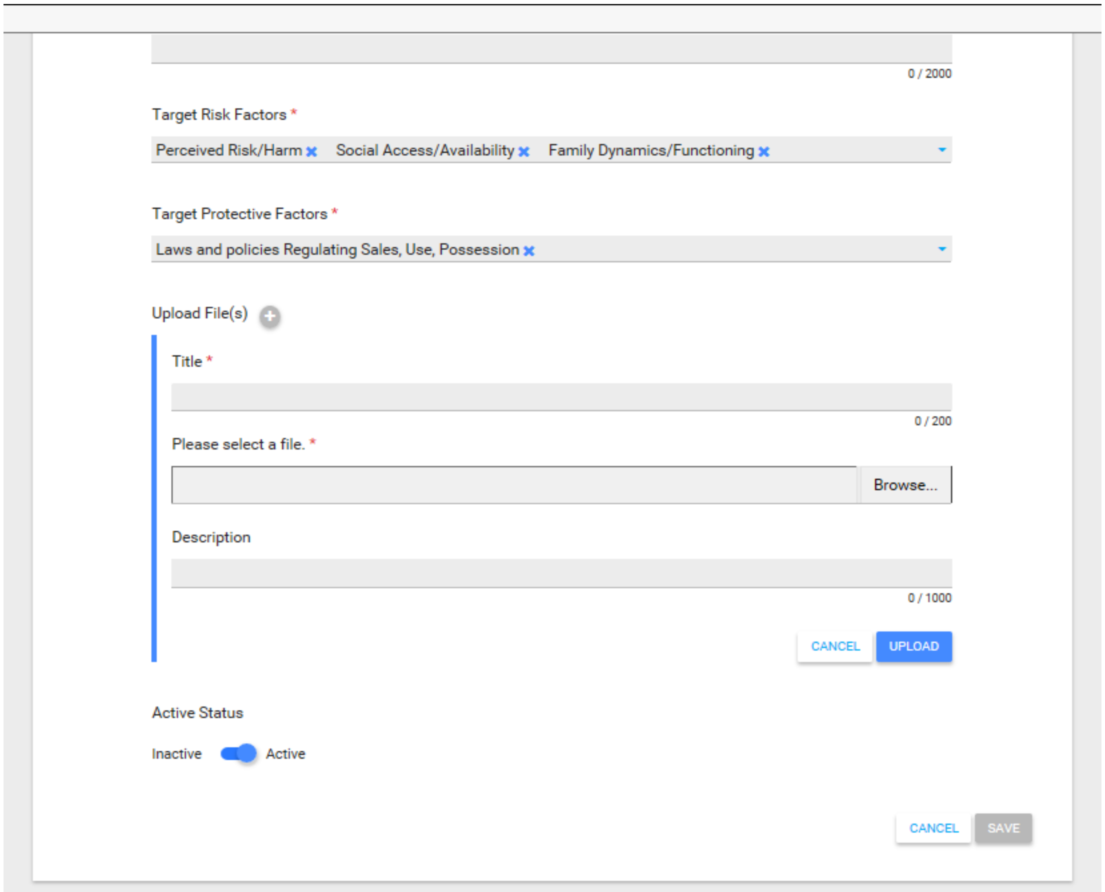
2. From this segment of the screen shot, you can see that target age groups is a universally required field; but please also make sure to enter the Geographic Setting, Community Setting, Target Race, Target Age Groups, Grade Level Served, and Sub-Populations if this information is available to you.

(This is a continuation of the Needs Assessment Screen from prior page).



3. You will need to enter the start and end date for the assessment.
4. The problem behavior should pre-populate based on the entries in the Problem Behavior Section
5. Target Zip Codes, Target Risk Factors and Target Protective Factors are all required fields.
6. Please enter all zip codes where you are implementing interventions or capacity building activities funded by MOD. For most of you this may be one or two zip codes but for others, it may be more.
7. Needs, Resources, Gaps and Findings of Epi Data are not required fields.

(This is a continuation of the Needs Assessment Screen from prior page).



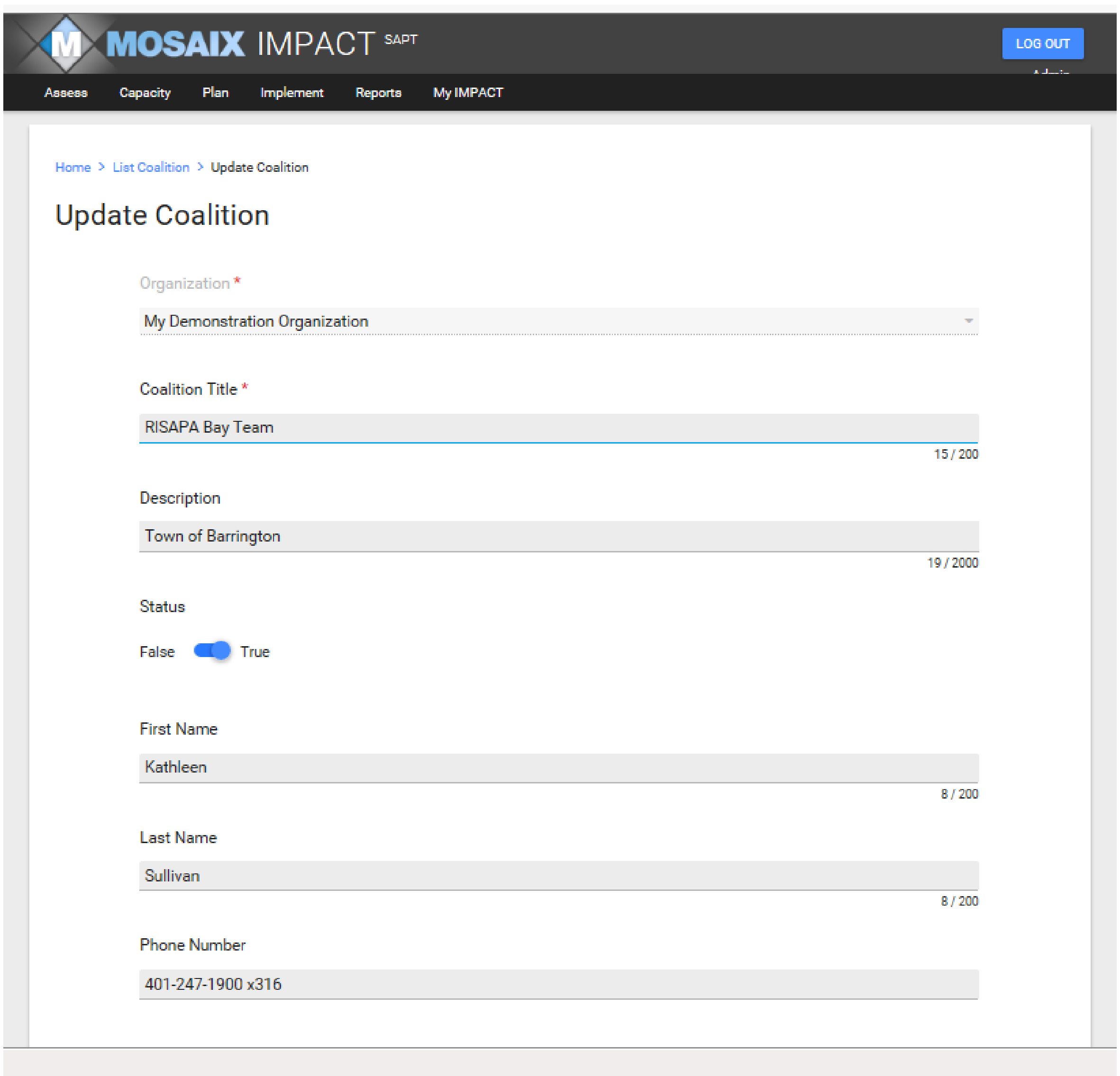
8. The Target Risk Factors and Target Protective Factors are from a drop down menu. Select all that are included in your MOD proposal or logic model if you have one.
9. If you have a needs assessment, or included a needs assessment section in your application to the state, please upload it here. You can cut and paste the needs assessment section into a MS word file. You will need to create a title for the document. If a separate needs assessment was done by independent contract that informed your needs assessment and is available for upload, you may also include it.
10. You will need to click on Upload File (button will be blue initially, but then will turn gray as in this screen shot) Title is a required field – please use your community's name and the term Needs Assessment in the naming convention.
11. Select the file from the Browse function, provide a brief description such as "MARIJUANA AND OTHER DRUG INTIATIVE Needs Assessment" (add a date).
12. Click upload and identify status (active).
13. Lastly, click SAVE. The save button should turn blue after the upload is completed, signaling that the entry should now be saved.

Section 2 – Capacity

MARIJUANA AND OTHER DRUG INTIATIVE

Manage Coalition

Manage Coalition is required field for MOD. *The Organization will be pre-populated. Please note that the example provided is not a MOD community but the same information would be added.*

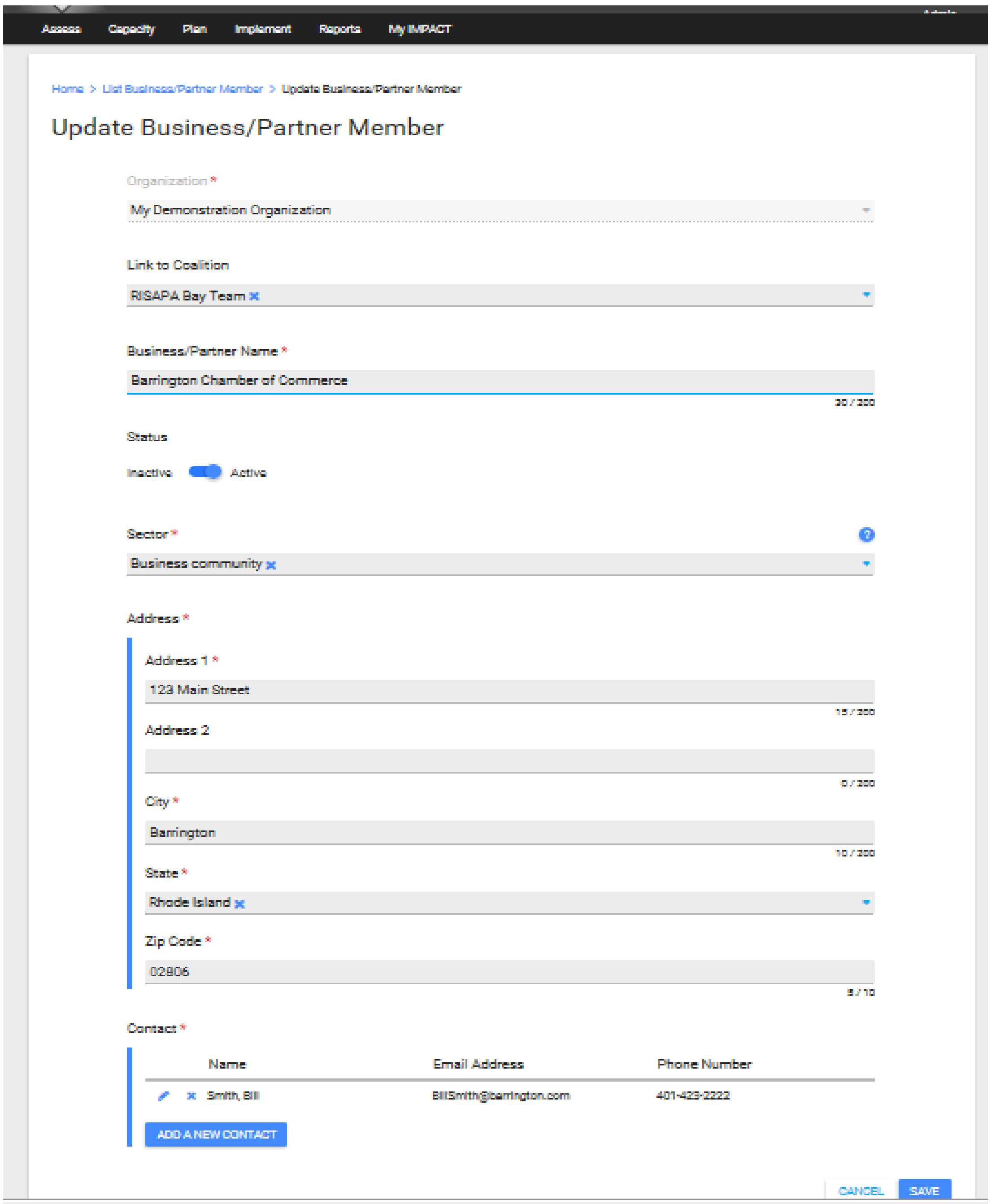


1. All of the contact related fields are required MOD and although they are not displayed in the screen shot. The coordinator or MOD Grant Manager should be listed. This should be a one-time entry barring changes in leadership.

Business/Partner Member

This is a required section for MOD.

1. This is where you would enter information for sector representatives. You can have multiple individuals associated with a Business/Partner Member entry. Remember to save entry at the end.



Individual Member

This is a required section for MOD.

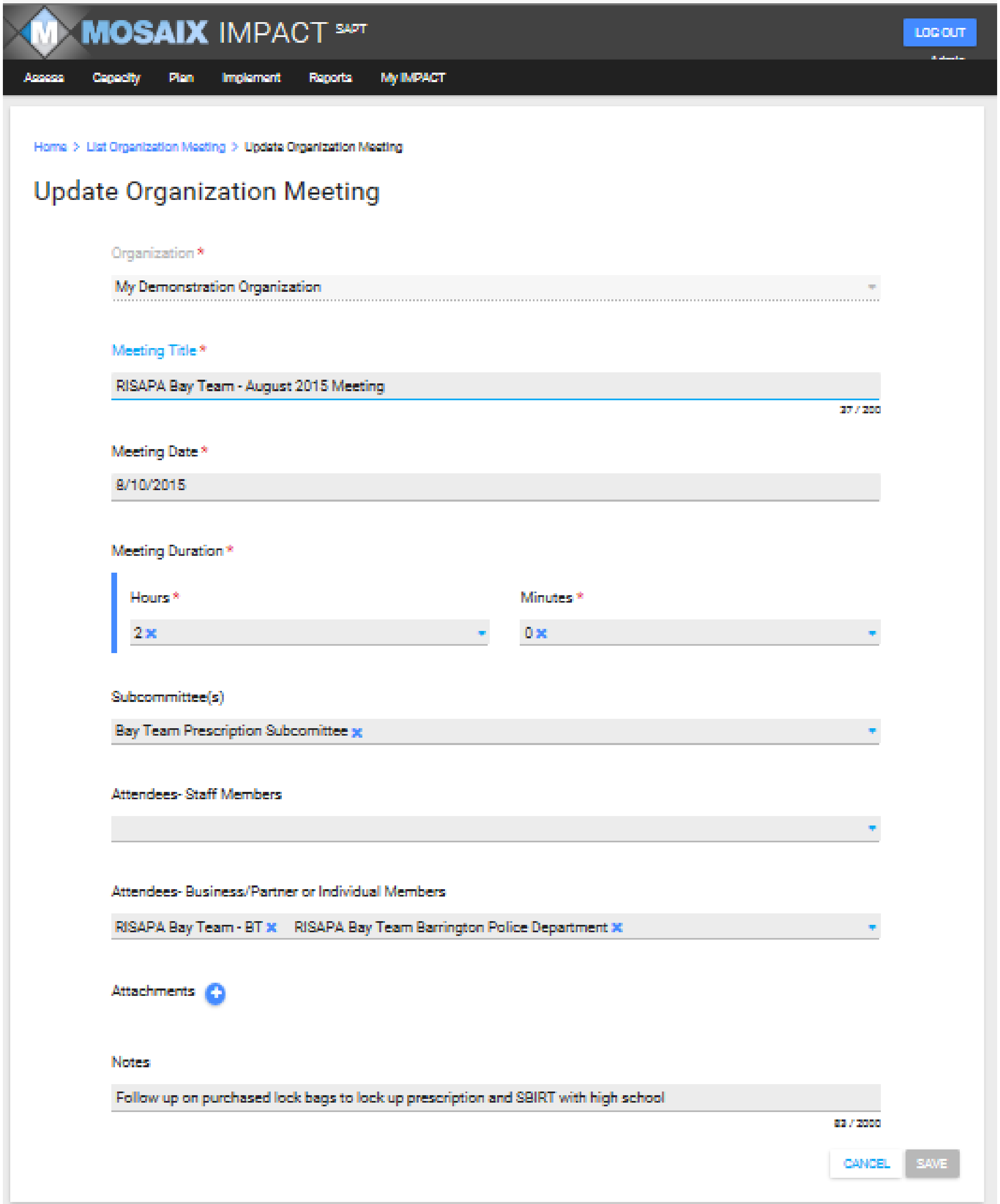
This is where you would enter information for individual representatives who don't represent a particular sector. Remember to save entry at the end. No screen shot is provided as it's essentially the same as the Business/Partner screen and field.

Organization Meeting

This is a required section for MOD. Meeting title, date and duration are required fields. If you have a MOD subcommittee or workgroup, please be sure to report on their activities too – you will create this in subsequent screen.

1. This is where you will enter your coalition meetings and upload minutes
2. You will click on the Attachment + to upload meeting minutes. Don't forget to save after the upload before you exit the page!
3. Once you've entered the individual and business/partner members and sub-committees, you will be able to select them as attendees.

See next page for screen shot.

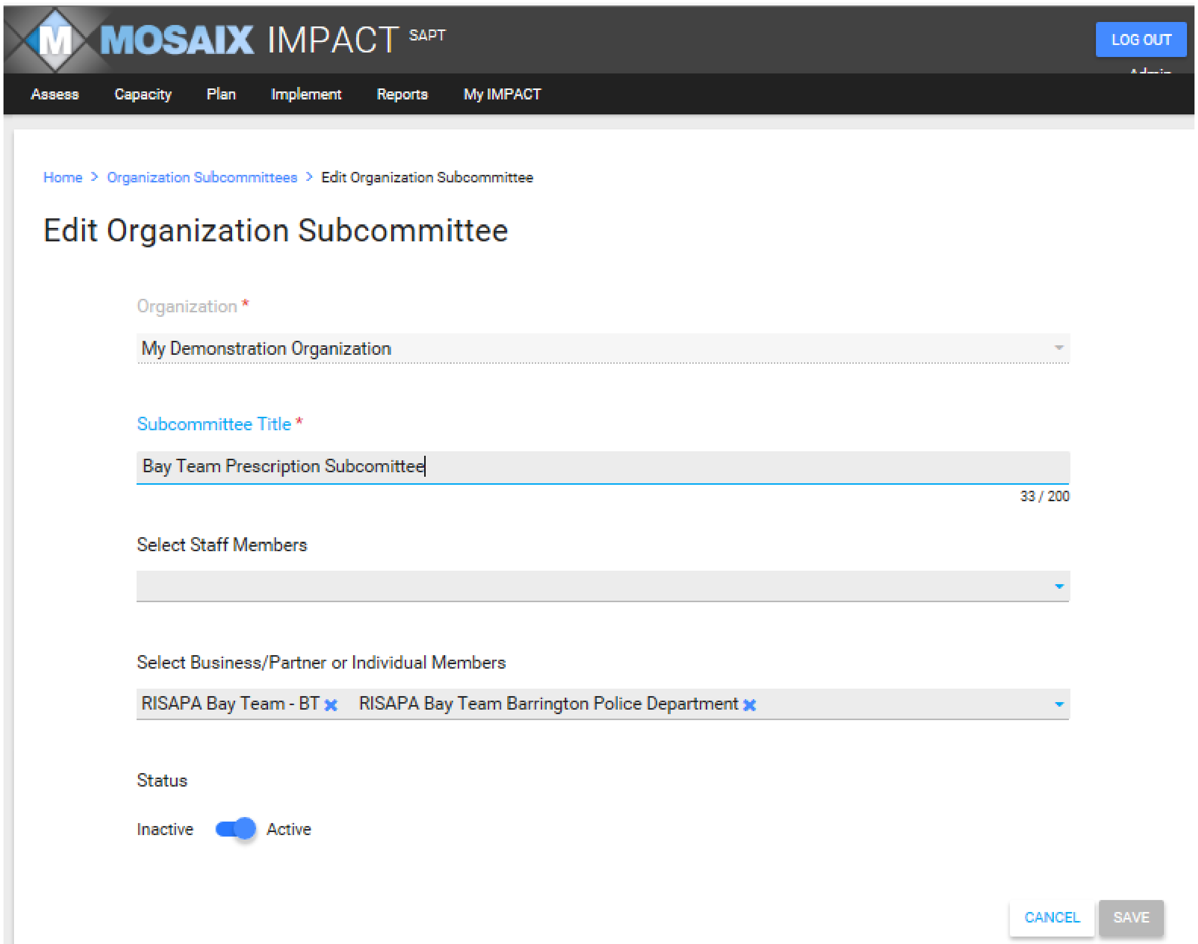


This screen should be updated after each coalition/task force meeting and the related minutes should be added.

Manage Organization Subcommittee

***This is a required screen for MOD*.**

The organization is pre-populated and the Subcommittee title is a required field. Even though it's not a required field per se, please add the Business/Partner or Individual Members associated with the sub-committee. If the subcommittee is ad-hoc and no longer meets, select the inactive status.



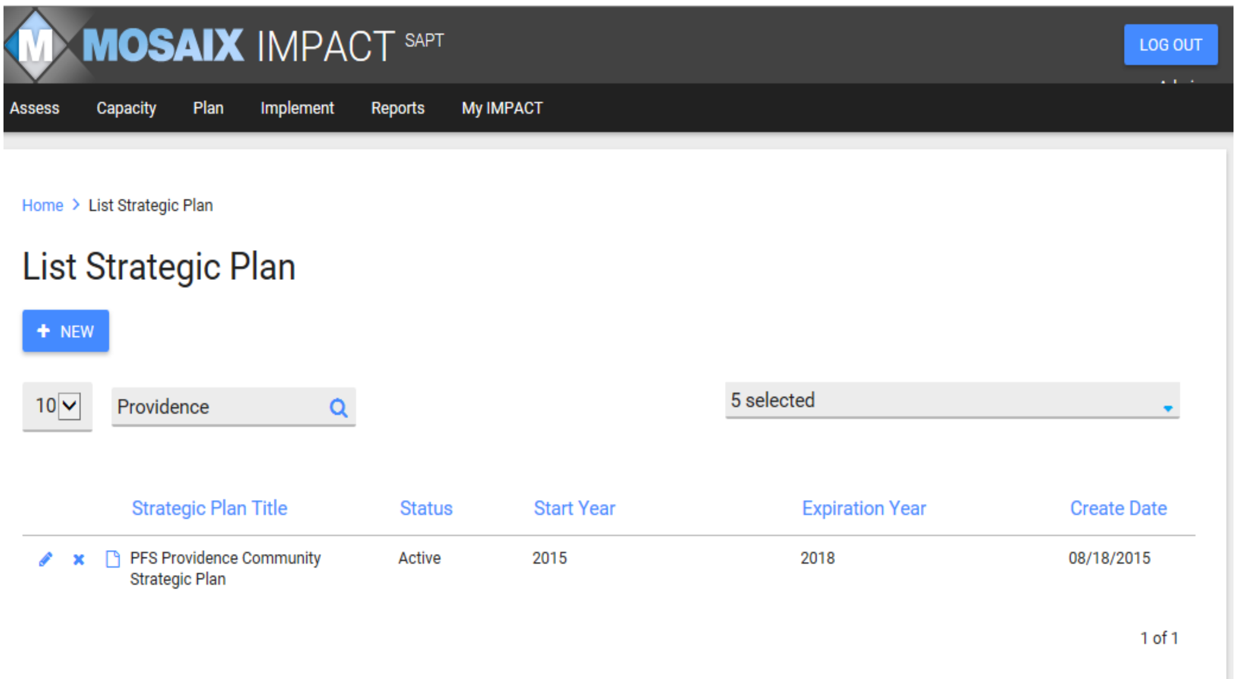
Section 3 – Planning

MARIJUANA AND OTHER DRUG INTIATIVE

Manage Strategic Plan

This is a required field for MOD.

1. For initial entry, use the “+ New” button. Most of you will have one strategic plan but older strategic plans can be stored here as well.

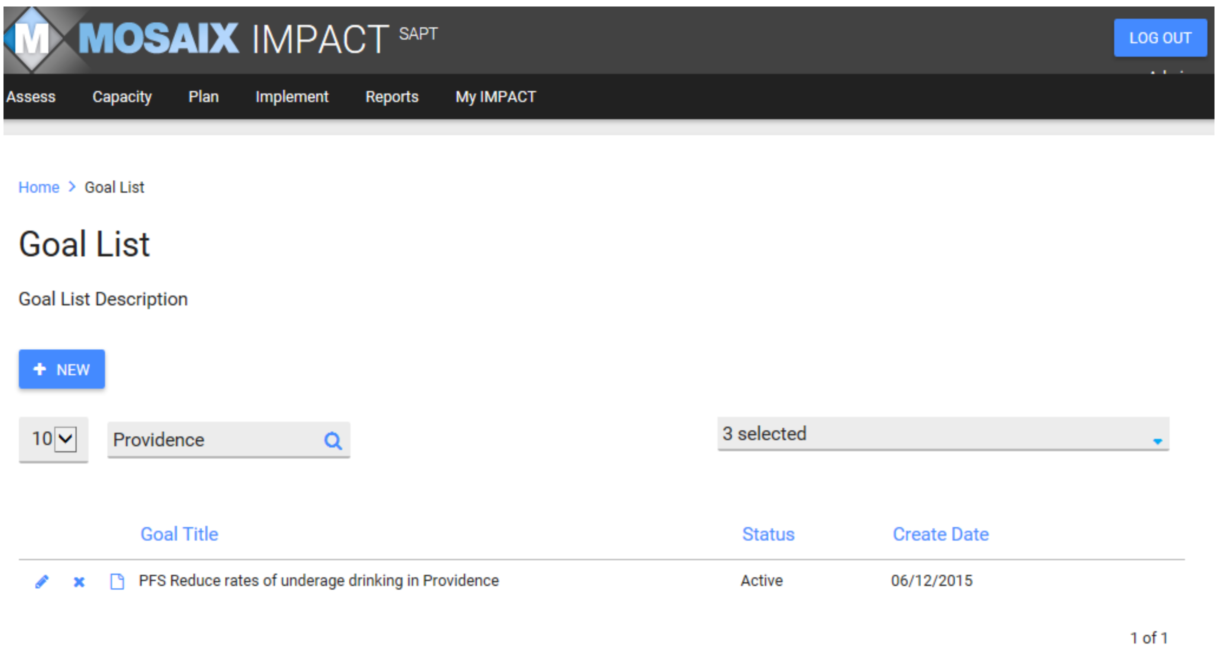


2. Enter the name of your strategic plan, start year and expiration year. Please insure that MOD is somewhere in the name. For most of you, the start year will be 2011 and end year 2016.

Identify Goals

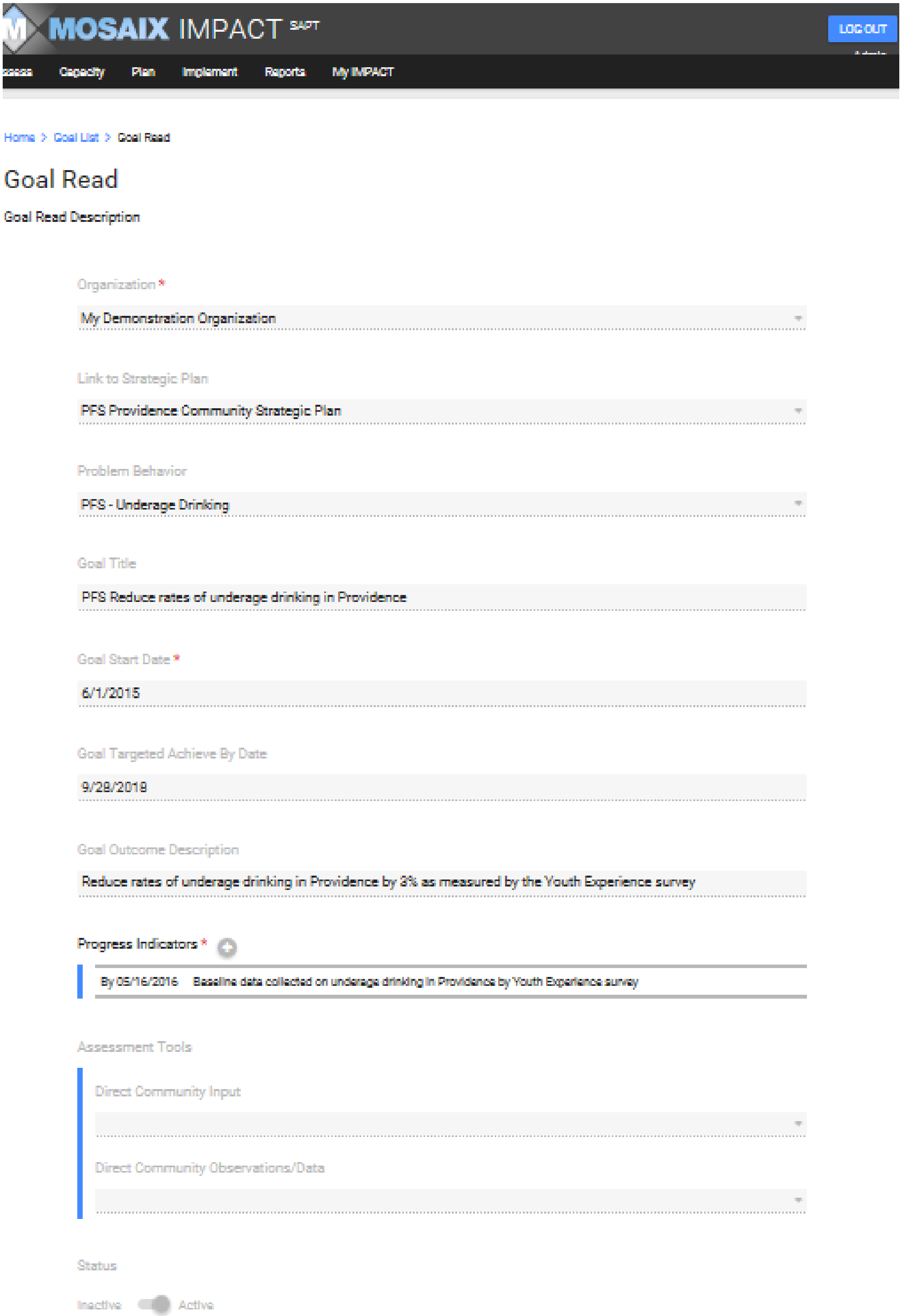
This is a required field for MOD.

This list references the longer term goal associated with the priority problem identified in your strategic plan and logic model. It is typically a reduction in use of the targeted substance and will be something that will take the life time of the MOD award, or longer, to accomplish. If you have selected one priority problem, it's likely you will only have one goal. However, if you selected two priority problems, you will have two goals. It will be a one-time entry.



1. If you selected two priority problems, you will need to create two goals because each priority has a different set of evidence based practices/policies/programs (EBPs) and activities associated with them.
2. Later in this module, you will create objectives, programs and activities associated with your goal(s) from your logic model and strategic plan.
3. Goals are longer term and so will remain in active status until the end of MOD funding. You will change the goal status from active to inactive during the last round of data entry in 2016.

The next screen shot shows more detail about the Goal and how to formulate specific entries for MOD.


MOSAIX IMPACT SAPT

LOG OUT

ssess Capacity Plan Implement Reports My IMPACT

Home > Goal List > Goal Read

Goal Read

Goal Read Description

Organization *

My Demonstration Organization

Link to Strategic Plan

PFS Providence Community Strategic Plan

Problem Behavior

PFS - Underage Drinking

Goal Title

PFS Reduce rates of underage drinking in Providence

Goal Start Date *

6/1/2015

Goal Targeted Achieve By Date

9/28/2018

Goal Outcome Description

Reduce rates of underage drinking in Providence by 3% as measured by the Youth Experience survey

Progress Indicators *

By 05/16/2016 Baseline data collected on underage drinking in Providence by Youth Experience survey

Assessment Tools

Direct Community Input

Direct Community Observations/Data

Status

Inactive Active

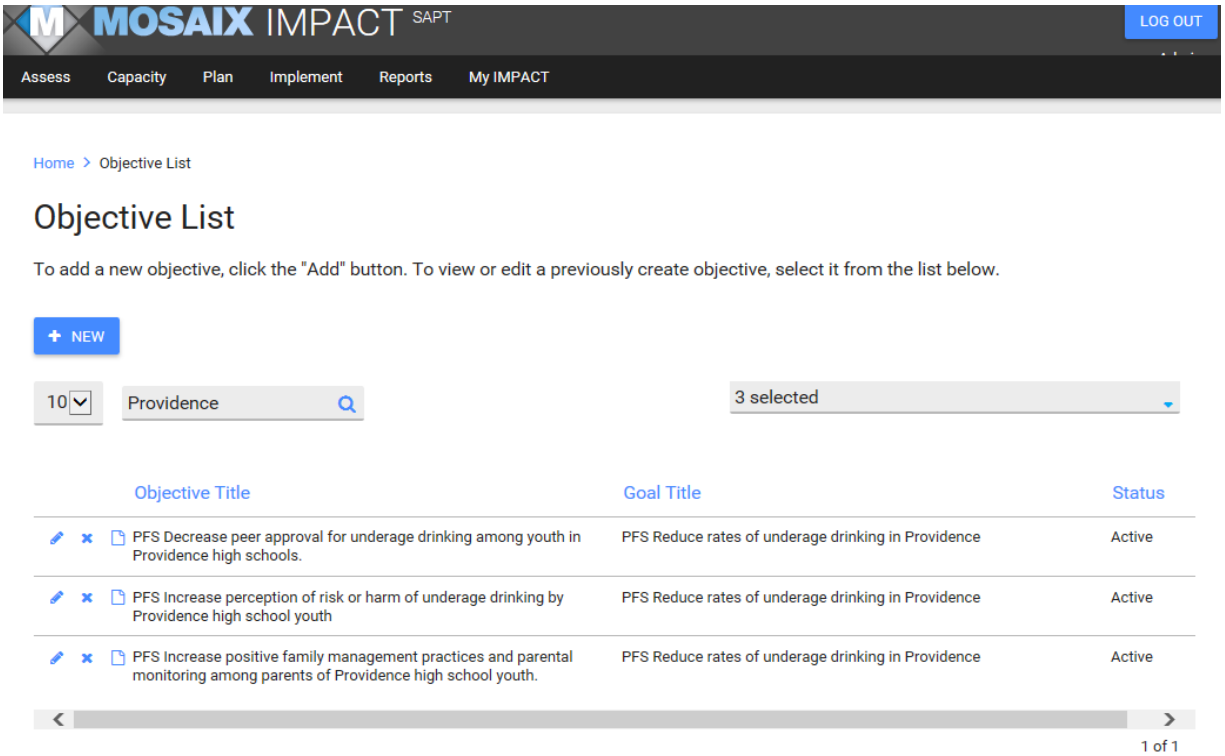
See screenshot of Goal Description, prior page (14).

All fields in Goal Description, excepting Assessment Tools, are required for MOD.

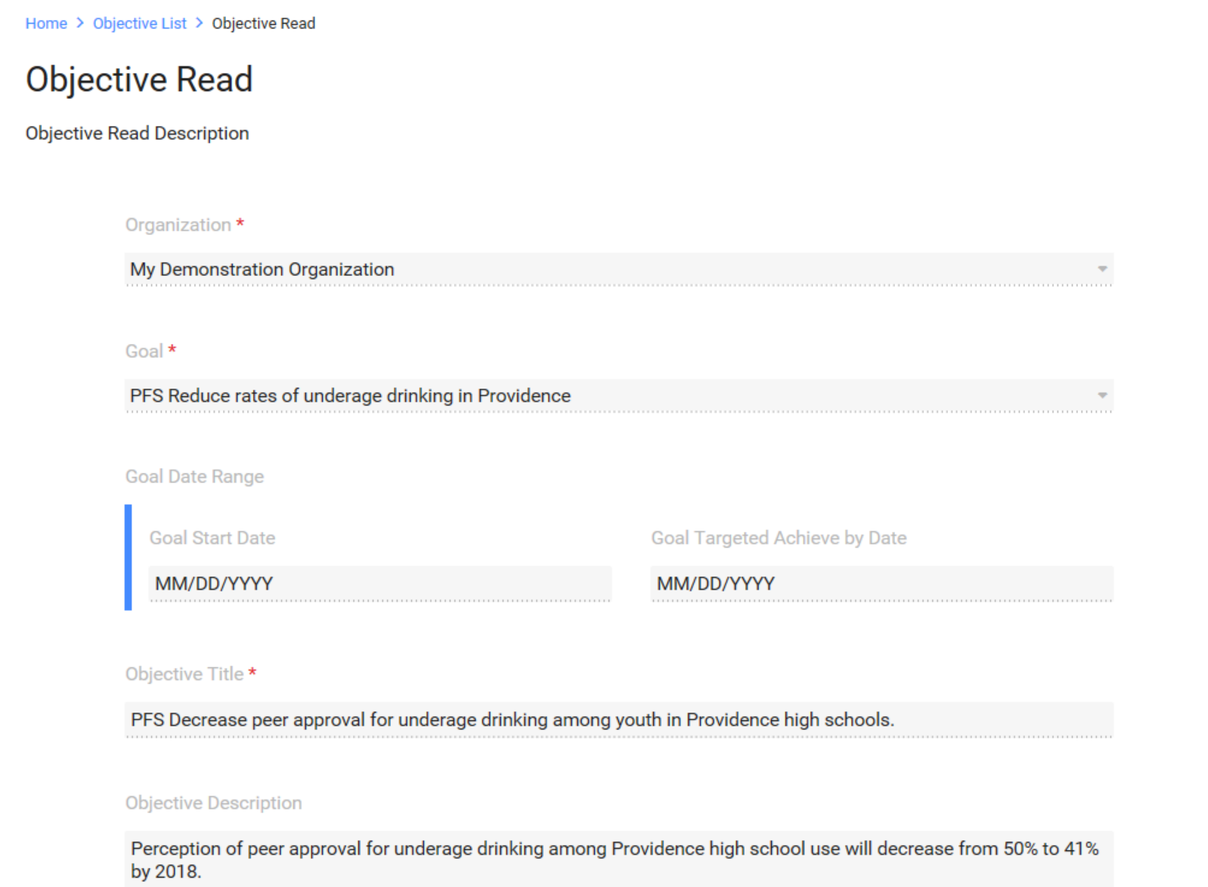
1. The goal title should reflect a reduction in the use of the target substance or target substances.
2. Goal start date should be when you were funded and/or when you started capacity building activities or implemented EBPs.
3. Goal outcome descriptions should relate to reducing the prevalence of youth marijuana use or other illicit drugs, or both based on your application to the state.
4. The RI Student Survey is the tool we will use to measure progress towards the long term MOD goal of reducing underage drinking or youth marijuana use in the past 30 days (e.g., prevalence). Please use a specific percentage for reduction in use. Keep in mind that we are looking at interventions over a 3-5 year cycle, so a 50% reduction in past 30 day use is NOT realistic; but something along the lines of 2-5% may be. Check with your MOD Evaluation Team liaison to identify a reasonable and measurable goal.
5. The progress indicator will be administration of the baseline data collection of RISS in Spring of 2016.
6. The goal start date and progress indicators are the required fields for this screen, the rest will pre-populate based on prior entries. Nothing after progress indicators is required (e.g., assessment tools).

Identify Objectives

Objective List -This is a required field for MOD.



1. Each Objective will be linked to a goal. The Objective will relate back to the targeted risk or protective factors from your MOD application to the state and a logic model if you have one. These are what you are targeting more directly with your EBPs.
2. You will also have multiple objectives if you are targeting more than one risk or protective factor.
3. The Objective Title doesn't have to specify a magnitude of change as the next screen, Objective Detail, will cover it.
4. The Objective can later be linked to multiple programs. For example, in these examples Providence is implementing Positive Action and Above the Influence. Both address perception of peer approval. They will later on both be linked to this objective.



Home > Objective List > Objective Read

Objective Read

Objective Read Description

Organization *

My Demonstration Organization

Goal *

PFS Reduce rates of underage drinking in Providence

Goal Date Range

Goal Start Date

MM/DD/YYYY

Goal Targeted Achieve by Date

MM/DD/YYYY

Objective Title *

PFS Decrease peer approval for underage drinking among youth in Providence high schools.

Objective Description

Perception of peer approval for underage drinking among Providence high school use will decrease from 50% to 41% by 2018.

1. This is the next level of the Objective Create/List screen. Objective title is a required field and should correlate with a risk or protective factor associated with your plan and logic model.
2. The objective description should include the specific risk or protective factor from the Objective Title and should be measurable and linked the second administration of the RISS in 2016.
3. In the event that the objective or targeted risk or protective factor from your MOD strategic plan is not contained among the risk or protective factor items in the RISS, the next best measure would be a pre and post-test associated with the EBP you are proposing to implement.

(This is a continuation of the screen shot from the prior page).

Perception of peer approval for underage drinking among Providence high school use will decrease from 50% to 41% by 2018.

Objective Start Date *

9/21/2015

Objective Target Achieve By Date *

5/11/2018

Objective Outcomes *

By 05/01/2018 Youth who report peer approval of use of alcohol underage will decrease from 50% to 41% as measured by the Youth Experience Survey.

Assigned To

Assessment Tools

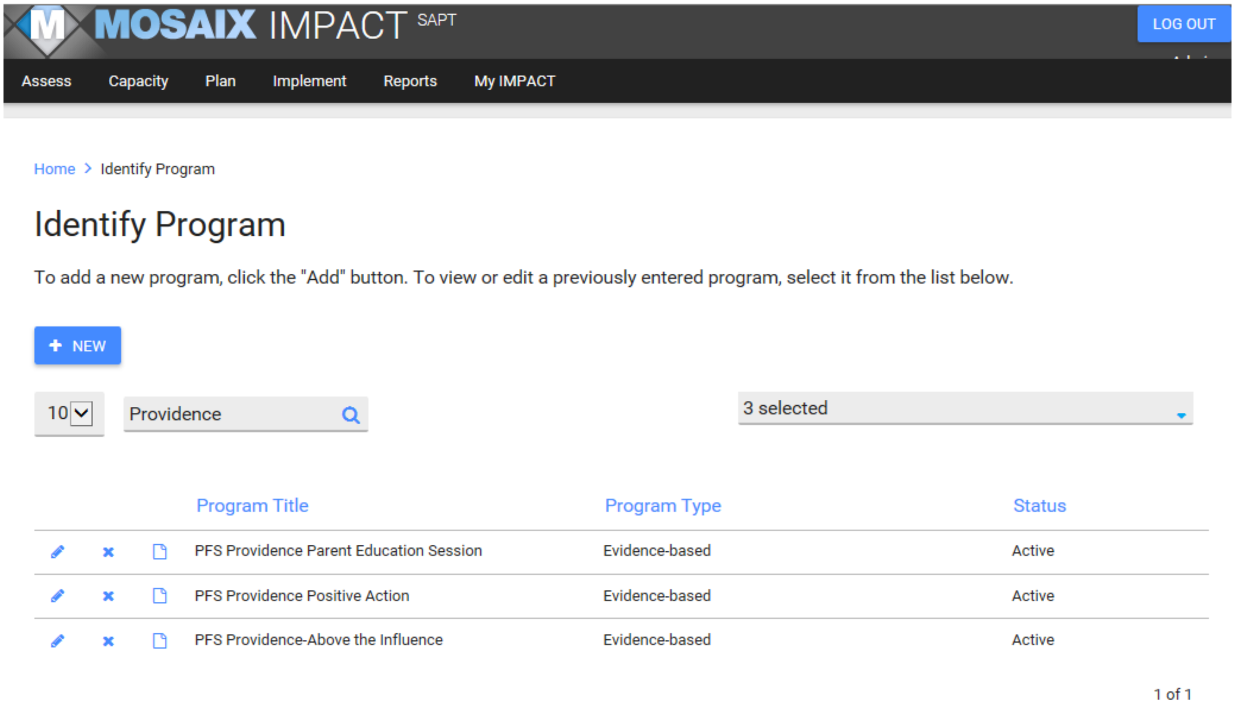
Direct Community Input

Direct Community Observations/Data

4. The Objective Outcome should identify the percentage of decrease in the risk factor or increase in the protective factor targeted and if the risk or protective factor is one contained in the RISS, it is recommended that the RISS be the measure used. (See #3 above for guidance on what to do if the risk or protective factor or objective is not covered in RISS).
5. You will have an outcome listed and objective for each risk or protective factor listed.
6. In the next screen, you will link programs or activities to the objective. Multiple programs or activities can be linked to an objective.

Identify Program

This is a required field for MOD.



1. You will have to select a program type when you create the program initially.
2. Social marketing and social norms campaigns are considered environmental strategies.
3. Local/community level policy work is also considered an environmental strategy.
4. Enforcement strategies such compliance checks, party patrols and shoulder taps are considered environmental strategies for this reporting process.

Create/Identify Program

This is a required screen for MOD.

1. As is true with all of the other screens, the Organization will pre-populate.
2. Follow the guidance above to determine program type.
3. See the full screen shot next page for an illustration of a full entry.

See screen shot on next page for a sample entry.

Home > Identify Program > View Program

View Program

Organization *

My Demonstration Organization

Program Type *

Evidence-based

Program Title *

PFS Providence-Above the Influence

Program Description

Providence Above the Influence

Start Date *

9/1/2015

Target Completion Date *

8/31/2018

Program Objectives*

PFS Increase perception of risk or harm of underage drinking by Providence high school youth

PFS Decrease peer approval for underage drinking among youth in Providence high schools.

Primary IOM Category *

Universal Indirect

Primary Strategy *

Environmental

Service Codes *

STV221 - Creating/Developing Environmental Media

Program Outcomes *

By 09/30/2015	Develop 5 different ATI messages for use in Providence School and Community Venues
By 08/31/2018	Run 5 different AT messages in Providences schools and community venues between September 2015 and August 2018

Program Status *

Active

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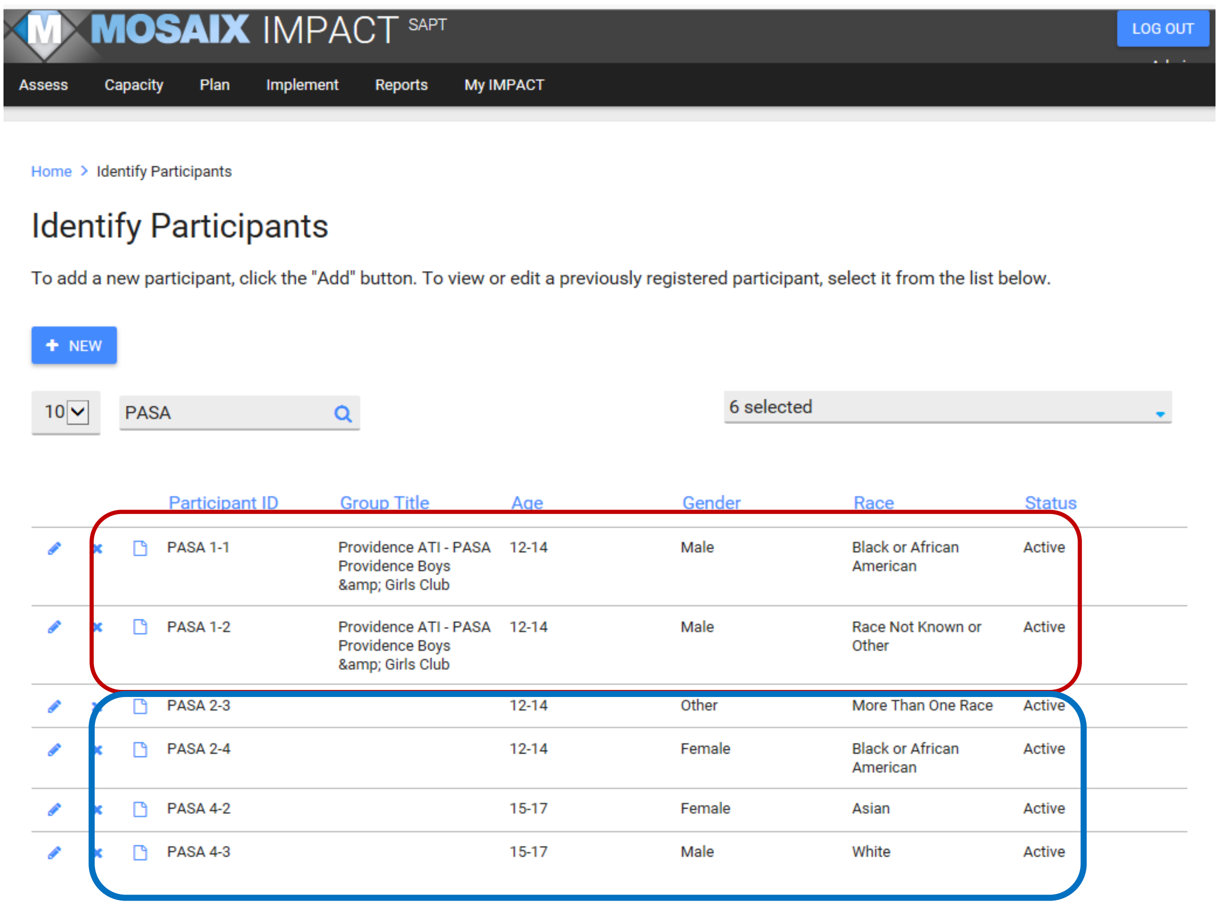
Identify Participants

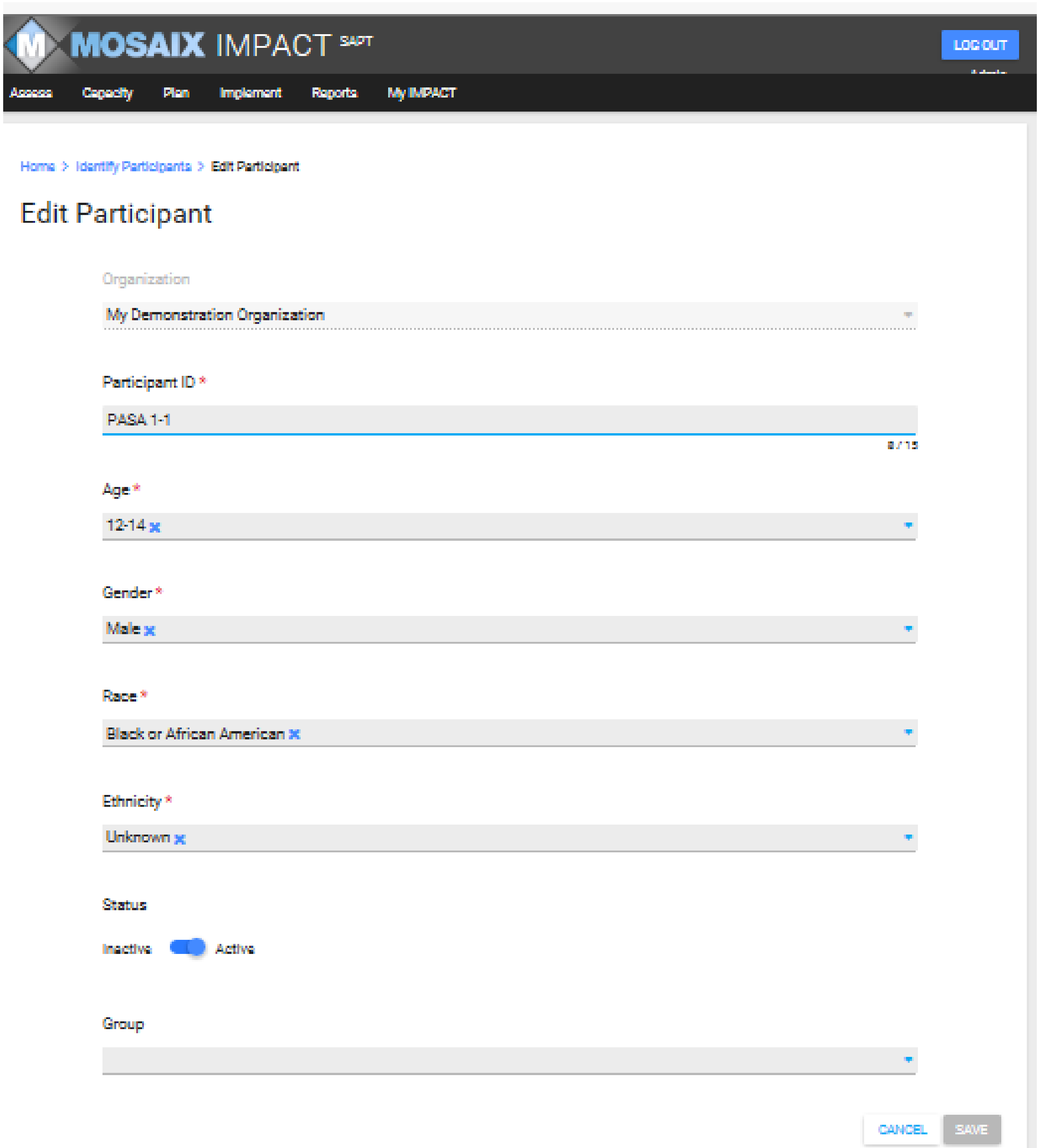
***This is a required field for MOD*.**

There are two ways to report participants; individually or as a group summary. You MUST report participants for MOD but you will have discretion as to the best way to capture that information.

The screen below is a summary of individual participants. The top two entries (circled in red) are individuals linked with a group; the bottom two (circled in blue) are individuals not linked to any group.



1. No personally identifiable information is required to create a record for a participant; but known demographic data can be captured.
2. Registering an individual participant will work best for situations where you have a registration process where you may already have access to age and demographic information associated with a particular participant (in this case, this is an after school program).
3. Group summary is better for a situation where you may have limited demographic data on a group served.



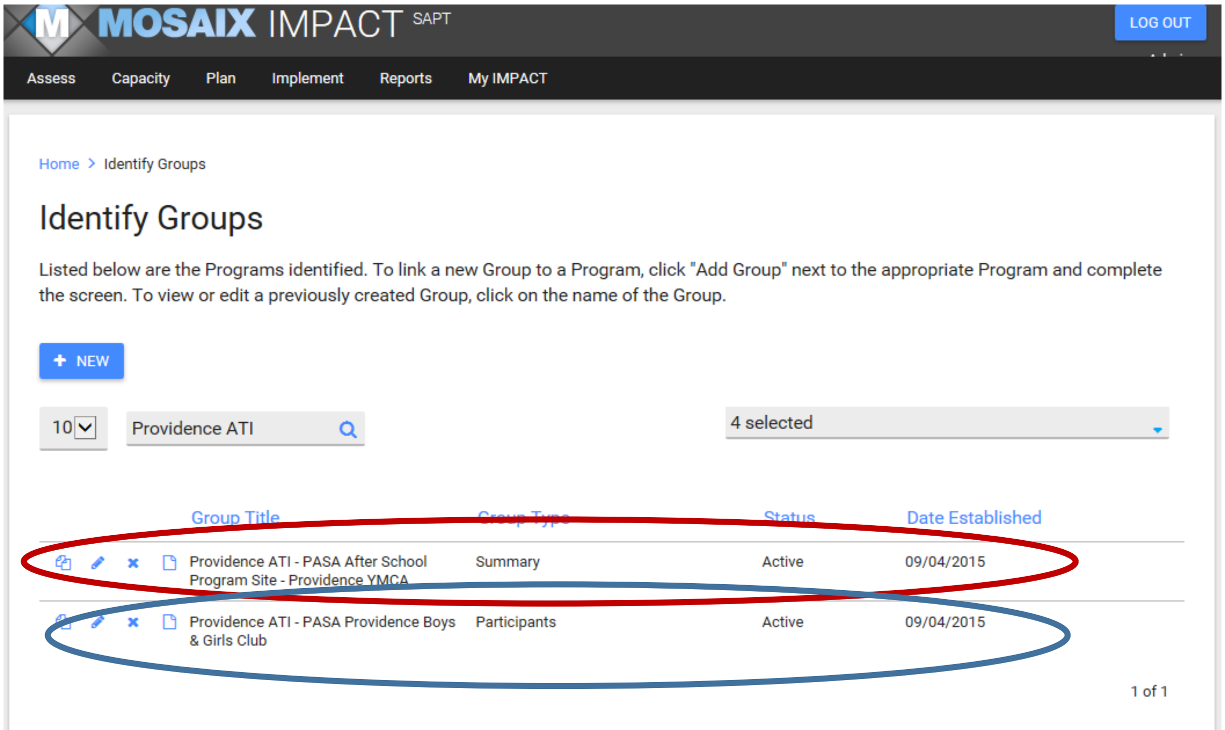
1. Here is a specific individual participant record for PASA 1-1, also featured on the screen shot page 23. This is a participant in the ATI effort from an afterschool program site in Providence (PASA). Usually after school programs will have a registration process so this type of participant in programming may potentially have enough information to register individually. This participant can be marked inactive at the conclusion of the cycle.
2. If you register an individual participant, you will need to create a unique identifier.
3. Don't forget to save at conclusion of the entry, even if you are simply switching status from active to inactive.

Identify Groups

There are two ways to create groups: summary groups and participant groups.

The summary group is circled in red below. The summary group contains demographic data for the entire group.

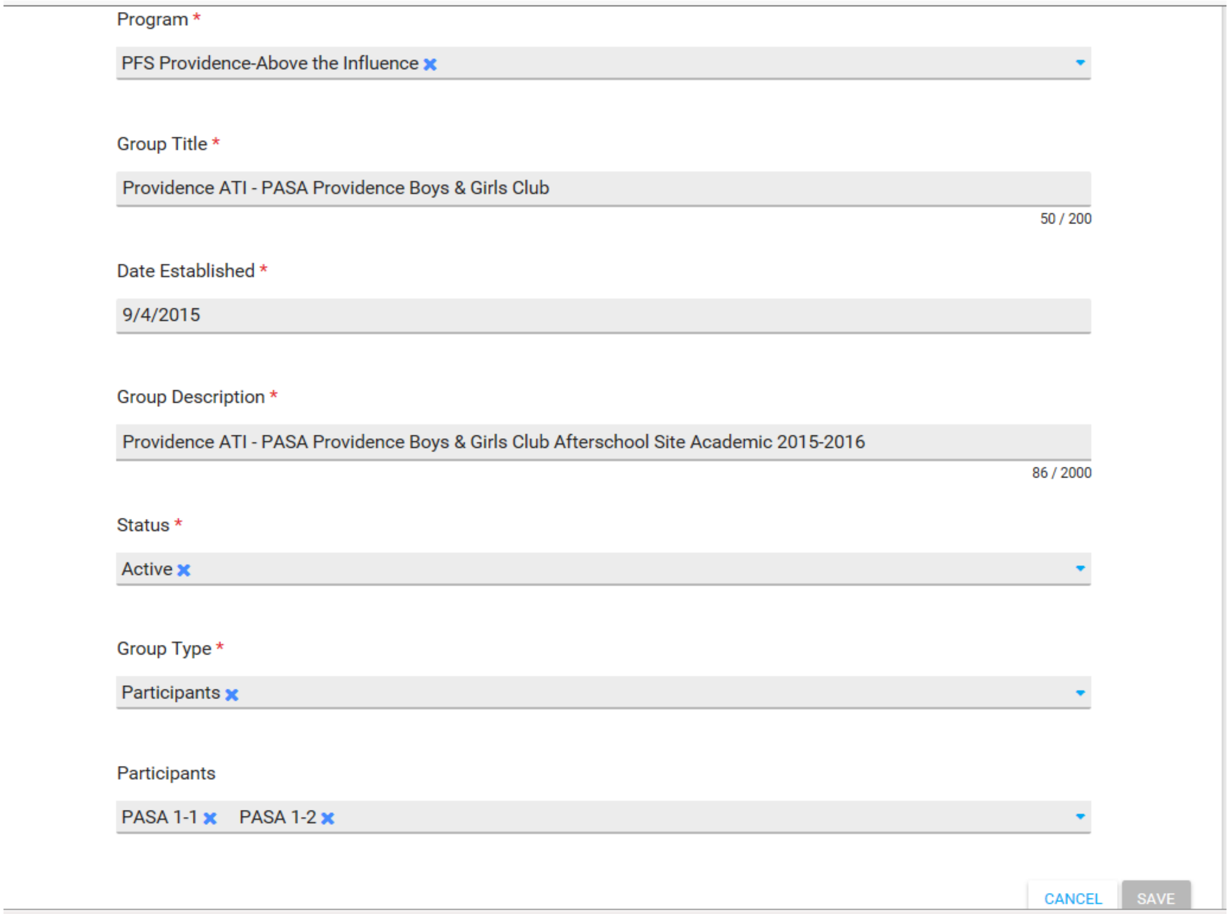
The participant group is circled in blue below. The participant group is created from individual participants.



The screen shot on the next page (p. 26) will show how to create a participant group. In this case, you have been able to create a unique identifier for given participant and populate some degree of individual (unidentified) data. This might work well with a group of youth of less than 15 that are working on, for example, creating messages for Above the Influence as part of their participation in an after school program or SADD group. These would be student who have likely had to fill out some sort of registration or contact data for these activities anyway.

Groups Created from Identified Participants

This can be used when you have registered an individual participant. This particular record is associated with a participant in an ATI group.



Program *

PFS Providence-Above the Influence

Group Title *

Providence ATI - PASA Providence Boys & Girls Club

50 / 200

Date Established *

9/4/2015

Group Description *

Providence ATI - PASA Providence Boys & Girls Club Afterschool Site Academic 2015-2016

86 / 2000

Status *

Active

Group Type *

Participants

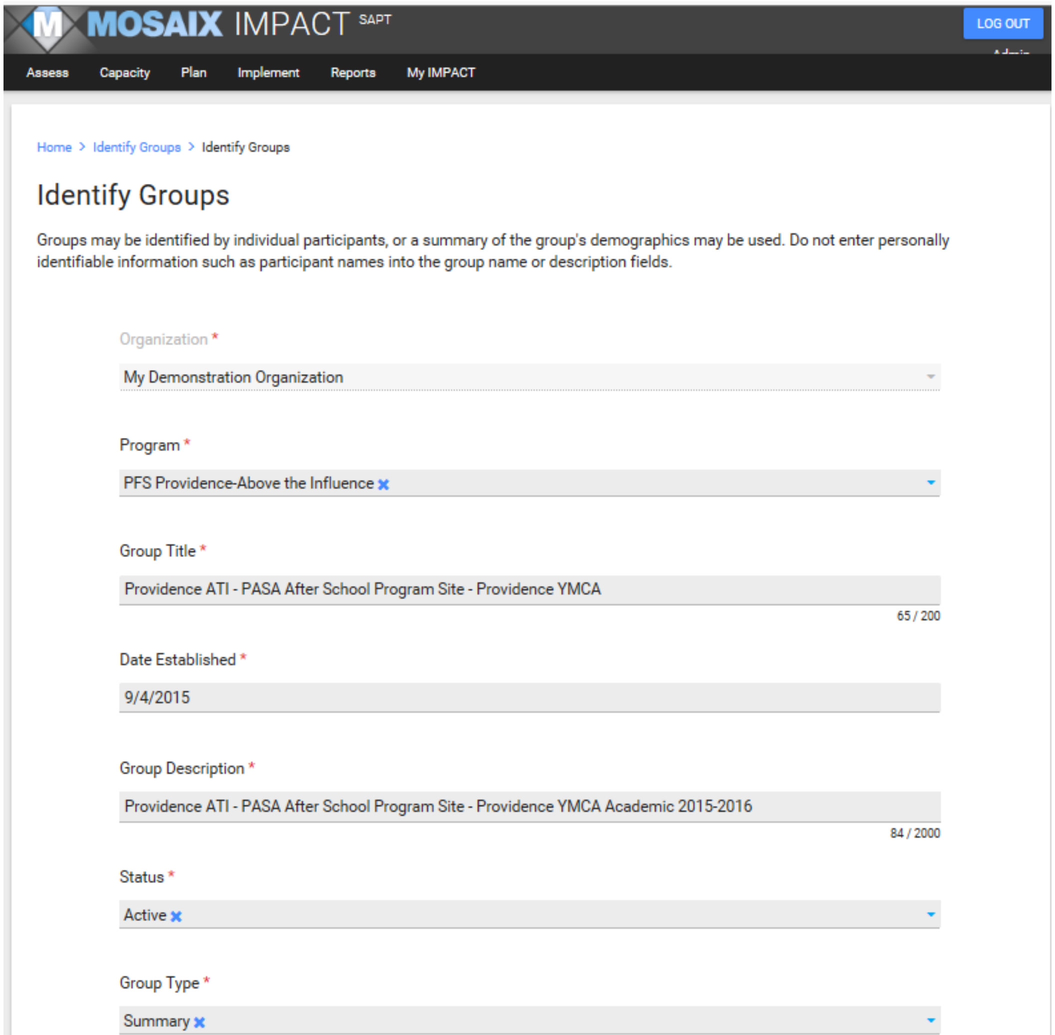
Participants

PASA 1-1 PASA 1-2

CANCEL SAVE

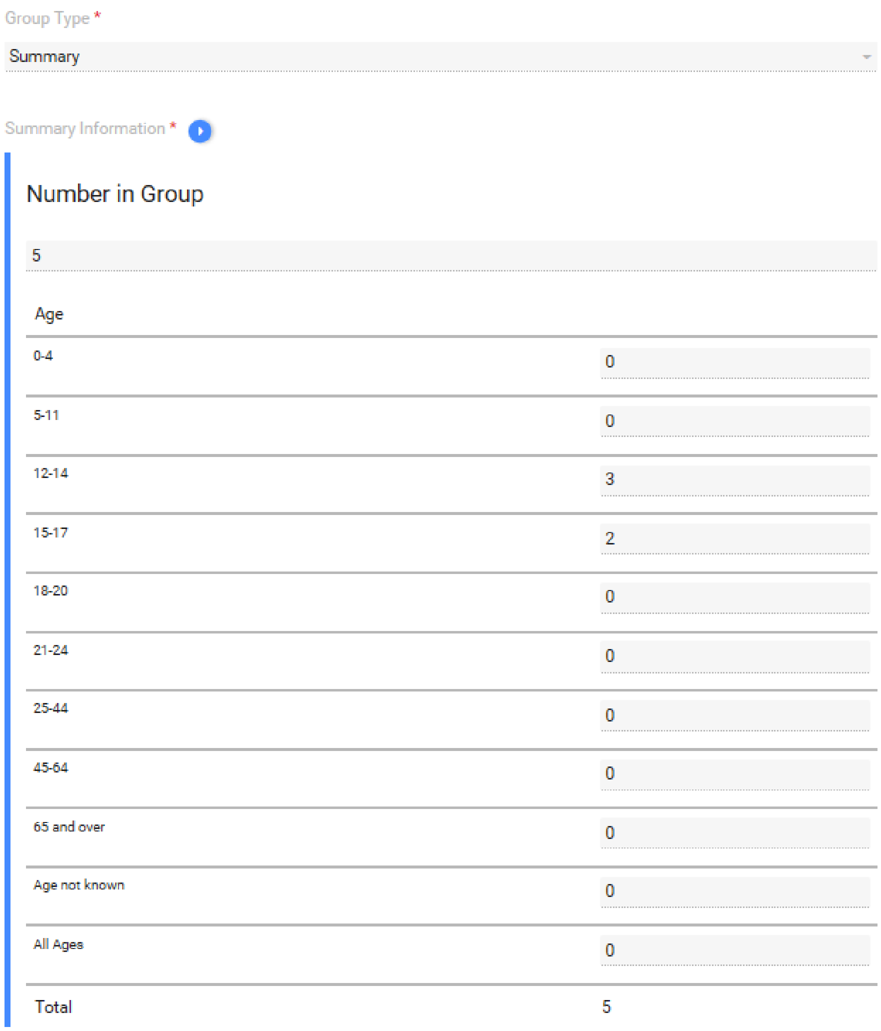
Summary Groups

The Identify Groups screen is quite lengthy and it will be covered over multiple screen shots.



1. All of the fields associated with Identify Groups are required.
2. It is recommended that the group title reflect the name of the program and that the description be anchored in a time frame if the group is likely to be time limited or somehow linked to a school academic year. This will make it easier to manage data and to know when to change the group status from active to inactive.

(This is a continuation of the screen shot from the prior page.)



Group Type *

Summary

Summary Information *

Number in Group

5

Age	
0-4	0
5-11	0
12-14	3
15-17	2
18-20	0
21-24	0
25-44	0
45-64	0
65 and over	0
Age not known	0
All Ages	0
Total	5

3. This screen shot covers two fields: Number in group and Age. All totals for different demographic categories MUST add up to the number in group. This example has 5. If ages aren't specifically known, estimate to the best of your ability. If you really can't guess, "Age not known" is acceptable.

(This is a continuation of the screen shot from the prior page.)

Gender	
Male	2
Female	2
Unknown	1
Other	0
Total	5

Race	
White	1
Black or African American	1
Native Hawaiian/Other Pacific	0
Asian	1
American Indian/Alaska Native	0
More Than One Race	1
Race Not Known or Other	1
Total	5

Ethnicity	
Hispanic	2
Other	0
Non-Hispanic	1
Unknown	2
Total	5

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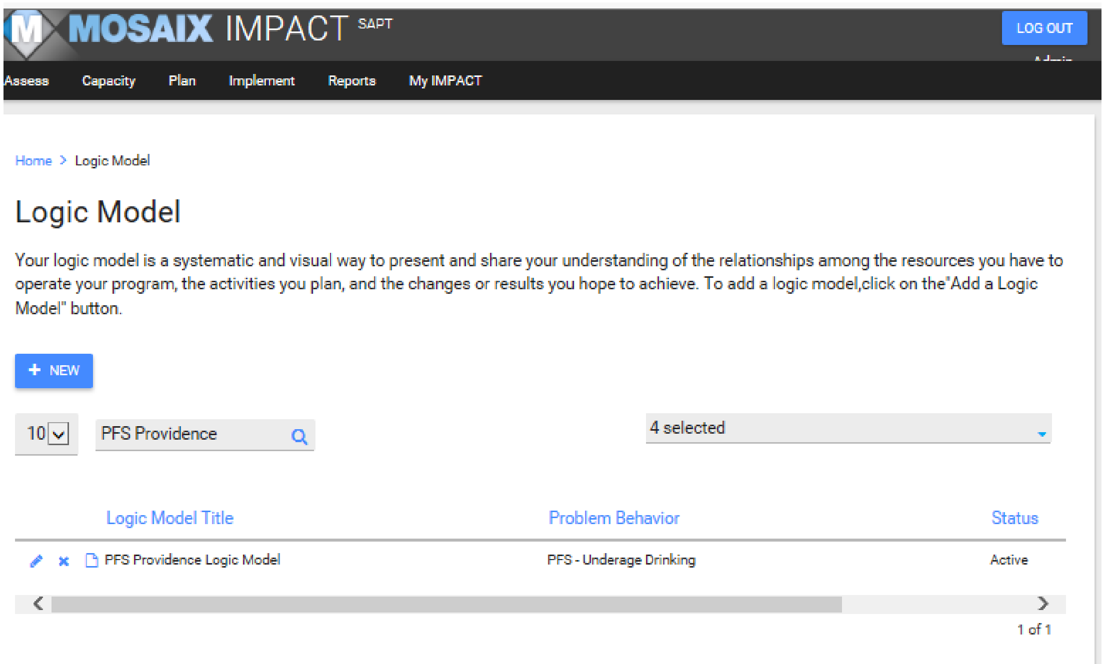
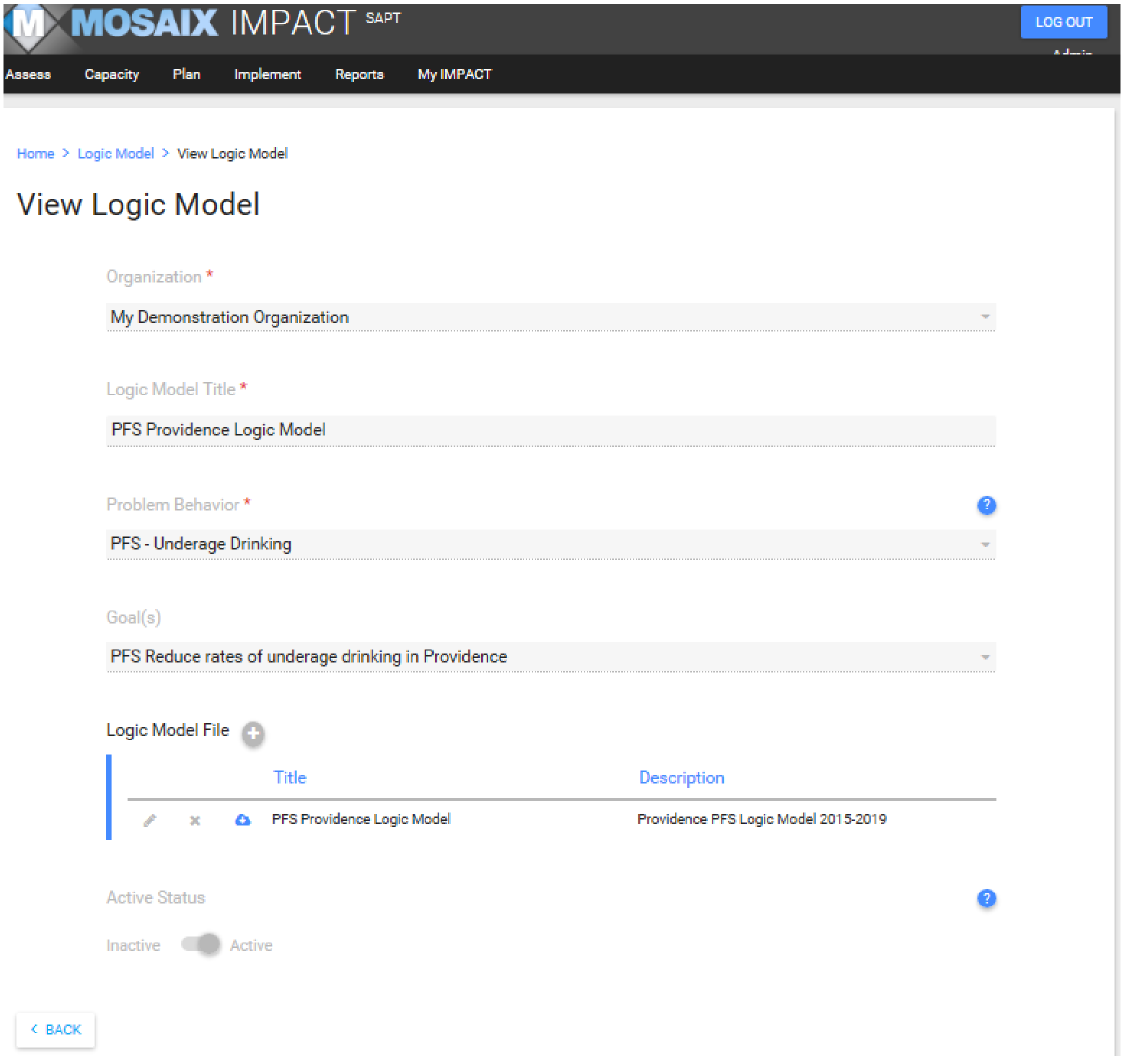
4. This screen shot covers the remaining categories of gender, race and ethnicity.
5. As was true of the other screen, the totals within each of these categories must add up to the total Number in Group category
6. Unknown and other exist for many of the categories.

Manage Logic Model

This is a required screen for MOD.



1. Enter your logic model title with MOD in the name convention.
2. The next screen shot will provide additional detail.

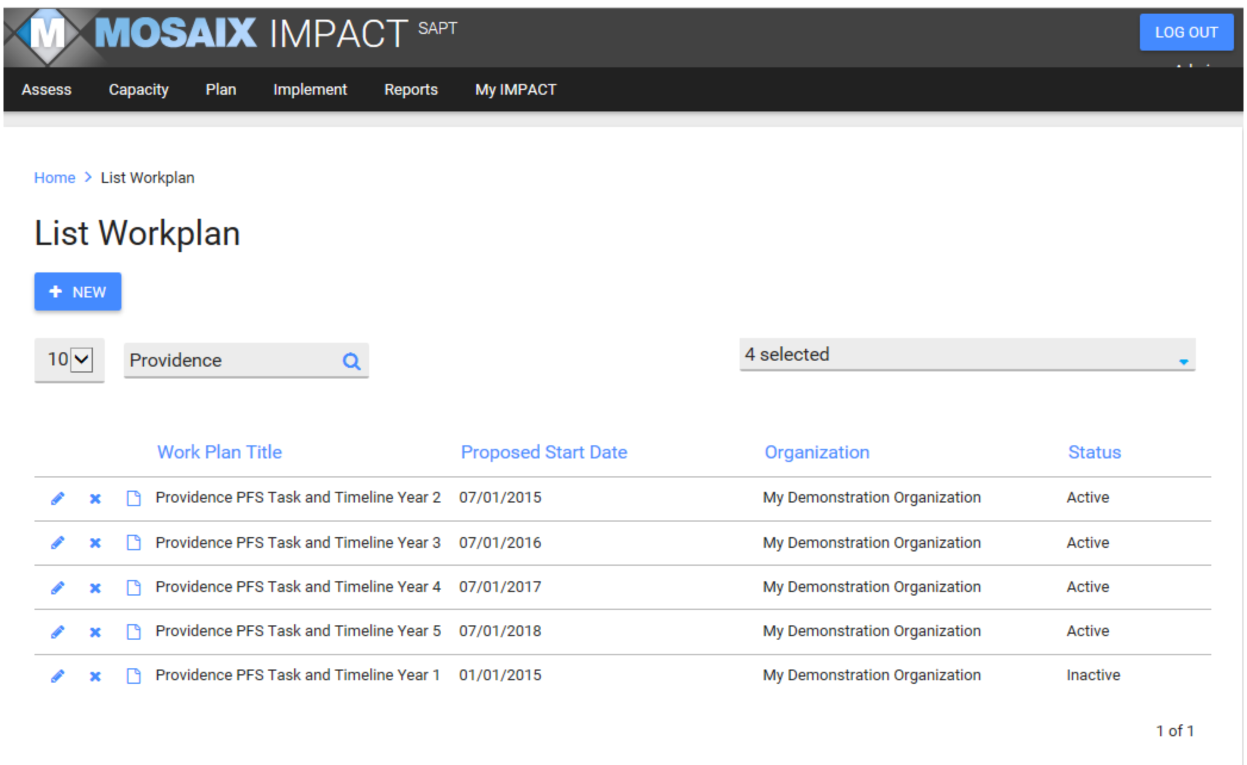


1. This is the expanded screen for manage logic model. All fields are required and you must upload your logic model as an individual file.
2. Don't forget to use the upload button initially, verify that the upload was successful and then use the save button (not visible in this screen).
3. Both the upload button and save button will be blue when they can be selected and both must be used to ensure that the upload take place AND has been saved.

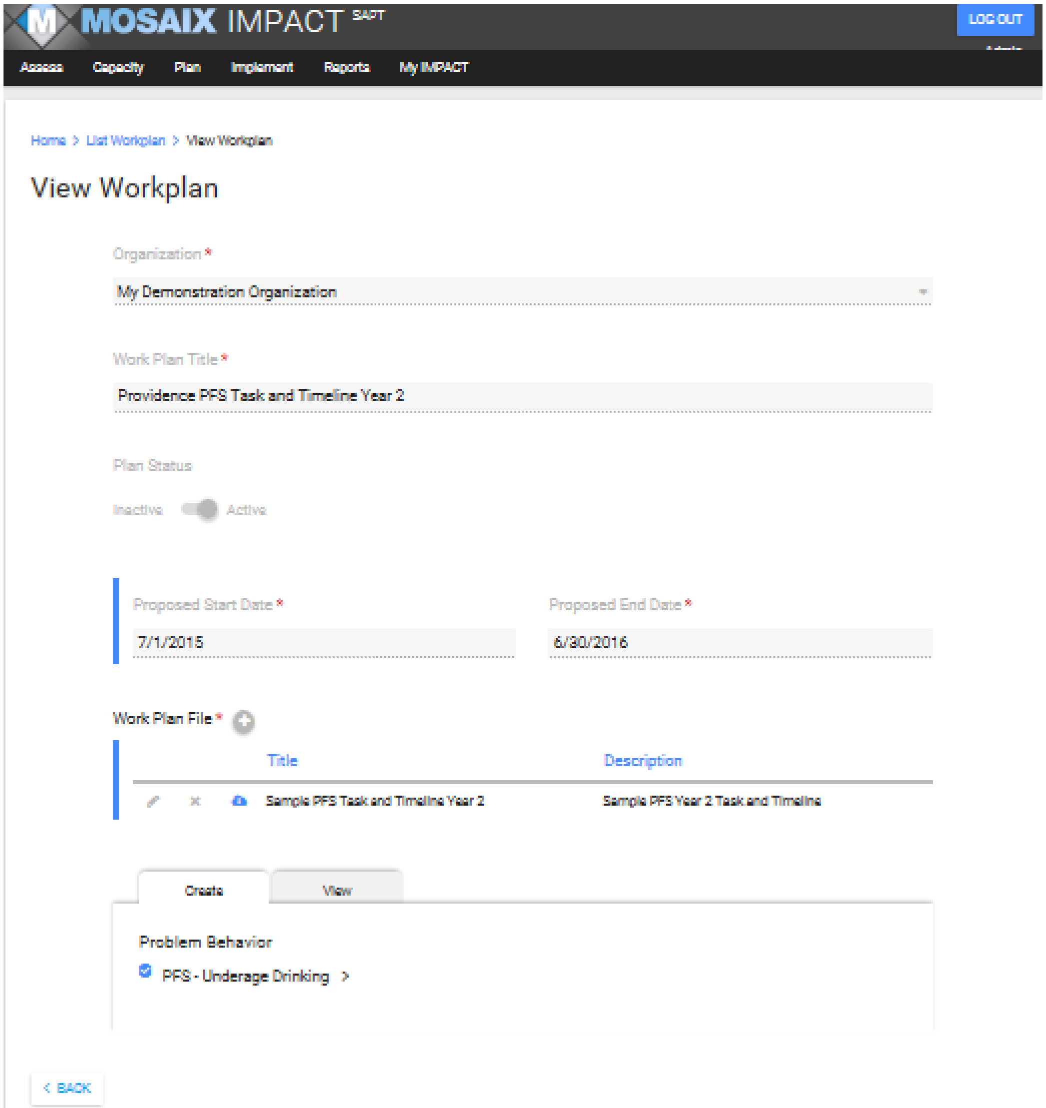
Manage Work Plan

This is a required section for MOD.

1. Make a copy of each year of your task and timeline or work plan.
2. Upload each individually; you can delete old versions and update with newer ones.
3. When the time frame for the task and timeline has passed, change it to inactive status.
4. The next set of screen shots provide more detail on work plan entries.



This is a Sample Entry for current work plan year.



1. Please be sure to identify the year/time frame associated with the Task and Timeline. In this case, we are displaying the current year (Year 2).
2. You can specify the range of time covered by the Task and Timeline uploaded by using the dates in the “Description Section.”
3. This is not displayed in the screen shot but you must use a two-step process as was true in the Manage Logic Model section; first upload, and then, save. If you don’t hit the save button at the end, it will not save.

Section 4 – Implement

MARIJUANA AND OTHER DRUG INTIATIVE

This is a required section for MOD communities.

Each program and activity described in Section 3/Module 3 Planning will be further expanded here in Implement. For program or activity listed, you must have enter either a Single Service or a Recurring Service. See the IMPACT^{SAPT} User Guide Version 1 for additional definitions.

Single services are usually associated with a capacity building type of activity such an assembly, a kick off or hard launch event, training, use of media to increase visibility of the task force, distribution of brochures and pamphlets at a school open house, or something is creating readiness for or building capacity to implement an evidence based practice proposed in your MOD application and logic model.

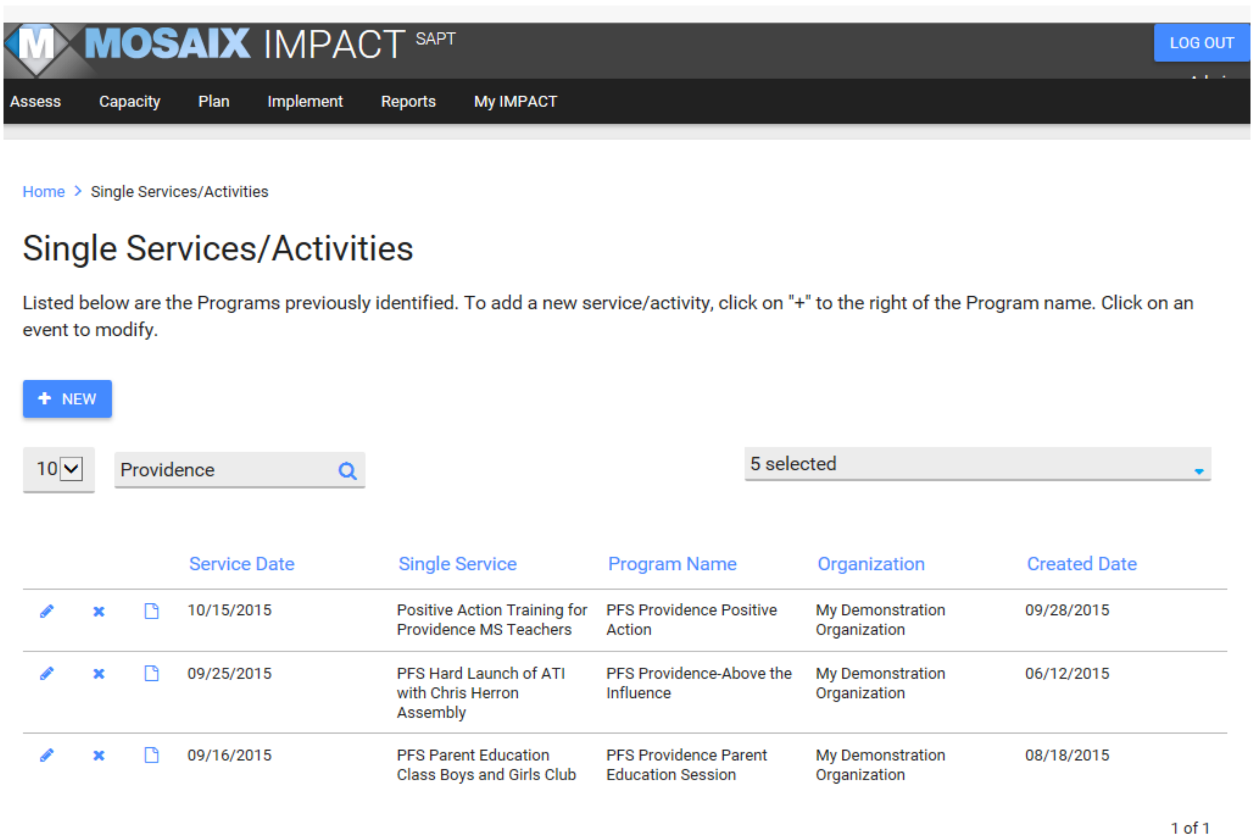
Recurring services are usually evidence based practices that are either multi-session or multi-component, such as multiple sessions of Positive Action or Above the Influence which has multiple components such as recruitment of youth, creation/adaptation of messages by youth, message testing, use of print or moving images, evaluation of reach and impact.

See screen shots on the following pages to depict an entry for each type of service.

Create Single Service

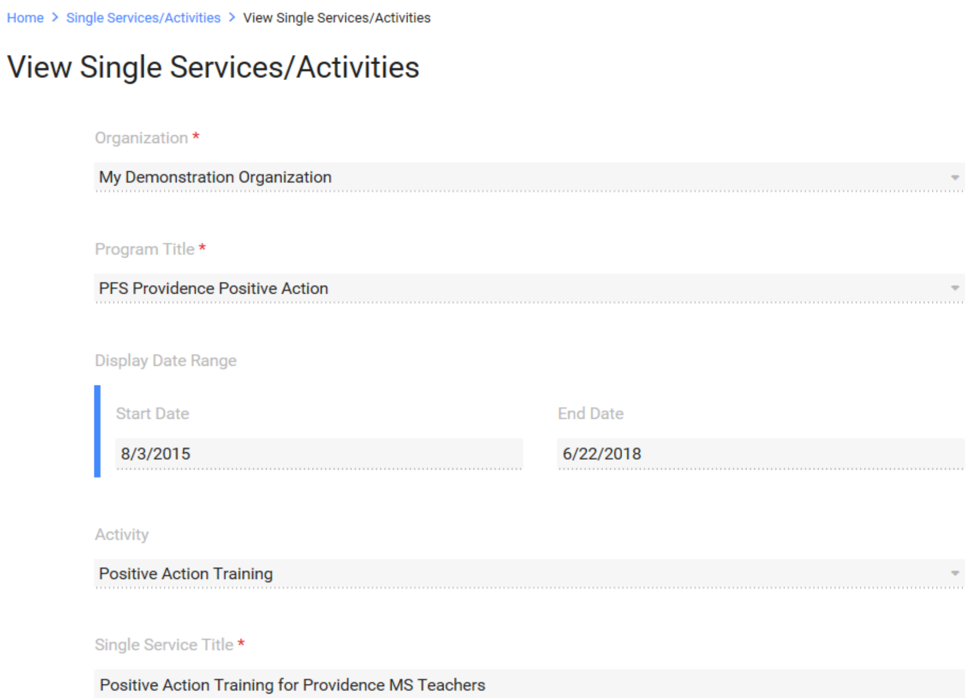
This is a required field for MOD.

All single services will be listed and can be selected as active or inactive.



Single Service Description

The description consists of multiple components. This is a screen shot covering the link to the organization, program title (e.g., this is a capacity building effort linked to implementation of Positive Action), start and end date for the PROGRAM (not the single service), the activity and the title.


Home > Single Services/Activities > View Single Services/Activities

View Single Services/Activities

Organization *

My Demonstration Organization

Program Title *

PFS Providence Positive Action

Display Date Range

Start Date

8/3/2015

End Date

6/22/2018

Activity

Positive Action Training

Single Service Title *

Positive Action Training for Providence MS Teachers

See the next screen shot for additional information.

(This is a continuation of the prior screen shot)

Description *

Training on Positive Action for 3 Providence Middle Schools

Objective*

PFS Increase perception of risk or harm of underage drinking by Providence high school youth

PFS Decrease peer approval for underage drinking among youth in Providence high schools.

Service Date *

10/15/2015

Single Service Duration *

Hours *	Minutes *
16	0

Service Type Code *

STE02 - Classroom Educational Services

Service Population *

Teachers/Administrators/Counselors

The objective is linked to the program.

The service type code is established when the program is created. The service population is selected from an extensive drop down menu.

The next screen shot will provide information on the demographic and non-demographic data associated with the single service.

(This is a continuation of the prior screen shot).

Service Population *

Teachers/Administrators/Counselors

Demographic Service Information *

Total Participants

10

Age	
0-4	0
5-11	0
12-14	0
15-17	0
18-20	0
21-24	0
25-44	0
45-64	0
65 and over	0
Age not known	10
All Ages	0
Total	10

You will need to capture the total number of attendees to the single service. The next series of screen shot will include various demographic data. With respect to age, depicted here, you must enter a number that is equal to the total number of participants. It can be age not known, as demonstrated here if the age of the participants is unknown.

(This is a continuation of the prior screen shot).

Gender	
Male	3
Female	7
Unknown	0
Other	0
Total	10

Race	
White	0
Black or African American	0
Native Hawaiian/Other Pacific	0
Asian	0
American Indian/Alaska Native	0
More Than One Race	0
Race Not Known or Other	10
Total	10

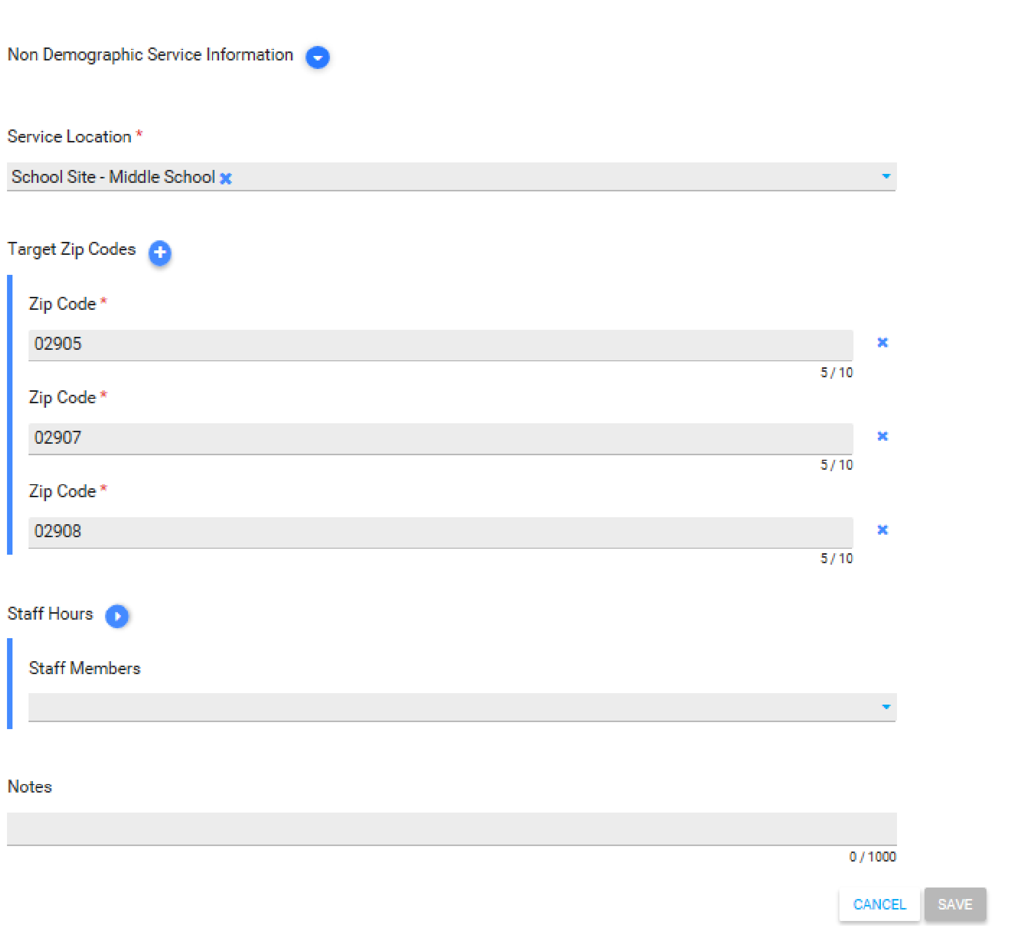
Ethnicity	
Hispanic	0
Other	0
Non-Hispanic	0
Unknown	10
Total	10

Non Demographic Service Information

For each demographic category, the total number must add up to the total number of participants. Each category has some version of “not known” available.

Non-demographic information will be displayed in the next screen shot.

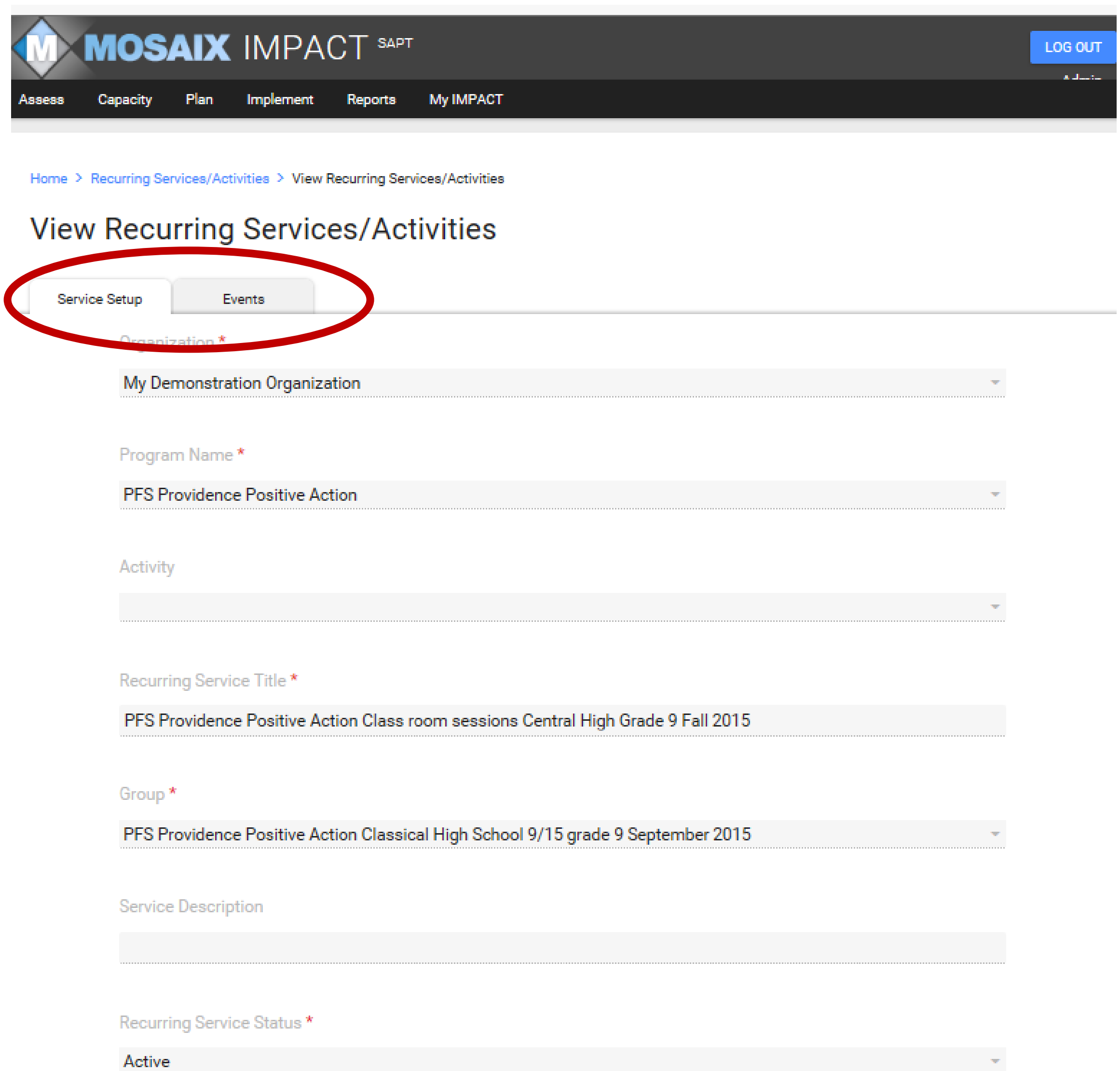
(This is a continuation of the prior screen shot).



Create Recurring Service

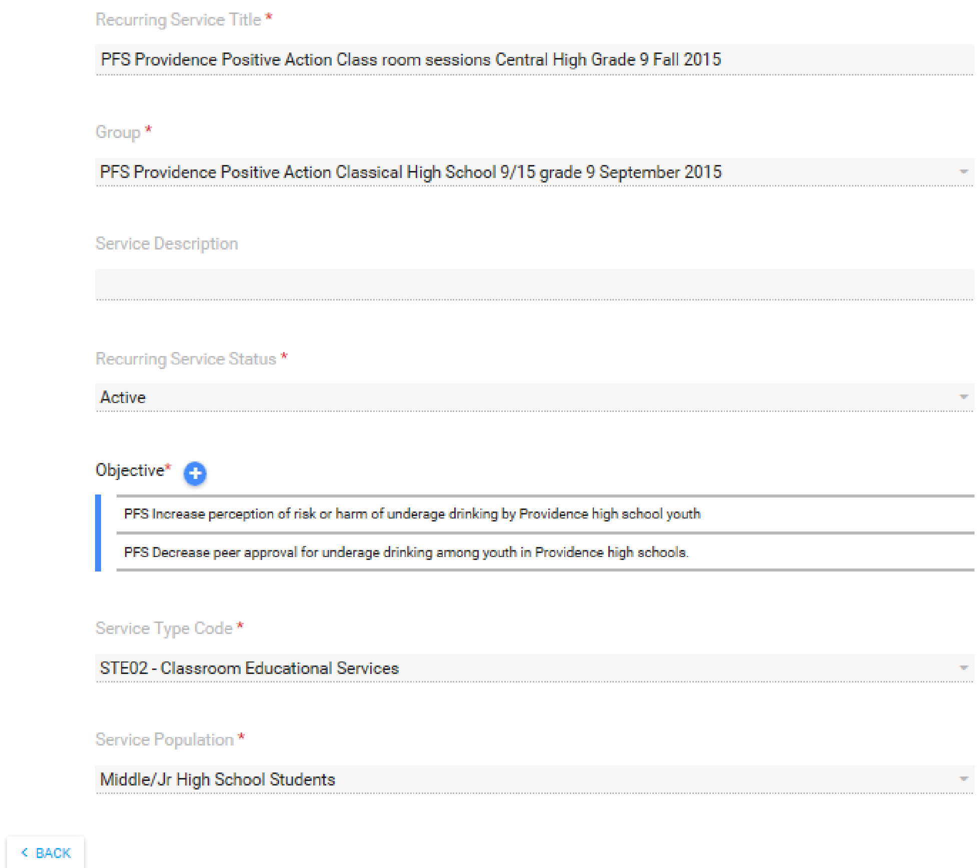
This is a required field for MOD.

NOTE: This section has components which appear as tabs; first tab is Service Set up where the service is described; and the second table is Events where more details are provided. Both are required for MOD recurring service entries.



In this screen, you identify the recurring service and a group associated with it. It is recommended that there be sufficient detail in the naming convention that you can identify location/setting where it's implemented (e.g., a school name and academic year cycle(s)).

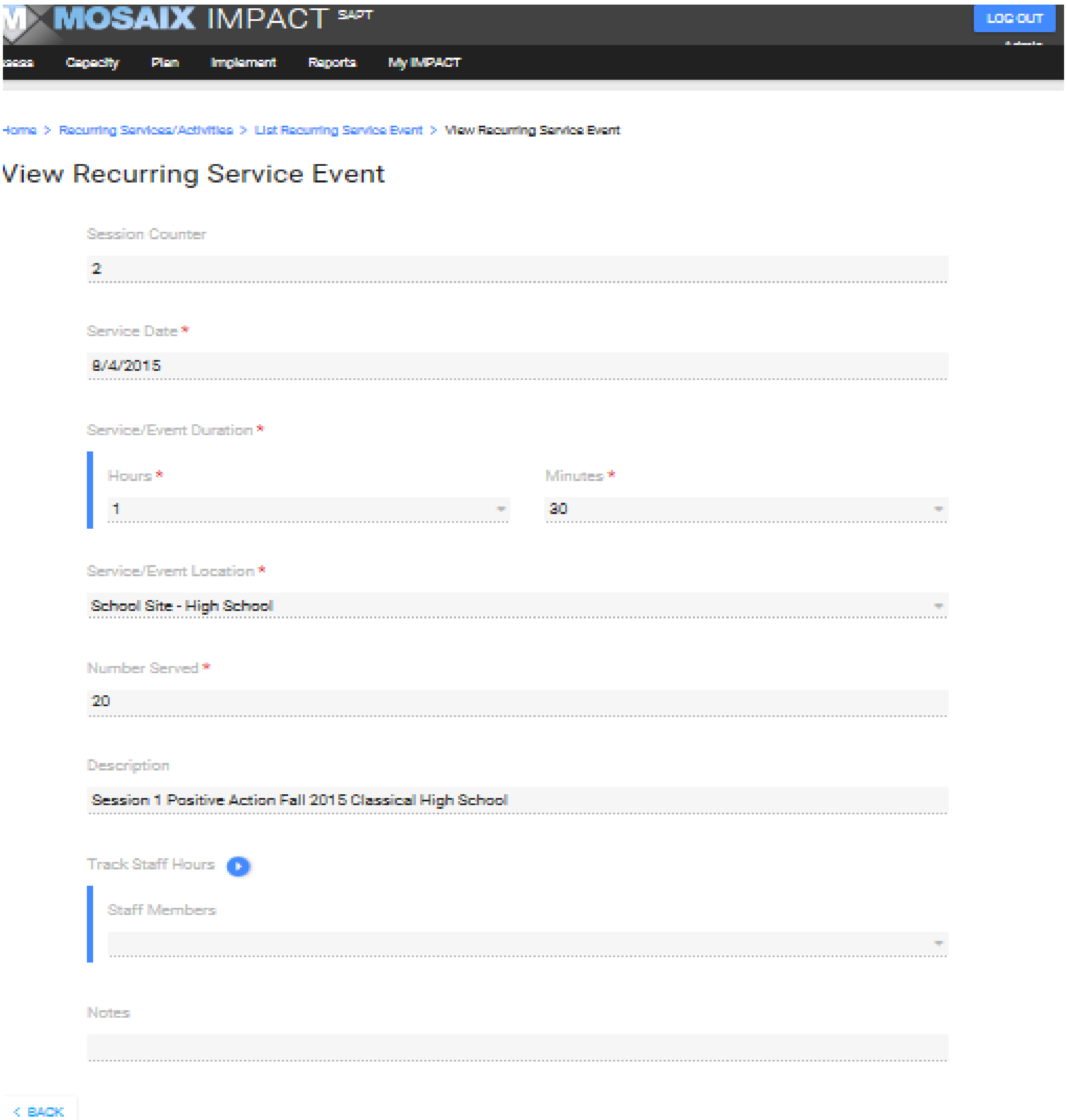
(This is a continuation of the prior screen shot).



The next screen shot will show more detail related to the specific events (or perhaps you might think of them as activities) that are nested under this recurring service.

Event Data

This is the second required screen for recurring services. The session counter is auto generated but service date, location and duration are all required fields.



Additional Instructions & Closing

Once the first round of data entry is complete, the burden associated with entry will be dramatically reduced. The modules/screens where there will be continued entry will be Capacity – primarily Update Organization meeting which will need updating after each coalition meeting and Update Organization Subcommittee; Planning – Identify Participants either will the registration of individual participants or groups; Workplan which may be modified as your annual task and timelines for the remaining years of the MOD award are modified; and, Implement – adding single and recurring services.

You will also need to pay attention to routine maintenance as well – once services are completed, they will need to be changed to inactive. It is recommended that you build in a “service status” review at least quarterly to make sure the single or recurring services that have taken place are switched to inactive status once completed. Once a year, you will need to do the same for the work plan.