

## Baseline PRI Meeting Checklist

<b>Date:</b>		<b>Community:</b>	
<b>Present at meeting:</b>		<b>County:</b>	
<b>DBHR Reviewer:</b>		<b>ESD:</b>	

Review and discuss initial Year-One Task Category grid as context for the rest of the discussion. Check box if applicable to question. Some answers may not apply; add comments/notes for further detail.					
#	Considerations/ Questions	Completed Yes /	Developed Yet No / Not	Needs TA/ Training	TA Comments / Notes
<b>GETTING STARTED</b>					
1.	Identify who is currently registered on The Athena Forum website and their role with PRI.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	Registered individuals associated with the PRI include
2.	What has been the media coverage regarding PRI efforts or community selection to date?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	Request copy(ies) if available.
3.	Which media was/will be used to inform the public in the community?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	Local outlets include
4.	Who are the members of the core workgroup?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	If core work group isn't formed yet, what is recruitment plan and projected timeline?
5.	Have the core workgroup and/or coalition's operating principles been adopted? (decision making and communication processes)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	Request a copy if available; permission to share this example with others?

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6.	Has the community coordinator been hired? If no, what is the plan and timeline for hiring coordinator?  Do you have a job description of the identified community coordinator?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	Is a sample job description needed?  Request a copy if available; permission to share this example with others?
<b>CAPACITY</b>					
7.	Have key leaders been identified in the community?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	If identified, key leaders include
8.	Has a coalition charter been developed and adopted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	If no, is a sample needed? Request a copy if available; permission to share this example with others?
9.	Review or discuss the initial and ongoing coalition recruitment plan. (If one is developed.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
10.	Review and discuss the coalition member roster including names and sector affiliations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
11.	Are at least 8 of 12 community sectors represented on the community's coalition roster? Are youth involved in the coalition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	If no, when will all sector representatives be identified?
12.	Are youth-treatment and mental health providers represented on the coalition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	If no, what are plans for outreach to encourage participation/recruit?

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<b>CAPACITY continued</b>					
13.	What staff associated with the PRI has attended the SAPST Training? Is currently a CPP?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	Individuals who have attended SAPST include  Individuals with a CPP
14.	Review and discuss coalition meeting minutes from the past 3 meetings, if available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
<b>ASSESSMENT</b>					
15.	What is the status of the community needs assessment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	Request a copy of the most current for the community, if available.
16.	What is the status of the community resource assessment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	Request a copy of the most current for the community, if available.

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<b>PLANNING</b>					
17.	Review and discuss the planning framework that the coalition utilizes (for example, the Strategic Prevention Framework).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	The framework is identified as
18.	Does the coalition currently have a strategic prevention plan, theory of change and/or logic model that will be used for PRI efforts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	Request a copy if available; permission to share this example with others?
<b>IMPLEMENTATION</b>					
19.	Is the coalition established and active? If yes, what is the structure of the coalition?  If yes, what environmental prevention strategies, and / or programs does the coalition support?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	Structure  Strategies / programs include
20.	Discuss the community coordinator and/or coalition's experience implementing: <ul style="list-style-type: none"> <li>• Environment prevention strategies,</li> <li>• Evidence-based direct services,</li> <li>• Public awareness campaigns, &amp;</li> <li>• P/I services.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	Experience includes

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<b>IMPLEMENTATION continued</b>					
21.	Is there currently a Prevention/Intervention (P/I) position in the school implementing the SAPISP?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
22.	Discuss how many P/I positions are needed to reach the benchmark of 1 per 1000 students, and accessing funding to support those positions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
<b>REPORTING AND EVALUATION</b>					
23.	Does the community coordinator/ staff have experience using the Performance Based Prevention System (PBPS)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	Experience includes
24.	Describe community coordinator and coalition's experience evaluating prevention initiatives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	Experience includes