

Helpful Tips for a Successful Title IV Application

Needs Assessment Question 5

The information listed under this question should include data that was collected. This data could be any of the following:

- ✓ Percentages of students surveyed (i.e., according to the 2006 Search Survey, 30% of the students in grades 7-12 have used alcohol in the past 30 days; or according to the school safety survey, 15% of students in grades 4-8 have been bullied at school)
- ✓ Number of policy violations (i.e., during the 2006-2007 school year there were 8 violations of the substance use policy in grades 9-12; or there were 10 reported bullying incidents during the past school year)
- ✓ Number of students referred to a specific prevention program (i.e., there were 20 referrals to the Student Assistance Program from grades 9-12 during the school year; 25 students were referred to and completed the Primary Prevention Program)

Needs Assessment Question 7

The information provided in the table should be directly linked to the date provided within the Needs Assessment Question 6. The objectives which are listed in the first column should be measurable and put on a timeline. Some examples include:

- ✓ According to the 2008 Search Survey, there will be a 3% decrease in the number of students in grades 7-12 who have used alcohol in the past 30 days.
- ✓ According to the school safety survey, there will be a 5 % decrease in the number of students in grades 4-8 who have been bullied at school by May 2007.
- ✓ The number of substance use policy violations for students in grades 9-12 will decrease to 5 during the 07-08 school year.
- ✓ The number of bullying incidents will decrease by 25% by May 2008.
- ✓ The number of referrals to the Student Assistance Program will increase by 20% by May 2008.
- ✓ There will be an increase of 10% of the number of students who complete the Primary Prevention Program.
- ✓ At least 50% of the parents in the district will attend at least one educational workshop on ATOD prevention by May 2008.

Under the Programs/Strategies/Activities column of this table, you will include any activities, curriculum, strategies that the district is utilizing to impact that specific objective. Please list any research based programs that are being implemented to address the issues even if they are not funded by Title IV money as this will help the reviewers of the application get a better “picture” of what prevention programming is being implemented.

Under the Performance Indicators column, you will list the ways in which you intend to evaluate your programming. Examples of this would be survey data, office referrals data, pre-post tests for specific curriculum, sign in sheets for parent education events, etc.

Title IV Part A Narrative Q & A

1.02 A: a result of the data collected through the sources listed earlier in the needs assessment, what were the identified needs?

Please include actual numbers of: violations, incidents, survey results, etc.

The data should be actual numbers or percentages that the district is using to drive the SDFSC programming whether it is from policy violations, survey data results, etc. This information that is provided should be directly tied to the objectives that you create under the Title IV SDFSC goal in question 7 of the needs assessment.

1.03 How do you plan to share results of the needs assessment with the public?

Examples of this could be local newspaper, monthly newsletters, school website, community meeting and presentations.

4.01 How will you evaluate your progress toward achieving your district's goals and objectives for Safe & Drug Free Schools, and how frequently will this evaluation occur?

Examples for this question would be listing the surveys and the frequency that the survey is administered and to what grade levels. Another example would be to look at the Safe & Gun Free School Data collection at the end of each school year; or looking at number of referrals to SAP or Primary Prevention Program. It could also be doing pre-post tests of a particular program/curriculum.

4.02 Please list the successful components of your 2006-07 plan.

This section will require schools to go back to the objectives that were identified for the year and noting which objectives were met. It will also require schools to look at what programming/strategies/curricula were implemented in regards to SDFSC and documenting the successes of those programs (i.e., Project Alert was implemented in the 7th-8th grade classrooms; or 48 parents attended the drug education night; 100% of the teachers received a meth prevention in-service).

4.03 Has there been a measurable change in your student's attitudes or reported behaviors as indicated in your evaluation regarding drug and violence as a result of any prevention/drug education program in your school?

This will be where you compare data from one year to the next whether there were increases or decreases in at-risk behaviors or protective factors. Actual data will be required in this section. If you do a big survey such as Search every two or three years, then that will need to be mentioned. Do you mean mention of the survey or mention the fact that they only do it every 2 or 3 years??

4.04. Please list components of your plan that you were not able to accomplish this year. Indicate whether you plan to pursue those components next year.

Examples for this would be programs that you planned to implement, but did not accomplish; or objectives that you had set but did not reach.

Budget:

It is important that every item listed in the budget is tied directly back to the Programs/Strategies/Curricula column in the table under Needs Assessment Question 7.

For technical assistance with navigating or utilizing the on-line consolidated application please contact:

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For technical assistance in answering any questions related to Title IV please contact the resource person in your area:

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