

# General Instructions - Prevention Activity Sheet

## Purpose of the Form

The Prevention Activity Sheet (PAS) 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 WITS.

## 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 (address) where prevention activity was delivered.

**Funding Source/County.** Include the name of the funding source and the county served (if applicable)

**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.

**Contact Units.** Indicate the total number of contact units associated with the prevention activity. Contact Units are in increments of 1 unit which is equivalent to 15 minutes. Example: A one-hour activity would be 4 units.

**Priority(ies).** By checking, indicate the priority(ies) of the activity. The priority(ies) selected should align with the approved prevention plan template. **All information indicated on the PAS should correlate with the ADMH approved prevention plan. Anything outside of that is subject to charge back.**

**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

**Strategy Name.** Indicate the name of the strategy associated with the prevention activity. Examples may include "Too Good For Drugs", "Prescription Drug Take Backs", "Alternative Activities", "Media Campaign", etc.

**Outcome Indicator(s):** Indicate the outcome indicators associated with the strategy. These should align with those selected in the approved prevention plan template. Examples may include "30-day alcohol use, Age of first use of marijuana, etc.)

**Description.** Enter a detailed description of what occurred that was associated with the prevention activity.

**IOM Group Identifier.** Check the domain associated with the prevention activity. Only one should be selected. Detailed descriptions of each domain can be found at <https://hhs.iowa.gov/media/15779/download?inline>

**Community Size:** Select the community size the activity will reach. This should align with the selection in the prevention plan template.

**Domains:** Select the domain associated with the activity. For additional information [A Guide to SAMHSA's Strategic Prevention Framework](#)

**Priority Population(s):** Select the priority population(s) associated with the prevention activity. At least one selection is required.

#### **List Total Number for Each (side 2):**

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).

**Age.** Indicate the age groups represented in the prevention activity.

**Race.** Indicate the number representing each race associated with the prevention activity.

**Ethnicity.** Indicate the number representing each ethnicity associated with the prevention activity.

**Gender.** Indicate the number representing each gender associated with the prevention activity.

**Signature(s):** Sign and date once activity is complete.