

SPF SIG Facilitated Discussion Guide

INFRASTRUCTURE

Pre-discussion reminder for the facilitator and note taker: Be sure to review the infrastructure facilitated discussion protocol prior to facilitating the discussion and taking notes. In addition, you should prepare the flip chart items beforehand, have audio recorder ready to go (with working batteries), and a copy of the questions for both the facilitator and the note taker.

INTRODUCTION (READ BY FACILITATOR)

Welcome! Thank you for joining us here today. My name is [NAME OF FACILITATOR] and this is [NAME OF NOTE TAKER]. First, I want to thank you so much for being part of this discussion group today. We are here to learn more about your coalition and to facilitate a discussion about what is happening now in this community around prevention.

As you may know, your community was funded by the Minnesota Department of Human Services Alcohol and Drug Abuse Division to implement the Strategic Prevention Framework (SPF) with the goal of assessing and addressing three priority areas:

- 30-day alcohol use among 6th through 12th grade youth
- Binge drinking among 9th through 12th grade youth
- Binge drinking among 18 to 25 year old young adults

Today's discussion will focus on the prevention infrastructure in your community, and your ideas about what improvements can be made. We hope that we will learn from one another and generate ideas that may be useful as we move forward with the SPF SIG grant process. Before we start, I want to let you know a few things.

- First, we will be taking notes, but be assured that the notes will be shared only with the evaluators of this initiative, Wilder Research. It is important for everyone to agree that what is shared in the room is not shared with others. This will allow for the comfortable sharing of ideas. In order to make sure our notes are concise, we would like to record this discussion. The recording will be used by me and the [NAME OF NOTE TAKER] only. Is everyone in the room okay with us recording the discussion?
- Second, we want to hear what everyone thinks. Sometimes, you might have an idea that is very different from another person's idea. That's okay. We are here to listen to everyone's ideas. There are no right or wrong answers. Also, we are interested in hearing what everyone has to say, so we are hoping that everyone will share something. We may call on folks who have not had a chance to speak as much as others.
- Finally, the notes we take will be used by our coalition for strategic planning.

Lastly, we will be finished within an hour. Are there any questions? Okay, let's get started.

INTRODUCTION QUESTION – 5 minutes

1. First, I would like to go around the room and tell me your name and how long you have lived and/or worked in this community?

COMMUNITY INFRASTRUCTURE QUESTIONS – 15 MINUTES

We want to learn more details about efforts that are currently in place in this community that would help support prevention – with a particular focus on prevention of Alcohol, Tobacco, and Other Drug (ATOD) use and abuse by youth and young adults.

2. What are the ATOD prevention efforts or programs that are currently taking place in your community?
3. What other great ways are there to prevent youth and young adult ATOD use in the community that are not currently being done?
4. Are there any major barriers you have faced within the community in working to prevent ATOD use?

PREVENTION INFRASTRUCTURE QUESTIONS – 30 minutes

Now, I would like to learn more about partnerships and collaborations in which your coalition or individuals in your coalition are currently involved that support prevention efforts. By partnerships we mean relationships you and/or your coalition may have with individuals, businesses, interest-based organizations, schools, colleges, and government entities. These partnerships may focus on ATOD prevention or other prevention efforts that have a secondary impact on preventing ATOD use and abuse by youth and young adults.

5. In thinking about this, what partnerships or collaborations are currently in place? *{FACILITATOR SHOULD RECORD THESE PARTNERSHIPS ON A FLIP CHART}* (PROBE: Which partnerships or collaborations involve schools? Government agencies? Businesses? Colleges?)
6. How long have the existing partnerships been in place? *(GO THROUGH LIST ON FLIP CHART)*
7. Now I want to know more about your partnerships. Which are legal partnerships (PROBE: are there formal agreements in place)? Which have designated persons who keep the work moving along?
8. What are these existing partnerships doing to prevent ATOD abuse?

9. In what areas have they been successful (PROBE: Have they improved communication among agencies? Have they involved the broader community?)
10. What, if any, partnerships used to exist, but are no longer around? Why?
11. What partnerships do you think would be valuable in your community that currently do not exist?
12. What groups in your community are not often reached by prevention efforts? What partnerships would be helpful in reaching these groups?

FINAL THOUGHTS/FEEDBACK – 10 minutes

13. Do you have any other comments that you would like to make about the community's current collaborations or efforts around ATOD prevention?

Thank you so much for your time!