

PreventionIdaho.Net and the Education Transcript System



Benchmark
Research & Safety, Inc.



What is the Qualified Prevention Professional Program (QPPP)?

- The QPPP:
 - Meets the Federal requirement for professionalization of prevention workforce
 - Is a set of prevention courses developed by DHW & Idaho Minor in Prevention Group
 - Has curricula specific to specialties in substance abuse prevention delivery (e.g., Childhood & Teen Education, Parenting, etc.)
- DHW SAP Standards require “all staff whose salary is paid, wholly or in part, with Department of Health and Welfare funds” to deliver services to complete at least one QPPP curriculum.
 - “QPPP eligible staff”



The Idaho Prevention Institute (IPI) & the Qualified Prevention Professional Program (QPPP)

- Idaho Prevention Institute has had two meanings:
 - 1 - The original education credential required by DHW to receive funding
 - Week long seminar
 - Covered basic concepts now taught in more detail by QPPP
 - 2 - Current DHW training seminars where QPPP classes are delivered
 - Held in Boise each August
 - Offered as-needed in individual DHW regions
- QPPP – Current education credential for ongoing funding for all QPPP eligible staff



IPI & QPPP, continued

- Will staff who took the original IPI still need to complete a QPPP curriculum?
 - Yes. The original IPI was the first education phase and was a requirement for funding through SFY 2007.
 - The QPPP is the current and ongoing prevention education program.
 - Satisfactory progress or completion is a requirement for future funding in the SAP Standards.
 - Hope is that most eligible staff have had equivalent training that pre-qualifies them for much of the coursework



The Education Transcript System

- PreventionIdaho.Net module
 - Administrative functions available on Staff page
 - Enroll staff, assign curricula, monitor progress, print transcripts
 - Staff transcript available under View Transcript
 - View transcript, indicate previous coursework, take online courses, print transcript

Selecting Curriculum - Administrators

- Go to the Staff page
- Click Change to Eligible in QPPP column
- Click Create Transcript

The screenshot displays the web application interface for PreventionIdaho.Net. The header includes the logo, the site name, a tagline, and the user's login status. The main content area shows the 'Staff members of Center for Discovery' page, which includes instructions on how to manage staff accounts and a table of existing staff members. The table has columns for Name, Phone, Email, Access, QPPP status, and Actions. The 'Demo Staffer' is currently 'Eligible', and the 'Actions' column provides links to edit, deactivate, or create a transcript for each staff member.

PreventionIdaho.Net *Resources for substance abuse prevention providers in Idaho* Logged in as jgrimes

Help Logout

Center for Discovery > Staff members

Staff members of Center for Discovery
To create a login account, choose [Add a new staff member](#).

Staff Accounts – shows staff members registered for your provider organization. Choose Edit Account to change a staff member's information or Inactivate if they are no longer actively involved in your prevention work.

Qualified Prevention Professionals – Click on Eligible to enroll each staff person into the QPP program and then click Create Transcript to assign them a QPPP curriculum. Click [here](#) for more information on the QPPP program.

Show Active only Include Inactive

STAFF MEMBER ACCOUNTS					
Name	Phone	Email	Access	QPPP	Actions
Demo Staffer	222-222-2222	dnleonhardy@benchmarkrs.com	Staff	Eligible -Change to Not Eligible	-Edit account -Inactivate -Create Transcript

[Add a new staff member](#)

Administration
Change my account info

About Your Organization:
• Staff
• Reports

Comments

Provider Resources

Selecting Curriculum for Staff - Administrators

- Select most appropriate curricula for staff person.
- Click on curriculum name to view courses in curriculum
- Click Add to assign course to staff person, click Remove to change
- Start with 1 curricula per staff person. More can be added later
- Click Go to Transcript when finished

The screenshot shows the 'PreventionIdaho.Net' website interface. The header includes the logo and the text 'Resources for substance abuse prevention providers in Idaho'. The user is logged in as 'jgrimes' and can click 'Logout'. The main content area is titled 'Assign Curriculum for: Demo Staffer'. It contains instructions: 'Assign the appropriate curriculum for this staff member. Once assigned here, all of the courses in the curriculum will be added as "Required Courses" in this person's transcript. The staff member can view and change status of each course from his/her transcript page.' Below this, it says 'Select one or more curricula from the list below'. There are two columns: 'Available Curricula:' with a list box containing 'Parent Education', 'Social Skill Development', 'Child & Teen Education', and 'Environmental Strategies'; and 'Assigned to: Demo Staffer' with a list box containing 'Academic After School Programs'. Between these columns are buttons for 'Add >>', '<< Remove', and 'Go to Transcript'. At the bottom, it states 'This curriculum includes the following courses:' followed by a bulleted list: 'Addiction & the Family', 'Ethics for the Substance Abuse Professional', 'Intro to Drugs and Society', 'Prevention Facilitation Skills & Group Management', and 'Prevention Theory I'.

PreventionIdaho.Net *Resources for substance abuse prevention providers in Idaho* Logged in as: jgrimes
Logout

Assign Curriculum for: Demo Staffer

Assign the appropriate curriculum for this staff member. Once assigned here, all of the courses in the curriculum will be added as "Required Courses" in this person's transcript. The staff member can view and change status of each course from his/her transcript page.

Select one or more curricula from the list below

Available Curricula:

- Parent Education
- Social Skill Development
- Child & Teen Education
- Environmental Strategies

Assigned to: Demo Staffer

- Academic After School Programs

Buttons: Add >>, << Remove, Go to Transcript

This curriculum includes the following courses:

- Addiction & the Family
- Ethics for the Substance Abuse Professional
- Intro to Drugs and Society
- Prevention Facilitation Skills & Group Management
- Prevention Theory I

Monitoring Progress & Printing Transcript - Administrators

- Click View Transcript on Staff page
- Table shows courses and completion status in assigned curricula
- When a course or entire curricula is completed, status changes automatically
- Click Print Transcript to print copy of staff course completion status

Transcript for: Demo Staffer

[Print Transcript](#)

The Transcript below has been selected for you by your program administrator. Please contact them if you wish to have a different curriculum or to add another curriculum to your transcript.

Instructions: For all courses, click on the course name to view the course contents and material covered. For QPPP Online and On-site courses, you may print a completion certificate once the course has been completed.

For *Online Courses*, click on View Course to start or return to the course. Your online course status will automatically change to Completed when all modules have been viewed and all quizzes have been passed (if applicable). For *On-site Courses*, click on Change Status to indicate when and where you completed the course. You should use this option for coursework completed at the Idaho Prevention Institute and for equivalent course work completed elsewhere.

Curriculum: Academic After School Programs		Status: Incomplete		
Status	Incomplete			
Description:	The Academic After School Program curriculum includes the following courses:			
	<ul style="list-style-type: none"> • Prevention Theory • Intro to Drugs and Society • Ethics • Group Facilitation & Management Skills • Addiction and the Family 			
Skills taught:	You may indicate equivalent, completed course work on your transcript.			
Title	Type	Status	Completed	Actions
Addiction & the Family	On-site	Passed	1982	
Ethics for the Substance Abuse Professional	On-site	Not Passed		Change status
Intro to Drugs and Society	On-site	Passed	2007	
Prevention Facilitation Skills & Group Management	On-site	Not Passed		Change status
Prevention Theory I	On-site	Not Passed		Change status

Monitoring Progress & Printing Transcript - Administrators

- Save transcript by clicking on File, Save As in Internet Explorer
 - Best format is Web Archive, single file (*.mht)
 - Best preserves formatting in a single file.
- Transcript can also be copied and pasted into other Windows documents (e.g., Word, Excel)

PreventionIdaho.Net Transcript for: Demo Staffer

Curriculum: Academic After School Programs **Status: Incomplete**

Description: The Academic After School Program curriculum includes the following courses:

- Prevention Theory
- Intro to Drugs and Society
- Ethics
- Group Facilitation & Management Skills
- Addiction and the Family

Skills taught: You may indicate equivalent, completed course work on your transcript.

Title	Type	Status	Completed
Addiction & the Family	On-site	Not Passed	
Ethics for the Substance Abuse Professional	On-site	Not Passed	
Intro to Drugs and Society	On-site	Not Passed	
Prevention Facilitation Skills & Group Management	On-site	Not Passed	
Prevention Theory I	On-site	Not Passed	

Accessing Your Transcript – All Staff

- Click on View Transcript on the left column of your homepage

PreventionIdaho.Net *Resources for substance abuse prevention providers in Idaho*

Logged in as demostaffner
Logout

Help

Home Page for Center for Discovery

[Change my account info](#)

About Your Organization:

- [Reports](#)

[Comments](#)

[Provider Resources](#)

[View Transcript](#)

[Contact Us](#)

Programs

Choose a link from the table below to make changes or submit data for the associated program. Click on the title in each column to change the sort order of the table.

Programs for: [2007](#) [2006](#) [2005](#)

PROGRAMS FOR FISCAL YEAR 2007					
Title	Funding Year	Dates	Code	Status	Actions available
07 Afterschool Solutions (Pos Actn)	2007	7/1/2006 to 6/30/2007	Recurring	Closed	Attendance Form Enter Attendance Data Outcomes Invoices Change Status

Setting Up Your Transcript – All Staff

- Transcript shows QPPP courses in curriculum assigned by your Program Admin

Step 1 – Indicate previously completed coursework

- Click on each course title in the left column to review course contents

Curriculum: Academic After School Programs Status: Incomplete

Status: Incomplete

Description: The Academic After School Program curriculum includes the following courses:

- Prevention Theory
- Intro to Drugs and Society
- Ethics
- Group Facilitation & Management Skills
- Addiction and the Family

Skills taught: You may indicate equivalent, completed course work on your transcript.

Title	Type	Status	Completed	Actions
Addiction & the Family	On-site	Passed	1982	
Ethics for the Substance Abuse Professional	On-site	Not Passed		Change status
Intro to Drugs and Society	On-site	Not Passed		Change status
Prevention Facilitation Skills & Group Management	On-site	Not Passed		Change status
Prevention Theory I	On-site	Not Passed		Change status

Setting Up Your Transcript – All Staff

Step 2 – Indicate course status – **IPI Coursework**

- If you completed the course at an Idaho Prevention Institute
 - Change status to Completed
 - Course description is optional
 - Press Next to go to next screen

Change Class Completion Status for Demo Staffer

Qualified Prevention Professional and equivalent coursework take elsewhere should be registered here and described on the next several screens.

Class Title: Intro to Drugs and Society

	Knowledge	Skills
Class Description:	1 The variety of models & theories of addictions and other substance-related problems	
	2 The social, political, economic and cultural context within which addictions & substance abuse exist, including risk and resiliency factors that characterize individuals & their living environments	
	3 The philosophies, practices, policies and outcomes of the evidence-based models of treatment, recovery, relapse prevention and continuing care for addictions and other substance abuse related problems.	
	4 The value of interdisciplinary approaches to addiction treatment	
	5 The warning signs, symptoms and the course of substance use disorders	
	6 The principles & philosophies of prevention, treatment & recovery	Describe principles and philosophies of prevention, treatment and recovery
	7 The issues related to & warning signs of HIV/AIDS/STDs; health related issues	
	8 The effects of alcohol/drug use on a fetus	
	9 Knowledge of professional terminology	Ability to use terminology appropriately
	10 Conceptual framework of continuum of services within the Institute of Medicine Model	

Course Status Change to

Passed
Unknown/Incomplete
In Progress
Completed

Setting Up Your Transcript – All Staff

Step 2 – Indicate course status – **Equivalent Coursework**

- If you have completed or are taking equivalent coursework elsewhere
 - Review QPPP course knowledge and skills
 - Determine if course covered equivalent material
 - Typical equivalents include college coursework, seminar training formats similar to Idaho Prevention Institute courses, etc.
 - Unacceptable equivalents include conference sessions, online coursework not approved by DHW, etc.
 - Contact Regional Manager with questions about course equivalents
 - Contact Terry Pappin at 208-334-6542 for course equivalent substitution information
 - For alternative courses deemed equivalent, change status to Completed or In Progress
 - Type short description of the course. Use this space to show that similar knowledge & skills were gained
 - Click Next to go to next screen
- If coursework was not equivalent, press Cancel and take course

Change Class Completion Status for Demo Staffer

Qualified Prevention Professional and equivalent coursework take elsewhere should be registered here and described on the next several screens.

Class Title: Intro to Drugs and Society

	Knowledge	Skills
1	The variety of models & theories of addictions and other substance-related problems	
2	The social, political, economic and cultural context within which addictions & substance abuse exist, including risk and resiliency factors that characterize individuals & their living environments	
3	The philosophies, practices, policies and outcomes of the evidence-based models of treatment, recovery, relapse prevention and continuing care for addictions and other substance abuse related problems	
Class Description:	4 The value of interdisciplinary approaches to addiction treatment	
	5 The warning signs, symptoms and the course of substance use disorders	
	6 The principles & philosophies of prevention, treatment & recovery	Describe principles and philosophies of prevention, treatment and recovery
	7 The issues related to & warning signs of HIV/AIDS/SIUs; health related issues	
	8 The effects of alcohol/drug use on a fetus	
	9 Knowledge of professional terminology	Ability to use terminology appropriately
	10 Conceptual framework of continuum of services within the Institute of Medicine Model	

Course Status Change to

Passed
Unknown/Incomplete
In Progress
Completed

Setting Up Your Transcript – All Staff

Step 3 – Indicate course details

- Enter enough information that completion can be verified
- Be specific about institution, instructor and approximate date
 - If you can't remember these details, press Cancel and take course from Idaho Prevention Institute
- Press Done to save changes & return to transcript

The screenshot shows the PreventionIdaho.Net website interface. At the top left is the logo for PreventionIdaho.Net. To its right is the tagline "Resources for substance abuse prevention providers in Idaho". In the top right corner, it says "Logged in as: demostaffer" with a "Logout" link below it. The main content area is titled "Change Class Completion Status, Step 2". Below the title is a instruction: "Please indicate where you took the course, the name or names of the instructors, and approximately when you completed it." The form contains four input fields: "Institution" with the text "QPPP - Idaho Prevention Institute", "Instructor(s)" with "Terry Pappin", "Month" with a dropdown menu showing "June", and "Year" with a dropdown menu showing "2007". At the bottom of the form are three buttons: "Cancel", "< Back", and "Done".

PreventionIdaho.Net

Resources for substance abuse prevention providers in Idaho

Logged in as: demostaffer
Logout

Change Class Completion Status, Step 2

Please indicate where you took the course, the name or names of the instructors, and approximately when you completed it.

Institution: QPPP - Idaho Prevention Institute

Instructor(s): Terry Pappin

Month: June

Year: 2007

Buttons: Cancel, < Back, Done

Completing Your Transcript – All Staff

- Completed courses show up on transcript, on state and agency reports
- In progress and Not Passed courses will be used to plan future IPI trainings
- When all courses in a curriculum have been passed, the status automatically changes to Complete
 - Congratulations!
- The staff person has met the current requirements of the SAP Standards

Curriculum: **Academic After School Programs**
Status: **Incomplete**

Status: **Incomplete**

Description: The Academic After School Program curriculum includes the following courses:

- Prevention Theory
- Intro to Drugs and Society
- Ethics
- Group Facilitation & Management Skills
- Addiction and the Family

Skills taught: You may indicate equivalent, completed course work on your transcript.

Title	Type	Status	Completed	Actions
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Ethics for the Substance Abuse Professional	On-site	Not Passed		Change status
Intro to Drugs and Society	On-site	Passed	2007	
Prevention Facilitation Skills & Group Management	On-site	Not Passed		Change status
Prevention Theory I	On-site	Not Passed		Change status

Printing & Saving Your Transcript – All Staff

- Click Print Transcript to print copy of your course completion status
- Save transcript by clicking on File, Save As in Internet Explorer
 - Best format is Web Archive, single file (*.mht)
 - Best preserves formatting in a single file.
- Transcript can also be copied and pasted into other Windows documents (e.g., Word, Excel)
- Print a copy of the transcript for your Administrative File/Folder.

PreventionIdaho.Net Transcript for: Demo Staffer

Curriculum: Academic After School Programs **Status: Incomplete**

Description: The Academic After School Program curriculum includes the following courses:

- Prevention Theory
- Intro to Drugs and Society
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Frequently Asked Questions

- Who selects the curricula for staff?
 - The program administrator or staff person with an administrative login.
- How do I remove a curriculum?
 - Click on it and press Remove. All course details will be kept as is.
- When I click on a curriculum, it shows me a list of courses beneath it. Are those the courses that have to be completed?
 - Yes, either by pre-qualifying or through the IPI.
- How important is it to keep the transcript up to date?
 - It is very important. The transcript system will be used to plan future trainings around the needs of prevention providers.
 - May have funding implications.



That's it!

■ Please

- Get all funded staff enrolled and completion status indicated as soon as possible
 - That will help plan August 2008 IPI around your training needs
- Use the comments link if you have technical difficulties with the education transcript system
- Contact your Regional Manager for help with on-line transcript questions
- Contact Terry Pappin at 208-334-6542 for course equivalent substitution information