Department of Health and Human Services
Centers for Disease Control and Prevention

STD Performance Measures Online Database

Grantee User Manual

Technology provided by CDC/NCHSTP/OD.PIO
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STD Performance Measures Online Database

The STD Performance Measures (STD-PM) Online Database is a web -based system designed to capture national data on the STD performance measures. The STD-PM Online Database will allow Project Areas to enter, edit, and save data and run reports on STD performance measurements via the internet. Project Areas will also be able to request technical assistance on the performance measures through this system.

This will allow:

- Project Areas to quickly and easily report on the performance measures and track their own progress over time;
- Project Areas to compare their performance with other project areas nationwide;
- Project Areas to request technical assistance with individual measures or groups of measures;
- CDC/DSTDP to receive STD-PM data in a standard format;
- CDC/DSTDP to track the progress of all Project Areas with regard to STD-PM;
- CDC/DSTDP to track responses to technical assistance requests.

NOTE: The STD-PM Online Database is available for data entry during specified time periods only. The data for the time period of January 1 - June 30 can be entered from July 1 - September 30 of the same year. The data for the time period of July 1 - December 31 can be entered from January 1 - March 31 of the following year.

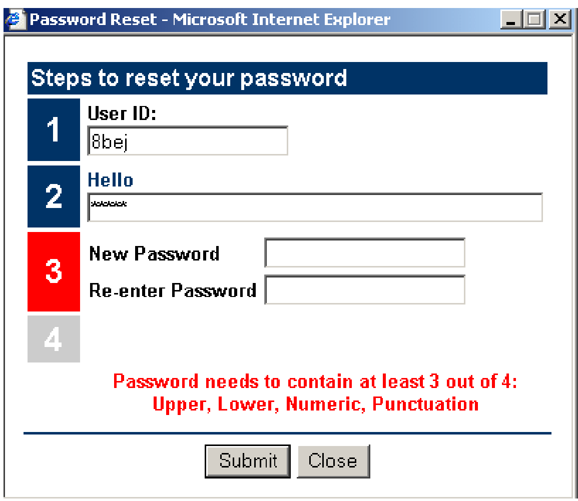
Set/Reset Password

First time users must set their passwords before logging into the STD-PM Online Database. A CDC administrator will give you access to the system. Once that is complete, you will receive an email with your User ID and an answer to the secret question. The answer is needed for security purposes to set or reset your password.

To set/reset password:

1. At the Login page, your new User ID should automatically appear. If it does not, type in the User ID given to you by the administrator.
2. Click "Reset My Password".
3. In the box labeled #2, type in the answer given to you by the administrator.
4. Click Submit.
5. Type in a new password and re-enter it in the appropriate boxes.

   Note: The password must be at least 7 characters long and must contain at least 3 out of 4 options. Options are: Uppercase, Lowercase, Numeric and Punctuation. For example, Abc1234. This password contains 3 options (uppercase, lowercase and numbers).
6. Click the Submit button.

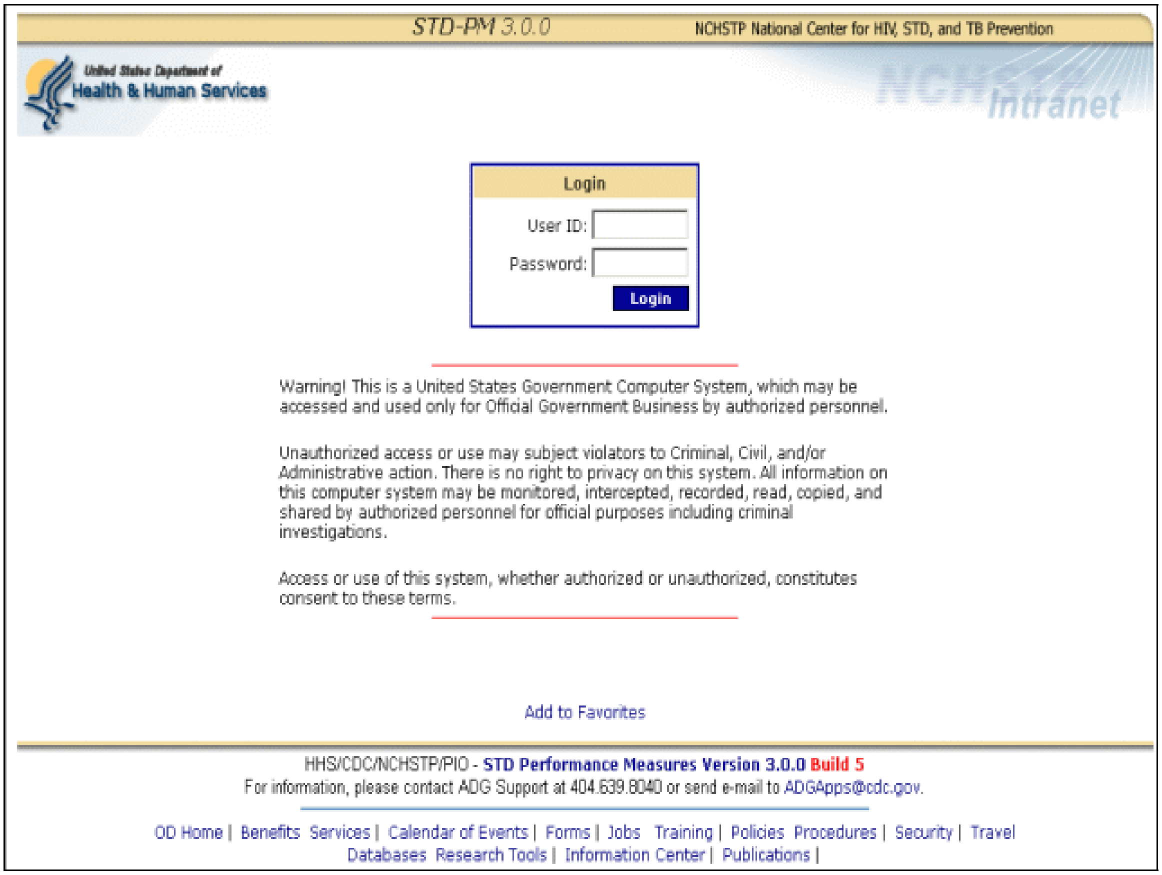


Log In

To log into the system:

1. On the Login page, type in the User ID and Password that you were provided. If you are a CDC employee, this is the same as your CDC network user ID and password. If you don't know your user ID or password, please contact the CDC Administrator.
2. Click the Login button to enter the system.

Note: If login fails 3 times, the network will lock and you will be unable to login again. At this time, you must contact the CDC Administrator for a new User ID and Password.



Main Menu

This section will give you a quick reference of the options available in the STD-PM Online Database.

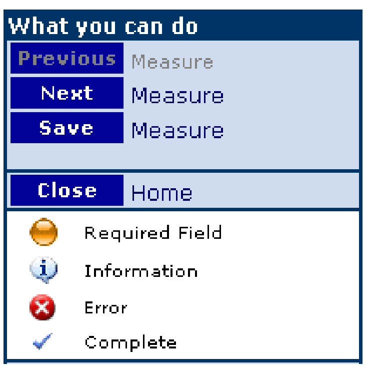
The Navigation Bar on the left side of the page shows a list of pages contained within the database.

Navigation Bar

The Task Bar located on the right side shows "What you can do" on each page of the database.

Options that may appear are:

- Next/Previous - to navigate through the pages within the database
- Save - to save the data entered
- Cancel - to cancel the page and return to the main menu



Task Bar

Also under the task bar are other icons that can assist you throughout the database.

The icons are:

- Required Field - indicates required information
- Information - hover your mouse over this icon to view additional information
- Error - indicates errors on a page
- Complete - indicates that data entry is complete on the page
- Attention Needed - indicates that additional data is needed on the page

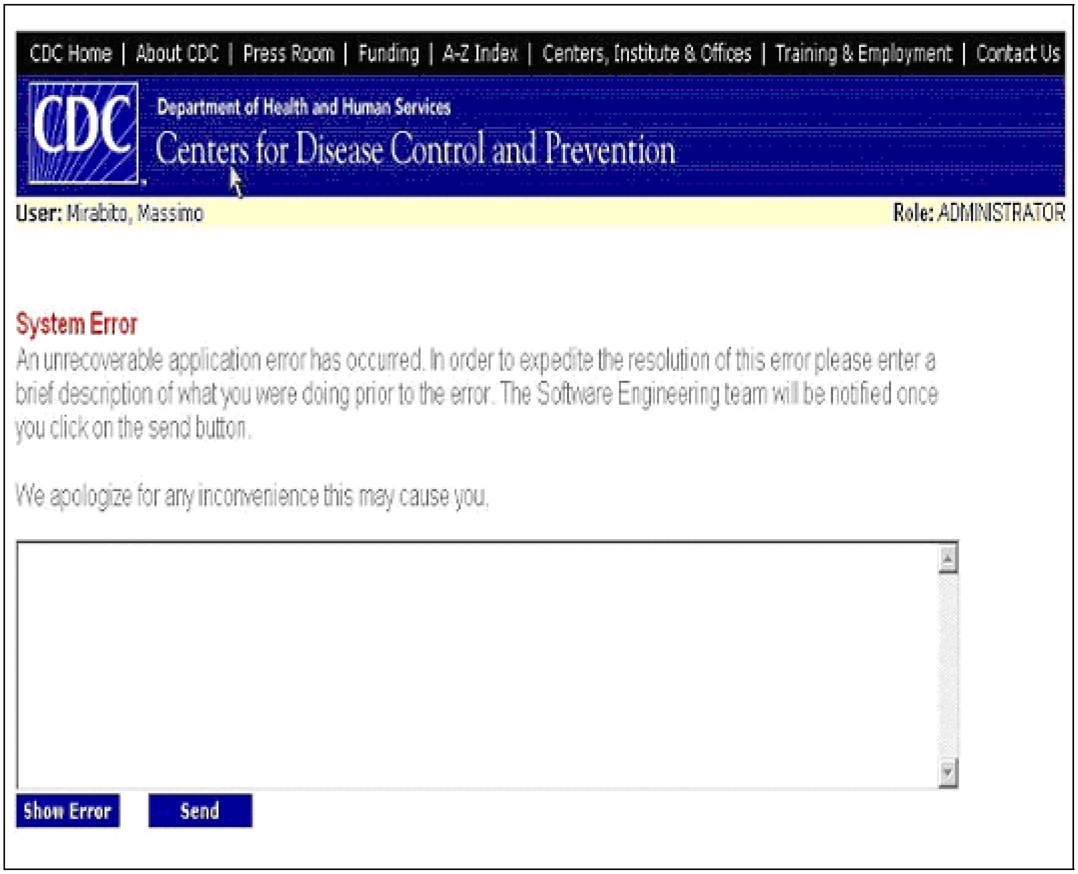
System Error Message

An application error may occur when data is being entered. When this happens, a System Error page will be displayed as seen below. Information about such errors will help our software engineering team know where and what was being entered into the database when the error occurred.

If you receive this Error Message, please enter the following information in the text box that will appear as shown below:

1. The page of the application you were working on.
2. The last thing you entered just before the error message appeared.
3. Then, click Send to send the error message to our team.

This will help us to ensure that the application meets all of your needs.

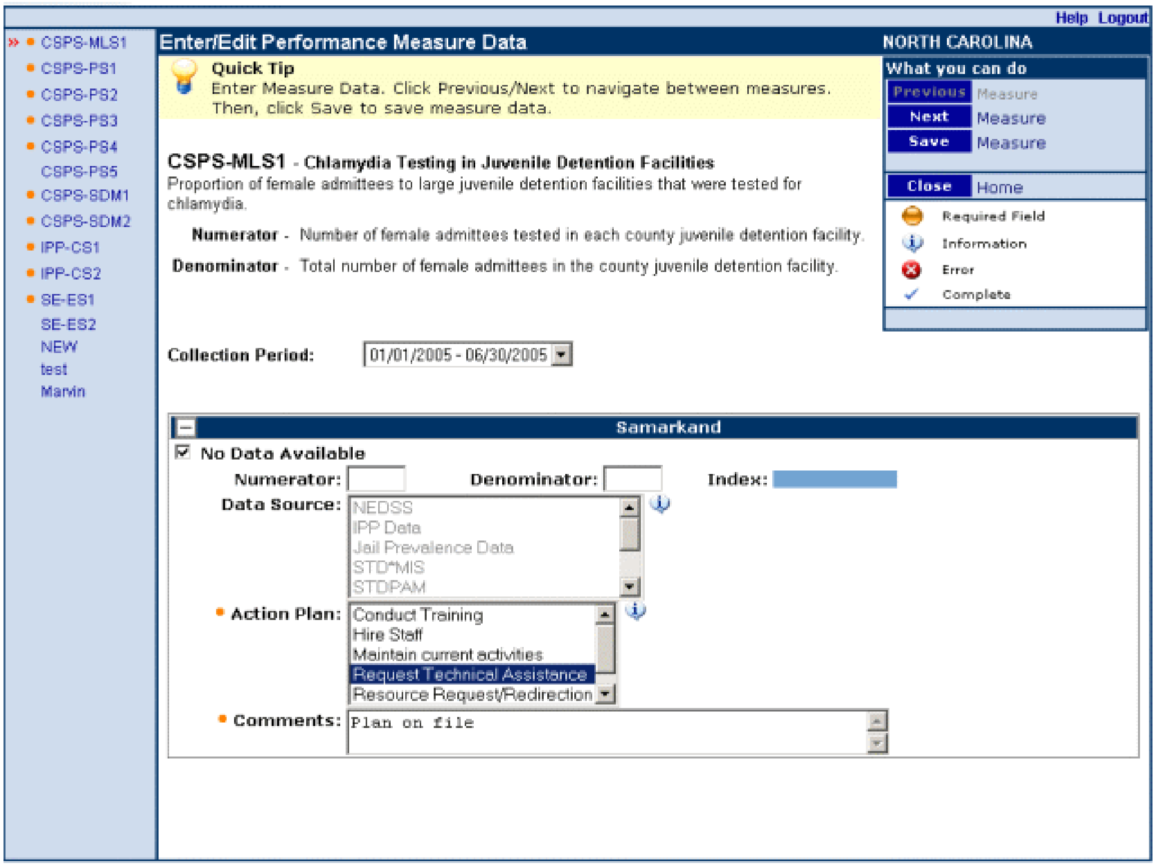


Performance Measures

Enter PM Data

The STD-PM Online Database provides users the capability to enter data for all the performance measures, whether they are required or optional. Users can add, edit or delete performance measure data as needed within the system.

NOTE: The pages in the STD-PM Online Database look different for different measures. The following example relates to the Performance Measure Data page for CSPS-MLS1 – Chlamydia Testing in Juvenile Detention Facilities.



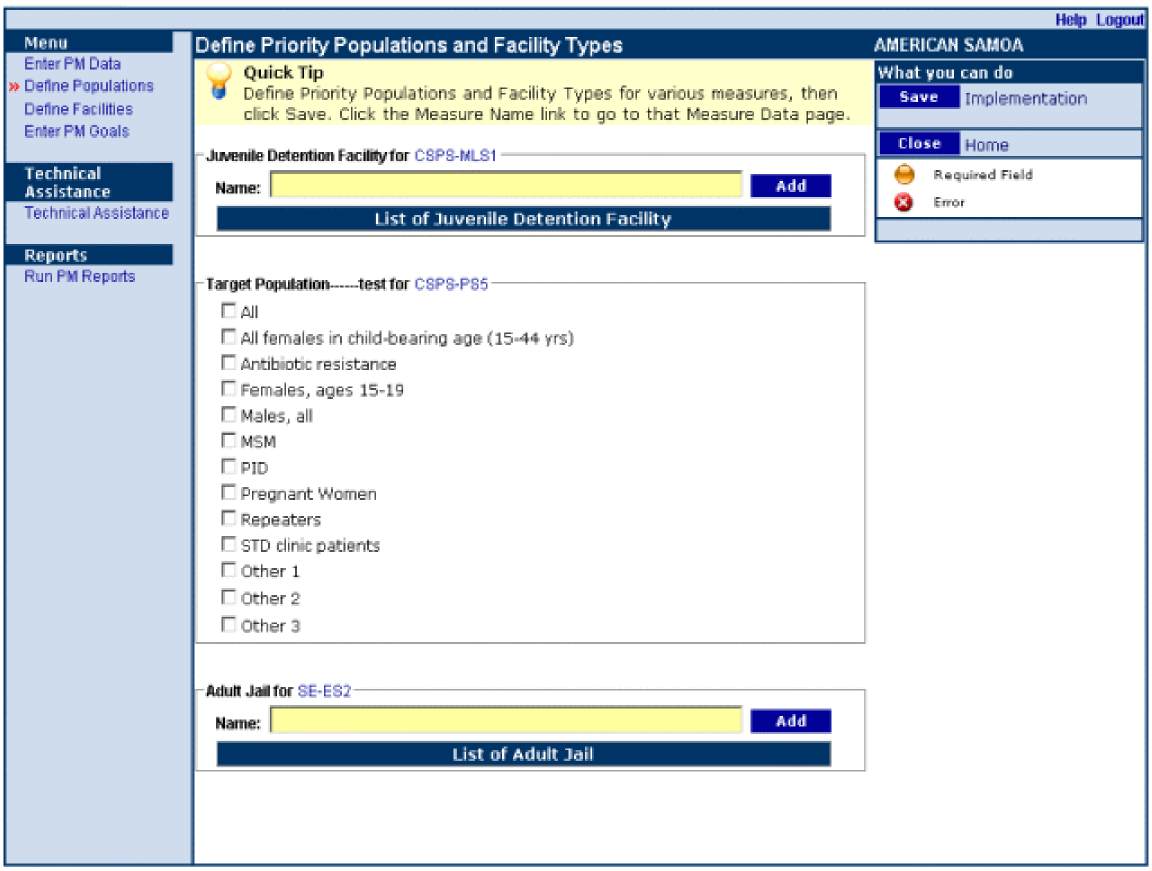
Populations and Facilities Types

For certain performance measures (e.g., CSPS-MLS1, CSPS-PS5, and SE-ES2), local priority populations/facilities must be defined before you are able to enter data for these measures. If you have already entered some priority populations/facilities, the information will automatically be displayed on the page.

TIP: Use the tab key or the mouse to move through fields.

To enter/edit priority populations/facilities:

1. Click on "Define Populations" or "Define Facilities" located on the navigational bar.
2. Enter a Juvenile Detention Facility name, then click the Add button. The facility should appear on the list below. Repeat to add additional facilities.
3. Click inside a box to select the appropriate target population(s). If you select "Other", you must specify in the box that appears.
4. Enter the Adult Jail name, then click the Add button. The facility should appear on the list below. Repeat to add additional facilities.
5. To save data, click "Save Implementation" located on the task bar.
6. To exit and return to the home page, click on "Close Home" located on the task bar.



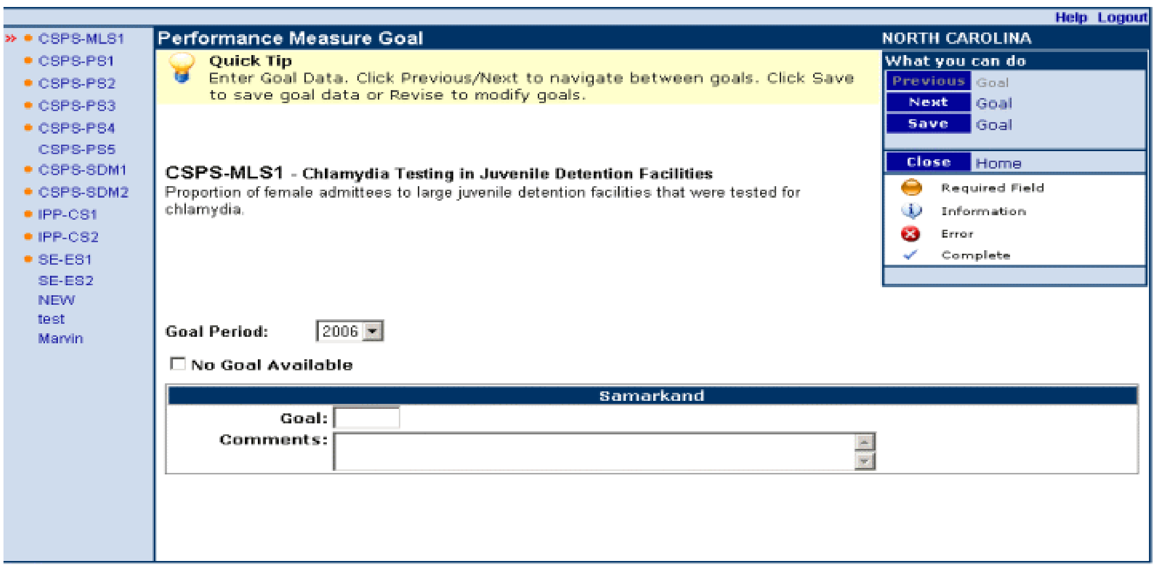
Enter or Edit Measure Goals

Project areas are required to specify goals for each performance measure. If goals have already been entered for a specified time period, the information will automatically be displayed on the page.

TIP: Use the tab key or the mouse to move through fields.

To enter or edit performance measure goals:

1. Click on "Measure Goals" located on the navigational bar.
2. Select the Grantee from the drop down list.
3. Click Open Goals located on the task bar.
4. Click the Measure you would like to enter/edit goals for located on the navigational bar.
5. Enter/edit required data for each goal selected.
6. To save goals, click "Save Goal" located on the task bar. To enter/edit goals for another measure, you can advance to the next or previous measure by selecting "Next" or "Previous" located on the task bar, or you can select a specific measure by clicking on it from the navigational bar.

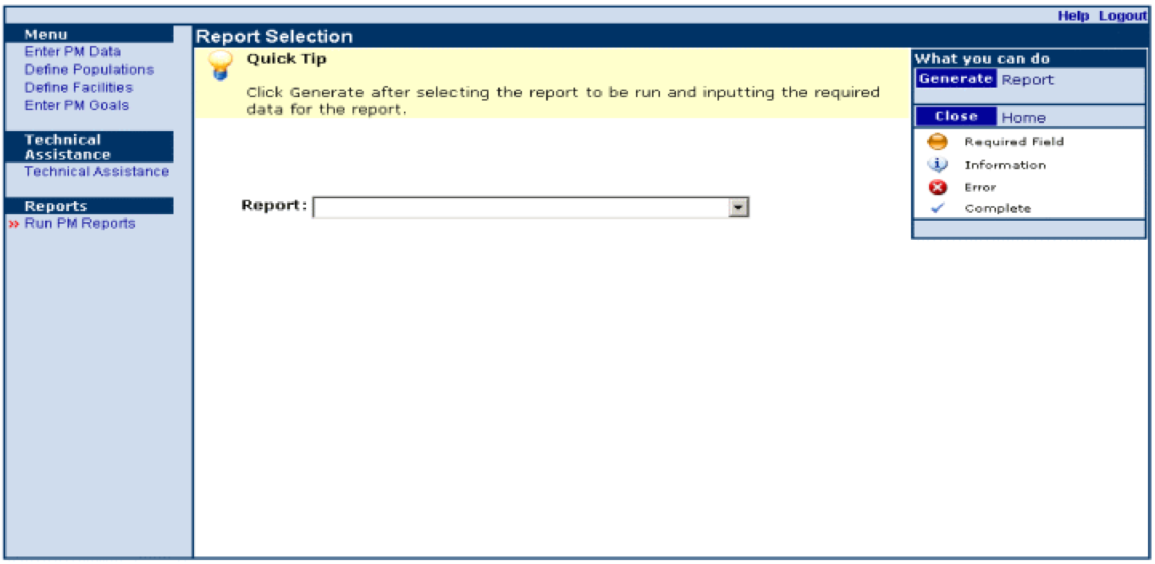


Run PM Reports

The STD-PM Online database offers many reports that may be saved to your PC or printed.

To generate a Report:

1. Click on "Run PM Reports" under the Reports heading located on the navigational bar.
2. Select the Report from the drop down list.
3. Enter additional information that will appear depending on which reports is selected.
4. Click Generate Report located on the task bar.
5. The Report will open.



Request Technical Assistance

The STD-PM Online database allows users to initiate a request for technical assistance.

To Add Regular Technical Assistance:

1. After logging in to STD-PM, click Regular TA located on the navigational bar.
2. The Request Id should appear grayed out.
3. Select the Measure Group/Measure from the drop down list.
4. Select the TA Type.
5. Scroll and select the Requestor from the drop down list.
6. Type in the contact information for the person who will serve as the contact from your project area for this TA request, including name, phone number, email and address.
7. The Request Date should default to today's date.
8. The Lead Provider's name should default to the name of your Project Officer.
9. To save and submit the TA request, click "Save Technical Assistance" located on the task bar.
10. To exit and return to the home page, click "Close Home" located on the task bar.