North Carolina
Prevention Training and Technical Assistance Center

ECCO TRAINING MANUAL

FALL 2019

Update Log:

Version 1.0 – September 2017 – Original from Prospectus Group, LLC
Version 1.1 – September 2017 – Modified by North Carolina TTA
Version 2.0 – July 2018 – Modified by North Carolina TTA
Version 2.1 – August 2018 – Modified by North Carolina TTA
Version 2.2 – September 2018 – Removal of Part D
Version 2.3 – October 2018 – Revision of screenshots due to ECCO update
Version 2.4 – August 2019 – Updates to improve Intervention Profile Creation and Data Entry
Version 2.5 – September 2019 – Updates to reflect the Delete Merchant feature for SYNAR

What is ECCO?

Ecco is Prospectus Group's cloud-based platform for reporting data to support Substance Abuse Block Grant Reporting requirements in North Carolina. All of Ecco's features work together to support Workforce Development and Effective Prevention Practice by enhancing the way systems:

1. Administer, collaborate on, and track technical assistance (TA)
2. Report progress and capture data
3. Disseminate knowledge and information

Updated September 2019

Version 2.5
ncpreventiontta.org

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Requesting an Ecco Account

Access Ecco from the North Carolina Training and Technical Assistance Homepage at ncpreventiontta.org. If you do not already have an Ecco Account, you may request one by following the steps outlined below.

Step 1 – Visit the NCTTA Website

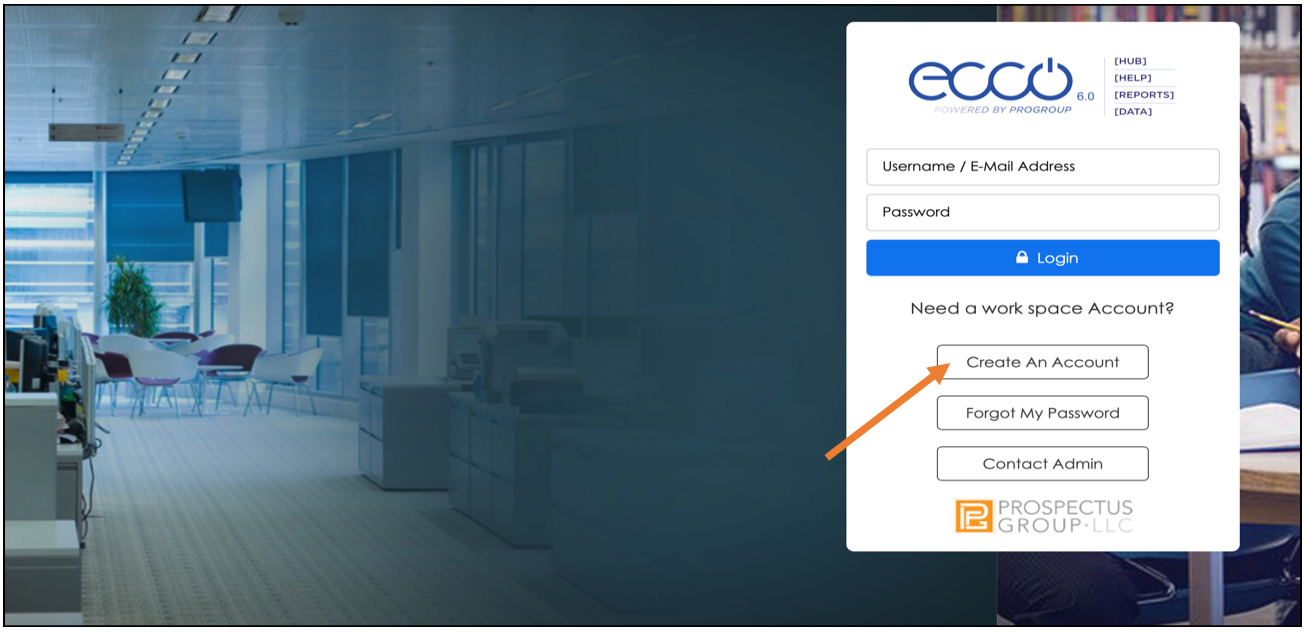
Access the NCTTA Website at ncpreventiontta.org and click on Ecco Sign In.

NCTTA Home Page at ncpreventiontta.org

Step 2 – Create An Account

From the Ecco Homepage choose Create An Account.

ECCO Login and Create Account Screen Capture



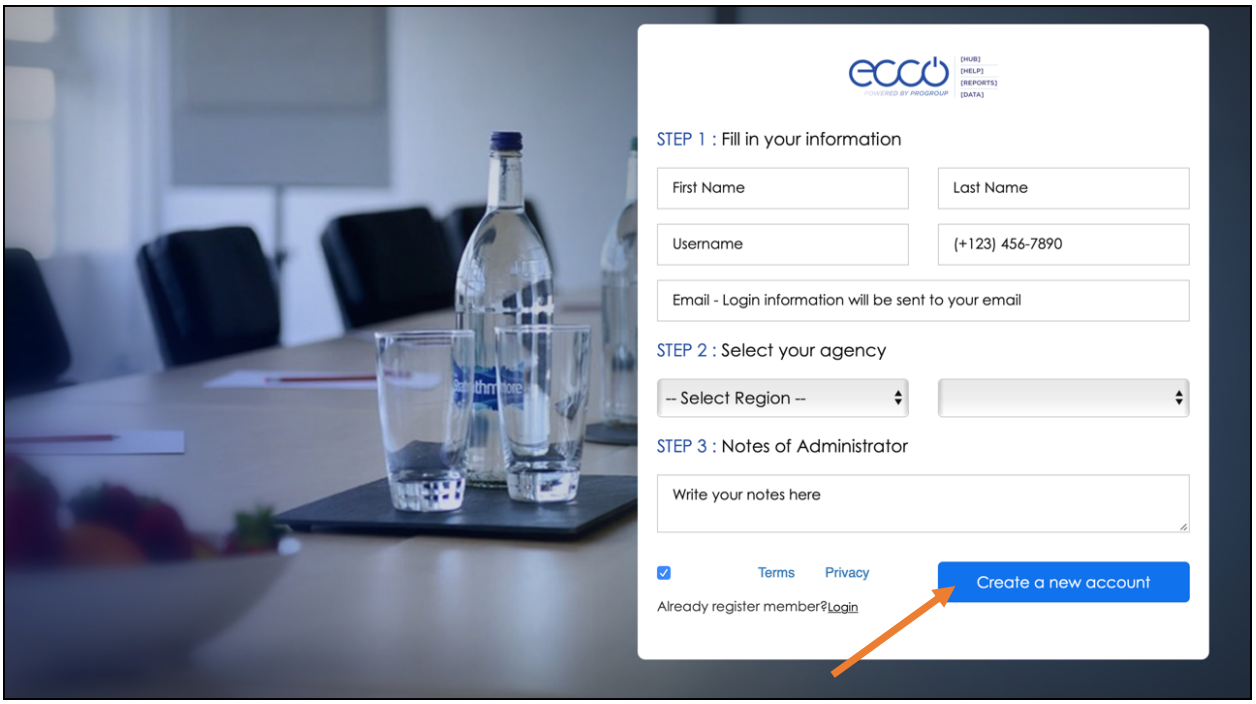
Step 3 – Complete Needed Information

From the Create An Account Ecco Screen complete the following fields:

- First Name of the Account Holder
- Last Name of the Account Holder
- Preferred User Name of the Account Holder
- Telephone Number of the Account Holder
- Email Address of the Account Holder
- Primary Region Association of the Account Holders Agency LME/MCO.
- After clicking on the appropriate LME/MCO the next field will be populated by agencies that provide services in the selected region. Choose your Agency.
- If you serve more than 1 LME/MCO, please note that in Section 3: Notes of Administrator Section. Also, If you are associated with more than 1 agency, please add that in the notes section. If you are a LME/MCO, please choose your region and 1 agency, then list all others in the Notes section along with the words LME/MCO Representative.
- Click on Create a New Account.
- **Email the North Carolina Training and Technical Assistance Help Desk at nctta@ncpreventiontta.org to notify staff that a new Account Request was**

submitted. NCTTA will assist in the collection of other needed information and request account tracking.

ECCO New Account Creation Screen Capture



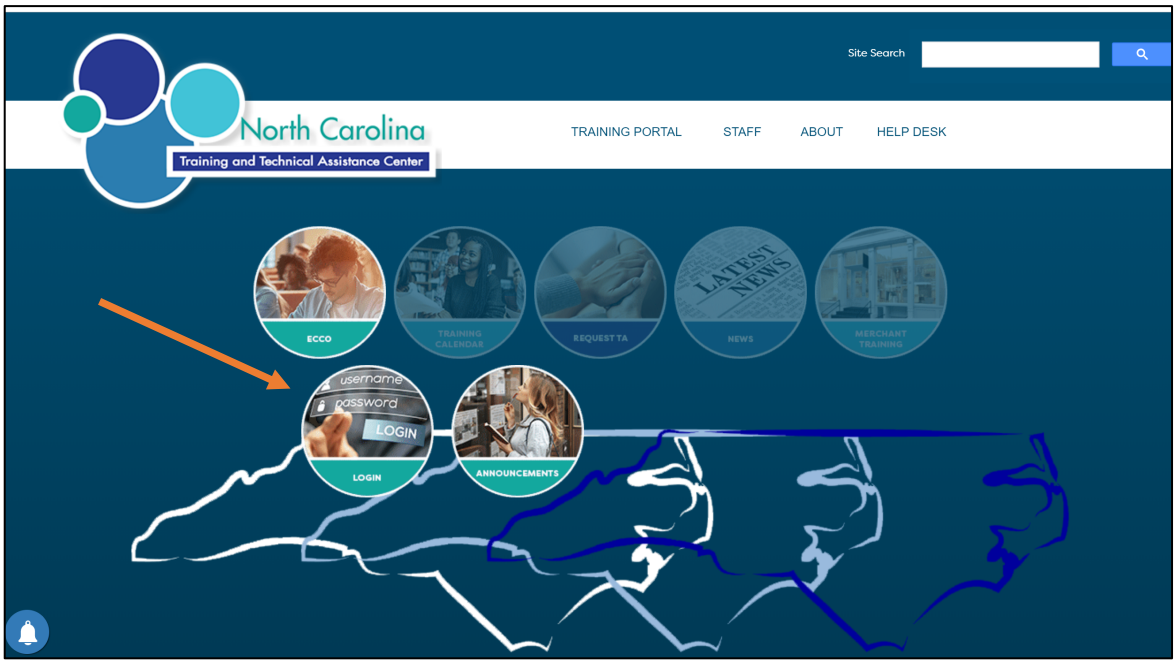
How to Reset Your Ecco Password

There may be times when users must reset their Ecco Password to access the system.

<u>Step 1 – Visit the NCTTA Website</u>

Access the NCTTA Website at ncpreventiontta.org and click on Ecco Sign In

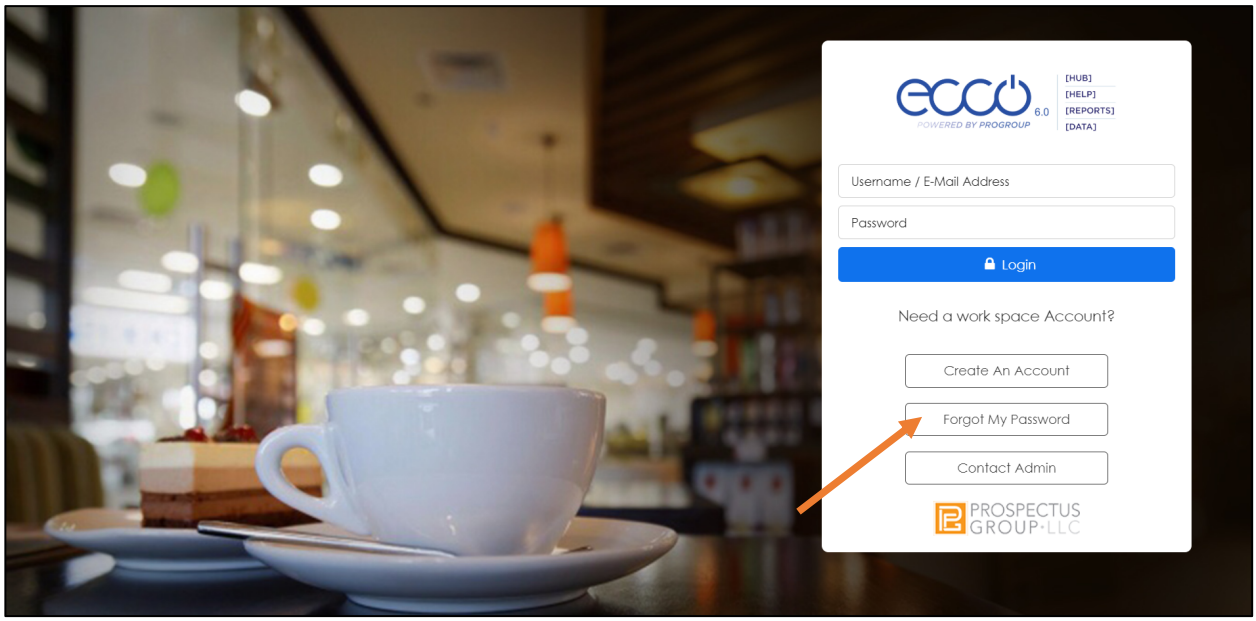
NCTTA Home Page at ncpreventiontta.org Screen Capture



Step 2 – Choose Forgot My Password from ECCO

From the Ecco Homepage choose Forgot My Password.

ECCO Login and Create Account/Forgot Password Screen Capture

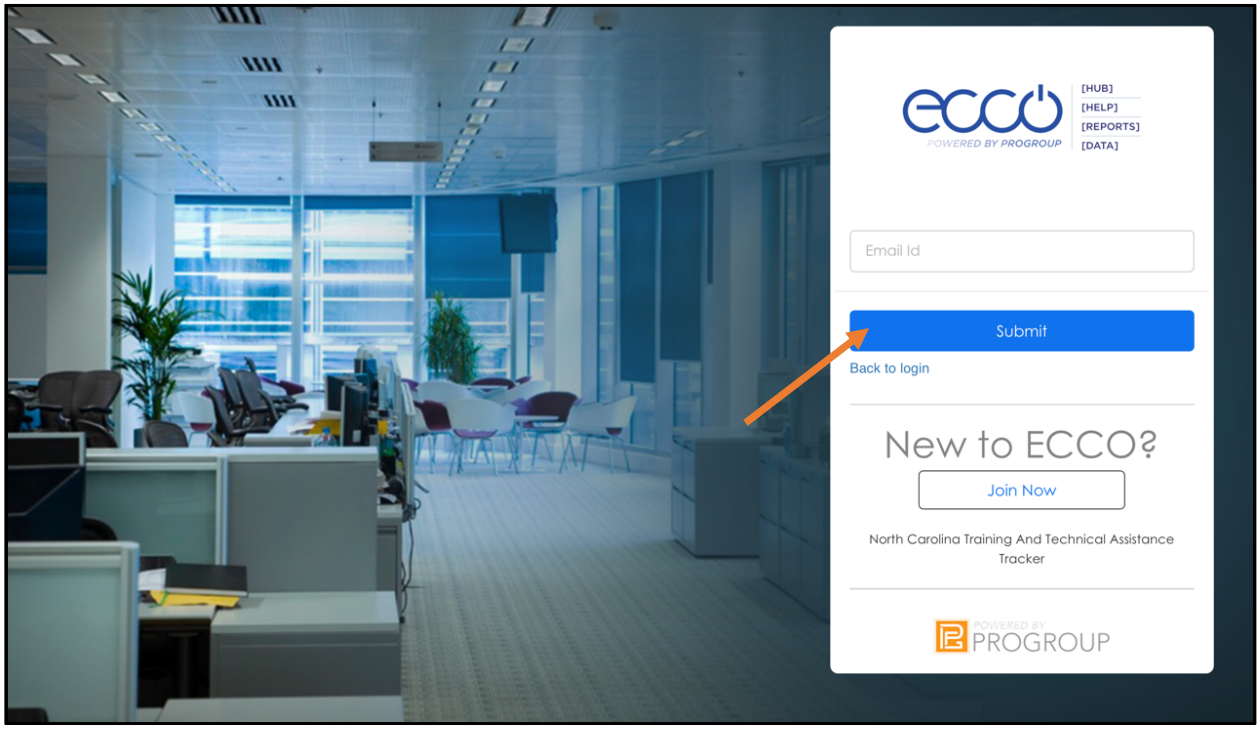


Step 3

On the Forgot Password Screen complete the following steps:

1. Enter the email address that was used to create the Ecco Account.
2. Click on Submit.
3. **Email the North Carolina Training and Technical Assistance Help Desk at nctta@ncpreventiontta.org to notify staff that a Password Reset Request was submitted. NCTTA will assist in the collection of other needed information and ensure Ecco Password Reset.**

ECCO Request Password Change Screen Capture

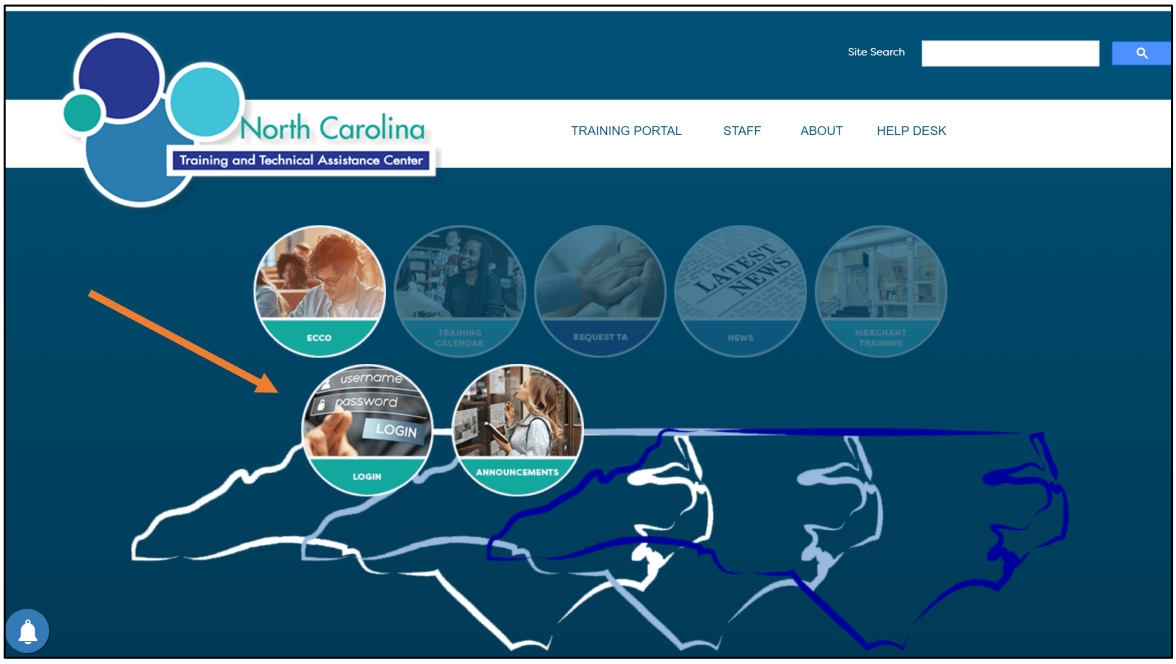


Navigating within Ecco

Step 1 – Visit the NCTTA Website

Access Ecco from the North Carolina Training and Technical Assistance Web Page at ncpreventiontta.org.

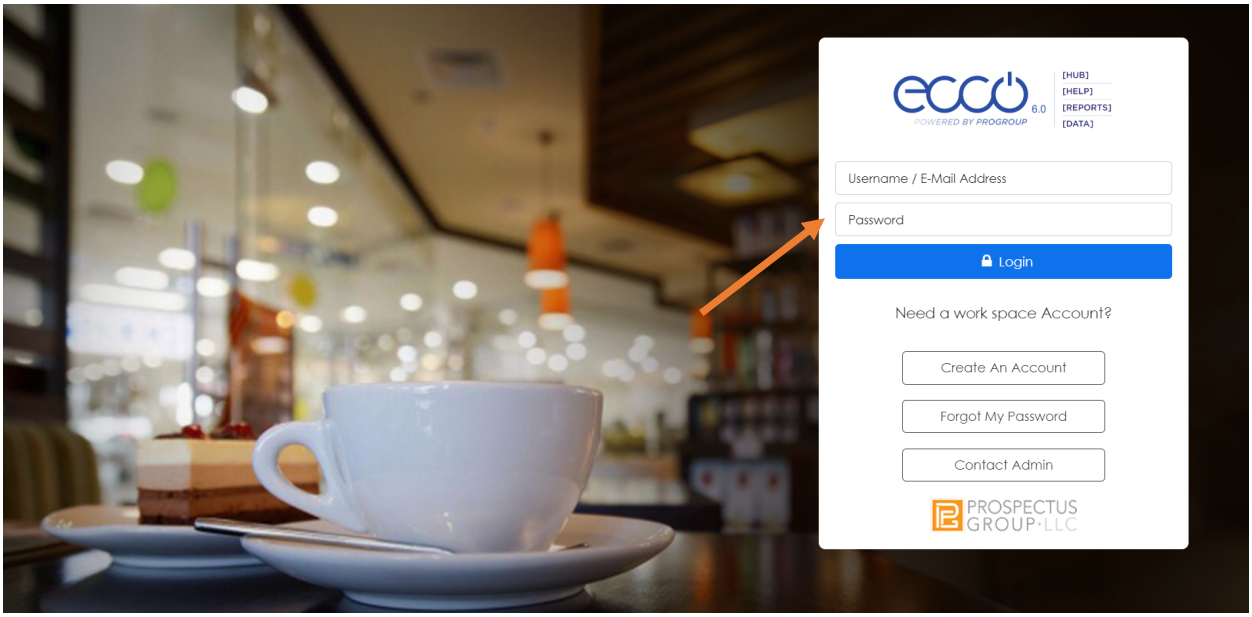
NCTTA Home Page at ncpreventiontta.org Screen Capture



Step 2 – Use your Username and Password to Log into Ecco.

Log into Ecco using your supplied User ID or E-Mail Address and Password. If a User ID and Password was requested but not received within two business days, contact the NCTTA Help Desk at nctta@ncpreventiontta.org for assistance as soon as possible.

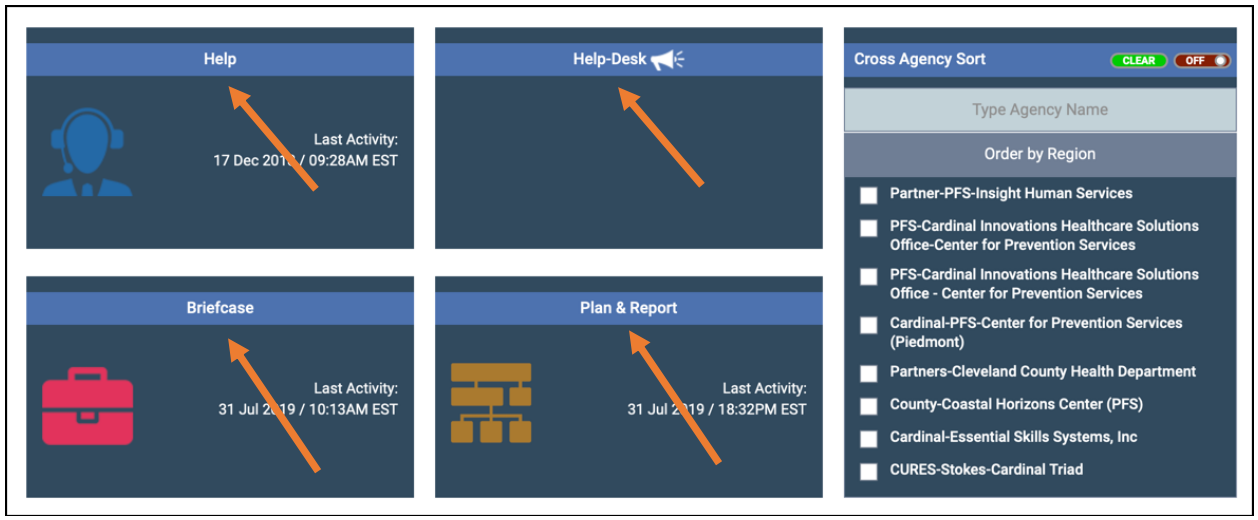
ECCO Login Screen Capture



After successfully accessing the Ecco System and homepage you will see several boxes, each of which links to a system feature. Standard features include Help, Briefcase, Reporting, and Plan and Report.

Step 4 – Note the Four Primary Options on the Ecco Homepage also known as Dashboard

Primary Ecco Homepage and Dashboard Screen Capture



North Carolina is currently using the Help, Help Desk, Briefcase and Plan & Reporting Features of Ecco.

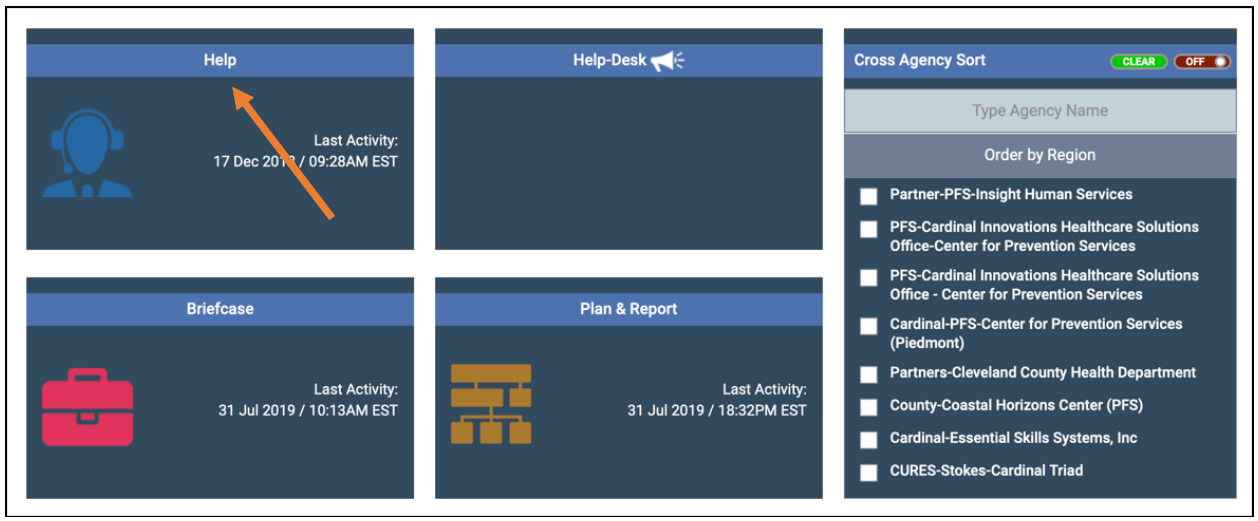
How to find Help in ECCO

The Help section is a place where providers can submit a request with any issues or questions that they may have related to ECCO. This may include uploading documentation, questions on reports, intervention requirements, and other issues. Once the provider has completed all required questions and uploaded any documentation related to the issue they will click submit and the NCTTA Center will receive notification of the issue to start working to resolve it.

Step 1 – Click on the Help Block

Click on Help from the Ecco Homepage (also called Ecco Dashboard).

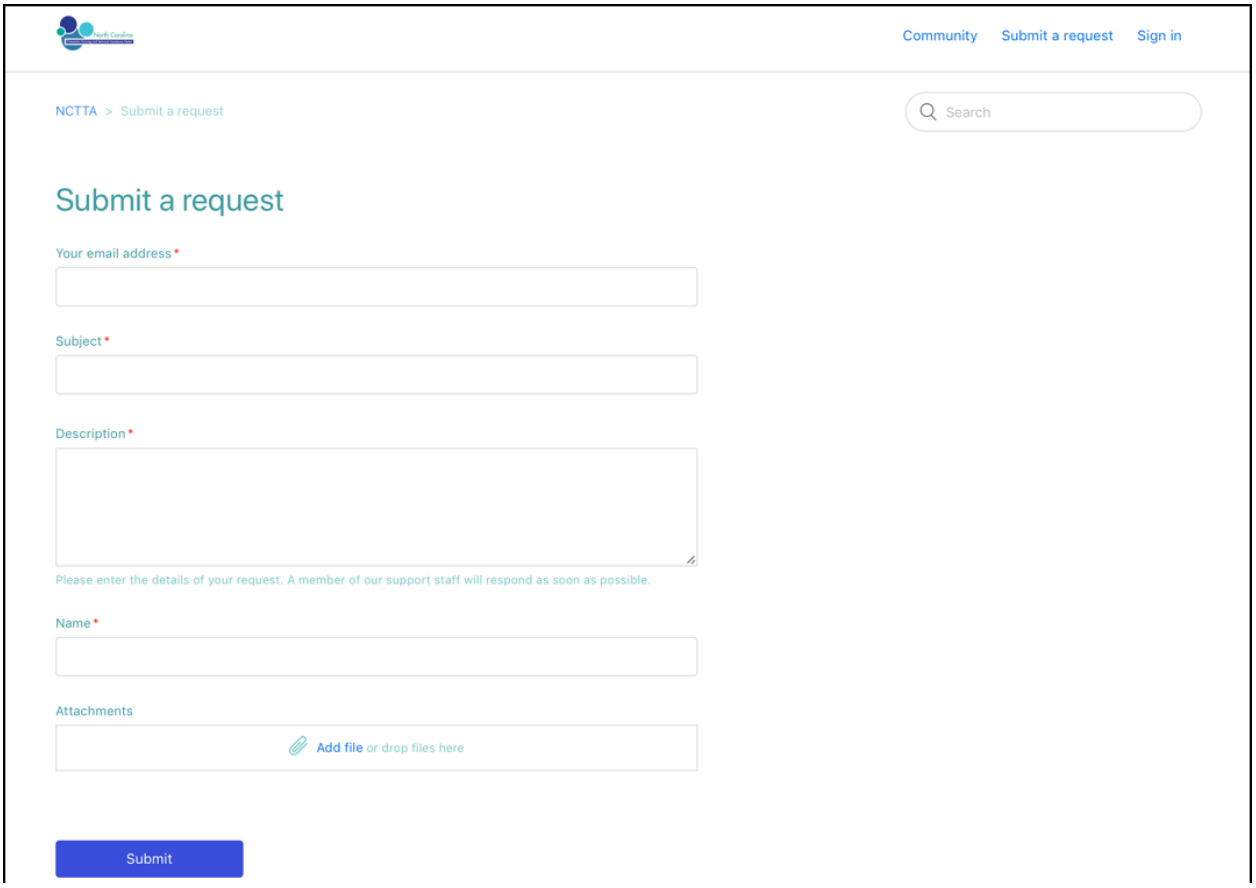
The Help Box on the Ecco Homepage/Dashboard Screen Capture Detail



Step 2 – Complete the Help Desk Ticket

Complete the Help Desk Ticket form to submit a request. All sections with a red asterisk must be completed for submission. Upload any documentation that is related that you think will assist in resolving the request that was submitted. A member of the NCTTA Center will reach out to you within 24 business hours to answer your question. Our goal is to respond as soon as possible to your request. You will receive a email from our automated Help Desk Ticketing System indicating your request has been received.

The Help Desk Ticket Form on the Help Box Screen Capture Detail

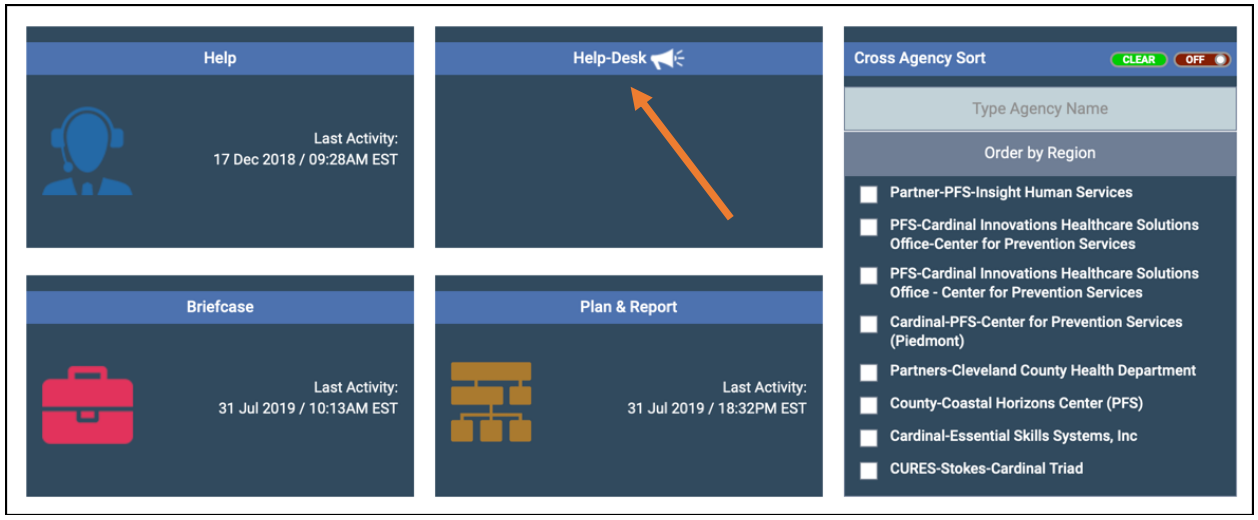


How to use the Help Desk Button and Help Buttons on the bottom of the Dashboard

Option 1 – Accessing the Help Desk from the Help Desk Block

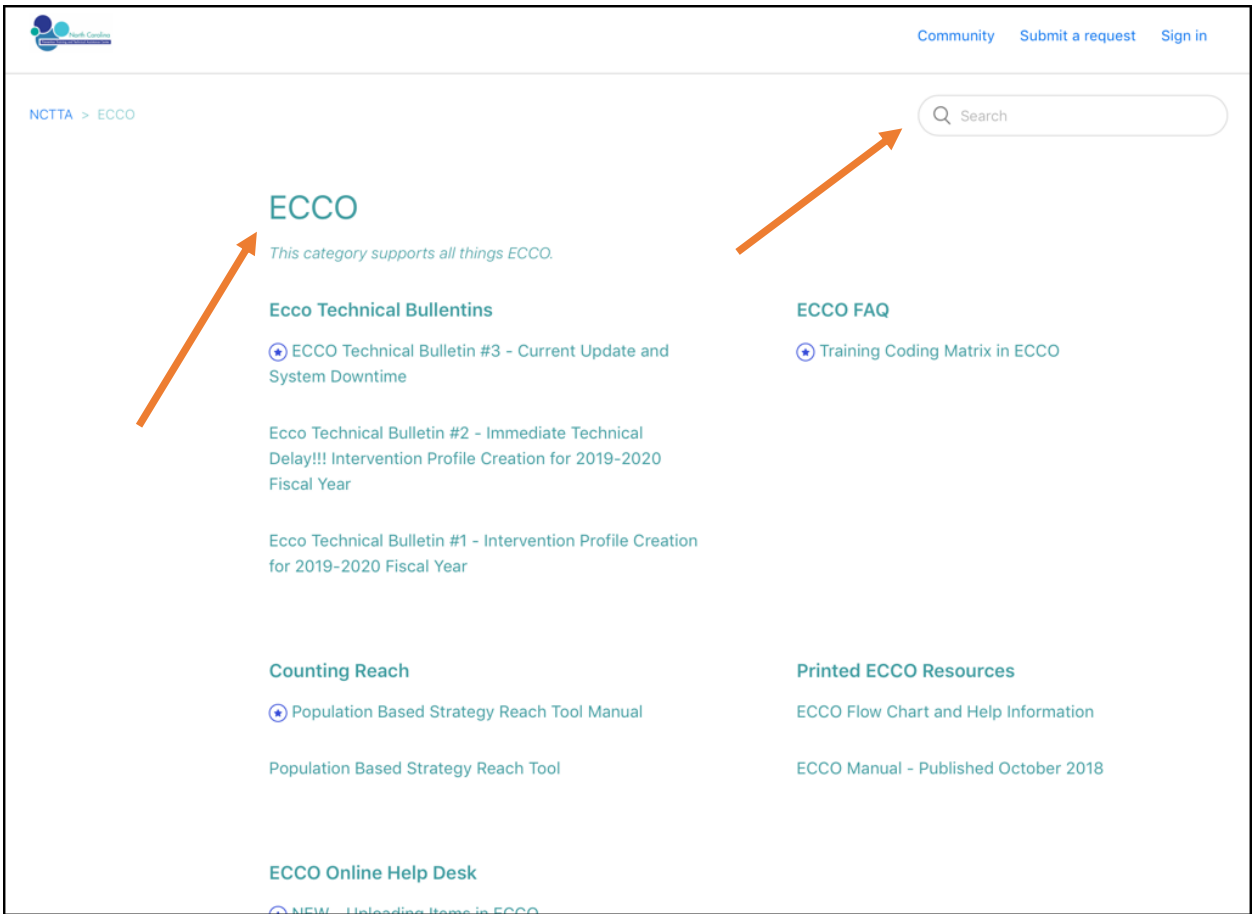
There are two ways to access online automated help from the NCTTA Center. The first is the Help Desk Block located on the Ecco Home Page/Dashboard. When clicking on the Help Desk Block area you will be redirected via a new web browser window to a full screen version of the public NCTTA Help Desk. The Help Desk can be searched by key words or by category. The Help Desk contains a real time searchable Ecco Manual, a printable Ecco Manual along with Videos that support Ecco Use. In Addition, the NCTTA Help Desk also serves as the primary repository of NCTTA training materials, recordings, best practice documents and other resources.

The Help Desk Box on the Ecco Homepage/Dashboard Screen Capture Detail



After clicking on the Help Desk Block users will be directed to the NCTTA Help Desk Ecco Section for browsing. Users can also search by key term using the search box.

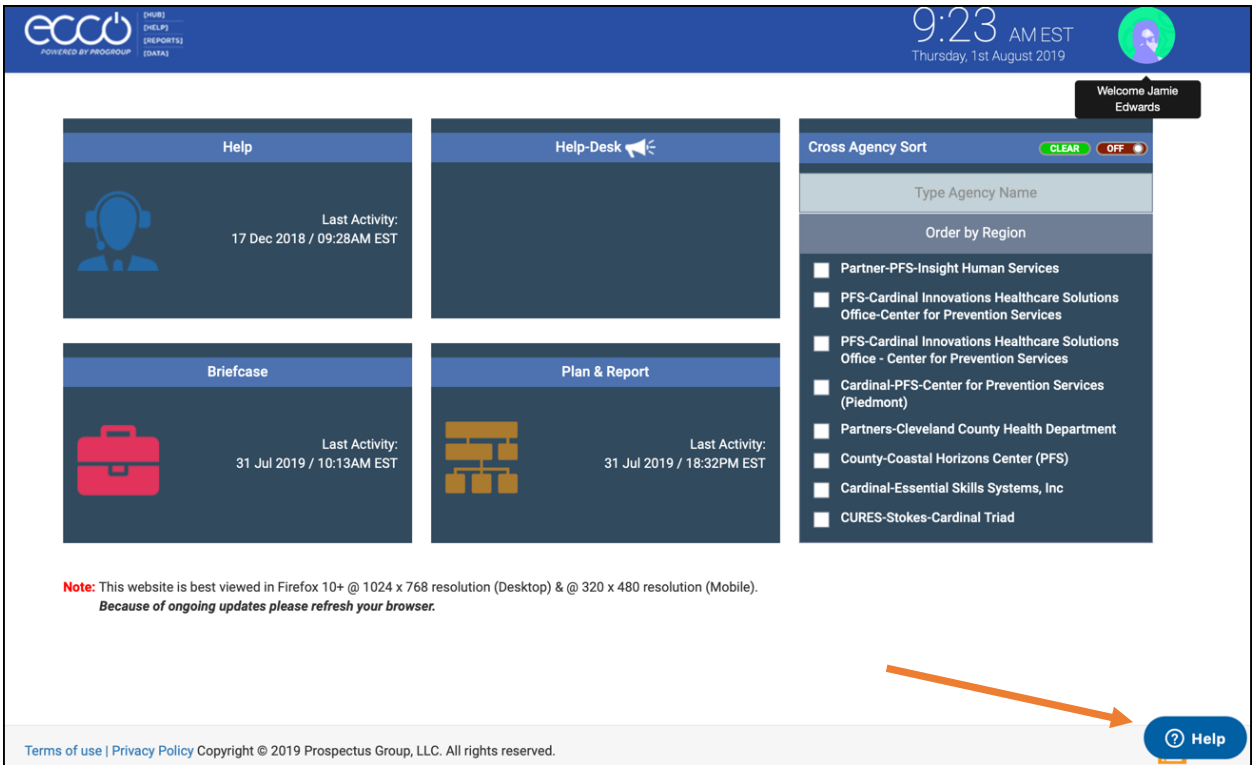
ECCO Help Desk Section Screenshot



<u>Option 2 – Accessing the online Help Button on any Ecco Screen</u>

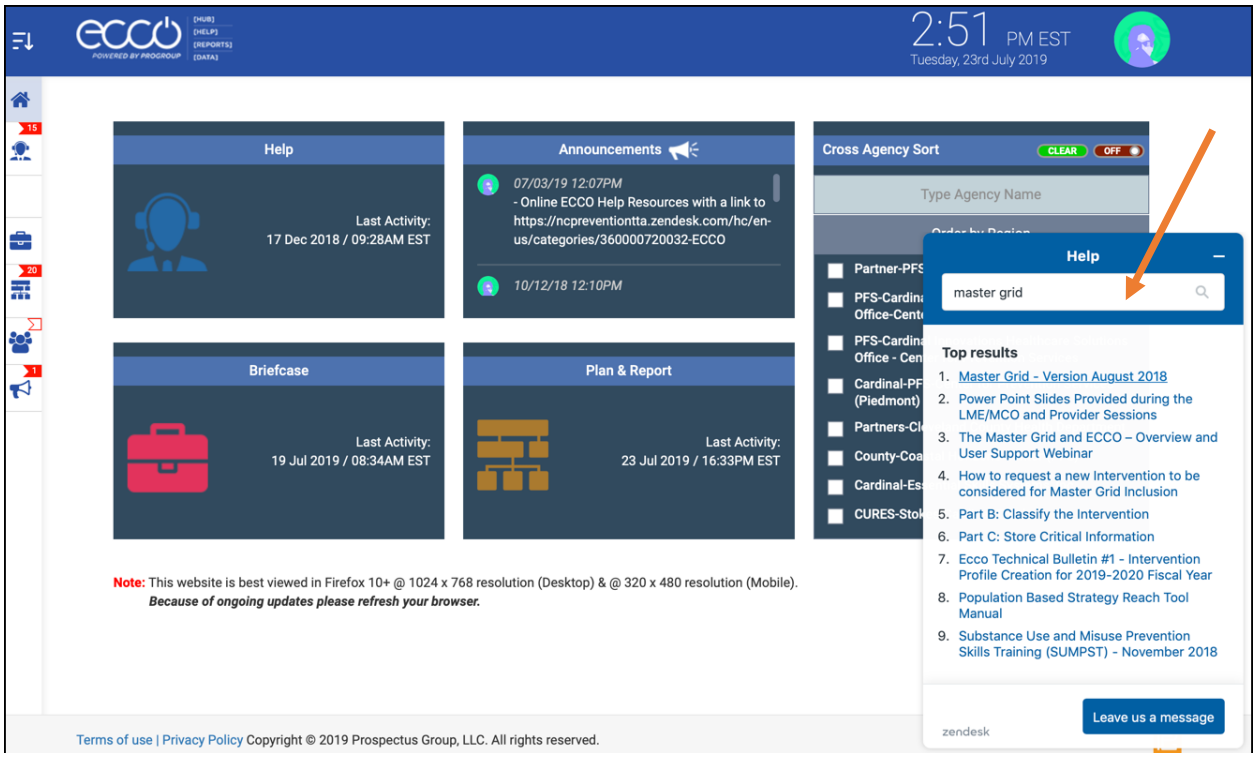
Users can click on the Online Help Button on any Ecco Screen that is located at the right-hand bottom of the screen on the Dashboard.

Example of the Help Desk Button on Any Ecco Screen



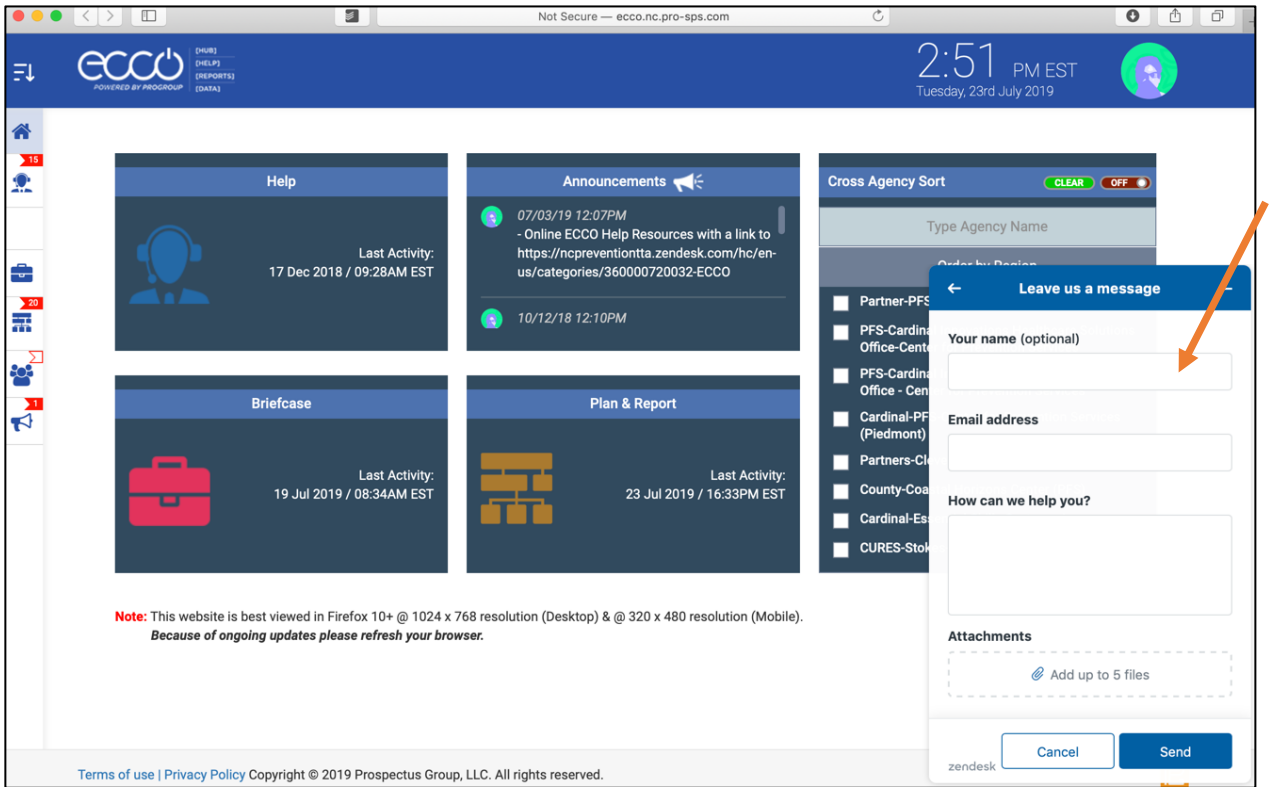
Type in keywords related to the issue you are having. If there are articles that are related to the issue that you are having it will be available in this box. If not, continue to the Help box to submit a help desk ticket to leave a message for TTA Center Staff.

The Help Button on the Ecco Homepage/Dashboard Screen Capture Detail



You may also send a message to the NCTTA Center from the same help button by clicking on Leave a Message if you do not find your answer by searching the keyword of the issue. Once submitted someone from the NCTTA Center will review and reach out to you within 24 business hours.

The Help Button on the Ecco Homepage/Dashboard Screen Capture Detail



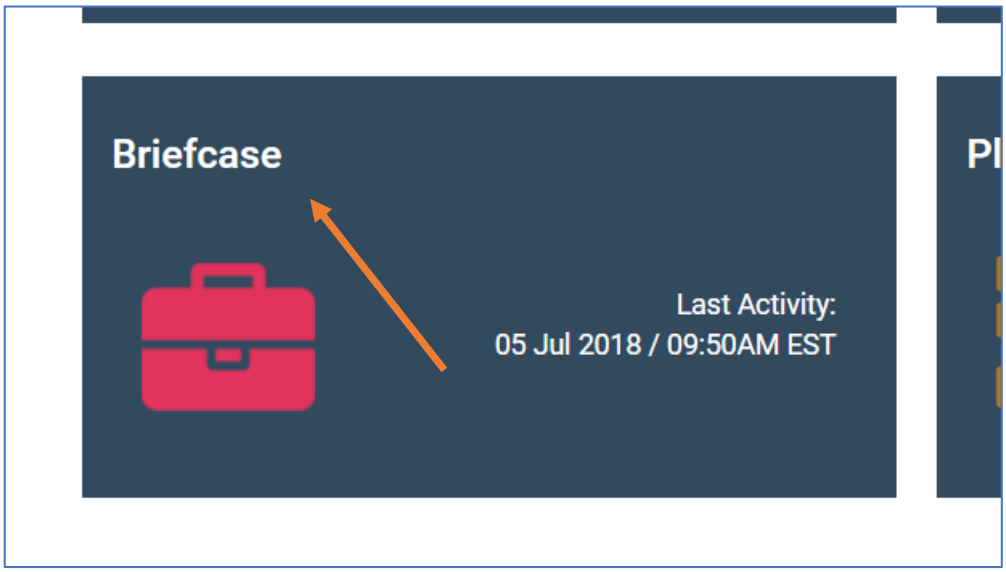
Using the Briefcase

The Briefcase is a place where providers upload and store Mission Critical Completed Reports and documents, such as Needs Assessment Reports, Capacity Reports, Planning Documents, and others. Items in Briefcase can be accessed by those who have access to the agency's information.

Step 1- Click on the Briefcase on the Ecco Homepage

Click on Briefcase from the Ecco Homepage (also called Ecco Dashboard).

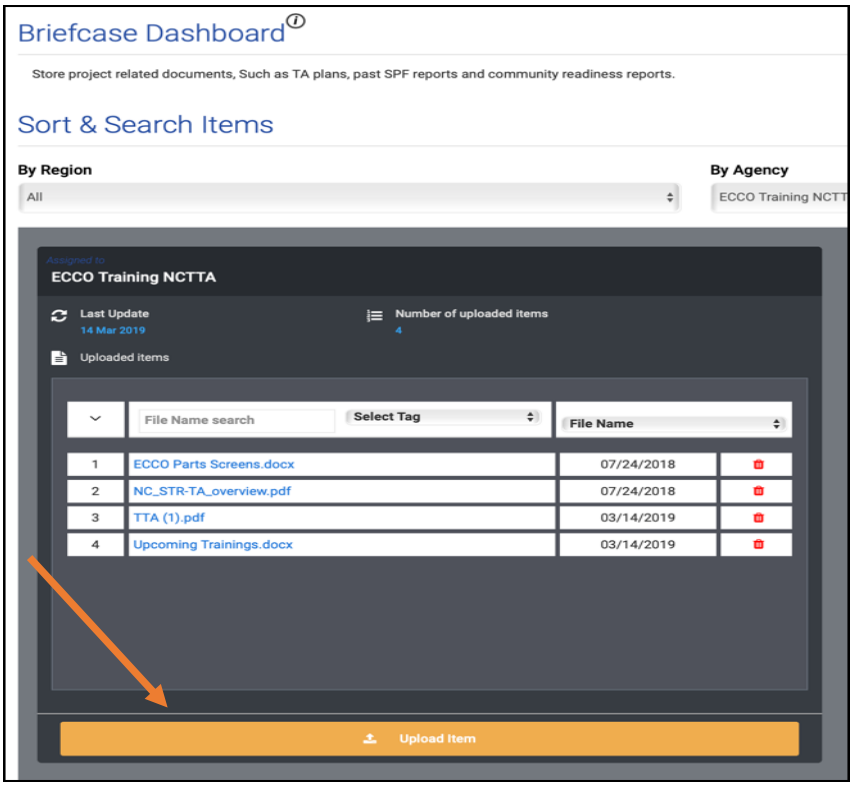
The Briefcase Box on the Ecco Homepage/Dashboard Screen Capture Detail



Step 2 – Document Uploads

1. Navigate to the Briefcase Dashboard.
2. Click Upload Item and attach your document.
3. Choose the document that you want to upload from your files.
4. Select an Intervention Naming Tag associated with the document you are uploading. Intervention Tags are based on the names of your newly created intervention and indicated by year. Make sure to choose the correct Intervention Name associated with the correct year.
5. Documents will be labeled in chronological order.

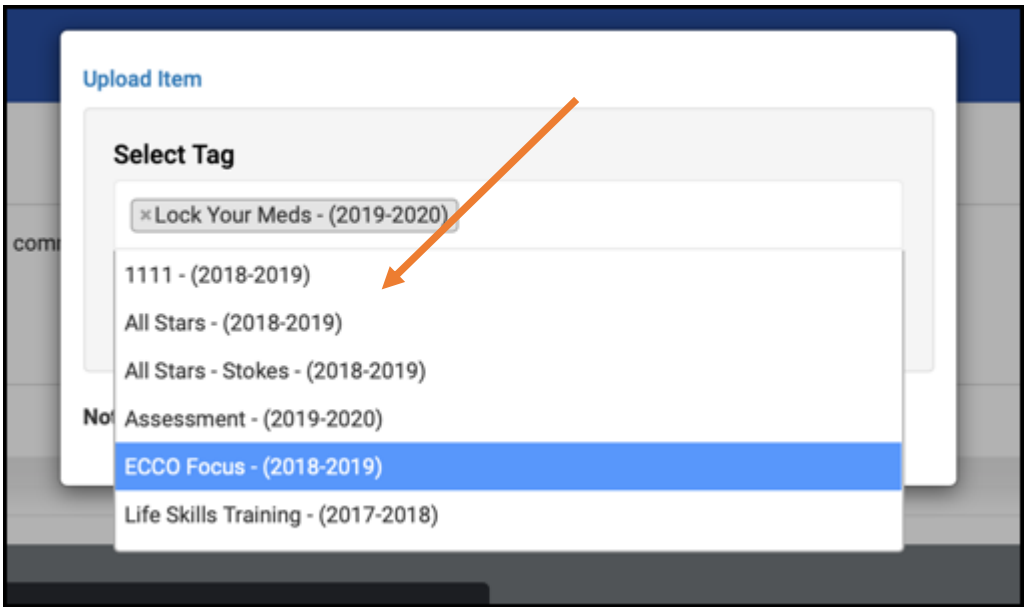
Briefcase Screen/Dashboard – Upload a Document Option Screen Capture



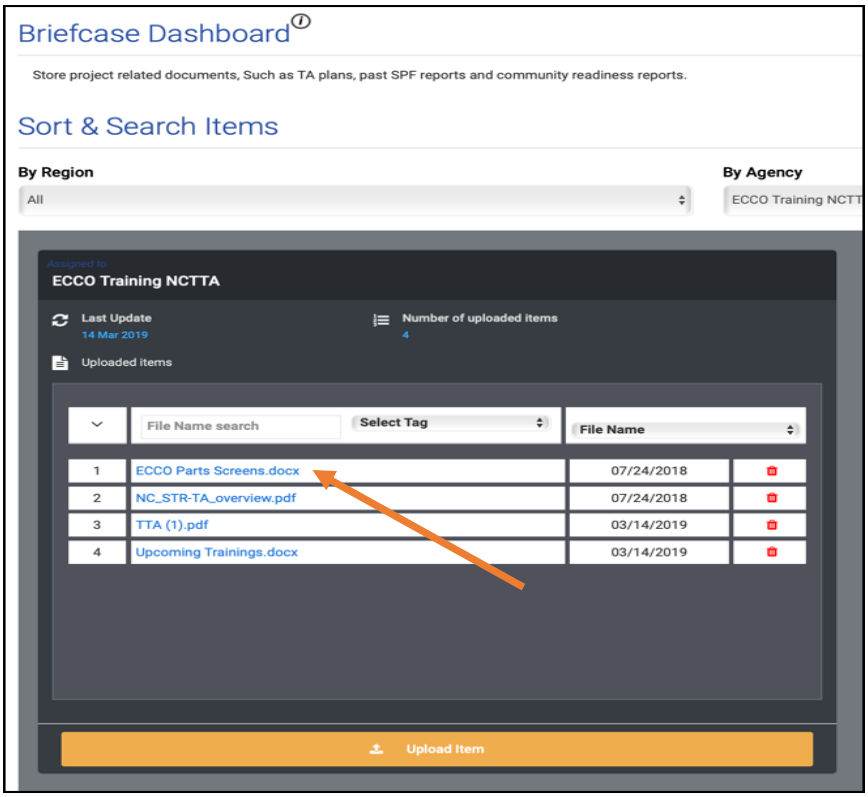
Example of uploading a document into the briefcase screen capture

Please Note: The name of a tag is based on the name of the program/intervention chosen in the initial Intervention Profile Box when first adding a new intervention.

Example of selecting a tag related to the document that was uploaded screen capture



Example of an ECCO Organizational Briefcase with Document Uploaded Screen Capture

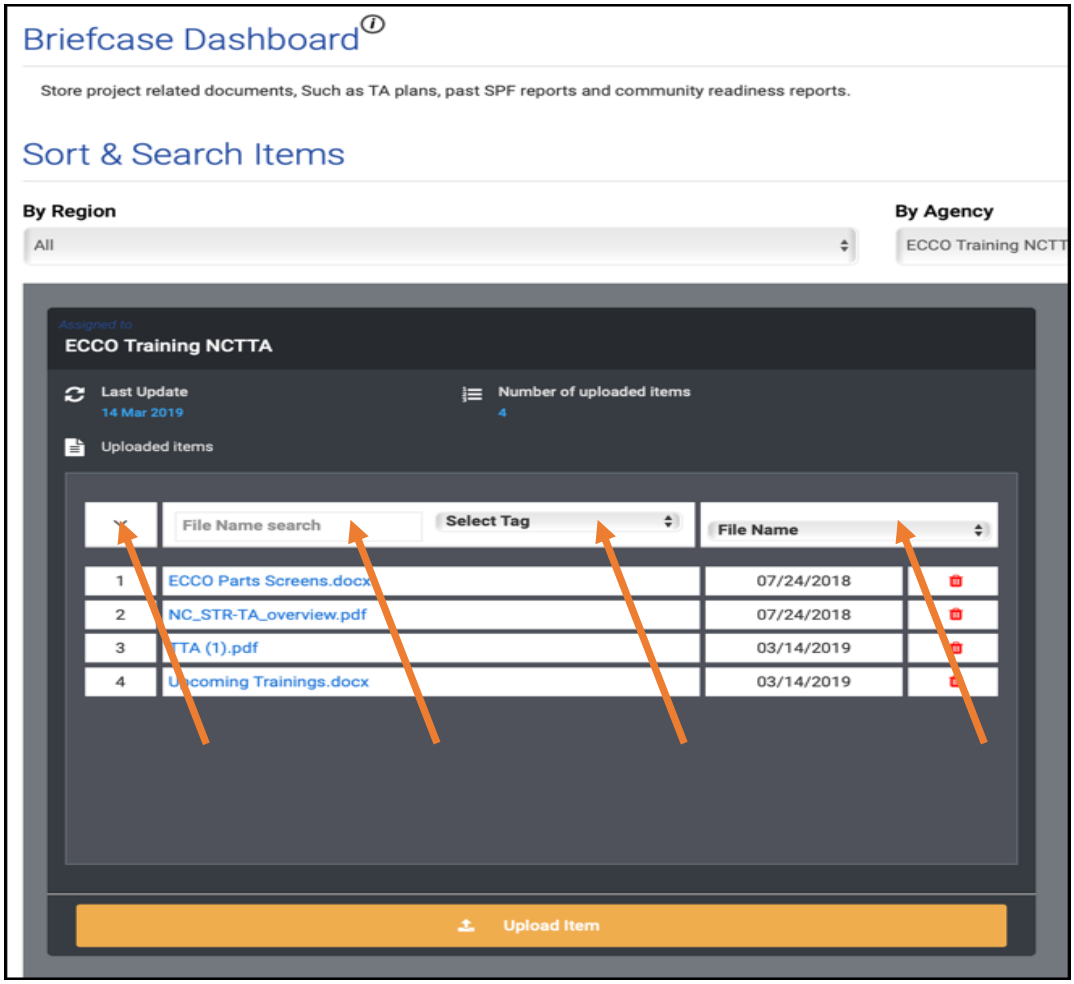


Briefcase Sort and Search Options

The Briefcase now allows users to search and sort their uploaded files. Users may sort by using the following options:

- Upload Order
- File Name Search
- By File Name Drop Down Box
- By Tag Drop Down Box

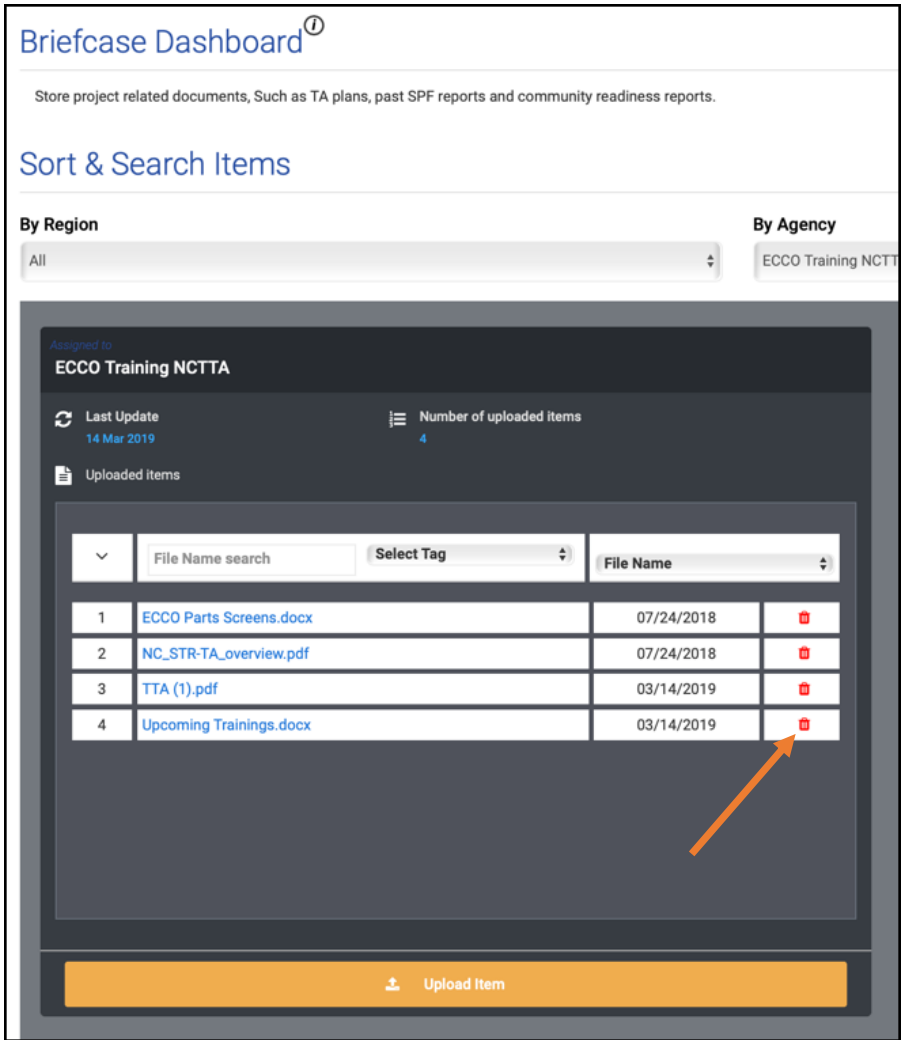
Example of an ECCO Organizational Briefcase with Document Uploaded Screen Capture Search Features



Removing a Document from the Briefcase

1. Navigate to the Briefcase Dashboard.
2. Documents will be labeled in reverse chronological order. Sort and Search using built in Ecoo Features to find your file.
3. Hover the cursor over the item to see file name.
4. Click the trashcan icon to remove the file from Briefcase.

How to Remove a Document from the Ecco Briefcase Screen Capture Detail

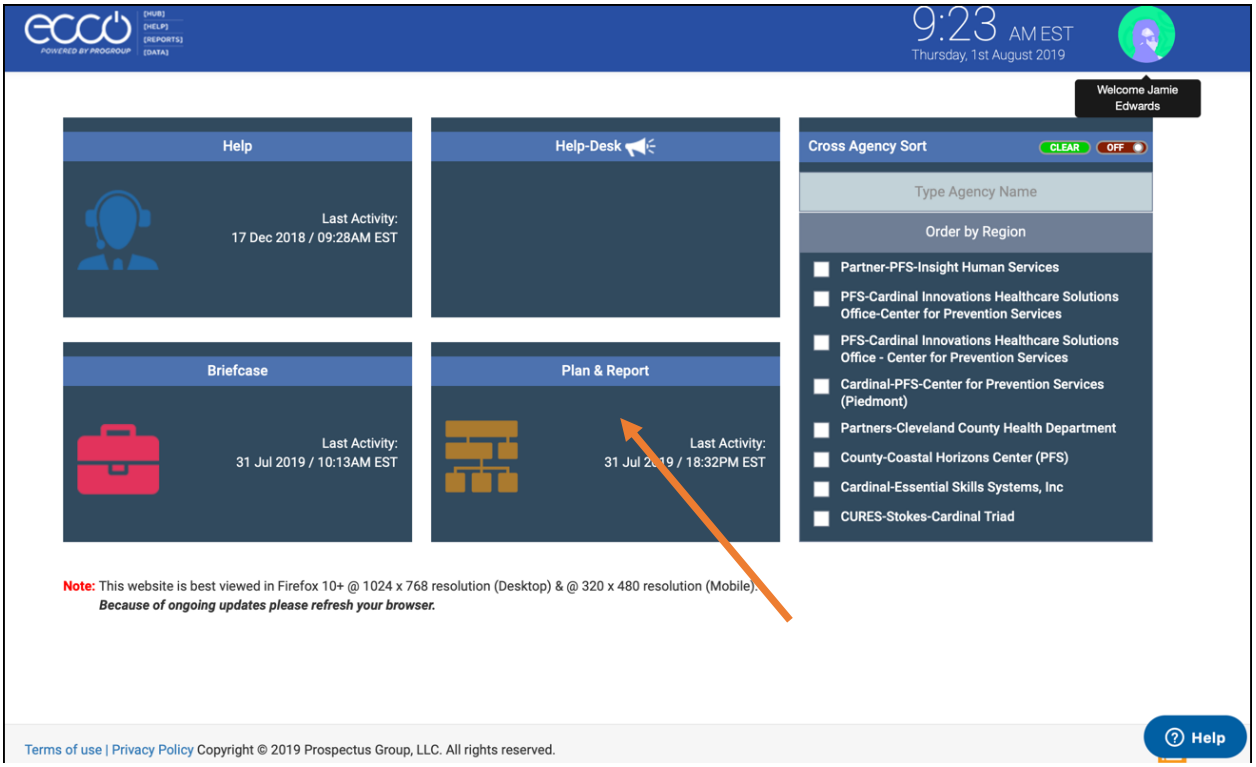


How to Create Intervention Profiles

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

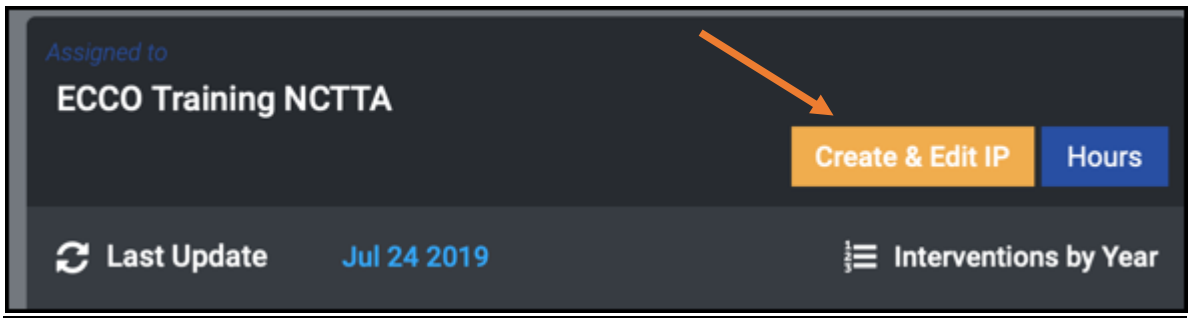


Step 2 – Choose Create & Edit IP

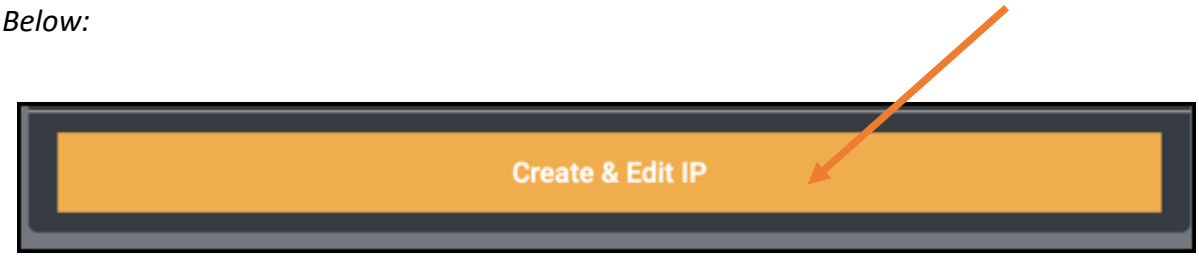
From the Implementation Planning Screen click Create/Edit IP. You may access this in two different locations, above and below the intervention years for the organization. Both buttons are Orange in color.

Create & Edit IP Dashboard Screen Capture

Above:

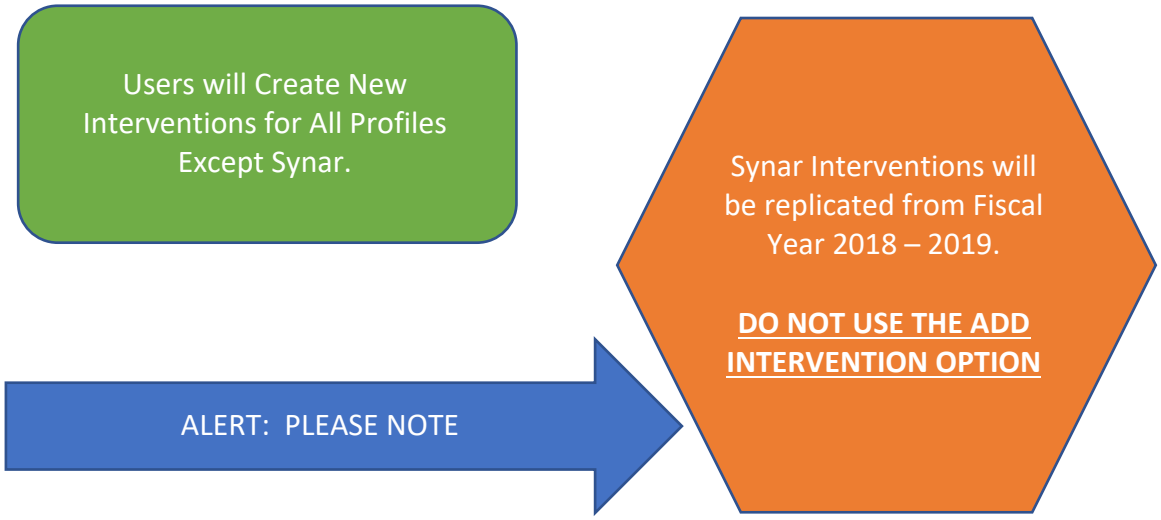


Below:



IMPORTANT INFORMATION ABOUT CREATING INTERVENTION PROFILES FOR 2019-2020 FISICAL 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:

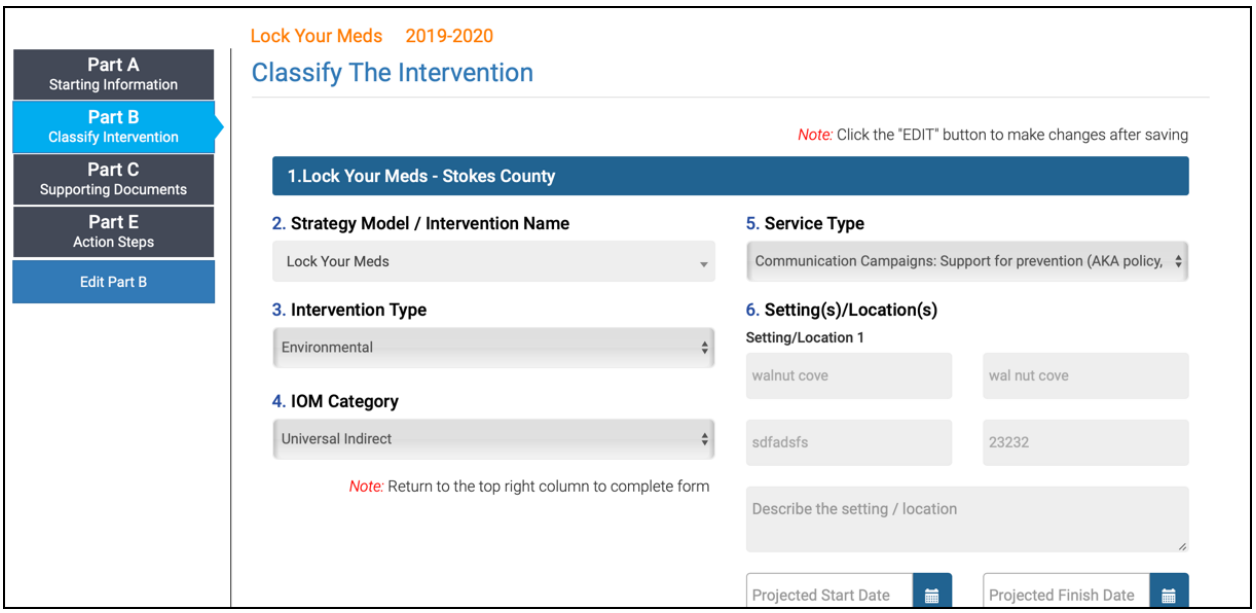
Question #2 - Strategy Model/Intervention Name is now an automated search and drop-down box. Instead of manually typing in information from the Master Grid, users must select the intervention from the Ecco System.

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 B Screen Shot Capture



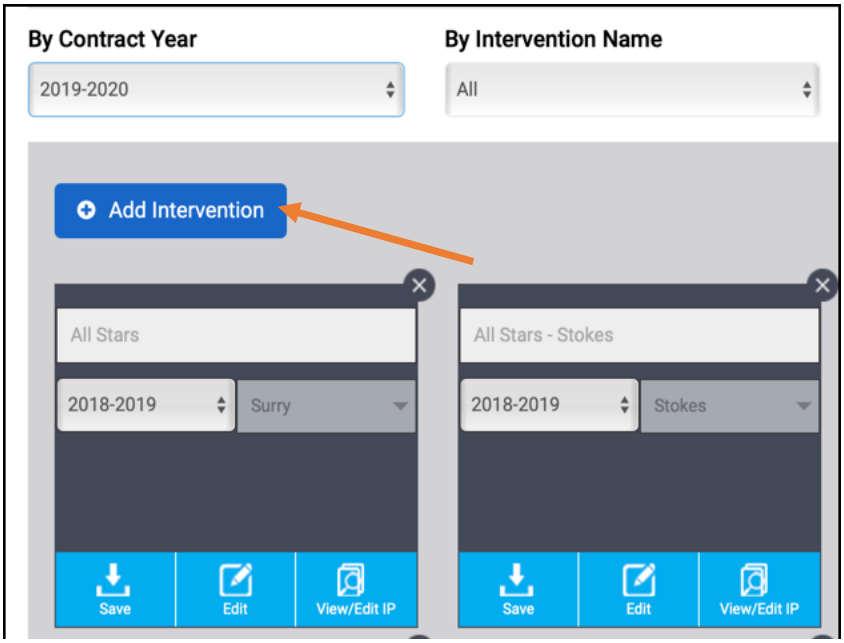
Checking In!

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.

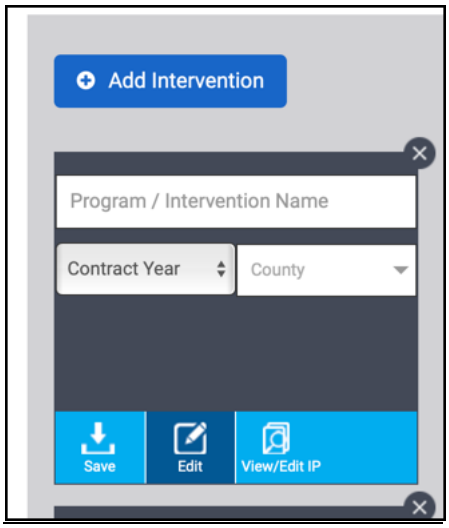
ECCO Intervention Profile Screen Capture



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

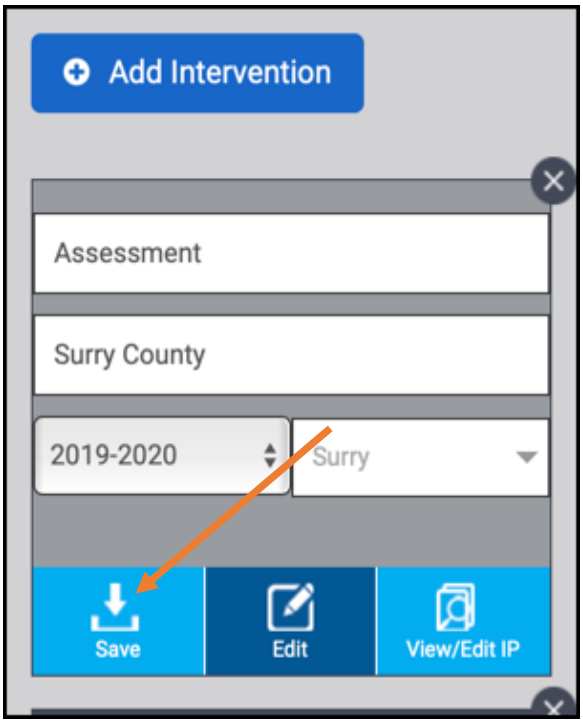
Required Information for a new Intervention Profile on the Ecco Intervention Profile Screen

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

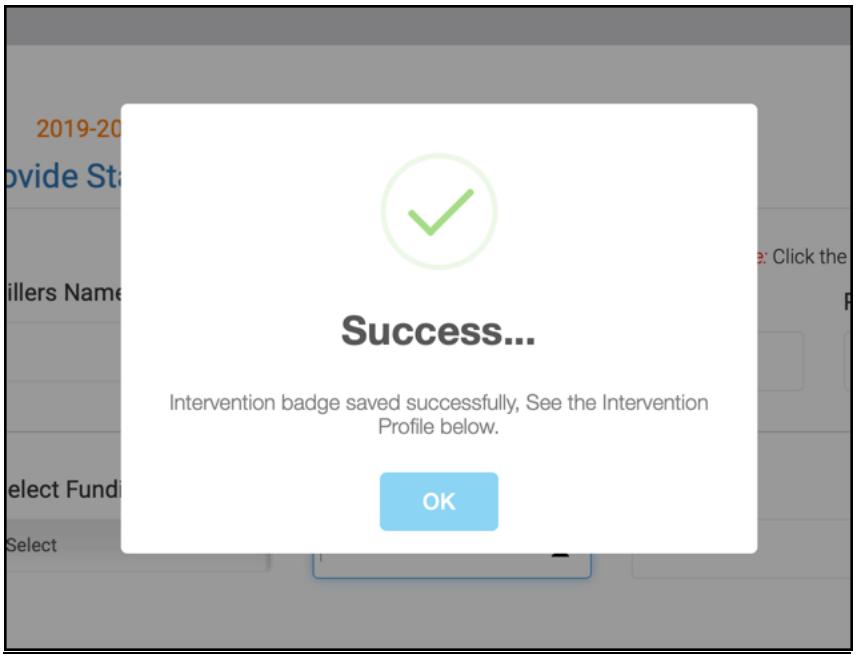
Save and Confirm

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

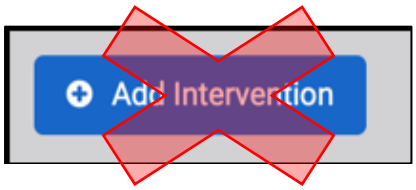


How to Activate Synar Interventions for Fiscal Year 2019 – 2020

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.

Note: It is not required to enter action steps for Community Mobilization and Education nor Merchant Education for 2019-2020 as these will be monitored in process data and the merchant tracker moving forward. Providers only need to enter action steps for Law Enforcement Related Activities and Media and Public Relations this year.

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@ncpreventionttta.org.

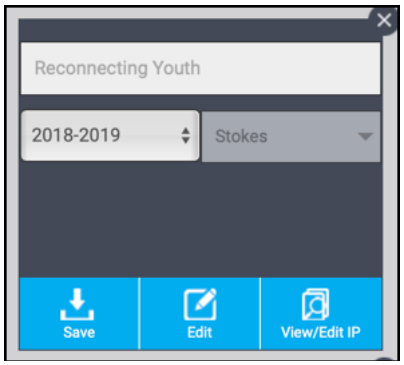
After reviewing the above information, please follow the following steps:

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

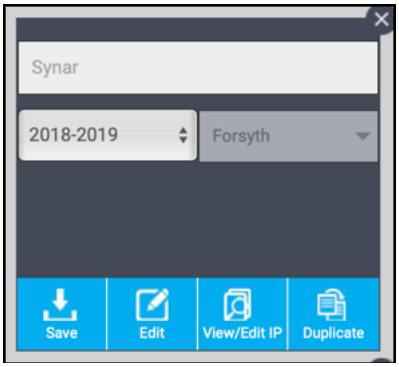
Environmental & YPE



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

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

Synar Only



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

Step 2 – Duplicate, Update and Save Profile Box

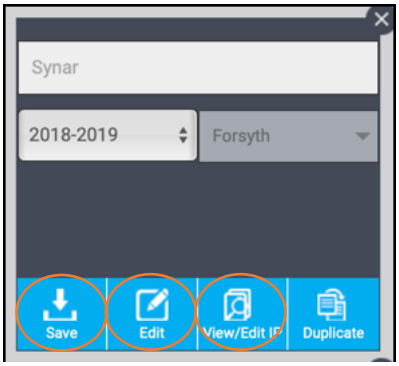
Make sure that the information contained in the profile box is correct and change the year from 2018-2019 to 2019-2020. When complete click on the Save button.

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:

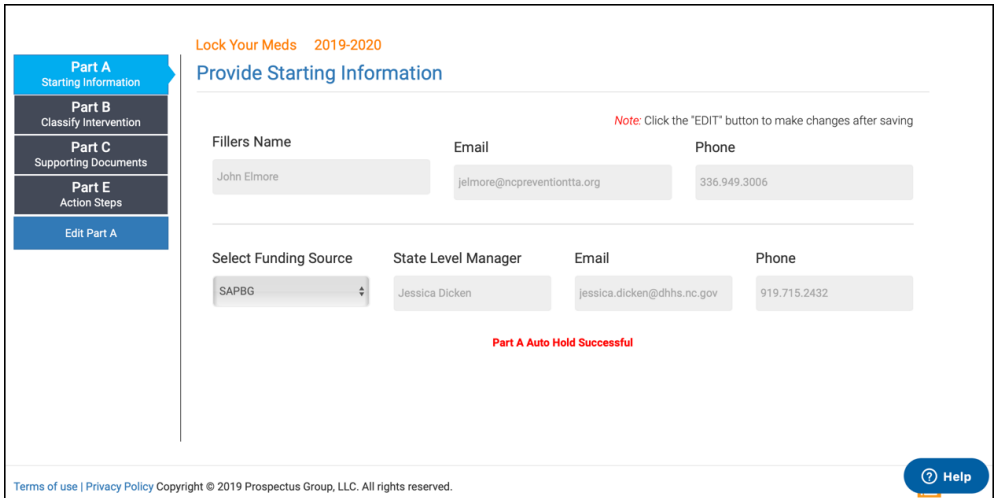
Required Information for each new Intervention Profile Screen Capture

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.e. Charlie Brown).*
Email:	Enter email for whomever fills out the intervention profile or agency contact (determined by each provider agency) *(i.e. CharlieBrown@acme.com).*
Phone:	Enter phone number for whomever fills out the intervention profile or agency contact determined by each provider agency *(i.e. 555-555-5555).*
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"

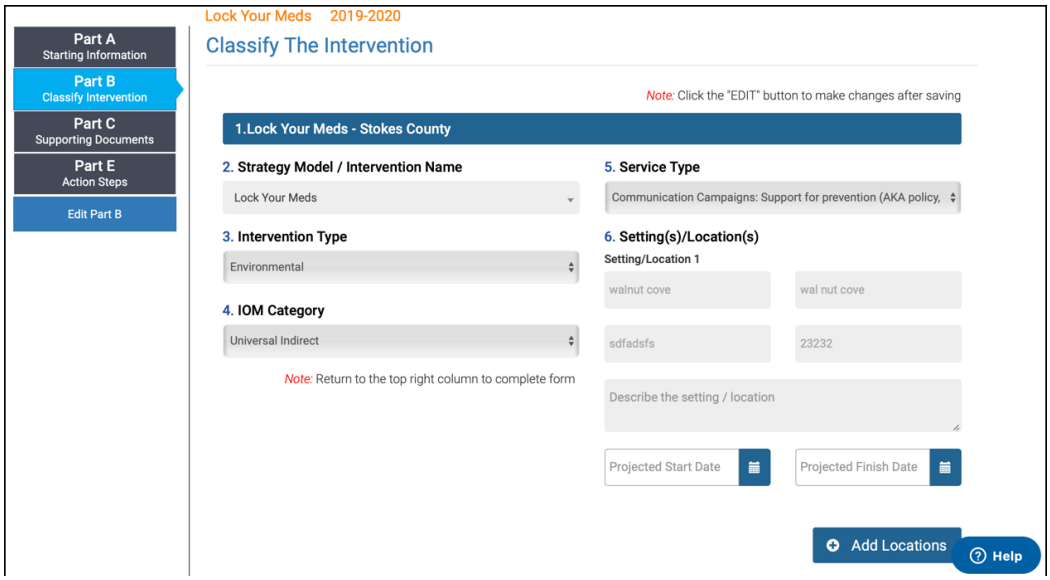
Phone:	Enter “919-715-2432”

Click Save button to save your work.

Part B: Classify the Intervention

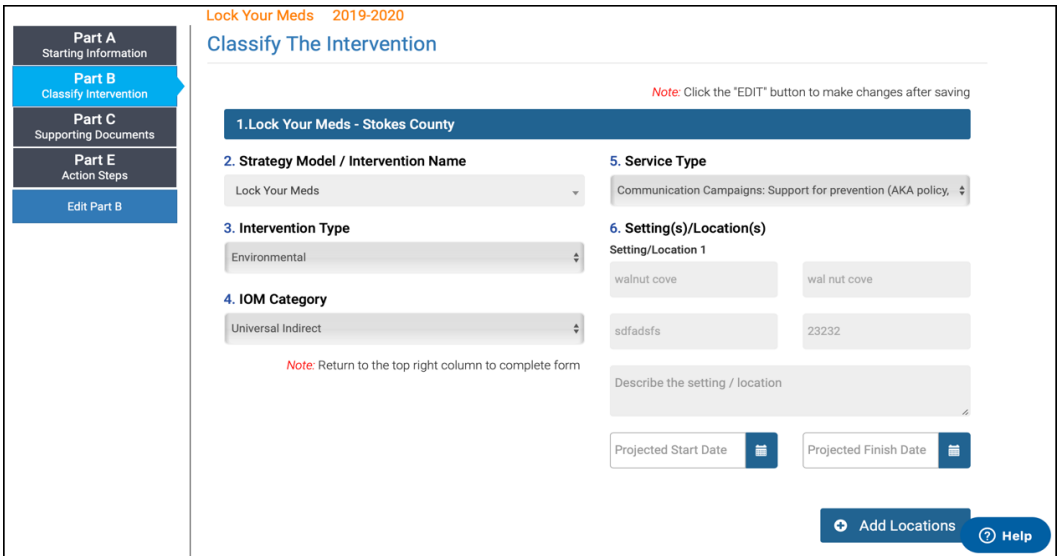
Click on Part B Classify the Intervention After clicking Save on Part A.

Part B of the ECCO Intervention Profile Screen Capture



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

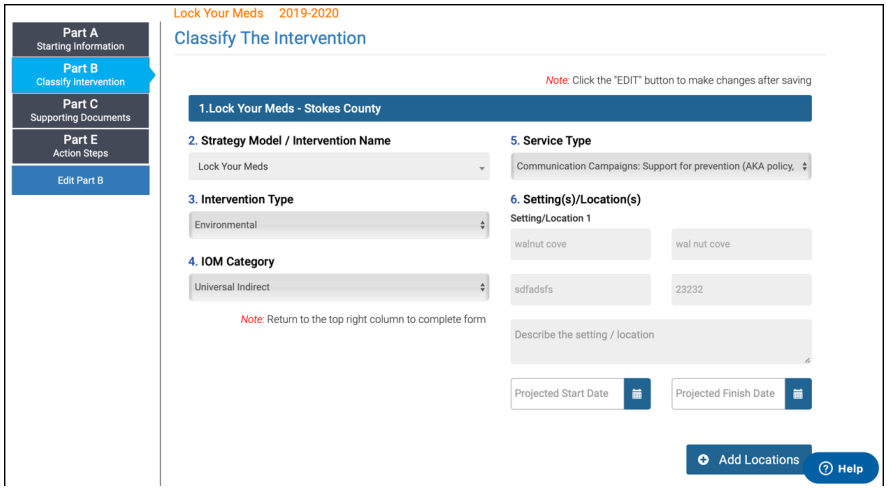
Use the Drop-Down Box to Answer Question 2. Strategy Model/Intervention Name



Step 2 – Auto Population

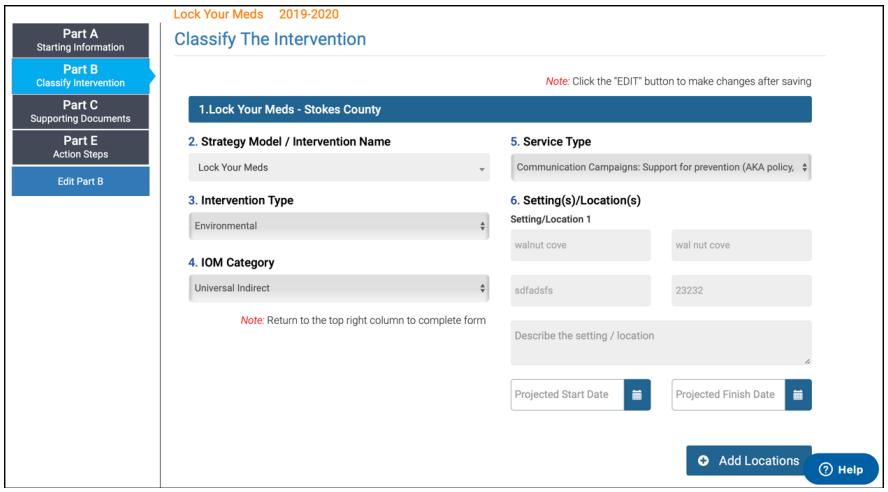
Once you have chosen the Strategy Model/Intervention Name Question 3- 5 will auto-populate based on information from the Master Grid.

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



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

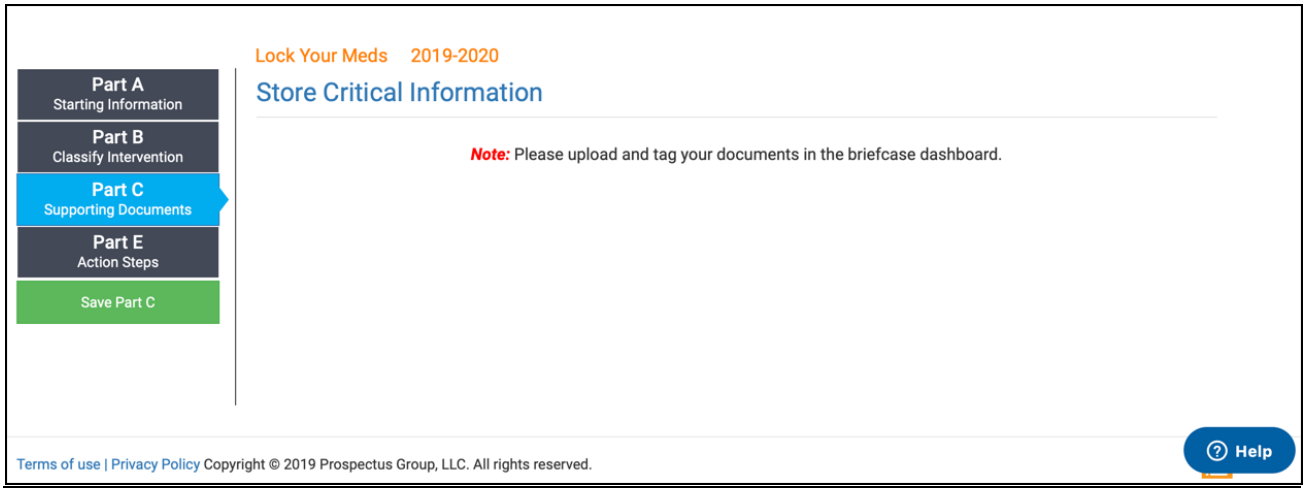
Once questions 1-5 have been completed, question 6. Setting/location **will require manual entry as this response is based on location/setting**. You may add multiple settings/locations under the same intervention.


Lock Your Meds 2019-2020
Part A
Starting Information
Part B
Classify Intervention
Part C
Supporting Documents
Part E
Action Steps
Edit Part B
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
23232
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

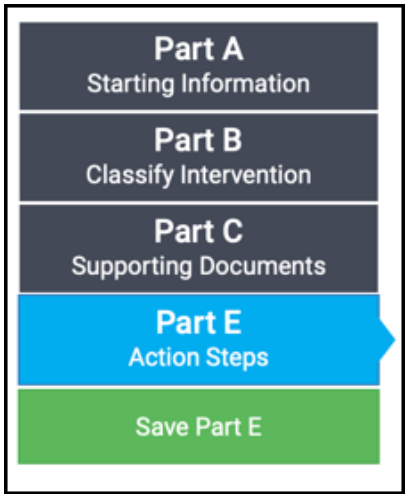
The "Best Practice Steps" listed in the *DMH/SAS Block Grant Education and Environmental Strategy/Intervention Guidance Document* are the primary action steps listed in Part E of ECCO. **A provider must add additional action steps for each prevention education/environmental strategy.**

What does this mean within Ecco?

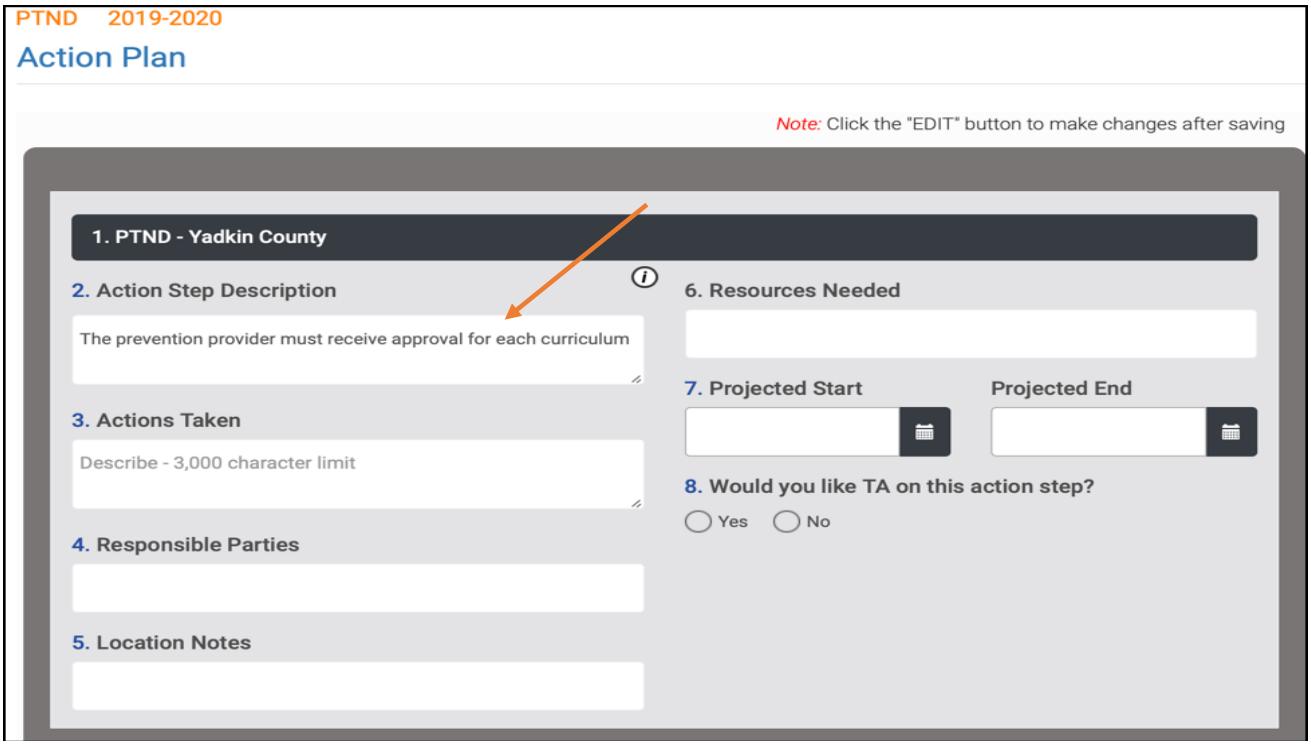
Best Practice Action Steps are pre-populated for users within the Environmental, Youth Prevention Education, Synar – Law Enforcement and Synar – Media Interventions. Providers may add program specific action steps to compliment the system generated action steps.

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
Pre-Populated Action Plan Example



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.

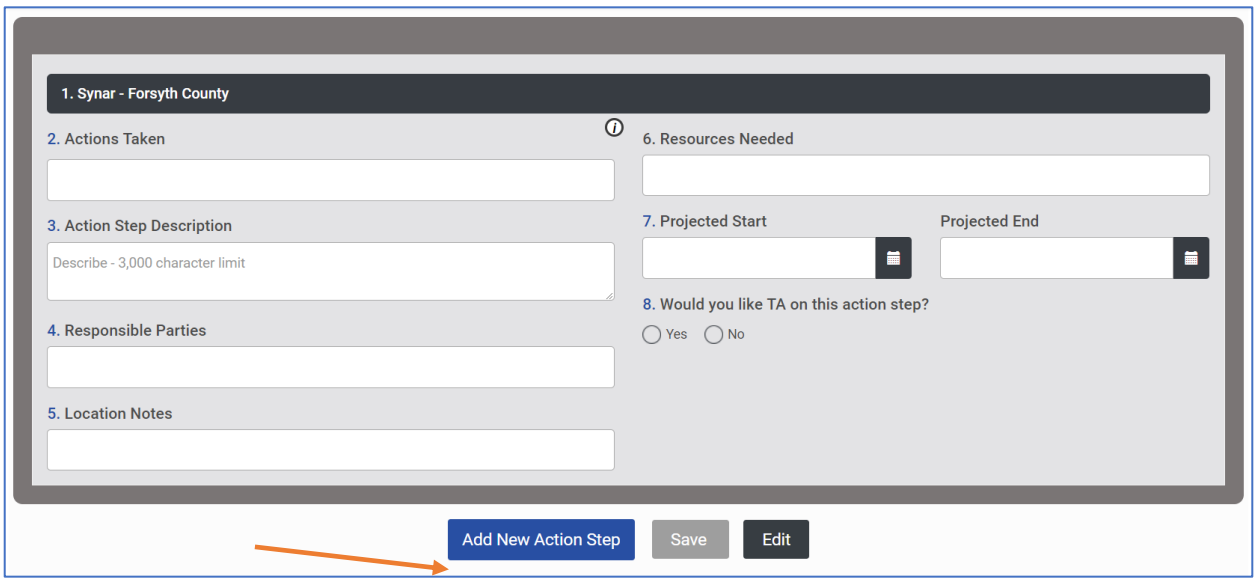
Examples for Question #2 and #3

Question #2: Action Step Description	Question #3: Actions Taken*
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 Taken, at a minimum, should be updated with progress information semi-annually in ECCO. It is 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.

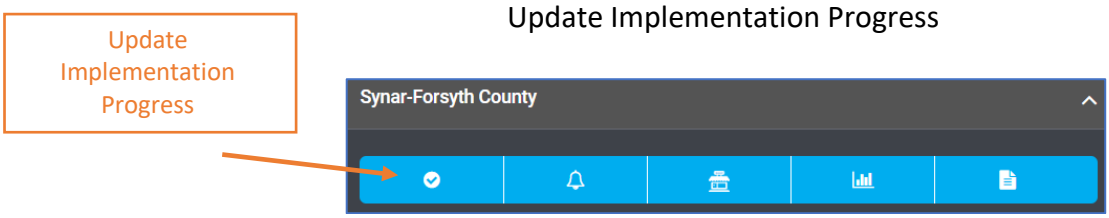
Required Information for entering Action Plans
Add New Action Step Detail for Local Action Steps



How to Update Implementation Progress (Action Plan Status)

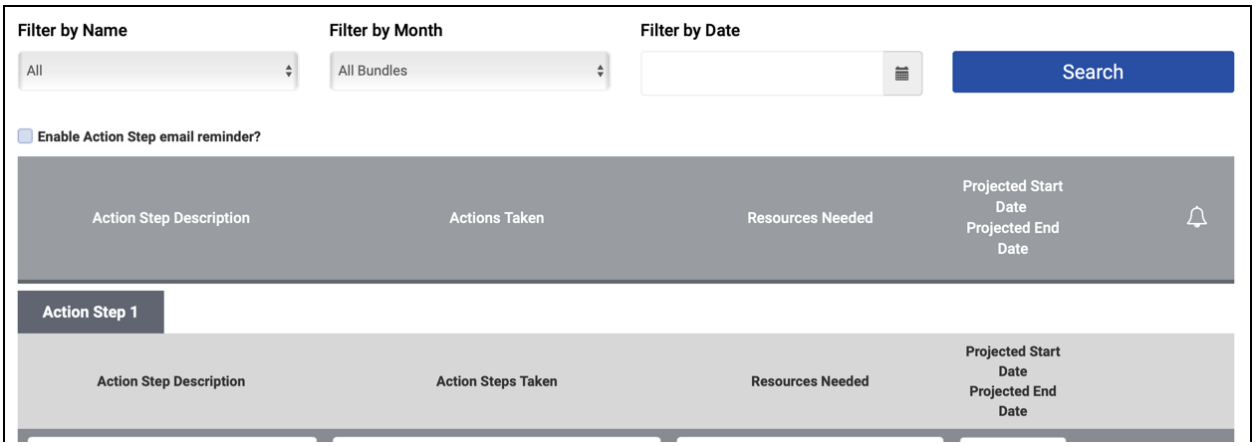
The status of Action Plans can be updated and marked as completed within ECCO by using the Update Implementation Progress feature via the Implementation Planning Dashboard.

ECCO Implementation Planning Dashboard – Drop Down Drawer Screen Capture
Update Implementation Progress



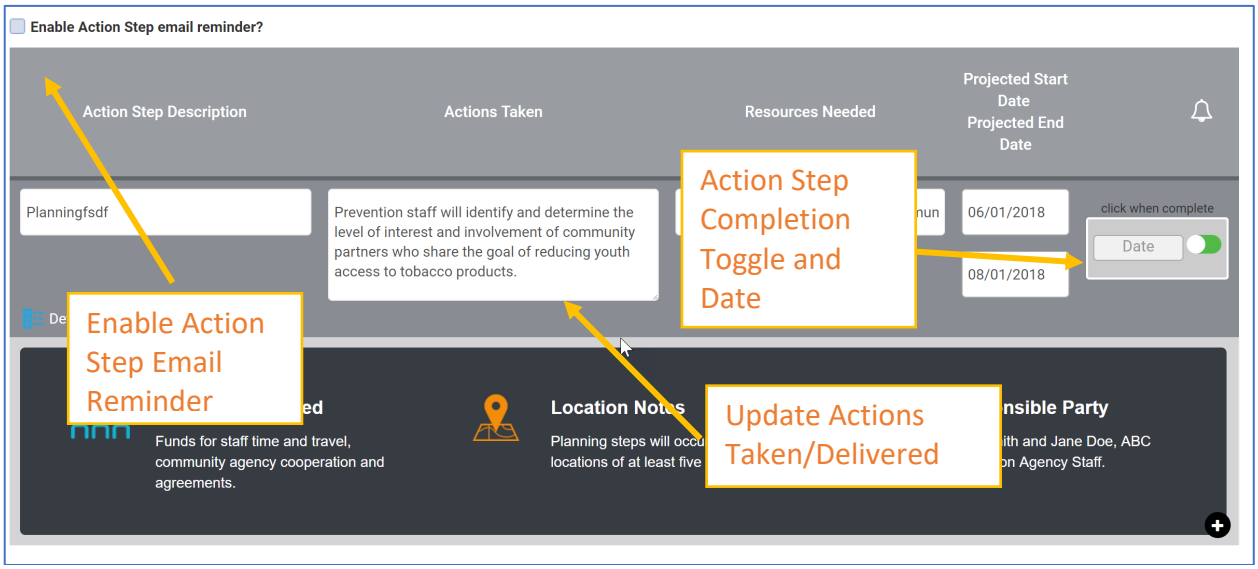
Data from submitted Action Plans provided in ECCO Part E are automatically copied into the Update Implementation (Action Steps) Progress Screen. Action Steps can also now be sorted by Action Step Name (Filter by Name) by Month (Filter by Month) or Filter by Date (Exact Date). See the example below.

Graphic #1 – Filtering Options
Implementation Progress/Action Step Screen



Action plans are to be updated on the Implementation Progress/Action Step Screen. Actions Taken, at a minimum, should be updated with progress information semi-annually in ECCO. It is recommended that progress is updated MONTHLY for EACH applicable Education and Environmental intervention action plan.

Graphic #2 – Implementation Progress/Action Steps
Update Implementation Progress Screen Capture
Data Pulled from Sample Completed Action Plan



Fields to Consider When Updating or Completing Implementation Progress

Item	Instructions
Filter by Name	Filter by Action Taken (Step).
Filter by Month	Filter Action Taken (Step) by month.
Filter by Date	Filter Action Taken (Step) by date.
Actions Taken/Delivered	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.
Enable Action Step Email Reminder	Click box to enable ECCO Reminders for the Action Taken (Step).
Click when Complete/Date	Upon completion of the Action Taken (Step), toggle button to green and indicate date completed.

Example Actions Taken/Delivered for Question #3

Question #3: Actions Taken/Delivered*
Program on approved YPE list. No approval necessary.
Training completed on June 7-8, 2018. See training certificate uploaded in Part C.
No developer training required

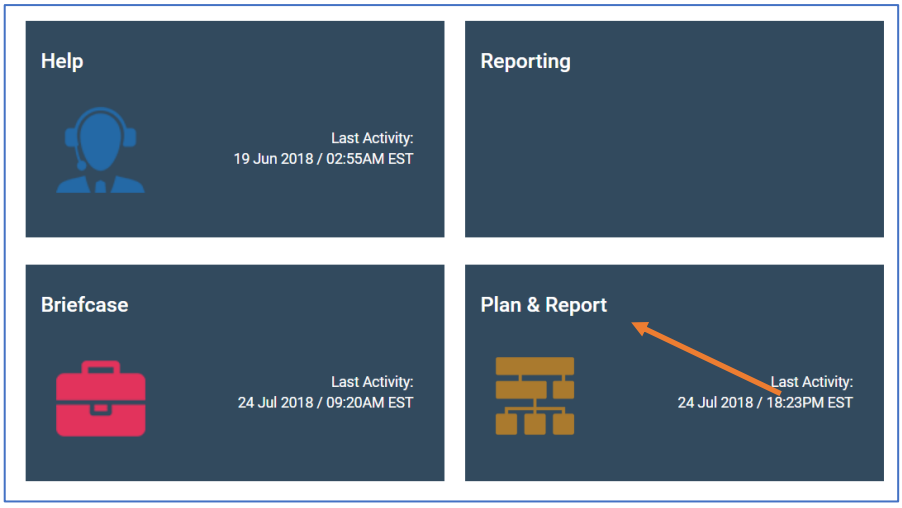
Process Data Entry – Hours Only

Instructions for Completing Process Data Reach Hours Only

Step 1 – Choosing Plan and Report

From the Ecco Dashboard/Home Page click on Plan and Report.

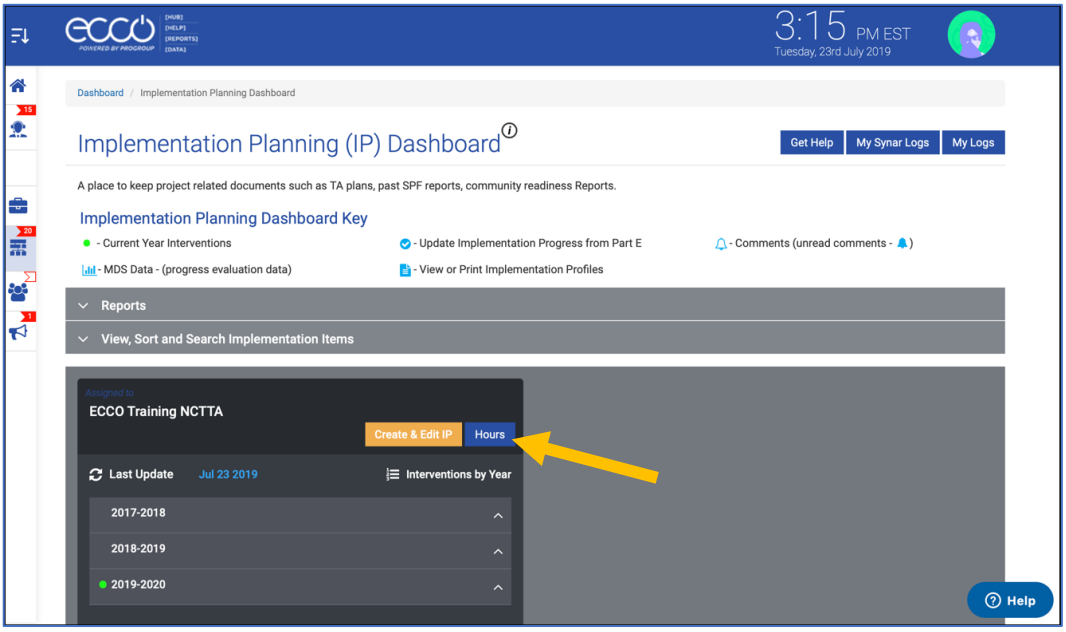
Primary Ecco Homepage and Dashboard



Step 2 – Click on the Blue Hour Button in the Right Hand Side of the Screen

Click on the Blue Hours button (see arrow below). This is found on the main Plan and Report Intervention Page within each agency/LME/MCO. You will be able to enter all hours for every intervention (aka strategy) by clicking on the Hours button. The Interventions that are available for hours are ONLY the ones that you have created as intervention profiles.

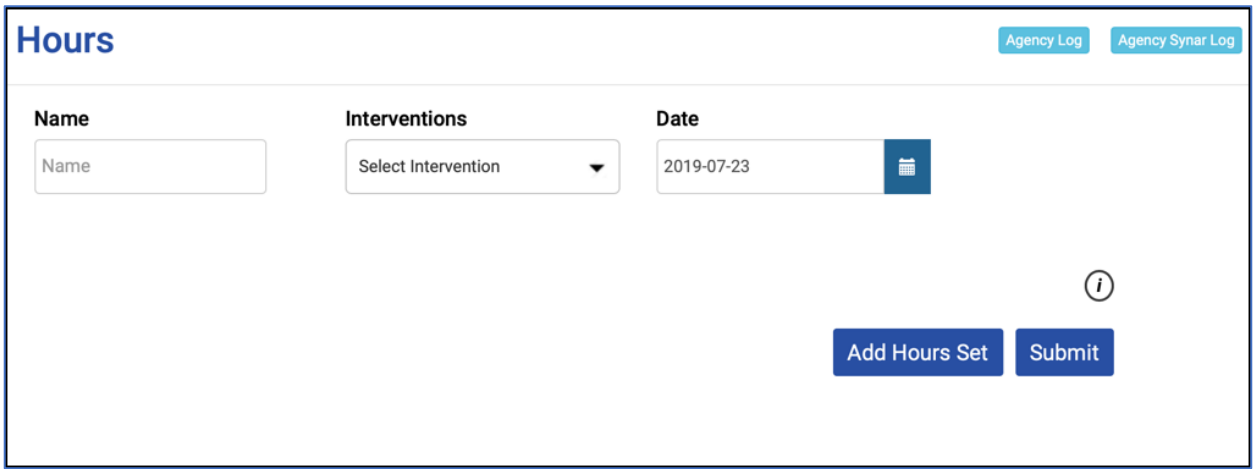
ECCO Implementation Planning Dashboard – Hours Button Screen Capture



<u>Step 4 – Reviewing the Actual Hours Data Entry Screen</u>

Clicking on the Blue Hours button takes users to the Hours Data Entry page.

Example Hours ECCO Data Entry Screen based on Intervention Type Screen Capture



<u>Step 5 – Entering Hours</u>

Step 5 – Entering Hours

Entering Hours by Staff Person and Intervention.

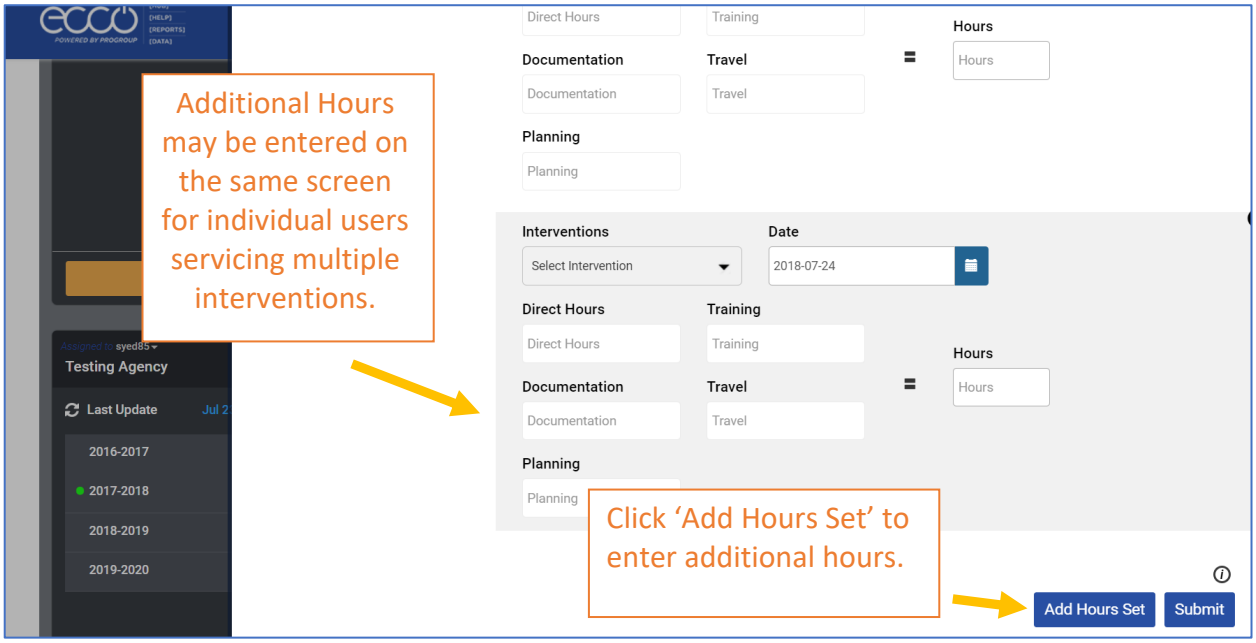
Required Information for entering Staff Hours Screen Capture

ECCO Category	Instructions
Name	To maintain consistency and accuracy, enter each staff member's name *the same way, every time*. i.e. Jane Preventionist should not be entered as "Mary Jane Preventionist" another time. This is very important – if you see a drop down box of names, make sure to choose the correct name listed. Names provided via drop down box on this screen is due to your computer's cache and cookies not provided by Ecco. Thus data entry errors in this question can be high.
Interventions	Select the correct intervention from the drop-down box. Example: For Needs Assessment, select "Needs Assessment"
Date	Select the specific date.
Direct Hours	This is the time you spent actually doing/conducting/implementing the intervention. Examples of direct hours for Needs Assessment include: collecting data and/or doing key informant interviews etc. *Time can be added in .25 increments.*
Training	This is the time you spent participating in training or TA for this intervention (as appropriate). Examples include Training and Technical Assistance Center Offerings. *Time can be added in .25 increments.*
Documentation	This is the time you spent doing paperwork for the intervention (as appropriate). Examples for Needs Assessment include: adding information into the Needs Assessment spreadsheet *Time can be added in .25 increments.*
Travel	This is the time you spent traveling to/from your office to the intervention (as appropriate).

	Examples for Needs Assessment include: Travel to/from your office for the August/September Needs Assessment training and/or for interviews or environmental scans. *Time can be added in .25 increments.*
Planning	This is the time you spent preparing for the intervention. Examples for Needs Assessment include: creating questions for key informant interviews, scheduling interviews, plotting routes for environmental scans, etc. *Time can be added in .25 increments.*
Hours	This will automatically sum after every entry

Step 6 – Add Hours Set

Users may click on Add Hours Set to add multiple sets of hours for an individual user as indicated below.



Step 7 – Submit Provided Information

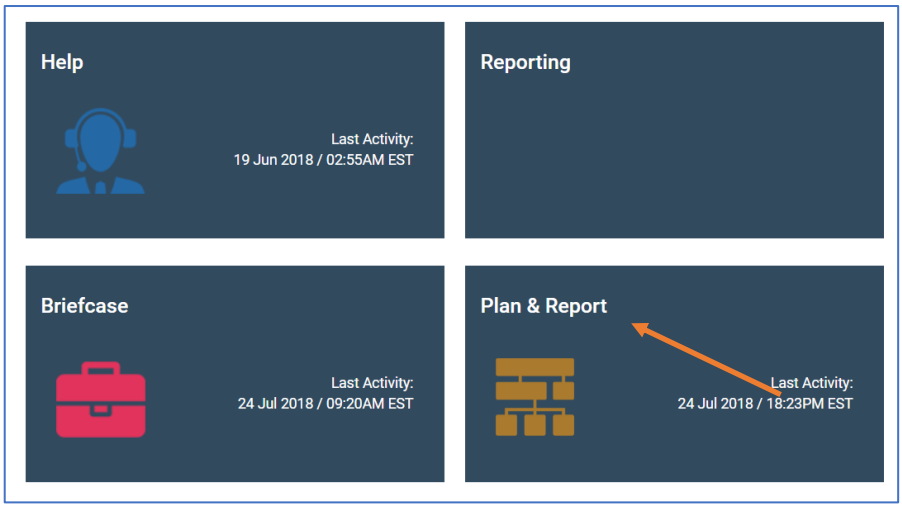
Click the blue Submit button to enter your hours

Process Data Entry - Hours Only for Synar

Instructions for Completing Process Data Reach Hours for Synar Only

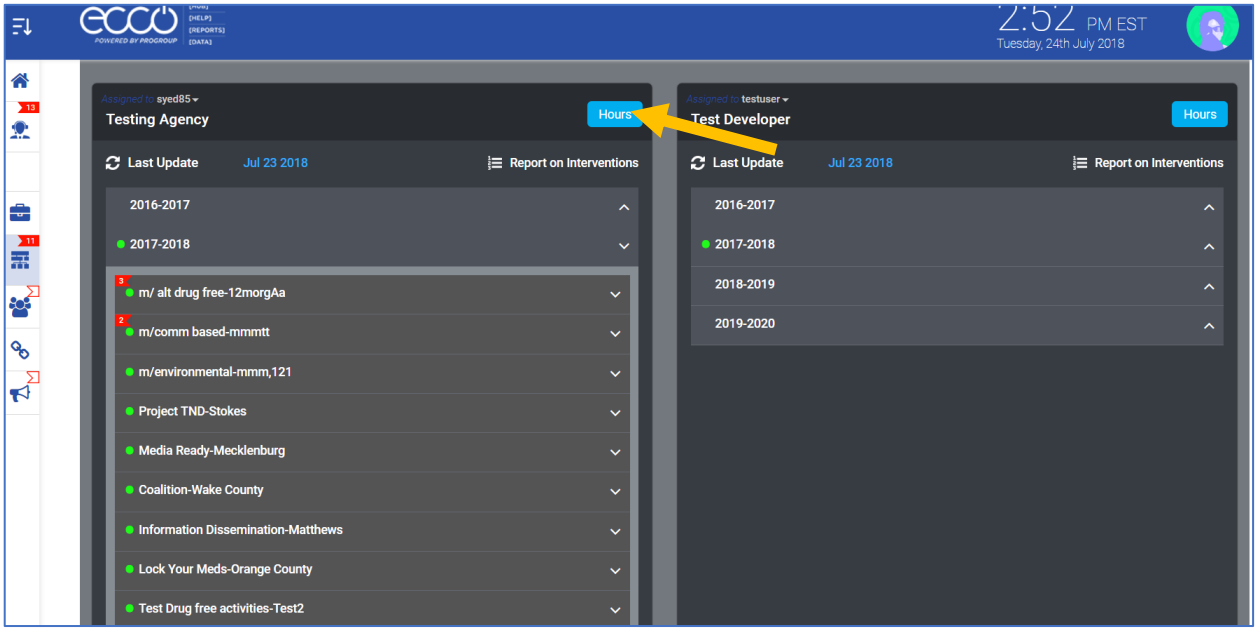
Step 1
From the Ecco Dashboard/Home Page click on Plan and Report.

Primary Ecco Homepage and Dashboard



Step 2
Click on the Blue Hours button (see arrow below). This is found on the main Plan and Report Intervention Page within each agency/LME/MCO. You will be able to enter all hours for every intervention (aka strategy) by clicking on the Hours button. The Interventions that are available for hours are ONLY the ones that you have created as intervention profiles.

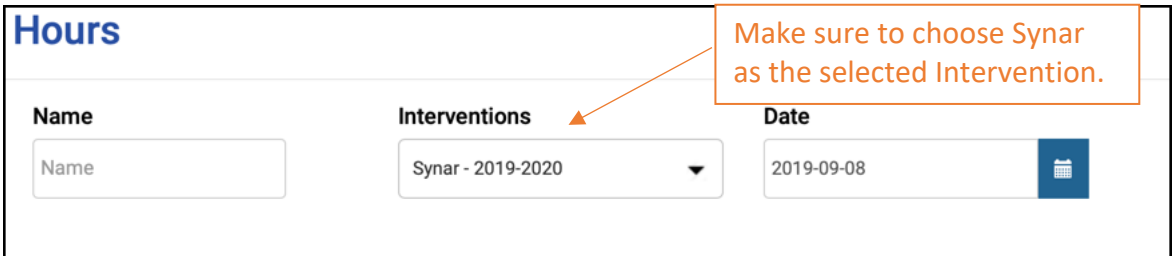
ECCO Implementation Planning Dashboard – Hours Button Screen Capture



<u>Step 3</u>

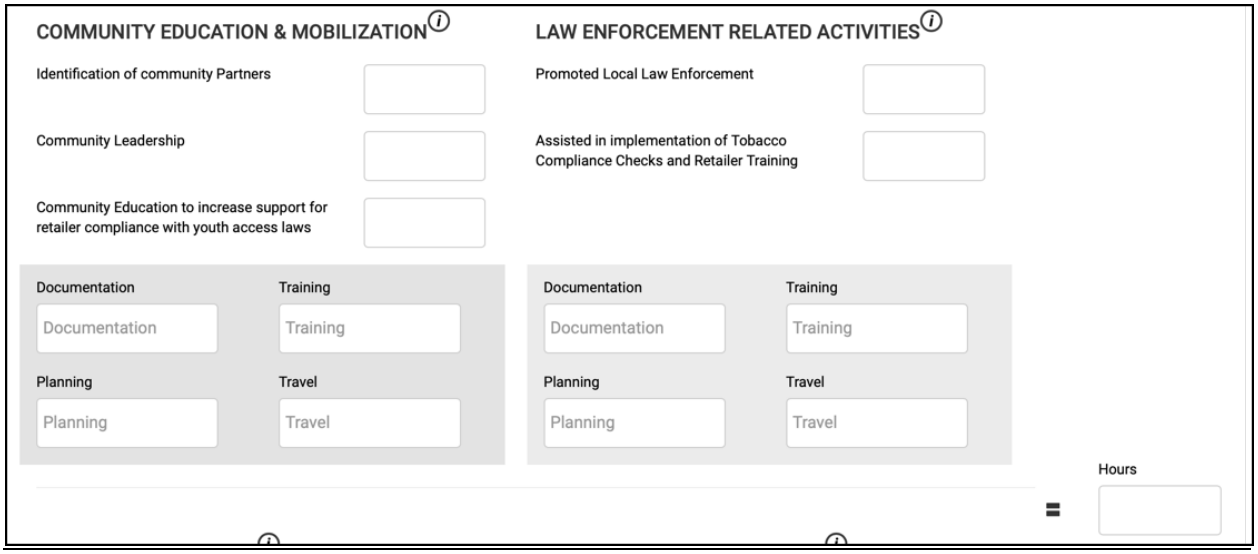
Clicking on the Blue Hours button takes users to the Hours Data Entry page.

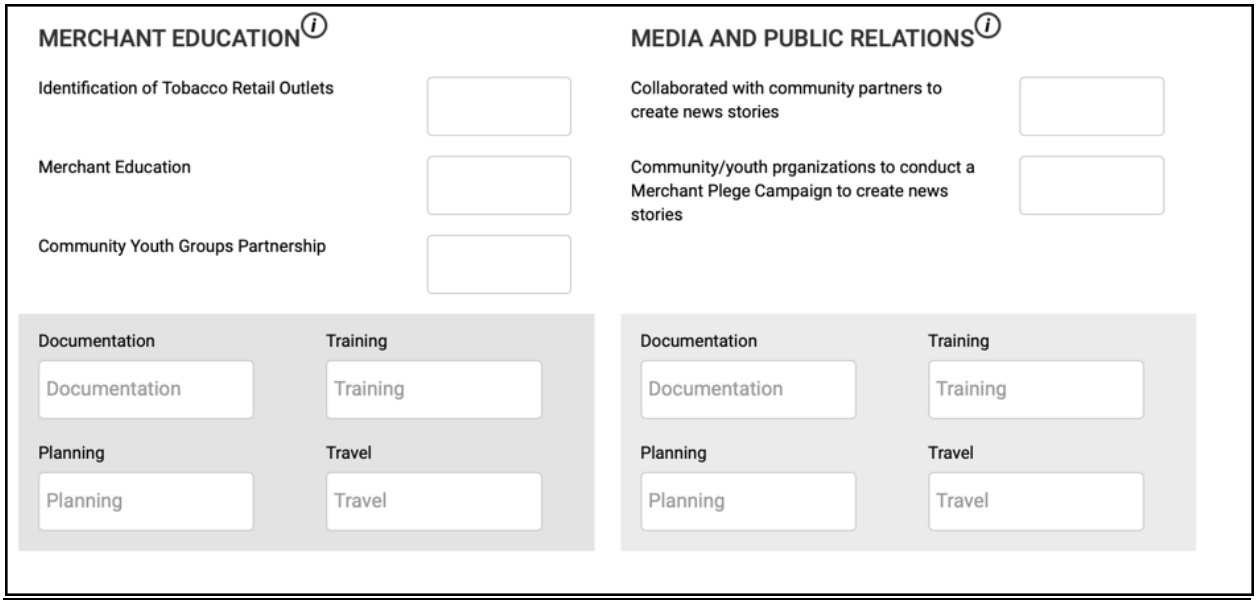
Example Hours ECCO Data Entry Screen based on Intervention Type Screen Capture



After choosing Synar from the Intervention Drop Down Box, the screen will change to include the following fields as indicated in the screen capture below.

Example Hours ECCO Data Entry Screen based on Synar Selection





<u>Step 4</u>

Entering Hours by Staff Person for Synar

Required Information for entering Staff Hours Screen

ECCO Category	Instructions
Name	To maintain consistency and accuracy, enter each staff member's name *the same way, every time*. i.e. Jane Preventionist should not be entered as "Mary Jane Preventionist" another time.

	This is very important – if you see a drop-down box of names, make sure to choose the correct name listed. Names provided via drop down box on this screen is due to your computer's cache and cookies not provided by Ecco. Thus data entry errors in this question can be high.
Interventions	Select the correct intervention from the drop-down box. Example: For Synar, select the respective Synar Intervention and Year.
Date	Select the specific date.
Community Education and Mobilization	
Community Education and Mobilization – Identification of Community Partners	This is the time you spent participating in the Identification of Community Partners for this intervention (as appropriate). Identification of Community Partners Definition: Identified and determined the level of interest and involvement of community partners who share the goal of reducing youth access to tobacco products. *Time can be added in .25 increments.*
Community Education and Mobilization – Community Leadership	This is the time you spent participating in Community Leadership for this intervention (as appropriate). Community Leadership Definition: Took the lead in pulling together community partners and local retailers to develop strategies to reduce youth access in your service area(s). *Time can be added in .25 increments.*
Community Education and Mobilization – Community Education to increase support for retailer compliance with youth access laws	This is the time you spent participating in Community Education to increase support for retailer compliance with youth access laws for this intervention (as appropriate). Community Education Definition: To increase support for retailer compliance with youth access laws. Provided information on youth access (i.e., laws, penalties) to policy makers, community leaders, youth and civic groups to educate and actively involve them in efforts to reduce youth access to tobacco products. *Time can be added in .25 increments.*
Law Enforcement Related Activities	
Law Enforcement Related Activities –	This is the time you spent participating in the Promotion of Local Law Enforcement for this intervention (as appropriate).

Promoted Local Law Enforcement	Promoted Local Law Enforcement Definition: Contacted officers from your local police or sheriffs' departments to promote increased enforcement of youth access laws. *Time can be added in .25 increments.*
Law Enforcement Related Activities – Assisted in implementation of Tobacco Compliance Checks and Retailer Training	This is the time you spent Assisting in implementation of Tobacco Compliance Checks and Retailer Training participating in the Identification of Community Education for this intervention (as appropriate). Assisted in implementation of Tobacco Compliance Checks and Retailer Training Definition: Assisted local law enforcement/ALE officers to conduct compliance checks and retailer training by developing a comprehensive list of retail tobacco outlets, recruiting and age testing youth for an enforcement operation, serving as an adult observer or monitor during an enforcement operation, providing incentives for clerks who don't sell tobacco products to minors during enforcement operations, providing refreshments and/or incentives to youth volunteers, assisting in coordination and recruitment of store employees to participate in retailer trainings conducted by law enforcement officers, and/or recruiting retailers cited for violations of the youth access to tobacco law(s) to attend the training. *Time can be added in .25 increments.*
Merchant Education	
Merchant Education – Identification of Tobacco Retailer Outlets	This is the time you spent Identifying Tobacco Retailer Outlets for this intervention (as appropriate). Identification of Tobacco Retail Outlets Definition: Identified the number and location of all tobacco retail outlets including over-the-counter and vending machines in the area(s) served using FDA retail, commercial business lists and Synar inspection data. *Time can be added in .25 increments.*
Merchant Education	This is the time you spent implementing Merchant Education for this intervention (as appropriate). Merchant Education Definition: Contacted tobacco retail outlets in your area(s) to ensure that they have received specific information(i.e. Red Flag Merchant Education Packet) on their responsibilities and penalties for violation of state and federal youth access laws.

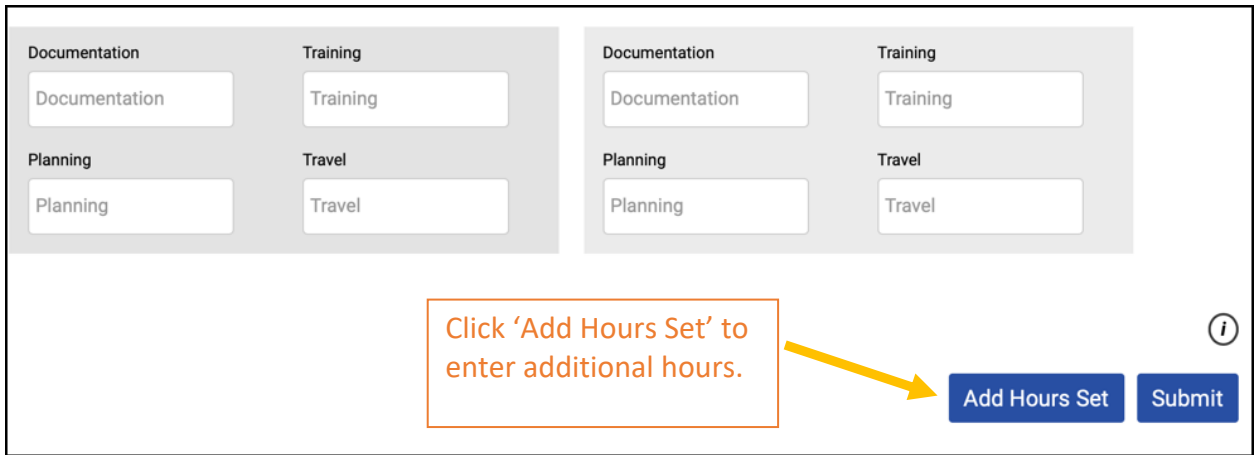
	Time can be added in .25 increments.
Merchant Education – Community Youth Group Partnership	This is the time you spent coordinating and/or implementing Community Youth Group Partnerships this intervention (as appropriate). Community Youth Groups Partnership Definition: Collaborated with community organizations to conduct a Merchant Pledge Campaign and publicize results. *Time can be added in .25 increments.*
Media and Public Relations	
Media and Public Relations – Collaborated with community partners to create news stories	This is the time you spent Collaborating with community partners to create news stories for this intervention (as appropriate). Definition: Collaborated with community partners to create media to increase awareness of youth access to tobacco laws and publicize compliance inspection results. *Time can be added in .25 increments.*
Media and Public Relations – Community/youth organizations to conduct a Merchant Pledge Campaign to create new stories	This is the time you spent working with Community/youth organizations to conduct a Merchant Pledge Campaign to create new stories for this intervention (as appropriate). Definition: Collaborated with community/youth organizations to conduct a Merchant Pledge Campaign and publicized results to recognize merchants and clerks who have pledged not to sell tobacco products to minors. *Time can be added in .25 increments.*
Training	This is the time you spent participating in training or TA for this intervention (as appropriate). Examples include Training and Technical Assistance Center Offerings. *Time can be added in .25 increments.*
Documentation	This is the time you spent doing paperwork for the intervention (as appropriate).

	Examples for Needs Assessment include: adding information into the Needs Assessment spreadsheet *Time can be added in .25 increments.*
Travel	This is the time you spent traveling to/from your office to the intervention (as appropriate). Examples for Needs Assessment include: Travel to/from your office for the August/September Needs Assessment training and/or for interviews or environmental scans. *Time can be added in .25 increments.*
Planning	This is the time you spent preparing for the intervention. Examples for Needs Assessment include: creating questions for key informant interviews, scheduling interviews, plotting routes for environmental scans, etc. *Time can be added in .25 increments.*
Hours	This will automatically sum after every entry.

The Hours Box will automatically calculate based on the respective entries from the Community Education and Mobilization, Merchant Education, Law Enforcement Related Activities and Media and Public Relations Hours Entries.

Step 5

Users may click on Add Hours Set to add multiple sets of hours for an individual user as indicated below.



Step 6

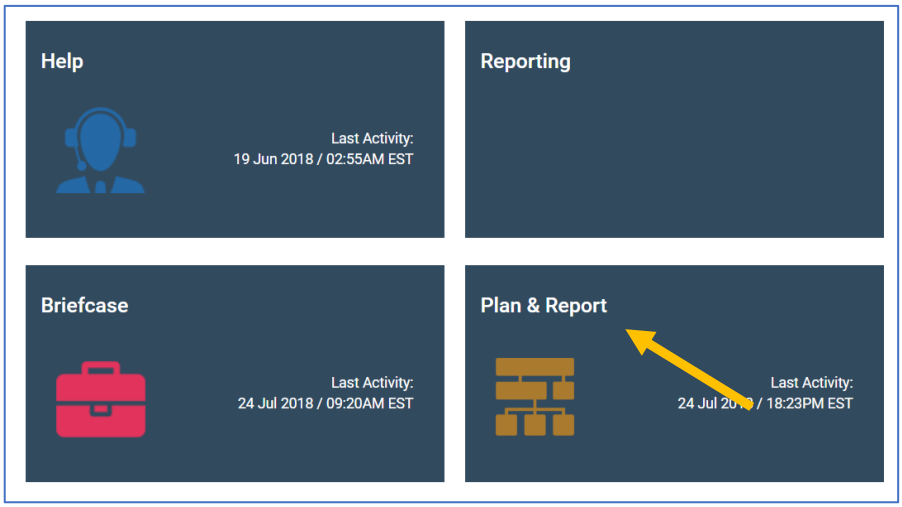
Click the blue Submit button to enter your hours

Process Data Entry – Reach Only Overview

Step 1

From the Ecco Dashboard/Home Page click on Plan and Report.

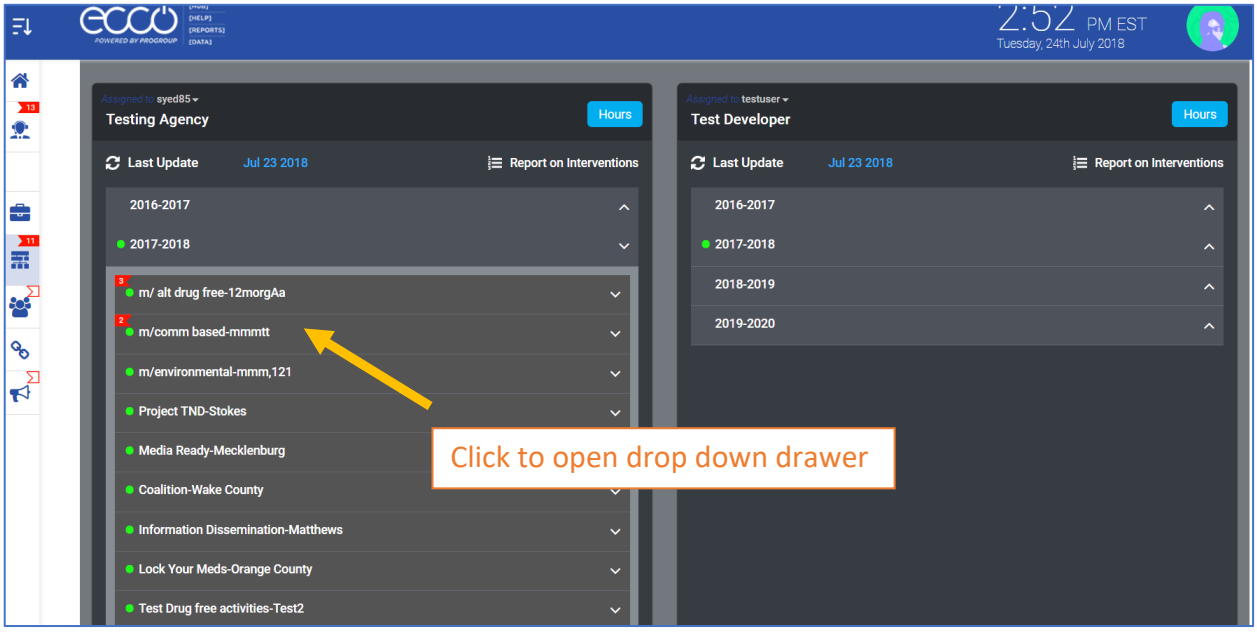
Primary Ecco Homepage and Dashboard



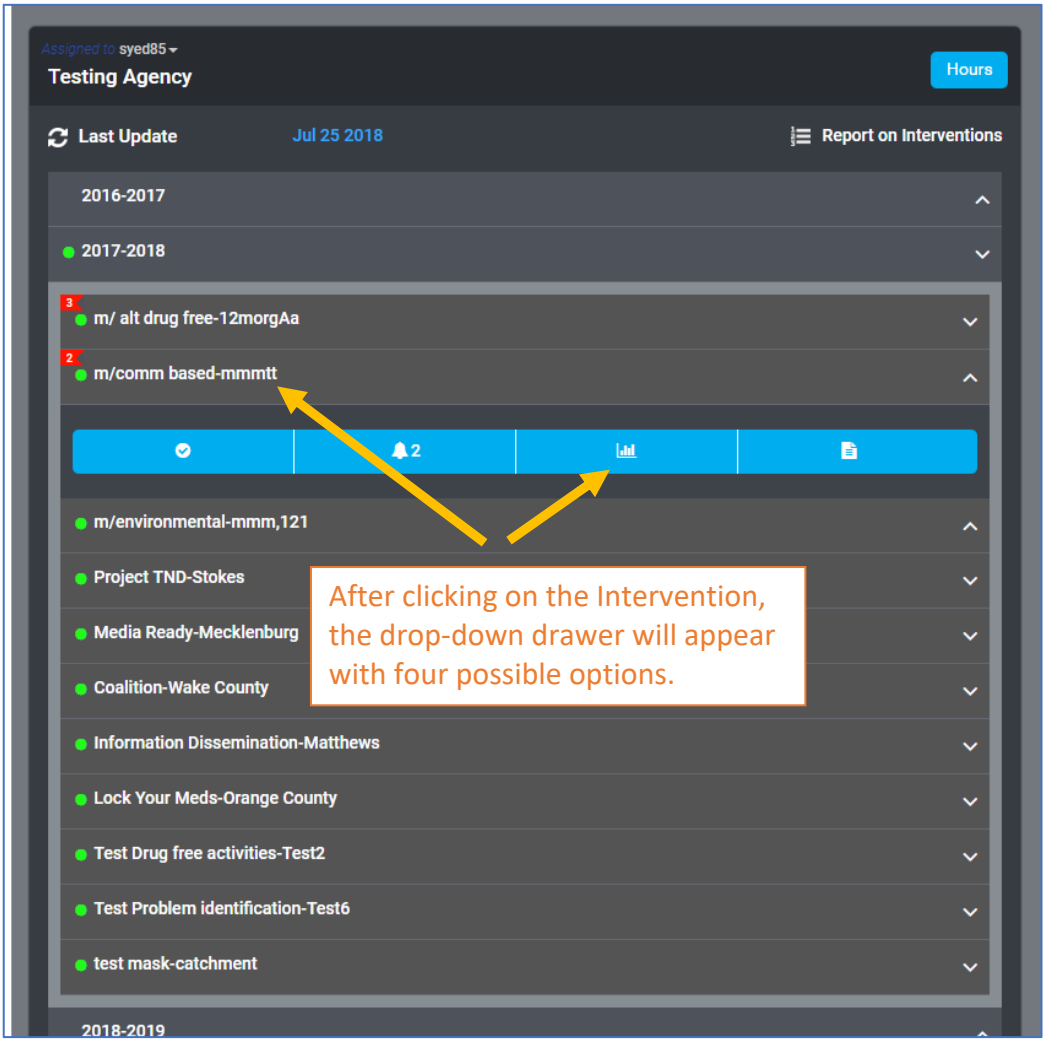
Step 2

Click on the respective Intervention Profile Name to provide a drop-down drawer with four blue icons (see arrows provided on the next two screenshots). This is found on the main Plan and Report intervention page within each agency/LME/MCO.

ECCO Implementation Planning Dashboard – Drop Down Drawer Screen Capture

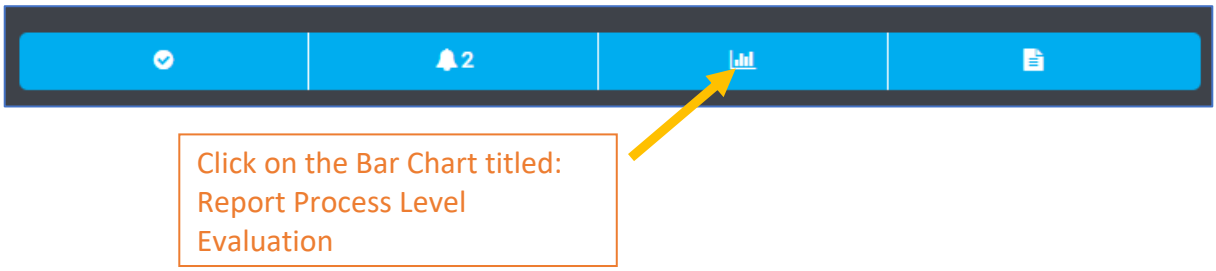


ECCO Implementation Planning Dashboard – Drop Down Drawer with Menu Bar Screen Capture



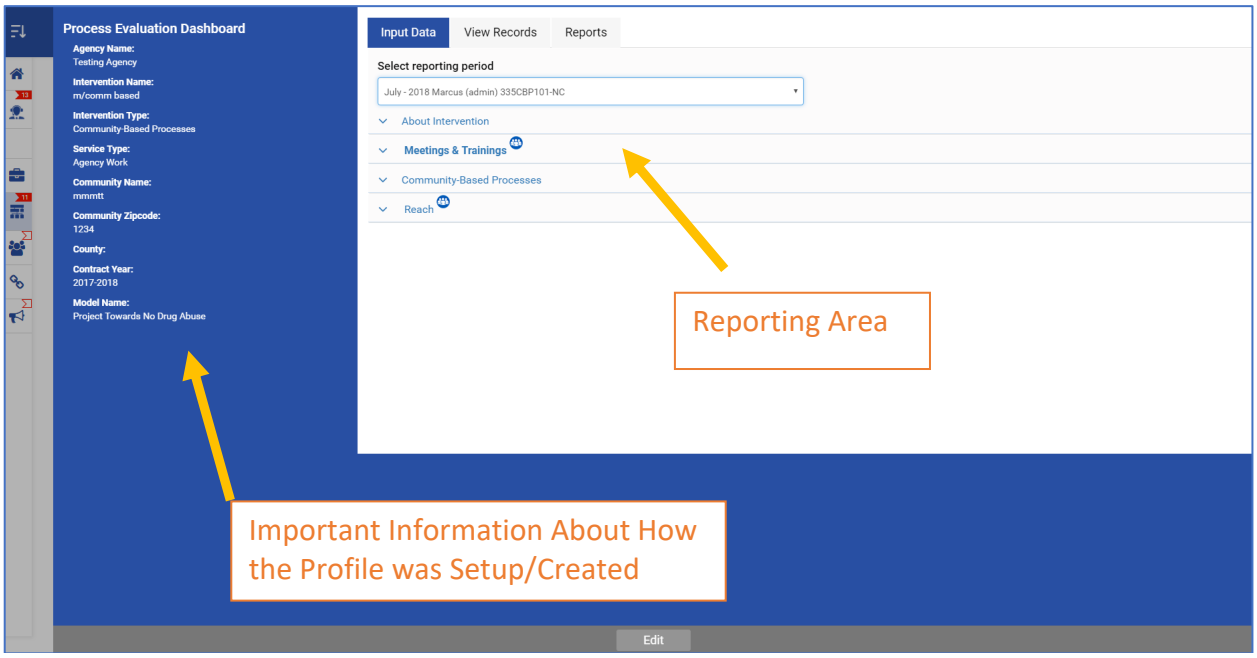
Step 3

Click on Report Process Level Evaluation to proceed to the Process Evaluation Dashboard. The Dashboard is where we will report Intervention Data.

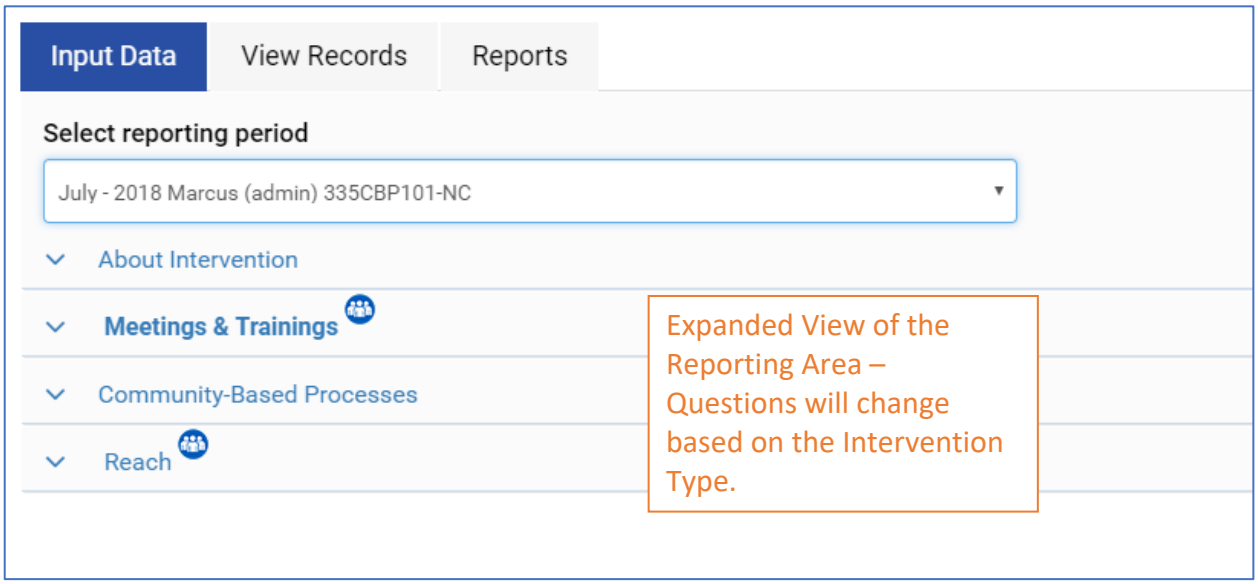


Step 4 – After clicking on Report Process Level Evaluation the following screen will appear. **Important Note!** The below screen capture provides information for a sample Community Based Process Intervention. While reporting questions will vary based on the chosen strategy, the 'select reporting period' data range requirement remains constant with a drop-down box.

Ecco Process Evaluation Dashboard Screen Capture



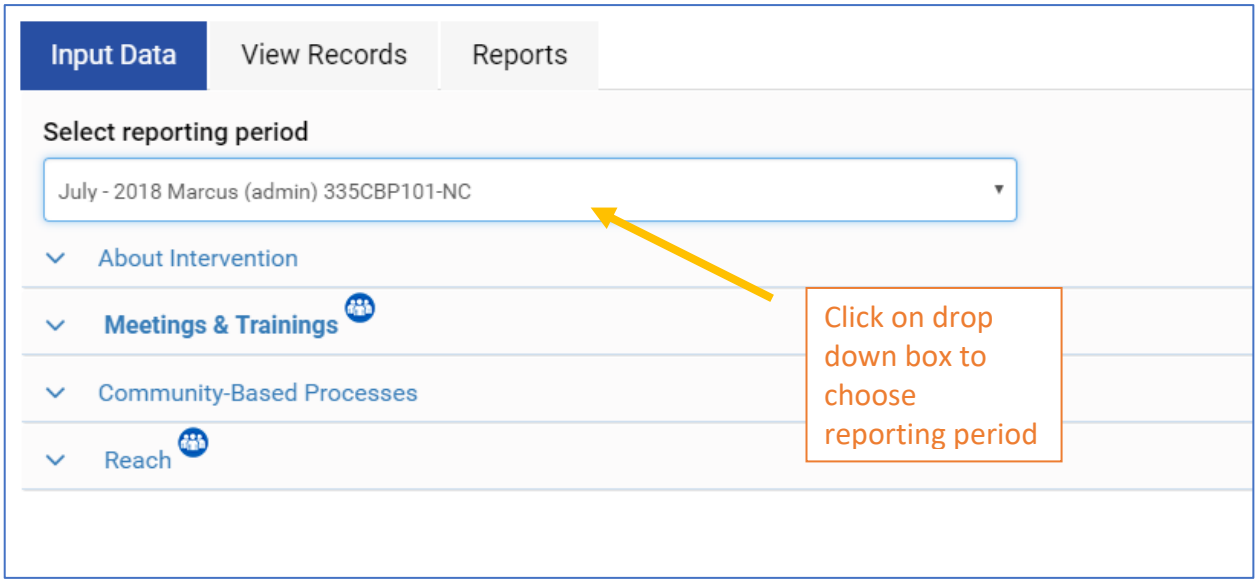
Ecco Process Evaluation Dashboard Screen Capture – Expanded View



Step 5

Choose the month in which data will be entered (the Reporting Period). The Reporting period will *auto-default to the current month unless you select a different reporting period.*

Ecco Process Evaluation Dashboard Screen Capture – Expanded View

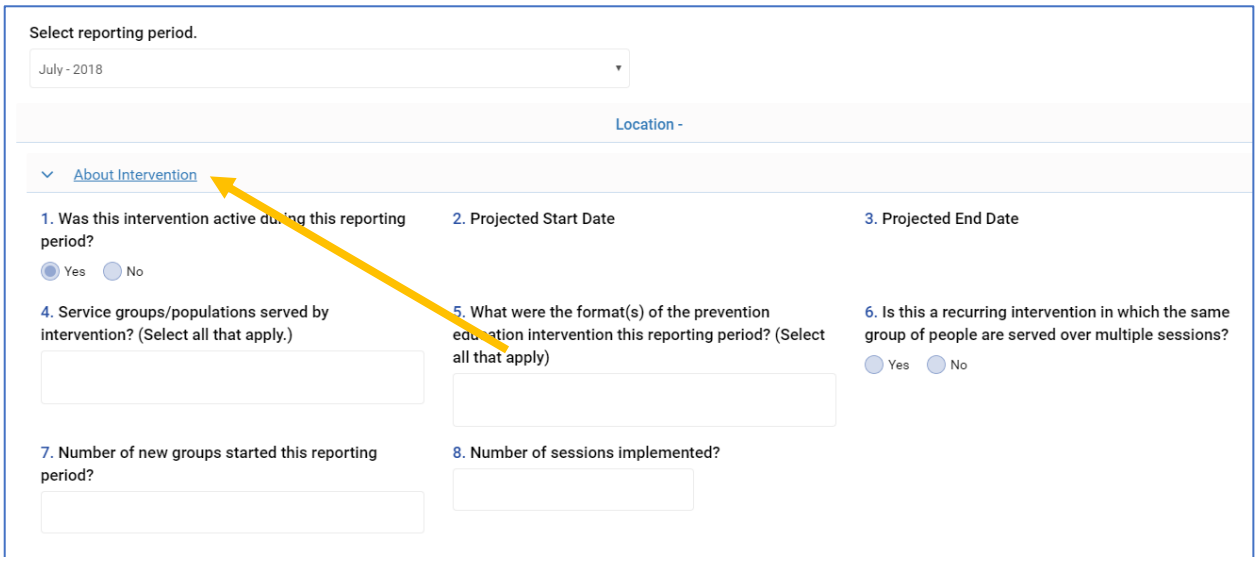


Reach Data Entry – for Prevention Education

Step 1

After updating the 'Select reporting period' drop down box with the appropriate reporting period, click on the About Intervention reporting option.

Ecco Process Evaluation Dashboard Screen Capture
Prevention Education - About Intervention Requirement



Instructions for Completing Reach
Prevention Education
About Intervention Section

ECCO Question Number	Question	Instructions
1	Was this intervention active during this reporting period?	Yes Action: Save and Complete Required Reporting Elements required. No Action: Save and proceed to next intervention to report on.
2	Project Start Date	Field inactive currently.

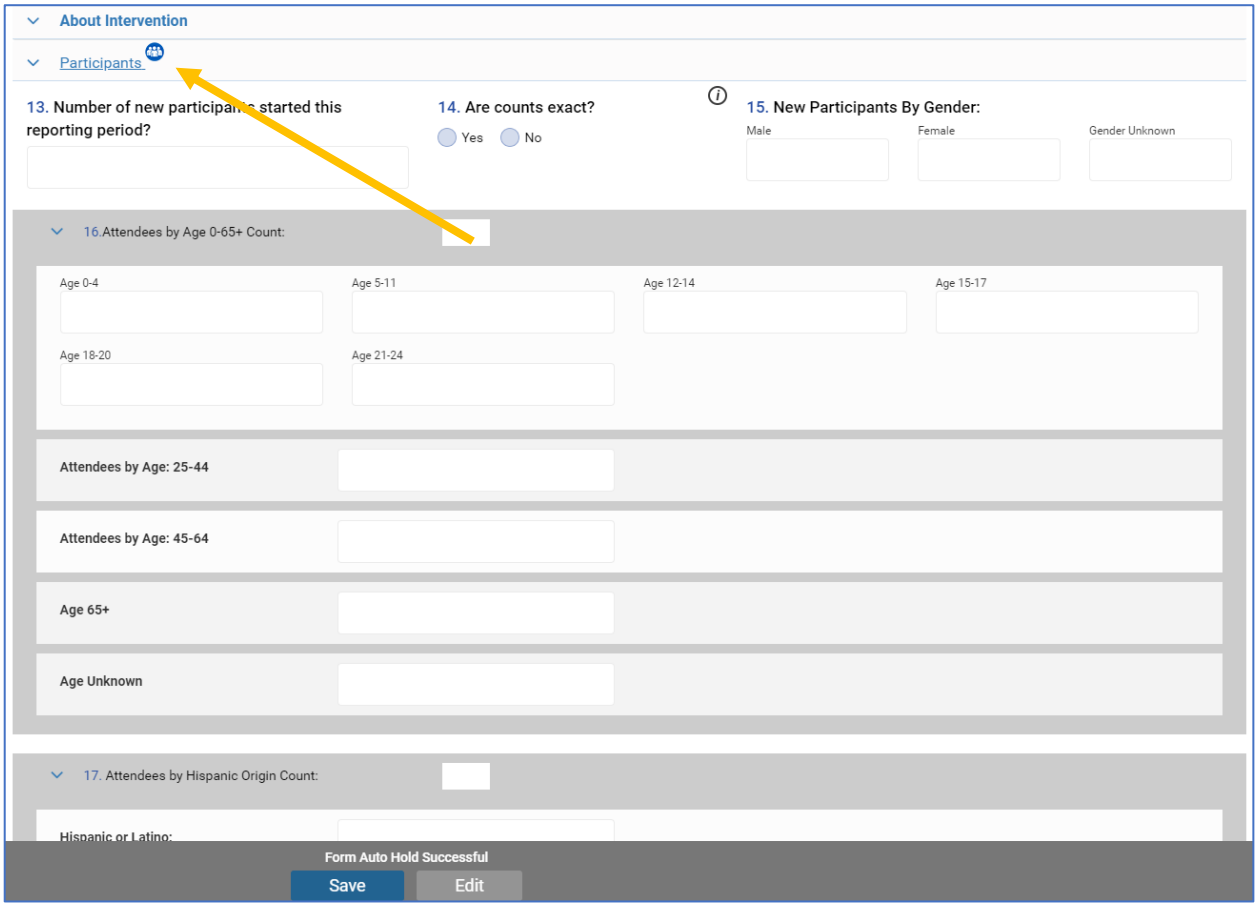
3	Project End Date	Field inactive currently.
4	Service groups/populations served by intervention (Select all that apply).	Click inside of box and use drop down menu to select all groups and populations that are served by the Youth Education Program.
5	What were the format(s) of the prevention education intervention this reporting period? (Select all that apply).	Click inside of box and use drop down menu to select all delivery formats that were used to deliver the Youth Education Programs this reporting period.
6	Is this a recurring intervention in which the same group of people are served over multiple sessions?	Indicate Yes or No.
7	Number of new groups started this period.	Indicate the number of new Prevention Education Groups started during this period.
8.	Number of sessions implemented?	Indicate the number of Prevention Education Sessions Implemented.

After completing this section make sure to Save your work.

Step 2

After updating the About Intervention Section of Youth Prevention Education, it is time to address the Participants reporting screens. Make sure to click on Edit to make change and Save to save your work, these buttons can be found at the bottom of the page.

Ecco Process Evaluation Dashboard Screen Capture
Prevention Education - Participants Requirement



Instructions for Completing Reach
Prevention Education
Participants Section

ECCO Question Number	Question	Instructions
13	Number of new participants started this reporting period?	Count all new participants *per prevention education program* one time per fiscal year. i.e. *If you conduct All Stars in October with 23 students and 2 join in November, count 23 students in October and 2 in November. If you conduct Project Alert in February, count all participants one time per fiscal year regardless of whether they attended your October All Stars program.*
14	Are counts exact?	Enter Yes or No. Do your best to get counts exact but be honest if they are not.
15	New Participants by gender:	Count the number of new participants by Male, Female or Gender Unknown (if applicable)
16	Attendees by Age Count	Enter attendees by age ranges while the sum will auto-calculate. If you do not enter a matching number calculated for age as was calculated for gender, you will get a RED number. Make changes until the number is no longer red.
17	Attendees by Hispanic Origin Count	Enter attendees by Hispanic origin while the sum will auto-calculate. Choices include: Hispanic or Latino, Not Hispanic or Latino, Hispanic Origin Unknown. If you do not enter a matching number calculated for Hispanic origin as was calculated for gender and age, you will get a RED number. Make changes until the number is no longer red.
18	Attendees by Racial category count	Enter attendees by racial category while the sum will auto-calculate. Choices include: American Indian or Alaska native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, White, Multiracial (more than one race, and Race unknown. If you do not enter a matching number calculated for age as was calculated for gender, age and Hispanic origin, you will get a RED number. Make changes until the number is no longer red.

19	Number of new groups completed this reporting period	Count how many prevention education classes you completed (conducting 80% of the lessons). *i.e. If you completed 2 All Stars classes and 3 Project Alert classes in October but started another Too Good For Drugs class on October 30, you would only enter 5 completed classes (instead of the 6 you conducted).*
20	Number of individuals completed this reporting period	Count the number of participants who have completed at least 80% of the lessons. *i.e. If you have 60 students who attended your 2 All Stars classes but only 52 attended 80% of the lessons, then count 52.*

**Reach questions are worded slightly differently on the example than in the instructions. The instructions reflect the most recent wording on ECCO.*

Save your data every time by pressing Save on the bottom center of the screen.

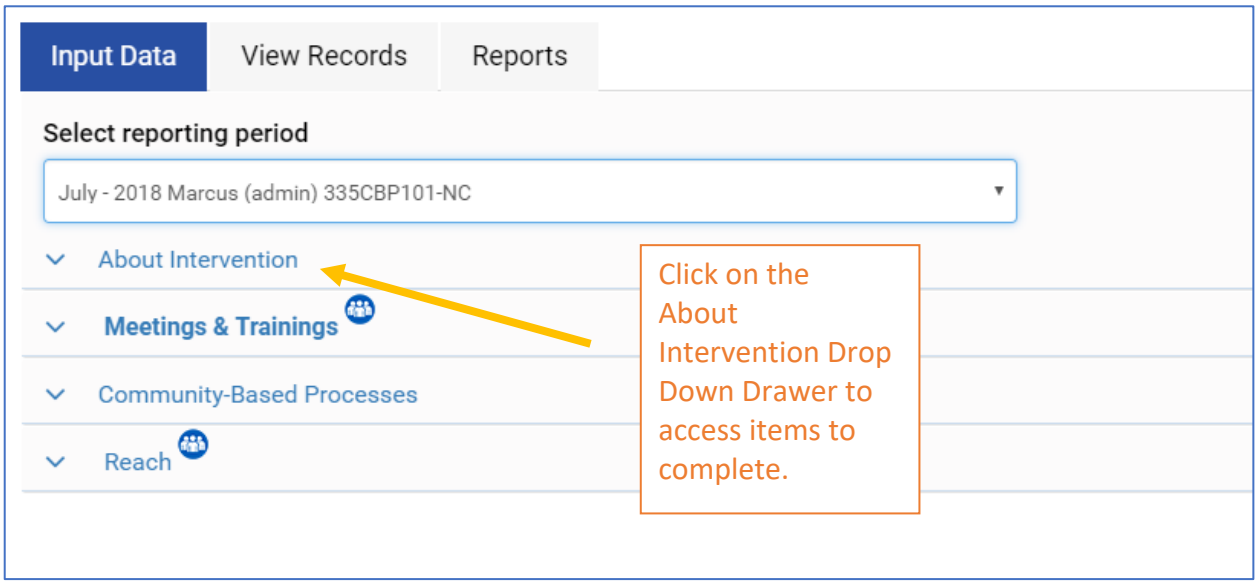
Remember that within each month, the numbers will not auto-calculate and must be added manually as necessary.

Reach Data Entry – for Community Based Process

Step 1

After updating the 'Select reporting period' drop down box with the appropriate reporting period, click on the About Intervention reporting option.

Ecco Process Evaluation Dashboard Screen Capture
Community Based Process - About Intervention Requirement

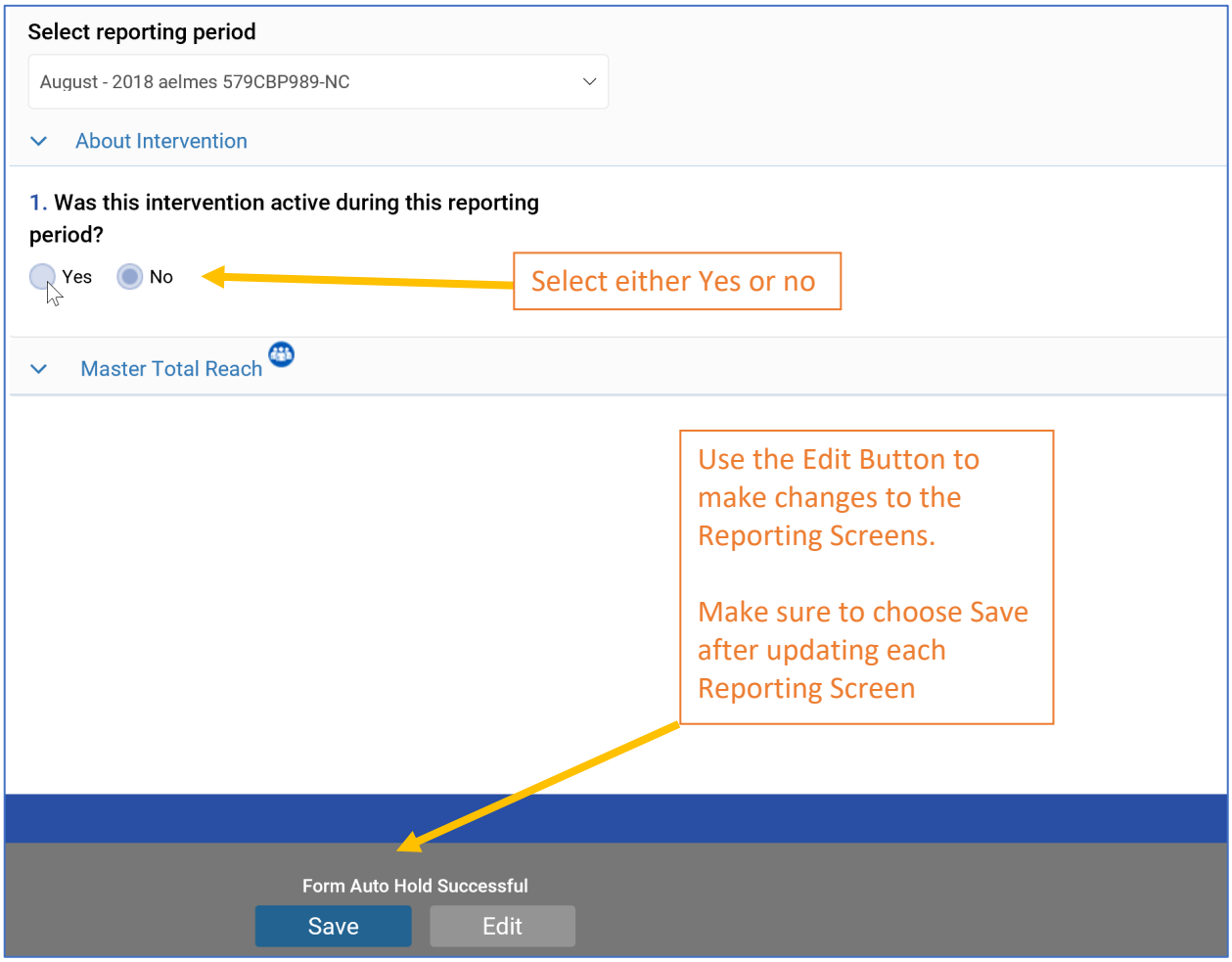


Step 2

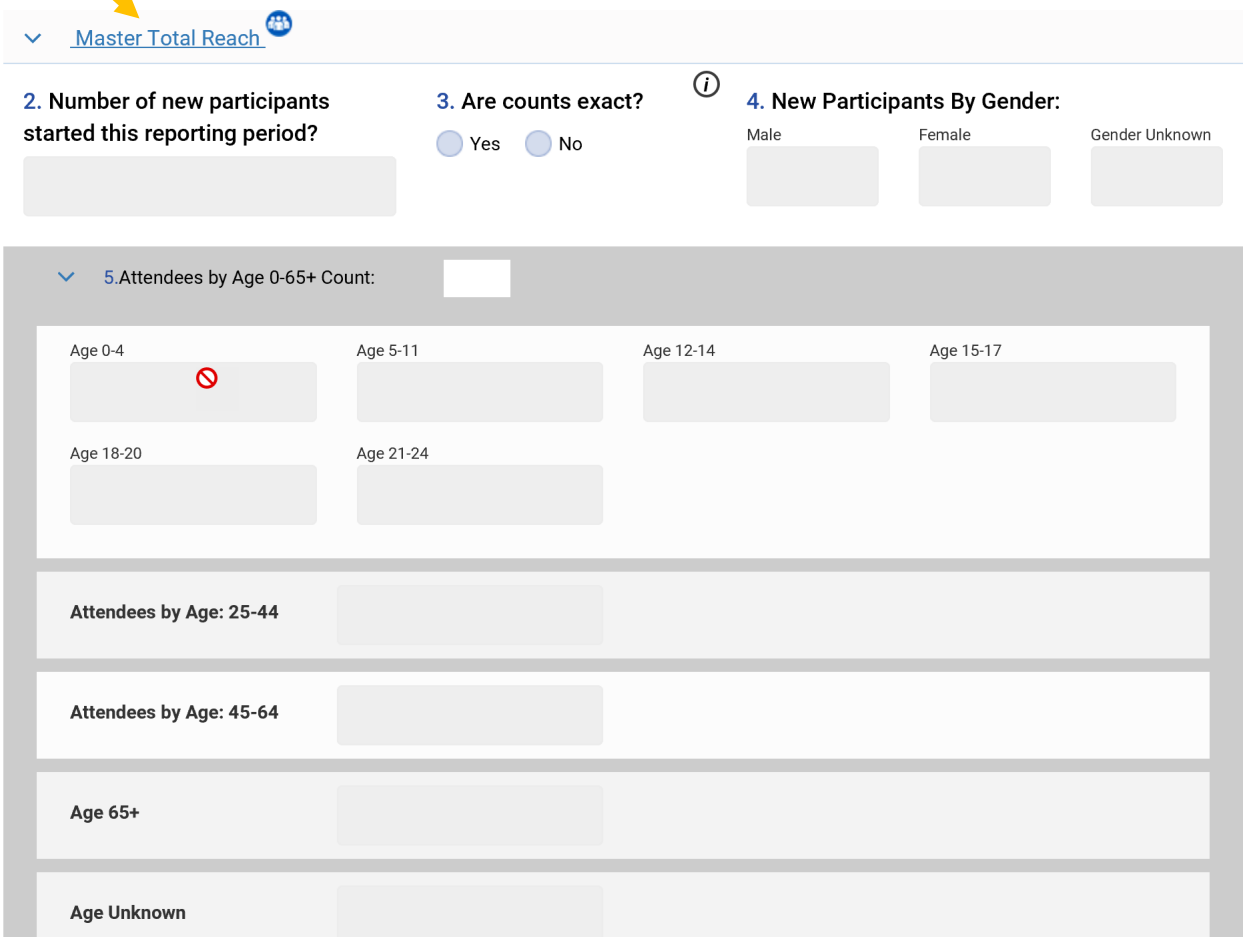
After clicking on About Intervention, make sure to click on Edit at the bottom of the drawer to make changes to the options. For about Intervention there are two options for Question 1.

About Intervention - Question 1. Was this intervention active during this reporting period?	
Answer: Yes	Answer: No
Action: Save and Complete Required Reporting Elements	Action: Save and proceed to next intervention to report on

Ecco Process Evaluation Dashboard Screen Capture
Community Based Process - About Intervention Option



Ecco Process Evaluation Dashboard Screen Capture
Community Based Process – Master Total Reach



Instructions for Completing Reach
Community Based Process

ECCO Question Number	Question	Instructions
2	Number of new participants started this reporting period?	Count all new participants per *intervention* one time per fiscal year. *i.e. If you attend 3 coalition/task force/collaboratives per month, enter any new attendees one time per fiscal year. You may work with the same person on 2 of the 3 coalitions and it is acceptable to count that person the first time they attend both meetings because they are attending a different coalition/task force/collaborative. You cannot count them again in the next month because they are not a new attendee.*

3	Are counts exact?	Enter Yes or No. Do your best to get counts exact but be honest if they are not.
4	New Individuals reached by gender:	Count the number of new participants by Male, Female or Gender Unknown (if applicable).
5	New Individuals reached by age 0-65+:	Enter attendees by age ranges while the sum will auto-calculate. If you do not enter a matching number calculated for age as was calculated for gender, you will get a RED number. Make changes until the number is no longer red.
6	New individuals reached by Hispanic Origin Count:	Enter attendees by Hispanic origin while the sum will auto-calculate. Choices include: Hispanic or Latino, Not Hispanic or Latino, Hispanic Origin Unknown If you do not enter a matching number calculated for Hispanic origin as was calculated for gender and age, you will get a RED number. Make changes until the number is no longer red.
7	New individuals reached by Racial category count:	Enter attendees by racial category while the sum will auto-calculate. Choices include: American Indian or Alaska native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, White, Multiracial (more than one race, and Race unknown If you do not enter a matching number calculated for age as was calculated for gender, age and Hispanic origin, you will get a RED number. Make changes until the number is no longer red.

**Reach questions may be worded slightly differently on the example than in the instructions. The instructions reflect the most recent wording on ECCO.*

Save your data every time by pressing Save on the bottom center of the screen.

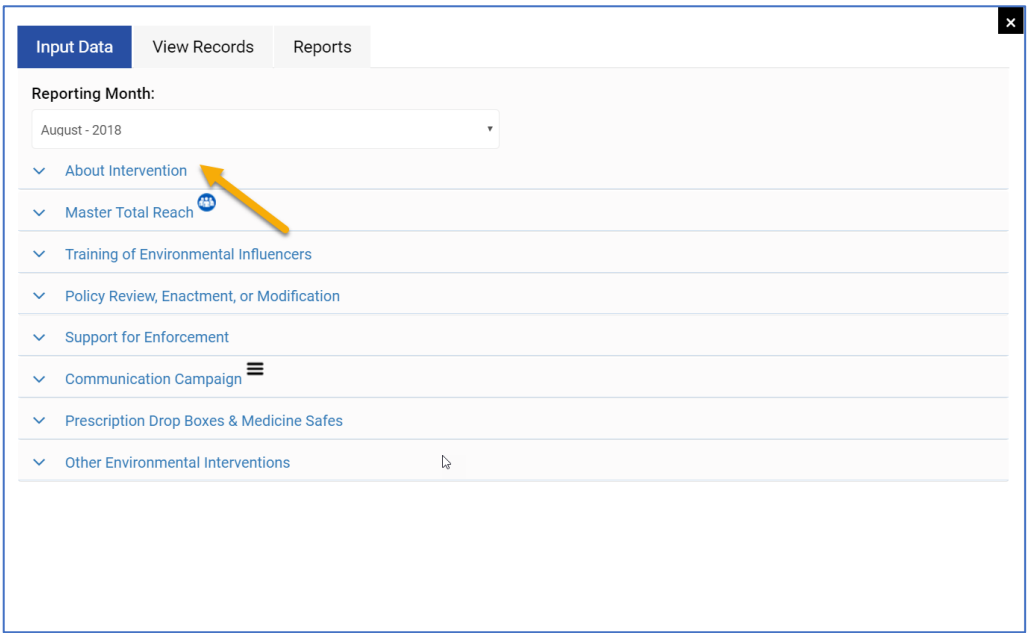
Remember that within each month, the numbers will not auto-calculate and must be added manually as necessary.

Reach Data Entry – for Environmental Strategies

Step 1

After updating the 'Select reporting period' drop down box with the appropriate reporting period, click on the About Intervention reporting option.

Ecco Process Evaluation Dashboard Screen Capture
Environmental – About Intervention

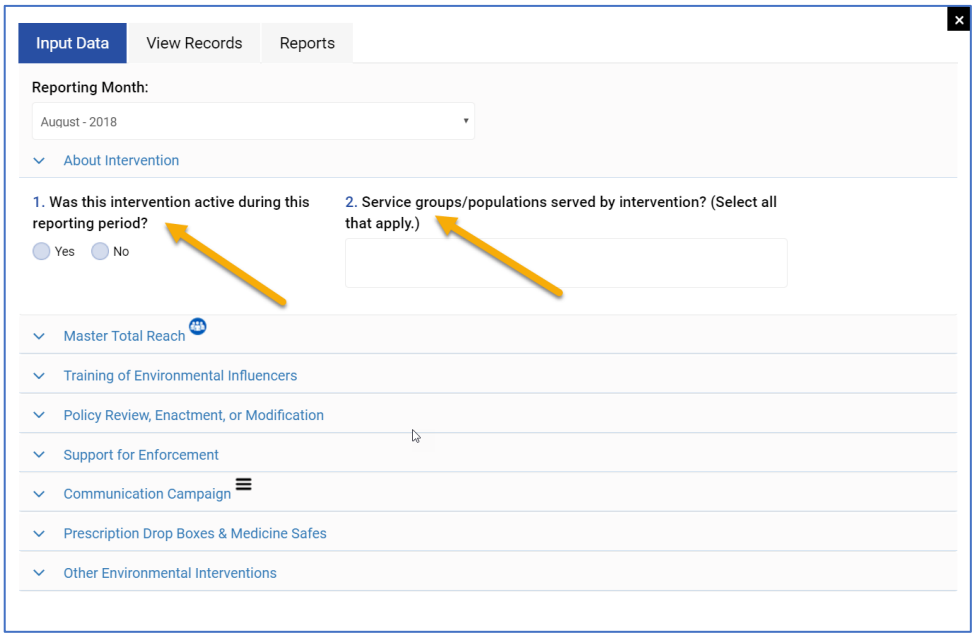


Step 2

After clicking on About Intervention, make sure to click on Edit at the bottom of the drawer to make changes to the options. For About Intervention there are two options for Question 1 and a possible follow up questions.

About Intervention - Question 1. Was this intervention active during this reporting period?	
Answer: Yes	Answer: No
Action: Save and Complete Required Reporting Elements required.	Action: Save and proceed to next intervention to report on.
If Answer was Yes answer Question 2. Service groups/populations served by intervention? (Select all that apply.)	

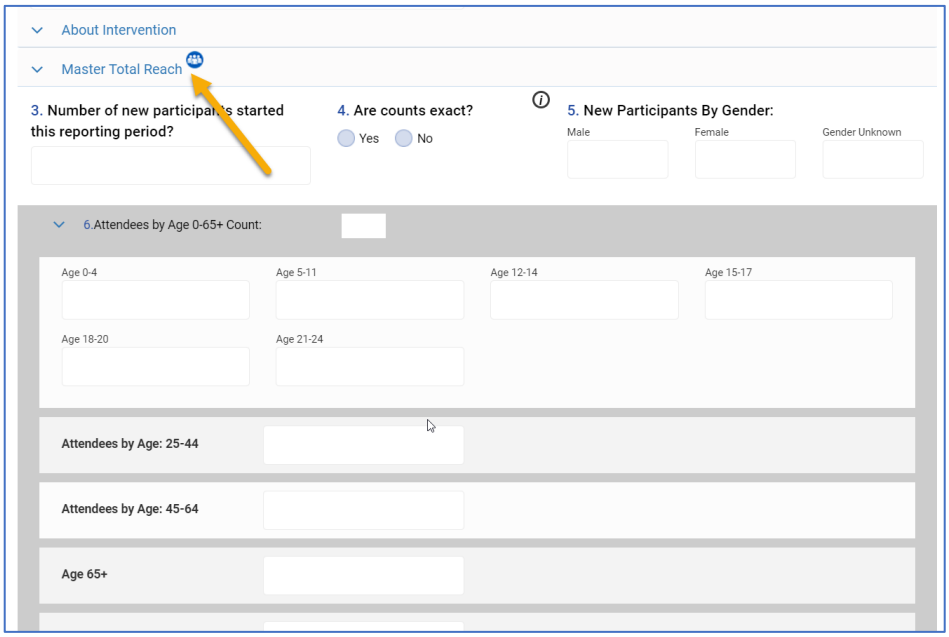
Ecco Process Evaluation Dashboard Screen Capture
Environmental – About Intervention Requirements



<u>Step 3</u>

After completing the About Intervention Section, it is now time to click on the Reach area of ECCO and Report on the activities requested on the screen and as indicated on the screen capture below. Make sure to Save to progress.

Ecco Process Evaluation Dashboard Screen Capture
Environmental – Master Total Reach



Instructions for Completing Reach
Environmental
Master Total Reach

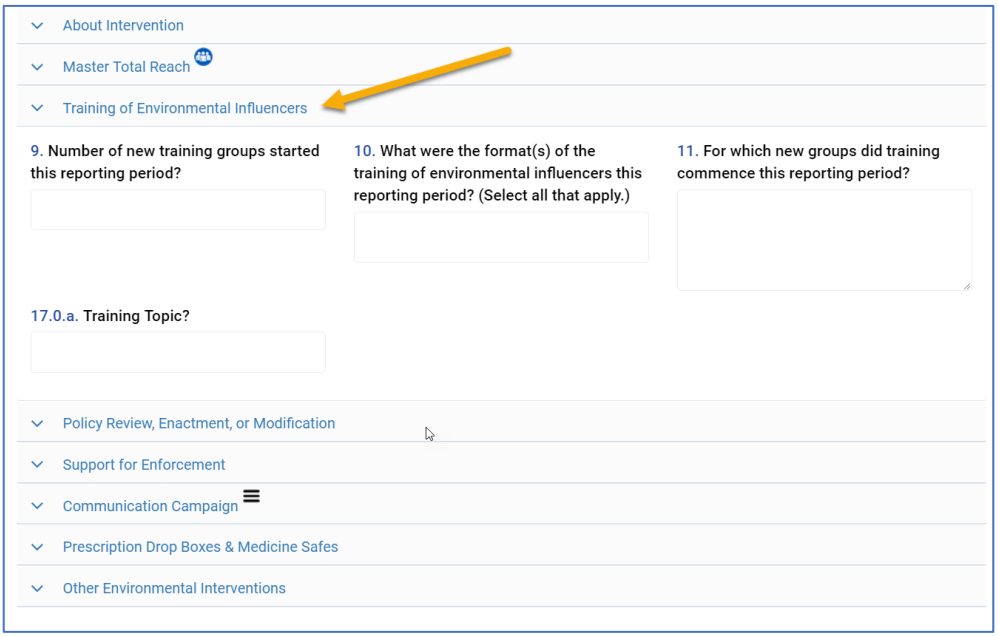
ECCO Question Number	Question	Instructions
3	Number of new participants started this reporting period?	Count all new participants *per prevention education program* one time per fiscal year. i.e. *If you conduct All Stars in October with 23 students and 2 join in November, count 23 students in October and 2 in November. If you conduct Project Alert in February, count all participants one time per fiscal year regardless of whether they attended your October All Stars program.*
4	Are counts exact?	Enter Yes or No. Do your best to get counts exact but be honest if they are not.
5	New Participants by gender	Count the number of new participants by Male, Female or Gender Unknown (if applicable)
6	Attendees by age 0-65+	Enter attendees by age ranges while the sum will auto-calculate. If you do not enter a matching number calculated for age as was calculated for gender, you will

		get a RED number. Make changes until the number is no longer red.
7	Attendees by Hispanic Origin Count	Enter attendees by Hispanic origin while the sum will auto-calculate. Choices include: Hispanic or Latino, Not Hispanic or Latino, Hispanic Origin Unknown. If you do not enter a matching number calculated for Hispanic origin as was calculated for gender and age, you will get a RED number. Make changes until the number is no longer red.
8	Attendees by Racial category count	Enter attendees by racial category while the sum will auto-calculate. Choices include: American Indian or Alaska native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, White, Multiracial (more than one race, and Race unknown. If you do not enter a matching number calculated for age as was calculated for gender, age and Hispanic origin, you will get a RED number. Make changes until the number is no longer red.

**Reach questions are worded slightly differently on the example than in the instructions. The instructions reflect the most recent wording on ECCO.*

Save your data every time by pressing Save on the bottom center of the screen. Remember that within each month, the numbers will not auto-calculate and must be added manually as necessary.

Ecco Process Evaluation Dashboard Screen Capture
Environmental – Training of Environmental Influencers

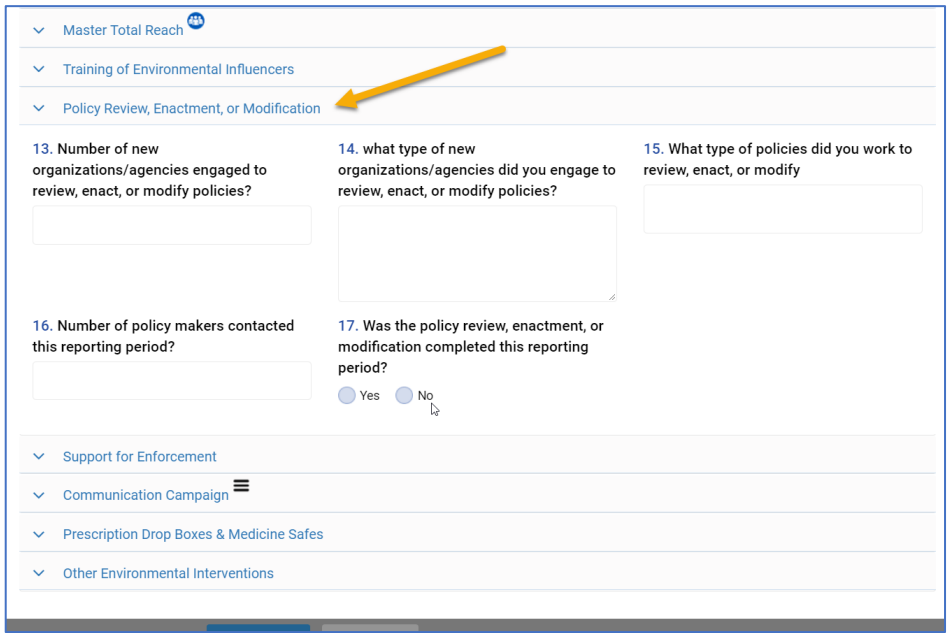


Instructions for Completing Reach
Environmental
Training of Environmental Influencers

ECCO Question Number	Question	Instructions
9	Number of new training groups started this reporting period?	Indicate the number of new groups trained this reporting period.
10	What were the format(s) of the training of environmental influencers this reporting period? (Select all that apply.)	Select the format(s) of the training setting (Choose all that apply): • Individual • Small group (2-9) • Large group (10-49) • Extra-large group (50+) • Web-based • Other (Describe)
11	For which new groups did training	Indicate the groups that new training started for.

	commence this reporting period?	
12	Training Topic	Include the training topic provided for the new groups.

Ecco Process Evaluation Dashboard Screen Capture
Environmental – Policy Review, Enactment, or Modification

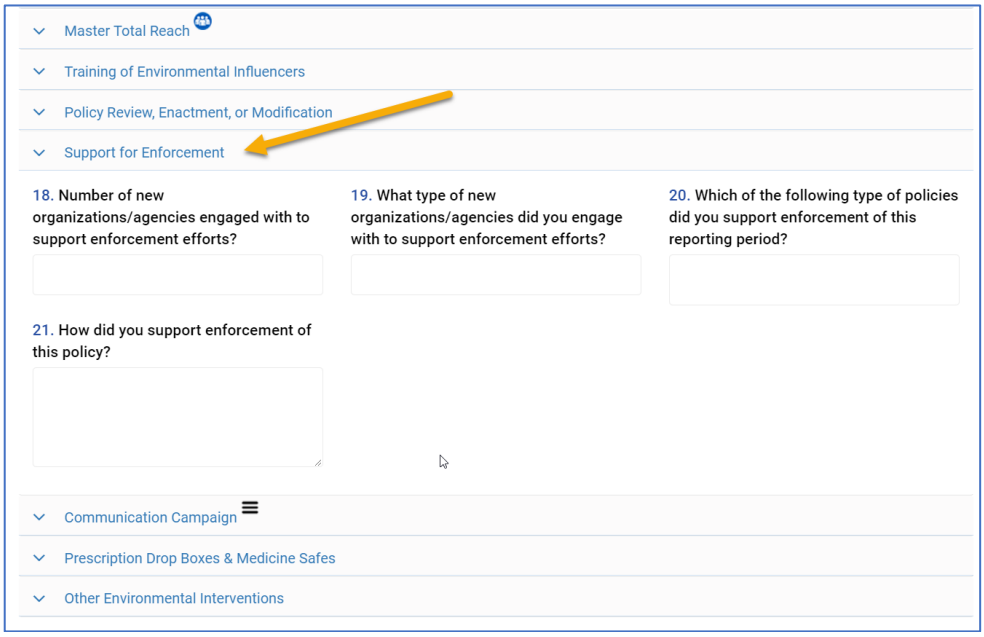


Instructions for Completing Reach
Environmental
Policy Review, Enactment, or Modification

ECCO Question Number	Question	Instructions
13	Number of new organizations/agencies engaged to review, enact, or modify policies?	Indicate the number of new organizations/agencies that were engaged to review, enact or modify policy this reporting period.
14	What type of new organizations/agencies did you engage to review, enact, or modify policies?	Include the organizational or agency type that was engaged.
15	What type of policies did you work to	Select the policies(s) that were impacted (Choose all that apply):

	review, enact, or modify? (Select)	• Retail access • Social access • Consumption of substances in public places • Regulations on alcohol or prescription drug advertising and billboard placements in the community • Establish school, workplace, or organizational policies related to substance use • Reduce the problems/consequences associated with substance abuse • Other (Describe)
16	Number of policy makers contacted this reporting period?	Indicate the number of policy makers contacted this reporting period.
17	Was the policy review, enactment, or modification completed this reporting period?	If Answer is yes, upload policy review result, new policy language, and/or policy modification language.

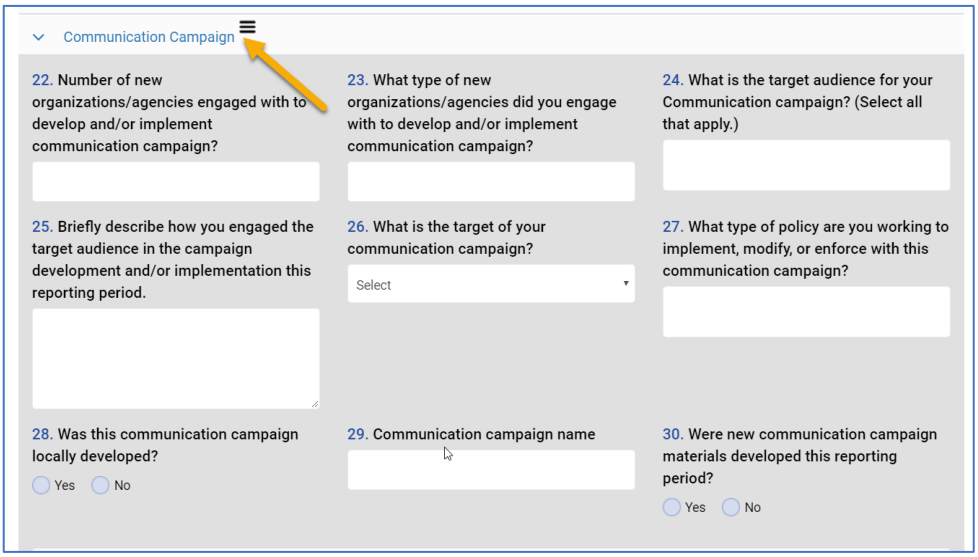
Ecco Process Evaluation Dashboard Screen Capture
Environmental – Support for Enforcement



Instructions for Completing Reach Environmental Support for Enforcement

ECCO Question Number	Question	Instructions
18	Number of new organizations/agencies engaged with to support enforcement efforts?	Indicate the number of new organizations/agencies that were engaged to support enforcement efforts this reporting period.
19	What type of new organizations/agencies did you engage with to support enforcement efforts?	Include the organizational or agency type that was engaged.
20	Which of the following type of policies did you support enforcement of this reporting period?	Select the policies(s) that were impacted (Choose all that apply): • Retail access • Social access • Consumption of substances in public places • Regulations on alcohol or prescription drug advertising and billboard placements in the community • Establish school, workplace, or organizational policies related to substance use • Reduce the problems/consequences associated with substance abuse • Other (Describe)
21	How did you support enforcement of this policy?	Describe the type of support that was delivered.

Ecco Process Evaluation Dashboard Screen Capture
Environmental – Communication Campaign



Instructions for Completing Reach
Environmental
Communication Campaign

ECCO Question Number	Question	Instructions
22	Number of new organizations/agencies engaged with to develop and/or implement communication campaign?	Indicate the number of new organizations/agencies that were engaged to implement communication campaigns this reporting period.
23	What type of new organizations/agencies did you engage with to develop and/or implement communication campaign?	Include the organizational or agency type that was engaged.
24	What is the target audience for your communication	Indicate the target audience for the communication campaign (indicate all that applies): • Middle school students

	campaign? (Select all that apply.)	• High school students • College students • Parents • Other (Describe.)
25	Briefly describe how you engaged the target audience in the campaign development and/or implementation this reporting period.	Describe how the target audience was engaged.
26	What is the target of your communication campaign? (Select)	Indicate the target of your communication campaign: • Social Norms • Support for Prevention
27	What type of policy are you working to implement, modify, or enforce with this communication campaign?	Select the policies(s) that were impacted (Choose all that apply): • Retail access • Social access • Consumption of substances in public places • Regulations on alcohol or prescription drug advertising and billboard placements in the community • Establish school, workplace, or organizational policies related to substance use • Reduce the problems/consequences associated with substance abuse • Other (Describe)
28	Was this communication campaign locally developed?	Indicate either Yes or No
29	Communication campaign name	Indicate the formal name of the communications campaign.
30	Were new communication campaign materials	If yes, upload print materials and links to multi-media materials.

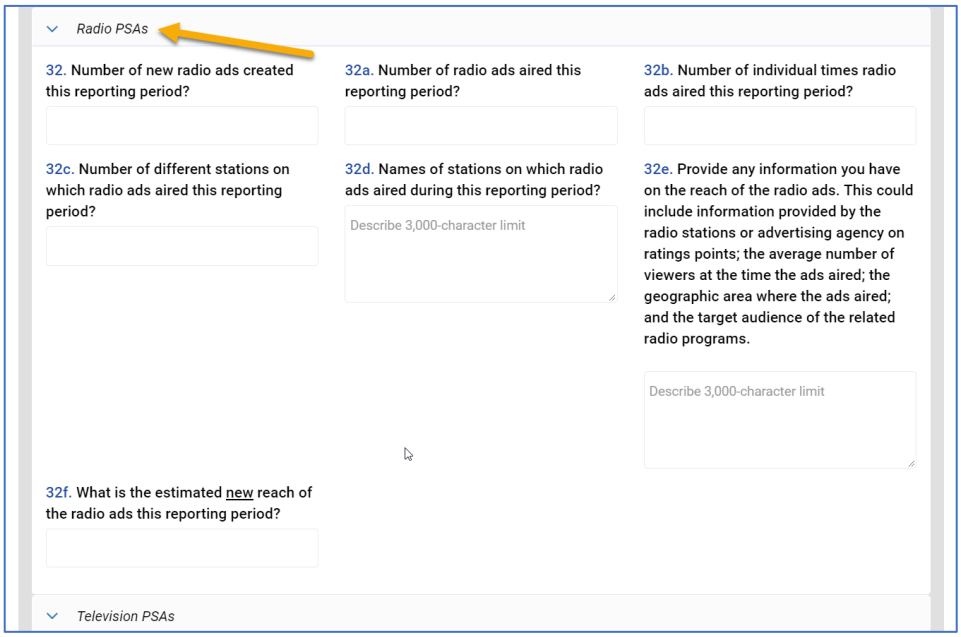
	developed this reporting period?	

The Environmental Section of Ecco also includes reporting options for the following activities listed under Communication Campaigns:

- Radio PSAs
- Television PSAs
- Print Ads
- Posters
- Letters to the editor
- Billboards
- Banners
- Websites
- Social Media
- Press Release
- Other Information Dissemination
- Upload materials

The following pages in the ECCO Manual provides user documentation to access reporting for these features.

Ecco Process Evaluation Dashboard Screen Capture
*Environmental – Communication Campaigns – **Radio PSAs***

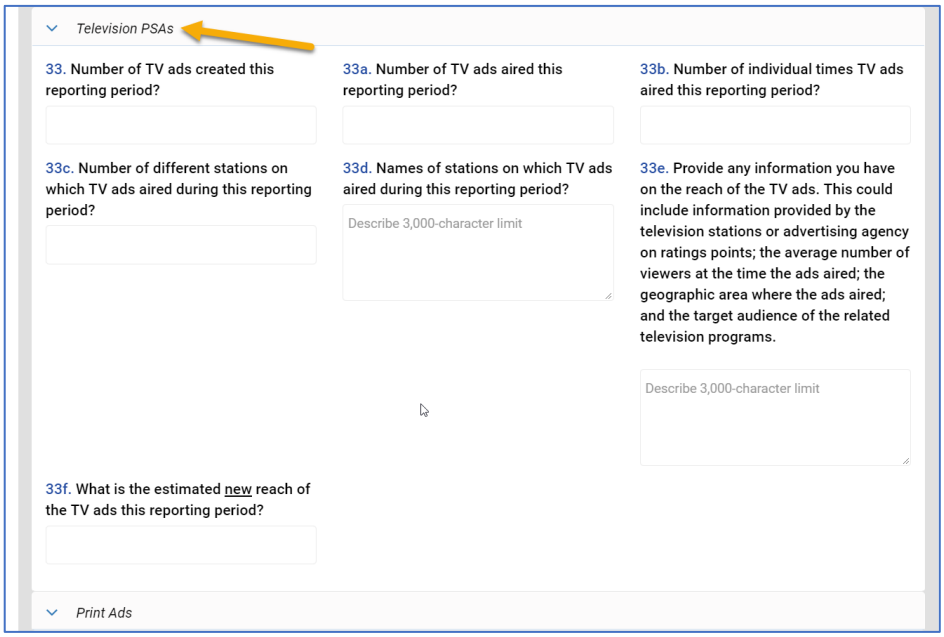


Instructions for Completing Reach
Environmental
*Communication Campaigns – **Radio PSAs***

ECCO Question Number	Question	Instructions
32	Number of new radio ads created this reporting period?	Indicate number of radio ads completed.
32a.	Number of radio ads aired this reporting period?	Indicate the number of radio ads aired.
32b.	Number of individual times radio ads aired this reporting period?	How many individual times did was the radio ad aired?
32c.	Number of different stations on which radio	Indicate number of stations that the ads appeared on.

	ads aired this reporting period?	
32d.	Names of stations on which radio ads aired during this reporting period?	Include the names of the stations which the radio ads aired on.
32e.	Provide any information you have on the reach of the radio ads. This could include information provided by the radio stations or advertising agency on ratings points; the average number of viewers at the time the ads aired; the geographic area where the ads aired; and the target audience of the related radio programs.	Include statistical information about reach provided by formal and informal sources.
32f.	What is the estimated new reach of the radio ads this reporting period?	During the new month, what is the estimated reach for the radio ads.

Ecco Process Evaluation Dashboard Screen Capture
*Environmental – Communication Campaigns – **Television PSAs***

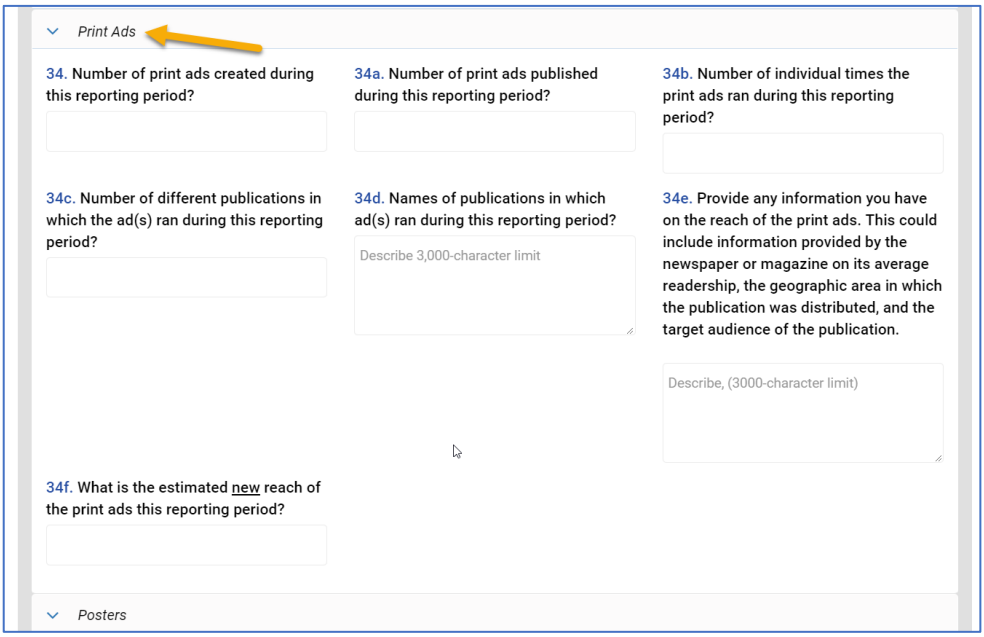


Instructions for Completing Reach
Environmental
*Communication Campaigns – **Television PSAs***

ECCO Question Number	Question	Instructions
33	Number of TV ads created this reporting period?	Indicate number of TV ads completed.
33a.	Number of TV ads aired this reporting period?	Indicate the number of TV ads aired.
33b.	Number of individual times TV ads aired this reporting period?	How many individual times did was the TV ad aired?
33c.	Number of different stations on which TV ads aired during this reporting period?	Indicate number of stations that the ads appeared on.

33d.	Names of stations on which TV ads aired during this reporting period?	Include the names of the stations which the radio ads aired on.
33e.	Provide any information you have on the reach of the TV ads. This could include information provided by the television stations or advertising agency on ratings points; the average number of viewers at the time the ads aired; the geographic area where the ads aired; and the target audience of the related television programs.	Include statistical information about reach provided by formal and informal sources.
33f.	What is the new reach of the TV ads this reporting period?	During the new month, what is the estimated reach for the TV ads.

Ecco Process Evaluation Dashboard Screen Capture
*Environmental – Communication Campaigns – **Print Ads***

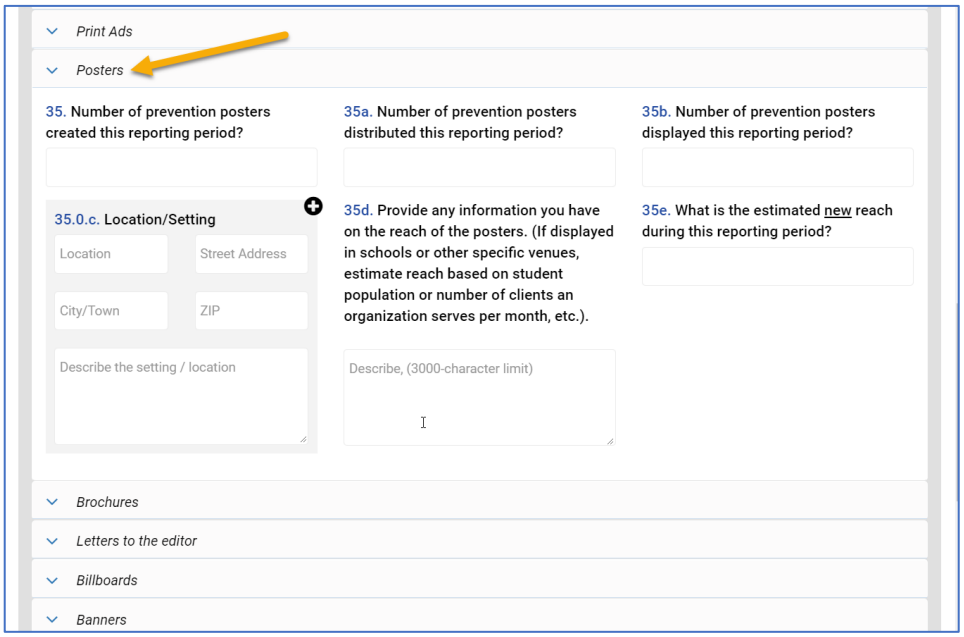


Instructions for Completing Reach
Environmental
*Communication Campaigns – **Print Ads***

ECCO Question Number	Question	Instructions
34	Number of print ads created during this reporting period?	Indicate number of print ads completed.
34a.	Number of print ads published during this reporting period?	Indicate the number of print ads aired.
34b.	Number of individual times the print ads ran during this reporting period?	How many individual times did was the print ads aired?
34c.	Number of different publications in	Indicate number of publications that the ads appeared on.

	which the ad(s) ran during this reporting period?	
34d.	Names of publications in which ad(s) ran during this reporting period?	Include the names of the publications which the ads aired on.
34e.	Provide any information you have on the reach of the print ads. This could include information provided by the newspaper or magazine on its average readership, the geographic area in which the publication was distributed, and the target audience of the publication.	Include statistical information about reach provided by formal and informal sources.
34f.	What is the estimated new reach of the print ads this reporting period?	During the new month, what is the estimated reach for the print ads.

Ecco Process Evaluation Dashboard Screen Capture
*Environmental – Communication Campaigns – **Posters***

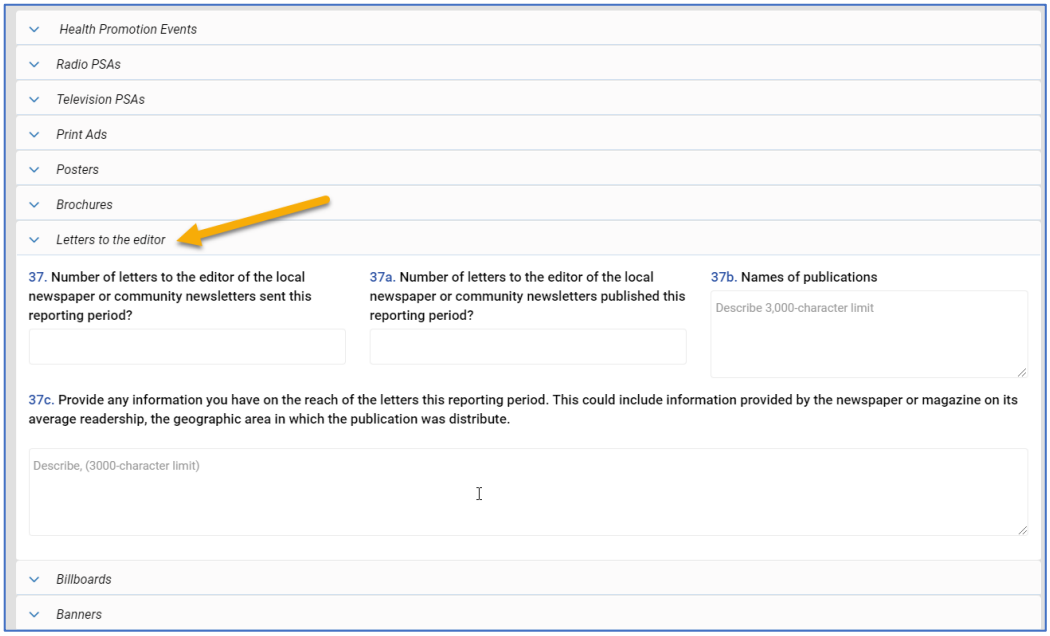


Instructions for Completing Reach
Environmental
*Communication Campaigns – **Posters***

ECCO Question Number	Question	Instructions
35	Number or prevention posters created this reporting period?	Indicate number of prevention posters created.
35a.	Number of prevention posters distributed this reporting period?	Indicate the number of prevention posters distributed.
35b.	Number of prevention posters displayed this reporting period?	How many prevention posters were displayed this reporting period?

35.0.c.	Location/Setting	Indicate the location/setting that the poster appeared in.
35d.	Provide any information you have on the reach of the posters. (If displayed in schools or other specific venues, estimate reach based on student population or number of clients an organization serves per month, etc.).	Indicated information on the population the poster may reach.
35e.	What is the estimated new reach during this reporting period?	During the new month, what is the estimated new reach for the radio ads.

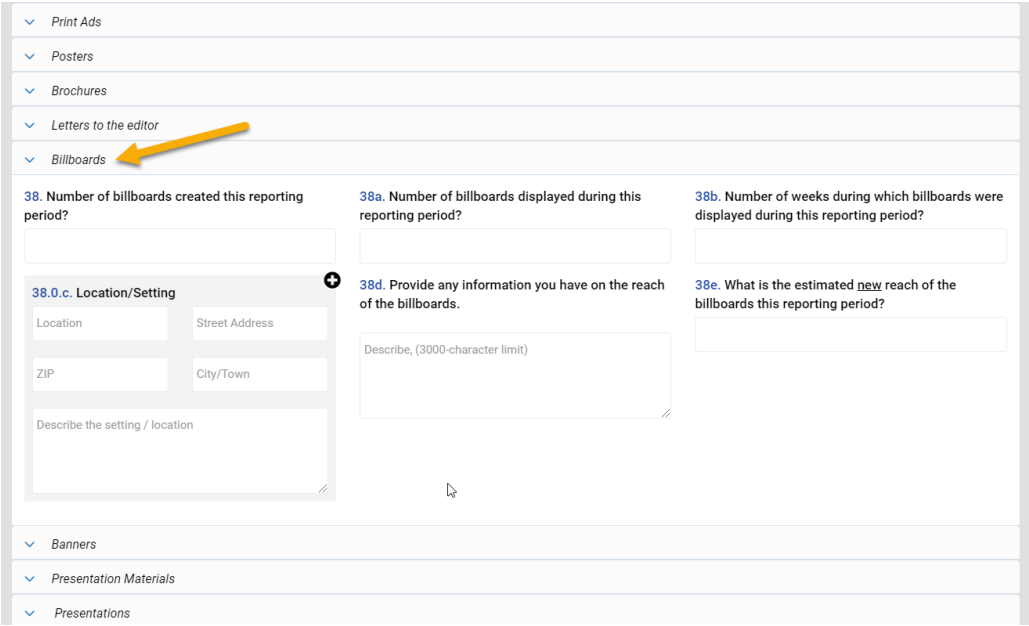
Ecco Process Evaluation Dashboard Screen Capture
*Environmental – Communication Campaigns – **Letters to the editor***



*Instructions for Completing Reach Environmental Communication Campaigns – **Letters to the editor***

ECCO Question Number	Question	Instructions
37	Number of letters to the editor of the local newspaper or community newsletters set this reporting period?	Indicate the number of letters to the editor that were submitted.
37a.	Number of letters to the editor of the local newspaper or community newsletters published this reporting period?	Indicate the number of letters to the editor that were published.
37b.	Names of publications	Names of the newspapers/community newsletters where the letters to the editor were published.
37c.	Provide any information you have on the reach of the letters this reporting period. This could include information provided by the newspaper or magazine on its average readership, the geographic area in which the publication was distributed.	Provide any information you have on the reach of the letters this reporting period.

Ecco Process Evaluation Dashboard Screen Capture
*Environmental – Communication Campaigns – **Billboards***

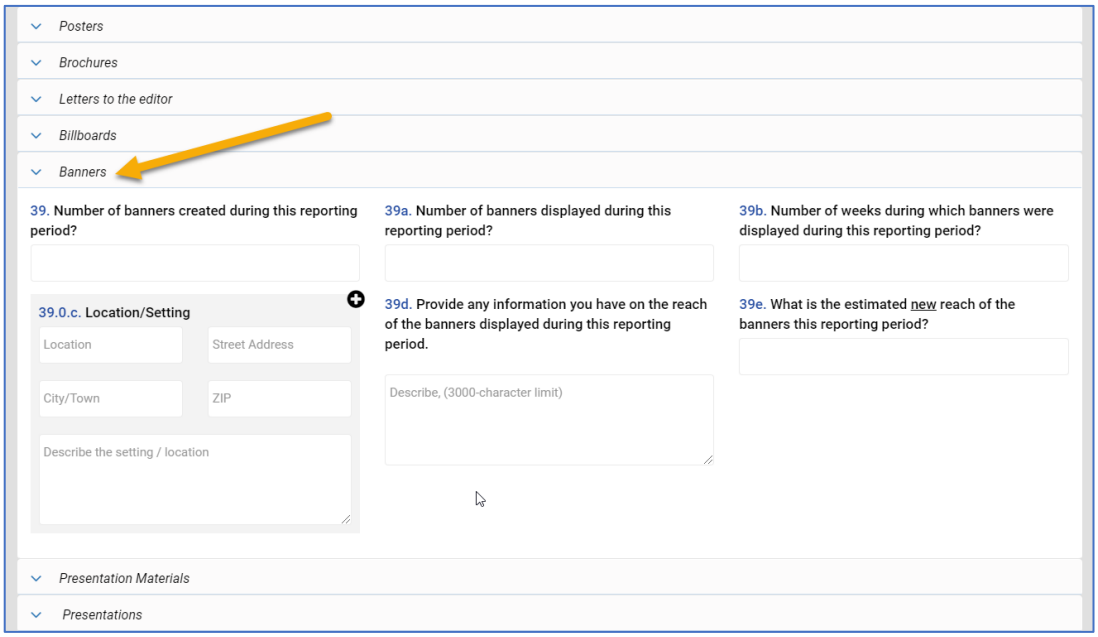


Instructions for Completing Reach
Environmental
*Communication Campaigns – **Billboards***

ECCO Question Number	Question	Instructions
38	Number of billboards created this reporting period?	How many new billboards were installed?
38a.	Number of billboards displayed during this reporting period?	Total number of billboards displayed this reporting period.
38b.	Number of weeks during which billboards were displayed during this reporting period?	What is the total number of weeks the billboards were displayed this reporting period (combined).

38.0.c.	Location/Setting	Indicate the geographic setting where the billboards were displayed.
38d.	Provide any information you have on the reach of the billboards.	What is the reach of the billboard message (traffic count, etc).
38e.	What is the estimated new reach of the billboards this reporting period?	What is the new reach of the billboard this reporting period.

Ecco Process Evaluation Dashboard Screen Capture
*Environmental – Communication Campaigns – **Banners***

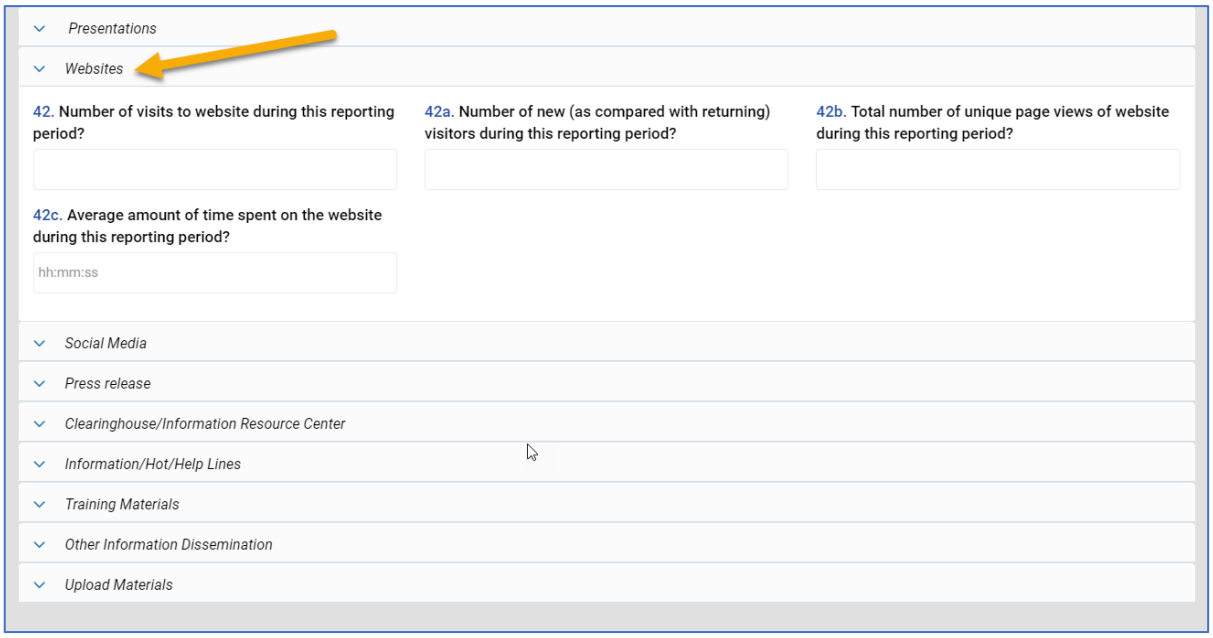


Instructions for Completing Reach
Environmental
*Communication Campaigns – **Banners***

ECCO Question Number	Question	Instructions
39	Number of banners created during this reporting period?	How many new banners were installed?
39a.	Number of banners displayed during this reporting period?	Total number of banners displayed this reporting period.
39b.	Number of weeks during which banners were displayed during this reporting period?	What is the total number of weeks the banners were displayed this reporting period (combined).

39.0.c.	Location/Setting	Indicate the geographic setting where the banners were displayed.
39d.	Provide any information you have on the reach of the banners displayed during this reporting period.	What is the reach of the banner message displayed.
39e.	What is the estimated new reach of the banners this reporting period?	What is the new reach of the banner this reporting period.

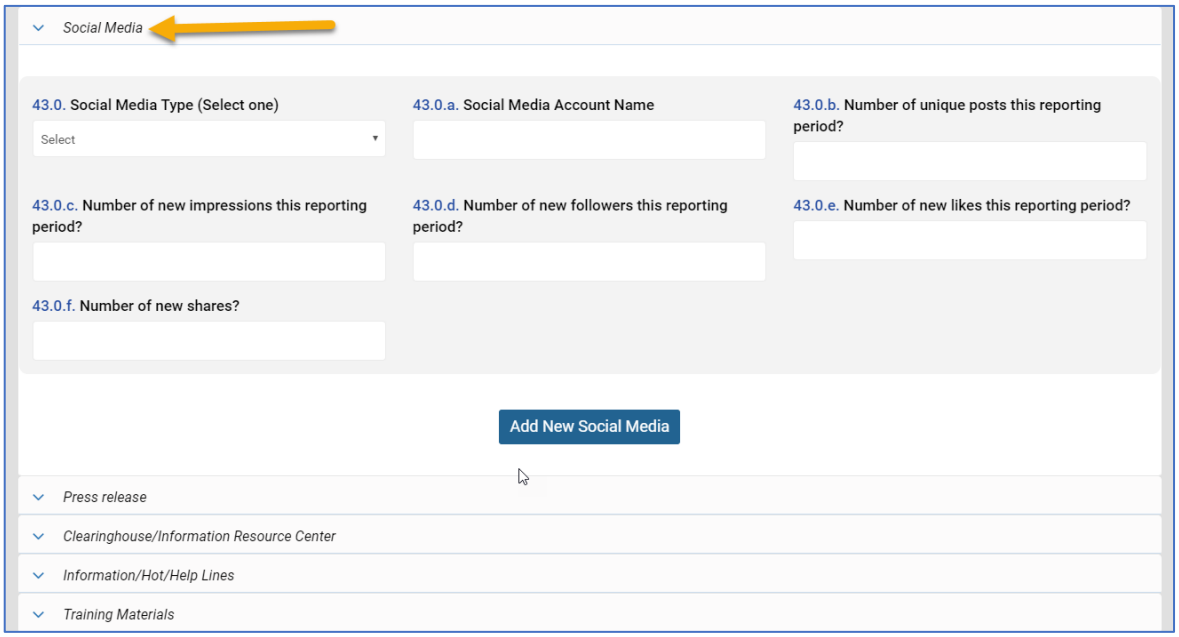
Ecco process Evaluation Dashboard Screen Capture
*Environmental – Communication Campaigns – **Websites***



*Instructions for Completing Reach Environmental Communication Campaigns – **Websites***

ECCO Question Number	Question	Instructions
42.	Number of visits to website during this reporting period?	Indicate the number of visits to the website during this reporting period?
42a.	Number of new (as compared with returning) visitors during this reporting period?	How many new visitors were tracked by the website during the current reporting period?
42b.	Total number of unique page views during this reporting period?	Report the number of unique page visits during the reporting period.
42c.	Average amount of time spent on the website during this reporting period?	Include the average amount of time spent browsing the website.

Ecco Process Evaluation Dashboard Screen Capture
Environmental – Communication Campaigns – ***Social Media***

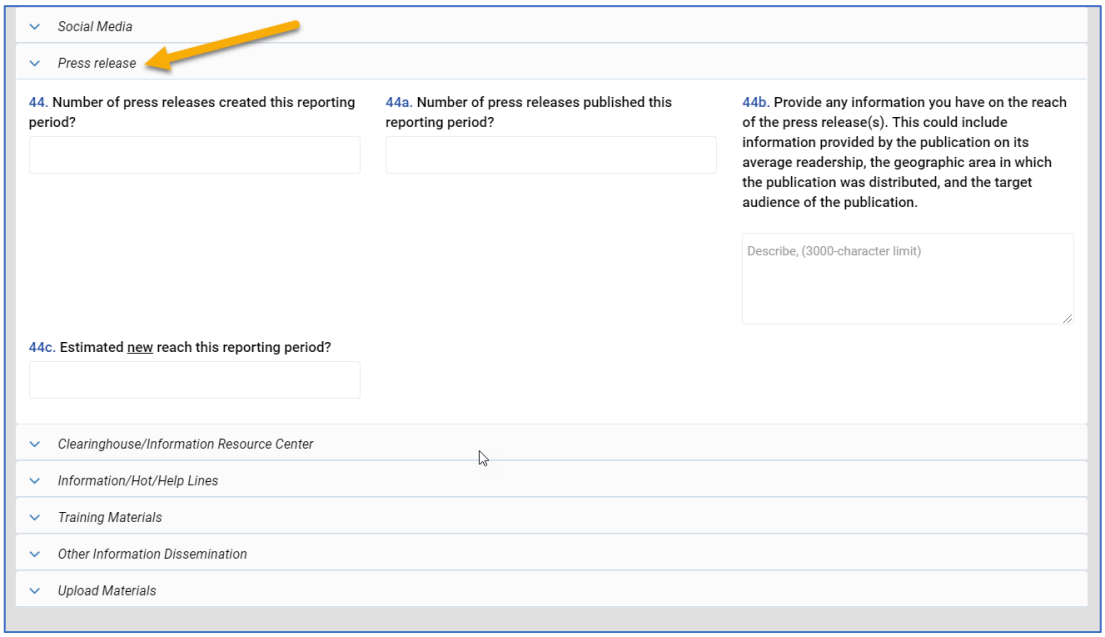


Instructions for Completing Reach
Environmental
Communication Campaigns – ***Social Media***

ECCO Question Number	Question	Instructions
43.0	Social Media Type (Select one)	Select the Social Media Type from the drop down box: • Facebook • Twitter • Instagram • Other (Describe)
43.0.a.	Social Media Account Name	Indicate the specific name of the Social Media Account (for example: Yadkin County Lock Your Meds, etc)
43.0.b.	Number of unique posts this reporting period?	How many unique social media post occurred this reporting period
43.0.c.	Number of new impressions this reporting period?	How many impressions were tracked via social media posts this reporting period?

43.0.d.	Number of new followers this reporting period?	Indicate the new number of followers recorded this reporting period.
43.0.e.	Number of new likes this reporting period?	How many new likes did the page receive during the reporting period?
43.0.f.	Number of new shares?	Indicate the number of new shares recorded during the reporting period.

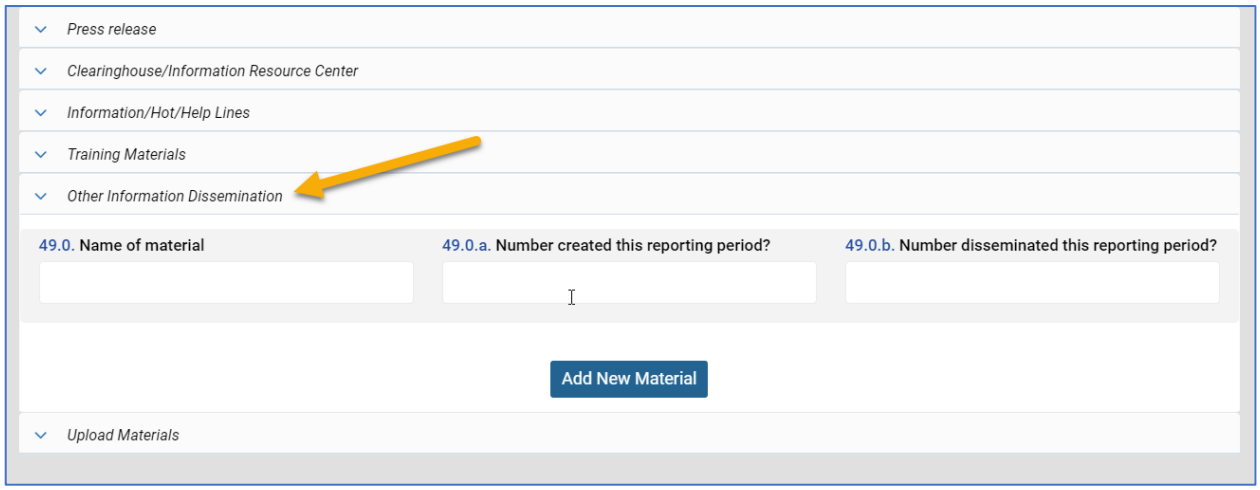
Ecco Process Evaluation Dashboard Screen Capture
Environmental
*Communication Campaigns – **Press release***



*Instructions for Completing Reach Environmental Communication Campaigns – **Press release***

ECCO Question Number	Question	Instructions
44.	Number of press releases created this reporting period?	How many press releases were created during the reporting period?
44a.	Number of press releases published this reporting period?	Indicate the number of press releases published during the reporting period.
44b.	Provide any information you have on the reach of the press release(s). This could include information provided by the publication on its average readership, the geographic area in which the publication was distributed, and the target audience of the publication.	Provide any information you have on the reach of the press releases this reporting period.
44c.	Estimated new reach this reporting period?	What was the total reach for press releases during the reporting period?

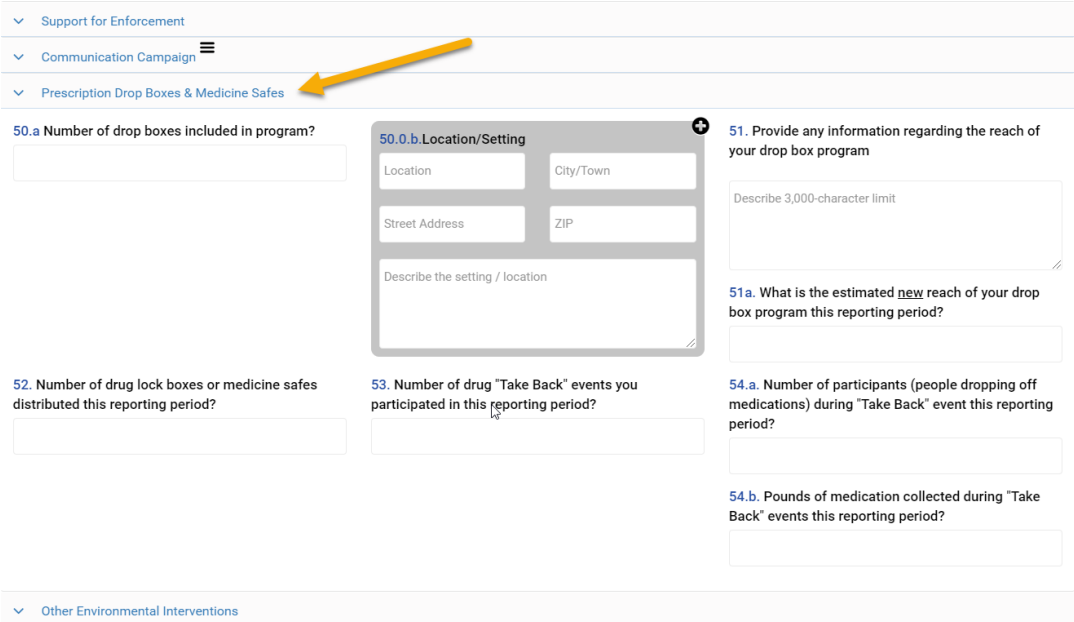
Ecco Process Evaluation Dashboard Screen Capture
Environmental
*Communication Campaigns – **Other Information Dissemination***



Instructions for Completing Reach
Environmental
*Communication Campaigns – **Other Information Dissemination***

ECCO Question Number	Question	Instructions
49.0.	Name of material	
49.0.a.	Number created this reporting period?	
49.0.b.	Number of disseminated this reporting period?	

Ecco Process Evaluation Dashboard Screen Capture
Environmental
Prescription Drop Boxes & Medicine Safes

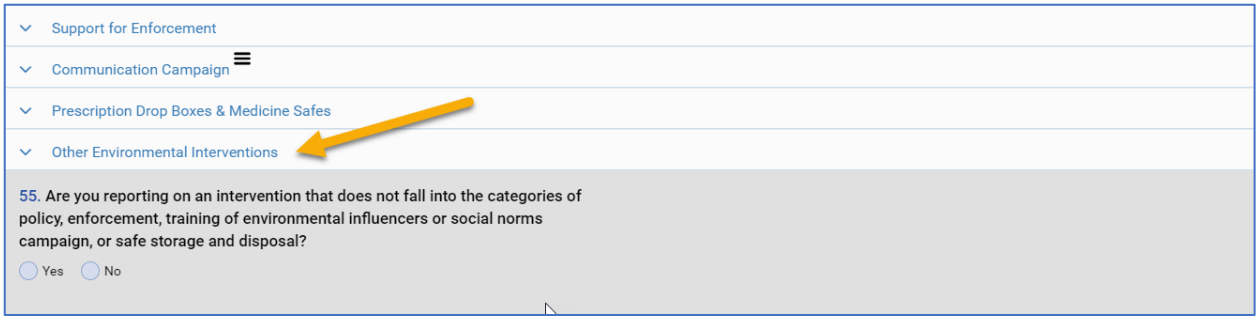


Instructions for Completing Reach
Environmental
Prescription Drop Boxes & Medicine Safes

ECCO Question Number	Question	Instructions
50. a	Number of drop boxes included in program?	Indicate number of drop boxes included in program?
50.0.b.	Location/Setting	Include the location of the included drop boxes.
51	Provide any information regarding the reach of your drop box program	Include any counts/usage data regarding the provided drop boxes.
51a.	What is the estimated new reach of your drop box	What is the estimated new reach of your drop box program this reporting period?

	program this reporting period?	
52	Number of drug lock boxes or medicine safes distributed this reporting period?	How many drug lock boxes or medicine safes were distributed this reporting period?
53	Number of drug "Take Back" events you participated in this reporting period?	Indicate number of events participated in.
54.a.	Number of participants (people dropping off medications) during "Take Back" event this reporting period?	How may participants were involved in Take Back events?
54.b.	Pounds of medication collected during "Take Back" events this reporting period?	What was the total pounds of medication collected during the Take Back event?

Ecco Process Evaluation Dashboard Screen Capture
Environmental
Other Environmental Interventions



Instructions for Completing Reach Environmental

Other Environmental Interventions

ECCO Question Number	Question	Instructions
55	Are you reporting on an intervention that does not fall into the categories of policy, enforcement, training or environmental influencers or social norms campaign, or safe storage and disposal?	Include information about Other Environmental Strategies.

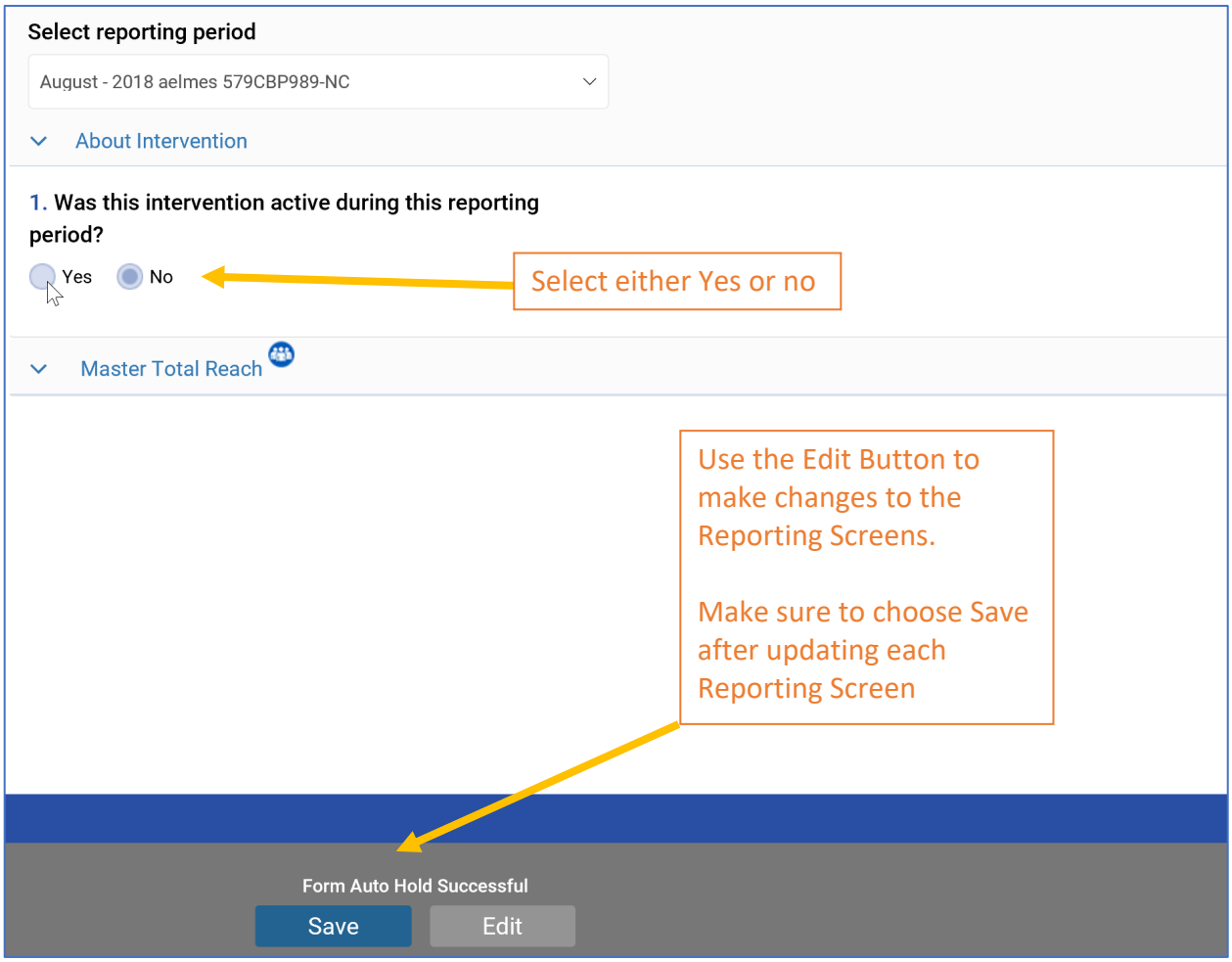
Reach Data Entry – for Information Dissemination

Step 1

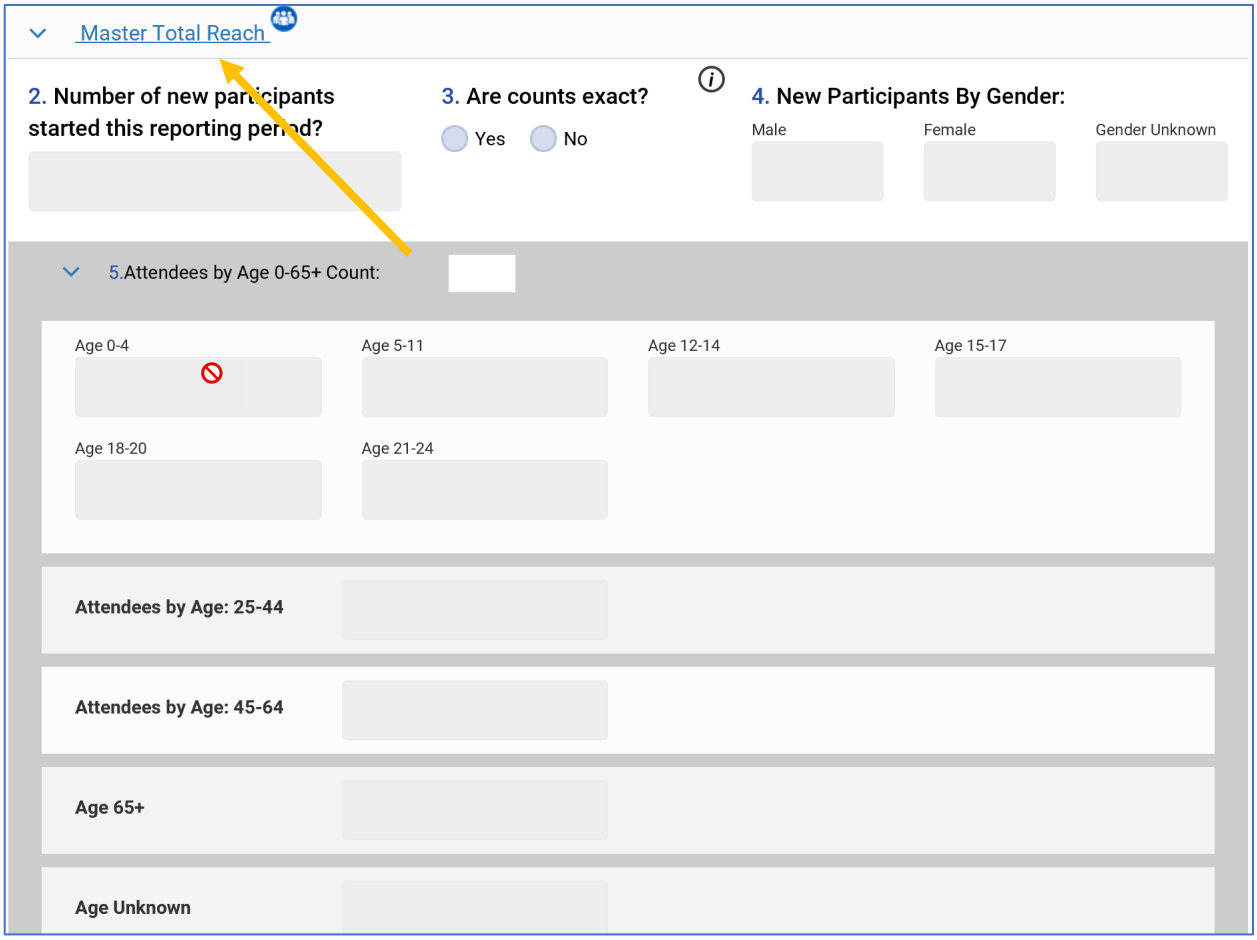
After clicking on About Intervention, make sure to click on Edit at the bottom of the drawer to make changes to the options. For about Intervention there are two options for Question 1.

About Intervention - Question 1. Was this intervention active during this reporting period?	
Answer: Yes	Answer: No
Action: Save and Complete Required Reporting Elements	Action: Save and proceed to next intervention to report on

Ecco Process Evaluation Dashboard Screen Capture
Information Dissemination - About Intervention Option



Ecco Process Evaluation Dashboard Screen Capture
Information Dissemination – Master Total Reach



Instructions for Completing Reach
Information Dissemination

ECCO Question Number	Question	Instructions
2	Number of new participants started this reporting period?	Count all new participants per *intervention* one time per fiscal year. *i.e. If you attend 3 coalition/task force/collaboratives per month, enter any new attendees one time per fiscal year. You may work with the same person on 2 of the 3 coalitions and it is acceptable to count that person the first time they attend both meetings because they are attending a different coalition/task force/collaborative. You cannot count*

		them again in the next month because they are not a new attendee.
3	Are counts exact?	Enter Yes or No. Do your best to get counts exact but be honest if they are not.
4	New Individuals reached by gender:	Count the number of new participants by Male, Female or Gender Unknown (if applicable).
5	New Individuals reached by age 0-65+:	Enter attendees by age ranges while the sum will auto-calculate. If you do not enter a matching number calculated for age as was calculated for gender, you will get a RED number. Make changes until the number is no longer red.
6	New individuals reached by Hispanic Origin Count:	Enter attendees by Hispanic origin while the sum will auto-calculate. Choices include: Hispanic or Latino, Not Hispanic or Latino, Hispanic Origin Unknown If you do not enter a matching number calculated for Hispanic origin as was calculated for gender and age, you will get a RED number. Make changes until the number is no longer red.
7	New individuals reached by Racial category count:	Enter attendees by racial category while the sum will auto-calculate. Choices include: American Indian or Alaska native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, White, Multiracial (more than one race, and Race unknown If you do not enter a matching number calculated for age as was calculated for gender, age and Hispanic origin, you will get a RED number. Make changes until the number is no longer red.

**Reach questions may be worded slightly differently on the example than in the instructions. The instructions reflect the most recent wording on ECCO.*

Save your data every time by pressing Save on the bottom center of the screen.

Remember that within each month, the numbers will not auto-calculate and must be added manually as necessary.

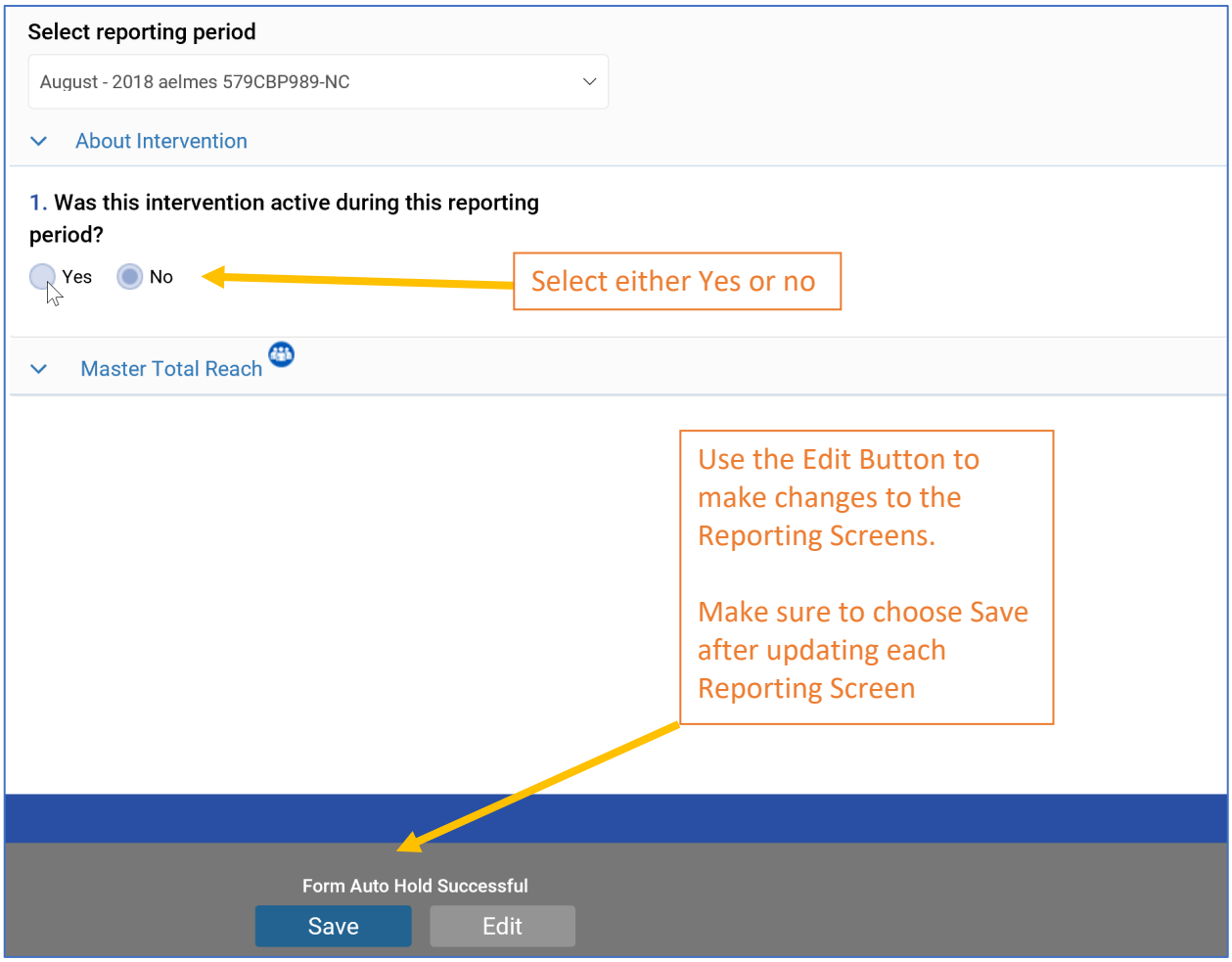
Reach Data Entry – for Alternative Activities

Step 1

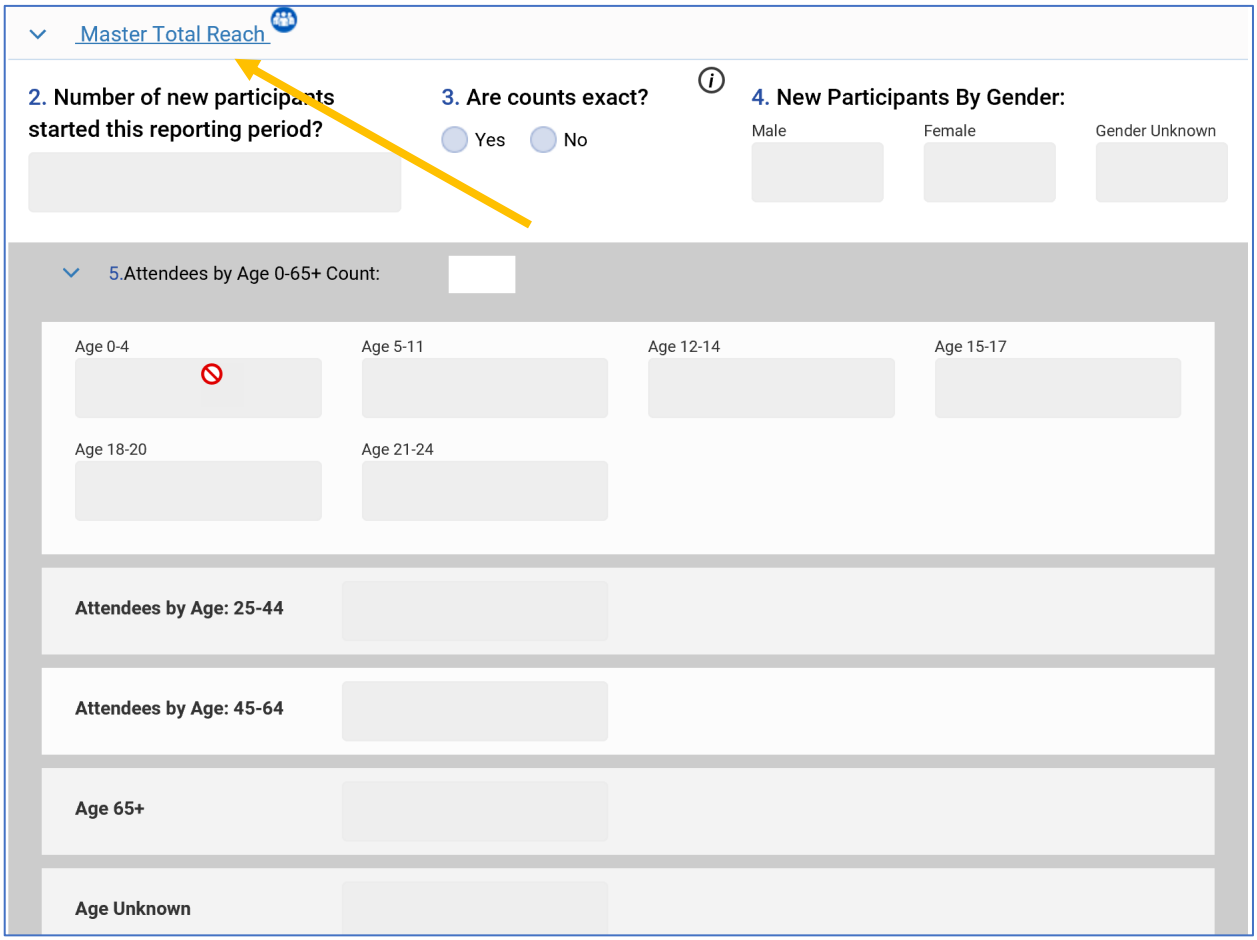
After clicking on About Intervention, make sure to click on Edit at the bottom of the drawer to make changes to the options. For About Intervention there are two options for Question 1.

About Intervention - Question 1. Was this intervention active during this reporting period?	
Answer: Yes	Answer: No
Action: Save and Complete Required Reporting Elements	Action: Save and proceed to next intervention to report on

Ecco Process Evaluation Dashboard Screen Capture
Alternative Activities – About Intervention



Ecco Process Evaluation Dashboard Screen Capture
Alternative Activities – Master Total Reach



Instructions for Completing Reach
Community Based Process

ECCO Question Number	Question	Instructions
2	Number of new participants started this reporting period?	Count all new participants per *intervention* one time per fiscal year. *i.e. If you attend 3 coalition/task force/collaboratives per month, enter any new attendees one time per fiscal year. You may work with the same person on 2 of the 3 coalitions and it is acceptable to count that person the first time they attend both meetings because they are attending a different coalition/task force/collaborative. You cannot count them again in the next month because they are not a new attendee.*

3	Are counts exact?	Enter Yes or No. Do your best to get counts exact but be honest if they are not.
4	New Individuals reached by gender:	Count the number of new participants by Male, Female or Gender Unknown (if applicable).
5	New Individuals reached by age 0-65+:	Enter attendees by age ranges while the sum will auto-calculate. If you do not enter a matching number calculated for age as was calculated for gender, you will get a RED number. Make changes until the number is no longer red.
6	New individuals reached by Hispanic Origin Count:	Enter attendees by Hispanic origin while the sum will auto-calculate. Choices include: Hispanic or Latino, Not Hispanic or Latino, Hispanic Origin Unknown If you do not enter a matching number calculated for Hispanic origin as was calculated for gender and age, you will get a RED number. Make changes until the number is no longer red.
7	New individuals reached by Racial category count:	Enter attendees by racial category while the sum will auto-calculate. Choices include: American Indian or Alaska native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, White, Multiracial (more than one race, and Race unknown If you do not enter a matching number calculated for age as was calculated for gender, age and Hispanic origin, you will get a RED number. Make changes until the number is no longer red.

**Reach questions may be worded slightly differently on the example than in the instructions. The instructions reflect the most recent wording on ECCO.*

Save your data every time by pressing Save on the bottom center of the screen.

Remember that within each month, the numbers will not auto-calculate and must be added manually as necessary.

Reach Data Entry – for Synar

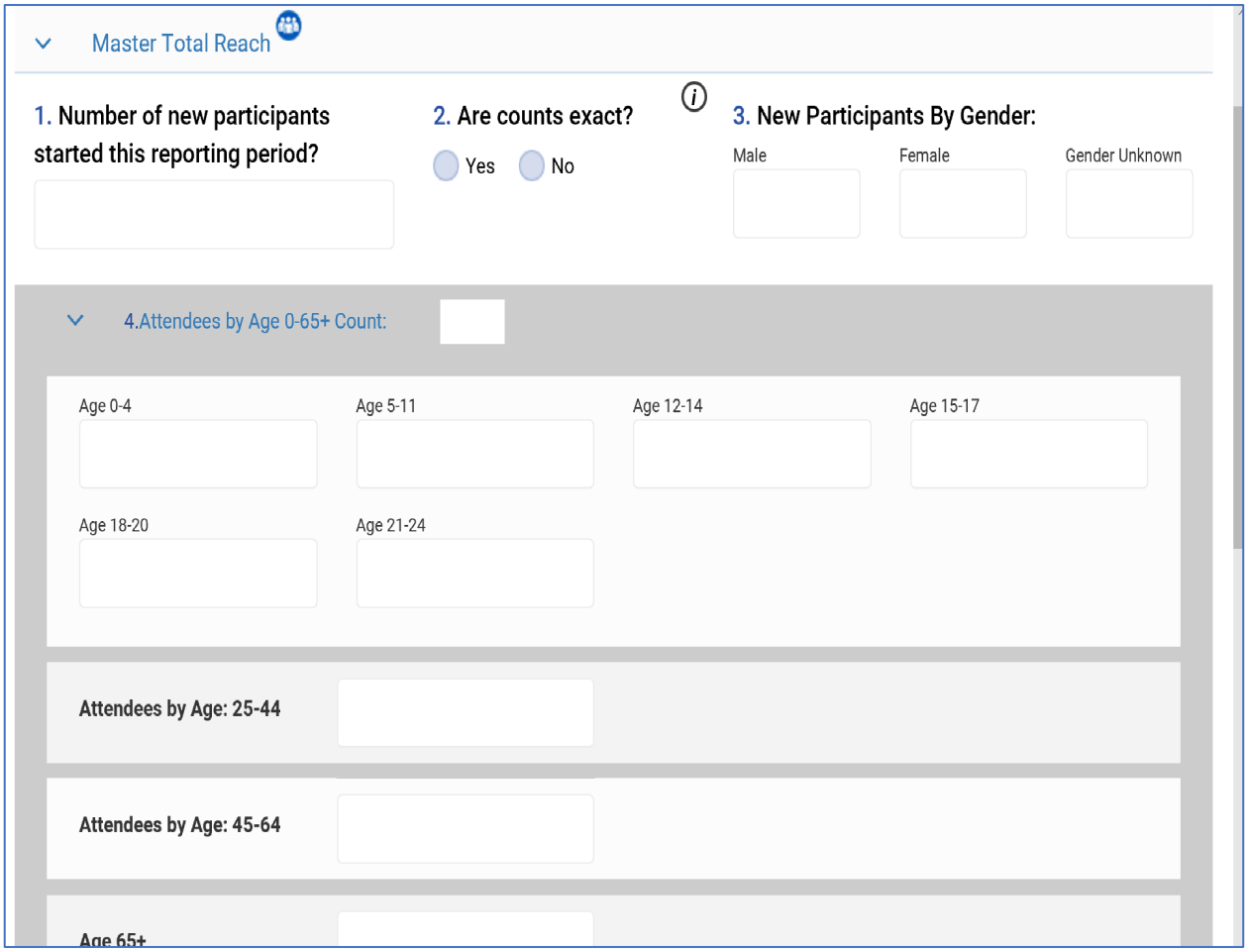
Step 3 – Master Total Reach

Click on the Master Total Reach area of ECCO and Report on the activities requested on the screen and as indicated on the screen capture below. Make sure to Save progress.

Only capture participants once in Master Reach. If you have multiple interactions with the same person in a given month or in subsequent months you will only count them one time for the entire contract period for each intervention. All activities under Synar count as one intervention, therefore, if they have already been counted in for a Synar Activity do not count them for subsequent Synar Activities.

Fill in new participants reached each month for merchant education visits and compliance checks by counting the number of clerks, managers, etc. that you interact with during the intervention. You will only count participants at coalition meetings if the meeting is specific to Synar. If you visit all the merchants in a particular zip code, city, or county, you will use the census reach tool to estimate total impact for 12-17 year-olds once per contract year. Their reach should be counted in the month you worked with the last merchant in the zip code, city or county.

Ecco Reach Dashboard Screen Capture
Synar Master Total Reach – Participants, Capture 1



Ecco Reach Dashboard Screen Capture
Synar Master Total Reach – Participants, Capture 2

5. Attendees by Hispanic Origin

Count:

Hispanic or Latino:	
Not Hispanic or Latino:	
Hispanic Origin Unknown:	

Ecco Reach Dashboard Screen Capture
Synar Mater Total Reach – Participants, Capture 2

6. Attendees by Racial Category

Count:

American Indian or Alaska Native:	
Asian:	
Black or African American	
Native Hawaiian or Other Pacific Islander:	
White:	
Multiracial (more than one race):	
Race Unknown:	

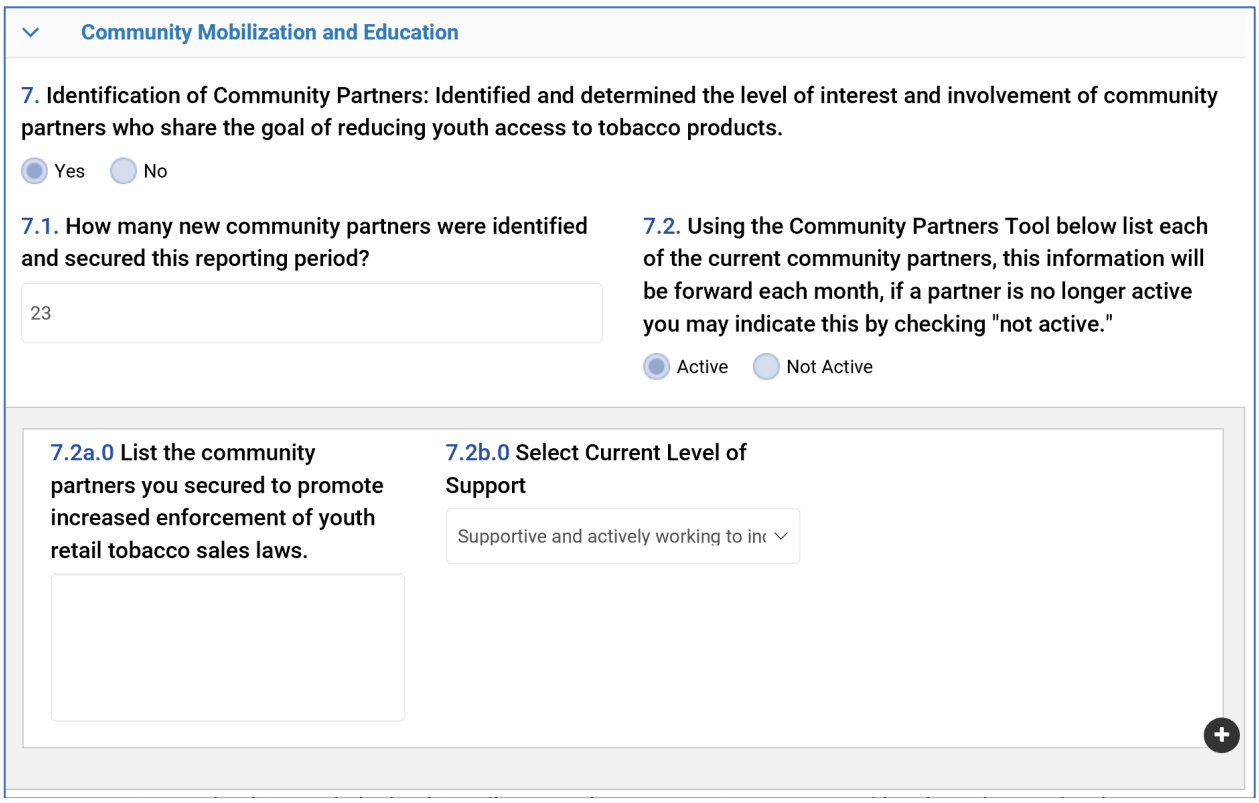
Instructions for Completing Reach
Synar
Master Total Reach

ECCO Question Number	Question	Instructions
1	Number of new participants started this reporting period?	Count all new participants *per prevention education program* one time per fiscal year. i.e. *If you conduct All Stars in October with 23 students and 2 join in November, count 23 students in October and 2 in November. If you conduct Project Alert in February, count all participants one time per fiscal year regardless of whether they attended your October All Stars program.*
2	Are counts exact?	Enter Yes or No. Do your best to get counts exact but be honest if they are not.
3	New Participants by gender	Count the number of new participants by Male, Female or Gender Unknown (if applicable)
4	Attendees by age 0-65+	Enter attendees by age ranges while the sum will auto-calculate. If you do not enter a matching number calculated for age as was calculated for gender, you will get a RED number. Make changes until the number is no longer red.
5	Attendees by Hispanic Origin Count	Enter attendees by Hispanic origin while the sum will auto-calculate. Choices include: Hispanic or Latino, Not Hispanic or Latino, Hispanic Origin Unknown. If you do not enter a matching number calculated for Hispanic origin as was calculated for gender and age, you will get a RED number. Make changes until the number is no longer red.
6	Attendees by Racial Category Count	Enter attendees by racial category while the sum will auto-calculate. Choices include: American Indian or Alaska native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, White, Multiracial (more than one race, and Race unknown. If you do not enter a matching number calculated for age as was calculated for gender, age and Hispanic origin, you will get a RED number. Make changes until the number is no longer red.

**Reach questions are worded slightly differently on the example than in the instructions. The instructions reflect the most recent wording on ECCO.*

Save your data every time by pressing Save on the bottom center of the screen. Remember that within each month, the numbers will not auto-calculate and must be added manually as necessary.

Ecco Reach Dashboard Screen Capture
Synar Master Community Mobilization and Education, Capture 1



Synar Reach Dashboard Screen Capture
Synar Master Community Mobilization and Education, Capture 2

8. Community Leadership: Took the lead in pulling together community partners and local retailers to develop strategies to reduce youth access in your service area(s)

(●) Yes ( ) No

8.1. How many meetings did you have with partners and local retailers to develop strategies to reduce youth retail access to tobacco this reporting period?

0

8.2. What strategies were implemented to reduce youth retail access to tobacco this reporting period?

9. Community Education: Provided information on youth access (i.e., laws, penalties) to policy makers, community leaders, youth and civic groups to educate and actively involve them in efforts to reduce youth access to tobacco products.

(●) Yes ( ) No

9.1 What groups did you provide information to actively involve them in efforts to reduce youth access to tobacco products?

9.2. Did you conduct tobacco surveys?

( ) Yes (●) No

9.3 If you conducted Tobacco Survey, did you refer those who failed to ask for ID to local law enforcement? (by law enforcement agency)

9.4 If you referred those who failed to ask for ID to local law enforcement, how many compliance checks did they conduct this reporting period?

7. Identification of Community Partners: Identifed and determined the level of interest and involvement of community partners who share the goal of reducing youth access to tobacco products.

Yes - Continue to question 7.1	No - Skip to question 8

7.1. How many new community partners were identified and secured this reporting period.

7.2. Using the Community Partners Tool below list each of the current community partners, this information will be forward each month, if a partner is no longer active you may indicate this by checking "not active."

Active - Continue to question 7.2a.0	Not Active - Skip to question 8

7.2a.0 List the community partners you contacted to promote increased enforcement of youth retail tobacco sales laws.

7.2b.0 Select Current Level of Support

8. Community Leadership: Took the lead in pulling together community partners and local retailers to develop strategies to reduce youth access in your service area(s)

Yes - Continue to question 8.1	No - Skip to question 9

8.1 How many meetings did you have with partners and local retailers to develop strategies to reduce youth retail access to tobacco this reporting period?

8.2 What strategies were implemented to reduce youth retail access to tobacco this reporting period?

9. Community Education: Provided information on youth access (i.e., laws, penalties) to policy makers, community leaders, youth and civic groups to educate and actively involve them in efforts to reduce youth access to tobacco products.

Yes - Continue to question 9.1	No - Skip to question 10

9.1 What groups did you provide informaiton to actively involve them in efforts to reduce youth access to tobacco products?

9.2 Did you conduct tobacco serveys?

Yes - Specify	No - Skip to question 9.3

9.3 If you conducted Tobacco Survey, did you refer those who failed to ask for ID to local law enforcement? (by law, enforcement agency)

9.4 If you referred those who failed to ask for ID to local law enforcement, how many compliance checks did they conduct this reporting period?

Synar Reach Dashboard Screen Capture
Synar Master Merchant Education

Merchant Education

10. Merchant Education (Select all that apply.)

10. Merchant Education (Select all that apply. Optons include Merchant Educaiton and Community Youth Groups Partnership. If Communiyt Youth Groups Partnership is Chosen, complete Question #12.

12. What local youth groups did you partner with to visit tobacco retail outlets and provide information and materials on youth access laws? Please note, youth group merchant education visits should be logged in the store manager.

Synar Reach Dashboard Screen Capture
Law Enforcement Related Activities

Law Enforcement Related Activities

13. Promoted Local Law Enforcement: Contacted officers from your local police or sheriffs' departments to promote increased enforcement of youth access laws.

Yes No

13.1.0 List the law enforcement agencies you contacted to promote increased enforcement of youth retail tobacco sales laws.	13.2.0 Select Current Level of Support
	Select

14. Assisted in implementation of Tobacco Compliance Checks and Retailer Training: Assisted local law enforcement/ALE officers to conduct compliance checks and retailer training by participating in any of the following tasks: (Note: SAPTBG Funds may not be used for actual enforcement activities.)

Yes No

14.1. Select the tasks Completed.

13. Promoted Local Law Enforcement: Contacted officers from your local police or sheriffs' departments to promote increased enforcement of youth access laws.

Yes - Continue to question 13.1.0	No - Skip to question 14

13.1.0 List the law enforcement agencies you contacted to promote increased enforcement of youth retail tobacco sales laws.

13.2.0 Select Current Level of Support

Indicate the Current Level of Support from the Drop Down Menu.

14. Assisted in implementation of Tobacco Compliance Checks and Retailer Training: Assisted local law enforcement/ALE officers to conduct compliance checks and retailer training by participating in any of the following tasks: (Note:SAPTBG Funds may not be used for actual enforcement activities.)

Yes - Continue to question 14.1	No - Skip to question 15

14.1 Select the tasks completed: 1. Development of a comprehensive list of retail tobacco outlets, 2. Recruitment and age testing of youth for an enforcement operation, 3. Serving as an adult observer or monitor during an enforcement operation, 4. Provision of incentives for clerks, 5. Provision of incentives to youth volunteers, 6. Assisting in coordination, 7. Retailers cited for violations

Selections 1-5 Complete question 14.2	Selctions 6 & 7 Complete question 14.3

14.2 Number of compliance checks conducted with SAPBG Support?

14.3 Number of retailers recruited to participate in law enforcement training on youth access to tobacco laws.

Synar Reach Dashboard Screen Capture
Media and Public Relations

Media and Public Relations

15. Collaborated with community partners to create news stories, letters to the editor, bill boards, newsletters, public service announcements, etc. to increase awareness of youth access to tobacco laws and penalties and to publicize compliance inspections results.

Yes No

15.1.0 Specify which of the following Synar communications were generated this reporting period.

Select

15.2.0 Media Source.

15.3.0 Media Reach

15.4.0 Media Type

Select

15.5.0 Compliance Inspection Results

15.6.0 Upload Print Sources

Upload

Drop files here

16. Collaborated with community/youth organizations to conduct a Merchant Pledge Campaign and publicized results to recognize merchants and clerks who have pledged not to sell tobacco products to minors.

Synar Media and Public Relations
Instructional Flow Chart

15. Collaborated with community partners to create news stories, letters to the editor, billboards, newsletters, public service announcements, etc. to increase awareness ofyouth access to tobacco laws and penalties and to publicize compliance inspections results

Yes - Continue to question 15.1.0.	No - Skip to question 16

15.1.0 - Specify which of the following Synar communications were generated this reporting period.

15.2.0 - Media Source

15.3.0 - Media Reach

15.4.0 Media Type

15.5.0 - Compliance Inspection Results

15.6.0 - Upload Print Sources

16. Collaborated with community/youth organizations to conduct a Merchant Pledge Campaign and publicized results to recognize merchants and clerks who have pledged not to sell tobacco products to minors.

Yes - Continue to question 16.1.	No - Finished

16.1. How many merchants pledged to not sell tobacco products to minors?

16.2. Specify where you recognized stores that pledged to not sell tobacco products to minors?

How to Complete Synar Merchant Tracking

Accurate reporting of Synar Merchant Activity is a very important part of documenting the success providers are having in their communities addressing underage tobacco use. Within Ecco Synar is reported using three features:

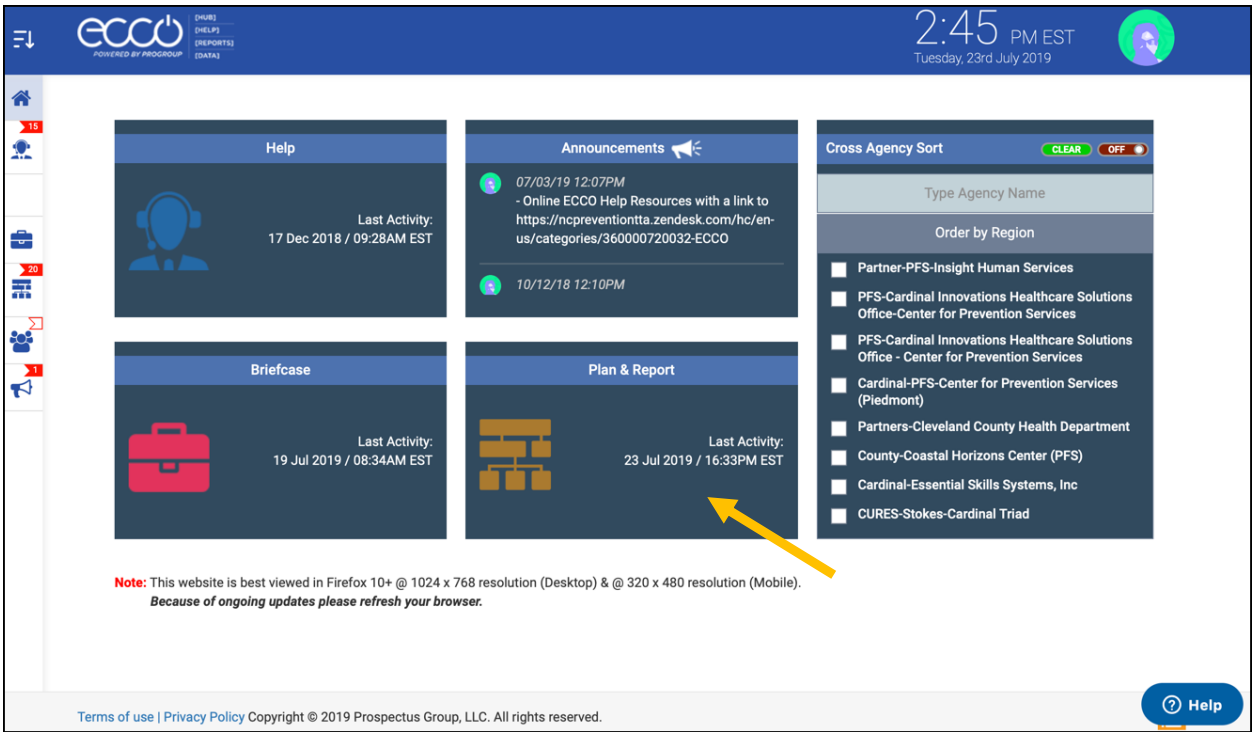
- Hours (Staff) – See the Hours Section of the Ecco Manual
- Process Data – See the Process Data Section of the Ecco Manual
- Synar Merchant Tracking – Will be Reviewed in this Section of the Ecco Manual

This section of the Ecco manual discusses Synar Merchant Tracking only.

<u>Step 1 – Navigating to the Respective Synar Intervention</u>

From the Ecco Dashboard/Home Page click on Plan and Report.

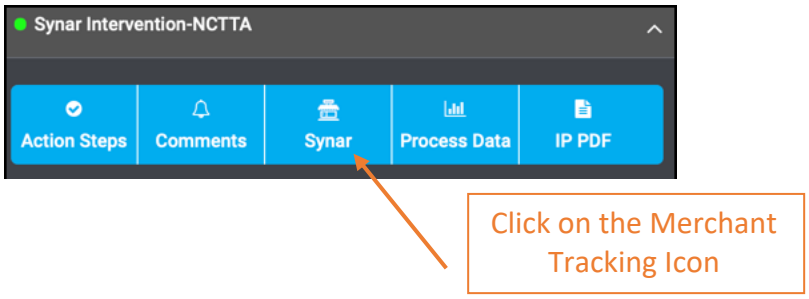
Primary Ecco Homepage and Dashboard



Step 2 – Choosing Synar (Merchant Tracking)

Click on the respective Intervention Profile Name to provide a drop-down drawer with five blue icons (see arrows provided on the next two screenshots). This is found on the main Plan and Report intervention page within each agency/LME/MCO. Note: The blue drop down drawer only presents five icons when a Intervention Profile is coded as Synar.

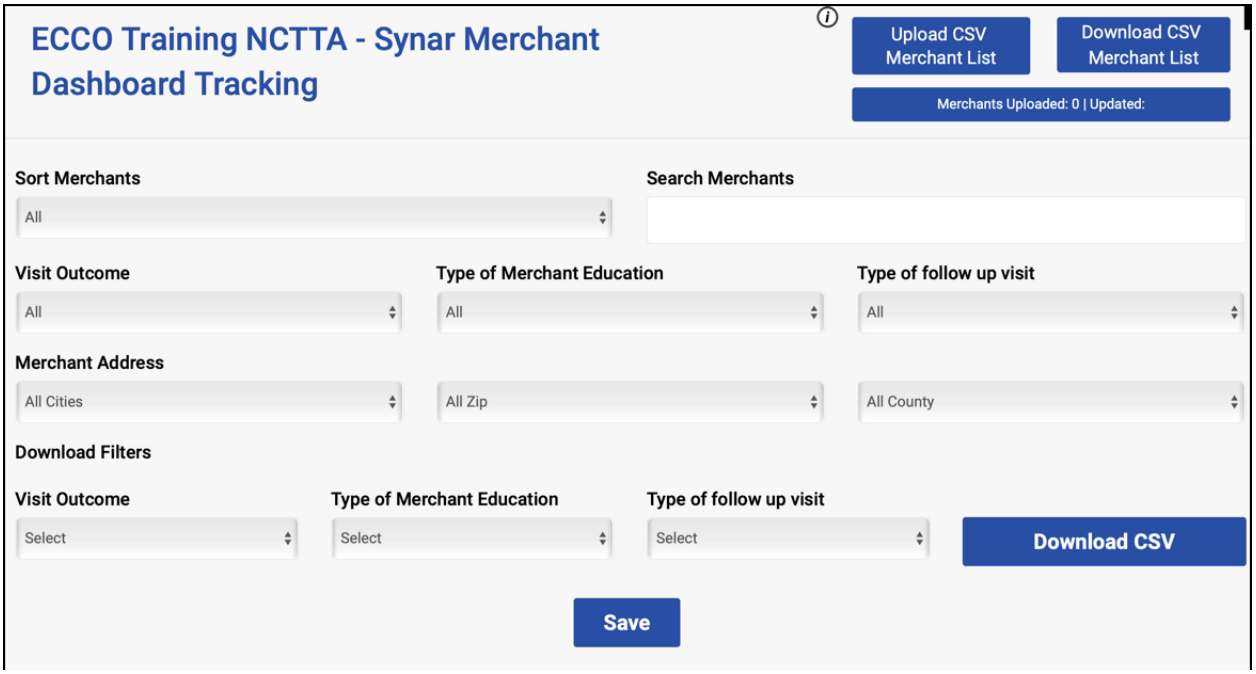
ECCO Implementation Planning Dashboard – Drop Down Drawer Screen Capture
Merchant Education for Synar



Step 3 – Working with the Synar Merchant Tracking Screen

After clicking on the Blue Synar button described in Step 2 above, users will be presented with a screen that slides from right to left and overlays your screen. This screen includes valuable options including: Merchant Information Filtering Options, File Upload and Download Commands, Store Information, Merchant Education Visit and Tobacco Survey Reporting Screens. An example of the screen is provided below displaying Merchant Information Filtering Options along with File Upload and Download Commands.

Synar Merchant Dashboard Tracking Desktop Screen Capture
Merchant Information Filtering Options – CSV Files



Note: The Synar Merchant Dashboard Screens are Mobile Responsive. This means the items on the screen will automatically format and resize based on the dimensions of your mobile device. The question order and questions remain the same. These screens are optimized to allow for data entry in the field to support Synar Activities.

<u>Step 4 - Special One Time .CSV File Upload</u>

Users will note three blue boxes labeled as Upload CSV Merchant List, Download CSV Merchant List and Merchants Uploaded.

Synar Merchant Dashboard Tracking Desktop Screen Capture Detail of CSV Boxes.

Synar Merchant Dashboard Tracking Desktop Screen Capture
Merchant Information Filtering Options – CSV Files
Table Instructions

ECCO Label	Intended Action
Upload CSV Merchant List	The Upload CSV Merchant List Box can be clicked on and users must upload their pre-formatted Merchant List provided by the state office. Only upload your file one time, otherwise users may experience duplicate merchants in their respective database. Please note that processing the file upload may take time – please be patient.
Download CSV Merchant List	Users may download updated Merchant Lists from ECCO at anytime after SYNAR work is entered into the system.
Merchants Uploaded	This box provides users the numbers of Merchants uploaded based on their account access permissions/catchment area.

What is a CSV File?

CSV is a simple file format used to store tabular data, such as a spreadsheet or database. Files in the CSV format can be imported to and exported from programs that store data in tables, such as Microsoft Excel. Ecco will also accept files in .CSV format for the Synar Merchant list uploads.

Important Note

Users must upload their pre-formatted Merchant List provided by the state office prior to beginning data entry in the Merchant Education Section of Ecco. Contact the state office with any questions regarding merchant lists.

Synar Merchant Dashboard Tracking Categories
General Merchant Sort and Information Instructions

Ecco has multiple new filtering and reporting features for users that are available for download via a .CSV file.

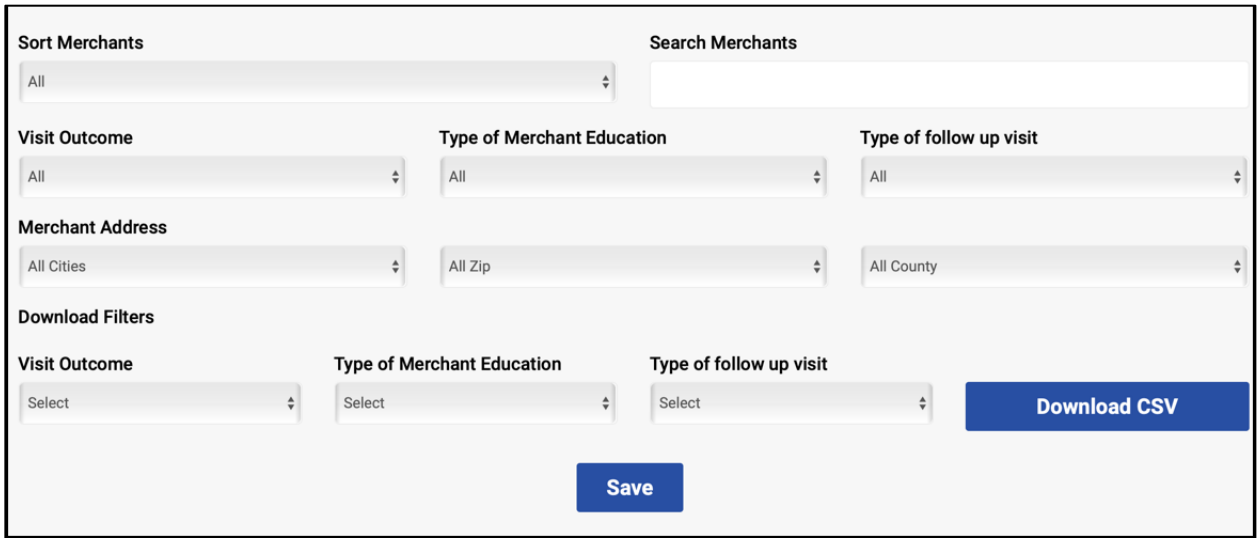
Step 5 – Synar Merchant Activity and Filtering

Ecco now includes the opportunity to better sort reported Synar Merchant Activity in more coinvent ways to improve reporting via .CSV Format. Merchants can now be sorted by the following categories:

- Sort Merchants
- Search Merchants
- Visit Outcome
- Type of Merchant Education Delivered
- Type of Follow Up Visit
- Merchant Address
- Merchant Zip Code
- County Location

Additional download filters are also available to include the Visit Outcome, Type of Merchant Education and Type of Follow Up Visit.

Synar Merchant Dashboard Tracking Categories
General Merchant Sort and Information



Synar Merchant Dashboard Tracking Categories
General Merchant Sort and Information Table Instructions

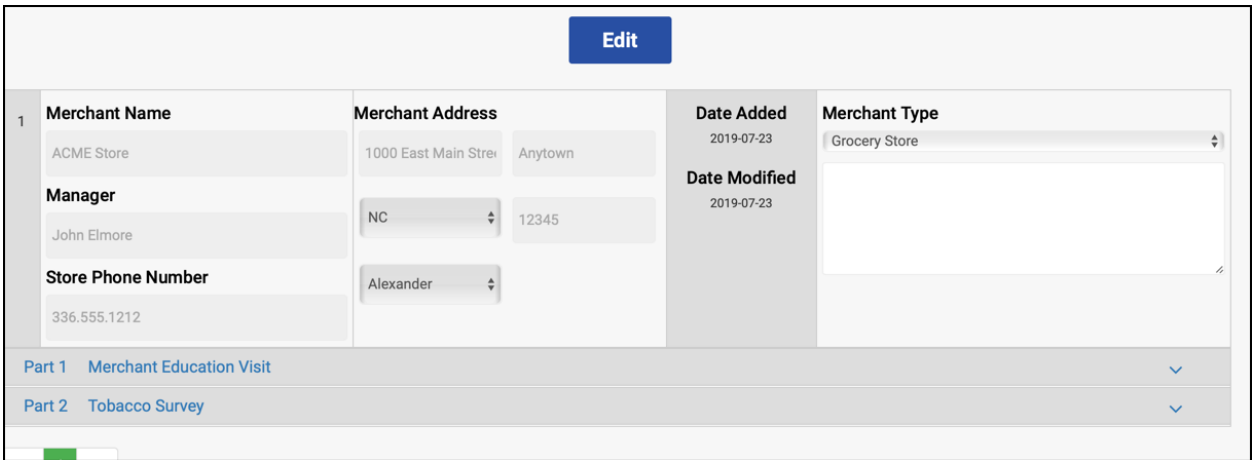
Field	Instructions
Sort Merchants	Merchants may be sorted by: • All • Last Updated • Follow Up Status
Search Merchants	Merchants may be searched by typing into the search box the name of the Merchant.
Visit Outcome	Merchants may be sorted by Visit Outcome by selecting one of the following: • Visit Complete • Store Temporarily Closed • Store Out of Business • Store Moved • Store Refused • Unsafe Location • Other
Type of Merchant Education	Select from the drop-down box the Type of Merchant Education Visit: • Routine Visit • Manger Follow Up • State Sign Non-Compliance • FDA Non-Compliance
Type of Follow Up Visit	Select from the drop-down box the Type of Follow Up Visit: • Manger Follow-Up • State Sign Follow-Up • FDA Referral • Law Enforcement Referral • Tobacco Survey

Merchant Address – All Cities	The Merchant can be searched for using the store street address and includes all cities.
Merchant Address – All Zip	The Merchant can be searched for using the zip code and includes all cities.
Merchant Address – All County	The Merchant can be searched for using the county the store belongs to.
Download Filters	
Visit Outcome	Merchants may be sorted by Visit Outcome by selecting one of the following: • Visit Complete • Store Temporarily Closed • Store Out of Business • Store Moved • Store Refused • Unsafe Location • Other
Types of Merchant Education	Select from the drop-down box the Type of Merchant Education Visit: • Routine Visit • Manger Follow Up • State Sign Non-Compliance • FDA Non-Compliance
Type of Follow-Up Visit	Select from the drop-down box the Type of Follow Up Visit: • Manger Follow-Up • State Sign Follow-Up • FDA Referral • Law Enforcement Referral • Tobacco Survey
Blue Download .CSV Button	Download the requested report via spreadsheet format to your computer.

Step 6 – Synar Merchant Dashboard – Store Information

An important section of Ecco that serves as a foundation for accurate statewide Synar work is that of the actual Ecco Merchant Dashboard that can be found under the filter options. This dashboard allows providers to input accurate and up to date location and management information about Merchants visited during Synar activities. As a new feature make sure to click on Edit first to create or change store information. After editing is complete, choose Save to secure your data entry. When changes are made to the Synar Merchant Dashboard area, the changes are part of your merchant lists and .CSV file downloads. Please note the importance of ensuring accurate and complete data entry to supporting your local Synar activities.

Synar Merchant Dashboard
Store Information



Synar Merchant Dashboard
Store Information Table Instructions

Field	Instructions
Merchant Name	Enter the Name of the Merchant (Store)
Manager	Enter the Name of the Manager.
Store Phone Number	Provide the Store Phone Number with the Area Code.
Merchant Address	Enter the Merchants Street Address, City/Town, State (which is always NC), Zip Code and County.

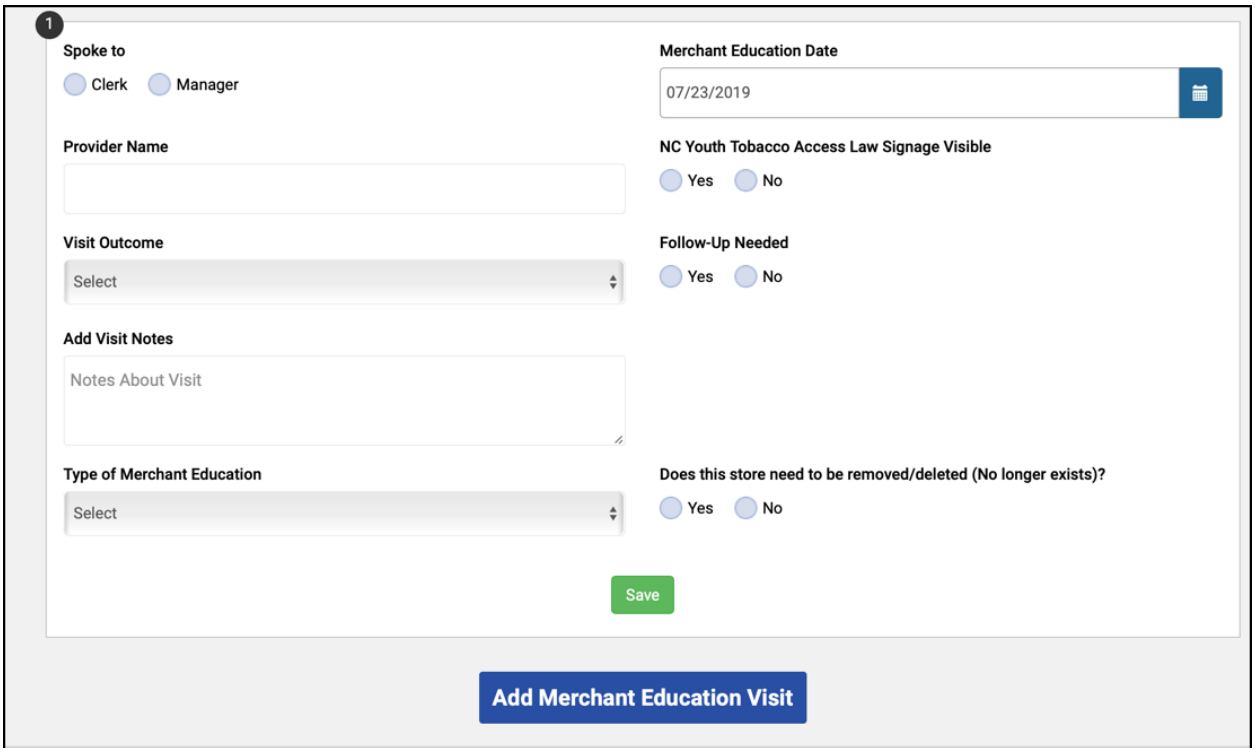
Marchant Type	• Convenience with gas • Convenience w/o gas – tobacco store • Convenience w/o gas – vape shop • Convenience w/o gas – other • Grocery Store • Drug Store/Pharmacy • Dept/Discount Store • Gas Only • Other
Notes	Enter any relevant notes regarding this particular store or location.

Step 7 – Synar Merchant Education Visit

All providers need to click on Part 1 Merchant Education Visit if Merchant Education Activities are being reported after entering a new Merchant or updating an existing record. Complete the information related to the Merchant Education visit completely. Available options for each question are provided in the table below.

Make sure to save your work by clicking on the Green Save Button. Multiple Merchant Education Visits can be added for the same Store by clicking on the Add Merchant Education Visit Button.

Synar Merchant Dashboard Tracking Desktop Screen Capture
Merchant Education Visit



Synar Merchant Dashboard Tracking
Merchant Education Visit Table Instructions

Field	Instructions
Spoke to	Choose the type of Merchant Staff person contacted: • Clerk • Manager
Provider Name	Indicate the name of the Prevention Provider Staff Person delivering Merchant Education.
Visit Outcome	Choose one of the following: • Visit Complete • Store Temporarily Closed • Store Out of Business • Store Moved • Store Refused • Unsafe Location • Other
Add Visit Notes	Include relevant notes about the Merchant Education Visit.
Type of Merchant Education	Indicate one of the following: • Routine Visit • Manager Follow-Up • State Sign Non-Compliance • FDA Non-Compliance
Merchant Education Dates	Indicate when the Merchant Education Visit was conducted.
NC Youth Tobacco Law Signage Visible	Choose Yes or No based on if NC Youth Tobacco Law Signage was Visible.
Follow Up Needed	Choose Yes or No based on if Store Follow-Up is needed.

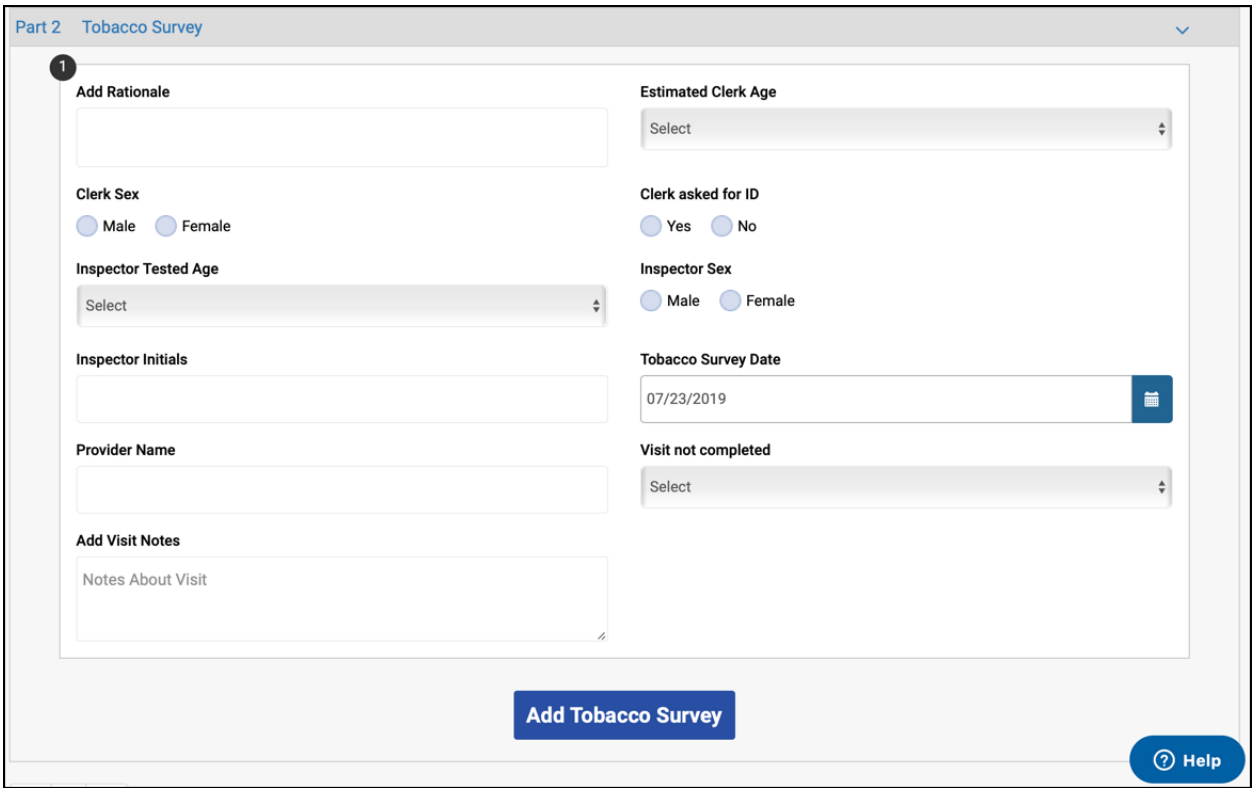
Does this store need to be removed/deleted (No longer exists)?	Choose Yes or No based-on status.

Step 8 – Synar Tobacco Survey

All providers need to click on Part 2 Tobacco Survey visit if Tobacco Survey Activities are being reported after entering a new Merchant or updating an existing record. Complete the information related to the Tobacco Survey Event completely. Available options for each question are provided in the table below.

Make sure to save your work by clicking on the Green Save Button. Multiple Tobacco Survey Events can be added for the same Store by clicking on the Add Tobacco Survey Button.

Synar Merchant Dashboard Tracking Desktop Screen Capture
Tobacco Survey



Synar Merchant Dashboard Tracking
Tobacco Survey Table Instructions

Field	Instructions
Add Rationale	Choose Rational Trigging the Tobacco Survey: • State Sign Non-Compliance • FDA Non-Compliance • Synar Non-Compliance • Other
Clerk Sex	The clerk was: • Male • Female
Inspector Tested Age	Indicate the age of the Inspector (in years): • 15 • 16 • 17
Inspector Initials	Indicate the three letter initials of the inspector.
Provider Name	Indicate the name of the Prevention Provider Staff Person delivering Merchant Education.
Add Visit Notes	Include relevant notes about the Tobacco Survey Visit.
Estimated Clerk Age	Identify the estimated age of the clerk via the drop-down box: • Under 18 • 18 to 40 • 40+
Clerk Asked for ID	Indicate either Yes or No that the Clerk asked for Purchaser ID.

Inspector Sex	Choose male or female for the sex of the inspector.
Tobacco Survey Date	Indicate the date that the inspection occurred.
Visit Not Completed	Choose one of the following if applicable: • Store Temporarily Closed • Store out of business • Store moved • Store refused • Unsafe location • Visit Complete • Other

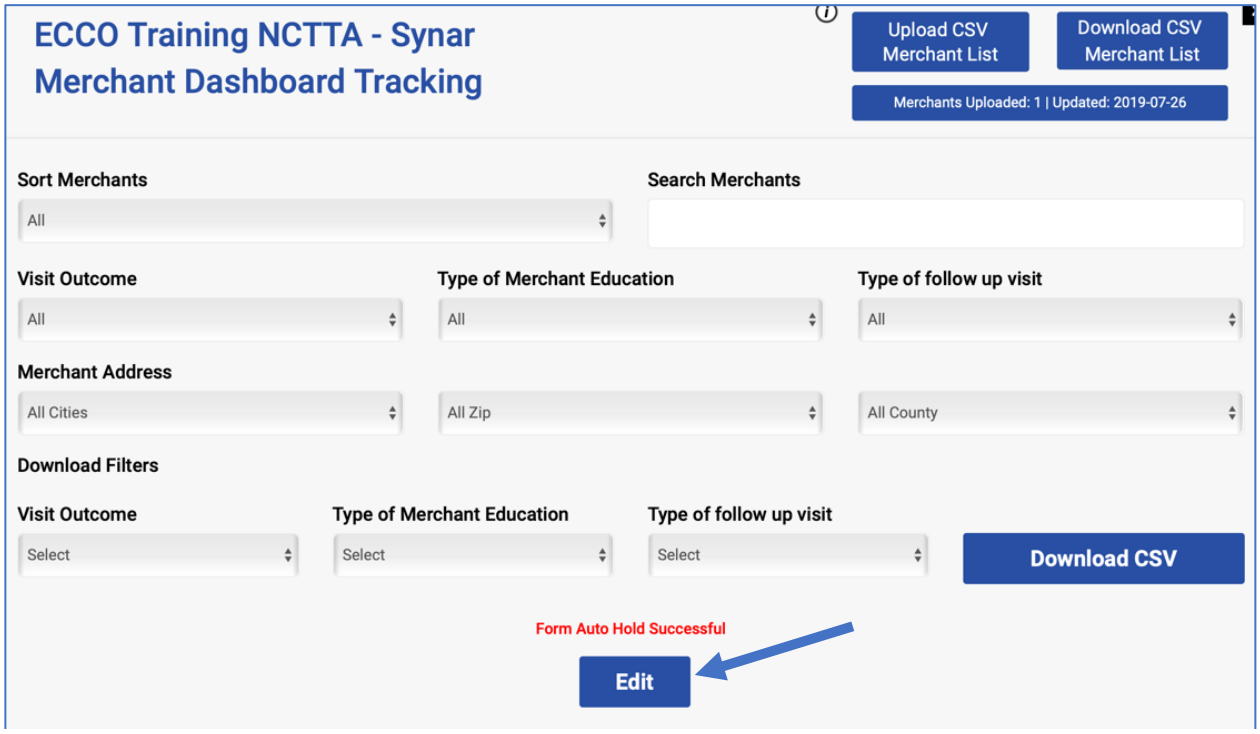
How to Delete a Store in Synar Merchant Dashboard Tracking

It is now possible to delete a store in the Ecco Merchant Tracking Section of Ecco. Please keep in mind the following details about the deletion feature:

- You can only delete one store at a time.
- If you delete a store in error and do not have the data to recreate the entry, contact the NC TTA Center at ncpreventiontta.org for assistance.

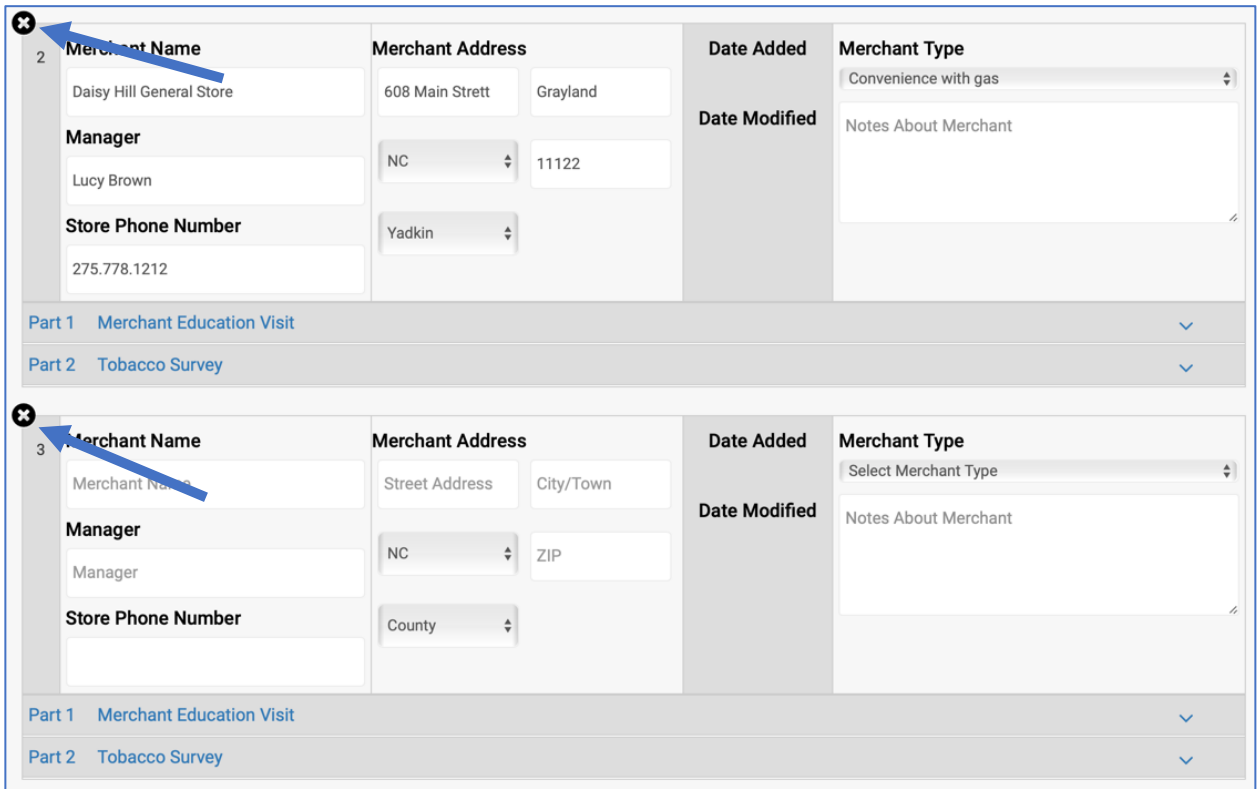
<u>Step 1: Entering Edit Mode</u>

From the Synar Merchant Dashboard Tracking Screen click on the Edit Button.



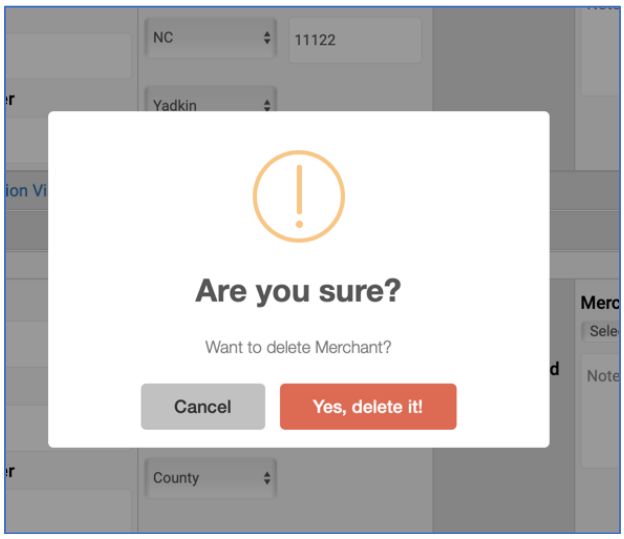
Step 2: Identifying the Store

Users will then be provided a “X” with a black circle around it for all stores. Choose the store that you want to delete by clicking on the “X” as indicated below.



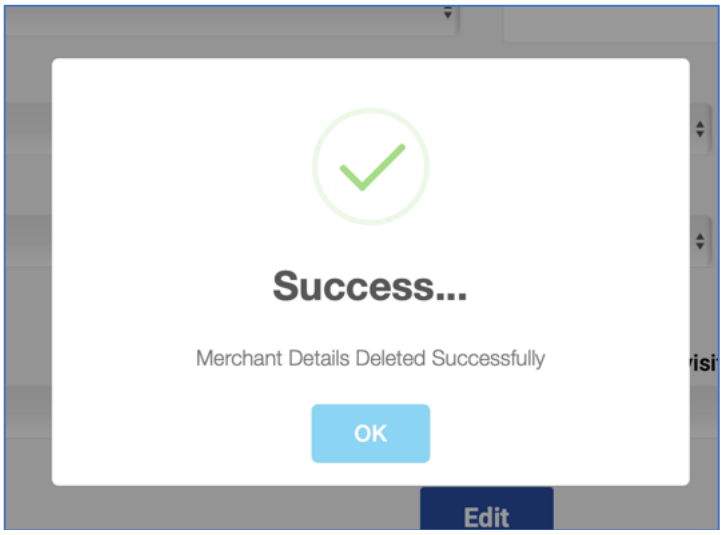
Step 3: Confirmation

Ecco will ask you to confirm that the store you have chosen to delete is your desired intent.



Step 4: Success

After selecting “Yes, delete it” from Step 3, Ecco will provide the following Success Screen.



The store should now be deleted from your Synar Merchant Dashboard Tracking Lists.

Important Notation: If a merchant entry was deleted by accident, please contact the NCTTA at nctta@ncpreventiontta.org or submit a Help Desk Ticket for assistance.