

SU Platform User Guide

Terminology

1. Facility:

- a. A separate organizational entity (medical center, department, programme, etc.) that has its own defined objectives, procedures, rules and scope of services and interventions, its own target group(s), and a team and manager (project coordinator). These facilities can be stand-alone (e.g. addiction treatment centers) or integrated with other health care centers, clinics or dispensaries (such as general health care or mental health centers or hospitals).

2. Calendar Year:

- a. E.g. January 1st, 2018 through December 31st, 2018

3. Public Data

- a. Data acquired that will be linked specifically to the reporting facility and disseminated publically.

4. Non-Public Data

- a. Data acquired that will be aggregated and disseminated to the stakeholders in anonymized format.

SU Platform Launch

Data Validation

Data validation is a process that allows your organization to review and approve surveys by implementing a multi-level user system. Each level has their own account with specific privileges and functions. At each transition, notification emails will be sent to relevant users.

L1

Facility Reporter

- Creates surveys
- Saves surveys
- Submits surveys (send to Facility Director)
- Can edit reports

L2

Facility Director

- Can view surveys
- Validates surveys (send to Organization Director)
- Request revision (return to Facility Reporter)
- Cannot edit surveys

L3

Organization Director

- Can view surveys
- Validates surveys (send to NMHP)
- Request revision (return to Facility Director)
- Cannot edit surveys

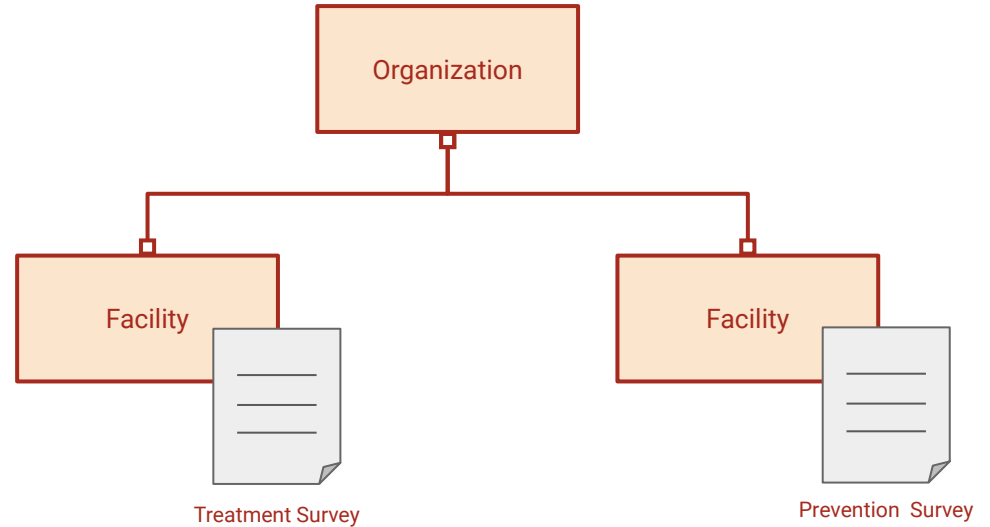
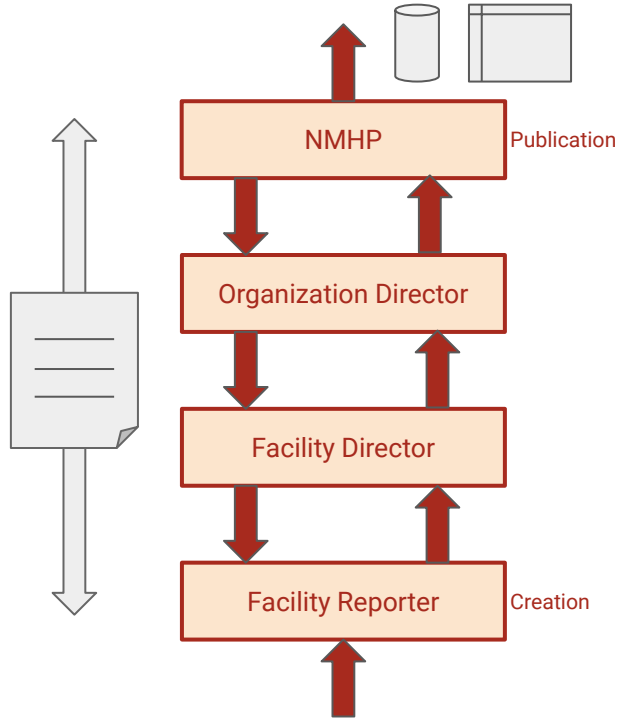
L4

National Mental Health Program

- Can view surveys
- Publishes surveys (saves surveys to database)
- Request revision (return to Organization Director)
- Cannot edit surveys

SU Platform Launch

Data Validation



SU (Prevention & Treatment)

Login Page

Step 1

Enter your username and password.

Substance Use Platform

Please enter your username and password

Username

Password

[Forgot my Password](#)



Lebanese Republic
Ministry of Public Health

SU (Prevention)

Home Page

Step 2a

Select “SU Prevention Survey” from drop-down menu.

*Facility Reporter Account (L1)

The screenshot shows a web application interface for the SU Prevention Survey. At the top right, there are links for 'STest', 'Change Password', and 'Logout'. Below these is a dark green navigation bar with 'HOME' and 'GUIDES' buttons. The main content area features a 'Report Type' dropdown menu with three options: 'SU Treatment Survey', 'SU Treatment Survey', and 'SU Prevention Survey'. The 'SU Prevention Survey' option is highlighted. To the right of the dropdown is a 'CREATE REPORT' button. Below the dropdown is a 'Download Excel' link. A table displays the survey data with columns for Status, Facility, Organization Name, Year, and Notes. The table contains one row with the following data: Status: New, Facility: Testing SU Facility, Organization Name: Testing SU Organization, Year: 2019, Notes: (empty). A 'View' button is located to the left of the first row. At the bottom of the table, there is a pagination bar showing '1 - 1 of 1 items'.

Status	Facility	Organization Name	Year	Notes
New	Testing SU Facility	Testing SU Organization	2019	

SU (Prevention)

Home Page

Step 3a

Click “Create Report”.

*Facility Reporter Account (L1)

The screenshot shows a web application interface for the SU Prevention Survey. At the top right, there are links for "STest", "Change Password", and "Logout". Below these, a dark green navigation bar contains "HOME" and "GUIDES" buttons. The main content area features a "Report Type" dropdown menu set to "SU Prevention Survey" and a green "CREATE REPORT" button. Below this is a "Download Excel" link and a table with the following structure:

Status	Facility	Organization Name	Notes
New	Testing Prevention SU	Testing SU Organization	

At the bottom of the table, there is a "View" button. The bottom of the interface shows a pagination bar with "1" selected and "1 - 1 of 1 items" displayed.

SU (Prevention)

Home Page

Step 4a

Select “Yes” to create the report.

*Facility Reporter Account (L1)

The screenshot shows a web application interface for the SU Prevention Survey. At the top right, there are links for 'STest', 'Change Password', and 'Logout'. A dark green navigation bar contains a 'HOME' button with a house icon. A white modal dialog box is centered on the screen, asking 'Do you want to create the report?' with 'YES' and 'NO' buttons. Below the dialog, the 'Report Type' is set to 'SU Prevention Survey', and a green 'CREATE REPORT' button is visible. A table with the following columns is displayed: Status, Facility, Organization Name, and Notes. The table contains one row with the values: 'New', 'Testing Prevention SU', 'Testing SU Organization', and an empty 'Notes' field. A 'View' button is located to the left of the first row. At the bottom left of the table, there are navigation controls including 'K', '<', '1', '>', and '>>'. At the bottom right, it says '1 - 1 of 1 items'.

Status	Facility	Organization Name	Notes
New	Testing Prevention SU	Testing SU Organization	

SU (Prevention)

Prevention Survey

Step 5a

Begin to complete the survey.

1. **Section 1: Demographic Information**
2. Section 2: Practice and Standards
3. Section 3: Financial
4. Section 4: Beneficiaries
5. Section 5: Descriptive Section

Facility Reporter Account (L1)

The screenshot shows a web application for the SU Prevention Survey. At the top right, there are links for 'STest', 'Change Password', and 'Logout'. Below these is a green navigation bar with 'HOME' and 'GUIDES' buttons. A toolbar contains 'Save', 'Delete', 'Submit to FD', 'Workflow', and 'Back to list' buttons. The main header indicates the current survey: 'Testing SU Organization - Testing Prevention SU - SU Prevention Survey - 2018' with a status of 'New'. The form is divided into five tabs: 'Demographic Information', 'Practice and Standards', 'Financial', 'Beneficiaries', and 'Descriptive section'. The 'Demographic Information' tab is active, showing a list of fields for data entry. Fields A1 through A6 are for facility information, while B2 through B6 are for location and contact details. Some fields like 'C1a-Facility Affiliation' and 'A3-Head of Facility: Title' have dropdown menus.

Field ID	Field Name	Value / Type
A1	Organization Name	
A2	Prevention Facility Name	
C1a	Facility Affiliation	public/governmental
A3	Head of Facility: First Name	
A3	Head of Facility: Last Name	
A3	Head of Facility: Title	Mr
A3	Head of Facility: Email Address	
A4	Focal Point of Survey: First Name	
A4	Focal Point of Survey: Last Name	
A4	Focal Point of Survey: Title	Mr
A4	Focal Point of Survey: Email Address	
A5	Email Address (Facility)	
A6	Phone Number (Facility: Admin)	
B2	Address	
B4	Longitude	
B4	Latitude	
B5	Public Website	
B6	Public Phone Number	

SU (Prevention)

Prevention Survey

Step 6a

Begin to complete the survey.

1. Section 1: Demographic Information
2. **Section 2: Practice and Standards**
3. Section 3: Financial
4. Section 4: Beneficiaries
5. Section 5: Descriptive Section

Facility Reporter Account (L1)

The screenshot shows a web application for the SU Prevention Survey. At the top right, there are links for 'STest', 'Change Password', and 'Logout'. Below this is a green navigation bar with 'HOME' and 'GUIDES' buttons. The main content area has a header with 'Save', 'Delete', 'Submit to FD', 'Workflow', and 'Back to list' buttons. The title of the survey is 'Testing SU Organization - Testing Prevention SU - SU Prevention Survey - 2018', and the status is 'New'. The survey is divided into five tabs: 'Demographic Information', 'Practice and Standards', 'Financial', 'Beneficiaries', and 'Descriptive section'. The 'Practice and Standards' tab is currently selected. It contains two sections: 'C1-Which of the following describes best your activities (select all that apply)' and 'C2-Practice and Standards'. Section C1 is a table with two columns: 'Facility Activities' and 'Available'. It lists various activities such as 'Dissemination of educational material', 'Non-interactive substance use awareness sessions', 'Interactive substance use awareness sessions', 'Life skills programmes', 'Media campaigns', 'Entertainment venues related prevention activities', 'Peer-to-peer education programs', and 'Internet-based prevention programs'. Each activity has a 'Yes' or 'No' radio button. Section C2 contains three questions: 'C3a-Is your facility formally accredited for prevention of substance use?', 'C3b-Accrediting Body Name', and 'C3c-Accrediting Body Website'. Each question has a 'Yes' or 'No' radio button and a text input field.

Facility Activities	Available
Dissemination of educational material (includes brochures, flyers, posters, etc.)	<input type="radio"/> Yes <input type="radio"/> No
Non-interactive substance use awareness sessions (lecture)	<input type="radio"/> Yes <input type="radio"/> No
Interactive substance use awareness sessions	<input type="radio"/> Yes <input type="radio"/> No
Life skills programmes	<input type="radio"/> Yes <input type="radio"/> No
Media campaigns	<input type="radio"/> Yes <input type="radio"/> No
Entertainment venues related prevention activities	<input type="radio"/> Yes <input type="radio"/> No
Peer-to-peer education programs	<input type="radio"/> Yes <input type="radio"/> No
Internet-based prevention programs	<input type="radio"/> Yes <input type="radio"/> No
Other (please specify)	<input type="radio"/> Yes <input type="radio"/> No

C2-Practice and Standards

C3a-Is your facility formally accredited for prevention of substance use? ☐ Yes ☐ No

C3b-Accrediting Body Name

C3c-Accrediting Body Website

SU (Prevention)

Prevention Survey

Step 7a

Begin to complete the survey.

1. Section 1: Demographic Information
2. Section 2: Practice and Standards
3. **Section 3: Financial**
4. Section 4: Beneficiaries
5. Section 5: Descriptive Section

Facility Reporter Account (L1)

STest Change Password Logout

HOME GUIDES

Save X Delete Submit to FD Workflow Back to list

Testing SU Organization - Testing Prevention SU - SU Prevention Survey - 2018 Status: New

Demographic Information Practice and Standards **Financial** Beneficiaries Descriptive section

C4a-For substance use prevention activities, what was the facility's total budget over the last calendar year in local currency and in USD?

Lebanese Pound	0
USD	0.00

C4b-For the budget dedicated to substance use prevention services, indicate which percentage of your funding is provided through which source over the last calendar year. All answers have to be identified in percentage.(%)

Source	Budget %
Ministry of Public Health	0.00
Ministry of Social Affairs	0.00
National Social Security Fund	0.00
Army	0.00
Public Service Cooperation	0.00
Internal Security Forces	0.00
Mutual fund	0.00
Private health insurance	0.00
Private donations; coporate	0.00
Private donations; individuals	0.00
Fundraising	0.00
Grant	0.00
Other (please specify)	0.00

SU (Prevention)

Prevention Survey

Step 8a

Begin to complete the survey.

1. Section 1: Demographic Information
2. Section 2: Practice and Standards
3. Section 3: Financial
4. **Section 4: Beneficiaries**
5. Section 5: Descriptive Section

Facility Reporter Account (L1)

The screenshot shows a web application for the SU Prevention Survey. At the top, there are links for 'STest', 'Change Password', and 'Logout'. Below this is a navigation bar with 'HOME' and 'GUIDES'. The main content area has a header with 'Save', 'Delete', 'Submit to FD', 'Workflow', and 'Back to list'. The survey title is 'Testing SU Organization - Testing Prevention SU - SU Prevention Survey - 2018' with a status of 'New'. The 'Beneficiaries' tab is selected, showing a table for 'Please specify the number of person targeted by your interventions/activity'. The table has two sections: 'D1-Dissemination of educational material (includes brochures, flyers, posters, etc.)' and 'D1-Non-interactive substance use awareness sessions (lecture)'. Each section lists groups like 'Youth and adolescents', 'Women', 'Children living in adverse circumstances', 'Palestinian refugees', 'Displaced populations', and 'Persons in prisons', with a corresponding 'Number of person targeted' column.

Group	Number of person targeted
D1-Dissemination of educational material (includes brochures, flyers, posters, etc.)	
Youth and adolescents	<input type="text"/>
Women	<input type="text"/>
Children living in adverse circumstances	<input type="text"/>
Palestinian refugees	<input type="text"/>
Displaced populations	<input type="text"/>
Persons in prisons	<input type="text"/>
Persons living with communicable diseases	<input type="text"/>
Other (please specify)	<input type="text"/>
D1-Non-interactive substance use awareness sessions (lecture)	
Youth and adolescents	<input type="text"/>
Women	<input type="text"/>
Children living in adverse circumstances	<input type="text"/>
Palestinian refugees	<input type="text"/>
Displaced populations	<input type="text"/>

SU (Prevention)

Prevention Survey

Step 9a

Begin to complete the survey.

1. Section 1: Demographic Information
2. Section 2: Practice and Standards
3. Section 3: Financial
4. Section 4: Beneficiaries
5. **Section 5: Descriptive Section**

Facility Reporter Account (L1)

The screenshot displays the 'Prevention Survey' web application. At the top, there are links for 'STest', 'Change Password', and 'Logout'. Below this is a navigation bar with 'HOME' and 'GUIDES'. The main content area shows a form titled 'Testing SU Organization - Testing Prevention SU - SU Prevention Survey - 2018' with a status of 'New'. The form has tabs for 'Demographic Information', 'Practice and Standards', 'Financial', 'Beneficiaries', and 'Descriptive section'. The 'Descriptive section' is currently active, showing a section titled 'E0-Descriptive section' with four text input fields labeled E1, E2, E3, and E4. E1 asks for linkages with other health or social services. E2 asks for a description of prevention services. E3 asks for further relevant information. E4 asks for feedback. Below these is a date field for 'E6-Date of Survey Completion' and a section for 'E5-Please estimate the time it has taken you to complete this form' with fields for 'Hours' and 'Minutes'. A small window is visible in the bottom right corner.

SU (Treatment)

Home Page

Step 2b

Select “SU Treatment Survey”
from drop-down menu.

*Facility Reporter Account (L1)

The screenshot shows a web application interface for the SU (Treatment) system. At the top right, there are links for "STest", "Change Password", and "Logout". Below these is a dark green navigation bar with "HOME" and "GUIDES" buttons. The main content area features a "Report Type" dropdown menu with three options: "SU Treatment Survey" (highlighted in green), "SU Treatment Survey", and "SU Prevention Survey". To the right of the dropdown is a "CREATE REPORT" button. Below the dropdown is a "Download Excel" link. A table displays the following data:

Status	Facility	Organization Name	Year	Notes
New	Testing SU Facility	Testing SU Organization	2019	

At the bottom left of the table is a "View" button. At the bottom right, there is a pagination indicator showing "1 - 1 of 1 items".

SU (Treatment)

Home Page

Step 3b

Click “Create Report”.

*Facility Reporter Account (L1)

The screenshot shows a web application interface for the SU Treatment Survey. At the top right, there are links for 'STest', 'Change Password', and 'Logout'. Below these, a dark green navigation bar contains 'HOME' and 'GUIDES' buttons. The main content area features a 'Report Type' dropdown menu set to 'SU Treatment Survey', with a green 'CREATE REPORT' button to its right. Below this is a 'Download Excel' link. A table displays survey data with columns for Status, Facility, Organization Name, Year, and Notes. The table contains one row with the status 'New', facility 'Testing SU Facility', organization 'Testing SU Organization', and year '2019'. A 'View' button is located to the left of the first row. At the bottom of the table, there is a pagination control showing '1 - 1 of 1 item'.

Status	Facility	Organization Name	Year	Notes
New	Testing SU Facility	Testing SU Organization	2019	

SU (Treatment)

Home Page

Step 4b

Select “Yes” to create the report.

*Facility Reporter Account (L1)

The screenshot displays the 'SU (Treatment)' web application interface. At the top right, there are links for 'STest', 'Change Password', and 'Logout'. A dark green navigation bar contains a 'HOME' button. A white confirmation dialog box is centered on the screen, asking 'Do you want to create the report?' with 'YES' and 'NO' buttons. Below the dialog, the 'Report Type' is set to 'SU Treatment Survey', and a green 'CREATE REPORT' button is visible. A table titled 'Download Excel' is shown with the following data:

Status	Facility	Organization Name	Year	Notes
New	Testing SU Facility	Testing SU Organization	2019	

At the bottom of the table, there is a 'View' button. The bottom of the interface shows a pagination bar with '1' and '1 - 1 of 1 Row'.

SU (Treatment)

Treatment Survey

Step 5b

Begin to complete the survey.

1. **Section 1: Demographic Information**
2. Section 2: Practice and Standards
3. Section 3: Services
4. Section 4: Persons in Treatment
5. Section 5: Resources
6. Section 6: Descriptive Section

Facility Reporter Account (L1)

STest Change Password Logout

HOME GUIDES

Save X Delete Submit to FD Workflow Back to list

Testing SU Organization - Testing Prevention SU - SU Treatment Survey - 2019 Status: New

Demographic Information Practice and Standards Services Persons in Treatment Resources Descriptive section

A1-Organization Name	Testing SU Organization
A2-Treatment Facility Name	Testing Prevention SU
C1a-Facility Affiliation	public/governmental
A3-Head of Facility: Title	Mr
A3-Head of Facility: First Name	
A3-Head of Facility: Last Name	
A3-Head of Facility: Email Address	
A4-Focal Point of Survey: Title	Mr
A4-Focal Point of Survey: First Name	
A4-Focal Point of Survey: Last Name	
A4-Focal Point of Survey: Email Address	
A5-Email Address for Facility (Administrative)	a_roumani@yahoo.com
A6-Phone Number for Facility (Administrative)	961-11-111 111
B2-Address	Lebanon-Mount Lebanon-Chouf-GHANDOURIYEH (DAMOUR)-
B4-Longitude	34.21
B4-Latitude	35.21
B5-Public Website	

SU (Treatment)

Treatment Survey

Step 6b

Begin to complete the survey.

1. Section 1: Demographic Information
2. **Section 2: Practice and Standards**
3. Section 3: Services
4. Section 4: Persons in Treatment
5. Section 5: Resources
6. Section 6: Descriptive Section

Facility Reporter Account (L1)

The screenshot displays the 'SU Treatment Survey' web application. At the top right, there are links for 'STest', 'Change Password', and 'Logout'. Below these is a green navigation bar with 'HOME' and 'GUIDES' buttons. The main content area shows a survey form for 'Testing SU Organization - Testing Prevention SU - SU Treatment Survey - 2019', with a status of 'New'. The form has tabs for 'Demographic Information', 'Practice and Standards', 'Services', 'Persons in Treatment', 'Resources', and 'Descriptive section'. The 'Practice and Standards' tab is active, showing questions C2a through C2f. Questions C2a, C2c, and C2e have radio button options for 'Yes' and 'No'. Questions C2b, C2d, and C2f have text input fields. A search icon is present next to the C2d input field. At the bottom right, there is a small thumbnail of a document.

STest Change Password Logout

HOME GUIDES

Save Delete Submit to FD Workflow Back to list

Testing SU Organization - Testing Prevention SU - SU Treatment Survey - 2019 Status: New

Demographic Information Practice and Standards Services Persons in Treatment Resources Descriptive section

C2a-Is the facility treatment formally accredited by a recognized body? ☐ Yes ☐ No

C2b-Accrediting Body Name

C2b-Accrediting Body Website

C2c-Is this facility following a set of accreditation standards? ☐ Yes ☐ No

C2d-If yes, which accreditation standards?

C2e-Does the facility follow evidence-based practice? ☐ Yes ☐ No

C2f-Evidence-Based Practice

SU (Treatment)

Treatment Survey

Step 7b

Begin to complete the survey.

1. Section 1: Demographic Information
2. Section 2: Practice and Standards
3. **Section 3: Services**
4. Section 4: Persons in Treatment
5. Section 5: Resources
6. Section 6: Descriptive Section

Facility Reporter Account (L1)

STest Change Password Logout

HOME GUIDES

Save X Delete Submit to FD Workflow Back to list

Testing SU Organization - Testing Prevention SU - SU Treatment Survey - 2019 Status: New

Demographic Information Practice and Standards **Services** Persons in Treatment Resources Descriptive section

C8a-Service Availability

C8a-Management of Withdrawal (Detoxification) ☒ Yes ☐ No

C8a-Opioid agonist maintenance treatment

C8a-Service C8a-Avail/bale
☒ Yes ☐ No

Opioid Prescribing Available ☒ Yes ☐ No

Opioid Dispensing Available ☒ Yes ☐ No

Case Management ☒ Yes ☐ No

Psycho-education ☒ Yes ☐ No

C8a-Psychological Interventions

C8a-Service C8a-Avail/bale

Cognitive behavioral therapy (CBT)

Motivational enhancement therapy (MET)

Inter-personal therapy (IPT)

Internet/web-based treatment

Focalized Family therapy

Family support

Group counseling

Overdose management services

Employment/income generation support

Educational/vocational training

Housing/shelter support

Outreach

SU (Treatment)

Treatment Survey

Step 8b

Begin to complete the survey.

1. Section 1: Demographic Information
2. Section 2: Practice and Standards
3. Section 3: Services
4. **Section 4: Persons in Treatment**
5. Section 5: Resources
6. Section 6: Descriptive Section

Facility Reporter Account (L1)

The screenshot shows a web application for the SU Treatment Survey. At the top, there are links for 'STest', 'Change Password', and 'Logout'. Below this is a navigation bar with 'HOME' and 'GUIDES' buttons. The main content area has a header with 'Save', 'Delete', 'Submit to FD', 'Workflow', and 'Back to list' buttons. The survey title is 'Testing SU Organization - Testing Prevention SU - SU Treatment Survey - 2019' and the status is 'New'. The survey is divided into sections: 'Demographic Information', 'Practice and Standards', 'Services', 'Persons in Treatment' (which is highlighted), 'Resources', and 'Descriptive section'. The 'Persons in Treatment' section is further divided into three sub-sections: 'C8a-Service Availability', 'C8a-Opioid agonist maintenance treatment', and 'C8a-Psychological Interventions'. Each sub-section contains a list of services with radio buttons for 'Yes' and 'No'.

Section	Service	Yes	No
C8a-Service Availability	C8a-Management of Withdrawal (Detoxification)	<input type="radio"/>	<input type="radio"/>
	C8a-Service	<input type="radio"/>	<input type="radio"/>
C8a-Opioid agonist maintenance treatment	Opioid Prescribing Available	<input type="radio"/>	<input type="radio"/>
	Opioid Dispensing Available	<input type="radio"/>	<input type="radio"/>
	Case Management	<input type="radio"/>	<input type="radio"/>
	Psycho-education	<input type="radio"/>	<input type="radio"/>
	C8a-Service	<input type="radio"/>	<input type="radio"/>
C8a-Psychological Interventions	Cognitive behavioral therapy (CBT)	<input type="radio"/>	<input type="radio"/>
	Motivational enhancement therapy (MET)	<input type="radio"/>	<input type="radio"/>
	Inter-personal therapy (IPT)	<input type="radio"/>	<input type="radio"/>
	Internet/web-based treatment	<input type="radio"/>	<input type="radio"/>
	Focalized Family therapy	<input type="radio"/>	<input type="radio"/>
	Family support	<input type="radio"/>	<input type="radio"/>
	Group counselling	<input type="radio"/>	<input type="radio"/>
	Overdose management services	<input type="radio"/>	<input type="radio"/>
	Employment/income generation support	<input type="radio"/>	<input type="radio"/>
	Educational/vocational training	<input type="radio"/>	<input type="radio"/>
	C8a-Service	<input type="radio"/>	<input type="radio"/>
	C8a-Service	<input type="radio"/>	<input type="radio"/>

SU (Treatment)

Treatment Survey

Step 9b

Begin to complete the survey.

1. Section 1: Demographic Information
2. Section 2: Practice and Standards
3. Section 3: Services
4. Section 4: Persons in Treatment
5. **Section 5: Resources**
6. Section 6: Descriptive Section

Facility Reporter Account (L1)

The screenshot displays the 'SU (Treatment)' survey interface. At the top, there are links for 'STest', 'Change Password', and 'Logout'. Below this is a navigation bar with 'HOME' and 'GUIDES'. The main content area shows the 'Testing SU Organization - Testing Prevention SU - SU Treatment Survey - 2019' with a status of 'New'. The survey is divided into sections: Demographic Information, Practice and Standards, Services, Persons in Treatment, Resources, and Descriptive section. The 'Descriptive section' is currently active. It contains several sub-sections: E0-Before completing the following sections (E1 - E4); please indicate below whether your data will come from the facility as a whole or specifically from substance use patients only; E1a-Physical resources (i.e. buildings) (Inpatient treatment facilities); E1b-Physical resources (i.e. buildings) (Outpatient treatment facilities); E2-Facility hours; and E3-Medical staff. The E2-Facility hours section includes a table for reporting hours by day and time.

Day	DayTime From	DayTime To	NightTime From	NightTime To
Monday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tuesday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Wednesday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Thursday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Friday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Saturday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sunday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Type	Number	avg number of hours each Week	Equivalent number of full-time staff
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

SU (Treatment)

Treatment Survey

Step 10b

Begin to complete the survey.

1. Section 1: Demographic Information
2. Section 2: Practice and Standards
3. Section 3: Services
4. Section 4: Persons in Treatment
5. Section 5: Resources
6. **Section 6: Descriptive Section**

Facility Reporter Account (L1)

The screenshot displays the 'SU Treatment Survey' web application. At the top, there are links for 'STest', 'Change Password', and 'Logout'. Below this is a navigation bar with 'HOME' and 'GUIDES'. The main content area shows a survey form titled 'Testing SU Organization - Testing Prevention SU - SU Treatment Survey - 2019' with a status of 'New'. The form has tabs for 'Demographic Information', 'Practice and Standards', 'Services', 'Persons in Treatment', 'Resources', and 'Descriptive section'. The 'Descriptive section' tab is active, showing questions E5 through E11. Question E5 asks for linkages with other health or social services. Question E6 asks for inclusion criteria. Question E7 asks for exclusion criteria. Question E8 asks for treatment services. Question E9 asks for further relevant information. Question E11 asks for feedback. The form includes a 'Save' button and a 'Delete' button. A small inset window is visible in the bottom right corner.



SU (Prevention & Treatment)

Submission/Validation

Step 1c

After saving, review your report and click on “Submit to FD” to send the report to the next user in your facilities data validation structure.

*Facility Reporter Account (L1)

 Save	 Delete	Submit to FD	Workflow	Back to list
Testing SU Organization - Testing Prevention SU - SU Treatment Survey - 2019				Status: New

SU (Prevention & Treatment)

Submission/Validation

Step 2c

Click “Yes” to proceed.

*Facility Reporter Account (L1)

Please make sure to save the information first. Do you want to proceed?

YES

NO

SU (Prevention & Treatment)

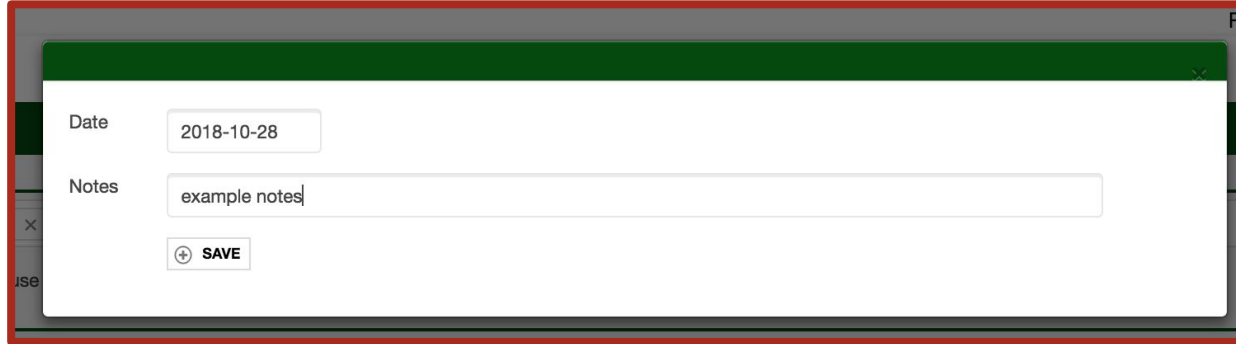
Submission/Validation

Step 3c

Enter notes to send with the report to the next user in your facility's data validation structure.

Click "Save" to send the report and close the popup.

*Facility Reporter Account (L1)

A screenshot of a web application interface showing a form for submission/validation. The form has a dark green header bar with a close button (X) in the top right corner. Below the header, there are two input fields: "Date" with the value "2018-10-28" and "Notes" with the value "example notes". Below the "Notes" field is a "SAVE" button with a plus icon. The form is displayed within a window that has a grey border and a close button (X) in the top left corner. The background of the window is white.

SU (Prevention & Treatment)

Home Page

Step 4c

Enter your home page after login.
Click on “View” to review the submitted report.

*Facility Director Account (L2)

The screenshot shows the home page of the SU (Prevention & Treatment) system. At the top right, there are links for 'STest', 'Change Password', and 'Logout'. Below these, a dark green navigation bar contains 'HOME' and 'GUIDES' buttons. The main content area features a 'Report Type' dropdown menu set to 'SU Treatment Survey' and a 'CREATE REPORT' button. Below this is a table with columns for 'Status', 'Facility', 'Organization Name', 'Year', and 'Notes'. The table contains two rows: one with 'Submitted to FD' status and 'Testing Prevention SU' facility, and another with 'New' status and 'Testing SU Facility' facility. Both rows have 'Testing SU Organization' as the organization name and '2019' as the year. A 'View' button is present next to each row. At the bottom left of the table, there are navigation controls including 'K', '<', '1', '>', and 'X'. At the bottom right, it says '1 - 2 of 2 items'.

Status	Facility	Organization Name	Year	Notes
Submitted to FD	Testing Prevention SU	Testing SU Organization	2019	
New	Testing SU Facility	Testing SU Organization	2019	

SU (Prevention & Treatment)

Submission/Validation

Step 5c

Review the submitted report.

*Facility Director Account (L2)

[HOME](#) [GUIDES](#)

[Workflow](#) [Back to list](#)

Testing SU Organization - Testing Prevention SU - SU Treatment Survey - 2019 Status: Submitted to FD

[Demographic Information](#) [Practice and Standards](#) [Services](#) [Persons in Treatment](#) [Resources](#) [Descriptive section](#)

A1-Organization Name	Testing SU Organization
A2-Treatment Facility Name	Testing Prevention SU
C1a-Facility Affiliation	public/governmental
A3-Head of Facility: Title	Mr
A3-Head of Facility: First Name	
A3-Head of Facility: Last Name	
A3-Head of Facility: Email Address	
A4-Focal Point of Survey: Title	Mr
A4-Focal Point of Survey: First Name	
A4-Focal Point of Survey: Last Name	
A4-Focal Point of Survey: Email Address	
A5-Email Address for Facility (Administrative)	a_roumani@yahoo.com
A6-Phone Number for Facility (Administrative)	961-11-111 111
B2-Address	Lebanon-Mount Lebanon-Chouf-GHANDOURIYEH (DAMOUR)-
B4-Longitude	34.21
B4-Latitude	35.21
B5-Public Website	

SU (Prevention & Treatment)

Submission/Validation

Step 6c

Option 1 Request revision from facility reporter. Click on the “Request Revision FD” button.

Option 2 Validate report and submit to the next user designated in the user data validation structure for your facility.

*Facility Director Account (L2)

Request for Revision FD	Validate by FD	Workflow	Back to list
Testing SU Organization - Testing Prevention SU - SU Treatment Survey - 2019			Status: Submitted to FD

SU (Prevention & Treatment)

Review Reports (NMHP)

Step 12

Option 1 Request revision from previous user in the facility data validation structure. Click on the “Request Revision NMHP” button.

Option 2 Publish the report and save to the database and add to data visualizations.

*NMHP Account (L4)



Save Delete Request for Revision NMHP Publish by NMHP Workflow Back to list