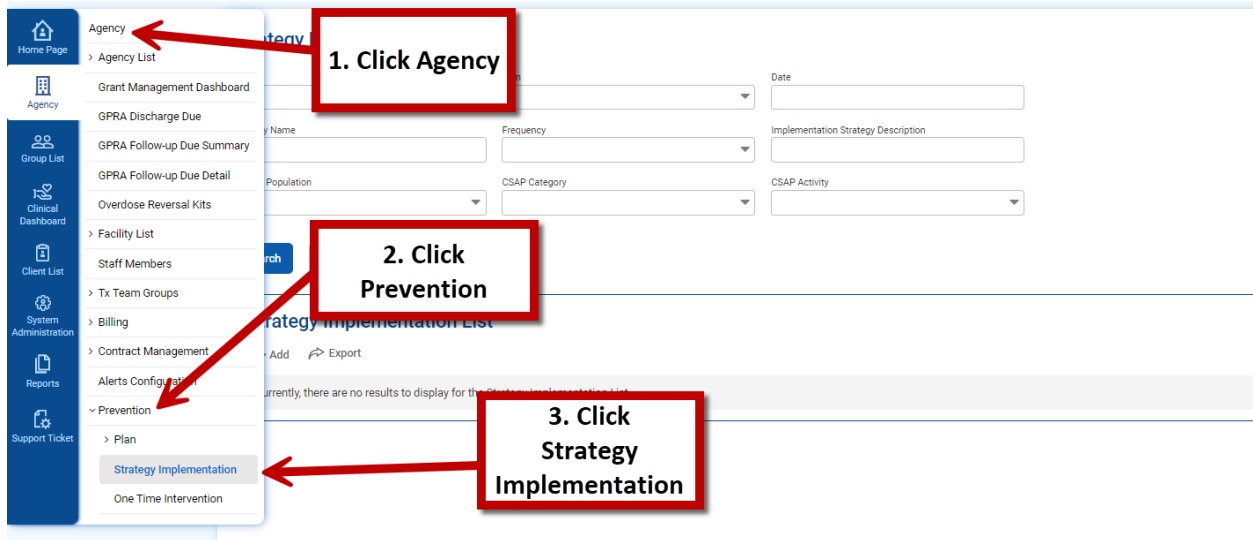


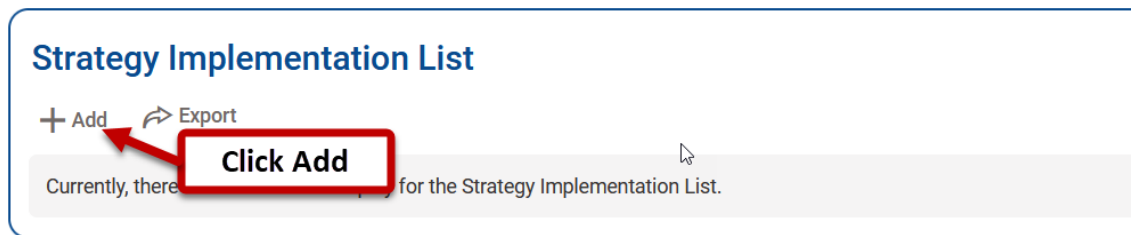
Community Based Strategy Implementation

Note: Capture Strategies such as Training, Health Fair, Speaking Engagement, Coalition Meetings, etc.

1. From the left menu panel, click **Agency**, **Prevention**, and then **Strategy Implementation**.



2. Click **Add**.



3. Fill out the Required Fields: **Plan, Planned Strategy, Strategy Frequency, Date, Description, Duration Units, and Duration.** See the last page of this manual to compare one-time frequency with recurring frequency.

4. Add **Activity Description.**

5. Choose **City/Town (Complex).**

6. Add **Risk Categories** from the left side to the right side using the arrow button.

The screenshot shows a web form for entering activity information. Three red callout boxes with white text and red borders provide instructions:

- 1. Complete Required Fields:** Points to the Plan (Windward Plan FY 2019), Planned Strategy (Community Health and Resource Fairs...), Strategy Frequency (One-Time), and Date fields.
- 2. Add Activity Description:** Points to the Description field containing "Meeting Facilitated, MCFY Strategic Planning Meeting".
- 3. Geo Type will Default. Select Complex:** Points to the City/Town dropdown menu which is currently set to "W03-Kailua Complex".

Other visible form elements include: ID (empty), Duration Units (Hours), Duration (5), Indirect Units (empty), Indirect Duration (empty), Venue (empty), Other (Specify) (empty), Risk Categories (None), and Selected Risk Categories (empty).

7. Add selected training topics to the **Comments** field when reporting Training Attended or Training Facilitated Events.

Note: Select up to four topics from the WITS Code Table-Guidance document #2 for reference.

8. Fill out the **Selected CSAP Activities** to unlock the Impacted Target Population.

1. Add training topics from the WITS Code Table-Guidance document #2 here.

Comments

2. Complete the Duration/Duration Type and Selected CSAP Activities

Activity and Duration
*Duration and Duration Type are required for the CSAP Activity

Duration Duration Type

CSAP Activities

- Clearinghouse/information resources centers
- Health fairs and other health promotion, e.g., conferences, meetings, e
- Indirect Hours (Information Dissemination)
- Media campaigns
- Prevention - focused web sites

Selected CSAP Activities

- Information lines/Hot lines (4 Hrs)

9. Fill out the required category selections for: **Total number of participants, Gender, Ethnicity, Age, and Race.**

Note: The default for each selection is zero.

The screenshot shows the 'Impacted Target Population' form. At the top, there is a field for 'Total number of participants' with a value of 0, highlighted by a red box and labeled '1. Total number of participants'. Below this are four main sections, each with a red box and label: '2. Gender' (with sub-sections for Male, Female, and Unknown), '3. Ethnicity' (with sub-sections for Hispanic or Latino, Not Hispanic or Latino, and Unknown), '4. Age' (with sub-sections for 0-4, 5-11, 12-14, 15-17, 18-20, 21-24, 25-44, 45-64, 65 and over, and Unknown), and '5. Race' (with sub-sections for White, Asian, Black/ African American, American Indian/ Alaskan Native, Native Hawaiian/ Other Pacific Islander, More than one race, and Race unknown or other). Each sub-section contains a numerical input field with a default value of 0.

10. Click **Save**.

The screenshot shows the bottom of the form with three buttons: 'Save', 'Save and Finish', and 'Cancel'. A red box labeled 'Click Save' has an arrow pointing to the 'Save' button. Below the buttons is a section titled 'Administrative Actions' containing a button for 'Actual Expenditure'.

One-Time Frequency

A One-Time frequency is used to capture strategy implementations that occur only one time. Examples of these strategies include training, health fairs and speaking engagements, coalition meetings, etc.

Recurring Frequency

Recurring strategies are much like one-time strategies, except that they will have certain fields captured on the profile screen, and other fields captured as each varied activity is implemented. It is good to use this frequency type to capture a series of recurring meetings that typically have the same participants (e.g., coordination meetings, workgroup meetings, etc.).

If you have any questions, please contact the WITS Help Desk via phone or email (DOH.ADAD.WITSHelp@doh.hawaii.gov).