

# Strategic Plan Update Overview Webinar

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Division of Behavioral Health and Recovery

February 19, 2015  
9:00 a.m. – 10:30 a.m.



# Strategic Plan 2015 Update - Overview

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## Topics for Today's Webinar:

- Why do Strategic Plan updates?
- Where is the June 2015 Update guidance?
- Where to start? (suggested schedule/ steps)
- Where to go for additional resources?



# Why update your Strategic Plan?

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- Ensures ongoing buy-in from the community.
- Documents and reflects a changing community.
- A method to stay current with local needs and issues.
- *Please type in a reason that you will share with your coalition as we update plans.*



# Where are the requirements for the update?

## Community Coalition Guide (Updated September 2014)

- Outlines the elements of your strategic plan to update.

[www.theathenaforum.org/updated\\_cpwi\\_community\\_coalition\\_guide\\_september\\_2014](http://www.theathenaforum.org/updated_cpwi_community_coalition_guide_september_2014)

### – Chapter 3

- Quick Reference Timeline Overview - page 16 .
  - Any place that reads *“Update 2015”*
- Requirements noted - pages 17-25.
  - Any place that reads *“Updated every 2 years”*

### – Chapter 4 - Detailed guidance for required elements.

### – Update all CPWI Action Plans & Budget forms

- Using current format (pages 55, 57).

### – Appendix - Samples





# What is the timeline?

- All 52 CPWI Strategic Plan updates due June 15, 2015.
  - Work with your system manager to come up with a plan for reviewing and feedback that aligns with your unique project planning to complete on-time.
  - Start discussions and planning now.
- Data Books will be sent end of February 2015.
- We've provided suggested timing to help frame out the steps.
  - You should project plan according to how effective your coalition is during meetings and using workgroups.

# Documenting updates in plan?



- Update your strategic plan narrative sections using the **Yellow Highlighter** function of WORD.
- Use the “Summary of Strategic and Action Plan Updates” checklist (last page of instruction packet).
- Check a box next to each section to indicate the following:  
“Change” or “No Change”.
  - If changes were made, indicate the page #.
  - If no changes, provide brief justification why – what process or information did you review to come to that conclusion?



# Where to Start?

Late February- Early March

- Review your membership structure and coalition by-laws.
  - Informed by 2014 Coalition Assessment Tool Results (what's working well, what needs improvement?)
  - Update as needed.
- Discuss how recruitment has gone since you formed your coalition, who is still missing?





# Membership Review

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- Review current membership list and attendance.
- Ensure eight separate sectors are filled
- Recruitment strategies been used as planned?
- Describe any new recruiting strategies if relevant.
- Coalitions should be striving maximize their sector representation to include all 14 on list.



# Meeting Structure

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- Review results of Coalition Assessment Tool to drive discussion with coalition
- Discuss and decide if changes are indicated.
- If so, after discussion and decision-making, revise as needed and document in strategic plan in appropriate sections.



https://waprev.kithost.net/WAprevent2013/App\_Reports/ReportServices/pRSShowReport.aspx

1 of 4 100% Find | Next Select a format Export

## Coalition Assessment Tool Report

By Calendar Year - Our coalition compared to statewide results

### Using the Results of the Coalition Assessment Tool

The Coalition Assessment Tool is designed to gain insight on each community coalition coordinator and members' views on the structure and functioning of the coalition. Each scale is designed to assess various aspects of a coalition's operation and capacity. From the CAT a coalition can determine current competences and/or identify areas in need more of attention.

It is recommended that your coalition periodically reviews the results of your CAT, looking at how you scored on each scale.

The following questions might be used to begin your discussion.

1. Which scales are most important to the success of your coalition?
  - a. What scale scores improved or decreased from year to year?
  - b. What occurred in the past year that may explain these score shifts?
2. Which scales did you score the highest on? Lowest on?
  - a. What are you doing well in the areas you scored high on?
  - b. Can you think of reasons your coalition may have scored lower on some scales?

For the score(s) that are low, consider developing some objectives for improving that aspect of your coalition. Decide how you will measure your progress in that area, and include that in your strategic plan.

*For example, if your coalition scored low on Vision, Mission, and Goals your objective may be: Our coalition plans to review our existing mission statement and revise it to better reflect our present day goals.*

### Report Layout

Following this page will be one or more pages of scale summary information. There will be 1 page for each calendar year in which your coalition members have taken the survey. Summary results show the average score for each scale based on your coalition members' answers. The summary results also show the single highest and lowest scale scores from all of the PRI coalitions that answered those questions in the same calendar year. This information provides you with a range within which you can assess your coalition's result. This information is also displayed on a chart, with your score shown as a red diamond, the state low as a white triangle, and the state high as a black triangle.

After the scale summary page(s), detail on each scale's questions is shown. Your coalition's score for each scale and question is shown and compared to the statewide average for that same year. At the end of each scale detail section you will find an explanation of each scale with possible discussion points for your coalition to engage in if you wish to raise your score in future years.

### Report Notes

This report is updated as coalition members enter surveys. The statewide numbers change as other coalitions enter information, and your results change as your members enter information.

Be careful about using the current year results if it is still early in the year. The report is based on calendar year. With fewer surveys, it becomes more possible for your coalition's results to be heavily skewed by one person's response. The N is shown to alert you to the possibility of this happening.

## Reports

**Service Data For 2013-2015 (Live)** [Settings](#)

[Home](#) > Reports

### Administration

- Reports used for administrative purposes

### Monitor/Analysis

- Services Summary by federal category, target population, and service code

### Service

- Service output reports (e.g. demographics, attendance, staff hours, and location)

### Instruments

- Copies of all survey instruments available for print or download

### County/Tribe

- Reports specific to County/Tribe delivery and sub-contractor monitoring

### DBHR Report

- Reports used for state and regional monitoring

### Outcome

- Outcome Reports module

### RM/AM Instrument

- Copies of the Required Measures (RM) and Assigned Measures (AM) surveys for print or download

### ClearingHouse

- ClearingHouse Reports

### Mentoring

- Mentoring program reports

|                                       | Report Name                                | Report Description   |
|---------------------------------------|--|--|
| <input type="button" value="Select"/> | Assessment Score Report -Required Measures | Assessment Score report for Required Measure -School,Community, Family and Individual Peer Instruments, Generates the result based on the best score for the Instrument. |
| <input type="button" value="Select"/> | Coalition Assessment Tool                  | Coalition Assessment report comparing your coalition's results to the statewide average, by year.  |
| <input type="button" value="Select"/> | Outcome Report                             | Generates a detailed summary of pretest and posttest assessments with several grouping options.  |
| <input type="button" value="Select"/> | Survey Requirement Compliance Report       | Provides compliance information about survey requirements  |



# Resources Assessment Process

Late February- Early March-

- Review process used originally for Strategic Planning.
- Agree on the process the group will use this year.
  - What worked well that you want to repeat?
  - What was a challenge that needs to be done differently?
  - What will timing option will you follow?
- Method to collect resource data regarding your prioritized Intervening Variables; new or old?
- Will there be a workgroup to do the heavy lifting?



# Conduct Resources Assessment

March-April; depending on option selected.

- **Goal:** Identify what is happening in the community related to your prioritized risks and protective factors.

## Options on timing:

- 1) Start the resources assessment before you get your new data
    - Then, if there is a change in priorities seek out the resources for that risk.
  - 2) Wait to see what your final agreed upon risk and protective factors
    - Then complete your resources assessment.
- Work your group's choice into your timeline.



# Needs Assessment Process

- Have the discussion in February or early March about:
  - How does the coalition want to review the new data in the Data Books,
  - What other local data need to be gathered for review (i.e., Community survey results, health dept., ER, law enforcement)
  - Are you using a workgroup?
    - How often will they meet?
    - Who will lead workgroups?
    - Who will report back to the full coalition?



# Planning for Gap Analysis

Have the discussion in March to plan.

April - Conduct Gap Analysis once needs and resources assessment completed.

- Results of Resources Assessment informs your Gap Analysis.
  - What is available, what is still missing?
  - Who is being served?
  - Who faces barriers to receiving services?
  - How will barriers be reduced?
  - Where will programs be enhanced?
  - Where will coalition develop programming or policy change?





# Planning for Strategy Review

Discuss in March –

- How will coalition decide on strategies that match objective?
  - Will you use a workgroup?
  - Determine structure and timeline accordingly.

April - after needs, resources and gap analysis completed:

- Are there changes in prioritized risk/protective factors or community gaps to be addressed with new strategies?
- Review and discuss local program outcomes



# Action Plan Update

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May-

- Review Action Plan success from last year
  - Did all of plan get implemented?
  - Did you face barriers to consider this year?
- Do you have new Strategies to add?
- Update with new agreements/ commitments.



# Planning for Reporting and Evaluation

## May –

- How will the coalition update the evaluation plan?
  - Will the same process be used to determine major intended outcomes?
  - Will there be a workgroup?
- Review your original evaluation plan.
- Do you have new strategies to include in evaluation plan?



# Planning for Reporting and Evaluation

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May (continued)–

- Review completed evaluation efforts.
- Review how outcomes were shared with community.
- Determine if information missing from current data collection that demonstrates outcomes?
  - How will you fill those gaps?



# Logic Model / Action Plans/ Budget

**After you complete the process of updating the various sections of your plan update the following:**

- Strategic Plan Narrative Sections.
- Logic Model, if needed.
- Action Plan for July 1, 2015- June 30, 2016.
- Coalition Budget for July 1, 2015- June 30, 2016. (SAPT & PFS)
  - Encouraged to include desired Dedicated Marijuana Funding to reach a coalition budget of \$110K per CPWI community.



# Update Plan Narrative and Templates

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No later than May-June so your coalition has time to review and approve the updated plan.

- It's a good idea to write your narrative updates as you go.
- Update the sections as needed according to Community Coalition Guide and Instructions.
- Highlight the sections that were updated.
- Complete the checklist and submit with updated plan and templates.

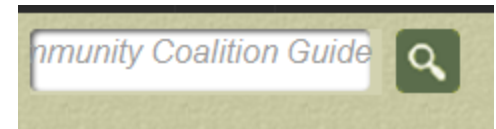


# Resources to help

- CPWI Community Coalition Guide

[www.theathenaforum.org/updated\\_cpwi\\_community\\_coalition\\_guide\\_september\\_2014](http://www.theathenaforum.org/updated_cpwi_community_coalition_guide_september_2014)

(Type in “Community Coalition Guide” in the search box.)



- Athena Training Page

[www.theathenaforum.org/training/cpwi\\_trainings](http://www.theathenaforum.org/training/cpwi_trainings)

– Ray will be doing an Athena tutorial at March CPWI meeting

- CADCA Primers <http://www.cadca.org/resources/series/Primers>
- Prevention System Managers
- Each other 😊

# What Questions Do You Have?

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- What specific questions do you have that we can address in more detail in the webinars to follow?



# 2015 CPWI Training Plan

Save the Dates  
January-August 2015



# CPWI Webinar Schedule

## ✓ January 2015

- January 28, CPWI 3<sup>rd</sup> hour - ***Media Awareness*** - Miss Washington Kaelee Dunn

## February 2015

- February 19, 9-10:30 AM - ***Strategic Plan Update & Resources Assessment Update***
- February 23, 2-3:30 PM - ***Needs Assessment 101***
- February 25, CPWI 3<sup>rd</sup> hour - ***Community Survey /HYS***



# CPWI Webinar Schedule

## March 2015

- **March 3–5, 8 AM – 5 PM; March 6, 8 AM – 1 PM - WA-SAPST – Yakima, WA**
- **March 17, 1– 3 PM - *Data Book (Tentative Date)***
- **March 18, 2–3 PM - *Needs Assessment Update* (interactive)**
- **March 25, CPWI 3<sup>rd</sup> hour – *Evidence Based Practices (EBPs)***



# CPWI Webinar Schedule

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## April 2015

- April 8, 2– 3:30 PM - ***Gap Analysis/Strategy Selection***
- April 30, 10 AM–Noon, ***Adaptations/Environmental Strategies/ Local Evaluation***
- April 23, CPWI 3<sup>rd</sup> hour, ***To-Be-Determined***



# CPWI Webinar Schedule

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## May 2015

- Small group TA as needed
- Prevention Ethics (TBD)

## June 2015

- **June 22 – 24**, ESD 113, 8:30AM-4:30PM, ***Summer Institute***

## August 2015

- Dates/Locations TBD - ***New Coalition Coordinator Orientation & Active Military Family / Veteran Outreach***



# Thank You

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- If you have any questions about the process or request for technical assistance please contact your Prevention System Manager.
- For questions related to information provided today, you may also contact:

*Julia Havens* [julia.havens@dshs.wa.gov](mailto:julia.havens@dshs.wa.gov)

*Scott Waller* [scott.waller@dshs.wa.gov](mailto:scott.waller@dshs.wa.gov)