| **Tasks** | **Completed Due Dates & Frequency** | **Date Completed** |
| --- | --- | --- |
| **Contract Start Up** | | |
| 1. **Contracts signed, returned/executed** | Contracts start 11/01/18 |  |
| 1. **Contractor training to fiscal representatives/ available Coalition staff** | 11/26/18 |  |
| 1. **Publish press release announcing project** | 1/01/19 |  |
| **Getting Started – Organizational Development** |  |  |
| 1. **Work through and write “Getting Started – Organizational Development” section of Strategic Plan – submit to DBHR** | **Submit by 2/08/19** |  |
| 1. **Community Coalition Coordinator (.5 FTE minimum) for CPWI community** | 12/31/18 |  |
| 1. Review Coordinator job description with DBHR | 11/15/18 |  |
| 1. Coordinator positions posted | 11/30/18 |  |
| 1. Ensure new hire Coordinator has office space in CPWI community | 11/30/18 |  |
| 1. Review new hire Coordinator qualifications with DBHR | 12/15/18 |  |
| 1. Submit new Coordinator training plan if necessary | 12/31/18 |  |
| 1. Coordinator begins working with Coalition at least 80 hours per month | 12/31/18 – ongoing |  |
| 1. Ensure Coordinator is Certified Prevention Professional (CPP) | Within 18 months of hire |  |
| 1. **Work with ESD to confirm Student Assistance Prevention-Intervention Services Program (SAPISP) and Student Assistance Professional (SAP) services: SAP job posted, and services start in school** | 11/01/18 – 12/31/18 confirm first implementers, services begin 1/1/19. Match confirmed by 3/30/19 for second year implementers, services begin by 9/30/19 |  |
| 1. **Participate in Coalition Coordinator training/technical assistance** | 12/01/18 – 9/29/20 |  |
| 1. Review Athena Coalition Coordinator Welcome Page/8 steps to get started/timeline | Following hire |  |
| 1. Participate in Coalition Coordinator Orientation/Minerva training | 1/07/19 & 1/08/19 in person  2/25/19 (webinar) |  |
| 1. Participate in electronic meetings for CPWI Cohort 6 training and technical assistance | 12/01/18 – 9/29/20 |  |
| 1. Participate in additional CPWI/strategic planning one-on-one coaching and technical assistance when need identified | From hire date – 9/29/20 |  |
| 1. Participate in SAPST | Within six months of hire |  |
| 1. Participate in four-day CADCA Coalition Bootcamp | 1/29/19 – 2/01/19 |  |
| 1. Participate in Washington All-Provider Meeting & Prevention Summit | Fall annually – November 2019 dates pending |  |
| 1. Participate in DBHR Summer Coalition Leadership Institute | Summer annually – June 18-20, 2019; 2020 date pending |  |
| **Capacity Building** | | |
| 1. **Complete related tasks and write “Capacity Building” section in Strategic Plan – submit to DBHR** | **Submit by 2/08/19** |  |
| 1. **Recruit and retain membership** | 11/01/18 – ongoing |  |
| 1. Minimum 8 of 12 sectors participating | 12/01/18 – ongoing |  |
| 1. Conduct Coalition Assessment Tool (CAT) – Coalition member survey | October annually |  |
| 1. Complete Community Profile | Within 45 days of Strategic Plan/Action Plan approval |  |
| 1. **Sector Representation Monthly Meetings & Activities** |  |  |
| 1. Coalition begins working through the Strategic Prevention Framework (SPF) and CPWI Guide tasks | 12/01/18 – ongoing |  |
| 1. Ensure minimum 8 sectors participating at least 9 months of the year | 12/01/18 – ongoing |  |
| 1. Coalition Coordinator provides Community Coalition member orientation | 1/31/19 |  |
| 1. Establish and maintain Coalition structure | 1/31/19 – ongoing |  |
| 1. Members participate in training and technical assistance | Ongoing |  |
| 1. Engage key leaders in Coalition’s CPWI efforts through Key Leader Event | 12/31/19 & annually |  |
| 1. Hold Town Hall event to provide information and gather feedback | 12/31/19 & annually |  |
| 1. Participate in National Prescription Drug Take Back event with law enforcement involvement | April October annually |  |
| **Assessment** | | |
| 1. **Conduct Needs Assessment and write “Assessment” section of Strategic Plan – submit to DBHR** | **Submit by 3/01/19** |  |
| 1. Participate in Assessment/Data Book Training/ Resources Assessment Review | 1/17/19 |  |
| 1. Establish process for assessment | 2/08/19 |  |
| 1. Conduct assessment | 3/01/19 |  |
| 1. Conduct Community Survey | August – December annually (Encouraged to complete early) |  |
| 1. Prioritize outcomes and write into Strategic Plan | 3/01/19 |  |
| 1. **Conduct Resources Assessment and write into “Assessment” section of Strategic Plan – submit to DBHR** | **Submit by 3/01/19** |  |
| 1. Establish process for assessment | 2/08/19 |  |
| 1. Conduct assessment | 3/01/19 |  |
| 1. Prioritize results and write into Strategic Plan | 3/01/19 |  |
| **Planning** | | |
| 1. **Select goals, objectives, strategies, & programs/activities and write into “Planning” section of Strategic Plan – submit to DBHR** | **Submit by 3/22/19** |  |
| 1. Participate in Planning: Goals/Objectives & Strategy Selection Review Webinar | 2/21/19 |  |
| 1. Coalition determines goals and objectives | 3/22/19 |  |
| 1. Coalition determines strategies, programs, activities | 3/22/19 |  |
| **Implementation** | | |
| 1. **Describe critical elements of Implementation and write into “Implementation” section of Strategic Plan – submit to DBHR** | **Submit by 3/22/19** |  |
| 1. **Confirm implementation partnerships for strategies, programs, & activities** | 3/22/19 |  |
| 1. **Maintain active Community Coalition** | 12/01/18 – ongoing |  |
| 1. Coordinator supports Coalition as described in CPWI Guide and job description | 12/31/18 – ongoing |  |
| 1. Hold monthly full Coalition meetings | 12/31/18 – ongoing |  |
| 1. Review and revise Coalition structure as needed | 10/31/19 & annually |  |
| 1. Complete tasks in Community Coalition Guide | 12/31/18 – ongoing |  |
| 1. **Participate in monthly meetings with DBHR** | 1/31/19 – ongoing |  |
| 1. Participate in bi-monthly Learning Community Meetings | 1/23/19 – ongoing – 4th Wednesday every other month |  |
| 1. Participate in monthly CPWI/DBHR check-in meetings | 1/31/19 – ongoing |  |
| 1. Participate in monthly Cohort 6 TA calls | 1/14/19 – ongoing. Check Athena Forum training calendar for additional monthly dates: <https://www.theathenaforum.org/training-calendar/month> |  |
| 1. **Implement strategies and programs/activities according to Strategic/Action Plan** | 4/01/18 – 9/29/20 |  |
| 1. Organize and implement Student Assistance Program Services with ESD | 1/01/19 - 6/15/20 year 1 implementers ; 9/15/19 – 6/15/20 all |  |
| 1. Implement capacity building strategies & activities | 1/01/19 – 9/29/20 |  |
| 1. Implement cultural competency strategies & health disparity reduction activities | 4/01/19 – 9/29/20 |  |
| 1. Implement sustainability strategies & activities | 4/01/19 – 9/29/20 |  |
| 1. Implement public awareness/information dissemination campaign(s) | 4/01/19 – 9/29/20 |  |
| 1. Implement environmental strategy(ies) | 4/01/19 – 9/29/20 |  |
| 1. Implement selected direct prevention strategy(ies) | 4/01/19 – 9/29/20 |  |
| **Evaluation** | | |
| 1. **Develop reporting and evaluation strategies and write into “Evaluation” section of Strategic Plan – submit to DBHR** | **Submit by 3/29/19 with final draft of Strategic Plan** |  |
| 1. Participate in Evaluation Webinar | 3/04/19 |  |
| 1. Determine coalition’s intended major outcomes, impacts | 3/29/19 |  |
| 1. Determine how evaluation information will be shared | 3/29/19 |  |
| 1. **Finalize all sections of the Strategic Plan. Include final drafts of Logic Model, Action Plan and Budget for April 1, 2019 – September 29, 2020** | **Submit by 3/29/19** |  |
| 1. **Strategic Plans approved by DBHR** | 5/15/19 |  |
| 1. **Complete Community Profile** | Within 45 days of DBHR Strategic Plan approval |  |
| 1. **Enter all approved programs into Minerva** | Within 45 days of Strategic Plan approval |  |
| **2.    Complete monthly Minerva reporting** | 12/15/18 – 10/15/20 – ongoing (by 15th of each month for preceding month services) |  |
| 1. Report Coalition & community organization functioning and activities | 1/15/19 – ongoing |  |
| 1. Report the provision of the Coalition member survey, the Coalition Assessment Tool (CAT) | October annually |  |
| 1. Report public awareness, media & environmental strategy(ies) | 5/15/19 – ongoing |  |
| 1. Report direct prevention strategy(ies) | 5/15/19 – ongoing |  |
| 1. **Review and analyze output and outcome information with coalition according to Strategic Plan** | 2/01/19 – ongoing |  |
| 1. Use the Coalition Assessment Tool (CAT) report to evaluate Coalition capacity building efforts | October annually |  |
| 1. Review effectiveness of message dissemination | Annually |  |
| 1. Use Minerva reports, state data, & other local reports to monitor & evaluate progress | Annually |  |
| 1. **Participate in statewide evaluation** | Ongoing |  |
| 1. Ensure participation in the Healthy Youth Survey (HYS) | October of even years (2020) |  |
| 1. Provide results of annual Coalition Assessment Tool | Following October completion of CAT annually |  |
| 1. Achieve minimum response rates for the Community Survey | September – December annually |  |