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| **GROUNDWORK**  |
| **ESTABLISH AND ADVISORY COMMITTEE (AC)**According to the WHO (2005), developing community support from diverse stakeholders is essential for effective HIV prevention programs. Members of the advisory group typically represent diverse community interests. The list below is suggested as a start. |
|  |  |
| **STAKEHOLDERS &** **ADVISORY COMMITTEE GROUP MEMBERS**  | **CONTACT** | **CONTACT INFORMATION** | **ADVISORY COMMITTEE****(YES/NO)** |
| PEOPLE WHO USE DRUGS |  |  |  |
| PUBLIC HEALTH DEPARTMENT |  |  |  |
| LAW ENFORCEMENT |  |  |  |
| HEALTHCARE PROVIDERS |  |  |  |
| MENTAL AND BEHAVIORAL HEALTH PROVIDERS |  |  |  |
| HIV SERVICE/ADVOCACY ORGS |  |  |  |
| HCV SERVICE/ADVOCACY ORGS |  |  |  |
| SUD TREATMENT PROVIDERS |  |  |  |
| OTHER PROVIDERS TO PWUD |  |  |  |
| MEDIA |  |  |  |
| OTHER COMMUNITY STAKEHOLDERS |  |  |  |

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| **GROUNDWORK (continued)** |
| **ASSESS COMMUNITY NEED**  |
| **Facts regarding the local substance use epidemic; Incidence and prevalence by population and geography** |
| Gender Identity |  |
| Race/Ethnicity |  |
| Age |  |
| Region |  |
| Overdose |  |
| Other |  |
| **Current modes for syringe access in the region** |

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| **GROUNDWORK (continued)** |
| **ASSESS COMMUNITY READINESS**  |
| **Legal Status Information:** |
| **STAKEHOLDER**  | **STAKEHOLDER KNOWLEDGE AND ATTITUDES** |
| Public Officials |  |
| Public Health Department |  |
| Law Enforcement |  |
| Other Government Agencies |  |
| Consumers/People Who Use Drugs |  |
| Media |  |
| **ASSESS COMMUNITY READINESS (continued)** |
| **STAKEHOLDER**  | **STAKEHOLDER KNOWLEDGE AND ATTITUDES** |
| General Public |  |
| Social Service Providers |  |
| Healthcare Providers |  |
| Mental Health and Behavioral Health Providers |  |
| SUD Treatment Providers |  |
| Parks and Recreation |  |

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| **GROUNDWORK (continued)** |
| **ESTABLISH WORKING RELATIONSHIP WITH LAW ENFORCEMENT** |
| SSP & Law Enforcement Shared Objectives:1.2. |
| Law Enforcement Safety Concerns:1.2. |
| Other Relationship Issues1.2. |

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| **GROUNDWORK (continued)** |
| **BUILD RELATIONSHIPS WITH ALL COMMUNITY STAKEHOLDERS** |
| **STAKEHOLDER GROUP** | **SSP & STAKEHOLDER COMMON GROUND** | **STAKEHOLDER CONCERNS** |
| Public Officials |  |  |
| Public Health Department |  |  |
| Other Government Agencies |  |  |
| Media |  |  |
| Consumers/PWUD |  |  |
| General Public |  |  |
| Social Service Providers |  |  |
| Healthcare Providers |  |  |
| Mental Health and Behavioral Health Providers |  |  |
| SUD Treatment Providers |  |  |
| Parks and Recreation |  |  |

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| **GROUNDWORK (continued)** |
| **COMMUNICATIONS PLAN** |
| **STAKEHOLDER GROUP** | **MESSAGES** | **STRATEGIES** |
| Public Officials |  |  |
| Public Health Department |  |  |
| Other Government Agencies |  |  |
| Media |  |  |
| Consumers/PWUD |  |  |
| General Public |  |  |
| Social Service Providers |  |  |
| Healthcare Providers |  |  |
| Mental Health and Behavioral Health Providers |  |  |
| SUD Treatment Providers |  |  |
| Parks and Recreation |  |  |

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| **GROUNDWORK (continued)** |
| **IDENTIFY POTENTIAL FUNDING SOURCES**  |
| Federal |  |
| State |  |
| County/City |  |
| Private Foundations |  |
| Coordinated Care Organizations |  |
| Supportive Entities e.g.: Churches, Businesses, Individuals/Families |  |

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| **OBJECTIVES**  |
| **SMART OBJECTIVES** Specific, Measurable, Achievable, Realistic, and Time-framed |
| **1.** |
| **2.** |
| **3.** |
| **4.** |
| **5.** |

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| **LOGIC MODEL** |
|  |
| **INPUTS** | **OUTPUTS** | **OUTCOMES/IMPACT** |
| *.* | Activities & Measures | Short-term | Medium-term | Long-term |
| Financial |  |  |  |  |
| Human Resources (staff, volunteers, peers) |  |  |  |  |
| Materials |  |  |  |  |
| Partnerships |  |  |  |  |
| Other |  |  |  |  |

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| **PRE-IMPLENTATION WORK** |
| **SELECT A SYRINGE EXCHANGE MODEL**  |
| Model:  |
| Rationale: |
| **SELECT AN SITE MODEL**  |
| Model:  |
| Rationale: |
| **DETERMINE THE SERVICES TO BE OFFERED** |
| List Services Here: |
| Rationale: |
| **DEFINE PARTICIPANT ENCOUNTERS** |
| First-time Participant Encounter: |
| Repeat Participant Encounters: |
| **WRITE YOUR STANDARD OPERATING POLICIES AND PROCEDURES MANUAL**Include all relevant protocols |
|  |
| **CREATE A QUALITY ASSURANCE PLAN** |
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| **PRE-IMPLENTATION WORK (continued)** |
| **DETERMINE YOUR STAFFING STRUCTURE AND WRITE JOB DESCRIPTIONS** |
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| **PRE-IMPLENTATION WORK (continued)** |
| **PLAN STAFF AND VOLUNTEER TRAINING** |
| TRAINING | TRAINING RESOURCE | TRAINING DELIVERY INPUTS | SCHEDULE |
|  |  |  |  |
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| **PRE-IMPLENTATION WORK (continued)** |
| **CREATE MATERIALS LIST** |
| **MATERIALS LISTS** |
| SERVICES | PARTICIPANT INFORMATION | STAFF/VOLUNTEERS  | PUBLIC INFORMATION |
|  |  |  |  |