



## Action Plan Module

Version 2.0



Copyright 2014

# Contents

<b>Introduction.....</b>	<b>3</b>
<b>Action Plan Summary Page .....</b>	<b>4</b>
The Action Plan navigation tree .....	5
SMART Objective .....	6
Adding a Project Period Objective (PPO) .....	7
What do I do differently for my FOA when adding a PPO? .....	8
Adding a PPO: CCC FOA .....	8
Adding a PPO: CCC Policy DP-1017 FOA.....	8
Adding a PPO: Collaborative FOA.....	9
Adding a PPO: CTG FOA .....	9
Adding a PPO: CTG SC FOA .....	10
Adding a PPO: CTG National FOA.....	10
Adding a PPO: SODPP.....	10
Editing PPO information.....	13
Deleting a PPO.....	14
<b>Project Period Objective Progress .....</b>	<b>15</b>
Adding PPO Progress information.....	15
What do I do differently for my FOA when adding PPO progress information?.....	17
Adding PPO progress information: CCC Policy DP-1017 and CCC 1205 FOAs.....	17
Editing PPO progress information .....	18
Deleting PPO progress information .....	19
<b>Annual Objective Summary.....</b>	<b>20</b>
Adding an Annual Objective (AO).....	20
What do I do differently for my FOA when adding an AO? .....	22
Adding an Annual Objective: CCC FOA .....	22
Adding an Annual Objective: CCC 1205 FOA .....	23
Adding an Annual Objective: CCC Policy DP-1017 FOA.....	24
Adding an Annual Objective: Collaborative FOA.....	24
Adding an Annual Objective: CTG FOA .....	25
Adding an Annual Objective: CTG-National FOA .....	25
Adding an Annual Objective: CTG SC FOA .....	26
Adding an Annual Objective: DELTA Focus FOA.....	26
Adding an Annual Objective: OSH Tribal FOA.....	26
Adding an Annual Objective: REACH Demo FOA.....	26
Adding an Annual Objective: SODPP.....	26
Editing an Annual Objective.....	27
Important note on editing an Annual Objective.....	27
Deleting an Annual Objective.....	29
Viewing Annual Objective history .....	30

**Annual Objective Progress..... 32**

- Adding AO Progress information ..... 32
- What do I do differently for my FOA when adding PPO progress information?..... 34
  - Adding AO progress information: CCC Policy DP-1017 and CCC 1205 FOAs ..... 34
  - Adding AO progress information: SODPP..... 35
- Editing an Annual Objective progress entry ..... 35
- Deleting an Annual Objective progress entry ..... 36

**Activities..... 38**

- Adding an Activity..... 38
- What do I do differently for my FOA when adding an activity?..... 40
  - Adding an Activity: DELTA Focus FOA..... 40
- Editing an activity ..... 41
  - Important note on editing an activity ..... 41
- Editing an activity ..... 42
- Deleting an activity ..... 43

**Products ..... 45**

- Adding a product..... 45
- Editing a product..... 47
- Deleting a product..... 48

## Introduction

An action plan is a comprehensive plan to attain your program's goals. Use the Action Plan section to manage your programs goals on a yearly basis, track the progress of the work, and document the results. An action plan consists of project period objectives (PPOs), annual objectives (AOs), activities, products and progress information for both the PPO and AO.

## Action Plan Summary Page

The Action Plan Summary page is divided into two sections. The left side contains a multi-level navigation tree that displays a summarized view of the PPOs and their associated PPO Progress entries, AOs, AO Progress entries, Activities, and Products. The right side displays the action plan details and has links to view, add, edit or delete the various components.

Chronic Disease MIS: Comprehensive Cancer Control (DP12-1205)  
Alabama Department of Public Health

System Admin | FOAs & Recipients | Program Information | Resources | Financial | Planning | **Action Plan** | Reports | Search

My Reports | Help | Log C

2013-2014 Action Plan | Year: 2013-2014 | Go

**Action Plan Summary**

Print Action Plan Report | Print Action Plan Report Summary | Print A...

Action Plan details section

Progress Period	Description	Target Met	
First 6 Months	sdfg	Ongoing	view   edit   delete

Annual Objective add

Navigation tree

The Action Plan section consists of the following components.

1. **Project Period Objective (PPO)** – Describes the long term 5-year objective. The PPO must be added first before any other action plan components can be added.
  - 1.1. **Project Period Objective Progress** – Used to document the progress made toward the PPO during the interim or annual reporting period.
  - 1.2. **Annual Objective (AO)** – Describes the short term annual objective required to meet the longer term PPO. An Annual Objective must be added before Annual Objective Progress, Activity, and Product can be added.
    - 1.2.1. **Annual Objective Progress** – Used to document the progress made toward the Annual Objective during the interim or annual reporting period.
    - 1.2.2. **Activity** – Describes the actual work or action taken to meet the goals of the Annual Objective.
    - 1.2.3. **Products** – Tangible output or artifact resulting from an activity.

## The Action Plan navigation tree

The tree on the left side of the page displays PPOs that have been entered for the action plan. For each PPO, the system displays the number of progress entries and also displays the PPO’s annual objectives. If annual objectives have been entered for the project period objective, the system displays the annual objective in SMART statement format and displays the number of progress entries, activities, and products that have been entered for the AO. To view associated information for a PPO or AO in the right display pane, click on the PPO or AO.

The navigation tree displays information using the following hierarchy:

Project Period Objective

Progress

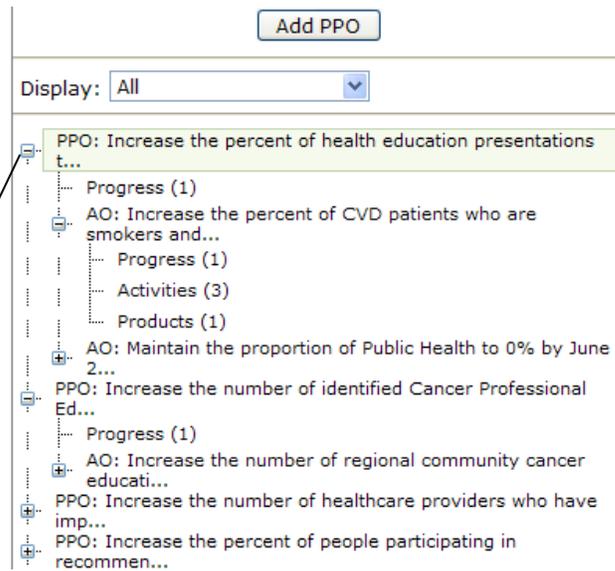
Annual Objective

Progress

Activities

Products

Click + or – to collapse or expand PPO components



## **SMART Objective**

When you enter objective information, the system converts information entered into a SMART format, i.e. Specific, Measurable, Achievable, Relevant, and Time-specific. The system assists you to make your objectives SMART by dividing the fields for entering objective information into the components of a SMART objective.

*Specific* - Identifies a specific event or action that will take place and answers the question: Is there a description of a precise or specific behavior/outcome which will take place?

*Measurable* - A system, method, or procedure that allows the tracking and recording of the behavior or action upon which the objective is focused and answers the question: Is there a reliable system in place to measure and quantify progress towards the achievement of the objective?

*Achievable* - The objective should be capable of being reached; there is a likelihood of success but that does not mean easy or simple. The objectives should be agreed to by the parties involved and answers the question: Can the objective be achieved with a reasonable amount of effort?

*Relevant* - The objective relates to and supports the associated program goal and also represents the most cost effective use of resources (money, staff, time, in-kind, etc.) to accomplish the associated program goal and answers the questions: Will accomplishing this objective help to achieve program goals? Is this the best use of our resources to reach our goals, versus alternative approaches?

*Time based* - There must be a date for when the objective has to be started and finished and answers the question: Is there a finish and a start date clearly stated or defined?

## Adding a Project Period Objective (PPO)

1. Click the **Add PPO** button on the navigation tree.

**Result:** The system displays the *Project Period Objective Summary* in the right display pane.



### Note

- The fields displayed are specific to each FOA. Please see the [What do I do differently for my FOA?](#) section at the end of this procedure for detailed information on adding a PPO for your specific FOA.
- For SODPP FOA, the **Add PPO** button is not available if the Funding Level has not been selected on the *Program Summary* page.

2. In the *Related Program* field, select the program related to the project period objective. You can make only one selection in this field. If the related program is not included in the list, select *Other*, and enter it in the *Other* text box. Maximum text for the *Other* field is 50 characters, about 10 words.
3. In the *Objective ID* field, enter an objective ID or number that will be assigned to the PPO. Maximum text is 15 characters.
4. In the *Related Program Goal* field, select the appropriate related program goal from the list.
5. In the *Priority Area* field, select the appropriate priority area(s) from the list.
6. In the *Describe the objective and how it will impact the problem* field, enter a description for the objective and describe the impact that the objective will have on the problem that is addressed by the PPO. Maximum text is 2000 characters, about 400 words.
7. Complete the Measurement fields as follows:
  - a. In the *Direction of Change* field, select the direction of change that will be measured to indicate if you plan to increase, decrease, or maintain the figure.
  - b. In the *Unit of Measurement* field, select the unit of measurement that will be used to measure the PPO.

- c. In the *What will be Measured?* field, enter a brief description of what will be measured in this objective, for example, “Outdoor public recreation areas adopting 24/7 tobacco-free policies”. Maximum text is 300 characters, about 60 words.
  - d. In the *Baseline* field, enter the baseline figure for what will be measured in the text box. Maximum text is 10 numeric digits.
- 
- 

- If you do not know the baseline, select the *Unknown* check box. If you select *Unknown*, the *Baseline* field is not required.
- 
- e. In the *Target* field, enter the target figure for what will be measured in the text box. Maximum text is 10 numeric digits.
  - f. In the *Data Source* field, select the desired data source from the list. The list of data sources is based on the selections made in the Planning Tab – Data Sources section. If the data source is not included in the list, select *Other*, and enter it in the *Other* text box. Maximum text for the *Other* field is 50 characters, about 10 words.
8. In the *Timeframe* field, notice the start date and the end date for the annual objective. The timeframe displayed defaults to the FOA project period.
  9. In the second *Timeframe* field, inspect the PPO start and end dates for the PPO’s five-year time frame. The PPO end date will display in the SMART statement
  10. Click **Save** to save the information entered.  
**Result:** The system saves the PPO information. If any fields on the page are incomplete or invalid when you click **Save**, the system displays an error. Correct all errors and click **Save** again

## What do I do differently for my FOA when adding a PPO?

Click on your FOA to find out.

[CCC](#) | [CCC Policy DP-1017](#) | [Collaborative](#) | [CTG](#) | [CTG-SC](#) | [CTG National](#) | [SODPP](#)

### Adding a PPO: CCC FOA

1. In the *Related Program Goal* field enter the related program goal in the text box. Maximum text is 2000 characters, about 400 words.
2. In the *Cancer Focus* field, select the areas on which the cancer focuses. If the focus area is not included in the list, select *Other*, and enter it in the *Other* text box. Maximum text for the *Other* field is 50 characters, about 10 words.

### Adding a PPO: CCC Policy DP-1017 FOA

1. In the *Cancer Focus* field, select the areas on which the cancer focuses. If the focus area is not included in the list, select *Other*, and enter it in the *Other* text box. Maximum text for the *Other* field is 50 characters, about 10 words.

## Adding a PPO: Collaborative FOA

1. In the *Programs Involved* field, select the program(s) that will be involved in the PPO.
2. In the *Long Term Outcome Indicator* field under the Measurement section, select the indicator that will be used for measuring the Project Period Objective.



**Note**

- 
- The *Long Term Outcome Indicator*, *Measurement Type*, and *Intermediate and Short Term Outcome Measurements/Target* fields are available only if the program involved is Tobacco Control.
- 

3. Complete the *Intermediate and Short Term Outcome* fields as follows:



**Note**

- 
- The *Intermediate and Short Term Outcome* field is available only if the program involved is Tobacco Control.
- 

- a. In the *Measurement Type* field, indicate if this outcome measurement is intermediate or short by selecting the type from the drop-down list.
  - b. In the *Intermediate and Short Term Outcome Measurements/Target* field, enter the target figure for the intermediate or short term outcome measurement in the text box. Maximum text is 10 numeric digits.
  - c. In the *Intermediate and Short Term Outcome Measurements/National Program Indicator* field, select the indicator that will be used for measuring the intermediate or short term indicator. Maximum text is 10 numeric digits.
  - d. In the *Intermediate and Short Term Outcome Measurements/Data Sources* field, select the desired data source from the list. If the data source is not included in the list, select *Other*, and enter it in the *Other* text box. Maximum text for the *Other* field is 50 characters, about 10 words.
  - e. Click **Save** to save the information entered in the Intermediate and Short Term Outcome Measurements section.
4. Inspect the information displayed in the *Intermediate and Short Term Outcome Measurements* field. This field displays the information entered in the Intermediate and Short Term Outcome Measurements section.

## Adding a PPO: CTG FOA

1. In the *Related Program Goal* field, select the appropriate related program goal from the list. If the related program goal is not included in the list, select *Other*, and enter it in the *Other* text box. Maximum text for the *Other* field is 50 characters, about 10 words.
2. In the *Priority Area* field, select the appropriate priority area(s) from the list. If the priority area is not included in the list, select *Other*, and enter it in the *Other* text box. Maximum text for the *Other* field is 50 characters, about 10 words.
3. In the *Timeframe* field, click the calendar icon in the *Start Date* field to select the PPO start date and click the calendar icon in the *End Date* field to select the PPO end date.

4. In the second *Timeframe* field, click the calendar icon in the *Start Date* field to select the PPO start date and click the calendar icon in the *End Date* field to select the PPO end date for the five-year time frame. The PPO end date will display in the SMART statement.

### Adding a PPO: CTG SC FOA

1. In the *Related Program Goal* field, select the appropriate related program goal from the list. If the related program goal is not included in the list, select *Other*, and enter it in the *Other* text box. Maximum text for the *Other* field is 50 characters, about 10 words.

### Adding a PPO: CTG National FOA

1. In the *Priority Area* field, select the appropriate priority area(s) from the list. If the priority area is not included in the list, select *Other*, and enter it in the *Other* text box. Maximum text for the *Other* field is 50 characters, about 10 words.
2. In the second *Timeframe* field, click the calendar icon in the *Start Date* field to select the PPO start date and click the calendar icon in the *End Date* field to select the PPO end date for the five-year time frame. The PPO end date will display in the SMART statement.

### Adding a PPO: SODPP

1. To display the fields for adding a PPO, do the following:
  - a. Click the **Add PPO** button.  
**Result:** If you have not specified a component, the system displays the following message.

#### Add Project Period Objective



**The component must be specified before adding a Project Period Objective.**

Please select a component by updating your response to the Funding Level question on the Program Summary page. Upon clicking 'OK' below, you will be directed to the Program Summary Page to complete this action.

OK

- b. Click **OK** in the message.

**Result:** The system displays the *Edit Program Summary* page.

Chronic Disease MIS: State Oral Disease Prevention Program (DP13-1307)

North Dakota Department Of Health

System Admin	FOAs & Recipients	Program Information	Resources	Financial	Planning	Action Plan	Search
--------------	-------------------	---------------------	-----------	-----------	----------	-------------	--------

Contact Information | Program Summary

---

**2013-2014 Program Information**

---

**Edit Program Summary**

\*Grantee Type:  State/District of Columbia

\*Funding Level:  Component 1 - Basic Capacity for Collective Impact  
 Component 2 - Preventive Interventions and Access to Clinical Preventive Services

\*Executive Summary:

Characters: 0 / Maximum: 5000

- c. In the *Funding Level* field, select the appropriate component.
- d. Complete all fields on the page if you have not done so.
- e. Click **Save**.

**Result:** The system saves the entered information.

- f. Return to the *Action Plan* page and click **Add PPO**.  
**Result:** The system displays the fields for adding a PPO.

Chronic Disease MIS: State Oral Disease Prevention Program (DP13-1307)  
 Colorado Department Of Public Health And Environment

System Admin | FDAs & Recipients | Program Information | Resources | Financial | Planning | **Action Plan** | Search

2013-2014 Action Plan | Year: 2013-2014 | Go

Action Plan Summary | Download Action Plan Report | Download Action Plan Summary | Download Action Plan Hierarchy

Add PPO

### Add Project Period Objective

\*Objective ID:

\*Strategy: (Must select 1 Strategy)

Component 1 Strategies

- Component 1 Strategy 1. Develop program leadership and staff capacity
- Component 1 Strategy 2a. Develop and coordinate partnerships with a focus on prevention interventions
- Component 1 Strategy 2b. Establish and sustain a diverse statewide oral health coalition
- Component 1 Strategy 2c. Collaborate and integrate with disease prevention programs
- Component 1 Strategy 3. Develop or enhance oral health surveillance
- Component 1 Strategy 4. Build evaluation capacity
- Component 1 Strategy 5. Assess facilitators/barriers to advancing oral health
- Component 1 Strategy 6. Develop plans for state oral health program and activities
- Component 1 Strategy 7. Implement communications activities to promote oral disease prevention

\*Process and Outcome Performance Measures:

Type: Select

Performance Measure:

2. In the *Domain* field, select the domain(s) associated with this PPO.
3. Complete the fields in the *Process and Outcome Performance Measures* field as follows:
  - a. In the *Type* field, select the type of process and outcome measurement that will be used. The response option values displayed in this field are determined by the Strategy selected at the top of the page.
  - b. In the *Performance Measure* field, select the performance measure that will be used for the process and outcome measurement. The response option values displayed in this field are determined by the Strategy selected at the top of the page.
  - c. In the *Baseline* field, enter the baseline figure for what will be measured in the text box. Maximum text is 10 numeric digits. 0 is a valid value for this field.
  - d. In the *Target* field, enter the target figure for what will be measured in the text box. Maximum text is 10 numeric digits. 0 is a valid value for this field.
  - e. In the *Unknown* field, if you do not know the Baseline and the Target information, select the Unknown check box. If you select Unknown, the Baseline and Target fields are not required.
  - f. In the *Timeframe* field, enter the date that the performance measure will start in the *Start Date* field or click the calendar icon and select a date. In the *End Date* field, enter the date that the performance measure will end or click the calendar icon and select a date.
  - g. Click **Add Performance Measure** to add a new performance measure to the PPO. If any fields on the page are incomplete or invalid, when you

click **Save**, the system displays an error. Correct all errors and click **Save** again.

### Editing PPO information

1. On the navigation tree, select the PPO that you want to edit.

**Result:** The system displays the *Project Period Objective Summary* in the right display pane.

**Project Period Objective Summary**

1 - Increase the percent of Alaska's agencies and systems that are impacting the root causes of IPV to 90% by March 2018. [view](#) | [edit](#) | [delete](#)

---

**Project Period Objective Progress** [add](#)

Progress Period	Description	Target Met	view   edit   delete
First 6 Months	We have completed some evaluations of individual webinars, but we do not have a sense of how people are incorporating this into their work or...	Ongoing	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>

Click to edit a PPO

---

**Annual Objective** [add](#)

2. Click the **edit** link on the same row as the PPO that you want to edit.

**Result:** The system displays the *Edit Project Period Objective* section in the right display pane.

**Edit Project Period Objective** **Last Updated:** 01/28/2014

[View History](#)

\*Objective ID:

\*Related Program Goal:

- Creation and facilitation of state level leadership teams to inform implementation of IPV primary prevention strategies (6)
- Creation of, participation in and maintenance of national level dialogue on IPV primary prevention (9&10)
- Enhancement, integration and institutionalization of primary prevention principles, concepts and practices within state domestic violence coalitions (5&7)
- Evaluation of state and local level IPV primary prevention strategies (11-15)
- Implementation of local level IPV primary prevention strategies through funding and support of local CCRS and provision of systematic and intensive trainings and technical assistance to local CCR(s) (1-4)
- Implementation of state level IPV primary prevention strategies (8)

\*Priority Area:

- Accurate media reporting of IPV
- Enforcement of policies or laws protecting people from IPV



**Note**

- The page for entering initial PPO information and modifying existing are identical. The only difference is that the Edit page displays the existing information for the PPO while the fields in the page for entering initial information are blank.

3. Modify the fields as necessary.
4. In the *Describe Revisions* field, enter notes or comments for the revision.
5. Click the **Save** button to save the information.

**Result:** The system saves the modified information. If any fields on the page are incomplete or invalid when you click **Save**, the system displays an error. Correct all invalid fields and click **Save** again.

## Deleting a PPO

1. On the navigation tree, select the PPO that you want to delete.

**Result:** The system displays the *Project Period Objective Summary* in the right display pane.

**Project Period Objective Summary**

1 - Increase the percent of Alaska's agencies and systems that are impacting the root causes of IPV to 90% by March 2018. [view](#) | [edit](#) | [delete](#)

---

**Project Period Objective Progress** [add](#)

Progress Period	Description	Target Met	
First 6 Months	We have completed some evaluations of individual webinars, but we do not yet have a sense of how partners are incorporating this into their work or...	Ongoing	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>

Click to delete a PPO

---

**Annual Objective** [add](#)

2. Click the **delete** link for the PPO.

**Result:** The system displays a message asking you to confirm the delete action.

### Delete Project Period Objective

 The project period objective cannot be deleted since it has at least one progress or annual objective entered. Please delete all related information before deleting the Project Period Objective.

3. Click the **OK** button to confirm your decision to delete the PPO.

**Result:** The system deletes the PPO.



- A PPO with associated progress and annual objective information cannot be deleted. You must first delete the associated information before you can delete the PPO.
- Once a PPO is deleted it is no longer available in the system.
- If a PPO which is assigned to action plan activities is deleted, the PPO will be removed from that action plan activity as well.

## Project Period Objective Progress

The Project Period Objective Progress section allows you to track and record the progress of the PPO.

### Adding PPO Progress information

1. On the navigation tree, select the PPO to which you want to add a progress entry.

**Result:** The system displays the PPO Summary in the right display pane.

**Project Period Objective Summary**

1 - Increase the percent of Alaska's agencies and systems that are impacting the root causes of IPV to 90% by March 2018. view | edit | delete

Progress Period	Description	Target Met	
First 6 Months	We have completed some evaluations of individual webinars, but we do not yet have a sense of how partners are incorporating this into their work or...	Ongoing	view   edit   delete

Click to add a PPO progress entry

**Annual Objective** [add](#)

2. Click the **add** link in the *Project Period Objective Progress* section.

**Result:** The system displays the *Add Project Period Objective Progress* section in the right display pane. Notice that the system displays the related PPO in the *Related*

*Project Period Objective* field in SMART format.

### Add Project Period Objective Progress

Related Project Period Objective: **1** - Increase the percent of Alaska's agencies and systems that are impacting the root causes of IPV to 90% by March 2018.

\*Progress Period:

\*Objective's Target Met:  Yes  No  Ongoing

\*Current Measurement:   Unknown at this time

\*Describe Progress:   
 Characters: 0 / Maximum: 5000

\*Facilitating Factors of Success:

3. Inspect the PPO displayed in the *Related Project Period Objective* field to ensure that it is the right PPO to which you want a progress entry.
4. In the *Progress Period* field, select the period for the project period objective progress, *First 6 months* or *Second 6 months*, from the drop-down list.



#### Note

- A progress period warning message displays if you select a time period ("First 6 months" or "Second 6 months") that is not within the current reporting period. The warning allows you to keep the selection you made or change it.
- For the SODPP FOA, this field is view-only and displays the FOA date range.

5. In the *Objective's Target Met* field, indicate if the project period objective's target has been met, not met, or still ongoing by selecting *Yes*, *No*, or *Ongoing*.
6. In the *Current Measurement* field, enter the current measurement used for the progress information. Maximum text is 10 numeric digits. If you do not know the current measurement, select the *Unknown* check box. If you select *Unknown*, the *Current Measurement* field is not required.
7. In the *Describe Progress* field, enter a description for the PPO progress. Maximum text is 5000 characters, about 1000 words.
8. In the *Facilitating Factors of Success* field, describe the factors that will facilitate the success of the PPO. Maximum text is 5000 characters, about 1000 words.
9. In the *Barriers/Issues Encountered* field, describe the barriers or issues encountered in the process of achieving success. Maximum text is 5000 characters, about 1000 words.

10. In the *Plans to Overcome Barriers/Issues Encountered* field, describe the plans or strategy that you will use to overcome the barriers or issues encountered. Maximum text is 5000 characters, about 1000 words.
11. In the *Unanticipated Outcomes Resulting from the* field, describe any unanticipated outcomes that have resulted from the project period objective. Maximum text is 5000 characters, about 1000 words.
12. Click the **Save** button to save the information.  
**Result:** The system saves the modified information. If any fields are incomplete or invalid when you click **Save**, the system displays an error. Correct all invalid fields and click **Save** again.

## What do I do differently for my FOA when adding PPO progress information?

Click on your FOA to find out.

[CCC Policy DP-1017](#) | [CCC 1205](#)

## Adding PPO progress information: CCC Policy DP-1017 and CCC 1205 FOAs

1. In the *Is this objective related to a PSE change?* field, specify by selecting *Yes* or *No* if the specific objective is related or not related to a Policy, System, and Environmental (PSE) change.
2. In the *Status* field, select the status that best describes the objective.
3. In the *Policy Title* field, enter the title of your policy. Maximum text is 300 characters, about 60 words.
4. In the *Estimated number of people reached* field, enter the estimated number of people reached by this objective in the format #,###,###,###.
5. Complete the fields under the *Estimated number of people reached* field as follows:
  - a. In the *Data source* field, select all the data sources used in program planning, implementation, and evaluation. If the desired data source is not included in the list, select *Other*, and enter the data in the *Other* text box. Maximum text for the *Other* field is 50 characters, about 10 words.
  - b. In the *Most Recent Data Set Year* field, for each data source selected, enter the most recent year of data available for each data source, for example, 2004. Year entered must be between 1990 and the current year.

## Editing PPO progress information

1. - On the navigation tree, select the PPO for which you want to edit a progress entry.

**Result:** The system displays the *Project Period Objective Summary* in the right display pane.

**Project Period Objective Summary**

**1** - Increase the percent of Alaska's agencies and systems that are impacting the root causes of IPV to 90% by March 2018. [view](#) | [edit](#) | [delete](#)

**Project Period Objective Progress** [add](#)

Progress Period	Description	Target Met	
First 6 Months	We have completed some evaluations of individual webinars, but we do not yet have a sense of how partners are incorporating this into their work or...	Ongoing	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>

**Annual Objective** [add](#)

Click to edit a PPO progress entry

2. On the *Action Plan Summary* page, click the **edit** link on the same row as the PPO progress entry to edit.

**Result:** The system displays the *Edit Project Period Objective* section in right display pane.

**Edit Project Period Objective Progress** **Last Updated:** 11/27/2013

Related Project Period Objective: **1** - Increase the percent of Alaska's agencies and systems that are impacting the root causes of IPV to 90% by March 2018.

\*Progress Period:

\*Objective's Target Met:  Yes  No  Ongoing

\*Current Measurement:   Unknown at this time

\*Describe Progress:   
  
 Characters: 264 / Maximum: 5000



**Note**

- The page for entering initial PPO progress information and modifying existing information are identical. The only difference is that the *Edit* page displays the existing PPO progress information, while the fields in the page for entering initial information are blank.

3. Modify the fields as necessary.
4. Click the **Save** button to save the information.

**Result:** The system saves the modified information. If any fields on the page are

incomplete or invalid when you click **Save**, the system displays an error. Correct all invalid fields and click **Save** again.

## Deleting PPO progress information

1. Click the *Action Plan* tab.

**Result:** The system displays the Action Plan Summary page.

**Project Period Objective Summary**

1 - Increase the percent of Alaska's agencies and systems that are impacting the root causes of IPV to 90% by March 2018. [view](#) | [edit](#) | [delete](#)

**Project Period Objective Progress** [add](#)

Progress Period	Description	Target Met	
First 6 Months	We have completed some evaluations of individual webinars, but we do not yet have a sense of how partners are incorporating this into their work or...	Ongoing	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>

**Annual Objective** [add](#)

Click to delete PPO progress entry

2. Click the **delete** link for the progress entry.

**Result:** The system displays a confirmation message asking you to confirm the delete action.

**Delete Project Period Objective Progress**

Are you sure you want to delete **We have completed some evaluations of individual webinars, but we do not yet have a sense of how partners are incorporating this into their work or discussions in a work setting. We have been looking for an accessible tool to model the tools we are developing on.** as a Progress?

3. Click the **Yes** button to confirm your decision to delete the PPO progress entry.

**Result:** The system deletes the PPO progress entry.

**Important**

- Once a PPO progress entry is deleted, it is no longer available in the system.

## Annual Objective Summary

The *Annual Objective Summary* section displays the annual objective information and associated progress information, activities, and product and allows you add, edit, and delete the information.

### Annual Objective [add](#)

#### Annual Objective

[show details](#)

**1.1** - Increase the percent of Pathways LTC member agencies' use of resources for addressing the root causes of IPV from 0% to 75% by March 2014.

[view](#) | [edit](#) | [delete](#)

#### Annual Objective

[show details](#)

**1.2** - Increase the percent of Alaska's agencies and systems that are represented on the Pathways LTC whose efforts impact barriers to health and safety (i.e. root causes of IPV) to 51% by March 2014.

[view](#) | [edit](#) | [delete](#)

## Adding an Annual Objective (AO)

- On the navigation tree, click the PPO for which you want to add the AO on the navigation tree.

**Result:** The system displays the *Project Period Objective Summary* in the right display pane.

### Project Period Objective Summary

**1** - Increase the percent of Alaska's agencies and systems that are impacting the root causes of IPV to 90% by March 2018.

[view](#) | [edit](#) | [delete](#)

#### Project Period Objective Progress [add](#)

Progress Period	Description	Target Met	
First 6 Months	We have completed some evaluations of individual webinars, but we do not yet have a sense of how partners are incorporating this into their work or...	Ongoing	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>

Click to add a new AO

### Annual Objective [add](#)

#### Annual Objective

[show details](#)

**1.1** - Increase the percent of Pathways LTC member agencies' use of resources for addressing the root causes of IPV from 0% to 75% by March 2014.

[view](#) | [edit](#) | [delete](#)

#### Annual Objective

[show details](#)

**1.2** - Increase the percent of Alaska's agencies and systems that are represented on the Pathways LTC whose efforts impact barriers to health and safety (i.e. root causes of

[view](#) | [edit](#) | [delete](#)

2. Click the **add** link in the *Annual Objective* section.

**Result:** The system displays the *Add Annual Objective* page.



**Note**

- The fields displayed are specific to each FOA. Please see the [What do I do differently for my FOA?](#) section at the end of this procedure for detailed information on adding a PPO for a specific FOA.

### Add Annual Objective

Related Project Period Objective:	<b>1</b> - Increase the percent of Alaska's agencies and systems that are impacting the root causes of IPV to 90% by March 2018.
*Objective ID:	<input type="text"/>
*Related FOA Recipient Activity:	<input type="checkbox"/> Supporting Primary Prevention at the Local Level <input type="checkbox"/> Supporting IPV Primary Prevention at the State Level <input type="checkbox"/> Supporting IPV Primary Prevention at the National Level <input type="checkbox"/> Supporting Evaluation at the local and State Levels <input type="checkbox"/> Program Administration and Reporting
*Strategy:	<input type="checkbox"/> N/A Capacity Building Objective <input type="checkbox"/> Bystander <input type="checkbox"/> Coalition building <input type="checkbox"/> Community Engagement <input type="checkbox"/> Health impact assessment <input type="checkbox"/> Media <input type="checkbox"/> Organizational Policy <input type="checkbox"/> Policy <input type="checkbox"/> Social determinants of health

- Check the PPO displayed in the *Related Program* field to ensure that the PPO is the right one to which you want to add an AO.
- In the *Objective ID* field, enter an objective ID or number that will be assigned to the AO. Maximum text is 15 characters.
- In the *Related FOA Recipient Activity* field, select the recipient activity or activities that are related to the annual objective.
- In the *Related Program Goal* field, select the program goal that is related to this AO from the list.
- In the *Describe the objective and how it will impact the problem* field, enter a description for the objective and describe the impact that the objective will have on the problem that is addressed by the AO. Maximum text is 2000 characters, about 400 words.
- In the *Setting* field, select the setting for the AO from the list.
- In the *Population Focus* field, select the type of population on which AOA focuses. You can select *General Population* as a whole or select *Specific Population* and then specify the population by selecting all that apply. If the desired population focus for a particular section is not included in the list, select *Other (specify)*, and enter it in the *Other* text box. Maximum text for the *Other* field is 100 characters, about 20 words. You can enter more population information, if necessary, in the *Additional*

*Population Details* field. Maximum text for the *Additional Population Details* field is 500 characters, about 100 words.

10. Complete the fields in the Measurement section as follows:
- In the *Direction of Change* field, select the direction of change that will be measured and indicate if you plan to increase, decrease, or maintain the objective.
  - In the *Unit of Measurement* field, select the unit of measurement that will be used to measure the annual objective.
  - In the *What will be Measured* field, enter what will be measured in the annual objective in the text box. Maximum text for the field is 300 characters, about 60 words.
  - In the *Baseline* field, enter the baseline figure for what will be measured in the text box. Maximum text is 20 numeric digits. If you do not know the baseline, select the *Unknown* check box. If you select *Unknown*, the *Baseline* field is not required.
  - In the *Target* field, enter the target figure for what will be measured in the text box. Maximum text is 20 numeric digits.
  - In the *Data Source* field, select the desired data source from the list. If the desired data source is not included in the list, select *Other (specify)*, and enter it in the *Other* text box. Maximum text for the *Other* field is 100 characters, about 20 words.
11. In the *Timeframe* field, notice that the field displays the one-year time frame for the annual objective.

**Note**

- The AO end date will display in the objective SMART statement.

12. Click **Save** to save the information entered.

**Result:** The system saves the AO information. If any fields on the page are incomplete or invalid when you click **Save**, the system displays an error. Correct all errors and click **Save** again

## What do I do differently for my FOA when adding an AO?

Click on your FOA to find out.

[CCC](#) | [CCC 1205](#) | [CCC Policy DP-1017](#) | [Collaborative](#) | [CTG](#) | [CTG National](#) | [CTG-SC](#) | [DELTA Focus](#) | [OSH Tribal](#) | [REACH Demo](#) | [SODPP](#)

### Adding an Annual Objective: CCC FOA

- In the *Related Program Goal* field, enter the related program goal in the text box. Maximum text 2000 characters, about 400 words.
- In the Strategy field, select the strategy or strategies related to the annual objective. If the related strategy is not included in the list, specify a strategy by

- selecting the *Other (specify)* option and entering a strategy. Maximum text for the *Other (specify)* field is 50 characters, about 10 words.
3. In the *Describe the evidence/practice base for the strategy* field, describe in detail the evidence or practice used as the basis for the strategy. Maximum text is 2000 characters, about 400 words.
  4. In the *Identify the Rationale/Approach for the Strategy* field, select the appropriate rationale or approach that will be used for the strategy. If the rationale/approach is not included in the list, enter the information in the *Other Sources* text box. Maximum text for the *Other Sources* field is 100 characters, about 20 words. If you want to specify your own program, enter the information in the *Your own program* text box. Maximum text for the field is 100 characters, about 20 words.
  5. In the *Scope* field, select the scope for the annual objective.
  6. In the *Level of Change* field, select the level of change that will be addressed by the annual objective. If the level of change is not included in the list, enter the information in the *Other* text box. Maximum text for the *Other* field is 100 characters, about 20 words.
  7. In the *Type of Change* field, select the type of change that will be addressed by the annual objective. If the type of change selected is Policy, the system displays more options to choose from.
  8. In the *Cross-Cutting Issues* field, select the cross-cutting options for this annual objective. If the desired cross-cutting issue is not included in the list, enter the information in the *Other* text box. Maximum text for the *Other* field is 100 characters, about 20 words.

### **Adding an Annual Objective: CCC 1205 FOA**

1. In the Strategy field, select the strategy or strategies related to the annual objective. If the related strategy is not included in the list, specify a strategy by selecting the *Other (specify)* option and entering a strategy. Maximum text for the *Other (specify)* field is 50 characters, about 10 words.
2. In the *Describe the evidence/practice base for the strategy* field, describe in detail the evidence or practice used as the basis for the strategy. Maximum text is 2000 characters, about 400 words.
3. In the *Identify the Rationale/Approach for the Strategy* field, select the appropriate rationale or approach that will be used for the strategy. If the rationale/approach is not included in the list, enter the information in the *Other Sources* text box. Maximum text for the *Other Sources* field is 100 characters, about 20 words. If you want to specify your own program, enter the information in the *Your own program* text box. Maximum text for the field is 100 characters, about 20 words.
4. In the *Scope* field, select the scope for the annual objective.
5. In the *Level of Change* field, select the level of change that will be addressed by the annual objective. If the level of change is not included in the list, enter the information in the *Other* text box. Maximum text for the *Other* field is 100 characters, about 20 words.

6. In the *Type of Change* field, select the type of change that will be addressed by the annual objective. If the type of change selected is Policy, the system displays more options to choose from.

### **Adding an Annual Objective: CCC Policy DP-1017 FOA**

1. In the *Strategy* field, select the strategy or strategies related to the annual objective. If the related strategy is not included in the list, specify a strategy by selecting the *Other (specify)* option and entering a strategy. Maximum text for the *Other (specify)* field is 50 characters, about 10 words.
2. In the *Describe the evidence/practice base for the strategy* field, describe in detail the evidence or practice used as the basis for the strategy. Maximum text is 2000 characters, about 400 words.
3. In the *Identify the Rationale/Approach for the Strategy* field, select the appropriate rationale or approach that will be used for the strategy. If the rationale/approach is not included in the list, enter the information in the *Other Sources* text box. Maximum text for the *Other Sources* field is 100 characters, about 20 words. If you want to specify your own program, enter the information in the *Your own program* text box. Maximum text for the field is 100 characters, about 20 words.
4. In the *Scope* field, select the scope for the annual objective.
5. In the *Level of Change* field, select the level of change that will be addressed by the annual objective. If the level of change is not included in the list, enter the information in the *Other* text box. Maximum text for the *Other* field is 100 characters, about 20 words.
6. In the *Type of Change* field, select the type of change that will be addressed by the annual objective. If the type of change selected is Policy, the system displays more options to choose from.
7. In the *Cross-Cutting Issues* field, select the cross-cutting options for this annual objective. If the desired cross-cutting issue is not included in the list, enter the information in the *Other* text box. Maximum text for the *Other* field is 100 characters, about 20 words.
8. In the *Setting* field, select the setting for the annual objective from the list. If the desired setting is not included in the list, select *Other (specify)*, and enter it in the *Other* text box. Maximum text for the *Other* field is 100 characters, about 20 words.

### **Adding an Annual Objective: Collaborative FOA**

1. In the *Programs Involved* field, select the program(s) that will be involved in the PPO.
2. If you selected *Tobacco Control* in the *Programs Involved* field, in the *Strategy* field, select the appropriate strategy from the list.
3. In the *Describe the evidence/practice base for the strategy* field, describe in detail the evidence or practice used as the basis for the strategy. Maximum text is 2000 characters, about 400 words.

## Adding an Annual Objective: CTG FOA

1. In the *Strategy* field, select the strategy or strategies related to the annual objective. If the related strategy is not included in the list, specify a strategy by selecting the *Other (specify)* option and entering a strategy. Maximum text for the *Other (specify)* field is 50 characters, about 10 words.
2. In the *Describe the evidence/practice base for the strategy* field, describe in detail the evidence or practice used as the basis for the strategy. Maximum text is 2000 characters, about 400 words.
3. In the *Related Strategies* field, select the appropriate related strategy(ies) from the list. For options where you have to further specify the related strategy enter it in the *Specify* text box. Maximum text for the *Specify* field is 50 characters, about 10 words. If the related strategy is not included in the list, select *Other*, and enter it in the *Other* text box. Maximum text for the *Other* field is 50 characters, about 10 words.
4. In the *Setting* field, select the setting for the annual objective from the list. If the desired setting is not included in the list, select *Other (specify)*, and enter it in the *Other* text box. Maximum text for the *Other* field is 100 characters, about 20 words.
5. In the *For innovative or other strategy, describe the evidence/practice base for the strategy* field, if you selected or specified an innovative or *Other* strategy in the *Related Strategies* field, describe in detail the evidence or practice used as the basis for the strategy. Maximum text is 2000 characters, about 400 words.
6. In the *Timeframe* field, click the calendar icon in the *Start Date* field to select the AO start date and click the calendar icon in the *End Date* field to select the AO end date.

**Note**

- The annual objective end date will display in the objective SMART statement.
- 

## Adding an Annual Objective: CTG-National FOA

1. In the *Setting* field, select the setting for the annual objective from the list. If the desired setting is not included in the list, select *Other (specify)*, and enter it in the *Other* text box. Maximum text for the *Other* field is 100 characters, about 20 words.
2. In the *Timeframe* field, click the calendar icon in the *Start Date* field to select the AO start date and click the calendar icon in the *End Date* field to select the AO end date.

**Note**

- The annual objective end date will display in the objective SMART statement.
-

**Adding an Annual Objective: CTG SC FOA**

1. In the Strategy field, select the strategy or strategies related to the annual objective. If the related strategy is not included in the list, specify a strategy by selecting the *Other (specify)* option and entering a strategy. Maximum text for the *Other (specify)* field is 50 characters, about 10 words.
2. In the *Describe the evidence/practice base for the strategy* field, describe in detail the evidence or practice used as the basis for the strategy. Maximum text is 2000 characters, about 400 words.
3. In the *Setting* field, select the setting for the annual objective from the list. If the desired setting is not included in the list, select *Other (specify)*, and enter it in the *Other* text box. Maximum text for the *Other* field is 100 characters, about 20 words.

**Adding an Annual Objective: DELTA Focus FOA**

1. In the Strategy field, select the strategy or strategies related to the annual objective. If the related strategy is not included in the list, specify a strategy by selecting the *Other (specify)* option and entering a strategy. Maximum text for the *Other (specify)* field is 50 characters, about 10 words.
2. In the *Describe the Strategy (e.g. Components, Implementation, Adaptation)* field, enter a detailed description of the strategy for this annual objective, for example, Components, Implementation, and Adaption. Maximum text is 2000 characters, about 400 words.
3. In the *Describe the evidence/practice base for the strategy* field, describe in detail the evidence or practice used as the basis for the strategy. Maximum text is 2000 characters, about 400 words.

**Adding an Annual Objective: OSH Tribal FOA**

1. In the *Scope* field, select the scope for the annual objective.
2. In the *Setting* field, select the setting for the annual objective from the list. If the desired setting is not included in the list, select *Other (specify)*, and enter it in the *Other* text box. Maximum text for the *Other* field is 100 characters, about 20 words.

**Adding an Annual Objective: REACH Demo FOA**

1. In the Strategy field, select the strategy or strategies related to the annual objective. If the related strategy is not included in the list, specify a strategy by selecting the *Other (specify)* option and entering a strategy. Maximum text for the *Other (specify)* field is 50 characters, about 10 words.
2. In the *Describe the evidence/practice base for the strategy* field, describe in detail the evidence or practice used as the basis for the strategy. Maximum text is 2000 characters, about 400 words.

**Adding an Annual Objective: SODPP**

1. In the *Related FOA Recipient Activity* field, select the *Not Applicable* check box.

## Editing an Annual Objective

### Important note on editing an Annual Objective

If you have to change one of the AO components listed below or other similar components, then you are most likely changing the original intent of the AO. It is recommended that you create a new AO instead of editing an existing one.

- Settings
- Target Population
- Intervention
- Reach
- Geographic area
- Organization Type
- Unit of Measurement
- Direction of Change
- What will be measured



If you have to change information such as the setting, geographic area, etc. for an AO, add a new one.

1. On the navigation tree, select the AO that you want to edit.  
**Result:** The system displays the AO details in the right display pane.

#### Annual Objective

**2.1** - Increase the percent of local prevention teams that are doing comprehensive prevention from 0% to 25% by March 2014. [view](#) | [edit](#) | [delete](#)

Progress <a href="#">add</a>			
Progress Period	Description	Target Met	
First 6 Months	1	Yes	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>

Activities <a href="#">add</a>			
Title	Lead Personnel	Timeframe	
<b>2.1.1</b> - Monthly web-conferences for prevention staff	Grassgreen, Lori Marlo (Program/Project Manager/Director)	First Quarter 2013 - First Quarter 2013	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>
<b>2.1.2</b> - Individualized Technical Assistance	Grassgreen, Lori Marlo (Program/Project Manager/Director)	First Quarter 2013 - Fourth Quarter 2013	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>
<b>2.1.3</b> - Prevention Summit	Grassgreen, Lori Marlo (Program/Project Manager/Director)	Second Quarter 2013 - Fourth Quarter 2013	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>

Click to edit an AO



- The page for entering initial AO information and modifying existing information are identical. The only difference is that the Edit page displays the existing AO progress information, while the fields in the page for entering initial information

---

are blank.

---

2. Click the **edit** link for the AO.

**Result:** The system displays a pop-up window asking you to confirm that you do indeed want to change the AO.

### Edit Annual Objective



**Do NOT change the intent\*\* of an existing Annual Objective.**

If the intent of this Annual Objective will change, then select CANCEL and add a new Annual Objective.

\*\*Changes to the intent of an objective may include, but are not limited to:

- Settings
- Target Population
- Intervention
- Geographic Area
- Organization Type
- Unit of Measurement
- Direction of Change
- What will be measured?

Continue

Cancel

3. Click **Continue** to proceed and edit the AO.
4. Modify the fields as necessary.
5. In the *Describe Revisions* field, enter notes or comments for the revision. Maximum text is 2000 characters, about 400 words.
6. Click the **Save** button to save the information.

**Result:** The system saves the modified information. If any fields on the page are incomplete or invalid when you click **Save**, the system displays an error. Correct all invalid fields and click **Save** again.

## Deleting an Annual Objective

1. On the navigation tree, select the AO that you want to delete.

**Result:** The system displays AO details in the right display pane.

### Annual Objective

**2.1** - Increase the percent of local prevention teams that are doing comprehensive prevention from 0% to 25% by March 2014. [view](#) | [edit](#) | [delete](#)

Progress <a href="#">add</a>			
Progress Period	Description	Target Met	
First 6 Months	1	Yes	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>

Activities <a href="#">add</a>			
Title	Lead Personnel	Timeframe	
2.1.1 - Monthly web-conferences for prevention staff	Grassgreen, Lori Marlo (Program/Project Manager/Director)	First Quarter 2013 - Quarter 2013	<a href="#">delete</a>
2.1.2 - Individualized Technical Assistance	Grassgreen, Lori Marlo (Program/Project Manager/Director)	First Quarter 2013 - Quarter 2013	<a href="#">delete</a>
2.1.3 - Prevention Summit	Grassgreen, Lori Marlo (Program/Project Manager/Director)	Second Quarter 2013 - Fourth Quarter 2013	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>

Click to delete an AO

2. Click the **delete** link for the AO.
3. Click the **OK** button to confirm your decision to delete the AO.

**Result:** The system deletes the AO.



- An AO with associated progress information, activities, and products cannot be deleted. You must first delete associated information before you can delete the AO.
- You cannot delete an AO if performance monitoring components, such as status ratings or notes exist for the AO.
- Once an AO is deleted, it is no longer available in the system.

## Viewing Annual Objective history

You can view the details of changes that have been made to an AO by clicking the **View History** link when viewing or editing the AO.

1. On the navigation tree, select the AO for which you want to view historical information.

**Result:** The system displays AO details in the right display pane.

**Annual Objective**

3.1 - Increase the number of State Board of Education access to best practice recommendations from 0 to 1 by March 2014. [view](#) | [edit](#) | [delete](#)

**Progress** [add](#)

Progress Period	Description	Target Met	
First 6 Months	12	No	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>

**Activities** [add](#)

Title	Lead Personnel	Timeframe	
3.1.1 - Develop Recommendations for Alaska-Specific Health	Moore, Kami Renee (Program/Project)	Fourth Quarter 2013 - Fourth Quarter 2013	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>

Click to view AO information

2. Click the **view** link for the AO.

**Result:** The system displays the *View Annual Objective* section.

**View Annual Objective** Last Updated: 01/28/2014 [View History](#)

Related Project Period Objective: 2 - Increase the percent of community-based organizations that improve the comprehensiveness of their prevention programming, demonstrating an improvement in the statewide prevention infrastructure to support IPV prevention from 0% to 51% by March 2018.

\*Objective ID: 2.1

\*Related FOA Recipient Activity: - Supporting Primary Prevention at the L

\*Strategy: - N/A Capacity Building Objective  
- Coalition building

Click to view AO history

3. Click the **View History** link.

**Result:** The system displays the *View Objective History* pop-up window.

**View Objective History**

Date of Change	Updated by	Explanation
11/14/2013	Siebold, Wendi	Fixed wording so the statement reads clearer
11/14/2013	Siebold, Wendi	Adjusted order of measure wording so the CDMIS generated statement reads correctly

Close

The following information is displayed in the section.

<b>Date of change</b>	This column displays the date a change was made to AO.
<b>Updated by</b>	This column displays the name of the user who made the change to the AO.
<b>Explanation</b>	This column displays the description of the change that was made to the AO.

4. After viewing objective history, click the **Close** button.

**Result:** The system closes the *View Objective History* pop-up window and returns to the *Annual Objective Summary*.

## Annual Objective Progress

The Annual Objective Progress section allows you to track and record progress information for an AO.

### Adding AO Progress information

1. On the navigation tree, select the AO for which you want to add a progress entry.

**Result:** The system displays the AO details in the right display pane.

#### Annual Objective

**3.1** - Increase the number of State Board of Education access to best practice recommendations from 0 to 1 by March 2014.

[view](#) | [edit](#) | [delete](#)

#### Progress [add](#)

Progress Period	Description	Target Met	
First 6 Months	12	No	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>

Click to add AO progress information.

#### Activities [add](#)

Title	Lead Personnel	Timeframe	
<b>3.1.1</b> - Develop Recommendations for Alaska-Specific Health	Moore, Kami Renee (Program/Project	Fourth Quarter 2013 - Fourth Quarter 2013	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>

2. Click the **add** link in the *Progress* section.

**Result:** The system displays the *Add Annual Objective Progress* section in the right display pane. Notice that the system displays the related AO in the *Related Annual*

*Objective* field in SMART format.

**Add Annual Objective Progress**

Related Annual Objective: **3.1** - Increase the number of State Board of Education access to best practice recommendations from 0 to 1 by March 2014.

\*Progress Period:

\*Objective's Target Met:  Yes  No  Ongoing

\*Current Measurement:   Unknown at this time

\*Describe Progress: 

Characters: 0 / Maximum: 5000

\*Describe specific partner contributions including activities that supported this progress:

3. Check the AO displayed in the *Related Annual Objective* field, to ensure that the AO is the right one to which you want to add a progress entry. This information is view only and cannot be modified.
4. In the *Progress Period* field, select the period for the annual objective progress, *First 6 months* or *Second 6 months*, from the drop-down list.



**Note**

- A progress period warning message displays if you select a time period ("First 6 months" or "Second 6 months") that is not within the current reporting period. The warning message allows you to keep the selection you made or change it.
- For some FOAs, this field is not editable.

5. In the *Objective's Target Met* field, indicate by selecting *Yes*, *No*, or *Ongoing* if the annual objective's target has been met, not met, or still ongoing.
6. In the *Current Measurement* field, enter the current measurement used for the progress information. Maximum text is 10 numeric digits. If you do not know the current measurement, select the *Unknown* check box. If you select *Unknown*, the *Current Measurement* field is not required.
7. In the *Describe Progress* field, enter a description for the annual objective progress. Maximum text is 5000 characters, about 1000 words.
8. In the *Describe specific partner contributions including activities that supported this progress* field, describe how the partner's contributions have supported the annual objective's progress. Be sure to include activities. Maximum text is 5000 characters, about 1000 words.

9. In the *Facilitating Factors of Success* field, describe the factors that will facilitate the success of the annual objective. Maximum text is 5000 characters, about 1000 words.
10. In the *Barriers/Issues Encountered* field, describe the barriers or issues encountered in the process of achieving success. Maximum text is 5000 characters, about 1000 words.
11. In the *Plans to Overcome Barriers/Issues Encountered* field, describe the plans or strategy that you will use to overcome the barriers or issues encountered. Maximum text is 5000 characters, about 1000 words.
12. In the *Unanticipated Outcomes Resulting from the* field, describe any unanticipated outcomes that have resulted from the project period objective. Maximum text is 5000 characters, about 1000 words.
13. Click the **Save** button to save the information.  
**Result:** The system saves the progress. If any fields are incomplete or invalid when you click **Save**, the system displays an error. Correct all invalid fields and click **Save** again.

## What do I do differently for my FOA when adding PPO progress information?

Click on your FOA to find out.

[CCC Policy DP-1017](#) | [CCC 1205](#) | [SODPP](#)

## Adding AO progress information: CCC Policy DP-1017 and CCC 1205 FOAs

1. In the *Is this objective related to a PSE change?* field, specify by selecting *Yes* or *No* if the specific objective is related or not related to a Policy, System, and Environmental (PSE) change.
2. In the *Status* field, select the status that best describes the objective.
3. In the *Policy Title* field, enter the title of your policy. Maximum text is 300 characters, about 60 words.
4. In the *Estimated number of people reached* field, enter the estimated number of people reached by this objective in the format #,###,###,###.
5. Complete the fields under the *Estimated number of people reached* field as follows:
  - a. In the *Data source* field, select all the data sources used in program planning, implementation, and evaluation. If the desired data source is not included in the list, select *Other*, and enter the data in the *Other* text box. Maximum text for the *Other* field is 50 characters, about 10 words.
  - b. In the *Most Recent Data Set Year* field, for each data source selected, enter the most recent year of data available for each data source, for example, 2004. Year entered must be between 1990 and the current year.

### Adding AO progress information: SODPP

1. In the *Describe specific partner contributions including activities that supported this progress* field, describe how the partner's contributions have supported the annual objective's progress. Be sure to include activities. Maximum text is 5000 characters, about 1000 words.
2. In the *Is this objective related to a PSE change?* field, specify by selecting *Yes* or *No* if the specific annual objective progress is related or not related to a Policy, System, and Environmental (PSE) change.
3. In the *Status* field, select the status that best describes the objective.
4. In the *Policy Title* field, enter the title of your policy. Maximum text is 300 characters, about 60 words.
5. In the *Estimated number of people reached* field, enter the estimated number of people reached by this objective in the format #,###,###,###.
6. Complete the fields under the *Estimated number of people reached* field as follows:
  - a. In the *Data source* field, select all the data sources used in program planning, implementation, and evaluation. If the desired data source is not included in the list, select *Other*, and enter the data in the *Other* text box. Maximum text for the *Other* field is 50 characters, about 10 words.
7. In the *Most Recent Data Set Year* field, for each data source selected, enter the most recent year of data available for each data source, for example, 2004. Year entered must be between 1990 and the current year.

### Editing an Annual Objective progress entry

1. - On the navigation tree, select the AO for which you want to edit a progress entry.

**Result:** The system displays the AO details in the right display pane.

**Annual Objective**

3.1 - Increase the number of State Board of Education access to best practice recommendations from 0 to 1 by March 2014. [view](#) | [edit](#) | [delete](#)

---

**Progress** [add](#)

Progress Period	Description	Target Met	
First 6 Months	12	No	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>

---

**Activities** [add](#)

Title	Lead Personnel	Timeframe	
3.1.1 - Develop Recommendations for Alaska-Specific Health	Moore, Kami Renee (Program/Project	Fourth Quar Quarter 201	<a href="#">edit</a>   <a href="#">delete</a>

Click to edit AO progress entry

2. Click the **edit** link on the same row as the AO progress information to edit.

**Result:** The system displays the *Edit Annual Objective Progress* section in the right display pane.

**Edit Annual Objective Progress****Last Updated:** 01/17/2014

Related Annual Objective: **3.1 - Increase the number of State Board of Education access to best practice recommendations from 0 to 1 by March 2014.**

\*Progress Period:

\*Objective's Target Met:  Yes  No  Ongoing

\*Current Measurement:   Unknown at this time

\*Describe Progress:

Characters: 2 / Maximum: 5000

\*Describe specific partner contributions including activities that supported this progress:

**Note**

- The page for entering initial AO progress information and modifying existing information are identical. The only difference is that the *Edit* page displays the existing PPO progress information, while the fields in the page for entering initial information are blank..

- Modify the fields as necessary.
- Click the **Save** button to save the information.

**Result:** The system saves the modified information. If any fields on the page are incomplete or invalid when you click **Save**, the system displays an error. Correct all invalid fields and click **Save** again.

**Deleting an Annual Objective progress entry**

- On the navigation tree, select the AO for which you want to delete a progress entry.  
**Result:** The system displays the AO details in the right display pane.

**Annual Objective**

**3.1** - Increase the number of State Board of Education access to best practice recommendations from 0 to 1 by March 2014. [view](#) | [edit](#) | [delete](#)

**Progress** [add](#)

Progress Period	Description	Target Met	
First 6 Months	12	No	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>

Click to delete AO progress entry

**Activities** [add](#)

Title	Lead Personnel	Timeframe	
3.1.1 - Develop Recommendations for Alaska-Specific Health	Moore, Kami Renee (Program/Project	Fourth Quarter 2013 - Fourth Quarter 2013	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>

- Click the **delete** link for the progress entry.

**Result:** The system displays a confirmation message.

**Delete Project Period Objective Progress**

 Are you sure you want to delete **We have written our evaluability assessment, which provides the foundation for a more detailed evaluation plan for the strategies listed under this PPO. To our knowledge, the recommendations for policies have not yet been drafted, so we have not yet started evaluation activities for this PPO.** as a Progress?

- Click the **Yes** button to confirm your decision to delete the AO progress entry.

**Result:** The system deletes the AO progress entry.



- Once an AO progress entry is deleted, it is no longer available in the system.

## Activities

Use the *Activities* section to add activities to your AO and track activity information. You can add up to 4 activities for an AO.



- REACH, REACH Demo, and CTG-SC FOAs can add up to 10 activities for an AO.

### Adding an Activity

- On the navigation tree, click the AO for which you want to add an activity.  
**Result:** The system displays the *Annual Objective Summary* section in the right display pane.

#### Annual Objective

**3.1** - Increase the number of State Board of Education access to best practice recommendations from 0 to 1 by March 2014. [view](#) | [edit](#) | [delete](#)

#### Progress [add](#)

Progress Period	Description	Target	
First 6 Months	12	No	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>

Click to add a new activity

#### Activities [add](#)

Title	Lead Personnel	Timeframe	
<b>3.1.1</b> - Develop Recommendations for Alaska-Specific Health Education Standards	Moore, Kami Renee (Program/Project Coordinator/Specialist)	Fourth Quarter 2013 - Fourth Quarter 2013	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>
<b>3.1.2</b> - Present recommendations to Alaska State School Board	Grassgreen, Lori Marlo (Program/Project Manager/Director)	First Quarter 2013 - Fourth Quarter 2013	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>

- Click the **add** link in the *Activities* section.  
**Result:** The system displays the *Add Annual Objective Activity* page. Notice that the system displays the related AO in the *Related Annual Objective* field in SMART

format.

### Add Annual Objective Activity

Related Annual Objective: **3.1 - Increase the number of State Board of Education access to best practice recommendations from 0 to 1 by March 2014.**

\*Activity ID:

\*Activity Title:

\*Activity Description: 


  
  
  
  
  
  
  
  
  
  
 Characters: 0 / Maximum: 2000

\*Lead Personnel Assigned:

\*Key Contributing Partners:  No partners assigned

Partners

---



**Note**

- The fields displayed are specific to each FOA. Please see the *What do I do differently for my FOA?* section at the end of this procedure for detailed information on adding a PPO for a specific FOA.

3. Check the AO displayed in the *Related Annual Objective* field, to ensure that the AO is the right one to which you want to add an activity. This information is view only and cannot be modified.
4. In the *Activity ID* field, enter an activity ID or number that will be assigned to the activity. Maximum text is 15 characters.
5. In the *Activity Title* field, enter a title for the activity. For example, Develop Training Program. Maximum is 200 characters, about 40 words.
6. In the *Activity Description* field, enter a concise description for the activity. Maximum is 2000 characters, about 400 words.
7. In the *Lead Personnel Assigned* field, select the lead personnel for this activity from the list of active personnel displayed in the list. The personnel listed in this list are from the active personnel in the Resources section. Any changes to personnel will be reflected in this section.
8. In the *Key Contributing Partners* field, select the partners assigned to this activity from the *Available* list and move them to the *Selected* list.

**Note**

- Any number of partners can be selected.
- The partners listed in this section are from the partners you entered in the Resources section.
- Any changes to partners will be reflected in this section.
- If no contributing partners have been assigned to this activity, select the *No Partners Assigned* check box.
- For the CCC, CCC-1205, and SODPP FOAs, this list also includes the Partnership/Coalition entries.
- For the CCCP FOA, this list also includes the Policy Taskforce/Workgroup entries.
- For the HCP: SAH, CTG, CTG-SC, REACH-Demo, or DELTA FOCUS FOAs, this list also includes the Partnership/Coalition entries.
- For the DELTA FOCUS FOA, this list also includes the SDVC Governing Board.

9. In the *Key Contributing Contracts/Consultants Assigned* field, select the contracts or consultants assigned to this activity from the *Available* list and move them to the *Selected* list. Any number of contracts/consultants can be selected.

**Note**

- Any number of contracts/consultants can be selected.
- The contracts/consultants listed in this section are from the contracts/consultants you entered in the Resources section.
- Any changes to contracts/consultants will be reflected in this section.
- If no contributing contracts/consultants have been assigned to this activity, select the *No Contracts/Consultants Assigned* check box.

10. In the *Timeframe* field, select the time frame of initiation for the activity from the drop-down lists. In the Start drop-down field, select the quarter that starts the time frame of initiation for the activity — first, second, third, or fourth quarter and then select the year from the drop-down list. In the End drop-down field, select the quarter that ends the time frame of initiation for the activity — first, second, third, or fourth quarter and then select the year from the drop-down list.

**Important**

- You cannot change the activity start date if a Performance Monitoring rating exists for the activity.
- You cannot change the activity end date if the activity has a performance monitoring rating of "Complete" or "Cancelled".

11. Click **Save** to save the information entered.

**Result:** Click *Save* to save the information you entered. The system saves the information and returns you to the *Annual Objective Summary* section.

## What do I do differently for my FOA when adding an activity?

Click on your FOA to find out.

[DELTA Focus](#)

### Adding an Activity: DELTA Focus FOA

1. In the *Primary Contributions* field under the *Key Contributing Partners* field, for each key contributing partner, select the options in which the partner has contributed to the activity. If the desired option is not included in the list, select *Other*, and enter the description in the *Other* text box. Maximum text for the *Other* field is 50 characters, about 10 words.

2. In the *Primary Contributions* field under the *Key Contributing Contracts/Consultants Assigned* field, for each key contributing contract/consultant, select the options in which the contract/consultant has contributed to the activity. If the desired option is not included in the list, select *Other*, and enter the description in the *Other* text box. Maximum text for the *Other* field is 50 characters, about 10 words.
3. In the *Describe community input beyond Leadership Team and partners* field, Describe in detail how the community input has gone beyond Leadership Team and partners' input. Maximum is 5000 alphanumeric characters, about 1000 words.
4. In the *Implementation Workgroups* field, select at least one implementation workgroup for each partner selected for an activity.
5. In the *Describe community input beyond Leadership Team and partners* field, describe in detail how the community input has gone beyond Leadership Team and partners' input. Maximum is 5000 alphanumeric characters, about 1000 words.
6. In the *Describe community input beyond your Policy Taskforce/Workgroup and partners* field, describe in detail the ways that the community has contributed to activity beyond your Policy Task Force/Workgroup and partners. Maximum is 5000 alphanumeric characters, about 1000 words.
7. In the *Primary Contribution* field, for each key contributing contract/consultant, select the options in which the contract/consultant has contributed to the activity. If the desired option is not included in the list, select *Other*, and enter the description in the *Other* text box. Maximum text for the *Other* field is 50 characters, about 10 words.

## Editing an activity

### Important note on editing an activity

If you have to change one of the activity components listed below or other similar components, then you are most likely changing the original intent of the activity. It is recommended that you create a new activity instead of editing an existing one.

- Language of the activity so that it becomes a completely different activity
- Changing the target recipients or participants (e.g. a shift from working with a Chamber of Commerce to working with a professional society)
- Changing the status of the activity (e.g. implement vs. evaluate; sign agreement vs. establish agreement, etc.)



---

If you have to change information such as the language, target recipients or participants, status, etc., add a new one.

---

## Editing an activity

1. On the navigation tree, select the AO for which you want to edit an activity.

**Result:** The system displays the AO details in the right display pane.

**Annual Objective**

3.1 - Increase the number of State Board of Education access to best practice recommendations from 0 to 1 by March 2014. [view](#) | [edit](#) | [delete](#)

---

**Progress** [add](#)

Progress Period	Description	Target Met	
First 6 Months	12	No	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>

Click to edit an activity

---

**Activities** [add](#)

Title	Lead Personnel	Timeframe	
3.1.1 - Develop Recommendations for Alaska-Specific Health	Moore, Kami Renee (Program/Project	Fourth Quarter 2013 - Fourth Quarter 2013	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>



**Note**

- The pages for entering initial activity information and modifying existing information are identical. The only difference is that the *Edit* page displays the existing activity information, while the fields in the page for entering initial information are blank.

2. Click the **edit** link for the activity.

**Result:** The system displays a pop-up window asking you to confirm that you do indeed want to change the activity.

### Edit Annual Objective Activity



**Do NOT change the intent\*\* of an existing Activity.**

If the intent of this Activity will change, then select **CANCEL** and add a new Activity.

\*\*Changes to the intent of an activity may include, but are not limited to:

- Changing the language of the activity so that it is a completely different activity
- Changing the target recipients or participants (e.g., a shift from working with a Chamber of Commerce to working with a professional society)
- Changing the status of the activity (e.g., implement vs. evaluate, sign agreement vs. establish agreement)

- Click **Continue** to proceed and edit the activity.

**Result:** The system displays the *Edit Annual Objective Activity* page.

**Edit Annual Objective Activity** Last Updated: 01/28/2014

Related Annual Objective: **3.1** - Increase the number of State Board of Education access to best practice recommendations from 0 to 1 by March 2014.

\*Activity ID: 3.1.1

\*Activity Title:

\*Activity Description: 

ABC
 This will be working with health educators, the Department of Education and other stakeholders to

- Modify the fields as necessary.
- Click the **Save** button to save the information.

**Result:** The system saves the modified information. If any fields on the page are incomplete or invalid when you click **Save**, the system displays an error. Correct all invalid fields and click **Save** again.

### Deleting an activity

- On the navigation tree, select the AO for which you want to delete the activity.

**Result:** The system displays the AO details in the right display pane.

**Annual Objective**

**3.1** - Increase the number of State Board of Education access to best practice recommendations from 0 to 1 by March 2014. [view](#) | [edit](#) | [delete](#)

---

**Progress** [add](#)

Progress Period	Description	Target Met	
First 6 Months	12	No	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>

---

**Activities** [add](#)

Title	Lead Personnel	Timeframe	
3.1.1 - Develop Recommendations for Alaska-Specific Health	Moore, Kami Renee (Program/Project	Fourth Quarter 2013 - Fourth Quarter 2013	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>

Click to delete an activity

- Click the **delete** link for the activity.

**Result:** The system displays a confirmation message.

**Delete Annual Objective Activity**

Are you sure you want to delete **3.1.1 - Develop Recommendations for Alaska-Specific Health Education Standards** as an activity?

3. Click the **Yes** button to confirm your decision to delete the activity.

**Result:** The system deletes the activity.



- 
- Activities with a Performance Monitoring Rating cannot be deleted. Contact your Project Officer if you need to delete an activity that has a Performance Monitoring Rating.
  - Once an activity is deleted it is no longer available in the system.
-

## Products

Products are any outputs created as a result of performing or achieving an objective. Products may include journal articles, policy documents, survey instruments, etc.

### Adding a product

1. On the navigation tree, click the AO for which you want to add a product.

**Result:** The system displays the AO details in the right display pane.

#### Annual Objective

**3.1** - Increase the number of State Board of Education access to best practice recommendations from 0 to 1 by March 2014. [view](#) | [edit](#) | [delete](#)

#### Progress [add](#)

Progress Period	Description	Target Met	
First 6 Months	12	No	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>

#### Activities [add](#)

Title	Lead Personnel	Timeframe	
<b>3.1.1</b> - Develop Recommendations for Alaska-Specific Health Education Standards	Moore, Kami Renee (Program/Project Coordinator/Specialist)	Fourth Quarter 2013 - Fourth Quarter 2013	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>
<b>3.1.2</b> - Present recommendations to Alaska State School Board	Grassgreen, Lori Marlo (Program/Project Manager/Director)	First Quarter 2013 - Fourth Quarter 2013	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>
<b>3.1.3</b> - Review School Policy and School Climate Building Approaches	Moore, Kami Renee (Program/Project Coordinator/Specialist)	First Quarter 2013 - Fourth Quarter 2013	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>

Click to add a new product

#### Products [add](#)

Title	Type	File Name	
Recommendations for Alaska-Specific Health Education Standards	Other - Standards		<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>
Model School Policy	Policy document		<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>

2. Click the **add** link in the *Products* section.

**Result:** The system displays the *Add Annual Objective Products* section in the right display pane. Notice that the system displays the related AO in the *Related Annual*

*Objective* field in SMART format.

### Add Annual Objective Product

Related Annual Objective: **3.1 - Increase the number of State Board of Education access to best practice recommendations from 0 to 1 by March 2014.**

\*Product Title:

\*Product Description: 


  
  
  
  
  
  
  
  
  
  
 Characters: 0 / Maximum: 1500

\*Product Type:

Attachment:    
File size cannot exceed 10MB

3. Check the AO displayed in the *Related Annual Objective* field, to ensure that the AO is the right one to which you want to add a product. This information is view only and cannot be modified.
4. In the *Product Title* field, enter a descriptive title for the product. Maximum is 200 characters, about 40 words.
5. In the *Product Description* field, enter a description for the product. Maximum is 1500 characters, about 300 words.
6. In the *Product Type* field, select a product type from the drop-down list. If the product type is not included in the list, select *Other (specify)*, and enter it in the *Other* text box. Maximum text for the *Other* field is 100 characters, about 20 words.
7. In the *Attachment* field, click **Browse** to navigate to the location where the document is saved, and select the document.



#### Note

- To edit an attached file, you should edit the copy of the file on your computer, then you must delete the attached file and then upload it again.

8. Click the **Save** button.  
**Result:** The system adds the product. If any fields on the page are incomplete or invalid when you click **Save**, the system displays an error. Correct all invalid fields and click **Save** again

## Editing a product

1. On the navigation tree, select the AO for which you want to edit the product.  
**Result:** The system displays the AO details in the right display pane.

### Annual Objective

**3.1** - Increase the number of State Board of Education access to best practice recommendations from 0 to 1 by March 2014. [view](#) | [edit](#) | [delete](#)

#### Progress [add](#)

Progress Period	Description	Target Met	
First 6 Months	12	No	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>

#### Activities [add](#)

Title	Lead Personnel	Timeframe	
3.1.1 - Develop Recommendations for Alaska-Specific Health Education Standards	Moore, Kami Renee (Program/Project Coordinator/Specialist)	Fourth Quarter 2013 - Fourth Quarter 2013	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>
3.1.2 - Present recommendations to Alaska State School Board	Grassgreen, Lori Marlo (Program/Project Manager/Director)	First Quarter 2013 - Fourth Quarter 2013	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>
3.1.3 - Review School Policy and School Climate Building Approaches	Moore, Kami Renee (Program/Project Specialist)	First Quarter 2013 - Fourth Quarter 2013	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>

Click to edit a product

#### Products [add](#)

Title	Type	File Name	
Recommendations for Alaska-Specific Health Education Standards	Other - Standards		<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>
Model School Policy	Policy document		<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>



**Note**

- The page for entering initial product information and modifying existing information are identical. The only difference is that the *Edit* page displays the existing product information, while the fields in the page for entering initial information are blank.

2. Click the **edit** link for the product.

**Result:** The system displays *Edit Annual Object Product* page.

### Edit Annual Objective Product

Last Updated: 11/24/2013

Related Annual Objective:

**3.1** - Increase the number of State Board of Education access to best practice recommendations from 0 to 1 by March 2014.

\*Product Title:

Recommendations for Alaska-Specific Health Education Standar

\*Product Description:

Standards for k-12 that are inclusive of social and emotional learning and healthy relationships.

3. Modify the fields as necessary.

- Click the **Save** button to save the information.

**Result:** The system saves the modified information. If any fields on the page are incomplete or invalid when you click **Save**, the system displays an error. Correct all invalid fields and click **Save** again.

## Deleting a product

- On the navigation tree, select the AO for which you want to delete the activity.

**Result:** The system displays the AO details in the right display pane.

### Annual Objective

**3.1** - Increase the number of State Board of Education access to best practice recommendations from 0 to 1 by March 2014. [view](#) | [edit](#) | [delete](#)

#### Progress [add](#)

Progress Period	Description	Target Met	
First 6 Months	12	No	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>

#### Activities [add](#)

Title	Lead Personnel	Timeframe	
<b>3.1.1</b> - Develop Recommendations for Alaska-Specific Health Education Standards	Moore, Kami Renee (Program/Project Coordinator/Specialist)	Fourth Quarter 2013 - Fourth Quarter 2013	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>
<b>3.1.2</b> - Present recommendations to Alaska State School Board	Grassgreen, Lori Marlo (Program/Project Manager/Director)	First Quarter 2013 - Fourth Quarter 2013	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>
<b>3.1.3</b> - Review School Policy and School Climate Building Approaches	Moore, Kami Renee (Program/Project Coordinator/Specialist)	First Quarter 2013 - Fourth Quarter 2013	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>

Click to delete a product

#### Products [add](#)

Title	Type	File Name	
Recommendations for Alaska-Specific Health Education Standards	Other - Standards		<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>
Model School Policy	Policy document		<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>

- Click the **delete** link for the product.

**Result:** The system displays a confirmation message.

### Delete Annual Objective Product

 Are you sure you want to delete **Recommendations for Alaska-Specific Health Education Standards** as a Product?

Yes

No

3. Click the **OK** button to confirm your decision to delete the product.

**Result:** The system deletes the product.



- Once a product is deleted it is no longer available in the system
-