

Strategic Plan Guidance



- Presentation Overview:
 - ▣ Region roll call
 - ▣ Purpose of meeting
 - ▣ Movi session recorded
 - ▣ Mute microphones
 - ▣ Have a print copy of guidance document for reference
 - ▣ Designated time for questions – please hold
 - ▣ Time-limited presentation – unaddressed questions should be submitted in writing to Stephanie U’Ren

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- Strategic Plan Requirements:
 - ▣ Plans submitted no later than 5:00 pm on March 31st
 - ▣ Deadline extensions will not be granted
 - ▣ Email to Trese Flowers – tflowers@odmhsas.org
 - ▣ Attach each plan as a single document (2 attachments)
 - ▣ Label document in the following format:
Region#StrategicPlan
 - ▣ Font size to not exceed 12 point
 - ▣ Include pages numbers
 - ▣ Label each section

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□ Review Process:

- ▣ Review team includes ODMHSAS staff, Evidence-Based Practices Workgroup members, Block Grant/SPF SIG Evaluators
- ▣ Approval process – not scored
- ▣ 30 calendar day review goal
- ▣ Request for additional information if required
- ▣ 48 hour reply window
- ▣ Communication coordinated via Trese Flowers (review status, information requests/submissions, plan approval, etc.)

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□ Writing Tips

- Answer the questions as written, in the order requested
- Assume the review team knows *nothing* about your project/efforts
- Respond in a direct, concise format
- Be descriptive about *process* and *justification*-related questions – What methods did you use? How did the staff/workgroup/coalition choose a process? - Describe the logic or strategy behind decisions made

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Questions?

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Section 1: SPF Narrative Plan (15 page limit)

□ Assessment

Q1: Using an array of appropriate data and information, describe the substance abuse related problems in your Region/SPF Community. Include a description of substance abuse consumption patterns and consequences. Cite all sources.

- Summarize your epi findings
- Answer should highlight your key data points
- Narrative version of your data

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Section 1: SPF Narrative Plan (15 page limit)

□ Assessment

Q2: Describe the processes and methods utilized to identify and collect these indicators. Include a description of the Regional Epidemiological Outcomes Workgroup (REOW) development, REOW members, and REOW proceedings.

- ▣ Focus on the process(es) used
- ▣ Summarize your REOW composition and activities

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Section 1: SPF Narrative Plan (15 page limit)

□ Assessment

Q3: Describe identified data gaps in the Region/SPF Community and your plan to address gaps.

- Summarize data gaps
- Present a plan – what are you going to do to fill these gaps?

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Section 1: SPF Narrative Plan (15 page limit)

□ Assessment

Q4: State the selected priority issue(s) for the Region/SPF Community (i.e. underage drinking). State the selected priority consequence(s) for each issue (i.e. alcohol-related crashes). Describe and discuss the criteria, rationale and process used to select the Region/SPF Community priority(ies). Note: It is not sufficient to cite “ODMHSAS recommendation” as the reason for selection. If the ODMHSAS recommended priority(ies) were not selected, provide justification for selection. Cite all sources.

- Clear statement of priorities
- Summarize the justification and process for selection

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Section 1: SPF Narrative Plan (15 page limit)

□ Assessment

Q5: Clearly define the community site/population of focus for the priority(ies). Provide a detailed description of how the community site was selected. If a single community site is proposed for more than one priority, provide data-driven rationale for that determination.

- Clear statement of target community
- Summarize the justification and process for selection

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Section 1: SPF Narrative Plan (15 page limit)

□ Assessment

Q6: Using appropriate data and information, describe the processes, methods, and instruments utilized to assess community capacity and readiness to implement the SPF. Cite all sources.

Q7: Describe community capacity and readiness assessment findings. Include a description of gaps and strengths in the community-level prevention infrastructure. Include a description of the Region's/SPF Community's capacity to collect, report, and analyze data.

- ▣ Capacity and readiness process and findings – different than epi findings

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Section 1: SPF Narrative Plan (15 page limit)

□ Capacity

Q1: State the partner coalition for the project. Provide a description of the coalition. Define the role of the coalition with the project in each SPF step. Provide a written agreement (Community Coalition Memorandum of Understanding) as Section 3.

- Key is to describe the coalition's active participation in each step (what has occurred and what will occur)
- Highlight coalition's role with the conducting the assessment, planning, and forthcoming

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Section 1: SPF Narrative Plan (15 page limit)

□ Capacity

Q2: Describe the RPC's plan to build capacity among the priority community(ies) and partner coalition(s). Address the gaps identified in the capacity assessment process. Capacity activities should align with (1) the capacity to utilize the SPF and (2) the selected priority(ies). Include a plan to fulfill the assessment and training requirements in the contract.

- Clearly state the agency's plan to improve capacity based on the assessment – link to your findings
- With respect to SPF in general and priority issues

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Section 1: SPF Narrative Plan (15 page limit)

□ Capacity

Q3: Provide a plan for the RPC to build its own capacity to deliver high-quality training and technical assistance (capacity building) services to the community/coalition(s).

- ▣ The RPC is the expert – how will you get there?
- ▣ State your specific plan

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Section 1: SPF Narrative Plan (15 page limit)

□ Capacity

Q4: Describe the expected role of the REOW in the project and how the RPC plans to sustain/strengthen this Workgroup. Describe how the RPC will continue to collect and analyze data in order to identify emerging priority areas and monitor substance abuse consequences and consumption patterns over time.

- State your specific plan for growing/maintaining the REOW – resources needed, activities planned, leadership defined, etc.

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Section 1: SPF Narrative Plan (15 page limit)

- Planning
 - ▣ Must select evidence-based environmental strategies
 - ▣ Coalition's role in planning
 - ▣ Show the link between the intermediate variables and the chosen strategy – why are those connected?

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Questions?

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Section 1: SPF Narrative Plan (15 page limit)

□ Implementation

- ▣ Coalition's role in implementation
- ▣ Define the evidence behind the selected strategies
- ▣ Provide specific plan for how you will ensure the strategies are implemented correctly (effectively)

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Section 1: SPF Narrative Plan (15 page limit)

- Evaluation
 - ▣ Full evaluation plans to be developed
 - ▣ Present your plan to ensure evaluation is completed as required (staffing, training, contractors?)
 - ▣ Demonstrate compliance with contract
- Cross-Cutting Components
 - ▣ Clear plan to address cultural competency and sustainability – break out step by step

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Section 2: Epi Profile

- Purpose of Epi Profile
- Utility of profile
- Revised profile

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Section 2: Epi Profile

- REOW
- Regional/county overview and demographics
- Consumption/Consequences
- Priority selection
- Population of focus
- Intermediate variables
- Data gaps and limitations
- Summary of findings

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Section 3: Community Coalition MOU

- SPF Strategic Plan = 1 MOU
- Region Strategic Plan = 4 MOUs
- Must be signed
- Contract requires MOU to include:
 - ▣ Allow the RPC to provide capacity building services for the coalition and the community
 - ▣ Coalition plan, implement, and evaluate prevention services related to the prioritized indicators identified in the assessment.

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Section 4: Logic Model

- SPF Strategic Plan = 1 Logic Model
- Region Strategic Plan = Min. 2 Logic Models
- Must follow provided format

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Section 5: Timeline

- Develop 14 month timelines
- SPF Strategic Plan = 1 Timeline
- Regional Strategic Plan = 3 Timelines
- Expand timeline graphs as needed
- Full work plans (goals, objectives, measures) to be developed by June 2012 – due date TBD

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Questions?

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