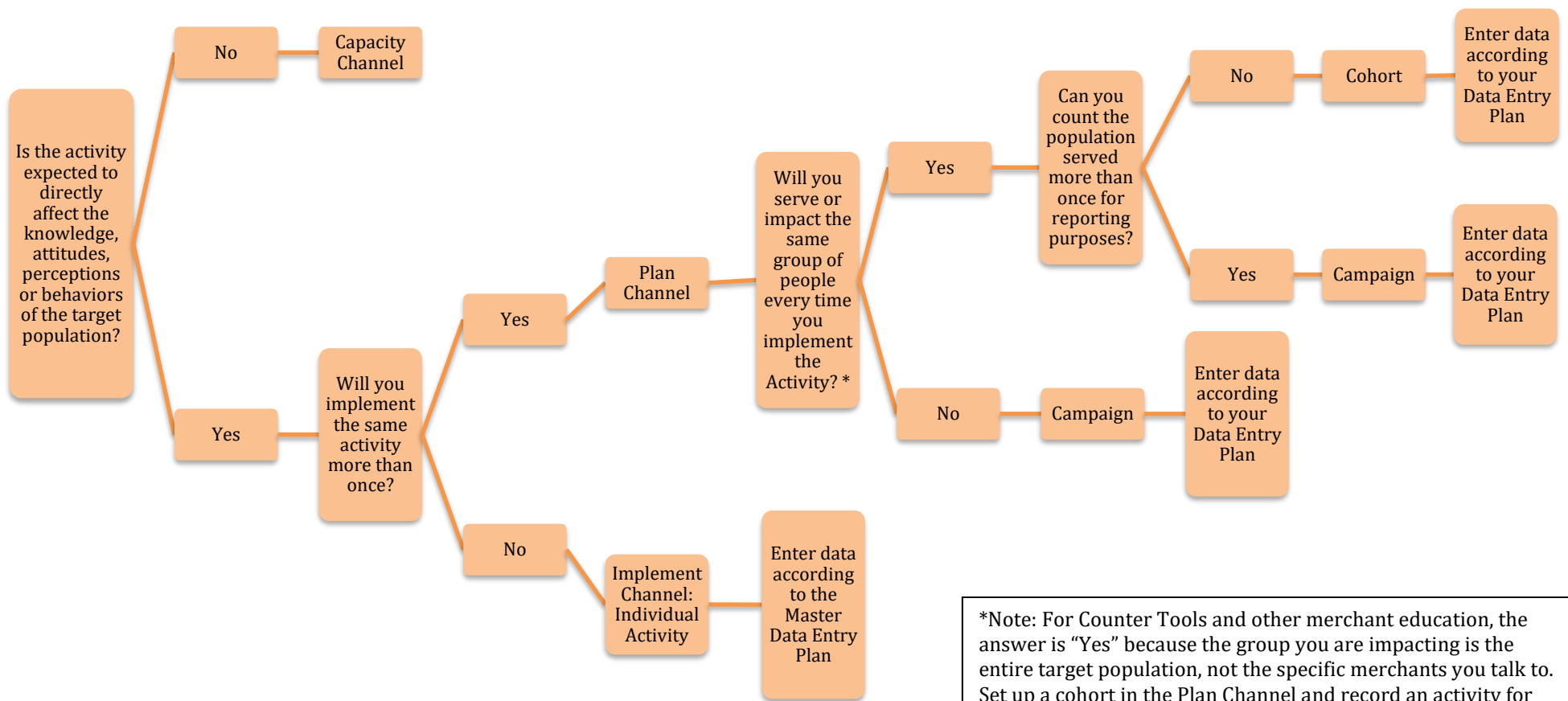# PBPS Decision Tree

The Master Data Entry Plan is available at http://www.virginiapreventionworks.org/download/omnifiles/data_entry/SOR-BG-Master-Data-Entry-Plan_2019-20.xlss

Remember that all cohorts and campaigns need to be set up in the Plan Channel first before you can enter data for them in the Implement Channel.

The following activities should *not* be entered in the Implement Channel: attending a conference, attending strategy planning meetings, attending coalition meetings for coalitions your CSB is not leading, preparation activities for an event or class, or internal staff meetings. These activities and their associated staff hours should be captured in the Capacity Channel.

If you have any questions about how to correctly enter data and staff hours, or about PBPS system functionality, you may submit a help ticket in the PBPS for assistance.

Is the activity expected to directly affect the knowledge, attitudes, perceptions or behaviors of the target population?

- No → Capacity Channel
- Yes → Will you implement the same activity more than once?
  - Yes → Plan Channel → Will you serve or impact the same group of people every time you implement the Activity? *
    - Yes → Can you count the population served more than once for reporting purposes?
      - No → Cohort → Enter data according to your Data Entry Plan
      - Yes → Campaign → Enter data according to your Data Entry Plan
    - No → Campaign → Enter data according to your Data Entry Plan
  - No → Implement Channel: Individual Activity → Enter data according to the Master Data Entry Plan

*Note: For Counter Tools and other merchant education, the answer is "Yes" because the group you are impacting is the entire target population, not the specific merchants you talk to. Set up a cohort in the Plan Channel and record an activity for each merchant or retailer you visit.