



## TA Newsletter

# How Reports Can Help Data Entry

The Evaluate Channel in PBPS has many useful reports that will help you track the impact and reach of your strategies, but can also help with data entry and review. Below are some reporting options that can help you to maintain strong data quality.

The **Activity Count** report will display how many activities have been recorded for each cohort or campaign in the Implement Channel. This will help track that the correct number of activities have been recorded (including the planned-for number of sessions for cohorts), and that data entry isn't getting too far behind. This report can be filtered by funding strategy, like OPT-R, to ensure that all implementation data has been recorded before the **upcoming May 15th deadline**.

The **Demographics** report displays a rundown of each demographic field, like age or ethnicity categories. By selecting the Table display option and exporting the report to Excel, you can see how many of your demographics categories are recorded as Unknown. You can also group this report by Strategy to better identify where corrections may need to be made. This can help you can identify issues and make revisions before an activity is rejected by OMNI.

The **Rejected Activities** report is helpful for pulling all of the information and OMNI notes regarding your rejected activities into one place. Run the report in the List format, and the reason why the activity was rejected will be displayed. When exported to Excel, this report provides additional information, such as when the activity was recorded and by whom.

The **Number Served** report will display a summary of how many individuals have been reached by your strategies, and can be filtered and sorted in a variety of ways, like by Strategy.

### Tips:

- Sometimes the options in the Evaluate Channel/Outcome Analysis Tool will reset themselves, or change to optimize the report. If the report doesn't provide the exact information or breakdown you were looking for, double check the filter options and make adjustments until the report is customized for your needs.
- Reports exported to Excel may contain additional helpful information that is not displayed on your screen in PBPS.

### Report Type

- Activity Count
- Number Served
- Time Spent
- Media Impressions
- Resources Generated
- Volunteer Hours
- Rejected Activities
- Demographics

## News you can use...



### When and How to Make Corrections in the Plan Channel for Rejected Activities

When an activity is rejected PBPS, it may require changes to either the Implement Channel or both the Plan Channel and the Implement Channel. Below is some guidance on how best to distinguish which Channel requires revisions, and steps for making corrections in the Plan Channel.

Some rejected activities may require a change to a dropdown selection or correction to the demographics of an activity. Often, these rejections can be resolved in the Implement Channel. For example, some rejections deal with demographics of Campaign activities

only, and those can be resolved in the Implement Channel.

However, for some rejected activities, revisions will need to be made first in the Plan Channel before they can be reflected in the activity recording in the Implement Channel. This applies to all Cohort activities, as well as non-demographic revisions to Campaigns. To correct activities needing Plan Channel revisions, please follow these steps to ensure this process runs smoothly:

1. Please review the entire message included with the rejected activity for guidance on what needs to be revised and how to address the specific issue.
2. Make the any requested changes in the Plan Channel first, as indicated. This may involve revisions to the CSAP Sub-Strategy, Strategy or, in the case of cohorts, demographics.
  - Tip: If this is a cohort for which you are correcting demographics, note them for possible correction of currently incorrect / rejected activities (further described below).
3. Open the rejected activity in the Implement Channel.
4. Make a note or take a screenshot of the staff time and demographics (if correct). Making certain revisions will zero out the fields! We don't want you to lose this data.
5. Select any other Campaign or Cohort in the dropdown menu, under Select Entry Type. It doesn't matter which Campaign or Cohort, as long as it isn't the one you are revising. Please see below.

The image shows two screenshots of a web form. The first screenshot shows the 'Select Entry Type' section with radio buttons for 'Individual Activity', 'Cohort', and 'Campaign'. The 'Campaign' radio button is selected, and the dropdown menu below it shows '--Select One--'. The second screenshot shows the same section with the 'Cohort' radio button selected, and the dropdown menu below it also shows '--Select One--'.

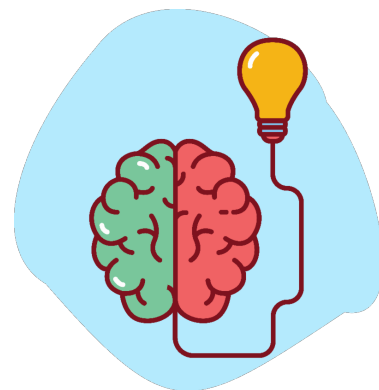
6. Now, select the appropriate Campaign or Cohort. This will pull in the correct fields from the revisions you made in the Plan Channel.
7. Re-enter the staff time and demographics associated with this activity.
8. Click Save. The activity has been revised. When entering future activities for this Campaign or Cohort, the fields will be updated with the correct data.

If you have any questions on this process, please reach out to the OMNI TA Team!

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## Bright ideas to make your job easier...

- We are now in the last quarter for FY2018-19, and **June 30th is quickly approaching!** Please get data entered and correct rejected activities as soon as possible.
  - Keeping up with data entry efforts will ensure that you have time for corrections before the end of the program year and won't be in a rush to make corrections in a short amount of time.
  - Make sure all the **demographics for cohorts were updated** if they were created with placeholder data. Use the downloadable demographics calculator to help you when you are uncertain of the breakdowns.
  - Don't forget to check that **Lock and Talk strategies** are being recorded under the Strategy of Lock and Talk. Also, that Prescription Drug Lock Box activities are entered under the correct Strategy of either Lock and Talk or Prescription Drug Lock Boxes.
- Don't leave the data entry for Counter Tools until the last minute! Record one activity for **EACH** retailer visited as soon as possible to avoid entering tens to hundreds in the busy summer months. Do not group visits to multiple retailers into one activity even if occurring on the same day - this will result in the activity being rejected. Staff time can be grouped into one activity on a given day, however.
- **For distribution strategies** like cable locks, deactivation packets or resource guides, make sure the demographics make sense. Were these items really distributed to young children or



youth? If not, make sure to zero out those demographic age categories if using the built-in demographics calculator in PBPS. Or use the downloadable demographic calculator to easily remove the wrong age groups.

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### Quick Links

- [OMNI Support email](#)
- [Virginia Prevention Works Portal](#)
- [Virginia Social Indicator Dashboard](#)
- [CPG's PBPS](#)
- [BG/OPT-R Master Data Entry Plan](#)
- [Data Entry Guidelines](#)
- [Demographics Calculator](#)

### Timelines and Important Dates

- [Wednesday, April 24th](#): Data Visualization Webinar, 11am-noon EDT.
- [Tuesday, April 30th](#): End of OPT-R Fiscal Year
- [Early May](#): SOR Logic Model webinar training
- [Wednesday, May 15th](#): Deadline to enter all OPT-R data in PBPS
- [May-June](#): Complete SOR Logic Models and Data Entry Plans