



Indiana Criminal Justice Institute  
The Comprehensive Community Plan

---

# Comprehensive Community Plan

---

- The Comprehensive Community Plan (CCP) is a systematic and community-driven gathering, analysis, and reporting of community-level indicators for the purpose of identifying and addressing local substance use problems through SMART goals.
- The CCP enables an LCC to maximize its efforts, understand existing resources and implement practices and policies to meet its goals of reducing substance use within the community.
- Each year on April 1st, LCCs must submit an updated CCP to the Indiana Criminal Justice Institute (ICJI). ICJI's Executive Director will review and issue an approval letter to the county auditor, which allows the LCC to access County Drug Free Community Fund.
- If the CCP is not approved, the LCC will be unable to administer any future awards.



# Comprehensive Community Plan

---

## How to ensure CCP is approved:

1. Plan ahead
2. Use ICJI resources to complete the plan
3. Update as a coalition
4. Submit on time
5. Ask questions if you are confused

## Reasons why a CCP is **not** approved:

1. CCP is incomplete
2. CCP is not updated
3. CCP is submitted late
4. Incorrect Formatting



# The Four Sections of the CCP

---

## **I. Introduction Section**

- a) CCP Certification
- b) Mission/Vision Statements
- c) Membership/Meeting List

## **II. Community Needs Assessment**

- a) Community Profile
- b) Risk and Protective Factors

## **III. Making a Community Action Plan**

- a) Create + Categorize Problem Statements
- b) Evidence-Informed Problem Statements
- c) Brainstorm
- d) Develop SMART Goals
- e) Plans to Achieve Goals

## **IV. Fund Document**



# I. Introduction

## A. CCP Certification

- This letter is completed and signed by both the LCC Coordinator AND the LCC President (or the individual who is the designated leader of the coalition).
- By signing, the parties confirm that:
  - 1) The plan was completed as a collaborative body acting within the interest of the community;
  - 2) If plan is not correctly completed, ICJI will provide the LCC the ability to correct the issues in a reasonable time;
  - 3) Failure to make corrections will result in an administrative hold placed on the fund; and
  - 4) The LCC must submit quarterly reports to maintain an active status and remain compliant with the CCP.

## The Indiana Commission to Combat Drug Abuse



*Behavioral Health Division*

### COMPREHENSIVE COMMUNITY PLAN CERTIFICATION

As a representative of the Local Coordinating Council for \_\_\_\_\_ County, I hereby certify that the information contained herein is true and accurate to the best of my knowledge and belief, and was prepared for the purpose of gaining access to the County Drug-Free Community Fund in accordance with Indiana Code 5-2-11. I also hereby certify that the Local Coordinating Council for \_\_\_\_\_ County has completed, reviewed, and approved the Comprehensive Community Plan as a collaborative body, acting within the interests of the community.

By submitting this Comprehensive Community Plan, I understand that the Indiana Criminal Justice Institute (ICJI) may, at its discretion, not approve of the Comprehensive Community Plan should it fail to meet any legal requirements and/or is not submitted to ICJI by the April 1<sup>st</sup> deadline. I further understand that should the Comprehensive Community Plan not be approved, ICJI will provide a reasonable time to cure any such defects that resulted in non-approval. Should any defects not be cured in a timely manner, I understand that an administrative hold may be placed on the County Drug-Free Community Fund pursuant to Indiana Code § 5-2-11-5-(d). Additionally, I understand and acknowledge that the Local Coordinating Council must submit quarterly progress reports to ICJI in order to maintain an active status and remain in compliance with its Comprehensive Community Plan.

# I. Introduction

---

## B. LCC Vision and Mission Statements

### **Vision Statement**

- A one-sentence statement describing the clear and inspirational long-term desired change resulting from an organization or program's work.
- The best visions are inspirational, clear, memorable, and concise.
- **Example:** Every person has the opportunity to achieve his/her fullest potential and participate in and contribute to all aspects of life.

### **Mission Statement**

- It is a statement that describes the reason why your organization exists.
- An organization's mission statement should clearly communicate what it is that you do.
- **Example:** \_\_\_\_\_ works to enhance the dignity and quality of life of individuals and families by strengthening communities, eliminating barriers to opportunity, and helping people in need reach their full potential.

# I. Introduction

---

## C. Membership and Meeting List

### Membership List

- List contains names of members who are actively engaged with the LCC
- Active members are those who participate in most of the LCCs meetings, participates in discussions, and participates in LCC events.
- LCCs should have members from each sector of the community involved with substance use related issues.

### Meeting List

- List the months (not the exact dates) in which the LCC will meet during the year.
- LCCs must meet at least six times during a given calendar year.

# II. Community Needs Assessment

---

## **Community Needs Assessment:**

- Provide information that is relevant to creating a plan, but it also provides a nonmember with an understanding of the make-up, composition, and presence or absence of resources within your community.
  - Two Parts:
    - Community Profile
    - Risk and Protective Factors
- A. Community Profile**
- Provides a *snapshot* of the community, NOT an exhaustive list of resources.
  - Provides the audience of the local resources and general information about the community.
- B. Risk and Protective Factors**
- *Risk Factors*: community characteristics associated with a higher likelihood for negative outcomes.
  - *Protective Factors*: community characteristics that reduce the risk factor's negative outcomes.
  - For the CCP, the risk/protective factors are not based on supportive data, but rather then LCCs perception.



## II. Community Needs Assessment

---

### Risk and Protective Factors Example

<b>Risk Factor</b>	<b>Resources/Assets</b>	<b>Limitations/Gaps</b>
1. Limited prevention and recovery resources	1. Treatment facilities 2. Recovery Services 3. Therapeutic services	1. Lack of treatment options 2. Lack of insurance coverage 3. Lack of transportation
<b>Protective Factor</b>	<b>Resources/Assets</b>	<b>Limitations/Gaps</b>
1. Meaningful youth engagement opportunities	1. After Prom Event 2. Youth preventative programs 3. Youth after school clubs	1. Lack of youth specific activities 2. Lack of preventative efforts 3. Lack of youth clubs

# III. Making a Community Action Plan

---

## **5 Steps to Make a Community Action Plan:**

1. Create + Categorize Problem Statements
2. Evidence-Informed Problem Statements
3. Brainstorm
4. Develop SMART Goals
5. Plans to Achieve Goals



# III. Making a Community Action Plan

---

## Step 1: Create + Categorize Problem Statements

- The LCC will create three problem statements relating to each risk factor that was identified in the previous section.

Example:

Risk Factors	Problem Statement(s)
1. High availability of access to alcohol	1. Alcohol use and misuse by adults and youth is a problem within the county.  2.  3.



# III. Making a Community Action Plan

## Step 2: Evidence-Informed Problem Statements

- Identify your top three problem statements using **local AND state** data, specific to the county.
- Provide a minimum of three separate pieces of data to substantiate the problem statements
- Ensure that each problem statement can be addressed by issuing dollars to each funding category of prevention, treatment, and justice services and activities.

Example:

Problem Statements	Data That Establishes Problem	Data Source
1. Alcohol use and misuse by adults and youth is a problem within the county.	In 2020, there were 143 alcohol related referrals to juvenile probation that were alcohol related. This represents 11.8% of total referrals to juvenile probation.	____ County Probation Department, 2020
	In 2019, the Indiana Youth Survey indicated little change in both monthly alcohol use and binge drinking among 12 <sup>th</sup> graders compared to 2018 data. (Monthly alcohol use 31.5% to 31%, binge drinking 14.7% to 14%)	Indiana Youth Survey, 2019
	The county has the second highest rate of DUI arrests (2% of population) and 200 alcohol related fatalities in 2019.	SEOW Report, 2019

# III. Making a Community Action Plan

## Step 3: Brainstorm

- Consider the resources/assets and limitations/gaps that were identified for each risk factor
- LCC lists what actions it feels can be taken for each identified problem statement.

Example:

Problem Statements	What can be done (action)?
1. Alcohol use and misuse by adults and youth is a problem within the county.	<ol style="list-style-type: none"><li>1. Encourage and support programs that seek to improve and increase community attachment and recognition for the youth population as a means to increase protective factors against underage drinking.</li><li>2. Support local law enforcement and government agency effort to increase their capacity, through various means, to reduce alcohol use and misuse within the county</li><li>3. Encourage and support schools to continue their participation and support of the Indiana Youth Survey for the purpose of collecting data on alcohol use by youth</li></ol>

# III. Making a Community Action Plan

---

## Step 4: Develop SMART Goals



# III. Making a Community Action Plan

---

## Step 4: Develop SMART Goals

- Minimum of two (2) SMART Goals per Problem Statement
- Example of creating a SMART Goal:
  - **S**pecific = youth, ages 11 – 18
  - **M**easurable = from juvenile probation data
  - **A**chievable = reduce juvenile alcohol related probation referrals from 11.8% by 1%
    - 1% of a population of 10,000 is substantially different than 1% of the population of 100,000. This is important to consider when setting an achievable goal.
  - **R**ealistic = all relevant parties are part of development of the goal
  - **T**imely = with a clearly defined timeline, including a starting date and a target date.

### **Problem Statement #1**

Goal 1: The LCC will reduce alcohol use and misuse amongst youth ages 11-18 by 1% within a one year period. This will be known by (specific data). If a 1% reduction is not achieved within one year, the LCC will evaluate its approach and adjust accordingly.

# III. Making a Community Action Plan

## Step 5: Plans to Achieve SMART Goals

- For each SMART Goal, list the steps required to achieve each via the three categories.
- SMART Goals are specific, and the plans are the broad steps necessary to reach the goals.

Example:

Problem Statement #1	Steps
<p>Goal 1: The LCC will reduce alcohol use and misuse amongst youth ages 11-18 by 1% within a one year period. This will be known by (specific data). If a 1% reduction is not achieved within one year, the LCC will evaluate its approach and adjust accordingly.</p>	<ol style="list-style-type: none"><li>1. Fund prevention and /or education programs focused on youth alcohol use and misuse</li><li>2. Fund intervention and/or treatment programs focused on youth alcohol use and misuse</li><li>3. Fund justice services and activities focused on youth alcohol use and misuse</li></ol>





# IV. The Fund Document

The Fund Document does **three** things:

1. Allows the LCC to provide financial status
2. Empowers LCC implementation of growth within their community.
3. Ensures LCCs meet the statutory requirement (IC 5-2-11-5) of funding programs within the three categories of (1) Prevention/Education, (2) Treatment/Intervention, and (3) Criminal Justice Services and Activities

Four (4) Sections of the Fund Document:

1. Funding Profile
2. Additional Funding Sources
3. Categorical Funding Allocation
4. Funding Allocation by Goals

<b>IV. Fund Document</b>		
<i>The fund document allows the LCC to provide finances available to the coalition at the beginning of the year. The fund document gauges an LCC's fiscal wellness to empower their implementation of growth within their community. The fund document also ensures LCCs meet the statutory requirement of funding programs within the three categories of (1) Prevention/Education, (2) Treatment/Intervention, and (3) Criminal Justice Services and Activities (IC 5-2-11-5).</i>		
<b>Funding Profile</b>		
<b>1</b>	Amount deposited into the County DFC Fund from fees collected last year:	\$0.00
<b>2</b>	Amount of unused funds from last year that will roll over into this year:	\$0.00
<b>3</b>	Total funds available for programs and administrative costs for this year (Line 1 + Line 2):	\$0.00
<b>4</b>	Amount of funds granted last year:	\$0.00
<b>Additional Funding Sources (if no money is received, please enter \$0.00)</b>		
<b>A</b>	Substance Abuse and Mental Health Services Administration (SAMHSA):	\$0.00
<b>B</b>	Centers for Disease Control and Prevention (CDC):	\$0.00
<b>C</b>	Bureau of Justice Administration (BJA):	\$0.00
<b>D</b>	Office of National Drug Control Policy (ONDCP):	\$0.00
<b>E</b>	Indiana State Department of Health (ISDH):	\$0.00
<b>F</b>	Indiana Department of Education (DOE):	\$0.00
<b>G</b>	Indiana Division of Mental Health and Addiction (DMHA):	\$0.00
<b>H</b>	Indiana Family and Social Services Administration (FSSA):	\$0.00
<b>I</b>	Local entities:	\$0.00
<b>J</b>	Other:	\$0.00
<b>Categorical Funding Allocations</b>		
Prevention/Education:	Intervention/Treatment:	Justice Services:
\$	\$	\$
<b>Funding allotted to Administrative costs:</b>		



# IV. The Fund Document

---

## Funding Profile

- **Line 1: Amount deposited into the County DFC Fund from fees collected last year.**
  - For the 2022 CCP, this is the amount that the auditor collected from the court clerk during 2021.
  - Example: In 2021, the court clerk deposited \$18,000 into the fund. Total deposit listed is \$18,000.
- **Line 2: Amount of unused funds from last year that will roll over into this year.**
  - For the 2022 CCP, this is the money from the 2021 CCP year that went unused.
  - Example: In 2021, the LCC used \$17,000 of the \$20,000 available, that means the total roll over is \$3,000.
- **Line 3: Total funds available for programs and administrative costs for this year:**
  - This is the total amount that is available in the County DFC Fund.
  - Add Line 1 and Line 2.
  - Example: \$18,000 (total deposited) + \$3,000 (roll over) = \$21,000.
- **Line 4: Amount of funds granted last year**
  - This is the total amount that the LCC awarded to grantees last year.
  - For the 2022 CCP, this is how much the LCC awarded in 2021.
  - Example: During the 2021 CCP, the LCC awarded \$17,000.

# IV. The Fund Document

---

## Example of the Funding Profile

Funding Profile		
<b>1</b>	Amount deposited into the County DFC Fund from fees collected last year:	\$18,000.00
<b>2</b>	Amount of unused funds from last year that will roll over into this year:	\$3,000.00
<b>3</b>	Total funds available for programs and administrative costs for this year (Line 1 + Line 2):	\$21,000.00
<b>4</b>	Amount of funds granted last year:	\$17,000.00



# IV. The Fund Document

## Additional Funding Sources

- If the LCC has other means of funding, please provide the amount.
- The amounts in this section are from sources other than the County DFC and will not be used in the categorical allotment.

## Categorical Funding Allocartions

- At least 25% from the total amount available (Line 3 of the Funding Profile) must be allotted to each category of Prevention/Education, Treatment/Intervention, and Justice Services and Activities. (IC 5-2-11-5)
- No more than 25% from the total amount available can be allotted to the Administrative category.
- **Example: \$21,000 (total available)/4 = \$5,250 (minimum that must be allotted to the three categories). No more than \$5,250 may be used for administrative.**

<b>Funding allotted to prevention/education; intervention/treatment; and criminal justice services and activities:</b>		
Prevention/Education: \$5,250.00	Intervention/Treatment: \$6,000.00	Justice Services: \$5,250.00
<b>Funding allotted to Administrative costs:</b>		
<i>Itemized list of what is being funded</i>		<i>Amount (\$100.00)</i>
Coordinator compensation		\$4,000.00
Office supplies		\$500.00

# IV. The Fund Document

## Funding Allocations by Goal per Problem Statement

- Because SMART Goals are meant to be measured and achievable, this section is where the LCC illustrates the amount that it believes it will take to accomplish each of its SMART Goals.
- All the amounts listed should add up to the total amount that is available minus the amount allocated to administrative.
- Example: \$21,000 (total amount available) - \$4,500 = \$16,500
  - $\$16,500/6 = \$2,750$  for each goal.
  - Note: the allocations do not need to be split evenly. It was done so for the purpose of the example

Funding Allocations by Goal per Problem Statement:		
Problem Statement #1	Problem Statement #2	Problem Statement #3
Goal 1: \$2,750	Goal 1: \$2,750	Goal 1: \$2,750
Goal 2: \$2,750	Goal 2: \$2,750	Goal 2: \$2,750

THANK YOU

---

