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? |
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|  | 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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| **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 |