



PACIFIC INSTITUTE FOR RESEARCH AND EVALUATION

South Carolina Environmental Prevention Strategies (EPS) Reporting System

FREQUENTLY ASKED QUESTIONS

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Prepared for the South Carolina Department of
Alcohol and Other Drug Abuse Services
(DAODAS)

South Carolina Environmental Prevention Strategies (EPS) Reporting System FAQs

Overall Systems FAQs

- How do I access and log in the system?
- Can I enter multiple forms at one time?
- How do I save data?
- Do I need an internet connection to enter data?
- What is the relationship between SC EPS Reporting System and IMPACT?
- Whom do I contact if I have technical trouble?

FAQs about Specific Forms and/or Fields

- How do I know what the funding source is?
- Some of the forms require me to enter an establishment that was visited. What if the establishment is not included in the drop down list?
- What if the address provided for an establishment is not correct?
- Will the list of establishments be updated?
- How do I complete the demographics sections of the forms?

FAQs about EPS Reports

- Can I retrieve data from the EPS system for IMPACT reporting, community presentations, or other data needs in my work?

Overall Systems FAQs

- How do I access and login into the system?

The link to register a username (your email) and set a password is <https://prs.pire.org/UI/register>. If you already have a username, use the link at <https://prs.pire.org/UI/>. Depending on which link you use, your screen will look like # 1 (registration) or # 2 (access to the system).

1

South Carolina
DAODAS
Department of Alcohol and Other Drug Abuse Services

Registration

First Name

Last Name

Email

Phone

Mobile

Please enter your mobile number

Select County

Password

Confirm Password

I have username & password.

Sign Up

2

South Carolina
DAODAS
Department of Alcohol and Other Drug Abuse Services

Environmental Prevention Strategies Reporting

User Login

Email

Please enter registered email-id

Password

Please enter correct password

Login

I forgot my password
Respondent Signup

If you arrive at screen # 1, enter the information that is requested. If you work in more than one county, or need access to multiple counties, register with one county first. Once you enter the requested information, the system will send a notice to the Admin for approval. For system security, the Admin will verify that each pending user is authorized to access the system's data. If you have any questions, please contact the Admin listed on this document's last page.

Once approved and your EPS Reporting system is activated, the Admin will notify you by email. Log in at <https://prs.pire.org/UI/> using the email as the username and the passcode you registered in the system. We strongly suggest you bookmark the second link on the device(s) you will be using to enter data. The reporting system platform conforms to the device an individual uses (tablet, smartphone, laptop, or desktop computer). If you work in more than one county, repeat the steps above for each county.

3

- Can I enter multiple forms at one time?

Yes. You can enter multiple forms of different kinds, one after the other. The screenshot below shows the form entry page you will see when logged into the system. Once you complete one form, it will bring you directly to the form entry page again.

South Carolina DAODAS		Home Reports Michael ▾
Bar Check/Fake ID Sweep	Form Entry	
Checkpoint	Form Entry	
Compliance Check	Form Entry	
Miscellaneous Law Enforcement Monthly Report Form	Form Entry	
Monthly Media Report Form	Form Entry	
Party Dispersal	Form Entry	
Prevention Activity Report Form	Form Entry	
Saturation Patrol	Form Entry	
Shoulder Tap	Form Entry	

- How do I save data?

Each time you move from page to page in the form by clicking the Next button, the data are saved. If you stop at any point in the form, the data are saved to that point. The next time you enter the system, you will receive a notification that a form is incomplete. You have the option of continuing in the form where you previously exited the system, or you can delete the partial submission and start on a new form.

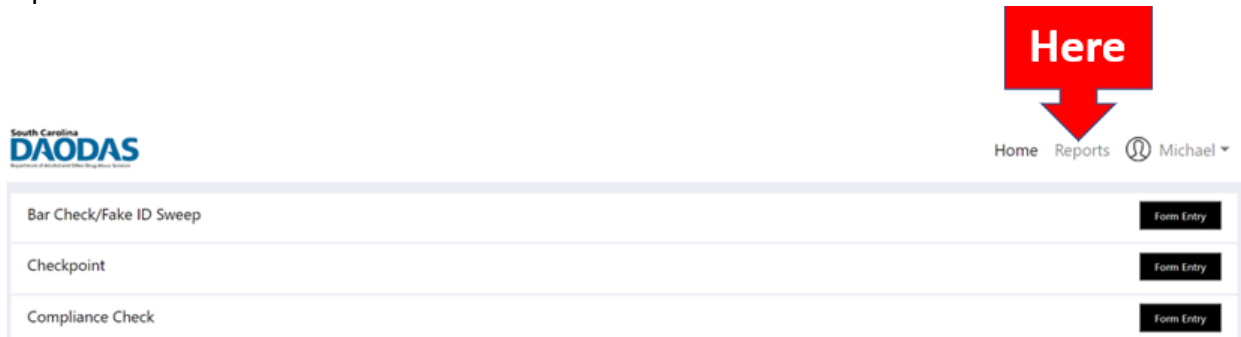
- Do I need an internet connection to enter data?

You need an internet connection (e.g., via Wi-Fi, 3G, or 4G) to transmit data to the database. An app exists that allows you to enter forms offline and have those forms uploaded once you have an internet connection. Check in the Apple Store (iOS) or Google Play Store (Android) for "pire eps" for the appropriate device you will use. We do not have any versions for Windows or any other operating system.

You will need an internet connection to download and install the app. Once you have loaded the app to your device, log into the app using your username (email) and passcode. Download the various forms to the device. When you are offline, enter the required information on the form. Submit the forms as you would with an internet connection. When you are back online, reenter the app and upload the form(s) to the reporting database. Once the forms are uploaded, the report cue on the app should be empty. The forms are no longer available on the app.

- What is the relationship between SC AET Reporting System and IMPACT?

The SC EPS Reporting System and IMPACT are two completely different systems that serve different purposes. That said, information from the SC EPS Reporting System is required to be entered into IMPACT. On the right side on the top of the form entry page, click the word REPORTS to access the reports needed for IMPACT.



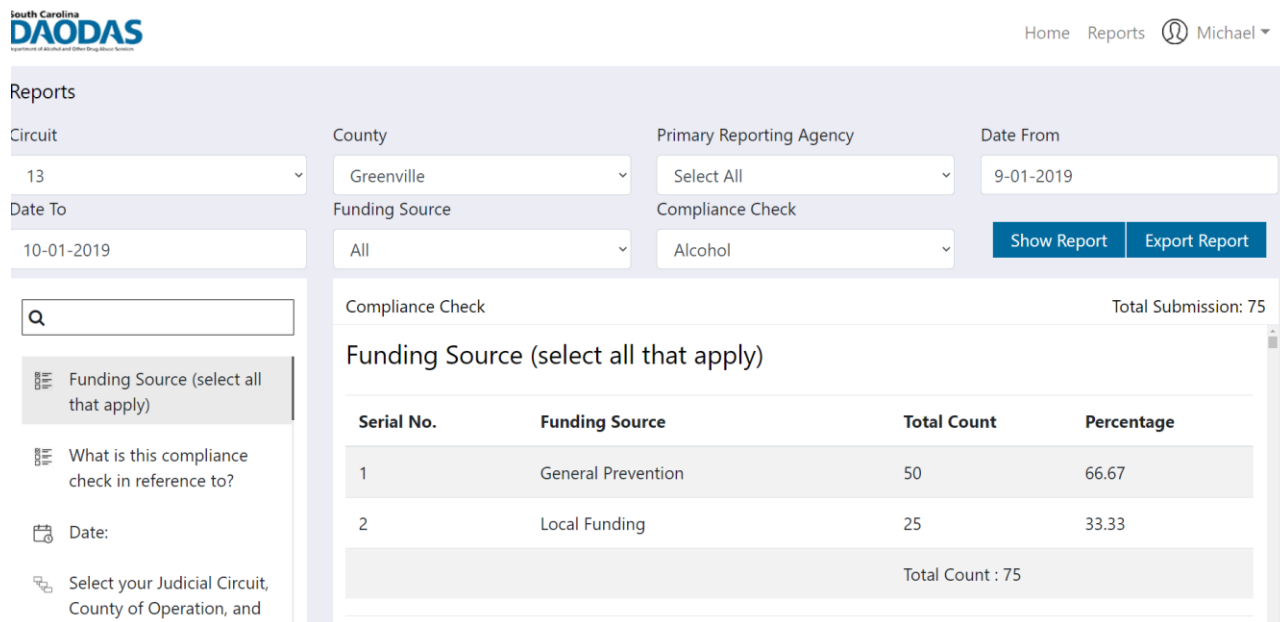
After clicking REPORTS, select the environmental strategy (i.e., Bar Check/Fake ID Sweep, Checkpoint, etc.) by clicking the ACTIONS box on the web page's right side. Click VIEW REPORT for the information needed for IMPACT.

A screenshot of the DAODAS Reports page. The page shows a list of reports: 'Bar Check/Fake ID Sweep', 'Checkpoint', 'Compliance Check', 'Miscellaneous Law Enforcement Monthly Report Form', 'Monthly Media Report Form', 'Party Dispersal', and 'Prevention Activity Report Form'. Each report has an 'Actions' button on the right. A red arrow points from the text 'Select View Report' to the 'View Report' option in the 'Actions' dropdown menu for the 'Bar Check/Fake ID Sweep' report. Below the list of reports, there is a 'Report Filter' section with dropdown menus for 'Circuit' (set to 13) and 'County' (set to Greenville), and date pickers for 'Date From' (set to 9-01-2019) and 'Date To' (set to 10-01-2019). A 'View Report' button is located at the bottom right of the filter section.

After clicking VIEW REPORT, the next screen will contain a REPORT FILTER. Fill in the appropriate CIRCUIT and COUNTY. Enter the DATE FROM and DATE TO and then click VIEW REPORT. Greenville County and the 13th Circuit for operations conducted from September 1, 2019, to October 1, 2019, are selected for the screenshot example.

Click VIEW REPORT, and the next screen will reveal additional report filters. The filters are CIRCUIT, COUNTY, PRIMARY REPORTING AGENCY, DATE FROM, DATE TO, and FUNDING SOURCE. Compliance checks reporting will also filter by the substance (alcohol, tobacco, or both).

When the additional filters are applied, it will narrow the data on the report. The example screenshot below shows the number of compliance checks conducted from September 1, 2019, to October 1, 2019, in Greenville County and the 13th Circuit. The substance filter selected was ALCOHOL, so the system shows there were 75 alcohol compliance checks conducted.



South Carolina DAODAS
Department of Alcohol and Other Drug Abuse Services

Home Reports Michael ▾

Reports

Circuit: 13 ▾ County: Greenville ▾ Primary Reporting Agency: Select All ▾ Date From: 9-01-2019

Date To: 10-01-2019 Funding Source: All ▾ Compliance Check: Alcohol ▾ [Show Report](#) [Export Report](#)

Funding Source (select all that apply)

What is this compliance check in reference to?

Date:

Select your Judicial Circuit, County of Operation, and

Compliance Check Total Submission: 75

Funding Source (select all that apply)

Serial No.	Funding Source	Total Count	Percentage
1	General Prevention	50	66.67
2	Local Funding	25	33.33
		Total Count : 75	

IMPACT tracks activity by “date of service”, so it is necessary to narrow the date filter to reflect only one date. To identify a “date of service”, users will either need to have prior knowledge the enforcement activity occurred or find possible dates in the system.

If the date is known, simply enter it in the DATE FROM and DATE TO filters. To find a specific date of service, look to the left side of the screen depicted below in the screen snip. Click the word DATE and the screen view will drop to the list of conducted dates in the report in the screen. Note the date(s) and then enter one date in the DATE FROM and DATE TO filters. Click the SHOW REPORT button beneath the DATE FROM filter. The report will then contain the number of enforcement activities for that specific date.

DAODAS
Department of Alcohol and Other Drug Reporting System

Home Circuit User Reports Michael

Reports

Circuit: 13
County: Select All
Primary Reporting Agency: Select All
Date From: 9-04-2019
Date To: 9-04-2019
Funding Source: All
Compliance Check: Alcohol

Search: [Q]

Funding Source (select all that apply)

What is this compliance check in reference to?

Date:

Select your Judicial Circuit, County of Operation, and Primary Reporting Agency from the following drop down boxes:

If agency not shown, select from below.

Is this a multi-jurisdictional effort?

Other Participating Agencies

Compliance Check

Total Submission: 14

Serial No.	Funding Source	Total Count	Percentage
1	Local Funding	14	100
Total Count : 14			

What is this compliance check in reference to?

Serial No.	Compliance Check Reference	Total Count	Percentage
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The screen snip shows 14 compliance checks were conducted in Greenville County on September 4, 2019. Additional information can be found lower in the report on the screen, such as how many, if any, of the enforcement operations were multi-jurisdictional, the type of businesses, if any sales were completed and so forth.

If at this point, the user is satisfied that the system is showing the data needed for the report, the user can select EXPORT REPORT to produce a PDF version of the report. The user can transfer the information on the PDF report to IMPACT. Most PDF reports are multiple pages so that the report can be saved to the user's computer; however, the user can print the report.

- **Whom do I contact if I have technical trouble with the EPS Reporting system?**

For technical questions or training on the EPS Reporting system, contact Michael George:

Michael George
Pacific Institute for Research and Evaluation (PIRE)
mgeorge@pire.org
803-479-3628

FAQs about Specific Forms and/or Fields

- How do I know what the funding source is?

For the most part, AET efforts are supported by General Prevention funds. That will be the most common source of funding. If you are not sure, please ask the AET Coordinator for your Circuit.

- Some of the forms require me to enter an establishment that was visited. What if the establishment is not included in the drop-down list?

If you visited an establishment that is not listed in the dropdown box, please leave all the dropdown information blank, click "If establishment/address is not listed, click here," click "New Address," and enter all the establishment name and address. See the screenshot below for an example.

The screenshot shows the South Carolina DAODAS form. At the top left is the logo for South Carolina DAODAS (Department of Alcohol and Other Drug Abuse Services). The form contains several questions:

- Q9.** Select the establishment by typing into the text box. Answers will appear as you begin to type. Please choose the appropriate establishment from the list or try searching with different text if your establishment is not shown. If location name or address is not available, try checking the box to stop filtering by the county and search all establishments instead. If you still do not see your establishment, leave this question blank and check the box for missing address.
Below this is a checkbox labeled "Search all establishments (not filtered by county)" and a text input field.
- Q11.** If establishment/address is not listed or incorrect, click here.
This option is checked with a green checkmark. A blue oval highlights this checkbox, and a blue arrow points to it from the left.
- Q12.** Is this a new address or a correction to an existing address?
There are two radio buttons: "New Address" (which is selected) and "Correction". A blue arrow points to the "New Address" radio button from the left.
- Q10.** Please enter the 5 digit zip code of the establishment. (ie. 29401)
Below this is a text input field.
- Q13. Establishment Information:**
This section includes two text input fields: "Name of Establishment:" and "Establishment Address:".

Note, if you click on "If establishment/address is not listed" and then unclick it later (because perhaps you realize the establishment actually is in the dropdown), please make sure you also unclick the "New Address" box and remove Establishment Information you began to enter.

- What if the address provided for an establishment is not correct?

If the establishment is listed but the address is not correct, please leave all the dropdown information blank, click "If establishment/address is not listed, click here," click "Correction," and enter all the establishment name and address. See the screenshot below for an example.

IF ESTABLISHMENT NAME OR ADDRESS IS NOT AVAILABLE, CHECK THE LINK TO SEARCH BY ESTABLISHMENT. IF YOU KNOW YOU HAVE YOUR ESTABLISHMENT, PLEASE ENTER ESTABLISHMENT NAME AND CHECK THE LINK FOR FREQUENT ADDRESS.

☐ Search all establishments (not filtered by county)

Q9. Please enter the 5 digit zip code of the establishment. (ie. 29401)

Q10.
☒ If establishment/address is not listed or incorrect, click here.

Q11. Is this a new address or a correction to an existing address?

☐ New Address
☒ Correction

Q12. Establishment Information:

Name of Establishment:

Location Address:

City Name:

Zip Code:

Note, if you click on "If establishment/address is not listed" and then unclick it later (because perhaps you realize the establishment address in the dropdown is correct), please make sure you also unclick the "Correction" box and remove Establishment Information you began to enter.

- Will the list of establishments be updated?

The list of establishments is from SC Department of Revenue. Alcohol licenses are added or removed throughout the year. We monitor the list in the reporting system monthly and update it periodically when there is a need.

- Why do I need to enter zip code? Isn't that in the dropdown database?

There are several reasons you need to include the zip code, including the fact that not all the dropdown addresses contain the zip, the zip format in the dropdown database is not consistent (sometimes it includes five digits and sometimes nine digits), and having the zip code as a separate field will facilitate searching the database by zip.

- How do I complete the demographics sections of the forms?

The demographic information you provide on the digital forms is the same as on the paper forms. You will see prompts on the demographics page letting you know how many tickets you recorded on some forms. *Note, the unit is number of tickets, not the number of individuals ticketed.*

All your male and female totals (by race, by ethnicity, and by age) should equal the total number of tickets.

Bar Check/Fake ID Sweep

Please fill in the demographics of those ticketed/warned. Offenders should be counted as Hispanic or Non-Hispanic in addition to being counted as Black/White/Other/etc. Please enter counts, not percentages.
*According to your responses you issued 2 ticket(s). Please verify your totals match before proceeding.

Q25. Enter the total number of persons ticketed/warned by sex and race group. Male and female total count must equal **2.**

	Black	White	Asian	American Indian	Multi-Racial	Hawaiian/Pacific Islander	Other	Total
Male	1							1
Female	1							1

Q26. Enter the total number of persons ticketed/warned by sex and Hispanic origin. Male and female total count must equal **2.**

	Hispanic	Non-Hispanic	Total
Male		1	1
Female		1	1

Q27. Enter the total number of persons ticketed/warned by sex and age group. Male and female total count must equal **2.**

	15-17	18-20	21-24	25-44	45-64	65+	Total
Male		1					1
Female		2					2

Back **Next**

On the Checkpoint Check Form, you are asked to enter the demographics of the drivers that passed through the public safety checkpoints. As with the paper form, please enter the demographics as percentages rather than numbers. You will see prompts reminding you that all your male and female totals (by race, by ethnicity, and by age) should equal 100 percent.

Checkpoint

Please estimate the demographics of the drivers or use the census demographics of those of driving age in the area of the checkpoint.

Answers are in percentages.

Q12. Please estimate the demographics of the drivers by sex and race group. Male and female total count must equal 100%.

	Black	White	Asian	American-Indian	Multi-racial	Hawaiian/Pacific Islander	Other
Male	50%						
Female	50%						

Q13. Please estimate the demographics of the drivers by sex and Hispanic origin. Male and female total count must equal 100%.

	Hispanic	Non-Hispanic	Total
Male		50%	50%
Female		50%	50%

Q14. Please estimate the demographics of the drivers by sex and age group. Male and female total count must equal 100%.

	15-17	18-20	21-24	25-44	45-64	65+	Total
Male		50%					50%
Female		100%					100%

Back Next

The next page will remind you that your entries must equal 100% and will point out if your totals did not. If you have totals that do not equal 100%, please click "BACK" and correct your entry.

Checkpoint

Your total for your estimate of the drivers by **sex and race** should total to 100%. Your totals equal 100. If your total isn't 100% please go to the previous page and review your entry.

Your total for your estimate of the drivers by **sex and Hispanic origin** should total to 100%. Your totals equal 200. If your total isn't 100% please go to the previous page and review your entry.

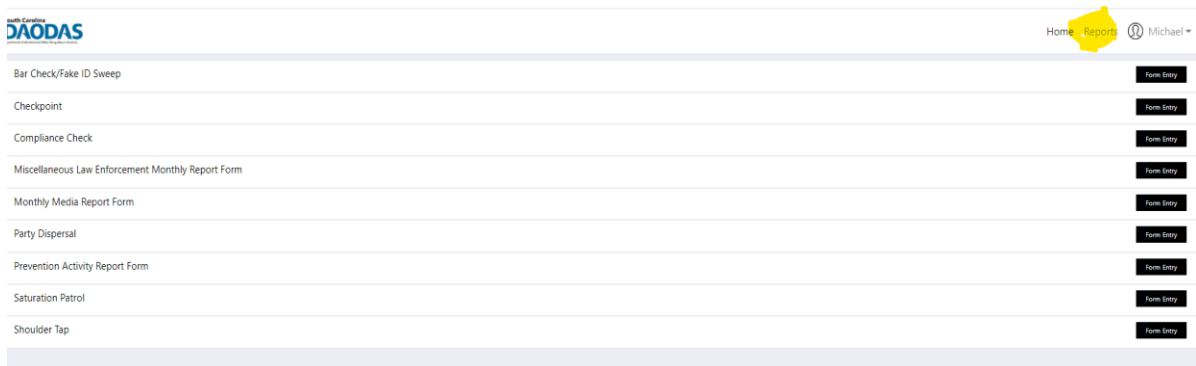
Your total for your estimate of the drivers by **sex and age group** should total to 100%. Your totals equal 100. If your total isn't 100% please go to the previous page and review your entry.

Back Next

FAQs about EPS Reports

- Can I retrieve data from the EPS system for IMPACT reporting, community presentations, or other data needs in my work?

The latest version of the online reporting system was designed for two main functions: 1) enforcement, media, and prevention activity form entry, and 2) data retrieval. When users sign into the system, the form entry screen is visible. To access the data, click REPORTS in the top right-hand corner of the HOME page. In the screen snip below, the word REPORTS is highlighted in yellow.



Clicking the REPORTS page will reveal a report list. Select the data that interest you and click the button labelled ACTIONS to the right side of the specific form (i.e., Bar Check/Fake ID Sweep, Party Dispersal, etc.). In the screen snip below, the user has selected to view COMPLIANCE CHECK DATA. By clicking VIEW REPORT, a REPORT FILTER will be revealed.



Because users name the county or counties where they work when they register with the reporting system, they are restricted to the counties and circuit where they work. Users can view overall data at the state level, too.

The user can use the REPORT FILTER to narrow the dates for his or her data search. The screen snip below depicts the data filters for Circuit (2nd), County (Aiken), and date from January 1, 2020 to November 10, 2020. When the user clicks the VIEW REPORT button, the report screen will be revealed.

Report Filter ×

Circuit

2

County

Aiken

Date From

1-01-2020

Date To

11-10-2020

View Report

Once the user reaches the report screen, additional filters can be employed. By using SELECT ALL under the filter CIRCUIT, users can view state level data. The state level data reveals that 2,714 compliance checks were conducted between January 1, 2020 and November 10, 2020.

South Carolina
DAODAS
Drug Abuse and Overdose Data Analysis System

Home Reports Michael

Reports

Circuit

Select All

Date To

11-10-2020

Funding Source (select all that apply)

What is this compliance check in reference to?

Date:

Select your Judicial Circuit, County of Operation, and Primary Reporting Agency from the following drop down boxes:

If agency not shown, select from below.

Is this a multi-jurisdictional effort?

Other Reporting Agency

County

Select All

Primary Reporting Agency

Select All

Date From

1-01-2020

Funding Source

All

Compliance Check

All

Show Report

Export Report

Compliance Check Total Submission: 2714

Funding Source (select all that apply)

Serial No.	Funding Source	Total Count	Percentage
1	Drug Free Communities	464	17.1
2	General Prevention	1711	63.04
3	Local Funding	1042	38.39
4	Other (specify)	142	5.23
5	PFS/ECHO	29	1.07
		Total Count : 3388	

Users can select the COMPLIANCE CHECK filter and then choose either alcohol or tobacco to limit the data. The screen snip below shows alcohol compliance checks for January 1, 2020 to November 10, 2020. It shows there were 2,512 alcohol checks conducted during that time.

South Carolina
DAODAS
Department of Alcohol and Other Drug Abuse Services

Home Reports Michael

Reports

Circuit: Select All

County: Select All

Primary Reporting Agency: Select All

Date From: 1-01-2020

Date To: 11-10-2020

Funding Source: All

Compliance Check: Alcohol

Show Report Export Report

Compliance Check

Total Submission: 2510

What is this compliance check in reference to?

Serial No.	Compliance Check Reference	Total Count	Percentage
1	Alcohol	2512	100.08
		Total Count: 2512	

Date:

For additional information on the Environmental Prevention Strategies Reporting System, please contact Michael George at mgeorge@pire.org or cell phone 803-479-3628.