

Cancer Information Service  
Partnership Portfolio Database  
User's Guide

*Fourth Edition*

November 2003

## Contents

<b>Acknowledgements .....</b>	iii
<b>Background and Purpose .....</b>	1
<b>Getting Started .....</b>	2
<b>Overview of Partner Assessment Tool .....</b>	2
Pre-Qualifying Criteria Questions .....	2
Specific Type of Partner Criteria Questions .....	2
<b>Using the Partner Assessment Tool.....</b>	3
Data Entry .....	3
Editing Type of Partner.....	7
Searching.....	7
Deleting a PAT .....	7
<b>Using the Partnership Portfolio Database .....</b>	8
Partnership Record.....	8
Other PPD Functions .....	15
Browse Current Quarter PPD Data .....	15
Edit Current Partner .....	15
Copy Record .....	16
Import Active Data from Previous Quarter(s) .....	16
Find Partnership Record .....	18
<b>Partnership Portfolio Database Reports.....</b>	18
Overview of Reporting .....	18
Table Format.....	19
Detailed Summary Report.....	19
Abstract Report .....	19
Organization Profile.....	19
Quarterly Partner Comparison Report .....	20
Population Report .....	20
Cancer Control Issues .....	20
Type of Partner Change Over Time.....	20
Deleted Partner and Project Records .....	20
Frequency Reports .....	21
National Partnership Comparison Report .....	21
Regional Partnership Comparison Report .....	21
Report Wizard.....	21
<b>Problem Reporting and Feedback.....</b>	23

<b>PPD Training.....</b>	23
--------------------------	----

## **Appendices**

- Appendix A: Pre-Qualifying Criteria Questions
- Appendix B: Education Program Criteria Questions
- Appendix C: Program Development Partner Criteria Questions
- Appendix D: Networking Partner Criteria Questions
- Appendix E: Partnership Portfolio Data Quality Criteria