



EmpowerDB Reference Sheet

Agency:

Our Database Details

Database name:

Site URL:

Roles and Responsibilities

Site Administrator(s):

Program Administrator(s):

Encryption Key Holder:

MECASA has encryption key? Yes or No

Member(s) of EmpowerDB Committee:

MECASA Monthly Report Submitter:

- Who?
- Enters data?
 - Checks for duplicate clients?
 - Reviews ACQES results?
 - Reviews prevention survey results?
 - Pulls periodic reports on programming?

Key Database Information



The encryption key should never be copied, photographed or sent via electronic means. It should be locked in a safe. If you lose your encryption key and no one has an active access point, all your data may be lost forever.

MECASA Monthly reports are due the 15th of every month. If you have issues with your report, contact Sarah Firth (Sarah@mecasa.org) or Jess Bedard (Jess@mecasa.org).

The [EmpowerDB Manual](#) and the [Outcomes, Data, and Evaluation section of the toolkit](#) have resources to help.