Uniting T.E.A.M.S: North Carolina’s Web-Based Tobacco Evaluation and Management System (TEAMS)

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2. North Carolina Health and Wellness Trust Fund, Raleigh, NC

This work was funded by the NC HWTF Independent Outcomes Evaluation of Tobacco Initiatives contract. Any opinions, findings, conclusions, or recommendations expressed in this publication are those of the authors and do not necessarily reflect the views and policies of the NC Health and Wellness Trust Fund Commission.
Agenda

- North Carolina Teen Tobacco Use Prevention and Cessation Initiative (Teen Initiative)
- Development of TEAMS Database
- Tobacco Evaluation and Management System Demonstration (TEAMS)
  - Organizational Information
  - Accessible work plans
  - Data entry
  - Raw data downloads
  - Reports
- Questions & Comments
Background

- Master Settlement funds used to establish Health and Wellness Trust Fund (HWTF) 2001-2011
- Four primary components:
  - Teen Initiative: 2003
  - TRU Media Campaign: 2004
  - QuitlineNC: 2005
  - Colleges Initiatives: 2006
- NC General Assembly diverted funds to the Department of Public Health July 1, 2011
Background

- Tobacco Prevention and Evaluation Program (TPEP) evaluate the NC Comprehensive Tobacco Programs
- The Teen Initiative launched state-wide in 2003
- Currently funds 43 grantees to:
  - Prevent Youth Initiation of Tobacco Use
  - Promote Tobacco Use Cessation Among Youth
  - Eliminate Youth Exposure to Secondhand Smoke
  - Reduce Tobacco Related Disparities Among Priority Populations
Teen Initiative’s Data Collection Evolution

PTS => iPTS => WiPTS => TEAMS
Teen Initiative Logic Model

**Goal 1: Prevent Youth Initiation of Tobacco Use**

**RESOURCES**
- KWTF funding & Grant Manager
- Grantees
- Media Vendor
- Technical Assistance Providers
- TPEP

**ACTIVITIES**
- TRU Group activities: Activities conducted by the youth
  - Recruit and coordinate TRU groups
  - Ensure reach to priority populations
  - Develop and provide trainings
  - Connect with and inform parents/caregivers
  - Develop and coordinate activities to promote empowerment, awareness, and policy change
- Coordinator activities: Activities conducted without youth
  - Develop coalitions (stakeholder, parents/caregivers, students, school staff) to support all areas of initiatives
  - Participate in local coalitions (SHCC, Healthy Carolinians, etc.)
  - Identify what approved curricula are being used in schools
  - Statewide TRU media campaign

**OUTPUTS**
- TRU Group Participation
  - # of TRU groups
  - # of active TRU youth
  - # of TRU group meetings
- TRU reach to priority pops.
  - # trainings/participants
  - # educational presentations to parents/caregivers
  - # of activities/messages promoting
    - Anti-tobacco attitudes
    - Policy advocacy change
    - Compliance w/ existing policies
    - Compliance w/ FDA regulations
    - Parental discussion of harms
  - Awareness promotion/relationship

**OUTCOMES**

**SHORT-TERM**
- Increase TRU member knowledge about harms of tobacco use
- Increase youth empowerment
  - Skills
  - Action
  - TRU certification
- Reduce youth access to tobacco products
- Reduce youth exposure to tobacco advertising
- Increase parental involvement
  - TRU
  - See SHP Logic Model
- Reduce youth to tobacco products

**INTERMEDIATE**
- Increase proportion of youth in middle and high school that have never smoked (YTS)
- Increase compliance
  - TP Schools
  - See SHP Logic Model
- Stronger anti-tobacco attitudes
- Statewide increase in % parents/caregivers discussing tobacco harm with youth (CHAMP)
- Formal policy on adoption of evidence-based tobacco-prevention curriculum
- Increase public and policy makers knowledge of benefits of increased tobacco prices (RRFSS)

**LONG-TERM**
- Decrease use of tobacco products among teens (YTS)
- Decrease susceptibility to tobacco use (YTS)
- Decrease use of tobacco products
- Reduce tobacco use in teens from priority populations:
  - African American
  - Asian American
  - Latino
  - Native American
  - Lesbian/Gay/Bisexual/Transgender (LGBT)
  - Low SES
  - Low Literacy
  - Disabled
  - Pregnant Teens

Activities address priority populations at all levels. See Disparities Logic Model.
Grantee Annual Action Plan

HWTF TEEN TOBACCO USE PREVENTION AND CESSATION INITIATIVE
JULY 1, 2010 - JUNE 30, 2011

GRANTEE ORGANIZATION: Z-Test Grantee
CEO: Ms Sheryl MacGregor 919-999-9999
CFO: Mr Donald Trump Sr 919-222-2222
Coordinator: Miss Tilda Swenson 919-220-1223

HWTFC TTUPC USE
ONLY:

Approved:
Date: PO: Date:

Focus Area 1: Encourage youth in local school and community youth groups to become teen tobacco use prevention advocates through participation in TRU groups.

Required Strategies:

1. Disseminate the TRU brand and TRU messages in school and community settings through local media and awareness campaigns (where appropriate disseminate culturally appropriate TRU messages in the schools and community settings).
2. Assess training needs and provide skill building trainings for TRU group members, (Based on assessment, when appropriate provide culturally appropriate skill building trainings for TRU youth)
3. Involve youth in planning and implementation of youth led tobacco use prevention activities (where appropriate actively involve youth from populations with identified tobacco-related health disparities).
4. Utilize peer-to-peer education to promote and enhance social norms of no-tobacco use.
5. Recruit youth to become tobacco use prevention advocates through TRU groups (where appropriate actively recruit youth from populations with identified tobacco-related health disparities).

<table>
<thead>
<tr>
<th>Item #</th>
<th>Required</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1a.</td>
<td>☐</td>
<td>Grant coordinator will place split tobacco-specific advertisements with the Burlington Royals minor league baseball team, using modified statewide TRU ads. This will include an outfield sign advertisement and a half-page program advertisement.</td>
</tr>
<tr>
<td>1b.</td>
<td>☐</td>
<td>Grant coordinator will place a recruitment/TFS ad in the Back To School section of the Burlington Times-News.</td>
</tr>
<tr>
<td>1c.</td>
<td>☐</td>
<td>Grant coordinator will place billboard advertisements in two locations in Alamance County in the fall of 2009, and in two locations in the spring of 2010, using statewide TRU media materials (pending HWTF approval).</td>
</tr>
</tbody>
</table>
Winning Combination

Logic Model + Grantee Annual Action Plan = TEAMS
TEAMS Demonstration Purpose

TEAMS is an innovative, multi-faceted program management and evaluation tool designed to track statewide programmatic activities, provides a centralized location for monthly data entry, program management, technical assistance services, and data analysis which can be used by program managers and evaluators.
Welcome to the Tobacco Evaluation and Management System (TEAMS) website!

This site is maintained by the University of North Carolina's Tobacco Prevention and Evaluation Program for the North Carolina Health and Wellness Trust Fund's (NCHWTF) Teen Tobacco Use Prevention and Cessation Initiative (TTUPCI). NCHWTF provides funding for programs to reduce and prevent tobacco use among youth and young adults in North Carolina.

User Name: 
Password: 

Login

Tobacco Prevention Evaluation Program
Supporting Community Change Through Evaluation

REALITYUNFILTERED.COM

NORTH CAROLINA Health & Wellness TRUST FUND

Tobacco Prevention Evaluation Program
Supporting Community Change Through Evaluation

UNC SCHOOL OF MEDICINE
Welcome, Leah, to the Tobacco Evaluation And Management System - TEAMS.

User Information:
User Name: leah
First Name: Leah
Last Name: Ranney
Work Phone: 919-843-8354
Work FAX: 919-966-6125
Email: leah_ranney@unc.edu

If any of this information is incomplete or incorrect, please select Profiles from the menu and update your information under the User Profile Tab. Thank you.
Profiles Module: User Profile

User Profile

Login Information
User/Login Name: kearston
Change Password:
Old: 
New: 
Retype: 

Contact Information
Organization: Tobacco Prevention and Evaluation Program
Job Title: 
Actual Name: First: Kearston Last: Ingraham Suffix(O, III, MD, etc.): MPH
Preferred Salutation: Miss: Mrs: Ms: Mr: Dr: 
Phone/FAX Numbers:
Work: (919)843-6328
Cell: N/A
Other: N/A
Indicate Best #: Work: Cell: Other: 
FAX: (919)123-4567
Email Address: kearston_ingraham@med.unc.edu

Save
# Profiles Module: Organization Profile

## Main Contact Information

<table>
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<th>Field</th>
<th>Value</th>
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<tr>
<td>Official Name</td>
<td>Tobacco Prevention and Evaluation Program</td>
</tr>
<tr>
<td>Physical Address</td>
<td>590 Manning Drive</td>
</tr>
<tr>
<td>Mailing Address</td>
<td>CB # 7595</td>
</tr>
<tr>
<td>City</td>
<td>Chapel Hill</td>
</tr>
<tr>
<td>State</td>
<td>NC</td>
</tr>
<tr>
<td>Zip</td>
<td>27599</td>
</tr>
<tr>
<td>Main Phone</td>
<td>919-843-8354</td>
</tr>
<tr>
<td>Website Address</td>
<td><a href="http://www.tpep.unc.edu/">http://www.tpep.unc.edu/</a></td>
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<tr>
<td>Save</td>
<td></td>
</tr>
</tbody>
</table>
Profiles Module: Partner Profiles

Contact Information

- Name: Ms. Laura Kruczynski MPH
- Title: Tobacco Prevention Coordinator
- Organization: Alamance-Caswell LME
- Physical Address: 319-A N. Graham-Hopedale Rd.
- Mailing Address: 319-A N. Graham-Hopedale Rd.
- City/State/Zip: Burlington, NC 27217
- Email: lkruczynski@acmhiddsa.org
- Website: http://www.acmhiddsa.org

Additional Information:
- Work Phone: 336-513-4223
- Cell Phone: 336-260-8673
- Other Phone: 
- AX: 
- Email: 
- Website: 

Teams Tobacco Evaluation And Management System

User Profile | Organization Profile | Partner Profiles | Administrative Tools

Grantees
- Alamance-Caswell LME
- CEO Debra Welch
- CFO Jandy Andrews
- Coordinator Laura Kruczynski
- Albemarle Regional Health Services
- CEO Jerry Parks
- CFO Jerry Parks
- Coordinator Timothy Brown
- Alice Aycock Poe Center for Health Education
- CEO Ann Rollins
- CFO Janice Hoots
- Coordinator Daniele Endara
- Alleghany County Schools
- CEO Jeff Cox
- CFO Cindy Holder
- Coordinator Chris Brady
Profiles Module: Administrative Tools

**Administrative Contact Information Tool**

Use the select boxes to define a dataset for downloading. Then select download.

- **All Organization Types**
  - All Organizations
- **All Organization Types**
  - Grantees
  - Non-grantees
  - TA Provider

**download**

Note: You must save the download as filetype=Microsoft Excel (.xls) to use it as a fully functional Excel file.
Profiles Module: Administrative Tools

Administrative Contact Information Tool
Use the select boxes to define a dataset for downloading. Then select download.

Note: You must save the download as filetype-Microsoft Excel (.xls) to use it as a full functional tool.
Profiles Module: Administrative Tools

Administrative Contact Information Tool

Use the select boxes to define a dataset for downloading. Then select download.

- All Organization Types
- All Organizations
- All Contact Groups
- All Regions
  - Central East
  - Central West
  - East
  - West

Note: You must save the download as filetype=Microsoft Excel(.xls) to use it as a fully functional Excel file.
### Customized Contact List

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<tr>
<th>Org Type</th>
<th>User Type</th>
<th>Contact Type</th>
<th>Region</th>
<th>Org Name</th>
<th>Job Title</th>
<th>First Name</th>
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<th>Suffix</th>
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<th>Phone Work</th>
<th>Phone Cell</th>
<th>Phone Home</th>
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<td>Grantee</td>
<td>Coordinator</td>
<td>East</td>
<td>Albemarle Regional Health Services</td>
<td>Youth Tobacco Prevention Coordinator</td>
<td>Timothy</td>
<td>Brown</td>
<td>Mr.</td>
<td>(252) 335-5406</td>
<td>(252) 339-4234</td>
<td>cell</td>
<td>(252) 337-7908</td>
<td><a href="mailto:tbrown@arhs-nc.org">tbrown@arhs-nc.org</a></td>
<td></td>
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<td>Coordinator</td>
<td>East</td>
<td>Chowan Regional Healthcare Foundation</td>
<td>Youth Tobacco Prevention Coordinator</td>
<td>Jill</td>
<td>Jordan</td>
<td>Mrs.</td>
<td>(252) 339-9527</td>
<td>(252) 339-9527</td>
<td>work</td>
<td>n/a</td>
<td><a href="mailto:jordan@arhs-nc.org">jordan@arhs-nc.org</a></td>
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<td>East</td>
<td>Coastal Horizons</td>
<td>Prevention Supervisor</td>
<td>Carlor</td>
<td>Bryant</td>
<td>Mr.</td>
<td>(919) 202-0940</td>
<td>(919) 202-0940</td>
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<td>(919) 202-0940</td>
<td><a href="mailto:bryant@coastalhorizons.com">bryant@coastalhorizons.com</a></td>
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<td>Teen Tobacco Prevention and Cessation Coordinator</td>
<td>Kenya</td>
<td>Servia</td>
<td>Ms.</td>
<td>(252) 636-4920</td>
<td>(252) 670-3303</td>
<td>work</td>
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<td><a href="mailto:ktservia@crevencountyhc.com">ktservia@crevencountyhc.com</a></td>
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<td>Dare County Health Department</td>
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<td>Lisa</td>
<td>Phillips</td>
<td>Ms.</td>
<td>(252) 475-5077</td>
<td>(252) 475-5077</td>
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<td>(252) 473-1141</td>
<td><a href="mailto:lisap@darenc.net">lisap@darenc.net</a></td>
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<td>East</td>
<td>Duplin County Health Department</td>
<td>Public Health Educator I</td>
<td>Lauren</td>
<td>Lewis</td>
<td>Ms.</td>
<td>(910) 296-2130</td>
<td>(910) 296-2130</td>
<td>work</td>
<td>(910) 296-2130</td>
<td><a href="mailto:lewis@duplinhealth.org">lewis@duplinhealth.org</a></td>
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<td>Edgecombe County Health Department</td>
<td>Teen Tobacco Prevention Coordinator</td>
<td>Meredith</td>
<td>Capps</td>
<td></td>
<td>(252) 641-0288</td>
<td>(252) 631-7943</td>
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<td>Coordinator</td>
<td>East</td>
<td>El Pueblo, Inc.</td>
<td>Youth Program Associate Director</td>
<td>Kathryn</td>
<td>Kevin</td>
<td></td>
<td>(919) 833-1525</td>
<td>(919) 833-1525</td>
<td>n/a</td>
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<td><a href="mailto:kav@elpueblo.org">kav@elpueblo.org</a></td>
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<td>Coordinator</td>
<td>East</td>
<td>Halifax County Schools/Imboden Elementary</td>
<td>Coordinator</td>
<td>Barbara</td>
<td>Wilkins</td>
<td>Ms.</td>
<td>(252) 445-5545</td>
<td>(252) 445-5545</td>
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<td>(252) 445-5545</td>
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<td>East</td>
<td>Halliwa-Saponi Indian Tribe</td>
<td>Youth Services Director</td>
<td>Sharon</td>
<td>Berrun</td>
<td>Ms.</td>
<td>(252) 257-9195</td>
<td>(252) 254-1449</td>
<td>work</td>
<td>(252) 385-8181</td>
<td><a href="mailto:sberrun@halliwa-saponi.org">sberrun@halliwa-saponi.org</a></td>
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<td>East</td>
<td>Hertford County Public Health Authority</td>
<td>Youth Tobacco Prevention Specialist/Health Educator</td>
<td>Crystal</td>
<td>Dempsey</td>
<td>Mrs.</td>
<td>(252) 358-7833</td>
<td>(252) 287-9708</td>
<td>work</td>
<td>(252) 358-7833</td>
<td><a href="mailto:crystal.dempsey@hcphcr.org">crystal.dempsey@hcphcr.org</a></td>
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<td>Coordinator</td>
<td>East</td>
<td>Martin-Tyrrell-Washington Health District</td>
<td>Youth Tobacco Prevention Specialist</td>
<td>Megan</td>
<td>Hauser</td>
<td>MA.</td>
<td>(252) 739-1891</td>
<td>(252) 899-2493</td>
<td>work</td>
<td>(252) 793-1891</td>
<td><a href="mailto:megan.hauser@mtwdistr.org">megan.hauser@mtwdistr.org</a></td>
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<td>East</td>
<td>Nash County Health Department</td>
<td>Health Education Specialist</td>
<td>Michelle</td>
<td>Johnson</td>
<td>Ms.</td>
<td>(252) 462-2428</td>
<td>(252) 462-2428</td>
<td>n/a</td>
<td>(252) 462-2428</td>
<td><a href="mailto:michelle.johnson@nashcohealth.org">michelle.johnson@nashcohealth.org</a></td>
<td></td>
</tr>
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</table>
## Grantee Annual Action Plans

**Goal Area 1:** Prevent Youth Initiation of Tobacco Use

**Outcome:** Reduced percentage of youth initiating tobacco use and increased initiation and enforcement of school and local policies.

**Strategy 1:** Increase youth awareness and engagement.

<table>
<thead>
<tr>
<th>Item</th>
<th>Activity</th>
<th>Target</th>
<th>Time Frame</th>
<th>Comments</th>
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</thead>
<tbody>
<tr>
<td>a.</td>
<td>Participate in school events such as Open House, Curriculum Night, and Parent Night. Distribute information and incentives to students and their families.</td>
<td>6</td>
<td>On-going</td>
<td>Apr 07-2011</td>
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<tr>
<td>a.</td>
<td>Disseminate press releases to local newspaper surrounding national tobacco holidays and events.</td>
<td>6</td>
<td>On-going</td>
<td>Mar 18-2011</td>
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<tr>
<td>a.</td>
<td>Participate in community events such as the Sweet Potato Festival, Fiesta Latina, and health fairs. Distribute tobacco prevention information and incentives to youth and their families.</td>
<td>6</td>
<td>On-going</td>
<td>Apr 07-2011</td>
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</table>
### Monthly Entry Module: Goal Area 1-3

**TEAMS** Tobacco Evaluation And Management System

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Goal Area</th>
<th>Grants</th>
<th>Synopsis</th>
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<tbody>
<tr>
<td>2011-2017</td>
<td>Goal 1-3</td>
<td>Z-Test</td>
<td>Grantee</td>
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**Activities: Please enter the activities (i.e., presentations, trainings, youth meetings, TRU recruitment activities, community/school events, etc.) your grant has completed during the current reporting month.**

<table>
<thead>
<tr>
<th>Edit</th>
<th>Delete</th>
<th>RecType</th>
<th>Event Type</th>
<th>Synopsis</th>
<th>Event Date</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Small</td>
<td>Small group discussion</td>
<td>Guideline and Minute to Ask Seminar to school nurses</td>
<td>07/02/11</td>
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<tr>
<td></td>
<td></td>
<td>Small</td>
<td>Small group discussion</td>
<td>Met to identify TRU Stars and submitted her photographs and stories to NHTF for inclusion in TRU website</td>
<td>07/03/11</td>
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<tr>
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<td></td>
<td>Compliance</td>
<td>Compliance</td>
<td>Conducted an environmental clean up/trash pickup event at Dawson Creek Middle School. Results were given</td>
<td>07/04/11</td>
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<tr>
<td></td>
<td></td>
<td>Presentation (proc)</td>
<td>Presentation</td>
<td>Presented TRU Parent Information Guide to Lakeside High School PTA</td>
<td>07/15/11</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Personal</td>
<td>Personal</td>
<td>Spoke with high school sports coaches to promote</td>
<td>07/19/11</td>
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</tbody>
</table>

[https://time-formed.unc.edu/tcep/timetable#]
### Monthly Entry Module: Goal Area 1-3

#### TEAMS Tobacco Evaluation And Management System

| Fiscal Year | Report Period | Grantee | Activities
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>2011-2012</td>
<td>2011-Jul Subm</td>
<td>2-Test Grantee</td>
<td><strong>Activity</strong></td>
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<td>Small group disc</td>
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<td>Personal commnr</td>
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Monthly Entry Module: Goal Area 1-3
Activities Tab

### TEAMS Tobacco Evaluation and Management System

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Report Period</th>
<th>Grantee</th>
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<tbody>
<tr>
<td>2011-2012</td>
<td>2011-Jul Submitted</td>
<td>2-Test Grantee</td>
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</table>

#### Activities Tab

### Youth
- Were youth directly involved in leading the planning or implementation of this activity?  
  - [ ] Yes  
  - [ ] No

### Other
- Did this event incorporate any price relationship materials (e.g., powerpoint slides) into this activity?  
  - [ ] Yes  
  - [ ] No
- Did you discuss the harmful effects of "social smoking" in this activity?  
  - [ ] Yes  
  - [ ] No

### Event Details
- How many exposed (best estimate)?  
  - [ ] 15
- Of the number exposed, how many reached?  
  - [ ] 10
- Of the number reached, how many engaged?  
  - [ ] 8

### Who received/attended?

<table>
<thead>
<tr>
<th>Group</th>
<th>[ ] Yes</th>
<th>[ ] No</th>
</tr>
</thead>
<tbody>
<tr>
<td>School administrators</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teachers/school staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parents/caregivers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>General public</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Youth</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adult leaders</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[Show Topics / Hide Topics]
Monthly Entry Module: Goal Area 1-3
Activities Tab
Monthly Entry Module: Goal Area 1-3
Media Tab
Monthly Entry Module: Goal Area 1-3
Media Tab
## Monthly Entry Module: Goal Area 1-3 Policy Tab

### TEAMS Tobacco Evaluation And Management System

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Report Period</th>
<th>Grantee</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011-2012</td>
<td>2011-Jul Submitted</td>
<td>Z-Test Grantee</td>
</tr>
</tbody>
</table>

### Activities | Media | Policy

**Goal Area 1-3 Only**

**Policy:** Please enter any policy outcomes (e.g., Evidence-based Curriculum, AT3, Smoke-free places) that have occurred this month as a result of your DIRECT involvement.

<table>
<thead>
<tr>
<th>Edit</th>
<th>Delete</th>
<th>DescType</th>
<th>EventType</th>
<th>Synopsis</th>
<th>EventDate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Policy</td>
<td>Smoke-free policy</td>
<td>The Appalachian Summer Festival has adopted a smoke-free policy.</td>
<td>07/02/11</td>
</tr>
</tbody>
</table>
Monthly Entry Module: Goal Area 1-3
Policy Tab

TEAMS: Tobacco Evaluation And Management System

Profiles  Monthly Entry  Semi-Annual Survey  AAP  Tools  Reports  TA  Partners  Help  Logout


Activities  Media  Policy

Specific Grantee Activity: (only if applicable)

Was this policy adopted?  Yes  No

Policy date: 07/02/11  (mm/dd/yy)

Is the policy new or improved?  New  Improved

Synopsis of policy:
The Appalachian Summer Festival has adopted a smoke-free policy.

Policy Details

Type of policy: Smoke-free policy  (choose one)

Number of venue(s)/school(s) that adopted the policy: 1

Name of venue or school adopting policy: Appalachian Summer Festival  (limited to 30 characters)

Type of Venue:  Other  (limited to 30 characters)

Describe ‘other’ venue:  (limited to 30 characters)

Save
Monthly Entry Module: Goal Area 4 Activities Tab
Monthly Entry Module: Goal Area 4
Activities Tab

TEAMS Tobacco Evaluation And Management System

Goals Area 4 Only
Activities: Please enter the activities (i.e., presentations, trainings, youth meetings, TRU recruitment activities, community/ school events, etc.) your grant has completed during the current reporting month.

<table>
<thead>
<tr>
<th>Edit</th>
<th>Delete</th>
<th>RecType</th>
<th>EventType</th>
<th>Synopsis</th>
<th>EventDate</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔</td>
<td>✔</td>
<td>Activity</td>
<td>Skills training</td>
<td>Conducted Tobacco 101 skills training with Latino youth at the El Pueblo Community Center.</td>
<td>07/01/11</td>
</tr>
<tr>
<td>✔</td>
<td>✔</td>
<td>Activity</td>
<td>Presentation (pro)</td>
<td>Presentation to pregnant teens about the dangers of tobacco use and newborns.</td>
<td>07/14/11</td>
</tr>
</tbody>
</table>

Message from webpage

By clicking OK, I certify that this activity WAS tailored for a priority population. NOTE: Attendees from priority populations does not constitute a culturally tailored event.

OK  Cancel
Monthly Entry Module: Goal Area 4
Activities Tab
### Embedded Codebook Definitions

**Definitions for the Activity data entry page.**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Was this activity tailored for a priority population?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Definition</strong></td>
<td></td>
</tr>
<tr>
<td>Cultural tailoring is defined as &quot;The application of cultural competence to programmatic efforts by anticipating and planning for the needs, preferences or circumstances of particular cultural groups.&quot; - American Legacy Foundation, 2001</td>
<td></td>
</tr>
<tr>
<td>Please indicate if this activity was <strong>culturally tailored</strong> for a particular population experiencing disparities related to tobacco use. TTUPC priority populations include:</td>
<td></td>
</tr>
<tr>
<td>• African American</td>
<td></td>
</tr>
<tr>
<td>• Asian</td>
<td></td>
</tr>
<tr>
<td>• Latino</td>
<td></td>
</tr>
<tr>
<td>• Native American</td>
<td></td>
</tr>
<tr>
<td>• Disabled</td>
<td></td>
</tr>
<tr>
<td>• Lesbian/Gay/Bisexual/Transgendered (LGBT)</td>
<td></td>
</tr>
<tr>
<td>• Low Literacy</td>
<td></td>
</tr>
<tr>
<td>• Low Socio-economic Status (SES)</td>
<td></td>
</tr>
<tr>
<td>• Pregnant Teens</td>
<td></td>
</tr>
</tbody>
</table>

**Low Literacy:** Someone that cannot read or write above a 7th grade level. This event should be conducted so that the attendees can understand the activity's content. Avoid using long sentences, words with more than two syllables, and scientific/medical jargon.

**Low Socio-economic Status (SES):** Someone that lives in a household below the US poverty income guidelines. Common characteristics that describe low SES populations include individuals receiving reduced school lunches and WIC, those with less than 12 years of education, the medically underserved, the unemployed, and low income wage earners.
Monthly Entry Module: Administrative Entries
Monthly Entry Module: Administrative Entries
Monthly Entry Module: Feedback Entries

**Monthly Data Entry: Section V. Feedback**

The Feedback tab gives you an opportunity to list any outstanding accomplishments you made or barriers you faced this month, as well as to provide suggestions to HMTF. Please note you are not required to report barriers, accomplishments, and/or submit feedback to HMTF every month.

*An Outstanding Accomplishment is an outcome above and beyond any expected outcomes from your regular program activities.*

- **Date (mm/dd/yy):** 07/12/11
- **Type of Feedback:**
  - Accomplishment
  - Barrier
  - Suggestion

**Feedback:**

Limited to 500 characters. You have 439 characters left.

The Appalachian Summer Festival adopted a smoke-free policy.
## Semi-Annual Survey Module

### TEAMS - Tobacco Evaluation And Management System

#### Semi-Annual Survey Module

<table>
<thead>
<tr>
<th>Survey Period:</th>
<th>Grants:</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] 2009 Jul-Dec Submitted</td>
<td>[ ] Test Grantee</td>
</tr>
</tbody>
</table>

#### Technical Assistance

<table>
<thead>
<tr>
<th>Technical Assistance</th>
<th>Youth</th>
<th>Policy</th>
<th>Coalitions</th>
<th>Progress/Barriers</th>
<th>Database</th>
</tr>
</thead>
</table>

### Semi-Annual Survey Section 1: HWTF Technical Assistance (TA) Providers

1. **During the past 6 months, please indicate which of the following organizations you contacted or had contact with for technical assistance:**

   - [ ] American Lung Association (ALA)
   - [ ] North Carolina State Tobacco Education Program (NCSTEP)
   - [ ] Question Why (QW)
   - [ ] Research Triangle Institute (RTI)
   - [ ] Survivors and Victims of Tobacco Empowerment (SAVE)
   - [ ] North Carolina Alcoholic Law Enforcement (CALE)
   - NC Tobacco Prevention and Control Branch (TPCB)
   - [ ] Tobacco Use Cessation Section
   - [ ] Tobacco-free Schools Adoption/Compliance Section
   - [ ] Evaluation and Assistance
   - [ ] Other TPCB Section
   - [ ] Other TA provider

2. **If Yes, to what extent were your TA needs met or not met by:**

   (limited to 250 characters)

3. **If yes, please provide any comments regarding your experience working with:**

   (limited to 250 characters)
### Data Management & Evaluation Tools

#### TEAMS  Tobacco Evaluation And Management System

<table>
<thead>
<tr>
<th>Profiles</th>
<th>Monthly Entry</th>
<th>Semi-Annual Survey</th>
<th>AAP</th>
<th>Tools</th>
<th>Reports</th>
<th>TA</th>
<th>Partners</th>
<th>Help</th>
<th>Logout</th>
</tr>
</thead>
</table>

#### Grantees
- Clear
- CenEast
- East
- CenWest
- West

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Monthly Report Periods</th>
<th>Admin Tools and Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011-2012</td>
<td>Clear Q1 Q2 Q3 Q4</td>
<td>user information report</td>
</tr>
<tr>
<td>2010-2011</td>
<td>All Q1 Q2 Q3 Q4</td>
<td>monthly entry submit status report</td>
</tr>
<tr>
<td>2009-2010</td>
<td></td>
<td>semi-annual survey status report</td>
</tr>
</tbody>
</table>

#### Semi-Annual Surveys
- 2010 Jul-Dec
- 2011 Jan-Jun

#### Admin Tools and Reports
- monthly entry raw data export
- monthly entry raw data by focus area
- sas raw data export
- indicator report
- indicator report as pdf
- who is logged on?
### TEAMS Monthly Data Submission

#### MONTHLY DATA ENTRY STATUS

- **Incomplete**: 3%
- **Submitted**: 97%

<table>
<thead>
<tr>
<th>Period</th>
<th>Grantee</th>
<th>Submit Status</th>
<th>Submit Date</th>
<th>Submitted By</th>
<th>Work Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011-Apr</td>
<td>Albemarle Regional Health Services</td>
<td>Submitted</td>
<td>May-13-2011</td>
<td>albemarie</td>
<td>252.335.540</td>
</tr>
<tr>
<td>2011-Apr</td>
<td>Alice Aycock Poe Ctr for Hilth Ed</td>
<td>Submitted</td>
<td>May-11-2011</td>
<td>poe</td>
<td>(919) 231-40</td>
</tr>
<tr>
<td>2011-Apr</td>
<td>Alleghany County Schools</td>
<td>Submitted</td>
<td>May-10-2011</td>
<td>alleghany</td>
<td>338 372 455</td>
</tr>
<tr>
<td>2011-Apr</td>
<td>Ashe County Board of Ed</td>
<td>Submitted</td>
<td>May-02-2011</td>
<td>ashe</td>
<td>339-846-322</td>
</tr>
<tr>
<td>2011-Apr</td>
<td>Blue Ridge Healthcare</td>
<td>Submitted</td>
<td>May-10-2011</td>
<td>blueridge</td>
<td>828-580-672</td>
</tr>
<tr>
<td>2011-Apr</td>
<td>Buncombe County Schools</td>
<td>Submitted</td>
<td>May-05-2011</td>
<td>Buncombe</td>
<td>828-255-596</td>
</tr>
</tbody>
</table>
Performance Indicators

<table>
<thead>
<tr>
<th>TPEP Indicators</th>
<th>Submitted Grantees Contributing to Indicator</th>
<th>Selected Grantees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indicator</td>
<td>Indicator_n</td>
<td>n</td>
</tr>
<tr>
<td>1. Number of tobacco use prevention education media/promotional messages published or aired</td>
<td>553</td>
<td>14</td>
</tr>
<tr>
<td>2a. Number of skill building trainings offered to youth promoting youth led activities: TRU and Other Tobacco</td>
<td>25</td>
<td>11</td>
</tr>
<tr>
<td>2b. Number of skill building trainings offered to youth promoting youth led activities: Other Youth</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>3. Number of TRU recruitment activities conducted</td>
<td>10</td>
<td>5</td>
</tr>
<tr>
<td>4. Number of new TRU groups formed</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>5. Number of youth led prevention activities</td>
<td>169</td>
<td>14</td>
</tr>
<tr>
<td>6. Number of activities to identify resources relating to evidence-based tobacco use prevention curricula</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>7. Number of schools adopting evidence-based tobacco use prevention curricula</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>8. Number of meetings/contacts to provide support for existing tobacco curricula</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>9. Number of skill building trainings offered by grantee to adult leaders</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>10. Number of activities to identify resources to reach parents of school-aged youth</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>11. Number of meetings/contacts/presentations to parents and parent groups on the importance of talking to their children about tobacco use and related HWTF initiatives</td>
<td>14</td>
<td>9</td>
</tr>
</tbody>
</table>
### Monthly/Quarterly/Yearly Raw Data

<table>
<thead>
<tr>
<th>TA Provider</th>
<th>Date Service Requested</th>
<th>Request Description</th>
<th>Date Service Provided</th>
<th>Requesting Organization</th>
<th># Attended</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALE</td>
<td>01/04/11</td>
<td>Request for Compliance Check Data &amp; Tobacco Retailer List</td>
<td>01/07/11</td>
<td>Forsyth County Health Department</td>
<td>0</td>
<td>Completed</td>
</tr>
<tr>
<td>ALE</td>
<td>01/07/11</td>
<td>Jahan emailed a media advisory for review.</td>
<td>01/12/11</td>
<td>Alice Aycock Poe Center for Health Education</td>
<td>15</td>
<td>Completed</td>
</tr>
<tr>
<td>NC TPCB</td>
<td>01/12/11</td>
<td>5A's training and Spit Program for medical and dental professionals</td>
<td>01/15/11</td>
<td>Almanac-Caswell LME</td>
<td>0</td>
<td>Completed</td>
</tr>
<tr>
<td>ALE</td>
<td>01/13/11</td>
<td>Jahan emailed a news release on the text campaign for the Quitline for review</td>
<td>01/24/11</td>
<td>Poe Center</td>
<td>1</td>
<td>Completed</td>
</tr>
<tr>
<td>NC TPCB</td>
<td>01/18/11</td>
<td>TA Request: Diversity materials on Honoring Difference Deck of Cards</td>
<td>01/26/11</td>
<td>Wake County TRU</td>
<td>1</td>
<td>Completed</td>
</tr>
<tr>
<td>NC TPCB</td>
<td>02/01/11</td>
<td>Wake TRU contacted DPE to read over a letter regarding Smoke-Free Parks</td>
<td>02/04/11</td>
<td>Five County Mental Health</td>
<td>0</td>
<td>Completed</td>
</tr>
<tr>
<td>ALE</td>
<td>02/04/11</td>
<td>Oconaluftee Job Corp Presentation</td>
<td>02/04/11</td>
<td>Cherokee Indian Reservation</td>
<td>69</td>
<td>Completed</td>
</tr>
<tr>
<td>NC TPCB</td>
<td>02/04/11</td>
<td>Wake TRU contacted DPE to read over a letter regarding Smoke-Free Parks</td>
<td>02/04/11</td>
<td>NC Division of Public Health</td>
<td>0</td>
<td>Completed</td>
</tr>
<tr>
<td>YES! (YY West/Central)</td>
<td>02/04/11</td>
<td>Request for Second Hand Smoke Fact Sheets</td>
<td>02/04/11</td>
<td>Blue Ridge Health Care</td>
<td>1</td>
<td>Completed</td>
</tr>
<tr>
<td>YES! (YY West/Central)</td>
<td>02/04/11</td>
<td>TRU Listserv Posting: Tobacco Free Parks vs Smoke Free Parks</td>
<td>02/04/11</td>
<td>HWTTF</td>
<td>1</td>
<td>Completed</td>
</tr>
<tr>
<td>NC TPCB</td>
<td>02/04/11</td>
<td>Request assistance with a training and exhibit event that is a nursing school</td>
<td>02/04/11</td>
<td>Durham Tech Community College (for DD)</td>
<td>40</td>
<td>Completed</td>
</tr>
<tr>
<td>NC TPCB</td>
<td>02/04/11</td>
<td>NC STEP to present at Cabarrus County schools.</td>
<td>02/04/11</td>
<td>Cabarrus County Health Alliance</td>
<td>39</td>
<td>Completed</td>
</tr>
<tr>
<td>NC TPCB</td>
<td>02/04/11</td>
<td>NC STEP to present to Cabarrus County schools.</td>
<td>02/04/11</td>
<td>Cabarrus County Health Alliance</td>
<td>39</td>
<td>Completed</td>
</tr>
<tr>
<td>NC TPCB</td>
<td>02/04/11</td>
<td>NC STEP to present to Cabarrus County Schools.</td>
<td>02/04/11</td>
<td>Cabarrus County Health Alliance</td>
<td>39</td>
<td>Completed</td>
</tr>
<tr>
<td>NC TPCB</td>
<td>02/04/11</td>
<td>NC STEP to present to Cabarrus county schools.</td>
<td>02/04/11</td>
<td>Cabarrus County Health Alliance</td>
<td>39</td>
<td>Completed</td>
</tr>
<tr>
<td>NC TPCB</td>
<td>02/04/11</td>
<td>NC STEP to present to Cabarrus county schools.</td>
<td>02/04/11</td>
<td>Cabarrus County Health Alliance</td>
<td>39</td>
<td>Completed</td>
</tr>
<tr>
<td>NC TPCB</td>
<td>02/04/11</td>
<td>Planning and date request.</td>
<td>02/04/11</td>
<td>Cabarrus County Health Department</td>
<td>20</td>
<td>Completed</td>
</tr>
<tr>
<td>NC TPCB</td>
<td>02/04/11</td>
<td>Asked to give input for follow-up survey monkey for dental providers</td>
<td>02/04/11</td>
<td>Wake TRU Program Manager, Poe Center</td>
<td>0</td>
<td>Completed</td>
</tr>
</tbody>
</table>
Standard TEAMS Reports
## Synopsis of Activity Report

**SYNOPSIS OF ACTIVITIES REPORT**

Report Date: 10-27-2011

**Grantee(s):** Buncombe County Schools  

<table>
<thead>
<tr>
<th>Period</th>
<th>Grantee</th>
<th>Record Type</th>
<th>FA</th>
<th>Synopsis</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009-Aug</td>
<td>County Schools</td>
<td>Activity</td>
<td>1</td>
<td>Tatu students set up and worked an informational table at freshman orientation to publicize the 100% TFS policy, dangers of tobacco use, and to educate new students on TATU club opportunities.</td>
</tr>
<tr>
<td>2009-Aug</td>
<td>County Schools</td>
<td>Capacity Building</td>
<td>9</td>
<td>Two TATU students spoke at Buncombe County Commissioner meeting to educate government leaders on importance of stricter ordinance consideration for government buildings, property, and vehicles.</td>
</tr>
<tr>
<td>2009-Aug</td>
<td>County Schools</td>
<td>Feedback</td>
<td>0</td>
<td>After educational presentation to Buncombe County Commissioners, the commissioners voted unanimously to pass an ordinance that will prohibit smoking in all Buncombe County government buildings, on all government property, and in government vehicles. The ordinance will go into effect on January 2, 2010.</td>
</tr>
<tr>
<td>2009-Aug</td>
<td>County Schools</td>
<td>Feedback</td>
<td>0</td>
<td>Local school year began two weeks later than usual. This caused us to get a late start in meeting with the TATU youth and planning activities.</td>
</tr>
<tr>
<td>2009-Aug</td>
<td>County Schools</td>
<td>Media</td>
<td>6</td>
<td>TFS compliance reminder ads were placed in seven high school sports programs.</td>
</tr>
<tr>
<td>2009-Aug</td>
<td>County Schools</td>
<td>Policy</td>
<td>0</td>
<td>After educational presentation to Buncombe County Commissioners, the commissioners voted unanimously to pass an ordinance that will prohibit smoking in all Buncombe County government buildings, on all government property, and in government vehicles. The ordinance will go into effect on January 2, 2010.</td>
</tr>
<tr>
<td>2009-Dec</td>
<td>County Schools</td>
<td>Activity</td>
<td>8</td>
<td>Community Coalition met to discuss options for HB 2 Promotion.</td>
</tr>
<tr>
<td>2009-Dec</td>
<td>County Schools</td>
<td>Activity</td>
<td>1</td>
<td>Countywide TRU youth met to plan for the HB 2 celebration on January 2nd.</td>
</tr>
<tr>
<td>2009-Dec</td>
<td>County Schools</td>
<td>Feedback</td>
<td>0</td>
<td>Planning for media promotion and HB 2 Celebration with local ASSIST Coalition. Assisting with HB 2 promotion.</td>
</tr>
<tr>
<td>2009-Dec</td>
<td>County Schools</td>
<td>Feedback</td>
<td>0</td>
<td>Short month because of holiday break and also because of inclement weather days.</td>
</tr>
<tr>
<td>2009-Dec</td>
<td>County Schools</td>
<td>Media</td>
<td>8</td>
<td>Two letters to the editor were published in support and promotion of HB 2 as well as promotion of the QuitLine for new year resolutions.</td>
</tr>
<tr>
<td>2009-Jul</td>
<td>County Schools</td>
<td>Feedback</td>
<td>0</td>
<td>School out for summer. Limited access to TATU students.</td>
</tr>
<tr>
<td>2009-Jul</td>
<td>County Schools</td>
<td>Feedback</td>
<td>0</td>
<td>TFS compliance ad was approved to send out to all seven high schools in order to meet printer deadlines.</td>
</tr>
<tr>
<td>2009-Jul</td>
<td>County Schools</td>
<td>Media</td>
<td>4</td>
<td>TATU student submitted a letter to the editor to show support for a tax increase on tobacco products as a way to delay youth initiation.</td>
</tr>
<tr>
<td>2009-Nov</td>
<td>County Schools</td>
<td>Activity</td>
<td>1</td>
<td>23 TATU youth from North Buncombe High provided tobacco education classes to 16th grade students.</td>
</tr>
</tbody>
</table>
## TEAMS for TA Providers

### TEAMS Tobacco Evaluation And Management System

<table>
<thead>
<tr>
<th>Profiles</th>
<th>Monthly Entry</th>
<th>Semi Annual Survey</th>
<th>AAP</th>
<th>Tools</th>
<th>Reports</th>
<th>TA</th>
<th>Partners</th>
<th>Help</th>
<th>Logout</th>
</tr>
</thead>
</table>

- Fiscal Year: 2011-2012
- Report Period: 2011-Jul
- TA Provider: Z-Test TA Provider

### Monthly Data Entry: Section I. TA requests

Please enter the TA requests you have received during the current reporting month.

- **Date request was received:** (mm/dd/yy)
  
- **Grantee or gap county or counties requesting service:**
  - Select county 1
  - Select county 2
  - Select county 3
  - Select county 4
  - Select county 5

- **Requesting manager/contact person:**
  
- **Requesting organization:**
  
- **Description/name of request:**
  - Limited to 500 characters. You have [500] characters left.

**Save**
TA Services Report

**Type of Service**

- No Type Specified: 25%
- Material development: 4%
- Media: 9%
- Meeting: 13%
- Other: 1%
- Presentation: 1%
- Telephone consultation: 14%
- Training: 8%
- Webinar/conference call: 22%

**Frequency Distribution**

<table>
<thead>
<tr>
<th>Service Type</th>
<th>n</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Type Specified</td>
<td>16</td>
<td>13.2</td>
</tr>
<tr>
<td>Material development</td>
<td>4</td>
<td>3.3</td>
</tr>
<tr>
<td>Media</td>
<td>11</td>
<td>9.1</td>
</tr>
<tr>
<td>Meeting</td>
<td>5</td>
<td>4.1</td>
</tr>
<tr>
<td>Other</td>
<td>30</td>
<td>24.8</td>
</tr>
<tr>
<td>Presentation</td>
<td>27</td>
<td>22.3</td>
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<tr>
<td>Telephone consultation</td>
<td>10</td>
<td>8.3</td>
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<tr>
<td>Training</td>
<td>17</td>
<td>14.0</td>
</tr>
<tr>
<td>Webinar/conference call</td>
<td>1</td>
<td>0.8</td>
</tr>
</tbody>
</table>
Partners Module

TEAMS Tobacco Evaluation And Management System

Profiles Monthly Entry Semi-Annual Survey AAP Tools Reports TA Partners Help Logout

Health and Wellness Trust Fund: North Carolina Health and Wellness Trust Fund

Tobacco Reality Unfiltered: Tobacco Reality Unfiltered

Tobacco Prevention and Evaluation Program: Tobacco Prevention Evaluation Program
Contact Kearston Ingraham at kearston.ingraham@med.unc.edu if you need help.

Video Tutorials:
AAP Tutorial Part1: AAP Data Entry from a Technical Perspective
AAP Tutorial Part2: Using the AAP View Features
AAP Tutorial Part3: Submitting and Downloading the AAP
AAP Tutorial Part4: AAP Tools for Grant Managers
Evaluation of TEAMS Database

- Functionality of Database
  - Log-in/password
  - Toggling between pages
  - Using...
    - Pull down windows
    - radio buttons
    - Text boxes

- Question Clarity

- Responsiveness to Grantee and Program Manager needs
Evaluation Feedback

- Functionality issues resolved
- Online Codebook and Definitions for Clarity

Program Manager Feedback
- “There needs to be a place to report events not on the AAP.”
- “I thought this was set up perfectly for how most grantees conduct activities”

Grantee Feedback
- “I feel like more of the work we do is being captured by this system”.
- “I liked seeing my own AAP items in the drop-down window—that made it a lot easier to fill out without having to go back to the paper AAP.”
Benefits of TEAMS Database

- TEAMS is a customized, flexible, web-based tracking system
- TEAMS collects data related to performance indicators in accordance with the Teen Initiative Annual Action Plan
- Evaluators and Program Managers can use TEAMS to monitor programmatic changes and evaluate program progress
- Improved technology allows for the ability to make rapid program improvements
Questions & Comments
Thank You!

For more information, please visit:

http://tpep.unc.edu

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