



RISE AND THRIVE CAMPUS-COMMUNITY PARTNERSHIPS

Rise and Thrive Campus-Community Partnerships Learning Community

Deliverable 3: Selecting an Intervention and Creating an Action Plan

DUE January 14, 2022, at 5:00 PM

DELIVERABLE 3 SUMMARY INFORMATION

Overall Goal:

The goal of Deliverable 3 is to draft an action plan for a campus-community partnership project to promote behavioral health and/or mental wellness (including budget and budget narrative).

Tasks:

- (1) Project Directors will assemble the Deliverable 3 Team and complete the Deliverable 3 Team form.
- (2) The Deliverable 3 Team will complete the Selecting an Intervention and Creating an Action Plan form.
- (3) The Deliverable 3 Team will complete the Budget and Budget Narrative.
- (4) The Deliverable 3 Team will complete the Reflection form.
- (5) *Highly Suggested:* The Deliverable 3 Team will complete the Peer Conference Form
- (6) The Project Directors will submit the deliverables to Julie Cameron (julie@prevention-first.org) and Laura Balis (lbalis@pire.org) by January 14, 2022 at 5:00pm.

Deliverable 3 Resources:

- (1) Community Toolbox from the University of Kansas: Chapter 8 - Section 5: [Developing an Action Plan](#)
- (2) Excerpt from [Selecting Best-fit Programs and Practices: Guidance for Substance Misuse Prevention Practitioners](#) (pages 5-10)
- (3) Guidance for Selecting Evidence-Based Strategies [Web Resource](#)
- (4) [RE-AIM Website](#)
- (5) Behavioral Health Continuum of Care [handout](#)

Rise and Thrive Resources:

- (1) The biggest resource you have is each other. Please see the Contact List in the google drive and send an email to one of your colleagues in the Rise and Thrive Learning Community. Sometimes multiple perspectives ignite progress!
- (2) [Rise and Thrive Initiative Website](#)
- (3) [Project Google Drive](#)

Still have questions? Feeling stuck? Needing support? Just want to connect? There are two options:

- (1) Drop-in Calls: Mondays, 9:30-10:00 AM (Zoom link: <https://us02web.zoom.us/j/6919173248>) and Thursdays, 2:30-3:00 PM. (Zoom link: <https://us02web.zoom.us/j/6919173248>).
- (2) One-on-One Technical Assistance Sessions: Please feel free to reach out to Matt Courser from the Rise and Thrive Initiative Facilitation Team. He can be reached via phone at (502) 736-7841 and via email at mcourser@pire.org

Deliverables – Due January 14, 2022, at 5:00 PM:

- (3A) Team Form
- (3B) Selecting an Intervention and Creating an Action Plan Form
- (3C) Budget and Budget Narrative
- (3D) Constructing an Action Plan Reflection Form
- (3E) *Highly Suggested* Peer Conference Form

Start Here

Project Directors are encouraged to read through the entire document before moving into action. Deliverable 3 includes four steps:

Step	Task	Staffing Resource
1	Review all Deliverable 3 materials and tasks. Assemble the Deliverable 3 Team. Complete the Deliverable 3 Team form.	Project Directors
2	Complete the Selecting an Intervention and Creating an Action Plan form.	Deliverable 3 Team
3	Complete the Budget and Budget Narrative	Project Directors and Fiscal Official
4	Complete the Constructing an Action Plan Reflection form.	Deliverable 3 Team
5	Complete the Peer Conference form (Highly Suggested)	Deliverable 3 Team
6	Submit Deliverable 3 Materials.	Project Directors

Step 1: Review the Deliverable 3 Materials and Tasks and Form the Team

Goals: The goal of Step 1 is for the Project Directors to: (1) review the Deliverable 3 materials and tasks and (2) form the Deliverable 3 Team.

Handouts: Deliverable 3 Guidance (this document) and Quick Start Guide

Videos: If you haven’t already, we suggest that Project Directors watch these two videos to support them in assembling their team for this task: [Making the Ask](#) and [Building Successful Teams with Help-seeking Behaviors](#).

Deliverable #3A: Deliverable 3 Team Form

In Deliverables 1 and 2, we provided extensive guidance on the Team Form. For Deliverable 3, we are providing abbreviated guidance. If you feel it would support your work, please feel free to review those guidance documents before you get started.

- A. **Getting Oriented:** Begin by reading through this entire guidance document.
- B. **Managing Tasks Associated with Deliverable 3:** Deliverable 3 will need to be completed in approximately two months; however, this time frame does contain the holiday season. Keep this in mind as you begin to outline your next steps.
- C. **Building the Deliverable 3 Team:** Considering the timing of Deliverable 3 is crucial because some people may have more time over the holiday season while the students are away, while others may be taking PTO because the students are away.
- D. **Considering Roles and Responsibilities:** The deliverables may be completed in multiple sessions throughout the next couple months. No matter how you delegate the work, it’s important to have a shared understanding on how and when the task will be completed.
- E. **Thinking Through Logistics:** Considering how the group is going to engage in the work is just as important as considering who will engage in the work.



Deliverable 3A: Use the **Deliverable 3 Team Form** to capture names of team members, along with logistical details. You will turn in this form as a final deliverable.

Step 2: Complete the Selecting an Intervention and Creating an Action Plan Form

Goal: The goal of Step 2 is for the Deliverable 3 Team to complete the Selecting an Intervention and Creating an Action Plan form

Resources:

- Reading from the Community Toolbox from the University of Kansas: Chapter 8 - Section 5: [Developing an Action Plan](#)
- Excerpt from [Selecting Best-fit Programs and Practices: Guidance for Substance Misuse Prevention Practitioners](#) (pages 5-10).
- Behavioral Health Continuum of Care [handout](#)
- Guidance for Selecting Evidence-Based Strategies [Web Resource](#)
- [RE-AIM Website](#)

Deliverable #3B: Selecting an Intervention and Creating an Action Plan form

Pro-Tip (IMPORTANT, PLEASE READ): The goal of the form is to provide a scaffolded process for the Deliverable 3 Team to use to select an intervention and create an action plan. The form is not intended to be a cookbook or step-by-step guide. Rather, it is a place to document all of the key decisions that are made during the intervention selection and action planning process.

As such, it will likely not make sense to sit down as a group and start filling out the form from top-to-bottom. We recommend that the Project Directors review the form in its entirety, pre-fill some of the sections that carry forward from Deliverable 2, and come up with a plan of action on how to facilitate the group through all steps of the process.

Understanding the Task: The end goal of this step is to create a to draft an action plan for a campus-community partnership project to promote behavioral health and/or mental wellness (including budget and budget narrative). There are twelve key sections to fill in.

1. **What is the desired outcome(s) of interest (e.g., behavior, condition, or attitude) that the Campus Community Partnership hopes to influence with this funding?** The Outcome(s) of interest were explained in Deliverable 2, go back to that deliverable and review your outcomes and explain any modifications you have made. In order to begin thinking about this question it is important that you have read the excerpt from *Selecting Best-fit Programs and Practices: Guidance for Substance Misuse Prevention Practitioners*, as it talks about choosing evidence-based interventions. Consider this reading along with the multi-faceted nature of the problem as your group discusses the outcome of interest you are addressing.
2. **What is the Problem Statement that the Campus Community Partnership will be addressing with this funding opportunity?** The Problem statement was explained and created in Deliverable 2. Look back on that deliverable and let us know if you have made any modifications to it and why.
3. **How does this problem statement include the “community” part of your partnership?** Think over what the campus and community roles are in your statement. You may need to revise this statement to include the vital community part of this initiative. Do not hesitate to schedule a one-on-one with the Rise and Thrive team to brainstorm ways to help wrap back in the community side.
4. **Please describe the priority population that is named in the problem statement.** Take a look at your problem statement and document who the priority population is. Be sure to fully describe this population in order to create a clear picture of the intended audience the Campus-Community Partnership intended to reach or serve.
5. **Please describe the setting where the priority population can best be reached.** Reflect on your priority population and describe where that population can be best reached.
6. **Given the desired outcomes(s) of interest, the priority population, and the setting, what type of intervention will best address the problem of practice and change the desired outcome? Why does the partnership think that this type of intervention will influence the desired outcome of interest? What impact will this type of intervention have on the problem of practice?** First consider the [Behavioral Health Continuum of Care](#). Given the problem of

practice, where on the continuum of care does it make sense for the partnership to focus? Next, consider the different types of interventions that are available to your group, such as direct education, changes to policies/systems/environments, and social marketing campaigns. What type of intervention best fits the needs of your community? The partnership does not need an exact intervention rather the type of strategy such as an individual-level one or an environmental-level one.

7. **Now that the Campus-Community Partnership has narrowed down the universe of interventions to either individual-level or environmental-level, how does the group plan on finding a specific intervention that will best-fit the desired outcome(s) of interest, the priority population, and the setting?** Brainstorm with the Deliverable 3 Team on the most effective strategy for finding a specific intervention. Think about the resources available to the partnership as well as the evidence base facet of finding the intended intervention.
8. **What intervention has the Campus-Community Partnership chosen to implement?** Next, with your team, search for an intervention that meets the criteria you have identified above. You can look for interventions through networking, discussions with your campus-community partnership members, state or national professional organizations, state or federal agencies, and foundations or other private funders. You can also search online for research articles, systematic reviews, and evidence-based intervention repositories. For some examples of where to find interventions, please [click here](#). Be sure to describe how and where you found the intervention. Describe the intervention in 500 words or less. In a second paragraph, 250 words or less, describe how and where the group found the intervention. In a final third paragraph in 250 words or less, describe why the group thinks the intervention will impact the problem of practice.
9. **What is the intervention's level of evidence? Justify this response.** Think back to the readings you completed for this deliverable for help. Check the box that applies to your intervention. Then provide rationale for why you chose that level of evidence.
10. **Given the local conditions, what adaptations or modifications (if any) does the group think are necessary to help implement the intervention?** Thoroughly think through the priority population and the setting and record any modifications the group thinks are necessary. If there are not any adaptations the group can put "N/A" for the response.
11. **Complete the table below to plan your intervention.** This RE-AIM (reach, effectiveness, adoption, implementation, maintenance) planning and evaluation framework is designed to enhance the overall public health impact of your intervention and allow your group to plan for evaluation. Explore the RE-AIM website for additional guidance and context: <https://re-aim.org/>. Go through each question carefully as you examine the real-world delivery of the intervention your group has chosen.
12. **Please complete the table below to plan out the step-by-step actions that are required to implement the selected intervention.** Now that you have outlined your intervention, it is time to break it down into manageable steps. Consider who will be completing each step, an approximate deadline for the goal, what resources will be needed to complete the step, any potential barriers the group foresees interfering with each step, and a communication plan for each step.



Deliverable #3B: Complete the **Selecting an Intervention and Creating an Action Plan form** to draft an action plan that your community partnership will be working towards. You will turn in this form as a final deliverable.

Step 3: Budget and Budget Narrative

Goal: The goal of Step 3 is for the Deliverable 3 Team to create a budget and budget narrative.

Handouts: None

Deliverable #3C: Budget and Budget Narrative

- A. **Understanding the Task:** After Steps 1 and 2 are complete, the next step is for Project Directors to work with the Fiscal Personnel to create a budget and budget narrative.
- B. **Thinking through Logistics:** Consider how you will lead and communicate with each other and the necessary fiscal personnel to complete the budget and budget narrative. As you schedule and consider deadlines, keep in mind that the team will need to complete the budget and budget narrative **after** the Selecting an Intervention and Creating an Action Plan form is complete. The **due date to complete Deliverable 3 is 1/14/2022 at 5:00pm.**



Deliverable #3C: Use the **Budget and Budget Narrative Form** to request implementation funds. You will turn in this form as a deliverable.

Step 4: Reflect on the Process and Consider Next Steps

Goal: The goal of Step 4 is for the Deliverable 3 Team to reflect on the overall process associated with Deliverable 3: what was learned, what questions remain, and how the team will use this information.

Handouts: None

Deliverable #3D: Reflection Form

- C. **Understanding the Task:** After Steps 1 and 2 are complete, the next step is for the team to reflect on the process and discuss next steps. For this step, you will use the **Constructing an Action Plan Reflection Form** (Deliverable #3D) to capture the discussion.
- D. **Leading and Managing the Reflection Process:** There is no prescribed way to operationalize the reflection session. You may choose to combine it with a meeting focused on working on the Selecting an Intervention and Creating an Action Plan form or hold a separate meeting for reflection. You may find it helpful to consult meeting notes taken while completing the Selecting an Intervention and Creating an Action Plan form.
- E. **Thinking through Logistics:** Consider how you will lead and communicate with the team to complete the reflection session. As you schedule and consider deadlines, keep in mind that the team will need to complete the reflection form **after** the Selecting an Intervention and Creating an Action Plan form is complete. The **due date to complete Deliverable 3 is 1/14/2022 at 5:00pm.**



Deliverable #3D: Use the **Constructing an Action Plan Reflection Form** to capture the group's reflection and next steps. You will turn in this form as a deliverable.

Step 5: Highly Suggested Peer Conference

Goal: The goal of Step 5 is to connect with your fellow Rise and Thrive grantees in order to provide support and ideas as you work to refine your action plan. *Note: This optional step has been added to Deliverable 3 in response to feedback from the Rise and Thrive teams and it has been proven to be highly effective. It is strongly suggested that you complete this step although it is not mandatory.*

Handouts: None

Deliverable #3E: Peer Conference Form

Understanding the Task: Contact the campus-community partnership that you have been matched with on the table on the Peer Conference Form and arrange a brief (suggested 30 minutes) meeting to discuss your action plan. See the Rise and Thrive Participant List on the [google drive](#) for contact information.

1. Reach out to your matched campus community partnership and set up a brief meeting.
2. If it feels supportive, use the suggested agenda on the Peer Conference Form in your meeting.
3. Reflect on your meeting by filling out the three (3) reflection questions on the form.
4. Turn the form in with your other deliverables on January 14, 2022, at 5 PM.



Highly Suggested Deliverable #3E: Complete the **Peer Conference form** as a debrief on your peer conference. If you choose to engage in this activity, you will turn in this form as a final deliverable.

Step 6: Submit Deliverables – DEADLINE: January 14, 2022 at 5:00 PM

Goal: The goal of Step 5 is for the Project Director to submit the required deliverables.

The final step of Deliverable 3 is to submit the final deliverables. As a friendly reminder, the coalition must submit all four parts of the deliverable along with the fifth part if your team chose to complete it:

- (3A) Deliverable 3 Team Form
- (3B) Selecting an Intervention and Creating an Action Plan Form
- (3C) Budget and Budget Narrative
- (3D) Reflection Form
- (3E) *Highly Suggested:* Peer Conference Form

Please submit all three files via email to Julie Cameron (julie@prevention-first.org) and Laura Balis (lbalis@pire.org) by **5:00pm on January 14, 2022.**