

Division of Behavioral Health and Recovery Prevention Redesign Initiative (PRI)

Review updated Task Guide; the Community Coalition Guide

August 21, 2013

PRI Learning Community Meeting

Presented by:

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What is this New Guide?

- PRI was designed to be a learning process.
- We have improved on guidance documents each year of the PRI from process evaluation feedback and Learning Community meetings.
- Now, we have a combined the PRI Key Objectives, Task Categories Guide and Strategic Plan Requirements Guide into **one Guide – the Community Coalition Guide.**

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Who uses the Community Coalition Guide?

- The Community Coalition Guide is to be used by ALL PRI Cohorts (1,2 & 3) beginning July 2013.
 - There are only a couple new requirements/tasks in the New Guide. You'll notice:
 - We've removed and re-organized tasks to be less redundant.
 - We've highlighted subtasks in the Quick Reference Timeline Overview that were only previously in the narrative of the Task Guides to improve clarity.
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Purpose of this Presentation

- Review the Community Coalition Guide
- Summarize noteworthy modifications made from previous guidance documents (Task Guides and Strategic Planning Requirements Guides).
 - Items followed by (*) notes a modification from a Cohort 1 guidance document.
 - Items followed by (**) notes a modification from a Cohort 2 guidance document.
 - Items followed by (*/**) notes modification from a Cohort 1 & 2 guidance document.
 - Items followed by (***) notes modification from Cohort 1, 2 & 3 guidance documents.

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Community Coalition Guide



- **Chapter 1: General Information** – provides general information about the PRI planning framework.
- **Chapter 2: Key Objectives** – provides an overview of the intent of PRI and the established milestones and benchmarks.
- **Chapter 3: Implementing PRI** – identifies the required tasks and provides guidance, definition, and clarification on each task category grouped by the PRI Planning Framework steps.
- **Chapter 4: Strategic Plan Requirements** - provides the PRI requirements for completing the coalition’s Strategic Plan.
- **Appendix** – provides templates and samples for use in writing your Strategic Plan and implementing PRI.

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Chapter 1: PRI General Information



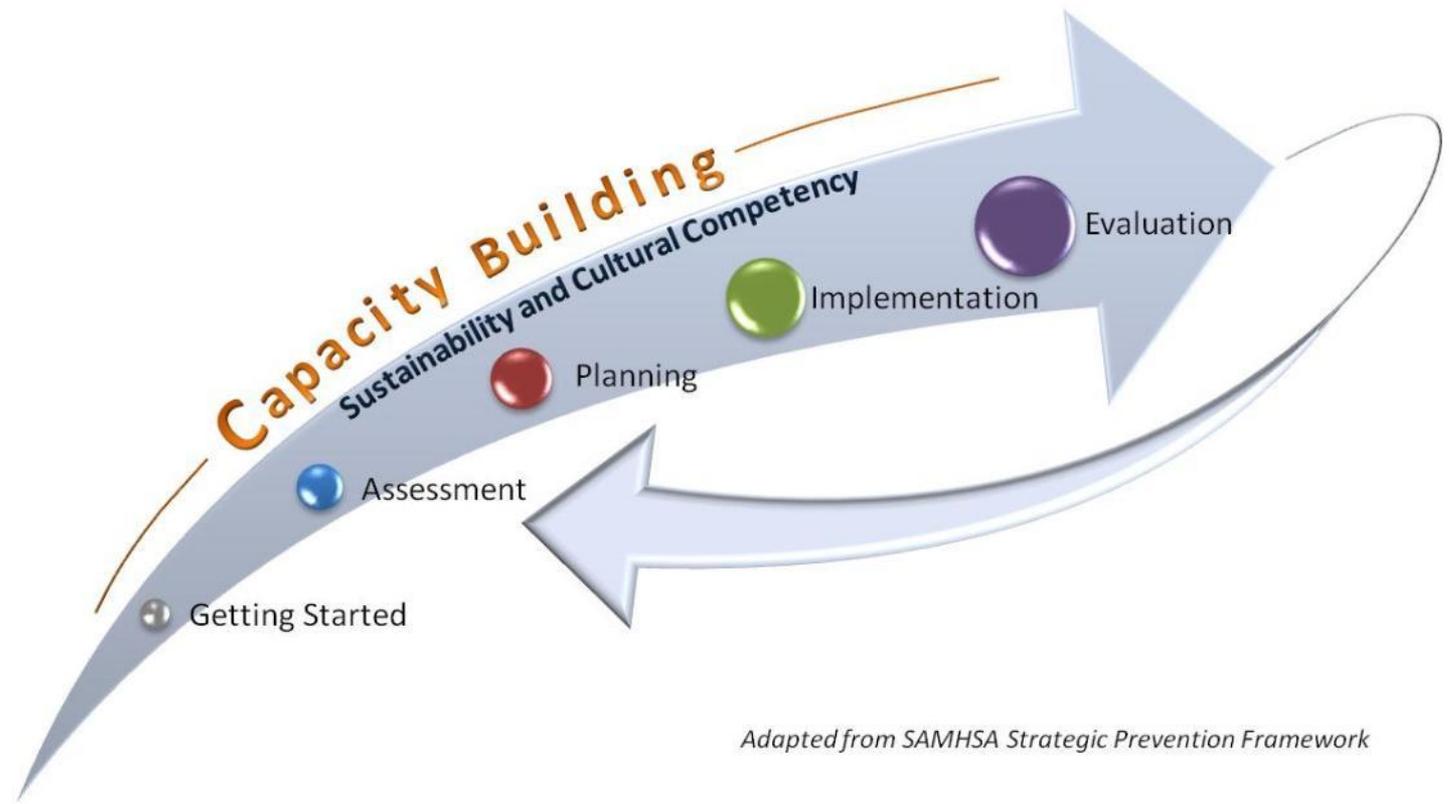
- Provides a summary of Prevention Theory.
- Provides an outline of the Guide.
- Identifies Resources for Implementing PRI that DBHR has created.*/**
- Explains a Coalition.
- Clarifies Roles and tasks.*/**
- Provides tips for successful meetings.*/**

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Strategic Framework for PRI

DBHR PREVENTION REDESIGN INITIATIVE PLANNING FRAMEWORK



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Community Coalition Tasks

- Attend Trainings.
- Facilitate the development of a community vision.
- Learn prevention science and SPF.
- Serve as community ambassadors.
- Coordinate work-group activities.
- Participate in decision-making processes.
- Develop Community Strategic Plan including evaluation plan.

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Community Coalition Leadership

(supported by coordinator)

- Set an agenda.
- Provide oversight and accountability.
- Keep group focused and moving forward.

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Role of Coordinator

- Provide staff support.
(Note: Staff are not members of the coalition.)
- Coordinate meeting preparation and follow up.
- Coordinate training and technical assistance.
- Coordinate implementation of strategies.
- Documentation of PRI efforts.
- Prepare reports, as needed.
- Be a resource for the coalition.

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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](#)

The Smoking Gun in Suicides

1 day 5 hours ago

Linda Rosenberg, MSW, President and CEO, National Council for Community Behavioral Healthcare Before this year comes to an end, another one million people around the world will die by suicide. We have all heard what drives people to take their own lives — psychiatric and substance use disorders, stressful life events, and chronic pain are often listed. But there's another risk factor that's rarely mentioned, even though it accounts for more than half of the suicide deaths in...

[Read more...](#)

Shared Documents



- [PRI Cohort Mtg Notes 9.7.12](#) 4 days 15 hours ago
- [Collective Impact](#) 1 week 2 days ago
- [SPE Feasibility Studies Overview Presentation](#) 1 week 3 days ago



Job Opportunities

- [Program Manager \(TOGETHER! - Thurston Co.\)](#) Posted: 09/05/2012 - 2:30pm
- [Extended Day Coordinator \(Seattle\)](#) Posted: 07/25/2012 - 8:11am

[Pause](#)[Previous](#)[Next](#)[1](#) [2](#) [3](#) [4](#)

Prevention Redesign Initiative (PRI)

Get all of your information about the DBHR Prevention Redesign Initiative (PRI) here:

- [Download PRI documents - quick links](#)
 - [Cohort 1 Info](#)
 - [Cohort 2 Info](#)
 - [PRI Guides](#)
 - [PRI Trainings](#)



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Chapter 2: Key Objectives



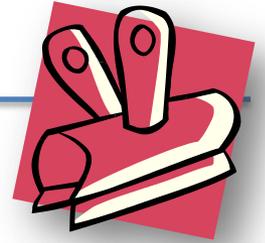
Guide p. 10

- Establishment of a community coalition
- Identification of a community coordinator
- Define and select communities
- Implementation of environmental, public awareness, direct service, and capacity building strategies
- School-based prevention specialist
- Participating communities are distributed statewide
- Resources match outcomes
- DBHR technical assistance/support
- Evaluating program and community-level change
- Workforce development
- Compliance with Synar

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Chapter 3: Implementing PRI in Your Community



- Quick Reference Timeline Overview
- Getting Started
- Capacity Building
- Assessment
- Planning
- Implementation
- Reporting and Evaluation
- Cultural Competency
- Sustainability

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Quick Reference Timeline Overview

Guide p. 16

Tasks	Frequency	Due Date
Start date: July 1, 2013		
Getting Started		
1. Register and participate in The Athena Forum	Ongoing	within 2 weeks of start
2. Select PRI Community	First Year only	by March 31
a. Submit selection packet	First Year only	within 60 days from DBHR approval
b. Issue media release	Ongoing	Prior to posting
3. Community Coalition Coordinator (1.5 FTE) for each PRI community	First Year & As needed	Starting July 1
a. Review job description with DBHR	Ongoing	Within 30 days prior to start of school
b. Ensure Coordinator is working with coalition	Annually	
4. Confirm SAPSP and P-I services	Ongoing	
Capacity		
1. Recruit and retain membership	Ongoing & Update 2015	Starting July 1
a. 8 of 12 sectors	Annually	[enter date]
b. Membership section in Strategic Plan	First Year & Update 2015	October
c. Conduct 'Coalition Assessment Tool' (CAT)	First Year & As needed	Within 45 days from approval of Plan
d. Complete 'Community Profile'	Ongoing & Update 2015	[enter date]
e. Complete 'Community Orientation'	Annually	[enter date]
2. Community coalition orientation	Ongoing	
3. Establish and maintain coalition structure	Ongoing	
4. Establish key leaders in coalition's PR efforts	Ongoing	
5. Engage key leaders in coalition's PR efforts	Ongoing	
6. Gather community information and feedback	Ongoing	
7. Participate in training and technical assistance	Ongoing	
Assessment		
1. Conduct Needs Assessment	First Year & Update 2015	[enter date]
a. Establish process for assessment	First Year & Update 2015	[enter date]
b. Conduct Assessment	First Year & Annually	October-December
c. Conduct 'Community Survey'	First Year & Update 2015	[enter date]
d. Prioritize outcomes and write into Strategic Plan	First Year & Update 2015	[enter date]
2. Conduct Resources Assessment	First Year & Update 2015	[enter date]
a. Establish process for assessment	First Year & Update 2015	[enter date]
b. Conduct Assessment	First Year & Update 2015	[enter date]
c. Prioritize outcomes and write into Strategic Plan	First Year & Update 2015	[enter date]
Planning		
1. Select goals, objectives, strategies, and programs/activities	First Year & Update 2015	C3 only - March 31, 2014; Update June 15, 2015
a. Coalition determines goals and objectives	First Year & Update annually	June 15
b. Coalition determines strategies, and programs/activities	First Year & Update 2015	C3 only - March 31, 2014; Update June 15, 2015
2. Develop Prevention Strategic Plan	First Year & Annually	[enter date]
3. Confirm partnerships for implementation of strategies and programs/activities	First Year & Annually	
Implementation		
1. Maintain active community coalition	Ongoing	Starting July 1
a. Coordinator support coalition	Ongoing	Starting July 1
b. Monthly full Coalition meetings	Ongoing	Starting July 1
c. Review and revised as needed Coalition structure	Annually	[enter date]
d. Complete tasks in Community Coalition Guide	Ongoing	Starting July 1
2. Participate in monthly meetings with DBHR	Ongoing	Starting July 1
a. Participate in monthly Learning community Meetings	Ongoing	Starting July 1
b. Participate in monthly site check-in meetings	Ongoing	Starting July 1
3. Implement media strategies	Ongoing	September - June
4. Implement strategies and programs/activities according to Strategic Plan	Ongoing	[enter date]
a. Organize and implement P-I services	Ongoing	[enter date]
b. Implement capacity building strategies & activities	Ongoing	[enter date]
c. Implement cultural competency strategies & activities	Ongoing	[enter date]
d. Implement public awareness strategies & activities	Ongoing	[enter date]
e. Implement public awareness campaigns	Ongoing	[enter date]
f. Implement environmental strategies	Ongoing	[enter date]
g. Implement environmental strategies	Ongoing	[enter date]
h. Implement selected direct prevention strategies	Ongoing	[enter date]
Reporting and Evaluation		
1. Develop reporting and evaluation strategies	First Year & Updated 2015	[enter date]
a. Determine coalition's intended major outcomes, impacts	First Year & Updated 2015	[enter date]
b. Determine how evaluation information will be shared	Ongoing	[enter date]
2. Complete PBPS reporting	Annually	October
a. Coalition & community organization functioning	Ongoing	[enter date]
b. Coalition Assessment Tool (survey)	Ongoing	[enter date]
c. Report public awareness & environmental strategies	Ongoing	[enter date]
d. Report direct prevention strategies	Ongoing	[enter date]
3. Review and analyze output and outcome information with coalition according to Strategic Plan.	Annually	October
a. Use the 'Coalition Assessment Tool' report to evaluate coalition capacity building efforts.	Annually	[enter date]
b. Review effectiveness of message dissemination	Annually	[enter date]
c. Will use the PBPS reports, state data, & other local reports to monitor & evaluate progress	Annually	[enter date]
4. Participate in statewide evaluation	Every 2 years	In even years (2014, 2016, etc.)
a. Ensure participation in the Healthy Youth Survey	Annually	October
b. Annual 'Coalition Assessment Tool' (survey)	Annually	October-December
c. Response rates for the 'Community Survey'	Annually	

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Quick Reference Timeline Overview

- Organized by task and not by sequence.
- Based on an annual schedule at the beginning of the fiscal year (July).
- Now includes sub-tasks that are associated with strategic planning requirements.
- Moves some tasks to new categories*/**

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Getting Started

Summary of Modifications from Previous Guides

- Modified “Notify media” to “Issue media release” under Select PRI Community task.*/**
- Modified *Core Workgroup and Clarify roles* tasks to *Establish and maintain coalition structure* in Capacity.*
- Clarified the *Select Community* task.*
- Added review job coordinator description with DBHR.*
- Removed *Co. Risk Profile yr. notification* task.**
- Added *Confirm SAPISP and P-I services*.*/**

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Getting Started Overview

Guide pgs.17-18

PRI tasks

- ✓ Register and participate in The Athena Forum
- ✓ Select PRI Community
 - Submit selection packet (p. 43)
 - Issue media release (p. 59)
- ✓ Community Coalition Coordinator (.5 FTE) for each PRI community
 - Review job description with DBHR
 - Ensure Coordinator is working with coalition
- ☐ Confirm SAPISP and P-I services

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Capacity

Summary of Modifications from Previous Guides

- Clarified *complete community profile task*. */**
- Clarified *Community Coalition Orientation task*. *
- Highlighted requirements related to *Recruit and retain membership on Quick Reference Timeline Overview*. ***
- Removed *Coalition charter and Core workgroups* and expanded on *Establish and maintain Coalition Structure*. *
- Moved *Gather community information and feedback task* from Assessment. */**
- Highlighted *Coalition Assessment Tool* on Timeline Overview. ***

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Capacity Building Overview

PRI tasks:

- ❑ Recruit and retain membership
 - 8 of 12 sectors
 - Membership section in Strategic Plan
 - Conduct ‘Coalition Assessment Tool’ (CAT)
 - Complete ‘Community Profile’ (p. 59)
- ❑ Community coalition orientation
- ❑ Establish and maintain coalition structure
- ❑ Engage key leaders in coalition’s PRI efforts
- ❑ Gather community information and feedback
- ❑ Participate in training and technical assistance

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Assessment

Summary of Modifications from Previous Guides

- Reformatted most tasks to reduce duplication and connected with strategic planning requirements and update schedule. */**
- Moved and re-organized tasks to better match the planning process. */**
- Highlighted sub-tasks of *Needs Assessment and Resources Assessment* separately in Quick Reference Timeline Overview.***
- Clarified *community survey* task and timeline. */**

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Assessment Overview

Guide pgs. 21-22

PRI Tasks:

Conduct Needs Assessment

- Establish process for assessment
- Conduct Assessment
- Conduct ‘Community Survey’
- Prioritize outcomes and write into Strategic Plan

Conduct Resources Assessment

- Establish process for assessment
- Conduct Assessment
- Prioritize outcomes and write into Strategic Plan

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Planning

Summary of Modifications from Previous Guides

- Defined and separated subtasks of Coalition in *Select goals, objectives & programs/activities*.
 - Provided timeline for Strategic Plan update schedule. ***
- Moved *confirming partnerships* from Implementation. */**
- Clarified what to include in *Action Plan for goals, objectives, programs and activities planned and moved* from Implementation. */**
- Removed *Select Community Organizing Framework*. *

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Planning Overview

Guide p. 23

PRI Tasks:

- ❑ Select goals, objectives, strategies, and programs/activities
 - Coalition determines goals and objectives
 - Coalition determines strategies, and programs/activities
- ❑ Develop Prevention Strategic Plan
- ❑ Confirm partnerships for implementation of strategies and programs/ activities

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Implementation

Summary of Modifications from Previous Guides

- Removed *Implement community organizing framework*.*
 - Replaced with *Maintain active community coalition*.*/**
- Moved *participate in monthly check-ins with DBHR* from Getting Started.*/**
- Organized subtasks of *maintaining active coalition*.*/**
 - Clarified *Monthly full coalition meetings*.*/**
- Moved Confirming partnerships to Planning.*/**
- Clarified and re-organized *Implement strategies and programs according to strategic plan* tasks and subtasks to match up with implementing Strategic Plan requirements.*/**

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Implementation Overview

Guide p. 24

PRI Tasks:

- ❑ Maintain active community coalition
 - Coordinator support Coalition
 - Monthly full Coalition meetings
 - Review and revised as needed Coalition structure
 - Complete task in Community Coalition Guide
- ❑ Participate in monthly meetings with DBHR
 - Participate in monthly Learning community Meetings
 - Participate in monthly site check-in meetings

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Implementation Overview

Guide p. 24

PRI Tasks: *(continued)*

- ❑ Implement media strategies
- ❑ Implement strategies and programs/activities according to Strategic Plan
 - Organize and implement P-I services
 - Implement capacity building strategies & activities
 - Implement cultural competency strategies & activities
 - Implement sustainability strategies & activities
 - Implement public awareness campaign(s)
 - Implement environmental strategy(ies)
 - Implement selected direct prevention strategy(ies)

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Evaluation and Reporting

Summary of Modifications from Previous Guides

- Re-Organized tasks related to Strategic Plan requirements for developing reporting and evaluation strategies.*/**
- Clarified Coalition's *strategies for reporting and evaluation* and determine outcomes and sharing evaluation results.*/**
- Clarified Annual *Coalition Assessment Tool* (aka annual coalition survey) administration timeline.*/**
- Organized and highlighted what is reported in *PBPS* and subtasks of *Participation in statewide evaluation* on Quick Reference Timeline Overview.***

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Evaluation and Reporting Overview

Guide p. 25

PRI Tasks:

- ❑ Develop reporting and evaluation strategies
 - Determine coalition’s intended major outcomes, impacts
 - Determine how evaluation information will be shared
- ❑ Complete PBPS reporting
 - Coalition & community organization functioning
 - ‘Coalition Assessment Tool’ (survey)
 - Report public awareness & environmental strategy(ies)
 - Report direct prevention strategy(ies)

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Evaluation and Reporting Overview

PRI Tasks:*(continued)*

- ❑ Review and analyze output and outcome information with coalition according to Strategic Plan.
 - Use the ‘Coalition Assessment Tool’ report to evaluate coalition capacity building efforts.
 - Review effectiveness of message dissemination
 - Will use the PBPS reports, state data, & other local reports to monitor & evaluate progress
- ❑ Participate in statewide evaluation
 - Ensure participation in the Healthy Youth Survey
 - Annual ‘Coalition Assessment Tool’ (survey)
 - Response rates for the ‘Community Survey’

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Chapter 4: Strategic Plan Requirements



- General Information
- Executive Summary
- Organizational Development
- Capacity Building
- Assessment
- Plan
- Implementation
- Reporting and Evaluation

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Strategic Plan Requirements

Summary of Modifications from Previous Guides

- Added detailed Section Contents for at-a-glance.*
- Cohort 3 does not have a previous “Strategic Plan Guide.”
- Reduced duplication of repeating tasks in Strategic Plan requirements.*
- Added a *General Information* section that outlines purpose and definitions of Strategic Plan and Plan update schedule.*/**
- Provided suggested sequence steps for Plan development.*
- Incorporated many of the Cohort 1 “Guiding Questions” into requirements.*

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Strategic Plan Requirements

Summary of Modifications from Previous Guides (cont.)

- Moved *summary of entire planning process* requirement to Plan section from Organizational Development.
- Removed two requirements under Membership and Recruitment to reduce duplication.
- Re-worded Cultural Competency and Sustainability requirements in Organizational Development for clarity.
- Re-worded Training and Technical Assistance in Capacity for clarity and to reduce duplication.
- Modified Cultural Competency and Sustainability in Capacity Building for clarity and to reduce duplication.

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Strategic Plan Requirements

Summary of Modifications from Previous Guides (cont.)

- Added educational information about the Assessment process.*/**
- Removed one requirement in Assessment *Process* to reduce duplication.
- Modified much of Assessment requirement wording to improve clarity.
- Refined *Goals, Objective and Strategies* and *Action Plan* instructions.
- Refined Cultural Competency and Sustainability wording and added one Cultural Competency requirement in Plan section.

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Strategic Plan Requirements

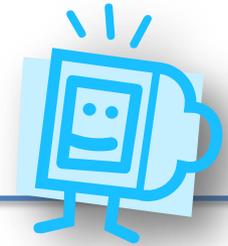
Summary of Modifications from Previous Guides (cont.)

- Moved *Action Plan* out of Implementation section.
- Reduced requirements in Cultural Competency and Sustainability in Implementation.
- Clarified expectations for Reporting and Evaluation Plan.
- Removed one Sustainability in Reporting and Evaluation requirement .
- Expanded and enhanced Appendix section.

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Appendix



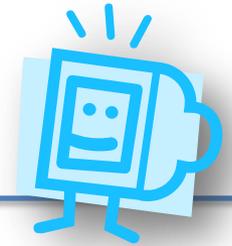
Guide p. 41

- Appendix 1: SAMPLE Timeline to Prepare for Implementing PRI
- Appendix 2: SAMPLE County Risk Profile
- Appendix 3: SAMPLE Community Selection Packet
- Appendix 4: SAMPLE Timeline for Writing your Strategic Plan
- Appendix 5: Strategic Plan Outline TEMPLATE
- Appendix 6: Cover Letter SAMPLE
- Appendix 7: SAMPLE Data Book
- Appendix 8: Logic Model
- Appendix 9: List of Coalition Members TEMPLATE

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Appendix



- Appendix 10: Community Survey Results
- Appendix 11: Action Plan
- Appendix 12: Budget TEMPLATE
- Appendix 13: Plan-on-a-Page TEMPLATE
- Appendix 14: Plan-on-a-Page SAMPLE
- Appendix 15: New/Media Release TEMPLATE
- Appendix 16: Community Profile Brochure TEMPLATE
- Appendix 17: PBPS Coalition Program Entry Instructions
- Appendix 18: Commonly Used Prevention Resources

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Plan

Action Plan - Sample

- Template of an Action Plan (page 53).

Action Plan SAMPLE

Happy People Coalition



Goal: Reduce family management problems

Objective: Improve family management skills in at least half of the middle school parents attending the classes.

Strategy: Parenting Education

Activity/Program	Brief Description	When	How	Who	Lead Organization	Responsible Party (ies)
<i>Name of activity/program</i>	<i>Briefly state the main purpose of the activity</i>	<i>When will this take place? What is timeframe for this activity?</i>	<i>How much? How often?</i>	<i>Who is this service for? How many people impacted?</i>	<i>Who is conducting?</i>	<i>Who from the coalition is making sure this gets done?</i>
Strengthening Families Program	This class will teach family management skills	September 10 – October 15, 2011	2 hour sessions @ 1 per week for 7 weeks	25 local middle school parents. (Minimum of 10 immigrant families.)	Family Support Center	Jane Smith, Program Manager
Parent Tools Campaign	Distribution of parenting tool kits at doctor's office	July 2011 – December 2011	Minimum of 3 kits per day for 6 months	540 Families in Happy Town.	Better Health Clinic	Dr. Smith

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PBPS Reporting for Coalition

- Full Coalition Meetings
- Leadership Committee Meetings
- Standing Committee Meetings
- Ad-hoc Workgroup Meetings

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Full Coalition Meetings

Meeting of the full membership of the designated PRI Coalition.

KIT Prevention Service - Washington Administrator, Account (117) Logout

Assessment Planning Implementation Evaluation Reports Knowledge-base Communication Administration Transfer-Tool Support

Recurring Service Service Data For 2011-2013 (Live) Settings

Home > Implementation > Recurring Service

Save Add Edit Delete Search Print Help

Copy Service Staff Time Attendance Print Data Collection Form

- Identify Service

Service Number R001

Program Name

Group

PRI Service Yes

Has anyone objected to participating in this activity facilitated by this organization? No

Service Date School District

Service Address

Name

Street

City State WA Zip

CSAP Category Community-Based Process

Service Code STC05R Community Team Activities

Service Population SP02 Civic Groups/Coalitions

Session Length Length in Hours

Service Description

Show SiteMap

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Instructions

- Select 'name of coalition'
- Select 'full coalition'
- Select 'yes'
- Select appropriate answer
- Enter 'date of service'
- Select appropriate school district
- Enter the address of meeting location
- Select 'Community-Based Process'
- Select 'STC05R Community Team activities'
- Select 'SP02 Civic Groups/coalition'
- Enter session length
- Enter primary meeting topics especially those specific to accomplishing required tasks.

Questions?

- For additional technical assistance implementing PRI, please contact your assigned Prevention System Manager.

- Thank you for doing great work in your communities!

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