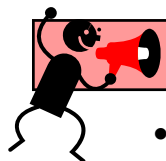


# RE Coordinator Newsletter

## IN THIS ISSUE:

◆ 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

JANUARY, 2007



## ANNOUNCEMENTS

- Welcome to the first issue of the OTREC monthly RE Coordinator Newsletter! You will be receiving this newsletter towards the middle of each month. The newsletter will contain valuable information about updates and announcements, tips and hints about OTREC-DM and G-Wiz, and will be organized by goal areas. It will also be posted and archived on our website.
- We are excited to be working with all of you and hope to have a very successful year! The new evaluation requirements for this year will help grantees to better demonstrate program effectiveness and strong evidence of your efforts.
- All the tools and resources you will need this year are available on the website, [www.otrec.org](http://www.otrec.org). Forms may be updated during the year and you will be notified if changes are made; however, please be aware that older versions of forms will still be accepted.



## PREVENTION STRATEGIES: UPDATES & REMINDERS

### 100% Tobacco Free Schools



- **G-Wiz:** A new work plan is being added in G-Wiz to accommodate those of you working for a tobacco free policy change **in private and/or parochial schools**. This work plan will be available soon and OTPF staff is aware that you are waiting on this change in G-Wiz.

### School and Community-based Youth Prevention



- **G-Wiz:** As a reminder, you only have to create **one work plan per each curriculum** (instead of one per district *and* per curriculum). Please note that LST Middle School Years 1, 2, and 3 are all different curricula and need their own work plan.



- **G-Wiz:** To clarify, you need to create **one work plan per curriculum for public schools AND one work plan per curriculum for private schools**.
- A revised 1-page Student Survey to accommodate 3<sup>rd</sup> graders and a 3<sup>rd</sup> grade protocol is now available at [otrec.org](http://otrec.org).
- A revised **Teacher Reporting Form** is now available at [otrec.org](http://otrec.org) and includes more space for the teacher's email address so that we can contact as many teachers as possible for their feedback.

- **REMINDER: Fidelity forms need to be faxed one at a time.** If you fax more than one, even if they are for different curricula, we will request that you re-fax them one at a time. It is recommended that the Teacher Reporting Form and Fidelity Checklist for a class be faxed together.
- A **Fidelity Checklist for WOM 7 & 8** will soon be available at [otrec.org](http://otrec.org). Please check the website.
- We have already received several fidelity checklists during the pilot that indicate 100% program fidelity. The fidelity checklists are meant to gain insight to what percentage of fidelity is possible with the currently used curriculum in real life setting. Please keep in mind that you will not be penalized for poor fidelity and that we will be verifying session numbers and lengths with many of the classroom teachers who complete the teacher survey.
- **OTREC-DM** was built to store dates in a particular format. To accommodate this, please use the date picker (calendar icon next to the data field) when entering dates. If you see errors when you try to add a new class, please check to see if you remembered to use the date picker. Similarly, you can not leave any fields blank. If information is not available to you (e.g. you don't know the class period) enter TBD so the field is not left blank and come back to it later. Always remember to click "Submit" or "Apply Changes" to save your work in OTREC-DM.

### Support an Existing stand Team

- A revised **Support an Existing stand Team Worksheet** is available at [otrec.org](http://otrec.org). The form was revised to include the question in the Activity Report that asks which community leaders attended the events.



## *CESSATION STRATEGIES: UPDATES & REMINDERS*

### Adult Cessation

- If you plan to let individuals join your group cessation program after the first week, as the RE Coordinator, you can choose to allow your facilitator to hold on to the surveys for a week to add any stragglers that may attend on week two. The Baseline Surveys and Batch Sheet should be faxed back together.
- **Baseline Surveys** must be administered in person. Unsigned forms cannot be included in follow-up.
- There is a **revised Cessation Attendance Sheet** that includes a space to write in the Batch ID available at [otrec.org](http://otrec.org).
- **OTREC-DM** was built to store dates in a particular format. To accommodate this, please use the date picker (calendar icon next to the data field) when entering dates. If you see errors when you try to add a new batch, please check to see if you remembered to use the date picker. Similarly, you can not leave any fields blank. If information is not available to you enter TBD so the field is not left blank and come back to it later. Always remember to click "Submit" or "Apply Changes" to save your work in OTREC-DM.

### Policy and Brief Intervention Within Health Systems

- **The Health Assessment Survey has been postponed.** More information will be available in July, 2007.



## *SECONDHAND SMOKE: UPDATES & REMINDERS*

- No updates this month.



## COMMUNITY AWARENESS STRATEGIES: UPDATES & REMINDERS

### Coalition Development

- The **Coalition Leader and Member Survey** is under development and will be available soon.



### JEFF'S EVALUATION CORNER

On behalf of OTPF, I would like to thank each grant for attending the recent Evaluation Workshops. In addition to providing training for the 2007 requirements, the workshops allowed the evaluation team to get important feedback from grantees regarding several issues. We took much of your feedback to heart and have tried to make changes to make all of our lives easier, while not diminishing the goals of our evaluation. The workshops also allowed us to get to know one another better, which is very important for our future success.

Our next formal gathering will be the upcoming grantee meeting in March. At that meeting, I hope to be able to present data from your first progress and activity reports. The Foundation program staff will provide training in several programmatic areas including Ohio Quits Promotion, **stand** and coalition development. See you then!



### IMPORTANT UPCOMING DATES TO REMEMBER

- ✓ Work Plan Due Date: **January 19th**
- ✓ Work Plan Approval Date: **January 31st**
- ✓ First Progress and Activity Report Due Date: **February 28th**
- ✓ States of Change Conference (Columbus): **March 5-6<sup>th</sup>**
- ✓ Grantee Meeting (Columbus): **March 6th & 7<sup>th</sup>**

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



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