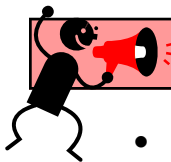


RE Coordinator Newsletter

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JUNE, 2007



ANNOUNCEMENTS

- Progress and Activity Reports for the May/June reporting period are due by June 30th. 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 that you may not yet have sent to OTREC for this reporting period so that it can be included in the Evaluation Report for May and June.
- We are still working with Bamboo to correct the errors in the Reach Report. Program staff at OTPF are aware that the Reach Reports currently in G-Wiz do not accurately reflect programmatic efforts. We appreciate your patience with this as we move forward.
- Make sure you are using updated prevention and cessation forms. **OTREC will no longer be accepting the old versions of the forms.**
- Ashley Brooks is leaving OTREC at the end of July to return to graduate school and pursue her PhD in Public Health at the University of North Carolina-Chapel Hill. In her last two months at OTREC, Ashley is training her Statewide Field Coordinator replacement, Maggie Cox. As Maggie is transitioning into the role, either Maggie or Ashley can serve as a grant contact. We will miss you, Ashley!





PREVENTION STRATEGIES: UPDATES & REMINDERS

100% Tobacco Free Schools



- Activity Reports for Tobacco Free Schools are due on June 30th.
- If a tobacco-free policy is passed in one of your school districts, please report this policy change in your activity report and be sure to include the number of lives protected (both staff and students).

School and Community-based Youth Prevention



- Activity Reports for School and Community-based Youth Prevention are due on June 30th.
- OTREC will create the 3rd Period (May/June) Evaluation Report based on materials received up until June 30th at 5 pm. Please do not fax forms for ongoing programs. However, if you have completed forms that have not been faxed to OTREC, please make sure to fax them in so they can be included in the 3rd Period Evaluation Report and present the most accurate picture of your programming thus far.
- **An updated Teacher Reporting Form is available from 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 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.**
- As a reminder, when entering your class ID on all forms, please remember that a class id consists of the last two digits of your grant, and the five digits ID generated in OTREC-DM. So, if your grant number is 07-3-000 and the five digit ID generated in OTREC-DM is 12345, the class ID that should be written on all forms is 00-12345.
- **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.

Prevention Curricula Training



- Progress and Activity Reports for Prevention Curricula Training are due on June 30th.
- The Prevention Curricula Training Survey has been revised to better track the number of surveys collected. The new survey has been posted on www.otrec.org.

Support or Establish a stand Team



- Activity Reports for Establish a New **stand** Team are due on June 30th. 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 June 30th.
- OTREC will create the 3rd Period (May/June) Evaluation Report based on materials received up until June 30th at 5 pm. Please do not fax forms for ongoing programs. However, if you have completed forms that have not been faxed to OTREC, please make sure to fax them in so they can be included in the 3rd Period Evaluation Report and present the most accurate picture of your programming thus far.
- **An updated Class Information/Batch Sheet is available from www.otrec.org and can be downloaded directly from the website. Please redistribute new versions of the forms to all facilitators. We will no longer be using older versions of this form.**
- 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.
- 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.
- With the end of a reporting month coming, please check OTREC-DM and review the incomplete/complete status of cessation classes.
- As a reminder, when entering your class ID on all forms, please remember that a class id consists of the last two digits of your grant, and the five digits ID generated in OTREC-DM. So, if your grant number is 07-3-000 and the five digit ID generated in OTREC-DM is 12345, the class ID that should be written on all forms is 00-12345.
- **Remember to send original consent forms to OTREC** using certified or registered mail. This is important because the consent forms contain confidential, identifying contact information. These can be mailed in once a reporting period or once a quarter, as long as they are sent on a regular basis.

Training Health Professionals in Brief Interventions



- Progress and Activity Reports for Training Health Professionals are due June 30th.
- **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. 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 June 30th.

Employer Support for NRT



- Activity Reports for Employer Support for NRT are due June 30th.

Distribution of Quit Kits



- Progress and Activity Reports for Distribution of Quit Kits are due June 30th.

Promotion of Ohio Quits



- Activity Reports for Promotion of Ohio Quits are due June 30th.



SECONDHAND SMOKE: UPDATES & REMINDERS

Outdoor Tobacco-Free Environment



- Activity Reports for Outdoor Tobacco-Free Environments are due June 30th.

Tobacco-Free Worksite



- Activity Reports for Tobacco-Free Worksites are due June 30th.
- Once your policy moves from advocacy to implementation, please report the stage change in your activity report.



COMMUNITY AWARENESS STRATEGIES: UPDATES & REMINDERS

Community Leader Relations



- Progress and Activity Reports for Community Leader Relations are due June 30th.

Coalition Development



- Activity Reports for Coalition Development are due June 30th.



JEFF'S EVALUATION CORNER

RE Coordinators,

It is hard to believe that we are already halfway through 2007! Thank you again for all of your hard work during this grant year.

For those grantees funded for intensive adult cessation programming, it is very important to fax your adult cessation baseline surveys soon after they are completed. We are attempting to reach program participants at three and six months after the survey is completed and delays in submitting baseline surveys may prevent us from attempting the 3-month call. I also want to point out that the research organization that conducts our follow-up surveys provides the option to complete the survey via the internet. Your counselors should stress the importance of the follow-up surveys and encourage the participants to use the internet option if possible.

For those grantees funded for school-based prevention curricula, be sure to enter all of your youth survey data and return all of your fidelity checklists as soon as possible. OTREC will be preparing a report of January through June school-based prevention efforts and we want to ensure that the data we have is complete. We are very excited to see a more complete picture of the school-based programming in Ohio.

There have been a lot of questions posed to the evaluation team about the 6-month extension. Please be sure to contact your OTPF Program Project Manager with any questions about the extension process.

Thank you again for your hard work. Talk to you next month.

Jeff



IMPORTANT UPCOMING DATES TO REMEMBER

- ✓ Third Progress and Activity Report Due Date: **June 30th**
- ✓ Data for Third Reporting Period due to OTREC by 5 pm on **June 30th**

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



Maggie Cox
216-368-5042

mlc35@case.edu



Danyel Savarda
216-368-0988

danyel.savarda@case.edu

Ohio Tobacco Research and Evaluation Center

at Case Western Reserve University
Center for Health Promotion Research
Case Western Reserve University
11430 Euclid Avenue
Cleveland, Ohio 44106
www.otrec.org