

**PA Opioid
Overdose
Reduction**

**Technical
Assistance
Center**

Protocol: Onboarding Counties

Funded by: Pennsylvania Commission on Crime and Delinquency



**PittPharmacy
PER_XU**

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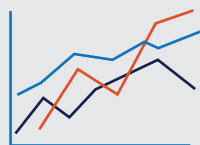
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The Implementation Framework



Identify a Vision



Build Capacity and Leadership



Develop and Implement a Strategic Plan



Improve Continually and Sustain Programs

Assessing a County

The TAC County Coordinator will be responsible for assessing the county following the initiation of TA. The needs and expectations of the county will differ depending on where the county is at in coalition development. The TAC County Coordinator is expected to reasonably follow the guide below.

COUNTIES WITH EXISTING COALITIONS:

1. Identify Needs by following the Implementation Framework:

- **Assessment** - Is the county gathering data in real-time to understand the impact of overdoses.
- **Capacity (including leadership)** - Does the county have the right stakeholders at the table for an effective overdose reduction coalition?
- **Planning** - Does the county have enough data to assess its overdose phenomena and sufficient capacity to get work done effectively and impactfully? **Implementation** - Is the county implementing best practice methods to eliminate overdose?
- **Evaluation** - Is the county evaluating their work in an effort to improve continuously?
- **Sustainability** - Does the county maintaining interventions beyond an initial pilot phase, requiring funding and improving systems to do more with less.

2. Conduct readiness assessment¹, which can include questions, such as:

- Can you build a compelling case for change?
- Are the anticipated results compelling enough to initiate and sustain the change process?
- Are the essential stakeholders willing and able to commit to and champion the work over time?
- Are the potential benefits of change, and the consequences of "business as usual" sufficient for community stakeholders to support implementation?
- Are there sufficient systems and resources in your community to support implementation?

3. Review TAC Requirements (Appendix A)

4. Schedule TAC Kick-Off Meeting

5. Create intro packet for coalition

* Adapted from SAMHSA, *Recovery-Oriented Systems of Care (ROSC) Resource Guide*, September 2010, "Assessing Readiness: Core Considerations in Preparing for Change"

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COUNTIES WITHOUT EXISTING COALITIONS:
1. Identify status:
• Does the county have leadership? (Y/N)
• Does the county have members identified? (Y/N)
2. Conduct readiness assessment (see table above)
3. Review TAC Requirements (Appendix A)
4. Schedule in-person meeting to discuss member recruitment and coalition development
5. Create intro packet for coalition

During this initial call, the TAC should conduct a readiness assessment to determine the readiness of the county to initiate work with the TAC and establish or sustain a county coalition. The TAC County Coordinator is expected to follow up the initial contact with meeting notes that adequately summarize the conversation and describe next steps.

Initial In-Person Meeting

The TAC County Coordinator will have an initial in-person meeting with county representatives, which will be tailored to the needs of the county that were identified during the initial contact call with the county.

This in-person, coalition development meeting should focus on the following:

- Reviewing TAC processes and requirements;
- Identifying coalition leadership and membership, and planning for reaching out to individuals; and
- Determining date for kick-off meeting.

The TAC County Coordinator will then host a kick-off meeting with the newly established coalition.

TAC Kick-Off Meeting

Typically, TAC kick-off meetings will be held with counties

that have coalitions established. The kick-off meeting, although tailored to each coalition, should follow a similar format described below:

- TAC overview presentation, which includes a brief data presentation
- Discussion of next steps with the coalition, which typically includes:
 - Additional member recruitment;
 - Data collection and analysis;
 - Strategic planning; or
 - Implementation of programs and activities
- Distribution of PA Stop materials for the group to disseminate prior to next meeting

Expectations of TAC-County Partnerships

The TAC will:

- Attend monthly coalition meetings until it is determined that the coalition is healthy and effective.
- Create and follow 6-month plans for each county.
- Train an administrative champion from the county within 2 months.
- Schedule and participate in a minimum of once-monthly leadership meetings, based on the needs of the county.
- Provide assistance with data collection and analysis.
- Facilitate strategic planning session within 3-6 months of working with the coalition.
- Complete coalition strategic plan within 1 month of strategic planning session.
- Assist with implementation of programs and activities.
- Assist with grant requirements, should coalition receive funding.