Iowa Partnerships for Success: Capacity Workbook

IDPH
Iowa Department
of Public Health
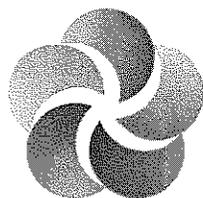
Strategic
Prevention
Framework
of Iowa

Introduction

The following are materials that the Iowa Partnerships for Success (IPFS) funded counties will utilize within the capacity step of the Strategic Prevention Framework process. Complete each section and return to Julie Hibben, IPFS Project Director via e-mail at julie.hibben@idph.iowa.gov by September 8, 2015.

The Resource Mapping materials were created by the National Center of Secondary Education and Transition through the University of Minnesota. Some of these materials were adapted for Iowa's SPF SIG, and have been further adapted for IPFS.

Definitions

Substance Abuse Prevention
The Center for Substance Abuse Prevention defines prevention as "a process that empowers individuals to meet the challenges of life by creating and reinforcing healthy behavior and lifestyles and by reducing the risks that contribute to alcohol, tobacco and other drug misuse and abuse."

Substance Abuse Prevention Services
Prevention services are based on the Center for Substance Abuse Prevention's six strategy categories:

> Information Dissemination – Involves one-way communication from the source to the audience to provide awareness and knowledge of the nature and extend of substance abuse and addiction and its effects on individuals, families, and communities. It may be a one-time event. It is not organization promotion.
> Education - Involves two-way communication with interaction between the facilitator and the participants to improve critical life and social skills. Multiple sessions are usually included.
> Alternatives - Provides for the participation of target populations in activities that exclude substance abuse. Providers offer technical assistance to assist in planning community events.
> Environmental - Establishes or changes written and unwritten community standards, codes, and attitudes, thereby influencing substance abuse by the general population.
> Problem Identification and Referral – Aims to classify those who have used substances inappropriately or illegally and determine whether their behavior can be reversed through education. It does not include any function designed to determine whether a person is in need of treatment.
> Community-Based Process – Aims to enhance the ability of the community to more effectively provide substance abuse prevention and treatment through the establishment of collaborative groups.

County Resource Mapping

What is Resource Mapping?
Resource mapping is a strategy for promoting county collaboration by better aligning programs and services. The major goal of resource mapping is to ensure that counties have access to a broad, comprehensive, and integrated system of prevention services. Resource mapping can be used to improve education, workforce development, and economic development in a county by aligning available services and resources, streamlining those services and resources, and identifying areas of need. The idea of resource mapping builds on the county's strengths by increasing the frequency, duration, intensity, and quality of services and supports. It is a way to organize information and give direction to meet a common goal.

Community resource mapping is not a new strategy or process. It has been in use for many years in varying forms. Community resource mapping is sometimes referred to as asset mapping or environmental scanning. Community resource mapping is best noted as a system-building process used by groups at different stages in order to align resources and policies in relation to specific system goals, strategies, and expected outcomes.

How Can Resource Mapping Change Counties?
The resource mapping process acknowledges that individuals, organizations, and local institutions all have the capacity to create real change in their counties, but that no agency, or person, can do it alone. With increased accountability, tight budgets, resource shortages, and fragmented services, it is a sound decision for counties to encourage cross-agency and cross-systems coordination. Insight into a county's existing partnerships and programs, resource allocations and policies, priorities and assets can contribute to its ability to evaluate its overall effectiveness in substance abuse prevention services.

Resource maps can provide a comprehensive picture of a county's vision, goals, projects, and infrastructure. In short, resource mapping can help counties to accomplish a number of goals, including:

- Identify new resources
- Avoid duplication of services and resources
- Cultivate new partnerships and relationships
- Share information across agencies that provide substance abuse prevention services
- Encourage collaboration
- Successfully achieve prevention outcomes

The alignment of resources, streamlining of resources, and identification of service gaps within the county enables prevention professionals to:
     (a) understand the full range of prevention services available within a county,
     (b) more efficiently provide services, and
     (c) develop new services and supports targeted to fill existing gaps

In order to identify countywide substance abuse prevention resources and build county capacity, follow the steps below to complete the resource mapping process in each IPFS funded county.

1.   Scanning the Resources

Counties need to create a comprehensive list of the various services provided that prevent substance abuse. This includes service providers that may have shared outcomes with substance abuse prevention, including groups and agencies that address youth and family issues, other health issues including behavioral health, and community wellness initiatives. Identify all organizations that provide these services in chart below.

Different methods can be used to gather this information. The information collection methods selected depend on the type of information you want and the stakeholders who are sharing the information. Possible methods include questionnaires, surveys, interviews (both telephone and personal interviews), focus groups, and roundtable discussions. Look beyond traditional sources when collecting information about resources. No single collection method can provide all the necessary information to support good decisions. Remember, much data already exists within your county and is available for you to use.

Stakeholders should be engaged to help identify other partners in the process, provide a unique perspective about the mapping process and product(s), generate questions for collection purposes, serve as sources of information, and participate in the actual data collection process. Procedures to guide "collectors" should be developed to address some common problems such as re-contacting individuals/organizations for missing information or approaching organizations that choose not to provide information and ensuring tasks are completed as agreed upon.

Your coalition or collaborative group should consider the following questions when developing the plan to collect information:

- What kinds of information should be collected?
- How much relevant information already exists and how can it be accessed?
- How will information be collected and recorded?
- How will you select or develop collection instruments?
- What is your timeline for collection?
- How will collection responsibilities be determined?
- How will the information be organized and analyzed?
- How will you handle missing information?
- How will the information be shared with stakeholders?
- What kinds of problems can be expected?

County Substance Abuse Prevention Resources

Organization/ Group Name	Types of Services Provided *Including Substance Abuse Prevention or Treatment, Community Wellness, Youth Services, Suicide Prevention Services, Family Services, and Other Health Services (Including Behavioral Health)* List Target Audience for Each Service	Goals/Expected Outcomes	How Do Their Goals and Expected Outcomes Intersect or Overlap With Ours?	Key members and Other County Partners	Current Coalition Member?	If Yes, Key Contact	If No, Possible Point of Contact

Substance Abuse Prevention System Organization Chart

After completion of the resource mapping process, each IPFS funded county will create a visual representation of the county prevention services through an organizational chart. All organizations listed in the County Substance Abuse Prevention Resources Worksheet should be included in the chart. Use the SmartArt function in Microsoft Word 2007 or higher, Google Docs, or PowerPoint to create the chart in the space below.
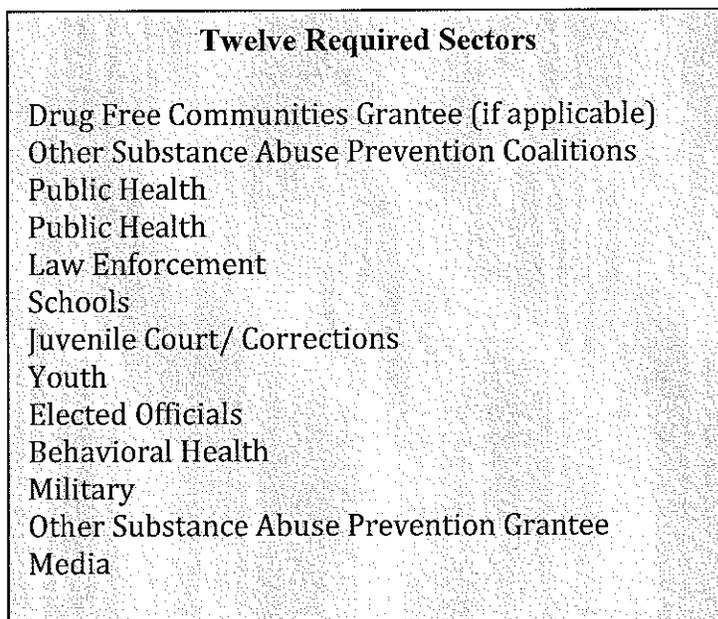
2. Analyzing Resources

Identify services that overlap or are missing from your county substance abuse resources review. Then list the implications of these overlaps and/or gaps for your county's prevention service system.

Overlaps	Gaps	Implications

3. Taking Action

For the following two worksheets you will consider the group of stakeholders that is actively engaged using the SPF process throughout the IPFS Project. This group could be a Collaboration Council, a coalition or a working subgroup or subcommittee of a coalition. The intention of these worksheets are not to take over or manage a coalition but to look at measures of successful community engagement in the SPF process and work to incorporate those measures to the fullest extent possible with the group that is committed to the success of the project outcomes. It should be a group that includes at least the 12 required sectors and meets regularly to be engaged in all steps of the SPF including data gathering, project planning, decision making, implementation, evaluation, sustainability planning and ensuring cultural competence throughout the process.

Twelve Required Sectors

Drug Free Communities Grantee (if applicable)
Other Substance Abuse Prevention Coalitions
Public Health
Public Health
Law Enforcement
Schools
Juvenile Court/ Corrections
Youth
Elected Officials
Behavioral Health
Military
Other Substance Abuse Prevention Grantee
Media

All of the documents in this guide should be consulted regularly, as capacity building happens not just one time, but throughout all of the SPF steps. The Community Sector Worksheet and Capacity Checklist will be filled out twice per year so that you can monitor your progress and do more of what your group is doing well. It may be helpful to keep records of who was involved in completing these documents and how the process happened; including discussion around how scores were decided or specific resources were included. This will aid in tracking progress and in completing documents in the future if some of the stakeholders or staff members have changed.

Community Sector Worksheet

Required sectors are in bold

Add additional rows as necessary. For example, under Law Enforcement, you may want to include both local and county contacts or for schools you will want to include contacts for each district within the county

Sector	Current, active member and affiliate organization, if applicable	Potential member and affiliate organization if applicable	How will our organization benefit from including this sector?	How will we build on or increase capacity with this sector? Include specific actions, persons responsible and timeframe
Drug Free Communities Grantee (if applicable)				
Other Substance Abuse Prevention Coalitions				
Public Health				
Law Enforcement				
Schools				
Juvenile Court/ Corrections				
Youth				
Elected Officials				
Behavioral Health				

Military			
Other Substance Abuse Prevention Grantee			
Media			
Suicide Prevention Organization			
Business Owners			
Youth Serving Organizations			
Healthcare Providers			
Parents			
Faith Based			
Service Organizations			
Alcohol Retailer, Server or Seller			
Alternative Activity provider (such as afterschool programs, sports, dance or art programs)			

(Name of IPFS Collaborative Council or Coalition) Capacity Checklist

Indicators	Date	Date	Date	Date
	Score	Score	Score	Score
Structure and Knowledge				
Group has a chair, who is not the IPFS Coordinator.				
Members can identify at least three key organizations that are actively involved.				
Members can describe the purpose/mission of the group.				
Members are familiar with the Strategic Prevention Framework.				
Members are familiar with the concept of environmental strategies.				
Members know what is meant by evidence based programs/practices.				
Members are part of making project related decisions.				
New members are oriented and receive information/ training on the Strategic Prevention Framework.				
Meetings are held regularly at a time and location that is convenient for members.				
An agenda/minutes are distributed before and after the meeting.				
During the meeting the agenda is followed.				
Meetings begin and end on time.				
Assessment				
Members are actively involved in gathering and interpreting assessment data.				
Assessment results are shared with other prevention partners.				
Assessment results are shared with the community.				
Capacity				
Ongoing efforts are made to increase membership.				
Ongoing efforts are made to retain and engage existing members.				
All 12 required sectors are regularly involved.				
There are members from the target audiences the project will reach and partner with.				
Members are recognized for their contributions.				

	NS	1	2	3	4
Planning					
Members actively participate in creating and reviewing planning documents					
Members use data for ongoing planning.					
Implementation					
Project services are promoted within the county.					
The county is knowledgeable about coalition efforts.					
Members use data to monitor implementation fidelity.					
Evaluation					
Evaluation results are shared with the county.					
Members use data for evaluation.					
Cultural Competence					
Members are reflective of the county population.					
Cultural competence is considered through all steps of the SPF.					
Sustainability					
Members regularly work on sustainability planning.					
Group has a written plan to sustain positive outcomes over time.					
Members have identified and secured resources to sustain positive outcomes over time.					
Members commit time and resources to the project.					

Please use the following rating scale in completing this checklist:

NS- Not Sure

1- Never: Our group does not do this

2- Sometimes: Our group sometimes does this

3- Most of the time: Our group does this most of the time

4- Always: Our group does this consistently/always

Consider your group's responses to the Capacity Checklist and answer the following questions:

1. Where did your group give a score of NS, 1 or 2?

2. How can you move each of those items to a score of a 3 or 4? What specific steps will you take? What will your timeline be?

3. Where did your group give a score of 3 or 4?

4. What is your group doing well that you will continue doing?

5. How will you use this information to increase your group's effectiveness in using the SPF?

Capacity Workbook Contributors

Name	Sector and Organization (if applicable)	Contribution

Add rows as needed. Additionally, feel free to add columns for additional information, such as contact information, if that will be helpful for your records.