**IMPACT Checklist-Closeout FY19 and Set-up FY20**

 [https://scimpact.onmosaix.com/web/#/login](https://gcc01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fscimpact.onmosaix.com%2Fweb%2F%23%2Flogin&data=02%7C01%7Cmnienhius%40daodas.sc.gov%7C00f5ca0363b14a7273f208d7047987f3%7Ce9f8d01480d84f27b0d6c3d6c085fcdd%7C1%7C0%7C636982792340889489&sdata=7BurMsCjS%2BIW%2BE0GMeIm4ZBsaIsVwGRzfEXTQ7eSIlA%3D&reserved=0)

**FY19 Close Out**

* \_\_\_Enter all remaining service data for FY19 (June services and administrative time)
* \_\_\_ Click on Plan Tab
* \_\_\_ Click on Identify Activities Tab
* \_\_\_ Click edit and edit Process Indicator for FY19 to reflect what was accomplished
* \_\_\_ Edit the outputs for FY19 to reflect what was accomplished
* \_\_\_ Click Save
* \_\_\_ Repeat this process for all activities
* \_\_\_ Click on Reports tab
* \_\_\_ Run “Single Services By Program” report as CSV file
	+ - Start Date 7/1/2018
		- End Date 6/30/2019
		- Organization: County agency
		- Program Select All
* \_\_\_ Review Excel File to ensure the data string lines up and all entries have been entered correctly and no information or time is missing.
	+ - Examples: verify correct service codes, correct CSAP strategy, correct IOM categories were used for service, correct service locations. etc.
		- Verify all education programs and services related to the implementation of those programs do not appear under “single services”-these should only appear as “recurring services”
		- Ensure all time for volunteers has been captured for Synar study, compliance checks, etc. There should not be entries for the Synar study with only staff time associated with it as youth volunteers had to conduct the study (and many times adult volunteers were needed as well or other staff as chaperones). Compliance checks (or other enforcement activities should have law enforcement time associated with them as volunteers). Compliance checks should also have youth volunteer time associated with them too.
		- Ensure all of the strategies that have been entered into the Environmental reporting system are also entered into IMPACT
* \_\_\_ Highlight entries that need corrections and make appropriate corrections
* \_\_\_ Click on Reports tab
* \_\_\_ Run “Recurring Services By Program” report as CSV file
	+ - Start Date 7/1/2018
		- End Date 6/30/2019
		- Organization: County agency
		- Program Select All
		- Group Select All
* \_\_\_ Review Excel File to ensure the data string lines up and all entries have been entered correctly and no information or time is missing.
	+ - Examples- IOM-Universal Direct; Service Code- STE code; CSAP Strategy-Education; Correct Service Population; Correct Service/Event Location; etc.
* \_\_\_ Highlight entries that need corrections and make appropriate corrections
* \_\_\_ Click on Reports tab
* \_\_\_ Run “Administrative Time” report as CSV file
	+ - Organization County Agency
		- Staff You can do one person at a time or all- depending on how you want to review
		- Start date 7/1/2018
		- End date 6/30/2019 or you can run in one month intervals-depends on how it is easier for you to review
		- Category All
* \_\_\_ Review Excel File to ensure the data string lines up and all entries have been entered correctly and no information or time is missing.
* \_\_\_ Highlight entries that need corrections and make appropriate corrections
* **\_\_\_ FY19 IMPACT Data Complete**

**FY20 Set-Up for IMPACT**

* \_\_\_ Under Plan tab, select “Identify Goals”.
* \_\_\_ Check each Goal for the agency. The goals should be 5 years (7/1/2015-6/30/2020) verify those dates for each goal statement. If the dates are correct, no edits need to be made on the goal pages.
* \_\_\_ If the dates are incorrect, please edit to reflect the five year timeframe.
* \_\_\_ Click Save
* \_\_\_ If you are adding any new goals, please make sure they are all set to end 6/30/2020.
* \_\_\_ Under Plan tab select “Identify Objectives”.
* \_\_\_ Check each objective for the agency. Make sure the objectives have been extended to 2020 (7/1/2015-6/30/2020) to match up with goals.
* \_\_\_ Change the dates for each objective statement.
* \_\_\_ Click Save
* \_\_\_ Please note, if you are adding new objectives, please make sure they are all set to end 6/30/2020.
* \_\_\_ Under Plan tab select “Identify Programs”.
* \_\_\_ Check each program for the agency. Extend the programs to 2020 (7/1/2015-6/30/2020) Please edit to reflect the two year timeframe (to match up with goal). If you make any changes, don’t forget to hit “save”.
* \_\_\_ Do not delete any of the previous fiscal year’s information.
* \_\_\_ Add program outcomes to target for 2020 by selecting the “plus” button. If program outcomes have already been entered for 2020, review them and make any edits if needed.
* \_\_\_ Click Save
* \_\_\_ Under Plan tab select “Identify Activities”.
* \_\_\_ Change the dates range for the activity to reflect the new fiscal year- 7/1/2019 start date to 6/30/2020 end date.
* \_\_\_ Click the “plus” button to add new process indicators for 2020. Please remember these statements should be measurable in order to demonstrate progress towards meeting objectives in FY20.
* \_\_\_ Click Save
* \_\_\_ Go back and edit as needed the following pages to remove all “placeholder” information:
	+ - * Needs Assessment
* Once the Needs Assessment section is updates, please be sure to go back and review your Problem Statements to ensure that they match your data.
* If there are “placeholders” in the Goals, Objectives, Programs and/or Activities, please go back and complete. Outcome measures should be revised to include actual measures and not “placeholder” information. Outputs under activities may need to be revisited to ensure these are steps to complete the program implementation.
* **\_\_\_** Check each staff member and ensure the following is updated for FY20:
* Certification Status
* FTE % for prevention
* Staff Role
* Funding
* Percentages should reflect funding sources-see examples below
* Example 1:
	+ FTE%: 100%
	+ Staff Role: ECHO Coordinator and SAPT BG Primary Prevention Specialist
	+ Funding: ECHO discretionary grant and SAPT BG
	+ Percentages: 50% ECHO and 50% SAPT Primary Prevention
* Example 2:
	+ FTE%: 75%
	+ Staff Role: Prevention Director/AET Coordinator/Agency Compliance Officer
	+ Funding: SAPT BG and Other agency funding
	+ Percentages: 25% AET Coordinator and 50% Prevention Director
* Example 3:
	+ FTE%: 100%
	+ Staff Role: SAPT BG Primary Prevention Specialist, DFC Coordinator and United Way grant specialist
	+ Funding: SAPT BG, Drug Free Communities and United Way
	+ Percentages: 30% SAPT BG, 50% DFC and 20% United Way

\_\_\_ Check each coalition member/volunteer to ensure the following:

* Click Manage Coalitions and ensure all coalitions needed for FY20 have been created
* Click Business/Partner Members and check to make sure at least one contact is added for each coalition partner member
* Click Individual Members and check to make sure all volunteers are added here (law enforcement partners, youth for Synar, youth for compliance checks, etc.)
* If you need to add a volunteer, follow these instructions:
	+ **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
* \_\_\_ Click Save
* **\_\_\_ FY20 IMPACT Set-Up Complete**

**Changes in IOM Categories for FY2019**

Listed below are the definitions for the IOM Categories according to the Institute of Medicine.

1. **Universal:** Activities targeted to the public or a whole population group that have not been identified on the basis of individual risk.
* Universal Direct: Interventions directly serve an identifiable group of participants but who have not been identified on the basis of individual risk (e.g., school curriculum, after-school program, parenting class).  This also could include interventions involving interpersonal and ongoing/repeated contact (e.g., coalitions).
* Universal Indirect: Interventions support population-based programs and environmental strategies (e.g., establishing ATOD policies, modifying ATOD advertising practices).  This also could include interventions involving programs and policies implemented by coalitions.
1. **Selective**: Activities targeted to individuals or a subgroup of the population whose risk of developing a disorder is significantly higher than average.
2. **Indicated:** Activities targeted to individuals in high-risk environments, identified as having minimal but detectable signs or symptoms foreshadowing disorder or having biological markers indicating predisposition for disorder but not meeting diagnostic levels.

To ensure we are working in accordance to these definitions, please make the following changes. As a reminder, IOM categories are found on the Program page under the Plan tab in IMPACT. Please let your coaches and/or DAODAS know if you have any questions.

|  |  |
| --- | --- |
| **Program Name** | **IOM Category** |
| Alcohol/tobacco policy development, review/revisions with retailers | Universal Indirect  |
| Alcohol/tobacco Compliance Checks, Merchant Education and Media around checks/results | Universal Indirect Note: If PREP is being implemented outside of enforcement, it would be Universal Direct.  |
| Agency-specific policy development, review/revision for tobacco, alcohol and other drugs (prescription medications, marijuana, etc.) | Universal Indirect  |
| Bar Checks/Fake ID Sweeps | Universal Indirect  |
| Bar Checks/Retail Inspections | Universal Indirect  |
| Controlled Party Dispersals | Universal Indirect  |
| Enforce Alcohol Restrictions at Public Events | Universal Indirect  |
| Local public policy efforts-specific policy development, review/revision for tobacco and/or alcohol | Universal Indirect  |
| Public Safety Checkpoints | Universal Indirect |
| Saturation Patrols | Universal Indirect  |
| School Policy-specific policy development, review/revision for tobacco, alcohol and/or other drugs (prescription medications, marijuana, etc.) | Universal Indirect  |
| Shoulder Tap Programs | Universal Indirect |
| Source Investigations | Universal Indirect |
| Education Curriculum (Life Skills, Keepin It REAL, Project ALERT) | Universal Direct  |
| Why Try | Universal Direct |
| Synar Study | Universal Indirect |
| Community Awareness-alcohol, tobacco and other drugs | Universal Direct  |
| Substance Abuse Prevention Coalitions/Collaborations | Universal Direct Note: If the Coalition is working on policy development/enforcement, it would be Universal Indirect.  |
| Agency readiness | Universal Direct |
| Partnership readiness | Universal Direct |
| Substance Abuse Prevention Youth Boards/Groups | Universal Direct |
| Tobacco Education Program (TEP) | Indicated |
| Tobacco Cessation Programs | Indicated  |
| Locally developed education programs | Universal Direct  |

***SERVICES UNDER THE ALTERNATIVES STRATEGY (STA)***

This category operates under the assumption that healthy activities will deter participants from the use of alcohol, tobacco and other drugs. The assumption is that constructive and healthy activities offset the attraction to, or otherwise meet the needs usually filled by alcohol, tobacco and other drugs and would, therefore, minimize or obviate resorting to the latter.

***SERVICES UNDER THE COMMUNITY BASED PROCESS STRATEGY (STC)***

This category is directly aimed to enhance the ability of the community to more effectively provide prevention and treatment services for alcohol, tobacco and drug abuse disorders. Activities include organizing, planning, enhancing efficiency and effectiveness of services, Inter-Agency collaboration, coalition building and networking.

***SERVICES UNDER THE PREVENTION EDUCATION STRATEGY (STE)***

Activities in this domain involve two-way communication and are distinguished from Information Dissemination by the fact that interaction between the educator/facilitator and the participants is the basis of its activities. Activities under this category aim to affect critical life and social skills, including decision-making, refusal skills, critical analysis (e.g. of media messages) and systematic judgment abilities.

***SERVICES UNDER THE ENVIROMNETAL & SOCIAL POLICY STRATEGY (STV)***

This category establishes or changes written and unwritten community standards, codes, ordinances and attitudes thereby influencing incidence and prevalence of the abuse of alcohol, tobacco and other drugs used in the population. This category is divided into two sub-categories to permit distinction between activities which center on legal and regulatory initiatives.

***INFORMATION DISSEMINATION STRATEGY (STN)***

This strategy provides awareness and knowledge on the nature and extent of alcohol, tobacco and drug use, abuse and addiction and its effect on the individual, families and communities. It also provides knowledge and awareness of available prevention programs and services. Information dissemination is characterized by one-way communication from the source to the audience, with limited contact between the two.

***PROBLEM IDENTFICATION AND REFERRAL STRATEGY (STP)***

This category is aimed at identifying those persons who have experienced first use of illicit/age-inappropriate use of tobacco, and those individuals who have indulged in the first use of illicit drugs in order to assess if their behavior can be reversed through education.

**Complete list of service codes is as follows:**

|  |  |  |
| --- | --- | --- |
| SV Code | Description | Demographics Required |
| PAA01 | Recognition Activities | Yes |
| PAA01P | Planning Recognition Activities | No |
| STA01 | Drug Free Events/Community Events | Yes |
| STA01P | Planning Drug Free Events/Community Events | No |
| STA04 | Community Center Events | Yes |
| STA04P | Planning Community Center Events | No |
| STA07A | Ropes Course/One Time Youth Leadership Event | Yes |
| STA07AP | Planning Ropes Course One Time Youth Leaders | No |
| STA08 | Working with Youth Advisory Council/Board | Yes |
| STA08P | Planning to work with Youth Advisory Council | No |
| STC01AP | Capacity Building | No |
| STC01BP | Sustainability-grant writing | No |
| STC02P | Needs Assessment | No |
| STC04 | Coalition Meetings | Yes |
| STC04P | Coalition Planning | No |
| STC06 | Conducting Training for Capacity Building | Yes |
| STC06P | Planning to conducting Training for capacity | No |
| STC07 | Training Service | Yes |
| STC08 | Providing Technical Assistance | Yes |
| STC08P | Planning to provide Technical Assistance | No |
| STC09 | Technical assistances | Yes |
| STC10 | Systematic Planning | Yes |
| STC10P | Strategic Planning | No |
| STE03 | Education Services for Adult Groups | Yes |
| STE03P | Education Services for Adult Groups | No |
| STE04 | Parenting Curricula | Yes |
| STE04P | Planning implementation Parenting Curricula | No |
| STE06 | Youth Curricula | Yes |
| STE06P | Planning implementation of Youth Curricula | No |
| STN01 | Clearinghouse/Information Resource Center | Yes |
| STN02 | Conducting the Health Fair/Community Event | Yes |
| STN02P | Planning for a Health Fair/Community Event | No |
| STN03 | AET Casual Contacts | Yes |
| STN03P | Planning for AET Casual Contacts | No |
| STN05A | Printed Material Development | Yes |
| STN05AP | Planning Developing materials for media | No |
| STN05B | Printed Material Developments | Yes |
| STN05BP | Developing materials for community members | No |
| STN07P | Newsletter Development | No |
| STN08A | Public Service Announcement (PSA) Development | Yes |
| STN08AP | Developing Media releases/media events | No |
| STN08B | Public Service Announcement PSA Development | Yes |
| STN08BP | Developing PSAs | No |
| STN09 | Resource Directory Development | Yes |
| STN09P | Planning resource Directory Development | No |
| STN11 | Printed Material Dissemination | Yes |
| STN13 | Newsletter Dissemination | Yes |
| STN14 | PSA/media material dissemination | Yes |
| STN15 | Resource Directory Dissemination | Yes |
| STN16 | Media Campaigns Dissemination | Yes |
| STN16P | Planning Media Campaign Development | No |
| STN17 | Speaking Engagements | Yes |
| STN17A | Speaking Engagement | Yes |
| STN17AP | Planning Speaking Engagements | No |
| STN17B | MADD Power of Parents/Youth | Yes |
| STN17BP | Planning MADD Power of Parents/Youth | No |
| STN18 | Telephone Information Services | Yes |
| STN19 | Social Media Information Services | Yes |
| STN19P | Planning Social Media Information Services | Yes |
| STP01 | Employee Assistance Programs | Yes |
| STP01P | Planning Employee Assistance Programs | No |
| STP03 | Tobacco Education Program (TEP) | Yes |
| STP03B | Tobacco Cessation Program | Yes |
| STP03BP | Planning Tobacco Cessation Program | No |
| STP03P | Planning Tobacco Education Program (TEP) | No |
| STP04 | Student Assistance Programs | Yes |
| STP04P | Planning Student Assistance Programs | No |
| STP05A | Train Systems to Identify Need for SUD Services | Yes |
| STP05AP | Planning trainings for SUD Services | No |
| STP05B | Ensure Appropriate Penalties/Court Monit | Yes |
| STP05BP | Ensure Appropriate Penalties | No |
| STP05C | Policy on Offenders' Parent Training | Yes |
| STP05CP | Policy development for parents of youth | No |
| STP06 | Prevention Assessment and Referral Services | Yes |
| STV01 | Providing External Environmental TA/Training | Yes |
| STV01P | Planning Providing Environmental Training | No |
| STV02 | Synar Study | Yes |
| STV02P | Synar Planning | No |
| STV03 | Preventing Underage Alcoholic Beverage Sales | Yes |
| STV03A | PREP | Yes |
| STV03AP | PREP Planning | No |
| STV03B | Assisting retailers with reviewing policies alcohol | Yes |
| STV03BP | Planning to assist retailers with reviewing policies alcohol | No |
| STV03C | Source Investigations | Yes |
| STV03CP | Planning for source investigations | No |
| STV03D | Assisting retailers with reviewing policies tobacco | Yes |
| STV03DP | Planning to assist retailers with reviewing policies tobacco | No |
| STV04 | Working with schools to change Alcohol Policies-Implementation | Yes |
| STV04P | Planning with schools on Alcohol Policies | No |
| STV04A | Working with schools to change Tobacco Policies-Implementation | Yes |
| STV04AP | Planning with schools on Tobacco Policies | No |
| STV04B | Working with schools on Other Drug Policies Implementation | Yes |
| STV04BP | Working with schools on Other Drug Policies-planning | No |
| STV05 | Prescription Drop Box Event | Yes |
| STV05B | Prescription Drug Deactivation System | Yes |
| STV05BP | Planning Prescription Drug Deactivation System | Yes |
| STV05P | Planning Prescription Drop Box Event | No |
| STV06 | Town Hall Meetings | Yes |
| STV06P | Planning for town hall meetings | No |
| STV07 | Alcohol Compliance Checks | Yes |
| STV07AP | Planning for Alcohol Compliance Checks | No |
| STV07B | Bar Checks/Fake ID Sweeps | Yes |
| STV07BP | Planning for Bar Checks/Fake ID Sweeps | No |
| STV07C | Bar Checks/Retail Inspections | Yes |
| STV07CP | Planning for Bar Checks/Retail Inspections | No |
| STV08 | Tobacco Compliance Checks | Yes |
| STV08P | Planning Tobacco Compliance Checks | No |
| STV09 | Shoulder Tap Operations | Yes |
| STV09P | Planning Shoulder Tap Operations | No |
| STV11A | Implementing public policy efforts | Yes |
| STV11AP | Planning Public Policy Efforts | No |
| STV11B | Implementing agency-specific policy efforts alcohol | Yes |
| STV11BP | Planning Agency-specific Policy Efforts alcohol | No |
| STV11C | Implementing agency-specific policy efforts tobacco | Yes |
| STV11CP | Planning Agency-specific Policy Efforts tobacco | No |
| STV11D | Implementing agency-specific policy efforts other drugs | Yes |
| STV11DP | Planning agency-specific policy efforts other drugs | Np |
| STV12A | Public Safety Checkpoints | Yes |
| STV12AP | Planning Public Safety Checkpoints | No |
| STV12B | Controlled Party Dispersals | Yes |
| STV12BP | Planning controlled Party Patrols | No |
| STV12C | Saturation Patrols | Yes |
| STV12CP | Planning Saturation Patrols | No |
| STV12D | Public Event Alcohol Enforcement | Yes |
| STV12DP | Planning enforcement alcohol restrictions | No |
|  |  |  |
|  |  |  |

**Tips for using planning Service Codes**

* No direct service time will be recorded under the planning codes-all time recorded should be indirect time.
* No service counts or demographics will be recorded under planning codes.
* Service Population-should reflect the population that will be impacted by the service when it is conducted.
* Service Location-should reflect the place that the service will be conducted at once it is completed.

**Tips for using implementation Service Codes**

* Entries should reflect direct and indirect time for all staff and volunteers that worked on the implementation of the service.
* 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 Population-should reflect the population is impacted by the service
* Service Location-should reflect the place that the service conducted/impacted by the implementation of the service
* Counts and demographics are required for all implementation service codes
* Remember that service codes link to the identified program.
* The Single Service Title should reflect the activity and the location
* Be sure to 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”.

**IMPACT Guidance for Coalition Module**

If you have any questions concerning instructions, please contact DADOAS. If you need technical assistance, please contact your Regional Capacity Coach.

**Capacity (Coalition Module)**

* + Track time for volunteers, coalition meeting attendance, sub-committee meetings and handouts (minutes, agendas, etc.)
	+ Register members as Business/organizations and individual members
	+ 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.

**MANAGE COALITIONS** is a section in IMPACT that is most useful to Organizations working with more than one Coalition. Any Coalitions created in this section will be able to be linked 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’ll also add Contact information for the Coalition. It is suggested that this contact be the chairman of the coalition. Don’t forget to hit “save”. Update this information if it has changed for the new fiscal year.

**Managing Business/Partner Members**

Any 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’ll select the Sector represented by the Business/Partner. **You’ll 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 hit “save”.**

**Manage Individual Members**

Any 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’ll 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 the MANAGE SUBCOMMITTEES and ORGANIZATION MEETINGS, respectively.

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.

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:

**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

**Hit “Save”**

**This process can be repeated for compliance check UCIs, groups of officers from LE departments, Synar Adult volunteers, etc.**

**Managing Subcommittees**

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.

**Organization Meetings**

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.

|  |
| --- |
| **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 |  |
| 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 |  |
| 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  |  |
| 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 |  |
| 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 |  |
| 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 |  |
| 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 |  |
| 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;  |
| 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 |  |
| 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 |  |
| 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) |
| 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 |  |
| 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 |
| 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 |  |
| 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 |  |

Using the IMPACT to Track Staff Hours

|  |  |  |
| --- | --- | --- |
| **Direct** | **Indirect** | **Administrative** |
| * **Face to Face service time with the audience**
* **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. The travel time, preparation time, etc. would be indirect and not a part of the service duration.**
 | * 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
* When using a planning code (p-code) only, the service duration is the time spent planning and that should equal the indirect time. There should be no direct time associated with a p-code.
 | **SCAPPA Supervision****SCAPPA Certification*** **SCAPPA Leadership**

**CARF related functions*** **Internal Meetings**

**Leave****Annual leave****Sick leave****Jury Duty*** + **Leave Without Pay**
* **Other**
	+ **Agency Assigned duties not related to the implementation of Prevention Services**
	+ **Professional development (trainings not related to a specific program/strategy)**
 |

***\*\*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. NOTE***