# Introduction to the TPP Evaluation TA Website

**February 15 & 17, 2011**

**Teen Pregnancy Prevention Grantees and Evaluators Webinar**
**Dan Finkelstein & Russell Cole**

**Phone Number: 1-866-289-1939**
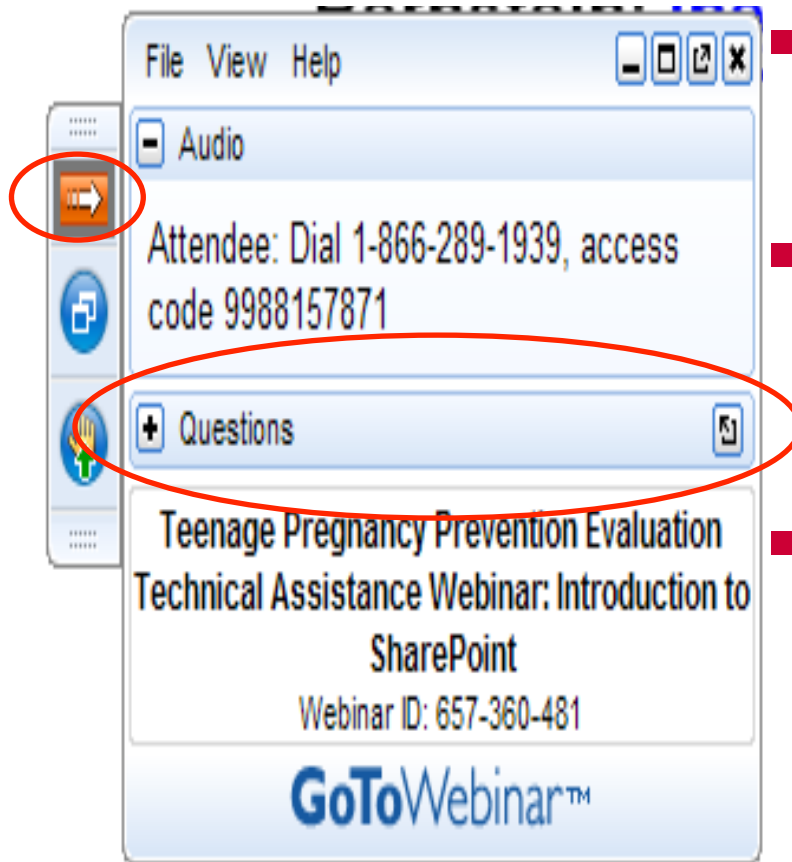**Code: 9988157871**

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# Overview

- **Purpose of Teen Pregnancy Prevention (TPP) Evaluation Technical Assistance (TA) Website**

- **Site Content**

- **Next Steps (password, security status)**

- **Questions and Answers**

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# GoToMeeting Logistics



- **GoToWebinar tool bar can be minimized**

- **Submit and view questions using the "Questions" space**

- **Phones are muted now to limit background noise**
  - **During Q&A:  *6 to mute, #6 to unmute**

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# Purpose of TPP Evaluation TA Website

- **Document repository**
  - **Cross-grantee information**
  - **Grantee-specific information**

- **TA portal**

- **Facilitate communication**

# Site Content

| Function | Section of SharePoint Site |
|---|---|
| Document Repository | • Shared Documents<br>• Grantee Folders |
| TA Portal | • TA Request System |
| Facilitate Communication | • Calendar<br>• Contact Lists<br>• Discussion Board |

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# Web Address

## https://www.tppevalta.com

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File   Edit   View   Favorites   Tools   Help

https://www.tppevalta.com/default.aspx

Google

Favorites   | Mathematica Home Page  | Mathematica Intranet  | Mathematica Web Email Acc...  | SAS9 Online Documentation  | Web Slice Gallery ▼

| Gmail - Bleh Monday - rpcole...  | Mathematica Intranet  | Home - Evaluation Techni... ✕

Page ▼   Safety ▼

Welcome M084\grantee.user ▽  |  ⑦

# Evaluation Technical Assistance for OAH and ACYF Teenage Pregnancy Prevention Grantees

This Site: Evaluation Technical ▼

**Home**   TA Requests

View All Site Content

**Documents**
- Shared Documents
- Grantee Documents

**Lists**
- Calendar
- Grantees and evaluators
- TA Liaisons

**Discussions**
- Team Discussion

**Sites**
- Password Change
- TA Requests

**People and Groups**

**Recycle Bin**

## Welcome!

Welcome to the TPP EVAL TA  SharePoint website. On this site you will find a schedule of upcoming events, discussion boards where you can post questions or comments, project documents such as evaluation instruments, reports, and training materials, and a way to request technical assistance. To access any of these features, use the Quick Launch bar on the left-hand side of this page.

If you have any SharePoint questions or want to add a user, please contact Lauren Bernstein at lbernstein@mathematica-mpr.com.

## Announcements

**Performance Measurement** ! NEW                                         2/14/2011 1:20 PM
by Russell Cole

The Evaluation TA team will distribute example survey questions that will be similar to those required for performance measurement as soon as we receive the items from the Office of Adolescent Health.

**Sharepoint Webinars added to Calendar** ! NEW                           2/14/2011 9:47 AM
by Russell Cole

There will be two webinar sessions to introduce users to sharepoint:

2/15 @ 10 AM (EST)
2/17 @ 4 PM (EST)

▣ Add new announcement

## Calendar

New  ▼    Actions  ▼

← →  **February, 2011**                    Expand All   Collapse All  |   Day   Week   Month

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---------|-----------|----------|--------|----------|
| 30 | 31 | 1 | 2 | 3 | 4 | 5 |
|  | Tier 1 Grantee Conference | | | | | |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
|  | Tier 2 Grantee Conference | | | | | |

7

Trusted sites                    100%

Cross-grantee Documents

Grantee Specific Documents

Upcoming TA Events

Contact Information

Grantee-to-Grantee Discussion

Update Password

Technical Assistance Request Portal

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# Shared Documents Folder

- **Content:**
  - – **Evaluation Updates & Evaluation Briefs**
  - – **Conference and Webinar Presentation Materials**
  - – **Survey and Data Collection Resources**

- **How to access:**
  - – **Navigate to appropriate folder, click document to download**

- **https://www.tppevalta.com/Shared%20Documents/Forms/AllItems.aspx**

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# Grantee Documents Folder

**The folder with the grantee name will be accessible to your grantee group only!**

- **Content:**
    - Formal correspondence with evaluation TA team
    - Upload documents to TA team here

- **How to access:**
    - Navigate to appropriate folder, click document to download

- **https://www.tppevalta.com/Grantee%20Documents/Forms/AllItems.aspx**

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# Grantees and Evaluators

- **Content:**
  - – **Contact list of grantees, evaluators, and FPOs**
  - – **Tier, location, and model included**

- **Contact your TA liaison if you would like to modify content on the contact list**

- **https://www.tppevalta.com/Lists/Contact%20list/AllItems.aspx**

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# Discussion Board

**The discussion board is visible to all users!**

- **Click "New" to post cross-site questions/ comments**

- **Use "Reply" to follow up on a question/ comment**

- **https://www.tppevalta.com/Lists/Team %20Discussion/AllItems.aspx**

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# TA Request System

- **The TA Request System is a secure portal for Tier 1 C/D & Tier 2 grantees and evaluators to request evaluation technical assistance.**

- **<u>TA requests made by your team will be accessible to your group (plus TA team and OAH staff) only!</u>**

- **Frequently asked questions (across grantees) will be summarized in evaluation updates.**

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Home - Evaluation Technical Assistance for OAH and ACYF Teenage Pregnancy Prevention Grantees - - Windows Internet Explorer

File   Edit   View   Favorites   Tools   Help

https://www.tppevalta.com/TA%20Requests/default.aspx          Google

Favorites          Mathematica Home Page    Mathematica Intranet    Mathematica Web Email Acc...    SAS9 Online Documentation    Web Slice Gallery

Home - Evaluation Technical ...    Home - Evaluation Techni... ✕                    Page ▾   Safety ▾

Evaluation Technical Assistance for OAH and ACYF Teenage Pregnancy Prevention Grantees                    Welcome M084\grantee.user ▽ |

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This Site: Evaluation Technical ▾

**Home**   **TA Requests**

View All Site Content

Evaluation Technical Assistance for OAH and ACYF Teenage Pregnancy Prevention Grantees > Evaluation Technical Assistance for OAH and ACYF Teenage Pregnancy Prevention Grantees - TA Requests

**Help Desk**

**Common Actions**
- Create a TA Request
- My Service Requests

**Documents**
- Knowledge Base

**Lists**
- TA Requests
- Support FAQs
- TA Requests Tasks

**Sites**

**People and Groups**

Recycle Bin

**TA Request System Description**
This TA Request Site provides grantees and evaluators with a system where evaluation TA can be requested securely and privately. Other grantees and evaluators will not be able to see your requests - only the Evaluation TA team and OAH/ACF staff will have access to this information.

The Frequently Asked Questions (FAQs) will contain general questions and answers that may be relevant to a broad set of grantees (see below), and will not contain any identifying information about any particular grantee/evaluator request.

This system requires javascript - please visit http://support.microsoft.com/gp/howtoscript for instructions on how to enable scripting in your browser if you are having any difficulties with this site.

**Links**
- Create New TA Request
- Add new link

**3 Easy Steps for Making a TA Request**

1. Click on the "Create a TA Request" link under "Common Actions." (The links run vertically down the left side of the screen.) You will then see a brief form to complete.

2. Complete the four fields in the form (the first three are required):
   o TA Request Title. Enter your TA question.
   o TA Request Detail. Enter any details that will help us understand your TA question.
   o Requestor. There are two ways to complete this field:

      a) Enter your username (your log-in ID - this is most likely in the format "firstname.lastname") and click on the icon. The system will return a line under your username indicating that it accepts you as a registered user.

      *Or*

      b) Click on the icon and search for your full name in the new window. Select the appropriate username and click "OK" to return to the TA Request form.

   o Grantee. Select the grantee from the pull-down list associated with this TA request.

   *Note: There is an option in the form to attach a file associated with the request. Please feel free to include additional information as attachments as necessary.*

3. Click "OK." Your request will be submitted immediately to the TPP Evaluation TA team. Within two business days, you will receive a contact from the team confirming your request and describing our process for responding to it.

**My Active Service Requests**

| Actions ▾ | | |
| --- | --- | --- |
| TA Request Title | Status | TA Request Details |
| Approved outcome measures? ! NEW | Initiated | Are there any outcome measures that must be collected for our evaluations? If so, can you provide a list of the measures we are required to use? |

https://www.tppevalta.com/TA%20Requests/Lists/servicerequests/NewForm_Dec21_hidejs.aspx?List=7e5b750a%2D1b66%2D4e9a%2D9226%2Dfbde

Google

Favorites    Mathematica Home Page   Mathematica Intranet   Mathematica Web Email Acc...   SAS9 Online Documentation   Web Slice Gallery

Home - Evaluation Technical ...   TA Requests - New Item

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This List: TA Requests

Home    **TA Requests**

Evaluation Technical Assistance for OAH and ACYF Teenage Pregnancy Prevention Grantees > Evaluation Technical Assistance for OAH and ACYF Teenage Pregnancy Prevention Grantees - TA Requests > TA Requests > New Item

## TA Requests: New Item

OK      Cancel

Attach File                                                                  * indicates a required field

**TA Request Title** *

Please enter a short description of your TA request.

**TA Request Details** *

A  A | B  I  U | ≡ ≡ ≡ | ≔ ≔ ≔ ≔ | A  ⫸ | ▶¶ ¶◀

Please enter the details of your TA Request.

**Requestor** *

**Grantee**

OK      Cancel

Done                                                    Trusted sites                    100%

Create a TA Request
My Service Requests

**Documents**
Knowledge Base

**Lists**
TA Requests
Support FAQs
TA Requests Tasks

**Sites**
**People and Groups**

Recycle Bin

Add new link

privately. Other grantees and evaluators will not be able to see your requests - only the Evaluation TA team and OAH/ACF staff will have access to this information.

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    o  Requestor. There are two ways to complete this field:

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    *Or*

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    o  Grantee. Select the grantee from the pull-down list associated with this TA request.

    *Note: There is an option in the form to attach a file associated with the request. Please feel free to include additional information as attachments as necessary.*

3.  Click "OK." Your request will be submitted immediately to the TPP Evaluation TA team. Within two business days, you will receive a contact from the team confirming your request and describing our process for responding to it.

### My Active Service Requests

| Actions ▾ | | |
|---|---|---|
| TA Request Title | Status | TA Request Details |
| Baseline equivalence ! NEW | Initiated | What variables are we required to establish baseline equivalence on in order to meet PPRER standards for quasi-experimental designs? |

### Resolved TA Requests

| Actions ▾ | | | |
|---|---|---|---|
| TA Request Title | Status | TA Request Details | Comments on TA Request |
| Minimum sample size for a cluster RCT to meet PPRER standards? ! NEW | Closed | Hello, Is there a minimum sample size (number of schools) necessary to have adequate power to meet PPRER standards? | View Entries... |

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# TA Request System

- *Example – Create a new request*

- **Your grantee liaison will follow up with updates on your TA requests**

- **https://www.tppevalta.com/TA%20Requests/default.aspx**

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# Questions?

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# Next Steps

- **On Tuesday, February 22, you will receive two emails:**

- **One will contain your username and default password**

- **The second email will contain directions for**
  - Logging onto the system
  - Changing your password
  - Adding the TPP evaluation TA website as a "safe" location

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# Login/Password in Email

- **Username:**
  - Most user names will be in the following format: *PUBLIC-NJ1\firstname.lastname*
  - For example, if my name was John Smith, my login will probably be: *PUBLIC-NJ1\john.smith*
  - Remember, use the <u>FULL</u> user name, not just the firstname.lastname part

- **Password:**
  - Included in your invitation email will be a default password containing letters, numbers, and characters.
  - The first time you log in, you can use this default password to access the site.
  - *You must change your password to protect your information!*

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# Logging into Website the First Time

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# Changing Default Password

- **The invitation email will contain a link to change your default password**

- **You will need**
  1. your domain (*PUBLIC-NJ1*)
  2. your user name (*first.last*)
  3. your old password
  4. your new password

- **https://www.tppevalta.com/pswd/default.aspx**

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File  Edit  View  Favorites  Tools  Help

https://www.tppevalta.com/pswd/default.aspx

Google

Favorites    Mathematica Home Page    Mathematica Intranet    Mathematica Web Email Acc...    SAS9 Online Documentation    Web Slice Gallery

Home - Password Change

Page ▾  Safety ▾

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Password Change

This Site: Password Change

Home    TA Requests

View All Site Content

Recycle Bin

Evaluation Technical Assistance for OAH and ACYF Teenage Pregnancy Prevention Grantees > Password Change

The form below is for the purpose of your maintaining your own password. For security reasons we recommend that you change your password every 90 days.

Please make sure your password is at least 8 characters long, contains one uppercase letter and either a number or special character.

**Change Password**

Domain:              PUBLIC-NJ1

Account:             first.last    →

Old Password:        

New Password:        

Retype New Password: 

            Change Password    Reset

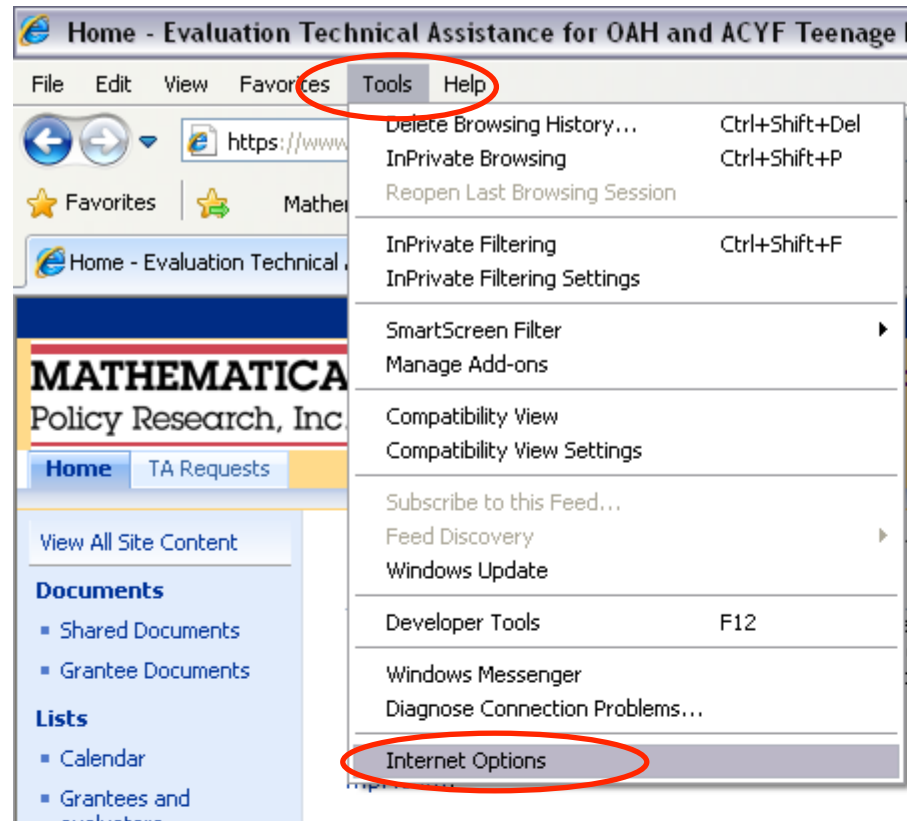Grantee Test User's password never expires

Trusted sites                100%
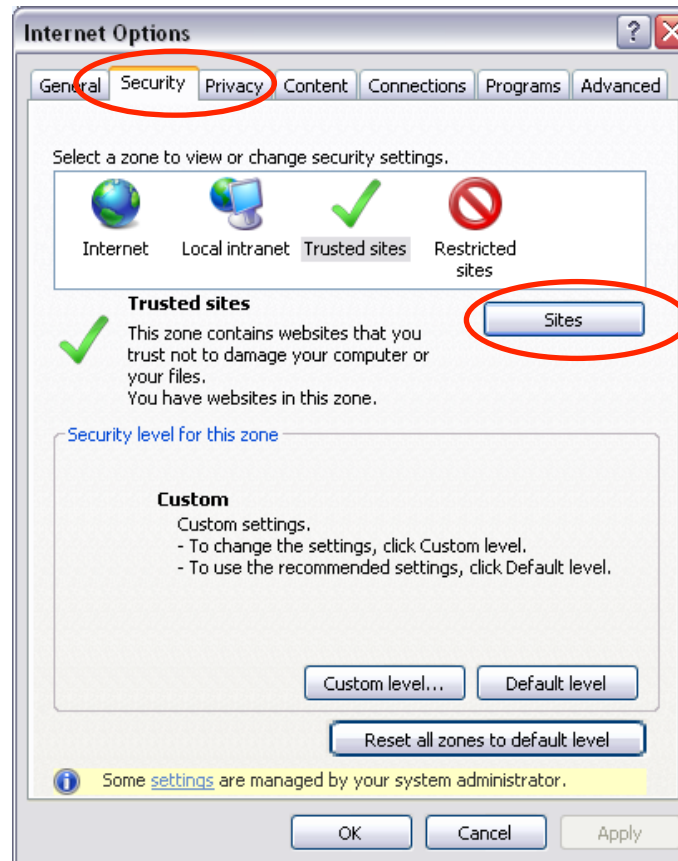
# Adding this Website as a Trusted Site

- **The sharepoint site will prompt you for your login and password each time you try to download a document, unless you add the site as a "trusted site."**

- **The invitation email will contain directions to make this a "trusted site" on your local machine.**

- **The following slides provide the same information.**

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# Click "Tools" and Select "Internet Options"

# Click "Security" and then click "Sites"

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# Type https://www.tppevalta.com and Click "Add"

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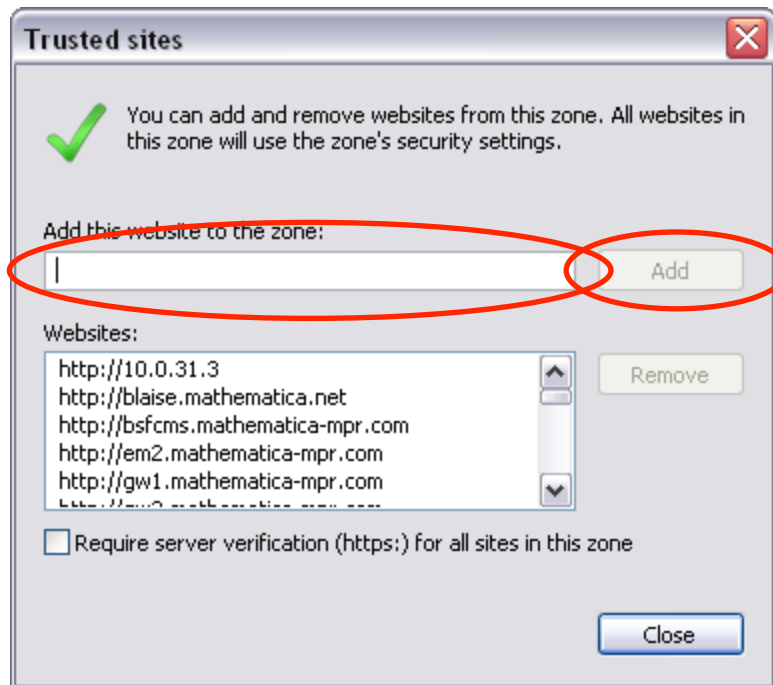
# Reminder

- **You will receive emails next week with the following information**
  - Your login and default password
  - A link to change your default password
  - Instructions for adding this site as a trusted site

- **For website questions, please contact Lauren Bernstein: lbernstein@mathematica-mpr.com**

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# Thank you!

## Questions?

### *6 = Mute, #6 = Un-mute

- **Dan Finkelstein**

- **Russell Cole**

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