



FEI Systems



Mississippi Prevention

End User Guide

Applies to:

WITS Version 21.3.0+

Mississippi

Last Updated March 25, 2024

Mississippi WITS Prevention

Preface

WITS Prevention is a web-based application specifically designed for organizations to manage their Prevention programs effectively. Capable of creating and managing contracts, Prevention Plans, and funding sources.

Intended Audience

This user guide has been prepared for WITS end-users. Topics covered include creating and submitting Prevention Plans and Implementing Prevention Plan Strategies.

System Requirements

WITS is a web-based application accessed through an Internet (web) browser using Internet connection.

Internet Browsers

WITS is compatible with up-to-date versions of most modern Internet browsers such as:

- Mozilla Firefox
- Google Chrome
- Microsoft Edge
- Apple Safari

Pop-up Blocker

Certain features in WITS, such as Snapshot and Scheduler, will open in a separate browser window when selected. Make sure your browser allows pop-ups from WITS.

Customer URL Links

Training Site: <https://ms-training.witsweb.org>

The training site allows staff members to practice using the system before entering actual data in the production site.
Please do not enter real client information into the training site.

Production Site: <https://ms.witsweb.org>

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Part 1: Customer Specific Information

Mississippi Prevention WITS Workflow



Prevention WITS Terminology

Item	Definition / Guideline
WITS Activities	Steps taken to implement a strategy with a WITS recurring frequency type.
WITS Agency	The legal entity that a provider operates within; Some people refer to this as 'Provider'.
Evidence Based Type	Documentation of Evidence-Based Programs, Strategies and Interventions has to meet one or more of the following criteria: <ul style="list-style-type: none"> • Evidence based: Inclusion in a Federal List or Registry of evidence-based interventions • Evidence based: Being reported (with positive effects) in a peer-reviewed journal
WITS Facility	The location (building) that an Agency/Provider uses to provide services or track Prevention Plans. A provider can have more than one facility.
Goals	Goal statements typically articulate the long-term impact that a community wants to see, such as a reduction in the percentage of young adults who abuse prescription drugs to get high.
Objectives	Objective statements address the risk, protective and causal factors related to the goal and how a community might reach that goal, such as increasing the awareness of young adults regarding the danger and harm related to prescription drug abuse.
Outcome Indicators	Measures that indicate progress towards reaching goals and objectives.
Socioecological Domain	One or more of five (5) global prevention domains: Community, School, Family, Peer, and Individual.
Strategy	Interventions, programs and approaches that address goals and objectives. WITS Types of Community Based Strategies: <ul style="list-style-type: none"> • One-Time Strategy <ul style="list-style-type: none"> ○ Example: a media campaign. Even though campaign runs numerous times, it has one primary message (e.g., parents do not allow your kids or their friends to drink at home). • Recurring Strategy <ul style="list-style-type: none"> ○ Example: building community readiness to address nonmedical use of prescription drug use. • Session Based Strategy <ul style="list-style-type: none"> ○ Example: curriculum-based prevention programs.

Part 2: Prevention Plans

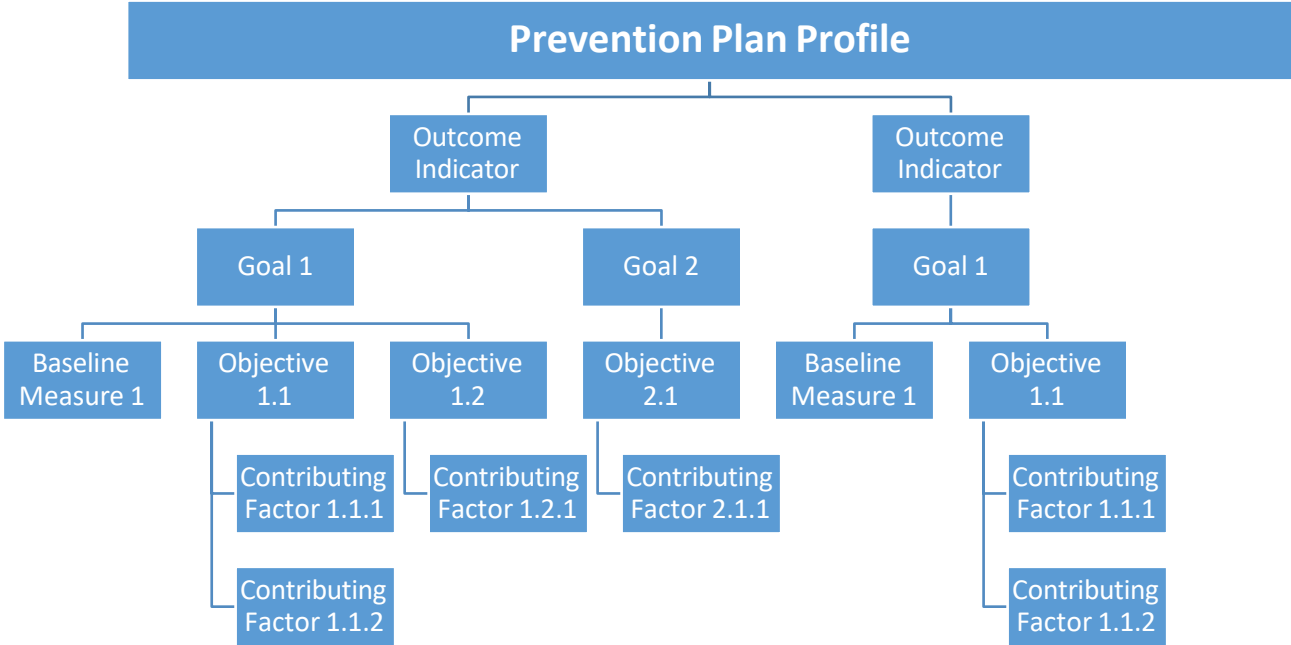


Figure 2-1: Example hierarchy of a Prevention Plan's components

Prevention Plan List Overview



Where: Agency > Prevention > Plan

This section provides an overview of features within the **Prevention Plan List**. For information on adding a brand-new prevention plan, please see section “Create a New Prevention Plan Profile” on Page 6.

In WITS, the **Prevention Plan List** contains a record of historical plans created within the agency. By default, the list will display the latest version of each plan, which is controlled through the search field, **Show Latest Version Only**. Figure 2-2 below shows both the latest version and previous versions of each prevention plan.

Plan Name	Facility	Status	#	Version	Start Date	End Date	Status Date	
Prevention Plan FY21	Administrative Facility A	On Hold	1	1	7/1/2020	6/30/2021	6/27/2021	⋮
Prevention Plan FY21	Administrative Facility A	Closed	1	2	7/1/2020	6/30/2021	1/18/2022	⋮
Prevention Plan FY20	Administrative Facility A	Inactive - Old Version	2	1	7/1/2019	6/30/2020	6/28/2021	⋮
Prevention Plan FY20	Administrative Facility A	Closed	2	2	7/1/2019	6/30/2020	1/18/2022	⋮
Prevention Plan FY22	Administrative Facility A	On Hold	3	1	7/1/2021	6/30/2022	6/28/2021	⋮
Prevention Plan FY22	Administrative Facility A	Inactive - Old Version	3	2	7/1/2021	6/30/2022	6/28/2021	⋮
Prevention Plan FY22	Administrative Facility A	Inactive - Old Version	3	3	7/1/2021	6/30/2022	1/18/2022	⋮
Prevention Plan FY22	Administrative Facility A	Active	3	4	7/1/2021	6/30/2022	7/25/2022	⋮
Prevention Plan FY22	Administrative Facility A	Draft	3	5	7/1/2021	6/30/2022	7/25/2022	⋮
Prevention Plan 2021-2022	Administrative Facility B	On Hold	4	1	7/1/2019	6/30/2022	9/9/2021	⋮

Figure 2-2: Prevention Plan List, displaying all versions of each prevention plan

Any plan with a status of **Active**, **Inactive**, **On Hold**, or **Submitted** will be read-only.

To review any plan, locate the desired Prevention Plan, hover over the Vertical Ellipsis Icon next to the record, and then click **Review**, as shown in Figure 2-3 below.

Plan Name	Facility	Status	#	Version	Start Date	End Date	Status Date	
23.2.0 Prevention Test Plan	Administrative Facility A	Active	7	1	7/1/2024	6/30/2025	5/4/2023	⋮
Prevention Plan - 23.1.0	Administrative Facility B	Active	5	8	7/1/2022	6/30/2023	3/17/2023	⋮
Prevention Plan FY 2023	Administrative Facility A	Draft	6	2	7/1/2023	6/30/2024	6/16/2023	⋮
Prevention Plan FY20	Administrative Facility A	Closed	2	2	7/1/2019	6/30/2020	1/18/2022	⋮

Figure 2-3: Prevention Plan List, Review a Plan

Create a New Prevention Plan Profile



Where: Agency > Prevention > Plan

1. On the left menu, click **Agency**, click **Prevention**, and then click **Plan**.
2. On the Prevention Plan List, click **Add New Prevention Plan**.

The screenshot shows the 'Prevention Plan List' interface. On the left, a navigation sidebar includes 'Agency', 'Group List', 'Clinical Dashboard', 'Client List', 'System Administration', and 'Reports'. Under 'System Administration', 'Prevention' is expanded, and 'Plan' is selected. The main content area has a 'Prevention Plan Search' section with filters for 'Show Latest Version Only' (Yes/No), 'Date Range From' and 'To', 'Plan Name', and 'Plan Status'. Below this is the 'Prevention Plan List' table with columns: Plan Name, Facility, Status, #, Version, Start Date, End Date, Status Date, and a vertical ellipsis. A red arrow points to the '+ Add New Prevention Plan' button above the table. The table contains four rows of data:

Plan Name	Facility	Status	#	Version	Start Date	End Date	Status Date
Prevention Plan FY21	Administrative Facility A	Closed	1	2	7/1/2020	6/30/2021	1/18/2022
Prevention Plan FY20	Administrative Facility A	Closed	2	2	7/1/2019	6/30/2020	1/18/2022
Prevention Plan FY22	Administrative Facility A	Draft	3	5	7/1/2021	6/30/2022	7/25/2022
Test Prevention Plan 2021-2022	Administrative Facility B	Submitted	4	4	7/1/2019	6/30/2022	9/16/2022

Figure 2-4: Prevention Plan List, Add New Prevention Plan

3. Complete the **Prevention Plan Profile** fields as shown in the table below.

Table 2-1: Prevention Plan Profile Fields

Field	Description
Facility	Select a facility from the drop-down list. If there is only one facility within your agency, this field will default to that facility's name.
Plan Name	Type the plan's name.
Contract	Read-only field displaying this agency's contract name. Note: If there is no contract displayed in this field, please contact your system administrator for assistance.
Plan Type	Read-only field.
Plan Status	Read-only field.
Plan Start Date	Defaults to the Effective Date entered on this agency's Contract, but this field can be update.
Plan End Date	Enter the plan's end date.

Please note that for the state of Mississippi, each fiscal year for prevention reporting will begin on July 1st and will end on June 30th of the following year (e.g., FY24 is July 1, 2023 through June 30, 2024).

Prevention Plan Profile

^ Hide Context Information

Status Date 9/25/2023	Plan Number 8	Plan Version 1	Plan Status Draft
Created By Dixon, Ciji	Created Date 9/25/2023	Updated By Dixon, Ciji	Updated Date 9/25/2023

Facility: Administrative Facility B
 Plan Start Date: 7/1/2023
 Plan End Date: 6/30/2024
 Plan Name: Test Prevention Plan FY24
 Contract: Administrative Agency
 Plan Type: Regional
 Plan Status: Draft

< Back Next > Save Save and Finish × Cancel

Figure 2-5: New Prevention Plan Profile

- Click **Save** and continue to the **Outcome Indicators List** at the bottom of the page.

< Back Next > **Save** Save and Finish × Cancel

Administrative Actions

Update Current Version Submit

Outcome Indicators List

+ Add Outcome Indicator

Currently, there are no results to display for the Outcome Indicators List.

Figure 2-6: Saving Prevention Plan Profile before proceeding to Outcome Indicators List

Outcome Indicators

A prevention plan may have multiple **Outcome Indicators** with associated Goals and Objectives.

The steps below show how to add items to your prevention plan by clicking the links found within the Plan Profile section, however, an alternative option is to use the Plan Outline screen to add and review items for your Prevention Plan. Please see section *“Prevention Plan Outline”* on Page 15 for more information.

- 5. On the Outcome Indicators List, click **Add Outcome Indicator**.
- 6. Select the appropriate **Outcome Indicators**.

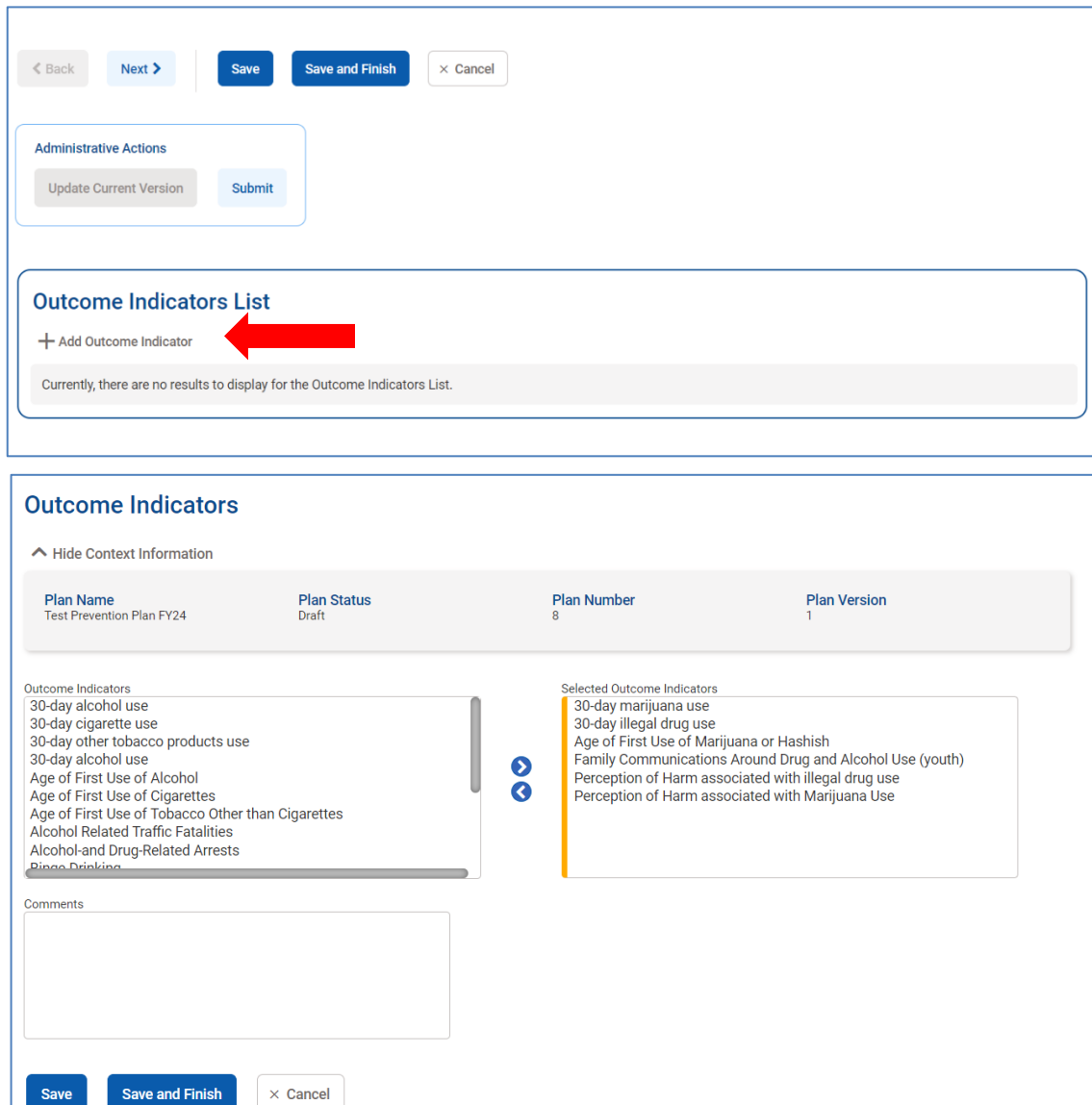


Figure 2-7: Prevention Plan: Outcome Indicators screen

- 7. Click **Save**. Continue to the **Goals List** at the bottom of the Page.

Goals**

- On the Outcome Indicators screen, click **Add Goal**.

The screenshot shows the 'Outcome Indicators' screen. On the left, there is a scrollable list of indicators including '30-day alcohol use', '30-day cigarette use', 'Age of First Use of Alcohol', etc. On the right, a 'Selected Outcome Indicators' list contains '30-day marijuana use', '30-day illegal drug use', and 'Perception of Harm associated with Marijuana Use'. Below the indicators is a 'Comments' text area and three buttons: 'Save', 'Save and Finish', and 'Cancel'. At the bottom, a 'Goals List' section features a '+ Add Goal' button with a red arrow pointing to it, and a message stating 'Currently, there are no results to display for the Goals List.'

Figure 2-8: Prevention Plan: Goals List

- On the Goals screen, complete the required fields as shown in the table below for the target year.

Table 2-2: Prevention Plan: Goals fields

Field	Description
Name	Type the goal's name.
Target Year	Type the target year.
Selected Substances	Select one or more associated substance(s).
Selected Target Population	Select one or more associated target population(s).
Comments	Type any applicable comments for this goal.

The screenshot shows the 'Goals' screen with the following fields filled out: Goal # is '1'; Name is '**TEST** To prevent the usage of alcohol by teens in a high school target population.'; Target Year is '2024'; Number is '5.00'; Direction of Change is 'Decrease'; Type is 'Percent'; Data Source is 'DataGadget'; Substances list includes 'Cocaine/Crack', 'Marijuana/Hashish/THC', and 'Heroin'; Selected Substances is 'Alcohol'; Target Population list includes 'Adults 18-25', 'Adults 26-64', 'Adults 65+', and 'Children 3-8'; Selected Target Population is 'High School'.

Figure 2-9: Prevention Plan: Goals screen

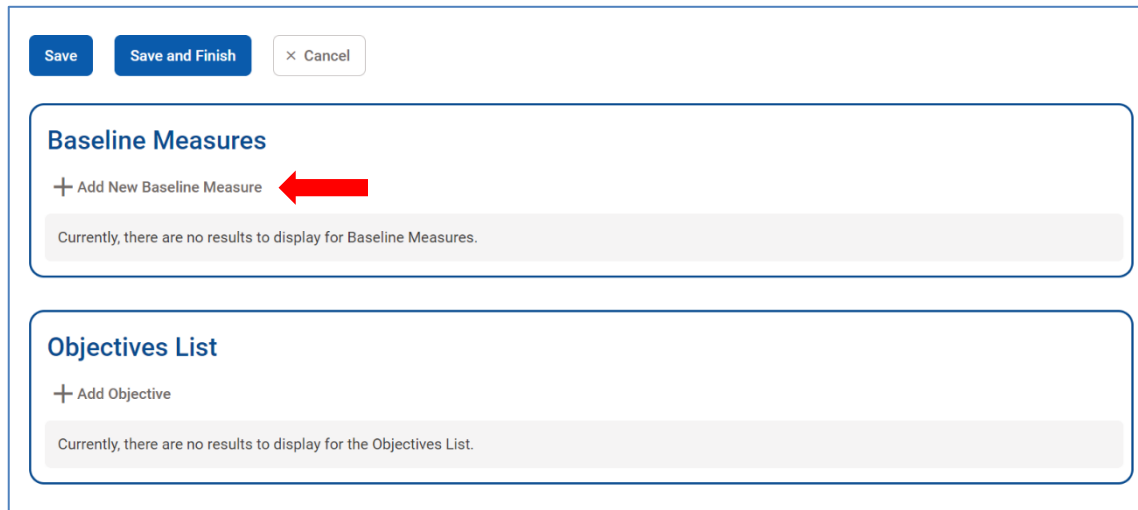
- Click **Save**.

Baseline Measures

- On the Goals screen, click **Add New Baseline Measure** at the bottom of the screen.
- Complete the required fields.


Table 2-3: Baseline Measure Profile fields

Field	Description
Name	Type the baseline measure name.
Description	(Optional) Type a description of the baseline measure.
Number	Type a number.
Type	Select the type of number from the drop-down field.
Direction of Change	(Optional) Select from the drop-down field.
Data Source	Select from the drop-down field.



Buttons: Save, Save and Finish, × Cancel

Baseline Measures

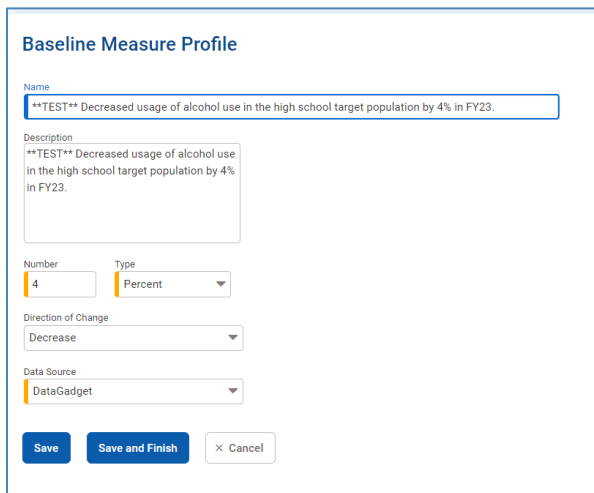
+ Add New Baseline Measure 

Currently, there are no results to display for Baseline Measures.

Objectives List

+ Add Objective

Currently, there are no results to display for the Objectives List.



Baseline Measure Profile

Name
TEST Decreased usage of alcohol use in the high school target population by 4% in FY23.

Description
TEST Decreased usage of alcohol use in the high school target population by 4% in FY23.

Number: 4 Type: Percent

Direction of Change: Decrease

Data Source: DataGadget

Buttons: Save, Save and Finish, × Cancel

Figure 2-10: Prevention Plan: Baseline Measure Profile

- Click **Save and Finish**.

Objectives List

14. On the Goals screen, click **Add Objective**.

The screenshot shows a software interface for managing goals. At the top, there are three buttons: 'Save', 'Save and Finish', and 'Cancel'. Below this is a section titled 'Baseline Measures' which includes a '+ Add New Baseline Measure' link and a table with columns for 'Name', 'Data Source', and 'Number'. A single entry is shown with the name '**TEST** Decreased usage of alcohol use in the high school target population by 4% in FY23.', 'DataGadget' as the data source, and '4.00' as the number. Below the 'Baseline Measures' section is the 'Objectives List' section, which has a '+ Add Objective' link highlighted with a red arrow. Below this link, a message states 'Currently, there are no results to display for the Objectives List.'

Figure 2-11: Prevention Plan, Goals screen, Add Objective link

15. On the Objectives screen, complete the required fields as shown in the table below.

Table 2-4: Objective Fields

Field Name	Information
Name	Type the name of the objective.
Objective Type	Select one type from the drop-down field; options include: <ul style="list-style-type: none"> • Risk Factor • Protective Factor
Selected Factors	Select the appropriate factor(s).
Comments	Type any applicable comments.

Note: the gray context field at the top of the screen shows information from the Goal associated with the Objective.

Objectives

Hide Context Information

Plan Name	Plan Status	Plan Number	Plan Version
Test Prevention Plan FY24	Draft	9	1

Outcome Indicator(s)
30-day alcohol use, 90-day alcohol use, Age of First Use of Alcohol, Alcohol Related Traffic Fatalities, Alcohol and Drug-Related Arrests, Binge Drinking, Alcohol and Drug Related Arrests, Perception of Harm associated with alcohol misuse

Goal
TEST To prevent the usage of alcohol by teens in a high school target population.

Direction of Change
Decrease

Substance(s)
Alcohol

Target Population(s)
High School

Objective #
1.1

Name
By June 2024 the percentage of teens in high school that use alcohol will decrease by 5% in our catchment area.

Objective Type
Risk Factor

Risk Factors

- Youth Suicide ideation
- Retail access
- Low bonding
- Lack of commitment
- Poor grades
- Social isolation - elderly
- Poverty lack of education
- Access to substances
- Child abuse/maltreatment/neglect
- Early Substance Usage

Selected Risk Factors

- Mental Health / Depression
- Social access
- Social norms toward use
- Inadequate supervision
- Low Perception of Harm
- Parents who use drugs and alcohol

Comments

Save Save and Finish Cancel

Figure 2-12: Prevention Plan: Objectives screen, Objective Type - Risk Factor

Objectives

^ Hide Context Information

Plan Name	Plan Status	Plan Number	Plan Version
Test Prevention Plan FY24	Draft	8	1

Outcome Indicator(s)
30-day alcohol use, 30-day alcohol use, Age of First Use of Alcohol, Alcohol Related Traffic Fatalities, Alcohol-and Drug-Related Arrests, Binge Drinking, Alcohol and Drug Related Arrests, Perception of Harm associated with alcohol misuse

Goal
TEST To prevent the usage of alcohol by teens in a high school target population.

Direction of Change
Decrease

Substance(s)
Alcohol

Target Population(s)
High School

Objective #
1.2

Name
By June 2024 the percentage of teens in high school that use alcohol will decrease by 5 % in our catchment area.

Objective Type
Protective Factor

Protective Factors

- Perception of risk Rx use
- Disapproval of Cigarettes
- Perception of Peer Disapproval of Cigarettes
- Disapproval of Using Marijuana Regularly
- Perception of Risk from Cigarettes
- Perception of Risk from Marijuana
- Perception of disapproval
- Perception of wrongness
- Perception of harm
- Other

Selected Protective Factors

- Family Communications Around Drug and Alcohol Use-Parents of Child
- Disapproval of Alcohol
- Perception of Risk from Alcohol
- School / community bonding
- Family communication
- Parental monitoring and supervision
- Parental involvement/support
- Available afterschool activities
- Family Communications Around Drug and Alcohol Use-Parents of Child

Comments

Figure 2-13: Prevention Plan: Objectives screen, Objective Type - Protective Factor

16. Click **Save**.

Contributing Factors

17. On the Objectives screen, click **Add Contributing Factor**, if applicable.
18. Select the appropriate **Contributing Factors** and type any comments as needed.

Objective #
1.2

Name
By June 2024 the percentage of teens in high school that use alcohol will decrease by 5 % in our catchment area.

Objective Type
Protective Factor

Protective Factors

- Perception of risk Rx use
- Disapproval of Cigarettes
- Perception of Peer Disapproval of Cigarettes
- Disapproval of Using Marijuana Regularly
- Perception of Risk from Cigarettes
- Perception of Risk from Marijuana
- Perception of disapproval
- Perception of wrongness
- Perception of harm
- Other

Selected Protective Factors

- Family Communications Around Drug and Alcohol Use-Parents of Child
- Disapproval of Alcohol
- Perception of Risk from Alcohol
- School / community bonding
- Family communication
- Parental monitoring and supervision
- Parental involvement/support
- Available afterschool activities
- Family Communications Around Drug and Alcohol Use-Parents of Child

Comments

Save Save and Finish Cancel

Contributing Factors List

+ Add Contributing Factor

Currently, there are no results to display for the Contributing Factors List.

Contributing Factors

Hide Context Information

Plan Name	Plan Status	Plan Number	Plan Version
Test Prevention Plan FY24	Draft	8	1

Outcome Indicator(s)
30-day alcohol use, 30-day alcohol use, Age of First Use of Alcohol, Alcohol Related Traffic Fatalities, Alcohol-and Drug-Related Arrests, Binge Drinking, Alcohol and Drug Related Arrests, Perception of Harm associated with alcohol misuse

Goal
TEST To prevent the usage of alcohol by teens in a high school target population.

Objective Name
By June 2024 the percentage of teens in high school that use alcohol will decrease by 5 % in our catchment area.

Factor(s)
Family Communications Around Drug and Alcohol Use-Parents of Children aged 12-17, Disapproval of Alcohol, Perception of Risk from Alcohol, School / community bonding, Family communication, Parental monitoring and supervision, Parental involvement/support, Available afterschool activities, Family Communications Around Drug and Alcohol

Contributing Factor #
1.2.1

Contributing Factors

- Biological
- Child Abuse
- Community
- Cultural Level
- Family

Selected Contributing Factors

- Parent access to alcohol
- Exposure to Alcohol

Comments

Save Save and Finish Cancel

Figure 2-14: Prevention Plan: Contributing Factors screen

19. Click **Save and Finish**.
20. On the Objectives screen, add additional Contributing Factors if needed. Otherwise click **Save and Finish**.
21. On the Goals screen, add additional Baseline Measures or Objectives, otherwise click **Save and Finish**.
22. On the Outcome Indicators screen, add additional Goals, otherwise click **Save and Finish** to return to the **Prevention Plan Profile**.

Prevention Plan Outline



Where: [Agency](#) > [Prevention](#) > [Plan](#) > [Plan Outline](#)

The Prevention Plan Outline provides a framework of the information entered on your Prevention Plan. In addition, your Prevention Plan can also be edited from the Prevention Plan Outline screen. Table 2-5 provides a description of the links found within the Prevention Plan Outline screen. Clicking on these links will open the associated Prevention screen so that adjustments can be made as needed. To view the Prevention Plan Outline screen, a Prevention Plan must be selected first.

1. On the left menu, click **Plan Outline**.

Table 2-5: Prevention Plan Outline Links

Field	Description
Review	Used to review existing information. Clicking this link will open the associated screen.
Delete	Used to delete information that is no longer relevant.
Add Outcome Indicator	Used to add a new outcome indicator to the plan.
Add Goal	Used to add a new goal to the associated Outcome Indicator.
Add Objective	Used to add a new objective to the associated goal.

The screenshot shows the 'Prevention Plan Outline' interface. On the left is a navigation sidebar with a red arrow pointing to the 'Plan Outline' link under the 'Prevention' section. The main content area is titled 'Prevention Plan' and includes a 'Plan Outline' section with 'Back', 'Next', and 'Save and Finish' buttons. Below this is a 'Prevention Plan' summary showing 'Test Prevention Plan FY24' with start and end dates. The 'Outcome Indicator' section is titled '30-day alcohol use, 30-day alcohol use, Age of First Use of Alcohol, Alcohol Related Traffic Fatalities, Alcohol-and Drug-Related Arrests, Binge Drinking, Alcohol and Drug Related Arrests, Perception of Harm associated with alcohol misuse'. It contains 'Goal 1' with the objective: 'To prevent the usage of alcohol by teens in a high school target population'. Under Goal 1 are two objectives: 'Objective 1.1' (Risk Factor) and 'Objective 1.2' (Protective Factor). Below these are two 'Outcome Indicator' sections, one for '30-day marijuana use, 30-day illegal drug use, Age of First Use of Marijuana or Hashish' and another for '30-day illegal drug use, Family Communications Around Drug and Alcohol Use (youth), 30-day use of Rx (not prescribed to individual), 30-day use of Rx (not prescribed to individual, misuse)'. A red arrow in the sidebar points to the 'Plan Outline' link.

Figure 2-15: Prevention Plan Outline

Add Outcome Indicator from Plan Outline

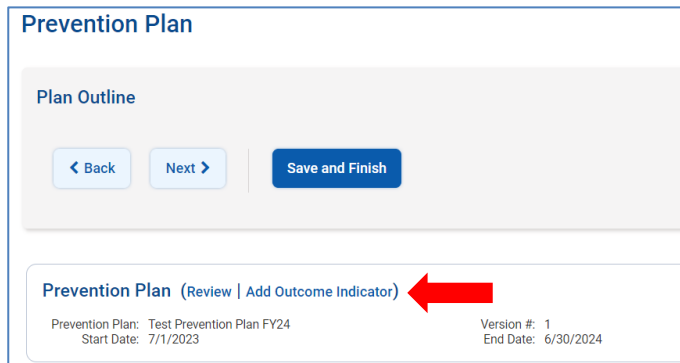
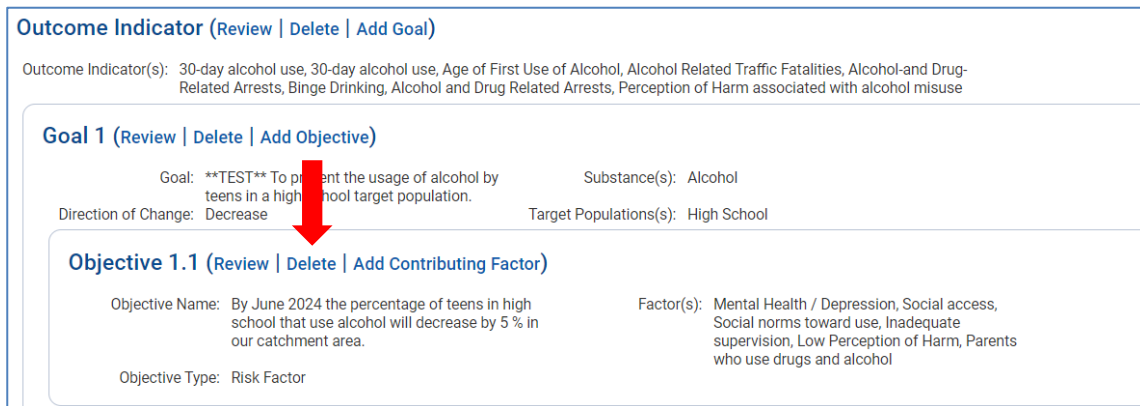


Figure 2-16: Prevention Plan, Plan Outline screen, Add Outcome Indicator link

Delete Objective from Plan Outline



Message displayed when deleting an item from the Prevention Plan:



Figure 2-17: Deleting an item from the Prevention Plan

Planned Strategies



Where: **Agency > Prevention > Plan > Planned Strategies**

If returning to WITS to enter Planned Strategies, navigate to the Prevention Plan screen by clicking **Agency**, then **Prevention**, and then clicking **Plan**. Select a Prevention Plan by hovering over the Vertical Ellipsis Icon next to the record, and then clicking **Review**. If no Prevention Plan is selected, an informational message will appear stating, “No current prevention plan is set” as shown in Figure 2-18 below.

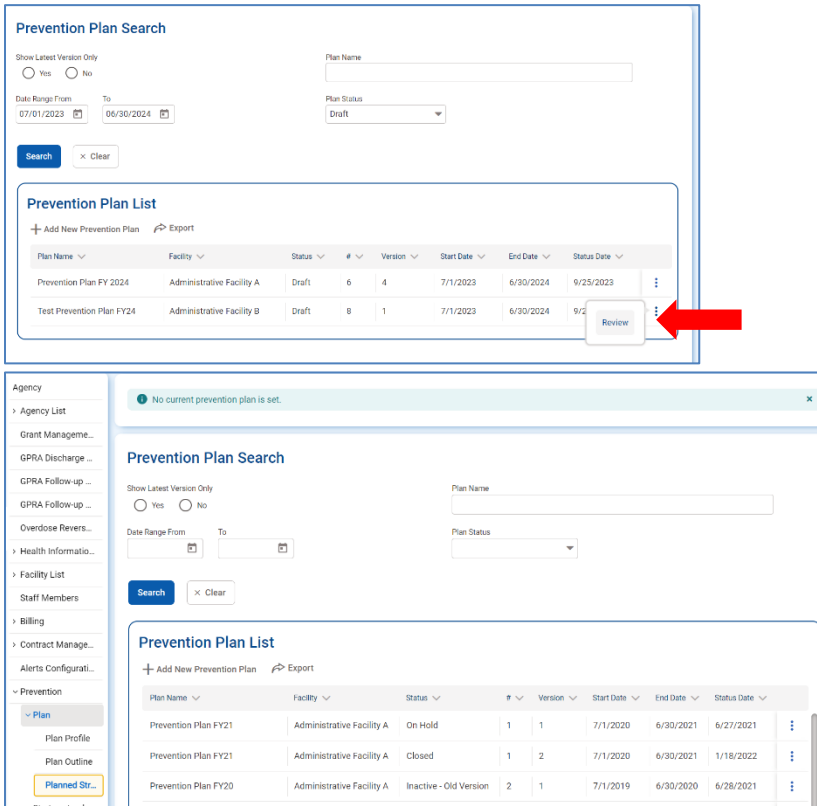
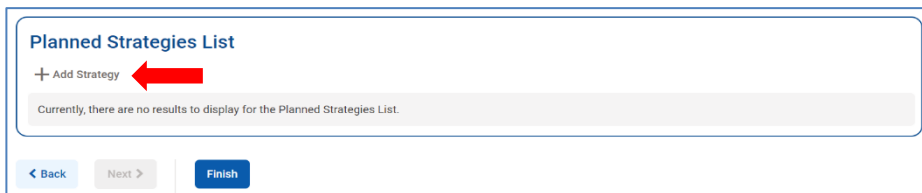


Figure 2-18: Prevention Plan list, Reviewing Plan, Informational Message if No Plan Selected

2. On the left menu, click **Planned Strategies**.
3. Click **Add Strategy**.



4. Complete the required fields on the Planned Strategy screen. Additional fields may appear depending on which options are selected in the drop-down fields.

Table 2-6: Planned Strategy Fields

Field Names	Description
Program Strategy	Select a strategy from the drop-down list. Note: These values are controlled through the “Prevention Strategy Type List” code table.
Program Description	Type the strategy’s description.
Socio-ecological Domain	Select an option from the drop-down list. Options include: <ul style="list-style-type: none"> • Individual • Peer • Family • School • Community
Service Population	Select an option from the drop-down list. Note: These values are controlled through the “Prevention Service Population” code table.
IOM Category	Select an option from the drop-down list.
Data Collection Method	Select an option from the drop-down list. Options include: <ul style="list-style-type: none"> • Community • Individual Note: Selecting “Individual” will display additional fields on screen.
Geo Type	Select from the drop-down list. Options include: <ul style="list-style-type: none"> • County Wide • City/Town • Zip Code • School Note: Additional fields will be displayed on screen depending on which option is selected.
Program Provider	Select from the drop-down list. This field can also include Direct Service Providers associated with the agency.
Projected # of Participants	Type the number of projected participants.
Projected Start Date	Enter the start date.
Projected End Date	Enter the end date.
Session Frequency and Per	Enter the frequency number and select from the drop-down list: Day, Month, Week, or Year. Note: These two fields will be displayed when “Individual” is selected in the Data collection Method field.

Field Names	Description
Duration and drop-down list	Type the duration and select from the drop-down list: Day, Month, Week, or Year. Note: How long will this strategy go on? Example: this strategy will meet once a week for one month. One Month is the Duration. Note: These two fields will be displayed when “Individual” is selected in the Data collection Method field.
Selected CSAP Categories	Select the appropriate CSAP categories.
Selected Risk Categories	Select the appropriate Risk categories.

The screenshot displays the 'Planned Strategy' configuration interface. The left sidebar contains navigation links for Agency, Group List, Client List, System Administration, Reports, and Support Ticket. The main panel is titled 'Planned Strategy' and features a 'Hide Context Information' link. The form includes fields for Plan Name (Test Prevention Plan FY24), Plan Status (Draft), Plan Number (8), and Plan Version (1). Below these are dropdown menus for Strategy, Description, Socio-ecological Domain, Service Population, Evidence Based Type, IOM Category, Data Collection Method (Community), and Geo Type. There are also input fields for Strategy # (1), Program Provider (Administrative Agency), Projected # of Participants, Projected Start Date, and Projected End Date. Three sections on the right allow for selecting Available and Selected Counties, CSAP Categories, and Risk Categories. At the bottom, there are sections for Measures and Sources List, Associated Objectives, and Administrative Actions, including a 'Planned Expenditure' button.

Figure 2-19: Planned Strategy screen

- Click **Save**. After clicking Save, a warning message will appear at the top of the screen stating, “There is no expenditure or amount associated with this Planned Strategy. Please enter at least one Expenditure.” Steps for entering an Expenditure are covered below on Page 24.

⚠ There is no expenditure or amount associated with this Planned Strategy. Please enter at least one Expenditure. ✕

Planned Strategy

^ Hide Context Information

Plan Name	Plan Status	Plan Number	Plan Version
Test Prevention Plan FY24	Draft	8	1

Strategy: Youth Leadership/ Empowerment

Strategy #: 1

Description: Youth Leadership/ Empowerment

Program Provider: Administrative Agency

Socio-ecological Domain: School

Projected # of Participants: 200

Figure 2-20: Planned Strategy Warning Message

Measures and Sources

- On the Planned Strategies screen, click **Add New Measures and Sources**, if applicable.

Figure 2-21: Measures and Sources Profile

- Complete the required fields on the Measures and Sources Profile screen.

Table 2-7: Measures and Sources Fields

Field Names	Description
Name	Name of the measures and sources; this name should match the value listed in the Selected Factors field form the Objectives screen
Description	Type the description
Number	Type the number
Type	Select the type of number (percent, etc.)
Direction of Change	Select from the drop-down field
Data Source	Select from the drop-down field

- Click **Save and Finish**.

Associated Objectives

1. On the Planned Strategy screen, click **Add Objectives**.

Measures and Sources List
 + Add New Measures and Sources
 Currently, there are no results to display for the Measures and Sources List.

Associated Objectives
 + Add Objectives
 Currently, there are no results to display for Associated Objectives.

Save Save and Finish x Cancel

Administrative Actions
 Planned Expenditure

Select Objectives

<input checked="" type="checkbox"/> Name	Type	Factors	Goal
<input checked="" type="checkbox"/> By June 2024 the percentage of teens in high school that use alcohol will decrease by 5 % in our catchment area.	Risk Factor	Inadequate supervision, Low Perception of Harm, Mental Health / Depression, Parents who use drugs and alcohol, Social access, Social norms toward use	**TEST** To prevent the usage of alcohol in the state of MS by teens in a high school target population.
<input checked="" type="checkbox"/> By June 2024 the percentage of teens in high school that use alcohol will decrease by 5 % in our catchment area.	Protective Factor	Available afterschool activities, Disapproval of Alcohol, Family communication, Family Communications Around Drug and Alcohol Use-Parents of Children, Family Communications Around Drug and Alcohol Use-Parents of Children aged 12-17, Parental involvement/support, Parental monitoring and supervision, Perception of Risk from Alcohol, School / community bonding	**TEST** To prevent the usage of alcohol in the state of MS by teens in a high school target population.

Save and Finish x Cancel

Figure 2-22: Select Objectives screen

2. Select one or more **Objectives** that apply to this Planned Strategy by clicking the **check box**.
3. Click **Save and Finish**. This will return to Planned Strategy screen where the selected objectives will be displayed in the Associated Objectives section.

Associated Objectives
 + Add Objectives

Name	Type	Factors	Goal
By June 2024 the percentage of teens in high school that use alcohol will decrease by 5 % in our catchment area.	Risk Factor	Inadequate supervision, Low Perception of Harm, Mental Health / Depression, Parents who use drugs and alcohol, Social access, Social norms toward use	**TEST** To prevent the usage of alcohol in the state of MS by teens in a high school target population.
By June 2024 the percentage of teens in high school that use alcohol will decrease by 5 % in our catchment area.	Protective Factor	Available afterschool activities, Disapproval of Alcohol, Family communication, Family Communications Around Drug and Alcohol Use-Parents of Children, Family Communications Around Drug and Alcohol Use-Parents of Children aged 12-17, Parental involvement/support, Parental monitoring and supervision, Perception of Risk from Alcohol, School / community bonding	**TEST** To prevent the usage of alcohol in the state of MS by teens in a high school target population.

Save Save and Finish x Cancel

Administrative Actions
 Planned Expenditure

Figure 2-23: Associated Objectives

Planned Expenditure

Use this section to list the expenditures planned for this strategy. The Planned Expenditures will drive the Actual Expenditures on the Implemented Strategies. This information is used for Block Grant reporting.

1. On the Planned Strategies screen, in the Administrative Actions box, click **Planned Expenditure**.

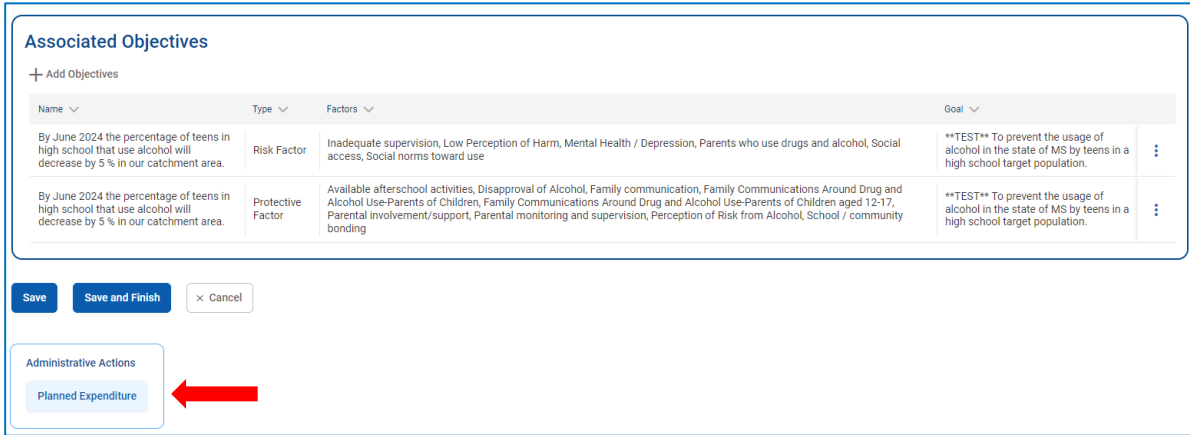


Figure 2-24: Administrative Actions Planned Expenditure

2. On the Planned Expenditure List screen, click **Add Planned Expenditure**.

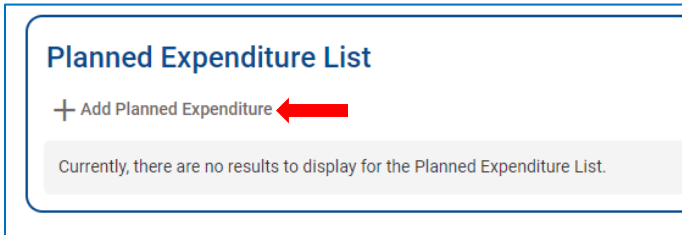


Figure 2-25: Add Planned Expenditure

3. Complete the required fields on the Planned Expenditure Profile.

Table 2-8: Planned Expenditure Fields

Field Name	Description
Funding Source Type	Select from the drop-down list.
Amount	Type the dollar amount.
In Kind Approx. Value	Type the approximant dollar amount of donated money or services, if applicable.

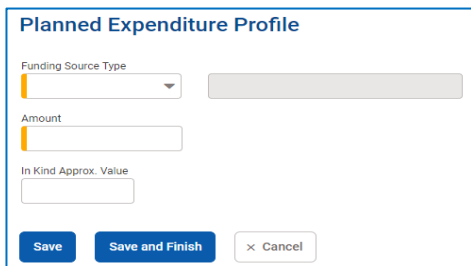


Figure 2-26: Planned Expenditure Profile

4. Click **Save** and **Finish**.
5. Enter additional Planned Expenditures if needed, otherwise click **Finish**.
6. On the Planned Strategy screen, click **Save** and **Finish**.

Options on the Planned Strategies List Screen

- Add new strategies as needed
- Review a previously created Planned Strategy
- Clone a previously created Planned Strategy
- Delete a previously created Planned Strategy
- Indicate that a Planned Strategy has been “Mark Completed”

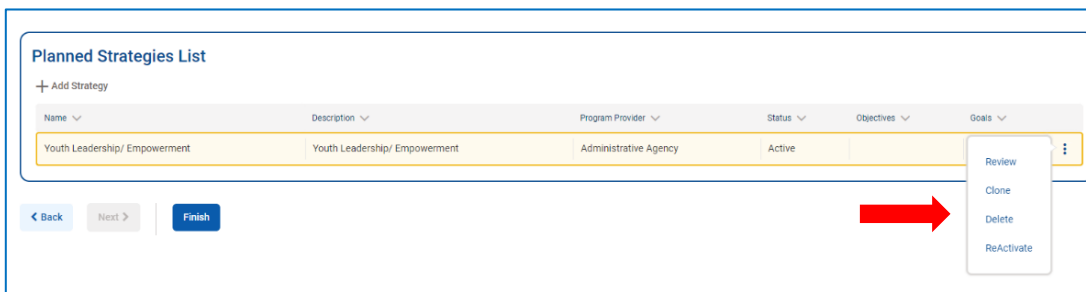


Figure 2-27: Planned Strategies List, Action items for previously created Strategy

Clone a Planned Strategy

As a timesaving feature, Planned Strategies can be cloned. On the Planned Strategies List screen, locate a previously created strategy, hover over the Vertical Ellipsis Icon next to the record, and then click **Clone**. When cloning a previously created Planned Strategy complete the required profile fields and then click **Save**. After clicking Save, the Measures and Sources List and the Associated Objectives will appear. These items can be added, removed, or edited as needed. The cloned Planned Strategy will also need an expenditure entered. See the Planned Expenditure section on Page 24 for steps.

Mark a Planned Strategy as Completed

Another action item on the Planned Strategies List screen includes the ability to mark a planned strategy as completed. On the Planned Strategies List screen, locate a previously created strategy, hover over the Vertical Ellipsis Icon next to the record, and then click Mark Completed. The Planned Strategy status will change from “Active” to “Complete” and the Vertical Ellipsis Icon next to the record will display the “ReActivate” action. Once it’s been reactivated, unless projected end date is changed, it will be marked complete again the following day. If the projected end date is greater than 14 days, it will also be marked complete.

Submit Prevention Plan to State



Where: **Agency > Prevention > Plan**

Once the Prevention Plan and Planned Strategies are complete, this information can be submitted to the State for review.

1. On the left menu, click **Agency**, then click **Prevention**, and then click **Plan**.
2. Locate a plan that is ready to be submitted, hover over the Vertical Ellipsis Icon next to the record, and then click **Review**.

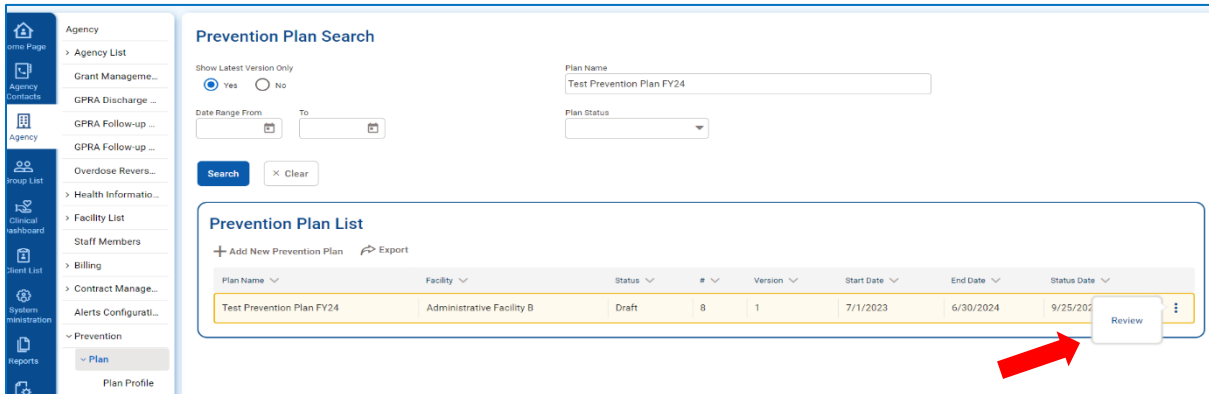


Figure 2-28: Prevention Plan List

3. On the Prevention Plan Profile, in the Administrative Actions box, click **Submit**. Once a plan has been submitted, it cannot be revised until it has been approved or placed on hold by the contractor agency (MS Department of Mental Health). The provider contact(s) on file will receive an email notification from noreply@FEIsystems.com with the prevention plan status details.

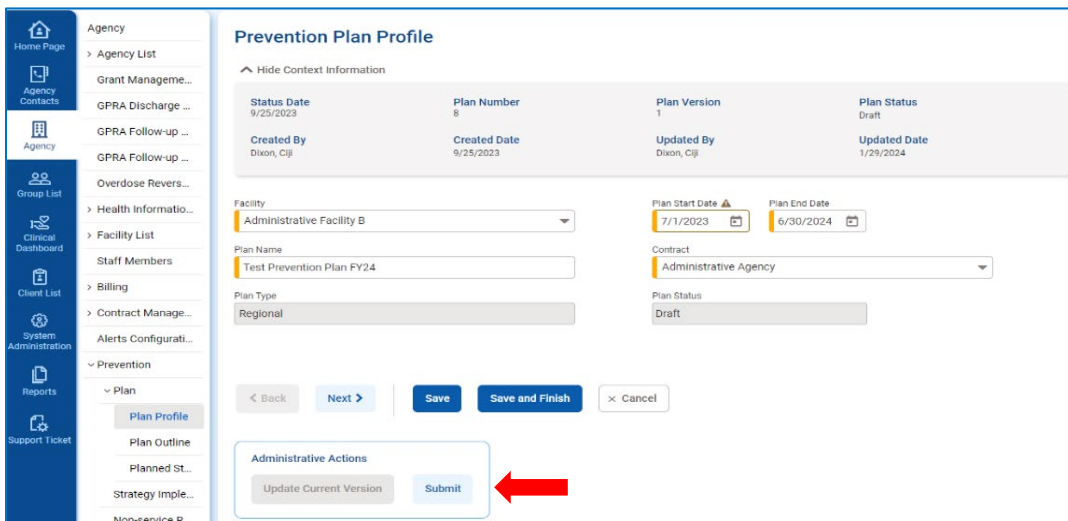


Figure 2-29: Prevention Plan Profile, click Submit

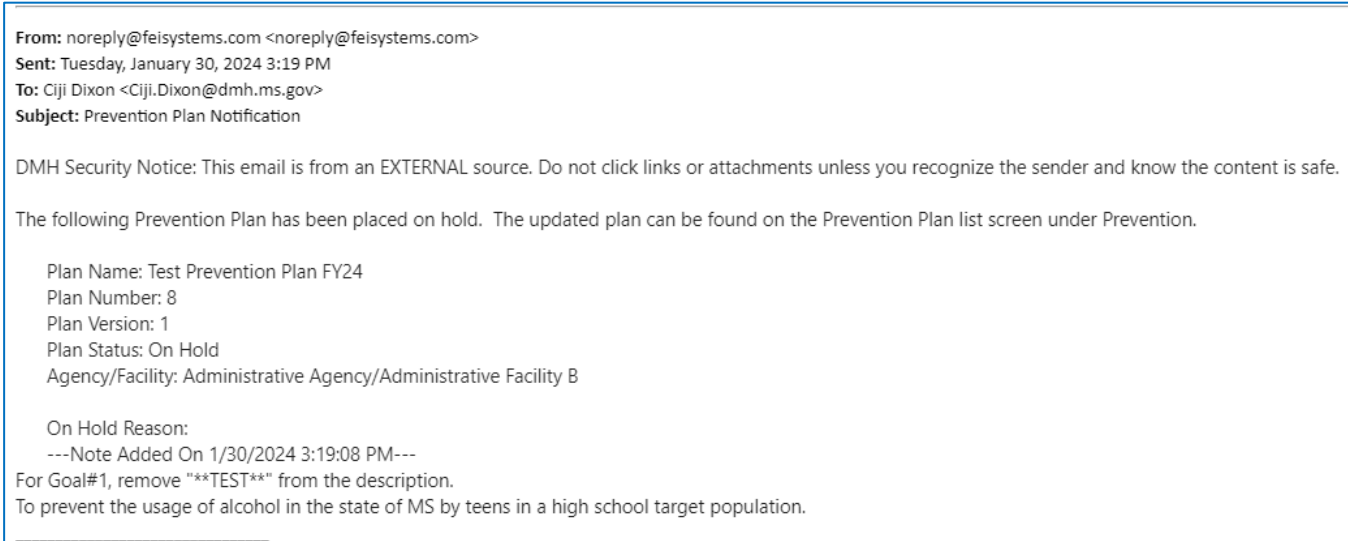
Plan Placed on Hold

If your plan has been placed on hold, its status will be updated from “Submitted” to “On Hold” as shown in Figure 2-31. An email notification may also be sent to your provider agency contact (if this feature is turned on for your contract) which includes notes from the contractor on the changes needed to your prevention plan, as shown in Figure 2-32. These notes



Plan Name	Facility	Status	#	Version	Start Date	End Date	Status Date
Test Prevention Plan FY24	Administrative Facility B	On Hold	8	1	7/1/2023	6/30/2024	1/30/2024

Figure 2-30: Plan Placed on Hold



From: noreply@feisystems.com <noreply@feisystems.com>
Sent: Tuesday, January 30, 2024 3:19 PM
To: Ciji Dixon <Ciji.Dixon@dmh.ms.gov>
Subject: Prevention Plan Notification

DMH Security Notice: This email is from an EXTERNAL source. Do not click links or attachments unless you recognize the sender and know the content is safe.

The following Prevention Plan has been placed on hold. The updated plan can be found on the Prevention Plan list screen under Prevention.

Plan Name: Test Prevention Plan FY24
Plan Number: 8
Plan Version: 1
Plan Status: On Hold
Agency/Facility: Administrative Agency/Administrative Facility B

On Hold Reason:
---Note Added On 1/30/2024 3:19:08 PM---
For Goal#1, remove "***TEST**" from the description.
To prevent the usage of alcohol in the state of MS by teens in a high school target population.

Figure 2-31: Prevention Plan Notification

Update a Plan Placed On Hold

1. On the left menu, click **Agency**, click **Prevention**, and then click **Plan**.
2. Locate the Prevention Plan with a status of “On Hold,” hover over the Vertical Ellipsis Icon next to the record and then click **Review**.

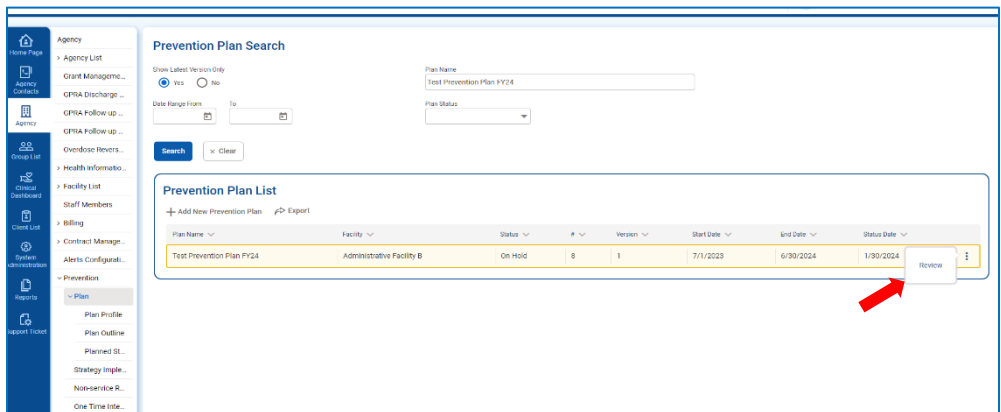


Figure 2-32: Prevention Plan List, Plan Placed On Hold

- On the Prevention Plan Profile screen, notice the **On Hold Reason** field. This field includes information on the update(s) needed to your Prevention Plan. Review this information, and then in the Administrative Actions box, click **Update Current Version**.

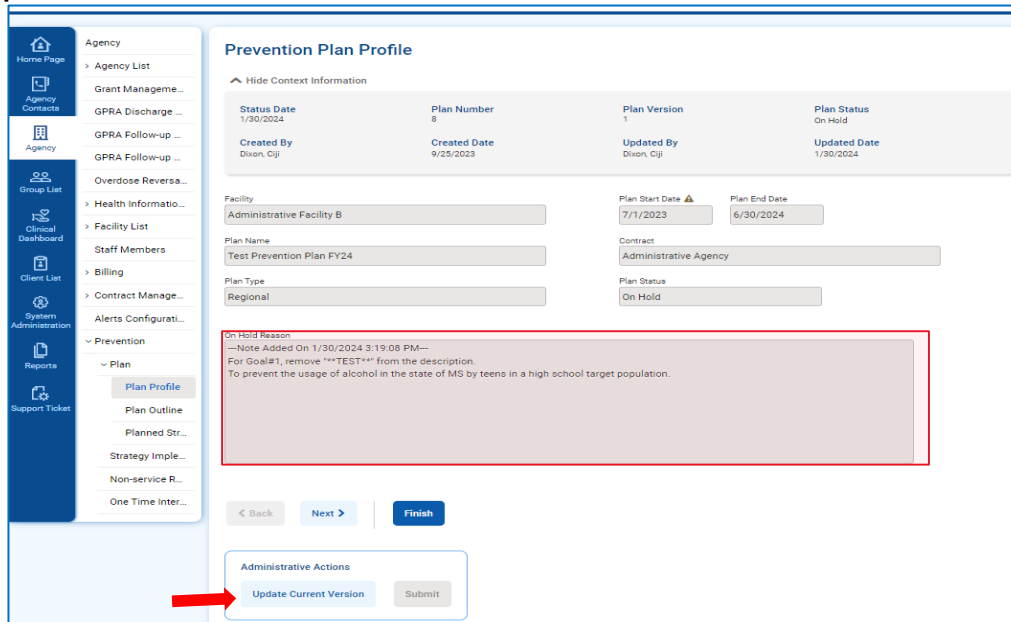
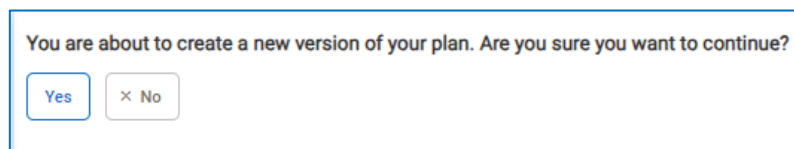


Figure 2-33: Prevention Plan Profile

- A message will appear stating, "You are about to create a new version of your plan. Are you sure you want to continue?" Click **Yes**.



- The Prevention Plan will now become editable so that the appropriate updates can be made. After making updates to the plan, it will need to be submitted again.
- On the Prevention Plan Profile, in the **Summary of Plan Changes** field, type the changes made.
- Click **Add Note**, and then click **Save**.

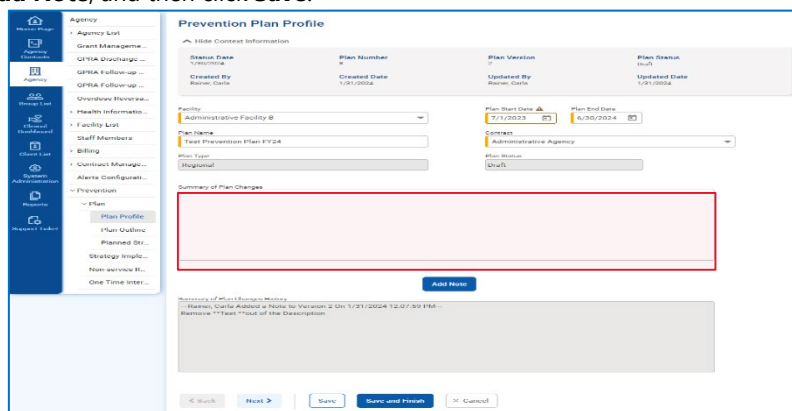


Figure 2-34: Summary of Plan Changes

8. In the Administrative Actions box, click **Submit**.
9. Click **Finish**.

Plan Approved

If your plan has been approved, its status will be updated from “Submitted” to “Active” as shown in Figure 2-35. An email notification may also be sent to your provider agency contact (if this feature is turned on for your contract) which states that the plan has been approved, as shown in Figure 2-36.

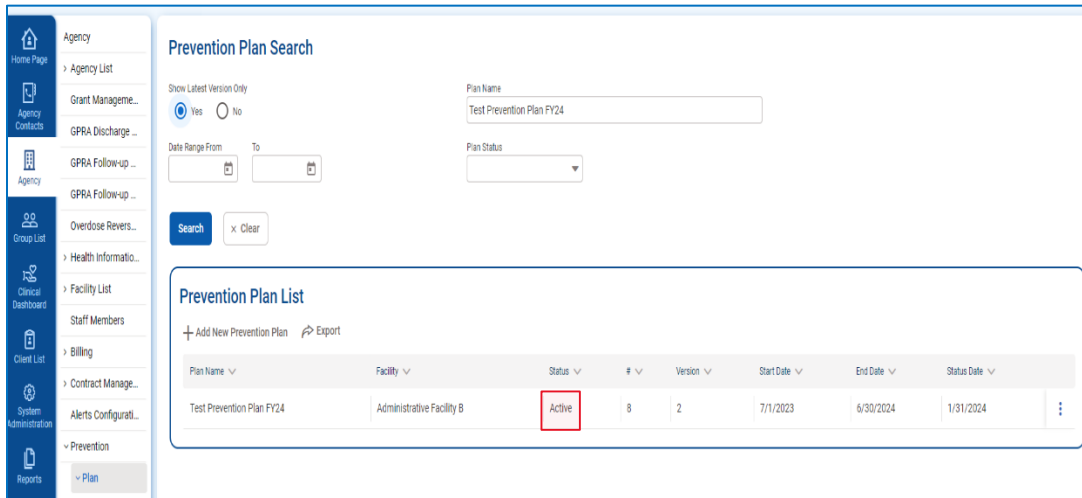


Figure 2-35: Prevention Plan List, Plan Status “Active”

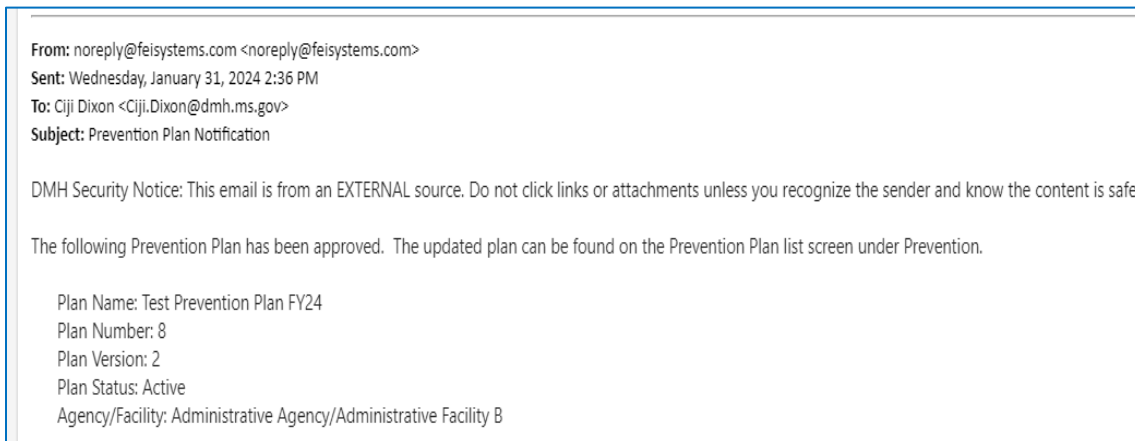


Figure 2-36: Email Notification, Plan Approved

Update Current Prevention Plan Version

An active prevention plan can also be updated throughout the plan year as needed by clicking the “Update Current Version” link in the Administrative Actions box on the Prevention Plan Profile.

To make a new version of a current plan, locate the desired Prevention Plan, hover over the Vertical Ellipsis Icon next to the record, and then click **Review**.

On the Prevention Plan Profile, in the Administrative Actions box, click **Update Current Version**. This will copy the current plan and planned strategies and allow changes to be made.

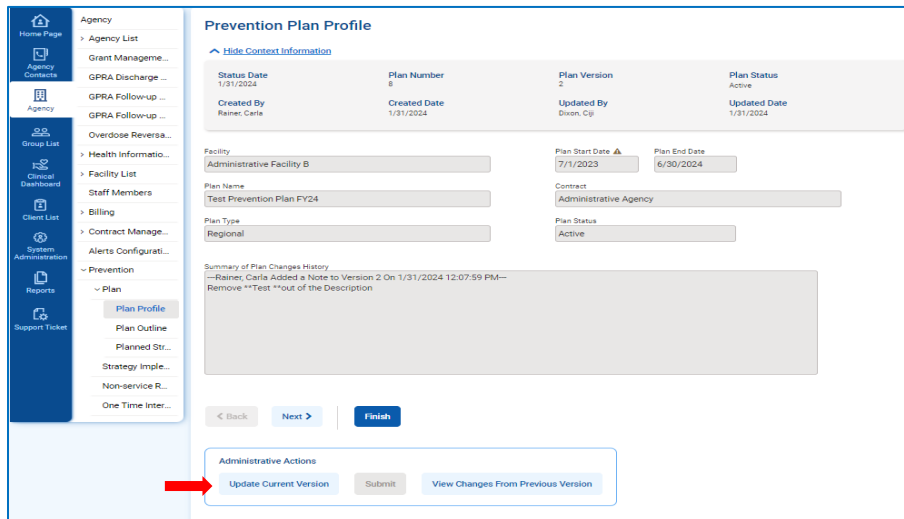


Figure 2-37: Active Prevention Plan, Update Current Version link

A prompt will appear on the screen asking if you would like to continue with creating a new version of your plan. Select **Yes** to continue.

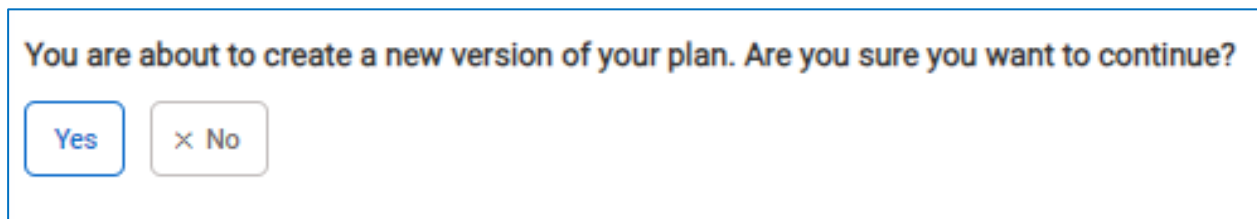


Figure 2-38: Prompt to Create New Version of Plan

Part 3: Regional Team Setup



Where: Agency > Facility List > Regional Team

Regional Teams are used with Recurring Strategies when entering a coalition activity. The Regional Team defines the members that make up that coalition. These members need to be added prior to creating a coalition activity.

1. On the left menu, click **Agency**, then click **Facility List**, and then click **Regional Team**.
2. On the Regional Team Members List, click **Add Regional Team Member**.

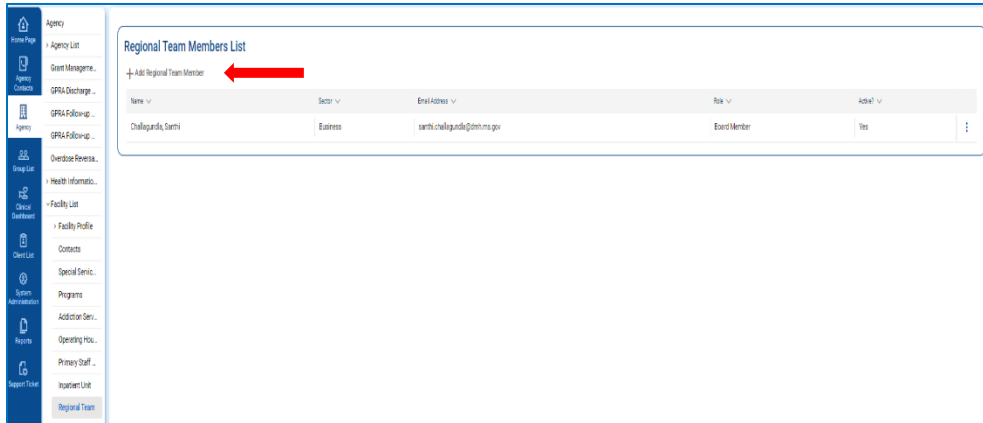


Figure 3-1: Regional Team Members List

3. Complete the required fields on the Regional Team Member profile.

Table 3-1: Regional Team Member Profile fields

Field	Description
First Name	Type the team member’s first name.
Last Name	Type the team member’s last name.
Gender	(Optional)
Title	(Optional)
Role	Select an option from the drop-down list.
Primary Sectors	Select an option from the drop-down list.
Email	Enter the team member’s email address.
Start Date	Enter the date when the team member joined.
End Date	(Optional)
Selected Workgroups	Select one or more associated workgroups.

The screenshot shows a web application interface for editing a 'Regional Team Member Profile'. On the left is a vertical navigation menu with icons and labels for various system functions. The main content area is titled 'Regional Team Member Profile' and contains the following form elements:

- Facility Name:** A text input field containing 'Administrative Facility B'.
- Personal Information:** Fields for First Name, MI (Middle Initial), and Last Name.
- Identification:** A dropdown menu for Gender and a text input for Title.
- Role:** A dropdown menu for Role.
- Work History:** A dropdown for Primary Sectors, and date pickers for Start Date and End Date.
- Contact Information:** Text input fields for Email, Home Phone, Work Phone, and Mobile.
- Additional Contact:** Text input fields for Fax and Other.
- Workgroups:** A dropdown menu for Workgroups (showing Leadership Team, Data Information Group (DIG), Resource Information Group (RIG), and Operational Efficiency & Sustainability Group (OESG)) and a Selected Workgroups field.
- Actions:** Three buttons at the bottom: 'Save', 'Save and Finish', and 'Cancel'.

Figure 3-2: Regional Team Member Profile

4. Click **Save** and **Finish**.

Part 4: Implemented Strategies – Community Based

Once a Prevention Plan has been approved and is in an “Active” status, the associated Community Based Implemented Strategies can be created.

Prerequisite:

- The Prevention Plan must be approved.

Create New Community Based Implemented Strategies



Where: Agency > Prevention > Strategy Implementation

1. On the left menu, click **Agency**, then click **Prevention**, and then click **Strategy Implementation**.
2. On the Strategy Implementation List screen, click **Add**.

Figure 4-1: Strategy Implementation List screen

One-Time Frequency

A One-Time frequency is used to capture strategy implementations that occur only one time. Examples of these strategies include health fairs and speaking engagements.

3. Complete the Implementation Strategy Profile as shown in the table below.

Table 4-1: Implementation Strategy Profile fields for One-Time Frequency

Field	Description
Prevention Plan	Select from the drop-down list; this selection will filter the Planned Strategy drop-down list. Note: Prevention plans with a status of “Active” will be displayed in this field.
Planned Strategy	Select from the drop-down list.
Strategy Frequency	Select One-Time from the drop-down list
Date	This date must be within the start and end dates of the selected Prevention Plan.
Description	Type the description of this one-time strategy.

Field	Description
Duration Units	Select from the drop-down list. Note: These values are compared to entries made in the “Selected CSAP Activities” field – they need to match or you cannot save the record.
Duration	Type the duration number. Note: These values are compared to the entries made in the “Selected CSAP Activities” field – they need to match or you cannot save the record.
Indirect Units	Select from the drop-down field.
(Indirect) Duration	Type the indirect duration number.
Indirect Duration Description	Type a description.
Venue	(Optional)
Selected Risk Categories	Select the appropriate Risk Categories.
Comments	Type any applicable comments.

4. Complete the **Activity and Duration** fields as shown in the table below.

Table 4-2: Activity and Duration fields

Field	Description
Duration	Enter the duration number.
Duration Type	Select the duration type (either Hours or Minutes) from the drop-down list.
Selected CSAP Activities	Select one or more activities.

Report Title: **TOPIC/ACTIVITY...**
One Time Impl.

Created By	Created Date	Updated By	Updated Date
------------	--------------	------------	--------------

ID:

Duration Day: Strategy Frequency:

Description:

Disin Category:
 Disin Strategy:

Disin Categories:

- High-Risk or other community-based
- Special health problems
- Other
- Physically disabled
- Pregnant women/infants
- USDOH.com/activities/implementation

Disin Strategy Categories:

Comments:

Activity and Duration

*Duration and Duration Type are required for the O&D Activity

Duration: Duration Type:

O&D Activities:

- Education programs for youth groups
- Employee Assistance Programs
- Environmental - Other
- Guidance and technical assistance on monitoring/enforcement

Exclude O&D Activities:

Approximate Cost

Total: \$0.00

Materials: \$0.00

Space: \$0.00

Labor: \$0.00

Other: \$0.00 Other Description:

Total: \$0.00

Impacted Target Population

Total number of participants: [Census Information](#)

Gender	Ethnicity
Male: <input type="text"/>	Hispanic or Latino: <input type="text"/>
Female: <input type="text"/>	Not Hispanic or Latino: <input type="text"/>
Unknown: <input type="text"/>	Unknown: <input type="text"/>

Age	Race
0-4: <input type="text"/>	White: <input type="text"/>
5-11: <input type="text"/>	Asian: <input type="text"/>
12-14: <input type="text"/>	Black or African American: <input type="text"/>
15-17: <input type="text"/>	American Indian/Alaska Native: <input type="text"/>
18-24: <input type="text"/>	Native Hawaiian/Other Pacific Islander: <input type="text"/>
25-34: <input type="text"/>	Unknown: <input type="text"/>
35-44: <input type="text"/>	Other than American Indian/Alaska Native: <input type="text"/>
45-54: <input type="text"/>	Other: <input type="text"/>
55 and over: <input type="text"/>	Other: <input type="text"/>
Unknown: <input type="text"/>	Other: <input type="text"/>

Other items included in this implementation:

Save **Save and Finish** **Cancel**

Figure 4-2: Implemented Strategy Profile, One-Time Frequency

- Complete the **Approximate Cost** fields. The total Approximate Cost of all the Implemented Strategies should not exceed the total of the Planned Expenditures done on the associated Planned Strategy.
- Click **Save**.

Figure 4-3: Saved Implementation Strategy Profile, One-Time strategy

Session Based Frequency

Session-based strategies are much like one-time strategies, except certain fields will be captured on the profile screen, and other fields will be captured during each session.

1. On the left menu, click **Agency**, then click **Prevention**, and then click **Strategy Implementation**.
2. On the Strategy Implementation List screen, click **Add**.
3. Complete the Implementation Strategy Profile as shown in the table below.

Table 4-3: Implementation Strategy Profile fields for Session-Based Frequency

Field	Description
Prevention Plan	Select from the drop-down list; this selection will filter the Planned Strategy drop-down list.
Planned Strategy	Select from the drop-down list
Strategy Frequency	Select Session-Based from the drop-down list.
Date Range	This date range must be within the start and end dates of the selected Prevention Plan.
Description	Type the description of this Session-Based strategy.
Venue	(Optional)
Selected Risk Categories	Select the appropriate Risk Categories.
Comments	Type any applicable comments.

4. Enter the **Approximate Cost** fields.
5. Complete the **Impacted Target Population** fields if desired.

Implementation Strategy Profile

Hide Context Information

Outcome Indicator(s)
30-day alcohol use, Age of First Use of Alcohol, Alcohol and Drug Related Arrests, Alcohol Related Traffic Fatalities, Alcohol and Drug-Related Arrests, Binge Drinking, Perception of Harm associated with alcohol misuse

Risk Factor(s)
Inadequate supervision, Low Perception of Harm, Mental Health / Depression, Parents who use drugs and alcohol, Social access, Social norms toward use

Goal(s)
To prevent the usage of alcohol in the state of MS by teens in a high school target population.

Protective Factor(s)
Analyze afterschool activities, Disengagement of Alcohol, Family communication Family Communications Around Drug and Alcohol Use/Parents of Children, Family Communications Around Drug and Alcohol Use/Parents of Children aged 12-17, Parental involvement/support, Parental monitoring and supervision, Perception of Risk from

CSAP Category(ies)
Education

Service Population	IDM Classification	Created By	Updated By
High School Students	Universal Indirect	Rachel, Carla	Rachel, Carla

Created Date: 2/2/2024 2:20 PM | Updated Date: 2/8/2024 9:43 AM

ID: 2079

Prevention Plan: Test Prevention Plan FY24 | Planned Strategy: Youth Leadership/ Empowerment (Youth Leadership/ Empowerment)

Strategy Frequency: Session Based | Date Range From: 2/8/2024 | To: 2/18/2024

Session Count: 0

Geo Type: School District | School: Bailey Middle APAC

School: Jackson Public School Dist | Safety Middle APAC

Venue: Other (Specify)

Key Concepts
Economic stability of each caregiver | Children of substance abusers

Justify and Duration
Duration: 10 | Session Type: Other
 OBIU activities: Education - Other, Mentoring, Grouping classroom and/or small group sessions, Parenting and family management, Peer leadership programs, Peer education programs, Peer support programs
 Reason for OBIU selection: Educational programs for youth groups (1-10)

Approach Goal
 Total: \$0.00
 Underline: \$0.00
 Expense: \$0.00
 Letter: \$0.00
 Other: \$0.00 | Other Description:
 Total: \$0.00

Impacted Target Population
 Total number of participants: 100

Gender	Ethnicity
Male: 20	Hispanic or Latino: 20
Female: 20	Black or African American: 20
Unknown: 0	Other: 20

Age	Race
0-4: 10	White: 10
5-14: 10	Black or African American: 10
15-17: 10	Hispanic or Latino: 10
18-24: 10	Other: 10
25-34: 10	Asian: 10
35-44: 10	Native Hawaiian or Other Pacific Islander: 10
45-54: 10	Unknown: 10
55-64: 10	Other race and none specified: 10
65-74: 10	Other race and none specified: 10
75-84: 10	Other race and none specified: 10
85-94: 10	Other race and none specified: 10
95-104: 10	Other race and none specified: 10

Other items included in this implementation:

Save | Save and Finish | Cancel

Figure 4-4: Implementation Strategy Profile, Session Based Strategy

- Click **Save**.
- In the Administrative Actions box, click **Sessions**.

The screenshot shows a dialog box with two columns of age and race selection fields. Below these are buttons for 'Save', 'Save and Finish', and 'Cancel'. At the bottom, there is an 'Administrative Actions' section with a red arrow pointing to the 'Sessions' button.

- On the Session List, click **Add New Session**.

The screenshot shows the 'Session List' page. On the left is a navigation menu with 'Agency' selected. The main content area has a '+ Add New Session' button with a red arrow pointing to it. Below the button is a message: 'Currently, there are no results to display for the Session List.' and a 'Finish' button.

- Complete the **Session Profile** fields.
- Complete the **Activity and Duration** fields.
- Complete the **Impacted Target Population** fields.

The first screenshot shows the 'Session Profile' form with fields for Session #, Date, Session Name, Duration, and Activity and Duration. The second screenshot shows the 'Impacted Target Population' form with a grid of input fields for gender, ethnicity, age, and race.

Figure 4-5: Session Profile

- Click **Save** and **Finish**.

Recurring Frequency

Recurring strategies are much like one-time strategies, except that they will have certain fields captured on the profile screen, and other fields captured as each varied activity is implemented. It is good to use this frequency type to capture a series of recurring meetings that typically have the same participants (e.g. Coordination meetings, policy meetings, etc.).

1. On the left menu, click **Agency**, then click **Prevention**, and then click **Strategy Implementation**.
2. On the Strategy Implementation List screen, click **Add**.
3. Complete the Implementation Strategy Profile fields as shown in the table below.

Table 4-4: Implementation Strategy Profile fields for Recurring Frequency

Field	Description
Prevention Plan	Select from the drop-down list; this selection will filter the Planned Strategy drop-down list.
Planned Strategy	Select from the drop-down list.
Strategy Frequency	Select Recurring from the drop-down list.
Description	Type a description for this strategy.
Selected Risk Categories	Select one or more categories as applicable.
Comments	Type comments for this strategy.

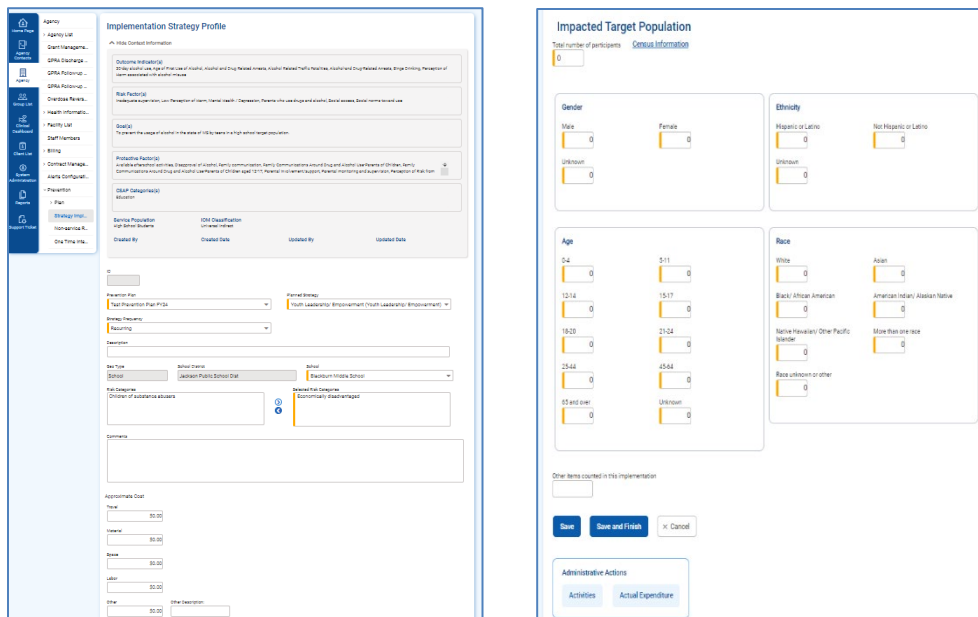
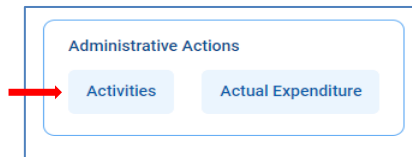
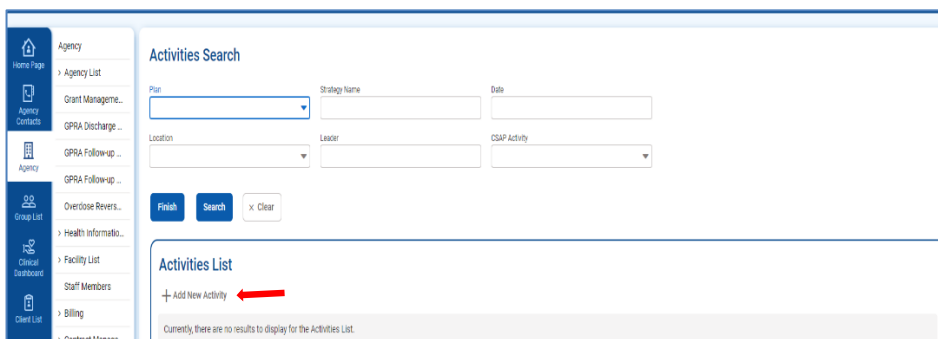


Figure 4-6: Implementation Strategy Profile screen, Recurring Frequency

4. Enter the **Approximate Cost** fields.
5. Complete the Impacted Target Population fields.
6. Click **Save**.
7. In the Administrative Actions box, click **Activities**.



8. On the Activities List screen, click **Add New Activity**.



9. Complete the Recurring Strategy Activity Profile fields.

Table 4-5: Caption for Sample Table

Field	Description
Coalition Meeting	Select Yes or No.
Activity Name	Type a name for this activity.
Date	Enter the date this activity occurred.
Duration Units	Select the unit of time spent for this activity, minutes or hours.
Duration	Enter the amount of time spent for this activity.
Indirect Units	Select the unit of time spent for this activity, minutes or hours, as applicable.
(Indirect) Duration	Enter the amount of indirect time spent for this activity.
Indirect Duration Description	Type a description, if applicable.
Venue	(Optional)
Comments	Type applicable comments for this activity.

Figure 4-7: Recurring Strategy, Activity Profile

10. Complete the **Activity and Duration** fields as shown in the table below.

Table 4-6: Activity and Duration fields

Field	Description
Duration	Enter the duration number.
Duration Type	Select the duration type (either Hours or Minutes) from the drop-down list.
Selected CSAP Activities	Select one or more activities.

11. Click **Save** and **Finish**.

Recurring Strategy Activity Profile for Youth Leadership/ Empowerment

When adding an Activity Profile for the Planned Strategy, “Youth Leadership/ Empowerment,” an additional field is required to select the Strategic Prevention Framework step.

Table 4-7: Caption for Sample Table

Field	Description
Coalition Meeting	Select Yes or No.
Activity Name	Type a name for this activity.
Date	Enter the date this activity occurred.
Duration Units	Select the unit of time spent for this activity, minutes or hours.
Duration	Enter the amount of time spent for this activity.
Indirect Units	Select the unit of time spent for this activity, minutes or hours, as applicable.
(Indirect) Duration	Enter the amount of indirect time spent for this activity.
Indirect Duration Description	Type a description, if applicable.
Venue	(Optional)
Strategic Prevention Framework	Select an option from the drop-down list.
Comments	Type comments for this activity.

Activity Profile

Hide Context Information

Outcome Indicator(s)
30-day alcohol use, Age of First Use of Alcohol, Alcohol and Drug Related Arrests, Alcohol Related Traffic Fatalities, Alcohol and Drug-Related Arrests, Binge Drinking, Perception of Harm associated with alcohol misuse

Goal(s)
To prevent the usage of alcohol in the state of MS by teens in a high school target population.

Risk Factor(s)
Inadequate supervision, Low Perception of Harm, Mental Health / Depression, Parents who use drugs and alcohol, Social access, Social norms toward use

Protective Factor(s)
Available afterschool activities, Disapproval of Alcohol, Family communication, Family Communications Around Drug and Alcohol Use-Parents of Children, Family Communications Around Drug and Alcohol Use-Parents of Children aged 12-17, Parental involvement/support, Parental monitoring and supervision, Perception of Risk from

Planned Strategy
Youth Leadership/ Empowerment

Coalition Meeting: Yes No

Activity Name: Awareness Seminar

Date: 2/9/2024

Duration Units: Hours

Duration: 2

Indirect Units:

Leader: Carla Rainer

Venue:

Other (Specify):

Activity and Duration

Duration: 2

Duration Type: Hrs

*Required for Selected CSAP Activities

CSAP Activities

- Education - Other
- Mentors
- Ongoing classroom and/or small group sessions
- Parenting and family management
- Peer leader/helper programs
- Preschool ATOD prevention programs

Selected CSAP Activities

- Education programs for youth groups (2 Hrs)

Comments/Notes

Save Save and Finish Cancel

Figure 4-8: Recurring Strategy Activity Profile for Youth/Leadership Empowerment

12. Complete the **Activity and Duration** fields as shown in the table below.

Table 4-8: Activity and Duration fields

Field	Description
Duration	Enter the duration number.
Duration Type	Select the duration type (either Hours or Minutes) from the drop-down list.
Selected CSAP Activities	Select one or more activities.

Coalition Meeting

Prerequisite: the Regional Team Members must be set up for a coalition before they can be selected on the Recurring Implemented Strategy profile. See **Part 3: Regional Team Setup** on Page 31 for steps.

Activity Profile

Hide Context Information

Outcome Indicator(s)
20-day alcohol use, Age of First Use of Alcohol, Alcohol and Drug Related Arrests, Alcohol Related Traffic Retentions, Alcohol and Drug Related Arrests, Single Drinking, Perception of Harm associated with alcohol misuse

Goal(s)
To prevent the usage of alcohol in the state of MS by teens in a high school target population.

Risk Factor(s)
Inadequate supervision, Low Perception of Harm, Mental Health / Depression, Parents who use drugs and alcohol, Social access, Social norms toward use

Protective Factor(s)
Available after-school activities, Disapproval of Alcohol, Family communication, Family Communications Around Drug and Alcohol Use/Parents of Children, Family Communications Around Drug and Alcohol Use/Parents of Children aged 12-17, Parental involvement/support, Parental monitoring and supervision, Perception of Risk from

Planned Strategy
Community Mobilization

Coalition Meeting Yes No

Activity Name Coalition Meeting #1 **Date** 7/6/2023

Duration Units Hours **Duration** 2 **Indirect Units** **Duration** **Leader** Carle Rainer

Workgroup Type Leadership Team

Attendees **Selected Attendees** Chalagundia, Santhi; Dixon, Cj; Doe, Jane; Doe, John; Lane, Lois

Purpose of Meeting Do discuss FY24 community initiatives. **# Participants** 5

Venue Local Business **Other (Specify)**

Activity and Duration

Duration **Duration Type**

*Required for Selected CSAP Activities *Required for Selected CSAP Activities

CSAP Activities Accessing services and funding; Alternatives - Other; Brochures; Clearinghouse/Information resources centers; Community and volunteer training, e.g., neighborhood action training

Selected CSAP Activities Multi-agency coordination and collaboration/coalition (2 Hrs)

Sectors Community at Large; Enforcement and Safety; Health and Medical **Selected Sectors** Not Applicable; Business; Education; Government

Comments/Notes

Figure 4-9: Coalition Meeting Activity

Actual Expenditures

Actual expenditures need to be created for all implemented strategy frequency types.

1. In the Administrative Actions box, click **Actual Expenditures**.
2. In the Cost Allocation section, locate the funding source to update.
3. In the Vertical Ellipsis Icon next to the record, hover over the pencil icon and click **Edit**.

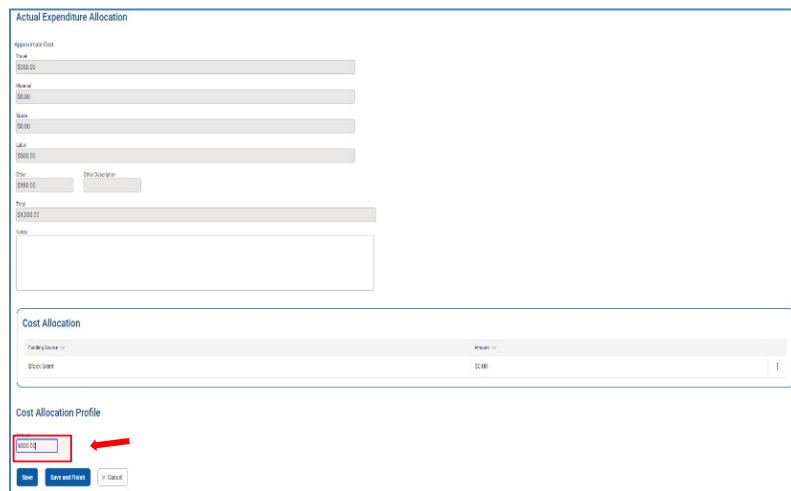
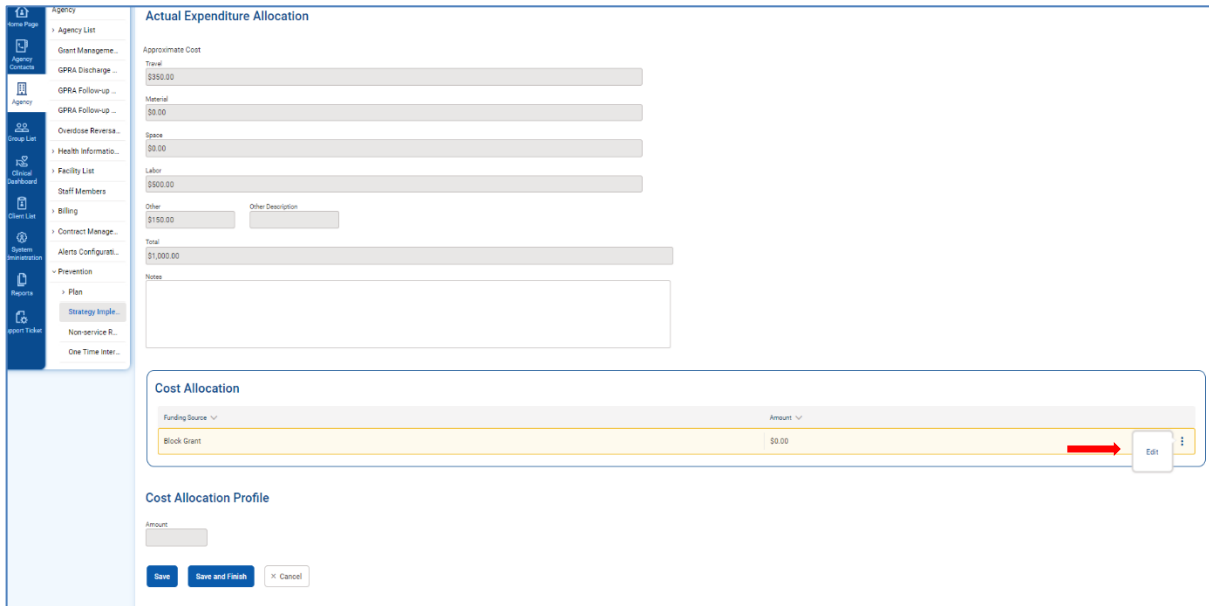


Figure 4-10: Actual Expenditure Allocation screen

4. The dollar amount field will become editable. Type the actual amount spent for the funding source, then click **Update**.
5. Click **Save** and **Finish**.

Part 5: One Time Intervention

Enter a One Time Intervention



Where: **Agency > Prevention > One Time Intervention**

Use this screen to enter unplanned activities.

1. On the left menu, click **Agency**, then click **Prevention**, and then click **Strategy Implementation**.
2. On the One Time Intervention List, click **Add New Intervention**.

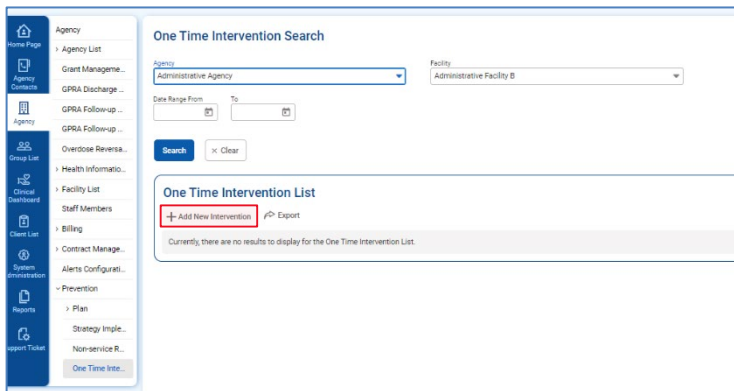


Figure 5-1: One Time Intervention List screen

3. Complete the required fields on the One Time Intervention Profile screen.

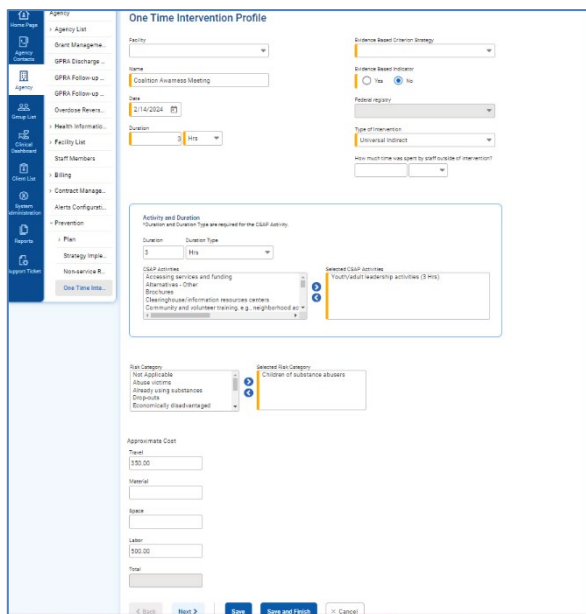


Figure 5-2: One Time Intervention Profile screen

4. Click **Save**, then click the **right arrow Next button** to enter Participant Demographics, if applicable.

Figure 5-3: One Time Intervention Profile, Demographics screen

The screenshot shows the 'One Time Intervention Profile' Demographics screen. The left sidebar contains navigation options such as Home Page, Agency List, Grant Management, GPRAs, Health Information, Facility List, Staff Members, Billing, Contract Management, Alerts Configuration, Prevention, Plan, Strategy Implementation, Non-service Reports, and One Time Intervention. The main content area is titled 'One Time Intervention Profile' and includes the following sections:

- Available Counties:** A list box containing Adams, Choctaw, Out of State, Claiborne, Clarke, and Clay.
- Selected Counties:** An empty list box.
- City:** A dropdown menu.
- Participant Demographics:** A section with a 'Total number of participants' input field set to 0.
- Gender:** Input fields for Male (0), Female (0), and Unknown (0).
- Ethnicity:** Input fields for Hispanic or Latino (0), Not Hispanic or Latino (0), and Unknown (0).
- Age:** Input fields for age groups: 0-4 (0), 5-11 (0), 12-14 (0), 15-17 (0), 18-20 (0), 21-24 (0), 25-44 (0), 45-64 (0), 65 and over (0), and Unknown (0).
- Race:** Input fields for White (0), Black/ African American (0), Native Hawaiian/ Other Pacific Islander (0), Race unknown or other (0), Asian (0), American Indian/ Alaskan Native (0), and More than one race (0).

At the bottom of the screen, there are navigation buttons: '< Back', 'Next >', 'Save', 'Save and Finish', and 'x Cancel'.

5. in the Administrative Actions box, click **Close**.

For WITS support, send an email to:
ehrhelppdesk@dmh.ms.gov

Part 6: Frequently Asked Questions

#	Question\Issue Description	Steps for Resolution
01.	My login or password doesn't work. <ul style="list-style-type: none"> System is telling me it is invalid. System is telling me I am logged into another IP address. System says I am locked out 	Prevention Specialist: <ul style="list-style-type: none"> Take a screenshot of the WITS screen, including your agency/location information. Send the screenshot along with the login you were attempting to use to the WITS Support Contact.
02.	I've logged into WITS but I don't see the Prevention menu options	Prevention Specialist: <ul style="list-style-type: none"> Take a screenshot of the WITS screen, including your agency/location information. Send the screenshot along with description of issue you are having to the Montana WITS Support Contact. WITS Support Contact <ul style="list-style-type: none"> Update the Agency type to "Prevention Provider".
03.	Can't update the plan as all the fields are grayed out.	This is occurring because you are attempting to edit a Prevention Plan that is active or has been submitted for approval. If you need to make changes to the plan, follow these steps: <ul style="list-style-type: none"> From left navigation menu go to Prevention > Plan You will see Prevention Plan Search and list screen. Click on the Clear button, then the Go button You will see list of all plans. Select the plan that is in Draft mode to modify. If there is no plan in Draft mode – select the latest version of the plan you want to modify and click on the "Update Current Version" Administrative Action link
04.	I'm trying to enter my plan profile, but it says the Contract field is required – but there are no options to select – I can't save the Plan Profile as it is a required field	Prevention Specialist: <ul style="list-style-type: none"> Take a screenshot of the WITS screen, including your agency/location information. Send the screenshot along with description of issue you are having to the WITS Support Contact. WITS Support Contact <ul style="list-style-type: none"> In the context of the contracting agency – establish a contract for the agency of the prevention specialist that reported the issue.

#	Question\Issue Description	Steps for Resolution
05.	I don't see the intervention I need to use when creating a planned strategy in WITS	Prevention Specialist: <ul style="list-style-type: none"> Take a screenshot of the WITS screen, including your agency/location information. Send the screenshot along with description of issue you are having to the WITS Support Contact. WITS Support Contact <p>Determine if the intervention needs to be added to the Prevention Strategy Type Code Table.</p>

#	Question\Issue Description	Steps for Resolution
06.	I am trying to enter an actual expenditure on an implemented strategy but no funding sources (e.g. Block Grant, Partnership for Success) appear.	This is occurring because there were no Planned Expenditures set up in your WITS Prevention Plan. You will need to make a draft version of the Prevention Plan you are working with, add the Planned Expenditures on the Planned Strategy and resubmit your plan for approval. Once approved, you will be able to add Actual Expenditures on the Implemented Strategies.
07.	All other questions	<p>Prevention Specialist:</p> <ul style="list-style-type: none"> • Take a screenshot of the WITS screen, including your agency/location information. • Send the screenshot along with description of issue you are having to the WITS Support Contact. <p>WITS Support Contact Triage the issue, if the system is not behaving according to the business requirements, contact WITS support desk for analysis and resolution.</p>