**Appendix B – Work Plan(s) Instructions**

Follow the provided instructions to develop Year 1 work plans for the Youth Cannabis & Commercial Tobacco Prevention program for the community or priority population you are proposing to serve. The first work plan is specific to cannabis-related activities and the second workplan is for commercial tobacco-related activities.

For each work plan, there are seven general objectives or required tactics that must be addressed. For each tactic, provide at least one example of an activity that your organization would do to meet the objective of the tactic and address youth cannabis and commercial tobacco use. For each activity, please provide expected outcomes (measurable), key partners involved, target audience, a realistic timeline & resources needed (from DOH and others). Applicants must fill in the names of staff and/or contractors that will be responsible for conducting activities within each tactic. The workplan can be provided in a narrative or table format. Throughout the plan, utilized the SPF framework and indicate any equitable practices or principles that will be followed to assure those who have the highest need are being reached.

See below for a table providing the seven required tactics and their objective, along with an activity and outcome example.

|  |  |  |  |
| --- | --- | --- | --- |
| **Required Tactics** | **Objective** | **Activity Example** | **Outcome Example** |
| Planning & Coordination | Develop and maintain responsive planning and managed resources including adequate staffing. Complete required administrative tasks. | Hire YCCTPP lead to plan and perform required tasks and attend required meetings. | Hired YCCTPP Lead  Attend 12 meetings with YCCTPP contract managers |
| Media & Health Communication | Expand upon and/or complement existing media efforts, including paid, earned, and social media that focus on youth, young adults, and influential adults for cannabis & commercial tobacco use. Promote cessation resources available to community. | Promote You Can! campaign regarding cannabis use.  Promote the Washington State Quitline (WAQL) and apps. | Create a social media campaign schedule that has a number of posts throughout the month regarding You Can! And WAQL to be posted on Facebook and Instagram.  Given current following, expect XXX of impressions. |
| Technical Assistance & Workforce Development | Provide technical assistance to external partners regarding commercial tobacco and cannabis trends in the community. Encourage development within own organization through webinars and trainings. | Engage with TA requests as they come in.  Host XX of training or webinars regarding youth substance use prevention.  Staff will attend professional development trainings and conferences. | Expect XXX of TA requests per month.  Hosted XX of trainings or webinars throughout the year. Reached XX people within the community or regional network.  Staff will attend XX conferences or trainings. |
| Policy, Systems & Environmental Work | Promote policy, systems & environmental change regarding cannabis & commercial tobacco use in their community or priority population to modify the environment to make healthy choices practical and available to all community members. | P: Work to ensure college/university campuses are smoke-free.  S: Comprehensive tobacco cessation services with access to education, counseling, and NRT  E: Installing tobacco-free or cannabis-free signage in public spaces or worksites. | P: 1 college/university implementing a smoke-free policy.  S: XX of organizations offering these services in employee health plans.  E: XX parks with smoke-free signage in the community. |
| Youth Empowerment & Engagement | Engage and educate youth on the harms of cannabis and commercial tobacco use. Empower youth to educate others regarding the harms of substance use.  *For Tobacco only: utilize evidence-based strategies.* | Form a youth council to work on prevention projects.  Host trainings for youth interested in prevention. | Form a council with 12 youth. Meet XX times per month. Plans XX events or activities per year.  Host two trainings annually, training XX youth per year. |
| Decision Maker Engagement | Educate and engage stakeholders regarding cannabis & commercial tobacco use trends. | Created one-pagers regarding harms of cannabis and commercial tobacco use on youth and the community to share with local leaders. | Created 2 one-pagers.  Distributed to XX legislators and city council members. |
| Collaboration & Network Management | Develop and maintain network partnerships in the community and regional network. Leverage partnerships to collaborate in prevention work. | Develop Partnership with CPWI coalition in community. Host a webinar together for caretakers regarding youth substance use. | 1 Partnership was developed.  1 training was hosted that reached 50 caretakers in the community. |

**Consultation:** Beyond the required tactics for YCCTPP, applicants must indicate whether they are interested in providing consultation services to support the program and/or other contractors. Consultations can be provided regarding a specific population, region/community, or activity. If they are interested, applicants must indicate their areas of expertise that they would be able to consult on and provide technical assistance. **Additional funds are available for this activity.**

***Example:*** *My organization, Rural101, is open to providing consultation to the Department of Health, regional network, priority populations, tailored media, and statewide media contractors regarding the rural population of Washington. We have experience working with rural youth and are able to provide consultation regarding media campaigns, dissemination materials, activities to make sure they center rural communities.*