SAPC Grant Milestones, Timeline, and Deliverables

**July 1, 2015**

**April 29, 2016**

**June 30, 2016**

This document reflects the desire of the Massachusetts Department of Public Health’s Bureau of Substance Abuse Services (BSAS) to do two things:

1. Provide SAPC grantees with **10 months to create a strategic plan** that will guide their work in subsequent years
2. Provide SAPC grantees with an opportunity to begin to pilot a prevention strategy or discrete intervention within the first six months of funding, even though this pilot may not be continued into subsequent years based on the results of the strategic planning process

* Overview
* Pilot Project Requirements: November 2, 2015–June 30, 2016
* Deadlines: July 1, 2015–June 30, 2016

Overview

* **Assessment:** The lead municipality/agency and partner municipalities (where applicable) begin work on assessing needs and resources across all municipalities within their cluster or catchment area.
* **Capacity building:** The lead municipality/agency and partner municipalities (where applicable) begin work on coalition building and developing the decision making structure that will support successful implementation of the grant.
* **Planning:** The lead municipality/agency begins to develop the strategic plan, which should be a synthesis of information from all communities within the municipal cluster region. It should identify site-by-site variation in needs, readiness, and capacity *and* draw overall conclusions about how to allocate and distribute financial and programmatic resources in a way that will best serve the entire service area.
* **Implementation (Pilot):** A *partner* municipality is required to pilot *one* universal prevention strategy while the strategic plan is being developed. In the case of a Large Individual Municipality or Public Health District, the lead municipality/agency will be responsible for implementing the pilot strategy. Implementation of the pilot strategy *must* be approved by BSAS and should begin no later than *Monday, November 2, 2015*.

**Note:** Details on this aspect of the project appear below under “Pilot Project Requirements.”

* **Evaluation:** Programs are required to begin to track MIS service data on SAPC activities *immediately* upon award. Templates for doing so will be provided by your BSAS Contract Manager. The MIS due dates for state fiscal year 2016 are October 30, 2015; January 30, 2016; April 30, 2016; and July 30, 2016. Narrative progress reports will also be due on the same dates and follow the same timeline as the MIS reports. A link to the online narrative quarterly report due by October 30, 2015, will be provided to you by your BSAS Contract Manager in early October. \*\*Note: this requirement was updated in an email from Scott Formica on 12/17/2015. Programs will submit the combined MIS/narrative report throughout the first year of the grant.

No later than **Friday, April 29, 2016**, all *municipal clusters* will submit their strategic plans. The plan will cover, in detail, all five steps of the SPF, along with a list of the strategies the program plans to implement in Year 2 and a detailed implementation plan.

Pilot Project Requirements: November 2, 2015–June 30, 2016

A *partner* municipality is required to pilot *one* universal prevention strategy while the strategic plan is being developed. In the case of a Large Individual Municipality or Public Health District, the lead municipality/agency will be responsible for implementing the pilot strategy. It is our preference that this pilot be implemented by a partner municipality so that the lead municipality/agency may devote its time and resources to the Assessment, Capacity Building, and Strategic Planning phases of this project, which are vital for the creation of a comprehensive and well-developed strategic plan.

In addition, it is crucial for the lead municipality/agency to develop an effective decision-making structure to coordinate efforts across the municipal cluster or catchment area during this time period. Programs may request that the pilot strategy be implemented by the lead municipality/agency and/or more than one partner municipality within their cluster or catchment area, provided the program can demonstrate that it has the capacity to implement the pilot strategy without significantly impacting its ability to carry out the aforementioned activities. This request may be included in the **October 19th** memo (described below) and *must* be approved by BSAS.

The pilot strategy *does not* need to be chosen based on a complete SPF process—selection should be guided by capacity, feasibility, fit, and the wisdom of practice, as follows:

* REQUIRED:  No later than **Monday, October 19, 2015**, the Lead Municipality must identify one cluster community that will implement one pilot strategy. This must be submitted via email to **both** your BSAS Contract Manager and your MassTAPP TA representative. Please ensure this email includes the following:
  1. Identify **one Cluster Community** implementing a Pilot Strategy.
  2. Identify **one Pilot Strategy** being implemented.
* Questions and/or requests regarding implementing more than one strategy, implementing a strategy in more than one community, continuing a previous prevention strategy (for previous UAD program grantees) or any other matters should be directed to your BSAS Contract Manager and the BSAS Assistant Director of Prevention, Fernando Perfas: [fernando.perfas@state.ma.us](mailto:fernando.perfas@state.ma.us). ***Please also be sure to copy your MassTAPP TA provider on this request***.
* Acceptable strategies are activities that would serve to increase awareness, support, and/or capacity of the community to engage in activities aimed at preventing and reducing underage drinking and other drug use such as (1) sticker shock campaigns, (2) town hall meetings, or (3) alcohol alternative events (e.g., community-sponsored alcohol free events for youth, parents, and/or community members such as “early release” days, post-sporting event pep rallies, etc.). Please contact your BSAS Contract Manager for additional information or clarification around these strategies.
* The pilot strategy is intended to be an opportunity for the cluster to enhance its capacity around collaboration, coordination, and implementation.  Depending on the activity, it may also benefit the Assessment portion of your strategic plan by engaging new partners/stakeholders with access to relevant data and/or providing an opportunity to collect new data to support the planning process.
* The pilot strategy does not need to be chosen based on a complete SPF process—selection should be guided by capacity, feasibility, fit, and the wisdom of practice.
* This strategy may or may not be continued into subsequent years based on the final strategic plan.
* **Important Note:** Programs *may not* invest time or resources to labor or resource intensive strategies during this pilot period (e.g., media campaigns, social marketing/social norms campaigns, or trainings).

The determination of which partner municipality (or lead municipality/agency, if applicable) within each cluster or catchment area will implement the pilot strategy should be determined collaboratively by the members of the cluster. Priority should be given to communities that demonstrate a need for the strategy and the capacity and the readiness to implement the strategy, and that represent an appropriate fit.

Deadlines: July 1, 2015–June 30, 2016

1. **July 1, 2015**

* SAPC grant begins.
* The lead municipality/agency begins work on assessment and capacity-building activities.

1. **Thursday, July 16, 2015, 1 pm**

* Mandatory webinar for new grantees, in which the following individuals are *required* to participate:
* Project coordinator (if this individual has been hired)
* A representative from the lead municipality
* If applicable, a representative from the non-municipal organization named in the grant award

Topics to be covered include an overview of the grant and statewide objectives and a detailed discussion of the municipal cluster model.

1. **Wednesday, September 30, 2015, 12 pm**
   * Mandatory webinar for new grantees in which the following individuals are required to participate:
     + Project coordinator (if this individual has been hired) or other appropriate lead municipality representative
     + Topics to be covered include an overview of the contract reporting deliverables including MIS and Narrative reports.
2. No later than **Friday, October 2, 2015**

* Programs must schedule a meeting with their MassTAPP TA provider to discuss:
* Status of the development of a decision-making structure for coordinating efforts across the municipal cluster region
* Status of Assessment efforts and whether any data gaps remain
* Status of Capacity-Building efforts and any challenges being faced in this area
* Remaining steps toward completing the Assessment and Capacity-Building stages

1. No later than **October 19, 2015**

* Lead municipality/agency must submit a memo to BSAS that includes the following:
* An outline of the pilot strategy that will be implemented while the strategic plan is being developed
* The partner municipality/agency being designated to implement the pilot strategy
* A one-page description of the designated partner’s capacity and readiness to implement the strategy, as well as the need for and the appropriateness of the strategy in that community

1. **October 13-16, 2015**

* Mandatory Substance Abuse Prevention Skills Training for SAPC Coordinators in Waltham. Contact your contract manager with questions about this training.

1. **October 30, 2015**

* First MIS/Narrative reporting deadline.

1. No later than **Monday, November 2, 2015**

* Programs begin pilot strategy after receiving approval from BSAS.

1. **December 14, 2015, 10:30-12**
   * Mandatory webinar *Selecting and Prioritizing Intervening Variables for your SAPC Grant*
2. No later than **Friday, December 18, 2015**

* Programs must schedule a meeting with their MassTAPP TA provider to discuss the following:
* Completion of the Assessment phase and beginning of analysis of data collected
* Identification and prioritization of Intervening Variables and Strategies based on the data collected during the Assessment phase

1. No later than **Friday, January 29, 2016**

* Programs must submit a draft of Sections 1 and 2 of their Strategic Plan to their BSAS Contract Manager and their MassTAPP TA provider for review.

1. **January 30, 2016**

* Second MIS/Narrative reporting deadline.

1. **February 24, 2016, 10am-12pm**
   * Mandatory webinar: *Strategic Planning 201:  Re-visiting IV Prioritization, Selecting Strategies, and Developing your Logic Model.* This is a required webinar for all program coordinators.
2. No later than **Friday, April 8, 2016**

* Programs must submit a draft of their completed **strategic plan, including logic model,** to their MassTAPP TA provider for review.

1. No later than **Friday, April 29, 2016**

* Programs must submit their completed **strategic plan** to BSAS.

1. **April 30, 2016**

* Third MIS/Narrative reporting deadline.

1. **June 30, 2016:**

* End of the first year of the SAPC grant.

1. **July 1, 2016**

* Beginning of the second year of the SAPC grant.
* Upon BSAS approval of the **strategic plan** all programs begin **full** **implementation** of the strategies identified in their strategic plan, which may or may not include their pilot strategy, based on the results of their needs assessment.

1. **July 30, 2016**

* Fourth MIS/Narrative reporting deadline.

1. **July 2016, date TBD**
   * Mandatory webinar for grantees in which the following individuals are required to participate:
   * Project coordinator or other appropriate lead municipality representative
   * Topics to be covered include an overview of the contract reporting systems including instructions on how to complete MIS and Narrative reports.