Baseline PRI Meeting Checklist

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| **Date:** |       | **Community:** |       |
| **Present at meeting:** |       | **County:** |       |
| **DBHR Reviewer:** |       | **ESD:** |       |

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| **Review and discuss initial Year-One Task Category grid as context for the rest of the discussion.**Check box if applicable to question. Some answers may not apply; add comments/notes for further detail. |
| **#** | **Considerations/ Questions** | **Yes / Completed** | **No / Not Developed Yet** | **Needs TA/ Training** |  **TA Comments / Notes** |
| **GETTING STARTED** |
|  | Identify who is currently registered on The Athena Forum website and their role with PRI. | [ ]  | [ ]  | [ ]  [ ]  | Registered individuals associated with the PRI include  |
|  | What has been the media coverage regarding PRI efforts or community selection to date? | [ ]  | [ ]  | [ ]  [ ]  |      Request copy(ies) if available. |
|  | Which media was/will be used to inform the public in the community? | [ ]  | [ ]  | [ ]  [ ]  | Local outlets include       |
|  | Who are the members of the core workgroup?  | [ ]  | [ ]  | [ ]  [ ]  |       If core work group isn’t formed yet, what is recruitment plan and projected timeline?       |
|  | Have the core workgroup and/or coalition’s operating principles been adopted? (decision making and communication processes) | [ ]  | [ ]  | [ ]  [ ]  |      Request a copy if available; permission to share this example with others?       |
| **#** | **Considerations/ Questions** | **Yes / Completed** | **No / Not Developed Yet** | **Needs TA/ Training** |  **TA Comments / Notes** |
|  | Has the community coordinator been hired? If no, what is the plan and timeline for hiring coordinator? Do you have a job description of the identified community coordinator? | [ ]  | [ ]  | [ ]  [ ]  |      Is a sample job description needed?       Request a copy if available; permission to share this example with others?       |
| **CAPACITY** |
|  | Have key leaders been identified in the community? | [ ]  | [ ]  | [ ]  [ ]  | If identified, key leaders include       |
|  | Has a coalition charter been developed and adopted? | [ ]  | [ ]  | [ ]  [ ]  |      If no, is a sample needed?      Request a copy if available; permission to share this example with others?       |
|  | Review or discuss the initial and ongoing coalition recruitment plan. (If one is developed.) | [ ]  | [ ]  | [ ]  [ ]  |       |
|  | Review and discuss the coalition member roster including names and sector affiliations. | [ ]  | [ ]  | [ ]  [ ]  |       |
|  | Are at least 8 of 12 community sectors represented on the community’s coalition roster?Are youth involved in the coalition? | [ ]  | [ ]  | [ ]  [ ]  |      If no, when will all sector representatives be identified?       |
|  | Are youth-treatment and mental health providers represented on the coalition? | [ ]  | [ ]  | [ ]  [ ]  |      If no, what are plans for outreach to encourage participation/recruit?       |

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|  **CAPACITY continued** |
|  | What staff associated with the PRI has attended the SAPST Training? Is currently a CPP? | [ ]  | [ ]  | [ ]  [ ]  |      Individuals who have attended SAPST include      Individuals with a CPP       |
|  | Review and discuss coalition meeting minutes from the past 3 meetings, if available. | [ ]  | [ ]  | [ ]  [ ]  |       |
| **ASSESSMENT** |
|  | What is the status of the community needs assessment?  | [ ]  | [ ]  | [ ]  [ ]  |      Request a copy of the most current for the community, if available.      |
|  | What is the status of the community resource assessment?  | [ ]  | [ ]  | [ ]  [ ]  |      Request a copy of the most current for the community, if available.      |

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|  | **Considerations/ Questions** | **Yes / Completed** | **No / Not Developed Yet** | **Needs TA/ Training** |  **TA Comments / Notes** |
| **PLANNING** |
|  | Review and discuss the planning framework that the coalition utilizes (for example, the Strategic Prevention Framework). | [ ]  | [ ]  | [ ]  [ ]  | The framework is identified as       |
|  | Does the coalition currently have a strategic prevention plan, theory of change and/or logic model that will be used for PRI efforts?  | [ ]  | [ ]  | [ ]  [ ]  |      Request a copy if available; permission to share this example with others?        |
| **IMPLEMENTATION** |
|  | Is the coalition established and active? If yes, what is the structure of the coalition?If yes, what environmental prevention strategies, and / or programs does the coalition support? | [ ]  | [ ]  | [ ]  [ ]  |      Structure      Strategies / programs include        |
|  | Discuss the community coordinator and/or coalition’s experience implementing: * Environment prevention strategies,
* Evidence-based direct services,
* Public awareness campaigns, &
* P/I services.
 | [ ]  | [ ]  | [ ]  [ ]  | Experience includes       |
| **#** | **Considerations/ Questions** | **Yes / Completed** | **No / Not Developed Yet** | **Needs TA/ Training** |  **TA Comments / Notes** |
|  **IMPLEMENTATION continued** |
|  | Is there currently a Prevention/Intervention (P/I) position in the school implementing the SAPISP? | [ ]  | [ ]  | [ ]  [ ]  |       |
|  | Discuss how many P/I positions are needed to reach the benchmark of 1 per 1000 students, and accessing funding to support those positions. | [ ]  | [ ]  | [ ]  [ ]  |       |
| **REPORTING AND EVALUATION** |
|  | Does the community coordinator/ staff have experience using the Performance Based Prevention System (PBPS)? | [ ]  | [ ]  | [ ]  [ ]  | Experience includes       |
|  | Describe community coordinator and coalition’s experience evaluating prevention initiatives.  | [ ]  | [ ]  | [ ]  [ ]  | Experience includes       |