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1. The ProMenPol Database

The concept behind the ProMenPol Database is the creation of a classification system which facilitates the categorisation of mental health promotion tools within an online database so that they can be easily retrieved by practitioners according to their specific requirements in a timely manner.

1.1 Accessing the ProMenPol Database

The ProMenPol Database can be accessed from the ProMenPol website www.mentalhealthpromotion.net. The **Database** menu option is found in the menu bar located below the header at the top of the page. Alternatively the graphics image on the right side of the screen can also be used for accessing the **Database**.

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Figure 1: The ProMenPol Homepage

Once the **Database** option has been selected the following introductory screen will appear which describes the purpose and functionality associated with the database.

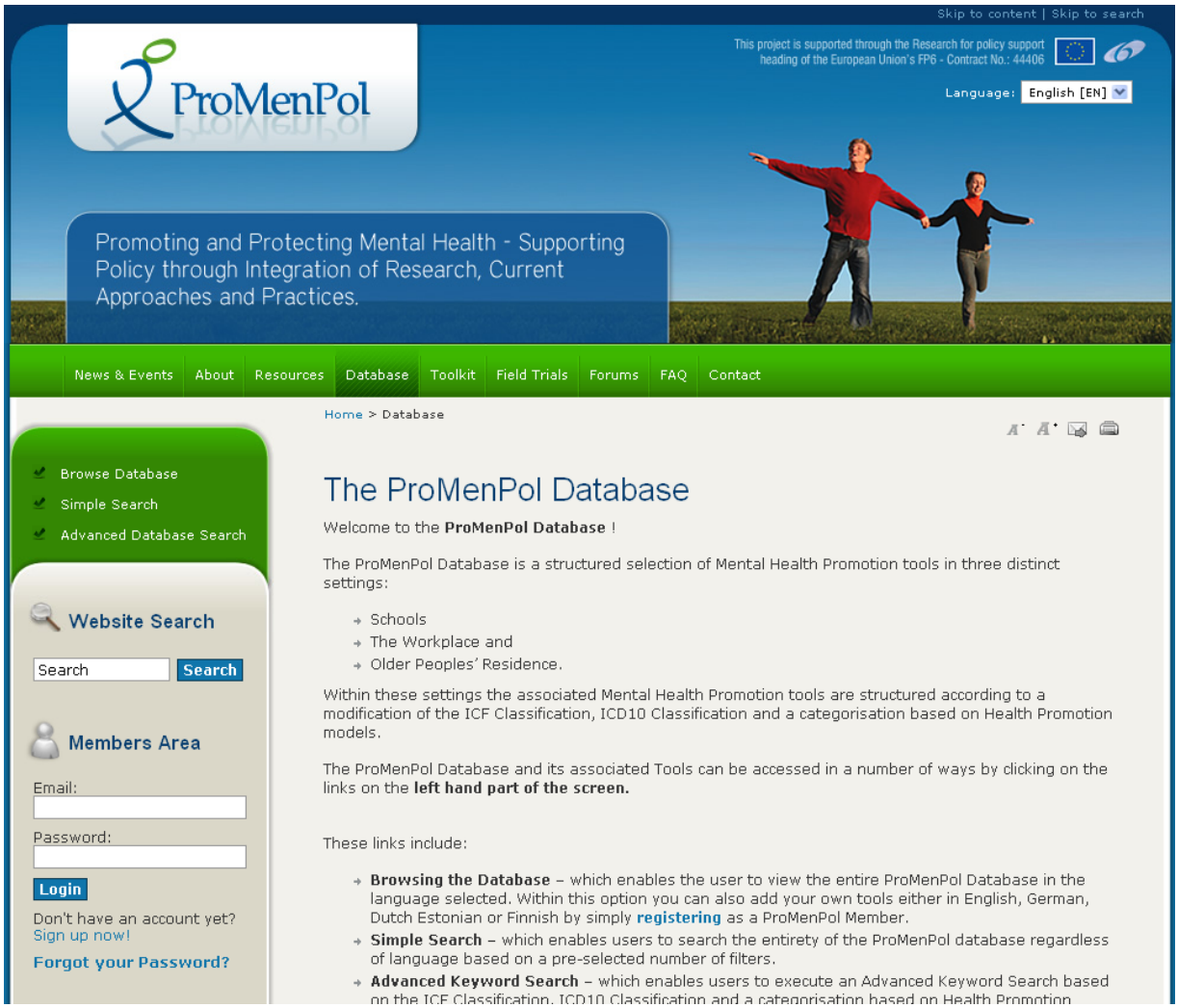


Figure 2: The ProMenPol Database Page

Within this screen users have a number of options through which to access the **ProMenPol Database**. These options are described in the remaining sections of this document.

2. Browsing the ProMenPol Database

In order to **Browse** the **ProMenPol Database** ensure that you are in the Database option. Then **[Click]** on the link on the left hand side menu Browse Database. This action will result in the following screen appearing:

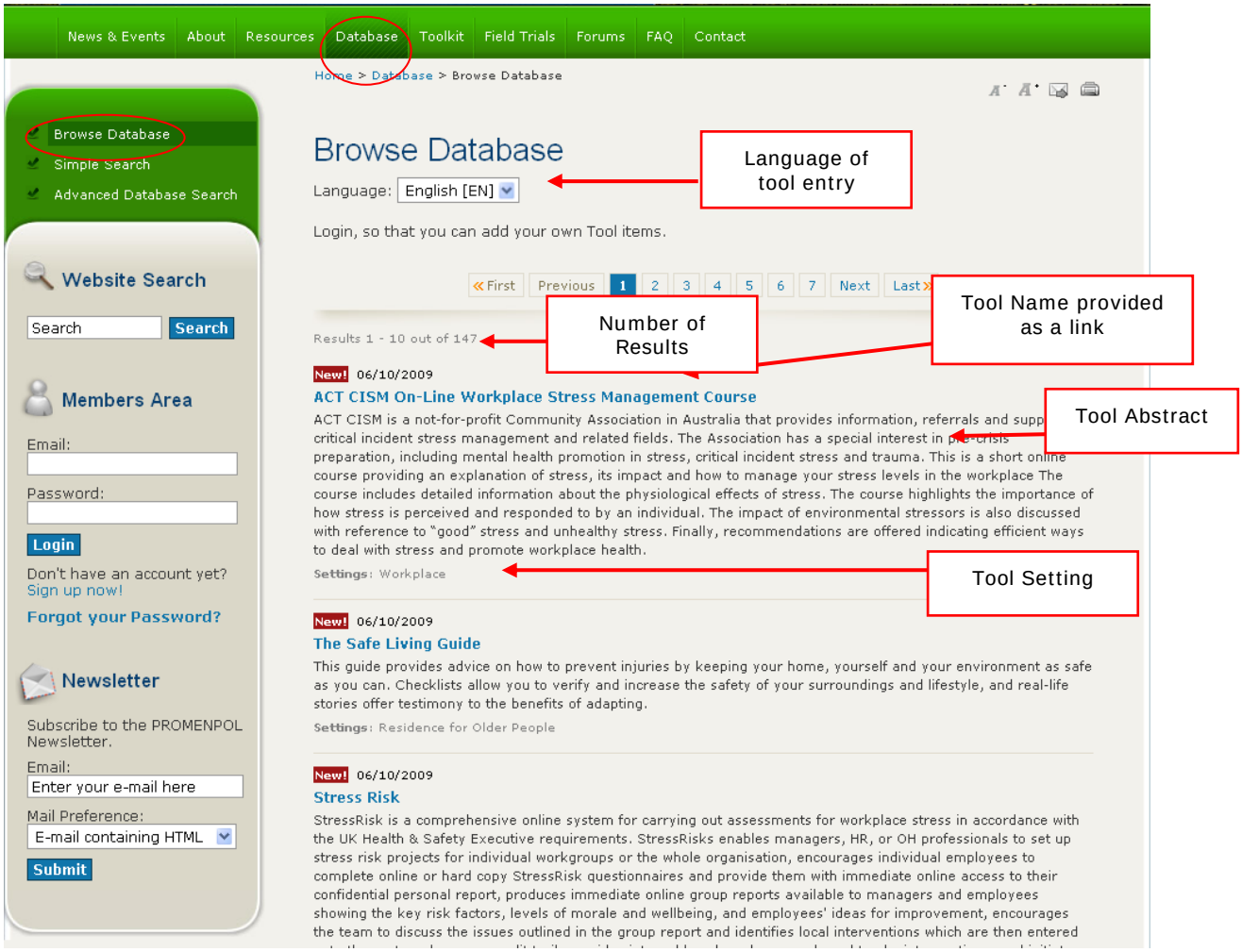


Figure 3: The ProMenPol Database - Tools Listing Page

The purpose of this display page is to present a sequential list of all the tools that are currently available within the **ProMenPol Database**. In the current example **10 out of 147** tools are displayed that are available in English. This value is displayed at the top of the first tool – whereas the language entry is available from a **drop down menu beneath** the title Browse Database – please see Section 2.5 for an explanation of Tools in other languages.

Within this initial screen a short abstract about the tools is provided as well as the setting details and the date that the tool went live within the ProMenPol website.

In order to view more details about a specific tool simply **[click]** the link associated with the Tool Title. For instance, in order to find out details about the tool **The Safe Living Guide [Click]** the name of the tool. This action takes the user to the respective tool's home page which provides detailed information about the selected tool.

Information about the selected tool is presented to the user in tab format as reflected in the following image.

2.1 The Details Option

The Details option provides users with general information about the selected tool including: **general information, summary of the tool, evaluation description and contact details**. **Figure 6** provides the Details screen associated with The Safe Living Guide, whereas **Table 1** below presents a detailed description of the presented information.

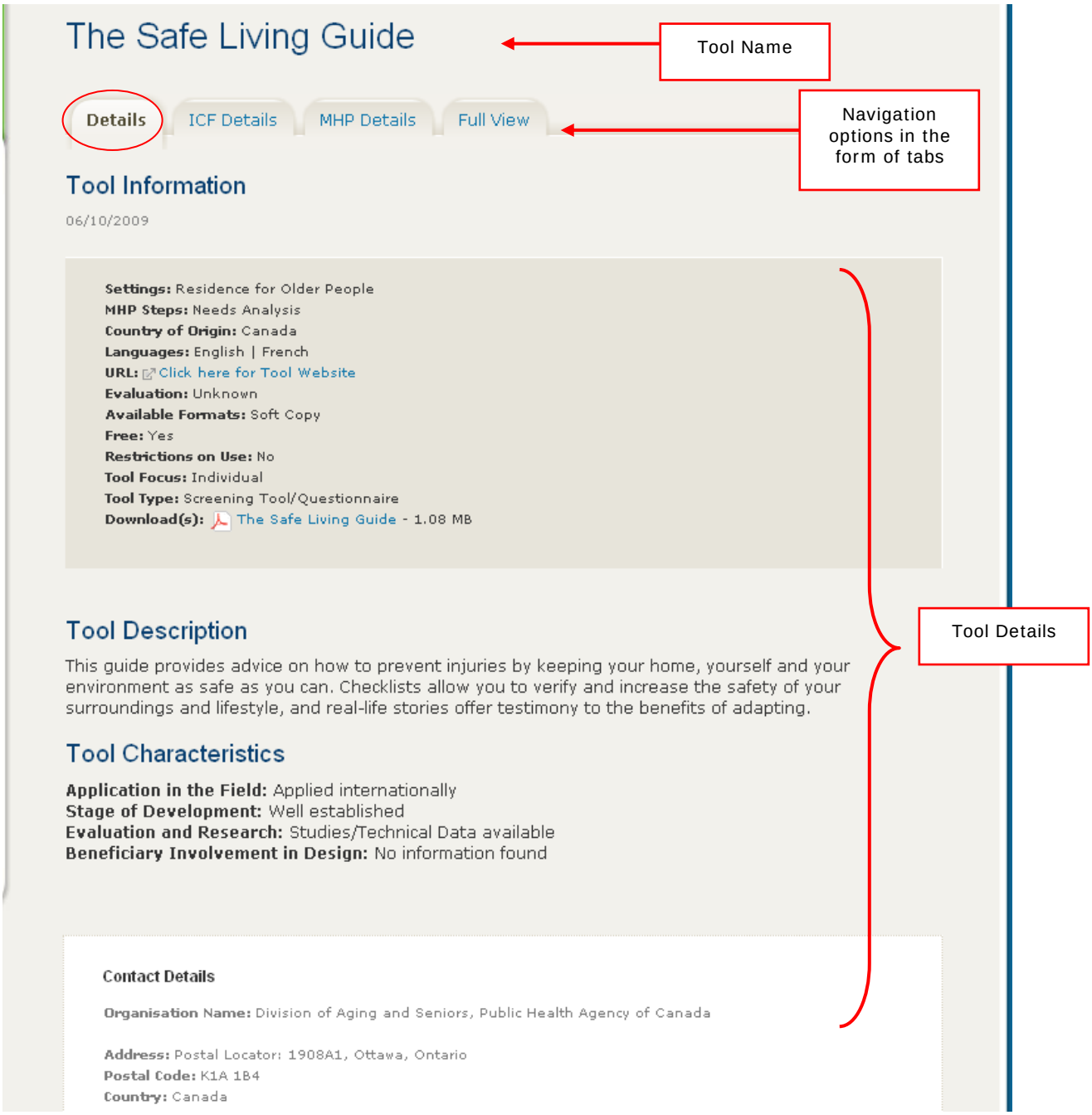


Figure 4: The Safe Living Guide Homepage

An overview of several items and their description in the Tool Details section is provided in the table below.

Please Note: These items only appear if the information is recorded against a given tool.

Table 1: Tools Details and Associated Description

Tool Details Items	Description
Tool Information	
Title	Name/Title of the tool
Setting	Tools are coded with respect to the three ProMenPol settings: **Education;** **Workplace; or** **Older People's Residences** (either one, two or three settings can be selected).
MHP Step	This field refers to the ProMenPol 4-step approach in helping organisations implement Mental Health Promotion (MHP) programmes in a planned and systematic way. This 4 step approach concerns the: **1) Preparation Phase;** **2) Needs Analysis Phase;** **3) Implementation Phase; and** **4) Follow-up and Evaluation Phase.** Tools may refer to one or more than one step.
Country of Origin	Specifies in which country the tool has originally been developed (and primarily been implemented).
Language	Specifies in which languages the tool is available/ has been translated. **Please Note:** This field does not refer to the languages in which the tool is available in the ProMenPol database (see also Language of Entry item).
Evaluation	Specifies if an evaluation description for the Tool is available
Available Formats	Specifies if a tool is available online, as paper version, on CD/DVD and/or as soft copy
Free	Specifies if the tool documents are **free of charge**. This does not always include that the usage of a tool is free of charge.
URL	The website link of the Tool.
Restrictions on Use	Specifies if certain training, background or professional knowledge is needed to implement the tool
Tool Focus	Specifies if a tool has a person-centred approach (individual) or an organisation approach, e.g. class room intervention and school-wide MHP programmes
Tool Type	Specifies if the tool corresponds mainly to: 1) Information Campaign/ Awareness Rising; 2) How To Manual/Design Tool; 3) Screening Tool/ Questionnaire; 4) Programme; 5) Educational Training; 6) Evaluation Tool; or 7) Guidelines/ Codes of Practice
Publication Information	Specifications about how to retrieve a copy of the tool if it is not available online.

	This mainly applies to tools only available as paper version (e.g. books with ISBN)
Download	Here files are available for download directly from the Tool Details side. The function is mainly used to provide the additional information material on the tool (flyer, reports, scientific articles, evaluation reports, extended summaries etc)
Tool Description	
Tool Description	This field provides a short summary of the tool
Tool Characteristics	
Application in the Field	Specifies the extent to which a tool or approach is currently in use and how widely it is applied: 1) Applied internationally; 2) Primarily used in one country; and 3) Limited application (e.g. only with one region/city/organisation). If "not applicable" is selected, it means that either the (geographical) coverage is not relevant or not clearly measurable.
Tool mainly used in	Specifies either the country in which the tool is implemented primarily or although is applied internationally in which country it is used above average
Stage of Development	Specifies how well developed a tool is: 1) Well-established (tools in place over three years); 2) Recently produced (2-3 years); and 3) First experiences available/ pilot phase.
Evaluation and Research	Distinguishes between: 1) Research/evaluation/technical data available; 2) Widely referenced; and 3) Inconsistent evidence. This criterion is more relevant to some types of tools than others. It is most relevant to any normal/standardised assessment tool or to specific individual interventions which need to be tested using appropriate research designs. It is less relevant to a general framework or set of implementation guidelines for policy and procedures.
Beneficiary Involvement in Design	Distinguishes between: 1) Active participation clearly described, 2) Some reference; and 3) No reference. In some settings user involvement has a high importance when judging the appropriateness of a tool or intervention.
Evaluation Description	
Evaluation Description	This field provides a short summary of the evaluation activities undertaken and their results.
Contact Details	
Contact Details	Provides contact information about the organisation/ person in charge of the tool or approach.

2.2 The ICF Details

The **ICF Details** were derived from the **ICF** (**International Classification of Functioning, Disability and Health**; more information on the ICF can be found here: http://www.who.int/classifications/icf/en/). The **ICF Details** tab provides users with the ICF codes against which a given tool has been coded. **Figure 5** provides the **ICF Details** screen associated with The Safe Living Guide.

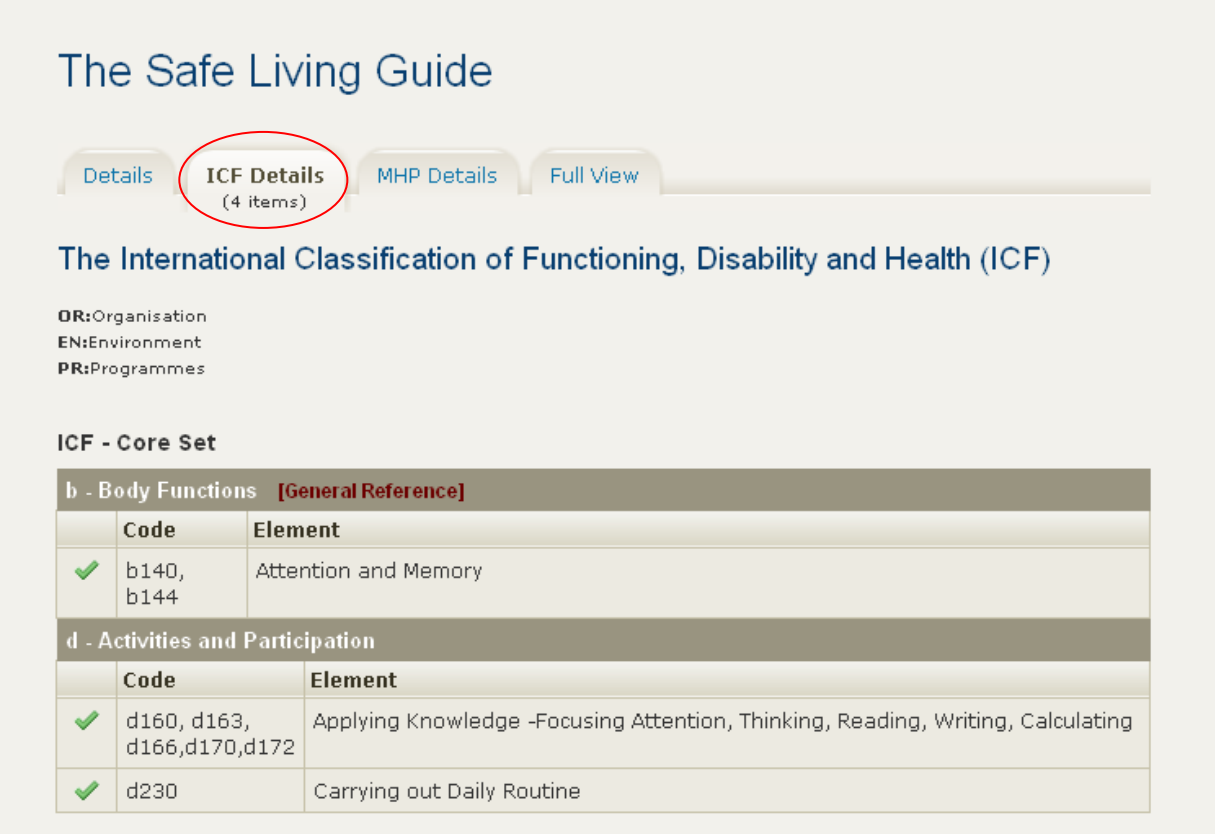
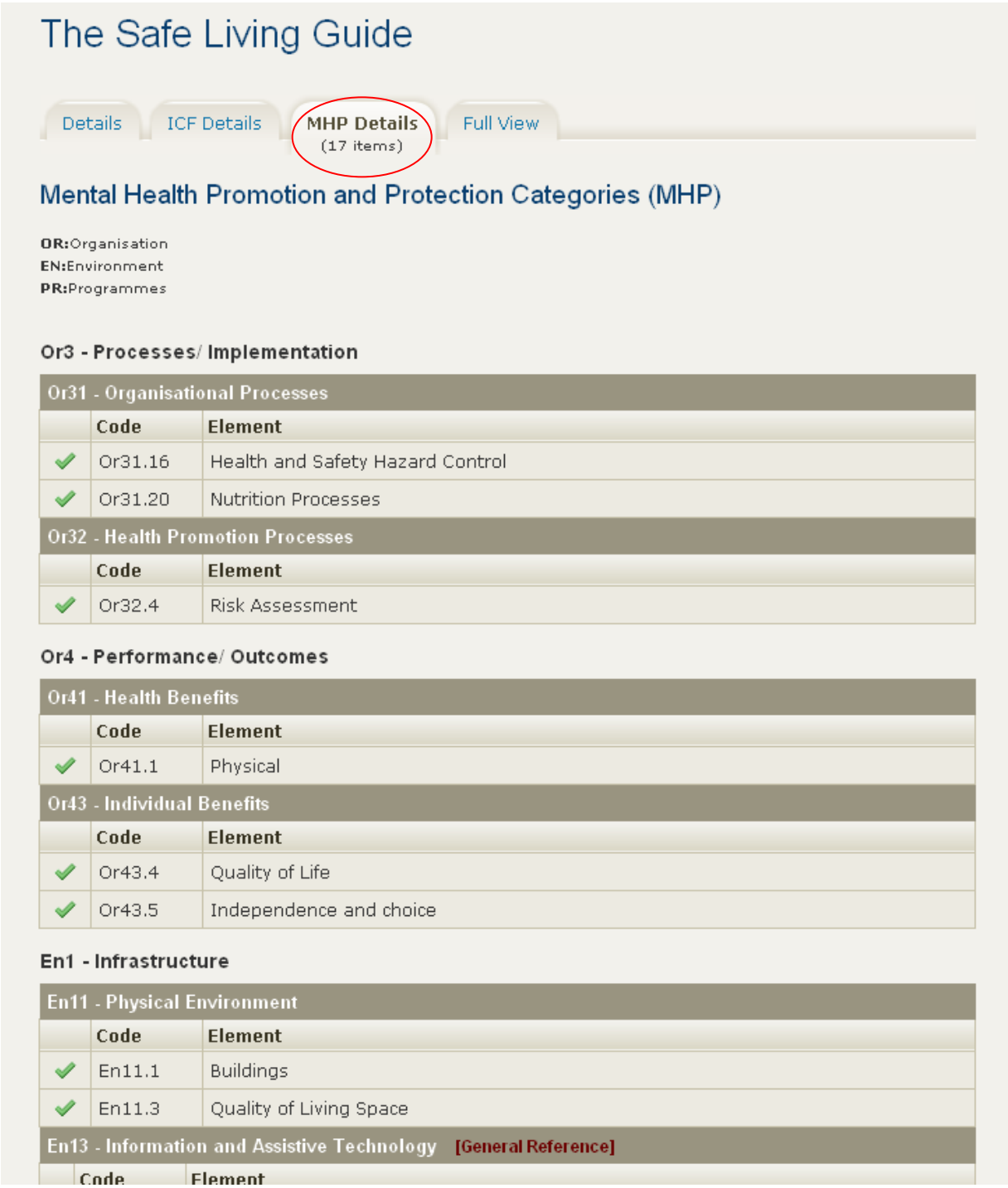


Figure 5: The Safe Living Guide ICF Core Set

The **ICF Core Set Codes that** have been coded against the Safe Living Guide are presented to the user in the form of a tick.

2.3 The MHP Details

The **MHP Details** (**Mental Health Promotion and Protection Categories Details)** were developed in the ProMenPol-team based on different mental health promotion models and guidelines as well as on expert judgements. The **MHP Details tab** provides users with the MHP codes against which a given tool has been coded. **Figure 6** provides the MHP **Details** screen associated with The Safe Living Guide.



The Safe Living Guide

Details | ICF Details | MHP Details (17 items) | Full View

Mental Health Promotion and Protection Categories (MHP)

OR: Organisation
EN: Environment
PR: Programmes

Or3 - Processes/ Implementation

Or31 - Organisational Processes		
	Code	**Element**
✓	Or31.16	Health and Safety Hazard Control
✓	Or31.20	Nutrition Processes
Or32 - Health Promotion Processes		
	Code	**Element**
✓	Or32.4	Risk Assessment

Or4 - Performance/ Outcomes

Or41 - Health Benefits		
	Code	**Element**
✓	Or41.1	Physical
Or43 - Individual Benefits		
	Code	**Element**
✓	Or43.4	Quality of Life
✓	Or43.5	Independence and choice

En1 - Infrastructure

En11 - Physical Environment		
	Code	**Element**
✓	En11.1	Buildings
✓	En11.3	Quality of Living Space
En13 - Information and Assistive Technology [General Reference]		
	Code	**Element**

Figure 6: The Safe Living Guide MHP Codes

2.4 The Full View

In contrast to the Details, ICF and MHP Details Tab – the **Full View Tab** provides users with an overall view of **ALL** data associated with a given tool in a comprehensive format without having to access the ICF and MHP Details separately.

For Viewing/Browsing purposes it is recommended that the Full View option is used.

When accessed the **Full View** screen pops up as a separate window as reflected in **Figure 7**.

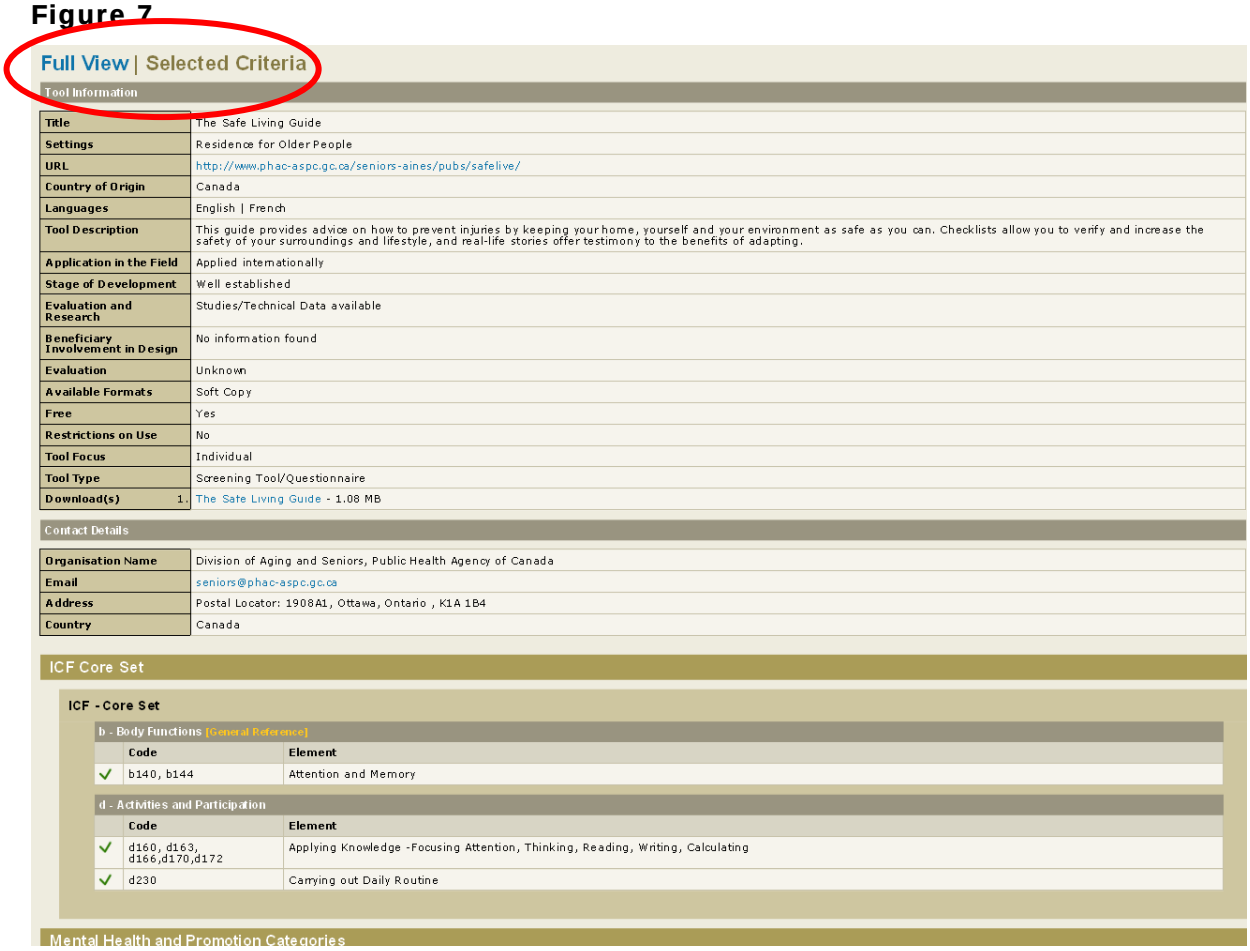


Figure 7: Selected View Option Associated with the Safe Living Guide Tool

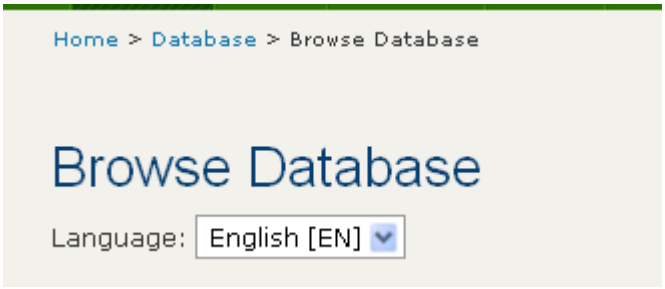
Within the **Full View** screen the user is presented with two options:

- The **Full View** which provides users with an extensive view of the selected tool including Tool, ICF and MHP Details (selected and unselected); and
- The **Selected View** which provides a view of only the information which has been entered against the given tool.

In addition to these options users are offered the possibility to print information associated with the selected tool by accessing their respective browsers print option.

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.

2.5 Tools in Other Languages



At the top of the tools listing page a language option is provided. The language selection refers to the language in which the tool has been entered in the database and therefore in which language the Tool, ICF and MHP Details are displayed. Currently, the following languages (of entry) 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, which is embedded in the German part of the ProMenPol website.

3. Searching the Database

Searching the ProMenPol Database can be executed either via a **Simple Search** or an **Advanced Database Search** option. Both options are available from within the **Database** option. Searching the database should not be confused with the general search on the website which is located within the left side of the screen and entitled **Website Search**.

The difference between the two search options primarily concerns the number of search options available. For instance a simple search allows users to search on the Tool Details described in **Section 2.1.** In contrast the Advanced Search enables users to build a Search based on the Tools details described in Section 2.1 in addition to the ICF and MHP Codes provided. A description of both these search strategies is presented below.

3.1 Carrying out a Simple Search

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

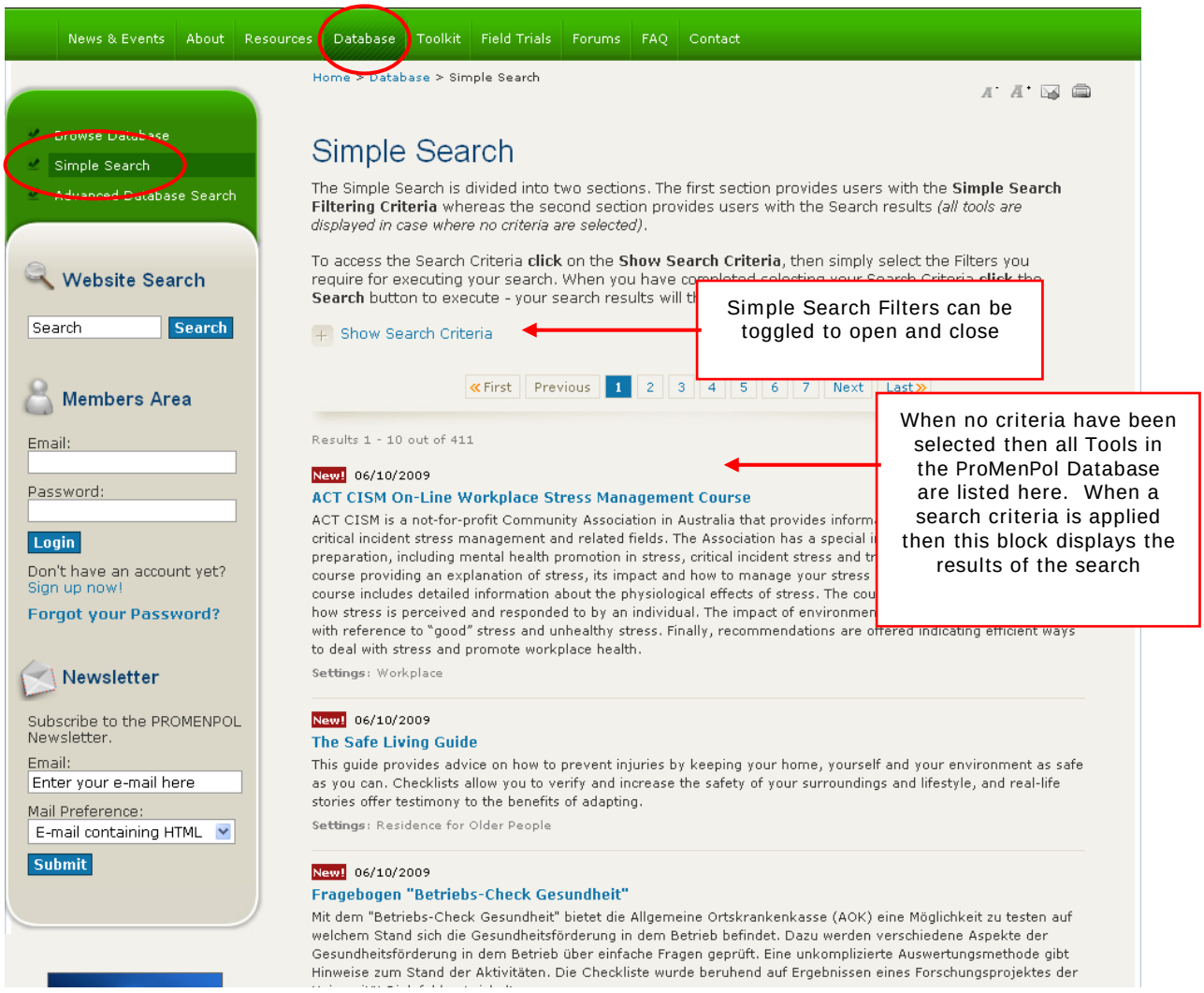


Figure 8: Simple Search Screen

When users first access the Simple Search Screen a listing of ALL tools in the ProMenPol Database are presented regardless of language. In the current example associated with **Figure 8 - 411 Tools** are available to the user.

In order to narrow or filter the type of information presented in the Simple Search **[Click]** on the **Show Search Criteria.** This action will open the **Simple Search Criteria** as reflected in the following screen:

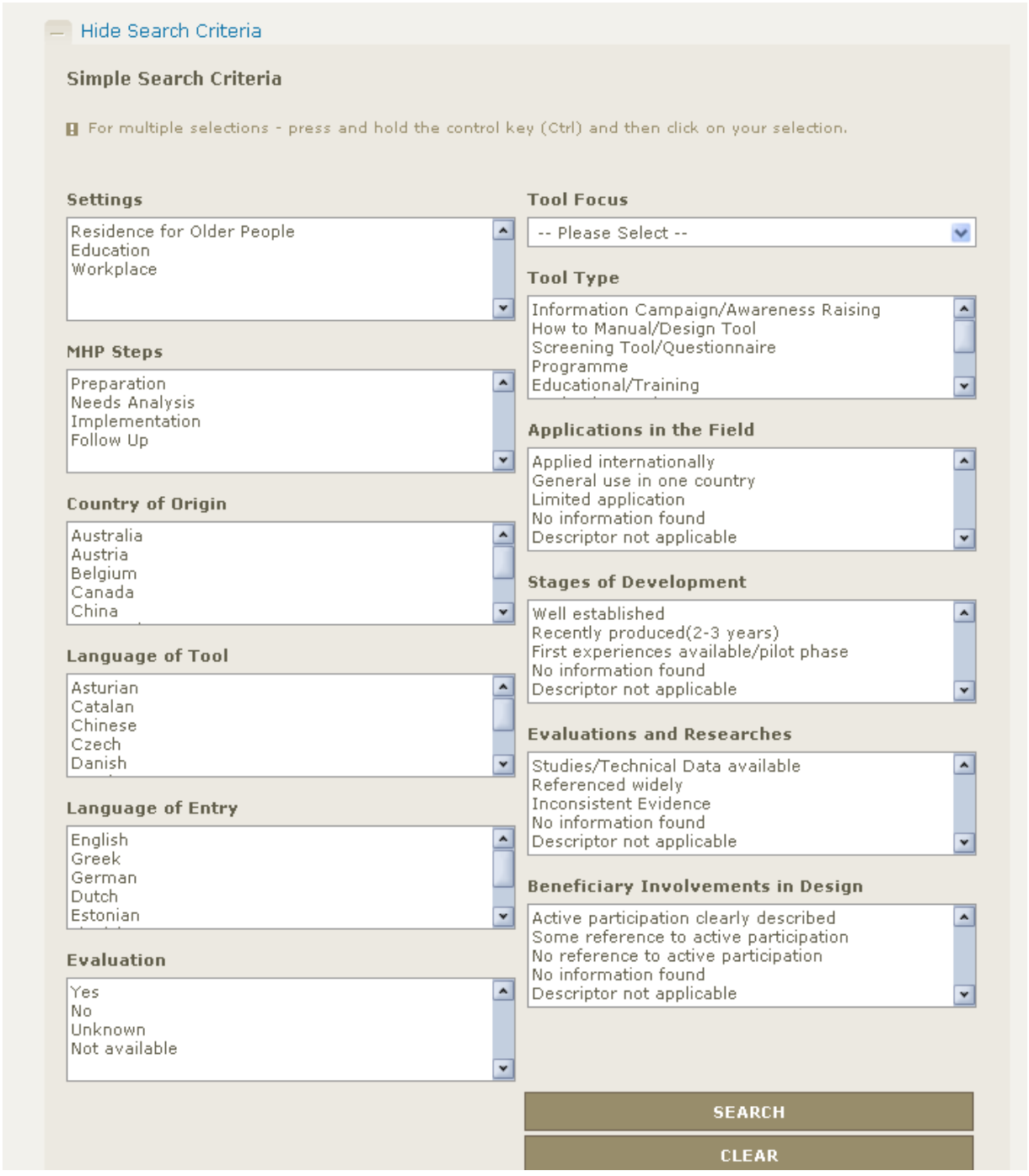


Figure 9: Simple Search Criteria

From within this screen users can select their search criteria. These search criteria are a subset of the Tool Details described in **Section 2.1.**

Once selected **[Click] Search** at the bottom of the listing to start the search. The results associated with the selected search criteria will be reflected within the given page.

Selected Search Criteria are maintained by the system for a current browser session or until the **Clear** button is **[Clicked]** at which point a new search can be activated.

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.

4. Carrying out an Advanced Database Search

The **Advanced Database Search** can be accessed from the **Database option** by **[Clicking]** on Advanced Database Search**.** Once accessed the following introduction screen will appear.

Please Note: This introductory screen will only appear once for every browser session.

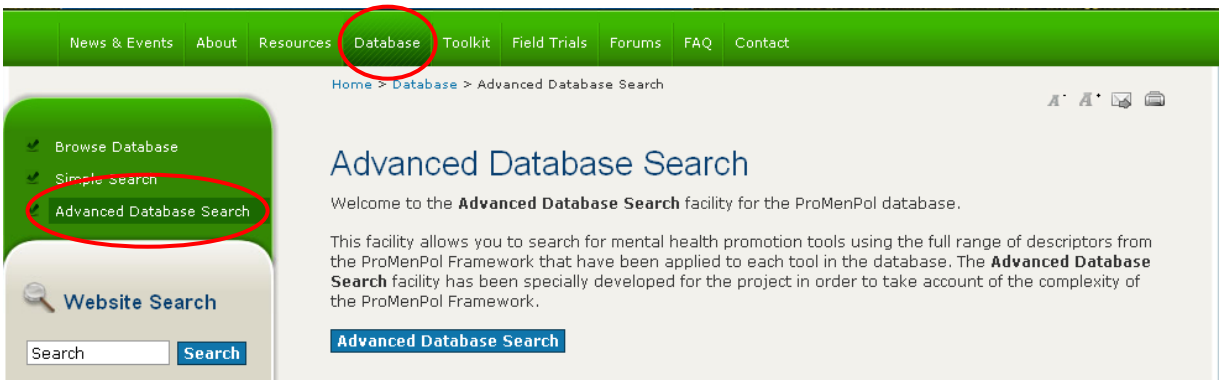


Figure 10: Advanced Keyword Search Introductory Screen

[Click] the **Advanced Database Search** button to procede with the advanced database search. This action will result in the following screen appearing.

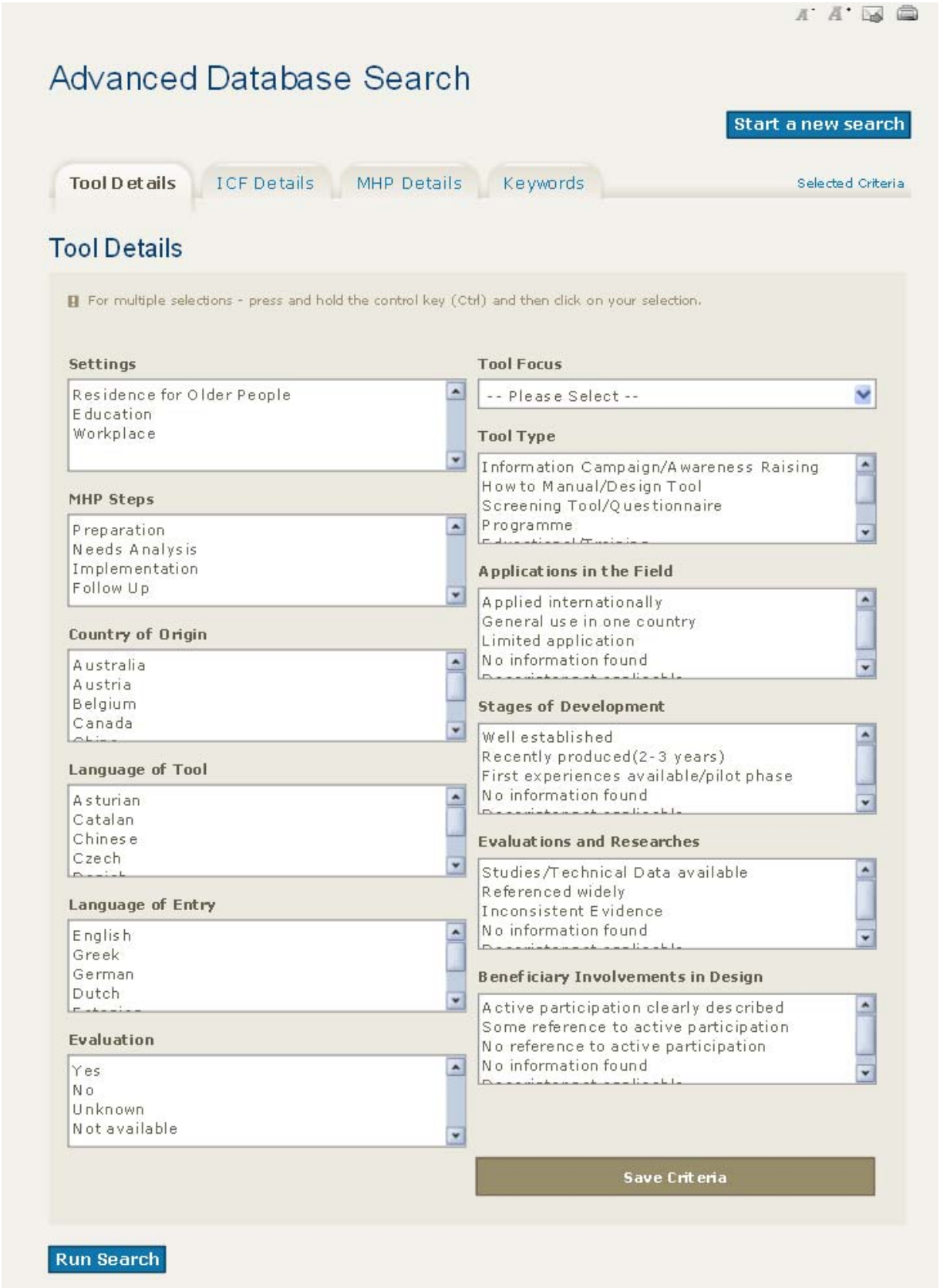


Figure 11: Advanced Database Search Screen

From within the **Advanced Database Search** users have the possibility to build an advanced search using any of the tab buttons provided at the top of the screen i.e. **Tool Details, ICF Details, MHP Details or Keywords.** These Tabs can be used independently of each other or in combination.

Figure 12: Advanced Database Search Tab Options

The following section provides a description of each tab and their associated functionality.

4.1 Tool Details Tab

The Tool Details Tab provides users with search elements which are identical to the search criteria in the Simple Search (see also **Section 2.1** for a description of the specific fields).

From within the **Tool Details** tab users can select tool details which match the type of tools they are interested in retrieving. Once the criteria have been selected users must **Save Criteria** in order to move to the next tab or alternatively **[Click] Run Search in order to execute 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.

4.2 ICF Details Tab

From within the **ICF Details** tab users can select **ICF Details** which match the tools they are interested in retrieving. Upon accessing the **ICF Details** tab the following screen will appear as reflected in **Figure 13.**

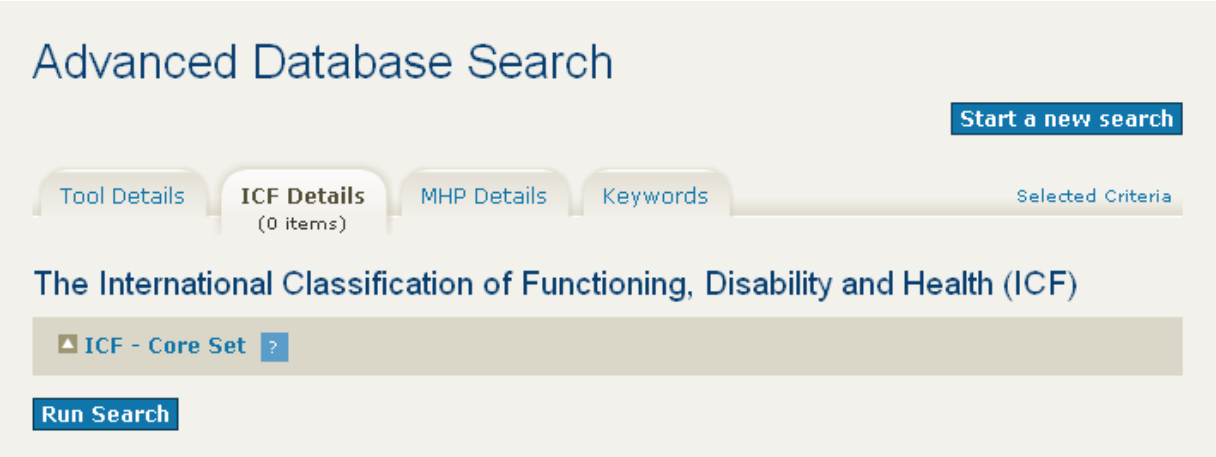


Figure 13: ICF Details Search Screen

In order to access the categories associated with the **ICF Core Set [Click]** on Core Set in order to expand the listing which is organised in a three-level hierarchical structure – **See Section 2.2**. This action will result in the following screen appearing:

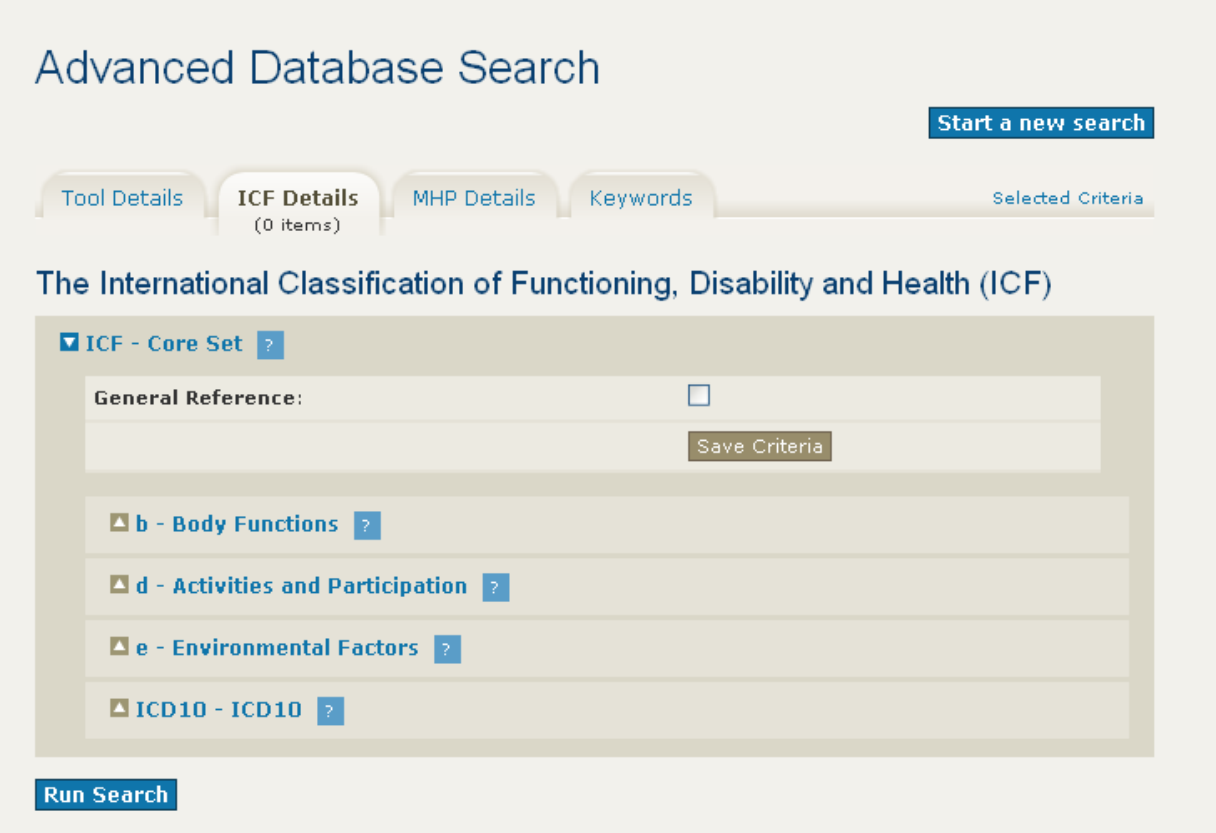


Figure 14: ICF Core Set Categories Screen

To further expand the sub-categories associated with the **Body Functions, Activities and Participation** etc **[Click]** the sub-category required. This action will also allow users to place a tick against the search items of interest.

The following screen for instance reflects the **Body Functions Criteria.**

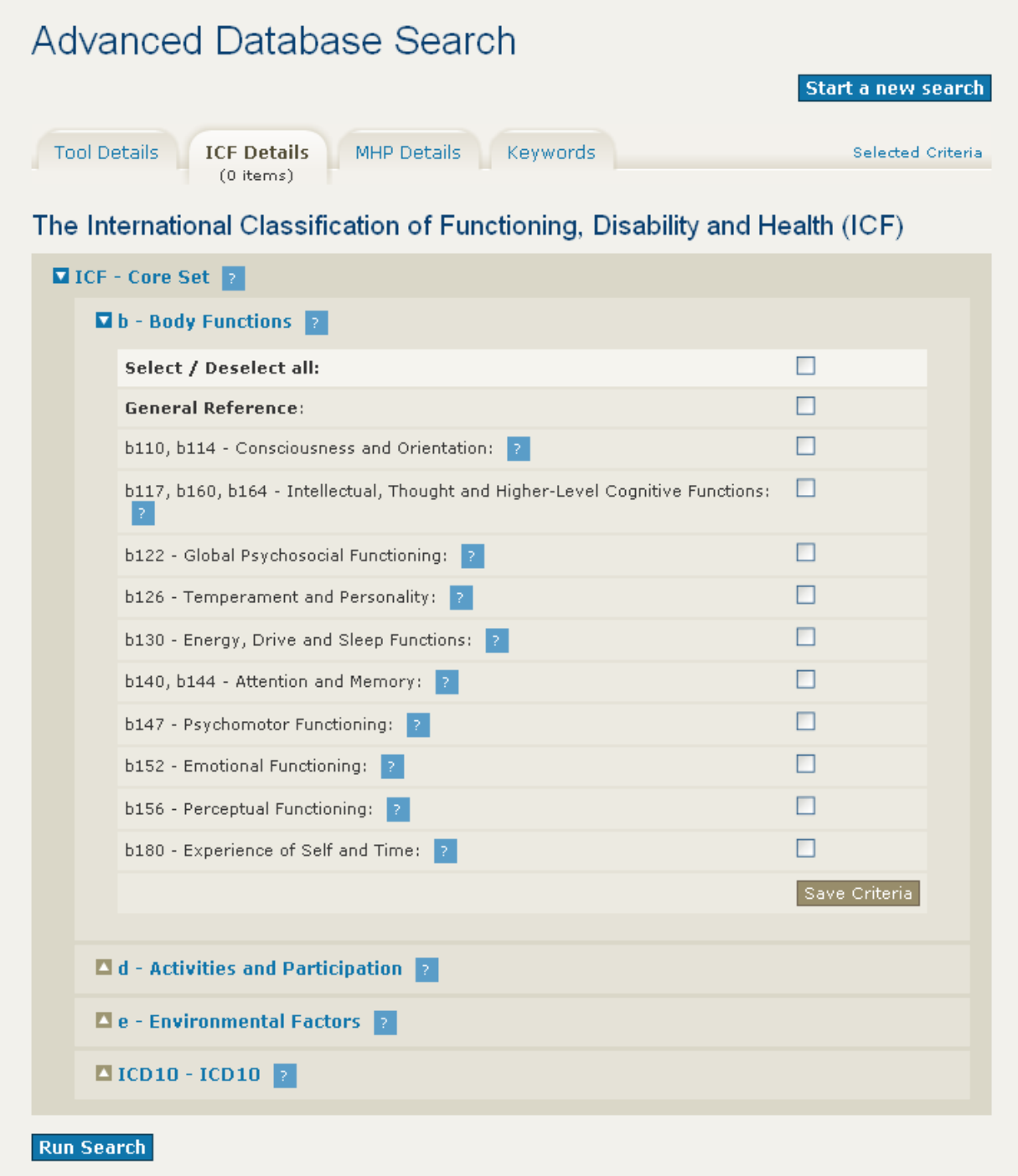


Figure 15: ICF Core Set Body Functions - Categories Screen

From here users can select their search terms of interest**.** Having selected each search term of interest, users must **[Click]** the **Save Criteria** button at the end of the list of terms. This action allows each search criterion entered to be saved and highlighted with a .

Additionally, once saved the number of items selected are reflected in the number of items beneath the ICF Details tab. The following figure reflects this functionality.

Once the criteria have been selected and saved by **[Clicking] Save Criteria** users can move to the next tab or alternatively **[Click] Run Search**.

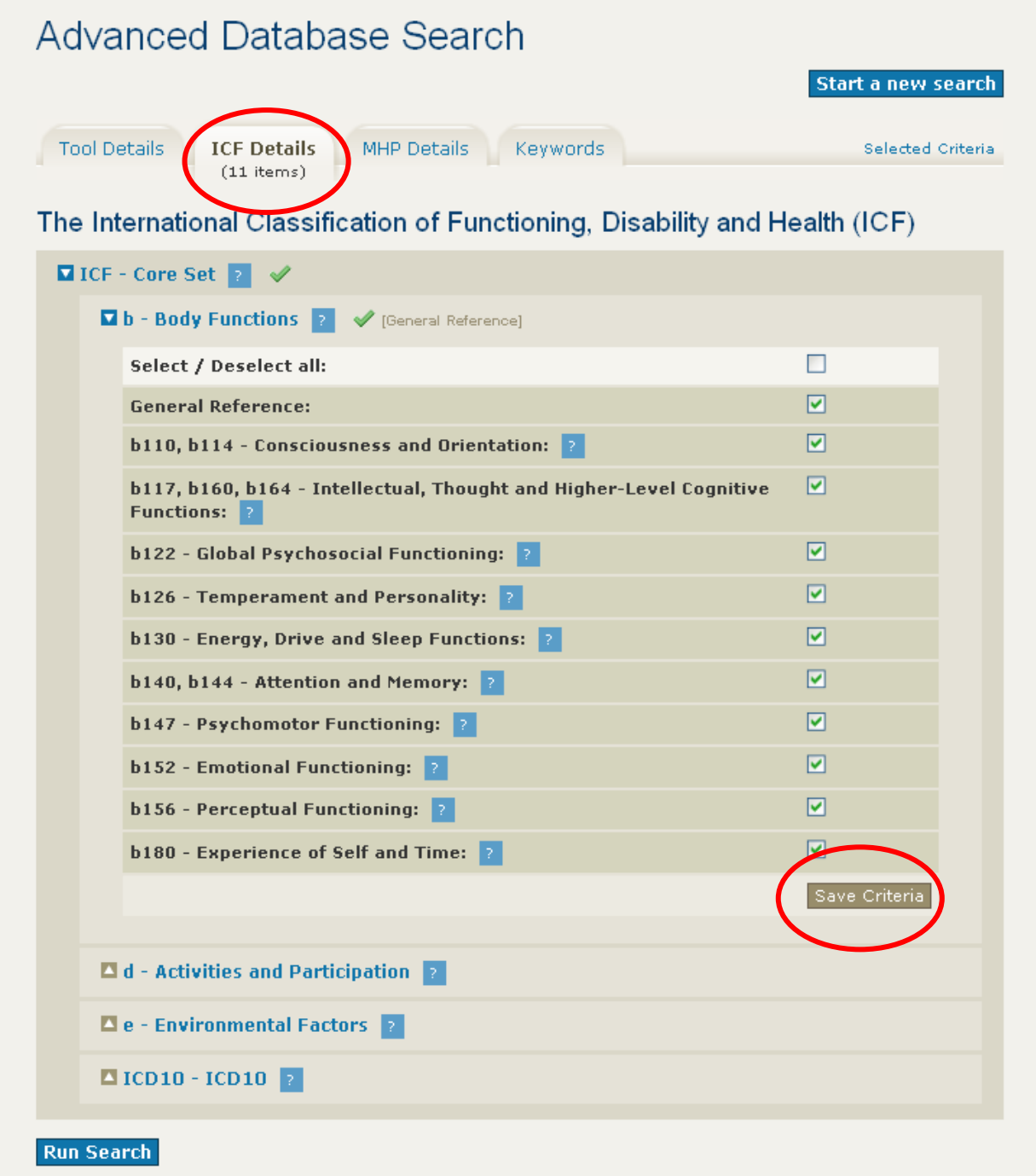


Figure 16: ICF Core Set Body Functions - Categories Screen Following Save Criteria where the Selected Items are Highlighted.

4.3 MHP Details Tab

Please Note: The functionality associated with the MHP Details tab is identical to that described for the ICF Details tab**.**

4.4 Keywords Tab

In contrast to the ICF Details and MHP Details Tabs the **Keywords** Tab enables users to quickly assemble a selection of **ICF and MHP Details** which match the tool they are interested in retrieving. Upon accessing the **Keywords** tab the following screen will appear:

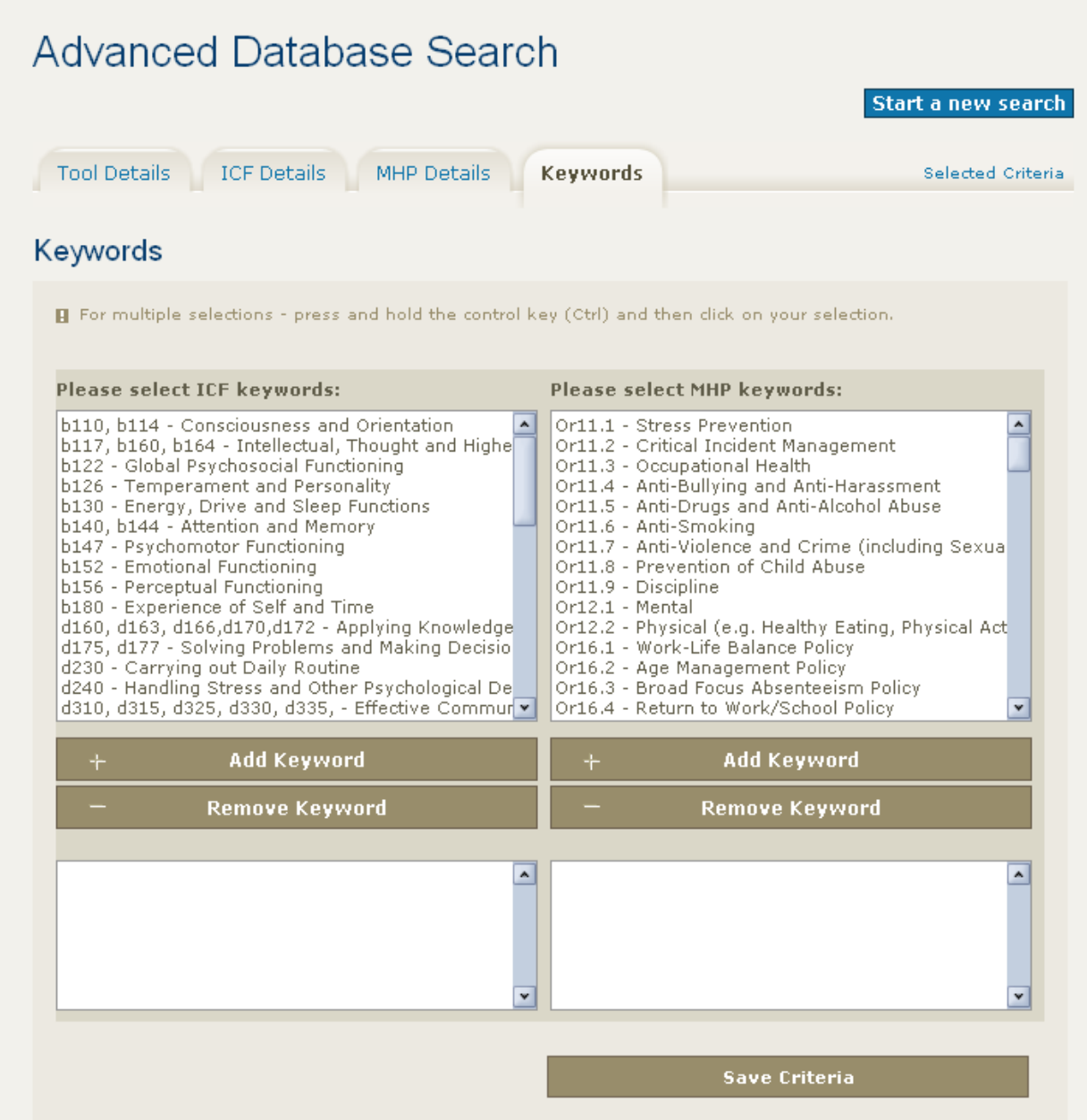


Figure 17: Keywords Tab Screen

From within this screen users can select and deselect the keywords they wish to search on. Once the search criteria have been selected the **Save Criteria** button must be **[Clicked]** before the search can be executed. **Figure 18** reflects an example of selected keywords.

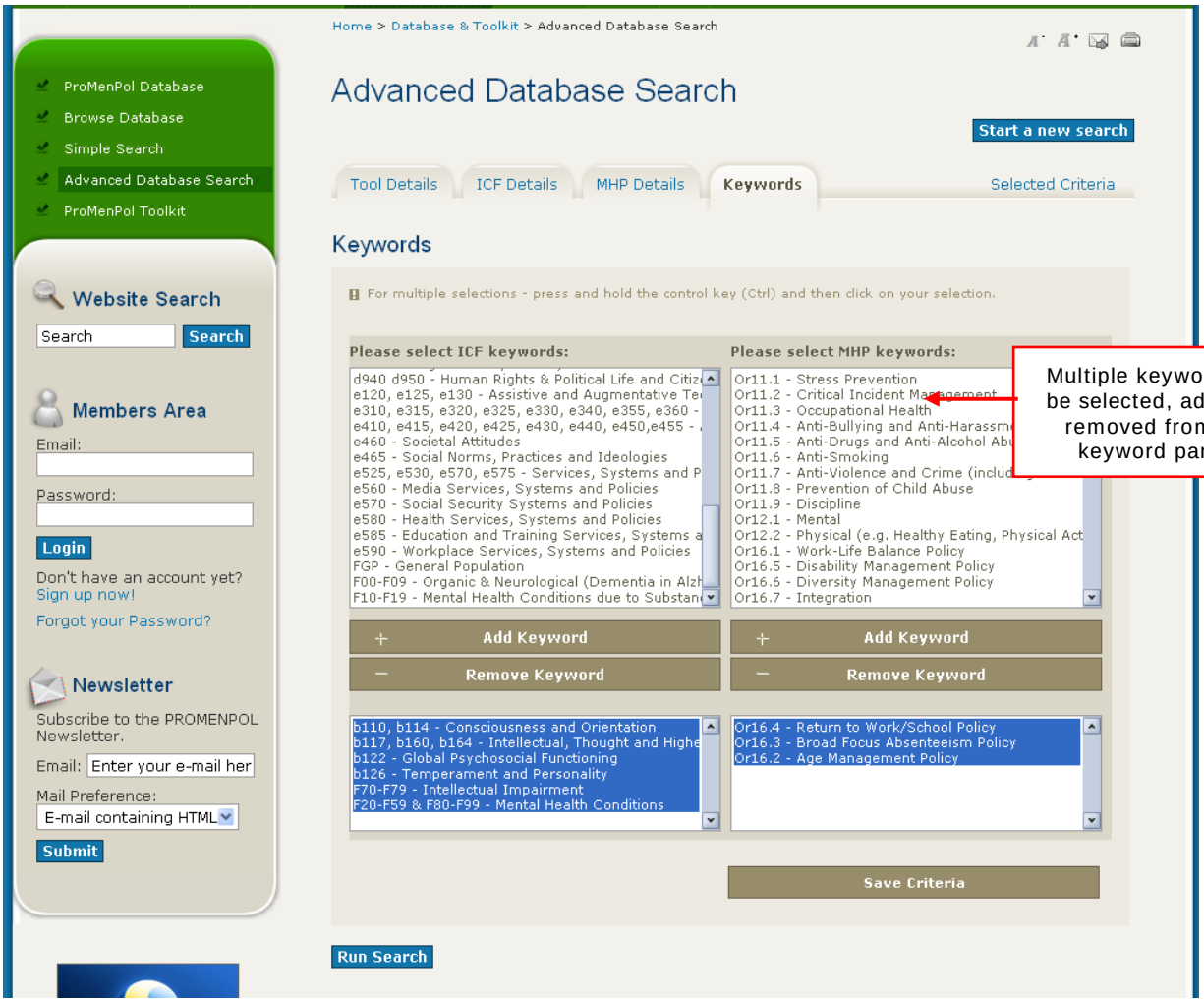


Figure 18: Selected Keywords

4.5 Viewing Selected Advanced Search Criteria

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 format presented in **Figure 19**.

Please Note: The Selected Criteria option is the same as that described for the Full View.

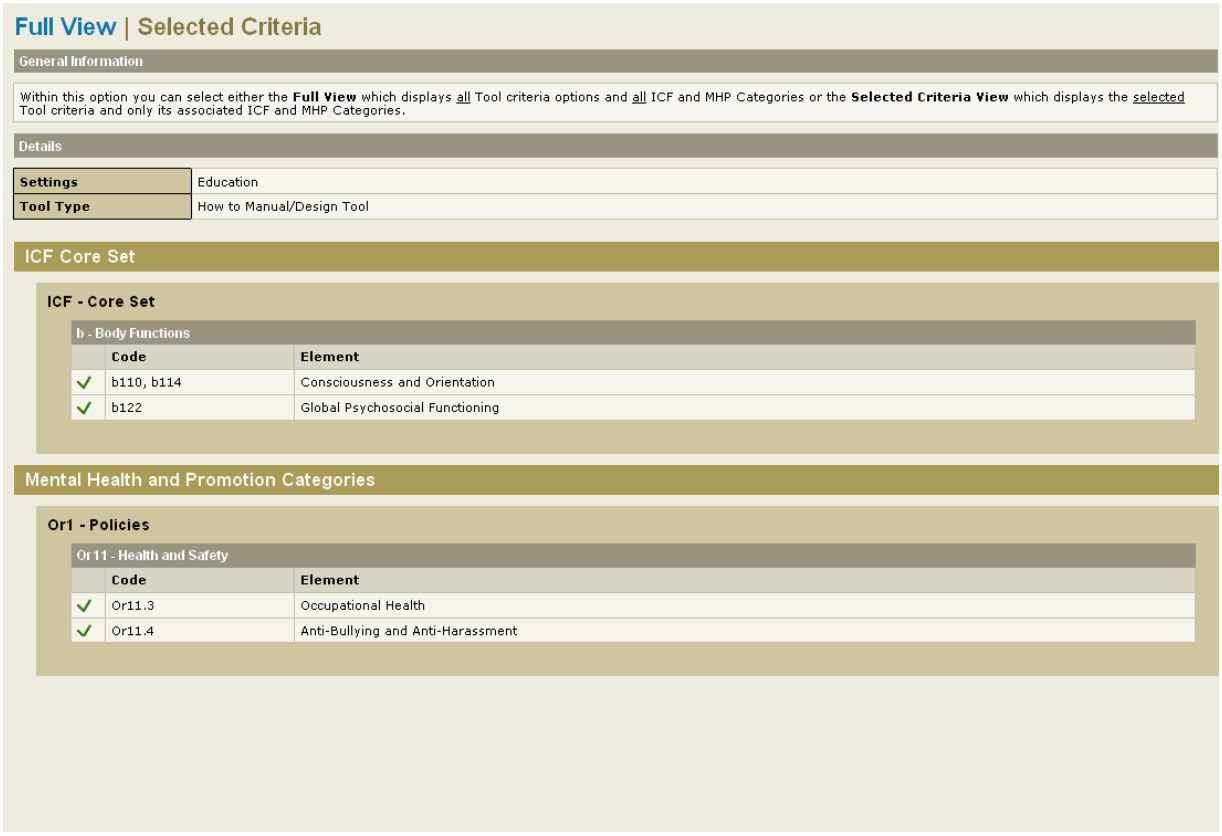


Figure 19: Advanced Search Selected Criteria

5. Carrying out a Free Text Search

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

Please Note: The search is dependent upon the language site that the user is in. Therefore in order to execute a search in the German Language the German ProMenPol Website must be accessed.

Figure 20: 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.

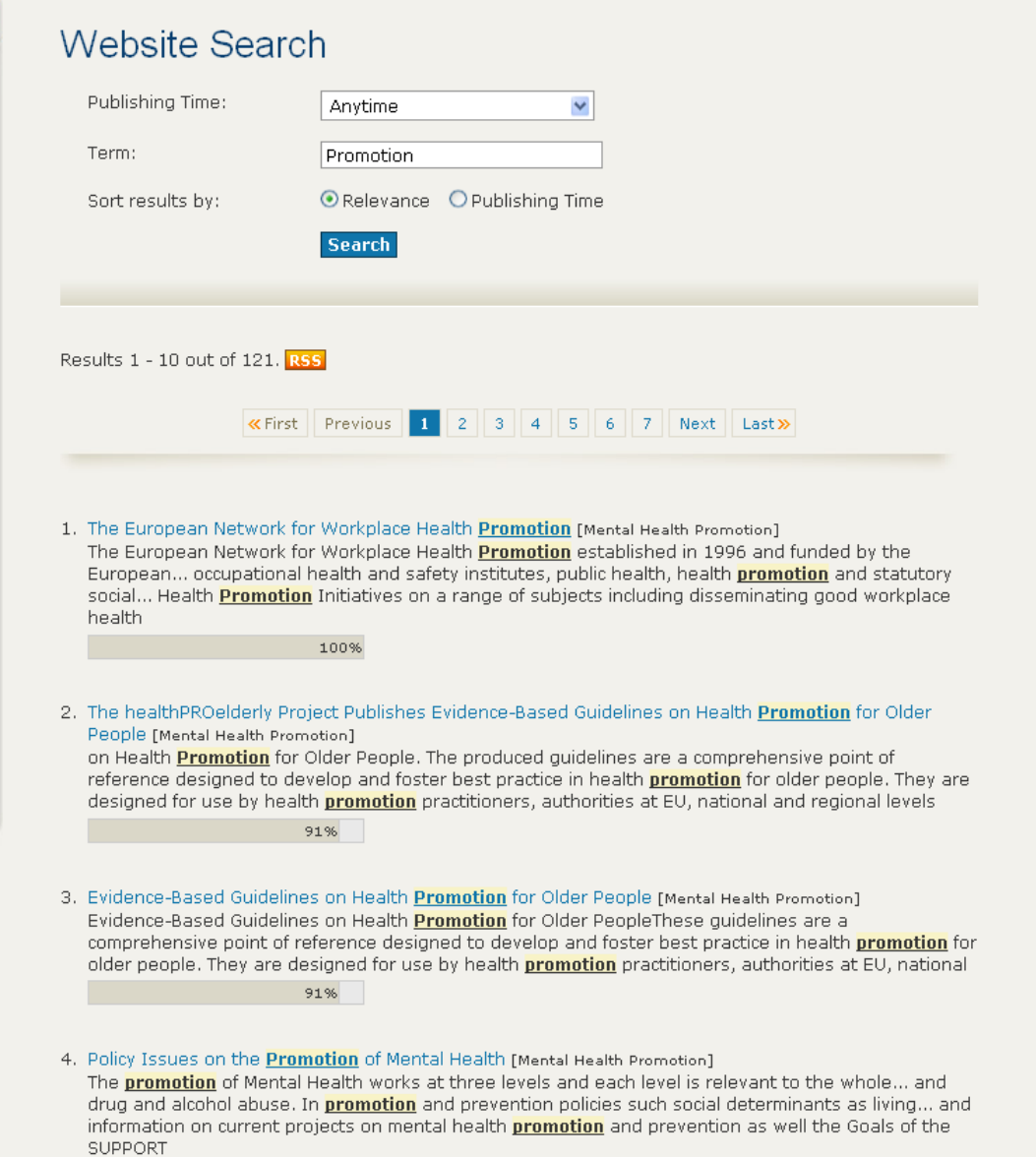


Figure 21: ProMenPol Free Text Search – Results Screen

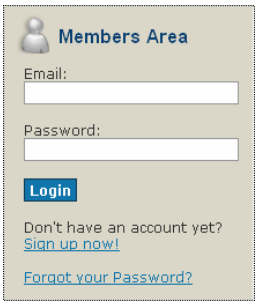
Additionally, ProMenPol users have the possibility to also restrict the search to the time the item was published via the **Publishing Time - pull down menu.**

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

6. Adding and Managing Your Own Tools

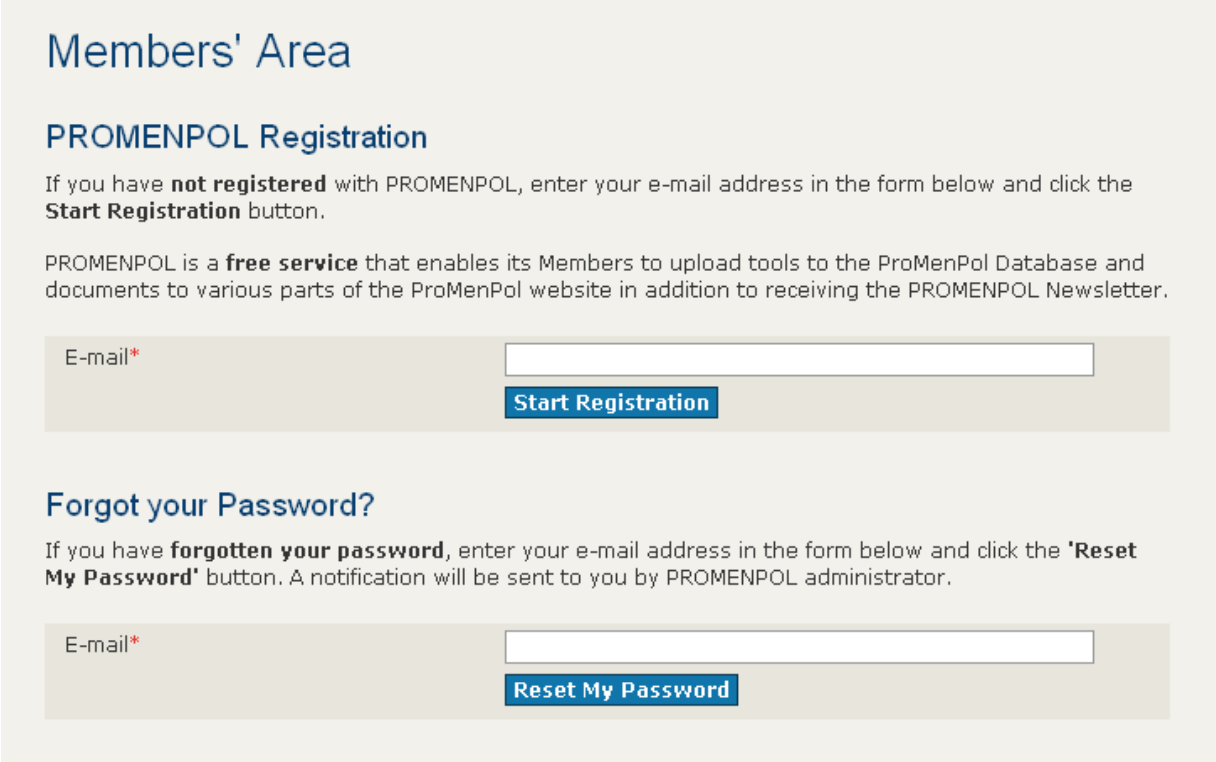
Within the ProMenPol Database users have the possibility to add and manage their own tools. In order to do so however, users must register as members of the ProMenPol website. The registration process is briefly described below.

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 e-mail notification will be automatically sent to the user's e-mail along with their members password.

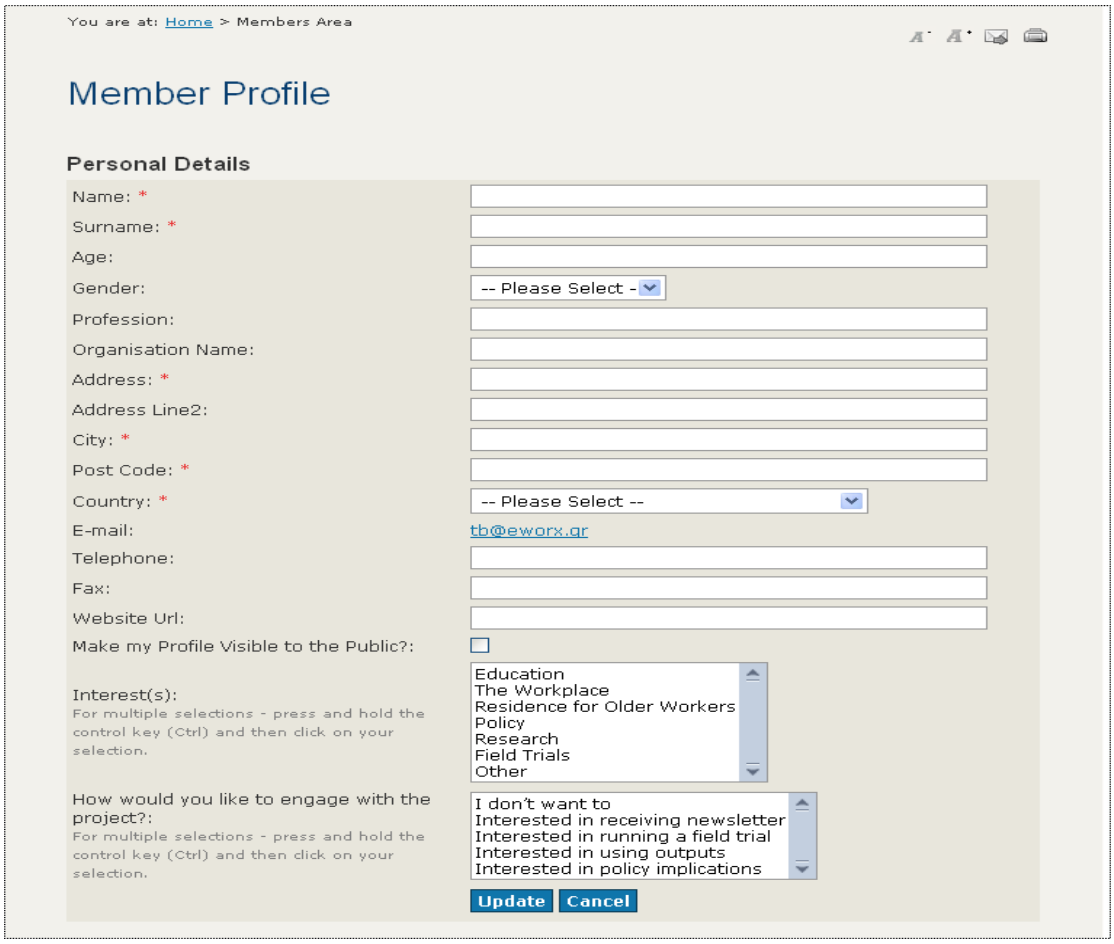


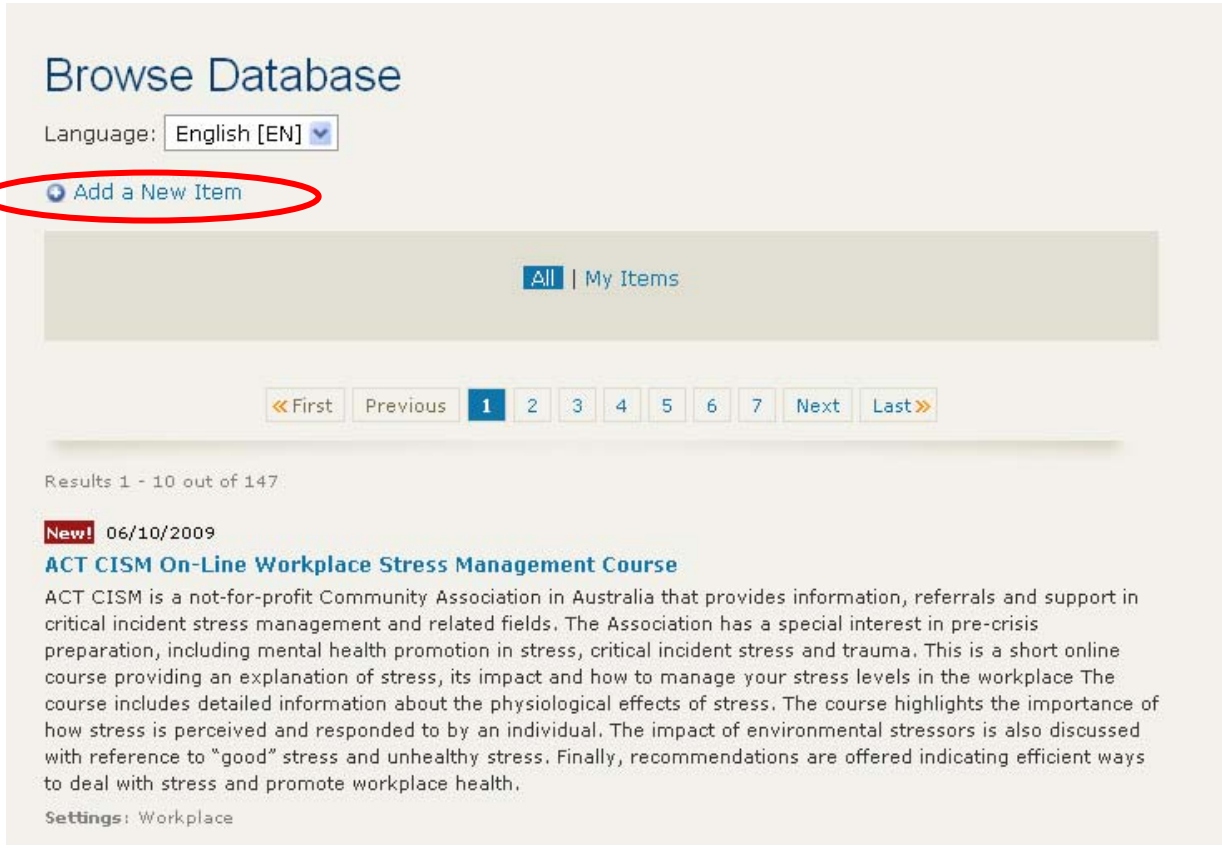
Figure 22: ProMenPol Members Profile Screen

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.

6.2 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 **Browse Database** option from the **Database** menu and **[Clicking] Add a New Item.**



This action will take the user directly to Step 1 the **Tool Information** screen.

Please Note: All Tools entered by users in the ProMenPol Database are managed by the users that entered the tool.

6.2.1 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.

For further information on items associated with Tools Information Screen see **Section 2.1**

An example of the **Tool Information Screen** is presented below.

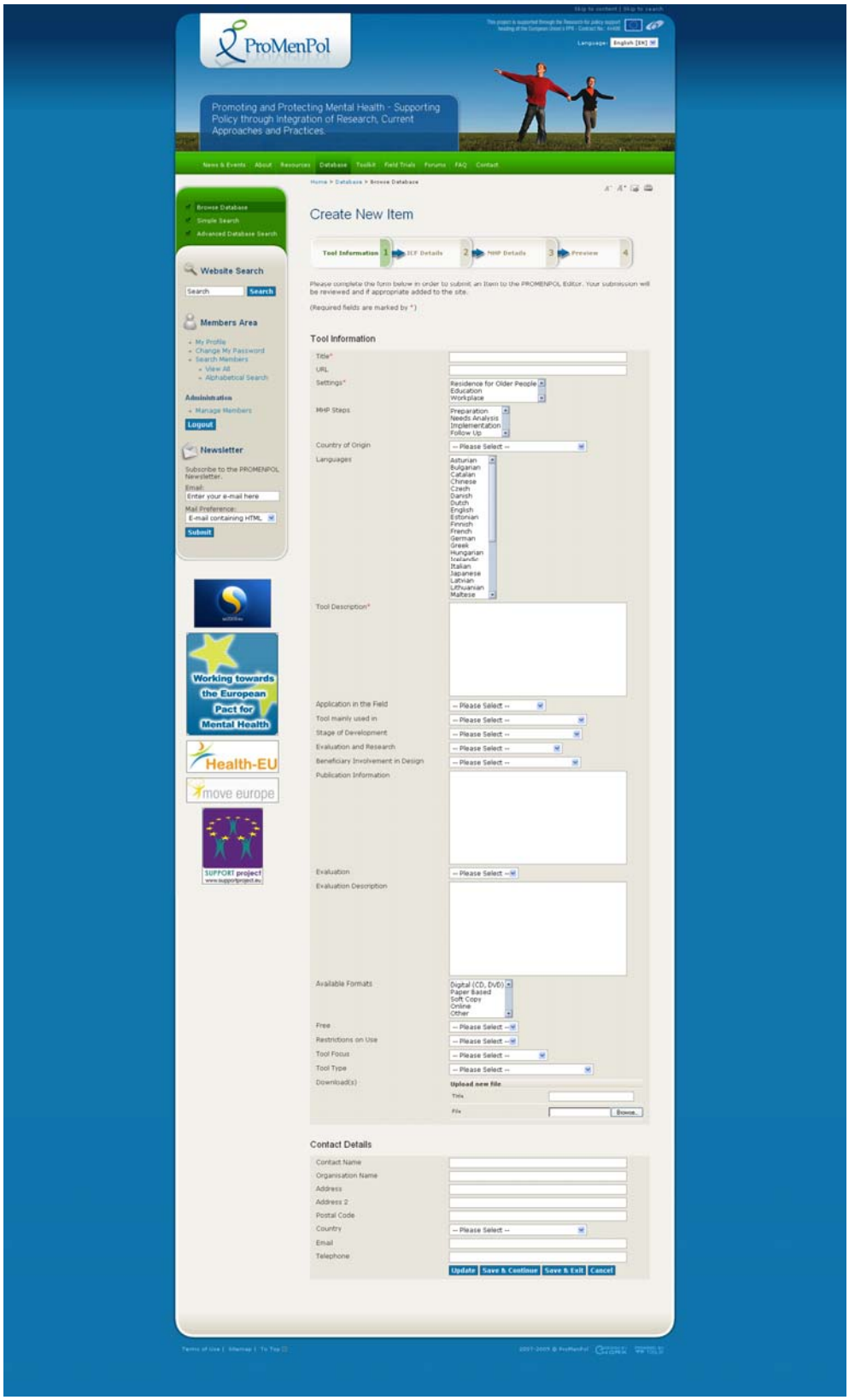


Figure 23: Tool Information Screen

Users have the possibility to upload files (e.g reports, extended evaluation descriptions or the tool itself) directly within the Tool Information screen. If more than one file is to be uploaded, then user needs to **save** the entered tool and then **edit the tool by re-entering Browse Database as a logged in ProMenPol Member** in order to add an additional upload.

At the bottom of the tool information screen users are presented with a number of options to select from which are described in the following table.

Table 2: **Options associated with Creating a New Tool within the ProMenPol Database**

Options	Description
Update	Is used for updating Tool Information once that information has been **SAVED.**
Save & Continue	Save the Tool Information and continue with entering the remaining details.
Save & Exit	Save the Tool Information and exit the process of creating a new item.
Cancel	Cancel the tool creation process.

6.2.2 Step 2: Creating ICF Core Set Details

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

Figure 24: ICF Details Screen

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

Figure 25: ICF Details Screen

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.

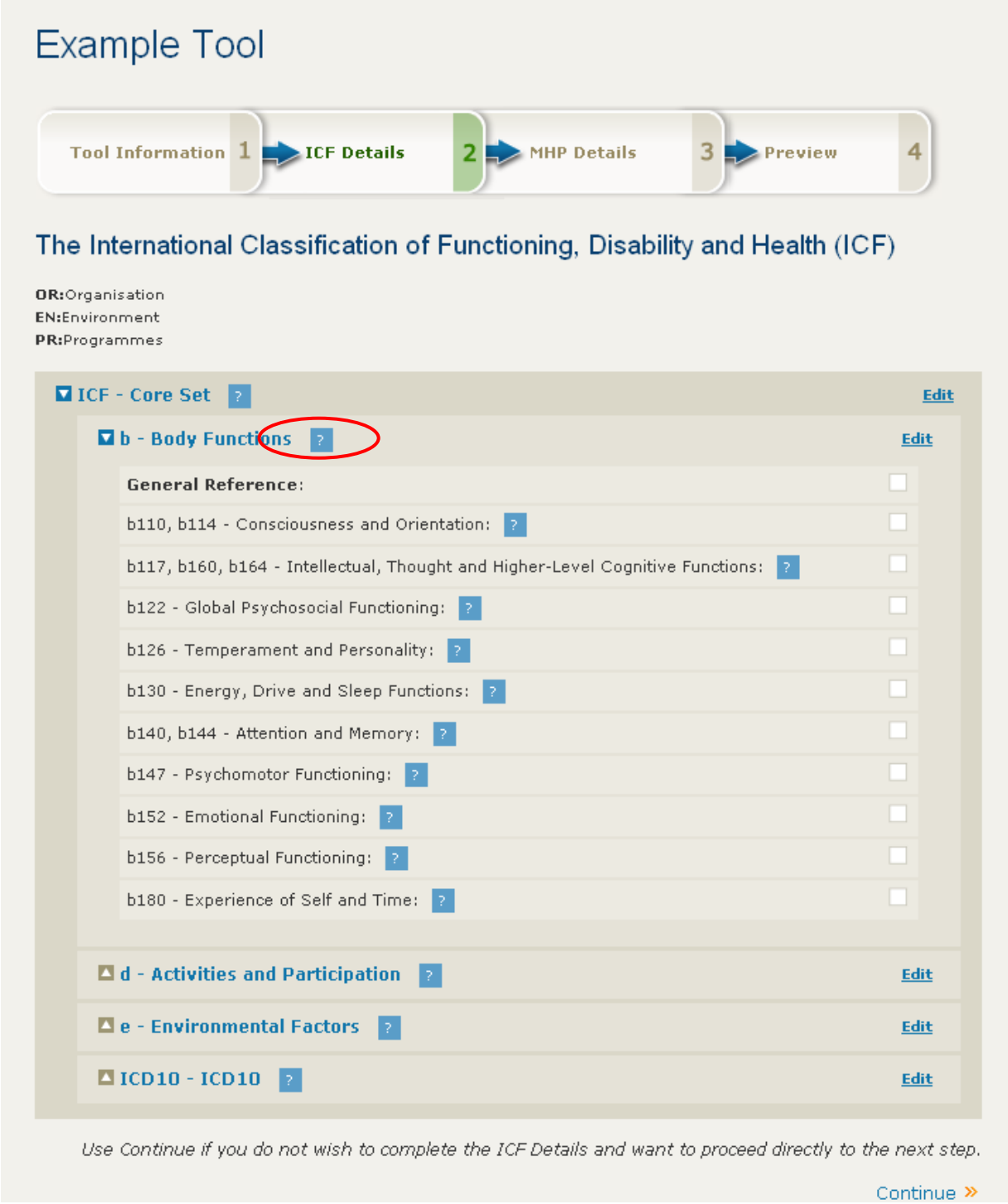


Figure 26: ICF Details Screen

From within this screen 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 tick a criteria in relation to a specific core set item for a specific tool.

Please Note: that the **Update**, **Save & Continue**, **Save & Exit** or **Cancel** buttons must be used in order to record your actions. If **Save & Continue** or **Save & Exit** is not clicked information entered within the ICF Core Set will be lost.

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

Next to each item within the ICF and MHP Codes is a . Each icon represents a description of the field associated with the icon. To access the description simply place the browser pointer over the icon which will result in the description appearing.

6.2.3 Step 3: Creating MHP Details

Please Note: The functionality associated with the MHP Details tab is identical to that described for the ICF Details tab.

6.2.4 Step 4: Preview - Full View

In order to view all Tool details entered in the database **[Click]** the **Full View** tab and then the **Selected Criteria** button. This action will display a full listing of the entered details in the following format. The functionality associated with the Full View is the same as that described in **Section 2.4**

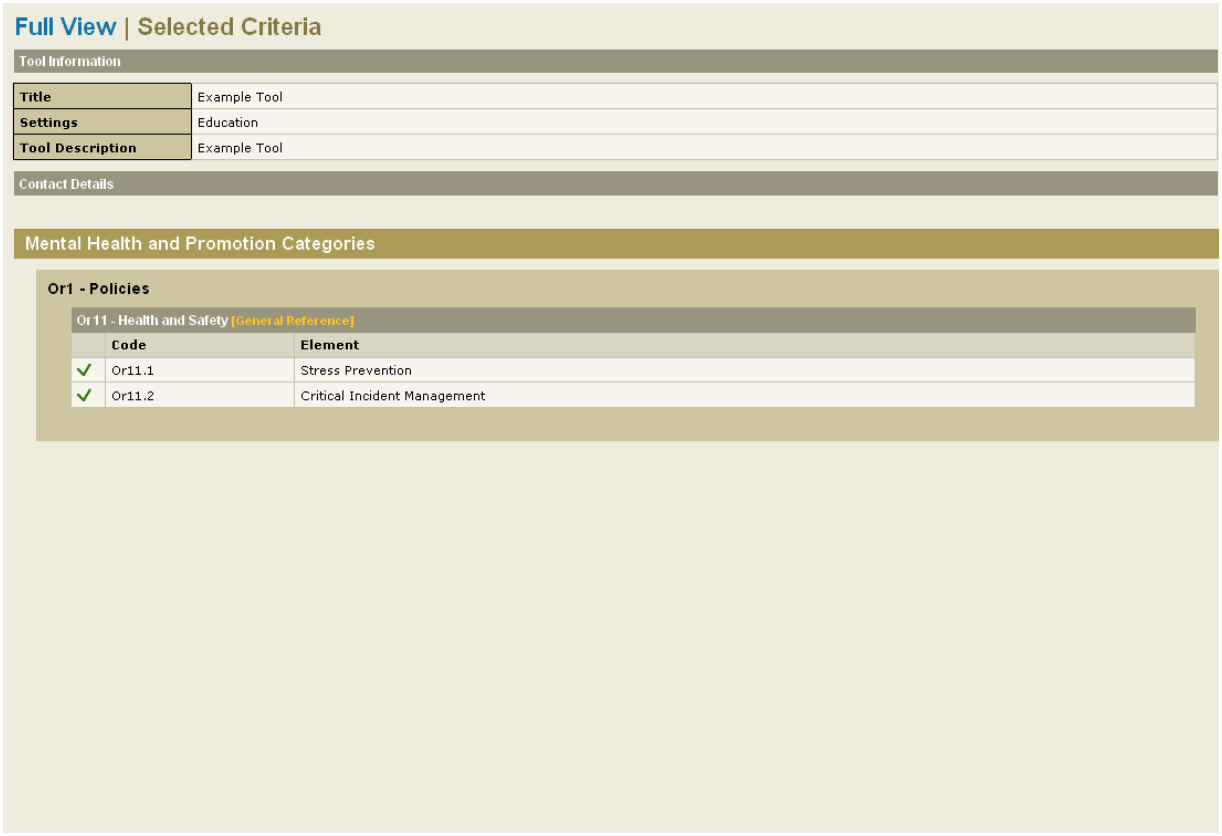


Figure 27: Full View of Entered tool

6.2.5 Publishing a Tool

Upon completion of the Add/Edit Tool process users must notify the **ProMenPol Editor** that the tool is now ready to be published. This is achieved by logging onto to ProMenPol website and accessing **> Database > Browse Database**. Once accessed the following screen will appear:

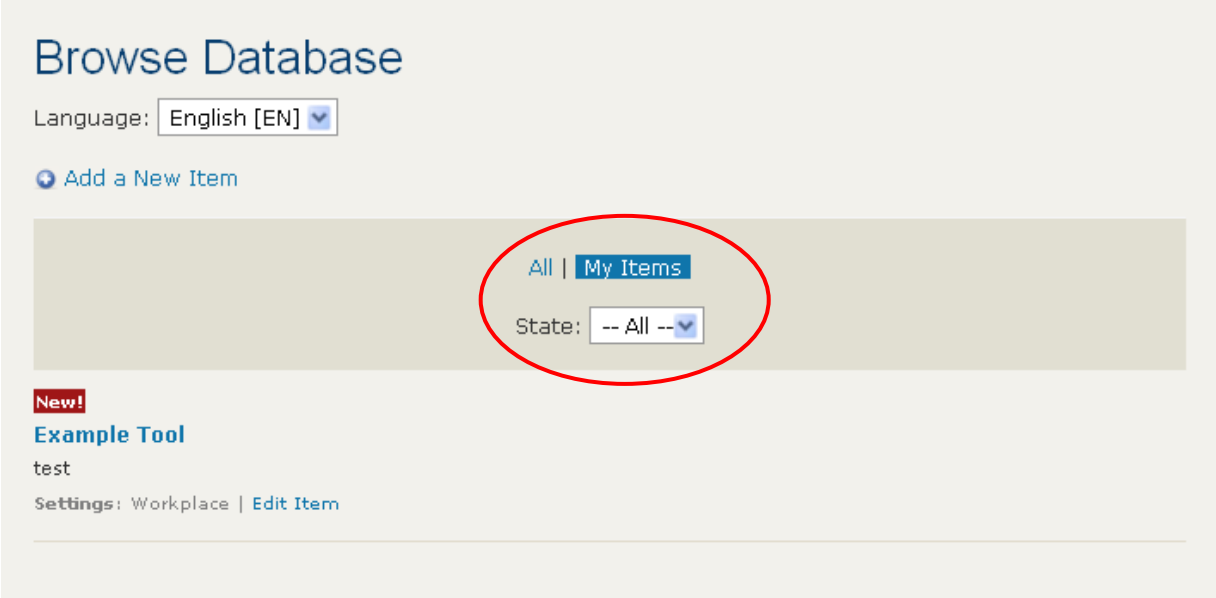


Figure 28: Browsing the Database when Logged in as a ProMenPol Member

As a Member of ProMenPol users may either access All Tools within the Database which provides the same functionality as that described in Section 2 by **[Clicking]** the **All** link or alternatively simply accessing their own Tools which they are managing by **[Clicking] My Items.**

When accessing **My Items** users also have the possibility to view the state that their Tools is in. For instance Tools maybe in two states: **Live** - which means that they have been published on the website and are publicly available or **Draft -** which means that they have not been published because they are still in Edit mode.

Once a tool is ready for publishing [Click] on the tool link. This action will result in the following screen appearing:

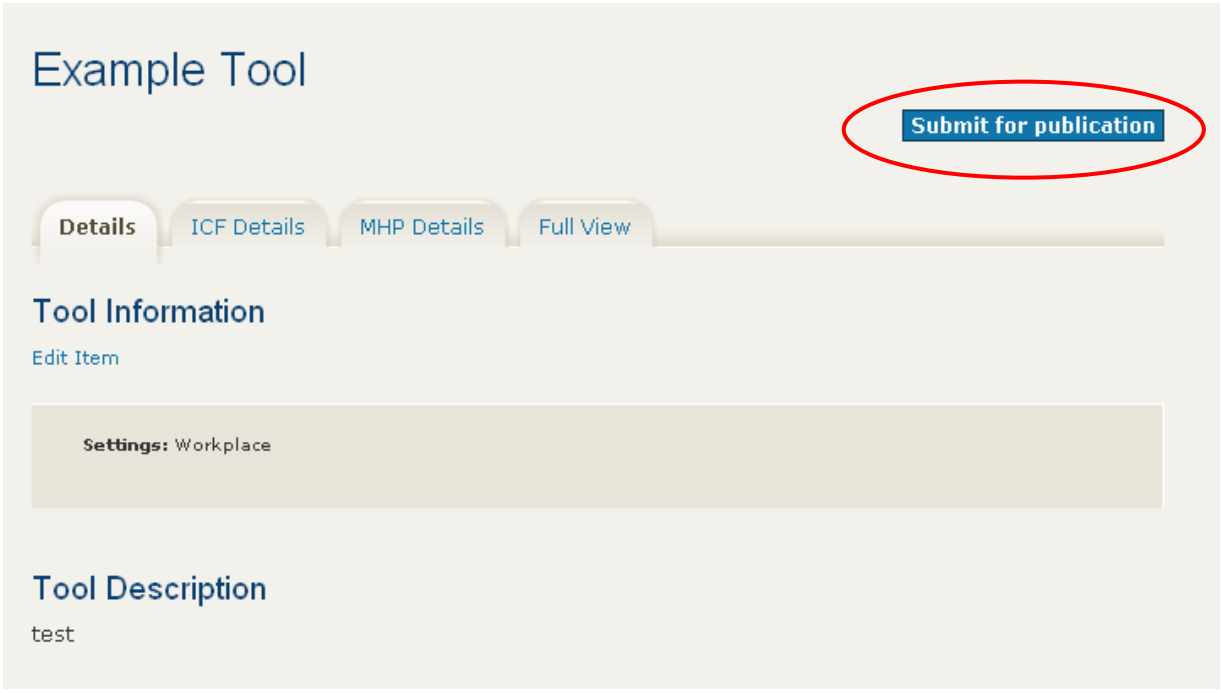


Figure 29: Submit for Publication

To publish **[Click] Submit for publication –** this action will result in the following security screen appearing.

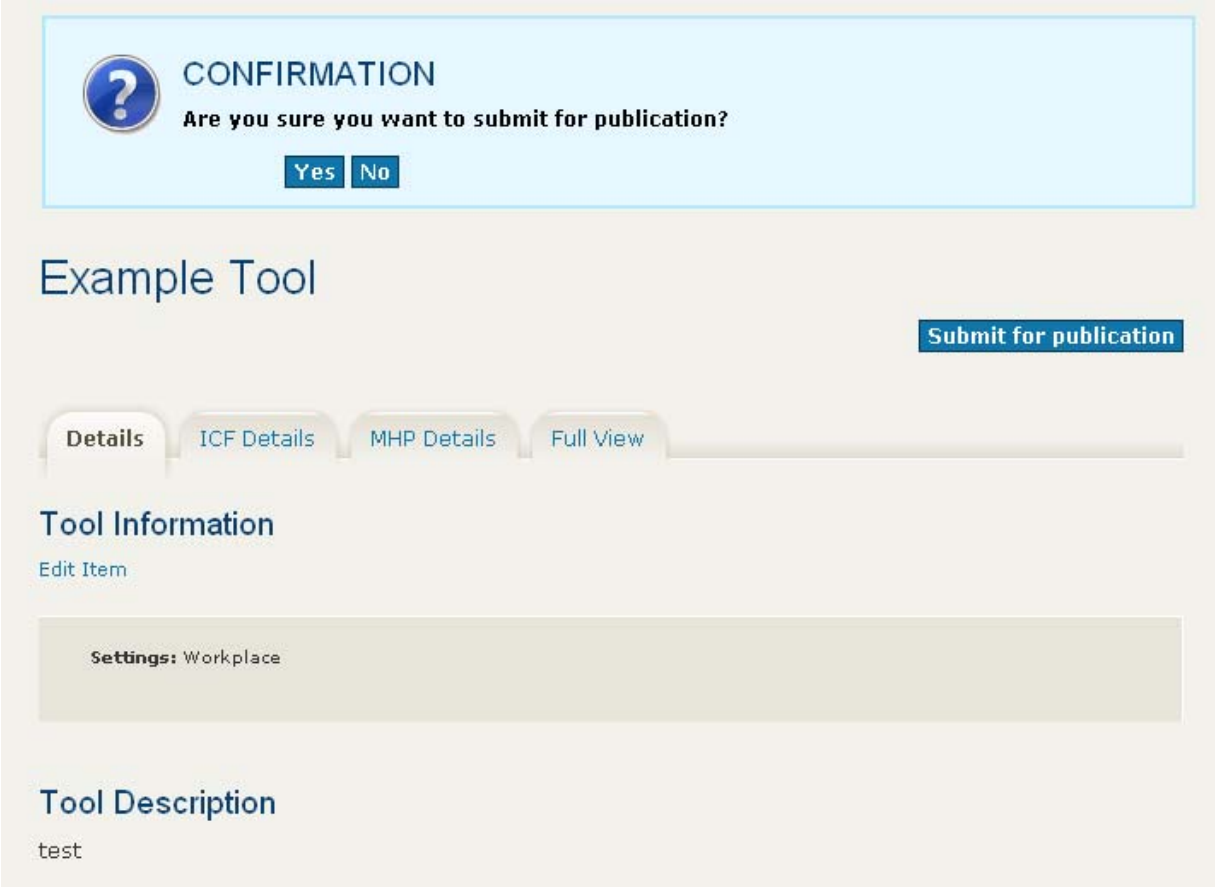


Figure 30: Submit for Publication Confirmation

By **[Clicking] Yes** in the Confirmation screen users will be presented with the following message.

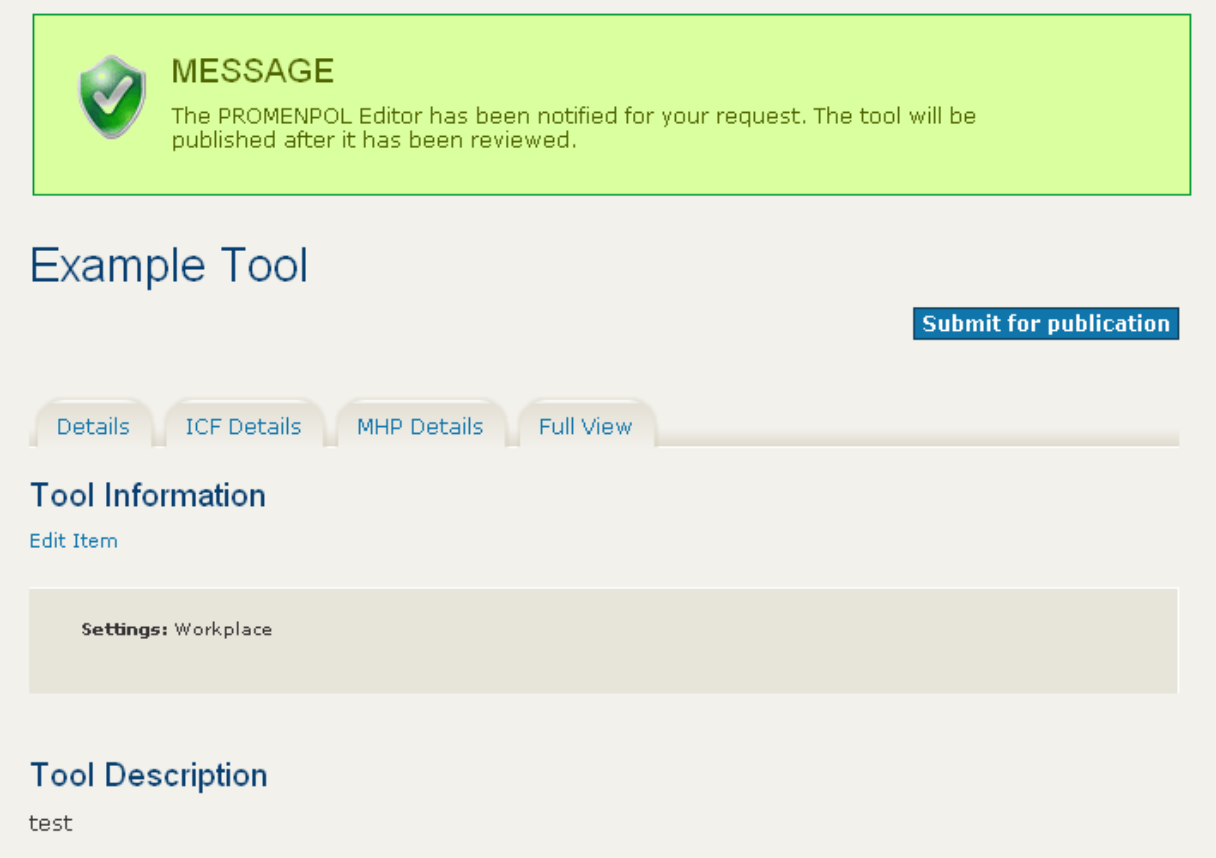


Figure 31: Submit for Publication Message

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.