



Substance Abuse and Mental Health
Services Administration

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September 11, 2018

Kelly Lazar
Project Director
Community Awareness and Prevention Association
6376 Mill Road
Broadview Heights, OH 44147

RE: Site Visit Report (Grant Recipient SP021646)

Dear Ms. Lazar,

On behalf of the Substance Abuse and Mental Health Services Administration's (SAMHSA) Center for Substance Abuse Prevention (CSAP), I want to thank you for the opportunity to meet you and your colleagues on my recent visit as part of the Drug-Free Communities (DFC) Support program site visit on September 11, 2018. The visit provided a great opportunity to meet with you, and Community Awareness and Prevention Association's staff and membership to learn about its vision and the role that DFC plays in making that a reality within the community.

As discussed, SAMHSA/CSAP supports the Office of National Drug Control Policy (ONDCP), Executive Office of the President in administering the DFC program. Site visits are an important strategy in assisting over 700 DFC grant recipients nationwide. Specifically, the purpose of this site visit was to:

- A. Learn more about your community and its needs.
- B. Learn about your coalition and its efforts.
- C. Explore ways CSAP can support the work of the coalition.
- D. Identify innovative strategies, policies, and practices that can be shared nationwide.
- E. Confirm compliance with DFC requirements.

This letter serves as a follow-up to the discussions and information gathered during the site visit and is the official report for the grant. The information in this report is meant to help strengthen the grant and further build coalition capacity. Please note that any technical assistance (TA) recommendations presented in this report are offered to assist the coalition in achieving its goals and objectives. However, required follow-up actions focus on grant compliance issues, and for those, you must respond within 30 days of receipt of this letter. The Technical Assistance Visit Summary Chart on the following page provides a quick overview of any required follow-up actions that the coalition needs to work on.

**Community Awareness and Prevention Association
Site Visit Summary Chart**

I. Administrative Requirements	Meets Requirement	Does not Meet Requirement	Recommendations	Required Follow-Up
DFC funds support a coalition	X			
Addresses DFC goals	X			
Targets multiple drugs	X			
Representatives from 12 sectors (reflects geographic area served)	X			
Progress report submissions	X			
Developed sustainability plan in Year 3 or Year 7	X			
Collects required four core data measures (every 2 years)	X			
II. Project Management Requirements	Meets Requirement	Does not Meet Requirement	Recommendations	Required Follow-Up
Assessment	X			
Capacity Building	X		X	
Strategic Planning	X			
Implementation	X			
Evaluation	X			
Cultural Competence	X			
Sustainability	X		X	
Program Operations	X			
Administration and Management	X			
Record Keeping	X			

The remainder of this report focuses on findings, technical assistance (TA) recommendations, and required follow-up actions within the topic areas of administration, assessment, capacity, strategic planning, implementation, evaluation, cultural competence, and sustainability.

Program Operations

Findings:

- The mission of the Community Awareness and Prevention Association (CAPA) is to “work in collaboration with the Brecksville and Broadview Heights and school district to plan and implement strategies aimed at preventing and reducing youth substance use while encouraging healthy life choices.”
- Brecksville-Broadview Heights City School District serves as the fiscal agent for the DFC grant award. This organization is a designated governmental entity.
- The DFC program contains adequate staffing to respond to the needs of the community.
- The coalition has processes in place to track various aspects of the program.
- Community Awareness and Prevention Association has a leadership structure, which consists of an executive board composed of five leaders of several city governmental organizations. This body is responsible for the fiduciary component of the coalition. It oversees the coalition’s budget as well as provide overall management and oversight of the coalition. The coalition has an advisory board, which is composed of 12 members who are representative of the 12 sectors of the coalition. This body manages the programmatic components of the grant. It sets the programmatic direction in concert with the general coalition.
- The coalition has a youth contingent. The youth contingent is involved in a myriad of prevention activities.
- The coalition has a Memorandum of Understanding (MOU) with the Brecksville-Broadview Heights School District. The MOU is reviewed, and, if necessary, revised on an annual basis.
- CAPA has a program director and two coalition coordinators who oversee the day-to-day management and activities of the coalition.

TA Recommendations:

- None.

Required Follow-up Actions:

- None.

Administration and Management

Findings:

- The Program Director provides daily oversight of the program including fiscal, programmatic, and personnel management.
- The Project Coordinators coordinates daily coalition and DFC related activities.
- Staff is required to maintain timesheets, which are submitted on a monthly basis.

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- There are policies and procedures in place that addresses a variety of areas such as hiring and grievance procedures.

TA Recommendations:

- None.

Required Follow-up Actions:

- None.

Record Keeping

Findings:

- The coalition's fiscal management appears to be sound.
- The coalition has five funding sources, which include the DFC Support Program grant.
- Each grant is accounted for separately using the Uniform School Accounting System (USAS) financial management software.
- Each funding source has a unique identifying code.
- The coalition uses a coded entry protocol for all individual expenditures as well as double entry accounting methodologies.
- There are various checks and balances in place to make certain that funds are managed, tracked, and spent appropriately. There are requisition processes in place.

TA Recommendations:

- None.

Required Follow-up Actions:

- None.

Assessment

Findings:

- The Community Awareness and Prevention Association is located in Cuyahoga County, OH, which is nestled midway between Cleveland and Akron, OH. The cities of Brecksville and Broadview Heights have a combined population of approximately 33,000. The cities of Brecksville and Broadview Heights share a school district.
- The school district have been nationally recognized as Blue Ribbon Schools.
- The population consists of 90% Caucasian, 2% is Hispanic, 2% is African American, and 5% is Asian.
- The median household income is \$85,000 in which many families are two-income households. According to local data, teens are unsupervised. Additionally, 18% of the families living in the communities have an income less than \$30,000. Moreover, 13.6% of the students in middle and high school receive free and reduced lunches.
- The coalition uses a variety of sources for assessment including alcohol retail assessments, DUI data, middle school archival data, pre and post surveys, teacher surveys, biannual senior day survey, coroner data, hospital data, police records, case

dispositions, compliance checks, quantitative and qualitative data, focus group anecdotes, survey monkey data, and anecdotal data from youth.

- There are prescription drug “drop boxes” located at law enforcement agencies as well as other designated locations throughout the community.
- Based upon community assessment findings, the coalition chose to address alcohol, tobacco, marijuana, and prescription drugs.

TA Recommendations:

- None.

Required Follow-up Actions:

- None.

Capacity Building

Findings:

- The coalition has representation from all 12 required DFC sectors.
- The leadership of the coalition is an elected body.
- The youth coalition meet on a monthly basis.
- The coalition meet on a monthly basis.
- The coalition has signed Coalition Involvement Agreements (CIAs) with sector members; however, the CIAs are not reviewed annually.
- The coalition uses social media comprehensively. CAPA uses Twitter, Instagram, Facebook, and YouTube. The coalition has sponsored public service announcement posts on YouTube which it tracks its viewers. The coalition uses a media specialist to develop and coordinate the social media component.
- There is a regular and recurring substance abuse prevention-training component for the coalition at large.
- There is a protocol to convey information received from conferences and other trainings to coalition members.

TA Recommendations:

- The coalition would benefit by reviewing the Coalition Involvement Agreements (CIAs) on an annual basis. This practice would provide an opportunity for the coalition to engage its membership in an effort to determine member satisfaction as well as continued member interest. Reviewing the CIAs with the coalition members would provide an opportunity to determine the interests of the membership as well.

Required Follow-up Action

- None.

Strategic Planning

Findings:

- The coalition has a protocol for conducting strategic planning on an annual basis. Other formalized planning sessions are conducted more frequently contingent upon revised community assessment data and other programmatic developments. Strategic planning includes input from the youth coalition and the overall coalition.
- The coalition utilizes the Strategic Prevention Framework (SPF) as a guideline for strategic planning.
- The coalition has separate logic models for alcohol, marijuana, tobacco and prescription drugs.
- The coalition's action plan has separate strategies and activities for each specific substance they are targeting.
- The youth coalition has created a logic model and action plan, which targets vaping and electronic cigarettes.

TA Recommendations:

- None.

Required Follow-up Actions:

- None.

Implementation

Findings:

- The 12 sectors and youth carry much of the coalition's action plan out. They have created PSAs, conducted DFC specific operations with law enforcement and conducted compliance checks.
- The youth coalition has implemented a variety of strategies and activities including presenting at meetings with state legislative leaders, town hall meetings, and community resource activities. The youth coalition has created PSAs and videos, which has been circulated throughout the community.

TA Recommendations:

- None.

Required Follow-up Actions:

- None.

Evaluation

Findings:

- The coalition utilizes a survey that was developed using Survey Monkey to collect and report the required four (4) core measures for the middle school and high school population as per the terms and conditions of the DFC Support Program.

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- The coalition’s survey instrument has been provided to ICF International for review. ICF has approved the instrument.
 - The coalition does have a formal evaluator. The evaluator uses internal and external evaluation processes to evaluate its program. The evaluator supported the coalition in its development of its data collection instrument via Survey Monkey.
 - The coalition has developed an evaluation plan to determine overall effectiveness using a variety of indicators.

TA Recommendation:

- None.

Required Follow-up Actions:

- None.

Cultural Competence

Findings:

- The coalition addresses cultural competence by ensuring representation of the community it serves.
- The coalition has taken cultural competence trainings in an effort to strengthen its approach to cultural competence.
- The coalition has enhanced its outreach to the LGBTQIA+ community in an effort to provide additional support as well as facilitate the community’s integration into the overall community.
- The coalition uses a plethora of social indicators to ensure cultural compliance is embedded within its practices.

TA Recommendations:

- None.

Required Follow-up Actions:

- None.

Sustainability

Findings:

- The coalition has developed and submitted into DFC Me a sustainability plan as per the terms and conditions of the DFC Support Program. The coalition is continuously reviewing the plan.

TA Recommendations:

- The coalition would benefit from reviewing the Sustainability Toolkit which was developed by OMNI using resources from CADCA, the CAPT, and SAMHSA. The PO will coordinate providing this resource to the coalition.

Required Follow-up Actions:

- None.

Should you have any questions or comments regarding the content of this report, including possible points of corrections, please contact me at Shawn.Cook@samhsa.hhs.gov or 240-276-2496.

Sincerely,

9/27/2018

X Shawn C Cook

Signed by: PIV

Shawn Cook
Center for Substance Abuse Prevention
Division of Community Programs

CC: Allen Ward, CSAP DCP Branch Chief
Karen Warner, SAMHSA Grants Management Specialist
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