

TA
Newsletter

Block Grant Evaluation Summit Oct 1st

The OMNI Institute Evaluation Team is pleased to announce and host the **2019 Block Grant Evaluation Summit** leading up to the VACSB Public Policy Conference. The summit takes place **Tuesday, October 1, from 1-5 pm at the Hotel Roanoke in the Buck Mountain Room** (same location as the VACSB conference). Additional details including room number will be updated closer to the summit.



The summit is targeted to CSB prevention staff, even if those staff are not attending the full VACSB Public Policy Conference. OMNI will present on topics to support your block grant evaluation work including evaluation updates and plans for the coming year, review/discussion of the statewide strategic planning report, and provide an introduction to the new VASIS dashboard.

Please click the link below and RSVP in Eventbrite before September 20th to ensure a spot. As mentioned, only one person per CSB may register at this time due to space constraints. We will let CSBs know soon after September 20th if there are openings for which additional CSB staff members may register. Note: You will not need to print or bring any PDF ticket from Eventbrite to access the summit.

Register here: <https://www.eventbrite.com/e/2019-block-grant-evaluation-summit-tickets-72287051517>.

OMNI will also be making Evaluation TA office hours available to CSB staff during the mornings of October 1st and 2nd for one-on-one evaluation and data entry support. Please indicate your interest in this by contacting OMNISupport@omni.org and a TA consultant will contact you to schedule a specific time.

Here is a link to more information on the VACSB Public Policy Conference in Roanoke: <https://vacsb.org/october2019/>

We are looking forward to seeing you in Roanoke!

Helpful Plan Channel Reminders!

As you know, for this year's BG/SOR FY data entry planning process, we have asked CSBs to provide a good deal more information in their Excel data entry plans (DEPs) than in the past. **We are very appreciative of this extra effort!** This should make entry into the Plan Channel easier, ensure more accurate data, and will support better data review. Here are some Plan Channel tips and reminders that will provide a strong foundation for entering your activity data:

- **Information Dissemination:** These campaigns should be separated by messaging or focus area. For example, one campaign for suicide prevention presentations and another campaign for opioid presentations. Separation of these presentations/events into separate campaigns is not required if the same information will be provided. If the same information will be provided, the campaign name should include an 'ATOD' label.

- **Adding New Strategies:** If you are going to implement a strategy that is not in your data entry



plan, please refer to the Master Data Entry Plan to identify the appropriate row. Then, reach out to OMNI Support to ensure the strategy is being captured correctly.

- **Campaign Demographics:** Do not enter demographics for Campaigns in the Plan Channel, you will enter the demographics when entering activity data in the Implement Channel.
- **New Cohorts/Campaigns:** When adding a new Cohort or Campaign to the Plan channel, have OMNI review it before you add activities. Use the Master Data Entry Plan for reference on how to enter it. Note: Cohorts should not be entered until you know the demographics.
- **Entire Catchment Demographics:** There are only a few cohort strategies for which you would typically include the entire catchment demographics: Counter Tools, most Merchant Education activities, and Permanent Drug Drop Boxes.
- **Cohort Demographics:** The demographics in the Plan Channel should reflect the total number of people who are to receive the intervention/strategy *throughout* the course of implementation. Demographics should not be changed within the activity to reflect attendance.

Once your Plan Channel is approved, please do not make changes to any of the fields. If a new cohort or campaign needs to be added, reach out to [OMNI Support](#).

Tips for Data Entry in the New Fiscal Year!

Here are some important tips we want to share that will help with accurate data entry and minimizing rejections:



- **Individual Activities:** CSBs should not select 'individual activity' to enter cohort/campaign activity! All activities MUST tie back to a cohort or campaign you have registered in your Plan Channel. This is a very common reason for rejections, so please pay special attention to this!
- **Item Distribution:** Demographics should reflect the *total number of items distributed* (e.g., drug deactivation packets or lock boxes) and the appropriate target population receiving them. Filter out inappropriate age ranges using the downloadable demographics calculator.
- **Information Dissemination or Social Marketing Demographics:** Include only demographics that reflect the target audience of your messaging or strategy, e.g., if parents are your target population, you should exclude child age ranges. Use the downloadable demographics calculator to filter out particular age groups.
- **Media Type & Format:** For Information Dissemination activities, PBPS allows you to change the Media Type or Format when recording an activity. Before doing so, note your CSAP Sub-Strategy as this field will need to be re-entered and should not be changed from what it is in your Plan Channel/Data Entry Plan.
- **Staff Time:** CSBs should not record staff time in the Implement Channel that is solely associated with preparing for an activity or in-service to a cohort or campaign, rather than *implementing* a strategy. Use the Build Capacity channel instead for this entry of staff time.
- **Action Taken:** Please provide sufficient details in the Action Taken description by including the target population, especially for Information Dissemination or Social Marketing. This will help our review of the activity's demographics.

Your [OMNI TA Team](#) is always there to provide guidance when you have questions about the best way to enter your activity or to calculate your demographics. Reach out to us with questions!

Quick Links

- [OMNI Support email](#)
- [Virginia Prevention Works Portal](#)
- [Virginia Social Indicator Dashboard](#)
- [CPG's PBPS](#)
- [BG & SOR 2019-2020 Master Data Entry Plan](#)
- [Data Entry Guidelines for 2019-2020](#)
- [Downloadable Demographics Calculator](#)

Important Dates

- [September 30th](#): end of SOR Fiscal Year
- [September 30th](#): end of PFS Fiscal Year
- [October 1st](#): Block Grant Evaluation Summit

