

# Submitting Your Community's Problem of Practice

A Guide for SPF-PFS Subrecipients

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Strategic Prevention Framework Partnerships for Success (SPF-PFS)

## Your Presenters



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## Introduction and Purpose

- This webinar provides step-by-step instructions and guidance to submit your Problem of Practice (PoP) workbook.
- This is the first in a 2-part series
  - The second webinar focuses on the other PoP submission requirement: your presentation and webinar for the SEOW



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## Before We Get Started...

- Your PoP is only one critical piece of the work we have to complete during SFY17.
- Other key tasks due on 3/30/17:
  - Your COMs plan
  - Prevention Data Committee (PDC) form



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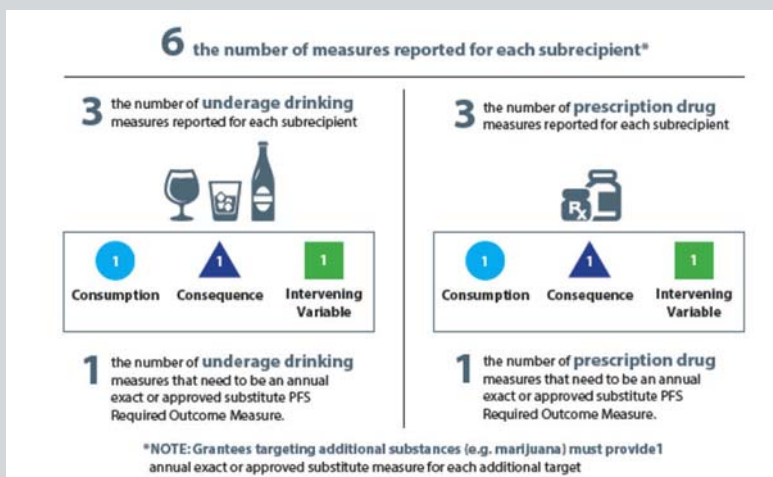
## SAMHSA's COMs

- COMs (Community Outcome Measures) are required by SAMHSA to track PFS grant program outcomes across states.
- Collection of COMs is required by SAMHSA for states to maintain SPF-PFS funding.
- SAMHSA requires subrecipient communities to collect and report 6 measures each year.
  - 3 for underage drinking
  - 3 for prescription drug misuse



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## COMs



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## COMs Plan and Submission

- Your COMs Plan is critically important!
  - The COMs are your “entry ticket” to moving forward.
  - Your COMs Plan should:
    - Provide a realistic, actionable guide to collecting **all** COMs
    - Specify the instrument to be used (it must contain all required COMs items for both substances)
- Submit your COMs plan by COB on 3/30/17:
  - Email Nicole Yandell ([yandell@ohio.edu](mailto:yandell@ohio.edu)).
  - Copy Dawn Thomas ([dawn.thomas@mhs.ohio.gov](mailto:dawn.thomas@mhs.ohio.gov))
  - Copy your OCAM coach and your OSET evaluator.



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## PoP Submission Process

- PoP deadlines
  - An overview of the PoP online submission process
  - Step-by-step instructions for the online submission
- \*Note: submissions will be put into standardized reports so requirements and limitations must be followed.



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## PoP Deadlines

- April 5: PoP workbook submission in online system due.
- April 12: You will receive a report of your submission at the April 12 SPF-PFS learning community meeting = peer review and feedback.
  - Work with OSET evaluator and OCAM coach to revise as needed.
- April 17 to April 28: Provides 10 business days to schedule and complete your webinar presentation.
  - Second webinar provides instructions.
- May 7: Final PoP report and webinar link to the SEOW due.



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## Overview of Online PoP Submission

- You will submit your PoP workbook using an online system.
  - OSET will create a report for each community.
  - It will facilitate review by the SEOW.
- The system has strict content and character limits.
- To access the system, PDs will receive a customized link for their community's submission.



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## Materials You Need

- The PoP Reporting Guidance Document
- Your completed PDC Form
- Your community's link to the online system (sent by the OSET team)
- Your completed PoP Working Handout (received at December learning community and prior to PoP webinar)
- This webinar



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## Step 1: Log into the online system

- Simply click on the link sent to you by the OSET team. No password is needed.
- You will navigate the system through prompts and by clicking on the right arrow button that says "NEXT."
- A left arrow button that says "BACK" lets you go back to change answers.



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## Step 2: Enter Your PDC Information

The screenshot shows a web browser window displaying a survey form. The form has a table with 10 rows for member information. Below the table are two questions: 'How many times has your PDC met?' and 'Going forward, how often do you expect that your PDC will meet?' with radio button options for Weekly, Biweekly, and Monthly.

	First Name	Last Name	Name
Member 1:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Member 2:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Member 3:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Member 4:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Member 5:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Member 6:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Member 7:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Member 8:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Member 9:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Member 10:	<input type="text"/>	<input type="text"/>	<input type="text"/>

How many times has your PDC met?

Going forward, how often do you expect that your PDC will meet?

Weekly

Biweekly

Monthly



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## Step 3: Begin Entering your PoP Workbook

- On the second screen you will:
  - Select the issue you are addressing using a dropdown menu.
  - Enter **up to 2 sentences** about your priority population.
  - Enter **up to 3 sentences** about benefits and **3 sentences** about complications you may expect.
  - Enter **up to 4 sentences** about capacity your coalition has to address the issue.



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## Step 3: Begin Entering your PoP Workbook



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## Step 4: Finish Entering Your PoP Workbook

- On the third screen you will:
  - Enter the sources of data considered as part of your PoP Process.
    - For example, “2015 Apple County Community Health Assessment.” You may enter more than 1 source of data.
  - Enter your outcome variables: the outcome variable name, the baseline data, the source, and the year.
  - Enter your problem statement. **It must be limited to 2 sentences or less.**
  - Click “Submit” to send your PoP workbook to the OSET team.



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## Step 4: Finish Entering Your PoP Workbook

What data is informing your group's decision to select this issue as the problem of practice?

Choose no more than three outcome variables of interest. What data point(s) will you monitor to know that your efforts are successful? What is the baseline data associated with your outcome variable(s)?

Outcome Variable	Click to write Column 2		Click to write Column 1	
	Outcome Variable	Baseline Data	Data Source	Year
Outcome Variable 1				
Outcome Variable 2				
Outcome Variable 3				

Please enter your Problem Statement below.  
Remember, your Problem Statement should be no more than two sentences.

Back Submit

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## If You Run Into Problems...

- The OSET team is ready to help!
- Your local evaluator is a great resource related to the content of your PoP workbook and can assist with any technical issues you may experience with the online system.

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## Frequently Asked Questions

- What do I do if my link doesn't work?
- What if I need to start and then stop midway through?
- What do I do if I click "Submit" and then realize that I need to change something?



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**Thank you for your time today!**



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