| **Tasks** | **Frequency** | **Due Date** |
| --- | --- | --- |
| ***Start date: July 1, 2015***  **Community Name:** |  | *Negotiate complete timeline with DBHR based on individual coalition readiness.* |
| **Getting Started** | | |
| **1.       Register and participate in The Athena Forum website** | *Ongoing* | Within 2 weeks of start |
| **2.       Select CPWI Community** | *---* | --- |
| a. Submit selection packet | *First Year only* | *Due date TBD for new communities* |
| 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 Coordinator job description with DBHR | *First Year & As needed* | Prior to posting |
| b. Ensure new hire Coordinator has office space in CPWI community | *First Year & As needed* | Upon new hire |
| c. Review new hire Coordinator qualifications with DBHR | *First Year & As needed* | Upon new hire |
| d. Submit new Coordinator training plan if necessary | *First Year & As needed* | Upon new hire |
| e. Ensure Coordinator is working with coalition | *Ongoing* | Starting July 1 |
| *[Start date TBD for new communities]* |
| f. Ensure Coordinator spends at least 80 hours per month on community | *Ongoing* | Starting July 1 |
| *[Start date TBD for new communities]* |
| g. Ensure Coordinator is Certified Prevention Professional (CPP) | *Ongoing* | According to current status |
| **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 participating | *Ongoing* | Starting July 1 |
| *[Start date TBD for new communities]* |
| b. Membership section in Strategic Plan | *Ongoing & Update 2017* | *[enter date]* |
| c. Conduct ‘Coalition Assessment Tool’ (CAT) Coalition member survey | *Annually* | October |
| d. Complete ‘Community Profile’ | *First Year & Update 2017* | Within 45 days of Plan/ Action Plan Approval |
| **2.       Sector Representation Monthly Meetings** | *---* | --- |
| 1. Min. 8 sectors participating at least 9 months of the year | *Ongoing* | *Starting July 1* |
| *[Start date TBD for new communities]* |
| **3.       Community coalition member orientation** | *First Year & As needed* | *[enter date]* |
| **4.       Establish and maintain coalition structure** | *Ongoing & Update 2017* | *[enter date]* |
| **5.       Engage key leaders in coalition’s CPWI efforts** | *Annually* | *[enter date]* |
| **6.       Gather community information and feedback** | *Ongoing* | *[enter date]* |
| **7.       Participate in training and technical assistance** | *Ongoing* | --- |
| **Assessment** | | |
| **1.       Conduct Needs Assessment** | *---* | --- |
| a. Establish process for assessment | *First Year & Update 2017* | *[enter date]* |
| b. Conduct Assessment | *First Year & Update 2017* | *[enter date]* |
| c. Conduct ‘Community Survey’ | *First Year & Annually* | September-December |
| d. Prioritize outcomes and write into Strategic Plan | *First Year & Update 2017* | *[enter date]* |
| **2.       Conduct Resources Assessment** | *---* | --- |
| a. Establish process for assessment | *First Year & Update 2017* | *[enter date]* |
| b. Conduct Assessment | *First Year & Update 2017* | *[enter date]* |
| c. Prioritize outcomes and write into Strategic Plan | *First Year & Update 2017* | *[enter date]* |
| **Planning** | | |
| **1.    Select goals, objectives, strategies, & programs/activities** | --- | --- |
| a. Coalition determines goals and objectives | *First Year & Update 2017* | Update June 15, 2017 |
| b. Coalition determines strategies, and programs/activities | *First Year & Annually* | June 15th |
| **2.    Develop and update Prevention Strategic Plan** | *First Year & Update 2017* | Update June 15, 2017 |
| *[Due date TBD for new communities]* |
| **3.    Confirm implementation partnerships for strategies & programs & activities** | *First Year & Annually* | *[enter date]* |
| **Implementation** | | |
| **1.    Maintain active community coalition** | *Ongoing* | Starting July 1 |
| *[Start date TBD for new communities]* |
| a. Coordinator support Coalition | *Ongoing* | Starting July 1 |
| *[Start date TBD for new communities]* |
| b. Monthly full Coalition meetings | *Ongoing* | Starting July 1 |
| *[Start date TBD for new communities]* |
| c. Review and revised as needed Coalition structure | *Annually* | *[enter date]* |
| d. Complete tasks in Community Coalition Guide | *Ongoing* | Starting July 1 |
| **2.     Participate in monthly meetings with DBHR** | *Ongoing* | Within 30 days |
| a. Participate in monthly CPWI Learning Community Meetings | *Ongoing* | Starting July 1 |
| *[Start date TBD for new communities]* |
| b. Participate in monthly CPWI/DBHR 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 2017* | *[enter date]* |
| b. Determine how evaluation information will be shared | *First Year & Update 2017* | *[enter date]* |
| **2.    Complete PBPS reporting** | *---* | --- |
| a. Coalition & community organization functioning | *Ongoing* | *[enter date]* |
| b. ‘Coalition Assessment Tool’ (CAT) (Coalition member survey) | *Annually* | October |
| c. Report public awareness, media & 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 ‘CAT’ 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 (HYS) | *Every 2 years* | October In even years ( 2016, 2018, etc.) |
| b. Annual ‘Coalition Assessment Tool’ (CAT) | *Annually* | *October* |
| c. Achieve response rates for the ‘Community Survey’ | *Annually* | September-December |