SAPC Strategic Plan Development Guide

This template outlines the sections and content of the regional strategic plan that must be submitted to BSAS no later than **April 29, 2016**. Please note that this plan covers the time period beginning July 1, 2016, when you move to full implementation—it does not cover what you may have done during the pilot period.

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 **April 8, 2016**, prior to the final submission to BSAS on **April 29, 2016**.

* Statement of Grant Intent
* Overview/Abstract
* Step 1: Assessment
* Step 2: Capacity Building
* Step 3: Strategic Planning
* Step 4: Implementation
* Step 5: Evaluation

Statement of Grant Intent

The SAPC initiative is intended to prevent underage drinking and other drug use across the Commonwealth. BSAS *strongly encourages* SAPC grant recipients to place the majority of their focus on the universal prevention of underage drinking through the implementation or amendment of local policies, practices, systems, and environmental change. Research shows that by addressing the issue of underage drinking, you will reduce the risk that youth will go on to use opioids and other substances.

While this is not required, SAPC grantees may choose to use a subset of their resources on the universal prevention of other drug, provided that they adequately address the issue of underage drinking with the majority of their SAPC funding and that there are substantial data to support other drug use beyond alcohol.

**Note:** If you do not intend to focus any of your SAPC resources on other drug use, just respond in relation to underage drinking when you see the term “underage drinking and other drug use” below.

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 cluster (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 underage drinking and other drug use in the cluster
* The strategies you will implement related to the universal prevention of underage drinking and other drug use (including the area[s] of your cluster in which they will be implemented)

Step 1: Assessment

### 1.1. Assessment Data on Underage Drinking and Other Drug Use

Briefly describe the process you used to collect data on underage drinking and other drug use across your cluster:

* What data sources and techniques for data collection did you use (e.g., focus groups, surveys, key informant interviews)?

Include numbers/rates/percentages demonstrating your best source(s) of evidence related to what underage drinking and other drug use looks like in your cluster.

* Identify the source(s) of information for any quantitative (numerical) and qualitative (narrative) data.
* Are any subpopulations of youth disproportionately affected by underage drinking and other drug use in your cluster? If so, please list these populations and refer to the data/evidence that were used to determine this.
* Note any gaps in the available data on underage drinking and other drug use 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 underage drinking and other drug use data was conducted.
* How are you integrating cultural competence and sustainability into this step of the SPF process (e.g., 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)?

### 1.2. Assessing Intervening Variables on Underage Drinking and Other Drug Use

Briefly describe the process you used to collect data on intervening variables as they relate to underage drinking and other drug use across your cluster:

* What data sources and techniques for data collection did you use (e.g., focus groups, surveys, key informant interviews)?
* List all intervening variables related to underage drinking and other drug use 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 underage drinking and other drug use 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 underage drinking and other drug use was conducted.

### 1.3. 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 starting on July 1, 2016?

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) currently collaborating with you on SAPC.
* Describe how, if at all, you intend to collaborate with local colleges and/or universities located within your cluster.
* Please explain how members of the general community will be engaged in SAPC.
* Please describe how you will engage key stakeholders and other individuals from sectors not yet represented.

### 2.2. Structure and Functioning of the Cluster

* Please provide an organizational chart of the governing structure of the SAPC project within your cluster, including any subgroups.
* How are the representatives of each community within the cluster functioning as a team?
* What is the decision-making process in your cluster?
* 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 for the Cluster

* Please list the membership of the core planning committee responsible for guiding the SAPC strategic planning process.
* What challenges have you encountered so far related to the functioning of your core planning committee, and what are you doing to overcome these challenges?

### 2.4. Capacity-Building Needs Related to Underage Drinking and Other Drug Use

* Describe the strengths within your cluster to address underage drinking and other drug use.
* Describe areas of growth in your cluster that will need to be addressed in order for you to more effectively address the issue of underage drinking and other drug use.
* 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 starting on July 1, 2016?

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 Underage Drinking and Other Drug Use

Please describe the following related to your plan for underage drinking and other drug use:

* The final set of intervening variable(s) from section 1.2 *that you selected*, including how this list was selected (prioritized) from among the larger list of variables considered
* The specific target population(s) for underage drinking and other drug use
* The list of strategies you propose to implement to address underage drinking and other drug use, and the area(s) in your cluster in which they will be implemented
* The rationale for each selected strategy (conceptual fit, practical fit, link to research)
* The cultural competence of the selected strategy or strategies
* The sustainability of the selected strategy or strategies
* How risk and protective factors were considered in the planning and identification of strategies

### 3.3. Problem Statement Related to Underage Drinking and Other Drug Use

* Based on your analysis and understanding of the issue, please provide a two- to four-sentence problem statement that describes *why* underage drinking is an issue in your cluster and the *basis* for making this claim.
* If you are also focusing on other drug use, please provide a concise problem statement about other drug use in your cluster.

### 3.4 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 the SAPC Logic Model Development Guide for additional guidance.

### 3.5. 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 starting on July 1, 2016?

Step 4: Implementation

### 4.1. Implementation of Underage Drinking and Other Drug Use Strategies

In this section, describe your underage drinking and other drug use 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; the scope of implementation [multiple cities w/in the cluster, across the cluster, etc.]).

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 starting on July 1, 2016?

Step 5: Evaluation

### 5.1. Existing and Planned Youth Surveys

For the community in which the **lead municipality/agency** is located, please answer the following:

* Has the community administered a student health survey within the past three years among public school students in grades 6–12 that includes questions about underage alcohol and other drug use? If so, when was the survey implemented, how often, and at which grade levels?
* Does the community plan to administer a student health survey within the next two years among public school students in grades 6–12 that includes questions about underage alcohol and other drug use? If so, please identify the grade levels and anticipated timing of the survey(s).

### 5.2. 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 starting on July 1, 2016?