**PFS 2015 Strategic Plan Development Guide**

This template outlines the sections and content of the strategic plan that must be submitted to BSAS no later than **July 1, 2016**. Please note that this plan covers state fiscal year 2017 (July 1, 2016–June 30, 2017) when you move to full implementation upon approval of the plan by BSAS.

The strategic plan **must not exceed 45 pages**, including the information and tables outlined in this document. However, this total does not include any supporting materials or appendices that you choose to submit.

A draft of this plan must be submitted to your MassTAPP TA provider for review no later than **June 17, 2016**, prior to the final submission to BSAS on **July 1, 2016**.

**Statement of Grant Intent**

The PFS 2015 initiative is intended to prevent nonmedical use of prescription drugs (NMUPD) among high school-age youth across the Commonwealth. PFS 2015 grant recipients are required to place the majority of their focus on the prevention/reduction of NMUPD among high school-age youth through the implementation or amendment of local policies, practices, systems, and environmental change. The *primary* target population is high school-age youth, who can be reached both in and/or outside of the school setting. *Secondary* target populations (parents, prescribers, etc.) can be served provided that the effects of any services delivered to these groups are likely to have an impact on past 30-day use of prescription drugs among high school-aged youth in the community. This is not strictly an opioid grant. It can be any type of prescription drug (pain relievers, stimulants, tranquilizers, sedatives). A sub-set of programming can target misuse of over-the-counter medication if this emerges as a local issue and is related (based on the data) to prescription drug misuse/abuse rates.

**Overview/Abstract**

**Note:** The overview/abstract may not exceed one page.

Please provide a one-page summary of your plan that includes the following:

A brief description of your community (including any demographic information, or other information related to cultural or environmental factors, that is relevant to the issue)

The intervening variable(s) you are targeting related to NMUPD among high school-age youth

The strategies you will implement related to the prevention/reduction of NMUPD among high school-age youth

**Step 1: Assessment**

***1.1. Assessment Data on NMUPD Among High School-Age Youth***

Briefly describe the process you used to collect data on the nature and extent of NMUPD among high school-age youth within your community:

What data sources and techniques for data collection did you use (for example, school discipline reports, surveys, focus groups, key stakeholder interviews)?

Include numbers/rates/percentages demonstrating your best source(s) of evidence related to what NMUPD among high school-age youth looks like in your community.

**Health Disparities Statement:** Are any subpopulations of youth disproportionately affected by NMUPD in your community? If so, please list these populations and refer to the data/evidence that were used to determine this.

**Note**: An examination of health disparities62 is a priority for the PFS 2015 initiative. Reviewers will be looking for evidence that the assessment considered differences in consumption patterns or consequences among sub-groups.

Note any gaps in the available data on NMUPD among high school-age youth that may limit your understanding of the issue, and how you plan to address these gaps moving forward.

How are you integrating cultural competence and sustainability into this step of the SPF process (for example, how will data collection be sustained, how often do you plan to re-assess, what is in place to guarantee ongoing access to data, what are the established baselines that all future data will be measured against)?

Add any additional information that you think would help the reader understand how the assessment of NMUPD among high school-age youth data was conducted.

***1.2. Problem Statement Related to NMUPD***

Based on your understanding of NMUPD consumption patterns among high school-age youth in your community, please list the problem statement(s) that your group *selected* to address within your strategic plan. If you considered multiple problems, please identify how you selected (prioritized) among the larger list of problem statements.

***1.3. Assessing Intervening Variables Linked to NMUPD Among High School-Age Youth***

Briefly describe the process you used to collect data on intervening variables as they relate to NMUPD among high school-age youth:

What data sources and techniques for data collection did you use (e.g., school discipline reports, surveys, focus groups, key stakeholder interviews)?

List all intervening variables related to NMUPD that you investigated, including data (qualitative and/or qualitative) on each variable and the source(s) of evidence.

Note any gaps in the available data on intervening variables related to NMUPD among high school-age youth that may limit your understanding of the issue, and how you plan to address these gaps moving forward.

Add any additional information that you think would help the reader understand how the assessment of the data on intervening variables related to NMUPD among high school-age youth was conducted.

***1.4. Technical Assistance Needs Related to Assessment***

What assistance, if any, do you anticipate needing from MassTAPP, BSAS, or others in the area of assessment once your strategic plan has been approved and you move into the implementation phase?

**Step 2: Capacity Building**

***2.1. Community and Key Stakeholder Involvement***

Please list the key sectors (e.g., municipal government, education, prevention, treatment, health care, law enforcement, social service) that are actively engaged with you on PFS 2015.

Describe how, if at all, you intend to collaborate with local schools located in your community.

Please explain how members of the general community will be engaged in PFS 2015.

Please describe how you will engage key stakeholders and other individuals from sectors not yet represented.

***2.2. Structure and Functioning***

Please provide an organizational chart of the governing structure of the PFS 2015 project within your community, including any subgroups.

How are the representatives of each key sector functioning as a team?

What is the decision-making process in your group?

What challenges have you encountered so far related to the functioning of your team, and what are you doing to overcome these challenges?

***2.3. Core Planning Committee***

Please list the membership of the core planning committee responsible for guiding the PFS 2015 strategic planning process.

What challenges have you encountered so far related to the functioning of your core planning committee

What are you doing to overcome these challenges?

***2.4. Capacity-Building Needs Related to NMUPD Among High School-Age Youth***

Describe the existing strengths within your community to address NMUPD among high school-age youth.

Describe areas of growth that will need to be addressed in order for you to more effectively address the issue of NMUPD among high school-age youth.

Include a capacity-building action plan to address your identified areas of growth/capacity need that includes the following information:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Area of Growth/ Capacity Need** | **How It Will Be Addressed** | **Who Is Responsible** | **Timeline** | **Measure of Success** |
|  |  |  |  |  |

How are you integrating cultural competence and sustainability into this step of the SPF process?

***2.5. Technical Assistance Needs Related to Capacity***

What assistance, if any, do you anticipate needing from MassTAPP, BSAS, or others in the area of capacity building once your strategic plan has been approved and you move into the implementation phase?

**Step 3: Strategic Planning**

***3.1. Planning Process***

Briefly describe the process that was followed to develop this plan, including who was involved.

***3.2. Planning to Address NMUPD Among High School-Age Youth***

Please describe the following related to your plan for addressing NMUPD among high school-age youth:

The final set of intervening variable(s) from section 1.3 *that you selected*, including how this list was selected (prioritized) from among the larger list of variables considered

The specific target population(s) for NMUPD among high school-age youth (specific grade levels, sub-groups, parents, prescribers, etc.)

The list of strategies you propose to implement to address NMUPD among high school-age youth

The rationale for each selected strategy (conceptual fit, practical fit, link to research, how intervening variables were considered in the planning and identification of strategies)

The cultural competence of the selected strategy or strategies

The sustainability of the selected strategy or strategies

***3.3. Logic Model***

Attach your logic model, covering the period from **July 1, 2016**, to **June 30, 2017**. You are **required** to update your logic model **annually**.

Please refer to **PFS 2015 Logic Model Development Guide** for additional guidance.

***3.4. Technical Assistance Needs Related to Strategic Planning and Logic Models***

What assistance, if any, do you anticipate needing from MassTAPP, BSAS, or others in the area of ongoing strategic planning or logic models once your strategic plan has been approved and you move into the implementation phase?

**Step 4: Implementation**

***4.1. Implementation of <<Strategy to Address?>>NMUPD Among High School-Age Youth***

In this section, describe your NMUPD strategy implementation plans in depth, using the format below. Be specific (e.g., how many training sessions will be offered, for how many participants, and how long each session will last; when the intervention will begin and end).

Strategy 1:

|  |  |  |  |
| --- | --- | --- | --- |
| **Action Steps** | **Who Is Responsible** | **Timeline** | **Measure of Success** |
|  |  |  |  |

Strategy 2:

|  |  |  |  |
| --- | --- | --- | --- |
| **Action Steps** | **Who Is Responsible** | **Timeline** | **Measure of Success** |
|  |  |  |  |

***4.2. Technical Assistance Needs Related to Implementation***

What assistance, if any, do you anticipate needing from MassTAPP, BSAS, or others in the area of implementation once your strategic plan has been approved and you move into the implementation phase?

**Step 5: Evaluation**

SAMHSA/CSAP has mandated that all Partnerships for Success 2015 sub-recipient communities collect bi-annual high school student survey data on: (1) past 30-day use of prescription drugs and alcohol; and (2) perception of parental disapproval of use; perception of peer disapproval of use; and/or perceived risk/harm of use of prescription drugs and alcohol. The Massachusetts PFS 2015 grant is not addressing underage drinking prevention, but other states are; henceforth, it is a requirement that each funded state collect data on both issues. The survey must occur for the first time either in Federal Fiscal Year 2016 (10/1/15–9/30/16) or Federal Fiscal Year 2017 (10/1/16–9/30/17). If the site does not have an existing high school survey in place or is unable to add these items to an existing survey, the state will collect these data using a brief community instrument that will be administered with a small sample of high school students in your community via our partners at the University of Massachusetts Survey Research Center. We will work with each site on a case-by-case basis immediately following the start of the grant to determine how to best meet this federal requirement of funding.

The PFS 2015 initiative does not provide additional support for program evaluation, but some sites have decided to contract for local evaluation support on their own. In addition, the Massachusetts Technical Assistance Partnership for Prevention (MassTAPP) TA center is available to assist program staff to build internal capacity for basic local evaluation.

***5.1. Evaluation of Strategies***

If you are conducting local evaluation, please describe what information you will collect and which outcomes you will track when evaluating your NMUPD prevention strategies.

***5.2. Affirmation***

Please affirm that you will participate in the Massachusetts State Cross-Site Evaluation and the Center for Substance Abuse Prevention National Cross-Site Evaluation.

***5.3. Technical Assistance Needs Related to Strategic Planning and Logic Models***

What assistance, if any, do you anticipate needing from MassTAPP, BSAS, or others in the area of evaluation once your strategic plan has been approved and you move into the implementation phase?