

# RE Coordinator Newsletter

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MAY, 2007

## ANNOUNCEMENTS

- OTREC will post the 2nd Period Evaluation Reports in G-Wiz by the middle of the month. These reports will be based on data received up until April 30th at 5 pm. If you have trouble accessing these reports, please do not hesitate to contact your Statewide Field Coordinator for assistance.
- **G-WIZ REPORTING UPDATE:** When completing all Progress and Activity Reports, if there are questions for which you have nothing to report, please ALWAYS include the following text as your response, **"No activities to report at this time"**. This will help OTPF and OTREC to know why text boxes are left empty. Thank you!
- There will be an upcoming opportunity for all RE Coordinators to sit in on a Conference call with their Statewide Field Coordinator. The purpose of these Conference Calls will be to provide continuing technical assistance to RECs regarding the Evaluation Reports in G-Wiz, review of a new feature that will provide grantees with reach reports by strategy and a re-organization of the listing of Work Plans. More information regarding these calls will be e-mailed to RECs soon.

## PREVENTION STRATEGIES: UPDATES & REMINDERS

### 100% Tobacco Free Schools

- No Updates this month.

### School and Community-based Youth Prevention

- OTREC will post the 2nd Period Evaluation Reports for School and Community-based Youth Prevention in G-Wiz by the middle of the month. These reports will be based on data received up until April 30th at 5 pm. If you have trouble accessing these reports, please do not hesitate to contact your Statewide Field Coordinator for assistance.
- **REMINDER:** OTPF is now offering a \$5 gift card to amazon.com to all teachers who take the on-line survey. A new version of the Teacher Reporting Form has been created to let teachers know about this gift card. Please begin to use the new form and encourage teachers to participate in the survey. OTREC will continue to accept old versions of the form that may already be in use. The new Teacher Reporting Form has been posted on otrec.org.



## Prevention Curricula Training

- OTREC will post the 2nd Period Evaluation Reports for Prevention Curricula Training in G-Wiz by the middle of the month. These reports will be based on data received up until April 30th at 5 pm. If you have trouble accessing these reports, please do not hesitate to contact your Statewide Field Coordinator for assistance.

## Support or Establish a stand Team

- There have been new revisions made to the **stand** Team Activity Report. An updated version of the **stand** Team Activity Report Worksheet reflecting these changes has been posted on otrec.org.



## ***CESSATION STRATEGIES: UPDATES & REMINDERS***

### Adult Cessation



- OTREC will post the 2nd Period Evaluation Reports for Adult Cessation in G-Wiz by the middle of the month. These reports will be based on data received up until April 30th at 5 pm. If you have trouble accessing these reports, please do not hesitate to contact your Statewide Field Coordinator for assistance.
- **Class/Batch Sheets:** We are receiving a large number of 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.
- **REMINDER:** The updated Class/Batch Sheet that includes more choices for the site of cessation classes is now posted on otrec.org. Please begin to use the new version of the form. However, OTREC will accept old versions of the form that may already be in use.
- **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



- OTREC has posted the 2nd Period Evaluation Reports for Training Health Professionals in Brief Interventions in G-Wiz. These reports are based on data received up until April 30th at 5 pm. If you have trouble accessing these reports, please do not hesitate to contact your Statewide Field Coordinator for assistance.
- **REMINDER:** We updated the Training Health Professionals Survey to better track the number of surveys collected and it is now posted on otrec.org. Please begin using the updated survey.
- There has been a consistent problem with some fields being left empty on the Training Survey. In particular, the question asking "Approximately how many clients/patients do you plan to provide this program to in the next 12 months?" is frequently left empty or non-numerical responses are given. **Please encourage individuals completing this survey to do their best to estimate this number.** This will help us to get an accurate state-wide estimate of how many individuals are benefiting from 5As intervention. We will be updating the Training Survey to include a reminder to encourage individuals to estimate this number. An e-mail will be sent to all RECs once this update has been made and the new survey is posted.

### Policy and Brief Intervention Within Health Systems

- No Updates this month.

### Employer Support for NRT

- No Updates this month.

### Distribution of Quit Kits



- OTREC will post the 2nd Period Evaluation Reports for Distribution of Quit Kits in G-Wiz by the middle of the month. These reports will be based on data received up until April 30th at 5 pm. If you have trouble accessing these reports, please do not hesitate to contact your Statewide Field Coordinator for assistance.

- No Updates this month.



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

**Outdoor Tobacco-Free Environment**

- No Updates this month.

**Tobacco-Free Worksite**

- No Updates this month.



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

**Community Leader Relations**

- No Updates this month.

**Coalition Development**

- No Updates this month.



***JEFF'S EVALUATION CORNER***

RE Coordinators,

Thank you for your recent submission of data for the second CGIII report period.

Now that we have received data for two report periods, OTPF and OTREC have identified a few areas of concern that we plan to address. The evaluation protocol for training health professionals in brief cessation counseling is one that we have realized needs some clarification. For this training strategy, it is important that every person trained complete the single page survey that is available through OTREC. Of primary importance to the evaluation team is the question asking how many clients/patients will be provided with the program in the next 12 months. OTREC is working to clarify the question wording on the training survey and we'd like to be sure that you are instructing the people trained to provide that information to the best of their abilities. Without a response to that question, it is not possible for the evaluation team to identify the potential impact of the training programs. We need to be able to report how many lives are likely affected through training, not simply the number of people trained.

As you are probably now aware, the OTPF Board has authorized a 6-month extension for CGIII grantees that are in good standing with programmatic and financial reporting. Please keep in mind that late or missed activity/progress reports will count against you when OTPF considers an extension award for your agency. Be sure to let your program manager and/or OTREC field coordinator know ASAP if you need any assistance with report compliance.

Thank you again for your assistance with the evaluation.

Jeff



***IMPORTANT UPCOMING DATES TO REMEMBER***

- ✓ May 16th-Securitization Rally in Columbus at 10:30 am at the Statehouse
- ✓ 3rd Period Progress and Evaluation Reports will be due on June 30th

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



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