PREVENTION STAFF HANDBOOK

SFY 2021-22

pennsylvania
DEPARTMENT OF DRUG AND
ALCOHOL PROGRAMS

Prevention Staff Handbook

Guide to Important Information and Tasks

Contents

Preface

We all wear a lot of hats in prevention. We're all doing so much, and it can be hard to find time to slow down and really document the important pieces of the work that we do. This can leave us unprepared when one or all of the hats we wear need to be transitioned to someone else.

When a new prevention staff person comes on board at your agency, they may be asking themselves:

- What exactly am I supposed to be doing?
- Where should I start?
- What really is this thing called prevention?

This handbook has been designed to help outline important resources and information for new prevention staff. It also outlines a number of important tasks that may need to be completed throughout the year. The handbook is designed to be customized by each agency/organization. It includes a list of many possible resources, tasks, etc. This document is NOT intended to be a list of everything that every person/organization should do.

In the Important Tasks by Month section you would need to outline the items relevant to your agency/position. Examples of some common tasks, events, etc. have been provided. The calendar provided is for SFY 21/22, and would need to be updated annually.

The goal is for this handbook to be a starting point that you can work from to outline the important information relevant to your agency/organization.

Please note that this document includes links to a variety of websites/resources. Inclusion of those websites and resources should not be considered an endorsement of the content on those sites.

Getting Started

If you're new to your prevention role/position, there are a number of important things you'll need to know as you're getting started. Below are important documents, websites, partners, etc. that you'll want to get familiar with.

Acronyms

As you begin to review documents, attend meetings, learn requirements, etc. you'll come across a wide variety of acronyms. Below is a list of common acronyms you may encounter.

- ATOD – Alcohol, Tobacco and Other Drugs
- BRFSS – Behavioral Risk Factor Surveillance System
- CADCA - Community Anti-Drug Coalitions of America
- CPA – Commonwealth Prevention Alliance
- CSAP – Center for Substance Abuse Prevention
- CTC – Communities that Care
- DDAP – Department of Drug & Alcohol Programs
- DFC – Drug Free Communities
- DOH – Department of Health
- EBP – Evidence Based Program
- EPISCenter – Penn State Evidence-Based Prevention & Intervention Support Center
- FASD – Fetal Alcohol Spectrum Disorders
- IOM – Institute of Medicine
- IRETA – Institute for Research, Education and Training in Addictions
- NIAAA – National Institute on Alcohol Abuse and Alcoholism
- NIDA – National Institute on Drug Abuse
- NSDUH – National Survey on Drug Use and Health
- OJJDP – Office of Juvenile Justice and Delinquency Prevention
- OMHSAS – Office of Mental Health and Substance Abuse Services
- ONDCP – Office of National Drug Control Policy
- PACDAA – Pennsylvania Association of County Drug and Alcohol Administrators
- PASAP – Pennsylvania Association of Student Assistance Professionals
- PAYS – Pennsylvania Youth Survey
- PBIS – Positive Behavior Interventions & Supports
- PCAC – Prevention Coalition Advisory Council of PA
- PCCD – Pennsylvania Commission on Crime and Delinquency
- PDE – Pennsylvania Department of Education
- PLCB – Pennsylvania Liquor Control Board
- PNSAS – PA Network for Student Assistance Services
- PPDA – Prevention Provider Directors Association
- PTTC – Prevention Technology Transfer Center
- RPC – Regional Primary Contractor
- SABG – Substance Abuse Block Grant

- SAMHSA – Substance Abuse and Mental Health Services Administration
- SAP – Student Assistance Program
- SAPST – Substance Abuse Prevention Skills Training
- SCA – Single County Authority
- SDS – Social Development Strategy
- SEL – Social Emotional Learning
- SPF – Strategic Prevention Framework
- SUD – Substance Use Disorder
- TMS – Training Management System
- UCR – Uniform Crime Report
- YRBS – Youth Risk Behavior Survey
- YTS – Youth Tobacco Survey

Documents to Know

Below are several important documents you should be familiar with.

- [DDAP Prevention Manual](#)
- [DDAP Prevention Coding Guide](#)
- [DDAP Prevention Program Listing](#)
- Contracts with providers or other consultants/agencies – These contracts outline the deliverables and programs or services that organizations or consultants you are funding are expected to complete. These are key documents to review in detail.
- Contract with funding agency – If you are a provider agency who contracts with an SCA or other funder, it is important to read through the contract you have with that agency to understand what they expect you to do.
- SCA Needs Assessment (Phase A-D)
- SCA Resource Assessment (Phase E)
- SCA Plan (Phase F)
- Agency Plan/Needs Assessment
- Agency Annual Report
- Agency policies and procedures
- Grant applications

Websites to Know

Below are several important websites you should be familiar with.

- [PA Department of Drug & Alcohol Programs](#)
- [PA WITS](#) (DDAP Treatment & Prevention Data System)
- [PA WITS Training Resources](#)
- [DDAP Training Management System](#)
- [PTTC](#) (SAMHSA prevention training and technical assistance network)
- [PA Commission on Crime & Delinquency](#)
- [Penn State EPISCenter](#)
- [PA Department of Education Office for Safe Schools](#)

- [PA Network for Student Assistance Services](#)
- [Commonwealth Prevention Alliance](#) (CPA)
- CPA [PASTOP](#) Campaign and [PASTART](#) Campaign
- [PA Liquor Control Board](#)
- [PA DUI Association](#)
- [PA Department of Health Office of Medical Marijuana](#)
- [PA Department of Health Prescription Drug Monitoring Program](#)
- [PA Department of Health Division of Tobacco Prevention and Control](#)
- [PA Counterdrug Joint Task Force Drug Demand Reduction Outreach program](#)
- [Council on Compulsive Gambling of Pennsylvania](#)
- [National Council on Problem Gambling](#)
- [Substance Abuse and Mental Health Services Administration](#) (SAMHSA)
- [Drug Enforcement Administration](#) (DEA)
- [National Institute on Drug Abuse](#) (NIDA)
- [Community Anti-Drug Coalitions of America](#) (CADCA)
- [Institute for Research, Education and Training in Addictions](#) (IRETA)
- [CDC Fetal Alcohol Spectrum Disorders Homepage](#)
- [ADDICTIONary](#) (comprehensive glossary of key terms concerning addiction and recovery)
- School districts' websites
- Coalition/provider's websites
- Websites that provide information/insight into street drug names, trends within current drug using culture, etc. such as [The Urban Dictionary](#) or [Erowid](#) (caution: pro-drug website).
- [Streetdrugs.org](#)
- Lists of risk and protective factors such as:
  - [Communities the Care](#)
  - [Adverse Childhood Experiences](#)
  - [40 Developmental Assets](#)
- Prevention program registries such as:
  - [Blueprints for Healthy Youth Development](#)
  - [OJJDP Model Program Guide](#)
  - [What Works Clearinghouse](#)
  - [Results First Clearinghouse](#)
  - [CASEL Program Guide](#)
  - [CollegeAIM](#)—the College Alcohol Intervention Matrix
  - [The Community Guide](#)
- Prevention best practice resources:
  - [School Based Primary Prevention Video Series](#) (see videos 3.1, 3.2, 3.3)
  - [SAMHSA Selecting Best-Fit Programs and Practices](#)
  - [Preventing Drug Use among Children and Adolescents](#)
  - [Unleashing the Power of Prevention](#)
  - [The Surgeon General's Report on Alcohol, Drugs, and Health](#)
  - [Principles of Substance Abuse Prevention for Early Childhood](#)
  - [National Academies of Science: Fostering Healthy Mental, Emotional, and Behavioral Development in Children and Youth: A National Agenda](#)

Data Sources to Know

PA Youth Survey (PAYS) – A key source of school district, county and state level data on youth in grades 6, 8, 10 and 12. PAYS data is important for informing prevention planning and includes data on risk and protective factors that can't be found from other sources. Some of the resources you can find on the PAYS website include:

- County and state level reports (school district reports are not publicly available and would need to be requested from the school)
- Guide for using your PAYS data (includes information and tools to help analyze PAYS data and put the data into action)
- Maps of past participation in PAYS by school districts
- Special Report Order Form
- Resources/materials to assist with school recruitment and survey administration

Student Assistance Program (SAP) Data – Can find school, county and state level SAP data from the sources below:

- SAP Joint Quarterly Reporting System
- SAP PDE 4092 Reporting System (to view school SAP reports)

Data Dashboards (dashboards and other sites that display data from multiple sources)

- DDAP's Behavioral Health Data Dashboards
- PA Opioid Data Dashboard
- Substance Use Disorder Stigma Data Dashboard
- Department of Health's Enterprise Data Dissemination Informatics Exchange (EDDIE) – Includes data on births, deaths and data from Behavioral Risk Factor Surveillance System (BRFSS)
- Open Data Pennsylvania
- Center for Rural Pennsylvania (county, municipal and school district data for all counties)

Other Important Data Sources

- National Survey on Drug Use and Health (national, state and regional data)
- Monitoring the Future (national data only)
- Youth Risk Behavior Surveillance System (national and state data)
- PennDOT Crash Data (can find data on drug and alcohol related crashes)
- PA Uniform Crime Reporting System (can find data on drug and alcohol related arrests)
- PA Department of Education Safe Schools Online Report
- PA State Data Center dashboards of U.S. Census Bureau data

People/Partners to Know

It's important to know who your key stakeholders are. The first stakeholders you should get to know and meet with are the ones closest to you – the staff at your agency and the organizations you contract with. If there are other staff in your agency working on prevention, you should meet with them to learn more about what they do and the program/services they may be implementing. If your agency contracts with providers who implement prevention services, it's important to meet with each of them to learn about all of the programs and services they provide as part of your contract as well as other work they are doing.

Once you've gotten to know your internal stakeholders, it's important to learn more about your external stakeholders. Other stakeholders in prevention come from a wide variety of community sectors. Stakeholder groups include, but are not limited to: youth, parents, schools, businesses, healthcare, youth serving organizations, law enforcement/criminal justice, faith-based organizations, coalitions, civic/fraternal/volunteer groups, media, and state/local government. Reference the SCA's resource assessment (Phase E) for information about other agencies and organizations that are providing programs or services to address the SCA's prevention priorities.

As you begin to reach out to external stakeholders, you may want to begin with those you're likely to be most closely involved with. For example, if you are doing a number of school-based prevention programs, then reaching out to the schools you serve will be important. Certain county or community workgroups, taskforces, coalitions, etc. may be valuable opportunities to engage with numerous stakeholders in one place.

Key partners in tobacco prevention and control are the Department of Health's Regional Primary Contractors (RPCs). Collaboration with RPCs is important to avoid duplication of services when working on tobacco/vaping related prevention and cessation efforts. RPCs also lead coalitions in their regions, which you may want to connect with.

Important Partners			
Agency/Organization	Contact Person	Email	Phone

Skills to Build

Ongoing professional development is a key part of being successful in your position. Below are some areas you may want to look for training in:

- Office Products
- Grant Writing
- Evaluation
- Needs Assessment
- Collecting/Analyzing Data
- Public Speaking/Presentation Skills

You may also want to consider becoming a Certified Prevention Specialist. Visit the PA Certification Board website for more information. Even if you're not seeking certification, you can expand your professional development by seeking out training/information in the domains below. Check out the CPS Candidate Guide to learn more about these domains.

- Planning and Evaluation
- Prevention Education and Service Delivery
- Communication
- Community Organization
- Public Policy and Environmental Change
- Professional Growth and Responsibility

Stay Informed

Signup for or subscribe to relevant listservs. Examples include:

- DDAP Listserv - To be added to DDAP's listserv and receive updates from the department, please email RA-DAPressOffice@pa.gov with your name(s), organization, and email address(es). Please include "Listserv" in the subject line.
- PCCD Grant Opportunity Notifications
- PLCB Grant Distribution List – Email ra-lbeducation@pa.gov to be added.
- EPIS Email List – Stay up to date on funding opportunities, training events, and other important news from EPIS. See link to join email list on homepage.
- Commonwealth Prevention Alliance Listserv – Register for an account to receive correspondence from CPA and register for or renew CPA memberships and conference events.
- PTTCPOST – monthly eNewsletter for the PTTC Network (includes training and webinar opportunities)
- The Dialogue – Central East Region PTTC eNewsletter
- The Brief Addiction Science Information Source (BASIS) – Provides summary of current research related to substance use and problem gambling. Click subscribe button on homepage.
- Council on Compulsive Gambling of Pennsylvania Newsletter – Click "get news and event updates" on homepage.
- Coalitions Online – CADCA e-newsletter
- SAMHSA Listserv – For updates on events, webinars, funding opportunities and new publication releases.

Agency Funding Sources

On this page, list the key sources of funding that your agency receives for prevention.

Funding Source	Type of Funding/Description	Grant Start/End Date (if applicable)

Important Tasks by Month

Outlined below are important tasks, meetings, conferences, events, due dates, etc. that occur throughout the year. **[*You should customize each month to outline the items relevant to your agency/position. Examples of some common tasks, events, etc. have been provided. The calendar below is for SFY 20/21, and would need to be updated annually. Examples of events have been entered into the calendar. Other examples of awareness days, weeks, etc. that could be added to the calendar appear in the events/meetings/trainings box for each month.*]**

General Tasks

Below are important tasks you will need to complete throughout the year. [*This section can be used to outline on-going tasks or tasks that aren't specific to a certain period of time. Below are tasks that vary greatly in when they occur. You may want to move some of these items to the months they take place for your agency/organization.*]

Training

- Conduct training needs assessment of staff and providers
- Develop training/professional development plan for self, staff or providers
- Implement training for providers and staff
- Complete required DDAP training as outlined in the DDAP Prevention Manual

Meetings

- Coordinate or attend quarterly prevention provider/staff meetings (DDAP requires that SCAs hold quarterly prevention meetings with staff or providers)
- Coordinate or attend SAP County Coordination/District Council meetings
- Attend CPA/CTC regional meetings

Other Important Tasks

- Find out when SCA conducts provider monitoring and what you will need to do/prepare for the monitoring.

July

PLANNING/PREP
- Plan for FASD Awareness Month in Sept   - Plan for Recovery Month in Sept   - Prepare files/folders for SAP (e.g. gather forms)   - Set dates for SAP County Coordination/District Council meetings   - Follow-up with schools about signing SAP Letter of Agreement   - Make calendar of awareness days/weeks/months you will be participating in or promoting for the year   - Meet with schools to prep for the school year and discuss details of program/service implementation

EVENTS/MEETINGS/TRAININGS
- CADCA Mid-Year Training Institute   - National Council on Problem Gambling Annual Conference   - National Minority Mental Health Awareness Month   - Provide needed trainings for agency and/or provider staff

REPORTS/DUE DATES
- Complete annual report   - PCCD quarterly grant reporting due   - SAP quarterly report due 7/30   - Enter all prevention data in WITS for prior SFY by 7/31

OTHER
- Complete year end evaluation   - In odd years continue outreach efforts to schools to participate in PA Youth Survey in the fall   - Provider or agency staff should check that all programs they will be implementing have been included in SCA's plan in WITS data system

July 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 National Minority Mental Health Awareness Month	2	3
4	5	6	7	8	9	10
11 CADCA Mid-Year Training Institute July 11-15	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30 SAP Quarterly Report Due	31 Due date for entry of SFY 20/21 prevention services in WITS

August

PLANNING/PREP
• Prepare for all school-based programming to begin in fall (including SAP) • Review annual schedule as part of preparation for new school year • Order supplies • Plan for FASD Awareness Month and Recovery Month in Sept. • Prepare for school orientations and open houses • Prepare and submit ads to include in fall sports booster publications such as Football Guides • Identify community events you plan to attend during the month

EVENTS/MEETINGS/TRAININGS
• National Night Out • Overdose Awareness Day • Back to School Nights/ School Orientations/ School Open Houses • Provide needed trainings for agency and/or provider staff • CPA/CTC Regional Meetings (check CPA website for dates) • National Prevention Network Conference

REPORTS/DUE DATES
• Correct services for prior SFY showing on WITS data entry error report that are truly errors by 8/15 • Year-End SCA Fiscal Report due to DDAP on 8/31 (program staff may assist in providing information needed for report)

OTHER
• In odd years continue outreach efforts to schools to participate in PA Youth Survey in the fall • Build community relationships • Update resource guides

August 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 National Night Out	4	5	6	7
8	9	10	11	12	13	14
15 WITS data entry error corrections for prior SFY due	16	17	18	19	20	21
22	23	24 NPN Conference Aug 24-26	25	26	27	28
29	30	31 Overdose Awareness Day				

September

PLANNING/PREP
- Planning for Red Ribbon Week   - Meeting with school superintendents or other school staff to plan services and provide updates/information   - Plan activities for awareness days/weeks/months throughout the year   - Review guidelines, requirements, manuals, expectations, etc. with staff   - Conduct training needs assessment   - Plan/coordinate trainings for Fall

EVENTS/MEETINGS/TRAININGS
- FASD Awareness Month   - National Recovery Month   - Suicide Prevention Month   - National Family Day   - Provide needed trainings for agency and/or provider staff   *Fall is a time for numerous health fairs, community events, expos, etc.

REPORTS/DUE DATES

OTHER
- Implement 2 FASD awareness activities per DDAP requirement for SCAs   - Get school-based groups/programs started   - Check in with schools and staff to see if programming has successfully gotten up and running   - Update resource guides   - Assist with PAYS administration in schools (odd years only). PAYS administration runs from Sept – Nov.

Special Note: September can be one of the busiest months of the year.

September 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Start of FASD Awareness, Suicide Prevention, and Recovery Month	2	3	4
5	6	7	8	9 International FASD Awareness Day	10 World Suicide Prevention Day	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26 National Family Day	27	28	29	30		

October

PLANNING/PREP
• Plan activities for Veterans Day

EVENTS/MEETINGS/TRAININGS
• Red Ribbon Week • National Substance Abuse Prevention Month • National Bullying Prevention Month • National Depression and Mental Health Screening Month • World Mental Health Day • DEA Prescription Drug Take Back Day • American Public Health Association (APHA) Annual Meeting

REPORTS/DUE DATES
• PCCD quarterly grant reporting due • SAP quarterly report due 10/30 • SAP Letters of Agreement between SAP provider and school district must be completed/signed by 10/31

OTHER
• Assist with PAYS administration in schools (odd years only). PAYS administration runs from Sept – Nov.

October 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Start of Substance Abuse Prevention, Bullying Prevention and Depression and MH Screening Month	2
3	4	5	6	7	8	9
10 World Mental Health Day	11	12	13	14	15	16
17	18	19	20	21	22	23 Red Ribbon Week Begins APHA Annual Mtg Oct 23-27
24	25	26	27	28	29	30 SAP Quarterly Report Due
31 Red Ribbon Week Ends						

November

PLANNING/PREP
• Planning for holiday campaigns (e.g. DUI prevention campaigns)

EVENTS/MEETINGS/TRAININGS
• Great American Smokeout • Veterans Day • CPA/CTC Regional Meetings (check CPA website for dates) • PA DUI Association Annual Meeting (https://padui.org/)

REPORTS/DUE DATES
• Quarter 1 SCA Fiscal Report due to DDAP on 11/19 (program staff may assist in providing information needed for report)

OTHER
• Assist with PAYS administration in schools (odd years only). PAYS administration runs from Sept – Nov.

November 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11 Veterans Day	12	13
14	15	16	17	18 Great American Smokeout	19	20
21	22	23	24	25	26	27
28	29	30				

December

PLANNING/PREP

- Begin planning contracts with provider or other organizations for following state fiscal year
- Find out how school buildings handle closings and delays
  - Determine process for being notified of or checking for delays/closings
  - Will you be able to make up lessons missed due to delay/closing?
- Register for CADCA National Leadership Forum

EVENTS/MEETINGS/TRAININGS

- National Impaired Driving Prevention Month

REPORTS/DUE DATES

-

OTHER

- Gather paperwork on fall groups that are ending
- Dissemination of problem gambling prevention messaging related to not purchasing lottery tickets for youth (see NCPG website for Lottery Holiday Responsible Gambling Campaign materials)
- Dissemination of information on surviving the holidays or hope for the holidays
- Dissemination of information about paying closer attention to alcohol in home

*This can be a difficult time of year to schedule meetings or other events/activities.

Special Note: December can be a great time to **Take a Break!**

December 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Start of National Impaired Driving Prevention Month	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January

PLANNING/PREP	EVENTS/MEETINGS/TRAININGS
- Begin planning for contracts for next state fiscal year - Meet with schools/superintendents to begin planning for next school year - Meet with staff or providers to start thinking about the next fiscal year, assess what is working well, what isn't and what should be changed - Conduct training needs assessment - Plan/coordinate trainings for Spring	National Birth Defects Prevention Month

REPORTS/DUE DATES	OTHER
- PCCD quarterly grant reporting due - SAP quarterly report due 1/30 - Mid-year reports may be completed	- Conduct provider monitoring - Review status of programs (are goals/projected amounts being reached) – this may be done quarterly - Sign up to receive PCCD grant funding announcements - Check status on compliance with DDAP prevention requirements via WITS Report: "Prevention_Services_DDAP_Requirement_Compliance_SCA" - Drug Free Communities Grants may be announced from SAMHSA

Special Note: January may be a good month for gambling prevention programs.

January 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 Start of National Birth Defects Prevention Month
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30 SAP Quarterly Report Due	31					

February

PLANNING/PREP

- Plan summer programming – need to get on schedules of partner organizations
- Begin assessing what funds are underspent and plan what to change to address in the 4th quarter
- Meet/communicate with schools to get on schedule for next school year and to ensure they include anything needed in their budget for next school year
- Determine training that may be needed if doing new programs the next state fiscal year

EVENTS/MEETINGS/TRAININGS

- CPA/CTC Regional Meetings (check CPA website for dates)
- CADCA National Leadership Forum
- SAMHSA Prevention Day
- PASAP Conference
- Children of Alcoholics Awareness Week

REPORTS/DUE DATES

- Quarter 2 (midyear) SCA Fiscal Report due to DDAP on 2/28 (program staff may assist in providing information needed for report)

OTHER

- Be on the lookout for potential PCCD grant funding announcements
- Other grants often announced in February
- Remind providers and staff about training requirements (DDAP training requirements found in DDAP Prevention Manual)

February 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13 COA Awareness Week Begins	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March

PLANNING/PREP
•

EVENTS/MEETINGS/TRAININGS
• Problem Gambling Awareness Month • Kick Butts Day • National Drug and Alcohol Facts Week • National Inhalants & Poisons Awareness Week (NIPAW) • Registration open for CPA Conference • Council on Compulsive Gambling of PA Statewide East and West Conferences

REPORTS/DUE DATES
• Midyear SCA Fiscal Report due to DDAP (program staff may assist in providing information needed for report)

OTHER
• Develop contracts with provider agencies for next state fiscal year

March 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Start of Problem Gambling Awareness Month	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21 Start of National Inhalants & Poisons Awareness Week	22	23	24	25	26
27	28 Start of National Drug & Alcohol Facts Week	29	30	31		

April

PLANNING/PREP

- Look at status of school-based programs after winter, assess impact of school closings/delays, and determine if can adjust to get programs complete before end of school year
- Plan/prepare for prom and graduation season
- Finalize summer programming plans

EVENTS/MEETINGS/TRAININGS

- Alcohol Awareness Month
- DEA Prescription Drug Take Back Day
- Stress Awareness Month
- National Public Health Week
- National Minority Health Month

REPORTS/DUE DATES

- PCCD quarterly grant reporting due
- SAP quarterly report due 4/30

OTHER

- Start entering prevention plans into WITS
- Develop contracts with provider agencies for next state fiscal year
- PAYS school and county reports become available (in even years)
- In odd years begin outreach efforts to schools to participate in PA Youth Survey in the fall. (Letters are sent to superintendents or school administrators about registering for the PAYS by 4/30.)

*PSSA testing happens in schools in April, so this can be a difficult month to get into schools to do programming.

April 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Start of Alcohol Awareness, Stress Awareness and Minority Health Month	2
3	4 National Public Health Week Begins	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30 SAP Quarterly Report Due

May

PLANNING/PREP

- Finalize schedules with schools for the next school year
- Get updates on amount of unspent funding for the state fiscal year and adjust plans accordingly
- Prep for completing state fiscal year end annual reports and evaluation reports
- Prepare SAP Letters of Agreement with each school district

EVENTS/MEETINGS/TRAININGS

- National Prevention Week
- Mental Health Awareness Month/Day
- World No Tobacco Day
- CPA/CTC Regional Meetings (check CPA website for dates)
- Events related to proms and graduations

REPORTS/DUE DATES

- Quarter 3 SCA Fiscal Report due to DDAP on 5/13 (program staff may assist in providing information needed for report)

OTHER

- Continue entering prevention plans into WITS
- In odd years continue outreach efforts to schools to participate in PA Youth Survey in the fall.
- Check status of completion of deliverables in plans or contracts
- Check status on compliance with DDAP prevention requirements via WITS Report: "Prevention_Services_DDAP_Requirement_Compliance_SCA"
- Get feedback from schools and other partners on how programs have gone (part of process evaluation)

May 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Start of Mental Health Awareness Month	2	3	4	5	6	7
8 National Prevention Week Begins	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31 World No Tobacco Day				

June

PLANNING/PREP
• Summer can provide an opportunity for long-term planning • Summer can provide time for cleaning, organizing, inventorying • Summer begins the season of various community events – plan role/participation in any relevant events

EVENTS/MEETINGS/TRAININGS
• Commonwealth Prevention Alliance Conference • Student Safety Month • Events related to graduations

REPORTS/DUE DATES
• Enter prevention plans into WITS by 6/1

OTHER
• School year program/service wrap-up/close-out/follow-up • Summer programming begins • Review new PAYS data (even years) • PAYS Statewide Report becomes available • In odd years continue outreach efforts to schools to participate in PA Youth Survey in the fall • Ensure contracts for the next state fiscal year are complete • Evaluate how the year went and continue development of evaluation reports

Special Note: As the year comes to a close take time to **Celebrate Successes!**

June 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Start of Student Safety Month	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		