

**NOTE:**  
**INSTRUCTIONS FOR**  
**ADDITIONAL STRATEGIC PLAN**  
**SECTIONS WILL BE PROVIDED**  
**AS DEVELOPED**

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# Guidance for Developing the Community Strategic Prevention Plan

## Introduction

Regional Prevention Coordinators (RPC) are required to develop and submit Community Strategic Prevention Plans and receive written approval of the Plans by the Oklahoma Department of Mental Health and Substance Abuse Services (ODMHSAS) prior to service implementation. The RPCs will submit two Strategic Plans - the regional prevention plan and the Strategic Prevention Framework State Incentive Grant (SPF SIG) community plan.

This guidance document is designed to assist RPCs in developing their Strategic Prevention Plans and provides guidance on the types of data and information needed by the ODMHSAS for approval of the Plan and to set the stage for implementation of the SPF. The Community Strategic Prevention Plan is organized around the five steps of the SPF and includes the following five elements:

1. **SPF Narrative:** Written account that provides descriptive responses to the required prompts.
2. **Epidemiological Profile:** Summary of data findings.
3. **Logic Model:** Planning tool that defines the consequences, consumption, intervening variable, and strategies.
4. **Community Coalition Memorandum of Understanding:** Written agreement to partner with the RPC to implement the Community Strategic Prevention Plan.
5. **Action Plan:** Annual plan that charts goals, objectives, measures, and timelines.

Your Strategic Plans should clearly describe community-level prevention priorities, the processes used to define these priorities, and the proposed approaches for addressing them. The ODMHSAS expects that RPCs clearly show how data-driven decision making yielded such priorities, and how proposed strategies are positioned to address these identified priorities.

The ODMHSAS understands that the Strategic Plans are living documents. Accordingly, we expect to receive updates of your Plan as your grant moves through later stages of the SPF and the Plan is refined to incorporate implementation, evaluation and monitoring activities as well as continuing capacity building.

The RPCs are not allowed to move to Phase Two of the contract until the ODMHSAS approves the Strategic Plans. Once approval is received, the RPCs will be required to enter plan information into the OKPROS and commence implementation.

To assist in an expedient review of your Plans, the ODMHSAS requests the following:

1. Organize your Plans using the Sections outlined below.
2. Organize your narrative responses in the SPF Narrative Plan using the provided headers (noted in the instructions in bold).
3. Provide thorough, clear responses to the questions. The ODMHSAS expects responses that provide justification and explanation for processes, decisions, and plans. For example, simply stating that the RPC has/will develop a plan in a certain area is not sufficient.
4. Request a piecemeal or a pre-review from your Field Representative for guidance and feedback for improvement.



The ODMHSAS will utilize several staff and stakeholder groups to review Strategic Plans. The ODMHSAS will make every effort to conduct the review in a timely manner. RPCs should expect to receive requests for clarifying/additional information when necessary. Plans will be reviewed on the following general criteria:

- Submission of required elements
- Responsiveness to all prompts/sections
- Descriptiveness/accuracy of justifications and approaches
- Adherence to the SPF process
- Appropriateness of logic model and selected strategies

Required Submission Format/Headers:

Cover Page	Agency Name, Community Name
Section 1:	SPF Narrative Plan
Section 2:	Epidemiological Profile*
Section 3:	Community Coalition Memorandum of Understanding
Section 4:	Logic Models*
Section 5:	Action Plan*

*\*Instructions/format forthcoming*

Note: The term “Region” in the following instructions refers to the Plan you must complete for the Region. The term “SPF Community” refers to the Plan you must complete for the selected SPF SIG site.



# SPF Narrative Plan Instructions (Maximum 15 pages)

## Assessment:

- 1) 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.
- 2) 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.
- 3) Describe identified data gaps in the Region/SPF Community and your plan to address gaps.
- 4) Provide the Region/SPF Community epidemiological profile in the prescribed format.
- 5) 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.
- 6) 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.
- 7) 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.
- 8) 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 Building:

- 1) 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.
- 2) Describe the RPC's plan to build capacity among the priority community(ies) and partner coalition. 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.
- 3) 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.
- 4) 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.

## **Planning:**

- 1) Provide a logic model for every priority as Section 4.
- 2) Using an array of data, describe the methods and processes used to identify intervening variables for each priority. Cite all sources. Describe the prioritization process utilized by the coalition.
- 3) Describe the process utilized by the coalition to select the proposed strategies. Justify how the proposed strategies impact the intervening variables. Provide a cited statement of evidence of effectiveness for each strategy. Note: RPCs must prioritize/select environmental prevention strategies.
- 4) Describe how the selected strategies will produce sustained outcomes.
- 5) Describe how the selected strategies are culturally competent and inclusive.
- 6) Provide an Action Plan for the Region/SPF SIG Community as Section 5.

## **Implementation:**

- 1) Describe the evidence-based strategies to be implemented. Please include the conceptual fit with the community's prevention priorities, practical fit with the community's readiness and capacity, and cultural fit within the community. For each strategy please provide information relating to the evidence of the strategies effectiveness (one of the following):
  - a) Name of national registry of evidence based practices which includes the proposed strategy. (Level 1 effectiveness)
  - b) Copy of peer-reviewed journal article that illustrates positive effectiveness based on the evaluation of the targeted causal or contributing factor. Please include complete citation: Author; article title; journal title; volume; issue; page numbers; and year of publication. (Level 2 effectiveness)
  - c) Documentation that illustrates the strategy has been effectively implemented in the past, multiple times, with results that show a consistent pattern of positive effects. (Level 3 effectiveness)

Describe how (who, when, how, population of focus) the strategies will be operationalized over the course of the project.

- 2) Describe the role of the RPC and the role of the coalition(s) in implementation.
- 3) Describe the RPC plan to ensure the selected strategies are implemented according to the research-based standards of effectiveness.



## **Evaluation:**

- 1) Describe the RPC plan to fulfill local-level and national cross-site evaluation requirements. Discuss, based on your logic model, what you expect to change. Discuss what you are expected to track and how you plan to do the tracking.

## **Cross-Cutting Components:**

- 1) Describe your plan to include cultural competence in the SPF steps in your project.
- 2) Describe how you plan to address sustainability of your SPF efforts.

## **Epidemiological Profile**

RPCs shall develop one epidemiological profile for their respective region and one epidemiological profile for their SPF SIG project site utilizing the format that will be provided.



## Community Coalition Memorandum of Understanding

RPCs shall develop and submit to the ODMHSAS a Memorandum of Understanding (MOU) between the Regional Prevention Center (RPC) and the identified partner coalitions. RPCs shall develop a minimum of two MOUs with two community coalitions for the Block Grant, two MOUs with a youth leadership coalition for the Block Grant and one MOU with a community coalition for the SPF SIG.

### Purpose of Project

The MOUs shall reflect the understanding of both the RPC and Coalition regarding the vision, mission and goals of the state's strategic prevention plan to create prevention-capable communities in order to:

- Prevent the onset and reduce the progression of substance abuse;
- Reduce the problems/consequences related to substance abuse; and
- Increase prevention capacity and prevention infrastructure at the community level.

*The MOU should be reflective of the RPC and Coalition(s) unique local partnerships. Please refer back to your contract requirements for what needs to be included minimally in your MOU.*

Each MOU must include agreement between the two parties and include:

- Name of agency
- Name of coalition
- Signatures of authorized representatives for each party
- Priorities
- Effective time period of agreement



Both parties shall provide point of contact information. The MOU is effective upon the date of the final signature of authorized representatives of the RPC and Coalition.

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# Logic Model

RPCs shall develop a logic model for each priority issue utilizing the format provided below. Each logic model must include the priority consequence/problem, consumption, intervening variables, and associated evidence-based strategies.

*Sample:*

