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(\*) Action: I = Insert R = Replace C = Creation

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## 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](http://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.

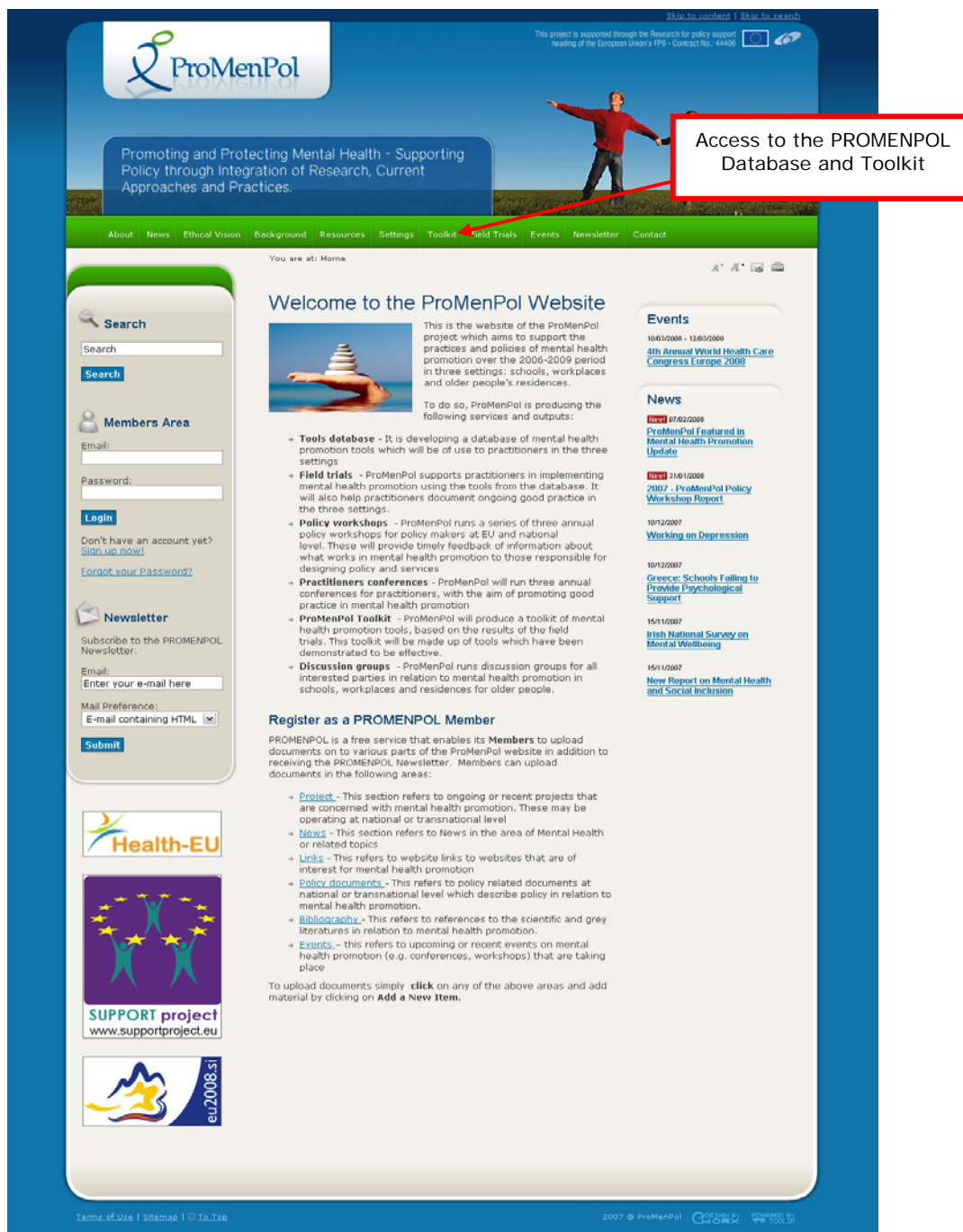
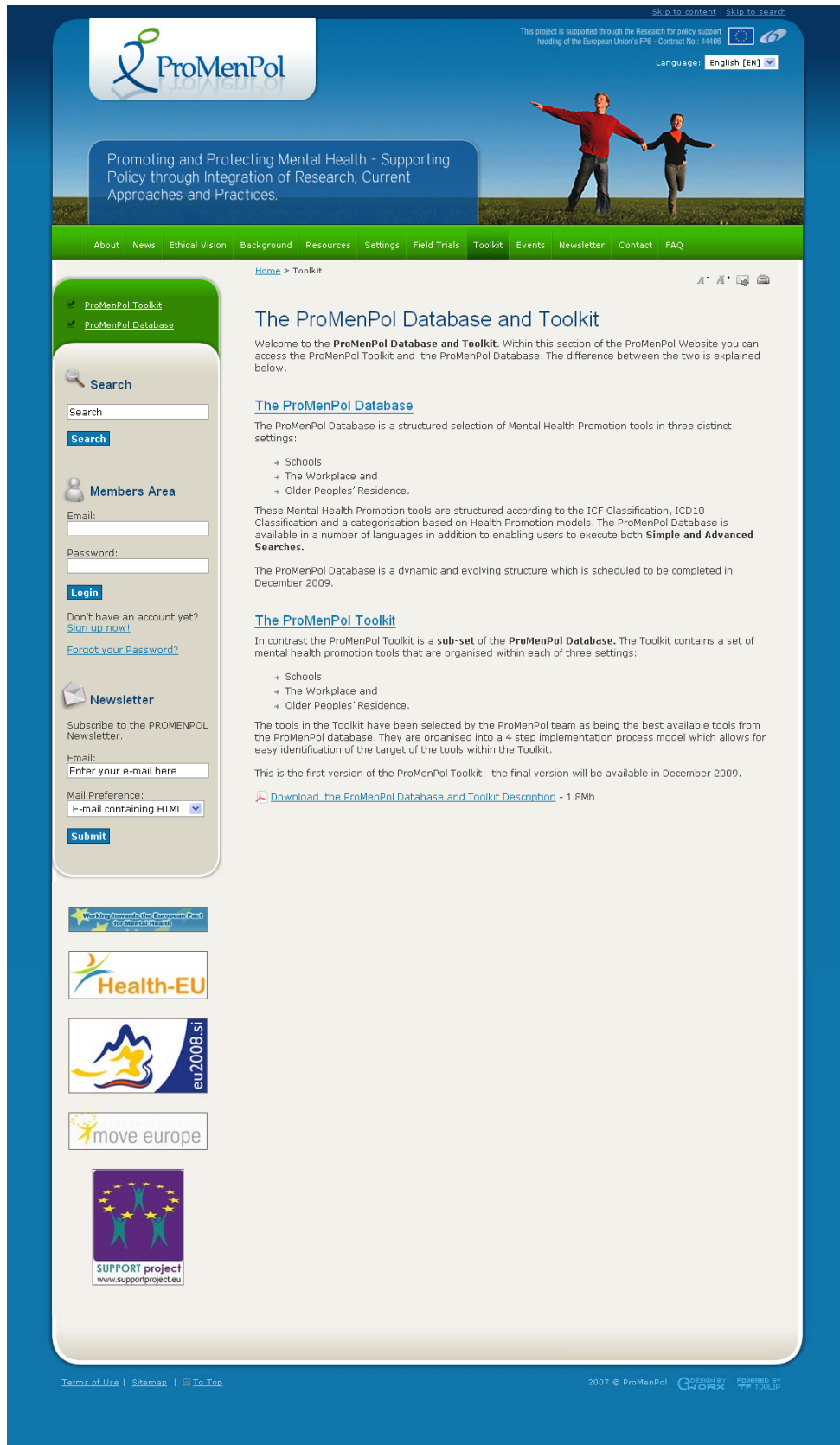


Figure 1: The ProMenPol Homepage

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



The screenshot shows the ProMenPol website interface. At the top, there is a navigation bar with links: About, News, Ethical Vision, Background, Resources, Settings, Field Trials, Toolkit, Events, Newsletter, Contact, and FAQ. The main content area is titled "The ProMenPol Database and Toolkit" and includes a welcome message, a search bar, a members area with login and registration options, and a newsletter subscription form. The page also features several logos at the bottom, including "Working towards the European Pact for Mental Health", "Health-EU", "eu2008.si", "move europe", and "SUPPORT project".

**ProMenPol**

Promoting and Protecting Mental Health - Supporting Policy through Integration of Research, Current Approaches and Practices.

[Home](#) > [Toolkit](#)

**The ProMenPol Database and Toolkit**

Welcome to the **ProMenPol Database and Toolkit**. Within this section of the ProMenPol Website you can access the ProMenPol Toolkit and the ProMenPol Database. The difference between the two is explained below.

**The ProMenPol Database**

The ProMenPol Database is a structured selection of Mental Health Promotion tools in three distinct settings:

- Schools
- The Workplace and
- Older Peoples' Residence.

These Mental Health Promotion tools are structured according to the ICF Classification, ICD10 Classification and a categorisation based on Health Promotion models. The ProMenPol Database is available in a number of languages in addition to enabling users to execute both **Simple and Advanced Searches**.

The ProMenPol Database is a dynamic and evolving structure which is scheduled to be completed in December 2009.

**The ProMenPol Toolkit**

In contrast the ProMenPol Toolkit is a **sub-set** of the **ProMenPol Database**. The Toolkit contains a set of mental health promotion tools that are organised within each of three settings:

- Schools
- The Workplace and
- Older Peoples' Residence.

The tools in the Toolkit have been selected by the ProMenPol team as being the best available tools from the ProMenPol database. They are organised into a 4 step implementation process model which allows for easy identification of the target of the tools within the Toolkit.

This is the first version of the ProMenPol Toolkit - the final version will be available in December 2009.

[Download the ProMenPol Database and Toolkit Description](#) - 1.8Mb

[Working towards the European Pact for Mental Health](#)

[Health-EU](#)

[eu2008.si](#)

[move europe](#)

[SUPPORT project](#)  
www.supportproject.eu

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**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:





[Skip to content](#) | [Skip to search](#)  
 This project is supported through the Research for policy support heading of the European Union's FP6 - Contract No.: 44406  
 Language: [English \[EN\]](#)


Promoting and Protecting Mental Health - Supporting Policy through Integration of Research, Current Approaches and Practices.


[About](#) [News](#) [Ethical Vision](#) [Background](#) [Resources](#) [Settings](#) [Field Trials](#) [Toolkit](#) [Events](#) [Newsletter](#) [Contact](#) [FAQ](#)

[Home](#) > [Toolkit](#) > ProMenPol Toolkit

 ProMenPol Toolkit

 ProMenPol Database

 Search


 Members Area

Email:

Password:

Don't have an account yet?  
[Sign up now!](#)

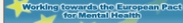


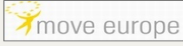

[Forgot your Password?](#)

 Newsletter

Subscribe to the PROMENPOL Newsletter.

Email:

Mail Preference: ☐ E-mail containing HTML

### Steps for Implementing Mental Health Promotion

[Step 1 - Preparation](#)

This step is about getting ready to embark upon a Mental Health Promotion initiative within an organisation.

[Step 2 - Needs Analysis and Planning](#)

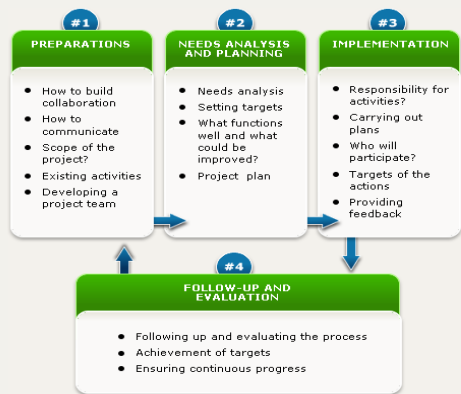
This step involves an analysis of the needs of the organisation and intended beneficiaries to identify priorities and planning a strategy to respond to identified needs.

[Step 3 - Implementation/Intervention](#)

The tools that are relevant to this step include tools that provide guidance on how to carry out plans and manage a project and instruments that are about intervening with people including Individual Assessments, Training and Development Tools, and programmes of promotion and prevention.

[Step 4 - Follow-Up and Evaluation](#)

This step is about measuring and evaluating the impact of initiatives which have been carried out and reviewing the implications for future action.



```

graph TD
    S1["#1 PREPARATIONS"] --> S2["#2 NEEDS ANALYSIS AND PLANNING"]
    S2 --> S3["#3 IMPLEMENTATION"]
    S3 --> S4["#4 FOLLOW-UP AND EVALUATION"]
    S4 --> S1
    
```

**#1 PREPARATIONS**

- How to build collaboration
- How to communicate
- Scope of the project?
- Existing activities
- Developing a project team

**#2 NEEDS ANALYSIS AND PLANNING**

- Needs analysis
- Setting targets
- What functions well and what could be improved?
- Project plan



**#3 IMPLEMENTATION**

- Responsibility for activities?
- Carrying out plans
- Who will participate?
- Targets of the actions
- Providing feedback

**#4 FOLLOW-UP AND EVALUATION**

- Following up and evaluating the process
- Achievement of targets
- Ensuring continuous progress

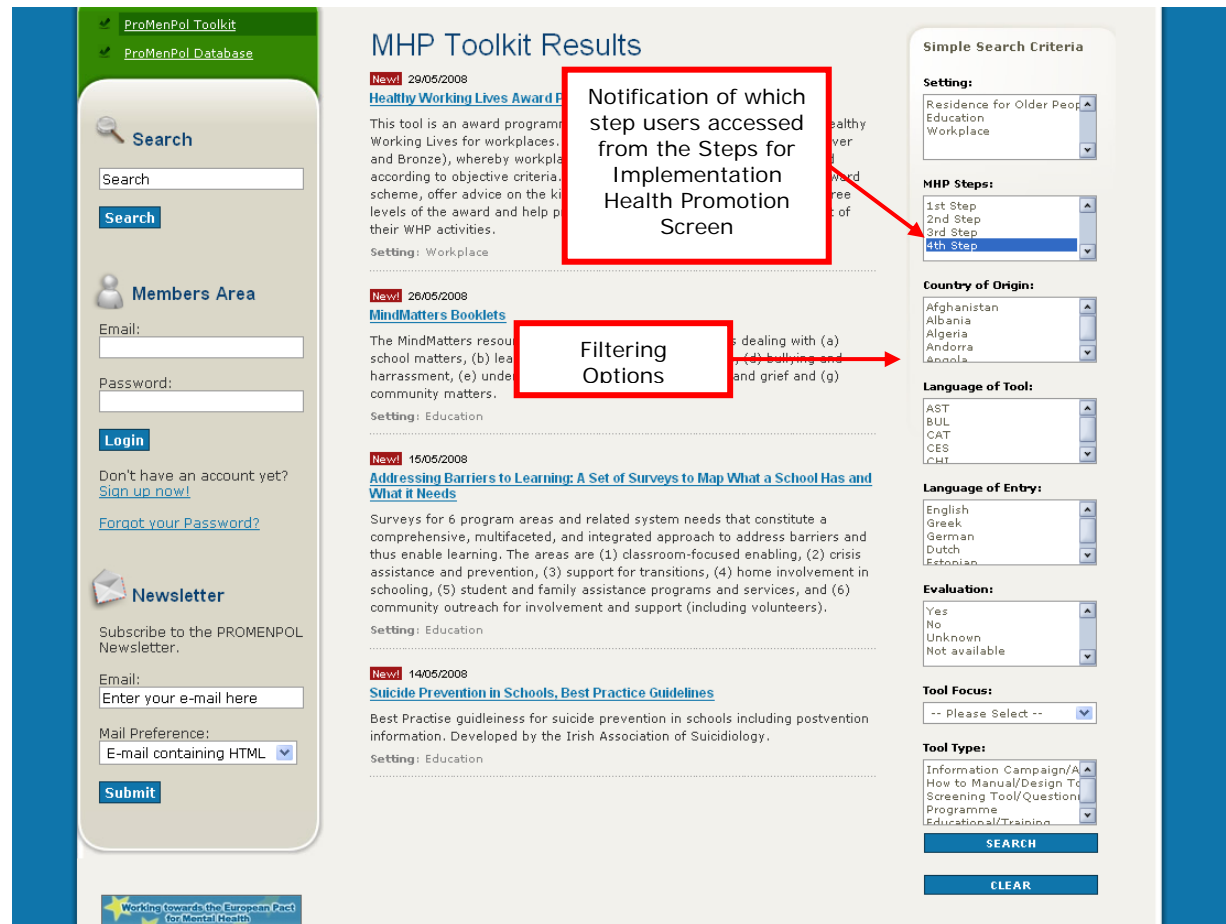
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This page provides users with an overview of the Four Steps associated with implementing Mental Health Promotion. In order to view tools associated with each of the 4 steps users have the option to either **[Click]** the link associated with the Step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

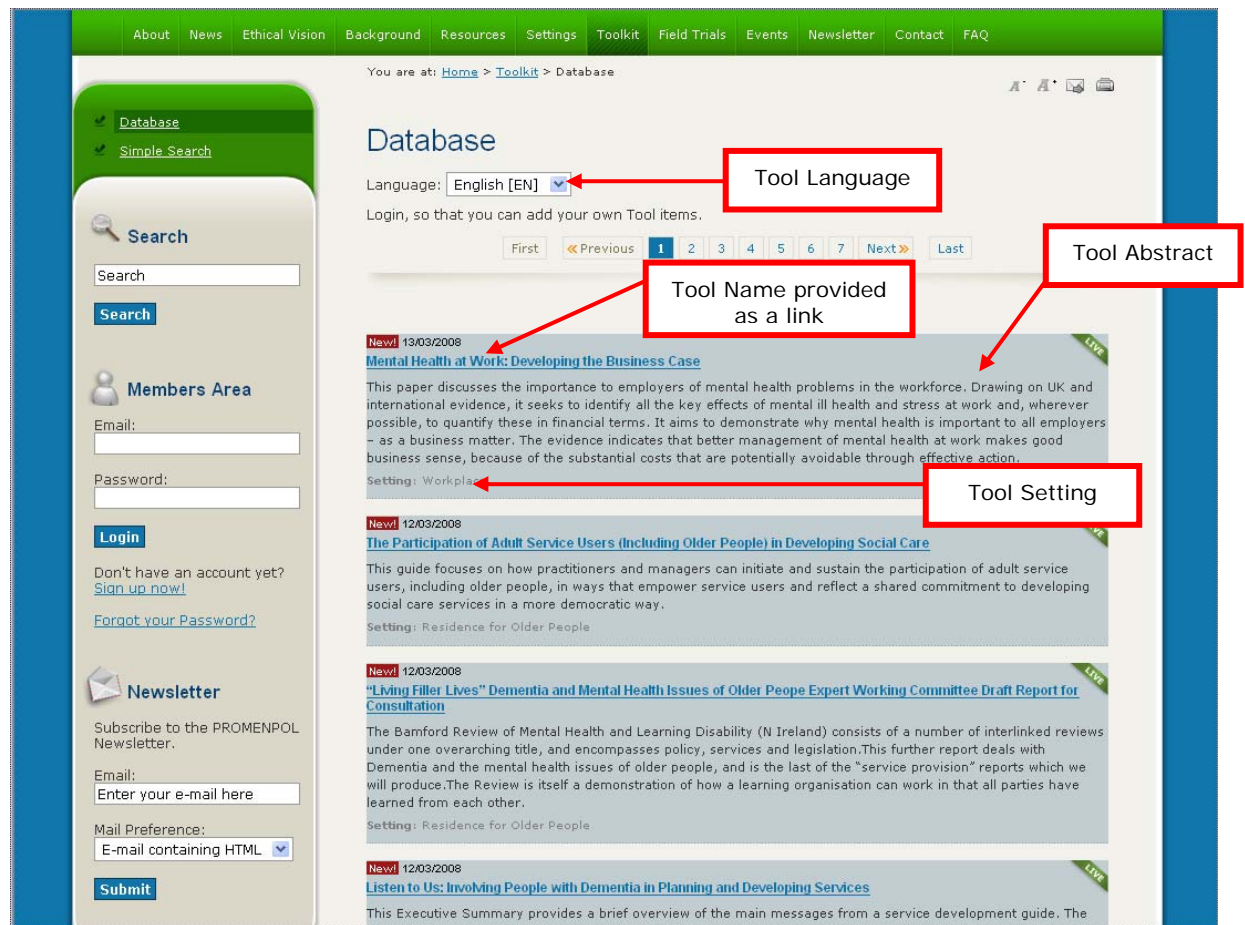
### 1.3 Accessing the ProMenPol Database

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).

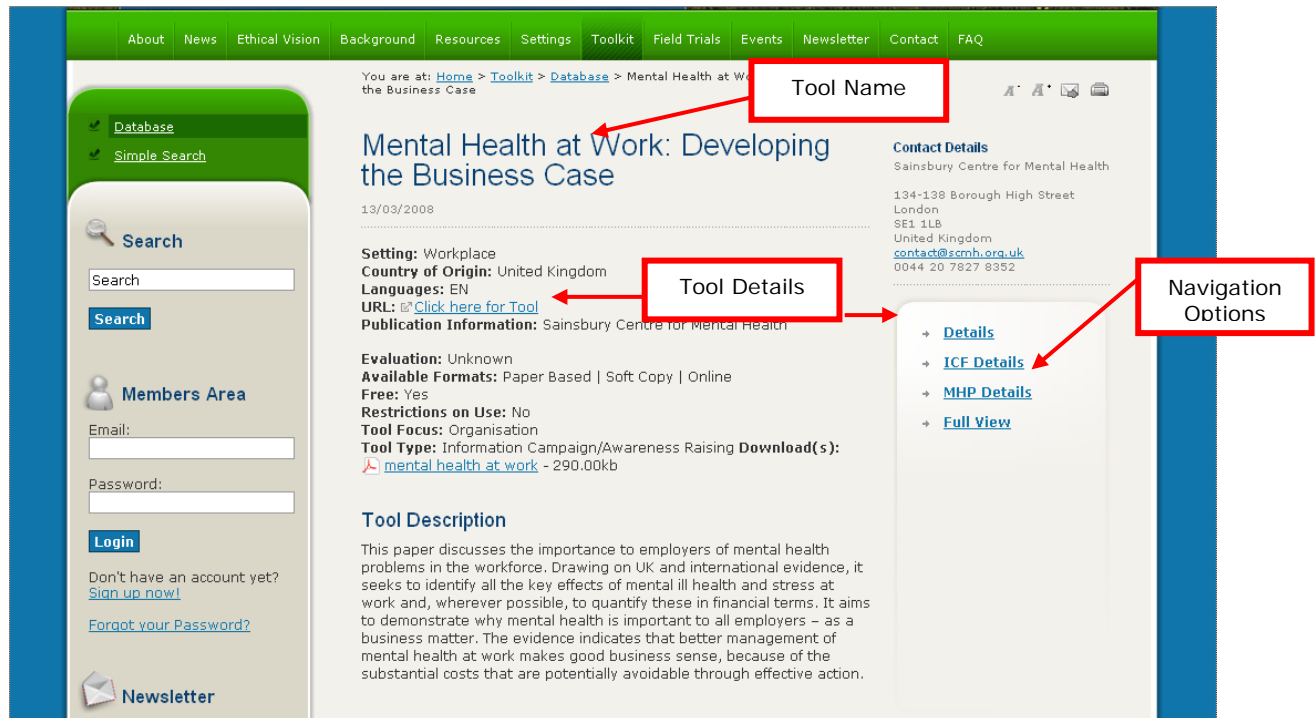


Figure 6: The Mental Health at Work: Developing the Business Case Homepage

## 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.

Full View	
<b>Tool Information</b>	
Title:	Mental Health at Work: Developing the Business Case
Setting:	Workplace
URL:	<a href="http://www.scmh.org.uk/pdfs/mental_health_at_work.pdf">http://www.scmh.org.uk/pdfs/mental_health_at_work.pdf</a>
Country of Origin:	United Kingdom
Languages:	EN
Tool Description:	This paper discusses the importance to employers of mental health problems in the workforce. Drawing on UK and international evidence, it seeks to identify all the key effects of mental ill health and stress at work and, wherever possible, to quantify these in financial terms. It aims to demonstrate why mental health is important to all employers – as a business matter. The evidence indicates that better management of mental health at work makes good business sense, because of the substantial costs that are potentially avoidable through effective action.
Evaluation:	Unknown
<b>Evaluation Description:</b>	
Available Formats:	Paper Based   Soft Copy   Online
Free:	Yes
Restrictions on Use:	No
Tool Focus:	Organisation
Tool Type:	Information Campaign/Awareness Raising
Download(s):	1. <a href="#">mental health at work</a> - 290.00kb
<b>Contact Details</b>	
Contact Name:	
Organisation Name:	Sainsbury Centre for Mental Health
Email:	<a href="mailto:contact@scmh.org.uk">contact@scmh.org.uk</a>
Telephone:	0044 20 7827 8352
Address:	134-138 Borough High Street London, SE1 1LB
Country:	United Kingdom

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

### 1.4.2 Tools in Other Languages

You are at: [Home](#) > [Toolkit](#) > Database

## Database

Language: English [EN] ▼

Login, so that you can add your own Tool items.

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

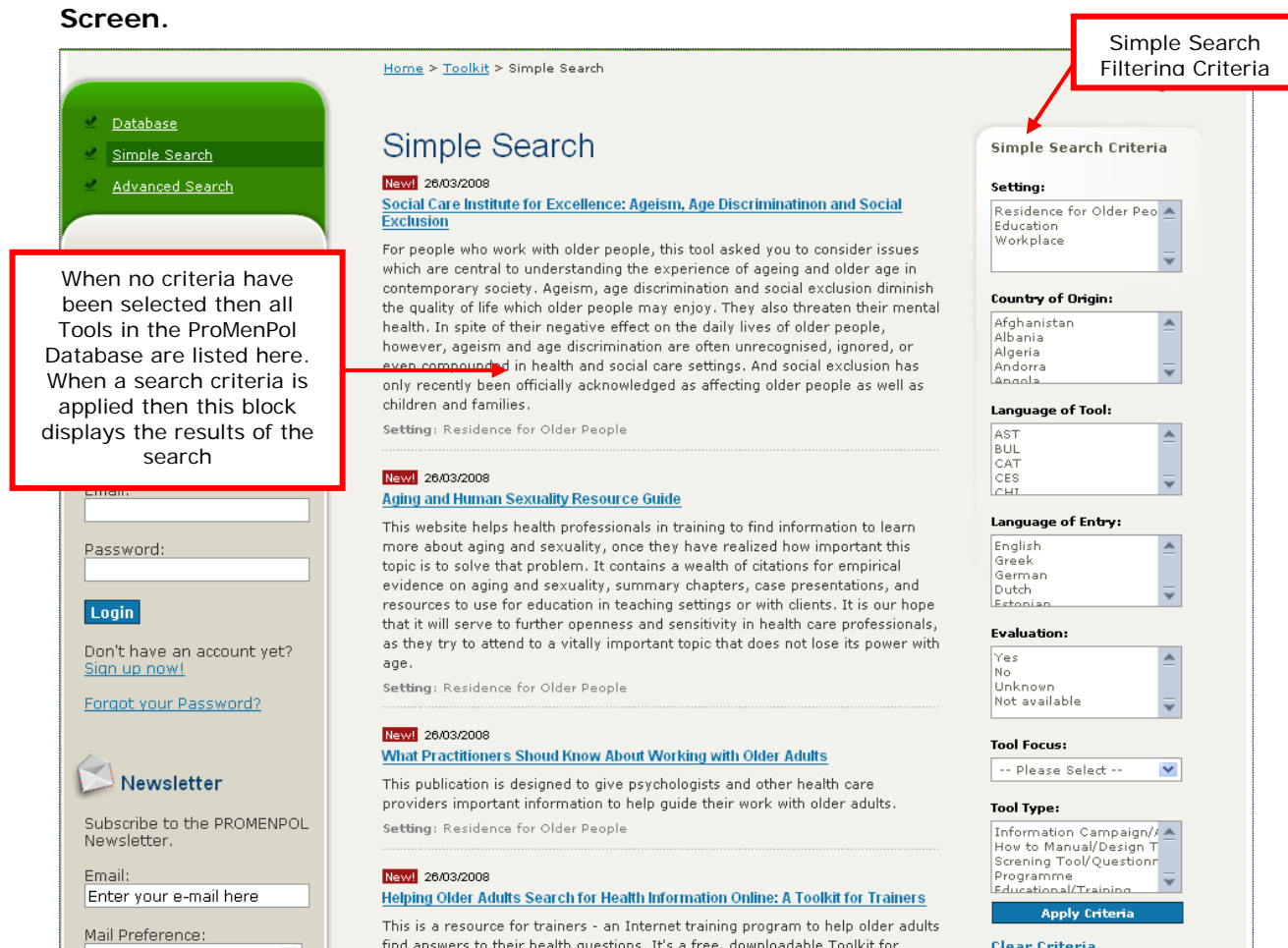
reviewing German Tools for instance, they would simply select German from the pull down menu provided. This option would take the user to the German Tools Section of the ProMenPol Website.

## 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 from the **The ProMenPol Database Page** by **[Clicking]** on the [Simple Search](#) link. This action will take the user to the **Simple Search Screen**.



The screenshot shows the 'Simple Search' interface. On the left is a sidebar with a green menu containing 'Database', 'Simple Search', and 'Advanced Search'. Below this is a login section with fields for 'Email' and 'Password', a 'Login' button, and links for 'Sign up now!' and 'Forgot your Password?'. At the bottom of the sidebar is a 'Newsletter' subscription form with an email input field and a 'Mail Preference' dropdown.

The main content area is titled 'Simple Search' and includes a breadcrumb trail 'Home > Toolkit > Simple Search'. It features a list of search results, each with a 'New!' tag, a date '26/03/2008', a title, and a brief description. The first result is 'Social Care Institute for Excellence: Ageism, Age Discrimination and Social Exclusion'. The second is 'Aging and Human Sexuality Resource Guide'. The third is 'What Practitioners Should Know About Working with Older Adults'. The fourth is 'Helping Older Adults Search for Health Information Online: A Toolkit for Trainers'. Each result has a 'Setting: Residence for Older People' label.

On the right side of the screen is the 'Simple Search Criteria' panel. It contains several dropdown menus for filtering results: 'Setting' (with options: Residence for Older People, Education, Workplace), 'Country of Origin' (with options: Afghanistan, Albania, Algeria, Andorra, Angola), 'Language of Tool' (with options: AST, BUL, CAT, CES, CHI), 'Language of Entry' (with options: English, Greek, German, Dutch, Estonian), 'Evaluation' (with options: Yes, No, Unknown, Not available), 'Tool Focus' (with a dropdown showing '-- Please Select --'), and 'Tool Type' (with options: Information Campaign, How to Manual/Design Tool, Screening Tool/Question Programme, Educational/Training). At the bottom of this panel are 'Apply Criteria' and 'Clear Criteria' buttons.

Two red boxes with arrows point to specific elements: one box on the left sidebar contains the text 'When no criteria have been selected then all Tools in the ProMenPol Database are listed here. When a search criteria is applied then this block displays the results of the search', and another box on the right points to the 'Simple Search Criteria' panel with the text 'Simple Search Filtering Criteria'.

**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.

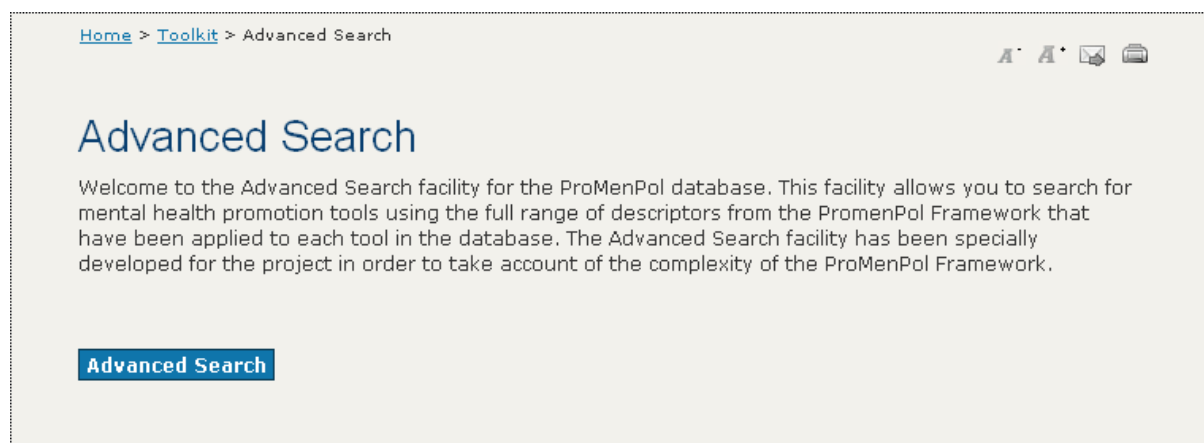


**PLEASE NOTE:** All Search Filters are Multi-Selects, meaning that you can select more than one field by pressing and holding the control key (CTRL) and then clicking on your selection. The only exception is Tool Focus from where you can select one option.

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

[Home](#) > [Toolkit](#) > Advanced Search

## Advanced Search - Database

Setting\* is a Mandatory Field and must be selected before the search can take place

**Setting\*:** -- Please Select --

**Country of Origin:** Austria, Azerbaijan, Bahamas, Bahrain

**Language of Tool:** AST, BUL, CAT, CES

**Language of Entry:** English, Greek, German, Dutch

**Evaluation:** Yes, No, Unknown, Not available

**Tool Focus:** -- Please Select --

**Tool Type:** Information Campaign/Awareness Raising, How to Manual/Design Tool, Screening Tool/Questionnaire, Programme

**Save Criteria**

**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 Options 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.



[Home](#) > [Toolkit](#) > Advanced Search

## Advanced Search - Database

**Setting\*:**

Residence for Older People

**Country of Origin:**

Afghanistan  
Albania  
Algeria  
Andorra

**Language of Tool:**

AST  
BUL  
CAT  
CES

**Language of Entry:**

English  
Greek  
German  
Dutch

**Evaluation:**

Yes  
No  
Unknown  
Not available

**Tool Focus:**

-- Please Select --

**Tool Type:**

Information Campaign/Awareness Raising  
How to Manual/Design Tool  
Screening Tool/Questionnaire  
Programme

Save Criteria

Content Search via the ICF and MHP Codes

+ Search in:  

Details

ICF Details

MHP Details

+ Search assets  

Selected Criteria

Help

Run Search

**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.

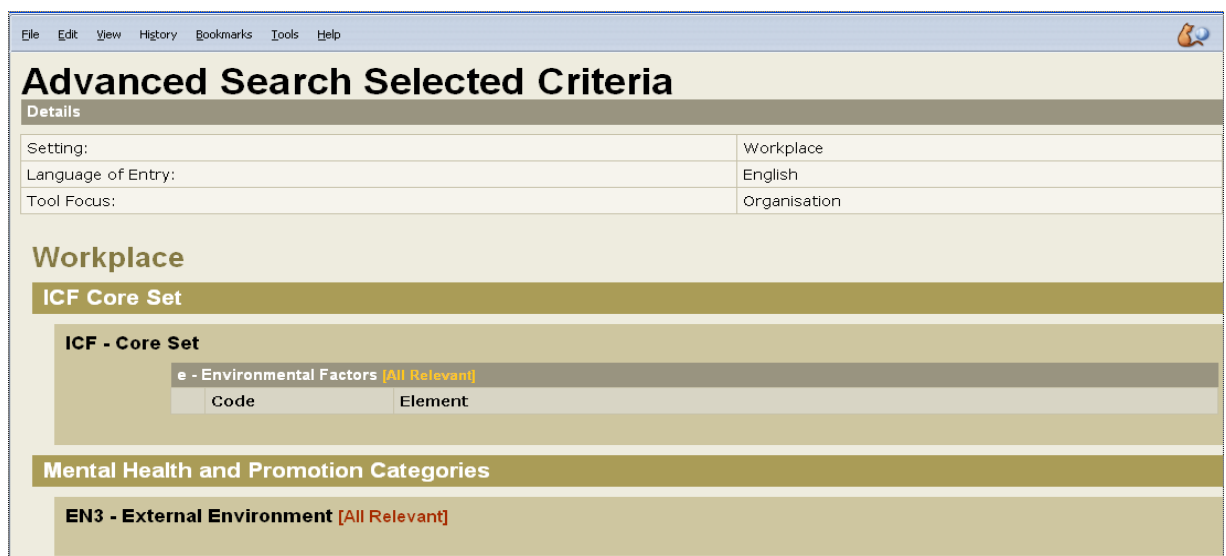


**Figure 12: Selecting Content Area Screen**

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.

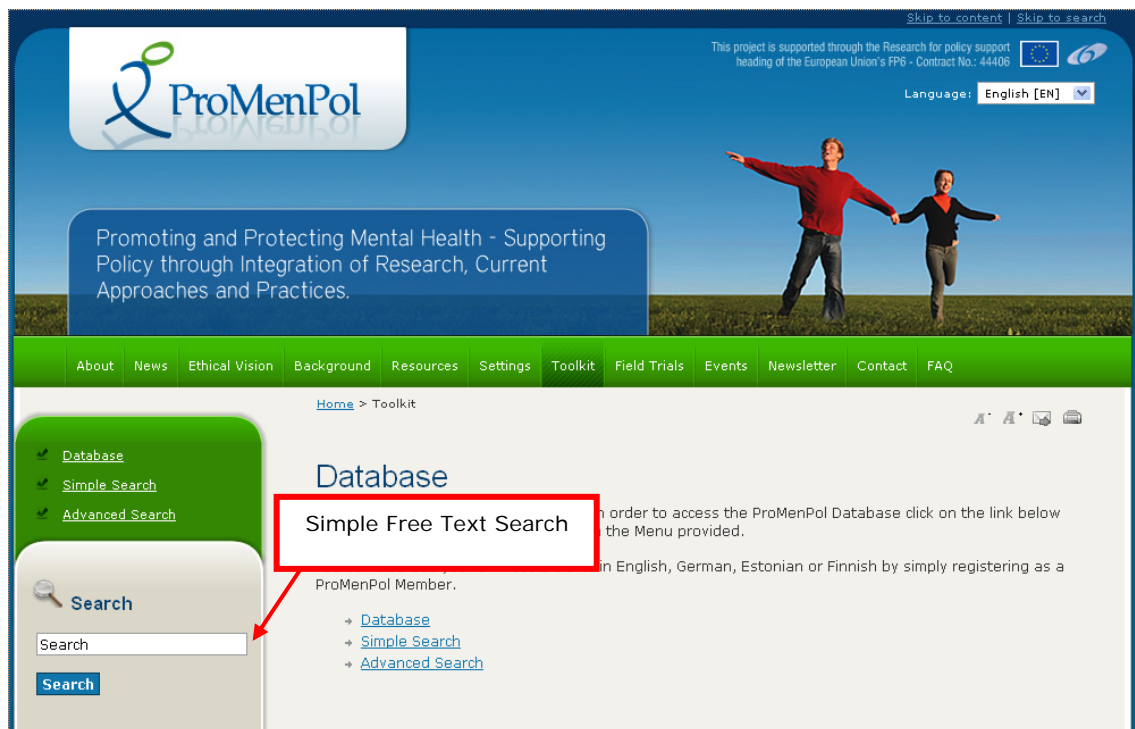


**Figure 13: Advanced Search Selected Criteria**

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 from 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.

[Home](#) > Search

**Search**

Type:

Publishing Time:

Term:

**Search**

Found 73 results (8 pages).

[First](#) [<< Previous](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [Next >>](#) [Last](#)

You are at page 6 of 8

51. [Schools](#) [Mental Health Promotion]  
reached for implementing mental health **promotion** and protection programmes. The only limitation... in **promoting** young people's mental health and well-being and social contacts at school... and development of all children and adolescents and provide an efficient means of **promoting** the health, academic  
22%

52. [Newsletter Issue No. 3](#) [Mental Health Promotion]  
health **promotion**. At its first conference in October, 56 practitioners from the schools, workplace.... There participants will be trained for the successful planning and implementation of their mental health **promotion**... documentation procedures by practitioners whereby good practice in mental health **promotion** is documented  
21%

53. [FAQ](#) [Mental Health Promotion]  
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. What... health **promotion**. The tools in the toolkit have been selected on the basis of a quality assessment  
21%

54. [2007 - ProMenPol Policy Workshop Report](#) [Mental Health Promotion]  
The PROMENPOL Project Annual Policy Workshop - **Promotion** of Mental Health – Improving Practice and Policy - took place in Brussels on the 28th of November 2007. The participants included representatives from DG Employment and Social Affairs, DG SANCO, DG Education and Culture, DG Research  
21%

**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

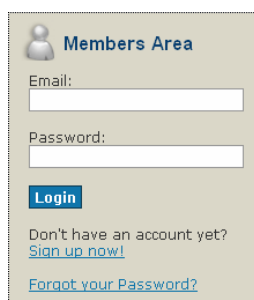
In addition to limiting the Free Text Search to a specific page in ProMenPol users have the possibility to also restrict the search to the time the item was published via the **Publishing Time - pull down menu**.

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



**Members Area**

Email:

Password:

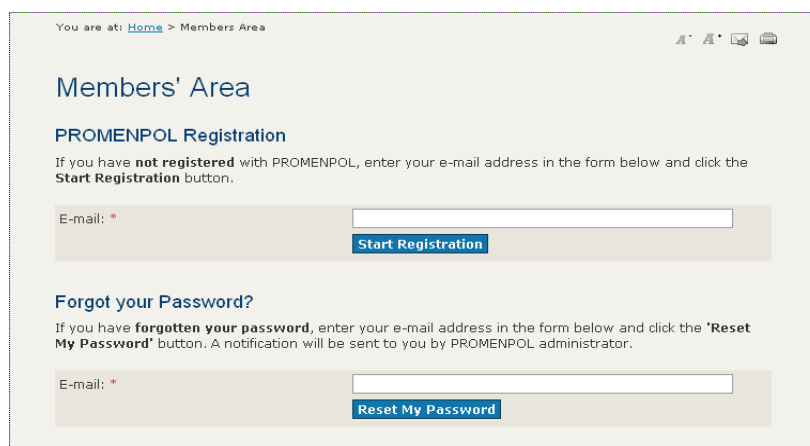
**Login**

Don't have an account yet?  
[Sign up now!](#)

[Forgot your Password?](#)

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.



You are at: [Home](#) > Members Area

**Members' Area**

**PROMENPOL Registration**

If you have **not registered** with PROMENPOL, enter your e-mail address in the form below and click the **Start Registration** button.

E-mail: \*

**Start Registration**

**Forgot your Password?**

If you have **forgotten your password**, enter your e-mail address in the form below and click the **Reset My Password** button. A notification will be sent to you by PROMENPOL administrator.

E-mail: \*

**Reset My Password**

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.

You are at: [Home](#) > Members Area

## Member Profile

**Personal Details**

Name: \*

Surname: \*

Age:

Gender:

Profession:

Organisation Name:

Address: \*

Address Line2:

City: \*

Post Code: \*

Country: \*

E-mail: [tb@eworx.gr](mailto:tb@eworx.gr)

Telephone:

Fax:

Website Url:

Make my Profile Visible to the Public?: ☐

Interest(s):  
For multiple selections - press and hold the control key (Ctrl) and then click on your selection.

How would you like to engage with the project?:  
For multiple selections - press and hold the control key (Ctrl) and then click on your selection.

Education  
The Workplace  
Residence for Older Workers  
Policy  
Research  
Field Trials  
Other

I don't want to  
Interested in receiving newsletter  
Interested in running a field trial  
Interested in using outputs  
Interested in policy implications

**Update** **Cancel**

**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.

You are at: [Home](#) > Toolkit

A A A A

## Create New Item

Please complete the form below in order to submit an Item to the PROMENPOL Editor. Your submission will be reviewed and if appropriate added to the site.

( Required fields are marked by \* )

### Tool Information

Title: \*

URL:

Setting: \*

Country of Origin:

Languages:  
For multiple selections - press and hold the control key (Ctrl) and then click on your selection.

AST  
BUL  
CAT  
CES  
CHI  
CYM  
DA  
DE  
EL  
EN  
ES  
ET  
EUS  
FI  
FR  
GA  
GLG  
HRV  
HU  
IS

Tool Description: \*

**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.

You are at: [Home](#) > Toolkit

[A](#) [A](#) [A](#) [A](#) [A](#) [A](#)

**MESSAGE**

Your Item has been successfully changed. It will be re-published after it has been reviewed by PROMENPOL Editor.

## Toolkit

[Add a New Item](#)

**New!** 08/02/2008  
[Healthy Working Lives Award Programme](#)

This tool is an award programme developed by the Scottish Centre for Healthy Working Lives for workplaces. It offers a 3 level award scheme (Gold, Silver and Bronze), whereby workplaces can have their WHP practices assessed according to objective criteria. Various elements of the tool explain the award scheme, offer advice on the kinds of WHP activities that qualify for the three levels of the award and help prepare workplaces for undertaking an audit of their WHP activities.

Setting: Workplace

---

**New!**  
[Example Tool](#)

This is an example tool



Setting: Education | [Edit Item](#)

**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.



You are at: [Home](#) > Toolkit

A A  

## Edit Item

Please complete the form below to edit the Item you have submitted. Your submission will be reviewed and if appropriate will be added to the site.

( Required fields are marked by \*)

[→ ICF Details](#)  
[→ MHP Details](#)

### Tool Information

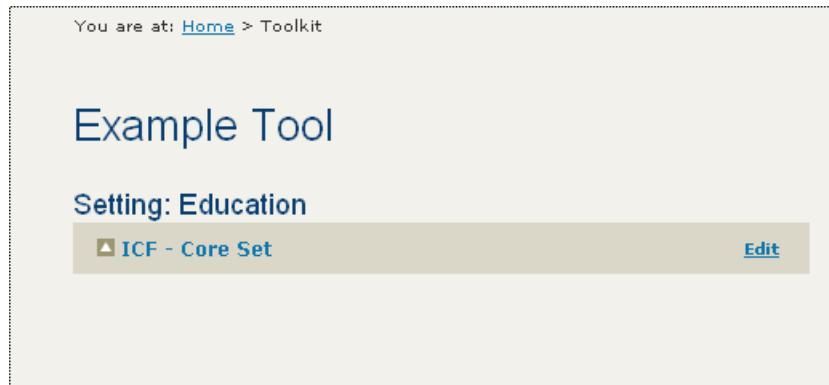
Title: *	<input type="text" value="Example Tool"/>
URL:	<input type="text" value="www.example.com"/>
Setting: *	<input type="text" value="Education"/>
Country of Origin:	<input type="text" value="Australia"/>
Languages: <small>For multiple selections - press and hold the control key (Ctrl) and then click on your selection.</small>	<div style="border: 1px solid #ccc; padding: 2px;">             AST              BUL              CAT              CES              CHI              CYM              DA              DE              EL  <b>EN</b>              ES              ET              EUS              FI              FR              GA              GLG              HRV              HU              IS           </div>
	<input type="text" value="This is an example tool"/>

**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.

You are at: [Home](#) > Toolkit

## Example Tool

**Setting: Education**

☒ **ICF - Core Set** [Edit](#)

☒ **b - Body Functions** [Edit](#)

Choose:

b110, b114 - Consciousness and Orientation:	<input type="checkbox"/>
b117 - Intellectual Functioning:	<input type="checkbox"/>
b122 - Global Psychosocial Functioning:	<input type="checkbox"/>
b126 - Temperament and Personality:	<input type="checkbox"/>
b130 - Energy and Drive:	<input type="checkbox"/>
b134 - Sleep Functions:	<input type="checkbox"/>
b140, b144 - Attention and Memory:	<input type="checkbox"/>
b147 - Psychomotor Functioning:	<input type="checkbox"/>
b152 - Emotional Functioning:	<input type="checkbox"/>
b156 - Perceptual Functioning:	<input type="checkbox"/>
b160, b164 - Thought Functions and Higher-Level Cognitive Functions:	<input type="checkbox"/>
b167 - Mental Functions of Language:	<input type="checkbox"/>
b180 - Experience of Self and Time:	<input type="checkbox"/>
b139, b189, b198 - OTHER:	<input type="text"/>

☒ **d - Activities and Participation** [Edit](#)

**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.

## Example Tool

### Setting: Education

**ICF - Core Set**

[Edit](#)

**b - Body Functions**

[Edit](#)

Choose:	<div style="border: 1px solid #ccc; padding: 2px;"> -- Please Select -- </div> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 2px;"> -- Please Select --  Design Tool  All Relevant  General Reference </div>
b110, b114 - Consciousness and Orientation:	<input type="checkbox"/>
b117 - Intellectual Functioning:	<input type="checkbox"/>
b122 - Global Psychosocial Functioning:	<input type="checkbox"/>
b126 - Temperament and Personality:	<input type="checkbox"/>
b130 - Energy and Drive:	<input type="checkbox"/>
b134 - Sleep Functions:	<input type="checkbox"/>
b140, b144 - Attention and Memory:	<input type="checkbox"/>
b147 - Psychomotor Functioning:	<input type="checkbox"/>
b152 - Emotional Functioning:	<input type="checkbox"/>
b156 - Perceptual Functioning:	<input type="checkbox"/>
b160, b164 - Thought Functions and Higher-Level Cognitive Functions:	<input type="checkbox"/>
b167 - Mental Functions of Language:	<input type="checkbox"/>
b180 - Experience of Self and Time:	<input type="checkbox"/>
b139, b189, b198 - OTHER:	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>

Update Button

Update

Cancel

**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.

You are at: [Home](#) > Toolkit

## Example Tool

### Setting: Education

<input checked="" type="checkbox"/> <b>OR1 - Policies</b> <a href="#">Edit</a>
<input type="checkbox"/> <b>Or11 - Health and Safety Policy</b> <a href="#">Edit</a>
<input type="checkbox"/> <b>Or12 - Health Promotion Policy</b> <a href="#">Edit</a>
<input type="checkbox"/> <b>Or13 - Quality Management Policy</b> <a href="#">Edit</a>
<input type="checkbox"/> <b>Or14 - Information Protection</b> <a href="#">Edit</a>
<input type="checkbox"/> <b>Or15 - Compliance Policies</b> <a href="#">Edit</a>
<input type="checkbox"/> <b>Or16 - Training and Development</b> <a href="#">Edit</a>
<input type="checkbox"/> <b>Or17 - Integration</b> <a href="#">Edit</a>
<input type="checkbox"/> <b>Or18 - OTHER</b> <a href="#">Edit</a>
<input type="checkbox"/> <b>OR2 - Enablers</b> <a href="#">Edit</a>
<input type="checkbox"/> <b>OR3 - Processes/ Implementation</b> <a href="#">Edit</a>
<input type="checkbox"/> <b>OR4 - Performance/ Outcomes</b> <a href="#">Edit</a>
<input type="checkbox"/> <b>EN1 - Infrastructure</b> <a href="#">Edit</a>
<input type="checkbox"/> <b>EN2 - Social Networks</b> <a href="#">Edit</a>
<input type="checkbox"/> <b>EN3 - External Environment</b> <a href="#">Edit</a>
<input type="checkbox"/> <b>PR1 - Generic Programmes</b> <a href="#">Edit</a>
<input type="checkbox"/> <b>PR2 - Targeted Programmes</b> <a href="#">Edit</a>
<input type="checkbox"/> <b>PR3 - Programmes for at Risk Individuals</b> <a href="#">Edit</a>

**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.

You are at: [Home](#) > Toolkit

## Example Tool

### Setting: Education

**OR1 - Policies**
[Edit](#)

**Or11 - Health and Safety Policy**
[Edit](#)

Choose: -- Please Select --

Or11.1 - Discipline: ☐

Or11.2 - Anti-Bullying & Harassment: ☐

Or11.3 - Critical Incident Management: ☐

Or11.4 - Stress Prevention: ☐

Or11.5 - Health and Safety: ☐

Or11.6 - Anti Drugs and Alcohol Abuse: ☐

Or11.7 - Anti-Smoking: ☐

Or11.8 - Child Abuse: ☐

Or11.9 - Anti-Violence and Crime (including Sexual): ☐

Or11.99 - OTHER:

**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.

## Example Tool

**Setting: Education**

☒ **ICF - Core Set** [Edit](#)

☒ **b - Body Functions** [Edit](#)

Choose: -- Please Select --

b110, b114 - Consciousness and Orientation: -- Please Select --  
Design Tool  
All Relevant  
General Reference

b117 - Intellectual Functioning: ☐

b122 - Global Psychosocial Functioning: ☐

b126 - Temperament and Personality: ☐

b130 - Energy and Drive: ☐

b134 - Sleep Functions: ☐

b140, b144 - Attention and Memory: ☐

b147 - Psychomotor Functioning: ☐

b152 - Emotional Functioning: ☐

b156 - Perceptual Functioning: ☐

b160, b164 - Thought Functions and Higher-Level Cognitive Functions: ☐

b167 - Mental Functions of Language: ☐

b180 - Experience of Self and Time: ☐

b139, b189, b198 - OTHER:

Update Button

**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.



