

Attachment 6: Sample Survey Review Guide

Annual Coalition Classification Tool (CCT) Template 2022

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The public reporting burden for each Coalition Classification Tool is estimated to be 1 hour. To help ensure minimum reporting burden on grant award recipients, ongoing technical assistance is available from DFC_Evaluators@icf.com to address problems or issues in real-time. Send comments regarding the accuracy of this burden estimate and any suggestions for reducing the burden to: U.S. Office of Personnel Management, Federal Investigative Services, Attn: OMB Number (3201-0012), 1900 E Street NW, Washington, DC 20415-7900. You are not required to respond to this collection of information unless a valid OMB control number is displayed.

Coalition Classification Tool

These items ask you to reflect on your coalition over the past year. For each item, please indicate the extent to which your coalition engaged in or achieved the activity described. For each item, think about the question in line with substance use prevention work as it relates to DFC goals. Not applicable should be selected only in those cases where the coalition never engaged in the given activity.

	To a Great Extent	To a Moderate Extent	To a Slight Extent	Not at all	Not Applicable
<i>During the past year of working on DFC goals, our coalition:</i>					
1. Referred to our action plan to make decisions about activities.					
2. Followed our written description of procedures for resolving conflicts among members.					
3. Increased awareness of harmful consequences associated with substance use by youth.					
4. Increased members' knowledge of the work (e.g., services or programs offered) of other sector member organizations.					
5. Relied on the findings of our ongoing needs assessment to guide our action plan.					
6. Created a coalition cultural competence outreach plan to address cultural diversity from demographics to economic class, religion, customs, and beliefs.					
7. Decreased prevalence of substance use in at least one specific target population (e.g., minority youth).					
8. Had community leaders actively involved in coalition committees.					
9. Established plans to continue meeting after DFC funding ends.					
10. Had a workgroup/subcommittee/task force dedicated to monitoring progress on the coalition cultural competence plan.					
11. Decreased incidence of at least one specific risk factor for youth substance use in our community.					
12. Placed the responsibility for what activities to implement on members.					
13. Followed our written expectations for member participation (e.g., policy on missed meetings).					
14. Had organized youth members who planned many of the coalition activities.					
15. Relied upon multiple sectors to reduce barriers to planning strategies.					
16. Identified community organizations or members that provided support services for coalition activities.					



17. Updated its action plans based on evaluation results.					
18. Had youth members who shared the coalition's message with the community.					
19. Placed the responsibility for implementing coalition activities on members.					
20. Developed shared understanding across sectors that promoted innovative strategy implementation by our coalition.					
21. Facilitated opportunities for members to collaborate with one another in new ways.					
22. Arranged to provide services/activities (e.g., training, town halls) in the home language(s) of English language learners in the community.					
23. Developed strategies that coalition sectors will continue to support after DFC funding ends.					
24. Followed our written description of procedures for leader selection.					
25. Completed the activities stated in our action plan.					
26. Identified data needs to inform future program planning.					
27. Increased awareness of substance use (e.g., prevalence, types of substances) in the community.					
28. Used feedback on the quality of implementation of activities to make improvements.					
29. Improved sector members' willingness to collaborate on new funding opportunities.					
30. Engaged in focus groups/interviews with key stakeholders to inform assessment of community needs.					
31. Successfully shifted adult social norms related to youth use of at least one substance.					
32. Considered the cultural makeup of the community when planning and implementing a strategy.					
33. Identified the demographic composition of the coalition's service area (from recent census data, local planning documents, statement of need, etc.) including, but not limited to, ethnicity, race, and primary language spoken as reported by the individuals.					
34. Identified community organizations or members that provided facilities supporting coalition activities.					
35. Maintained a current organizational chart showing coalition structures and relationships.					
36. Developed effective strategies to recruit adult participants for coalition activities and events.					

37. Increased the likelihood of a cross-system/sector approach in strategies to address emerging drug issues in our community.					
38. Followed our written description of procedures for decision-making.					
39. Arranged to provide materials (e.g., brochures, billboards) in the home language(s) of English language learners in the community.					
40. Had community leaders present at coalition events.					
41. Had organized youth members who implemented many of the coalition activities.					
42. Collected a range of outcomes data to track progress towards coalition goals.					
43. Had a strong feeling of cohesiveness across sectors.					
44. Successfully increased youth participation in coalition activities.					
45. Increased incidence of at least one specific protective factor against youth substance use in our community.					
46. Had youth members who played a key role in developing our action plan.					
47. Increased availability of tools, best practices, and/or other information that has informed the work of individual organizations/agencies.					
48. Utilized a structure that primarily relied on subcommittees/work groups (as compared to the coalition as a whole) to complete the work of the coalition.					
49. Placed the responsibility for setting the agenda for coalition meetings on members.					
50. Involved sector members of targeted cultural groups in developing coalition materials for their community.					
51. Followed a systematic process for assessing community needs.					
52. Collaborated across sectors to share data in a timely manner.					
53. Regularly used evaluation results to inform the community about coalition efforts.					
54. Secured funding to continue prevention efforts after DFC funding ends.					
55. Recruited new sector members who have the ability to take action in the community.					
56. Made decisions on the allocation of coalition resources in an open and participatory manner.					
57. Followed a plan to address identified gaps in capacity.					



58. Transitioned responsibility for at least one coalition activity to a specific sector.					
59. Sought feedback on the quality of implementation of activities.					
60. Decreased prevalence of specific youth use of at least one substance other than the core measures (e.g., meth, cocaine, inhalants).					
61. Emphasized practices supported by research in our action plan.					
62. Increased community perception of our coalition as the go to resource for addressing youth substance use.					
63. Successfully shifted youth social norms related to youth use of at least one substance.					
64. Utilized a structure that primarily relied on the coalition as a whole (as compared to subcommittees/work groups reporting to the coalition) to complete the work of the coalition.					
65. Established procedures for continuing to share information across agencies after DFC funding ends.					

Coalition Structure

Please indicate who is **PRIMARILY** responsible for carrying out each of the following activities by circling a number on the scale in which 1 suggests Primarily Coalition Staff are responsible and 5 indicates that Primarily Coalition Members are responsible.

Activity	Primarily Staff Members		Staff and Coalition Members Equally	Primarily Coalition Members	
	1	2	3	4	5
66. Making budget and expenditure decisions	1	2	3	4	5
67. Identifying and recruiting new coalition members	1	2	3	4	5
68. Organizing committees and work groups	1	2	3	4	5
69. Leading committees and work groups	1	2	3	4	5
70. Developing the coalition action plan	1	2	3	4	5
71. Planning coalition activities	1	2	3	4	5
72.. Implementing coalition activities	1	2	3	4	5
73. Developing communications sent to <i>coalition members</i>	1	2	3	4	5
74. Developing communications sent to <i>community partners</i>	1	2	3	4	5

For the following community assets, please indicate what was in place before your coalition started, what is in place as a result of your coalition's efforts (since your DFC grant started), and which assets are new accomplishments within the past year

Community Asset	In Place Before DFC Grant Started	In Place as a Result of DFC Coalition Efforts (Prior to the Past Year)	New Accomplishments in Place as a Result of DFC Coalition Efforts Within the Past Year	Not Applicable (Not in Place in Community)
1. Town hall meetings on substance use and prevention within the community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Culturally competent materials that educate the public about issues related to substance use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Social norms campaigns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Prescription drug disposal programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Substance use warning posters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Recognition programs for businesses that comply with local ordinances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Recognition programs for drug-free youth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Vendor/retailer compliance training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Billboards warning youth about/against substance use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Drugged driving prevention initiatives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Compliance checks: Tobacco	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Compliance checks: Alcohol	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Compliance checks: Marijuana	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Formalized school substance use policies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Responsible beverage server training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Prescription monitoring program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Social host laws	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Community Asset	In Place Before DFC Grant Started	In Place as a Result of DFC Coalition Efforts (Prior to the Past Year)	New Accomplishments in Place as a Result of DFC Coalition Efforts Within the Past Year	Not Applicable (Not in Place in Community)
18. Media literacy training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Alcohol restrictions at community events	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Party patrols	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Secret shopper programs for alcohol outlets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Ordinances on teen parties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Optional Items TBD (up to 10 annually)				
23. to 32. Optional items 1 through 10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>