

# 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

\*\*\*\*\*

Submit

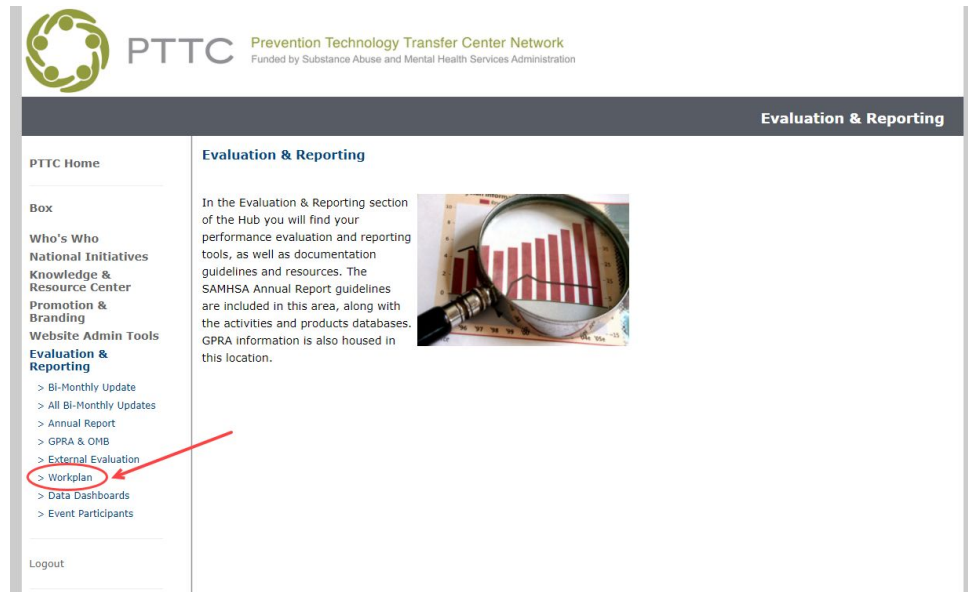


**You will then receive two emails.** The first will confirm we have received your request for a new account, and the second will notify you when we have activated your account and you are able to login.

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

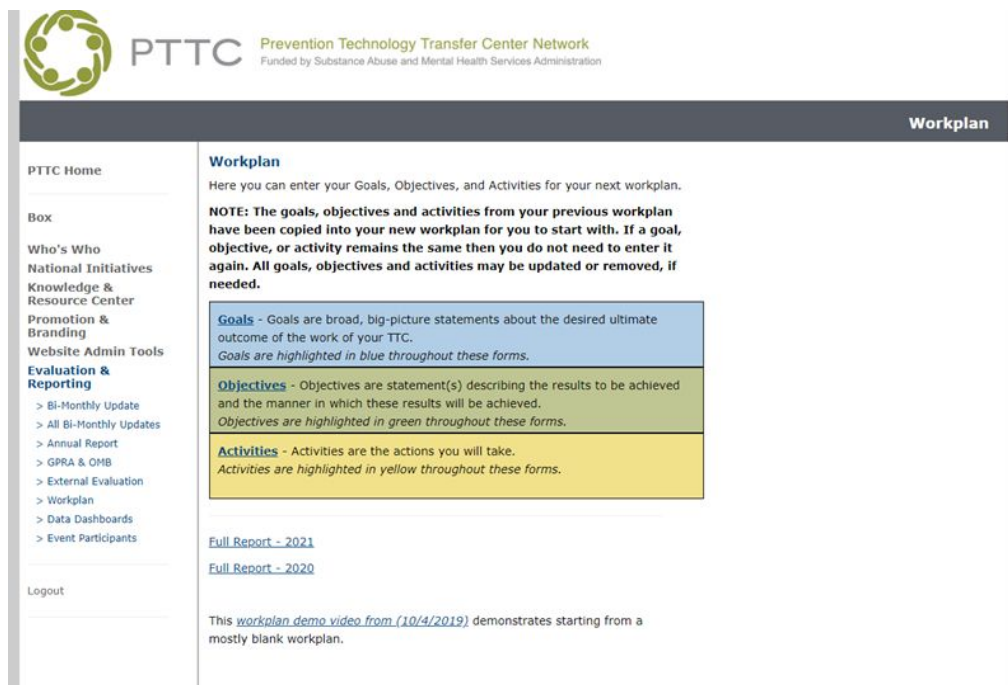
## > Login and Enter Year Three Workplan

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



The screenshot shows the PTTC (Prevention Technology Transfer Center Network) website. The header includes the PTTC logo and the text "Prevention Technology Transfer Center Network" and "Funded by Substance Abuse and Mental Health Services Administration". The main navigation bar is labeled "Evaluation & Reporting". The left sidebar contains a menu with the following items: "PTTC Home", "Box", "Who's Who", "National Initiatives", "Knowledge & Resource Center", "Promotion & Branding", "Website Admin Tools", "Evaluation & Reporting", and "Logout". Under "Evaluation & Reporting", there is a list of sub-items: "> Bi-Monthly Update", "> All Bi-Monthly Updates", "> Annual Report", "> GPRA & OMB", "> External Evaluation", "> **Workplan**", "> Data Dashboards", and "> Event Participants". The "Workplan" link is circled in red, and a red arrow points to it from the right. The main content area is titled "Evaluation & Reporting" and contains an introductory paragraph and an image of a magnifying glass over a bar chart.

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).



The screenshot shows the PTTC website's "Workplan" page. The header includes the PTTC logo and the text "Prevention Technology Transfer Center Network" and "Funded by Substance Abuse and Mental Health Services Administration". The main navigation bar is labeled "Workplan". The left sidebar contains a menu with the following items: "PTTC Home", "Box", "Who's Who", "National Initiatives", "Knowledge & Resource Center", "Promotion & Branding", "Website Admin Tools", "Evaluation & Reporting", and "Logout". Under "Evaluation & Reporting", there is a list of sub-items: "> Bi-Monthly Update", "> All Bi-Monthly Updates", "> Annual Report", "> GPRA & OMB", "> External Evaluation", "> **Workplan**", "> Data Dashboards", and "> Event Participants". The "Workplan" link is circled in red, and a red arrow points to it from the right. The main content area is titled "Workplan" and contains the following text: "Here you can enter your Goals, Objectives, and Activities for your next workplan." followed by a **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." Below this are three sections: "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." (highlighted in blue), "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." (highlighted in green), and "Activities - Activities are the actions you will take. Activities are highlighted in yellow throughout these forms." (highlighted in yellow). At the bottom, there are links for "Full Report - 2021" and "Full Report - 2020", and a note: "This [workplan demo video from \(10/4/2019\)](#) demonstrates starting from a mostly blank workplan."

## > 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.**

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**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  | DELETE | Edit |
|-------------|--|---|--------|------|
| A1          | Increase the capacity of coalitions to gather and use substance abuse and behavioral health data | Increase the capacity of coalitions to gather and use substance abuse and behavioral health data to improve data collection on substance abuse problems, resources to address problems, and gaps in community services. | DELETE | Edit |
| A2          | Increase the capacity organizations to identify, select, and implement evidence-based            | Increase the capacity of grassroots organizations to identify, select, and implement evidence-based practices to increase the effectiveness of prevention work in the region.   | 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 PTTC (Prevention Technology Transfer Center Network) website interface. At the top left is the PTTC logo and text: "PTTC Prevention Technology Transfer Center Network" and "Funded by Substance Abuse and Mental Health Services Administration". The main header is "Workplan Objectives". On the left is a navigation menu with categories like "PTTC Home", "Box", "Who's Who", "National Initiatives", "Knowledge & Resource Center", "Promotion & Branding", "Website Admin Tools", "Evaluation & Reporting" (with sub-items like "Bi-Monthly Update", "Annual Report", "GPR & OMB", "External Evaluation", "Workplan", "Data Dashboards", "Event Participants"), and "Logout". The main content area has a "Back to Workplan Main Menu" link and a "Preview Report" link. The "Workplan Objectives" section explains that objectives should be SMART and provides instructions: "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." Below this is an "Add Objective" form with a "Related Goal" dropdown menu. A list of objectives is shown, with "B2 - Provide specialized prevention trainings to increase the capacity of the prevention workforce" highlighted in blue. Other objectives include A1, A2, B1, and C1. At the bottom, there is a "Performance Measures" section.

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

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**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:

Objective Number:

Objective Name:

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:

**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.<br>*GPRA Results - Evaluate immediate and post-30 day outcomes from 80% of T/TA participants. | <a href="#">DELETE</a> | <a href="#">Edit</a> |
| 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.)



**PTTC** Prevention Technology Transfer Center Network  
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Workplan Objectives

[PTTC Home](#)

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Box

[Who's Who](#)  
[National Initiatives](#)  
[Knowledge & Resource Center](#)  
[Promotion & Branding](#)  
[Website Admin Tools](#)  
[Evaluation & Reporting](#)

[> Bi-Monthly Update](#)

[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: A2 - Increase the capacity organization

Objective Number: 3

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

**PTTC** Prevention Technology Transfer Center Network  
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## 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:

Associated Objective:

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)

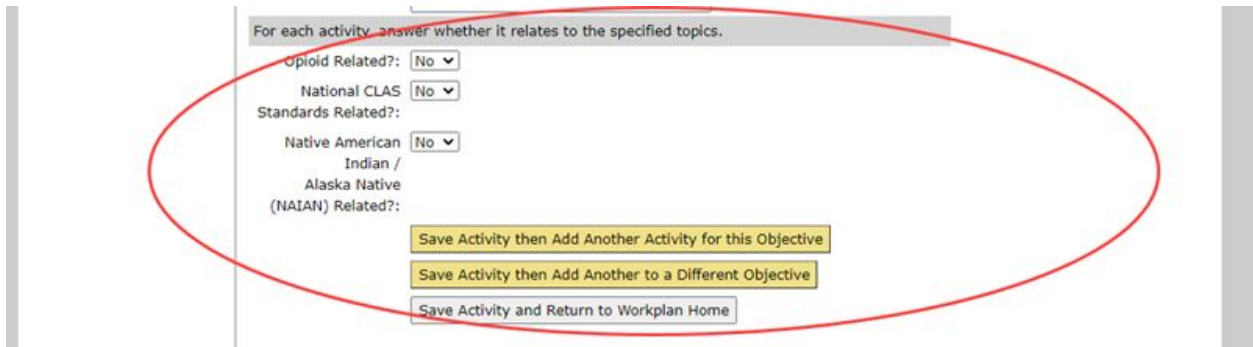
Collaborator(s):

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

**Save Activity then Add Another Activity for this Objective**



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

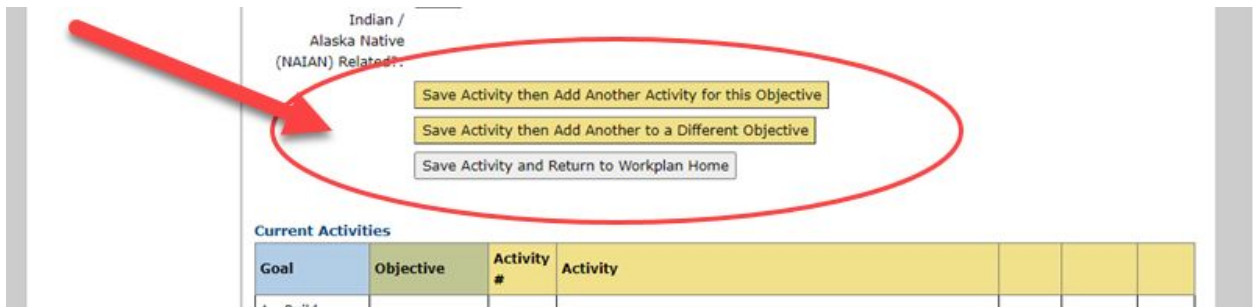
Save Activity then Add Another to a Different Objective

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    | 0.114     |            |          |  |  |  |  |

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.  | <a href="#">DELETE</a> | <a href="#">Edit Sequence</a> | <a href="#">Edit Full Details</a> |
| A - Build Communication & Collaboration Infrastructure | 1 - Intranet and Listservs | A.1.2      | Maintain accurate listservs for distributing information & announcements to the Network.  | <a href="#">DELETE</a> | <a href="#">Edit Sequence</a> | <a href="#">Edit Full Details</a> |
| 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.   | <a href="#">DELETE</a> | <a href="#">Edit Sequence</a> | <a href="#">Edit Full Details</a> |
| 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. | <a href="#">DELETE</a> | <a href="#">Edit Sequence</a> | <a href="#">Edit Full Details</a> |
| 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.  | <a href="#">DELETE</a> | <a href="#">Edit Sequence</a> | <a href="#">Edit Full Details</a> |
| 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.  | <a href="#">DELETE</a> | <a href="#">Edit Sequence</a> | <a href="#">Edit Full Details</a> |
| A - Build Communication & Collaboration Infrastructure | 2 - Branding and E-pubs    |            | Publish 12 issues of the monthly publication, The ATTC  | <a href="#">DELETE</a> | <a href="#">Edit Sequence</a> | <a href="#">Edit Full Details</a> |

## > 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.

**PTTC** Prevention Technology Transfer Center Network  
Funded by Substance Abuse and Mental Health Services Administration

**Workplan**

PTTC Home

Box

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

- > Bi-Monthly Update
- > All Bi-Monthly Updates
- > Annual Report
- > GPRA & OMB
- > External Evaluation
- > Workplan
- > Data Dashboards
- > Event Participants

Logout

**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](#)

**PTTC** Prevention Technology Transfer Center Network  
Funded by Substance Abuse and Mental Health Services Administration

**Workplan Objectives**

PTTC Home

Box

Who's Who  
National Initiatives

[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.

[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.

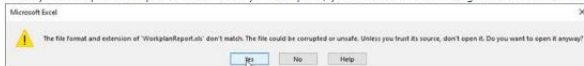
**Your Center’s Workplan, AS ENTERED ONLINE, will be submitted to SAMHSA as your official Year Three 1<sup>st</sup> 6-month Workplan (October 1 - March 30) on **November 2, 2020 at 5pm Central.****

[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 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                           |            |                      |                   |          |                 |                 |                |              |                     |

**QUESTIONS???**  
 Contact PTTC NCO Staff