COMPREHENSIVE COMMUNITY PLAN TUTORIAL

For a more detailed list of submission dates, please reference the LCC Policies and Procedures Manual that is posted on the ICJI website here. There are four different sections of the CCP:
1. Introduction
2. Community Needs Assessment
3. Making a Community Action Plan
4. Fund Document

I.   INTRODUCTION

Certification Letter:
- This is a new component of the CCP starting in 2022.
- It requires signature from both the coordinator and president of the LCC (or the person who is designated leader of the coalition).
- Ensures that the LCC understands that:
    i. The plan is completed as a collaborative body
    ii. If not correctly completed, ICJI will give reasonable time to fix issue
    iii. Failure to correct plans in reasonable time will result in an administrative hold placed on the fund
    iv. Quarterly reports must be submitted to remain compliant with the CCP

Vision Statement:
- Vision statements are future-based and meant to inspire and give direction. The vision is about theintended long-term impacts by your organization's work and communicates the purpose of the organization to the community with the inspiration to achieve that purpose.
- ***Most importantly, the vision statement helps to attract and engage passionate, like-minded peoplewithin your community.***

Mission Statement:
- A mission statement is a brief description of an organization's fundamental purpose. It answers thequestion, "Why does our LCC exist?" By identifying the purpose of your work, an LCC can better understand the goals it should be committed to accomplishing.
- ***Mission statements aren't merely a form of important internal communication or process. They're oneof the strongest messages you can send to the public about your organization's purpose.***

Membership List
- Essentially, this list should consist of members that are ***actively engaged with the LCC***.
- Things to think about when creating a list:
    o Does this person show up to more than one meeting?
    o Does this person participate in discussions during a meeting?
    o Does this person participate in LCC events?
- LCCs should have diverse coalition membership.
- The Behavioral Health Division encourages that each coalition contains members from the following sectors: youth, parent, business, media, school, youth-serving organization, law enforcement, civic/volunteer groups, healthcare professional, state or local agency with expertise in the field of substance abuse and other organizations involved in reducing substance abuse.
- To provide effective technical assistance and enhance a LCCs efforts, it is essential for us to know the composition of the coalition's membership.

Meeting Dates:
- LCC will list the dates in which they will be meeting for the year.
- This information is important to us so that we know how many times a year a coalition meets as a body.Also, this information will be used by the research team during the qualitative analysis.

II. COMMUNITY NEEDS ASSESSMENT:
- Tells your community's readiness to implement prevention, treatment, and justice-related programs toaddress substance use and misuse, and provides an overview of risk and protective factors.
- Provide information that is relevant to creating a plan, but it also provides a nonmember with an understanding of the make-up, composition, and presence or absence of resources within your community
- Two Parts: (1) Community Profile and (2) Risk and Protective Factors

Community Profile
- Provides a *snapshot* of your community, NOT an exhaustive list.
- It establishes an understanding of your knowledge of the local ecosystem and where you may not be aware of efforts in your community so that we at the state can facilitate connections toother partners.
- It does not need to be in-depth and should only cover relevant information that is easilyaccessible.

Risk and Protective Factors
- *Risk factors* are characteristics at the biological, psychological, family, community, or cultural level that precede and are associated with a higher likelihood of negative outcomes.
- *Protective factors* are characteristics associated with a lower likelihood of negative outcomes or that reduce a risk factor's impact. Protective factors may be seen as positive countering events.
- There is a non-exhaustive list of risk and protective factor examples on the CCP template.
- ***You do not need to list supportive data behind this.*** This is simply information that derives from what the LCC thinks through their collaborative knowledge and perceptions of your community.

III. MAKING A COMMUNITY ACTION PLAN

- A "Community Action Plan" describes what the community wants to accomplish, what actions are required during a specified timeline and what resources are needed to be successful. Each step that is provided in this section should be addressed in order because the information from one step leads to the next step. Personally, I like to think of this as funneling thoughts from a broad end and narrowing down the information to what you LCC would like to address.
- The Community Action Plan consists of <u>five steps</u>:
    - Step 1: Create and Categorize Problem Statements
    - Step 2: Evidence-Informed Problem Statements
    - Step 3: Brainstorm
    - Step 4: Develop SMART Goal Statements
    - Step 5: Plans to Achieve Goals

Step 1: Create and Categorize Problem Statements
- In step one, the LCC will use the risk factors that were identified in the "Community Risk and Protective Factors" section of the "Community Needs Assessment" portion of the CCP. For each risk factor, three problem statements need to be identified that relate to that specific risk factor.

- A risk factor of having a high availability of access to alcohol is identified. A problem statement that may arise from this risk factor is "Alcohol use and abuse by youth is a problem within the county."

Step 2: Evidence-Informed Problem Statements
- In step two, the LCC will identify the top three problem statements found in step one, and apply local or state data that support the problem statement. Ensure that each problem statement can be addressed by each co-equal funding category. This means that a problem statement cannot be specifically focused on a single category of prevention/education, intervention/treatment, and criminal justice services and activities.
- This is not an exhaustive list of data but should include data that the LCC feels is important to establish the problem and can be measured from year to year.
- This is similar to the supportive data section of the previous CCP. LCCs should list data that is relevant to the problem statement identified as being one of their top three problem statements.

Step 3: Brainstorming
- Brainstorming is a collaborative process that builds a foundation for decision making. For example, this is like putting ideas on a whiteboard and narrowing ideas to the top three to explore further. This is not the actual end product, but rather the blueprint. This is where the LCC brainstorms and comes up with what it feels are the three best actions.

Step 4: Develop SMART Goal Statements

What are SMART Goals?
SMART is an effective tool that provides the clarity, focus, and motivation you need to achieve your goals. It can also improve your ability to reach them by encouraging you to define your objectives and set a completion date.

Specific:
When setting a goal, be specific about what the LCC wants to accomplish. This isn't a detailed list of how the LCC is going to meet a goal, but it should include an answer to the popular 'w' questions:
    What do we want to accomplish?
    Why is this goal important?
    Who is involved?
    Where is it located?
    Which resources or limits are involved?

Measurable:
It's important to have measurable goals so that you can track your progress. Assessing progress helps you to stay focused, meet your deadlines, and feel the excitement of getting closer to achieving your goal.

Achievable
Your goal also needs to be realistic and attainable to be successful. In other words, it should stretch the LCCs abilities but still remain possible. When an LCC sets an achievable goal, you may be able to identify previously overlooked opportunities or resources that can bring you closer to it.

Relevant
This step is about ensuring that your goal matters to the LCC and that it also aligns with other relevant goals. We all need support and assistance in achieving our goals, but it's important to retain control over them. So, make sure that your plans drive everyone forward, but that you're still responsible for achieving your own goal.

<u>**T**ime-Based</u>
Every goal needs a target date so that you have a deadline to focus on and something to work toward.

Example of working through each part of the SMART:
- Specific = youth 11- 18
- Measurable = from juvenile probation data
- Attainable = Reduce juvenile alcohol-related probation referrals from 11.8% by 1%
  - 1% of a population of 10,000 is substantially different than 1% of the population of 100,000. This is important to consider when setting an attainable goal.
- Relevant = focus on youth alcohol
- Time = one year

Problem Statement #1: "Alcohol use and abuse by youth is a problem within the county"
SMART Goal: The LCC will reduce alcohol use amongst youth ages 11-18 by 1% within a one a year period. This will be known by (specific data). If a 1% reduction is not achieved within 1 year, the LCCs approach will be reevaluated.

Step 5: Plans to Achieve Goal
- This is different from brainstorming because now you have established a SMART goal. Brainstorming is a collaborative process that builds a foundation for decision making. You should think of the LCC as a community-driven strategic awarding body that lays out the blueprints for an effort by broadly building lanes that guide the community towards the achievement of the SMART goals. In the grant application process, after Step 5 is completed, the community applicants finish the plans by explaining how they believe their specific effort will complete one of the steps from Step 5.

Example:
> Step 1: Prevention/Education - Fund prevention and/or education program focused on youth alcohol abuse
> Step 2: Intervention/Treatment – Support intervention and/or treatment efforts focused on youth alcohol abuse
> Step 3: Justice Services/Supports – Fund justice services and/or supports that enhance youth recovery from alcohol abuse

IV.   THE FUND DOCUMENT

- This section gauges LCC's fiscal wellness to empower the implementation of growth within their community.
- There are 4 Sections to the Fund Document:
  1. Funding Profile
  2. Additional Funding Sources
  3. Categorical Funding Allocation
  4. Funding Allocation by Goals

<u>Funding Profile</u>
- The **Funding Profile** consists of:
  1. amount deposited into the County DFC fund from fees collected last year,
  2. amount of unused funds from last year that will roll over into this year
  3. the total amount available to use for this year (funds collected + rollover), and
  4. the amount that was awarded out last year.

<u>Additional Funding Sources</u>

- In order to effectively understand the financial ecosystems within each community, we are asking for this information to provide technical assistance to LCCs in the form of letting state partners know resources are bare or minimal and letting state partners know where resources can amplify efforts.
- It is also important to be able to share this information with the Commission to Combat Drug Abuse.

<u>Categorical Funding Allocations:</u>

- To comply with the statute, the LCC must allot at least 25% of the fund in each of the three categories of Prevention/Education, Intervention/Treatment, and Justice Services. No more than 25% can be placed in the administrative category.

Funding allotted to prevention/education; intervention/treatment; and criminal justice services and activities ($100.00):		
Prevention/Education: $3,000.00	Intervention/Treatment: $3,000.00	Justice: $3,000.00
Funding allotted to Administrative costs:		
Itemized list of what is being funded		*Amount ($100.00)*
Coordinator annual compensation		$2,500.00
Advertising LCC Events and Meetings		$400.00
Office Supplies		$100.00
Funding allotted by Goal per Problem Statement:		
Problem Statement #1	**Problem Statement #2**	**Problem Statement #3**
Goal 1: $1,500.00	Goal 1: $2,500.00	Goal 1: $1,500.00
Goal 2: $500.00	Goal 2: $1,500.00	Goal 2: $1,500.00

the numbers provided are examples

<u>Funding Allotted by Goal</u>:

- This is the planned allocation that is attached to your SMART goals in the CCP.
- The LCC provides funding amounts needed to accomplish each goal for each problem statement. Because SMART goals are achievable, this section illustrates the amount believed it will take to achieve each goal.

Funding allotted to prevention/education; intervention/treatment; and criminal justice services and activities ($100.00):		
Prevention/Education: $3,000.00	Intervention/Treatment: $3,000.00	Justice: $3,000.00
Funding allotted to Administrative costs:		
Itemized list of what is being funded		*Amount ($100.00)*
Coordinator annual compensation		$2,500.00
Advertising LCC Events and Meetings		$400.00
Office Supplies		$100.00
Funding allotted by Goal per Problem Statement:		
Problem Statement #1	**Problem Statement #2**	**Problem Statement #3**
Goal 1: $1,500.00	Goal 1: $2,500.00	Goal 1: $1,500.00
Goal 2: $500.00	Goal 2: $1,500.00	Goal 2: $1,500.00

the numbers provided are examples