



Strategic Action Plan Checklist

- Data Collected to Inform SAP**
 - Community Readiness Model (CRM) assessment scores completed.
 - Two to three lowest scoring CRM dimensions identified. These influence choice of goals.
 - Community System Analysis (CSA) started, with local systems and services identified. CSA keeps growing, evolving.
 - Needs assessment completed (e.g. inventory of strengths, weaknesses, opportunities, and threats).
- SAP Team, or Advisory Group/Board is Assembled**
- SAP Key Elements Discussed and Decided/Determined**
 - Vision** statement--*mandatory*. Mission statement--*optional*
 - Goals:**
 - Year 1 goals are determined by SAMHSA and can be extended to Year 2 if more time is needed.
 - Years 2-5 goals are determined by grantee and influenced by lowest CRM dimension scores. You want to raise the scores!
 - Goals are SMART: Specific, Measurable, Achievable, Relevant, Time-bound.
 - Objectives** are SMART. Objectives support a goal. You may need multiple objectives for each goal.
 - Activities** are briefly described and support each objective.
 - Outcomes** (predicted, measured results) are determined for goals, objectives, and activities.
 - People** are assigned to activities and managing objectives and goals.
 - Timeline** (due date) is attached to goals, objectives, and activities.

Other considerations

- SAP is culture-based, trauma-informed, and strengths-based.
- SAP has three to five goals per year and is a working document.

EXAMPLE GOALS AND OBJECTIVES ON FOLLOWING PAGE.



Examples for 2-Denial/No Awareness

Goal: By date, provide a platform (program and location) for youth-led community action to raise awareness of *and* need for resources to address suicide (or substance misuse) through # community events. **Outcome:** Children and youth have a stable, program location and staff to support strength-based and culturally relevant life skills development that provide protective factors in their lives.

- **Objective:** Youth are guided by mentor/counselors and through discussion with their peers on suicide (or substance misuse), to plan positive youth engagement activities in the tribe--for all members. **ACTIVITIES:** Promote program to youth. Find location for program. Hire staff. Design age appropriate youth leadership program activities. Run and monitor program. **Outcome:** Youth develop healthy relationships with their peers, skills to plan and run community projects, and enduring relationships with tribal members.
- **Objective:** Youth develop a plan to gather information to help the tribe address suicide (or substance misuse) through survey, interviews, poster campaign, etc. **ACTIVITIES:** Determine data to gather and where to find it. Use data to develop survey, posters, and messaging to different groups. Determine what success looks like if the awareness campaign works. Execute plan and monitor impact. **Outcome:** Youth learn to discern what information will be helpful and unhelpful for the awareness campaign. Youth gain firsthand knowledge of local data that is important to the tribe. Youth acquire project planning, public speaking, writing, and time management skills. Youth are empowered as they engage in activities where they see the impact of their efforts.
- **Objective:** Youth work with program staff to reach out to all relevant systems and services to seek assistance and support for the suicide (or substance misuse) awareness campaign. **ACTIVITIES:** Work with youth to develop awareness campaign and schedule as well as practice one-on-one meetings. Identify relevant systems and services. Schedule one-on-one/group meetings. Debrief and record findings. Create list of supporting services and systems in the CSA (these are potential partners!) **Outcome:** Resources from tribal courts, law enforcement, behavioral health, and schools come together in support of this goal. Youth build relationships with tribal system leaders. Youth gain knowledge of how systems and services engage with members.
- **Objective:** Youth report on results of their efforts to raise awareness, including any data collected, to tribal leadership. **ACTIVITIES:** Schedule event. Promote



event through posters and other outreach efforts. Ask partners to support.

Outcome: Youth gain public speaking and writing skills.

Goal: By date, raise awareness of the issue among tribal council (TC) and all members through a variety of # events and # one-on-one visits. **Outcome:** Community and leadership have been introduced to the Native Connections effort and have greater awareness of the issue as measured by attendance, feedback form and notes captured of conversation.

- **Objective:** Approach TC to ask for their support for raising awareness efforts and ask for their input on how they would influence perception, and/or ask for them to introduce a public awareness event. **ACTIVITIES:** Get on TC agenda. Develop and practice message and "ask." Follow up with next steps. **Outcome:** Greater awareness and, possibly, support is gained among # TC members and # members.
- **Objective:** Share CRM scores, one-on-one, with tribal council and in a public event with members. **ACTIVITIES:** Schedule event or join existing event or meeting. Develop interactive presentation on CRM and Native Connections. Develop feedback form to gather input. Ask for volunteers and partners. **Outcome:** CRM data is shared and used to educate and inform # individuals. Audience gains insight on where this effort will lead and future work to be done. Volunteers may be gained.
- **Objective:** Ask tribal members one-on-one through a survey or focus group for their input on how they would influence perception among their peers. **ACTIVITIES:** Schedule focus group(s). Secure location(s). Schedule one-on-one meetings. Develop survey. Develop and distribute flyer/invitation. Develop focus group questions. Determine a facilitator. Determine note taker and someone to summarize data collected. Review focus group notes/surveys and analyze. Use to inform or adjust SAP. Celebrate and share information in an article to be published. **Outcome:** Members are informed and feel included, and possibly empowered, to influence the success or impact of the awareness campaign.
- **Objective:** Implement at least two ideas gleaned from tribal council or members. **ACTIVITIES:** Review ideas. Determine which ideas to select. Consider resources needed to make idea happen. Decide on ideas. Share decision broadly. **Outcome:** Great ideas are gleaned and conversations lead to



future possibilities such as helpful policies or resources. People see that they have a voice, and those who provided the ideas feel empowered and influential.