

**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 Lawrence County, the Ironton on the Move Coalition 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 agreements in place with the following school districts:

School District Name	Contact (first and last name)	Contact's Email
Dawson-Bryant Local	Steve Easterling	steve.easterling@db.k12.oh.us
Ironton City	Dean Nance	dean.nance@tigertown.com
Rock Hill Local	Eric Floyd	efloyd@rockhill.org

**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! (101 Questions) 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.

Impact Prevention will work with the three districts in August to assist in creating a plan to collect Opt out forms and implementation in each school.

**3. MOUs**

Attached are three 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.

N/A

**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:

<b>Organization Name</b>	<b>Contact (first and last name)</b>	<b>Contact's Email</b>
Family Medical Centers	Gary Roberts	groberts@ilcao.org
Ironton Health Department	Laura Brown	Irontoncityhealthdept.com
Lawrence County Health Department	Debbie Fisher	lawcohd@laco hd.org

**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 Young Adult Community Member Survey.

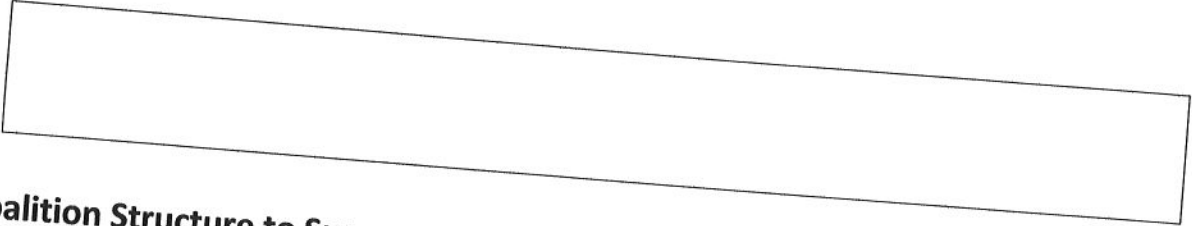
If there are any additional details you would like to share that were not mentioned in the COMs for this priority population, please add that information in the box below.

Family Medical Centers will collect 75 responses at each of their six locations. Ironton and Lawrence County Health Departments will collect 45 responses at each of their locations. Ironton on the Move Coalition will collect responses at the Lawrence County Fair, Ohio University Southern Campus Fall Festival and local health fairs during data collection time frame.

**3. MOUs**

Attached are three Memorandums of Understanding (MOU), one for each organization partnering with our coalition for this data collection effort. If there are additional details you would like to share about these partnerships, please do so in the box below.

N/A



**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 Ironton on the Move Coalition name is comprised of Mollie Stevens, OCPS and John Goodwin OCPC – Co-coordinators. For this initiative, our coalition has committed to collect data on 12-18 year olds and 18-25 year olds 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 must complete a separate form for that population.**

**County Name:** Lawrence

**Coalition Name:** Ironton on the Move

**Name of Person Completing Form:** Mollie Stevens

**Name of Secondary Contact:** John Goodwin

**Date:** May 18, 2017 Revised 6/12/2017

**Priority Population:** Youth age 12-18

**Survey Name:** Ohio Healthy Youth Environments Survey! OHYES! - 101-item survey instrument

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.

- d. What type of sampling are you using for the survey?
  - 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?

On-line.

- b. Where will collection occur?

Dawson-Bryant School, Ironton City Schools and Rock Hill Schools.

- c. Who will be responsible for data collection?

Appointed School District Staff with computer access.

- 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?**

No.

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

Not applicable.

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

- a. Who is analyzing the survey data?

John Goodwin.

- 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?

A final report will be completed and shared with the Coalition to assist with identification of a problem of focus and appropriate prevention strategies to address the need. Intervening variables will be investigated in each district for possible action.

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

Yes. An Ironton on the Move FB will be created to share outcomes. A media release will be provided to the Ironton Tribune for publication and a Newsletter will be created to share at Health Fairs and other community events to disseminate results.

Ironton on the Move, 624 South Ninth Street, Ironton, Ohio 45638, 740 -534-3356,  
mfs.impact@gmail.com

This agreement, dated 5-16-17, is between Ironton on the Move and Dawson-Bryant Schools. Both organizations are entering this agreement to support data collection around substance abuse prevention in Lawrence County following the data collection requirements of the Strategic Prevention Framework Partnerships for Success (SPF-PFS). To this end, both organizations agree to the following:

1. Dawson-Bryant Schools 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 30<sup>th</sup>, for each year specified in this agreement.
2. Ironton on the Move 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 Ironton City Schools in a timely fashion to receive school district approval.
3. Ironton City Schools will review and approve the survey instrument and materials in a timely fashion.
4. Dawson-Bryant Schools will ensure that each participating school within the school district will participate in each portion of survey preparation, coordination, and deployment as specified below.
5. Dawson-Bryant Schools agrees to assist Ironton on the Move with notifying parents/guardians of upcoming data collection using agreed upon materials and fielding parent/guardian questions and concerns as needed.
6. Ironton on the Move agrees to oversee survey deployment, including but not limited to parent consent agreements/notifications as needed, scheduling of deployment in conjunction with Dawson-Bryant Schools and each participating school, data collection and management.
7. Dawson-Bryant Schools agrees to oversee individual school participation in survey scheduling and deployment, including but not limited to coordination of students, coordination of space for survey completion, and accommodations for technology if necessary. Each participating school agrees to allow for staff time to assist as needed to ensure successful data completion.
8. Ironton on the Move and Dawson-Bryant Schools agree to communicate in a timely fashion to ensure that survey scheduling and deployment occur on the date agreed to by both parties, which will occur on or before September 30<sup>th</sup> of each identified academic year.
9. Ironton on the Move is responsible for survey data collection and ensuring that the data is 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 Ironton on the Move and Dawson-Bryant Schools agree to data analyses and data sharing agreements and limitations of the survey to ensure student anonymity and confidentiality.
11. The Dawson-Bryant Schools agrees to share all resulting data and data output, including but not limited to data reports, with Ironton on the Move.
12. Ironton on the Move agrees to share any stakeholder products that include data summaries with the school districts.

Ironton on the Move

Mollie Stevens

Signature

Ironton On the Move

Print Title, Name

5-19-17

Date

Dawson-Bryant Schools

Steven Easterling

Signature

Superintendent Steven L. Easterling

Print Title, Name

5-19-17

Date

Ironton on the Move, 624 South Ninth Street, Ironton, Ohio 45638, 740-534-3356,  
mfs.impact@gmail.com

This agreement, dated Aug 15 2017, is between Ironton on the Move and Ironton City Schools. Both organizations are entering this agreement to support data collection around substance abuse prevention in Lawrence County following the data collection requirements of the Strategic Prevention Framework Partnerships for Success (SPF-PFS). To this end, both organizations agree to the following:

1. Ironton City Schools 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 30<sup>th</sup>, for each year specified in this agreement.
2. Ironton on the Move 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 Ironton City Schools in a timely fashion to receive school district approval.
3. Ironton City Schools will review and approve the survey instrument and materials in a timely fashion.
4. Ironton City Schools will ensure that each participating school within the school district will participate in each portion of survey preparation, coordination, and deployment as specified below.
5. Ironton City Schools agrees to assist Ironton on the Move with notifying parents/guardians of upcoming data collection using agreed upon materials and fielding parent/guardian questions and concerns as needed.
6. Ironton on the Move agrees to oversee survey deployment, including but not limited to parent consent agreements/notifications as needed, scheduling of deployment in conjunction with Ironton City Schools and each participating school, data collection and management.
7. Ironton City Schools agrees to oversee individual school participation in survey scheduling and deployment, including but not limited to coordination of students, coordination of space for survey completion, and accommodations for technology if necessary. Each participating school agrees to allow for staff time to assist as needed to ensure successful data completion.
8. Ironton on the Move and Ironton City Schools agree to communicate in a timely fashion to ensure that survey scheduling and deployment occur on the date agreed to by both parties, which will occur on or before September 30<sup>th</sup> of each identified academic year.
9. Ironton on the Move is responsible for survey data collection and ensuring that the data is 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 Ironton on the Move and Ironton City Schools agree to data analyses and data sharing agreements and limitations of the survey to ensure student anonymity and confidentiality.
11. The Ironton City Schools agrees to share all resulting data and data output, including but not limited to data reports, with Ironton on the Move.
12. Ironton on the Move agrees to share any stakeholder products that include data summaries with the school districts.

Ironton on the Move

Mollie Stevens

5/15/17

Signature

Date

Print Title, Name

Ironton City Schools

Dean Neuman

May 15, 2017

Signature

Date

Print Title, Name

Superintendent

Ironton on the Move, 624 South Ninth Street, Ironton, Ohio 45638, 740 -534-3356,  
mfs.impact@gmail.com

This agreement, dated 5/18/17, is between Ironton on the Move and Rock Hill Schools. Both organizations are entering this agreement to support data collection around substance abuse prevention in Lawrence County following the data collection requirements of the Strategic Prevention Framework Partnerships for Success (SPF-PFS). To this end, both organizations agree to the following:

1. Rock Hill Schools 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 30<sup>th</sup>, for each year specified in this agreement.
2. Ironton on the Move 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 Rock Hill Schools in a timely fashion to receive school district approval.
3. Rock Hill Schools will review and approve the survey instrument and materials in a timely fashion.
4. Rock Hill Schools will ensure that each participating school within the school district will participate in each portion of survey preparation, coordination, and deployment as specified below.
5. Rock Hill Schools agrees to assist Ironton on the Move with notifying parents/guardians of upcoming data collection using agreed upon materials and fielding parent/guardian questions and concerns as needed.
6. Ironton on the Move agrees to oversee survey deployment, including but not limited to parent consent agreements/notifications as needed, scheduling of deployment in conjunction with Rock Hill Schools and each participating school, data collection and management.
7. Rock Hill Schools agrees to oversee individual school participation in survey scheduling and deployment, including but not limited to coordination of students, coordination of space for survey completion, and accommodations for technology if necessary. Each participating school agrees to allow for staff time to assist as needed to ensure successful data completion.
8. Ironton on the Move and Rock Hill Schools agree to communicate in a timely fashion to ensure that survey scheduling and deployment occur on the date agreed to by both parties, which will occur on or before September 30<sup>th</sup> of each identified academic year.
9. Ironton on the Move is responsible for survey data collection and ensuring that the data is 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 Ironton on the Move and Rock Hill Schools agree to data analyses and data sharing agreements and limitations of the survey to ensure student anonymity and confidentiality.
11. The Rock Hill Schools agrees to share all resulting data and data output, including but not limited to data reports, with Ironton on the Move.
12. Ironton on the Move agrees to share any stakeholder products that include data summaries with the school districts.

Ironton on the Move

Mollie Stevens

Signature

Mollie Stevens

Print Title, Name

5/19/17

Date

Rock Hill Schools

Wes Harrison

Signature

Supt. Wes Harrison

Print Title, Name

5/19/17

SJ

**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 must complete a separate form for that population.**

**County Name:** Lawrence

**Coalition Name:** Ironton on the Move

**Name of Person Completing Form:** Mollie Stevens

**Name of Secondary Contact:** John Goodwin

**Date:** May 18, 2017 (Revised 6/12/17)

**Priority Population:** Young adults age 18-25 in Lawrence County

**Survey Name:** 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.

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

Draft Instrument Attached.

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

Final Survey Instrument is attached.

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

Secondary Priority Population.

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

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

July 1, 2017 in Ironton City and Lawrence County Health Departments, 2122 South Eight Street. Ironton, Ohio. IL CAO Family Medical Centers will administer surveys at the following sites: Aid Family Medical Center, Chesapeake Family Medical Center, Ironton Health Care Campus, Kemp Family Medical Center, Proctorville Health Care Center and South Point Family Medical Center starting July 1, 2017.

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

September 28, 2017

**12. What is your coalition's sampling strategy?**

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

We will sample 18-25 year olds in Lawrence County. Family Medical Centers will collect up to 450 surveys (as many as 75 for each of their six locations). Ironton and Lawrence County Health Departments will collect as many as 45 responses at each of their locations. Ironton on the Move Coalition will collect responses at the Lawrence County Fair, Ohio University Southern Campus Fall Festival and local health fairs during data collection period. Survey data will be collected in paper form.

- b. What is the target sample size?

The 5 year estimates obtained from the American Community Survey report that the Lawrence County population is 61,827 (2011-2015), and that residents ages 18-24 comprise 7.9% of that number, or 4,884 individuals. Using a confidence interval of 5%, the sample size needed is 356 surveys. Ironton on the Move will do its best to collect this many surveys from the 18-25 population.

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

Based on the 2010 Census numbers of 18-25 year olds in Lawrence County.

- c. What type of sampling are you using for the survey?
- 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.

**13. Please describe your coalition's data collection methods.**

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

In person.

Ironton and Lawrence County Health Departments, 2122 South Eight Street, Ironton, Ohio. Collection at Lawrence County Fair. Health Fairs. Collins Career Center and Ohio University Southern Campus. IL CAO Family Medical Centers will administer surveys at the following sites: Aid Family Medical Center. Chesapeake Family Medical Center. Ironton Health Care Campus. Kemp Family Medical Center. Proctorville Health Care Center and South Point Family Medical Center.

c. Who will be responsible for data collection?

Trained Staff of IL CAO family Medical Centers, Ironton and Lawrence County Health

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

No

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

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

Free bottled water for participation at Health Fairs and County Fair.

**15. How does your coalition intend to analyze survey data?**

- a. Who is analyzing the survey data?

John Goodwin will lead analyzing and a sub-committee will be created to review.

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

No.

**16. How does your coalition plan to report survey results?**

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

A final report will be completed and shared with the Coalition to assist with identification of a problem of focus and appropriate prevention strategies to address the need. Intervening variables will be investigated.

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

Yes. An Iron-ton on the Move FB will be created to share outcomes. A media release will be provided to the Iron-ton Tribune for publication and a Newsletter will be created to share at Health Fairs and other community events to disseminate results.

17. Please complete the following table regarding the COMs consumption and intervening variables included on your survey instrument.

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)	4
		Recent substance use (30-day binge)	5
	Intervening Variable	Perception of parental disapproval or attitude	N/A
		Perception of peer disapproval or attitude	6
		Perceived risk/harm of use	7
Prescription drug misuse and abuse among persons aged 12 to 25	Consumption	Recent substance use (30 day)	9
		Recent substance use (12 months)	N/A
	Intervening Variable	Perception of parental disapproval or attitude	N/A
		Perception of peer disapproval or attitude	10
		Perceived risk/harm of use	11
Other Indicator	Intervening Variable	Family communication around drug use	N/A

# FAMILY MEDICAL CENTERS

*Just like family, we'll take care of you*

## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (hereinafter referred to as "MOU") is made and entered into by and between **IRONTON ON THE MOVE**, whose address is 624 South Ninth Street, Ironton, Ohio 45638, and the **IRONTON-LAWRENCE COUNTY CAO FAMILY MEDICAL CENTERS** (hereinafter referred to as "Family Medical Centers"), whose address is 305 North 5<sup>th</sup> Street, Ironton, Ohio 45638.

This agreement is dated **May 19, 2017**. Both parties are entering this agreement to support data collection around substance abuse prevention in Lawrence County following the data collection requirements of the Strategic Prevention Framework Partnerships for Success (SPF-PFS). To this end, both organizations agree to the following:

1. **Family Medical Centers** agree to participate in three (3) years of consecutive data collection for Federal fiscal years 2017, 2018, and 2019 on or before the end of the federal fiscal year, September 30<sup>th</sup>, for each year specified in this agreement.
2. **Ironton on the Move** 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 any other materials (e.g., collection processes, confidentiality forms, etc.) with the **Family Medical Centers** in a timely fashion to receive organization approval.
3. **Family Medical Centers** will review and approve the survey instrument and materials in a timely fashion, acknowledging that additions or changes to the survey must be approved by both **Ironton on the Move** and **OSET** prior to deployment.
4. **Family Medical Centers** agree to be responsible for overseeing the survey deployment at the following sites:
  - Aid Family Medical Center
  - Chesapeake Family Medical Center
  - Ironton Health Care Campus
  - Kemp Family Medical Center
  - Proctorville Health Care Center
  - South Point Family Medical Center
5. **Ironton on the Move** agrees to assist and support data collection in the following ways: collating of data and aggregating data.

6. *Ironton on the Move* and *Family Medical Centers* agree to communicate in a timely fashion to ensure that survey scheduling and deployment occur on the date agreed to by both parties, which will occur on or before September 30<sup>th</sup> of each identified year.
7. *Ironton on the Move* and *Family Medical Centers* agree to follow survey collection procedures that ensure confidentiality of all participants and survey responses.
8. Stewardship of the collected data including data entry, overseeing analyses, and report write up - completed directly or through written agreement with an outside party - is the responsibility of *Ironton on the Move*.
9. Both *Ironton on the Move* and *Family Medical Centers* agree to share data and conduct analyses - directly or through third party data agreements - in a manner that ensures participant anonymity and confidentiality and take responsibility for ensuring confidentiality procedures are followed by all staff and volunteers who have access to completed surveys, data, and databases.
10. Both *Ironton on the Move* and *Family Medical Centers* agree to share reports and any stakeholder products that include data summaries with one another prior to dissemination.

**IRONTON ON THE MOVE**

Mollie Stevens  
Signature

5-19-17  
Date

Mollie Stevens  
Print Title, Name

**FAMILY MEDICAL CENTERS**

Gary B. Roberts  
Signature

5-19-17  
Date

GARY B. ROBERTS  
Print Title, Name  
DIRECTOR OF OPERATIONS

Ironton on the Move  
624 South Ninth Street, Ironton, Ohio 45638  
740-534-3356  
mfs.impact@gmail.com

Ironton on the Move, 624 South Ninth Street, Ironton, Ohio 45638, 740 -534-3356,  
mfs.impact@gmail.com

#### Ironton Health Department MOU

This agreement, dated 5/16/2017, is between Ironton on the Move and Ironton Health Department. Both parties are entering this agreement to support data collection around substance abuse prevention in Ironton following the data collection requirements of the Strategic Prevention Framework Partnerships for Success (SPF-PFS). To this end, both organizations agree to the following:

1. Ironton Health Department agrees to participate in three (3) years of consecutive data collection for Federal fiscal years 2017, 2018, and 2019 on or before the end of the federal fiscal year, September 30<sup>th</sup>, for each year specified in this agreement.
2. Ironton on the Move 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 any other materials (e.g., collection processes, confidentiality forms, etc.) with Ironton Health Department in a timely fashion to receive organization approval.
3. Ironton Health Department will review and approve the survey instrument and materials in a timely fashion, acknowledging that additions or changes to the survey must be approved by both Ironton on the Move and OSET prior to deployment.
4. Ironton Health Department agrees to be responsible for overseeing the survey deployment at 2122 South Eighth Street, Ironton, Ohio.
5. Ironton on the Move agrees to assist and support data collection in the following ways: collating of data and aggregating data.
6. Ironton on the Move and Ironton Health Department agree to communicate in a timely fashion to ensure that survey scheduling and deployment occur on the date agreed to by both parties, which will occur on or before September 30<sup>th</sup> of each identified year.
7. Ironton on the Move and Ironton Health Department agree to follow survey collection procedures that ensure confidentiality of all participants and survey responses.
8. Stewardship of the collected data, including data entry, overseeing analyses, and report write up – completed directly or through written agreement with an outside party – is the responsibility of Ironton on the Move.
9. Both Ironton on the Move and Ironton Health Department agree to share data and conduct analyses – directly or through third party data agreements - in a manner that ensures participant anonymity and confidentiality and take responsibility for ensuring confidentiality procedures are followed by all staff and volunteers who have access to completed surveys, data, and databases.
10. Both Ironton on the Move and Ironton Health Department agree to share reports and any stakeholder products that include data summaries with one another prior to dissemination.



Ironton on the Move

Mollie Stevens

Signature

Ironton on the Move

Print Title, Name

5-16-17

Date

Ironton Health Department

Laura Bowen

Signature

Health Commissioner

Print Title, Name

5-16-2017

Date

Ironton on the Move, 624 South Ninth Street, Lawrence County, Ohio 45638, 740 -534-3356,  
mfs.impact@gmail.com

### Lawrence County Health Department MOU

This agreement, dated 5-19-17, is between Ironton on the Move and Lawrence County Health Department. Both parties are entering this agreement to support data collection around substance abuse prevention in Lawrence County following the data collection requirements of the Strategic Prevention Framework Partnerships for Success (SPF-PFS). To this end, both organizations agree to the following:

1. Lawrence County Health Department agrees to participate in three (3) years of consecutive data collection for Federal fiscal years 2017, 2018, and 2019 on or before the end of the federal fiscal year, September 30<sup>th</sup>, for each year specified in this agreement.
2. Ironton on the Move 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 any other materials (e.g., collection processes, confidentiality forms, etc.) with Lawrence County Health Department in a timely fashion to receive organization approval.
3. Lawrence County Health Department will review and approve the survey instrument and materials in a timely fashion, acknowledging that additions or changes to the survey must be approved by both Lawrence County on the Move and OSET prior to deployment.
4. Lawrence County Health Department agrees to be responsible for overseeing the survey deployment at 2122 South Eighth Street, Lawrence County, Ohio.
5. Ironton on the Move agrees to assist and support data collection in the following ways: collating of data and aggregating data.
6. Ironton on the Move and Lawrence County Health Department agree to communicate in a timely fashion to ensure that survey scheduling and deployment occur on the date agreed to by both parties, which will occur on or before September 30<sup>th</sup> of each identified year.
7. Ironton on the Move and Lawrence County Health Department agree to follow survey collection procedures that ensure confidentiality of all participants and survey responses.
8. Stewardship of the collected data, including data entry, overseeing analyses, and report write up – completed directly or through written agreement with an outside party – is the responsibility of Lawrence County on the Move.
9. Both Ironton on the Move and Lawrence County Health Department agree to share data and conduct analyses – directly or through third party data agreements - in a manner that ensures participant anonymity and confidentiality and take responsibility for ensuring confidentiality procedures are followed by all staff and volunteers who have access to completed surveys, data, and databases.
10. Both Ironton on the Move and Lawrence County Health Department agree to share reports and any stakeholder products that include data summaries with one another prior to dissemination.

Ironton on the Move

Melissa Stover

Signature

Ironton on the Move

Print Title, Name

5/19/17

Date

Lawrence County Health Department

Kurt Hofmann DO

Signature

KURT HOFMANN DO

Print Title, Name

HEALTH COMMISSIONER

5/19/17

Date

### 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		X	X	
b. Written goals or objectives		X	X	
c. Membership agreement		X	X	
d. Meeting minutes	X			
e. Management structure or organizational chart		X	X	
f. By-laws or operating procedures	?	X		
g. Steering/executive committee	?	X		
h. Community assessment data		X	X	
i. Strategic plan	X		X	
j. Action plan		X	X	
k. Budget		X	X	
l. Regular communication channels (newsletters, action alerts, print/electronic media items)	X		X	
m. Products from projects (reports, service directories, educational materials, campaigns, training, etc.)		X	X	
n. Statewide Prevention Coalition Association (SPCA) membership		X	X	
o. Community Anti-Drug Coalitions of America (CADCA) membership		X	X	

**Strategic Prevention Framework-Partnerships for Success  
Data Mini-Grantees: Homework for February 27, 2017**

**Community Sweep**

Completing a sweep of your community will help you determine 1) what current or potential data is available in your community and 2) how to strengthen your coalition through the addition of members, partnerships, and collaborations.

After completing the “Identifying Coalition Membership” handout, work with your coalition members to brainstorm agencies, organizations, and individuals from your community who represent those sectors currently unrepresented within your coalition. Put special emphasis on those agencies/organizations/individuals in your community who may have or be collecting data, and those that have access to 12-25 year olds and could collect data.

What follows is a list of potential agencies/organizations/individuals to consider. This is not an exhaustive list. Please make sure to research your own community to determine other potential data sources and collaborators.

- School Districts
- Task Forces
- County Health Departments
- City Health Departments
- Community Action Organizations
- Alcohol, Drug Addiction and Mental Health Services (ADAMHS) Boards
- Other Coalitions (Drug-Free Communities, Family Child First Councils, Suicide Prevention, Youth, etc.)
- Homeless Support Groups
- Institutions of Higher Education

Using the table below, please make a list of identified potential data sources, partners, new members, and collaborators in preparation for the February webinar. Within the “entity” column, indicate the name of agencies/organizations/individuals. Identify what role they could take on, such as collaborator, new member, etc. Use the “notes” column to identify known data sources, such as local surveys, or the skills or expertise that an individual might add to your coalition.

<b>Entity</b>	<b>Role</b>	<b>Notes</b>
Our Lady of Bellefonte Hospital – Diva Justice Health Communities Coord	Collaborator	Local Data Collection/Advocacy
Debbie Fisher, Lawrence County Health Department	Administer Survey/Collaborator	Local Data Collection 18-25 year old population
Ohio University 4H Extension D Carpenter or R Fraley	Collaborator	Serves target population
United Way of the River Cities -Laura Murphy	Collaborator	Serves target population/Champion for data collection
Ironton City Schools – Principal David Ashworth(elementary)	Collaborator	Media expertise -Access to youth population
Annette Scott	Assist in Coordination of Survey /Collaborator	Ironton Schools Nurse/ Faith based representation
Christie McMaster, Ironton High School	Potential Member	High school youth led team ally
Hugh Scott	Collaborator	Senior representation
Sue Shultz, ALS ADAMHS Board	Advocacy/ Collaborator	Champion need for data collection/Resource contact
Kara Spencer	Collaborator	Youth Voice
Katrina Keith	Member/Potential Member	Mayor of Ironton (access to ordinances)
Joyce Lynd, Juvenile Court	Collaborator	Court data access
Laura Kuhn, IL CAO Family Medical Centers	Administer Survey	Local Data Collection 18-25 year old population

### 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	David Ashworth	Ironton City Schools
Senior Citizens	Hugh Scott	Individual
Service Organizations	Laura Murphy	United Way of the River Cities
Parents	Haley Shamblin	Parent
Social Services	Susan McComas	Appalachian Family & Children First
Law Enforcement	Chris Bowman	Ironton Police Department
Government	Debbie C/Rachel F	Ohio University 4H Extension
Business		
Religion/Faith-Based	Annette Scott	
Medical	Debbie Fisher	Lawrence Co Health Dept
Substance Abuse Treatment	Sue Shultz	ALS ADAMHS Board
Substance Abuse Prevention	Mollie Stevens	Impact Prevention
Health Care	Diva Justice	Our Lady of Bellefonte
Mental Health	Laura Kuhn	CAO Medical Centers
Youth	Kara Spencer	Youth Led Prevention Team
Media		
Other:	Sam Heighton	Ironton in Bloom
Other:	Christie McMaster	Ironton City Schools
Other:	Katrina Keith	Ironton City Mayor
Other:		