| **Tasks** | **Frequency** | **Due Date** |
| --- | --- | --- |
| ***Start date: July 1,***  **Community Name:** |  | *Negotiate complete timeline with DBHR based on individual coalition readiness.* |
| **Contract Start-Up** | | |
| 1. **Contracts signed/returned, executed** |  | Contracts start 7/01/2021 |
| 1. **Contractor training to fiscal representatives/available Coalition staff** |  | 8/31/21 |
| **Getting Started** | | |
| 1. **Register and participate in The Athena Forum website** | *---* | --- |
| 1. Fiscal agent, ESD, and community Coalition Coordinators register and actively participate in The Athena Forum.*Note: “Register” means to become a member of the* [*Athena Forum*](http://www.theathenaforum) *within two weeks of staff participation in CPWI. “Actively participate” means to go to site to access materials posted by DBHR.* 2. *Upon receipt of Athena member ID, get started with Minerva (DBHR’s substance use disorder prevention on mental health promotion online reporting system) training; see* [*https://www.theathenaforum.org/minerva*](https://www.theathenaforum.org/minerva) *Account Management - Getting started with Minerva.* | *Ongoing* | Within 2 weeks of contract start and Coalition Coordinator hire date |
| 1. **Confirm CPWI Community** | *---* | --- |
| 1. Fiscal agent/Contractor will collaborate with eligible community(ies) to submit a responsive Request for Application (RFA) to DBHR. | *First year only* | Through RFA opportunities, community selection will occur |
| 1. Funded Fiscal agent/Contractor and/or Coalition will issue media release, within 60 days following approval of community selection, to outlets serving the CPWI community using CPWI News/Media Release Template provided by DBHR. | *First year only* | Within 60 days from DBHR approval |
| 1. If needed, sign a Memorandum of Understanding (MOU) between Fiscal agent/Contractor and Coalition. | *First year & as needed* | At start of contract |
| 1. **Community Coalition Coordinator (1.0 FTE) for each CPWI community** | *---* | --- |
| 1. Review Coordinator job description with DBHR. | *First year & as needed* | Within 2 weeks of contract start; prior to posting |
| 1. Post Coordinator position. | *First year & as needed* | Within 2 weeks of contract start |
| 1. Ensure new hire Coordinator has office space in CPWI community. | *First year & as needed* | 7/30/21 |
| 1. Review new hire Coordinator qualifications with DBHR. | *First year & as needed* | 8/15/21  Upon new hire |
| 1. Submit new Coordinator training plan if necessary. | *First year & as needed* | 8/30/21  Upon new hire |
| 1. Ensure Coordinator is working with coalition. Coordinator shall be in place within one month of contract execution/new community selection the first year and ongoing for the duration of participation in CPWI. | *Ongoing* | Starting 7/01/21 – 3/14/23 |
| 8/31/21 at latest |
| 1. Ensure Coordinator actively supporting coalition. Recommendation is 1.0 FTE (160 hours per month). | *Ongoing* | Starting 7/01/21 – 3/14/23 |
| Starting 8/31/21 at latest |
| 1. Ensure Coordinator is Certified Prevention Professional (CPP) within 18 months of hire and maintains CPP thereafter according to Prevention Specialist Certification Board of Washington guidelines. | *Ongoing* | According to current status/or  within 18 months of hire |
| 1. **Confirm Student Assistance Prevention-Intervention Services Program (SAPISP)** | *Ongoing* | 8/01/21 |
| 1. Fiscal agent/Contractor will coordinate with ESD to confirm school district and school building participation in CPWI and implementation of SAPISP and Student Assistance Professional (SAP) services. | *Annually* | Within 30 days prior to start of school in September 2021 & 2022 |
| **Capacity Building** – **Complete related tasks and write “Getting Started (Organizational Development) /Capacity Building” sections of Strategic Plan after completing Capacity Building activities – submit draft to DBHR by 10/29/2021** | | |
| 1. **Recruit and retain membership** | *---* | --- |
| 1. Ensure Coalition members and sector representatives maintain active participation in the Coalition.Locally develop an active participation standard that is agreed to by members and followed by Coalition. | *Ongoing* | Starting 7/01/21 |
| 1. Develop and implement membership recruitment and retention strategies including minimum participation rules. Include plan for membership recruitment and retention in Strategic Plan, update as needed but at a minimum every two years. Recruitment and retention must include elements of promoting equity. | *Ongoing* | 10/29/21 |
| 1. Administer theAnnual Coalition Survey Coalition Assessment Tool (CAT) among all current Coalition members in October, analyze and discuss results at Coalition meeting(s). | *Annually* | 10/31/21 & 10/31/22 |
| 1. Coalition will complete Community Profile brochure with DBHR. Update Community Profile as needed but at a minimum every year within 45 days following approval of annual Action Plan updates. A template is provided. | *First year & 2022* | Within 45 days of Strategic Plan/Action Plan Approval |
| 1. **Sector Representation Monthly Meetings and Activities** | *Ongoing* | Starting 7/01/21 |
| 1. Monthly full-Coalition meetings shall be attended by at least eight (8) sector representatives at least nine (9) months of the calendar year. (Variation in sectors participating monthly is acceptable.) | *Ongoing* | Starting 7/01/21 |
| 1. Coalition works through activities related to Strategic Prevention Framework (SPF) and CPWI Guide tasks. | *Ongoing* | Starting 7/01/21 |
| 1. Coalition demonstrates ongoing engagement in coalition activities including recruitment and outreach, community assessment and strategy selection, diversity, inclusion and equity initiatives, evaluation, and sustainability practices. | *Ongoing* | Starting 7/01/21 - ongoing |
| 1. **Community coalition member orientation** | *---* | --- |
| 1. Coalition will conduct a training/meeting to meet the following goals:    1. Review CPWI goals.    2. To increase the understanding for the Coalition members in the CPWI/Strategic Prevention Framework planning model, related local data, goals, and activities of Coalition.    3. Develop Coalition membership’s understanding of their role.    4. Develop Coalition structure.    5. Develop capacity building (training) plan.    6. Further engage members in implementing Action Plan. | *First year & as needed* | 10/15/21 |
| 1. **Establish and maintain coalition structure** | *---* | --- |
| 1. Coalition will establish and maintain, at a minimum, the following:    1. A meeting schedule and structure to achieve components required for strategic planning and implementation. Once the schedule and structure are established, the Coalition shall demonstrate adherence to the structure through attendance reporting in Minerva.    2. A mission statement. Include “mission statement” in Strategic Plan.    3. An operational commitment to reducing health disparities and promoting equity by the coalition to be included in the Strategic Plan.    4. A decision-making model to be used and included in the “decision-making processes” in Strategic Plan.    5. Procedures for communication to be included under “communication procedures” in Strategic Plan.    6. Develop job descriptions for Coalition members (including school representatives), leadership team, Coalition committees, and Coalition staff.    7. A Coalition orientation for new Coalition members on an ongoing basis. | *Ongoing* | 10/29/21 |
| 1. Coalition will review mission, coalition structure, goals, activities, budget, and strategies semi-annually to decide if revisions are needed.    1. Establish work groups as necessary.    2. Address how the Coalition will ensure inclusion and participation of members, address health disparities, and implementation of National Culturally and Linguistically Appropriate Services (CLAS) Standards. | *During strategic plan development and then semi- annually* | Dates to be determined by Coalition |
| 1. **Engage key leaders in Coalition’s CPWI efforts** | *---* | --- |
| 1. Coalition will host Key Leader event annually that will meet the following goals:    1. Bring selected key leaders and Coalition members together.    2. Provide necessary training to increase the understanding for key leaders of the CPWI/Strategic Prevention Framework planning model, related local data, goals, and activities of Coalition.    3. Develop buy-in for Coalition by key leaders by sharing the CPWI process and informing key leaders about prevention science and evidence-based programs.    4. Provide opportunity to hear perspective of key leaders on the goals, activities, and Coalition efforts.    5. Commitment/re-commitment from key leaders to support the goals, activities, and efforts of the Coalition.    6. Celebrate outcomes and successes to date.    7. (Re) energize Coalition members.    8. Set up and maintain communication updates with key leaders.   **Definition:** “Key leader” means local influential people who can influence decisions, funding, and resources for the local community (For example, Mayor, Superintendent, County Executive, County/City Council Members, Business Owners, Neighborhood Leaders, Community Activists, PTA Members, Sheriff, Police Chief, etc.) Any community key leader who is not already participating as a member of the Coalition will be invited to participate in an annual event to discuss the Coalition.  *Note: Key Leader Event may be integrated with other local currently established annual event but must meet the goals above.* | *Annually* | By 12/31/21 & 12/31/22 |
| 1. **Gather community information and feedback** | *Ongoing* | 7/01/21 – 3/14/23 |
| 1. **New Coalition Coordinator Trainings (NCBT)** | *---* | --- |
| 1. Participate in Coalition Coordinator training/technical assistance. | *Ongoing (See separate Cohort 7 NCBT Plan and Cohort 7 Comprehensive Training Plan)* | 7/01/21 - 3/14/23 |
| 1. Start monthly check-ins with Prevention System Manager. | *Ongoing* | Between 7/01 – 8/31/2021 depending on hire date |
| 1. Review Athena Coalition Coordinator Welcome Page – Eight Steps to Get Started. | *Upon hire* | Within 10 days of hire date |
| 1. Participate in Minerva MIS reporting training. | *Upon hire & as needed* | TBD |
| 1. Participate in electronic meetings for CPWI Cohort 7 training and technical assistance. | *As scheduled for Cohort 7 Coordinators & ongoing* | From hire – 3/14/23 |
| 1. Participate in New Coordinator Orientation. | *As scheduled for Cohort 7 Coordinators* | 8/30/21 |
| 1. Participate in New Coordinator Basic Training Series (NCBT): 10 sessions October – December 2021. | *Scheduled 10/07/21 – 12/16/21* | NCBT New Coordinator Basic Training series, 10 sessions:  10/07/21, 10/14/21, 10/21/21, 10/28/21, 11/04/21, 11/10/21  11/18/21, 12/02/21. 12/09/21, 12/16/21 |
| 1. Participate in additional CPWI/strategies planning one-on-one coaching and technical assistance when need identified. | *As needed* | From hire – 2/28/22 |
| 1. Participate in Substance Abuse Prevention Skills Training (SAPST). | *Upon hire* | Within six months of hire  TBD |
| 1. Participate in four-day Community Anti-Drug Coalitions of America (CADCA) Bootcamp. | *Upon hire* | 9/27/21 – 9/30/21 |
| 1. Participate in Washington All-Provider Meeting & Prevention Summit. | *Fall annually* | 11/01/21 – 11/03/21 |
| 1. Participate in DBHR Coalition Leadership Institute. | *Spring/Summer annually* | May/June 2022 TBD |
| **Assessment – Conduct Community Assessments and write “Assessment” section of Strategic Plan – submit draft to DBHR by 12/10/21** | | |
| 1. **Conduct Needs Assessment**   The Coalition will make data-informed decisions and define problem statements using archival, Healthy Youth Survey, and local indicator data. The needs assessment is completed by the Coalition, with support from the community Coalition Coordinator, using workgroups as needed to review and discuss data in detail. The Coalition will regularly update the needs assessment to make adjustments based on progress towards meeting goals and objectives and to meet the needs of the community. Assessment will be updated as needed but at a minimum every two-years. | *First year* | 12/10/21 |
| 1. Coalition will establish a process to compile data, review the information, and ensure data is reflective of community demographics. Include explanation of process in Strategic Plan. | *First year* | 11/01/21 |
| 1. Coalition (or workgroup) will collect, compile, and review data.    1. Review data provided in **Community Needs Assessment** ***Data Book*** provided by DBHR. Discuss implications for the community and the work of the Coalition.    2. Identify gaps in the data, and possible sources of more precise local data to fill those gaps.    3. Collect those local data and add to assessment.    4. Identify important and/or significant data that demonstrates areas to focus substance use efforts to include in Strategic Plan. Include significant data in Strategic Plan.   *Note: The Coalition may choose to use a workgroup for this part of the needs assessment. It is recommended to have 3-5 people for the workgroup. There should be some members from the Coalition to help guide the work of the workgroup but not all members need to be Coalition members. Invite people in the community who have expertise and/or interest in data relating to youth risk and protective factors, substance use, and related community indicators of problem behaviors to join workgroups.* | *First year* | 11/29/21 |
| 1. Conduct Community Survey provided by DBHR with community annually between August and December. Coalition will review results of the survey. To ensure data from the survey reflects the attitudes of the community, respondents of Community Survey should reflect the population of the community in age, race, ethnicity, education, and socio-economic status; for best results, the Coalition should develop a plan to recruit representative survey participation from the community for a representative sample in their data.   *Note: “Community” means individuals from within the community who are not already participating as members of the Coalition.* | *Annually* | August – December 2021 & 2022 |
| 1. Coalition will prioritize results of assessment and describe identified long-term consequences, behavioral health problems, intervening variables/risk and protective factors, and contributing factors. Include as priorities in Strategic Plan. | *First year* | 11/29/21 |
| 1. **Conduct Resource Assessment** | *---* | --- |
| 1. Coalition will establish a process to collect, compile, and review resource data. Include explanation of process in Strategic Plan. | *First year* | 11/29/21 |
| 1. Coalition (or workgroup) will collect, compile, and review resource data.    1. Collect and compile information about the providers and prevention-related services in the community related to the prioritized outcomes for long-term consequences, behavioral health problems, intervening variables/risk and protective factors, and contributing factors.    2. Identify important and/or significant information that demonstrates areas to focus substance use efforts to include in Strategic Plan. Include significant information in Strategic Plan.    3. Identify gaps in services, prevention resources, and capacity following review of needs assessment and resources assessment.   *Note****:*** *The Coalition may choose to use a workgroup for this part of the resource assessment. It is recommended to have 3-5 people for the workgroup. There should be some members from the Coalition to help guide the work of the workgroup but not all members need to be Coalition members. Invite participation from members of the Coalition who have knowledge of a wide range of providers of prevention related services.* | *First year* | 12/08/21 |
| 1. Coalition will prioritize findings and results from the community needs and resource information. Include in Strategic Plan. | *First year* | 12/10/21 |
| **Planning – Identify goals, objectives, align with strategies and programs and write “Planning” section of Strategic Plan – submit draft to DBHR by 1/07/21** | | |
| 1. Coalition identifies goals, objectives, strategies, and programs/activities. Include goals and objectives in Strategic Plan. | *First year* | 1/07/22 |
| 1. Coalition determines strategies, and programs/activities and identifies who will receive services and what services they will receive. Include Action Plan in Strategic Plan. | *First year* | 1/07/22 |
| 1. **Develop and update Prevention Strategic Plan** | *First year* | Submit final draft to DBHR by 2/11/22 |
| 1. Coalition will develop, write, and submit a strategic plan, including a logic model, action plan, and budget to DBHR for approval according to this schedule using the Strategic Plan Requirements. The Coalition will regularly update strategic plan to make adjustments based on progress towards meeting goals and objectives and to meet the needs of the community. Plan will be updated as needed but at a minimum according to the schedule below.   The Strategic Plan includes the Coalition’s process, decisions, and plan for each of the following steps:   1. Organization development and building capacity. 2. Conduct needs and resource assessments. 3. Set goals, objectives, and strategies. 4. Establish implementation steps and timelines. 5. Plan for reporting and evaluating progress on implementation and outcomes. | *First year* | Cohort 7 strategic plans are due 2/11/22 |
| 1. **Strategic Plans approved by DBHR** | *First Year* | 2/28/22 |
| 1. **Confirm implementation partnerships for strategies & programs & activities** | *Ongoing* | 1/07/22 |
| 1. Coalition will confirm lead organization/responsible party for implementation of activities/programs in Strategic Plan and date(s) services will commence. Include Action Plan in Strategic Plan. | *First year* | 1/07/22 |
| 1. If needed, subcontracts or Memorandum of Understanding (MOU) may be signed to ensure partnerships for implementation of services. This must be reviewed by DBHR Contract Manager per Contract requirements. | *First year* | 1/07/22 |
| **Implementation – Describe critical elements of implementation, write “Implementation” section of Strategic Plan – submit draft to DBHR by 1/24/22** | | |
| 1. **Maintain active community coalition** | *Ongoing* | Starting 7/01/21 |
| Coalition Coordinator begins coalition support by 8/15/21 at latest |
| 1. Coalition will regularly conduct monthly full Coalition meetings, workgroup/sub-committee meetings as needed, and maintain a structure to achieve components required for strategic planning and implementation. | *Ongoing* | Starting 7/01/21 |
| Monthly (minimum of 9 meetings per year with 8 separate sector representatives attending each) |
| 1. Coalition will complete tasks included in Community Coalition Guide. | *Ongoing* | Starting 7/01/21 – 3/14/23 |
| 1. **Participate in monthly meetings with DBHR** | *Ongoing* | Starting 7/01/21 – 3/14/23 |
| 1. Participate in bi-monthly CPWI Learning Community Meetings. ESD staff/county staff/community Coalition Coordinator attends CPWI Learning Community meetings by phone, webinar, or in-person. | *Ongoing as scheduled* | Starting 7/01/21– 3/14/23 |
| 1. Participate in monthly CPWI/DBHR check-in meetings. County/Contractor and ESD staff are invited to participate in monthly check-in meetings. | *Ongoing and monthly* | Starting 7/01/21 – 3/14/23 |
| 1. **Implement strategies and programs/activities according to Strategic Plan** | *---* | To begin following Strategic Plan approval  3/01/22 |
| 1. Organize and implement Student Assistance Professional (SAP) services in coordination with ESD | *Ongoing* | September – June annually |
| 1. Coalition will implement capacity building strategies and activities according to approved Strategic Plan, including Coalition meetings and training and technical assistance. | *Ongoing* | 7/01/21 – 3/14/23 |
| 1. Hold Leadership Team and other subcommittee/ workgroup meetings | *Ongoing* | 9/01/21 – 3/14/23 |
| 1. Coalition will implement strategies and activities in order to promote health equity in each community, according to approved Strategic Plan.    1. Coalition shall adopt and implement policies to address health disparities. Coalitions shall follow the [National CLAS Standards](http://hdassoc.org/wp-content/uploads/2013/03/CLAS_handout-pdf_april-24.pdf), as they apply to Coalition development and function. | *Ongoing* | 7/01/21 – 3/14/23 |
| 1. Coalition will implement sustainability strategies and activities according to approved Strategic Plan. | *Ongoing* | 7/01/21 – 3/14/23 |
| 1. Coalition will promote statewide media campaign messages to the local news media and through social media, publications, and donated/paid advertising using professionally developed and tested materials from DBHR as well as its federal and national partners according to approved Strategic Plan. Minimum of one required. | *Ongoing* | 3/01/22 – 3/14/23 |
| 1. Coalition will implement environmental strategy(ies) according to approved Strategic Plan. Minimum of one required. Environmental strategies on the Excellence in Prevention list as an evidence-based Practice (EBP), implemented to fidelity, can be included in the ratio of evidence-based program percentage requirements to meet contract deliverable for EBP’s. 2. Environmental Strategies NOT on the Excellence in Prevention list will not be counted *against* the EBP ratio requirement.   *Note: as of June 2019, Social Norms Marketing is no longer considered an environmental strategy and is considered an information dissemination activity.* [*Social Norms Marketing Guidance.*](https://www.theathenaforum.org/socialnorms) | *Ongoing* | 3/01/21 – 3/14/23 |
| 1. Coalition will implement selected direct prevention strategy(ies) according to approved Strategic Plan. Minimum of one required. Must meet contractual requirements for percentage of evidence-based programs according to funding source. Ensure you are using the correct EBP list for Cohort 7. | *Ongoing* | 3/01/21 – 3/14/23 |
| **Reporting and Evaluation – Develop reporting and evaluation strategies, write “Evaluation” section of Strategic Plan – submit to DBHR with complete Strategic Plan by 2/11/22** | | |
| 1. **Develop reporting and evaluation strategies** | *---* | --- |
| 1. Determine coalition’s intended major outcomes, impacts. | *First year* | 2/11/22 |
| 1. Determine how coalition’s reporting information will be recorded, monitored, and recorded. | *First year* | 2/11/22 |
| 1. Determine how evaluation information will be shared. | *First year* | 2/11/22 |
| 1. **Complete Minerva reporting** | *---* | --- |
| 1. Enter all approved programs into Minerva/MIS. | *Ongoing* | Programs entered into Minerva upon approval of Strategic Plan by 2/28/22 |
| 1. Report Coalition & community organization functioning and activities. | *Ongoing* | Coalition & community organization functioning and activities to be entered as determined by DBHR and then monthly by the 15th of each month for preceding month services |
| 1. Report the following Community Coalition Guide Deliverables (requirements)    1. Annual Key Leader Event.    2. Annual Community Survey completion.    3. Community Profile Brochure completion. (New communities/ As needed/Every year)    4. Community Coalition Orientation. (New communities and as needed)    5. News Release submission to DBHR. (New communities)    6. Coalition Assessment Tool. (Every year) | *Annually* | Monthly by the 15th of each month for preceding month activities |
| 1. Report public awareness, media & environmental strategy(ies). All public awareness and environmental services, including reach for media posts, website analytics, lock box distribution numbers, Take Back Day data on pounds of medication collected, etc. | *Ongoing* | Monthly by the 15th of each month beginning 4/15/22 following approval of Strategic Plan (for preceding month activities) |
| 1. Report direct prevention strategy(ies), including:   -All direct services.  -Pre- and post-test assessments per contractual requirements. | *Ongoing* | Monthly by the 15th of each month beginning 4/15/22 following approval of Strategic Plan |
| 1. **Review and analyze output and outcome information with coalition according to Strategic Plan** | *Ongoing* | Starting 9/01/21 – 3/14/23 |
| 1. Use the Coalition Assessment Tool (CAT) report to evaluate Coalition capacity building efforts. | *Annually* | 11/30/21 & 11/30/22 |
| 1. Review effectiveness of message dissemination. | *Semi-annually* | Dates to be determined by Coalition |
| 1. Use the Minerva reports, state data, & other local reports to monitor & evaluate progress. | *Ongoing* | Starting 9/01/21 |
| 1. **Participate in statewide evaluation** | *---* | --- |
| 1. Ensure participation in the Healthy Youth Survey (HYS). Target is 80% participation of eligible students in each grade that is surveyed. | *Every 2 years* | October 2021 & 2023 |
| 1. Provide results of annual Coalition Assessment Tool. Requirement is 80% of the Coalition membership participation in survey. | *Annually* | Following October 2021 & 2022 implementation of Coalition Assessment Tool |
| 1. Achieve minimum response rates for the Community Survey. Coalition shall work to collect surveys from a representative sample of the population in their community. | *Annually* | August-December 2021 and 2022 |