Iowa Partnerships for Success Grant Checklist and Orientation Process

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HelpingServices

HP

**Instructions:**

This checklist will assist counties with the start-up of the Iowa Partnerships for Success (IPFS) Project. Additional grant information will be reviewed during the IPFS Introduction Webinar that will occur on March 10, 2015 from 10:00-11:00 (see page 6 for details). IDPH is currently working with the University of Kansas to create a workstation website for the IPFS project. More details will be provided in coming weeks.

If a county has any questions about start-up of their IPFS Project, contact Julie Hibben, IPFS project Director at [julie.hibben@idph.iowa.gov](mailto:julie.hibben@idph.iowa.gov) or 515-725-7895.

**Iowa Partnerships for Success Grant Checklist**

**Year 1 - February 1, 2015-September 29, 2015**

**Project Staffing**

* Employ a single 1.0 FTE Project Coordinator
* Provide the contact name, phone number and e-mail address of the IPFS Coordinator to Julie Hibben, IPFS Project Director once identified.
* Per the IPFS contract, a 3% disincentive will be applied to the total award if the applicant does not have a single 1.0 FTE IPFS Coordinator hired by April 30, 2015.
* Provide a copy of the Prevention Specialist Certification for the Coordinator if it was not submitted through Iowagrants.gov with RFP application
* If the Coordinator is still in the process of obtaining a Prevention Specialist Certification, the certification document will need to be submitted within the Julie Hibben, IPFS Project Director once achieved.
* Certification should be obtained within the first two years of the IPFS Project.
* Identify a Project Evaluator
  + Provide the contact name, phone number and e-mail address of the IPFS Evaluator to Julie Hibben, IPFS Project Director once identified.
  + An Evaluator should be identified and subcontracted with by April 30, 2015
  + See the IPFS Project Evaluator Responsibilities and Estimated Time Commitment document (pages 8-11) to ensure identified Evaluator meets project evaluation criteria.

**Site Visit**

* Schedule orientation site visit with Julie Hibben, IPFS Project Director (an 1.50 hour timeframe to occur between February –April 2015)
  + E-mail Julie Hibben, IPFS Project Director by March 5, 2015 with at least 3 dates/times available per IPFS county.
  + IPFS Coordinator and the supervisor of the IPFS Coordinator need to be involved in the site visit.

**Meetings**

* Participate in **Coordinator Open Forum Calls**
  + Calls will happen via GoToMeeting on the last Wednesday of each month at 10:00 (starting April 29, 2015).
  + Log-in/call-in information for each call will be posted on the IPFS workstation at least one week before the meeting date.
* Supervisors overseeing a IPFS Coordinator to participate in **Supervisor Update Calls**
* Call will happen via GoToMeeting on a monthly date to be determined by supervisors
* Julie Hibben will provide a Doodle poll for supervisors to determine ongoing call dates by March 16, 2015

**Coalition Engagement**

* Conduct an Orientation Meeting by April 30, 2015 with the coalition/Collaboration Council to lead the IPFS Project. During this meeting the Project Coordinator should provide an overview of the IPFS Project, discuss the IPFS priorities, how the project fits with county priorities and IPFS funding (see documents on pages 13-17 for meeting guidance and follow-up paperwork to be submitted to IDPH)
* Engage a countywide coalition or a subcommittee of a countywide substance abuse prevention coalition
  + Coalition will need to meet monthly to manage the IPFS project
  + If the coalition does not meet during the summer months, a subcommittee of the coalition will need to meet year round
  + Formal minutes (with a IPFS Project update included and names of members in attendance) from each monthly meeting will need to be submitted to IDPH with the Quarterly Progress Report
  + Ensure member representation from IDPH required sectors:
    - Drug Free Communities Support Program grantee (if applicable)
    - Other substance abuse prevention coalitions (if applicable)
    - Public health
    - Law enforcement
    - Schools
    - Juvenile court/corrections
    - Youth
    - Elected county and city officials (Board of Supervisors, city council representatives, mayors, etc.)
    - Behavioral health (therapist, Department of Human Services representative, etc.)
    - Military (active duty, veteran, County Veterans Affairs representative, etc.)
    - Other substance abuse prevention grantees (Enforcing Underage Drinking Laws, STOP Act, National Highway Traffic Safety Administration, etc.)
    - Media
    - Representatives from the strategy target populations (this will be decided during the Planning step of the SPF process)
* Convene a Collaboration Council if no countywide substance abuse coalition exists
  + The Council will need to be fully established with all required sectors involved by September 29, 2015
  + Council will need to meet monthly to manage the IPFS project
  + Formal minutes (with a IPFS Project update included and names of members in attendance) from each monthly meeting will need to be submitted to IDPH with the Quarterly Progress Report
  + Ensure member representation from IDPH required sectors:
    - Drug Free Communities Support Program grantee (if applicable)
    - Other substance abuse prevention coalitions (if applicable)
    - Public health
    - Law enforcement
    - Schools
    - Juvenile court/corrections
    - Youth
    - Elected county and city officials (Board of Supervisors, city council representatives, mayors, etc.)
    - Behavioral health (therapist, Department of Human Services representative, etc.)
    - Military (active duty, veteran, County Veterans Affairs representative, etc.)
    - Other substance abuse prevention grantees (Enforcing Underage Drinking Laws, STOP Act, National Highway Traffic Safety Administration, etc.)
    - Media
    - Representatives from the strategy target populations (this will be decided during the Planning step of the SPF process)

**Orientation Process**

* **IPFS Introduction Webinar** – March 10, 2015 from 10:00-11:00

Log in by clicking <https://global.gotomeeting.com/join/775338117>. For audio, use your microphone and speakers (VoIP) - a headset is recommended or, call in using your telephone at 1-888-640-7162, Access Code: 775-338-117.

**CAPT Online Training Instructions:** The three trainings below are online trainings hosted by the Center for the Application of Prevention Technologies (CAPT) and need to be completed within a specific timeframe that is listed below. Julie Hibben, IPFS Project Director will send an email a week before the training is to begin with log-in details.

* **What is the SPF? An Introduction to SAMHSA’s Strategic Prevention Framework** *(4 credit hours)*

**Dates:** February 16-20, 2015

This interactive, self-paced course offers practitioners new to the field of prevention a “just in time” opportunity to learn about the Strategic Prevention Framework (SPF)—SAMHSA’s five-step, data-driven planning process.  Using a case-based approach, *What is the SPF?* engages practitioners in each step of the model, following five communities as they work to assess local needs, build capacity to address prevention priorities, plan prevention activities, implement evidence-based strategies, and evaluate their prevention efforts. By then end of the course, practitioners will be able to:

* Explain the purpose of the Strategic Prevention Framework
* Describe the steps and guiding principles of the SPF
* Define the purpose and key concepts associated with each step of the SPF
* Identify ways to demonstrate cultural competence during each step of the SPF
* Identify ways to promote sustainability during each step of the SPF
* Access additional resources to enhance your understanding and application of the SPF
* **Go Get It! Finding Existing Data to Inform Your Prevention Efforts** *(2 credit hours)*

**Dates:** March 2-6, 2015

This interactive, self-paced course for practitioners engaged in the process of assessing the substance abuse needs of their communities. Participants will explore a step-wise process for identifying and finding the data they need, engaging partners in the data-gathering process, overcoming challenges obtaining the data they’re looking for, and managing and interpreting the data they collect. It is appropriate for practitioners working at both the state and local levels. By the end of the course, participants will be able to:

* Define existing data and explain why it is a vital part of an assessment effort.
* Develop a plan to identify and obtain existing data.
* Engage partners in the data-gathering process.
* Recognize and address potential challenges to getting data.
* Store and record the data you gather.
* **Locating, Hiring, and Managing an Evaluator** *(5 credit hours)*

**Dates:** March 9-13, 2015

This course is designed to increase participants’ understanding of the value of evaluating programs, things to consider when hiring an evaluator, and how to work with an evaluator effectively. Course participants have the opportunity to:

1. Explore reasons for conducting an evaluation
2. Learn how to find, and hire, the right person to help you evaluate your program
3. Learn how to work effectively with an evaluator
4. Identify ways to reduce the costs of an evaluation

* **Contractor Meeting** on April 2, 2015 at Veterans Memorial Community Choice Credit Union Convention Center in Des Moines. More details will be provided in March.
* **Two-Day Training on Assessment and Capacity Steps** – Dates will be provided in March

**Orientation Materials**

**Iowa Partnerships for Success Evaluator Responsibilities and**

**Estimated Time Commitment**

Background

The IPFS Project will focus on reducing underage drinking and youth binge drinking in Iowa. Twelve counties of highest need will complete the Strategic Prevention Framework process to address these priorities. In each IPFS funded county, a local evaluator will need to be identified to assist counties in progressing through the SPF steps.

Evaluator Responsibilities

General:

* Attend monthly coalition/Collaboration Council meetings;
* Attend IPFS regional training (required for evaluator); and
* Attend one virtual meeting per year (required for evaluator).

Assessment

* Conduct a countywide needs assessment through completion of the Community Assessment Workbook (CAW) and provide yearly updates;
* Provide a summarized report based on the CAW;
* Assist the IPFS Coordinator in identifying local data sources through conducting a consumption survey and/or environmental scans, collecting local policies, hosting town hall meetings, interviewing local stakeholders, conducting focus groups, etc.;
* Assist the IPFS Coordinator in gathering archival data;
* Assist the IPFS Coordinator or sub-contractor (if subcontracted to another organization) in assessing community readiness by conducting the Tri-Ethnic Survey;
* Identify data gaps and explore methods to fill them; and
* Ensure data collection and analysis is done in a culturally competent and appropriate manner.

Capacity

* Collect, collate, and share data about the county substance abuse prevention system;
* Assist IPFS Coordinator with Capacity step deliverables, as needed; and
* Assist IPFS Coordinator in ensuring that data collections and sharing is done in a culturally competent manner.

Planning

* Provide guidance to help develop the county strategic plan such as:
  1. Identification of intervening variables;
  2. Sharing data on intervening variables to assess consequences associated with the priority issues;
* Provide recommendations during the strategies selection process for addressing intervening variables, underlying conditions and the priority issues; and
* Assist IPFS Coordinator in ensuring that planning is done in a culturally competent manner.

Implementation

* Provide guidance on collection methods of process and outcome data.
* Provide feedback during implementation on cultural competency.

Evaluation

* Assist with completion of grant-required cross-site evaluation reporting requirements as needed;
* Assist the IPFS Coordinator with completion of Online Documentation Support System (ODSS) reporting requirements, as needed;
* Lead the local evaluation process by interviewing key stakeholders and coalitions members, and summarizing key findings;
* Lead the evaluation of strategies being implemented within the county; and
* Assist with cultural competence and sustainability planning.

Sustainability

* Provide feedback about implementation based on collected data to help improve project;
* Provide feedback on “lessons learned” from the county evaluation process; and
* Participate in other evaluation processes identified by IDPH.

Evaluator Qualifications

1. Experience in conducting needs assessments;
2. Ability to collect, analyze and interpret data;
3. Working knowledge of numbers, frequencies, proportion and rates;
4. Ability to use software tools to present data, which may include Excel, SAS, or SPSS; and
5. Resides in or near the IPFS funded county.

Desirable Evaluator Qualifications (From the [Community Toolbox](http://ctb.ku.edu/en/table-of-contents/evaluate/evaluation/choose-evaluators/main))

1. **Ability to communicate with a broad range of people:**

Evaluators will have to deal with people from all walks of life, of all political, religious, and philosophical persuasions, and probably of many ethnic, language, and racial groups. If they are to gather accurate information, they will have to be perceived as trustworthy by all of those groups, and will have to be able to generate a certain level of comfort with everyone. Have they worked with groups that included a broad spectrum of community members? Do they have the verbal and interpersonal skills and the patience to explain their methods clearly to people who are not highly educated and who may never have had any contact with research before (perhaps especially if the evaluators themselves are in that same category)?

1. **Cultural sensitivity:**

Especially in a community that contains residents of many cultures (depending on how you define "culture," that includes virtually every community), mutual respect and some understanding and acceptance of how others see the world is crucial to the functioning of evaluators. Do they understand, or are they willing to learn to understand, the cultures of those in the community? An urban, largely working class community is culturally very different from an upper-middle class suburb; a Haitian neighborhood is different from a Vietnamese or a Puerto Rican one. Evaluators need to respect the cultures of the communities they work with, and not violate them, intentionally or unintentionally.

1. **Ability to treat everyone with the same degree of respect:**

How evaluators approach people reflects on the organization. If they don't treat everyone respectfully, they are not going to get accurate--or any--information and they are going to complicate the organization's relationship with its staff, the target population, and the community.

1. **Absolute commitment to keeping all individuals' information confidential:**

Whether evaluators are paid professionals or not, for ethical, practical, and legal reasons, it is almost always necessary to guarantee that any information gathered in the course of an evaluation will be kept confidential (i.e. used only for the purposes of the evaluation, and not connected to the individual), and that people won't be identified either by name or by other factors that could lead to them. In the case, for instance, of the evaluation of a domestic violence prevention program or women's shelter, confidentiality could be a matter of personal safety. In most instances, it will help evaluators obtain more accurate data. And it will protect the evaluators and the organization from lawsuits that could be brought by individuals injured in

1. **Commitment to the evaluation process:**

For planners and evaluators, whether professionals or otherwise, this means trying to do the best evaluation possible, with an eye toward its actual usefulness for the organization. For the organization, and other community members, commitment means believing enough in the process to take the evaluation seriously and use it to make adjustments to and improve the program, service, or activity. An evaluation, no matter how elegant and informative, is worthless if it's not used.

Expected Time Commitment

The amount of hours provided by the evaluator will vary depending on many variables, including the step of the SPF being implemented, strategies being implemented, and coalition experience. More time will be needed from the evaluator for the Assessment and Evaluation steps of the SPF. Hours will also vary depending on the capacity of the county regarding each step of the SPF and available data. The amount of time needed for reviewing existing data, collecting new data, and reporting data will vary across counties. An estimated breakdown of time commitment for required tasks includes:

|  |  |
| --- | --- |
| **SPF Service** | **Estimated Time Commitment** |
| Coalition/Council Monthly Meetings | 24 hours per FY (approximately 2 hours per meeting) |
| Attendance at one IDPH-sponsored virtual meeting | 2 hours per FY |
| Attendance at SPF Regional Trainings | 8 hours not including travel time (FY 2015)  16 hours not including travel time (FY 2016) |
| Assessment Step   * Completion of the CAW * Assist with Tri-Ethic Survey * Yearly update of the CAW | 40 hours (FY 2015)  20 hours per FY (FY 2016-FY 2019) |
| Capacity Step | 4 hours (FY 2015) |
| Planning Step | 16 hours (FY 2016) |
| Implementation Step | 20 hours per FY (FY 2016-FY 2019) |
| Evaluation Step | 20 hours per FY (FY 2016-FY 2019) |
| Travel Time | To be estimated by each county |

**Coalition/ Collaboration Council IPFS Orientation Meeting**

During the orientation meeting, IPFS Coordinators will provide an overview of IPFS Project, discuss IPFS priorities, how this project fits with the county priorities and IPFS funding. Each member should then be invited to participate in the IPFS Project. If the invited member agrees to participate, ask what role they will have in the project. Agencies need to submit pages 13-17 of this document via e-mail to Julie Hibben, IPFS Project Director by April 30, 2015.

After the meeting(s) occurs, answer the following questions:

1. List the names of the coalition/Council members included in the IPFS meeting.
2. Discuss the roles specific coalition/Council members will have in the IPFS Project.
3. What are the county priorities from the 2014 Community Health Needs Assessment & Health Improvement Planning (CHNA-HIP)? To learn more about this report, go to <http://www.idph.state.ia.us/chnahip/>.
4. Include a description of work being completed on underage drinking and youth binge drinking in the county.
5. List the active youth groups related to the CHNA-HIP priorities and discuss how these youth will assist with the IPFS Project.

**Description of Coalition/Collaboration Council Involved**

Each IPFS funded county is required to involve at least one countywide substance abuse prevention coalition. This involvement can include creating a subcommittee of an established countywide coalition to focus on the IPFS Project. Due to the challenges of the Strategic Prevention Framework process, no new coalitions will be created for this IPFS Project. If no countywide coalition exists, a Collaboration Council can be created to guide the project.

Answer the following questions about the **coalition** involved in the project:

1. Name of coalition
2. Name of Coalition Coordinator:

Coordinator Phone Number:

Coordinator E-mail Address:

1. Description of coalition.
2. Structure of coalition.
3. Sectors currently involved in the coalition.
4. Describe the funding streams the coalition receives.
5. Is the coalition SAFE or Community of Promise certified?
6. Include coalition mission statement.
7. List the goals of the coalition.
8. Discuss current coalition projects.
9. List the subcommittees of the coalition and include a description of each.
10. Explain how the IPFS Project will fit into the coalition structure.
11. Do the coalition members match the cultural makeup of the county? If not, how will these groups be represented?

Answer the following questions about the **Collaboration Council** involved in the project:

1. Name of Collaboration Council
2. Name of Council Chair (this cannot be the IPFS Coordinator per RFP requirements):

Chair Phone Number:

Chair E-mail Address:

1. Sectors currently involved in the Council.
2. Do the Council members match the cultural makeup of the county? If not, how will these groups be represented?

**Agreement of Collaboration**

In order to show partnership and collaboration within the IPFS Project, a Memorandum of Understanding (MOU) is to be developed.

* The Comprehensive Substance Abuse Prevention Agency Director, the Drug Free Communities Support Program Coordinator (if applicable), the involved substance abuse prevention coalition coordinator and the county public health administrator are required to sign this document to show that they agree to collaborate through the IPFS Project;
* An updated MOU needs to be submitted to IDPH each Fiscal Year of the project; and
* A sample MOU can be found on the following page. Counties can choose to create their own MOU and do not have to use the sample provided by IDPH.

[Applicant Letterhead]

**Sample Memorandum of Understanding**

WHEREAS, **[Comprehensive Substance Abuse Prevention Agency]**, **[Partner 1], [Partner 2] and [Partner 3]** have come together to collaborate for **the Iowa Partnerships for Success Project**; and

WHEREAS, the partners listed below have agreed to enter into a collaborative agreement in which **[Comprehensive Substance Abuse Prevention Agency]** will be the funded agency and the other agencies will be partners in this collaboration; and

WHEREAS, the partners herein desire to enter into a Memorandum of Understanding setting forth the services to be provided by the collaborative; and

WHEREAS, the Memorandum of Understanding prepared and approved by the county through its partners is to be submitted to the Iowa Department of Public Health on or before **DATE.**

***I) Description of Partner Agencies***

*For each member of the collaborative, provide some background on the agency or organization and its work regarding substance abuse prevention, specifically focusing on preventing youth binge drinking and underage alcohol use.*

***II) History of Collaboration***

* *Provide a brief history of the collaborative relationship between the partners, including when and under what circumstances the relationship began.*
* *Describe the critical and long-range goals of the collaboration.*

***III) Roles and Responsibilities***

NOW, THEREFORE, it is hereby agreed by and between the partners as follows:

* *Clearly state the roles and responsibilities each organization or agency will assume to ensure the success of the project.*
* *Specify how often the collaborators will meet.*
* *Describe the resources each partner will contribute to the project either through time, in-kind contribution or with the use of grant funds, e.g. office space, project staff, training.*
* *Demonstrate a commitment on the part of all partners to work together to achieve stated project goals and to sustain the outcomes to the best of their abilities once grant funds are no longer available.*

1) **[Applicant X]** will provide **[specify type of program/assistance/service]** including:

2) **[Partner 1]** will provide **[specify type of program/assistance/service]** including:

3) **[Partner 2]** will provide **[specify type of program/assistance/service]** including:

4) **[Partner 3]** will provide **[specify type of program/assistance/service]** including:

4) **[Applicant X]** and **[Partner 1]** will collaborate in the following manner:

5) **[Applicant X]** and **[Partner 2]** will collaborate in the following manner:

6) **[Applicant X]** and **[Partner 3]** will collaborate in the following manner:

***V) Timeline***

Responsibilities under this Memorandum of Understanding would coincide with the grant period, anticipated to be **DATE** through **DATE**.

***VI) Commitment to Partnership***

1) The partners agree to collaborate and provide **[specify type of service through the collaboration]** as listed in the attached Memorandum of Understanding.

2) We, the undersigned have read and agree with this Memorandum of Understanding. Further, we have reviewed the proposal and approve it.

|  |  |
| --- | --- |
| By \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Comprehensive Substance Abuse Prevention Agency Director  Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | By\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Drug Free Communities Support Program Coordinator (if applicable)  Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| By\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  County Public Health Administrator Coalition Coordinator/Collaboration  Council Chair  Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |