

Database Instructions for 2010 Comp Plan Update

This tool is intended to provide technical support for entering 2010 Comp Plan Update data into the OCCF Comp Plan database modules. It is aligned with the Update Guidelines. It also support manuals found in the OCCF Database, accessible by clicking the question mark “?” in the right hand corner of any page in the Comp Plan database include the [OCCF Comp Plan Technical Help Manual](#) titled *Comp Plan System Manual* and the [OCCF Com Plan Business Manual](#), titled *OCCF Comp Plan Database Manual*. Contact your regional coordinator for further assistance.

Comp Plan “Development” Module

Biennial Update Step 2: Updating Participation and Collaboration

Documentation

Click “Comp Plan Development” Module

To “Add” Participants new to the comp planning process, Click “Add Participants” which leads to TABLE Name: Participant Matrix, then fill out each field.

To “Modify” or “Delete” existing records, click “Edit Participants” which leads to the Participant Matrix Report. Choose the Participant’s Name, click “modify” or “delete” and change the fields as deemed necessary. Don’t forget to click SAVE after adjustments are made per participant.

New “Batch Update” Feature If multiple participants are no longer active or if in the comments section you would like to report several participants affiliated with the same committee, you can now report in bulk. Reference *Comp Plan System Manual*, pages 22-27

If there are no new participants or modifications needed for existing participant records since the most recent data entry, then no data entry is necessary at this time.

[Reference Comp Plan System Manual](#), pages 40-41

Field Name	Option lists
Participant Name	
Participant Classification	Committee Member Community Forum Individual participant Survey Groups CCF member Other
Participation Category	Choose one category per participant from a drop down menu list of 100 affiliations
Participant Number	If group, survey or forum, enter number of participants. Individual = 1.
Goal Area	All Goals Caring Communities Healthy, thriving children Healthy, thriving youth Strong, nurturing families
Timeframe	Biennium
Active Participant	No /Yes
Comments	Other participant affiliations, committees, etc. If reporting surveys – report number distributed.

OPTIONAL for Biennial Updates

Click “Add/Edit Participation Levels” which links to [TABLE Name: Participation Level, Reference Comp Plan System Manual, page 42](#)

Field Name	Option lists
Participant Name	
Participant Level	Did not participate Group Participant Group Facilitator Data Provider or Analyzer Survey or interview respondent Selected focus issues Developed strategies Developed Measurement NA/not applicable

Biennial Update Step 3: Update Advisory Body Strategies Linking Advisory Groups to Plans.

Documentation

Click “Advisory Body/Connect the Plans” which links to the [Advisory to Plans Links Report](#).

Select “ADD, MODIFY or DELETE” as needed. To modify existing records, choose the “Advisory Group” from the Options list, select “Modify” and proceed to enter any new information in the fields that replaces outdated information.

If there have been no changes in the plans since the most recent data entry, then no data entry is necessary.

[Reference Comp Plan System Manual, page 43](#)

Field Name	Option Lists
Advisory Group	Early Childhood Team Juvenile Crime Prevention Partnership Local Alcohol and Drug Planning Committee - Prevention Local Alcohol and Drug Planning Committee – Treatment Local Public Safety Coordinating Council Mental Health Advisory Body Public Health
Strategy	See final page of this document under “Strategy” for options list
Strategy Description	Note who will do what for whom to what end?
Start date	Plan start date per each Advisory Group Plan
End date	Plan end date per each Advisory Group Plan

Comp Plan “Implementation” Module

Biennial Update Step 4: Update Analysis of Community Issues

Documentation

At the Main Menu, Click “Comp Plan Implementation” Module for all remaining data entry.

Then, click “Add Community Issues” to enter new issues which links to TABLE Name: Issues to report community issues that have surfaced since the most recent data entry. Fill out all fields. Recommendation: no more than 20 issues.

To “modify” records click “Add/edit Community Issues” which leads to the Issues Report, To “Modify” or “Delete” from the list of community issues, choose the issue, then click “modify” or “delete” and adjust information in each field as deemed necessary. If an issue is no longer labeled a “community issue”, modify the status field from T for True to F for false.

NOTE

Add data to the “comments section” to validate the issue.

If the most recent list of community issues is current with supporting statistical data entered, then no data entry is necessary at this time.

[Reference Comp Plan System Manual](#), page 45

Field Name	Options Lists		
Issue name			
Goal/HLO	Issue Category	Goal	HLO
	Civic Engagement	CC	Increase volunteerism
	Civic Engagement	CC	Increase community engagement
	Community Development	SNF	Home ownership: % of households that are owner occupied
	Community Development	SNF	Affordable Housing
	Economy	CC	Accessible Transportation
	Economy	SNF	Income per capita
	Economy	SNF	Unemployment Rates
	Education	HTY	Improve 8 th grade math
	Education	HTY	Reduce high school drop out
	Education	HTY	Improve 8 th grade reading
	Education	HTC	Improve Readiness to Learn
	Education	HTC	Improve 3 rd grade math

	Education	HTC	Improve 3 rd grade reading
	Public Safety	CC	Overall crime
	Public Safety	HTY	Reduce school violence
	Public Safety	HTY	Reduce Juvenile Recidivism
	Public Safety	HTY	Decrease Juvenile Arrests
	Social Support	HTC	Improve prenatal care
	Social Support	HTC	Increase child care availability
	Social Support	HTC	Reduce child maltreatment
	Social Support	HTY	Reduce Teen Pregnancy
	Social Support	HTY	Youth Suicide
	Social Support	HTY	Runaway and Homeless Youth
	Social Support	HTY	PYD high level outcomes
	Social Support	HTY	Decrease Teen Tobacco use
	Social Support	HTY	Decrease Teen Drug use
	Social Support	HTY	Decrease Teen Alcohol use
	Social Support	SNF	Reduce homelessness
	Social Support	SNF	Health Insurance
	Social Support	SNF	Domestic Violence
	Social Support	SNF	Adult Mental Health
	Social Support	SNF	Reduce Poverty
	Social Support	SNF	Reduce Adult Substance Abuse
	Social Support	SNF	Food Security
	Social Support	HTC	Immunizations
	Social Support	All Goal Areas	Access to Health Care
	Social Support	HTC	Childhood Obesity
	Social Support	HTC	Children's Mental Health
	Social Support	HTC	Reduce alcohol, tobacco and other drug use during pregnancy
Timeframe	Biennium		
Status	T for True or F for False when it is no longer a community issue		
Comments	Record data that validates the issue.		

OPTIONAL for Biennial Update.

Click "Optional Additional HLOs which links to [TABLE Additional HLO](#),

[Comp Plan System Manual](#), page 46

Field Name	Option Lists
Issue	
Secondary HLO	Note HLO list above
Comments	

Biennial Update Step 4: Update Analysis of Community Issues

Documentation

Click “Add Link Issue to Advisory Group” which links to [TABLE Link Advisory Groups To Issues](#)

to add links to newly reported issues

Click “Add/edit Link Issue to Advisory Group” which links to the [Issues linked to Advisory Group Report](#), to modify fields or delete records.

If data reflects the most recent information, then no data entry is necessary at this time.

[Comp Plan System Manual, page 47](#)

Field Name	Option Lists
Issue	
Advisory Group	Early Childhood Team Juvenile Crime Prevention Partnership Local Alcohol and Drug Planning Committee – Prevention Local Alcohol and Drug Planning Committee – Treatment Local Public Safety Coordinating Council Mental Health Advisory Body Public Health
Comments	

Biennial Update Step 5: Update Barriers/Solutions

Documentation

Click “Add Barriers” which links to [TABLE Name: Barriers](#) to add any new barriers since most recent reporting. Fill out each field.

Click “Add/edit Barriers” which links to the [Barriers Report](#) to modify fields or delete records.

If data reports reflect the most recent information, then no data entry is necessary at this time.

[Reference Comp Plan System Manual, page 48](#)

Field Name	Option Lists
Issue	
Barrier Description	
Barrier Type	Federal State Local Other
Solution	
Status	“T” for Truly still a barrier, “F” for False or no longer a barrier
Comment	If status has changed from true to false, explain effective solutions.

Biennial Update Step 6: Update Gaps

Documentation

Click “Add Gaps” to link to the TABLE Name: Gaps to enter any new gaps.
Click “Add/edit Gaps” to link to the Gaps Report to enter any modifications or deletions.

The Gaps Report should indicate the communities 10 top gaps.

If there has been no change in the top 10 gaps reported, then no data entry is needed.

[*Reference Comp Plan System Manual, page 49*](#)

Field Name	Option Lists
Issue	
Gaps	Drop down menu list of 117 gaps to choose top 10 gaps
Status	T for Truly still a gap, F for false or no longer a gap
Comments	

Biennial Update Step 7: Update Focus Issues

Documentation

Click “Add focus Issue” which links to TABLE Name: Intermediate Outcomes to add new focus issues.

Click “Add/edit Focus Issues” which links to the Intermediate Outcomes Report to modify fields or delete information.

Assure that each focus issue has one community intermediate outcome. If data reports reflect the current information and there are no additions, deletions or modifications, then no data entry is needed.

[Reference Comp Plan System Manual, page 50](#)

Field Name	Option Lists
Focus Issue	
Description of focus	
Objective Statement	
“C” IO Statement	Community Intermediate Outcome Statement
Target Population description	
Results Target Description	
Results Target	
Format	% or #
Baseline Description Statement	
Baseline	
Baseline date	
New Baseline Information	
Measurement Tool	
Data Source	
Start Date	
End Date	
Comments	

Biennial Update Step 8: Update Focus Issue Strategic Approaches and Specific Strategy Descriptions

Click “Add Strategies” which leads to Table Name: Strategies to add strategies for new focus issues.

Click “Add/edit Strategies”, which leads to the Strategy Report to add, modify or delete strategies for previously reported focus issues.

If data reports reflect the current information and there are no additions, deletions or modifications, then no data entry is needed.

[Reference Comp Plan System Manual, page 52](#)

Field Name	Option Lists			
Focus Issue				
Strategy	Community Mobilization	Policy Development	Service Delivery Improvements	System Change or Development
	Build advocacy	Aligning policies	Alter or new practices, approaches, methods	Improving coordination
	Build capacity	Local	Develop a program	Improving the continuum of services
	Develop community-based partnerships	Or Admin Rule	Develop or alter an activity	Integrating services
	Engage individuals and organizations	Practice	Improve quality through accessibility, acceptability, availability, appropriateness, adequacy	Multiple agency networking
	Other	Statute - federal	Develop culturally specific services	System – wide training
	Outreach, inclusiveness	Statute - state	Develop gender specific services	Overall quality improvement
	Promotion, building awareness	Other	Other	Other
Strategy Description				
Comments				

Biennial Update Step 9: Updating Measurement

Documentation

Click “Add Demographics” which leads to TABLE Name: IO Demographics for reporting new focus issues.

Click “Add/Edit Demographics” which leads to the IO Demographics Report to change, modify or delete focus issue records.

If data reports reflect the current information and there are no additions, deletions or modifications, then no data entry is needed.

[Reference Comp Plan System Manual, page 51](#)

Field Name	Option Lists
“C” IO	Community Intermediate Outcome
Population Group	Choose only those options that apply to the subset population represented in the CIO. Options include: gender, language, ethnicity, tribal affiliations, ages
Comments	

Biennial Update Step 9: Updating Measurement

Click “Add/edit Results” which leads to the TABLE Name: Results to record Community Intermediate Outcome Results by filling out each field for the period ending Dec. 31, 2009. Additions, modifications and deletions to intermediate outcome measurement can also be made on this screen.

[Reference Comp Plan System Manual, pages 53-54](#)

Field Name	Option Lists
“C” IO Statement	Community Intermediate Outcome Statement
Results	
Results Assessment	Continue, Adjust, Abandon
Assess Description	
Time Period	Every 6 months starting Jan. – June 2007
Comment	Are you improving from your baseline? Enter specifically YES - YES BUT - or NO - NO BUT followed by the reason for your response.