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# Appendix A

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## Process Checklist: Planning a Citywide Initiative

This checklist can help organizers identify and prioritize the tasks involved in developing a citywide anti-drug initiative. Because every city is different, the process should be tailored to the political and social culture of the city and the individual players involved.

Activity	Major Tasks
Develop a Steering Committee	<p>Identify a small group of 10–12 persons who are knowledgeable, well-established representatives of local prevention, intervention, treatment, school, and enforcement efforts to plan and manage/support a Working Group.</p> <p>Gain the commitment of these individuals to work on this effort for at least one year.</p>
Identify key players in local substance abuse issues	<p>Ascertain the city's infrastructure responsible for developing, administering, and monitoring policies, programs, and services related to substance abuse.</p> <p>The Steering Committee should develop a contact list of key players in the community, particularly those involved in demand-reduction (i.e. prevention, intervention, treatment, and recovery) and supply-reduction (law enforcement, prosecutorial, and judicial) efforts. (See "Participant Checklist," appendix C.)</p> <p>Define the geographic boundaries for emphasis/target.</p>

Activity	Major Tasks
Assess the drug threat	<p>Review and compile data from a variety of sources to define the comprehensive drug threat to the community.</p> <p>Include information on patterns of trafficking, price and purity, availability, drug-related emergency room admissions, arrestee data, treatment admission data and demographics, hot-spot and concentration areas of arrests, open-air markets, treatment needs, etc.</p>
Consult the National Drug Control Strategy	<p>Review the National Drug Control Strategy at <a href="http://www.whitehousedrugpolicy.gov">www.whitehousedrugpolicy.gov</a> for a model of a comprehensive, balanced approach to addressing substance abuse.</p>
Plan a strategy development meeting	<p>Extend invitations, with follow-up, to recommended members of Working Group. (See “Sample Invitation Letter,” appendix B.)</p> <p>Limit participation of surrogates to maintain a level of knowledge, credibility, and decision-making authority in the Working Group.</p> <p>Plan an agenda that:</p> <ul style="list-style-type: none"> <li>• provides a comprehensive review of both the drug threat and available resources</li> <li>• allows ample time for strategic thinking and planning of initiatives to address the drug problem in your community. (See “Sample Agenda,” appendix D.)</li> </ul> <p>Identify and prepare speakers and presenters. Plan thorough, visual data presentations from various perspectives: prevention, intervention, treatment, law enforcement, and drug market.</p>

Activity	Major Tasks
<p style="text-align: center;">Convene a strategy development meeting</p>	<p>Provide an overview of the group’s purpose to foster greater collaboration and leveraging of current resources through a process involving multi-sector, interdisciplinary review of data and collective planning.</p> <p>Facilitate round-robin introductions to highlight programs, resources, and services that potentially will lead to specific actions.</p> <p>Provide an overview of the major elements of the National Drug Control Strategy. (See PowerPoint® slide set “National Drug Strategy Overview,” available online at <a href="http://www.whitehousedrugpolicy.gov/prevent/strategy.html">http://www.whitehousedrugpolicy.gov/prevent/strategy.html</a>)</p> <p>Provide interactive presentations of local data on the scope and severity of the drug problem in your community.</p> <p>Allow for brainstorming on pressing issues that are key to making an impact in each major domain of the drug-use continuum, i.e., prevention, intervention, treatment, and disrupting the supply market. (See PowerPoint® slide set “Making a Local Drug Strategy,” available online at <a href="http://www.whitehousedrugpolicy.gov/prevent/strategy.html">http://www.whitehousedrugpolicy.gov/prevent/strategy.html</a>)</p> <p>Attendees should use the information provided to draft initiatives that logically will result in measurable reductions in substance abuse in the community within a 12- to 18-month timeframe. (See “Checklist for a Major Cities Initiative Action Plan,” appendix E.)</p> <p>Task Forces present their action plans to the full Working Group to obtain collective agreement on implementing the initiatives.</p>

Activity	Major Tasks
Task Force follow-up	<p>Identify and engage other players in implementing and moving forward on initiatives.</p> <p>Identify key elected or appointed officials who need to “buy in” or “sign off” on the initiatives to provide adequate authority and support for full implementation.</p> <p>Elect or appoint a chairperson for each Task Force to spearhead implementation and progress.</p> <p>Define the relationship between the Steering Committee, Task Force chairs, and general Working Group.</p> <p>Define follow-up plans and next steps.</p>
Implementation	<p>Task Forces meet at least once per month to flesh out action plans and delegate responsibility for subsequent steps.</p> <p>Collectively plan to present the initiatives to the community's key leaders for their buy-in and support.</p>
Evaluation	<p>Continually monitor progress of both the implementation and the impact of your action plans.</p>