Program Monitoring and Management System Information Architecture
Site Hierarchy Map and Wireframes
8/8/2005

Wireframes provide a quick and cost effective method to illustrate a system's functionality and flow. They are not meant to convey visual design, rather they allow work groups to comment on and agree to the functionality before design and programming is done.

These wireframes reflect site architecture changes in response to specific comments and concerns that were raised. Specifically:

> The system is disconnected and sections feel like silos.

> The system doesn't do a good job of guiding the user, and the user is likely to get lost.

> The framework and hierarchy of the system is not evident.

> Some functionality and pages seem confusing. The usability needs to be improved.

Document Revision History

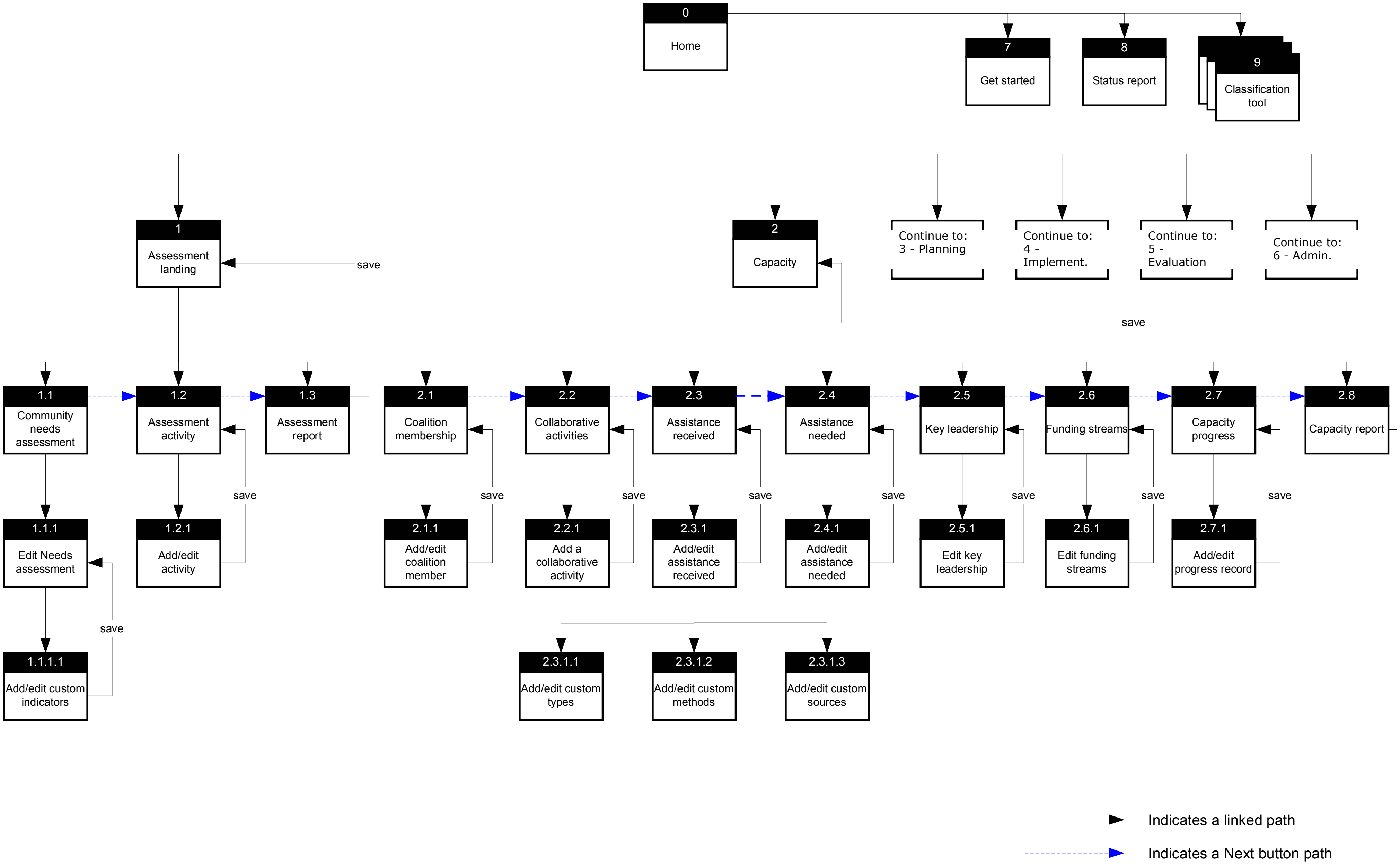
1.0 (7/18/05) Initial document

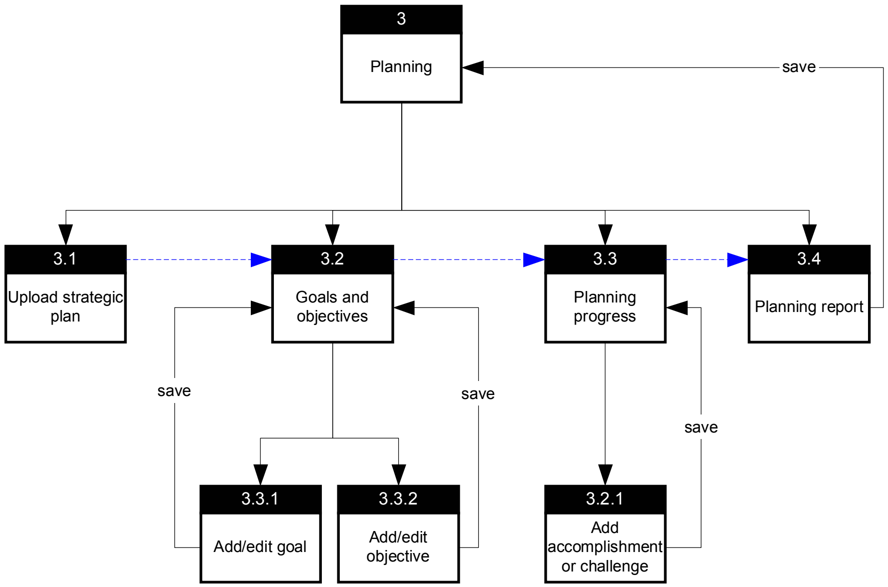
2.0 (7/22/05)
- Changed design of Needs Assessment section and added trend questions (pg. 6-8)
- Combined coalition organization and member sections (pg. 20-21)
- Added membership numbers to Coalition Membership (pg. 20)
- Added questions to Strategic Plan section (pg. 24)
- Added data fields to Add Objective screen (pg. 29)
- Changed add method on hierarchy view screens (pg. 32, etc.)
- Reworked design of Outcomes section (pg. 40-41)
- Numerous minor changes

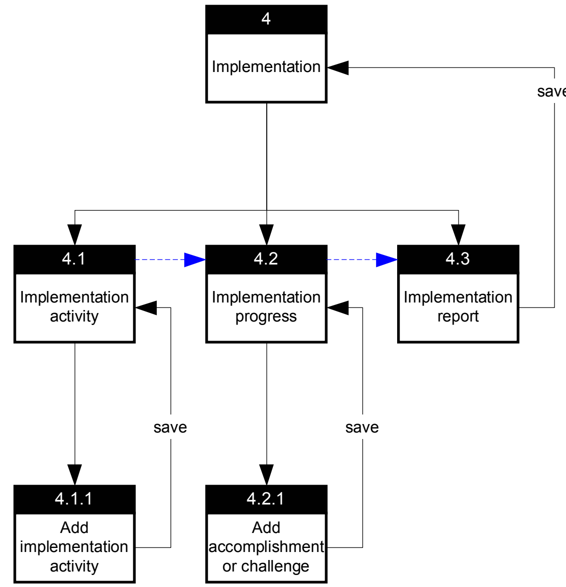
3.0 (7/28/05)
- Updated needs assessment to display view screen first.
- Added fields to needs assessment
- Added conditions for deletes on records
- Changed order of capacity sections
- Ability to add others for assistance received fields
- Changed design of add members page
- Changed order o Planning sections
- Added ability to add other risk and protective factors
- Changed design of objective page
- Changed design of activities page
- Changed design of outcome data page
- Multiple minor changes

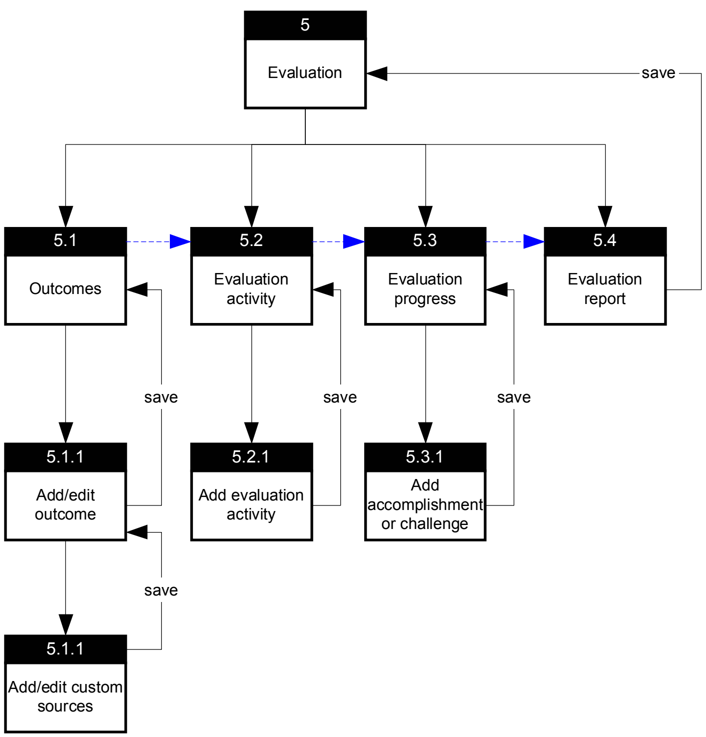
4.0 (8/7/05)
- Added changes from Battelle's requirements mapping
- Added sections and pages where needed

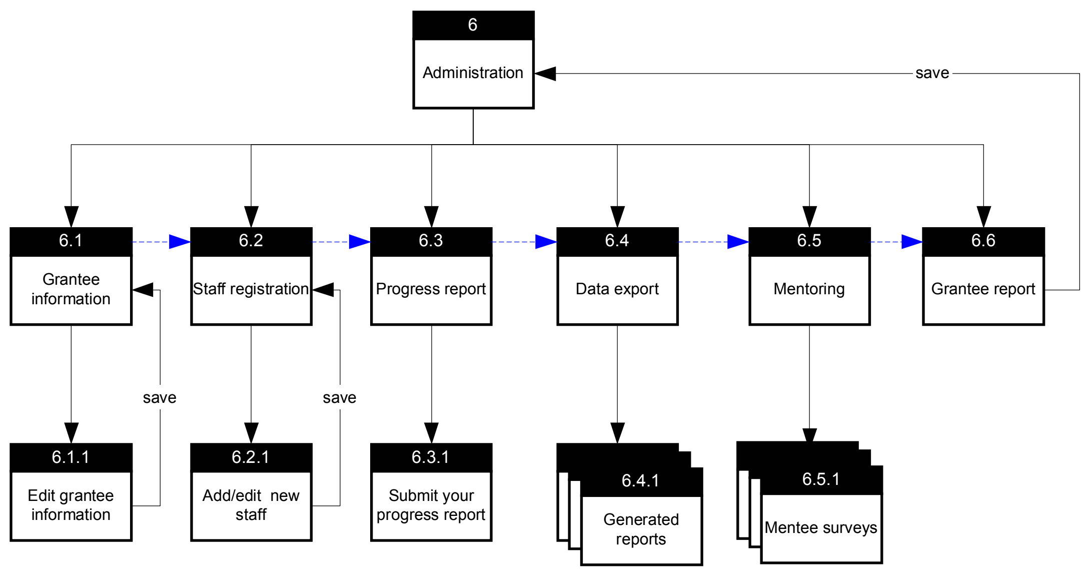
4.1 (8/8/05)
- Minor change requests from ONDCP and from our 8/8 call.


0
Home
7
Get started
8
Status report
9
Classification tool
1
Assessment landing
2
Capacity
Continue to: 3 - Planning
Continue to: 4 - Implement.
Continue to: 5 - Evaluation
Continue to: 6 - Admin.
save
1.1
Community needs assessment
1.2
Assessment activity
1.3
Assessment report
2.1
Coalition membership
2.2
Collaborative activities
2.3
Assistance received
2.4
Assistance needed
2.5
Key leadership
2.6
Funding streams
2.7
Capacity progress
2.8
Capacity report
1.1.1
Edit Needs assessment
1.2.1
Add/edit activity
2.1.1
Add/edit coalition member
2.2.1
Add a collaborative activity
2.3.1
Add/edit assistance received
2.4.1
Add/edit assistance needed
2.5.1
Edit key leadership
2.6.1
Edit funding streams
2.7.1
Add/edit progress record
1.1.1.1
Add/edit custom indicators
2.3.1.1
Add/edit custom types
2.3.1.2
Add/edit custom methods
2.3.1.3
Add/edit custom sources
Indicates a linked path
Indicates a Next button path


3
Planning
save
3.1
Upload strategic plan
3.2
Goals and objectives
3.3
Planning progress
3.4
Planning report
save
save
save
3.3.1
Add/edit goal
3.3.2
Add/edit objective
3.2.1
Add accomplishment or challenge


4
Implementation
save
4.1
Implementation activity
4.2
Implementation progress
4.3
Implementation report
save
save
4.1.1
Add implementation activity
4.2.1
Add accomplishment or challenge


5
Evaluation
save
5.1
Outcomes
5.2
Evaluation activity
5.3
Evaluation progress
5.4
Evaluation report
save
save
save
5.1.1
Add/edit outcome
5.2.1
Add evaluation activity
5.3.1
Add accomplishment or challenge
save
5.1.1
Add/edit custom sources


6
Administration
save
6.1
Grantee information
6.2
Staff registration
6.3
Progress report
6.4
Data export
6.5
Mentoring
6.6
Grantee report
save
save
6.1.1
Edit grantee information
6.2.1
Add/edit new staff
6.3.1
Submit your progress report
6.4.1
Generated reports
6.5.1
Mentee surveys

Drug Free Communities
Program Monitoring and Management System

SAMHSA Logo | ONDCP Logo | Prev Platform

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

User: Status | Logout

Animated graphic

Messages:

Progress Report - Your next progress report will be due August 14th.

Classification report

How to get started - this provides an overview of the system and instructions for new users.

Status Report - this gives you a quick glance at the work you have completed and the work you need to complete.

Contact | FAQ | Glossary

Page ID: 0
Page Title: home

Page Details

1. We are proposing that the main navigation roll down menus be removed. This is in response to the comments that the system seems disjointed and that the modules and sections seem "silo like."

The main navigation links will now take the user to the module landing pages 1,2,3, etc. This will help to reinforce the relationship between the modules and sub sections.

Drug Free Communities
Program Monitoring and Management System

SAMHSA Logo	ONDCP Logo	Prev Platform

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

Home > Assessment

User: Status | 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.

Assessment tasks:	Last updated
1. Community needs assessment View and edit your current or archived needs assessments.	6/5/2005
2. Assessment activity Add activities relevant to your needs assessment.	6/10/2005
3. Assessment report View a summary of the data you have entered in this module.	No data

1

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

Capacity >

Contact | FAQ | Glossary

Page ID: 1
Page Title: Assessment

Page Details

Users will now always be taken to a module landing page when clicking on a main navigation link. Position indication should be shown in the main navigation menu (e.g. change the background color of the active module button).

These landing pages help reinforce the framework and sequential flow of the system, as well as guide the user. This is also consistent with the design of the Prevention Platform.

1. This design combines the list of sections with the "tasks to be completed" which are separate in the existing design.

Drug Free Communities
Program Monitoring and Management System

SAMHSA Logo	ONDCP Logo	Prev Platform

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

Home > Assessment > Community needs assessment

User: Status | Logout

Community needs assessment (task 1 of 3)

Edit needs assessment

Date updated: 5/1/005

Target community name: Community ABC

Targeted geographic areas: Urban

Specific targeted geographic areas: Counties, Neighborhood, School District

Further describe the geographic areas selected above (e.g., names of cities, counties, etc.)
Lorem ipsum dolor sit amet, consectetaur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.Lorem ipsum dolor sit amet, consectetaur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

Assessment summary
Lorem ipsum dolor sit amet, consectetaur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.Lorem ipsum dolor sit amet, consectetaur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

Targeted gender: Male

Targeted grade: 9th

Substances of issue in the community: Alcohol, Tobacco

Risk factors to target:
- Availability of substances that can be abused (improving)
- Poverty (worsening)

Protective factors to target:
- Perceived standards of trust and community (improving)
- Laws and policies (improving)

Save and go to the next task: Assessment activity

Next > 1

Contact | FAQ | Glossary

Page ID: 1.1
Page Title: Community Needs Assessments

Page Details

1. We are proposing implementing a series of Next buttons to further guide the user through the system. This is in response to concerns raised with the existing design. When the Next button is clicked it takes the user to the next task (Assessment activity).

Edit community needs assessment

Target community name

Target geographic areas:

(Hold down Ctrl to select multiple)

Specific targeted geographic areas

(Hold down Ctrl to select multiple)

Further describe the geographic areas selected above (e.g., names of cities, counties, etc.).

Assessment summary

Targeted gender

Targeted grade

(Hold down Ctrl to select multiple)

Substances of issue in the community

(Hold down Ctrl to select multiple)

Screen continued on the following page

Page ID: 1.1.1
Page Title: Edit

Page Details

1. This dropdown field should not be wider than the longest selection option. Otherwise the add button gets pushed too far to the right and may be missed.

2. When the Add selected button is clicked it will populate a list of selected risk and protective factors. Each selected item will have a delete link. See following page for an example.

Page ID: 1.1.1 page continued
Page Title: Edit

Continuation of previous page, after adding risk and protective factors.

Select risk factors to target (Add/edit custom factors)

[▼] Add selected

Risk factor (trend)	Delete risk factor	Trend is improving	Trend is staying the same	Trend is worsening	No trend data	Date trend updated
Availability of substances that can be abused	Delete	◉	○	○	○	5/5/05
Poverty	Delete	○	○	○	○	4/5/05

1

Select protective factors to target (Add/edit custom factors)

[▼] Add selected

Protective factor (trend)	Delete risk factor	Trend is improving	Trend is staying the same	Trend is worsening	No trend data	Date trend updated
Perceived standards of trust and community	Delete	○	◉	○	○	5/5/05
Laws and policies	Delete	○	○	◉	○	4/5/05

2

Save

Page Details

This is an example of how the bottom section of the page would appear after the user had added risk and protective factors.

1. Radio buttons should all be blank as default. Clicking on a radio button should dynamically update the "Date trend updated."

2.Deletes should only be allowed for risk and protective factors not tied to existing goals, objectives, or activities. The delete button should not be shown for risk factors that are tied to these.

Add/edit custom factors

Add a custom risk factor

Custom risk factor title — Delete

1

Add a custom protective factor

Custom protective factor title — Delete

2

Custom protective factor title — Delete

Save

Page ID: 1.1.1.1
Page Title: Custom factors

Page Details

1. These are editable text fields.

2. Delete buttons would only be available for factors that aren't linked to other sections.

Drug Free Communities
Program Monitoring and Management System

SAMHSA Logo | ONDCP Logo | Prev Platform

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

Home > Assessment > Assessment activity

User: Status | Logout

Assessment activity (task 2 of 3) 1

Add an activity 2

Name	Description	Type	Status	Date started	Date completed	
Linked name	some description, some description...	Reporting	Active	7/7/05	7/7/05	Delete
Linked name	some description, some description...	Other	Complete	7/10/05	7/15/05	Delete
Linked name	some description, some description...	Data Collection Activities	Inactive	2/11/05	2/30/05	3

Next task: Assessment report

Next >

Contact | FAQ | Glossary

Page ID: 1.2
Page Title: Assessment activity

Page Details

1. Displaying the task numbers here will give the user a better sense of where they are within the system, and help to reinforce the site's framework and flow.

2. The "quick entry" concept has been removed. A common Web convention of displaying a list of existing records and a link to add a record, has been adopted. This "List Style" design is used for all similar pages.

The advantage of the quick entry is being able to add a new record without having to navigate to a new page. However, we believe this benefit is at the expense of usability. Having the list of existing records and the fields to add a new record overcomplicates the page. This is especially problematic when there are additional fields that aren't part of the "quick entry."

3. Delete buttons will not be available for records that have been submitted as part of a progress report. These records will only be editable.

Drug Free Communities
Program Monitoring and Management System

SAMHSA Logo	ONDCP Logo	Prev Platform

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

Home > Assessment > Assessment activity > Add assessment activity

User: Status | Logout

1

Add/edit an assessment activity

Name

Type

Date started 2 3 (mm/dd/yyyy)

Date completed (mm/dd/yyyy)

Status

Description

Save

Contact | FAQ | Glossary

Page ID: 1.2.1
Page Title: Add an assessment activity

Page Details

1. Ideally when a user clicks to edit an existing activity the page title will be "Edit assessment activity" instead of "Add an assessment activity."

1. For new records the default date fields to today's date.

2. This graphic indicates the calendar pop-up feature that is used on the existing system.

Once an activity has been submitted as part of a progress report, the only fields that can be edited are Date completed, Status, and Description.

Assessment report (task 3 of 3)

Page ID: 1.3
Page Title: Assessment report

Page Details

This page will display a view only report of the data the user has entered in this module.

Page ID: 2
Page Title: Capacity

Page Details

Capacity

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

Capacity tasks:	Date updated
1. Coalition membership Add coalition members relevant to your project	No data
2. Collaborative activities Add collaborative activities that have been conducted	6/5/2005
3. Assistance received Add records for training and TA provided to coalition members	6/5/2005
4. Assistance needed Add records for training and TA that is needed	6/10/2005
5. Key leadership Report if any key staff, leadership, or fiscal agent changes have occurred	6/5/2005
6. Funding streams Report on your funding sources and status	6/5/2005
7. Capacity progress Track accomplishments and challenges/barriers	6/10/2005
8. Capacity report View a summary of the data you have entered in this module.	6/10/2005

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

Planning >

Coalition membership (task 1 of 8)

Add a member

Sector	Member	Status	# of reps.	# of active reps.	# of new reps.	
Youth-serving organizations	ABC organization	Active	10	5	5	Delete
Parents	ABC coalition	Inactive	10	5	5	Delete
Law enforcement agencies	John Johnson	Active	10	5	5	Delete
Civic and volunteer groups	XYZ organization	Inactive	10	5	5	Delete

1

Next task: Collaborative activities

Next >

Page ID: 2.1
Page Title: Coalition membership

Page Details

1. Delete buttons will not be available for records that have been submitted as part of a progress report. These records will only be editable.

Page ID: 2.1.1
Page Title: Add community coalition organization

Add/edit member

* Required fields

Member type * ○ Organization ○ Individual

Member name
(Either organization or individual)

Sector *

If type is organization

Number of representatives

Number of active representatives

Number of new representatives

Status *

Save

Page Details

Once a record has been submitted as part of a progress report, the only fields that can NOT be edited are Member type and Sector.

Drug Free Communities
Program Monitoring and Management System

SAMHSA Logo	ONDCP Logo	Prev Platform

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

Home > Capacity > Collaborative activities

User: Status | Logout

Collaborative activities (task 2 of 8)

Is the collaboration to prevent substance abuse among your members...

- Increasing
- Decreasing
- Staying the same

Add a collaborative activity

Activity	Description	Status	Date started	
Hearing on drug problems	Loreum ipsum Loreum ipsum Loreum ipsum	Active	5/5/05	Delete
Combined public and private funding for substance abuse prevention initiatives	Loreum ipsum Loreum ipsum Loreum ipsum	Inactive	4/5/05	Delete
Hearing on drug problems	Loreum ipsum Loreum ipsum Loreum ipsum	Active	4/4/05	Delete
Hearing on drug problems	Loreum ipsum Loreum ipsum Loreum ipsum	Inactive	4/1/05	Delete

Next task: Assistance received

Next >

Contact | FAQ | Glossary

Page ID: 2.2
Page Title: Collaborative activities

Page Details

Page ID: 2.2.1
Page Title: Collaborative activities

Add/edit collaborative actvity

Activity

Date started (mm/dd/yyyy)

Activity status

Description

Save

Page Details

Drug Free Communities Program Monitoring and Management System	SAMHSA Logo	ONDCP Logo	Prev Platform

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

Home > Capacity > Assistance received | User: Status | Logout

Assistance received (task 3 of 8)

Use this section to add training and technical assistance received.

Add assistance received

Type	Method	Source	Received by	Date received	1
Strategic prevention planning	Consultation or other technical assistance	State agency	Coalition staff	7/10/05	Delete
Measuring youth drug abuse	Presentation or other educational program	CADCA	Coalition members	7/10/05	Delete
Building coalition capacity	Workshop/training	State agency	Community	6/11/05	Delete

Next task: Assistance needed

Next >

Contact | FAQ | Glossary

Page ID: 2.3
Page Title: Assistance received

Page Details

1. Delete buttons will not be available for records that have been submitted as part of a progress report. These records will only be editable.

Add/edit assistance received

Date received (mm/dd/yyyy)

Type of assistance received

Add/edit custom types

Assistance received through

Add/edit custom methods

Source of assistance

Add/edit custom sources

(Hold down Ctrl to select multiple)

Received by

Description

Outcome of assistance

Save

Page ID: 2.3.1
Page Title: Add assistance provided

Page Details

Once a record has been submitted as part of a progress report, the only field that can be edited is Description and Outcome of assistance.

Add/edit custom types of assistance received

Add a custom type

1

Custom type title Delete

Custom type title Delete

2

Save

Page ID: 2.3.1.1
Page Title: Custom types

Page Details

1. These are editable text fields.

2. Delete buttons would only be available for factors that aren't linked to other sections.

Drug Free Communities Program Monitoring and Management System	SAMHSA Logo	ONDCP Logo	Prev Platform

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

Home > Capacity > Assistance received > Add/edit custom methods   User: Status | Logout

Add/edit custom ways in which assistance was received

Add a custom type

1

Custom method title	Delete
Custom method title	Delete

2

Save

Contact | FAQ | Glossary

Page ID: 2.3.1.2
Page Title: Custom methods

Page Details

1. These are editable text fields.

2. Delete buttons would only be available for records that aren't linked to other sections.

Add/edit custom sources of assistance

Add a custom type

1

Custom source title — Delete

Custom source title — Delete

2

Save

Page ID: 2.3.1.3
Page Title: Custom sources

Page Details

1. These are editable text fields.

2. Delete buttons would only be available for records that aren't linked to other sections.

Assistance needed (task 4 of 8)

Use this section to add training and technical assistance received.

Add assistance needed

Description 1	Type	Method	Status	Date added 2	3
Description text, description text...	Strategic prevention planning	Consultation or other technical assistance	Needed	7/10/05	Delete
Description text, description text...	Environmental strategies to reduce drug abuse	Presentation or other educational program	Received	7/10/05	Delete
Description text, description text...	Strategic prevention planning	Workshop/training	Closed	6/11/05	Delete

Next task: Key staff changes

Next >

Page ID: 2.4
Page Title: Assistance needed

Page Details

1. The description field should be truncated with "…" after 200 characters for display on this page.

2. Date added is automatically populated by the system.

3. Delete buttons will not be available for records that have been submitted as part of a progress report. These records will only be editable.

Page ID: 2.4.1
Page Title: Add assistance needed

Add/edit assistance needed

Type

Method

Status

Description

1

Save

Page Details

1. There are no character limits on description boxes. The limits are only on the previous list style pages.

Once a record has been submitted as part of a progress report, the only field that can be edited are Description and Status.

Page ID: 2.5
Page Title: Key leadership

Key leadership (task 5 of 8)

Edit key leadership information

Changes in key leaders during this period:

> Chairperson, co-chair, president of entire coalition

> Committee or taskforce leader or other formal leader

Do any of these key leader positions remain open?

> No

Fiscal agent change?

> No

Next task: Funding streams

Next >

Page Details

Page ID: 2.5.1
Page Title: Edit key leadership

Edit key leadership

If there has been any changes in key leaders during this period, select those positions.

- ☐ Chairperson, co-chair, president of entire coalition
- ☐ Committee or taskforce leader or other formal leader
- ☐ Major advocate or contributor, not in formal position
- ☐ Coalition administration staff
- ☐ Other

Please specify [ ]

Do any of these key leader positions remain open?

○ Yes ○ No

Was there a change in the fiscal agent?

○ Yes ○ No

If Yes, explain [ ]

If there has been a change in the project director or fiscal agent what actions have you taken?

- ☐ Notified Grants Management and your SAMHSA Project Officer.
- ☐ Received approval and notification of approval and a new Notice of Grant Award.
- ☐ Not notified Grants Management and SAMHSA Project Officer, but plan to do so immediately.
- ☐ Not applicable to the current situation

[Save]

Page Details

Page ID: 2.6
Page Title: Funding streams

Page Details

Funding streams (task 6 of 8)

Edit funding streams information

In the next 12 months do you expect your coalition's funding level to…
Increase

Your coalition's total annual operating budget is
$200,000

Funding breakdown	**Percent**	**Dollar amount**
DFC grant	50%	$100,000
Other drug abuse prevention grants	25%	$50,000
Fundraising/private donations	25%	$50,000

Save and continue to the Next task: Capacity progress

Next >

Page ID: 2.6.1
Page Title: Funding streams

Edit funding streams information

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? $

Indicate the dollar amount or percentage of your total budget for sources that support your coalition and its strategies..

Percent	Dollar amount	
	$	DFC grant
	$	Other drug abuse prevention grants
	$	Fundraising/private donations
	$	In-kind contributions (non-monetary)
	$	Foundations/non-profit organizations
	$	City/county government
	$	State government
	$	Federal government
	$	Sales or other taxes
	$	Other, specify

1

Save

Page Details

1. The system should check to make sure the user's percentages do not exceed 100%. The system could perform calculations to convert dollar amounts into percentages and vice versa.

Capacity progress (task 7 of 8)

List any successes your coalition had in engaging multiple sectors of the community in implementing prevention strategies or any challenges/barriers your coalition encountered with these multiple sectors to implement these strategies during this reporting period.

Add accomplishment or challenge/barrier

Name 1	Description 2	Type	Date identified	3
Name linked	Lorem ipsum dolor sit amet, consectetaur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua...	Accomplishment	7/10/05	Delete
Name linked	Lorem ipsum dolor sit amet, consectetaur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua...	Challenge/ barrier	7/10/05	Delete
Name linked	Lorem ipsum dolor sit amet, consectetaur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua...	Accomplishment	6/11/05	Delete

Next task: Assessment report

Next >

Page ID: 2.7
Page Title: Capacity progress

Page Details

1. The name field represents the short description field in the requirements document.

2. The description field should be truncated with "…" after 200 characters on this page.

3. Delete buttons will not be available for records that have been submitted as part of a progress report. These records will only be editable.

Page ID: 2.7.1
Page Title: Add accomplishment or challenge/barrier

Add/edt accomplishment or challenge/barrier

Name

Date identified (mm/dd/yyyy)

Type

Description

Save

Page Details

Once a record has been submitted as part of a progress report, the only field that can be edited is Description.

Page ID: 2.8
Page Title: Capacity report

Capacity report (task 8 of 8)

Page Details

This page will display a view only report of the data the user has entered in this module.

Drug Free Communities Program Monitoring and Management System	SAMHSA Logo	ONDCP Logo	Prev Platform

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

Home > Planning — User: Status | Logout

Page ID: 3
Page Title: Planning

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.

Planning tasks:	Date updated
1. Strategic plan Add your coalitions strategic plan from your computer	6/10/2005
2. Goals and objectives Add or edit objectives and goals for your coalition	6/5/2005
3. Planning progress Track accomplishments and challenges/barriers	6/10/2005
4. Planning report View a summary of the data you have entered in this module.	No data

If you are finished with all your Planning tasks
you can now move on to Implementation

[Implementation >]

Contact | FAQ | Glossary

Page Details

Page ID: 3.1
Page Title: Upload strategic plan

Strategic plan (task 1 of 4)

Plan status

Year plan was first completed

Year plan was last updated

Plan used SAMHSA's Strategic Prevention Framework ◯ Yes ◯ No

Upload your plan

Select your strategic plan file from your computer and upload it here. If you already have a document stored here it will be replaced with any new upload.

Browse | Upload

My_strategic_plan.doc

Next task: Goals and objectives

Next >

Page Details

Goals and objectives (task 2 of 4)

Add goal | Add objective

DFC program g 1	Date Updated	
1. Reduce substance abuse among youths and adults	(1/1/05)	
1.1 Objective title goes here	(2/5/05)	Delete
1.2 Objective title goes here	(2/5/05)	Delete
2. Establish, and strengthen collaboration	(1/1/05)	
2.1 Objective title goes here	(4/3/05)	Delete
2.2 Objective title goes her 2	(4/7/05)	Delete

3

Custom goals			
3. User defined goal number one	(5/1/05)	▲ ▼	Delete
3.1 Objective title goes here	(5/1/05)		Delete
4. User defined goal number two	(5/1/05)	▲ ▼	Delete
4.1 Objective title goes here	(5/1/05)		Delete

Next task: Planning progress

Next >

Page ID: 3.2
Page Title: Goals and objectives

Page Details

The design for this page clearly illustrates the relationship between goals and objectives. The system will have two default DFC goals. The user has the ability to add additional goals and objectives.

1. Standard ONDCP goals for DFCs are preloaded for all users and cannot be deleted. The description can be edited but the title cannot.

2. Objectives should be sorted alphabetically within goals.

3. These up and down buttons will allow users to sort the order of their goals. This will prevent the user from having to delete and recreate goals in order to reorder.

Add/edit a goal

Custom goals are ordered alphabetically by title. You also have the ability to manually sort custom goals.

Goal name [ ] 1

Description [ ]

[Save]

Page ID: 3.2.1
Page Title: Add goal

Page Details

1. If this is one of the DFC goals, the title will not be editable.

Once a record has been submitted as part of a progress report, the only field that can be edited is Description.

Add/edit an objective

Objectives are ordered alphabetically by title.

Select goal (1)

Objective name

Description

Link objective to targeted risk factor (Hold down Ctrl to select multiple) (2)

Link objective to targeted protective factor (Hold down Ctrl to select multiple) (2)

Link objective to core outcome measure (Hold down Ctrl to select multiple) (5)

(4)

Select environmental strategy (Hold down Ctrl to select multiple)

Target substance (Hold down Ctrl to select multiple)

Grade (Hold down Ctrl to select multiple)

Gender

(3)

Targeted date for achieving outcome (mm/dd/yyyy)

To what extent has this objective been achieved?

Save

Page ID: 3.2.2
Page Title: Add objective

Page Details

1. This determines where the objective will be added. If you are editing an existing objective, changing the selection here will move the objective to that goal.

2. The only risk and protective factors that should be available in these dropdowns are the ones that were selected in community needs assessments. And the list would include any custom factors that were added.

3. These are independent of the selections made in Needs Assessment and do not need to match.

4. When the user comes back to an existing objective they should see an additional field. "Please explain any changes in this objective." It should be a text area the same size as the description field, and appear below Description.

5. "None" should be added to this list.

Once a record has been submitted as part of a progress report, the only fields that can be edited are Description, Please explain any changes in this objective, and To what extent has this objective been achieved?

Having the description field on this page alleviates the need for requirement 5.2 from the quarterly report (Any additional information…).

Page ID: 3.3
Page Title: Planning progress

Planning progress (task 3 of 4)

List any accomplishments your coalition achieved in developing and implementing the strategic plan or any challenges/barriers your coalition encountered in implementing the strategic plan during the current reporting period.

Add accomplishment or challenge/barrier

Name	Description	Type	Date identified	
Name linked	Lorem ipsum dolor sit amet, consectetaur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.	Accomplishment	7/10/05	Delete
Name linked	Lorem ipsum dolor sit amet, consectetaur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.	Challenge/ barrier	7/10/05	Delete
Name linked	Lorem ipsum dolor sit amet, consectetaur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.	Accomplishment	6/11/05	Delete

Next task: Goals and objectives

Next >

Page Details

Add/edit accomplishment or challenge/barrier

Name

Date identified (mm/dd/yyyy)

Type

Description

Save

Page ID: 3.3.1
Page Title: Add accomplishment or challenge/barrier

Page Details

Once a record has been submitted as part of a progress report, the only field that can be edited is Description.

Page ID: 3.4
Page Title: Planning report

Planning report (task 4 of 4)

Page Details

This page will display a view only report of the data the user has entered in this module.

Drug Free Communities Program Monitoring and Management System	SAMHSA Logo	ONDCP Logo	Prev Platform

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

Home > Implementation — User: Status | Logout

Implementation

Implementation puts into motion the activities identified in the planning process.

Implementation tasks:	Date updated
1. Implementation activity Add specific activities for each of your objectives	6/5/2005
2. Implementation progress Track your accomplishments and challenges/barriers	6/10/2005
3. Implementation report View a summary of the data you have entered in this module.	6/10/2005

If you are finished with all your Implementation tasks
you can now move on to Evaluation

Evaluation >

Contact | FAQ | Glossary

Page ID: 4
Page Title: Implementation

Page Details

Implementation activity (task 1 of 3)

List any activity information related to the implementation of your objectives.

1

hierarchy view | data view

DFC program goals

1. Reduce substance abuse among youths and adults

> Objective title goes here (add activity)

2

> Activity: Drug refusal skills program component — Delete

> Activity: Special events to heighten awareness (e.g. poster contests, forums) — Delete

> Objective title goes here (add activity)

2. Establish, and strengthen collaboration

> Objective title goes here (add activity)

> Objective title goes here (add activity)

> Activity: Information dissemination (e.g. brochures, fact sheets, etc.) — Delete

Custom goals

1. User defined goal number three

> Objective title goes here (add activity)

Next task: Implementation progress

Next >

Page ID: 4.1.a
Page Title: Implementation activity

Page Details

1. Users will have two ways to view activities. Either a “hierarchy view”, shown here, or a “data view”, shown on the following page.

The design for this page (hierarchy view) illustrates the relationship between activities and the goals and objectives the user created in Planning. This is designed to help answer the concerns that the modules are disjointed and not interrelated.

2. Clicking on the activity will take the user to the activity edit screen. Activities should be sorted alphabetically within objectives.

Page ID: 4.1.b
Page Title: Implementation activity

Page Details

Implementation activity (task 1 of 3)

List any activity information related to the implementation of your objectives.

Add an activity

hierarchy view | data view

Activity	Strategy	Date started	Status	# reached	
Drug refusal skills program component	Changing institutional or govt. programs	7/10/05	Active	50	Delete
Special events to heighten awareness (e.g. poster contests, forums)	Building skills/ competencies	7/10/05	Inactive	250	Delete
Information dissemination (e.g. brochures, fact sheets, etc.)	Building skills/ competencies	6/11/05	Not applicable	500	Delete

Next task: Implementation progress

Next >

Add/edit activity

Select a goal you created in the planning section

1

Select an objective you created in the planning section

2

Strategy

Activity

If other, describe

3

Date started

(mm/dd/yyyy)

Activity status

Participating active activity member

(Hold down Ctrl to select multiple)

4

Number of people reached

Save

Page ID: 4.1.1
Page Title: Add activity

Page Details

1. Explicitly stating where these data elements are coming from clarifies the functionality and reinforces the system's interactivity.

2. These dropdowns are dynamically linked. The objective dropdown is populated once a goal is selected.

3. This text box should be grayed out unless Other is selected from the dropdown.

4. This list should contain all member organizations and individuals and "My coalition."

Once a record has been submitted as part of a progress report, the only fields that can be edited are Activity status, Participating active activity members, and number of people reached. The system should prevent the user from entering a future date, therefore Date started should not be editable.

Implementation progress (task 2 of 3)

Add any accomplishments your coalition achieved in implementing this objective or any challenges/ barriers your coalition encountered in implementing this objective during the current reporting period.

hierarchy view | data view

DFC program goals

1. Reduce substance abuse among youths and adults
   - 1.1 Objective title goes here (add accomplishment or challenge/barrier)
     - > Accomplishment: Progress name linked — Delete
     - > Challenge/barrier: Progress name linked — Delete
   - 1.2 Objective title goes here (add accomplishment or challenge/barrier)
2. Establish and strengthen collaboration
   - 2.1 Objective title goes here (add accomplishment or challenge/barrier)
   - 2.2 Objective title goes here (add accomplishment or challenge/barrier)
     - > Accomplishment: Progress name linked — Delete

Custom goals

3. User defined goal number three
   - 3.1 Objective title goes here (add accomplishment or challenge/barrier)

Next task: Implementation report

Next >

Page ID: 4.2.a
Page Title: Implementation progress

Page Details

Drug Free Communities
Program Monitoring and Management System

SAMHSA Logo	ONDCP Logo	Prev Platform

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

Home > Implementation > Implementation progress

User: Status | Logout

Implementation progress (task 2 of 3)

List any accomplishments your coalition achieved in implementing this objective or any challenges/ barriers your coalition encountered in implementing this objective during the current reporting period.

Add accomplishment or challenge/barrier

hierarchy view | data view

Name	Description	Type	Date identified	
Name linked	Lorem ipsum dolor sit amet, consectetaur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua...	Accomplishment	7/10/05	Delete
Name linked	Lorem ipsum dolor sit amet, consectetaur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua...	Challenge/ barrier	7/10/05	Delete
Name linked	Lorem ipsum dolor sit amet, consectetaur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua...	Accomplishment	6/11/05	Delete

Next task: Implementation report

Next >

Contact | FAQ | Glossary

Page ID: 4.2.b
Page Title: Implementation progress

Page Details

Add/edit accomplishment or challenge/barrier

Select a goal you created in the planning section

1 Select an objective you created in the planning section

Name

Date identified (mm/dd/yyyy)

Type

Description

Save

Page ID: 4.2.1
Page Title: Add accomplishment or challenge/barrier

Page Details

1. Explicitly stating where these data elements are coming from clarifies the functionality and reinforces the system's interactivity. These should be defaulted based upon which add link the user clicked on.

Once a record has been submitted as part of a progress report, the only field that can be edited is Description.

Drug Free Communities
Program Monitoring and Management System

SAMHSA Logo | ONDCP Logo | Prev Platform

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

Home > Implementation > Report

User: Status | Logout

Implementation report (task 3 of 3)

Contact | FAQ | Glossary

Page ID: 4.3
Page Title: Implementation report

Page Details

This page will display a view only report of the data the user has entered in this module.

Page ID: 5
Page Title: Evaluation

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.

Evaluation tasks:	Date updated
1. Report core outcome measures Add outcome data for your objectives	6/5/2005
2. Evaluation activities Add evaluation activities for each of your objectives	6/5/2005
3. Evaluation progress Track your accomplishments and challenges/barriers	6/5/2005
4. Evaluation report View a summary of the data you have entered in this module.	6/10/2005

Page Details

Drug Free Communities
Program Monitoring and Management System

SAMHSA Logo | ONDCP Logo | Prev Platform

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

Home > Evaluation > Outcomes — User: Status | Logout

Outcomes (task 1 of 4)

You need to add outcome data for each of the four National Outcome Measures show on this page.

Add outcome data

Average age of onset

- State survey (5/10/05) — Delete
- Youth Risk Behavior Survey (RBS) (5/10/05) — Delete

Past 30-day use

- No outcome data has been entered

Perception of parental disapproval

- Youth Risk Behavior Survey (RBS) (5/20/05) — Delete
- Secondary of Archival Data (3/4/05) — Delete

Perception of risk

- Search Institute Survey (10/10/04) — Delete

Next task: Evaluation activities

Next >

Contact | FAQ | Glossary

Page ID: 5.1
Page Title: Outcomes

Page Details

Page ID: 5.1.1
Page Title: Add an outcome

Add outcome data

Select outcome categories this data applies to (1)

Select the source for this data (2)

Add/edit custom source

Date collected (mm/dd/yyyy)

Compared to the target area (community name), the geographical area covered by this data is

Enter the outcome data you have available. You may enter specific data by grade and gender, or combined data. You **can not** enter both specific data **and** combined data.

Enter data by grade (3)

Grade		Alcohol	Tobacco	Marijuana
6	%			
	n			
7	%			
	n			
8	%			
	n			
9	%			
	n			
10	%			
	n			
11	%			
	n			
12	%			
	n			

Or enter combined grade data

	Alcohol	Tobacco	Marijuana
%			
n			

Enter data by gender

Gender		Alcohol	Tobacco	Marijuana
Male	age			
	n			
Female	age			
	n			
	age			
	n			

Or enter combined gender data

	Alcohol	Tobacco	Marijuana
%			
n			

(4)

Save

Page Details

1. If Average age of onset is selected the page should reload with % (in grade column) replaced with age.

2. If Developed your own survey is selected the page should reload with a Data collection method dropdown below the select source dropdown. Also (Not shown here) there should be a "If other, describe" field under this dropdown, similar to the one on page 4.1.1 Add activities.

3. Data text boxes should not allow the user to enter a percentage > 100. They should be prompted with a message.

4. The system should check to make sure users either enter combined data or individual data, but not both. They should be prompted if they try to.

Once a record has been submitted as part of a progress report, the only fields that can be changed are the outcome data cells.

Page ID: 5.2
Page Title: Evaluation activities

Page Details

Evaluation activities (task 2 of 4)

Add an activity

Name	Description	Type	Status	Date started	Date completed	
Linked name	some description, some description...	Data collection	Active	7/7/05	7/7/05	Delete
Linked name	some description, some description...	Evaluation presentation of findings	Complete	7/10/05	7/15/05	Delete
Linked name	some description, some description...	Recommendations for improvements	Inactive	2/11/05	2/30/05	

Next task: Assessment report

Next >

Drug Free Communities
Program Monitoring and Management System

SAMHSA Logo	ONDCP Logo	Prev Platform

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

Home > Evaluation > Evaluation activities > Add/edit evaluation activity

User: Status | Logout

Add/edit evaluation activity

Name

Type 1

Date started (mm/dd/yyyy)

Date completed (mm/dd/yyyy)

Category

Status

Activity leader

If other

Description

Save

Contact | FAQ | Glossary

Page ID: 5.2.1
Page Title: Add evaluation activities

Page Details

1. "Recommendations for improvements" should be added to this list.

Drug Free Communities Program Monitoring and Management System	SAMHSA Logo	ONDCP Logo	Prev Platform

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

Home > Evaluation > Evaluation progress — User: Status | Logout

Evaluation progress (task 3 of 4)

Add any accomplishments your coalition achieved in evaluating this objective or any challenges/ barriers your coalition encountered in implementing this objective during the current reporting period.

Add accomplishment or challenge/barrier

Name	Description	Type	Date identified	
Name linked	Lorem ipsum dolor sit amet, consectetaur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua...	Accomplishment	7/10/05	Delete
Name linked	Lorem ipsum dolor sit amet, consectetaur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua...	Challenge/ barrier	7/10/05	Delete
Name linked	Lorem ipsum dolor sit amet, consectetaur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua...	Accomplishment	6/11/05	Delete

Next task: Evaluation report

Next >

Contact | FAQ | Glossary

Page ID: 5.3
Page Title: Evaluation progress

Page Details

Page ID: 5.3.1
Page Title: Add accomplishment or challenge/barrier

Add accomplishment or challenge/barrier

Name

Date identified (mm/dd/yyyy)

Type

Description

Save

Page Details

Drug Free Communities
Program Monitoring and Management System

SAMHSA Logo | ONDCP Logo | Prev Platform

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

Home > Evaluation > Report

User: Status | Logout

Evaluation report (task 4 of 4)

Contact | FAQ | Glossary

Page ID: 5.4
Page Title: Evaluation report

Page Details

This page will display a view only report of the data the user has entered in this module.

Drug Free Communities Program Monitoring and Management System	SAMHSA Logo	ONDCP Logo	Prev Platform

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

Home > Administration — User: Status | Logout

Administration

...

Administration tasks:	Date updated
1. Grantee information Review and edit your grantee information	6/5/2005
2. Staff registration Add individual members	6/10/2005
3. Progress report Produce and submit your report for approval	No data
4. Data export Create and download MS Access or Excel data files	No data
5. Mentoring Complete surveys for your mentees	No data
6. Administration report	

Contact | FAQ | Glossary

Page ID: 6
Page Title: Administration

Page Details

Page ID: 6.1
Page Title: Grantee information

Grantee Information

Edit grantee information

Organization information

Grantee name: ABC Grantee
Alternative grantee name: Alt name
Award number: 12345
Year of first award: 2004
Coalition type: type a
Establishment date: 04/05/1995
Status: Active

Address: 555 Jackson Street
City: Baltimore
State: MD
Zip Code: 21230
Phone: 555-555-5555
Fax: 555-555-5555

Project Officer information

Choose the Staff Member: Something
Name: Mike Mikeson

Phone: 555-555-5555
Extension:
Email: mike@somewhere.com

Fiscal Agent information

Name John Johnson

Address 555 Jackson Street
City Baltimore
State MD
Zip Code 21230

Page Details

We discussed the need for grantees to be able to request a new Fiscal Agent. How should the system handle this process? Should there be a email link here to request, or should there be a submit button?

Page ID: 6.1.1
Page Title: Edit grantee information

Page Details

Edit grantee information

Organization information

Grantee name: ABC Grantee

Alternative grantee name:

Award number: 12345

Year of first award: 2004

Coalition type: type a

Establishment date: 04/05/1995

Status: Active

Address:

City:

State:

Zip Code:

Phone:

Fax:

Project Officer information

Choose the Staff Member: Something

First name: Mike

Last name: Mikeson

Phone: 555-555-5555

Extension:

Email: mike@somewhere.com

Fiscal Agent information

First name

Last name

Address

City

State

Zip Code

Save

Page ID: 6.2
Page Title: Staff registration

Staff registration

Add staff member

Name	Member type	Posisiton	Status	
Roger Rogerson	Community	Project Director	Active	Delete
Sue Susanson (prime contact)	Coalition	President	Inactive	Delete
Will Willson	Community	President	Active	Delete

Page Details

Page ID: 6.2.1
Page Title: Add staff member

Add staff member

First Name

Last Name

Member type

Position

Status

Prime conatct ○ Yes ○ No

Address

City

State

Zip code

Phone

Email

Save

Page Details

Drug Free Communities Program Monitoring and Management System	SAMHSA Logo	ONDCP Logo	Prev Platform

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

Home > Administration > Progress report | User: Status | Logout

Progress report

	Status	Date submitted	Date approved
3rd quarter 2005 1	Active	Submit now	
2nd quarter 2005	Pending	6/30/05	
1st quarter 2005	Approved	3/30/05	4/10/05

Contact | FAQ | Glossary

Page ID: 6.3
Page Title: Progress report

Page Details

1. Clicking on the active quarterly report will take the user to the editable quarterly report. Clicking on a report that has been submitted will take them to a read only "locked" version of the report the submitted.

The active quarterly report will have a submit button on it. When a quarterly report is submitted the status is changed to Pending. When a report has been approved the status is changed to Approved.

Page ID: 6.3.1
Page Title: Submit your progress report

Submit your progress report

You are about to submit a snapshot of all the information and data relevant to [PERIOD START AND END DATE] contained in the COMET system for your coalition. Once you submit this information you will not have an opportunity to edit this information.

Once submitted, the information will be reviewed by your Project Officer. The Project Officer will either accept the report or request specific additions or modifications. If the report is accepted, your work is done and you will receive feedback within 30 days of submission. If additions or modifications are requested, you will receive an email with specific instructions about what needs to be done. At that time, you will be given the ability to modify and resubmit your report as instructed.

☐ I have read and understand the submission instructions and process.

[Submit progress report]

Page Details

Data export

Export to [▼]

Organization [▼]

Time period [▼]

Start date [ ] (mm/dd/yyyy)

End date [ ] (mm/dd/yyyy)

Select tables to export

☐ Select/unselect all (1)

☐ selection	☐ selection	☐ selection
☐ selection	☐ selection	☐ selection
☐ selection	☐ selection	☐ selection

[Generate]

Created files

7/13/05 2:39 PM | delete

7/10/05 4:39 PM | delete

Page ID: 6.4
Page Title: Data export

Page Details

1. Checking this box will select all selection options. Un-checking it will unselect all selection options.

Drug Free Communities
Program Monitoring and Management System

SAMHSA Logo	ONDCP Logo	Prev Platform

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

Home > Administration > Mentoring

User: Status | Logout

Mentoring

Add a mentee organization

Mentee organization ABC

- Grantee identification information
- Mentored coalition identification information
- Assessment
- Capacity
- Planning
- Implementation
- Evaluation
- Overall mentoring relationship

Mentee organization DEF

- Grantee identification information
- Mentored coalition identification information
- Assessment
- Capacity
- Planning
- Implementation
- Evaluation
- Overall mentoring relationship

Mentee organization XYZ

- Grantee identification information
- Mentored coalition identification information
- Assessment
- Capacity
- Planning
- Implementation
- Evaluation
- Overall mentoring relationship

Contact | FAQ | Glossary

Page ID: 6.5
Page Title: Mentoring

Page Details

This page is only displayed for grantees with mentoring grants.

1. Clicking on a mentee link will take the user to a survey.

Page ID: 6.5.2
Page Title: Mentee survey

Page Details

Mentee survey

Section 1. Grantee identification information

1.1 Grant award number

1.2 Year of first award

1.3 Coalition name

1.4 Coalition state

1.5 Coalition zip code

1.6 Report contact information (for person filling out report)

a. Name

b. Title

c. Email

d. Phone

1.7 Additional contact information

Project director

Coalition coordinator

Next section: 2 - Mentored coalition identification information

Next >

Page ID: 6.6
Page Title: Administration report

Page Details

Drug Free Communities
Program Monitoring and Management System

SAMHSA Logo	ONDCP Logo	Prev Platform

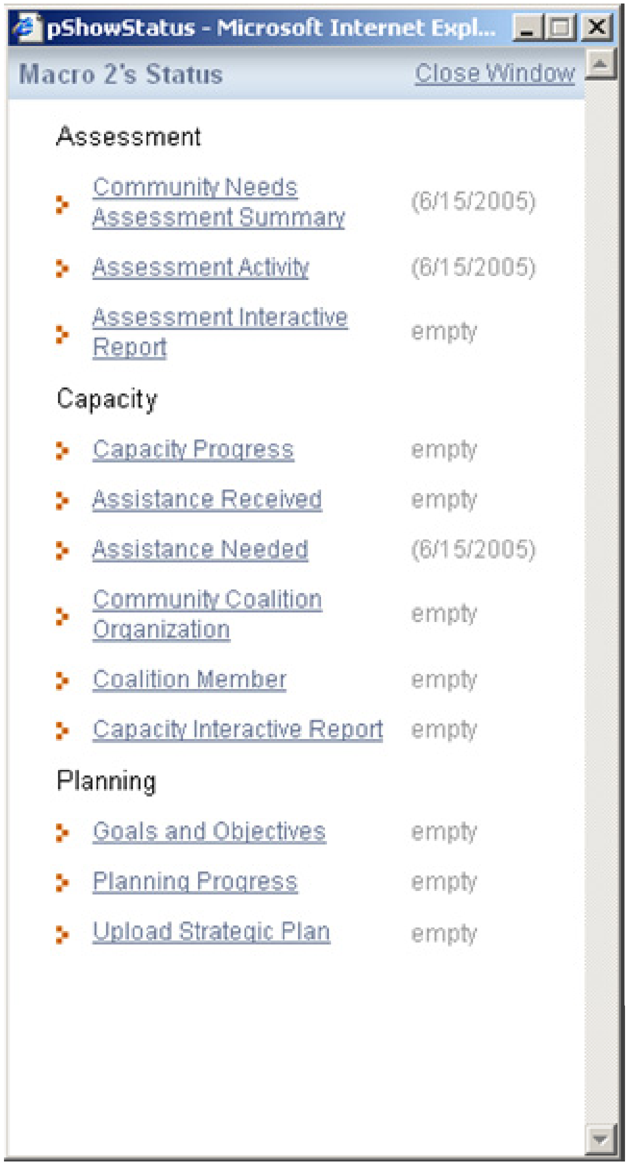
Home | Assessment | Capacity | Planning | Implementation | Evaluation | Administration

User: Status | Logout

Contact | FAQ | Glossary

Page ID: 8
Page Title: How to get started

Page Details



Page ID: 9
Page Title: Status report

Page Details

The status report should stay as is.

Drug Free Communities
Program Monitoring and Management System

SAMHSA Logo | ONDCP Logo | Prev Platform

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

User: Status | Logout

Progress reporting status for my coalitions

Coalitions not started	25
Coalitions not submitted	15
Coalitions submitted	30

Progress reports needing approval (3)

Pie chart graphic

Performance statistics for my coalitions

Have not accessed PMMS in last month	12
Declining outcome measures this quarter	25
Two or more personnel changes this year	3
25% or less of objectives completed this year	15
Requesting technical assistance currently	2

Contact | FAQ | Glossary

Page ID:
Page Title: Project officer view home

Page Details

This page is an example of the Project Officer's (PO) view.

Drug Free Communities
Program Monitoring and Management System

SAMHSA Logo | ONDCP Logo | Prev Platform

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

Home > Coalitions not started

User: Status | Logout

Coalitions not started (25)

1. Coalition ABC
   John Johnson, 555-555-5555, jjohnson@somewhere.com

2. Coalition DEF
   John Johnson, 555-555-5555, jjohnson@somewhere.com

3. Coalition XYZ
   John Johnson, 555-555-5555, jjohnson@somewhere.com

...

Contact | FAQ | Glossary

Page ID:
Page Title: Project officer view: progress reporting page

Page Details

For the coalitions submitted page there would be links to those reports.

Drug Free Communities
Program Monitoring and Management System

SAMHSA Logo | ONDCP Logo | Prev Platform

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

Home > Coalitions not started

User: Status | Logout

Progress reports needing approval (3)

	Date submitted
1. Coalition RST - Progress report	5/5/05
2. Coalition DEF - Progress report	6/5/05
3. Coalition XYZ - Progress report	7/5/05

Contact | FAQ | Glossary

Page ID:
Page Title: Project officer view: progress reporting page

Page Details

Drug Free Communities
Program Monitoring and Management System

SAMHSA Logo	ONDCP Logo	Prev Platform

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

Home > Coalitions not started

User: Status | Logout

Coalitions requesting technical assistance (2)

Coalition	Request type	Date requested
Coalition ABC	Measuring youth drug abuse	5/5/05
	Coalition sustainability	5/10/05
Coalition XYZ	Strategic prevention planning	5/10/05

Contact | FAQ | Glossary

Page ID:
Page Title: Project officer view: progress reporting page

Page Details

Coalition classification tool

Dear Coalition Leader,

This questionnaire is designed to classify coalitions according to their stage of development for the purposes of the evaluation. You are one of nine coalitions we are asking to complete the draft version of this Coalition Classification Tool.

We view the development of coalitions as a process of increasing their mastery of key functions needed to prevent substance abuse as well as developing and managing the coalition itself. Coalition mastery of capacities in each of the 5 steps of SAMSHA's Strategic Prevention Framework represents a challenge that all coalitions experience. Over time, and with attention devoted to improving their capacities, coalitions may progress through four stages that we call: establishing, functioning, maturing, and sustaining. In each stage, coalitions move from novice to proficient to mastery. Sometimes they “cycle back” before advancing.

Coalitions must first learn the fundamentals: their own organizational development and procedural management while developing their ability to address the content of their prevention functions, such as program / service development or environmental strategies (or both), others may evolve into an “intermediary support organization” working indirectly to build the capacity of other organizations. Each function requires specific capabilities that must be cultivated within the coalition to attain mastery. Most develop a combination of these functions. Not all coalitions will want to (or be capable of) attaining mastery in all foci.

Accordingly, in this survey the questions are organized first by coalition functional areas:

1. Coalition development and management
2. Program / service development and integration
3. Environmental strategies (e.g. access, policies, enforcement)
4. Intermediary or community support organization

There is a separate section of the survey for each of these functions. Within each section, you are asked to first provide an overall global rating of your coalition's capacity to perform each of the five Strategic Prevention Framework steps:

1. Conduct assessments
2. Mobilize and/or build capacity
3. Develop a comprehensive plan
4. Implement strategies
5. Evaluate and plan for sustainability

Global rating indicates your perception of your Coalitions' ***overall capacity*** to perform these functions. After general ratings, more specific questions are asked for each functional area. The survey finishes with your assessment of coalition “synergy” (how well members work together) and “collective efficacy” (how well they effect change in the community). Capacity refers to coalitions' ability to increase participation and membership, build leadership, and enhance cultural competence.

Analysis of the data gathered via this questionnaire will allow the classification of coalitions into one of the four stages of development. **Thank you for your participation!**

1. Coalition development and management

2. Program and service development and integration

3. Environmental strategies

4. Intermediary or community support organization

5. Synergy and collective self-efficacy

Page ID:
Page Title: Classification tool

Page Details