# Prevention Quarterly Report Alcohol and Drug Abuse Division (ADAD)

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| **Agency Name:** | | **ASO Log No.** |
| **Identified Community:** | | |
| **Name of Evidence-Based Intervention(s):** | | |
| **Fiscal Year:** | **Quarter:** **Q1** **Q2** **Q3** **Q4** | |
| **ADAD Contract Manager:** | | |
| **Name and Title of Person Submitting this Report:** | **Phone #:**  **Email:** | |
| **Signature:** | **Date:** | |

**Instructions:** This report is to supplement data and information you entered into WITS and to highlight achievements, barriers, and your plan for the next steps related to the Strategic Prevention Framework (SPF) process during the quarter. If there are SPF steps that are not applicable during the reporting period, indicate N/A. Please also indicate any training and technical assistance needs you would like to receive from ADAD.

# SPF Process

Assessment: **Assessing** the issues means pinpointing where the problems are in the community and the populations impacted. It also means examining the conditions within the community that put its populations at risk for the problems and identifying conditions that—now or in the future—could protect the population against the problems.

Accomplishments:

Barriers:

Training & Technical Assistance needed:

Next Steps:

Capacity: **Capacity**refers to the various types and levels of resources available to establish and maintain a community prevention system. This section should include your report on staffing and partnership building, status of the Certified Prevention Specialist credentials among staff, as well as training and technical assistance your organization/coalition received.

Accomplishments:

Barriers:

Training & Technical Assistance needed:

Next Steps:

Planning: **Planning** involves following logical sequential steps designed to produce specific results. The desired results (Outcomes) are based upon data obtained from a formal assessment of needs and resources.

Accomplishments:

Barriers:

Training & Technical Assistance needed:

Next Steps:

Implementation:  ***Implementation****is the point at which you conduct your intervention or planned activities.*

Accomplishments:

Barriers:

Training & Technical Assistance needed:

Next Steps:

Evaluation: The**Evaluation** Step is comprised of conducting, analyzing, reporting on and using the results of outcome evaluation.

Accomplishments:

Barriers:

Training & Technical Assistance needed:

Next Steps:

Cultural Competence: ***Cultural competence*** *refers to the ability of your organization, intervention, and staff to serve the target community in ways that resonate with their cultural values and beliefs. Most communities are diverse and include many different cultures. Describe your efforts in making your intervention program/policy culturally relevant and inclusive throughout the SPF process.*

*Accomplishments:*

Barriers:

Training & Technical Assistance needed:

Next Steps:

Sustainability: **Sustainability** is the process of ensuring an adaptive and effective system that achieves and maintains long-term results. Sustainability efforts related to a program may include the institutionalization of policies and practices, the acquisition of stable funding for training and prevention efforts, continued workforce development, and other efforts.

Accomplishments:

Barriers:

Training & Technical Assistance needed:

Next Steps:

Health Disparities: **For PFS-funded projects only:** *ADAD has selected “Sexual and Gender Minorities” (LGBTQ) and “Native Hawaiian” as the populations experiencing the disparity.*

The goal is for prevention efforts to produce positive outcomes for those experiencing disparities.

You are encouraged to track this specific data via direct or indirect services that you provide. You can use the E01 form to collect the data and select appropriate subpopulation options when reporting activities in WITS. Please discuss your efforts in reaching the LGBTQ and Native Hawaiian populations, if appropriate, or leave this section blank.

Accomplishments:

Barriers:

Training & Technical Assistance needed:

Next Steps: