



**ALBION COMMUNITY SUBSTANCE ABUSE PREVENTION COALITION (SAPC)  
ACTION PLAN (FY 2011-12)**

**December 7th, 2011**

**1. CAPACITY BUILDING OF THE ALBION COMMUNITY SUBSTANCE ABUSE PREVENTION COALITION** (enhance, expand, and increase the capacity of the Coalition to do its work through membership, resources, and staffing)

Activity	Action Steps	Time Frame	Parties Responsible	Objective (Measure of Success)	Evaluation
1. Identify and recruit key sector coalition members	1. Identify sectors to be involved in the work of the Coalition using the DFC grant 2. Ask potential member to a Coalition meeting 3. Follow up with potential member/ask them to be a part of the Coalition 4. If they say yes, have them sign MOU and Member application 5. Provide Member Orientation 6. Provide overview CMCA Training to Coalition members  <i>Note: Use Coalition Capacity Building Checklist to help assess Coalition. Also implement an annual Coalition survey to obtain feedback regarding operations of the Coalition.</i>	1. Oct 11 – Feb 12 (ongoing) 2. Oct 11 – Feb 12 (ongoing) 3. Oct 11 – Feb 12 (ongoing) 4. Mar 12 (ongoing) 5. Mar 12 (ongoing) 6. May 12	1. SAPC 2. SAPC 3. Steering 4. TL	Recruit key community representatives (public health, DHS, Juvenile Justice) to be involved in Coalition using the Drug Free Communities grant eligibility requirements (sectors)	1. Become members and attend an orientation session  2. Members sign copies of MOU and Application as approved by the Coalition
2. Revise organizational documents	1. Review and amend bylaws and membership	1. Oct 11 – Nov 11	1. Steering	Amend organizations documents to emphasize other ways individuals	1. Organization document (by laws) 2. Meeting minutes

			2. SAPC	and organizations can be engaged in the work of the Coalition	
3. Identify, review data and organize Coalition plans for the year (FY 11-12)	<ol style="list-style-type: none"> <li>1. Administer MiPHY Survey</li> <li>2. Review current MiPHY data, data from Title V Grant as well as other data specific to Albion (use countywide data in the absence of data for Albion)</li> <li>3. Present tentative data to community</li> <li>4. Develop community report</li> <li>5. Distribute community report</li> </ol>	<ol style="list-style-type: none"> <li>1. Nov 11 –Dec 11</li> <li>2. Feb 12</li> <li>3. Mar 12</li> <li>4. Jan 12 – Jun 12</li> <li>5. Jul 12 – Aug 11</li> <li>6. Sept 11</li> </ol>	<ol style="list-style-type: none"> <li>1. TL</li> <li>2. TL, PPB</li> <li>3. SAPC, PPB</li> <li>4. TL</li> <li>5. SAPC</li> </ol>	<p>Compilation of local data (specific to Albion) compiled and shared with the Coalition/PPB and community</p>	<ol style="list-style-type: none"> <li>1. MiPHY Reports and summary document for Albion</li> <li>2. Power Pointe Presentation (brief) focused on Albion</li> <li>3. A community report (similar to Kent County Coalition report)</li> <li>4. Data presented to at least two community entities (city, schools, and faith-based community)</li> <li>5. Planning document for FY 12-13 (based on the data presented)</li> </ol>
4. Implement Juvenile Delinquency Prevention Grants (Title V Planning and Model Program Grant not funded by KCMHSAS \$'s)	<ol style="list-style-type: none"> <li>1. Gather, analyze and report data out to the community using various indicators</li> <li>2. Develop 2<sup>nd</sup> (follow up grant for prevention programming)</li> <li>3. Submit 2<sup>nd</sup> grant (planning grant)</li> <li>4. Implement the Ripple Effect program (evidence-based program aimed at reductions in substance abuse and other outcomes)</li> </ol>	<ol style="list-style-type: none"> <li>1. Oct 11 – Jan 12</li> <li>2. Feb 12 – Mar 12</li> <li>3. March 12</li> <li>4. Oct 11 – Sept 12</li> </ol>	<ol style="list-style-type: none"> <li>1. CF, DK, RM, TL, SAPC, HB</li> <li>2. CF</li> <li>3. CF, PPB, HB, TL</li> <li>4. CF</li> </ol>	<p>Identify priorities by SAPC, PPB; submit for 2<sup>nd</sup> grant using evidence-based model program for OJJDP site, and implementation of Ripple Effects Program</p>	<ol style="list-style-type: none"> <li>1. Minutes of PPB, Coalition on priorities</li> <li>2. Submission of planning grant</li> <li>3. Site review pass and compliance rate of 85%</li> </ol>
5. Investigate and apply for Drug Free Communities (DFC) grant FY 13 for SAPC	<ol style="list-style-type: none"> <li>1. Identify and review current grant eligibility for DFC for potential participation in FY 2012-13</li> <li>2. Ensure that the Coalition follows the process for DFC grant eligibility</li> <li>3. Work with Coalition to identify activities to be included in grant application (to apply by</li> </ol>	<ol style="list-style-type: none"> <li>1. Jun 11</li> <li>2. Sept 11</li> <li>3. Sept 11</li> </ol>	<ol style="list-style-type: none"> <li>1. Steering Committee</li> <li>2. TL</li> <li>3. HB</li> </ol>	<p>Apply for grant in a timely manner</p>	<ol style="list-style-type: none"> <li>1. Apply for grants in a timely manner consistent with the Coalition's annual plan (documented through Coalition's meeting minutes)</li> <li>2. DFC grant to be reviewed for application for FY 2013 (eligibility criteria to be followed by SAPC)</li> </ol>