SPF Grant to Reduce Underage Drinking

Planning Grant Coordinator Orientation
April 1 & 2, 2008
Topeka, Kansas
Day One Agenda

- The Kansas SPF-SIG
- Community Planning Grants Scope of Work
- Reporting and Monitoring
- Community Sector Roles
- Statewide Components
- Local Evaluation
- Questions and Answers
1. What is important to you about preventing underage drinking, and why?

2. What opportunities can you see that are created through the SPF Grant process?

3. What are some key advantages your sector representatives will offer during the planning grant phase of the SPF-SIG?
SAMHSA’s Strategic Prevention Framework

1. Profile population needs, resources, and readiness to address needs and gaps
2. Monitor, evaluate, sustain, and improve or replace those that fail
3. Implement evidence-based prevention strategies
4. Develop a Comprehensive Strategic Plan
5. Mobilize and/or build capacity to address needs

Cultural Competence Sustainability
SPF-SIG Cohorts

Strategic Prevention Framework State Incentive Grants

[Map showing states funded in FY 2004, 2005, and 2006 with different shades indicating the year funded.]
Structure of the SPF-SIG

- Five-year cooperative agreement
- Oversight is provided by the SPF Advisory Council
- Data supports are provided by the State Epidemiological Outcomes Workgroup
- 85% of funds are allocated to community-based efforts
1. Build capacity and infrastructure at the state and local level to sustain effective substance abuse prevention strategies.

2. Delay the onset of substance use, including underage drinking, and reduce the progression of substance abuse.


4. Develop a sustainable multidisciplinary structure to enhance prevention programs, policies, and practices.
Essential SPF Elements

- Profiling needs and response capacity;
- Mobilizing and building needed capacity;
- Developing a comprehensive prevention plan;
- Implementing programs, policies and practices (strategies) based on what is known to be effective;
- Evaluating program effectiveness; sustaining what has worked well.
Infusing Data Throughout the SPF

- SPF SIG strives to use data across all steps of the Strategic Prevention Framework (SPF).
- Deliberate process to collect, analyze, interpret, and apply lessons from substance use and consequence data to drive state efforts across the entire SPF.
- Ongoing and integrated data analyses are critical to:
  1. identify problems and set priorities,
  2. assess and mobilize capacity for using data,
  3. inform prevention planning and funding decisions,
  4. guide selection of strategies to address problems and goals,
  5. monitor key milestones and outcomes and adjust plans as needed.
Substance-Related Consequences and Use Patterns

Influencing Factors

Evidence-Based Programs/Policies/Practices

Communities: Implement SPF; assess factors that contribute to priorities, and determine and implement strategies to address them.

1. Epi Profile
2. Determine State/Tribe Priority(s)
3. State Plan
Step One: Assessment

**STATE ROLE**

- Establish a State Epidemiological Outcomes Workgroup and Advisory Council.
- Conduct a statewide needs assessment using epidemiological data that must include:
  1. A profile of consumption and substance-related consequences in the State;
  2. Current capacity to implement the SPF;
  3. Gaps in services and capacity.
- Identify state SPF-SIG priority area, i.e., underage drinking.

**COMMUNITY ROLE**

- Conduct a comprehensive community assessment and analysis of underage drinking.
- Analyze and prioritize local influencing factors underlying underage drinking.
- Assess community readiness and capacity, in order to guide prioritization and planning.
Step Two: Capacity Building

STATE ROLE

- Introduction of training and education to promote assessment, planning, and evaluation capacity.
- Facilitation of meetings and workshops with key stakeholders, coalitions, and service providers at the state and community level.

COMMUNITY ROLE

- Mobilization and establishment of partnership agreements within the community to leverage resources, organize agency networks, and convene key stakeholders.
- Participation in meetings and learning events designed to increase capacity.
- Development of a capacity building plan to address gaps and needs identified during assessment.
Step Three: Planning

STATE ROLE

- Develop a State strategic plan that:
  
  1. Identifies priorities to be targeted in the SPF;
  2. Identifies key milestones and outcomes;
  3. Develops and sustains necessary infrastructure;
  4. Identifies required training and capacity development;
  5. Identifies appropriate funding mechanisms to allocate resources to target communities.

COMMUNITY ROLE

- Communities will develop logic models and comprehensive strategic plans that:
  
  1. Assesses factors contributing to priority addressed;
  2. Identifies evidence-based prevention strategies to address priorities and the factors that contribute to them.
Community-Level Strategies Match Problem and Cause

New Mexico Example
Step Four: Implementation

**STATE ROLE**

- Implementation of State Strategic Plan;
- Allocation of SPF-SIG resources;
- Consultation and collaboration with an evaluation team;
- Development of an evaluation plan;
- Collection of process data and additional pre-implementation data.

**COMMUNITY ROLE**

- Use the findings of needs, capacity, and readiness assessments to guide selection of evidence-based policies, programs, and practices;
- Implementation of identified strategies with fidelity;
- Strategies must be evidence-based:
  1. Appearing on a federal list
  2. Appearing in a peer-reviewed journal with proven effectiveness
  3. Demonstrating ‘documented effectiveness’
Step Five: Evaluation

STATE ROLE

- Develop and implement a statewide evaluation to measure changes in priority consequences, consumption patterns and intervening variables;
- Collect and report performance data on National Outcome Measures;
- Evaluate the implementation of the Strategic Prevention Framework;
- Provide training and technical assistance to communities regarding evaluation and performance measurement;
- Identify and report the amount of funding focused on underage drinking per year of project.

COMMUNITY ROLE

- Collection of required data for process and outcome evaluation;
- Review of effectiveness of policies, programs, and practices;
- Development of recommendations for strategy selection and ongoing improvement.
March 2007
Prioritization Tables Developed

April 2007
Review and Feedback Regarding Epi Indicators
Attributable Fractions Identified for Indicators
Prioritization of Epi Indicators
State SPF Priority Established

May 2007
Epi Data Mapping

June 2007
Allocation Model Finalized
February 2008
- SPF Planning
- Grants Announced

March 2008
- SPF Project
- Team Convened

April 2008
- SPF Orientation

May 2008
- SPF Assessment
- Learning Event
Roles and Responsibilities

- **Planning Grant Coordinator**
  - Mobilize and engage stakeholders
  - Encourage virtual communication
  - Serve as the primary contact to the State
  - Consult with SPF Project team
  - Monitor achievement of key milestones and facilitate timely completion of all deliverables
  - Attend all Learning Events
Roles and Responsibilities

- **Community Planning Team**
  - Provide subject matter experience and expertise
  - Network with key communities, stakeholders, and other grantees
  - Make key decisions to guide plan development
  - Monitor planning process
  - Participate in sector networking event
Roles and Responsibilities

- **Fiscal Agent**
  - Management of grant budget line items
  - Responsible for expenditure of funds and maintenance of supporting documentation and record-keeping adequate for grant monitoring and compliance
  - Submit all required fiscal reports in collaboration with community partnership
Deliverables

- **Evaluation**
  - Participate in an evaluation of all SPF processes
  - Create an evaluation plan for implementation
  - Participate in National evaluation efforts as part of this federally funded project
  - Ensure annual participation in the Kansas Communities that Care Student Survey. Participation rates must represent 80% of all students in the 6th, 8th, 10th, and 12th grades.
Scope of Work

Deliverables

- **Community Plan**
  - Needs Assessment
  - Readiness Assessment
  - Capacity Assessment
  - Capacity Building Strategies
  - Proposed Evidence-Based Strategies
  - Evaluation Plan
Scope of Work

Deliverables

- Progress and Fiscal Reports
Deliverables

- **Learning Event attendance**
  - PGC’s must attend:
    - Orientation
    - Assessment
    - Evidence-Based Strategies
    - Evaluation
  - Sector Representatives
    - Sector Networking event
    - Actively participate in local SPF planning meetings and events

- Attendance should be monitored—key representatives should have no less than 75% attendance in local SPF planning meetings and events
Summary of SPF Planning Grant Timeline

**March**
March 3- Grant period begins

**April**
April 1 & 2– Orientation

**May**
May 7 & 8- Assessment Learning Event
May 28 & 29- Sector Networking Event

**June**
June 4 & 5- Evidence-Based Strategies Learning Event

**July**
July 11- Grantee Progress and Fiscal Report due
July 29 & 30- Evaluation Learning Event
July 31- Assessment deliverables due

**August**
August 8- Capacity building strategies due
August 29- Proposed Evidence-Based strategies due

**October**
October 10- Grantee Progress and Fiscal Report due
October 31- Evaluation Plan due

**November**
November 28- Draft of community’s strategic plan due

**December**
Project Staff will work with Communities to finalize and approve strategic plan

**January**
January 16- Final Approved Strategic Plan due
January 16- Final Progress and Fiscal Reports due
Scope of Work

Deliverables

What local resources may be available to you as you begin to focus on each of the deliverables?

Who will be some important key stakeholders to mobilize and engage as you work to complete each deliverable?
Kathy: 785-296-6843
Sarah: 785-368-7039
Grant Monitor
Roles/Responsibilities

- First point of contact for receiving all grantee questions
- First point of contact for receiving all grant deliverables/reports
- Communicate with training team regarding requests and grantee progress toward completing deliverables
- Compile and update lists of frequently asked questions
- Review and approve progress and fiscal reports
Flow of Information

Community Question/Deliverable

spfgrants@srs.ks.gov

Grant Monitor

Project Team

SRS MO

Payment Issued

Grant Monitor

Project Team

SRS MO

Payment Issued
Progress Reports

- **Section A-** Updated information concerning grant management and community planning team
  - ✓ Sector representative attendance
  - ✓ Community Planning Team meeting log
  - ✓ Community Planning Team members

- **Section B-** Completion of Project Milestones

- **Section C-** Cultural Competence

- **Section D-** Technical Assistance
FISCAL REPORT: Kansas SPF Planning Grant

Grantee Name: Anytown Community Partnership
Address: 1000 N Main St
City/State/Zip: Anytown, KS 66666
Grant Number: 
Grant Period: 3/3/08 to 12/31/08
Total Award Amount: $0.00
FY 08 Amount: $0.00
FY 09 Amount: $0.00

EXPENDITURES

<table>
<thead>
<tr>
<th>Expense Description</th>
<th>Total Budget</th>
<th>Report Period 1 Due 3/31/08</th>
<th>Report Period 2 Due 6/30/08</th>
<th>Report Period 3 Due 9/30/08</th>
<th>To Date</th>
<th>Budget Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lodging</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Mileage</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Per Diem</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Supplies</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Stipend for SPF Planning Grant Coordinator</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Stipends for 12 Sector Representatives</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Technical Assistance in developing an evaluation plan</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Community Readiness Survey</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Other</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Indirect Costs</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Totals</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

For Internal SRS Use

<table>
<thead>
<tr>
<th>Amount</th>
<th>SPF Approval</th>
<th>DBHS/MO Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>40% Advance Payment</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>20% Payment</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>20% Payment</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>20% Payment</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>TOTAL PAYMENTS</td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>

Submit to: SPF Project Assistant
915 SW Harrison, Rm. 630
Topeka, KS 66612
PHONE: 785-296-4475
### Progress & Fiscal Report Due Dates

<table>
<thead>
<tr>
<th>Reporting Period Dates</th>
<th>Report Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 1, 2008 – September 30, 2008</td>
<td>October 10, 2008</td>
</tr>
</tbody>
</table>
Grant Payments

- Grantees will receive 40% of their total award upon receipt of signed Notification of grant Award and associated documents.

- Subsequent payments of 20% of the total grant award will be made with each receipt and approval of progress and fiscal reports.
Community Sector Roles

- Prioritization, selection of strategies, development of community plan, and readiness and capacity assessment
- Participate in Community Sector Networking Event
- Mobilization and identification of strategies to address Underage Drinking within respective sectors
Targeting Community Change

Communities of Place
Change Champions

What does it mean to lead change?

How is that different from managing change or championing change?

Can you identify change champions in your community? What makes them champions?
Questions?
Day Two
• What is emerging?
• What new connections are you making?
Day Two Agenda

- The SPF Café
- Training and Technical Assistance Resources
- Technology and Online Supports
- Questions and Answers
- Adjourn
1. What would it take to create change on the issue of underage drinking in communities?

2. What challenges might come our way, and how might we meet them?

3. How can we support each other as a Community of Practice of SPF Grantees in moving forward?
Training and Technical Assistance

**TA RESOURCES**
- State Liaisons
- Project Team
- Epidemiology, Evaluation, and Technology Specialists

**TA STRATEGIES**
- Centralized Learning Events
- Community Trainings
- Community Plan Guidance Document
- Assessment, Evidence-Based Strategies, and Evaluation Guidebooks
- Monthly TA Conference Calls
- Technology Supports
Training and Deliverables Timeline

<table>
<thead>
<tr>
<th>GRANT TO REDUCE UNDERAGE DRINKING</th>
</tr>
</thead>
<tbody>
<tr>
<td>2008 MONTHS</td>
</tr>
<tr>
<td>WEEK:</td>
</tr>
<tr>
<td>DATES</td>
</tr>
<tr>
<td>Needs Assessment</td>
</tr>
<tr>
<td>Readiness Assessment</td>
</tr>
<tr>
<td>Capacity Assessment</td>
</tr>
<tr>
<td>Capacity Building Strategies</td>
</tr>
<tr>
<td>Proposed EBS</td>
</tr>
<tr>
<td>Evaluation Plan</td>
</tr>
<tr>
<td>Full Draft Community Plan</td>
</tr>
<tr>
<td>Finalized/Revised Com. Plan</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COMMUNITY PLANNING DELIVERABLES:</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPF LEARNING EVENTS:</td>
</tr>
<tr>
<td>Orientation</td>
</tr>
<tr>
<td>Assessment Training</td>
</tr>
<tr>
<td>EBS Training</td>
</tr>
<tr>
<td>Evaluation Training</td>
</tr>
<tr>
<td>SPF Networking</td>
</tr>
</tbody>
</table>
The assessment section of the community plan is divided into three basic components: 1) needs assessment, 2) readiness assessment, 3) capacity assessment, and 4) priority influencing factors.

Additionally, the assessment must include a discussion of the process, criteria, and rationale for identifying and selecting priority influencing factors underlying underage drinking that will be addressed through evidence-based strategies.
This section should describe the proposed evidence-based strategies for addressing the community’s priority influencing factors underlying underage drinking. This section must also include a discussion of the community’s planning process and method of identifying appropriate evidence-based strategies that correspond to, or align with, the priority influencing factors.
In the Evaluation section of the community plan, grantees should provide the plan for local-level evaluation. This includes what grantees are expecting to track and how this will be accomplished; what grantees are expecting to change and to what extent, that is, the desired outcomes for reducing 1) underage drinking indicators (i.e., youth past 30-day use and binge drinking) and 2) community-level influencing factors underlying underage drinking.
What additional resources are needed to ensure you receive the support and technical assistance necessary for success?
Technology Supports

Collaborative Tools

Tools to Support Each Step
Questions?
What have you heard?

- Overview of the SPF SIG
  - Implementation in Kansas
  - Timeline of the KS SPF

- Scope of Work for the SPF Planning Grant
  - Roles & Responsibilities
  - Deliverables
  - Monitoring and Reporting

- Communities of Practice

- Supports and Resources
  - SPF Project Team
  - Technology Supports
Moving Forward…

- Given the information presented over the past day and a half, what will be your next steps as we move forward?
- How can we best support each other?
A few final things...

- All questions can be directed to spfgrants@srs.ks.gov or to your Liaison

- Please bring your notebooks with you to each Learning Event!