Oklahoma Department of Mental Health
and Substance Abuse Services

Plan for Special Populations Workgroups

Focus: Substance abuse prevention services to your population in Oklahoma.

I. **Facilitator** will lead discussion during meetings to ensure quality, ongoing content.
II. **Group leader** to recruit and retain members, locate venue, participate in group.
III. 4-7 active **workgroup members** to participate in discussion.
IV. **Note taker** will document all discussion during the workgroup meetings.
V. **Purpose** – to review, assess and suggest enhancements to the statewide substance abuse prevention service system.
VI. 3-4 **meetings** (food provided).
VII. **Agenda** provided for each meeting to keep meetings focused.
VIII. **Mileage** paid to and from meetings by ODMHSAS (if necessary).
IX. **Outcome**
    a. Written document detailing current substance abuse prevention services, gaps in data and services, suggestions for enhancements to the statewide substance abuse enhancement system, for the special population of focus.
X. **Deadline** by June 30, 2012.

Updated 3/6/12