

CSAP Services Accountability and Monitoring System (CSAMS)



Substance Abuse and Mental Health Services Administration
(SAMHSA)
Center for Substance Abuse Prevention (CSAP)

USER MANUAL

VERSION 1.0
March 2008

DITIC Support
888-DITIC-4-U
(348-4248)
DITICsupport@kitsolutions.net

TABLE OF CONTENTS

Purpose of the CSAMS Users Guide.....	4
Introduction to CSAMS	5
1 CSAMS Overview	6
1.1 Overview of the CSAMS Website.....	6
1.2 CSAMS Module Summaries.....	7
1.3 Navigating the CSAMS Website.....	8
1.4 CSAMS Screen Layout and Common Functions.....	9
1.5 Users of CSAMS	10
1.6 Secured Access to Information on CSAMS.....	11
2 Key Functions.....	13
2.1 Logging in CSAMS	13
Login Screen.....	13
Change My Password Screen.....	14
Forgot Your Password? Screen.....	15
Account Locked Screen	16
2.2 Downloading Data Collection Tools.....	17
Tools Screen.....	17
CSAP Program Data Collection Tools Screen	18
HIV Cohort 6 Screen.....	19
METH Screen	20
Cost Bands	21
2.3 Entering and Saving Data.....	22
Data Entry Screen.....	23
Enter My Data Online Screen	24
HIV Cohort 6: Data Entry Screen.....	25
METH Cohort 3: Data Entry Screen.....	26
CSAMS Data Entry Rules	27
How to Enter an Individual Dosage Record.....	28
HIV Cohort 6: Individual Dosage Form: Data Entry Screen	28
How to Enter a Group Dosage Record.....	30
HIV Cohort 6: Group Dosage Form: Data Entry Screen.....	30
How to Enter an Adult Questionnaire Record.....	32
HIV Cohort 6: Adult Questionnaire: Data Entry Screen.....	32
(Baseline, Exit, and 6-Month Follow-up)	32
How to Enter a Youth Questionnaire Record.....	34
HIV Cohort 6: Youth Questionnaire: Data Entry Screen.....	34
(Baseline, Exit, and 6-Month Follow-up)	34
How to Enter an Individual Dosage Record.....	36
METH Cohort 3: Individual Dosage Form: Data Entry Screen	36
How to Enter a Group Dosage Record.....	38
METH Cohort 3: Group Dosage Form: Data Entry Screen	38
How to Enter an Adult Questionnaire Record.....	40
METH Cohort 3: Adult Questionnaire: Data Entry Screen.....	40

(Baseline, Exit, First Follow-up and Second Follow-up).....	40
2.4 Submitting Saved Entries	42
Data Entry Screen.....	42
Enter My Data Online Screen	43
HIV Cohort 6: Data Entry Screen	44
Work with Entries Screen.....	45
Work with Entries: Submit Selected Entries Screen.....	46
Data Entry Screen.....	48
Enter My Data Online Screen	49
METH Cohort 3: Data Entry Screen.....	50
Work with Entries Screen.....	51
Work with Entries: Submit Selected Entries Screen.....	52
2.5 Sending Files to the CSAP Screen.....	54
Data Entry Screen.....	54
Send My Files to CSAP Screen: Grantee Login Screen	55
2.6 Reviewing or Downloading Submitted Data	57
Data Entry Screen.....	57
Review/Download My Data Submissions Screen	58
Show Details.....	58
2.7 Accessing CSAMS Reports (Login Required)	59
Reporting Screen	59
How to Access a Coverage Report	60
Report Output	60
How to Access an Administrative Report	61
Report Output	61
How to Access an All Data Submissions Report.....	62
Report Output	62
How to Access an Inventory Report.....	63
Report Output	63
Understanding Dates in CSAMS	64
Your Comments on This Users Guide	65
Glossary of Acronyms	66
CSAMS Operating Environment and Technical Requirements	67

PURPOSE OF THE CSAMS USERS GUIDE

This CSAMS Users Guide introduces new users to the CSAMS website. The guide provides an overview of the website and step-by-step instructions on how to use the website and its key functions. Users will understand the functionality of CSAMS and how to apply it as a data resource and a tool to meet their reporting requirements.

INTRODUCTION TO CSAMS

Currently, data for SAMHSA/CSAP prevention programs are collected, reported, stored, and tracked by paper and pencil, semiautomated, and automated systems. The result has been multiple data repositories and collection systems designed to perform different functions. Consequently, SAMHSA/CSAP's efforts to query data to create comprehensive reports as well as track and monitor data and grantee activities have been difficult. In recent years, the agency's need to acquire, store, and distribute these data has expanded. Resources have been limited, and multiple data repositories and collection systems have been costly and difficult to maintain.

SAMHSA/CSAP expressed a need to develop a consolidated web-based system for managing its entire portfolio of programs. In response to this expressed need, SAMHSA/CSAP stakeholders have collaborated with the Data Information Technology Infrastructure (DITIC) project team to design and implement an integrated system that will meet the full array of agency needs. CSAP Services Accountability and Monitoring System (CSAMS) was developed as the integrative solution.

CSAMS supports the accountability and performance assessments of grantees and their ability to report information to CSAP Project Officers through a single website. The system provides CSAP Senior Management with ready access to data from CSAP-funded programs, which can facilitate effective supervision by Project Officers. The system provides prevention information to CSAP constituents and support reporting functions required for the Government Performance and Results Act (GPRA), National Outcome Measures (NOMs), and Program Assessment Rating Tool (PART).

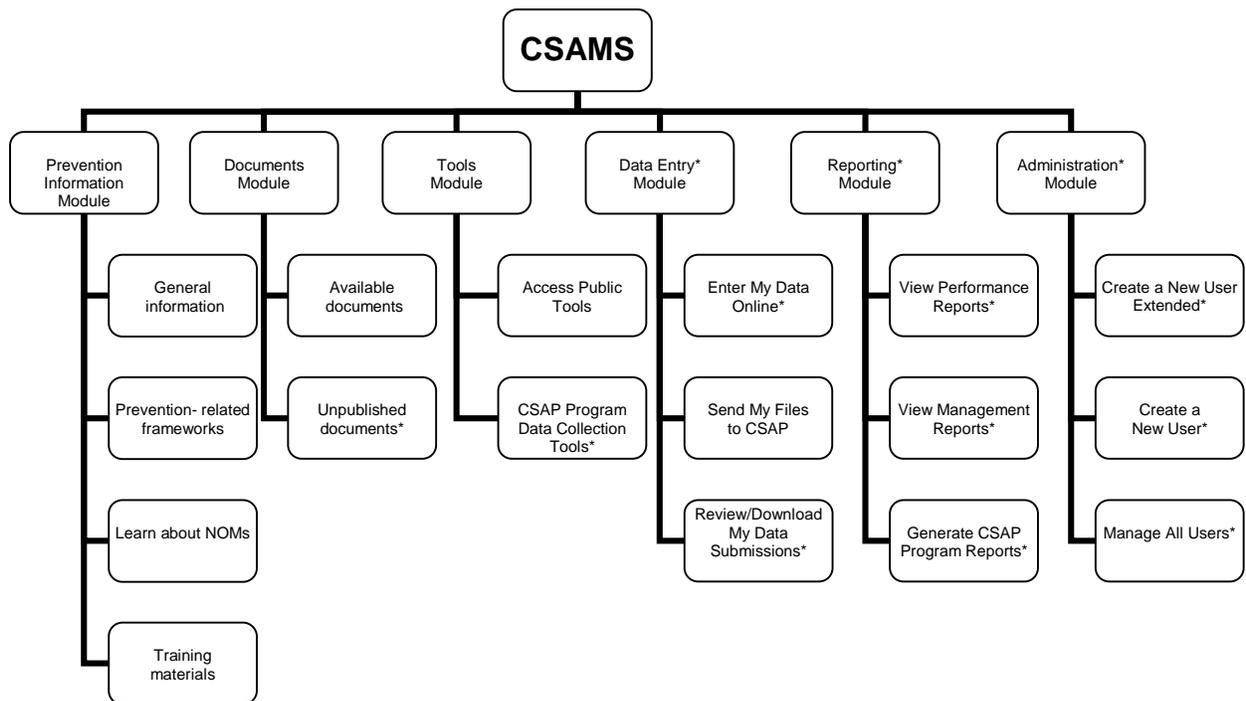
Through CSAMS, users can

- Centralize and provide linkages and access to CSAP prevention information
- Capture and report NOMs data and related data for the entire portfolio of prevention programs for CSAP/SAMHSA
- Streamline and integrate CSAP prevention data collection, cleaning, analyzing, and reporting processes
- Streamline data entry and uploads as well as download data files
- Create, modify, and gain access to data collection tools
- Upload and download various documents
- Streamline submission requests and the approval process
- Standardize raw data acquisition and append clean, recoded, and aggregated data thereby providing comparative data at any given time
- Query and display CSAP prevention data based on the specified criteria
- Track data files and document uploads and submissions, and internally display the status
- Maintain a history log for website visit statistics
- Generate or create ad hoc and canned reports as well as provide access to existing reports

1 CSAMS OVERVIEW

1.1 Overview of the CSAMS Website

CSAMS comprises an administration module and 5 main modules: prevention information, view documents, access tools, data entry, and reporting. From the CSAMS home screen, users can access each module and its underlying information and processes. The following diagram displays the functionality of each module. Access to each module and data associated with the module may be limited by a user's security access.



* = Login required for access.

1.2 CSAMS Module Summaries

The following list describes the function of each CSAMS module.

Home Screen – This module will help you

- Navigate within CSAMS. You can select the module you want to use.
- Obtain specific CSAMS-related announcements and read the latest data-related news from CSAP

Prevention Information – This module will help you

- Find answers to general prevention-related questions (e.g., SPF, NOMs, courses, etc.)
- Refer grantees to a resource to improve their overall prevention knowledge
- Provide links to relevant prevention-related topics

Documents – This module will help you

- Find narratives, tables, and graphs that you can print, download, and/or cut and paste to assist you in developing reports, presentations, and briefing documents
- Obtain information about how CSAP is performing
- Read and/or download the latest CSAP-published and unpublished reports

Tools – This module will help you

- Locate federally required measures, questionnaires, forms, and other generic and program-specific tools
- Obtain guidance and supportive documents associated with specific CSAP programs
- Access, download, print, copy, and paste information from these documents
- Refer grantees to the documents they need to conduct their data collection and reporting activities

Data Entry – This module will you

- Enter and submit required program-specific data online
- Download data submissions for analytic purposes
- Monitor the status of submitted data
- Track the status of grantee or contractor data submissions
- Review your grant or contract data submission to verify accurate data collection
- Monitor your grants or contracts to make sure they comply with CSAP data requirements

Reporting – This module will help you

- Monitor the performance of grants or contracts to monitor implementation
- Manage grant or contractor activity and related data collection and reporting efforts
- Review grantee or contractor outcome data to provide targeted technical assistance

1.3 Navigating the CSAMS Website

Users can navigate the CSAMS website by using tabs, selecting hypertext, and selecting buttons. The CSAMS tabs will take users to the landing screen for the home screen, and each of the five CSAMS modules (defined above in the section titled Overview of the CSAMS website). The hypertext ([blue underlined](#)) selection will

- Move users to the next CSAMS screen for the function selected
- Link users to a website outside of the CSAMS application (You will be notified that you are leaving the CSAMS website.)
- Allow you to download a file

***Note:** See section 1.5 for details about which modules require login and are for specific user groups.

The following buttons, icons, and logos are used in CSAMS.

Image	Button Name	Functional Description
	Clear button	Click on Clear to clear an entry you have made.
	Submit button	Click on Submit to make a submission to CSAP.
	Cancel	Click on Cancel to go back and cancel your last action.
 (Delete)	Delete icon	Click on Delete to delete an item.
 (Edit)	Edit icon	Click on Edit to edit an item.
	USA.gov logo	Click on USAgov to access the USAgov website.
	HHS logo	Click on the HHS logo to access the HHS website.
	SAMHSA logo	Click on SAMHSA to access the SAMHSA website.
	Phone icon	Indicates the item has a phone number.
	Login button	Click on Login to enter the system.
	Not cleared	The document is not cleared for distribution outside of CSAP.

1.4 CSAMS Screen Layout and Common Functions

To...	Do this...
Scroll back to the previous screen	Click the Back key. (See Caption 1.4A1)
Move to the next screen if you already have scrolled back to the previous screen	Click on the Forward key. (See Caption 1.4A1)
Go directly to one of the CSAMS sections	Click on the Tab bar for the specific section you want to move to.
See where you are in CSAMS	Look at the breadcrumbs trail , which will show you the screens that you have used to get to where you are. Click on any of the underlined links to take you back to a previous screen. (See Caption 1.4A3)
Select a CSAMS action and functionality	Click on the <u>underlined blue text</u> . Each CSAMS screen includes a functionality or process that can be selected on that screen. (See Caption 1.4A4)
Access other functions that are found on every CSAMS web screen	Login to log in. Click on the hyperlinks at the bottom of the screen to access these items: Home, FOIA, Privacy, Disclaimer, Accessibility, Terms and Conditions, FAQs, Site Map, Glossary, Contact Us, HHS, SAMHSA and USA.gov. (See Caption 1.4A-Common Functions)

The screenshot shows the CSAMS web application in Internet Explorer. The page title is "CSAMS - The Strategic Prevention Framework". The header includes the SAMHSA logo and the text "SAMHSA / CSAP DCCC - CSAMS" and "CSAP Data Coordination & Consolidation Center Services Accountability & Monitoring System". There is a search bar and a "Login" link for staff/grantees. A navigation menu is visible with links for Home, Prevention Information, Documents, Tools, Data Entry, and Reporting. A breadcrumb trail shows "Home" and "Prevention Information". The main content area is titled "Learn About Prevention-Related Frameworks" and contains information about the Strategic Prevention Framework (SPF), including a list of five steps and additional information links. At the bottom, there are links for Home, FOIA, Privacy, Disclaimer, Accessibility, Terms and Conditions, FAQs, Site Map, Glossary, and Contact Us. The footer includes the SAMHSA and USA.gov logos.

Navigation

- 1.4A1 Back/Forward Keys
- 1.4A2 Main Menu
- 1.4A3 Breadcrumbs Trail
- 1.4A4 CSAMS Function/ Action

Common Functions

- 1.4A5 Login information
- 1.7A76 Common Functions - Content/Terms
- 1.4A7 Access to SAMHSA and USA.gov

CSAMS Home Page 1.4A

1.5 Users of CSAMS

CSAMS can be used as a general reference tool to obtain information, as a gateway to enter and submit required data and information to CSAP, and as a tool to obtain data and reports for analysis and reporting. CSAMS can benefit specific user groups in the following ways:

User Group	Functionality	CSAMS Module
Future Grantees , the general public interested in submitting a grant application to CSAP	Obtain information about SAMHSA/CSAP initiatives, resources, and training opportunities	Prevention Information
	Download instructions and access tools to assist in their prevention planning efforts	Tools
	Obtain CSAP documents that are relevant to their application	Documents
Current Grantees and Contractors required to report on project activities	Obtain detailed codebooks and instructions on data collection, entry, and reporting	Tools
	Enter their data online or upload a data set	Data Entry
	View their data submissions and the status of the data in the cleaning process	Data Entry
	View reports and the results of their program efforts	Reporting
External Agents such as program evaluators, researchers, or data analysts	View existing CSAP reports and documents	Documents
	Download data for CSAP programs and activities	Reporting
	Submit reports and findings to CSAP	Data Entry
SAMHSA/CSAP Project Officers seeking to monitor and provide feedback to grantees and contractors	View data submitted by the grantee or contractor	Data Entry
	View the status of submitted data	Data Entry
	View management and performance reports for individual grantees and contracts and aggregate reports for the CSAP program	Reporting
SAMHSA/CSAP Staff seeking information about CSAP-related data including NOMs, and other performance	View aggregate management and performance reports for CSAP programs and contracts	Reporting
All Users	Obtain definitions of key terms	Glossary
	Obtain answers to questions about CSAMS functions, data, and reports	FAQ
	Obtain technical assistance on any CSAMS module or function	Contact Us

1.6 Secured Access to Information on CSAMS

Access to CSAMS functionality and data will be based on user status, which is associated with user login information. Secured access intends to ensure confidentiality of grantee or contractor data, limit data entry access only to users specifically identified by individual grantees or contractors, and provide access to data related to an individual's position and responsibility within an organization. The following list summarizes the key points related to secured access.

- Future Grantees will only have access to publicly available documents and links in the prevention information, tools, and documents modules. No login or password is required to access this public information.
- Current grantees or contractors will be able to enter and view their own data and reports that will only include their data. They will not have access to other grantee or contractor information. They will be issued a login and password that will enable them to view their specific data and reports.
- CSAP Project Officers will be able to view the data entered and submitted by the grantees or contractors assigned to them. The Project Officers will also be able to view specific reports that contain data related to the specific grantees or contractors assigned to them. Supervisors within a CSAP division will be able to view the data and reports associated with the grantees or contractors assigned to Project Officers assigned to them. In order to provide this security, CSAMS must maintain current lists of Project Officer/Grantee assignments.
- CSAP staff members who are not assigned to a specific CSAP program, grantee, or contractor will be able to view all CSAMS reports and will have access to aggregate data that do not include specific grantee or contractor information.
- External agents will be given specific access to reports and data based on their specific activities. Some external agents may be able to upload data and reports to CSAMS. Specific security access for external agents will be established on an individual basis.

	Future Grantees	Current Grantees/ Contractors	CSAP Project Officers	CSAP Staff	External Agents
Home screen	✓	✓	✓	✓	✓
Prevention information	✓	✓	✓	✓	✓
Documents	■	■	✓	✓	■
Tools	■	■	✓	✓	■
Data entry	✗	✓	✗	✗	✓
Reporting	✗	■	■	■	■
Administration	✗	✗	✗	✗	✗
Glossary	✓	✓	✓	✓	✓
FAQ	✓	✓	✓	✓	✓
Contact Us	✓	✓	✓	✓	✓

✓ = Full access

■ = Limited access based on Security

✗ = No access

2 KEY FUNCTIONS

2.1 Logging in CSAMS

Users can only access Data Collection, Tools, Documents, Data Entry, and Reporting if they are logged in to CSAMS. The login function allows users to log in, change their password, retrieve their forgotten password, and request to have their account unlocked. These processes are described in the charts to follow and are illustrated on the screen prints that follow the charts.

Login Screen

On this CSAMS Screen. . .	Do this. . .
<p>Login</p> <p>You can access this screen from any screen by clicking on Login in the upper right corner.</p>	<ol style="list-style-type: none"> 1. Enter your User ID. (See Caption 2.11B) 2. Enter your Password. (See Caption 2.11C) 3. Read the Terms and Conditions. (See Caption 2.11C) 4. Click to Agree with the Terms and Conditions. (See Caption 2.11D) 5. Click on the Login Button. (See Caption 2.11E)

The screenshot shows the SAMHSA/CSAP DCCC-CSAMS Login Screen. The page header includes the SAMHSA logo and the text "SAMHSA / CSAP DCCC - CSAMS CSAP Data Coordination & Consolidation Center Services Accountability & Monitoring System". A navigation bar contains links for Home, Prevention Information, Documents, Tools, Data Entry, and Reporting. The main content area is titled "Login" and features a red warning message: "Restricted areas of the CSAMS Web site are for CSAP staff and grantees only." Below this, there are two main sections: "Terms and Conditions" and "Login".

The "Terms and Conditions" section contains text explaining the security standards and password requirements. A checkbox labeled "I agree to the Terms and Conditions" is present. The "Login" section includes a "User ID:" input field, a "Password:" input field, a "Change password after login" checkbox, and "login" and "Cancel" buttons. A link for "forgot my password" is also visible.

Callouts from the surrounding text point to the following elements on the screen:

- 2.11A Login: Points to the "Login" link in the top right corner.
- 2.11B User ID: Points to the "User ID:" input field.
- 2.11C Password: Points to the "Password:" input field.
- 2.11D Agree with Terms and Conditions: Points to the "I agree to the Terms and Conditions" checkbox.
- 2.11E Login Button: Points to the "login" button.
- 2.11F Change Password: Points to the "Change password after login" checkbox.
- 2.11G Forgot Password: Points to the "forgot my password" link.

At the bottom of the page, there is a footer with links for Home, FOIA, Privacy, Disclaimer, Accessibility, Terms and Conditions, and FAQs. The SAMHSA and USA.gov logos are also present, along with the text "Login Screen 2.11".

Change My Password Screen

On this CSAMS Screen . . .	Do this . . .
<p>Change Your Password</p> <p>From the login screen, click on Change password after login.</p> 	<ol style="list-style-type: none"> 1. Enter a User ID. (See Caption 2.12B) 2. Enter a current Password. (See Caption 2.12B) 3. Enter a New Password. (See Caption 2.12B) <ul style="list-style-type: none"> *Note: Your new password must be: <ul style="list-style-type: none"> - Minimum length: 2 characters - Maximum length: 8 characters - At least one upper case - At least one number - At least one of these special characters: *@#%&()+-{} ~!/?><= 4. Confirm the New Password. (See Caption 2.12B) 5. Enter the New Password in the Confirm New Password field. (See Caption 2.12B) 6. Click on Change Password Button. (See Caption 2.12A)



Change My Password

To change your password, complete the blank fields below and click the "Change Password" button. Your new password must be at least 8 characters long and contain at least one number, one uppercase letter, and one special character.

Change My Password

User ID:

Password:

New Password:

Confirm New Password:

Change Password
Cancel

2.12A Change Password

2.12B Enter:
User ID
Password
New Password
Confirm New Password

Home | FOIA | Privacy | Disclaimer | Accessibility | Terms and Conditions | FAQs | Site Map | Glossary | Contact Us



Change My Password Screen 2.12

Forgot Your Password? Screen

On this CSAMS Screen . . .	Do this . . .
<p>Forgot Your Password?</p> <p>From the login screen, click on I forgot my password.</p> <p>This is the only way to retrieve your password. DITIC Customer Support does not have access to user passwords. Do not contact the DITIC Customer Support if you forget your password.</p>	<ol style="list-style-type: none"> 1. Enter your User ID. (See Caption 2.13A) 2. Click on Submit. CSAMS will return you to the CSAMS home screen. (See Caption 2.13B) <p>After clicking on Submit, CSAMS will automatically send an e-mail to the e-mail account associated with the user name. The e-mail will include the password that is registered with the user name.</p>

Staff / Grantee [Login](#)

[Search](#)

[[Advanced Search](#) | [Search Tips](#)]

[Home](#) | [Prevention Information](#) | [Documents](#) | [Tools](#) | [Data Entry](#) | [Reporting](#)

Forgot My Password

To have your password e-mailed to you, you must enter your User ID, and answer a question for identity confirmation.

Request My Password

Step 1 - Enter your User ID.

User ID:

[Submit](#)

[Home](#) | [FOIA](#) | [Privacy](#) | [Disclaimer](#) | [Accessibility](#) | [Terms and Conditions](#) | [FAQs](#) | [Site Map](#) | [Glossary](#) | [Contact Us](#)

SAMHSA **USA.GOV**
Department of Health & Human Services

Forgot Your Password Screen 2.13

2.13A Login User ID

2.13B Submit Button

Account Locked Screen

On this CSAMS Screen . . .	Do this . . .
<p>Account Locked</p> <p>As a security measure, a CSAMS user account will become “locked” after <i>three</i> attempts to log in under “User ID has failed.” When an account is locked, the Account Locked screen will appear. The user will be required to submit a request to the CSAMS Systems Administrator to unlock the account. After verifying the appropriate security items, the Systems Administrator will notify the user by e-mail that the account is unlocked.</p> <p>If a user gets locked out of an account more than 12 times in a year, the user will receive a message indicating that he or she will be contacted for special training. The account will remain locked until the user gets trained. When training is completed, the user’s account will be unlocked and reset.</p>	<ol style="list-style-type: none"> 1. Click on Unlock My Account. (See Caption 2.14A) 2. The Contact Us screen will appear. Complete the information on the screen and click on Submit. 3. Your request to unlock you account will be sent to DITIC Customer Support. 4. You will receive two separate emails. The first will contain your User ID. The second will contain your new Password. Upon logging in you will be prompted to change the password. 5. The new password must be: <ul style="list-style-type: none"> - Minimum length: 2 characters - Maximum length: 8 characters - At least one upper case - At least one number - At least one of these special characters: <u>*@#%&()+-{} ~!/?><=</u>



SAMHSA / CSAP DCCC - CSAMS
 CSAP Data Coordination & Consolidation Center
 Services Accountability & Monitoring System

Staff / Grantee [Login](#)

[[Advanced Search](#) | [Search Tips](#)]

- [Home](#) | [Prevention Information](#) | [Documents](#) | [Tools](#) | [Data Entry](#) | [Reporting](#)

Account Locked

2.14A Unlock My Account

Your account has been locked. You may request your account to be unlocked by the System Administrator by simply clicking the link below. The Administrator will unlock your account and will notify you when this is done.

[Unlock My Account](#)

[Home](#) | [FOIA](#) | [Privacy](#) | [Disclaimer](#) | [Accessibility](#) | [Terms and Conditions](#) | [FAQs](#) | [Site Map](#) | [Glossary](#) | [Contact Us](#)



Account Locked Screen 2.14

2.2 Downloading Data Collection Tools

Grantees can access data collection tools and documents to assist in their data entry efforts. The process is described on the screen prints included on the following screens.

Tools Screen

On this CSAMS Screen. . .	Do this. . .
Tools	<ol style="list-style-type: none"> 1. Log in to CSAMS. 2. Select Tools from the Main Menu. (See Caption 2.21A) 3. Click on CSAP Program Data Collection Tools. (See Caption 2.21C)

The screenshot shows the SAMHSA / CSAP DCCC - CSAMS website. At the top right, it says "Hello avilla" with a "Logout" link and a search bar. A navigation menu includes "Home", "Prevention information", "Documents", "Tools", "Data Entry", and "Reporting". Below the menu, there is a "Back to: Home" link and a "Tools" heading. A paragraph explains that CSAMS provides access to a range of public and private data collection tools related to CSAP-related grants, contracts, and programs. A section titled "WHAT DO YOU WANT TO DO?" contains three main categories:

- Access Public Tools**: Includes links for "Download/View GPRA Tools", "View Database Builder (DbB) Demo", "View Minimum Data Set (MDS) Demo", "Download/View NOMs Tools", "Evaluation Tools", and "Communities That Care@ Normative Database (CTC NDB)".
- CSAP Program Data Collection Tools**: Includes links for "HIV/AIDS Prevention", "Methamphetamine and Inhalant Prevention Initiative", and "Cost Bands Template".
- Do Data Analysis - Access is denied.**

Callouts on the right side of the screenshot point to specific elements:

- 2.21A Tools**: Points to the "Tools" link in the navigation menu.
- 2.21B Tools home screen**: Points to the "Tools" heading.
- 2.21C CSAP Program Data Collection Tools**: Points to the "CSAP Program Data Collection Tools" section.

At the bottom of the page, there is a footer with links: "Home | FOIA | Privacy | Disclaimer | Accessibility | Terms and Conditions | FAQs | Site Map | Glossary | Contact Us". Logos for SAMHSA and USA.gov are also present.

CSAP Program Data Collection Tools Screen

On this CSAMS Screen . . .	Do this . . .
CSAP Program Data Collection Tools	<ol style="list-style-type: none"> 1. Click on HIV/AIDS Prevention Cohort 6. (See Caption 2.22A) 2. Click on Methamphetamine Cohort 3 (See Caption 2.22B) 3. Click on Cost Bands Templates (See 2.22C)


SAMHSA / CSAP DCCC - CSAMS
 CSAP Data Coordination & Consolidation Center
 Services Accountability & Monitoring System

Hello avilla [Logout](#)

[Search](#)

[[Advanced Search](#) | [Search Tips](#)]

[Home](#) | [Prevention Information](#) | [Documents](#) | [Tools](#) | [Data Entry](#) | [Reporting](#)

Back to: [Home](#) » [Tools](#)

CSAP Program Data Collection Tools

H I V / A I D S P r e v e n t i o n

[Cohort 6](#)

M e t h a m p h e t a m i n e a n d I n h a l a n t P r e v e n t i o n I n i t i a t i v e

[Cohort 3](#)

C o s t B a n d s T e m p l a t e

Download the [Cost Bands Template](#)

2.22A HIV Cohort 6
 2.22B Methamphetamine Cohort 3
 2.22C Cost Bands Template

[Home](#) | [FOIA](#) | [Privacy](#) | [Disclaimer](#) | [Accessibility](#) | [Terms and Conditions](#) | [FAQs](#) | [Site Map](#) | [Glossary](#) | [Contact Us](#)





CSAP Program Data Collection Tools Screen 2.22

HIV Cohort 6 Screen

On this CSAMS Screen. . .	Do this. . .
HIV Cohort 6	1. Click on the specific Tool from among the following forms: (See Caption 2.23A) <ul style="list-style-type: none"> • Individual Dosage Forms • Group Dosage Forms • Adult Questionnaire • Youth Questionnaire

HIV Cohort 6

A d u l t D o s a g e F o r m s

Adult Individual Dosage Form
[Questionnaire](#) | [Codebook](#) | [Administrative Guide](#)

Adult Group Dosage Form
[Questionnaire](#) | [Codebook](#) | [Administrative Guide](#)

Y o u t h D o s a g e F o r m s

Youth Individual Dosage Form
[Questionnaire](#) | [Codebook](#) | [Administrative Guide](#)

Youth Group Dosage Form
[Questionnaire](#) | [Codebook](#) | [Administrative Guide](#)

A d u l t Q u e s t i o n n a i r e F o r m s

Baseline
[Questionnaire](#) | [Codebook](#) | [Administrative Guide](#)

Exit
[Questionnaire](#) | [Codebook](#) | [Administrative Guide](#)

Follow-up
[Questionnaire](#) | [Codebook](#) | [Administrative Guide](#)

Y o u t h Q u e s t i o n n a i r e F o r m s

Baseline
[Questionnaire](#) | [Codebook](#) | [Administrative Guide](#)

Exit
[Questionnaire](#) | [Codebook](#) | [Administrative Guide](#)

Follow-up
[Questionnaire](#) | [Codebook](#) | [Administrative Guide](#)

2.23A Click on the tool

METH Screen

On this CSAMS Screen. . .	Do this. . .
METH	1. Click on the specific Tool from among the following forms: (See Caption 2.24A) <ul style="list-style-type: none"> • Dosage Forms • Adult Questionnaire • Youth Questionnaire



SAMHSA / CSAP DCCC - CSAMS
 CSAP Data Coordination & Consolidation Center
 Services Accountability & Monitoring System

Hello avilla [Logout](#)

[[Advanced Search](#) | [Search Tips](#)]

[Home](#) | [Prevention Information](#) | [Documents](#) | [Tools](#) | [Data Entry](#) | [Reporting](#)

Back to: [Home](#) » [Tools](#) » [Additional Data Collection Tools](#)

METH Cohort 3

D o s a g e F o r m s

Individual Dosage Form
[Questionnaire](#) | [Administrative Guide](#)

Group Dosage Form
[Questionnaire](#) | [Administrative Guide](#)

A d u l t Q u e s t i o n n a i r e F o r m s

Baseline
[Questionnaire](#) | [Codebook](#) | [Administrative Guide](#)

Exit
[Questionnaire](#) | [Codebook](#) | [Administrative Guide](#)

First Follow-up
[Questionnaire](#) | [Codebook](#) | [Administrative Guide](#)

Second Follow-up
[Questionnaire](#) | [Codebook](#) | [Administrative Guide](#)

Y o u t h Q u e s t i o n n a i r e F o r m s

Baseline
[Questionnaire](#) | [Codebook](#) | [Administrative Guide](#)

Exit
[Questionnaire](#) | [Codebook](#) | [Administrative Guide](#)

First Follow-up
[Questionnaire](#) | [Codebook](#) | [Administrative Guide](#)

Second Follow-up
[Questionnaire](#) | [Codebook](#) | [Administrative Guide](#)

2.24A Click on the tool

[Home](#) | [FOIA](#) | [Privacy](#) | [Disclaimer](#) | [Accessibility](#) | [Terms and Conditions](#) | [FAQs](#) | [Site Map](#) | [Glossary](#) | [Contact Us](#)



Cost Bands

On this CSAMS Screen. . .	Do this. . .
<p>Cost Bands</p>	<ol style="list-style-type: none"> 1. Click on the specific Tool from among the following forms: (See Caption 2.25A) <ul style="list-style-type: none"> • Dosage Forms • Adult Questionnaire • Youth Questionnaire



SAMHSA / CSAP DCCC - CSAMS
 CSAP Data Coordination & Consolidation Center
 Services Accountability & Monitoring System

Hello avilla [Logout](#)

[[Advanced Search](#) | [Search Tips](#)]

[Home](#) | [Prevention Information](#) | [Documents](#) | [Tools](#) | [Data Entry](#) | [Reporting](#)

Back to: [Home](#) » [Tools](#)

CSAP Program Data Collection Tools

C o s t B a n d s T e m p l a t e

Download the [Cost Bands Template](#)

[Home](#) | [FOIA](#) | [Privacy](#) | [Disclaimer](#) | [Accessibility](#) | [Terms and Conditions](#) | [FAQs](#) | [Site Map](#) | [Glossary](#) | [Contact Us](#)

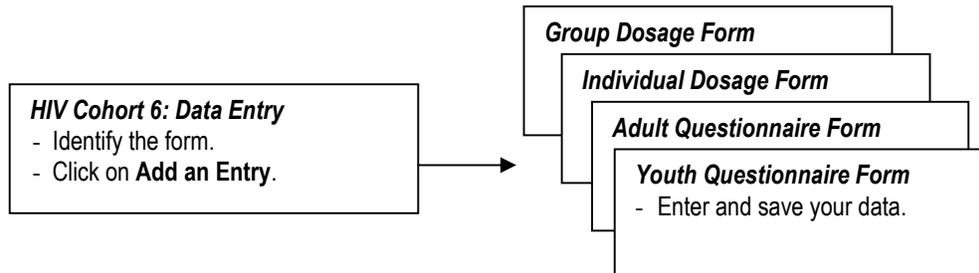


Costbands 2.25

2.3 Entering and Saving Data

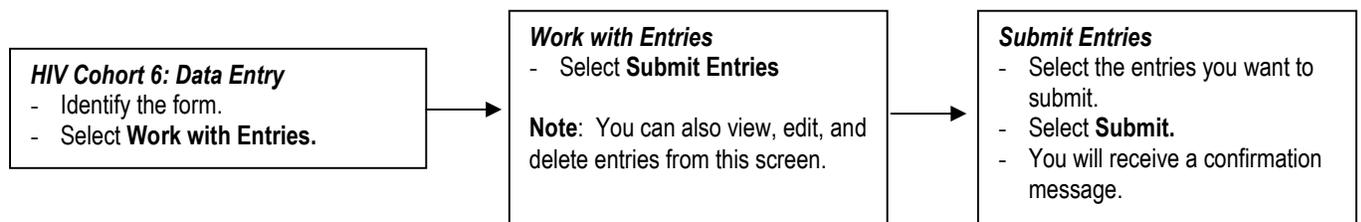
The process to enter and submit data involves two principal steps which are described in more detail in the pages to follow.

Step 1: Enter and save your data.



- On the **HIV Cohort 6: Data Entry** screen, identify the form on which you want to enter data and click on **Add an Entry** for the form.
- Enter the data on the selected form. **You must save the data entered on each form.**
- You can enter as many entries as you have collected data by continuing to **Add an Entry**.

Step 2: Submit your entries to CSAP.



- Once you have added and saved all the data to be entered, you are ready to submit your data to CSAP.
- On the **HIV Cohort 6: Data Entry** screen, identify the form on which you want to submit data, and click on **Work with Entries** for the specific form.
- All the saved data entries will be listed on the **Work with Entries** screen for the specific form.
- Click on the entries you want to submit on the **Work with Entries** screen.
- Submit the entries on the **Submit Selected Entries** screen.

Data Entry Screen

On this CSAMS Screen. . .	Do this. . .
<p>Data Entry</p> <p>From any CSAMS screen, log in to CSAMS, and go to the Data Entry screen.</p>	<ol style="list-style-type: none"> 1. From any CSAMS screen, log in to CSAMS, and go to the Data Entry screen. (See Caption 2.31A) 2. Click on Enter My Data Online. (See Caption 2.31B)


SAMHSA / CSAP DCCC - CSAMS
 CSAP Data Coordination & Consolidation Center
 Services Accountability & Monitoring System

Hello avilla [Logout](#)

[Search](#)

[[Advanced Search](#) | [Search Tips](#)]

[Home](#) | [Prevention Information](#) | [Documents](#) | [Tools](#) | [Data Entry](#) | [Reporting](#)

Back to: [Home](#)

Data Entry

CSAMS provides CSAP grantees direct access to appropriate Web sites and tools to manage their data entry and submission efforts as well as track the status of submitted data. Use the links below to enter data online, or to submit completed data files or other required material to CSAP.

WHAT DO YOU WANT TO DO?

-  [Enter My Data Online](#)
-  [Send My Files to CSAP](#)
-  [Review/Download My Data Submissions](#)

Data Entry Landing Page 2.31

Enter My Data Online Screen

On this CSAMS Screen . . .	Do this . . .
<p>Enter My Data Online</p> <p>Currently, only the HIV/AIDS Prevention – Cohort 6 selection and forms are displayed. In the future, CSAMS releases and forms for all the grants that the grantee is assigned will be available to the user.</p>	<ol style="list-style-type: none"> 1. Click on HIV/AIDS Prevention - Cohort 6 - [Grantee Number] (See Caption 2.32A) <p>If the grantee number displayed (SP13293 in this example) is NOT your grant number, DO NOT enter data for the grant. Contact DITIC Customer Support immediately.</p> <p>The HIV Cohort 6: Data Entry screen will be displayed.</p>


SAMHSA / CSAP DCCC - CSAMS
 CSAP Data Coordination & Consolidation Center
 Services Accountability & Monitoring System

Hello avilla [Logout](#)

[Search](#)

[[Advanced Search](#) | [Search Tips](#)]

[Home](#) | [Prevention Information](#) | [Documents](#) | [Tools](#) | [Data Entry](#) | [Reporting](#)

Back to: [Home](#) » [Data Entry](#)

Enter My Data Online

Locate your program below, then click on the link for further instructions.

C S A P P r e v e n t i o n P r o g r a m s

[HIV/AIDS Prevention Cohort 6](#)

[SP13426](#)

[Methamphetamine Cohort 3](#)

2.32A
Click on Data Entry Program

[Home](#) | [FOIA](#) | [Privacy](#) | [Disclaimer](#) | [Accessibility](#) | [Terms and Conditions](#) | [FAQs](#) | [Site Map](#) | [Glossary](#) | [Contact Us](#)





Enter My Data Online Screen 2.32

HIV Cohort 6: Data Entry Screen

On this CSAMS Screen . . .	Do this . . .
HIV Cohort 6: Data Entry	<ol style="list-style-type: none"> 1. Identify the form on which you wish to enter data. (See Caption 2.33A) 2. Click on Add an Entry for the specific form on which you wish to enter data. (See Caption 2.33B)



 [[Advanced Search](#) | [Search Tips](#)]

Back to: [Home](#) » [Data Entry](#) » [Enter My Data Online](#)

HIV Cohort 6: Data Entry

From this page, as an **HIV Cohort 6 grantee**, you can

- Add an Entry
 - Enter and save your data
- Work with Entries
 - Submit saved data
 - View/edit saved data
 - Delete saved data

To successfully enter and submit your data, you need to complete two steps. These steps are:

- **Step 1:** Enter and save your data (select **Add an Entry**)
- **Step 2:** Submit saved entries (select **Work with Entries**)

To learn more about the HIV Cohort 6 data collection tools, please go to the [HIV Cohort 6](#) page.

Dosage Forms	Adult Questionnaire Forms	Youth Questionnaire Forms
Individual Dosage Record Add an Entry Work with Entries	Baseline Record Add an Entry Work with Entries	Baseline Record Add an Entry Work with Entries
Group Dosage Record Add an Entry Work with Entries	Exit Record Add an Entry Work with Entries	Exit Record Add an Entry Work with Entries
	6-Months Follow-up Record Add an Entry Work with Entries	6-Months Follow-up Record Add an Entry Work with Entries

HIV Cohort 6: Data Entry Screen 2.33

2.33A Select the form to enter data

2.33B Click on Add an Entry

METH Cohort 3: Data Entry Screen

On this CSAMS Screen . . .	Do this . . .
<p>METH Cohort 3: Data Entry</p>	<ol style="list-style-type: none"> 1. Identify the form on which you wish to enter data. (See Caption 2.34A) 2. Click on Add an Entry for the specific form on which you wish to enter data. (See Caption 2.34B)



SAMHSA / CSAP DCCC - CSAMS
CSAP Data Coordination & Consolidation Center
Services Accountability & Monitoring System

Hello avilla [Logout](#)

[Search](#)

[[Advanced Search](#) | [Search Tips](#)]

[Home](#) | [Prevention Information](#) | [Documents](#) | [Tools](#) | [Data Entry](#) | [Reporting](#)

Back to: [Home](#) » [Data Entry](#) » [Enter My Data Online](#)

METH Cohort 3: Data Entry

From this page, as an **Methamphetamine Cohort 3 grantee**, you can

- Add an Entry
 - Enter and save your data
- Work with Entries
 - Submit saved data
 - View/edit saved data
 - Delete saved data

To successfully enter and submit your data, you need to complete two steps. These steps are:

- **Step 1:** Enter and save your data (select **Add an Entry**)
- **Step 2:** Submit saved entries (select **Work with Entries**)

To learn more about the Methamphetamine Cohort 3 data collection tools, please go to the [Methamphetamine Cohort 3](#) page.



The screenshot shows a web interface with a sidebar on the left containing categories: **Dosage Forms**, **Youth Questionnaire Forms**, **Baseline Record**, **Exit Record**, **First Follow-up Record**, and **Second Follow-up Record**. The main content area is titled **Adult Questionnaire Forms** and lists several record types, each with an [Add an Entry](#) link. Callout boxes are present: one points to the **Adult Questionnaire Forms** header (labeled 2.34A) and another points to the [Add an Entry](#) link for the **Baseline Record** (labeled 2.34B).

METH Cohort 3: Data Entry Screen 2.34

CSAMS Data Entry Rules

1. On the Adult and Youth Questionnaire Forms, all items are required. If there are no data available to enter into an item, **Left Blank** must be entered for the item.
2. On the dosage forms, data may not be collected for several items (e.g., more than two interventions on both dosage forms and more than two people on the Group Dosage Form). These data entry items will default to **Left Blank**.
3. Enter data by toggling (clicking on) the icon for the entry you want to enter. This can be accomplished by moving your mouse to the specific field and then left-clicking your mouse on the specific field, which will toggle the field and place a black dot in the field
4. You can use the **TAB** key to move from question to question.
5. When you use the **TAB** key to move from item to item, it will place you in the first field within each item. To select that item, press the space bar to highlight the item.
6. Unless specifically identified, where there are multiple choices for a given item, only one item within the question can be selected.
7. Click on **Save** to save the data entry or press **Cancel** to return to the previous page without saving the data.

How to Enter an Individual Dosage Record

HIV Cohort 6: Individual Dosage Form: Data Entry Screen

To . . .	Do this . . .
<p>Verify the Site ID</p> <p>Your 3-digit Site ID will be displayed on the data entry form. Verify that the Site ID is correct.</p>	<ol style="list-style-type: none"> 1. If the Site ID is correct, continue with the data entry. If the Site ID is incorrect, on the Contact Us screen, explain the discrepancy, which will send an email to DITIC Customer Support that there is a potential problem with the data entry process. (See Caption 2.35A) 2. Toggle (click on) the icon for the entry you want to enter. This can be accomplished by left-clicking your mouse on the specific field, which will toggle the field and place a black dot in the field. (See Caption 2.35B)
<p>Enter Data</p>	

Top of Form

[Home](#) | [Prevention Information](#) | [Documents](#) | [Tools](#) | [Data Entry](#) | [Reporting](#)

[Back to: Home](#) » [Data Entry](#) » [Enter My Data Online](#) » [HIV Cohort 6: Data Entry](#)

HIV Cohort 6: Individual Dosage Form

#	VARIABLE/QUESTION	RESPONSE CHOICE
ID# Site	Grantee Site ID	667
ID# Grp Type	Intervention Group Type	<input type="radio"/> Treatment/Intervention <input checked="" type="radio"/> Left blank <input type="radio"/> Comparison/Control

2.35A Site ID (points to 667)

2.35B Enter data (points to radio buttons)

Top Portion of HIV Cohort 6: Individual Dosage Form 2.35

To . . .	Do this . . .
Save your data/Canceling the data entry session	<ol style="list-style-type: none"> 1. Enter all the data for the Individual Dosage Record. 2. Click on Save, which is located at the very bottom of the form. After saving the data, you will be returned to the Data Entry screen. (See Caption 2.36A) 3. To cancel the session, scroll down to the end of the form. 4. Click on Cancel. (See Caption 2.36B)

Bottom of Form

30	Please enter the Integration Code for this intervention type.	<input type="radio"/> HIV Only (1) <input type="radio"/> Both Substance Abuse and Hepatitis (6)
		<input type="radio"/> Substance Abuse Only (2) <input type="radio"/> HIV, Substance Abuse, and Hepatitis (7)
		<input type="radio"/> Hepatitis Only (3) <input type="radio"/> None (8)
		<input type="radio"/> Both Substance Abuse and HIV (4) <input checked="" type="radio"/> Left blank
		<input type="radio"/> Both HIV and Hepatitis (5)

31	Please enter the Duration Code for this intervention type.	<input type="text"/> <input checked="" type="radio"/> Left blank
----	--	--

2.36B Cancel the data entry session

cancel ↵

save ↵

2.36A Save the data

Bottom Portion of HIV Cohort 6: Individual Dosage Form 2.36

How to Enter a Group Dosage Record

HIV Cohort 6: Group Dosage Form: Data Entry Screen

To . . .	Do this . . .
<p>Verify the Site ID</p> <p>Your 3-digit Site ID will be displayed on the data entry form. Verify that the Site ID is correct.</p>	<ol style="list-style-type: none"> 1. If the Site ID is correct, continue with the data entry. If the Site ID is incorrect, on the Contact Us screen, explain the discrepancy, which will send an email to DITIC Customer Support that there is a potential problem with the data entry process. (See Caption 2.37A) 2. Toggle (click on) the icon for the entry you want to enter. This can be accomplished by left-clicking your mouse on the specific field, which will toggle the field and place a black dot in the field. (See Caption 2.37B)
<p>Enter Data</p>	

Top of Form



SAMHSA / CSAP DCCC - CSAMS
 CSAP Data Coordination & Consolidation Center
 Services Accountability & Monitoring System

Hello avilla [Logout](#)

[Search](#)

[[Advanced Search](#) | [Search Tips](#)]

[Home](#) | [Prevention Information](#) | [Documents](#) | [Tools](#) | [Data Entry](#) | [Reporting](#)

Back to: [Home](#) » [Data Entry](#) » [Enter My Data Online](#) » [HIV Cohort 6: Data Entry](#)

HIV Cohort 6: Group Dosage Form

#	VARIABLE/QUESTION	RESPONSE CHOICE
Adm Yr	Year of Encounter	<input type="radio"/> 2006 <input type="radio"/> 2007 <input type="radio"/> 2008 <input type="radio"/> 2009 <input checked="" type="radio"/> 2010 <input type="radio"/> 2011 <input type="radio"/> Left blank
ID# Site	Grantee Site ID	667

Enter data

Site ID

Top Portion of HIV Cohort 6: Group Dosage Form 2.37

To . . .	Do this . . .
Save your data/Canceling the data entry session	<ol style="list-style-type: none"> 1. Enter all the data for the Individual Dosage Record. 2. Click on Save, which is located at the very bottom of the form. After saving the data, you will be returned to the Data Entry screen. (See Caption 2.38A) 3. To cancel the session, scroll down to the end of the form. 4. Click on Cancel. (See Caption 2.38B)

Bottom of Form

110	Next participant	<input type="text"/>	<input checked="" type="radio"/> Left blank
111	Next participant	<input type="text"/>	<input checked="" type="radio"/> Left blank



How to Enter an Adult Questionnaire Record

HIV Cohort 6: Adult Questionnaire: Data Entry Screen

(Baseline, Exit, and 6-Month Follow-up)

To . . .	Do this . . .
<p>Verify the Site ID</p> <p>Your 3-digit Site ID will be displayed on the data entry form. Verify that the Site ID is correct.</p>	<ol style="list-style-type: none"> 1. If the Site ID is correct, continue with the data entry. If the Site ID is incorrect, on the Contact Us screen, explain the discrepancy, which will send an email to DITIC Customer Support that there is a potential problem with the data entry process. (See Caption 2.39A) 2. Toggle (click on) the icon for the entry you want to enter. This can be accomplished by left-clicking your mouse on the specific field, which will toggle the field and place a black dot in the field. (See Caption 2.39B)
<p>Enter Data</p>	

Top of Form



SAMHSA / CSAP DCCC - CSAMS
 CSAP Data Coordination & Consolidation Center
 Services Accountability & Monitoring System

Hello avilla [Logout](#)

[Search](#)

[[Advanced Search](#) | [Search Tips](#)]

[Home](#) | [Prevention Information](#) | [Documents](#) | [Tools](#) | [Data Entry](#) | [Reporting](#)

Back to: [Home](#) » [Data Entry](#) » [Enter My Data Online](#) » [HIV Cohort 6: Data Entry](#)

HIV Cohort 6: Adult Questionnaire - Baseline

#	VARIABLE/QUESTION	RESPONSE CHOICE
ID# Site	Grantee Site ID	667
ID# Grp Type	Intervention Group Type	<input type="radio"/> Treatment/Intervention <input checked="" type="radio"/> Left blank <input type="radio"/> Comparison/Control
ID# Form	Administration Format	<input checked="" type="radio"/> Individual/One-on One Format <input type="radio"/> Left blank <input type="radio"/> Group Format

2.39A Site ID

Top Portion of HIV Cohort 6: Adult Questionnaire Form 2.39

2.39B Enter data

To . . .	Do this . . .
Save your data/Canceling the data entry session	<ol style="list-style-type: none"> 1. Enter all the data for the Individual Dosage Record. 2. Click on Save, which is located at the very bottom of the form. After saving the data, you will be returned to the Data Entry screen. (See Caption 2.40A) 3. To cancel the session, scroll down to the end of the form. 4. Click on Cancel. (See Caption 2.40B)

Bottom of Form

133	Have you received the Hepatitis A or B vaccine?	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Left blank
-----	---	---	----------------------------------

The last two questions are about your answers to this survey.			
134	How comfortable was it for you to answer the questions in this survey?	<input type="radio"/> Very comfortable <input type="radio"/> Somewhat comfortable <input type="radio"/> Somewhat Uncomfortable	<input type="radio"/> Very Uncomfortable <input type="radio"/> Left blank

135	How truthful were you when answering the questions?	<input type="radio"/> Very truthful <input type="radio"/> Somewhat truthful <input type="radio"/> Somewhat Untruthful	<input type="radio"/> Very Untruthful <input type="radio"/> Left blank
-----	---	---	---



Bottom Portion of HIV Cohort 6: Ault Questionnaire Form 2.40

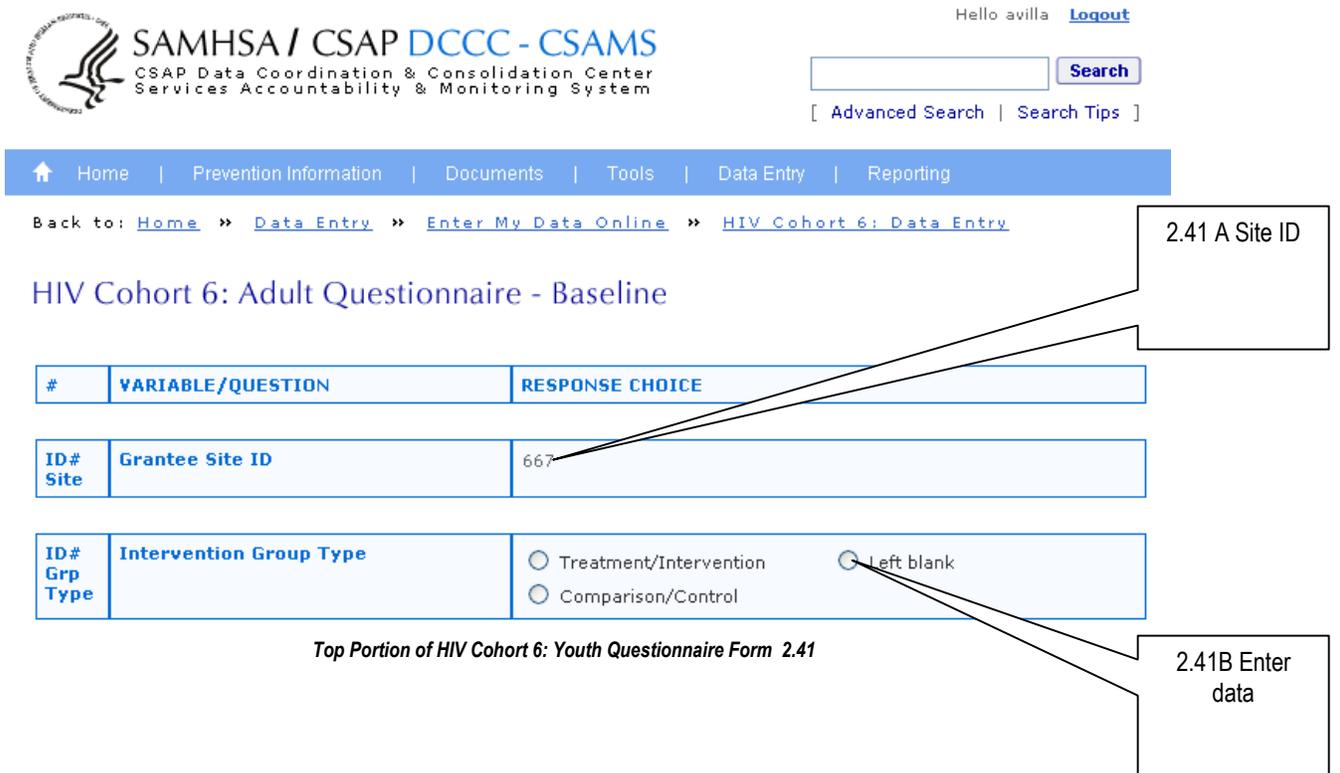
How to Enter a Youth Questionnaire Record

HIV Cohort 6: Youth Questionnaire: Data Entry Screen

(Baseline, Exit, and 6-Month Follow-up)

	Do this. . .
<p>Verify the Site ID</p> <p>Your 3-digit Site ID will be displayed on the data entry form. Verify that the Site ID is correct.</p>	<ol style="list-style-type: none"> 1. If the Site ID is correct, continue with the data entry. If the Site ID is incorrect, on the Contact Us screen, explain the discrepancy, which will send an email to DITIC Customer Support that there is a potential problem with the data entry process. (See Caption 2.41A) 2. Toggle (click on) the icon for the entry you want to enter. This can be accomplished by left-clicking your mouse on the specific field, which will toggle the field and place a black dot in the field. (See Caption 2.41B)
<p>Enter Data</p>	

Top of Form




SAMHSA / CSAP DCCC - CSAMS
 CSAP Data Coordination & Consolidation Center
 Services Accountability & Monitoring System

Hello avilla [Logout](#)

[Search](#)
[\[Advanced Search | Search Tips \]](#)

[Home](#) | [Prevention Information](#) | [Documents](#) | [Tools](#) | [Data Entry](#) | [Reporting](#)

Back to: [Home](#) » [Data Entry](#) » [Enter My Data Online](#) » [HIV Cohort 6: Data Entry](#)

HIV Cohort 6: Adult Questionnaire - Baseline

#	VARIABLE/QUESTION	RESPONSE CHOICE
ID# Site	Grantee Site ID	667
ID# Grp Type	Intervention Group Type	<input type="radio"/> Treatment/Intervention <input type="radio"/> Comparison/Control <input checked="" type="radio"/> Left blank

Top Portion of HIV Cohort 6: Youth Questionnaire Form 2.41

To . . .	Do this . . .
Save your data/Canceling the data entry session	<ol style="list-style-type: none"> 1. Enter all the data for the Record. 2. Click on Save, which is located at the very bottom of the form. After saving the data, you will be returned to the Data Entry screen. (See Caption 2.42A) 3. To cancel the session, scroll down to the end of the form. 4. Click on Cancel. (See Caption 2.42B)

Bottom of Form

The last two questions are about your answers to this survey.

134	How comfortable was it for you to answer the questions in this survey?	<input type="radio"/> Very comfortable <input type="radio"/> Somewhat comfortable <input type="radio"/> Somewhat Uncomfortable	<input type="radio"/> Very Uncomfortable <input type="radio"/> Left blank
135	How truthful were you when answering the questions?	<input type="radio"/> Very truthful <input type="radio"/> Somewhat truthful <input type="radio"/> Somewhat Untruthful	<input type="radio"/> Very Untruthful <input type="radio"/> Left blank

2.42B Cancel the data entry session.

cancel ↴

save ↴

2.42A Save the data.

Bottom Portion of HIV Cohort 6: Youth Questionnaire Form 2.42

How to Enter an Individual Dosage Record

METH Cohort 3: Individual Dosage Form: Data Entry Screen

To . . .	Do this . . .
<p>Verify the Site ID</p> <p>Your 3-digit Site ID will be displayed on the data entry form. Verify that the Site ID is correct.</p>	<ol style="list-style-type: none"> 1. If the Site ID is correct, continue with the data entry. If the Site ID is incorrect, on the Contact Us screen, explain the discrepancy, which will send an email to DITIC Customer Support that there is a potential problem with the data entry process. (See Caption 2.43A) 2. Toggle (click on) the icon for the entry you want to enter. This can be accomplished by left-clicking your mouse on the specific field, which will toggle the field and place a black dot in the field. (See Caption 2.43B)
<p>Enter Data</p>	

Top of Form



SAMHSA / CSAP DCCC - CSAMS
CSAP Data Coordination & Consolidation Center
 Services Accountability & Monitoring System

Hello avilla [Logout](#)

[Search](#)

[[Advanced Search](#) | [Search Tips](#)]

[Home](#) | [Prevention Information](#) | [Documents](#) | [Tools](#) | [Data Entry](#) | [Reporting](#)

Back to: [Home](#) » [Data Entry](#) » [Enter My Data Online](#) » [HIV Cohort 6: Data Entry](#)

METH Cohort 3 INDIVIDUAL DOSAGE INSTRUMENT



#	VARIABLE/QUESTION	RESPONSE CHOICE
ID# Site	Grantee Site ID	312
ID# Grp Type	Intervention Group Type	<input checked="" type="radio"/> Treatment/Intervention
ID# Form	Administration Format	<input checked="" type="radio"/> Individual/One-on One Format
ID# Indv	Five Digit Individual Identifier	<input type="text"/> <input checked="" type="radio"/> Left blank

2.43 A Site ID

2.43B Enter data

Top Portion of Methamphetamine Cohort 3: Individual Dosage Form 2.43

To . .	Do this . .
Save your data/Canceling the data entry session	<ol style="list-style-type: none"> 1. Enter all the data for the Individual Dosage Record. 2. Click on Save, which is located at the very bottom of the form. After saving the data, you will be returned to the Data Entry screen. (See Caption 2.44A) 3. To cancel the session, scroll down to the end of the form. 4. Click on Cancel. (See Caption 2.44B)

Bottom of Form

If there were only nine intervention types administered to this individual on this encounter date, coding of the data for this encounter date is complete. Otherwise, please enter the appropriate Intervention Code and the Duration Code for the next intervention type.

20	Please enter the Intervention Code for this intervention type.	<input type="radio"/> Risk/Resiliency Assessment <input type="radio"/> Risk Reduction Counseling/Therapy <input type="radio"/> Psychosocial Counseling <input type="radio"/> Substance Abuse Education <input type="radio"/> Skills Training/ Other Education <input type="radio"/> Mentoring (Peer or other type)	<input type="radio"/> Case Management Services <input type="radio"/> Emotional/Social Support, Advocacy <input type="radio"/> Cultural Enhancement/ Cultural Relation Activities <input type="radio"/> Other Individual Level Intervention - ILI <input checked="" type="radio"/> Left blank
21	Please enter the Duration Code for this intervention type.	<input type="text"/>	<input checked="" type="radio"/> Left blank

2.44B Cancel the data entry session.

cancel ↘

save ↘

2.44A Save the data.

Bottom Portion of Methamphetamine Cohort 3: Individual Dosage Form 2.44

How to Enter a Group Dosage Record

METH Cohort 3: Group Dosage Form: Data Entry Screen

To . . .	Do this . . .
<p>Enter Data</p> <p>Verify the Site ID</p> <p>Your 3-digit Site ID will be displayed on the data entry form. Verify that the Site ID is correct.</p>	<ol style="list-style-type: none"> 1. Toggle (click on) the icon for the entry you want to enter. This can be accomplished by left-clicking your mouse on the specific field, which will toggle the field and place a black dot in the field. (See Caption 2.45A) 2. If the Site ID is correct, continue with the data entry. If the Site ID is incorrect, on the Contact Us screen, explain the discrepancy, which will send an email to DITIC Customer Support that there is a potential problem with the data entry process. (See Caption 2.45B)

Top of Form



SAMHSA / CSAP DCCC - CSAMS
 CSAP Data Coordination & Consolidation Center
 Services Accountability & Monitoring System

Hello avilla [Logout](#)

[[Advanced Search](#) | [Search Tips](#)]

[Home](#) | [Prevention Information](#) | [Documents](#) | [Tools](#) | [Data Entry](#) | [Reporting](#)

Back to: [Home](#) » [Data Entry](#) » [Enter My Data Online](#) » [HIV Cohort 6: Data Entry](#)

METH Cohort 3 GROUP DOSAGE INSTRUMENT

2.45A Enter data

#	VARIABLE/QUESTION	RESPONSE CHOICE
Adm Yr	Year of Encounter	<input type="radio"/> 2006 <input type="radio"/> 2007 <input type="radio"/> 2008 <input type="radio"/> 2009 <input checked="" type="radio"/> 2010 <input type="radio"/> 2011 <input type="radio"/> Left blank

2.45B Site ID

ID# Site	Grantee Site ID	312
----------	-----------------	-----

Top Portion of Methamphetamine Cohort 3 Group Dosage Form 2.45

To . . .	Do this . . .
Save your data/Canceling the data entry session	<ol style="list-style-type: none"> 1. Enter all the data for the Individual Dosage Record. 2. Click on Save, which is located at the very bottom of the form. After saving the data, you will be returned to the Data Entry screen. (See Caption 2.46A) 3. To cancel the session, scroll down to the end of the form. 4. Click on Cancel. (See Caption 2.46B)

Bottom of Form

121	Next participant	<input type="text"/>	<input checked="" type="radio"/> Left blank
122	Next participant	<input type="text"/>	<input checked="" type="radio"/> Left blank

2.46B Cancel the data entry session.

cancel ↵

save ↵

2.46A Save the data.

Bottom Portion of Methamphetamine Cohort 3: Group Dosage Form 2.46

How to Enter an Adult Questionnaire Record

METH Cohort 3: Adult Questionnaire: Data Entry Screen

(Baseline, Exit, First Follow-up and Second Follow-up)

To...	Do this...
<p>Enter Data</p> <p>Verify the Grantee ID</p> <p>Your Grantee ID will be displayed on the data entry form. Verify that the Site ID is correct.</p>	<ol style="list-style-type: none"> 1. Toggle (click on) the icon for the entry you want to enter. This can be accomplished by left-clicking your mouse on the specific field, which will toggle the field and place a black dot in the field. (See Caption 2.47A) 2. If the Grantee ID is correct, continue with the data entry. If the Grantee ID is incorrect, on the Contact Us screen, explain the discrepancy, which will send an email to DITIC Customer Support that there is a potential problem with the data entry process. (See Caption 2.47B)

Top of Form



SAMHSA / CSAP DCCC - CSAMS
 CSAP Data Coordination & Consolidation Center
 Services Accountability & Monitoring System

Hello avilla [Logout](#)

[Search](#)

[[Advanced Search](#) | [Search Tips](#)]

[Home](#) | [Prevention Information](#) | [Documents](#) | [Tools](#) | [Data Entry](#) | [Reporting](#)

Back to: [Home](#) » [Data Entry](#) » [Enter My Data Online](#) » [Methamphetamine Cohort 3: Data Entry](#)

METH Cohort 3 Adult Questionnaire: Baseline

Which survey instrument was used to collect the data you are entering?

Center for Substance Abuse Prevention National Outcome Measures Adult Programs Surey Form

National Methamphetamine Use Prevention Initiative Cohort 3 Adult Programs Survey Form

Step 1 of 14 [Next Page >](#)

1
 2
 3
 4
 5
 6
 7
 8
 9
 10
 11
 12
 13
 14

#	VARIABLE/QUESTION	RESPONSE CHOICE
Participant ID	Participant ID	<input type="text"/> <input type="radio"/> Left blank
Grant ID	GrantID	<input type="text"/>

2.47A Enter data

2.47B Grantee ID

Top Portion of Methamphetamine Cohort 3: Adult Questionnaire Form 2.47

To...	Do this...
Save your data/Canceling the data entry session	<ol style="list-style-type: none"> 1. Enter all the data for the Individual Dosage Record. 2. Click on Save, which is located at the very bottom of the form. After saving the data, you will be returned to the Data Entry screen. (See Caption 2.48A) 3. To cancel the session, scroll down to the end of the form. 4. Click on Cancel. (See Caption 2.48B)

Bottom of Form

121	Next participant	<input type="text"/>	<input type="radio"/> Left blank
-----	------------------	----------------------	----------------------------------

122	Next participant	<input type="text"/>	<input type="radio"/> Left blank
-----	------------------	----------------------	----------------------------------

2.48B Cancel the data entry session.

cancel ▾

save ▾

2.48A Save the data.

Bottom Portion of Methamphetamine Cohort 3: Adult Questionnaire Form 2.48

2.4 Submitting Saved Entries

The process involves entering your data into the desired questionnaires, then submitting that data.

Data Entry Screen

On this CSAMS Screen . . .	Do this . . .
Data Entry	<ol style="list-style-type: none"> 1. Click on Data Entry from the main menu (See Caption 2.49A). 2. Click on Enter My Data Online (See Caption 2.49B).

[Home](#) | [Prevention Information](#) | [Documents](#) | [Tools](#) | [Data Entry](#) | [Reporting](#)

Back to: [Home](#)

Data Entry

CSAMS provides CSAP grantees direct access to appropriate Web sites and tools to manage their data entry and submission efforts as well as track the status of submitted data. Use the links below to enter data online, or to submit completed data files or other required material to CSAP.

WHAT DO YOU WANT TO DO?

-  [Enter My Data Online](#)
-  [Send My Files to CSAP](#)
-  [Review/Download My Data Submissions](#)

Data Entry Landing Page 2.49

Enter My Data Online Screen

On this CSAMS Screen . . .	Do this . . .
<p>Enter My Data Online</p> <p>Currently, only the HIV/AIDS Prevention – Cohort 6 selection and forms are displayed. In the future, CSAMS releases and forms for all the grants that the grantee is assigned will be available to the user.</p>	<p>1. Click on HIV/AIDS Prevention-Cohort 6-Grantee Number (See Caption 2.50A).</p> <p>If the grantee number displayed (SP13293 in this example) is NOT your grant number, DO NOT enter data for the grant. Contact DITIC Customer Support immediately.</p>

The screenshot shows the SAMHSA / CSAP DCCC - CSAMS website. At the top right, it says "Hello avilla" with a "Logout" link. Below that is a search bar with a "Search" button and links for "Advanced Search" and "Search Tips". A blue navigation bar contains links for Home, Prevention Information, Documents, Tools, Data Entry, and Reporting. Below the navigation bar, it says "Back to: Home » Data Entry". The main heading is "Enter My Data Online". Below this, it says "Locate your program below, then click on the link for further instructions." A light blue box titled "CSAP Prevention Programs" contains three links: "HIV/AIDS Prevention Cohort 6", "SP13426", and "Methamphetamine Cohort 3". A callout box on the right points to the "SP13426" link with the text "2.50A Click on the Grant Number". At the bottom of the page, there is a footer with links for Home, FOIA, Privacy, Disclaimer, Accessibility, Terms and Conditions, FAQs, Site Map, Glossary, and Contact Us, along with logos for SAMHSA and USA.gov.

HIV Cohort 6: Enter My Data Online Screen 2.50

HIV Cohort 6: Data Entry Screen

On this CSAMS Screen . . .	Do this . . .
HIV Cohort 6: Data Entry	<ol style="list-style-type: none"> 1. Identify the form on which you wish to enter data (See Caption 2.51A). 2. Click on Work with Entries for the specific form you wish to enter submit data (See Caption 2.51B).



Back to: [Home](#) » [Data Entry](#) » [Enter My Data Online](#)

HIV Cohort 6: Data Entry

From this page, as an **HIV Cohort 6 grantee**, you can

- Add an Entry
 - Enter and save your data
- Work with Entries
 - Submit saved data
 - View/edit saved data
 - Delete saved data

To successfully enter and submit your data, you need to complete two steps. These steps are:

- **Step 1:** Enter and save your data (select **Add an Entry**)
- **Step 2:** Submit saved entries (select **Work with Entries**)

To learn more about the HIV Cohort 6 data collection tools, please go to the [HIV Cohort 6](#) page.

Dosage Forms	Adult Questionnaire Forms	Youth Questionnaire Forms
Individual Dosage Record Add an Entry Work with Entries	Baseline Record Add an Entry Work with Entries	Baseline Record Add an Entry Work with Entries
Group Dosage Record Add an Entry Work with Entries	Exit Record Add an Entry Work with Entries	Exit Record Add an Entry Work with Entries
	6-Months Follow-up Record Add an Entry Work with Entries	6-Months Follow-up Record Add an Entry Work with Entries

2.51A Identify form to enter data

2.51B Click on Work with Entries

HIV Cohort 6: Data Entry 2.51

Work with Entries Screen

On this CSAMS Screen . . .	Do this . . .
<p>Work with Entries</p>	<ol style="list-style-type: none"> 1. Check to ensure that the following information is correct: Grantee Number, User Name, and Data Entry Form (See Caption 2.52A). <p>If any of this information is incorrect, click on Contact Us at the bottom of the screen. On the Contact Us screen, explain the discrepancy, which will notify DITIC Customer Support that there is a potential problem.</p> <ol style="list-style-type: none"> 2. Select all the entries you want to submit by clicking on the box corresponding to each entry you want to submit. Scroll down through the list of entries selecting each entry to be submitted. (See Caption 2.52B). 3. When you have selected all the entries, click on Submit. You will be taken to Work with Entries: Submit Selected Entries where you can submit your data to CSAP (See Caption 2.52C).



Work with Entries: Submit Selected Entries

You have chosen to work with:

Form: HIV Cohort 6: Adult Questionnaire - 6-Months Follow-Up
 Grantee #: SP13426

You can do the following:

- [Add a New Entry](#)
- [Work with Entries \(in the table below\)](#)

Select	View / Edit	Client Number	Date Entered	Last Date Modified	Entered By
<input type="checkbox"/>	View / Edit	667-1-1-77777	02/13/2008 3:08 PM	02/13/2008 3:08 PM	Andy Villa

[submit](#) ▾

[delete](#) ▾

HIV Cohort 6: Work with Entries: Submit Selected Entries 2.52

2.52A Verify Form Name Grantee #

2.52B Click on the Entries to be submitted

2.52C Submit the Selected Entries

Work with Entries: Submit Selected Entries Screen

<p>Work with Entries: Submit Selected Entries</p> <p>If any of this information is incorrect, click on Contact Us at the bottom of the page. On the Contact Us page, explain the discrepancy, which will notify DITIC Customer Support that there is a potential problem.</p>	<ol style="list-style-type: none">1. Check to ensure that the following information is correct: Grantee Number, User Name, and Data Entry Form (See Caption 2.53A).2. Enter the Earliest Data Collection Date. This field is required. Enter the date in the mm/dd/yyyy format. For HIV Cohort 6, this date corresponds to the date on which the data collection began for the data being submitted (See Caption 2.53B).3. Enter the Latest Data Collection Date. This field is required. Enter the date in the mm/dd/yyyy format. For HIV Cohort 6, this date corresponds to the date on which the last data were collected for the data being submitted (See Caption 2.53C).4. Enter any Comments. This field is optional. Enter any additional information that you want CSAP and the DITIC to know about the data being submitted (See Caption 2.53D).5. Ensure/Verify that entries that you want to submit have check box in Select (See Caption 2.53E).6. Click on Submit. This will submit the selected entries to CSAP. You will receive a message stating: "Your entry(ies) has been successfully submitted" (See Caption 2.53F).7. If you do not want to submit your data, click on Cancel, which will return you to the Work with Entries screen (See Caption 2.53G).
--	---



[[Advanced Search](#) | [Search Tips](#)]

Back to: [Home](#) » [Data Entry](#) » [Enter My Data Online](#) » [HIV Cohort 6: Data Entry](#) » [Work With Entries](#)

Work with Entries: Submit Selected Entries

You have chosen to work with:

Form: HIV Cohort 6: Adult Questionnaire - 6-Months Follow-Up
 Grantee #: SP13426

Please complete the online form below before submitting your entries.

Earliest Data Collection Date: (MM/DD/YYYY)

Latest Data Collection Date: (MM/DD/YYYY)

Comments:

Are you sure you want to submit the following entries?

Select	View / Edit	Client Number	Date Entered	Last Date Modified	Entered By
<input checked="" type="checkbox"/>	View / Edit	667-1-1-77777	02/13/2008 3:08 PM	02/13/2008 3:08 PM	Andy Villa

2.53A Verify Form Name Grantee #

2.53B Enter Earliest Data Collection Date

2.53C Enter Latest Data Collection Date

2.53E Verify the entries you want to submit

2.53D Enter Comments

2.53F Submit the entries

2.53G Cancel the submission

HIV Cohort 6: Work with Entries: Submit Selected Entries 2.53

Submitting Saved Entries

The process involves entering your data into the desired questionnaires, then submitting that data.

Data Entry Screen

On this CSAMS Screen. . .	Do this. . .
Data Entry	<ol style="list-style-type: none">1. Click on Data Entry from the main menu (See Caption 2.54A).2. Click on Enter My Data Online (See Caption 2.54B).

Logo: SAMHSA / CSAP DCCC - CSAMS
CSAP Data Coordination & Consolidation Center
Services Accountability & Monitoring System

Hello avilla [Logout](#)

[Search](#)
[[Advanced Search](#) | [Search Tips](#)]

Home | Prevention Information | Documents | Tools | **Data Entry** | Reporting

Back to: [Home](#)

Data Entry

CSAMS provides CSAP grantees direct access to appropriate Web sites and tools to manage their data entry and submission efforts as well as track the status of submitted data. Use the links below to enter data online, or to submit completed data files or other required material to CSAP.

WHAT DO YOU WANT TO DO?

-  [Enter My Data Online](#)
-  [Send My Files to CSAP](#)
-  [Review/Download My Data Submissions](#)

Data Entry Landing Page 2.54

Enter My Data Online Screen

On this CSAMS Screen . . .	Do this . . .
Enter My Data Online	1. Click on Methamphetamine-Cohort 3-Grantee Number (See Caption 2.55A). If the grantee number displayed (SP13293 in this example) is NOT your grant number, DO NOT enter data for the grant. Contact DITIC Customer Support immediately.



SAMHSA / CSAP DCCC - CSAMS
 CSAP Data Coordination & Consolidation Center
 Services Accountability & Monitoring System

Hello avilla [Logout](#)

 [[Advanced Search](#) | [Search Tips](#)]

- [Home](#) | [Prevention Information](#) | [Documents](#) | [Tools](#) | [Data Entry](#) | [Reporting](#)

Back to: [Home](#) » [Data Entry](#)

Enter My Data Online

Locate your program below, then click on the link for further instructions.

C S A P P r e v e n t i o n P r o g r a m s

[HIY/AIDS Prevention Cohort 6](#)

[Methamphetamine Cohort 3](#)

[SP14033](#)

2.55A Click on the Grant Number

Methamphetamine Cohort 3: Enter My Data Online 2.55

METH Cohort 3: Data Entry Screen

On this CSAMS Screen . . .	Do this . . .
METH Cohort 3: Data Entry	<ol style="list-style-type: none"> 1. Identify the form on which you wish to enter data (See Caption 2.56A). 2. Click on Work with Entries for the specific form you wish to enter submit data (See Caption 2.56B).



SAMHSA / CSAP DCCC - CSAMS
 CSAP Data Coordination & Consolidation Center
 Services Accountability & Monitoring System

Hello avilla [Logout](#)

[\[Advanced Search | Search Tips \]](#)

[Home](#) | [Prevention Information](#) | [Documents](#) | [Tools](#) | [Data Entry](#) | [Reporting](#)

Back to: [Home](#) » [Data Entry](#) » [Enter My Data Online](#)

METH Cohort 3: Data Entry

From this page, as an **Methamphetamine Cohort 3 grantee**, you can

- Add an Entry
 - Enter and save your data
- Work with Entries
 - Submit saved data
 - View/edit saved data
 - Delete saved data

To successfully enter and submit your data, you need to complete two steps. These steps are:

- **Step 1:** Enter and save your data (select **Add an Entry**)
- **Step 2:** Submit saved entries (select **Work with Entries**)

To learn more about the Methamphetamine Cohort 3 data collection tools, please go to the [Methamphetamine Cohort 3](#) page.

2.56A Identify form to enter data

Dosage Forms	Adult Questionnaire Forms
Youth Questionnaire Forms	
Individual Dosage Record Add an Entry Work with Entries	Individual Dosage Record Add an Entry Work with Entries
Group Dosage Record Add an Entry Work with Entries	Group Dosage Record Add an Entry Work with Entries
Baseline Record Add an Entry Work with Entries	Baseline Record Add an Entry Work with Entries
Exit Record Add an Entry Work with Entries	Exit Record Add an Entry Work with Entries
First Follow-up Record Add an Entry Work with Entries	First Follow-up Record Add an Entry Work with Entries
Second Follow-up Record Add an Entry Work with Entries	Second Follow-up Record Add an Entry Work with Entries

2.56B Click on Work with Entries

METH Cohort 3: Data Entry 2.56

Work with Entries Screen

On this CSAMS Screen. . .	Do this. . .
<p>Work with Entries</p> <p>If any of this information is incorrect, click on Contact Us at the bottom of the screen. On the Contact Us screen, explain the discrepancy, which will notify DITIC Customer Support that there is a potential problem with the data entry process.</p>	<ol style="list-style-type: none"> 1. Check to ensure that the following information is correct: Grantee Number, User Name, and Data Entry Form (See Caption 2.57A). 2. Select all the entries you want to submit by clicking on the box corresponding to each entry you want to submit. Scroll down through the list of entries selecting each entry to be submitted. (See Caption 2.57B). 3. When you have selected all the entries, click on Submit. You will be taken to Work with Entries: Submit Selected Entries where you can submit your data to CSAP (See Caption 2.57C). 4. Click Delete if you choose to delete the submission (See Caption 2.57D).



SAMHSA / CSAP DCCC - CSAMS
 CSAP Data Coordination & Consolidation Center
 Services Accountability & Monitoring System

Hello avilla [Logout](#)

[[Advanced Search](#) | [Search Tips](#)]

[Home](#) | [Prevention Information](#) | [Documents](#) | [Tools](#) | [Data Entry](#) | [Reporting](#)

Back to: [Home](#) » [Data Entry](#) » [Enter My Data Online](#) » [HIV Cohort 6: Data Entry](#)

Work with Entries

You have chosen to work with:

Form: METH Cohort 3 GROUP DOSAGE INSTRUMENT
 Grantee #: SP14033

You can do the following:

→ [Add a New Entry](#)

→ Work with Entries (in the table below)

Select	View / Edit	Client Number	Date Entered	Last Date Modified	Entered By
<input type="checkbox"/>	View / Edit	312-1-2-XXXXX	02/29/2008 12:34 PM	02/29/2008 12:34 PM	Andy Villa
<input type="checkbox"/>	View / Edit	312-1-2-XXXXX	02/29/2008 12:46 PM	02/29/2008 12:46 PM	Andy Villa
<input type="checkbox"/>	View / Edit	312-1-2-XXXXX	03/03/2008 10:54 AM	03/03/2008 10:54 AM	Andy Villa

METH Cohort 3 Work with Entries 2.57

2.57A Verify Form Name Grantee #

2.57B Verify the entries you want to submit

2.57C Submit the entries

2.57D Delete the submission

Work with Entries: Submit Selected Entries Screen

Work with Entries: Submit Selected Entries

If any of this information is incorrect, click on **Contact Us** at the bottom of the page. On the **Contact Us** page, explain the discrepancy, which will notify DITIC Customer Support that there is a potential problem.

1. Check to ensure that the following information is correct: **Grantee Number, User Name, and Data Entry Form** (See Caption 2.58A).
2. Enter the **Earliest Data Collection Date**. This field is required. Enter the date in the mm/dd/yyyy format. For HIV Cohort 6, this date corresponds to the date on which the data collection began for the data being submitted (See Caption 2.58B).
3. Enter the **Latest Data Collection Date**. This field is required. Enter the date in the mm/dd/yyyy format. For HIV Cohort 6, this date corresponds to the date on which the last data were collected for the data being submitted (See Caption 2.58C).
4. Enter any **Comments**. This field is optional. Enter any additional information that you want CSAP and the DITIC to know about the data being submitted (See Caption 2.58D).
5. Ensure/Verify that entries that you want to submit have check box in Select (See Caption 2.58E).
6. Click on **Submit**. This will submit the selected entries to CSAP. You will receive a message stating: "Your entry(ies) has been successfully submitted" (See Caption 2.58F).
7. If you do not want to submit your data, click on **Cancel**, which will return you to the **Work with Entries** screen (See Caption 2.58G).



[[Advanced Search](#) | [Search Tips](#)]

Back to: [Home](#) » [Data Entry](#) » [Enter My Data Online](#) » [HIV Cohort 6: Data Entry](#) » [Work With Entries](#)

Work with Entries: Submit Selected Entries

2.53A Verify Form Name Grantee #

You have chosen to work with:

Form: METH Cohort 3 GROUP DOSAGE INSTRUMENT
 Grantee #: SP14033

2.53B Enter Earliest Data Collection Date

Please complete the online form below before submitting your entries.

Earliest Data Collection Date: (MM/DD/YYYY)

Latest Data Collection Date: (MM/DD/YYYY)

Comments:

2.53C Enter Latest Data Collection Date

2.53D Enter Comments

Are you sure you want to submit the following entries?

2.53E Verify the entries you want to submit

Select	View / Edit	Client Number	Date Entered	Last Date Modified	Entered By
<input checked="" type="checkbox"/>	View / Edit	312-1-2-XXXXX	02/29/2008 12:34 PM	02/29/2008 12:34 PM	Andy Villa

2.53G Cancel the submission

METH Cohort 3 Work with Entries: Submit Selected Entries 2.58

2.53F Submit the entries

2.5 Sending Files to the CSAP Screen

The following chart provides instructions on sending data files to CSAP.

Data Entry Screen

On this CSAMS Screen. . .	Do this .
<p>Data Entry</p> <p>From any CSAMS screen, log in to CSAMS and go to the Data Entry home screen.</p>	<ol style="list-style-type: none"> 1. Select Data Entry from the main menu (See Caption 2.59A). 2. Click on Send My Files to CSAP (See Caption 2.59B).

The screenshot shows the SAMHSA / CSAP DCCC - CSAMS website. At the top right, it says "Hello avilla" with a "Logout" link. Below that is a search bar with a "Search" button and links for "Advanced Search" and "Search Tips". A blue navigation bar contains the following items: Home, Prevention Information, Documents, Tools, Data Entry, and Reporting. Below the navigation bar, there is a "Back to: Home" link. The main heading is "Data Entry". Below this heading, there is a paragraph: "CSAMS provides CSAP grantees direct access to appropriate Web sites and tools to manage their data entry and submission efforts as well as track the status of submitted data. Use the links below to enter data online, or to submit completed data files or other required material to CSAP." Below this paragraph is a section titled "WHAT DO YOU WANT TO DO?" with three options, each with an icon and a link: "Enter My Data Online" (with a keyboard icon), "Send My Files to CSAP" (with a person at a laptop icon), and "Review/Download My Data Submissions" (with a person at a computer icon). Callout boxes point to the "Data Entry" menu item and the "Send My Files to CSAP" option.

Data Entry Landing Page 2.59

Send My Files to CSAP Screen: Grantee Login Screen

On this CSAMS Screen . . .	Do this . . .
<p>Send My Files to CSAP</p> <p>You can submit up to five files on this screen. If you would like to submit more than five files, repeat this process as necessary.</p>	<ol style="list-style-type: none"> 1. Check to ensure that the following information is correct: Grantee/Contract Number, Grantee Name, Submitter Name, and Submitter Contact Information (See Caption 2.60A). 2. Click on your CSAP grant program. The drop-down menu will display all the CSAP Programs for you are assigned. For HIV Cohort 6, there will only be one item to select. Click on HIV Cohort 6 – Grant # (See Caption 2.60B). 3. Click on the Reporting Period. The drop-down menu will display fixed reporting periods that have been identified for specific CSAP grant programs. For HIV Cohort 6, there will only be one item to select. Click on Ongoing (See Caption 2.60C). 4. Enter the Earliest Data Collection Date. This field is required. Enter the date in the mm/dd/yyyy format. For HIV Cohort 6, this date corresponds to the date on which the data collection began for the data being submitted (See Caption 2.60D). 5. Enter the Latest Data Collection Date. This field is required. Enter the date in the mm/dd/yyyy format. For HIV Cohort 6, this date corresponds to the date on which the last data were collected for the data being submitted (See Caption 2.60E). 6. Identify the files to be sent. Click on the Browse button, which will open a Choose File screen that will allow you to browse through files on your computer to identify the file you want to submit (See Caption 2.60F). 7. Click on the File Content drop-down menu for the file to be submitted. You will be able to choose from the following types of files: If you selected Client Youth Data or Client Adult Data, you will be required to identify the population that was included in the data collected. Click on the Population drop-down menu for the file to be submitted. Identify whether the data file being submitted includes either a census or a sample of the population being surveyed (See Caption 2.60G). 8. Enter any Comments that will explain the nature of the data being submitted. If appropriate, provide additional information about the information included in the files (See Caption 2.60H). 9. Click on Submit, which will submit the selected entries to CSAP. You will receive a message stating: “Your submission has been processed. Your receipt number is # xx-xx-xxxx-x.” Record this receipt number for future reference (See Caption 2.60I).

Back to: [Home](#) » [Data Entry](#)

Send My Files to CSAP

Complete the online form below, making selections from the drop-down boxes, browsing through your files to select the ones you want, and entering any comments you wish to send along with them. When you have completed the online form, click the "submit" button at the bottom of the page to send your files to CSAP.

2.60A Verify Grantee & Submitter Information

Program:

Grant/Contract ID: SP14033

Grantee/Contractor Name: Association for the Advancement of Mexican Americans, Inc. (AAMA)

Reporting Period:

Please enter the range of data collection dates contained in the files you are attaching.

Earliest Data Collection Date:

Latest Data Collection Date:

Submitter Information: Name: Andy Villa
 Address: San Antonio, TX
 E-Mail:
 Phone: 210.270.8575

2.60B Select the CSAP Program

2.60C Select the Reporting Period

2.60D Enter the Earliest Data Collection Date

2.60E Enter the Latest Data Collection Date

2.60G Select the File Content

File Contents	Population	File to Upload
<input type="text" value="Select ..."/>	<input type="text" value="Select ..."/>	<input type="text"/> <input type="button" value="Browse..."/>
<input type="text" value="Select ..."/>	<input type="text" value="Select ..."/>	<input type="text"/> <input type="button" value="Browse..."/>
<input type="text" value="Select ..."/>	<input type="text" value="Select ..."/>	<input type="text"/> <input type="button" value="Browse..."/>
<input type="text" value="Select ..."/>	<input type="text" value="Select ..."/>	<input type="text"/> <input type="button" value="Browse..."/>
<input type="text" value="Select ..."/>	<input type="text" value="Select ..."/>	<input type="text"/> <input type="button" value="Browse..."/>

2.60F Identify the files to be sent

Comments:

Please describe any cleaning or recoding you have done on any attached files.

2.60H Enter Comments

2.60I Submit the data

Send My Files to CSAP 2.60

2.6 Reviewing or Downloading Submitted Data

The following chart provides instructions on reviewing or downloading submitted data.

Data Entry Screen

On this CSAMS Screen . . .	Do this . . .
<p>Data Entry</p> <p>From any CSAMS screen, log in CSAMS and go to the Data Entry home screen.</p>	<ol style="list-style-type: none"> 1. Click on Data Entry from the main menu (See Caption 2.61A). 2. Click on Review/Download My Data Submissions (See Caption 2.61B).

Home | Prevention Information | Documents | Tools | **Data Entry** | Reporting

Back to: [Home](#)

Data Entry

CSAMS provides CSAP grantees direct access to appropriate Web sites and tools to manage their data entry and submission efforts as well as track the status of submitted data. Use the links below to enter data online, or to submit completed data files or other required material to CSAP.

WHAT DO YOU WANT TO DO?

-  [Enter My Data Online](#)
-  [Send My Files to CSAP](#)
-  [Review/Download My Data Submissions](#)

Data Entry Landing Page 2.61

Review/Download My Data Submissions Screen

On this CSAMS Screen. . .	Do this. . .
<p>Review /Download My Data Submissions</p> <p>Files that were submitted through the CSAMS Online Data Entry function will appear as an Excel file with the word "Submission" and the date of the submission. See the following example:</p> 	<ol style="list-style-type: none"> 1. Verify that your Grantee Number is correct. If the Grantee Number is incorrect, click on Contact Us at the bottom of the screen. On the Contact Us screen, explain the discrepancy, which will notify DITIC Customer Support that there is a potential problem with the data entry process (See Caption 2.62A). 2. Click on the + or - for the Submissions Folder to list the submitted files (See Caption 2.62B). 3. Click on the File Name that you want to download (See Caption 2.62C). 4. Click Show Details for more details (See Caption 2.62D).



Back to: [Home](#) » [Data Entry](#)

Review/Download My Data Submissions

On this page you can

- Review information about files that have been submitted by clicking on the **- / +**.
- Download a file by clicking on the file name and saving it to your computer.

2.62B View submitted files

2.62A Verify your Grantee number

2.62C Download the file

2.62D Show more detail about the file

Data Submissions

→ Sort files by: Submission date File name

- HIV
 - HIV Cohort 6 Grant # 45-7812A
 - Submissions
 - HIV Cohort 6 Grant # SP13426
 - Submissions
 - [submission_2_13_2008.csv](#)
2/13/2008 2:52 PM Receipt #: 02-13-2008-3081 [Show Details](#)

Review/Download My Data Submissions 2.62

Show Details

Program:	HIV/AIDS Prevention Cohort 6 Ongoing	Grant #:	SP13293
Reporting Period:	Ongoing	Submission Date:	10/13/2006 2:24 PM
Submitted By:	Grantee Data Entry Grantee Entry3	Receipt #:	10-13-2006-3
File Contents:	Individual Dosage data	Population:	
Cleaning Status:	Not yet reviewed	Data Status:	Not Yet Known
Comments:			

2.7 Accessing CSAMS Reports (Login Required)

Reporting Screen

On this CSAMS Screen. . .	Do this .
Reporting	<ol style="list-style-type: none"> 1. Select Reporting from the main menu (See Caption 2.71A). 2. Click on the desired Report (See Caption 2.72B).



SAMHSA / CSAP DCCC - CSAMS
 CSAP Data Coordination & Consolidation Center
 Services Accountability & Monitoring System

Hello avilla [Logout](#)

 [Search](#)

[[Advanced Search](#) | [Search Tips](#)]

- [Home](#) | [Prevention Information](#) | [Documents](#) | [Tools](#) | [Data Entry](#) | [Reporting](#)

Back to: [Home](#)

Reporting

Grantees can use CSAMS to generate reports based on their individual program data. CSAP Senior Management and Program Officers can use CSAMS to access standardized management and analytical reports as well as generate reports based on the data provided by the various CSAP programs and services.

WHAT DO YOU WANT TO DO?



[View Performance Reports](#)
[Coverage Report](#)



[View Management Reports](#)
[Administrative Report](#)
[All Data Submissions Report](#)
[Inventory Report](#)



[Generate CSAP Program Reports](#)
[EPI \(State\) Data](#)

View Performance Reports

View Management Reports

Generate CSAP Program Reports

[Home](#) | [FOIA](#) | [Privacy](#) | [Disclaimer](#) | [Accessibility](#) | [Terms and Conditions](#) | [FAQs](#) | [Site Map](#) | [Glossary](#) | [Contact Us](#)



Reporting Landing Page 2.71

How to Access a Coverage Report

On this CSAMS Screen. . .	Do this. . .
<p>Coverage Report</p> <p>The Coverage Report will only show data for grantees who are associated with the user. (Grantees will only be able to see their own data.)</p>	<ol style="list-style-type: none"> 1. Select the Program (See Caption 2.72A). 2. Select the Cohort (See Caption 2.72B). 3. Select the Grantee Information (See Caption 2.72C). 4. Enter a Start Date – Optional (See Caption 2.72D). 5. Enter an End Date – Optional (See Caption 2.72E). 6. Click on Submit (See Caption 2.72F).



SAMHSA / CSAP DCCC - CSAMS
 CSAP Data Coordination & Consolidation Center
 Services Accountability & Monitoring System

Hello avilla [Logout](#)

[Search](#)

[[Advanced Search](#) | [Search Tips](#)]

[Home](#) | [Prevention Information](#) | [Documents](#) | [Tools](#) | [Data Entry](#) | [Reporting](#)

Back to: [Home](#) » [Reporting](#) » [View Performance Reports](#)

Coverage Report

The Coverage Report provides information about the level of services and data collection follow-up provided by a Grantee. The report provides a target for the number of individuals each Grantee expects to serve over a given time period and then provides data on the actual number of individuals served at three time periods: baseline, exit and follow-up. The completion of a self-report client survey instrument is used to designate an individual served for each time period. A Coverage rate for each time period is calculated by dividing the number of actual number of instruments completed for the time period by the original target number for the grantee.

Grant Program:

Cohort:

Grantee:

Start Date:

End Date:

Coverage Report 2.72

Report Output

10/13/2006 2:30:34 PM

Coverage Report

Program: All program Outcome Data - Cohort: All available cohorts - Grantee: All available Grantee										
Grantee ID	CSAP Project Officer	Target	Baseline Records Received	Percent of Target Reached	Exit Records Received	Percent Retention: Baseline to Exit	Followup Records Received	Followup Retention: Baseline to Followup	No. of Participants for whom Dosage Data Received (HIV only)	
SP13293	Dixon Valderruten	380	0	0%	0	0%	0	0%	0	
Total		380	0	0.00%	0	0.00%	0	0.00%	0	

- 2.72A Select the Program
- 2.72B Select the Cohort
- 2.72C Select Grantee Information
- 2.72D Enter a Start Date (Optional)
- 2.72E Enter an End Date (Optional)
- 2.72F Click Submit

How to Access an Administrative Report

On this CSAMS Screen. . .	Do this. . .
<p>Administrative Report</p> <p>The Administrative Report will only show data for grantees who are associated with the user. (Grantees will only be able to see their own data.)</p>	<ol style="list-style-type: none"> 1. Select the Program (See Caption 2.73A). 2. Select the Cohort (See Caption 2.73B). 3. Select the Grantee information (See Caption 2.73C). 4. Click on Submit (See Caption 2.73D).

The screenshot shows the SAMHSA / CSAP DCCC - CSAMS interface. At the top right, it says "Hello avilla" with a "Logout" link. Below that is a search bar with a "Search" button and links for "Advanced Search" and "Search Tips". A navigation bar includes "Home", "Prevention Information", "Documents", "Tools", "Data Entry", and "Reporting". The breadcrumb trail is "Home >> Reporting >> View Management Reports".

The main heading is "Administrative Report". Below it is a description: "The Administrative Report provides CSAP GPOs and Grantees information on the Programs they are monitoring and implementing. The Administrative Report provides such information as Project Director contact information, grantee location, fiscal agent, key objectives, target population, setting and modality."

There are three dropdown menus: "Grant Program" (set to "All Programs"), "Cohort" (set to "All Available Cohorts"), and "Grantee" (set to "All available Grantees"). A "submit" button is located below these menus. Callouts on the right side of the image point to these elements:

- 2.73A Select the Program
- 2.73B Select the Cohort
- 2.73C Select Grantee Information
- 2.73D Click Submit

Administrative Report 2.73

Report Output

The screenshot shows the "CSAP Administrative report" output. At the top, there is a navigation bar with "1 of 1", "100%", "Find | Next", "Select a format", and "Export". Below this is the header "CSAP Services Accountability & Monitoring System" and the date "10-13-2006".

The main heading is "CSAP Administrative report" with the sub-heading "Program: All Programs".

The report content is as follows:

Project Director: Valderruten, Dixon	Project Title: Bronx Prevention Partnership Project	Fiscal Year:
	Grantee Name: The Osborne Association	
	Address: 809 Westchester Ave.	
	City: Bronx	St: NY Zip: 10455
	Email:	Target Population: 380
	Key Objectives:	Setting:
		Modality:

At the bottom left of the report content, there is a link: "view Detailed Grant Report". At the bottom right, it says "1 of 1".

How to Access an All Data Submissions Report

On this CSAMS Screen	Do this. . .
<p>All Data Submissions Report</p> <p>The All Data Submissions Report will only show data for grantees which are associated with the User. (Grantees will only be able to see their own data.)</p>	<ol style="list-style-type: none"> 1. Select the Program (See Caption 2.72A). 2. Select the Cohort (See Caption 2.72B). 3. Select the Grantee Information (See Caption 2.72C). 4. Enter Submitter's Name (See Caption 2.72D). 5. Click on Submit (See Caption 2.72E).

The screenshot shows the SAMHSA/CSAP DCCC - CSAMS interface. At the top right, it says "Hello avilla" and "Logout". Below this is a search bar with a "Search" button and links for "Advanced Search" and "Search Tips". A navigation bar contains links for Home, Prevention Information, Documents, Tools, Data Entry, and Reporting. The breadcrumb trail reads: "Back to: Home » Reporting » View Management Reports". The main heading is "All Data Submissions Report". Below this is a sub-heading: "From this page you can refine your query options and view your data submissions." The form includes four fields: "Program" (dropdown menu), "Cohort" (dropdown menu), "Grantee/Contractor #" (dropdown menu), and "Submitter Name" (text input). A "Submit" button is located below the "Submitter Name" field. Five callout boxes point to these elements: 2.72A Select the Program, 2.72B Select the Cohort, 2.72C Select Grantee Information, 2.74D Enter the Submitter's Name, and 2.74E Click Submit. The text "All Data Submissions Report 2.74" is centered below the form.

Report Output

Receipt No.	DataSet Name	Grant No.	Submitter	Program	Submission Date	Cleaning Status
10-13-2006-3	submission_10_13_2006.csv	SP13293	Grantee, Entry3	HIV/AIDS Prevention	10/13/2006 2:24:42 PM	Not yet reviewed

How to Access an Inventory Report

On this CSAMS Screen. . .	Do this. . .
<p>Inventory Report</p> <p>The Inventory Report will only show data for grantees who are associated with the user. (Grantees will only be able to see their own data.)</p>	<ol style="list-style-type: none"> 1. Select the Program (See Caption 2.75A). 2. Select the Status (See Caption 2.75B). 3. Select the Grantee Information (See Caption 2.75C). 4. Click on Submit (See Caption 2.75D).



SAMHSA / CSAP DCCC - CSAMS
 CSAP Data Coordination & Consolidation Center
 Services Accountability & Monitoring System

Hello avilla [Logout](#)

[\[Advanced Search \]](#) | [\[Search Tips \]](#)

[Home](#) | [Prevention Information](#) | [Documents](#) | [Tools](#) | [Data Entry](#) | [Reporting](#)

Back to: [Home](#) » [Reporting](#) » [View Management Reports](#)

Inventory Report

The Inventory Report provides a list of all the data files in the CSAMS database.

Program

Status

Grantee

Inventory Report 2.75

- 2.75A Select the Program
- 2.75B Select the Status
- 2.75C Select Grantee Information
- 2.75D Click Submit

Report Output

Acronym	Dataset Name	Prog Year	Received	Grant No.	Cleaning Status	Data	Documentation	Comments
HIV	submission_10_13_2006.csv		10/13/2006 12:00:00 AM	SP13293	Not yet reviewed	Not Yet Known	Not Yet Known	

Understanding Dates in CSAMS

The following dates are used in CSAMS:

- **Administration Date:** On the Adult Questionnaire and Youth Questionnaire data entry forms, the administration date refers to the date on which the survey was administered, or completed by the client.
- **Intervention Date:** On the Individual and Group Dosage data entry forms, the intervention date refers to the date on which the specific intervention was conducted or provided to the client(s).
- **Date Entered:** When any data entry form is saved, a date entered will be assigned to that entry. CSAMS will automatically assign the current date as the date entered.
- **Date Modified:** When any specific entry is edited and saved, a date modified will be assigned to that entry. CSAMS will automatically assign the current date as the date modified.
- **Date Submitted;** When saved data entries are submitted to CSAP, a date entered will be assigned to the submission. CSAMS will automatically assign the current date as the date submitted.
- **Data Submission Time Period: Start Date and End Date:** When submitting data (either through online data entry or by data upload) the user is asked to enter a Start Date and an End Date. These dates represent the specific time period for which the data included in the submission were collected. The user must identify the range of the period represented by the data being submitted by entering the Start and End Dates.
- **Report Dates:** On the Reporting screens, the user can specify the date range (start and end dates) that the report results would cover. This function allows the user to view a report on the data collected during the specific time period. If the user fails to specify the report date, the user will be able to view a report on all the data collected for all the dates based on the program and cohort. CSAMS will use the administration or intervention date on the date entry form to identify which data to report.

Your Comments on This Users Guide

If you have comments or questions about this Users Guide, including requests for enhancement, corrections, or tips on using certain CSAMS features, contact:

DITIC Customer Support
1-888-DITIC-4-U
diticsupport@kitsolutions.net

Glossary of Acronyms

ASP.NET	Active Server Screens using .NET technology
BGAS	Block Grant Application System
BP	best practices
CADCA	Community Anti-Drug Coalitions of America
CAPT	Centers for the Application of Prevention Technologies
COMET	Coalition Online Management and Evaluation Tool
CSAMS	CSAP Services Accountability and Monitoring System
CSAP	Center for Substance Abuse Prevention
CSS2	Cascading Style Sheets 2
CTC	Communities That Care
DbB	Database Builder
DBMS	Relational Database Management System
DCCC	Data Coordination and Consolidation Center
DFC	Drug-Free Community
EST	eastern standard time
FY	fiscal year
GIS	Geographic Information System
GPO	Government Project Officer
GPRA	Government Performance and Results Act
HHS	Department of Health and Human Services
HTML	hypertext markup language
HTTP	hypertext transfer protocol
IE	Internet Explorer
IIS	Internet Information Services
M&IR	Measures and Instruments repository
MDS	Minimum Data Set
MVC	Model-View–Controller
NCADI	National Clearinghouse for Alcohol and Drug Information
NCJRS	National Criminal Justice Reference Service
NIJ	National Institute of Justice
NOMs	National Outcome Measures
NREPP	National Registry of Evidence-Based Programs and Practices
NSDUH	National Survey on Drug Use and Health
OJJDP	Office of Juvenile Justice and Delinquency Prevention
OMB	Office of Management and Budget
ONDPC	Office of National Drug Control Policy
PART	Program Assessment Rating Tool
PRNS	Programs of Regional and National Significance
SAMHSA	Substance Abuse and Mental Health Services Administration
SIG	State Incentive Grant
SOMMS	State Outcomes Measurement and Management System
SPF	Strategic Prevention Framework
SQL	structured query language
TCE	Targeted Capacity Expansion
URL	uniform resource locator
XML	extensible markup language

CSAMS Operating Environment and Technical Requirements

Development Environment: Tools

The following development tools are specifically used for CSAMS development:

- Visual Studio.NET 2005
- ASP.NET 2.0 for software coding
- CSS2
- MS Windows Server 2003
- MS SQL Server 2000/2005

Deployment Environment

CSAMS will use the model-view-controller (MVC) design pattern in a three-tiered implementation. The software architecture uses the following three-tier approach:

- Tier 1: Display Layer – The client, which is a browser that supports HTTP and HTTPS protocols
- Tier 2: Business Logic Layer – The HTTP/IIS Server, which will parse the ASP.NET code and manage the static content (HTML, XML, images, etc.) as well as the HTTP connectivity
- Tier 3: Data Layer – The Relational Database Management System (DBMS) running on the MS SQL Server, which will manage the storage, search, and retrieval of CSAMS data

CSAMS Technical Requirements

CSAMS users must have a Mac or PC with access to the Internet and a browser that is compatible to the system. See CSAMS Browser requirements below.

CSAMS Browser Requirements

CSAMS users must have the following browser version to access the system:

- Netscape Navigator 7 (or greater)
- Microsoft Internet Explorer 6 (or greater)
- Firefox 1.0.7

CSAMS Screen Performance Requirements

CSAMS users must have the screen resolution set of 800 X 600 or higher.