

TTC ONLINE WORKPLAN SUBMISSION

> Create an account

If you do not have an account, go to:

<https://attchub.org/regcenters/webadmin/login.aspx>

and create an account by selecting the “**Register here**” link.

TTC
Technology Transfer Centers
Funded by Substance Abuse and Mental Health Services Administration

Welcome to THE HUB

Need an account? [Register here.](#)

Email:

Password: [I forgot my password](#)

Technology Transfer Centers
Funded by Substance Abuse and Mental Health Services Administration (SAMHSA)

Site Developed by KC Web Programmers

Next, complete the form by filling out all the fields, including a password, and **select** “**Submit**”.

[Back to Login](#)**Hub Registration****Network**

MHTTC Network ▾

TTC

MHTTC Network Coordinating Office ▾

First Name

Erin

Last Name

Hobbs

Email

hobbse@umkc.edu

Password

••••••

Confirm Password

••••••

Technology Transfer Centers

Funded by Substance Abuse and Mental Health Services Administration (SAMHSA)

You will then receive two emails. The first will confirm we have received your request for a new account, and the second will notify you when we have activated your account and you are able to login.

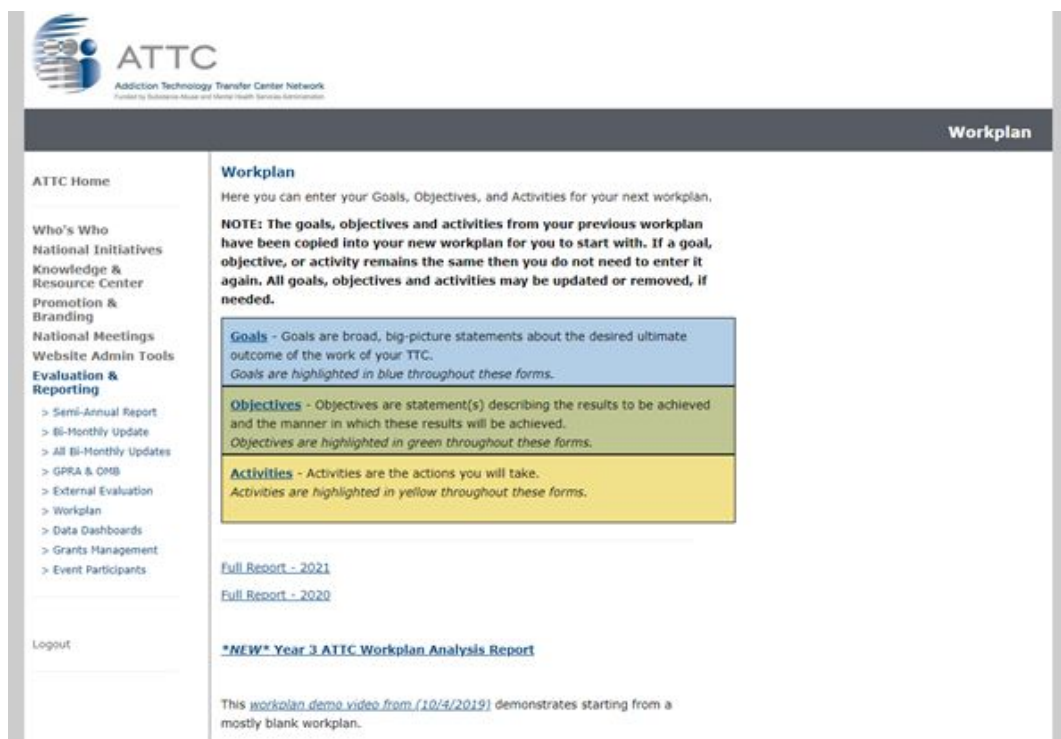
Once you receive this second email, you may return and login to access the online workplan submission tool.

> Login and Enter Year Three Workplan

After logging in, select “> **Workplan**” under “Evaluation and Reporting”



This will take you to the **Workplan Main Page**. Here you will see options to enter **Goals**, **Objectives** and **Activities** for the coming year - along with brief descriptions - as well as a link to view your Full Report (once you have started entering information).



> Completing Your Workplan

ENTERING GOALS

To enter your Center's GOALS for the coming year, complete the form - entering each separately. As you enter a new goal, please identify each goal with a unique letter, starting with "A". **Remember - Goals are broad, big-picture statements about the desired ultimate outcome of the work of your TTC.**

Below the entry form, you will be able to see the information you have entered - as well as Edit any goal previously entered by selecting "Edit". Once you have entered all your Goals, continue to Objectives.

**NOTE: Your work will save as you enter information.
You may exit at any time and return to continue your work.**

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

Workplan Goals

[Back to Workplan Main Menu](#) [Preview Report](#)

Workplan Goals
Goals are broad, big-picture statements about the desired ultimate outcome of the work of your TTC.
Please identify each goal with a unique letter, starting with A.

Add Goal

Goal Letter:

Goal Name:

Full Goal Description: (optional)

[Save Goal then Add Another Goal](#)
[Save Goal then Continue to Objectives](#)

Done adding goals? [Continue to Objectives](#)

Current Goals

Goal Letter	Goal Name	Goal Description		
A	Collaborate and communicate with key regional stakeholders	Collaborate and communicate with key regional stakeholders to assess emerging issues and T/TA needs of BH and public health workforce, coordinate regional training activities, and maximize resources.	DELETE	Edit
B	Increase the ongoing implementation of evidence-based SUD interventions.	Increase the ongoing implementation of evidence-based SUD interventions, treatment and recovery practices in specialized SUD programs, HIV, and primary care programs	DELETE	Edit
C	Provide intensive TA to providers and state, county, or other health systems	Provide intensive TA to providers and state, county, or other health systems of specialized SUD services to improve the quality of their processes and practices in the delivery of services	DELETE	Edit

ENTERING OBJECTIVES

On this page, you will enter your Center's OBJECTIVES for each of the goals you entered. **Remember - Objectives are statements describing the results to be achieved and the manner in which these results will be achieved. Objectives should be SMART, that is, Specific, Measurable, Achievable, Realistic, and Time-phased.**

Start by selecting the goal under which you are adding your objective. As you enter a new objective, please number each sequentially under each Goal. NOTE: The form will do this for you, but you can change or re-order at a later time.

The screenshot shows the ATTC (Addiction Technology Transfer Center Network) website interface for entering workplan objectives. 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 titled "Workplan Objectives" and includes a "Preview Report" link. The left sidebar contains a menu with categories: "ATTC Home", "Who's Who", "National Initiatives", "Knowledge & Resource Center", "Promotion & Branding", "National Meetings", "Website Admin Tools", "Evaluation & Reporting" (with sub-items: Semi-Annual Report, Bi-Monthly Update, All Bi-Monthly Updates, GPRA & OMB, External Evaluation, Workplan, Data Dashboards, Grants Management, Event Participants), and "Logout". The main content area is titled "Workplan Objectives" and includes a "Back to Workplan Main Menu" link. The text explains that objectives are statements describing results and should be SMART. It instructs users to specify the goal for each objective and to number them sequentially, starting with 1. Below this is the "Add Objective" form, which includes a "Related Goal" dropdown menu and fields for "Objective Number", "Objective Name", and "Full Objective Description (optional)". A list of objective options is displayed, with option C, "Provide intensive TA to providers and state, county, or other health systems", highlighted. At the bottom, there is a section for "Performance Measures" with a partially visible description.

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

Workplan Objectives

[Back to Workplan Main Menu](#) [Preview Report](#)

Workplan Objectives

Objectives are statements describing the results to be achieved and the manner in which these results will be achieved. Objectives should be SMART, that is, Specific, Measurable, Achievable, Realistic, and Time-phased.

For each objective, specify the goal that it relates to. **Give each objective within a goal a unique objective number, so that the first objective in each goal has a number 1.**

Add Objective

Related Goal: [Dropdown Menu]

Objective Number: [Input Field]

Objective Name: A - Collaborate and communicate with key regional stakeholders

Full Objective Description: B - Increase the ongoing implementation of evidence-based SUD interventions.
(optional) C - Provide intensive TA to providers and state, county, or other health systems
D - Utilize innovate technology to deliver training, TA, and information
E - Serve as a resource for a variety of community based organizations
F - Enhance the cultural and linguistic competencies of SUD treatment
G - Participate in cross-regional and network-wide activities coordinated by the ATTC NCO

Performance Measures are possible performance measu approximately 1,600 provide response to the priorities of the region's SSA offices."

As you enter each objective - you will be asked to provide "Performance Measures". Information and examples are provided on the form.

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

Workplan Objectives

[Back to Workplan Main Menu](#) [Preview Report](#)

Workplan Objectives
Objectives are statements describing the results to be achieved and the manner in which these results will be achieved. Objectives should be SMART, that is, Specific, Measurable, Achievable, Realistic, and Time-phased.
For each objective, specify the goal that it relates to. **Give each objective within a goal a unique objective number, so that the first objective in each goal has a number 1.**

Add Objective

Related Goal: B - Increase the ongoing implementati...

Objective Number: 6

Objective Name: [Text Input]

Full Objective Description: (optional)

Performance Measures are a list of what you are going to measure/assess/collect. The example below shows possible performance measures if your objective was "By July 1, 2019, the ATTC will provide training to approximately 1,600 providers in evidence-based behavioral treatment and medication-assisted treatment in response to the priorities of the region's SSA offices."

- * Number of providers trained in evidence-based behavioral treatment in each state at start and end of the fiscal year.
- * Number of waived providers in each state at start and end of the fiscal year.
- * GPRA Results - Evaluate immediate and post-30 day outcomes from 80% of providers.

Performance Measures for this Objective: [Text Area]

Save Objective then Add Another Objective for this Goal

After you have entered in the information, **you will be given the three options:**

1. Save Objective then Add Another Objective for this Goal
2. Save Objective then Add Another to a Different Goal
3. Save Objective and Continue to Activities

Select the appropriate action to continue adding objectives, or if have completed entering your objectives, process to "Activities". (See screenshot on following page).

* Number of waived providers in each state at start and end of the fiscal year.
 * GPRA Results - Evaluate immediate and post-30 day outcomes from 80% of providers.

Performance Measures for this Objective:

Save Objective then Add Another Objective for this Goal

Save Objective then Add Another to a Different Goal


Save Objective then Continue to Activities

Done adding objectives? [Continue to Activities](#)

Current Objectives

Goal	Goal + Obj. #	Objective #	Objective Name	Objective Description	Objective Performance Measures		
A1 - Increase the capacity of coalitions to gather and use substance abuse and behavioral health data	A1.1	1	Community needs assessment training package	By September 30, 2020, R7 PTTC will develop a community needs assessment training package for R7 PTTC coalitions and pilot with at least 3 coalitions	*Number of training/technical assistance participants at the start and end of the fiscal year. *GPRA Results - Evaluate immediate and post-30 day outcomes from 80% of T/TA participants.	DELETE	Edit
A1 - Increase the capacity of coalitions to			Gathering and using community	By September 30, 2020, R7 PTTC will provide training to at least five coalitions in	*Number of training/technical assistance participants at the start and end of the fiscal year.		

As with the "Goals" page - you will have a preview of the information you have entered at the bottom of the "Objectives" page - or you can select the "Preview Report" at any time to view a report with full details. (This link is available on every form page.)



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

Workplan Objectives

[ATTC Home](#)

Who's Who

National Initiatives

Knowledge & Resource Center

Promotion & Branding

National Meetings

Website Admin Tools

Evaluation & Reporting

[Back to Workplan Main Menu](#)

Workplan Objectives

Objectives are statements describing the results to be achieved and the manner in which these results will be achieved. Objectives should be SMART, that is, Specific, Measurable, Achievable, Realistic, and Time-phased.

For each objective, specify the goal that it relates to. **Give each objective within a goal a unique objective number, so that the first objective in each goal has a number 1.**

Add Objective

Related Goal:


[Preview Report](#)

ENTERING ACTIVITIES

On this page, you will enter your Center's ACTIVITIES for each of the goals/objectives you have entered for the coming year. **Remember - Activities are the specific actions you will take to achieve the goals and objectives you have outlined for the year.**

Start by selecting the appropriate Goal and Objective you would like this activities to relate to in your workplan. As you enter a new activity, please number sequentially under each objective starting with "1". NOTE: The form will automatically populate this field based on the information you have added, however you may edit in the form or re-number in the future.

Complete each field in the form for every planned activity - including Targeted Outcomes (examples have been provided).



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

Workplan Activities

[Back to Workplan Main Menu](#) [Preview Report](#)

Workplan Activities

Activities are the actions you will take.

For each activity, specify the goal and objective that it relates to. **Give each activity within an objective a unique activity number, so that the first activity in each objective has a number 1.**

Add Activity

Associated Goal:	B - Increase the ongoing implementation of evidence-based
Associated Objective:	3 - Partner with Region III AETC to co-sponsor bi-directional

Activity Number:

Activity Description:

Targeted Outcomes are the expected outcomes of the activity; the results of some or all of the Performance Measures listed for the associated Objective. Based on the Performance Measures listed for the example Objective (# providers trained, # waived providers, GPRA results), here are Targeted Outcomes if your activity was "The ATTC will promote the online MAT course throughout the region."

* 300 providers will complete the MAT online course.
* Per GPRA, 80% of those trained will report that they were satisfied or very satisfied "with the overall quality of this event."

Targeted Outcomes of the Activity:

Timeline:
(such as Ongoing, January - March 2010, or 10/1/2019-11/30/2019)

Collaborator(s):

For each activity, answer whether it relates to the specified topics.

Opioid Related?:

You will notice that for each activity you are asked to **confirm if it relates to any of the specified topics or supplement funding from SAMHSA.**

For each activity, answer whether it relates to the specified topics.

Opioid Related?: No ▾

National CLAS Standards Related?: No ▾

Native American Indian / Alaska Native (NAIAN) Related?: No ▾

Save Activity then Add Another Activity for this Objective

Save Activity then Add Another to a Different Objective

Save Activity and Return to Workplan Home

After you have entered in the information for each Activity, **you will be given the three options:**

4. Save Activity then Add Another Activity for this Objective
5. Save Activity then Add Another to a Different Objective
6. Save Activity and Return to Workplan Home

Select the appropriate action to continue adding objectives, or if have completed entering activities.

Indian / Alaska Native (NAIAN) Related?:

Save Activity then Add Another Activity for this Objective

Save Activity then Add Another to a Different Objective

Save Activity and Return to Workplan Home

Current Activities

Goal	Objective	Activity #	Activity				
A	B	C	D	E	F	G	H

As with the Goals and Objectives pages, you will have a preview of the information you have entered at the bottom of the Activities page or using the “Preview Report” link at the top of the page.

To edit activity sequence or full activities details, use the links located to the right of each activities in the preview table at the bottom of the page.

Save Activity then Add Another to a Different Objective
Save Activity and Return to Workplan Home

Current Activities

Goal	Objective	Activity #	Activity			
A - Build Communication & Collaboration Infrastructure	1 - Intranet and Listservs	A.1.1	Continuously update ATTC intranet, including adding new staff as they are hired.	DELETE	Edit Sequence	Edit Full Details
A - Build Communication & Collaboration Infrastructure	1 - Intranet and Listservs	A.1.2	Maintain accurate listservs for distributing information & announcements to the Network.	DELETE	Edit Sequence	Edit Full Details
A - Build Communication & Collaboration Infrastructure	1 - Intranet and Listservs	A.1.3	Publish up to 26 issues of an internal bi-weekly e-newsletter that briefly outlines new and upcoming activities of the ATTC Regional Centers, NCO and SAMHSA.	DELETE	Edit Sequence	Edit Full Details
A - Build Communication & Collaboration Infrastructure	2 - Branding and E-pubs	A.2.1	Maintain a Customer Relationship Management System (CRMS) called The Databank. The Databank provides online event registration, tracks customer contacts, provides for mass emails & subscriptions, & maps customers.	DELETE	Edit Sequence	Edit Full Details
A - Build Communication & Collaboration Infrastructure	2 - Branding and E-pubs	A.2.2	Provide RCs w/access to The Databank, the NCO's CRMS. Hold virtual demos and boosters for potential and current users of system.	DELETE	Edit Sequence	Edit Full Details
A - Build Communication & Collaboration Infrastructure	2 - Branding and E-pubs	A.2.3	Execute "Brand Ambassador Awards" and provide technical assistance on the ATTC Network style guide to Regional centers upon request.	DELETE	Edit Sequence	Edit Full Details
A - Build Communication & Collaboration Infrastructure	3 - Branding and E-pubs		Publish 12 issues of the monthly e-publication, The ATTC		Edit	

> Downloading and Viewing Full Workplan Report

Once you have entered in all your information, you can proceed to “Full Report” to view and download your Workplan.

You may access your full report in several places, including:

1. The “Preview Report” link in the top right of each form page,
2. The “View Full Report” link located at the bottom of the Activities Page, or
3. The “Full Report” link on Workplan Home.

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

Workplan

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
> All Bi-Monthly Updates
> GPRA & OMB
> External Evaluation
> Workplan
> Data Dashboards
> Grants Management
> Event Participants

Workplan

Here you can enter your Goals, Objectives, and Activities for your next workplan.

NOTE: The goals, objectives and activities from your previous workplan have been copied into your new workplan for you to start with. If a goal, objective, or activity remains the same then you do not need to enter it again. All goals, objectives and activities may be updated or removed, if needed.

Goals - Goals are broad, big-picture statements about the desired ultimate outcome of the work of your TTC.
Goals are highlighted in blue throughout these forms.

Objectives - Objectives are statement(s) describing the results to be achieved and the manner in which these results will be achieved.
Objectives are highlighted in green throughout these forms.

Activities - Activities are the actions you will take.
Activities are highlighted in yellow throughout these forms.

[Full Report - 2021](#)

[Full Report - 2020](#)

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

Workplan Objectives

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
> All Bi-Monthly Updates
> GPRA & OMB
> External Evaluation
> Workplan
> Data Dashboards
> Grants Management
> Event Participants

[Back to Workplan Main Menu](#)

Workplan Objectives

Objectives are statements describing the results to be achieved and the manner in which these results will be achieved. Objectives should be SMART, that is, Specific, Measurable, Achievable, Realistic, and Time-phased.

Done adding activities?
[Return to Goals](#)
[Return to Objectives](#)
[View Full Report](#)

[Preview Report](#)

On this Workplan Report page, you will be able to view your full workplan details, as well as download the report in Excel (.xls). Note that when you first download the file, you will receive the message that the file format and extension don't match – Select “Yes” to open anyway. (This is because the file is initially downloaded as HTML).

You may **share this downloaded file with your Regional Administrators for their review and comment**. Any changes made to this Excel file **MUST** be entered into the online form to be reflected in your official workplan submitted to SAMHSA.

Your Center’s Workplan, AS ENTERED ONLINE, will be submitted to SAMHSA as your official Year Three 1st 6-month Workplan (October 1 - March 30) on **November 2, 2020 at 5pm Central.**

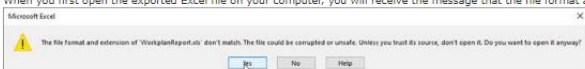
[Back to Workplan Main Menu](#)

Workplan Report

Export to Excel

Please note the following about the exported Excel file.

1. The downloaded file is for your own use and can be reformatted, as needed. However, any changes to goals, objectives, or activities should be made in the online platform in order to keep the database up to date. After making the c
2. When you first open the exported Excel file on your computer, you will receive the message that the file format and extension don't match – Select “Yes” to open anyway.



Export to Excel

Your Center’s Workplan, as entered, on **September 20, 2019 at 5pm Central** will be submitted to SAMHSA for 2019-2020 (Year 2).

A. Provide training and technical assistance to providers in all 6 states of Region 8 - The MHTTC will provide 8 in-person training sessions to providers across region 8. The MHTTC will setup an in-person training in each of the 6 states of region 8.												
Objective Number	Objective	Objective Description	Objective Performance Measures	Activity #	Activity Description	Targeted Outcomes	Timeline	Collaborator(s)	Opioid Related?	NCLAS Related?	SMI Related?	Supplement Related?
1	Provide training to providers across region 8	The Mountain Plains MHTTC will provide 10 in-person training to providers across all of region 8 during year two.	The Mountain Plains MHTTC will provide in-person training to over 800 providers in Region 8 during grant year 2.	1	Train providers in all region 8 states	The MHTTC will provide in-person training to providers in each region 8 state with the goal of training 800 total providers	08/15/2019 to 08/14/2020	WICHE, CASAT, state SSAs	No	No	Yes	No
2	Provide in-person training to providers in each of the 6 states of region 8	The MHTTC will provide an in-person training session in each of the 6 states of Region 8 during grant year 2.	The Mountain Plains MHTTC will provide one in-person training session in each of the 6 states of region 8 by the end of grant year 2. The Mountain Plains MHTTC will have at least 40 attendees at each of the in person trainings in the 6 states of region 8.	1	The MHTTC will provide one in-person training to each of the region 8 states	The MHTTC will identify one training topic for each region 8 state based on the MHTTC's needs assessment report.	08/20/2019 to 09/30/2019	WICHE	No	No	Yes	No
B. Develop NEW marketing strategies for the Mountain Plains MHTTC - The Mountain Plains MHTTC will develop a NEW platform to share emails with the providers in Region 8. The MHTTC will develop a twitter account and actively maintain this program.												
Objective Number	Objective	Objective Description	Objective Performance Measures	Activity #	Activity Description	Targeted Outcomes	Timeline	Collaborator(s)	Opioid Related?	NCLAS Related?	SMI Related?	Supplement Related?
1	lala	shasha	dada									
			The email client									

QUESTIONS???

Contact ATTC NCO Staff