COMMUNITY-BASED PROCESS SUPPORT DOCUMENTATION TEMPLATE

**INSTRUCTIONS:** *Complete this template for the SAPBG Audit. All community-based strategies are provided below. Providers should ONLY complete the sections related to the community-based strategies that have been conducted within the audit review timeframe for the fiscal year of the audit review. Beside several of the questions are simple examples. Please note that clear explanations are advised. It is important to clearly outline the work done within community-based process as it connects to environmental and prevention education strategies.*

*NOTE: It is not required to connect each community-based strategy to BOTH prevention education AND environmental strategies. Some General capacity building can be demonstrated. However, it is important to focus community-based process work around larger prevention education or environmental strategies.*

*Once the sections have been completed, this template should be saved and renamed with the agency name, fiscal year, and CBP Temp. (i.e. AgencyName\_22\_CBPTemp.doc).*

*The saved document should then be uploaded to the ECCO briefcase and tagged for the appropriate fiscal year and community-based process strategies. This serves as supporting documentation for the audit review of the hours indicated in community-based process.*

## GENERAL INFORMATION

**Agency Name:** Click or tap here to enter text. **Fiscal Year:** Click or tap here to enter text.

**Manager Name:** Click or tap here to enter text. **LME:** Click or tap here to enter text.

## COMMUNITY-BASED PROCESS

**Instructions:** *Mark all strategies that have been conducted during the current audit review timeframe.*

Coalition/Task Force/Collaborative/Meetings

☐ Needs Assessment and Strategic Planning

☐ State Level Workgroup

☐ Sustainability Planning/Leveraging Resources

☐ Communities Mobilizing for Change on Alcohol

## STRATEGY DOCUMENTATION

**Instructions:** *Complete the questions below for each community-based process strategy that was completed within the audit review timeframe. Please provide specific examples when asked. Additional documentation such as minutes, emails, agenda, etc can be added to this document for reference. Only check the boxes below for the strategies that are active during the audit review timeframe.*

### Coalition/Task Force/Collaborative/Meetings

1. List any environmental strategies directly supported by this community-based process strategy *(EXAMPLE: List “Safer Prescriber Training” for Coalitions that are attended that connect to efforts for Safer Prescriber Training)*

Click or tap here to enter text.

1. Provide examples of **HOW** your coalition/task force/collaboratives/meetings directly supported environmental strategy work. *(EXAMPLE: For Safer Prescriber Training, ABC County Coalition has a mission for addressing prescription drug misuse, and meetings are attended by staff to build capacity in the community and to train volunteers to assist with implementing Safer Prescriber Trainings within ABC County.)*

Click or tap here to enter text.

1. List any prevention education strategies directly supported by this community-based process strategy *(EXAMPLE 1: For Too Good for Drugs, we work with the coalition members to bridge connections with schools and assist with scheduling the prevention education implementation.)*

Click or tap here to enter text.

1. Provide examples of **HOW** your coalition/task force/collaboratives/meetings directly supported prevention education strategies. *(EXAMPLE: ABC County Coalition has a mission for addressing prescription drug misuse, and volunteers assist with scheduling and securing schools for implementing the prevention education program ABC County.)*

Click or tap here to enter text.

1. Provide examples of **HOW** your coalition/task force/collaboratives/meetings directly increased your general capacity for prevention work *(Example: By participating in the ABC County Child Health Task Force, we are able to build partnerships with those in the community and utilize resources to support the prevention work that we do and expand the reach within the community)*.

Click or tap here to enter text.

1. Which of these efforts were conducted within the strategy Coalition/Task Force/Collaboratives/Meetings (Mark all that apply)

☐ Planning Meetings ☐ Task Force/Collaborative/Coalition Meetings

☐ Coalition Officer/Chair duties ☐ Stakeholder meetings (e.g. Partner/Community, etc)

☐ Other (Specify): Click or tap here to enter text.

1. Provide a list of Coalitions/Task Force/Collaboratives that were engaged during this fiscal year.

Click or tap here to enter text.

1. Approximately how many coalition/task force/collaborative meetings were attended? (Aggregated number) Click or tap here to enter text.
2. Approximately how many new partners were established? Click or tap here to enter text.
3. How many staff members were involved in the strategy? Click or tap here to enter text.
4. How many counties were served by this strategy? Click or tap here to enter text.

### ☐ Needs Assessment and Strategic Planning

1. List any environmental strategies directly supported by this community-based process strategy *(EXAMPLE: Safer Prescriber Training within ABC County.)*

Click or tap here to enter text.

1. Provide examples of **HOW** your needs assessment and strategic planning directly supported environmental strategy work. *(EXAMPLE: Administrative data from the FY21 block grant needs assessment indicated overprescribing practices in ABC County. Staff conducted community focus groups to better understand this identified problem as well as the need for safer prescriber training and CSRS awareness efforts.)*

Click or tap here to enter text.

1. List any prevention education strategies directly supported by this community-based process strategy *(EXAMPLE: Too Good for Drugs for ABC County)* Click or tap here to enter text.
2. Provide examples of **HOW** your needs assessment and strategic planning directly supported prevention education strategies. *(EXAMPLE: After implementing and reviewing the PRIDE survey, we were able to note a need for prevention education to address low perception of harm among youth within ABC County.)* Click or tap here to enter text.
3. Provide examples of **HOW** your need assessment and strategic planning directly increased your general capacity for prevention work *(Example: By participating in the ABC County Community Health Assessment, we were able to build in questions around substance use within the community that will help identify community problems that can be addressed)*.

Click or tap here to enter text.

1. Which of these efforts were conducted within the strategy (Mark all that apply)

☐ Planning Meetings ☐ Staff Meetings ☐ Data Research and Review

☐ Data Analysis ☐ Data Collection ☐ Interviews/Focus Groups

☐ Strategic Planning sessions with stakeholders

☐ Other (Specify): Click or tap here to enter text.

1. Approximately how many new partners were established? Click or tap here to enter text.
2. How many staff members were involved in the strategy? Click or tap here to enter text.

1. How many counties were served by this strategy? Click or tap here to enter text.

### ☐ State Level Workgroup

1. List any environmental strategies directly supported by this community-based process strategy *(EXAMPLE 1: Only for Capacity within ABC County EXAMPLE 2: SYNAR.)*

Click or tap here to enter text.

1. Provide examples of **HOW** your state level workgroup directly supported environmental strategy work. *(EXAMPLE 1: The state workgroup assists in building tools and capacity around addressing Synar in counties. EXAMPLE 2: The workgroup helps build overall capacity to address prevention work and support stronger administrative support tools for managing prevention.)*

Click or tap here to enter text.

1. List any prevention education strategies directly supported by this community-based process strategy. *(EXAMPLE 1: Only for Capacity within ABC County EXAMPLE 2: Catch My Breath)* Click or tap here to enter text.
2. Provide examples of **HOW** your state level workgroup directly supported prevention education strategies. *(EXAMPLE 1: Only for Capacity within ABC County EXAMPLE 2: The state workgroup is being used to address better practices for implementing Catch My Breath.)*  Click or tap here to enter text.
3. Provide examples of **HOW** your state level workgroup strategy directly increased your general capacity for prevention work *(Example: By participating in the state coalition, we can gain access to state level evaluation partners that we can then use to conduct assessments within ABC County)*. Click or tap here to enter text.
4. Provide a list of the State Level Workgroups attended/engaged this year. Click or tap here to enter text.
5. How many staff members were involved in the strategy? Click or tap here to enter text.
6. How many state policies, practices, workforce development issues were addressed, enacted, or reviewed? Click or tap here to enter text.

### ☐ Sustainability Planning/Leveraging Resources

1. List any environmental strategies directly supported by this community-based process strategy *(EXAMPLE 1: Only for Capacity within ABC County EXAMPLE 2: SYNAR.)*

Click or tap here to enter text.

1. Provide examples of **HOW** your Sustainability Planning/Leveraging Resources directly supported environmental strategy work. *(EXAMPLE 1: Only for Capacity within ABC County EXAMPLE 2: Resources for supporting law enforcement Synar efforts were secured through a local community grant.)* Click or tap here to enter text.

1. List any prevention education strategies directly supported by this community-based process strategy. *(EXAMPLE 1: Only for Capacity within ABC County EXAMPLE 2: Catch My Breath)* Click or tap here to enter text.
2. Provide examples of **HOW** Sustainability Planning/Leveraging Resources directly supported prevention education strategies. *(EXAMPLE 1: Only for Capacity within ABC County EXAMPLE 2: Partnerships were developed with schools and teachers were trained in order to sustain Catch My Breath programming annually within the school.)* Click or tap here to enter text.
3. Provide examples of **HOW** your sustainability planning/leveraging resources directly increased your general capacity for prevention work *(Example: By partnering on our local YMCA grant, we were able to find funding for afterschool programming, during which we hope to gain access to an audience that has been identified through our needs assessment as being disproportionately affected by alcohol so that we can engage in alcohol prevention efforts)*.

Click or tap here to enter text.

1. Which of these efforts were conducted within the strategy (Mark all that apply)

☐ External Partner Meetings ☐ Internal Staff Meetings ☐ Data Research and Review

☐ Fundraising ☐ Grant support (partnering with other agencies)

☐ Grant creation/submission (to support strategy work)

☐ Other (Specify): Click or tap here to enter text.

1. How many staff members were involved in the strategy? Click or tap here to enter text.
2. How many new resources have been leveraged or sustainability efforts have been implemented this year to support SAPBG strategies? Click or tap here to enter text.

### ☐ Communities Mobilizing For Change on Alcohol

1. List any environmental strategies directly supported by this community-based process strategy . *(EXAMPLE 1: Social Host)*

Click or tap here to enter text.

1. Provide examples of **HOW** Communities Mobilizing For Change on Alcohol directly supported environmental strategy work. *(EXAMPLE 1: Social Host policies are being developed and community readiness around address alcohol concerns have been increased. New partners have been developed.)* Click or tap here to enter text.
2. List any prevention education strategies directly supported by this community-based process strategy *(EXAMPLE 1: N/A)* Click or tap here to enter text.
3. Provide examples of **HOW** Communities Mobilizing For Change on Alcohol directly supported prevention education strategies. *(EXAMPLE 1: N/A)* Click or tap here to enter text.
4. Provide examples of **HOW** your strategy directly increased your general capacity for prevention work *(Example: By implementing CMFCA, we were able to build partnerships with those in the community and build awareness around the problems of alcohol use so that strategies addressing alcohol will be better received by community members)*.

Click or tap here to enter text.

1. How many communities were impacted by Communities Mobilizing For Change on Alcohol?

Click or tap here to enter text.

1. How many staff members were involved in the strategy? Click or tap here to enter text.
2. How many counties were served by this strategy? Click or tap here to enter text.

### Comments

Provide any additional insights into your Community-Based Process efforts not captured in the above questions that support the hours and work completed during the fiscal year under review.

Click or tap here to enter text.