

**Strategic Prevention Framework Partnerships for Success (SPF-PFS)
Data Mini-Grantees: Data Collection Plan Template
Draft Plan Due by COB, Friday, May 26, 2017**

The deliverable of the SPF-PFS Data Mini-Grantee Data Collection Plan includes four elements.

1. An overview sheet that summarizes your coalition’s plans for the three project years (this document).
2. An attachment of all of your approved Community Outcome Measures (COMs) Survey Status Update Forms for each instrument that will be used as part of the data collection effort for this initiative.
3. An attachment of all of the MOUs from each of the educational entities and/or organizations who will be a partner with you to gather the data for this initiative.
4. An attachment of your updated Coalition Structure, Community Sweep, and Coalition Membership templates.

The overview information is included below. Please type over the **red font** with your responses. The COMs form(s) and MOUs should be included as attachments.

I. Overview of Data Plans

In **Adams County**, the **Adams County Medical Foundation (ACMF)** plans to collect data between July 1, 2017 and September 30, 2019 on the following sub-populations: (check all that apply)

- Youth aged 12-18 years
 Young adults aged 18-25 years

A. Youth Aged 12-18

Directions: If you plan to survey this sub-population, please provide the following information. If you do not plan to survey this sub-population, leave it blank.

1. Partners

Our coalition has signed memoranda of understanding in place with the following school districts:

School District Name	Contact (first and last name)	Contact's Email
Manchester Local School District	Charles Shreve, Ph.D.	charles.shreve@mlsd.us
Adams County/Ohio Valley School District	Richard Seas	richard.seas@ovsd.us

2. COMs Survey Status Update Form(s)

Attached is the approved copy of the Community Outcome Measures (COMs) Survey Status Update form for this sub-population. We plan to use the **OHYES!** survey.

If there are any additional details you would like to share that were not mentioned in the COMs for this priority population, please add that information in the box below.

The Adams County/Ohio Valley School District has asked Adams County Medical Foundation to remove the sensitive questions regarding sexuality. As a result, the decision was made to also omit these questions from the survey for the Manchester School District.

3. MOUs

Attached are **two** Memorandums of Understanding (MOU), one for each school district that is partnering with us for this data collection effort. Please include any other non-school district MOU, if applicable, that you have obtained for this priority population’s data collection and describe that organization and their involvement in the box below.

An MOU for Manchester Local School District and an MOU for Adams County/Ohio Valley School District are attached.

B. Young Adults Aged 18-25

Directions: If you plan to survey this sub-population, please provide the following information. If you do not plan to survey this sub-population, leave it blank.

1. Partners

To collect data for the young adults aged 18-25, we have arrangements with the following organizations in our county:

Organization Name	Contact (first and last name)	Contact's Email
Southern State Community College	Nicole Roades	nroades@sscc.edu
Department of Job & Family Services (WIC, Head Start)	Sue Fulton	Sue.Fulton@jfs.ohio.gov
Adams County Health & Wellness Coalition	LeeAnn Puckett	Esther.Puckett@ge.com
County Health Department	Sharon Ashley	sashley@adamscountyhealth.org
The Counseling Center, Inc.	Sarah Hood	shood@thecounselingcenter.org
FRS Counseling, Inc.	Chandra Carver	ccarver@familyrecoveryervices.org

Manchester Local School District	Charles Shreve, Ph.D.	charles.shreve@mlsd.us
Adams County/Ohio Valley School District	Richard Seas	richard.seas@ovsd.us

2. COMs Survey Status Update Form(s)

Attached is the approved copy of the Community Outcome Measures (COMs) Survey Status Update form for this sub-population. We plan to use the **developed questionnaire as the** survey.

If there are any additional details you would like to share that were not mentioned in the COMs for this priority population, please add that information in the box below.

ACMF added questions that allow it to collect data about tobacco use in this population. The approved Young Adult Community Member Survey includes additional questions #11 through #15 which address past 30 day tobacco use, types of tobacco products used and the perception of risk. These questions were included to assist an ACMF partner, Creating Tobacco-Free Environments in Adams County.

ACMF is using the locations of the following organizations to collect data with a paper and pencil Young Adult Community Member Survey on young adults (18-25 years old): Department of Job & Family Services, Adams County Health & Wellness Coalition, Adams County Health Department, The Counseling Center and FRS Counseling, Inc.

3. MOUs

Attached are Memoranda of Understanding (MOU), for the organizations that have agreed to partner with ACMF to collect these data: Adams County/Ohio Valley School District, Manchester Local School District and Southern State Community College. If there are additional details you would like to share about these partnerships, please do so in the box below.

ACMF has met with all the identified partners; it has met with Southern State Community College. The college has agreed to sign the MOU. ACMF plans to obtain all these agreements (MOUs) during July 2017 from the following organizations: Adams County Department of Job & Family Services, Adams County Health & Wellness Coalition, Adams County Health Department, The Counseling Center and FRS Counseling, Inc.

It has addressed the Young Adult Community Member Survey during the Health and Wellness Coalition meetings in May and in June to inform the partners about the requirements of providing space so ACMF can administer this survey and how ACMF will maintain the data. The draft MOU has been developed and is attached.

II. Coalition Structure to Support Sustainability

*Directions: In February of 2017, your coalition documented its capacity and awareness of community activities and support. Using the forms completed in February, please document the changes that have occurred using **RED FONT**, leaving the previously documented information in **BLACK FONT**. Please attach the updated documents to this form.*

The **Sherry Stout, Executive Director** comprises the staff of the **Adams County Medical Foundation, Inc., Beth Pirtle-Frazer, Freestyle Consulting, is the contracted Survey Coordinator**. For this initiative, our coalition has committed to collect data on **students in grades 7-12 and young adults ages 18-25** for Federal fiscal years 2017, 2018, and 2019.

Since participating in the Data Mini Grantee process, our coalition has made progress in the following areas, as shown in **red** in the attached materials: **Coalition Structure, Community Sweep, and Coalition Membership**.

Attachments

- A. COMs Form(s)
- B. MOUs
- C. Updated Coalition Structure
- D. Updated Community Sweep
- E. Updated Coalition Membership

**Community Outcome Measures (COMs) Survey Status Update
October 1, 2016 – September 30, 2017**

Substance Abuse and Mental Health Services Administration’s Center for Substance Abuse Prevention (SAMHSA/CSAP) requires that sub-recipients report at least one consumption indicator, one consequence indicator, and one intervening variable for each goal (i.e., six measures per sub-recipient). *OhioMHAS will provide data to sub-recipient communities regarding consequence data.* Sub-recipients are required to collect consumption indicators and intervening variables on an annual basis. Community Outcome data should represent the areas served/reached by SPF-PFS implementation and interventions (i.e., priority population).

Community Outcomes Reporting Periods:

Baseline Data	October 1, 2013 - September 30, 2014
	October 1, 2014 - September 30, 2015
	October 1, 2015 - September 30, 2016
Year 1 COMs	October 1, 2016 – September 30, 2017
Year 2 COMs	October 1, 2017 – September 30, 2018
Year 3 COMs	October 1, 2018 – September 30, 2019*

* SFY2019 end June 30, 2019

Please complete and return to Nicole Yandell (yandell@ohio.edu) **by COB, May 19, 2017**. Please CC: Dawn Thomas (Dawn.Thomas@mha.ohio.gov) and your local OSET Evaluator on the message (milazzol@ohio.edu and warel@ohio.edu). **If you plan to collect data from a secondary/exploratory population, you much complete a separate form for that population.**

County Name: Adams

Coalition Name: Adams County Medical Foundation, Inc. (ACMF)

Name of Person Completing Form: Sherry Stout, Executive Director

Name of Secondary Contact: Beth Pirtle-Frazer

Date: May 25, 2017

Priority Population: Students in grades 7-12 at Adams County/Ohio Valley School District in these school buildings: Peebles, West Union, Career and Technical Center, and North Adams. The students in the same grades at Manchester Local School District in the junior/senior high building will be included.

Survey Name: OHYES! 101-item instrument for students in grades 7-12

You must submit a copy of the **final** survey instrument. **The final survey instrument must be approved by Holly Raffle, Lead Evaluator, Ohio’s SPF-PFS Evaluation Team PRIOR to deployment.** Please highlight the COMs items on your survey instrument using the highlighter tool in Adobe (e.g. PDF) or MS Word. A short tutorial video on using the highlighter tool in Adobe can be found here

<https://www.youtube.com/watch?v=73QnLU929d4>. If the final instrument is not available at deadline, please provide a draft instrument and a timeline for finalizing the survey instrument.

1. Have you provided the final survey instrument or a draft instrument?

ACMF is using the OHYES! for students in grades 7-12.

- a. If you provided a draft of your instrument, what is your timeline for submitting a finalized survey instrument for approval?

Not Applicable.

2. Is this data collection for your primary Priority Population or for a secondary/exploratory priority population?

Primary priority population.

3. When does your coalition intend to administer the survey during this reporting period?

- a. The coalition will begin survey administration on this date:

ACMF will administer the OHYES! survey in either August or September 2017. ACMF is setting up meetings with building principals to coordinate this effort and to determine what days the survey will be completed by the school-age population at each school building in each school district.

- b. The coalition will end survey administration on this date:

To be determined but it will likely be the same date as the administration.

4. What is your coalition's sampling strategy?

- a. How are you sampling your Priority Population to ensure a representative sample?

ACMF will survey students in attendance who have not opted out and who volunteer to complete it at the two districts in Adams County: Manchester Local School District and Adams County Ohio Valley School District, including the Adams County Technical Center which is the vocational school.

- b. What is the target sample size?

According to Census data, there are 3754 children aged 10 – 19 in the county. According to Ohio Department of Education data by building, there are 2053 students in grades 7-12 in both school districts and in the vocational school. At an average daily attendance rate of 89.4% between the two schools, ACMF anticipates 1835 students will volunteer to complete the survey. School administration expects few parents to opt their students out.

- c. How did you determine your sample size to ensure that you have a sufficient number of participants for meaningful analysis?

Please see above, b.

- d. What type of sampling are you using for the survey? (Select one by highlighting your answer.)
- i. **Census: All members of the population of focus are asked to participate.**
 - ii. Convenience sample: The survey uses any members of the population of focus that are available or volunteer to participate (e.g., intercept surveys at malls or schools).
 - iii. Random sample: A sample of the population of focus is randomly selected to complete the survey.
 - iv. Stratified random sample: Members of the population of focus are divided into subgroups (strata); then random sampling is applied within each stratum.

5. Please describe your coalition's data collection methods.

- a. How will data collection occur? Online, in person, or via mail?

Students in grades 7-12 will complete the online OHYES! survey in person.

Where will collection occur?

Students in grades 7-12 will complete the survey inside their school buildings during the school day.

- b. Who will be responsible for data collection?

Adams County Medical Foundation and its survey representatives.

- c. Is there a sub-contract associated with data collection (i.e., do you intend to pay for data collection)?

No.

6. Is your coalition utilizing incentives for respondents or participating schools?

No.

- a. If yes, what incentives will be used? Please describe.

7. How does your coalition intend to analyze survey data?

- a. Who is analyzing the survey data?

OHYES! and Adams County Medical Foundation.

- b. Is there a sub-contract associated with data analysis (i.e., do you intend to pay for data analysis)?

No.

8. How does your coalition plan to report survey results?

- a. Will there be a final report associated with the survey?

Yes, each school will receive a final report of its survey results. ACMF will also convene training for school representatives in each district to show them how to access the data for Adams County.

b. Is your coalition planning to disseminate a report associated with the survey to the community?

Yes, ACMF will present results in a press release.

9. Please complete the following table regarding the COMs consumption and intervening variables included on your survey instrument. Responses are based on the OHYES! instrument. The questionnaire for the 18-25 age group is not complete. The survey instrument is attached.

Goal	Type	Indicator	Survey Question <i>Please indicate the question number for each COMs indicator on the attached survey instrument. Respond "N/A" if indicator is not included on this survey.</i>
Underage drinking for persons aged 12 to 20	Consumption	Recent substance use (30-day use)	41, 42
		Recent substance use (30-day binge)	43
	Intervening Variable	Perception of parental disapproval or attitude	65
		Perception of peer disapproval or attitude	68
		Perceived risk/harm of use	60
Prescription drug misuse and abuse among persons aged 12 to 25	Consumption	Recent substance use (30 day)	51, 52, 53
		Recent substance use (12 months)	N/A
	Intervening Variable	Perception of parental disapproval or attitude	67
		Perception of peer disapproval or attitude	71
		Perceived risk/harm of use	63
Other Indicator	Intervening Variable	Family communication around drug use	59

**Community Outcome Measures (COMs) Survey Status Update
October 1, 2016 – September 30, 2017**

Substance Abuse and Mental Health Services Administration’s Center for Substance Abuse Prevention (SAMHSA/CSAP) requires that sub-recipients report at least one consumption indicator, one consequence indicator, and one intervening variable for each goal (i.e., six measures per sub-recipient). *OhioMHAS will provide data to sub-recipient communities regarding consequence data.* Sub-recipients are required to collect consumption indicators and intervening variables on an annual basis. Community Outcome data should represent the areas served/reached by SPF-PFS implementation and interventions (i.e., priority population).

Community Outcomes Reporting Periods:

Baseline Data	October 1, 2013 - September 30, 2014
	October 1, 2014 - September 30, 2015
	October 1, 2015 - September 30, 2016
Year 1 COMs	October 1, 2016 – September 30, 2017
Year 2 COMs	October 1, 2017 – September 30, 2018
Year 3 COMs	October 1, 2018 – September 30, 2019*

* SFY2019 end June 30, 2019

Please complete and return to Nicole Yandell (yandell@ohio.edu) **by COB, May 19, 2017**. Please CC: Dawn Thomas (Dawn.Thomas@mha.ohio.gov) and your local OSET Evaluator on the message (milazzol@ohio.edu and warel@ohio.edu). **If you plan to collect data from a secondary/exploratory population, you much complete a separate form for that population.**

County Name: Adams

Coalition Name: Adams County Medical Foundation, Inc. (ACMF)

Name of Person Completing Form: Sherry Stout, Executive Director

Name of Secondary Contact: Beth Pirtle-Frazer

Date: May 25, 2017

Priority Population: Young adults ages 18-25 in Adams County

Survey Name: A modified version of the Young Adult Community Member Survey

You must submit a copy of the **final** survey instrument. **The final survey instrument must be approved by Holly Raffle, Lead Evaluator, Ohio’s SPF-PFS Evaluation Team PRIOR to deployment.** Please highlight the COMs items on your survey instrument using the highlighter tool in Adobe (e.g. PDF) or MS Word. A short tutorial video on using the highlighter tool in Adobe can be found here <https://www.youtube.com/watch?v=73QnLU929d4>. If the final instrument is not available at deadline, please provide a draft instrument and a timeline for finalizing the survey instrument.

1. Have you provided the final survey instrument or a draft instrument?

The survey includes the required COMs, recommended intervening variable questions and additional questions taken from the OHYES! about tobacco. There are five questions regarding tobacco which include use in the past 30 days, what forms of tobacco were used or whether an electronic vapor product was used, in addition there is one question to measure the perception of risk.

- a. If you provided a draft of your instrument, what is your timeline for submitting a finalized survey instrument for approval?

The approved instrument is attached.

2. Is this data collection for your primary Priority Population or for a secondary/exploratory priority population?

Secondary priority population.

3. When does your coalition intend to administer the survey during this reporting period?

- a. The coalition will begin survey administration on this date:

It will begin questionnaire administration during the Adams County Fair which is from July 9th through July 15th. Other questionnaire administration will occur throughout the summer as ACMF finalizes MOUs with community-based organizations. Additional administration of this questionnaire will also begin as Southern State Community College resumes classes in August 2017.

- b. The coalition will end survey administration on this date:

To be determined.

4. What is your coalition's sampling strategy?

- a. How are you sampling your Priority Population to ensure a representative sample?

The 5-year estimates obtained from the American Community Survey, report that the Adams County Population is 28,229 (2011-2015) and that residents ages 18-24 comprise 7.8% of that number or 2145 individuals. Using a confidence interval of 5%, the sample size needed is 326 surveys. ACMF will endeavor to collect this many surveys from the 18-25 population. ACMF does not have plans to focus future interventions on specific groups based on demographic characteristics such as race or gender.

- b. What is the target sample size?

ACMF expects to collect 326 surveys.

- c. How did you determine your sample size to ensure that you have a sufficient number of participants for meaningful analysis?

Please see above.

- d. What type of sampling are you using for the survey? (Select one by highlighting your answer.)
- i. Census: All members of the population of focus are asked to participate.
 - ii. Convenience sample: The survey uses any members of the population of focus that are available or volunteer to participate (e.g., intercept surveys at malls or schools).
 - iii. Random sample: A sample of the population of focus is randomly selected to complete the survey.
 - iv. Stratified random sample: Members of the population of focus are divided into subgroups (strata); then random sampling is applied within each stratum.

5. Please describe your coalition's data collection methods.

- a. How will data collection occur? Online, in person, or via mail?

Young adults ages 18-25 will complete the approved questionnaire on paper using either a pen or a pencil which will be provided, if needed.

- b. Where will collection occur?

Young adults will complete the questionnaires, using a pen or pencil and paper provided by ACMF, at the Adams County Fair, at county festivals, Department of Job & Family Services, at school health readiness events, at FRS Counseling, Inc., at The Counseling Center, Inc. and at Southern State Community College in Brown County, Ohio.

- c. Who will be responsible for data collection?

Adams County Medical Foundation.

- d. Is there a sub-contract associated with data collection (i.e., do you intend to pay for data collection)?

No.

6. Is your coalition utilizing incentives for respondents or participating schools?

Yes.

- a. If yes, what incentives will be used? Please describe.

The incentive will be small refreshments valued at less than \$1.

How does your coalition intend to analyze survey data?

- b. Who is analyzing the survey data?

ACMF personnel will analyze the survey data from the 18-25 year olds.

c. Is there a sub-contract associated with data analysis (i.e., do you intend to pay for data analysis)?

No.

7. How does your coalition plan to report survey results?

a. Will there be a final report associated with the survey?

Yes.

b. Is your coalition planning to disseminate a report associated with the survey to the community?

Yes, ACMF will present results in a press release.

8. Please complete the following table regarding the COMs consumption and intervening variables included on your survey instrument. The questionnaire for the 18-25 age group is attached.

Goal	Type	Indicator	Survey Question <i>Please indicate the question number for each COMs indicator on the attached survey instrument. Respond "N/A" if indicator is not included on this survey.</i>
Underage drinking for persons aged 12 to 20	Consumption	Recent substance use (30-day use)	1
		Recent substance use (30-day binge)	2
	Intervening Variable	Perception of parental disapproval or attitude	N/A
		Perception of peer disapproval or attitude	3
		Perceived risk/harm of use	4
Prescription drug misuse and abuse among persons aged 12 to 25	Consumption	Recent substance use (30 day)	6
		Recent substance use (12 months)	N/A
	Intervening Variable	Perception of parental disapproval or attitude	N/A
		Perception of peer disapproval or attitude	7
		Perceived risk/harm of use	8
Other Indicator	Intervening Variable	Family communication around drug use	N/A

The Young Adult Community Member Survey

This brief survey asks about alcohol, prescription drug and tobacco use. Information from this survey will be used to increase drug and alcohol prevention in your county. *Your responses are completely confidential.*

What county do you live in? _____

What is your gender (circle one)? Male Female

How old are you? _____

1. During the past 30 days, did you drink one or more drinks of an alcoholic beverage?
 - a. Yes
 - b. No

2. During the past 30 days, on how many days did you have 5 or more drinks of alcohol in a row, that is, within a couple of hours?
 - a. 0 days
 - b. 1 day
 - c. 2 days
 - d. 3 to 5 days
 - e. 6 to 9 days
 - f. 10 to 19 days
 - g. 20 or more days

3. How wrong do your friends feel it would be for you to have one or two drinks of an alcoholic beverage nearly every day?
 - a. Not at all wrong
 - b. A little bit wrong
 - c. Wrong
 - d. Very wrong

4. How much do you think people risk harming themselves physically and in other ways when they have five or more drinks of an alcoholic beverage once or twice a week?
 - a. No risk
 - b. Slight risk
 - c. Moderate risk
 - d. Great risk

5. During the past 30 days, how did you usually get your alcohol? (CIRCLE ALL THAT APPLY)
 - a. I did not drink alcohol during the past 30 days
 - b. I bought it in the store such as liquor, convenience store, supermarket, discount store, or gas station
 - c. I bought it at a public event such as a concert or sporting event
 - d. I gave someone else money to buy it for me
 - e. Someone gave it to me
 - f. I took it from a store or family member
 - g. My parent gave it to me
 - h. My friend's parent gave it to me
 - i. I got it some other way

6. During the past 30 days, have you used prescription drugs not prescribed to you?
 - a. Yes
 - b. No

7. How wrong do your friends feel it would be for you to use prescription drugs not prescribed to you?
 - a. Not at all wrong
 - b. A little bit wrong
 - c. Wrong
 - d. Very wrong

The Young Adult Community Member Survey

8. How much do you think people risk harming themselves physically or in other ways if they use prescription drugs that are not prescribed to them?
- a. No risk
 - b. Slight risk
 - c. Moderate risk
 - d. Great risk
9. What type of prescription drug do you usually take without a doctor's prescription?
- a. I do not take prescription drugs without a doctor's prescription
 - b. Narcotic pain relievers, such as OxyContin, Percocet, Vicodin, or Lortabs
 - c. Tranquilizers or anti-anxiety drugs such as Xanax, or Valium
 - d. Sleeping pills, sedatives and other depressants such as Ambien, or phenobarbital
 - e. Stimulants or amphetamines such as Ritalin (also called Vitamin R or Study Drug)
 - f. I take multiple types of prescription drugs at the same time
 - g. Not sure
10. From whom do you get prescription drugs not prescribed to you?
- a. Do not use
 - b. Friends
 - c. Parent
 - d. Siblings
 - e. Store
 - f. Internet
 - g. Other
11. During the past 30 days, did you smoke part or all of a cigarette?
- a. Yes
 - b. No – please skip to #15
12. During the past 30 days, on how many days did you smoke cigarettes?
- a. 0 days
 - b. 1 or 2 days
 - c. 3 to 5 days
 - d. 6 to 9 days
 - e. 10 to 19 days
 - f. 20 to 29 days
 - g. All 30 days
13. During the past 30 days, on how many days did you use any other type of tobacco?
- a. 0 days
 - b. 1 or 2 days
 - c. 3 to 5 days
 - d. 6 to 9 days
 - e. 10 to 19 days
 - f. 20 to 29 days
 - g. All 30 days
14. During the past 30 days, on how many days did you use an electronic vapor product?
- a. 0 days
 - b. 1 or 2 days
 - c. 3 to 5 days
 - d. 6 to 9 days
 - e. 10 to 19 days
 - f. 20 to 29 days
 - g. All 30 days
15. How much do you think people risk harming themselves physically or in other ways if they smoke one or more packs of cigarettes per day?
- a. No risk
 - b. Slight risk
 - c. Moderate risk
 - d. Great risk

Adams County Medical Foundation, Inc.
230 Medical Center Drive
Seaman, Ohio 45679
937.386.3701
Contact: Sherry Stout, Executive Director

This agreement, dated April 28, is between **Adams County Medical Foundation, Inc.** and **Manchester Local School District**. Both organizations are entering this agreement to support data collection regarding substance abuse in **Adams County** and following the data collection requirements of the Strategic Prevention Framework Partnerships for Success (SPF-PFS). Both organizations agree to the following:

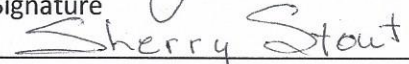
1. **Manchester Local School District** agrees to participate in three (3) years of consecutive data collection for academic years 2017-2018, 2018-2019, 2019-2020 on or before the end of the federal fiscal year, September 30th, in each year specified by this agreement.
2. **Adams County Medical Foundation, Inc.** is responsible for selecting a survey that meets SPF-PFS grant criteria, gaining approval for survey use from the Ohio's SPF Evaluation Team (OSET), and sharing the survey instrument and other materials (e.g., consent forms, parent notifications, etc.) with **Manchester Local School District** in a timely fashion to receive its approval.
3. **Manchester Local School District** will review and approve the survey instrument and materials in a timely fashion.
4. **Manchester Local School District** will ensure that each participating school within the school district will participate in each portion of survey preparation, coordination, and deployment as specified.
5. **Manchester Local School District** agrees to assist **Adams County Medical Foundation, Inc.** by notifying parents/guardians of upcoming data collection, using agreed upon materials and by fielding parent/guardian questions and concerns.
6. **Adams County Medical Foundation, Inc.** agrees to oversee survey deployment, including but not limited to, parent consent agreements/notifications as needed, scheduling deployment in conjunction with **Manchester Local School District** and with each participating school, and with data collection and management.
7. **Manchester Local School District** agrees to oversee individual school participation in survey scheduling and deployment, including but not limited to, the coordination of students, the coordination of space for survey completion, and by making accommodations for technology as necessary. Each participating school agrees to allow staff time to assist and to ensure successful data completion.
8. **Adams County Medical Foundation, Inc.** and **Manchester Local School District** agree to communicate to ensure that survey scheduling and deployment occur on the date agreed to by both parties, which will occur on or before September 30th of each identified academic year.
9. **Adams County Medical Foundation, Inc.** is responsible for survey data collection and for ensuring that the data are submitted appropriately following survey requirements; this may mean direct supervision of the data submission or providing instructions to individuals at participating schools, depending on school needs and staff availability.

10. Both **Adams County Medical Foundation, Inc.** and **Manchester Local School District** agree to data analyses and data sharing agreements and to limitations of the survey that ensures student anonymity and confidentiality.
11. The **Manchester Local School District** agrees to share all resulting data and data output, including but not limited to, data reports with **Adams County Medical Foundation, Inc.**
12. **Adams County Medical Foundation, Inc.** agrees to share any stakeholder products that include data summaries with the school districts.

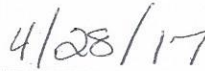
Adams County Medical Foundation, Inc.



Signature



Sherry Stout, Executive Director



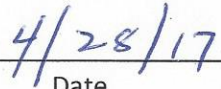
Date

Manchester Local School District



Signature

Charles Shreve, Ph.D., Superintendent



Date

Adams County Medical Foundation, Inc.
230 Medical Center Drive
Seaman, Ohio 45679
937.386.3701
Contact: Sherry Stout, Executive Director

This agreement, dated April 28, is between **Adams County Medical Foundation, Inc.** and **Adams County Ohio Valley School District**. Both organizations are entering this agreement to support data collection regarding substance abuse in **Adams County** and following the data collection requirements of the Strategic Prevention Framework Partnerships for Success (SPF-PFS). Both organizations agree to the following:

1. **Adams County Ohio Valley School District** agrees to participate in three (3) years of consecutive data collection for academic years 2017-2018, 2018-2019, 2019-2020 on or before the end of the federal fiscal year, September 30th, in each year specified by this agreement.
2. **Adams County Medical Foundation, Inc.** is responsible for selecting a survey that meets SPF-PFS grant criteria, gaining approval for survey use from the Ohio's SPF Evaluation Team (OSET), and sharing the survey instrument and other materials (e.g., consent forms, parent notifications, etc.) with **Adams County Ohio Valley School District** in a timely fashion to receive its approval.
3. **Adams County Ohio Valley School District** will review and approve the survey instrument and materials in a timely fashion.
4. **Adams County Ohio Valley School District** will ensure that each participating school within the school district will participate in each portion of survey preparation, coordination, and deployment as specified.
5. **Adams County Ohio Valley School District** agrees to assist **Adams County Medical Foundation, Inc.** by notifying parents/guardians of upcoming data collection, using agreed upon materials and by fielding parent/guardian questions and concerns.
6. **Adams County Medical Foundation, Inc.** agrees to oversee survey deployment, including but not limited to, parent consent agreements/notifications as needed, scheduling deployment in conjunction with **Adams County Ohio Valley School District** and with each participating school, and with data collection and management.
7. **Adams County Ohio Valley School District** agrees to oversee individual school participation in survey scheduling and deployment, including but not limited to, the coordination of students, the coordination of space for survey completion, and by making accommodations for technology as necessary. Each participating school agrees to allow staff time to assist and to ensure successful data completion.
8. **Adams County Medical Foundation, Inc.** and **Adams County Ohio Valley School District** agree to communicate to ensure that survey scheduling and deployment occur on the date agreed to by both parties, which will occur on or before September 30th of each identified academic year.
9. **Adams County Medical Foundation, Inc.** is responsible for survey data collection and for ensuring that the data are submitted appropriately following survey requirements; this may mean direct supervision of the data submission or providing instructions to individuals at participating schools, depending on school needs and staff availability.

10. Both **Adams County Medical Foundation, Inc.** and **Adams County Ohio Valley School District** agree to data analyses and data sharing agreements and to limitations of the survey that ensures student anonymity and confidentiality.
11. The **Adams County Ohio Valley School District** agrees to share all resulting data and data output, including but not limited to, data reports with **Adams County Medical Foundation, Inc.**
12. **Adams County Medical Foundation, Inc.** agrees to share any stakeholder products that include data summaries with the school districts.

Adams County Medical Foundation, Inc.

Sherry Stout

Signature

Sherry Stout

Sherry Stout, Executive Director

4/28/17

Date

Adams County Ohio Valley School District

Richard Seas

Signature

Richard Seas, Superintendent

Richard Seas, Superintendent

4/28/17

Date

**Strategic Prevention Framework-Partnerships for Success
Data Mini-Grantees**

Coalition Structure

One of the goals of the SPF-PFS Data Mini Grants is to increase the ability of local groups to do prevention work. This information will help the Ohio Coaching and Mentoring (OCAM) Network and the Ohio SPF-PFS Evaluation Team (OSET) better understand your coalition/group's current strengths and needs and to assist you in moving forward on the path to prevention.

Within the following table, please indicate the status of each item within your coalition/group.

	Already in Place	Currently being Developed	Not in Place - Plans to Implement in the Future	Not in Place - No Plans to Implement
a. Written mission statement	√			
b. Written goals or objectives	√			
c. Membership agreement				√
d. Meeting minutes	√			
e. Management structure or organizational chart	√			
f. By-laws or operating procedures	√			
g. Steering/executive committee	√			
h. Community assessment data		√		
i. Strategic plan	√			
j. Action plan	√			
k. Budget	√			
l. Regular communication channels (newsletters, action alerts, print/electronic media items)	√			
m. Products from projects (reports, service directories, educational materials, campaigns, training, etc.)	√			
n. Statewide Prevention Coalition Association (SPCA) membership			√	
o. Community Anti-Drug Coalitions of America (CADCA) membership			√	

**Strategic Prevention Framework-Partnerships for Success
Data Mini-Grantees**

Community Sweep

Following is a list of potential agencies and organizations Adams County Medical Foundation intends to collaborate with to collect data about those ages 12-25 throughout Adams County. This is not an exhaustive list. It is continuing to research additional partners in the community to determine other potential data sources and collaborators.

- Adams County/Ohio Valley School District
- Manchester Local School District
- Adams County Health and Wellness Coalition
- Adams County Health Department
- Adams Brown Community Action Program
- Alcohol, Drug Addiction and Mental Health Services Board of Adams, Lawrence and Scioto Counties
- Coalition for a Drug-Free Adams County
- Adams County Department of Job & Family Services
- Southern State Community College
- Church 180

Below is a list of identified potential data sources, partners, new members, and collaborators.

Entity	Role	Notes
Schools	Administer Surveys	Make sure to tell them it is an annual survey.
County Health Department	Administer Surveys	They will also hold focus groups in each county township. Can be used to survey the young adults and to inform parents about the school surveys.
Department of Job and Family Services	Administer Surveys	Reach the 18-25 age group.
Faith Communities	Administer Surveys	Reach the 18-25 age group.
Government	Advocacy	Champion the effort to collect data. Inform them we are doing this and how they can help/support.
Health & Wellness Coalition	Advocacy	Champion the effort to collect data. Inform them we are doing this and how they can help/support.

Coalition for a Drug-Free Adams County	Advocacy	Champion the effort to collect data. Inform them we are doing this and how they can help/support.
Southern State Community College	Administer Surveys	Reach the 18-25 age group, tell them it is an annual survey.
FRS Counseling	Administer Surveys	Reach the 18-25 age group, tell them it is an annual survey.
The Counseling Center, Inc.	Administer Surveys	Reach the 18-25 age group, tell them it is an annual survey.

**Strategic Prevention Framework-Partnerships for Success
Data Mini-Grantees**

Identifying Coalition Membership

Please indicate which community sectors your coalition membership already draws from by completing the table below. If your coalition has more than one member filling a particular sector, please add that sector as "other."

Community Sector	Member's Name	Organization Represented
Schools	Karen Ballengee Judy Campbell	Manchester Local School District OH Valley Local School District
Service Organizations	Beverly Mathias William Hablitzel MD	County Health Department
Parents		
Social Services	Sue Fulton/Representative	Dept. Job & Family Services
Law Enforcement	Kim Rogers	County Sheriff's Department
Government	Holly Johnson	Economic Development Dept.
Business		
Religion/Faith-Based	Mike Parks	Church 180
Medical		
Substance Abuse Treatment	Sarah Hood	The Counseling Center, Inc.
Substance Abuse Prevention		
Health Care	Bill May	County Regional Medical Center
Mental Health	Chandra Carver	FRS Counseling
Youth		
Media	Don Bowles	C-103
Other: School	Emily Collett	OH Valley Local School District
Other: Community Coalition	Debbie Ryan Leeann Puckett	Health & Wellness Coalition
Other: Community Coalition	Randy Chandler	Drug-Free Adams County
Other: Education	Peggy Chalker Nicole Rodes	Southern State Community College