

PBPS Data Entry Tips During COVID-19

- **Build Capacity Channel:** Many CSB prevention staff and coalitions have increased their staff training and development while working remotely. Remember any hours not spent directly implementing a strategy should go into the Build Capacity Channel. This includes trainings on curriculum, planning for future programming, and time spent on data entry and/or review. Contact [Marfel Barnett](#) at DBHDS for Build Capacity questions and support.
- **Submitting a Help Ticket in PBPS:** If you have a locked campaign, cohort or activity that needs corrections, please submit a Help Ticket! In PBPS, click the “Help” button in the top right corner, then scroll down until you see the “Open a New Customer Support Ticket” box. Please describe the names of the campaigns/cohorts/activities that need to be unlocked or revised, or any other issue you are encountering with PBPS or entering data. Help Tickets are reviewed by CPG, OMNI and DBHDS – one of us will be able to respond and address the issue.
- **Changes to the Data Entry Plan:** Many CSBs have adapted their strategies to an online format, which may require changes to how it is being captured in PBPS. Please contact the [OMNI TA Team](#) to discuss changes to the data entry plan to ensure data is being entered correctly in PBPS. It is important for an OMNI TA to approve the updated data entry plan and Plan Channel before you begin entering activities in the Implement Channel, as it will potentially save CSB staff time revising errors later. As a reminder, the media type/format can be left blank in the Plan Channel, while still saving the CSAP Sub-Strategy and IOM Target. This will allow you to select different media types/formats in the Implement Channel.
- **Capturing Community Trainings, Events or Presentations:** It is still possible to record activities under existing training, community event or presentation campaigns or cohorts. If the training, event or presentation is live streamed virtually, such as on Facebook Live or YouTube, it can be recorded under the existing strategy in PBPS. Trainings that have been adapted to include short video sessions for participants to watch, and are not live streamed, may also count under existing strategies. Please contact the [OMNI TA Team](#) for more guidance tailored to your situation.
- **Closing Cohorts in PBPS:** Some cohorts may have ended early. When this is the case, it is still important to ensure demographics are up to date in the Plan Channel and to close out the cohort so that the numbers served are accurately reflected in reporting. Note: If you have not entered any activities for a cohort, the option to close it will not be available to you. Cohorts with no associated activities should be deleted.

To close out a cohort for which you have entered activities, follow these steps:

1. Click on the "Cohorts" tab in the dark gray navigation bar (the tab may say "Programs" depending on your settings).
2. Click the checkbox next to the name of the cohort to be closed.
3. An orange button will appear at the bottom of the page that says, "Close Program". Click this button.

4. The system will then reopen the demographic table for that cohort for you to enter the final demographics of those participants who can be considered to have successfully completed the program (i.e., attended the required number of sessions, or other required activities, to be considered a successful "completer").
 5. After your cohort or campaign is closed, it will appear crossed out and shaded in pink in your list.
- **Closing Campaigns in PBPS:** Some campaigns may end early as well. You may close out a campaign once you have completed all the activities associated with it and you do not plan to do more this fiscal year. For example, if all the media components for a media campaign are complete, you can close out the media campaign. Be aware that the option to close a campaign is not available to you if there are 0 activities associated with it, and it should instead be deleted.

To close out a campaign for which you have entered activities, follow these steps:

1. Click the "Campaigns" tab in the dark gray navigation bar.
2. Click on the checkbox to the left of the campaign you want to close.
3. An orange "Close Campaign" button should appear below the list of existing campaigns at the bottom of the page. Click this button.
4. A popup will appear, asking, "Are you sure you want to Close out [*Name of Campaign*]?" Click ok.