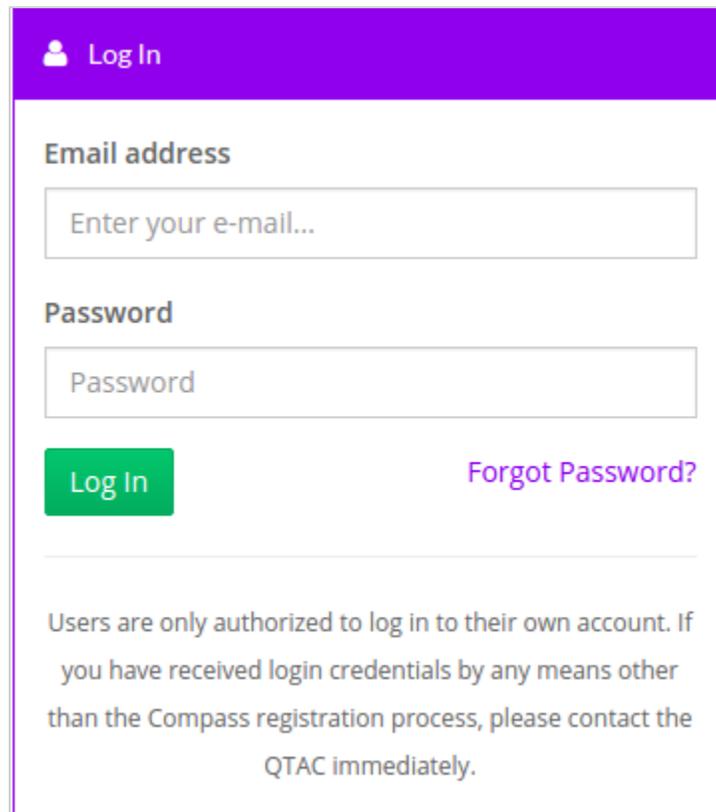


QTAC Compass Instructions for Program Coordinators

1. One of our staff will create a Compass account for you. Then, you will receive an automated invitation by e-mail to log into the portal and fill in the remaining registration information at <https://compass.qtacny.org>. You will have **48 hours** to activate your new account; after 48 hours the invitation expires, and you will need to contact us to have another invitation generated and sent to you.
2. The **FIRST** time you login, the system-generated email with your login code may go to spam—check your spam folder for an email with “QTAC” in the title. Also, the **FIRST** time you login, if you put a landline as your primary contact telephone number, make sure you list “voicemail” NOT “text message” as the way to receive the login password.
3. After updating your account with a unique password, you will need to **verify** your account by receiving a text or voice message. Then you can log in at <https://compass.qtacny.org/login> with your **e-mail address** and **password**.



 Log In

Email address

Password

 [Forgot Password?](#)

Users are only authorized to log in to their own account. If you have received login credentials by any means other than the Compass registration process, please contact the QTAC immediately.

- Once you log in, you'll see your **Dashboard** (Home) screen.

The screenshot shows the Compass QTAC Dashboard. At the top, there is a navigation bar with the logo, user name 'Welcome back, Jessica!', and contact information. Below the navigation bar, there are tabs for Home, Sites, Personnel, Workshops, Training, Reporting, and Administration. A search bar is also present. The main content area is divided into three sections: Alerts, Help Topics, and an Event Calendar. The Alerts section shows a notification about missing attendance for 111 sessions. The Help Topics section lists several topics. The Event Calendar shows a grid for June 2016 with various sessions listed for each day. Red arrows point from the text below to the Alerts and Help Topics sections, and a red circle highlights the 'month', 'week', and 'day' view options in the calendar header.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
		10:00a SO-UT-461-4371	10:00a CDSMP-UT-461-4450 6:00p CPSMP-UT-461-4443	9:00a SO-UT-461-4439		
5	6	7	8	9	10	11
		10:00a SO-UT-461-4371	10:00a CDSMP-UT-461-4450 6:00p CPSMP-UT-461-4443	9:00a SO-UT-461-4439		
12	13	14	15	16	17	18
		10:00a	10:00a	9:00a		

- You can also view **Alerts** and **Help Topics**.
- From the Dashboard, you can view the workshop calendar by **month**, **week**, or **day**.
- You can also view a **Workshop** by clicking on the calendar.

4. First, create a new **Implementation Site** if your site doesn't already exist in the portal, before you create a new Workshop. *This is where your workshop/class will be held.*

The screenshot shows the Compass QTAC NY dashboard. The 'Sites' menu item in the top navigation bar is circled in red. Below the navigation bar, there is a 'Dashboard' section with an 'Alerts' box indicating 111 missing sessions and a 'Help Topics' list. The main area features an 'Event Calendar' for June 2016, showing various sessions with times and site IDs. A red arrow points from the 'Sites' menu to the 'Add New Implementation Site' button in the next screenshot.

5. Then, click on the **Add New Implementation Site** button. You can also **view** and **edit** the Implementation Sites associated with your agency.

The screenshot shows the 'Implementation Sites' page. The 'Add New Implementation Site' button is circled in red. Below it is a table with columns for Status, Host/System Partner, Site Name, and Actions. The 'Show' and 'Edit' buttons in the Actions column are also circled in red. A red arrow points from the 'Add New Implementation Site' button to the 'Show' and 'Edit' buttons.

Status	Host/System Partner	Site Name	Actions
	Intermountain Healthcare	Alta View Hospital	Show Edit

6. Enter the required information, and then click the **Save** or **+ Save and Add** button at the end to add your new **Implementation Site**.

The screenshot shows a web form titled "Add New Implementation Site". The form contains the following fields:

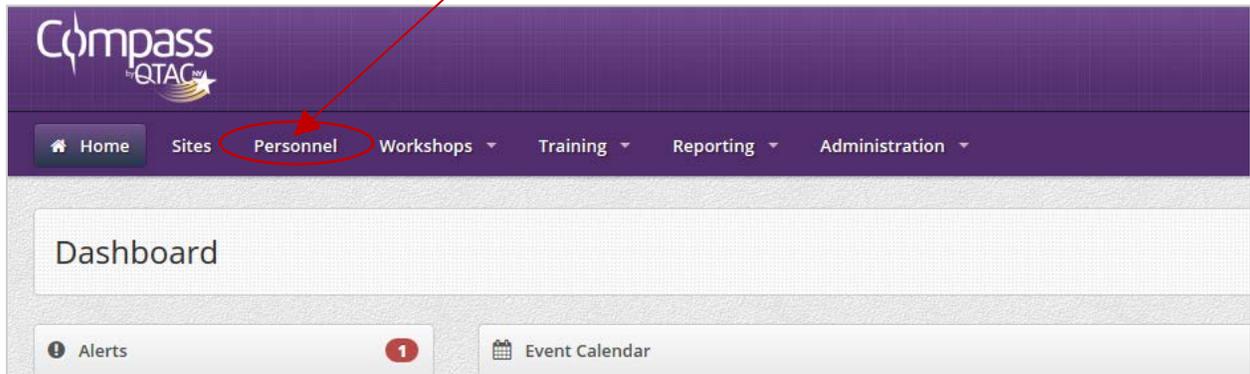
- Host/System Partner * (Dropdown menu with "Select a Host/Syste" visible)
- Delivery type * (Dropdown menu with "Area Agency on Aging" selected)
- Site Name * (Text input field)
- Street Address * (Text input field)
- Street Address Line 2 (Text input field)
- Suite (Text input field)
- City * (Text input field)
- State * (Dropdown menu)

The screenshot shows the bottom portion of the "Add New Implementation Site" form. It includes the following fields and instructions:

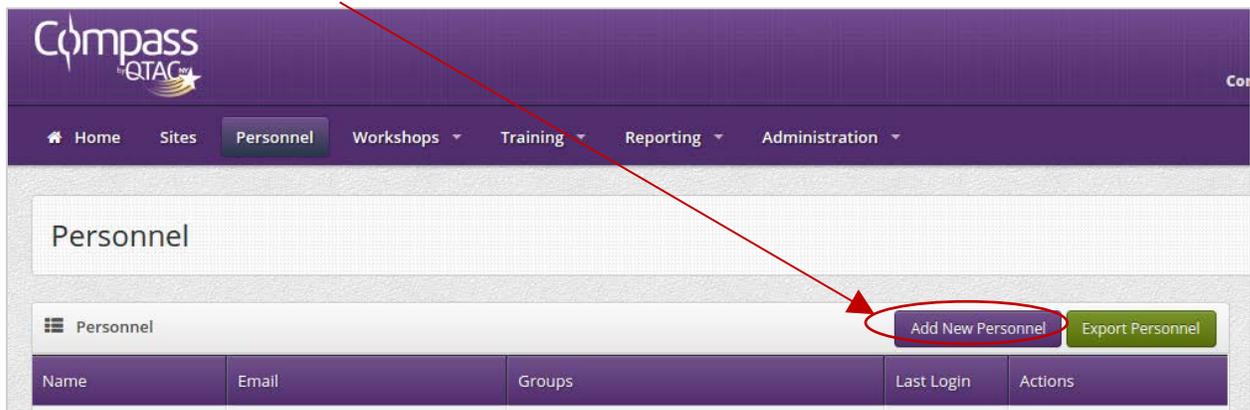
- Who is the primary contact person at this site? (Text input field)
- Contact Phone (Three separate input boxes for digits) with the instruction: "What is the phone number of the primary contact?"
- Contact E-mail (Text input field) with the instruction: "What is the e-mail address of the primary contact?"
- DPRP Org. Code (Text input field) with the instruction: "If this implementation site has it's own CDC DPRP code, please enter it here."

At the bottom of the form, two buttons are visible: a green "Save" button with a checkmark icon and a dark blue "+ Save and Add" button with a plus icon. Both buttons are circled in red.

7. Create new **Personnel**, if needed.



8. Click on the **Add New Personnel** button.



9. Enter all of the required **Personnel** information and click the **Save** button.

Home Sites **Personnel** Workshops Training Reporting

Add New Personnel - Account Information

Account Information

Owner * Utah

First name *

Last name *

Email

Phone numbers

Street Address

Address Line 2

Account Information

Email *

Groups * Implementation Site - Staff
 Master Trainers
 Workshop Leaders

Implementation Site Access

Subscriptions

Subscriptions New Participants - Notify by e-mail when new participants are registered for workshops.
 New Workshop - Notify by e-mail when new workshops are created.

10. Add Programs a Coach can lead, go to the **Coach Personnel Profile: Personnel > Edit**

Delivery Personnel Profile

MOUs Working Under ×
Type the names of any MOUs (Host/System Partners) that this personnel works under.

Workshops
Please select any workshops that this person leads.

Implementation Sites
Which Implementation Sites does this Leader lead workshops at?
Note: If an Implementation Site staff member tries to assign this user as a leader of a workshop, and that implementation site is not listed here, the staff member will be unable to assign the user.

Trainings (Trainee)
Search for trainings by typing the program of the training, type of training, or host/system partner, and then select them from the results list.

Certifications

Program ▼

Certification date ▼
When was this trainer certified for this program?

Inactive?
Is this certification currently inactive?

For Master Trainers and T-Trainers, please enter their Certification Dates

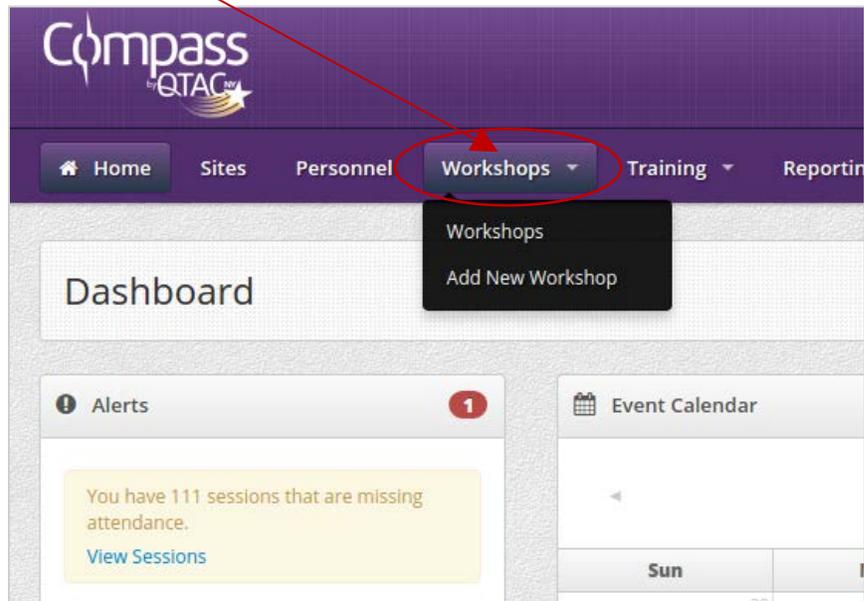
Programs Trained

Personnel Type ▼

Program ▼

Date Trained ▼
Please enter "Date Trained" as last training day for this program. This field is required.

11. Creating a **NEW workshop**: Go to the **Workshops** menu item at the top, and then click on **Add New Workshop**.



12. Fill in all of the information for a **New Workshop**, then click **Next->**.

The screenshot displays the 'Add New Workshop' form. The form includes the following fields:

- Program ***: Arthritis Foundation Exercise Pi
- Implementation Site ***: Alta View Hospital
- Private Workshop?**: Should this workshop be hidden from public registration and se
- Contact Phone ***: [] [] [] ext. [] What phone number (and, optionally, extension) should partici
- Contact E-mail ***: [] What e-mail should participants see to send questions/inquiries
- Language ***: English

13. Workshop **description**: good place to put classroom directions here and what room number your workshop will be held in:

Workshop Description: Classroom Directions (Watch for Signs)

- Enter the Hospital through the Main entrance or Visitor entrance.
- After you enter the building, walk south toward the Café.
- Before you enter the Café, the education center will be on your left.
- Walk down education center hall and room numbers will be posted next to room doors.

Class will be held on the following dates:

- April 7th, 10am-12pm, Classroom 5
- April 14th, 10am-12pm, Classroom 5
- April 21st. 10am-12pm. Classroom 3

14. Fill out the information for the **leaders, session days, DPRP code, start date/time**. Click **Next->**

The screenshot shows a web form titled "Add New Workshop" with a search bar in the top right corner. The form is divided into several sections:

- Leaders:** Includes buttons for "+ Add", "Delete", and "Help".
- Session Zero:** A checkbox with the text: "Does this workshop have a Session Zero(Overview/intro session)? This session should NOT be part of the schedule."
- DPRP Org. Code *:** A text input field with the note: "If a DPRP Organization Code is required for this workshop's program, this field is required."
- Start Date/Time:** A date and time picker showing "1" for the day, "00" for the hour, and "AM" for the period. Below it is the text: "What is the date & time of the first session of this workshop?"

At the bottom of the form, there are three buttons: "Next ->" (highlighted with a red circle and a red arrow pointing to it from the text above), "Back", and "Start Over".

15. After you click **Next**, you will see the **NDPP Schedule Generator**. Accept the defaults to the schedule for your class, and in the next screen you will make changes to any days/times that need to be updated.

Add New Workshop

NDPP Schedule Generator

In the table below, you will find a suggested schedule based on the workshop start date. This schedule includes:

- 16 weekly sessions for months 1 - 6.
- 2 extra maintenance sessions towards the end of months 1 - 6 to bridge the gap between the first and second half.
- 6 monthly sessions for months 7 - 12.

Please review this schedule, and modify it to fit your needs. You can also add additional sessions at the bottom of the page using the **Add Maintenance Session** button. Once you are happy with the schedule, press **Continue** at the bottom of this page.

Suggested Schedule

#	Description	Suggested Date	Modify Date/Time
1	Months 1 - 6 (Weekly)	Tuesday - July 26, 2016	7/26/2016 6 <input type="text"/> 00 <input type="text"/> PM <input type="text"/>
2	Months 1 - 6 (Weekly)	Tuesday - August 2, 2016	8/2/2016 6 <input type="text"/> 00 <input type="text"/> PM <input type="text"/>
3	Months 1 - 6 (Weekly)	Tuesday - August 9, 2016	8/9/2016 6 <input type="text"/> 00 <input type="text"/> PM <input type="text"/>
4	Months 1 - 6 (Weekly)	Tuesday - August 16, 2016	8/16/2016 6 <input type="text"/> 00 <input type="text"/> PM <input type="text"/>
5	Months 1 - 6 (Weekly)	Tuesday - August 23, 2016	8/23/2016 6 <input type="text"/> 00 <input type="text"/> PM <input type="text"/>
6	Months 1 - 6 (Weekly)	Tuesday - August 30, 2016	8/30/2016 6 <input type="text"/> 00 <input type="text"/> PM <input type="text"/>

16. Click **continue** -> to proceed and set up your workshop.

19	Months 7 - 12 (Monthly)	Tuesday - January 31, 2017	1/31/2017 6 <input type="text"/> 00 <input type="text"/> PM <input type="text"/>
20	Months 7 - 12 (Monthly)	Tuesday - February 28, 2017	2/28/2017 6 <input type="text"/> 00 <input type="text"/> PM <input type="text"/>
21	Months 7 - 12 (Monthly)	Tuesday - March 28, 2017	3/28/2017 6 <input type="text"/> 00 <input type="text"/> PM <input type="text"/>
22	Months 7 - 12 (Monthly)	Tuesday - April 25, 2017	4/25/2017 6 <input type="text"/> 00 <input type="text"/> PM <input type="text"/>
23	Months 7 - 12 (Monthly)	Tuesday - May 30, 2017	5/30/2017 6 <input type="text"/> 00 <input type="text"/> PM <input type="text"/>
24	Months 7 - 12 (Monthly)	Tuesday - June 27, 2017	6/27/2017 6 <input type="text"/> 00 <input type="text"/> PM <input type="text"/>

[+ Add Maintenance Session](#)

[Continue](#) [Back](#) [Start Over](#)

17. Add, delete or change your **schedule** in the following Workshop Details screen.

(Utah Department of Health) NDPP15-ENG - UT-481-4962

Workshop has been created!

Workshop Details Cancel Workshop Edit Details / Leaders

Location:
Utah Department of Health
288 North 1460 West
Salt Lake City, UT 84114
Salt Lake County
Phone: (801) 538-6273

Host / System Partner: Utah Department of Health

Workshop Description: This is a test workshop.

Private Workshop

Status	Scheduled
Language	English
Participants	0
Session Zero?	No

Workshop Data Packet

Data Packet Instructions View

Attendance Log / Workshop Cover Sheet Download

Workshop Alerts

There are no alerts for this workshop at this time.

Workshop History

Created	7/19/16 @ 12:38PM by Celsa B.
Last Update	7/19/16 @ 12:38PM by Celsa B.

Leaders

Name	E-mail Address	Phone Numbers	Options
There are currently no leaders for this workshop.			

Schedule + Add Maintenance Session Export Session Data

Date	Start Time	End Time	Options
Tuesday - July 26, 2016	6:00 PM	7:00 PM	Edit

18. You can download the **Workshop Data Packet (Attendance Log, etc.)**.

(Utah Department of Health) NDPP15-ENG - UT-481-4962

Workshop has been created!

Workshop Details Cancel Workshop Edit Details / Leaders

Location:
Utah Department of Health
288 North 1460 West
Salt Lake City, UT 84114
Salt Lake County
Phone: (801) 538-6273

Host / System Partner: Utah Department of Health

Workshop Description: This is a test workshop.

Private Workshop

Status	Scheduled
Language	English
Participants	0
Session Zero?	No

Workshop Data Packet

Data Packet Instructions View

Attendance Log / Workshop Cover Sheet Download

Workshop Alerts

There are no alerts for this workshop at this time.

Workshop History

Created	7/19/16 @ 12:38PM by Celsa B.
Last Update	7/19/16 @ 12:38PM by Celsa B.

Leaders

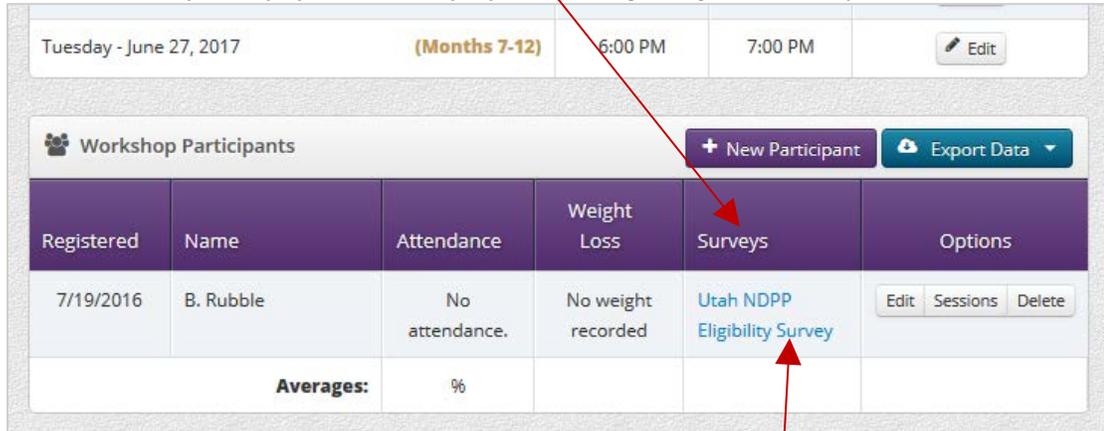
Name	E-mail Address	Phone Numbers	Options
There are currently no leaders for this workshop.			

Schedule + Add Maintenance Session Export Session Data

Date	Start Time	End Time	Options
Tuesday - July 26, 2016	6:00 PM	7:00 PM	Edit

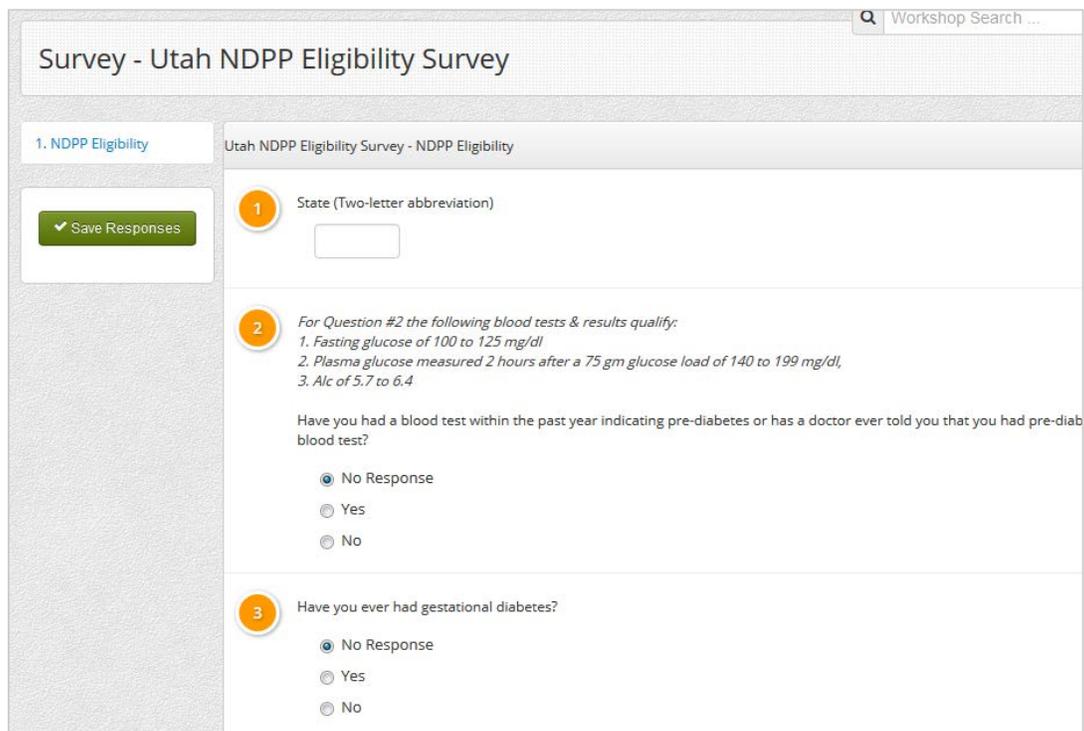
19. At the bottom of the Workshop Details page, you can view the **Schedule**, and **Add New Participants** or **View Participants**.

*NOTE: you will need to fill out the **Utah NDPP Eligibility Survey** for every participant, preferably by the start or on the first day of class. This is for your data reporting to the DPRP/CDC.*



Registered	Name	Attendance	Weight Loss	Surveys	Options
7/19/2016	B. Rubble	No attendance.	No weight recorded	Utah NDPP Eligibility Survey	Edit Sessions Delete
Averages:		96			

20. Once you click on the link you will see the questions from the **Eligibility Survey**:



Survey - Utah NDPP Eligibility Survey

1. NDPP Eligibility

Utah NDPP Eligibility Survey - NDPP Eligibility

1 State (Two-letter abbreviation)

2 For Question #2 the following blood tests & results qualify:
1. Fasting glucose of 100 to 125 mg/dl
2. Plasma glucose measured 2 hours after a 75 gm glucose load of 140 to 199 mg/dl
3. Alc of 5.7 to 6.4

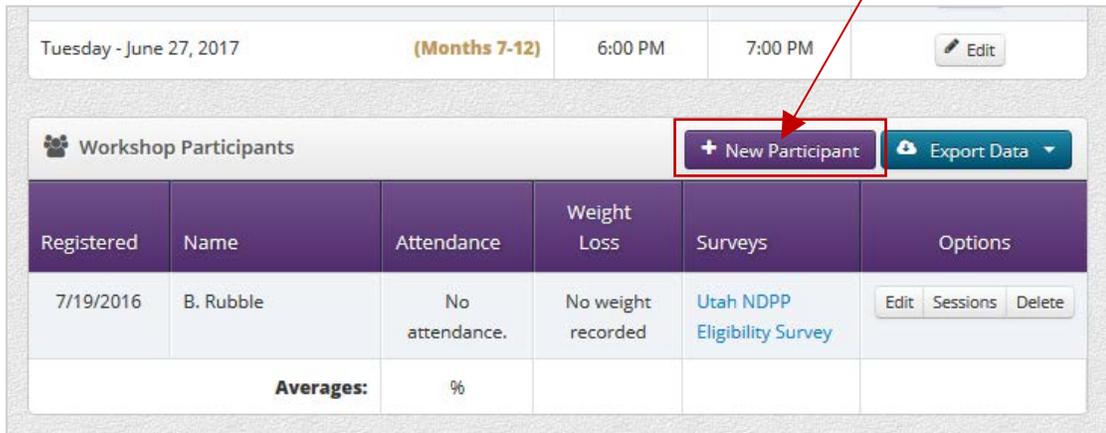
Have you had a blood test within the past year indicating pre-diabetes or has a doctor ever told you that you had pre-diab blood test?

No Response
 Yes
 No

3 Have you ever had gestational diabetes?

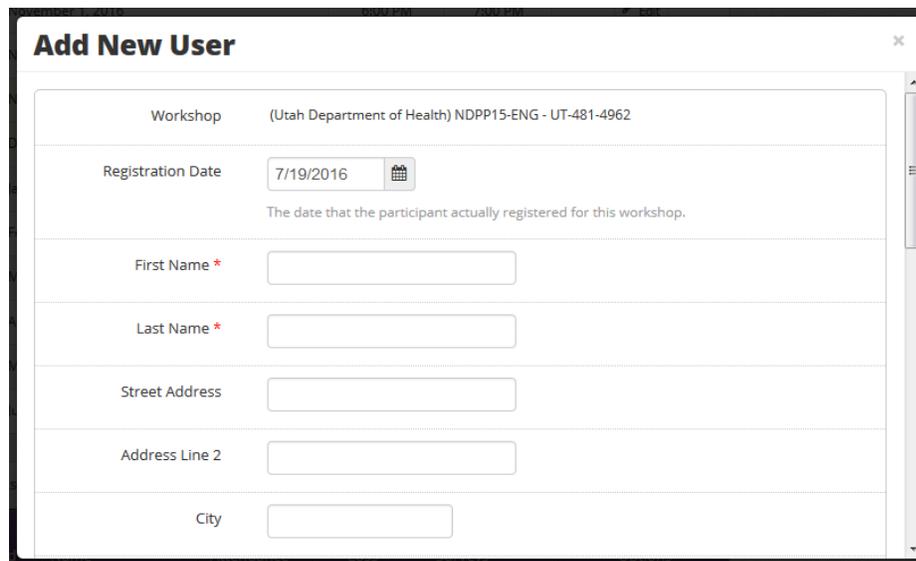
No Response
 Yes
 No

21. **Add New Participant:** To add new Workshop Participants, click on the **+ New Participant** button and enter the participant data and click **Save**.



The screenshot shows a table interface for workshop participants. At the top, there is a header row with the date 'Tuesday - June 27, 2017', the workshop name '(Months 7-12)', the time '6:00 PM' to '7:00 PM', and an 'Edit' button. Below this is a section titled 'Workshop Participants' with a '+ New Participant' button (highlighted with a red box and a red arrow) and an 'Export Data' button. The table has columns for 'Registered', 'Name', 'Attendance', 'Weight Loss', 'Surveys', and 'Options'. One participant is listed: B. Rubble, registered on 7/19/2016, with 'No attendance' and 'No weight recorded'. The 'Surveys' column shows 'Utah NDPP Eligibility Survey'. An 'Averages' row is at the bottom of the table.

Registered	Name	Attendance	Weight Loss	Surveys	Options
7/19/2016	B. Rubble	No attendance.	No weight recorded	Utah NDPP Eligibility Survey	Edit Sessions Delete
Averages:		%			



The 'Add New User' form is displayed in a window. It contains the following fields and information:

- Workshop:** (Utah Department of Health) NDPP15-ENG - UT-481-4962
- Registration Date:** 7/19/2016 (with a calendar icon) and a note: 'The date that the participant actually registered for this workshop.'
- First Name *** (text input field)
- Last Name *** (text input field)
- Street Address** (text input field)
- Address Line 2** (text input field)
- City** (text input field)

22. **Attendance Log:** you can visit the **Workshop Details** page after each workshop and update the Schedule with the attendance.

Date	Start Time	End Time	Options
Thursday - April 7, 2016	10:00 AM	12:00 PM	Edit Attendance Log
Thursday - April 14, 2016	10:00 AM	12:00 PM	Edit Attendance Log
Thursday - April 21, 2016	10:00 AM	12:00 PM	Edit Attendance Log
Thursday - April 28, 2016	10:00 AM	12:00 PM	Edit Attendance Log

23. Workshop Attendees are marked as **Present**, **Absent**, or **Make-Up** and you will enter each participant's **weight** and minutes of **physical activity**.

Session Attendance - July 12, 2016

Please remember to enter all make-up sessions for current and prior weeks.

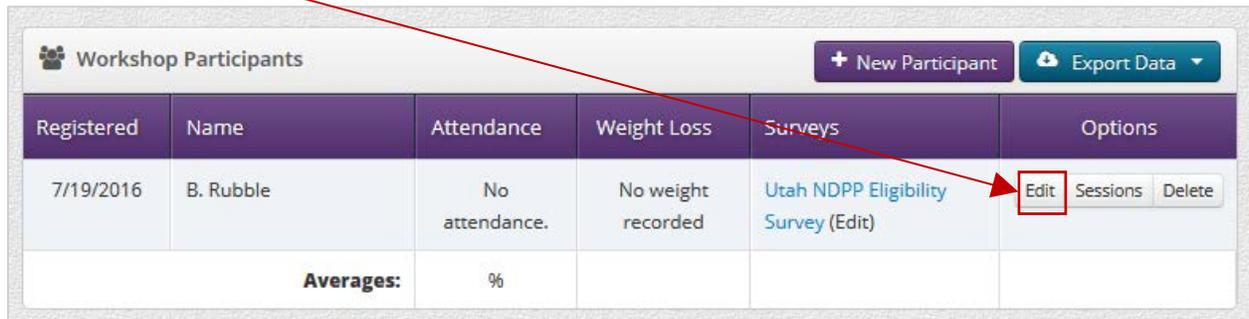
- Weight is required if participant was present or attended a make-up session. Weight must be recorded between 70 and 997(in pounds). Please enter "999" if the participant was present or attended a make-up and no weight was recorded. Weight must be rounded to the nearest pound.
- Physical activity minutes are required and must be between 0 and 998 (in minutes). If physical activity minutes were not reported, please check "No Report".

Session Attendance - July 12, 2016			
Participant	Status	Weight(Lbs)	Physical Activity(Minutes)
B. Rubble	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="checkbox"/> No Report

[Save Attendance](#)

****Make sure ALL of your participants are added to the workshop before you complete the attendance logs.***

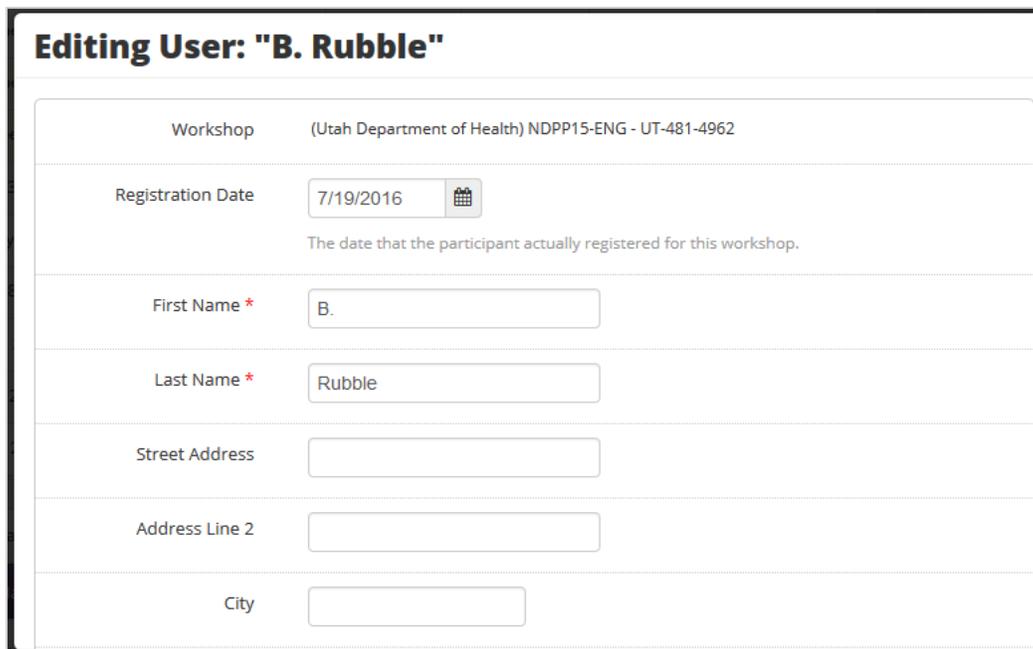
24. You can also **edit** contact information for participants:



The screenshot shows a table titled "Workshop Participants" with columns: Registered, Name, Attendance, Weight Loss, Surveys, and Options. A red arrow points from the text "You can also edit contact information for participants:" to the "Edit" button in the Options column of the first row. The "Edit" button is highlighted with a red box.

Registered	Name	Attendance	Weight Loss	Surveys	Options
7/19/2016	B. Rubble	No attendance.	No weight recorded	Utah NDPP Eligibility Survey (Edit)	Edit Sessions Delete
Averages:		%			

25. Once you click on the link you will have the option to **edit** the participants contact info:



The screenshot shows a form titled "Editing User: 'B. Rubble'". The form contains the following fields:

- Workshop: (Utah Department of Health) NDPP15-ENG - UT-481-4962
- Registration Date: 7/19/2016 (with a calendar icon)
- First Name *: B.
- Last Name *: Rubble
- Street Address: (empty field)
- Address Line 2: (empty field)
- City: (empty field)

Below the Registration Date field, there is a note: "The date that the participant actually registered for this workshop."

26. Assign Coach(es) to Workshops: *prior* to assigning a coach to a workshop, you will need to add the **Workshop(s)** and **Implementation Sites** to the Personnel information for each coach. Go to **Personnel > Edit**

Personnel

Personnel Add New Personnel Export Personnel

Name	Email	Groups	Host/System Partner	Last Login	Actions
A		(Utah) Peer Leaders/Program Instructors	Weber Human Se...		<a>Show <a>Edit <a>Archive
A Fi		(Utah) Peer Leaders/Program Instructors, (Utah)	San Juan County ...	06/28/2016	<a>Show <a>Edit <a>Archive <a>Impersonate

27. Add the Workshop for each coach: Personnel > Edit > **Workshops** and then **Implementation Sites**

Delivery Personnel Profile

MOUs Working Under Type the names of any MOUs (Host/System Partners) that this personnel works under.

Workshops + Add Delete Help Please select any workshops that this person leads.

Implementation Sites Which Implementation Sites does this Leader lead workshops at?
Note: If an Implementation Site staff member tries to assign this user as a leader of a workshop, and that Implementation site is not listed here, the staff member will not see this user.

28. Adding Coaches: 1 of 2 ways to assign Lifestyle Coach(es) to Workshops:
Go to **Personnel > Edit**, then assign the coach to a workshop.

Delivery Personnel Profile

MOUs Working Under

Type the names of any MOUs (Host/System Partners) that this personnel works under.

Workshops

Please select any workshops that this person leads.

Implementation Sites

Which Implementation Sites does this Leader lead workshops at?
Note: If an Implementation Site staff member tries to assign this user as a leader of a workshop, and that implementation site is not listed here, the staff member will not see this user.

29. Adding Coaches: 2 of 2 ways to assign Lifestyle Coach(es) to Workshops:
Go to **Workshops > Edit**, then add the coach to the workshop.

Editing Workshop "National Diabetes Prevention Program 2015 (English) -

Parent Workshop

If this workshop is linked to another workshop, search for the workshop by typing it's name or ID, and select it fro

Session Zero

Does this workshop have a Session Zero(Overview/Intro session)? This session should NOT be part of the normal :

Private Workshop?

Should this workshop be hidden from public registration and searches? Please note that if the program for this w

Facilitated Enrollment Date

For self-directed workshops, this is the date that the facilitated enrollment session took place.

Leaders

30. **Export Participant data:** to contact participants who have registered in Compass:
- Click on the upcoming workshop (either from the calendar or from the “Workshops” button towards the top left side of the page)
 - Scroll down to where it says “Workshop Participants”
 - To the right of where it says “Workshop Participants,” click on the blue box that says “Export Data”
 - From the dropdown box, click on Participant Information
 - This will automatically download the contact information from all registered participants into an Excel file.
 - Once it downloads, double-click the **Excel file** to open (in the bottom left corner if you are using Chrome). NOTE: You will need to widen the columns to view participants’ full email addresses and phone numbers.

Workshop Participants					
Registered	Name	Attendance	Weight Loss	Surveys	Options
7/19/2016	B. Rubble	No attendance.	No weight recorded	Utah NDPP Eligibility Survey (Edit)	Edit Sessions Delete

31. **View Workshops:** go to the **Workshops** menu at the top, and click on **Workshops**. You can also **Add a New Workshop from** here or edit existing workshops.

Compass QTAC

Home Sites Personnel Workshops Training Reporting Administration

Workshops

Add New Workshop

Workshops						
Language	Name	Implementation Site	Enrolled	Status	Start Date	Actions
English	CDSMP - []	TOSH	0	Completed	Jan 20, 2015	Show Edit Delete

32. You can also view workshops from the homepage/dashboard on the calendar. Click on the workshop to see details.

The screenshot shows the Compass QTAC dashboard. At the top, there is a navigation menu with options: Home, Sites, Personnel, Workshops, Training, Reporting, and Administration. A search bar for 'Workshop Search' is also present. The main content area is titled 'Dashboard' and includes an 'Alerts' section with a notification about 111 missing sessions. The 'Event Calendar' section shows a calendar for June 2016. A red box highlights the calendar grid, which displays several workshop sessions. The sessions are color-coded and include details such as time and ID numbers.

Day	Time	Workshop ID
Tue 30	10:00a	SO - UT-461-4371
Wed 1	10:00a	CDSP - UT-461-4450
Wed 1	6:00p	CPSMP - UT-461-4443
Thu 2	9:00a	SO - UT-461-4439
Tue 6	10:00a	SO - UT-461-4371
Wed 7	10:00a	CDSP - UT-461-4450
Wed 7	6:00p	CPSMP - UT-461-4443
Thu 8	9:00a	SO - UT-461-4439
Tue 13	10:00a	SO - UT-461-4371
Wed 14	10:00a	CDSP - UT-461-4450
Thu 15	9:00a	SO - UT-461-4439

33. **View Delivery Personnel (Lifestyle Coach & Coordinators):** go to the **Personnel** menu and the list will appear.

The screenshot shows the 'Personnel' page in the Compass QTAC system. A red arrow points to the 'Personnel' menu item in the navigation bar. The main content area displays a table of personnel members. The table has columns for Name, Email, Groups, Last Login, and Actions. There are buttons for 'Add New Personnel' and 'Export Personnel' at the top right of the table.

Name	Email	Groups	Last Login	Actions
[Redacted]	[Redacted]	(Utah) Peer Leaders/Program Instructors		Show Edit
[Redacted]	[Redacted]	(Utah) Peer Leaders/Program Instructors		Show Edit
[Redacted]	[Redacted]	(Utah) Peer Leaders/Program Instructors		Show Edit
[Redacted]	[Redacted]	(Utah) Program Coordinator, (Utah) Peer Leaders/Program Instructors, (Utah) Sub-Coordinator, (Utah) Master Trainers	05/24/2016	Show Edit

34. **Account Settings:** go to your settings to **Edit Your Profile** information.

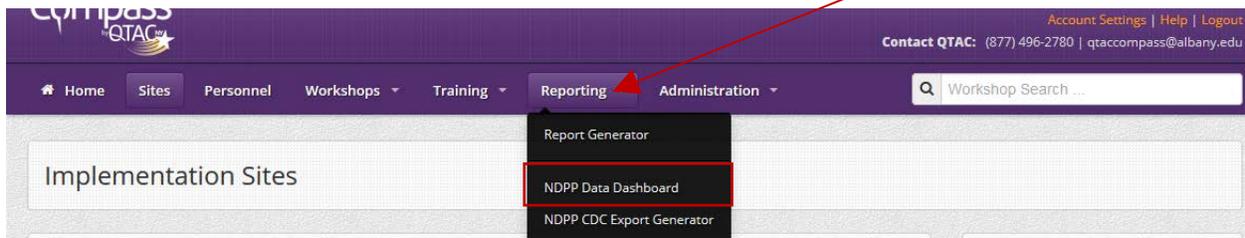
The screenshot shows the Compass QTAC dashboard. At the top left is the logo. The top right corner displays a user greeting: "Welcome back, Jessica!" with links for "Account Settings", "Help", and "Logout". Below this is contact information: "Contact QTAC: (877) 496-2780 | qtaccompass@albany.edu". A navigation bar contains links for Home, Sites, Personnel, Workshops, Training, Reporting, and Administration. A search bar is labeled "Workshop Search ...". The main content area is titled "Dashboard" and includes an "Alerts" section with a notification: "You have 111 sessions that are missing attendance. View Sessions". To the right is an "Event Calendar" for "June 2016" with a view selector (month, week, day) and a calendar grid showing sessions on Tuesday, Wednesday, and Thursday.

35. Change your **subscriptions**, update your **password**, or **Update Security Profile**.

The screenshot shows the "Edit Your Profile" page. On the left is a sidebar with "Account Settings" (containing "Your Profile", "Change Your Password", and "Update Security Profile") and "Help Topics" (containing "Who are 'Delivery Personnel'" and "How do I print my Data Packet forms?"). The main area is titled "Your Information" and includes a "Subscriptions" section with two checked options: "New Participants - Notify by e-mail when new participants are registered for workshops." and "New Workshop - Notify by e-mail when new workshops are created." Below this is a "Current password:" field with a masked input box. A "Save Profile" button is at the bottom. Three red arrows point from the text above to the "Change Your Password", "Update Security Profile", and "Subscriptions" elements.

Dashboard for NDPP

Go to the **Reporting** menu item at the top of the page, then select "NDPP Data Dashboard".



OVERVIEW (tab)

NDPP Data Dashboard

Report Criteria

Start date *
6/19/2016

End date *
7/19/2016

DPRP Code

Workshop Status *

In Progress
 Started
 Completed

Asterisks (*) denote a required field.
Modify Criteria Reset Results

Overview Workshops

There are 13 participants that do not have an eligibility survey in the system. Program eligibility cannot be determined properly without this information.

The NDPP Data Dashboard is intended as a guide ONLY to help in understanding your National Diabetes Prevention Program's quality and recognize possible areas for improvement throughout delivery. Its usefulness is dependent upon the completeness and accuracy of the data entered by Compass by QTAC-NY users at your organization. It is also only intended to help identify The CDC Diabetes Prevention Recognition Program (DPRP) status concerns and not to establish program recognition. Any questions about the Compass by QTAC-NY NDPP Data Dashboard should be directed to QTAC-NY. Any question about CDC DPRP recognition should be addressed to the CDC.

30 Total Workshops Details	265 Total Participants Details	131 Participants that meet attendance and eligibility requirements Details	134 Participants that did not meet the requirements for reporting Details
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Data for all participants that meet attendance & eligibility requirements are included in the averages below.

Program Eligibility Sessions Attended Weight & P/A Weight Loss

WORKSHOPS (tab)

Overview Workshops

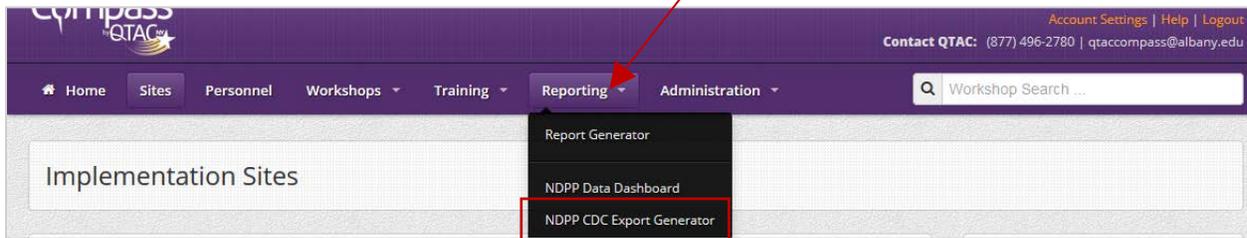
Workshop Breakdown [Export to Excel](#)

Workshop	Start Date	Total Participants	Reportable Participants	Avg Sessions Attended (1 - 6 / 7 - 12)	Weights Documented	P/A Documented	Avg. Weight Loss (1 - 6 / 7 - 12)
UT-4		10	10	14 / 2.6	100.0%	68.7%	4.3 / 3.9
UT-4		10	7	13.6 / 2.7	100.0%	71.9%	4.73 / 4.2
UT-4		12	8	12.5 / 1.6	100.0%	61.9%	1.74 / 1.4
UT-4		8	5	11 / 0.6	100.0%	43.1%	1.69 / 2.1
UT-4		13	10	13.6 / 3	94.6%	44.0%	2.75 / 2.6
UT-4		13	12	13.5 / 3.3	100.0%	65.3%	2.89 / 1.9
UT-4		13	13	10.8 / 0	100.0%	48.2%	3.33 / 3.3

The "NDPP Data Dashboard" is intended as a guide ONLY to help in understanding program quality and areas for improvement and its usefulness is dependent upon the completeness and accuracy of the data entered by the partner. It is also only intended to help identify CDC status concerns and not to establish program recognition. Any questions about the dashboard should be directed to a QTAC-NY Program Specialist. Any questions about CDC recognition should be addressed to the CDC.

Data Reporting to the DPRP/CDC

When you're ready to send in your annual NDPP data, you can go to the **Reporting** menu item at the top navigation section of the website, and select **NDPP CDC Data Export Generator**.



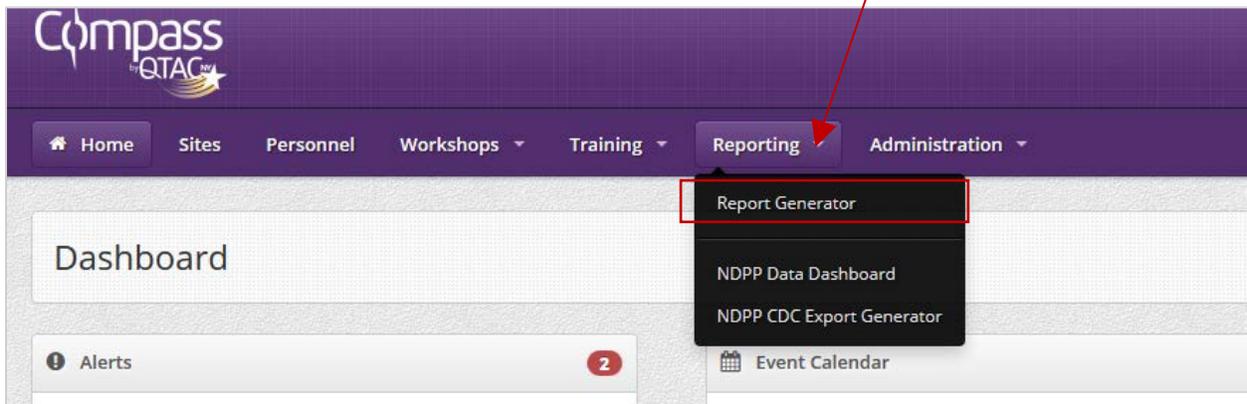
This will export an **Excel** data file for you to upload to the DPRP's website for data submission.

DPRP website: https://nccd.cdc.gov/DDT_DPRP/SessionData.aspx

A screenshot of the 'NDPP - CDC Export Generator' form. The form is titled 'NDPP - CDC Export Generator' and contains several input fields and a button. The fields are: 'Session Start Date *' with a date picker icon and a note 'Choose the begin date of any sessions that should appear in the export.'; 'Session End Date *' with a date picker icon and a note 'Choose the end date of any sessions that should appear in the export.'; 'Host/System Partner' with a dropdown menu and a note 'Choose a partner to narrow the export to a specific partner's session data.'; 'CDC Org Code' with a text input field and a note 'Enter a CDC Org(DPRP) code to narrow the export by an organization code.'; and 'Export Version *' with a dropdown menu set to '2015 Standards' and a note 'Which CDC export standards do you want to use? Please be aware that data entered fr'. At the bottom of the form is a purple button labeled 'Generate Export'.

Report Generator

Go to the Reporting menu, and select Report Generator to view your data report.



Enter all of your **report criteria**, and then click on the **Generate Report** button at the bottom of the page.

The screenshot shows the 'Reporting' form with a 'No Data' message: 'No results were found for the criteria you have selected. Please modify your criteria and try again.' The form includes the following fields:

- Start Date ***: 7/1/2016
- End Date ***: 7/31/2016
- Workshop Status ***: Scheduled, In Progress, Completed
- Programs**: AFEP, CDSMP, CPSMP, DSMP, EF, EF, NDPP(ENG)
- NDPP15-ENG**: NDPP15-ENG, NDPP15-SP, DSMP-S, SO, Tomando, WWE-G, WWE-SD
- Workshops**: [Text input field]
- Workshop County**: [Dropdown menu: Select a value]
- Survey**: [Dropdown menu: Participant Informati]

Asterisks (*) denote a required field.

Generate Report

Reporting Results:

You can click on each tab to view your **Capacity** data, **Deliver/funding**, **Referrals**, **Workshops** and **Participant information form data**. You can also **print the report**.

The screenshot shows a reporting interface with a 'Reporting' title and a 'Print Report' button. On the left, there are filter sections for 'Report Criteria', 'Start Date' (3/8/2016), 'End Date' (7/31/2016), 'Workshop Status' (Scheduled, In Progress, Completed), and 'Programs' (AFEP, CDEMP). The main area has tabs for 'Capacity Data', 'Delivery & Funding', 'Referrals', 'Workshops', and 'Participant Information Form'. The 'Workshops' tab is active, showing three tables: 'Workshops By Program', 'Participants By Program', and 'Completers By Program'. Below these are 'Participants by County' and 'Completers by County' tables.

Program	Count
NDPP(ENG)	6
NDPP15-ENG	1
NDPP15-SP	1

Program	Count
NDPP(ENG)	62
NDPP15-ENG	15
NDPP15-SP	4

Program	Count
NDPP(ENG)	N/A
NDPP15-ENG	N/A
NDPP15-SP	N/A

County	Count	Percent
Salt Lake County	81	100

No data available in table		
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For questions and technical support with Compass, please contact:

- E-mail: qtaccompass@albany.edu
- Phone: 877-496-2780

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