



Lebanese Republic  
Ministry of Public Health  
National Mental Health Programme

# SU Platform User Guide



**AFMM**  
Association  
Francophone  
pour les  
Malades  
Mentaux



# 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

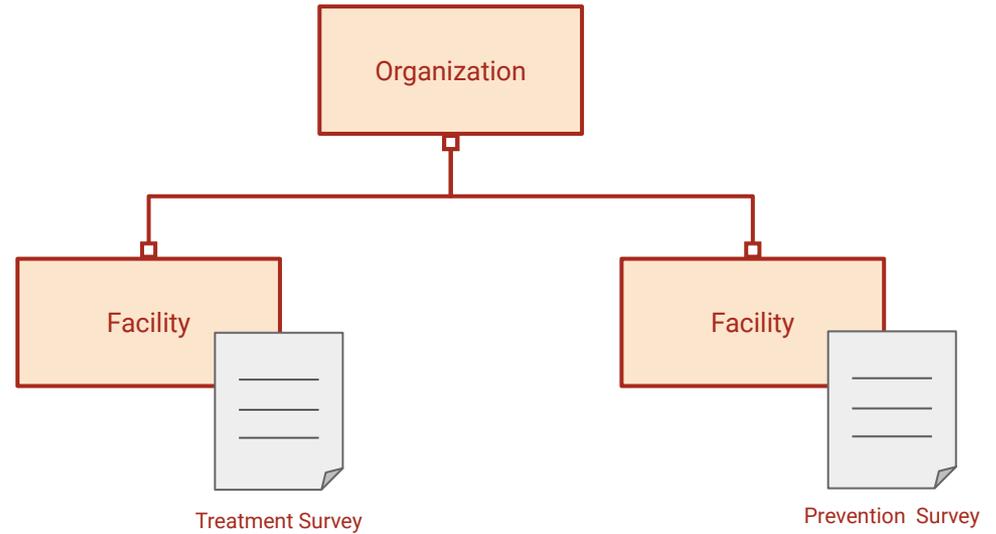
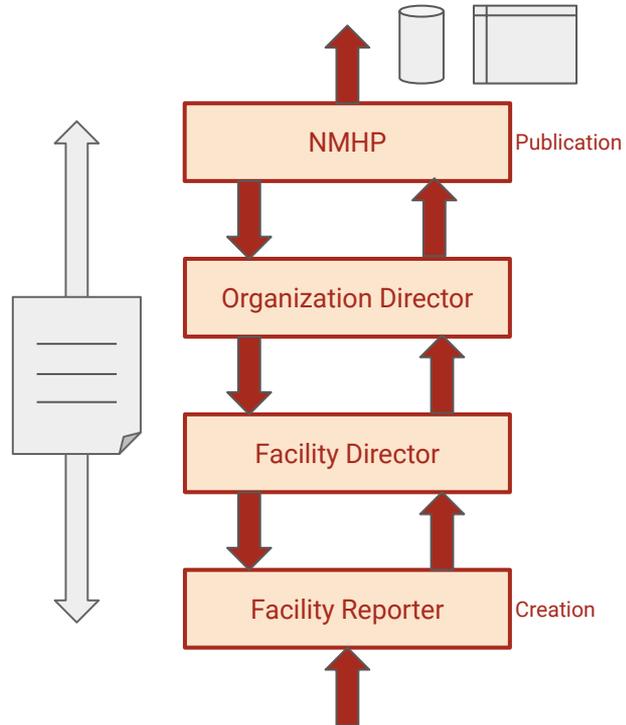
L4

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

MINISTRY OF PUBLIC HEALTH  
MENTAL HEALTH PROGRAMME

# 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 reporting SU (Prevention) surveys. At the top right, there are links for "STest", "Change Password", and "Logout". Below this 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 in green. To the right of the dropdown is a "CREATE REPORT" button. Below the dropdown is a "Download Excel" button. The main content area contains a table with the following columns: Status, Facility, Organization Name, Year, and Notes. The table has one row with the following data: Status: New, Facility: Testing SU Facility, Organization Name: Testing SU Organization, Year: 2019, Notes: (empty). At the bottom left of the table is a "View" button. At the bottom right of the table is a pagination indicator "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 this is a dark green navigation bar with "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 table with a "Download Excel" link and a table with the following data:

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

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

# SU (Prevention)

## Home Page

### Step 4a

Select “Yes” to create the report.

\*Facility Reporter Account (L1)

The screenshot shows a web application interface. At the top right, there are links for "STest", "Change Password", and "Logout". Below these is a "HOME" button. A modal dialog box is open in the center, asking "Do you want to create the report?" with "YES" and "NO" buttons. Below the dialog, there is a "Report Type" dropdown menu set to "SU Prevention Survey" and a "CREATE REPORT" button. Below this is a table with a "Download Excel" link. The table has columns for "Status", "Facility", "Organization Name", and "Notes". The table contains one row with the following data:

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

At the bottom of the table, there is a pagination control showing "1" and "1 - 1 of 1 items".

# 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 interface 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. A toolbar contains 'Save', 'Delete', 'Submit to FD', 'Workflow', and 'Back to list' buttons. The main content area displays the survey title 'Testing SU Organization - Testing Prevention SU - SU Prevention Survey - 2018' and its status as 'New'. Below this is a tabbed interface with 'Demographic Information' selected. The form fields include: A1-Organization Name, A2-Prevention Facility Name, C1a-Facility Affiliation (set to 'public/governmental'), A3-Head of Facility: First Name, A3-Head of Facility: Last Name, A3-Head of Facility: Title (set to '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 (set to '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, and 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 interface 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. A toolbar contains 'Save', 'Delete', 'Submit to FD', 'Workflow', and 'Back to list' buttons. The main content area displays the survey title 'Testing SU Organization - Testing Prevention SU - SU Prevention Survey - 2018' and its status 'New'. Below this is a tabbed interface with 'Demographic Information', 'Practice and Standards', 'Financial', 'Beneficiaries', and 'Descriptive section' tabs. The 'Practice and Standards' tab is active, showing a section titled 'C1-Which of the following describes best your activities (select all that apply)'. This section contains a table with two columns: 'Facility Activities' and 'Available'. The activities listed are: 'Dissemination of educational material (includes brochures, flyers, posters, etc.)', 'Non-interactive substance use awareness sessions (lecture)', '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. Below this is a section titled 'C2-Practice and Standards' with a question 'C3a-Is your facility formally accredited for prevention of substance use?' and a 'Yes' or 'No' radio button. There are also input fields for 'C3b-Accrediting Body Name' and 'C3b-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)

The screenshot shows a web application interface for a prevention survey. At the top right, 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 Prevention Survey - 2018' and the status is 'New'. The survey is divided into sections: 'Demographic Information', 'Practice and Standards', 'Financial', 'Beneficiaries', and 'Descriptive section'. The 'Financial' section is active, showing a question: 'C4a-For substance use prevention activities, what was the facility's total budget over the last calendar year in local currency and in USD?'. Below this, there are input fields for 'Lebanese Pound' (value: 0) and 'USD' (value: 0.00). Another question is visible: '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 (%)'. This is followed by a table with 'Source' and 'Budget %' columns, listing various funding sources like 'Ministry of Public Health', 'Ministry of Social Affairs', 'National Social Security Fund', 'Army', 'Public Service Cooperation', 'Internal Security Forces', 'Mutual fund', 'Private health insurance', 'Private donations: coporate', 'Private donations; individuals', 'Fundraising', 'Grant', and 'Other (please specify)'. Each source has a corresponding input field for the budget percentage, all currently showing 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)

STest Change Password Logout

HOME GUIDES

Save 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

Please specify the number of person targeted by your interventions/activity

**D1-Dissemination of educational material (includes brochures, flyers, posters, etc.)**

Group	Number of person targeted
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)**

Group	Number of person targeted
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 shows a web application interface for a 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 toolbar with 'Save', 'Delete', 'Submit to FD', 'Workflow', and 'Back to list' buttons. The survey title is 'Testing SU Organization - Testing Prevention SU - SU Prevention Survey - 2018' and the status is 'New'. The 'Descriptive section' is selected in the navigation tabs. It contains several text input fields for questions E1 through E4, a date field for E6, and a time estimation section for E5. 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 this 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" button. The main part of the interface is a table with the following columns: "Status", "Facility", "Organization Name", "Year", and "Notes". The table contains one row with the following data: "New", "Testing SU Facility", "Testing SU Organization", "2019", and an empty "Notes" field. At the bottom left of the table, there is a "View" button. At the bottom right, there is a pagination indicator "1 - 1 of 1 items".

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

# 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 this is a dark green navigation bar with "HOME" and "GUIDES" buttons. The main content area features a "Report Type" dropdown menu set to "SU Treatment Survey" and a green "CREATE REPORT" button. Below this is a table with a "Download Excel" link and a table 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 page shows a pagination control with "1" selected and "1 - 1 of 1 Item" text.

# SU (Treatment)

## Home Page

### Step 4b

Select “Yes” to create the report.

\*Facility Reporter Account (L1)

The screenshot shows a web application interface with a confirmation dialog box in the foreground. The dialog box asks "Do you want to create the report?" and has "YES" and "NO" buttons. The background interface includes a navigation bar with "HOME", 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 one row with the following data:

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

The interface also includes a "Download Excel" button and a "View" button for the table row. The bottom of the screen shows a pagination control with "1" and "1 - 1 of 1 Report".

# 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)

The screenshot shows a web application interface for a Treatment Survey. At the top right, there are links for 'STest', 'Change Password', and 'Logout'. Below this is a navigation bar with 'HOME' and 'GUIDES' buttons. A toolbar contains 'Save', 'Delete', 'Submit to FD', 'Workflow', and 'Back to list' buttons. The main content area displays the survey title 'Testing SU Organization - Testing Prevention SU - SU Treatment Survey - 2019' and its status 'New'. Below this is a tabbed interface with 'Demographic Information' selected. The form fields are as follows:

Field ID	Field Name	Value
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_youmani@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 shows a web application interface for the SU Treatment Survey. At the top right, there are links for 'STest', 'Change Password', and 'Logout'. Below this is a navigation bar with 'HOME' and 'GUIDES' buttons. The main content area displays a survey form for 'Testing SU Organization - Testing Prevention SU - SU Treatment Survey - 2019' with a status of 'New'. The form has several tabs: '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. Question C2a asks if the facility is formally accredited, with 'Yes' selected. C2b asks for the accrediting body name and website. C2c asks if the facility follows accreditation standards, with 'Yes' selected. C2d asks for the accreditation standards. C2e asks if the facility follows evidence-based practice, with 'Yes' selected. C2f asks for evidence-based practice details. A small thumbnail of the survey form is visible in the bottom right corner.

# 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 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

**CBA-Service Availability**

CBA-Management of Withdrawal (Detoxification)  Yes  No

**CBA-Opioid agonist maintenance treatment**

CBA-Service	CBA-Avail/bale
Opioid Prescribing Available	<input type="radio"/> Yes <input type="radio"/> No
Opioid Dispensing Available	<input type="radio"/> Yes <input type="radio"/> No
Case Management	<input type="radio"/> Yes <input type="radio"/> No
Psycho-education	<input type="radio"/> Yes <input type="radio"/> No

**CBA-Psychological Interventions**

CBA-Service	CBA-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 interface for the SU Treatment Survey. At the top right, 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 'Persons in Treatment' tab is selected, showing a table of service availability options with 'Yes' and 'No' radio buttons.

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

# 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 shows a web application interface for a Treatment Survey. At the top right, 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 toolbar 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 'Resources' section is active, showing a form with the following 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:**
  - We are reporting on the whole facility:  Yes  No
  - We are reporting on substance use patients only:  Yes  No
- E1a- Physical resources (i.e. buildings) (Inpatient treatment facilities)**
  - number of beds for treating persons with substance use disorders: [input field]
  - bed occupancy rate (%): [input field]
- E1b- Physical resources (i.e. buildings) (Outpatient treatment facilities)**
  - number of rooms for seeing persons with substance use disorders: [input field]
- E2- Facility hours**

Day	DayTime From	DayTime To	NightTime From	NightTime To
Monday	[input field]	[input field]	[input field]	[input field]
Tuesday	[input field]	[input field]	[input field]	[input field]
Wednesday	[input field]	[input field]	[input field]	[input field]
Thursday	[input field]	[input field]	[input field]	[input field]
Friday	[input field]	[input field]	[input field]	[input field]
Saturday	[input field]	[input field]	[input field]	[input field]
Sunday	[input field]	[input field]	[input field]	[input field]
- E3- Medical staff**

Type	Number	avg number of hours each Week	Equivalent number of full-time staff
[input field]	[input field]	[input field]	[input field]

# 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 shows a web application interface for the SU Treatment 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 features a toolbar 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' with a status of 'New'. The 'Descriptive section' tab is selected, showing a list of questions (E5-E11) with corresponding text input fields. The questions are: E5-Please describe your linkages with other health or social services in supporting people with substance use disorders (max 250 words); E6-Please indicate the inclusion criteria you use to admit persons with substance use disorders in your facility; E7-Please describe the profile of the persons who do not meet the inclusion criteria (exclusion criteria) of your facility and how do you deal with them; E8-Please describe the treatment services provided by your facility in a way you would be happy for it to be presented to the public (max 250 words) (may be made publically available); E9-If you have any further relevant information about your facility, please provide it here.; E11-Please provide any feedback you may have on the questions; and another E9-If you have any further relevant information about your facility, please provide it here. A small preview window is visible in the bottom right corner.

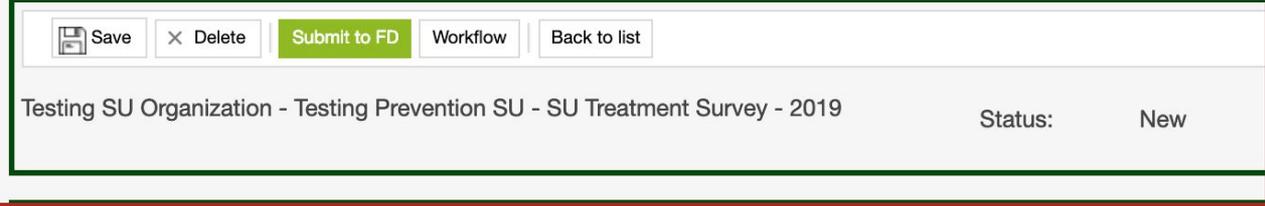
# SU (Prevention & Treatment)

## 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)



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)

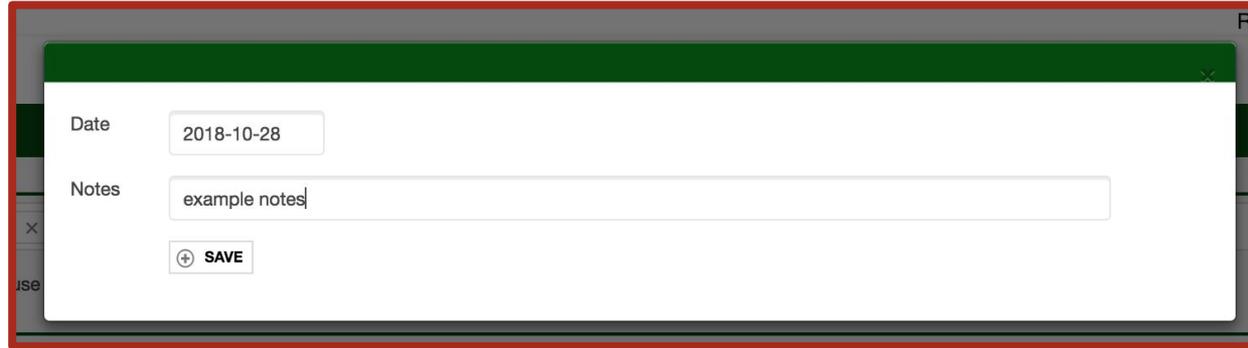
## Submission/Validation

### 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 form interface. The form has a white background and is set against a dark green header. It contains 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 framed by a red border.

# 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 user interface of the SU (Prevention & Treatment) web application. At the top right, there are links for 'STest', 'Change Password', and 'Logout'. Below this is a navigation bar with '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 the menu is a table with columns for 'Status', 'Facility', 'Organization Name', 'Year', and 'Notes'. The table contains two rows of data, with the first row highlighted in green. A 'View' button is visible next to each row. At the bottom of the table, there are navigation controls and a page indicator '1 - 2 of 2 items'.

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

# SU (Prevention & Treatment)

## Submission/Validation

### Step 5c

Review the submitted report.

\*Facility Director Account (L2)

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)

<a href="#">Request for Revision FD</a> <a href="#">Validate by FD</a> <a href="#">Workflow</a> <a href="#">Back to list</a>		
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)

