Erie County Prevention Information Center (PIC) User Guide

The Erie County Prevention Information Center (PIC) replaces the older Erie County Prevention Services Info Center (ECPS) which OASAS-funded agencies in Erie County have used to document their programs and the locations of where these programs are delivered. Much of the look and feel of the site has been retained with a few exceptions which will be explained in greater detail within this User Guide. The most substantial updates have been in the method for how location data is updated within the database. Specifically dynamically linking the school and community locations to street addresses in a geodatabase so that agencies will only need to identify the locations where programs are delivered from a drop down menu with automatic linking to the specific address information. Also, all previous program and location information from 2014 has been revised and populated into the current database so that providers will only need to revise the information about their programs rather than re-enter all data. You can access the PIC site at: https://bscintra.buffalostate.edu/chsr/pic/.

For additional information or to resolve questions and problems with the website, please contact Al Delmerico via email at delmeram@buffalostate.edu or by phone at (716) 878-6137.

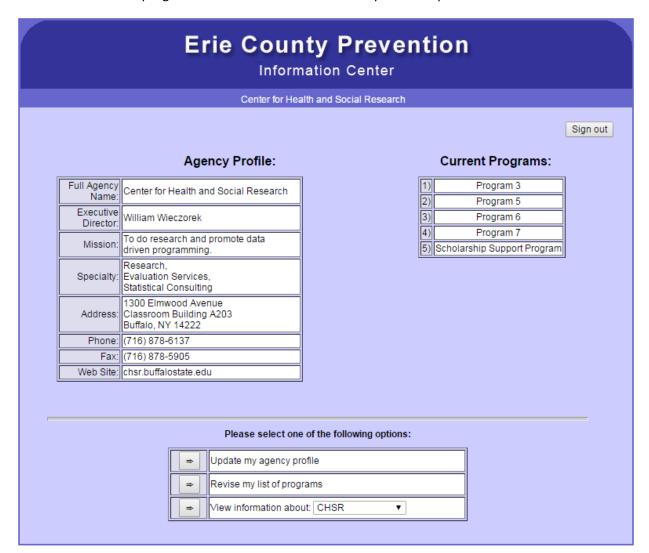
1. Login

a. The login information for each agency has not changed from the ECPS. Enter your username and password and press the *Login* button to enter the system.

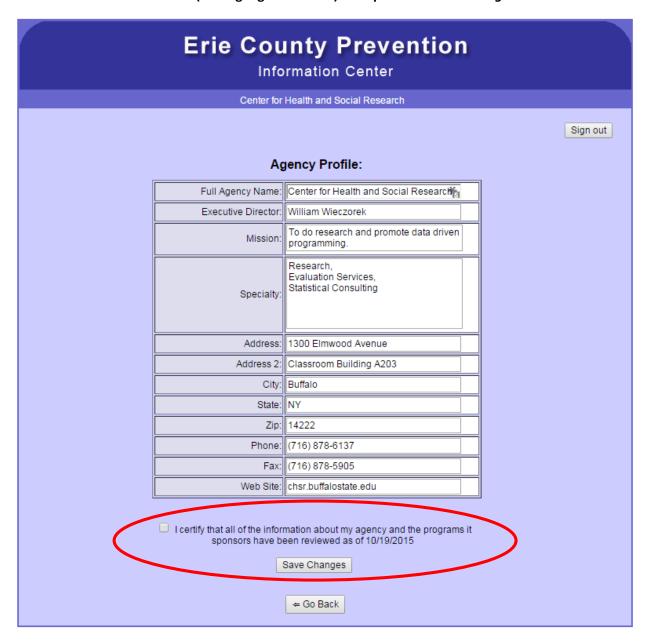


2. Home Screen

a. Similar to the previous ECPS, the PIC allows each agency to manage information about their agency and their programs as well as view information about other agencies and their programs. A search function is currently in development and will be added soon.

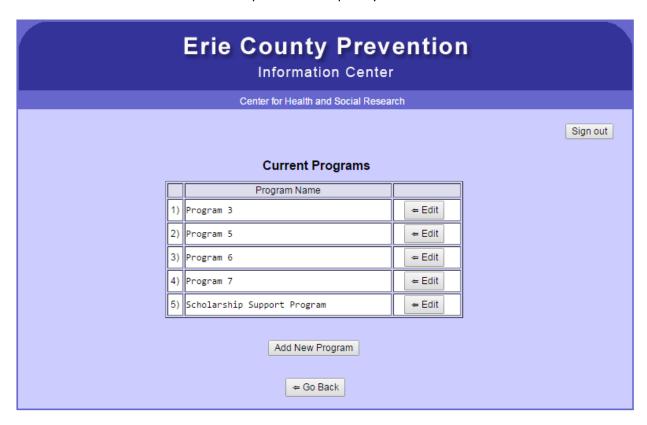


- 3. Agency Profile and Update Certification
 - a. Agency-level information can be updated as necessary in each box of this profile.
 - b. Important: Be sure to *Certify* that your program information is updated once you have made any necessary changes to the information in the PIC. To *Certify*, click to check the check-box (see highlighted below) then press the *Save Changes* button.



4. Revise My List of Programs

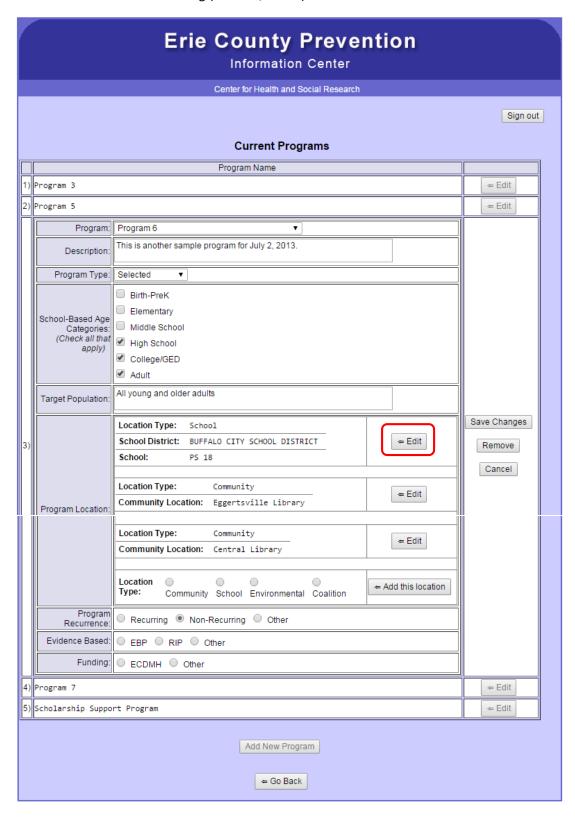
- a. By selecting *Revise My List of Programs* from the home page, you are taken to a screen showing all current programs within the database.
 - i. You can choose to edit a program by clicking the appropriate *Edit* button that corresponds to the program.
 - ii. Additionally, you can add additional programs by clicking the *Add New Program* button.
 - iii. You will have the option to remove programs entirely through editing them which will be explained subsequently.



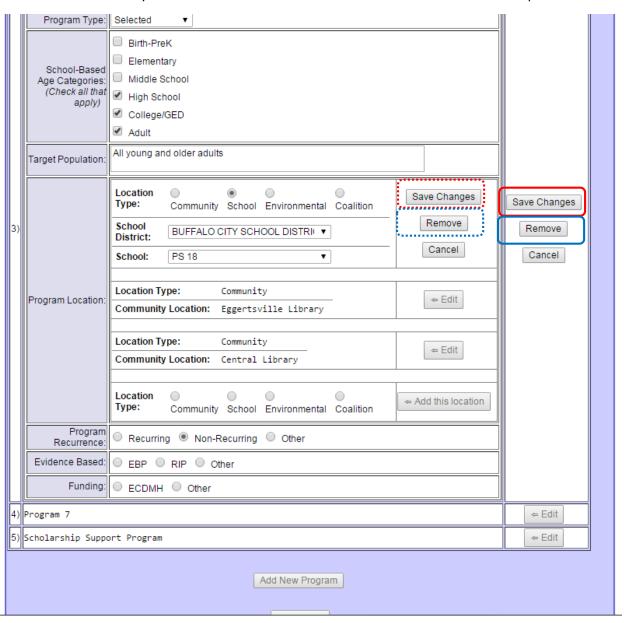
5. Revise My List of Programs, Continued

- a. Once you've selected a program to edit or chosen to create a new program, you'll be asked to input or revise information about that program. Specific fields are:
 - i. Program Name (Text)
 - ii. Description (Descriptive text summarizing the program)
 - iii. Type (Universal, Selective, Indicated and Multiple Types)
 - iv. School-Based Age Category (Check all that apply)
 - v. Target Population (Descriptive text summarizing the population being targeted)
 - vi. Program Location
 - 1. Edit existing locations by clicking the corresponding *Edit* button
 - 2. See subsequent explanation for how to enter this information
 - vii. Program Recurrence (Recurring, Non-recurring, Other)

- viii. Evidence Based (Evidence-based Program [EBP], Research Informed Program [RIP], Other)
- ix. Funding (ECDMH, Other)



- 6. Saving Changes and Removing Locations and Programs
 - a. Users can remove entire programs (solid blue box) as well as save their progress (solid red box) by clicking the appropriate buttons on the far right of the page outside of the table
 - b. Users can remove program location (dashed blue box) as well as save their progress (dashed red box) by clicking the appropriate buttons on right of the specific location being edited in the table.
 - i. Deleted records for programs and locations are archived and can be retrieved if you make a mistake. Please contact the site administrator for help.

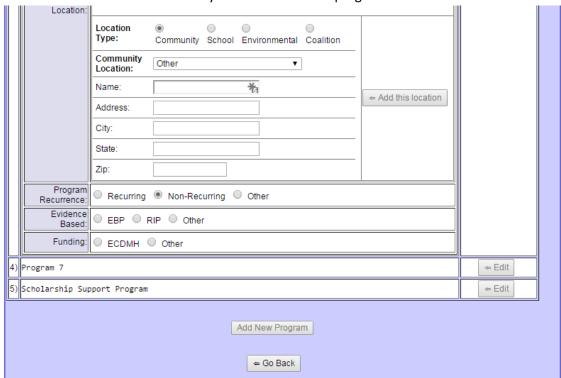


7. Adding New Programs

- a. After selecting the radio button for the desired location type (Community, School, Environmental or Coalition) click the *Add this location* button
 - i. Community locations are for programs that occur at specific locations (e.g. WSCS) but not at traditional school locations especially during school hours. These types of programs might include after-school programs as well as small environmental. These types of locations generally do not refer to larger-scale environmental programs or agency interactions and facilitation of coalitions.
 - ii. School locations refer to the more traditional locations for recurring, school-based prevention programs.
 - iii. Environmental locations refer to large scale environmental prevention programs such as media campaigns which do not necessarily have specific locations associated with them. Users will be asked to provide a text description of the targeted location (e.g. Media campaign on WIVB reaches XXXX households in Erie County).
 - iv. Coalition locations refer to agency interactions and facilitation of coalitions in broadly defined geographic regions. Users will be asked to describe the geographic extent of their territory (e.g. WSYDC is focused on the West Side of Buffalo, including parts of ZIP codes 14213, 14207, 14222 and 14201)

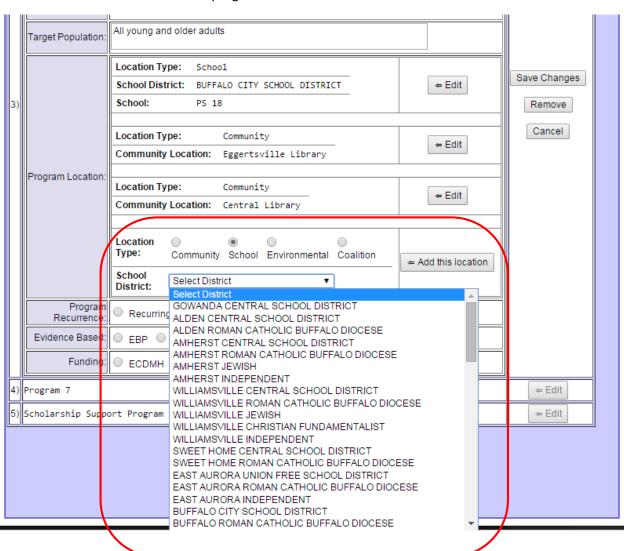
8. Community Locations

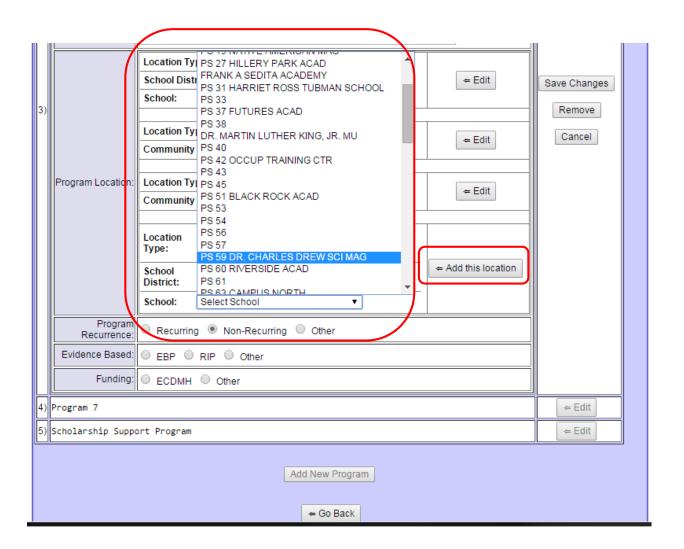
- a. Choose an already specified location from the dropdown list or choose other to enter a new location.
 - i. If choosing Other, enter the Name, Street Address, City, State and ZIP code for each community location where the program is offered.



9. School Locations

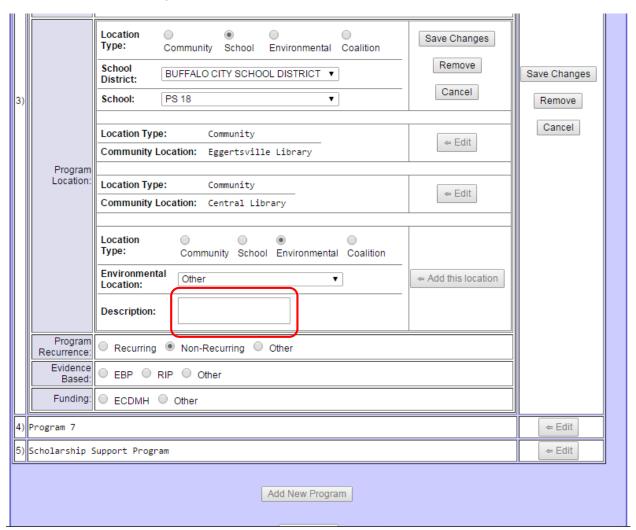
- a. All programs held at school locations will be linked dynamically to a database of school address-level information based on selecting a district and specific school for each location the program is offered.
 - i. Users will first be asked to identify the district where the program is offered based on the School District dropdown menu. This list includes charter, independent, and religiously affiliated school specified within individual districts independent from the public school districts.
 - ii. Next, the user will select a specific school location by name from the School dropdown menu.
 - iii. Once the correct school district and specific school have been selected from the dropdown menus, the user will click the *Add this location* button to the right to record this program location in the database.





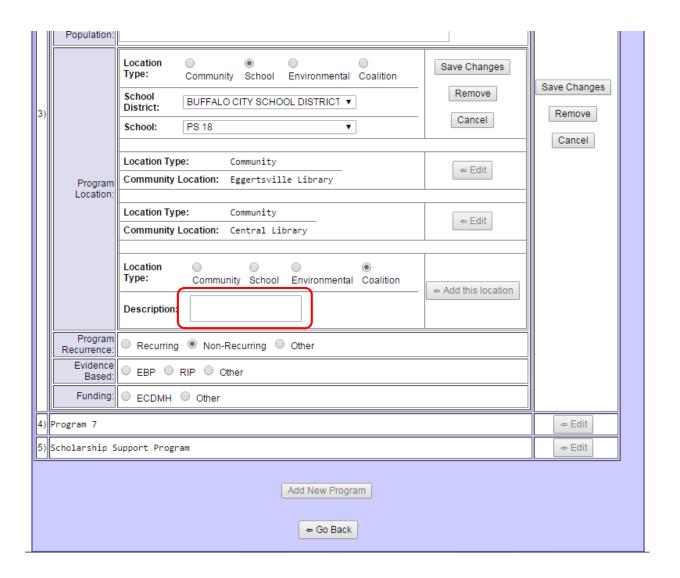
10. Environmental Locations

a. Environmental locations refer to large scale environmental prevention programs such as media campaigns which do not necessarily have specific locations associated with them. Users will be asked to provide as detailed of a text description of the targeted location/reach as possible (e.g. Media campaign on WIVB reaches XXXX households in Erie County).



11. Environmental Locations

a. Coalition locations refer to agency interactions and facilitation of coalitions in broadly defined geographic regions. Users will provide as detailed of a describe the geographic extent of their territory as possible (e.g. WSYDC is focused on the West Side of Buffalo, including all of ZIP code 14213, and parts of 14207, 14222 and 14201).



12. Finishing Up

- a. Be sure to save all changes before signing out of the system.
- b. Clicking the *Sign out* button at the top right hand side of all of the pages will exit you from the system.

