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Table of Contents

1. THE PROMENPOL DATABASE AND TOOLKIT 5
1.1 INTRODUCTION – ACCESSING THE PROMENPOL TOOLKIT AND DATABASE 5
1.2 ACCESSING THE PROMENPOL TOOLKIT 7
1.3 ACCESSING THE PROMENPOL DATABASE 9
1.4 VIEWING ICF AND MHP DETAILS 12
1.4.1 The Full View 12
1.4.2 Tools in Other Languages 13
1.5 SEARCHING THE DATABASE 14
1.5.1 Carrying out a Simple Search 14
1.5.2 Carrying out an Advanced Search 15
1.5.3 Carrying out a Free Text Search 19
1.6 ADDING AND MANAGING YOUR OWN TOOLS 21
1.6.1 Becoming a Member of ProMenPol 21
1.7 ADDING TOOLS TO THE PROMENPOL DATABASE 22
1.7.1 Step 1: The Tool Information Screen 22
1.7.2 Step 2: Creating ICF Core Set Details 25
1.7.3 Step 3: Creating MHP Details 29

List of Figures

FIGURE 1: THE PROMENPOL HOMEPAGE 5
FIGURE 2: THE PROMENPOL TOOLKIT AND DATABASE PAGE 6
FIGURE 3: THE PROMENPOL MHP TOOLKIT RESULTS PAGE 9
FIGURE 4: THE PROMENPOL DATABASE PAGE 10
FIGURE 5: THE PROMENPOL DATABASE - TOOLS LISTING PAGE 11
FIGURE 6: THE MENTAL HEALTH AT WORK: DEVELOPING THE BUSINESS CASE HOMEPAGE 12
FIGURE 7: FULL VIEW OPTION ASSOCIATED WITH THE MENTAL HEALTH AT WORK: DEVELOPING THE BUSINESS CASE TOOL 13
FIGURE 8: SIMPLE SEARCH SCREEN 14
FIGURE 9: ADVANCED SEARCH INTRODUCTORY SCREEN 15
FIGURE 10: STAGE 1 - ADVANCED SEARCH SCREEN 16
FIGURE 11: STAGE 2 - ADVANCED SEARCH SCREEN 17
FIGURE 12: SELECTING CONTENT AREA SCREEN 18
FIGURE 13: ADVANCED SEARCH SELECTED CRITERIA 18
FIGURE 14: PROMENPOL FREE TEXT SEARCH 19
FIGURE 15: PROMENPOL FREE TEXT SEARCH – RESULTS SCREEN 20
FIGURE 16: PROMENPOL MEMBERS PROFILE SCREEN 22
FIGURE 17: DATABASE METADATA SCREEN 23
FIGURE 18: DATABASE LISTING SCREEN 24
FIGURE 19: DATABASE EDIT METADATA SCREEN 25
FIGURE 20: ICF DETAILS SCREEN 1 26

FIGURE 21: ICF DETAILS SCREEN 2 26
FIGURE 22: ICF DETAILS SCREEN 3 27
FIGURE 23: ICF DETAILS SCREEN 4 28
FIGURE 24: MHP DETAILS SCREEN 1 29
FIGURE 25: MHP DETAILS SCREEN 2 30
FIGURE 26: MHP DETAILS SCREEN 3 31
FIGURE 27: MHP DETAILS SCREEN 4 32

1. The ProMenPol Database and Toolkit

1.1 Introduction – Accessing the ProMenPol Toolkit and Database

The ProMenPol Toolkit and Database can be accessed from the ProMenPol website www.mentalhealthpromotion.net - Toolkit menu option which is found in the Menu Bar that is located below the header at the top of the page.

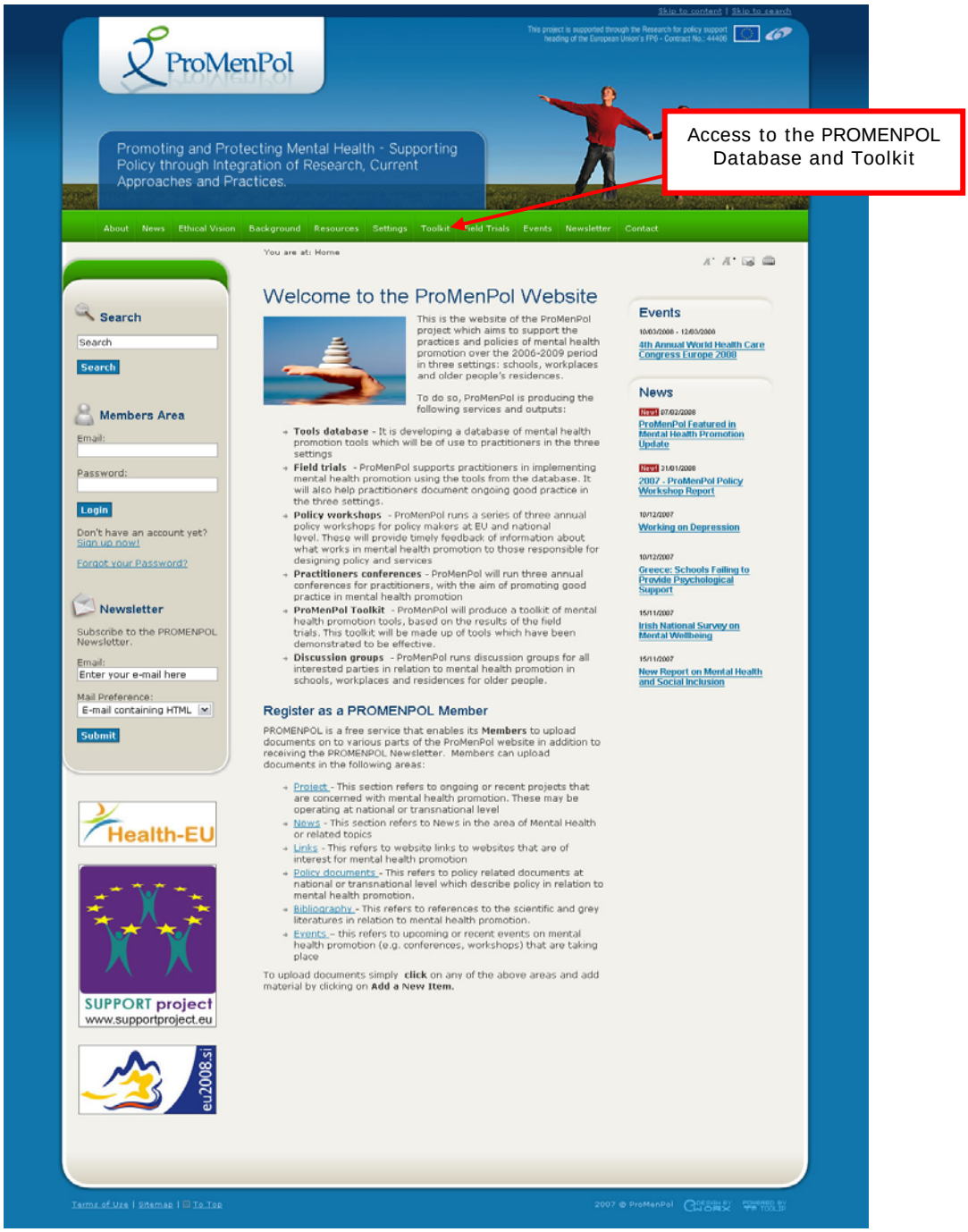


Figure 1: The ProMenPol Homepage

Once the Toolkit option has been selected the following screen will appear.

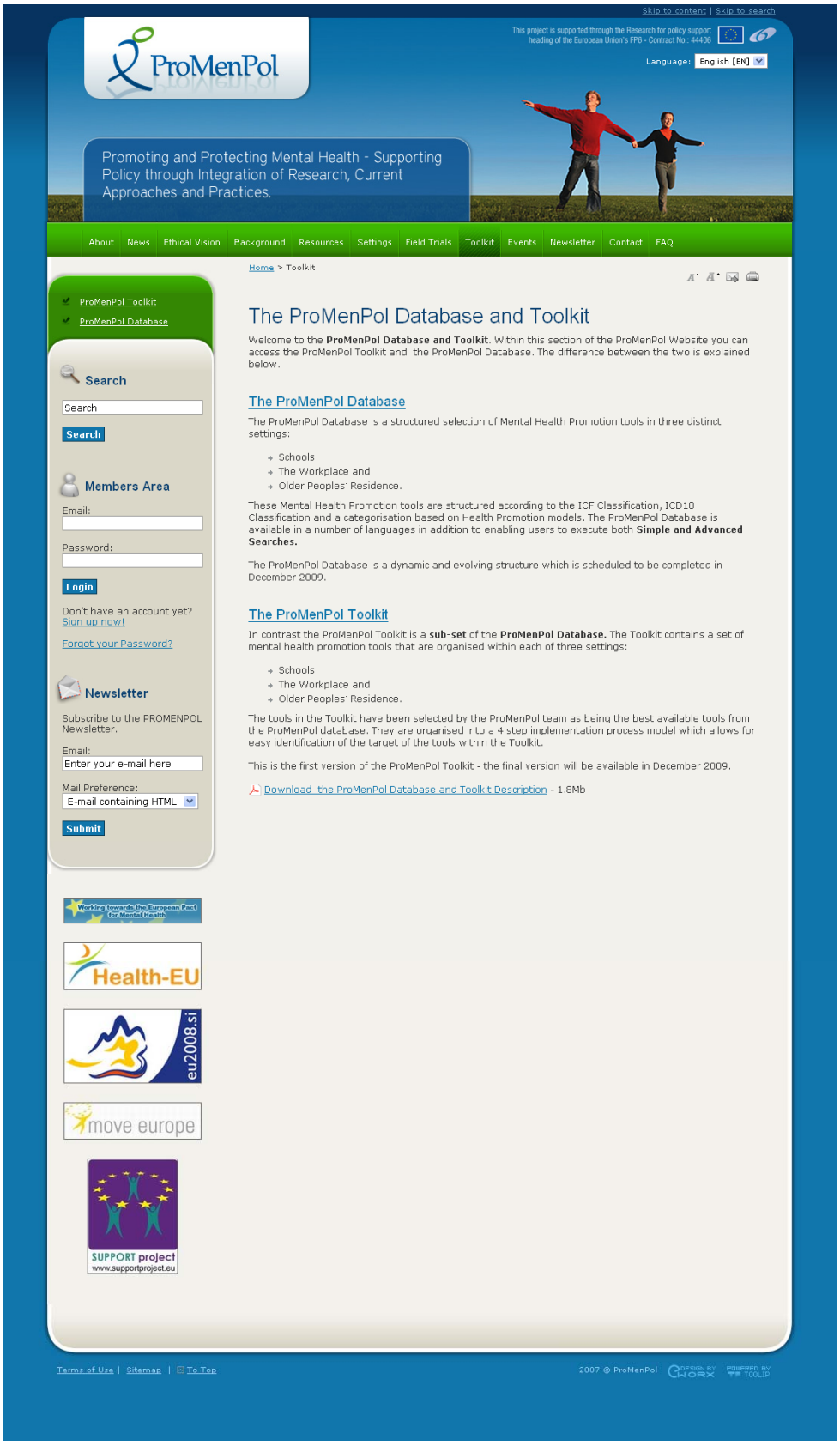


Figure 2: The ProMenPol Toolkit and Database Page

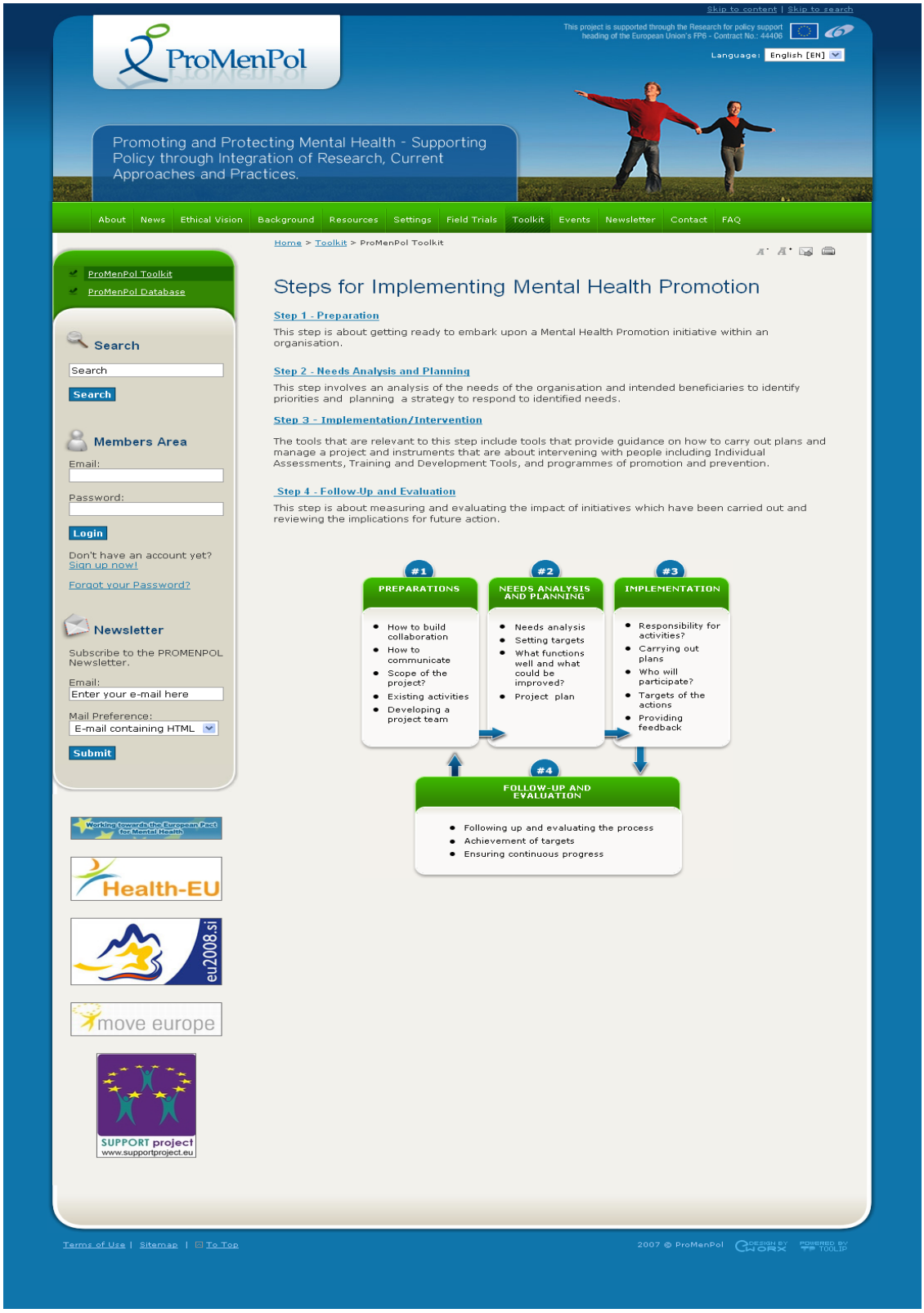
Within this screen users have the option either to access the **ProMenPol Toolkit** or alternatively the **ProMenPol Database**. The difference between the two is that:

The ProMenPol database is a structured selection of Mental Health Promotion tools. These are structured according to the ICF Classification, ICD10 Classification and a categorisation based on Health Promotion models.

In contrast the ProMenPol toolkit is a sub-set of the ProMenPol Database. It is structured for each setting and contains a set of tools which support the entire implementation process of mental health promotion. The tools in the toolkit have been selected on the basis of a quality assessment carried out by the ProMenPol team.

1.2 Accessing the ProMenPol Toolkit

To access the ProMenPol toolkit **[Click]** on the link The ProMenPol Toolkit within the text or alternative access the Toolkit via the left hand side menu option ProMenPol Toolkit. This action will result in the following screen appearing:



This page provides users with an overview of the Four Steps associated with implementing Mental Health Promotion. In order to view tools associated with each of the 4 steps users have the option to either **[Click]** the link associated with the Step e.g. Step

4 Prevention or alternatively click within the diagram. This action will result in the following screen appearing:

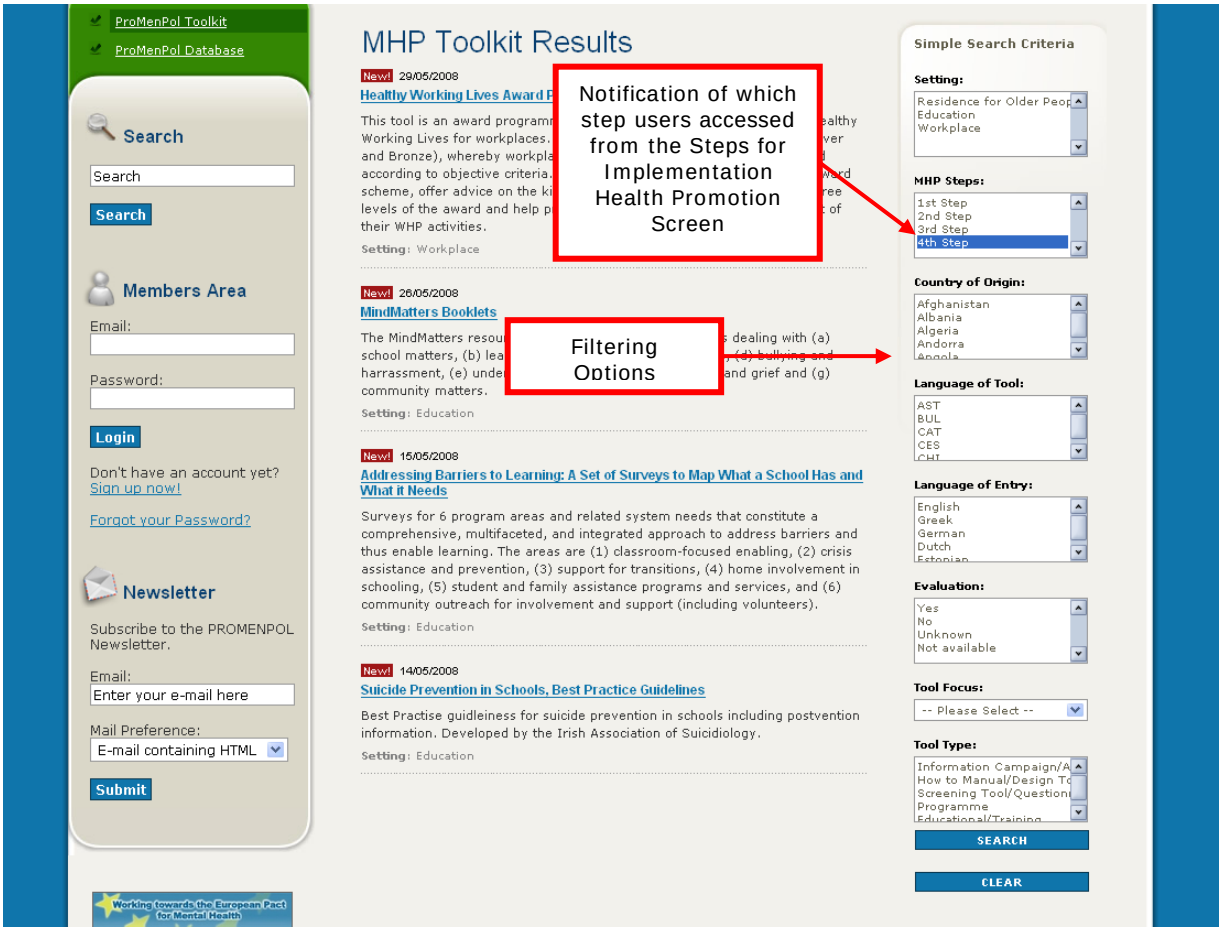


Figure 3: The ProMenPol MHP Toolkit Results Page

The MHP Toolkit Results screen is divided into two panels. The first panel presents users with a list of all tools associated with the selected **Step**. Upon entering the screen users are notified in which step they find themselves via the highlighted **MHP Step** option (in this instance it is Step 4). The second panel enables users to tailor/filter their results according to their respective requirements. For instance if **Following and Evaluation Tools for the Workplace** are required these options are selected directly from the filtering options and the Search Button is **[Clicked]** in order to execute the search. The results will appear in the first panel.

1.3 Accessing the ProMenPol Database

To access the ProMenPol Database **[Click]** on the link The ProMenPol Database within the text or alternative access the Database via the left hand side menu option ProMenPol Database. This action will result in the following screen appearing:

Figure 4: The ProMenPol Database Page

Within this page now click on Database in order to access the ProMenPol Database. This action will result in the following screen appearing:

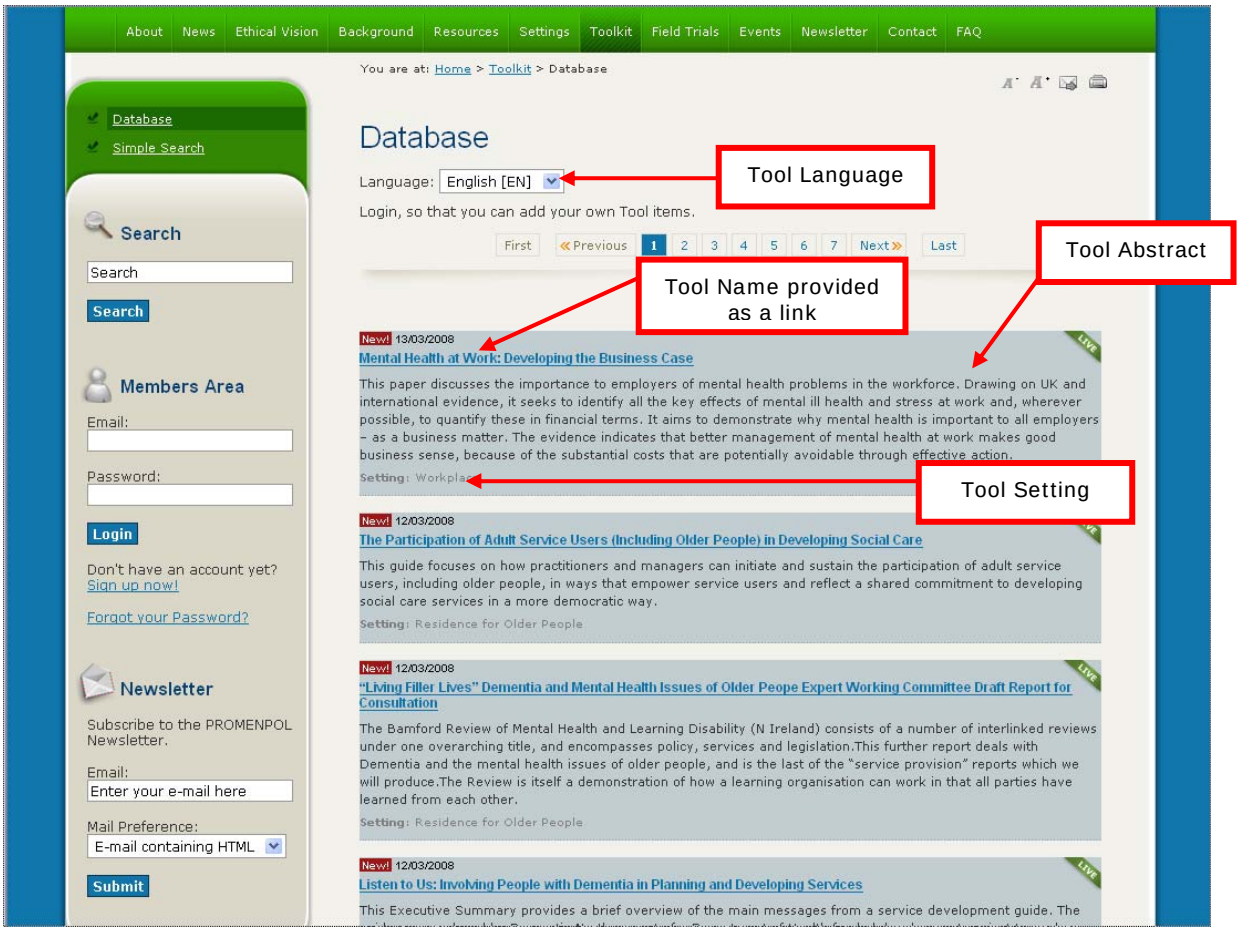


Figure 5: The ProMenPol Database - Tools Listing Page

The purpose of this display page is to present a listing of all the Tools that are currently available within the ProMenPol Database. In the current example a number of tools are displayed. A short abstract about the tools is provided as is the Setting details and the date that the tool went live on the website.

In order to view more details for instance, about the tool - **Mental Health at Work: Developing the Business Case – [Click]** the name of the tool which is represented as a link. This action takes the user to the respective tool's home page which provides detailed information about the selected tool in addition to the possibility of viewing its associated **International Classification of Functioning** (ICF Details) and **Mental Health Promotion and Protection Categories** (MHP Details).

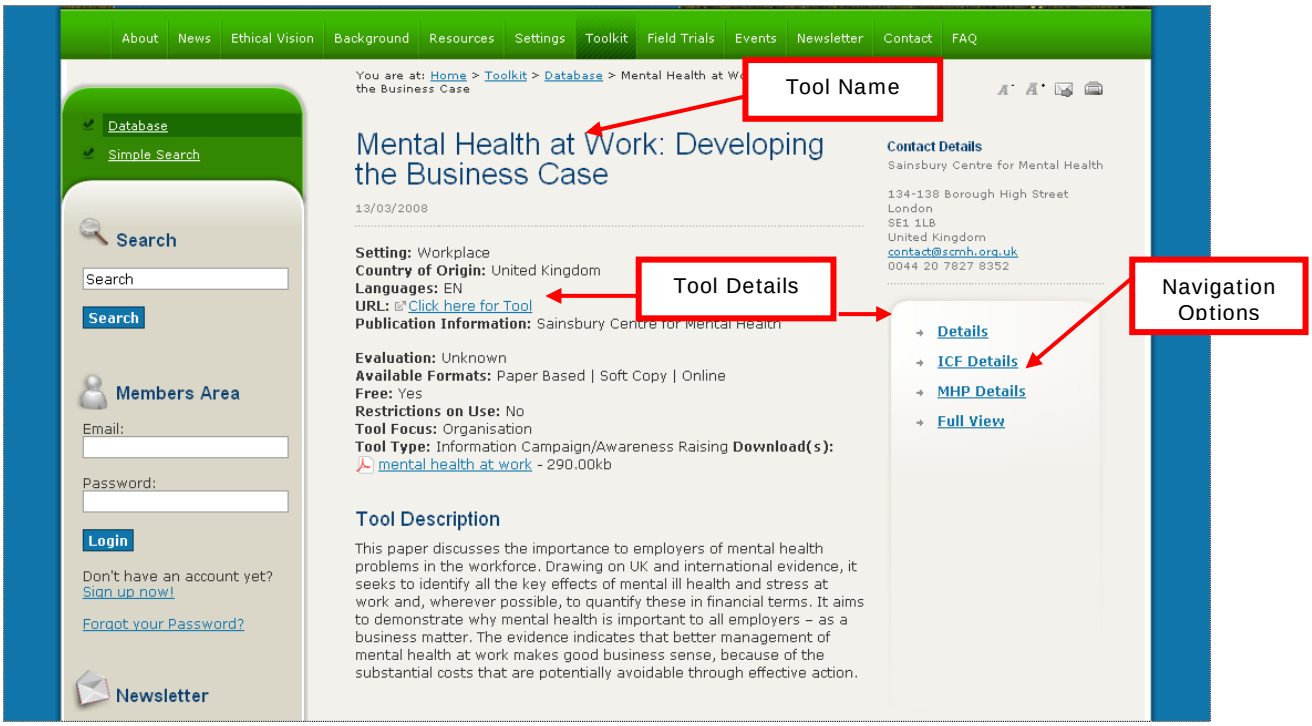


Figure 6: The Mental Health at Work: Developing the Business Case Homepage

1.4 Viewing ICF and MHP Details

In order to assist the user in viewing and/or navigating between the ICF and MHP Details associated with a given tool, a sub-menu is provided on the right hand side of the screen. For Viewing purposes however, it is recommended that the **Full View** option is used since this option provides an overall view of data associated with a given tool in a comprehensive format without having to access the ICF and MHP Details separately.

1.4.1 The Full View

The **Full View** option presents users with an extensive view of the selected tool including both ICF and MHP Details. For viewing purposes it is recommended that users access this option.

The **Full View** screen which pops up as a separate window also offers users the possibility to print information associated with the selected tool by accessing the menu bar provided at the top of the screen.

PLEASE NOTE: Given the size of the data presented in the Full View Option – it may take a few seconds in order for the Full View to load.

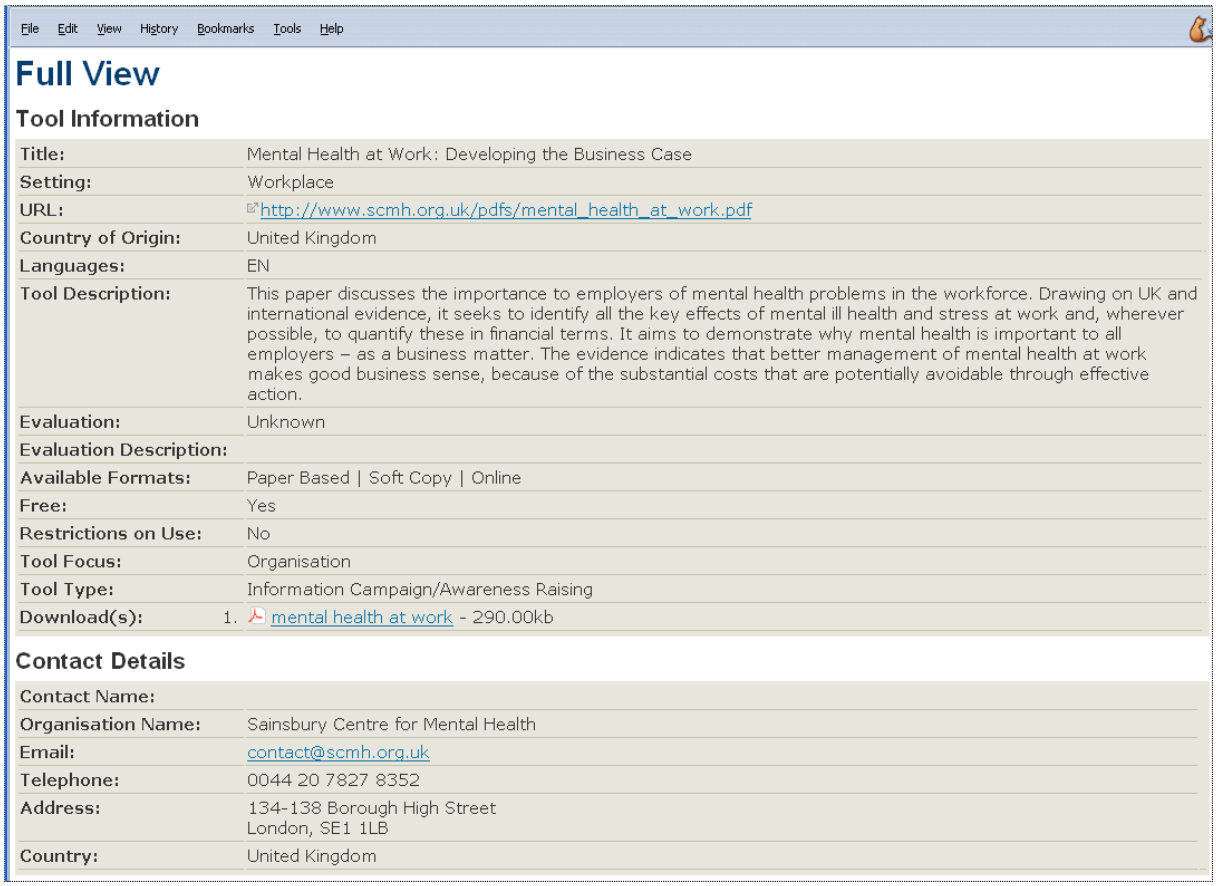
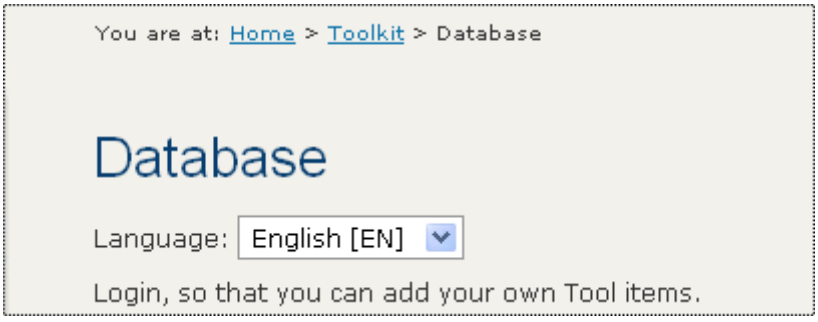


Figure 7: Full View Option Associated with the Mental Health at Work: Developing the Business Case Tool

1.4.2 Tools in Other Languages



At the top of the Tools Listing Page is the Language Option. Within ProMenPol tools in other languages are provided. Currently, the following Tool Languages exist: English (default), German, Finnish, Dutch and Estonian. If a user is interested in reviewing German Tools for instance, they would simply select German from the pull down menu provided. This option would take the user to the German Tools Section of the ProMenPol Website.

1.5 Searching the Database

Searching the ProMenPol Database can be executed either via a Simple Search or an Advanced Search Option. Both Options are available from within the **The ProMenPol Database Page** screen. Searching the Database should not be confused with the General Search which is located within the left side of the screen.

1.5.1 Carrying out a Simple Search

The Simple Search screen can be accessed form the **The ProMenPol Database Page** by **[Clicking]** on the Simple Search link. This action will take the user to the **Simple Search Screen.**

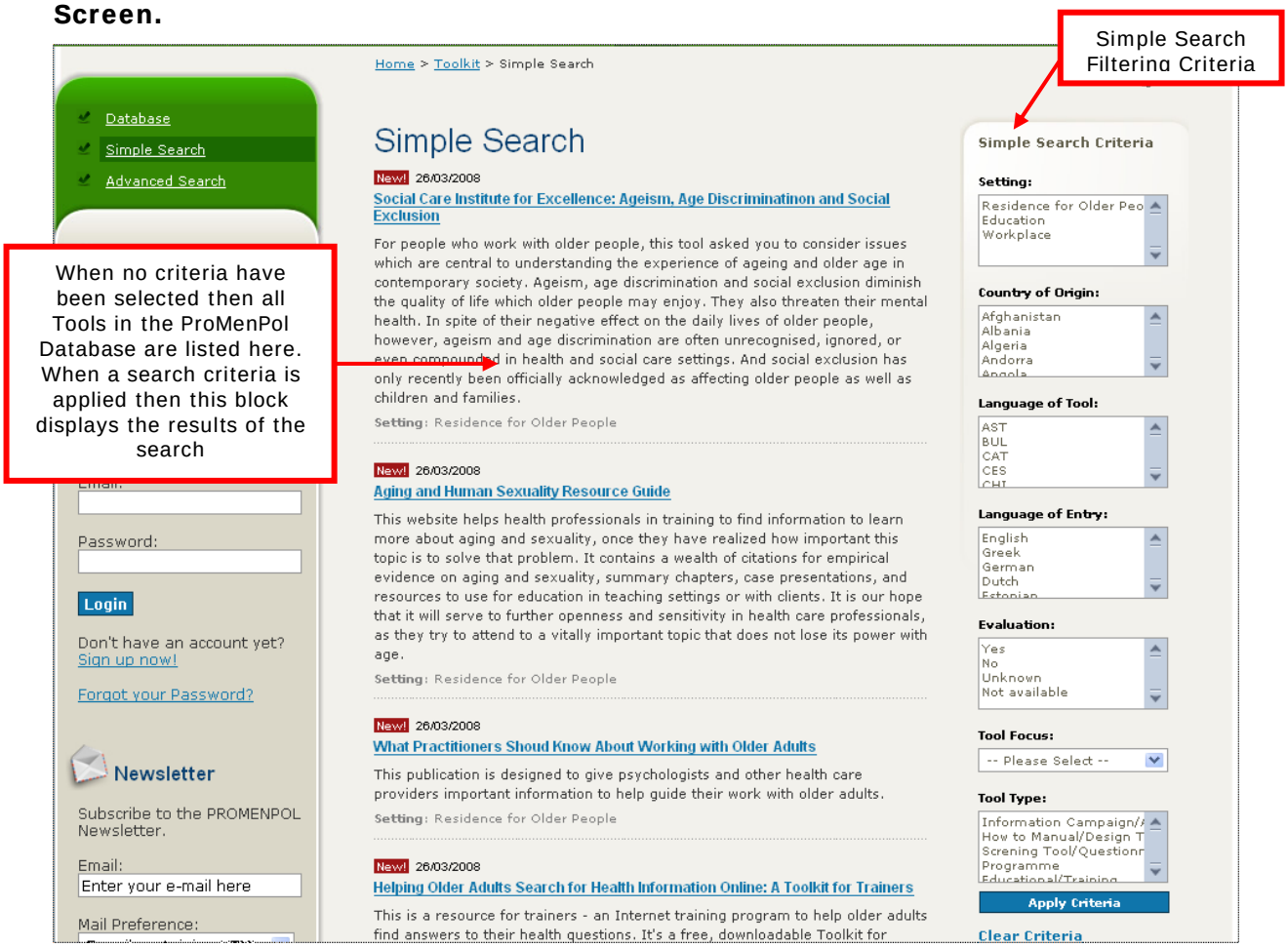


Figure 8: Simple Search Screen

The Simple Search Screen is divided into two panels. The first panel lists All the Tools in the ProMenPol Database regardless of which language they are in. Whereas the second panel provides the Simple Search Criteria.

In order to carry out a Simple Search on the Database – users can select their Search Criteria based on: **Setting, Country of Origin, Language of the Tool, Evaluation, Tool Focus and or Tool Type.** Then **[Click] Apply Criteria** to start the search.

PLEASE NOTE: All Search Filters are Multi-Selects, meaning that you can select more than one field by pressing and holding the control key (CTRL) and then clicking on your selection. The only exception is Tool Focus from where you can select one option.

For example if a user wishes to retrieve all **Workplace tools** – they simply **[Click]** the **Workplace Setting** option. Once a search criteria has been entered – simply **[Click] Apply Criteria** at which point the results of the search will be displayed in the middle section of the page.

1.5.2 Carrying out an Advanced Search

To access the **Advanced Search** – access the **Database Page** and **[Click]** the **Advanced Search Link.** Once accessed the following introduction screen will appear.

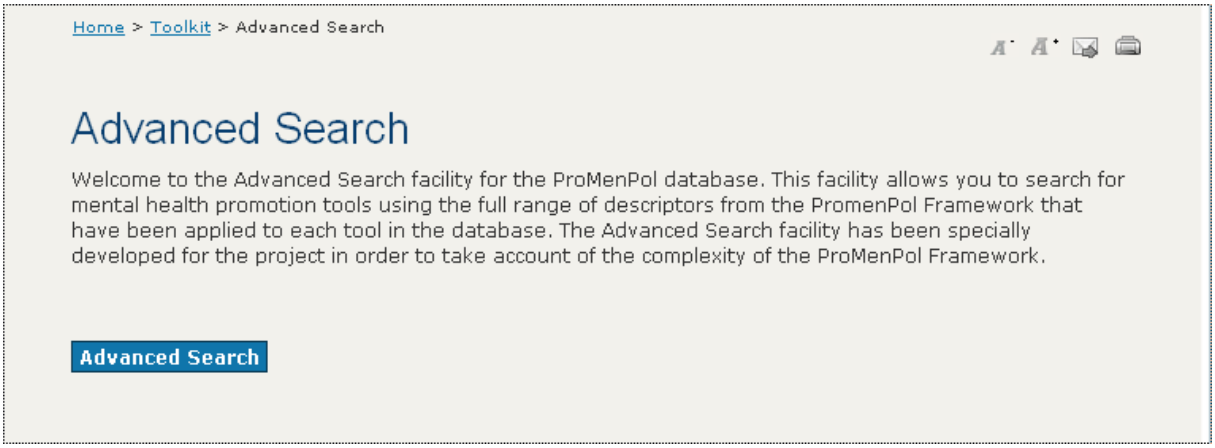


Figure 9: Advanced Search Introductory Screen

To access the Advanced Search – [Click] the Advanced Search button. This action will result in the following screen appearing

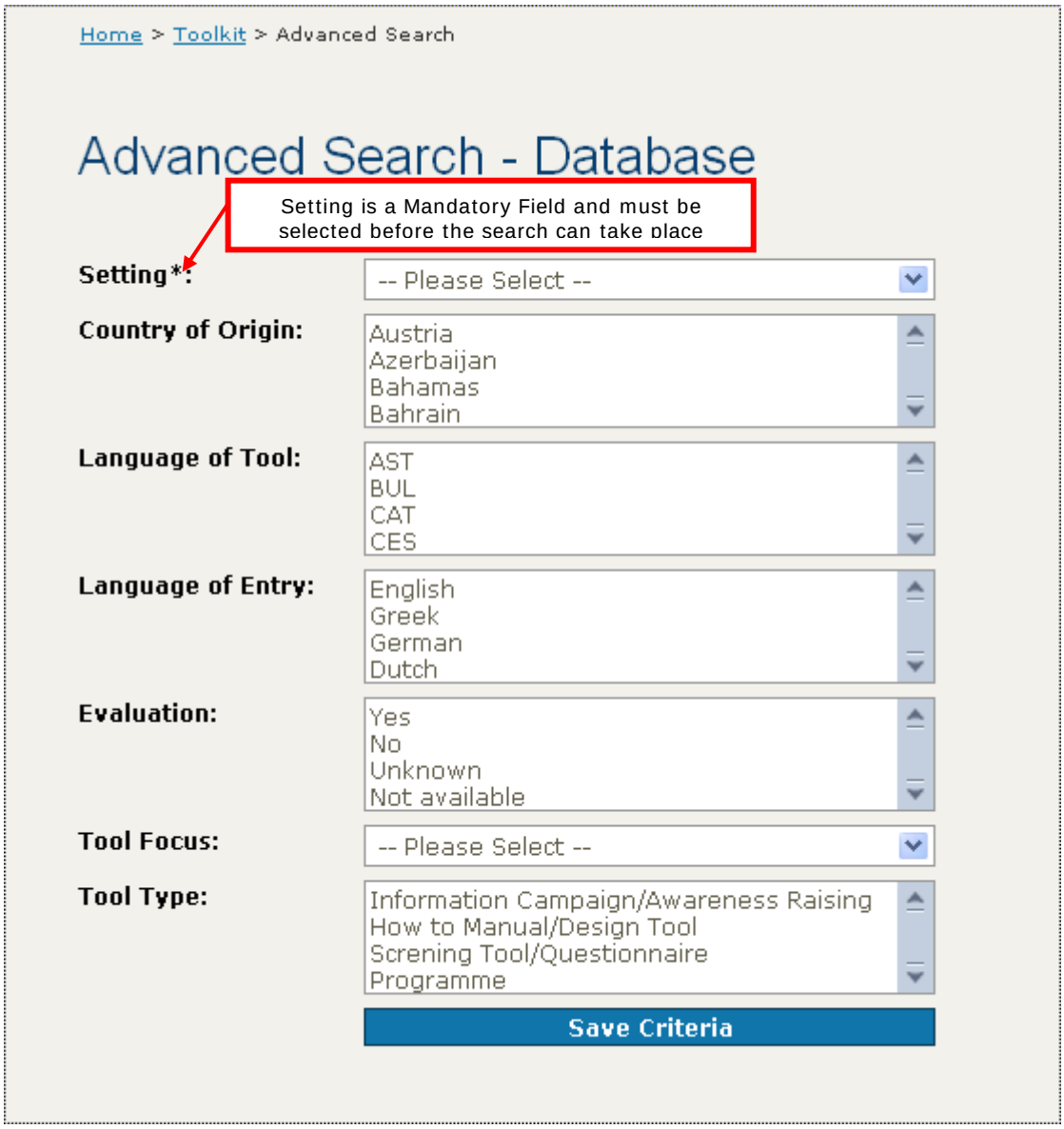


Figure 10: Stage 1 - Advanced Search Screen

Using the Advanced Search facility takes place in two stages:

Stage 1:

The first stage request users to select their search terms from the lists of meta-data. Users may select as many or as few search terms that are of interest to them.

PLEASE NOTE: All Search Optsion are Multi-Selects, meaning that you can select more than one field by pressing and holding the control key (CTRL) and then clicking on your selection. The only exception is Tool Focus from where you can select one option.

The **Setting** field has an asterisk next to it indicating that this is a mandatory field. It must be completed in order for the search to take place.

Upon completion of the selection **[Click]** on the **Save Criteria** button. This action completes the first stage of the search process and enables the next screen to appear.

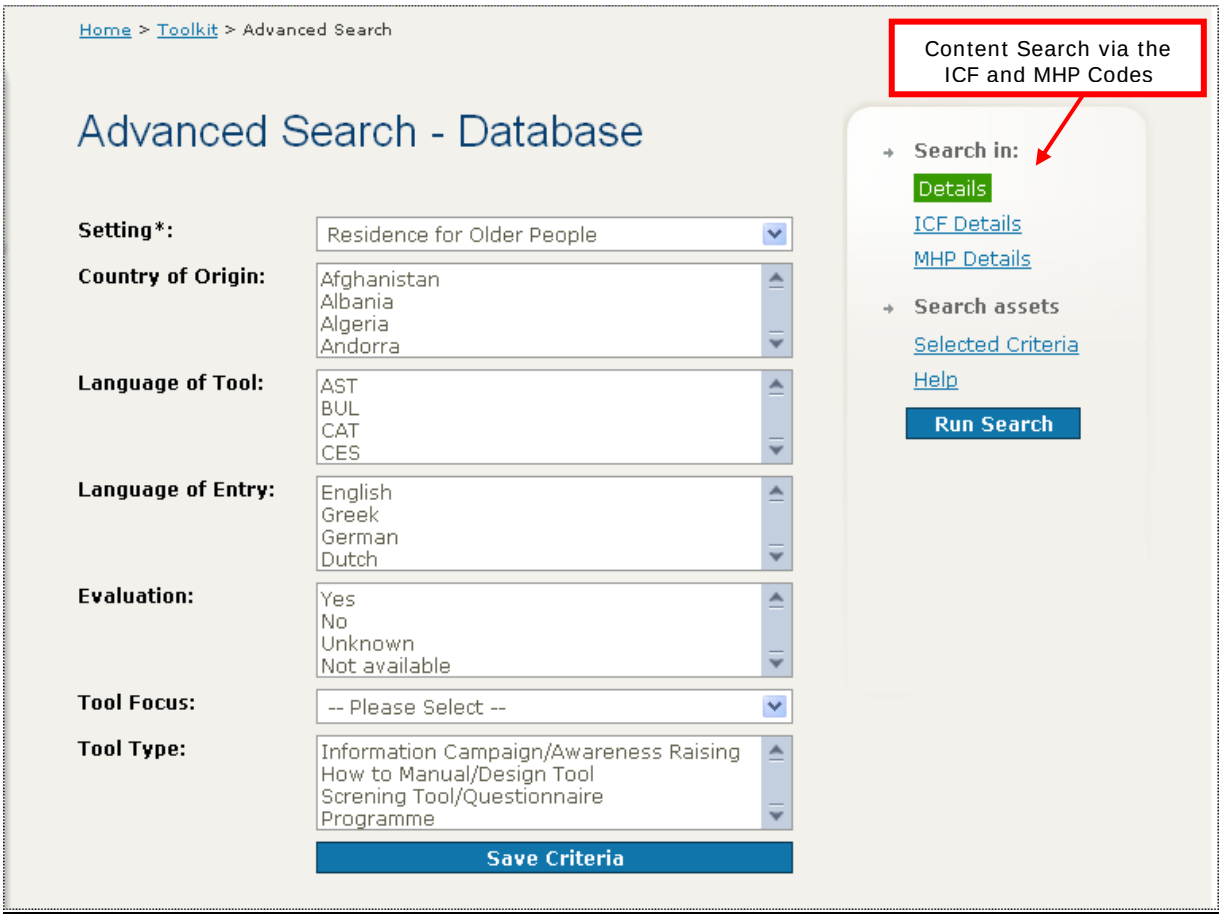


Figure 11: Stage 2 - Advanced Search Screen

Stage 2:

In this second stage, users can now search the database for tools with specific content of interest to them.

In the panel on the right hand side of the screen, two buttons can be used to search for content. The first of these (ICF details) classifies each of the tools according to the International Classification of Functioning System developed by the World Health Organisation. The second of these (MHP details) classifies tools according to a mental health promotion framework developed by the ProMenPol team.

Users can **[Click]** on either or both of these buttons to search for tools with specific content of interest. When doing so, they will be presented with set of screens that allow them to explore areas of interest.

Figure 12: Selecting Content Area Screen

Note: By **[Clicking]** on the terms within the ICF and MHP classifications, users can explore a range of content areas of interest to them. To select terms of interest to incorporate in the Advanced Search results, simply **[Click]** the **EDIT** button next to each item. This action will allow users to place a tick against the search items of interest. For a full explanation of the **ICF and MHP Classifications [Click]** the **Help button**.

After having selected each search term of interest, **[Click]** the **Save Criteria** button at the end of the list of terms. This action allows each search criterion entered to be saved. By doing so the panel on the right hand side is updated indicating how many search terms have been selected.

In order to view all selected advanced search criteria **[Click]** the **Selected Criteria** button in the right hand panel. This action will display a full listing in the following format.

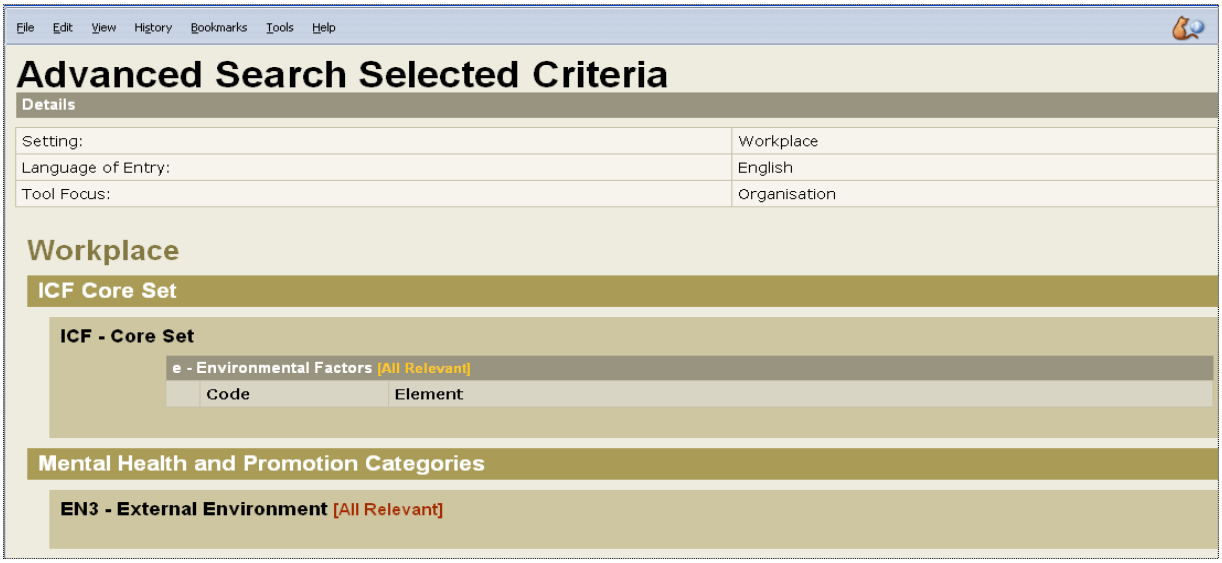


Figure 13: Advanced Search Selected Criteria

When all of the search terms required for the search have been selected **[Click]** the **Run Search** button on the right hand panel in order to execute the advanced search.

1.5.3 Carrying out a Free Text Search

In addition to the Database Simple Search and Advanced Search – the ProMenPol website offers users the possibility to carry out a **Simple Text Search**. This search is available form all pages within the ProMenPol Website and is located on the left side of the screen.

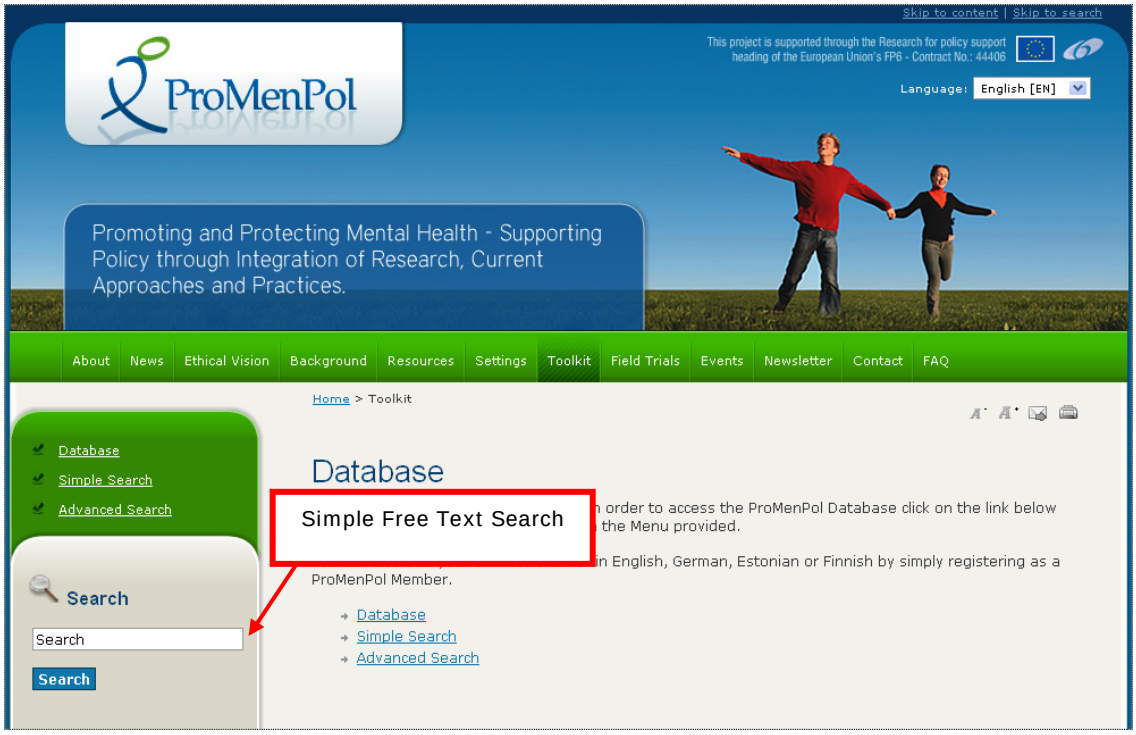


Figure 14: ProMenPol Free Text Search

To execute a Free Text Search simply enter the text required in the text box and **[Click] Search**. This action will result in the following page appearing.

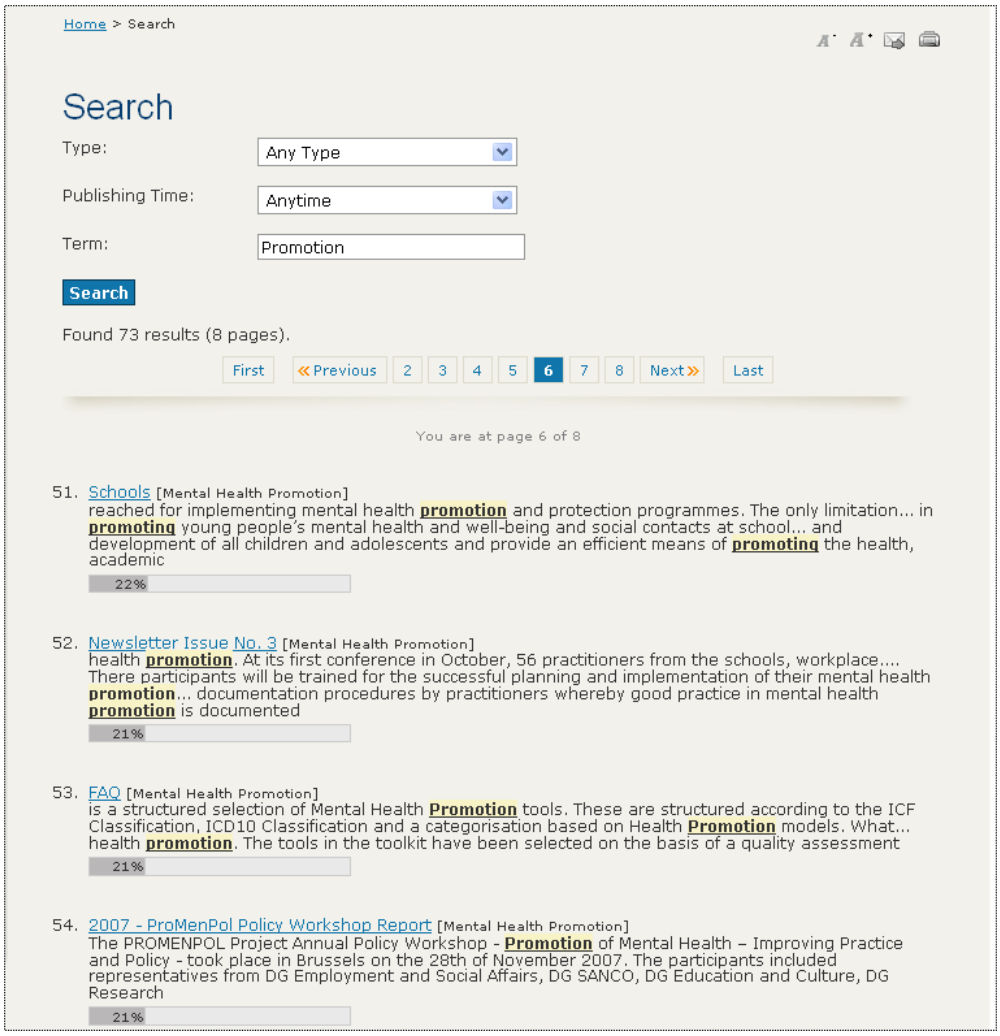


Figure 15: ProMenPol Free Text Search – Results Screen

The purpose of this page is to not only display the results but also to enable the user to restrict the search to any page within the ProMenPol website.

To restrict the search to a certain page within the ProMenPol website select from the options provided in the **Type – pull down menu**. Information provided in this pull down menu corresponds to a page within the ProMenPol website – this correspondence is presented in the Table below.

Table 1: Type vs ProMenPol Website Pages

Type	ProMenPol Website Page
Any Type	Any page within ProMenPol Website
Bibliography Item	Bibliography Page
Event Item	Events
Forum Item	Forums
Link Item	Links
News Item	News

Type	ProMenPol Website Page
Newsletter Item	Newsletter
Project Item	Projects
ProMenPolLibrary Item	ProMenPol Library
Policy Document Item	Policy Documents
Tool Type	Toolkit

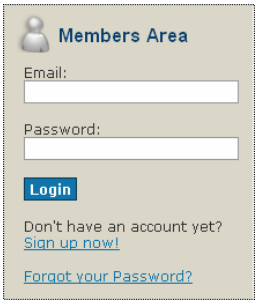
In addition to limiting the Free Text Search to a specific page in ProMenPol users have the possibility to also restrict the search to the time the item was published via the **Publishing Time - pull down menu.**

Once all the search options have been entered simply **[Click] Search** to execute the required search.

1.6 Adding and Managing Your Own Tools

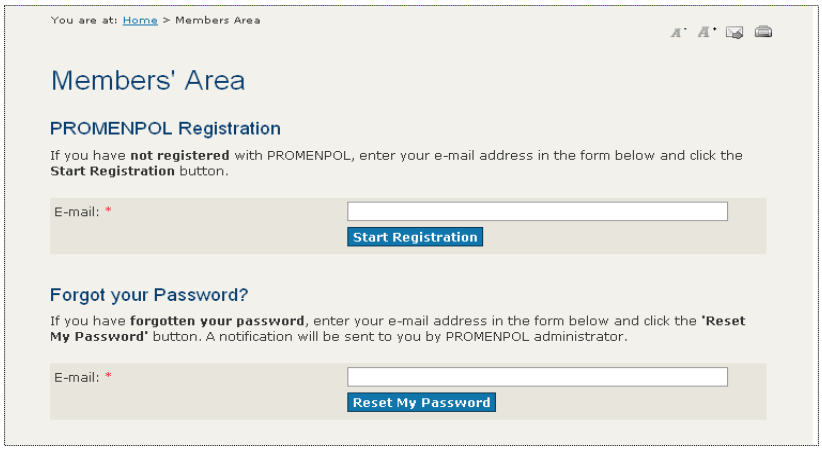
Within the ProMenPol Database users have the possibility to add and manage their own Tools. In order to do so however, users must register as Members of the ProMenPol Website. The registration process is briefly described below.

1.6.1 Becoming a Member of ProMenPol



In order to become a ProMenPol Member users must sign up using the **Sign up Now!** link provided on the left side of the screen – just below the **Login** button in the **Members Area**.

Once accessed, users are provided with the **Members Area PROMENPOL Registration** screen which requests the users email address for verification purposes and the commencement of the Registration Process.



Once a valid email is entered and the Start Registration Button is **[Clicked]** users are provided with the following **Members Profile Screen.**

PLEASE NOTE: When the Start Registration Button is [Clicked] an email notification will be automatically sent to the user's email along with their Members Password.

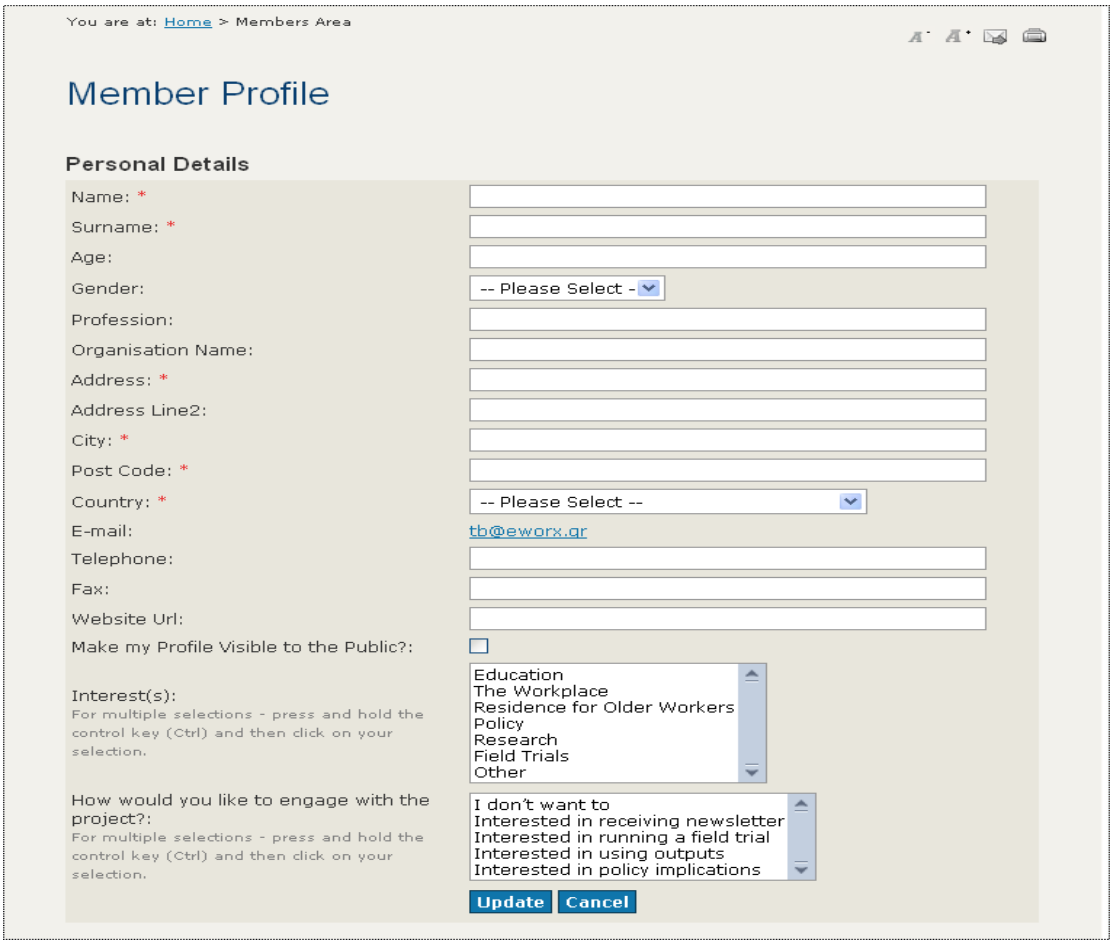


Figure 16: ProMenPol Members Profile Screen

The Members Profile Screen asks users to complete basic information about themselves and the respective organisation that they represent. Additionally, questions about how they would like to engage with the project are asked as is the privacy question **Make My Profile Visible to the Public?**

Once the registration process is completed users may then login using the **Members Area Login Screen** and begin to add their Tools to the ProMenPol Database.

1.7 Adding Tools to the ProMenPol Database

Adding a New Tool to the ProMenPol Database is a three step process which is described below. The process is initiated by accessing the Database Menu and **[Clicking] Add a New Item.** This action will take the user directly to Step 1 the Tool Information Screen

1.7.1 Step 1: The Tool Information Screen

The **Tool Information Screen** enables users to enter/edit basic information about the tool they wish to add to the ProMenPol Database. This information concerns generic information such as the name of the tool, its description, contact details of the tools owners etc.

An example of the Tool Information Screen is presented below.

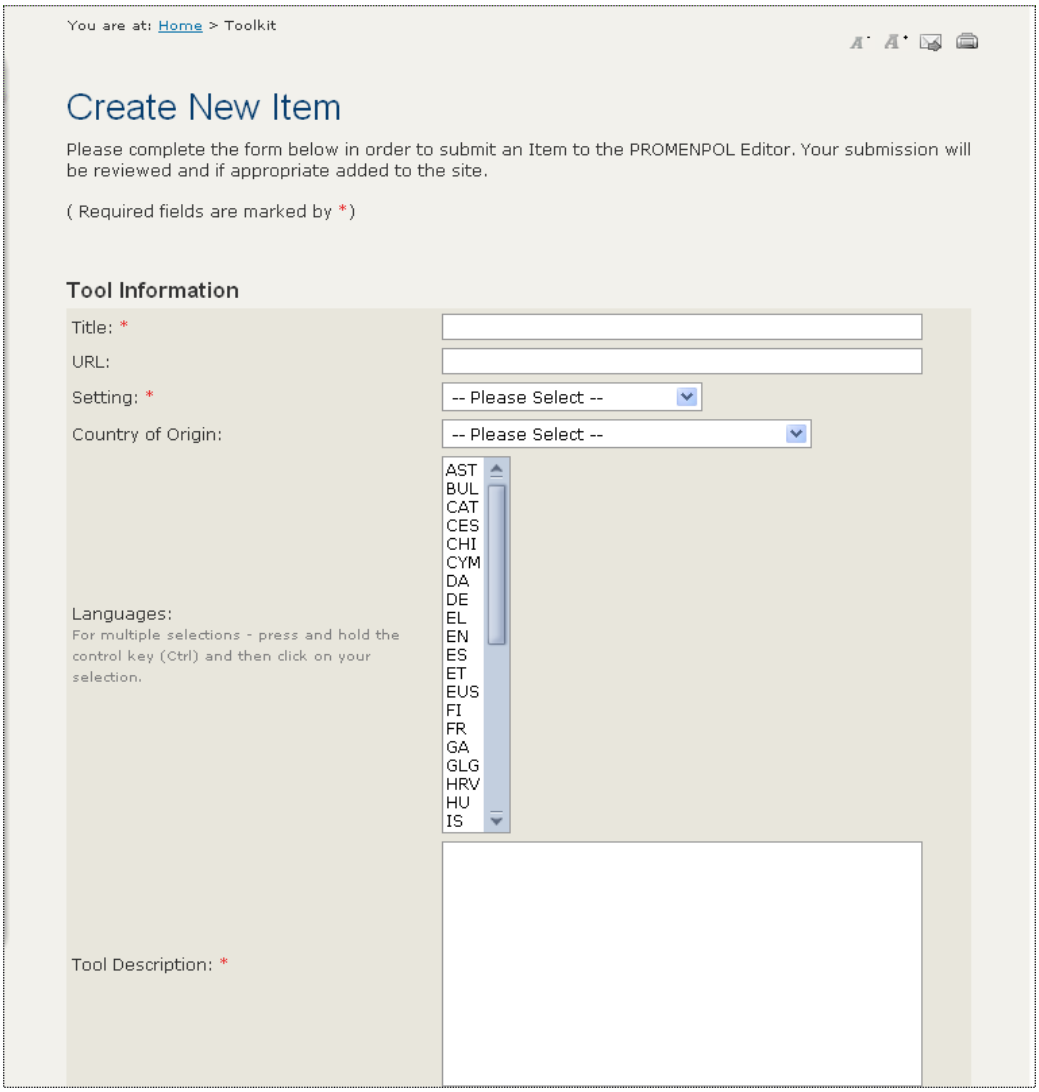


Figure 17: Database Metadata Screen

Once all the basic details have been entered **[Click]** the **CREATE** Button in order to create the tool in the ProMenPol Tools Database.

Once the Tool has been created users will be returned to the **Database Screen** where the entered tool will now be listed in the list of tools provided. Additionally, an **Edit** button will appear which will enable users to Edit/Manage their entered tool.

Figure 18: Database Listing Screen

The **Edit** button will return users to the **Tool Basic Information Screen** which will now be displayed with the sub-menu displaying the ICF and MHP Details.

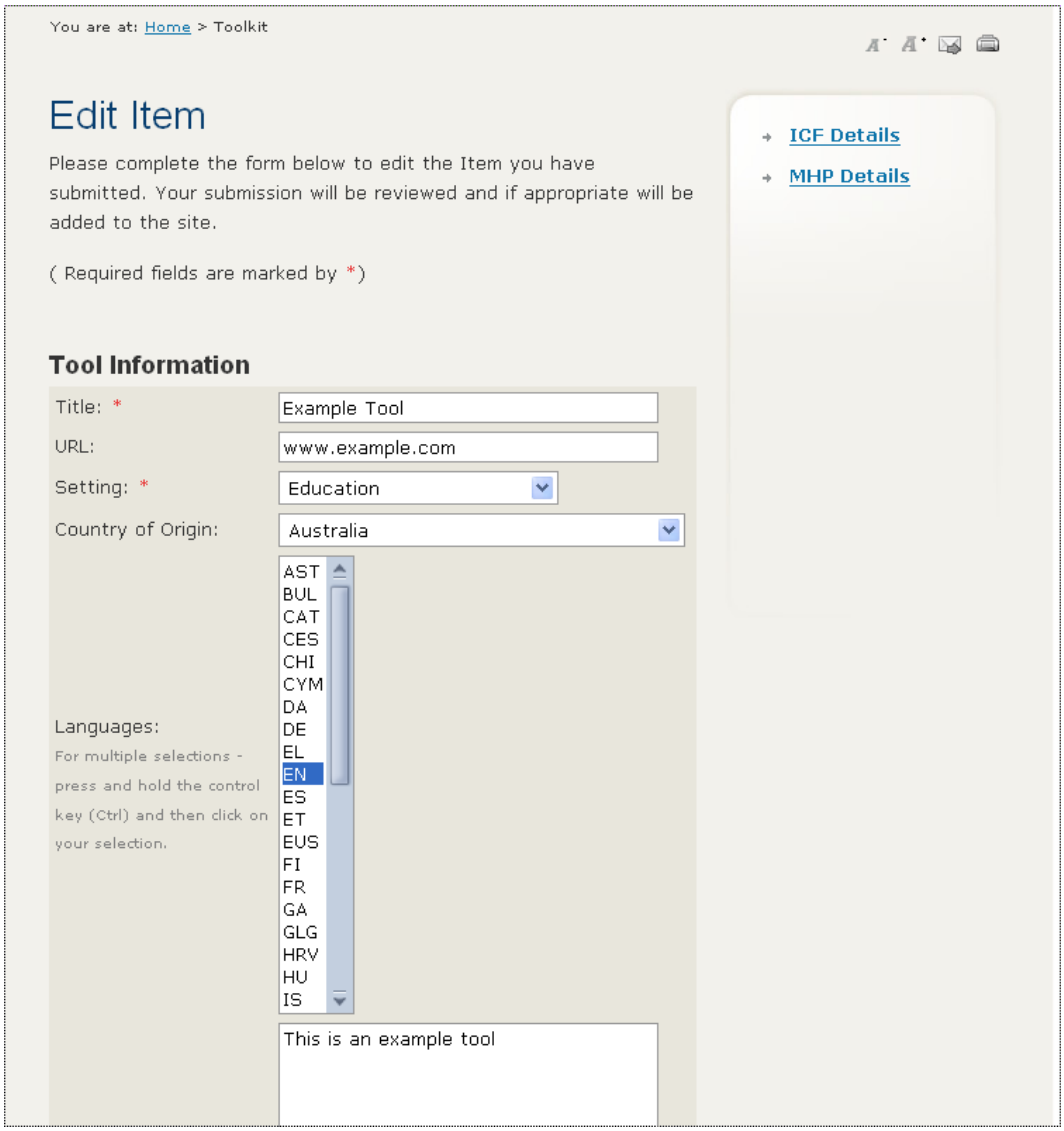


Figure 19: Database Edit Metadata Screen

Within this screen users now have the possibility to add/edit Tool Information in addition to adding/editing ICF and MHP Details.

1.7.2 Step 2: Creating ICF Core Set Details

In order to add or edit ICF Core details **[Click]** the **ICF Details** option from the sub-menu provided. Once accessed the following screen will be displayed.

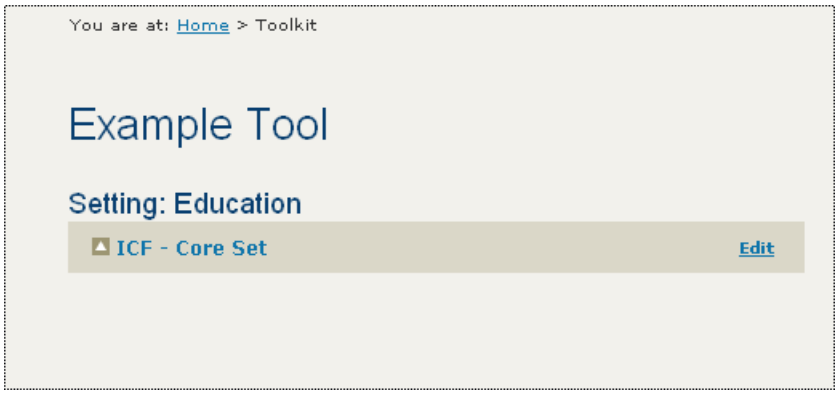


Figure 20: ICF Details Screen 1

To access all the possibilities associated with the ICF Core Set **[Click] ICF - Core Set.** This action will result in the following screen appearing.

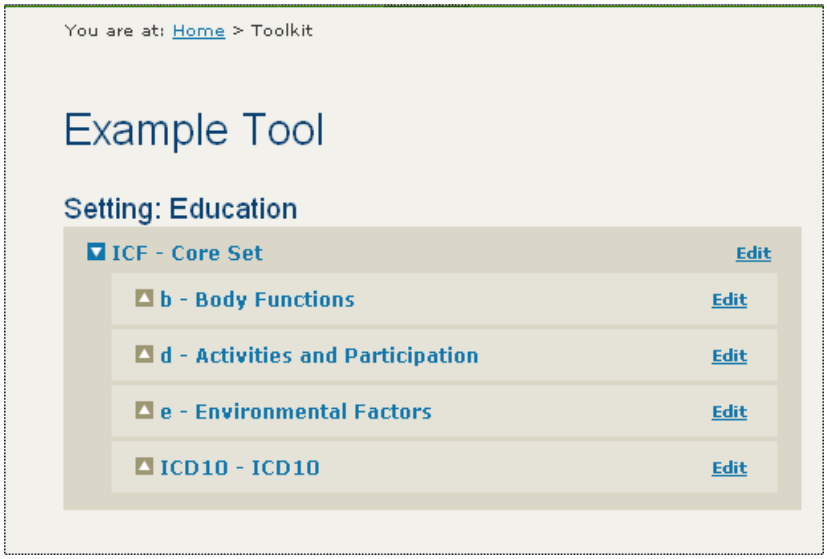


Figure 21: ICF Details Screen 2

To access all the possibilities associated with the **ICF Core Set - b Body Functions** for instance **[Click] b - Body Functions** which will result in the following screen appearing.

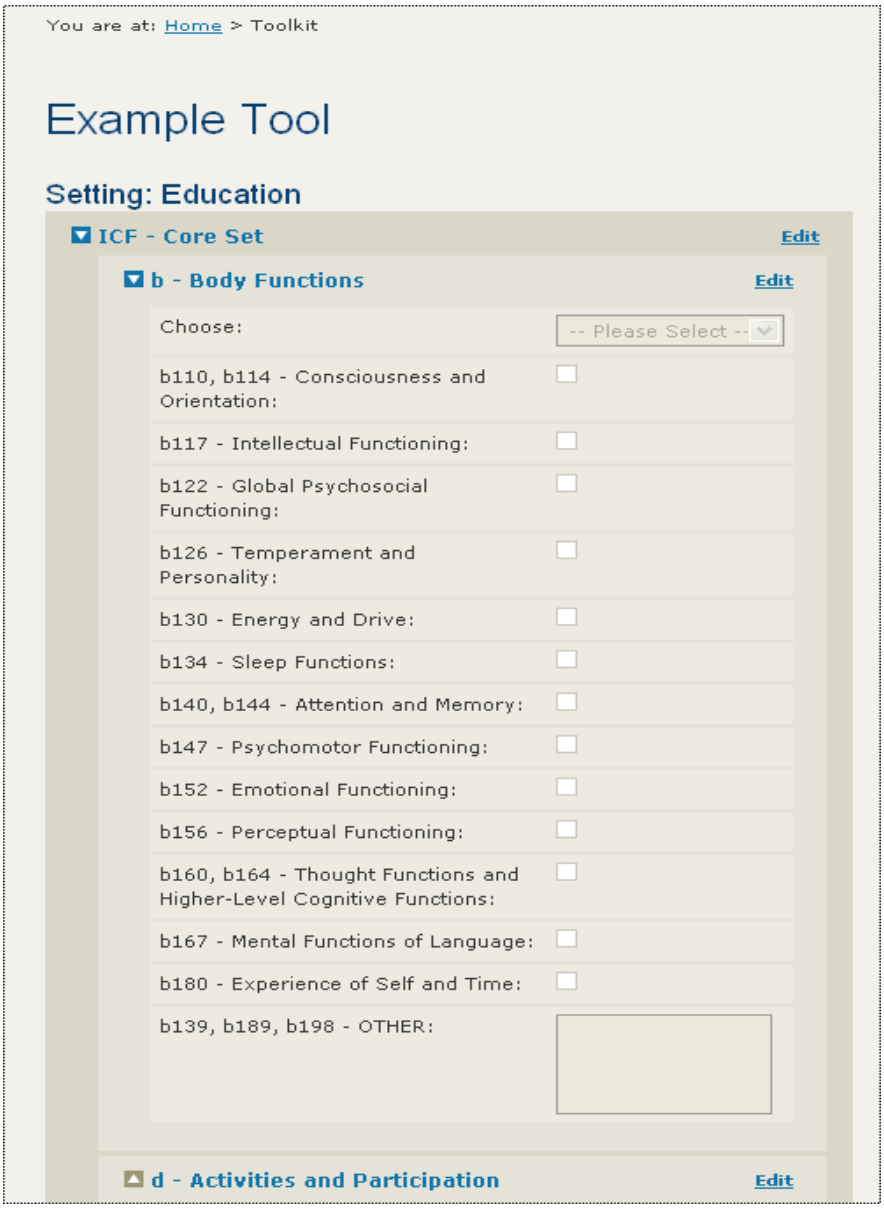


Figure 22: ICF Details Screen 3

From within each of the screens presented above users have the option to enter ICF Details associated with their tools by **[Clicking]** the associated **Edit** Button. Once **[Clicked]** the options available are activated and the user is able to select from a pull down menu, tick or add comments in relation to a specific Core Set Item for a specific tool. An example is provided in the following screen.

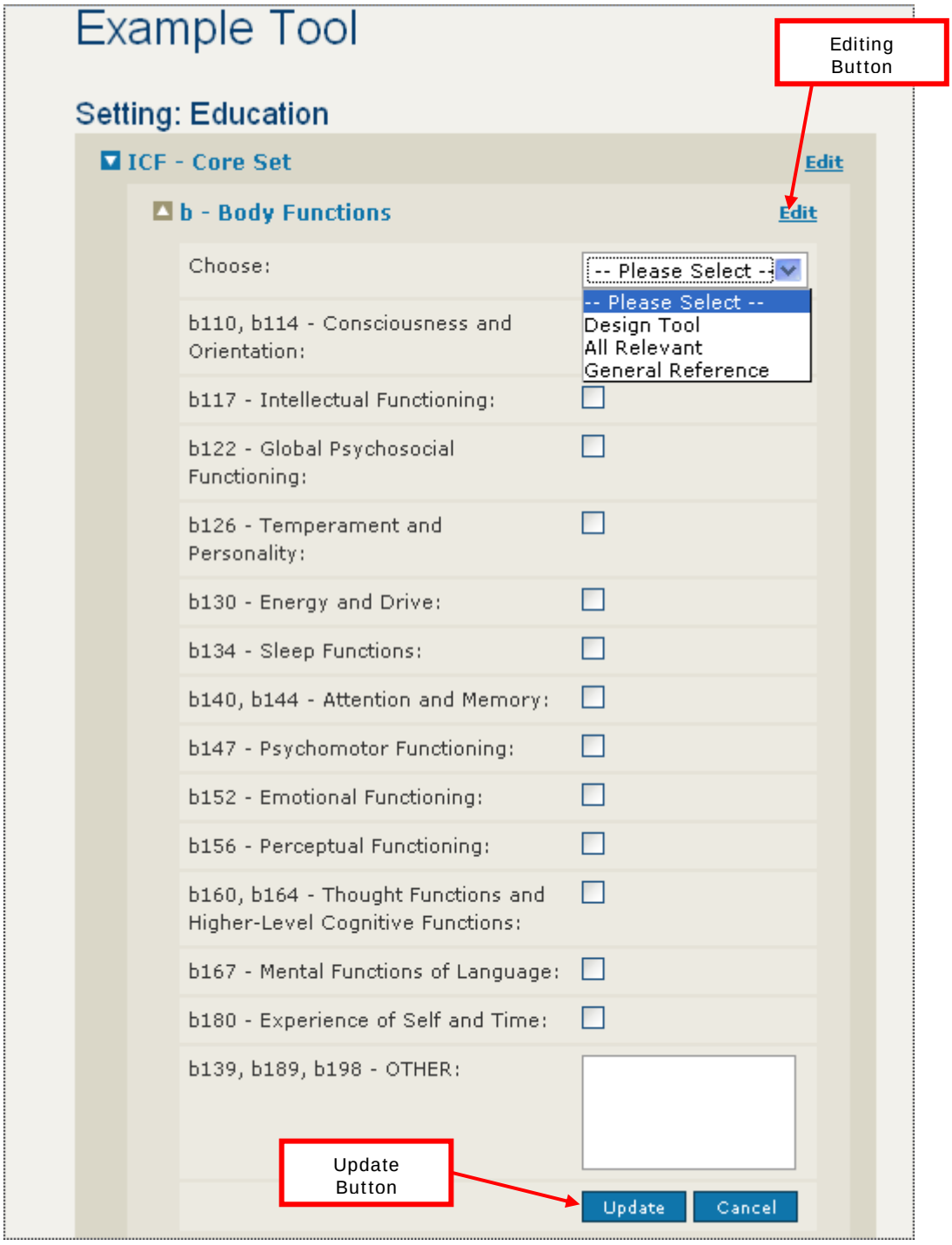


Figure 23: ICF Details Screen 4

PLEASE NOTE: Once the edit process is completed the Update Button must be [Clicked] in order to save the results entered. Failure to do this will result in a loss of data.

The process described above is applicable to all the items associated with the ICF Core Set.

1.7.3 Step 3: Creating MHP Details

In order to add or edit MHP Details **[Click]** the **MHP Details** option from the sub-menu provided. Once accessed the following screen will be displayed.

Figure 24: MHP Details Screen 1

To access all the possibilities associated with one of the **MHP Codes [Click]** the code required**. In this example OR 1 – Policies is [Clicked]** and the following screen appears.

Figure 25: MHP Details Screen 2

This example reflects all the codes associated with Policies. To access an individual Policies Code such as **Or11 – Health and Safety Policy [Click]** on the respective code. This action will result in the following screen appearing.

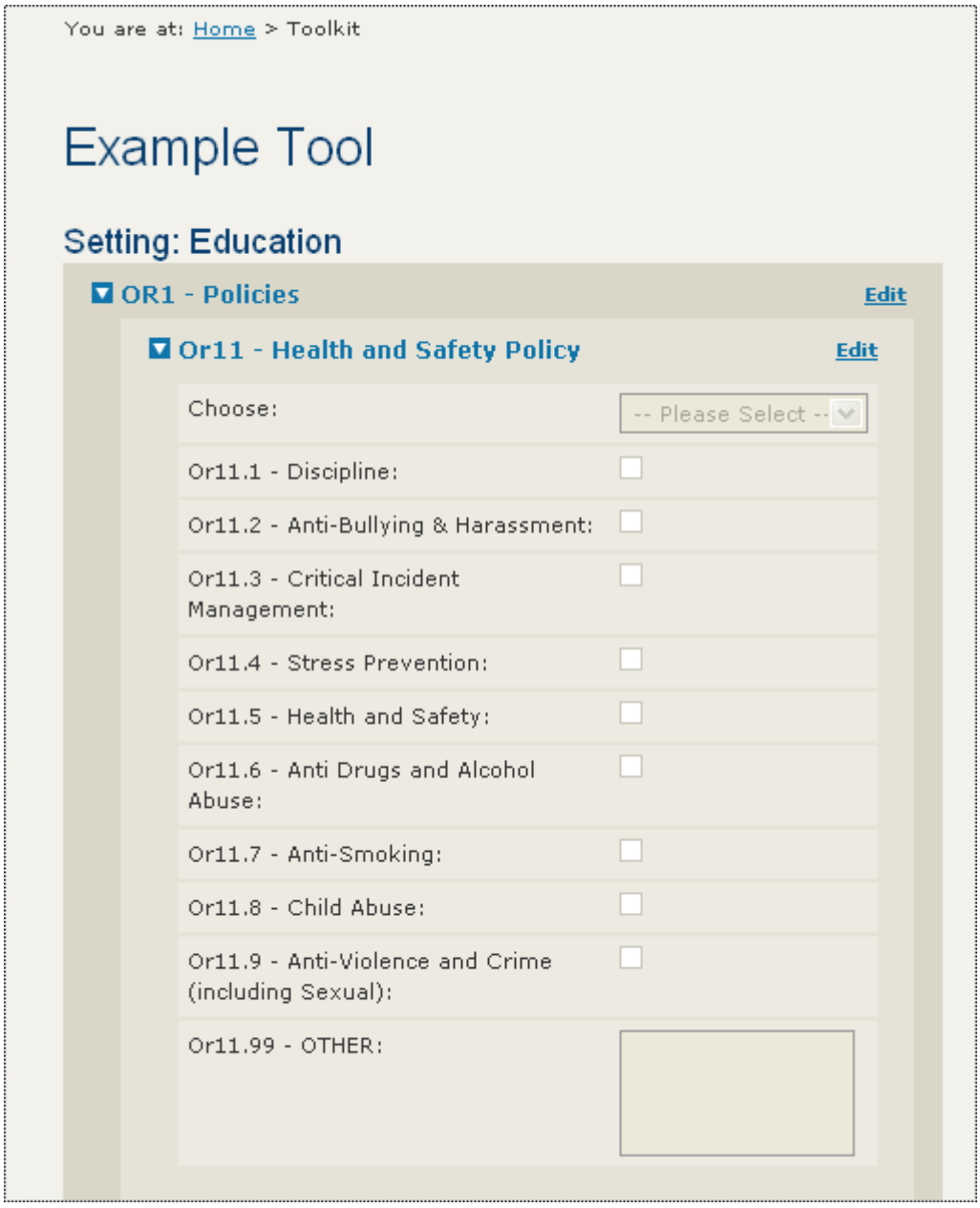


Figure 26: MHP Details Screen 3

From within each of the screens presented above users have the option to enter MHP Details associated with their tools by **[Clicking]** the associated **Edit** Button. Once **[Clicked]** the options available are activated and the user is able to select from a pull down menu, tick or add comments in relation to a specific MHP Item for a specific tool. An example is provided in the following screen.

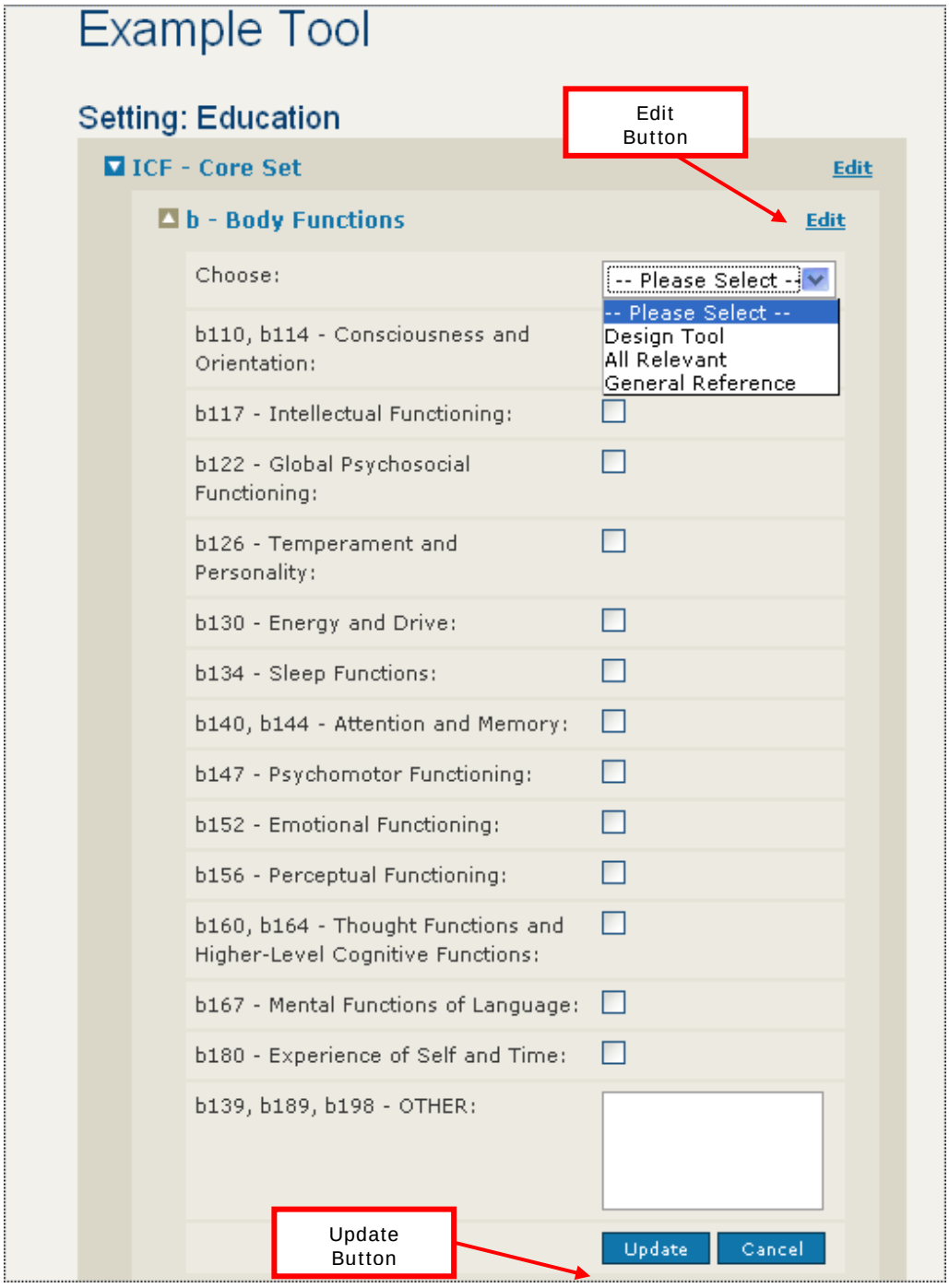


Figure 27: MHP Details Screen 4

PLEASE NOTE: Once the edit process is completed the Update Button must be clicked in order to save the results entered. Failure to do this will result in a loss of data.

PLEASE NOTE: Even though a tool may have been entered in the ProMenPol Database – it will not become immediately listed in the live website. The reason for this is that the ProMenPol editor will first review the tool and then make it live on the website.