

COMET

Coalition Online Management and Evaluation Tool



Training Workbook

VERSION 1.5

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INTRODUCTION

The COMET system is a web-based system designed to help your Coalition use SAMHSA's Strategic Prevention Framework (SPF). Each SPF step (Assessment, Capacity, Planning, Implementation, and Evaluation) is displayed as a button at the top of the page. Required progress reports will be submitted through COMET. In addition to submitting reports, you will be able to use COMET as a way to manage your coalition. Administrative functions are available under the Administration button. You will work through each of these SPF steps to populate your DFC semi-annual progress report under Administration. You will also access the Coalition Classification Tool through the COMET system.

TIPS FOR USING THE APPLICATION EFFECTIVELY

Recommended Computer Settings

Screen Resolution

You will get the best screen layout if you set your PC monitor settings to 1024 x 768 pixels or larger. If your screen resolution is smaller (ex. 800 X 600 pixels), everything on the screen will appear larger. But, if you use 800 X 600 pixels, then you will have to scroll more both up & down and left & right to access all the data fields.

To change your PC Monitor settings, right click on the Desktop Background and select **Properties**. Next, click on the **Settings** tab and move the Screen Resolution scroll bar to the right (towards "more") to select 1024 x 768 resolution. Click the OK icon at the bottom of the window to make the change effective.

Web Browser

The web browser supported by COMET is Microsoft Internet Explorer (IE). Currently Mozilla Firefox, Netscape, AOL, MSN and other browsers may not be supported by COMET. They may function, but not to design specifications. We recommend users have the latest version of IE installed on their computer along with the updates provided by Microsoft (which are released periodically).

Pop-Up Blockers

Modern computer security technology and usability features development have lead to pop-up blocking. Although this new feature of internet browsers, toolbars and other 3rd party managing software blocks hazardous and annoying pop-ups, sites like COMET require pop-ups to be able to function. If your pop-up blocker is enabled, then there is a possibility that by COMET may not function or appear properly. You should either disable the pop-up blocker while using by the COMET (while remembering to enable it, if desired, when not in COMET) or create exceptions for the pop-up blocker. This is cumbersome, but may be easier than making exceptions to the pop-up blocker.

To create exceptions for the pop-up blocker, open your Internet Explorer browser window. Once the browser is open, click the top toolbar option "Tools" and then go to "Internet Options". After the Internet Options window is available, you will want to click on the "Privacy" tab at the top of the window. You will notice while on the "Privacy" tab, at the bottom will be a section on Pop-Up Blockers. If you're "Block Pop-Ups" checkbox is checked, then click on the "Settings" button. You can now add the COMET link to the "Allowed Sites" list which the pop-up blocker will ignore when trying to block pop-ups from COMET.






***Note:** These are instructions for Internet Explorer 6.0 and may be different for other Internet Explorer versions.

Application Navigating

COMET is set up in such a fashion that moving from top to bottom of each page and section to section on the menu is the only approach to using the system. You must start at Assessment, filling in all the information for that area (all pages and sub-menus), before moving on to Capacity. Continuing in this manner will ensure that all of the sections of the system have enough information to function correctly. If certain sections have not been completed, you will have difficulty completing other sections. You also must save each screen before moving onto the next section by clicking on the **SAVE** button located at the bottom of the page.

Computer Keys

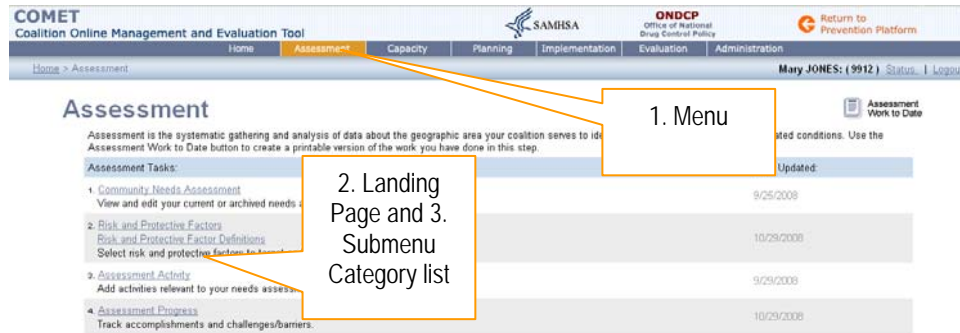
While entering information into a form, several keys are helpful for moving the cursor from one information box (called a data field) to another. The table below summarizes those keys:

Key	Description	Function
	The Cursor	Points to desired location
	The TAB key	Moves the cursor to the next data field
	Hold down the SHIFT key and then press the TAB key	Moves the cursor to the previous data field
	The Control (Ctrl) key	Enables blocked material to open (due to pop-up blocker)
	Use the MOUSE by pointing and clicking to move the cursor	Moves the cursor by pointing and clicking

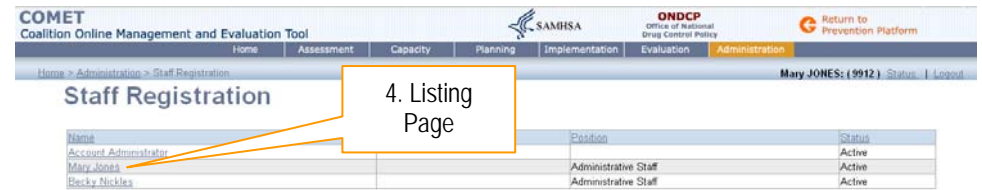
Menu Information

The Menu for the service is located across the top of the screen. Some Menu categories may be broken down into submenu categories to choose from. The Menu categories list the main modules that are within the application. When a Menu category is selected a list of submenu categories will be displayed on the Landing Page as links to access the modules. (For more information on Landing Pages, see the [Landing Page](#) section.)

1. Menu	Constant (unchanging). Available at all times.
2. Landing Page	Varies depending on which Menu category is selected. Displays the Submenu Categories.
3. Submenu Category	Varies depending on which Menu category is selected.
4. Listing Page	Varies depending on which Submenu Category is selected.



(This is a screenshot displaying the Menu (1), a Landing Page (2) and a Submenu Category list (3))



(This is a sample screenshot displaying a Listing Page (4))

The top of the menu provides links to the [Home](#) (Home) page and to [Logout](#) (Log Out) of the Service. The **Provider ID number** is listed as well as the user currently logged into the KIT Prevention Service.

The screenshot shows the 'Capacity' page in the COMET system. The breadcrumb trail is 'Home > Capacity'. The user 'Mary JONES: (9912)' is logged in. The page lists several tasks with their update dates. Callouts point to the 'Home' link, the user name and ID, and the 'Logout' link.

Task	Date Updated
1. Capacity Tasks	10/30/2008
2. Capacity Progress	10/30/2008
3. Capacity Progress	10/30/2008
4. Funding Streams	9/25/2008
5. Capacity Progress	10/30/2008

Bread Crumb Trail

A "Bread Crumb Trail" is provided to indicate where you currently are in the system. The links provided in the Bread Crumb Trail also allows you to move **backwards** in the system.

The screenshot shows the 'Evaluation' page in the COMET system. The breadcrumb trail is 'Home > Evaluation'. The user 'Mary JONES: (9912)' is logged in. The page lists several tasks with their update dates. A callout points to the breadcrumb trail.

Task	Date Updated
1. DFC Core Outcome Measures	10/30/2008
2. Local Long-term Health Outcomes	10/30/2008
3. Evaluation Activity	10/30/2008
4. Evaluation Progress	10/30/2008

Landing Pages

When first entering a module you may see a list of the entire categories associated with that module. This is called a "Landing Page". The Landing Page of a module provides a description of what can be done in that module as well as listing each category as a link to the Listing Page and entry forms. (For more information on the Listing Pages, see the [Listing Page](#) section.) No data is entered on the Landing Page.

To open a category:

- Click on the Landing Page Submenu Category link.

The screenshot shows the COMET (Coalition Online Management and Evaluation Tool) interface. The header includes logos for SAMHSA and ONDCP (Office of National Drug Control Policy), along with a 'Return to Prevention Platform' link. The navigation menu includes Home, Assessment (highlighted), Capacity, Planning, Implementation, Evaluation, and Administration. The user is identified as Mary JONES (19912) with links for Status and Logout.

Assessment

Assessment is the systematic gathering and analysis of data about the geographic area your coalition serves to identify current assets, problems, and related conditions. Use the Assessment Work to Date button to create a printable version of the work you have done in this step.

Assessment Tasks:	Date Updated:
1. Community Needs Assessment View and edit your current or archived needs assessments.	9/25/2008
2. Risk and Protective Factors Risk and Protective Factor Definitions Select risk and protective factors to target and report on their trends.	10/29/2008
3. Assessment Activity Add activities relevant to your needs assessment.	9/29/2008
4. Assessment Progress Track accomplishments and challenges/barriers.	10/29/2008

If you are finished with all your Assessment tasks you can now move on to Capacity

[Capacity >>](#)

(This is a screenshot displaying a Landing Page.)

Listing Pages

After selecting a category from the Landing Page you will see the "Listing Page". When going into an area where a Listing Page is available, the service allows you to select previously entered data to edit or view its content. No data is entered on the Listing Page.

Those Listing Pages that do not have an **Add** button (Fit, COI, and Sustainability) automatically list the information you are working on. To add information to these forms, click the link next to the appropriate name listed in the table. No data is entered on a Listing Page.

There are two types of Listing Pages:

1. **Grid View**
2. **Single Form View**

Grid View

The Grid View displays the data in tables. Specific pieces of data will be displayed within the Grid based on the fields within the entry/edit form.


- When first viewing a Listing Page, all of the data is available for Searching. Click the link to the left of the data you would like to edit/view.
- You will be taken to the entry/edit screen. This page will be in edit mode (all data fields will be open for data entry). Make any changes needed to the form. Click either the **Next** (Next) button or the **Save** (Save) button to save the changes.

Type	Description	Preferred Delivery Mode	Desired Source	Date Needed	Status	
Enhance cultural competency	We have a large S...	On-site/in-person	State Agency	9/4/2008	Received	Delete
Develop a framework model of change	attitudes.	On-site/in-person	State Agency	12/22/2008	Needed	Delete

(This is a sample screenshot displaying a "Grid View" Listing Page.)

Single Form View

The Single Form View is used when the data entered is updated periodically. Only one form is available and edited. The Single Form View displays the fields on the Edit Form.

- The form can be edited at any time, but you must click the  (Save) button to update the data.



The screenshot shows the 'Add/Edit Basic Collaborative Activity' form in the COMET system. The header includes the COMET logo, navigation tabs (Home, Assessment, Capacity, Planning, Implementation, Evaluation, Administration), and user information (Mary JONES: (9912) Status | Logout). The form fields are:

- Activity Type***: A dropdown menu with the selected value 'Combined public and private funding for substance abuse prevention initiatives'.
- Description (1000 Character Limit)**: A large text input field.
- Date Started***: A date input field with the value '6/27/2008' and a calendar icon.
- Date Completed**: An empty date input field with a calendar icon.
- Activity Status***: A dropdown menu with the selected value 'Active'.

A 'Save' button is located at the bottom right of the form.

(This is a sample screenshot displaying a Single Form View Listing Page.)

Edit Forms

The Edit Form contains the fields for entering and editing data.

- If you clicked the **Add** (Add) button to enter new information into a form, the Edit Form data fields will be blank.
- When clicking the link to select and view existing data, the Edit Form data fields will display the data entered/selected previously. These fields may be modified, if needed.

The screenshot shows the 'Add/Edit Basic Collaborative Activity' form within the COMET system. The header includes the COMET logo, SAMHSA logo, and ONDCP logo. The navigation menu includes Home, Assessment, Capacity, Planning, Implementation, Evaluation, and Administration. The user is identified as Mary JONES: (9912) and is logged in. The form fields are:



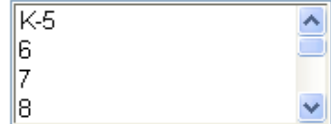


- Activity Type***: A dropdown menu.
- Description (1500 Character Limit)**: A large text area.
- Date Started***: A date input field with a calendar icon and a format of (mm/dd/yyyy).
- Date Completed**: A date input field with a calendar icon and a format of (mm/dd/yyyy).
- Activity Status***: A dropdown menu.

A 'Save' button is located at the bottom right of the form.

(This is a sample screenshot displaying a blank Edit Form. This is a partial screenshot.)

Data Fields & Buttons


In COMET there are several fields, boxes, and buttons that are used to collect, store, print, organize and delete data. Here are some examples:

Type	Preview/Description
Text Field (aka 'Text Box')	
Dropdown List (aka 'Pull Down Menu')	
Multiple Selector Box	
Radio Buttons	<input checked="" type="radio"/> Selected <input type="radio"/> Not Selected
Check Boxes	<input checked="" type="checkbox"/> Selected <input type="checkbox"/> Not Selected
Required Field	Activity Name* (200 Character Limit) 
Calendar	 (See the Calendar section for additional details.)

Enter data into COMET can be made easier by using the "Tab" key on the keyboard. The "Tab" key advances the cursor to the next data field. You can go from the current field to the previous field by holding the "Shift" key and pressing "Tab" (Shift + Tab). You can also navigate through the fields by using the mouse.





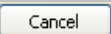



If a required field does not have data entered into it and you try to save the form, you will receive a message that informs you of the field vacant of data and you will not be able to save that form until that field has data. Some or all of the fields may be required in order to save the form. Those fields that are required are bold and with an asterisk next to the field name.

Tips

- You must click the  (Save) button before moving on to the next section in the system.
- To select multiple data at one time from a Multiple Selector Box or List Box, hold the control (Ctrl) key on the keyboard and left click the mouse on any of the data options that you'd like to include in your entry.
- Type an identifying letter of an item in a dropdown list to appear in the box.

Edit Form Buttons

Information is entered and edited through the Edit Forms. The table below summarizes the buttons used to enter/edit information into an Edit Form.

	Must be pressed first to add new information to an Edit Form
	Allows the Edit Form fields to be "open" for modifications
	Removes the information currently on an Edit Form from the COMET database
	Adds the information on an Edit Form to the COMET database
	Cancel the Add or Edit without saving any information entered
	Prints the information displayed on the form
	The Work to Date opens a report displaying an up-to-date account all of the records saved.
	Opens a new work which displays the most recent date for entering/saving data within each task

Additional Feature Buttons

Within the COMET Application are these icons offering additional help to the user. Click on one of the icons to receive the help needed.



Prints the information currently on the form.



Provides information on the desired topic

Below are some additional buttons that may appear within a form.



Submit


Forwards the approved information to the appropriate parties for further consideration.

Export

Downloads the selected file into the desired format.

Calendar

Dates can be entered in two different ways: 1) typing the date directly into the field or 2) using the  (Calendar) icon. The  (Calendar) icon can be used as an alternative option to entering a date directly into a date field.

1. Click the  (Calendar) icon. A calendar displaying the current month and year will display below the date field.
2. Select the date by clicking on a number within the calendar.
3. The calendar will close and the date will appear within the date field.

***Note:** You can also change the month by clicking the < > arrows to the right and left of the Month/Year. Clicking the < arrow will take you to the previous month whereas clicking the > arrow will take you to the next month.

For instance, the current month displaying is May. Clicking the < arrow will take you to April whereas clicking the > arrow will take you to June.




November 2008						
S	M	T	W	T	F	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

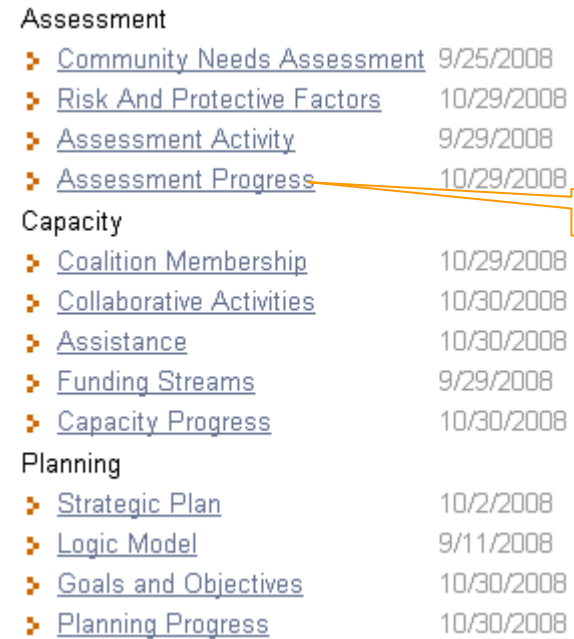
Status Report

Another method for navigating the system is the **Status Report**, which is accessed by clicking on the **Status** link at the top right corner of every page. The primary purpose of the **Status Report** is to allow the user to view the dates in which each section was last updated.

*Note: It also serves as a Table of Contents with links to the Assessment, Capacity, Planning, Implementation, and Evaluation steps, along with each of their related Tasks.

To View the Status Report

1. Click the [Status](#) (**Status**) link from any screen.
2. A new window will display with the dates that each section was last updated.
3. To close window click the  (X) in the upper right corner.




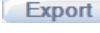
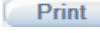
Assessment	
➤ Community Needs Assessment	9/25/2008
➤ Risk And Protective Factors	10/29/2008
➤ Assessment Activity	9/29/2008
➤ Assessment Progress	10/29/2008
Capacity	
➤ Coalition Membership	10/29/2008
➤ Collaborative Activities	10/30/2008
➤ Assistance	10/30/2008
➤ Funding Streams	9/29/2008
➤ Capacity Progress	10/30/2008
Planning	
➤ Strategic Plan	10/2/2008
➤ Logic Model	9/11/2008
➤ Goals and Objectives	10/30/2008
➤ Planning Progress	10/30/2008

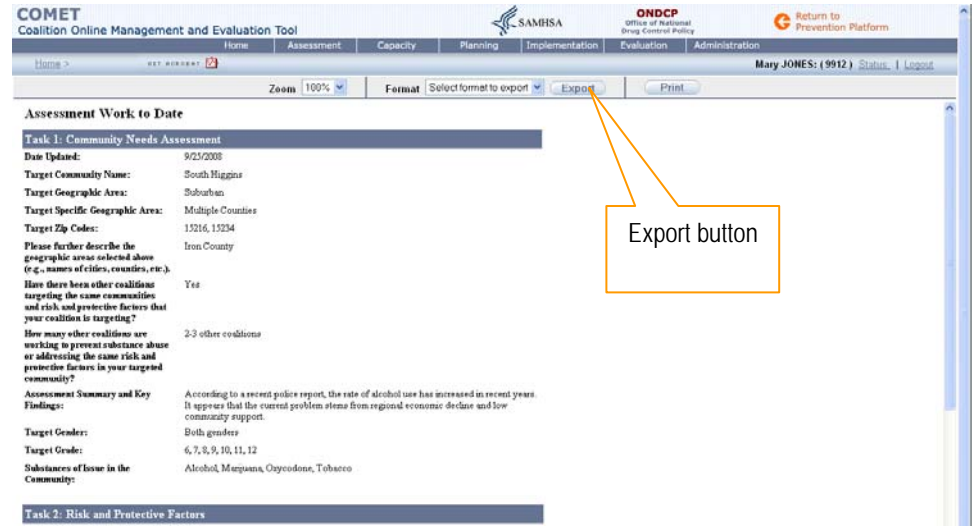
(This is a sample screenshot of the Status Report screen)

Work to Date

The Work to Date feature is designed to allow users to download a working


To view or print the Work to Date data

1. Click on the appropriate module in the main menu.
2. Click the  **Assessment Work to Date (Work to Date)** icon.
3. Select a format from the Format drop down list.
4. Click the  **(Export)** button.
5. Click the  **(Print)** button
6. To return to the main menu, click **Home**.



(This is a sample screenshot of the Work to Date screen)

Tips

- The recommended format for printing is *Acrobat (PDF) file*.
- Acrobat Adobe is required to download the report. If you do not have Adobe it can be downloaded by clicking on the  button. If you do not have downloading permissions you will need to speak with your IT department.

HOME


The Home page provides the coalition with important messages including progress and mentoring reports due dates, , basic information about the COMET application as well as training videos and manuals to assist the data entry personnel.

Messages

- The information provided in the Messages section is based on dues dates and any upcoming events that are relevant to the COMET Application.

The screenshot shows the COMET Home page. At the top, there is a navigation bar with the following tabs: Home, Ideas, Assessment, Capacity, Planning, Implementation, Evaluation, and Administration. The 'Home' tab is selected. Below the navigation bar, there is a large graphic with the text 'Assessment', 'Capacity', 'Planning', 'Implementation', and 'Evaluation' arranged in a circular pattern, with 'Sustainability Cultural Competence' below it. To the right of the graphic, there is a 'Welcome Mary JONES!' message. Below the welcome message, there are links for 'Click Here for an online COMET training video', 'COMET User Manual PDF', and 'COMET Training Materials PDF'. There is also a 'Please complete the Coalition Classification Tool' message. A callout box labeled 'Messages' points to the 'Messages' section, which contains a message about the 'Your Semi-Annual Progress Report' due on May 20th, 2008.

Videos and Training Materials

- To view the COMET Online Training video, click on the link.
- A new window will open will to the KIT Solutions Training Video.
- You will need to follow the provided instructions to install Microsoft Office Live Meeting and then once you have run the software, you can click on the COMET "Full System" Video located on the bottom of the new window.
- To view the COMET User Manual and COMET Training Materials click on the either link.
- A new window will open in the PDF file format.
- To close the window, click on the  (X) in the upper right hand corner.

The screenshot shows the COMET Home page. At the top, there is a navigation bar with the following tabs: Home, Ideas, Assessment, Capacity, Planning, Implementation, Evaluation, and Administration. The 'Home' tab is selected. Below the navigation bar, there is a large graphic with the text 'Assessment', 'Capacity', 'Planning', 'Implementation', and 'Evaluation' arranged in a circular pattern, with 'Sustainability Cultural Competence' below it. To the right of the graphic, there is a 'Welcome Mary JONES!' message. Below the welcome message, there are links for 'Click Here for an online COMET training video', 'COMET User Manual PDF', and 'COMET Training Materials PDF'. There is also a 'Please complete the Coalition Classification Tool' message. Two callout boxes are present: one labeled 'Training Video link' pointing to the 'Click Here for an online COMET training video' link, and another labeled 'User Manual link' pointing to the 'COMET User Manual PDF' link.

ASSESSMENT

Assessment is the systematic gathering and analysis of data about the geographic area your coalition serves to identify current assets, problems, and related conditions.

Edit Community Needs Assessment

An initial Community Needs Assessment was completed for the community of South Higgins. Please add the following:

Community Needs Assessment

Use the following information to add a Community Needs Assessment.

Target Community Name	South Higgins
Target Geographic Area	Suburban
Target Specific Geographic Area:	County
Targeted Zip Codes	15234, 15216
Please further describe the Geographic Area(s) selected above (e.g., names of cities, counties, etc.)	Iron County
Have there been other substance abuse prevention coalitions or groups targeting some of the same communities and risk and protective factors that your coalition is targeting?	Yes
How many other coalitions are working to prevent substance abuse or addressing the same risk and protective factors in your targeted community?	1 other coalition
Assessment Summary and Key Findings	According to a recent police report, the rate of alcohol use has increased in recent years. It appears that the current problem stems from regional economic decline and low community support.
Target Gender	Both Genders
Target Grade	6, 7, 8, 9, 10, 11, 12
Substances of Issue in the Community:	Alcohol, Marijuana, Oxycodone, Tobacco

Edit Community Needs Assessment

Use this section to enter or edit your community needs assessment information.

Target Community Name*
(200 character limit)

Target Geographic Area*
(Hold down Ctrl or Command/Apple key to select multiple)

Target Specific Geographic Area*
(Hold down Ctrl or Command/Apple key to select multiple)

Target Zip Codes*

Please further describe the Geographic Area(s) selected above (e.g., names of cities, counties, etc.)* (500 character limit)

Have there been other substance abuse prevention coalitions or groups targeting some of the same communities and risk and protective factors that your coalition is targeting?

How many other coalitions are working to prevent substance abuse or addressing the same risk and protective factors in your targeted community?

Assessment Summary and Key Findings* (1500 character limit)

(This is a screen shot of the Community Needs Assessment page.)

Add Risk and Protective Factors

The Coalition uses the Risk & Protective Factor Model as their main model. Please indicate this by checking the box:

Check if this is the main model that you use.

Included in the assessment are the risk and protective factors to target. Please add the following risk factors identified by this Coalition, as well as their descriptions and trends:

Risk Factor #1

Type	Risk
Risk Factor to Target	Community -- Poverty
Description	Youth have many social opportunities (at home and at schools) to access alcohol, tobacco, and other drugs in South Higgins. Minors also can easily acquire alcohol and tobacco from local retail outlets to minors.
Trend is...	Worsening

Risk Factor # 2

Type	Risk
Risk Factor to Target	Community -- Perceived acceptability (or disapproval) of substance use
Description	South Higgins recently endorsed a Mothers Against Drunk Driving (MADD) campaign to have youth sign pledges not to drink and drive.
Trend is...	Improving

The screenshot shows the 'Add/Edit Risk and Protective Factors' page. The 'Type' is set to 'Risk' and the 'Risk Factor to Target' is 'Community -- Poverty'. The 'Description' field contains the text: 'Job less and blight has resulted in the rise of poverty in South Higgins. This problem has lead to an enormous rise in minors use of alcohol, drugs and growing violence'. The 'Trend is...' field has 'Worsening' selected with a radio button. A 'Save' button is visible at the bottom.

(This is a sample screenshot of the Risk and Protective Factors page.)

The screenshot shows the 'Add/Edit Risk and Protective Factors' page. The 'Type' is set to 'Risk' and the 'Risk Factor to Target' is 'Community -- Perceived acceptability (or disapproval) of substance abuse'. The 'Description' field contains the text: 'South Higgins recently endorsed a Mothers Against Drunk Driving (MADD) campaign to have youth sign pledges not to drink and drive.'. The 'Trend is...' field has 'Improving' selected with a radio button. A 'Save' button is visible at the bottom.

(This is a sample screenshot of the Risk and Protective Factors page.)

Protective Factor # 1

Type	Protective
Protective Factor to Target	Community -- Enforcement of Laws and Regulations
Description	South Higgins Police force currently enforces laws related to drinking and driving through random sobriety checkpoints after major Youth-oriented social events.
Trend is...	Staying the Same

Protective Factor #2

Type	Protective
Protective Factor to Target	Community -- Community Attachment
Description	Most youth participating in drug abuse, marijuana distribution, underage drinking, and drunken driving commit these acts within their own neighborhoods.
Trend is...	Worsening

(This is a sample screenshot of the Risk and Protective Factors page.)

(This is a sample screenshot of the Risk and Protective Factors page.)

Add Assessment Activities

The following assessment activities were performed by staff from the Higgins Substance Abuse Prevention Task Force:

Scenario #1

Activity Name	Police and Medical Records
Date Started	10/5/2006
Date Completed	7/10/2007
Activity Status	Complete
Description	Reviewed existing reports and documents on alcohol use in the past five years.

(This is a sample screenshot of the Assessment Activity page.)

Scenario #2

Activity Name	Community Focus Groups
Date Started	06/15/2007
Date Completed	(leave blank)
Activity Status	Active
Description	We plan on conducting a series of community focus groups to report findings from our student surveys and police/medical records and to gather community feedback on these findings. Additionally, the community focus groups will be an opportunity collect qualitative data on the impact of recent economic declines to our community.

(This is a sample screenshot of the Assessment Activity page.)

Tips

- The **Date Completed** field should only be filled out for activities whose status is COMPLETE.

Add Progress Related to Assessment

In the last two weeks, the coalition has made the following accomplishment:

Assessment Progress

Progress Name	15 Focus Groups Conducted
Reporting Period Identified	2008S2 (10/01/2008 – 03/31/2009)
Type	Accomplishment
Description	15 Youth Community Focus Groups were conducted over a 6 week-long period of time.

The screenshot shows a web application interface with a navigation menu at the top containing 'Home', 'Assessment', 'Capacity', 'Planning', 'Implementation', 'Evaluation', and 'Administration'. Below the menu is a breadcrumb trail: 'Home > Assessment > Assessment Progress > Add/Edit Accomplishment or Challenge/Barrier'. The user is identified as 'Mary JONES: (9912) Status'. The main heading is 'Add/Edit Accomplishment or Challenge/Barrier'. The form contains the following fields:

- Progress Name*** (200 Character Limit): 15 Focus Groups Contacted
- Reporting Period Identified***: 2008S2 (10/01/2008 - 03/31/2009)
- Type***: Accomplishment
- Description*** (10000 Character Limit): 15 Youth Community Focus Groups were conducted over a 6 week-long period of time.

A 'Save' button is located below the description field.

(This is a sample screenshot of the Accomplishment or Challenge/Barriers page.)

CAPACITY

Capacity refers to the various types and levels of resources that an organization has at its disposal to meet implementation demands.

Add Coalition Members

Now that the Community Needs Assessment has been completed, Coalition has recruited some new coalition members. Two new coalition members have joined and must be added:

Scenario #1

Member Type	Organization
Member Name	South Higgins Police Department
Sector	Law Enforcement agency
Membership Status	Active
Total Number of Current Representatives (voting, non-voting, other)	30
Number of Representatives Active in Coalition Meetings, Activities, and Tasks	5

Home | Assessment | Capacity | Planning | Implementation | Evaluation | Administration

Home > Capacity > Coalition Membership > Add/Edit Coalition Member Mary JONES: (9912) Status

Add/Edit Coalition Member

Enter Individual and/or Organization Coalition Members.

Member Type* Organization Individual

Member Name*
(Either Organization or Individual) (200 Character Limit)

Sector*

Membership Status*

Total Number of Current Representatives (voting, non-voting, other)*

Number of Representatives Active in Coalition Meetings, Activities, and Tasks*

(This is a sample screenshot of the Coalition Member page.)

Scenario #2

Member Type	Individual
Member Name	Jane Rafferty
Sector	Parent
Membership Status	Active
Total Number of Current Representatives (voting, non-voting, other)	1
Number of Representatives Active in Coalition Meetings, Activities, and Tasks	1

Home | Assessment | Capacity | Planning | Implementation | Evaluation | Administration

Home > Capacity > Coalition Membership > Add/Edit Coalition Member Mary JONES: (9912) Status

Add/Edit Coalition Member

Enter Individual and/or Organization Coalition Members.

Member Type* Organization Individual

Member Name*
(Either Organization or Individual) (200 Character Limit)

Sector*

Membership Status*

Total Number of Current Representatives (voting, non-voting, other)*

Number of Representatives Active in Coalition Meetings, Activities, and Tasks*

(This is a sample screenshot of the Coalition Member page.)

Tips

- If choosing "Individual" for Member Type, you must enter "1" in the box corresponding to "Total Number of Current Representatives (voting, non-voting, other)" in order to save.
- The number of representatives active in coalition meetings, activities, and tasks can not be larger than the total number of current representatives (voting, non-voting, other).

Add Basic Collaborative Activities

A Basic Collaborative Activity has recently been conducted in South Higgins. Answer the following question with the provided response.

Is the Basic Collaboration to Prevent Substance Abuse Among Your Members

Increasing
 Decreasing
 Staying the Same

Activity Type

Ad hoc task forces successfully expanding the community effort for substance abuse prevention

Description

Multi-sector task forces created to engage in further efforts to reduce underage alcohol consumption.

Date Started

1/3/2007

Date Completed

(leave blank)

Activity Status

Active

Home | Assessment | Capacity | Planning | Implementation | Evaluation | Administration

Home > Capacity > Collaborative Activity > Add/Edit Basic Collaborative Activity Mary JONES: (9912) [Status](#)

Add/Edit Basic Collaborative Activity

When entering a new activity the status may be Active. For those activities you should come back into the system and update the status once it is no longer active. You should only enter a Date Completed if the activity is Complete.

Activity Type* Ad hoc task forces successfully expanding the community effort for substance abuse prevention

Description (1000 Character Limit) Multi-sector task forces created to engage in further efforts to reduce underage alcohol consumption

Date Started* 1/25/2008

Date Completed

Activity Status* Active

(This is a sample screenshot of the Contact/Member Information screen.)

Add Assistance

Enter the following details of the assistance by the coalition's staff:

Scenario #1

Date Needed	5/1/2008
Type of Assistance Received	Increase participation and membership
Description	One hour conference call with our Project Officer to discuss additional ways our coalition can engage in community capacity building.
Delivery Mode	Tele-conference or telephone-based training
Source of Assistance	DFC Project Officer (SAMHSA)
Received by	Coalition staff
Outcome of Assistance	Discussed some trainings, informational sessions we could have with our community members. DFC PO also referred us to CADCA.

Scenario #2

Date Needed	2/15/2008
Type	Enhance Cultural Competence
Description of Technical Assistance or Training Needed	We have a large Spanish speaking community and are having difficulty engaging them in our coalition efforts and also in terms of general information dissemination.
Preferred Delivery Mode	On-site/In-person technical assistance
Desired Source	State Agency
Status	Needed

(This is a sample screenshot of the Assistance page.)

(This is a sample screenshot of the Assistance page.)

Add Funding Streams Information

The funding information for the coalition is as follows:

In the next 12 months do you expect your coalition's funding level to **Stay the Same**

What is your coalition's total annual operating budget? **195,000.00**

Indicate the dollar amount of your total budget for sources that support your coalition and its strategies...: (See chart below)

DFC Grant	\$ 100,000.00
Other drug abuse prevention grants	\$ 50,000.00
Fundraising/private donations	\$ 5,000.00
In-kind contributions	\$ 30,000.00
Foundations/non-profit organizations	\$ 10,000.00
State government	\$ 5,000.00

Home | Assessment | **Capacity** | Planning | Implementation | Evaluation | Administration

Home > Capacity > Funding Streams > Edit Funding Streams Mary JONES: (9912) Status | Logout

Edit Funding Streams

Use this section to record information on your Coalition's funding status as well as individually record each funding source and amount received.

In the next 12 months do you expect your coalition's funding level to ...?

Increase
 Decrease
 Stay about the same

What is Your Coalition's total annual operating budget?

Please indicate the dollar amount of your total budget for sources that support your coalition and its strategies...*

Source of Funding Resources	Percentage	Dollar Amount
DFC Grant	51.28%	\$ 100,000.00
Other drug abuse prevention grants	25.64%	\$ 50,000.00
Fundraising/private donations	2.56%	\$ 5,000.00
In-kind contributions	15.38%	\$ 30,000.00
Foundations/non-profit organizations	5.13%	\$ 10,000.00
City/county government		\$
State government		\$
Federal government		\$
Sales or other taxes		\$
Other		\$
All Sources	100.00%	\$ 195,000.00

(This is a sample screenshot of the Funding Streams page.)

Tips

- The percentage total must add up to 100% and the budget total must add up to the annual operating budget as reported in the field above. If not, you will be unable to save.

Add Accomplishment or Challenge/Barrier Related to Capacity

In the last two weeks, the coalition has faced the following challenge:

Progress Name	Engagement of our media sector
Reporting Period Identified	2008S2 (10/01/2008-03/31/2009)
Type	Challenge/Barrier
Description	Our local newspaper representative has not been attending our meetings for the last few months. Also, we'd like to figure out other media reps we can target for membership in our coalition.

The screenshot shows a web application interface with a navigation menu at the top containing 'Home', 'Assessment', 'Capacity', 'Planning', 'Implementation', 'Evaluation', and 'Administration'. The 'Capacity' menu item is highlighted. Below the navigation is a breadcrumb trail: 'Home > Capacity > Capacity Progress > Add/Edit Accomplishment or Challenge/Barrier'. The user's name 'Mary JONES: (9912)' and a 'Status' link are visible in the top right corner. The main heading is 'Add/Edit Accomplishment or Challenge/Barrier'. The form contains the following fields: 'Progress Name*' (200 Character Limit) with the value 'Engagement of our media sector'; 'Reporting Period Identified*' with a dropdown menu showing '2008S2 (10/01/2008 - 03/31/2009)'; 'Type*' with a dropdown menu showing 'Challenge/Barrier'; and 'Description*' (2000 Character Limit) with a text area containing the text: 'Our local newspaper representative has not been attending our meetings for the last few months. Also, we'd like to figure out other media reps we can target for membership in our coalition.' A 'Save' button is located at the bottom of the form.

(This is a sample screenshot of the Accomplishment or Challenge/Barrier page.)

PLANNING

Planning is a process for developing a logical sequence of steps for taking action to accomplish a desired result based on assessment and capacity identified needs and resources.

Upload a Strategic Plan

The coalition first developed their strategic plan in 2003; it was last updated in 2007.

Plan Status	Plan already exists that is guiding our operations
Year plan was First Developed	2003
Year plan was Last Updated	2007
Plan used SAMHSA's Strategic Planning Prevention Framework	Yes

Home | Assessment | Capacity | Planning | Implementation | Evaluation | Administration

Home > Planning > Strategic Plan > Edit Strategic Plan Mary JONES: (9912) | Status |

Edit Strategic Plan

You may only upload one strategic plan to this system. Use the Browse button to select a file from your local computer. To replace a plan that has already been uploaded, you will need to select a new file and upload it.

Plan Status* Plan already exists that is guiding our operations

Year Plan Was First Developed* 2003

Year Plan Was Last Updated 2007

Plan Used SAMHSA's Strategic Prevention Framework Yes No

(This is a sample screenshot of the Strategic Plan page.)

Upload a Logic Model

The coalition first uploaded their logic model in 2007; it was last updated in 2008. Upload the newest Logic Model into the Logic Model link.

Add Goals and Objectives

To develop objectives, the coalition used the two DFC goals. The following information regarding objectives needs to be entered:

Scenario #1

Goal Name	Reduce substance abuse among youth and adults
Objective Name	Decrease underage access to alcohol
Strategies to Achieve Objective	Providing Information (e.g., community education, increasing knowledge, raising awareness); Enhancing Skills (e.g., building skills and competencies); Modifying/changing policies (e.g., changing institutional or government policies); Changing Consequences (e.g., incentives/disincentives, increasing attention to enforcement and compliance)
Strategy Description	We plan to provide information on the effects/legal implications of substance abuse and underage drinking; Offer drug-free/healthy activities in housing projects, parks, and other local places where young people congregate to drink alcohol or to buy, sell, or abuse drugs; as well as encourage members of the community to identify and report illegal drug activities and underage drinking to police through community workshops.
Percent of Overall Organizational Effort and Resources that went into Achieving this Objective	30%
Date Objective Established	7/1/2007
Link Objective to Targeted Risk Factor	Community-Availability of substances that can be abused

The screenshot shows the 'Add/Edit Objective' page in a web application. The form is filled with the following data:

- Goal:** Reduce substance abuse among youths and adults
- Objective Name:** Decrease underage access to alcohol
- Strategies to Achieve Objective:** Providing information (e.g., community education, increasing knowledge, raising awareness); Enhancing skills (e.g., building skills and competencies); Providing support (e.g., increasing involvement in drug-free/healthy alternative activities); Modifying/changing policies (e.g., changing institutional or government policies)
- Strategy Description:** We plan to provide information on the effects/legal implications of substance abuse and underage drinking; Offer drug-free/healthy activities in housing projects, parks, and other local places where young people congregate to drink alcohol or to buy, sell, or abuse drugs; as well as encourage members of the community to identify and report illegal drug
- Percent of Overall Coalition Effort and Resources that went into Achieving this Objective?:** 30%
- Date Objective Established:** 07/01/2007
- Link Objective to Targeted Risk Factor:** Community -- Availability of substances that can be abused
- Link Objective to Targeted Protective Factor:** Community -- Advertising and other promotion of ATOD
- Link Objective to DFC Core Outcome Measure:** Average Age of Onset
- Targeted Substance:** Alcohol
- Targeted Grade:** K-5

(This is a sample screenshot of the Objectives page.)

Link Objective to Targeted Protective Factor	Community-Enforcement of laws and regulations
Link Objective to DFC Core Outcome Measure	Average Age of Onset; Past 30-Day Use; Perception of Parental Disapproval; Perception of Risk
Targeted Substance	Alcohol
Targeted Grade	6,7,8,9,10,11,12
Targeted Gender	Both Genders
Targeted Date for Achieving Objective	2/8/2008
To what extent has this Objective been achieved?	Some

Scenario #2

Goal Name	Establish and strengthen collaboration
Objective Name	Community Education of Coalition Prevention Efforts
Strategies to Achieve Objective	Providing Information (e.g., community education, increasing knowledge, raising awareness) Engage in large-scale efforts to educate the entire community about the coalition efforts/SPF.
Strategy Description	
Percent of Overall Organizational Effort and Resources that went into Achieving this Objective	30%
Date Objective Established	6/15/2007
Link Objective to Targeted Risk Factor	Community-Perceived acceptability (or disapproval) of substance abuse
Link Objective to Targeted Protective Factor	Community-Enforcement of laws and regulations
Link Objective to DFC Core Outcome Measure	Perception of Parental Disapproval; Perception of Risk
Targeted Substance	Alcohol, Tobacco, Marijuana,
Targeted Grade	6, 7, 8, 9, 10
Targeted Gender	Both Genders
Targeted Date for Achieving Objective	5/5/2008
To what extent has this Objective been achieved?	Not at all

The screenshot shows the 'Add/Edit Objective' page in a web application. The page has a navigation bar at the top with tabs for Home, Assessment, Capacity, Planning (selected), Implementation, Evaluation, and Administration. The user is identified as Mary JONES (9912). The form contains the following fields and values:

- Goal:** Establish and strengthen collaboration
- Objective Name:** Community Education of Coalition Prevention Efforts
- Strategies to Achieve Objective:** Providing information (e.g., community education, increasing knowledge, raising awareness); Enhancing skills (e.g., building skills and competencies); Providing support (e.g., increasing involvement in drug-free/healthy alternative activities); Modifying/changing policies (e.g., changing institutional or government policies)
- Strategy Description:** Engage in large-scale efforts to educate the entire community about the coalition efforts/SPF.
- Percent of Overall Coalition Effort and Resources that went into Achieving this Objective?:** 30%
- Date Objective Established:** 06/15/2007
- Link Objective to Targeted Risk Factor:** Community -- Perceived acceptability (or disapproval) of substance abuse
- Link Objective to Targeted Protective Factor:** Community -- Enforcement of laws and regulations
- Link Objective to DFC Core Outcome Measure:** Perception of Parental Disapproval
- Targeted Substance:** Alcohol, Tobacco, Marijuana, Amphetamines
- Targeted Grade:** K-5
- Targeted Gender:** Both genders

(This is a sample screenshot of the Objectives page.)

Add Accomplishment or Challenge/Barrier Related to Planning

Despite recent progress, the coalition has faced a challenge/barrier when planning one of the activities:

Progress Name	Conducted community workshops with portions of our community
Reporting Period Identified	2008S2 (10/01/2008-03/31/2009)
Type	Challenge/Barrier
Description	While we've reached over 500 community members in our community SPF workshops, we have not been able to engage certain sectors of our community, including a large Spanish speaking community.

The screenshot shows a web application interface with a navigation menu at the top containing 'Home', 'Assessment', 'Capacity', 'Planning', 'Implementation', 'Evaluation', and 'Administration'. The 'Planning' menu item is highlighted. Below the navigation is a breadcrumb trail: 'Home > Planning > Planning Progress > Add/Edit Accomplishment or Challenge/Barrier'. The user's name and ID, 'Mary JONES: (9912)', are displayed in the top right corner. The main heading of the page is 'Add/Edit Accomplishment or Challenge/Barrier'. The form contains the following fields: 'Progress Name' (200 Character Limit) with the value 'Conducted community workshops with portions of our community'; 'Reporting Period Identified*' with a dropdown menu showing '2008S2 (10/01/2008 - 03/31/2009)'; 'Type*' with a dropdown menu showing 'Challenge/Barrier'; and 'Description' (3000 Character Limit) with the text 'While we've reached over 500 community members in our community SPF workshops, we have not been able to engage certain sectors of our community, including a large Spanish speaking community.'. A 'Save' button is located at the bottom of the form.

(This is a sample screenshot of the Accomplishment or Challenge/Barrier page.)

IMPLEMENTATION

Implementation puts into motion the activities identified in the planning process

Add Implementation Activities

Now that the plan has been fully developed, the coalition can begin implementing the plan. They have chosen the following activities that correspond to the previously chosen goals and objectives:

Scenario #1

Goal	Reduce substance abuse among youths and adults
Objective	Decrease underage access to alcohol
Strategy	Changing consequences (e.g., incentives/disincentives, increasing attention to enforcement and compliance)
Activity Type	Increase enforcement of underage drinking laws
Brief Description of Activity	Planned 15 random compliance checks for 10 local liquor retailers in South Higgins. We chose the stores based on the frequency of underage drinking-related incidents found in the Police and Medical records that we reviewed during our Assessment.
Date Started	2/26/2009
Date Completed	(leave blank)
Activity Status	Active
Activity Leader	South Higgins Police Department
Participating Active Activity Member	South Higgins Police Department
Scope/Reach of Activity	26-50% of the target community

The screenshot shows a web application interface for adding or editing an implementation activity. The navigation bar at the top includes links for Home, Assessment, Capacity, Planning, Implementation (highlighted), Evaluation, and Administration. The user is identified as Mary JONES (9912). The form title is 'Add/Edit Implementation Activity'. Below the title is a note: 'When entering a new activity the status may be Active. For those activities you should come back into the system and update the status once it is no longer active. You should only enter a Date Completed if the activity is Complete.' The form fields are as follows:

- Goal:** Reduce substance abuse among youths and adults
- Objective:** Decrease Underage access to alcohol
- Strategy:** Changing consequences (e.g., incentives/disincentives, increasing attention to enforcement and compliance)
- Activity Type:** Increase enforcement of underage drinking laws
- Brief Description of Activity:** Planned 15 random compliance checks for 10 local liquor retailers in South Higgins. We chose the stores based on the frequency of underage drinking-
- Date Started:** 2/26/2009
- Date Completed:** (blank)
- Activity Status:** Active
- Activity Leader:** South Higgins Police
- Participating Active Activity Member:** South Higgins Police Department
- Scope/Reach of Activity:** 26-50% of the target community

A 'Save' button is located at the bottom right of the form.

(This is a sample screenshot of the Implementation Activity Page.)

Scenario #2

Goal	Establish and strengthen collaboration
Objective	Community Education of Coalition Prevention Efforts
Strategy	Providing information (e.g., community education, increasing knowledge, raising awareness)
Activity Type	Special events to heighten awareness (e.g., poster contents, forums, town-hall meetings, etc.)
Brief Description of Activity	Held weekly town hall meeting and presented information on SPF and current rates of teen drug abuse in our community.
Date Started	8/10/2007
Date Completed	(leave blank)
Activity Status	Active
Activity Leader	Mary Jones
Participating Active Activity Member	Becky Nickles, Jacob Fredricks and Mary Jones
Scope/Reach of Activity	51-75% of the target community.

The screenshot shows a web application interface for adding or editing an implementation activity. The page title is "Add/Edit Implementation Activity". The user is identified as "Mary JONES: (9912) Status: 1". The form contains the following fields and values:

- Goal:** Establish and strengthen collaboration
- Objective:** Community Education of Coalition Prevention Efforts
- Strategy:** Providing information (e.g., community education, increasing knowledge, raising awareness)
- Activity Type:** Special events to heighten awareness (e.g., poster contents, forums, town-hall meetings, etc.)
- Brief Description of Activity:** Held weekly town hall meeting and presented information on SPF and current rates of teen drug abuse in our community
- Date Started:** 8/10/2007
- Date Completed:** (blank)
- Activity Status:** Active
- Activity Leader:** Mary Jones
- Participating Active Activity Member:** Becky Nickles, Jacob Fredricks, Mary Jones, South Higgins Police Department
- Scope/Reach of Activity:** 51-75% of the target community

A "Save" button is located at the bottom of the form.

(This is a sample screenshot of the Implementation Activity Page.)

Add Progress Related to Implementation

Scenario #1

Goal Name	Reduce substance abuse among youths and adults
Objective Name	Decrease underage access to alcohol
Progress Name	Alcohol vendors against alcohol ad ban
Reporting Period Identified	2008S2 (10/01/2008-03/31/2009)
Type	Challenge/barrier
Description	Alcohol vendors are lobbying city council members to vote against the legislation banning alcohol ads in public places arguing that there are already legislation in place limiting the location and frequency of alcohol advertisements in public places

Scenario #2

Goal Name	Establish and strengthen collaboration
Objective Name	Community Education of Coalition Prevention Efforts
Progress Name	Expansion of community education of coalition
Reporting Period Identified	2008S2 (10/01/2008-03/31/2009)
Type	Accomplishment
Description	We've decided to expand our community education efforts and target some of our harder to reach populations, especially our Spanish speaking community.

The screenshot shows a web application interface with a navigation bar at the top containing links for Home, Assessment, Capacity, Planning, Implementation (highlighted), Evaluation, and Administration. Below the navigation bar is a breadcrumb trail: Home > Implementation > Implementation Progress > Add/Edit Accomplishment or Challenge/Barrier. The user's name, Mary JONES: (9912), is displayed in the top right corner. The main heading is 'Add/Edit Accomplishment or Challenge/Barrier'. The form fields are as follows:

- Goal**: Reduce substance abuse among youths and adults
- Objective**: Decrease Underage access to alcohol
- Progress Name**: Alcohol vendors against alcohol ad ban
- Reporting Period Identified**: 2008S2 (10/01/2008 - 03/31/2009)
- Type**: Challenge/Barrier
- Description**: Alcohol vendors are lobbying city council members to vote against the legislation banning alcohol ads in public places arguing that there are already legislation in place limiting the location and frequency of alcohol advertisements in public places.

 A 'Save' button is located at the bottom of the form.

(This is a sample screenshot of the Accomplishment or Challenge/Barrier page.)

The screenshot shows the same web application interface as above. The breadcrumb trail is: Home > Implementation > Implementation Progress > Add/Edit Accomplishment or Challenge/Barrier. The user's name, Mary JONES: (9912), is displayed. The main heading is 'Add/Edit Accomplishment or Challenge/Barrier'. The form fields are as follows:

- Goal**: Establish and strengthen collaboration
- Objective**: Community Education of Coalition Prevention Efforts
- Progress Name**: Expansion of community education of coalition
- Reporting Period Identified**: 2008S2 (10/01/2008 - 03/31/2009)
- Type**: Accomplishment
- Description**: We've decided to expand our community education efforts and target some of our harder to reach populations, especially our Spanish speaking community.

 A 'Save' button is located at the bottom of the form.

(This is a sample screenshot of the Accomplishment or Challenge/Barrier page.)

EVALUATION

Evaluation is the process by which the impact and effectiveness of prevention approaches will be measured to inform ongoing and future design of implementation practice.

Add DFC Core Outcome Measures

The final step for the coalition is the evaluation process. Using each of the four DFC Core Outcome Measures, the coalition has evaluated the following populations and compiled the results:

Scenario #1

Outcome Categories this Data Applies to	Past 30 Days
Source for This Data	State Survey
If "State Survey, select Survey	Maryland Adolescent Survey
Month and Year data was collected	June 2007
Compared to the Target Area (South Higgins), the Geographical Area covered by this data is	Smaller
Enter Data by Grade	(See table below)

Grade	Alcohol	Tobacco	Marijuana	
6	%	5.00	5.00	2.00
	Sample Size	700	700	700
7	%	20.00	10.00	5.00
	Sample Size	700	700	700

(This is a sample screenshot of the DFC Core Outcome Measure page.)

Scenario #2

Outcome Categories this Data Applies to	Perception of Parental Disapproval
Source for This Data	Communities that Care Youth Survey (CTC)
Month and Year data was collected	May 2007
Compared to the Target Area (South Higgins), the Geographical Area covered by this data is	Larger
Enter Data by Grade	(See table below)

Grade	Alcohol	Tobacco	Marijuana	
6	%	5.00	5.00	2.00
	Sample Size	700	700	700
7	%	20.00	10.00	5.00
	Sample Size	700	700	700

(This is a sample screenshot of the DFC Core Outcome Measure page.)

Add Local Long-term Health Outcomes

The coalition chose the following Local Long-term Health Outcomes:

Select Outcome Category	Substance Abuse Treatment and Admissions
Date Collected	8/9/2008
Did your coalition use this data for program planning purposes?	No
Description	Have decided to start tracking SA Treatment/Admissions data to supplement student survey data.

The screenshot shows a web application interface for adding or editing local long-term health outcomes. The page title is "Add/Edit Local Long-term Health Outcomes". The breadcrumb trail is "Home > Evaluation > Local Long-term Health Outcomes > Add/Edit Local Long-term Health Outcomes". The user is identified as "Mary JONES: (9912)" with a "Status" link. The form fields are: "Outcome Category" (a dropdown menu set to "Substance Abuse Treatment and Admissions" with a link to "Add/Edit Custom Categories"), "Date Collected*" (a date picker set to "08/09/2008"), "Did your coalition use this data for program planning purposes?" (a dropdown menu set to "No"), and "Description (1000 Character Limit)" (a text area containing "Have decided to start tracking SA Treatment/Admissions data to supplement student survey data"). A "Save" button is located at the bottom of the form.

(This is a sample screenshot of the Local Long-term Health Outcomes page.)

Add Evaluation Activities

For evaluation, the coalition chose the following activities:

Scenario #1

Activity Name	Conducted School Student Survey
Type	Data Collection
Date Started	11/13/2008
Date Completed	2/1/2009
Activity Status	Complete
Activity Leader	Outside Consulting Organization

The screenshot shows the 'Add/Edit Evaluation Activity' page in a web application. The navigation bar includes Home, Assessment, Capacity, Planning, Implementation, Evaluation (highlighted), and Administration. The breadcrumb trail is Home > Evaluation > Evaluation Activity > Add/Edit Evaluation Activity. The user is identified as Mary JONES: (9912). The page title is 'Add/Edit Evaluation Activity'. Below the title is a note: 'When entering a new activity the status may be Active. For those activities you should come back into the system and update the status once it is no longer active. You should only enter a Date Completed if the activity is Complete.' The form fields are: Activity Name* (200 Character Limit) with the value 'Conducted School Student Survey'; Type* with a dropdown menu set to 'Data collection' and a link '(Add/Edit Custom Types)'; Date Started* with a date picker set to '11/13/2008'; Date Completed* with a date picker set to '2/1/2009'; Activity Status* (2) with a dropdown menu set to 'Complete'; and Activity Leader* with a dropdown menu set to 'Outside Consulting Organization' and a link '(Add/Edit Custom Leaders)'. A 'Save' button is located at the bottom right of the form.

(This is a sample screenshot of the Evaluation Activity page.)

Scenario #2

Activity Name	Alcohol Compliance Checks
Type	Data Collection
Date Started	8/31/2009
Date Completed	(leave blank)
Activity Status	Planned
Activity Leader	South Higgins Police Department

The screenshot shows the 'Add/Edit Evaluation Activity' page in a web application. The navigation bar includes Home, Assessment, Capacity, Planning, Implementation, Evaluation (highlighted), and Administration. The breadcrumb trail is Home > Evaluation > Evaluation Activity > Add/Edit Evaluation Activity. The user is identified as Mary JONES: (9912). The page title is 'Add/Edit Evaluation Activity'. Below the title is a note: 'When entering a new activity the status may be Active. For those activities you should come back into the system and update the status once it is no longer active. You should only enter a Date Completed if the activity is Complete.' The form fields are: Activity Name* (200 Character Limit) with the value 'Alcohol Compliance Checks'; Type* with a dropdown menu set to 'Data collection' and a link '(Add/Edit Custom Types)'; Date Started* with a date picker set to '8/31/2009'; Date Completed* with an empty date picker; Activity Status* (2) with a dropdown menu set to 'Planned'; and Activity Leader* with a dropdown menu set to 'South Higgins Police Department (Coalition Member)' and a link '(Add/Edit Custom Leaders)'. A 'Save' button is located at the bottom right of the form.

(This is a sample screenshot of the Evaluation Activity page.)

Add Accomplishment or Challenge/Barrier Related to Evaluation

During the evaluation, the coalition accomplished the following:

Progress Name	Community Presentation
Reporting Period Identified	2008S2 (10/01/2008-03/31/2009)
Type	Accomplishment
Description	Presentation on data re: parental disapproval and students' perception of harms of alcohol, tobacco and marijuana. Had 30 people in attendance including key community members

The screenshot shows a web application interface with a navigation menu at the top containing 'Home', 'Assessment', 'Capacity', 'Planning', 'Implementation', 'Evaluation', and 'Administration'. The 'Evaluation' menu item is highlighted. Below the navigation is a breadcrumb trail: 'Home > Evaluation > Evaluation Progress > Add/Edit Accomplishment or Challenge/Barrier'. The user's name 'Mary JONES: (9912)' and a 'Status' link are visible in the top right corner. The main heading is 'Add/Edit Accomplishment or Challenge/Barrier'. The form contains the following fields: 'Progress Name' (2000 Character Limit) with the value 'Community Presentation'; 'Reporting Period Identified*' with a dropdown menu showing '2008S2 (10/01/2008 - 03/31/2009)'; 'Type*' with a dropdown menu showing 'Accomplishment'; and 'Description' (2000 Character Limit) with the text 'Presentation on data re: parental disapproval and students' perception of harms of alcohol, tobacco and marijuana. Had 30 people in attendance including key community members'. A 'Save' button is located at the bottom of the form.

(This is a sample screenshot of the Accomplishment or Challenge/Barrier page.)

ADMINISTRATION

Edit Grantee Information

Use the following information to enter Grantee Information:

Alternative Grantee Name	Higgins Substance Abuse Prevention Task Force
Year Awarded	2006
Date Coalition was First Established	2/5/2005
Contact Name	Mary Jones
Contact Email	mjones@fake-e-mail.org
Address	1515 Prevention Drive
City	Philadelphia
State	PA
Zip Code	16046
Phone	607-555-1001
Fax	607-555-1002

Home Assessment Capacity Planning Implementation Evaluation Administration

Home > Administration > Grantee Information > Edit Grantee Information

Mary JONES: (9912) Status Logout

Edit Grantee Information

Organization Information

Grantee Name*	Center for Prevention	Alternative Grantee Name	Higgins Substance Abuse Prevention Task Force
Award Number (general)	1 SP009912	Year Awarded	2002
Award Number (mentoring)	1 SP10000-01	Initial Year Drug Free Communities Grant First Awarded	
Status	A	Date Coalition Was First Established	2/5/2005
Contact Name	Mary Jones	Coalition Type	
Address*	1515 Prevention Drive	Contact Email	mjones@fake-e-mail.org
City*	Philadelphia	State*	PA
Zip Code*	16046	Phone	607-555-1001
Fax	607-555-1002		

(This is a sample screenshot of the Edit Grantee Information page.)

Add Staff Member (For Administrators Only)

Use the following information to add a Staff Member

First Name	Jared
Last Name	Butler
Position	President
Status	Active
State	PA
Email	jbultter@email.com

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Home > Administration > Staff Registration > Add Staff Member Account ADMINISTRATOR: (9912) Status

Add Staff Member

When you add a Staff Member, an email will be sent to that staff member and they will then have access to your COMET account. They will be able to add, edit, and delete information in the COMET.

First Name*

Last Name*

Position*

Status*

Address

City

State*

Zip

Phone

Email*

(This is a sample screenshot of the Add Staff Member page.)

Edit Key Leadership

Use the following information to update the Key Leadership.

Project Director	Thomas Smith
Coalition Coordinator	Becky Nickles

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Home > Administration > Key Leadership > Key Leadership Account ADMINISTRATOR: (9912)

Key Leadership

Project Director*

Coalition Coordinator*

(This is a sample screenshot of the Key Leadership page.)