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| **Community name:** **Date Submitted:** Reviewed By:       Date Reviewed: Click [here](http://docs.theathenaforum.org/sites/default/files/Community%20Coalition%20Guide%20FINAL%2007%2026%2013.pdf) for the Community Coalition Guide |  |

| Cohort 3 Strategic Plan Review Checklist-*Required Components:* | Completed? | Need more info? | | Comments for improvement |
| --- | --- | --- | --- | --- |
| EXECUTIVE SUMMARY/ INTRODUCTION |  |  | |  |
| * Introductory paragraph that describes the Coalition. |  |  | |  |
| * Mission. |  |  | |  |
| * Geographic area to be served. |  |  | |  |
| * Brief explanation of priorities identified. |  |  | |  |
| * Brief description of the strategies and activities. |  |  | |  |
| * Plan to implement and evaluate the strategies and activities. |  |  | |  |
| * Brief paragraph of what is included in this document. |  |  | |  |
| ORGANIZATIONAL DEVELOPMENT (Getting Started) |  |  | |  |
| **Mission Statement and Key Values** |  |  | |  |
| * Provide the Coalition’s mission statement. |  |  | |  |
| * Briefly describe the risk and protective factor research framework and any other research frameworks which support the Coalition’s goals. |  |  | |  |
| * Briefly describe the PRI Planning Framework (SPF), which supports the Coalition’s planning process. |  |  | |  |
| Coalition Structure and Organization |  |  | |  |
| * Explain the Coalition’s organizational structure and how it supports coalition members as they accomplish the work of the coalition, including workgroups, subcommittees, and fiscal agency relationships. |  |  | |  |
| * Describe the Coalition’s decision-making processes including financial decisions. |  |  | |  |
| * Describe the procedures in place to ensure effective communication and coordination among coalition members, workgroups, staff, and administration. |  |  | |  |
| * Describe the procedures in place to ensure effective communication and coordination among partners, the media, policymakers, and others. |  |  | |  |
| * Include an organizational chart illustrating the relationship between the coalition, workgroups, fiscal agent, and staff. In the organizational chart, identify the individuals associated with the Coalition’s leadership, workgroups, and subcommittees. |  |  | |  |
| Membership Recruitment and Retention |  |  | |  |
| * Explain the “rules” for membership, including who is considered a member, what constitutes membership, who gets to vote, and (if applicable) bylaws related to membership. |  |  | |  |
| * Describe the Coalition strategies for maintaining involvement and how the coalition will monitor membership participation and involvement in meetings, strategies, and activities. |  |  | |  |
| * Describe the Coalition’s plan for ensuring participation of at least 8 of the 12 required community sectors. |  |  | |  |
| * Explain how the Coalition will include the Prevention-Intervention Specialist (P/I) in the Coalition. |  |  | |  |
| * Explain how the Coalition will ensure participation of grassroots/non-fiduciary/volunteer citizens (people who are not there in relation to their job) in the coalition. |  |  | |  |
| * Describe the Coalition strategies for maintaining involvement and engagement of members. |  |  | |  |
| * Explain how the Coalition will recruit new members, partners, agencies, and stakeholders to support the Coalition’s efforts. |  |  | |  |
| * Include in the Appendix of the Plan a list of Coalition Members using the template provided. |  |  | |  |
| Cultural Competency in Organizational Development |  |  | |  |
| * Describe the demographic diversity of the community the coalition serves. |  |  | |  |
| * Describe the norms, values, beliefs, practices, socioeconomic characteristics, risk and resiliency factors, cultural considerations, unique or special needs of your community. |  |  | |  |
| * Explain the Coalition’s understanding of what it means to be a culturally competent coalition. |  |  | |  |
| * Explain how the Coalition will ensure cultural competency in your efforts. |  |  | |  |
| * Describe the strategies the coalition uses to recruit and retain membership that significantly involves groups of individuals representative of your community. |  |  | |  |
| **Sustainability in Organizational Development** |  |  | |  |
| * Describe the Coalition’s policies and procedures that support the coalition efforts for the long-term. |  |  | |  |
| CAPACITY BUILDING |  |  | |  |
| Outreach |  |  | |  |
| * Describe how the Coalition shares goals with other substance abuse prevention programs or established alcohol and drug related policies in the community. |  |  | |  |
| * Include how the coalition supports and makes use of collaboration and linkages with these other efforts (Public Health, DFC grantees, Community Networks, Community Mobilization, etc.). |  |  | |  |
| * Include information on agency/coalition involvement with the community’s other local substance abuse prevention coalition(s) if such an entity exists. |  |  | |  |
| * Describe the Coalition’s plans for seeking input from and involving the community in coalition efforts and initiatives. |  |  | |  |
| * Explain how the Coalition will involve Key Leaders, who are not coalition members, in planning and implementation. |  |  | |  |
| Training/Technical Assistance (TA) |  |  | |  |
| For each of group (Coalition staff, Coalition members, and the Community), please identify: |  |  | |  |
| * The training/TA completed to date related to the Coalition’s Plan. |  |  | |  |
| * Future training/TA planned. |  |  | |  |
| * How the Coalition will determine the need for future trainings. |  |  | |  |
| Cultural Competency in Capacity Building |  |  | |  |
| * Describe the strategies and tools that the Coalition will use to ensure that the outreach efforts to the community are inclusive. Include what is currently needed in your community to reach out to under-served populations and how the coalition will address those needs. |  |  | |  |
| * Based on current level of cultural competence, describe the specific aspects/focus of Cultural Competency training or technical assistance that the coalition staff and members will participate in and/or conduct to ensure cultural competence. |  |  | |  |
| Sustainability in Capacity Building |  |  | |  |
| * Explain how the coalition will involve the key leaders and community members in promoting and continuing coalition efforts. |  |  | |  |
| ASSESSMENT |  |  | |  |
| Needs Assessment |  |  | |  |
| ***Process***  Provide a summary of the *process* used for collecting, compiling, and reviewing data including: |  |  | |  |
| * Describe who (coalition/workgroup) was involved in this review process, how they were involved, and how they were trained to do the work. |  |  | |  |
| * Describe what data was used in your Assessment and how it was collected and compiled. (For example, the epidemiological data, local community data, community survey and/or other information.) |  |  | |  |
| *Summary of Key Data* |  |  | |  |
| Provide a summary of the *results* of the coalition’s review of the data including: |  |  | |  |
| * Provide a brief summary of key data (prevalence, trends, and contributing factors) from the Data Book, Community Survey, and other local sources that led to the coalition’s priorities. Include charts and graphs of the most important data to highlight in this section of the Plan. |  |  | |  |
| * Describe what helped the coalition understand the data and how the data was interpreted. (For example: reason for a ‘spike’ in data, change in the way data is reported into a system, focus groups, key informant interviews, etc.) |  |  | |  |
| * Include detailed related data and Community Survey Results in the Appendix section of the Plan. Note: It is not necessary to include all data provided in the Data Book, just the pieces of data that the coalition used to determine priorities. |  |  | |  |
| *Needs Assessment Conclusions* |  |  | |  |
| * Briefly describe the overall process used to determine/identify the coalition’s conclusions and priorities. (i.e., What does the coalition care about and why? How did you decide this? Considerations: prevalence rate, trends, economic impact, social impact, health disparities based on demographics, etc.) |  |  | |  |
| * Explain how the identified priority **long-term consequences** impact your local community. If additional consequences are added, provide the specific data and other information that supports your choice for this priority. |  |  | |  |
| * Explain how the identified priority **behavioral health problems** impact your local community. If additional behavioral health problems are added, provide the specific data and other information that supports your choice for this priority. |  |  | |  |
| * Identify the coalition’s prioritized **intervening variables/risk and protective factors** for each category (box) and provide the specific data and other information that supports your choice. The coalition must select at least one variable from the options provided per box. The coalition may add intervening variables. |  |  | |  |
| * Identify the coalition’s prioritized **contributing factors** and provide data and other information that supports your choice for these priorities. Based on the intervening variables and community survey results, the coalition will determine the local conditions and contributing factors. |  |  | |  |
| Resources Assessment |  |  | |  |
| *Process* |  |  | |  |
| Provide a summary of the *process* used for collecting, compiling, and reviewing community resources (programs, policies, strategies, or initiatives) focused on the coalition’s priority behavioral health problems and intervening variables including: |  |  | |  |
| * Describe who (coalition/workgroup) was involved in this review process and how they were involved. |  |  | |  |
| * Describe what information was collected, how it was compiled, and the criteria used to review the available local resources. (For example, service location, age of participants, costs, etc.) |  |  | |  |
| *Summary of Key Information* |  |  | |  |
| Provide a summary of the *results* of the coalition’s review of the resources information including: |  |  | |  |
| * What are the significant community partnerships in-place or that need to be developed to support the coalition’s priorities and efforts? |  |  | |  |
| * An overview of resources identified in your community that impact your prioritized intervening variables and/or contributing factors. Include the detailed information collected in the Appendix section of the Plan. |  |  | |  |
| * An overview of the gaps identified that demonstrate areas to focus substance abuse efforts (for example: not enough classes provided to meet outcome; lack of fidelity of programs being implemented to address a specific local condition; lack of services being provided for a local condition). |  |  | |  |
| *Resources Assessment Conclusions* |  |  | |  |
| * Describe the coalition’s conclusions based on the key information and briefly how these conclusions connect to the strategies described in the next section. (For example, “*After reviewing information collected from our needs and resources assessment we determined that we have significant and effective resources available for children ages 5-12 to address youth that think they would be ‘viewed as cool if they drink’; however there are limited programs for youth ages 13-15, so we have decided that we need an evidence-based school curriculum at SuperStar Middle School…”.)* |  |  | |  |
| Cultural Competency in Assessment |  |  | |  |
| * Describe how the coalition worked with diverse and/or underserved populations in your community in developing and conducting the assessments. |  |  | |  |
| Sustainability in Assessment |  |  | |  |
| * Describe the coalition’s process for involvement and collaboration that was initiated through the assessment process that resulted in opportunities to strengthen or build partnerships for the future. |  |  | |  |
| PLAN |  |  | |  |
| Process for Planning |  |  | |  |
| * Provide a summary of how the coalition completed the entire planning process (i.e., who did what, when). |  |  | |  |
| * Explain the process (who/how) for determining the coalition’s goals, objectives, and strategies including who (coalition/workgroup) was involved and in what ways they were involved. |  |  | |  |
| Goals and Objectives |  |  | |  |
| * Provide a summary of the goals, objectives and strategies chosen related to the priorities identified in your Assessment. |  |  | |  |
| * Include the coalition meetings, sustainability, cultural competence, renewal of assessments, and review of evaluation information as part of the coalition’s strategies and activities. |  |  | |  |
| *Note: A goal is a statement that explains what the community wishes to accomplish or change about the intervening variable. It sets the direction for the intermediate-outcome (2-5 years) to be achieved.* Provide at least one objective for each goal. (For example, “Reduce family management problems.”) |  |  | |  |
| *Note: An objective should address the local condition and break down the goal into smaller parts that provide specific, measurable actions through which the goal will be accomplished. Objectives define what the coalition expects to achieve through the coalition’s efforts. Objectives are meant to set direction for the short-term (6 months-2 years) outcomes with realistic targets.* (For example, “Improve family management skills in at least half of the middle school parents attending the classes.”) |  |  | |  |
| Action Plan |  |  | |  |
| * Provide a summary of programs and activities planned. |  |  | |  |
| * Describe the amount of service being provided in relation to the intended impact and available resources. If adequate resources are not available, describe what the coalition will do to seek additional resources. |  |  | |  |
| * Complete and include in the Appendix to the Plan, the Action Plan using the instructions and template provided. |  |  | |  |
| Cultural Competency in Plan |  |  | |  |
| * Describe how the coalition worked with diverse and/or underserved populations in your community in the development of the goals and objectives and strategies selection. |  |  | |  |
| * Briefly describe how the coalition’s Plan addresses behavioral health disparities and the following: Demographics – race, ethnicity, religion, gender, age, geography, and socioeconomic status; Language and literacy; Sexual identity – sexual orientation and gender identity; disability; and the needs of veterans and military families, if applicable. |  |  | |  |
| Sustainability in Plan |  |  | |  |
| * Describe how the coalition will use the Strategic Plan in ongoing discussions to guide the work and efforts of the coalition. |  |  | |  |
| IMPLEMENTATION |  |  | |  |
| Structural Support for Implementation |  |  | |  |
| * Describe the key structures needed to support implementation of this Plan’s strategies, programs, and activities including, the coalition’s role, what will help the coalition succeed, and what needs to be in place for that to happen (i.e., training, partnerships, communication, data systems, reporting systems). |  |  | |  |
| * Provide a summary of how the activities/programs operate and identify features critical to implementation. |  |  | |  |
| * Describe the role of coalition staff, members, volunteers, and partnering agencies in implementing the coalition’s plan as described in the previous section. |  |  | |  |
| * Explain the coalition’s process for recruiting and confirming the partnerships needed to carry out these strategies and activities/programs. |  |  | |  |
| * Explain how the coalition will actively engage media in the coalition’s efforts. |  |  | |  |
| Budget |  |  | |  |
| * Provide a brief narrative summary of the resources allocated including DBHR funding and any other funding or in-kind resources that will support the coalition’s implementation plan as described in the previous sections (Planning and Implementation). We encourage the coalition to think about the coalition’s Plan as a document that encompasses all of the coalition work; however, the coalition is only required to submit a Plan for PRI. Indicate if this is an overall coalition budget with all funding sources noted or if it only includes DBHR funding. |  |  | |  |
| * Attach the coalition’s budget detail using the template provided. *Note: The budget detail should be submitted as a separate Excel document with your Plan and does not need to be included in the required Appendix of the Plan.* |  |  | |  |
| Cultural Competency in Implementation |  |  | |  |
| * Explain how the coalition will ensure initiatives, activities, and programs will appropriately meet the cultural needs of the diverse residents of the community. |  |  | |  |
| Sustainability in Implementation |  |  | |  |
| * Describe what needs to be sustained and what human, material, and social resources are required to support those needs. This should include (but not limited to) funding, staffing, physical space, and use of office supplies that are available to the coalition and how the coalition plans to maximize resources available. |  |  | |  |
| PLAN FOR REPORTING AND EVALUATION |  |  | |  |
| Expected Outcomes (Baseline and Target Data) |  |  | |  |
| * Describe the coalition’s intended long-term outcomes(impacts/changes) expected for goals and objectives and how those outcomes relate to the coalition’s Plan including the prioritized intervening variables, local conditions, and strategies. (i.e., What will be different in your community in four years as a result of the coalition’s efforts? Why do you believe that this will work?) |  |  | |  |
| * Process and Outcome Measures – For each strategy/program/activity, provide the process and outcome measures that are being tracked to ensure that the coalition is having an impact? *(optional table)* |  |  | |  |
| * Tools/Instruments used to collect information - for the strategy/program/activity, provide the tools/instruments the coalition will use to collect information on the process and outcome measures? *(optional table)* |  |  | |  |
| Plan for Tracking and Reviewing Evaluation Information*Use of Evaluation information* |  |  | |  |
| Describe how evaluation information will be shared and used by the coalition including the following: (may display in table) |  |  | |  |
| * What evaluation information will be shared within the coalition? |  |  | |  |
| * How often will the coalition be updated on strategies/activities progress toward outcomes, and what is the process that will be used to approve revisions if needed? |  |  | |  |
| * How it will be used by the coalition to update and improve the overall Plan. |  |  | |  |
| *PBPS* |  |  | |  |
| * Provide a summary of how the coalition will ensure proper reporting to DBHR including the method that will be used for collecting information and how often the coalition will collect it. |  |  | |  |
| * Describe how the coalition is ensuring strong implementation so that the coalition will meet performance-based contracting requirements based on the program(s) chosen. |  |  | |  |
| *Local evaluation (optional)* |  |  | |  |
| * Include anything else that the Coalition plans to do beyond what is required by DBHR for evaluation. |  |  | |  |
| Cultural Competency in Reporting and Evaluation |  |  | |  |
| * Explain the considerations the coalition has made in preparing the evaluation plan, including survey content and methods for conducting surveys that reflect sensitivity to the needs of diverse community members in understanding and responding to surveys. |  |  | |  |
| Sustainability in Reporting and Evaluation |  |  | |  |
| * Describe what relationships the coalition has developed that will ensure access to needed assessment and evaluation data (i.e., HYS, pre-/post-test, Coalition Assessment Tool, Community Survey, etc.). |  |  | |  |
| * Explain what policies and procedures are in place to ensure ongoing evaluation efforts. |  |  | |  |
| **Additional Requirements:** | ***Yes*** | | ***No*** | **Comments/ Notes** |
| * Are at least 60% of programs funded by DBHR Evidence-based Programs listed in Excellence in Prevention on www.[TheAthenaForum.org](http://www.theathenaforum.org/learning_library/ebp?keys=&tid_1%5B%5D=957) |  | |  |  |