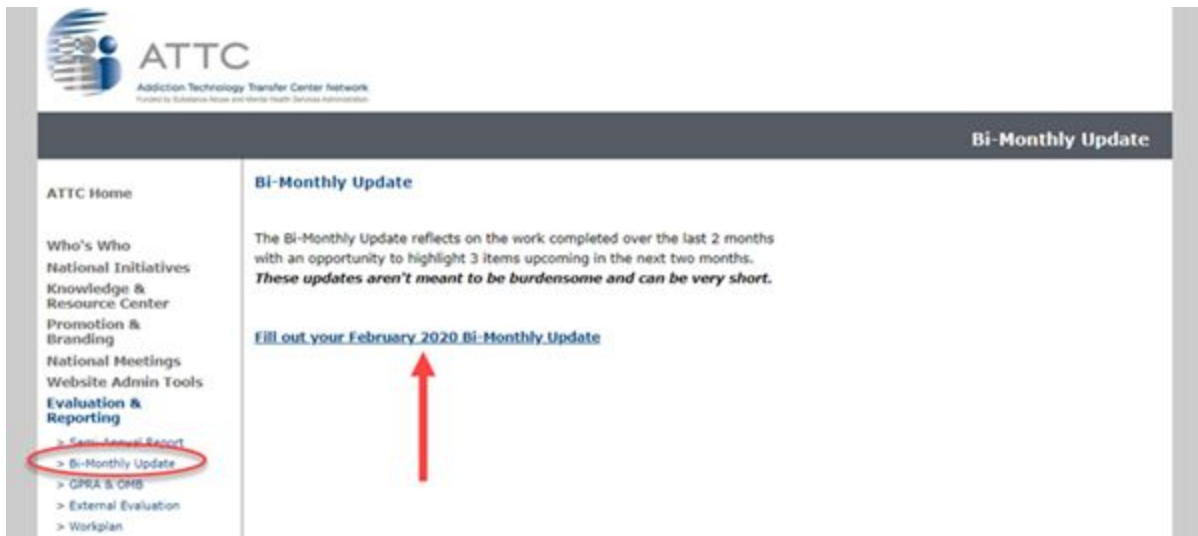


Login to the ATTC Hub <https://attchub.org/regcenters/webadmin/login.aspx>

Select “> **Bi-Monthly Update**” and then “**Fill out your February 2020 Bi-Monthly Update**”



To Enter Your Center’s **3 Highlights from the Previous 2 Months** - select how you would like to Enter the Information:

- If you select “**Enter new previous highlight using blank form**” you will be taken directly to a blank form to enter your highlight

The screenshot shows the "Add/Update Past Highlight" form on the ATTC Hub website. The header includes the ATTC logo and the text "Addiction Technology Transfer Center Network" and "Funded by Substance Abuse and Mental Health Services Administration". The main navigation bar is labeled "Bi-Monthly Update". On the left, a sidebar menu lists various categories, with "Evaluation & Reporting" highlighted and a red circle around the "Bi-Monthly Update" link. The main content area is titled "Add/Update Past Highlight" and contains the following fields and options:

- Short Title**: A text input field.
- Long Description**: A large text area for entering the highlight details.
- Link to More Information**: A text input field.
- Does this item relate to the following?**: A section with three radio button options:  Intensive Technical Assistance (ITA),  The Opioid Epidemic, and  None of the Above.
- Related Workplan Activity**: A section with a dropdown menu and a "Submit" button. The text reads: "Does this item relate to a planned activity included in your current workplan?"

- If you select “**Enter previous highlight from website**” you will be taken to a list of content added to your section of the website and content will be imported into form for you to edit. (See image on following page)

The screenshot shows the ATTC (Addiction Technology Transfer Center Network) website interface. At the top, there is a navigation bar with "ATTC Home", "Who's Who", "National Initiatives", and "Knowledge & Resources". The main content area is titled "Bi-Monthly Update" and "Add/Update Past Highlight".

On the left, there is a sidebar with a "Logout" button. The main content area displays a list of highlights under the heading "Add/Update Past Highlight". The list includes columns for "Short Title", "Long Description", and "Link to More Information". One highlight is selected, and its details are shown in a form below the list.

The selected highlight is titled "Recovery Supports: Expanding Recovery Capital". The long description states: "This is the final session of the Women and Stimulant Use Project ECHO Series. The series will utilize Project ECHO format to provide case-based learning and consultation for substance use and other health care providers working with women who use stimulants. Using the Zoom videoconferencing platform, providers will be able to connect directly with leading experts in the field to build their capacity to provide evidence-based care. Each 90-minute session will include a brief didactic presentation and an interactive discussion on two de-identified client cases. Recovery Supports: Expanding Recovery Capital A conversation with experienced peer recovery coaches regarding the values, principles and strategies of effective peer support for women facing challenges with stimulant use. Objectives: Describe the key recovery principles that support effective peer services for women who use stimulants. Describe strategies for peer support that successfully build recovery capital for women who use stimulants. Describe strategies for peer support that successfully address the challenges of working in a rural community."

Below the description, there is a "Link to More Information" field with the URL: <https://attcnetwork.org/centers/mid-america-attc/event/recovery-supports-expanding-recovery-capital>

There are also checkboxes for "Does this item relate to the following?" with options:
 

- Intensive Technical Assistance (ITA)
- The Opioid Epidemic
- None of the Above

At the bottom, there is a "Related Workplan Activity" section with a dropdown menu set to "Yes". Below this, there are three dropdown menus for "Goal", "Objective", and "Activity":
 

- Goal: F - Serve as a Resource
- Objective: Update Existing CM Online Course
- Activity: 1 - Identify and contract with expert consultant to review content

 A "Submit" button is located at the bottom of the form.

Be sure to complete the “**Related Workplan Activity**” section if the highlight you are including relates to a specific activity included in your Year's Workplan.

This close-up screenshot focuses on the "Related Workplan Activity" section of the form. It shows a dropdown menu set to "Yes". Below this, there is instructional text: "Choose the related Goal, then Objective, then Activity below. The Objective menu will automatically appear once a Goal is selected. The Activity menu will automatically appear once an Objective is selected."

The form contains three dropdown menus:
 

- Goal: F - Serve as a Resource
- Objective: Update Existing CM Online Course
- Activity: 1 - Identify and contract with expert consultant to review content

 A "Submit" button is located at the bottom of the form.

Complete Form and **Select “Submit”**.

**Repeat** for remaining 5 highlights you wish to share in your Center's Update. Use the "View", "Edit" and "Remove" to edit information (if needed).

**ATTC**  
Addiction Technology Transfer Center Network  
Funded by Substance Abuse and Mental Health Services Administration

**Bi-Monthly Update**

ATTC Home

Who's Who  
National Initiatives  
Knowledge & Resource Center  
Promotion & Branding  
National Meetings  
Website Admin Tools  
Evaluation & Reporting

- > Semi-Annual Report
- > Bi-Monthly Update
- > GPRA & OMB
- > External Evaluation
- > Workplan
- > Data Dashboards
- > Grants Management

Logout

**Bi-Monthly Update**

**3 Highlights from Previous 2 Months**

		Title	
<a href="#">View</a>	<a href="#">Edit</a>	Recovery Supports: Expanding Recovery Capital	<a href="#">Remove</a>
<a href="#">View</a>	<a href="#">Edit</a>	Listen to Recovery Story Podcasts!	<a href="#">Remove</a>
<a href="#">View</a>	<a href="#">Edit</a>	Alternative Housing Types	<a href="#">Remove</a>

**3 Highlights for Upcoming 2 Months**

		Title	
<a href="#">View</a>	<a href="#">Edit</a>	HRSA's Hepatitis C Prescriber Toolkit	<a href="#">Remove</a>
<a href="#">View</a>	<a href="#">Edit</a>	Listen to Recovery Story Podcasts!	<a href="#">Remove</a>
<a href="#">View</a>	<a href="#">Edit</a>	Kansas City Perinatal Recovery Collaborative - KCMO Workgroup Meeting	<a href="#">Remove</a>

When complete, select **"Review and Submit Bi-Monthly Update"**.

Lastly, after confirming your Update submission, select **"Submit Bi-Monthly Update"**. You will not be able to edit your Update after it is submitted.

You will receive an email confirming your submission.