

ADAD
STRATEGIC PREVENTION FRAMEWORK



HAWAII STATE
DEPARTMENT
OF HEALTH

SUBSTANCE ABUSE PREVENTION
COMMUNITY PREVENTION
ACTION PLAN

FOR _____

ASO LOG # _____

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PLANNING YOUR COMMUNITY ACTION PLAN

A first step in developing the community action plan is to develop a detailed description of your community taking into consideration the following:

1. Brief Community Description

- Community description of the geographic location and the actual physical boundary of the area where the people reside, the description of the people in the geographic area including number of adults and children, race and ethnicity, and social-economic composition of community base. Include unique descriptions (such as zip codes, city or town limits, schools, neighborhoods, physical boundaries).

2. Vision and Mission Statements

- These succinct statements provides a clear picture of the substance abuse prevention entity's core focus, and define and describe this entity's values and beliefs

3. Goals and Objectives

- *Goals* provide broad and clarifying statements of what the substance abuse prevention unit hopes to accomplish and *Objectives* are measurable milestones in support of overarching goals.
- *Goals* will be based on substance abuse problems and consequences as well as those risk and protective factors and other factors contributing to them. These will be identified through your community assessment and written following completion of Section III.

4. Strategies

- Your community will identify strategies shown in the literature to effectively impact your identified substance abuse problems, consequences, risk and other contributing factors. Record those strategies your community action team will implement to address these factors.

5. Prioritized Key Community Desired Substance Abuse Prevention Outcomes

- By identifying the lead prevention agency and contact information

6. Lead Agency for Managing Community Prevention Action Plan

SECTION I: PLANNING AND COMMUNITY CAPACITY

COMMUNITY PREVENTION ACTION PLAN FACE SHEET

Community or Coalition Name: _____
Community Project Name: _____

1. Brief Community Description (include geographic and demographic information):

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2. Community Prevention Vision and Mission:

Vision:
Mission:

3. Community Prevention Goals and Objectives:

Goals:
Objectives:

4. Strategies:

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5. Prioritized Key Community Substance Abuse Prevention Outcomes:

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6. Lead Agency for Community Action Plan:

Name of Organization			
Address			
Contact Person	Phone Number:	Email Address:	
	Fax:		

SECTION III: CONDUCTING PREVENTION NEEDS ASSESSMENT

Collection, analysis, and interpretation of prevention data will aid communities to create a continuum of prevention resources and increase capacity. These data are most useful when collected at the population-level within your defined community (see Section I) and assesses issues related to substance use and abuse.

1. SUBSTANCE ABUSE PROBLEMS AND CONSEQUENCES

The first step to identifying outcomes (short, intermediate, and long range) is to review your community-level prevention data (sources could include youth behavior survey, archival data, key informants) to identify problems and consequences associated with use by domain of community, family, school, individual and peers. Recording actual indicator data will make evaluation easier.

Domain	A.		
	Problem Behaviors Prioritized		
<i>Identify the substance abuse related problems by domain to be addressed through the action plan</i>			
	Problem	Indicator Data	Data Source
Community	1.		
	2.		
	3.		
Family	4.		
	5.		
	6.		
School	7.		
	8.		
	9.		
Youth/Peer	10.		
	11.		
	12.		

Domain	B. Consequences Prioritized		
	<i>Identify the substance abuse related problems by domain to be addressed through the action plan</i>		
	Consequence	Indicator Data	Data Source
Community	1.		
	2.		
	3.		
Family	4.		
	5.		
	6.		
School	7.		
	8.		
	9.		
Youth/Peer	10.		
	11.		
	12.		

2. RISK AND PROTECTIVE FACTORS

The community needs assessment process next involves identifying the risk and protective factors, and other factors contributing to the problems and consequences identified above, by domain and specifying indicators that support the identification of these factors.

		C. Risk Factors Prioritized		
Domain	Factors	Indicator Data	Data Sources	
	<i>Specify factors by domain to be addressed through action plan</i>	<i>Identify measure (indicator) and record actual data</i>		
Community	1.			
	2.			
	3.			
Family	4.			
	5.			
	6.			
School	7.			
	8.			
	9.			
Youth/Peer	10.			
	11.			
	12.			

D. Protective Factors Prioritized			
Domain	Factors <i>Specify factors by domain to be addressed through action plan</i>	Indicator Data <i>Identify measure (indicator) and record actual data</i>	Data Sources
Community	1.		
	2.		
	3.		
Family	4.		
	5.		
	6.		
School	7.		
	8.		
	9.		
Youth/Peer	10.		
	11.		
	12.		

3. OTHER CONTRIBUTING FACTORS

The community needs assessment also involves identifying other factors which contribute to the problems and consequences identified and identifying indicators that support the selection of these factors. These factors can be identified through literature as contributing to your identified problems and consequences and should be known to contribute to them in *your* community. Recording actual indicator data will facilitate evaluation.

		E. Other Contributing Factors Prioritized		
		Factors <i>Specify factors by domain to be addressed through action plan</i>	Indicators <i>Identify measures and record actual data</i>	Data Sources
Community	1.			
	2.			
	3.			
Family	4.			
	5.			
	6.			
School	7.			
	8.			
	9.			
Youth/Peer	10.			
	11.			
	12.			

4. RESOURCES AND GAPS

The final step in conducting the community prevention needs assessment is to identify resources which already exist in the community to address the identified problems and contributing factors and to identify gaps in those resources.

Domain	F. Resources		
	<i>Specify existing resources by domain to address prioritized problems, consequences, risk, protective, and other contributing factors</i>		
	Problems and Consequences	Risk, Protective, Other Contributing Factors	Resource
Community	1.		
	2.		
	3.		
Family	4.		
	5.		
	6.		
School	7.		
	8.		
	9.		
Youth/Peer	10.		
	11.		
	12.		

Domain	G. Gaps		
	<i>Specify gaps by domain to address problems, consequences, risk, protective, and other contributing factors</i>		
	Problems and Consequences	Risk, Protective, Other Contributing Factors	Resource Gap
Community			
Family			
School			
Youth/Peer			

SECTION IV: SELECTING EVIDENCE-BASED STRATEGIES

The community will now select evidence-based strategies that address the problems, consequences, risk and protective factors, and other contributing factors identified in the community needs assessment. Evidence-based strategies are identified through a review of the substance abuse prevention literature, and are those which are listed as such on federal lists or registries, reviewed as such in peer-reviewed journals, or meet the following guidelines for documented evidence of effectiveness: (1) based on solid theory; (2) supported by a documented body of knowledge; and (3) judged by a consensus among informed experts, including prevention leaders, elders or respected leaders within specific cultures, to be effective. For more information on selecting evidence-based strategies, please refer to the CSAP publication, Identifying and Selecting Evidence-Based Interventions: Guidance Document for the Strategic Prevention Framework State Incentive Grant Program, available on CSAP's Western CAPT website at <http://captus.samhsa.gov/western/western.cfm> by following the links to Resources/Prevention Materials/Additional Publications or <http://captus.samhsa.gov/western/resources/prevmat/index.cfm>.

	Evidence-Based Strategy	Evidence-Based Strategy	Evidence-Based Strategy
Problems			
(1)	(1)	(1)	(1)
(2)	(2)	(2)	(2)
(3)	(3)	(3)	(3)
Consequences			
(1)	(1)	(1)	(1)
(2)	(2)	(2)	(2)
(3)	(3)	(3)	(3)
Risk Factors			
(1)	(1)	(1)	(1)
(2)	(2)	(2)	(2)
(3)	(3)	(3)	(3)
Protective Factors			
(1)	(1)	(1)	(1)
(2)	(2)	(2)	(2)
(3)	(3)	(3)	(3)
Other Contributing Factors			
(1)	(1)	(1)	(1)
(2)	(2)	(2)	(2)
(3)	(3)	(3)	(3)

SECTION V: DEVELOPING AND IMPLEMENTING SERVICES TO REACH OUTCOMES

1. TARGET POPULATIONS

Upon determination of desired outcomes, your community is ready to identify the population to receive and benefit from prevention services directly and indirectly.

YOUTH TARGET POPULATION

Youth should be identified based on the review of needs assessment prevention data associated with problems, consequences, risk and protective factors, other contributing factors, resources and gaps, and the desired outcomes associated with them. The youth identified could receive services directly such as life skills, mentoring, and tutoring services and/or indirectly such as school and community environmental strategies and services to parents. Identify youth by report quarter.

Quarter Review	Prob #	Factors RF # PF #	A. Youth Population to Receive Services					
			Proposed Number to Serve	By Ethnicity and Race	By Age	By Gender	By School	By Island
Q-1								
Q-2								
Q-3								
Q-4								

ADULT TARGET POPULATIONS

The adult population identified to receive the prevention services should be identified based on the review of needs assessment data associated with problems, consequences, risk and protective factors, other contributing factors, resources and gaps, and the desired outcomes associated with them. The adults identified could receive services individually, identified by increased exposure to risk, or indirectly without attention to exposure to risk or substance-related behaviors. Identify adults by report quarter.

Quarter Review	Prob #	Factors RF # PF #	B. Adult Population to Receive Services Related to Youth		C. Other Adults to Receive Services	
			Proposed Number	Relationship to Youth	Proposed Number	Specify Relationship
Q-1						
Q-2						
Q-3						
Q-4						

COMMUNITY TARGET POPULATION

The focus population could also include the community at large to benefit from more global prevention services (such as changing a community policy might involve working with elected officials or enforcing an existing law such as minor in possession of alcohol might involve local police department). The population identified to receive the prevention services should be based on the review of needs assessment data associated with problems, consequences, risk and protective factors, other contributing factors, resources and gaps, and the desired outcomes associated with them.

Quarter Review	Prob #	Factors RF # PF #	D. Community Youth Population to Benefit from Services		E. Community Adult Population to Benefit from Services	
			Proposed Number	Relationship to Adult	Proposed Number	Relationship to Youth
Q-1						
Q-2						
Q-3						
Q-4						

2. PREVENTION SERVICES DETAILS

Armed with prevention needs assessment data, available resources, desired outcomes, and targeted population, the community is now prepared to select prevention services that will provide the optimal chance of reaching your desired prevention outcomes.

The key to developing a successful community action plan for prevention is selecting evidence-based and promising prevention policies practices, programs, and strategies, with attention to the following:

- “Matching” the assessed risk and protective factors and problems and consequences associated with substance abuse and problems and consequence
- Crossing multiple domains to include school, family, community, and individuals and peers
- Developmentally and culturally appropriate to youth, families, and community
- Taking into consideration the State’s and community’s requirements for population level outcomes.

R/P F #	Prob. #	#	A.			B.
			Name of Prevention Serv. (policies, practices, program)	Policy	Practice	Program

PREVENTION SERVICES DETAILS (CONT)

Prevention strategies should be designed selected to ensure that the:

- Designated prevention community has a reasonable chance of recruiting and enrolling participants to receive the prevention services (feasibility).
- The incentives offered to participants should be relevant for the targeted population and to display sufficient appreciation to the participants for putting forth the effort to receive the prevention services.
- Type of services identified:
 - IOM: Institute of Medicine Categories: UD – Universal Direct; UI – Universal Indirect; S – Selective; I – Indicated
 - Six CSAP Strategies: Education, Alternative Activities, Information Dissemination, Community Based, Problem ID and Referral, Environmental

Duplicate this page as needed to accommodate all strategies selected for implementation in your action plan.

C. Recruitment Strategies	D. Incentives to be provided	Type	
		<i>IOM</i>	<i>CSAP</i>

SECTION VI: DETERMINING AND EVALUATING COMMUNITY (POPULATION-LEVEL) OUTCOMES

After reviewing the needs assessment data associated with your community's substance abuse problems, consequences, risk and protective factors, other contributing factors, resources and gaps, the community is now ready to:

- Determine the desired outcomes to achieve based on your prevention plan
- Identify the baseline data from the needs assessment for evaluation purposes
- Specify the benchmark (measure of change) expected from the community's prevention efforts

1. Community-Level Outcomes

Data	A. What outcomes are desired or proposed?	B. What is the baseline and date of the proposed outcomes?	C. What is the measured of change and date for the proposed outcome and what is the percentage of change desired?
Problems (1) (2) (3)	(1) (2) (3)		
Consequences (1) (2) (3)	(1) (2) (3)		
Risk Factors (1) (2) (3)	(1) (2) (3)		
Protective Factors (1) (2) (3)	(1) (2) (3)		
Other Contributing Factors (1) (2) (3)	(1) (2) (3)		

2. MEASURING CONSEQUENCE, PROBLEM, RISK FACTOR, PROTECTIVE FACTOR, OTHER CONTRIBUTING FACTOR OUTCOMES

The next step involves the following:

- Specify the tool/instrument to be used to measure the proposed change
- Determine when the proposed change will be measured
- Designate the person responsible for administering and managing the measurement

D.	E.	F.
What measurement tools will be used to measure the proposed outcomes?	When will the outcomes be measured?	Who is responsible for measuring the outcomes?
Problems (1) (2) (3)		
Consequences (1) (2) (3)		
Risk Factors (1) (2) (3)		
Protective Factors (1) (2) (3)		
Other Contributing Factors 1) (2) (3)		

SECTION VII: MONITORING/EVALUATING PROCESS AND PARTICIPANT OUTCOMES

The first of these two action steps involves monitoring the delivery of the prevention services (process evaluation) to ensure that the services are delivered as intended (with fidelity). The second step includes evaluating the direct results of the prevention services (outcome evaluation) to the participants. These steps will help the community know how well it is reaching its desired prevention outcomes. Duplicate these pages as necessary.

1. MONITORING PROCESS OUTCOMES

Specify who will deliver each proposed prevention service, where the service is to be delivered, the responsible/sponsoring agency, the frequency of the service (dosage,) and begin and end dates.

A. Name of Prevention Service	B. Who will deliver the service?	C. Where will the service be delivered?	D. What agency will coordinate delivery and monitoring of the service?

E. Dosage of Each Program Service			F. Cycle Dates	
<i># Cycles time per quarter period</i>	<i># Sessions each cycle</i>	<i>Length in hours each session</i>	<i>Begin</i>	<i>End</i>

Section VIII: Developing Prevention Plan

COSTS AND BUDGET

The cost and subsequent budget for implementing the Community Action Plan should identify all resources that are available from multiple sources and partners, including “in kind” contributions. The budget should be adequate to implement the entire Community Action Plan including collection and analysis of data to assess problems, consequences, risk, protection, and other contributing factors, outcomes, implementation of prevention services, and monitoring and evaluation of such services.

#	A. Prev. Serv. Name	B. Budget Description <small>Detail cost for project administration, training for evidence-based programs, specific costs related to each prevention service.</small>	C. Amount		
			<small>Actual Funds (source)</small>	<small>In Kind Support (amount)</small>	<small>Total All Sources</small>
Administration/Management Costs Related to cost for administration/project management					
		Salary (include fringe) Coalition/Community Director Prevention Community Coordinator Administrative Assistant			
		Travel Coalition/Community Director Prevention Community Coordinator Administrative Assistant			
		Consultant/Contracts			
		Other Administrative Costs			
Training/Supplies/Equipment Costs					
Direct Service Costs - Delivery of Prevention Services (Costs limited to actual provision of each prevention service)					
		___ Number of cycles provided during funding period ___ Proposed Number of youth served in each cycle ___ Number of adults to be served in each cycle			
		___ Number of cycles provided during funding period ___ Proposed Number of youth served in each cycle ___ Number of adults to be served in each cycle			
Evaluation Costs					
Totals					

SECTION IV: SUSTAINING PREVENTION OUTCOMES

Sustaining your successful Community Action Plan outcomes requires continual monitoring, evaluation, and reassessment of each phase of the action plan. This may result in adjustments in the Community Action Plan elements that focus on prevention policies, practices, programs, and strategies in support of the proposed outcomes.

The recommendation is to focus on sustaining the successful prevention outcomes you have achieved (such as reductions in underage drinking and drug use, reductions in alcohol and drug related crime, increases in positive family interactions, enhancements to substance-related community policies,) and to maintain flexibility in order to respond to emerging problems. By focusing on the successful outcomes, the community partners should be able to solicit and maintain support to sustain the prevention services that affected the outcomes.

PREVENTION OUTCOMES SUSTAINABILITY

#	A. Identification of Prevention Outcomes	B. Identification of Corresponding Prevention Services	C. Implementation Timeline	D. Review Timeline	E. Sustainability Messages	F. Sustainability Strategies