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.

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

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).
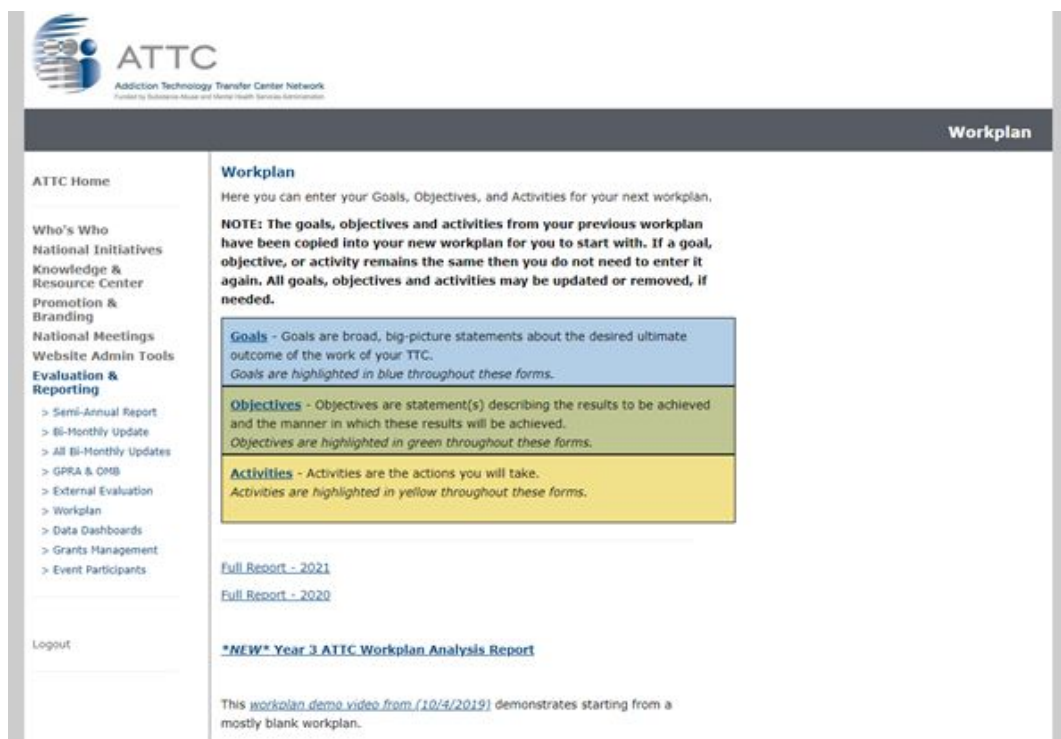
> Completing Your Workplan

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.

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.

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

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 waivered 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

Back to Workplan Main Menu

Preview Report

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

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 v

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 from for every planned activity - including Targeted Outcomes (examples have been provided).

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**.

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.

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 activites details, use the links located to the right of each activities in the preview table at the bottom of the page.

> 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.

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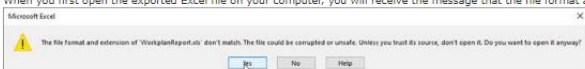
Your Center's Workplan, <u>AS ENTERED ONLINE</u>, will be submitted to SAMHSA as your official Year Three 1st 6-month Workplan (October 1 - March 30) on November 2, 2020 at 5pm Central.

QUESTIONS???
Contact ATTC NCO Staff