

## 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.

	<a href="#">Enter New Services</a>	Create a new Service record.
	<a href="#">Enter New Services - Alternate Form</a>	Create a new Service record.
	<a href="#">Review/Edit an Existing Service</a>	Select an existing Service record from a sorted list.
	<a href="#">Enter Service Data</a>	Return to most recent service record.
	<a href="#">Create Reports</a>	Create a report from saved reports or all available reports.
	<a href="#">Administration</a>	Edit, view, add new Staff, Substate Entities, Strategies
	<a href="#">Your User Information</a>	Change your password and user information.
	<a href="#">Logout</a>	End your current session.

## 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*

	<a href="#">Activity Codes</a>	Edit, view, add new Activity Codes
	<a href="#">Providers</a>	Edit, view, add new Providers
	<a href="#">Service Populations</a>	Edit, view, add new Service Populations
	<a href="#">Service Types</a>	Edit, view, add new Service Types
	<a href="#">Staff</a>	Edit, view, add new Staff
	<a href="#">Strategies</a>	Edit, view, add new Strategies
	<a href="#">Substates</a>	Edit, view, add new Substate Entities
	<a href="#">UDFs</a>	Edit, view, add new User-Defined Fields
	<a href="#">RPFs</a>	Edit, view, add new Risk and Protective Factors

### Activity Codes

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

**RPFs: Add**

<b>RPF Code</b>	<input type="text" value="rtp7"/>
<b>Abbreviation</b>	<input type="text"/>

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

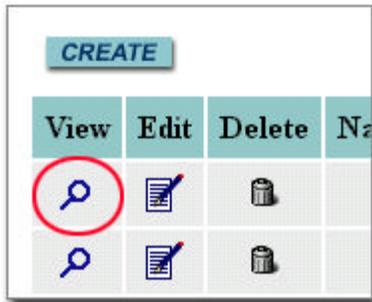
<b>Activity Code</b>	<input type="text" value="0028"/>
<b>Description</b>	<input type="text"/>

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

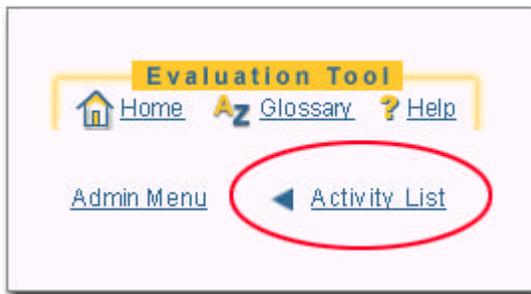
<b>Activity Code</b>	<input type="text" value="0028"/>
<b>Description</b>	<input type="text" value="After School Peer Counseling"/>

4. Click the  button.

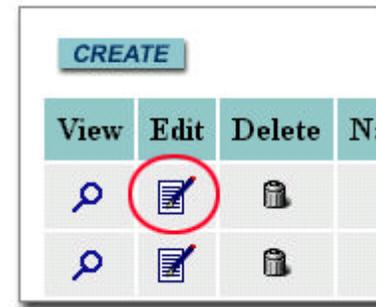
5. To view an existing activity record, scroll down the Activity List if necessary, and click the "View" icon to the left of the activity record you want to view.



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



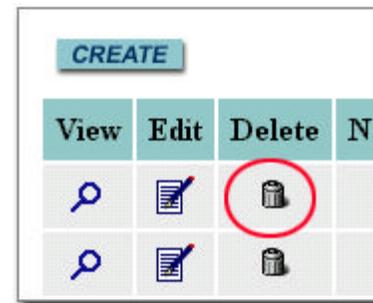
7. To edit an activity, click the "Edit" icon.



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".

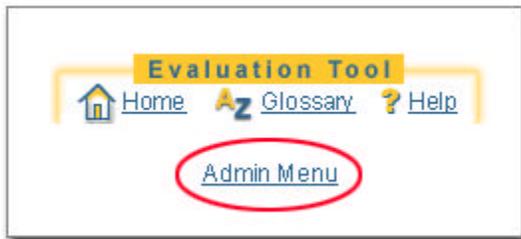
*Note: Your data will be gone permanently,*

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

Yes, delete these data

No, Return to 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.

 A screenshot of a form titled "RPFs: Add". It has two rows of input fields. The first row is labeled "RPF Code" and contains the text "rtp7". The second row is labeled "Abbreviation" and is currently empty.

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

 A screenshot of a form titled "Providers: Add". It has two rows of input fields. The first row is labeled "Provider ID" and contains the text "2000". The second row is labeled "Provider Name" and is currently empty.

3. Continue entering the requested information for this provider.

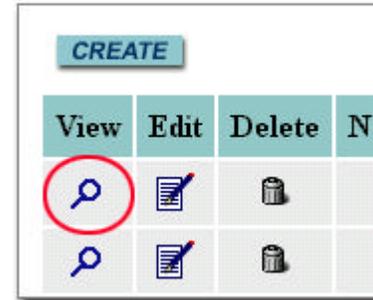
<b>Provider ID</b>	<input type="text" value="2000"/>
<b>Provider Name</b>	Lompoc Healthcare Providers
<b>Address (line 1)</b>	800 West Ocean Ave.
<b>Address (line 2)</b>	<input type="text"/>
<b>City</b>	Lompoc
<b>State</b>	CA
<b>ZIP Code</b>	93436
<b>Phone</b>	(805)733-3333
<b>Substate</b>	Another Substate
<b>Email</b>	mkartijan@lompochealthcare.org

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

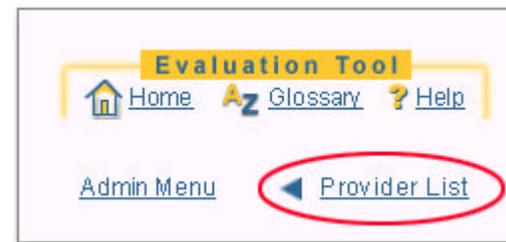
<b>Substate</b>	My County
<b>Email</b>	Dee's Edit Substate
	Dee's Substate
	MO Boone County
	MO Cole County
	MO County 1
	MO County 2
	MO County 3
	My County

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

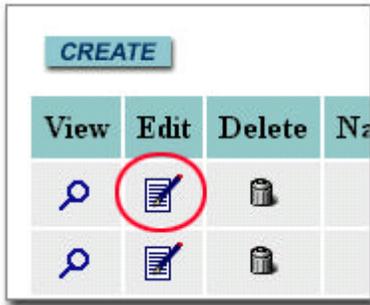
6. To view an existing provider record, scroll down the existing providers pick list if necessary, and click the "View" icon to the left of the provider you want to view.



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



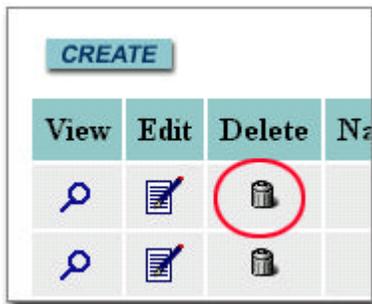
8. To edit an existing provider record, click the "Edit" icon.



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,*

Yes, delete these data

No, Return to Provider List

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.

**RPFs: Add**

<b>RPF Code</b>	<input type="text" value="rfp7"/>
<b>Abbreviation</b>	<input type="text"/>

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

**Service Populations: Add**

Service Population Code	SP07
Description	

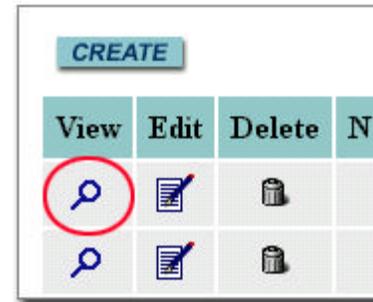
3. Enter a descriptive name for the service population in the "description" text field.

**Service Populations: Add**

Service Population Code	SP07
Description	Middletown School District

4. Click the **Submit** button.

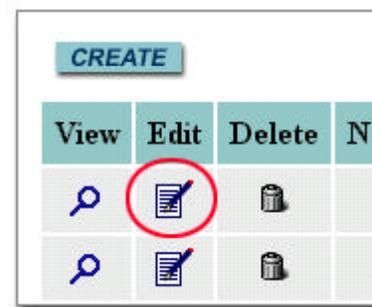
5. To view an existing Service Population record, scroll down the Existing Service Populations list if necessary and click the "View" icon to the left of the service population you want to view.



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



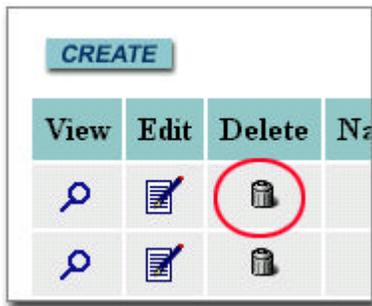
7. To edit an existing service population, click the "Edit" icon.



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".

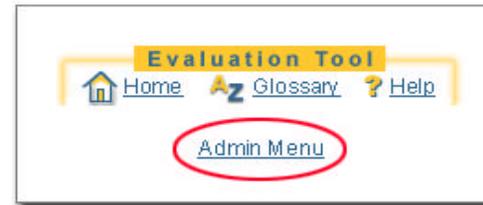
*Note: Your data will be gone permanently,*

**Yes, delete these data**

**No, Return to Service Population List**

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.

**RPFs: Add**

RPF Code

Abbreviation

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

**Service Types: Add**

Service Type Code

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

Service Type Code	STA04
Description	Community Drop-in Centers
Demographics Required	Yes
Single/Recurring	Both Single & Recurring

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

Demographics Required	Yes
Single/Recurring	No

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

Evaluation Tool		
<a href="#">Home</a>	<a href="#">Glossary</a>	<a href="#">Help</a>
<a href="#">Admin Menu</a>	<a href="#">Strategy List</a>	

6. Click the **Submit** button.

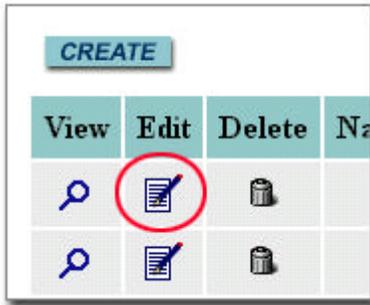
7. To view an existing Service Type record, scroll down the Existing Service Type list if necessary and click the "View" icon to the left of the service type you want to view.

CREATE			
View	Edit	Delete	Na
			
			

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

Evaluation Tool		
<a href="#">Home</a>	<a href="#">Glossary</a>	<a href="#">Help</a>
<a href="#">Admin Menu</a>	<a href="#">Service Type List</a>	

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

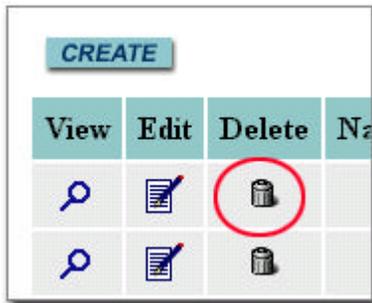


10. Type in changes where appropriate

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.

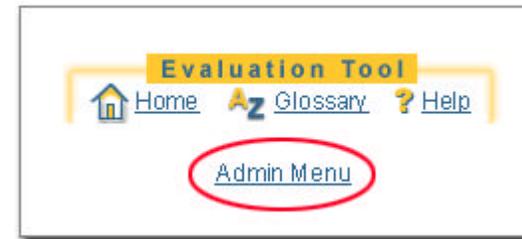
*Note: Your data will be gone permanently,*

Yes, delete these data

No, Return to Service Type List

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.

<b>RPFs: Add</b>
RPF Code: rfp7
Abbreviation:

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

<b>Staff: Add</b>
Name: Paul Haskell
Login: jpaul
Password: ewil1892

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.

<b>Security</b>	Inactive
<b>Address (line 1)</b>	Inactive
<b>Address (line 2)</b>	Field Staff
<b>City</b>	Provider Staff
	Provider Administrator
	Substate Staff
	Substate Administrator
	State Staff
	State Administrator

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.*

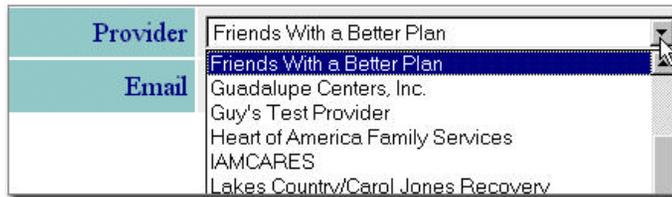
5. Click on the arrow in the "State" drop down list and make a selection.

<b>State</b>	PA
<b>Zip Code</b>	RI
<b>Phone Number</b>	SC
<b>Substate</b>	SD
<b>Provider</b>	TN
<b>Email</b>	TX
	UN
	UT
	VA
	VT
	WA

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

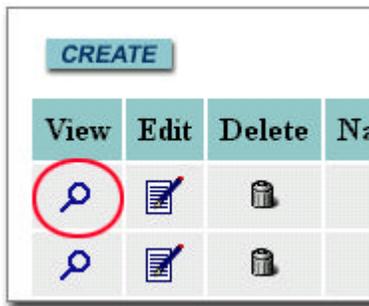
<b>Substate</b>	Statewide
<b>Provider</b>	Dee's Substate
<b>Email</b>	MO Boone County
	MO Cole County
	MO County 1
	MO County 2
	MO County 3
	My County
	My Substate
	No Substate Selected

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

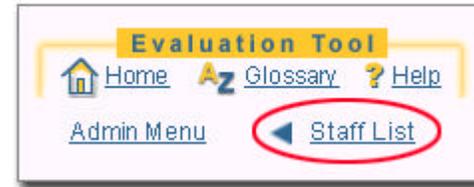


8. Click the **Submit** button when you are finished entering data into all the text fields.

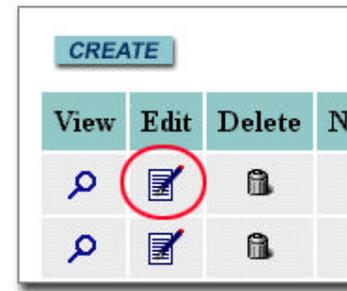
9. To view an existing staff member record, scroll down the existing staff member pick list if necessary, and click the "View" icon to the left of the staff member name you want to view.



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.

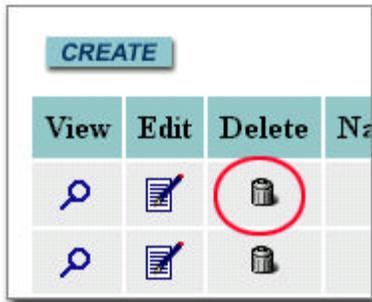


12. Make in changes where appropriate.

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

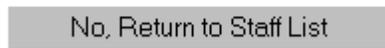
Or click **Reset** to erase the changes and start again.

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,*



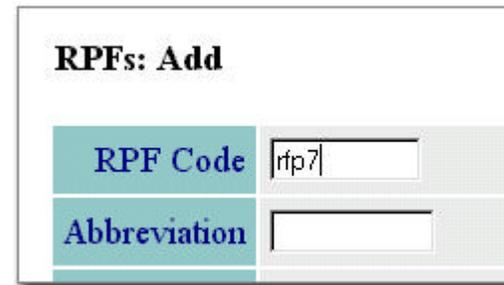
Or, click "No, Return to Staff List" to keep the record and return to the staff pick list.

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.

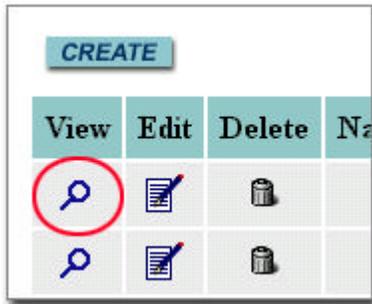


3. Enter a descriptive name for the service population in the "description" text field.

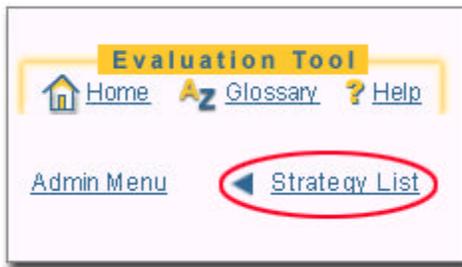


4. Click the **Submit** button.

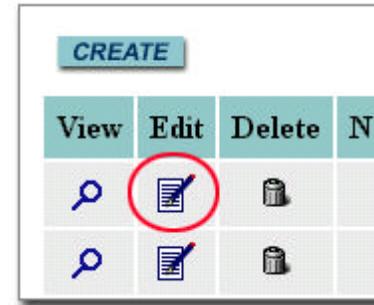
5. To view an existing strategy record, scroll down the strategies pick list if necessary, and click the "View" icon to the left of the strategy record you want to view.



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.

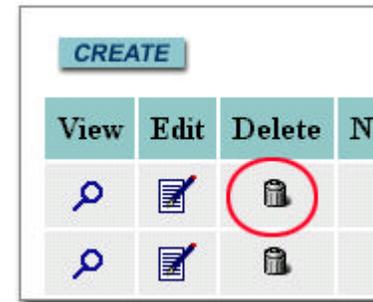


9. Make changes where appropriate.

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".

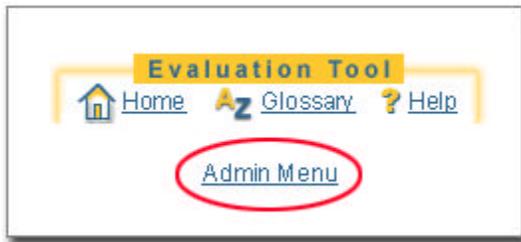
*Note: Your data will be gone permanently,*

Yes, delete these data

No, Return to Strategy List

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.

A screenshot of a form titled "RPFs: Add". It has two input fields: "RPF Code" with the value "rtp7" and "Abbreviation" which is empty.

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

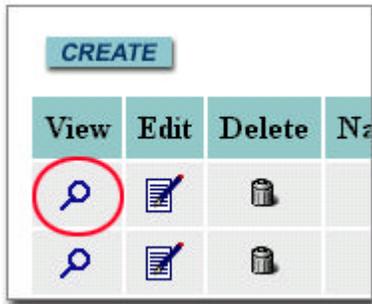
A screenshot of a form titled "Substates: Add". It has two input fields: "Substate ID" with the value "998" and "Substate Name" which is empty.

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

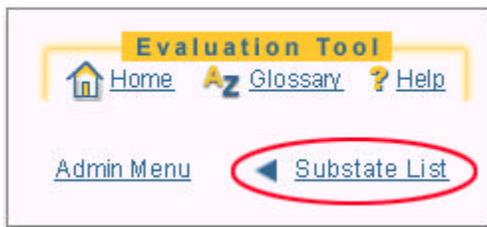
A screenshot of a form titled "Substates: Add". It has two input fields: "Substate ID" with the value "998" and "Substate Name" with the value "statewide".

4. Click the **Submit** button.

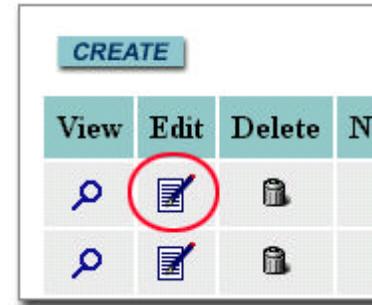
5. To view an existing substate record, scroll down the substates pick list if necessary, and click the "View" icon to the left of the substate record you want to view.



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.

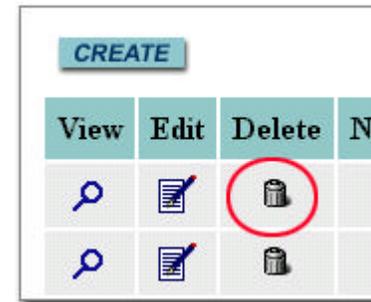


8. Type in changes where appropriate.

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,*

Yes, delete these data

No, Return to Substate List

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.

Field Number	Field Title	Visible?	Field Number	Field Title
1	Primary Risk/Protective Factor	Yes	11	
2	Secondary Risk/Protective Factor	Yes	12	
3	IOM Category	Yes	13	
4	Funding Source	Yes	14	

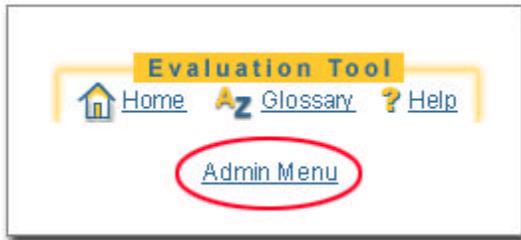
2. However, you may hide or show a predefined UDF in your state's data entry form by using the "Visible?" setting. Select the "Yes" option if you wish to use the predefined UDF, select "No" if you do not.



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.

8	User-defined field 1	N/A
9		N/A

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.

 A screenshot of a web form titled "RPFs: Add". The form has two input fields. The first field is labeled "RPF Code" and contains the text "rtp7". The second field is labeled "Abbreviation" and is currently empty.

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

 A screenshot of the same "RPFs: Add" form. The "RPF Code" field still contains "rtp7". The "Abbreviation" field is now highlighted with a blue background, indicating it is the active field for the next step.

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

**RPFs: Add**

<b>RPF Code</b>	rfp7
<b>Abbreviation</b>	fatu
<b>Long Name</b>	

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

**RPFs: Add**

<b>RPF Code</b>	rfp7
<b>Abbreviation</b>	fatu
<b>Long Name</b>	Attitude Toward Use
<b>Sub-factor</b>	

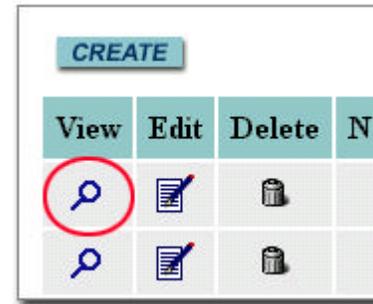
5. Type in a sub-factor into the "Sub-factor" text field. (optional)

**RPFs: Add**

<b>RPF Code</b>	rfp7
<b>Abbreviation</b>	fatu
<b>Long Name</b>	Attitude Toward Use
<b>Sub-factor</b>	Favorable Attitudes Toward Use

6. Click the **Submit** button.

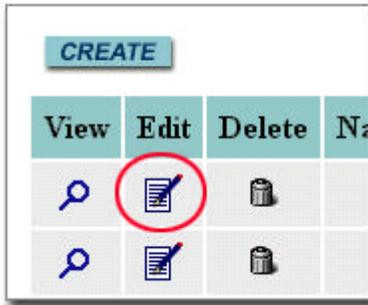
7. To view, an existing RPF, scroll down the RPF pick list if necessary and click the "View" icon to the left of the RPF record you want to view.



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



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

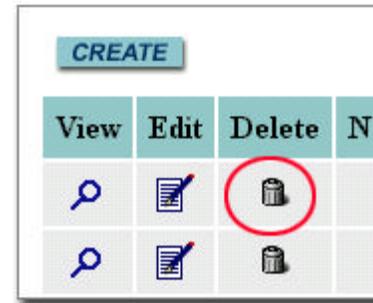


10. Next, click inside the appropriate text field and highlight the contents. Type in the changes.

RPF Code	<input type="text" value="29"/>
Abbreviation	<input type="text" value="Dayuse"/>
Long Name	<input type="text" value="30-day Use"/>
Sub-factor	<input type="text"/>

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.

