

IMPACT- Recording Recurring Services

First Steps

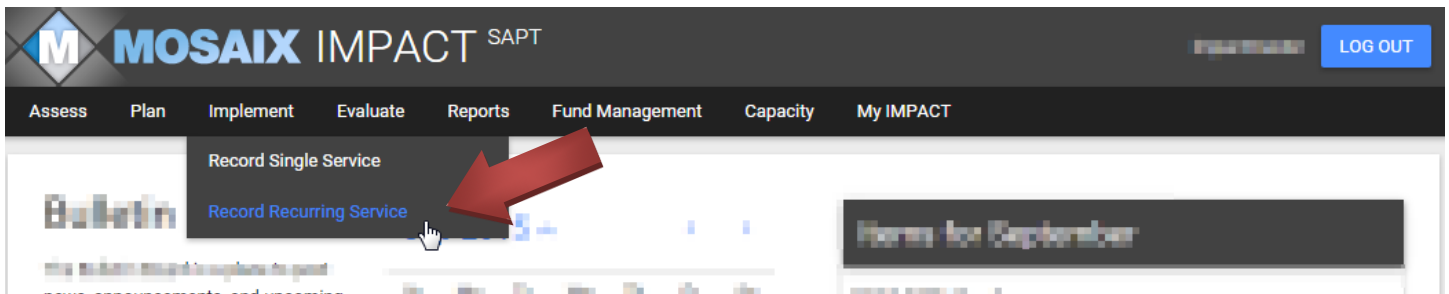
Recurring Services have two major steps:



- Record Recurring Service (also called “Service Setup”)- this acts as the starting point to capture the Recurring Services
- Events- this is where each session of the service will be recorded

Before you start to Record Recurring Services, make sure that you have entered data in the following sections of IMPACT:

- Identify Programs
- Identify Activities (if you are using Activities)
- Identify Groups

1. Navigate to the IMPLEMENT menu item and select Record Recurring Service.



2. This takes you to the Listing Page where you can choose to create a new  Recurring Service, or you can edit a Recurring Service  (which is the same action you would take to add Events under a Recurring Service).

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Home > Record Recurring Service

Record Recurring Service

This is the starting point to create a new Recurring Service


+ NEW

10

Or, you can add Events to an established Recurring Service

4 selected

		Service Title	Program	Group	Status	
			Monday Mathnasium Service	Monday Mathnasium - Service	Monday M	Active
			Evening Study Hall Service	Evening Study	Evening Study Hall Service	Active

- Let's say you want to create a new Recurring Service. Upon clicking the  icon, you will be taken to a page where you will enter some preliminary information about the Recurring Service. The information you enter will be carried through the entire series of sessions or events for that service. See the image below.

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Organization *

Boys and Girls Club East

Program Name *

Social Norms - Social Marketing/Social Norms Campaigns

Activity

Since this program doesn't have activities identified, we do not need to select anything here.

Recurring Service Title *

Social Media Awareness- Middle School- Spring 2015

Be sure to use a title that will be unique for this series of services.

50 / 200

Group *

MiddleSchool-6th Grade

Select a group you created in Identify Groups under Plan. If you do not have the Group identified, you will have to cancel out of this and go back to create a group first.

Service Description

Video/software series challenging participants to explore the hidden negative messages in social media



You can use up to 2,000 characters for the service description.

102 / 2000

Recurring Service Status *

Active

4. Continue scrolling down after you set the service status and notice that you are going to select **Objectives**, **Service Type Code** and **Service Population** before you save.

- 1- Click the  to assign Objectives to this Recurring Service. When clicking the plus sign, a new panel will appear, giving you the complete context for the Objectives. You will see each Objective grouped by Goal under each Problem Behavior. Use the check box to select or deselect. Click the  to close the panel. Your selections will be saved.

Select Objectives

Problem Behavior

Click here to leave this panel 

Problem Behavior - Underage Drinking

Goal

- Decrease 30-day alcohol use by youth aged 12 to 20.


Objective


- Increase the perception of harm of underage alcohol use among youth ages 12-20.

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- 2- The Service Codes that were assigned at “Identify Program” will be available to select here. If the lists seems limited here, go back to edit your Program to select additional Service Codes.
- 3- You will select one Service Population for each Recurring Service.
- 4- Click Save to save your changes. A confirmation message will descend from the top of the screen when the record is saved. The Reset button will undo any changes and take it back to the way the lists looked from when you entered the screen.


Objective*  

Service Type Code * 

Service Population * 

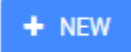
5. Once the Recurring Service is saved, IMPACT will add it to the Listing Page. When you are ready to enter

Sessions, or Events that have occurred under this Recurring Service, you click  . Now you will see the Edit Recurring Service screen which has two tabs:



The Service Setup tab contains everything you’ve already entered- you can review this to make sure everything is accurate. The Events tab is where you will enter the service events each time you deliver the recurring service.

6. Click on the Events tab and you will see the listing page for all Recurring Service Events for that Recurring Service. If you’ve just created the recurring service, then you will not see anything listed here. Click

 to enter the first in the series of recurring services.

Create Recurring Service Event

Session Counter The Session Counter automatically increments to count the sessions for you. Each time you add a new event, this field will help you keep track.

1

Service Date * The Service Date uses the date picker feature so you can refer to the calendar or enter the date directly in the field.

09/01/2015

Service/Event Duration *

Hours * Minutes *

1 x 30 x

Service/Event Location *

School Site - Middle School x

Number Served *

15 2 / 15

Description

0 / 2000

7. You can enter the staff hours associated with this recurring service by clicking the blue triangle. This will open a section where you can select the staff (individually, all, or none) and enter the direct and indirect time for the service.

Track Staff Hours

Staff Members

Simmons, Terri x

Search...

[SELECT ALL](#) [SELECT NONE](#)

Scott, James

Simmons, Terri

Smith, Dory

No

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Once you select the staff members whose time you want to enter, click outside the panel and you will see a table with the staff name, direct hours and minutes, and indirect hours and minutes. Enter notes, if you choose and click Save.

Staff Members

Simmons, Terri ✕

Add direct and indirect hours and minutes for each staff member associated with this recurring service session.

Staff Name	Direct Hours	Direct Minutes	Indirect Hours	Indirect Minutes
Simmons, Terri	1 ✕	30 ✕	4 ✕	0 ✕

Notes

Notes about the staff time entry can go here.

45 / 2000

CANCEL SAVE

8. Upon saving the event, IMPACT will take you to the Listing Page for the Recurring Service Events where you will see your new session listed. To add another session, you simply click the new button on this page.