SAMPLE
Comprehensive Community Prevention Plan (CCPP) Guidance Document

The purpose of this document is to provide guidance to coalitions as they develop their CCPPs.

The goals of the CCPP are to:
- Identify, through the use of data, the substance abuse consequences and related consumption patterns that are priorities for prevention activity in your community.
- Identify the factors that impact, cause, or increase the likelihood of the negative consequences of substance abuse for your community.
- Identify the outcomes that your community will work toward with the implementation of this plan.
- Identify the strategies and activities that your community will implement to achieve the outcomes.

Expectations:
- The CCPP should follow the format provided below.
- Through the five steps of the Strategic Prevention Framework (SPF), coalitions will develop logic models (sample below) for each identified priority. This document provides a step-by-step outline for developing logic models and the CCPP.
- The data that will be used to determine the priorities will be the most recently published.
- The strategies and activities identified for each priority will be for implementation during SFY 2016 – SFY 2019(July 1, 2016 – June 30, 2019).

Sample Logic Model

	Priorities (Column A)	Data Indicators (Column B)	Outcome (Column C)	Intervening Variables (Column D)	Strategies (Column E)	Activities (Column F)
Description	Substance abuse consequence and consumption patterns that will be focused on in your communities	Rationale for priorities (data)	Measure of change	Factors that impact, cause, or increase the likelihood of the identified problems (priorities)	General evidence-based approaches for addressing the identified problems	Specific programs, practices, and/or policies that address the identified problems.
Example	Reduce incidence (new cases) of alcohol poisoning among middle school students	High prevalence of alcohol poisoning among middle school students	Reduction in prevalence of alcohol poisoning among middle school students	Low perception of risk Easy social access to alcohol Laws and norms favorable to use	School-based education Community awareness campaigns Increase Law enforcement	Implementation of evidence-based school curriculum Community town halls on high risk underage drinking Compliance checks for sales to minors

SAMPLE

Comprehensive Community Prevention Plan
Your Coalition's Name Here

Introduction:

The introduction should tell the story of your coalition, include such things as:
- Overview of the Coalition
- Vision or Mission
- Membership
- Geographic Service Area

Step One: Assessment

Outcome of Step One: Identify Priorities and Data Indicators for Logic Model (Completes Columns A and B of the logic models)

Assessment process description:
1. Assessment of data
   - Collect and analyze data related to substance abuse
   - Identify community priorities
   - Provide criteria and rationale for each priority
   - Provide logic model for each priority
2. Assessment of community infrastructure
   - Assessment of readiness, intervening variables, and potential barriers to success
   - Assessment of resources
   - Assessment of organizational, fiscal, and leadership capacity
   - Assessment of cultural responsiveness
   - Analysis of service gaps

Guidelines for Assessment Step
- Use the most recently published data
- Don't include anything that isn't relevant to your priorities
- Data can include
  - Focus groups
  - Stakeholder interviews
  - Risk and protective factors and assets
  - Quantitative outcome data, such as from the Nevada Epidemiological Profile, the YRBS, etc.
- Choose priorities based on criteria and rationale from data
- Target populations must be identified. Identify domains (e.g., individual, peer, community, family, school), risk level of population (universal, selected, or indicated), age, geographic, gender, ethnicity, etc.
- Provide data tables as appendices (not in body of plan)

Step Two: Capacity

Outcome of Step Two: Identification and description of strengths and gaps to address each priority.

How will your coalition address capacity issues such as:
1. Mobilizing resources within your community or target group
2. Engaging key stakeholders and service providers to plan and implement sustainable prevention efforts
3. Developing cultural responsiveness and building on the existing prevention infrastructure
4. Mobilizing both financial and organizational resources
5. Focusing on sustainability of outcomes and evaluation capacity
6. Creation of sustainable partnerships to provide resources and assistance
7. Introduction of training and education to promote readiness, cultural responsiveness, leadership, data collection, monitoring, and evaluation capacity
8. Gaps in capacity

Step Three: Planning

Outcome of Step Three: Identify Outcomes, Intervening Variables, and Strategies for Logic Model (Completes Columns C and D of the logic models)

Identify the outcomes, intervening variables, strategies, and activities your coalition will target to address the priorities, gaps in capacity, and gaps in services you have addressed thus far. Complete a logic model for each of your coalition's priorities.

Step Four: Implementation

Outcome of Step Four: Identify Activities for Logic Models (Completes Column E of the logic models).

For each priority you have identified in your logic models, provide recommendations for evidence-based policies, strategies, activities and programs to be implemented, and describe which population segment(s) they will impact.

Step Five: Evaluation

Outcome of Step Five: Describe how your coalition will measure change toward the identified outcomes.

- Describe data that will be collected and tracked for each outcome. If there are gaps in the necessary data and access to data, please describe.
- Describe how evaluation results will be used to increase the effectiveness of prevention activities in your communities.
- Describe your approach to confidentiality of data and informed consent by participants.