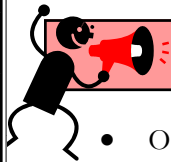


RE Coordinator Newsletter

IN THIS ISSUE:

SEPTEMBER, 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



- OTREC will post the 4th Reporting Period Evaluation Reports in G-Wiz by the end of the month. These reports will be based on data received up until August 31st at 5pm. We will e-mail you once all Evaluation Reports have been entered in G-Wiz. If you have trouble accessing these reports after they are posted, please do not hesitate to contact your Statewide Field Coordinator for assistance.
- **REMINDER:** OTPF offers a \$5 gift card to borders.com to all teachers who take the on-line teacher satisfaction survey. Please encourage teachers to participate in the teacher satisfaction survey as many teachers are “opting out” of the survey. Please stress the importance of receiving teacher feedback.
- **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.
- **COALITION ACTIVITY REPORTS REMINDER:** Please remember that meeting minutes are to be attached under the Documents tab of G-Wiz when you are submitting your coalition development activity reports.
- **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. If the faxes have not been logged by OTREC, please contact your Statewide Field Coordinator.
- **IMPORTANT:** Revisions have been made to the **stand** Team activity reports to better reflect team requirements. These revisions are effective immediately in G-Wiz. New **stand** activity report worksheets can be found on www.otrec.org.
- OTREC is still receiving older versions of forms. Please visit www.otrec.org to ensure that you are using the most current versions of all forms. Also, please make sure that facilitators have the most current versions of all forms.
- It is the responsibility of the RE Coordinator to check to make sure that all forms faxed to OTREC are filled in properly. Please make sure that all fields are filled in and clearly legible before forms are faxed.





PREVENTION STRATEGIES: UPDATES & REMINDERS

100% Tobacco Free Schools



- If a tobacco-free campus 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 campus 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, or refer to the model policy in the Tobacco-Free Schools toolkit.

School and Community-based Youth Prevention

- **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.
- **REMINDER:** OTPF offers a \$5 gift card to borders.com to all teachers who take the on-line teacher satisfaction survey. Please encourage teachers to participate in the teacher satisfaction survey as many teachers are “opting out” of the survey. Please stress the importance of receiving teacher feedback.
- Make sure the curriculum selected in OTREC-DM matches the fidelity checklist for the classes faxed to OTREC.
- **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 classes are mistakenly deleted in OTREC-DM, please contact OTREC as they can be retrieved.
- Please visit OTREC-DM and review the incomplete/complete status of cessation classes.



Prevention Curricula Training

- No Updates this month.

Support a stand Team

- Revisions have been made to the **stand** Team activity reports to better reflect team requirements. These revisions are effective immediately in G-Wiz. New **stand** activity report worksheets can be found on www.otrec.org.



CESSATION STRATEGIES: UPDATES & REMINDERS

Adult Cessation

- Be sure you are sending in your “Adult Cessation Class Attendance Sheet” once the 30-day follow-up call is completed. On the “Class Information/Batch Sheet”, be sure to mark whether the list of participants is a batch of individuals or a group/class and counseling site.
- Please visit OTREC-DM and review the incomplete/complete status of cessation classes.
- If cessation classes are mistakenly deleted in OTREC-DM, please contact OTREC as they can be retrieved.
- **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

- No updates this month.

Policy and Brief Intervention Within Health Systems

- No Updates this month.

Employer Support for NRT

- No Updates this month.

Distribution of Quit Kits

- **Note:** The July/August evaluation report will only report data collected in June and July. As data is received by OTREC mid-month, August data will not be included. August data will be included on the September/October evaluation report.
- If you have specific questions about fax referrals, please contact Joyce Swetlick, Program Project Manager, at OTPF (jswetlick@otpf.org).

Promotion of Ohio Quits

- No Updates this month.



SECONDHAND SMOKE: UPDATES & REMINDERS

Outdoor Tobacco-Free Environment

- No Updates this month.

Tobacco-Free Worksites



- Once a worksite 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 strategy is an effort to adopt, implement, and enforce 100% tobacco-free worksite model policies throughout worksites in 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 Worksites toolkit.



COMMUNITY AWARENESS STRATEGIES: UPDATES & REMINDERS

Community Leader Relations

- No Updates this month.

Coalition Development



- **IMPORTANT:** Please remember that meeting minutes are to be attached under the Documents tab of G-Wiz when you are submitting your coalition development activity reports.



JEFF'S EVALUATION CORNER

OTPF Grantees,

As we are heading into the final quarter of 2007, I want to encourage you to review the G-Wiz related reporting for your programs. As you are aware, the number of individuals served in comparison to your proposed program reach for prevention curricula and cessation programs will be used for making grant extension determinations.

OTREC will be updating the G-Wiz evaluation reports by October 1st. Please plan to spend some time during the first week of October reviewing the reports. Keep in mind that those reports will include data reported through the end of the July/August reporting period.

If you have any concerns about these reports, please contact your OTREC Field Coordinator.

Thank you again for your help with the evaluation.

Jeff



IMPORTANT UPCOMING DATES TO REMEMBER

- ✓ 4th Period Evaluation Reports will be posted in G-Wiz by the end of September.
- ✓ 5th Period Progress and Activity Reports will be due October 31st.

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



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