|  |  |  |
| --- | --- | --- |
| **Tasks** | **Frequency** | **Due Date** |
| *Start date: July 1, 2014* |  | *Complete timeline will be negotiated with DBHR based on individual coalition readiness.* |
| ***Getting Started*** |  |  |
| **1.       Register and participate in The Athena Forum** | *Ongoing* | within 2 weeks of start |
| **2.       Select CPWI Community** | *---* | --- |
| a.       Submit selection packet | *First Year only* | by March 31 |
| b.      Issue media release | *First Year only* | within 60 days from DBHR approval |
| **3.       Community Coalition Coordinator (.5 FTE ) for each CPWI community** | *---* | --- |
| a.       Review job description with DBHR | *First Year & As needed* | Prior to posting |
| b.      Ensure Coordinator is working with coalition | *Ongoing* | Starting July 1 |
| **4.       Confirm SAPISP and P-I services** | *Annually* | Within 30 days prior to start of school |
| **Capacity** |  |  |
| **1.       Recruit and retain membership** | *---* | --- |
| a.       8 of 12 sectors | *Ongoing* | Starting July 1 |
| b.      Membership section in Strategic Plan | *Ongoing & Update 2015* | *[enter date]* |
| c.       Conduct ‘Coalition Assessment Tool’ (CAT) | *Annually* | October |
| d.      Complete ‘Community Profile’ | *First Year & Update 2015* | Within 45 days from approval of Plan |
| **2.       Community coalition orientation** | *First Year & As needed* | *[enter date]* |
| **3.       Establish and maintain coalition structure** | *Ongoing & Update 2015* | *[enter date]* |
| **4.       Engage key leaders in coalition’s CPWI efforts** | *Annually* | *[enter date]* |
| **5.       Gather community information and feedback** | *Ongoing* | *[enter date]* |
| **6.       Participate in training and technical assistance** | *Ongoing* | --- |
| **Assessment** |  |  |
| **1.       Conduct Needs Assessment** | *---* | --- |
| a.       Establish process for assessment | *First Year & Update 2015* | *[enter date]* |
| b.      Conduct Assessment | *First Year & Update 2015* | *[enter date]* |
| c.       Conduct ‘Community Survey’ | *First Year & Annually* | September-December |
| d.      Prioritize outcomes and write into Strategic Plan | *First Year & Update 2015* | *[enter date]* |
| **2.       Conduct Resources Assessment** | *---* | --- |
| a.       Establish process for assessment | *First Year & Update 2015* | *[enter date]* |
| b.      Conduct Assessment | *First Year & Update 2015* | *[enter date]* |
| c.       Prioritize outcomes and write into Strategic Plan | *First Year & Update 2015* | *[enter date]* |
| **Planning** |  |  |
| **1.    Select goals, objectives, strategies, & programs/activities** |  |  |
| a.       Coalition determines goals and objectives | *First Year & Update 2015* | *Update June 15, 2015* |
| b.      Coalition determines strategies, and programs/activities | *First Year &Update annually* | June 15 |
| **2.    Develop Prevention Strategic Plan** | *First Year & Update 2015* | Update June 15, 2015 |
| **3.    Confirm partnerships for implementation of strategies and programs/ activities** | *First Year & Annually* | *[enter date]* |
| **Implementation** |  |  |
| **1.    Maintain active community coalition** | *Ongoing* | Starting July 1 |
| a.      Coordinator support Coalition | *Ongoing* | Starting July 1 |
| b.      Monthly full Coalition meetings | *Ongoing* | Starting July 1 |
| c.      Review and revised as needed Coalition structure | *Annually* | *[enter date]* |
| d.      Complete task in Community Coalition Guide | *Ongoing* | Starting July 1 |
| **2.     Participate in monthly meetings with DBHR** | *Ongoing* | Within 30 days |
| a.      Participate in monthly Learning community Meetings | *Ongoing* | Starting July 1 |
| b.      Participate in monthly site check-in meetings | *Ongoing* | *[enter date]* |
| **3.     Implement media strategies** | *Ongoing* | *[enter date]* |
| **4.     Implement strategies and programs/activities according to Strategic Plan** |  |  |
| a.    Organize and implement P-I services | *Ongoing* | September - June |
| b.   Implement capacity building strategies & activities | *Ongoing* | *[enter date]* |
| c.     Implement cultural competency strategies & activities | *Ongoing* | *[enter date]* |
| d.    Implement sustainability strategies & activities | *Ongoing* | *[enter date]* |
| e.    Implement public awareness campaign(s) | *Ongoing* | *[enter date]* |
| f.     Implement environmental strategy(ies) | *Ongoing* | *[enter date]* |
| g.    Implement selected direct prevention strategy(ies) | *Ongoing* | *[enter date]* |
| **Reporting and Evaluation** |  |  |
| **1.       Develop reporting and evaluation strategies** |  |  |
| a.       Determine coalition’s intended major outcomes, impacts | *First Year & Update 2015* | *[enter date]* |
| b.      Determine how evaluation information will be shared | *First Year & Update 2015* | *[enter date]* |
| **2.    Complete PBPS reporting** |  |  |
| a.       Coalition & community organization functioning | *Ongoing* | *[enter date]* |
| b.      ‘Coalition Assessment Tool’ (survey) | *Annually* | October |
| c.       Report public awareness & environmental strategy(ies) | *Ongoing* | *[enter date]* |
| d.      Report direct prevention strategy(ies) | *Ongoing* | *[enter date]* |
| **3.     Review and analyze output and outcome information with coalition according to Strategic Plan.** |  |  |
| a.     Use the ‘Coalition Assessment Tool’ report to evaluate coalition capacity building efforts. | *Annually* | October |
| b.      Review effectiveness of message dissemination | *Annually* | *[enter date]* |
| c.       Will use the PBPS reports, state data, & other local reports to monitor & evaluate progress | *Annually* | *[enter date]* |
| **4.    Participate in statewide evaluation** |  |  |
| a.       Ensure participation in the Healthy Youth Survey | *Every 2 years* | In even years (2014, 2016, etc.) |
| b.      Annual ‘Coalition Assessment Tool’ (survey) | *Annually* | *October* |
| c.       Response rates for the ‘Community Survey’ | *Annually* | *September-December* |