PA WITS - Prevention Module

SCA Prevention Plan Submission User Guide

pennsylvania
DEPARTMENT OF DRUG AND
ALCOHOL PROGRAMS

Applies to:

WITS Version 22.0+

PA DDAP

Updated June 1, 2022

PA DDAP
PA WITS - Prevention Module

Preface

Prevention PA WITS is a web-based application specifically designed for organizations to manage their Prevention programs effectively.

Intended Audience

This user guide has been prepared for **Prevention Planning Agencies** (Single County Authorities (SCAs)). Topics covered include creating and submitting **Prevention Plans**.

Internet Browsers

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

➢ Microsoft Edge

➢ Google Chrome

➢ Mozilla Firefox

➢ Apple Safari

NOTE: When resetting PA-WITS account credentials, be sure to **remove any prior saved Passwords** from the browser settings. Failing to do so may cause the browser to substitute the older login info upon hitting **"Submit"** and the login attempt will fail.

Pop-up Blocker

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

Customer Resources

PA WITS Training Material Website: Contains links to user guides and other useful system information. https://www.ddap.pa.gov/Training/Pages/DataSystem_Training.aspx

PA WITS Support Structure: See Part 1 of this guide. Overview of the PA WITS problem reporting structure that describes the proper procedures to report various types of user issues.

   PA WITS Help Desk: Email: RA-DAPAWITS@pa.gov
                       Phone: 717 736-7459 (M-F 8:00 am–4:00 pm)

PA WITS Production Site: https://pa.witsweb.org

PA WITS Support Structure

This section describes the various levels of the support available to users, and the types of issues each level is responsible for addressing.

Tier 1 Support: PA WITS Agency/Staff Administrator at SCA or Provider

➢ Champion PA WITS at your organization

➢ Create new staff accounts, reset passwords, lock/unlock accounts, change user account permissions

➢ Have a solid understanding of WITS screens, business rules, and processes; be able to help users with any usability issue that is covered in PA-WITS training manuals or other available user and system documentation

➢ Address user issues during normal operation hours

- ➢ Ensure users review and complete the on-demand self-service training at: (https://www.ddap.pa.gov/Training/Pages/DataSystem_Training.aspx). **Please note:** While the steps in these videos are still accurate for PA WITS functionality wise, the appearance of the screens will be different due to a recent user interface update.
- ➢ Escalate system errors or complex issues to **PA WITS Service Desk** (Tier 2 Support)

Tier 2 Support: DDAP, PA WITS Service Desk

- ➢ Available Monday-Friday, 8 AM – 4:00 PM (except on State Holidays) to answer calls or emails from the SCA or Provider's Tier 1 support designee.
- ➢ Email: RA-DAPAWITS@pa.gov
- ➢ Phone: 717-736-7459
- ➢ Work with SCA or Provider's Agency or Staff Administrator to see the issue through to resolution. If the problem cannot be resolved, DDAP will escalate the issue to Tier 3 support.

Tier 3 Support: FEi Systems

- ➢ The **PA WITS Service Desk** will work with the vendor, Fei Systems, to address issues not resolved at the Tier 1 or 2 levels, and to address other system defects or availability issues.

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Part 1: Pennsylvania Prevention PA WITS Workflow

Prevention Planning Agency (Single County Authority)

Agency Type: Prevention Planning Agency

Responsibilities: Plan Creation, Plan Submission

Requirements for Plan Creation:

- Complete the **Prevention Plan Profile** screen

- Add at least one (1) **Planned Strategy** for the plan

User Roles:

- **Prevention Plan** (Full Access)

Part 2: Prevention Plan Module Overview

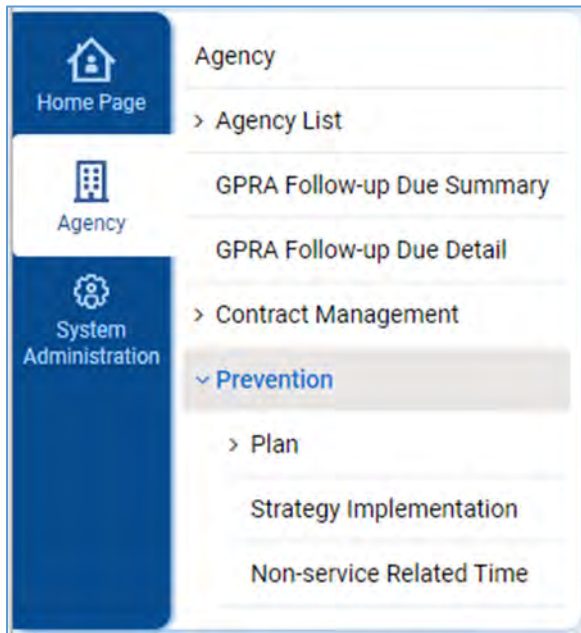The **Prevention Module** includes two (2) primary sections: **Plan** and **Strategy Implementation**.

Figure 2-1: Prevention Left Navigation Menu

Within the **Prevention** module, plan creation occurs in the **Plan** section, which is composed of three (3) subsections: **Plan Profile, Plan Outline**, and **Planned Strategies**.
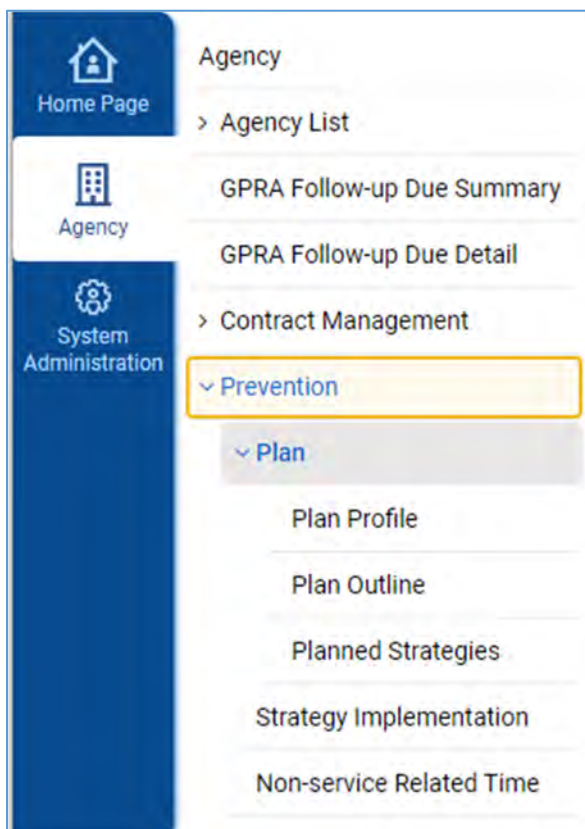

Figure 2-2: Prevention Plan Left Navigation Menu with Subsections

Table 2-1: Prevention Plan Components

Component	Description
Plan Profile	Includes basic information about your plan, such as the plan name, and plan start and end dates.
Plan Outline	Provides a framework of the information entered on your Prevention Plan. **Note**: The Plan Outline is not currently set-up for use and should be skipped.
Planned Strategies	Programs that will be implemented as part of the plan.

Prevention Plan Search/List Overview

Where: Agency > Prevention > Plan

This section provides an overview of features within the **Prevention Plan Search/List** screen. For information on adding a brand-new prevention plan, see *Prevention Plan Creation* in the following section.

In PA-WITS, the **Prevention Plan List** contains a record of historical plans created by the SCA. By default, the list will display the latest version of each plan, which is controlled through the search field, **Show Latest Version Only**. Figure 2-3 below shows both the latest version and previous versions of each **Prevention Plan**.

Prevention Plan Search

Show Latest Version Only
○ Yes   ○ No

Plan Name

Date Range From   To

Plan Status

[Search]   × Clear

Prevention Plan List

+ Add New Prevention Plan   ⤢ Export

Plan Name ⌄	Facility ⌄	Status ⌄	# ⌄	Version ⌄	Start Date ⌄	End Date ⌄	Status Date ⌄	
SFY 18/19 - Gambling (Somerset)	Gambling (Somerset)	Active	3	2	10/1/2018	9/30/2019	9/30/2020	⋮
SFY 18/19 - Non-SCA Funded (Somerset)	Non-SCA Funded (Somerset)	Completed	4	1	10/1/2018	9/30/2019	4/25/2022	⋮
SFY 19/20 - ATOD Prevention (Somerset)	ATOD Prevention (Somerset)	On Hold	1	1	7/1/2019	6/30/2020	12/3/2019	⋮
SFY 19/20 - ATOD Prevention (Somerset)	ATOD Prevention (Somerset)	Active	1	2	7/1/2019	6/30/2020	9/30/2020	⋮
SFY 19/20 - ATOD Prevention (Somerset)	ATOD Prevention (Somerset)	Draft	1	3	7/1/2019	6/30/2020	9/30/2020	⋮
SFY 19/20 - Intervention (Somerset)	Intervention (Somerset)	Active	2	3	7/1/2019	6/30/2020	9/30/2020	⋮
SFY 19/20 - Intervention (Somerset)	Intervention (Somerset)	Pending Final Approval	2	4	7/1/2019	6/30/2020	5/10/2022	⋮
SFY 19/20- Intervention (Somerset)	Intervention (Somerset)	On Hold	2	1	7/1/2019	6/30/2020	12/3/2019	⋮
SFY 19/20- Intervention (Somerset)	Intervention (Somerset)	On Hold	2	2	7/1/2019	6/30/2020	9/30/2020	⋮
SFY 21/22 - ATOD Prevention (Somerset)	ATOD Prevention (Somerset)	Submitted	5	1	7/1/2021	6/30/2022	4/29/2022	⋮

Figure 2-3: Prevention Plan List, displaying all versions of each prevention plan

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

To review any plan, locate the desired Prevention Plan, hover over the ellipsis (three vertical dots) at the far right, and then click **"Review",** as shown in

Figure 2-4 below.

Figure 2-4: Prevention Plan List, Review a Plan

Prevention Plan Creation

In Pennsylvania, only the **Prevention Plan Profile** and **Planned Strategies** screens are required. The Plan Profile's **Outcome Indicator** component and the **Plan Outline** has not been set up for use at this time. Information should not be entered on these screens until DDAP has set up these components for use by SCAs. After the **Prevention Plan Profile** screen has been saved, create at least one (1) **Planned Strategy** (program) for this plan.

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"**.
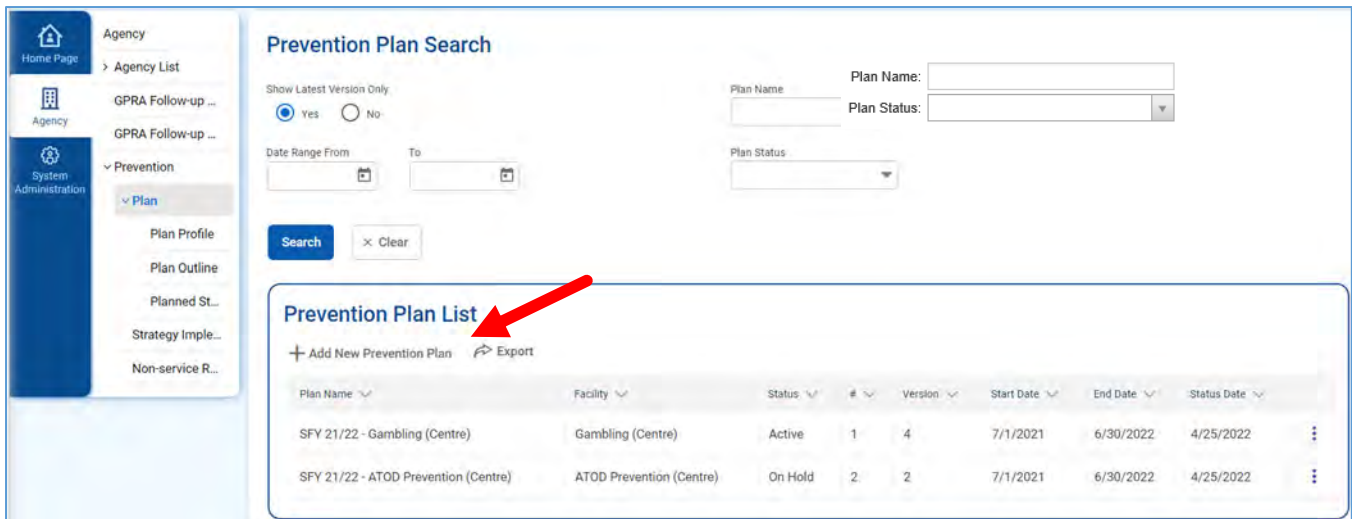
Figure 2-5: Prevention Plan List, Add New Prevention Plan

3. This will bring you to the **Plan Profile** subsection of the **Plan** (see the left menu) where a new **Prevention Plan Profile** screen is displayed.
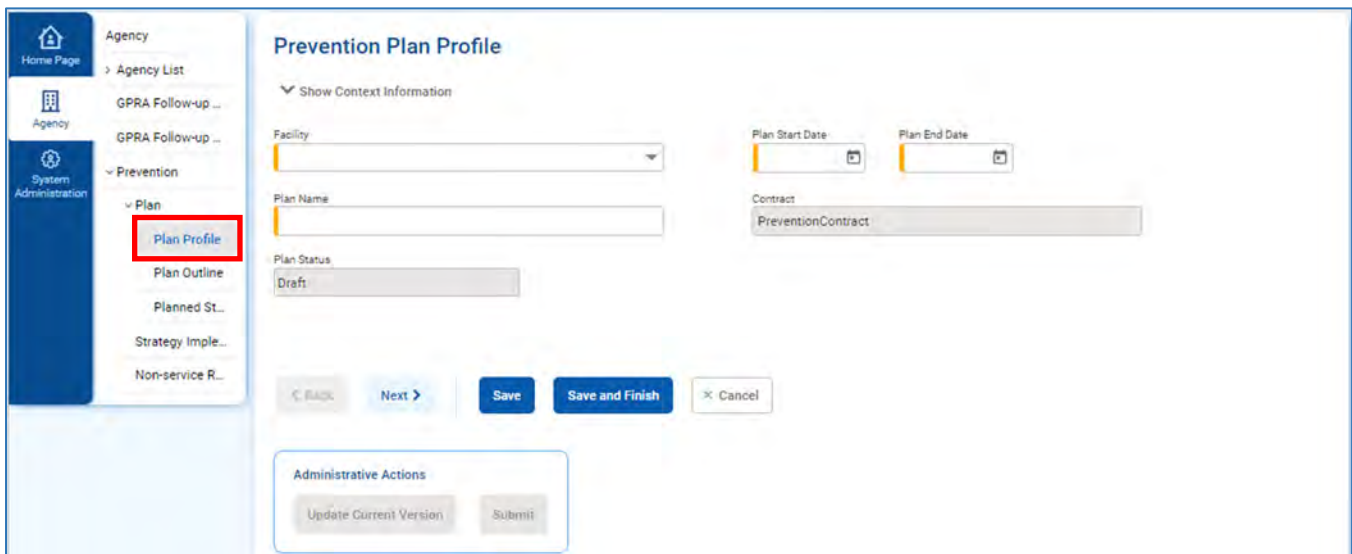

Figure 2-6: New Prevention Plan Profile screen

4. Complete the **Prevention Plan Profile** fields as shown in *Table 2-2: Prevention Plan Profile Fields*.

Table 2-2: Prevention Plan Profile Fields

Field	Description
Facility	In the drop-down field, select from one of facilities that have been created for each county. **Examples**: • ATOD Prevention (Adams) • Gambling (Adams) • Intervention (Adams) • Non-SCA Funded (Adams)
Plan Name	Type the plan's name. Plan name must be entered in following format: *"SFY __/__ - Facility Name (County)"* **Examples**: "SFY 21/22 ATOD Prevention (Adams)" or "SFY 22/23 Gambling (Allegheny)"

Field	Description
Contract	Read-only field.
Plan Status	Read-only field.
Plan Start Date	Enter the first date of the State Fiscal Year (7/1/xxxx)
Plan End Date	Enter the last day of the State Fiscal Year (6/30/xxxx)

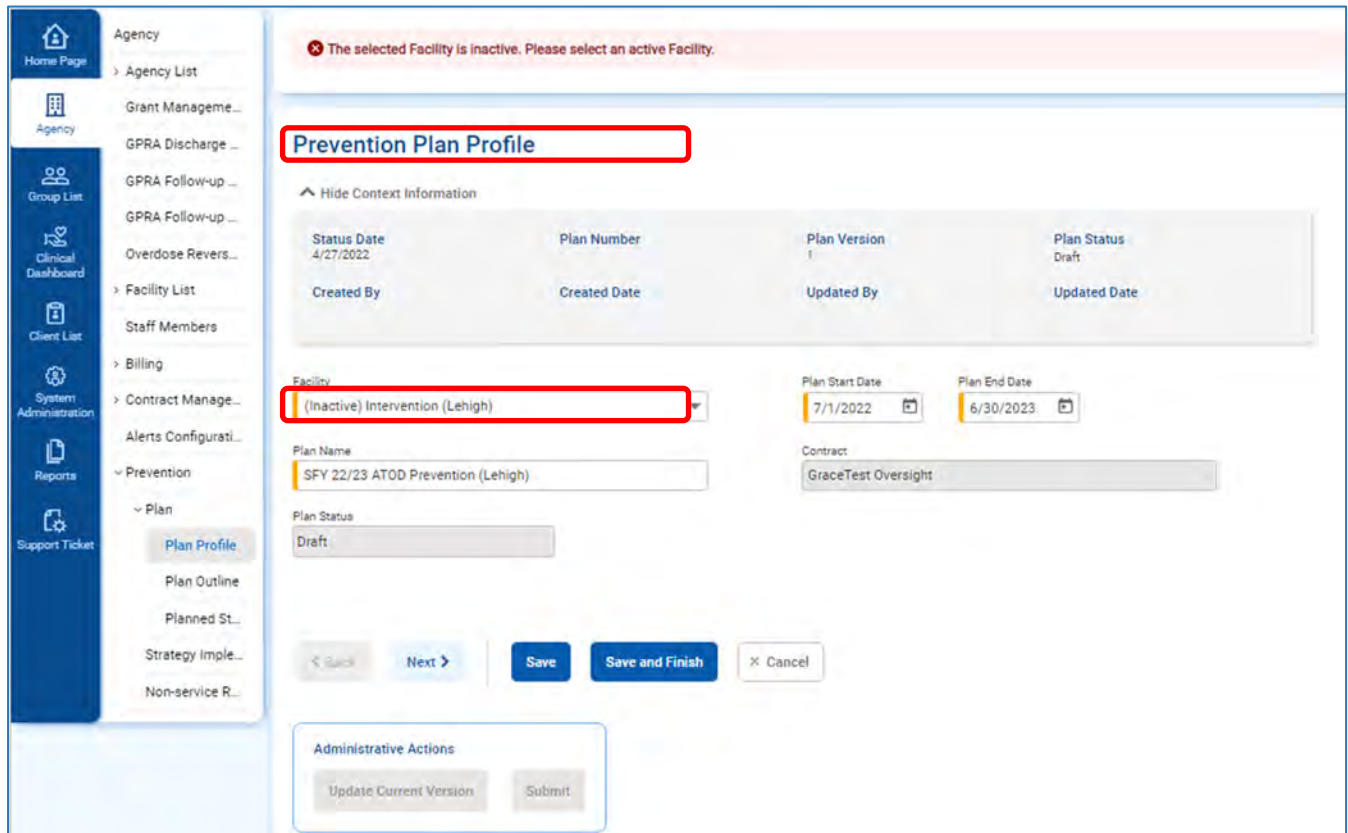5. Click **"Save"**. Alternatively, click **"Save and Finish"** to exit from this page.

Figure 2-7: Saved Prevention Plan Profile screen

Inactive Facilities

Prevention Plans cannot be created for facilities that have been made "inactive" by DDAP.

When creating a new plan, if the facility is inactive, this will be noted in the Facility drop-down menu. The **Prevention Plan Profile** cannot be saved if the selected facility is inactive. In this situation, a different active facility must be selected instead.

Figure 2-8: Inactive facility indicated in dropdown

Outcome Indicators (Not Currently Set-Up for Use by SCAs)

NOTE: This optional component has not been set up for use at this time and therefore most dropdowns will populate with "not applicable" or "none". Information should not be entered on these screens until DDAP has set up them up for use by SCAs.

Prevention Plan Outline (Not Currently Set-Up for Use by SCAs)

Where: Agency > Prevention > Plan > Planned Outline

NOTE: This optional component has not been set up for use at this time and therefore most dropdowns will populate with "not applicable" or "none". Information should not be entered on these screens until DDAP has set up them up for use by SCAs.

Planned Strategies

Add at least one **Planned Strategy** (program) for the designated plan.

1. On the left menu, click **"Agency"**, then **"Prevention"**, and then **"Plan"**.

2. Locate your plan in the **Prevention Plan List** section. To select your plan, hover over the ellipsis (three vertical dots) at the far right and click, and then click **"Review"**. This will open the **Prevention Plan Profile** screen.
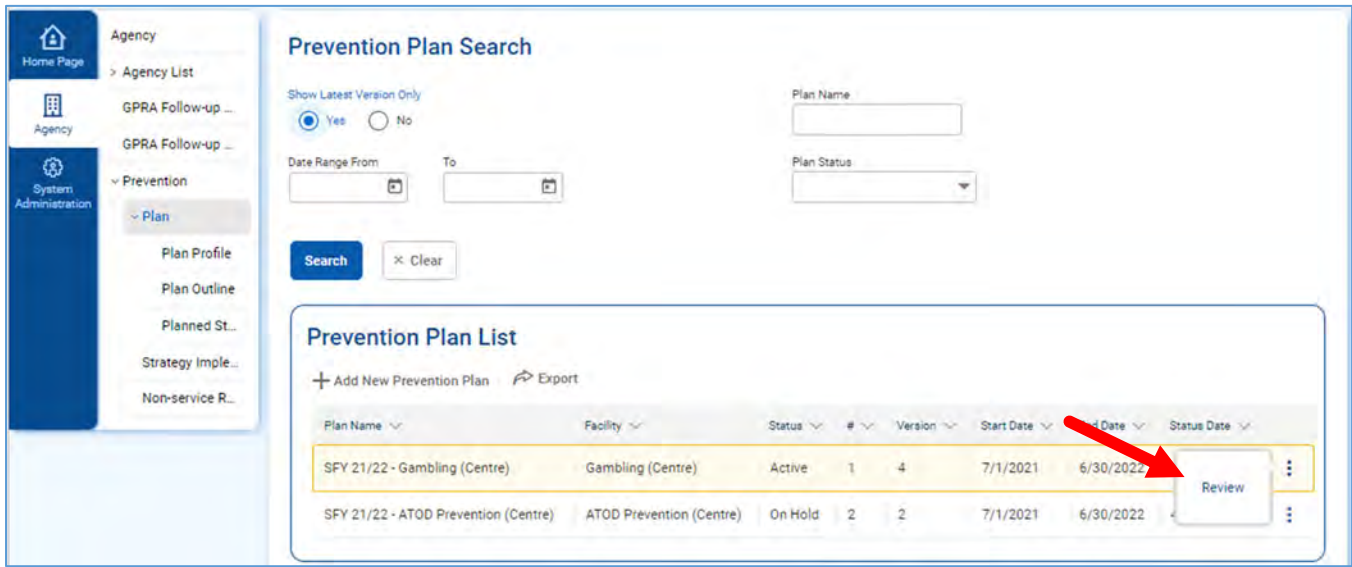

Figure 2-5: Prevention Plan List screen, click Review

3. On the left menu, click **"Planned Strategies".**

NOTE: Make sure to select your **Prevention Plan** first before clicking **Planned Strategies**. If you click the **Planned Strategies** menu option without selecting your **Prevention Plan** first, an informational message will appear stating, *"No current prevention plan is set."*

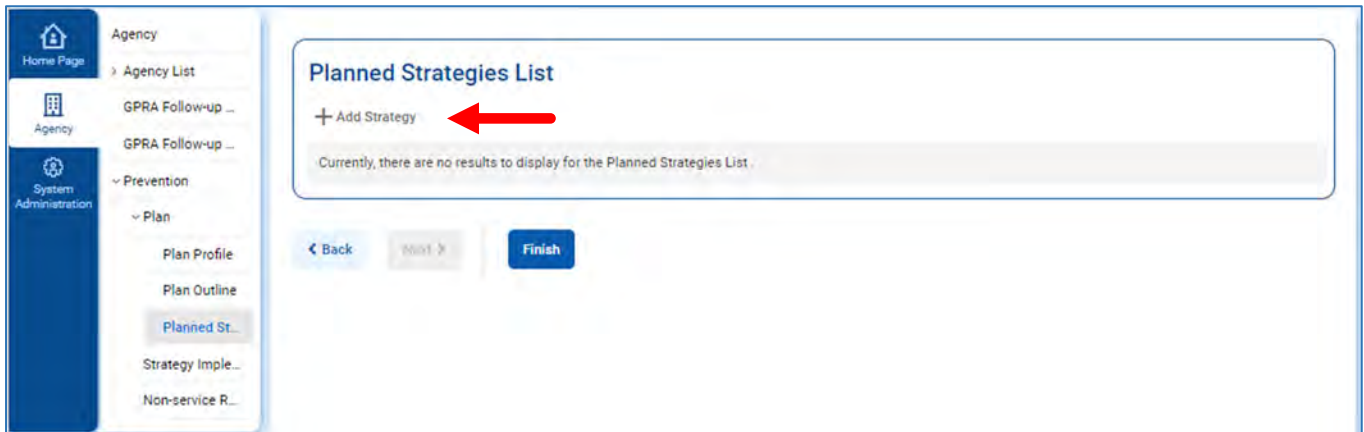4. On the **Planned Strategies List** screen, click **"Add Strategy"**.

Figure 2-6: Planned Strategies List, Add Strategy

Planned Strategy

∧ Hide Context Information

Plan Name	Plan Status	Plan Number	Plan Version
SFY 22/23 - ATOD Prevention (Centre)	Draft	3	1

Program
[▼]

Strategy #
[1]

Customized Program Name
[   ]

Program Provider
[▼]

Domain
[▼]

Projected # of People Served
[   ]

Program Category
[   ]

Projected Start Date
[7/1/2022 📅]

Projected End Date
[6/30/2023 📅]

IOM Category
[▼]

Data Collection Method
[Community]

Geo Type
[▼]

Federal Strategies
```
Gambling
Alternatives
Community-Based Process
Education
Environmental
```
Selected Federal Strategies
[   ]

Risk Categories/Population
```
Business and Industry
Children of Persons with Substance Use Disorders*
Civic Groups/Coalitions
College Students
Delinquent/Violent Youth*
```
Selected Risk Categories/Population
[   ]

Service Codes
[   ]
Selected Service Codes
[   ]

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] [× Cancel]

Figure 2-7: Planned Strategy screen

5. Complete the required fields on the **Planned Strategy** screen as shown in Table 2-3. Additional fields and field values may appear depending on which options are selected in the drop-down lists.

Table 2-3: Planned Strategy Fields

Field	Description
Program	Select a program from the drop-down list. **Note**: Requests for new programs to be added to PA WITS should be emailed to your assigned DDAP prevention analyst.
Customized Program Name	This will default to the program's actual name. If you would like to give a locally customized name to a program, you can enter it here. For example, for the program ATOD Education Activities you could customize the name to "Anytown Youth Wellness Series". This field is also used to differentiate among versions of same program. If you set-up a program more than once for multiple IOMs, include the IOM in the customized program name. If you add the same program for each IOM for the same provider and do not change the customized name, when staff attempt to enter a service for the program they will see three identical selections in the dropdown.
Domain	This field is not required and it should not be completed. The only value in this drop-down is "not applicable."
Program Provider	Select from the drop-down list. This field will include the SCA and the SCA's prevention providers. Please make sure to select the correct provider who will be implementing this program. **Note**: If you need a new provider added or need to edit the name of an existing provider, contact the PA WITS Service Desk.
Program Category	This field will auto-populate with the Program Category and is read-only.
IOM Category	Select an option from the drop-down list.
Data Collection Method	Read-only field. Defaults to "Community".
Projected # of People Served	(Optional) Type the projected number of people served.
Projected Start Date	Pre-populates with the Start Date of the associated Plan.
Projected End Date	Pre-populates with the End Date of the associated Plan.
Geo Type	Select from the drop-down list. Options include: ➢ County Wide (For a program/service, such as a radio or social media ad that does not occur at a specific location.) ➢ Zip Code (For programs/services that will be implemented in specific locations.) **Note**: Additional fields will be displayed on screen depending on which option is selected.
County	This read-only field will be displayed when the selected Geo Type is "County Wide". The county name is based on the current facility location.

Field	Description
Available ZIP Codes & Selected ZIP Codes	These multiple-selection list boxes will be displayed when the selected Geo Type is "Zip Code". If the zip codes a program will be implemented in are not known, it is acceptable to select all zip codes.
	Note: If there is a zip code for a county that is missing from the list box, please contact the PA WITS Service Desk.
	Out of County Services: If you are providing a service that takes place outside of your county, pick the zip codes from within your county that attendees at the service are from or select countywide if they are from across the county.
Federal Strategies & Selected Federal Strategies	Select the appropriate strategies.
Risk Categories/Population & Selected Risk Categories/Population	Select the appropriate risk categories/populations.
	Note: Populations identified as high risk by SAMHSA's Center for Substance Abuse Prevention have a carrot symbol (^) at the end of the name. If the IOM selected for a program is Universal, populations with the carrot symbol should NOT be selected.
Service Codes & Selected Service Codes	Select the appropriate service codes.
	Note: The service codes that appear in the multiple-selection list box are filtered based on which federal strategies were selected. For example, to see gambling service codes in the list, "gambling" must be selected as the federal strategy.

Planned Strategy

∧ Hide Context Information

Plan Name	Plan Status	Plan Number	Plan Version
SFY 21/22 - ATOD Prevention (Somerset)	Draft	5	1

Program
[ATOD Education Activities ▾]

Strategy #
[1]

Customized Program Name
[Healthy Youth Program]

Program Provider
[P - The Learning Lamp ▾]

Domain
[▾]

Projected # of People Served
[ ]

Program Category
[Supplemental Program]

Projected Start Date ⚠   Projected End Date
[7/1/2021 📅]   [6/30/2022 📅]

IOM Category
[Universal ▾]

Data Collection Method
[Community]

Geo Type
[ZIP Code ▾]

Available ZIP Codes
| 15502 |
| 15510 |
| 15520 |
| 15530 |
| 15531 |

❯
❮

Selected ZIP Codes
| 15411 |
| 15424 |
| 15501 |

Federal Strategies
| Gambling |
| Alternatives |
| Community-Based Process |
| Environmental |
| Information Dissemination |

❯
❮

Selected Federal Strategies
| Education |

Risk Categories/Population
| Business and Industry |
| Children of Persons with Substance Use Disorders* |
| Civic Groups/Coalitions |
| College Students |
| Delinquent/Violent Youth* |

❯
❮

Selected Risk Categories/Population
| High School Students |
| Middle/Jr. High School Students |

Service Codes
| EDU01 Classroom Educational Services |
| EDU03 Parenting/Family Management Services |

❯
❮

Selected Service Codes
| EDU02 Education Services |

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] [✕ Cancel]

Administrative Actions

Planned Expenditure

Figure 2-8: Planned Strategy screen with the Geo Type "Zip Code"

Figure 2-9: Planned Strategy screen with Geo Type "County Wide"

6. Click **"Save"**.

NOTE: After clicking **"Save"**, a warning message will appear at the top of the screen stating, *"There is no Planned Expenditure Funding Source Type. Please enter at least one Funding Source for this Planned Strategy."* Steps for entering this information will be covered in the **Planned Expenditure** section.
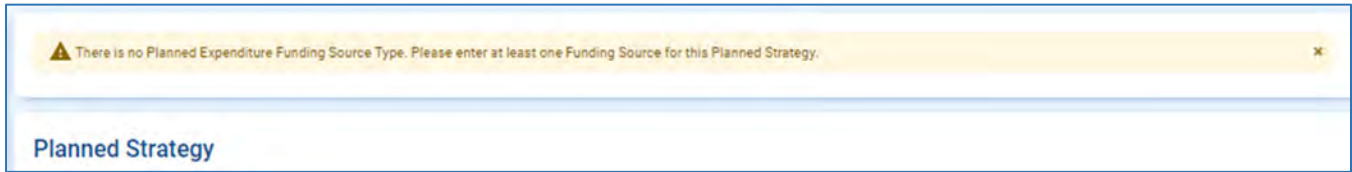
Measures and Sources (Not Currently Set-Up for Use by SCAs)

NOTE: The following optional components have not been set up for use at this time and therefore dropdowns will populate with "not applicable" or "none". Information should not be entered on these screens until DDAP has set up them up for use by SCAs.

Objectives (Not Currently Set-Up for Use by SCAs)

NOTE: In Pennsylvania, only the **Prevention Plan Profile** screen is required. The Plan Profile's **Outcome Indicator** component is optional. **Objectives** are created within the **Outcome Indicator** component. Since this component is optional, **Objectives** will not be available to select, and this screen should be skipped.

Planned Expenditure

Use this section to list the funding sources and expenditures planned for this program.

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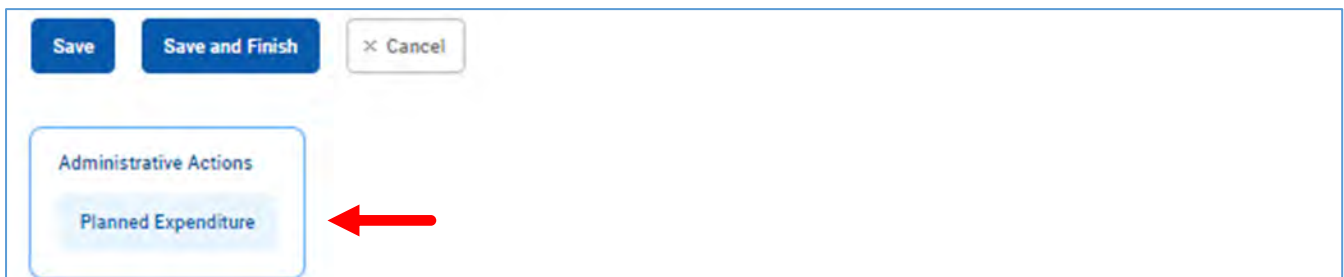

Figure 2-11: Administrative action, open Planned Expenditure List

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

Figure 2-12: Planned Expenditure List

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

Table 2-4: Planned Expenditure Fields

Field	Description
Funding Source Type	Select from the drop-down list.
Amount	Optional. Type the dollar amount.
In Kind Approx. Value	Optional. Type the approximate dollar amount of donated money or services, if applicable.
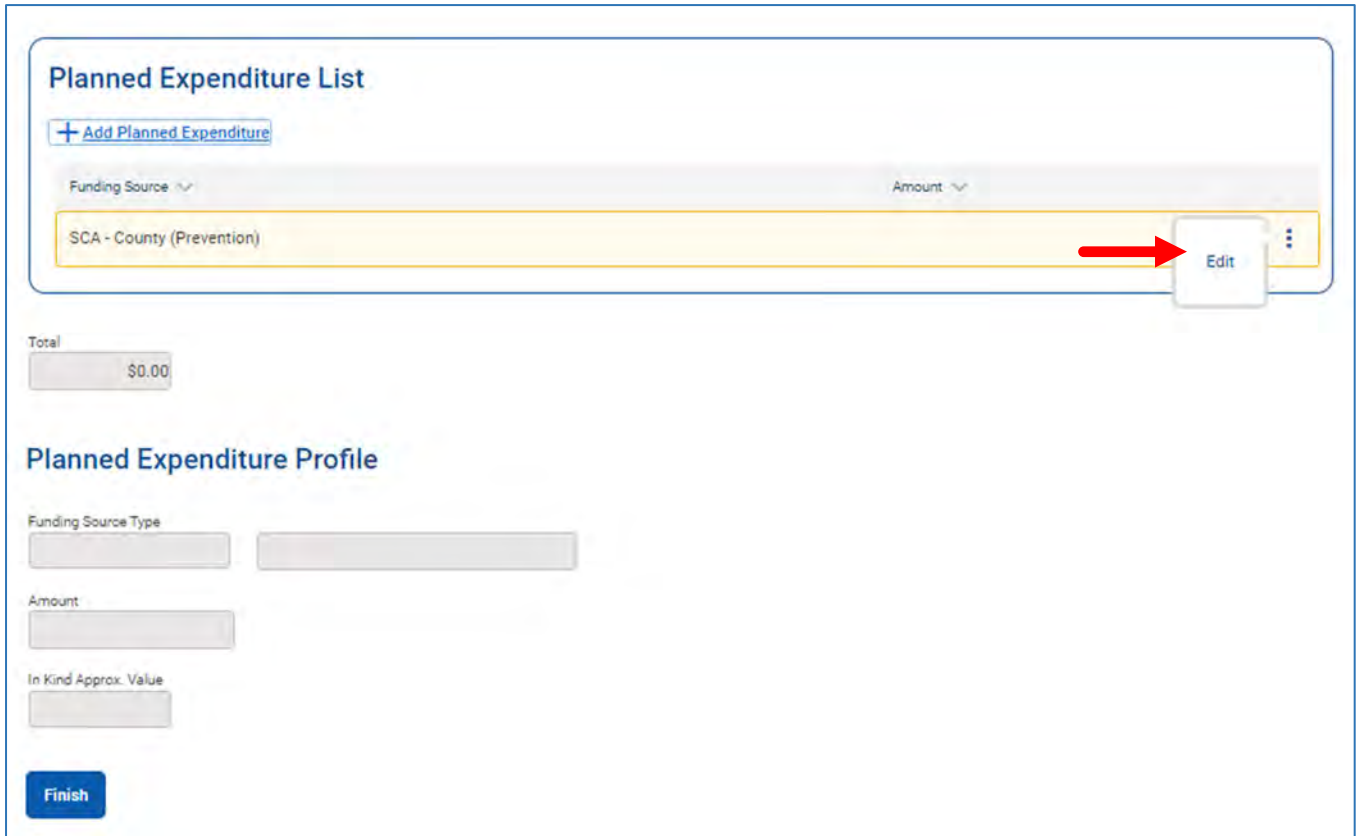
Figure 3-13: Planned expenditure profile fields

4. Click **"Save"** to save the data and remain on the page to enter additional **Planned Expenditures** if needed. Otherwise, click **"Save and Finish"** to exit the page.

5. On the **Planned Strategy** screen, click **"Save and Finish".**

Edit Planned Expenditure

Once a funding source has been saved, it cannot be deleted, only edited. To edit a funding source, follow the steps below.

1. On the **Planned Expenditure List** screen, hover over the ellipsis (three vertical dots) at the far right and click **"Edit".**

Figure 3-14: Planned expenditure list screen

2. In the **Funding Source Type** field, select another funding source. If the funding source needs to be deleted, select the funding source type "**Deleted Funding Source**".

3. In the **Amount** field, edit or delete any value.

Figure 3 -15: Planned Expenditure, Amount field

4. Click **"Save and Finish"**.
5. On the **Planned Strategy** screen, click **"Save and Finish".**

Planned Strategies List – Available Actions

Once a program has been saved, it will appear on the **Planned Strategies List** screen. The table below explains the actions available for programs on this screen. To select an action, locate a program in the list, hover over the ellipsis (three vertical dots) at the far right, and then click the desired action.

Table 2-5: Available Actions on Planned Strategies List screen

Action	Description
Review	Click this action to open the Planned Strategy screen and view the program's information. If the plan status is "Active", this information will be read-only. If the plan is in Draft status, this action can be used to edit a program for which no services have been entered. If the plan is in Draft status and services have been entered for a program, all fields on the Planned Strategy screen will be read only.
Clone	Click this action to create a clone of the selected program. This will copy most of the information to a new Planned Strategy screen, and the program's information can be edited as needed. This is a helpful timesaving feature if you're entering multiple programs with similar information.
Delete	Click this action to delete the program. This action is only available when the plan is in Draft status and there are no services entered for the program.

Action	Description
DeActivate	Allows user to deactivate the program. This action is only available when the plan is in Draft status and services for the program have been entered. The program is not actually deactivated until the plan version has been submitted and approved. Once the program is deactivated, no new services can be created using that program; however, existing services can be edited.
ReActivate	Allows user to reactivate a program. This action is only available when the plan is in Draft status and the program was previously deactivated.

Figure 2-16: Planned Strategies List screen, available actions

Part 3: Plan Submission and Revision

Submit Plan for Review

Where: Agency > Prevention > Plan

Once the **Prevention Plan** and **Planned Strategies** (programs) are complete, this information can be submitted to DDAP for review. To submit your plan, follow the steps below.

1. On the left menu, click **"Agency"**, then click **"Prevention"**, and then click **"Plan"**.

2. In the **Prevention Plan List**, locate a plan that is ready to be submitted. Hover over the ellipsis (three vertical dots) at the far right, and click **"Review"**.

Prevention Plan Search

Show Latest Version Only

◉ Yes ○ No

Plan Name:

Plan Status:

Date Range From   To   Plan Status

Prevention Plan List

+ Add New Prevention Plan   ⤴ Export

Plan Name	Facility	Status	#	Version	Start Date	End Date	Status Date	
SFY 21/22 - Gambling (Centre)	Gambling (Centre)	Active	1	4	7/1/2021	6/30/2022	4/25/2022	⋮
SFY 21/22 - ATOD Prevention (Centre)	ATOD Prevention (Centre)	On Hold	2	2	7/1/2021	6/30/2022	4/25/2022	⋮
SFY 22/23 - ATOD Prevention (Centre)	ATOD Prevention (Centre)	Draft	3	1	7/1/2022	6/30/2023	4	⋮

Review

Figure 3-1: Prevention Plan List

3. On the **Prevention Plan Profile**, in the **Administrative Actions** box, click **"Submit"**. Please note that once a plan has been submitted, it <u>cannot be revised</u> until it has been "approved" or placed "on hold" by DDAP.

Figure 3-2: Prevention Plan Profile, click Submit

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

Plan Approved

If your plan has been approved, its status will be updated from "Submitted" to "Pending Final Approval" and then "Active" as shown in Figure 3-3. Two email notifications will be sent to the email addresses provided to DDAP for your SCA's contract.

The first email will inform the SCA of preliminary approval of the plan and the plan status will be listed as "Pending Final Approval." The second email (see Figure 3-4) will inform the SCA that the plan has been approved and the plan status will be listed as "Active". The SCA can then notify their providers that plans are ready for implementation.

NOTE: To add to or change the SCA staff who receive the plan approval email notifications, contact the **PA WITS Service Desk**.

Figure 3-3: Prevention Plan List, Plan Status "Active"

Figure 3-4: Email Notification, Plan Approved

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 3-5. An email notification will be sent to the email addresses provided to DDAP for your SCA's contract. The email (see Figure 3-6) will include any notes from DDAP about the changes needed to your prevention plan. These notes are also displayed on the **Prevention Plan Profile** screen. The current version of your prevention plan will need to be updated with the changes requested from DDAP.

Figure 3-5: Plan Status "On Hold"

Figure 3-6: Email Notification for Prevention Plan placed On Hold

Plan Completed

After the end of the State Fiscal Year, DDAP staff will close a **Prevention Plan** so users cannot add or edit services entered under that plan. All information will still be available to users as *"read only"* text. When a plan is closed, its status will change to "Completed", as seen in the example screenshot below.

Prevention Plan List

+ Add New Prevention Plan   ↪ Export

Plan Name	Facility	Status	#	Version	Start Date	End Date	Status Date	
SFY 19/20 - ATOD Prevention (Somerset)	ATOD Prevention (Somerset)	Draft	1	3	7/1/2019	6/30/2020	9/30/2020	⋮
SFY 19/20 - Intervention (Somerset)	Intervention (Somerset)	Submitted	2	4	7/1/2019	6/30/2020	4/25/2022	⋮
SFY 18/19 - Gambling (Somerset)	Gambling (Somerset)	Active	3	2	10/1/2018	9/30/2019	9/30/2020	⋮
SFY 18/19 - Non-SCA Funded (Somerset)	Non-SCA Funded (Somerset)	Completed	4	1	10/1/2018	9/30/2019	4/25/2022	⋮
SFY 21/22 - ATOD Prevention (Somerset)	ATOD Prevention (Somerset)	Draft	5	1	7/1/2021	6/30/2022	4/25/2022	⋮

Figure 4-7: Plan Status "Completed"

Prevention Plan Revisions Needed

Where: Agency > Prevention > Plan

Prevention plans revisions are made when:

- A submitted plan has been placed on hold by DDAP.

  - If your plan has been placed on hold, the latest version of your prevention plan will need to be updated with the changes requested from DDAP.

- An approved plan needs to be updated.

Update Current Plan

Where: Agency > Prevention > Plan

1. On the left menu, click **"Agency"**, click **"Prevention"**, and then click **"Plan".**

2. Locate the latest version of the **Prevention Plan**, hover over the ellipsis (three vertical dots) at the far right and then click **"Review"**. This will open the **Prevention Plan Profile** screen.

NOTE: If your plan has a status of "On Hold", the **Prevention Plan Profile** will display the "**On Hold Reason"** textbox. This textbox will include information about the update(s) needed for your **Prevention Plan**. Review this information before proceeding to the next step.

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3. On the **Prevention Profile** screen, in the **Administrative Actions** box, click **"Update Current Version"**. This will copy the current Plan into a new draft version, allowing changes to be made as needed.

Figure 3-8: Prevention Plan Profile, Update Current Version

4. 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".**

Figure 4-9: Action confirmation message

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.

Update Planned Strategies

Editing/Deleting a Planned Strategy (when **no services** have been entered)

If a **Planned Strategy** (program) needs to be updated, click **"Review",** and make any needed edits to the program

1. In the **Planned Strategies List**, locate the program to be edited. Hover over the ellipsis (three vertical dots), and then click **"Review"**.

2. Make any needed edits to the program.

3. Click **"Save and Finish"**.

<u>To delete a **Planned Strategy**</u>

4. In the **Planned Strategies List**, locate the program to be deleted. Hover over the ellipsis (three vertical dots), and then click **"Delete"**.

5. A message will appear stating, *"Are you sure you wish to Delete this Planned Strategy?"* Click **"Yes".**

6. Click **"Save and Finish"**.

Editing/Deactivating Planned Strategy (when services **have** been entered)

If services have already been entered for the program, editing will be restricted, and the program cannot be deleted. The **Planned Strategy** profile screen will display the following warning message that states, *"Editing of this Planned Strategy is limited because the previous version has an active Implemented Strategy associated with it."* To make any changes, deactivate the program, clone it, and then edit the cloned version of the program.

7. In the **Planned Strategies List**, locate the program to be edited. Hover over the ellipsis (three vertical dots), and then click **"DeActivate"**.

8. A message will appear stating, *"Are you sure you wish to DeActivate this Planned Strategy?"* Click "**Yes"**.

9. In the **Planned Strategies List**, locate the program you deactivated. Hover over the ellipsis (three vertical dots), and then click **"Clone".**

10. Make any needed edits to the program.

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

Figure 4-10: Planned Strategies, deactivate program

Submit Updated Plan

Where: Agency > Prevention > Plan

When you have finished updating your plan, it will need to be submitted to DDAP again. To submit an updated plan, follow the steps below.

1. On the left menu, click **"Agency"**, then click **"Prevention"**, and then click **"Plan"**.

2. In the **Prevention Plan List**, locate a plan that is ready to be submitted (the plan's status will be "Draft"). Hover over the ellipsis (three vertical dots), and then click **"Review"**.

3. On the **Prevention Plan Profile**, in the **Summary of Plan Changes** field, type the changes made.

NOTE: Before submitting the revised plan, you must list all changes that were made by typing them in the **Summary of Plan Changes** field. Please note, it is very important to list ALL changes, so DDAP is aware of the specific changes made. Be as specific as possible when listing what was changed.

4. Click **"Add Note"**, and then click **"Save"**.

Figure 3-11: Summary of Plan Changes

5. In the **Administrative Actions** box, click **"Submit"**.

6. Click **"Save and Finish"**.