

P&I evaluation protocol: *P&I community impact tool*

Overview

The goals of this evaluation component are to:

- Capture the sustainable, environmental changes P&Is are making in their communities
- Close gaps in the current evaluation by measuring some community-wide efforts
- Assist with year-end reporting by offering an online tracking system that you can use to download data to directly copy into your reports
- Enhance sustainability efforts by documenting current efforts and opportunities for future efforts
- Provide ADAD with important information for their stakeholders, which will help to ensure continued support and funding for P&I work

Entering data

This tool will be submitted every January and July to capture changes that have taken place during the previous six months, and to coincide with your required reporting to ADAD.

After the tool is submitted each reporting period, a new link will be sent out for the next reporting period's tool. The tool will remain open throughout the reporting period so you can update it at any time. If you lose your link, please contact Kristin Dillon (Kristin.dillion@wilder.org).

There are three sections to the tool, and each has a series of specific questions as follows:

Environmental strategies (required)

This section of the tool captures the formal policies and practices that are being implemented a) beyond the core grant requirements and b) in a sustainable way that will continue beyond the current grant.

- **Social Host Ordinance:** Makes it illegal for adults to allow underage youth (other than their own children) to drink alcohol on their property.
- **School policies:** Provide written consequences for underage substance use in the school setting.

- **Responsible Beverage Server Training policies:** Provide formal, sustainable (i.e., after the current grant ends) incentives, guidelines, and/or consequences to alcohol retail establishments that support training alcohol servers on responsible serving practices.
- **Compliance check policies:** Formalize and support sustainable (i.e., after the current grant ends) law enforcement checks to ensure that alcohol retail establishments are not selling or serving alcohol to underage youth.
- **Policies or practices about alcohol restrictions at community events:** Limit underage access to alcohol at community events from alcohol sellers or others.
- **Law enforcement strategies:** Support and enhance how law enforcement responds to underage drinking incidents, such as implementing Zero Adult Providers (ZAP), conducting source investigations, or collecting place of last drink.
- **Other environmental strategies:** Change the overall community context to support prevention.

Sustainability efforts (required)

This section asks about your coalition’s efforts to sustain the work and outcomes that they are achieving.

- **Sustainability planning:** A written plan that details your coalition’s sustainability efforts. This is part of the overall strategic planning process and will be guided by ADAD.
- **Grant writing:** Documentation of any grants you’ve written, including large scale grants (e.g., Drug Free Communities) and small grants (e.g., a mini-grant from a community organization to host an event).

Trainings and events (optional)

This section allows you to track the trainings and events you coordinate or host in your community. This information is required for your reports to ADAD, but you are not required to use this particular tool to track it. If you do use this tool, you can copy the data directly from the emailed summaries into your ADAD reports.

- **Youth trainings:** Trainings for youth in your community, including regional trainings or youth group speakers, but not including the statewide Youth Leadership Academy.
- **Coalition trainings:** Capacity building opportunities or learning communities for your coalition.

- **Meetings with community partners:** Meetings or presentations with individuals or organizations to promote your coalition, raise awareness of ATOD or your prevention efforts, or to develop partnerships and engagement in efforts.
- **Community meetings or events:** Broader meetings, trainings, or events, such as a town hall meeting or parent presentations to raise awareness or educate groups on ATOD prevention topics or efforts.

Submitting data

To submit the tool, select the option on the last page of the online tool (see below) that says “Submit the final results (you will not be able to access this tool again).” ***If you plan to email yourself the results from the tool (see instructions below), you must do this before you submit the tool.***

If you would like to have an email(s) sent to you containing the data you entered in this tool select option 7.

If you are ready to submit your data, select option 8. You will no longer be able to come back and make any updates.

- Edit Environmental Strategies
- Add Grants
- Add youth training(s)
- Add coalition training(s)
- Add meetings with community partners(s)
- Add community meetings or events(s)
- I would like emails with my data sent to me.
- Submit the final results (you will not be able to access this tool again)

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Using data for reporting

In order to send yourself an email of the data you have entered, you will use the second to last option on the final menu that says “I would like emails with my data sent to me.” Click this button and press the right arrow to be directed to the next page (see screen shot below).

To exit the tool so that you can come back at another time, simply close this window or your internet browser.

If you would like to have an email(s) sent to you containing the data you entered in this tool select option 7.

If you are ready to submit your data, select option 8. You will no longer be able to come back and make any updates.

- Edit Environmental Strategies
- Add Grants
- Add youth training(s)
- Add coalition training(s)
- Add meetings with community partners(s)
- Add community meetings or events(s)
- I would like emails with my data sent to me.
- Submit the final results (you will not be able to access this tool again)



On the next page, you can choose which parts of the tool you would like to email to yourself. Once you click a section and then the right arrow, an email will be generated and sent to the email address that you use to access the tool. You can repeat this selection process for multiple sections. Once you are finished emailing yourself the sections you are interested in, you can return to the main menu by selecting the last option on the list, “Return to main menu,” and again pressing the right arrow.

Select the responses you would like emailed to you. Repeat for each section you would like data from.

When you are done select option 7 to return to the main menu.

- Send me an email with my environmental strategy responses
- Send me an email with my grant responses
- Send me an email with my youth training responses
- Send me an email with my coalition training responses
- Send me an email with my meetings with community partners responses
- Send me an email with my community meetings and events responses
- Return to the main menu



Please note, the emails you will receive from some sections (trainings/meetings and grants) are set up to accommodate up to 25 different trainings/meetings or grants. If you did not enter 25 trainings/meetings or grants, then there will be some lines that are blank. If you copy the information into a Word document or another program, you can just delete the lines that don't apply to you. This was the only way the system could accommodate varying numbers of entries for each section. If you have more than 25 entries, please let Kristin Dillon know and we can adjust the email system.

Reporting

P&Is can use the results of the Community Impact Tool completed every six months to complete the semi-annual reports for ADAD and tell the story of your work in the previous six months.

Wilder Research will combine the most recently reported data with previous data collected to provide an overall picture of the P&Is' work. Each year in January, Wilder Research will download specific output data to provide information for ADAD to update the legislature. Additionally, at the end of the fiscal year, Wilder Research will compile and analyze the data from the current and previous implementations to create a summary.