

Mid-South Substance Abuse Commission SPF-SIG Project

Lessons Learned Presentation

March 28th, 2008

SPF-SIG Meeting

Introduction

- Circulate Copies of Presentation Outline and SPF-SIG Phase I Executive Summary

Regional CEW Structure, Function and Key Themes

- The County Coalitions or County CSPPC's formalized designation and participation in the Community Epidemiological Workgroup (CEW).
 - They identified one voting member and up to two alternates for each county.
- The CEW provides the heartbeat for the Regional CSPPC and continues to monitor data collection efforts in the region.

➤ *Lesson Learned*

- ✓ Formalized structure and function is crucial in any data workgroup at any level.

Regional CSPPC Structure, Function and Key Themes

- The coordinating agency nominated individuals within the region who have the capacity (SPF knowledge and experience, skills, abilities, etc.) to move the SPF-SIG project forward.
- There are ongoing nominations by Regional CSPPC members carried out by personal invitation to fill identified gaps in membership.
- The Regional CSPPC is now an established, regional leadership and planning collaborative.

➤ *Lessons Learned*

- ✓ Define CSPPC membership through invite only or other personal means to express the importance and necessity of individual's involvement in the group's activities.
- ✓ Provide upfront the "Roles and Responsibilities" of the CSPPC members to prospective invitees and/or members. Think long term!

- ✓ Present the most up to date SPF-SIG information/training to CSPPC members as soon as possible to allow for increased capacity to support SPF-SIG concepts and processes at the regional, state and local level.

Strategic Plan

- The Regional CSPPC was involved in all aspects of strategic planning
 - The group developed goals, objectives, outcomes, and potential strategies related to the SPF-SIG target priorities.
 - They are responsible for continuing to build and mobilize SPF capacity at the local community and county levels.
 - They are responsible for formal recommendations surrounding capacity building and strategic planning training and technical assistance needs of the region.
 - They have approved a Cultural Competency Policy for the region
 - This policy is already being adopted by individual counties and the coordinating agency as a whole.

➤ *Lessons Learned*

- ✓ Empower individual members by including them in important SPF-SIG tasks (drafting and approval of Cultural Competency Policy, goal statements, deliverables, etc.).
- ✓ Ask for input on deliverables between CSPPC meetings to build relationships and encourage open dialogue.
- ✓ Restate the responsibility of CSPPC members to share the SPF-SIG information with their local agencies and networks. It is important to utilize all potential lines of communication into local communities!!
- ✓ The CSPPC members are also a resource, allow them to assist you. Ask them: What else should be produced or is needed to complement these planning documents? What are the training and technical assistance needs in the region? In your county? What is the readiness to implement programs, policies and practices surrounding this target priority?
- ✓ Request their time wisely! Prepare organized agendas that are task or action oriented (label action items accordingly, etc.), send out review documents ahead of time, and limit meetings to the most crucial items.
- ✓ Record and document meeting minutes, provide all training documents electronically and house/share them through a website link or Blackboard Resource accessible to all.

Implementation Plan

- Six County CSPPC's will submit individual County Implementation Plans for 2008-2009 investment consideration of all three of the prevention funding sources that Mid-South oversees (Block Grant, PA2 and SPF-SIG).
 - It allows County CSPPC's to achieve the outcomes and objectives set forth in their original 4 year strategic plans developed in 2005 in addition to the outcomes and objectives identified within the recent Regional SPF-SIG Strategic Plan.
 - The Mid-South SPF-SIG Implementation Plan specifically states, "The six County CSPPC's (within Gratiot, Hillsdale, Ionia, Jackson, Lenawee and Newaygo Counties) will be solely tasked with the implementation plan phase of the SPF-SIG project and be held responsible for its intended outcomes."
 - This county planning model also provides administrative efficiencies, reduced duplication of services, enhanced system alignment and improved effectiveness and sustainability of evidence based prevention programs, policies and practices in the Mid-South region.
- In addition to coordinating agency review processes, the Regional CSPPC will be asked to provide feedback surrounding potential enhancements to SPF-SIG related strategies included within county implementation plans submitted to Mid-South.
- Institutionalization of the Strategic Prevention Framework
 - Within Mid-South's regional structure the County CSPPC's are central to the institutionalization of the Strategic Prevention Framework.

➤ ***Lessons Learned***

- ✓ Seriously consider the readiness of your region to implement SPF related strategies. If you are planning on implementing strategies in several communities, consider readiness to act and plan accordingly. If necessary, provide dollars to build capacity (include recommendations on capacity building strategies), place appropriate requirements to access SPF-SIG funding and target training and technical assistance to specific communities with readiness issues.
- ✓ Align the SPF-SIG Phase II implementation planning with existing annual planning processes. Whether it's future RFP's or the submission of annual plans, begin to incorporate this planning model into your processes.
- ✓ Continue to utilize the expertise and experiences of your CSPPC and CEW in the implementation phase of the SPF-SIG project. Examples include - capacity building efforts, reviewing plans submitted for investment, suggesting enhancements, involvement in reporting requirements and future evaluation efforts, etc.

Question and Answer

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**All Mid-South SPF-SIG Phase I & II documents are available at www.mssac.com
within the Prevention Section**