

Reach Collaboration

User Manual
(2020)

By:  **epiphany** community services

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Introduction to Reach Collaboration Software

Reaching Software (Reach) is the core system of tracking an organization's progress toward community-level outcomes so that they can tell their story to the community. Here is a quick review at what the system looks like and the general functions of the 5 data entry areas.

Log In

There are two ways to get to the Reach Login page:

1. Epiphany Community Services Website

- Go to <https://epiphanycommunityservices.com>
- Scroll to the bottom of the page where you will see the following image

Reach Software Log In

Are you a current client looking to update Reach? Now it's just a click away!

LOG IN

- Click 'Log In' and you will be taken to the page where you will enter your login credentials

Reach
Collaboration

Username:

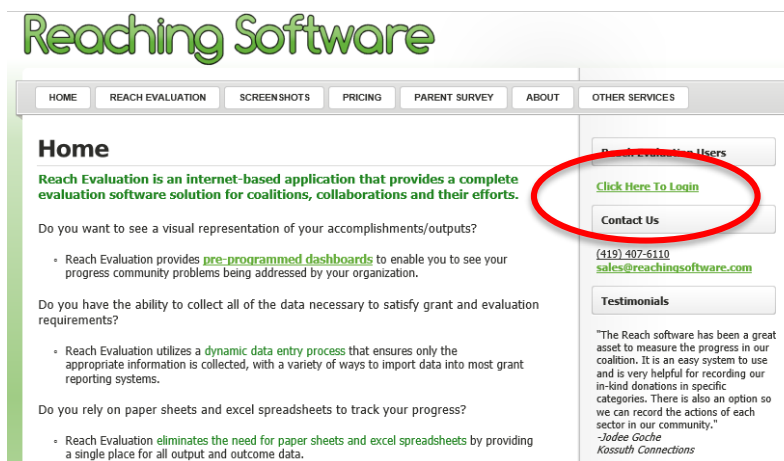
Password:

Login

[Forgot Password?](#)

2. Reaching Software Website

- Go to <http://reachingsoftware.com/>



- Go to the upper right-hand corner of the page and click 'Click Here to Login'
- This will take you to the page where you enter your login credentials

Reach Tabs

- Once you have logged into Reach, one of the first things you will notice is the 5 large blue tabs along the top of the screen.

Accomplishments/Outputs (To show additional columns right click on the column heading and select columns.) ☐ Show Filter Options ▼ Change View 🔍 View Logic Model ➕ Add New Accomplishment/Output 🔄 Refresh

Page 1 of 12, Items 1 to 50 of 573.

Status	Recorder	Date	Description	Output Type	Attachments
✓	Demo Stration	3/5/2019	Pass a private property ordinance, media covered passage and two coalition member testified in support	Community Change	
✓	Demo Stration	3/5/2019	Pass a private property ordinance, media covered passage and two coalition member testified in support	Media	
✓	Demo Stration	3/5/2019	Pass a private property ordinance, media covered passage and two coalition member testified in support	Resources Generated	
✓	Demo Stration	3/1/2019	TIPS Training	Services Provided	
✓	Demo Stration	10/28/2018	Fall Festival for City of Williamstown. Distributed 500 flyers information on coalition, and alcohol and marijuana.	Services Provided	
✓	Demo Stration	10/28/2018	Fall Festival for City of Williamstown. Distributed 500 flyers information on coalition, and alcohol and marijuana.	Media	
✓	Demo Stration	10/28/2018	E-cig and vapor pen info to school personnel (emails to 20 personnel) to keep them abreast of trends and what to watch out for during the school days.	Media	
✓	Demo Stration	10/28/2018	29 youths from the Lead & Seed coalition created a community event in which they labled 500 water bottles with tobacco facts. All 500 bottles were distributed to individuals in the community.	Media	
✓	Demo Stration	10/28/2018	Drug disposal drop box emptied by Sheriff Scott Dodd. 35lbs. prescription medications and 8 lbs. trash emptied.	Services Provided	

Reach Tabs: Accomplishment/Outputs

- When you log into Reach, you will automatically be taken to the Accomplishments/Outputs tab
- This tab is where all of the external activity data for your organization is entered.

RC

Dashboard ▾

Accomplishments/Outputs

Organizational Improvements

Key Events

Indicators

Jane Smith ▾

Help ▾

Accomplishments/Outputs (To show additional columns right click on the column heading and select columns.)

☐ Show Filter Options ▾ Change View 🔍 View Logic Model ➕ Add New Accomplishment/Output 🔄 Refresh

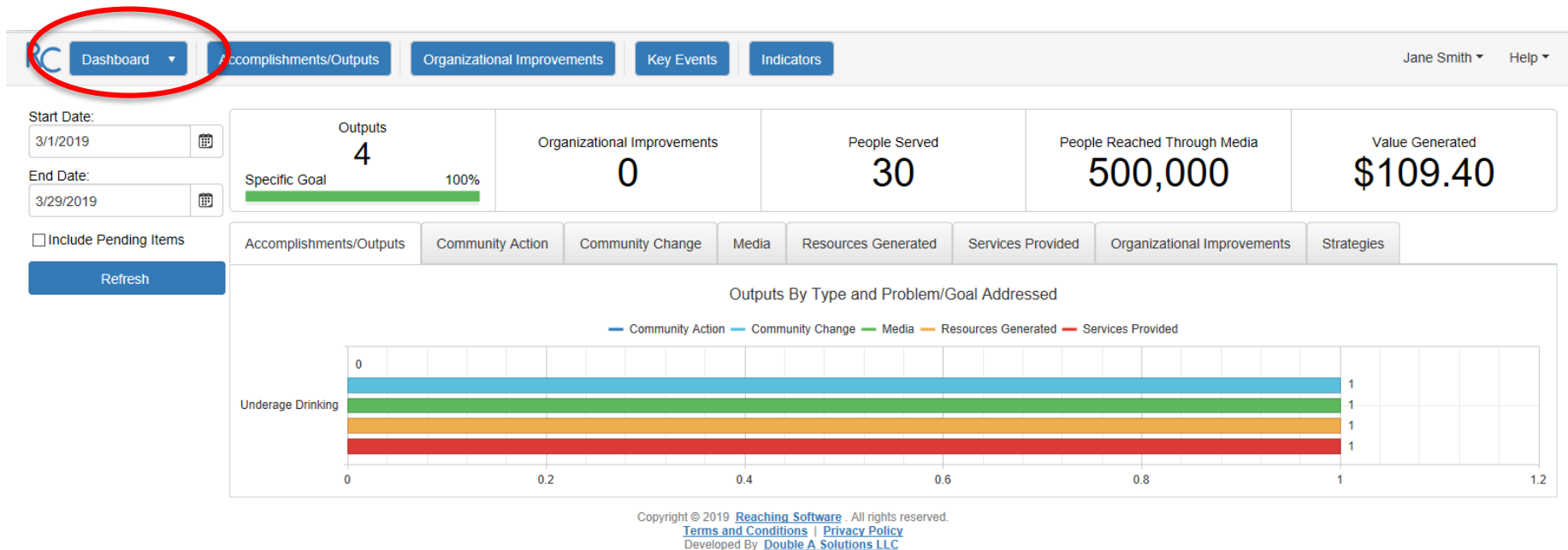
1 2 3 4 5 6 7 8 9 10 ...

Page 1 of 12, items 1 to 50 of 573.

Status	Recorder	Date	Description	Output Type	Attachments				
✓	Demo Stration	3/5/2019	Pass a private property ordinance, media covered passage and two coalition member testified in support	Community Change		📄	📄	🗑️	✎
✓	Demo Stration	3/5/2019	Pass a private property ordinance, media covered passage and two coalition member testified in support	Media		📄	📄	🗑️	✎
✓	Demo Stration	3/5/2019	Pass a private property ordinance, media covered passage and two coalition member testified in support	Resources Generated		📄	📄	🗑️	✎
✓	Demo Stration	3/1/2019	TIPS Training	Services Provided		📄	📄	🗑️	✎
✓	Demo Stration	10/28/2018	Fall Festival for City of Williamstown. Distributed 500 flyers information on coalition, and alcohol and marijuana.	Services Provided		📄	📄	🗑️	✎
✓	Demo Stration	10/28/2018	Fall Festival for City of Williamstown. Distributed 500 flyers information on coalition, and alcohol and marijuana.	Media		📄	📄	🗑️	✎
✓	Demo Stration	10/28/2018	E-cig and vapor pen info to school personnel (emails to 20 personnel) to keep them abreast of trends and what to watch out for during the school days.	Media		📄	📄	🗑️	✎
✓	Demo Stration	10/28/2018	29 youths from the Lead & Seed coalition created a community event in which they labled 500 water bottles with tobacco facts. All 500 bottles were distributed to individuals in the community.	Media		📄	📄	🗑️	✎
✓	Demo Stration	10/28/2018	Drug disposal drop box emptied by Sheriff Scott Dodd. 35lbs. prescription medications and 8 lbs. trash emptied.	Services Provided		📄	📄	🗑️	✎

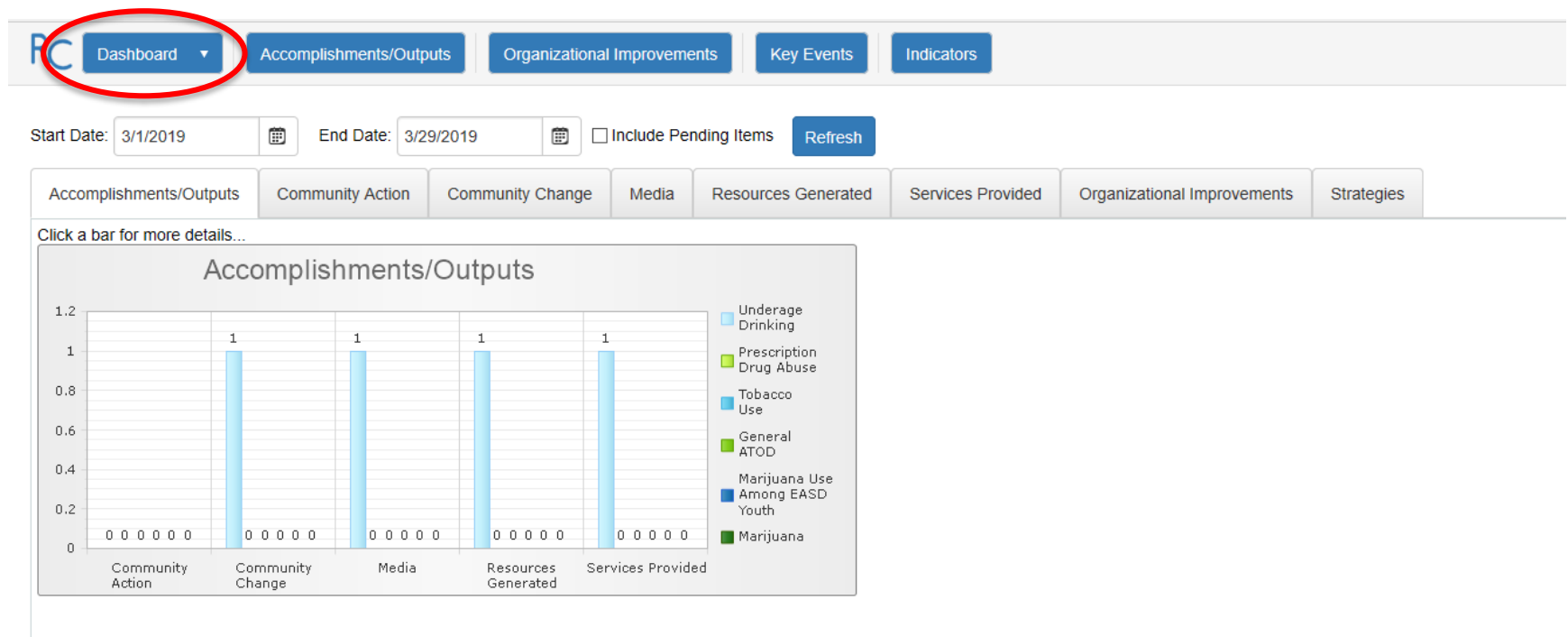
Reach Tabs: Dashboard

- The first tab on the top left of the screen is the Dashboard tab, which is a place to generate graphs to visualize and filter your data.
- There are currently 2 Dashboards that will appear in a drop-down menu: Dashboard and Old Dashboard



Reach Tabs: Old Dashboard


- The first tab on the top left of the screen is the Dashboard tab, which is a place to generate graphs to visualize and filter your data.
- There are currently 2 Dashboard: Dashboard and Old Dashboard



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Developed By [Double A Solutions LLC](#)


































Reach Tabs: Organizational Improvements

- The third tab is Organizational Improvements where all of the internal activities are tracked for the organization.

 Dashboard ▾ Accomplishments/Outputs **Organizational Improvements** Key Events Indicators Jane Smith ▾ Help ▾


Organizational Improvements ☐ Show Filter Options + Add New Organizational Improvement 🔄 Refresh 📄

Page 2 of 2, Items 51 to 62 of 62.


Status	Recorder	Date	Type of Change	Description	Attachments			
✓	Demo Stration	10/28/2018	TA	4 Staff members received Reach training and logic model review, for 2 hours , provided by Kelli Keck.				
✓	Demo Stration	10/28/2018	Organizational Change	We restructured and changed our committees. We now have the Underage Drinking Committee, Prescription Drug Committee, and Data Collection Committee.				
✓	Demo Stration	10/28/2018	Organizational Change	We launched a new, modern and more user-friendly website.				
✓	Demo Stration	10/28/2018	Training	9 coalition members attended 7 days of CADCA training.				
✓	Demo Stration	10/28/2018	Organizational Change	Coalition members voted unanimously to approve our first set of Bylaws.				
✓	Demo Stration	10/28/2018	Organizational Change	New member joined Coalition: P. Kirk				
✓	Demo Stration	10/28/2018	Organizational Change	New coordinator hired for Teen Court and DFC				
✓	Demo Stration	10/28/2018	Organizational Change	Training Workgroup Formed.				
✓	Demo Stration	10/28/2018	Training	attended a free training workshop put on by Health Resources in Action and BEST Initiatives about "Engaging Youth in Public Health Advocacy."				
✓	Demo Stration	10/28/2018	Training	Director attended the SAM Summit: Smart Approaches to Marijuana in Atlanta, GA. Updates on marijuana legalization and subsequent effects of legalization from states around the country were presented.				
✓	Demo Stration	10/28/2018	Training	Coalition Director attended the first session of the Leaders in Health Partnership at the TH Chan School of Public Health in Boston. This was the first session of an 8 week course designed to train Public health professions in Community Based Participatory Research.				

Reach Tabs: Key Events

- The fourth tab is Key Events, which is where all of the external events the organization DOES NOT control yet may impact its work are entered.





























 Dashboard ▾ Accomplishments/Outputs Organizational Improvements **Key Events** Indicators Jane Smith ▾ Help ▾

Key Events

☐ Show Filter Options [+ Add New Key Event](#) [Refresh](#) 

1

Page 1 of 1, items 1 to 9 of 9.

	Recorder	Date	Description	Attachments			
	Jane Smith	7/1/2010	Indoor smoking ban statewide.				
	Jane Smith	1/1/2013	Three DUI accidents involving local college students				
	Jane Smith	1/9/2013	business sets policy to ban smoking				
	Reach Preview	3/20/2015	Smoking banned at all outdoor parks				
	Demo Stration	1/3/2016	State passed law raising age to purchase tobacco products from 18 to 21.				
	Demo Stration	1/12/2016	Local citizen was busted selling large amounts of MJ.				
	Demo Stration	8/1/2016	State of Ohio passed new law legalizing medical marijuana. New law does not allow for smoking, only edibles and tabs.				
	Demo Stration	3/4/2019	mayor got arrested for providing alcohol to minors				
	Demo Stration	3/4/2019	Mayor issued new funding for underage drinking prevention				

1

Page 1 of 1, items 1 to 9 of 9.

Reach Tabs: Indicators

- The last tab is Indicators, which is where all of the organization's outcome data is recorded and stored.

RC		Dashboard ▾	Accomplishments/Outputs	Organizational Improvements	Key Events	Indicators	Jane Smith ▾ Help ▾	
Indicators		<input type="checkbox"/> Show Filter Options		Graph Indicators	Import Indicators	Add New Indicator	Refresh	
1 2 3 4		Page 1 of 4, Items 1 to 50 of 154.						
	Indicator	Initiative	Community	Data Type	Attachments			
▶	30 Day Alcohol Use High School	School Surveys	ABC High School	Percent				
▶	30 day use of prescription drugs	Community Survey	ABC School District	Percent				
▶	30 Day Use of Rx	Community Survey	City of XYZ	Percent				
▶	30 day use Tobacco	Community Survey	City of XYZ	Percent				
▶	30 day use Tobacco	Tobacco Free Schools	ABC High School	Number				
▶	Alcohol Easy/Very Easy to get-High School	School Surveys	ABC High School	Percent				
▶	Alcohol Use Very little harm/ not harmful-High School	School Surveys	ABC High School	Percent				
▶	Citations for Minor in Possession of Alcohol	Law Enforcement Data	XYZ University	Percent				
▶	Community Events with Alcohol	Enviornmental Scans	City of XYZ	Number				
▶	Number of Alcohol Advertisements	Enviornmental Scans	XYZ University	Number				

Reach Tabs: Filtering

- On most of these tabs there will be an icon that says 'Show Filter Options' which allows you to control which entries you can see.
- When you click on the box next to the icon, boxes will come up above each of the columns
 - If you click the box again, the filter options disappear. However, any filters you had chosen will remain until you remove the filters

The screenshot shows the 'Accomplishments/Outputs' tab in the Epiphany Community Services interface. The top navigation bar includes tabs for Dashboard, Accomplishments/Outputs, Organizational Improvements, Key Events, and Indicators. The user is logged in as Jane Smith. The main content area displays a table of accomplishments. Above the table, there is a 'Show Filter Options' button (circled in red) and a 'Change View' dropdown. The table has columns for Status, Recorder, Date, Description, Output Type, and Attachments. Filter boxes are visible above the first five columns. The table contains three rows of data, all with a status of 'Demo Stration' and a date of '3/5/2019'. The first row is highlighted in blue.

Status	Recorder	Date	Description	Output Type	Attachments
✓	Demo Stration	3/5/2019	Pass a private property ordinance, media covered passage and two coalition member testified in support	Community Change	
✓	Demo Stration	3/5/2019	Pass a private property ordinance, media covered passage and two coalition member testified in support	Media	
✓	Demo Stration	3/5/2019	Pass a private property ordinance, media covered passage and two coalition member testified in support	Resources Generated	

Reach Tabs: Filtering

- Click in the box above the column you would like to filter and type in key words or a specific date range (MM/DD/YYYY)
- Then Click on the Filter symbol and choose how you would like to Filter the results
 - Ex: Includes the keywords you entered OR Does not include those keywords
 - **Note:** When entering a date range, put a space between the two dates and choose 'Between' to see results within those two dates
 - Select 'No Filter' to Remove the Filters

The screenshot shows the 'Accomplishments/Outputs' tab in the Epiphany Community Services dashboard. The user 'Jane Smith' is logged in. The table displays a list of accomplishments with columns for Status, Recorder, Date, Description, Output Type, and Attachments. A red box highlights the filter dropdown menu for the 'Date' column, which is open, showing various filter options. The table contains 12 items, with the first 50 of 567 items displayed on page 1.

Accomplishments/Outputs (To show additional columns right click on the column heading and select columns.)

Page 1 of 12, items 1 to 50 of 567.

Status	Recorder	Date	Description	Output Type	Attachments
✓	Demo Stration	3/5/2019	e, media covered passage and two coalition member testified in	Community Change	
✓	Demo Stration	3/5/2019	e, media covered passage and two coalition member testified in	Media	
✓	Demo Stration	3/5/2019	e, media covered passage and two coalition member testified in	Resources Generated	
✓	Demo Stration	3/1/2019		Services Provided	
✓	Demo Stration	10/28/2018	own. Distributed 500 flyers information on coalition, and alcohol and	Services Provided	
✓	Demo Stration	10/28/2018	Fall Festival for City of Williamstown. Distributed 500 flyers information on coalition, and alcohol and marijuana.	Media	
✓	Demo Stration	10/28/2018	E-cig and vapor pen info to school personnel (emails to 20 personnel) to keep them abreast of trends and what to watch out for during the school days.	Media	
✓	Demo Stration	10/28/2018	29 youths from the Lead & Seed coalition created a community event in which they labled 500 water bottles with tobacco facts. All 500 bottles were distributed to individuals in the community.	Media	

Reach Tabs: Change View

- Next to 'Show Filter Options' is 'Change View'
- Select 'Change View' to choose which options from the drop-down you would like to see as columns on the page
- Click anywhere on the page to make the drop-down menu disappear

The screenshot displays the Epiphany Community Services web application. At the top, there is a navigation bar with tabs: Dashboard, Accomplishments/Outputs, Organizational Improvements, Key Events, and Indicators. The 'Accomplishments/Outputs' tab is active. In the top right corner, the user's name 'Jane Smith' and a 'Help' link are visible.

Below the navigation bar, the main content area shows a table of 'Accomplishments/Outputs'. The table has columns for Status, Recorder, Date, and Description. The first three rows show 'Demo Stration' entries with dates from 2019. The fourth row shows 'TIPS Training' from 2019. The fifth and sixth rows show 'Fall Festival for City of Williamstown' from 2018. The seventh row shows 'E-cig and vapor pen info to school personnel' from 2018. The eighth row shows '29 youths from the Lead & Seed coalition' from 2018.

A red box highlights the 'Change View' dropdown menu, which is open. The menu contains a grid of checkboxes for various fields that can be added to the table columns. The fields are organized into four columns and five rows. The first column includes Status, Recorder, Date, Description, Awesome, Amazing, and Great. The second column includes Stuff, Committee/Workgroup, Sector(s) Involved, Sector(s) Targeted, Who to Report To, Who Helped, and Output Type. The third column includes Service Type, Number Served, Length Of Service, Total Length Of Service, Media Type, Media Impressions, and Newspaper. The fourth column includes Internet Site, Radio Station, Television Station, Resource Type, Cash Amount, Cash Usage, Cash Source, In-Kind Value, In-Kind Usage, Volunteer Hours, Volunteer Value, Total Volunteer Value, Volunteer Usage, and Attachments. The 'Output Type' checkbox is selected.

Status	Recorder	Date	Description	Services Provided	Media
✓	Demo Stration	3/5/2019	Pass a private property ordinance, media covered passage and two		
✓	Demo Stration	3/5/2019	Pass a private property ordinance, media covered passage and two		
✓	Demo Stration	3/5/2019	Pass a private property ordinance, media covered passage and two		
✓	Demo Stration	3/1/2019	TIPS Training	Services Provided	
✓	Demo Stration	10/28/2018	Fall Festival for City of Williamstown. Distributed 500 flyers information on coalition, and alcohol and marijuana.	Services Provided	
✓	Demo Stration	10/28/2018	Fall Festival for City of Williamstown. Distributed 500 flyers information on coalition, and alcohol and marijuana.	Media	
✓	Demo Stration	10/28/2018	E-cig and vapor pen info to school personnel (emails to 20 personnel) to keep them abreast of trends and what to watch out for during the school days.	Media	
✓	Demo Stration	10/28/2018	29 youths from the Lead & Seed coalition created a community event in which they labled 500 water bottles with tobacco facts. All 500 bottles were distributed to individuals in the community.	Media	

Steps For Data Entry

Review these pages to see how to complete an entry using the required fields.

Accomplishments/Outputs

1. Click on Accomplishments/Outputs at the top of the page.
2. Click on the “Add New Accomplishments/Outputs” button in the upper right corner; a data entry screen will pop up, described on the next few pages.

1

2

RC

Dashboard

Accomplishments/Outputs

Organizational Improvements

Key Events

Indicators

2

Jane Smith


Help


Accomplishments/Outputs (To show additional columns right click on the column heading and select columns.)


☐ Show Filter Options

Change View

View Logic Model


























 Add New Accomplishment/Output

 Refresh



12345678910...

Page 1 of 12, items 1 to 50 of 573.

Status	Recorder	Date	Description	Output Type	Attachments				
	Demo Stration	3/5/2019	Pass a private property ordinance, media covered passage and two coalition member testified in support	Community Change					
	Demo Stration	3/5/2019	Pass a private property ordinance, media covered passage and two coalition member testified in support	Media					
	Demo Stration	3/5/2019	Pass a private property ordinance, media covered passage and two coalition member testified in support	Resources Generated					
	Demo Stration	3/1/2019	TIPS Training	Services Provided					
	Demo Stration	10/28/2018	Fall Festival for City of Williamstown. Distributed 500 flyers information on coalition, and alcohol and marijuana.	Services Provided					

Accomplishments/Outputs

Data Entry Screen:

The screenshot shows a web-based data entry form titled "Add New Accomplishment/Output". The form contains several fields with callout boxes providing instructions:

- Date:** A text input field with a calendar icon. Callout: "1. Date: Every entry must have already happened. No entries should be pre-dated."
- Description:** A large text area. Callout: "2. Description: Must have... Who is involved? What is being done? Where it is being done? What problem/goal is being targeted?"
- Output:** A list of checkboxes: Community Action, Community Change, Media, Resources Generated, Services Provided. Callout: "3. Output Type: Select one or more of the 5 output types. You can enter more than one type at a time – they will display as separate entries on the main screen."
- Problem/Goal Addressed:** A dropdown menu. Callout: "4. Problem/Goal: Align your entry to the related problem/goal."
- Risk Factor:** A dropdown menu. Callout: "5. Risk Factor: Align your entry to the related risk factor."
- Local Condition:** A dropdown menu. Callout: "6. Local Condition: Align your entry to the related local condition."
- Strategy:** A dropdown menu. Callout: "7. Strategy: Align your entry to the related strategy."

Accomplishments/Outputs

(this is the data entry screen continued)

The screenshot shows a web application window titled "Add New Accomplishment/Output". The form contains several dropdown menus and text input fields, each with a question mark icon. The fields are: "Problem/Goal Addressed:", "Risk Factor:", "Local Condition:", "Strategy:", "Committee/Workgroup:", "Sector(s) Involved:", "Sector(s) Targeted:", "Who to Report To:", and "Who Helped:". The "Sector(s) Involved:" and "Sector(s) Targeted:" fields have a plus icon next to the question mark. The "Who to Report To:" field also has a plus icon. At the bottom of the form is a blue button labeled "Add New Accomplishment/Output". Below the button is the copyright notice: "Copyright © 2017 Reaching Software. All rights reserved. Terms and Conditions | Privacy Policy Developed By Double A Solutions LLC".

8. Committee/Workgroup:
• Select the group that has helped with this activity.

9. Sector(s) Involved:
• Select the sector(s) involved in conducting this activity.

10. Sector(s) Targeted:
• Select the sector(s) being targeted by this activity.

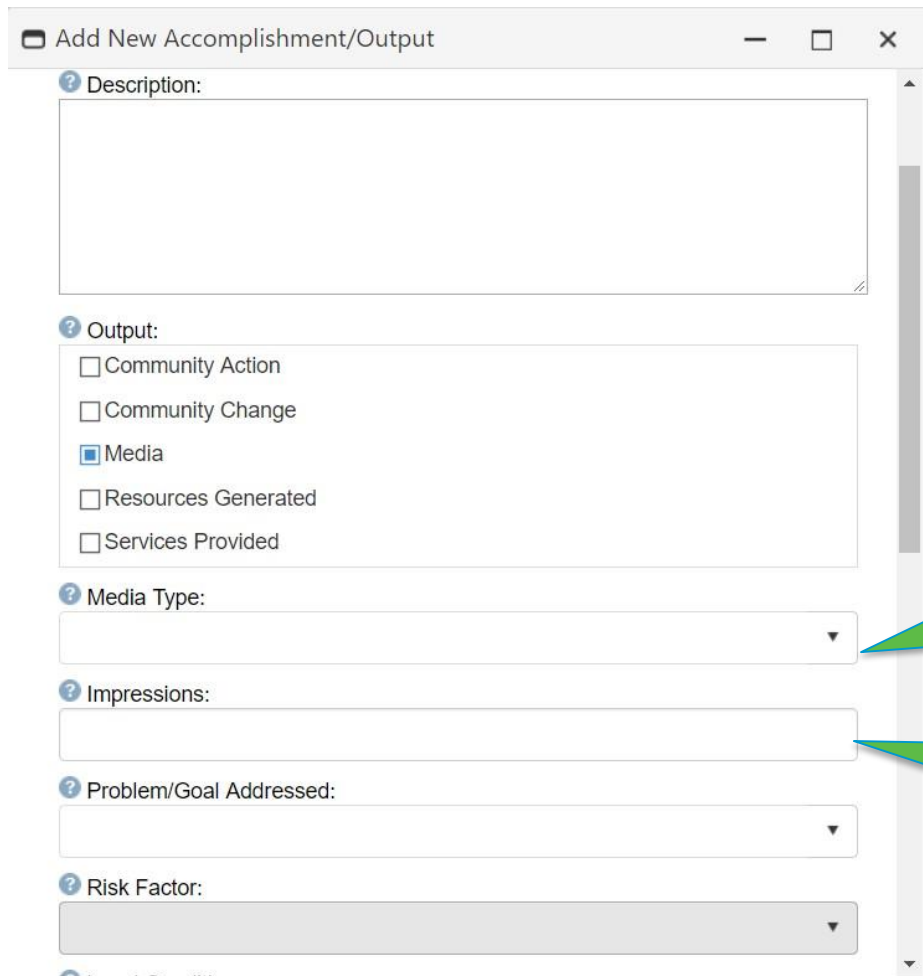
11. Who to Report to:
• Select who this activity needs to be reported to.

12. Who Helped:
• Name the people who helped with this activity.

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Accomplishments/Outputs: Media

- Media outputs will ask for additional information when entering data.



The screenshot shows a web form titled "Add New Accomplishment/Output". The form contains several fields:

- Description:** A large text area for entering a description.
- Output:** A section with five checkboxes: "Community Action", "Community Change", "Media" (which is selected), "Resources Generated", and "Services Provided".
- Media Type:** A dropdown menu.
- Impressions:** A text input field.
- Problem/Goal Addressed:** A dropdown menu.
- Risk Factor:** A dropdown menu.

Two green callout boxes provide additional instructions:

- The first callout points to the "Media Type" dropdown and says: "Choose Media Type: Depending on the media type, an additional box may pop up asking to choose the name of media. In that situation select the appropriate name."
- The second callout points to the "Impressions" text field and says: "Type in the number of impressions generated by the use of the media. See [Tracking Media Impression Tips](#) in the Appendix for more information."

Accomplishments/Outputs: Resources Generated

- Resources Generated outputs will ask for additional information when entering data.
- The example below shows the requirements for Cash and In-Kind.

The screenshot shows a web form titled "Add New Accomplishment/Output". The form contains several fields with question mark icons indicating they are required:

- Description:** A large text area for a detailed description.
- Output:** A group of checkboxes with the following options:
 - ☐ Community Action
 - ☐ Community Change
 - ☐ Media
 - ☒ Resources Generated
 - ☐ Services Provided
- Resource Type:** A dropdown menu currently showing "Cash".
- Cash Amount:** A text input field.
- What will the cash be used for:** A dropdown menu.
- Cash Source:** A text input field.
- Problem/Goal Addressed:** A dropdown menu.

Five green callout boxes with blue arrows point to specific parts of the form:

- One points to the "Output" section, stating: "Depending on the Resource type, the next two or three fields change to fit the resource type. Answer those questions as needed."
- One points to the "Resource Type" dropdown, stating: "Choose Resource Type: Cash or In-Kind."
- One points to the "Cash Amount" field, stating: "Enter amount or value of resource."
- One points to the "What will the cash be used for:" dropdown, stating: "Select how the donation will be used."
- One points to the "Cash Source" field, stating: "Record the source of the Cash (or In-Kind.)"

Accomplishments/Outputs: Resources Generated

- The example below shows the data entry requirements for Volunteer.

The screenshot shows a web form titled "Add New Accomplishment/Output". The form contains several fields and checkboxes. Green callout boxes with arrows point to specific fields, providing instructions:

- Description:** A large text area for entering a description.
- Output:** A group of checkboxes: ☐ Community Action, ☐ Community Change, ☐ Media, ☒ Resources Generated, and ☐ Services Provided.
- Resource Type:** A dropdown menu currently showing "Volunteer".
- Volunteer Hours:** A text input field.
- Volunteer Value:** A text input field.
- Total Volunteer Value:** A greyed-out text input field with "(calculated)" below it.
- What will the volunteer hours be used for:** A dropdown menu.

Annotations (green boxes):

- Choose resource type: Volunteer.
- Enter amount of volunteer hours.
- Enter value of volunteer hours. (See [Reference](#))
- Total value of volunteer hours will be automatically calculated.
- Select how the volunteer time will be used.

Accomplishments/Outputs: Services Provided

- Services Provided outputs will ask for three additional types of information when entering.

The screenshot shows a web form titled "Add New Accomplishment/Output". The form contains several fields and sections:

- Description:** A large text area for entering a description.
- Output:** A section with five checkboxes: "Community Action", "Community Change", "Media", "Resources Generated", and "Services Provided". The "Services Provided" checkbox is selected.
- Type of Service:** A dropdown menu.
- Number Served:** A text input field.
- Length of Service:** A text input field.
- Total Length of Service:** A text input field that is disabled (grayed out) and labeled "(calculated)".
- Problem/Goal Addressed:** A dropdown menu.

Four green callout boxes provide instructions for the "Services Provided" section:

- Choose type of service being provided. (points to the "Type of Service" dropdown)
- Enter number served into text box. (points to the "Number Served" text box)
- Enter length of service each person contributed into text box.. See [Decimal Hour Conversion Chart](#) in the Appendix for more information. (points to the "Length of Service" text box)
- Total Length of Service will be automatically calculated. (points to the "Total Length of Service" text box)

Accomplishments/Outputs

- When your entry is done, click on Add New Accomplishment/Output.

Add New Accomplishment/Output

- Once an Accomplishment/Output has been added to your records, there are three options to continue or complete the entry.



Option 1: If completely done, click **Close** button.

Option 2: If you wish to record this data in an additional category, click **Add Copy of this Accomplishment/Output**. This opens another form with the last entries information already selected.

Option 3: If you wish to enter completely different data, click **Add New Accomplishment/Output**. This opens another data entry form that is ready to be filled out.

Accomplishments/Outputs

- When on the Accomplishment/Outputs page, be aware of these common and helpful icons/buttons.
- For more information about the functions of each of these icons/buttons shown below, refer to the [Icons/Buttons](#) page in the Appendix.

The screenshot shows the 'Accomplishments/Outputs' page in a web application. The top navigation bar includes 'Dashboard', 'Accomplishments/Outputs', 'Organizational Improvements', 'Key Events', and 'Indicators'. The user is logged in as 'Jane Smith'. The main content area displays a table of accomplishments with columns for 'Status', 'Record', 'Description', 'Output Type', and 'Attachments'. A callout box on the left highlights the 'Status' column, showing a green checkmark icon for 'Completed' and a yellow warning icon for 'In Progress'. Another callout box on the right highlights the 'Attachments' column, showing icons for 'Add Attachment', 'Duplicate', 'Delete', and 'Edit'. The table lists four accomplishments, each with a status icon, a description, an output type, and attachment icons.

Status	Record	Description	Output Type	Attachments
Completed	Demo Stration	Interview with Larry Weiss WBGU FM to discuss Project Connect 2017	Media	[Add Attachment] [Duplicate] [Delete] [Edit]
In Progress	Demo Stration	Time placed permanent "we card" signs in front windows of store in Bowling Green.	Community Change	[Add Attachment] [Duplicate] [Delete] [Edit]
Completed	Demo Stration	Meeting of BGHS to discuss hosting an UAD town hall for the first time in Bowling Green to address UAD & social hosting. What we did Who we worked with How/why it's new What's the intended community change	Community Action	[Add Attachment] [Duplicate] [Delete] [Edit]
In Progress	Demo Stration	Event on UAD for the first time. Handed out pwh fliers. 10 volunteers help set up and run the event.	Community Change	[Add Attachment] [Duplicate] [Delete] [Edit]

Organizational Improvements

1. Click on Organizational Improvements at the top of the page.
2. Click on the “Add New Organizational Improvement” button in the upper right corner of the data entry page. Once you do so, a data entry screen will open.

RC

Dashboard

Accomplishments/Outputs

Organizational Improvements

Key Events

Indicators

Jane Smith

Help


































Organizational Improvements

Show Filter Options

Add New Organizational Improvement

Refresh

Page 1 of 2, items 1 to 50 of 62.

Status	Recorder	Date	Type of Change	Description	Attachments			
   	Jane Smith	10/15/2009	Training	Coalition received training to determine it initial focus on marijuana, underage drinking and tobacco use				
	Jane Smith	1/12/2010	Organizational Change	Coalition formalized its risk factors and local conditions, resulting in a new logic model				
 	Jane Smith	7/22/2010	Training	Local training for youth group on social media.				
	Jane Smith	7/24/2010	Organizational Change	Created portable file storage system for Guiding Good Choices (GGC) workshops. GGC facilitators will no longer have to prepare assessments and other program materials prior to workshops, and will be able to file completed assessments in one, portable container.				
	Jane Smith	8/24/2010	TA	Recieved TA from CADCA on how to write bylaws				
 	Jane Smith	9/15/2010	Organizational Change	Formed an evaluation committee				
	Jane Smith	9/16/2010	Organizational Change	Coalition members approved recommended changes to monthly coalition meetings. Working groups will now have time during monthly meetings to work on their respective projects.				

Organizational Improvements

RC

Dashboard ▾

Accomplishments/Outputs

Organizational Improvements

Key Events

Indicators

Jane Smith ▾

Help ▾

Organizational Improvements

☐ Show Filter Options

Refresh

12

Page 2 of 2, items 51 to 62 of 62.

Status	Recorder	Date	Type of Change	Description	Attachments		
	Recorder: Jane Smith ▾	Date: <input type="text"/>	Type of Change: ▾	Description: <div></div>			
✓	Demo Stration	10/28/2018	TA	4 Staff members received Reach training and logic model review, for 2 hours , provided by Kelli Keck.			
✓	Demo Stration	10/28/2018	Organizational Change	We restructured and changed our committees. We now have the Underage Drinking Committee, Prescription Drug Committee, and Data Collection Committee.			

1. Choose Recorder using dropdown menu (if necessary.)

2. Select the date of the improvement.

3. Choose specific type of change using the dropdown menu.

4. Type in the description of the Organizational Improvement.

5. When complete click "Save".

Save

Cancel

Organizational Improvements

- Also when on the Organizational Improvements page, be aware of these common and helpful icons/buttons.
- For more information about the functions of each of these icons/buttons shown below, refer to the [Icons/Buttons](#) pages in the Appendix.

RC Dashboard Accomplishments/Outputs Organizational Improvements Key Events Indicators Jane Smith Help

Organizational Improvements Status ☐ Show Filtered Items 1 to 50 of 62.

Status	Recorder	Date of Change	Description	Attachments
	Jane Smith		Coalition received training to determine its initial focus on marijuana, underage drinking and tobacco use	
	Jane Smith		Coalition formalized its risk factors and local conditions, resulting in a new logic model	
	Jane Smith		Local training for youth group on social media.	
	Jane Smith		Created portable file storage system for Guiding Good Choices (GGC) workshops. GGC facilitators will no longer have to prepare assessments and other program materials prior to workshops, and will be able to file completed assessments in one, portable container.	
	Jane Smith	8/24/2010	TA	
	Jane Smith	9/15/2010	Organizational Change	
	Jane Smith	9/16/2010	Organizational Change	

Callout boxes highlight the following icons/buttons:

- Left Callout:** Status icons (Success, Warning, Error, Info, Undo, Mail) and a set of action icons (Add, Delete, Edit, Mail).
- Right Callout:** Attachment icons (Add, Delete, Edit).

Key Events

1. Click on Key Events at the top of the page.
2. Click on the “Add New Key Event” button in the upper right corner of the data entry page. Once you do so, a data entry screen will open.

The screenshot shows the 'Key Events' page in a web application. At the top, a navigation bar contains several buttons: 'Dashboard', 'Accomplishments/Outputs', 'Organizational Improvements', 'Key Events', and 'Indicators'. A green callout bubble labeled '# 1' points to the 'Key Events' button. On the right side of the navigation bar, the user's name 'Jane Smith' and a 'Help' link are visible. Below the navigation bar, the 'Key Events' section is displayed. It includes a header with a '1' in a blue box, a 'Show Filter Options' checkbox, an 'Add New Key Event' button (highlighted by a green callout bubble labeled '# 2'), and a 'Refresh' button. Below the header is a table with 5 rows and 5 columns: Recorder, Date, Description, Attachments, and an empty column. The table contains the following data:

Recorder	Date	Description	Attachments	
Jane Smith	7/1/2010	Indoor smoking ban statewide.		
Jane Smith	1/1/2013	Three DUI accidents involving local college students		
Jane Smith	1/9/2013	business sets policy to ban smoking		
Reach Preview	3/20/2015	Smoking banned at all outdoor parks		
Demo Stration	1/3/2016	State passed law raising age to purchase tobacco products from 18 to 21.		

Page 1 of 1, items 1 to 9 of 9.

Key Events

RC

Dashboard ▾

Accomplishments/Outputs

Organizational Improvements

Key Events

Indicators

Jane Smith ▾

Help ▾

Key Events

☐ Show Filter Options

Refresh

1

Recorder	Date	Description	Attachments
Recorder: Jane Smith ▾	Date: <input type="text"/>	<div>Description:</div>	

1. Choose Recorder using dropdown menu (if necessary.)

2. Select the date of the event.

3. Type in the Description of the Key Event.

4. When complete click "Save".

Save

Cancel

Jane Smith	7/1/2010	Indoor smoking ban statewide.	
Jane Smith	1/1/2013	Three DUI accidents involving local college students	
Jane Smith	1/9/2013	business sets policy to ban smoking	

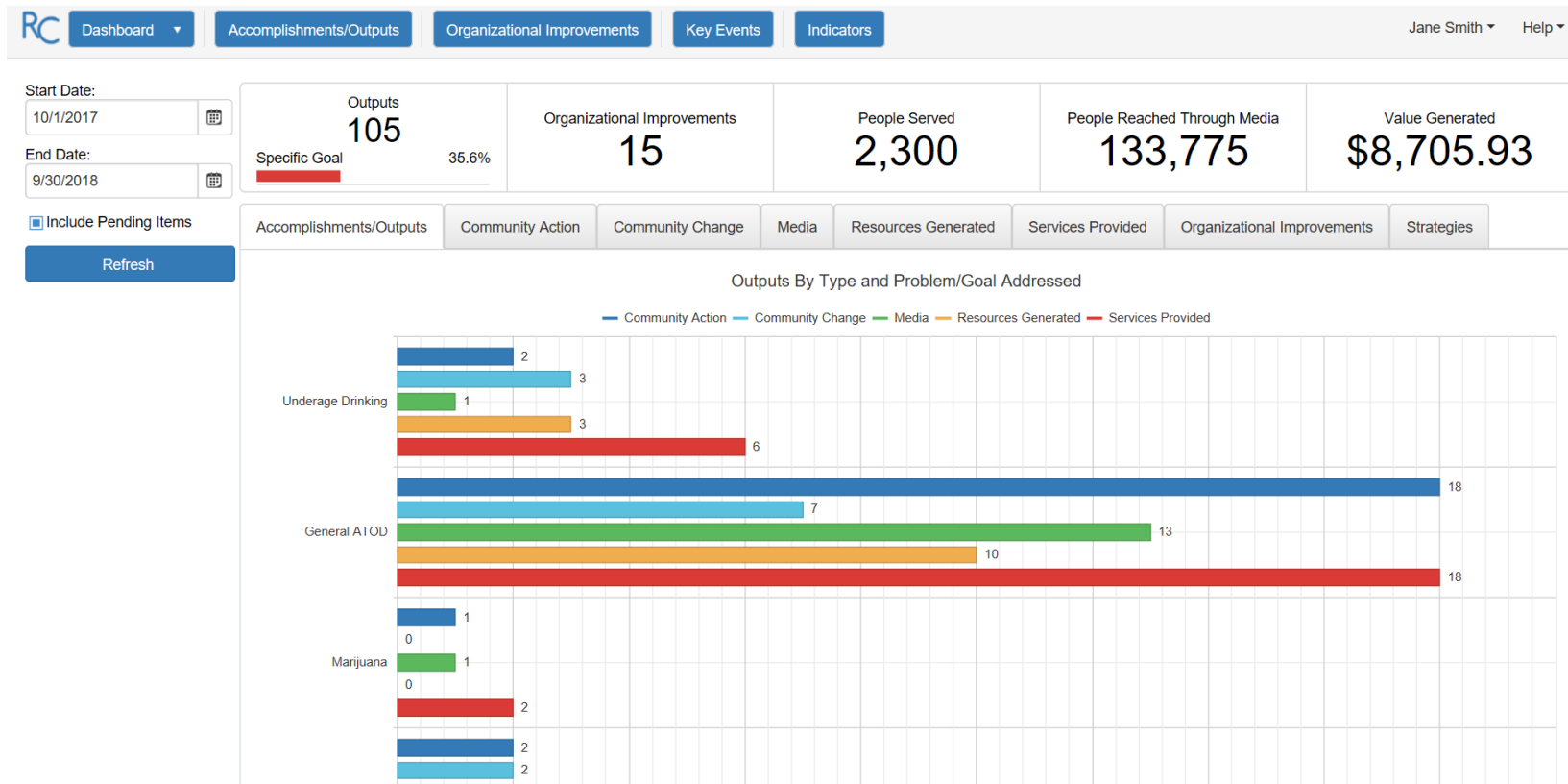
How To Use the Dashboard to Graph and Export Data

The dashboard provides a way for the user to generate charts from the data that has been entered along with being able to filter out data as well. These steps will show you how to use this feature to create useful charts and how to export your data.

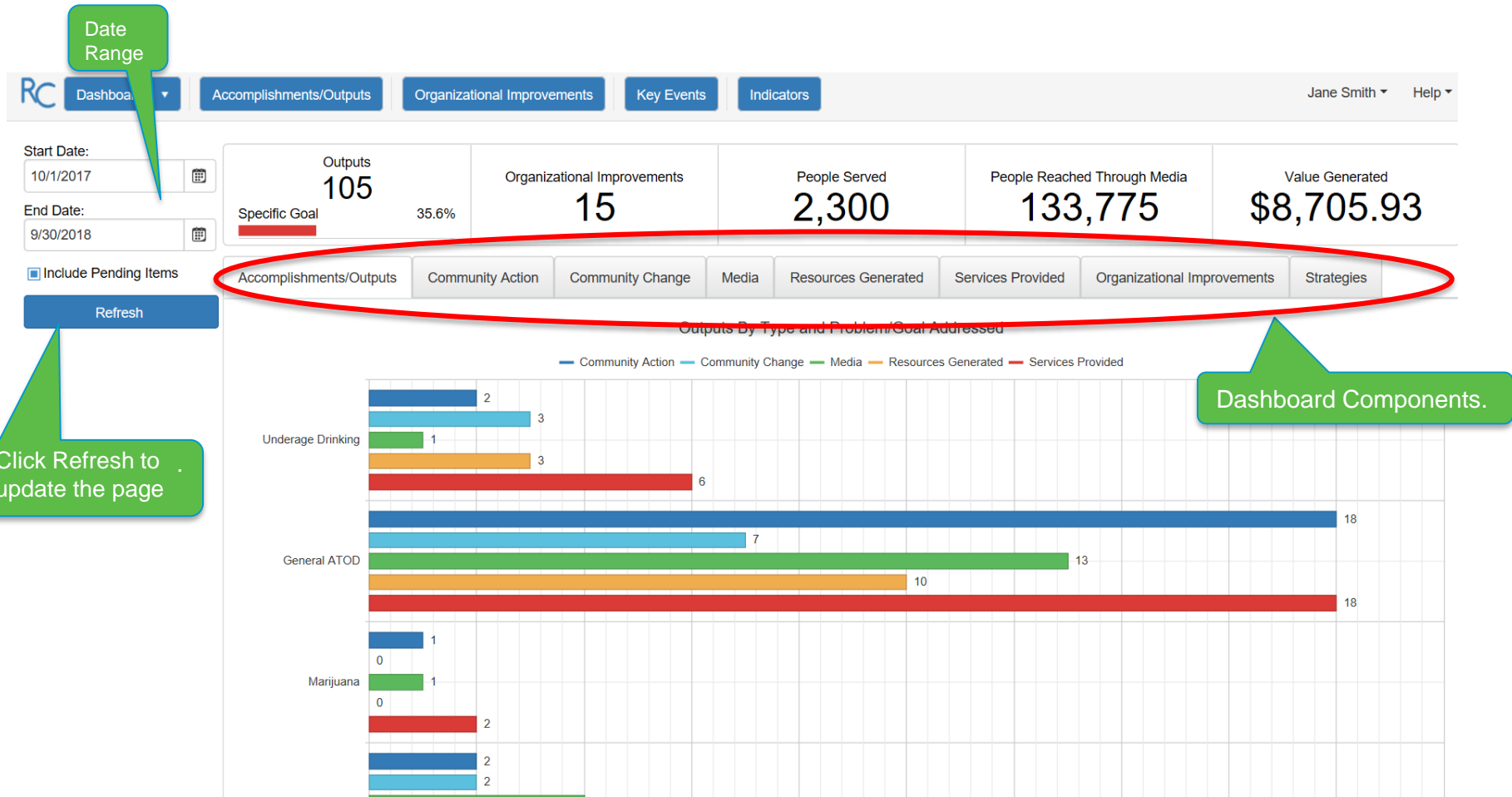
Steps will be shown for both the Dashboard and the Old Dashboard

Dashboard

- The Dashboard is a unique graphing tool that helps display the coalition's accomplishments and output toward their stated goals.



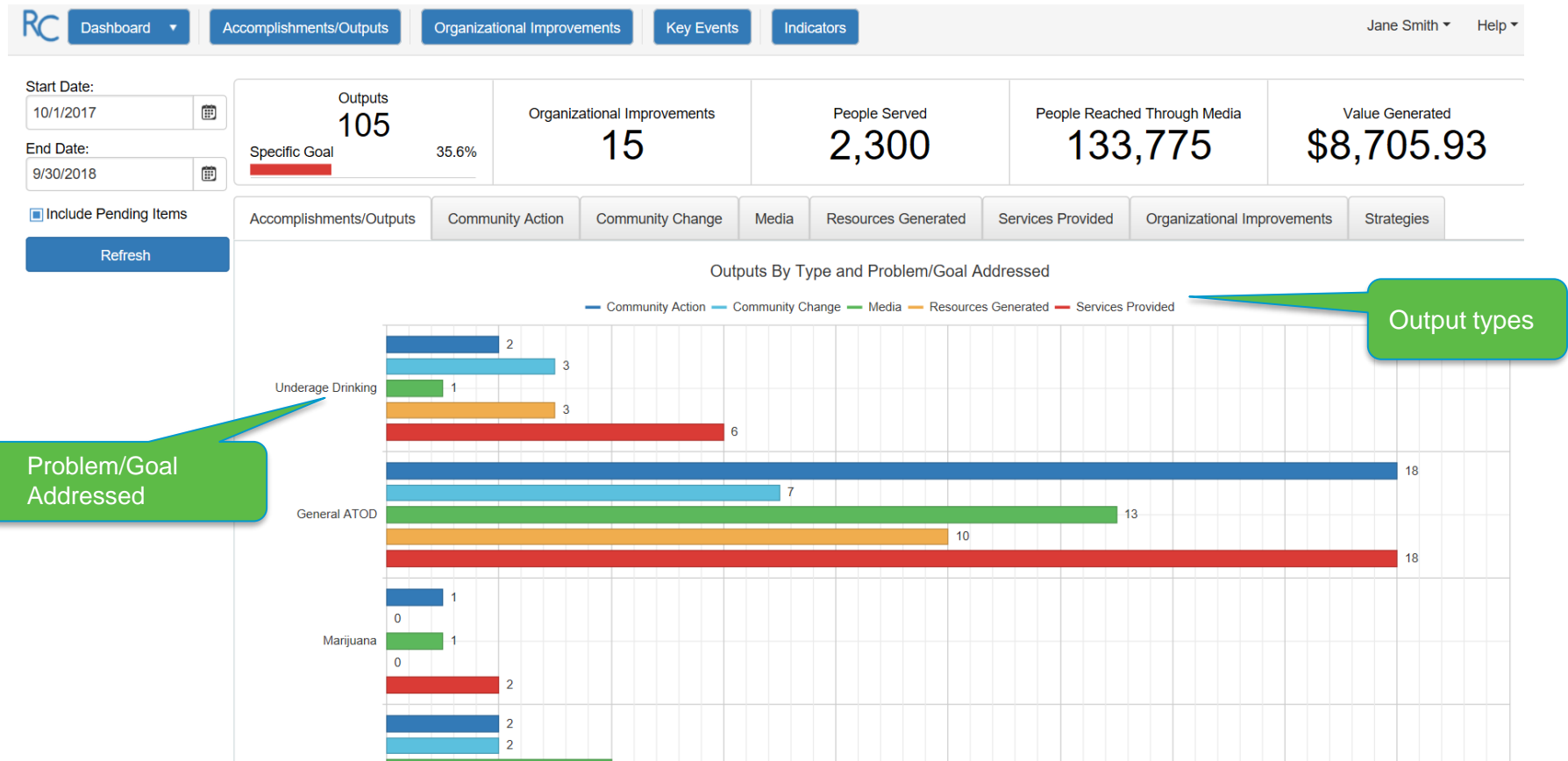
Dashboard: Components



Click Refresh to update the page

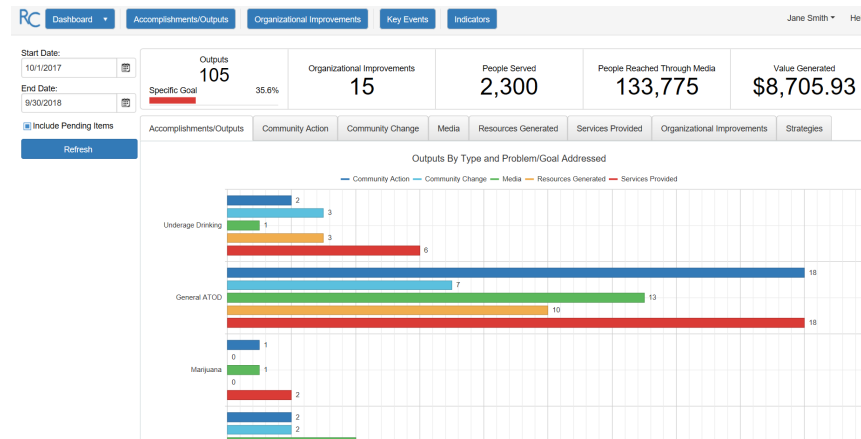
Dashboard: Accomplishments/Outputs

- The graph below shows the output types tracked under Accomplishments/Outputs listed along the top using color coding, and the problem/goal addressed is represented by the bars in the graph.



Dashboard: Accomplishments/Outputs

- By clicking on any of the bars within the graph, you will be taken to a list of entries that relate to the bar you clicked on



Accomplishments/Outputs (To show additional columns right click on the column heading and select columns.)

Show All Show Filter Options Change View View Logic Model Approve Selected Items Add New

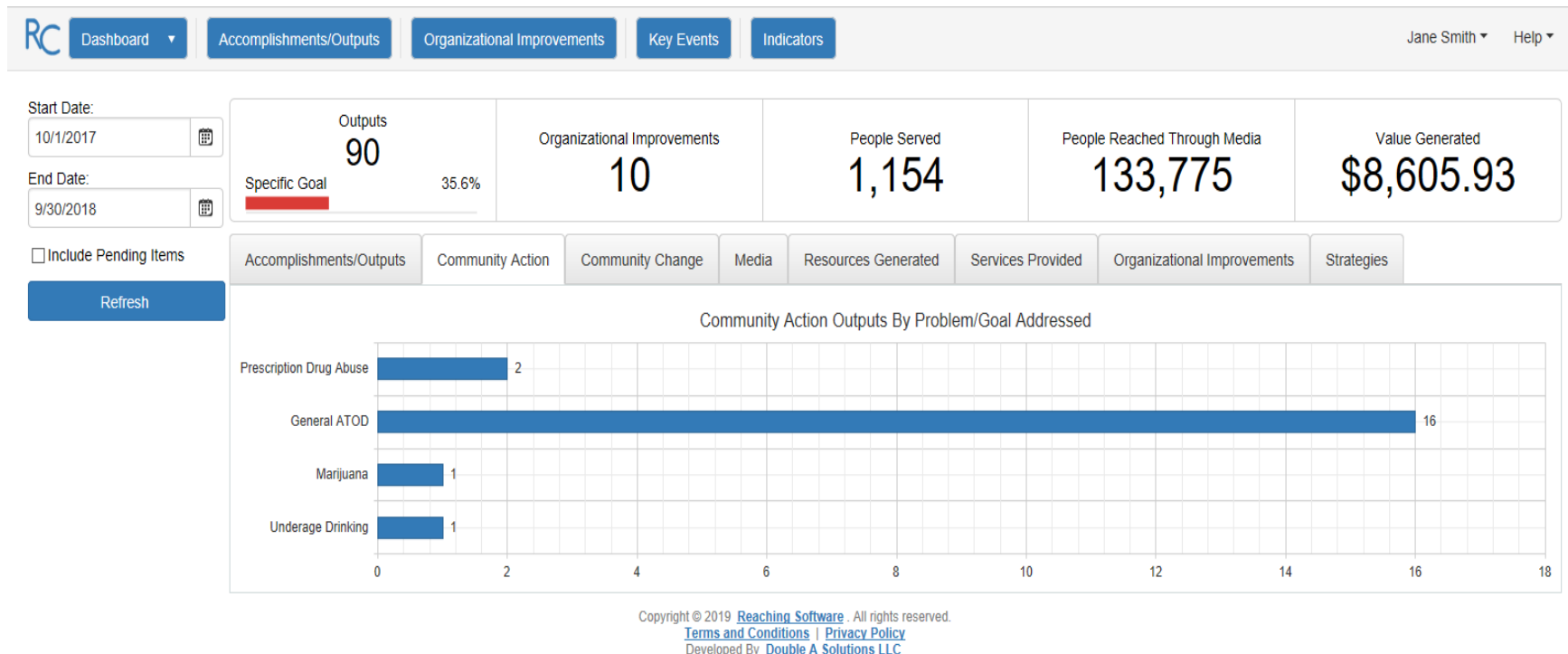
Accomplishment/Output Refresh

Page 1 of 1, items 1 to 44 of 44.

Needs Attention/Accept	Status	Recorder	Date	Description	Problem/Goal Addressed	Output Type	Attachments			
✖	✔	Autum Grames	9/25/2018	MS SEED Meeting: Pre-Test & RRW Planning	Kids are drinking	Services Provided				
✖	✔	Autum Grames	9/21/2018	Initial meeting for SMS students during AI to discuss the creation of a branch off program from SEED with focuses on the development of leadership skills through peer to peer education and volunteer opportunities.	Kids are drinking	Services Provided				
✖	✔	Autum Grames	9/18/2018	MS SEED Meeting: Character Building - Emotional & Physical Traits Important for Leadership & Decision Making	Kids are drinking	Services Provided				
✖	✔	Autum Grames	9/14/2018	5th Quarter (alternative event) held for SHS students after the varsity football game. Food, fun, and a substance free environment was provided. Around 175 students attended.	Kids are drinking	Services Provided				
✖	✔	Autum Grames	8/15/2018	Middle School Parent Orientation - SACC was given a table to provide information to parents and students about the SEED program and their involvement in such this school year. Pastor Ed and Mrs. Lori Jones have donated their time to help. The middle school has donated the space.	Kids are drinking	Services Provided				

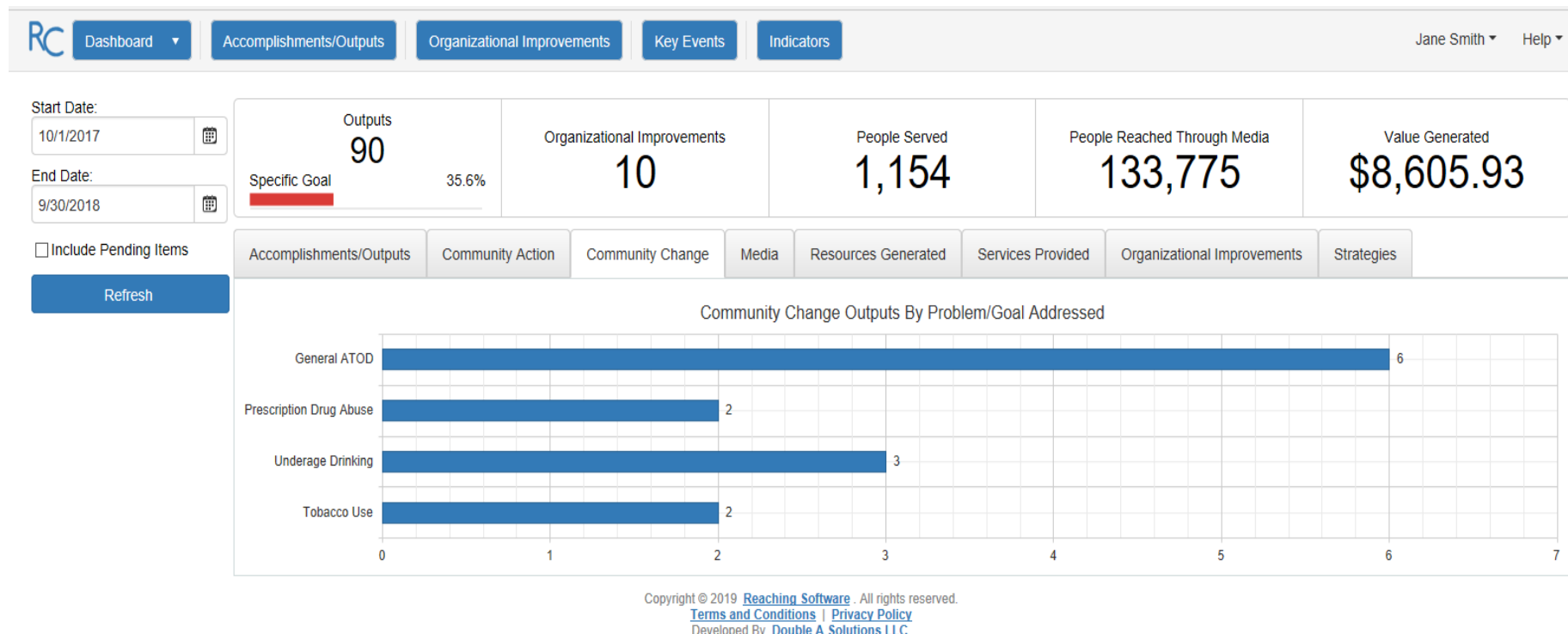
Dashboard: Community Action

- Community Actions are tracked by Problem/Goal addressed. The display of the information uses the same format as the Accomplishments/Outputs. This graph shows Community Actions by Problem/Goal Addressed. Clicking on any of the bars further filters the outputs.



Dashboard: Community Change

- Community Changes are also tracked by Problem/Goal addressed. The display of the information uses the same format as the Accomplishments/Outputs. This graph shows Community Changes by Problem/Goal Addressed. Clicking on any of the bars further filters the outputs.

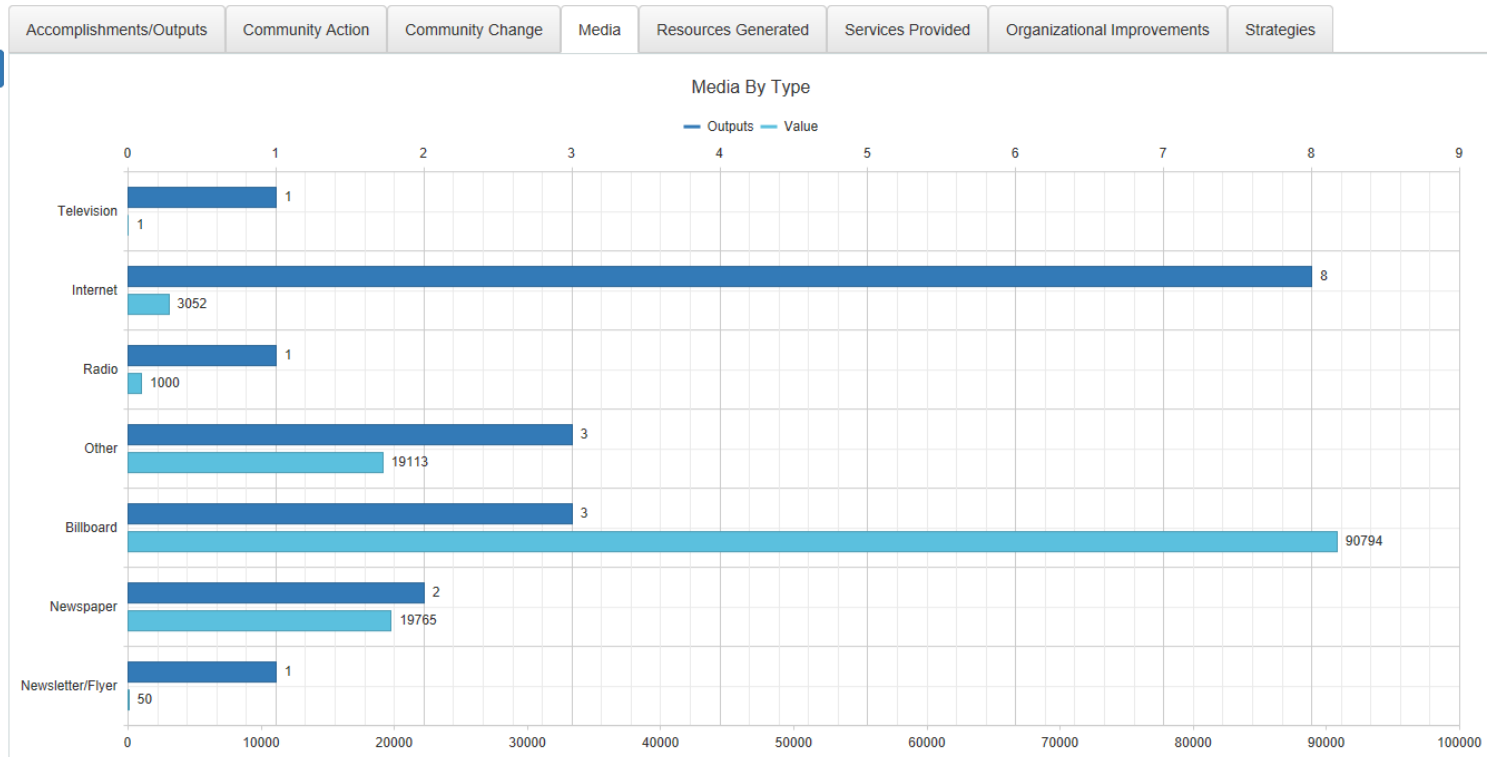


Dashboard: Media

- Media is tracked by type of media and displays number of outputs per type along with total number of impressions per type. This graph is clickable as well; clicking on a bar will generate a list of those entries.

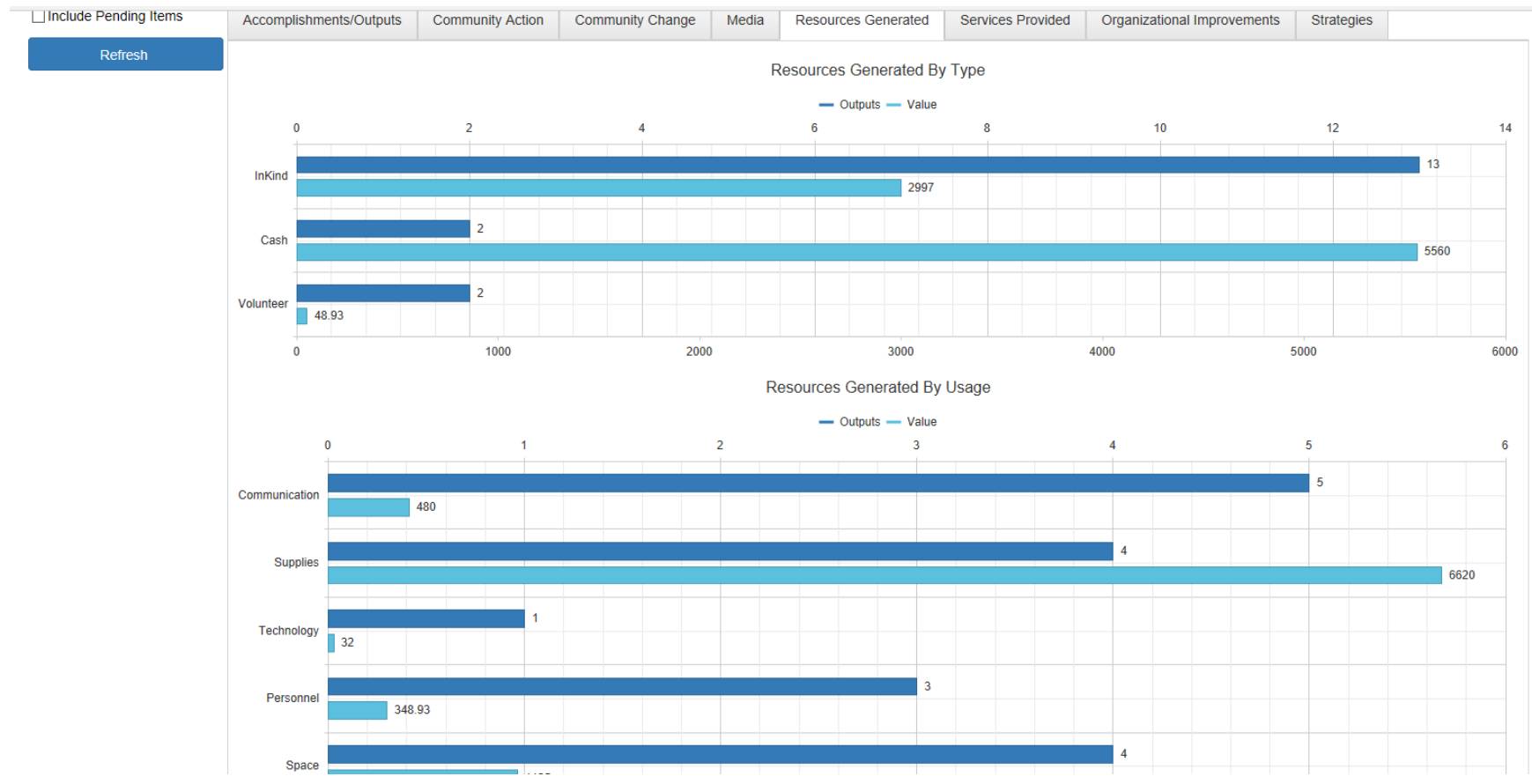
☐ Include Pending Items

Refresh



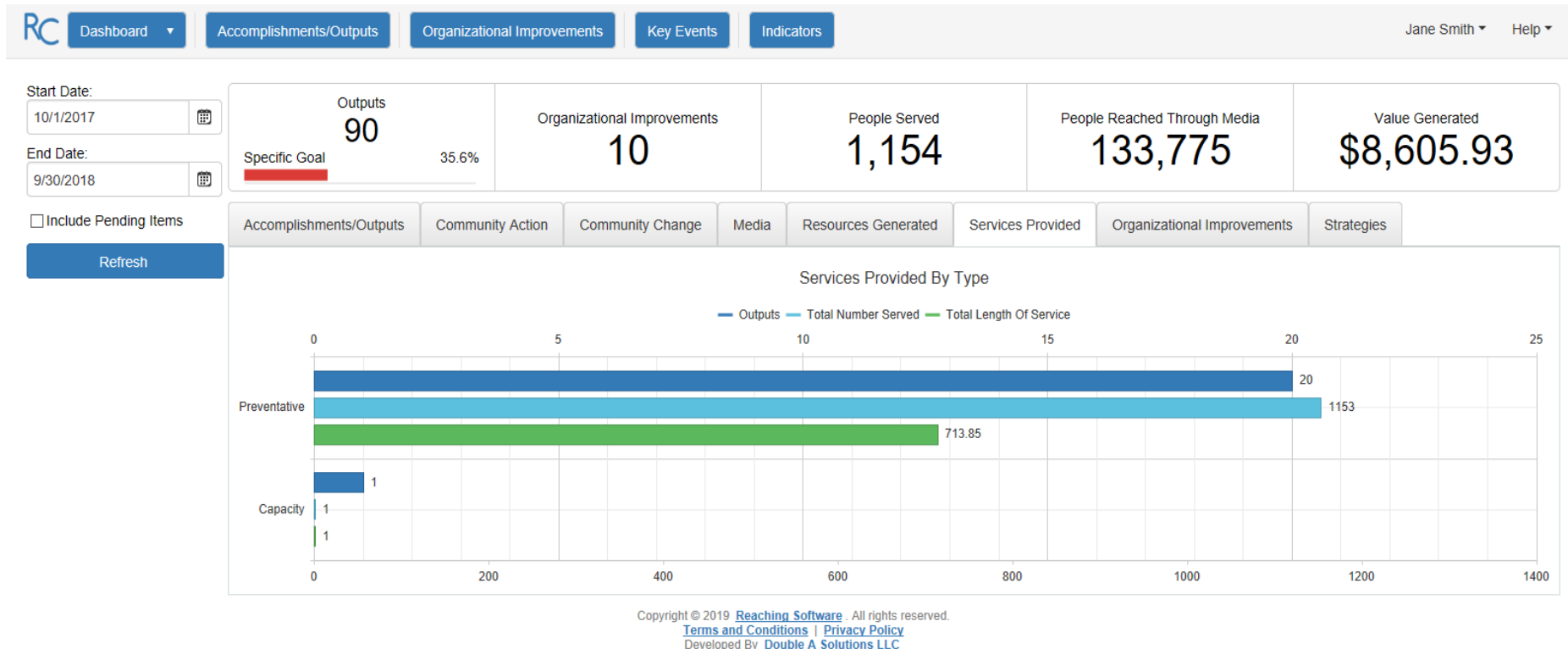
Dashboard: Resources Generated

- Resources Generated is tracked by type (cash, in-kind, volunteer) and usage. The first graph shows Resources Generated by type and the second graph displays the outputs by Resource usage. This graph is clickable as well; clicking on a bar will generate a list of those corresponding entries.



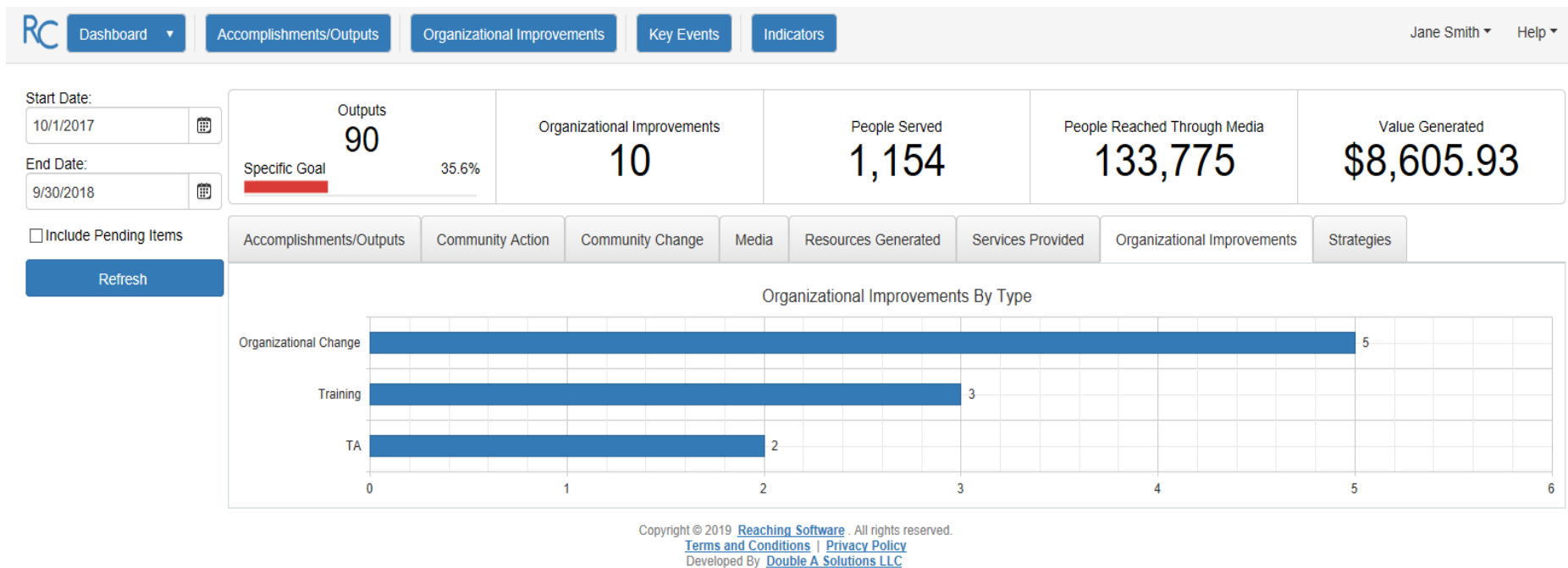
Dashboard: Services Provided

- Services Provided is tracked by type. The graph shows Resources Generated by type with the total number served and total length of service reported. This graph is clickable as well; as previously noted, clicking on a bar will generate a list of those corresponding entries.



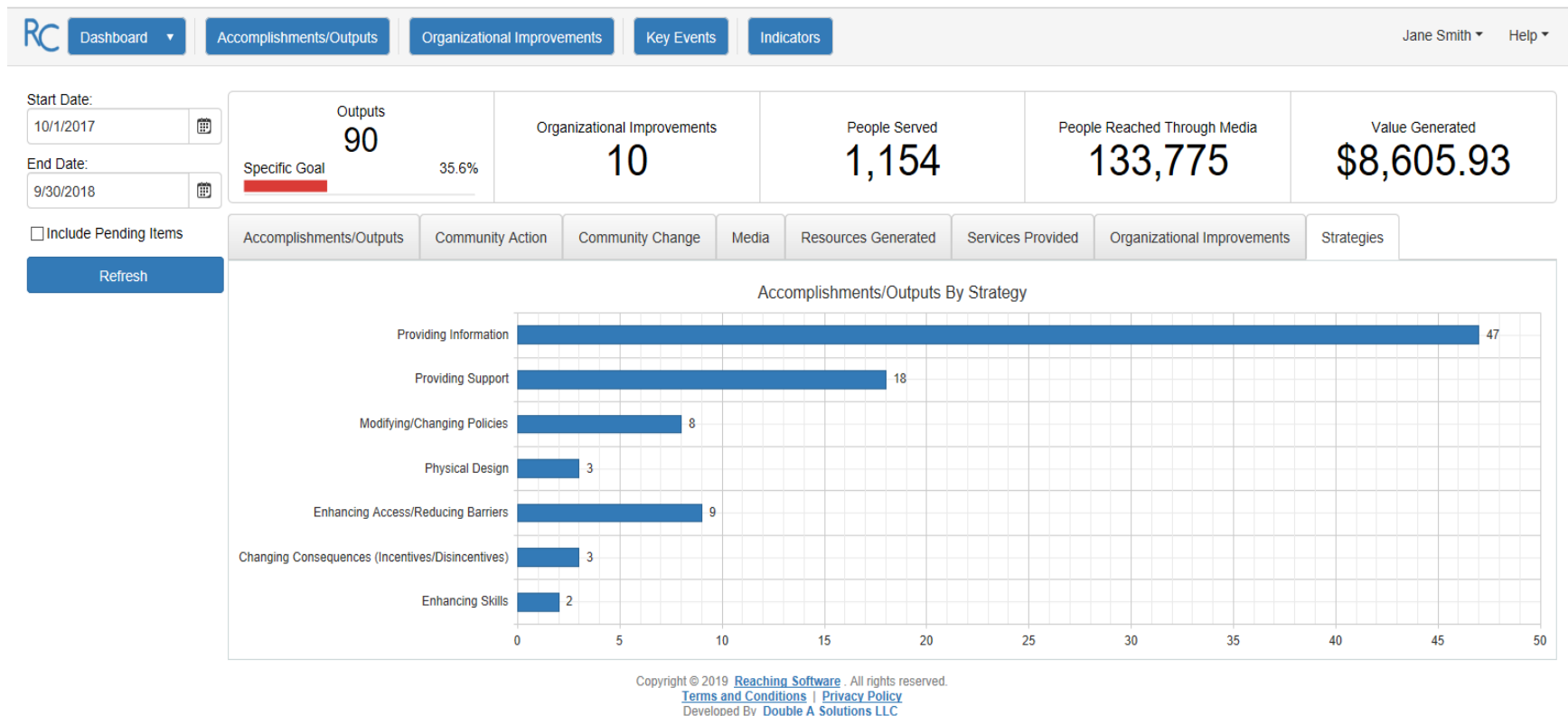
Dashboard: Organizational Improvements

- Organizational Improvements are tracked by type. The graph shows Organizational improvements by type of change. This graph is clickable as well; as previously noted, clicking on a bar will generate a list of those entries.



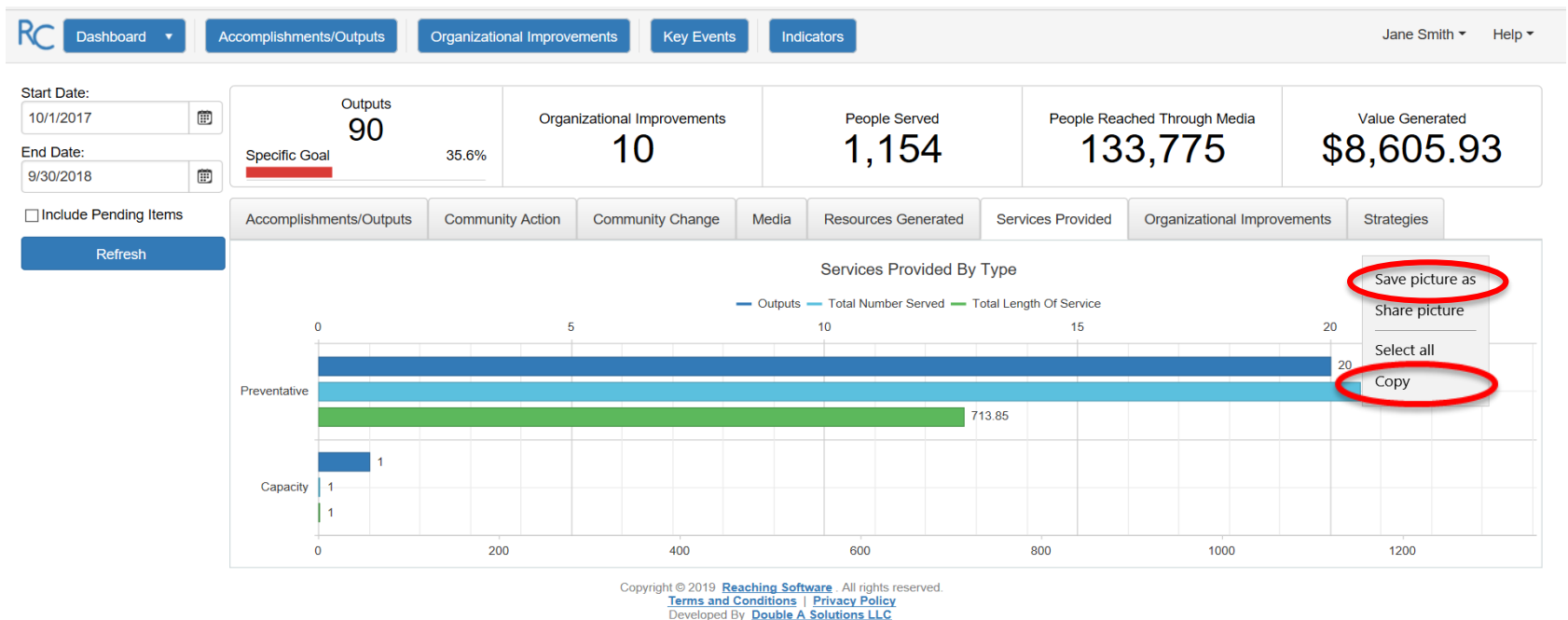
Dashboard: Strategies

- Strategy displays your Accomplishments/Outputs by type of strategy used. The graph shows the seven different types of strategies that are tracked in Reach and how many of your outputs fall under each. This graph is clickable as well; as previously noted, clicking on a bar will generate a list of those entries.



Dashboard: Exporting Data

- Copy and Paste
 - All graphs within the dashboard can be copied and pasted to an Excel, Word document, etc.
 - By right clicking on the graph a box will open and present two options to save your graph:
 - The first is to select the option that says “Copy”, to copy and paste it to a document.
 - The second is to click “Save picture as” to save it to your computer.



Dashboard: Exporting Data

- You can export your data into a comma separated values (.csv) file.
 - A green “X” icon near the top right corner of the page indicates that data can be exported to a .csv file by clicking on the “X”.
 - Review the page to ensure all the categories of data you want to be exported are selected under Change View before you export. You can add more data to the page by selecting additional categories from the Change View list.

Accomplishments/Outputs

Accomplishments/Outputs (To show additional columns right click on the column heading and select columns.)

Show All ☐ Show Filter Options **Change View** View Logic Model Add New Accomplishment/Output Refresh

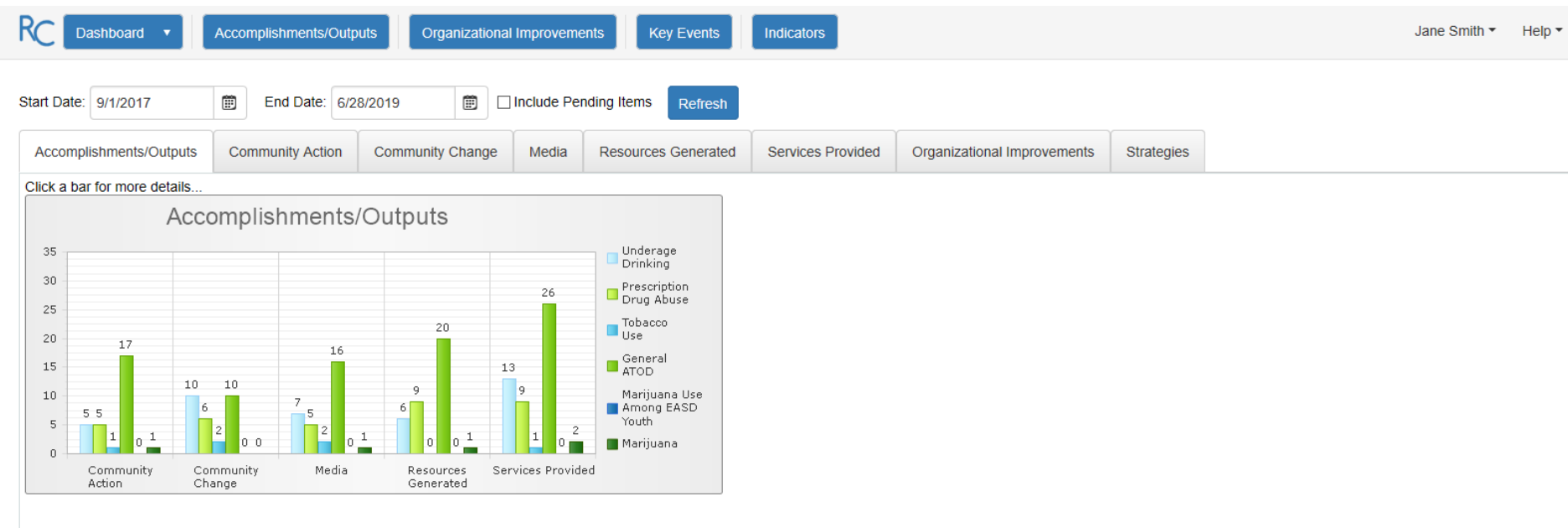
Status	Recorder	Date	Description	Awesome	General ATOD	Community Change
✓	Demo Stration	8/31/2018	Kathleen Ferguson, candidate for Hillsborough Town Board, joined the coalition. Update: She won the election and is now a town commissioner	General ATOD		
✓	Demo Stration	8/31/2018	Start of the new SADD group that is actually an extension of the Youth Task Force in Ravenswood - a new group at Ravenswood High School.	General ATOD		
✓	Demo Stration	8/31/2018	PROM cards were placed in all tuxedos rented in the county for Ripley Prom - 10 things to do without drinking alcohol. Also information was placed in the favors handed out at PROM providing a number for anyone needing a ride. And ribbons were placed on all corsages and boutenniers. This was the first time for doing anything like this for the coalition.	General ATOD	Community Change	
✓	Demo Stration	8/31/2018	Piedmont Minerals is putting up putting surveillance cameras and modifying security alarm system to reduce trespassing and underage drinking on their property.	General ATOD	Community Change	
✓	Demo Stration	8/31/2018	Coalition brought in Chris Herren into speak to Ravenswood High School to discuss the Rebound story. This is the first time our collation has brought in a speaker.	General ATOD	Community Change	
✓	Demo Stration	8/31/2018	The Coalition for the first time collaborated with the Police Department and the Clarendon School for the LEAD graduation at the Clarendon School.	General ATOD	Community Change	

Page 1 of 1, items 1 to 6 of 6.

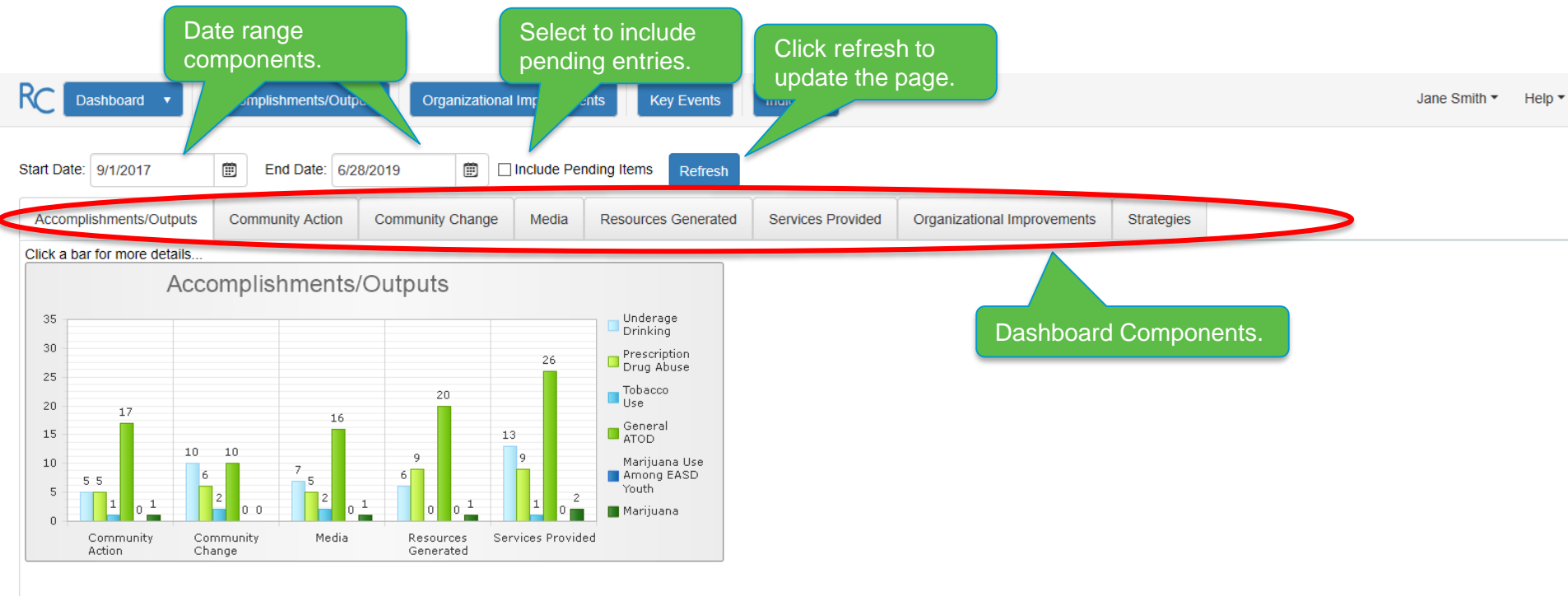
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Developed By [Double A Solutions LLC](#)

Old Dashboard

- The Old Dashboard serves the same purpose as the Dashboard, just with a different interface. The Old Dashboard is a unique graphing tool that helps display the coalition's accomplishments and output toward their stated goals.



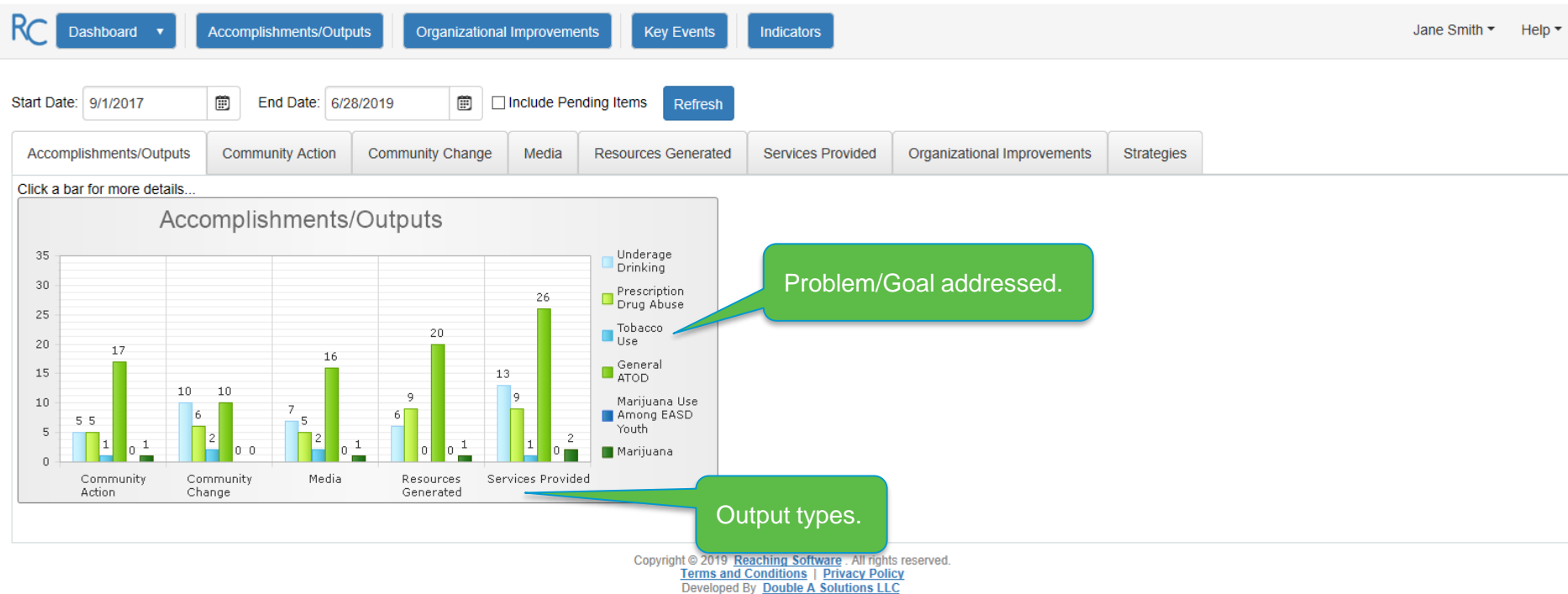
Old Dashboard: Components



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Developed By [Double A Solutions LLC](#)

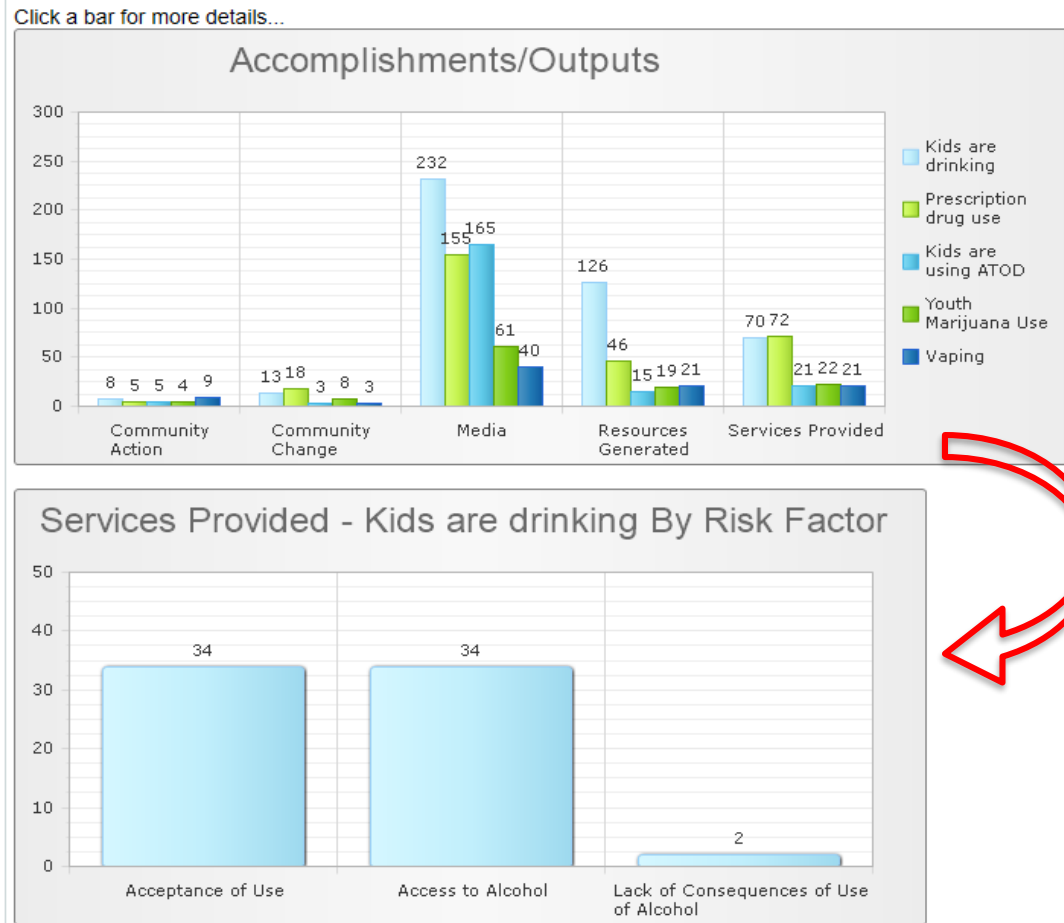
Old Dashboard: Accomplishments/Outputs

- The graph below shows the output types tracked under Accomplishments/Outputs listed along the bottom, and the problem/goal addressed is represented by the bars in the graph.



Old Dashboard: Accomplishments/Outputs

- Clicking on any of the problem/goal bars in the graph will generate an additional graph with those specific entries and sort them by the Risk Factor associated with the selected problem/goal.



Old Dashboard: Accomplishments/Outputs

- Clicking on any of the Risk Factor bars in the graph will generate an additional graph from those entries and sort them by Local Condition associated with the selected problem/goal.
- Clicking on the Local Condition graph will display the corresponding entries (see next page.)



Old Dashboard: Accomplishments/Outputs

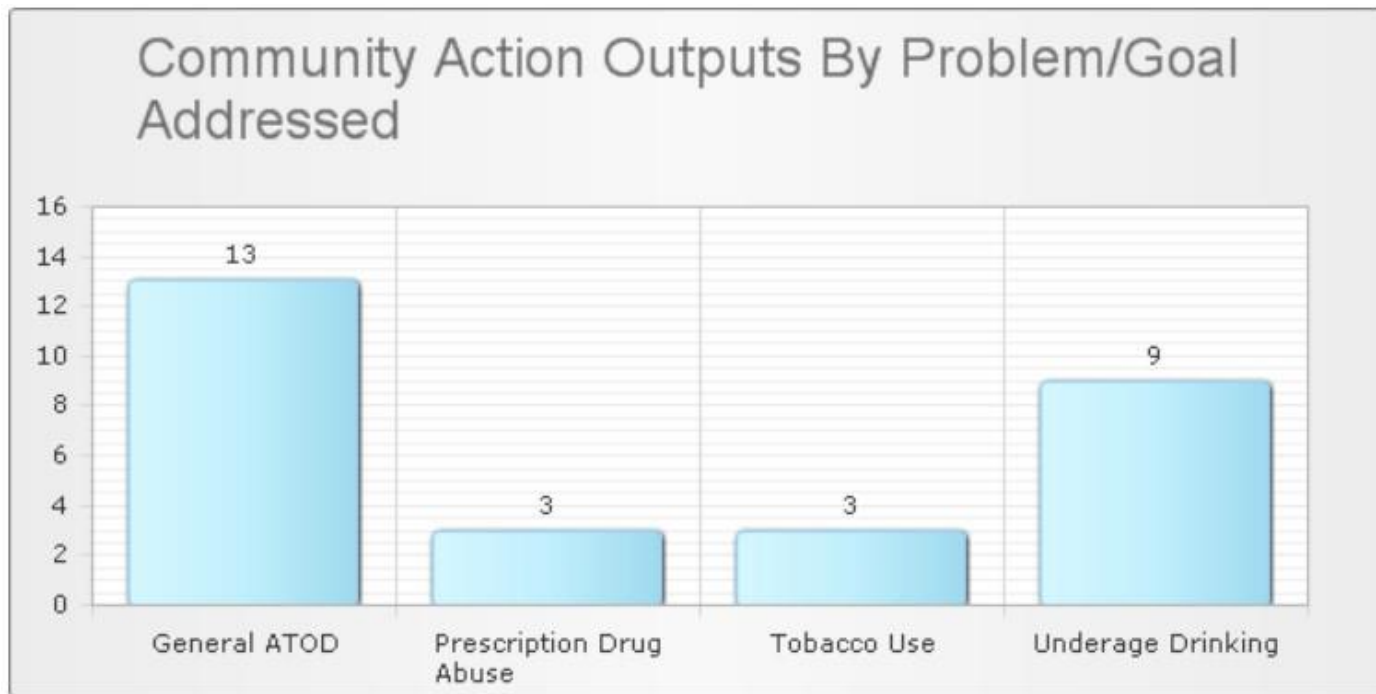
- These entries listed are the entries aligned with the logic model selected.

Accomplishments/Outputs (To show additional columns right click on the column heading and select columns.) Show All Show Filter Options Change View View Logic Model Approve Selected Items Add New Accomplishment/Output Refresh

1												Page 1 of 1, items 1 to 5 of 5.			
Needs Attention/Accept	Status	Recorder	Date	Description	Problem/Goal Addressed	Risk Factor	Local Condition	Output Type	Attachments						
✗	✓	Autum Grames	11/29/2018	HS SEED Meeting: Alcohol - Blood Alcohol Concentration	Kids are drinking	Access to Alcohol	Parents hosting parties	Services Provided							
✗	✓	Autum Grames	11/8/2018	HS SEED Meeting: Alcohol - Standard Drinks	Kids are drinking	Access to Alcohol	Parents hosting parties	Services Provided							
✗	✓	Autum Grames	11/1/2018	HS SEED Meeting: Alcohol - Binge Drinking, Alcoholism, Short & Long Term Effects, and Alcohol & The Brain	Kids are drinking	Access to Alcohol	Parents hosting parties	Services Provided							
✗	✓	Autum Grames	10/18/2018	HS SEED Meeting: Alcohol - Alcohol Poisoning, Alcohol Content, & The Impact on the Body	Kids are drinking	Access to Alcohol	Parents hosting parties	Services Provided							
✗	✓	Jill Fink	5/8/2018	SES - First time having passed out Handbooks from MHB	Kids are drinking	Access to Alcohol	Parents hosting parties	Services Provided							
1												Page 1 of 1, items 1 to 5 of 5.			

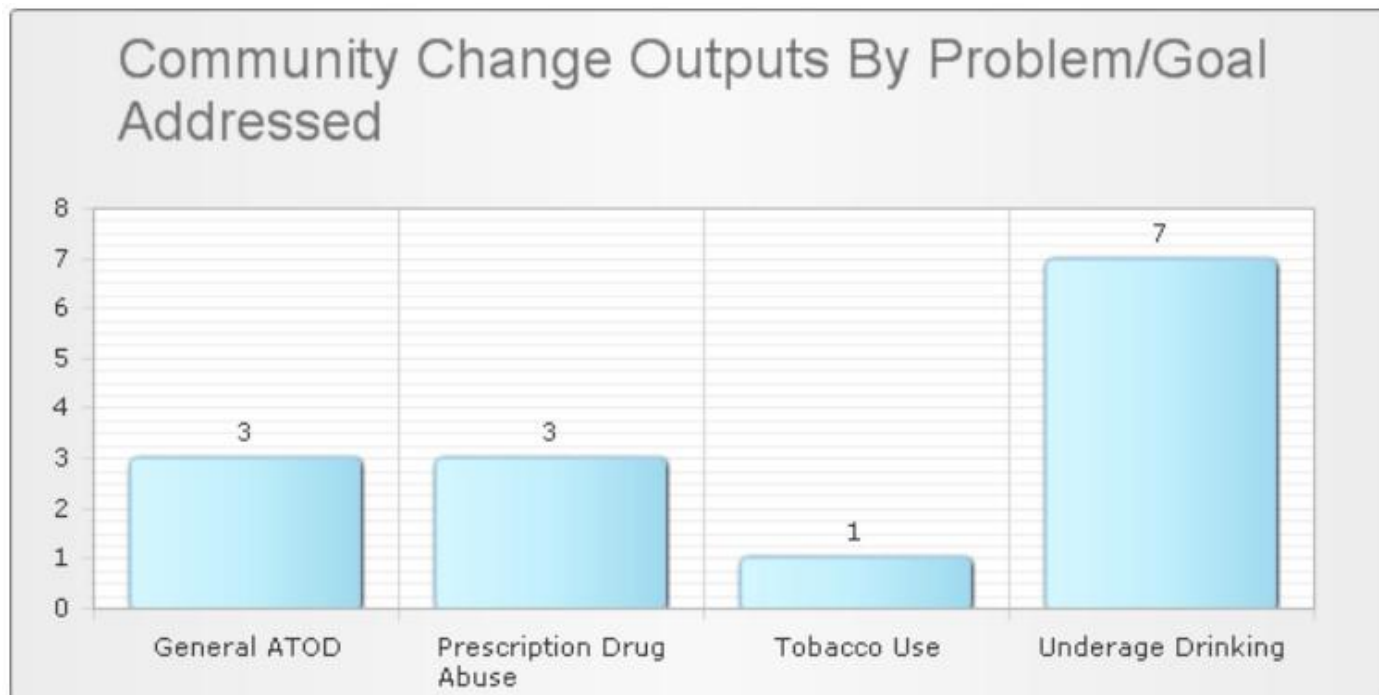
Old Dashboard: Community Action & Community Change

- Community Actions are tracked by Problem/Goal addressed. The display of the information uses the same format as the Accomplishments/Outputs. This graph shows Community Actions by Problem/Goal Addressed. Clicking on any of the bars further filters the outputs.



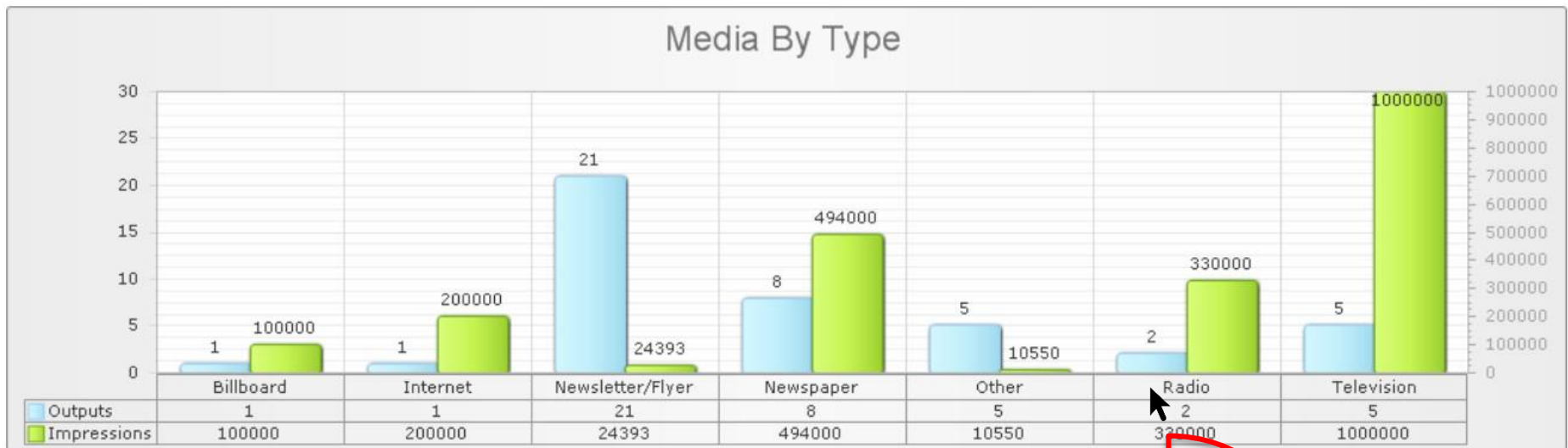
Old Dashboard: Community Action & Community Change

- Community Changes are also tracked by Problem/Goal addressed. The display of the information uses the same format as the Accomplishments/Outputs. This graph shows Community Changes by Problem/Goal Addressed. Clicking on any of the bars further filters the outputs.



Old Dashboard: Media

- Media is tracked by type of media and displays number of outputs per type along with total number of impressions per type. This graph is clickable as well; clicking on a bar will generate a list of those entries.

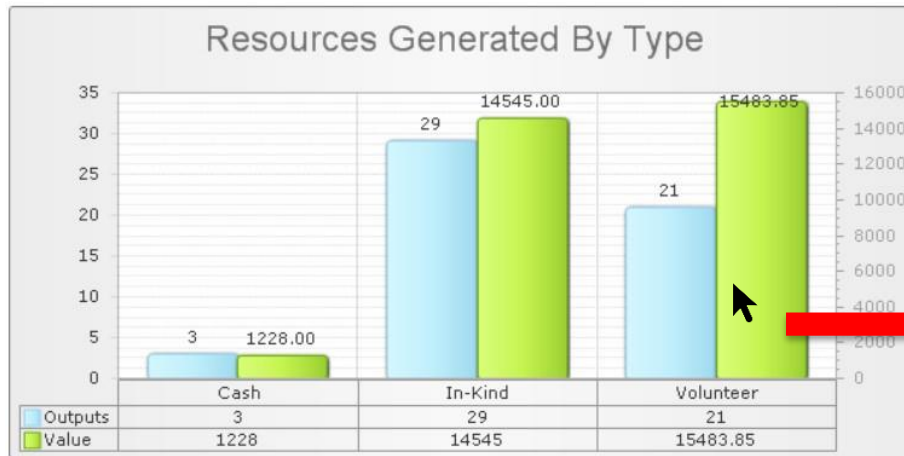


Page 1 of 1, items 1 to 1 of 1.

Status	Recorder	Date	Description	Output Type	Media Type	Media Impressions	Radio Station	Attachments				
✓	Demo Stration	7/1/2017	The morning show interview with Larry Weiss WBGU FM to discuss Project Connect 2017	Media	Radio	300000	88.6					
						Total: 300,000						

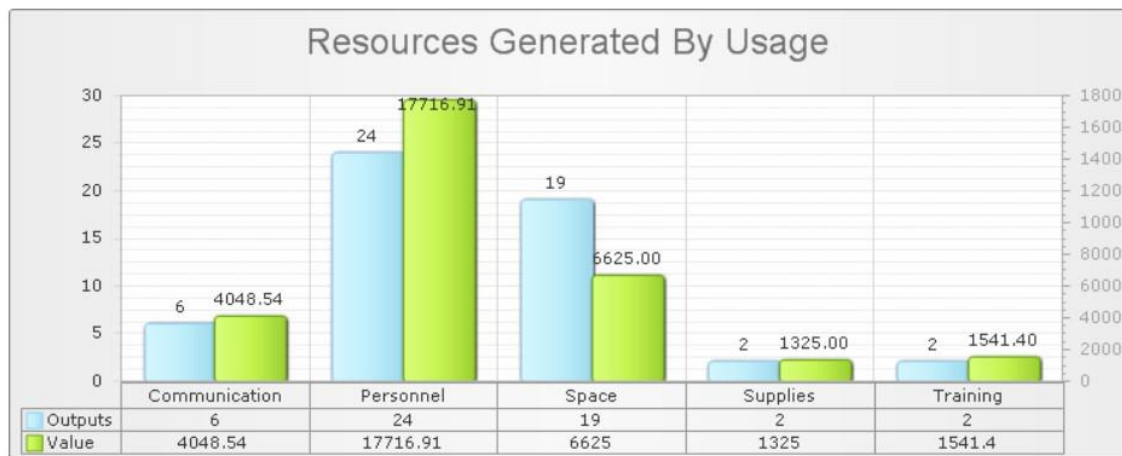
Old Dashboard: Resources Generated

- Resources Generated is tracked by type (cash, in-kind, volunteer) and usage. The first graph shows Resources Generated by type and the second graph displays the outputs by Resource usage. This graph is clickable as well; clicking on a bar will generate a list of those entries.



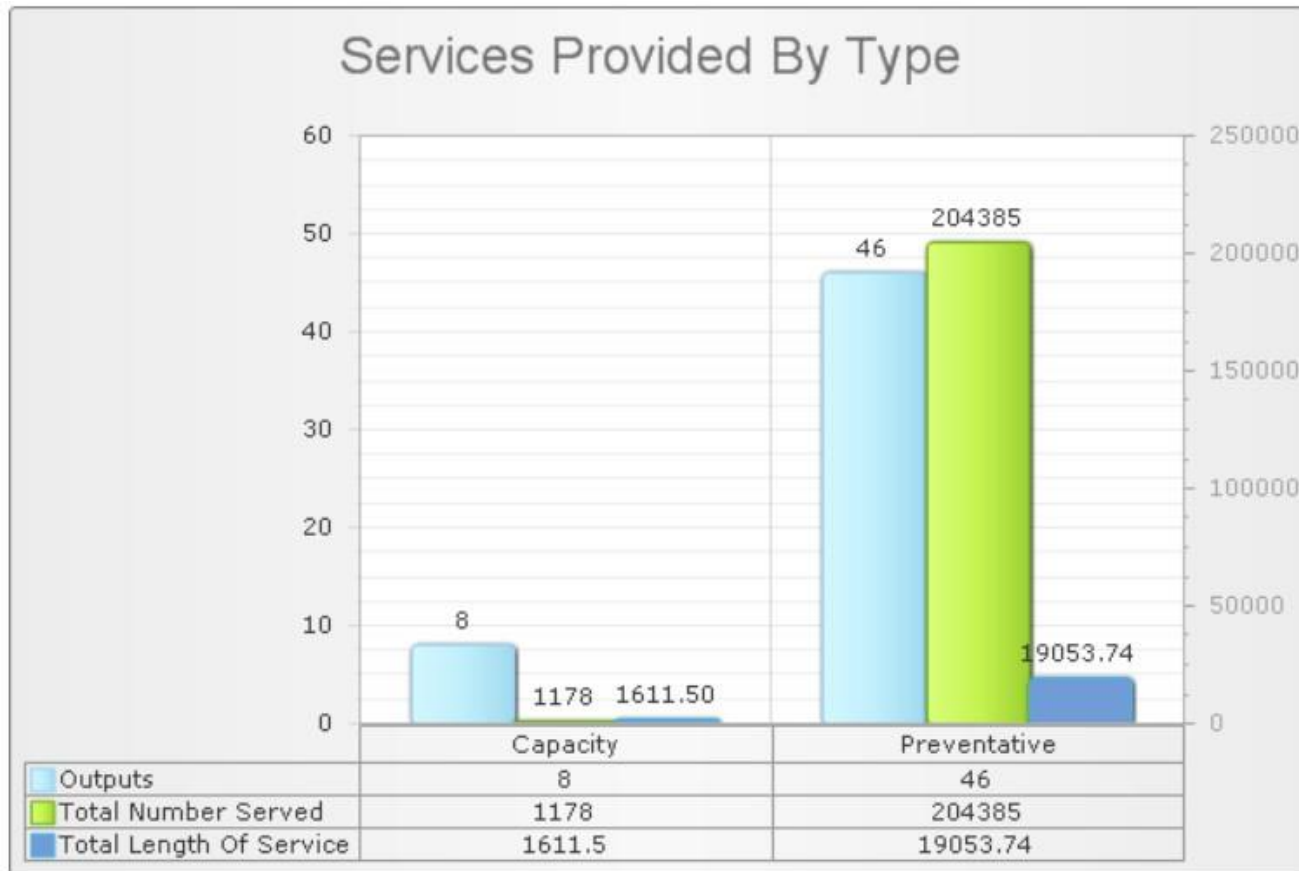
Page 1 of 1, items 1 to 2 of 2.

Status	Recorder	Date	Description	Output Type	Resource Type	Volunteer Hours	Volunteer Value	Total Volunteer Value	Volunteer Usage	Attachments				
	Demo Stration	4/1/2016	Coalition meeting with 20 attendees for 2 hours-discussed social passage and it implications	Resources Generated	Volunteer	40.00	\$24.83	\$993.20	Personnel					



Old Dashboard: Services Provided

- Services Provided is tracked by type. The graph shows Resources Generated by type with the total number served and total length of service reported. This graph is clickable as well; as previously noted, clicking on a bar will generate a list of those entries.



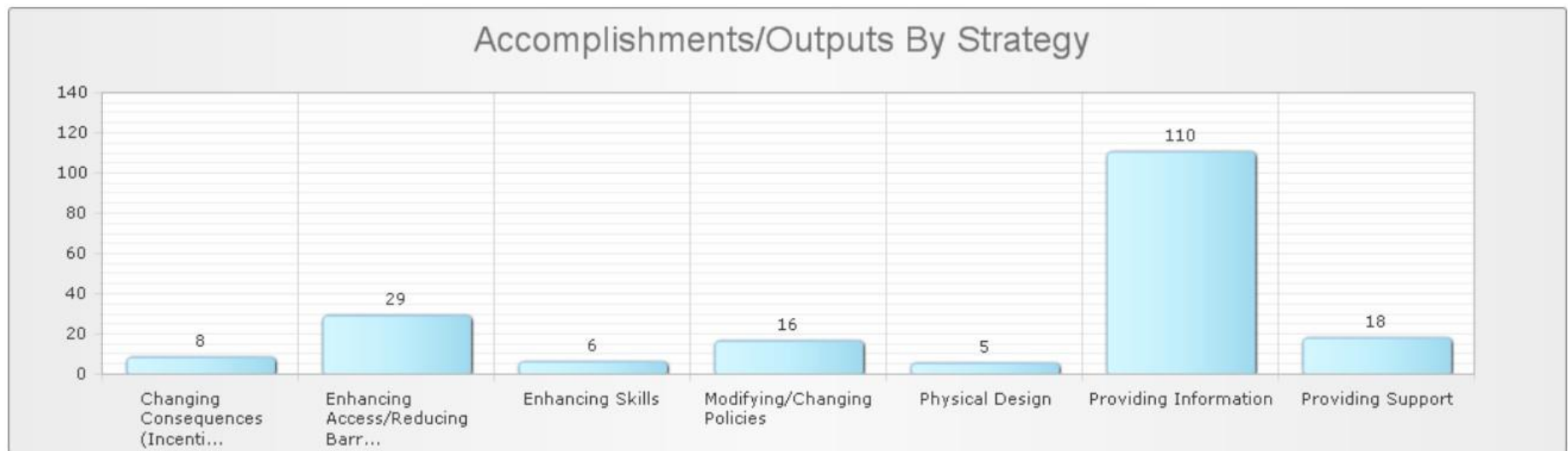
Old Dashboard: Organizational Improvements

- Organizational Improvements are tracked by type. The graph shows Organizational improvements by type of change. This graph is clickable as well; as previously noted, clicking on a bar will generate a list of those entries.



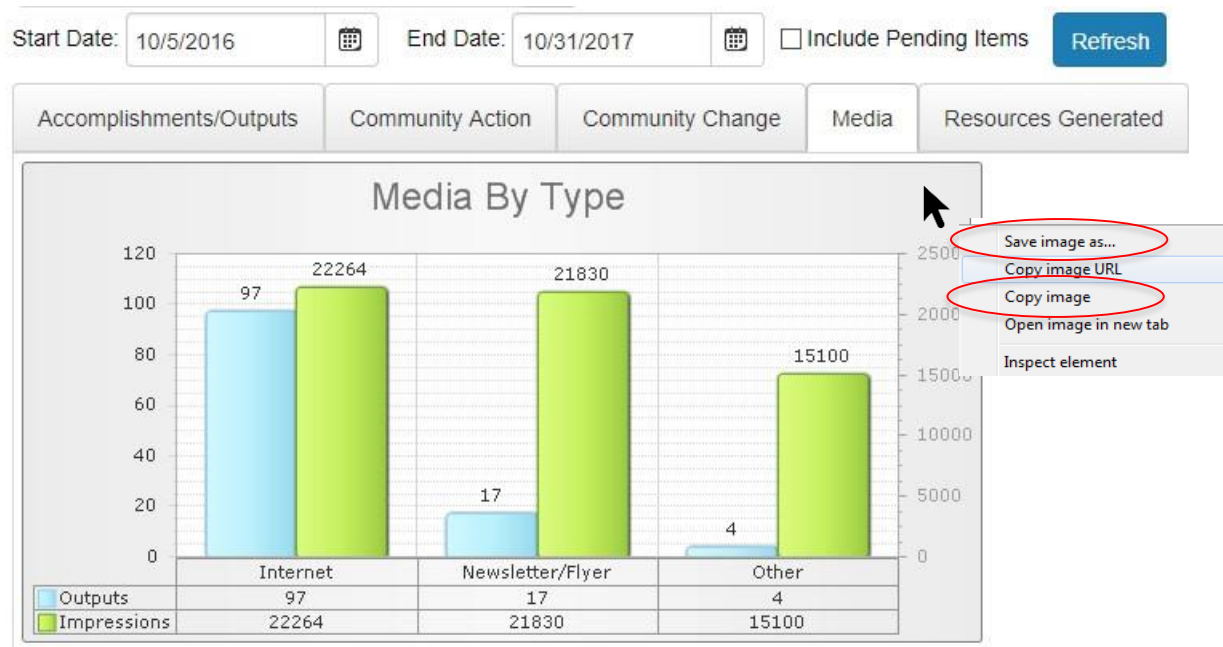
Old Dashboard: Strategies

- Strategy displays your Accomplishments/Outputs by type of strategy used. The graph shows the seven different types of strategies that are tracked in Reach and how many of your outputs fall under each. This graph is clickable as well; as previously noted, clicking on a bar will generate a list of those entries.



Exporting Data

- Copy and Paste
 - All graphs within the dashboard can be copied and pasted to an Excel, Word document, etc.
 - By right clicking on the graph a box will open and present two options to save your graph:
 - The first is to select the option that says “Copy Image”, to copy and paste it to a document.
 - The second is to click “Save image as...” to save it to your computer.



Exporting Data

- You can export your data into a comma separated values (.csv) file.
 - A green “X” icon near the top right corner of the page indicates that data can be exported to a .csv file by clicking on the “X”.
 - Review the page to ensure all the categories of data you want to be exported are selected under Change View before you export. You can add more data to the page by selecting additional categories from the Change View list.

Accomplishments/Outputs

Accomplishments/Outputs (To show additional columns right click on the column heading and select columns.)

Show All ☐ Show Filter Options **Change View** View Logic Model Add New Accomplishment/Output Refresh

Status	Recorder	Date	Description	Awesome	General ATOD	Community Change	Items 1 to 8 of 8
✓	Demo Stration	8/31/2018	Kathleen Ferguson, candidate for Hillsborough Town Board, joined the coalition. Update: She won the election and is now a town commissioner	General ATOD			
✓	Demo Stration	8/31/2018	Start of the new SADD group that is actually an extension of the Youth Task Force in Ravenswood - a new group at Ravenswood High School.	General ATOD			
✓	Demo Stration	8/31/2018	PROM cards were placed in all tuxedos rented in the county for Ripley Prom - 10 things to do without drinking alcohol. Also information was placed in the favors handed out at PROM providing a number for anyone needing a ride. And ribbons were placed on all corsages and boutenniers. This was the first time for doing anything like this for the coalition.	General ATOD	Community Change		
✓	Demo Stration	8/31/2018	Piedmont Minerals is putting up putting surveillance cameras and modifying security alarm system to reduce trespassing and underage drinking on their property.	General ATOD	Community Change		
✓	Demo Stration	8/31/2018	Coalition brought in Chris Herren into speak to Ravenswood High School to discuss the Rebound story. This is the first time our collation has brought in a speaker.	General ATOD	Community Change		
✓	Demo Stration	8/31/2018	The Coalition for the first time collaborated with the Police Department and the Clarendon School for the LEAD graduation at the Clarendon School.	General ATOD	Community Change		

Page 1 of 1, items 1 to 6 of 6.

How To Enter/Update Indicators

The Indicator tab is where your outcome data is stored. The following steps will show you how to add indicators and update them with new data. Make sure you have been trained by your evaluator on how to add and update indicators before you begin.

Entering Indicators

1. Click on the Indicator tab.
2. Click “Add New Indicator”.

The screenshot shows the Epiphany community services web application. At the top is a navigation bar with tabs: Dashboard, Accomplishments/Outputs, Organizational Improvements, Key Events, and Indicators. A green callout bubble labeled "# 1" points to the Indicators tab. Below the navigation bar is a header for the Indicators section, which includes a search bar, a "Show Filter Options" checkbox, a "Graph Indicators" button, an "Import Indicators" button, an "Add New Indicator" button (highlighted with a green callout bubble labeled "#2"), and a "Refresh" button. Below the header is a table with 7 columns: Indicator, Initiative, Community, Data Type, Attachments, and two empty columns. The table contains 7 rows of data. The first row is highlighted. The table is paginated, showing "Page 1 of 4, items 1 to 50 of 154".

Indicators

☐ Show Filter Options Graph Indicators Import Indicators Add New Indicator Refresh

Page 1 of 4, items 1 to 50 of 154.

Indicator	Initiative	Community	Data Type	Attachments				
▶ 30 Day Alcohol Use High School	School Surveys	ABC High School	Percent					
▶ 30 day use of prescription drugs	Community Survey	ABC School District	Percent					
▶ 30 Day Use of Rx	Community Survey	City of XYZ	Percent					
▶ 30 day use Tobacco	Community Survey	City of XYZ	Percent					
▶ 30 day use Tobacco	Tobacco Free Schools	ABC High School	Number					
▶ Alcohol Easy/Very Easy to get-High School	School Surveys	ABC High School	Percent					
▶ Alcohol Use Very little harm/ not harmful-High School	School Surveys	ABC High School	Percent					

Entering Indicators

1. Enter the name of the indicator using the following format: Core Measure, Grade, Substance
 - Ex: 30 Day Use, HS, Alcohol
2. Using the drop-down box, select the initiative
3. Using the drop down box, select the community.
4. Using the drop down box, select the data type (Number or percent.)
5. Click “Add New Indicator.”

The screenshot shows the 'Add New Indicator' dialog box overlaid on a table of existing indicators. The dialog box has the following fields and buttons:

- Indicator Name:** A text input field.
- Initiative:** A dropdown menu.
- Community:** A dropdown menu.
- Data Type:** A dropdown menu.
- Add New Indicator:** A blue button at the bottom.


Five green callout boxes with white text are numbered #1 through #5, pointing to the following elements:

- #1 points to the 'Indicator Name' text field.
- #2 points to the 'Initiative' dropdown menu.
- #3 points to the 'Community' dropdown menu.
- #4 points to the 'Data Type' dropdown menu.
- #5 points to the 'Add New Indicator' button.






The background table lists various indicators such as '30 Day Alcohol Use High School', '30 day use of prescription drugs', '30 Day Use of Rx', '30 day use Tobacco', 'Alcohol Easy/Very Easy to get-High School', 'Alcohol Use Very little harm/ not harmful-High School', 'Citations for Minor in Possession of Alcohol', 'Community Events with Alcohol', and 'Number of Alcohol Advertisements'. The table has columns for 'Indicator', 'Data Type', and 'Attachments'.

Attaching Indicators to Logic Models




































1. Click on the black arrow to the left of the indicator you want to edit. This will expand the selection.

 Dashboard ▾ Accomplishments/Outputs Organizational Improvements Key Events Indicators Jane Smith ▾ Help ▾

Indicators

☐ Show Filter Options  Graph Indicators  Import Indicators  Add New Indicator  Refresh 

Page 1 of 4, items 1 to 50 of 154.

	Initiative	Community	Data Type	Attachments				
 30 Day Alcohol Use High School	School Surveys	ABC High School	Percent					
 30 day use of prescription drugs	Community Survey	ABC School District	Percent					
 30 Day Use of Rx	Community Survey	City of XYZ	Percent					
 30 day use Tobacco	Community Survey	City of XYZ	Percent					
 30 day use Tobacco	Tobacco Free Schools	ABC High School	Number					
 Alcohol Easy/Very Easy to get-High School	School Surveys	ABC High School	Percent					
 Alcohol Use Very little harm/ not harmful-High School	School Surveys	ABC High School	Percent					

Attaching Indicators to Logic Models

2. Click “Add New Goal, Risk Factor and Local Condition”.

Indicators ☐ Show Filter Options Graph Indicators Import Indicators Add New Indicator Refresh

1 2 3 4 5 Page 1 of 5, items 1 to 50 of 215.

Indicator	Initiative	Community	Data	Attachments
▼ 30 Day Use, 10th Grade, Alcohol	PRIDE survey	Roberts County	Percent No	

Problems/Goals Addressed, Risk Factors and Local Conditions Add New Problem/Goal Addressed, Risk Factor and Local Condition

1 Page 1 of 1, items 1 to 1 of 1.

Problem/Goal Addressed	Risk Factor	Local Condition
Underage Drinking	Community laws and norms are favorable to youth use	Underage drinking is not considered unsafe by community members.

1 Page 1 of 1, items 1 to 1 of 1.

Data Points

1 Page 1 of 1, items 1 to 8 of 8.

Date Range	Data Point	Description
------------	------------	-------------

Attaching Indicators to Logic Models

1. Click on the down arrow in each box to select “Problem or Goal Addressed”, “Risk Factor” (if applicable) and “Local Condition” (if applicable.)
2. Click “Add New”.

The screenshot shows a web application interface with a modal dialog box titled "Problems/Goals Addressed, Risk Factor, Local Condition". The dialog box contains three dropdown menus labeled "Problem/Goal Addressed:", "Risk Factor:", and "Local Condition:". A green callout bubble labeled "# 1" points to the first dropdown menu. Another green callout bubble labeled "# 2" points to the "Add New" button at the bottom of the dialog box. The background shows a table with columns for "Community", "Data Type", and "Grouping".

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Adding Data to Indicators

1. Click the blue calendar icon on the right side of the screen to add data points to the indicator.

RC

Dashboard ▾

Accomplishments/Outputs

Organizational Improvements

Key Events

Indicators

help ▾

Indicators

☐ Show Filter Options

Graph Indicators

Import Indicators

Add New Indicator

Refresh

1 2 3 4

Page 1 of 1 Items 1 to 50 of 154.

Indicator	Initiative	Community	Data Type	Attachments				
▶ 30 Day Alcohol Use High School	School Surveys	ABC High School	Percent					
▶ 30 day use of prescription drugs	Community Survey	ABC School District	Percent					
▶ 30 Day Use of Rx	Community Survey	City of XYZ	Percent					
▶ 30 day use Tobacco	Community Survey	City of XYZ	Percent					
▶ 30 day use Tobacco	Tobacco Free Schools	ABC High School	Number					
▶ Alcohol Easy/Very Easy to get-High School	School Surveys	ABC High School	Percent					
▶ Alcohol Use Very little harm/ not harmful-High School	School Surveys	ABC High School	Percent					
▶ Citations for Minor in Possession of Alcohol	Law Enforcement Data	XYZ University	Percent					

1

Adding Data to Indicators

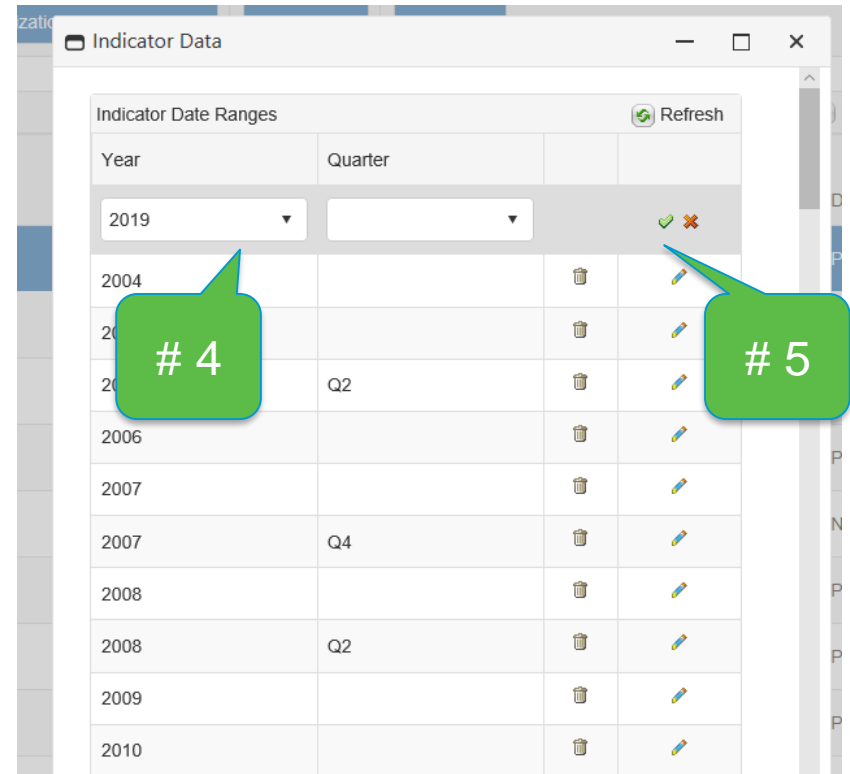
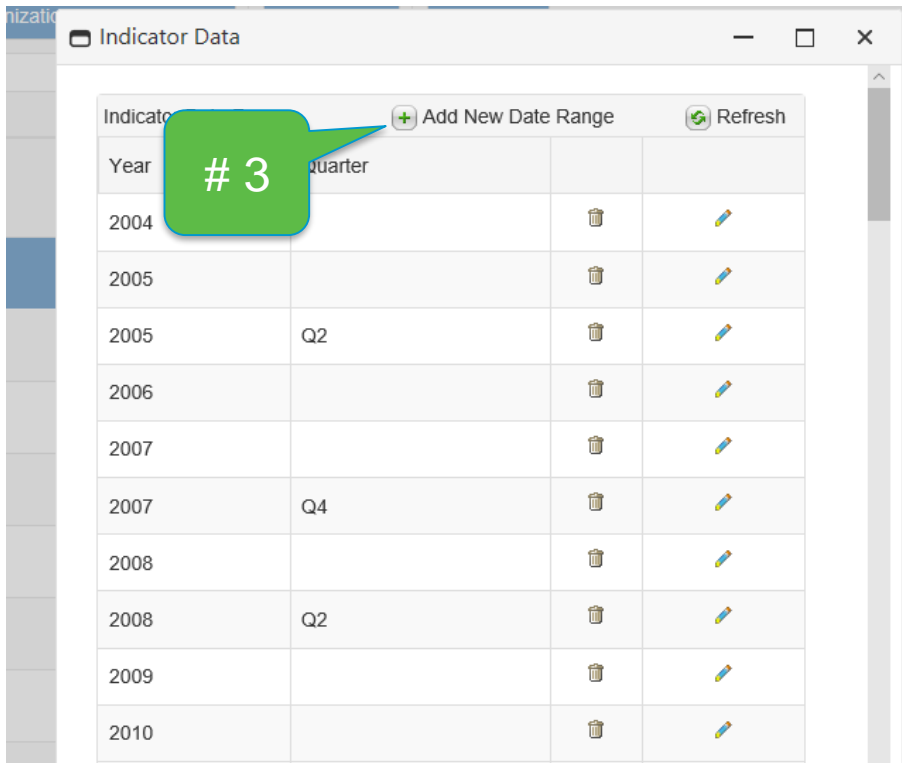
2. Click “Edit Date Ranges” to add or edit dates.

The screenshot displays the Epiphany community services interface. On the left, a sidebar shows a list of indicators under the 'Indicators' section. The main content area is partially obscured by a modal window titled 'Indicator Data'. A green callout bubble with the text '# 2' points to the 'Edit Date Ranges' link within this modal. The modal contains a table with columns for 'Date Range', 'Data Point', and 'Description'. The table lists data points for various years and quarters, with some values already entered (e.g., 56 for 2005, 60 for 2007, 22 for 2008). The modal also includes buttons for 'Update All Data Points' and 'Refresh'.

Date Range	Data Point	Description
2004		
2005	56	
2005 Q2		
2006		
2007	60	
2007 Q4		
2008	22	

Adding Data to Indicators

3. Click “Add New Date Range” to add new dates.
4. Using drop down select the year and quarter of the data point (quarter is not necessary.)
5. Click the green check mark to save date range.



Adding Data to Indicators

6. Scroll down the pop up box to add data.
7. Find the date range and enter data point in the box immediately to the right of the date range.
8. Click Update All Data Points to save.
9. Close pop up box and click Refresh.

The screenshot shows a window titled "Indicator Data" with a table of data points. The table has columns for "Date Range", "Data Point", and "Description". The "Date Range" column lists various time periods from 2004 to 2010. The "Data Point" column contains input fields, some of which are pre-filled with values like 60, 22, 41, and 23. The "Description" column has empty text boxes. At the top right of the table area, there are two buttons: "Update All Data Points" (with a green checkmark icon) and "Refresh" (with a green circular arrow icon). Four green callout boxes with white text and numbers are overlaid on the image: #7 points to the "Data Point" input field for 2004; #8 points to the "Update All Data Points" button; #9 points to the "Refresh" button; and #6 points to the vertical scrollbar on the right side of the table.

Date Range	Data Point	Description
2004	<input type="text"/>	<input type="text"/>
2005	<input type="text"/>	<input type="text"/>
2005 Q2	<input type="text"/>	<input type="text"/>
2006	<input type="text"/>	<input type="text"/>
2007	60	<input type="text"/>
2007 Q4	<input type="text"/>	<input type="text"/>
2008	22	<input type="text"/>
2008 Q2	<input type="text"/>	<input type="text"/>
2009	41	<input type="text"/>
2010	23	<input type="text"/>

Editing Indicators

1. Click the black arrow to the left of the indicator to view data points.
2. To edit an indicator's name, initiative, community, or data type click the pencil on the right of the screen.
3. To delete an indicator click on the trashcan icon on the right of the screen.

The screenshot shows the 'Indicators' section of the Epiphany application. At the top, there are navigation tabs: Dashboard, Accomplishments/Outputs, Organizational Improvements, Key Events, and Indicators. The user 'Jane Smith' is logged in. Below the tabs, there are options to 'Show Filter Options', 'Graph Indicators', 'Import Indicators', 'Add New Indicator', and 'Refresh'. The main table lists indicators with columns for Indicator, Initiative, Community, Data Type, and Attachments. Callout #1 points to a dropdown arrow next to the first indicator. Callout #2 points to a pencil icon in the Attachments column. Callout #3 points to a trashcan icon in the Attachments column. Below the indicators table, there is a section for 'Data Points' with a table showing Date Range, Data Point, and Description.

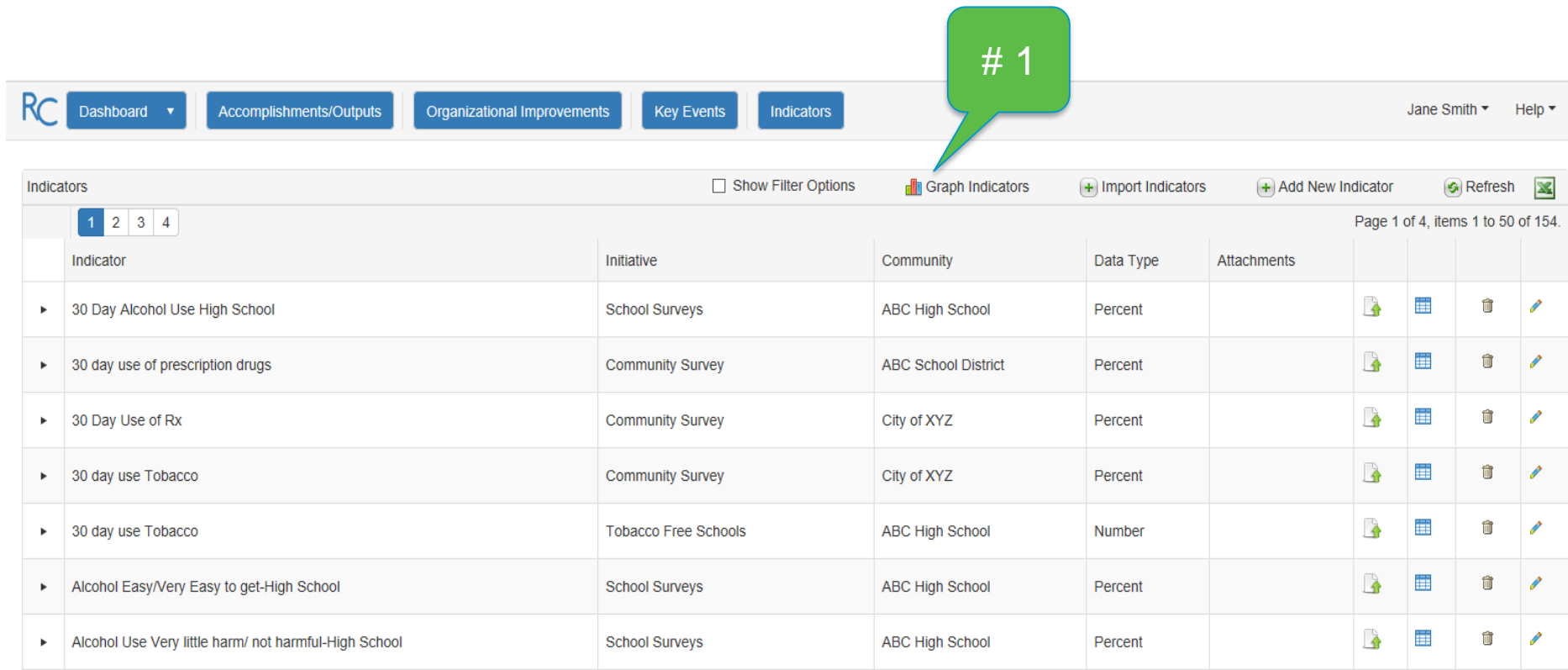
Indicator	Initiative	Community	Data Type	Attachments
30 Day Alcohol Use High School	School Surveys	ABC High School	Percent	[Icons]
30 day use of prescription drugs	Community Survey	ABC School District	Percent	[Icons]

Problems/Goals Addressed, Risk Factors and Local Conditions	Problems/Goals Addressed, Risk Factors and Local Conditions	Problems/Goals Addressed, Risk Factors and Local Conditions
Prescription Drug Abuse	Access to prescription drugs	Prescription drugs are not disposed properly

Date Range	Data Point	Description
2004		
2005		
2005 Q2	50	
2006		

Graphing Indicators

1. To graph an indicator, click “Graph Indicators”.



The screenshot shows the Epiphany community services interface. At the top, there is a navigation bar with buttons for Dashboard, Accomplishments/Outputs, Organizational Improvements, Key Events, and Indicators. A green callout bubble with the text "# 1" points to the "Graph Indicators" button in the top right area of the interface.

Below the navigation bar, the "Indicators" section is displayed. It includes a table with columns: Indicator, Initiative, Community, Data Type, Attachments, and a set of action icons (upload, calendar, delete, edit). The table lists several indicators, including "30 Day Alcohol Use High School", "30 day use of prescription drugs", "30 Day Use of Rx", "30 day use Tobacco", "Alcohol Easy/Very Easy to get-High School", and "Alcohol Use Very little harm/ not harmful-High School".

Page 1 of 4, items 1 to 50 of 154.

Indicator	Initiative	Community	Data Type	Attachments				
▶ 30 Day Alcohol Use High School	School Surveys	ABC High School	Percent					
▶ 30 day use of prescription drugs	Community Survey	ABC School District	Percent					
▶ 30 Day Use of Rx	Community Survey	City of XYZ	Percent					
▶ 30 day use Tobacco	Community Survey	City of XYZ	Percent					
▶ 30 day use Tobacco	Tobacco Free Schools	ABC High School	Number					
▶ Alcohol Easy/Very Easy to get-High School	School Surveys	ABC High School	Percent					
▶ Alcohol Use Very little harm/ not harmful-High School	School Surveys	ABC High School	Percent					

Graphing Indicators

2. Using the drop down menu, select the Problem or Goal addressed.
3. If appropriate, using the drop down select the Risk Factor and Local Condition.
4. Using the drop down, select the Data Type.
5. Using the drop down, select the Output Types.
6. Using the drop down, select Group Type.
7. Using the drop down, select Start Year and End Year.
8. Select the indicators to graph.
9. Click “Generate Chart”.

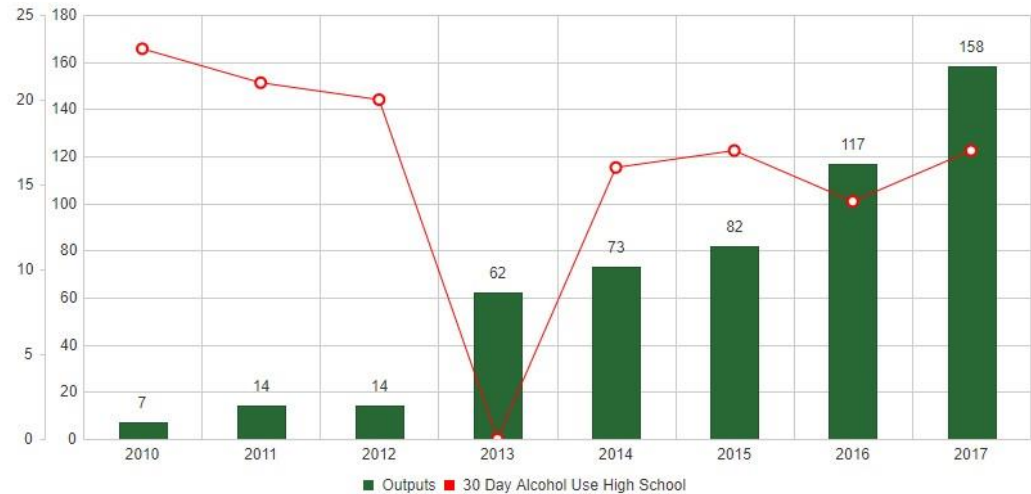
The screenshot shows the 'Indicators' tab in the RC software interface. The interface includes a navigation bar with tabs: Administration, Dashboard, Accomplishments/Outputs, Organizational Improvements, Key Events, and Indicators. The main form contains several sections:

- Company:** A dropdown menu with 'XYZ Wellness' selected. (Callout #2)
- Problem/Goal Addressed:** A dropdown menu. (Callout #3)
- Risk Factor:** A dropdown menu. (Callout #4)
- Local Condition:** A dropdown menu. (Callout #5)
- Data Type:** A dropdown menu with 'Number' selected. (Callout #6)
- Output Type:** A dropdown menu with 'All Output Types' selected. (Callout #7)
- Select up to three indicators:** A large empty box for selecting indicators. (Callout #8)
- Group Type:** A dropdown menu with 'Yearly' selected. (Callout #9)
- Start Year:** A dropdown menu with '2019' selected. (Callout #6)
- End Year:** A dropdown menu with '2019' selected. (Callout #7)
- Generate Chart:** A blue button to generate the chart. (Callout #9)

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Saving Indicator Charts/Graphs

- Once you click generate, the graph and chart are generated below.
- To save the graph and chart, take a screenshot (press and hold CTRL and PRINT SCREEN on your keyboard or use an image capture tool), paste the image into a document, and then save the image to your computer.



Results		
When	Outputs	30 Day Alcohol Use High School
2010	7	23
2011	14	21
2012	14	20
2013	62	0
2014	73	16
2015	82	17
2016	117	14
2017	158	17

Accomplishment and Output Types

Organizations create five different types of outputs and accomplishments including Community Action, Community Change, Media, Services Provided, and Resources Generated. These five outputs describe what the coalition is doing to affect change in behaviors and conditions within the community.

Community Change

Implementation of new or improved policies, programs, procedures, and practices in the community designed to reduce substance abuse.

Outputs must:

- Have already occurred.
- Affect the community external to the coalition.
- Be related to the goals and objectives of the coalition.
- Be new or modified policies, practices, and/or programs of systems, organizations, or businesses.
- Be done by or on behalf of the coalition and not members' individual concerns.

Descriptions and entries must include:

- How and what in the accomplishment/output is new or modified.
- What community business/organization is implementing this change.

Types of Community Changes & Examples:

- **Formal policy** - The coalition helped the city to pass a social host ordinance.
- **Practice change** - The coalition helped the *Stop and Go* store implement server training for all employees.
- **Program change** - The coalition worked with the school district to implement prevention-based curriculum.
- **Physical design change** - The coalition worked with the city to alter the lighting in alleys to reduce the number of youth obtaining alcohol out of the back doors of carry outs and bars.
- **Coalition member added change** - The YWCA has signed on as a coalition member.
- **New collaboration** - The coalition brought together the YWCA, Red Cross and the city to work on increasing opportunities for youth involvement. These entities have not worked together before.

Community Changes In-Depth

Some additional points:

- Community Changes apply to specific populations. For example, if you pass the same policy in two different school districts, that will be counted as two separate community changes.
- Keep in mind your scorer is not as familiar with your coalition's activities as you are. Please be specific about what kind of Community Change you're recording.
- It is possible for a single event to result in multiple community changes, see scenario 3 below for an example.

Community Changes Must Be One of the Following:

- New or modified policies; practices; programs of systems, organizations or businesses.
- Changes in the physical design of the environment.
- The first time a program is implemented.
- When there's a new collaboration.
- New coalition member.

In Practice:

- **Scenario 1** - Because of the coalition's work, your city adopted new laws on smokeless tobacco. An appropriate description entry for Reach is; "Because of the coalition's advocacy efforts, City Council enacted a new law banning nicotine products in parks." This describes how the coalition effected this change and that it is a new or modified law.
- **Scenario 2** - Your coalition begins working with a school to teach prevention classes. Enter this as "Our coalition began a new collaboration with ABC School to provide prevention education." This indicates what you are doing and you have never worked with this particular group before. The first time you conduct the prevention classes it is also a community change.
- **Scenario 3** – There are time when multiple changes occur out of a single event; for example, City Council passes a policy requiring festivals to host beer tents in a fenced off area that only those over the age of 21 can enter, those checking ID's must be trained, servers must undergo basic server training, and food must be available the coalition has contributed to four separate policy changes resulting in four community changes.

Refer to [pages 13-14](#) for help with entering other information on Community Changes.

Community Action

Meetings, events, and work that are intended to lead to a specific community change.

Outputs must:

- Have already occurred.
- Affect the community external to the coalition.
- Relate to the goals and objectives of the coalition.
- Work towards specific new or modified policies, practices, and/or programs of systems, organizations or businesses.
- Be done by or on behalf of the coalition and not members' individual concerns.

Descriptions and entries must include:

- What the specific community change the action is working towards.
 - What will be new or modified (policies, practices, and/or programs of systems, organizations or businesses.)
 - Who is involved in the new partnership or collaboration.
 - Who the new coalition member will be.
- What community business/organization will be implementing this change.

Examples with descriptions for Reach:

- **Meetings** - The coalition met with Riverside city council members to create legislation on a new social host ordinance.
- **Advocacy Efforts** – The coalition launched a campaign aimed at changing public opinion advocating for the passage of a new social host ordinance.
- **Organizing Efforts** - The coalition worked with the community to bring people to a school board meeting to ask the school district to implement LifeSkills training for the first time.

Community Actions In-Depth

Some additional points:

- Regular coalition activities, such as compliance checks, drug take-backs, and programs, are not community actions. If it is the first time your coalition is doing these things, it is a Community Change and any work you did to bring that about (meetings, planning, etc.) would be entered as a Community Action.
- Regular coalition meetings are also, for the most part, NOT a Community Action, UNLESS specific work or tasks were completed at the meeting to enact a Community Change.
- When entering Community Actions always include whether you are trying to change or modify a policy, enact a physical change, add a coalition member, begin a new collaboration, or anything else that can be considered a community change.

In Practice:

- **Scenario 1** - You meet with the superintendent about starting an after school prevention program. Some may record this as, “Met with the superintendent about the after school program.” This would be rejected because it does not clearly specify that the after school program is a NEW program, therefore a community change. A much better description would be “Had a meeting with the superintendent about starting a new after school program.”
- **Scenario 2** - You meet with your state representative to advocate the passing of a Social Host Law. Some may record this as, “Met with state representative to educate them on the importance of the proposed Social Host Law.” This indicates what the meeting was about and that the end result will lead to a new policy on Social Hosting, which is the Community Change. An example of an entry that would be rejected because it does not specify the new law is: “Had a meeting with state representative about Social Host law.”

Be sure to indicate the specific community change the community action is trying to achieve within the description.

- ✓ **Good Entry** - Coalition members met with superintendent to discuss the possibility of implementing prevention-based curriculum in the high school.
- x **Bad Entry** – Coalition members met with the superintendent to discuss future initiatives and projects.

Refer to [pages 13-14](#) for help with entering other information on Community Actions.

Examples of Community Change and Actions

Below shows the relationship between Community Changes (in the gray) and the Community Actions (listed within the column in blue boxes) that work towards the specified change.

Modifying/Changing Policy

School Board modified substance policy to include e-cigarettes, vaporizers, and nicotine products.

Coalition members had a meeting with school board to discuss **modifying** school substance policy to include nicotine products.

Coalition sent out letters to parents of high school and middle school students to ask for their support in modifying school policy to include nicotine products.

Physical Design

Coalition worked with local park and city officials to build a new playground.

Completed environmental scan to determine ideal location for the park.

Held a meeting with city council and park officials to discuss the plans for the new park.

Enhancing Access & Reducing Barriers

Launched community's first drug testing kit distribution initiative with law enforcement to provide drug testing to parents who suspect their youth use.

Held a meeting with local law enforcement to discuss and develop process to distribute drug testing kits for the first time in the community.

Developed materials and media to include in drug testing kits for the new drug testing kit distribution initiative with local law enforcement.

Changing Consequences

Launched a new recognition program with local newspaper, law enforcement, and chamber of commerce to recognize retailers and vendors who pass compliance checks.

Developed certificates and other promotional items for vendors and retailers who pass compliance checks.

Met with local newspaper editor to publish an annual report card of vendors and retailers.

Modifying/Changing Policy

New school policy requiring all staff to complete Mental Health First-Aid training

Met with school principals to discuss new policy.

Facebook post: shared Times article about the benefits of MHFA training policies on September 16.

Media

Coverage and distribution of materials covering organizational initiatives, projects or issues in any form of public media including radio, television, newspaper, social media, websites, and newsletters.

Outputs must:

- Have already occurred.
- Be an instance of time on television, radio, or content in a newspaper article, brochure, flyer, online, or newsletter.
- Feature or be facilitated by or on behalf of the coalition.
- Be aimed at the goals and objectives of the coalition.

Descriptions and entries must include:

- Number of impressions or traffic rates.
- What the media was covering and what it was targeting.
- The name and type of the media source in the description of coverage (i.e. newspapers, radio, and television or social media platform.)

Examples and descriptions for Reach:

- **Television** – WECS ran a story on the coalition's efforts to pass a social host ordinance and it had an impression rate of 200,000.
- **Radio** - The coalition ran 30 PSAs on WECS-FM during Red Ribbon week with an impression rate of 500,000.
- **Newspaper** - The Messenger published an article about the 5th anniversary of the coalition with an impression rate of 30,000.
- **Flyer** - The coalition distributed 4,700 flyers for their upcoming drug free event.
- **Newsletter** - The coalition's lighting project was featured in the YMCA's monthly newsletter with an impression rate of 10,000.
- **Internet** - The coalition's website, covering coalition activities, had 10,000 hits last month.
- **Internet** - Facebook post about the coalition's upcoming LifeSkills classes that they will be holding at the HS and MS reached 300 people.

Media In-Depth

Some additional points:

- Media includes any mention of your coalition activities by local TV, radio, and newspapers. It can either be coverage that you pay for, get for free, or if they mention you without you asking them to talk about the coalition first.
- It also includes coverage of coalition efforts and activities even if the coalition is not specifically mentioned. For example, a news report about a coalition's drug free event that focuses on the participants rather than the organizers.
- Impression rate is the number of individuals the media reached.
 - Rates for newspapers, billboards, radio, and television can be obtained by calling/contacting the media source directly.
 - Rates for physical or electronic flyers/brochures/newsletters the coalition distributes should be the number of items distributed.
 - Social media rates should be tracked by the number of people who saw and read the post itself, not the number of likes or followers. For Facebook this is found under each post. Twitter impression rates can be found at <https://analytics.twitter.com>. For a more detailed description of tracking social media, please see [Tracking Media Impression Tips](#) in the Appendix.
- Typically, impression rates can be large depending on the media source/type and it is not unusual for a small organization to have a over a million impressions over the course of a year.

In Practice:

- **Scenario 1 (Media Campaign)** – This example shows how you can have a few different media entries for one media campaign in your community. For instance, the coalition released articles in 2 of the local newspapers about their upcoming “Back to School Night ” event at the local HS, and the following are examples of their entries.
 - **Newspaper 1**= Coalition posted an article in the Daily Gazette which provided information on their upcoming Back to School Night event being held at the local HS.
 - **Newspaper 2**= Coalition posted an article in the Grant County Times which provided information on their upcoming Back to School Night event being held at the local HS.

Resources Generated

Acquisition of funding through grants, donations, in-kind, and volunteer time to help fund and support the organizations projects, initiatives, and work.

Outputs must:

- Have already been received.
- Be in the form of money, gifts, in-kind, or volunteer time.
- Be used to further the goals and objectives of the coalition.
- Be used by the coalition, not by one of its partners.

Descriptions and entries must include:

- Cash, volunteer, and in-kind values.
- What the resources funded/supported/enabled.

Examples and descriptions for Reach:

- **Grant** -The coalition dispersed \$10,000 of its Drug Free Communities money for the month of August.
- **Donation** -The coalition received a cash donation of \$300.00 from D & D supplies to purchase electronic identification scanners.
- **In-Kind** -The village donated space for the coalition to use as offices in the month of May (valued at \$600.00.)
- **Donation of Time**
 - **Professional** (In-kind) - Donny Unicorn CPA, provided the coalition's annual audit (valued at \$3,500.00.)
 - **Volunteer** (non-professional) – Donny Unicorn met with the city council on behalf of the coalition to discuss potential social host ordinance adoption.

Resources Generated In-Depth

Some additional points:

Kinds of Resources and Determining Value

- **Cash** – Cash donations (general or meant for a specific project) and grants awarded to the organization.
- **In-Kind** – Donations to the coalition that aren't cash and are given free or at a reduced rate, such as space for a meeting, supplies, ad space, and the gas mileage members used to travel for organizational activities.
 - Values for in-kind donations should be obtained from the organization/company providing the donation.
- **Volunteer** – When someone, not paid by the organization, donates their time to do something on behalf of and promotes the mission of the organization.
 - Time can be rounded to the nearest quarter hour and recorded using decimal time which can be found on a chart on the next page. (For more times, see the [Decimal Hour Conversion Chart](#) in the Appendix.)
 - Organizations should use the national volunteer rate as their volunteer value; you are permitted to use your state rate when it is higher than the national rate.
 - To find up-to-date national and state volunteer rates go to http://independentsector.org/volunteer_time
- **Professional vs. Volunteer Time** - Donation of time is broken down into two kinds: volunteer time and professional/in-kind. If someone donates time to the coalition and they are doing something within the scope of their normal job, such as a lawyer volunteering time to review the coalition's bylaws, you would record their time as in-kind at the rate they are normally paid for their job. When trying to determine which kind to count ask, "During this time, is this person acting within a professional capacity or acting as a general volunteer?"
- **Tracking Grants – Grants:** Grant money can be recorded as a resource generated when the funds are distributed to the coalition or initiative, not when they are awarded.
 - The coalition dispersed \$10,000 of its Drug Free Communities money for the month of August, months activities focused mostly on underage drinking.
 - Coalition used state prevention grant to fund Life Skills programming in middle school.
 - Coalition received \$100,000 SPF Grant to address binge drinking.
 - Coalition purchased a new Rx drug return box with funds received through Cardinal Health Grant.

Resources Generated In-Depth

In Practice:

- **Scenario 1 (Coalition Meetings)** – Typically, coalition meetings result in several Resources Generated and each should be captured differently. For all entries, a short one-paragraph summary noting what was covered during the meeting will be needed in addition to the specific information. Examples of acceptable entries are shown below:
 - **In-Kind:** July coalition meeting. We talked about Rx Drug take back, the local library donated space to hold the meeting.
 - In-kind value= (price the coalition is saving by not having to pay for that room)
 - **Volunteer Time:** July coalition meeting. We talked about Rx Drug take back day plans. 10 people attended as well as staff. The meeting lasted 1 hour.
 - Volunteer hours= 10
 - Volunteer value= \$24.14
- **Scenario 2 (Event)** – Events that the coalition participates in can be counted as a few different resources generated, depending on the circumstances. For instance if the coalition attended a county fair where they tabled and handed out Rx Drug Lock boxes to parents, a few examples of resources generated could be:
 - **Cash:** Rotary donated \$500 to help the coalition buy Rx Drug lock boxes to handout to parents at the fair.
 - **In-Kind:** The fair board donated space for coalition's table for three days of the county fair.
 - In-kind value= (price the coalition saved by not having to pay for their table space)
 - **Volunteer Time:** Three coalition members each volunteered eight hours of their time to man the table and provide information and lock boxes to parents and community members.
 - Volunteer hours= 24 (3*8=24)
 - Volunteer value= \$24.14

Reach Tip:

- **Time is recorded in decimals-** below is an example of what decimal value can be used based on the time. For more conversions please refer to the [Decimal Hour Conversion Chart](#) in the Appendix.

Minutes	Decimal
15	.25
30	.5
45	.75

Services Provided

Activities that give information, build skills or provide social support for individuals in the community.

Outputs must:

- Have already occurred.
- Be intended to increase knowledge, skills, or provide support to the participants;
- Be done by or on behalf of the coalition - including the coalition paying for the service;
- Be delivered to individuals outside of the coalition;
- Be related to the goals and objectives of the coalition.

Descriptions and entries must include:

- Number of individuals served and the length of service (per person.)
- Classification of either “Capacity” or “Preventative”.

Examples and descriptions for Reach:

- **Provide Information** - The coalition participated in the annual health fair and spoke to 300 people.
- **Enhance Skills** - The coalition sponsored a LifeSkills training at the XYZ school district and reached 30 youth in 12 classes.
- **Provide Support** - The coalition implemented drug free activities for all 1200 middle school students.

Some additional points:

- Services Provided is where you'll record the services that your coalition provides to groups or individuals outside of the coalition. This includes: trainings you provide others, presentations you give, tables at health and community fairs, compliance checks, and drug drop boxes or take back events.
- Enter in the number of people you served. This could be the number of people who attended your class or presentation, the number of people who came to your table, or the number of people who used your drop box. For compliance checks and sticker shock campaigns, this number will be the number of workers at the store and any customers you talked with about prevention while there.
- The amount of time you enter will depend on whether you interacted with people one on one or whether you interacted with everyone all at once.

Services Provided In-Depth

Types of Services Provided:

- **Preventative vs. Capacity**

- **Preventative:** Services provided by the coalition for the direct end user to be able to use those skills.
- **Capacity:** Services provided by the coalition to build the capacity of other individuals to do prevention work themselves in the community. This is where you are training the trainers.

In Practice:

- **Scenario 1:** Services provided can be counted as preventative or capacity depending on the circumstances of the output. For instance, if the coalition is in charge of providing Responsible Beverage Server training, they can provide the training as either capacity or a preventative service depending on how they conduct the training. Below are examples of both.
 - **Preventative:** Coalition staff provided 2 hour Responsible Beverage Service training directly to the 8 employees of the local carryout.
 - **Capacity:** Coalition staff provided 2 hour Responsible Beverage Service training to local carryout manager to provide him/her with the necessary skills for him/her to then provide the training to other carryout employees.
- **Scenario 2:** Services provided also requires for the actual length of service that was provided to be recorded. For example:
 - Gave a presentation at an hour-long town hall meeting, but the presentation we gave on alcohol use in our county only lasted a half hour. 50 people attended the meeting.
 - **Type of service:** Preventative
 - **Number served:** 50
 - **Length of service:** .5 (half hour, decimal time reference. For more times, see the [Decimal Hour Conversion Chart](#) in the Appendix)
 - Had a table at the back to school fair. 200 people attended and were free to move around and stop to chat at their own leisure. (You talked to each person for around 3-5 minutes)
 - **Type of service:** Preventative
 - **Number served:** 50
 - **Length of service:** .02 to .08 (you are spending very little time if any with the people attending the event so estimate about how much time you spent with each)

Organizational Improvements

Over the life of an organization, it is critical to plan and train so that it is sustainable and has the capacity to carry out its mission and work. Organizational Improvements include Trainings, Technical Assistance, and Organization Changes.

Organizational Change

Any change in policy, program, or practice **internal** to the coalition, such as a new committee or new initiative.

Organizational Change must:

- Have already occurred.
- Be related to the goals and objectives of the coalition.
- Be related to improving the functionality of the coalition.

Descriptions and entries must include:

- What is the specific change.
- Who does this change involve.

Examples and descriptions for Reach:

- **Staffing Change** – Hired a new program coordinator for the youth coalition.
- **Change By-Laws** – The coalition changed their bylaws to support the current work they are doing in the community.
- **New Committee** – To ensure sustainability the coalition created a sustainability committee to handle and plan for all sustainability of the coalition and the steps they must take.
- **Change in Objectives** – To combat the rising Rx drug abuse problem in Lake county, the coalition has decided to focus on and develop a logic model to begin addressing the issues we are facing in the community around Rx drugs.

Some additional points:

- These are the changes that happen within the coalition. You will make an entry here whenever there is a staffing change, a change in membership, and/or a change to the way the coalition operates, such as a change to the bylaws or new programs or committees are implemented.

Technical Assistance (TA)

Any advice and assistance given to the coalition aimed at improving the functionality of the coalition.

Technical Assistance (TA) must:

- Have already occurred.
- Be related to the goals and objectives of the coalition.
- Be related to improving the functionality of the coalition.

Descriptions and entries must include:

- Who is receiving the TA.
- What is the TA topic or purpose.

Examples and descriptions for Reach:

- **Call with ECS Staff** – Shelly had a call with an ECS staff member this week regarding how to update and revise their current logic model.
- **TA From Attorney** – Local attorney came in to help assist the coordinator in updating the coalition's bylaws.
- **TA from Evaluator** – The coalition's evaluator met with the coordinator to review and provide assistance with the grant application for this year's Federal grant.

Some additional points:

- TA includes one-on-one or small group help given specifically to coalition staff or members about coalition work.
- This is where you will record Reach phone calls, calls with your ECS evaluator, as well as help from other sources.
- TA is considered **assistance on a specific topic** to assist and enhance the person's knowledge who is receiving the TA.

Training

Any training attended by staff or coalition membership aimed at increasing the effectiveness and capacity of the coalition (often one to many events.)

Training must:

- Have already occurred.
- Be related to the goals and objectives of the coalition.
- Be related to improving the functionality of the coalition.

Descriptions and entries must include:

- Who is being trained.
- What is the training topic or purpose.

Examples and descriptions for Reach:

- **National Training** – Coalition coordinator and one member traveled to the CADCA National Mid-Year Training institute in July to build their skills on substance use prevention to better serve their coalition and community.
- **Local Training** – Staff and members of the coalition attended a training put on by the local law enforcement about how to properly dispose of Rx Drugs.
- **Other Type of Training** – Sam attended and participated in Reach training provided by ECS staff.

Some additional points:

- Training includes classes, workshops, webinars, and presentations that coalition staff and members attend to learn more about prevention and coalition work.
- Training also included planned events that includes attendees beyond the coalition staff or members.

Key Events

Over the lifetime of an organization, there are events that happen in the community such as significant drug busts, arrests at large parties with underage drinking, deaths due to substance abuse, as well as political events and policy changes. All of these events have the potential to impact the coalition's outcomes without the involvement of the coalition.

Key Events

Significant incidents in the community, not under the coalition's direction or control, that have the potential to affect the coalition's outcomes.

Key Events must:

- Have already occurred.
- Have the potential to impact the work of the organization.

Descriptions and entries must include:

- What is the event or activity.
- How will it affect the coalition.

Some additional points:

- In evaluation, we look for contribution to community level change not attribution; therefore, Key Events are an important piece of data to be able to reflect on the coalition's goals accurately.
- It is important to track and know things that are happening within your community even though you have no control over these events.

Examples and descriptions:

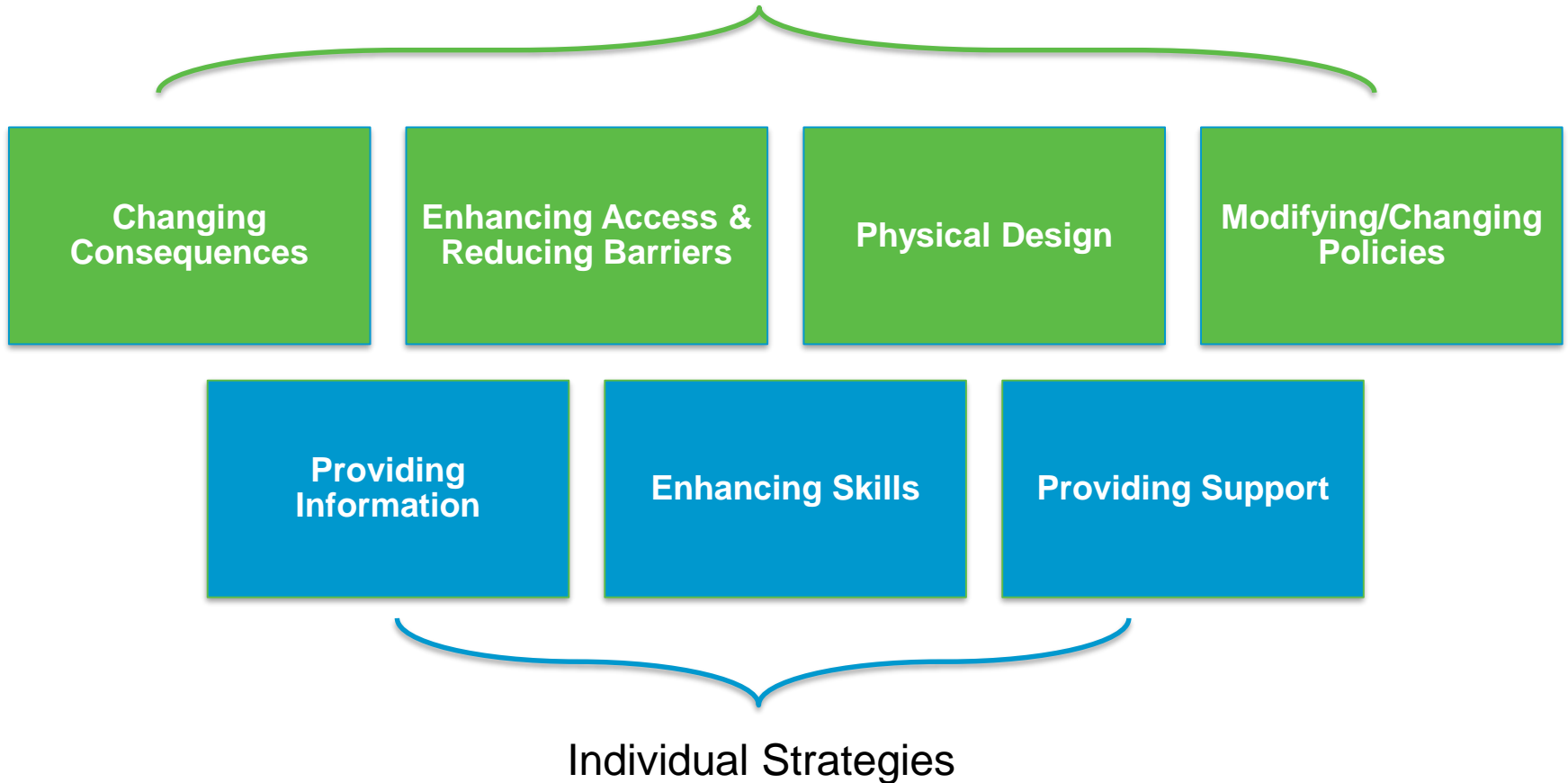
- Large marijuana drug bust in our county.
- Drunk driving accident resulting in three deaths occurred in the city limits.
- New police chief elected that is more supportive of implementing and overseeing Rx drug drop boxes in our county than the previous chief.
- Massachusetts voters voted to approve the legalization of recreational marijuana in their state.

Strategies for Community Interventions

Implementing both individual and environmental behavior change strategies is the best way to achieve your desired outcomes. Therefore your Reach entries must always demonstrate how your work aligns to your strategy. The next pages will provide some guidance and helpful tips.

7 Behavior Change Strategies

Environmental Strategies



Providing Information

One-way communication to provide information to individuals.

Examples:

- Presentations
- Seminars
- Billboards
- Publications
- TV
- Radio
- Social Media
- Meetings
- Tabling Events

In Practice:

- **Scenario 1 (Meeting)** – Met with the local Rotary Club who is interested in helping the coalition with its activities. Provided them with a list of upcoming events and activities that they can get involved in to help out the coalition.
- **Scenario 2 (Presentation)** – Jefferson High School hosted a Back to School Night event for parents and students to attend where the coalition gave a 30 minute presentation on underage drinking and the effects it can have if parents were to host parties where underage drinking is present.
- **Scenario 3 (Media Post)** – The coalition posted an article in the (newspaper, radio, social media, etc..) about how the coalition will be giving a presentation at the HS Back to School Night event.

Enhancing Skills

Typically involves two-way communication to build skills on a specific topic being provided by the coalition.

Examples:

- Training
- Curriculum Development
- Workshops
- Seminars
- Classes
- Other activities designed to increase the skills of the participant

In Practice:

- **Scenario 1 (Classes)** – Coalition trained teachers at the local HS to implement LifeSkills classes and 10 teachers attended for 2 hours.
- **Scenario 2 (Training)** – Coalition provided Responsible Beverage Service training to local bar owner/employees.

Providing Support

Creating opportunities to support people to participate in activities that add an extra level of protection for youth and people in the community.

Examples:

- Alternative Activities
- Mentoring
- Support Groups or Clubs

In Practice:

- **Scenario 1 (Alternative Activity)** – The coalition partnered with the local HS to host the after-prom event for 2 hours and 150 youth attended.
- **Scenario 3 (Support Group)** – The coalition provided a support group to families of people in drug treatment.
- **Scenario 4 (Organized youth recreation)** – The coalition hosted and sponsored Yoga in the park for youth after school.

Changing Consequences (Incentives/Disincentives)

Increasing or decreasing the probability of a specific behavior that reduces risk or enhances protection by altering the consequences for performing that behavior.

Examples:

- Increasing public recognition for desired behavior
- Individual/business awards
- Taxes
- Citations
- Fines
- Revocation/loss of privileges

In Practice:

- **Scenario 1 (Increase Public Recognition)** – The coalition recognized local youth for signing a pledge to be drug free at a city council meeting.
- **Scenario 2 (Individual/Business Awards)** – Coalition partnered with Local Police Department and two youth from the Youth Coalition to conduct alcohol compliance checks. The underage operatives checked 30 establishments with beer and liquor licenses. The checks lasted 1/2 hour at each establishment, and all establishments were found to be compliant. The coalition sent certificates of recognition for the compliant businesses.
- **Scenario 3 (Revocation/loss of Privileges)** – Students were banned from prom after violating school substance use policy.
- **Scenario 4 (Increase Public Recognition)** – The coalition gave public recognition for stores/festivals that adopt best practices through a press release to the local paper.
- **Scenario 5 (Citations)** – Worked with local law enforcement to implement citations for all local Vape Shops that fail their second compliance check in a row.

Enhancing Access & Reducing Barriers

Improving systems and processes to increase the ease, ability and opportunity to utilize those systems and services, such as assuring healthcare, justice, education, special needs and cultural and language sensitivity.

Examples:

- Increased access to substance use treatment services
- Reduced home and social access to alcohol and other substances
- Improved supports for service use
- Improved access through culturally sensitive outreach

In Practice:

- **Scenario 1 (Increase Access)** – Provided transportation to treatment.
- **Scenario 2 (Increase Access)** – Provided instruction/training in multiple languages.
- **Scenario 3 (Increase Access)** – Provided childcare to people receiving treatment.
- **Scenario 4 (Increase Barriers)** – Enhanced law enforcement patrols to reduce the number of kids getting away with drinking/substance use.
- **Scenario 5 (Increase Access)** – Installed 2 medicine lock boxes in the local senior center for them to dispose of unused prescription medication.
- **Scenario 6 (Decrease Access)** – Distributed at home prescription drug lock boxes to parents at the parent-teacher conferences held at school.
- **Scenario 7 (Decrease Access)** – The coalition worked with local partners to install a permanent prescription drug disposal box at the local police station.

Change in Physical Design

Changing the physical design or structure of the environment to reduce risk or enhance protection.

Examples:

- Landscapes/Layouts
- Signage
- Lighting
- Surveillance
- Environmental Scan
- Product Placement

In Practice:

- **Scenario 1 (Lighting)** – Increase lighting in the local park where teen drinking/substance use occurred.
- **Scenario 2 (Signage)** – Installed permanent *We Card* stickers in the window of the local liquor store.
- **Scenario 3 (Environmental Scan)** – Conducted an environmental scan in the community.
- **Scenario 4 (Product Placement/Layout)** – Worked with local Quick Mart carry out to improve sight lines in the store by moving the liquor isle closer to the register to help prevent theft.
- **Scenario 5 (Surveillance)** – Helped the local high school with installing vape detectors in the bathrooms where youth have been known to use ENDS/vapes on school grounds.

Modifying/Changing Policy

Formal change in written procedures, bylaws, proclamations, rules, or laws with written documentation and/or voting procedures.

Examples:

- Laws or policies at schools, businesses, public places, or local/state governments
- Workplace initiatives
- Law enforcement procedures/practices
- Public policy actions
- Systems changes within government

In Practice:

- **Scenario 1 (Laws)** – Worked with the local government to enact a new law requiring keg registration.
- **Scenario 2 (Policy)** – Implemented new policy requiring all alcohol vendors to attend Responsible Beverage Server training.
- **Scenario 3 (Procedures)** – The local school board changed their procedures on how to handle substance use policy violations to include in school suspension and restorative justice techniques.
- **Scenario 4 (School Policy)** – Worked with the local school board to modify the tobacco free policy on school grounds to now include ENDS/vape products.

How Do I Track...

Here you will see examples of activities you may have done or plan to do. This section shows how one activity could result in multiple entries. These are just examples, so you may find you have a different number of entries depending on your circumstances.

How Do I Track....

Coalition Meetings

- Has already occurred.
- Could have the following entries:
 - Community Action
 - Resources Generated



These are a few examples of the different types of entries you can have for one meeting.

Community Action

Monthly Coalition Meeting: The coalition talked about the new prescription drug drop box they want to install in the police station.

Resources Generated

Monthly Coalition Meeting: Local HS donated space for the coalition to hold their meeting.

Resources Generated

Monthly Coalition Meeting: Volunteer time for non-staff members that attended the meeting.

Resources Generated

Monthly Coalition Meeting: Local HS donated computer and projector for the meeting.

How Do I Track....

Focus Groups/Listening Sessions

- Has already occurred.
- Could have the following entries:
 - Media
 - Resources Generated



For example, if you conducted focus groups/listening sessions, you could have the following entries:

Media

Focus Group: Handed out materials about underage drinking to those who attended.

Resources Generated

Focus Group: Volunteer donated time to conduct the listening session/focus group.

Resources Generated

Volunteer time for non-staff members that participated in listening session.

Resources Generated

Local HS donated space to hold the listening session/focus group.

How Do I Track....

Media Campaign

- Has already occurred.
- Could have the following entries:
 - Media
 - Resources Generated

For example, if you had a campaign about a new social host law, you could have the following entries:

Media

New billboard went up promoting the new social host law.

Media

We handed out 200 flyers at parent-teacher conferences about the new social host law.

Resources Generated

In-kind donation discount received from BillBoard Corp. for billboard space.



How Do I Track....

Tabling Event

- Has already occurred.
- Could have the following entries:
 - Services Provided
 - Media
 - Resources Generated
- Tabling events can only be considered a community change if it is the first time you are partnering with the organization that is hosting the event.

For example if you had a tabling event, you could have the following entries:

Services Provided

The coalition tabled at the HS Back to School Night event that 200 people attended.

Media

Handed out 250 flyers on the coalition's upcoming activities and how to prevent underage drinking.

Resources Generated

Table space was donated to the coalition by the HS.

Resources Generated

2 Volunteers donated time to set up and man the booth at the event.



How Do I Track....

Life Skills Program

- Has already occurred.
- Could have the following entries:
 - Community Change
 - Community Action
 - Resources Generated
 - Media
 - Services Provided
- In the case of a LifeSkills class, each time a class is held it is a separate entry.

For example if you implemented LifeSkills at the school, you could have the following:

Community Action

Met with the schools about starting a new LifeSkills class.

Community Change

First time the LifeSkills class is being taught.

Resources Generated

Coalition members volunteered their time to teach the LifeSkills class.

Media

700 flyers mailed to parents about the upcoming LifeSkills class

Services Provided

LifeSkills class held at the local school that 50 people attended for 1 hour.



How Do I Track....

Smoke-Free Parks Policy

- Has already occurred.
- Could have the following entries:
 - Community Change
 - Community Action
 - Resources Generated
 - Media
 - Services Provided



For example if you worked on banning smoking in public parks, you could have the following entries:

Community Action

Met with city leaders to advocate for the passage of a new law.

Community Change

The coalition helps a new law pass banning smoking in public parks.

Resources Generated

Members volunteered time to meet with city leaders about the law.

Media

Coalition chair interviewed in local newspaper about proposed law.

Services Provided

Hosted town hall presentation about effects of smoking in parks.

How Do I Track....

Sticker Shock Campaign

- Has already occurred.
- Could have the following entries:
 - Community Change
 - Community Action
 - Resources Generated
 - Media
 - Services Provided
- Every new establishment that takes part in a Sticker Shock for the first time, can be recorded as a separate community change.

Providing Alcohol to minors is a criminal offense!

- Up to 1 year in jail.
- Maximum \$2,500 fine.

For example if you worked on a Sticker Shock campaign, you could have the following entries:

Community Action

Coalition members called local retailers to ask them to participate in the sticker shock campaign.

Community Change

First time doing a sticker shock at the local 7/11 carryout.

Resources Generated

Coalition youth volunteered time to place all the stickers on bottles and cans.

Media

Coalition gave 100 stickers and 2 pamphlets to the owners or cashiers.

Services Provided

Information provided to cashiers and customers about providing alcohol to minors.

How Do I Track....

Responsible Beverage Server Policy

- Has already occurred
- Could have the following entries:
 - Community Change
 - Community Action
 - Resources Generated
 - Media
 - Services Provided

For example if you worked on Responsible Beverage Server policy, you could have the following entries:

Community Action

Meeting with local establishments about signing the new policy.

Community Change

The coalition got local establishments to sign a new policy requiring Responsible Beverage Service training for all employees.

Resources Generated

Coalition members volunteered to provide the Responsible Beverage Service training classes.

Media

Pamphlets were provided to all 12 store owners on the Responsible Beverage Service policy.

Services Provided

Coalition provided Responsible Beverage Service training to the local establishments who signed the new policy.



How Do I Track....

Prescription Drug Take Back Event

- Has already occurred.
- Could have the following entries:
 - Community Change
 - Community Action
 - Resources Generated
 - Media
 - Services Provided
- Entries should include how many people came and how many pounds of drugs were collected.



For example if you hosted a Drug Take Back Event, you could have the following entries:

Community Action

Meeting with local law enforcement for the first time to plan the Rx Drug Take Back Day.

Community Change

First time doing a Rx Drug Take Back Event.

Resources Generated

Coalition volunteered time to help at Take Back , attended by 150 people, where we collected 250 pounds of Rx drugs..

Media

Article in The Times described the Take Back event, attended by 150 people, where we collected 250 pounds of Rx drugs.

Services Provided

Rx Drug Take Back Day hosted at Local Police Station, attended by 150 people, where we collected 250 pounds of Rx drugs..

How Do I Track....

Free Fitness Classes in the Park

- Has already occurred.
- Could have the following entries:
 - Community Change
 - Community Action
 - Resources Generated
 - Media
 - Services Provided



For example if you implemented Free Fitness Classes in the Park, you could have the following entries:

Community Action

Met with local government to plan the new fitness classes.

Community Change

The first time the fitness classes are implemented.

Resources Generated

Teachers volunteering time to teach the classes.

Media

Newspaper/TV/radio ads promoting the fitness classes.

Services Provided

Coalition provided free fitness classes in the park.

How Do I Track....

Policy Banning Soft Drinks in Schools

- Has already occurred.
- Could have the following entries:
 - Community Change
 - Community Action
 - Resources Generated
 - Media

For example if you helped pass a new school policy banning soft drinks, you could have the following entries:

Community Action

Met with local school board to discuss implementing new policy.

Community Change

New policy banning soft drinks in local schools.

Resources Generated

Coalition members volunteered time to meet with the school board.

Media

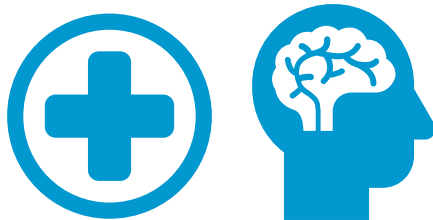
Letters sent to 900 households about the new policy.



How Do I Track....

Implementing Mental Health First Aid Classes

- Has already occurred.
- Could have the following entries:
 - Community Change
 - Community Action
 - Resources Generated
 - Media
 - Services Provided



For example if you implemented Mental Health First Aid classes, you could have the following entries:

Community Action

Met with school officials to plan to offer Mental Health First Aid classes for the first time.

Community Change

Implemented Mental Health First Aid classes for the first time.

Resources Generated

Coalition members volunteered time to teach Mental Health First Aid classes.

Media

Educational materials distributed to participants in the classes.

Services Provided

Mental Health First Aid classes given to teachers at local school.

How Do I Track....

Install Vape Detectors in School Bathrooms

- Has already occurred.
- Could have the following entries:
 - Community Change
 - Community Action
 - Resources Generated
 - Media



For example if you helped install new vape detectors in the school, you could have the following entries:

Community Action

Met with local school board to discuss installing the Vape Detectors in school bathrooms.

Community Change

The school in collaboration with the coalition installed the new Vape Detectors in the high school bathrooms.

Resources Generated

Two coalition members volunteered time to meet with the school board to discuss installing the Vape Detectors in school bathrooms..

Media


Tobacco vaping informational packets were provided to each of the school board members about the dangers of vaping tobacco.

Reach Quick Entry/Draft Function

You can now create and save for later in Reach. The “quick entry” button in Reach will bring up a shortened form for filling in with your data to then be completed later and added to the system.

Quick Entry

- To use the “Quick Entry” function in Reach, start by clicking on the red button labeled “Quick Entry” in the top right-hand corner”



Dashboard ▾

Accomplishments/Outputs

Organizational Improvements

Key Events

Indicators

Quick Entry

ane smith ▾

Help ▾

Accomplishments/Outputs (To show additional columns right click on the column heading and select columns.)

☐ Show Filter Options

▼ Change View

View Logic Model

Add New Accomplishment/Output

Refresh

Page 1 of 17, items 1 to 50 of 846.

Status	Recorder	Date	Description	Output Type	Attachments				
	guest user	9/9/2019	demo	Community Action					
	guest user	9/3/2019	Facebook post about alcohol/sticker shock for the month of September reached 315 people.	Media					
	guest user	9/3/2019	Facebook post about alcohol/sticker shock for the month of September reached 315 people.	Media					
	guest user	9/3/2019	Facebook post about alcohol/sticker shock for the month of September reached 315 people.	Media					
	guest user	9/3/2019	Facebook post about alcohol/sticker shock for the month of September reached 315 people.	Media					
	guest user	9/3/2019	Marijuana Forum Planning Committee Meeting.Meeting lasted 1 hour and 3 volunteers attended. Travel time= 1 hours/per person	Community Action					
	guest user	9/3/2019	Marijuana Forum Planning Committee Meeting.Meeting lasted 1 hour and 3 volunteers attended. Travel time= 1 hours/per person	Resources Generated					
	guest user	9/3/2019	Tobacco Compliance Checks: conducted for the 12 permitted tobacco retailers in Needham. They worked with a local student under the age of 21 who attempted to buy tobacco products without an ID from each tobacco permit holder.There were no sales made to the underage student.	Community Action					
	guest user	9/3/2019	Grant/Donation: Tolman Trust pledged \$8,800 to fund 2 Parent Support Groups for fiscal year 2012. One group will be short term psycho-ed for parents whose children are struggling with substance abuse. One group will be a long term support group for parents whose children are	Resources Generated					

Draft Outputs

There are drafts that you should close.

[Manage Open Drafts](#)

Quick Entry

- Once you click the “Quick Entry” button the modified fillable form will pop up for you to fill in with a few quick pieces of information.
- **Note:** This format is similar to the Mobile Data Entry version.
- Once you are done filling in the information for the four required areas, use the add button to add this entry to your drafts.
- **Note:** Clicking add here will not add this entry to your main list under Accomplishment/Outputs.

The screenshot shows a web application interface with a modal window titled "Draft Outputs". The background shows a sidebar with categories like "Organizational Improvements", "Key Events", and "Indicators". The modal window has a header with the "RC" logo and a hamburger menu icon. Below the header, it says "Page 1 of 1, items 1 to 5 of 5." The form contains several fields: "Date:" with a calendar icon, "Recorder:" with a dropdown arrow, "Description:" with a large text area, "Output:" with a dropdown arrow, and "Problems/Goals Addressed:" with a dropdown arrow. At the bottom of the modal are two buttons: "Add" (blue) and "Cancel" (white).

Quick Entry

- Below the modified fillable form you will see some of your drafts that have already been added that you can then edit from here by using the edit pencil.

Organizational Improvements Key Events Indicators

Draft Outputs

Add Cancel

2/6/2019 by **Demo Stration**
Community Change – Marijuana

Cadca training

2/4/2019 by **Demo Stration**
Community Action – Underage Drinking

Policy work on density

2/1/2019 by **Demo Stration**
Media – Marijuana

Distributed parent fact cards

2/1/2019 by **Demo Stration**
Community Change – Underage Drinking

School policy on alcohol use on campus updated to remove exemptions

2/1/2019 by **Demo Stration**
Media – Prescription Drug Abuse

Distributed drug take back

1 Page 1 of 1, items 1 to 5 of 5.

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Quick Entry

- Once you add your entry to the draft list, you must then go to the list of all draft entries by clicking on “Manage Open Drafts” in the lower right-hand corner.

RC Dashboard ▾ Accomplishments/Outputs Organizational Improvements Key Events Indicators Quick Entry jane smith ▾ Help ▾

Accomplishments/Outputs (To show additional columns right click on the column heading and select columns.) ☐ Show Filter Options ▾ Change View 🔍 View Logic Model ➕ Add New Accomplishment/Output Refresh

Page 1 of 18, Items 1 to 50 of 857.


Status	Recorder	Date	Description	Output Type	Attachments				
⚠	Jane Smith	12/27/2019	Facebook post about vaping tobacco. 64 impressions	Media					
⚠	Jane Smith	12/20/2019	Held Training 3 of 3 for vaping prevention class for youth who have been caught vaping tobacco on school grounds. 2 attendees for 1 hour long training	Services Provided					
⚠	Jane Smith	12/19/2019	Held After school support group for youth with parents who have substance abuse problems. 6 youth attended the 1.5 hour long session	Services Provided					
⚠	Jane Smith	12/16/2019	Facebook post about the opioid crisis in the US. 150 impressions	Media					
⚠	Jane Smith	12/13/2019	Held Training 2 of 3 for vaping prevention class for youth who have been caught vaping tobacco on school grounds. 2 attendees for 1 hour long training	Services Provided					
⚠	Jane Smith	12/11/2019	December coalition meeting held for 1 hour and 16 volunteers/coalition members attended distributed the coalition annual report flyer with information on the past years success and info.	Media					
⚠	Jane Smith	12/11/2019	December coalition meeting held for 1 hour and 16 volunteers/coalition members attended distributed the coalition annual report flyer with information on the past years success and info.	Resources Generated					
⚠	Jane Smith	12/9/2019	Facebook post about underage drinking youth summit coming up. 50 impressions	Media					
⚠	jane smith	12/6/2019	Held Training 1 of 3 for vaping prevention class for youth who have been caught vaping tobacco on school grounds. 2 attendees for 1 hour long training	Services Provided					

Draft Outputs

There are drafts that you should close.

[Manage Open Drafts](#)

Quick Entry

- Once you get to the list of open drafts, from there you have two separate options
 - Delete a draft (if you no longer need it)
 - Click on the  to finish the long form to submit your entry.
- After you finish your entry and add it, it will now be found in your Accomplishment/Outputs list and not in your drafts.
- For more help and information on using the Quick Entry function in Reach, you can watch a video by clicking the link provided here: https://www.youtube.com/watch?v=ecl_IBDR4vg&feature=youtu.be

RC

Dashboard ▾

Accomplishments/Outputs

Organizational Improvements













Key Events

Indicators

Quick Entry

jane smith ▾

Help ▾

Open Drafts					<input type="checkbox"/> Show Filter Options	 Refresh	
1					Page 1 of 1, items 1 to 5 of 5.		
Recorder	Date	Description	Problems/Goals Addressed	Output Type			
Demo Stration	2/6/2019	Cadca training	Marijuana	Community Change			
Demo Stration	2/4/2019	Policy work on density	Underage Drinking	Community Action			
Demo Stration	2/1/2019	Distributed parent fact cards	Marijuana	Media			
Demo Stration	2/1/2019	School policy on alcohol use on campus updated to remove exemptions	Underage Drinking	Community Change			
Demo Stration	2/1/2019	Distributed drug take back	Prescription Drug Abuse	Media			
1					Page 1 of 1, items 1 to 5 of 5.		

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Reach on Mobile Devices

Reach entries can now be drafted on mobile devices to let you record when you are away from your computer.

Log In

Log in to Reach on your tablet or mobile phone using one of these 2 ways:

1. Epiphany Community Services Website

- Go to <https://epiphanycommunityservices.com>
- Scroll to the bottom of the page where you will see the following image

Reach Software Log In

Are you a current client looking to update Reach? Now it's just a click away!

LOG IN

- Click 'Log In' and you will be taken to the page where you will enter your login credentials

Reach
Collaboration

Username:

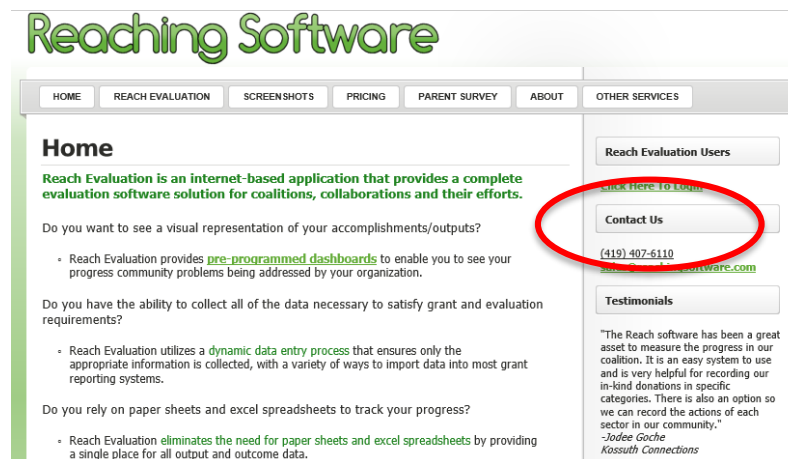
Password:

Login

[Forgot Password?](#)

2. Reaching Software Website

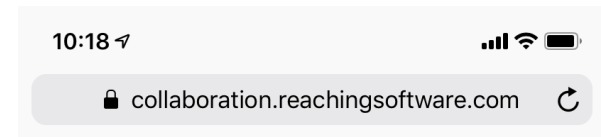
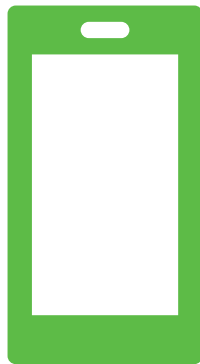
- Go to <http://reachingsoftware.com/>



- Go to the upper right-hand corner of the page and click 'Click Here to Login'
- This will take you to the page where you enter your login credentials

Reach on Mobile Devices

- **Note:** When typing in your login credentials, you may have to use the arrow on the keyboard to move to the password field on the login screen. Simply touching the password field may not work.



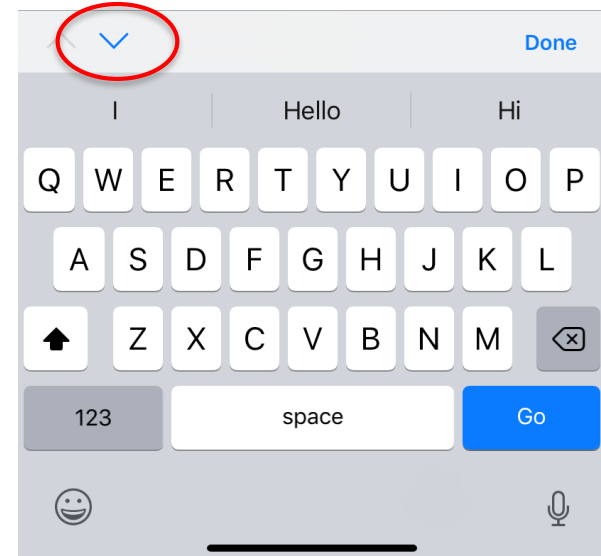
Reach
Collaboration

Username

Password

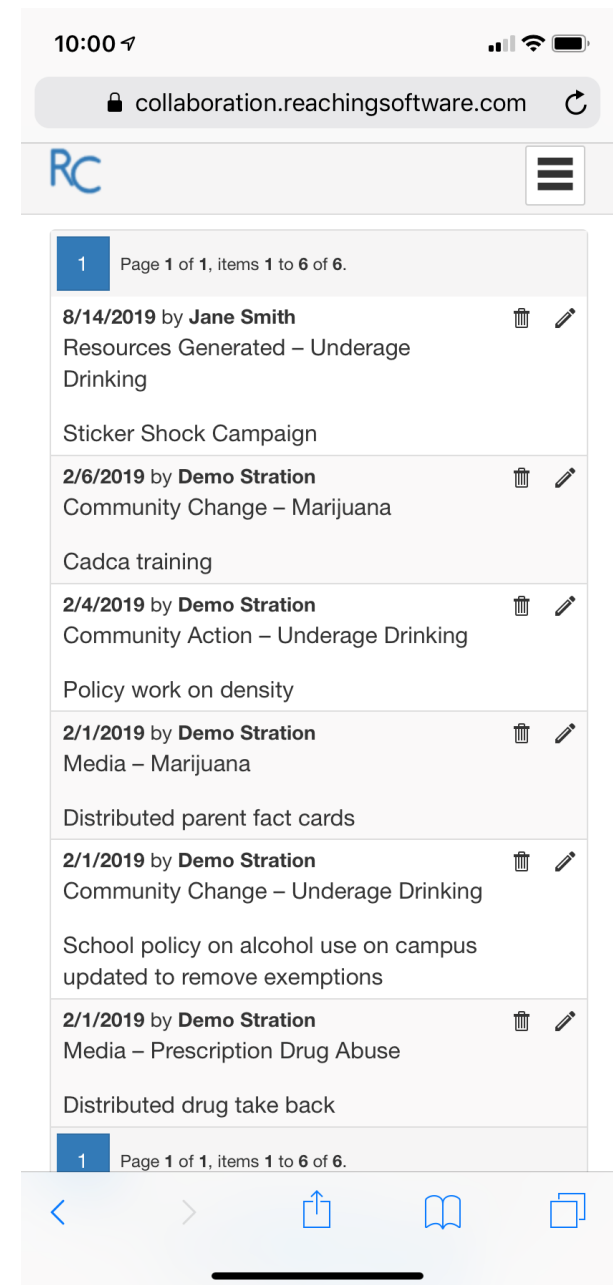
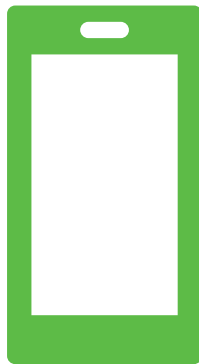
Login

[Forgot Password?](#)



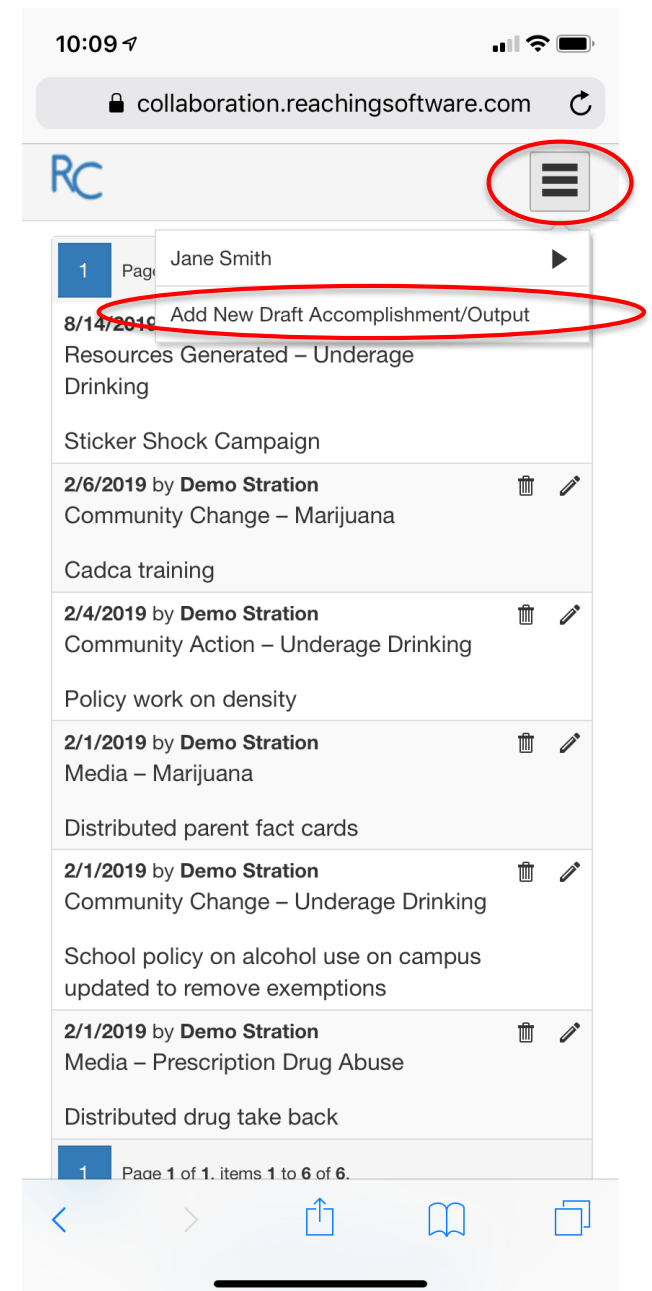
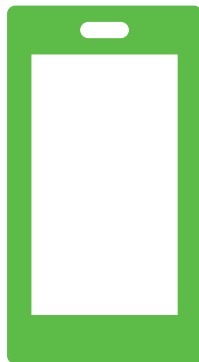
Reach on Mobile Devices

- You will be brought to a screen that shows a list of your drafted entries, which will look similar to the image to the right.



Reach on Mobile Devices

- To add a new draft
 - Click the menu button which appears as 3 horizontal lines
 - Then click 'Add New Draft Accomplishment/Output'



Reach on Mobile Devices

Enter the information for Accomplishment/Output Draft

1. Date:

- Every entry must have already happened.
- No entries should be pre-dated.

2. Description:

- Who was involved?
- What happened?
- Where did it happen
- What problem/goal was targeted?

3. Output Type:

- Select one or more of the 5 output types.
- You can enter more than one type at a time – they will display as separate entries on the main screen.

4. Problem/Goal:

- Align your entry to the related problem/goal.

5. Click Add to add your entry as a draft

Verizon LTE 9:44 AM 24%

AA collaboration.reachingsoftware.com

RC

1 Page 1 of 1, items 1 to 7 of 7.

? Date: 3/3/2020

Recorder: jane smith

? Description:

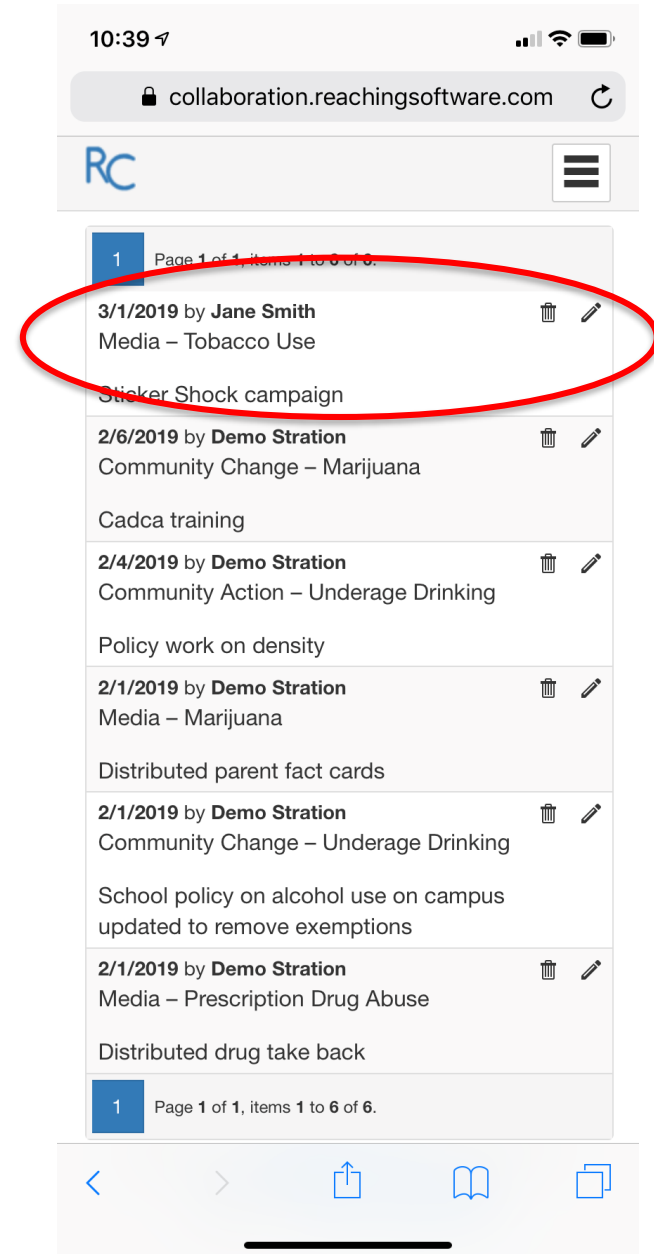
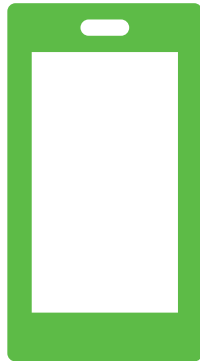
? Output:

? Problems/Goals Addressed:

Add Cancel

Reach on Mobile Devices

After adding the draft, you will be taken to the list where you can see the latest draft, along with other drafts, listed




Reach on Mobile Devices- Moving from Draft to Entry

- **Note:** These entries on your mobile device are only drafts. You will still need to add the entries on your desktop computer or laptop.
- The mobile functionality of Reach is meant to allow you to keep track of your Accomplishments/Outputs without forgetting some important information for your entries.
- To complete your entries, log in to Reach on your desktop or laptop and go to the Manage Open Drafts section to add your entries.

The screenshot shows the Reach web application interface. At the top, there are navigation tabs: Dashboard, Accomplishments/Outputs (selected), Organizational Improvements, Key Events, and Indicators. A red 'Quick Entry' button is visible on the right. Below the tabs, there's a header for the 'Accomplishments/Outputs' section, including a search bar, 'Show Filter Options', 'Change View', 'View Logic Model', and 'Add New Accomplishment/Output'. A table of entries is displayed with columns: Status, Recorder, Date, Description, Output Type, and Attachments. The table contains several entries, most marked with a yellow draft icon. A tooltip is shown over one of the draft entries, containing the text 'Draft Outputs', 'There are drafts that you should close.', and a red circle around the link 'Manage Open Drafts'. Another similar tooltip is visible at the bottom right of the screen.

Status	Recorder	Date	Description	Output Type	Attachments
	Jane Smith	12/27/2019	Facebook post about vaping tobacco. 64 impressions	Media	
	Jane Smith	12/20/2019	Held Training 3 of 3 for vaping prevention class for youth who have been caught vaping tobacco on school grounds. 2 attendees for 1 hour long training	Services Provided	
	Jane Smith	12/19/2019	Held After school support group for youth with parents who have substance abuse problems. 6 youth attended the 1.5 hour long session	Services Provided	
	Jane Smith	12/16/2019	Facebook post about the opioid crisis in the US. 150 impressions	Media	
	Jane Smith	12/13/2019	Held Training 2 of 3 for vaping prevention class for youth who have been caught vaping tobacco on school grounds. 2 attendees for 1 hour long training	Services Provided	
	Jane Smith	12/11/2019	December coalition meeting held for 1 hour and 16 volunteers/coalition members attended distributed the coalition annual report flyer with information on the past years success and info.	Media	
	Jane Smith	12/11/2019	December coalition meeting held for 1 hour and 16 volunteers/coalition members attended distributed the coalition annual report flyer with information on the past years success and info.	Resources Generated	
	Jane Smith	12/9/2019	Facebook post about underage drinking youth summit coming up. 50 impressions	Media	
	Jane Smith	12/6/2019	Held Training 1 of 3 for vaping prevention class for youth who have been caught vaping tobacco on school grounds. 2 attendees for 1 hour long training	Services Provided	

Reach on Mobile Devices- Moving from Draft to Entry

- After clicking the button to open the “Draft Entries”.
- You will have the page open with a list of all you’re your current draft entries.
- To complete click on the  to finish adding your entry that you had started.
 - If you no longer need that draft, you can also delete it with the trash can icon.

RC

Dashboard ▾

Accomplishments/Outputs

Organizational Improvements

















Key Events

Indicators

Quick Entry

jane smith ▾

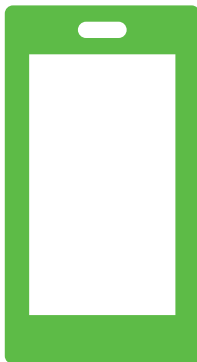
Help ▾

Open Drafts						<input type="checkbox"/> Show Filter Options	 Refresh	
1						Page 1 of 1, Items 1 to 7 of 7.		
Recorder	Date	Description	Problems/Goals Addressed	Output Type				
jane smith	2/17/2020	demo	Marijuana	Resources Generated				
Demo Stration	2/5/2020	demo	Marijuana	Media				
Demo Stration	2/6/2019	Cadca training	Marijuana	Community Change				
Demo Stration	2/4/2019	Policy work on density	Underage Drinking	Community Action				
Demo Stration	2/1/2019	Distributed parent fact cards	Marijuana	Media				
Demo Stration	2/1/2019	School policy on alcohol use on campus updated to remove exemptions	Underage Drinking	Community Change				
Demo Stration	2/1/2019	Distributed drug take back	Prescription Drug Abuse	Media				
1						Page 1 of 1, Items 1 to 7 of 7.		

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Reach on Mobile Devices- Moving from Draft to Entry

- After clicking the add button it will then pull up your draft entry now with the full fillable form for you to finish to submit this entry.



es/CloseDraftOutputs.aspx

Organizational Improvements Key Events Indicators

Close Draft Output

Next ▶

? Date:
2/17/2020

? Description:
demo

? Output:
☐ Community Action
☐ Community Change
☐ Media
☒ Resources Generated
☐ Services Provided

? Resource Type:
▼








? Problems/Goals Addressed:
Marijuana ▼

? Risk Factors:
▼

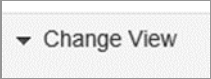







Reach Icons/Buttons

Here is a guide to the icons/buttons you see on the Reach site describing what each one does.

Icons/Buttons

Picture	Name	Function
	Attachment Feature	<ul style="list-style-type: none"> Allows you to attach a file to an entry (just like an email attachment works.) Attachments, however, are not used for scoring purposes.
	Copy Button	<ul style="list-style-type: none"> Allows you to copy an entry.
	Delete Button	<ul style="list-style-type: none"> Allows you to delete an entry. Once an entry is deleted, it is gone for good.
	Edit Button	<ul style="list-style-type: none"> Allows you to edit an entry. If you ever need to update all or part of your entry, this edit button comes in handy.
 Refresh	Page Refresh	<ul style="list-style-type: none"> This button allows you to refresh the page as needed.
	Add New Entry	<ul style="list-style-type: none"> When you need to add a new entry, this button opens a blank form for you to fill out.
	Export to Excel	<ul style="list-style-type: none"> This button allows you to export what is currently sorted and filtered on the page. Once you export it to the .csv file, you can place it in a spreadsheet to organize your information.
<input type="checkbox"/> Show Filter Options	Show Filter Options	<ul style="list-style-type: none"> Checking this box brings up the drop down menus to allow you to include and exclude data (sort and filter.)

Icons/Buttons

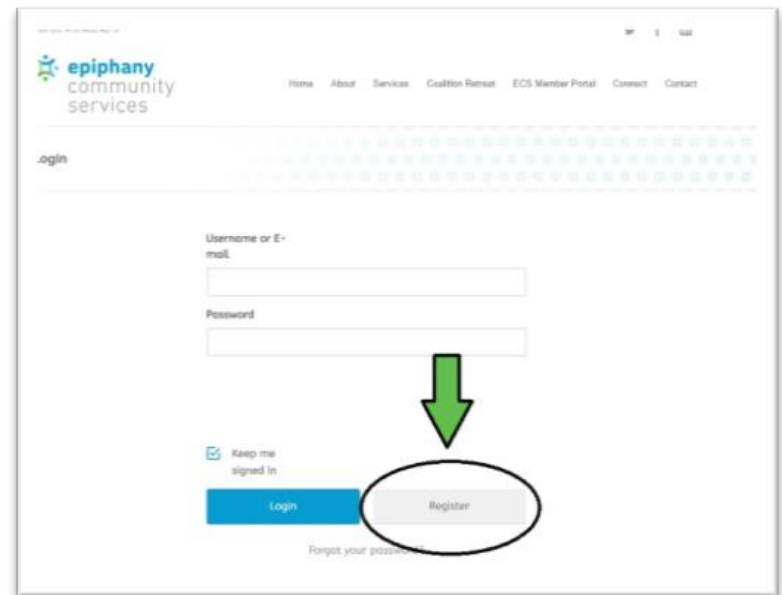
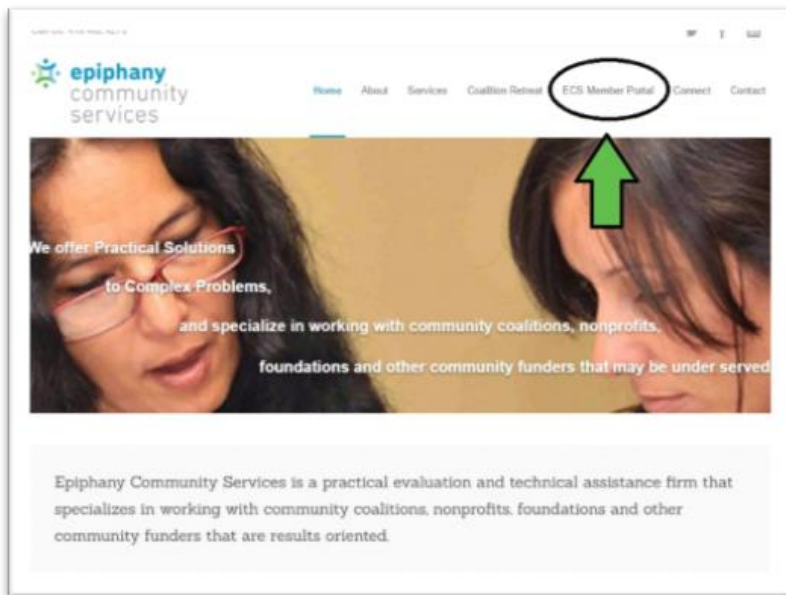
Picture	Name	Function
	Change View	<ul style="list-style-type: none"> Clicking on the down arrow brings up check boxes to select the options you want to see on the page.
	View Logic Model Button	<ul style="list-style-type: none"> Brings up your coalition's current logic model.
	Pending Entry	<ul style="list-style-type: none"> This icon means you have submitted your entry and it is waiting to be scored.
	Entry Needs Attention	<ul style="list-style-type: none"> This icon means you need to update your entry in some way in order to be accepted.
	Note	<ul style="list-style-type: none"> This note lets you know what you need to update in the entry for it to be accepted. Every entry that is marked "Needs Attention" will include a note to let you know why it was flagged for you to update and resubmit.
	Resubmit Button	<ul style="list-style-type: none"> Once you have updated your entry, you can click on this resubmit button which puts the entry back into pending status for it to be rescored.
	Email Evaluation Team	<ul style="list-style-type: none"> This icon allows you to send an email to the entire evaluation team with your question or concern about that specific entry.
	Entry Accepted	<ul style="list-style-type: none"> Once your entry has been accepted, you will see this icon to let you know your entry has been accepted.

ECS Member Portal

The ECS Member Portal is where ECS clients can go to find resources, tools, and training materials.

ECS Member Portal Registration

1. Go to epiphanycommunityservices.com and Click on 'ECS Member Portal' near the top of the page
2. Click 'Register'
3. Fill out the form to Register and Create a Profile
 - Passwords must include: 8 Characters, a number, a lowercase letter, and an uppercase letter



4. After you Register, Staff will approve your profile. If your profile has not been approved within a few days, contact ECS Staff.
5. Once your Profile is Approved, you will receive an email notifying you along with a link to login.

Accessing the ECS Member Portal

1. Go to epiphanycommunityservices.com
2. Click on “ECS Member Portal” and login using your credentials
3. Then, you will be brought to the following screen:

Welcome to the ECS Member Portal!

Welcome to our online member community, a place for ECS clients to go for resources, tools, and training materials.

We add materials on a regular basis, so please visit often for new items to help you do your work! Click on “See All...” to see a full listing under each area.

Please note that all content found in the member portal is created and owned by Epiphany Community Services unless otherwise noted. ECS-owned resources should not be shared without the explicit written consent of Epiphany Community Services.

NEW CLIENTS START HERE!		
WELCOME TO ECS	TOOLS & TOPICS	VIDEO ARCHIVE
I'm a client now what?	Community Assessment	7 Behavior Change Strategies
About ECS	Capacity Building	Youth Engagement
About Reach Evaluation Software	Planning and Implementation	Sustainability 101
Building an Evaluation Committee	Evaluation	Policy Work
Building a Coalition Staff	Sustainability	Strategic Prevention Framework Basics

Welcome to ECS

- The first tab is 'Welcome to ECS' and this is where new clients can find guides and handouts to get started as an ECS client
- Click 'Let's Get Started' to see more resources

NEW CLIENTS START HERE!		
WELCOME TO ECS	TOOLS & TOPICS	VIDEO ARCHIVE
I'm a client now what?	Community Assessment	7 Behavior Change Strategies
About ECS	Capacity Building	Youth Engagement
About Reach Evaluation Software	Planning and Implementation	Sustainability 101
Building an Evaluation Committee	Evaluation	Policy Work
Building a Coalition Staff	Sustainability	Strategic Prevention Framework Basics
Let's Get Started!	Reach Evaluation Software Resources	
	See All Resources	See All Videos

Tools & Topics

- The second tab is 'Tools & Topics' which is where you can find templates and worksheets for coalition planning, implementation, and evaluation, including Reach
- Click on 'See All Resources' to see a complete list

NEW CLIENTS START HERE!		
WELCOME TO ECS	TOOLS & TOPICS	VIDEO ARCHIVE
I'm a client now what?	Community Assessment	7 Behavior Change Strategies
About ECS	Capacity Building	Youth Engagement
About Reach Evaluation Software	Planning and Implementation	Sustainability 101
Building an Evaluation Committee	Evaluation	Policy Work
Building a Coalition Staff	Sustainability	Strategic Prevention Framework Basics
Let's Get Started!	Reach Evaluation Software Resources	See All Videos
	See All Resources	

Video Archive

- The third tab is 'Video Archive' which is where you can find past webinars and presentations including Reach Training videos
- Click on 'See All Videos' to see a complete list
- See '[ECS Member Training Videos](#)' in the Appendix for a list of links

NEW CLIENTS START HERE!		
WELCOME TO ECS	TOOLS & TOPICS	VIDEO ARCHIVE
I'm a client now what?	Community Assessment	7 Behavior Change Strategies
About ECS	Capacity Building	Youth Engagement
About Reach Evaluation Software	Planning and Implementation	Sustainability 101
Building an Evaluation Committee	Evaluation	Policy Work
Building a Coalition Staff	Sustainability	Strategic Prevention Framework Basics
	Reach Evaluation Software Resources	
Let's Get Started!	See All Resources	See All Videos

Appendix

Glossary

- **Coalition** – A coalition is a voluntary association formed to achieve a common purpose.
- **Input** – This is the organizational units, people, funds or other resources devoted to a particular program or activity.
- **Key Events** – These are significant incidents in the community, not under the coalition's direction or control, that have the potential to affect the coalition's outcomes.
- **Organization Improvements** – Coalitions must work intentionally to improve the internal functioning (capacity) of the group to address its priority areas.
 - **Organizational Changes** – These are changes made to organization staff, membership, by-laws, or procedures.
 - **Training** – This is skills- or knowledge-building education completed by the organization staff or members.
 - **Technical Assistance (TA)** – This includes one-on-one, topical help such as executive coaching or software guidance given to the coalition staff or members.
- **Outcome** – This measures change in what you expect or hope will happen as a result of your efforts.
- **Outputs** – The results of the actions we take in the community to address community problems and build the capacity of the coalition.
 - **Community Change** – Coalitions are designed to change how communities operate in relationship to their priority areas. These changes manifest in policies, programs, or practices in the community that relate to what the coalition is working on, as detailed on the coalition's logic model. These changes can also be physical design changes, new community partnerships, or new coalition members.
 - **Community Action** – These are the efforts made by the coalition to implement Community Changes.
 - **Services Provided** – Coalitions traditionally work to change the behavior of individuals by either providing a service (e.g. training or event) or by working to ensure services exist in the community (e.g. coordination.)
 - **Media** – Coalitions change community conversation; this is represented by the type (e.g. flyers) and platform (e.g. radio) of information coalitions distribute and the number of people who see it.
 - **Resources Generated** – Coalitions leverage resources (money, people space, etc.) to create other outputs.

Glossary

- **Strategies** – These are the specific approaches the coalition selects to create individual and environmental change.
 - **Providing Information** – Offering educational presentations, workshops, seminars, or other presentations of data.
 - **Providing Support** – Creating opportunities to support people to participate in activities that reduce risk or enhance protection.
 - **Enhancing Skills** – Conducting activities designed to increase others' capacity and skills.
 - **Changing Consequences** – Increasing or decreasing the probability of a specific behavior that reduces risk or enhances protection by altering the consequences of the behavior (incentivizing desired behaviors and providing disincentives for non desired behaviors.)
 - **Enhancing Access/Reducing Barriers** – Improving systems processes to increase ease, ability, and opportunity to utilize those systems and services.
 - **Physical Design** – Changing the physical design or structure of the environment to reduce risk or enhance protection.
 - **Modifying/Changing Policy** – Making formal change in written procedures, by-laws, proclamations, rules, or laws with written documentation and/or voting procedures.

Decimal Hour Conversion Chart

- When tracking volunteer hours and time spent providing service to individuals in the community, you should use decimal hours. Below is a chart that converts the number of minutes to its decimal hour equivalent.
- In general, you may round volunteer time and time providing services to the nearest quarter hour.
- For events that have quick interactions (i.e. tabling at community health fairs, events, Back to School Night s), time served per person should be between 0.03 and 0.08.

Decimal Hour Conversion Chart							
Minute	Decimal Hours	Minute	Decimal Hours	Minute	Decimal Hours	Minute	Decimal Hours
<1	0.01	15	0.25	30	0.50	45	0.75
1	0.02	16	0.27	31	0.52	46	0.77
2	0.03	17	0.28	32	0.53	47	0.78
3	0.05	18	0.30	33	0.55	48	0.80
4	0.07	19	0.32	34	0.57	49	0.82
5	0.08	20	0.33	35	0.58	50	0.83
6	0.10	21	0.35	36	0.60	51	0.85
7	0.12	22	0.37	37	0.62	52	0.87
8	0.13	23	0.38	38	0.63	53	0.88
9	0.15	24	0.40	39	0.65	54	0.90
10	0.17	25	0.42	40	0.67	55	0.92
11	0.18	26	0.43	41	0.68	56	0.93
12	0.20	27	0.45	42	0.70	57	0.95
13	0.22	28	0.47	43	0.72	58	0.97
14	0.23	29	0.48	44	0.73	59	0.98

Tracking Media Impressions Tips

Billboard

- Contact the Ad Department to acquire the impression.

Newsletter/Flyer

- The impression rate is the number of people who will see these newsletters/flyers that are handed out.

Radio

- Contact the Ad Department to acquire the impression.

Television

- Contact the Ad Department to acquire the impression.

Newspaper

- Contact the Ad Department to acquire the impression.

Internet- Social Media

- **Facebook** – Impression rates on Facebook can be found by logging or switching your profile to be the administrator of your coalition's Facebook account or page. To see performance data for all of your page's activity, click on Insights at the top of your page. This will show you how people are engaging with your page and show you the number of impressions for your posts.
- **Instagram** – Go to Business Manager on your Instagram page. Under Measure & Report, click Branded Content to view your insights.
- **LinkedIn** – In your Admin view, click on Updates to see engagement for your posted content.
- **Snapchat** – Impression rates on Snapchat can be found by using the number of current friends you have on snapchat or how many views you received on a particular story post.
- **Twitter** – To find your impression rate, go to <https://analytics.twitter.com> and log in with your coalition's Twitter account. It is free to use the basic functions, which is all you need for this. Once you've done that, whenever you look at your tweets, you will see a new icon next to the star that looks like a bar chart. When you click on the icon, a window will pop up that tells you what your impression rate is. For the purposes of entering the information in Reach, only look at the "Impressions" line.

ECS Member Portal Reach Video Archive

Reach Training:

[Strategy Selection](#)

[Community Action vs. Community Change](#)

[Tracking Organizational Improvements](#)

[Making Data Entry Easier](#)

[Tracking Outside Reach](#)

[What Does This Count As?](#)

[Why Do I Get Rejected?](#)

[Tracking Key Events](#)

[Tracking Match Using Reach](#)

[Sorting/Filtering, Exporting, and Using the Dashboard](#)

[Using Reach Data to Tell Your Story](#)

[Turning Action Plans into Reach Entries](#)

[Quick Entry Function](#)

[Sorting for Grant Reporting](#)

*For other archived videos on other topics, register and visit the ECS Member Portal.

A large, light green stylized logo is centered on the right side of the page. It features a central square with rounded corners, from which four thick, curved lines extend outwards towards the top, bottom, left, and right edges of the frame. Each of these four lines terminates in a solid light green circle. The entire logo is rendered in a lighter shade of green than the background.

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