

FY 2021 IMPACT Brief Guidance

Indirect Service Time

Direct Service Time

Administrative Time

Volunteer Service Time

Service Codes

October 2020

**South Carolina Department of Alcohol and
Other Drug Abuse Services**

Division of Prevention & Intervention Services



Usage of IMPACT to Track Staff and Volunteer Hours*

Direct	Indirect	Administrative
<ul style="list-style-type: none"> • Face to Face service time with the audience; time spent delivering services to audiences. <ul style="list-style-type: none"> ○ Time spent attending meetings, trainings, conferences, etc. would not be direct time, and may not be indirect time if the activity attended does not have a direct relationship to program goal and objectives outcomes. • <i>Service duration=direct time (if you spend 1 hour teaching an All-Stars class, the service duration would be 1 hour and your direct time would be 1 hour).</i> <ul style="list-style-type: none"> ○ The travel time, preparation time, etc. would be indirect and not a part of the service duration. • Use an implementation service code to record direct time. 	<ul style="list-style-type: none"> • Planning/consultation for implementation of programs/strategies • Evaluation of programs/strategies • Travel involved with delivery of programs/strategies • Marketing/Recruiting for implementation of programs/strategies • Assisting another staff member with preparation for implementing programs/strategies • It is allowable to use a planning service code (P-code) only to record indirect service time only; in those instances service duration=the total indirect service time. • Implementation service codes must be used to record entries that contain both direct and indirect service time. 	<ul style="list-style-type: none"> • SCAPPA Supervision • SCAPPA Certification • SCAPPA Leadership • CARF related functions • Internal Meetings • Leave <ul style="list-style-type: none"> ○ Annual leave ○ Sick leave ○ Jury Duty ○ Leave Without Pay • Other <ul style="list-style-type: none"> ○ Agency Assigned duties not related to the implementation of Prevention Services ○ Professional development (trainings not related to a specific program/strategy) <p style="text-align: center;"><i>*Do not enter Administrative hours for volunteers.</i></p>

*****The IMPACT system is not intended to be a timesheet program. However, prevention professionals should reflect the vast majority of time spent by staff and volunteers implementing programs and strategies to the citizens of South Carolina.***

Usage of Implementation and Planning Service Codes

Planning Service Codes	Implementation Service Codes
Record only indirect service time under planning service codes.	Entries should reflect direct and indirect time for all staff and volunteers that worked on the implementation of the service
Do not enter 'Service Counts' and 'Demographics' information under planning service codes.	Don't forget to enter time for each volunteer. For example, if Sunny county Sheriff's Department spent two hours conducting tobacco compliance checks and there were two teams of two officers, the total amount of direct hours entered under each Sunny County Sheriff's Deputy would be 2 hours but you would need to have deputy 1, 2, 3 and 4 to capture the time accurately.
'Service Location' should reflect the place that the service will be conducted at once it is completed.	'Service Population' should reflect the population is impacted by the service.
	'Service Location' should reflect the place that the service is conducted/impacted by the implementation of the service.
	'Service Counts' and 'Demographics' are required for all implementation service codes.
	Remember that service codes are linked to the identified program.
	Provide a brief but adequate 'Activity Description': For example if you conducted Session 6 of All Stars at Shay Day School, activity description should not read, "Shay Day School".

Usage of the IMPACT Capacity (a.k.a. Coalition) Module

Use of the capacity module is required to capture indirect and direct service hours performed by volunteers under specific programs for your organization. More specifically, use of the Capacity module allows users to:

- Track time for volunteers, coalition meeting attendance, sub-committee meetings and handouts (minutes, agendas, etc.)
 - All volunteers should be registered in this module to include Synar youth/adults, law enforcement partners, compliance check youth, coalition partners, other agency volunteers, etc.
- Register members as Business/organizations and individual members

Section Title	Capacity Module Guidance
Manage Coalitions	Coalitions created in this section will be linkable to both Business/Partner Members as well as Individual Members. To create a Coalition, simply provide a unique title for the Coalition and a Description. You will also add Contact information for the Coalition. It is suggested that this contact be the chairperson of the coalition. Don't forget to "save". Update this information whenever it changes.
Managing Business/Partner Members	All Businesses and or Partner Organizations that comprise your Coalition should be entered in this section. You may link each Member to a Coalition, if applicable. In addition to your Business/Partner Name, you will select the Sector represented by the Business/Partner. You will add at least one Contact for each Business/Partner. It is suggested this be the highest official for that agency/partner. For example, Sheriff, Executive Director, President, etc. Don't forget to "save".
Manage Individual Members	<p>All individuals that comprise your Coalition should be entered in this section. You may link each Member to a Coalition, if applicable. In addition to the Name, you will select the Sector represented by the Member. This is where you should enter any Parents or Youth that may actively participate in your Coalition. Any members entered in this section will be able to be added to Subcommittees or as Meeting Attendees in "Manage Subcommittees" and "Organization Meetings", respectively.</p> <p>You do not have to put individual names into the system if you want to track hours by "groups". For example, Synar youth volunteers, generic law enforcement officers, etc.</p>

Section Title	Capacity Module Guidance
	<p>In order for the “names” to show up in the volunteer time section of the single service data entry point, volunteers should be entered in this section. See example below:</p> <ul style="list-style-type: none"> • Update Individual Member: • Organization: Choose from drop down menu • Link to Coalition: Choose from drop down menu (coalitions should be previously entered- see above) • First Name: Synar 15 or (Officer 1) or (CC UCI 16) • Last Name: Male or (Sunny County SO) or (Male) • Status: Active • Sector: Choose from dropdown menu “Youth” • Address: You can use your agency information • Phone Number: You can use your number • Email: You can use your email • Don’t forget to “Save” <p>This process can be repeated for compliance check UCIs, groups of officers from law enforcement departments, Synar Adult volunteers, etc.</p>
Managing Subcommittees	<p>“Manage Subcommittees” allows you to keep track of all of your “Subcommittees”. Create subcommittees, subgroups, task forces from the “Business/Partner and Individual Members” as well as your “Staff Members”. Any “Subcommittees” added will be available for selection under attendance in “Organization Meetings”.</p>
Organization Meetings	<p>The Organization Meeting section of IMPACT allows you to keep track of all meetings held by your Coalition. You can track attendance, store meeting artifacts such as agendas, meeting minutes, and/or handouts.</p>

Service Counts and Methods for IMPACT, by Strategy Type, Strategy Name, and Service Code

Strategy Type	Strategy Name	Service Code	Service Counts	Demographics	Notes Section
Alternatives	Recognition Activities	PAA01	Total number of participants	Demographics of participants	
Alternatives	Drug Free Events/Community Events	STA01	Total number of participants	Demographics of participants	
Alternatives	Planning Drug Free Events/Community Events	STA01P	NONE	NONE	
Alternatives	Community Center Events	STA04	Total number of participants	Demographics of participants	
Alternatives	Planning Community Center Events	STA04P	NONE	NONE	
Alternatives	Ropes Course/One Time Youth Leadership Event	STA07A	Total number of participants	Demographics of participants	
Alternatives	STA07P Planning Ropes Course One Time Youth Leaders	STA07AP	NONE	NONE	
Alternatives	Working with Youth Advisory Council/Board	STA08	Total number of participants	Demographics of participants	
Alternatives	Planning to work with Youth Advisory Council	STA08P	NONE	NONE	
Community-Based Process	Capacity Building	STC01AP	NONE	NONE	
Community-Based Process	Sustainability-grant writing	STC01BP	NONE	NONE	
Community-Based Process	Needs Assessment	STC02P	NONE	NONE	
Community-Based Process	Coalition Meetings	STC04	Total number of participants	Demographics of participants	

Strategy Type	Strategy Name	Service Code	Service Counts	Demographics	Notes Section
Community-Based Process	Coalition Planning	STC04P	NONE	NONE	
Community-Based Process	Conducting Training for Capacity Building	STC06	Total number of participants	Demographics of participants	
Community-Based Process	Planning to conducting Training for Capacity	STC06P	NONE	NONE	
Community-Based Process	Training Service	STC07	Total number of participants	Demographics of participants	
Community-Based Process	Providing Technical Assistance	STC08	Total number of participants	Demographics of participants	
Community-Based Process	Planning to provide Technical Assistance	STC08P	NONE	NONE	
Community-Based Process	Technical assistances	STC09	Total number of participants	Demographics of participants	
Community-Based Process	Systematic Planning	STC10	Total number of participants	Demographics of participants	
Community-Based Process	Strategic Planning	STC10P	NONE	NONE	
Education	Education Services for Adult Groups	STE03	Total number of participants	Demographics of participants	
Education	Education Services for Adult Groups	STE03P	NONE	NONE	
Education	Parenting Curricula	STE04	Total number of participants	Demographics of participants	
Education	Planning implementation Parenting Curricula	STE04P	NONE	NONE	

Strategy Type	Strategy Name	Service Code	Service Counts	Demographics	Notes Section
Education	Youth Curricula	STE06	Total number of participants	Demographics of participants	
Education	Planning implementation of Youth Curricula	STE06P	NONE	NONE	
Environmental	Providing External Environmental TA/Training	STV01	Total number of participants	Demographics of participants	
Environmental	Planning Providing Environmental Training	STV01P	NONE	NONE	
Environmental	Synar Study	STV02	Total number of stores visited	Demographics of clerk(s) in the demographic service information	
Environmental	Synar Planning	STV02P	NONE	NONE	
Environmental	Preventing Underage Alcoholic Beverage Sales	STV03			
Environmental	PREP	STV03A	Total number of participants	Demographics of participants	
Environmental	PREP Planning	STV03AP	NONE	NONE	
Environmental	Assisting retailers with reviewing policies	STV03B	Total number of participants	Demographics of participants	
Environmental	Assist retailers with reviewing policies	STV03BP	NONE	NONE	
Environmental	Source Investigations	STV03C	Total number of people contacted	Enter the demographics of the people contacted	

Strategy Type	Strategy Name	Service Code	Service Counts	Demographics	Notes Section
Environmental	Planning for source investigations	STV03CP	NONE	NONE	
Environmental	Working with schools to change ATOD Policies	STV04	Number of people affected by policy change	Demographics of population affected by policy change	In the "Description" field, state the all that apply: Type of policies changed or adopted, number of policies changed, etc.
Environmental	Planning with schools on ATOD Policies	STV04P	NONE	NONE	
Environmental	Prescription Drop Box Event	STV05	County population	Enter demographic information for the county population size	In the "Description" field, state all that apply: Number of new drop boxes made available to the public; Pounds of drugs collected on the specified date; Types of drugs collected
Environmental	Planning Prescription Drop Box Event	STV05P	NONE	NONE	
Environmental	Prescription Drug Deactivation System	STV05B	Total number of participants (# of people who receive bags)	Demographics of participants	
Environmental	Planning Prescription Drug Deactivation System	STV05BP	NONE	NONE	

Strategy Type	Strategy Name	Service Code	Service Counts	Demographics	Notes Section
Environmental	Prescription Drug Take Back Event	STV05C	Total number pounds collected	NONE	
Environmental	Planning Prescription Drug Take Back Event	STV05CP	NONE	NONE	
Environmental	Prescription Drug Storage	STV05D	Total number of storage devices distributed	Demographics of recipients	
Environmental	Planning Prescription Drug Storage	STV05DP	NONE	NONE	
Environmental	Town Hall Meetings	STV06	Total number of participants	Demographics of participants	
Environmental	Planning for town hall meetings	STV06P	NONE	NONE	
Environmental	Alcohol Compliance Checks	STV07	Number of stores visited (checks completed)	Demographics of clerk(s) under Demographic Service Information	In the "Description" field, state all that apply: Number/Type of violations written
Environmental	Planning for Alcohol Compliance Checks	STV07AP	NONE	NONE	
Environmental	Bar Checks/Fake ID Sweeps	STV07B	Number of bar citations written for checks / fake ID sweeps	Demographics of people that received citations	In the "Description" field, state all that apply: Number/Type of violations written
Environmental	Planning for Bar Checks/Fake ID Sweeps	STV07BP	NONE	NONE	

Strategy Type	Strategy Name	Service Code	Service Counts	Demographics	Notes Section
Environmental	Bar Checks/Retail Inspections	STV07C	Number of bar checks / retail inspections completed	Demographics of clerks/bar tenders under demographic section	In the "Description" field, state all that apply: Number/Type of violations written
Environmental	Planning for Bar Checks/Retail Inspections	STV07CP	NONE	NONE	
Environmental	Tobacco Compliance Checks	STV08	Number of stores visited (checks completed)	Demographics of clerk(s) under Demographic Service Information	In the "Description" field, state all that apply: Number/Type of violations written
Environmental	Planning Tobacco Compliance Checks	STV08P	NONE	NONE	
Environmental	Shoulder Tap Operations	STV09	Number of people approached	Demographics of people approached	In the "Description" field, state all that apply: Number of shoulder taps completed; Number/Type of violations written
Environmental	Planning Shoulder Tap Operations	STV09P	NONE	NONE	

Strategy Type	Strategy Name	Service Code	Service Counts	Demographics	Notes Section
Environmental	Implementing public policy efforts	STV11A	Number of people affected by policy change	Demographics of population affected by policy change	In the "Description" field, state the all that apply: Type of policies changed or adopted, number of policies changed, etc.
Environmental	Planning Public Policy Efforts	STV11AP	NONE	NONE	
Environmental	Implementing agency-specific policy efforts	STV11B	Number of people affected by policies changed or adopted	Demographics of population affected by policy change	In the "Description" field, state the all that apply: Number of policies changed or adopted; Type of policies changed or adopted
Environmental	Planning Agency-specific Policy Efforts	STV11BP	NONE	NONE	
Environmental	Public Safety Checkpoints	STV12A	Number of cars/drivers passing through the checkpoint	Demographics of drivers	In the "Description" field, state all that apply: Number of public safety checkpoints completed; Number/type of violations written; Area checkpoint was conducted
Environmental	Planning Public Safety Checkpoints	STV12AP	NONE	NONE	

Strategy Type	Strategy Name	Service Code	Service Counts	Demographics	Notes Section
Environmental	Controlled Party Dispersals	STV12B	Number of citations written	Demographics of people written citations	In the "Description" field, state all that apply: Number of controlled party dispersals completed; Number/type of violations written; area where patrol was conducted
Environmental	Planning controlled Party Patrols	STV12BP	NONE	NONE	
Environmental	Saturation Patrols	STV12C	Number of cars/drivers contacted during saturation patrol	Demographics of drivers	In the "Description" field, state all that apply: Number of saturation patrols completed; Number/Type of violations; Type written; area where patrol was conducted
Environmental	Planning Saturation Patrols	STV12CP	NONE	NONE	
Environmental	Public Event Alcohol Enforcement	STV12D	Number of citations written	Demographics of people written citations	In the "Description" field, state all that apply: Number of public events; Number/type of violations written;

Strategy Type	Strategy Name	Service Code	Service Counts	Demographics	Notes Section
Environmental	Planning enforcement alcohol restrictions	STV12DP	NONE	NONE	
Information Dissemination	Clearinghouse/Information Resource Center	STN01	Number of materials disseminated	Demographics of people receiving materials	In the "Description" field, state all that apply: Number and type of materials provided from the clearinghouse/information resource center (i.e. provided 3 parent booklets; 20 prescription drug prevention flyers)
Information Dissemination	Conducting the Health Fair/Community Event	STN02	Number of people participating in the event	Demographics of people receiving materials	In the "Description" field, state all that apply: Number and type of materials disseminated (i.e. distributed 200 marijuana prevention brochures; 100 parenting program brochures)
Information Dissemination	Planning for a Health Fair/Community Event	STN02P	NONE	NONE	

Strategy Type	Strategy Name	Service Code	Service Counts	Demographics	Notes Section
Information Dissemination	AET Casual Contacts	STN03	Total number of clerks or students contacted	Demographics of people contacted	Location of AET contacts, information provided, etc.
Information Dissemination	Planning for AET Casual Contacts	STN03P	NONE	NONE	
Information Dissemination	Printed Material Development	STN05A	NONE	NONE	
Information Dissemination	Planning Developing materials for media	STN05AP	NONE	NONE	
Information Dissemination	Printed Material Developments	STN05B	NONE	NONE	
Information Dissemination	Developing materials for community members	STN05BP	NONE	NONE	
Information Dissemination	Newsletter Development	STN07P	NONE	NONE	
Information Dissemination	Public Service Announcement (PSA) Development	STN08A	NONE	NONE	
Information Dissemination	Developing Media releases/media events	STN08AP	NONE	NONE	
Information Dissemination	Public Service Announcement PSA Development	STN08B	NONE	NONE	
Information Dissemination	Developing PSAs	STN08BP	NONE	NONE	
Information Dissemination	Resource Directory Development	STN09	NONE	NONE	
Information Dissemination	Planning resource Directory Development	STN09P	NONE	NONE	

Strategy Type	Strategy Name	Service Code	Service Counts	Demographics	Notes Section
Information Dissemination	Printed Material Dissemination	STN11	Number of materials disseminated	Demographics of people who received the material	In the "Description" field, state all that apply: Number and type of materials disseminated, and the methods used (i.e. posted 3 prescription drug overdose online news stories to the agency Facebook page; printed an underage drinking Op-ed in the Sunny Times Newspaper)
Information Dissemination	Newsletter Dissemination	STN13	Number of people receiving newsletter	Demographics of people who received the newsletter	In the "Description" field, state all that apply: Number and type of materials disseminated, and the methods used (i.e. emailed the monthly prevention newsletter)

Strategy Type	Strategy Name	Service Code	Service Counts	Demographics	Notes Section
Information Dissemination	PSA/media material dissemination	STN14	Number of people reached through airing of PSA	Demographics of people who viewed/heard/read PSA	In the "Description" field, state all that apply: Number and type of materials disseminated, and the methods used (i.e. First radio air date / first newspaper print date of the Power of Parents PSA)
Information Dissemination	Resource Directory Dissemination	STN15	Number of people receiving directory	Demographics of people receiving directory	In the "Description" field, state the type of resource directory disseminated
Information Dissemination	Media Campaigns Dissemination	STN16	Standard total readership of print newspapers, electronic newspapers, billboards, radio stations, etc.)	Demographics of readers/viewers, etc.	In the "Description" field, state all that apply: Number and type of materials disseminated, and the methods used (i.e. Message 1 of the Booze It and Lose It Campaign unveiled on 4 billboards)
Information Dissemination	Planning Media Campaign Development	STN16P	NONE	NONE	

Strategy Type	Strategy Name	Service Code	Service Counts	Demographics	Notes Section
Information Dissemination	Speaking Engagement	STN17A	Total number of participants	Demographics of participants	
Information Dissemination	Planning Speaking Engagements	STN17AP	NONE	NONE	
Information Dissemination	MADD Power of Parents/Youth	STN17B	Total number of participants	Demographics of participants	
Information Dissemination	Planning MADD Power of Parents/Youth	STN17BP	NONE	NONE	
Information Dissemination	Telephone Information Services	STN18	Number of people calling into hotline	Demographics of people calling into hotline	Information provided by people calling into the hotline
Information Dissemination	Social Media Information Services	STN19	Total number reached	NONE	
Information Dissemination	Planning Social Media Information Services	STN19P	NONE	NONE	
Problem Identification and Referral	Employee Assistance Programs	STP01	Total number of participants	Demographics of participants	
Problem Identification and Referral	Planning Employee Assistance Programs	STP01P	NONE	NONE	
Problem Identification and Referral	Tobacco Education Program (TEP)	STP03	Total number of participants	Demographics of participants	
Problem Identification and Referral	Planning Tobacco Education Program (TEP)	STP03P	NONE	NONE	

Strategy Type	Strategy Name	Service Code	Service Counts	Demographics	Notes Section
Problem Identification and Referral	Student Assistance Programs	STP04	Total number of participants	Demographics of participants	
Problem Identification and Referral	Planning Student Assistance Programs	STP04P	NONE	NONE	
Problem Identification and Referral	Train Systems to Identify Need for SUD Services	STP05A	Total number of participants	Demographics of participants	
Problem Identification and Referral	Planning trainings for SUD Services	STP05AP	NONE	NONE	
Problem Identification and Referral	Ensure Appropriate Penalties/Court Monitoring	STP05B	Total number of participants	Demographics of participants	
Problem Identification and Referral	Ensure Appropriate Penalties	STP05BP	NONE	NONE	
Problem Identification and Referral	Policy on Offenders' Parent Training	STP05C	Total number of participants	Demographics of participants	
Problem Identification and Referral	Policy development for parents of youth	STP05CP	NONE	NONE	
Problem Identification and Referral	Prevention Assessment and Referral Services	STP06	Total number of participants	Demographics of participants	