

Erie County Prevention Information Center (PIC) User Guide

The Erie County Prevention Information Center (PIC) replaces the older Erie County Prevention Services Info Center (ECPS) which OASAS-funded agencies in Erie County have used to document their programs and the locations of where these programs are delivered. Much of the look and feel of the site has been retained with a few exceptions which will be explained in greater detail within this User Guide. The most substantial updates have been in the method for how location data is updated within the database. Specifically dynamically linking the school and community locations to street addresses in a geodatabase so that agencies will only need to identify the locations where programs are delivered from a drop down menu with automatic linking to the specific address information. Also, all previous program and location information from 2014 has been revised and populated into the current database so that providers will only need to revise the information about their programs rather than re-enter all data. You can access the PIC site at: <https://bscintra.buffalostate.edu/chsr/pic/>.

For additional information or to resolve questions and problems with the website, please contact Al Delmerico via email at delmeram@buffalostate.edu or by phone at (716) 878-6137.

1. Login

- a. The login information for each agency has not changed from the ECPS. Enter your username and password and press the *Login* button to enter the system.



The screenshot shows the login interface for the Erie County Prevention Information Center. At the top, a dark blue header contains the text "Erie County Prevention Information Center" in white. Below this, a light blue background features the heading "Welcome to the Information Center" and a sub-heading "If you are a registered user, please enter your username and password below, then click Login." The login form consists of two input fields: "Username:" and "Password:", each with a small eye icon to the right. Below the fields is a "Login" button.

2. Home Screen

- a. Similar to the previous ECPS, the PIC allows each agency to manage information about their agency and their programs as well as view information about other agencies and their programs. A search function is currently in development and will be added soon.

Erie County Prevention

Information Center

Center for Health and Social Research

Agency Profile:

Full Agency Name:	Center for Health and Social Research
Executive Director:	William Wieczorek
Mission:	To do research and promote data driven programming.
Specialty:	Research, Evaluation Services, Statistical Consulting
Address:	1300 Elmwood Avenue Classroom Building A203 Buffalo, NY 14222
Phone:	(716) 878-6137
Fax:	(716) 878-5905
Web Site:	chsr.buffalostate.edu

Current Programs:

1)	Program 3
2)	Program 5
3)	Program 6
4)	Program 7
5)	Scholarship Support Program

Please select one of the following options:

=>	Update my agency profile
=>	Revise my list of programs
=>	View information about: CHSR ▼

3. Agency Profile and Update Certification

- a. Agency-level information can be updated as necessary in each box of this profile.
- b. **Important: Be sure to *Certify* that your program information is updated once you have made any necessary changes to the information in the PIC. To *Certify*, click to check the check-box (see highlighted below) then press the *Save Changes* button.**

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[Sign out](#)

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Fax:	(716) 878-5905
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I certify that all of the information about my agency and the programs it sponsors have been reviewed as of 10/19/2015

[Save Changes](#)

[← Go Back](#)

4. Revise My List of Programs

- a. By selecting *Revise My List of Programs* from the home page, you are taken to a screen showing all current programs within the database.
 - i. You can choose to edit a program by clicking the appropriate *Edit* button that corresponds to the program.
 - ii. Additionally, you can add additional programs by clicking the *Add New Program* button.
 - iii. You will have the option to remove programs entirely through editing them which will be explained subsequently.

The screenshot shows the 'Erie County Prevention Information Center' website. The header includes the title and 'Center for Health and Social Research'. A 'Sign out' button is in the top right. The main content area is titled 'Current Programs' and contains a table with five rows. Each row has a program name and an 'Edit' button. Below the table are buttons for 'Add New Program' and 'Go Back'.

	Program Name	
1)	Program 3	= Edit
2)	Program 5	= Edit
3)	Program 6	= Edit
4)	Program 7	= Edit
5)	Scholarship Support Program	= Edit

5. Revise My List of Programs, Continued

- a. Once you've selected a program to edit or chosen to create a new program, you'll be asked to input or revise information about that program. Specific fields are:
 - i. Program Name (Text)
 - ii. Description (Descriptive text summarizing the program)
 - iii. Type (Universal, Selective, Indicated and Multiple Types)
 - iv. School-Based Age Category (Check all that apply)
 - v. Target Population (Descriptive text summarizing the population being targeted)
 - vi. Program Location
 1. Edit existing locations by clicking the corresponding *Edit* button
 2. See subsequent explanation for how to enter this information
 - vii. Program Recurrence (Recurring, Non-recurring, Other)

- viii. Evidence Based (Evidence-based Program [EBP], Research Informed Program [RIP], Other)
- ix. Funding (ECDMH, Other)

Erie County Prevention

Information Center

Center for Health and Social Research

Sign out

Current Programs

	Program Name	
1)	Program 3	← Edit
2)	Program 5	← Edit
3)	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> <p>Program: Program 6</p> <p>Description: This is another sample program for July 2, 2013.</p> <p>Program Type: Selected</p> <p>School-Based Age Categories: <i>(Check all that apply)</i></p> <p><input type="checkbox"/> Birth-PreK <input type="checkbox"/> Elementary <input type="checkbox"/> Middle School <input checked="" type="checkbox"/> High School <input checked="" type="checkbox"/> College/GED <input checked="" type="checkbox"/> Adult</p> <p>Target Population: All young and older adults</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> <p>Location Type: School School District: BUFFALO CITY SCHOOL DISTRICT School: PS 18</p> </div> <div style="width: 15%; text-align: center;">← Edit</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 80%;"> <p>Location Type: Community Community Location: Eggertsville Library</p> </div> <div style="width: 15%; text-align: center;">← Edit</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 80%;"> <p>Location Type: Community Community Location: Central Library</p> </div> <div style="width: 15%; text-align: center;">← Edit</div> </div> <div style="width: 15%; text-align: center; margin-top: 5px;"> <p>Location Type: <input type="radio"/> Community <input type="radio"/> School <input type="radio"/> Environmental <input type="radio"/> Coalition</p> <p>← Add this location</p> </div> </div> <p>Program Recurrence: <input type="radio"/> Recurring <input checked="" type="radio"/> Non-Recurring <input type="radio"/> Other</p> <p>Evidence Based: <input type="radio"/> EBP <input type="radio"/> RIP <input type="radio"/> Other</p> <p>Funding: <input type="radio"/> ECDMH <input type="radio"/> Other</p> </div> </div> <div style="width: 15%; text-align: center; vertical-align: top;"> <p>Save Changes</p> <p>Remove</p> <p>Cancel</p> </div>	

Add New Program
← Go Back

6. Saving Changes and Removing Locations and Programs

- a. Users can remove entire programs (solid blue box) as well as save their progress (solid red box) by clicking the appropriate buttons on the far right of the page outside of the table
- b. Users can remove program location (dashed blue box) as well as save their progress (dashed red box) by clicking the appropriate buttons on right of the specific location being edited in the table.
 - i. Deleted records for programs and locations are archived and can be retrieved if you make a mistake. Please contact the site administrator for help.

Program Type: Selected		
School-Based Age Categories: (Check all that apply) <ul style="list-style-type: none"> <input type="checkbox"/> Birth-PreK <input type="checkbox"/> Elementary <input type="checkbox"/> Middle School <input checked="" type="checkbox"/> High School <input checked="" type="checkbox"/> College/GED <input checked="" type="checkbox"/> Adult 		
Target Population: All young and older adults		
3)	Location Type: <ul style="list-style-type: none"> <input type="radio"/> Community <input checked="" type="radio"/> School <input type="radio"/> Environmental <input type="radio"/> Coalition 	Save Changes Remove Cancel
	School District: BUFFALO CITY SCHOOL DISTRI	
	School: PS 18	
	Location Type: Community Community Location: Eggertsville Library	← Edit
Location Type: Community Community Location: Central Library	← Edit	
Location Type: <ul style="list-style-type: none"> <input type="radio"/> Community <input type="radio"/> School <input type="radio"/> Environmental <input type="radio"/> Coalition 	← Add this location	
Program Recurrence:	<input type="radio"/> Recurring <input checked="" type="radio"/> Non-Recurring <input type="radio"/> Other	
Evidence Based:	<input type="radio"/> EBP <input type="radio"/> RIP <input type="radio"/> Other	
Funding:	<input type="radio"/> ECDMH <input type="radio"/> Other	
4)	Program 7	← Edit
5)	Scholarship Support Program	← Edit

Add New Program

7. Adding New Programs

- a. After selecting the radio button for the desired location type (Community, School, Environmental or Coalition) click the *Add this location* button
 - i. Community locations are for programs that occur at specific locations (e.g. WSCS) but not at traditional school locations especially during school hours. These types of programs might include after-school programs as well as small environmental. These types of locations generally do not refer to larger-scale environmental programs or agency interactions and facilitation of coalitions.
 - ii. School locations refer to the more traditional locations for recurring, school-based prevention programs.
 - iii. Environmental locations refer to large scale environmental prevention programs such as media campaigns which do not necessarily have specific locations associated with them. Users will be asked to provide a text description of the targeted location (e.g. Media campaign on WIVB reaches XXXX households in Erie County).
 - iv. Coalition locations refer to agency interactions and facilitation of coalitions in broadly defined geographic regions. Users will be asked to describe the geographic extent of their territory (e.g. WSYDC is focused on the West Side of Buffalo, including parts of ZIP codes 14213, 14207, 14222 and 14201)

8. Community Locations

- a. Choose an already specified location from the dropdown list or choose other to enter a new location.
 - i. If choosing Other, enter the Name, Street Address, City, State and ZIP code for each community location where the program is offered.

Location:	<p>Location Type: <input checked="" type="radio"/> Community <input type="radio"/> School <input type="radio"/> Environmental <input type="radio"/> Coalition</p> <p>Community Location: <input type="text" value="Other"/></p> <p>Name: <input type="text"/></p> <p>Address: <input type="text"/></p> <p>City: <input type="text"/></p> <p>State: <input type="text"/></p> <p>Zip: <input type="text"/></p> <p><input type="button" value="=< Add this location"/></p>
Program Recurrence:	<input type="radio"/> Recurring <input checked="" type="radio"/> Non-Recurring <input type="radio"/> Other
Evidence Based:	<input type="radio"/> EBP <input type="radio"/> RIP <input type="radio"/> Other
Funding:	<input type="radio"/> ECDMH <input type="radio"/> Other
4) Program 7	<input type="button" value="=< Edit"/>
5) Scholarship Support Program	<input type="button" value="=< Edit"/>

9. School Locations

- a. All programs held at school locations will be linked dynamically to a database of school address-level information based on selecting a district and specific school for each location the program is offered.
 - i. Users will first be asked to identify the district where the program is offered based on the School District dropdown menu. This list includes charter, independent, and religiously affiliated school specified within individual districts independent from the public school districts.
 - ii. Next, the user will select a specific school location by name from the School dropdown menu.
 - iii. Once the correct school district and specific school have been selected from the dropdown menus, the user will click the *Add this location* button to the right to record this program location in the database.

The screenshot shows a web application interface for adding school locations. The interface is divided into several sections:

- Target Population:** A text input field containing "All young and older adults".
- Program Location:** A section containing three rows of location information, each with an "Edit" button:
 - Location Type: School, School District: BUFFALO CITY SCHOOL DISTRICT, School: PS 18
 - Location Type: Community, Community Location: Eggertsville Library
 - Location Type: Community, Community Location: Central Library
- Location Type:** A section with radio buttons for "Community", "School", "Environmental", and "Coalition". The "School" radio button is selected. An "Add this location" button is to the right.
- School District:** A dropdown menu with "Select District" selected. A red circle highlights this dropdown and the "Add this location" button. The dropdown menu is open, showing a list of school districts:
 - Select District
 - GOWANDA CENTRAL SCHOOL DISTRICT
 - ALDEN CENTRAL SCHOOL DISTRICT
 - ALDEN ROMAN CATHOLIC BUFFALO DIOCESE
 - AMHERST CENTRAL SCHOOL DISTRICT
 - AMHERST ROMAN CATHOLIC BUFFALO DIOCESE
 - AMHERST JEWISH
 - AMHERST INDEPENDENT
 - WILLIAMSVILLE CENTRAL SCHOOL DISTRICT
 - WILLIAMSVILLE ROMAN CATHOLIC BUFFALO DIOCESE
 - WILLIAMSVILLE JEWISH
 - WILLIAMSVILLE CHRISTIAN FUNDAMENTALIST
 - WILLIAMSVILLE INDEPENDENT
 - SWEET HOME CENTRAL SCHOOL DISTRICT
 - SWEET HOME ROMAN CATHOLIC BUFFALO DIOCESE
 - EAST AURORA UNION FREE SCHOOL DISTRICT
 - EAST AURORA ROMAN CATHOLIC BUFFALO DIOCESE
 - EAST AURORA INDEPENDENT
 - BUFFALO CITY SCHOOL DISTRICT
 - BUFFALO ROMAN CATHOLIC BUFFALO DIOCESE
- Program Recurrence:** Radio buttons for "Recurring".
- Evidence Based:** Radio buttons for "EBP".
- Funding:** Radio buttons for "ECDMH".
- Program 7:** A row with an "Edit" button.
- Scholarship Support Program:** A row with an "Edit" button.

On the right side of the interface, there are three buttons: "Save Changes", "Remove", and "Cancel".

3)

Program Location:	Location Ty	PS 15 NATIVE AMERICAN MAG	<input type="button" value="⇐ Edit"/>
	School Dist	PS 27 HILLERY PARK ACAD	
	School:	FRANK A SEDITA ACADEMY	
		PS 31 HARRIET ROSS TUBMAN SCHOOL	
		PS 33	
	Location Ty	PS 37 FUTURES ACAD	<input type="button" value="⇐ Edit"/>
	Community	PS 38	
		DR. MARTIN LUTHER KING, JR. MU	
	Location Ty	PS 40	<input type="button" value="⇐ Edit"/>
	Community	PS 42 OCCUP TRAINING CTR	
	PS 43		
Location Ty	PS 45	<input type="button" value="⇐ Edit"/>	
Community	PS 51 BLACK ROCK ACAD		
	PS 53		
Location Type:	PS 54		
	PS 56		
	PS 57		
	PS 59 DR. CHARLES DREW SCI MAG	<input type="button" value="⇐ Add this location"/>	
School District:	PS 60 RIVERSIDE ACAD		
	PS 61		
School:	PS 63 CAMPUS NORTH		
	Select School		
Program Recurrence:	<input type="radio"/> Recurring <input checked="" type="radio"/> Non-Recurring <input type="radio"/> Other		
Evidence Based:	<input type="radio"/> EBP <input type="radio"/> RIP <input type="radio"/> Other		
Funding:	<input type="radio"/> ECDMH <input type="radio"/> Other		

4)	Program 7	<input type="button" value="⇐ Edit"/>
5)	Scholarship Support Program	<input type="button" value="⇐ Edit"/>

10. Environmental Locations

- a. Environmental locations refer to large scale environmental prevention programs such as media campaigns which do not necessarily have specific locations associated with them. Users will be asked to provide as detailed of a text description of the targeted location/reach as possible (e.g. Media campaign on WIVB reaches XXXX households in Erie County).

3)	Program Location:	Location Type: <input type="radio"/> Community <input checked="" type="radio"/> School <input type="radio"/> Environmental <input type="radio"/> Coalition Save Changes
		School District: BUFFALO CITY SCHOOL DISTRICT Remove
		School: PS 18 Cancel
		Location Type: Community ← Edit
		Community Location: Eggertsville Library
Program Location:	Location Type: Community ← Edit	
	Community Location: Central Library	
3)	Program Location:	Location Type: <input type="radio"/> Community <input type="radio"/> School <input checked="" type="radio"/> Environmental <input type="radio"/> Coalition
		Environmental Location: Other ← Add this location
		Description: <input type="text"/>
Program Recurrence:	<input type="radio"/> Recurring <input checked="" type="radio"/> Non-Recurring <input type="radio"/> Other	
Evidence Based:	<input type="radio"/> EBP <input type="radio"/> RIP <input type="radio"/> Other	
Funding:	<input type="radio"/> ECDMH <input type="radio"/> Other	
4)	Program 7	← Edit
5)	Scholarship Support Program	← Edit

11. Environmental Locations

- a. Coalition locations refer to agency interactions and facilitation of coalitions in broadly defined geographic regions. Users will provide as detailed of a describe the geographic extent of their territory as possible (e.g. WSYDC is focused on the West Side of Buffalo, including all of ZIP code 14213, and parts of 14207, 14222 and 14201).

Population:	
3)	Location Type: <input type="radio"/> Community <input checked="" type="radio"/> School <input type="radio"/> Environmental <input type="radio"/> Coalition Save Changes
	School District: BUFFALO CITY SCHOOL DISTRICT Remove
	School: PS 18 Cancel
	Location Type: Community ← Edit
	Community Location: Eggertsville Library
	Location Type: Community ← Edit
	Community Location: Central Library
	Location Type: <input type="radio"/> Community <input type="radio"/> School <input type="radio"/> Environmental <input checked="" type="radio"/> Coalition ← Add this location
	Description: <input type="text"/>
	Program Recurrence: <input type="radio"/> Recurring <input checked="" type="radio"/> Non-Recurring <input type="radio"/> Other
Evidence Based: <input type="radio"/> EBP <input type="radio"/> RIP <input type="radio"/> Other	
Funding: <input type="radio"/> ECDMH <input type="radio"/> Other	
4) Program 7 ← Edit	
5) Scholarship Support Program ← Edit	
Add New Program	
← Go Back	

12. Finishing Up

- a. Be sure to save all changes before signing out of the system.
- b. Clicking the *Sign out* button at the top right hand side of all of the pages will exit you from the system.

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Sign out

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1)	Program 3
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5)	Scholarship Support Program

Please select one of the following options:

⇒	Update my agency profile
⇒	Revise my list of programs
⇒	View information about: CHSR ▼