

**Strategic Prevention Framework
State Incentive Grant
(SPF SIG)
Cross-Site Evaluation**

**Community Level Instrument
(Part I):
Community Partner Activities**

June 2008

Substance Abuse and Mental Health Services Administration
Center for Substance Abuse Prevention

Burden Statement: Public reporting burden of this collection of information is estimated to average 3 hours per response. Send all comments regarding this burden estimate or any other aspect of this collection of information to SAMHSA Reports Clearance Officer, Room 7-1045, Choke Cherry Road, Rockville, MD 20857. An agency may not sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. The control number for this project is 0930-0279.

SPF SIG CROSS-SITE EVALUATION, COMMUNITY-LEVEL INSTRUMENT, PART I

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Information and Directions

This instrument is designed to collect information about the activities of the community partners for the Strategic Prevention Framework -State Incentive Grant (SPF SIG) Initiative. This information will be collected every 6 months, with a select number of questions being asked only once throughout the life of the grant.

The CLI is designed as a two-part survey. Part I collects data about the community's progress through the strategic prevention framework. Part II collects information about the specific intervention(s) being implemented by the community. The community will complete a separate Part II form for each intervention implemented. For example, if the community is implementing both a participant-based education intervention and an environmental intervention, they will complete two Part II forms. Data collected from the survey will be used to evaluate the effectiveness of the Strategic Prevention Framework.

Each community partner will be assigned a unique numerical identification. This identification will be used to ensure that communities cannot be identified. In addition, no individuals will be identified in the reporting of results.

Items 1 to 11 are to be answered by the state SPF SIG reviewer. If the state is conducting the community level evaluation, questions 43 through 46 in Part II, on evaluation outcomes, will also be completed by the state. The remaining questions are to be answered by the community partner.

Make sure to read all of the directions and examples, which are provided in *italics*.

Directions for skipping questions are indicated where appropriate to minimize the time needed to complete the questionnaire. This web-based survey is designed to automatically take you to the appropriate question, but you should still follow the directions closely.

Throughout this instrument, words that are underlined are hyperlinked to a list of definitions. In addition, if you click below you can access SAMHSA's prevention glossary.

http://preventionplatform.samhsa.gov/MacroHQ/Glossary2/dssglossary.cfm?sect_id=1&topic_id=99&CFID=261427&CFTOKEN=54631918.)

Throughout this document, the term "you" refers to the community partner that has received SPF SIG funding from the state. This could be an organization, coalition, or other entity. If this community partner is a community coalition, the Project Director for the SPF SIG project is required to complete the instrument, with input from other coalition members as needed.

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You are strongly encouraged to obtain input from others involved with the SPF SIG funded project. Each section of the instrument includes a list of individuals whom you may want to consider asking to assist you in this data collection process. As part of this process, we encourage you to print out a hard copy of the instrument and review it with key individuals, such as the project coordinator, evaluator, intervention delivery staff, and others, as appropriate.

Prior to completing the survey, you may find it helpful to gather the following materials to help answer questions:

- Budgets
- Results of needs/resources assessments
- Strategic plans
- Meeting minutes
- Memorandums of understanding
- Intervention implementation materials (curricula, programs, etc.)
- Evaluation findings/reports
- Policies regarding cultural competence

As you enter your data, you will be able to save your work and come back to it at another time. You may also write your responses to the narrative response questions in advance using a word processor and copy and paste them into the web-based survey.

If you need assistance in completing this instrument, contact Shelly Kowalczyk at (301) 587-1600 or via e-mail at skowalczyk@mayatech.com

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State Questions

The state-level reviewer will complete the following questions.

To be answered by the state SPF SIG reviewer for the state as a whole, every reporting period:

1. What is the state procedure for monitoring the SPF process at the community level? *(Select all that apply.)*

- PIQ1_1 Communities must submit formal results of a needs and resources assessment.
 - PIQ1_2 Communities must submit formal strategic plans.
 - PIQ1_3 Communities must obtain approval of their strategic plans.
 - PIQ1_4 The state monitors the communities' intervention selection to ensure that interventions match the target outcomes and causal factors identified.
 - PIQ1_5 The state conducts intervention-level evaluation.
 - PIQ1_6 The community conducts its own evaluation and reports back to the state.
 - PIQ1_7 Don't know
 - PIQ1_8 Other *(Describe.)* PIQ1_OTH
-

PIQ2

2. Did your state select a statewide substance abuse problem that all funded communities are targeting? *(Select one response.)*

- Yes
- No *(If no, proceed to question 4.)*

PIQ3

3. Describe the statewide substance abuse problem the communities are focusing on: *(3000 character limit.)*

PIQ4

4. Is your state allowing the communities to proceed with the Strategic Prevention Framework without conducting a community needs and resources assessment? *(Select one response.)*

- Yes
- No

PIQ5

5. Did you conduct an assessment of the training and technical assistance needs of the prevention workforce within your state, during this reporting period? *This assessment could be a formal assessment that involves interviews with key stakeholders and formal surveys or it could be an informal assessment of the workforce needs of the community. (Select one response.)*

- Yes
- No

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PIQ6

6. Were there opportunities for skills development and/or continuing education for the prevention workforce within your state, during this reporting period? *We are interested in opportunities funded by SPF SIG and other funding sources. Examples of workforce training opportunities might include continuing education credits offered for a seminar or workshop, or mandatory training on a new process or procedure being used in your state for substance abuse prevention efforts. (Select one response.)*
- Yes
 - No
 - Don't know

To be answered by the state SPF SIG reviewer once, for each community funded by the state:

PIQ7

7. Indicate the month and year this community partner began receiving SPF SIG funds:
MM/YYYY ____/____

PIQ8

8. Indicate the month and year SPF SIG funding for this community partner is scheduled to end for the overall project.
MM/YYYY ____/____

9. Select the description of "community" being used by this community partner. *Examples of a specific target population within a defined geographic area include high school students attending public schools, men having sex with men (MSMs) in a specific neighborhood, or the pregnant women of a specific metropolitan area. If your description of "community" includes targets such as these, select "a specific statewide target population" and "a defined geographic area."* (Select all that apply.)

- PIQ9_1 A defined geographic area, such as a neighborhood, city, or county
- PIQ9_2 A specific statewide target population, such as high school students
- PIQ9_3 Don't know yet
- PIQ9_4 Other (Describe.)

PIQ9_OTH _____

To be answered by the state SPF SIG reviewer every reporting period for each community partner:

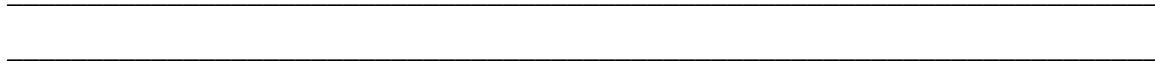
PIQ10

10. Are there specific workforce issues within this SPF SIG community that we should be aware of? *Examples of community-specific workforce issues include a community college or hospital discontinuing a training or certification program. (Select one response.)*
- Yes
 - No (If no, proceed to question 12.)
 - Don't know (If marked, proceed to question 12.)

PIQ11

11. Describe the community-level workforce issues. (3000 character limit.)
-
-

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Record Management

Contact Information

P1Q12

12. Name: _____

P1Q13

13. Title: _____

P1Q14

14. Name of organization: _____

P1Q15

15. Telephone number: Area code () _____ 15b. P1Q15b Extension: _____

P1Q16

16. Email address: _____

17. This question was deleted.

P1Q18

18. State: _____

P1Q19

19. Create a Community Partner Grantee ID _____

Reporting Period

P1Q20

20. Mark the timeframe for which you are reporting.

- January 1, 2007–June 30, 2007
- July 1, 2007–December 31, 2007
- January 1, 2008–June 30, 2008
- July 1 2008–December 31, 2008
- January 1, 2009–June 30, 2009
- July 1, 2009–September 30, 2009

Community Partner Organizational Information

This section asks you to describe your organization. Information about other funding sources, staff hired to help implement these intervention(s), and information about policies that have been developed that address cultural competence also is collected in this section.

People you may want to include in responding to this section:

- Project Director
- Project Coordinator
- Person with responsibility or knowledge of financial issues

Organization Type and Funding

PIQ21

21. As a community partner, what type of organization would you say you are? *(Select one response that best describes your organization.)*

- We are a community coalition and do not have any other organization type. *(If selected, proceed to question 23 and complete the coalition sub-form.)*
- Non youth-focused, local grassroots or community-based service and/or advocacy organization (e.g., substance abuse prevention organizations, HIV prevention organizations, YMCAs)
- Faith-based organization
- Youth-focused local grassroots or community-based service and/or advocacy organization (e.g., local chapter of Students Against Destructive Decisions, local youth councils, Boy Scouts/Girl Scouts, Big Brothers/Big Sisters)
- Other non-profit organization, not listed above
- School district
- Law enforcement organization
- College/university
- Government agency
- Local healthcare facility, treatment or prevention provider/facility (e.g., local hospital, community mental health center, local substance abuse prevention agency)
- Other *(Describe.)*

PIQ21_OTH

PIQ22

22. Are you partnering with a community coalition? *By partnering, we mean a formal relationship that is documented with a Memorandum of Understanding or similar agreement and/or to whom SPF SIG funding is provided. (Select one response.)*

- Yes
- No *(If no, proceed to question 25.)*

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23. What month and year was the coalition established? (*Provide MM/YYYY or select don't know*)

MM/YYYY P1Q23_Month ____/____ P1Q23_Year

P1Q23_DK Don't know

24. Indicate the role of the coalition in changing community capacity, knowledge, norms and behaviors related to substance abuse prevention and program implementation. (*Select all that apply.*)

P1Q24_01 Collect and organize data

P1Q24_02 Conduct needs assessments

P1Q24_03 Train community members in substance abuse prevention

P1Q24_04 Leverage funds from sources other than the SPF SIG

P1Q24_05 Plan and/or implement interventions

P1Q24_06 Ensure SPF SIG funded intervention(s) address issues related to cultural competence

P1Q24_07 Plan and/or implement process or outcome evaluations of interventions

P1Q24_08 Set substance abuse policy at the organizational, local, or state level

P1Q24_09 Educate others about needed changes in substance abuse policy at the organizational, local, or state level

P1Q24_10 Other (*Describe.*) P1Q24_OTH _____

P1Q24_11 Don't know

P1Q25

25. Do you currently receive alcohol, tobacco or other drug prevention funding from sources other than the SPF SIG Initiative? *This question pertains to the funded organization as a whole, not just the specific SPF SIG intervention. (Select one response.)*

Yes

No (*If no, proceed to question 27.*)

Don't know (*If marked, proceed to question 27.*)

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26. What other types of funding do you currently receive? (*Select all that apply.*)

- P1Q26_01 State funds
- P1Q26_02 County or municipal funds
- P1Q26_03 Foundation funds
- P1Q26_04 Private contributions from individuals
- P1Q26_05 Corporate contributions
- P1Q26_06 Weed and Seed
- P1Q26_07 Federal Substance Abuse Prevention and Treatment Block Grant funds
- P1Q26_08 Drug Free Communities funds
- P1Q26_09 Safe and Drug Free Schools funds
- P1Q26_10 SIG funds (this is funding that came from the first round of State Incentive Grants, and does not include current SPF SIG funding)
- P1Q26_11 SIG planning funds
- P1Q26_12 SIG enhancement funds
- P1Q26_13 Community Anti-Drug Coalitions of America (CADCA)
- P1Q26_14 Department of Justice, Office of Juvenile Justice and Delinquency Prevention funds
- P1Q26_15 Medicaid, as provided by a managed care organization
- P1Q26_16 Other Federal funds (*Describe.*) P1Q26_16_OTH _____
- P1Q26_17 Other (*Describe.*) P1Q26_17_OTH _____
- P1Q26_18 Don't know

Cultural Competence Policies and Practices

These questions collect information on how you, as the funded community partner, address cultural competence in your organization, coalition, or agency.

27. Indicate the areas in which you, as the community partner, have formal, written policies and practices in place to address cultural competence. *This section may not apply to coalitions or other organization types that do not have formal policies. For purposes of this question, we are only interested in those areas in which you have formal, written policies. There are many reasons an organization may not have formal, written policies in place to address cultural competence and your honest answer is valuable to the cross-site evaluation. If this question does not apply to your situation because as a coalition you do not have formal written policies, indicate "not applicable" in the response options below. (Select all that apply.)*

- P1Q27_01 Organizational administration (e.g., purchasing, contracting)
- P1Q27_02 Board representation (e.g., board recruitment, board leadership)
- P1Q27_03 Training and staff development
- P1Q27_04 Language and internal and external communication (e.g., availability of interpreters, documents avoid derogatory language)
- P1Q27_05 Service approach
- P1Q27_06 Evaluation design
- P1Q27_07 Data collection (qualitative and quantitative)
- P1Q27_08 Other (*Describe.*) P1Q27_OTH _____
- P1Q27_09 We are aware that cultural competence is an issue but we have not developed formal, written policies yet or these policies are currently being developed. (*If marked, proceed to question 30.*)
- P1Q27_10 Don't know (*If marked, proceed to question 30.*)
- P1Q27_11 Not applicable (*If not applicable, proceed to question 30.*)

P1Q28

28. How is compliance with cultural competence policies and/or practices monitored within your organization, as the community partner? (*Select one response.*)

- Compliance is not monitored at all
- Compliance is monitored once a year or less frequently by a director, executive, or administrator
- Compliance is monitored twice a year or more often by a director, executive, or administrator
- Compliance is monitored once a year or less frequently by someone other than a director, executive, or administrator
- Compliance is monitored twice a year or more often by someone other than a director, executive, or administrator
- Don't know if compliance is monitored or don't know how compliance is monitored

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PIQ29

29. If contract agencies are used, are they held to the same standards with regard to cultural competence? (Select one response.)

- Yes
- No
- Don't know
- Not applicable

PIQ30

30. Did you receive SPF SIG funded guidance, training or technical assistance with regard to cultural competence during this reporting period? *The guidance could have been provided by the state or some other entity that was funded through SPF SIG funds. Examples might include training on developing culturally competent hiring practices or adapting interventions to address cultural appropriateness. Do not include training that you are going to receive in the future. You will be able to report this in future reporting periods. We are specifically asking about guidance, training or technical assistance that was paid for with SPF SIG funds. If you are not sure if the guidance, training or technical assistance you received was paid for with SPF SIG funds, contact your local or state SPF SIG director. (Select one response.)*

- Yes
- No (If no, proceed to question 32.)

PIQ31

31. How likely is it that you will use what you learned during the guidance, training or technical assistance on cultural competence in your SPF SIG activities? *We would like your honest answer. You will not be penalized if you mark "not likely."* (Select one response.)

- Very likely
- Somewhat likely
- Not likely

Strategic Prevention Framework

Each component of the Strategic Prevention Framework (needs assessment, capacity building, strategic plan development, intervention implementation, and evaluation) is addressed in this section. You will have the opportunity to describe your activities within each of the five components of the framework.

People you may want to include in responding to this section:

- Project Director
- Project Coordinator
- Intervention delivery staff
- Evaluator

For questions 32 below, indicate which of the five steps of the Strategic Prevention Framework you worked on during this reporting period. *We understand that you probably spent some amount of time on administrative tasks that are not technically part of one of the SPF components; however we are not capturing that information here. (Select all that apply.)*

32. SPF Component

- a. P1Q32_1 Needs assessments
- b. P1Q32_2 Capacity building
- c. P1Q32_3 Strategic plan development
- d. P1Q32_4 Intervention implementation
- e. P1Q32_5 Monitoring and evaluation

Needs and Resources Assessments

This section collects information on organizational and community needs and resources assessments you conducted during this reporting period. You are asked whether or not the needs and resources of your organization and the community have been analyzed. It also provides you with an opportunity to describe the needs and resources that have been identified. Finally, the section asks about the consumption patterns, consequences, and populations you plan to target, based on the needs assessments.

People you may want to include in responding to this section:

- Project Director
- Project Coordinator
- SEOW Liaison
- Data Coordinator

PIQ34

34. Have you completed an **organizational needs and resources assessment** during this reporting period? *Only answer “yes” if your assessment was completed during this reporting period. If the assessment was still being conducted at the end of the reporting period, select “no.” You will be able to answer “yes” and provide more detail in the next reporting period. Organizational needs assessments examine needs internally and include assessments of leadership, human resources, technical resources (e.g., telephones, computers, or appropriate software), infrastructure (e.g., facility, staff offices, conference rooms), funding sources, etc. (Select one response.)*

- Yes
- No (If no, proceed to question 37.)

35. Indicate the types of **organizational** needs and resources you assessed. *This question is asking about the areas you considered or examined during this reporting period to determine the specific needs and resources you should be aware of. The next question asks you to specifically describe the needs and resources that were identified. (Select all that apply.)*

- PIQ35_01 Mission/vision
- PIQ35_02 Leadership ability
- PIQ35_03 Cultural competence
- PIQ35_04 Human resources
- PIQ35_05 Technical resources
- PIQ35_06 Infrastructure
- PIQ35_07 Funding sources
- PIQ35_08 Organizational experience
- PIQ35_09 Up-to-date knowledge of substance abuse prevention
- PIQ35_10 Other (Describe.) PIQ35_OTH _____

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P1Q36

36. For all items marked in question 35 (above), describe the specific **organizational** needs and resources that were identified. *For example, "Technical resources - our organization identified a priority need for a computer dedicated to data collection and analysis."* (Provide a concise written description in the space available.) (3000 character limit.)

P1Q37

37. Have you completed a **community needs and resources assessment** during this reporting period? *A community needs and resources assessment examines needs external to the organization, coalition or agency and includes community readiness, rates of substance use, prevention resources (e.g., call centers and trained counselors), partnerships, community prevention experience, and other monetary and non-monetary resources.* (Select one response.)

- Yes
 No (If no, proceed to question 63.)

38. Indicate the types of **community** needs and resources that were assessed. (Select all that apply.)

- P1Q38_01 Data on populations not typically included in assessments (e.g., homeless, undocumented workers)
- P1Q38_02 Prevention resources (e.g., call centers and trained counselors)
- P1Q38_03 Cultural competence
- P1Q38_04 Partnerships within the community
- P1Q38_05 Substance use rates of the potential target population
- P1Q38_06 Substance use consequences in potential target populations (e.g., alcohol-related mortality)
- P1Q38_07 Factors that might cause, lead to, or promote substance use
- P1Q38_08 Experience within the community of working with the potential target population (e.g., previous encounters with the target population perhaps in serving members with prevention services or in conducting outreach to this population).
- P1Q38_09 Community readiness (If selected, you must complete question 40 below.)
- P1Q38_10 Workforce training issues within the community (e.g., not enough slots in a community-college training program)
- P1Q38_11 Other (Describe.) P1Q38_OTH _____

PIQ39

39. Describe the **community** needs and resources identified through the assessment. (*Provide a written description in the space available.*) (3000 character limit.)

If community readiness is selected in question 38, these questions must be completed.

PIQ40

40. If you indicated in question 38 that you assessed community readiness, did you use a community readiness measure that has been tested and/or published? *An example of a tested or published community readiness measure would include the Tri-Ethnic Center's Community Readiness Survey and the Nine Stages of Community Readiness.* (Select one response.)

- Yes
- No (*If no, proceed to question 43.*)
- Don't know (*If marked, proceed to question 43.*)

PIQ41

41. If you indicated in question 40 that you used a community readiness measure, what measure was used? (*Provide a concise written description in the space available.*) (500 character limit.)

PIQ42

42. What were the results of the community readiness assessment? (*Provide a concise written description in the space available.*) (3000 character limit.)

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For questions 43 through 54 indicate below the types of data you used in conducting your needs and resources assessment and indicate if the data were provided to you by the State Epidemiology and Outcomes Workgroup (SEOW). This would also include data that the SEOW in your state showed you how to access or use. (*Select all that apply--at least one type of data or the 'other' response, must be selected.*)

43.	a. <input type="checkbox"/> P1Q43_A Student school survey data	b. <input type="checkbox"/> P1Q43_B Provided by SEOW
44.	a. <input type="checkbox"/> P1Q44_A School achievement data	b. <input type="checkbox"/> P1Q44_B Provided by SEOW
45.	a. <input type="checkbox"/> P1Q45_A Community surveys	b. <input type="checkbox"/> P1Q45_B Provided by SEOW
46.	a. <input type="checkbox"/> P1Q46_A Public health statistics (e.g., mortality rates due to drug overdose)	b. <input type="checkbox"/> P1Q46_B Provided by SEOW
47.	a. <input type="checkbox"/> P1Q47_A Census data	b. <input type="checkbox"/> P1Q47_B Provided by SEOW
48.	a. <input type="checkbox"/> P1Q48_A Interviews and/or focus groups	b. <input type="checkbox"/> P1Q48_B Provided by SEOW
49.	a. <input type="checkbox"/> P1Q49_A Public meetings or forums	b. <input type="checkbox"/> P1Q49_B Provided by SEOW
50.	a. <input type="checkbox"/> P1Q50_A Law enforcement data (e.g., drug arrests or drug trafficking)	b. <input type="checkbox"/> P1Q50_B Provided by SEOW
51.	a. <input type="checkbox"/> P1Q51_A Department of Justice data (e.g., outcomes of criminal cases)	b. <input type="checkbox"/> P1Q51_B Provided by SEOW
52.	a. <input type="checkbox"/> P1Q52_A Public safety data (e.g., number of automobile accidents caused by drinking and driving)	b. <input type="checkbox"/> P1Q52_B Provided by SEOW
53.	a. <input type="checkbox"/> P1Q53_A Social norms data	b. <input type="checkbox"/> P1Q53_B Provided by SEOW
54.	a. <input type="checkbox"/> P1Q54_A Other (<i>Describe.</i>) P1Q54_OTH	b. <input type="checkbox"/> P1Q54_B Provided by SEOW

P1Q55

55. Based on the needs and resources assessments described above, have you identified consumption patterns that you are going to target for substance abuse prevention? (*Select one response.*)

- Yes
- No (*If no, proceed to question 58.*)

56. Indicate the consumption patterns you are targeting: (*Select all that apply.*)

- P1Q56_01 Underage use of alcohol
- P1Q56_02 Any use of alcohol
- P1Q56_03 Heavy use of alcohol, defined as consuming 5 or more drinks on 5 or more occasions in the past 30 days

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- P1Q56_04 Binge drinking, defined as consuming 5 or more drinks in a row at one sitting for males and 4 or more in a row for females
- P1Q56_05 Any use of tobacco under age 18
- P1Q56_06 Any use of tobacco 18 years of age or older
- P1Q56_07 Any use of illegal drugs (*If selected, complete question 57.*)
- P1Q56_08 Other consumption pattern (*Describe.*) P1Q56_OTH8 _____
- P1Q56_09 Other consumption pattern (*Describe.*) P1Q56_OTH9 _____
- P1Q56_10 Other consumption pattern (*Describe.*) P1Q56_OTH10 _____

57. If you indicated in question 56 that you are targeting the use of illegal drugs, indicate which drugs you are targeting: (*Select all that apply.*)

- P1Q57_1 All illegal drugs
- P1Q57_2 Marijuana
- P1Q57_3 Ecstasy
- P1Q57_4 Cocaine
- P1Q57_5 Crack cocaine
- P1Q57_6 Methamphetamine/Crystal meth
- P1Q57_7 Other substances (*Describe.*) P1Q57_OTH7 _____
- P1Q57_8 Other substances (*Describe.*) P1Q57_OTH8 _____
- P1Q57_9 Other substances (*Describe.*) P1Q57_OTH9 _____

P1Q58

58. Based on the needs and resources assessments described above, have you identified consequences of substance use that you are targeting? (*Select one response.*)

- Yes
- No (*If no, proceed to question 60.*)

59. Indicate the consequences you are targeting: (*Select all that apply.*)

- P1Q59_1 Motor vehicle crashes
- P1Q59_2 Crime
- P1Q59_3 Dependence or abuse
- P1Q59_4 Alcohol-related mortality
- P1Q59_5 Tobacco-related mortality
- P1Q59_6 Drug-related mortality
- P1Q59_7 Other consequences (*Describe.*) P1Q59_OTH7 _____
- P1Q59_8 Other consequences (*Describe.*) P1Q59_OTH8 _____
- P1Q59_9 Other consequences (*Describe.*) P1Q59_OTH9 _____

P1Q60

60. Based on the needs and resources assessments described above, have you identified specific populations that you will be targeting for SPF SIG funded substance abuse prevention? *Substance abuse prevention includes all substances, such as alcohol tobacco, marijuana, methamphetamine, and cocaine.* (*Select one response.*)

- Yes
- No (*If no, proceed to question 63.*)

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61. Indicate the populations you will be targeting for substance abuse prevention. *For this question, we would like to know if you have very specific groups of people at whom your interventions will be aimed. For example, if you are delivering an intervention to all middle schools in an area, then you would only select "middle school students." In this example, you would not have to select all the possible race/ethnicity categories that might be enrolled in the schools. If, however, you are delivering an intervention specifically designed to target pregnant Latinas, then you would select Hispanic and pregnant women. (These categories are **not** mutually exclusive. Use your judgment to select all responses that describe your target population.)*

- P1Q61_01 African American
- P1Q61_02 American Indian/ Alaska Native
- P1Q61_03 Asian/ Pacific Islander
- P1Q61_04 White
- P1Q61_05 Hispanic
- P1Q61_06 Elementary school students
- P1Q61_07 Middle school students
- P1Q61_08 High school students
- P1Q61_09 College students
- P1Q61_10 Under 18
- P1Q61_11 Under 21
- P1Q61_12 Young adults age 18-25
- P1Q61_13 Construction workers
- P1Q61_14 Pregnant women
- P1Q61_15 Gay/ Lesbian/ Bisexual/ Transgender/ Men who have sex with men
- P1Q61_16 Other target population (*Describe.*) P1Q61_OTH16 _____
- P1Q61_17 Other target population (*Describe.*) P1Q61_OTH17 _____
- P1Q61_18 Other target population (*Describe.*) P1Q61_OTH18 _____

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62. If you are targeting specific consumption patterns or consequences with specific target populations, use the space below to describe those connections. *The consumption patterns, consequences, and target populations will be pre-populated for this question, using the responses from questions 56, 59 and 61. You are responsible for matching the target populations with the specified consumption patterns and consequences. For example, if you indicated that you are targeting any underage tobacco use and binge drinking, and you indicated that you are targeting high school students and college students, clarify if the tobacco use is targeted to high school students and/or college students, and whether the binge drinking is targeted to one or both groups.*

[It is important that you report this information for all connections because this information will be used by the cross-site evaluation team and your state evaluators as one way of determining if your selected interventions are appropriate for your targeted consumption patterns, consequences, and target populations].

Connection between your target population(s) and your consumption patterns and consequences

	Target Population	Target Population
Consumption Pattern		
Consumption Pattern		
Consequence		
Consequence		

***Please contact Shelly Kowalczyk at 301-587-1600 or cli@mayatech.com for information on determining variable names for items within this table in P1Q62.**

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P1Q63

63. Did you receive SPF SIG funded guidance, training or technical assistance with regard to conducting a needs and resources assessment during this reporting period? *Do not include training that you are going to receive in the future. You will be able to report this in future reporting periods. We are specifically asking about guidance, training or technical assistance that was paid for with SPF SIG funds. If you are not sure if the guidance, training or technical assistance you received was paid for with SPF SIG funds, contact your local or state SPF SIG director. (Select one response.)*

- Yes
- No (If no, proceed to question 65.)

P1Q64

64. How likely is it that you will use what you learned during the guidance, training or technical assistance on needs and resources assessment in your SPF SIG activities? *We would like your honest answer. You will not be penalized if you mark "not likely." (Select one response.)*

- Very likely
- Somewhat likely
- Not likely

P1Q65

65. Use this space to describe anything that may have had a negative effect on your needs and resources assessments (including coalition needs and resources) activities and how you dealt with the **challenge**. This information will help us help other communities overcome similar challenges. Only describe those challenges that affected you during this reporting period. *Examples might include difficulty scheduling time with key individuals to determine need, challenges accessing data, or difficulty finding the resources (time and money) to conduct the needs assessment. (Provide a concise written description in the space available.) (3000 character limit.)*

P1Q66

66. We are also looking for examples of model activities to include in our evaluation. If your project experienced any specific **successes** with conducting needs and resource assessments (including coalition needs and resources) during this reporting period, please describe them here. *Examples might include identifying appropriate data or being able to contact key individuals for their input into the assessment. (Provide a concise written description in the space available.) (3000 character limit.)*

Capacity Building

In this section, we ask you about your activities related to capacity building. “Capacity building” refers to activities conducted to improve the ability of an organization or community to deliver substance abuse prevention services, such as improving organizational resources; improving awareness about substance abuse problems; building new relationships or strengthening existing relationships among coalitions, groups, and organizations involved in substance abuse prevention; and working to ensure intervention activities and outcomes continue after SPF SIG funding ends. Because capacity building relies on having appropriate staff to conduct these activities, we start by asking you to describe any SPF SIG staff vacancies you have had during this reporting period.

People you may want to include in responding to this section:

- Project Director
- Project Coordinator
- Human Resources
- Staff responsible for renting space, purchasing equipment, etc.
- Intervention delivery staff
- Coalition representatives
- Evaluator

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For questions 67 through 68 below, indicate if any of the following staff positions (any person working on SPF SIG funded activities, including volunteers) within your organization, agency, or coalition, have been vacant during this reporting period. *If any positions have been vacant, indicate the length of time they have not been filled. If a staff member is functioning in more than one position, please indicate any and all positions with vacancies.*

Staff Position	67. Has this position been vacant at all during this reporting period?	68. If the position was vacant, indicate how many weeks during this reporting period it was vacant. <i>This response should be written as a whole number (e.g., 4).</i>
a. Leader/director/manager	P1Q67a <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	P1Q68a
b. Coordinator	P1Q67b <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	P1Q68b
c. Evaluator	P1Q67c <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	P1Q68c
d. Curriculum/Intervention Developer	P1Q67d <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	P1Q68d
e. Curriculum/Intervention Facilitator	P1Q67e <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	P1Q68e
f. Curriculum/Intervention Aide	P1Q67f <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	P1Q68f
g. Volunteers/Interns (non-paid positions)	P1Q67g <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	P1Q68g
h. Other 1 _____ P1Q67h_OTH	P1Q67h <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	P1Q68h
i. Other 2 _____ P1Q67i_OTH	P1Q67i <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	P1Q68i
j. Other 3 _____ P1Q67j_OTH	P1Q67j <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	P1Q68j

P1Q69

69. Did you work on capacity building activities during this reporting period? *Examples of areas in which activities could be conducted to build capacity include: organizational resources, community awareness, relationship building, and ensuring that intervention activities and outcomes continue after SPF SIG funding ends. (Select one response.)*

- Yes
- No

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Organizational Resources

This section collects information on the activities you conducted to improve organizational and/or coalition resources such as writing mission or vision statements, identifying goals and activities, hiring and training staff, identifying leaders, obtaining physical space for the intervention, etc. It also asks about guidance, training, and assistance you may have received.

PIQ70

70. Have you conducted any organizational/coalition capacity building activities during this reporting period? *(Select one response.)*

- Yes
- No *(If no, proceed to question 71.)*

70a. Indicate the activities you conducted during this reporting period to improve organizational/coalition resources. *(Select all that apply.)*

- PIQ70A_01** Wrote, reviewed or rewrote organizational or coalition mission/vision
- PIQ70A_02** Identified key organizational or coalition activities and goals
- PIQ70A_03** Hired staff
- PIQ70A_04** Trained staff
- PIQ70A_05** Identified coalition leader(s)
- PIQ70A_06** Improved cultural competence
- PIQ70A_07** Identified or secured physical space
- PIQ70A_08** Coordinated or improved technical resources
- PIQ70A_09** Coordinated data collection and/or management information systems (MIS) plans
- PIQ70A_10** Other: *(Describe.)* **PIQ70A_OTH10** _____

PIQ71

71. Did you receive SPF SIG funded guidance, training or technical assistance with regard to staff, task force, and/or coalition member training during this reporting period? *Do not include training that you are going to receive in the future. You will be able to report this in future reporting periods. We are specifically asking about guidance, training or technical assistance that was paid for with SPF SIG funds. If you are not sure if the guidance, training or technical assistance you received was paid for with SPF SIG funds, contact your local or state SPF SIG director. (Select one response.)*

- Yes
- No *(If no, proceed to question 73.)*

PIQ72

72. How likely is it that you will use what you learned during the guidance, training, or technical assistance on staff, task force, and/or coalition member training in your SPF SIG activities? *We would like your honest answer. You will not be penalized if you mark “not likely.” (Select one response.)*

- Very likely
- Somewhat likely
- Not likely

P1Q73

73. Use this space to describe anything that may have had a negative effect on your activities to improve organizational resources and how you dealt with the **challenge**. This information will help us help other communities overcome similar challenges. Only describe those challenges that affected you during this reporting period. *Examples might include challenges in locating space or obtaining equipment for the project, not being able to access SPF SIG funds in a timely manner, or not being able to agree on an organizational mission/vision. (Provide a concise written description in the space available.) (3000 character limit.)*

P1Q74

74. We are also looking for examples of model activities to include in our evaluation. If your project experienced any specific **successes** with improving organizational resources (including coalition resources) during this reporting period, please describe them here. *Examples might include hosting an effective training for staff, completing a rewrite of an organizational mission/vision statement or hiring key individuals for the project. (Provide a concise written description in the space available.) (3000 character limit.)*

Community Awareness

This section collects information about your efforts in raising awareness of substance abuse problems in the community, the types of substance abuse problems/issues for which you are raising awareness, the community members/groups you have targeted for awareness efforts, and activities you are conducting to raise awareness.

P1Q75

75. Did you work to raise awareness in the community of substance use or abuse problems during this reporting period? *Awareness raising activities are considered those activities where your primary purpose is to draw attention to a substance abuse problem (underage drinking, methamphetamine use, etc.) or to your prevention efforts. These activities are not intended to recruit participants or volunteers, although that may happen. (Select one response.)*

- Yes
 No (If no, proceed to question 81.)

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76. Indicate the issues you are attempting to raise awareness of in the community. (*Select all that apply.*)
- P1Q76_1 Substance use rates or trends
 - P1Q76_2 Consequences related to substance use, such as crashes or arrests for drunk driving
 - P1Q76_3 Intervening variables associated with substance use and consequences
 - P1Q76_4 Coordination among agencies
 - P1Q76_5 Funding for substance abuse prevention
 - P1Q76_6 Other (*Describe.*) P1Q76_OTH6 _____
77. Indicate which community members and/or groups you are focusing your awareness raising efforts on. (*Select all that apply.*)
- P1Q77_01 The general public
 - P1Q77_02 Youth
 - P1Q77_03 Parents/family/caregiver groups
 - P1Q77_04 Business community
 - P1Q77_05 Media (e.g., radio and television stations, newspapers and magazines)
 - P1Q77_06 School(s)/school districts
 - P1Q77_07 Youth serving organization(s) other than schools (e.g., Big Brothers/ Big Sisters, Boy Scouts/Girl Scouts)
 - P1Q77_08 Law enforcement agency/agencies
 - P1Q77_09 Local or state courts
 - P1Q77_10 Department of Justice
 - P1Q77_11 State and/or local jails and prisons
 - P1Q77_12 Faith-based organization(s) (e.g., churches or charitable organizations with religious affiliations such as Catholic Charities)
 - P1Q77_13 Civic or volunteer organization(s) (e.g., Kiwanis, Fraternal Order of Police, Women's League, local sports or neighborhood associations)
 - P1Q77_14 Healthcare professionals
 - P1Q77_15 State, local, village or tribal government agencies
 - P1Q77_16 Other (*Describe.*) P1Q77_OTH16 _____
 - P1Q77_17 Don't know
78. Indicate the activities that are being conducted to raise awareness of the issue(s) marked in question 76 among the group(s) marked in question 77. (*Select all that apply.*)
- P1Q78_1 Media activities such as television, radio, or newspaper advertisements or public service announcements
 - P1Q78_2 Internet activities such as listservs, web sites, or mass e-mails to targeted populations
 - P1Q78_3 Direct mailings
 - P1Q78_4 Face-to-face outreach such as health fairs, classroom visits, other community events, etc.
 - P1Q78_5 Other: (*Describe.*) P1Q78_OTH5 _____

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PIQ79

79. Use this space to describe anything that may have had a negative effect on your efforts to raise community awareness and how you dealt with the **challenge**. This information will help us help other communities overcome similar challenges. Only describe those challenges that affected you during this reporting period. *Examples might include challenges meeting with the community or getting their involvement. (Provide a concise written description in the space available.) (3000 character limit.)*

PIQ80

80. We are also looking for examples of model activities to include in our evaluation. If your project experienced any specific **successes** with raising community awareness during this reporting period, please describe them here. *Examples might include hosting a successful community awareness event, or launching an awareness campaign. (Provide a concise written description in the space available.) (3000 character limit.)*

Relationship Building

This section collects information on how you identified potential partners to join your coalition or to support substance use and/or abuse prevention efforts in the community and how these partners are involved in the prevention intervention activities.

P1Q81

81. Have you identified key stakeholders, partners and partner organizations to participate in your SPF SIG intervention activities? (*Select one response.*)

- Yes
- No (*If no, proceed to question 150.*)

P1Q82

82. Think about your partners and stakeholders involved in intervention activities. Have you identified any stakeholders or partners who should be involved, but are not? (*Select one response.*)

- Yes
- No (*If no, proceed to question 84.*)

P1Q83

83. Describe what you are doing to bring these stakeholders and partners to the table: (*3000 character limit.*)

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The next set of questions asks you to indicate the types of groups/organizations that you have partnered with during this reporting period and to indicate how formal the relationship is. By partnering we mean a sharing of time, money, personnel, planning or other resources.

PIQ84

84. Do you feel it is important for you to partner with **youth groups** in order to meet the goals and objectives of your SPF SIG intervention? *We would like your honest answer. You will not be penalized if you respond with No. We understand that for some interventions or problems it is not necessary to partner with this type of group. (Select one response.)*

- Yes
- No

PIQ85

85. Have you partnered with **youth groups** (e.g., local youth councils, church youth groups, youth recreation leagues)? *(Select one response.)*

- Yes
- No *(If no, proceed to question 88.)*

PIQ86

86. How many **youth groups** do you partner with? *This response should be written as a whole number (e.g., 4).*

87. Indicate how many of the **youth groups** you partner with fall into each of the categories below. *The list of youth group partners at each degree of participation must equal the numeric response in question 86. For example, if 8 youth groups were listed as partners in question 86, question 87 responses could be that 1 partner is an active participant, 5 are appropriately engaged partners, and 2 rarely or almost never participate, totaling 8.*

Provide the number of youth group partners at each level (Total should equal the response in question 86. Enter zero if there are none.)	Participation Level
PIQ87a a.	This partner is a valuable and active participant in the partnership and contributes at a level above and beyond what is expected
PIQ87b b.	This partner contributes at a level appropriate for its role in the partnership
PIQ87c c.	This partner rarely or almost never participates

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PIQ88

88. Do you feel it is important for you to partner with **parent/family/caregiver groups** in order to meet the goals and objectives of your SPF SIG intervention? *We would like your honest answer. You will not be penalized if you respond with “no.” We understand that for some interventions or problems it is not necessary to partner with this type of group.*

(Select one response.)

- Yes
- No

PIQ89

89. Have you partnered with **parent/family/caregiver groups**? (Select one response.)

- Yes
- No (If no, proceed to question 92.)

PIQ90

90. How many **parent/family/caregiver groups** do you partner with? *This response should be written as a whole number (e.g., 4).*

91. Indicate how many of the **parent/family/caregiver groups** you partner with fall into each of the categories below. *The list of parent/family/caregiver groups at each degree of participation must equal the numeric response in question 90. For example, if 8 parent/family/caregiver groups were listed as partners in question 90, question 91 responses could be that 1 partner is an active participant, 5 are appropriately engaged partners, and 2 rarely or almost never participate, totaling 8.*

Provide the number of parent/family/caregiver groups at each level (Total should equal the response in question 90. Enter zero if there are none.)	Participation Level
PIQ91a a.	This partner is a valuable and active participant in the partnership and contributes at a level above and beyond what is expected
PIQ91b b.	This partner contributes at a level appropriate for its role in the partnership
PIQ91c c.	This partner rarely or almost never participates

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PIQ92

92. Do you feel it is important for you to partner with the **business community** in order to meet the goals and objectives of your SPF SIG intervention? *We would like your honest answer. You will not be penalized if you respond with “no.” We understand that for some interventions or problems it is not necessary to partner with this type of community. (Select one response.)*

- Yes
- No

PIQ93

93. Have you partnered with the **business community**? *(Select one response.)*

- Yes
- No *(If no, proceed to question 96.)*

PIQ94

94. How many **businesses** or **business groups** do you partner with? *This response should be written as a whole number (e.g., 4).*

95. Indicate how many of the members of the **business community** that you partner with fall into each of the categories below. *The list of businesses at each degree of participation must equal the numeric response in question 94. For example, if 8 businesses were listed as partners in question 94, question 95 responses could be that 1 partner is an active participant, 5 are appropriately engaged partners, and 2 rarely or almost never participate, totaling 8.*

Provide the number of businesses partnered with at each level (Total should equal the response in question 94. Enter zero if there are none.)	Participation Level
PIQ95a a.	This partner is a valuable and active participant in the partnership and contributes at a level above and beyond what is expected
PIQ95b b.	This partner contributes at a level appropriate for its role in the partnership
PIQ95c c.	This partner rarely or almost never participates

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PIQ96

96. Do you feel it is important for you to partner with the **media** (e.g., radio and television stations, newspapers and magazines) in order to meet the goals and objectives of your SPF SIG intervention? *We would like your honest answer. You will not be penalized if you respond with “no.” We understand that for some interventions or problems it is not necessary to partner with the media. (Select one response.)*

- Yes
- No

PIQ97

97. Have you partnered with the **media** (e.g., radio and television stations, newspapers and magazines)? *(Select one response.)*

- Yes
- No *(If no, proceed to question 100.)*

PIQ98

98. How many **media** organizations or groups do you partner with? *This response should be written as a whole number (e.g., 4).*

99. Indicate how many of the **media** organizations or groups that you partner with fall into each of the categories below. *The list of media partners at each degree of participation must equal the numeric response in question 98. For example, if 8 media partners were listed in question 98, question 99 responses could be that 1 partner is an active participant, 5 are appropriately engaged partners, and 2 rarely or almost never participate, totaling 8.*

Provide the number of media partners at each level (Total should equal the response in question 98. Enter zero if there are none.)	Participation Level
PIQ99a a.	This partner is a valuable and active participant in the partnership and contributes at a level above and beyond what is expected
PIQ99b b.	This partner contributes at a level appropriate for its role in the partnership
PIQ99c c.	This partner rarely or almost never participates

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PIQ100

100. Do you feel it is important for you to partner with **schools** in order to meet the goals and objectives of your SPF SIG intervention? *We would like your honest answer. You will not be penalized if you respond with "no." We understand that for some interventions or problems it is not necessary to partner with schools. (Select one response.)*

- Yes
- No

PIQ101

101. Have you partnered with **schools or school districts**? *(Select one response.)*

- Yes
- No *(If no, proceed to question 105.)*

PIQ102

102. How many **schools** do you partner with? *This response should be written as a whole number (e.g., 4).*

PIQ103

103. How many **school districts** do you partner with? *This response should be written as a whole number (e.g., 4).*

104. Indicate how many of the **schools or school districts** that you partner with fall into each of the categories below. *The list of schools or school districts at each degree of participation must equal the numeric response in question 102 or 103. For example, if 8 schools were listed in question 102, question 104 responses could be that 1 partner is an active participant, 5 are appropriately engaged partners, and 2 rarely or almost never participate, totaling 8.*

Provide the number of school partners at each level (Total should equal the response in question 102. Enter zero if there are none.)	Provide the number of school district partners at each level (Total should equal the response in question 103. Enter zero if there are none.)	Participation Level
PIQ104a a.	PIQ104d d.	This partner is a valuable and active participant in the partnership and contributes at a level above and beyond what is expected
PIQ104b b.	PIQ104e e.	This partner contributes at a level appropriate for its role in the partnership
PIQ104c c.	PIQ104f f.	This partner rarely or almost never participates

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PIQ105

105. Do you feel it is important for you to partner with **youth serving organizations** (e.g., Big Brothers Big Sisters, Boy Scouts/Girl Scouts) in order to meet the goals and objectives of your SPF SIG intervention? *We would like your honest answer. You will not be penalized if you respond with “no.” We understand that for some interventions or problems it is not necessary to partner with this type of organization. (Select one response.)*

- Yes
- No

PIQ106

106. Have you partnered with **youth serving organizations** (e.g., Big Brothers Big Sisters, Boy Scouts/Girl Scouts)? *(Select one response.)*

- Yes
- No *(If no, proceed to question 109.)*

PIQ107

107. How many **youth serving organizations** do you partner with? *This response should be written as a whole number (e.g., 4).*

108. Indicate how many of the **youth serving organizations** that you partner with fall into each of the categories below. *The list of youth serving organizations at each degree of participation must equal the numeric response in question 107. For example, if 8 youth serving organizations were listed in question 107, question 108 responses could be that 1 partner is an active participant, 5 are appropriately engaged partners, and 2 rarely or almost never participate, totaling 8.*

Provide the number of youth serving organization partners at each level (Total should equal the response in question 107. Enter zero if there are none.)	Participation Level
PIQ108a a.	This partner is a valuable and active participant in the partnership and contributes at a level above and beyond what is expected
PIQ108b b.	This partner contributes at a level appropriate for its role in the partnership
PIQ108c c.	This partner rarely or almost never participates

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PIQ109

109. Do you feel it is important for you to partner with **law enforcement agencies** such as local and state police, FBI, and the Drug Enforcement Administration (DEA) in order to meet the goals and objectives of your SPF SIG intervention? *We would like your honest answer. You will not be penalized if you respond with “no.” We understand that for some interventions or problems it is not necessary to partner with this type of agency. (Select one response.)*

- Yes
- No

PIQ110

110. Have you partnered with **law enforcement agencies** (e.g., local and state police, FBI, DEA)? *(Select one response.)*

- Yes
- No *(If no, proceed to question 113.)*

PIQ111

111. How many **law enforcement agencies** do you partner with? *This response should be written as a whole number (e.g., 4).*

112. Indicate how many of the **law enforcement agencies** that you partner with fall into each of the categories below. *The list of law enforcement agencies at each degree of participation must equal the numeric response in question 111. For example, if 8 law enforcement agencies were listed in question 111, question 112 responses could be that 1 partner is an active participant, 5 are appropriately engaged partners, and 2 rarely or almost never participate, totaling 8.*

<p>Provide the number of law enforcement agency partners at each level (Total should equal the response in question 111. Enter zero if there are none.)</p>	<p>Participation Level</p>
<p>PIQ112a a.</p>	<p>This partner is a valuable and active participant in the partnership and contributes at a level above and beyond what is expected</p>
<p>PIQ112b b.</p>	<p>This partner contributes at a level appropriate for its role in the partnership</p>
<p>PIQ112c c.</p>	<p>This partner rarely or almost never participates</p>

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PIQ113

113. Do you feel it is important for you to partner with **local or state courts** in order to meet the goals and objectives of your SPF SIG intervention? *We would like your honest answer. You will not be penalized if you respond with “no.” We understand that for some interventions or problems it is not necessary to partner with these courts. (Select one response.)*

- Yes
- No

PIQ114

114. Have you partnered with **local or state courts**? *(Select one response.)*

- Yes
- No *(If no, proceed to question 117.)*

PIQ115

115. How many **local or state courts** do you partner with? *This response should be written as a whole number (e.g., 4).*

116. Indicate how many **local or state courts** that you partner with fall into each of the categories below. *The list of local or state courts at each degree of participation must equal the numeric response in question 115. For example, if 8 local or state courts were listed in question 115, question 116 responses could be that 1 partner is an active participant, 5 are appropriately engaged partners, and 2 rarely or almost never participate, totaling 8.*

Provide the number of courts partnered with at each level (Total should equal the response in question 115. Enter zero if there are none.)	Participation Level
PIQ116a a.	This partner is a valuable and active participant in the partnership and contributes at a level above and beyond what is expected
PIQ116b b.	This partner contributes at a level appropriate for its role in the partnership
PIQ116c c.	This partner rarely or almost never participates

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PIQ117

117. Do you feel it is important for you to partner with the **Federal Department of Justice** in order to meet the goals and objectives of your SPF SIG intervention? *We would like your honest answer. You will not be penalized if you respond with “no.” We understand that for some interventions or problems it is not necessary to partner with this department. (Select one response.)*

- Yes
- No

PIQ118

118. Have you partnered with the **Federal Department of Justice**? *(Select one response.)*

- Yes
- No *(If no, proceed to question 121.)*

PIQ119

119. How many **Federal Department of Justice** units do you partner with? *This response should be written as a whole number (e.g., 4).*

120. Indicate how many **Federal Department of Justice** units that you partner with fall into each of the categories below. *The list of Federal Department of Justice units at each degree of participation must equal the numeric response in question 119. For example, if 8 courts or Department of Justice entities were listed in question 119, question 120 responses could be that 1 partner is an active participant, 5 are appropriately engaged partners, and 2 rarely or almost never participate, totaling 8.*

Provide the number of Department of Justice units partnered with at each level (Total should equal the response in question 119. Enter zero if there are none.)	Participation Level
PIQ120a a.	This partner is a valuable and active participant in the partnership and contributes at a level above and beyond what is expected
PIQ120b b.	This partner contributes at a level appropriate for its role in the partnership
PIQ120c c.	This partner rarely or almost never participates

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PIQ121

121. Do you feel it is important for you to partner with **local or state jails or prisons** in order to meet the goals and objectives of your SPF SIG intervention? *We would like your honest answer. You will not be penalized if you respond with “no.” We understand that for some interventions or problems it is not necessary to partner with jails or prisons. (Select one response.)*

- Yes
- No

PIQ122

122. Have you partnered with **local or state jails or prisons**? *(Select one response.)*

- Yes
- No *(If no, proceed to question 125.)*

PIQ123

123. How many **local or state jails or prisons** do you partner with? *This response should be written as a whole number (e.g., 4).*

124. Indicate how many of the **local or state jails or prisons** that you partner with fall into each of the categories below. *The list of local or state jails or prisons at each degree of participation must equal the numeric response in question 123. For example, if 8 local or state jails or prisons were listed in question 123, question 124 responses could be that 1 partner is an active participant, 5 are appropriately engaged partners, and 2 rarely or almost never participate, totaling 8.*

Provide the number of jails or prisons partnered with at each level (Total should equal the response in question 123. Enter zero if there are none.)	Participation Level
PIQ124a a.	This partner is a valuable and active participant in the partnership and contributes at a level above and beyond what is expected
PIQ124b b.	This partner contributes at a level appropriate for its role in the partnership
PIQ124c c.	This partner rarely or almost never participates

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PIQ125

125. Do you feel it is important for you to partner with **faith-based organizations** (e.g., churches or charitable organizations with religious affiliations such as Catholic Charities) in order to meet the goals and objectives of your SPF SIG intervention? *We would like your honest answer. You will not be penalized if you respond with “no.” We understand that for some interventions or problems it is not necessary to partner with this type of partner. (Select one response.)*

- Yes
- No

PIQ126

126. Have you partnered with **faith-based organizations** (e.g., churches or charitable organizations with religious affiliations such as Catholic Charities)? *(Select one response.)*

- Yes
- No *(If no, proceed to question 129.)*

PIQ127

127. How many **faith-based organizations** do you partner with? *This response should be written as a whole number (e.g., 4).*

128. Indicate how many of the **faith-based organizations** that you partner with fall into each of the categories below. *The list of faith-based organizations at each degree of participation must equal the numeric response in question 127. For example, if 8 faith-based organizations were listed in question 127, question 128 responses could be that 1 partner is an active participant, 5 are appropriately engaged partners, and 2 rarely or almost never participate, totaling 8.*

Provide the number of faith-based organization partners at each level (Total should equal the response in question 127. Enter zero if there are none.)	Participation Level
PIQ128a a.	This partner is a valuable and active participant in the partnership and contributes at a level above and beyond what is expected
PIQ128b b.	This partner contributes at a level appropriate for its role in the partnership
PIQ128c c.	This partner rarely or almost never participates

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PIQ129

129. Do you feel it is important for you to partner with **civic or volunteer organizations** (e.g., Kiwanis, Fraternal Order of Police, Women’s League, local sports or neighborhood associations) in order to meet the goals and objectives of your SPF SIG intervention? *We would like your honest answer. You will not be penalized if you respond with “no.” We understand that for some interventions or problems it is not necessary to partner with this type of organization. (Select one response.)*

- Yes
- No

PIQ130

130. Have you partnered with **civic or volunteer organizations** (e.g., Kiwanis, Fraternal Order of Police, Women’s League, local sports or neighborhood associations)? *(Select one response.)*

- Yes
- No *(If no, proceed to question 133.)*

PIQ131

131. How many **civic or volunteer organizations** do you partner with? *This response should be written as a whole number (e.g., 4).*

132. Indicate how many of the **civic or volunteer organizations** that you partner with fall into each of the categories below. *The list of civic or volunteer organizations at each degree of participation must equal the numeric response in question 131. For example, if 8 civic or volunteer organizations were listed in question 131, question 132 responses could be that 1 partner is an active participant, 5 are appropriately engaged partners, and 2 rarely or almost never participate, totaling 8.*

Provide the number of civic or volunteer organization partners at each level (Total should equal the response in question 131. Enter zero if there are none.)	Participation Level
PIQ132a a.	This partner is a valuable and active participant in the partnership and contributes at a level above and beyond what is expected
PIQ132b b.	This partner contributes at a level appropriate for its role in the partnership
PIQ132c c.	This partner rarely or almost never participates

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PIQ133

133. Do you feel it is important for you to partner with **healthcare professionals** in order to meet the goals and objectives of your SPF SIG intervention? We would like your honest answer. *You will not be penalized if you respond with “no.” We understand that for some interventions or problems it is not necessary to partner with healthcare professionals.*

(Select one response.)

- Yes
- No

PIQ134

134. Have you partnered with **healthcare professionals**? (Select one response.)

- Yes
- No (If no, proceed to question 137.)

PIQ135

135. How many **healthcare professionals** do you partner with? *This response should be written as a whole number (e.g., 4).*

136. Indicate how many of the **healthcare professionals** that you partner with fall into each of the categories below. *The list of healthcare professionals at each degree of participation must equal the numeric response in question 135. For example, if 8 healthcare professionals were listed in question 135, question 136 responses could be that 1 partner is an active participant, 5 are appropriately engaged partners, and 2 rarely or almost never participate, totaling 8.*

Provide the number of healthcare professionals partnered with at each level (Total should equal the response in question 135. Enter zero if there are none.)	Participation Level
PIQ136a a.	This partner is a valuable and active participant in the partnership and contributes at a level above and beyond what is expected
PIQ136b b.	This partner contributes at a level appropriate for its role in the partnership
PIQ136c c.	This partner rarely or almost never participates

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PIQ137

137. Do you feel it is important for you to partner with **state government agencies** (e.g., public health, public safety, social services) in order to meet the goals and objectives of your SPF SIG intervention? *We would like your honest answer. You will not be penalized if you respond with “no.” We understand that for some interventions or problems it is not necessary to partner with this type of agency. (Select one response.)*

- Yes
- No

PIQ138

138. Have you partnered with **state government agencies** (e.g., public health, public safety, social services) that have expertise in substance abuse? *(Select one response.)*

- Yes
- No *(If no, proceed to question 141.)*

PIQ139

139. How many **state government agencies** do you partner with? *This response should be written as a whole number (e.g., 4).*

140. Indicate how many of the **state government agencies** that you partner with fall into each of the categories below. *The list of state government agencies at each degree of participation must equal the numeric response in question 139. For example, if 8 state government agencies were listed in question 139, question 140 responses could be that 1 partner is an active participant, 5 are appropriately engaged partners, and 2 rarely or almost never participate, totaling 8.*

Provide the number of state government agency partners at each level (Total should equal the response in question 139. Enter zero if there are none.)	Participation Level
PIQ140a a.	This partner is a valuable and active participant in the partnership and contributes at a level above and beyond what is expected
PIQ140b b.	This partner contributes at a level appropriate for its role in the partnership
PIQ140c c.	This partner rarely or almost never participates

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PIQ141

141. Do you feel it is important for you to partner with **local, village or tribal agencies** (e.g., Mayor’s Office, city councils, tribal councils), including those funded by the state, in order to meet the goals and objectives of your SPF SIG intervention? *We would like your honest answer. You will not be penalized if you respond with “no.” We understand that for some interventions or problems it is not necessary to partner with this type of agency. (Select one response.)*

- Yes
- No

PIQ142

142. Have you partnered with **local, village or tribal agencies** (e.g., Mayor’s Office, city councils, tribal councils) that have expertise in substance abuse? *(Select one response.)*

- Yes
- No *(If no, proceed to question 145.)*

PIQ143

143. How many **local, village or tribal agencies** do you partner with? *This response should be written as a whole number (e.g., 4).*

144. Indicate how many of the **local, village or tribal agencies** that you partner with fall into each of the categories below. *The list of local, village, or tribal government agencies at each degree of participation must equal the numeric response in question 143. For example, if 8 local, village, or tribal government agencies were listed in question 143, question 144 responses could be that 1 partner is an active participant, 5 are appropriately engaged partners, and 2 rarely or almost never participate, totaling 8.*

<p>Provide the number of local, village, or tribal government agency partners at each level (Total should equal the response in question 143. Enter zero if there are none.)</p>	<p>Participation Level</p>
<p>PIQ144a a.</p>	<p>This partner is a valuable and active participant in the partnership and contributes at a level above and beyond what is expected</p>
<p>PIQ144b b.</p>	<p>This partner contributes at a level appropriate for its role in the partnership</p>
<p>PIQ144c c.</p>	<p>This partner rarely or almost never participates</p>

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PIQ145

145. Have you partnered with **other groups/organizations**? *(Select one response.)*

- Yes
- No *(If no, proceed to question 150.)*

PIQ146

146. Describe the **other type(s) of groups/organizations** partnered with. *(Provide a concise written description in the space available.) (500 character limit.)*

PIQ147

147. Do you feel it is important for you to partner with these **other groups/organizations** in order to meet the goals and objectives of your SPF SIG intervention? *We would like your honest answer. You will not be penalized if you respond with “no.” We understand that for some interventions or problems it is not necessary to partner with this type of group/organization. (Select one response.)*

- Yes
- No

PIQ148

148. How many of these **other groups/organizations** do you partner with? *This response should be written as a whole number (e.g., 4).*

149. Indicate how many of the **other groups/organizations** that you partner with fall into each of the categories below. *The list of other groups or organizations at each degree of participation must equal the numeric response in question 148. For example, if 8 other groups or organizations were listed in question 148, question 149 responses could be that 1 partner is an active participant, 5 are appropriately engaged partners, and 2 rarely or almost never participate, totaling 8.*

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<p>Provide the number of other organization partners at each level (Total should equal the response in question 148. Enter zero if there are none.)</p>	<p>Participation Level</p>
<p>PIQ149a a.</p>	<p>This partner is a valuable and active participant in the partnership and contributes at a level above and beyond what is expected</p>
<p>PIQ140b b.</p>	<p>This partner contributes at a level appropriate for its role in the partnership</p>
<p>PIQ149c c.</p>	<p>This partner rarely or almost never participates</p>

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PIQ150

150. Did you receive SPF SIG funded guidance, training or technical assistance with regard to building relationships? *Do not include training that you are going to receive in the future. You will be able to report this in future reports. We are specifically asking about guidance, training or technical assistance that was paid for with SPF SIG funds. If you are not sure if the guidance, training or technical assistance you received was paid for with SPF SIG funds, contact your local or state SPF SIG director. (Select one response.)*

- Yes
- No (If no, proceed to question 152.)

PIQ151

151. How likely is it that you will use what you learned during the guidance, training or technical assistance on building relationships in your SPF SIG activities? *We would like your honest answer. You will not be penalized if you mark "not likely." (Select one response.)*

- Very likely
- Somewhat likely
- Not likely

PIQ152

152. Use this space to describe anything that may have had a negative effect on your relationship building activities and how you dealt with the **challenge**. This information will help us help other communities overcome similar challenges. Only describe those challenges that affected you during this reporting period. *Examples might include challenges involving a key stakeholder working with the Single-State Agency (SSA) and its partners, or obtaining community support. (Provide a concise written description in the space available.) (3000 character limit.)*

PIQ153

153. We are also looking for examples of model activities to include in our evaluation. If your project experienced any specific **successes** with relationship building during this reporting period, please describe them here. *Examples might include success getting a key stakeholder involved, working with the Single-State Agency (SSA) and its partners, or obtaining community support. (Provide a concise written description in the space available.) (3000 character limit.)*

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Sustainability

This section asks about things you have done to ensure that intervention activities and outcomes continue once SPF SIG funding ends. These efforts might focus on ensuring continued funding, structures, networks, partnerships, leadership, and resources.

PIQ154

154. Have you worked during this reporting period to ensure that the intervention activities and outcomes continue when SPF SIG funding ends? *(Select one response.)*

- Yes
- No *(If no, proceed to question 156.)*

155. How have you worked to ensure that intervention activities and outcomes continue after SPF SIG funding has ended? *If you worked to get activities written into another organization's operating procedures or way of doing business (e.g., convincing a school district to include substance abuse prevention as part of their annual health curriculum) this reporting period, select "Worked to ensure that intervention activities are incorporated into the mission/goals and activities of other organizations."* *(Select all that apply.)*

- PIQ155_1 Leveraged other funding sources
- PIQ155_2 Worked to ensure that intervention activities are incorporated in to the missions/goals and activities of other organizations
- PIQ155_3 Worked to implement local level laws, policies or regulations to guarantee the continuation of intervention activities
- PIQ155_4 Worked on developing coalition structure to ensure sustainability
- PIQ155_5 Other *(Describe.)* PIQ155_OTH5 _____

PIQ156

156. Did you receive SPF SIG funded guidance, training or technical assistance with regard to ensuring that intervention activities and outcomes continue after SPF SIG funding ends? *Do not include training that you are going to receive in the future. You will be able to report this in future reports. We are specifically asking about guidance, training or technical assistance that was paid for with SPF SIG funds. If you are not sure if the guidance, training or technical assistance you received was paid for with SPF SIG funds, contact your local or state SPF SIG director. (Select one response.)*

- Yes
- No *(If no, proceed to question 158.)*

PIQ157

157. How likely is it that you will use what you learned during the guidance, training or technical assistance on ensuring that intervention activities and outcomes continue after SPF SIG funding ends in your SPF SIG activities? *We would like your honest answer. You will not be penalized if you mark "not likely."* *(Select one response.)*

- Very likely
- Somewhat likely
- Not likely

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PIQ158

158. Use this space to describe anything that may have had a negative effect on your efforts to ensure that intervention activities and outcomes continue after SPF SIG funding ends and how you dealt with the **challenge**. This information will help us help other communities overcome similar challenges. Only describe those challenges that affected you during this reporting period. *The challenges might relate to ensuring sustainability of funding, project activities and/or project results and outcomes. (Provide a concise written description in the space available.) (3000 character limit.)*

PIQ159

159. We are also looking for examples of model activities to include in our evaluation. If your project experienced any **successes** while working to ensure that intervention activities and outcomes continue after SPF SIG funding ends during this reporting period, please describe them here. *The successes might relate to ensuring sustainability of funding, project activities and/or project results and outcomes. (Provide a concise written description in the space available.) (3000 character limit.)*

Strategic Plan Development

This section collects information on the development of your strategic plan, including what is addressed in the plan and who has contributed to the plan at the local level.

People you may want to include in responding to this section:

- Project Director
- Project Coordinator
- Coalition Members

PIQ160

160. Have you completed a strategic plan? (*Select one response.*)

- Yes
- No (*If no, proceed to question 173.*)

161. Who worked on the strategic plan? (*Select all that apply.*)

- PIQ161_01 Youth
- PIQ161_02 Parents/family/caregiver groups
- PIQ161_03 Business community
- PIQ161_04 Media (e.g., radio and television stations, newspapers and magazines)
- PIQ161_05 Advocacy volunteers
- PIQ161_06 School(s)/school districts
- PIQ161_07 Youth serving organization(s) (other than school) (e.g., Big Brothers/ Big Sisters, Boy Scouts/Girl Scouts)
- PIQ161_08 Law enforcement agency/agencies
- PIQ161_09 Faith-based organization(s) (e.g., churches or charitable organizations with religious affiliations such as Catholic Charities)
- PIQ161_10 Civic or volunteer organization(s) (e.g., Kiwanis, Fraternal Order of Police, Women’s League, local sports or neighborhood associations)
- PIQ161_11 Healthcare professionals
- PIQ161_12 State, local, village or tribal government agencies (e.g., social services, public health, etc.)
- PIQ161_13 Local evaluator
- PIQ161_14 Other (*Describe.*) PIQ161_OTH _____

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162. Which of the following does the strategic plan address or include? (*Select all that apply.*)

- PIQ162_01 Data indicators on substance abuse
- PIQ162_02 Data on factors causing, leading to, or promoting substance use
- PIQ162_03 Underage drinking initiative
- PIQ162_04 Cultural competence
- PIQ162_05 Connection with state SPF SIG initiative
- PIQ162_06 Current community resources/strengths
- PIQ162_07 Identification of conditions outside the scope of the intervention (e.g., poverty rates, immigration trends, laws) that might affect it
- PIQ162_08 Logic model
- PIQ162_09 Necessary infrastructure development
- PIQ162_10 Role of stakeholders
- PIQ162_11 Appropriate interventions selected to match target outcomes or causal factors
- PIQ162_12 Barriers to implementation
- PIQ162_13 Measurable objectives
- PIQ162_14 Identification of available data sources to measure objectives
- PIQ162_15 Data collection plans
- PIQ162_16 Data monitoring plans
- PIQ162_17 Data analysis plans
- PIQ162_18 Sustainability
- PIQ162_19 Opportunity for adjustments based on initial outcomes

PIQ163

163. If you indicated in question 162 that your strategic plan includes a logic model, does the strategic plan also include a way to evaluate the relationships, activities and outcomes illustrated in the logic model? (*Select one response.*)

- Yes
- No

PIQ164

164. Has your strategic plan been reviewed by the agency responsible for the SPF SIG initiative in your state? *The agency responsible for the SPF SIG in your state may be called the single state agency, the SSA, or some other name. If you are unsure of what agency is responsible for the SPF SIG in your state, contact Shelly Kowalczyk at (301) 587-1600 or via email at skowalczyk@mayatech.com and she will help you identify the agency.* (*Select one response.*)

- Yes
- No (*If no, proceed to question 166.*)

PIQ165

165. Have you received feedback on your strategic plan by the agency responsible for the SPF SIG initiative in your state? (*Select one response.*)

- Yes
- No

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P1Q166

166. Has your strategic plan been approved by the agency responsible for the SPF SIG initiative in your state? (*Select one response.*)

- Yes
- No
- Our state does not require or provide approval of the strategic plan.

P1Q167

167. Was the strategic plan revisited during this reporting period? *It is expected that at some point you will revisit your strategic plan. Reevaluating your strategic plan is part of the Strategic Prevention Framework and does not imply that you made mistakes developing your original strategic plan.* (*Select one response.*)

- Yes
- No (*If no, proceed to question 171.*)

P1Q168

168. If the strategic plan was revisited, were any changes made? (*Select one response.*)

- Yes
- No (*If no, proceed to question 171.*)

169. If the strategic plan was changed, indicate why it was changed. (*Select all that apply.*)

- P1Q169_1 New data indicated new priority areas
- P1Q169_2 Political considerations
- P1Q169_3 New technology made additional surveillance or evaluation methods available
- P1Q169_4 Funding changes increased or decreased the scope of intervention activities
- P1Q169_5 Other (*Describe.*) P1Q169_OTH _____

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170. Indicate areas where changes were made to the strategic plan after revisiting the plan.

(Select all that apply.)

- PIQ170_01 Data indicators on substance abuse
- PIQ170_02 Data on factors causing, leading to, or promoting substance use
- PIQ170_03 Underage drinking initiative
- PIQ170_04 Cultural competence
- PIQ170_05 Connection with state SPF SIG initiative
- PIQ170_06 Current community resources/strengths
- PIQ170_07 Identification of conditions outside the scope of the intervention (e.g., poverty rates, immigration trends, laws) that might affect it
- PIQ170_08 Logic model
- PIQ170_09 Necessary infrastructure development
- PIQ170_10 Role of stakeholders
- PIQ170_11 Appropriate interventions selected to match target outcomes or causal factors
- PIQ170_12 Barriers to implementation
- PIQ170_13 Measurable objectives
- PIQ170_14 Identification of available data sources to measure objectives
- PIQ170_15 Data collection plans
- PIQ170_16 Data monitoring plans
- PIQ170_17 Data analysis plans
- PIQ170_18 Sustainability
- PIQ170_19 Opportunity for adjustments based on initial outcomes

Questions 171-172 are only answered if the respondent indicated in question 162 that the strategic plan included a logic model.

PIQ171

171. Was the logic model revised during this reporting period? (Select one response.)

- Yes
- No (If no, proceed to question 173.)

172. Indicate why the logic model was revised. (Select all that apply.)

- PIQ172_1 New data indicated new priority areas
- PIQ172_2 Political considerations
- PIQ172_3 New technology made additional surveillance or evaluation methods available
- PIQ172_4 Funding changes increased or decreased the scope of intervention activities
- PIQ172_5 Other (Describe.) PIQ172_OTH _____

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PIQ173

173. Did you receive SPF SIG funded guidance, training or technical assistance with regard to developing a strategic plan during this reporting period? *Do not include training that you are going to receive in the future. You will be able to report this in future reports. We are specifically asking about guidance, training or technical assistance that was paid for with SPF SIG funds. If you are not sure if the guidance, training or technical assistance you received was paid for with SPF SIG funds, contact your local or state SPF SIG director. (Select one response.)*

- Yes
- No (If no, proceed to question 175.)

PIQ174

174. How likely is it that you will use what you learned during the guidance, training or technical assistance on developing a strategic plan in your SPF SIG activities? *We would like your honest answer. You will not be penalized if you mark “not likely.” (Select one response.)*

- Very likely
- Somewhat likely
- Not likely

PIQ175

175. Did you receive SPF SIG funded guidance, training or technical assistance with regard to selecting interventions during this reporting period? *Do not include training that you are going to receive in the future. You will be able to report this in future reports. We are specifically asking about guidance, training or technical assistance that was paid for with SPF SIG funds. If you are not sure if the guidance, training or technical assistance you received was paid for with SPF SIG funds, contact your local or state SPF SIG director. (Select one response.)*

- Yes
- No (If no, proceed to question 177.)

PIQ176

176. How likely is it that you will use what you learned during the guidance, training or technical assistance on selecting interventions in your SPF SIG activities? *We would like your honest answer. You will not be penalized if you mark “not likely.” (Select one response.)*

- Very likely
- Somewhat likely
- Not likely

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P1Q177

177. Use this space to describe anything that may have had a negative effect on your efforts to develop a strategic plan and how you dealt with the **challenge**. This information will help us help other communities overcome similar challenges. Only describe those challenges that affected you during this reporting period. *(Provide a concise written description in the space available.) (3000 character limit.)*

P1Q178

178. We are also looking for examples of model activities to include in our evaluation. If your project experienced any specific **successes** with developing the strategic plan during this reporting period, please describe them here. *(Provide a concise written description in the space available.) (3000 character limit.)*

Intervention Implementation

This section collects information about the intervention(s) you selected for implementation in your community. An intervention is an activity or set of activities to which a group is exposed in order to change the group's behavior. In substance abuse prevention, interventions are used to prevent or lower the rate of substance abuse or substance abuse-related problems.

People you may want to include in responding to this section:

- Project Director
- Project Coordinator
- State Epidemiology Workgroup (SEOW) Liaison
- Intervention delivery staff

P1Q179

179. Did you work on intervention implementation during this reporting period? (*Select one response.*)

- Yes
- No (*If no, proceed to question 181.*)

For question 180 below, name the intervention(s) you implemented/delivered during this reporting period. Only one strategy (e.g., prevention education, alternative drug-free activities, problem identification and referral, community-based processes, environmental strategies or information dissemination) can be used to define each intervention. . If you are implementing an intervention that incorporates more than one strategy, you must list them as separate interventions. If this is the case, we recommend using the same intervention name for each listed, but distinguish one from another by adding a 1, 2, etc., the intervention strategy initials, or something similar at the end of the intervention name.

Once you have entered the intervention name(s) in the space provided, you can navigate to the next page.

180. Intervention Name
a. P1Q180_intervention_01
b. P1Q180_intervention_02
c. P1Q180_intervention_03
d. P1Q180_intervention_04

****The variable names for Q180 continue through P1Q180_intervention_40**

For each intervention named, the respondent will need to complete a new Part II form, the intervention form.

P1Q181

181. Did you receive SPF SIG funded guidance, training or technical assistance with regard to **recruiting participants** for interventions during this reporting period? *Do not include*

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training that you are going to receive in the future. You will be able to report this in future reports. We are specifically asking about guidance, training or technical assistance that was paid for with SPF SIG funds. If you are not sure if the guidance, training or technical assistance you received was paid for with SPF SIG funds, contact your local or state SPF SIG director. (Select one response.)

- Yes
- No (If no, proceed to question 183.)
- Not applicable (If not applicable, proceed to question 183.)

PIQ182

182. How likely is it that you will use what you learned during the guidance, training or technical assistance on **recruiting participants** in your SPF SIG activities? *We would like your honest answer. You will not be penalized if you mark “not likely.”* (Select one response.)

- Very likely
- Somewhat likely
- Not likely

PIQ183

183. Use this space to describe anything that may have had a negative effect on your intervention implementation activities and how you dealt with the **challenge**. This information will help us help other communities overcome similar challenges. Only describe those challenges that affected you during this reporting period. *Examples might include challenges obtaining approval from an Institutional Review Board (IRBs are boards that review research projects to ensure that human participants are protected from harm), recruiting participants for interventions, maintaining contact with participants for follow-up data collection, or challenges implementing environmental strategies.* (Provide a concise written description in the space available.) (3000 character limit.)

PIQ184

184. We are also looking for examples of model activities to include in our evaluation. If your project experienced any specific **successes** related to intervention implementation during this reporting period, please describe them here. *Examples might include obtaining approval from an Institutional Review Board (IRBs are boards that review research projects to ensure that human participants are protected from harm), working with another organization to recruit participants, or launching a new environmental strategy.* (Provide a concise written description in the space available.) (3000 character limit.)

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Monitoring and Evaluation

This section collects information on your development of an evaluation plan. You are also asked to indicate whether a final evaluation report was developed and if key findings from the evaluation were distributed to key stakeholders and/or key informants.

People you may want to include in responding to this section:

- Project Director
- Project Coordinator
- Evaluator

P1Q185

185. Was intervention implementation monitored by the Single State Agency (SSA) or state agency in charge of the SPF SIG funding during this reporting period? (*Select one response.*)

- Yes
- Implementation of some interventions was monitored, but not all interventions were monitored.
- No
- Don't know

P1Q186

186. Did you work on intervention level evaluation activities during this reporting period? (*Select one response.*)

- Yes
- No (*If no, proceed to question 194.*)

P1Q187

187. Have you developed an evaluation plan? (*Select one response.*)

- Yes
- No (*If no, proceed to question 190.*)

P1Q188

188. Was the evaluation plan revised during this reporting period? (*Select one response.*)

- Yes
- No (*If no, proceed to question 190.*)

189. Indicate how the evaluation plan was revised. (*Select all that apply.*)

- P1Q189_1 Immediate outcomes were changed
- P1Q189_2 Intermediate outcomes were changed
- P1Q189_3 Instruments or assessment tools were changed
- P1Q189_4 Data collection points (intervals between pre- and post-test or follow-up) were changed
- P1Q189_5 Analysis plans were changed
- P1Q189_6 Plans for dissemination of evaluation results were changed
- P1Q189_7 Other (*Describe.*) P1Q189_OTH _____

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PIQ190

190. Did you develop any evaluation reports during this reporting period? *Evaluation reports could take the form of letters, emails, formal reports, presentations or other formats. (Select one response.)*

- Yes
- No

PIQ191

191. Did you communicate any evaluation findings to key stakeholders and/or key informants during this reporting period? *(Select one response.)*

- Yes
- No *(If no, proceed to question 194.)*

192. If so, how did you communicate the findings? *(Select all that apply.)*

- PIQ192_1 Distributed written report to stakeholders
- PIQ192_2 Presented findings at a meeting of stakeholders
- PIQ192_3 Presented findings to community members/participants
- PIQ192_4 Written press release
- PIQ192_5 Televised press conference
- PIQ192_6 Other *(Describe.)* PIQ192_OTH _____

193. Indicate how stakeholders used these evaluation findings. *(Select all that apply.)*

- PIQ193_1 To set policy
- PIQ193_2 To change substance abuse priorities
- PIQ193_3 To leverage additional funds
- PIQ193_4 To recruit additional partners
- PIQ193_5 To leverage additional prevention staff
- PIQ193_6 To encourage coordination among organizations or agencies
- PIQ193_7 To learn/increase knowledge
- PIQ193_8 Other *(Describe.)* PIQ193_OTH _____
- PIQ193_09 Don't know

PIQ194

194. Did you receive SPF SIG funded guidance, training or technical assistance with regard to **evaluation activities** during this reporting period? *Do not include training that you are going to receive in the future. You will be able to report this in future reporting periods. We are specifically asking about guidance, training or technical assistance that was paid for with SPF SIG funds. If you are not sure if the guidance, training or technical assistance you received was paid for with SPF SIG funds, contact your local or state SPF SIG director. (Select one response.)*

- Yes
- No *(If no, proceed to question 196.)*

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PIQ195

195. How likely is it that you will use what you learned during the guidance, training or technical assistance on evaluation activities in your SPF SIG activities? *We would like your honest answer. You will not be penalized if you mark “not likely.” (Select one response.)*

- Very likely
- Somewhat likely
- Not likely

PIQ196

196. Use this space to describe anything that may have had a negative effect on your intervention level evaluation activities and how you dealt with the **challenge**. This information will help us help other communities overcome similar challenges. Only describe those challenges that affected you during this reporting period. *Examples might include challenges identifying measures, collecting evaluation data, or analyzing data. (Provide a concise written description in the space available.) (3000 character limit.)*

PIQ197

197. We are also looking for examples of model activities to include in our evaluation. If your project experienced any specific **successes** with intervention level evaluation activities during this reporting period, please describe them here. *Examples might include completing a series of follow-up data collections or publishing and disseminating findings of intervention evaluation. (Provide a concise written description in the space available.) (3000 character limit.)*

Systems Factors

For purposes of this instrument, the **prevention system** is “the entire set of agencies, organizations, and persons that contribute to efforts to prevent substance abuse and related problems within the community.” Keep this in mind as you answer the questions below about planning and data systems.

PIQ198

198. Does your community have a specific plan or vision/mission statement about substance abuse prevention that guides the community substance abuse prevention planning process? *(Select one response.)*

- Yes
- No *(If no, proceed to question 200.)*
- Don't know *(If don't know, proceed to question 200.)*

PIQ199

199. If yes, describe the primary goals of the plan or vision/mission statement. *(Provide a concise written description in the space available.) (3000 character limit.)*

PIQ200

200. Does your community have a written, documented process for making substance abuse prevention-related decisions? *(Select one response.)*

- Yes
- No *(If no, proceed to question 203.)*
- Don't know *(If don't know, proceed to question 203.)*

PIQ201

201. Describe the basic steps in the process. *(Provide a concise written description in the space available.) (3000 character limit.)*

PIQ202

202. Who is involved in making substance abuse prevention-related decisions? *(Provide a concise written description in the space available.) (500 character limit.)*

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P1Q203

203. Do multiple organizations and agencies in your community work together to collect, manage and organize community ATOD data? *(Select one response.)*

- Yes *(If yes, proceed to question 205.)*
- No
- Don't know *(If don't know, proceed to question 206.)*

P1Q204

204. If you answered no to question 203, please describe why not. *After answering this question, proceed to question 206. (Provide a concise written description in the space available.) (3000 character limit.)*

P1Q205

205. If you answered yes to question 203, please describe the types of community data collected by these organizations. *(Provide a concise written description in the space available.) (3000 character limit.)*

P1Q206

206. Is there a primary organization or agency that has responsibility for management of the data? *(Select one response.)*

- Yes
- No *(If no, proceed to question 208.)*
- Don't know *(If don't know, proceed to question 208.)*

P1Q207

207. How was this organization selected to manage the data? *(Provide a concise written description in the space available.) (500 character limit.)*

PIQ208

208. Do you have access to prevention data systems? *These data systems might include data on Alcohol, Tobacco, and other Drug (ATOD) consumption, ATOD related problems and consequences, and/or ATOD prevention capacity. (Select one response.)*

- Yes
- No *(If no, proceed to the next section, Contextual Factors.)*
- Don't know *(If don't know, proceed to the next section, Contextual Factors.)*

PIQ209

209. Describe the types of data systems you have access to. *(Provide a concise written description in the space available.) (3000 character limit.)*

Contextual Factors

Contextual factors are conditions that exist outside the scope of the intervention activities, but nevertheless influence the SPF process and intervention delivery. While you can incorporate knowledge of these factors into your planning and interventions, they typically cannot be changed through intervention activities. Understanding the nature of contextual factors, however, is still helpful in evaluating the success of the intervention. For purposes of the cross-site evaluation, contextual factors are categorized by demographic factors, cultural factors, community factors, and environmental/systems factors.

People you may want to include in responding to this section:

- Project Director
- Project Coordinator
- Intervention delivery staff
- Evaluator
- Coalition representative

PIQ210

210. Describe here any demographic factors or issues that have had an impact or will have an impact on prevention activities in your community during this reporting period. *Potential demographic factors include population density, immigration trends, poverty rates, literacy rates or employment rates. Make sure to include a specific description of the issue and how it affected or might affect your intervention activities. If the issue presented a challenge for you, indicate how you are overcoming the challenge or how you plan to overcome the challenge. (Provide a concise written description in the space available.) (3000 character limit.)*

PIQ211

211. Describe here any cultural factors that have had an impact or will have an impact on prevention activities in your community during this reporting period. *Potential cultural factors include parental/family/caregiver ambivalence about drug/alcohol use among youth; language, or skepticism or mistrust of government-sponsored programs or law enforcement. Make sure to include a specific description of the issue and how it affected or might affect your intervention activities. If the issue presented a challenge for you, indicate how you are overcoming the challenge or how you plan to overcome the challenge. (Provide a concise written description in the space available.) (3000 character limit.)*

PIQ212

212. Describe here any community factors that have had an impact or will have an impact on prevention activities in your community during this reporting period. *Potential community factors include level of community readiness; community attitudes and norms towards drug/alcohol use; access to drugs/alcohol; state/local government funding for substance abuse prevention and treatment; transportation issues; or local political processes or dynamics. Make sure to include a specific description of the issue and how it affected or might affect your intervention activities. If the issue presented a challenge for you, indicate how you are overcoming the challenge or how you plan to overcome the challenge. (Provide a concise written description in the space available.) (3000 character limit.)*

PIQ213

213. Describe here any environmental factors that have had an impact or will have an impact on prevention activities in your community during this reporting period. *Potential environmental factors include state or local laws, policies or regulations; organizational policies (businesses, recreational leagues, schools, etc.); coordination among organizations/agencies; access to policy makers; or resources (time, funding, volunteers) dedicated to substance abuse prevention at the state or local level. Make sure to include a specific description of the issue and how it affected or might affect your intervention activities. If the issue presented a challenge for you, indicate how you are overcoming the challenge or how you plan to overcome the challenge. (Provide a concise written description in the space available.) (3000 character limit.)*

Closing Questions

PIQ214

214. Do you have any additional comments about any aspects of the SPF SIG Initiative? *(Provide a concise written description in the space available.) (3000 character limit.)*

PIQ215

215. Did following the steps of the Strategic Prevention Framework during this reporting period lead to specific successes within your community in dealing with substance abuse prevention? *Examples of success might include achieving intended outcomes, but also might include bringing needed stakeholders to the table or clearly identifying needs in the community. (Select one response.)*

- Yes
- No *(If no, proceed to the Coalition Sub-Form, if applicable.)*
- Too soon to determine *(If marked, proceed to the Coalition Sub-Form, if applicable.)*

PIQ216

216. If yes, please describe *how* following the specific steps of the framework contributed to your success, and *what* you consider a success. *(Provide a concise written description in the space available.) (3000 character limit.)*

Coalition Sub-Form

This form should be completed by those community partners that are operating as a community coalition. *Only complete this sub-form if you answered in question 21 that you are operating as a community coalition.*

PIQ217

217. Who is the lead agency for the community coalition (the agency responsible for making the primary decisions of the coalition and/or the agency controlling the money)? *(Provide a concise written description in the space available.) (500 character limit.)*

PIQ218

218. Does this agency have financial responsibility for the coalition? *For example, is the agency responsible for ensuring that any paid positions receive their payment or for providing authorization for the purchase of supplies? (Select one response.)*

- Yes
- No
- Don't know

PIQ219

219. Does the community coalition have a funding source? *(Select one response.)*

- Yes
- No
- Don't know

PIQ220

220. Does the project director for the SPF SIG project work for the coalition's lead agency? *(Select one response.)*

- Yes
- No
- Don't know

PIQ221

221. Does the community coalition have an identifiable leader (an individual, not an agency)? *(Select one response.)*

- Yes
- No
- Don't know

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P1Q222

222. Is the leader of the coalition a paid position? (*Select one response.*)

- Yes
- No
- Don't know

For questions 223 through 231, indicate whether you strongly agree, agree, neither agree nor disagree, disagree or strongly disagree with the statement.

P1Q223

223. The coalition has a clear vision and focus. (*Select one response.*)

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

P1Q224

224. The community coalition has collaborative leadership. (*Select one response.*)

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

P1Q225

225. Responsibilities among coalition members are fairly and effectively delegated. (*Select one response.*)

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

P1Q226

226. The coalition has a broad-based, diverse membership that represents the various groups and organizations involved in substance abuse prevention. (*Select one response.*)

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

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PIQ227

227. There is too much talking and not enough follow through with actions. (*Select one response.*)

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

PIQ228

228. The coalition has a process for tracking decisions. (*Select one response.*)

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

PIQ229

229. The coalition does not monitor whether or not there is follow through on decisions. (*Select one response.*)

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

PIQ230

230. The coalition needs more structure in order to be effective. (*Select one response.*)

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

PIQ231

231. Denial and apathy among community members toward local substance use issues is a major barrier to our coalition's effectiveness. (*Select one response.*)

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree