Quarterly Report:

Quarterly reports are required by the State of Montana Addictive and Mental Disorder Division (AMDD) in order for the State to gain a better understanding from the Prevention Specialist of the prevention activities, community readiness, barriers, needs, and successes in each Block Grant (BG) and Partnership for Success (PFS) counties or reservations. This report also includes any prevention challenges and the resources needed to overcome those challenges. To ensure that a Prevention Specialist is relaying this information, in a concise manner, to AMDD, a Prevention Specialists will need to have the previous three months of WITS and Grant Management tracking sheets, along with the County/Reservation Logic Model/Action Plan.

This report has a section for each step of the Strategic Prevention Framework (SPF). Below are helpful educational videos explaining the Strategic Prevention Framework (SPF) which is covered in Substance Abuse Prevention Skills Training (SAPST).

<https://www.youtube.com/watch?v=aP-otLvm15w>

<https://www.youtube.com/watch?v=4tvx7Bdq6e0>

**DUE DATE: Quarterly Reports** areto be submitted to the Regional Technical Assistance Leader (RTAL) on the 10th day of the month after the quarter ends. If during the quarter being reported a coalition meeting was held then *coalition meeting minutes are required to be submitted for each meeting. (If minutes are not available at the end of the quarter submit them the next quarter)*

**Helpful Tips:**

1. Use bullet points
2. Summarize information concisely and with complete thoughts within a bullet point
3. Summarize themes concisely within a bullet point
4. Review for grammar, formatting, spelling, etc.
5. There may not be reporting for each SPF step - type N/A - this informs the reader of the report that this section was not overlooked
6. Ensure all necessary fields are completed before sending to RTAL
7. Submit Coalition meeting minutes if applicable

Instructions for completing Quarterly Report:

1) Complete top of report as follows:

* **Quarter Reporting:** Select the correct Quarter
* **Date Report Submitted:** MM.DD.YY (Example: 1.10.20)
* **Submitted by:** Full First and Last Name of Prevention Specialist completing report
* **County/Reservation Served:** County/Reservation Name (Example: Carbon)
* **Grant:** Circle either PFS or Block.

**NOTE:** A separate report needs to be completed for each county or reservation and/or grant.

**2) Complete each section in the report as follows:**

**NOTE:** Use bullet point formatting with concise complete thoughts when writing report.

**Assessment:**

**Successes and Accomplishments:** Highlight the Assessment achievements and victories, no matter how big or small.

Example:

* Used accurate and reliable PNA data to identify problem behaviors and associated risk and protective factors to complete a Logic Model.

**Barriers:** Outline the challenges pertaining to Assessment.

Example:

* Lack of accurate and reliable PNA data due to small participation rates by schools.
* Historical lack of formal assessment within the community.
* Lack of school support conducting the PNA.

**Needs:** Summarize what resources are needed to thoroughly complete the Assessment step. Example:

* Better participation from schools in the PNA.
* More accurate data sources.
* Increased coalition support and community education to conduct a formal assessment.

**Capacity**

**Successes and Accomplishments:**Highlight the Capacity-building achievements within the community.

Examples:

* Engaging and supportive local resources (people & fiscal).
* Increased community readiness through community education and capacity building.
* New coalition members.
* Strong community support for prevention.

**NOTE:** List any major trainings which the Prevention Specialist has participated in during stated Quarter. (Ex:SAPST, CADCA, NPN)

* National Prevention Network: Chicago, IL 12.4.19

**Barriers:** Outline the challenges pertaining to Capacity.

Examples:

* Lack of community resources and readiness leads to low community support and fewer community stakeholders.

**Needs***:* Summarize what is needed within the community that would increase local resources and readiness.

Examples:

* Community stakeholders actively participating in coalition activities.
* Increase in prevention funding and support.
* Increased community readiness.

**Planning**

**Successes and Accomplishments:**Highlight the community victories in the planning process of prevention.

Example:

* Based on the data the coalitions prioritized risk and protective factors (Intent to use, Parental Attitudes toward drug use and Social Laws & Norms then selected the appropriate interventions and/or evidence-based strategies. Looking into a Social Host Ordinance and schools implementing the Good Behavior Game for 3-5th graders.
* Developing and implementing a Comprehensive Prevention Plan. This can also include planning of your interventions for the next step of implementation.

**Barriers:** Outline the challenges with prevention planning and choosing the appropriate interventions.

Example:

* Coalitions not being able to agree on the right strategy or communities choosing an inappropriate strategy to work on.

**NOTE**: Also included would be lack of funding, lack of coalition and community support, and/or no planning process.

**Needs:** Summarize what is needed at the local level to have a comprehensive planning process and action plan. Describe what resources would benefit the planning process.

Examples:

* Additional funding through in-kind donations from community partners.
* Additional community infrastructure.
* Additional prevention technical assistance to community partners.

**Implementation**

**Successes and Accomplishments:** Highlight the positive and productive ways the community has built capacity and mobilized support to actually carry out prevention activities and interventions.

Examples:

* Implemented Good Behavior Game, an evidence-based strategy, in 5th grade at Carbon Co. elementary school.
* Monitoring interventions to ensure fidelity and making note for future changes in implementation to ensure greater success.

**Barriers:** Outline the challenges that correspond to implementing prevention activities. Examples:

* Lack of additional funding.
* Lack of community support for certain appropriate strategies.
* Communities want to skip the steps before implementation.
* Not having culturally appropriate EB programs available and/or choosing an EB program that is not culturally appropriate.

**Needs:**Summarize what additional needs and resources that would be required to implement prevention strategies and interventions.

Examples:

* More community support for prevention strategies would lead to more implementation of these strategies.
* More community education on the importance of the implementation process.

**Evaluation:**

**Successes and Accomplishments:** Highlight the community’s efforts to evaluate prevention activities by conducting both process and outcome evaluations.

Examples:

* Evaluating each intervention by routinely reviewing data and making sure the intervention was implemented correctly and making any necessary changes or adaptations if needed.
* Participated in Community Health Assessment process and reviewed data.

***Barriers:*** Outline the challenges of the evaluation process in your community.

Examples:

* Lack of any evaluation knowledge, methods, or standards.
* Lack of funding and/or resources to conduct evaluation.

**Needs:** Summarize what training and resources are needed to conduct evaluations.

Examples:

* Data and coalition training on the need for evaluation.
* Community presentations on evaluation results.

**Sustainability:**

**Successes and Accomplishments:**Highlight what efforts have been made in the community to make sure the prevention interventions, if effective, continue to be funded and implemented. Examples:

* Collaborating with community members to secure grants or match funding.
* Signed MOU with Health Department to continue teaching parenting program for five additional years.
* Collaborating with the DUI Task Force for mini grants

**Barriers:** Outline the challenges of creating a sustainability plan in your community.

Examples:

* Lack of understanding and knowledge by community and/or coalition members that fiscal and human resources are imperative for long-term success.

**Needs***:* Summarize what resources are needed to plan for proper sustainability in Prevention. Example:

* Sustainability Training for Community Members.
* To fill the gap in resources and services provided.
* Resource Gap mapping.

**Cultural Competency:**

***Successes and Accomplishments:*** Highlight the victories and efforts made to address cultural competency in all stages of the Strategic Prevention Framework.

Examples:

* Hosting Focus Groups that are culturally appropriate .
* Choosing culturally relevant interventions.

**Barriers:**Outline the challenges of integrating cultural competency into each step.

Examples:

* Inaccurate and culturally irrelevant data sources in the community.
* Failing to include cultural factors into the planning process.
* Not selecting interventions that fit minority populations.

**Needs:**Summarize what resources and trainings that are needed to increase and cultivate cultural competency into the prevention process.

Examples:

* Reviewing Cultural Factors for the Community.
* Community and Coalition Trainings on Cultural Awareness.
* Provide Native American SAPST.

3) Complete form by Signing Full Name and writing Date (MM/DD/YYYY)

Submit Quarterly Report and any coalition meeting minutes from that quarter to your RTAL.

**NOTE**: If you belong to a coalition where someone else takes the notes, such as the coalition secretary, and the notes for the quarter you’re reporting on are not available at the time the report is due, they can be submitted the following quarter.