

**Office of Substance Abuse
Prevention Site Visit Form Questions**

Program Name: _____ **Contract Number:** _____

Please answer the following questions about your program and agency. You may open this document in MS Word and type directly under each question. Save in rich text format and email back as an attachment to your OSA Program Officer.

Program:

1. Where are you in the evolution of your program (how's it going)?
2. What are the challenges to implementing the program?
3. What are the challenges to achieving your targets / outcomes?

Staffing:

4. How many staff are funded by the grant?
5. Names and FTE on Program (Key in implementation, but not funded by OSA?)
6. What professional development have you been able to take advantage during the past 12 months?
7. What are your professional development needs in the next 12 months?

Computer Technology:

8. Software:
9. Email ability:
10. Web ability:
11. Web site:
12. Training:

Program Management:

13. Who is involved in developing program outcomes and targets?
14. Who is involved in evaluating program outcomes and targets? Provide copies of specific survey instruments.
15. Who completes the quarterly reports (financial and narrative)?
16. Do you have an advisory committee?
17. What is the membership?
18. What is their role?
19. Frequency of meetings?
20. How are volunteers trained / ongoing skill development?

Collaboration:

21. What is your contact with non-prevention agencies?
22. What collaborations / coalitions / partnerships etc. are you actively involved in?
23. How does this strengthen your program?
24. Do you have opportunities for peer review with prevention providers outside of your agency?
25. What other resources do you use for problem-solving / trouble shooting?
26. Would you like opportunities for more peer review?

Promotion:

27. How is the community informed of the program?
28. How are the local school board(s) informed?
29. What is your contact with the media?
30. Is there anything that you would like for us to know that we have not discussed or that you need to tell me about?