

# General Instructions - Prevention Activity Sheet

## Purpose of the Form

The Prevention Activity Sheet was developed to assist in maintenance of prevention records as described in the Prevention Standards. All billable prevention activities must be documented and a hard copy kept on file.

## Who Should Complete

This form is a template for provider agencies to use. This specific form is not required and providers may create and utilize their own forms to capture this information. However, the information contained within this form is required despite the form the provider agency uses.

## Where to Submit

This form is maintained at the provider agency and elements of its contents are input into the ASAIS.

## Specific Instructions

Provide all information called for in this section.

**Program/Group.** Enter the name of the program/group associated with the prevention activity.

**Month/Day/Year.** Enter the month, date, and year associated with the prevention activity.

**Location.** Enter the physical location where prevention activity was delivered.

**Start Time.** Indicate the start time associated with the prevention activity and designate a.m. or p.m.

**End Time.** Indicate the end time associated with the prevention activity and designate a.m. or p.m.

**Contact Hours.** Indicate the total number of contact hours associated with the prevention activity.

**Strategy & Billing Code.** Check (one) the strategy associated with the prevention activity. Each strategy and modifier is defined below.

Information Dissemination (H0024): This strategy involves one-way communication between the source and the audience, with limited contact between the two. This strategy provides information about drug use, abuse and addiction and the effects on individuals, families and communities. It also provides information on available prevention programs and services. Examples of this strategy include: brochures, pamphlets, posters, & flyers; clearinghouse/information resource centers; community resource directories; health fairs and other health promotion; information lines/hot lines; information through websites; information based media campaign; media campaigns; newspaper and newsletter articles; radio and tv public service announcements; and speaking engagements. This strategy may be used in conjunction with other strategies, practices and policies to have efficacy in communities.

Environmental Approaches (H0025): This strategy seeks to establish or change community standards, codes and attitudes, thereby influencing the substance use in the general population. Examples of this strategy include: changing norms or attitudes about ATOD; changing public perceptions and norms about youth and their capabilities; changing school norms and attitudes to increase a positive school climate; media strategies to assure balanced responsible reporting about you; vendor education or business practices that promote health; promoting the establishments or review of alcohol, tobacco and drug use, policies in schools; guidance and technical assistance on monitoring enforcement governing availability and distribution of alcohol, tobacco and other drugs; modifying alcohol and tobacco advertising practices; and product pricing strategies. This strategy may be used in conjunction with other strategies, practices and policies to have efficacy in communities.

Community-Based Processes (H0026): This strategy aims to enhance the ability of the community to provide more effective prevention and treatment services for substance abuse disorders by including activities such as organizing, planning, interagency collaboration, coalition building and networking. Effective organizing and planning are paramount to the success of prevention practices, policies and programs. Examples of this strategy include: Efforts to decrease barriers to services; youth-adult partnerships addressing community issues; needs assessments & community readiness surveys; community and volunteer training; cross-systems planning; multi-agency coordination and collaboration/coalition; community team building activities; accessing services and funding; and coalitions, collaborations and/or wellness teams. This strategy may be used in conjunction with other strategies, practices and policies to have efficacy in communities.

Education (H0027): This strategy involves two-way communication and is distinguished from merely disseminating information by the fact that it is based on an interaction between the educator and the participants. Activities under this strategy aim to affect critical life and social skills, including decision making, refusal, and critical analysis skills. Examples of this strategy include: Community service activities Interactive technologies; community and volunteer workshops; parenting and family management classes; ongoing classroom and/or small group sessions; peer leader/peer helper programs; education programs for youth groups; children of substance abusers groups; and life skills. This strategy may be used in conjunction with other strategies, practices and policies to have efficacy in communities.

H0027	stand alone program (1 domain, 1 location)
H0027HF	2 or more strategies in different domains with the same target population during business hours (8am-3pm Monday-Friday).
H0027HF-HA	2 or more strategies in different domains with the same target population after business hours, weekends, summer and spring breaks.

Problem Identification and Referral (H0028): This strategy aims to identify those who have indulged in the use of illicit drugs or underage use of tobacco and alcohol in order to determine whether their behavior can be reversed through education. This strategy does not include any activity designed to determine whether an individual is in need of treatment. Examples of this strategy include: alcohol information schools; crisis lines or hotlines; depression and mental health screening programs; driving while intoxicated education programs; driving while under the influence/while intoxicated programs; Employee Assistance Programs; nicotine use and addiction screening; Student Assistance Programs; and support groups, talking/healing circles. This strategy may be used in conjunction with other strategies, practices and policies to have efficacy in communities.

Alternatives (H0029): Evidence does not support the use of an alternative strategy as a sole prevention strategy with the intended target population. Alternatives can and should be used as a part of a comprehensive plan to make lives richer and healthier. The goal of this strategy is to have target populations participate in activities that are alcohol, tobacco, and other drug free in nature and incorporate educational messages. Examples of this strategy include: Community service activities; culturally-based activities; drug free dances and parties; intergenerational events and celebrations; job shadowing, internships, work place experiences; leadership activities; mentoring programs; Outward Bound; recognition events that celebrate individual or group accomplishments; social & recreation activities; youth centers & community drop-in centers. This strategy may be used in conjunction with other strategies, practices and policies to have efficacy in communities.

H0029	stand alone program (1 domain, 1 location)
H0029HF	2 or more strategies in different domains with the same target population during business hours (8am-3pm Monday-Friday).
H0029HF:HA	2 or more strategies in different domains with the same target population after business hours, weekends, summer and spring breaks

**Topic/Activity.** Indicate the topic associated with the prevention activity. Indicate the activity associated with the prevention activity based on the strategy. Activities for each strategy listed below.

**Information Dissemination :** Brochures, pamphlets, posters, & flyers ; Clearinghouse/information resource centers ; Community resource directories ; Health fairs and other health promotion; Information lines/Hot lines; Information through websites; Information based media campaign; Media Campaigns; Newspaper and newsletter articles; Radio and TV public service announcements; Speaking engagements; Other (please specify).

**Education:** Classroom and small group sessions; Cross-age teaching or peer education; Groups for children experiencing distress; Social, emotional/employability skills; Interactive technologies; Community and volunteer workshops; Parenting and family management classes; Peer leader/peer helper programs; Education programs for youth groups; Children of substance abusers groups; Life skills; Other (please specify).

**Alternative Activities:** Community service activities; Culturally based activities; Drug free dances and parties; Intergenerational events and celebrations; Job shadowing, internships, work place experiences; Leadership activities; Mentoring programs; Outward Bound; Recognition events that celebrate individual or group accomplishments; Social & recreation activities; Youth centers & community drop-in centers; Other (please specify).

**Problem Identification and Referral:** Alcohol information schools; Crisis lines or hotlines; Depression and mental health screening programs; Driving while intoxicated education programs; Driving while under the influence/while intoxicated programs; Employee Assistance Programs; Nicotine use and addiction screening; Student Assistance Programs; Support groups, talking/healing circles; Other (please specify).

**Community Based Processes:** Efforts to decrease barriers to services; Youth Adult partnerships addressing community issues; Needs assessments & community readiness surveys; Community and volunteer training; Cross systems planning; Multiagency coordination and collaboration/coalition; Community team building activities; Accessing services and funding; Coalitions, collaborations and/or wellness teams; Other (please specify).

**Environmental:** Changing norms or attitudes about ATOD; Changing public perceptions and norms about youth and their capabilities; Changing school norms and attitudes to increase a positive school climate; Media strategies to assure balanced responsible reporting about you; Vendor education or business practices that promote health; Promoting the establishments or review of alcohol, tobacco, and drug use policies in schools and/or community; Guidance and technical assistance on monitoring enforcement governing availability and distribution of alcohol, tobacco and other drugs; Modifying alcohol and tobacco advertising practices; Product pricing strategies; Other (please specify).

**Goal.** Referencing your prevention plan, indicate which goal is being fulfilled through the implementation of the stated activity/intervention.

**Description.** Enter a description of what occurred that was associated with the prevention activity. Be sure to write the description in such a manner that *anyone* could not only understand what you did, but could replicate your activity. Think of this section like an event invitation – you need to know 1) who delivers and who receives services and 2) what the activity entails. Be concise, but thorough. Do not include “productivity” details – tasks that would objectively be seen as clerical or administrative, such as “making copies” or “texting supervisor”. Other relevant details such as *when* and *where* are covered upon completing the top section of the prevention activity sheet.

**Topic/Activity.** Topic/activity section should come directly from prevention activity sheet instructions. Description should describe in detail what you specifically did and the specific goals and objectives from the prevention plan that the activity addressed.

**Targeted Substance(s).** By checking, indicate the category of substance(s) the activity targeted, if there was a targeted substance(s).

**Priority(ies).** By checking, indicate the priority(ies) of the activity. This should correlate with submitted/approved prevention plan.

### **List Total Number for Each:**

This section is applicable for all strategies (not just Education and Alternative Activities. 45 CFR Part 96.133 a.2.ii. requires the following data to be provided if available, thus to the full extent possible it's requested).

### **Check Applicable:**

**IOM Group Identifier:** Check the IOM group identifier associated with the target population for this prevention activity. The group identifiers are as follows.

Universal (General Population); Selected (Population with Higher Risk); Indicated (High Risk Individual).

**Community Type.** Check the community type associated with the prevention activity. Rural: of, relating to, or characteristic of the country or country life. Urban: of, pertaining to, or designating a city or town. Suburban: pertaining to, inhabiting, or being in a suburb or the suburbs of a city or town. To further define community type, the U.S. Census Bureau definitions are used. Urban is defined as Urbanized Areas (UAs) of 50,000 or more people; Rural is defined as Rural encompasses all population, housing, and territory not included within an urban area. Source: <http://www.census.gov/geo/www/ua/uafaq.html>

**Community Size.** Check the community size associated with the prevention activity.

**Risk Factor.** Indicate the risk factor(s) this prevention activity targeted.

Risk factor options are as follows: Availability of Drugs; Availability of Firearms; Community Laws and Norms Favorable Toward Drug Use, Firearms and Crime; Media Portrayals of Violence; Transitions and Mobility; Low Neighborhood Attachment and Community Disorganization; Extreme Economic Deprivation; Family History of the Problem Behavior; Family Management Problems; Family Conflict; Favorable Parental Attitudes and Involvement in the Problem Behavior; Early and Persistent Antisocial Behavior; Academic Failure Beginning in Late Elementary School; Lack of Commitment to School; Alienation and Rebelliousness; Friends Who Engage in the Problem Behavior; Favorable Attitudes Toward the Problem Behavior; Early Initiation of the Problem Behavior; and/or Constitutional Factors.

**Domain.** Check the domain(s) associated with the prevention activity. Detailed descriptions of each domain can be found at [ftp://ftp.snoco.org/Human\\_Services/AOD%20Prevention/CSAPsPrinciplesofSAPrevention.pdf](ftp://ftp.snoco.org/Human_Services/AOD%20Prevention/CSAPsPrinciplesofSAPrevention.pdf) on pages 5 - 8.

**Record Score:** Enter the pre and post test scores and outcome when applicable to strategy for the prevention activity.

### **Indicate by Number or Tally Mark:**

Using tally marks or numbers, indicate the amount of individuals served under each listed target population. Do not forget to include data for the "hearing status" section.

### **Prevention Activity Attendance Log:**

All consumers/participants should complete the attendance log, including age, race, ethnicity, and gender.

