# HMP Strategy Count Toolkit Technical Assistance Calls

## Questions and Answers

The following questions were asked during or prior to the Strategy Count Toolkit calls held by the Maine Center for Public Health (MCPH) on October 20th and 22nd, 2009.

If there are additional questions, please address them to your evaluator: Melissa Furtado (mfurtado@mcph.org) or Carry Buterbaugh (cbuterbaugh@mcph.org)

**Q: What should be entered in the log if I have not worked on a strategy and do not have an output, result or reach count?**

A: Please submit data every month for every strategy. Please enter 'NA' in those counts columns for which you have no activity that month.

**Q: I understand that the SHCs will give their information to the Community Director to be submitted?**

A: Yes. Please work together to fill in your logs and submit one completed log by fax or email once a month as noted in the timeline in the toolkit.

**Q: This seems like a lot more work.**

A: Yes. We recognize the work this requires , but believe it is worth the effort.

**Q: Do you think this will be more accurate?**

A: We believe this will be more accurate *and* we hope to address the issue of underreporting that was evident in the validation process.

**Q: This is basically KIT on paper?**

A: This is the Strategy Tracker Module on paper – not KIT. You will still be using all of the other modules for reporting in KIT.

This process forces the validation issue so that we can have valid data to report on strategies. You only need to report on those strategies in the log. In the past, we have collected data on many more strategies through Strategy Tracker. These validation strategies were primarily selected because they are the most used. Each HMP has a unique list of validation strategies. We need valid data on your set of strategies.

**Q: I have been using reports in KIT to look at and analyze data – will I have access to this data in similar way? What types of reports will be created?**

A: There is not a specific reporting mechanism in the database we are creating. If there are specific data needs, we will work with you on an individual basis to ensure that you have what you need.

We will also share data through evaluation reports and other documents at the end of the reporting period.

**Q: Do we just submit our logs to our evaluator (Melissa Furtado or Carry Buterbaugh) at the MCPH? Do we need to submit our logs to the Project Officers as well?**

A: You only need to submit your logs to your evaluator at the MCPH.

**Q: Will other HMPs be on the calls that begin in November?**

A: No, these calls will be one-on-one with the Director and the SHCs from individual HMPs.

**Q: How long will the calls take?**

A: Thirty to forty-five minutes. The first call might take the most time. You may submit any questions or concerns prior to the call to save time.

**Q: Who will be called?**

A: Calls will be made to the HMP Directors. SHCs are expected to join the calls. All HMP Directors will be sent a conference call number and passcode to phone in at their scheduled call time.

**Q: This is quite a commitment. Is this just because people are not putting data into Strategy Tracker?**

A: Yes, it is quite a commitment. We need to do it because data is not being put into the Strategy Tracker accurately or in a timely manner. This puts us in a position of trying to determine the best way to get correct data and this is the process we need to use at this point.

**Q: Should I still enter data for my OSA objectives?**

A: Yes, for all community and school substance abuse strategies.

**Q. Do you also put 'NA' in for strategies that are not yours?**

A: You have a customized log. The strategies are taken from your current workplan. If the log includes strategies that are not yours, please let us know if we have inadvertently included a validation strategy that is not in your workplan.

**Q: What about the recent email from Andy? Is that the right log?**

A: No – the customized logs came from Carry Buterbaugh by email on October 18th or 19th. Andy's email contained the revised toolkit document.

**Q: Can I still use the Strategy Tracker to enter data and get reports?**

A: The Strategy Tracker Module is still open. Reports that were available in past are still available. Whatever information you put in you will be able to get out. The reports will only be available for your own HMP.

**Q: How is the new Toolkit document different from the first one that was sent out?**

A: The Toolkit handed out at the leadership council and the newest one are slightly different. In the second version, three strategies were added to the list in the appendix. The second version includes all 57 validation strategies.

**Q: Some of the strategies are ones that we have already completed. They are required, so we still have them in our workplan. Do we put 'NA' in the columns for these strategies as well?**

A: If you have completed strategies in your logs, we will review the reach and result counts during the first call to be sure we have the data required prior to closing them out.

**Q: We are working with worksites on a variety of objectives. Do we just count those who are implementing a new comprehensive tobacco initiative if the validation strategy is a tobacco strategy? Sometimes we work with worksites on a variety of issues, even though the objective and/or strategy is specific to one health promotion category (e.g., substance abuse). How shall we count these worksites?**

A: This is a good example of why we think the calls will be helpful. We will work with you to determine the best definition of counts based on how things have been reported in the past and by other HMPs. There is room for confusion around many of the counts. These are the types of questions around counts that need to be discussed. The first few months we will be checking counts and definitions to be sure we have a clear understanding of what is being submitted.

**Q: Should we (SHCs) be sitting with our HMP people together on the call?**

A: Yes – we would like to have the SHCs with the HMP Directors on the call. You may also conference into the phone calls.

**Q: Can someone explain the best practice for how SHCs and Directors will either work together to fill in one log or give the information to the Directors?**

A: There is no best practice at this time. We would like one completed log. There is no required way of doing this. We will work with you to help think of ways to make this easiest on your end. For example, Google Docs might be a way to help facilitate sharing information within your HMP.

**Q: The schools listed on the call schedule are not correct.**

A: We had to adjust the school lists to reflect the new organization structure, but the workplans in KIT (from which we determined the strategies for the customized logs) reflect the old school names. If we have made an error with your HMP and its associated schools, please let us know so that we can make the necessary corrections.

**Q: Please clarify the due date of the validation logs. Is the first date November 7th or the 9th?**

A: Monday the 9th is the first due date for the validation logs.

**Q: The log that is due on the 9th is for the first quarter plus one month, correct?**

A: Yes, that is correct. From then on, we will be collecting data monthly.

**Q: How did you pick what you want for information?**

A: The strategies were primarily selected by looking at the most frequently selected strategies across all three years of workplans for all HMPs.

**Q:  What if our customized log doesn't have all of the objectives in our workplan?**

A:  Not all of your strategies (or objectives) will be on the customized logs.  We are only collecting data on strategies in your workplan that are also from the list of 57 strategies we are collecting and validating.

**Q:  Will progress on other strategies be tracked in progress notes and other KIT modules?**

A:  Yes.  Additionally, all OSA strategies – both school and community – will still be tracked in the Strategy Tracker Module.

**Q: How will the calls work?  Will you be setting up a conference call number? Do we have to set up a conference call?**

A:  The HMP will call into a conference call number set up by the MCPH.  We will send you the details of the conferencing information prior to your call.  Evaluators Carry Buterbaugh and Melissa Furtado from the MCPH will be making the calls.  Calls will be conducted by the same person for all three months.