1.1 Interactions between participants and agency representatives are positive.

Practice Guidelines	Standard Met	In Process	Not Yet Addressed	Not Applicable
A. Staff is intentional about participants feeling welcome and comfortable.				
B. Each participant has access to at least one staff member who provides support for his/her progress over time.				
C. Each participant knows how to access program staff and resources.				
D Staff is accepting of the range of participant's feelings and abilities (e.g., active listening).				
E. Staff is accepting of the range of participant's feelings and abilities (e.g., active listening).				
F. Staff and experienced program participants introduce these Human Relationship standards to newer participants, at the beginning of each program, as a way of validating that Human Relationships are an integral part of program and community growth.				

1.2 Participants are encouraged to make choices, develop personal responsibility, and interact with staff and other participants in meaningful ways.

Practice Guidelines	Standard Met	In Process	Not Yet Addressed	Not Applicable
A. Staff guides participants in learning how to make informed and responsible choices.				
B. Staff and participants work together to create ground rules for behavior, which include both logical and natural consequences.				
C. Confidentiality guidelines are made clear and agreed upon by staff and participants.				
D. Participants are encouraged to become equal partners by serving in key roles such as members of boards and committees that address important aspects of the program's operations and work.				
E. Participants are acknowledged when they cooperate, share, care for materials, or join in activities. Furthermore, examples of mutual assistance, respect, patience, and achievement of personal goals are rewarded in some way.				
F. Staff supports participants' ability to respect, cooperate and negotiate differences with each other.				

1.3 Family and community members are active partners in the life of the program.

Practice Guidelines	Standard Met	In Process	Not Yet Addressed	Not Applicable
A. Staff actively explores, and applies knowledge gained, regarding the unique cultural and social background of family and community members.				
B. The program demonstrates an "open-door" policy where family and community members feel welcome to visit the program site.				
C. Staff have opportunities and are encouraged to network with other community providers.				
D. Family and community members are informed of program issues through effective communications and have opportunities to be active participants in program events.				
E. Staff, family and interested community members work together as a team to establish a "community web of support" for each participant.				
F. Well defined and meaningful volunteer opportunities are made available to family and community members.				
G. When possible, community members are welcome to use program facilities for activities that support a common mission.				

1.4 Staff interacts with participants as partners in the learning & teaching process.

Practice Guidelines	Standard Met	In Process	Not Yet Addressed	Not Applicable
A. Staff varies the approaches they use to facilitate participant learning.				
B. Staff facilitates the development of the "6 C's": Confidence, Character, Connection, Competence, Culture and Contribution through a cooperative learning process that supports opportunities for frequent conversations and exercises that build these competencies.				
C. Staff are adept at using open ended questions to facilitate the creative thinking of participants.				
D. Staff shares skills and resources with participants to expand their knowledge and ability to solve problems.				
E. Staff provides opportunities for participants to 1) explore their perceptions and concerns with regard to personal, racial and ethnic identity, and 2) practice methods of dealing with all types of discrimination including race, gender, national origin, class background and sexual orientation.				

2.1 Program Planning is comprehensive in scope.

Practice Guidelines	Standard Met	In Process	Not Yet Addressed	Not Applicable
A. Program planning is based on the program's and organization's philosophy and mission.				
B. Program planning and the resulting activities are theoretically driven, based in research, developmentally appropriate, and reflect the cultures of the program participants and the broad diversity of human experience.				
C. Program planning utilizes a logic model approach to develop a strategic prevention framework that:				
1. Begins with needs and resource assessments, and development of an evaluation plan,				
2. Mobilizes or builds capacity,				
3. Includes a strategic plan which includes selecting and implementing prevention interventions that target either a universal, selected, or indicated population,				
4. Moves to identifying an evaluation plan, and				
5. Utilizes feedback and evaluation results to improve program implementation and enhance results for participants.				
D. Program participants are actively involved in program and activity planning.				
E. Staff documents the planning process and keeps the documentation on file.				
F. Program Planning integrates data from annual needs assessments that includes the needs, capacities, and readiness of participants and the larger community.				

2.2 Programs are structured to identify, en hance and build protective factors (assets) and reduce risk factors within multiple life domains.

Practice Guidelines	Standard Met	In Process	Not Yet Addressed	Not Applicable
A. Programs are designed to decrease participants involvement in risky behaviors and increase involvement in healthy behaviors by addressing risk and/or protective factors in multiple life domains.				
B. Program planning utilizes a holistic approach by using multiple prevention strategies.				

2.3 Program planning is a continuous and circular process that incorporates participant satisfaction to improve the quality and range of services provided.

Practice Guidelines	Standard Met	In Process	Not Yet Addressed	Not Applicable
A. An integral component of program planning is the development of an evaluation plan to monitor and assess the actual benefits to participants, i.e. its success in reaching its stated programmatic goals and objectives.				
B. Participants are integral partners in the evaluation and continuous program improvement cycle.				
C. Program planning continually integrates results of customer satisfaction measures into updating and refining program planning processes.				

2.4 All program elements are asset-based and holistic.

Practice Guidelines	Standard Met	In Process	Not Yet Addressed	Not Applicable
A. Programs are structured to engage staff and participants as both teachers and learners and are encouraged to share their skills and talents to enhance program activities and outcomes.				
B. The program utilizes learning strategies that validate the knowledge and skills that participants bring to the program and engage their creativity.				
C. Programs are designed to address as many of the complex and multi-faceted needs of participants as possible, including personal, social, economic, cultural, relational, recreational, academic and as appropriate spiritual.				
D. Community assets and resources are utilized to strengthen and enhance the program.				

3.1 Activities are comprehensive and meet the needs of the target population(s).

Practice Guidelines	Standard Met	In Process	Not Yet Addressed	Not Applicable
A. Activities are provided under multiple prevention strategies and lead to desired outcomes.				
B. Activities reinforce objectives that address relevant risk and protective factors.				
C. Activities help participants identify and/or build their developmental assets.				
D. Activities are varied and are provided in accordance with the identified target population (universal, selected, indicated).				
E. Activities are meaningful and engaging.				
F. Activities reflect and communicate a sensitivity to and respect for cultural, ethnic and gender differences. 1. Materials reflect the culture and are delivered in the predominant language of the target population. 2. Program services are delivered by staff that reflect the culture of the target population. 3. Activities are developmentally appropriate and their appropriateness is continually assessed as participants' needs change.				
G. Substance abuse prevention activities are designed and implemented to address multiple domains and are based on scientifically defensible principles.				

4.1 The program's indoor space meets the needs of program participants.

Practice Guidelines	Standard Met	In Process	Not Yet Addressed	Not Applicable
A. Sufficient space is available for confidential participant/staff interactions.				
B. There is enough room for all program activities. If necessary, study space with tables, chairs, and computer access is provided.				
C. The space is arranged for the range of activities planned and offered in the program allowing for various activities to occur at the same time with limited disruption.				

4.2 The program's outdoor space meets the needs of program participants .

Practice Guidelines	Standard Met	In Process	Not Yet Addressed	Not Applicable
A. If the program does not have access to its own dedicated outdoor space, nearby public space is available and it is safe.				
B. Dedicated outdoor space, permanent playground/ athletic equipment and outdoor furniture is accessible, suitable and large enough for the sizes and abilities of all program participants. C.				
C. Appropriate safety matting is in place under and surrounding outdoor equipment to meet national playground safety standards.				
D. Each program participant has an opportunity to participate in outdoor activities on a daily basis for at least 30 minutes, subject to weather conditions.				
E. The outdoor area is suitable for a wide variety of activities including active and quiet pastimes.				

4.3 The program setting allows participants to take initiative and explore their interests.

Practice Guidelines	Standard Met	In Process	Not Yet Addressed	Not Applicable
A. The program setting reflects the cultural and ethnic heritage and the work and interests of program participants.				
B. Some areas have soft, comfortable furniture for participants to relax in.				
C. Participants can arrange materials and equipment to suit their activities.				
D. Participants easily can get materials out and put them away by themselves.				

4.4 The program's setting meets the needs of staff.

Practice Guidelines	Standard Met	In Process	Not Yet Addressed	Not Applicable
A. There is enough room in the indoor space.				
B. The work environment includes a place for adults to take a break or work away from participants, has an adult-sized bathroom, and provides a secure place for staff to store personal belongings.				
C. Staff has access to adequate and convenient storage for program supplies and materials.				
D. The work environment for staff, including activity rooms is comfortable, well organized, and in good repair.				

5.1 There are no known health or safety hazards.

Practice Guidelines	Standard Met	In Process	Not Yet Addressed	Not Applicable
A. The agency has on file a copy of the specific health regulations that apply to the type of programs and participants in the setting and is aware of the requirements for implementing those regulations.				
B. Procedures for trash removal, cleaning, and maintaining restrooms are in compliance with public health regulations.				
C. Unsafe areas are fenced off or otherwise off limits.				
D. A code of conduct for smoking, appropriate attire, and behavior is clearly posted and includes the expectation that the environment is free from coercion, intimidation, ridicule, and other put-downs.				
E. For programs with youth volunteers, volunteer activities and duration complies with state labor and education regulations.				
F. For programs employing youth, employment type and duration complies with state labor regulations.				
G. Transportation is provided in compliance with all legal requirements for vehicles and drivers.				
H. Suspected abuse, harassment or neglect is reported as stipulated by Connecticut statute.				
I. Food/menus are culturally and developmentally appropriate and are sensitive to any dietary restrictions of the participants.				
J. Foods are served and stored in compliance with state health regulations.				

5.2 Emergency Management policies and procedures are in place to keep participants safe.

Practice Guidelines	Standard Met	In Process	Not Yet Addressed	Not Applicable
A. Agencies have an emergency plan that is in accordance with state and local regulations, i.e. drills, policies.				
B. Staff receives training in emergency procedures, annually, or as otherwise required by other regulatory bodies.				
C. Participants and staff have regular opportunities to practice safety response and emergency procedures with a frequency that at a minimum meets state and local regulations.				
D. Each participant has an emergency contact on file and has an opportunity to report any significant health conditions for their file. Procedures for notification of identified emergency contact are understood by staff and participants.				

6.1 Programs have an implementation plan that is flexible, considers program participants and achieves desired outcomes.

Practice Guidelines	Standard Met	In Process	Not Yet Addressed	Not Applicable
A. A program action or implementation plan exists which includes, at a minimum, objectives, activities, staff responsible, timelines, and outcomes for the program.				
B. Resources are expended in a manner which is consistent with the implementation plan.				
C. There is a process for re-allocating unused funds based on meeting the goals of the program.				
D. Adaptation to the plan should evolve from valid and comprehensive review.				
E. Adaptation to the plan involves the funding source and other stakeholders.				
F. There are processes in place to ensure fidelity to the implementation plan i.e., use of curriculum checklists, log books, staff notes.				
G. Participants, including youth, have an active role in the development, implementation and revision of the action or implementation plan.				
H. There is a process for providing feedback from the implementers and participants to the planner i.e., for the allocation of unused resources.				

6.2 There are sufficient and appropriate materials to support program activities.

Practice Guidelines	Standard Met	In Process	Not Yet Addressed	Not Applicable
A. Materials are allocated in a manner that ensures sufficient supply for the number of participants.				
B. Materials are developmentally and culturally appropriate for the participants in the program.				
C. Materials promote the program's mission.				
D. Materials are engaging and reflective of participant's interests.				
E. Materials are reviewed with reasonable frequency to ensure that they are current, complete, and in good condition.				

6.3 The program communicates expectations for positive change.

Practice Guidelines	Standard Met	In Process	Not Yet Addressed	Not Applicable
A. Objectives of the program are shared with the participants in a way that links activities with measurable improvements.				
B. Program participants' improvements are measured.				
C. The program regularly recognizes and celebrates each participants' achievements.				
D. Programs promote and reinforce the connection between hard work, high expectations for one-self, and productive citizenship.				
E The implementation plan includes a method of promoting program successes with stakeholders (community, funders, legislators, etc.)				

6.4 The program builds links to the community.

Practice Guidelines	Standard Met	In Process	Not Yet Addressed	Not Applicable
A. The program has a plan to build linkages with the community and other stakeholders.				
B. The program develops and maintains relationships with community providers who may be sources of referrals and staff draws from these community resources to enhance program offerings.				
C. Staff informs and assists interested participants with contacting appropriate services.				
D. The staff plans and implements activities to help participants get to know the larger community.				

7.1 The prevention program has in a prominent place the agency's mission and is account able to and consistent with that mission.

Practice Guidelines	Standard Met	In Process	Not Yet Addressed	Not Applicable
A. A written mission statement sets forth the program philosophy and goals and is posted where the public can see.				
B. Prevention representatives (prevention program staff, participant or other stakeholders) are involved in the development and periodic review of the agency's mission and strategic plan.				
C. Prevention representatives participate in educating/informing the administration and governing body of prevention programs, and emerging trends and issues.				
D. Prevention representatives participate on the agency's governing body.				

7.2 Staff is professionally qualified to work in prevention and adheres to the principles of the Code of Ethical Conduct for Prevention Professionals.

Practice Guidelines	Standard Met	In Process	Not Yet Addressed	Not Applicable
A. Staff not certified will possesses the knowledge, skills, and attitudes needed to effectively work in the prevention performance domains which they are assigned, as defined by the competency standards found in the current International Certification and Reciprocity Consortium's Certified Prevention Specialists Role Delineation Study.				
B. All staff receives and signs-off on the Code of Ethical Conduct for Prevention Professionals.				
C. Staff members working (20 or more hours a week) in a DMHAS funded prevention or intervention program shall meet the minimum standards for an Associate or Certified Prevention Professional, as established by the CT Certification Board, within three years of hire.				
D. Program staff is trained and experienced in providing culturally competent services specific to their assignment.				

7.3 Staff and volunteers receive appropriate support .

Practice Guidelines	Standard Met	In Process	Not Yet Addressed	Not Applicable
A. A written job description that outlines job qualifications and responsibilities is reviewed with each new staff member or volunteer.				
B. Written personnel policies and written program policies and procedures, including emergency and confidentiality polices, are reviewed with staff and volunteers.				
C. Prevention Program Operating Standards are reviewed by new staff members and volunteers.				
D. New staff is given a comprehensive orientation to the program philosophy, schedules, principles, and practices. Orientation should also include an overview of current prevention concepts and program strategies, theory, research, best practices, and funding policies and requirements.				
E. A qualified Prevention Supervisor is appointed by the agency Director or Board of Directors to provide support and supervision to paid staff and volunteers working in prevention programs. A Prevention Supervisor shall meet one of the following qualifications: • Associate Prevention Professional • Certified Prevention Professional • Certified or Licensed Alcohol and Drug Counselor who has documented alcohol and other drug prevention work experience • Relevant Masters level professional who has documented alcohol and other drug prevention work experience				
F. Staff and volunteers receive ongoing supervision and feedback. Staff members receive at least one annual written performance review.				
G. Youth leaders receive ongoing feedback and support and must always be supervised.				
H. Staff is provided with a forum for sharing their ideas and/or concerns regarding the program.				

7.4 Staff development plans, appropriate to the job position and requirements, are maintained for all employees.

Practice Guidelines	Standard Met	In Process	Not Yet Addressed	Not Applicable
A. Staff not certified will have the opportunity to complete the number of training hours required to obtain certification.				
B. Certified staff will have the opportunity to complete the minimum number of hours needed for re-certification.				
C. All staff receives training in the following areas: 1) current prevention research, best practices and effective strategies, 2) curriculum and activity planning and implementation and 3) the CT Prevention Operating Standards				
D. Incentives are created to support staff development.				

7.5 Staff-participant ratios permit the staff to meet the needs of participants and to provide appropriate supervision.

Practice Guidelines	Standard Met	In Process	Not Yet Addressed	Not Applicable
A. Each program will identify appropriate staff-participant ratios for the services provided. Staff ratios will be based on model program guidelines, fidelity instruments, and/or state/federal requirements. When no requirements exist, ratios will be based on the service provided, the needs of the target population, and ability of staff to provide appropriate supervision.				

7.6 Program policies and procedures are responsive to the needs of youth, families, and other members of the community.

Practice Guidelines	Standard Met	In Process	Not Yet Addressed	Not Applicable
A. The program administrator is required to complete a program cultural competency plan for prevention programs.				
B. A grievance policy is established and posted.				
C. A confidentiality policy is established and consistently enforced.				
D. Participant records are stored in a locked filing cabinet, or are double locked if the agency is required to do so under federal confidentiality laws.				
E. The program's hours of operation are based on program participants' needs.				
F. The program has a written plan regarding input from persons served, including how input is obtained, how input is reviewed, and how it is used to changes policies and practices.				
G. Programs collecting participant health information, as defined by the Health Insurance Portability and Accountability Act of 1996, will comply with the required regulations to ensure protection of participant records.				

7.7 The administration provides sound management of the program.

Practice Guidelines	Standard Met	In Process	Not Yet Addressed	Not Applicable
A. The financial management of the program supports the program's goals.				
B. The agency has policies and procedures for the operation of the prevention program that are annually updated and include:				
• Organizational charts for the prevention programs;				
• Description of each of the prevention programs provided, including theory, research, goals, objectives, description of intervention fidelity;				
• Descriptions of target population(s) and criteria for identifying appropriate program participants;				
• Process for handling referrals to and from other organizations;				
• Procedures for transporting program participants, if applicable;				
• Procedures for obtaining and releasing information on program participants; and				
• Procedures for reporting suspected child, elder and/or domestic violence abuse.				
C. The organization complies with the legal requirements and regulations of all governmental authorities and legally binding authorities.				
D. The administration involves staff, board, families, youth, and community members in long-term planning, which guides daily decision making, and is informed of progress.				
E. A project sustainability plan exists.				

PROGRAM EVALUATION

8.1 Programs have a comprehensive evaluation plan outlining how services are systematically assessed.

Practice Guidelines	Standard Met	In Process	Not Yet Addressed	Not Applicable
A. The development of the evaluation plan is part of the program planning process and includes the active participation of all key stakeholders, including program participants.				
B. The evaluation plan is sensitive to the culture of the participants served and includes components to measure the cultural appropriateness of the program.				
C. The evaluation plan includes the following elements: • Type of evaluation (process, outcome/impact, cost) • Identification of evaluation questions • Timeframe • How data will be collected • Types of instruments to be used • Kind of permission needed to collect data on youth participants • How data will be analyzed • Identification of comparison group • Type of evaluation reports that will be produced				
D. The evaluation plan is updated and adapted as needed to respond to the results identified at each stage of the evaluation.				

8.2 The implementation, or fidelity, of the program is monitored and assessed through a process evaluation.

Practice Guidelines	Standard Met	In Process	Not Yet Addressed	Not Applicable
A. A process evaluation is conducted to ensure that the program is implemented as designed, to help identify strengths and weaknesses, and to attribute success to the program. Specific areas to document in the process evaluation are: 1. Participant information • Demographics • Methods of recruitment • Actual attendance ("dosage": how much, how often) • Attrition 2. Program issues • Planned and unplanned adaptations • Cultural problems/issues • Indicators of unmet needs/resources development 3. Implementation problems/issues • Organizational capacity • Community readiness 4. Un- or under-realized outcomes • The differences between expected and actual change (outcomes).				
B. A fidelity instrument is used to ensure that core components are implemented as planned. Consult as needed with the program developer.				
C. Adaptations to a program should include the following: • A review of the theory behind the program to be sure that it is consistent with the findings from your needs and resources assessment. • A review of your needs assessment to single out those characteristics of your target population that are truly unique and assess whether adaptation is needed to address those unique characteristics. • An analysis of the core components of the evidence-based program, in conjunction with a review of the needs assessment, to determine which components need to be adapted. • Thorough documentation of the adaptations.				

8.3 The outcomes and impacts of the program are monitored and assessed though an outcome evaluation.

Practice Guidelines	Standard Met	In Process	Not Yet Addressed	Not Applicable
A. A logic model is developed that describes the logical linkages among program resources, conditions, strategies, short-term outcomes, and long-term impact. It specifies the theory of, or pathway to, change and describes immediate, intermediate and long-term out-				
B. Programs need a clear and concise evaluation contract or plan with an experienced and capable evaluator. The evaluator can be a staff member or an outside evaluator.				
C. The outcome evaluation assesses whether the objectives were achieved and the extent of change in targeted attitudes, values, behaviors, or conditions between baseline measurement and subsequent points of measurement.				
D. When results are less than anticipated, the action plan is reviewed for faulty implementation.				
E. The changes measured in the general substance abuse problem is documented on the logic model and/or action plan.				
F. Findings from the evaluation are shared with key stakeholders in the community.				

8.4 Programs are continuously improved, and thus sustained, based on the results of evaluation and quality assurance processes imbedded in each of the categories identified in the operating standards (e.g. human relationships, program planning, activities).

Practice Guidelines	Standard Met	In Process	Not Yet Addressed	Not Applicable
A. Programs assign a staff member who is responsible for overseeing quality assurance processes.				
B. A quality assurance plan is developed which includes ways in which the program will assess continuous improvement in each category of the standards.				
C. Results of the quality assurance processes will be shared with staff and appropriate shareholders and be used to continuously improve the program.				
D. Programs develop a marketing plan, outlining how results of the program will be shared, to ensure ongoing promotion of the program and enhance sustainability.				