**County Sustainability Analysis**

***Template Instructions:***

*Part One and Part Two of this document include the information needed to create one component of the county’s Sustainability Plan. Counties will be asked to use this template and provide a response to each question in narrative form. A page limit for each section has been provided by each question heading below. It is advised that counties form a Sustainability Planning Team/Subcommittee to assist with this process. Worksheets 1 – 4 B are for the county’s use during the sustainability planning process and do not need to be submitted to IDPH.*

*This analysis is a section of the overall Sustainability Plan that will be submitted to Julie Hibben at IDPH by May 3, 2013.*

**Part One: STRATEGIC PREVENTION FRAMEWORK ELEMENTS TO BE SUSTAINED**

*This section will provide a description of the aspects of the SPF process you wish to sustain and your current capacity to sustain identified outcomes achieved through the SPF process within your county.*

1. **How will you ensure the sustainability of a data driven county planning process? (page limit: one and a half pages)**

***Questions to address***

1. *What are the lessons learned implementing step 1 Assessment at the county level?*
2. *How would you ensure continuation of indentifying, collecting and analyzing data in the future?*
3. *How will data driven decision-making be maintained?*
4. *How will you continue to assess resources and readiness across the county?*

*SEE Worksheet 1: Tools for Assessment*

1. **How will your county sustain and grow prevention capacity? (page limit: two pages)**

***Questions to address:***

1. *What lessons have you learned implementing step 2 Capacity at the county level?*
2. *How will you plan for ongoing county stakeholders/partners involvement in your substance abuse prevention efforts?*
3. *What are available resources and needed resources for substance abuse prevention at the county level?*
4. *What are the training and technical assistance needs of substance abuse prevention professionals in the county?*
5. *Are there concerns about maintaining the SPF process at the county level?*
6. *What data systems need to be maintained or created in continuing this SPF at the county level?*
7. *How will you continue to integrate cultural competency into substance abuse prevention planning at the county level?*

*SEE Worksheet 2: Assessing Organizational Capacity and Worksheet 3 A&B: SPF Capacity Assessment*

1. **How will your county sustain continued strategic planning? (page limit: one page)**

***Questions to address:***

1. *What lessons have you learned implementing Step 3 Planning?*
2. *How will the SPF process be integrated into overall substance abuse prevention planning in your county?*
3. *What elements of the SPF process will be retained moving forward?*
4. *How will logic models be used at the county level in future substance abuse prevention efforts?*

*SEE Worksheet 4: Assessing SPF Elements to Sustain*

1. **How will the county ensure effective implementation, continued administrative structures and formal partnerships to sustain prevention outcomes? (page limit: one page)**

***Questions to address:***

1. *What lessons have you learned implementing Step 4 Implementation?*
2. *Which strategies do you plan to continue to implement? How were these chosen and why?*
3. *How will you maintain the level of implementation you need to sustain your selected outcomes?*
4. *How will you sustain the key strategy elements such as dosage, frequency, location and target population?*
5. **How will the county continue to evaluate and monitor prevention outcomes? (page limit: one page)**

***Questions to address:***

1. *What if any changes would you make to evaluation at the county level?*
2. *What were the challenges and benefits of utilizing a LEW Chair/Group to assist with evaluation?*
3. *What were the challenges and benefits of the evaluation process at the county level?*
4. **How will the county ensure cultural competence-related policies exist? (page limit: one page)**

***Questions to address:***

1. *What if any, are the current challenges and or gaps in insuring a culturally competent planning?*
2. *How did you ensure that cultural competency was integrated into the SPF process?*
3. *How can the county ensure that cultural competency remains an overarching element of the SPF process?*

**Part Two: STRATEGIC PREVENTION FRAMEWORK OUTCOMES TO BE SUSTAINED**

*This section will provide a justification for an identified outcome that can be linked to the strategies implemented by your county.*

**The Current Picture**

*You can start by listing your coalition’s/Collaboration Council’s major efforts through the SPF SIG project. Then list pending items/up­coming events (e.g., pending funding, policy changes, new initiatives) that can impact continuation of those efforts. Also list other county efforts that could compliment or duplicate your coalition/Collaboration Council SPF SIG funded strategies. This information can help your coalition/Collaboration Council leverage funding and partnerships which, in turn, will positively impact sustainability success.*

**Coalition Efforts (page limit: one page):**

List the coalition’s/Collaboration Council’s major efforts through SPF SIG

**Pending Items (page limit: half page to one page):**

List pending items

List upcoming events

List other county efforts

**Criteria to help determine which strategies to continue (page limit: one page):**

Develop criteria to help determine which SPF SIG strategies will continue past grant funding and list the criteria decided upon by the Sustainability Planning Team/Subcommittee. *SEE worksheet 4 B – What to Continue*

*The Sustainability Planning Team/Subcommittee should agree on criteria that will help determine the benefit of each strategy, and select criteria for which data are available. Potential criteria include: available resources (financial, organizational, human), level of county support, evidence of strategy effectiveness, and whether a need still exists for the effort in question.*

**Strategy Selection (page limit: half page):**

Based on the work with the criteria, list the strategies selected for continuation. A minimum of two SPF SIG strategies need to be selected, excluding the SPF SIG media campaigns.

**Linking effort to outcomes (page limit: include the chart below):**

List in the chart below the process and outcome data the county has collected so far that can be utilized to support the selected strategies.

**NOTE**: Even though your county will not have collected all of the outcome data at this point in the SPF process, include in the chart below what data the county has collected so far. Your county will be asked to update this Sustainability Plan again next year where additional outcome data will be added.

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| --- | --- | --- |
| **Selected Strategy** | **Process Data** | **Outcome Data** |
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*SEE Worksheet 4 A&B - Potential Criteria for Determining Which Efforts to Continue, What to Continue*

**NOTE:** Worksheets 1 – 4 B and the Resource Section document are provided for use during sustainability planning process with the Sustainability Planning Subcommittee and should not be submitted to IDPH with the completed County Sustainability Plan

**WORKSHEET 1: TOOLS FOR ASSESSMENT**

**Assessment Tools**

*Consider the sustainability of each of the indicators below or their relevant county data sources. Are they currently part of the data systematically (standard practice) used in your county? For the data you are not currently using, are you planning on adding them to your standard data activities? What are the barriers to sustaining ongoing data collection? What would it take to sustain this data collection process? Who might be willing to lead efforts to fill in data collection over time?*

| **Prevention Area** | **Indicator/ Definition\*** | **Source/Dataset/URL** | **Data Available Y/N** | **Identified Gaps** | **Strategy** |
| --- | --- | --- | --- | --- | --- |
| ***Consequences*** |  |  |  |  |  |
|  | *Drunkenness and Liquor Law Arrests* | [*Iowa Epidemiological Website*](http://iconsortium.subst-abuse.uiowa.edu/EPI/MainFrame.html) |  |  |  |
|  | *OWI Arrests* | [*Iowa Epidemiological Website*](http://iconsortium.subst-abuse.uiowa.edu/EPI/MainFrame.html) |  |  |  |
|  | *Convictions for Alcohol-Related Offenses* | [*Iowa Court Information System, Justice Data Warehouse (JDW)*](http://www.humanrights.iowa.gov/cjjp/jdw/index.html) |  |  |  |
|  | *Juvenile Adjudications Due to Alcohol* | [*Iowa Court Information System, Justice Data Warehouse (JDW)*](http://www.humanrights.iowa.gov/cjjp/jdw/index.html) |  |  |  |
|  | *School Suspensions or Expulsions due to Alcohol* | [*Iowa Epidemiological Website*](http://iconsortium.subst-abuse.uiowa.edu/EPI/MainFrame.html) |  |  |  |
|  | *Traffic Fatalities* | [*Governor Traffic Safety Bureau (GTSB), Problem Identification*](http://www.dps.state.ia.us/commis/gtsb/publications.shtml) |  |  |  |
|  | *Alcohol Related Traffic Fatalities* | [*Governor Traffic Safety Bureau (GTSB), Problem Identification*](http://www.dps.state.ia.us/commis/gtsb/publications.shtml) |  |  |  |
|  | *Traffic Injuries* | [*Governor Traffic Safety Bureau (GTSB), Problem Identification*](http://www.dps.state.ia.us/commis/gtsb/publications.shtml) |  |  |  |
| ***Consumption*** |  |  |  |  |  |
|  | *30-Day Alcohol Use (Adults)* | [*Iowa Youth Survey (IYS)*](http://www.iowayouthsurvey.iowa.gov/) |  |  |  |
|  | *30-Day Binge Drinking (Adults)* | [*Iowa Epidemiological Website*](http://iconsortium.subst-abuse.uiowa.edu/EPI/MainFrame.html) |  |  |  |
|  | *30-Day Heavy Drinking (Adults)* | [*Iowa Epidemiological Website*](http://iconsortium.subst-abuse.uiowa.edu/EPI/MainFrame.html) |  |  |  |
|  | *Age of First Use – Alcohol (Youth)* | [*Iowa Youth Survey (IYS)*](http://www.iowayouthsurvey.iowa.gov/) |  |  |  |
|  | *30-Day Alcohol Use (Youth)* | [*Iowa Youth Survey (IYS)*](http://www.iowayouthsurvey.iowa.gov/) |  |  |  |
|  | *30-Day Binge Drinking (Youth)* | [*Iowa Youth Survey (IYS)*](http://www.iowayouthsurvey.iowa.gov/) |  |  |  |
|  | *30-Day Driving After Drinking Alcohol or Other Drugs (Youth)* | [*Iowa Youth Survey (IYS)*](http://www.iowayouthsurvey.iowa.gov/) |  |  |  |
|  | *Per Capita Alcohol Gallon Sales* | [*Iowa Epidemiological Website*](http://iconsortium.subst-abuse.uiowa.edu/EPI/MainFrame.html) |  |  |  |
|  | *Primary Substance of Use upon Entry into Treatment* | [*Iowa Epidemiological Website*](http://iconsortium.subst-abuse.uiowa.edu/EPI/MainFrame.html) |  |  |  |
| ***Intervening Variables*** |  |  |  |  |  |
|  | *Perception of Risk - Alcohol (Adults)* | [*Iowa Epidemiological Website*](http://iconsortium.subst-abuse.uiowa.edu/EPI/MainFrame.html) |  |  |  |
|  | *Perception of Risk - Alcohol (Youth)* | [*Iowa Youth Survey (IYS)*](http://www.iowayouthsurvey.iowa.gov/) |  |  |  |
|  | *Student Graduation Rates* | [*Project EASIER, Department of Education (DOE)*](http://educateiowa.gov/index.php?option=com_docman&task=cat_view&gid=132&Itemid=55) |  |  |  |
|  | *Perception of Social Norm (peer, adult neighbors)* | [*Iowa Youth Survey (IYS)*](http://www.iowayouthsurvey.iowa.gov/) |  |  |  |
| ***Other*** |  |  |  |  |  |
| *County Socioeconomic Data* | *Income, poverty, education level* | [*Census*](http://factfinder2.census.gov/faces/nav/jsf/pages/index.xhtml) |  |  |  |
| *Demographics* | *Age, gender and race distribution*  | [*Census*](http://factfinder2.census.gov/faces/nav/jsf/pages/index.xhtml) |  |  |  |
| *Target Population* | *Addressing issues regarding a specific population group* |  |  |  |  |
| *Cultural Data* | *Community Based Assessment: culture, customs, practices* |  |  |  |  |
| *Other County Data* | *Community Based Assessment* |  |  |  |  |

**WORKSHEET 2: ASSESSING ORGANIZATIONAL CAPACITY**

**Key Actions for Organizational Capacity[[1]](#endnote-1)**

The agencies that are currently implementing the SPF SIG strategies on behalf of the county substance abuse prevention system must have the capacity to sustain the effort. The organizations must have the capacities needed to participate fully in the county substance abuse prevention system, including the ability to:

1. Develop Administrative Structures and Formal Linkages – Administrative structures and formal linkages that support the effort to strategically integrate the skills and capacities of community organizations in order to achieve targeted reductions in substance using behaviors and consequences;
2. Adopt Supportive Policies and Procedures – Administrative policies and procedures that permit community organizations to respond as data indicates to the changes in community conditions related to substance using behaviors and related consequences;
3. Secure Adequate Resources – Resources that include staffing, computer and other technology, workspace, and multiple and diverse funding streams that support the efforts to achieve population level reductions in substance using behaviors and related consequences;
4. Acquire Appropriate Expertise – Expertise across a broad range of skills including:
* communication and data presentation skills
* leadership skills
* fundraising, needs assessment
* logic model construction
* selection and implementation of appropriate research-based prevention interventions
* data collection methods and interpretation
* process and outcome evaluation to plan for and carry out substance abuse prevention strategies that will achieve population level reductions in substance using behaviors and related consequences.

**WORKSHEET 3 A: STRATEGIC PREVENTION FRAMEWORK CAPACITY ASSESSMENT**

**Resources**

*Fiscal resources –* This refers to the money that counties can bring to substance abuse prevention efforts, as well as other things that cost money but can often be obtained for free, including:

* Grants/donations
* Computer hardware/software
* Meeting space, food, photocopying
* Promotion/advertising

*Human resources* – This refers to the people who can assist with substance abuse prevention in some way:

* Staff with the right credentials, training, experience, and expertise to address all aspects of substance abuse prevention—leaders and staff may need to be hired or may require additional training and technical assistance in certain areas.
* Consultants and/or volunteers who can support or supplement staff expertise (these individuals may need to be recruited to take on some of the tasks involved with developing and implementing a comprehensive prevention plan)
* Stakeholders, including members of the population that the strategies will focus on
* Other partners who can provide additional expertise, necessary services, and/or connections to your target population
* County champions willing to back your substance abuse prevention efforts

*Organizational resources* – This refers broadly to the structures within an organization that are deeply connected to a county’s substance abuse prevention goals, such as:

* Vision and mission statements as well as guidelines for decision-making
* Clear and consistent organizational patterns and policies
* Adequate fiscal resources to implement a substance abuse prevention strategy as it is planned

**WORKSHEET 3 B: PUTTING IT TOGETHER**

|  |  |
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| Available Resources |  Needed Resources |
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**WORKSHEET 4: ASSESSING SPF ELEMENTS TO SUSTAIN**

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| --- | --- |
| SPF STEP | **KEY COMPONENTS[[2]](#endnote-2)** |
| Assessment | **SPF STEP 1: Profile Needs, Resources And Readiness*** A current county needs assessment using epidemiological data:
	+ Profiles problems associated with consumption patterns and related consequences
	+ Provides demographic context; geographic and target population differences
	+ Identifies intervening variables; risk and protective factors
	+ Describes county capacity by assessing readiness, identified prevention resources and gaps in services and capacity
* Products of assessment may include:
	+ Developing clear, concise, and data driven problem statements
	+ Determining data sources for ongoing assessment
	+ Developing a mechanism to collect/manage/report cultural competence related information/data
	+ Creating county/community profiles at county and region/community levels
	+ Inventory the training and TA needs of the workforce (e.g., prevention professionals)
* Assessment process components for sustainability:
	+ A responsible entity with the requisite skills to manage the process
	+ Results are used to prioritize target issues, geographic area/population and intervening variables
	+ All needs assessment data are updated on a regular basis

***SEE Worksheet 1: Tools for Assessment*** |
| Capacity | **SPF STEP 2: Mobilize and Build Capacity**This is an overarching and re-occurring, rather than independent, step. Parts of STEP 2 are present in every SPF step. **How your county will sustain the following capacity functions?*** Strategies for continuing to mobilize and build county substance abuse prevention capacity
* Provide for continued county stakeholder involvement
* Ensure ongoing and current knowledge of culturally relevant issues and programs
* Develop prevention professionals knowledge, skills and competencies
* Build sustainable infrastructure to lead county substance abuse prevention efforts
* Build county based capacity in substance abuse prevention
* Develop and enhance data systems

***SEE Worksheet 2-Assessing Organizational Capacity*** ***Worksheet 3 A-SPF Capacity Assessment*** |

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| --- | --- |
| SPF STEP | **KEY COMPONENTS** |
| *Planning* | ***SPF STEP 3: Develop county Strategic Prevention Plan******How will your county sustain continued strategic planning?****County Strategic Plans should include:** *Clear need defined by consequences and consumption of the priority issues*
	+ *Assessment results are evident in our plans and decisions*
* *Statement of priorities*
	+ *Consideration of the state’s prevention priorities*
	+ *A statement of county capacity and infrastructure available to address priorities, and a plan to increase them where needed*
* *A vision for substance abuse prevention activities at the county level*
	+ *Logic model for priority issues*
	+ *Proposed allocation process*
	+ *Appropriate (i.e., logically connected) Evidence-Based Practices (EBPs) for addressing the county priorities*
	+ *A discussion of how the county will implement culturally appropriate strategies competently*
	+ *Methods and measures for monitoring county-level outcomes*
* *A plan for sustaining key strategies after existing funding has been depleted*
* *A realistic timeline for implementing the strategic plan*

***SEE Current logic model and action plan***  |
| Implementation | ***SPF STEP 4: Implement EBPs and Infrastructure Development Activities******How will the county ensure effective implementation, continued administrative structures and formal partnerships to sustain substance abuse prevention outcomes?****Two areas to sustain:* * *Selecting, planning for EBPs*
	+ *Results of needs assessment used to identify potential EBPs*
	+ *Identification of potential EBPs consistent with overarching logic model*
	+ *EBPs selected from credible sources*
	+ *Other programs selected or designed in concert w/assessed needs, target population, etc.*
	+ *Implementation requirements considered in selection of EBPs and other programs*
	+ *Needed adaptations (cultural and otherwise) determined and planned*
* *Implementing EBPs*
* *Strategy dosage (planned vs. actual), Number, length and frequency of strategy implementation*
* *Strategy location (planned vs. actual)*
* *Strategy recipients (planned vs. actual), Number of strategy participants*
* *Other Issues; anything else that changed from planning to actual implementation*
 |
| SPF STEP | **KEY COMPONENTS** |
| Evaluation | ***SPF STEP 5: Monitor process, evaluate effectiveness and sustainABILITY******How will the county continue to evaluate and monitor substance abuse prevention outcomes?**** *Selected outcomes are documented (county has identified key successes)*
* *Clear relationship between outcomes and implementation of county SPF SIG funded prevention strategies (county has adjusted implementation plans based on monitoring /evaluation activities)*
* *Aligned across county, state priorities and federal outcomes*
* *Appropriate measures identified for county, state priorities and federal outcomes*
* *Outcome data collection procedures developed*
* *Fidelity data collection procedures developed*
* *Evaluation capacity developed*
* *Plans for sustaining county evaluation procedures*
* *Process for ongoing feedback from evaluation to county*
* *County plans for using evaluative feedback in future substance abuse prevention services (to promote sustainability of effective policies, programs, and practices)*

***SEE Worksheet 4- Assessing SPF Elements to Sustain*** |
| Cultural Competence | ***Cultural Competence****How will the county ensure cultural competence-related policies exist?**Policies should include:** *Training*
* *Language access/communication*
* *Region/community/service participant input*
* *Mechanisms for collection of cultural competence-related information/data*
* *Material expressing the coalition’s commitment to cultural competence*
 |

**Worksheet 4 A: Potential Criteria for Determining Which Efforts to Continue[[3]](#endnote-3)**

*Consider the current SPF SIG funded substance abuse prevention efforts happening in your county; assess each one for the following criteria and capture this information on the table on the next page.*

**A – Impact**

1. There has been an improvement in the way coalition/Collaboration Council members work together as a result of this effort.
2. There has been, or soon will be, a measurable improvement in county underage drinking/binge drinking rates.
3. This effort helps prevent problems in the county.
4. This activity has resulted in improvements in health promoting policy.
5. There is evidence of increased county capacity to deal with the issues involved with this activity.
6. The potential benefits (short-term and long-term) justify the cost of doing the work.

B – Resources Needed; Who Will Carry Out

1. We are filling a niche that is not being filled by another group within the community.
2. We have been able to leverage additional resources (money, services, donations, etc.) through this effort.
3. It is likely that we will be able to secure additional funding or resources to support this activity.
4. We are the best group to continue doing this work.
5. We have the capacity to continue this work.
6. There are individuals in this group willing to carry out the work.

C – Broad County Support

1. The county supports the effort.
2. Key decision-makers support the effort.
3. Individuals within the county are able to identify specific accomplishments/ activities that we have conducted.

D – Still A Need

1. This effort helps meet a long-term county goal.
2. The issue(s) addressed by this effort is/are still a county need.
3. Discontinuing this activity will have a negative impact on the county and/or population served.
4. This issue/problem is worth devoting our resources to, relative to other issues/problems in the county.

**Worksheet 4 B: what to continue**

*Once you have entered the information on all current county SPF SIG funded strategies, rate how much of a priority each is to sustain.*

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| --- | --- | --- |
| **SPF SIG Strategy** | **Criteria Met** | **Continue (Y/N)** |
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**Notes:**

**RESOURCE SECTION**

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| --- | --- | --- |
| **#** | **Resource** | **Where to find it** |
| 1 | **Sustaining Grassroots Community-Based Programs: *A Toolkit for Community- and Faith-Based Service Providers*** | <http://www.samhsa.gov/fbci/fbci_pubs.aspx> |
| **2** | **CDC’s Healthy Communities Program *Sustainability Planning Guide*** | <http://www.cdc.gov/healthycommunitiesprogram/pdf/sustainability_guide.pdf> |
| **3** | **Safe School Healthy Students: *Leaving a Legacy: Six Strategies for Sustainability*** | <http://sshs.promoteprevent.org/implementing/sustainability/legacy-wheel> |
| **4** | **Center for Civic Partnerships: S*ustainability Toolkit*** | <http://www.civicpartnerships.org/docs/publications/sustainability_toolkit.htm>Order the entire kit for $60.00 |
| **5** | **Keys to Sustainability** | Central Resource TeamSAMHSA’s Center for the Application of Prevention Technologies |
| **6** | **SAPSTs 2012-SPF Assessing Capacity** | Central Resource TeamSAMHSA’s Center for the Application of Prevention Technologies |
| **7** | **Prevention Institute-Collaboration Multiplier** | <http://www.preventioninstitute.org/component/jlibrary/article/id-44/127.html?msource=cp15> |
| **8** | **SUSTAINING IMPROVED OUTCOMES:****A Toolkit** | <http://nyshealthfoundation.org/uploads/general/sustaining-improved-outcomes-toolkit.pdf> |

1. The Keys to Sustainability Curriculum, SAMHSA’s Center for the Application of Prevention Technologies [↑](#endnote-ref-1)
2. Adapted from the -Common Measures of Implementation Fidelity: SPF SIG Cross-site Workgroup

Prepared by Roy M. Gabriel, Workgroup Chair Progress report presented at SPF SIG Evaluation Conference; Gaithersburg, Maryland; Oct 11-12, 2006 [↑](#endnote-ref-2)
3. Center for Civic Partnerships: Sustainability Toolkit [↑](#endnote-ref-3)