

Integrated Provider Network Prevention

Quarterly Progress Report Guidance

SUMMARY

This document serves as a tool to help Integrated Provider Network (IPN) prevention contractors identify key components requested in Section 4: Prevention Services (Substance Abuse and Problem Gambling) of the quarterly progress reports. This resource is a guide and does not ensure approval of future reports. Please contact the IPN Prevention Team via the IPN Help Desk at ipn@idph.iowa.gov with additional questions.

OVERVIEW REMINDERS

- Do not use proper names of people or businesses in the report. Instead, note the titles or sectors represented. Names of schools, school districts, and coalitions may be included.
- Spell out all acronyms the first time they are used within the progress report with the acronym in parenthesis. Do not use abbreviations.
- Complete **each** section of the report. Avoid copying and pasting exact information from previous reports or use N/A in any section. If information is noted in another section, that section may be referenced versus re-writing the information.
- If no service occurred during the report period, explain why. Include any identified barriers to implementing strategies or activities and describe how barriers will be addressed moving forward.
- Include enough detail to show progress. **Generally, a one or two sentence description is not enough information.** For example, if a training was provided, include the topic, number of attendees, etc. If surveys are discussed, include a summary of the results. If concerns are noted, write about what is being done to address them.
- Capture the who, what, when, where, why and how of the services completed during the report period.
- Avoid using words like “many”, “several” and “various” as these words do not capture the number of individuals served or reached with prevention services. Instead, specific numbers are encouraged to display the level of effort that took place.

SHORT-TERM NARRATIVE UPDATE

This section captures progress and details on each short-term outcome per strategy. Include the following information:

- List each short-term outcome statement for each county in the service area.
- Provide an update on the status of the outcome being measured and if the outcome is on track to be completed. If it is off track, explain why and the solutions to be implemented moving forward. See below for examples.
- Describe how each action step was implemented during the reporting period for each strategy in the **Service Narrative Update** section, not this section.



Example:

County Name

STO: By June 30, 2024 at least two communities will implement a new policy or strengthen an existing policy which restricts the use of alcohol at community events. | ABC City implemented one new alcohol restriction policy on 1/15/24. On track for completion.

STO: By June 30, 2024 implement Project Alert for 200 students in 7th grade in two school districts. | ABC School District completed the program on 12/2023 for two 7th grade classes reaching 75 students. Not on track for completion. Staff turnover has delayed implementation at a second school. New staff has been hired and will be trained on 3/1/24.

SERVICE NARRATIVE UPDATE

This section captures services provided during the report period for each priority area. Include the following information:

- A description of the work completed in each county for the stated priority area. If a priority area is not in the county IPN Prevention Action Plan, type N/A.
- The specific sectors (e.g. schools, businesses, etc.) or intended audience impacted by services during the report period.
- Specific services provided in alignment with the IPN Prevention Action Plan.
- Where a provided service was specifically located or occurred.
- When the service took place during the report period.
- The specific method used to contact, collaborate and provide services and activities.
- For services planned but not yet started, discuss why and the timeframe for the service.

Example:

Alcohol

COUNTY NAME 1

Program staff met in-person with the ABC Middle School Principal on *(date)* to discuss the benefits of the LifeSkills Training program. From this initial meeting, two additional face-to-face meetings took place with three 6th grade teachers at ABC Middle School to coordinate programming. Program staff began the LifeSkills Training Program on *(date)* at the ABC Middle School. Five LifeSkills Training Programs were completed during the report period from *(date-to-date)* serving 75 6th grade students at the ABC Middle School.

COUNTY NAME 2

The Healthy Habits Coalition sponsored a virtual forum, titled “Preventing Adult Binge Drinking: A Community’s Response to Data”, which was held in *(city)* on *(date)* from *(time)*. The two main goals of this virtual event included identifying the *(stated issue)* and creating action steps to address *(goal)*. Collaboration with the following sectors *(list sectors)* took place to plan the forum on *(date)* and *(date)*. In total, 75 participants attended virtually. The forum was promoted using Facebook and through radio ads. Analytics showed the five Facebook posts resulted in 150 likes; and the radio ad reached 40,000 individuals in *(month)*.

HEALTH PROMOTION | MEDIA

This section of the report captures:

- This section should include only generated earned media. Paid media included as a strategy should be reported in the **Short-Term Narrative and Service Narrative Update** sections of the progress report.
- Specific media (press releases, articles, social media posts, etc.) disseminated during the report period and the number and estimated reach of each.
- Specific materials created and distributed and disseminated.
- How materials were specifically distributed and disseminated.

STRATEGIC PREVENTION FRAMEWORK (SPF) UPDATE

This section of the report captures:

- Progress in utilizing the SPF. Describe the work being done in each step during the report period.
- Community groups who assisted with the work (e.g., coalitions, stakeholders, other groups, etc.).
- If no work occurred on a step during the report period, include a plan for addressing the step during the next report period or list a specific timeframe.