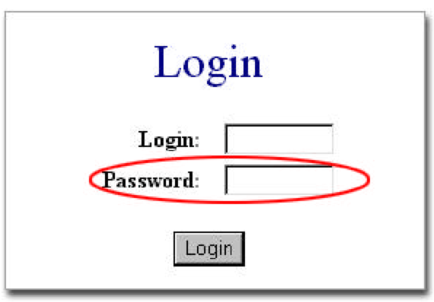
Using the MDS Administrative Features

From the MDS online tutorials located on the PreventionDSS website

The Administration menu provides access to several lookup tables where only users with administrator-level access can add, modify, or remove items from the pick lists that appear in selection boxes. User-defined fields can also be viewed and modified.

1. Log on to the MDS data tool, click the mouse in the Login field and type in your User ID.

2. Next, type your password into the Password field.



3. Click the Login button.

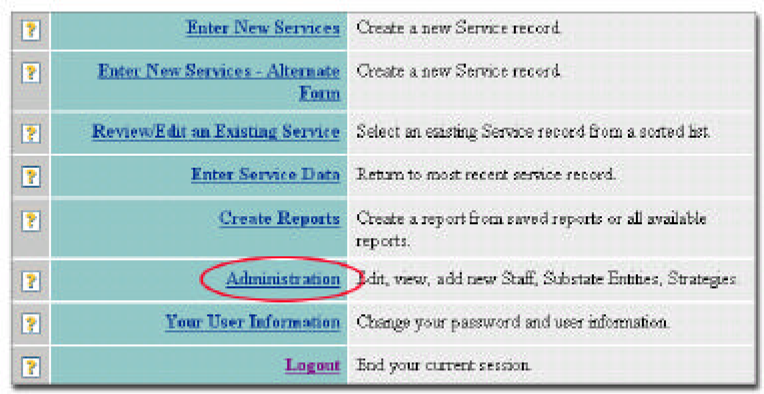
Administrative Task Menu

The Administrator-level main menu has (all) the same tasks available in the Service Provider main menu. Instructions for those data entry screens can be found in the General User Access and Reports sections.

In addition to the same tasks available in the General User Access main menu, the Administration link provides Program Administrators access to several lookup tables where they can add, modify, or remove items from the pick lists that appear in selection boxes as well as view and modify the user-defined fields for their state.

Administrators can also edit their user information and passwords in Your User Information.

1. To access the Administrative Task Data Entry Screens, click on the "Administration" link.



The Choose Administrative Task Screen

You can select various administrative tasks from the Choose Administrative Task menu. To select a task, click on its link.

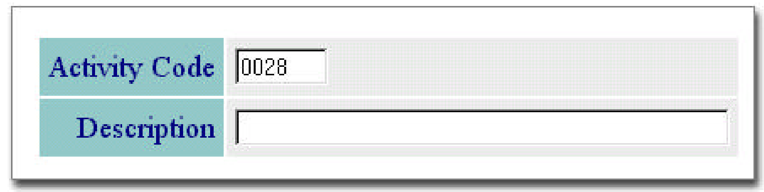
Click on a link in the menu below to go directly to the tutorial for that task

?	Activity Codes	Edit, view, add new Activity Codes
?	Providers	Edit, view, add new Providers
?	Service Populations	Edit, view, add new Service Populations
?	Service Types	Edit, view, add new Service Types
?	Staff	Edit, view, add new Staff
?	Strategies	Edit, view, add new Strategies
?	Substates	Edit, view, add new Substate Entities
?	UDFs	Edit, view, add new User-Defined Fields
?	RPFs	Edit, view, add new Risk and Protective Factors

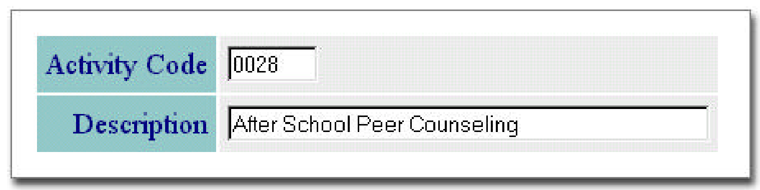
Activity Codes

1. To create a new activity code, click on the "Create" button.

2. Type in an alphanumeric code to represent the prevention service being provided in the "Activity Code" text field.

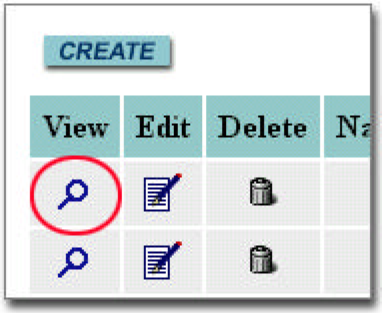


3. Enter a descriptive name for the prevention service being provided in the "Description" text field.

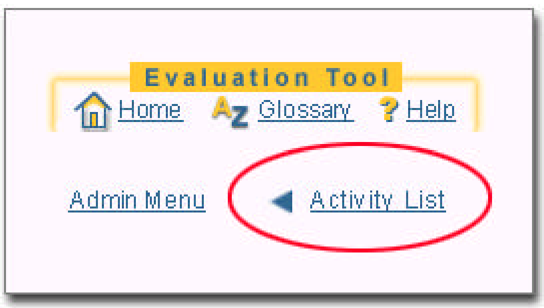


4. Click the Submit button.

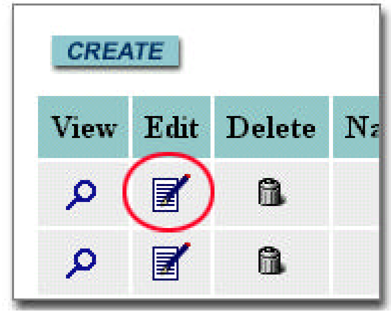
5. To view an existing activity record, scroll down the Activity List if necessary, and click the "View" icon to the left of the activity record you want to view.



6. To return to the activity pick list, click on the Activity List link in the Evaluation Tool Menu.



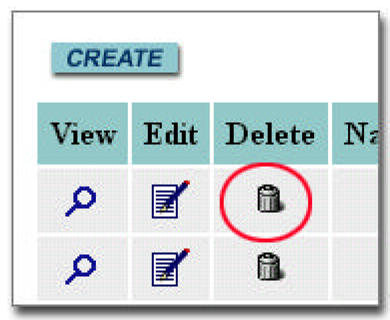
7. To edit an activity, click the "Edit "icon.



8. Next, click inside either the "Activity Code" text field or the "Description" text field and highlight the contents. Type in the changes.

9. Click the Save Changes button to apply the revisions to the activity pick list. Or click Reset to erase the changes and start again.

10. To delete an activity, click the "Delete" icon.

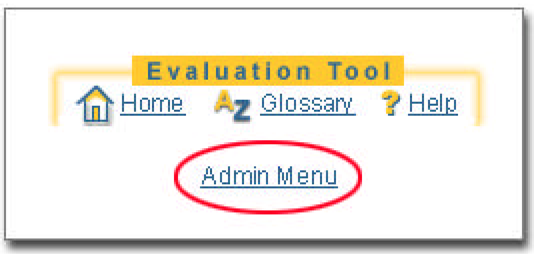


11. If you are sure you want to delete the activity record, click "Yes, delete these data".

Note: Your data will be gone permanently,

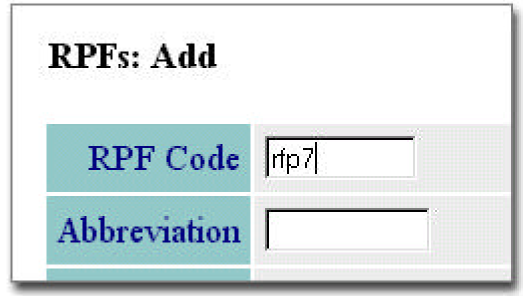
Or, click "No, Return to Activity List" to keep the record and return to the Activity List.

12. Click the Admin Menu link when you want to return to the Choose Administrative Task List to perform another task.

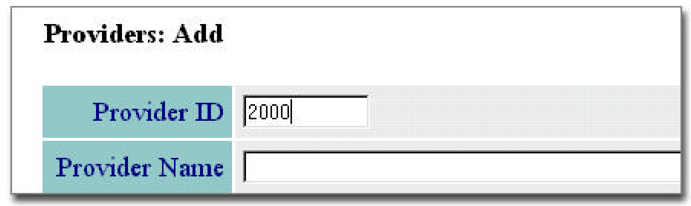


Providers

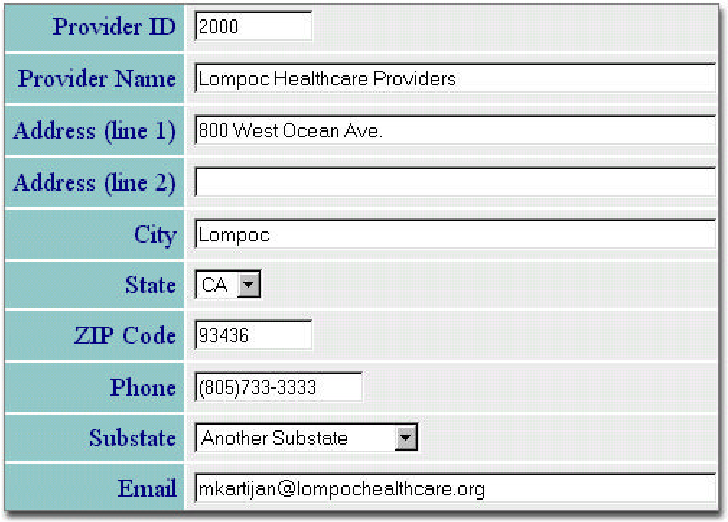
1. To create a new provider record, click on the "Create" button.



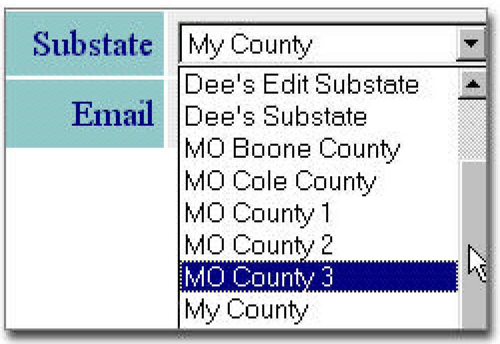
2. Type an alphanumeric code for the organization providing the prevention service into the "Provider ID" text field.



3. Continue entering the requested information for this provider.

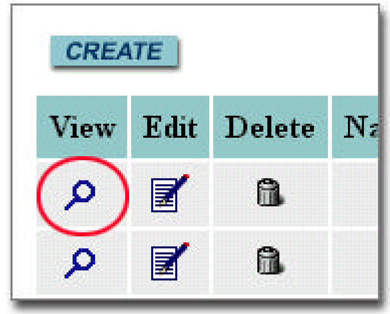


4. For the "Substate" field, click on the arrow in the drop down list to see the options and make a selection.

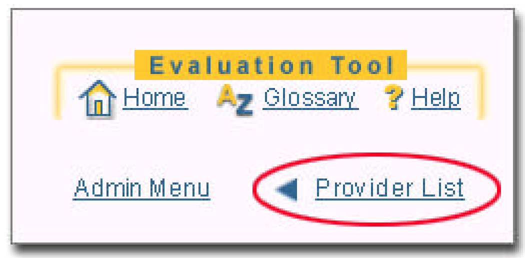


5. Click the Submit button when you are finished entering data into all the text fields.

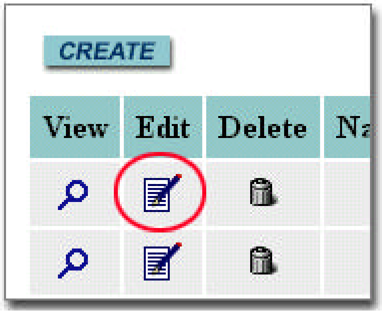
6. To view an existing provider record, scroll down the existing providers pick list if necessary, and click the "View" icon to the left of the provider you want to view.



7. To return to the existing providers pick list, click on the Provider List link.



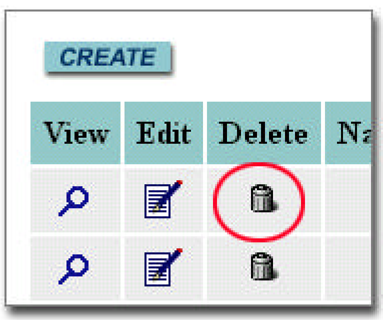
8. To edit an existing provider record, click the "Edit" icon.



9. Type in the changes where appropriate.

10. Click the Save Changes button to apply the revisions to the activity pick list or click Reset to erase the changes and start again.

11. To delete a provider, click the "Delete" icon.

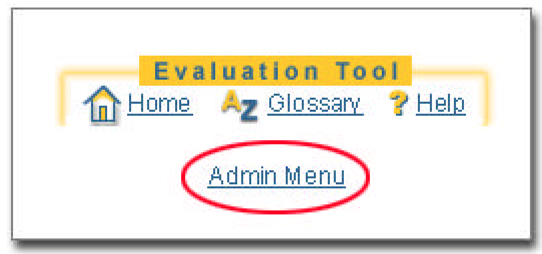


12. If you are sure you want to delete the provider record, click "Yes, delete these data" to delete.

Note: Your data will be gone permanently,

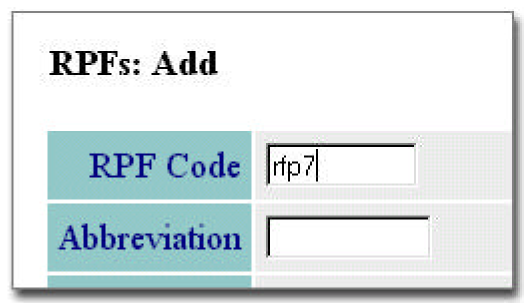
Or, Click "No, Return to Provider List", to keep the record and return to the provider list.

13. Click the Admin Menu link when you want to return to the Choose Administrative Task List to perform another task.



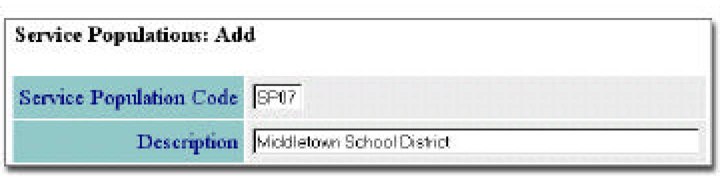
Service Populations

1. To create a new Service Population, click on the "Create" button.



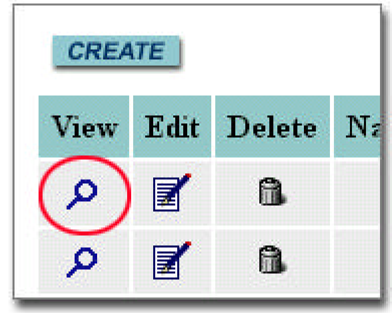
2. Type an alphanumeric code for the Service Population into the Service Population Code text field.

3. Enter a descriptive name for the service population in the "description" text field.

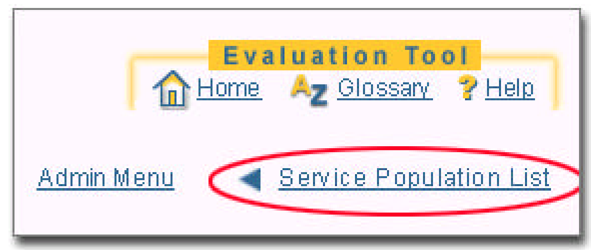


4. Click the Submit button.

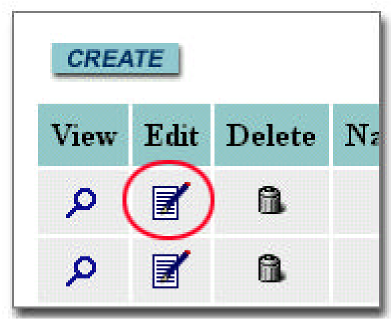
5. To view an existing Service Population record, scroll down the Existing Service Populations list if necessary and click the "View" icon to the left of the service population you want to view.



6. To return to the Service Populations list, click on the Service Populations List link.



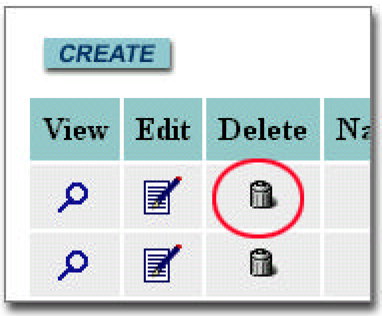
7. To edit an existing service population, click the "Edit" icon.



8. Type in changes where appropriate.

9. Click the Save Changes button to apply the revisions to the activity pick list or click Reset to erase the changes and start again.

10. To delete a service population, click the "Delete" icon.

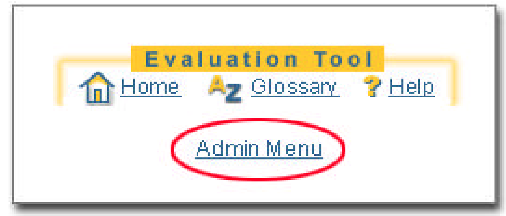


11. If you are sure you want to delete the record, click "Yes, delete these data".

Note: Your data will be gone permanently,

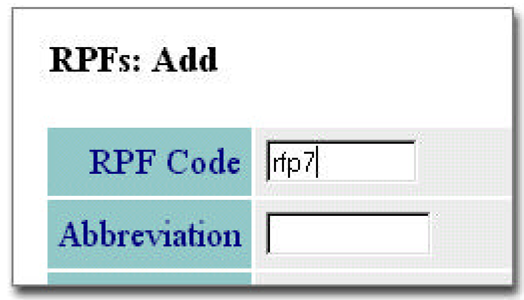
Or, click "No, Return to Provider List" to keep the record and return to the service population pick list.

12. Click the Admin Menu link when you want to return to the Choose Administrative Task List to perform another task.

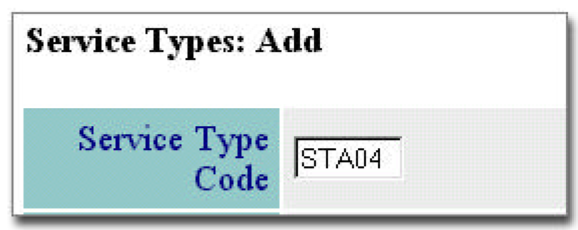


Service Types

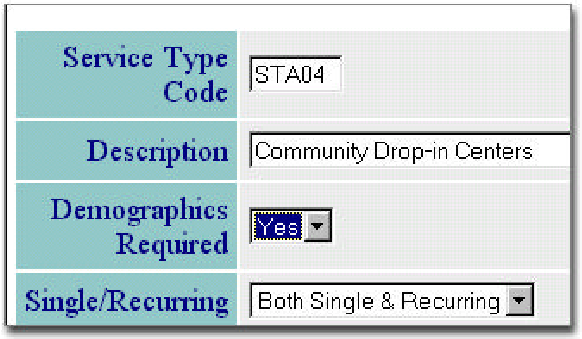
1. To create a new Service Type, click on the "Create" button.



2. Type an alphanumeric code for the Service Type into the Service Type Code text field.

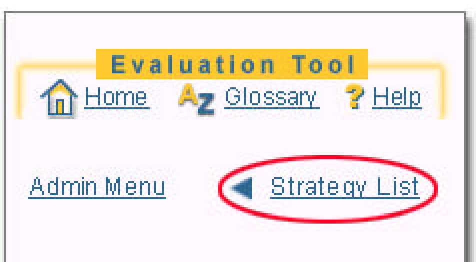


3. Enter a descriptive name for the Service Type in the "description" text field.



4. Click the arrow in the Demographics Required drop down list and indicate whether demographics are required.

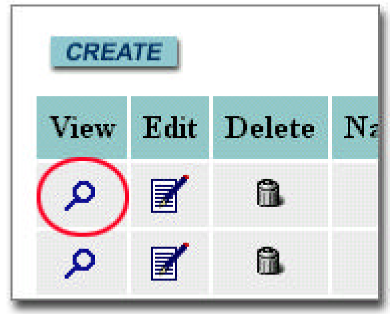
5. Click the arrow in the Single/Recurring drop down list and indicate whether this service type is single, recurring or both.



6. Click the 

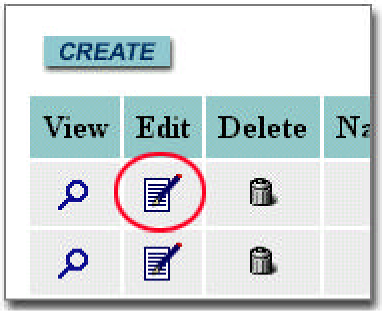
button.

7. To view an existing Service Type record, scroll down the Existing Service Type list if necessary and click the "View" icon to the left of the service type you want to view.



8. To return to the Service Type list, click on the Service Type List link.

9. To edit an existing service type, click the "Edit" icon.

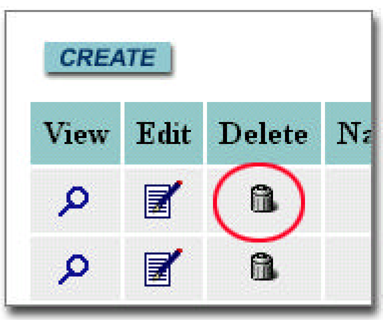


10. Type in changes where appropriate

11. Click the Save Changes button to apply the revisions to the activity pick list.

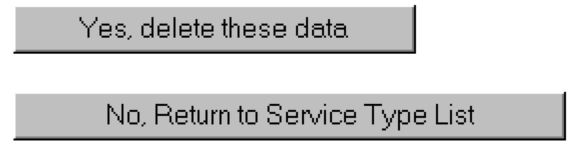
Or click Reset to erase the changes and start again.

12. To delete a service type, click the "Delete" icon.



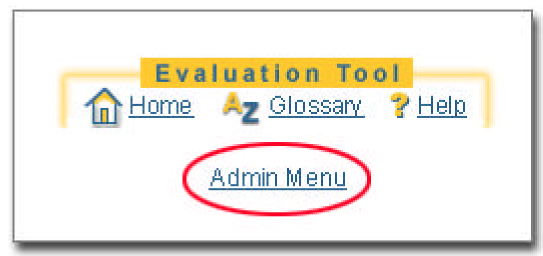
13. If you are sure you want to delete the service type, click "Yes, delete these data" to delete.

Note: Your data will be gone permanently,



Or, Click "No, Return to Service Type List", to keep the record and return to the Service Type List.

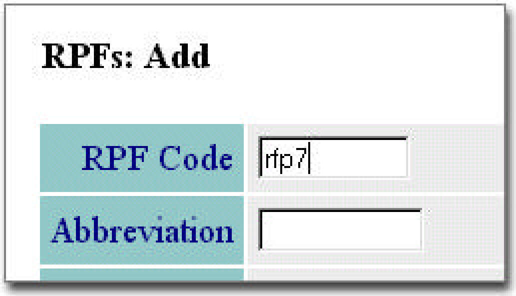
14. Click the Admin Menu link when you want to return to the Choose Administrative Task List to perform another task.



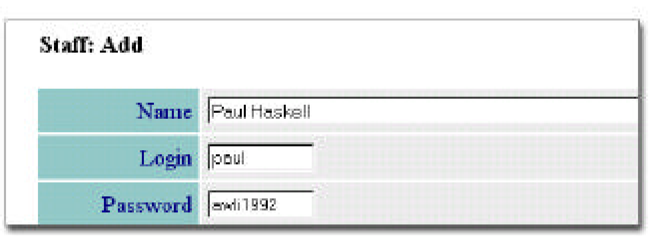
(**Return to Administrative Task Menu**)

Staff

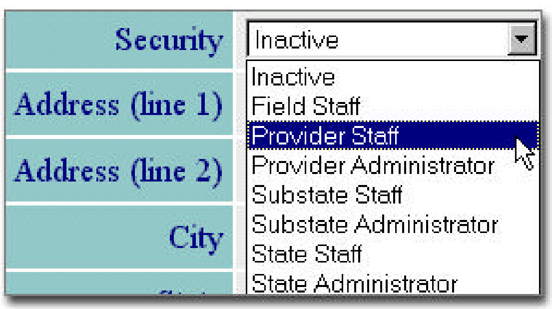
1. To add a new staff member record, click on the "Create" button.



2. Type the staff member's name, login and password into the appropriate text fields



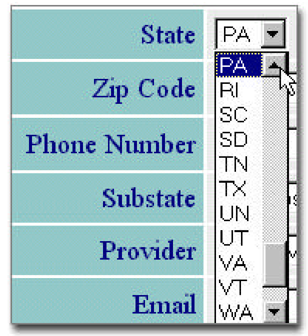
3. Select the appropriate level of security for this staff member by clicking the arrow in the "Security" drop down list and making a selection.



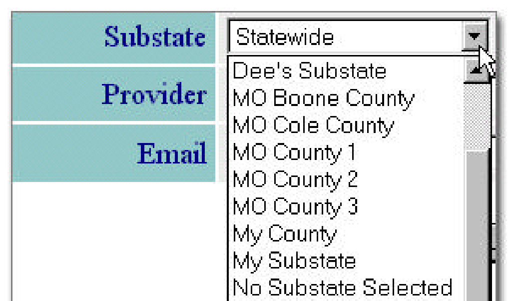
4. Continue entering the requested information for this staff member.

> *Although Address lines 1 and 2, as well as the City, Zip Code and Phone fields are optional; the State text field is required.*

5. Click on the arrow in the "State" drop down list and make a selection.



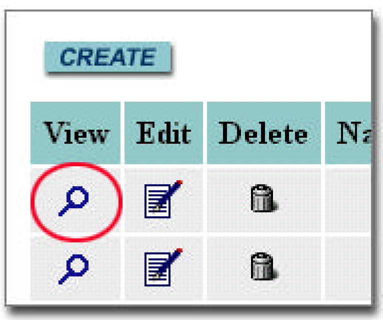
6. For the "Substate" field, click on the arrow in the drop down list to see the options and make a selection.



7. Click on the arrow in the "Provider" drop down list to see the options and make a selection.

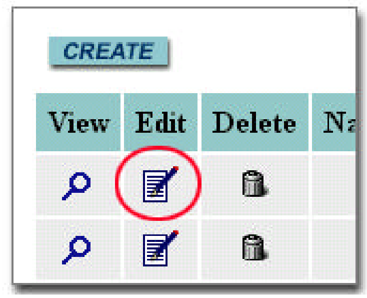
8. Click the Submit button when you are finished entering data into all the text fields.

9. To view an existing staff member record, scroll down the existing staff member pick list if necessary, and click the "View" icon to the left of the staff member name you want to view.



10. To return to the existing staff pick list, click on the Staff List link.

11. To edit an existing staff member record, click the "Edit" icon.

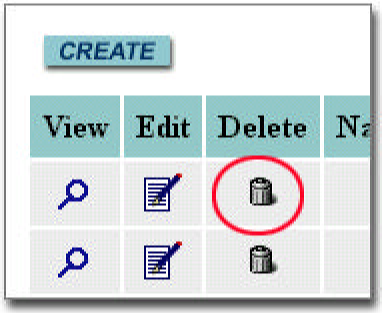


12. Make in changes where appropriate.

13. Click the Save Changes button to apply the revisions to the activity pick list.

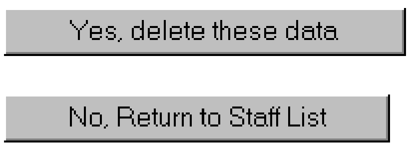
Or click Reset to erase the changes and start again.

14. To delete a staff member, click the "Delete" icon.



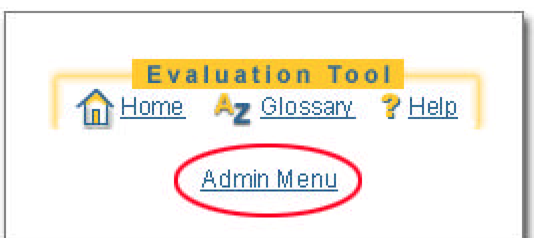
15. If you are sure you want to delete the staff member record, click "Yes, delete these data".

Note: Your data will be gone permanently,



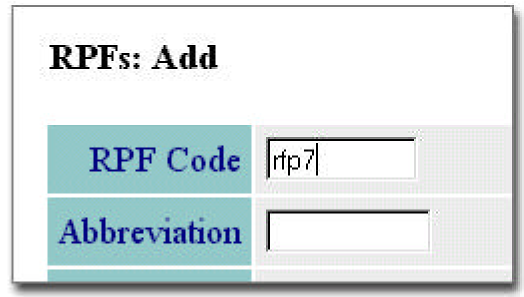
Or, click "No, Return to Staff List" to keep the record and return to the staff pick list.

16. Click the Admin Menu link when you want to return to the Choose Administrative Task List to perform another task.



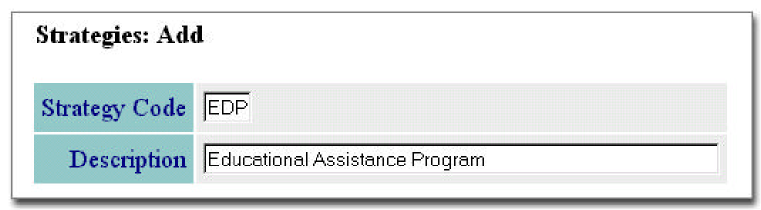
Strategies

1. To add a new strategy record, click on the "Create" button.



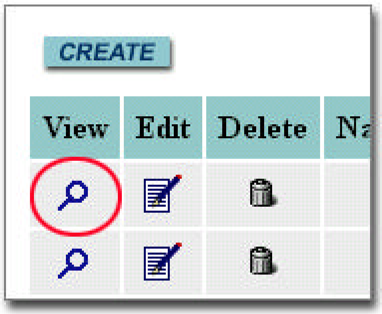
2. Type an alphanumeric code for the strategy into the "Strategy Code" text field.

3. Enter a descriptive name for the service population in the "description" text field.

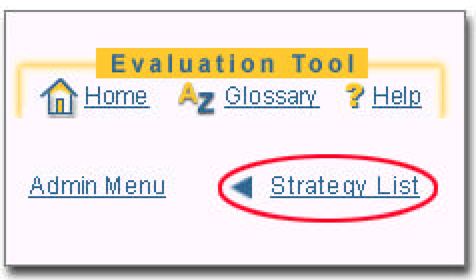


4. Click the Submit button.

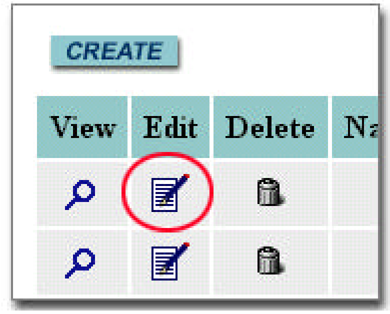
5. To view an existing strategy record, scroll down the strategies pick list if necessary, and click the "View" icon to the left of the strategy record you want to view.



6. To return to the strategy pick list, click on the Strategy List link.



7. To edit an existing strategy record, click the "Edit" icon.

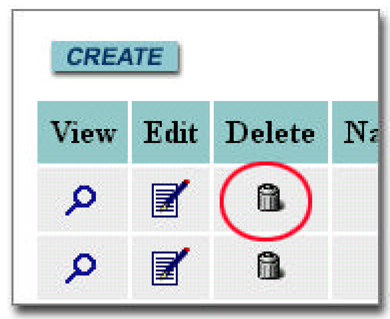


9. Make changes where appropriate.

10. Click the Save Changes button to apply the revisions to the activity pick list.

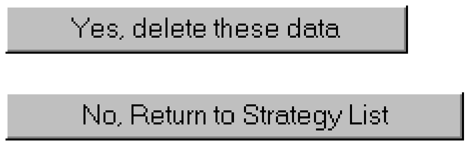
Or click Reset to erase the changes and start again.

11. To delete a strategy record, click the "Delete" icon.



12. If you are sure you want to delete the strategy record, click "Yes, delete these data".

Note: Your data will be gone permanently,



Or, click "No, Return to Strategy List" to keep the record and return to the strategy pick list.

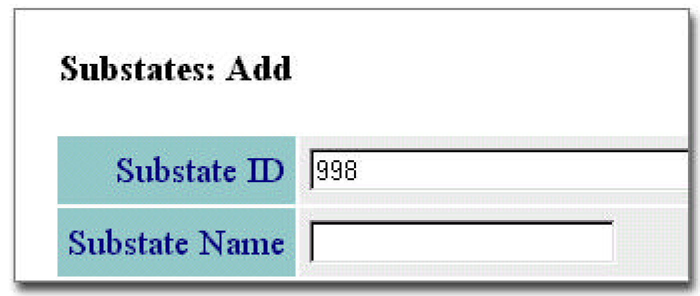
13. Click the Admin Menu link when you want to return to the Choose Administrative Task List to perform another task.

(**[Return to Administrative Task Menu]**)

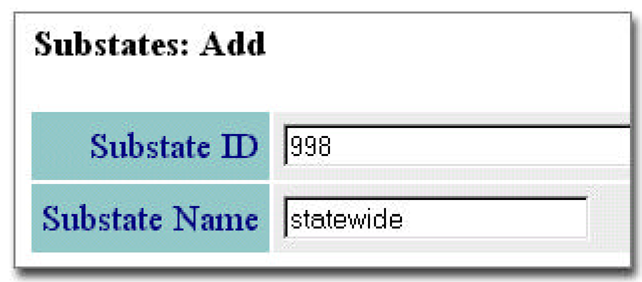
Substates

1. To add a new substate record, click the "Create" button.

2. Enter a substate ID into the "Substate ID" text field.

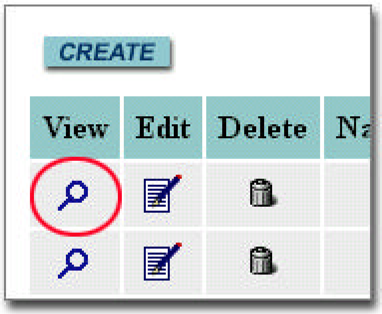


3. Type the substate name into the "Substate Name" text field.

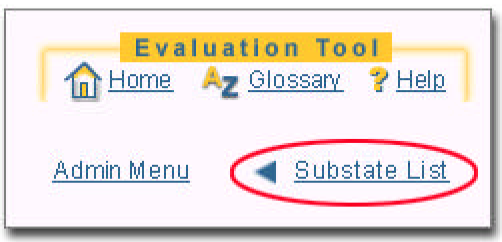


4. Click the Submit button.

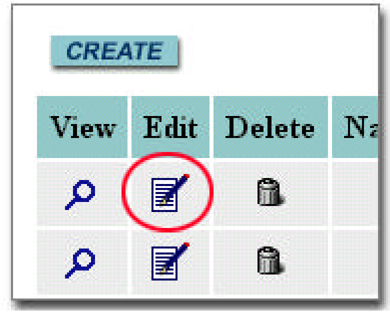
5. To view an existing substate record, scroll down the substates pick list if necessary, and click the "View" icon to the left of the substate record you want to view.



6. To return to the substate pick list, click on the Substate List link.



7. To edit an existing substate record, click the "Edit" icon.

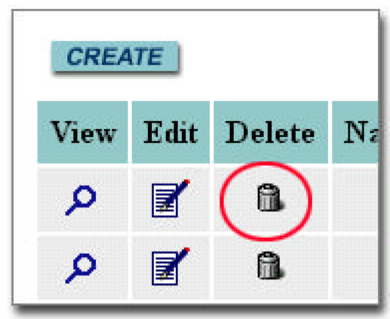


8. Type in changes where appropriate.

9. Click the Save Changes button to apply the revisions to the activity pick list.

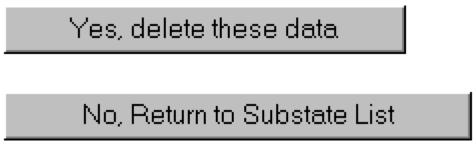
Or click Reset to erase the changes and start again.

10. To delete a substate record, click the "Delete" icon.



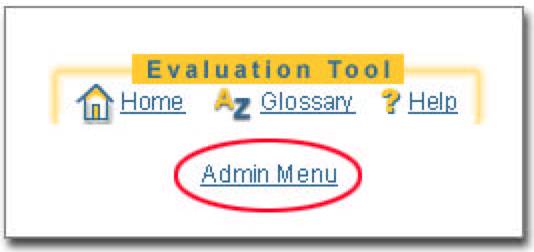
11. If you are sure you want to delete the substate record, click "Yes, delete these data".

Note: Your data will be gone permanently,



Or, click "No, Return to Substate List", to keep the record and return to the substate pick list.

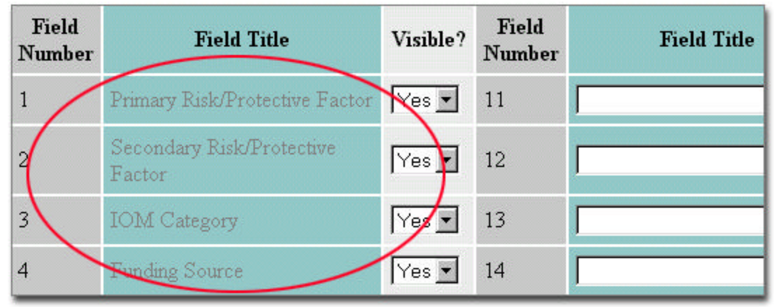
12. Click the Admin Menu link when you want to return to the Choose Administrative Task List to perform another task.



(Return to Administrative Task Menu)

UDF-User-Defined Fields

1. Pre-defined user-defined fields are indicated in gray type and cannot be altered.



2. However, you may hide or show a predefined UDF in your state's data entry form by using the "Visible?" setting. Select the "Yes" option if you wish to use the predefined UDF, select "No" if you do not.

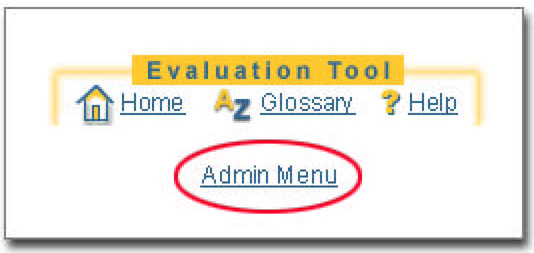
3. To create a new User-Defined Field for your state, type a name for the user-defined field in the appropriate "Field Title" text box.

4. Click the Save Changes button to apply the UDF, or click Reset to erase the UDF and start again.

5. To delete a user-defined field from your state's data entry form, delete the text from the "Field Title" text box.

6. Click the Save Changes button.

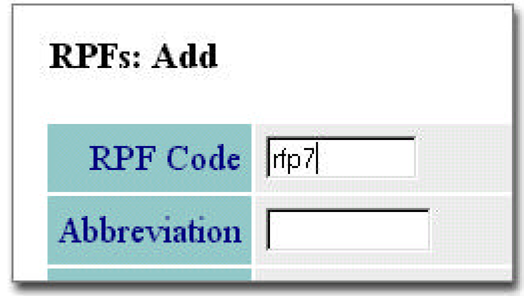
7. Click the Admin Menu link when you want to return to the Choose Administrative Task List to perform another task.



(**Return to Administrative Task Menu**)

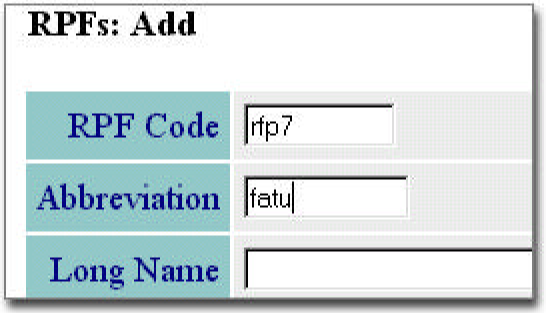
RPF-Risk and Protective Factors

1. To create a new RPF record, click the "Create" button.

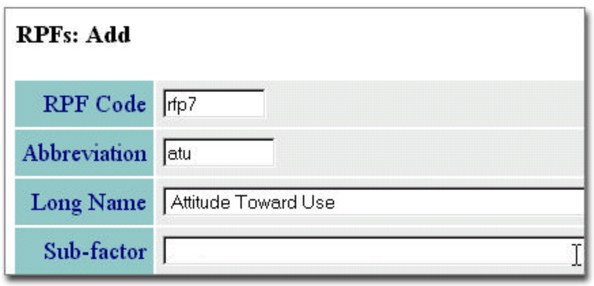


2. Type the code for the RPF into the "RPF Code" text field.

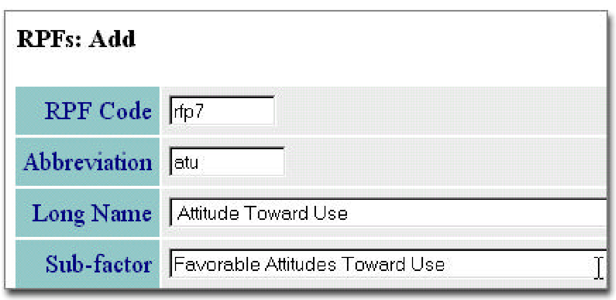
3. Type in an abbreviation for the RPF into the "Abbreviation" text field.



4. Type the long name of the RPF into the "Long Name" text field.

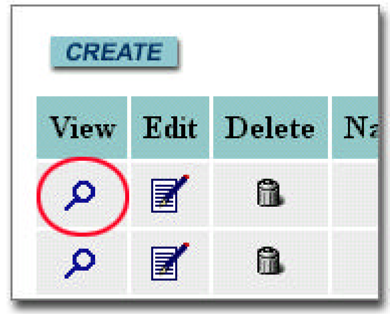


5. Type in a sub-factor into the "Sub-factor" text field. (optional)



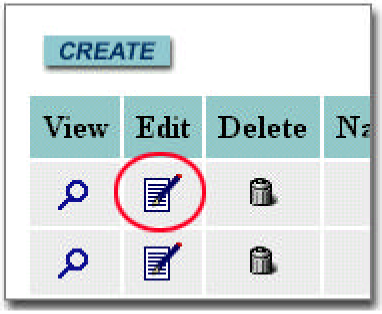
6. Click the Submit button.

7. To view, an existing RPF, scroll down the RPF pick list if necessary and click the "View" icon to the left of the RPF record you want to view.

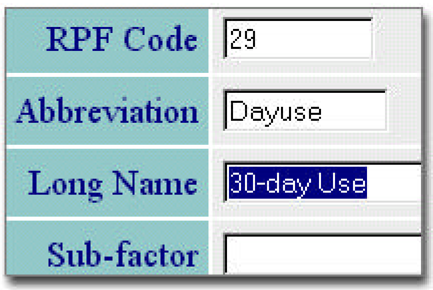


8. To return to the RPF pick list, click on the RPF List link.

9. To edit an RPF record, click the "Edit" icon.

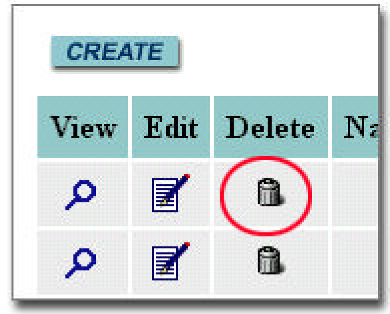


10. Next, click inside the appropriate text field and highlight the contents. Type in the changes.



11. Click the Save Changes button to apply the revisions, or click Reset to erase the changes and start again.

12. To delete an RPF record, click the "Delete" icon.



13. If you are sure you want to delete the RPF record, click "Yes, delete these data".

Note: Your data will be gone permanently,

Or, click "No, Return to RPF List", to keep the record and return to the RPF pick list.

14. Click the Admin Menu link when you want to return to the Choose Administrative Task List to perform another task.