

# Using WITS Data: SSRS Reports, Program Evaluation, Data Verification & Presentation

Organized by

Prevention Branch

WITS Team

SPF Evaluation Support Team



# Agenda



01

## **SSRS Reports:**

What data reports are available?  
How to use them?  
Use of reports by providers.



02

## **Evaluation:**

Outputs  
Measures  
Data analysis

***Poll***  
***Q&A***



03

## **Practice & Tasks:**

Data verification  
Quality  
Presentation

***Reminder***



# SSRS Reports Available for Providers

SSRS stands for SQL Server Reporting Services—a server-based report generating software from Microsoft.

1. Agency Client List v2.0
2. Details by Session Date of Individual-Based Strategy Implementation v1.1
3. Details of Recurring Community-Based Activities
4. List of One-Time Community-Based Interventions
5. Number of Individual Participants–Education Strategy
6. Summary of Community Based Interventions with Recurring



# How to Use SSRS Reports

- Demonstration at WITS training site.





# Use of Reports by Providers

- Experience sharing by providers



# Output Examples

Refer to the approved Cost Proposal.

## Capacity

- Training attended, Training facilitated
- Meeting attended, Training facilitated

## Information Dissemination

- Media, Radio and TV public service announcements
- Social Media

## Implementation

- Education program for youth
- Substance-free social/recreational activities
- Problem Statement
- Media plan





# Output Measures for Prevention Programs

Annual Program Data Reporting Table: Sample [Note: Refer to the approved Comprehensive Strategic Plan.](#)

Program Name	# of Cycles (Frequency)	# of Sessions/ Cycles (Dosage)	Length of Time/Session (Time)	# of People Served/ Cycle	Start/ End Dates
EBPI @ ABC Middle Sch	2 Cycles	5 Sessions/Cycle	2 Hours/Session (After-School)	15 Youth Served/Cycle (30 Total)	October 2022 to May 2023

Action Plan: Sample

Activity	Person(s) Responsible	Resources Needed	Timeline (Start/End Dates)
Youth and family night (80+)	Project Coordinator	<ul style="list-style-type: none"> <li>Site (A high school cafeteria)</li> <li>Meet with schools</li> <li>Staff training on youth engagement</li> </ul>	March 2023



# Output Measures for Coalitions

## Policy Action Plan: Sample

Note: Refer to the approved Comprehensive Strategic Plan.

**Policy Name:** Alcohol Beverages Pricing: Drink Specials

**R/P Factors to be addressed:** - - - - -

**Local Conditions to be addressed:** - - - - -

Activity	Person(s) Responsible	Resources Needed	Timeline (Start/End Dates)
Create a problem statement (1 statement)	Coalition Coordinator	<ul style="list-style-type: none"> <li>● <b>Meet</b> with policy expert/consultant</li> <li>● <b>Training</b> for coalition members</li> </ul>	November 2022 to December 2022
Organize a statewide student PSA contest ( <b>5+ high schools</b> )	Youth Engagement Committee	<ul style="list-style-type: none"> <li>● Meeting with schools</li> <li>● Recruit contest judges</li> <li>● Prize donation</li> </ul>	January 2023 to March 2023
Create a statewide awareness campaign through PSAs (radio, TV) and social media (weekly) that reach <b>10%+ population</b> .	Community Outreach Committee	<ul style="list-style-type: none"> <li>● Develop the key message by a marketing company;</li> <li>● Create social media contents</li> <li>● Identify the best PSA and social media outlets for the campaign</li> </ul>	May 2023 to August 2023





# Data Source

- Details by Session Date of **Individual-Based Strategy** Implementation v1.1
- Details of **Recurring Community-Based Activities**
- List of **One-Time Community-Based Interventions**



# Details by Session Date of Individual-Based Strategy Implementations for 10/1/2022 to 9/30/2023

Agency	Plan Name	Facility	Planned Strategy	Group Name	Session Id	Session Date	Unduplicated Present Count
PREV-EBP provider	EBP1 (SFY22-24)	Oahu	EBP1 after School program	ABC Middle Cycle 1 - Tue	143924	10/11/2022	8
					143939	10/25/2022	12
					143967	11/8/2022	15
					143971	11/22/2022	9
					144001	12/13/2022	14
					<b>ABC Middle Cycle 1 - Tue Total</b>	<b>17</b>	
				ABC Middle Cycle 2 - Thurs	152605	2/2/2023	4
					152629	2/16/2023	0
					152669	3/2/2023	3
					152709	3/16/2023	6
					152716	4/6/2023	3
					<b>ABC Middle Cycle 2 - Thur Total</b>	<b>8</b>	
				Youth & Family Night	152712	3/11/2023	100

**2 Cycles**

**5 Sessions/Cycle**

15 Youth Served/Cycle  
(30 Total)

**October 2022 to May 2023**

Youth and family night **(80+)**





# Details of Recurring Community-Based Activities 10/1/2022 - 9/30/2023

Strategy Name	CSAP Category	Intervention Type	Description	Total Participant	Activity Date	Name	Comment	Duration
Assessment	Community-Based Process	Universal Indirect	One on One Interviews	1	10/2/2022	One on One Interviews, Interviewed Ann Lau	Total # of Participants 1	1 Hrs
					10/8/2022	One on One Interviews, interviewed Ben Yoshimoto	Total # of Participants 1	1 Hrs
					10/15/2022	One on One Interviews, Interviewed Cathy Park	Total # of Participants 1	1 Hrs
					<b>Assessment Total</b>			
Capacity	Community-Based Process   Information Dissemination	Universal Direct	Meeting facilitated, working session with policy expert	10	11/22/2022	Meeting facilitated, #1 working session with policy expert	Total # Participated 10	2 Hrs
					11/23/2022	Meeting facilitated, #2 working session with policy expert	Total # of Participants 8	2 Hrs
					11/24/2022	Meeting facilitated, #3 working session with policy expert	Total # of Participants 10	2 Hrs
			Meeting facilitated, Coalition Exec Committee	3	11/2/2022	Meeting facilitated, Exec Comm	Total Participants 3	1 Hrs
					2/12/2023	Meeting facilitated, Exec Comm	Total Participants 3	1 Hrs
					5/2/2023	Meeting facilitated, Exec Comm	Total # Participated 3	1 Hrs
					8/9/2023	Meeting facilitated, Exec Comm	Total # of Participants 3	1 Hrs
			Meeting Facilitated, Youth Engagement Committee	6	10/10/2022	Meeting facilitated, Youth Engagement Comm	Total # of Participants 6	1 Hrs
					1/31/2023	Meeting facilitated, Youth Engagement Comm	Total # of Participants 5	1 Hrs
					2/30/2023	Meeting facilitated, Youth Engagement Comm	Total # of Participants 4	1 Hrs
					4/21/2023	Meeting facilitated, Youth Engagement Comm	Total # of Participants 6	1 Hrs
			Meeting facilitated, Community Outreach Committee	6	3/20/2023	Meeting facilitated, Community Outreach Comm	Total # of Participants 5	1 Hrs
					4/20/2023	Meeting facilitated, Community Outreach Comm	Total # of Participants 3	1 Hrs
					5/19/2023	Meeting facilitated, Community Outreach Comm	Total # of Participants 6	1 Hrs
					6/13/2023	Meeting facilitated, Community Outreach Comm	Total # of Participants 5	1 Hrs
		Meeting facilitated, Community Outreach Comm			Total # of Participants 5	1 Hrs		
		Meeting facilitated, Community Outreach Comm	Total # of Participants 5	1 Hrs				
<b>Capacity Total</b>							<b>20 Hours 0 Minutes</b>	
<b>Community Coalition, Plan, FY23 Total</b>							<b>20 Hours 0 Minutes</b>	
<b>Contract ADAD 23-999 Total</b>							<b>20 Hours 0 Minutes</b>	
<b>PREV-Community Coalition Total</b>							<b>20 Hours 0 Minutes</b>	
<b>Report Total</b>							<b>20 Hours 0 Minutes</b>	

Create a problem statement (1 statement)	Coalition Coordinator	<ul style="list-style-type: none"> <li>Meet with policy expert/consultant</li> <li>Training for coalition members</li> </ul>	November 2022 to December 2022
Organize a statewide student PSA contest (5+ high schools)	Youth Engagement Committee	<ul style="list-style-type: none"> <li>Meeting with schools</li> <li>Recruit contest judges</li> <li>Prize donation</li> </ul>	January 2023 to March 2023
Create a statewide awareness campaign through PSAs (ratio, TV) and social media (weekly) that reach 10%+ population.	Community Outreach Committee	<ul style="list-style-type: none"> <li>Develop the key message by a marketing company;</li> <li>Create social media contents</li> <li>Identify the best PSA and social media outlets</li> </ul>	May 2023 to August 2023



# List of One-Time Community-Based Interventions 10/1/2022 - 9/30/2023

Prevention Strategy Type	Csap Category List	Intervention Type	Start Date	Description Group Name	Note	Duration	Number of Participants
Capacity	Community-Based Process   Information Dissemination	Universal Direct	1/28/2023	Training Attended: CADCA Youth engagement training	All day training, three workshops on youth engagement: Recruiting youth, training youth leaders, and youth leader retention.	7 Hours	8
Capacity	Community-Based Process   Information Dissemination	Universal Indirect	6/7/2023	Social Media Post, June 2023	Sharing Awareness Campaign via Social Media Instagram post: 6/7 (2 post), reached 1060	4 Hours	1,060

Create a problem statement (1 statement)	Coalition Coordinator	<ul style="list-style-type: none"> <li>• <b>Meet</b> with policy expert/consultant</li> <li>• <b>Training</b> for coalition members</li> </ul>	November 2022 to December 2022
Organize a statewide student PSA contest ( <b>5+ high schools</b> )	Youth Engagement Committee	<ul style="list-style-type: none"> <li>• Meeting with schools</li> <li>• Recruit contest judges</li> <li>• Prize donation</li> </ul>	January 2023 to March 2023
Create a statewide awareness campaign through PSAs (radio, TV) and social media (weekly) that reach <b>10%+ population</b> .	Community Outreach Committee	<ul style="list-style-type: none"> <li>• Develop the key message by a marketing company;</li> <li>• Create social media contents</li> <li>• Identify the best PSA and social media outlets</li> </ul>	May 2023 to August 2023





# Poll

# Q&A



SSRS Reports



Program Evaluation



Practice & Tasks

# Tasks: Data Quality Improvement

Prevent duplicate clients

In the Implementation Strategy Profile section:

- Avoid acronyms in the Description field
- Refer to the WITS Guidance Document #1 WITS Crosswalk for
  - Services, CSAP activity and definition
- PFS subrecipients only: Refer to WITS Guidance Doc. #2 to select up to three training topics and enter them into the Comments box
- Distinguish direct vs. indirect interventions





# Preventing Duplicate Clients

- Agency Client List (Providers)
  - Complete a monthly review of your Agency client list → Delete duplicate profiles (Data Stewards only).
  - Refer to the guidance document [Preventing Duplicate Clients](#).

Home > [Prevention Provider Reports](#) > Agency Client List v2.0

Agency Name  Created Date  Created Date1

1 of 1 100% Find | Next

## Agency Client List

Full Name	Unique Client Number	Agency Client Number	Birth Date	Number of Intakes	Created System Account Name
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# Implementation Strategy Profile

- Select the correct Planned Strategy, Strategy Frequency (One-Time, Recurring) from the drop-down menu.
  - Description field – List the name of the agency or organization who hosted the event. **\*Avoid acronyms.**

The screenshot shows a form for an Implementation Strategy Profile. The fields are as follows:

- ID: 6642
- Plan: [Greyed out]
- Planned Strategy: Capacity (Direct)
- Strategy Frequency: One-Time
- Date: 1/9/2024
- Description: Meeting Attended - DFC & CARA Introduction Meeting (circled in red)
- Duration Units: Minutes
- Duration: 60
- Indirect Units: [Empty]
- Duration: [Empty]
- Indirect Duration Description: [Empty]



- **CSAP activities**

- Refer to the **CSAP Activity and definition** columns in the WITS Guidance Document #1 WITS Crosswalk to select the correct category.
- Strategy Name: **Assessment, capacity, implementation**

**WITS Crosswalk:** Use this table to identify which Strategy Name (Code Table #8), CSAP Category (Code Table #12), and CSAP Activity (Code Table #12) your services fall under.

SERVICES	STRATEGY NAME	CSAP CATEGORY	CSAP ACTIVITY	DEFINITIONS
<b>Assessment</b>				
One-on-one interviews	Assessment	Community-Based Process	Assessing community needs and capacity	Interviews for the purpose of collecting qualitative data.
Focus groups/listening sessions	Assessment	Community-Based Process	Assessing community needs and capacity	Group sessions for the purpose of collecting qualitative data.
Survey	N/A		N/A	Per unduplicated survey created.
Administer Survey	Assessment	Community-Based Process	Assessing community needs and capacity	Administration of a survey.
Community Needs Assessment	N/A		N/A	Submission of Community Needs Assessment component of the Strategic Plan.
<b>Capacity</b>				
Training - Attended	Capacity	Community-Based Process	Community and volunteer training, e.g., neighborhood action training, staff/officials training	Education or instruction of knowledge, skills, and competencies with the goal of building a person's capacity and performance. This includes the development of, delivery, and participation in training for paid staff. Training is considered a structured event that is intended to develop proficiency as it relates to prevention, ATOD, and/or the program/policy.
Training - Facilitated	Capacity	Community-Based Process	Community and volunteer training, e.g., neighborhood action training, staff/officials training	
Meetings - Attended	Capacity	Community-Based Process	Multi-agency coordination and collaboration/coalition	Meetings with representatives from other agencies/ organizations to collaborate and/or increase support for the program/policy.
Meetings - Facilitated	Capacity	Community-Based Process	Multi-agency coordination and collaboration/coalition	
Community Fairs	Capacity	Information Dissemination	Health fairs and other health promotion, e.g., conferences, meetings, seminars	Having a booth or exhibit at a fair or event that displays or disseminates information and that has a focus on an ATOD prevention message & information on the program/policy.
Prevention - focused web sites	Capacity	Information Dissemination	Prevention - focused web sites	Sharing prevention and/or program/policy related information via websites. Examples: Updating websites with new information.
Prevention - focused	Capacity	Information Dissemination	Prevention -focused email blasts	Sharing prevention and/or program/policy related information via email. Examples:

- Description field – Utilizing the correct naming conventions from **the “services” column** in the WITS Guidance Document #1 WITS Crosswalk.
  - E.g., Meeting Attended, Meeting Facilitated, Training Attended, Training Facilitated.

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ID	6642	Planned Strategy	Capacity (Direct)
Plan		Date	1/9/2024
Strategy Frequency	One-Time		
Description	Meeting Attended DFC & CARA Introduction Meeting		
Duration Units	Minutes	Indirect Units	
Duration	60	Duration	
		Indirect Duration Description	



- **Training Attended or Training Facilitated** – Utilize WITS Guidance Doc. #2. Select **up to 3 topics** from the list and enter the appropriate training topic(s) into the activities' comments box.

The screenshot displays a form for creating or editing an activity. The fields are as follows:

- ID: 6276
- Plan: [Blank]
- Strategy Frequency: One-Time
- Planned Strategy: Capacity (Capacity- Direct)
- Date: 11/28/2023
- Description: Training- Attended Operation Parent: Dangers of Youth Vaping and
- Duration Units: Minutes
- Duration: 90
- Indirect Units: [Blank]
- Indirect Duration: [Blank]
- Indirect Duration Description: [Blank]
- Risk Categories: [Blank]
- Selected Risk Categories: None
- Comments: Environmental Strategies, Prevention fundamentals, Rick & Protective Factors.

- Planned Strategy

Great job on selecting Universal **“Direct”** or **“Indirect”** Intervention Type.

The image shows a form for a 'Planned Strategy'. The 'Planned Strategy' dropdown menu is highlighted with a red oval and contains the text 'Capacity (Direct)'. Other fields include ID 6642, Strategy Frequency One-Time, Date 1/9/2024, Description Meeting Attended - DFC & CARA Introduction Meeting, Duration Units Minutes, and Duration 60. There are also fields for Indirect Units and Indirect Duration Description.

ID	6642	Planned Strategy	Capacity (Direct)
Plan		Date	1/9/2024
Strategy Frequency	One-Time	Description	Meeting Attended - DFC & CARA Introduction Meeting
Duration Units	Minutes	Duration	60
Indirect Units		Duration	
Indirect Duration Description			



# IOM Prevention Classifications

## **Universal Direct**

Interventions directly serve an identifiable group of participants but who have not been identified on the basis of individual risk. (e.g., school curriculum, parenting class). This could also include interventions involving interpersonal and ongoing/repeated contact (e.g., recurring coalition meetings).

## **Universal Indirect**

Interventions support population-based programs and environmental strategies (e.g., establishing alcohol, tobacco and other drug [ATOD] policies). This could also include programs and policies implemented by coalitions, community fairs.

# Practice

In your agency's WITS account (not the training site), pull up the following two reports to review if there is any data that needs to be double-check, corrected, deleted, or added:

- Details by Session Date of **Individual-Based Strategy** Implementation v1.1
- Details of **Recurring Community-Based Activities**





# Reminder

- a. Unlocking accounts
- b. Enter Community-Based Data
- c. Continue to conduct monthly reviews of Provider Agency Client List for duplicates (Data Stewards are able to delete duplicate clients, refer to [HI-WITS Preventing & Managing Duplicate Clients](#))



# Future Meetings

9-11 AM

- May 30, 2024
- August 29, 2024
- November 28, 2024

Please provide suggestions for meeting topics.