

## Division of Community Programs Drug-Free Community Support Program Technical Assistance Site Visit

### AGENDA

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**SITE VISIT DATE:** 9/11/2018  
**GRANTEE NUMBER:** SP021646  
**NAME OF GRANTEE:** **Community Awareness and Prevention Association**  
**NAME OF ORGANIZATION:** Community Awareness and Prevention Association  
**LOCATION OF ORGANIZATION:** Brecksville, OH

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#### IN ATTENDANCE:

**SAMHSA:** Shawn Cook, Project Officer

**Grant Recipient:** Kelly Lazar, Program Director

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#### SITE VISIT OBJECTIVES:

- Ensure compliance of DFC program operations are in line with the legislation requirements and SAMHSA policy.
  - Learn about the grant award recipients' project – successes, innovations (environmental strategies, policies, and other practices) that can be shared nationwide; immediate actions, and technical assistance/training needs.
  - Offer some helpful resources to grantee as an additional boost towards achieving the goals of the program.
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#### 10:00 am ENTRANCE CONFERENCE | Shawn Cook

- Welcome & Introductions
- Purpose of Site Visit
- Review of site visit agenda
- Brief Presentation | *Shawn Cook*

#### OVERVIEW OF ORGANIZATION | Community Awareness and Prevention Association

- Review of Notice of Grant Award | Terms & Conditions
  - Administrative/Management
    - **Executive Board members**
  - Financial Policies
    - **Jeff Hall**
  - Personnel Policies
    - **Michael Zeigler**
  - Accounting Systems

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- **Jeff Hall**
  - Fiscal Agent Agreement/Memorandum of Understanding
    - **Michael Ziegler**

### **11:00 am PROGRAMMATIC REVIEW I |**

- Community Assessment
  - Problems in community based on latest assessment data?
    - **Jeff Krechmar/Kelly Lazar**
  - Drugs targeted by organization based on latest assessment data?
    - **Kelly Lazar / Youth coalition member presentation**

### **PROGRAMMATIC REVIEW II |**

- Capacity Building
  - Trainings your/coalition members/sector members will attend/have attended this fiscal year
    - **Cheryl Stopar (To share events)**
  - Recruitment and Retention Strategy
    - **Dr. Calevich**
  - Resource Development
    - **Kelly Lazar**
- Community Meetings/Town Hall Meetings
  - **Meredith Ondak**

### **12:00 pm WORKING LUNCH**

### **1:00 pm PROGRAMMATIC REVIEW III |**

**All Attendees: I will be sending all programmatic documents to coalition members. Please review prior to site visit.**

- Strategic Planning
- Discuss Coalition members and Staff Strategies for Creating Community-Level Change that is included in the plan
  - Review of prevention strategies and activities
  - Logic Model Review
  - Implementation Plan

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- Sustainability Plan

#### **PROGRAMMATIC REVIEW IV: DATA REVIEW |**

- 4 Core Measures (next submission date/year) ICF approved survey? **Yes**
  - DFC Management and Evaluation (DFC Me) Training/Account
    - **Manual shared. Webinars no**
  - Government Performance And Results Act (GPRA)
- Outcome Evaluation Instruments | Evaluator/Coordinator
  - **Kelly Lazar (Post event and program surveys)**
- Process Evaluation Instruments | Evaluator/Coordinator
  - **Cheryl Stopar**
- Assessment Instruments | Evaluator/Coordinator
  - **Jeff Kretchmar**
- Cultural Competency Discussion - **ALL**
  
- Federal, state grants & other resources
  - **Kelly Lazar**

#### **2:30 pm EXIT CONFERENCE | Shawn Cook**

- Collect required site visit documents/materials
- Technical Assistance Resources
  - Community Anti-Drug Coalitions of America National Coalition Institute
- Findings, Recommendations, and Follow up Actions

#### **3:00 pm ADJOURN**