

Ohio's Strategic Prevention Framework – Partnerships for Success (SPF-PFS)

Problem of Practice (PoP) Reporting Guidance

March 2017

Purpose

- In order to allow the OSET team to create standardized reports for each sub-recipient community's problem of practice, you will submit your revised Problem of Practice Workbook into the Ohio University Qualtrics online reporting system.
- Because the OSET team will need to create reports for each community in a short period of time, the Qualtrics reporting system has strict sentence and character limits. You must follow this guidance to be successful in submitting your Problem of Practice Workbook.
- The completed Problem of Practice Report will be submitted to the SEOW for their review. The SEOW will review the presentations and provide feedback to the sub-recipients.
- *This is a 9-step process that must be completed and submitted by **May 7, 2017**.*

Support Team

- **OSET and OCAM** will provide technical assistance (TA) on the problem of practice workbook.
- **OSET** will provide coalitions with the Qualtrics link and will provide technical support for access and other IT-related challenges.

Your Problem of Practice Workbook Submission: Step-By-Step

STEP 1: Know Your Timeline

1. Your revised Problem of Practice needs to be submitted in the Ohio University Qualtrics system by April 5, 2017.
2. You will receive a draft report summarizing the information you submitted at the April 12, 2017 SPF-PFS learning community meeting.
3. You will need to review the report and notify OSET of any issues or corrections needed by April 19, 2017.
4. Between April 17- 28, 2017 you will schedule and complete your webinar taping with Global Training. All webinars must be taped by April 28, 2017.
5. By May 7, 2017 you will need to submit your final PoP report and webinar to the SEOW, your local evaluator, your OCAM coach, and to Dawn Thomas at OhioMHAS.

STEP 2: Watch the Training Webinar (Before April 5, 2017)

1. Access the training webinar at: <https://connect.ohio.edu/p4vqpx97zf2/>

STEP 3: Gather Materials/Resources (Before April 5, 2017)

You will need the following materials to complete this task:

1. This guidance document.
2. The Qualtrics Link sent by the OU team

STEP 4: Login to the Qualtrics System (By April 5, 2017)

- Please click directly on the web link in the email you received from the OSET team.
- Each PD will get a unique link. It is essential that you refer to the link in the email that you received from the OSET team.
- You will not need a username or password.
- If you have difficulty accessing the Qualtrics system, please contact Holly Craycraft (craycraf@ohio.edu)

STEP 5: Submit Your PoP workbook content in Qualtrics (By April 5, 2017)

The Qualtrics system will prompt you to move to the next screen with a right arrow button that says, "NEXT." If you need to go back to change something, there is a left arrow button that says, "BACK." The system generally follows the PoP workbook with which you are familiar.

Screen 1 (PDC Membership and Meeting Schedule): In the table, please type in the first and last name of each PDC member (up to 10), along with the name of their home organization. Following the table, please answer the questions regarding your PDC's meeting schedule.

Screen 2 (Priority Problem, Population, Complications, Benefits, and Capacity): On this screen you will answer the following:

- Select priority problem (underage drinking or prescription drug misuse).
- Summarize the criteria your group considered when determining the issue. *No more than three complete sentences (UP TO 750 characters)*
- Describe who is affected by the issue. *No more than two complete sentences (UP TO 500 characters)*
- Describe complications, barriers, or obstacles you might expect in addressing the issue. *No more than three complete sentences (UP TO 750 characters)*
- Describe any opportunities or benefits that addressing this issue may have for your community. *No more than three complete sentences (UP TO 750 characters)*
- Describe the capacity your coalition or group has to address this issue. *No more than four complete sentences (UP TO 1,000 characters)*

Screen 3 (Data Sources, Outcome Variables, and Problem Statement)

- Data Sources: The first table asks you to input the sources of data that your team and PDC considered when selecting your priority issue. It has a series of five text boxes where you can input

the data sources considered. Each box can accept up to 125 characters. An example might be “2014 Apple County Health Assessment.”

- Outcome Variables: This table asks you to input UP TO 3 outcome variables that you will monitor to know if your efforts are successful. Just like with your paper workbook, the Qualtrics system includes columns for the outcome variable, the baseline data, the data source, and the year. Please work with your OSET evaluator **prior** to the submission to make sure that you have identified outcome variables and not intervening variables. Strict character limits apply for this table:
 - Outcome variable: up to 25 characters
 - Baseline data: up to 50 characters
 - Data source: up to 50 characters
 - Year: 9 characters
- Problem Statement: Please type no more than two complete sentences (up to 500 characters) for your revised problem statement.
- Once you have answered all questions, click “SUBMIT” to upload your revised Problem of Practice workbook into the online system. You’re done!

STEP 6: If you make a mistake or need to change something after submitting your PoP workbook

- Please contact your OSET evaluator and Holly Craycraft (craycraf@ohio.edu) as soon as possible.
- Be ready with specific changes or edits that need to be made.

STEP 7: Receive and review your PoP Report from the OSET team (On April 12, 2017)

- OSET will compile your information into a standardized report template that will facilitate review by the SEOW.
- You will receive a report to review at the April 12, 2017 SPF-PFS Learning Community meeting.
- Please review this report as soon as possible and notify your OSET evaluator and Holly Craycraft if edits or changes are needed. Due to the tight timeframe for getting these materials to the SEOW, please be ready with specifics about what needs to change.

STEP 8: Submit your PoP materials to the SEOW (By May 7, 2017)

- Once you are satisfied with your PoP report (and once you have your PoP webinar completed), you are ready to submit.
- You will submit the following materials: (1) PoP Presentation web link, and (2) PoP Report.
- Please submit your materials to:

Ohio.SEOW.PFS.Workgroup@gmail.com

- Please CC: your OSET Evaluator, the lead evaluator (raffle@ohio.edu) and the project lead Dawn Thomas (Dawn.Thomas@mha.ohio.gov) on your submission.
- The submission must be completed by May 7, 2017.

STEP 9: SEOW Review Process (Beginning at the SEOW meeting on May 12, 2017)

- Your materials will be reviewed by the SEOW. It is estimated that the review process will take up to three weeks.