

# Van Buren County Iowa Partnerships for Success: Capacity Workbook



Strategic  
Prevention  
Framework  
*of Iowa*

## Introduction

The following are materials that the Iowa Partnerships for Success (IPFS) funded counties will utilize within the capacity step of the Strategic Prevention Framework process. Complete each section and return to Julie Hibben, IPFS Project Director via e-mail at [julie.hibben@idph.iowa.gov](mailto:julie.hibben@idph.iowa.gov) by September 8, 2015.

The Resource Mapping materials were created by the National Center of Secondary Education and Transition through the University of Minnesota. Some of these materials were adapted for Iowa's SPF SIG, and have been further adapted for IPFS.

## Definitions

### Substance Abuse Prevention

The Center for Substance Abuse Prevention defines prevention as "a process that empowers individuals to meet the challenges of life by creating and reinforcing healthy behavior and lifestyles and by reducing the risks that contribute to alcohol, tobacco and other drug misuse and abuse."

### Substance Abuse Prevention Services

Prevention services are based on the Center for Substance Abuse Prevention's six strategy categories:

- Information Dissemination – Involves one-way communication from the source to the audience to provide awareness and knowledge of the nature and extent of substance abuse and addiction and its effects on individuals, families, and communities. It may be a one-time event. It is not organization promotion.
- Education - Involves two-way communication with interaction between the facilitator and the participants to improve critical life and social skills. Multiple sessions are usually included.
- Alternatives - Provides for the participation of target populations in activities that exclude substance abuse. Providers offer technical assistance to assist in planning community events.
- Environmental - Establishes or changes written and unwritten community standards, codes, and attitudes, thereby influencing substance abuse by the general population.
- Problem Identification and Referral – Aims to classify those who have used substances inappropriately or illegally and determine whether their behavior can be reversed through education. It does not include any function designed to determine whether a person is in need of treatment.
- Community-Based Process–Aims to enhance the ability of the community to more effectively provide substance abuse prevention and treatment through the establishment of collaborative groups.

# County Resource Mapping

## What is Resource Mapping?

Resource mapping is a strategy for promoting county collaboration by better aligning programs and services. The major goal of resource mapping is to ensure that counties have access to a broad, comprehensive, and integrated system of prevention services. Resource mapping can be used to improve education, workforce development, and economic development in a county by aligning available services and resources, streamlining those services and resources, and identifying areas of need. The idea of resource mapping builds on the county's strengths by increasing the frequency, duration, intensity, and quality of services and supports. It is a way to organize information and give direction to meet a common goal.

Community resource mapping is not a new strategy or process. It has been in use for many years in varying forms. Community resource mapping is sometimes referred to as asset mapping or environmental scanning. Community resource mapping is best noted as a system-building process used by groups at different stages in order to align resources and policies in relation to specific system goals, strategies, and expected outcomes.

## How Can Resource Mapping Change Counties?

The resource mapping process acknowledges that individuals, organizations, and local institutions all have the capacity to create real change in their counties, but that no agency, or person, can do it alone. With increased accountability, tight budgets, resource shortages, and fragmented services, it is a sound decision for counties to encourage cross-agency and cross-systems coordination. Insight into a county's existing partnerships and programs, resource allocations and policies, priorities and assets can contribute to its ability to evaluate its overall effectiveness in substance abuse prevention services.

Resource maps can provide a comprehensive picture of a county's vision, goals, projects, and infrastructure. In short, resource mapping can help counties to accomplish a number of goals, including:

- Identify new resources
- Avoid duplication of services and resources
- Cultivate new partnerships and relationships
- Share information across agencies that provide substance abuse prevention services
- Encourage collaboration
- Successfully achieve prevention outcomes

The alignment of resources, streamlining of resources, and identification of service gaps within the county enables prevention professionals to:

- (a) Understand the full range of prevention services available within a county,
- (b) More efficiently provide services, and
- (c) Develop new services and supports targeted to fill existing gaps

In order to identify countywide substance abuse prevention resources and build county capacity, follow the steps below to complete the resource mapping process in each IPFS funded county.

## Scanning the Resources

Counties need to create a comprehensive list of the various services provided that prevent substance abuse. This includes service providers that may have shared outcomes with substance abuse prevention, including groups and agencies that address youth and family issues, other health issues including behavioral health, and community wellness initiatives. Identify all organizations that provide these services in chart below.

Different methods can be used to gather this information. The information collection methods selected depend on the type of information you want and the stakeholders who are sharing the information. Possible methods include questionnaires, surveys, interviews (both telephone and personal interviews), focus groups, and roundtable discussions. Look beyond traditional sources when collecting information about resources. No single collection method can provide all the necessary information to support good decisions. Remember, much data already exists within your county and is available for you to use.

Stakeholders should be engaged to help identify other partners in the process, provide a unique perspective about the mapping process and product(s), generate questions for collection purposes, serve as sources of information, and participate in the actual data collection process. Procedures to guide “collectors” should be developed to address some common problems such as re-contacting individuals/organizations for missing information or approaching organizations that choose not to provide information and ensuring tasks are completed as agreed upon.

Your coalition or collaborative group should consider the following questions when developing the plan to collect information:

- What kinds of information should be collected?
- How much relevant information already exists and how can it be accessed?
- How will information be collected and recorded?
- How will you select or develop collection instruments?
- What is your timeline for collection?
- How will collection responsibilities be determined?
- How will the information be organized and analyzed?
- How will you handle missing information?
- How will the information be shared with stakeholders?
- What kinds of problems can be expected?

## Van Buren County SAFE Coalition County Substance Abuse Prevention Resources

Organization/ Group Name	Types of Services Provided <i>Including Substance Abuse Prevention or Treatment, Community Wellness, Youth Services, Suicide Prevention Services, Family Services, and Other Health Services (including Behavioral Health)</i> List Target Audience for Each Service	Goals/Expected Outcomes	How Do Their Goals and Expected Outcomes Intersect or Overlap With Ours?	Key members and Other County Partners	Current Coalition Member?	If Yes, Key Contact	If No, Possible Point of Contact
<b>Van Buren Community Schools</b>	Youth Services	Provide a safe environment for students to become knowledgeable, productive and healthy adults.	The goals of the school and coalition intersect in keeping students safe and substance free.	Julie Chapuis Chuck Banks Sara Sprouse Dr. Pam Ewell	Yes	Julie	
<b>Harmony Community Schools</b>	Youth Services	Provide a safe environment for students to become knowledgeable, productive and healthy adults.	The goals of the school and coalition intersect in keeping students safe and substance free.	Stephanie Vititoe Kerry Phillips	Yes	Stephanie	
<b>Community Partnership for Protecting Children</b>	Family Services Youth Services Domestic Violence Services	Keep children safe and reduce barriers which could lead to child abuse	The coalition and CPCC's goals are to keep children safe in their home with their parents.	Tammy Wetjen- Kesterson Gloria Brown	Yes	Gloria	
<b>Van Buren County Hospital</b>	Community Wellness Other Health Services	Healthy Community Members	Prevention of disease through substance abuse prevention strategies.	Ray Brownsworth Melissa Daugherty Dixie Daugherty Dr Tim Blair	Yes	Melissa	
<b>Sieda Community Action</b>	Substance Abuse Prevention & Treatment Youth Services Family Services	Works with communities to secure opportunities for people in need through advocacy, counseling, education, partnerships and supportive services.	Seida's prevention services intersect with the coalition's goals to keep youth substance free.	Kitty Bogle Kirk Condon	Yes	Kitty	

<b>Van Buren County Sheriff's Office</b>	Law Enforcement	Safety of Community	The sheriff's concern for the safety of the youth intersects with the coalition's vision of making Van Buren County a SAFE place to live.	Danny Tedrow Brad Hudson Lee McIntosh Jon Tharp Chris Kauffman Don Pool Matt Dietzman	Yes	Lee	
<b>Iowa State University Extension Services</b>	Community Wellness Youth Services Family Services	Opportunities for youth and families.	The opportunities ISU Extension offers enhance the coalition's goal of providing alternatives that keep youth substance free	Kaela Foor	Yes	Kaela	
<b>Alcohol and Drug Dependency Services of Southeast Iowa</b>	Substance Abuse Treatment	To provide high quality treatment, rehabilitation, prevention and education services for persons involved in and/or concerned with substance abuse problems, problem gambling, and other behavioral disorders using a recovery oriented system of care.	ADDS prevention services intersect with the coalition's goal to prevent substance abuse in the community. They provide resources within the community.	Nicolas Foss Alondra Majin	Yes	Alondra	
<b>Van Buren County Community Services &amp; Van Buren County Veterans Affairs</b>	Family Services Other Health Services Veterans Services	<i>Providing short term county assistance to qualifying county veterans. Assisting veterans in accessing state and federal veteran's assistance. Providing economic, medical, mental health and disability assistance and resources to low income community members.</i>	The Community Services & Veterans Affairs goals to improve mental health and provide support and resources to veterans and low income families in the community support the work of the coalition to keep the community substance abuse free.	Susan Frey	Yes	Susan	

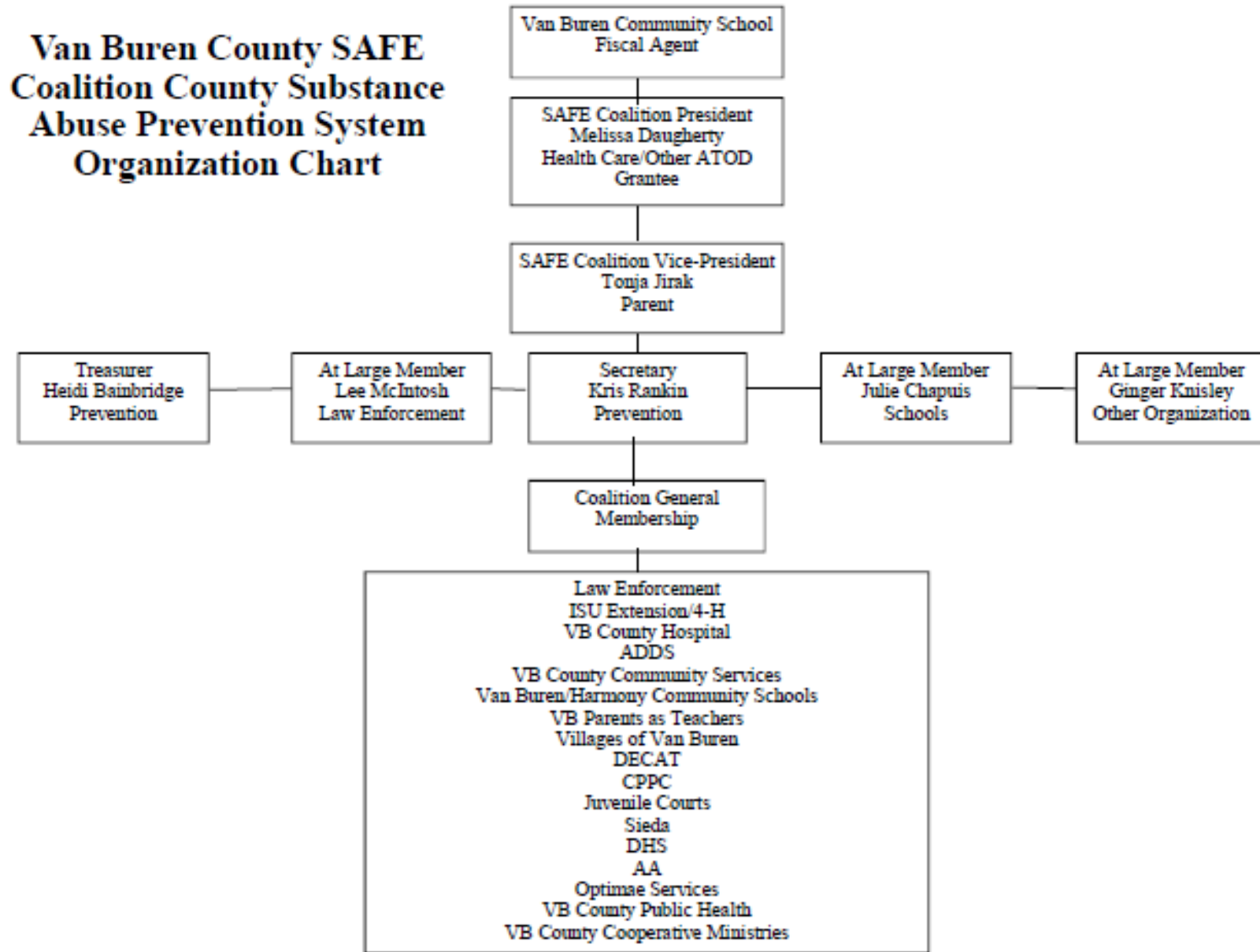
<b>Iowa State Patrol</b>	Law Enforcement	Community Safety	ISP's concerns for the safety of youth intersect with the coalition's vision of making Van Buren County a SAFE place to live.	Jason Marlow	Yes	Jason	
<b>Van Buren Parents as Teachers</b>	Family Services Early Childhood Services	Healthy children	The goals & services of PAT intersect with the work of the coalition in that they both are working to keep adults and youth substance abuse free in the community.	Janet Phelps	Yes	Janet	
<b>Villages of Van Buren</b>	Tourism & Economic Development	Safe & healthy community for visitors.	The goals & work of the coalition help to keep the community a safe & healthy place for people to visit, live and operate businesses.	Stacey Reese	Yes	Stacey	
<b>Juvenile Courts</b>	Youth Services	Keep kids from reoffending.	The goal of the Juvenile Courts to keep kids from reoffending intersects with the goal of the coalition to keep kids substance abuse free.	Tom Walkup	Yes	Tom	
<b>DECAT – Community Partnerships for Protecting Children</b>	Youth Services Family Services	Youth have the Benefit of Safe and Supportive Families, Schools, and Communities. Youth Succeed in School and are Socially Competent. Families are Free from Violence and Substance Abuse. Families have Access to Positive Supports.	The coalition helps to provide the safe and supportive communities that keep kids free of substances in the county.	Tammy Wetjen-Kesterson	Yes	Tammy	
<b>Optimae Services</b>	Substance Abuse Treatment Youth Services Family Services	Improving mental health of clients	Improved mental health reduces substance use in the community.		No		Susan Frey
<b>Alcoholics Anonymous</b>	Substance Abuse Prevention	Prevent Alcohol Abuse	The goals of AA and the coalition align as they		No		Working on finding out who

			both want to prevent alcohol abuse in the community.				is running this program currently
<b>Van Buren County Public Health Department</b>	Family Services Other Health Services	Skilled nursing services, educational programs, care of sick/disabled at home, prevention of disease/disability, immunization clinics, restaurant inspections	Their work to improve physical and mental health in Van Buren County supports the work of the coalition to prevent substance abuse in the county.	Lindee Thomas	Yes	Lindee	
<b>Van Buren County Cooperative Ministries</b>	Family Services Youth Services	Work in the community to provide a moral and healthy environment for community members	Their work to provide a moral/healthy environment aligns with the goal for a substance abuse free county.	Larry Shipley	No		Larry Shipley



## Substance Abuse Prevention System Organization Chart

This is a visual representation of the county prevention services in an organizational chart. All organizations listed in the County Substance Abuse Prevention Resources Worksheet are included in the chart.



## Van Buren County SAFE Coalition - Analyzing Resources

Identify services that overlap or are missing from your county substance abuse resources review. Then list the implications of these overlaps and/or gaps for your county's prevention service system.

Overlaps	Gaps	Implications
<ul style="list-style-type: none"> <li>• Sieda Community Action and the SAFE Coalition work together to provide prevention services in the community.</li>   <li>• The Child Welfare Decategorization Program (DECAT) provides youth services and sometimes does not coordinate with the coalition.</li> </ul>	<ul style="list-style-type: none"> <li>• A lot of the main offices for county services are located outside of the county and are provided by regional agencies (Department of Human Services, Sieda Community Action, Alcohol and Drug Dependency Services of Southeast Iowa, Domestic Violence)</li>   <li>• Do not have an identification and referral program for substance abuse through health care in the county. The coalition is interested in seeing Van Buren County Hospital and Clinics implement the Screening and Brief Interventions with Referral to Treatment program (SBIRT) in the hospital and clinics.</li>   <li>• No suicide prevention programs in the county.</li> </ul>	<ul style="list-style-type: none"> <li>• Since the county is one of the two poorest counties in the state and is very rural it is hard for community members to access and utilize services that are not offered directly in the county. This is especially true since there is no public transportation available to community members.</li>   <li>• The overlap with DECAT causes a duplication of services or the use of funds in a way that is not cost efficient.</li> </ul>

## **Taking Action**

For the following two worksheets you will consider the group of stakeholders that is actively engaged using the SPF process throughout the IPFS Project. The intention of these worksheets are not to take over or manage a coalition but to look at measures of successful community engagement in the SPF process and work to incorporate those measures to the fullest extent possible with the group that is committed to the success of the project outcomes. It should be a group that includes at least the 12 required sectors and meets regularly to be engaged in all steps of the SPF including data gathering, project planning, decision making, implementation, evaluation, sustainability planning and ensuring cultural competence throughout the process.

### **Twelve Required Sectors**

Drug Free Communities Grantee (if applicable)  
Other Substance Abuse Prevention Coalitions  
Public Health  
Law Enforcement  
Schools  
Juvenile Court/ Corrections  
Youth  
Elected Officials  
Behavioral Health  
Military  
Other Substance Abuse Prevention Grantee  
Media

All of the documents in this guide should be consulted regularly, as capacity building happens not just one time, but throughout all of the SPF steps. The Community Sector Worksheet and Capacity Checklist will be filled out twice per year so that you can monitor your progress and do more of what your group is doing well. It may be helpful to keep records of who was involved in completing these documents and how the process happened; including discussion around how scores were decided or specific resources that were included. This will aid in tracking progress and in completing documents in the future if some of the stakeholders or staff members have changed.

## Van Buren County SAFE Coalition Community Sector Worksheet

Required sectors are in bold

Sector	Current, active member and affiliate organization	Potential member and affiliate organization if applicable	How will our organization benefit from including this sector?	How will we build on or increase capacity with this sector? Include specific actions, persons responsible and timeframe
<b>Drug Free Communities Grantee (if applicable)</b>	Heidi Bainbridge SAFE Coalition	N/A	The coalition will benefit from her 10 years of experience in prevention work.	We will not have this after September as the grant is ending in September 2015
<b>Other Substance Abuse Prevention Coalitions</b>	No Others in the County	N/A	N/A	N/A
<b>Public Health</b>	Lindee Thomas County Public Health	N/A	The coalition will benefit from her knowledge of health issues in the county.	More frequent meetings with Lindee – if she cannot attend the monthly meeting Kris will setup a meeting with her.
<b>Law Enforcement</b>	Lee McIntosh County Sheriff's Reserve Officers	Jon Tharp County Sheriff's Department	The coalition will benefit from Lee & John's knowledge of what is happening in the county and from their coordination with the Sheriff's office about enforcing policy & procedures and the need for new policies.	Engage Jon Tharp in attending meetings – Heidi will complete this by September 30, 2015
<b>Schools</b>	Julie Chapuis Van Buren Community School District (VBCSD) Stephanie Vittoe Harmony Community School District (HCSD)	Randi Shriver HCSD Cindy Lowe VBCSD Megan Koellner – VBCSD YLC Sponsor	The coalition will benefit from input from the members of the schools as to what substance abuse issues are occurring in the schools and coordinating programs and services to provide prevention information	Increase capacity by including Harmony Community Schools – ask coalition members to reach out to Randi and Cindy. Melissa will ask Megan to become a coalition member. Coalition members will meet with these individuals in September & October 2015.

			and assistance to the students.	
<b>Juvenile Court/ Corrections</b>	Tom Walkup County Juvenile Probation Officer		The coalition will benefit from Tom's knowledge of substance abuse offenses with youth in the county and working with him to provide information and resources to the families he works with.	Kris will contact Tom about regular monthly check-ins by September 30, 2015.
<b>Youth</b>	Youth Leadership Council (YLC) Members		The youth will provide information and will be involved in the activities of the coalition to reach their peers.	Melissa will continue to work with the Youth Leadership Council at Van Buren and Harmony Community School Districts. Megan Koellner will possibly be the new Van Buren Community Schools Sponsor for the YLC group effective October 1, 2015.
<b>Elected Officials</b>	Curt Hanson Iowa State Representative Ann Skaggs County Recorder	Naseem Hesler- Keosauqua Mayor Mark Meek-County Supervisor City Council Members	The elected officials will be able to provide the coalition with information on policies at the state and county level and guide the coalition in addressing issues through policy.	Ask coalition members to reach out to potential members to engage them further by December 2015
<b>Behavioral Health</b>		Younghouse Optimae Counseling	The expertise of these providers will benefit the coalition with an understanding of the mental health needs in the community and knowledge of how to address the issues with different cultures in the community.	Ask Julie to invite Younghouse & Susan to invite Optimae to the coalition by October 30, 2015.

<b>Military</b>	Susan Frey County Veterans Affairs		Susan's knowledge of veterans and low income family's needs and services provided to them will help the coalition to address these cultures in the county.	Ask Susan to invite a military representative to the meeting by October 30, 2015.
<b>Other Substance Abuse Prevention Grantee</b>	Melissa Daugherty VB County Hospital Kitty Bogle Sieda Community Action Alondra Majin Alcohol and Drug Dependency Services (ADDS)		Their expertise in prevention and health issues in the county will benefit the work of the coalition through information and provision of services.	These groups are very involved
<b>Media</b>	Rusty Ebert Van Buren County Register		The newspaper provides free article space and billboard posts for the coalition on a weekly basis and they cover special events held by the coalition.	Do all we can here: with one paper and one editor they can rarely attend meetings or events but are very supportive of the coalitions work.
Suicide Prevention Organization	None in the County	N/A	N/A	N/A
Business Owners	Larry Thomas Lee Pharmacy		Larry's expertise with medication use in the county and needs for services can help guide the planning of events and services for the coalition.	Increase capacity by doing a monthly check-in with the county business owners Starting October 1, 2015.

<p>Youth Serving Organizations</p>	<p>Janet Phelps Van Buren County Parents as Teachers (PAT)/Nest Education Classes Ginger Knisley Early Childhood Kaela Foor Iowa State Extension – 4-H</p>		<p>The expertise of these groups in serving families in the county and their services will support the work of the coalition and provide information on opportunities, services and activities.</p>	<p>Good involvement from these groups. Ask Janet if she could send a PAT representative to meetings starting in September 2015.</p>
<p>Healthcare Providers</p>	<p>Dr. Tim Blair Van Buren County Hospital Ray Brownsworth Van Buren County Hospital</p>		<p>The knowledge and expertise of these providers will help the coalition with decision making and knowledge of healthcare needs in the county regarding substance abuse.</p>	<p>Melissa will continue to engage Tim &amp; Ray in the Screening and Brief Interventions with Referral to Treatment (SBIRT) process with hopes of completion by December 2015.</p>
<p>Parents</p>	<p>Tonja Jirak</p>	<p>William Cline Nicole Annis Evanica Brown Renee Watkins</p>	<p>Their knowledge of families and how they work in the community can help the coalition to address issues in a way that will reach parents.</p>	<p>Ask coalition members to reach out to other parents to engage them in the work of the coalition by December 2015.</p>
<p>Faith Based</p>	<p>Joni Worley Stockport Christian Church</p>	<p>Larry Shipley Donna Ollinger Dan Hill Mary Hart Van Buren Cooperative Ministries</p>	<p>The knowledge of needs in the community can help the coalition to address substance abuse prevention. They may also have opportunities and services that can enhance the work of the coalition.</p>	<p>Ask coalition members to reach out to their churches to engage them in the work of the coalition by December of 2015.</p>

Service Organizations	<p>Tammy Wetjen- Kesterson Child Welfare Decategorization Program (DECAT) Gloria Brown Community Partnerships for Protecting Children (CPPC) Stacey Reese Villages of Van Buren</p>	<p>Abby Boley- Rotary Nicole Annis – Rotary</p>	<p>The knowledge and expertise of these groups can help the coalition with information on community resources and decision making for the community.</p>	<p>Heidi will reach out to Abby &amp; Nicole about their interest in the coalition by the end of September 2015.</p>
Alcohol Retailer, Server or Seller	<p>Brooke Lilley Jet Gas</p>	<p>Brad Debner Douds Kwik Stop Ross Boyd Boyd's Grocery Rick Saunders Bridge Café Zach Keller Circle B Holly Boyd First Street Grill</p>	<p>The knowledge of issues that merchants face will help the coalition to support them in reducing underage access to alcohol and tobacco.</p>	<p>Develop a merchant circle for these members. It would be a forum for them to provide suggestions and ideas. They are not able to attend meetings. Completed by December 30, 2015</p>
Alternative Activity providers	<p>Kaela Foor 4-H</p>	<p>Little League Stef Wells – Dance</p>	<p>Kaela's expertise in working with the youth in the county will provide information and support to the coalition.</p>	<p>Ask coalition members to reach out to these individuals by September 30, 2015.</p>



## Van Buren County SAFE Coalition Capacity Checklist

Please use the following rating scale in completing this checklist:

NS- Not Sure

1- Never: Our group does not do this

2- Sometimes: Our group sometimes does this

3- Most of the time: Our group does this most of the time

4- Always: Our group does this consistently/always

Indicators	Date	Date	Date	Date
	8/18/15			
	Score	Score	Score	Score
<b>Structure and Knowledge</b>				
<b>Group has a chair, who is not the IPFS Coordinator.</b>	3.9			
<b>Members can identify at least three key organizations that are actively involved.</b>	3.8			
<b>Members can describe the purpose/mission of the group.</b>	3.5			
<b>Members are familiar with the Strategic Prevention Framework.</b>	2.4			
<b>Members are familiar with the concept of environmental strategies.</b>	2.8			
<b>Members know what is meant by evidence based programs/practices.</b>	3.2			
<b>Members are part of making project related decisions.</b>	3.4			
<b>New members are oriented and receive information/ training on the Strategic Prevention Framework.</b>	3			
<b>Meetings are held regularly at a time and location that is convenient for members.</b>	3.9			
<b>An agenda/minutes are distributed before and after the meeting.</b>	4			
<b>During the meeting the agenda is followed.</b>	4			
<b>Meetings begin and end on time.</b>	4			
<b>Assessment</b>				
<b>Members are actively involved in gathering and interpreting assessment data.</b>	3.4			
<b>Assessment results are shared with other prevention partners.</b>	3.8			
<b>Assessment results are shared with the community.</b>	3.8			
<b>Capacity</b>				
<b>Ongoing efforts are made to increase membership.</b>	3.5			
<b>Ongoing efforts are made to retain and engage existing members.</b>	3.4			
<b>All 12 required sectors are regularly involved.</b>	2.7			
<b>There are members from the target audiences the project will reach and partner with.</b>	3.5			
<b>Members are recognized for their contributions.</b>	3.6			
<b>Planning</b>				
<b>Members actively participate in creating and reviewing planning documents</b>	3.6			
<b>Members use data for ongoing planning.</b>	3.5			

<b>Implementation</b>				
<b>Project services are promoted within the county.</b>	4			
<b>The county is knowledgeable about coalition efforts.</b>	3.1			
<b>Members use data to monitor implementation fidelity.</b>	3.3			
<b>Evaluation</b>				
<b>Evaluation results are shared with the county.</b>	3.6			
<b>Members use data for evaluation.</b>	3.8			
<b>Cultural Competence</b>				
<b>Members are reflective of the county population.</b>	3.1			
<b>Cultural competence is considered through all steps of the SPF.</b>	3.3			
<b>Sustainability</b>				
<b>Members regularly work on sustainability planning.</b>	3.7			
<b>Group has a written plan to sustain positive outcomes over time.</b>	3.6			
<b>Members have identified and secured resources to sustain positive outcomes over time.</b>	3.4			
<b>Members commit time and resources to the project.</b>	3.7			

## **Van Buren County SAFE Coalition Questions:**

### **1. Where did your group give a score of NS, 1 or 2?**

- Members are familiar with the SPF – 2.4
- Members are familiar with the concept of environmental strategies – 2.8
- All 12 required sectors are regularly involved – 2.7

### **2. How can you move each of those items to a score of a 3 or 4? What specific steps will you take? What will your timeline be?**

- Have discussions about the SPF during meetings to educate members and supply them with information about the SPF. This will be accomplished by infusing the language into each meeting and a review of the SPF process during a meeting annually.
- Share about Environmental Strategies with coalition members by email and during meetings so they know which ones the coalition has implemented, is implementing and will be implementing. This will be accomplished by infusing the information into each meeting.
- Make sure that coalition members know what the 12 sectors are, who the representative from each one is and how they participate in the work of the coalition. This can be accomplished through sharing a list of coalition members and their sectors annually with members.

### **3. Where did your group give a score of 3 or 4?**

- Group has a chair, who is not the IPFS Coordinator.
- Members can identify at least three key organizations that are actively involved.
- Members can describe the purpose/mission of the group.
- Members know what is meant by evidence based programs/practices.
- Members are part of making project related decisions.
- New members are oriented and receive information/training on the Strategic Prevention Framework.
- Meetings are held regularly at a time and location that is convenient for members.
- Agenda/minutes are distributed before and after the meeting.
- During the meeting the agenda is followed.
- Meetings begin and end on time.
- Members are actively involved in gathering and interpreting assessment data.
- Assessment results are shared with other prevention partners.
- Assessment results are shared with the community.
- Ongoing efforts are made to increase membership.
- Ongoing efforts are made to retain and engage existing members.
- There are members from the target audiences the project will reach and partner with.
- Members are recognized for their contributions.
- Members actively participate in creating and reviewing planning documents.
- Members use data for ongoing planning.
- Project services are promoted within the county.
- The county is knowledgeable about coalition efforts.
- Members use data to monitor implementation fidelity.
- Evaluation results are shared with the county.
- Members use data for evaluation.
- Members are reflective of the county population.
- Cultural competence is considered through all steps of the SPF.
- Members regularly work on sustainability planning.
- Group has a written plan to sustain positive outcomes over time.
- Members have identified and secured resources to sustain positive outcomes over time.
- Members commit time and resources to the project.

**4. What is your group doing well that you will continue doing?**

- Meeting Monthly
- Providing agendas before the meetings and minutes after the meetings
- Using email to communicate needs, upcoming trainings and events, etc
- Involving members in the work of the coalition
- Provide a monthly newsletter via email and a quarterly newsletter in print

**5. How will you use this information to increase your group's effectiveness in using the SPF?**

- Make sure that coalition staff and board are communicating clearly and often what the coalition's focus is with members of the coalition.
- Plan specific training time for coalition members to be offered on an annual basis to make sure coalition members have the opportunity to understand the SPF and Environmental Strategies.
- Reach out to the sector representatives to include them in the work of the coalition in a visible way.
- Hold a retreat for board members to re-engage them in the work of the coalition and continue to build capacity.

**Van Buren County SAFE Coalition  
Capacity Workbook Contributors**

<b>Name</b>	<b>Sector and Organization (if applicable)</b>	<b>Contribution</b>
Julie Chapuis	Schools	Capacity Checklist Evaluation Committee Circles of Involvement
Ginger Knisley	Youth Serving Organization	Capacity Checklist Evaluation Committee Circles of Involvement
Tonja Jirak	Parent	Capacity Checklist Evaluation Committee Circles of Involvement
Heidi Bainbridge	DFC Grantee	Capacity Checklist Evaluation Committee Circles of Involvement
Lee McIntosh	Law Enforcement	Capacity Checklist Evaluation Committee Circles of Involvement
Melissa Daugherty	Other Substance Abuse Prevention Grantee	Capacity Checklist Evaluation Committee Circles of Involvement
Gloria Brown	Service Organization	Capacity Checklist Circles of Involvement
Kitty Bogle	Other Substance Abuse Prevention Grantee	Capacity Checklist Circles of Involvement
Susan Frey	Military	Capacity Checklist Circles of Involvement
Alondra Majin	Other Substance Abuse Prevention Grantee	Capacity Checklist Circles of Involvement
Sara Sprouse	Schools	Circles of Involvement
Lindee Thomas	Public Health	Circles of Involvement
Ciery Welcher	Student	Circles of Involvement
Makenzie Crull	Other Organization	Circles of Involvement
Janine Vermazen	Other Organization	Circles of Involvement
Kelli Keck	Epiphany Community Services	Evaluation Committee/Evaluator
Kris Rankin	IPFS Coordinator	Completed the Workbook with the help of coalition members and the Evaluation Committee