



## **Data Entry and Reporting System**

### **System User's Guide**

#### **Module 3 – Knowledge Application Programs**

---

Version Issue: Version 1.2  
Last Update: 01/13/2003

## **Table of Contents**

	<u>Page</u>
Selecting a Program .....	2
Adding a New Meeting Code .....	5
Entering a New Meeting Follow-up Survey .....	14
Downloading a Saved Record.....	24
Entering a New Training Baseline Survey.....	26
Entering a New Follow-up Training Survey.....	32
Viewing or Editing an Existing Training Baseline or Follow-up Record .....	38
Entering a New Technical Assistance Baseline Survey .....	42
Entering a New Technical Assistance Follow-up Survey.....	48
Viewing or Editing an Existing Technical Assistance Baseline or Follow-up Record .....	54
Entering a New Product/Materials Survey .....	58
Editing or Viewing a Saved Product/Materials Record.....	67

## List of Figures

	<u>Page</u>
Figure 3-1 – Data Entry Program Selection Page (1 program).....	2
Figure 3-2 – Data Entry Program Selection Page (2 programs) .....	3
Figure 3-3 – Data Entry Main Menu – KA Tools Page.....	5
Figure 3-4 – Specify Meeting Page .....	6
Figure 3-5 – Meeting Information Page.....	7
Figure 3-6 – Data Entry Main Menu – KA Tools Page.....	8
Figure 3-7 – Specify Meeting Page .....	9
Figure 3-8 – Baseline Meeting Satisfaction Survey Page.....	10
Figure 3-9 – Data Entry Confirmation Record Page .....	11
Figure 3-10 – Thank You Page.....	12
Figure 3-11 – Data Entry Main Menu – KA Tools Page.....	14
Figure 3-12 – Specify Meeting Page .....	15
Figure 3-13 – Follow-up Meeting Satisfaction Survey Page .....	16
Figure 3-14 – Data Entry Confirmation Record Page .....	18
Figure 3-15 – Thank You Page.....	19
Figure 3-16 – Data Entry Main Menu – KA Tools Page.....	20
Figure 3-17 – Specify Meeting Page .....	21
Figure 3-18 – Specify Meeting Page .....	22
Figure 3-19 – Thank You Page.....	23
Figure 3-20 – Data Entry Download Page.....	24
Figure 3-21 – Data Entry Download Page.....	25
Figure 3-22 – Data Entry Main Menu – KA Tools Page.....	26
Figure 3-23 – Specify Training Page.....	27

## **List of Figures (continued)**

Figure 3-24 – Baseline Training Satisfaction Survey Page .....	28
Figure 3-25 – Data Entry Confirmation Record Page .....	29
Figure 3-26 – Thank You Page.....	30
Figure 3-27 – Data Entry Main Menu – KA Tools.....	32
Figure 3-28 – Specify Training Page.....	33
Figure 3-29 – Follow-up Training Satisfaction Survey Page .....	34
Figure 3-30 – Data Entry Confirmation Record Page .....	36
Figure 3-31 – Thank You Page.....	37
Figure 3-32 – Data Entry Main Menu – KA Tools Page.....	38
Figure 3-33 – Specify Training Page.....	39
Figure 3-34 – Specify Training Page.....	40
Figure 3-35 – Thank You Page.....	41
Figure 3-36 – Data Entry Main Menu – KA Tools Page.....	42
Figure 3-37 – Specify Technical Assistance Page.....	43
Figure-3-38 – Baseline Technical Assistance Survey Page.....	44
Figure 3-39 – Data Entry Confirmation Record Page .....	45
Figure 3-40 – Thank You Page.....	46
Figure 3-41 – Data Entry Main Menu – KA Tools Page.....	48
Figure 3-42 – Specify Technical Assistance Page.....	49
Figure-3-43 – Follow-up Technical Assistance Satisfaction Survey Page.....	50
Figure 3-44 – Data Entry Confirmation Record Page .....	52
Figure 3-45 – Thank You Page.....	53
Figure 3-46 – Data Entry Main Menu – KA Tools Page.....	54

## **List of Figures (continued)**

Figure 3-47 – Specify Technical Assistance Page.....	55
Figure 3-48 – Specify Technical Assistance Page.....	56
Figure 3-49 – Thank You Page.....	57
Figure 3-50 – Data Entry Main Menu – KA Tools Page .....	58
Figure 3-51 – Product/Materials Search, Specify Product/Material Page .....	59
Figure 3-52 – Specify Product/Material Page.....	60
Figure 3-53 – Products and Materials Survey Page.....	62
Figure 3-54 – Data Entry Confirmation Record Page .....	64
Figure 3-55 – Thank You Page.....	65
Figure 3-56 – Data Entry Main Menu – KA Tools Page .....	67
Figure 3-57 – Specify Product/Material Page.....	68
Figure 3-58– Specify Product/Material Page.....	69
Figure 3-59 – Enter Confirmation Page.....	70
Figure 3-60 – Thank You Page.....	71

## **Module 3 – Entering/Viewing/Editing Data for Knowledge Application (KA) Programs**

This module contains information and procedures for entering Knowledge Application (KA) data into the Data Entry and Reports System. This User's Guide does not contain the instructions for completing the KA forms. You can access these instructions under the Data Collection Tools and Instruments, KA Program Section, of the public GPRA Web site.

Upon completing this module you will be able to:

- Select a program
- Change a program target
- Add a new meeting code
- Enter a new meeting follow-up survey
- View or edit an existing meeting baseline or follow-up meeting survey record
- Enter a new training baseline survey
- Enter a new follow-up training survey
- View or edit an existing training baseline or follow-up survey record
- Enter a new technical assistance baseline survey
- Enter a new technical assistance follow-up survey
- View or edit an existing technical assistance baseline or follow-up survey record
- View or edit an existing baseline or follow-up technical assistance survey
- Add a new products/materials survey record.

## Selecting a Program

If you manage both Target Capacity Expansion and Knowledge Application (KA) program grants, you will be automatically directed to the **DATA ENTRY PROGRAM SELECTION** page to choose the type of program for which you wish to enter data in this session. If you manage only KA grants, the System will skip the **DATA ENTRY PROGRAM SELECTION** page and automatically display the **DATA ENTRY MAIN MENU – KA TOOLS** page.

Click the type of program you wish to access. If you manage more than one grant, the **GRANTEE SELECTION** page displays. If you manage a single grant, the **DATA ENTRY MAIN MENU – KA TOOLS** page displays.

**Figure 3-1 – Data Entry Program Selection Page (1 program)**

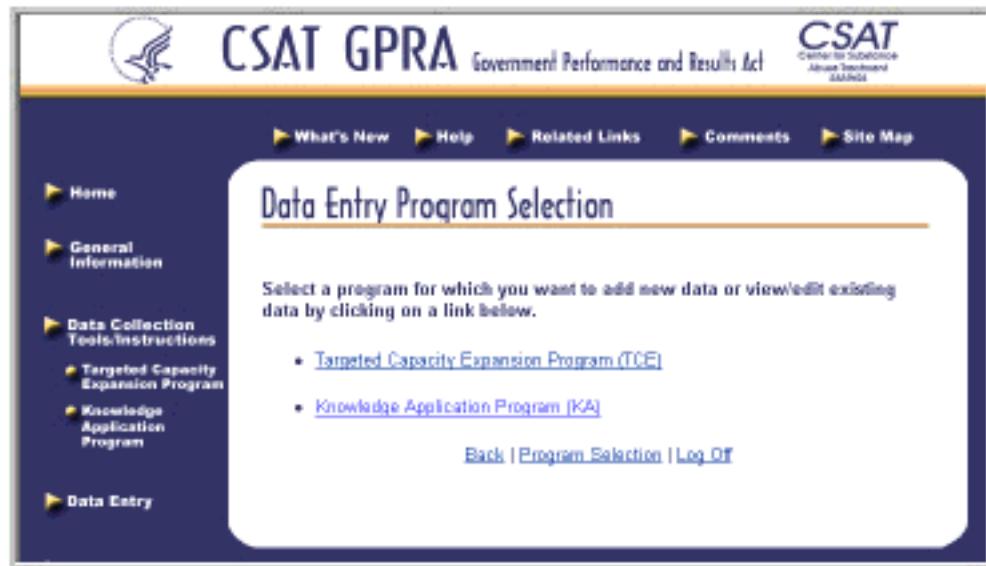


Figure 3-2 – Data Entry Program Selection Page (2 programs)



## **Changing a Program Target**

The user may have one of two reasons for changing a program target. Either the target was entered into the System incorrectly, or the user believes the target must be changed.

The program targets are taken from the grant application, and they are not always straightforward. For this reason, the CSAT-GPRA Web Support must have authorization from the GPO to change a program target.

If you have entered the program target incorrectly, you may notify the Web Master and the CSAT-GPRA Web Support will be able to change the program target information.

Alternatively, you may contact your GPO and ask that the program target information be changed. The GPO will then contact the CSAT-GPRA Web Support to have the target information changed.

## Adding a New Meeting Code

To enter a new meeting code, go to the **DATA ENTRY MAIN MENU – KA TOOLS** page, and complete the following steps.

**Figure 3-3 – Data Entry Main Menu – KA Tools Page**



**Step 1.** Select the Meeting tool.

**Step 2.** Click the “Submit” button. The **SPECIFY MEETING** page displays.

**Step 3.** Click the [Add a New Meeting Code](#) link.

Figure 3-4 – Specify Meeting Page

The screenshot shows the 'Specify Meeting' page of the CSAT GPRA system. The left sidebar contains links for Home, General Information, Data Collection Tools/Instructions (with sub-links for Targeted Capacity Expansion Program and Knowledge Application Program), Data Entry, Reports, and Search. A callout box labeled 'Add a New Meeting Code' points to the 'Select a Meeting Code' dropdown menu, which currently displays 'willie12'. The main content area has a heading 'Specify Meeting' and instructions: 'Please select a Meeting Code, data collection point and the action to be performed below:'. It includes fields for 'Select a Meeting Code' (dropdown menu), 'Select a data collection point' (radio buttons for Baseline and Follow-Up, with Baseline selected), and 'Select action to be performed' (radio buttons for Enter New Survey Data, View/Edit Existing Survey Data, and Download Saved Records in Excel Format, with Enter New Survey Data selected). Below these are 'Submit' and 'Back to Main Menu' buttons. At the bottom, a note says 'Please click here to [Add a New Meeting Code](#) if the code does not exist in the system.' Navigation links at the very bottom include Back, Data Entry Main Menu, Program Selection, and Log Off.

**Step 4.** Enter the new meeting code in the block provided. The **MEETING INFORMATION** page displays.

**Figure 3-5 – Meeting Information Page**

**Meeting Number**

**Date**

**Meeting Location**

**Meeting Name**

**Submit to Enter New Record**

**Step 5.** Enter the date of the meeting

**Step 6.** Enter the meeting location.

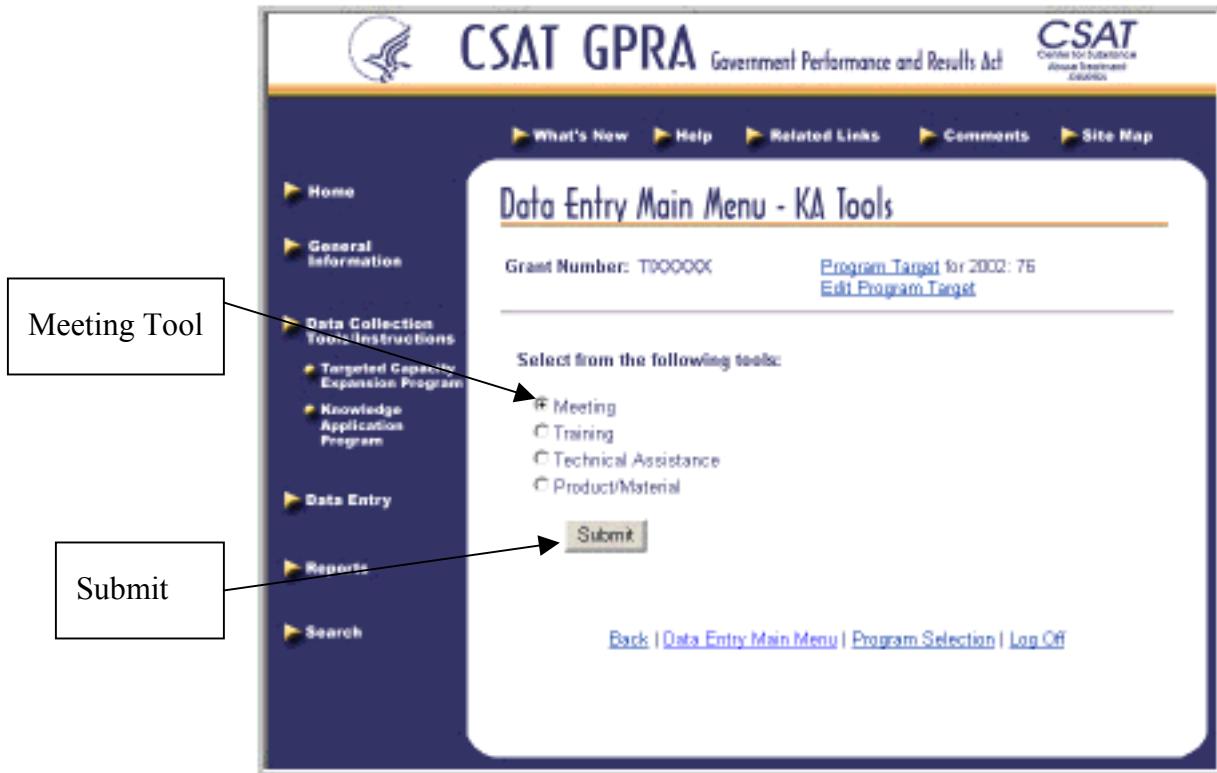
**Step 7.** Enter the meeting topic.

**Step 8.** Click the “Submit and Enter a New Record” button. The **BASELINE MEETING SATISFACTION SURVEY** page (or the page for the survey you have chosen) displays.

## Enter a New Meeting Baseline Survey

To enter a new meeting baseline survey, go to the **DATA ENTRY MAIN MENU – KA TOOLS** page, and complete the following steps.

**Figure 3-6 – Data Entry Main Menu – KA Tools Page**



**Step 1.** Select the Meeting tool.

**Step 2.** Click the “Submit” button. The **SPECIFY MEETING** page displays.

**Figure 3-7 – Specify Meeting Page**

Select a Meeting Code

Select a Data Collection Point

View/Edit an Existing Survey

Submit

Add a New Meeting Code

- Step 3.** Select a meeting code.
- Step 4.** Select “Baseline” data collection point.
- Step 5.** Select “Enter New Survey Data” from the action list.
- Step 6.** Click the “Submit” button. The **BASELINE MEETING SATISFACTION SURVEY** page displays.
- Step 6a.** Click the “Back to Main Menu” button to return to the **DATA ENTRY MAIN MENU – KA TOOLS** page.

**Figure 3-8 – Baseline Meeting Satisfaction Survey Page**

**CSAT GPRA** Government Performance and Results Act

What's New | Help | Related Links | Comments | Site Map

**CSAT**  
Center for Substance Abuse Treatment

**Home**

**General Information**

**Data Collection Tools Instructions**

**Targeted Capacity Expansion Program**

**Knowledge Application Program**

**Data Entry**

**Reports**

**Search**

**CSAT Baseline Meeting Satisfaction Survey**

All fields, with the exception of text fields, must be completed for a record to be saved. Non-response codes: 97=Refused to Answer; 98=Do Not Know; 99=Missing Data.

Grant Number: TDC0000  
Meeting Code: will@2

Please enter the Personal ID code you used on the consent form here (Maximum 10 characters): [ ]

PLEASE BASE YOUR ANSWER ON HOW YOU FEEL ABOUT THE SESSION NOW.

1. How satisfied are you with the overall quality of this meeting? [ ]
2. How satisfied are you with the quality of the information/instruction from this meeting? [ ]
3. How satisfied are you with the quality of the meeting materials? [ ]
4. Overall, how satisfied are you with the meeting experience? [ ]

PLEASE INDICATE YOUR AGREEMENT WITH THESE STATEMENTS ABOUT THE MEETING.

5. The meeting was well organized. [ ]
6. The material presented in this meeting class will be useful to me in dealing with substance abuse. [ ]
7. I expect to use the information gained from this meeting. [ ]
8. I expect this meeting to benefit my clients. [ ]
9. This meeting was relevant to substance abuse treatment. [ ]
10. I would recommend this meeting to a colleague. [ ]

12. Please indicate which title best describes your job:  
[ ]

If other, please specify: [ ]

13. Please indicate which best describes your agency or affiliation:  
[ ]

If other, please specify: [ ]

14. What is your gender?  
[ ]

15. Are you Hispanic or Latino?  
[ ]

16. What is your race? (Select up to 2)  
[ ]  
[ ]

What about the meeting was most useful in supporting your work responsibilities?  
[ ]

How can we improve our meetings?  
[ ]

**Save**

**Undo**

**Cancel**

**Step 7.** Complete the survey. The following rules apply when entering a new client record:

- All fields, except text fields, must be filled before the System will advance to the next section
- The cursor will not automatically advance to the next field.
- The TAB button on the keyboard will advance the cursor to the next field.
- Do not enter commas, decimals, or symbols in any field.
- Non-response codes for these questions are: 97=Refused to Answer; 98=Do Not Know; 99=Missing Data.

**Note:** You can access the instructions for completing KA forms under the Data Collection Tools section of the public GPRA Web site.

**Step 8.** Click the “Save” button to save the record. The **DATA ENTRY CONFIRMATION RECORD** page displays.

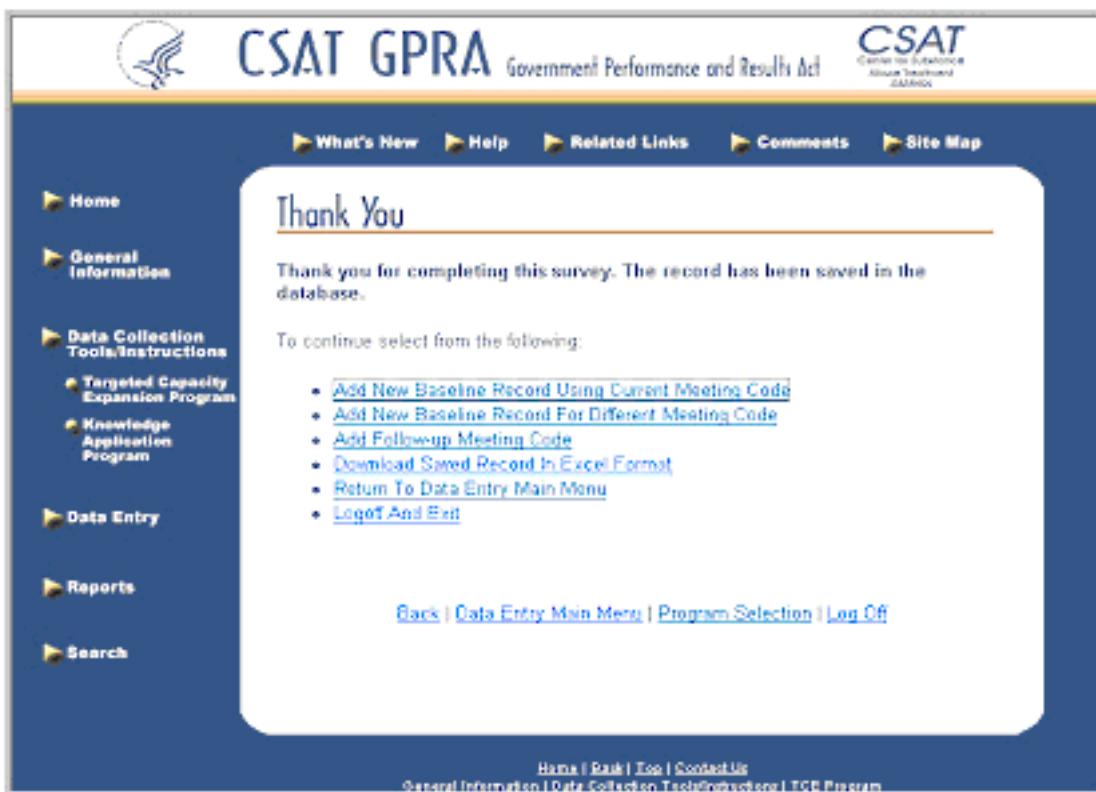
**Step 8a.** Click the “Undo” button to delete the information entered in the record.

**Step 8b.** Click the “Cancel” button to exit the form and return to the **DATA ENTRY MAIN MENU – KA TOOLS** page.

**Figure 3-9 – Data Entry Confirmation Record Page**

The screenshot shows the 'DATA ENTRY CONFIRMATION RECORD' page. The left sidebar includes links for Home, General Information, Data Collection Tools-Instructions, General Capacity Expansion Program, Knowledge Application Program, Data Entry, Reports, and Search. The main content area has a header 'CSAT Baseline Meeting Satisfaction Survey'. Below it is a 'DATA ENTRY CONFIRMATION RECORD' section with instructions: 'Review and verify the information below.' It lists three actions: 'To save the record, click the Save button at the bottom of the page.', 'To add the record, click the Back button at the bottom of the page.', and 'To cancel the record, click the Cancel button at the bottom of the page.' A grant number (T13367), meeting code (willie12), and personnel ID (96712) are displayed. The next section, 'PLEASE BASE YOUR ANSWER ON HOW YOU FEEL ABOUT THE SESSION NOW.', contains four questions (1-4) with a 5-point Likert scale from 'Very Satisfied' to 'Dissatisfied'. The following section, 'PLEASE INDICATE YOUR AGREEMENT WITH THESE STATEMENTS ABOUT THE MEETING.', contains ten statements (5-14) with a 5-point Likert scale from 'Strongly Agree' to 'Strongly Disagree'. Question 11 asks about the usefulness of the information received. Question 12 asks for job title (Medical Director). Question 13 asks for agency affiliation (Federal Government). Question 14 asks for gender (Male). Question 15 asks if the user is Hispanic or Latino (Yes). Question 16 asks for race (Asian, American Indian). At the bottom, there is a section for 'What about the meeting was most useful in supporting your work responsibilities?' and 'How can we improve our meetings?'. The bottom navigation bar includes 'Save', 'Back', and 'Cancel' buttons, along with links for 'Back', 'Data Entry Main Menu', 'Program Selection', and 'Log Off'.

- Step 9.** Review the information and choose from the following options:
- Step 9a.** Click the “Back” button at the bottom of the page.
- Step 9b.** Click the “Cancel” button. If you click the “Cancel” button, the entire record will be lost.
- Step 9c.** Click the “Save” button. The **THANK YOU** page displays.

**Figure 3-10 – Thank You Page**

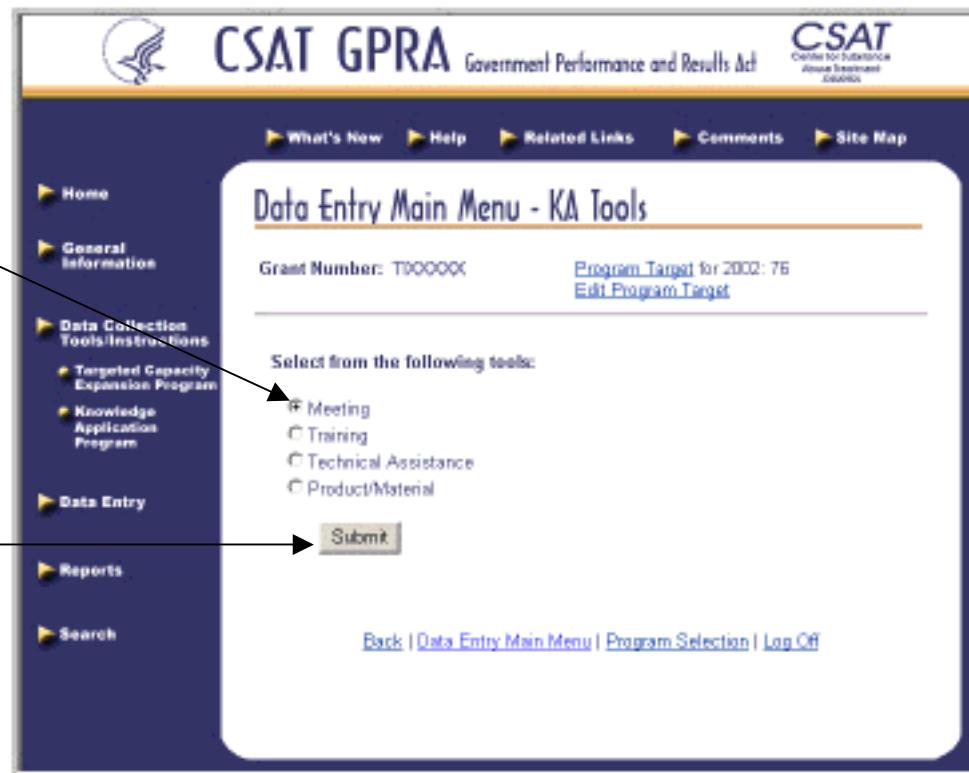
- Step 10.** Click the [Add New Baseline Record Using Current Meeting Code](#) link to enter a new baseline using the current meeting code.
- Step 10a.** Click the [Add New Baseline Record For Different Meeting Code](#) link to enter a new baseline record for a different meeting code.
- Step 10b.** Click the [Add Follow-up Meeting Code](#) link to enter a follow-up survey for the same meeting code.
- Step 10c.** To download a saved record in Excel format, click the [Download saved record in Excel format](#) link.
- Step 10d.** To return to the **DATA ENTRY MAIN MENU – KA TOOLS** page, click the [Return to data entry main menu](#) link.

**Step 10e.** To exit the session and log off of the System, click the [Logoff and exit](#) link.

## Entering a New Meeting Follow-up Survey

To enter a new meeting follow-up survey, go to the **DATA ENTRY MAIN MENU – KA TOOLS** page, and complete the following steps.

**Figure 3-11 – Data Entry Main Menu – KA Tools Page**



**Step 1.** Select the Meeting tool.

**Step 2.** Click the “Submit” button. The **SPECIFY MEETING** page displays.

Figure 3-12 – Specify Meeting Page

**Select Meeting Code**

**Select Data Collection Point**

**Select Action**

**Submit**

**Back to Main Menu**

Please select a Meeting Code, data collection point and the action to be performed below:

Select a Meeting Code:

Select a data collection point:

Baseline  Follow-Up

Select action to be performed:

Enter New Survey Data  
 View/Edit Existing Survey Data  
 Download Saved Records in Excel Format

**Submit** **Back to Main Menu**

Please click here to [Add a New Meeting Code](#) if the code does not exist in the system.

[Back](#) | [Data Entry Main Menu](#) | [Program Selection](#) | [Log Off](#)

- Step 3.** Select the meeting tool.
- Step 4.** Select a meeting code.
- Step 5.** Select a baseline data collection point.
- Step 6.** Select “Enter New Baseline Data” from the action list.
- Step 7.** Click the “Submit” button. The **BASELINE FOLLOW-UP SATISFACTION SURVEY** page displays.
- Step 7a.** Click the “Back to Main Menu” button to return to the **DATA ENTRY MAIN MENU – KA TOOLS** page displays.

**Figure-3-13 – Follow-up Meeting Satisfaction Survey Page**

The figure displays two screenshots of the CSAT GPRA system. The left screenshot shows the 'CSAT Follow-up Meeting Satisfaction Survey' page. It includes a sidebar with links like Home, General Information, Data Collection Tools/Instructions, Data Entry, Reports, and Search. The main content area has sections for entering a Personal ID code and listing five satisfaction questions (1-5). Below these is a section for indicating agreement with statements (6-11). The right screenshot shows the survey responses for questions 11 through 16. Three buttons are overlaid on the bottom right of the response area: 'Save' (top), 'Undo' (middle), and 'Cancel' (bottom). Arrows point from each button to its respective function.

**Step 8.** Complete the survey. The following rules apply when entering a new client record:

- All fields, except text fields, must be filled before the System will advance to the next section
- The cursor will not automatically advance to the next field.
- The TAB button on the keyboard will advance the cursor to the next blank field.
- Do not enter commas, decimals, or symbols in any field.
- Non-response codes for these questions are: 97=Refused to Answer; 98=Do Not Know; 99=Missing Data.

**Note:** You can access the instructions for completing KA forms under the Data Collection Tools section of the public GPRA Web site.

**Step 9.** Click the “Save” button to save the record. The **DATA ENTRY CONFIRMATION RECORD** page displays.

- Step 9a.*** Click the “Undo” button to delete the information entered in the record.
- Step 9b.*** Click the “Cancel” button to exit the survey and return to the **DATA ENTRY MAIN MENU – KA TOOLS** page.

**Figure 3-14 – Data Entry Confirmation Record Page**

**CSAT GPRA** Government Performance and Results Act  
Centre for Substance Abuse Treatment

**CSAT Baseline Meeting Satisfaction Survey**

**DATA ENTRY CONFIRMATION RECORD**

Review and verify the information below.

- To save the record, click the Save button at the bottom of the page.
- To edit the record, click the Back button at the bottom of the page.
- To cancel the record, click the Cancel button at the bottom of the page.

Grant Number: TI13367  
Meeting Code: willie2  
Personal ID: 90719D

**PLEASE BASE YOUR ANSWER ON HOW YOU FEEL ABOUT THE SESSION NOW.**

- How satisfied are you with the overall quality of this meeting? 1 - Very Satisfied
- How satisfied are you with the quality of the information/instruction from this meeting? 1 - Very Satisfied
- How satisfied are you with the quality of the meeting materials? 1 - Very Satisfied
- Overall, how satisfied are you with the meeting experience? 1 - Very Satisfied

[Back to Top](#)

**PLEASE INDICATE YOUR AGREEMENT WITH THESE STATEMENTS ABOUT THE MEETING.**

- The meeting was well organized. 1 - Strongly Agree
- The material presented in this meeting class will be useful to me in dealing with substance abuse. 1 - Strongly Agree
- I expect to use the information gained from this meeting. 1 - Strongly Agree
- I expect this meeting to benefit my clients. 1 - Strongly Agree
- This meeting was relevant to substance abuse treatment. 1 - Strongly Agree
- I would recommend this meeting to a colleague. 1 - Strongly Agree

[Back to Top](#)

- How useful was the information you received? 1 - Very Useful

[Back to Top](#)

- Please indicate which title best describes your job:  
Medical Director
- Please indicate which best describes your agency or affiliation:  
Federal Government
- What is your gender?  
Male
- Are you Hispanic or Latino?  
Yes
- What is your race?  
Asian; American Indian

[Back to Top](#)

**What about the meeting was most useful in supporting your work responsibilities?**

**How can we improve our meetings?**

[Back to Top](#)

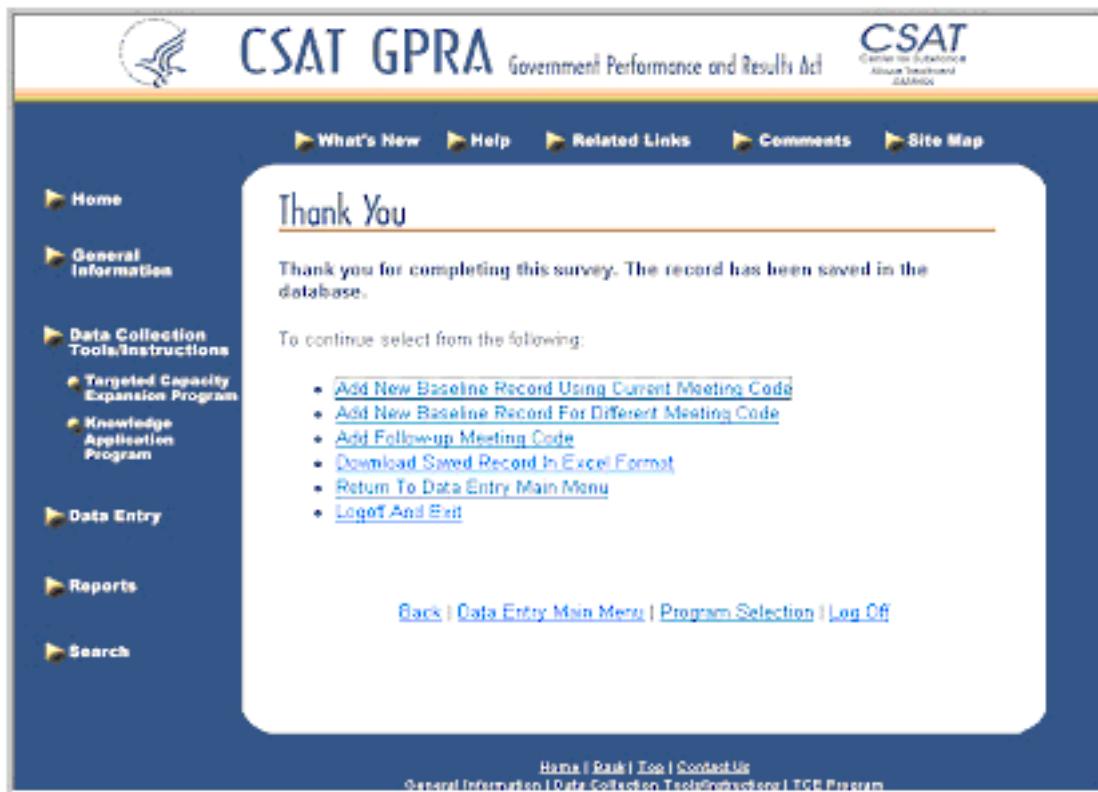
**Save** **Back** **Cancel**

[Back](#) | [Data Entry Main Menu](#) | [Program Selection](#) | [Log Off](#)

**Step 10.** Review the entered information.

- Step 11.** Click the “Save” button to save the record. The **THANK YOU** page displays.
- Step 11a.** Click the “Undo” button to delete the information entered in the record.
- Step 11b.** Click the “Cancel” button to exit the survey and return to the **DATA ENTRY MAIN MENU – KA TOOLS** page.

**Figure 3-15 – Thank You Page**

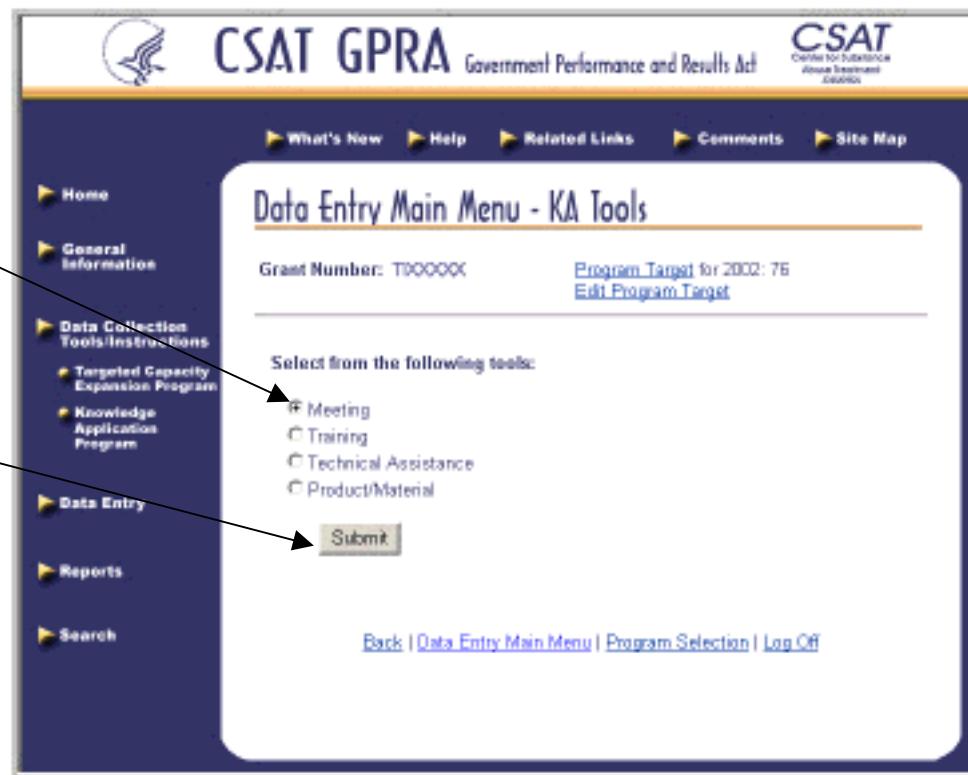


- Step 12.** Click the [Add New Baseline Record Using Current Meeting Code](#) link to enter a new baseline using the current meeting code.
- Step 12a.** Click the [Add New Baseline Record For Different Meeting Code](#) link to enter a new baseline record for a different meeting code.
- Step 12b.** Click the [Add Follow-up Meeting Code](#) link to enter a follow-up survey for the same meeting code.
- Step 12c.** To download a saved record in Excel format, click the [Download saved record in Excel format](#) link.
- Step 12d.** To return to the **DATA ENTRY MAIN MENU – KA TOOLS** page, click the [Return to data entry main menu](#) link.
- Step 12e.** To exit the session and log off of the System, click the [Logoff and exit](#) link.

## Viewing or Editing an Existing Meeting Baseline or Follow-up Record

To view or edit an existing meeting baseline or follow-up survey, go to the **DATA ENTRY MAIN MENU – KA TOOLS** page, and complete the following steps.

**Figure 3-16 – Data Entry Main Menu – KA Tools Page**



**Step 1.** Select the Meeting tool.

**Step 2.** Click the “Submit” button. The **SPECIFY MEETING** page displays.

Figure 3-17 – Specify Meeting Page

Select a Meeting Code

Select a Data Collection Point

Select an Action

Submit

Back to Main Menu

Add a New Baseline Survey

- Step 3.** Select the meeting code you wish to view/edit.
- Step 4.** Select the data collection point.
- Step 5.** Select “View/Edit Existing Survey Data” from the list of actions.
- Step 6.** Click the “Submit” button. A second **SPECIFY MEETING** page displays.

Figure 3-18 – Specify Meeting Page

**Specify Meeting**

Meeting Code: willie12

You may edit a baseline record for an existing Personal ID by clicking on the edit link in the baseline column. You may also edit or add a new follow-up record for an existing Personal ID by clicking on the edit link or the add new link in the follow-up column.

The Personal ID column can be sorted by clicking on the column title.

1 of 16 record(s)

Personal ID	Baseline	Follow-up
TXXXX	<a href="#">Edit</a>	<a href="#">Edit</a>
TXXXX	<a href="#">Edit</a>	<a href="#">Edit</a>
TXXXX	<a href="#">Edit</a>	<a href="#">Add New</a>
TXXXX	<a href="#">Edit</a>	<a href="#">Edit</a>
TXXXX	<a href="#">Edit</a>	<a href="#">Add New</a>
TXXXX	<a href="#">Edit</a>	<a href="#">Add New</a>
TXXXX	<a href="#">Edit</a>	<a href="#">Add New</a>
TXXXX	<a href="#">Edit</a>	<a href="#">Add New</a>
TXXXX	<a href="#">Edit</a>	<a href="#">Edit</a>
TXXXX	<a href="#">Edit</a>	<a href="#">Edit</a>
TXXXX	<a href="#">Edit</a>	<a href="#">Edit</a>
TXXXX	<a href="#">Edit</a>	<a href="#">Edit</a>
TXXXX	<a href="#">Edit</a>	<a href="#">Edit</a>
TXXXX	<a href="#">Edit</a>	<a href="#">Edit</a>
TXXXX	<a href="#">Edit</a>	<a href="#">Edit</a>
TXXXX	<a href="#">Edit</a>	<a href="#">Edit</a>

1 of 16 record(s)

[Add New Baseline Survey](#)

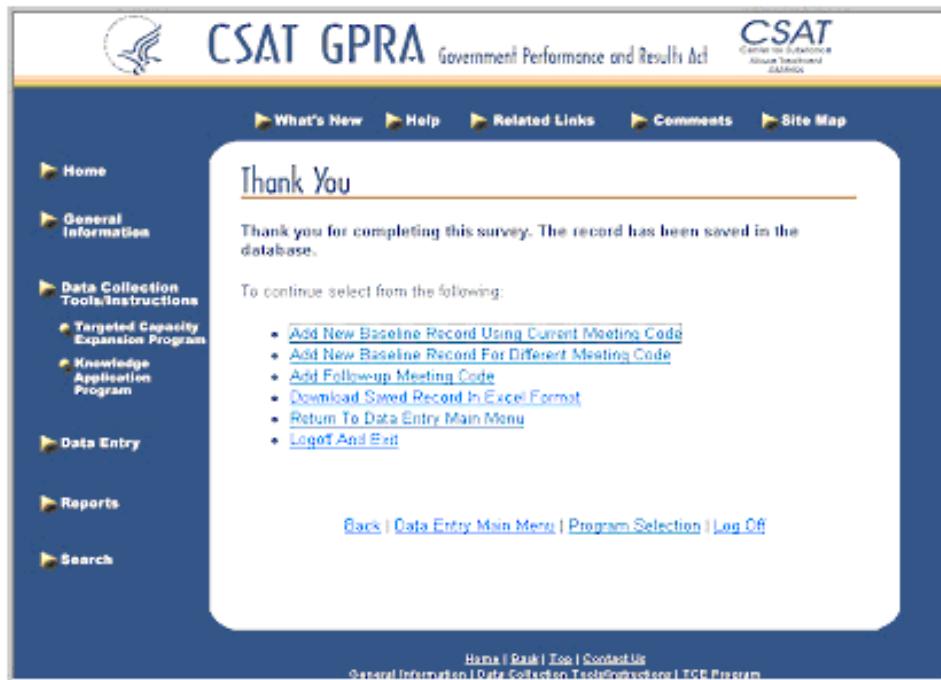
[Back](#) | [Data Entry Main Menu](#) | [Program Selection](#) | [Log Off](#)

**Step 7.** Select the type (baseline or follow-up) of survey you wish to view or edit. The completed **BASELINE/FOLLOW-UP MEETING SATISFACTION SURVEY** page displays.

**Note:** You also have the choice of adding a new baseline survey. To add a new baseline survey, click the [Add New Baseline Survey](#) link at the bottom of the page.

- Step 8.** Review the saved data, or complete the desired edits, and **click** the “Save” button. The **THANK YOU** page displays.

**Figure 3-19 – Thank You Page**



- Step 8a.** Click the “Undo” button to delete the information entered in the record.
- Step 8b.** If you click the “Cancel” button, all information in the survey will be lost. You will exit the survey and return to the **DATA ENTRY MAIN MENU – KA TOOLS** page.
- Step 9.** Click the [Add New Baseline Record Using Current Meeting Code](#) link to enter a new baseline using the current meeting code.
- Step 9a.** Click the [Add New Baseline Record For Different Meeting Code](#) link to enter a new baseline record for a different meeting code.
- Step 9b.** Click the [Add Follow-up Meeting Code](#) link to enter a follow-up survey for the same meeting code.
- Step 9c.** To download a saved record in Excel format, click the [Download saved record in Excel format](#) link.
- Step 9d.** To return to the **DATA ENTRY MAIN MENU – KA TOOLS** page, click the [Return to data entry main menu](#) link.
- Step 9e.** To exit the session and log off of the System, click the [Logoff and exit](#) link.

## Downloading a Saved Record

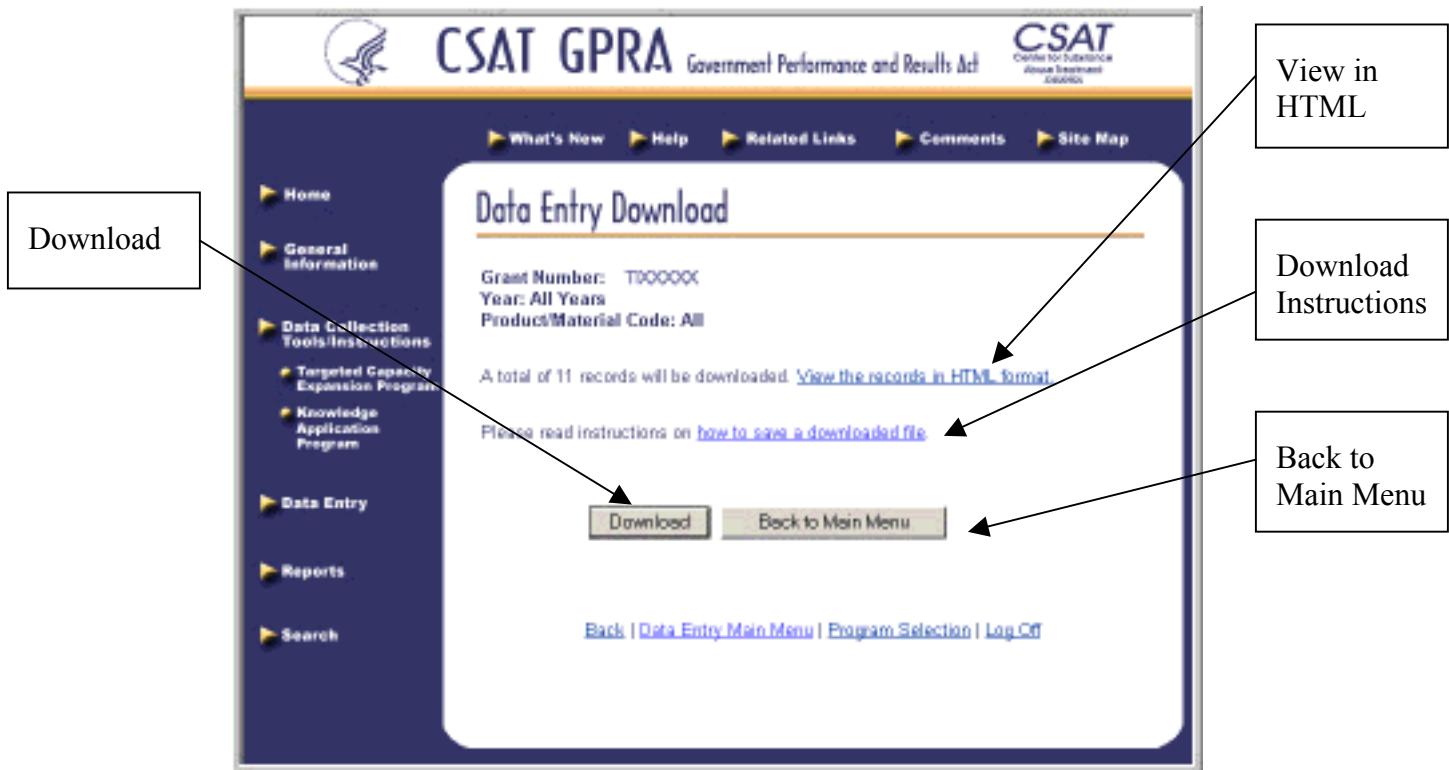
To download a saved client record, complete the following steps. (Records will be downloaded in Excel format.)

- Step 1.** Click the [Download saved record in Excel format](#) link on the **THANK YOU** page. The **DATA ENTRY DOWNLOAD** page displays.

**Figure 3-20 – Data Entry Download Page**

The screenshot shows the 'Data Entry Download' page. At the top, there's a navigation bar with links for 'What's New', 'Help', 'Related Links', 'Comments', and 'Site Map'. On the left, a sidebar menu includes 'Home', 'General Information', 'Data Collection Tools/Instructions', 'Trained Capacity Building Program', 'Data Entry', 'Reports', and 'Search'. The main content area has a heading 'Data Entry Download' and a message: 'This feature will allow you to view and/or download saved record(s) in Excel format.' Below that is 'Grant Number: TI13357'. There are two dropdown menus: 'Select Year Data Entered' (set to 'Select All') and 'Meeting Code' (set to 'willie12'). At the bottom are 'Submit' and 'Back' buttons. Navigation links at the bottom include 'Back', 'Data Entry Main Menu', 'Program Selection', and 'Log Off'. A footer at the very bottom contains links for 'Home', 'Back', 'Top', 'Contact Us', and 'General Information | Data Collection Tools/Instructions | TCE Resources'.

- Step 2** Choose an interview year from the drop-down box.
- Step 3** Choose the meeting code from the drop-down box.
- Step 4.** Click the “Submit” button. The **DATA ENTRY DOWNLOAD** page displays.

**Figure 3-21 – Data Entry Download Page**

**Step 5.** Click the “Download” button.

**Step 5a.** To view the report in HTML format, click the [View the records in HTML format.](#) link.

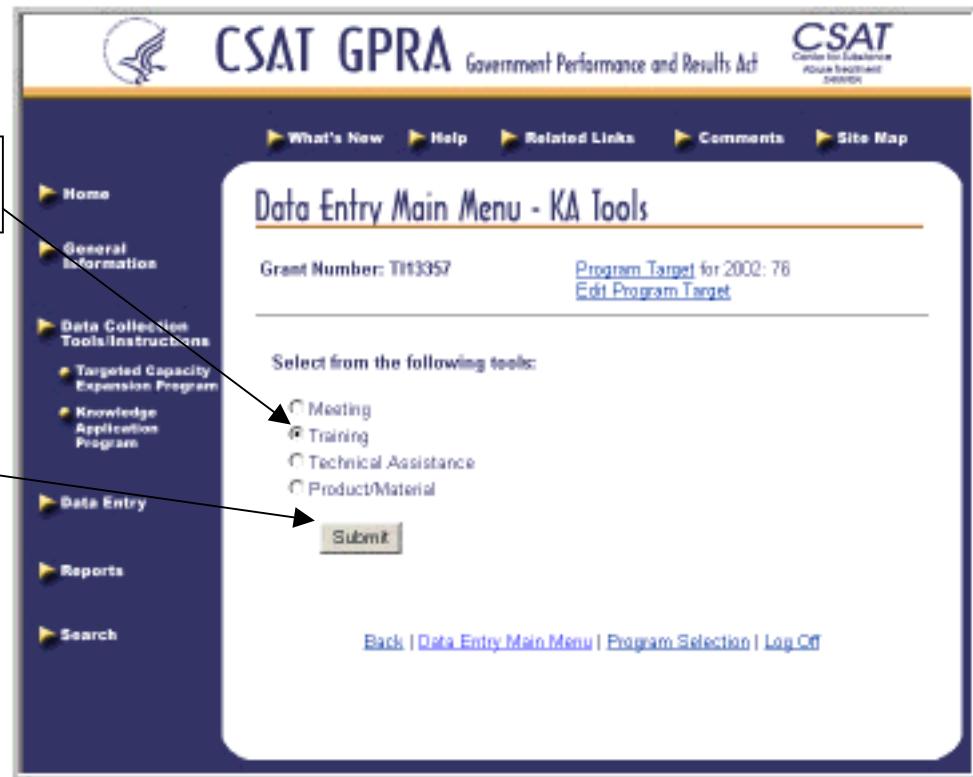
**Step 5b.** For instructions on how to download a file, click the [How to save a downloaded file.](#) link.

**Step 5c.** Click the “Back to Main Menu” button to return to the **DATA ENTRY MAIN MENU – KA TOOLS** page.

## Entering a New Training Baseline Survey

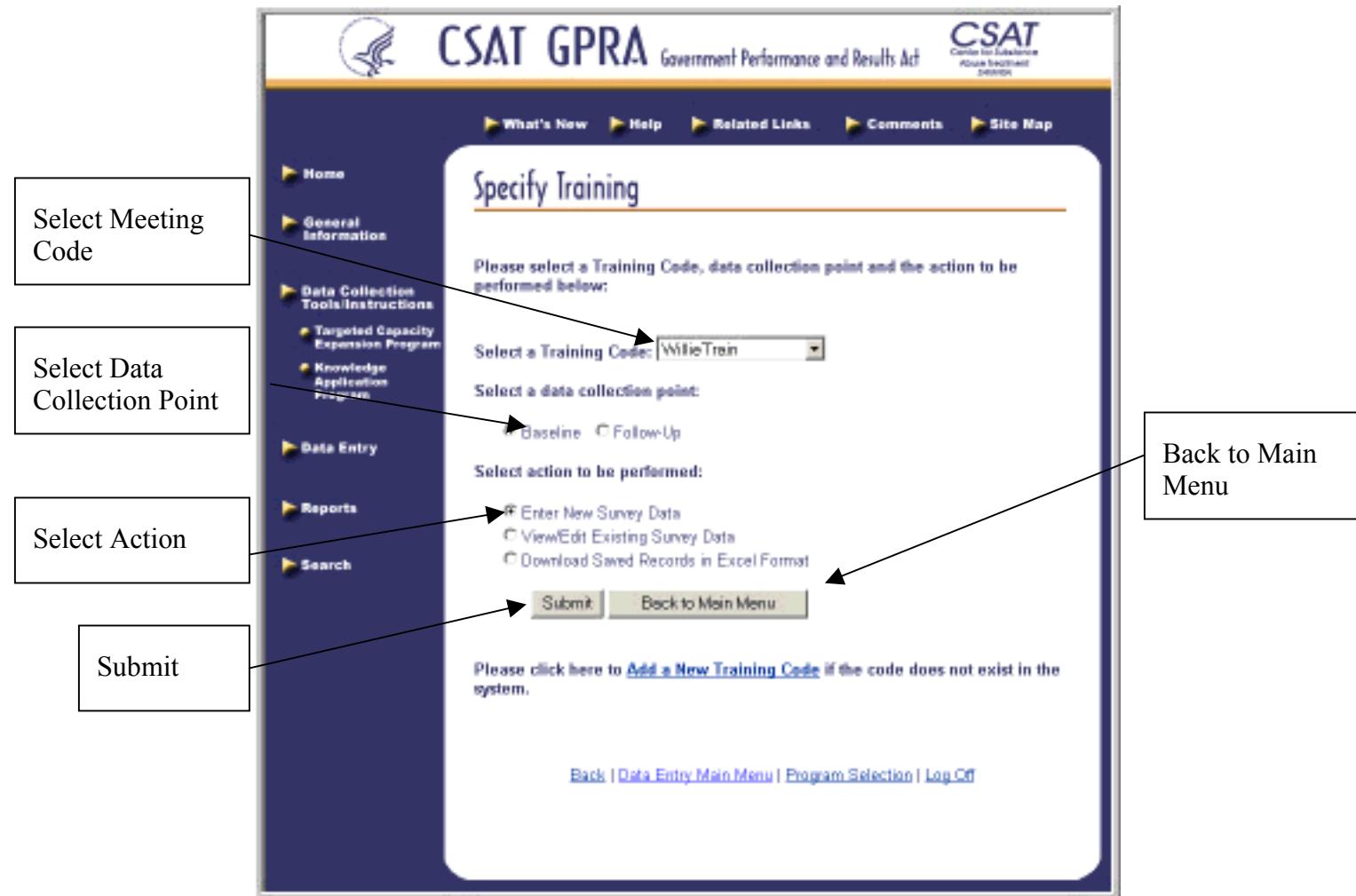
To enter a new training baseline survey, go to the **DATA ENTRY MAIN MENU – KA TOOLS** page, and complete the following steps.

**Figure 3-22 – Data Entry Main Menu – KA Tools Page**



**Step 1.** Select the Training tool.

**Step 2.** Click the “Submit” button. The **SPECIFY TRAINING** page displays.

**Figure 3-23 – Specify Training Page**

- Step 3.** Select a training code.
- Step 4.** Select a baseline data collection point.
- Step 5.** Select “Enter New Baseline Data” from the action list.
- Step 6.** Click the “Submit” button. The **BASELINE TRAINING SATISFACTION SURVEY** page displays.
- Step 6a.** Click “Back to Main Menu” to return to the **DATA ENTRY MAIN MENU – KA TOOLS** page.

**Figure 3-24 – Baseline Training Satisfaction Survey Page**

The figure displays two screenshots of the CSAT-GPRA Data Entry System. The left screenshot shows the 'Baseline Training Satisfaction Survey' page with various survey questions and dropdown menus. The right screenshot shows the results page for the survey, displaying 16 questions and their corresponding responses. Three buttons ('Save', 'Undo', 'Cancel') are highlighted on the right side of the results page.

**Survey Questions (Left Panel):**

- Please enter the Personal ID code you used on the consent form here (Maximum 15 characters): [Text Input]
- PLEASE BASE YOUR ANSWER ON HOW YOU FEEL ABOUT THE SESSION NOW.
  - How satisfied are you with the overall quality of this training? [Dropdown]
  - How satisfied are you with the quality of the instruction? [Dropdown]
  - How satisfied are you with the quality of the training materials? [Dropdown]
  - Overall, how satisfied are you with your training experience? [Dropdown]
- PLEASE INDICATE YOUR AGREEMENT WITH THESE STATEMENTS ABOUT THE TRAINING.
  - The training class was well organized. [Dropdown]
  - The material presented in this class will be useful to me in dealing with substance abuse. [Dropdown]
  - The instructor was knowledgeable about the subject matter. [Dropdown]
  - The instructor was well prepared for the course. [Dropdown]

**Results Page (Right Panel):**

11. I would recommend this training to a colleague. [Dropdown]  
 12. I would take additional training from CSAT. [Dropdown]  
 13. How useful was the information you received during the training? [Dropdown]  
 14. Did you share any of the information from this training with others? [Dropdown]  
 15. Did you share any of the materials from this training with others? [Dropdown]  
 16. Have you applied any of what you learned in the training to your work? [Dropdown]

What about the training was most useful in supporting your work responsibilities?

How can CSAT improve its training?

[Back](#) | [Data Entry Main Menu](#) | [Program Selection](#) | [Log Off](#)

**Buttons on Results Page:**

- Save
- Undo
- Cancel

**Step 7.** Complete the survey. The following rules apply when entering a new client record:

- All fields, except text fields, must be filled before the System will advance to the next section
- The cursor will not automatically advance to the next field.
- The TAB button on the keyboard will advance the cursor to the next blank field.
- Do not enter commas, decimals, or symbols in any field.

- Non-response codes for these questions are: 97=Refused to Answer; 98=Do Not Know; 99=Missing Data.

**Note:** You can access instructions for completing KA forms under the Data Collection Tools section of the public GPRA Web site.

**Step 8.** Click the “Save” button to save the record. The **DATA ENTRY CONFIRMATION RECORD** page displays.

**Figure 3-25 – Data Entry Confirmation Record Page**

**CSAT GPRA** Government Performance and Results Act

► What's New ► Help ► Related Links ► Comments ► Site Map

Home  
General Information  
**Data Collection Tools/Instructions**  
Targeted Capacity Expansion Program  
Knowledge Application Program  
Data Entry  
Reports  
Search

Grant Number: TH13357  
Training Code: WMATrain  
Personnel ID: 8094624

**PLEASE BASE YOUR ANSWER ON HOW YOU FEEL ABOUT THE SESSION NOW.**

1. How satisfied are you with the overall quality of this training? 1 - Very Satisfied
2. How satisfied are you with the quality of the instruction? 1 - Very Satisfied
3. How satisfied are you with the quality of the training materials? 1 - Very Satisfied
4. Overall, how satisfied are you with your training experience? 2 - Satisfied

**PLEASE INDICATE YOUR AGREEMENT WITH THESE STATEMENTS ABOUT THE TRAINING.**

5. The training class was well organized. 1 - Strongly Agree
6. The material presented in this class will be useful to me in dealing with substance abuse. 1 - Strongly Agree
7. The instructor was knowledgeable about the subject matter. 1 - Strongly Agree
8. The instructor was well prepared for the course. 2 - Agree
9. The instructor was receptive to participant comments and questions. 2 - Agree
10. I am currently effective when working in this topic area. 1 - Strongly Agree
11. The training enhanced my skills in this topic area. 1 - Strongly Agree
12. The training was relevant to my career. 1 - Strongly Agree
13. I expect to use the information gained from this training. 1 - Strongly Agree
14. I expect this training to benefit my clients. 1 - Strongly Agree
15. This training was relevant to substance abuse treatment. 1 - Strongly Agree
16. I would recommend this training to a colleague. 1 - Strongly Agree

16. I would recommend this training to a colleague. 1 - Strongly Agree

[Back to Top](#)

17. How useful was the information you received from the instructor? 1 - Very Useful

[Back to Top](#)

18. Please indicate which title best describes your job:  
Medical Director

19. Please indicate which best describes your agency or affiliation:  
Federal Government

20. What is your gender?  
Male

21. Are you Hispanic or Latino?  
Yes

22. What is your race?  
American Indian, Black or African American

[Back to Top](#)

What about the training was most useful in supporting your work responsibilities?

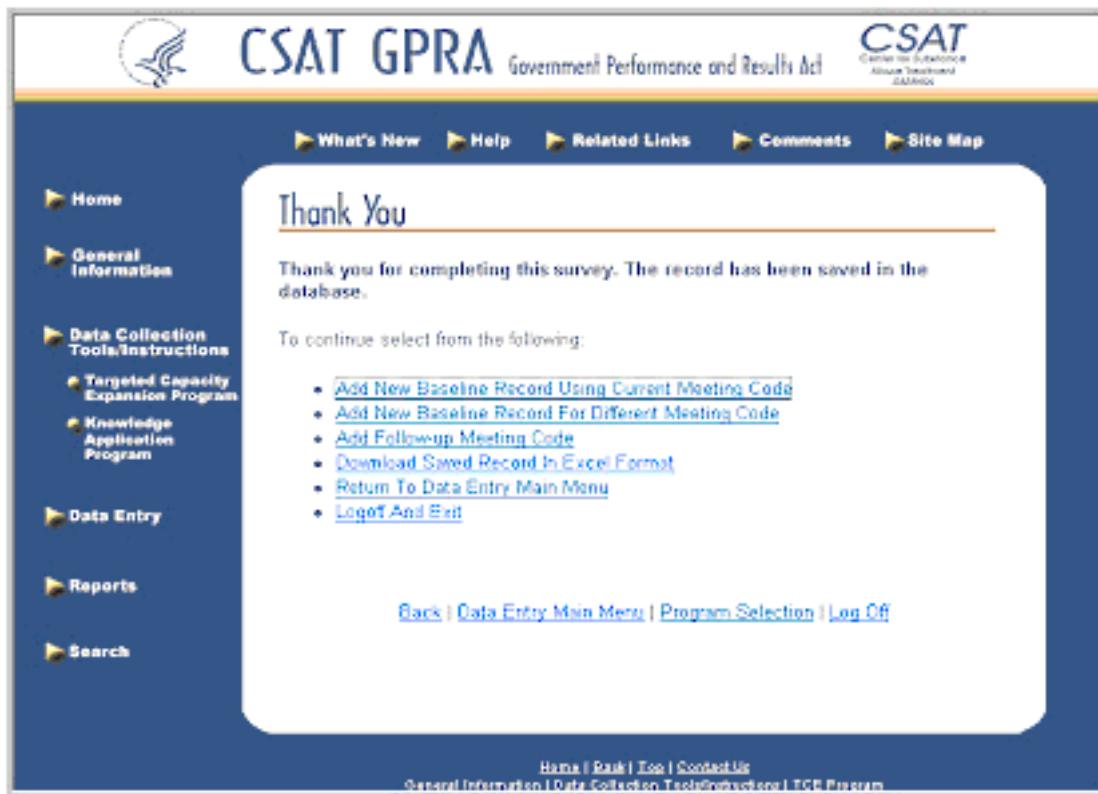
How can we improve our training?

[Back to Top](#)

**Save**    **Back**    **Cancel**

[Back](#) | [Data Entry Main Menu](#) | [Program Selection](#) | [Log Off](#)

- Step 8a.** Click the “Undo” button to delete the information entered in the record.
- Step 9.** Review the entered information.
- Step 10.** Click the “Save” button to save the record. The **THANK YOU** page displays.

**Figure 3-26 – Thank You Page**

- Step 10a.** Click the “Undo” button to delete the information entered in the record.
- Step 10b.** Click the “Cancel” button to exit the survey and return to the **DATA ENTRY MAIN MENU – KA TOOLS** page.
- Step 11.** Click the [Add New Baseline Record Using Current Training Code](#) link to enter a new baseline using the current meeting code.
- Step 11a.** Click the [Add New Baseline Record For Different Training Code](#) link to enter a new baseline record for a different meeting code.
- Step 11b.** Click the [Add a Follow-up Training Code](#) link to enter a follow-up survey for the same meeting code.
- Step 11c.** To download a saved record in Excel format, click the [Download saved record in Excel format](#) link.

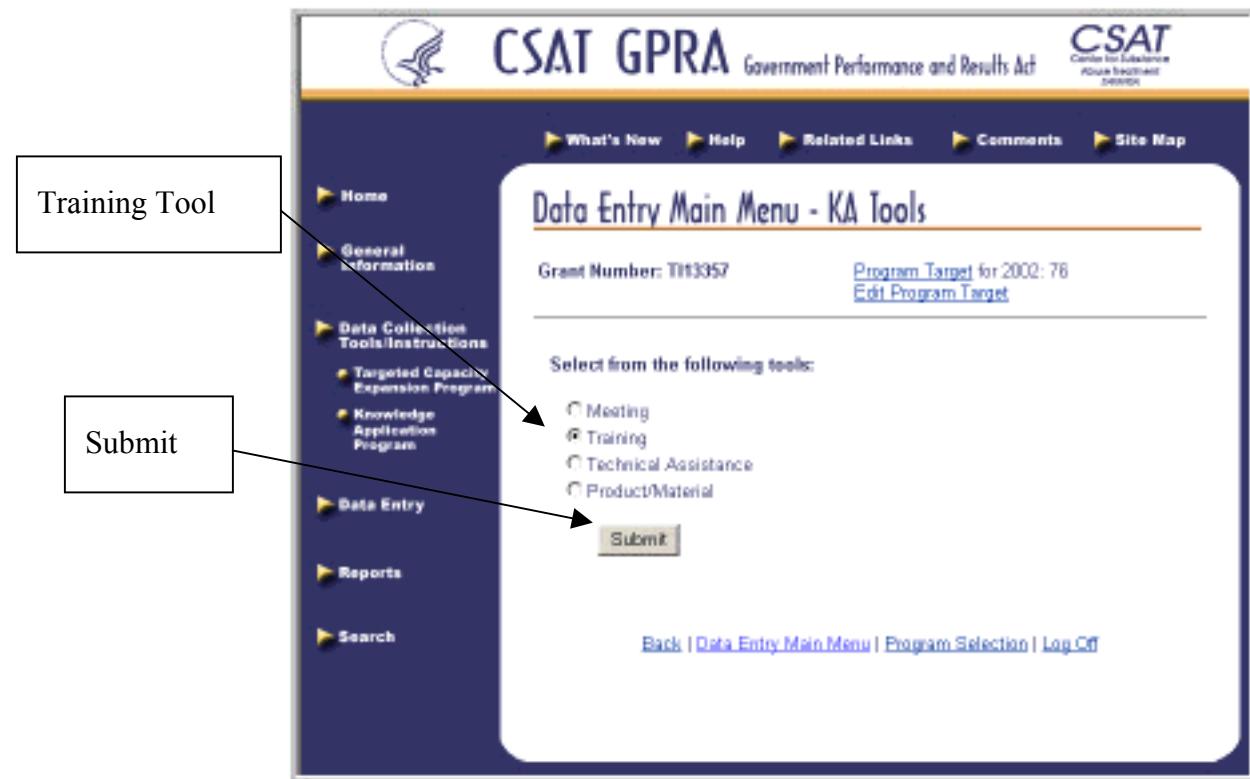
**Step 11d.** To return to the **DATA ENTRY MAIN MENU – KA TOOLS** page, click the [Return to data entry main menu](#) link.

**Step 11e.** To exit the session and log off of the System, click the [Logoff and exit](#) link

## Entering a New Follow-up Training Survey

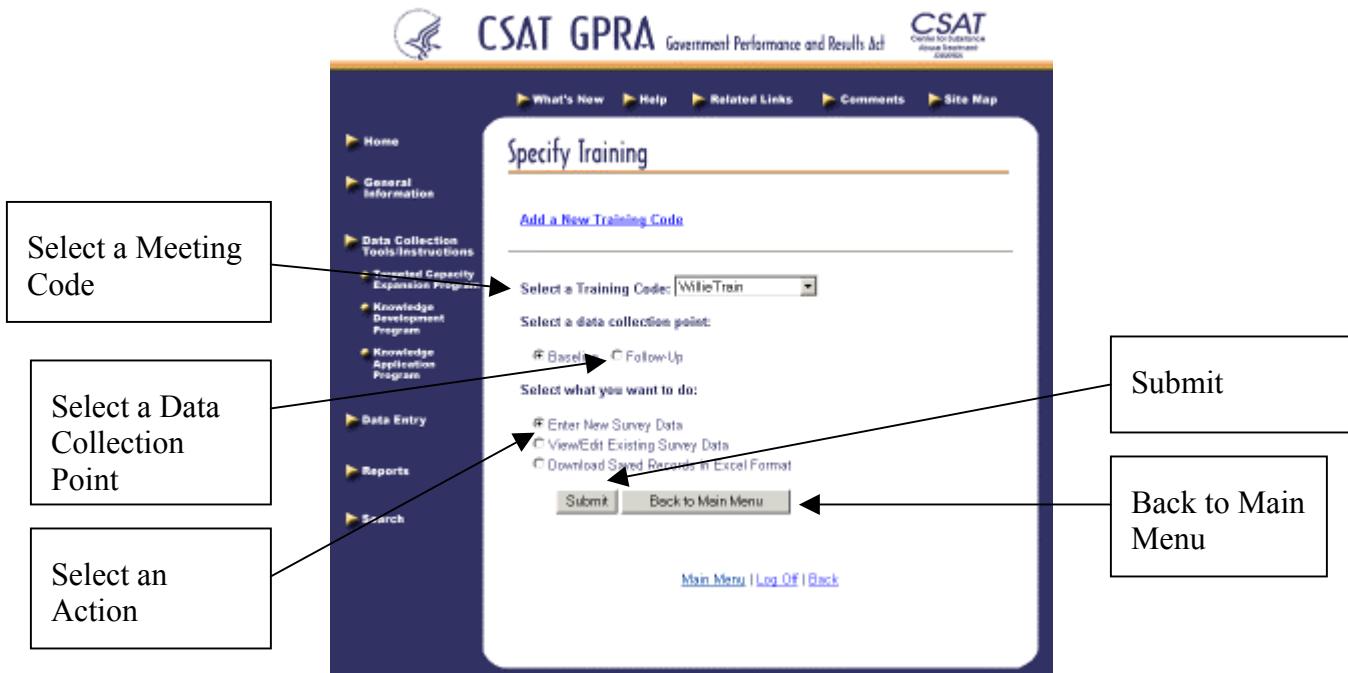
To enter a new training follow-up survey, go to the **DATA ENTRY MAIN MENU – KA TOOLS** page, and complete the following steps.

**Figure 3-27 – Data Entry Main Menu – KA Tools**



**Step 1.** Select the Training tool.

**Step 2.** Click the “Submit” button. The **SPECIFY TRAINING** page displays.

**Figure 3-28 – Specify Training Page**

**Step 3.** Select a training code.

**Step 4.** Select a baseline data collection point.

**Step 5.** Select “Enter New Baseline Data” from the action list.

**Step 6.** Click the “Submit” button. The **BASELINE TRAINING SATISFACTION SURVEY** page displays.

**Step 6a.** Click the “Back to Main Menu” button to return to the **DATA ENTRY MAIN MENU – KA TOOLS** page.

**Figure 3-29 – Follow-up Training Satisfaction Survey Page**

The screenshot displays two panels of a web-based survey application.

**Left Panel (Survey Questions):**

- Header:** CSAT GPRA Government Performance and Results Act Center for Substance Abuse Treatment
- Navigation:** Home, General Information, Data Collection Tools/Instructions (Targeted Capacity Expansion Program, Knowledge Application Program), Data Entry, Reports, Search.
- Title:** CSAT Follow-Up Training Satisfaction Survey
- Instructions:** All fields, with the exception of text fields, must be completed for a record to be saved. Non-response codes: 07=Refused to Answer; 90=Do Not Know; 99=Missing Data.
- Grant Number:** TH1357
- Training Code:** WMCTrain
- Personal ID code:** Sherry8602-5
- Section: PLEASE BASE YOUR ANSWER ON HOW YOU FEEL ABOUT THE SESSION NOW.**
  - How satisfied are you with the overall quality of this training?
  - How satisfied are you with the quality of the instruction?
  - How satisfied are you with the quality of the training materials?
  - Overall, how satisfied are you with your training experience?
- Section: PLEASE INDICATE YOUR AGREEMENT WITH THESE STATEMENTS ABOUT THE TRAINING.**
  - The training was relevant to substance abuse treatment.
  - The material presented in this class has been useful to me in dealing with substance abuse.
  - The training enhanced my skills in this topic area.
  - The training was relevant to my career.
  - The training has enabled me to serve my clients better.
  - This training was relevant to substance abuse treatment.
  - I would recommend this training to a colleague.
  - I would take additional training from CSAT.

**Right Panel (Survey Results and Feedback):**

- Survey Results:**
  - I would recommend this training to a colleague.
  - I would take additional training from CSAT.
  - How useful was the information you received during the training?
  - Did you share any of the information from this training with others?
  - Did you share any of the materials from this training with others?
  - Have you applied any of what you learned in the training to your work?
- Feedback Section:**

What about the training was most useful in supporting your work responsibilities?

How can CSAT improve its training?

[Back to Top](#)
- Action Buttons:** Save, Undo, Cancel
- Footer:** Back | Data Entry Main Menu | Program Selection | Log Off

**Step 7.** Complete the survey. The following rules apply when entering a new client record:

- All fields, except text fields, must be filled before the System will advance to the next section
- The cursor will not automatically advance to the next field.
- The TAB button on the keyboard will advance the cursor to the next blank field.
- Do not enter commas, decimals, or symbols in any field.

- Non-response codes for these questions are: 97=Refused to Answer; 98=Do Not Know; 99=Missing Data.

**Note:** You can access the instructions for completing KA forms under the Data Collection Tools section of the public GPRA Web site.

**Step 8.** Click the “Save” button to save the record. The **DATA ENTRY CONFIRMATION RECORD** page displays.

**Step 8a.** Click the “Undo” button to delete the information entered in the record.

**Step 8b.** Click the “Cancel” button to exit the survey and return to the **DATA ENTRY MAIN MENU – KA TOOLS** page.

**Figure 3-30 – Data Entry Confirmation Record Page**

**CSAT GPRA** Government Performance and Results Act

CSAT  
Center for Substance Abuse Treatment

What's New Help Related Links Comments Site Map

Home General Information Data Collection Tools/Instructions Targeted Capacity Expansion Program Knowledge Application Program Data Entry Reports Search

**CSAT Baseline Technical Assistance Satisfaction Survey**

**DATA ENTRY CONFIRMATION RECORD**

Review and verify the information below.

- To save the record, click the Save button at the bottom of the page.
- To edit the record, click the Back button at the bottom of the page.
- To cancel the record, click the Cancel button at the bottom of the page.

Grant Number: T13357  
TA Code: WhiteTAP  
Personal ID: akonjro

**PLEASE BASE YOUR ANSWER ON HOW YOU FEEL ABOUT THE SESSION NOW.**

- How satisfied are you with the overall quality of this technical assistance? 1 - Very Satisfied
- How satisfied are you with the quality of the staff leading the session? 1 - Very Satisfied
- How satisfied are you with the quality of the technical assistance materials? 2 - Satisfied
- Overall, how satisfied are you with your technical assistance experience? 1 - Very Satisfied

**Back to Top**

**PLEASE INDICATE YOUR AGREEMENT WITH THESE STATEMENTS ABOUT THE TECHNICAL ASSISTANCE.**

- The technical assistance was well organized. 2 - Agree
- The material presented in this session will be useful to me in dealing with substance abuse. 1 - Strongly Agree
- The staff was knowledgeable about the subject matter. 2 - Agree
- The staff was well prepared for the course. 4 - Disagree
- The staff was receptive to participants' comments and questions. 4 - Disagree
- I am currently effective when working in this topic area. 2 - Agree
- The technical assistance enhanced my skills in this topic area. 2 - Agree
- The technical assistance was relevant to my career. 1 - Strongly Agree
- I expect to use the information gained from this technical assistance. 1 - Strongly Agree

**Back to Top**

clients

- This technical assistance was relevant to substance abuse treatment. 3 - Neutral
- I would recommend this technical assistance to a colleague. 3 - Neutral
- How useful was the information you received from the instructor? 1 - Very Useful
- Please indicate which title best describes your job. Medical Director
- Please indicate which best describes your agency or affiliation. Federal Government
- What is your gender? Female
- Are you Hispanic or Latino? No
- What is your race? Asian, American Indian

What about the technical assistance was most useful in supporting your work responsibilities?

How can CSAT improve its technical assistance?

**Save**

**Back**

**Cancel**

[Back](#) | [Data Entry Main Menu](#) | [Program Selection](#) | [Log Off](#)

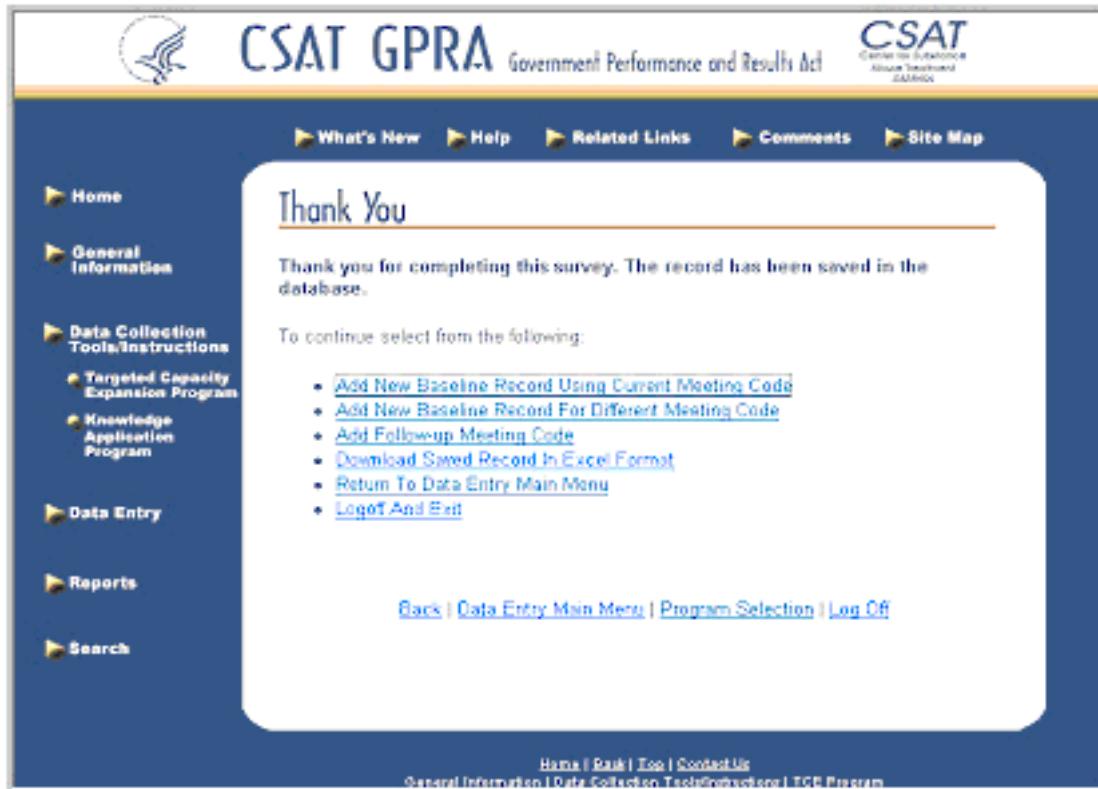
**Step 9.** Review the entered information.

**Step 10.** Click the “Save” button to save the record. The **THANK YOU** page displays.

**Step 10a** Click the “Undo” button to delete the information entered in the record.

**Step 10b.** Click the “Cancel” button to exit the survey and return to the **DATA ENTRY MAIN MENU – KA TOOLS** page.

**Figure 3-31 – Thank You Page**



**Step 11.** Click the [Add New Baseline Record Using Current Training Code](#) link to enter a new baseline using the current meeting code.

**Step 11a.** Click the [Add New Baseline Record For Different Training Code](#) link to enter a new baseline record for a different meeting code.

**Step 11b.** Click the [Add a Follow-up Training Code](#) link to enter a follow-up survey for the same meeting code.

**Step 11c.** To download a saved record in Excel format, click the [Download saved record in Excel format](#) link.

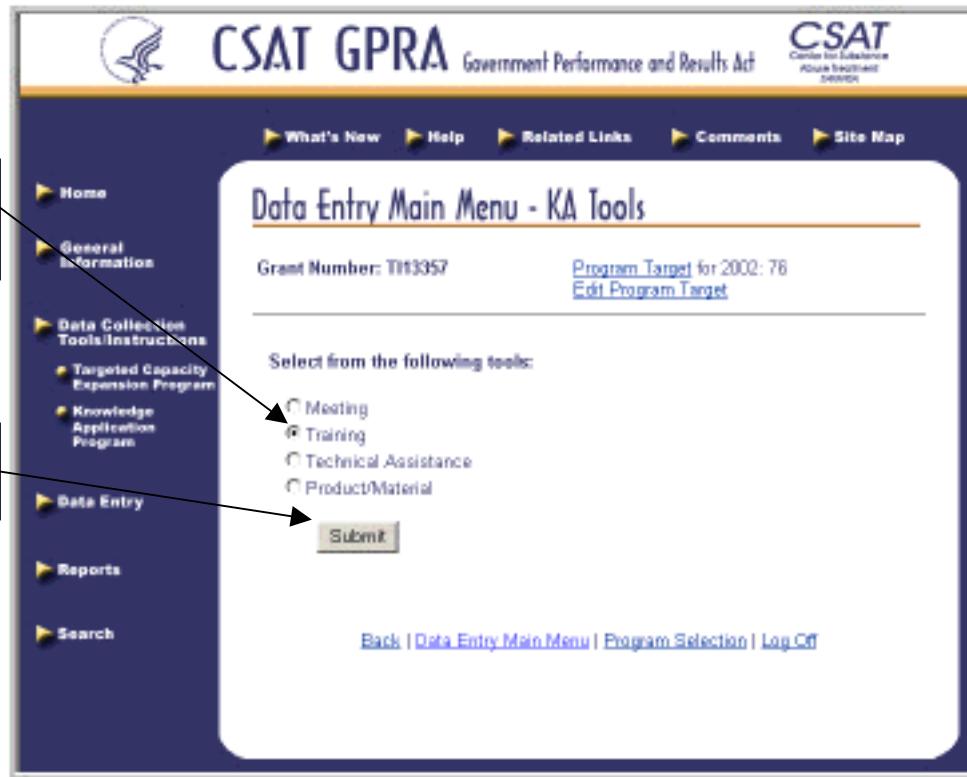
**Step 11d.** To return to the **DATA ENTRY MAIN MENU – KA TOOLS** page, click the [Return to data entry main menu](#) link.

**Step 11e.** To exit the session and log off of the System, click the [Logoff and exit](#) link.

## Viewing or Editing an Existing Training Baseline or Follow-up Record

To view or edit an existing training baseline or follow-up survey, go to the **DATA ENTRY MAIN MENU – KA TOOLS** page, and complete the following steps.

**Figure 3-32 – Data Entry Main Menu – KA Tools Page**



**Step 1.** Select the Training tool.

**Step 2.** Click the “Submit” button. The **SPECIFY TRAINING** page displays.

**Figure 3-33 – Specify Training Page**

Select Training Code

Data Collection Point

View/Edit Existing Survey Data

Specify Training

Please select a Training Code, data collection point and the action to be performed below:

Select a Training Code:

Select a data collection point:

Baseline  Follow-Up

Select action to be performed:

Enter New Survey Data  
 View/Edit Existing Survey Data  
 Download Saved Records in Excel Format

Submit Back to Main Menu

Please click here to [Add a New Training Code](#) if the code does not exist in the system.

[Back](#) | [Data Entry Main Menu](#) | [Program Selection](#) | [Log Off](#)

**Step 3.** Select the type (baseline or follow-up) of survey you wish to view or edit. A second SPECIFY TRAINING page displays.

**Figure 3-34 – Specify Training Page**

The screenshot shows the 'Specify Training' page. On the left, a sidebar contains links for Home, General Information, Data Collection Tools/Instructions (Targeted Capacity Expansion Program, Knowledge Application Program), Data Entry, Reports, and Search. The main content area has a title 'Specify Training' and a sub-section 'Training Code: WillieTrain'. It includes a note about editing baseline and follow-up records. Below this is a table showing 9 records:

Personal ID	Baseline	Follow-Up
0093900000	<a href="#">Edit</a>	<a href="#">Add New</a>
0990084039439	<a href="#">Edit</a>	<a href="#">Add New</a>
30093883	<a href="#">Edit</a>	<a href="#">Add New</a>
Sherry6602-5	<a href="#">Edit</a>	<a href="#">Add New</a>
TST - 6	<a href="#">Edit</a>	<a href="#">Edit</a>
Willie999	<a href="#">Edit</a>	<a href="#">Edit</a>
lal224466	<a href="#">Edit</a>	<a href="#">Edit</a>
testt	<a href="#">Edit</a>	<a href="#">Add New</a>
wasaw3456	<a href="#">Edit</a>	<a href="#">Edit</a>

Below the table, it says '1 of 9 record(s)'. At the bottom is a link '[Add New Baseline Survey](#)'.

**Step 4.** Select the type (baseline or follow-up) of survey you wish to view or edit. The completed **BASELINE/FOLLOW-UP TRAINING SATISFACTION SURVEY** page displays.

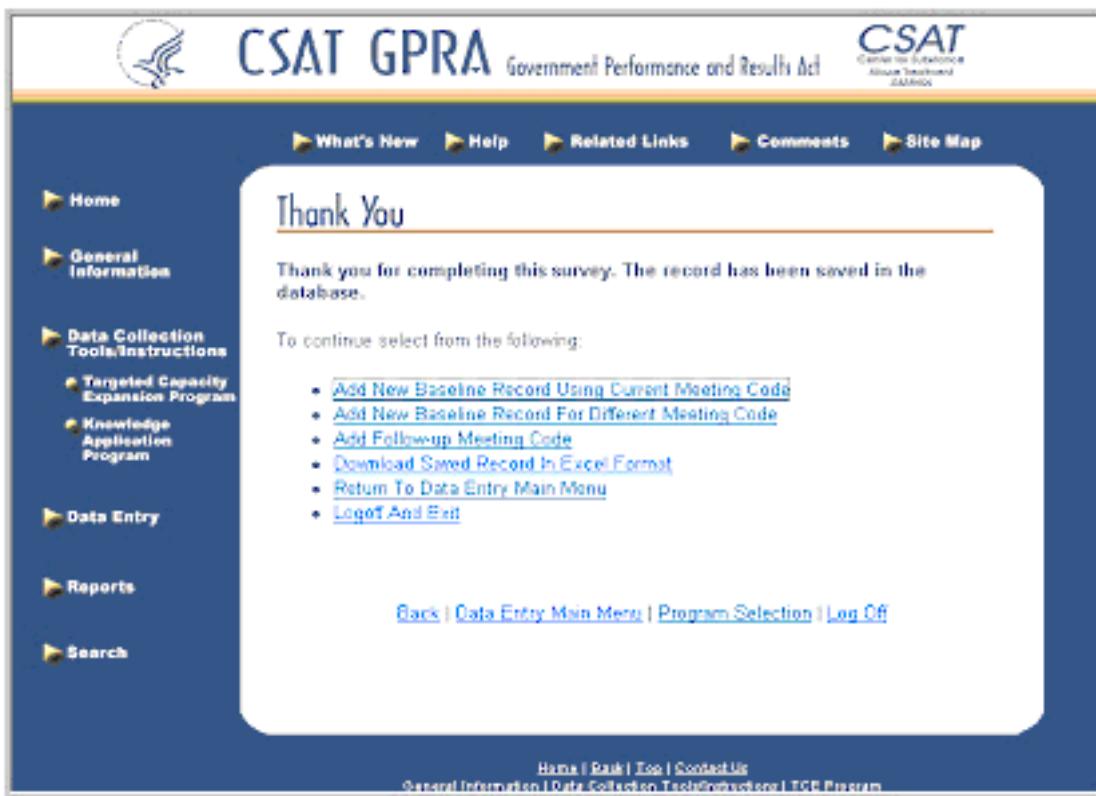
**Note:** You also have the choice of adding a new baseline survey by clicking on the [Add New Baseline Survey](#) link at the bottom of the page.

**Step 5.** Review the saved data, or complete the desired edits.

**Step 6.** Click the “Save” button. The **THANK YOU** page displays.

**Step 6a.** Click the “Undo” button to delete the information entered in the record.

**Step 6b.** If you click the “Cancel” button, all information in the survey will be lost. You will exit the survey and return to the **DATA ENTRY MAIN MENU – KA TOOLS** page.

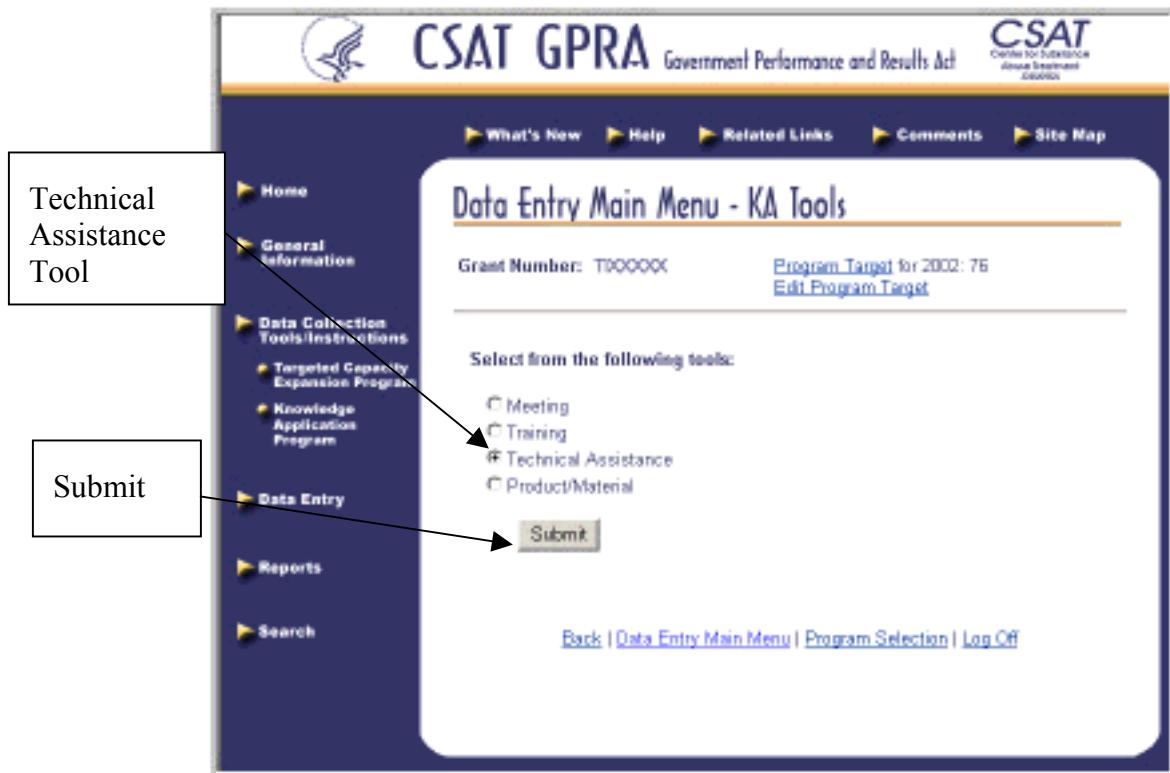
**Figure 3-35 – Thank You Page**

- Step 7.** Click the [Add New Baseline Record Using Current Training Code](#) link to enter a new baseline using the current meeting code.
- Step 7a.** Click the [Add New Baseline Record For Different Training Code](#) link to enter a new baseline record for a different meeting code.
- Step 7b.** Click the [Add a Follow-up Training Code](#) link to enter a follow-up survey for the same meeting code.
- Step 7c.** To download a saved record in Excel format, click the [Download saved record in Excel format](#) link.
- Step 7d.** To return to the **DATA ENTRY MAIN MENU – KA TOOLS** page, click the [Return to data entry main menu](#) link.
- Step 7e.** To exit the session and log off of the System, click the [Logoff and exit](#) link.

## Entering a New Technical Assistance Baseline Survey

To enter a new technical assistance baseline survey, go to the **DATA ENTRY MAIN MENU – KA TOOLS** page, and complete the following steps.

**Figure 3-36 – Data Entry Main Menu – KA Tools Page**



**Step 1.** Select the Technical Assistance tool.

**Step 2.** Click the “Submit” button. The **SPECIFY TECHNICAL ASSISTANCE** page displays.

**Figure 3-37 – Specify Technical Assistance Page**

**Data Collection Point**

**Enter New Survey Data**

**Add a New Baseline Survey**

**Submit**

**Back to Main Menu**

**Step 3.** Select baseline. The **BASELINE TECHNICAL ASSISTANCE SATISFACTION SURVEY** page displays.

**Note:** You also have the choice of adding a new baseline survey. To add a new baseline survey, click the [Add New Baseline Survey](#) link at the bottom of the page.

**Figure-3-38 – Baseline Technical Assistance Survey Page**

The screenshot shows the 'CSAT GPRA Government Performance and Results Act' website. The main page title is 'CSAT Baseline Technical Assistance Satisfaction Survey'. The left sidebar has links for Home, General Information, Data Collection Tools, Program Overview, Knowledge Management Program, Resource Application Guide, Data Entry, Reports, and Search. The main content area has sections for entering a Personal ID code, rating satisfaction with technical assistance, indicating agreement with statements about technical assistance, and asking about the meeting's usefulness. A 'Data Entry' section at the bottom right contains buttons for Save, Undo, and Cancel.

**Step4.** Complete the survey. The following rules apply when entering a new client record:

- All fields, except text fields, must be filled before the System will advance to the next section
- The cursor will not automatically advance to the next field.
- The TAB button on the keyboard will advance the cursor to the next blank field.
- Do not enter commas, decimals, or symbols in any field.
- Non-response codes for these questions are: 97=Refused to Answer; 98=Do Not Know; 99=Missing Data.

**Note:** You can access instructions for completing KA forms under the Data Collection Tools section of the public GPRA Web site.

**Step 5.** Click the “Save” button to save the record. The **DATA ENTRY CONFIRMATION RECORD** page displays.

**Step 5a.** Click the “Undo” button to delete the information entered in the record.

**Step 5b.** Click the “Cancel” button to exit the survey and return to the **DATA ENTRY MAIN MENU – KA TOOLS** page.

**Figure 3-39 – Data Entry Confirmation Record Page**

**CSAT GPRA** Government Performance and Results Act  
Center for Substance Abuse Treatment Services

What's New Help Related Links Comments Site Map

Home General Information Data Collection Tools/Instructions Targeted Capacity Expansion Program Knowledge Application Program Data Entry Reports Search

### CSAT Baseline Technical Assistance Satisfaction Survey

#### DATA ENTRY CONFIRMATION RECORD

Review and verify the information below:

- To save the record, click the Save button at the bottom of the page.
- To edit the record, click the Back button at the bottom of the page.
- To cancel the record, click the Cancel button at the bottom of the page.

Grant Number: T113957  
TA Code: W11eTAM  
Personal ID: aknjrpo

PLEASE BASE YOUR ANSWER ON HOW YOU FEEL ABOUT THE SESSION NOW.

- How satisfied are you with the overall quality of this technical assistance? 1 - Very Satisfied
- How satisfied are you with the quality of the staff leading the session? 1 - Very Satisfied
- How satisfied are you with the quality of the technical assistance materials? 2 - Satisfied
- Overall, how satisfied are you with your technical assistance experience? 1 - Very Satisfied

Rankin Tag

1. How satisfied are you with the overall quality of this technical assistance? 1 - Very Satisfied

2. How satisfied are you with the quality of the staff leading the session? 1 - Very Satisfied

3. How satisfied are you with the quality of the technical assistance materials? 2 - Satisfied

4. Overall, how satisfied are you with your technical assistance experience? 1 - Very Satisfied

Rankin Tag

PLEASE INDICATE YOUR AGREEMENT WITH THESE STATEMENTS ABOUT THE TECHNICAL ASSISTANCE.

- The technical assistance was well organized. 2 - Agree
- The material presented in this session will be useful to me in dealing with substance abuse. 1 - Strongly Agree
- The staff was knowledgeable about the subject matter. 2 - Agree
- The staff was well prepared for the course. 4 - Disagree
- The staff was receptive to participants' comments and questions. 4 - Disagree
- I am currently effective when working in this topic area. 2 - Agree
- The technical assistance enhanced my skills in this topic area. 2 - Agree
- The technical assistance was relevant to my career. 1 - Strongly Agree
- I expect to use the information gained from this technical assistance. 1 - Strongly Agree

Rankin Tag

15. This technical assistance was relevant to substance abuse treatment. 3 - Neutral

16. I would recommend this technical assistance to a colleague. 3 - Neutral

Rankin Tag

17. How useful was the information you received from the instructor? 1 - Very Useful

Rankin Tag

18. Please indicate which title best describes your job: Medical Director

19. Please indicate which best describes your agency or affiliation: Federal Government

20. What is your gender? Female

21. Are you Hispanic or Latino? No

22. What is your race? Asian; American Indian

Rankin Tag

What about the technical assistance was most useful in supporting your work responsibilities?

How can CSAT improve its technical assistance?

Rankin Tag

**Save**

**Back**

**Cancel**

Back | Data Entry Main Menu | Program Selection | Log Off

- Step 6.** Review the entered information.
- Step 7.** Click the “Save” button to save the record. The **THANK YOU** page displays.
- Step 7a** Click the “Undo” button to delete the information entered in the record.
- Step 7b.** Click the “Cancel” button to exit the survey and return to the **DATA ENTRY MAIN MENU – KA TOOLS** page.

**Figure 3-40 – Thank You Page**

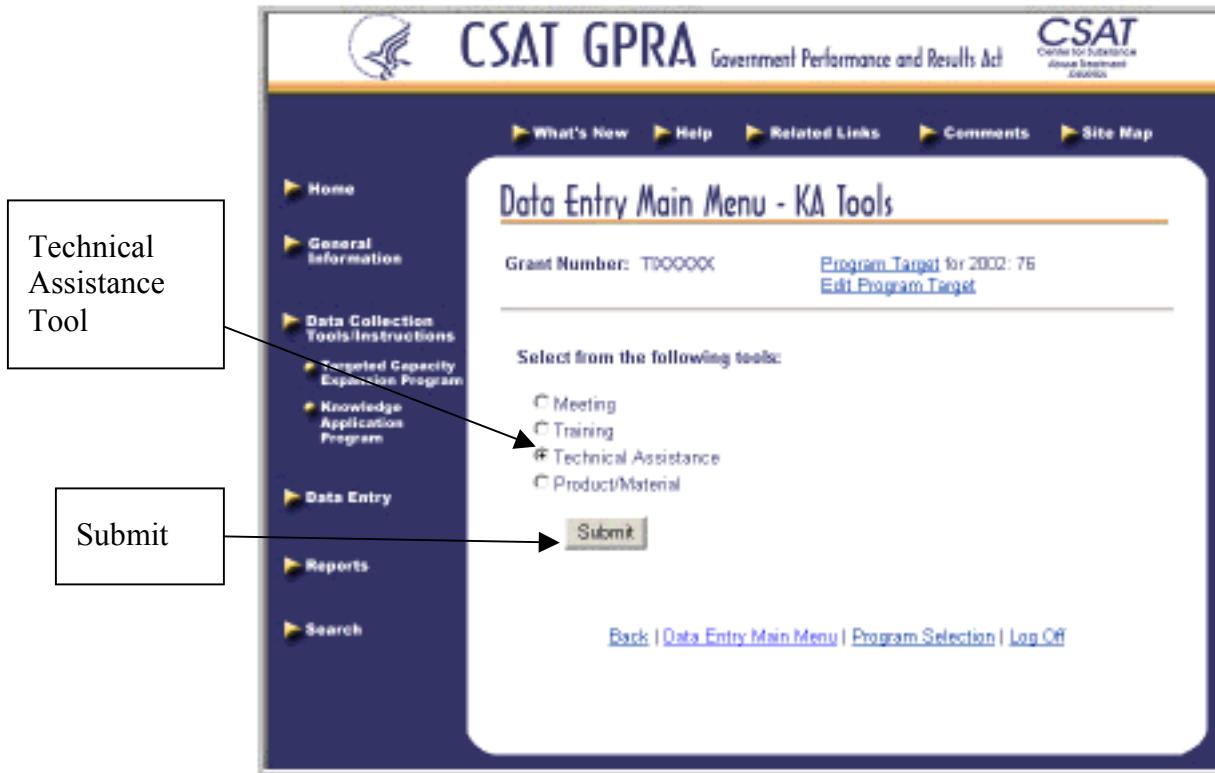
- Step 8.** Click the [Add New Baseline Record Using Current Technical Assistance Code](#) link to enter a new baseline using the current meeting code.
- Step 8a.** Click the [Add New Baseline Record For Different Technical Assistance Code](#) link to enter a new baseline record for a different meeting code.
- Step 8b.** Click the [Add a Follow-up Technical Assistance Code](#) link to enter a follow-up survey for the same meeting code.
- Step 8b.** Click the [Add Follow-up Meeting Code](#) link to enter a follow-up survey for the same meeting code.
- Step 8c.** To download a saved record in Excel format, click the [Download saved record in Excel format](#) link.

- Step 8d.** To return to the **DATA ENTRY MAIN MENU – KA TOOLS** page, click the [Return to data entry main menu](#) link.
- Step 8e.** To exit the session and log off of the System, click the [Logoff and exit](#) link.

## Entering a New Technical Assistance Follow-up Survey

To enter a new technical assistance follow-up survey, go to the **DATA ENTRY MAIN MENU – KA TOOLS** page, and complete the following steps.

**Figure 3-41 – Data Entry Main Menu – KA Tools Page**



**Step 1.** Select the Technical Assistance tool.

**Step 2.** Click the “Submit” button. The **SPECIFY TECHNICAL ASSISTANCE** page displays.

**Figure 3-42 – Specify Technical Assistance Page**

**Data Collection Point** (points to 'Follow-Up')

**Enter New Survey Data** (points to 'Enter New Survey Data')

**Add a New Baseline Survey** (points to 'Follow-Up')

**Submit** (points to 'Submit')

**Back to Main Menu** (points to 'Back to Main Menu')

- Step 3.** Select technical assistance code.
- Step 4.** Select “Follow-up” as the data collection point.
- Step 5.** Select “Enter New Survey Data” from the action list.
- Step 6.** Click the “Submit” button.
- Step 6a.** Click the “Back to Main Menu” button to return to the technical assistance main menu.

**Note:** You also have the choice of adding a new baseline survey by clicking on the [Add New Baseline Survey](#) link at the bottom of the page.

**Figure-3-43 – Follow-up Technical Assistance Satisfaction Survey Page**

**CSAT GPRA** Government Performance and Results Act  
Center for Substance Abuse Treatment

What's New Help Related Links Comments Site Map

**Home**  
**General Information**  
**Data Collection Tools/Instructions**  
Targeted Capacity Expansion Program  
Knowledge Application Program  
**Data Entry**  
**Reports**  
**Search**

### CSAT Follow-up Technical Assistance Satisfaction Survey

All fields, with the exception of text fields, must be completed for a record to be saved. Non-response codes: 97=Refused to Answer; 98=Do Not Know; 99=Missing Data.

Grant Number: TII3357  
TA Code: WillieTAM

Please enter the Personal ID code you used on the consent form here:

PLEASE BASE YOUR ANSWER ON HOW YOU FEEL ABOUT THE SESSION NOW.

1. How satisfied are you with the overall quality of this technical assistance?
2. How satisfied are you with the quality of the staff leading the session?
3. How satisfied are you with the quality of the technical assistance materials?
4. Overall, how satisfied are you with your technical assistance experience?

PLEASE INDICATE YOUR AGREEMENT WITH THESE STATEMENTS ABOUT THE TECHNICAL ASSISTANCE.

5. The material presented in this session has been useful to me in dealing with substance abuse.
6. The technical assistance enhanced my skills in this topic area.
7. The technical assistance was relevant to my career.
8. The technical assistance has enabled me to serve my clients better.
9. This technical assistance was relevant to substance abuse treatment.
10. I would recommend this technical assistance to a colleague.
11. I would take additional technical assistance from CSAT.

12. How useful was the information you received during the technical assistance?

13. Did you share any of the information from this technical assistance with others?

14. Did you share any of the materials from this technical assistance with others?

15. Have you applied any of what you have learned in the technical assistance to your work?

16. How useful was the information you received from the CSAT staff at the session?

What about the technical assistance was most useful in supporting your work responsibilities?

How can CSAT improve its technical assistance?

[Back to Top](#)

**Save** **Undo** **Cancel**

[Back](#) | [Data Entry Main Menu](#) | [Program Selection](#) | [Log Off](#)

**Step 7.** Complete the survey. The following rules apply when entering a new client record:

- All fields, except text fields, must be filled before the System will advance to the next section.

- The cursor will not automatically advance to the next field.
- The TAB button on the keyboard will advance the cursor to the next blank field.
- Do not enter commas, decimals, or symbols in any field.
- Non-response codes for these questions are: 97=Refused to Answer; 98=Do Not Know; 99=Missing Data.

**Note:** You can access instructions for completing KA forms under the Data Collection Tools section of the public GPRA Web site.

**Step 8.** Click the “Save” button to save the record. The **DATA ENTRY CONFIRMATION RECORD** page displays.

**Step 8a.** Click the “Undo” button to delete the information entered in the record.

**Step 8b.** Click the “Cancel” button to exit the survey and return to the main menu

**Figure 3-44 – Data Entry Confirmation Record Page**

**CSAT GPRA** Government Performance and Results Act **CSAT**  
Center for Substance Abuse Treatment

What's New Help Related Links Comments Site Map

Home General Information Data Collection Tools/Instructions Targeted Capacity Expansion Program Knowledge Application Program Data Entry Reports Search

**CSAT Baseline Technical Assistance Satisfaction Survey**

**DATA ENTRY CONFIRMATION RECORD**

Review and verify the information below.

- To save the record, click the Save button at the bottom of the page.
- To edit the record, click the Back button at the bottom of the page.
- To cancel the record, click the Cancel button at the bottom of the page.

Grant Number: T11395  
TA Code: WhiteTAM  
Personal ID: akojrpo

**PLEASE BASE YOUR ANSWER ON HOW YOU FEEL ABOUT THE SESSION NOW.**

- How satisfied are you with the overall quality of this technical assistance? 1 - Very Satisfied
- How satisfied are you with the quality of the staff leading the session? 1 - Very Satisfied
- How satisfied are you with the quality of the technical assistance materials? 2 - Satisfied
- Overall, how satisfied are you with your technical assistance experience? 1 - Very Satisfied

**Back To Top**

**PLEASE INDICATE YOUR AGREEMENT WITH THESE STATEMENTS ABOUT THE TECHNICAL ASSISTANCE.**

- The technical assistance was well organized. 2 - Agree
- The material presented in this session will be useful to me in dealing with substance abuse. 1 - Strongly Agree
- The staff was knowledgeable about the subject matter. 2 - Agree
- The staff was well prepared for the course. 4 - Disagree
- The staff was receptive to participants' comments and questions. 4 - Disagree
- I am currently effective when working in this topic area. 2 - Agree
- The technical assistance enhanced my skills in this topic area. 2 - Agree
- The technical assistance was relevant to my career. 1 - Strongly Agree
- I expect to use the information gained from this technical assistance. 1 - Strongly Agree

clients.

- This technical assistance was relevant to substance abuse treatment. 3 - Neutral
- I would recommend this technical assistance to a colleague. 3 - Neutral

**Back To Top**

- How useful was the information you received from the instructor? 1 - Very Useful

**Back To Top**

- Please indicate which title best describes your job:  
Medical Director
- Please indicate which best describes your agency or affiliation:  
Federal Government
- What is your gender?  
Female
- Are you Hispanic or Latino?  
No
- What is your race?  
Asian; American Indian

**Back To Top**

What about the technical assistance was most useful in supporting your work responsibilities?

How can CSAT improve its technical assistance?

**Save**   **Back**   **Cancel**

[Back](#) | [Data Entry Main Menu](#) | [Program Selection](#) | [Log Off](#)

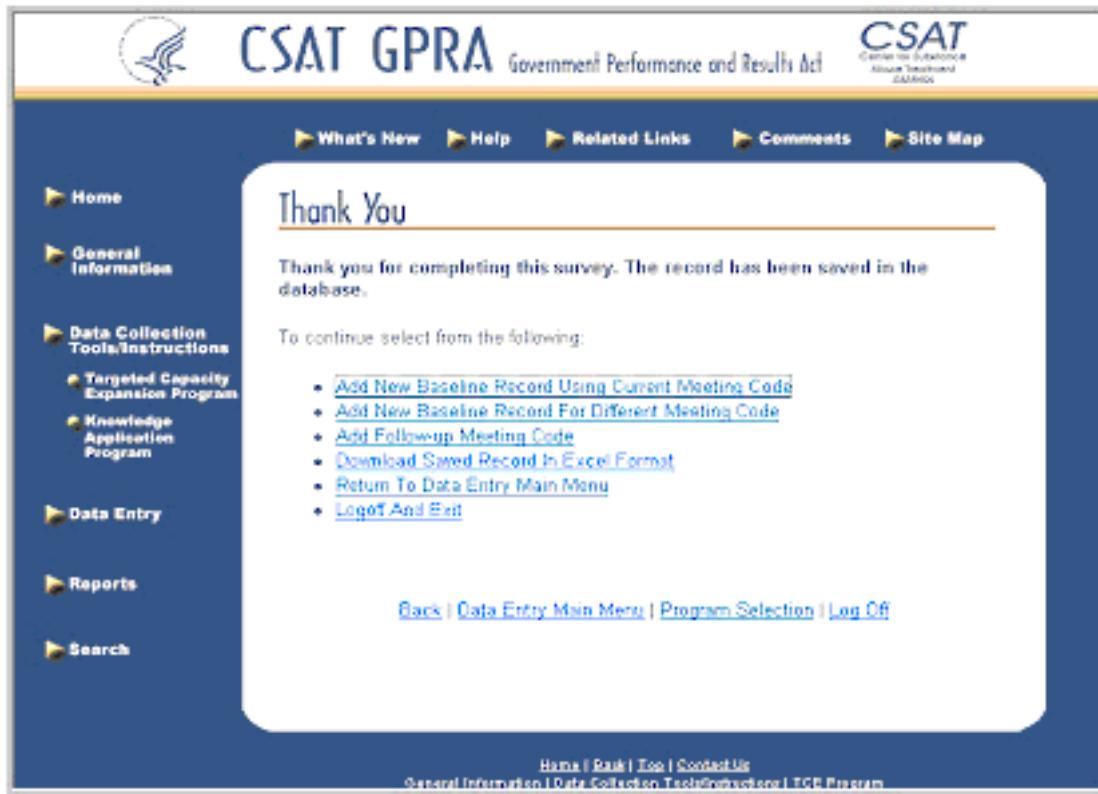
**Step 9.** Review the entered information.

**Step 10.** Click the “Save” button to save the record. The **THANK YOU** page displays.

**Step 10a.** Click the “Undo” button to delete the information entered in the record.

**Step 10b.** Click the “Cancel” button to exit the form and return to the main menu.

**Figure 3-45 – Thank You Page**



**Step 11.** Click the [Add New Baseline Record Using Current Technical Assistance Code](#) link to enter a new baseline using the current meeting code.

**Step 11a.** Click the [Add New Baseline Record For Different Technical Assistance Code](#) link to enter a new baseline record for a different meeting code.

**Step 11b.** Click the [Add a Follow-up Technical Assistance Code](#) link to enter a follow-up survey for the same meeting code.

**Step 11c.** To download a saved record in Excel format, click the [Download saved record in Excel format](#) link.

**Step 11d.** To return to the data entry main menu page, click the [Return to data entry main menu](#) link.

**Step 11e.** To exit the session and log off of the System, click the [Logoff and exit](#) link.

## Viewing or Editing an Existing Technical Assistance Baseline or Follow-up Record

To view or edit an existing technical assistance baseline or follow-up survey, go to the **DATA ENTRY MAIN MENU – KA TOOLS** page, and complete the following steps.

**Figure 3-46 – Data Entry Main Menu – KA Tools Page**



- Step 1.** Select the Technical Assistance tool.
- Step 2.** Click the “Submit” button. The **SPECIFY TECHNICAL ASSISTANCE** page displays.

Figure 3-47 – Specify Technical Assistance Page

The screenshot shows the 'Specify Technical Assistance' page. On the left is a navigation menu with links for Home, General Information, Data Collection Tools/Instructions (Targeted Capacity Expansion Program, Knowledge Application Program), Data Entry, Reports, and Search. A 'Submit' button is located on the far left. The main content area has a title 'Specify Technical Assistance' and a sub-instruction: 'Please select a TA Code, data collection point and the action to be performed below:'. It contains three dropdown menus: 'Select a TA Code' (set to 'WillieTA#1'), 'Select a data collection point' (radio buttons for 'Baseline' and 'Follow-Up' - 'Baseline' is selected), and 'Select action to be performed' (radio buttons for 'Enter New Survey Data', 'View/Edit Existing Survey Data' - this one is selected, and 'Download Saved Records in Excel Format'). Below these are 'Submit' and 'Back to Main Menu' buttons. At the bottom, a note says 'Please click here to [Add a New TA Code](#) if the code does not exist in the system.' Navigation links at the very bottom include Back, Data Entry Main Menu, Program Selection, and Log Off.

Select a Technical Assistance Code

Select a Data Collection Point

View/Edit and Existing Survey

Add a New Meeting Code

- Step 3** Select a technical assistance code.
- Step 4.** Select Baseline or Follow-up as the data collection point.
- Step 5.** Select “View/Edit New Survey Data” from the action list.
- Step 6.** Click the “Submit” button. A second **SPECIFY TECHNICAL ASSISTANCE** page displays.
- Step 6a.** Click the “Back to Main Menu” button to return to the technical assistance main menu.

**Note:** You also have the choice of adding a new baseline survey. To add a new baseline survey, click the [Add a New TA Code](#) link at the bottom of the page.

**Figure 3-48 – Specify Technical Assistance Page**

The screenshot shows the 'Specify Technical Assistance' page from the CSAT GPRA system. The left sidebar contains navigation links for Home, General Information, Data Collection Tools/Instructions (Targeted Capacity Expansion Program, Knowledge Application Program), Data Entry, Reports, and Search. The main content area has a title 'Specify Technical Assistance'. Below it, a message says 'TA Code: WillieTA'. A note explains that users can edit baseline records for existing Personal IDs or add new follow-up records. It also states that the Personal ID column can be sorted by clicking on the column title. A table displays 6 records, each with a Personal ID, a 'Baseline' link, and a 'Follow-Up' link. The table is paginated at the bottom with '1 of 6 record(s)'.

Personal ID	Baseline	Follow-Up
smpt12345	<a href="#">Edit</a>	<a href="#">Add New</a>
mwwwawa	<a href="#">Edit</a>	<a href="#">Edit</a>
degh	<a href="#">Edit</a>	<a href="#">Edit</a>
degh	<a href="#">Edit</a>	<a href="#">Edit</a>
Willietech_A	<a href="#">Edit</a>	<a href="#">Edit</a>
9920222	<a href="#">Edit</a>	<a href="#">Add New</a>

**Step 7.** Choose the grantee name.

**Step 8.** Click “Edit” or Follow-up.” The completed **BASELINE/FOLLOW-UP MEETING SATISFACTION SURVEY** page displays.

**Note:** This page also contains the option of adding a new 6- or 12-month follow-up record if one does not exist in the System.

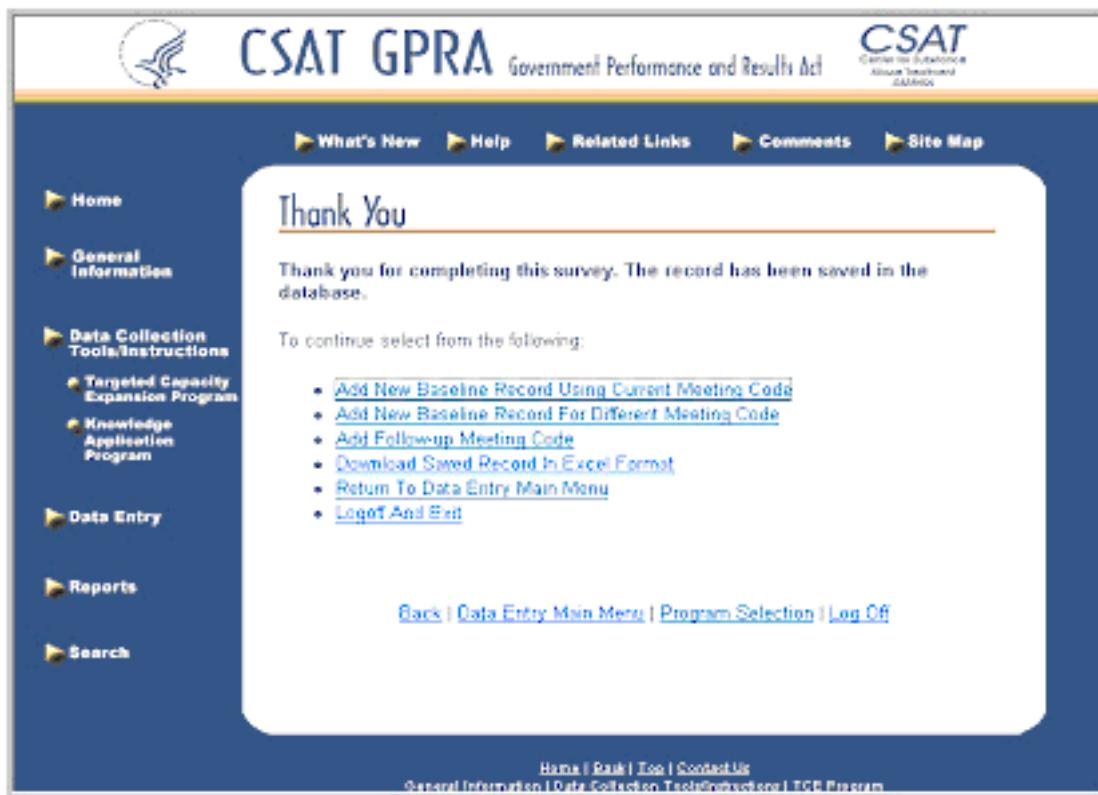
**Note:** You can also add a new baseline survey. To add a new baseline survey, click the Add New Baseline Survey link at the bottom of the page.

**Step 9.** Review the saved data, or complete the desired edits. The **THANK YOU** page displays.

**Step 10.** Click the “Save” button to save the record. The **THANK YOU** page displays.

**Step 10a.** Click the “Undo” button to delete the information entered in the record.

**Step 10b.** Click the “Cancel” button to exit the survey and return to the main menu.

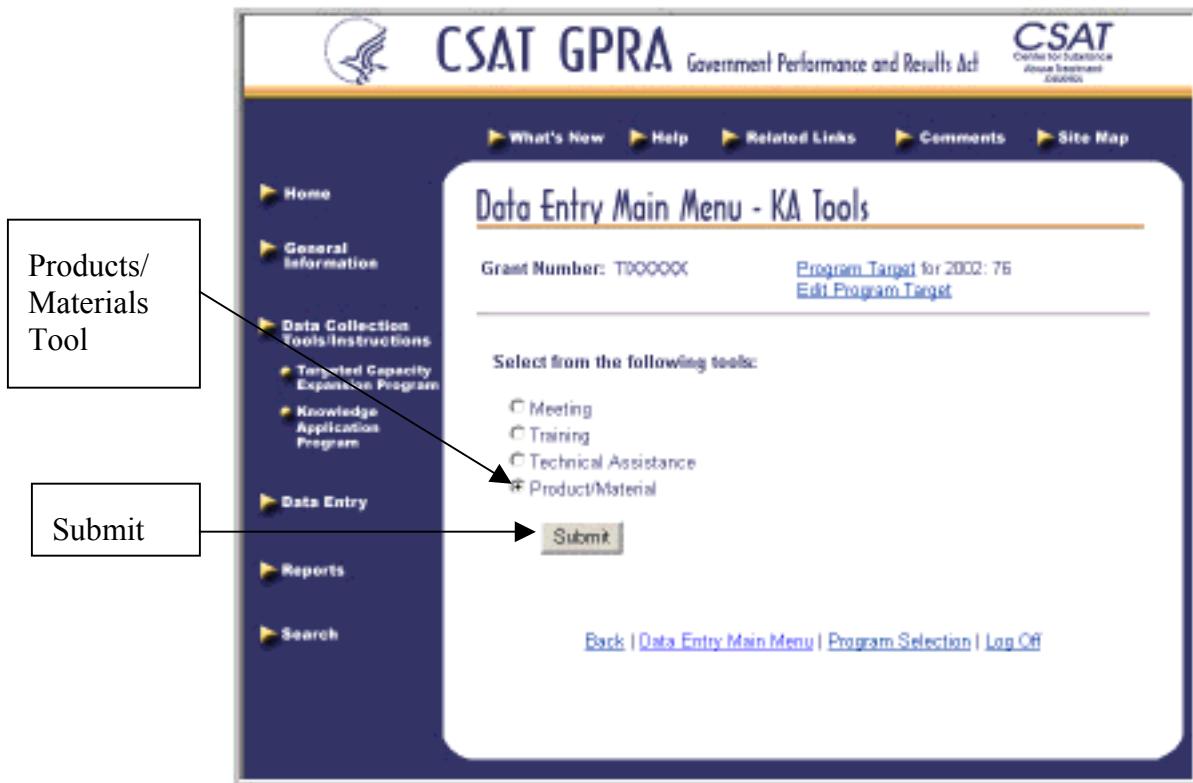
**Figure 3-49 – Thank You Page**

- Step 11.** Click the [Add New Baseline Record Using Current Technical Assistance Code](#) link to enter a new baseline using the current meeting code.
- Step 11a.** Click the [Add New Baseline Record For Different Technical Assistance Code](#) link to enter a new baseline record for a different meeting code.
- Step 11b.** Click the [Add a Follow-up Technical Assistance Code](#) link to enter a follow-up survey for the same meeting code.
- Step 11c.** To download a saved record in Excel format, click the [Download saved record in Excel format](#) link.
- Step 11d.** To return to the data entry main menu page, click the [Return to data entry main menu](#) link.
- Step 11e.** To exit the session and log off of the System, click the [Logoff and exit](#) link

## Entering a New Product/Materials Survey

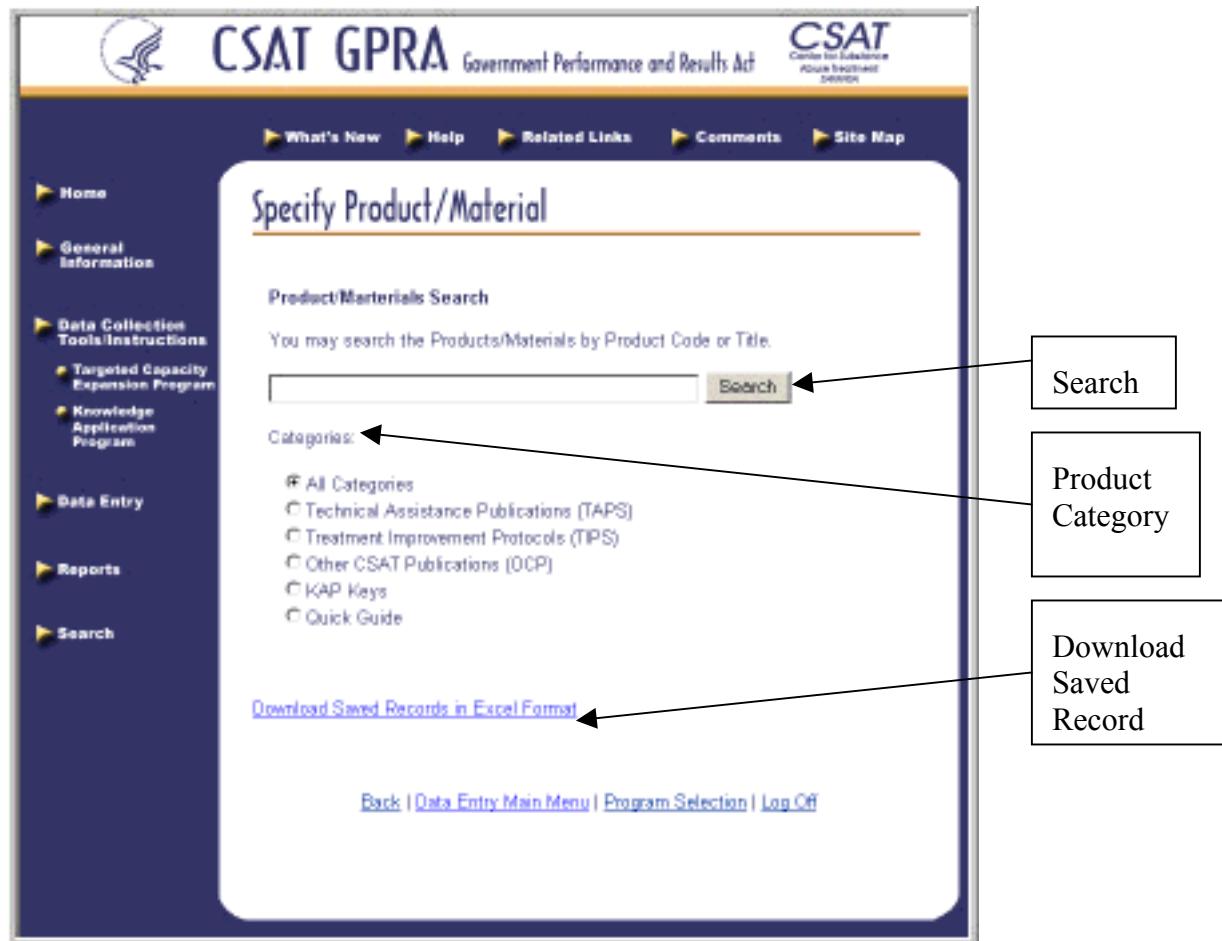
To enter a new Products/Materials Survey, go to the **DATA ENTRY MAIN MENU – KA TOOLS** page, and complete the following steps.

**Figure 3-50 – Data Entry Main Menu – KA Tools Page**



**Step 1.** Select the Products/Materials Tool.

**Step 2.** Click the “Submit” button. The **PRODUCT/MATERIALS SEARCH** page displays.

**Figure 3-51 – Product/Materials Search, Specify Product/Material Page**

**Step 3.** Choose a product.

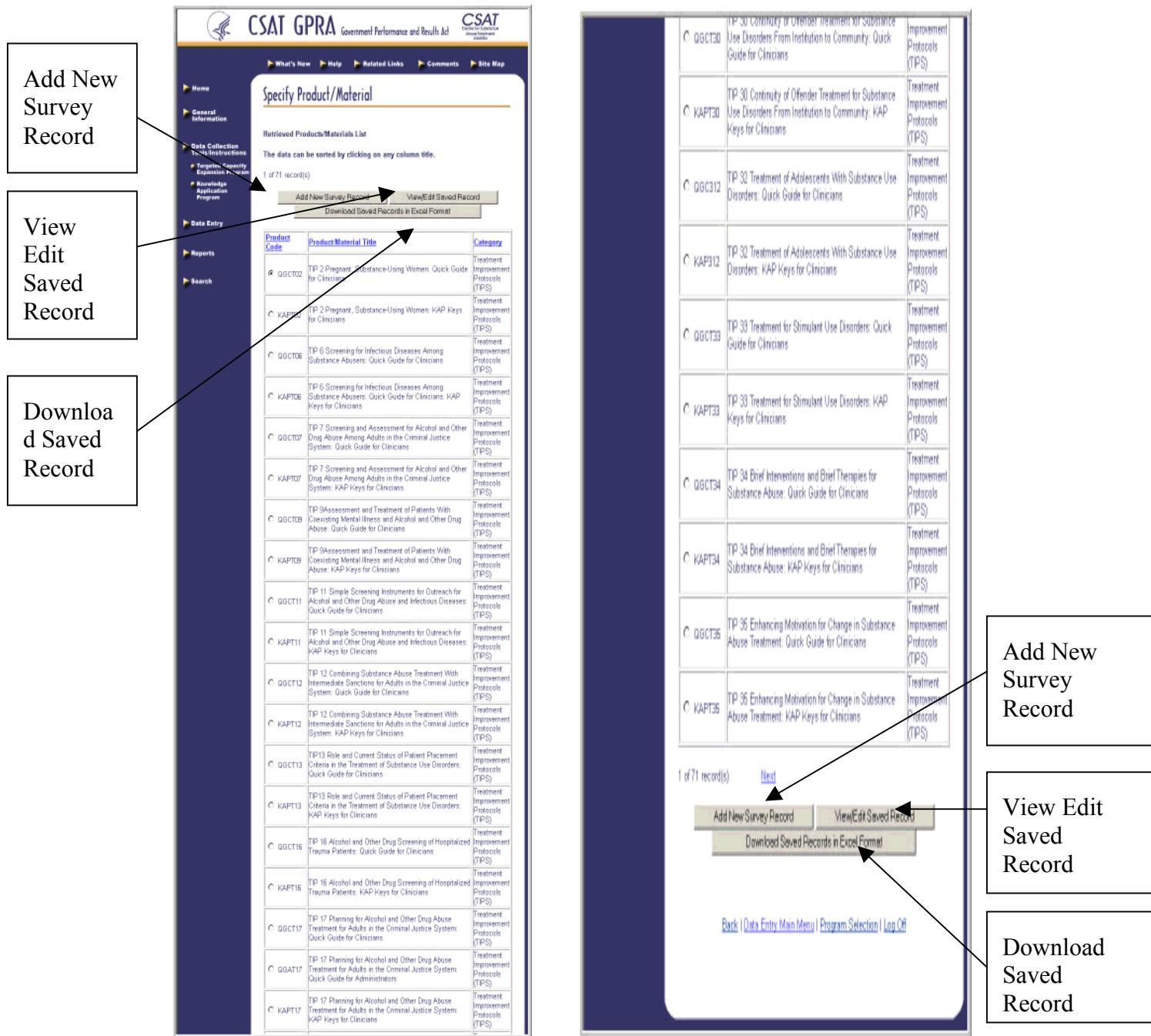
**Step 4.** Choose a product category.

**Note:** You can choose an individual category and the products/materials listed in that category display, or you can search all products/materials in the database by choosing “All Categories.”

**Note:** You may also choose to download a saved products/materials record by clicking on the Download Saved Records in Excel Format link.

**Step 5.** Click the “Submit” button. The **SPECIFY PRODUCT/MATERIAL** page displays.

Figure 3-52 – Specify Product/Material Page



**Step 6.** Choose a product code.

**Note:** You may sort on the product code, product/material title, or product category fields.

**Step 7.** Choose a product.

**Step 8.** Click the “Add New Survey Record” button. The **PRODUCTS AND MATERIALS SURVEY** page displays.

**Note:** You may view or edit an existing file by clicking on the “View/Edit Saved File” button.

**Note:** You may download saved records into Excel format by clicking on the “Download Saved Records in Excel Format” button.

**Figure 3-53 – Products and Materials Survey Page**

**CSAT GPRA Government Performance and Results Act**

**CSAT**  
Center for Substance Abuse Treatment

What's New | Help | Related Links | Comments | Site Map

**CSAT Products and Materials Survey**

All fields, with the exception of text fields, must be completed for a record to be saved. Non-response codes: 97=Refused to Answer; 98=Do Not Know; 99=Missing Data.

Grant Number: T113357  
Product/Materials Title: TP 2 Pregnant, Substance-Using Women: Quick Guide for Clinicians

1. Have you read one or more issues of THIS CSAT PRODUCT?  If No, skip to [question 9](#).

There is no question number 2. Please skip to the next question.

3. Please indicate whether you plan to use THIS CSAT PRODUCT in the following ways:  
Please select "Yes" or "No" first.  
If "Y", please indicate your satisfaction with this use.  
If "N", please skip to the next item in Question

To keep informed of substance abuse treatment issues  
 If "Yes" Select

Circulate or route it to others  
 If "Yes" Select

Clip articles for informational purposes  
 If "Yes" Select

Place it in a prominent location for staff  
 If "Yes" Select

Use as a handout for customers/clients  
 If "Yes" Select

Reproduce article(s) in a publication  
 If "Yes" Select

Reference THIS CSAT PRODUCT in a publication  
 If "Yes" Select

Other (specify)  
 If "Yes" Select

**Content: Satisfaction and Recommendations**

4a. How satisfied are you with THIS CSAT PRODUCT's content..  
Is it credible?   
Educates professionals working outside the substance abuse treatment field about addictive disorders?

B. What change(s) can CSAT make to the following format elements of THIS CSAT PRODUCT to improve or enhance its use?

Language:

Readability:

Layout:

Length:

Recognition:

Other:

**Dissemination of THIS CSAT PRODUCT**

9. Who in your organization should receive products such as THIS CSAT PRODUCT?

If other, please specify:

10. What is the best way to send THIS CSAT PRODUCT to get it recognized and used by your organization? (Please select one)

If other, please specify:

11. Please rank in descending order with "1" being the highest and "3" being the lowest, up to three organizational types that best describe your organization.  
 -Rank 1  
 -Rank 2  
 -Rank 3

If Health, please specify:

If other, please specify:

[Back to Top](#)

**Save**

**Undo**

**Cancel**

[Back](#) | [Data Entry Main Menu](#) | [Program Selection](#) | [Log Off](#)

**Step 9.** Complete the survey. The following rules apply when entering a new client record:

- All fields, except text fields, must be filled before the System will advance to the next section
- The cursor will not automatically advance to the next field.
- The TAB button on the keyboard will advance the cursor to the next blank field.
- Do not enter commas, decimals, or symbols in any field.
- Non-response codes for these questions are: 97=Refused to Answer; 98=Do Not Know; 99=Missing Data.

**Note:** You can access instructions for completing KA forms under the Data Collection Tools section of the public GPRA Web site.

**Step 10.** Click the “Save” button to save the record. The **DATA ENTRY CONFIRMATION ENTRY** page displays.

**Step 10a.** Click the “Undo” button to delete the information entered in the record.

**Step 10b.** Click the “Cancel” button to exit the survey and return to the main menu.

**Figure 3-54 – Data Entry Confirmation Record Page**

The diagram illustrates the user interface for the CSAT Baseline Technical Assistance Satisfaction Survey. It shows two main pages: the Data Entry Confirmation Record and the final confirmation page.

**Data Entry Confirmation Record Page:**

- Header:** CSAT GPRA Government Performance and Results Act, CSAT Center for Substance Abuse Treatment.
- Navigation:** Home, General Information, Data Collection Tools Instructions, Targeted Capacity Expansion Program, Knowledge Application Program, Data Entry, Reports, Search.
- Title:** CSAT Baseline Technical Assistance Satisfaction Survey.
- Section:** DATA ENTRY CONFIRMATION RECORD.
- Text:** Review and verify the information below.
  - To save the record, click the Save button at the bottom of the page.
  - To edit the record, click the Back button at the bottom of the page.
  - To cancel the record, click the Cancel button at the bottom of the page.
- Information:** Grant Number: T13357, TA Code: WfleTA#H, Personal ID: aknjrpe.
- Section:** PLEASE BASE YOUR ANSWER ON HOW YOU FEEL ABOUT THE SESSION NOW.
- List:**
  - How satisfied are you with the overall quality of this technical assistance? 1 - Very Satisfied
  - How satisfied are you with the quality of the staff leading the session? 1 - Very Satisfied
  - How satisfied are you with the quality of the technical assistance materials? 2 - Satisfied
  - Overall, how satisfied are you with your technical assistance experience? 1 - Very Satisfied
- Text:** Back to Top
- Section:** PLEASE INDICATE YOUR AGREEMENT WITH THESE STATEMENTS ABOUT THE TECHNICAL ASSISTANCE.
- List:**
  - The technical assistance was well organized. 2 - Agree
  - The material presented in this session will be useful to me in dealing with substance abuse. 1 - Strongly Agree
  - The staff was knowledgeable about the subject matter. 2 - Agree
  - The staff was well prepared for the course. 4 - Disagree
  - The staff was receptive to participants' comments and questions. 4 - Disagree
  - I am currently effective when working in this topic area. 2 - Agree
  - The technical assistance enhanced my skills in this topic area. 2 - Agree
  - The technical assistance was relevant to my career. 1 - Strongly Agree
  - I expect to use the information gained from this technical assistance. 1 - Strongly Agree
- Text:** Back to Top

**Final Confirmation Page:**

- Text:** clients.
- List:**
  - This technical assistance was relevant to substance abuse treatment. 3 - Neutral
  - I would recommend this technical assistance to a colleague. 3 - Neutral
- Text:** Back to Top
- List:**
  - How useful was the information you received from the instructor? 1 - Very Useful
- Text:** Back to Top
- List:**
  - Please indicate which title best describes your job. Medical Director
- Text:** Back to Top
- List:**
  - Please indicate which best describes your agency or affiliation. Federal Government
- Text:** Back to Top
- List:**
  - What is your gender? Female
- Text:** Back to Top
- List:**
  - Are you Hispanic or Latino? No
- Text:** Back to Top
- List:**
  - What is your race? Asian; American Indian
- Text:** Back to Top
- Text:** What about the technical assistance was most useful in supporting your work responsibilities?
- Text:** How can CSAT improve its technical assistance?
- Buttons:** Save, Back, Cancel.

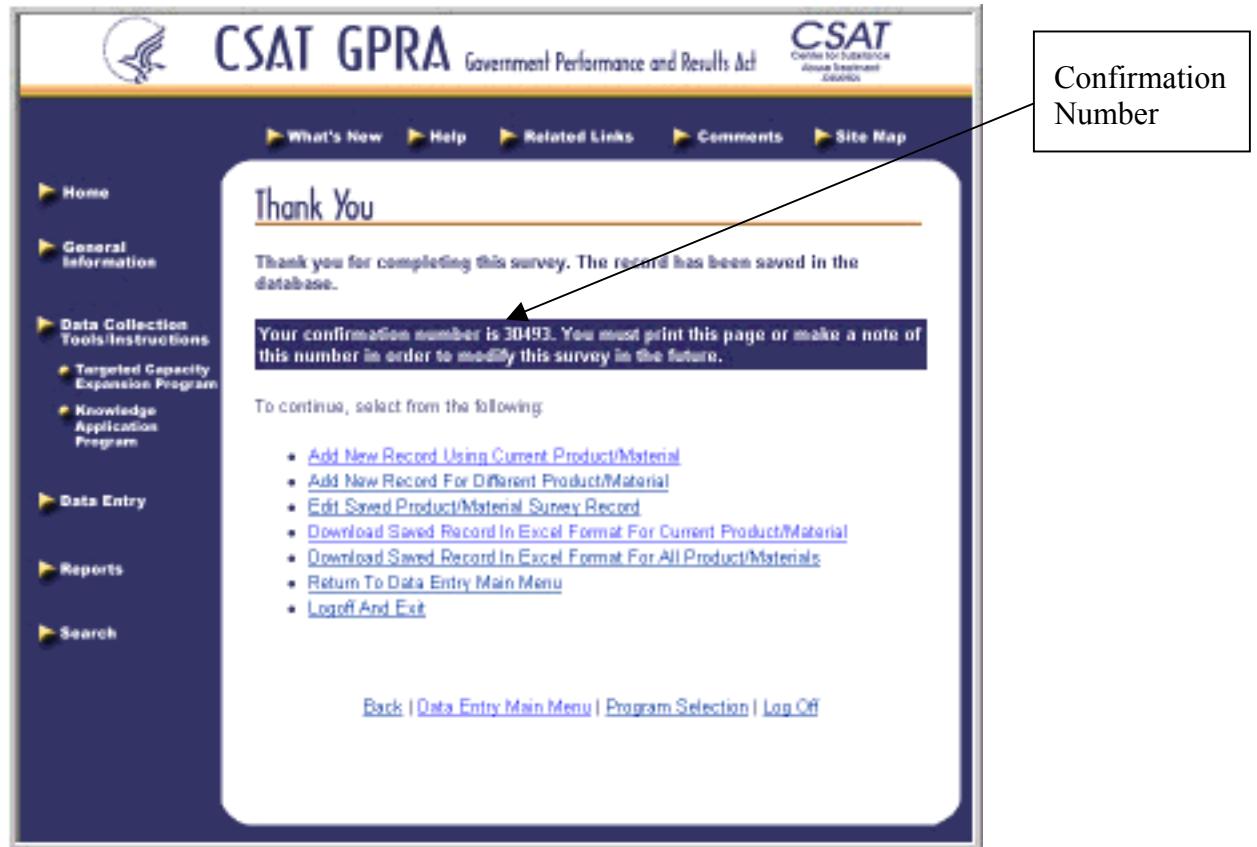
**Step 11.** Review the entered information.

**Step 12.** Click the “Save” button to save the record. The **THANK YOU** page displays.

**Step 12a.** Click the “Undo” button to delete the information entered in the record.

**Step 12b.** Click the “Cancel” button to exit the form and return to the main menu.

**Figure 3-55 – Thank You Page**



**Note:** You will receive a confirmation number for the saved record. You must print this page or make a note of this number in order to modify this survey in the future.

**Step 13.** Click the [Add New Record Using Current Product/Material](#) link to enter a new product/materials survey for the same product or material.

**Step 13a.** Click the [Add New Record For Different Product/Material](#) link to enter a new product/materials survey for a different product or material.

**Step 13b.** Click the [Edit Saved Product/Material Survey Record](#) link to view or edit a saved product/material survey record. Remember you must have the confirmation number in order to view a saved products/materials record.

**Step 13c.** Click the [Download Saved Record In Excel Format For Current Product/Material](#) to download the current saved record in Excel format.

**Step 13d.** Click the [Download Saved Record In Excel Format For All Product/Materials](#) to download all saved records for the current grant number.

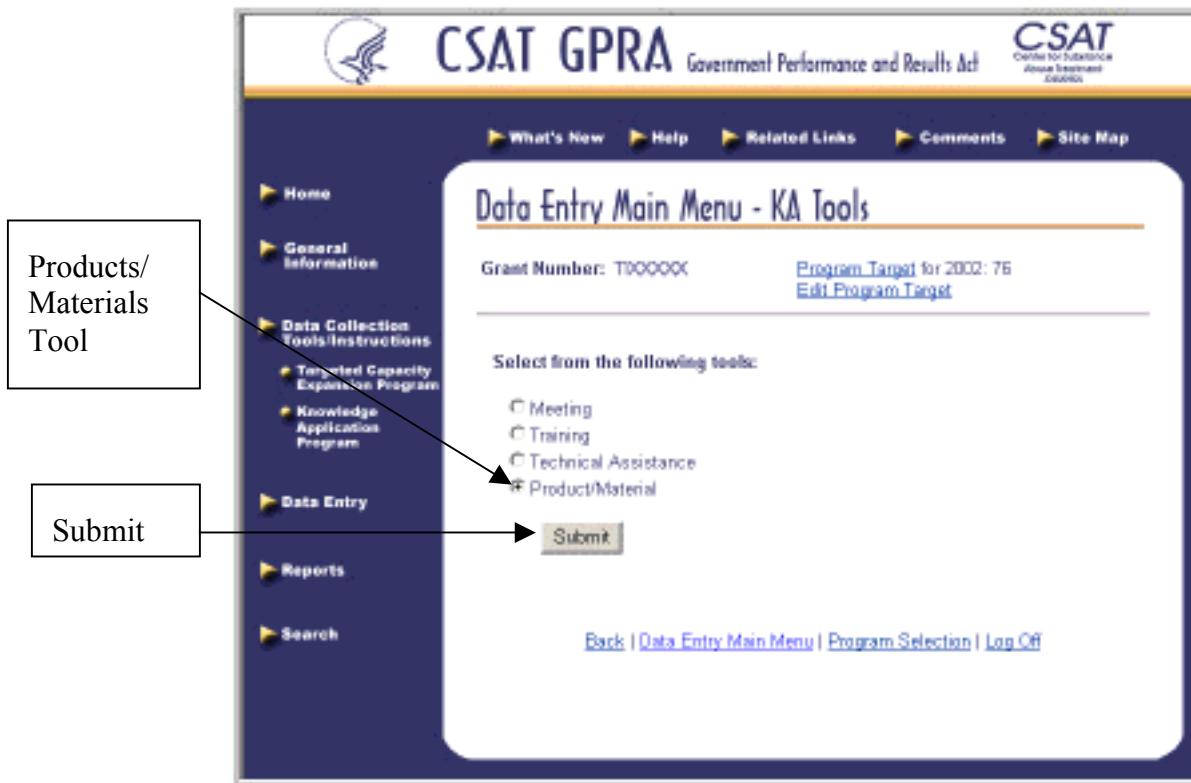
**Step 13e.** To return to the data entry main menu page, click the [Return To Data Entry Main Menu](#) link.

**Step 14f.** To exit the session and logoff the System, click the [Logoff And Exit](#) link.

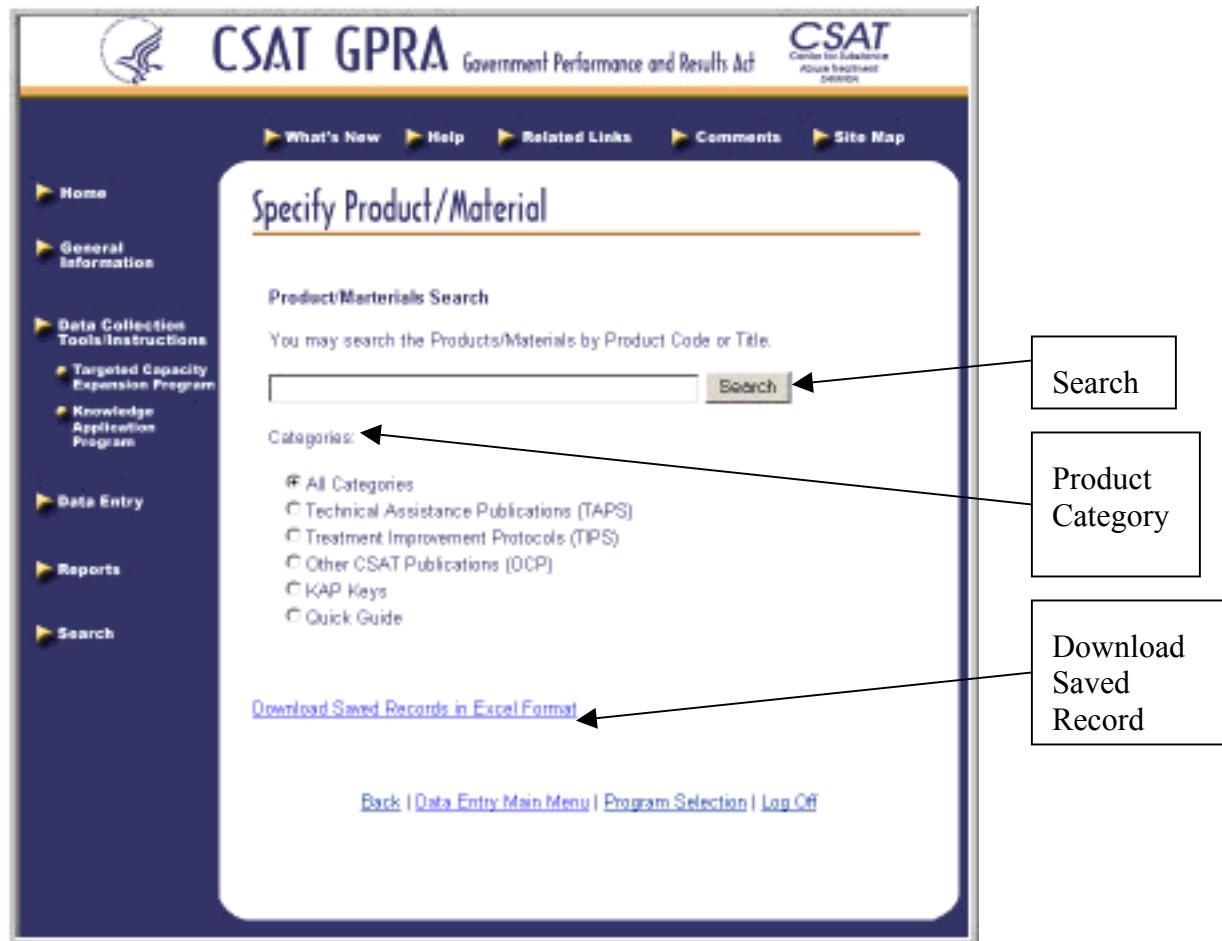
## Editing or Viewing a Saved Product/Materials Record

To view or edit a saved products/material record, you **must** have the confirmation number of the record you wish to view or edit. To view or edit a saved product/material record, go to the **DATA ENTRY MAIN MENU – KA TOOLS** page, and complete the following steps.

**Figure 3-56 – Data Entry Main Menu – KA Tools Page**



- Step 1.** Select the Products/Materials Tool.
- Step 2.** Click the “Submit” button. The **SPECIFY PRODUCT/MATERIAL** page displays.

**Figure 3-57 – Specify Product/Material Page**

**Step 3.** Choose a product.

**Step 4.** Choose a product category.

**Note:** You can choose an individual category and the products/materials listed in that category display, or you can search all products/materials in the database by choosing “All Categories.”

**Note:** You may also choose to download a saved products/materials record by clicking on the Download Saved Records in Excel Format link.

**Step 5.** Click the “Submit” button. The **SPECIFY PRODUCT/MATERIAL** page displays.

Figure 3-58– Specify Product/Material Page

Product Code	Product Material Title	Category
QGCT02	TIP 2 Pregnant Substance-Using Women: Quick Guide for Clinicians	Treatment Improvement Protocols (TIPS)
KAPT02	TIP 2 Pregnant, Substance-Using Women: KAP Keys for Clinicians	Treatment Improvement Protocols (TIPS)
QGCT08	TIP 6 Screening for Infectious Diseases Among Substance Abusers: Quick Guide for Clinicians	Treatment Improvement Protocols (TIPS)
KAPT08	TIP 6 Screening for Infectious Diseases Among Substance Abusers: Quick Guide for Clinicians; KAP Keys for Clinicians	Treatment Improvement Protocols (TIPS)
QGCT09	TIP 7 Screening and Assessment for Alcohol and Other Drug Abuse Among Adults in the Criminal Justice System: Quick Guide for Clinicians	Treatment Improvement Protocols (TIPS)
KAPT09	TIP 7 Screening and Assessment for Alcohol and Other Drug Abuse Among Adults in the Criminal Justice System: KAP Keys for Clinicians	Treatment Improvement Protocols (TIPS)
QGCT09	TIP 9 Assessment and Treatment of Patients With Coexisting Mental Illness and Alcohol and Other Drug Abuse: Quick Guide for Clinicians	Treatment Improvement Protocols (TIPS)
KAPT09	TIP 9 Assessment and Treatment of Patients With Coexisting Mental Illness and Alcohol and Other Drug Abuse: KAP Keys for Clinicians	Treatment Improvement Protocols (TIPS)
QGCT11	TIP 11 Simple Screening Instruments for Outreach for Alcohol and Other Drug Abuse and Infectious Diseases: Quick Guide for Clinicians	Treatment Improvement Protocols (TIPS)
KAPT11	TIP 11 Simple Screening Instruments for Outreach for Alcohol and Other Drug Abuse and Infectious Diseases: KAP Keys for Clinicians	Treatment Improvement Protocols (TIPS)
QGCT12	TIP 12 Combining Substance Abuse Treatment With Intermediate Sanctions for Adults in the Criminal Justice System: Quick Guide for Clinicians	Treatment Improvement Protocols (TIPS)
KAPT12	TIP 12 Combining Substance Abuse Treatment With Intermediate Sanctions for Adults in the Criminal Justice System: KAP Keys for Clinicians	Treatment Improvement Protocols (TIPS)
QGCT13	TIP 13 Role and Current Status of Patient Placement Criteria in the Treatment of Substance Use Disorders: Quick Guide for Clinicians	Treatment Improvement Protocols (TIPS)
KAPT13	TIP 13 Role and Current Status of Patient Placement Criteria in the Treatment of Substance Use Disorders: KAP Keys for Clinicians	Treatment Improvement Protocols (TIPS)
QGCT16	TIP 16 Alcohol and Other Drug Screening of Hospitalized Trauma Patients: Quick Guide for Clinicians	Treatment Improvement Protocols (TIPS)
KAPT16	TIP 16 Alcohol and Other Drug Screening of Hospitalized Trauma Patients: KAP Keys for Clinicians	Treatment Improvement Protocols (TIPS)
QGCT17	TIP 17 Planning for Alcohol and Other Drug Abuse Treatment for Adults in the Criminal Justice System: Quick Guide for Clinicians	Treatment Improvement Protocols (TIPS)
KAPT17	TIP 17 Planning for Alcohol and Other Drug Abuse Treatment for Adults in the Criminal Justice System: Quick Guide for Administrators	Treatment Improvement Protocols (TIPS)
QGAT17	TIP 17 Planning for Alcohol and Other Drug Abuse Treatment for Adults in the Criminal Justice System: Quick Guide for Administrators	Treatment Improvement Protocols (TIPS)
KAPT17	TIP 17 Planning for Alcohol and Other Drug Abuse Treatment for Adults in the Criminal Justice System: KAP Keys for Clinicians	Treatment Improvement Protocols (TIPS)

**Step 6.** Choose a product code.

**Note:** You may sort on the product code, product/material title or product Category fields.

**Step 7.** Choose a product.

- Step 8.** Click the “View/Edit Saved File” button. The completed **ENTER CONFIRMATION** page displays. You must have a confirmation number to view/edit a saved record.

**Note:** You may view or edit an existing file by clicking on the “Add a New Product Survey” button.

**Note:** You may download saved records into Excel format by clicking on the “Download Saved Records in Excel Format” button.

**Figure 3-59 – Enter Confirmation Page**

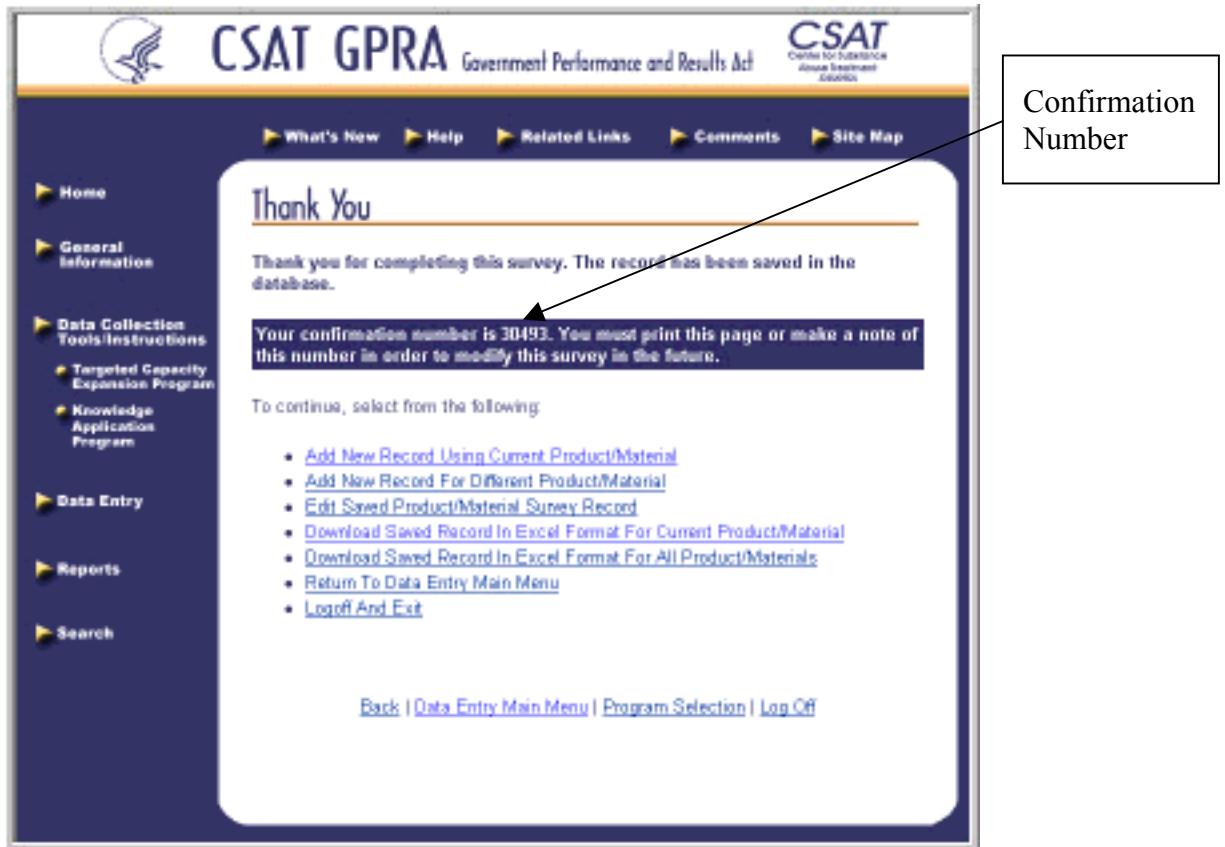
The screenshot shows the 'Enter Confirmation' page of the CSAT GPRA system. The page has a blue header with the CSAT GPRA logo and 'Government Performance and Results Act' text. A navigation menu on the left includes links for Home, General Information, Data Collection Tools/Instructions, Targeted Capacity Expansion Program, Knowledge Application Program, Data Entry, Reports, and Search. The main content area is titled 'Enter Confirmation' and contains the instruction 'Enter the Confirmation Number to search for an existing survey in the box below.' Below this is a text input field labeled 'Enter a Confirmation Number:' and a 'Submit' button. At the bottom of the page are links for Back, Data Entry Main Menu, Program Selection, and Log Off. The footer contains links to various site pages like Home, Back, Top, Contact Us, General Information, Data Collection Tools/Instructions, TCE Program, KA Program, Data Entry, Reports, and Search, along with links for Disclaimer and Privacy Policy.

- Step 9.** Enter the record confirmation number.
- Step 10.** Click “Submit”. The completed record product/material survey record displays.
- Step 11.** Review the saved data, or complete the desired edits.
- Step 12.** Click the “Save” button to save the record. The **THANK YOU** page displays.
- Step 12a.** Click the “Undo” button to delete the information entered in the record.

**Step 12b.** Click the “Cancel” button to exit the form and return to the main menu.

**Note:** The edited record will save under the original confirmation number.

**Figure 3-60 – Thank You Page**



**Step 13.** Click the [Add New Record Using Current Product/Material](#) link to enter a new product/materials survey for the same product or material.

**Step 13a.** Click the [Add New Record For Different Product/Material](#) link to enter a new product/materials survey for a different product or material.

**Step 13b.** Click the [Edit Saved Product/Material Survey Record](#) link to view or edit a saved product/material survey record. Remember you must have the confirmation number in order to view a saved products/materials record.

**Step 13c.** Click the [Download Saved Record In Excel Format For Current Product/Material](#) to download the current saved record in Excel format.

**Step 13d.** Click the [Download Saved Record In Excel Format For All Product/Materials](#) to download all saved records for the current grant number.

**Step 13e.** To return to the data entry main menu page, click the [Return To Data Entry Main Menu](#) link.

**Step 13f.** To exit the session and logoff the System, click the [Logoff And Exit](#) link.