

PREVENTION STAFF HANDBOOK

SFY 2019-20



pennsylvania
DEPARTMENT OF DRUG AND
ALCOHOL PROGRAMS

Prevention Staff Handbook

Guide to Important Information and Tasks

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Preface

We all wear a lot of hats in prevention. We're all doing so much, and it can be hard to find time to slow down and really document the important pieces of the work that we do. This can leave us unprepared when one or all of the hats we wear need to be transitioned to someone else.

When a new prevention staff person comes on board at your agency, they may be asking themselves:

- What exactly am I supposed to be doing?
- Where should I start?
- What really is this thing called prevention?

This manual has been designed to help outline important resources and information for new prevention staff. It also outlines a number of important tasks that may need to be completed throughout the year. The manual is designed to be customized by each agency/organization. It includes a list of many possible resources, tasks, etc. This document is NOT intended to be a list of everything that every person/organization should do.

In the Important Tasks by Month section you would need to outline the items relevant to your agency/position. Examples of some common tasks, events, etc. have been provided. The calendar provided is for SFY 19/20, and would need to be updated annually.

The goal is for this manual to be a starting point that you can work from to outline the important information relevant to your agency/organization.

Please note that this document includes links to a variety of websites/resources. Inclusion of those websites and resources should not be considered an endorsement of the content on those sites.

Getting Started

If you're new to your prevention role/position, there are a number of important things you'll need to know as you're getting started. Below are important documents, websites, partners, etc. that you'll want to get familiar with.

Acronyms

As you begin to review documents, attend meetings, learn requirements, etc. you'll come across a wide variety of acronyms. Below is a list of common acronyms you may encounter.

- ATOD – Alcohol, Tobacco and Other Drugs
- BRFSS – Behavioral Risk Factor Surveillance System
- CADCA - Community Anti-Drug Coalitions of America
- CPA – Commonwealth Prevention Alliance
- CSAP – Center for Substance Abuse Prevention
- CTC – Communities that Care
- DDAP – Department of Drug & Alcohol Programs
- DFC – Drug Free Communities
- EBP – Evidence Based Program
- EPISCenter – Penn State Evidence-Based Prevention & Intervention Support Center
- FASD – Fetal Alcohol Spectrum Disorders
- IOM – Institute of Medicine
- IRETA – Institute for Research, Education and Training in Addictions
- NIAAA – National Institute on Alcohol Abuse and Alcoholism
- NIDA – National Institute on Drug Abuse
- NSDUH – National Survey on Drug Use and Health
- OJJDP – Office of Juvenile Justice and Delinquency Prevention
- OMHSAS – Office of Mental Health and Substance Abuse Services
- ONDCP – Office of National Drug Control Policy
- PACDAA – Pennsylvania Association of County Drug and Alcohol Administrators
- PASAP – Pennsylvania Association of Student Assistance Professionals
- PAYS – Pennsylvania Youth Survey
- PBIS – Positive Behavior Interventions & Supports
- PCAC – Prevention Coalition Advisory Council of PA
- PCCD – Pennsylvania Commission on Crime and Delinquency
- PDE – Pennsylvania Department of Education
- PLCB – Pennsylvania Liquor Control Board
- PNSAS – PA Network for Student Assistance Services
- PPDA – Prevention Provider Directors Association
- SABG – Substance Abuse Block Grant
- SAMHSA – Substance Abuse and Mental Health Services Administration
- SAP – Student Assistance Program

- SAPST – Substance Abuse Prevention Skills Training
- SCA – Single County Authority
- SDS – Social Development Strategy
- SEL – Social Emotional Learning
- SPF – Strategic Prevention Framework
- TMS – Training Management System
- UCR – Uniform Crime Report
- YRBS – Youth Risk Behavior Survey
- YTS – Youth Tobacco Survey

Documents to Know

Below are several important documents you should be familiar with.

- [DDAP Prevention Manual](#)
- [DDAP Prevention Coding Guide](#)
- [DDAP Prevention Program Listing](#)
- Contracts with providers or other consultants/agencies – These contracts outline the deliverables and programs or services that organizations or consultants you are funding are expected to complete. These are key documents to review in detail.
- Contract with funding agency – If you are a provider agency who contracts with an SCA or other funder, it is important to read through the contract you have with that agency to understand what they expect you to do.
- SCA Plan
- SCA Needs Assessment
- Agency Plan/Needs Assessment
- Agency Annual Report
- Agency policies and procedures
- Grant applications

Websites to Know

Below are several important websites you should be familiar with.

- [PA Department of Drug & Alcohol Programs](#)
- [PA WITS](#) (DDAP Treatment & Prevention Data System)
- [PA WITS Training Resources](#)
- [DDAP Training Management System](#)
- [PA Commission on Crime & Delinquency](#)
- [Penn State EPISCenter](#)
- [PA Youth Survey](#)
- [PA Department of Education Office for Safe Schools](#)
- [PA Network for Student Assistance Services](#)
- [SAP Joint Quarterly Reporting System](#)
- [Commonwealth Prevention Alliance](#)
- [PA Liquor Control Board](#)

- [PA DUI Association](#)
- [PA Department of Health Office of Medical Marijuana](#)
- [PA Department of Health Prescription Drug Monitoring Program](#)
- [Substance Abuse and Mental Health Services Administration](#) (SAMHSA)
- [Drug Enforcement Administration](#) (DEA)
- [National Institute on Drug Abuse](#) (NIDA)
- [Institute for Research, Education and Training in Addictions](#) (IRETA)
- [ADDICTIONary](#) (comprehensive glossary of key terms concerning addiction and recovery)
- School districts' websites
- Coalition/provider's websites
- Websites that provide information/insight into street drug names, trends within current drug using culture, etc. such as [The Urban Dictionary](#) or [Erowid](#) (caution: pro-drug website).
- [Streetdrugs.org](#)
- Lists of risk and protective factors such as:
 - [Communities the Care](#)
 - [Adverse Childhood Experiences](#)
 - [40 Developmental Assets](#)
- Prevention program registries such as:
 - [Blueprints for Healthy Youth Development](#)
 - [OJJDP Model Program Guide](#)
 - [What Works Clearinghouse](#)
 - [Results First Clearinghouse](#)
 - [CASEL Program Guide](#)

People/Partners to Know

It's important to know who your key stakeholders are. The first stakeholders you should get to know and meet with are the ones closest to you – that staff at your agency and the organizations you contract with. If there are other staff in your agency working on prevention, you should meet with them to learn more about what they do and the program/services they may be implementing. If your agency contracts with providers who implement prevention services, it's important to meet with each of them to learn about all of the programs and services they provide as part of your contract as well as other work they are doing.

Once you've gotten to know your internal stakeholders, it's important to learn more about your external stakeholders. Other stakeholders in prevention come from a wide variety of community sectors. Stakeholder groups include, but are not limited to: youth, parents, schools, businesses, healthcare, youth serving organizations, law enforcement/criminal justice, faith-based organizations, coalitions, civic/fraternal/volunteer groups, media, and state/local government.

As you begin to reach out to external stakeholders, you may want to begin with those you're likely to be most closely involved with. For example, if you are doing a number of school-based prevention programs, then reaching out to the schools you serve will be important. Certain county or community workgroups, taskforces, coalitions, etc. may be valuable opportunities to engage with numerous stakeholders in one place.

Important Partners			
Agency/Organization	Contact Person	Email	Phone

Skills to Build

Ongoing professional development is a key part of being successful in your position. Below are some areas you may want to look for training in:

- Office Products
- Grant Writing
- Evaluation
- Needs Assessment
- Collecting/Analyzing Data
- Public Speaking/Presentation Skills

You may also want to consider becoming a Certified Prevention Specialist. Visit the [PA Certification Board](#) website for more information. Even if you're not seeking certification, you can expand your professional development by seeking out training/information in the domains below. Check out the [CPS Candidate Guide](#) to learn more about these domains.

- Planning and Evaluation
- Prevention Education and Service Delivery
- Communication
- Community Organization
- Public Policy and Environmental Change
- Professional Growth and Responsibility

Agency Funding Sources

On this page, list the key sources of funding that your agency receives for prevention.

Funding Source	Type of Funding/Description	Grant Start/End Date (if applicable)

Important Tasks by Month

Outlined below are important tasks, meetings, conferences, events, due dates, etc. that occur throughout the year. ***[You should customize each month to outline the items relevant to your agency/position. Examples of some common tasks, events, etc. have been provided. The calendar below is for SFY 19/20, and would need to be updated annually. Examples of events have been entered into the calendar. Other examples of awareness days, weeks, etc. that could be added to the calendar appear in the events/meetings/trainings box for each month.]***

General Tasks

Below are important tasks you will need to complete throughout the year. *[This section can be used to outline on-going tasks or tasks that aren't specific to a certain period of time. Below are tasks that vary greatly in when they occur. You may want to move some of these items to the months they take place for your agency/organization.]*

Training

- Conduct training needs assessment of staff and providers
- Develop training/professional development plan for self, staff or providers
- Implement training for providers and staff
- Complete required DDAP training as outlined in the [DDAP Prevention Manual](#)

Meetings

- Coordinate or attend quarterly prevention provider/staff meetings (DDAP requires that SCAs hold quarterly prevention meetings with staff or providers)
- Coordinate or attend SAP County Coordination/District Council meetings
- Attend CPA/CTC regional meetings

Other Important Tasks

July

PLANNING/PREP

- Plan for FASD Awareness Month in Sept
- Plan for Recovery Month in Sept
- Prepare files/folders for SAP (e.g. gather forms)
- Set dates for SAP County Coordination/District Council meetings
- Follow-up with schools about signing SAP Letter of Agreement
- Make calendar of awareness days/weeks/months you will be participating in or promoting for the year
- Meet with schools to prep for the school year and discuss details of program/service implementation

EVENTS/MEETINGS/TRAININGS

- [CADCA](#) Mid-Year Training Institute
- [National Council on Problem Gambling](#) Annual Conference
- National Minority Mental Health Awareness Month
- Provide needed trainings for agency and/or provider staff

REPORTS/DUE DATES

- Complete annual report
- PCCD quarterly grant reporting due
- SAP quarterly report due 7/30
- Enter all prevention data for prior SFY by 7/21

OTHER

- Complete year end evaluation
- In odd years continue outreach efforts to schools to participate in PA Youth Survey in the fall
- Provider or agency staff should check that all programs they will be implementing have been included in SCA's plan in WITS data system

July 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 National Minority Mental Health Awareness Month	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21 Due date for entry of SFY 18/19 prevention services in WITS	22	23	24	25	26	27
28	29	30 SAP Quarterly Report Due	31			

August

PLANNING/PREP

- Prepare for all school-based programming to begin in fall (including SAP)
- Review annual schedule as part of preparation for new school year
- Order supplies
- Plan for FASD Awareness Month and Recovery Month in Sept.
- Prepare for school orientations and open houses
- Prepare and submit ads to include in fall sports booster publications such as Football Guides
- Identify community events you plan to attend during the month

EVENTS/MEETINGS/TRAININGS

- National Night Out
- Overdose Awareness Day
- Back to School Nights/ School Orientations/ School Open Houses
- Provide needed trainings for agency and/or provider staff
- CPA/CTC Regional Meetings (check [CPA](#) website for dates)

REPORTS/DUE DATES

- Year-End SCA Fiscal Report due to DDAP on 8/31 (program staff may assist in providing information needed for report)

OTHER

- In odd years continue outreach efforts to schools to participate in PA Youth Survey in the fall
- Build community relationships
- Update resource guides

August 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6 National Night Out	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31 Overdose Awareness Day

September

PLANNING/PREP

- Planning for Red Ribbon Week
- Meeting with school superintendents or other school staff to plan services and provide updates/information
- Plan activities for awareness days/weeks/months throughout the year
- Review guidelines, requirements, manuals, expectations, etc. with staff
- Conduct training needs assessment
- Plan/coordinate trainings for Fall

EVENTS/MEETINGS/TRAININGS

- FASD Awareness Month
- National Recovery Month
- Suicide Prevention Month
- [National Family Day](#)
- [National Prevention Network Conference](#)
- Provide needed trainings for agency and/or provider staff

*Fall is a time for numerous health fairs, community events, expos, etc.

REPORTS/DUE DATES

-

OTHER

- Implement 2 FASD awareness activities per DDAP requirement for SCAs
- Get school-based groups/programs started
- Check in with schools and staff to see if programming has successfully gotten up and running
- Update resource guides
- Assist with PAYS administration in schools (odd years only). PAYS administration runs from Sept – Nov.

Special Note: September can be one of the busiest months of the year.

September 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Start of FASD Awareness, Suicide Prevention, and Recovery Month	2	3	4	5	6	7
8	9 International FASD Awareness Day	10 World Suicide Prevention Day	11	12	13	14
15	16	17	18	19	20	21
22	23 Family Day	24	25	26	27	28
29	30					

October

PLANNING/PREP

- Plan activities for Veterans Day

EVENTS/MEETINGS/TRAININGS

- [Red Ribbon Week](#)
- National Substance Abuse Prevention Month
- National Bullying Prevention Month
- National Depression and Mental Health Screening Month
- World Mental Health Day
- [DEA Prescription Drug Take Back Day](#)
- DDAP's SCA Peer Sharing Call

REPORTS/DUE DATES

- PCCD quarterly grant reporting due
- SAP quarterly report due 10/30
- SAP Letters of Agreement between SAP provider and school district must be completed/signed by 10/31

OTHER

- Assist with PAYS administration in schools (odd years only). PAYS administration runs from Sept – Nov.

October 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Start of Substance Abuse Prevention and Bullying Prevention Month	2	3	4	5
6	7	8	9	10 World Mental Health Day	11	12
13	14	15	16	17	18	19
20	21	22	23 Red Ribbon Week Begins	24	25	26
27	28	29	30 SAP Quarterly Report Due	31 Red Ribbon Week Ends		

November

PLANNING/PREP

- Planning for holiday campaigns (e.g. DUI prevention campaigns)

EVENTS/MEETINGS/TRAININGS

- Great American Smokeout
- Veterans Day
- CPA/CTC Regional Meetings (check [CPA](#) website for dates)
- PA DUI Association Annual Meeting (<https://padui.org/>)

REPORTS/DUE DATES

-

OTHER

- Assist with PAYS administration in schools (odd years only). PAYS administration runs from Sept – Nov.

November 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11 Veterans Day	12	13	14	15	16
17	18	19	20	21 Great American Smokeout	22	23
24	25	26	27	28	29	30

December

PLANNING/PREP

- Begin planning contracts with provider or other organizations for following state fiscal year
- Find out how school buildings handle closings and delays
 - Determine process for being notified of or checking for delays/closings
 - Will you be able to make up lessons missed due to delay/closing?
- Register for [CADCA](#) National Leadership Forum

EVENTS/MEETINGS/TRAININGS

- National Impaired Driving Prevention Month

REPORTS/DUE DATES

-

OTHER

- Gather paperwork on fall groups that are ending
 - Dissemination of problem gambling prevention messaging related to not purchasing lottery tickets for youth
 - Dissemination of information on surviving the holidays or hope for the holidays
 - Dissemination of information about paying closer attention to alcohol in home
- *This can be a difficult time of year to schedule meetings or other events/activities.

Special Note: December can be a great time to **Take a Break!**

December 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Start of National Impaired Driving Prevention Month	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January

PLANNING/PREP

- Begin planning for contracts for next state fiscal year
- Meet with schools/superintendents to begin planning for next school year
- Meet with staff or providers to start thinking about the next fiscal year, assess what is working well, what isn't and what should be changed
- Conduct training needs assessment
- Plan/coordinate trainings for Spring

EVENTS/MEETINGS/TRAININGS

- [National Drug and Alcohol Facts Week](#)

REPORTS/DUE DATES

- PCCD quarterly grant reporting due
- SAP quarterly report due 1/30
- Mid-year reports may be completed

OTHER

- Conduct provider monitoring
- Review status of programs (are goals/projected amounts being reached) – this may be done quarterly
- [Sign up](#) to receive PCCD grant funding announcements
- Check status on compliance with DDAP prevention requirements via WITS Report:
“Prevention_Services_DDAP_Requirement_Compliance_SCA”
- Drug Free Communities Grants may be announced from SAMHSA

Special Note: January may be a good month for gambling prevention programs.

January 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20 Start of National Drug & Alcohol Facts Week	21	22	23	24	25
26	27	28	29	30 SAP Quarterly Report Due	31	

February

PLANNING/PREP

- Plan summer programming – need to get on schedules of partner organizations
- Begin assessing what funds are underspent and plan what to change to address in the 4th quarter
- Meet/communicate with schools to get on schedule for next school year and to ensure they include anything needed in their budget for next school year
- Determine training that may be needed if doing new programs the next state fiscal year

EVENTS/MEETINGS/TRAININGS

- DDAP's SCA Peer Sharing Call
- CPA/CTC Regional Meetings (check [CPA](#) website for dates)
- [CADCA](#) National Leadership Forum
- SAMHSA Prevention Day
- [PASAP](#) Conference
- [Children of Alcoholics Awareness Week](#)

REPORTS/DUE DATES

-

OTHER

- Be on the lookout for potential PCCD grant funding announcements
- Other grants often announced in February
- Remind providers and staff about training requirements (DDAP training requirements found in [DDAP Prevention Manual](#))

February 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9 Children of Alcoholics Awareness Week Begins	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March

PLANNING/PREP

-

EVENTS/MEETINGS/TRAININGS

- [Problem Gambling Awareness Month](#)
- Kick Butts Day
- National Inhalants & Poisons Awareness Week (NIPAW)
- Registration open for [CPA](#) Conference
- [Council on Compulsive Gambling of PA](#) Statewide East and West Conferences

REPORTS/DUE DATES

- Midyear SCA Fiscal Report due to DDAP (program staff may assist in providing information needed for report)

OTHER

- Develop contracts with provider agencies for next state fiscal year

March 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Start of Problem Gambling Awareness Month	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16 Start of National Inhalants & Poisons Awareness Week	17	18 Kick Butts Day	19	20	21
22	23	24	25	26	27	28
29	30	31				

April

PLANNING/PREP

- Look at status of school-based programs after winter, assess impact of school closings/delays, and determine if can adjust to get programs complete before end of school year
- Plan/prepare for prom and graduation season
- Finalize summer programming plans

EVENTS/MEETINGS/TRAININGS

- Alcohol Awareness Month
- [DEA Prescription Drug Take Back Day](#)
- Stress Awareness Month
- [National Public Health Week](#)
- National Minority Health Month

REPORTS/DUE DATES

- PCCD quarterly grant reporting due
- SAP quarterly report due 4/30

OTHER

- Start entering prevention plans into WITS
- Develop contracts with provider agencies for next state fiscal year
- PAYS school and county reports become available (in even years)
- In odd years begin outreach efforts to schools to participate in PA Youth Survey in the fall. (Letters are sent to superintendents or school administrators about registering for the PAYS by 4/30.)

*PSSA testing happens in schools in April, so this can be a difficult month to get into schools to do programming.

April 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Start of Alcohol Awareness and Stress Awareness Month	2	3	4
5	6 National Public Health Week Begins	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30 SAP Quarterly Report Due		

May

PLANNING/PREP

- Finalize schedules with schools for the next school year
- Get updated on amount of unspent funding for the state fiscal year and adjust plans accordingly
- Prep for completing state fiscal year end annual reports and evaluation reports
- Prepare SAP Letters of Agreement with each school district

EVENTS/MEETINGS/TRAININGS

- [National Prevention Week](#)
- Mental Health Awareness Month/Day
- World No Tobacco Day
- CPA/CTC Regional Meetings (check [CPA](#) website for dates)
- DDAP's SCA Peer Sharing Call
- Events related to proms and graduations

REPORTS/DUE DATES

-

OTHER

- Continue entering prevention plans into WITS
- In odd years continue outreach efforts to schools to participate in PA Youth Survey in the fall.
- Check status of completion of deliverables in plans or contracts
- Check status on compliance with DDAP prevention requirements via WITS Report:
"Prevention_Services_DDAP_Requirement_Compliance_SCA"
- Get feedback from schools and other partners on how programs have gone (part of process evaluation)

May 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Start of Mental Health Awareness Month	2
3	4	5	6	7	8	9
10 National Prevention Week Begins	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31 World No Tobacco Day						

June

PLANNING/PREP

- Summer can provide an opportunity for long-term planning
- Summer can provide time for cleaning, organizing, inventorying
- Summer begins the season of various community events – plan role/participation in any relevant events

EVENTS/MEETINGS/TRAININGS

- [Commonwealth Prevention Alliance](#) Conference
- Student Safety Month
- Events related to graduations

REPORTS/DUE DATES

- Enter prevention plans into WITS by 6/1

OTHER

- School year program/service wrap-up/close-out/follow-up
- Summer programming begins
- Review new PAYS data (even years)
- PAYS Statewide Report becomes available
- In odd years continue outreach efforts to schools to participate in PA Youth Survey in the fall
- Ensure contracts for the next state fiscal year are complete
- Evaluate how the year went and continue development of evaluation reports

Special Note: As the year comes to a close take time to **Celebrate Successes!**

June 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Start of Student Safety Month	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				