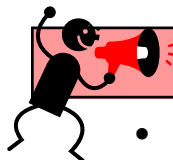


# RE Coordinator Newsletter





## IN THIS ISSUE:

AUGUST, 2007

|                                              |
|----------------------------------------------|
| ◆ ANNOUNCEMENTS                              |
| ◆ PREVENTION STRATEGIES: UPDATES & REMINDERS |
| ◆ CESSATION STRATEGIES: UPDATES & REMINDERS  |
| ◆ SECONDHAND SMOKE: UPDATES & REMINDERS      |
| ◆ COMMUNITY AWARENESS: UPDATES & REMINDERS   |
| ◆ JEFF'S EVALUATION CORNER                   |
| ◆ IMPORTANT UPCOMING DATES TO REMEMBER       |



## ANNOUNCEMENTS

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 Progress and Activity Reports for the July/August reporting period are due by August 31st. You should be filling out the appropriate reports for each Work Plan. **Even if there has been no activity for the period or for a particular question on the Progress and Activity Reports, be sure to complete the report and answer every question. For questions with no activity, please write "No activity to report".**
- Please fax in any data by 5pm on August 31st that you may not yet have sent to OTREC for this reporting period so that it can be included in the Evaluation Report for July and August.
- 
**New G-Wiz Feature!:** Some of you may have already noticed that the printer icon in the G-Wiz system will now allow you to print your work plans, progress reports, activity reports, and evaluation reports. If you have any questions about this new feature please contact your OTREC Statewide Field Coordinator. If your question is technical in nature, please contact the Bamboo Help Desk (1-877-226-2662).
- 
**Grantee Reach Reports in G-Wiz have been fixed.** Grantees should now see the correct target numbers and reach numbers in these reports. If you are still concerned that numbers may be off in these reports, please contact your Statewide Field Coordinator with your exact concerns. Thank you again for your patience as we developed and refined these reports. Remember that the reach reports are updated only after each reporting period, not during reporting periods.
- 
**A note about the Youth Prevention Reach Reports in G-Wiz:** The "Number Reached" is drawn from the number of students enrolled in the class on the teacher reporting form. This number is not the number of baseline surveys as students may not be present on the day the baseline surveys were administered.
- If prevention or cessation classes are mistakenly deleted from OTREC-DM, please contact OTREC as the classes are able to be retrieved.
- REMINDER: Be sure to mark the date you sent faxes to OTREC in OTREC-DM. Also, check back in OTREC-DM after a few days to see if the faxes have been received by OTREC.**



## PREVENTION STRATEGIES: UPDATES & REMINDERS

### 100% Tobacco Free Schools



- Activity Reports for Tobacco Free Schools are due on August 31st.
- If a tobacco-free policy is adopted in one of your school districts, remember to report this policy change in your activity report and be sure to include the number of lives protected in the district (both staff and students).
- **Note:** The TFS policy is an effort to adopt, implement, and enforce a 100% tobacco-free school model policy into schools throughout Ohio. Tobacco-free policies that do not protect every student and staff member cannot be considered an implemented policy. For more information contact your PPM, go to: [http://www.law.capital.edu/tobacco/youth\\_schools.asp](http://www.law.capital.edu/tobacco/youth_schools.asp), or refer to the model policy in the Tobacco-Free Schools toolkit.

### School and Community-based Youth Prevention



- Activity Reports for School and Community-based Youth Prevention are due on August 31st.
- With a new school year approaching, please let your Statewide Field Coordinator know if you need to add any school districts to your OTREC-DM settings.
- Please write the Prevention class ID on EACH page of the Fidelity Checklist where there is room. This will help us to better identify each page of the form as the pages sometimes get split up during faxing.
- An updated Teacher Reporting Form is available from [www.otrec.org](http://www.otrec.org) and can be downloaded directly from the website. The new version of this form alerts teachers to the \$5 gift card to [www.amazon.com](http://www.amazon.com) for taking the on-line survey. Please be sure to use the new version of the form and to promote the on-line survey option to all teachers. **We will no longer be using older versions of this form.**
- **Make sure the curriculum selected in OTREC-DM matches the fidelity checklist for the classes faxed to OTREC.**
- It is the responsibility of the RE Coordinator to check to make sure that all fidelity checklists faxed to OTREC are filled in properly. Please make sure that the class ID and all other fields are clearly legible before forms are faxed.
- **A note about the Youth Prevention Reach Reports:** The “Number Reached” is drawn from the number of students enrolled in the class on the teacher reporting form. This number is not the number of baseline surveys as students may not be present on the day the baseline surveys were administered.



### Prevention Curricula Training

- Progress and Activity Reports for Prevention Curricula Training are due on August 31st.

### Support or Establish a stand Team

- Activity Reports for Establish a New **stand** Team are due on August 31st. Please complete Activity Reports for Support an Existing **stand** Team as meetings and events happen.



## CESSATION STRATEGIES: UPDATES & REMINDERS



### Adult Cessation



- Activity Reports for Adult Cessation are due August 31st.
- **Class/Batch Sheets:** We are still receiving class/batch sheets for which there is no setting for the cessation class selected (e.g. Community, Hospital, etc.). Please indicate the setting on these sheets, otherwise it results in a large amount of missing data for the setting of cessation programming.
- Be sure you are sending in your “Adult Cessation Class Attendance Sheet” once the 30-day follow-up call is completed. Also, on the “Adult Cessation Class Attendance Sheet”, be sure to mark whether the list of participants is a batch of individuals or a group/class and counseling site.
- With the end of a reporting month coming, please check OTREC-DM and review the incomplete/complete status of cessation classes.

- An updated Class Information/Batch Sheet is available from [www.otrec.org](http://www.otrec.org) and can be downloaded directly from the website. The new version of this form includes multiple settings for cessation classes. Please redistribute new versions of the forms to all facilitators. **We will no longer be using older versions of this form.**
- **REMINDER: Remember to send original consent forms to OTREC** using certified or registered mail. This is important because the consent forms contain confidential contact information. Please mail in original consent forms once a reporting period or once a quarter, as long as they're sent on a regular basis.

### **Training Health Professionals in Brief Interventions**



- Progress and Activity Reports for Training Health Professionals are due August 31st.
- We have updated the Training Health Professionals Survey to better track the number of surveys collected and it is now posted on [www.otrec.org](http://www.otrec.org). Please begin using the updated survey. **We will no longer be using older versions of this form.**

### **Policy and Brief Intervention Within Health Systems**



- Progress and Activity Reports for Policy and Brief Intervention within Health Systems are due August 31st.

### **Employer Support for NRT**



- Activity Reports for Employer Support for NRT are due August 31st.

### **Distribution of Quit Kits**



- Progress and Activity Reports for Distribution of Quit Kits are due August 31st.
- **Note:** The May/June evaluation report only reported data through May. As data is received by OTREC mid-month, June data could not be included. June and July data will be included on the July/August evaluation report.

### **Promotion of Ohio Quits**



- Activity Reports for Promotion of Ohio Quits are due August 31st.



## ***SECONDHAND SMOKE: UPDATES & REMINDERS***

### **Outdoor Tobacco-Free Environment**



- Activity Reports for Outdoor Tobacco-Free Environments are due August 31st.

### **Tobacco-Free Worksites**



- Activity Reports for Tobacco-Free Worksites are due August 31st.
- Once your policy moves from advocacy to implementation, please report the stage change in your activity report and be sure to include the number of lives protected in the worksite.
- **Note:** The TFW policy is an effort to adopt, implement, and enforce 100% tobacco-free worksite model policy throughout Ohio. Tobacco-free policies that do not protect every employee cannot be considered an implemented policy. For more information contact your PPM or refer to the model policy in the Tobacco-Free Workplaces toolkit.



## ***COMMUNITY AWARENESS STRATEGIES: UPDATES & REMINDERS***

### **Community Leader Relations**



- Progress and Activity Reports for Community Leader Relations are due August 31st.

### **Coalition Development**



- Activity Reports for Coalition Development are due August 31st.



## JEFF'S EVALUATION CORNER

OTPF Grantees,

This month's evaluation corner focuses on **stand** Teams. I would first like to thank the Team advisors who coordinated their Team's participation in the recent **stand** survey. That survey was the first time that OTPF had collected data from **stand** youth. Results from that survey, along with results from an external evaluation of our **stand** media efforts, will be shared in the next few months.

Regarding work plans, it is very important that all **stand** Teams are now entered into G-Wiz under the "Support an Existing **stand** Team" work plan. Grantees should no longer be reporting on stand **Teams** through an "Establish a New **stand** Team" work plan. Please contact your Program Project Manager if you have any questions.

Finally, during Northlich's review of **stand** activity reports, they have noticed that a few reports have been misclassified. The G-Wiz activity reports are used for making **stand** Team rank decisions and any misclassified reports may prevent your Team from achieving the rank it deserved. Please ensure that your **stand** team advisors are using a standard reporting format for relaying information to you for entry into G-Wiz. The **stand** activity report worksheet available at [otrec.org](http://otrec.org) is probably the best tool for you to use for matching **stand** activity to the G-Wiz report requirements.

Thank you again for all of your effort related to evaluation and reporting.

Jeff



### IMPORTANT UPCOMING DATES TO REMEMBER

- ✓ Fourth Progress and Activity Report Due Date: **August 31st**
- ✓ Data for Fourth Reporting Period due to OTREC by 5 pm on **August 31st**

**\*Please contact your assigned Statewide Field Coordinator with any questions regarding the information in this newsletter.**



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