

# Approval Process for Community Strategic Plan

## CONNECTICUT STRATEGIC PREVENTION FRAMEWORK COALITIONS INITIATIVE

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### REVIEW PROCESS

A review committee for the Strategic Plan will consist of representatives from the following groups:

- DMHAS Project Management Team
- Regional Action Council Directors
- Center for Prevention Evaluation and Statistics (CPES)

Upon receipt of the Strategic Plan the review committee members will:

- Review the Strategic Plan independently
- Meet to jointly develop a consensus on written comments regarding their review
- Provide written feedback to grantees
- Provide approval status or request revisions of the Strategic Plan

After review of the Strategic Plan feedback, grantees will make required adjustments and must coordinate with the Training and Technical Assistance Service Center (TTASC) for assistance. If revisions are required, an alternative completion date will be provided.

### CONDITIONS FOR APPROVAL

Each section of the Strategic Plan and its subcomponents are listed in the review rubric below. If “rewrite” or “edits required” is checked for a subcomponent of a section there will be noted feedback explaining the need for the edit.

Once all rewrites or required edits are approved by DMHAS, grantees will be directed to move forward to the Implementation step of the SPF.

Sections	1: Rewrite	2: Edits Required	3: No Edits Required	Comments
<b>Section 1 Introduction </b> A 1 page introduction problem statement that that can be read independent of the plan and answers these questions:				
<ul style="list-style-type: none"> <li>Who is the Coalition? (A very brief history)</li> </ul>				
<ul style="list-style-type: none"> <li>Who is being served by this coalition? (Community demographics, description of target population)</li> </ul>				
<ul style="list-style-type: none"> <li>What is the problem substance the Coalition is addressing?</li> </ul>				
<ul style="list-style-type: none"> <li>What are the reasons the problem exists? (Prioritized risk factors)</li> </ul>				
<ul style="list-style-type: none"> <li>What strategies will the Coalition use to address their prioritized risk factor(s)?</li> </ul>				
<ul style="list-style-type: none"> <li>What projected short and long-term outcomes will the coalition use to measure success?</li> </ul>				
<b>Section 2 Needs Assessment Problem and Risk Factors Summary </b> A concise summary of the Community Needs Assessment Report which includes these points:				
<ul style="list-style-type: none"> <li>A summary of data identified, gathered, organized and analyzed</li> </ul>				
<ul style="list-style-type: none"> <li>A summary of survey data and related focus group data with an emphasis on 30 day use. Include comparisons to other towns, sub-regions and/or the state.</li> </ul>				
<ul style="list-style-type: none"> <li>A summary description of what the data revealed about each risk</li> </ul>				

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factor in relation to its magnitude and severity.				
<ul style="list-style-type: none"> <li>Describe the risk factor Prioritization Process used by the Coalition and include Importance and Changeability for each risk factor.</li> </ul>				
<ul style="list-style-type: none"> <li>Identify the prioritized risk factor(s) the Coalition chose and provide a detailed description of what the data revealed about each prioritized risk factor(s) including:                             <ul style="list-style-type: none"> <li>The magnitude and severity</li> <li>The sub-populations</li> <li>Where occurring most and least</li> <li>Multicultural considerations</li> <li>Disparities between groups and cultural variables.</li> </ul> </li> </ul>				
<b>Section 3 Evidence-Informed Strategies and Activities</b> Identified strategies and activities to address corresponding risk factor(s) answering these questions:				
<ul style="list-style-type: none"> <li>Demonstrate how the selected strategy addresses the corresponding prioritized risk factor(s).</li> </ul>				
<ul style="list-style-type: none"> <li>What is the reach of the strategy? (Entire community or particular population or sub-population)</li> </ul>				
<ul style="list-style-type: none"> <li>Cite literature or sources that support the use of the strategy and its conceptual fit.</li> </ul>				

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<ul style="list-style-type: none"> <li>Demonstrate the activities' practical fit with both the strategy and within your community?</li> </ul>				
<ul style="list-style-type: none"> <li>Which activities will be implemented with fidelity and which are innovations?</li> </ul>				
<ul style="list-style-type: none"> <li>Include cultural considerations that went into strategy selection and their adaptations or innovations.</li> </ul>				
<ul style="list-style-type: none"> <li>How will strategies be sustained if current funding is no longer available?</li> </ul>				
<p><b>Section 4 Resources and Inputs </b>                      A profile of the following capacity and resources available to address the priority problem substance:</p>				
<ul style="list-style-type: none"> <li>Human Resources</li> </ul>				
<ul style="list-style-type: none"> <li>Technical Resources</li> </ul>				
<ul style="list-style-type: none"> <li>Multicultural Resources</li> </ul>				
<ul style="list-style-type: none"> <li>Fiscal Resources</li> </ul>				
<ul style="list-style-type: none"> <li>Material Resources</li> </ul>				

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<b>Section 5 Short and Long-Term Outcomes – Logic Model Diagram</b> Identified short and long-term outcomes with a narrative logic model diagram visualizing the main components of the Strategic Plan in the following manner:				
<ul style="list-style-type: none"> <li>• Short-term outcomes related to the risk factors that are attainable within 1 to 3 years</li> </ul>				
<ul style="list-style-type: none"> <li>• Long-term outcomes related to individual and community level change attainable within 3 or more years with identified core measure data such as:                             <ul style="list-style-type: none"> <li>▪ 30 day use</li> <li>▪ Perception of risk/harm</li> <li>▪ Perception of peer disapproval</li> <li>▪ Perception of parental disapproval</li> </ul> </li> </ul>				
<ul style="list-style-type: none"> <li>• Inclusion of a logic model diagram that demonstrates the links among the main components of the Strategic Plan</li> </ul>				

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<b>Section 6 Timeline for Implementing Plan Components </b> A timeline that describe the major activities planned in implementing selected strategies, practices, or programs in measurable increments.				
<ul style="list-style-type: none"> <li>• Outcome</li> </ul>				
<ul style="list-style-type: none"> <li>• Strategy</li> </ul>				
<ul style="list-style-type: none"> <li>• Activity</li> </ul>				
<ul style="list-style-type: none"> <li>• Target Completion Date (Month/Year)</li> </ul>				
<ul style="list-style-type: none"> <li>• Responsible Coalition Member(s)</li> </ul>				
<b>Section 7 Description of Coalition </b> A coalition description that demonstrates the plan was created by a group representative of the community’s diversity and that the planning efforts and interventions selected incorporate preferences, differences, and needs.				
<ul style="list-style-type: none"> <li>• Names of participants</li> </ul>				
<ul style="list-style-type: none"> <li>• Affiliation of participant</li> </ul>				
<ul style="list-style-type: none"> <li>• Role/responsibilities of each participant</li> </ul>				
<ul style="list-style-type: none"> <li>• Openings available that community members can volunteer to fill</li> </ul>				
<ul style="list-style-type: none"> <li>• Acknowledgement of sponsoring or funding entities</li> </ul>				

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<p><b>Section 8 Evaluation Plan </b>                      An evaluation plan, developed in consultation with the local evaluator, which details the short- and long-term outcomes relevant to the identified risk factors and target populations, data collection measures and timelines, and expected targets. This plan will be a working document that will guide the Coalition's assessment of its local success in implementing the SPF.</p>				
<ul style="list-style-type: none"> <li>Brief description of overall evaluation approach, design and elements</li> </ul>				
<ul style="list-style-type: none"> <li>Short-term and long-term outcomes by risk factor</li> </ul>				
<ul style="list-style-type: none"> <li>Description of measurement tool(s) or data source by outcome</li> </ul>				
<ul style="list-style-type: none"> <li>Process of data collection, including description of frequency, timing and who is responsible for data collection by tool or data source</li> </ul>				
<ul style="list-style-type: none"> <li>Performance target (extent of change) and benchmark date (by when?) by outcome</li> </ul>				

**In connection with the CSC Initiative contract this Section 8 of the Strategic Plan is due June 6, 2016. Coalitions can choose to submit their Evaluation Plan at the same time of the Strategic Plan.**