**Prevention Services Strategic Planning Meeting**

**August 8, 2012**

**Attendees:** *Ebynn Hanna, William Hickman, Megan Holland, Darlene Hopping, Jonathan Lewis, Gwen Love, Tiffanie Markham,*

*Danielle Tolson, Nat Willis.*

The meeting began at 9:00 AM at Williston Elementary School.

We started our meeting by deciding on a Problem Statement and developing a Goal. We then discussed and decided on the Objectives, the Long, Intermediate and short Outcomes. The discussion and decisions follows, along with the Challenges:

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| **Problem Statement:**  We want to improve the quality of services provided in our communities in order to maintain funding and certification. | | |
|  | | |
| **Goal :**  To Work as a team to help CDS in their overall strategic plan. | | **Long Term Outcome:**  Improved implementation of the CDS strategic plan |
| **Objectives** | **Short term Outcomes (change in local contributing factor)**  **3 to 12 months** | **Intermediate Outcomes**  **(change in intervening variable/risk factor)**  **12 to 18 months** |
| Increase/ Maximize prevention services | Create new partnerships with community agencies through coalitions and schools | Increase and maintain new partnerships with community agencies through coalitions and schools |
| Improve documentation | Improve timeliness of documentations submissions | Improve quality of documentation so that it is easier to be processed by data personnel |
| Extend Outreach | Introduce social media into our work | Participate in more community outreach events (meetings, school events, etc.) |

**Objective -** \_\_\_\_\_ Increase/ Maximize prevention services\_\_\_\_\_\_\_

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| **Implementing Agency/Organization** | **Strategy** | **Key Action Steps** | **Implementation timeframe**  Mm/yy to mm/yy | **Expected Total Cost** |
|  | **Welcome Letter** | 1. **Address sponsoring partners from CDS and the County Coalitions** |  |  |
|  | **Continued Contact** | 1. **Maintain bonds with partners to ensure continued participation** |  |  |

**Objective -** \_\_\_\_Improve Documentation\_\_\_\_\_\_\_

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| **Implementing Agency/Organization** | **Strategy** | **Key Action Steps** | **Implementation timeframe**  Mm/yy to mm/yy | **Expected Total Cost** |
|  | **Submit documents on time** | 1. **Submit forms every Monday** 2. **Utilize online submission option (Dropbox, email, fax, etc.)** |  |  |
|  | **Improve quality of documentation** | 1. **Identify ideal documentation format** 2. **Create template to standardize submissions.** |  |  |

**Objective -** \_\_\_\_\_\_Extend Outreach\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- |
| **Implementing Agency/Organization** | **Strategy** | **Key Action Steps** | **Implementation timeframe**  Mm/yy to mm/yy | **Expected Total Cost** |
|  | **Strengthen brands** | 1. **Inform community of name change** 2. **Inform people about the services provided by CDS and other affiliated agencies** |  |  |
|  | **Increase participation** | 1. **Make partners aware of the services and programs offered by CDS** 2. **Attend other partners’ meetings that provide opportunity for increased promotion of CDS** |  |  |
|  | **Red Ribbon Week** | 1. **Promote events organized by CDS partners in grocery stores, libraries, and other local places.** |  |  |

**Challenges**

1. Computer/ Technology Glitches
2. Purchase system time to reimbursement
3. Resistance to Technology Evolutions