

# Prevention Learning Community Meeting

Hosted by: Division of Behavioral Health & Recovery

January 25, 2017

9:00 a.m. to 12:00 Noon

# Agenda



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**Welcome / Introduce new prevention providers to the call**

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**Important OSPI Communication** *Krissy Johnson*

**Important DBHR Communication**

- Leg Updates
- Training Plan *Lucilla Mendoza*
- CPP Congratulations *Lucilla Mendoza*
- Coordinator/Community Recognition *Julia Havens*

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**Minerva MIS** *Sarah Mariani*

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**Minerva TA Calls and Coordinator Sharing** *Julee Christianson*

**Julissa Crow** | CPWI Coordinator | Pasco

**Cathy Kelley** | CPWI Coordinator | Sunnyside

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**Prevention Communications Updates**

**Deb Schnellman** | Communications and Health Promotion Manager | DBHR

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**Traffic Safety Funding Opportunity**

**Scott Waller** | Program Manager | Washington Traffic Safety Commission

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**Strategic Planning** *Julia Havens*

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**Open forum - Prevention Success Story Sharing** *All*

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Introductions

# **NEW PREVENTION PROVIDERS**



# LEG SESSION UPDATES



Lucilla Mendoza

# **CPWI TRAINING PLAN**



# SPF Webinar Series

Training / Location	Training Date (s)
Organizational Development TA Call	<b>Date:</b> January 31, 2017, 9-11 am <b>Date:</b> February 16, 2017, 2-3 pm
Needs Assessment & Resources Assessment TA Call Data Books 2017	<b>Date:</b> February, 15 2017, 9 am-12 pm <b>Date:</b> February 28, 2017, 11 am – 12 pm <b>Date:</b> March 31, 2017, 1-3 pm
Needs Prioritization and Comprehensive Approach Planning TA Call	<b>Date:</b> April 6, 2017, 9 am-4:30 pm (IN PERSON)  <b>Date:</b> April 12, 2017, 11 am-12 pm
Action Plan and Program Implementation TA Call	<b>Date:</b> April 27, 2017, 1:30 pm-4:00 pm <b>Date:</b> May 10, 2017, 11 am-12 pm
<b>Self Guided Training/Resources Doc</b> <b>Training Registration and DBHR Prevention Training Plan 2017 <i>Posted on the Athena Forum</i></b>	



# Training Announcements

Training / Location	Training Date (s)
<p><b>Strengthening Families Program Facilitator Training</b> WSU Snohomish County Extension Office, Everett, WA</p>	<p>February 6-8, 2016</p>
<p><b>Community Anti-Drug Coalitions of America 27<sup>th</sup> Annual National Leadership Forum (CADCA)</b> National Harbor, MD</p>	<p>February 6-9, 2017 <a href="http://www.cadca.org/events/forum2017">http://www.cadca.org/events/forum2017</a></p>
<p><b>WA – Substance Abuse Prevention Skills Training</b> Shoreline Conference Center - North King County</p>	<p>March 14-17, 2017 <a href="http://www.pscbw.com/Pages/default.aspx">http://www.pscbw.com/Pages/default.aspx</a></p>
<p><b>Spring Youth Forum</b> Great Wolf Lodge, Chehalis WA</p>	<p>May 17, 2017</p>
<p><b>Society for Prevention Research</b> Washington, DC</p>	<p>May 30-June 2, 2017 <a href="http://www.preventionresearch.org/">http://www.preventionresearch.org/</a></p>
<p><b>Summer Coalition Leadership Institute</b> Lacey, Tumwater, Olympia (Thurston County)</p>	<p><b>Hold:</b> June 20 &amp; 21, 2017</p>
<p><b>Ethics Training (In Person / Online Course)</b></p>	<p><b>Save the Dates:</b> March In Person in Ellensburg, Summer Online Training</p>



# Mentoring Best Practices Builders Forum – Mentoring Works Washington

## Mentoring Best Practices Builder Forum



In this monthly forum series, participants from new and developing mentoring programs in community-, school- or site-based programs can take an hour away from their plate of overflowing tasks and sit back to dig deeper into the best practices for mentoring with their peers. Each BPB session starts with a 15-20 minute presentation followed by participants' questions and ideas. There is no commitment to participate in the full series; you can participate in a single session, a few, or all sessions.

Dates: 4th Thursdays of each month, January–June 2017  
Time: 9 – 10 am  
GoToMeeting Access: <https://global.gotomeeting.com/join/288962925>  
Dial in: (571) 317-3122 Code: 288-962-925  
Cost: FREE

### Series Dates

- January 26: Recruitment (see details below)
- February 23: Screening
- March 23: Matching
- April 27: Training
- May 25: Monitoring & Support
- June 22: Match closure

Questions: Pamila Gant, Sr. Program Officer, Outreach and Training  
425-679-5562; [pgant@mentoringworkswa.org](mailto:pgant@mentoringworkswa.org)

### Reasons to participate

Mentor recruitment efforts are as crucial as the program design. Successful recruiting strategies help you find the "right" volunteers who have realistic expectations who will stay the course and meet your requirements. While we will discuss the following topics, primarily we will answer questions of you and ask you to share your questions and what works for you. MWW will discuss the following:

1. Effective marketing materials
2. Targeted recruitment effort
3. Taking advantage of every opportunity possible
4. Engaging mentoring participants in recruiting



## Mentoring Best Practice Builder Forums

Submitted by greesjr on Wed, 01/18/2017 - 3:51pm  
Mentoring Best Practices Builder Forum

Hosted by Mentoring Works Washington

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Lucilla Mendoza

# CPP CONGRATULATIONS

# CONGRATULATIONS NEW CPP's

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# Special Recognition

Peggy Needham, Coordinator – W2 for Drug Free Youth, Walla Walla

**Peggy received a 2017 Traffic Safety Award** from the Walla Walla County Traffic Safety/DUI Task Force.

She received the Educational Outreach award for her work in educating youth and parent about dangers of underage drinking and drug use while operating vehicles and for local implementation of Talk. They Hear You.



# Congratulations, Peggy!





# Way to go communities!

- The following CPWI communities reached over **200% +** of their Community Survey Collection Goal
- Auburn,
- Bellingham,
- Marysville, and
- Omak



# Way to go communities!

The following communities reached **150% +** of their Community Survey Collection Goal

- Bethel (195%),
- Dayton,
- Ferndale,
- Hoquiam,
- Long Beach,
- Prosser,
- San Juan,
- South East Seattle,
- Vashon,
- Washougal, and
- White Center, Highline



Sarah Mariani

# **MINERVA - MIS UPGRADE UPDATE**



# Minerva –

Find the link on the Athena Home Page

[www.TheAthenaForum.org](http://www.TheAthenaForum.org)

**ATHENA**  
known for wisdom, strategy and skill

Sign In Join Now Search...

The site for substance abuse prevention professionals and volunteers who want to become better at what they do.

Home Prevention Headlines Training Learning Community Learning Library Who's Who in Prevention Prevention Priorities

**Welcome to the Athena Forum**

The Athena website is created for prevention professionals to develop, update, and sustain their substance abuse prevention work.

You can find general information about substance abuse prevention on this site or get specific documents and tools like sample agendas and surveys. You can also access prevention discussions and online training opportunities.

**Current Blog** [» Read all blog posts](#)

**Marijuana Talk Kit for Parents Now Available in Spanish**  
3 weeks 6 days ago

From the Partnership for Drug Free Kids: Between marijuana legalization, the normalization in pop culture and new ways of using (edibles, vaporizers, concentrates), it's becoming more complicated for parents to talk to their teens. So, where do you start? And what should you say? We're here to help. Download our free Marijuana Talk Kit, available in English and Spanish, to get tips on how to have meaningful, productive conversations with your teen about marijuana. Download... [Read more...](#)

**Shared Documents**

- 2016 Prevention Workfor... weeks 1 day ago
- Triple P Rural Initiative Final Report... weeks 6 days ago
- Triple P/Primary Care Urban Initiative Year 1 Final Report... weeks 6 days ago
- Take Back Day Flyer 10 weeks 1 day ago
- North Kitsap Substance Abuse Prevention Coalition Chalk Art Event 10 weeks 1 day ago
- Sept 28 2016 - Prevention Learning Community Meeting Slides - DBHR 10 weeks 5 days ago
- Successful School & Coalition Partnerships - CPWI 3rd Hour Presentation - Sept 28 2016 10 weeks 5 days ago
- Monthly Rhythm of Schools - Cited during 3rd Hour Webinar Series - Sept 28, 2016 10 weeks 5 days ago

**News and Announcements**

- Funding Opportunity - Partnerships for Success Targeted Enhancement Projects 13 hours 27 min ago
- Funding Opportunity - Mental Health Promotion & Suicide Prevention Project 13 hours 41 min ago
- Surgeon General Releases Report on Alcohol, Drugs, and Health 3 weeks 3 days ago
- Grant Opportunity - Lifeskills Training Program - Middle School 4 weeks 1 day ago

1 2 3 4

Pause Previous Next

**For DBHR-funded Prevention Providers**

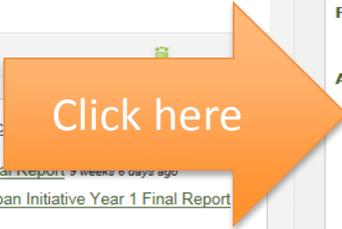
**All Providers**

- NEW - Minerva - Online Reporting System**
- Prevention Provider Learning Community - Current Meeting Information
- Prevention Provider Learning Community - Past Meetings

**Community Prevention and Wellness Initiative (CPWI) Coalitions**

Access key CPWI documents and information with these quick links:

- CPWI Guides
- CPWI Trainings
- CPWI Community Coalitions
- CPWI Community Surveys 2016



Click here



Julee Christianson

# **MINERVA TECHNICAL ASSISTANCE CALLS**



# Minerva

## What to do if you get stuck?

1. Refer to the **Minerva Online Reporting User Guide** above to see if you can determine and resolve the issue.
2. If you are not able to find a resolution in the guide, or if you have found an error (bug) in the system functioning, submit a Help Desk Ticket by clicking on your name in the upper right corner – then select "Help desk Ticket". Or you may submit your question via email to [jsihealthelink@jsi.com](mailto:jsihealthelink@jsi.com) or phone 1(844) 385-3653.

## Schedule for TA calls:

If you have completed the training provided and have been assigned a user login, you may join the TA calls. TA calls are an opportunity for you to get assistance on your data entry. Questions will be taken in order submitted and based on priority of issue.

You are also welcome to listen into the call to learn from others.

<u>Date</u>	<u>Time</u>	<u>Link to GoToMeeting</u>
Tuesday, Dec. 6	11:00 AM - noon	<a href="https://global.gotomeeting.com/join/684223165">https://global.gotomeeting.com/join/684223165</a>
Tuesday, Dec. 13	11:00 AM - noon	<a href="https://global.gotomeeting.com/join/707841933">https://global.gotomeeting.com/join/707841933</a>
Tuesday, Dec. 20	11:00 AM - noon	<a href="https://global.gotomeeting.com/join/793770797">https://global.gotomeeting.com/join/793770797</a>
Thursday, Dec. 29	11:00 AM - noon	<a href="https://global.gotomeeting.com/join/435059149">https://global.gotomeeting.com/join/435059149</a>
Tuesday, Jan. 10	11:00 AM - noon	<a href="https://global.gotomeeting.com/join/118301965">https://global.gotomeeting.com/join/118301965</a>
Tuesday, Jan. 24	11:00 AM - noon	<a href="https://global.gotomeeting.com/join/909941101">https://global.gotomeeting.com/join/909941101</a>
Tuesday, Feb. 7	11:00 AM - noon	<a href="https://global.gotomeeting.com/join/466173917">https://global.gotomeeting.com/join/466173917</a>
Tuesday, Feb. 21	11:00 AM - noon	<a href="https://global.gotomeeting.com/join/536799853">https://global.gotomeeting.com/join/536799853</a>



# Sign up to use OWL E-Learning



Training | Learning Community | Learning Library | Who's Who in Prevention | Prevention Priorities

[Home](#) » [Training](#) » OWL E-Learning

## Owl E-Learning Professional Development Information

*Free on-line courses to help earn CEHs!*

Members of the Athena Forum are able to participate in FREE online professional development training classes to increase their knowledge and skills. In today's demanding work environment it can be difficult to find time to get the training you need. We developed the Owl E-Learning with you in mind. Continuing education hours will be offered for all completed courses. We will continually add to the online training courses.

Courses have been created by DBHR to include topic areas like:

- Coalition development and maintenance
- Communities That Care community development model
- Community Surveys
- Needs assessment
- Strategic Prevention Framework model implementation
- And many more

Use Owl to develop and manage your skills and knowledge and to acquire the needed professional development training to meet – or continue – your professional credentials. Owl's convenient courses and training programs delivered in an interactive web-based platform allow you to take classes online and at your convenience.

- [New Users - Activate your FREE OWL account](#)
- [Login to Athena to access OWL](#)

In constructing the system and its contents we have consulted with leading experts in the fields of online training, video-based learning and adult learning to ensure that the products we provide can be as effective as possible. We hope you enjoy them!

Questions? Contact the Athena Team at [DBHRAthenaTeam@dshs.wa.gov](mailto:DBHRAthenaTeam@dshs.wa.gov).

When training is posted online, you'll need an OWL account.

Allow time for your activation to be processed.



Deb Schnellman

# **PREVENTION COMMUNICATIONS**

# TARGET ZERO



## **WTSC Annual Grant Solicitation: Deadline February 10, 2017**

CPWI Cohort Meeting, January 25, 2017

# What is Target Zero?

**Target Zero Goal:** eliminate traffic fatalities and serious injuries by the year 2030

Washington is building traffic safety partnerships throughout the state. The Target Zero Plan is a strategic roadmap for aligning priorities and leveraging resources to improve traffic safety.

Successful grant proposals will be aligned with the Target Zero priorities and utilize its proven strategies or consist of innovative strategies with an accompanying evaluation plan.

The 2016 revised Target Zero Plan is available at <http://targetzero.com/>.

# Washington State Strategic Highway Safety Plan 2016

Target  
**ZERO**

Zero Deaths &  
Zero Serious Injuries  
by 2030

<http://targetzero.com>

# Application Priorities

## Priority 1

- Impairment involved
- Intersection related
- Lane Departure
- Speeding Involved
- Young Drivers

## Priority 2

- **Distraction Involved**
- **Motorcyclists**
- **Older driver involved**
- **Pedestrians**
- **Unlicensed driver involved**
- **Unrestrained occupants**

# Application Priorities



## Decision and Performance Improvement

- **Traffic Data Systems**
- **Emergency Medical Services and Trauma Response**
- **Evaluation, Analysis, and Diagnosis**

## Priority 3

- **Issues or topic areas associated with fewer fatalities and serious injuries, e.g., wildlife crashes**

# Countermeasures That Work:

A Highway Safety Countermeasure Guide  
For State Highway Safety Offices  
Eighth Edition, 2015

**Compendium of  
traffic safety best  
practices...**

[https://www.nhtsa.gov/  
staticfiles/nti/pdf/8122  
02-  
CountermeasuresThat  
Work8th.pdf](https://www.nhtsa.gov/staticfiles/nti/pdf/812202-CountermeasuresThatWork8th.pdf)



## How Can These Grants Help CPWI Communities?

- Develop and grow law enforcement partnerships.

*Enforcement-related projects can pay officer overtime for high-visibility law enforcement partnership projects aimed at reducing underage drinking.*

- Initiate projects to address issues identified in your strategic plan but not eligible for funding using existing sources.

*Find out what information is presently presented about ATOD to students in driver's education and work to improve it. Or, work on establishing community norms about safety restraint usage or impaired driving.*

## How Can These Grants Help CPWI Communities?

- Increase ability for communities to understand the relationship between ATOD and other public health issues.

*Implement a project to reduce the number of impaired pedestrians killed and injured each year in your community.*

- Develop youth coalitions that can work on peer-related issues like texting while driving.

*Help a youth coalition identify times and locations where people are more likely to use cell phones and other “screens” while they drive and then work to increase awareness of the dangers associated with distracted driving.*

# Application Overview



## Who is eligible to receive WTSC grant funds?

- Washington State agencies
- Federally-recognized tribal governments
- Cities, counties, and their sub-agencies
- Non-profit organizations with existing IRS 501(c)(3) status
- Public schools (and private schools with non-profit status)

## What are the minimum qualifications to receive a grant?

Eligible agencies or organizations must be able to:

- Manage public funds efficiently and ethically
- Collaborate with other public, private, and non-profit organizations
- Effectively monitor and evaluate the outcomes of a project
- Adhere to the *State and Federal Terms & Conditions* of the grant agreement, including submitting quarterly project reports to the WTSC

## How much funding can I request?

Typically, grants range in amounts from \$5,000 to \$150,000.

## Can these funds cover salaries?

Yes. However, project expenditures that include salaries should specifically outline how those expenditures further the goals of the project.

# Application Overview



## What types of costs are allowable under this grant?

- Allowable project costs include:
- Cost to implement strategies designed to address traffic safety problems
- Equipment and materials
- Goods and services
- Training and travel directly related to project goals

## What types of costs are not allowable under this grant?

All projects must follow appropriate state and federal funding regulations. Federal regulations prohibit the use of these funds for office furniture, gifts, entertainment, roadway construction, or roadway maintenance.

All costs under this grant must follow the Federal Office of Management and Budget guidelines and 2 CFR Part 200 Subpart E -- Cost Principles.

## Are indirect costs allowed?

Yes. However, the WTSC strives to limit the use of funds to direct costs for traffic safety projects.

In order to request the inclusion of indirect costs on a grant award, the organization must provide the WTSC a copy of a cost allocation plan approved by the organization's federal cognizant agency.

# Step 1 – WTSC webpage/Grants



Programs & Priorities

Research & Data

Meetings

Grants

Traffic Laws

Resources



Annual grants

Mini Grants

Overtime

Equipment

Flashing Lights for Schools

Crossing Guard Grants - Up to \$300

High School Impaired Driving Grant

High School

Apply for Grants

We provide traffic safety grants to state and local government, law en ...



## Step 2 – read grant overview/instructions



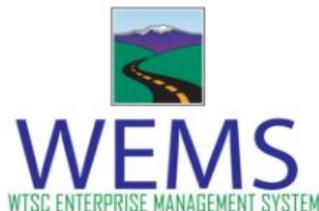
[2018 Annual Grants Proposal Overview Instructions](#)



[2018 Annual Grants Letter from Director](#)

<http://wtsc.wa.gov>

WTSC Highlights



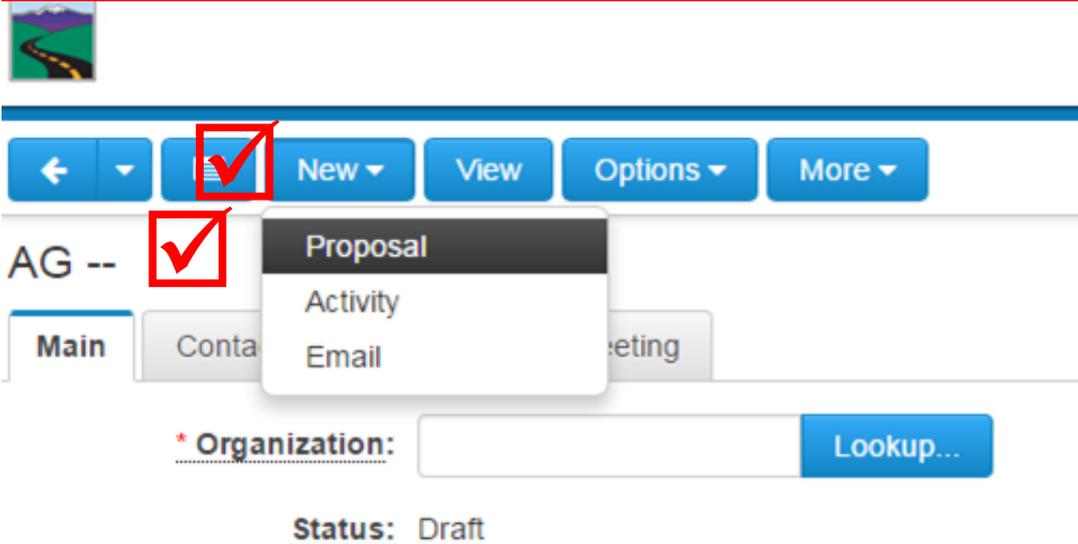
## Step 3 – open WEMS

[https://wtsc.smartsimple.com/s\\_Login.jsp?lang=1&prole=0](https://wtsc.smartsimple.com/s_Login.jsp?lang=1&prole=0)

## Step 4 – Register

- Register for a user name, Annual Grant
- Find box that says “Start Eligibility Questionnaire. Complete and submit the questionnaire.

## Step 5 – Start a proposal...click “New,” then “Proposal”



The screenshot shows the WEMS interface. At the top left, there is a small image of a road. Below it, there is a navigation bar with buttons: a back arrow, a dropdown arrow, a 'New' button with a document icon, a 'View' button, an 'Options' dropdown, and a 'More' dropdown. The 'New' button is highlighted with a red checkmark. Below the navigation bar, there is a search bar with the text 'AG --' and a dropdown arrow. The dropdown menu is open, showing 'Proposal', 'Activity', and 'Email'. The 'Proposal' option is highlighted with a red checkmark. Below the search bar, there are tabs: 'Main', 'Conta', and 'eting'. Below the tabs, there is a form with a label '\* Organization:' and a text input field. To the right of the input field is a 'Lookup...' button. Below the form, there is a label 'Status: Draft'.

# Step 6 – Complete proposal online...find traffic safety data on the WTSC website, [www.wtsc.wa.gov](http://www.wtsc.wa.gov)

← New Options

Grant Manager - Proposal

\* Organization:  Lookup... Date Created: 01/23/2017

Status:  \* Program Manager:  Lookup...

\* Primary Contact/Project Manager:  Lookup...

Created By: ?

Summary Proposal Details Milestones Project Costs Attachments Risk Assessment

Is Internal:  Internal

\* Project Title:

Application Year:

**Project Manager**

\* Name:  \* Title:

\* Address:  \* City:

\* State:  \* Zip Code:

\* Phone #:  \* Email:

**Authorizing Official (Person with contracting authority)**

\* First Name:

\* Title:

\* City:

State:

**Step 7 – Submit proposal**

Save Draft

# TARGET ZERO



**Questions?**

# TARGET ZERO



**For more information or to discuss  
possible project ideas:**

Scott Waller, Program Manager  
Washington Traffic Safety Commission  
(360) 725-9885  
[swaller@wtsc.wa.gov](mailto:swaller@wtsc.wa.gov)



Julia Havens

# **STRATEGIC PLAN UPDATE REVIEW**



# Steps

Updated Plan /Budget Templates Coming Soon

## Appendix 4: SAMPLE Timeline Comprehensive Strategic Plan Update 2017

The chart below is for reference and is not required to be submitted with the Plan. Each coalition should work directly with their Prevention System Manager to establish your timeline. A Microsoft Word template - has been prepared for your use and can be found at [www.theathenaforum.org/sample\\_timeline\\_comprehensive\\_strategic\\_plan\\_update\\_2017](http://www.theathenaforum.org/sample_timeline_comprehensive_strategic_plan_update_2017)

Suggested Timeline to Complete Comprehensive Strategic Plan Update for June 15, 2017

Steps	July 2016	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Step 1	Develop a timeline for drafting, reviewing, and revising the coalition's Strategic Plan.											
Step 2	Review this Guide, chapter 4.											
Step 3	Review Organizational Development of coalition (Getting Started and Capacity Building).											
Step 4	Review and document how the coalition is organized and functions and any updates or key changes decided upon.											
Step 5	Review the coalition's Cultural Competency and Sustainability in each section. Document updates.											
Step 6	The coalition completes the Needs and Resource Assessments (Assessment).											
Step 7	Begin writing summary reports from each of the Assessments.											
Step 8	Add updates and changes from Assessment to draft of the Updated Strategic Plan.											
Step 9	The coalition reviews the first draft of Updated Strategic Plan.											
Step 12	The coalition reviews strategies, activities and timelines for implementation. Review and discuss program effectiveness - process and outcome measures. (Planning).											
Step 13	Update the Plan and Implementation sections of the coalition's Strategic Plan. (Including logic model, Action Plan and Budget.)											
Step 17	Review coalition's evaluation plan and make necessary revisions.											
Step 18	Update the Executive Summary.											
Step 19	The coalition reviews draft of Updated Strategic Plan.											
Step 20	Send a draft of the Updated Strategic Plan and all attachments to DBHR Prevention System Manager.											
Step 21	Make final revisions to the Updated Strategic Plan based on feedback.											
Step 22	Get coalition approval of final Updated Strategic Plan.											
Step 23	Submit Updated Strategic Plan to DBHR by June 15 for review.											
Step 24	Once approved, publicize Plan to coalition, partners, and community. Celebrate!											

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tion's Logic n Plan.



# Quick Reference Timeline

Now is the time to negotiate timeline for submitting sections to your Prevention System Manager.

## DBHR Community Prevention & Wellness Initiative (CPWI) Community Coalition Guide

### Quick Reference Timeline Overview

A modifiable Microsoft Word document available on Athena at [www.theathenaforum.org/quick\\_reference\\_timeline\\_overview\\_cpwi\\_community\\_coalition\\_guide\\_august\\_2015\\_update](http://www.theathenaforum.org/quick_reference_timeline_overview_cpwi_community_coalition_guide_august_2015_update)

Tasks	Frequency	Due Date
<i>Start date: July 1, 2015</i> Community Name: <input type="text"/>		
<i>Negotiate complete timeline with DBHR based on individual coalition readiness.</i>		
<b>Getting started</b>		
1. Register and participate in The Athena Forum website	Ongoing	Within 2 weeks of start
2. Select CPWI Community	---	---
a. Submit selection packet	First Year only	Due date TBD for new communities
b. Issue media release	First Year only	Within 60 days from DBHR approval
3. Community Coalition Coordinator (.5 FTE) for each CPWI community	---	---
a. Review Coordinator job description with DBHR	First Year & As needed	Prior to posting
b. Ensure new hire Coordinator has office space in CPWI community	First Year & As needed	Upon new hire
c. Review new hire Coordinator qualifications with DBHR	First Year & As needed	Upon new hire
d. Submit new Coordinator training plan if necessary	First Year & As needed	Upon new hire
e. Ensure Coordinator is working with coalition	Ongoing	Starting July 1 [Start date TBD for new communities]
f. Ensure Coordinator spends at least 80 hours per month on community	Ongoing	Starting July 1 [Start date TBD for new communities]
g. Ensure Coordinator is Certified Prevention Professional (CPP)	Ongoing	According to current status
4. Confirm SAPISP and P-I services	Annually	Within 30 days prior to start of school
<b>Capacity</b>		
1. Recruit and retain membership	---	---
a. 8 of 12 sectors participating	Ongoing	Starting July 1 [Start date TBD for new communities]
b. Membership section in Strategic Plan	Ongoing & Update 2017	[enter date]
c. Conduct 'Coalition Assessment Tool' (CAT) Coalition member survey	Annually	October
d. Complete 'Community Profile'	First Year & Update 2017	Within 45 days of Plan/Action Plan Approval
2. Sector Representation Monthly Meetings	---	---
a. Min. 8 sectors participating at least 9 months of the year	Ongoing	Starting July 1 [Start date TBD for new

Beginning on page 17



# Strategic Plan Update

Capacity		
<b>1. Recruit and retain membership</b>	---	---
a. 8 of 12 sectors participating	<i>Ongoing</i>	Starting July 1 <i>[Start date TBD for new communities]</i>
b. Membership section in Strategic Plan	<i>Ongoing &amp; Update 2017</i>	<i>[enter date]</i>
c. Conduct 'Coalition Assessment Tool' (CAT) Coalition member survey	<i>Annually</i>	October
d. Complete 'Community Profile'	<i>First Year &amp; Update 2017</i>	Within 45 days of Plan/ Action Plan Approval
<b>2. Sector Representation Monthly Meetings</b>	---	---
a. Min. 8 sectors participating at least 9 months of the year	<i>Ongoing</i>	Starting July 1 <i>[Start date TBD for new</i>



# Strategic Plan Update

Tasks	Frequency	Due Date
		<i>communities]</i>
3. Community coalition member orientation	<i>First Year &amp; As needed</i>	<i>[enter date]</i>
4. Establish and maintain coalition structure	<i>Ongoing &amp; Update 2017</i>	<i>[enter date]</i>
5. Engage key leaders in coalition's CPWI efforts	<i>Annually</i>	<i>[enter date]</i>
6. Gather community information and feedback	<i>Ongoing</i>	<i>[enter date]</i>
7. Participate in training and technical assistance	<i>Ongoing</i>	---
<b>Assessment</b>		
1. Conduct Needs Assessment	---	---
a. Establish process for assessment	<i>First Year &amp; Update 2017</i>	<i>[enter date]</i>
b. Conduct Assessment	<i>First Year &amp; Update 2017</i>	<i>[enter date]</i>
c. Conduct 'Community Survey'	<i>First Year &amp; Annually</i>	September-December
d. Prioritize outcomes and write into Strategic Plan	<i>First Year &amp; Update 2017</i>	<i>[enter date]</i>
2. Conduct Resources Assessment	---	---
a. Establish process for assessment	<i>First Year &amp; Update 2017</i>	<i>[enter date]</i>
b. Conduct Assessment	<i>First Year &amp; Update 2017</i>	<i>[enter date]</i>
c. Prioritize outcomes and write into Strategic Plan	<i>First Year &amp; Update 2017</i>	<i>[enter date]</i>

Remember Cultural Competency and Sustainability conversations & planning in each step



All

# **OPEN FORUM SHARING**



Richard F Catalano, Ph.D., Social Development Research Group

# **CHAPTER 3 OF THE SURGEON GENERAL REPORT ON ALCOHOL, DRUGS, AND HEALTH**