

IPN Prevention Guidance to Planning Step

Deliverable Revisions

Through the Strategic Prevention Framework, IPN prevention contractors work to identify effective strategies that best align with the selected intervening variables and underlying conditions.

Despite best efforts to match an evidence-based strategy to identified variables, contractors may find something that the original assessment did not uncover. Contractors may learn that essential capacity resources are missing to implement strategies with the proposed dosage or frequency, or that they are not able to implement the strategy with fidelity or needed cultural adaptations. Contractors may also encounter unanticipated resistance from key partners that they are not able to overcome with education and advocacy.

This document will provide guidance for requesting review of a new strategy or service and for making changes to a currently approved strategy. Before submission, keep in mind:

A submission of a request does not guarantee approval

Contractors will need to complete the full process outlined below for any revision to be considered

REQUESTING A NEW STRATEGY

This guidance is for contractors requesting replacement of an existing strategy with a new strategy or adding a new strategy without replacing an approved strategy. Required steps are listed below:

First Steps:

- Engage coalition and/or community stakeholders in the process to discuss the need for revision/s.
- Identify the barriers encountered with the strategy.
- If not replacing an existing strategy, discuss why a new strategy is needed.
- Determine a new course of action the coalition and/or community stakeholders would like to pursue based on assessment data and available resources.

Initial Steps:

- Contact the IPN Help Desk at ipn@hhs.iowa.gov to request a technical assistance meeting. Provide at least four dates and times over a two-week period in which the contractor is available to meet.
- During the meeting, be prepared to share:
 - Unanticipated barriers/challenges related to strategy implementation.
 - Previous attempts to address/resolve the issue and the results.

- Reasons why making changes to the current Action Plan is the best option.
- Proposed changes
- Include assessment data that supports proposed changes.
- Include if capacity is built surrounding the proposed changes.
- Include the evidence and rationale for proposed changes/new strategy.
- Describe the coalition and/or community stakeholders' involvement in the process to date and anticipated engagement in implementation.
- Involvement of the population of focus in the process to date and anticipated engagement in implementation.
- If the IPN Prevention Team approves the request, the contractor will need to submit an addendum to the Strategic Plan.

Making Changes to the Strategic Plan:

- The addendum is a separate Word document that needs to include a header with the date and will be attached to the Strategic Plan, once approved.
- Changes to the Strategic Plan will be done as an addendum to the original plan so that everyone involved (coalition members, partners, community stakeholders, etc.) can see the process and rationale for the new strategy and expected change/s.

Addendum Should Include:

- Start with a summary of why the amendment is being requested and the challenges that occurred (do not include blaming language).
- Include the coalition and/or community stakeholders, by sector, who assisted with the strategy revision decision making process and the meeting dates that took place to discuss revisions.
- Address all items from the Strategic Plan Template
- Each county Strategic Plan Template component should be covered sufficiently.
- The narrative should match the language and formatting used in the originally approved strategic plan.
- Include a Logic Model and Action Plan but only provide details for the new strategy.

Next Steps:

- Submit to Emily Zalasky via IowaGrants.gov correspondence
- The IPN Prevention Team will review within two weeks of receipt of request.
- If additional information is needed, the timeframe may be lengthened.
- Approval or denial of the request will be provided to the IPN Prevention Lead via IowaGrants.gov correspondence.

REQUESTING A NEW SERVICE THROUGH AN APPROVED STRATEGY

This guidance is for contractors requesting a new service through an approved strategy. Note that only services that support the strategy will be reviewed. Additional services (e.g., general prevention presentations, one-time presentations or events) that do not support the strategy and strategy outcomes will not be considered for approval. Required steps are listed below:

First Steps:

- Engage coalition and/or community stakeholders in the process to discuss the need for the new service request.
- Identify the need for the new service and discuss if it supports the strategy.
- Review the EBP Selection and Implementation Guide for details about key steps and additional resources.

Initial Steps:

- Provide the following information to Emily Zalasky via correspondence in lowagrants.gov including:
 - New service requested.
 - How adding this service would support the strategy and strategy outcomes.
 - Proposed new action step to be added to the Action Plan.
 - Ensure the action step includes specific details (e.g., type of meetings, number of meetings to be held, number of trainings, types of businesses to be engaged, etc.).

Next Steps:

- The IPN Prevention Team will review within two weeks of receipt of request.
- If additional information is needed, the timeframe may be lengthened.
- Technical assistance from the IPN Prevention Team may be required if none has been requested by the contractor before further review will occur.
- Approval or denial of the request will be provided to the original request sent via correspondence in lowagrants.gov to the IPN Prevention Lead.

If the Revision Request is Approved:

- Once the revised service has been approved, the IPN Prevention Lead will need to submit the revised Action Plan via IowaGrants.gov correspondence for review to Emily Zalasky.
- Only the approved action step may be updated. No unapproved changes may be made to the revised Action Plan.
- The IPN Prevention Team will then review and will notify the IPN Prevention Leads via correspondence that the Action Plan is formally approved.
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REQUESTING A CHANGE TO A CURRENTLY APPROVED STRATEGY

This guidance is for contractors requesting a revision to an approved strategy which includes changes to action step(s), dosage and/or outcome(s). Required steps are listed below:

First Steps:

- Engage coalition and/or community stakeholders in the process to discuss the need for a change in strategy.
- Identify problems encountered with completing the action step(s), dosage and/or outcome(s). Review the EBP Selection and Implementation Guide for details about key steps and additional resources.
- Determine the revised action step(s), dosage and/or outcome(s) the coalition would like to consider.
- Provide the following information to Emily Zalasky via correspondence in lowagrants.gov including:
 - Revision being requested and reasons why making the requested change is the best option.
 - Current action step(s), dosage and/or outcome(s) as approved in the Action Plan.
 - The unanticipated barrier/challenge with completing the current action step(s), dosage and/or outcome(s).
 - Proposed revision to the action step(s), dosage and/or outcome(s).
 - Describe the previous attempts to address/resolve the issue and the results.
 - Include a summary of all attempts to correct the issue like meetings with stakeholders, attempts to reach dosage/frequency, outreach efforts around the outcome, etc. Include meeting dates, sectors included, results of meetings, etc.
- Note if any members of the IPN Prevention Team have been contacted before this submission to request technical assistance and if so, include dates and how assistance was provided.

Next Steps:

- The IPN Prevention Team will review within two weeks of receipt of request.
- If additional information is needed, the timeframe may be lengthened.
- Technical assistance from the IPN Prevention Team may be required if none has been requested by the contractor before further review will occur.
- Approval or denial of the request will be provided to the original request sent via correspondence in lowagrants.gov to the IPN Prevention Lead.

If the Revision Request is Approved:

- Once the revised action step(s), dosage and/or outcome(s) have been approved, the IPN Prevention Lead will need to submit the revised Action Plan and/or Logic Model via IowaGrants.gov correspondence for review to Emily Zalasky (for outcome revisions, both the revised Action Plan and Logic Model needs to be submitted).
- Only the approved revision may be updated. No unapproved changes may be made to the revised Action Plan or Logic Model.

- The IPN Prevention Team will then review and will notify the IPN Prevention Lead via correspondence that the Action Plan and/or Logic Model is formally approved.

QUESTIONS?

Contact the IPN Help Desk at ipn@hhs.iowa.gov with any questions