

Getting Started

AUGUST • 2019

Document Intent and Limitations

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This document is intended to serve as a time-limited Quick Start Guide for Providers to begin Ecco Intervention Profile Creation during early August 2019. It is not to be considered an all-inclusive resource for recent Ecco Modifications. An updated comprehensive Ecco Manual will be published during the August 2019 LME-Provider Meetings. Also, a reimagining of the Ecco Manual (Version 3.0) will be released during the Fall of 2019 by the NCTTA Center.

The content contained with this material includes best practice steps to achieve the following actions in Ecco:

- How to Create Intervention Profiles (Non Syanr)
- How to Create an Intervention Profile for Syanr
- Completing Parts A, B, and E within Intervention Profiles

As stated above, additional information will be provided regarding other changes made to the Ecco System, including recently released Ecco Reporting Features. In the meantime, this guide will help users with the Ecco Intervention Profile Creation Process.

It is imperative that providers contact the NCTTA Help Desk if needed. Staff are available to assist with all types of Intervention Profile Issues and Ecco questions in general.

Submit a Help Desk Ticket

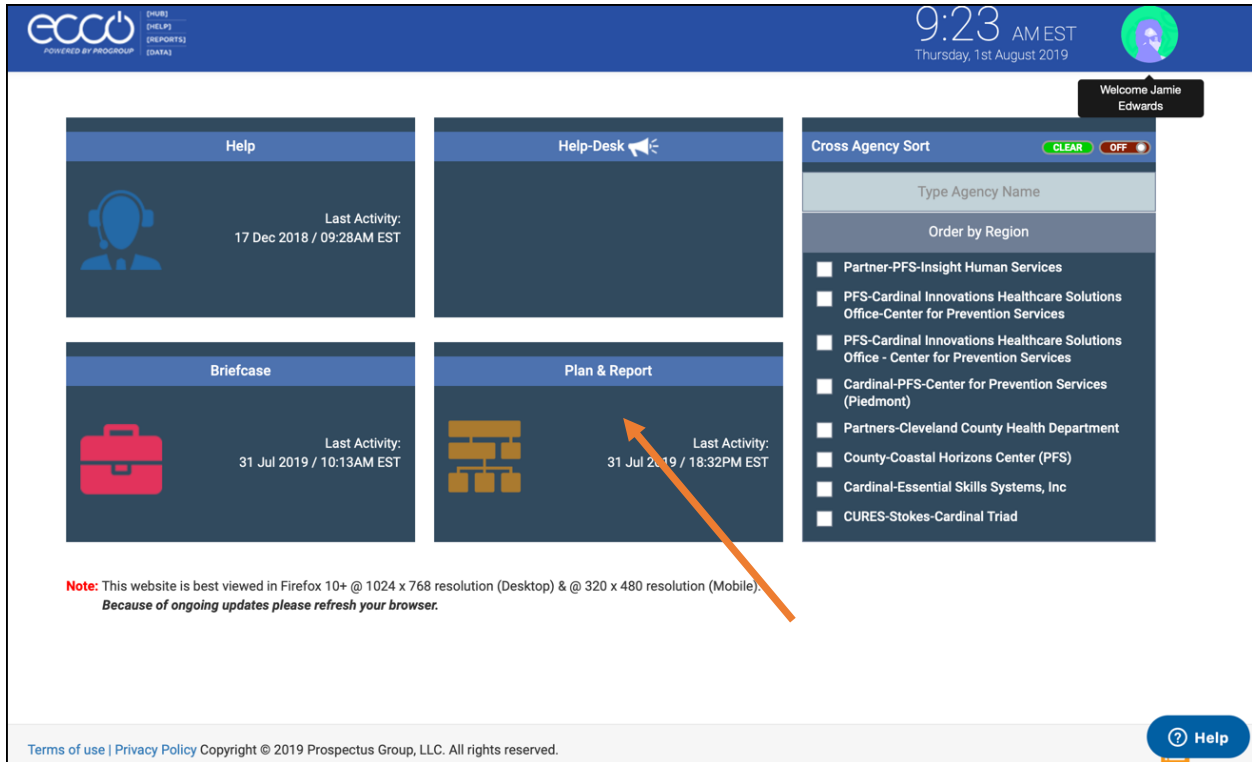
<https://ncpreventionta.zendesk.com/hc/en-us/requests/new>

How to Create Intervention Profiles

Step 1 – Click on Plan & Report

From the Ecco Dash Board Click on [Plan and Report](#).

Access Plan and Report from the Ecco Homepage/Dashboard Screen Capture

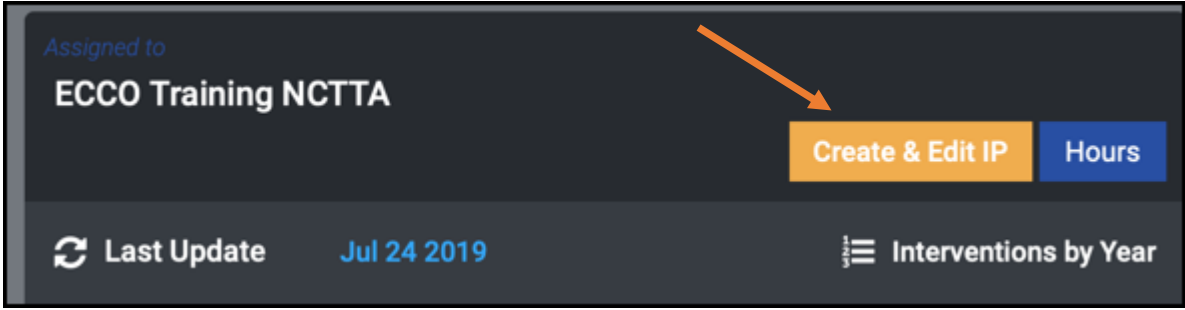


Step 2 – Choose Create & Edit IP

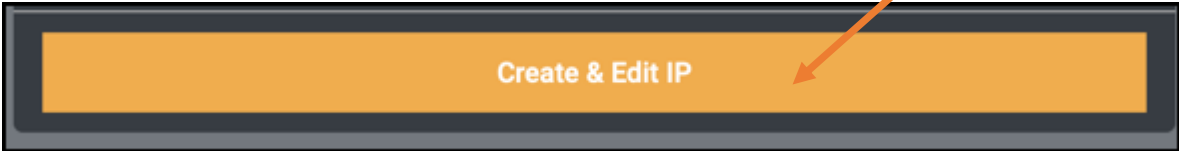
From the Implementation Planning Screen click [Create/Edit IP](#). You may access this in two different locations, above and below the intervention years for the organization. Both buttons are Orange in color.

Create & Edit IP Dashboard Screen Capture

Above:

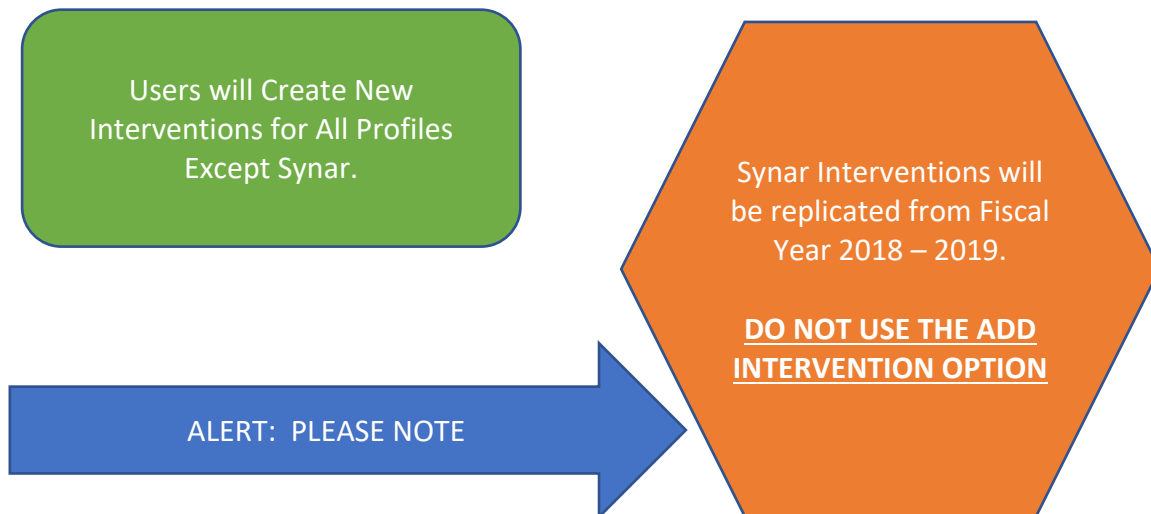


Below:



**IMPORTANT INFORMATION ABOUT CREATING INTERVENTION PROFILES FOR
2019-2020 FISCAL YEAR.**

PLEASE READ!



Before we move along and create new Intervention Profiles for the current year, let's take a moment and discuss why we are asking providers to create new interventions and the sole exception of Synar. **For the coming year (2019-2020), all Intervention Profiles except Synar (Please see the following section describing Synar Intervention Creation) must be created using the Add Intervention option within Ecco.** Last year (2018-2019) providers were allowed to use the Add Intervention option (that creates a whole new profile) or Duplicate/Copy Option that copied information from 2017-2018. **Effective now, Ecco will only allow providers to create new Intervention Profiles for the new Fiscal Year for all interventions except for Synar.**

Why are we asking providers to create brand new profiles this year?

A significant point of error system-wide across Ecco is the creation of Intervention Profiles and specifically, Part B (Classify Intervention question). Part B is the foundation of the Ecco Intervention Profile Set Up Process. If Part B is not correctly set up, then subsequent Ecco reporting screens will not appropriately appear for the user and reporting will be inaccurate. **Thus, we need to start with a new and accurate foundation for the 2019-2020 year to improve data quality.**

If we create new profiles - how will this increase data quality?

When providers create new Intervention Profiles and complete Part B in Ecco (Classify Intervention), users will notice several changes:

Question #2 - Strategy Model/Intervention Name is now an automated search and drop-down box. Instead of manually typing in information from the Master Grid, users must select the intervention from the Ecco System.

Question #3 – The Intervention Type automatically populates based on the Strategy Model/Intervention Name chosen in Question #3.

Question #4 - IOM Category automatically populates for all Intervention Types except for Prevention Education. If your Intervention Type is a Prevention Education Curriculum that can be delivered via multiple IOM Categories users must choose the respective IOM Category in **Question #5**. Other Intervention Types pre-populate automatically. Please let the TTA Center know if you have questions with this feature.

Question #5 - Service Type automatically populates based on the Strategy Model Name Chosen. As you can see, Part B is much improved and provides fewer opportunities for error than before. It is essential for the user to accurately choose the correct Strategy Model/Intervention Name under Question #3.

Part A Screen Shot Capture

Lock Your Meds 2019-2020

Classify The Intervention

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

1. Lock Your Meds - Stokes County

2. Strategy Model / Intervention Name
Lock Your Meds

3. Intervention Type
Environmental

4. IOM Category
Universal Indirect

5. Service Type
Communication Campaigns: Support for prevention (AKA policy, ...)

6. Setting(s)/Location(s)
Setting/Location 1
walnut cove wal nut cove
sdfadfs 23232

Note: Return to the top right column to complete form

Describe the setting / location

Projected Start Date [calendar icon] Projected Finish Date [calendar icon]

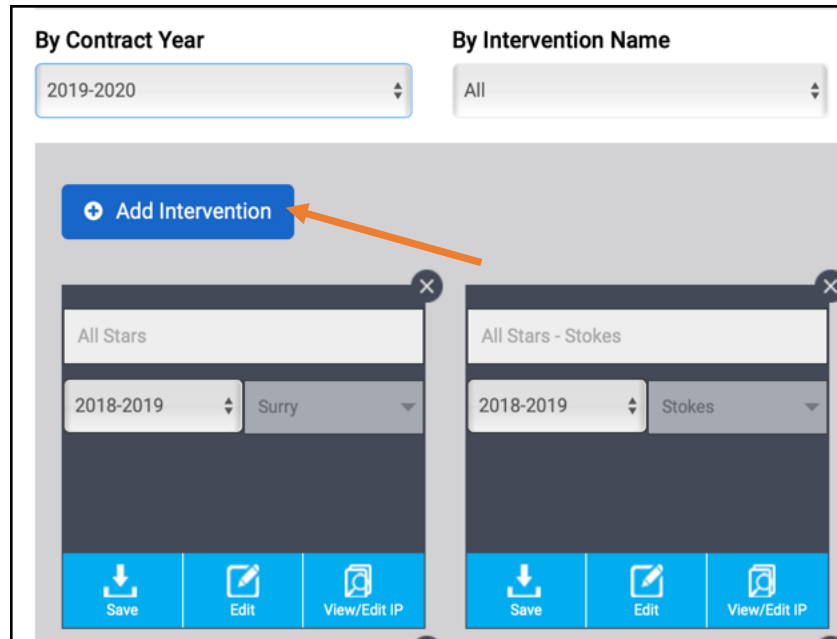
Checking In!

Thus far we have discussed reasons why we are asking users to create new Intervention Profiles and the sole exception of Synar Duplication. First, we will cover how to create a new Intervention by clicking on Add Intervention. **Remember we use the Add Intervention Button for all Intervention Profiles except for Synar.** We will cover Synar later. Let's focus on everything except Synar right now.

Step 3 – Creating New Interventions

Click on [Add Intervention](#).

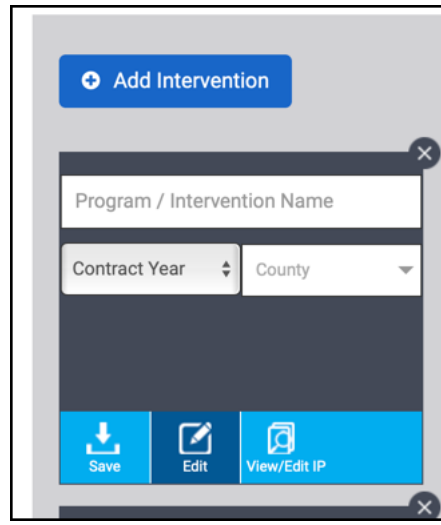
ECCO Intervention Profile Screen Capture



Step 4 – Using the New Add Intervention Box

After clicking on [Add Intervention](#) a new Intervention Profile Box will be added as the first block on your screen (top). *Note this is a change from prior years.* There is also a reduction in the number of questions the user is being asked to enter.

Top of ECCO Intervention Profile Screen Capture



Step 5 – Enter Requested Information

Complete the Intervention Profile Box Information Requirements

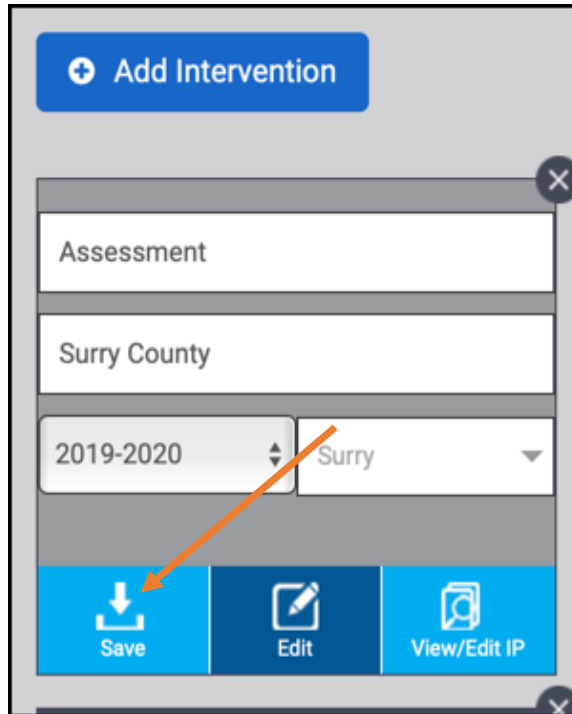
Required Information for a new Intervention Profile on the Ecco Intervention Profile Screen

Profile Box Label	Instructions
Program/Intervention Name	Provide a Unique Name for the Intervention that will not be confused with other Strategies. For Example, you if you enter the same strategy twice (i.e. Lock Your Meds for two different communities) then you need to differentiate in the title.
Contract Year	Choose the current Contract Year (Program Year) from the drop-down box.
Counties	Choose the County(ies) that the provided Intervention will be delivered in.

Step 6 – Submit for Processing

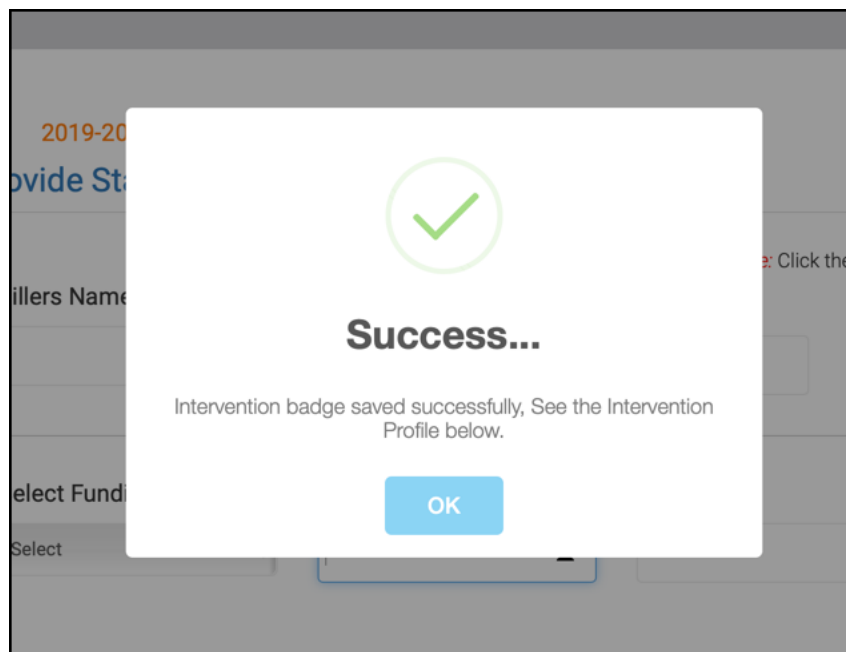
Save and Confirm

1. After entering the required data in the Intervention Profile Box Click on the [Save](#) Icon that looks like the below icon near the bottom of your Box.



2. After clicking on the [Save](#) Icon, if the new Intervention Profile is successfully accepted by the Ecco System, users will be presented with a Success Pop Up Box within the Browser. Click [OK](#) to move to the next step – then scroll down to access Part A.

Example Ecco Success Screen Capture

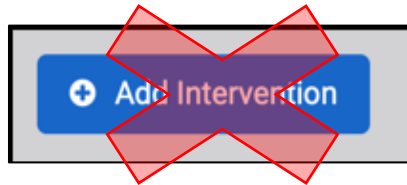


How to Activate Synar Interventions for Fiscal Year 2019 – 2020

Effective now, Ecco will only allow providers to create new Intervention Profiles for the upcoming Fiscal Year for all interventions except for Synar. Interventions related to Synar must be Duplicated/Replicated with Ecco from Fiscal Year 2019 – 2019.

Important Information to note about this exception:

- Providers will use 2018-2019 Synar Interventions and the Duplicate/Replicate features from Ecco for the new 2019-2020 year.
- Providers will see the Add Intervention Button on the Intervention Profile Dash Board. Do Not Use This Button for Synar Intervention Creation.



- **Due to Parts A, B and E of your Synar Intervention being replicated all users are required to confirm that the information duplicated is accurate and correct. Failure to verify that your information in Parts A, B and E will result in significant reporting inaccuracies.**
- When a Synar Intervention Profile is Replicated, the new box appears at the top of page for editing and confirmation.

User Alert!

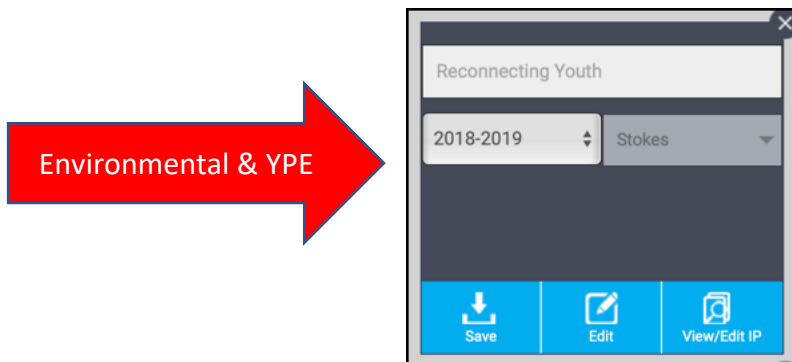
Please contact the NCTTA Center if you have any questions about replicating Synar Interventions or creating new Intervention Profiles for Youth Prevention Education and/or Environmental. Submit at Help Desk Ticket or contact staff at nctta@ncpreventiontta.org.

After reviewing the above information, please follow the following steps:

Step 1 – Find Your 2018-2019 Synar Intervention that will be replicated to 2019-2020.

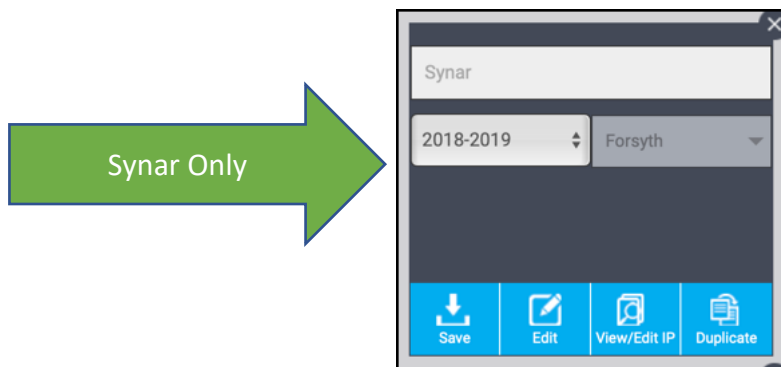
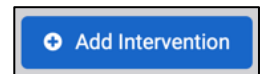
Take note of the following differences between existing Intervention Profile Box.

Youth Prevention Education and Environmental Intervention Profile Box

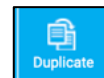


Note for YPE and Environmental Strategies there is no Duplicate Option.

Therefore, these Interventions must be created using the Add Intervention Button.



For Synar, choose Duplicate instead. You will see the Duplicate option only for Synar Interventions.



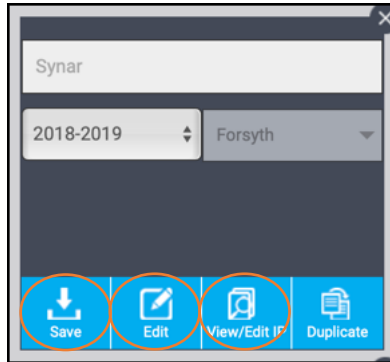
Step 2 – Duplicate, Update and Save Profile Box

Make sure that the information contained in the profile box is correct and change the year from 2018-2019 to 2019-2020. When complete click on the Save button.

Step 3 – Confirm Your Information in Parts A, B and E

For new Environmental and Youth Prevention Education Interventions, users must enter all information in Parts A, B and E of the Intervention Profile. **For Synar, Information from Parts A, B and E are carried forward from the prior year. The user must ensure that the carry forward information in each section is true and accurate.** Click on the View/Edit IP Button to review replicated material as provided for below. Review the next section in our manual, Completing Parts A, B and E of your newly created Intervention Profile to learn about expected information that should be included in all profiles.

Intervention Profile Creation Box Screen Capture



Completing Parts A, B and E of your newly created Intervention Profile

The next step to set up your newly created Intervention Profile is to enter detailed information regarding your plans and activities. Information is broken down into four separate parts within Ecco as indicated below:

Required Information for each new Intervention Profile Screen Capture

Part	Title	Additional Information
Part A	Provide Starting Information	Will include the same information for every intervention profile (aka strategy) you complete.
Part B	Classify the Intervention	This will be different for each intervention (aka strategy) profile you complete.
Part C	Supporting Documents - Inactive	Inactive
Part E	Action Plans	This will be different for each intervention (aka strategy) profile you complete. Best Practice Steps will be prepopulated. Providers may then add Action Steps that are unique to your respective program efforts.

Part A: Provide Starting Information

After clicking on the Blue [Save](#) Icon within your Intervention Profile Box scroll down and access Parts A, B and E on the current screen. Part A should be visible (if not, simply click on Part A) as indicated below:

Part A of the ECCO Intervention Profile Screen Capture

Make sure to click on [Edit](#) button to enter/change information.

Required Information for Part A of the New Intervention Profile Screen Capture

ECCO Category	Instructions
Fillers Name:	Enter name for whomever fills out the intervention profile or agency contact (determined by each provider agency) (<i>i.e. Charlie Brown</i>).
Email:	Enter email for whomever fills out the intervention profile or agency contact (determined by each provider agency) (<i>i.e. CharlieBrown@acme.com</i>).
Phone:	Enter phone number for whomever fills out the intervention profile or agency contact determined by each provider agency (<i>i.e. 555-555-5555</i>).
Select Funding Source:	Click on SAPBG from the drop-down menu for all block grant funded work. For other sources, choose the appropriate funding source.
State Level Manager:	Enter "Jessica Dicken"
Email:	Enter " jessica.dicken@dhhs.nc.gov "

Phone:	Enter "919-715-2432"
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Click [Save](#) button to save your work.

Part B: Classify the Intervention

Click on Part B [Classify the Intervention](#) After clicking Save on Part A.

Part B of the ECCO Intervention Profile Screen Capture

Lock Your Meds 2019-2020

Classify The Intervention

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

1. Lock Your Meds - Stokes County

2. Strategy Model / Intervention Name
Lock Your Meds

3. Intervention Type
Environmental

4. IOM Category
Universal Indirect

5. Service Type
Communication Campaigns: Support for prevention (AKA policy)

6. Setting(s)/Location(s)
Setting/Location 1
walnut cove wal nut cove
sdfadsfs 23232
Describe the setting / location
Projected Start Date Projected Finish Date

Note: Return to the top right column to complete form

+ Add Locations ? Help

Step 1 - Use the Drop-Down Box or Search Feature

Use the Drop-Down Box to Answer Question 2. Strategy Model/Intervention Name

Step 2 – Auto Population

Once you have chosen the Strategy Model/Intervention Name Question 3- 5 will auto-populate based on information from the Master Grid.

Screen Capture of Auto-populated responses for Questions 3-5.

Step 3 – Enter Setting(s)/Location(s) for the Intervention

Once questions 1-5 have been completed, question 6. Setting/location **will require manual entry as this response is based on location/setting**. You may add multiple settings/locations under the same intervention.

Lock Your Meds 2019-2020

Classify The Intervention

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

1. Lock Your Meds - Stokes County

2. Strategy Model / Intervention Name
 Lock Your Meds

3. Intervention Type
 Environmental

4. IOM Category
 Universal Indirect

Note: Return to the top right column to complete form

5. Service Type
 Communication Campaigns: Support for prevention (AKA policy)

6. Setting(s)/Location(s)

Setting/Location 1

walnut cove	wal nut cove
sdfadsfs	22232

Describe the setting / location

Projected Start Date

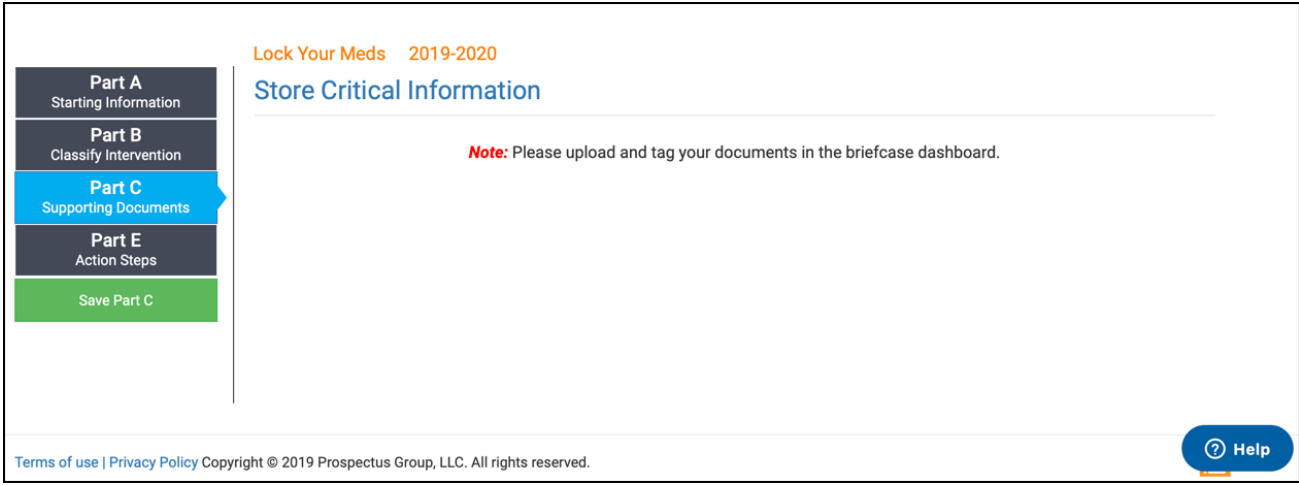
Projected Finish Date

[Add Locations](#) [Help](#)

Part C: Supporting Documents – No Longer Active

Part C is no longer active. Please upload and tag your documents in the Briefcase.

Part C of the ECCO Intervention Profile Screen Capture



Part E: Action Plans

A provider must complete Action Plans for each Environmental and Youth Prevention Education Strategy. In addition, Action Plans for Synar are required for Law Enforcement and Media.

Action Plans are Required for the Following Interventions

Environmental
Youth Prevention Education
Synar – Law Enforcement
Synar – Media

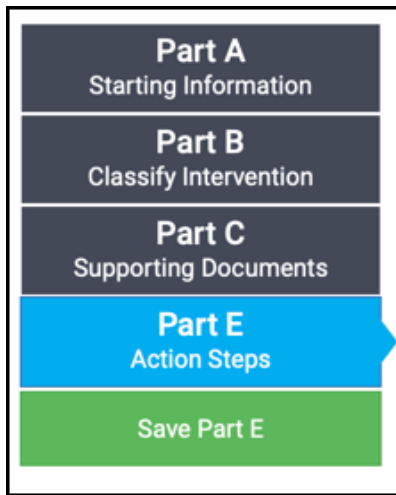
The “Best Practice Steps” listed in the *DMH/SAS Block Grant Education and Environmental Strategy/Intervention Guidance Document* are the primary action steps listed in Part E of ECCO. **A provider must add additional action steps for each prevention education/environmental strategy.**

What does this mean within Ecco?

Best Practice Action Steps are pre-populated for users within the Environmental, Youth Prevention Education, Synar – Law Enforcement and Synar – Media Interventions. Providers may add program specific action steps to compliment the system generated action steps.

After completing Parts A and B of the new Intervention Profile, select Part E – Action Plan to complete.

Part E of the ECCO Intervention Profile Screen Capture
Action Plans



Part E of the ECCO Intervention Profile Screen Capture
Action Plans – Detail View

PTND 2019-2020
Action Plan

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

1. PTND - Yadkin County

2. Action Step Description (i)
The prevention provider must receive approval for each curriculum

3. Actions Taken
Describe - 3,000 character limit

4. Responsible Parties

5. Location Notes

6. Resources Needed

7. Projected Start (calendar icon) Projected End (calendar icon)

8. Would you like TA on this action step?
 Yes No

Required Information for entering Action Plans

ECCO Question Number	ECCO Question/Label	Instructions
2	Action Step Description	Best Practice Steps are pre-populated for each Environmental and Youth Prevention Education Strategy. In addition, Action Plans for Synar are required for Law Enforcement and Media. Supplemental Action Steps are required when necessary and should be entered by Prevention staff.
3	Actions Taken/Delivered	Indicate the specific action steps taken when appropriate during the creation process.
4	Responsible Parties	Provide the responsible prevention staff and other parties. Be specific with names and/or titles when possible.
5	Location Notes	Indicate specific locations of where the Action Step will take place (specific community location, prevention provider office, etc.).
6	Resources Needed	Resources can be monetary or in kind and include staff/human capacity, partnerships or agreements. A resource does not have to cost.
7	Projected Start and End Dates	Indicated the expected Start and End Dates of the Action Step.
8	Would you like TA on this Action Step?	Currently Non-Operational.

Examples for Question #2 and #3

Question #2: Action Step Description	Question #3: Actions Taken/Delivered*
Planning 1: The prevention provider must receive approval for each curriculum	Program on approved YPE list. No approval necessary.
Planning 2: Each prevention provider delivering the program has completed Youth Prevention Education (YPE) training	Training completed on June 7-8, 2018. See training certificate uploaded in Part C.
Planning 3: Each prevention provider delivering the program has meet required developer training requirements, as necessary	No developer training required

*Actions delivered, at a minimum, should be updated with progress information semi-annually in ECCO. It's recommended that progress is updated MONTHLY for EACH applicable Education and Environmental intervention action plan.

Action Plans may (and generally do) have multiple action steps, for each action step make sure to click on the blue Add New Action Step Button to continue submitting details for each. Use this feature when you want to add your Action Steps relevant to your respective situation.

*Required Information for entering Action Plans
Add New Action Step Detail for Local Action Steps*

1. Synar - Forsyth County

2. Actions Taken

3. Action Step Description
Describe - 3,000 character limit

4. Responsible Parties

5. Location Notes

6. Resources Needed

7. Projected Start Projected End

8. Would you like TA on this action step?
 Yes No

Add New Action Step Save Edit