

DATA ENTRY FOR CERTIFICATIONS

When a property gets certified during their initial site assessment visit, these are the fields you should verify/change/type when doing the data entry:

On the profile page of the property assessed:

1. Select the **Property Type**.
2. Is this an exceptional naturescaped property that would be worthy of being in an **open garden tour**? If so, check the box.
3. Check that the **neighborhood** and **county** fields are not blank or misspelled.
4. Change **Site Status** to Certified.
5. Select the **Certification Level** achieved.
6. Select Renewal for the **Next Follow-up** field.
7. Change the **Next Follow-up Year** field to blank (first option on the drop down list).
8. Erase any text from the **Next Follow-up Assigned To** field.

Site Record

What is the address of your Backyard Habitat? *

9333 N Bristol Ave

Property Type

Single-Family Residential ▼

Lake Oswego Demo Site?

Outstanding Example - Garden or Yard Tour Worthy?

Property Neighborhood

St Johns

Property County

Multnomah

Outside Program Area

1 Acre or Smaller

Site Status

Certified ▼

Certification Visit Assigned To

🔍 Certification Level

Gold ▼

🔍 Next Follow-up

Renewal ▼

Next Follow-up Year

▼

Next Follow-up Assigned To

9. On the right panel, select the **Watershed**.
10. Enter the data for the **Total Lot Size**.
11. Enter the data for the **SQ FT plantable area**.
12. Enter the data for the **SQ FT Naturescaped**.
13. Enter the data for the **Percentage Naturescaped** without decimals or % sign.
14. Enter the data for the **Onsite Natural Water Source, Slope or Resource Concerns** field (if applicable. Leave blank if not).
15. Click the answer for **Cat(s)** in the property.
16. Select the **Oakscaping** answer.
17. Click the answer(s) for **Canopy Layers** in the property.

NOTE: NEVER use the blank field or **Manage** hyperlink to add a new term to the options.

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Initial Site Assessment

Assessment Date

2018-08-19

Technician

Catherine Goode

Watershed

Johnson Creek

Total Lot Size

8322

SQ FT plantable area

6096

SQ FT Naturescaped

40

Percentage Naturescaped

1

Onsite Natural Water Source, Slope or Resource Concerns?

i.e. stream, flooding, erosion. No man-made water features.

Cats (assessment and certification)

Indoor/Enclosure Only

Indoor/Outdoor

None

New Term

+

Manage

Oakscaping (assessment and certification)

No oak tree(s) present.

Canopy Layers (assessment and certification)

1. Ground Cover/Grass/Bulb

2. Small - Medium Shrub

3. Large Shrub

4. Small - Medium Tree

5. Large Tree

New Term

+

Manage

18. Enter the site assessment visit date in the **Certification Date (Silver/Gold/Platinum, depending on which level they reached)** field.

19. Type your full name in the **Technician (Silver/Gold/Platinum)** field.

NOTE – Certification Skipped:

If the property got certified at Gold, check the **Certification Skipped (Silver)** box.

If the property got certified Platinum, check the **Certification Skipped (Silver)** and **Certification Skipped (Gold)** boxes.

NOTE – Silver etc Benefits:

DO NOT check these boxes. Staff check these boxes once the certification benefits packets are mailed to the participant, approx. 1-2 months after certification.

20. Enter the **Percentage Naturescaped (Silver/Gold/Platinum)**, without a % symbol, and without decimals. To calculate the percentage naturescaped, see the Resources Library.

21. Indicate any **noxious weeds or trees** present.

Certification Date (Silver)*

2015-08-05

Technician (Silver)

Robin Jensen

Certification Skipped (Silver)

Silver Benefits Audubon

Silver Benefits CLT

Percentage Naturescaped (Silver)

14

Invasive Weeds Present (Silver)*

2G - Butterfly Bush

2G - False Brome

2G - Hedge Bindweed *

2G - Italian Arum *

2G - Japanese Butterbur

2G - Lesser Celandine *

2G - Pampas Grass/Jubata Grass

2G - Robert Geranium

2G - Shining Geranium

3P - Creeping Jenny

3P - English/Portuguese Laurel

3P - Fennel

3P - Large and Small-leaf Periwinkle

3P - Reed Canarygrass/Ribbon Grass

New Term



Manage

Invasive Trees Present (Silver)*

2G - Black Locust (under 20ft)

2G - English Hawthorn (under 20ft)

2G - English Holly (under 20ft)

2G - Norway Maple (under 20ft)

2G - Tree-of-Heaven (under 20ft)

3P - Black Locust (over 20ft)

3P - English Hawthorn (over 20ft)

3P - English Holly (over 20ft)

3P - Norway Maple (over 20ft)

3P - Tree-of-Heaven (over 20ft)

New Term



Manage

22. If certified Silver, skip down past GOLD and PLATINUM Certification Assessment sections, as well as Renewal section until you get to Certification – Wildlife Stewardship (Certification).

23. Check the **Wildlife Stewardship (Certification)**, **Stormwater Management (Certification)**, and **Pesticide Use (Certification)** items. It should be identical to those sections in the assessment section.

24. Check any **Education and Volunteerism (Certification)** items that you have learned while talking to the program participant. DO NOT ENTER ANYTHING INTO “NEW TERM” FIELD.

25. Enter the number of **TOTAL Native Trees** and **TOTAL Native Shrubs Planted**.

For zero, enter 0.0 (system glitch).

NOTE:

Leave the **Certification Expiration Date** field blank. Presspoint calculates and adds it automatically using information provided above.

26. **SAVE** your data entry.

27. Follow the steps of the guide “Uploading Facebook Picture and Text to Presspoint” to finalize the process.

IMPORTANT:

Send an email to JP with the **link to the participant’s profile** (copy the URL (the web address from your internet browser)) and the participant’s name so that JP knows it’s ready to post on Facebook.

Certification

Wildlife Stewardship (Certification)*

- Bird/Bat Nest Boxes
- Keeps Cats Indoors
- Native Pollinator Meadow
- Pollinator & Beneficial Insect Nesting Habitat
- Reduce Bird/Window Collisions
- Reduced Outdoor Lighting
- Snag or Decomposing Nurse Log
- Wildlife Water Feature

New Term + [Manage](#)

Stormwater Management (Certification)

- Disconnected downspouts
- Eco-friendly maintenance practices
- Ecoroof
- Large Canopy tree over 30ft
- Naturescaped 10% more than certification level requirement
- Rain garden
- Removed impervious surfaces/grass
- Restored soil
- Water Conservation

New Term + [Manage](#)

Pesticide Use (Certification)

- Always uses IPM strategy
- No use of red/high hazard
- No use of yellow/medium hazard
- Took Metro No Pesticide Pledge

New Term + [Manage](#)

Education and Volunteerism (Certification)

- BHCP Volunteer
- EMSWCD Workshops
- Friends of Trees Volunteer
- Master Gardener Program
- Other
- Other Continuing Education
- Recruited 2 Neighbors
- Yard Tours

New Term + [Manage](#)

TOTAL Native Trees Planted

TOTAL Native Shrubs Planted

Certification Expiration Date*

Calculated automatically as 3 years from most recent certification date.

