



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

	March 2012)				
	4. Complete grant application				
	5. Submit grant application				

2. **PREVENTION OF UNDERAGE DRINKING AND CONSUMPTION OF OTHER ILLEGAL DRUGS** * non-medical use of Marijuana

Activity	Action Steps	Time Frame	Parties Responsible	Objective (Measure of Success)	Evaluation
1. Review/assess underage drinking issue in the community of Albion	<ol style="list-style-type: none"> Review data in MiPHY, Alcohol compliance, law enforcement, and other community data to see if underage drinking is an issue Share and discuss potential solutions with SAPC 	1. Dec 11 – Feb 12	1. SAPC data, TL	Compile and share data with SAPC	<ol style="list-style-type: none"> Data report out (alcohol compliance summary, MiPHY data summary) SAPC minutes
2. Work with alcohol retailers in the community to promote responsible alcohol sales	<ol style="list-style-type: none"> Review list of those who failed alcohol inspections Provide 1 TAMS training for retailers Complete follow up with alcohol retailers 	<ol style="list-style-type: none"> Dec 11 – Feb 12 Mar 12 Jun 12 	<ol style="list-style-type: none"> TL, SAPC TL, Other prevention Coordinator TL 	To reduce retailers failure rate during alcohol inspections	<ol style="list-style-type: none"> Summary of data presented at SAPC (documented through minutes) Evaluation of TAMS training
3. Implement a media campaign using the “Above the Influence” Campaign with the Mayor’s Youth Council	<ol style="list-style-type: none"> Investigate above the influence campaign Take Mayors’ Youth Council members to GR to visit Kent County’s Youth Council Above the Influence Campaign Work with Mayors’ Youth Council to begin implementing key parts of the campaign 	<ol style="list-style-type: none"> Nov 11 – Dec 11 Jan 12 Feb 12 - Sept (preliminary data) 	<ol style="list-style-type: none"> DK, TL, MO, HB TL, DK, HB and JD DK, HB, TL, MO 	To engage youth council in addressing issues related to underage drinking	<ol style="list-style-type: none"> SAPC and Mayors’ Youth Council meeting minutes documentation Mayors’ Youth Council Action Plan for Campaign implementation
4. Investigate and develop a minor in possession program for Albion youth	<ol style="list-style-type: none"> Investigate MIP program (look to see how other counties organize this program; check to see if one exist in the 	<ol style="list-style-type: none"> Nov 11 – Dec 11 Jan 12 – Mar 12 Feb 12 – Sept 12 	<ol style="list-style-type: none"> TL AM, TL, and other prevention coordinators in 	To review data, and develop an MIP program to address underage drinking (if data warrants)	<ol style="list-style-type: none"> Document in Coalition meeting minutes Program put in place or coordination and referral

	County)		region		process put in place
	<p>2. Work with CA to develop plans for MIP program if data supports and if there is no program currently in the County. If program in the County, coordinate efforts to improve participation by Albion youth</p> <p>3. Work to put in place program for end of FY 12 or early FY 13</p>		<p>3. TL, JK, SK, County Court System, PA</p>		

FINAL

3. **PRESCRIPTION (RX) AND OVER-THE-COUNTER (OTC) DRUG ABUSE/MISUSE** (non-medical use of medication)

Activity	Action Steps	Time Frame	Parties Responsible	Objective (Measure of Success)	Evaluation
1. Support and promote and evidence-based public education campaign on appropriate use, secure storage, and disposal of Rx and OTC.	<ol style="list-style-type: none"> 1. Implement 2 take back events as part of the partnership with DEA 2. Coordinate efforts with SAC including flyers, PR, and materials 	<ol style="list-style-type: none"> 1. Oct 11, Apr 12 	<ol style="list-style-type: none"> 1. SAPC, TL, APSD, Sheridan Township, Family Fare, Senior Center 	To share information about proper Rx and OTC disposal and to reduce youth access to Rx and OTC	<ol style="list-style-type: none"> 1. Lbs brought to sites for Take Back Events as documented with law enforcement 2. Documented # that pamphlets, materials were shared with
2. Conduct a community campaign around prescription medication and over-the-counter medication (use Lock Box Campaign)	<ol style="list-style-type: none"> 1. Work with SAPC and CA to develop a Lock Your Box Medicine Campaign 2. Provide 2 presentation (Rotary Club, City Council/School Board) 3. Share information regarding campaign at a minimum of 3 community events 4. Identify lock your box kits and share with community members through campaign 	<ol style="list-style-type: none"> 1. Nov 11 – Jan 12 2. Feb/Mar 12 – Sept 12 3. Ongoing 	<ol style="list-style-type: none"> 1. TL, AM, SAPC 2. JC, TL, APSD, MR, MO, JS 3. SAPC 	To develop awareness about the dangers of RX and OTC drugs access by youth and how they could be better secured	<ol style="list-style-type: none"> 1. Document through SAPC meeting minutes, and activities of the Coalition
3. Investigate purchase and installation of a lock box that could be located at Albion Department of Public Safety	<ol style="list-style-type: none"> 1. Work with law enforcement to develop an MOU to support lock box being placed at fire department 2. Work with SAPC, law enforcement, CA, County Board of Commissioners, and SAC to coordinate efforts around lock box for medication disposal 3. Purchase lock box and secure in place 	<ol style="list-style-type: none"> 1. Feb 12 2. Mar 12 – Apr 12 3. Apr 12 	<ol style="list-style-type: none"> 1. SAPC, TL 2. AM, TL, SAPC BOC, LE, SAC 3. TL 	To install permanent lock box drop off at the Albion Department of Public Safety (fire department) to be used as a permanent medicine drop off site	<ol style="list-style-type: none"> 1. Documented through MOU 2. Aligned with April 2012 Take Back Event and documented through purchase order

4. **UNDER AGE CONSUMPTION OF TOBACCO PRODUCTS AS A CONSEQUENCE OF RETAIL ACCESS** (Federally mandated Synar and related activities for verification of compliance with the Youth Tobacco Act, YTA).

Activity	Action Steps	Time Frame	Parties Responsible	Objective (Measure of Success)	Evaluation
1. Conduct a minimum of 2 non synar compliance checks (1 full countywide, 1 with a random sample)	<ol style="list-style-type: none"> 1. Conduct non-synar inspections (random sample of 25 throughout county) 2. Follow up and offer training for employees and store manager 3. Conduct non-synar inspections (2nd round, minimum of 160 retailers all listed on list provided by CA) 4. Follow up with visit and training after inspections 	<ol style="list-style-type: none"> 1. Dec 1 – Jan 12 2. Jan 12 – Feb 12 3. Mar 12 – Apr 12 4. Apr 12 – Jun 12 	<ol style="list-style-type: none"> 1. TL, MYC 2. TL 3. TL, MYC 4. TL 	To achieve a success rate of 90%	<ol style="list-style-type: none"> 1. Conduct non-synar inspections for tobacco retailers in county (based on CA/State issue list) – summarized data provided to SAPC
2. Conduct Tobacco Retailer Educational Visits	<ol style="list-style-type: none"> 1. Conduct 50 visits to discuss tobacco retailer packet and youth tobacco access 2. Identify other issues that may impact retailer access (from retailers) 3. Offer a minimum of 2 retailer trainings 	<ol style="list-style-type: none"> 1. Apr 12 – Jun 12 2. Apr 12 – Jun 12, Aug – Sept 12 	<ol style="list-style-type: none"> 1. TL 2. TL 3. TL 	Share information with tobacco vendors base on state issued vendor packets and to provide training to employees	<ol style="list-style-type: none"> 1. Documented through list (signed by retailer manager or employee) 2. As documented through attendance records, PDS data
3. Partner with County health department, Albion Public School, Mayors' Youth Council, MDCH Prevention Tobacco Section, and local doctor offices to conduct campaign on tobacco use targeted at African American population	<ol style="list-style-type: none"> 1. Participate in Webinars scheduled regarding youth tobacco prevention 2. Develop a mini campaign to focus on youth tobacco prevention among African American population in Albion 	<ol style="list-style-type: none"> 1. Oct 11 – Sept 12 2. Feb 12 – Jun 12 3. Dec 11 – Sept 12 4. Jan 12 – Mar 12 5. Jan 12 – Sept 12 	<ol style="list-style-type: none"> 1. TL, HB, JC, MD, JS, MYC 2. SAPC, TL, CHD, AHCA, NFP, MH 	To share information and reduce smoking among African American youth in Albion	<ol style="list-style-type: none"> 1. Document through meeting minutes, and partnership efforts

	<ol style="list-style-type: none"> 3. Promote Quit Line as part of overall campaign 4. Work with Albion Public Schools to review and amend tobacco use policy for students 5. Coordinate referrals with county health department and local physicians 				
4. Facilitate quarterly meeting of tobacco retailers advisory group	<ol style="list-style-type: none"> 1. Hold and facilitate a minimum of 3 quarterly meetings for tobacco retailer advisory groups 2. Develop handout of good practices from retailers to share with other retailers 	<ol style="list-style-type: none"> 1. Quarterly 2. Aug 12 	1. TL, SAPC	To share information and provide a forum for tobacco retailers to discuss issues, challenges, and successes	1. Documented through meeting minutes of the advisory group.
5. Conduct Synar Compliance Checks (s required by law)	1. Conduct synar inspections as required by law	<ol style="list-style-type: none"> 1. Jul 12 2. Aug 12 	<ol style="list-style-type: none"> 1. TL, LE, MYC 2. TL 	Achieve a 90% success rate for compliance checks	2. Results documented and reported to SAPC and CA as reported via SAPC meeting minutes

5. **LOCAL PRIORITY – MARIJUANA** (Focus in this community) - Marijuana* including medical marijuana use

Activity	Action Steps	Time Frame	Parties Responsible	Objective (Measure of Success)	Evaluation
1. Review current data (gathered through MiPHY, local law enforcement) regarding use of medical marijuana and general social use	<ol style="list-style-type: none"> 1. Review current data (MiPHY, law enforcement) regarding marijuana use 2. Convene a meeting with local physicians to understand scope of the issue (include Oaklawn, Battle Creek Health Systems, and Allegiance Representatives) 3. Convene focus group of youth to provide feedback (MYG) 	<ol style="list-style-type: none"> 1. Jan 12 – Mar 12 2. Feb 12 3. Feb 12 – Mar 12 	<ol style="list-style-type: none"> 1. TL, SAPC DATA Workgroup 2. TL, SAPC Data Group 3. DK, MYG, TL 	To obtain additional local data regarding medical and social use of marijuana in Albion (youth and adults)	<ol style="list-style-type: none"> 1. Documented report to SAPC
2. Conduct a community presentation	<ol style="list-style-type: none"> 1. Develop Power Point Presentation that can be given to youth group (provide 2 presentations to youth groups in the community) 2. Conduct a minimum of 1 presentation regarding medical marijuana, the current law and facts (target community, health professionals, schools, and others) 3. Work with local paper and E-news to develop a series on medical marijuana and social use among youth in the community 	<ol style="list-style-type: none"> 1. Oct 11 – Dec 11 2. Jan 12 3. May 12 	<ol style="list-style-type: none"> 1. TL 2. SAPC, TL 3. SAPC 	To share information with community about medical and social use of marijuana and to highlight youth access and use	<ol style="list-style-type: none"> 1. Power Pointe presentation 2. Document presentations through attendance 3. Document from news articles, etc.
3. Work with law enforcement, City Council and County Commissioners to support environmental strategies	<ol style="list-style-type: none"> 1. Review current local environmental policies regarding access and 	<ol style="list-style-type: none"> 1. Dec 11 – Feb 12 2. Mar 12 – Aug 12 	<ol style="list-style-type: none"> 1. TL, JK, SK, HB, AK, JD 	To develop environmental strategies around youth use, possession of medical and social	<ol style="list-style-type: none"> 1. Document through develop of environmental policies in conjunction with City Council, law

that target youth use	<p>enforcement of medical marijuana</p> <p>2. Work with City Council, Mayor and others to suggest alternative environmental policies to address youth access to marijuana</p>	(propose any new changes in September 2012)	2. MH, JD, HB, AK, TL, SK, JK	use of marijuana (to reduce youth use)	enforcement, Mayor, and City Manager
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