How to Enter Progress Into UDART
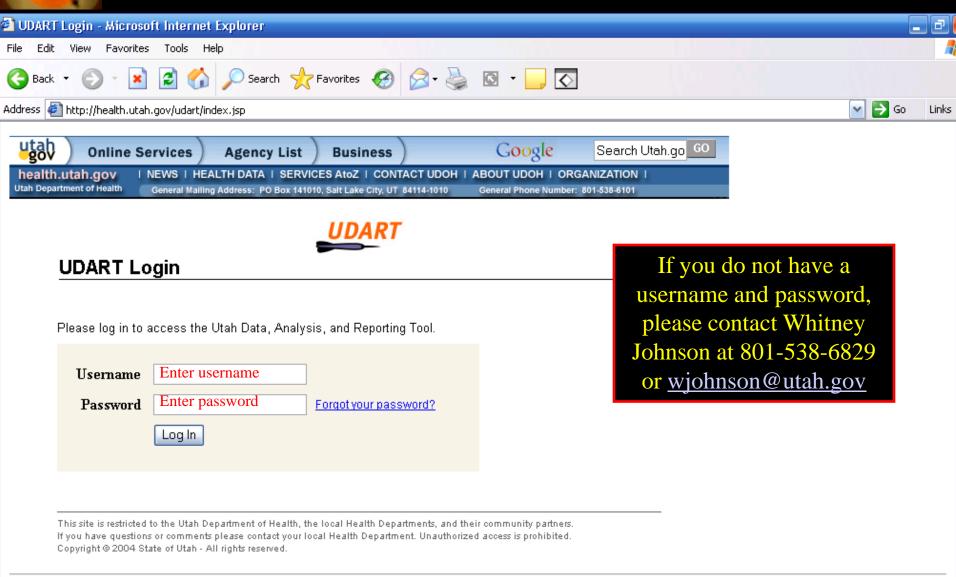
Start at the UDART webpage

http://health.utah.gov/udart/index.jsp

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Utah Department of Health   General Mailing Address: PO Box 141010, Salt Lake City, UT 84114-1010   General Phone Number: 801-538-6101

UDART

UDART Login

Please log in to access the Utah Data, Analysis, and Reporting Tool.

Username   Enter username
Password   Enter password   Forgot your password?

Log In

If you do not have a username and password, please contact Whitney Johnson at 801-538-6829 or wjohnson@utah.gov

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Overview

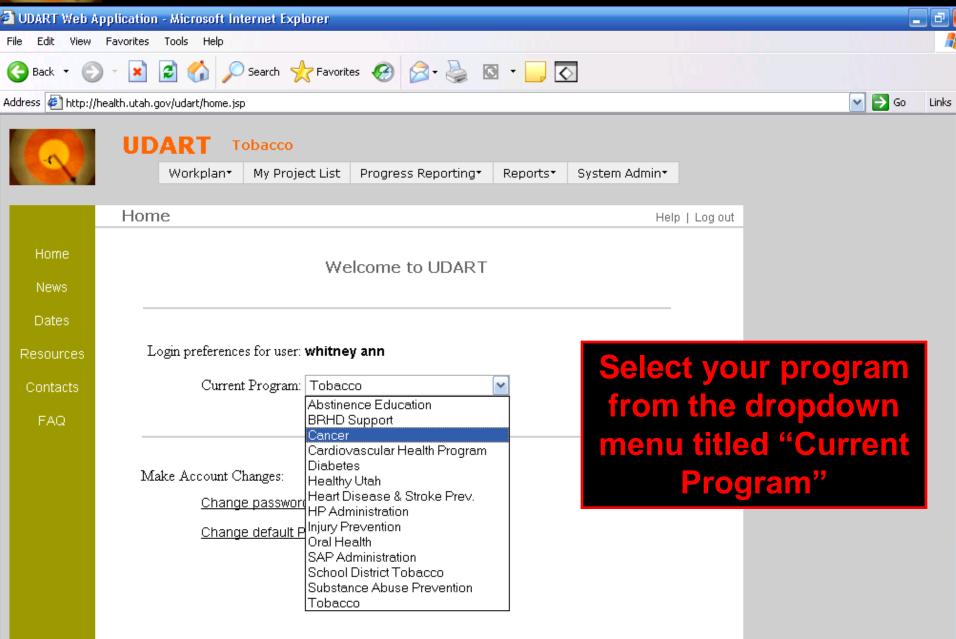**The easiest way to report in UDART is with the My Projects List.**

This presentation includes step by step instructions for adding progress in UDART using My Projects List.

3 Basic Steps

1. Select your program

2. Add the workplan projects which you want to report on to your "My Projects List"

3. Under progress reporting, go to "Select from My Project List" and report on the projects that you added.

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Welcome to UDART

Login preferences for user: **whitney ann**

Current Program: Tobacco

| Abstinence Education |
| BRHD Support |
| Cancer |
| Cardiovascular Health Program |
| Diabetes |
| Healthy Utah |
| Heart Disease & Stroke Prev. |
| HP Administration |
| Injury Prevention |
| Oral Health |
| SAP Administration |
| School District Tobacco |
| Substance Abuse Prevention |
| Tobacco |

Make Account Changes:

Change password

Change default P

Select your program from the dropdown menu titled "Current Program"

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[<- Lookup]   [Update List]   [Select All]   [Clear All]

Add	Project	Workplan	Year	Site
☑	Attend and particiate in UCCP annual conference and conference calls	07 Cancer Outreach, Education and Recruitment	2007	Tricounty
☑	Conduct presentation in the community: B&C and Understanding Cancer			
☐	Develop and implement a recall system fo women who miss their appointment			
☑	Link women to free breast and cervical ca screening			
☐	Link women to free breast and cervical ca screening			
☑	Make two reminder phone calls to non-returned women, due for re-screening			
☐	Participate in local health fairs or events			
☐	Participation in UCAN Activities	07 Cancer Outreach, Education and Recruitment	2007	Tricounty

Now you may select individual projects that you want to report on, by clicking the "Add" box to the left, then "Update List"…or

Step 2: Add the workplan projects, which you want to report on, to "My Projects List"

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<-Lookup   Update List   Select All   Clear All

Add	Project	Workplan	Year	Site
☑	Attend and particiate in UCCP annual conference and conference calls	07 Cancer		
☑	Conduct presentation in the community: B&C and Understanding Cancer	07 Cancer		
☑	Develop and implement a recall system for women who miss their appointment	07 Cancer		
☑	Link women to free breast and cervical cancer screening	07 Cancer		
☑	Link women to free breast and cervical cancer screening	07 Cancer		
☑	Make two reminder phone calls to non-returned women, due for re-screening	07 Cancer		
☑	Participate in local health fairs or events	07 Cancer		
☑	Participation in UCAN Activities	07 Cancer		

You may select all the projects at once by clicking on "Select All" and then clicking "Update List."

(Deleting projects from this list works the exact same way)

Step 2: Add the workplan projects, which you want to report on, to "My Projects List"

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| Update List | Project Lookup | Select All | Clear All |

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Remove	Project			
☐	Attend and particiate in UCCP annual conference and conference calls			
☐	Conduct presentation in the commun and Understanding Cancer			
☐	Develop and implement a recall syst women who miss their appointment			
☐	Link women to free breast and cervic screening			
☐	Link women to free breast and cervic screening			
☐	Make two reminder phone calls to no returned women, due for re-screenin			
☐	Participate in local health fairs or events	07 Cancer Outreach, Education and Recruitment	2007	Tricounty
☐	Participation in UCAN Activities	07 Cancer Outreach, Education and Recruitment	2007	Tricounty

When they turn pink, your projects have been added to your "My Project List."

You may add or delete projects from this list anytime. It only makes them easier for you to access, but doesn't change the workplan in any way.

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Edit My Project List

Open All of My Project List

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Update List   Pro   Search All Projects   Select All   Clear All

Response Requested List

Remove	Project	Workplan	Year	Site
☐	Attend and particiate in UCCP annual conference and conference calls	07 Canc		
☐	Conduct presentation in the community: B&C and Understanding Cancer	07 Canc		
☐	Develop and implement a recall system for women who miss their appointment	07 Canc		
☐	Link women to free breast and cervical cancer screening	07 Canc		
☐	Link women to free breast and cervical cancer screening	07 Cancer Outreach, Education and Recruitment	2007	Tricounty
☐	Make two reminder phone calls to non-returned women, due for re-screening	07 Cancer Outreach, Education and Recruitment	2007	Tricounty
☐	Participate in local health fairs or events	07 Cancer Outreach, Education and Recruitment	2007	Tricounty
☐	Participation in UCAN Activities	07 Cancer Outreach, Education and Recruitment	2007	Tricounty

From the "Progress Reporting" menu, choose "Select from My Project List."

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[Load Selected]   [Select All]   [Clear All]

Select	Project	Add Progress	Workplan	Year	Site
☐	Attend and particiate in UCCP annual conference and conference calls	▶			
☐	Conduct presentation in the community: B&C and Understanding Cancer	▶			
☐	Develop and implement a recall system for women who miss their appointment	▶			
☐	Link women to free breast and cervical cancer screening	▶			
☐	Link women to free breast and cervical cancer screening	▶			
☐	Make two reminder phone calls to non-returned women, due for re-screening	▶			
☐	Participate in local health fairs or events	▶			
☐	Participation in UCAN Activities	▶	07 Cancer Outreach, Education and Recruitment	2007	Tricounty

Now you can use the arrows under "Add Progress" as a shortcut for entering progress for these projects.

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[Load Selected]   [Select All]   [Clear All]

Select	Project	Add Progress	Workplan	Year	Site
☐	Attend and particiate in UCCP annual conference and conference calls	▶	07 Cancer Outreach, Education and Recruitment	2007	Tricounty
☐	Conduct presentation in the community: B&C and Understanding Cancer	▶	07 Cancer Out		nty
☐	Develop and implement a recall system for women who miss their appointment	▶	07 Cancer Out		nty
☐	Link women to free breast and cervical cancer screening	▶	07 Cancer Out		nty
☐	Link women to free breast and cervical cancer screening	▶	07 Cancer Outreach, Education and Recruitment	2007	Tricounty
☐	Make two reminder phone calls to non-returned women, due for re-screening	▶	07 Cancer Outreach, Education and Recruitment	2007	Tricounty
☐	Participate in local health fairs or events	▶	07 Cancer Outreach, Education and Recruitment	2007	Tricounty
☐	Participation in UCAN Activities	▶	07 Cancer Outreach, Education and Recruitment	2007	Tricounty

Click on the first project for this example.

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<- Browse Progress   Go to Time Entry

Project: Attend and particiate in UCCP annual conference and conference calls

Date: 09/15/2006

Progress:

Three members of the staff participated in the contract conference call on September 15, 2006.

Participant #: ___ **3**   Sum Participants: ☑

Equipment #: ___   Incentive #: ___

Literature #: ___   # of Events: ___ **1**

Save Record   Reset   Spell Check

Wait! Don't forget to input the number of participants, literature, or events.

Report on progress with dates and # of participants, then click "Save Record"

When you see "Progress Inserted" you have successfully entered progress.

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Project: Attend and particiate in UCCP annual conference and conference calls   Progress Inserted

Date: 02/02/2007

Progress:

Participant #: [   ]   Sum Participants: ☑

Equipment #: [   ]   Incentive #: [   ]

Literature #: [   ]   # of Events: [   ]

Save Record   Reset   Spell Check

Now click on "Browse Progress" to see the progress you have entered.

Step 3: Under progress reporting, use "Select from My Project List" to report on the projects

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[← Progress Reporting]   [Enter Progress]   [View Sums]

Project: Attend and particiate in UCCP annual conference and conference calls

Date	Employee	Prtcpt #	Sum Pt.	Equip #	Incent #	Lit #
02/02/2007	JOHNSON, WHITNEY ANN	3	☑			
Progress:	Three members of the staff participated in the contract conference call on September 15, 2006.					

Records 1 to 1 of 1

Any progress that has been entered for this project should show up on this page. You can now log out of UDART (upper right corner) or you can repeat step three to add progress to another project in your "My Project List."

Please note that to enter more progress for this specific project, you can click "Enter Progress," but to report on a different project, you must go back to "Progress Reporting" and "Select from My Project List"

My Project List

If you choose, you can return to your "My Project List" and delete the projects that you added to it. However, it may make sense to leave projects that you regularly report on in that list, so the next time you get into UDART, you can skip step two and just go straight to progress reporting, "Select from My Project List." You can keep projects in that list from multiple programs (diabetes, cancer, tobacco, etc.)

Thank you!
I hope that was helpful!

Coming soon…

How to Print a Report of your Progress in UDART