

Checklist for Updating the Comprehensive Community Plan

The Comprehensive Community Plan (CCP) is a systematic and community-driven gathering, analysis, and reporting of community-level indicators for the purpose of identifying and addressing local substance use problems. It is a living document that is updated from year to year to reflect the changes, problems, and goals of the coalition's efforts. It is imperative that the coalition participates in the construction and review of the CCP before submitting the final product to the Indiana Criminal Justice Institute. **It is a collective effort that involves input from all active members of the coalition.** The CCP is due on April 1st of every year and is submitted through Intelligrants. The submission window opens during the last week of March.

Note that the most recent CCP and the newly submitted CCP submission will be reviewed side-by-side. Therefore, the Behavioral Health Division will be able to quickly identify if the LCC has or has not provided an updated to the newly submitted CCP. Failure to correctly update the CCP will result in a denial of approval and the CCP will be returned with a request for modifications. Correctly updated CCPs have priority over resubmissions. Resubmissions will be evaluated by the Division after all correctly updated CCPs have been approved.

Below are the steps that Local Coordinating Councils need to take to properly update the Comprehensive Community Plan (CCP):

1. REVIEW

To begin the update process, it is important to review the previous year's approved CCP in its entirety. This helps familiarize the LCC with the components and structure of the plan. Please evaluate each of the below sections and note any information that needs to be updated or modified. If there are questions about any particular section and why it is included, please refer to the CCP tutorials [here](#).

- Cover Page:
 - Has the name of the LCC changed? Has the contact information changed?
- Vision and Mission Statements:
 - Has the vision or mission statement changed or needs to change?
- Membership List and Meeting Schedule:
 - Are all the members listed still a part of the coalition? Do members need to be added or removed?
 - Does the coalition have diverse members from prevention, treatment, and just services?
 - Has the meeting schedule changed? Are meetings in person, online, or hybrid?

- Community Needs Assessment:
 - Community Profile – Did the population change? Are there new organizations, mental health services, etc., that should be added to the list?
 - Community Risk and Protective Factors – Are there any new risk or protective factors that should be noted? Did the coalition's perception of these factors change?
- Making a Community Action Plan: Review the problem statements, data, and SMART goals.
 - Create and Categorize Problem Statements –
 - Evidence-Informed Problem Statements
 - Brainstorm
 - SMART Goals
 - Plans to Achieve Goals

2. EVALUATE

Evaluation of the CCP follows the review. An evaluation is a process that critically examines the CCP and involves analyzing information about problem statements, data, goals, and outcomes. The evaluation step identifies underperformances and how to improve the upcoming CCP. Start the evaluation at the “Making A Community Action Plan” section. The LCC will evaluate each step of the “Making A Community Action Plan” section. Below are questions that LCCs should address to better evaluate and update CCPs.

- Step 1: Create and Categorize Problem Statements:
 - Do the risk factors found in this section match the risk factors found in the “Risk and Protective Factors” section found above?
 - Are the risk factors still relevantly perceived by the LCC?
 - Are there three problem statements for each risk factor identified? Does the LCC want to address new problem statements connected to the risk factors?
- Step 2: Evidence-Informed Problem Statements:
 - This section is where the LCC identifies the three problem statements that the plan should address and provides updated data to establish the problem statement.
 - Does the LCC want to change one, two, or all the problem statements? OR does the LCC want to keep all the problem statements as they are currently?
 - Are the problem statements broad enough to ensure that they include all funding categories of prevention, treatment, and justice services? OR are the problem statements too narrow, resulting in programs being excluded from applying? (**All funded programs must connect to the CCPs problem statements and goals.**)

- Data: Is there new data available that helps establish the problem statements? Is the data reflect current times? Is the data provided dated?
- THERE MUST BE NEW DATA PROVIDED TO THE UPDATE! Data can come from local or state level sources.

□ Step 3: Brainstorm:

- Based on the problem statements and resources identified in the “Community Needs Assessment: Results” section, are there any new ideas that can address the identified problem statements?
- Remember, brainstorming is the process of gathering ideas before you have established goals.

□ Step 4: Develop SMART Goal Statements:

- **THIS IS THE MOST IMPORTANT SECTION THAT WILL BE UPDATED!**
- Evaluate whether the LCC achieved each of its 2020 CCP SMART goals.
- Were the SMART goals specific, measurable, achievable, realistic, and timely? Please refer to the CCP tutorials [here](#) to better understand SMART goals.
- Did the LCC meet its SMART goals? Did LCC fail to meet its SMART goals?
- If the LCC met a goal, then the coalition should create a higher goal.
- If the LCC failed to meet a goal, then the coalition should evaluate as to why and develop a more realistic goal.
- Note: The update only includes updating the actual goals. The final quarterly report will provide more detail as to why or why not the LCC achieved its 2020 goals.
- **EXAMPLE:**
After the evaluation of its SMART goal, County A found that it achieved last year's goal to reduce youth alcohol use. Therefore, they want to set this year's goal even higher than the previous year. If they would have failed to meet the goal, they would alter the previous goal to make it more achievable.

Problem Statement:

“There is a high prevalence of alcohol and substance use among youth in County A.”

Previous SMART Goal:

“The LCC will reduce alcohol use amongst youth ages 11-18 by 1% within one year. This will be known by the Indiana Youth Survey. If a 1% reduction is not achieved within 1 year, the LCCs approach will be reevaluated.”

New SMART Goal:

The LCC will reduce alcohol use amongst youth ages 11-18 by 3% within one year. This will be known by the Indiana Youth Survey. If a 3% reduction is not achieved within 1 year, the LCCs approach will be reevaluated.

Step 5: Plans to Achieve Goals:

- This step lays out the coalition's efforts by broadly building lanes that guide the community towards the achievement of the SMART goals.
- Do the listed plans broadly address capacity and methods to achieve the specific goals listed above?
- Are the plans too narrow that they resemble program descriptions?
- Plans identified in this section must connect to the specific goal.

3. CONCLUDE THE UPDATE

After the plan has been review, evaluated, and updated, the LCC coalition should do one last review as a body to eliminate any grammatical, spelling, and formatting errors. Please note that CCPs will be published on the ICJI website and be provided to the Commission to Combat Drug Abuse. Please make sure that all errors are eliminated before taking a vote to approve the final draft that will be submitted to ICJI.

Frequently Asked Questions

Q: What if we want to change just one problem statement, what do we do?

A: *If the LCC wants to change a problem statement, then they will start at beginning of the “Making A Community Action Plan” section and work through Steps 1 – Step 5 until they have reached the end.*

Q: What if we don’t have any new data?

A: *In every agreement between the LCC and its grantees, there should be terms that describe what the grantee is to provide to LCC in consideration for the funding. This should include the grantee’s reports to the LCC, data the grantee has collected while using the provided funding, etc. If they are not providing you with this information, then how does the LCC know if the program is using the money effectively? Also, there are frequently used data sets found in the LCC Policies and Procedures Manual found [here](#).*

Q: When will I be able to submit the report and how will I know how to submit it?

A: *The submission window will open in Intelligrants the last week of March. ICJI will provide instructions on how to properly submit the report when the submission window opens. Please make sure that your Intelligrants password is not expired.*

Q: Is this CCP going to be the second year of the three-year plan?

A: *THERE IS NO LONGER A THREE-YEAR PLAN. The CCP is evaluated and updated each year. Read the LCC Policies and Procedures Manual for further information.*

Q: How long will it take to get approved?

A: *Properly completed CCPs, should take no longer than a four-week period to be reviewed, graded, and approved.*

Q: What if we don’t submit a plan by the submission due date?

A: *Failure to submit by the due date will result in a notice being sent to the LCC that they have seven days to submit a CCP. Failure to submit a correctly updated CCP within seven days will result in an administrative hold being placed on the County Drug-Free Community Fund.*

Please reach out to your Behavioral Health Program Manager for any further questions.