**Policy Year-End Report**

**Alcohol and Drug Abuse Division (ADAD)**

**Hawai‘i State Department of Health**

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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: Please provide a summary of the year’s highlights including accomplishments, barriers, training efforts and efforts to build/maintain community partnerships. The information you provide in this report is to supplement the data you entered in the online data management system.

1. **Accomplishments:** Highlight an accomplishment or success in **each** area of the Strategic Prevention Framework:
2. Assessment
3. Capacity
4. Planning
5. Implementation
6. Evaluation
7. Sustainability
8. Cultural Competency
9. **Barriers:**
10. Highlight an outstanding barrier or challenge in **each** area of the Strategic Prevention Framework.
11. Assessment
12. Capacity
13. Planning
14. Implementation
15. Evaluation
16. Sustainability
17. Cultural Competency
18. How did staff attempt to overcome these obstacles?
19. **Capacity Building:** 
    1. Highlight your coalition’s successes and barriers in recruiting community leaders and stakeholders to support your prevention effort. Describe the extent to which you have representation from the twelve sectors.
    2. Did your coalition form any committees this year? If so, briefly describe the process used to form these committees and highlight how they have been instrumental to your coalition's initiatives?
    3. Did your coalition develop any internal administrative structures and supportive policies this year? If so, please list them below and attach them to this annual report. (Examples are: by-laws, membership forms, memorandum of understanding/agreements, educational materials, etc.)
    4. Identify presentations made to coalition members and stakeholders which built the capacity around the SPF process, community organizing, or environmental strategies.
    5. Highlight training events or conferences you found to be most helpful to building your coalition’s capacity.
    6. Identify the opportunities or resources that the coalition has been able to leverage/create to accomplish its goals and help build community readiness during this year.
    7. Summarize the coalition’s engagement and involvement with youth in its efforts this year.
20. **Implementation:** Highlight any promising approaches or innovations demonstrated.