

## 2005 Coalition Strategic Prevention Framework Survey

### **Instructions**

In an effort to strengthen Florida's coalition initiative and individual coalitions, the state's Coalition Capacity Building Workgroup\* developed this survey. **Results of this survey will help to set state, regional, and local technical assistance and training priorities.** The components of the survey are based on the first three steps of the Strategic Prevention Framework (SPF): Assessment, Capacity Building, and Strategic Planning. The fourth step is implementation of the strategic plan, which involves taking action guided by the Strategic Plan created in Step 3. Step five (5) is evaluation, which involves measuring the impact of the SPF and the implemented programs, policies, and practices.

The primary role of community anti-drug coalitions is to help communities take responsibility for minimizing illegal and illicit alcohol, tobacco and other drug use and the negative effects of that behavior. To accomplish this mission, effective coalitions 1) know the needs of their community – data collection and assessment, 2) have the capacity to come to a community-level consensus on priority prevention needs, 3) produce a concise plan for addressing consensus priorities based on available data, 4) implement tested policies, programs, and practices to achieve the goals of the strategic plan, and 5) monitor the progress of the local prevention effort.

To complete the survey, you will simply click on the appropriate checkbox type a response in a checkbox. After you have completed this survey, you will be given the opportunity to print a copy of your responses and the entire survey for your records.

If you would like to pause the survey at any time, you may do so by pressing the Pause button located at the bottom of the page. Please note that it is necessary for you to bookmark the page or submit your email address in the text box provided. This will allow you to gain access to your survey to either finish it, if you are not able to complete it in one session and amend it until April 30, 2005, if you need to update it.

Because many coalitions are at different stages of development, you will be asked a series of questions before you complete the survey. These questions will be used to structure your survey to minimize the amount of time it will take to complete this survey. It is not expected that all coalitions will be doing all of the activities, developing all of the products, or following all of the procedures contained in this survey. However, everyone is expected to complete the preliminary information requested in items a. through n.

We hope that you will distribute this survey at your next coalition meeting and discuss it with your members. One of the primary purposes of this survey is to help your coalition assess how well your compares with the steps of the Strategic Prevention Framework.

*It is important that you complete the survey as accurately as possible. As a follow-up, we may request you allow us to conduct an on-site visit to validate the information you will provide. There are two reasons for this on-site visit. We need to validate the survey instrument as a tool to 1) accurately assess coalition technical assistance needs and 2) to determine the most effective budgeting of funds and other state resources. As part of the validation process, some coalitions will be selected to receive a site visit to confirm the survey completer's understanding of the items and to review related documentation.*

**Please note: Coalitions completing the survey will be eligible to apply for Strategic Prevention Framework Grants and Coalition Mini-Grants.**

\*Coalition Capacity Building Workgroup members: Governor's Office of Drug Control, Department of Children and Families Substance Abuse Program, Florida National Guard, Florida Alcohol and Drug Abuse Association, Florida State University Florida Center for Prevention Research and the University of Miami

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**a. Coalition Name:** \_\_\_\_\_

**b. Contact Information:**

**Name of Person Completing Survey:** \_\_\_\_\_

**Title:** \_\_\_\_\_

*(The person completing this survey must be one of the following: Coalition Director, Mini-Grant Contact Person, Board Chairperson or designee)*

**e-mail address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Coalition Director:** \_\_\_\_\_

**Coalition Address: (Street, City, Zip Code)**

**c. Check the geographic area that your coalition represents:**

County(ies) (specify): \_\_\_\_\_

City(ies)/Town(s) (specify): \_\_\_\_\_

Neighborhood(s) (specify zip codes or census tracks): \_\_\_\_\_

Other (specify): \_\_\_\_\_

**d. Check the box if you are, or have applied for, a 501(c)3 designation:**

If yes, list the name of the Officers:

President: \_\_\_\_\_

First Vice President: \_\_\_\_\_

Second Vice President: \_\_\_\_\_

Secretary: \_\_\_\_\_

Treasurer: \_\_\_\_\_

**e. Check the Organizational Structure that best describes your coalition's decision-making process:**

<input type="checkbox"/>	Board of Directors
<input type="checkbox"/>	Executive Round Table
<input type="checkbox"/>	Trustees
<input type="checkbox"/>	General Membership
<input type="checkbox"/>	Other

**f. Please enter your mission statement.**

Coalition Mission Statement:
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**g. Please indicate the number of members who are listed on your membership roster of each of the following categories:**

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Categories	Total Number who are coalition members	Total Number who devotes time to the development & implementation of coalition activities other than coalition meetings	Strength of Member's Participation (4-strong, 3-above average, 2-average, 1-weak, and 0-none)
Youth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Business communities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Media	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Youth-serving organizations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Law enforcement agencies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Religious or fraternal organizations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Civic and volunteer groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Healthcare professionals (including mental health)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
State, local, and/or tribal governmental agencies with expertise in the field of substance abuse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other organizations involved in reducing substance abuse, specify _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**h. Please indicate the sources and level of funding/resources that your Coalition has authority to spend and that funds your coalition's activities and strategic plan:**

Sources of Resources/Funding	Check the box, if your Coalition receives resources from these sources either directly or through your fiscal agent	If yes, how much?
Federal Drug-Free Communities Support Grant	<input type="checkbox"/>	
Other Federal Drug Abuse Prevention Grants	<input type="checkbox"/>	
Fundraising/Private Donations	<input type="checkbox"/>	
In-Kind Contributions (non-Monetary)	<input type="checkbox"/>	
Foundations/Non-Profit Organizations	<input type="checkbox"/>	
City/County Government	<input type="checkbox"/>	
FL Office of Drug Control Drug-Free Communities Grant	<input type="checkbox"/>	
State (DCF) Coalition Mini-Grant (through FSU)	<input type="checkbox"/>	
Other State Government grants or contracts	<input type="checkbox"/>	
County Government	<input type="checkbox"/>	
Municipal Government	<input type="checkbox"/>	

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United Way	<input type="checkbox"/>	
Private Foundation	<input type="checkbox"/>	
Sales or other taxes	<input type="checkbox"/>	
Other (Please specify): _____	<input type="checkbox"/>	
<b>All Sources</b>		<b>100%</b>

**i. Does your coalition have a cooperative agreement, memorandum of understanding, or contract with any organization to do any of the following processes (check all that apply):**

- Needs Assessment  Other (specify)
- Gap Analysis
- Strategic Plan
- Evaluation of Substance Abuse Prevention Programs

**j. Please check the appropriate box to indicate the stage of development of the following 4 types of plans:**

Stage of Development	Coalition Business Plan (1)	Coalition Operating Plan (2)	Needs Assessment Plan (3)	Strategic Plan (4)
Plan is complete, i.e. signed off on by either the director or board.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plan is in progress.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plan will be developed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plan not currently being developed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- (1) Business plan refers to a formal set of goals, objectives and strategies for assuring the availability of fiscal resources for the continuing operation of the coalition. This plan describes the organization, its services, products, or activities that will produce income, a definition of the funding market, the organization's financial history, its financial mission, objectives, and keys to sustainability.
- (2) Operating plan refers to the coalition's policies and procedures for guiding daily operations. An operating plan would include fiscal and personnel policies, accounting procedures, staffing and organizational charts, and a general schedule of meetings held for the purpose of assuring the smooth operation of the organization.
- (3) Need Assessment Plan refers to a set of goals, objectives, strategies, and task assignments for collecting and analyzing information for the purpose of identifying key substance abuse prevention target populations and their prevention needs.
- (4) Strategic Plan refers to a set of goals, objectives, and strategies for achieving changes in the community's substance abuse prevention profile, including goals related to substance use prevalence and related risk and protective factor indicators. The goals and objectives are based on a needs assessment that identifies priority target populations and risk and protective factors. Strategy recommendations are based on rigorously evaluated environmental and programming approaches.

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**k. Please check the products your coalition developed, used, or leveraged in the last 12 months to address prevention needs in your community (Check all that apply).**

- |  |  |
|--|--|
| <input type="checkbox"/> Training Materials for prevention professionals and volunteers (e.g. manuals, guides, etc.)<br><input type="checkbox"/> Videos<br><input type="checkbox"/> Posters<br><input type="checkbox"/> Print advertisements<br><input type="checkbox"/> Billboards<br><input type="checkbox"/> Banners<br><input type="checkbox"/> Brochures, pamphlets, fliers, fact sheets, handouts, other print handout materials<br><input type="checkbox"/> Newsletters, bulletins, and tabloids<br><input type="checkbox"/> Other, specify _____ | <input type="checkbox"/> Service directories<br><input type="checkbox"/> Resource guides, referral guides, referral lists<br><input type="checkbox"/> Promotional materials, e.g. pins, buttons, pens, pencils, t-shirts, bumper stickers, balloons, etc.<br><input type="checkbox"/> Internal documents and products: communications, surveys, organizational reports, business cards, meeting calendars<br><input type="checkbox"/> Radio Public Service Announcements<br><input type="checkbox"/> Television Public Service Announcements |
|--|--|

**l. Please indicate the number of awareness activities that your coalition has conducted during the last 12 months (Check all that apply):**

Awareness Activities	Indicate the number of awareness activities conducted during last 12 months
Town Meetings	<input type="checkbox"/>
Executive Round Tables	<input type="checkbox"/>
Media Campaigns	<input type="checkbox"/>
Radio PSAs	<input type="checkbox"/>
TV PSAs	<input type="checkbox"/>
Cinema PSAs	<input type="checkbox"/>
Print Publication PSAs	<input type="checkbox"/>
Local Drug Summits	<input type="checkbox"/>
Red Ribbon Week	<input type="checkbox"/>
Awareness Activities (booths at fairs, malls, school events, etc.)	<input type="checkbox"/>
Family Day	<input type="checkbox"/>

**m. How long has your coalition been holding formal meetings? (Check one.)**

1.  Less than one year
2.  One to three years
3.  Longer than three years

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### n. Our coalition: (Check all that apply.)

1.  Collects demographic data.
2.  Collects motor vehicle data.
3.  Collects law violation data.
4.  Collects school related substance abuse data.
5.  Collects criminal justice data.
6.  Collects substance abuse treatment data.
7.  Conducts surveys or tracks survey data from other organizations such as DCF.
8.  Reviews local public policies.
9.  Collects information on the promotion of ATOD such as billboards and radio advertisements.
10.  Collects information from key informants.
11.  Collects public input.
12.  Collects information on prevention programs and services in your community.

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### Step 1. Strategic Prevention Framework: ASSESSMENT

For each item, check all boxes that apply.

#### A. Data Collection

*(These items refer to data that your coalition collects and/or data that is obtained from any other source.)*

1. Our coalition collects the following kinds of demographic data about our community

- Age
- Gender
- Race
- Ethnicity

Other kinds of local demographic data:

2. Our coalition collects demographic data from

- US Census

Other demographic data sources:

3. Our coalition collects the following kinds of substance abuse/motor vehicle-related data from

Substance abuse-related	Dept of Motor Vehicles	Dept of Transportation	County sheriff	Municipal police dept	Local hospital	Local health dept
DWI/DUI arrests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motor vehicle crashes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motor vehicle injuries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motor vehicle fatalities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Other motor vehicle-related data collected:
- Other motor vehicle-related data sources:

4. Our coalition collects the following kinds of data on substance abuse law violations

- Youth attempts to purchase tobacco
- Youth attempts to purchase alcohol
- Liquor license suspensions due to sale of alcohol to minors
- Liquor license revocations due to sale of alcohol to minors
- Fines for selling alcohol to minors

- Number of alcohol beverage control agents serving the local community
- Number of sheriff deputies assigned to regulate liquor licensees
- Number of municipal police officers assigned to regulate liquor licensees
- Attempts to purchase an illegal drug (any age)
- Attempts to purchase a prescription drug illegally (any age)
- Youth possession of tobacco
- Youth possession of alcohol
- Possession of an illegal drug (any age)
- Illegal possession of a prescription drug (any age)
- Driving license suspensions (any age)
- Driver license revocations (any age)
- Other substance abuse law violation data collected:

5. Our coalition collects substance abuse and/or non-substance abuse law violations data from

#### SA Non-SA

- Florida Department of Motor Vehicles
- Florida Department of Law Enforcement
- Florida Department of Business and Professional Regulation
- County sheriff
- Municipal police department
- Other law violations data sources:

6. Our coalition collects the following kinds of school-related substance abuse prevention data from

Substance Abuse Data	Dept of Ed.	Local School District	Other
Tobacco out of school suspensions/expulsions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alcohol-related out of school suspensions/expulsions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other-drug-related out of	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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school suspensions/expulsions			
Alcohol/drug-related vandalism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tobacco-related referrals to counseling/alternative program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alcohol-related referrals to counseling/alternative program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other drug related referrals to counseling/alternative program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other school-related substance abuse data collected:

7. Our coalition collects the following kinds of substance abuse-related criminal justice data:

	Dept of Law Enforcement	Local probation and parole office	County sheriff's office	Municipal police dept.
Vandalism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Property damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sexual assault	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assault	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Domestic violence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Murder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Underage alcohol use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parole violations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Probation violations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other kinds of substance abuse-related criminal justice data collected:

Other substance abuse-related criminal justice data sources:

8. Our coalition collects the following substance abuse treatment data

Number of people from the local community that received detoxification services from a public treatment program

Number of people from the local community that received detoxification services from a private treatment program

- Number of people from the local community that received detoxification services from a faith-based treatment program
- Number of people from the local community that received outpatient treatment services from a public treatment program
- Number of people from the local community that received outpatient treatment services from a private treatment program
- Number of people from the local community that received outpatient treatment services from a faith-based treatment program
- Number of people from the local community that received residential treatment services from a public treatment program
- Number of people from the local community that received residential treatment services from a private treatment program
- Number of people from the local community that received residential treatment services from a faith-based treatment program
- Number of people from the local community that received aftercare services from a public treatment program
- Number of people from the local community that received aftercare services from a private treatment program
- Number of people from the local community that received aftercare services from a faith-based treatment program
- Other substance abuse treatment data collected:

9. Our coalition collects substance abuse treatment data from:

- Department of Children and Families state office
- Department of Children and Families district office
- Local treatment programs
- Other sources of substance abuse treatment data:

10. Our coalition collects the following kind of **LOCAL** data via survey

School Based Surveys	Comm Based Surveys
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- |                          |                          |                                |
|--------------------------|--------------------------|--------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Youth tobacco use prevalence   |
| <input type="checkbox"/> | <input type="checkbox"/> | Youth alcohol use prevalence   |
| <input type="checkbox"/> | <input type="checkbox"/> | Youth marijuana use prevalence |

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- |   |   |
|---|---|
| <input type="checkbox"/> <input type="checkbox"/> Youth inhalant use prevalence<br><input type="checkbox"/> <input type="checkbox"/> Youth other drug use prevalence<br><input type="checkbox"/> <input type="checkbox"/> Adult tobacco use prevalence<br><input type="checkbox"/> <input type="checkbox"/> Adult alcohol use prevalence<br><input type="checkbox"/> <input type="checkbox"/> Adult marijuana use prevalence<br><input type="checkbox"/> <input type="checkbox"/> Adult inhalant use prevalence<br><input type="checkbox"/> <input type="checkbox"/> Adult other drug use prevalence<br><input type="checkbox"/> <input type="checkbox"/> Individ. risk and protective factors<br><input type="checkbox"/> <input type="checkbox"/> Family risk and protective factors<br><input type="checkbox"/> <input type="checkbox"/> School risk and protective factors<br><input type="checkbox"/> <input type="checkbox"/> Comm. risk and protective factors<br><input type="checkbox"/> <input type="checkbox"/> Community assets<br><input type="checkbox"/> <input type="checkbox"/> Other kinds of prevalence and risk and protective factor data collected: | <input type="checkbox"/> Priority given to the enforcement of alcohol laws and ordinances by local courts<br><input type="checkbox"/> Priority given to the enforcement of illegal drug laws and ordinances by local courts<br><input type="checkbox"/> School board policies regarding student possession of tobacco products<br><input type="checkbox"/> School board policies regarding student possession of alcohol<br><input type="checkbox"/> School board policies regarding student possession of illegal drugs<br><input type="checkbox"/> Priority given to the enforcement of school board policies related to the possession of tobacco by students<br><input type="checkbox"/> Priority given to the enforcement of school board policies related to the possession of alcohol by students<br><input type="checkbox"/> Priority given to the enforcement of school board policies related to the possession of illegal drugs by students<br><input type="checkbox"/> Other kinds of public policies reviewed: |
|---|---|
11. Our coalition tracks the youth data listed in item 10 from
- Florida Youth Substance Abuse Survey
  - Florida Youth Tobacco Survey
  - Florida Youth Risk Behavior Survey
12. Our coalition conducts the following review of local public policies
- Local ordinances related to tobacco consumption
  - Local ordinances related to tobacco sale to minors
  - Local ordinances related to alcohol consumption
  - Local ordinances related to alcohol sale to minors
  - Local ordinances related to illegal drugs
  - Priority given to the enforcement of tobacco laws and ordinances by the county sheriff
  - Priority given to the enforcement of alcohol laws and ordinances by the county sheriff
  - Priority given to the enforcement of illegal drug laws and ordinances by the county sheriff
  - Priority given to the enforcement of tobacco laws and ordinances by municipal police departments
  - Priority given to the enforcement of alcohol laws and ordinances by municipal police departments
  - Priority given to the enforcement of illegal drug laws and ordinances by municipal police departments
  - Priority given to the enforcement of tobacco laws and ordinances by local courts
13. Our coalition collects public policy information from the following sources
- County ordinances
  - Municipal ordinances
  - School board policies
  - Other sources of public policy information:
14. Our coalition collects the following information on the promotion of ATOD use
- Billboards that promote tobacco use
  - Billboards that promote alcohol use
  - Other local advertising promoting tobacco use
  - Other local advertising promoting alcohol use
  - Sponsorship of community events by tobacco-promoting businesses/organizations
  - Sponsorship of community events by alcohol-promoting businesses/organizations
  - Local media advertising alcohol or tobacco use
  - Promotion of ATOD use by on-air personalities on local radio and television

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15. Our coalition collects information regarding the promotion of ATOD use from the following sources

Sources:

16. Our coalition collects information from the following key informants or groups in our community

- Youth
- Parents
- Educators
- Law enforcement officials
- Athletic coaches
- Juvenile justice workers
- Judges
- Medical professionals
- Media professionals
- Youth ministers
- Certified Addiction Professionals (treatment)
- Certified Addiction Prevention Professionals
- Other key informant groups:

17. Our coalition collects key informant information in the following way

- Individual interview
- Focus group
- Discussion group
- Paper/pencil survey
- Web-based survey

18. The following kinds of people/organizations collect our key informant information

- Coalition staff
- Coalition volunteers
- Market research firm
- Public opinion pollster
- Advertising agency
- College or university
- Other:

19. Our coalition collects public input in the following ways

- Paper/pencil survey
- Web-based survey
- Town meeting
- Youth summit
- Interactive TV/radio shows

Other forms of solicitation of public input:

20. The following kinds of people/organizations collect our public input

- Coalition staff
- Coalition volunteers
- Market research firm
- Public opinion pollster
- Advertising agency
- College or university
- Other:

21. Our coalition conducts a full prevention needs assessment at least

- Once a year
- Once every two years
- Once every three years
- Have not conducted a full needs assessment
- Have not conducted a needs assessment
- Other assessment frequency:

### **B. Resource Assessment**

22. Our coalition collects the following information regarding prevention resources in the community

- Safe and Drug-Free Schools allocation
- The providers that contract with the Department of Children & Families for substance abuse prevention and the number and amounts of the programs and services and the amounts for each included in those contracts
- The number and amounts of funds supporting Drug-Free Communities projects (Governor's Office of Drug Control) conducted in our community
- Number and amounts of US Department of Education grants supporting prevention projects in our community
- Number and amounts of US Department Health and Human Services grants supporting prevention projects in our community

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- Number and amounts of US Department of Justice grants supporting prevention projects in our community
- County government funds supporting substance abuse prevention
- Municipal government funds supporting substance abuse prevention
- United Way funds supporting substance abuse prevention
- Number and amounts of support for prevention programs by private foundations
- Number and amounts of support for prevention programs by businesses
- Number and amounts of support for prevention programs by civic organizations/clubs
- Number and amounts of support for prevention programs by faith-based organizations
- Number and amounts of support for prevention programs by media organizations
- Number and amounts of support for prevention programs by community-based nonprofit organizations
- Number and amounts of support for prevention programs by social service organizations
- Number and amounts of support for prevention programs by public schools
- Number and amounts of support for prevention programs by private schools
- Number and amounts of support for prevention programs by volunteer organizations
- Number and amounts of support for prevention programs by public libraries

23. Our coalition collects information on the following **non-cash** prevention resources in our community

### Human Resources

- Number of Certified Addiction Professionals (treatment)
- Number of Certified Addiction Prevention Professionals
- People with skills in public health planning
- People with skills in social marketing
- People with skills in community organizing
- People with skills in program planning

- People with skills in program management
- People with skills in financial management
- People with skills in training
- People with skills in grant writing
- People with skills in working with youth
- Information collected on other human resources:
  - People with skills in data analysis
  - People with skills in evaluation
  - People with skills in working with age groups other than youth
  - People with skills in working with linguistic skills
  - People trained in cultural diversity

### Physical Resources

- Buildings or other facilities for prevention activities
- Public or private parks
- Recreational and other prevention equipment
- Information on other physical resources:

### Community Resources

- Civic organizations/clubs that support substance abuse prevention
- Faith-based organizations that support substance abuse prevention
- Civic-minded businesses that support substance abuse prevention
- Media organizations that support substance abuse prevention
- Community-based nonprofit organizations that support substance abuse prevention
- Social service organizations that support substance abuse prevention
- Public schools that support substance abuse prevention
- Private schools that support substance abuse prevention
- Volunteer organizations that support substance abuse prevention
- Substance abuse-related support groups
- Public libraries

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### C. Needs and Resources Analyses

24. Our coalition uses needs and resource assessment information to determine

- Community ATOD problems
- Priority target populations
- Risk and protective factor profile of the community
- Risk and protective factor profile of priority target populations
- Gaps in prevention services in the community

25. Our coalition publishes an assessment findings report that includes the following types of information related to the assessment

- Data tables
- Graphs and charts of trends
- Statistical analysis beyond counts and percentages
- Demographic description of priority target populations
- Description of the drug use prevalence profile of the community
- Description of the drug use prevalence profile of priority target populations
- Description of the risk and protective factor profile of the community
- Description of the risk and protective factor profile of the priority target populations
- Description of gaps in prevention services for the county
- Other information included in the assessment findings report:

26. Our coalition has written evidence that the following organizations have used the coalition's assessment data or analysis to set priorities or select strategies. For example, the data or analysis could be used in Memorandum of Agreements, mission statements, news articles, plans, speeches, and reports.

- School district
- Individual schools
- Department of Children and Families district office
- County Juvenile Justice Board
- County Health Department
- County government
- Municipal government
- United Way
- Churches, synagogues, temples or other faith-based organizations
- Boys & Girls Club
- MADD Chapter
- SADD Chapter
- PTA/PTO
- Courts
- Local community college
- Local college
- Local university
- Other organizational plans:

## Step 2. Strategic Prevention Framework: BUILD CAPACITY

For each item, check all boxes that apply.

### A.1 Internal Capacity - Assessing Organizational Resources

1. Our coalition's annual operating plan

- Details when general membership meetings will be held
- The goals and objectives for the year
- The human and financial resources necessary to achieve this plan
- Other:

2. Our coalition is managed by:

- A full-time paid director/coordinator
- A part-time paid director/coordinator
- A full-time volunteer coordinator
- A part-time volunteer coordinator
- Other:

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3. Over the last year our coalition met
- Monthly
  - Quarterly
  - Twice
  - Once
  - Other:
4. Our coalition members have participated in coalition training
- In the last two years a majority of the members participated in at least one training course on coalition building activities
  - A majority of the members have attended Camp Blanding's Community Coalition Training
  - In the last two years at least one of the members participated in at least one training course on need assessments.
  - In the last two years at least one of the members participated in at least one training course on strategic planning.
  - In the last two years a majority of the members participated in at least one training course on needs assessment.
  - In the last two years a majority of the members participated in at least one training course on strategic planning.
  - Other:
5. Our coalition actively maintains a strong membership by:
- Periodically developing a written assessment of gaps in sector membership, demographic representation of the membership, cultural diversity issues, and technical and financial skills of the membership necessary to sustain the work of the coalition
  - Developing a written plan to address identified gaps in membership
6. Our coalition maintains standing committees or workgroups to address the following:
- Needs Assessment
  - Resource Assessment
  - Membership
  - Strategic Planning
  - Community Awareness
  - Fund Raising
  - Underage Alcohol Use
  - Other:
7. Our coalition keeps its members informed by
- Notifying members in writing of the time, place, and agenda of coalition membership meetings before each meeting
  - Recording minutes that reflect the active consideration of issues and decisions/actions
  - Disseminating written minutes of their meetings
  - Maintaining a record of the coalition's history and activities
  - Providing an orientation of new members
  - Communicating with members through newsletters/brochures
  - Communicating with members through a web site
  - Communicating with members through conference calls
  - Communicating with members through Internet chat rooms or bulletin boards
  - Other:
8. Our coalition is engaged in the state and national coalition initiative by
- Maintaining a membership in the Florida Alcohol and Drug Abuse Association (FADAA)
  - Maintaining a membership in the Community Anti Drug Coalitions of America (CADCA)
  - Other:
9. Our coalition includes membership that reflects the demographics of our community
- Persons representing the cultural and social diversity of our community participate fully
  - The coalition's mission reflects diverse cultural and uniqueness of the local cultural groups.
  - The coalition's membership includes diverse cultural and social groups
  - The coalition's activities reflects the needs of diverse cultural and social groups
- Other: Our coalition maintains the following

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### A.2 Technical Capacity: Specialized Support That Sustains the Coalition

1. Our coalition's financial management is handled by:
  - Volunteers
  - Paid staff
  - Subcontracted services
  - Other:
2. The administration of our coalition's work is handled by:
  - Volunteers
  - Paid staff
  - Subcontracted services
  - Other:
3. The coordination of coalition events is handled by:
  - Volunteers
  - Paid staff
  - Subcontracted services
  - Other:
4. Our coalition's records for the last year contain evidence that the following information on our coalition activities
  - Name of Initiative/Event
- Type of Initiative/Event, e.g., development of regulations, enforcement of regulations, media advocacy, social marketing, ATOD awareness campaign, training, clearinghouse, etc.
- Demographic data of target populations (target population refers to a list of characteristics of the individuals that will be involved in the event that are generic to more than 50% of the individuals involved, e.g. 21 to 55, Hispanic, low income, males, living independently.)
- Estimated number of people reached or affected
- Collaborating members, e.g., youth, parents, businesses, media, schools, law enforcement, etc.
- Type of collaboration, e.g., joint planning, sponsorship, shared funding, or other (specify)
5. Our coalition uses computer technology
  - To record our need assessment data
  - To record our activities
  - To access the Internet
  - To maintain a Website
  - Staff has desktop computers
  - Has e-mail capability
  - That uses a high speed internet connectivity
  - Other:

### A.3 Financial Capacity

1. If your coalition is not an independent 501(c)3 non-profit agency, your coalition is
  - Organizationally a subcomponent of a government agency
  - Organizationally a subcomponent of a 501(c)3 non-profit agency
  - Other:
2. Our coalition financial services include:
  - Bookkeeping/accounting
  - Payroll
  - Purchasing
  - Budget management
  - Other:
3. Our coalition's financial human resources consists of
  - The coalition's Chief Financial Officer
  - Paid coalition accounting staff
  - Volunteer accountant
  - The coalition's director
  - Paid accounting staff of the parent 501(c)3 non-profit organization
  - A grant-writing expert
  - Other:
4. Our coalition's financial management includes
  - A business plan
  - An approved line-item annual operating budget

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- Regular written reports of funding opportunities
- A regularly updated list of potential funding sources including cities, counties, United Way, foundations, state and federal agencies, and local political leaders
- A fund raising plan
- A finance committee
- Other:

### **B. Building Collaboration**

1. Our coalition engages potential partners for team building through
  - Presentations to key stakeholders
  - Special speakers addressing issues across community sectors
  - Special events for potential partners
  - Invitations to participate in coalition member training events
  - Recognition and awards ceremonies
  - Other:
2. Our coalition achieves greater visibility in the community through
  - Media coverage of special events such as rallies, town meetings, and
  - Town meetings
  - Articles in local newspapers regarding coalition activities
  - Op Ed articles in local newspapers regarding substance abuse prevention issues
  - Slides for pre-feature slide shows in local movie theaters
  - Annual observance of Red Ribbon Campaign
  - Annual observance of Drunk and Drugged Driver Awareness Week
  - Family Day
  - Other:

### **C. External Capacity -Assess Community Readiness and Resources (Community readiness refers to a community's awareness of, interest in, and ability and willingness to initiate and support substance abuse prevention efforts. Community awareness, interest, etc, is determined through surveys, focus groups, and interviews of community partners, parents, youths, law enforcement, school officials and others who deal with substance abuse issues. Community awareness can also include an analysis of the needs assessment and evaluations of current substance abuse programs and services.)**

1. Our coalition conducts a community readiness assessment
  - None to date
  - Once a year
  - Once every two years
  - Once every three years
  - Other:
2. Our coalition conducts a community prevention resources assessment
  - Once a year
  - Once every two years
  - Once every three years
  - Other:
3. Our coalition's readiness and resource assessment includes
  - Community tolerance of youth alcohol use
  - Community tolerance of youth tobacco use
  - Community tolerance of youth other drug use
  - Community tolerance of adult alcohol use
  - Community tolerance of adult tobacco use
  - Community tolerance of adult drug use
  - Community recognition of youth alcohol use problems
  - Community recognition of youth tobacco use problems
  - Community recognition of youth drug use problems
  - Community recognition of adult drug use problems
  - Community recognition of adult alcohol use problems

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- Community recognition of adult tobacco use problems
- The level of community awareness of local youth alcohol, tobacco and other drug use problems
- The level of community awareness of local adult alcohol, tobacco and other drug use problems
- The community sectors with leadership that publicly recognize the community's substance abuse problems
- The level of cross-sector planning to address substance abuse problems and risk factors
- The amount of funding contributed to substance abuse prevention by community sector
- The number, geographic distribution, and quality of prevention programs, services and activities being conducted, the target populations of those activities, and the fit of those services to the community's identified substance abuse prevention needs
- The quality of the evaluation of prevention efforts
- The quality of paid and volunteer prevention workers
- Other:

### Step 3. Strategic Prevention Framework: STRATEGIC PLANNING

#### A. The Strategic Plan Components

1. Our coalition's strategic plan contains
  - A mission statement
  - A profile of the community's alcohol, tobacco, and other drug use trends for youth
  - A profile of the community's alcohol, tobacco, and other drug use trends for adults
  - A profile of the community's risk and protective factors for youth
  - A profile of the community's risk and protective factors for adults
  - A profile of the community's current prevention efforts for youth
  - A profile of the community's current prevention efforts for adults
  - Priority substance abuse prevalence issues addressed by this plan
  - Priority target population-based risk and protective factors to be addressed by the plan
  - Priority target environmental risk and protective factors to be addressed by the plan
  - Priority target populations
  - Community level substance abuse prevalence (impact) goals, including amount and direction of change and accomplishment date
  - Community level risk and protective factor (intermediate) goals, including amount and direction of change and accomplishment date
  - Target population-based strategies for achieving goals
  - Environmental strategies for achieving goals
  - Rationale describing how the selected strategies will achieve community level goals
  - Estimate of level of effort necessary to achieve community level change
  - Identification of potential partners to assure adequate fiscal, human, technology, and information resources to accomplish goals on time
  - Tasks for each goal
  - Progress assessment milestones
  - Other:
2. Our coalition's strategic plan is:
  - A 5-year or longer plan
  - A 3 to 4-year plan
  - A 1- to 2-year plan
  - Signed by coalition representatives from at least five sectors of the community
  - Distributed to members
  - Distributed to community partners
  - Distributed to city and county government partners
  - Distributed to DCF SAMH district office
  - Distributed to county school board
  - Distributed to county health department
  - Distributed to DJJ circuit office
  - Other:

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### **B. Monitoring and Tracking the Implementation of the Strategic Plan**

1. Our coalition tracks the progress being made on the strategic plan through
  - Regular written status reports
  - Verbal updates at our regularly scheduled meetings
  - Our web site
  - Conversations with the coalition's director
  - Other:
2. Our strategic plan is updated or amended:
  - As needed
  - Quarterly
  - Biannually
3. Our coalition updates or amends its Strategic Plan when the following components change
  - Annually
  - Upon request
  - Goals
  - Objectives
  - Activities/tasks
  - Outcomes
  - Responsible Person
  - Completion dates
  - Required resources
  - Collaborations