**IPFS Capacity Workbook Review Spring 2016**

**Overview**

During the capacity step, you were asked to complete and submit the IPFS Capacity Workbook. This document, and process of working with key stakeholders and community coalition/collaborative council members to complete it, was designed to assist you in assessing and increasing your coalition and community’s capacity for implementing the Strategic Prevention Framework.

As you prepare to move on to the implementation step, IDPH is asking you again to work with your coalition/collaboration council to assess and reflect on your capacity, as well as articulate your plans for how you will increase your capacity to utilize the Strategic Prevention Framework to reach your substance abuse prevention goals related to the IPFS Project.

**Due Date**

IDPH would like for counties to review and resubmit related capacity documents by the end of June. We realize however, that during the next several months counties may be in varying stages of completing required planning steps and documents as you move from planning to implementation. If you feel that you will need more time to work with your coalition/Collaboration Council to review your capacity documents, please let Julie Hibben know, via email, by June 1, 2016 and you may request an extension on this due date. The whole workbook, with updates as specified below, should be submitted to Julie Hibben via email by June 30, 2016.

**Required Steps and Documentation**

Review the entire, original workbook and any notes that were taken regarding the process your county used for completing it.

Answer the following questions. Provide the answers, in red, at the end of each applicable section of your workbook.

County Substance Abuse Prevention Resources: What progress have you made in identifying and connecting with community partners and resources? What has been challenging? Where have you been successful? How will you continue to build on your success?

Substance Abuse Prevention System: Have there been any changes in the substance abuse prevention system since the last completion of the of the capacity workbook?

Analyzing Resources: How have you used this information to inform your project? Is there work happening to address the identified overlaps, gaps or implications?

Community Sector Worksheet

Review the Community Sector Worksheet. Add updated information to the chart in red. Include information regarding new or additional members, information regarding how you have built capacity with each sector, and how you intend to build capacity with newly identified partners.

Coalition Capacity Checklist

Review the Coalition Capacity Checklist and the answers to the five questions that follow the checklist.

Recomplete the checklist by adding the new date completed and a score for each item.

Include a paragraph that gives an overview of how your coalition’s/collaborative council’s capacity has changed since the first completion of the checklist.

Answer questions 1-5, given your new scores. Add new answers/information in red, preceded by the date. Do not remove the original answers from the document.

County workbook contributors

Add, in red, the names of anyone who contributed to the review and completion of the workbook whose name is not already included.

**Keep in Mind**

Please keep in mind the guidance provided in the original document:

*All of the documents in this guide should be consulted regularly, as capacity building happens not just one time, but throughout all of the SPF steps. The Community Sector Worksheet and Capacity Checklist will be filled out twice per year so that you can monitor your progress and do more of what your group is doing well. It may be helpful to keep records of who was involved in completing these documents and how the process happened; including discussion around how scores were decided or specific resources were included. This will aid in tracking progress and in completing documents in the future if some of the stakeholders or staff members have changed.*