User Manual

Tobacco Initiative Evaluation System

Prepared by:

Center for Tobacco Policy Research

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Acknowledgements

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Section 1: Introduction

Overview of the Tobacco Initiative Evaluation System (TIES)

As the external evaluator for the Tobacco Prevention and Cessation Initiative (TPCI), the Center for Tobacco Policy Research (CTPR) focuses on answering important questions about the overall Initiative. To answer these questions we gather information from several sources, including data collected by Community Grants Strategy grantees. These data are considered the 'core data set' for the Initiative evaluation. This core data set is based on the evaluation questions identified by CTPR, MFH, and grantees. Grantees are responsible for collecting the core data set for their own projects. Data grantees provide are a key puzzle piece in the overall Initiative evaluation.

To enhance the timeliness, accuracy, and efficiency of submitting the core data set to CTPR, the Tobacco Initiative Evaluation System (TIES) was created for grantees. TIES is a web-based database that provides a centralized location for all grantees to submit and access their minimum data sets throughout the life of the Initiative. The current version of TIES, version 2.0, was developed based on growth and change to the TPCI Initiative, including an increased emphasis on policy and advocacy activities, as well as changes to the overall structure of the Initiative.

Data reported in TIES provide information necessary for the evaluation of the overall Initiative. Specifically, TIES provides an overview of:

- Resources used to implement TPCI projects
- Partnerships leveraged to facilitate implementation of TPCI projects
- Policy changes with which TPCI projects were involved
- Systems changes with which TPCI project were involved
- Materials and media messages developed as part of TPCI projects
- Media messages published/aired as part of TPCI projects
- Activities, including reach, implemented by sites of TPCI projects, specifically:
  - Capacity Building
  - Education
  - Advocacy
  - Cessation
- Quit rates of TPCI cessation projects

Purpose of Manual

This manual guides grantees through the process of submitting data using TIES. The manual provides detailed information about:

- Submitting data, including deadlines
- Features of the system, including access and required fields
- Registering a user account and managing your user and organization profiles
- Entering monthly and quarterly data
- Producing reports summarizing your program data

This puzzle piece icon is used throughout to highlight important information (e.g., key functions of the system, frequently asked questions).

Submitting Data

The majority of data will be submitted monthly by the grantee, with a small number of items being submitted on a quarterly basis. Reporting quarters are as follows:

Quarter 1: **January-February-March**

Quarter 2: **April-May-June**

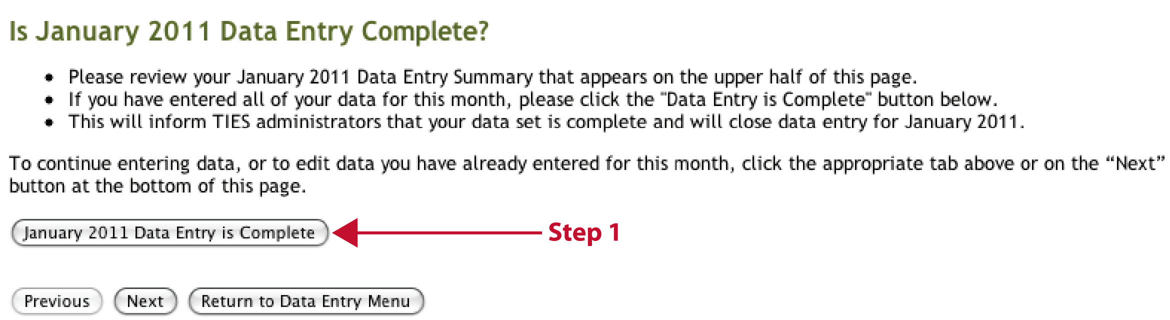
Quarter 3: **July-August-September**

Quarter 4: **October-November-December**

What do I do when I have completed data entry?

For monthly data entry:

At the bottom of the **Monthly Data Entry Summary** screen, you will be prompted to review the month's data entry summary.



Is January 2011 Data Entry Complete?

- Please review your January 2011 Data Entry Summary that appears on the upper half of this page.
- If you have entered all of your data for this month, please click the "Data Entry is Complete" button below.
- This will inform TIES administrators that your data set is complete and will close data entry for January 2011.

To continue entering data, or to edit data you have already entered for this month, click the appropriate tab above or on the "Next" button at the bottom of this page.

January 2011 Data Entry is Complete

Step 1

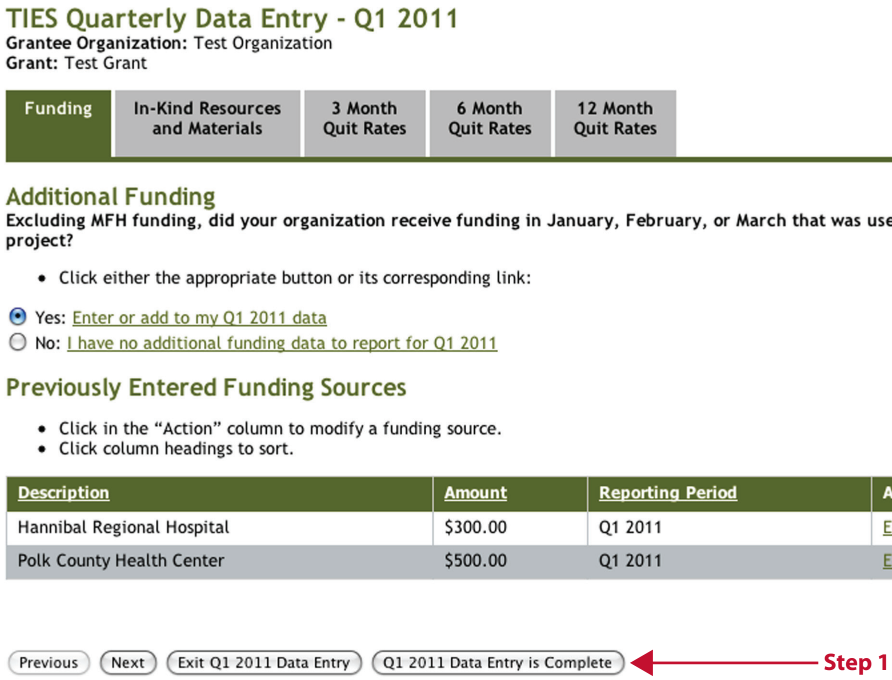
Previous | Next | Return to Data Entry Menu

STEP 1: If monthly data entry is complete, click **Data Entry is Complete**. This will inform TIES administrators that your monthly data set is complete and will close data entry for the month. *You will no longer be able to make changes without contacting the TIES Coordinator (jcyr@wustl.edu).*

Submitting Data (continued)

For quarterly data entry:

You can submit quarterly data from the bottom of any quarterly data entry screen. For example:



STEP 1: If quarterly data entry is complete, click **Data Entry is Complete** at the bottom of any quarterly data entry screen. This will inform TIES administrators that your quarterly data set is complete and will close data entry for the quarter. *You will no longer be able to make changes without contacting the TIES Coordinator (jcyr@wustl.edu).*

Data Submission Deadlines

Type of Data	Submission Deadline	Example
Monthly Data	15 days after the end of the month	March data are due by April 15th
Quarterly Data	30 days after the end of the month	Quarter 1 (January, February, March) data are due by April 30th

Reminders to enter monthly data will be sent via email on the 1st and 13th of each month. Quarterly reporting reminders will be sent the month following the end of the quarter on the 15th and 28th.

You will not be able to enter or change data in TIES after the monthly and quarterly deadlines without contacting the TIES Coordinator at jcyr@wustl.edu or 314-935-7173.

Section 2: System Features and Structure

Access

- ***Suggested Internet browsers:*** Accessing TIES is best with Internet Explorer version 8.x and Firefox version 3.x. *If using Internet Explorer version 7.x, upgrade your browser to Explorer 8.x.*

- ***Grantee organization profile:*** Each grantee organization will have one grantee profile. If your organization has more than one TPCI grant, you will still have only one grantee organization profile. You will be required to enter data separately for each grant.

- ***Individual user accounts:*** Multiple individuals in your organization can have their own user account. You must register for a user profile account before you can access the system. Section 3 provides step-by-step instructions for registering for your user account.

If more than one person will be entering data into the TIES system, it is extremely important to coordinate data entry to avoid dual entry, missing data, or inaccurate data.

- ***Data access:*** You will only have access to your grant's project data.

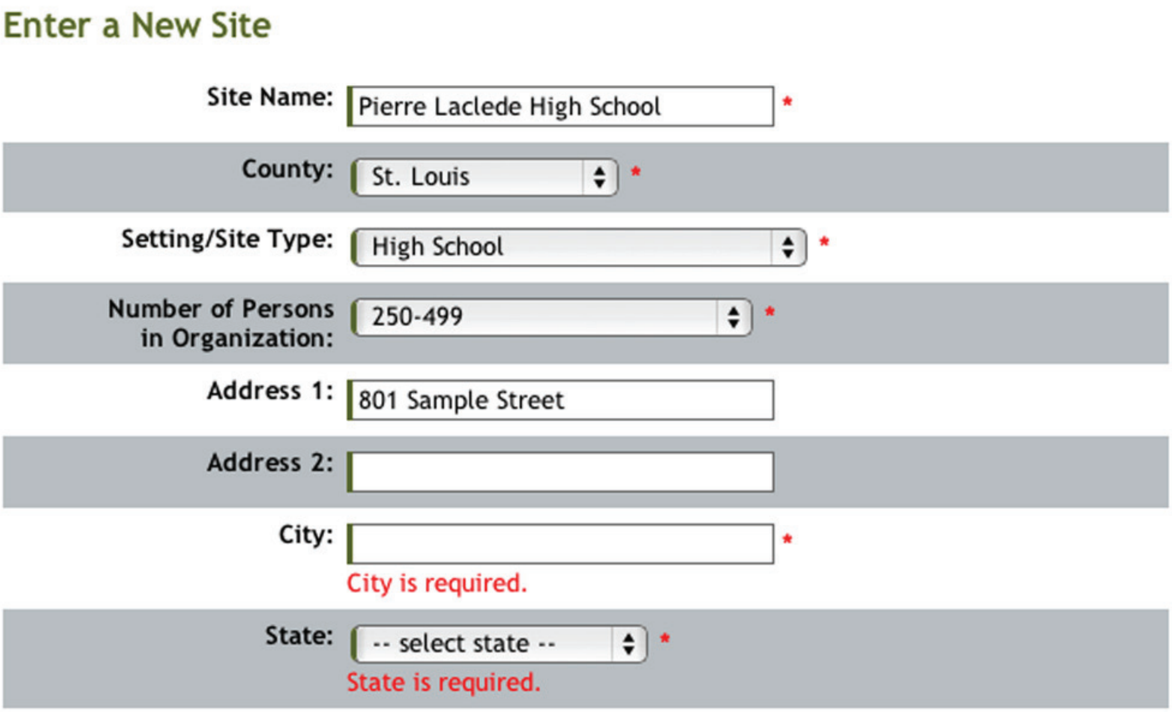
Structure

TIES v2.0 has sections for both monthly and quarterly data. Much of the data entered into the TIES system will be collected at the overall grant level, rather than the site level, allowing for efficiency of data entry. Monthly activities data will be collected at the site level.

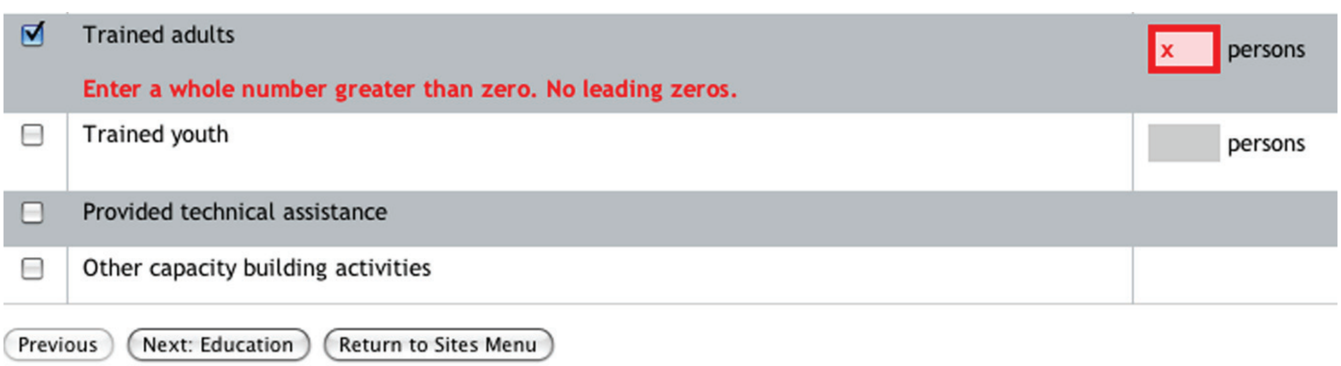
Time Period	Grant Level	Site Level
Monthly	1. Staff and Volunteer Hours	1. Capacity Building Activities
	2. Partnerships	2. Educational Activities
	3. Policy Change	3. Advocacy Activities
	4. Systems Change	4. Cessation Activities
	5. Material and Media Development	
	6. Published/Aired Media Messages	
Quarterly	1. Additional Resources and Materials	
	2. Quit Rates	

Required Fields

A red asterisk (*) indicates a required field. You must enter text or data in fields marked by an asterisk. If text or data is not entered in a required field, a message will appear indicating input is required.

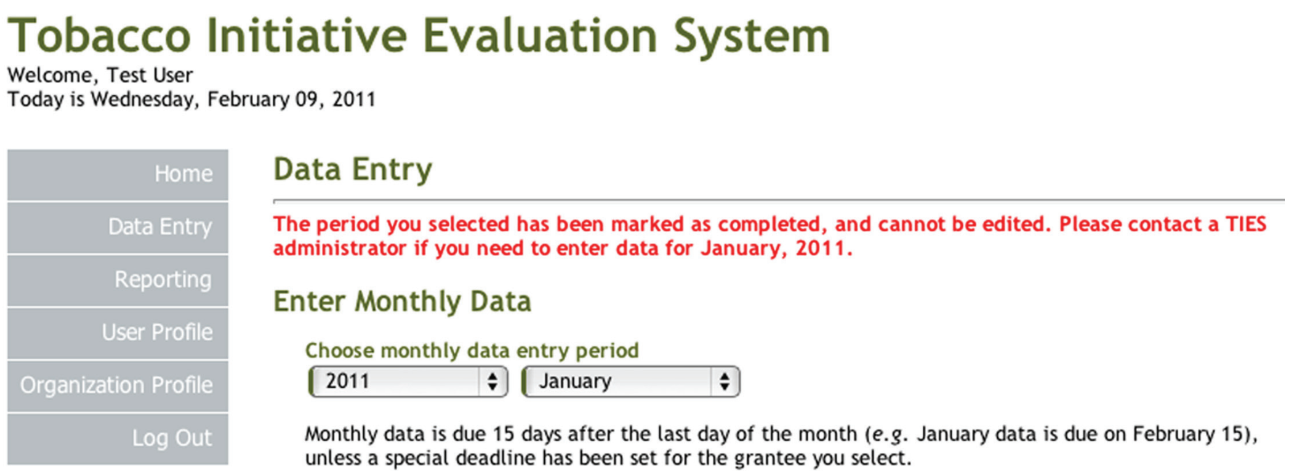


Data must be entered into data entry cells when required. If data is not entered into a required data entry cell or something other than a number is entered, the cell will be highlighted red, indicating that it is a required field.

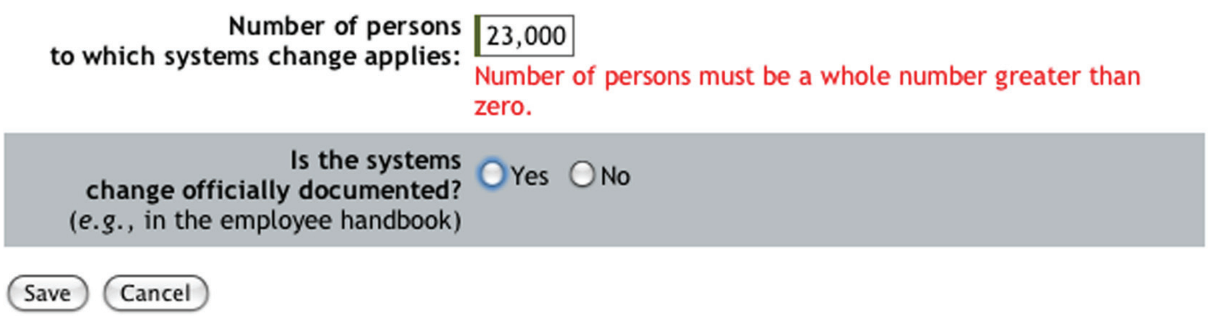


System Messages

When you select a monthly or quarterly reporting period for which the data entry deadline has passed, an error message will appear on the screen. You will need to contact Julianne Cyr, the TIES Coordinator, at jcyr@wustl.edu or 314-935-7173, to have the system unlocked.

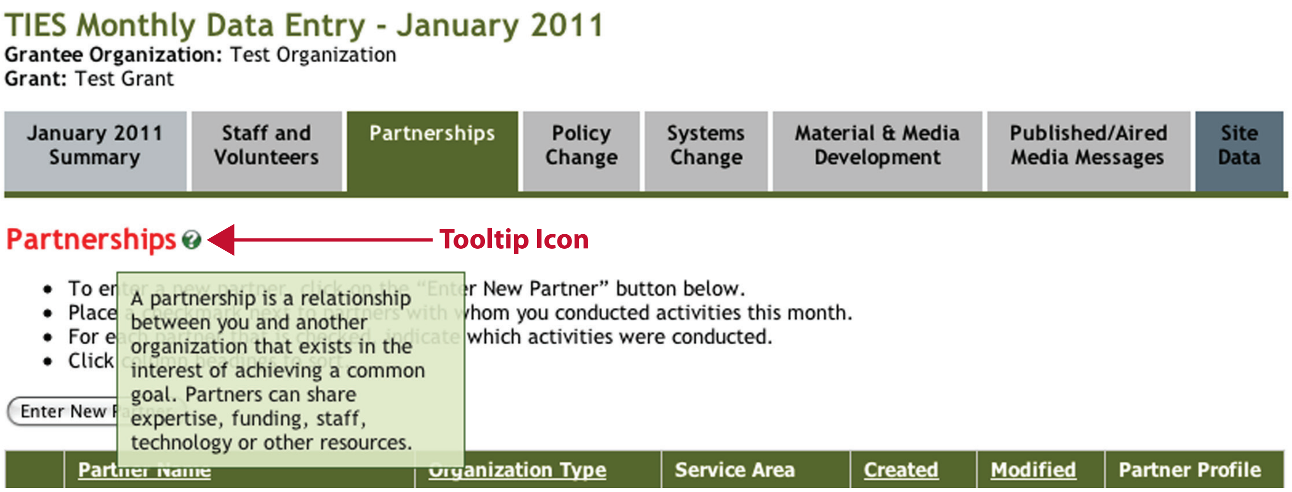


Some fields require data to be entered in a certain format. If you have entered data incorrectly, a message will appear indicating how the data should be entered. For example, do not include commas when entering large numbers; only enter the numbers.



Tooltips

Words or phrases with a question mark icon next to them are hoverable tooltips. Place your cursor over the word/phrase or icon, and further information will appear, as in the example below.



Saving Data

Data entered on any screen will be automatically saved when you move to another screen.

Reporting

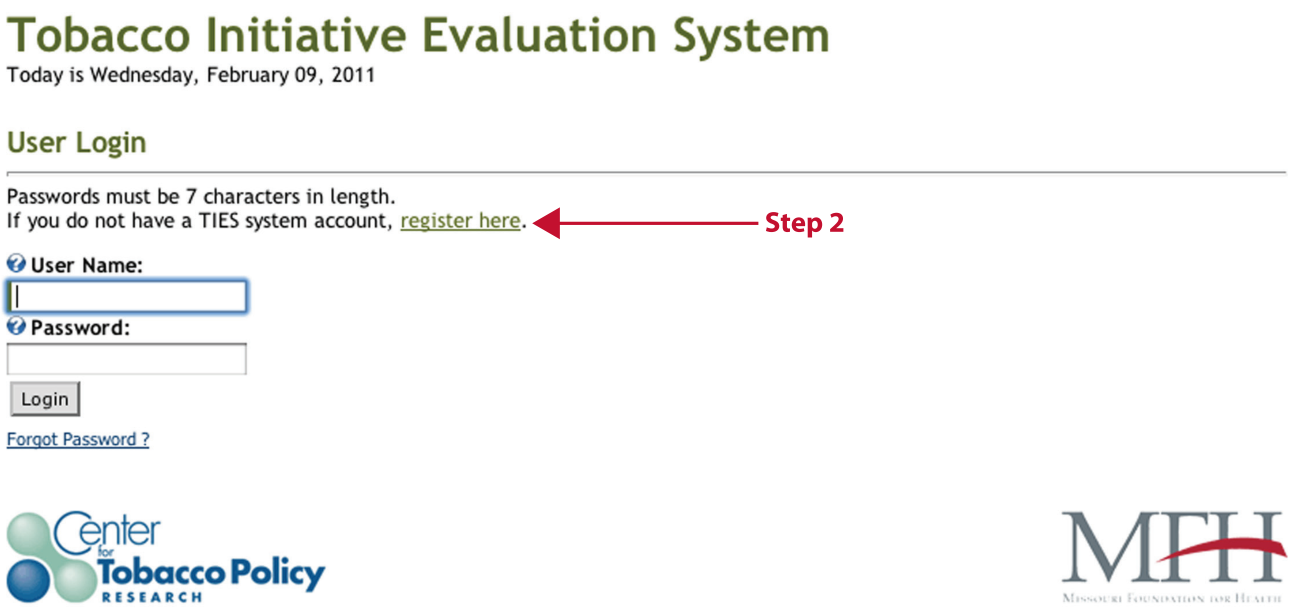
- Hard copies of data can be printed at any time.
- You will only be able to access reports for your grant's data.
- You can use report options to generate various types of reports, including charts and figures.

Section 3: Getting Started

New User Registration

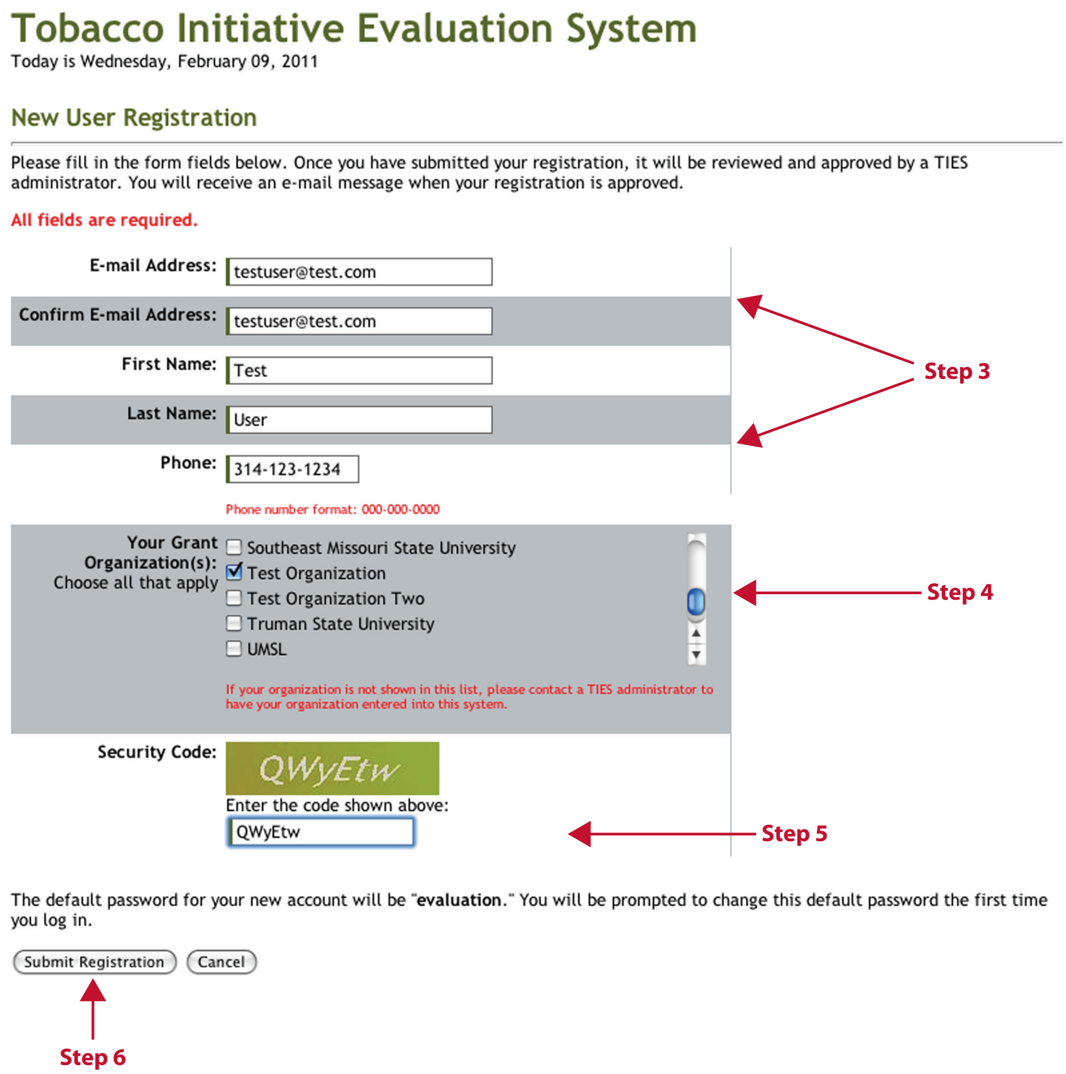
If you are a new user to the system, registration is required to set-up your user profile account. Once you complete the registration process, it will be verified by the TIES Coordinator, and you will be notified via email with your user name and temporary password.

STEP 1: Go to **http://evaluation.mffh.org/ties/**



STEP 2: Click **Register Here**, which will take you to the **New User Registration** screen (next page).

New User Registration (continued)



STEP 3: Enter the required registration information, including a valid email address, first and last name, and phone number.

STEP 4: Select your grantee organization from the list. This will allow you to access your organization's grant(s). If your organization is not listed here, contact the TIES Coordinator at jcyr@wustl.edu or 314-935-7173.

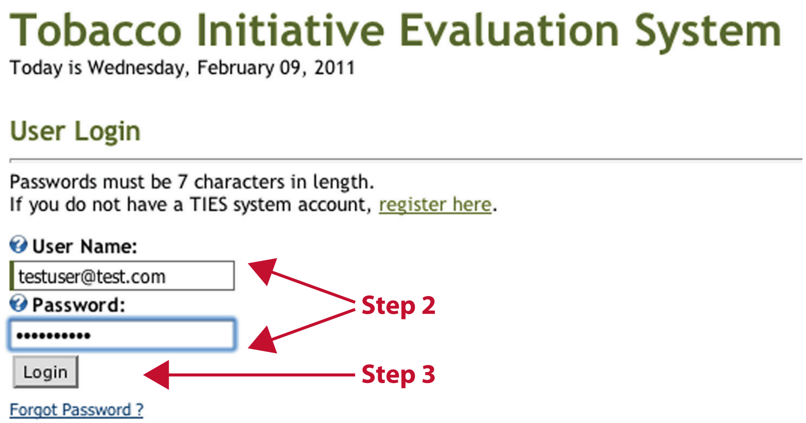
STEP 5: Enter the security code as displayed in the box labeled **Security Code**.

STEP 6: Click **Submit Registration** to complete the registration process.

Once you have submitted your registration, a TIES administrator will authorize your account. You will receive a notification via email telling you that you can access the TIES system.

Logging In

STEP 1: Go to **http://evaluation.mffh.org/ties/**



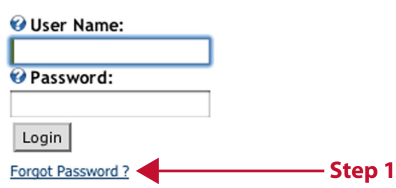
STEP 2: Once you have registered and your account has been authorized, you may login at any time by entering your user name and password.

Your user name is the same as the e-mail address that you provided during registration. The default password for your new account will be *evaluation*. You will be prompted to change this default password the first time that you login.

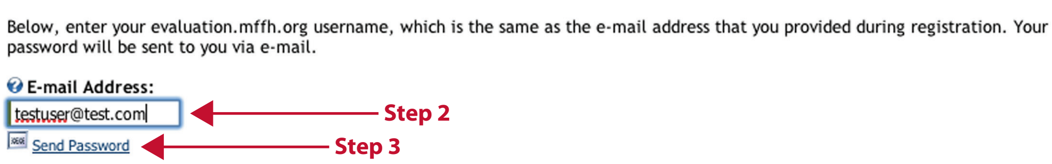
STEP 3: Click **Login**.

What if I forget my password?

From the log in screen, you can request that your password be sent to you via e-mail.



STEP 1: Click **Forgot Password?**

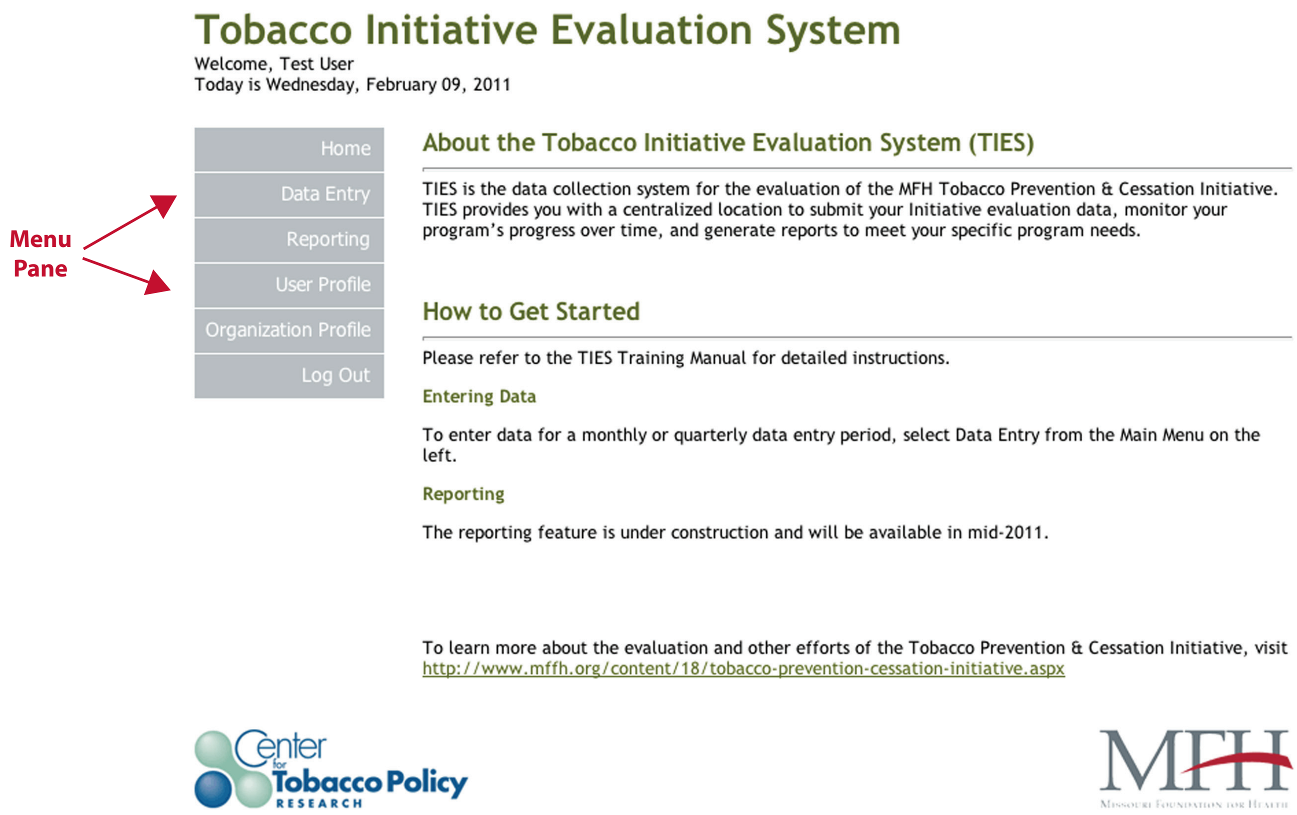


STEP 2: Enter your evaluation.mffh.org user name, which is the same as the e-mail address that you provided during registration.

STEP 3: Click **Send Password**. Your password will be sent to you via e-mail.

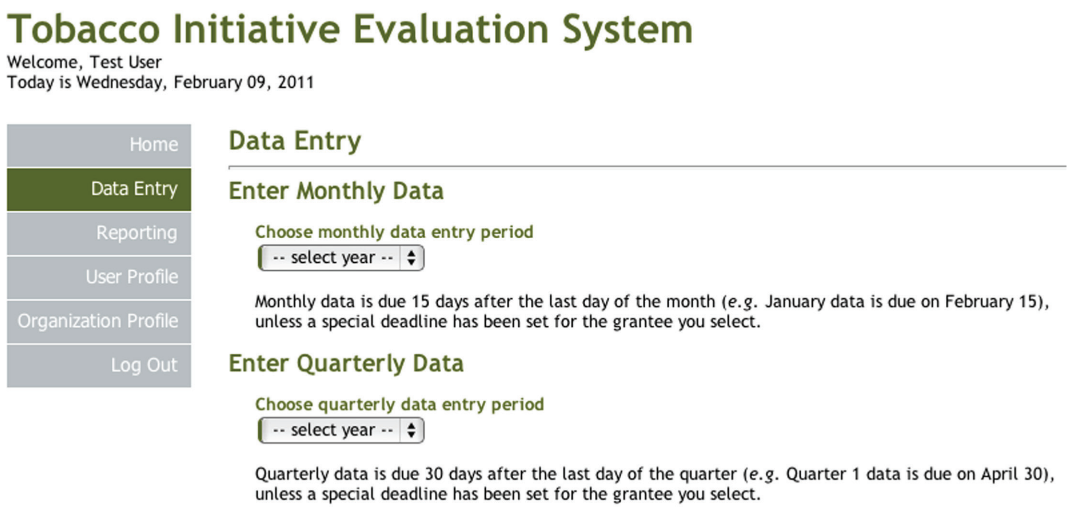
Home Screen

Once you are logged into the system, the **Home** screen will appear. Using the menu pane on the left, you can navigate to other parts of TIES, such as data entry and profile updates.



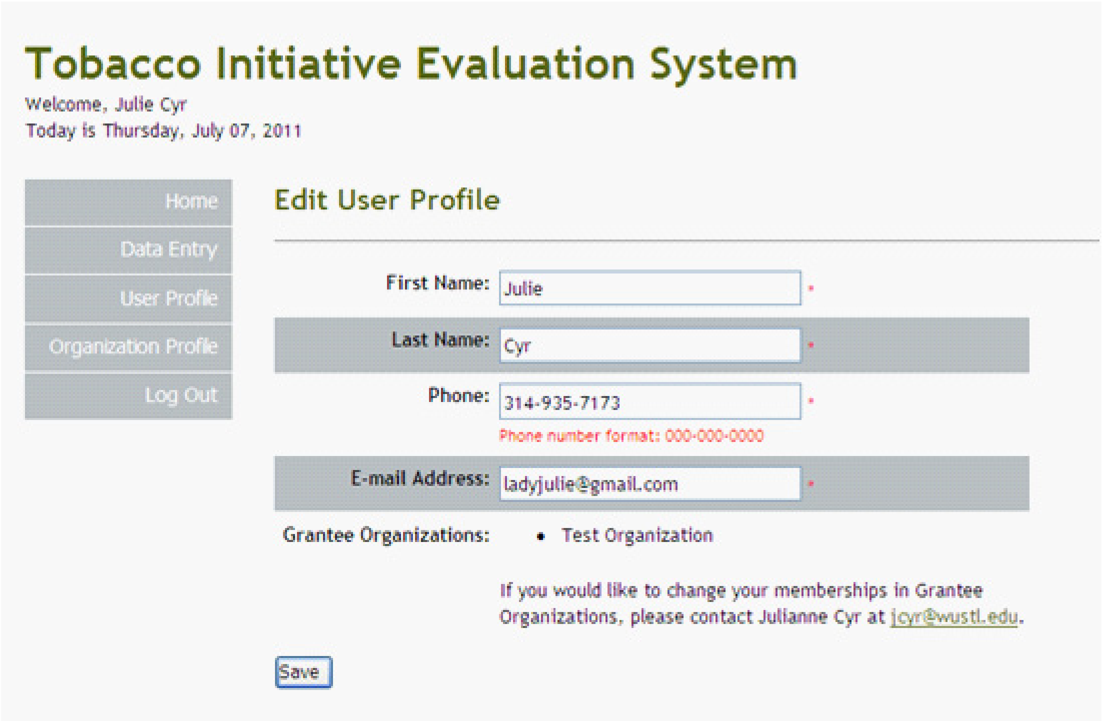
The remainder of Section 3 provides a description of each menu item.

The **Data Entry** tab will take you to the screen below. From here, you can navigate to either monthly or quarterly data entry. See Sections 4 - 6 for more information on data entry.

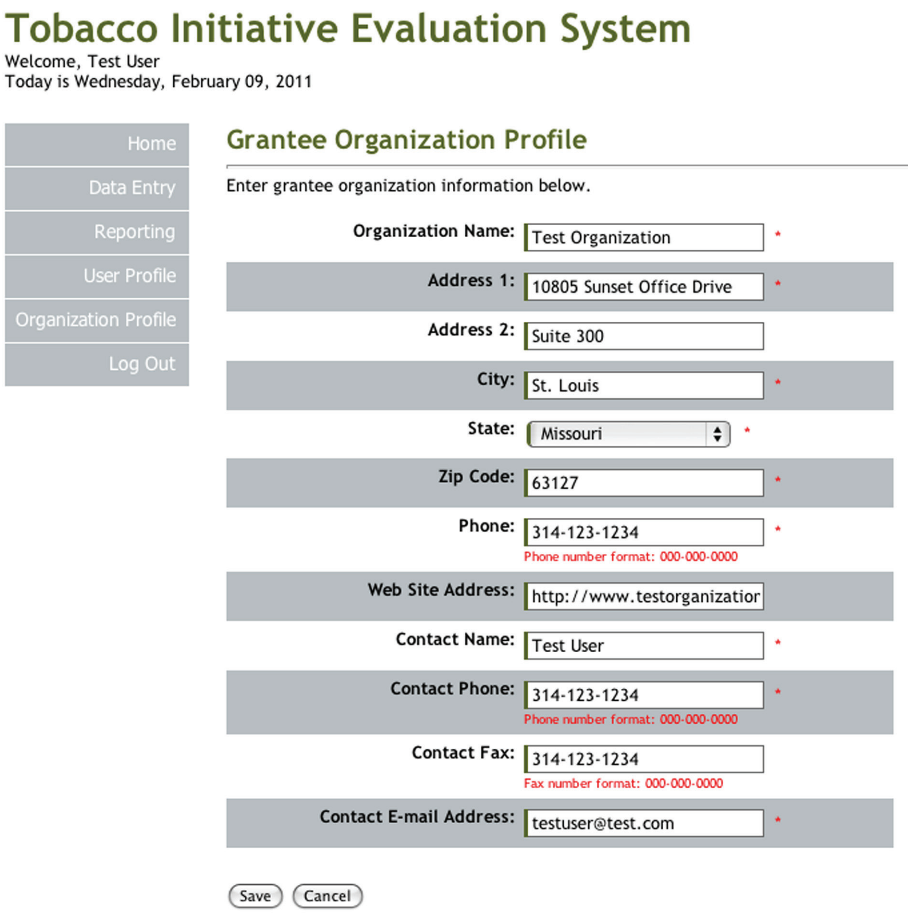


The **Reporting** tab will take you to the **Reports** screen, where you can access and produce reports. See Section 7 for more information on reports.

The **User Profile** tab will take you to the screen below, where you can edit the user profile you created upon registration.

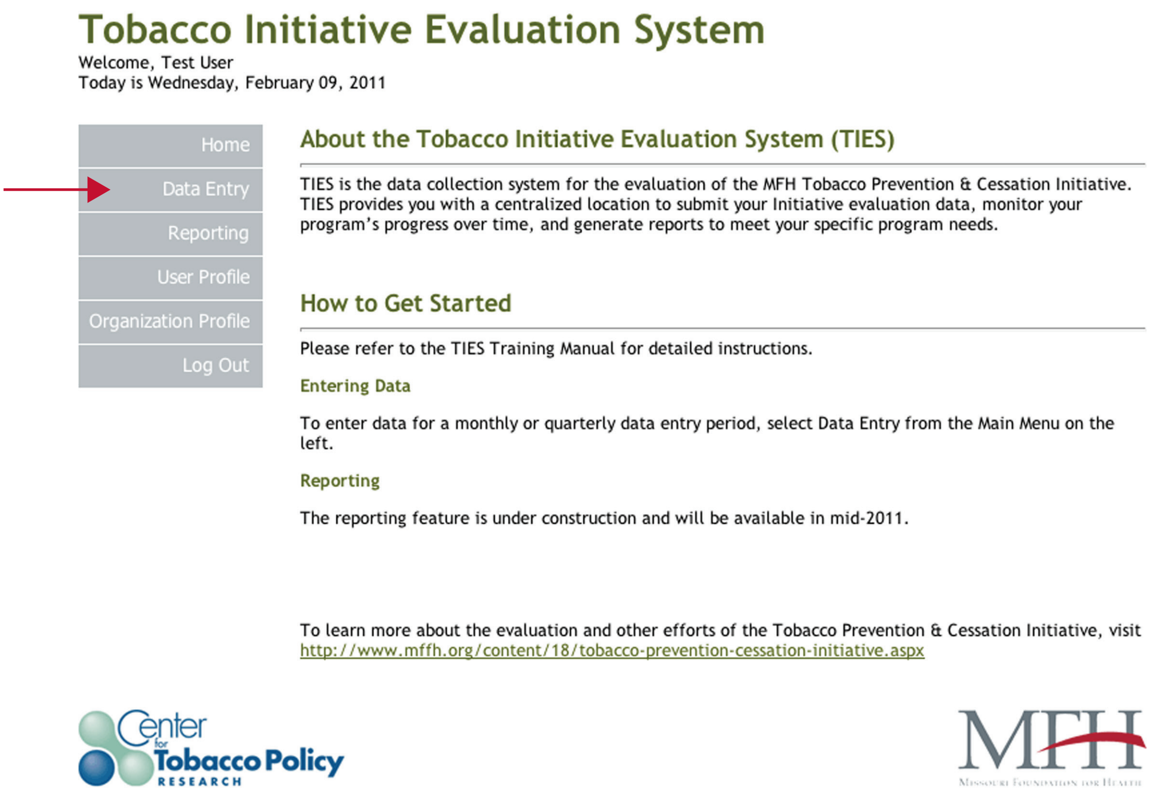


The **Organization Profile** tab will take you to the screen below, where you can edit contact information for your organization.

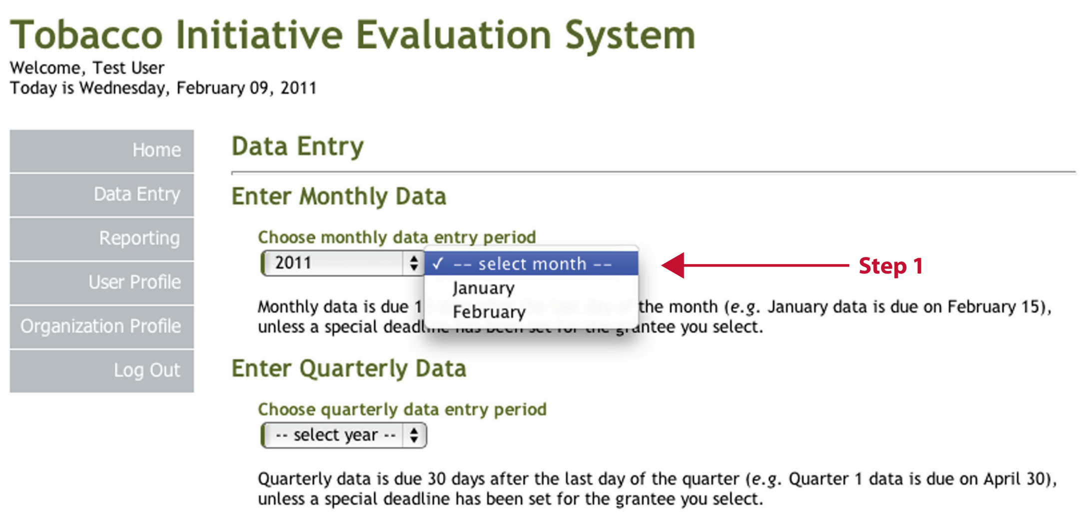


Section 4: Monthly Grant-Level Data Entry

To begin entering monthly data, click the **Data Entry** tab on the **Home** screen.



This will take you to the **Data Entry** menu.



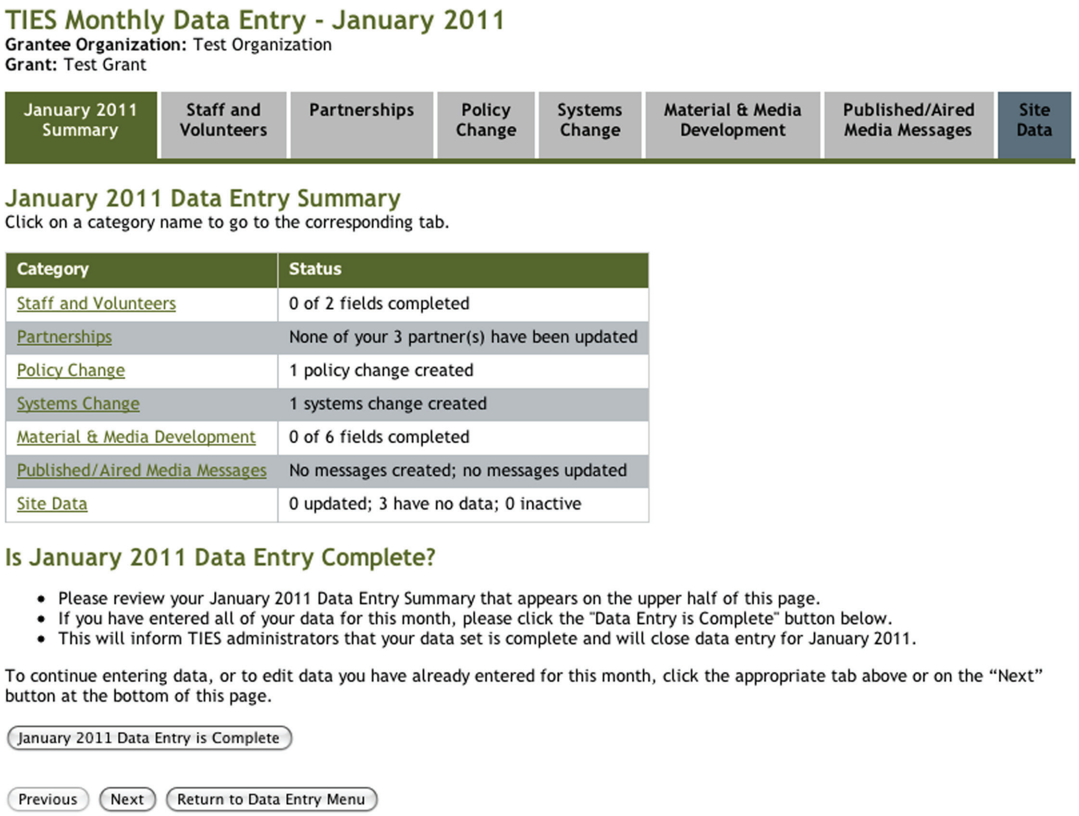
STEP 1: From the dropdown boxes under Enter Monthly Data, select the year and month for which you will enter data.

Users from organizations with more than one TPCI grant will first need to select the grant for which they want to enter data. For such users, there will be a dropdown box at the top of this screen where you can select a particular grant. You must enter data separately for each grant.

Once you choose a year and month, you will be taken to the **Monthly Data Entry Summary** screen for the particular month.

Monthly Data Entry Summary

This screen indicates the number of fields that have been completed for each section of data entry for the current month. For example, if nothing has been entered yet for **Staff and Volunteers**, the summary will indicate that 0 out of 2 possible fields have been completed.



TIES Monthly Data Entry - January 2011

Grantee Organization: Test Organization
Grant: Test Grant

January 2011 Summary | Staff and Volunteers | Partnerships | Policy Change | Systems Change | Material & Media Development | Published/Aired Media Messages | Site Data

January 2011 Data Entry Summary

Click on a category name to go to the corresponding tab.

Category	Status
Staff and Volunteers	0 of 2 fields completed
Partnerships	None of your 3 partner(s) have been updated
Policy Change	1 policy change created
Systems Change	1 systems change created
Material & Media Development	0 of 6 fields completed
Published/Aired Media Messages	No messages created; no messages updated
Site Data	0 updated; 3 have no data; 0 inactive

Is January 2011 Data Entry Complete?

- Please review your January 2011 Data Entry Summary that appears on the upper half of this page.
- If you have entered all of your data for this month, please click the "Data Entry is Complete" button below.
- This will inform TIES administrators that your data set is complete and will close data entry for January 2011.

To continue entering data, or to edit data you have already entered for this month, click the appropriate tab above or on the "Next" button at the bottom of this page.

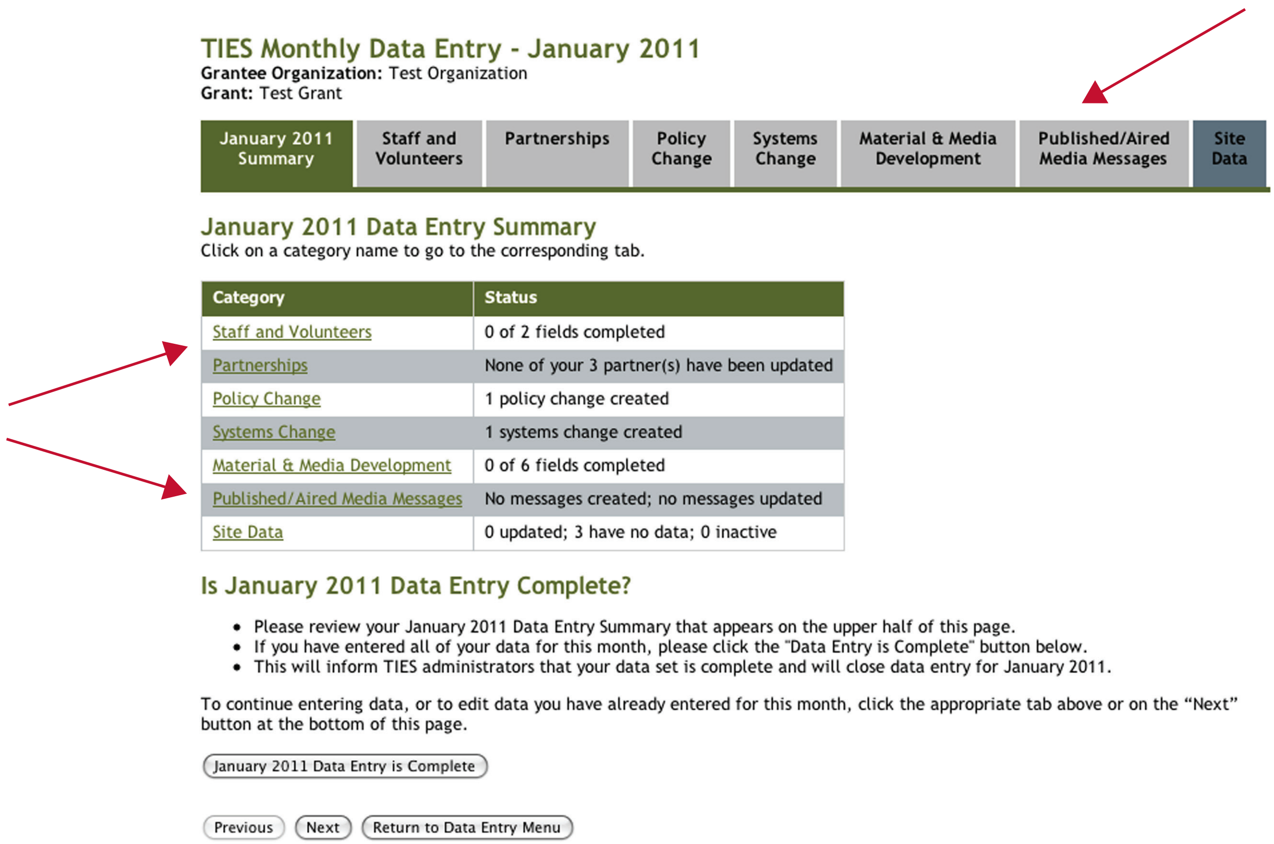
January 2011 Data Entry is Complete

Previous | Next | Return to Data Entry Menu

You may not have data to enter into each of the categories. If not all of the possible fields are completed, this does not mean that you cannot submit your data for the month. The Data Entry Summary is only able to show you what types of data you have entered. You must decide if the data entry is complete.

How do I navigate to different data entry screens?

In order to get to a specific data entry page, you may either click on the category of data in the summary, or on one of the tabs at the top of the screen.



TIES Monthly Data Entry - January 2011
Grantee Organization: Test Organization
Grant: Test Grant

January 2011 Summary	Staff and Volunteers	Partnerships	Policy Change	Systems Change	Material & Media Development	Published/Aired Media Messages	Site Data

January 2011 Data Entry Summary
Click on a category name to go to the corresponding tab.

Category	Status
Staff and Volunteers	0 of 2 fields completed
Partnerships	None of your 3 partner(s) have been updated
Policy Change	1 policy change created
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Site Data	0 updated; 3 have no data; 0 inactive

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- This will inform TIES administrators that your data set is complete and will close data entry for January 2011.

To continue entering data, or to edit data you have already entered for this month, click the appropriate tab above or on the "Next" button at the bottom of this page.

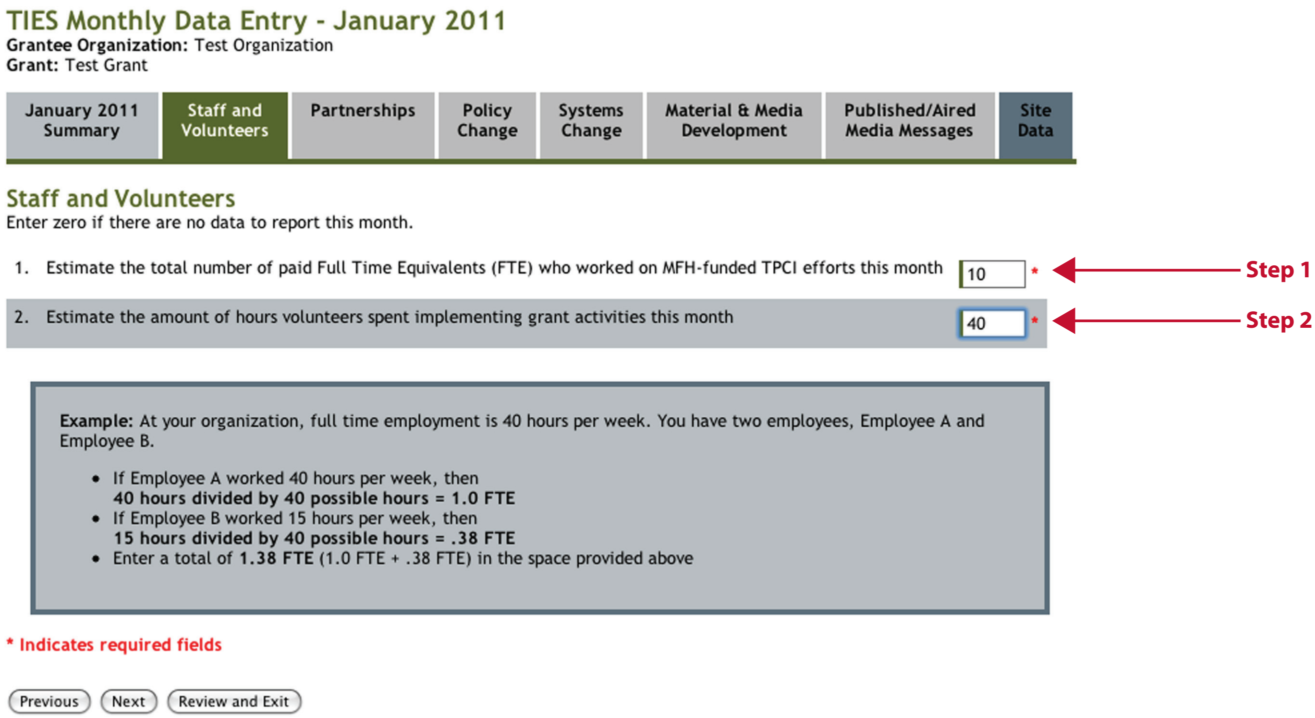
January 2011 Data Entry is Complete

Previous | Next | Return to Data Entry Menu

The remainder of Section 4 will walk through grant-level monthly data entry in order. However, you can enter data in any order you choose. For example, you can first enter materials and media messages developed then enter partnerships, and so on. See Section 5 for information about entering site-level monthly data.

Staff and Volunteer Time

On this screen you will estimate the amount of time staff and volunteers have worked on your MFH Tobacco Prevention and Cessation Initiative project. Remember, if you have more than one grant, these numbers are only for the grant for which you are currently entering data.



STEP 1: Estimate the number of paid Full Time Equivalents (FTE's) who worked on MFH-funded programs for the month you are entering data.

STEP 2: Estimate the total number of hours volunteers have dedicated to TPCI-related activities for the month.

What is a Full Time Equivalent (FTE)?

Full Time Equivalent (FTE) is defined as the number of total hours worked in a pay period divided by the total number of possible hours in that pay period, based on a 40 hour work week.

What is the difference between Staff and Volunteers?

Staff are any team members that receive payment or a stipend for working on the grant. Include mentors, facilitators, etc. who received a stipend for their time in your FTE totals.

Volunteers are people working on your project that are not receiving payment for their work. If a person is receiving a stipend, but it is to help fund activities, not the person's time, that person would be considered a volunteer.

Partnerships

On this screen you can:

- Enter new partners,
- Edit information about existing partners, and
- Indicate which activities you conducted this month with partners.

What is a partnership?

A **Partnership** is a relationship between you and another organization that exists in the interest of achieving a common goal. Partners can share expertise, funding, staff, technology, or other resources.

Entering a New Partner

TIES Monthly Data Entry - January 2011
Grantee Organization: Test Organization
Grant: Test Grant

January 2011 Summary | Staff and Volunteers | Partnerships | Policy Change | Systems Change | Material & Media Development | Published/Aired Media Messages | Site Data

Partnerships

- To enter a new partner, click on the "Enter New Partner" button below.
- Place a checkmark next to partners with whom you conducted activities this month.
- For each partner that is checked, indicate which activities were conducted.
- Click column headings to sort.

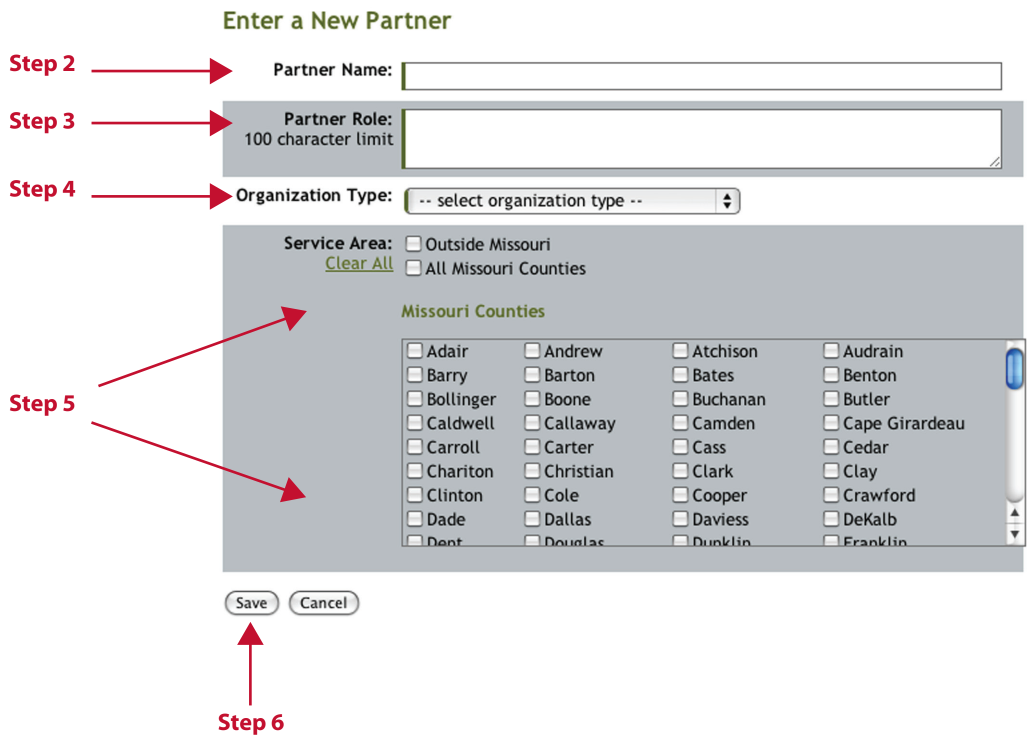
Step 1 → Enter New Partner

	Partner Name	Organization Type	Service Area	Created	Modified	Partner Profile
☐	Dr. John Smith	Health care providers	Polk	02/08/11	02/08/11	Edit
☐	KGRC Radio Station in Hannibal	Media outlet	Marion	02/08/11	02/08/11	Edit
☐	Bella Italia Ristorante	Local businesses	Cape Girardeau	02/08/11	02/08/11	Edit

Previous | Next | Review and Exit

STEP 1: Click **Enter New Partner**. When you do this, the form on the next page will appear.

Entering a New Partner (continued)



STEP 2: Enter the name of your partner. This could be an organization or an individual person.

STEP 3: Provide a brief description of the partner's role (*e.g.*, refer patients to cessation clinic).

STEP 4: Select the type of organization from the dropdown list.

STEP 5: Check the appropriate box(es) to indicate service area(s) of your partner.

The service area of your partner includes all geographical areas in which this partner operates its services. This is not limited to just the geographic location of your specific project activities. Outside Missouri is the service area outside of the state of Missouri (i.e., other states, nationally). All Missouri Counties is the service area that includes the entire state of Missouri.

STEP 6: Click **Save**. The form will close and go back to the **Partnerships** screen.

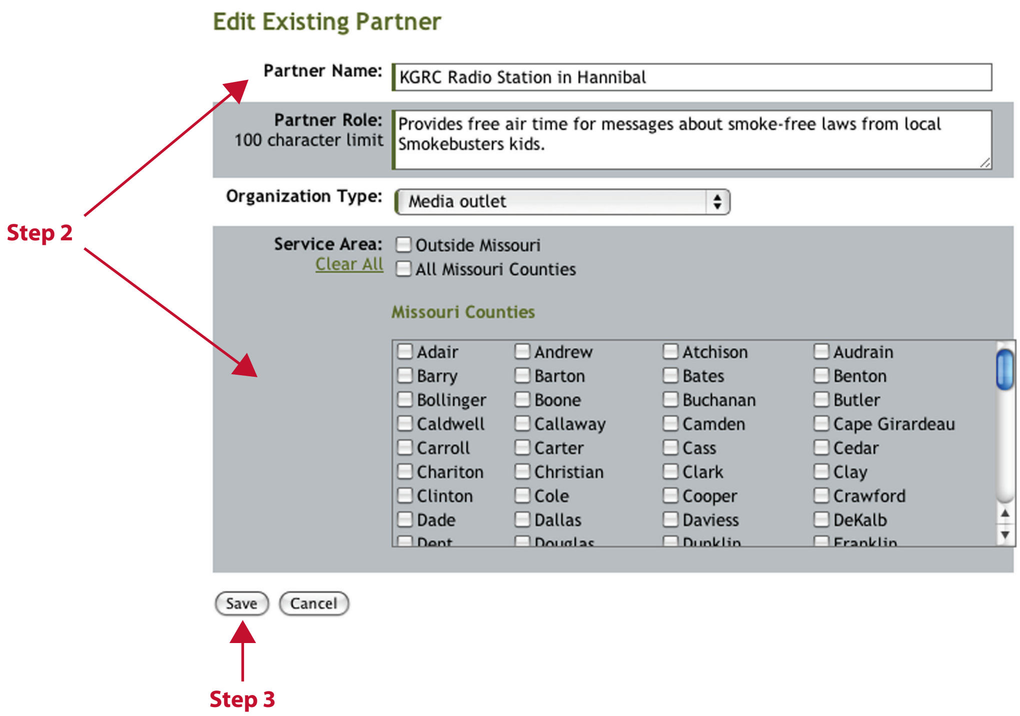
Editing Information for an Existing Partner

	Partner Name	Organization Type	Service Area	Created	Modified	Partner Profile
☐	Dr. John Smith	Health care providers	Polk	02/08/11	02/08/11	Edit
☐	KGRC Radio Station in Hannibal	Media outlet	Marion	02/08/11	02/08/11	Edit
☐	Bella Italia Ristorante	Local businesses	Cape Girardeau	02/08/11	02/08/11	Edit

Previous | Next | Review and Exit

Step 1

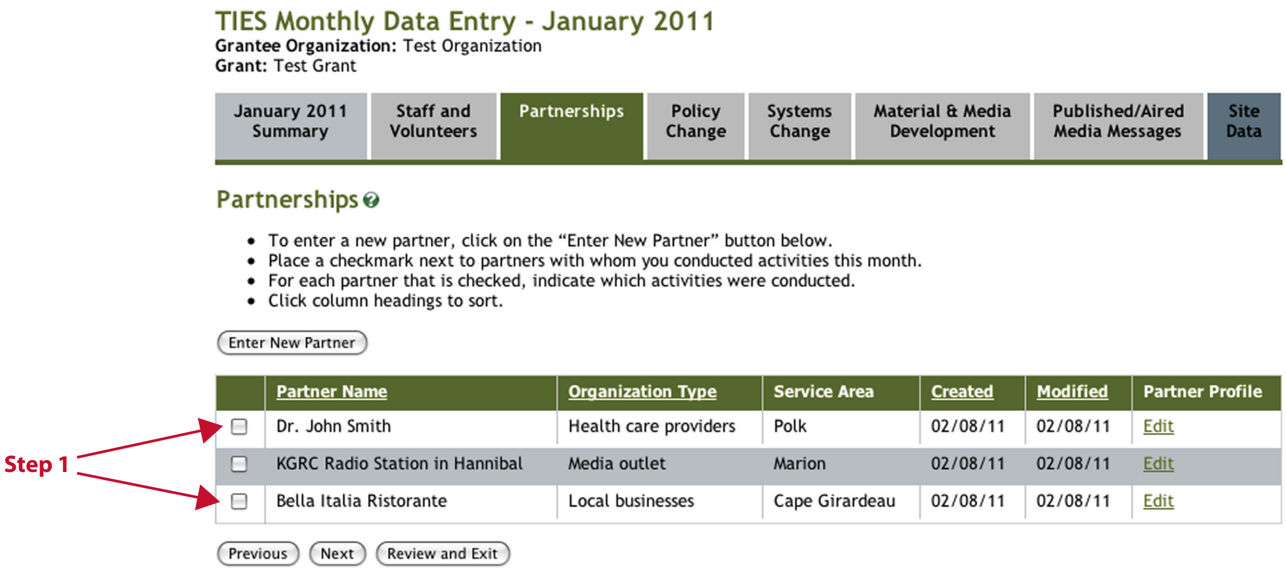
STEP 1: Click **Edit** in the **Partner Profile** column of the partnerships table. When you do this, the form below will appear.



STEP 2: Edit information for the existing partner in this form.

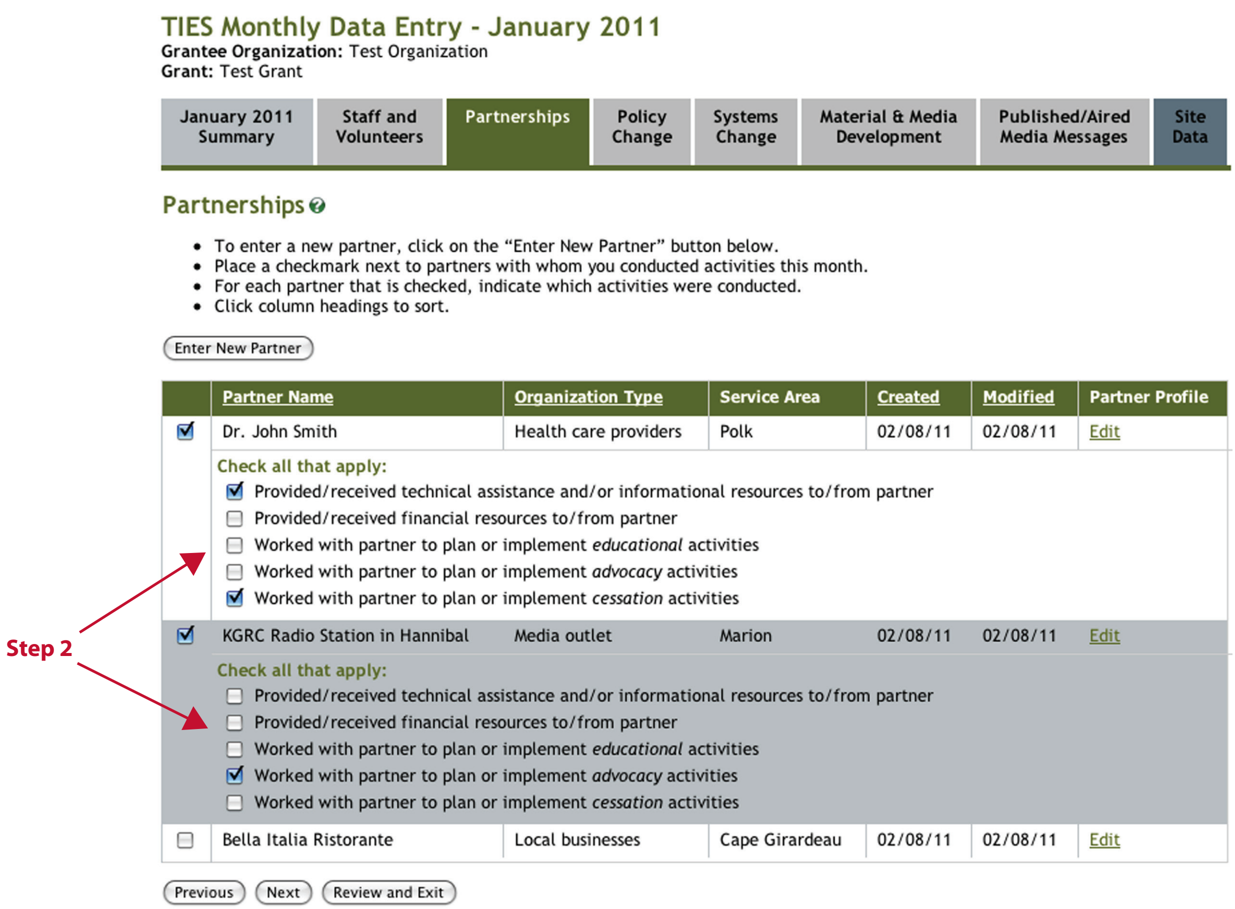
STEP 3: Click **Save**. The form will close and go back to the **Partnerships** screen.

Entering Activity Data for Partners



	Partner Name	Organization Type	Service Area	Created	Modified	Partner Profile
☐	Dr. John Smith	Health care providers	Polk	02/08/11	02/08/11	Edit
☐	KGRC Radio Station in Hannibal	Media outlet	Marion	02/08/11	02/08/11	Edit
☐	Bella Italia Ristorante	Local businesses	Cape Girardeau	02/08/11	02/08/11	Edit

STEP 1: Check all partners with whom you conducted activities this month. When a checkbox next to a partner's name is clicked, the row expands so you can select specific activities conducted this month.



	Partner Name	Organization Type	Service Area	Created	Modified	Partner Profile
☑	Dr. John Smith	Health care providers	Polk	02/08/11	02/08/11	Edit
	Check all that apply: ☑ Provided/received technical assistance and/or informational resources to/from partner ☐ Provided/received financial resources to/from partner ☐ Worked with partner to plan or implement *educational* activities ☐ Worked with partner to plan or implement *advocacy* activities ☑ Worked with partner to plan or implement *cessation* activities					
☑	KGRC Radio Station in Hannibal	Media outlet	Marion	02/08/11	02/08/11	Edit
	Check all that apply: ☐ Provided/received technical assistance and/or informational resources to/from partner ☐ Provided/received financial resources to/from partner ☐ Worked with partner to plan or implement *educational* activities ☑ Worked with partner to plan or implement *advocacy* activities ☐ Worked with partner to plan or implement *cessation* activities					
☐	Bella Italia Ristorante	Local businesses	Cape Girardeau	02/08/11	02/08/11	Edit

STEP 2: Check all activities conducted with each partner this month.

Policy Changes

On this screen you can:

- Enter new policy changes, and
- Edit information on policy changes entered during the same month.

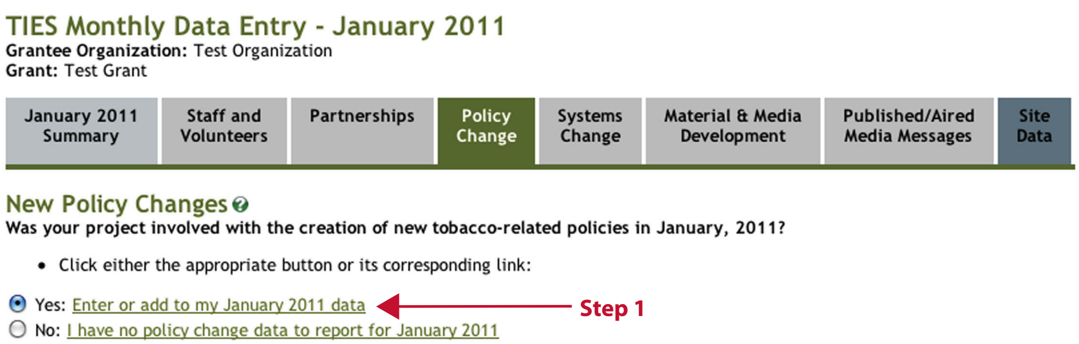
Policy Change Defined

A **Policy Change** is a set of formal rules (including, but not limited to laws) intended to promote cessation or prevention of tobacco use. Policies can include statewide OR community wide changes, but can also include policies at the organizational level (*e.g.*, worksites, schools).

Entering Policy Change Data

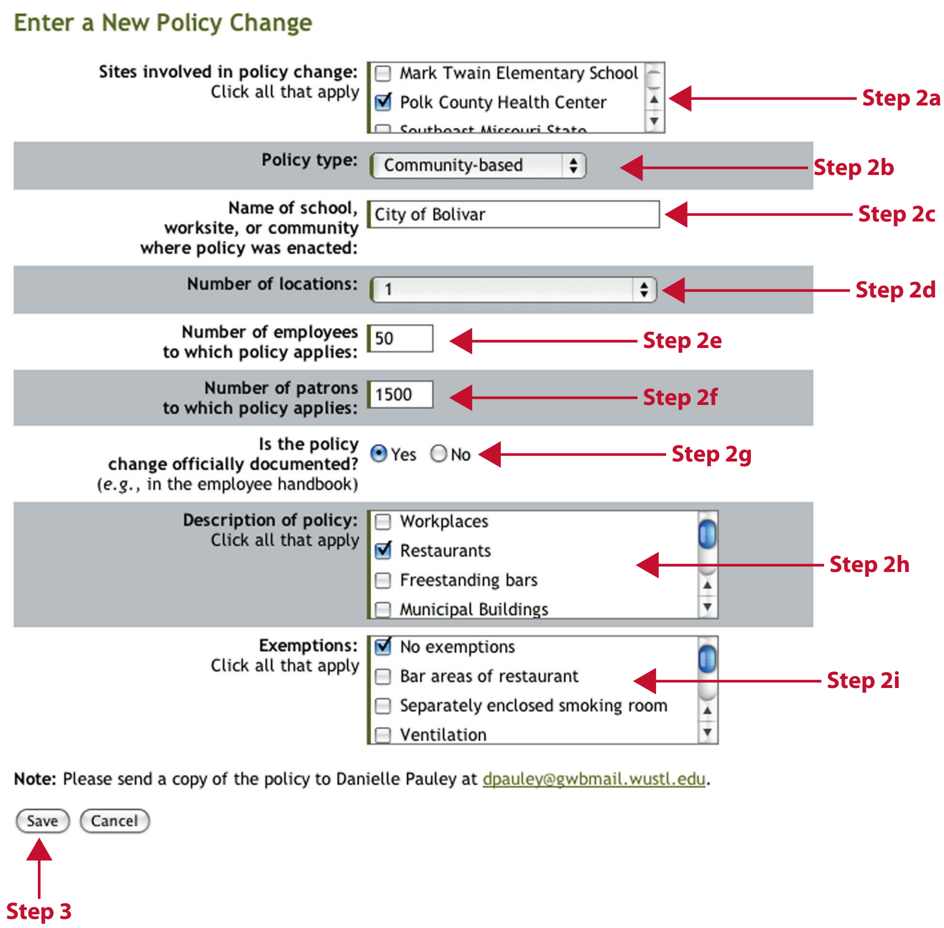
The **Policy Change** screen has **No** selected by default. If you *do not* have a new policy change to enter this month, simply continue entering the rest of your monthly data.

If you *do* have a new policy change to enter:



STEP 1: Click the link next to **Yes**. When you do this, the form on the next page will appear.

Entering Policy Change Data (continued)



STEP 2: Complete each field about the policy change.

a. Select the sites where those involved in the policy change are from.

- A list of all of your sites will appear here. If a site involved in a policy change is new this month, you must first enter that site on the **Manage Sites** screen. See Section 5 for more information.

b. Select the type of policy:

- School-based
- Worksite-based
- Community-based

Once you have selected the type of policy, the other fields will be populated according to type. For example, Indicators will vary according to type of policy, while the Exemptions field will only appear for Community-based policy changes.

c. Enter the name of the school, worksite, or community where the policy was enacted.

d. Select the number of locations to which the policy applies.

e. Enter your best estimate of the number of employees affected by the policy change on a *monthly basis*.

f. Enter your best estimate of the number of patrons affected by the policy change on a *monthly basis*. If it is a school-based policy, enter the number of students.

How do I determine the number of employees and patrons affected by a policy?

For example: A community of 1,500 approves a smokefree policy for all restaurants. Approximately 50 people in the community work at a restaurant. Enter 50 in Step 2e and 1500 in Step 2f.

g. Indicate whether or not the policy change is officially documented.

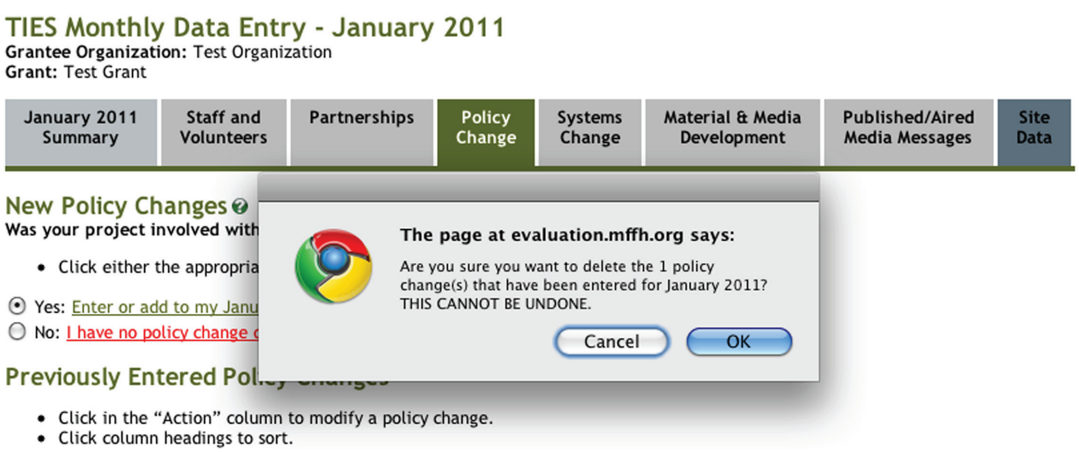
h. Select the indicators that best describe the enacted policy. The response choices will vary depending on the type of policy that was enacted.

i. Select exemptions included in the policy. This field will only appear for Community-based policy changes.

j. Send Julianne Cyr a copy of the policy that was passed.

STEP 3: Click **Save**. The form will close and go back to the **Policy Change** screen.

If you have entered policy change data during the current month and later select the "No" radio button or corresponding link, the following prompt will appear.



You can either click **Ok** to indicate that the data entered this month can be deleted, or click **Cancel** to go back to the **Policy Change** screen.

Editing a previously entered policy change

The Previously Entered Policy Changes table contains policy changes you have already entered during the current month.

Previously Entered Policy Changes

- Click in the "Action" column to modify a policy change.
- Click column headings to sort.

Location	Type	Indicators	Date Entered	Action
Becky Thatcher Restaurant	Worksite-based	• Indoor facilities with no exemptions • Apply to all Employees • Apply to Clients/Visitors/Others • Specify distance from entrances and exits where smoking is allowed • Apply all of the time, 24 hours/day, 365 days a year	02/08/11	Edit Delete

Step 1

STEP 1: Click **Edit** in the **Action** column of the policy changes table. When you do this, the form below will appear.

Edit Policy Change

Sites involved in policy change: Click all that apply — ☑ Tyson Foods, Inc. ☐ Sample Site ☐ Sample Site 2

Policy type: Community-based

Name of school, worksite, or community where policy was enacted: Buddy Joes

Number of locations: 1

Number of employees to which policy applies: 15

Number of patrons to which policy applies: 200

Is the policy change officially documented? (*e.g.*, in the employee handbook) ○ Yes ◉ No

Description of policy: Click all that apply — ☐ Workplaces ☑ Restaurants ☐ Freestanding bars ☐ Municipal Buildings

Exemptions: Click all that apply — ☐ No exemptions ☑ Bar areas of restaurant ☐ Separately enclosed smoking room ☐ Ventilation

Step 2

Note: Please send a copy of the policy to Danielle Pauley at dpauley@gwbmail.wustl.edu.

Save Cancel

Step 3

STEP 2: Edit information in this form for the previously entered policy change.

STEP 3: Click **Save**. The form will close and go back to the **Policy Change** screen.

Systems Changes

On this screen you can:

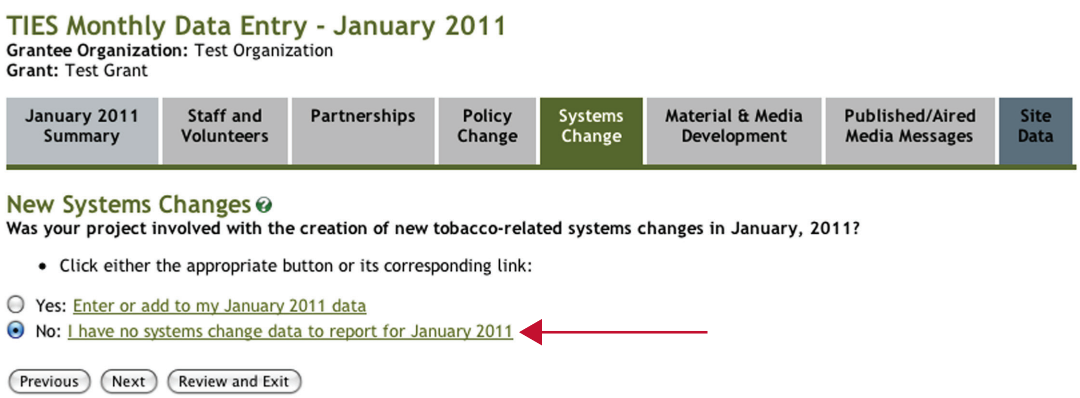
- Enter new systems changes, and
- Edit information on systems changes entered during the same month.

Systems Change Defined

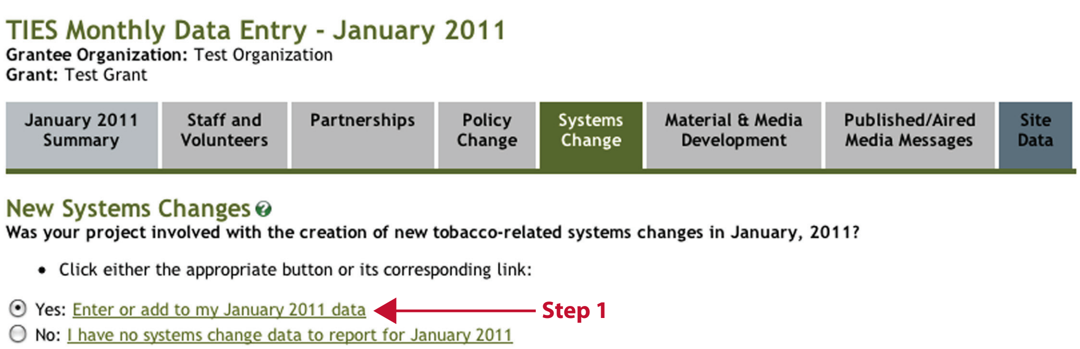
Tobacco-related systems change involves specific strategies, implemented at an organizational level, which aim to treat and prevent tobacco dependence (*e.g.*, tobacco user identification system; resources allocated to worksite tobacco dependency services). This is in contrast to strategies which target the individual tobacco user.

Entering Systems Change Data

The **Systems Change** screen has **No** selected by default. If you *do not* have a new systems change to enter this month, simply continue entering the rest of your monthly data.

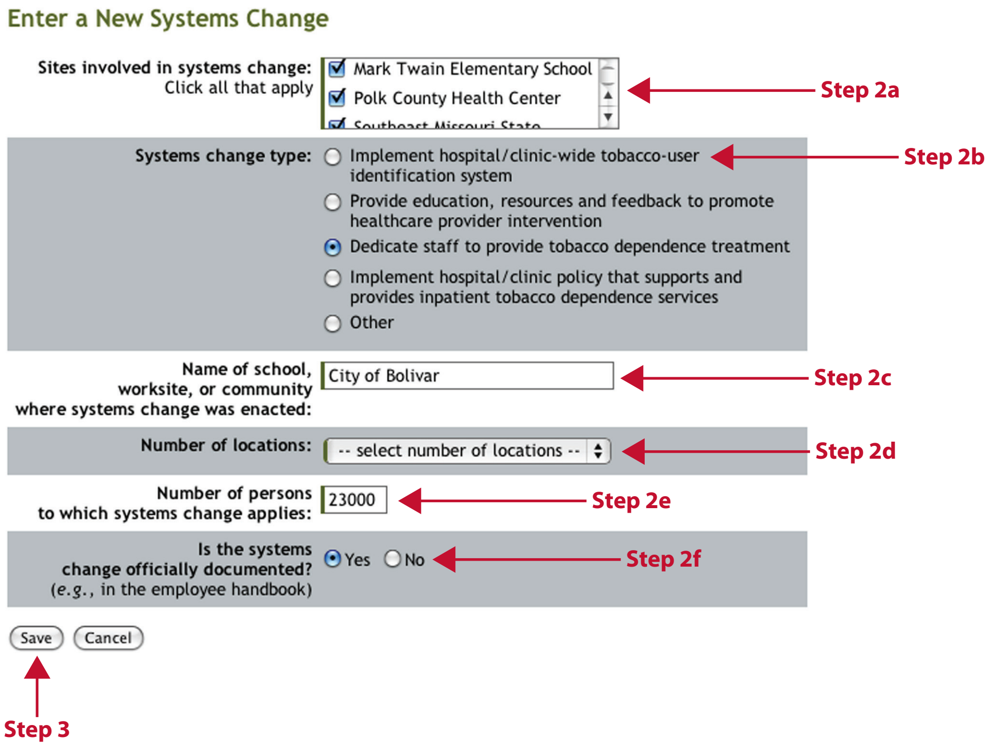


If you *do* have a new systems change to enter:



STEP 1: Click the link next to **Yes**. When you do this, the form on the next page will appear.

Entering Systems Change Data (continued)



STEP 2: Complete each field about the systems change.

a. Select the sites where those involved in the systems change are from.

- A list of all of your sites will appear here. If a site involved in a systems change is new this month, you must first enter that site on the **Manage Sites** screen. See Section 5 for more information.

b. Select the type of systems change:

- Implement hospital/clinic-wide tobacco user identification system
- Provide education, resources and feedback to promote healthcare provider intervention
- Dedicate staff to provide tobacco dependence treatment
- Implement hospital/clinic policy that supports and provides inpatient tobacco dependence services

c. Enter the name of the school, worksite, or community where the systems changed was enacted.

d. Select the number of locations to which the systems change applies.

e. Enter your best estimate of the number of persons affected by the systems change on a *monthly basis*.

How do I determine the number of employees and patrons affected by a systems change?

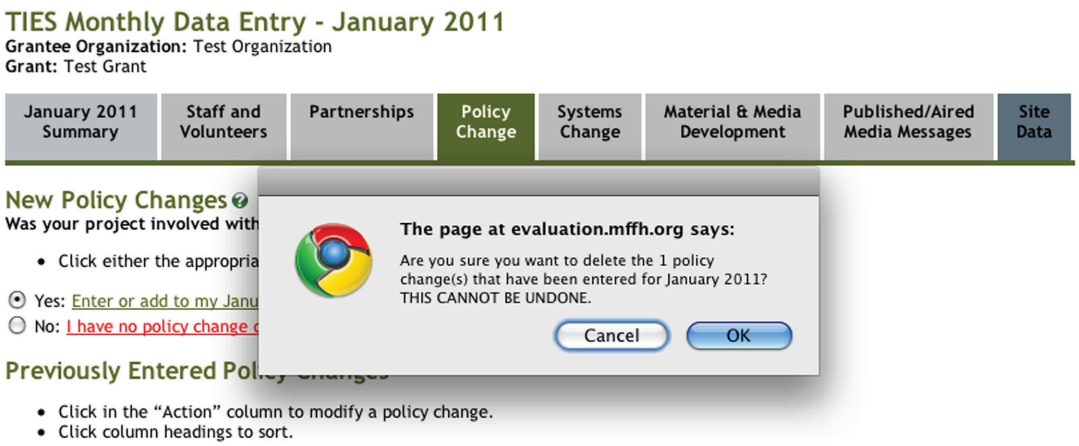
For example:

- A community clinic implements a clinic-wide tobacco user identification system. The clinic serves approximately 1,200 persons a month. Enter 1200 in Step 2e.
- A local non-profit organization provides education and resources to 42 healthcare providers, encouraging them to intervene with their patients who use tobacco. Enter 42 in Step 2e.

g. Indicate whether or not the systems change is officially documented.

STEP 3: Click **Save**. The form will close and go back to the **Systems Change** screen.

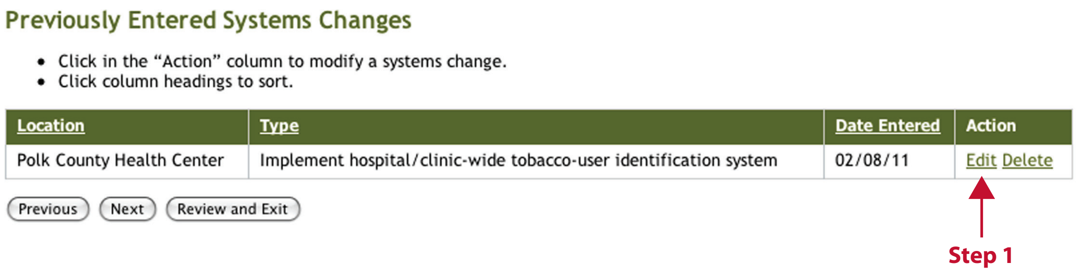
If you have entered systems change data during the current month and later select the "No" radio button or corresponding link, the following prompt will appear.



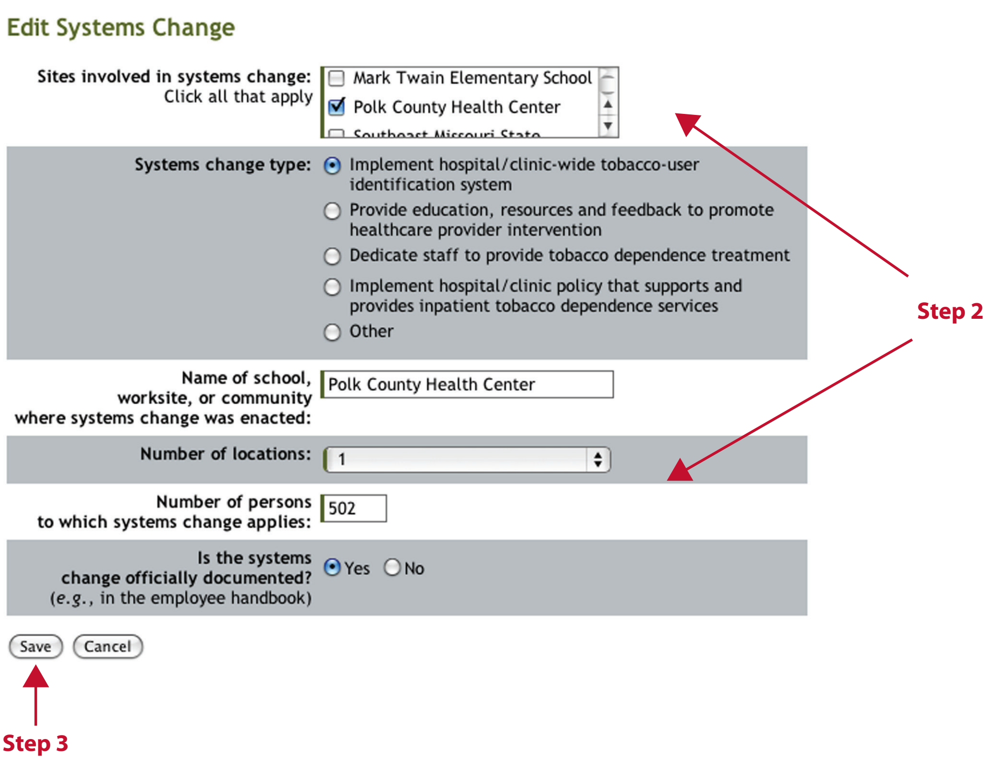
You can either click **Ok** to indicate that the data entered this month can be deleted, or click **Cancel** to go back to the **Policy Change** screen.

Editing a previously entered systems change

The Previously Entered Systems Changes table contains systems changes you have already entered during the current month.



STEP 1: Click **Edit** in the **Action** column of the systems changes table. When you do this, the form below will appear.

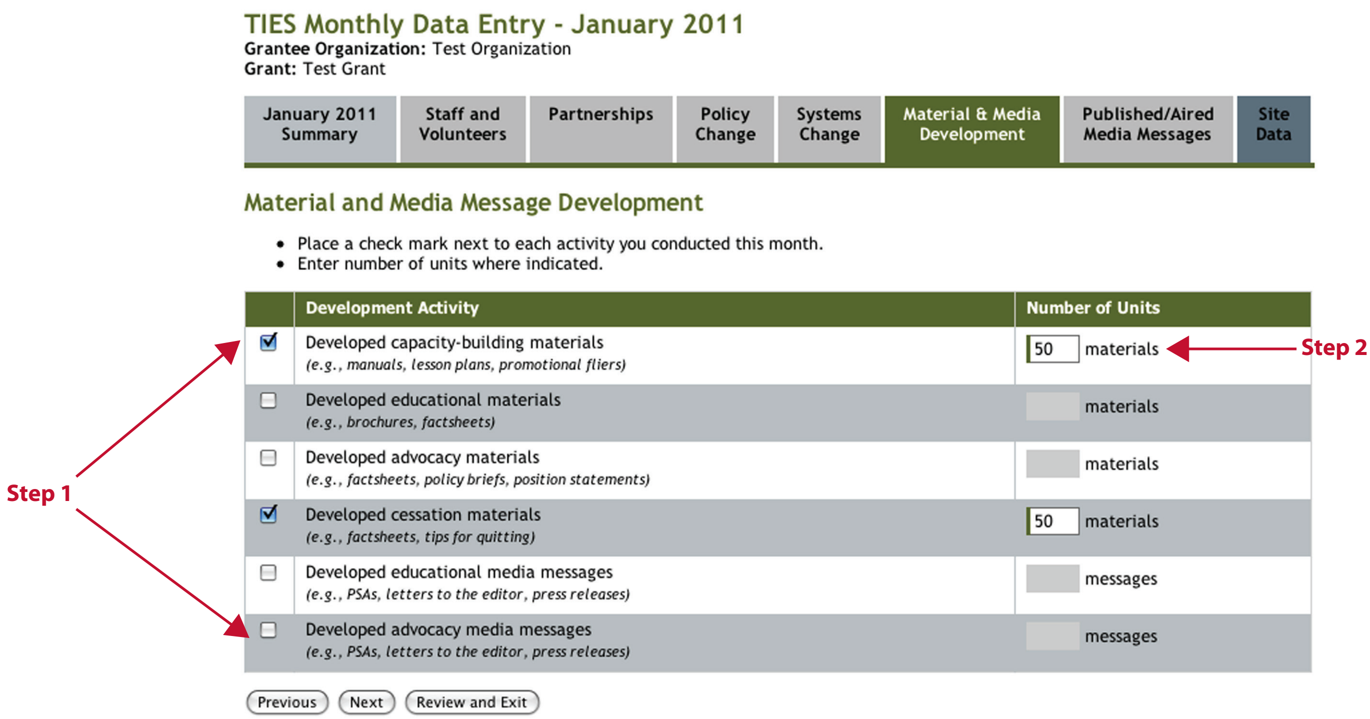


STEP 2: Edit information in this form for the previously entered systems change.

STEP 3: Click **Save**. The form will close and go back to the **Systems Change** screen.

Material and Media Development

On this screen you will enter information about materials and media messages developed during the month.


TIES Monthly Data Entry - January 2011

Grantee Organization: Test Organization

Grant: Test Grant

January 2011 Summary	Staff and Volunteers	Partnerships	Policy Change	Systems Change	Material & Media Development	Published/Aired Media Messages	Site Data

Material and Media Message Development

- Place a check mark next to each activity you conducted this month.
- Enter number of units where indicated.

	Development Activity	Number of Units
☑	Developed capacity-building materials *(e.g., manuals, lesson plans, promotional fliers)*	50 materials
☐	Developed educational materials *(e.g., brochures, factsheets)*	materials
☐	Developed advocacy materials *(e.g., factsheets, policy briefs, position statements)*	materials
☑	Developed cessation materials *(e.g., factsheets, tips for quitting)*	50 materials
☐	Developed educational media messages *(e.g., PSAs, letters to the editor, press releases)*	messages
☐	Developed advocacy media messages *(e.g., PSAs, letters to the editor, press releases)*	messages

Previous Next Review and Exit

STEP 1: Check each material or media development activity you conducted in the current month. Once you have checked a box next to a particular material or message, the corresponding **Number of Units** box will become a required field.

Examples of each type of material or message can be found in parentheses below each activity.

STEP 2: Indicate the number of units for each type of material or message.

Published and Aired Media Messages

On this screen you will enter data about media messages published or aired during the month.

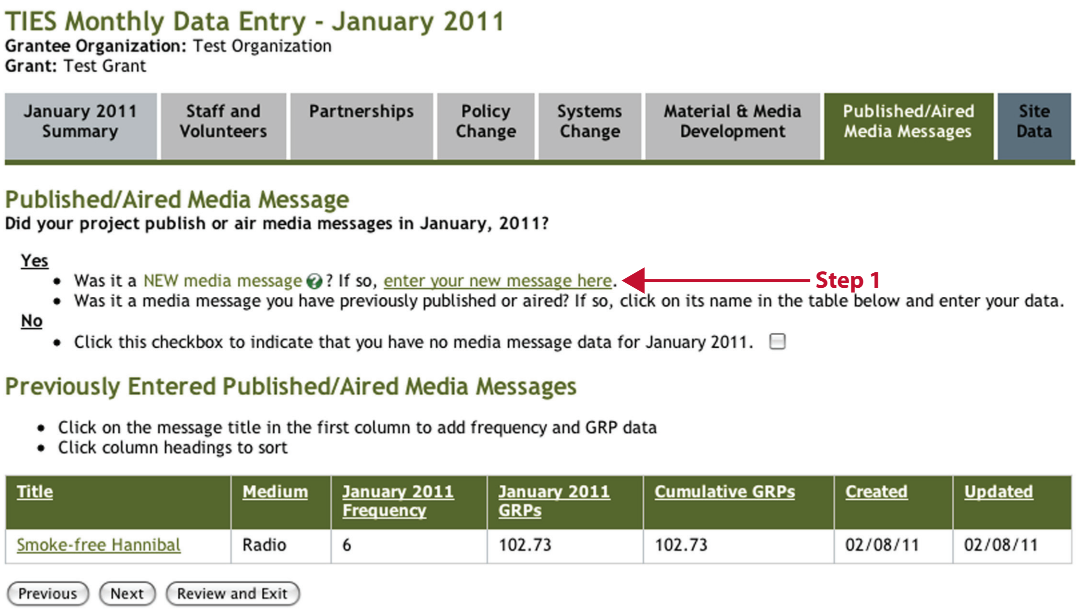
You can:

- Enter new media messages, and
- Update existing media messages that were entered during a previous month in order to count the messages for the current month.

If you *do not* have a published/aired media message to enter this month, check the box under **No** and continue entering the rest of your monthly data.

Note in the screenshot above: a message entered during a previous time period is in the Previously Entered Published/Aired Media Messages table. However, there is not a frequency or GRPs assigned to it because you have not entered any media messages for this month.

Entering a *New* Media Message



TIES Monthly Data Entry - January 2011

Grantee Organization: Test Organization

Grant: Test Grant

January 2011 Summary | Staff and Volunteers | Partnerships | Policy Change | Systems Change | Material & Media Development | Published/Aired Media Messages | Site Data

Published/Aired Media Message

Did your project publish or air media messages in January, 2011?

Yes

- Was it a NEW media message? If so, enter your new message here. ← **Step 1**
- Was it a media message you have previously published or aired? If so, click on its name in the table below and enter your data.

No

- Click this checkbox to indicate that you have no media message data for January 2011.

Previously Entered Published/Aired Media Messages

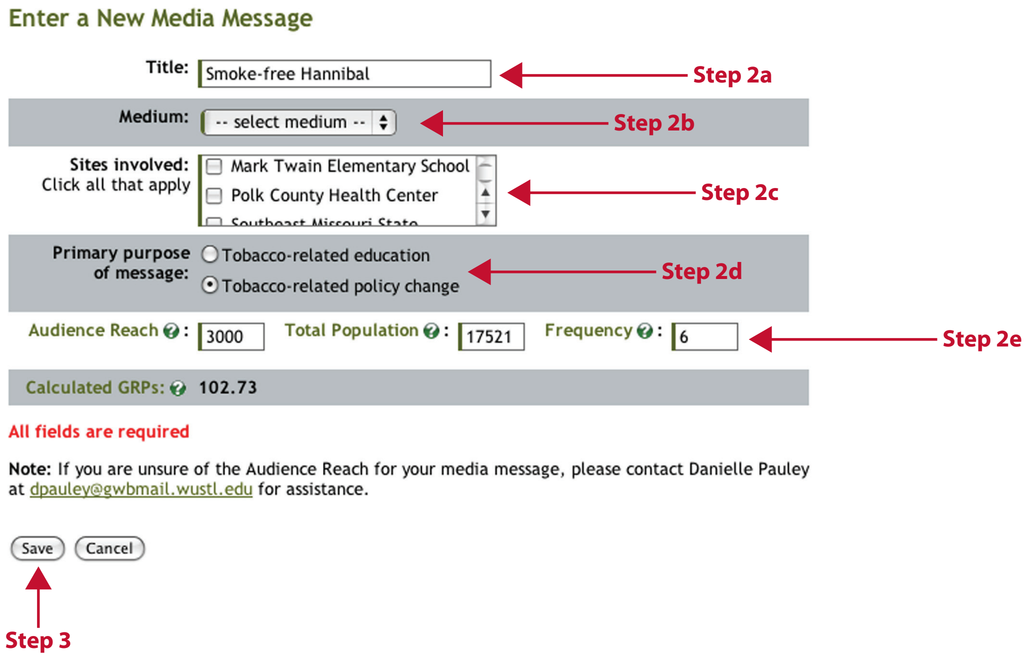
- Click on the message title in the first column to add frequency and GRP data
- Click column headings to sort

Title	Medium	January 2011 Frequency	January 2011 GRPs	Cumulative GRPs	Created	Updated
Smoke-free Hannibal	Radio	6	102.73	102.73	02/08/11	02/08/11

Previous | Next | Review and Exit

STEP 1: Click **enter your new message here**. When you do this, the form on the next page will appear.

Entering a *New* Media Message (continued)



STEP 2: Complete each field about the media message.

- **a.** Enter a brief, yet descriptive, name for the media message.
- **b.** Select the medium of the media message:
  - Print
  - Radio
  - Television
  - Web
- **c.** Select the sites where those involved in the media message are from.
  - A list of all of your sites will appear here. If a site involved in a media message is new this month, you must first enter that site on the **Manage Sites** screen. See section 5 for more information.
- **d.** Select the *primary* purpose of the media message:
  - Tobacco-related education
  - Tobacco-related policy change
- **e.** Enter the audience reach, total population, and frequency for the message.

STEP 3: Click **Save**. The form will close and go back to the **Published/Aired Media Messages** screen.

How do I determine the audience reach, total population, and frequency for each message?

Audience Reach

An estimate of the number of people in your target population who viewed, heard, or read your media message.

Total Population

The total number of people in your target audience. If you aren't targeting a specific group, but rather a community or region, you can use the population base the media outlet covers.

Frequency

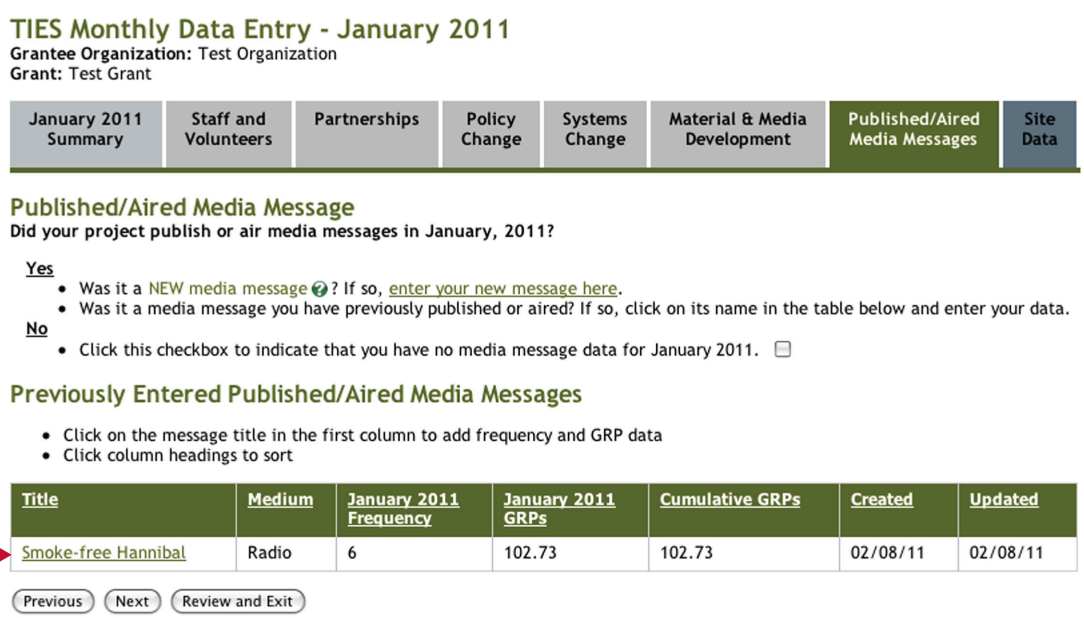
The number of times your media message was published or aired during the month.

If you have trouble locating any of these numbers, please contact Julianne Cyr at jcyr@wustl.edu.

Why do you need to know the audience reach, total population, and frequency for each message?

These numbers are needed to calculate Gross Rating Points (GRPs), which provide an estimate of the impact of your message. Once the three items above are entered, the system will automatically calculate GRPs.

Updating an *Existing* Media Message



TIES Monthly Data Entry - January 2011

Grantee Organization: Test Organization

Grant: Test Grant

January 2011 Summary | Staff and Volunteers | Partnerships | Policy Change | Systems Change | Material & Media Development | Published/Aired Media Messages | Site Data

Published/Aired Media Message

Did your project publish or air media messages in January, 2011?

Yes
- Was it a NEW media message? If so, enter your new message here.
- Was it a media message you have previously published or aired? If so, click on its name in the table below and enter your data.

No
- Click this checkbox to indicate that you have no media message data for January 2011.

Previously Entered Published/Aired Media Messages

- Click on the message title in the first column to add frequency and GRP data
- Click column headings to sort

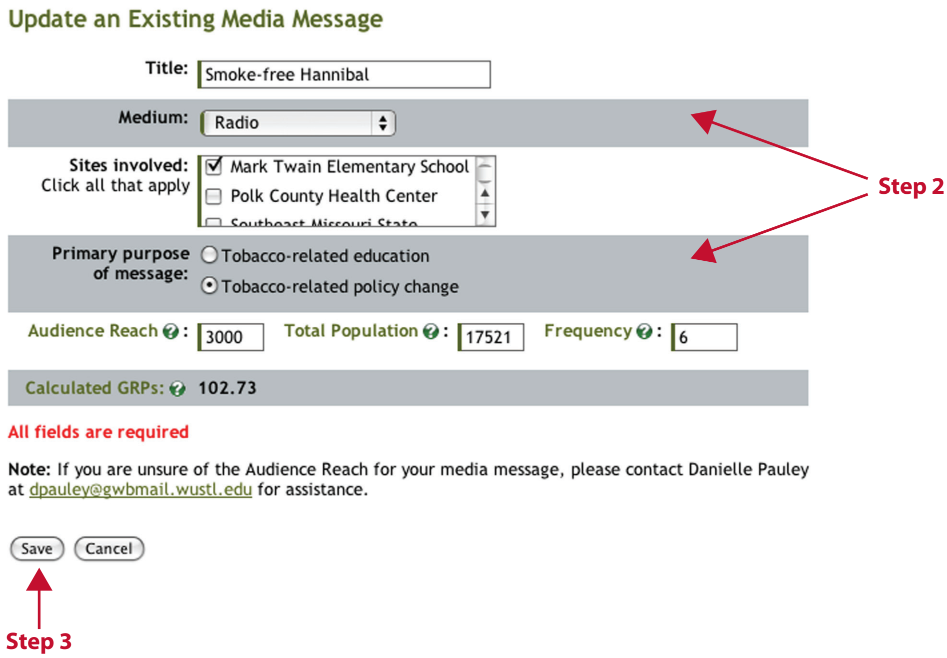
Title	Medium	January 2011 Frequency	January 2011 GRPs	Cumulative GRPs	Created	Updated
Smoke-free Hannibal	Radio	6	102.73	102.73	02/08/11	02/08/11

Previous | Next | Review and Exit

Step 1

STEP 1: Click the title of the message you want to update in the Previously Entered Published/Aired Media Messages table. When you do this, the form on the next page will appear.

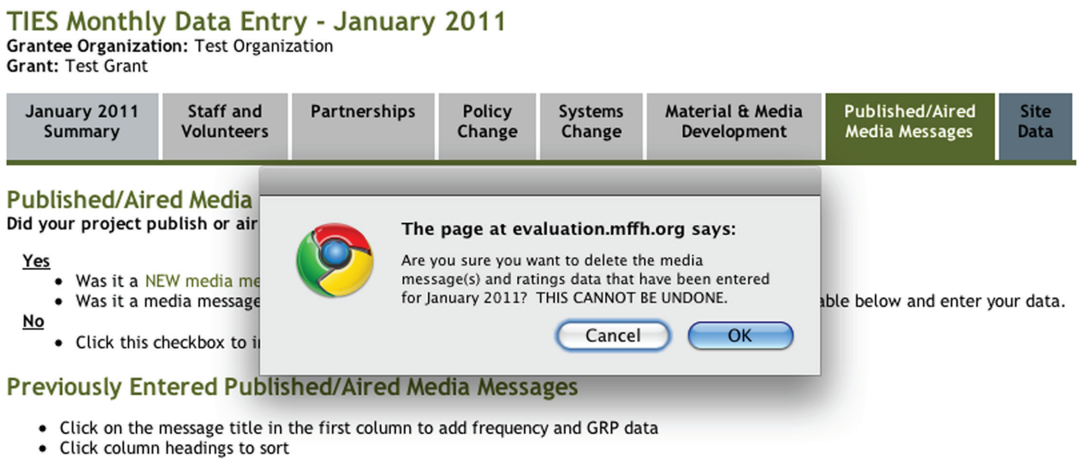
Updating an *Existing* Media Message (continued)



STEP 2: Update any of the fields about the media message.

STEP 3: Click **Save**. The form will close and go back to the **Published/Aired Media Messages** screen. The frequency and GRPs will be updated for the message in the Previously Entered Published/Aired Media Messages table.

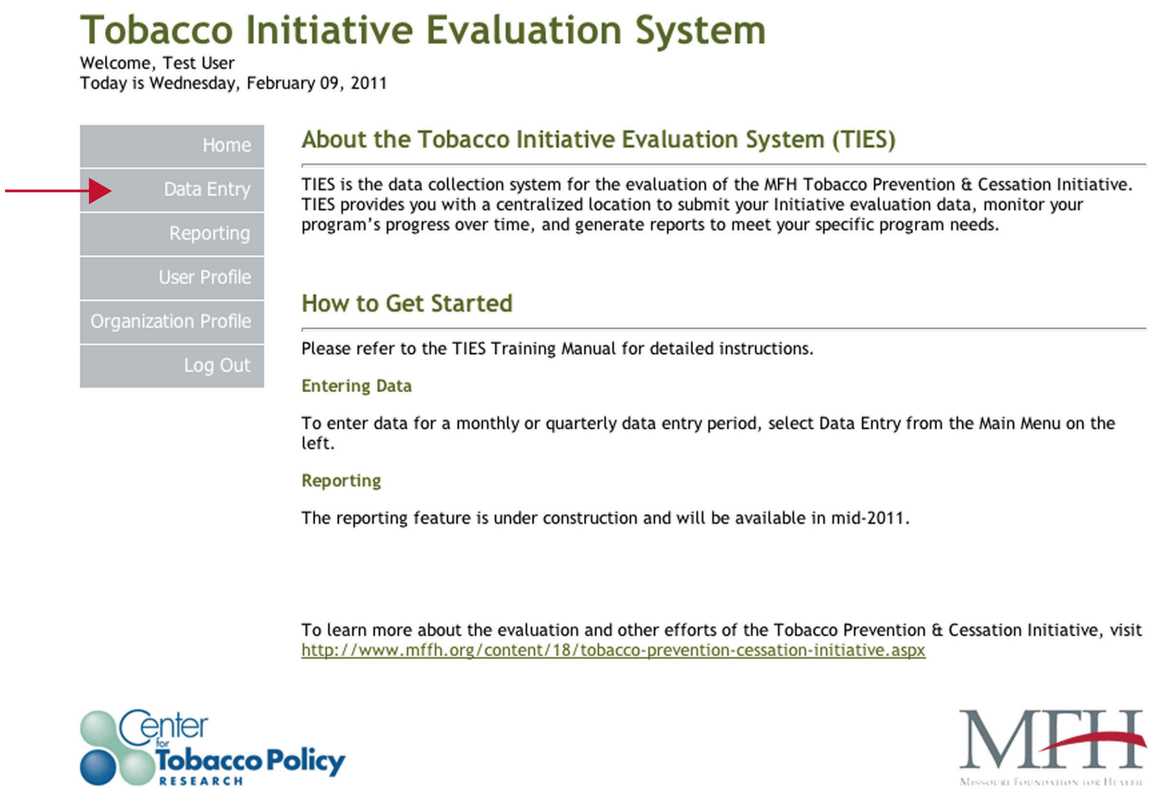
If you have entered media message data during the current month and later select the box under "No", the following prompt will appear.



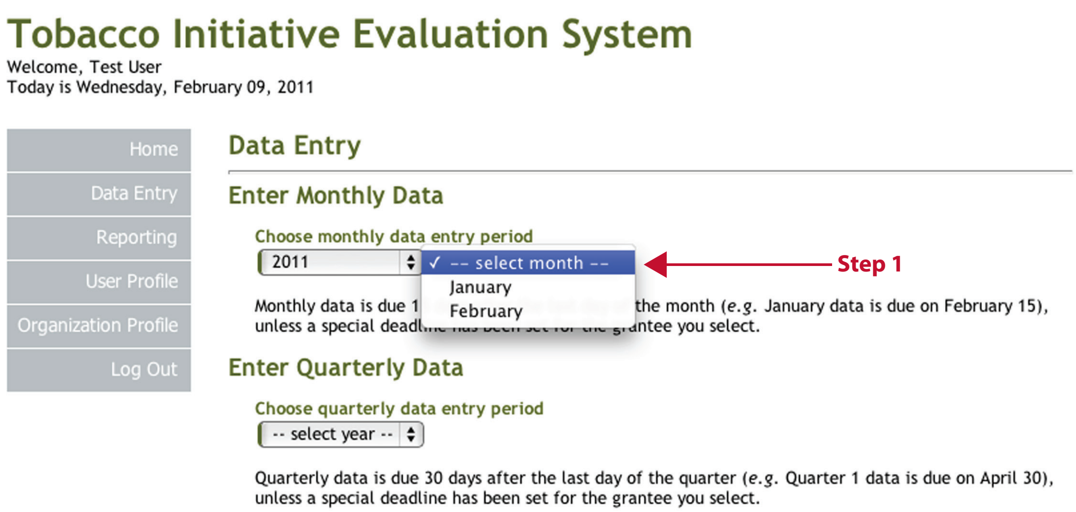
You can either click **Ok** to indicate that the data entered this month can be deleted, or click **Cancel** to go back to the **Published/Aired Media Messages** screen.

Section 5: Monthly Site-Level Data Entry

To begin entering monthly data, click the **Data Entry** tab on the **Home** screen.



This will take you to the **Data Entry** menu.



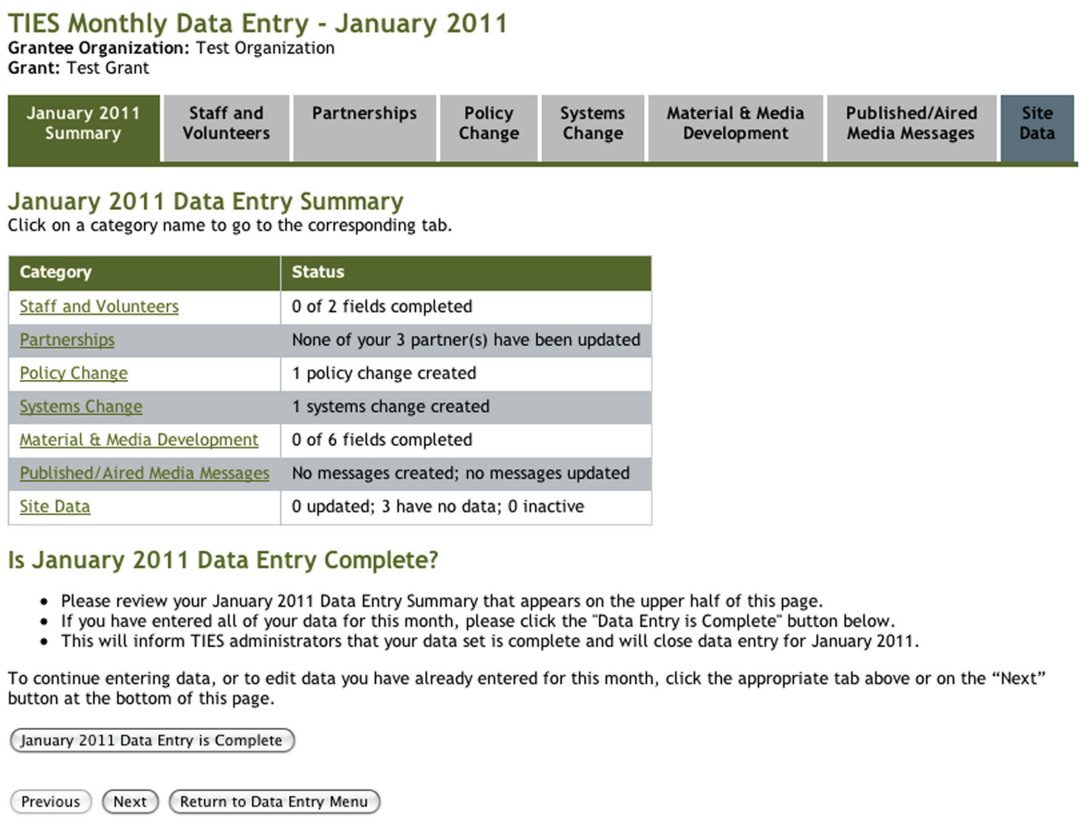
STEP 1: From the dropdown boxes under Enter Monthly Data, select the year and month for which you will enter data.

Users from organizations with more than one TPCI grant will first need to select the grant for which they want to enter data. For such users, there will be a dropdown box at the top of this screen where you can select a particular grant. You must enter data separately for each grant.

Once you choose a year and month, you will be taken to the **Monthly Data Entry Summary** screen for the particular month.

Monthly Data Entry Summary

This screen indicates the number of fields that have been completed for each section of data entry for the current month. For example, if you have not entered data yet for any of your sites, the summary will indicate that 0 sites have been updated.



TIES Monthly Data Entry - January 2011

Grantee Organization: Test Organization
Grant: Test Grant

January 2011 Summary | Staff and Volunteers | Partnerships | Policy Change | Systems Change | Material & Media Development | Published/Aired Media Messages | Site Data

January 2011 Data Entry Summary

Click on a category name to go to the corresponding tab.

Category	Status
Staff and Volunteers	0 of 2 fields completed
Partnerships	None of your 3 partner(s) have been updated
Policy Change	1 policy change created
Systems Change	1 systems change created
Material & Media Development	0 of 6 fields completed
Published/Aired Media Messages	No messages created; no messages updated
Site Data	0 updated; 3 have no data; 0 inactive

Is January 2011 Data Entry Complete?

- Please review your January 2011 Data Entry Summary that appears on the upper half of this page.
- If you have entered all of your data for this month, please click the "Data Entry is Complete" button below.
- This will inform TIES administrators that your data set is complete and will close data entry for January 2011.

To continue entering data, or to edit data you have already entered for this month, click the appropriate tab above or on the "Next" button at the bottom of this page.

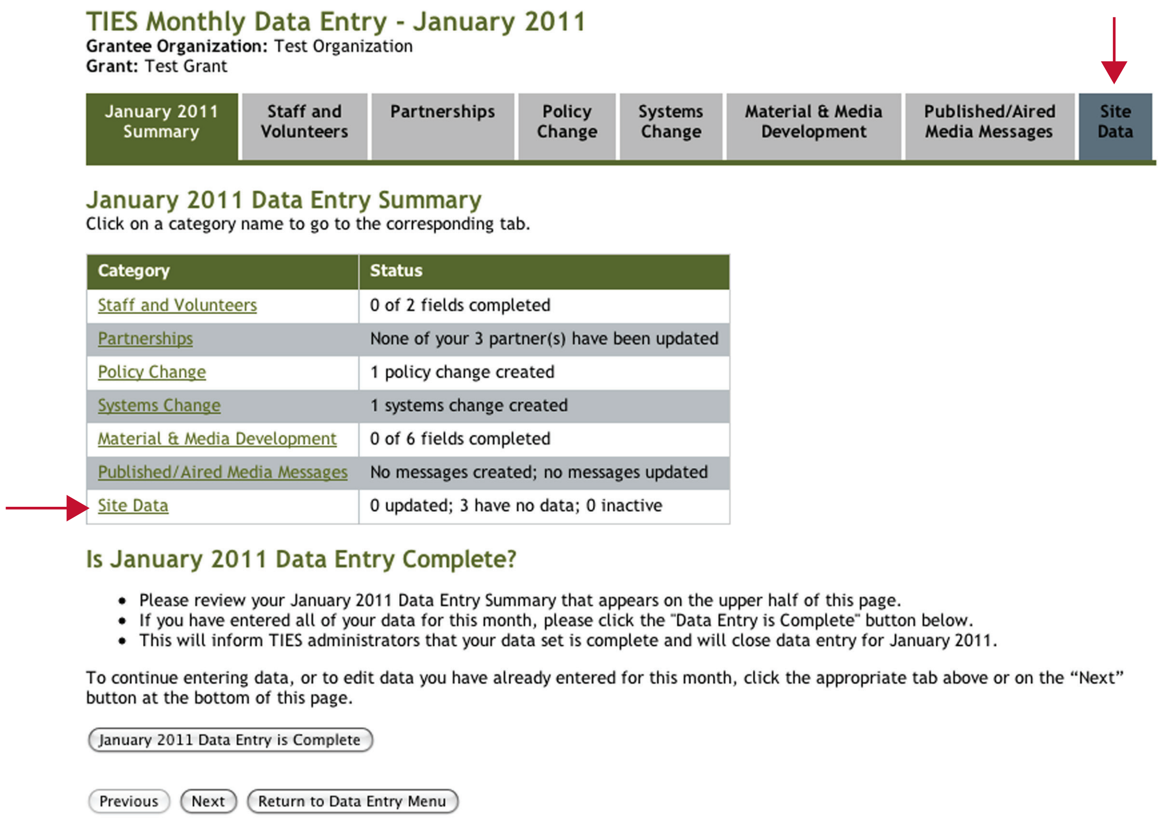
January 2011 Data Entry is Complete

Previous | Next | Return to Data Entry Menu

You may not have data to enter into each of the categories. If not all of the possible fields are completed, this does not mean that you cannot submit your data for the month. The Data Entry Summary is only able to show you what types of data you have entered. You much decide if the data entry is complete.

How do I navigate to different data entry screens?

In order to get to site data entry page, you may either click on the category in the summary, or the tab at the top of the screen.



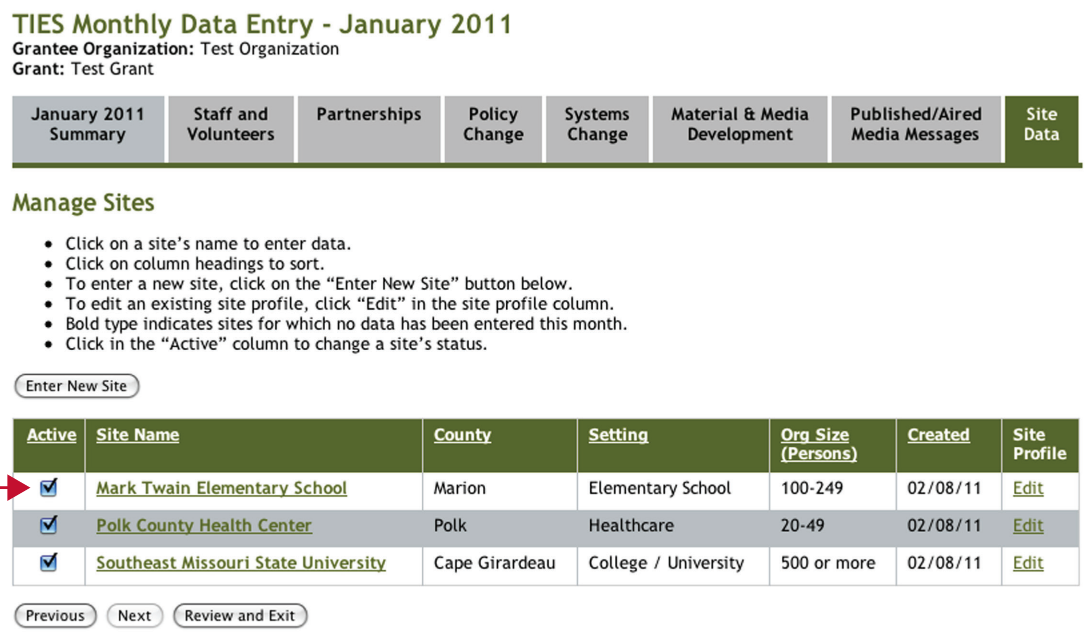
The remainder of Section 5 will walk through entering *site*-level activity data. See Section 4 for information about entering *grant*-level monthly data.

Manage Sites

On this screen you can:

- Indicate whether or not a site is active
- Enter a new site
- Edit a site's profile
- Navigate to activities data entry for existing sites

Site Status


TIES Monthly Data Entry - January 2011

Grantee Organization: Test Organization

Grant: Test Grant

January 2011 Summary	Staff and Volunteers	Partnerships	Policy Change	Systems Change	Material & Media Development	Published/Aired Media Messages	Site Data

Manage Sites

- Click on a site's name to enter data.
- Click on column headings to sort.
- To enter a new site, click on the "Enter New Site" button below.
- To edit an existing site profile, click "Edit" in the site profile column.
- Bold type indicates sites for which no data has been entered this month.
- Click in the "Active" column to change a site's status.

Enter New Site

Active	Site Name	County	Setting	Org Size (Persons)	Created	Site Profile
☑	Mark Twain Elementary School	Marion	Elementary School	100-249	02/08/11	Edit
☑	Polk County Health Center	Polk	Healthcare	20-49	02/08/11	Edit
☑	Southeast Missouri State University	Cape Girardeau	College / University	500 or more	02/08/11	Edit

Previous Next Review and Exit

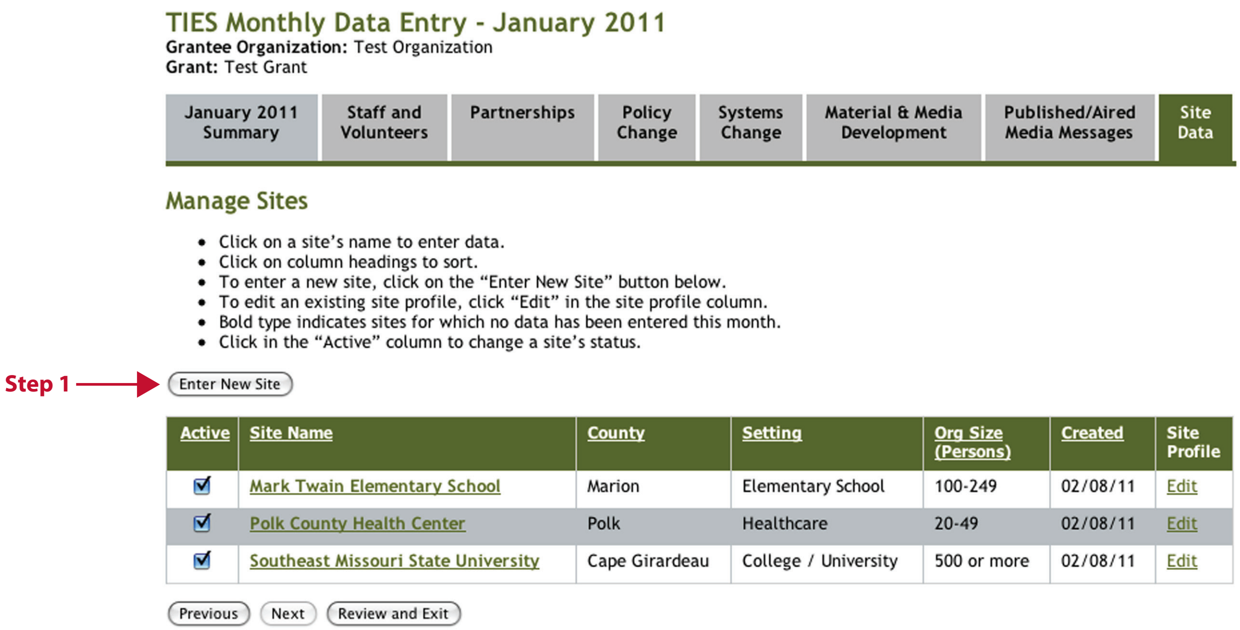
Step 1

STEP 1: If an existing site is no longer active, uncheck the box in the **Active** column next to the site name. If a site becomes active again, check the box next to its name in the **Active** column.

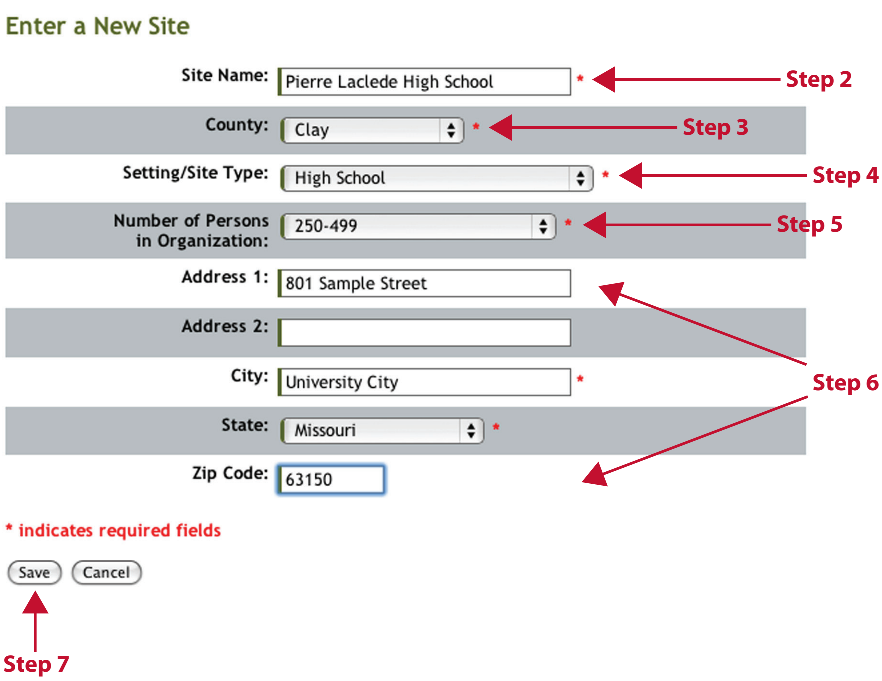
What does it mean if a site is "Active"?

A site is considered active if it conducted activities during this month and/or if you conducted capacity building activities with the site (*e.g.*, provided information, provided technical assistance).

Entering a New Site



STEP 1: Click **Enter New Site**. When you do this, the form below will appear.



STEP 2: Enter the name of the site.

Give each site a descriptive and meaningful name. For example, if the site is the only elementary school in a town, name the site Sample City Elementary School, not just Sample City School.

Entering a New Site (continued)

STEP 3: Select the county where the site is located.

STEP 4: Select the type of setting/site from the dropdown list.

STEP 5: Select the number of persons in the organization from the dropdown list.

Who do I include in the number of persons in the organization?

Include persons who are at the site on a regular basis and would be affected by your tobacco project activities. For example, if the site is an elementary school and you are working with the school to pass a campus-wide smokefree policy, include staff and students.

STEP 6: Enter the site's complete address.

STEP 7: Click **Save**. The form will close and go back to the **Manage Sites** screen.

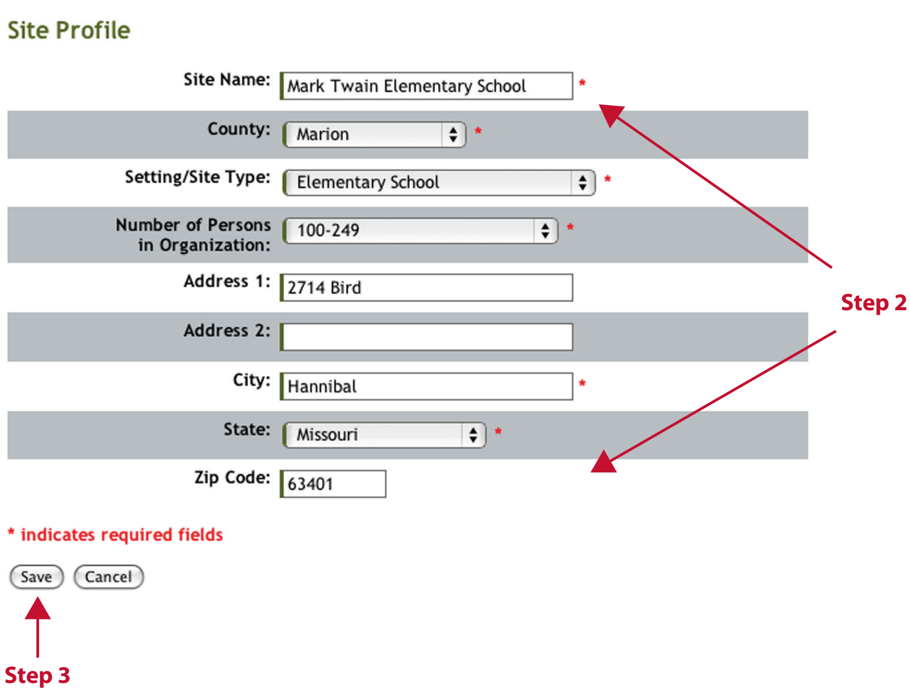
Editing a Site Profile

Active	Site Name	County	Setting	Org Size (Persons)	Created	Site Profile
☑	Mark Twain Elementary School	Marion	Elementary School	100-249	02/08/11	Edit
☑	Polk County Health Center	Polk	Healthcare	20-49	02/08/11	Edit
☑	Southeast Missouri State University	Cape Girardeau	College / University	500 or more	02/08/11	Edit

Step 1

Previous Next Review and Exit

STEP 1: Click **Edit** in the **Site Profile** column of the sites table. When you do this, the form below will appear.



Editing a Site Profile (continued)

STEP 2: Edit information for the site in this form.

STEP 3: Click **Save**. The form will close and go back to the **Manage Sites** screen.

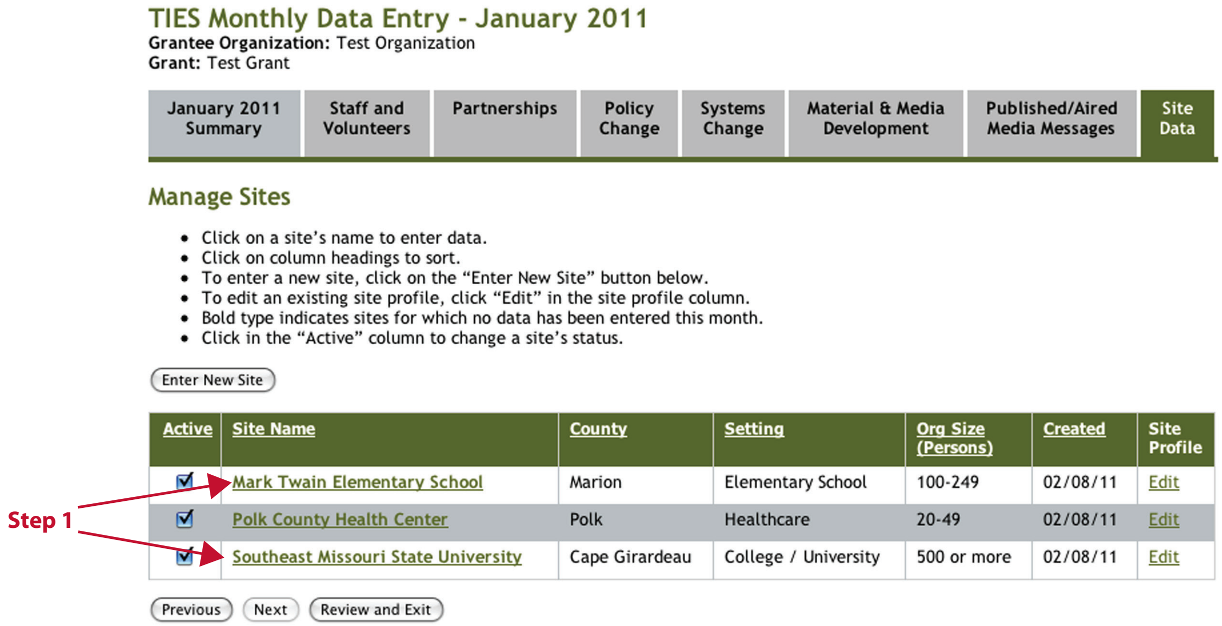
Entering Site-Level Activities Data

Site-level activities data can be entered for four categories of activities:

- Capacity Building
- Educational
- Advocacy
- Cessation

Depending on the type of grant, you may not have information to enter into all four activity categories.

To begin entering monthly activities data for a site:



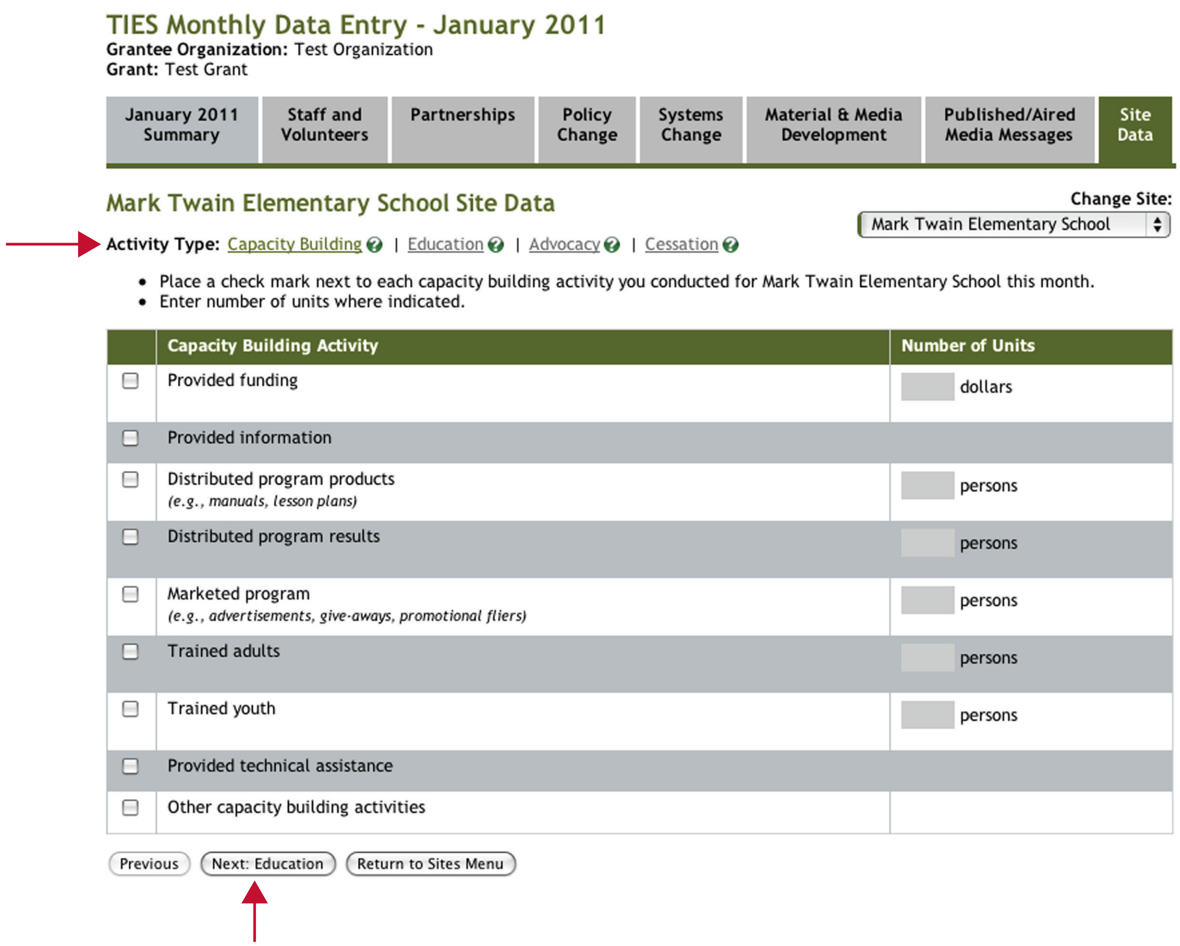
STEP 1: Select the site for which you want to enter activity data by clicking on its name in the sites table. When you do this, you will be sent to the **Capacity Building Activity** screen.

How do I navigate to different activities screens?

You can move to a different activity category in one of two ways:

1. Click one of the **Activity Type** links under the site name.
2. Click **Next** at the bottom of the page.

The activity type you have selected will always be green.



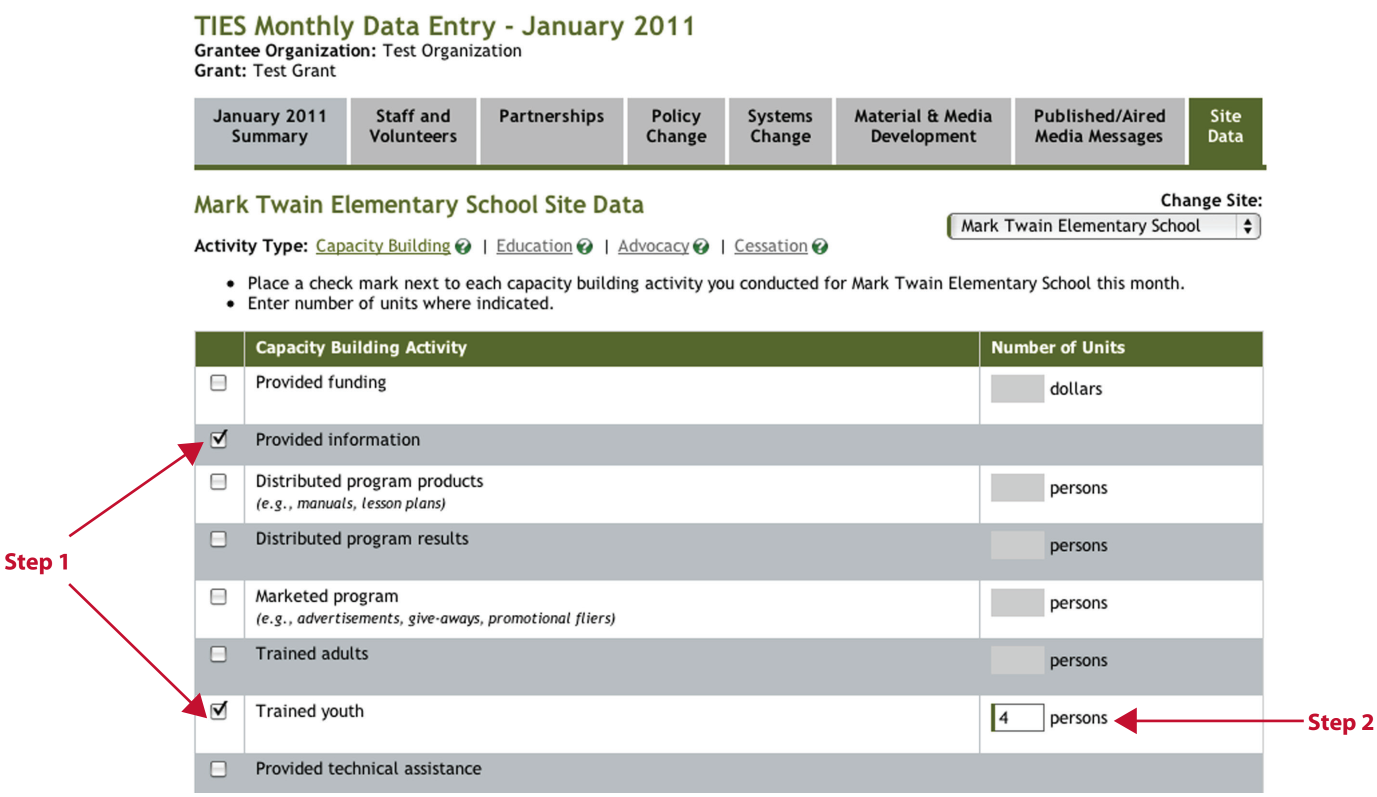
You can also enter information by activity type for each site, rather than by site for each activity type.

For example, when on the **Capacity Building** activities screen you can navigate to other sites using the **Change Site** dropdown list.

Capacity Building Activities

Capacity Building Activities Defined

Capacity building activities are activities which aim to promote your project or prepare sites for implementing grant activities (*e.g.*, funding, materials, technical assistance).



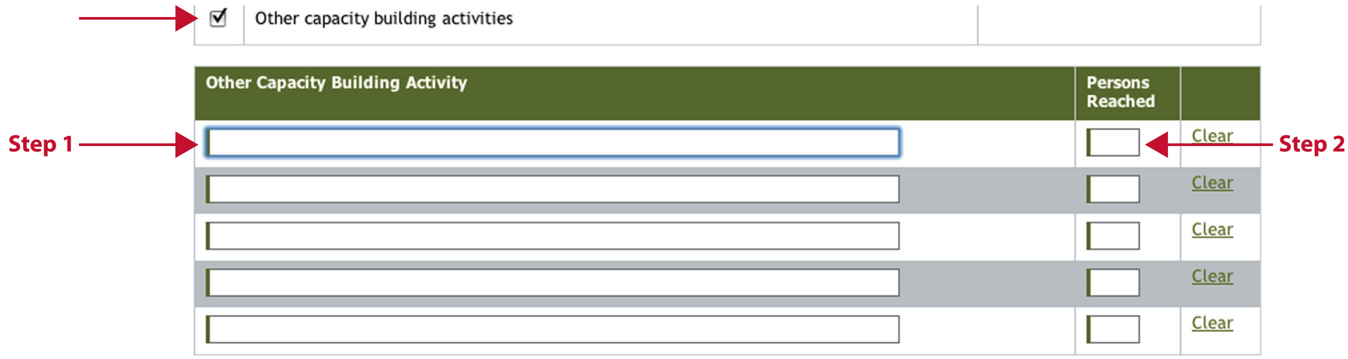
STEP 1: Check each capacity building activity you conducted with this site in the current month. For some activities, once you have checked a box next to the activity, the corresponding **Number of Units** box will become a required field.

STEP 2: Enter the number of units for each activity you checked, where required.

Other Capacity Building Activities

If the capacity building activity you conducted with the site is not listed, check 'Other capacity building activities'. Five additional activity fields with corresponding **Persons Reached** fields will appear (see next page).

Other Capacity Building Activities (continued)



☑ Other capacity building activities

Other Capacity Building Activity	Persons Reached	
		Clear
		Clear
		Clear
		Clear
		Clear

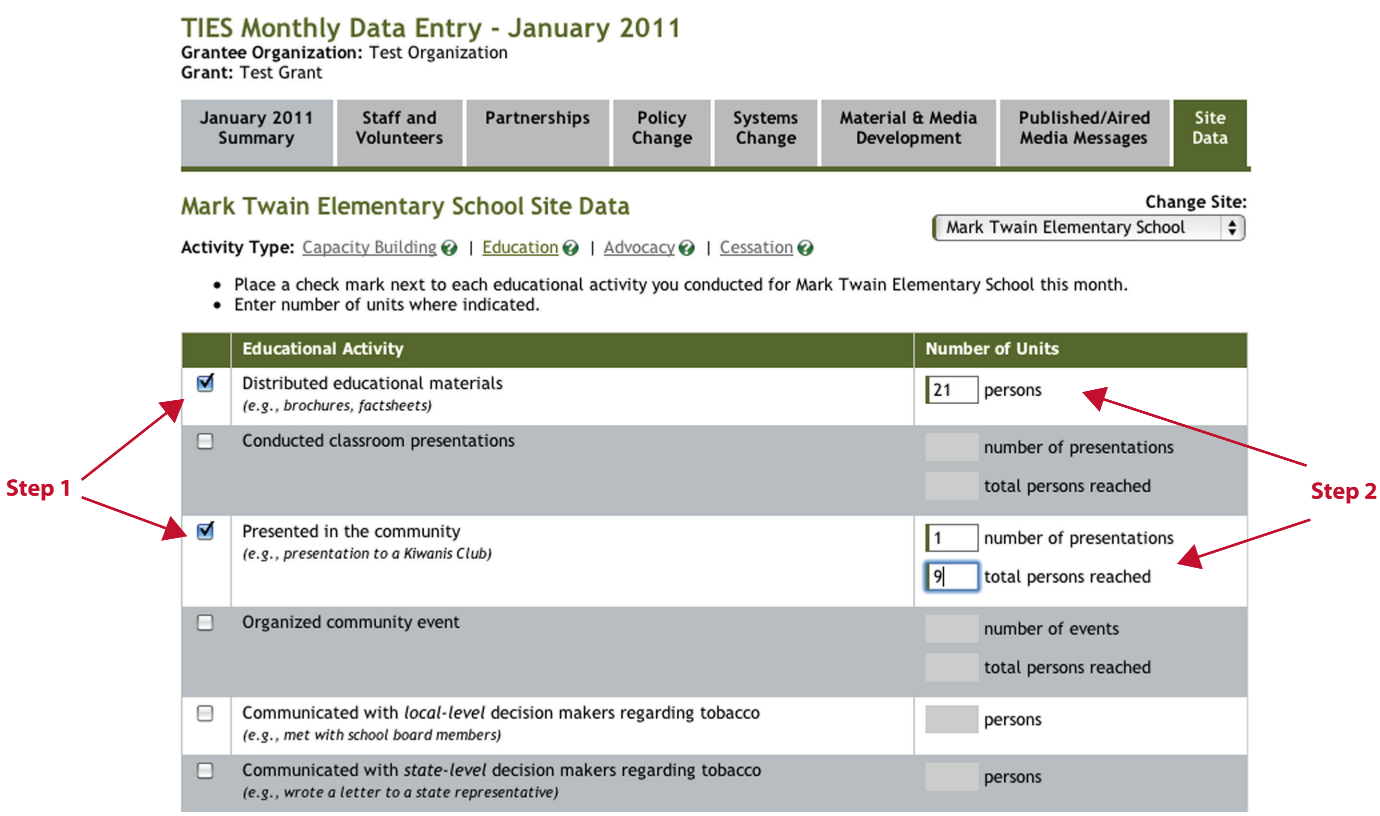
STEP 1: Enter a brief yet descriptive name for the activity.

STEP 2: Enter the number of persons reached. If not applicable, enter 0.

Educational Activities

Educational Activities Defined

Educational activities are designed to increase knowledge or skill to prevent tobacco use and/or increase cessation.



TIES Monthly Data Entry - January 2011
Grantee Organization: Test Organization
Grant: Test Grant

January 2011 Summary | Staff and Volunteers | Partnerships | Policy Change | Systems Change | Material & Media Development | Published/Aired Media Messages | Site Data

Mark Twain Elementary School Site Data

Change Site: Mark Twain Elementary School

Activity Type: Capacity Building | Education | Advocacy | Cessation

- Place a check mark next to each educational activity you conducted for Mark Twain Elementary School this month.
- Enter number of units where indicated.

	Educational Activity	Number of Units
☑	Distributed educational materials *(e.g., brochures, factsheets)*	21 persons
☐	Conducted classroom presentations	number of presentations total persons reached
☑	Presented in the community *(e.g., presentation to a Kiwanis Club)*	1 number of presentations 9 total persons reached
☐	Organized community event	number of events total persons reached
☐	Communicated with *local-level* decision makers regarding tobacco *(e.g., met with school board members)*	persons
☐	Communicated with *state-level* decision makers regarding tobacco *(e.g., wrote a letter to a state representative)*	persons

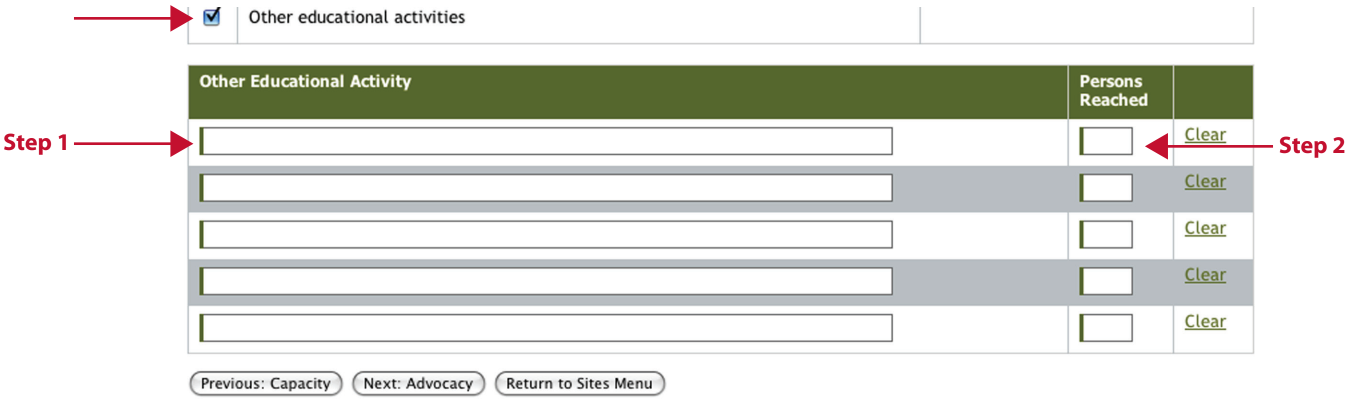
Educational Activities (continued)

STEP 1: Check each educational activity you conducted with this site in the current month. For some activities, once you have checked a box next to the activity, the corresponding **Number of Units** box will become a required field.

STEP 2: Enter the number of units for each activity you checked, where required.

Other Educational Activities

If the educational activity you conducted with the site is not listed, check 'Other educational activities'. Five additional activity fields with corresponding **Persons Reached** fields will appear.



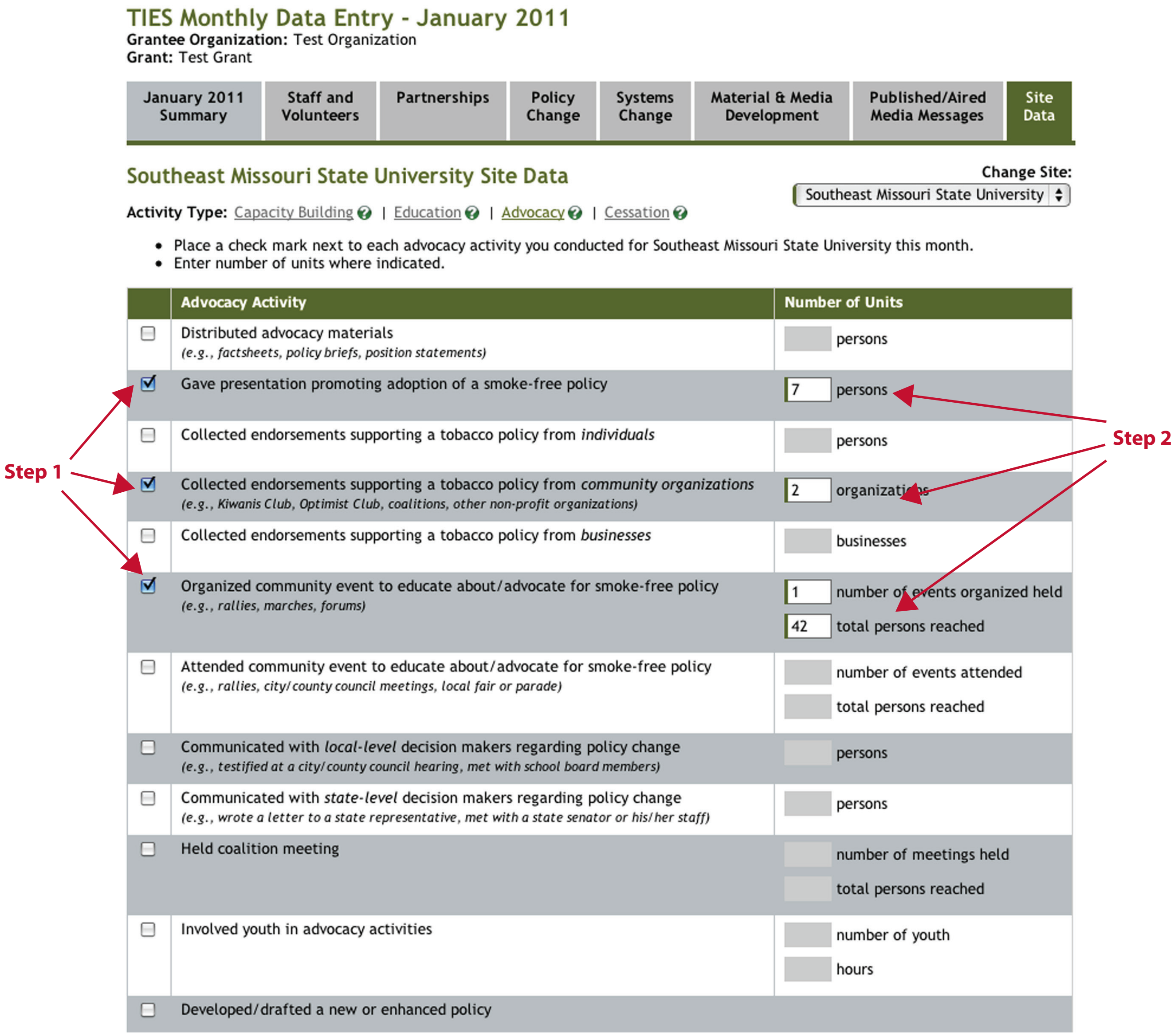
STEP 1: Enter a brief yet descriptive name for the activity.

STEP 2: Enter the number of persons reached.

Advocacy Activities

Advocacy Activities Defined

Advocacy includes a wide range of activities conducted to influence decision makers at various levels. Advocacy activities can involve arguing for, defending, or recommending a specific cause or proposal.

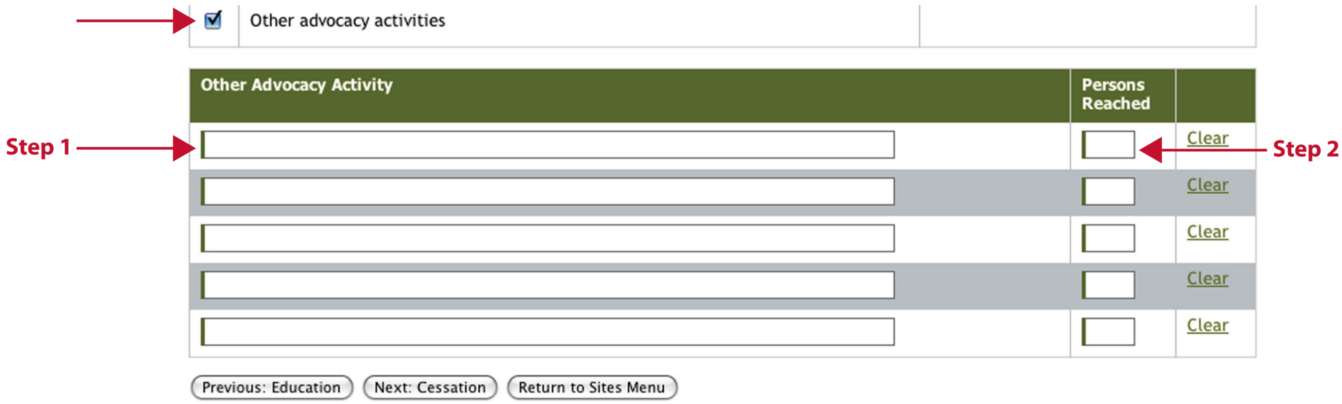


STEP 1: Check each advocacy activity you conducted with this site in the current month. For some activities, once you have checked a box next to the activity, the corresponding **Number of Units** box will become a required field.

STEP 2: Enter the number of units for each activity you checked, where required.

Other Advocacy Activities

If the advocacy activity you conducted with the site is not listed, check 'Other advocacy activities'. Five additional activity fields with corresponding **Persons Reached** fields will appear.



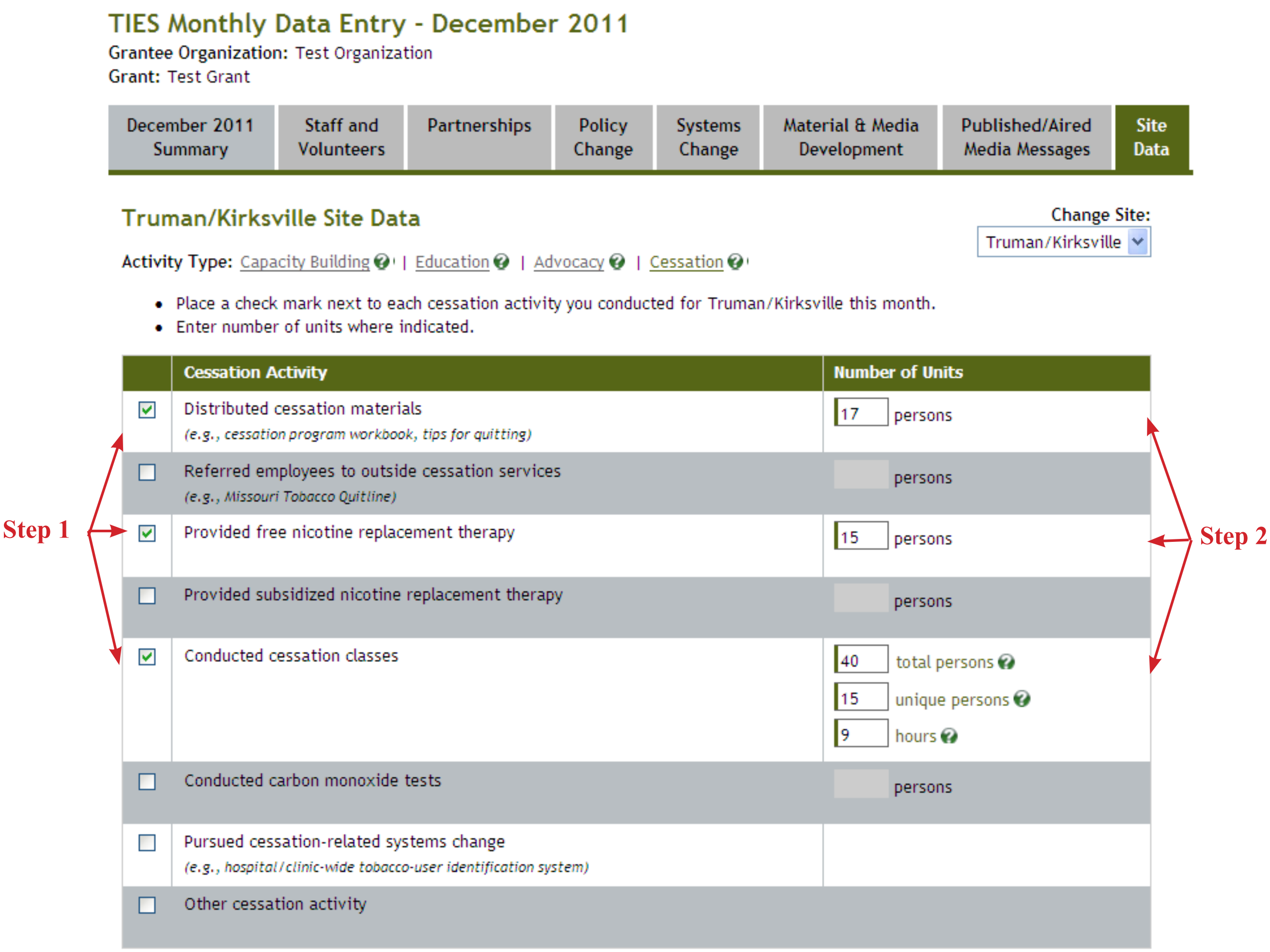
STEP 1: Enter a brief yet descriptive name for the activity.

STEP 2: Enter the number of persons reached.

Cessation Activities

Cessation Activities Defined

Cessation activities are designed to facilitate cessation through the provision of information (*e.g.*, materials, tipsheets), referral to cessation services, conducting cessation classes, or providing NRT.



TIES Monthly Data Entry - December 2011
Grantee Organization: Test Organization
Grant: Test Grant

December 2011 Summary | Staff and Volunteers | Partnerships | Policy Change | Systems Change | Material & Media Development | Published/Aired Media Messages | Site Data

Truman/Kirksville Site Data
Change Site: Truman/Kirksville

Activity Type: Capacity Building | Education | Advocacy | Cessation

- Place a check mark next to each cessation activity you conducted for Truman/Kirksville this month.
- Enter number of units where indicated.

	Cessation Activity	Number of Units
☑	Distributed cessation materials (e.g., cessation program workbook, tips for quitting)	17 persons
☐	Referred employees to outside cessation services (e.g., Missouri Tobacco Quitline)	persons
☑	Provided free nicotine replacement therapy	15 persons
☐	Provided subsidized nicotine replacement therapy	persons
☑	Conducted cessation classes	40 total persons 15 unique persons 9 hours
☐	Conducted carbon monoxide tests	persons
☐	Pursued cessation-related systems change (e.g., hospital/clinic-wide tobacco-user identification system)	
☐	Other cessation activity	

STEP 1: Check each cessation activity you conducted with this site in the current month. For some activities, once you have checked a box next to the activity, the corresponding **Number of Units** box will become a required field.

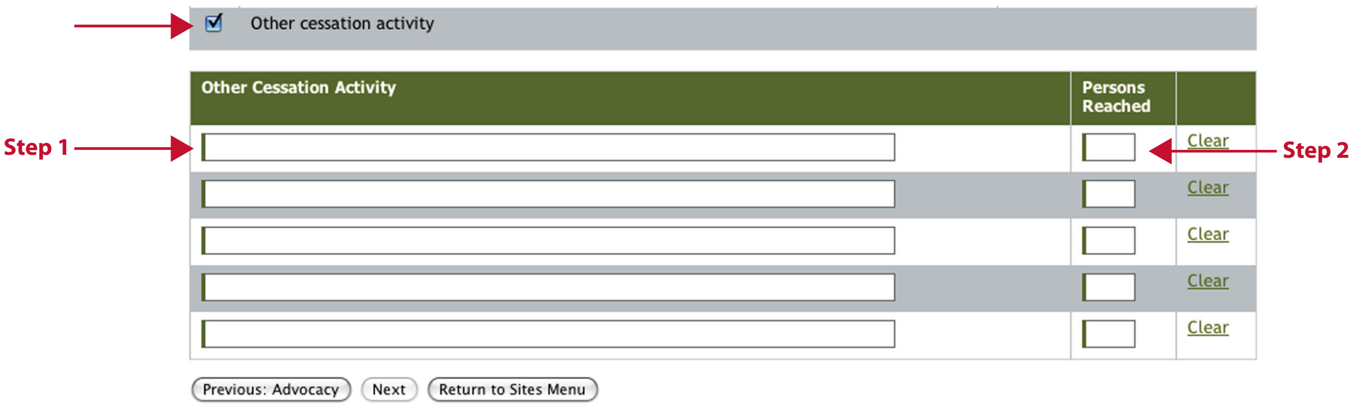
STEP 2: Enter the number of units for each activity you checked, where required.

What metrics are being collected under "conducted cessation classes?"

When your grant provides cessation classes at a site, information about class particiation and time must be collected."Total persons" is the sum of attendance from each class. "Unique persons" is the sum of unique participations who attendaned class during the month. "Hours" is the sum of hours from all classes held at that site during the month.

Other Cessation Activities

If the cessation activity you conducted with the site is not listed, check "Other cessation activities." Five additional activity fields with corresponding **Persons Reached** fields will appear.

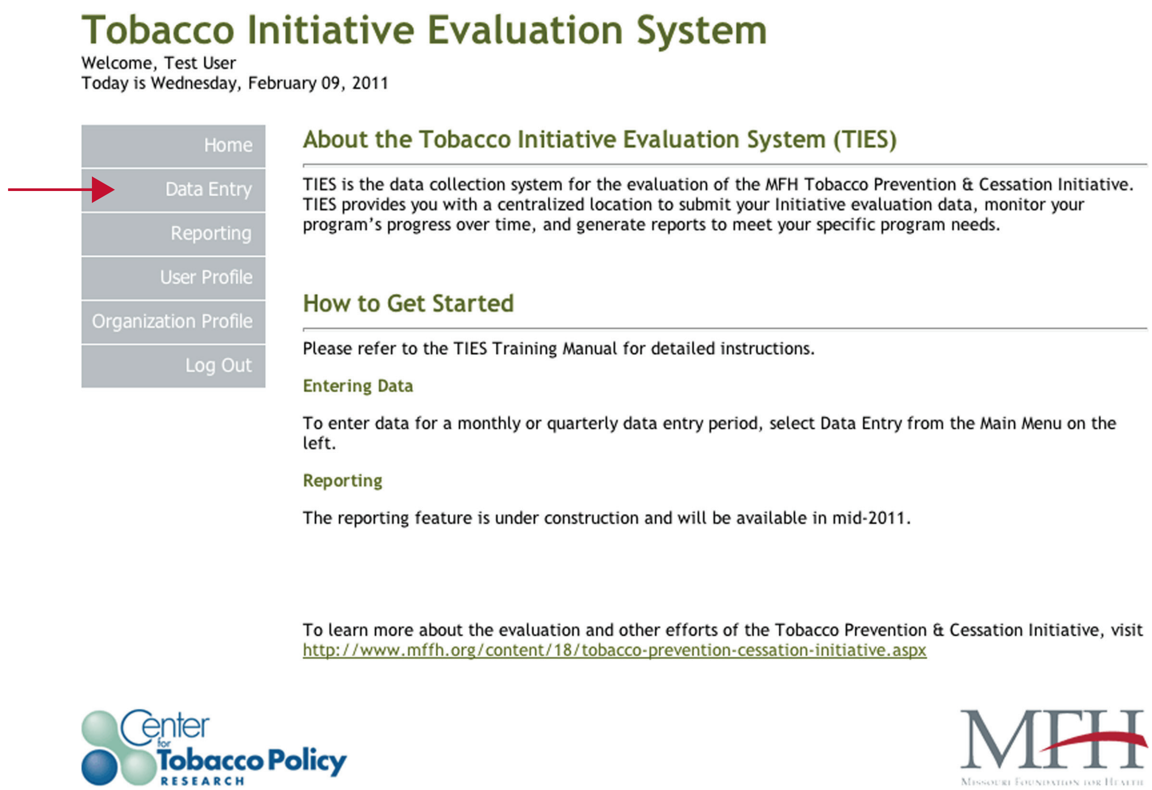


STEP 1: Enter a brief yet descriptive name for the activity.

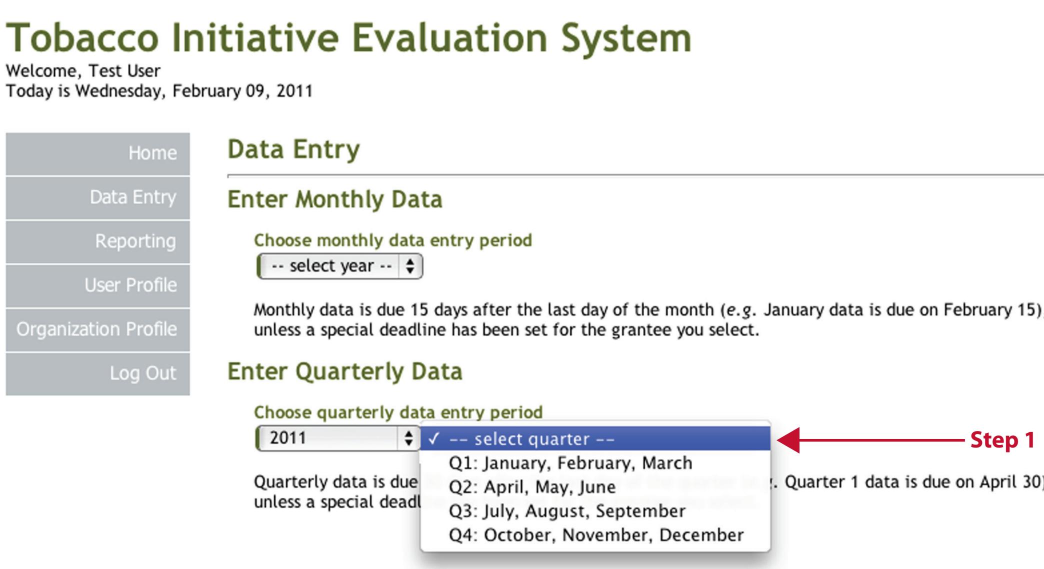
STEP 2: Enter the number of persons reached.

Section 6: Quarterly Data Entry

To begin entering quarterly data, click the **Data Entry** tab on the **Home** screen.



This will take you to the **Data Entry** menu.



STEP 1: From the dropdown boxes under Enter Quarterly Data, select the year and quarter for which you will enter data.

Users from organizations with more than one TPCI grant will first need to select the grant for which they want to enter data. For such users, there will be a dropdown box at the top of this screen where you can select a particular grant. You must enter data separately for each grant.

The remainder of Section 6 will walk through quarterly data entry in order. However, you can enter data in any order you choose. For example, you can first enter 3-month quit rates and then enter additional funding, and so on.

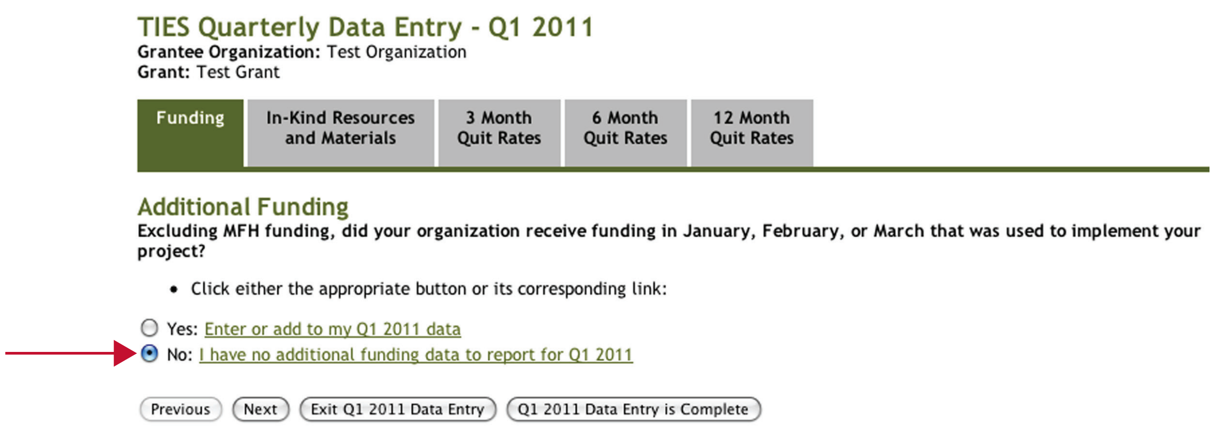
Additional Funding

On this screen you will list any additional funding you received for your tobacco control project during this quarter.

Additional Funding Defined

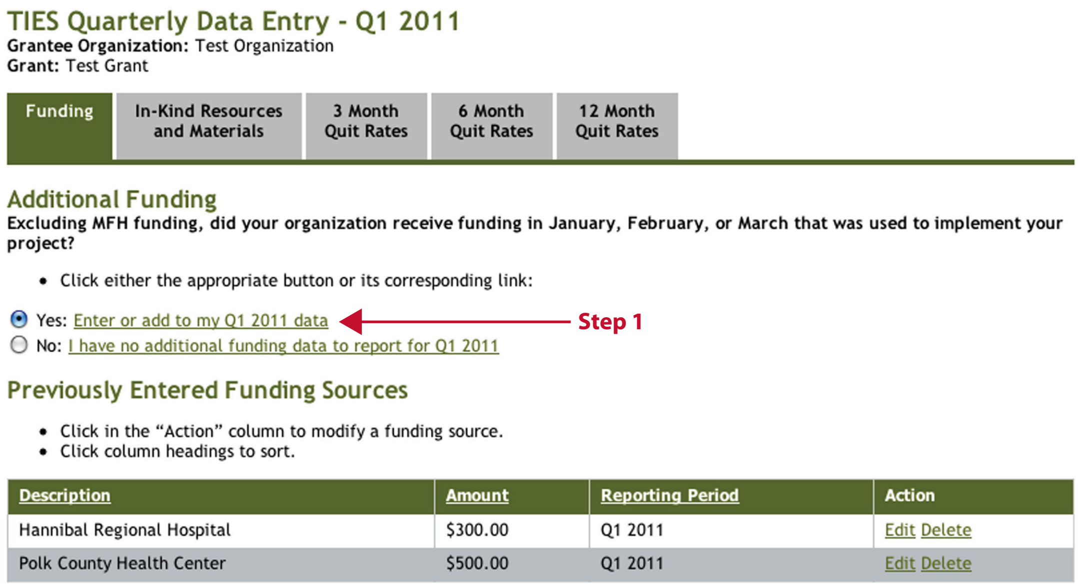
Additional Funding is money that did not come from MFH and is used to help implement your tobacco control project.

The **Additional Funding** screen has **No** selected by default. If you *do not* have any additional funding to enter this quarter, simply continue entering the rest of your quarterly data.

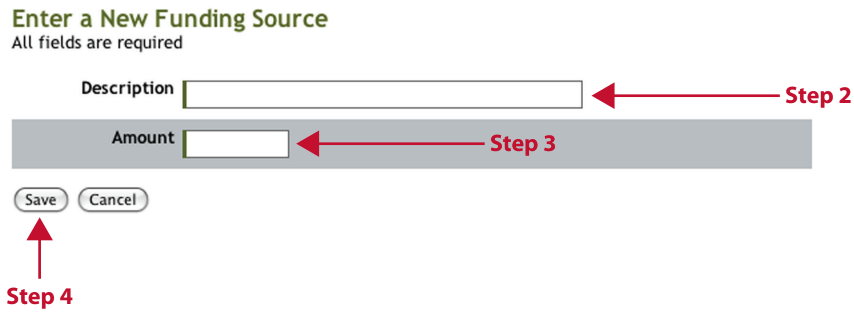


Additional Funding (continued)

If you *do* have additional funding to enter:



STEP 1: Click the link next to **Yes**. When you do this, the form below will appear.

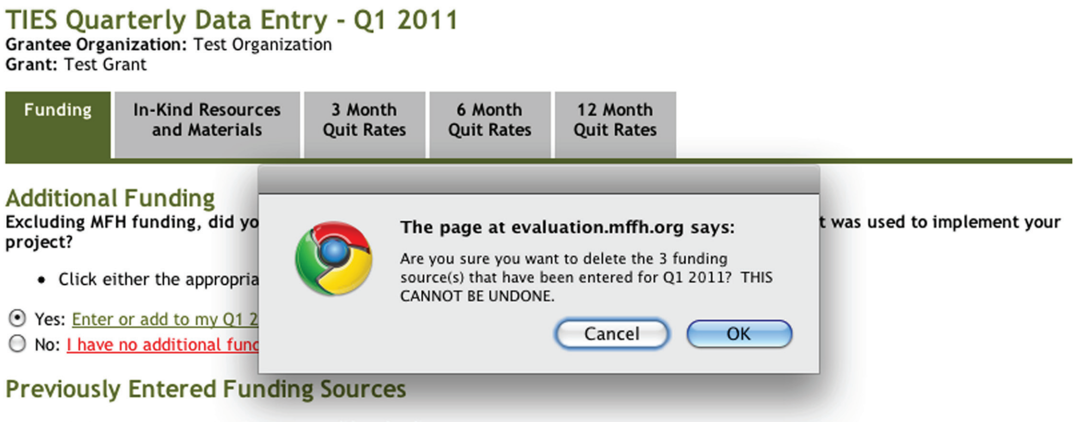


STEP 2: Enter a description of the funding source (*e.g.*, John Smith (community member), St. Francis Medical Center, Robert Wood Johnson Foundation).

STEP 3: Enter the amount of money you have received this quarter from the funding source. Do not enter commas or '$' sign.

STEP 4: Click **Save**. The form will close and go back to the **Additional Funding** screen.

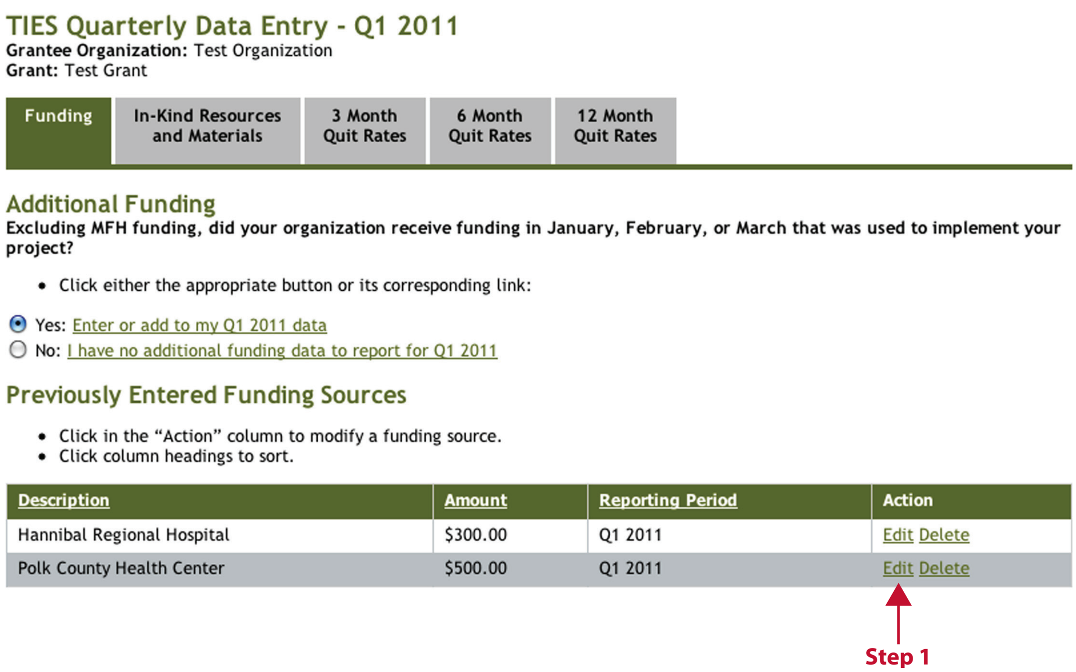
If you have entered additional funding data during the current quarter and later select the "No" radio button or corresponding link, the following prompt will appear.



You can either click **Ok** to indicate that the data entered this quarter can be deleted, or click **Cancel** to go back to the **Additional Funding** screen.

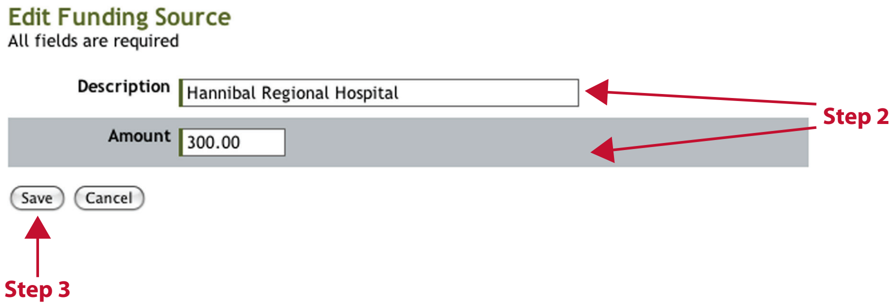
Editing a Previously Entered Funding Source

The Previously Entered Funding Sources table contains all funding sources you have ever entered into TIES. You can edit funding sources you have entered during the *current* quarter.



STEP 1: Click **Edit** in the **Action** column of the funding sources table. When you do this, the form on the next page will appear.

Editing a Previously Entered Funding Source (continued)



STEP 2: Edit information in this form for the previously entered funding source.

STEP 3: Click **Save**. The form will close and go back to the **Additional Funding** screen.

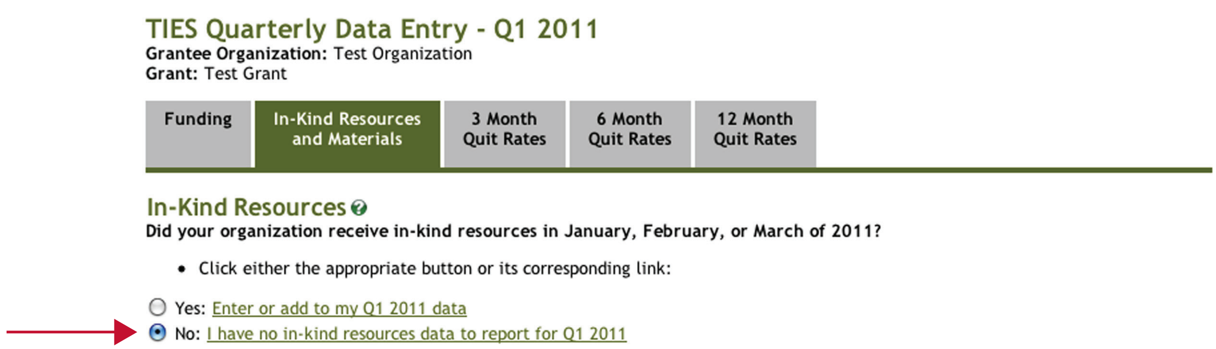
In-Kind Resources

On this screen you will enter information about in-kind resources you used during the quarter to help with your MFH-funded activities.

In-Kind Resources Defined

In-Kind Resources are things you might otherwise pay for with dollars, but you do not need to buy because they have been given or loaned to you. When someone offers your program a service, supplies, or staff time, you are receiving in-kind support.

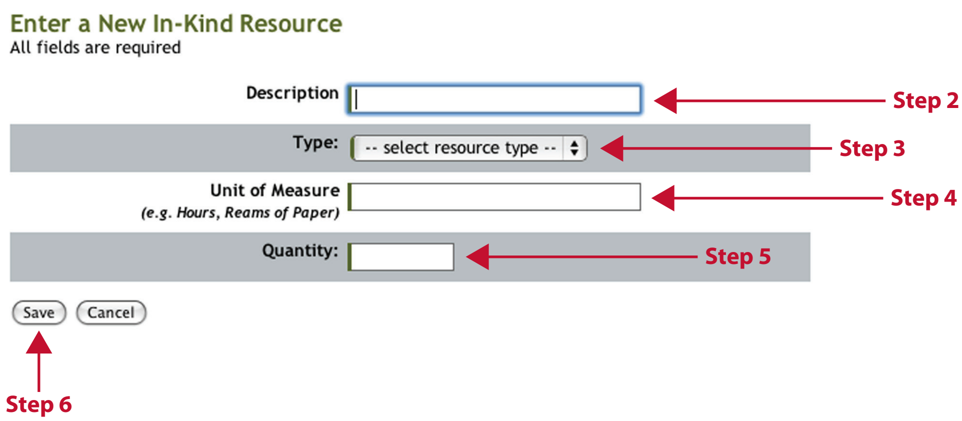
The **In-Kind Resources** screen has **No** selected by default. If you *do not* have any in-kind resources to enter this quarter, simply continue entering the rest of your quarterly data.



In-Kind Resources (continued)

If you *do* have in-kind resources to enter:

STEP 1: Click the link next to **Yes**. When you do this, the form below will appear.



STEP 2: Enter a description of the in-kind resource (*e.g.*, paper from Office Max, Smokebusters mentors travel, NRT from Pfizer).

STEP 3: Select the type of in-kind resource:

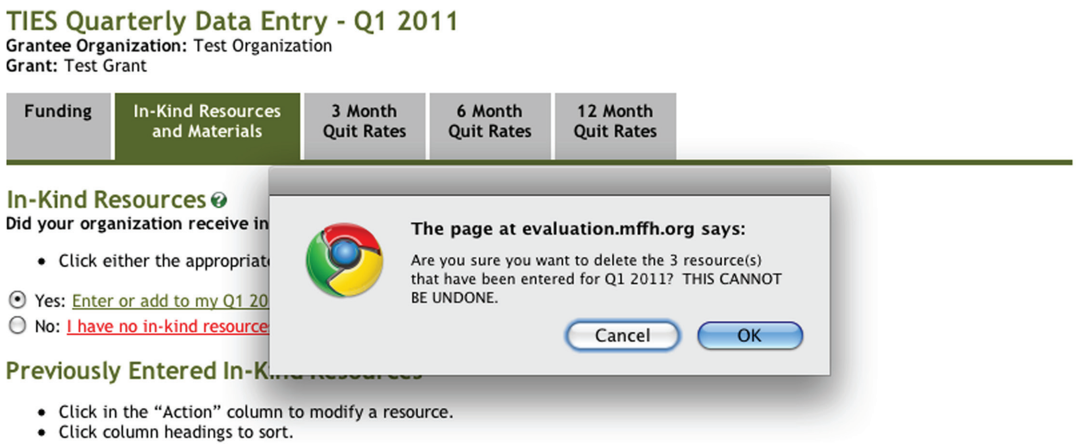
- People's Time
- Materials and Supplies
- Travel
- Other

STEP 4: Enter the unit of measure for the in-kind resource (*e.g.*, reams of paper, hours, miles).

STEP 5: Enter the quantity of the in-kind resource received.

STEP 6: Click **Save**. The form will close and go back to the **In-Kind Resources** screen.

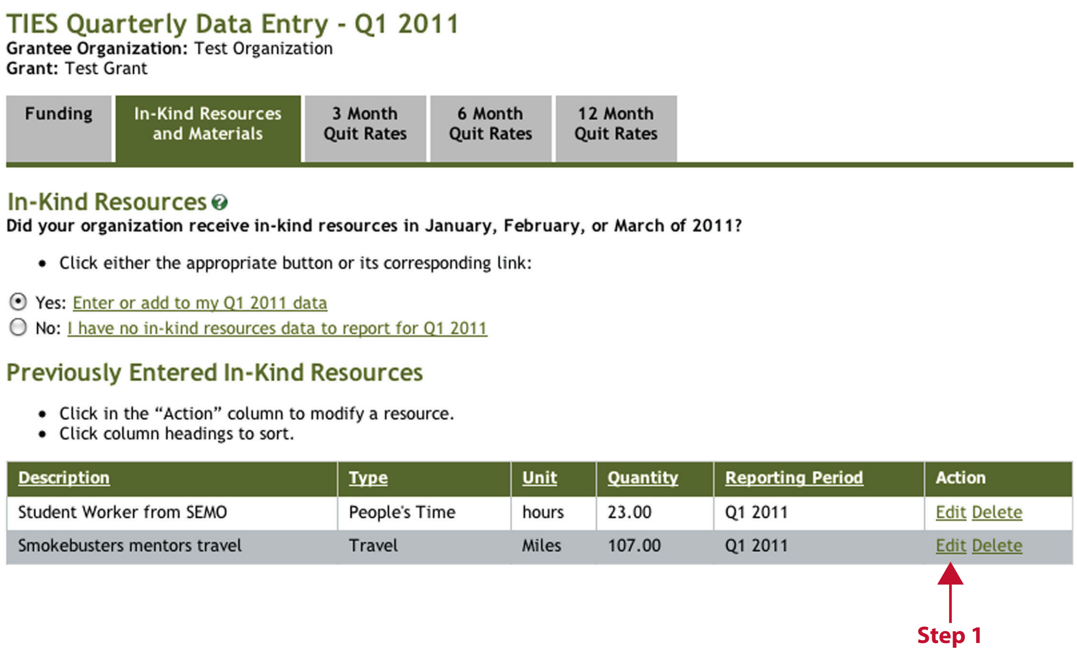
If you have entered in-kind resource data during the current quarter and later select the "No" radio button or corresponding link, the following prompt will appear.



You can either click **Ok** to indicate that the data entered this quarter can be deleted, or click **Cancel** to go back to the **In-Kind Resources** screen.

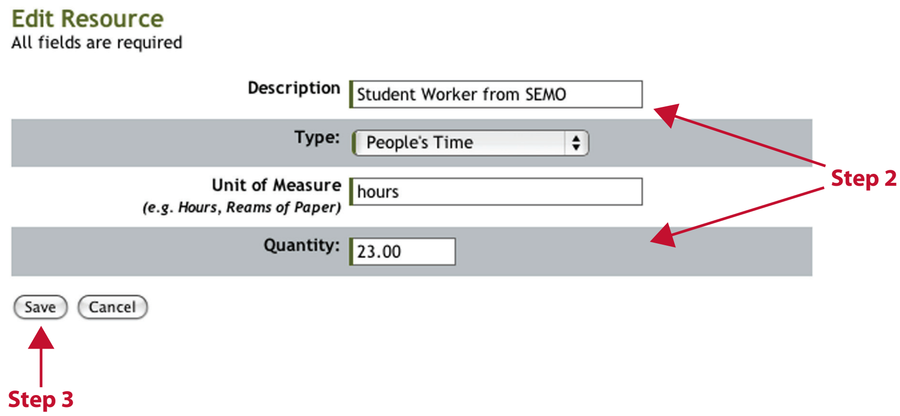
Editing a Previously Entered In-Kind Resource

The Previously Entered In-Kind Resource table contains all in-kind resources you have ever entered into TIES. You can edit in-kind resources you have entered during the *current* quarter.



STEP 1: Click **Edit** in the **Action** column of the in-kind resources table. When you do this, the form on the next page will appear.

Editing a Previously Entered In-Kind Resource (continued)



STEP 2: Edit information in this form for the previously entered in-kind resource.

STEP 3: Click **Save**. The form will close and go back to the **In-Kind Resources** screen.

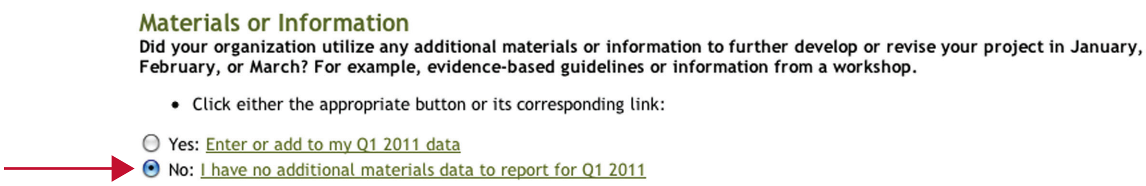
Materials and Information

On this screen you will enter information about additional materials or information you used during the quarter to help with your MFH-funded activities.

Materials and Information Defined

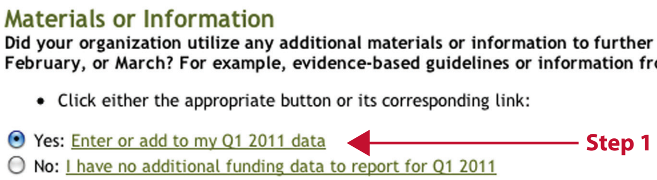
Materials and Information refers to additional materials or information which were used to further develop or revise your project. For example, evidence-based guidelines or information from a workshop would be reported in this section.

The **Materials and Information** screen has **No** selected by default. If you *do not* have any materials or information to enter this quarter, simply continue entering the rest of your quarterly data.

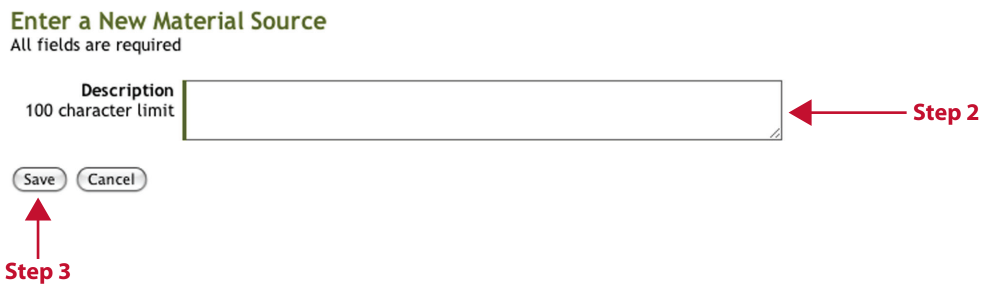


Materials and Information (continued)

If you *do* have materials or information to enter:



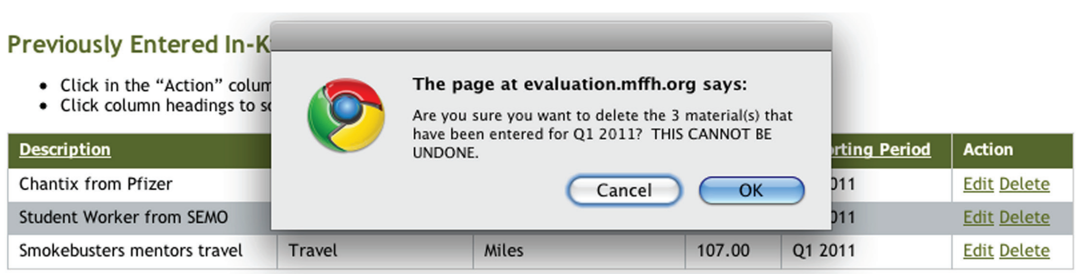
STEP 1: Click the link next to **Yes**. When you do this, the form below will appear.



STEP 2: Enter a description of the material or information source. This should include a description or title of the material and also the source (*e.g.,* Best Practices User Guide-Youth Engagement from CDC).

STEP 3: Click **Save**. The form will close and go back to the **Materials and Information** screen.

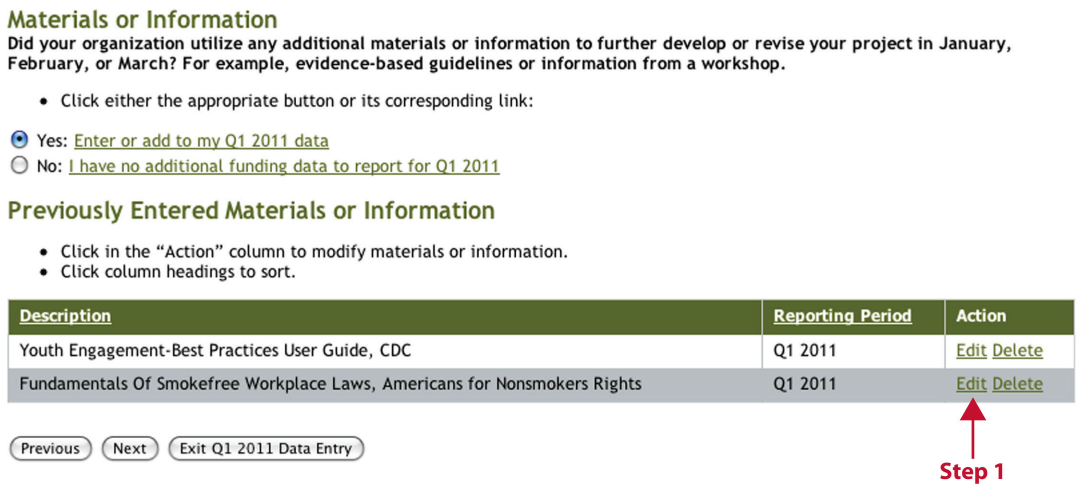
If you have entered material or information data during the current quarter and later select the "No" radio button or corresponding link, the following prompt will appear.



You can either click **Ok** to indicate that the data entered this quarter can be deleted, or click **Cancel** to go back to the **Materials and Information** screen.

Editing a Previously Entered Material or Information Source

The Previously Entered Materials or Information table contains all materials and information you have ever entered into TIES. You can edit materials and information you have entered during the *current* quarter.



Materials or Information

Did your organization utilize any additional materials or information to further develop or revise your project in January, February, or March? For example, evidence-based guidelines or information from a workshop.

- Click either the appropriate button or its corresponding link:

Yes: Enter or add to my Q1 2011 data
No: I have no additional funding data to report for Q1 2011

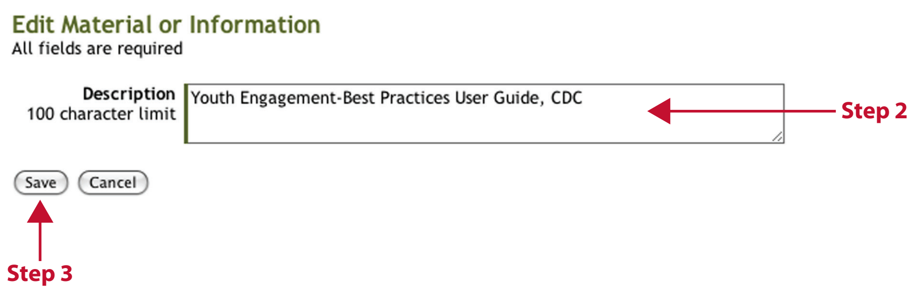
Previously Entered Materials or Information

- Click in the "Action" column to modify materials or information.
- Click column headings to sort.

Description	Reporting Period	Action
Youth Engagement-Best Practices User Guide, CDC	Q1 2011	Edit Delete
Fundamentals Of Smokefree Workplace Laws, Americans for Nonsmokers Rights	Q1 2011	Edit Delete

Previous Next Exit Q1 2011 Data Entry

STEP 1: Click **Edit** in the **Action** column of the materials or information table. When you do this, the form below will appear.



Edit Material or Information

All fields are required

Description
100 character limit
Youth Engagement-Best Practices User Guide, CDC

Save Cancel

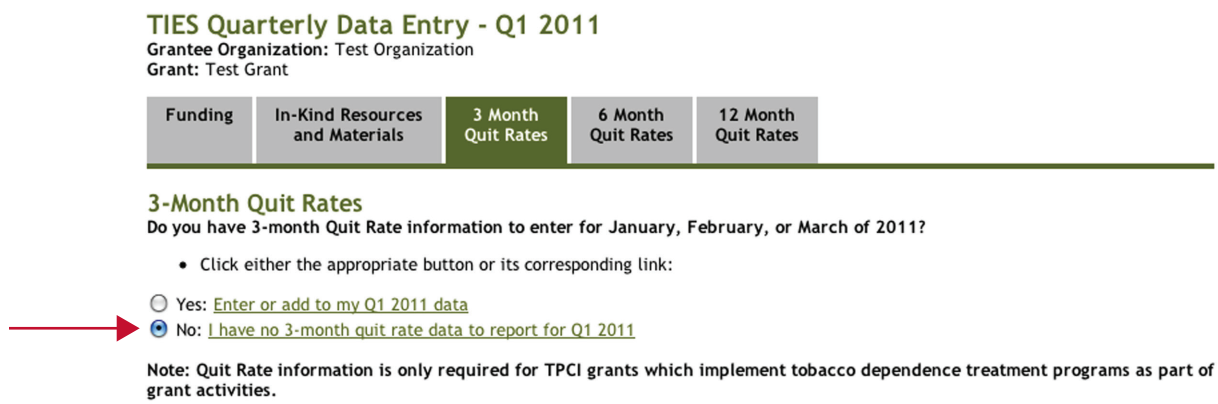
STEP 2: Edit information in this form for the previously entered material or information source.

STEP 3: Click **Save**. The form will close and go back to the **Materials and Information** screen.

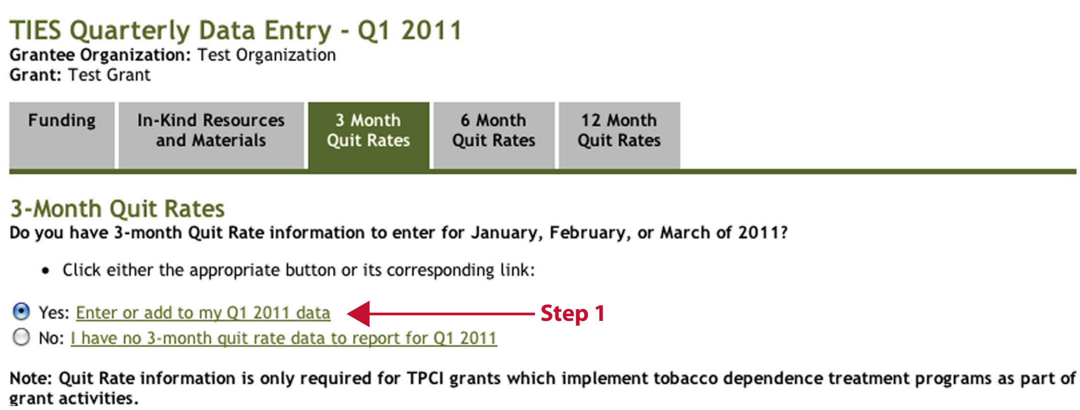
Quit Rates

On this screen you will enter information for quit rates of individuals who have participated in your direct cessation services. Please refer to the *Quit Rate Protocol* for additional information. Data will be entered into the database for 3, 6, and 12 month follow-up assessments. This section describes data entry for 3-month quit rates. The data entry steps for the three follow-up time periods are identical.

The **Quit Rate** screen has **No** selected by default. If you *do not* have quit rates to enter for the follow-up period, simply continue entering the rest of your quarterly data.



If you *do* have quit rates to enter for the follow-up period:



STEP 1: Click the link next to **Yes**. When you do this, the screen will expand with data entry fields (see next page).

Quit Rates (continued)

TIES Quarterly Data Entry - Q1 2011

Grantee Organization: Test Organization
Grant: Test Grant

Funding | In-Kind Resources and Materials | 3 Month Quit Rates | 6 Month Quit Rates | 12 Month Quit Rates

3-Month Quit Rates

Do you have 3-month Quit Rate information to enter for January, February, or March of 2011?

- Click either the appropriate button or its corresponding link:

(•) Yes: Enter or add to my Q1 2011 data
( ) No: I have no 3-month quit rate data to report for Q1 2011

Note: Quit Rate information is only required for TPCI grants which implement tobacco dependence treatment programs as part of grant activities.

3-Month Follow Up

- Enter the following information for individuals who utilized MFH-funded cessation services.
- Both conservative and observed quit rates will be calculated.
- Refer to the Quit Rate Protocol for further explanation.
- All fields are required. Enter 0 if there are no data to report.

3-Month Quit Rate Data	Value	
What was the total number of people who attended at least one meeting of a cessation intervention which ended in **October, November, and December of 2010**?	34 persons	Step 2
What was the total number of people who completed your cessation services in **October, November, and December of 2010**?	25 persons	Step 3
How many follow-up assessments did you attempt in **January, February, and March of 2011**?	34 assessments	Step 4
How many follow-up assessments did you actually complete in **January, February, and March of 2011**?	28 assessments	Step 5
How many people reported being abstinent for 7 days?	12 persons	Step 6
How many people reported being abstinent for 30 days?	10 persons	Step 7

3-Month Quit Rates	
7-day quit rate (conservative)	35.29%
7-day quit rate (observed)	42.86%
30-day quit rate (conservative)	29.41%
30-day quit rate (observed)	35.71%

STEP 2: Enter the total number of people who attended at least one meeting of a cessation intervention which ended 3, 6, or 12 months prior to the quarter.

How do I know for which months I am entering data?

The months you should be entering the follow-up information for will be in bold after the first four questions (*i.e.*, Steps 2-5).

STEP 3: Enter the total number of people who completed your cessation services 3, 6, or 12 months prior to the quarter.

STEP 4: Enter the number of follow-up assessments (out of the number in Step 2) you attempted in the quarter.

Quit Rates (continued)

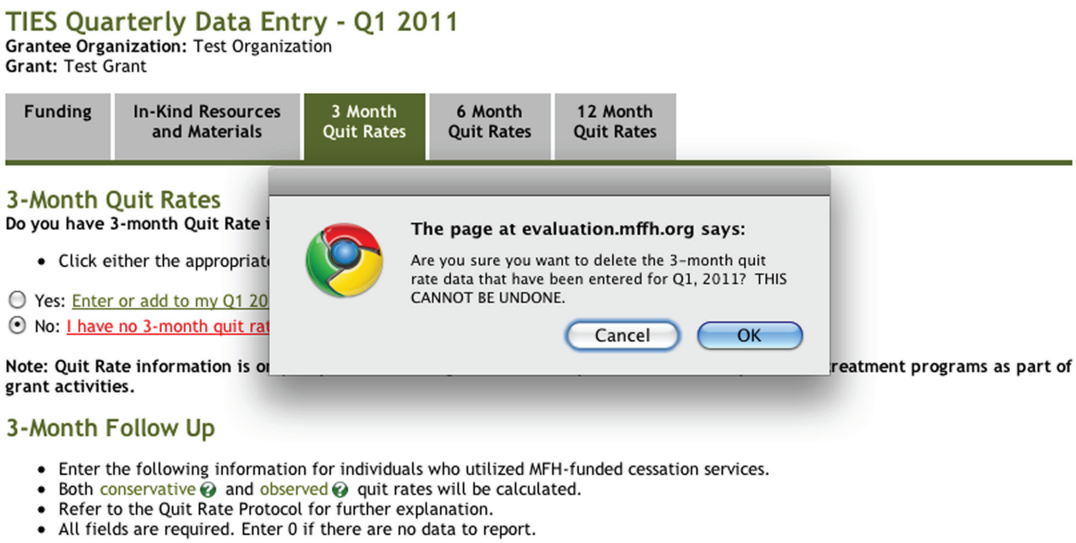
STEP 5: Enter the number of follow-up assessments you actually completed in the quarter.

STEP 6: Enter the number of people who reported being abstinent for 7 days.

STEP 7: Enter the number of people who reported being abstinent for 30 days.

Note that TIES automatically calculates quit rates based on the information you provide.

If you have entered quit rate data during the current quarter and later select the "No" radio button or corresponding link, the following prompt will appear.



You can either click **Ok** to indicate that the data entered this quarter can be deleted or click **Cancel** to go back to the **Quit Rate** screen.

Section 7: Reports

The purpose of the TIES reporting feature is to allow you to run reports on any data entered into the system for your grant. These reports provide valuable information about what your organization has accomplished under this TPCI grant.

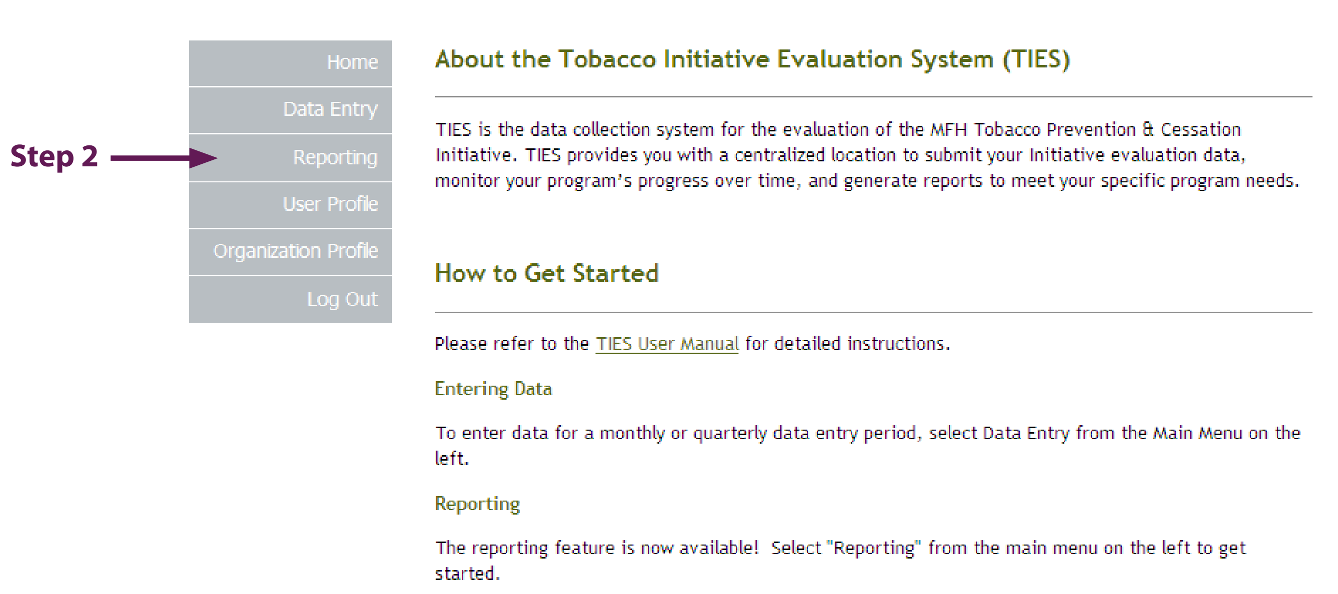
Reports can be produced for one month/quarter or a range of months/quarters, depending on your preferences.

You can only access data under your organization's grant(s). If your organization has multiple TPCI grants for which you enter TIES data, you may choose to run a report with information from one or multiple grants. This option will appear once you choose a report type.

Accessing the Reporting Feature

STEP 1: Log-in to TIES using your username and password.

STEP 2: Choose "Reporting" in the column to the left.



Report Types

What kind of information can be found in the different report types?

If you want to know...	Choose this report...	It will give you this data...
How many FTEs were working on this grant? What activities did we complete this month and with whom? Did we have any policy or systems changes? Did we have any messages developed or published?	Monthly Summary	•Number FTEs •Volunteer hours •Active partner info •Policy changes •Systems changes •Material/Media development •Published media messages •Active site info •Activity info by site
Who were our active partners and what did we do with them?	Partnerships	•Active partners •Activity info by partner •Chart: Active partners
What policy changes were implemented and how do we describe them? What systems changes were implemented and how do we describe them?	Policy & Systems Changes	•Policy changes •Policy descriptions & exemptions •Chart: Policy changes •Systems changes •Chart: Systems changes
How many materials have we developed? How many messages have we developed?	Material and Media Development	•Number of materials developed •Number of messages developed
What media messages were aired and what were their GRPs?	Published/Aired Media Messages	•Media message details •Ratings data
What activities did we perform and with which site? What advocacy, capacity development, cessation, or education activities were performed? How many people did we reach with our activities?	Site Data	•Active site details •Activities completed by site •Chart: Reach by activity type •Chart: Presentations, events, and meetings •Activity details by site
Who gave us other resources? What kind of resources have we received from others?	Other Resources Utilized	•Additional funding •In-kind resources •Materials and information
How many cessation assessment follow-ups did we attempt and complete? What are our quit rates?	Quit Rates	•Cessation services details •Observed and conservative quit rates (3-, 6-, 12-month) •Chart: 7-day observed and conservative quit rates •Chart: 30-day observed and conservative quit rates

Choosing a Report

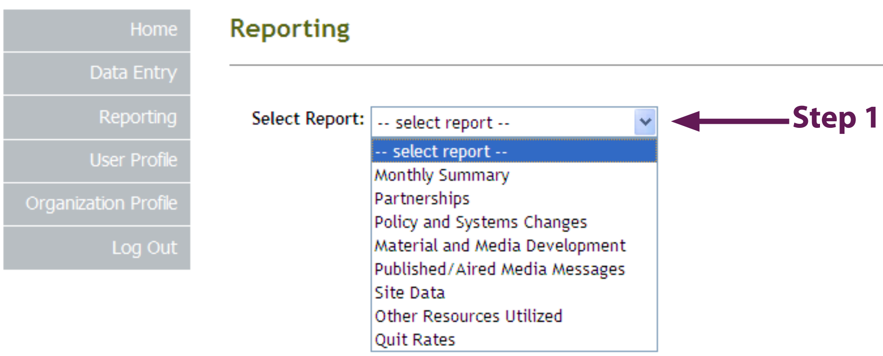
When choosing a report, you will be prompted to select a date range for all report types. These date ranges will typically be in months. Any information entered for your grant during the selected time range will be displayed in the report. Some reports also prompt you to select other information (e.g., quarters instead of months for quarterly reports, or Activity Type, County, and MFH Region for the Site Data report).

All reports

STEP 1: Select a report type from the drop-down menu.

STEP 2: Select a "Start Date."

STEP 3: Select an "End Date."



Opening Multiple Reports

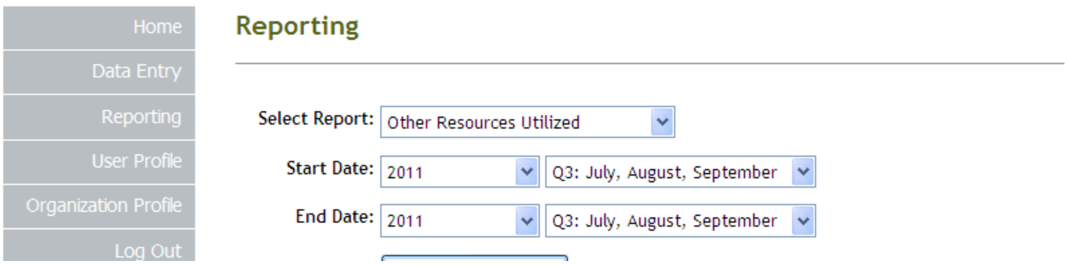
Only one report can be opened in TIES at a time. When a report is run in TIES, a new window opens up with the report information. To run another report in TIES, make sure to close the pop-up report window before generating the second report.

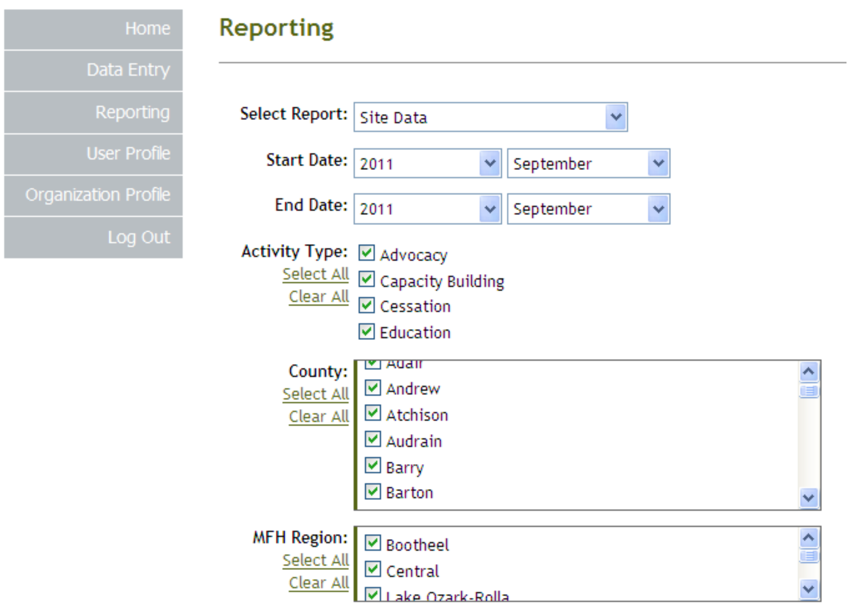
Pop-up Blockers

You must disable your pop-up blockers to run reports. If your pop-up blockers are not disabled for the website, reports cannot open in a new window.

Other Reports

Some reports will have different date range options (i.e. quarters for quarterly reports) or extra options (i.e. activity type, County, and Region for the "Site Data" report).





The Site Data report presents many more options than any other report type in TIES. Automatic selections are made for you (i.e. all Activity Types, all Counties, and all MFH Regions), which you can change. If you uncheck any of the boxes, the unchecked options will not provide data in the report. For example, if you wanted information on only cessation activities, you would uncheck every Activity Type except for "cessation." You also have the option to uncheck all options within a field by selecting "Clear All." For example, many counties appear in the County category. If you only wanted information in the report for Barry County, you could select "Clear All" and then check "Barry."

Keep in mind that if you did not enter data for sites within a particular County or Region, data will not appear for that County or Region regardless of whether or not it was checked or unchecked.

Report Features

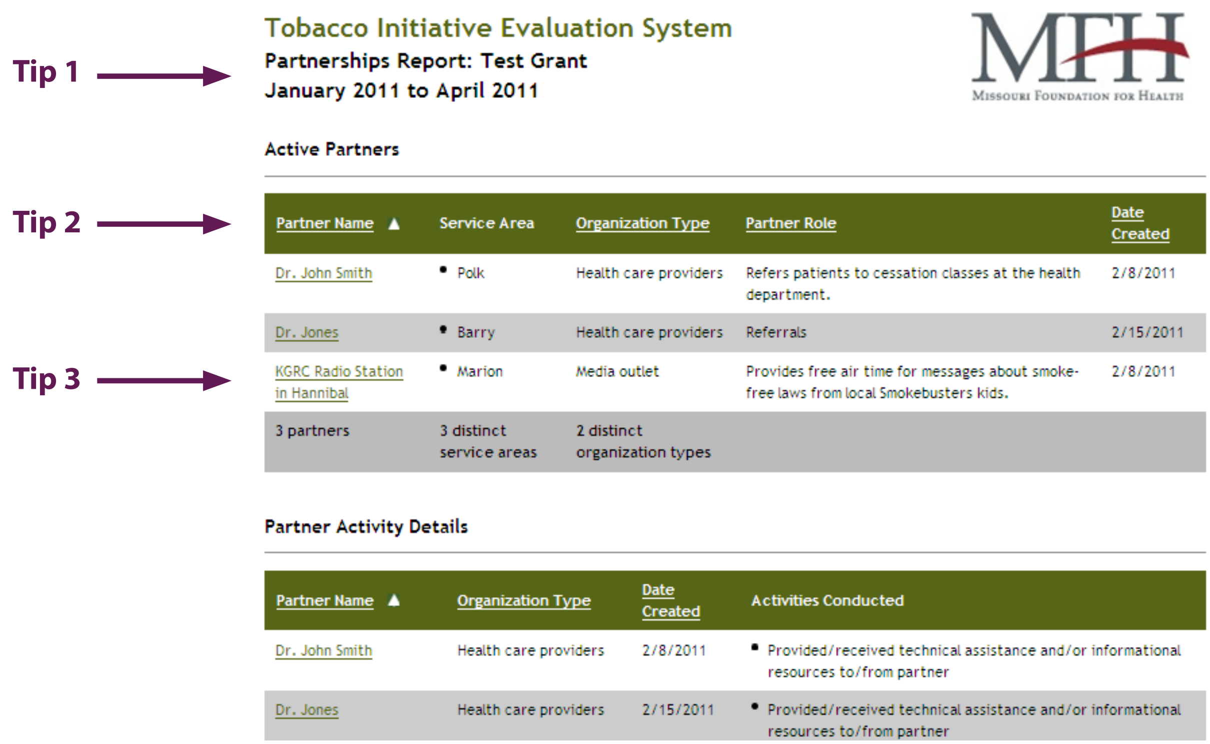
Features

Several features exist within reports for organization and management of information.

Tip 1: The specific selections made before generating the report are displayed at the top of each report. This information includes the type of report, the grant, the date range, and other applicable selections that you made.

Tip 2: Within reports, some column titles are underlined. These columns can be arranged in ascending (one click) or descending (two clicks) order.

Tip 3: Within reports, some text appears in green and underlined. If clicked, these items will redirect you within the same report to the next nearest table containing information about that item.


Tip 1

Tip 2

Tip 3

Tobacco Initiative Evaluation System

Partnerships Report: Test Grant

January 2011 to April 2011

Active Partners

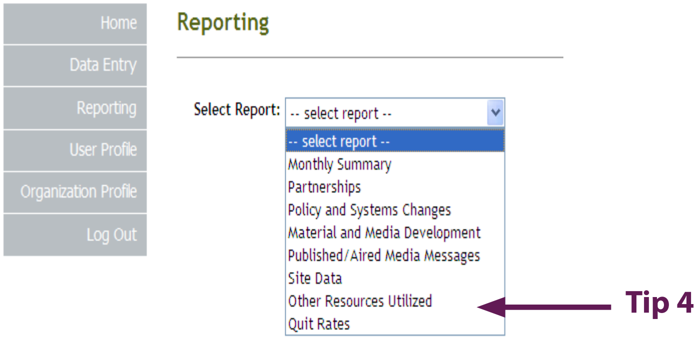
Partner Name ▲	Service Area	Organization Type	Partner Role	Date Created
Dr. John Smith	• Polk	Health care providers	Refers patients to cessation classes at the health department.	2/8/2011
Dr. Jones	• Barry	Health care providers	Referrals	2/15/2011
KGRC Radio Station in Hannibal	• Marion	Media outlet	Provides free air time for messages about smoke-free laws from local Smokebusters kids.	2/8/2011
3 partners	3 distinct service areas	2 distinct organization types		

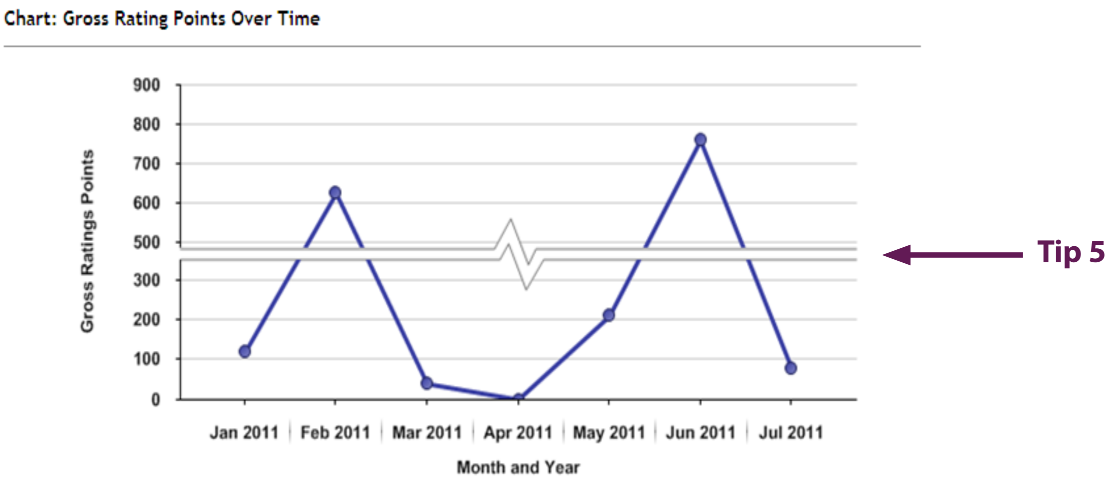
Partner Activity Details

Partner Name ▲	Organization Type	Date Created	Activities Conducted
Dr. John Smith	Health care providers	2/8/2011	• Provided/received technical assistance and/or informational resources to/from partner
Dr. Jones	Health care providers	2/15/2011	• Provided/received technical assistance and/or informational resources to/from partner

Tip 4: Unlike the data entry page, reports are not broken down by monthly and quarterly reports. Instead, the last two reports appearing in the drop-down menu (i.e. "Other Resources Utilized" and "Quit Rates") contain the quarterly data.

Tip 5: Some graphs may have breaks. Breaks are represented by thick white lines on the x- or y-axis. These breaks occur because the graph is too large to display without them.





Report Details

Below you will find a description of each of the tables and charts available in TIES reports. Not all tables and charts may be available in every report; if data is not available for the selected time frame or the time frame is short (i.e. one month or quarter), some items in the reports will not be displayed.

Monthly

Staffing and Volunteers
This table provides the number of FTEs and volunteer hours.
Active Partners
This table provides details about each of your active partners, including location, role, organization type, and date created.
Policy Changes
This table provides details about each of the policy changes, including location, sites, reach, and policy type.
Systems Changes
This table provides details about each of the systems changes, including location, sites, reach, and systems type.
Material and Media Message Development
This table provides the development activity and number of materials and media messages developed.
Published/Aired Media Messages
This table provides information about media message aired and published, including name, sites involved, publication medium, purpose, and GRPs.
Active Sites
This table provides details about active sites, including site name, whether the site was new during the chosen reporting time frame, county, site setting, organization size, and date the site was added.
Activity Data for All Active Sites
This table provides information for activities performed at each site, including activity details and number of sites.

Partnerships

Active Partners
This table provides details about each of your active partners, including location, role, organization type, and date created.

Partner Activity Details
This table provides details about activities conducted with each partner, including partner name, organization type, date partner was created, and specific activities conducted.

Total Active Partners by Detail
This chart shows the number of partners falling within each activity type.

Policy and Systems Changes

Policy Changes
This table provides details about each of the policy changes, including location, sites, reach, and policy type.

Policy Description & Exemptions
This table provides more specific information about policy changes, details and exemptions.

Total Policy Changes by Type
This chart displays the number and percent of policies that fell within each type of policy change enacted.

Policy Changes Cumulative Reach Over Time
This chart will only appear if you select a range of months for which reach numbers are available for policy changes. This chart provides total number of people reached through policy changes, adding each month's reach to the previous month's reach total.

Systems Changes
This table provides details about each of the systems changes, including location, sites, reach, and systems type.

Total Systems Changes by Type
This chart displays the number and percent of systems that fell within each type of systems changes enacted.

Systems Changes Cumulative Reach Over Time
This chart will only appear if you select a range of months for which reach numbers are available for systems changes. Provides total number of people reached through systems changes, adding each month's reach to the previous month's total reach.

Material and Media Development

Material and Media Message Development

This table provides the development activity and number of materials/media messages developed.

Published/Aired Media Messages

Published/Aired Media Messages

This table provides information about media message aired and published, including name, sites involved, publication medium, purpose, and GRPs.

Ratings Data

This table provides details about published message audience reach, total intended population, frequency, and GRPs.

Gross Ratings Points Over Time

This chart will only appear if you select a range of months for which GRPs are available for published media. This chart provides GRPs for each month within the selected time frame.

Site Data

Active Sites

This table provides details about active sites, including site name, whether the site was new during the chosen reporting time frame, county, site setting, organization size, and date the site was added.

Activity Data for All Active Sites

This table provides information for activities performed at each site, including activity details and number of sites.

Reach by Activity Type

This chart displays total reach for each activity type.

Presentations, Events, and Meetings

This chart displays the number of products by activity type.

Active Sites Over Time

This chart will only appear if you select a range of months during which there were active sites. This chart displays the number of active sites.

Activity Details by Site

This data provides specific details about activity sites, activity types, details, and reach.

Other Resources Utilized

Additional Funding

This table provides details about other funding sources, including a description of the source, amount received, and in what quarter the funding was received.

In-kind Resources

This table provides details about in-kind resources, including a description of the source, the type of resource, the unit of resource, amount received, and in what quarter the resource was received.

Materials & Information

This table provides details about materials and information used to enhance a project, including a description of the source and in what quarter the funding was received.

Quit Rates

Cessation Services Follow-up Assessments

This table provides details for 3-, 6-, and 12-month follow-ups, including number of participants who completed services, number of attempted follow-ups, number of completed follow-ups, and follow-up response rate.

Observed and Conservative Quit Rates

This table provides details for 3-, 6-, and 12-month follow-ups, including7-day observed and conservative quit rates and 30-day observed and conservative quit rates.

7-day Conservative Quit Rates at 3, 6, and 12 Months after Treatment

This chart provides response rates, number of participants, and quit rates for cessation participants 7 days after compared to people who do not go through a cessation program.

30-day Conservative Quit Rates at 3, 6, and 12 Months after Treatment

This chart provides response rates, number of participants, and quit rates for cessation participants 30 days after compared to people who do not go through a cessation program.

7-day Conservative Quit Rates at 6 Months After Treatment Over Time

This chart will only appear if you select a range of quarters for which quit rates are available. This chart provides quit rates over the period of selected quarters for cessation participants 7 days after treatment.

30-day Conservative Quit Rates at 6 Months After Treatment Over Time

This chart will only appear if you select a range of quarters for which quit rates are available. This chart provides quit rates over the period of selected quarters for cessation participants 30 days after treatment.

System Messages

Occassionally, you may encounter an error. Typically, a pop-up window will open with a Server Error Message or your webpage will open to an error message. If this occurs, take a screen shot of the Server Error Message or copy and paste the message and send the message, along with what steps you were attempting to take, to the TIES Coordinator, Julianne Cyr (jcyr@wustl.edu).

Step 1: Take a screen shot or copy and paste the error text.

Step 2: Paste the image into an email.

Step 3: In the email, write a description of what actions you were performing before the error occured.

Step 4: Send the email to the TIES Coordinator (jcyr@wustl.edu).

Example of a Server Error

Server Error in '/' Application.

Input string was not in a correct format.

Description: An unhandled exception occurred during the execution of the current web request. Please review the stack trace for more information about the error and where it originated in the code.

Exception Details: System.FormatException: Input string was not in a correct format.

Source Error:

```
Line 725:foreach (DataRow r in t.Rows) {
Line 726:         String SQL2 = SQL.Replace("[[TOKEN]]",Mki.Methods.ToSqlDateTime(r["PeriodEnd"]));
Line 727:         r["CumulativeReach"] = Convert.ToInt32(Mki.Methods.GetValueFromDB (SQL2));
Line 728:}
Line 729:
```

Source File: c:\inetpub\vhosts\evaluation.mffh.org\httpdocs\ties\reporting.aspx **Line:** 727

Stack Trace:

```
[FormatException: Input string was not in a correct format.]
   System.Number.StringToNumber(String str, NumberStyles options, NumberBuffer& number, NumberFormatInfo info, Boolean parseDecimal) +2782219
   System.Number.ParseInt32(String s, NumberStyles style, NumberFormatInfo info) +112
   System.Convert.ToInt32(String value) +68
   ASP.ties_reporting_aspx.Chart_SystemsCumulativeReach() in c:\inetpub\vhosts\evaluation.mffh.org\httpdocs\ties\reporting.aspx:727
   ASP.ties_reporting_aspx.Page_Load(Object sender, EventArgs e) in c:\inetpub\vhosts\evaluation.mffh.org\httpdocs\ties\reporting.aspx:126
   System.Web.Util.CalliHelper.EventArgFunctionCaller(IntPtr fp, Object o, Object t, EventArgs e) +15
   System.Web.Util.CalliEventHandlerDelegateProxy.Callback(Object sender, EventArgs e) +33
   System.Web.UI.Control.OnLoad(EventArgs e) +99
   System.Web.UI.Control.LoadRecursive() +47
   System.Web.UI.Page.ProcessRequestMain(Boolean includeStagesBeforeAsyncPoint, Boolean includeStagesAfterAsyncPoint) +1436
```

Saving, Printing, and Exporting

Saving and Printing Reports

Reports can be saved and printed the same way you would normally save or print a webpage on your computer. However, there are other options for saving and printing an entire report or pieces of a report. One option is to save the report to a Word document and printing from the new document.

Step 1: Run the report.

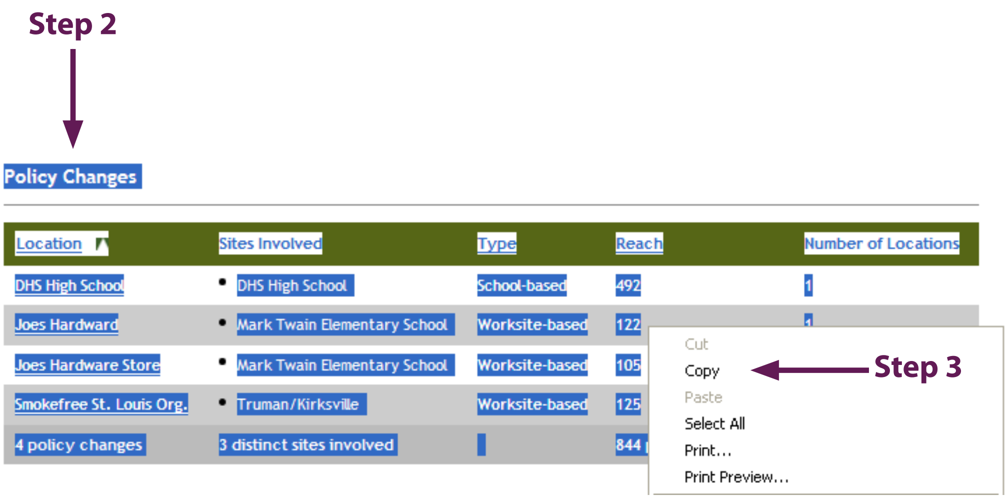
Step 2: Highlight the information in the report you wish to save.

Step 3: Copy the information (i.e. choose "copy" after right-clicking the selected items or use "ctrl+c").

Step 4: Open the Word document.

Step 5: Paste the copied information into the new document (i.e. choose "paste" after right-clicking the area in which to place the selected items or "ctrl+v").

Step 6: Print the document.



Exporting Graphics

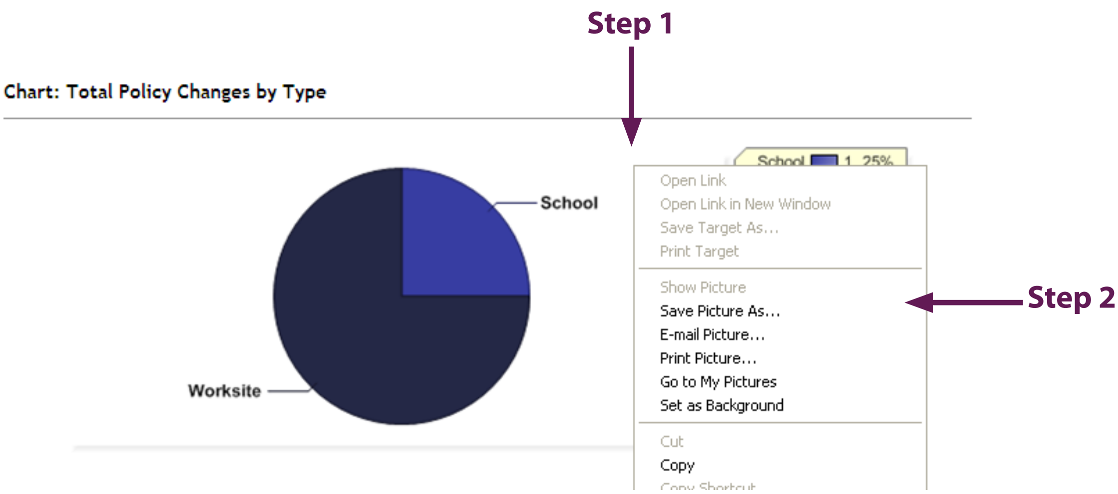
Graphics (i.e. charts) can also be exported from the report, saved in another file format, and used in other document types (e.g., PowerPoint). This can be particularly useful for creating reports for your organization.

Step 1: Right click on the chart. This opens up a drop down list of options.

Step 2: Click "Save picture as..."

Step 3: Choose the file type (e.g., png, bitmap), name, and the location before saving the image.

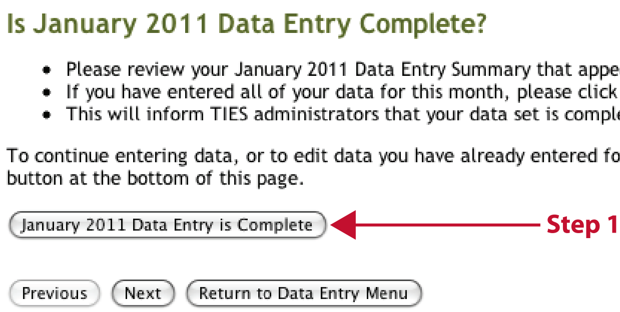
Step 4: Open the new document into which you want to place the image and import the chart.



What do I do when I have completed data entry?

For monthly data entry:

At the bottom of the **Monthly Data Entry Summary** screen, you will be prompted to review the month's data entry summary.



Is January 2011 Data Entry Complete?

- Please review your January 2011 Data Entry Summary that appears on the upper half of this page.
- If you have entered all of your data for this month, please click the "Data Entry is Complete" button below.
- This will inform TIES administrators that your data set is complete and will close data entry for January 2011.

To continue entering data, or to edit data you have already entered for this month, click the appropriate tab above or on the "Next" button at the bottom of this page.

January 2011 Data Entry is Complete

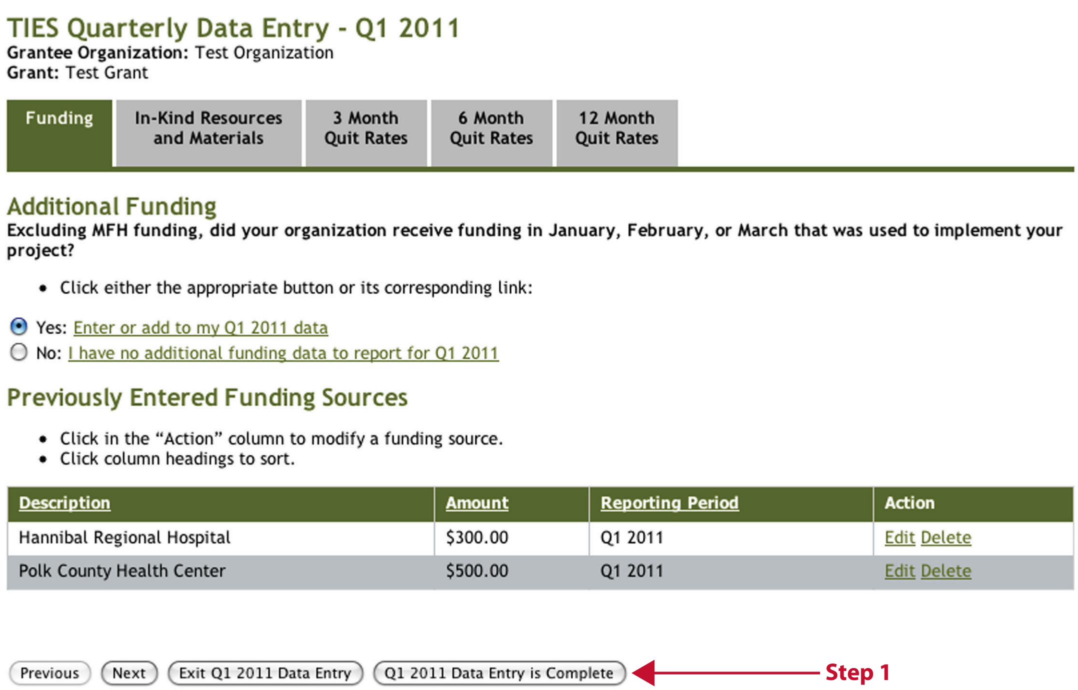
Step 1

Previous Next Return to Data Entry Menu

STEP 1: If monthly data entry is complete, click **Data Entry is Complete**. This will inform TIES administrators that your monthly data set is complete and will close data entry for the month. *You will no longer be able to make changes without contacting the TIES Coordinator (jcyr@wustl.edu).*

For quarterly data entry:

You can submit quarterly data from the bottom of any quarterly data entry screen. For example:



TIES Quarterly Data Entry - Q1 2011

Grantee Organization: Test Organization
Grant: Test Grant

Funding | In-Kind Resources and Materials | 3 Month Quit Rates | 6 Month Quit Rates | 12 Month Quit Rates

Additional Funding

Excluding MFH funding, did your organization receive funding in January, February, or March that was used to implement your project?

- Click either the appropriate button or its corresponding link:

Yes: Enter or add to my Q1 2011 data
No: I have no additional funding data to report for Q1 2011

Previously Entered Funding Sources

- Click in the "Action" column to modify a funding source.
- Click column headings to sort.

Description	Amount	Reporting Period	Action
Hannibal Regional Hospital	$300.00	Q1 2011	Edit Delete
Polk County Health Center	$500.00	Q1 2011	Edit Delete

Previous Next Exit Q1 2011 Data Entry Q1 2011 Data Entry is Complete

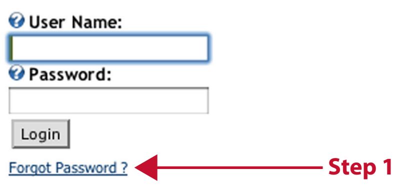
Step 1

For quarterly data entry (continued):

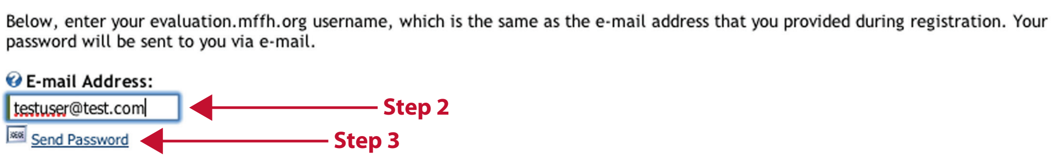
STEP 1: If quarterly data entry is complete, click **Data Entry is Complete** a the bottom of any quarterly data entry screen. This will inform TIES administrators that your quarterly data set is complete and will close data entry for the quarter. *You will no longer be able to make changes without contacting the TIES Coordinator (jcyr@wustl.edu).*

What if I forget my password?

From the log in screen, you can request that your password be sent to you via e-mail.



STEP 1: Click **Forgot Password?**



STEP 2: Enter your evaluation.mffh.org user name, which is the same as the e-mail address that you provided during registration.

STEP 3: Click **Send Password**. Your password will be sent to you via e-mail.

What is a Full Time Equivalent (FTE)?

Full Time Equivalent (FTE) is defined as the number of total hours worked in a pay period divided by the total number of possible hours in that pay period, based on a 40 hour work week.

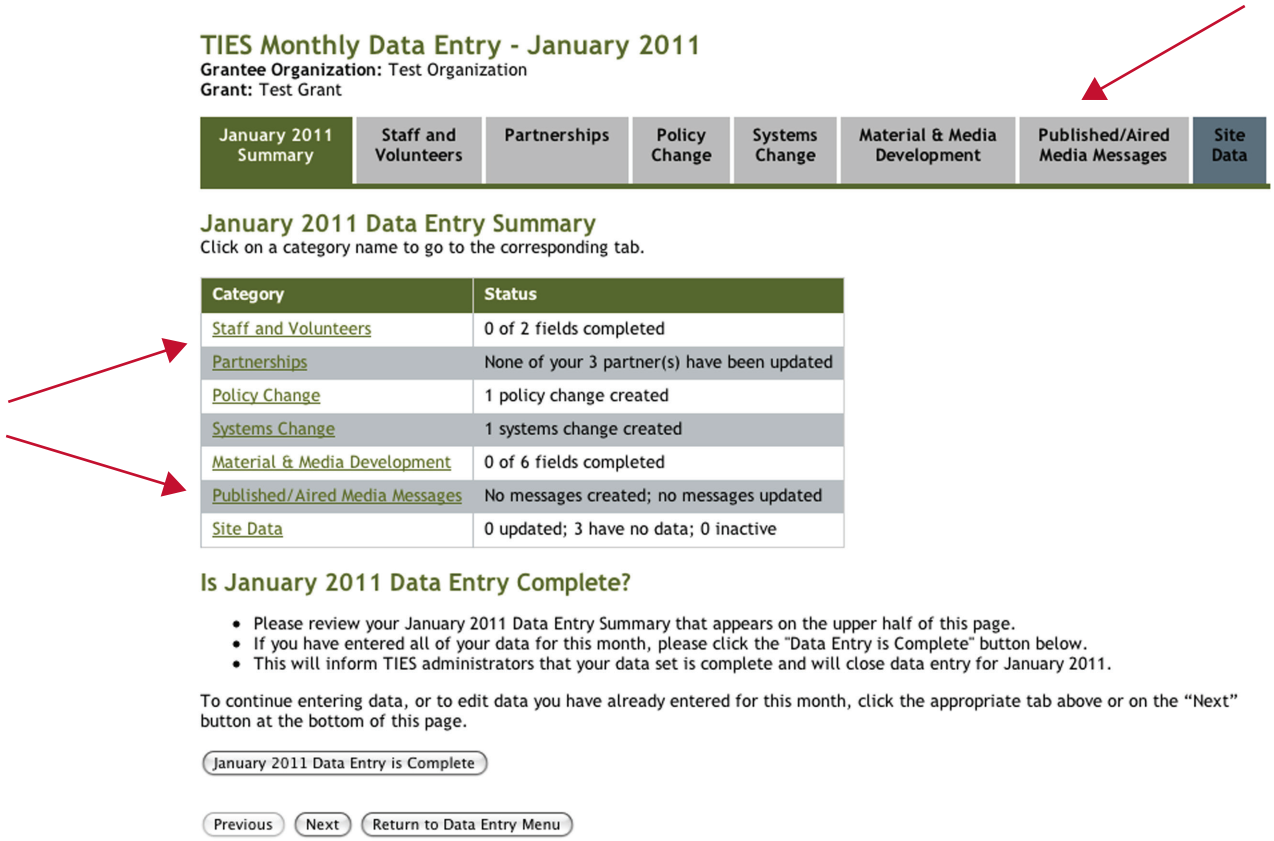
What is the difference between Staff and Volunteers?

Staff are any team members that receive payment or a stipend for working on the grant. Include mentors, facilitators, etc. who received a stipend for their time in your FTE totals.

Volunteers are people working on your project that are not receiving payment for their work. If a person is receiving a stipend, but it is to help fund activities, not the person's time, that person would be considered a volunteer.

How do I navigate to different data entry screens?

In order to get to a specific data entry page, you may either click on the category of data in the summary, or one of the tabs at the top of the screen.



TIES Monthly Data Entry - January 2011

Grantee Organization: Test Organization
Grant: Test Grant

January 2011 Summary | Staff and Volunteers | Partnerships | Policy Change | Systems Change | Material & Media Development | Published/Aired Media Messages | Site Data

January 2011 Data Entry Summary

Click on a category name to go to the corresponding tab.

Category	Status
Staff and Volunteers	0 of 2 fields completed
Partnerships	None of your 3 partner(s) have been updated
Policy Change	1 policy change created
Systems Change	1 systems change created
Material & Media Development	0 of 6 fields completed
Published/Aired Media Messages	No messages created; no messages updated
Site Data	0 updated; 3 have no data; 0 inactive

Is January 2011 Data Entry Complete?

- Please review your January 2011 Data Entry Summary that appears on the upper half of this page.
- If you have entered all of your data for this month, please click the "Data Entry is Complete" button below.
- This will inform TIES administrators that your data set is complete and will close data entry for January 2011.

To continue entering data, or to edit data you have already entered for this month, click the appropriate tab above or on the "Next" button at the bottom of this page.

January 2011 Data Entry is Complete

Previous | Next | Return to Data Entry Menu

What is a partnership?

A **Partnership** is a relationship between you and another organization that exists in the interest of achieving a common goal. Partners can share expertise, funding, staff, technology or other resources.

How do I determine the number of employees and patrons affected by a policy?

For example: A community of 1,500 approves a smokefree policy for all restaurants. Approximately 50 people in the community work at a restaurant. Enter 50 in Step 2e and 1500 in Step 2f.

How do I determine the number of employees and patrons affected by a systems change?

For example:

- A community clinic implements a clinic-wide tobacco user identification system. The clinic serves approximately 1,200 persons a month. Enter 1200 in Step 2e.

- A local non-profit organization provides education and resources to 42 healthcare providers, encouraging them to intervene with their patients who use tobacco. Enter 42 in Step 2e.

How do I determine the audience reach, total population, and frequency for each message?

Audience Reach

An estimate of the number of people in your target population who viewed, heard or read your media message.

Total Population

The total number of people in your target audience. If you aren't targeting a specific group, but rather a community or region, you can use the population base the media outlet covers.

Frequency

The number of times your media message was published or aired during the month.

If you have trouble locating any of these numbers, please contact Danielle Pauley at dpauley@gwbmail.wustl.edu.

Why do you need to know the audience reach, total population, and frequency for each message?

These numbers are needed to calculate Gross Rating Points (GRPs), which provide an estimate of the impact of your message. Once the three items above are entered, the system will automatically calculate GRP's.

What does it mean if a site is "Active"?

A site is considered active if it conducted activities during this month and/or if you conducted capacity building activities with the site (*e.g.*, provided information, provided technical assistance).

Who do I include in the number of persons in the organization for a site?

Include persons who are at the site on a regular basis and would be affected by your tobacco project activities. For example, if the site is an elementary school and you are working with the school to pass a campus-wide smokefree policy, include staff and students.

How do I know for which months I am entering quit rate data?

The months you should be entering the follow-up information for will be in bold after the first four questions in the quit rate data entry form.

Glossary

Additional Funding

Funding other than MFH funding that was donated to help implement your TPCI program.

Advocacy Activities

Advocacy includes a wide range of activities conducted to influence decision makers at various levels. Advocacy activities can involve arguing for, defending, or recommending a specific cause or proposal.

Audience Reach

An estimate of the number of people who actually view, hear, or read a given media message.

Capacity Building Activities

Capacity building activities are activities which aim to promote your project or prepare sites for implementing grant activities (e.g.. funding, materials, technical assistance).

Cessation Activities

Cessation activities are designed to facilitate cessation through the provision of information (materials, tipsheets), referral to cessation services, conducting cessation classes or providing NRT.

Educational Activities

Educational activities are designed to increase knowledge or skill to prevent tobacco use and/or increase cessation.

Frequency

The number of times a media message is aired during a specific time period.

FTEs

Full Time Equivalent (FTE) is defined as the number of total hours worked in a pay period divided by the total number of possible hours in that pay period, based on a 40 hour work week.

GRPs

GRPs (Gross Rating Points) are an estimate of the impact of media messages. GRPs are calculated using information about audience reach, total population and frequency of media message. (Audience Reach / Total Population) x Frequency = GRP.

In-Kind Resources

In-kind resources are things you might otherwise pay for with dollars, but you do not need to buy because they have been given or loaned to you. When someone offers your program a service, supplies, or staff time, you are receiving in-kind support.

Partnership

A partnership is a relationship between you and another organization that exists in the interest of achieving a common goal. Partners can share expertise, funding, staff, technology or other resources.

Policy Change

A policy is a set of formal rules (including, but not limited to laws) intended to promote cessation or prevention of tobacco use. Policies can include statewide OR community wide changes, but can also include policies at the organizational level (e.g., worksites, schools).

Quit Rates

Conservative quit rate is calculated by dividing the number of participants who reported not using tobacco by the number of participants a grantee attempted to contact for follow-up. This is consistent with the intent to treat (ITT) framework, which assumes that participants who did not complete follow-up assessment are smokers, and is therefore a conservative estimate.

Observed quit rate is calculated by dividing the number of people reporting abstinence by the total number of assessments completed. This method does not assume that participants who were not contacted for follow-up are smokers.

Staff

Staff are any team members that receive payment or a stipend for working on the grant. Please include any mentors, liaisons, facilitators, etc. who received a stipend for their time in your FTE totals.

Systems Change

Tobacco-related systems change involves specific strategies, implemented at an organizational level, which aim to treat and prevent tobacco dependence (i.e. tobacco user-id system; resources allocated to worksite tobacco dependency services). This is in contrast to strategies which target the individual tobacco user.

Total Population

The total number of people in your target audience. If you aren't targeting a specific group, but rather a community or region, you can use the population base the media outlet covers.

Volunteers

Volunteers are any people working on your project that are not receiving payment for their work. If a person is receiving a stipend, but it is to help fund activities, not the person's time, that person would be considered a volunteer.