



IMPACT

From Planning to Evaluation –
Your Guide to Evaluating Your Efforts in IMPACT



IMPACT Evaluation Overview

Evaluation begins with the planning phase. Therefore, IMPACT incorporates important aspects of each organization's evaluation during the Planning phases of IMPACT. Starting with goals and objectives, users can set goal and objective outcomes and determine the frequency and methodology that will be used to measure progress towards both their goals and objectives.

Progress indicators, as we call them in IMPACT, can either be described using plain text and or can be determined quantitatively using a pre-defined list of indicators, direction of change, the results that are expected, the data source and/or instrument to be used, the service populations to be impacted, and date by which the progress is be achieved by.

As data towards evaluating this progress is available, results can be reported using the Progress Measurement and Results section of IMPACT. Using the same set of criteria from the planning phase, IMPACT allows each organization to report on their results and progress towards each goal and/or objective.

Upon selection of the Progress Indicator Title, the direction of change, indicator, service population(s), and data source and/or instrument used will all be populated from the information collected from the Plan. If for some reason this information is no longer valid, the user will go to the planning section and update their progress indicators so that the plan is current. It is important when following the Strategic Prevention Framework that any changes to the plan be captured and that the plan is always up to date. If a Progress Indicator is no longer relevant, then that Progress Indicator does not need to be included when reporting progress towards a particular goal or objective.

It is anticipated that progress will be reporting on a semi-annual or annual basis but the frequency of reported progress is determined by each customer. IMPACT allows the user to report multiple progress records for each progress indicator. The frequency of reported progress will depend on the type and frequency of the data that is being used to report progress.

If a user would like to include a narrative account regarding their progress, they can upload either a Word or PDF document under the Evaluation Progress & Results section of IMPACT.

The Evaluation step of IMPACT is comprised of several different data collection tools. As you know, there are many different methods of evaluating our efforts. Therefore, IMPACT allows you to determine the best set of tools to measure your progress.

In order to report progress towards a goal or an objective, you must first identify the goals and objectives that your Organization will be working towards.

To add a Goal, you'll follow the steps below.

Identify Goals

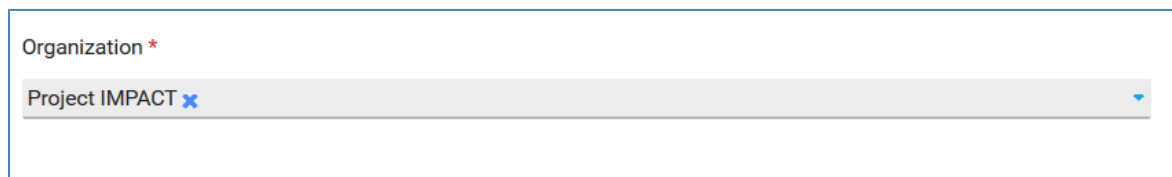
Goal List

TO CREATE A NEW GOAL

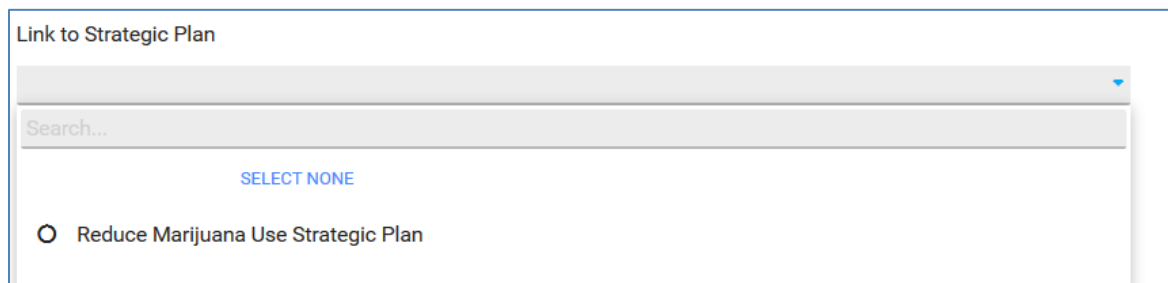
1. Select the New button



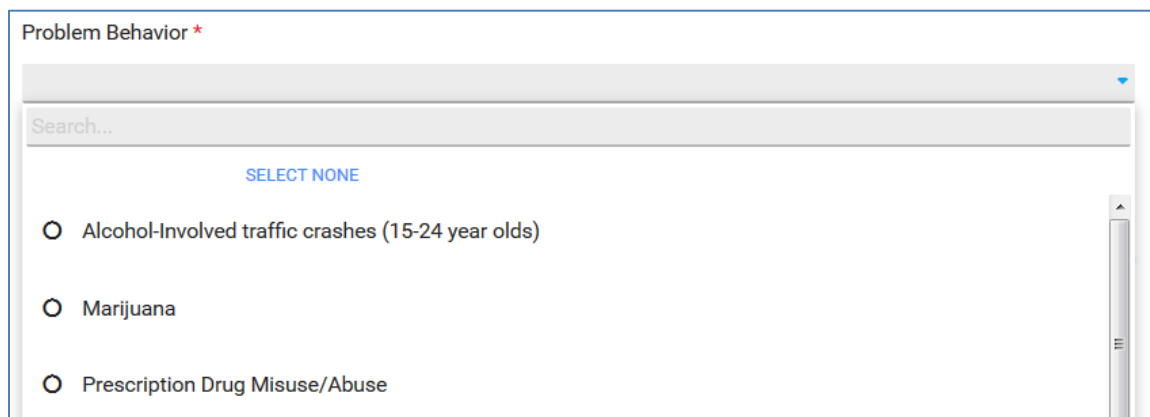
2. Select your Organization.



3. Select a Link to Strategic Plan. This step is optional.



4. Select a Problem Behavior.



5. Enter a title for your Goal.

Goal Title *

Project Impact Goal

19 / 200

6. Enter or Select the Goal Start Date from the Calendar.

Goal Start Date *

MM/DD/YYYY

Jun 2017 ^ < >

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10

7. Enter or Select the Goal Targeted Achieve By Date from the Calendar.

Goal Targeted Achieve By Date *

MM/DD/YYYY

Jun 2017 ^ < >

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10

0 / 2000

8. Enter a Goal Outcome Description. This is a narrative version of the outcome that you working towards for the associated goal.

Goal Outcome Description *

0 / 2000

Please note that these next couple of sections are optional and should only be used when data is available to report results towards a particular Goal Outcome. You can only set one Goal Outcome per Goal.

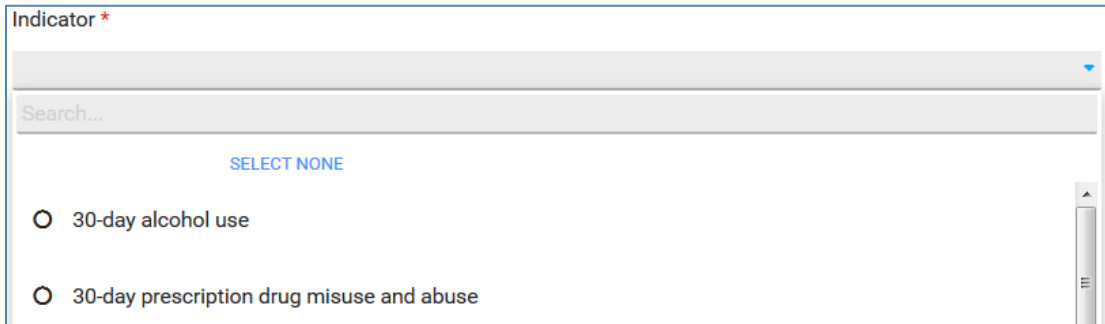
9. If you need to add a Goal Outcome, Click the “+” button to add your Goal Outcome.

Goal Outcome +

CANCEL SAVE

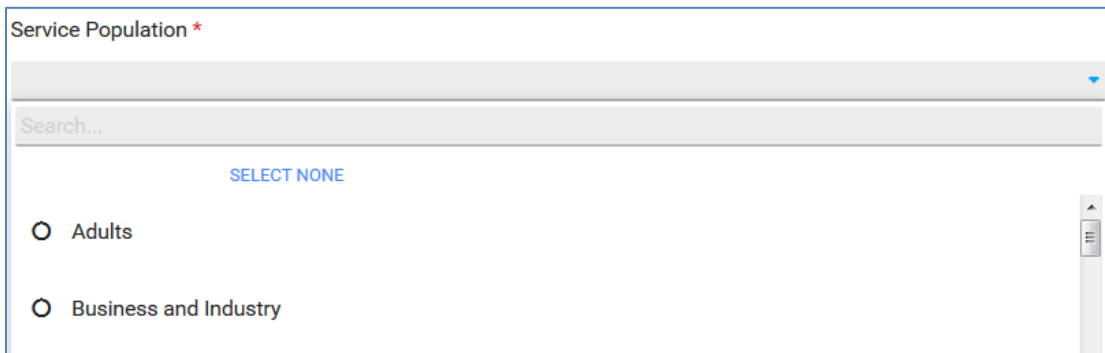
Please note that if you select to add a Goal Outcome in error, simply click on the  button.

10. Next, you will select an Indicator from the list. This list is defined by the State on your behalf.



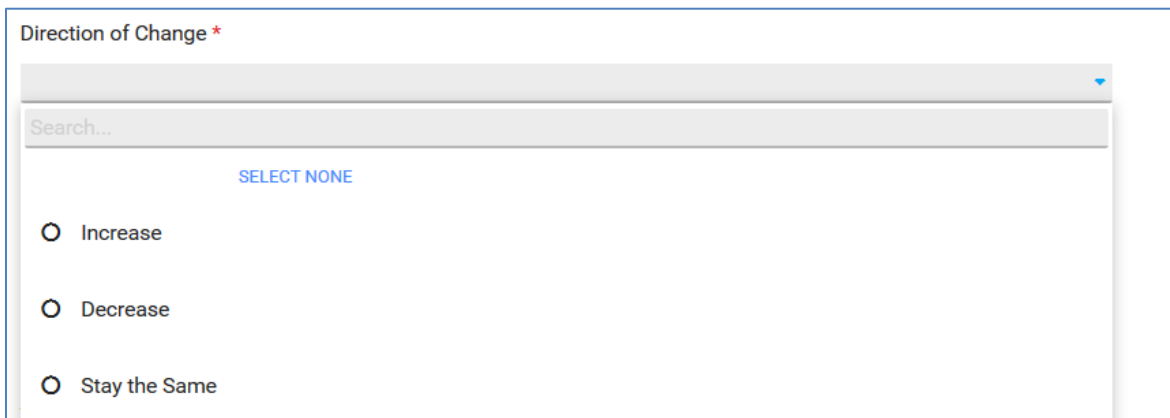
The screenshot shows a dropdown menu titled "Indicator *". Below the title is a search bar with the text "Search...". Underneath the search bar is a "SELECT NONE" link. Below that are two radio button options: "30-day alcohol use" and "30-day prescription drug misuse and abuse". A vertical scrollbar is visible on the right side of the menu.

11. Then, you will select a Service Population from the list. This list is defined by the State on your behalf.



The screenshot shows a dropdown menu titled "Service Population *". Below the title is a search bar with the text "Search...". Underneath the search bar is a "SELECT NONE" link. Below that are two radio button options: "Adults" and "Business and Industry". A vertical scrollbar is visible on the right side of the menu.

12. Next, you will select the Direction of Change that you expect to see your Indicator move.



The screenshot shows a dropdown menu titled "Direction of Change *". Below the title is a search bar with the text "Search...". Underneath the search bar is a "SELECT NONE" link. Below that are three radio button options: "Increase", "Decrease", and "Stay the Same". A vertical scrollbar is visible on the right side of the menu.

13. You will then enter the numerical change for the Indicator. You will start by entering the Baseline or Starting Point and then specify the change that you expect to see during a particular timeframe. You will then select the Value Type ex :(percentage, mean, rate etc.) for the numerical change.

Change From *	To *	Value Type *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Data Source *	<input type="text" value="Search..."/> <input type="radio"/> SELECT NONE <input type="radio"/> Percentage <input type="radio"/> Mean	
Achieve by Date *	<input type="text" value="MM/DD/YYYY"/>	

14. Next you will select the Data Source that you will use.

Data Source *
<input type="text"/>
<input type="text" value="Search..."/>
<input type="radio"/> SELECT NONE
<input type="radio"/> American Drug and Alcohol Survey
<input type="radio"/> BRFSS

15. And lastly, you will enter or select the Achieve by Date for the Goal Outcome from the Calendar and then save your data.

Achieve by Date *																																																															
<input type="text" value="MM/DD/YYYY"/>																																																															
<table border="1"> <tr> <td colspan="7">Jun 2017 ^</td> <td><</td> <td>></td> </tr> <tr> <td>Su</td> <td>Mo</td> <td>Tu</td> <td>We</td> <td>Th</td> <td>Fr</td> <td>Sa</td> <td></td> <td></td> </tr> <tr> <td>28</td> <td>29</td> <td>30</td> <td>31</td> <td>1</td> <td>2</td> <td>3</td> <td></td> <td></td> </tr> <tr> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td></td> <td></td> </tr> <tr> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td></td> <td></td> </tr> <tr> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td></td> <td></td> </tr> <tr> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>1</td> <td></td> <td></td> </tr> </table>	Jun 2017 ^							<	>	Su	Mo	Tu	We	Th	Fr	Sa			28	29	30	31	1	2	3			4	5	6	7	8	9	10			11	12	13	14	15	16	17			18	19	20	21	22	23	24			25	26	27	28	29	30	1		
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18	19	20	21	22	23	24																																																									
25	26	27	28	29	30	1																																																									
<input type="button" value="CANCEL"/> <input type="button" value="SAVE"/>																																																															

If you have chosen to add a Goal Outcome, you'll then be able to create "Quantitative Progress Indicators". Please note that this section will not appear until you have saved your Goal Outcome.

16. If you need to add a Quantitative Progress Indicator, Click the "+" button to add your Quantitative Progress Indicator.

Progress Indicators Quantitative <input style="vertical-align: middle;" type="button" value="+"/>

Please note that if you select to add a Progress Indicator Quantitative in error, simply click on the button.

- Next, you will enter or select the Progress Indicator Quantitative Achieve by Date from the Calendar.

Progress Indicator Quantitative Achieve by Date *

MM/DD/YYYY

Aug 2017 ^ < >

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Value Type

Percentage

CANCEL SAVE

- Next, you will select the Direction of Change that you expect to see your Indicator move.

Direction of Change *

Search...

SELECT NONE

Increase

Decrease

Stay the Same

- And lastly, you will then enter the numerical change for the Indicator and then save you data.


Change From * To * Value Type

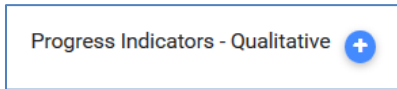
44

Percentage

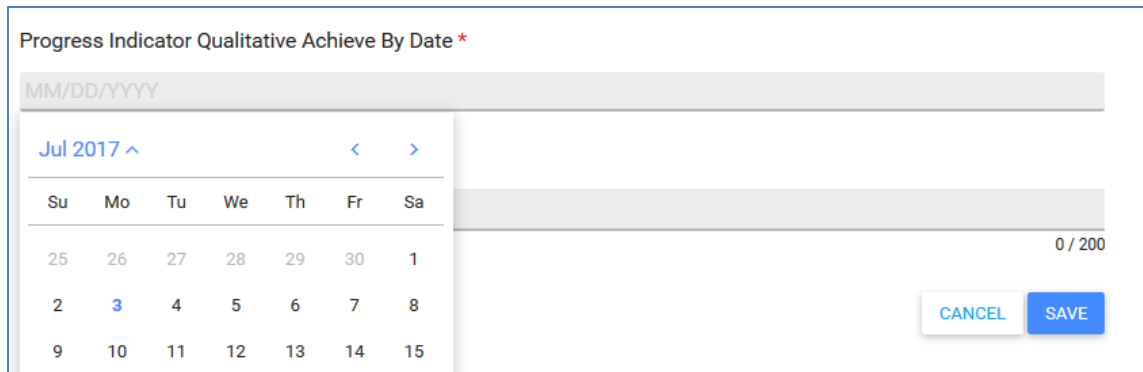
CANCEL SAVE


If you choose to add text or “Qualitative Progress Indicators”, to describe your progress towards your goal, you will follow the steps below. Once again, this section is not required to save a Goal.

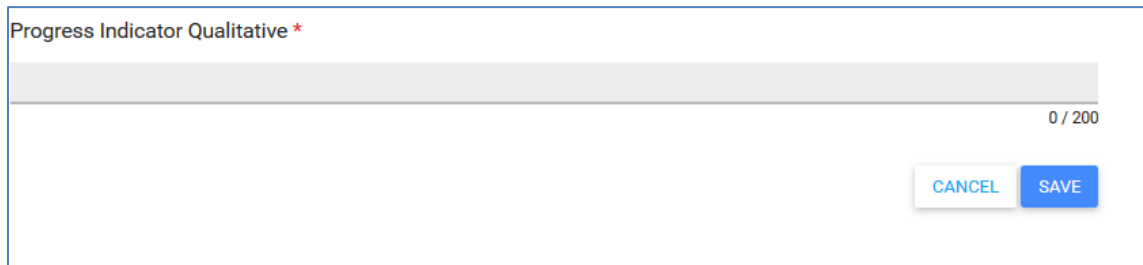
17. Click the “+” button to add Indicators. If you wish to no longer add Indicators once this has been selected, simply click on the  button.



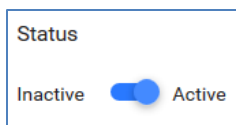
18. Next, you will enter or select the Progress Indicator Achieve By Date from the Calendar.




19. Then, you will enter up text up to 200 characters describing your Progress Indicator and then click .



20. Select the Status.




21. Save your Data.




Identify Objectives

Objective List

TO CREATE A NEW OBJECTIVE


1. Select the New button 
2. Select your Organization.

Organization *

Project IMPACT 

3. Select the Goal Title from the list. All goals that your Organization is actively working on will display in this list. The Goal Date range displays from selected Goal and cannot be edited from this page. To update the Goal Date Range, you'll need to go back and update your Goal record.

Goal Title *

Reduce Prescription Drug Misuse/Abuse 

Goal Date Range

Goal Start Date	Goal Targeted Achieve by Date
7/1/2015	6/30/2020

4. You will enter the title for your Objective.

Objective Title *

0 / 200

5. Then, you may enter a longer description of your Objective. This field is optional.

Objective Description

0 / 2000

6. Enter or Select the Objective Start date from the Calendar.

Objective Start Date *

MM/DD/YYYY

Jun 2017 ^ < >

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10

7. Enter or Select the Objective Achieve by Date from the Calendar.

Objective Target Achieve By Date *


MM/DD/YYYY

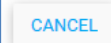

Jun 2017 ^ < >


Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Please note that these next couple of sections are optional and should only be used when data is available to report results towards a particular Objective Outcome. You can only set one Objective Outcome per Objective.

9. If you need to add an Objective Outcome, Click the “+” button to add your Objective Outcome.

Objective Outcome 

Please note that if you select to add a Objective Outcome in error, simply click on the  button.

10. Next, you will select an Indicator from the list. This are defined by the State on your behalf.

Indicator *

Search...

SELECT NONE

30-day alcohol use

30-day prescription drug misuse and abuse

11. Then, you will select a Service Population from the list. This are defined by the State on your behalf.

Service Population *

Search...

SELECT NONE

Adults

Business and Industry

12. Next, you will select the Direction of Change that you expect to see your Indicator move.

Direction of Change *

Search...

SELECT NONE

Increase

Decrease

Stay the Same

13. You will then enter the numerical change for the Indicator. You will start by entering the Baseline or Starting Point and then specify the change that you expect to see during a particular timeframe. You will then select the Value Type ex :(percentage, mean, rate etc.) for the numerical change.

Change From *	To *	Value Type *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Data Source *	<input type="text" value="Search..."/> <input type="radio"/> SELECT NONE <input type="radio"/> Percentage <input type="radio"/> Mean	
Achieve by Date *	<input type="text" value="MM/DD/YYYY"/>	

14. Next you will select the Data Source that you will use.

Data Source *
<input type="text" value="Search..."/>
<input type="radio"/> SELECT NONE <input type="radio"/> American Drug and Alcohol Survey <input type="radio"/> BRFSS

15. And lastly, you will enter or select the Achieve by Date for the Objective Outcome from the Calendar and then save your data.

Achieve by Date *																																										
<input type="text" value="MM/DD/YYYY"/>																																										
<div style="display: flex; justify-content: space-between;"> Jun 2017 ^ < > </div> <table border="1"> <thead> <tr> <th>Su</th> <th>Mo</th> <th>Tu</th> <th>We</th> <th>Th</th> <th>Fr</th> <th>Sa</th> </tr> </thead> <tbody> <tr> <td>28</td> <td>29</td> <td>30</td> <td>31</td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> </tr> <tr> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> </tr> <tr> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> </tr> <tr> <td>25</td> <td>26</td> <td>27</td> <td style="background-color: #e0e0e0;">28</td> <td>29</td> <td>30</td> <td>1</td> </tr> </tbody> </table> <div style="text-align: right; margin-top: 10px;"> <input type="button" value="CANCEL"/> <input type="button" value="SAVE"/> </div>	Su	Mo	Tu	We	Th	Fr	Sa	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1
Su	Mo	Tu	We	Th	Fr	Sa																																				
28	29	30	31	1	2	3																																				
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25	26	27	28	29	30	1																																				

If you have chosen to add an Objective Outcome, you'll then be able to create "Quantitative Progress Indicators". Please note that this section will not appear until you have saved your Objective Outcome.

16. If you need to add a Quantitative Progress Indicator, Click the "+" button to add your Quantitative Progress Indicator.

Progress Indicators Quantitative <input style="float: right;" type="button" value="+"/>

Please note that if you select to add a Progress Indicator Quantitative in error, simply click on the button.

- Next, you will enter or select the Progress Indicator Quantitative Achieve by Date from the Calendar.

Progress Indicator Quantitative Achieve by Date *

MM/DD/YYYY

Aug 2017 ^ < >

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Value Type

Percentage

CANCEL SAVE

- Next, you will select the Direction of Change that you expect to see your Indicator move.

Direction of Change *

Search...

SELECT NONE

Increase


Decrease

Stay the Same

- And lastly, you will then enter the numerical change for the Indicator and then save you data.

If you choose to add text or “Qualitative Progress Indicators, to describe your progress towards your goal, you will follow the steps below. Once again, this section is not required to save an Objective.

- Click the “+” button to add Indicators. If you wish to no longer add Indicators once this has been selected, simply click on the button.

Progress Indicators - Qualitative 

21. Next, you will enter or select the Progress Indicator Achieve by Date from the Calendar.

Progress Indicator Qualitative Achieve By Date *

MM/DD/YYYY

Jul 2017 ^ < >

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15

0 / 200

CANCEL SAVE

22. Then, you will enter up to 200 characters describing your Progress Indicator and Save your Data.

Progress Indicator Qualitative *

0 / 200

CANCEL SAVE

23. Select the Status.

Status

Inactive Active

24. Save your Data.

SAVE

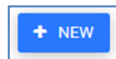
Evaluate

Once you are ready to report the results of efforts towards both your Goals and Objectives, you will utilize the Goal Outcome Results and Objective Outcome Results sections of the system respectively. To enter Goal Outcome Results following the step by step instructions below. Please note that in order to be able to enter data under this section, you must have filled out Goal Outcomes for the Goal for which you'd like to report.

Goal Outcome Results

TO CREATE GOAL OUTCOME RESULTS

1. Select the New button
2. Select your Organization.



Organization *

Project IMPACT ✕

3. Select the Goal Title. The Goal Title and Goal Date Range will be pre-populated based upon your Organization.

Goal Title *

Reduce Prescription Drug Misuse/Abuse ✕

Goal Date Range

Goal Start Date	Goal Targeted Achieve By Date
7/1/2015	6/30/2020

4. Select to Enter Results for Progress Indicator Quantitative or Goals Outcome (Overall Progress). If you Select Progress Indicator Quantitative, please enter the Progress Indicator Title. All other Data entry sections stay the same for the Goal Outcome.

Enter Results For

Progress Indicator Quantitative

Goal Outcome (Overall Progress)

5. If you have Selected Progress Indicator Quantitative:

Enter Results For

Progress Indicator Quantitative

Goal Outcome (Overall Progress)

1) Select the Progress Indicator Title.

Progress Indicator Title *

Search...

SELECT NONE

6/30/2018 - 30-day prescription drug misuse and abuse

6/30/2019 - 30-day prescription drug misuse and abuse

2) Select the Direction of Change.

Direction of Change *

Search...

SELECT NONE

Increase

Decrease

Stay the Same

3) Enter a Numerical value within the "To" field. The Change From and Value Type fields are pre-populated.

Change From * To * Value Type *

51 Percentage

4) Enter or Select the Progress Reported Date from the Calendar.

Progress Reported Date *

MM/DD/YYYY

Jun 2017 ^ < >

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10

*Notice the Indicator Information Form Plan at the bottom.

Indicator Information (From Plan)

Indicator: 30-day prescription drug misuse and abuse

Service Population: General Population

Direction of Change: Decrease

Change From 49 To 46 Percentage

Data Source: Community surveys

Achieve by Date: 06/30/2018


6. Save your Data.

SAVE

To enter Objective Outcome Results following the step by step instructions below. Please note that in order to be able to enter data under this section, you must have filled out Objective Outcomes for the Objective for which you'd like to report.

Objective Outcome Results

TO CREATE OBJECTIVE OUTCOME RESULTS

1. Select the New button 
2. Select your Organization.

Organization *

Project IMPACT x

3. Select the Objective Title.

Objective Title *

Search...

SELECT NONE

Decrease access to Rx drugs

*Based upon the chosen Objective Title, the Objective Data Range and Enter Results sections will be pre-populated.

Objective Date Range

Objective Start Date: 7/1/2015

Objective Targeted Achieve By Date: 6/30/2018

Enter Results For

Objective Outcome Quantitative

Objective Outcome Overall

4. Select the Objective Outcome Title.

Objective Outcome Title *

Search...

SELECT NONE

5/3/2018 - 30-day prescription drug misuse and abuse

5. Select the Direction of Change.

Direction of Change *

Search...

SELECT NONE

Increase

Decrease

Stay the Same

6. Enter a Numerical value within the “To” field. The Change From and Value Type fields are pre-populated.

Change From * To * Value Type *

51 Percentage

7. Enter or Select the Progress Reported Date from the Calendar.

Progress Reported Date *

MM/DD/YYYY

Jun 2017 ^ < >

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10

*Notice the Indicator Information Form Plan at the bottom.

Indicator Information (From Plan)

Indicator: 30-day prescription drug misuse and abuse

Service Population: General Population

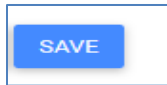
Direction of Change: Decrease

Change From 49 To 46 Percentage

Data Source: Community surveys

Achieve by Date: 06/30/2018


8. Save your Data.



For each Objective, you have the option to report progress using the Reported Progress section under Evaluate. This section of the system presents the opportunity to provide a narrative regarding any progress or hardships that you may be experiencing towards an Objective.

Reported Progress

T O C R E A T E R E P O R T E D P R O G R E S S

1. Select the New button 
2. Enter or Select the Reported Progress Date Range using the Start and End Dates from the Calendar.

3. Select the Organization.

4. Select the Objective Title.

Objective Title *

Increase the number of households participating in Take Backs ✕

Search...

SELECT NONE

Decrease access to Rx drugs

Increase the number of households participating in Take Backs

*The Objective Date Range is then pre-populated for you.

Objective Date Range

Objective Start Date	Objective Targeted Achieve By Date
7/1/2015	6/30/2018

- Select the Objective Outcome Title. Please note that this field is optional. A list of options to select will only be available for those that have entered Objective Outcomes on the Objective page.

Objective Outcome Title

Increase by 10% ✕

Search...

SELECT NONE

Increase by 10%

- Select the Progress Report Type. The Progress Report Types have been pre-defined for you by the State.

Progress Report Type *

Accomplishment ✕

Search...

SELECT NONE

Accomplishment

Barrier

7. Enter Progress Notes.

Progress Notes *

0 / 2000

8. Save your Data.

SAVE