



POLICIES AND PROCEDURES MANUAL

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Developed by the Indiana Criminal Justice Institute's Behavioral Health Division, this manual was created to improve communication and standardize processes, as well as provide foundational and guiding materials for Local Coordinating Councils.



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LETTER FROM ICJI

Dear Reader,



Substance abuse continues to be one of the toughest challenges facing our state, nation and world. It's demand-driven, constantly evolving and impacts every community, every day. While it would be easier to just ignore the drug crisis, hoping it might go away, Indiana has chosen to tackle it head on – starting at the local level.

As with any great challenge, we know that a “one-size-fits-all” approach isn't always the best strategy and that it's going to take everyone working together in order for progress to be made. That's why Local Coordinating Councils and your efforts continue to be so important.

LCCs are on the frontlines of addressing the intercept points and factors that create substance use and misuse within Indiana's counties. They identify community drug problems, collaborate community strategies and monitor anti-drug activities. Most importantly, however, they bring together members of the community —matching local knowledge with local solutions.

Our goal at the Indiana Criminal Justice Institute is to equip Indiana's LCCs with every available asset. That's why we developed this manual, which includes some helpful tips and outlines the roles and responsibilities of each LCC. We also want to enhance collaboration and keep those channels of communication open at all times.

Moving forward, I truly believe that we're more effective when we work together and that, only together, do we stand a chance against combating substance abuse in Indiana. On behalf of the state, thank you for your commitment to addressing the drug epidemic, to your community and to saving lives. Your work has never been more critical.

Respectfully,

Devon McDonald

A handwritten signature in blue ink, appearing to read "Devon McDonald". The signature is fluid and cursive, with a long horizontal stroke at the end.

Executive Director
Indiana Criminal Justice Institute

BEHAVIORAL HEALTH DIVISION



MICHAEL ROSS
MSW, LCSW
Behavioral Health Division
Division Director

Michael Ross is a nationally recognized expert in mental health policy and system transformation. Michael currently serves as the Director of the Behavioral Health and Youth Division at Indiana's Criminal Justice Institute. Michael is faculty at Indiana University's School of Social Work--where he has taught graduate-level courses for the last six years. Michael also maintains a private practice. Michael holds a Bachelor of Arts in Religious Studies from Indiana University, a Masters in Social Work from Indiana University's School of Social Work, a Pre-Doctoral Certificate in Homeland Security and Emergency Management from Indiana University's School of Public and Environmental Affairs. Michael expects to complete his Ph.D. in Psychology by 2024.



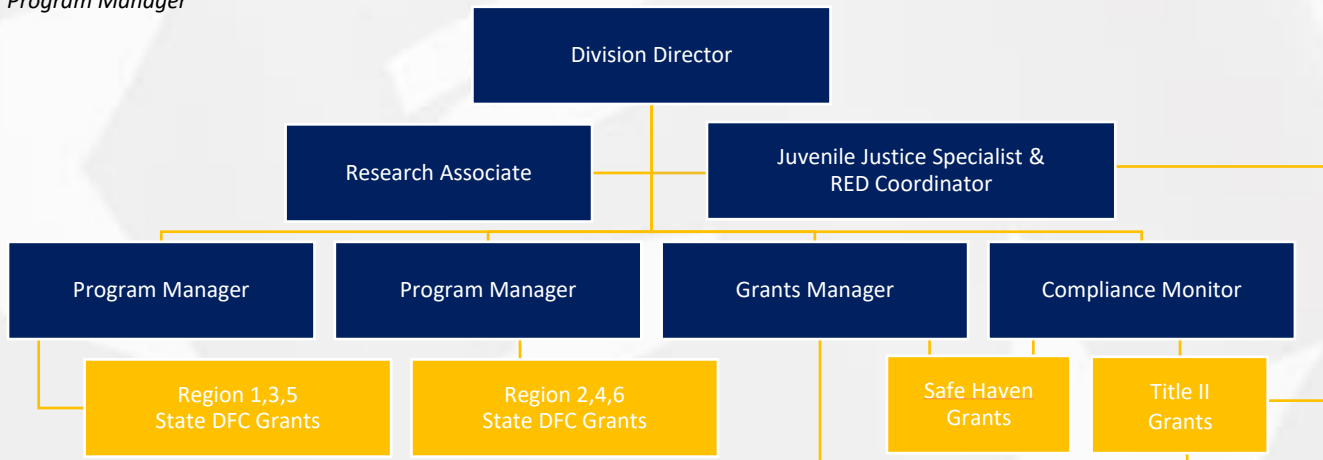
AMANDA KORAK
Behavioral Health Division
Program Manager

Amanda Korak oversees regions 2, 4, and 6. Amanda serves as a compassionate leader and encourages others toward growth and success. As the Assistant Hospitality Director of Switchyard Brewing Company in Bloomington, Indiana, Amanda has flourished in her roles as Creative Director and Community Outreach Coordinator- helping develop continuing education for staff, philanthropy efforts with assistance from professionals within the community, developing standard operating procedures for overall brewery and taproom operations, and maintaining professional customer relationships. Prior to her tenure at Switchyard, Amanda was a certified dental assistant in Chicago, Illinois. She served as a pediatric dental assistant that toured over 40 schools within the area, providing free dental care and education for the underserved youth of Chicago. Amanda has a Bachelor of Arts degree in Music Performance in Percussion from Northern State University in Aberdeen, South Dakota and a certificate in dental assisting from Indianapolis School of Dental assisting – Avon.



JANET BENEDICT
Behavioral Health Division
Program Manager

Janet Benedict oversees Regions 1, 3, and 5. After receiving her B.A. in Literature from Indiana University – Indianapolis, Janet began her career in public service with the State of Indiana, working with the Department of Workforce Development and the Department of Labor before joining the Indiana Criminal Justice Institute. Over the years, she's volunteered hundreds of hours at state parks across the state, completed the Indiana Master Naturalist program, and is currently working on establishing a native wildlife habitat in her neighborhood. Janet is currently enrolled at Indiana University's Paul O'Neill School of Public and Environmental Affairs, pursuing her Master of Public Affairs in Public Management and Policy Analysis.



DOCUMENT PURPOSE

Thank you for taking the time to review the new Local Coordinating Council Policy and Procedures Manual. This document is the culmination of our efforts since 2019. These efforts focus on improving communication and standardizing processes. As a part of this process, we needed to create a new manual for Local Coordinators.

A good manual has two requirements, (1) it needs to be clear, and (2) it needs to be succinct. We believe that we have accomplished both by distilling critical information, documents, and procedures into this document. It should be noted that all of the information included in this manual is critical to a Local Coordinating Councils' ability to function. Additionally, it ensures a baseline level of knowledge that allows the Behavioral Health Division's Program Managers to provide you with focused technical assistance.

The Behavioral Health Division's "Policies and Procedures Manual" provides foundational and guiding materials for Local Coordinating Councils. The "Policies and Procedures Manual" is divided into four distinct sections: *About Local Coordinating Councils*, *Responsibilities*, *Granting*, and *Appendices*.

- » *About Local Coordinating Councils*
provides a brief history of Local Coordinating Councils and The Indiana Commission to Combat Drug Abuse, the Behavioral Health Division's organization, structure, and the Division's regional map.
- » *LCC Responsibilities*
provides foundational descriptions of responsibilities, recommendations to maximize coalition effectiveness, and reporting requirements.
- » *Granting*
provides county drug-free community fund granting requirements, statutory definitions of the categories, and recommendations to approach grantee application reviews.
- » *Appendices*
provides sample materials and potential data sets.

We know that you will find this document beneficial regardless of your time in your role. However, as with everything, we strive to ensure that we foster an environment of communication and improvement. Because of this, if you believe we can improve this manual in any way, please, email BH@cji.in.gov, title your email "Manual Feedback," and explain in detail the improvements that we can make.

ABOUT LOCAL COORDINATING COUNCILS



HISTORY

Local Coordinating Councils (LCCs) were first formed in the 1980s to understand and address substance abuse issues at the local level. While progress was being made, in 1989, Governor Bayh initiated a new strategy for accelerating Indiana's fight against alcohol and other drug problems. On May 9, he created the Governor's Commission for a Drug-Free Indiana, which was charged with leading Indiana's fight against alcohol, tobacco, and other drugs. Part of the strategy focused on providing resources at the state and local levels to support drug prevention, treatment, and other criminal justice efforts. Towards this goal, and to help shore up the LCCs, the Drug-Free Community Fund was established in 1990.

A year later, statutory authority was given to the Governor's Commission for a Drug-Free Indiana by the General Assembly. While the commission was originally maintained through the governor's office, it was moved to the Indiana Criminal Justice Institute and is now housed in the Substance Abuse Services Division. In 2016, the name was changed through legislation to the Commission to Combat Drug Abuse, with the mission of reducing the incidence and prevalence of substance abuse and addictions among adults and children in Indiana. At the local level, the commission works to strengthen LCCs and assist in strategic and comprehensive planning.

Today, LCCs are responsible for carrying out substance abuse initiatives in their communities. While every county is organized differently and much has changed over the years, LCCs remain the first line of defense against combating drug abuse at the local level.



ORGANIZATION/STRUCTURE

Located in all 92 counties, an LCC is a countywide citizen body approved by the commission to plan, monitor, and evaluate comprehensive local alcohol and drug abuse plans by identifying community drug problems, collaborate with community strategies, and monitor anti-drug activities at local levels. They are overseen by the Indiana Criminal Justice Institute's Behavioral Health Division, which works to strengthen and assist in strategic and comprehensive planning to support the mission and vision of the Commission to Combat Drug Abuse.

The division's mission is to support, enhance, and strengthen local efforts to create drug-free, and recovery-focused, communities across the State of Indiana. LCCs are structured like coalitions, which the Community Anti-Drug Coalitions of America ([CADCA](#)) defines as:

"A formal arrangement for collaboration between groups or sectors of a community in which each group retains its identity but all guarantee to work together toward a common goal of building a safe, healthy, and drug-free community. Coalitions should have deep connections to the local community and serve as catalysts for reducing local substance abuse rates. As such, community coalitions are not prevention programs or traditional human service organizations that provide direct services. Rather they are directed by local residents and sector representatives who have a genuine voice in determining the best strategies to address local problems."

INDIANA LCC MAP

REGION 1

Lake, Porter, La Porte, St. Joseph, Newtown, Jasper, Starke, Marshall, Pulaski, Fulton, Benton, White, Cass, Miami and Carroll.

REGION 2

Elkhart, Lagrange, Steuben, Kosciusko, Noble, De Kalb, Whitley, Allen, Wells, Wabash, Huntington, Adams, Howard, Grant, Blackford and Jay.

REGION 3

Warren, Tippecanoe, Clinton, Vermilion, Fountain, Montgomery, Boone, Parke, Putnam, Hendricks, Vigo, Clay, Owen and Morgan.

REGION 4

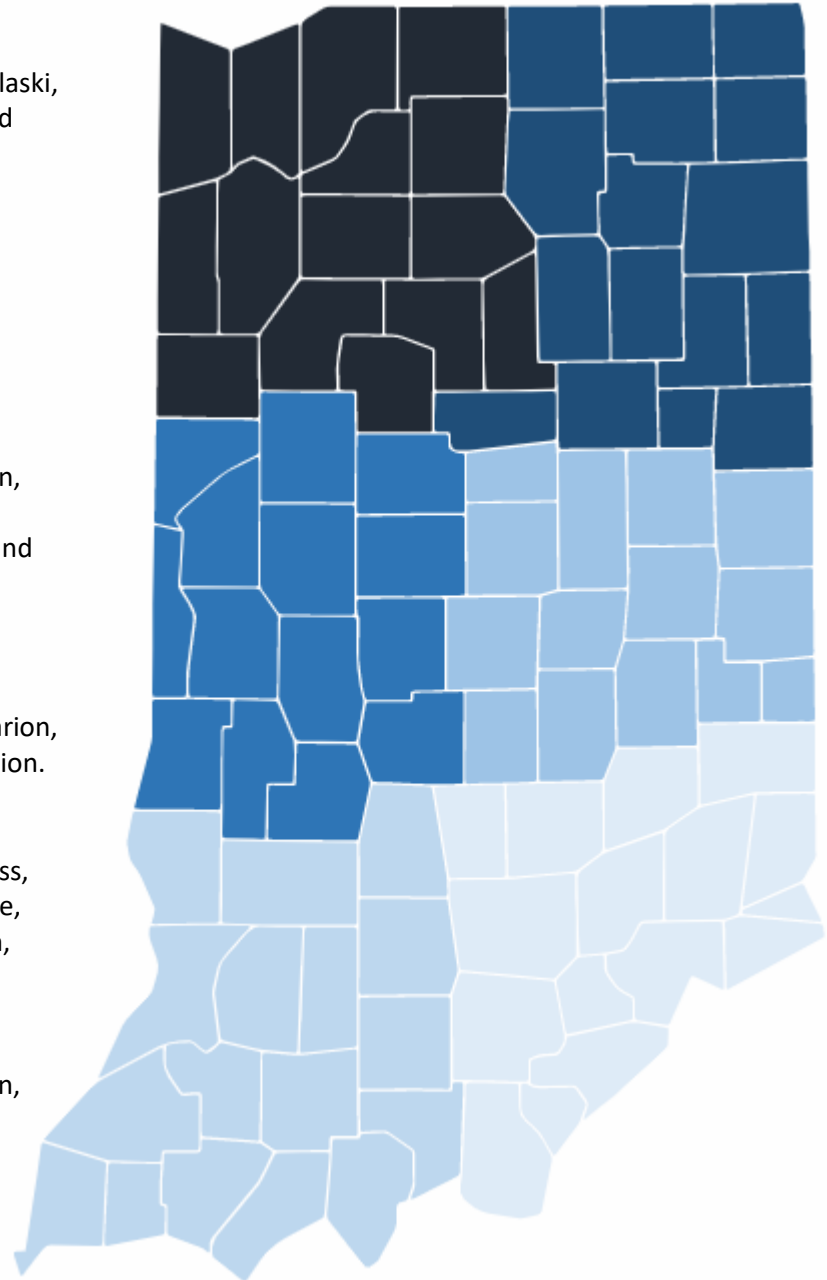
Tipton, Madison, Delaware, Randolph, Hamilton, Hancock, Henry, Wayne, Marion, Johnson, Shelby, Rush, Fayette and Union.

REGION 5

Sullivan, Greene, Monroe, Knox, Daviess, Martin, Lawrence, Orange, Gibson, Pike, Dubois, Crawford, Posey, Vanderburgh, Warrick, Spencer and Perry.

REGION 6

Brown, Bartholomew, Decatur, Franklin, Jackson, Jennings, Ripley, Dearborn, Scott, Jefferson, Ohio, Switzerland, Washington, Harrison, Floyd and Clark.



POINTS OF CONTACT

Regions 1, 3, 5

Janet Benedict
Behavioral Health Program Manager
akorak@cji.in.gov

Regions 2, 4, 6

Amanda Korak
Behavioral Health Program Manager
akorak@cji.in.gov

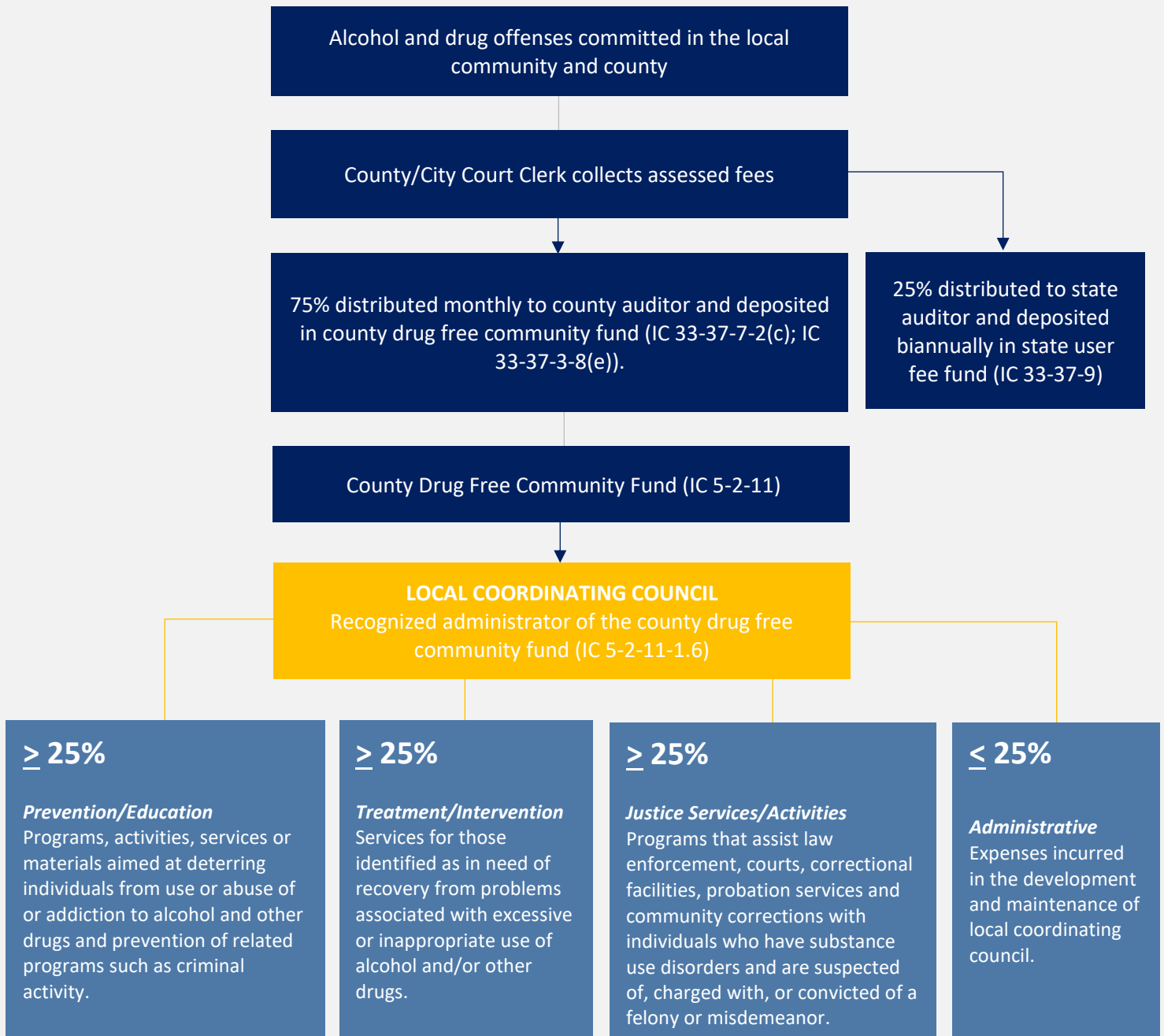
Behavioral Health Division Director

Michael Ross, MSW, LCSW
Division Director
MiRoss@cji.in.gov



FUNDING

LCCs receive funding from the county drug-free community fund that is established in each county to promote local alcohol and substance use and misuse prevention initiatives by supplementing local funding for treatment, education, and criminal justice efforts. When offenders are convicted of an offense under IC 33-37-5-9 or IC 33-5-10, they are required to pay a fee. The drug abuse, prosecution, interdiction, and correction fee ranges from \$200-\$1000, and the alcohol and countermeasures fee is \$200. These two fees are collected at the county level and 25% of the fees are sent to the state drug-free communities fund while 75% is held by the auditor in the county drug-free community fund.



LCC RESPONSIBILITIES

LCC coordinators are responsible for directing the work and activities of the LCC, which includes supervising and mentoring support staff and/or volunteers. This section covers some of the key roles and responsibilities of the LCC members and coordinators, as well as recommendations from the Behavioral Health Division on how to make sure LCC operations run smoothly. Of course, this is not an exhaustive list, and the coalition can determine the duties of the coordinator outside of the state’s expectation, as they feel is reasonably necessary. Ultimately, members of the coalition are required to work collaboratively with the LCC Coordinator at all times.

- » Bylaws (*strongly recommended*)
- » Membership
- » Meetings/Meeting minutes
- » Fiscal Responsibilities
- » Reporting



BYLAWS

The Behavioral Health Division recommends that every LCC establish and maintain agreed-upon bylaws. The bylaws should outline the roles, responsibilities, and structure of the coalition and include the following components: name of the LCC, mission, membership/structure, meeting requirements, and frequency, officers and their roles, representatives at large, committees/subcommittees, grants, conflict of interest statement, Rules of Order and Amendments. ***See Appendix B for Bylaws Sample.*



MEMBERSHIP

LCCs should have diverse coalition membership. The Behavioral Health Division encourages that each coalition contains members from the following sectors: youth, parent, business, media, school, youth-serving organization, law enforcement, religious/ fraternal organization, civic/volunteer groups, healthcare professional, state or local agency with expertise in the field of substance abuse and other organizations involved in reducing substance abuse. It is a recommendation that LCCs invite these key stakeholders to the meetings so the coalition can create an effective comprehensive community plan.

SUGGESTED KEY STAKEHOLDERS BY CATEGORY

Prevention/Education	Treatment/Intervention	Criminal Justice
» Local Health Dept.	» Local Health Dept.	» Prosecutor
» Youth Service Organizations	» Community Mental Health Centers (CMHC)	» Judges
» Youth	» Religious/Spiritual Affiliates	» Sheriff
» School Affiliates	» Recovery Community	» Local Police
» Religious/Spiritual Affiliates		» Probation Services



LCC MEETINGS

LCCs should meet, at a minimum, 6 times per year as a whole body; subcommittee and Executive Committee meetings may be outside of those general membership meetings. A meeting is a gathering of a majority of the governing body to take official action upon public business. Official action is receiving information, deliberating, making recommendations, establishing policy, making decisions, and taking final action (i.e., voting).

The LCC coordinator is responsible for coordinating and facilitating coalition meetings. It is recommended that a regular calendar be developed and distributed to LCC membership to encourage maximum participation.

As LCC meetings are open to the public, they must follow the Open Door Law (IC 5-14-1.5). Being compliant with the law means that the official action of the coalition must be conducted and taken openly. To this end, the following meeting procedures shall be complied with:

- » *Public Notice*
Public notice is a requirement that applies to open meetings, reconvened meetings, rescheduled meetings, AND executive sessions. The notice must be posted 48 hours in advance of the meeting, not including Saturdays, Sundays, and legal holidays. The notice must be posted at the agency's principal office or the meeting place. Also, if there is an agenda, it must be posted as well. The LCC coordinator is responsible for ensuring that the coalition meetings are advertised countywide. An example of this can include county news media, countywide list serves, or coalition partnerships list serves.
- » *Minutes*
Minutes and memorandum must be kept as the meeting progresses and must contain the following: date, time, and location of the meeting; members present and absent; general substance of all matters proposed, discussed, or decided and a record of all votes taken. Meeting minutes provide solid evidence of the LCC decision-making process. Each quarter, the LCC will submit the minutes along with its quarterly report in IntelliGrants. *Click [here](#) to download a copy of the meeting minutes template.*
- » *Procedures*
LCCs should use Robert's Rules of Order, which is a guide for conducting meetings and making decisions as a group while maximizing fairness to all members. ***See Appendix C for a Robert's Rules of Order cheat sheet.*



FISCAL RESPONSIBILITIES

LCCs are responsible for managing their County Drug-Free Community Fund (IC 5-2-11). By statute, they are required to give out grants to organizations and programs in the following categories: prevention and education, treatment and intervention, and criminal justice services and activities (see the "Granting 101" section for additional grant guidance).

The administration funds can be used for compensation, trainings, any necessary supplies, and efforts to enhance the success of the LCC (branding, marketing, etc.). ICJI requires either the coordinator or an LCC board member, at minimum, to have quarterly communication with the county auditor regarding the fund balance. By having continuous communication with the auditor, the LCC can anticipate financial issues related to the status of the fund.



STATUTES THAT GOVERN LOCAL COORDINATING COUNCILS

- IC 4-3-25: Establishes the Commission and its Duties
- IC 5-2-10: Establishes the State Drug-Free Communities Fund
- IC 5-2-11: Establishes the County Drug-Free Fund
- IC 33-37-5-9: Drug Abuse, Prosecution, Interdiction and Correction Fee
- IC 33-37-5-10: Alcohol and Drug Counter Measure Fee
- IC 33-37-7: Distribution of Court Fees



INDIANA CODE

[Click here](#)



REPORTING REQUIREMENTS

The LCC is responsible for submitting all required documentation in [IntelliGrants](#). IntelliGrants is a grant application and management system that enhances grant management across the State of Indiana. Each LCC must be registered in IntelliGrants. Any individual that wishes to submit a document for the LCC must also be registered in IntelliGrants. Please contact a Behavioral Health Division program manager for any inquiries about the registration status.

» *Comprehensive Community Plan + Certification Letter*

The Comprehensive Community Plan (CCP) is a systematic and community-driven gathering, analysis, and reporting of community-level indicators to identify and address local substance use problems. Its calendar year is April-March and is open for submission from March until April 1. If received later than April 1, the approval process for the late submission will be substantially delayed.



CCP TEMPLATE

[Download here](#)

+

[Certification Letter](#)

The CCP identifies problems that the LCC will address through SMART goals. Each year, the LCC will revise the CCP using the [CCP Checklist](#) and will make the necessary modifications to ensure the CCP is correctly completed. Located on the right is an outline of the CCP. While the sections are designed to be easy to follow, below is some additional information about two in particular, the *Fund Information Document* and *Certification Letter*, which must be submitted along with the CCP.



DUE DATE

April 1

The *Fund Information Document* is within the CCP and lists LCC-approved funding per county to comply with the statutory requirements found in IC 5-2-11. It also provides the amount within the County Drug-Free Community Fund and any other funding streams the LCC utilizes.



OUTLINE

- » Cover Page
- » LCC Vision Statement
- » LCC Mission Statement
- » Membership List & Meeting Schedule
- » Community Needs Assessment
- » Making a Community Action Plan
- » Fund Document
- » Certification Letter

The *CCP Certification Letter* is an attestation that the CCP was completed as a coalition, that the LCC understands it is required to submit quarterly reports in order for the LCC to maintain active status, and should the LCC fail to correctly complete and submit the CCP and subsequent reports, ICJI will provide it with reasonable time to correct the deficiency. Both the LCC Coordinator and LCC President will sign the letter and submit it, along with the CCP, in IntelliGrants on April 1.

» *Quarterly Reports*

Quarterly reports are due on the 15th of July, October, and January. The quarterly report is a summary that provides information as to programs funded and up-to-date funds used, accomplishments, barriers, technical assistance needs, coalition activity, and available resources.

The quarterly report highlights the coalition’s efforts to meet SMART goals identified in the Comprehensive Community Plan.



REPORT TEMPLATE

[Download here](#)



DUE DATES

July 15th (Q1)
October 15th (Q2)
January 15th (Q3)

» *End of Year Report*

The End of Year Report is due on May 1st. The report is considered the 4th quarter report but provides an end-of-year evaluation on SMART goals and funding.



REPORT TEMPLATE

[Download here](#)



DUE DATE

May 1



IMPORTANT

All documents must be submitted to ICJI through IntelliGrants.

IntelliGrants



LCC GRANT WRITING

Once the Comprehensive Community Plan is designed by the Local Coordinating Council (LCC), the coalition can allocate funding to meet specific SMART goals listed in the Comprehensive Community Plan (CCP). The LCC determines the granting process that best fits the community and coalition. Most LCCs disperse funds once a year but some coalitions accept rolling applications. This will be determined by the bylaws and can always be modified as needed.

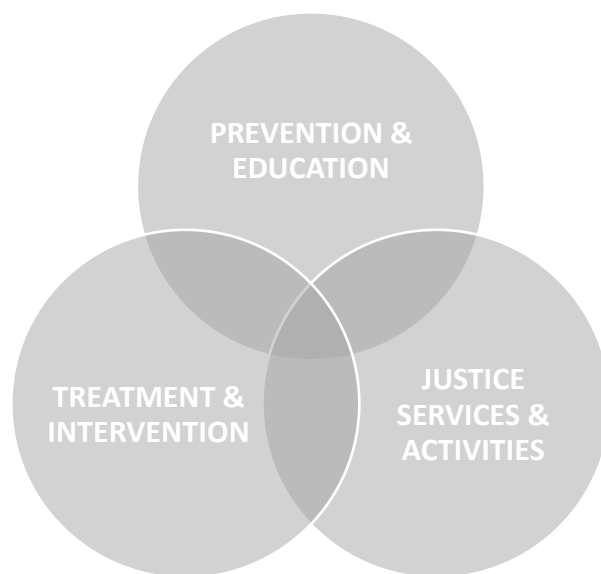
The Behavioral Health Division strongly recommends and encourages that LCCs have one grant application period that will fund all the approved programs throughout the year – this will avoid issuing mini-grants throughout the grant cycle as well as encourage LCCs to advertise their application notice to all possible stakeholders within the community. Should the coalition not expend all its funds by the end of the year, all unused funds will roll over to the following year (IC 5-2-11-4).

LCCs receive funding from the county drug-free community fund that is established in each county to promote local alcohol and substance use and misuse prevention initiatives by supplementing local funding for treatment, education, and criminal justice efforts. The funds consist of amounts deposited under IC 33-37-7-2 (c) and IC 33-37-7-8 (e).² These funds reside at the county fiscal agency (auditor’s office). ICJI requires that the coordinator or a coalition member, at minimum, have quarterly contact with the county auditor to establish the balance of the county drug-free community fund.

According to IC 5-2-11-5, funding must be distributed at a minimum of 25% per granting category. The three granting categories are:

- » Prevention and Education
- » Intervention and Treatment
- » Criminal Justice Services and Activities.

No more than 25% of the county drug-free community fund can be used for administrative costs. The administrative portion does not need to be spent at 25% and additional funding can be moved from the administrative category into the other grant categories if the coalition decides to do so. For example, if the LCC approves administrative funds at 20% of the total fund amount, the additional 5% could be applied to any other category. The fund may not be used to replace other funding for alcohol and drug use and misuse services provided to the county (IC 5-2-11-6).



EDUCATION/PREVENTION CATEGORY

Domain Activities	Associated With This Domain	Indiana Code
Universal Intervention	Activities that apply to everyone (whole populations) and result in reducing access to means, altering media coverage, providing community education about prevention, and creating stronger and more supportive families, schools and communities.	IC 5-2-11-1.8 As used in this chapter, "prevention" means the anticipatory process that prepares and supports individuals, families, and communities with the creation and reinforcement of healthy behaviors and lifestyles.

INTERVENTION CATEGORY

Domain Activities	Associated With This Domain	Indiana Code
Selective Intervention	For communities and groups potentially at risk and result in building resilience, strength, and capacity and an environment that promotes self-help and help-seeking and provides support.	IC 5-2-11-1.3 As used in this chapter, "intervention" means: (1) activities performed to: (A) identify persons in need of substance use treatment services; and (B) encourage the desire to address and improve recovery needs by persons described in clause; and (2) referring persons to or enrolling persons in evidence-informed treatment programs.
Indicated Intervention	For individuals at high risk and result in building strength, resilience, local understanding, capacity, and support; being alert to early signs of risk, and taking action to reduce problems and symptoms.	

TREATMENT CATEGORY

Domain Activities	Associated With This Domain	Indiana Code
Symptom Identification	Activities that are appropriate when vulnerability and exposure to risk are high, which result in being alert to signs of high risk, adverse health effects, and potential tipping points; and providing support and care.	IC 5-2-11-2.4 As used in this chapter, "treatment" means evidence guided activities and services that foster change, enhance the ability to achieve and maintain recovery, and improve mental health
Early Treatment	Activities for finding and accessing early care and support, which result in providing the first point of professional contact; targeted and integrated support and care; and monitoring and ensuring access to further information and care.	
Standard Treatment	Activities that are appropriate when specialized care is needed and result in providing integrated professional care to manage behaviors and improve wellbeing as a step in recovery.	

JUSTICE SERVICES/SUPPORT CATEGORY

Domain Activities	Associated With This Domain	Indiana Code
Longer-term Treatment and Support	Activities for preparing for a positive future, providing ongoing integrated care to consolidate recovery and reduce the risk of adverse health effects.	IC 5-2-11-0.5 As used in this chapter, "criminal justice services and activities" means programs that assist: (1) law enforcement agencies; (2) courts; (3) correctional facilities; (4) programs that offer probation services; and (5) community corrections programs; and (6) public safety programs with individuals who have alcohol or drug addictions and who are suspected of having committed a felony or misdemeanor, have been charged with a felony or misdemeanor, or have been convicted of a felony or misdemeanor.
Ongoing Care and Support	Activities for 'getting back into life'...building strength, resilience, and adaptation and coping skills, and an environment that supports self-help and help-seeking.	



GRANTEES

Grant applications should be sent to a designated email and or location by a specific time and date set by the LCC. The coalition should write this into the grant application. The coalition's bylaws should outline grantee requirements, which should also be outlined in the grant application. Some coalitions require grantees to participate at a certain number of meetings, present reports both orally and physically, volunteer at one community event, etc. The coalition needs to determine those requirements and establish them in the bylaws.

The coalition must also determine the consequences of the grantees that do not meet those requirements listed in the grant application. Those consequences may include returning the funds, not being eligible for grant funding the following year, etc. ***See Appendix A for Sample Grant Instructions/Application Form.*



AWARDING AND MONITORING OF GRANTED MONEY

Coalitions are encouraged to form a grant review committee to review each application. Some coalitions require a verbal presentation of the proposed grants, but it is not a requirement. The grant committee should disclose any conflicts of interest that might be present during the committee and excuse themselves from voting on those grants. A member cannot participate in any matters relating to the decisions in which the member may have a financial interest. For example, if the sheriff's office is applying for funding, the committee needs to determine if the sheriff can be present and can vote. The LCCs bylaws should include means to avoid any conflicts of interest.

The LCC is responsible for ensuring that awarded dollars are spent per the grantee's application. The LCC's grant agreement should contain language which requires the grantee to report on its progress and spending of the awarded dollars. This includes, but is not limited to, receipts, invoices, or proof of purchases using the awarded dollars. If a grantee is unable to produce evidence of how the money has been used, the LCC should be flag the organization as high risk and should take into consideration when evaluating any future applications from the applicant.



WHAT IF THE GRANTEE IS UNABLE TO USE THE AWARDED DOLLARS?

Grantees are required to use the awarded dollars as indicated in their application and as approved by the LCC. There are many reasons as to why a grantee is unable to use all or a portion of the awarded dollars that it receives (i.e. program was not implemented due to the pandemic). If a grantee is unable to use the awarded dollars as approved by the LCC, the LCC may either:

- (1) Require the grantee to return the unused money to the auditor, OR
- (2) Allow for the grantee to amend its original application to use funds in another manner that conforms with the CCP's problem statements and SMART goals.

If the LCC requires that the grantee return the money to the auditor, the LCC should contact its auditor's office to determine the procedure to ensure that the money is properly transferred back into the county drug-free community fund. If there is significant time left in the granting calendar and the grantee wants to use the unused dollars for another purpose that aligns with the CCP's problem statements and SMART goals, the LCC may allow for the grantee to submit an amended application. The LCC will then review and vote on the amended application. If the LCC approves of the amended application, the grantee will use the awarded dollars in alignment with the approved amendment. The amended application should not be for more money than the original application. If the LCC denies the amended application, the unused dollars MUST be returned to the county drug-free community fund.

STATE EPIDEMIOLOGICAL OUTCOMES WORKGROUP (SEOW)

The Indiana State Epidemiological Outcomes Workgroup (SEOW) consists of representatives from various state agencies. The SEOW's primary responsibilities include the ongoing and statewide monitoring of substance abuse and mental health trends; identifying statewide prevention priorities; and disseminating research findings to policymakers, state agencies, community organizations, and the general public.

[Download PDF](#)

INDIANA INDICATORS

This resource provides a focus on leading indicators—the ones deemed by experts to make the difference in a community's health and quality of life. Indicators can be found for individual counties.

[Website link](#)

MANAGEMENT PERFORMANCE HUB

Home for actionable data covering a variety of subject matter areas with Indiana State Government.

[Website link](#)

INDIANA ARREST DASHBOARD

MPH partnered with the Indiana State Police to create a data visualization to better understand arrest rates by county and crime type. Law enforcement and communities can evaluate their situations to appropriately allocate resources and support.

[Website link](#)

NALOXONE ADMINISTRATION HEAT MAP

Naloxone is administered and reported by EMS providers throughout the state.

[Website link](#)

INDIANA STATE DEPARTMENT OF HEALTH DRUG OVERDOSE DASHBOARD

The dashboard provides information on county participation in prevention and harm reduction programs, information on patterns related to opioid prescriptions, information on hospitalizations and emergency department visits with billing for drug overdoses, and information on deaths involving drug overdoses.

[Website link](#)

STATS EXPLORER – INDIANA STATE DEPARTMENT OF HEALTH

The Stats Explorer is developed and maintained by the Public Health Geographics (PHG) program within the ISDH Epidemiology Resource Center (ERC) division. PHG gathers information, adds geographic context, and redistributes data in various formats as a resource.

[Website link](#)

PREVENTION INSIGHTS (FORMERLY KNOWN AS INDIANA PREVENTION RESOURCE CENTER)

County Epidemiological Data creates a "statistical picture" of a community. County Epidemiological Data will help you improve the efficiency and effectiveness of your prevention efforts and get better outcomes. Prevention Insights is the agency that conducts the Indiana Youth Survey, which LCCs can use for data collection and analysis.

[County Profiles](#)

[Survey results](#)



APPENDICES

LOCAL COORDINATING COUNCIL INSTRUCTIONS FOR GRANT APPLICATION

HOW WILL APPLICATIONS BE REVIEWED?

Applications are due by _____. The funding cycle is _____. Applications will be reviewed at the next LCC meeting following the due dates. Check with the chairperson for location and date. The voting membership of the LCC will discuss completed applications. The LCC requests that a representative attend the meeting where your application will be reviewed. If you are unable to attend, please submit a cover letter to the LCC chairperson. The voting members present will determine if your project fits with the mission and comprehensive community plan.

Grant requests must address at least one of the following problem statements from the LCC comprehensive community plan:

Problem Statement #1: Adults and youth use alcohol at higher rates than the State averages in _____ County.

Problem Statement #2: Adults are using marijuana, cocaine, heroin, and methamphetamine in _____ County.

Problem Statement #3: Illegal prescription drug abuse is becoming an issue in _____ County.

Please be aware your project may not be fully funded. You will receive notification of the LCC decision regarding funding of your request in writing within 2-4 weeks of review by the LCC membership. Please contact the chairperson or note on the grant application and/or cover letter, if circumstances require earlier notification.

WHAT IS REQUIRED AFTER YOUR PROJECT IS COMPLETE?

Each grant recipient must complete a report form. Failure to complete the necessary information may result in the denial of future funding requests. Forms can be obtained from the LCC chair. If funds are not spent by the end of the project, the grant recipient is responsible for returning unspent funds to LCC. Any person or organization receiving funding from the _____ Co. Local Coordinating Council (LCC) is required to assign at least one person to attend regular meetings of the LCC. Funded organizations must attend ___ meetings in a 12-month period following grant approval. The _____ County LCC meets ___ times per year, requiring grantees to attend no less than ___ meetings annually. A funded organization that fails to comply will be prohibited from obtaining funding in the future.

HOW CAN I BECOME A MEMBER?

Thank you for applying. The LCC encourages you to become a member if you are not already. The meetings are held every other month on the first Tuesday of the month from 12:00 – 1:00. Contact the chairperson for location and a specific date. Once again, thank you for your efforts in helping to reduce alcohol, tobacco, and other drug issues in _____ County.

WHO DO I CONTACT ABOUT THE APPLICATION?

For questions, call (point of contact), chairperson at or via email at (contact info)._____

Please send application to: _____

LOCAL COORDINATING COUNCIL APPLICATION FOR GRANT FUNDING

The mission of the LCC shall be to improve the quality of life in _____ County by creating county-wide awareness of alcohol, tobacco, and other drug (AOD) issues and reducing abuse of and dependency on these substances through prevention/education, treatment/intervention, and criminal justice.

1. Date: _____

2. Name of Program:

3. Name of Agency/Organization Submitting Proposal:

4. Project Director: _____ 5. Title: _____

6. Address:

7. Phone: _____ 8. Fax: _____ 9. Email: _____

10. Type of Agency: ___ Not for Profit ___ Government Agency ___ For Profit

11. Description of Organization:

12. Type of Project:

___ Education/Prevention ___ Intervention/Treatment ___ Law Enforcement/Judicial

Education/Prevention – programs aimed at preventing alcohol abuse and other drug use in groups who are not currently using alcohol and/or other drugs.

Intervention/Treatment – programs focusing on methods of intervention and/or treatment in groups of people using or abusing alcohol and/or other drugs or at a significant know risk of use.

Law enforcement/Judicial – programs addressing methods to increase efforts in law enforcement and/or criminal justice aimed at reducing alcohol and other drug use.

13. Problem statement project addresses:

___ Problem Statement #1: On average, adults and youth use alcohol at higher rates in _____ County than the State average.

___ Problem Statement #2: Adults are using heroin and methamphetamine in _____ County.

___ Problem Statement #3: Illegal prescription drug abuse is becoming an issue in _____ County.

14. Amount of Funding Requested: _____ 15. Total Cost of Project: _____

16. How does this project educate the target population about alcohol, tobacco and other drug (AOD) issues and promote an AOD free lifestyle?

17. Describe your project and the anticipated long-term outcomes regarding AOD? Use additional pages as needed to give the LCC a view of your project and its impact on alcohol, tobacco, and other drug education/prevention, intervention/treatment or law enforcement.

18. Itemized Budget:

ITEM	QUANTITY	COST PER ITEM	TOTAL COST
TOTAL COST			\$

19. Do you anticipate funding from other sources for this project (Y/N)? _____

If yes, describe:

20. Who is your target population?

If funded, I understand that my organization is required to provide a completed form and if asked receipts for money spent to the Local Coordinating Council. I understand failure to submit a completion report will jeopardize future funding. I understand if all monies are not spent, I will return unspent funds. I also

understand that if funded, a representative from our organization will be required to attend no less than ___ regular meetings of the _____ County LCC. An attendance log will be kept of all attendees of regular meetings and reviewed as part of the funding consideration.

Signature: _____ Date: _____

For Local Coordinating Council Use Only

Date Application Received:
Amount Approved:

Date Reviewed by LCC:
Date Paid:

Approved / Not Approved
Received Report:

ARTICLE I: NAME

1.1: The name of this organization shall be the County Substance Abuse Council.

ARTICLE II: MISSION

2.1: Mission Statement: The mission of the County Substance Abuse Council is to reduce the problems associated with substance abuse in County to enhance family and community life.

2.2: We believe alcohol and drug abuse to be one of the leading health and social problems in our nation today. Alcohol and drug abuse negatively affect virtually every member of our society through its impact on crime, families, health, education, employment, and economics. We believe an important step toward the eradication of alcohol and drug abuse is to address the problem through the combined efforts of citizens at the community level.

2.3: We, the County Substance Abuse Council, support the coordination of a community-based comprehensive drug-free network to address the problems associated with alcohol and drug abuse and to promote a healthy, drug-free lifestyle.

ARTICLE III: MEMBERSHIP

3.1: To ensure the effectiveness of the Council, membership shall reflect, to the extent possible, representation from the categories recommended by the Governor’s Commission for a Drug-free Indiana as follows: Family, Judicial, Youth, Education/Prevention, Local Government, Medical, Law Enforcement, and Treatment.

ARTICLE IV: MEETINGS

4.1: It is the intent of the ____ to meet monthly and no less than six times per calendar year to address pertinent business and/or concerns. At least a 48-hour notice of a special meeting shall be given, including the time, place, and purpose of the meeting. All meetings are open to the public.

4.2: Quorum: At any _____ meeting, five (5) members shall constitute a quorum, and the act of a majority of those members present shall be the _____ unless an act of greater number is required in these bylaws.

4.3: Quarterly Mini-grant Meeting: Shall be held as part of the ____ meetings in the following months: March, June, September, and December.

4.4: Annual Planning Meeting: Shall be held in January or February unless otherwise specified.

ARTICLE V: OFFICERS

5.1: Chairperson: The Chairperson shall preside at all ____ meetings and exercise other powers as prescribed in these bylaws and by the _____. The Chairperson shall also supervise the Coordinator unless the Vice-Chairperson assumes that responsibility.

5.2: Vice-Chairperson: The Vice-Chairperson shall perform all of the duties of the Chairperson in the event of the Chairperson’s absence. The Vice-Chairperson is to succeed to the office of Chairperson at the end

of the Chairperson's term(s) or in the event of the Chairperson's resignation from office before the end of the term unless a different Chairperson is elected.

5.3: Treasurer: The Treasurer or designee shall attend all meetings of the _____ and keep a record of all financial transactions of the _____.

5.4: Secretary: The Secretary or designee shall attend all meetings and keep a record of all proceedings of said meetings.

5.5: Coordinator: The Coordinator is a paid position responsible for the coordination of all activities and documents relating to the _____. The Coordinator is a contractor, not an employee, and is not entitled to any form of employee benefits.

5.6: Election and Term of Officers: Officers shall be elected at the June meetings of the _____ and shall hold office for one year or until a successor shall be duly elected. Officers may serve for more than one term.

5.7: Vacancies: Any vacancy that occurs during an officer's term shall be filled upon the recommendation of the nominating committee with the concurrence of the _____. Any officer so elected shall hold office until the next June meeting of the _____ or until a successor is duly elected.

5.8: Attendance: Officers are required to attend 75% of all meetings to maintain their elected position.

ARTICLE VI: REPRESENTATIVES AT LARGE

6.1: A minimum of three (3) members shall be elected to serve as Representatives At Large. Representatives will serve on the Executive Committee and may also serve as Chairpersons of Sub-committees. Each elected representative shall represent a different area of the _____ County population (examples include education, business, law enforcement, treatment, etc.)

6.2: Election and Term of Representatives At Large: Representatives shall be elected at the June meetings of the _____ and shall hold office for one year or until a successor shall be duly elected. Representatives may serve for more than one term.

6.3: Vacancies: If at any time, the number of Representatives falls below three (3), the vacancy shall be filled upon the recommendation of the nominating committee with the concurrence of the _____. Any Representative so elected shall hold office until the next June meeting of the _____ or until a successor is duly elected.

6.4: Attendance: Representatives are required to attend 50% of all meetings to maintain their elected position.

ARTICLE VII: COMMITTEES

7.1: Sub-committees: There shall be no standing sub-committees except those that are formed due to a particular need. A sub-committee may be easily formed as a result of an issue addressed during a _____ meeting. Sub-committees shall hold regular meetings as they deem necessary and are free to disband as desired. Sub-committees will report regularly at each meeting until they are disbanded. Each sub-committee shall elect a Chairperson and may elect other officers as necessary. The Chairperson of a sub-

committee shall be a member of the Executive Committee until the sub-committee disbands. Sub-committees shall function on an as-needed basis.

7.2: Executive Committee: The Executive Committee shall be composed of the Officers, Representatives At Large, Coordinator, and any Sub-Committee Chair(s) of the _____. The Executive Committee shall meet as needed and shall have final authority when determining grant funding. The Executive Committee shall also be empowered to make recommendations to the _____ as needed. Recommendations may include but are not limited to: amendments to By-Laws, Comprehensive Plans, Coordinator issues, website information, Regional Advisory Board information, and spending of discretionary funds.

ARTICLE VIII: MINI-GRANT APPLICATIONS

8.1: The _____ shall conduct a quarterly request, if funds are available, for Mini-Grant Applications from community organizations to make funding decisions that will fulfill the recommended actions of the Comprehensive Plan. Any organization desiring to present a request for a mini-grant shall be required to make a verbal and written request at the appropriate meeting. The written request will specify which category of funding the request represents (law enforcement, treatment, or education/prevention). If funded, the organization agrees to acknowledge the _____ grant in any publications and to make a written and verbal progress report to the _____ in a timely manner.

ARTICLE IX: CONFLICT OF INTEREST

9.1: To eliminate conflict of interest during the grant process, any member(s) submitting or recommending a mini-grant application for funds to the LCC shall abstain from voting on the grant, and that abstention shall be recorded in the minutes of the meeting as a permanent record.

ARTICLE X: RULES OF ORDER

10.1: Robert’s Rules of Order shall be used when conducting any meeting of the _____.

ARTICLE XI: AMENDMENTS

11.1: Amendments to _____ Bylaws: The power to amend, alter or repeal any part or all of this code of Bylaws is vested in _____. The affirmative vote of the majority of all voting members shall be needed to affect any changes in this code.

We accept these Bylaws as amended on this the _____ day of _____.

Chairperson

Vice-Chairperson

Secretary

Treasurer

APPENDIX C | ROBERT'S RULES OF ORDER CHEAT SHEET

To:	You Say:	Interrupt Speaker	Second Needed	Debatable	Vote Needed:
Adjourn	"I move that we adjourn"	No	Yes	No	Majority
Recess	"I move that we recess until..."	No	Yes	No	Majority
Complain about noise, room temp, etc.	"Point of privilege."	Yes	No	No	Chair decides
Suspend further consideration of something	"I move that we table it"	No	Yes	No	Majority
End debate	"I move the previous question"	No	Yes	No	2/3
Postpone consideration of something	"I move we postpone this matter until..."	No	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by..."	No	Yes	Yes	Majority
Introduce business	"I move that..."	No	Yes	Yes	Majority

The above-listed motions and points are listed in the established order of precedence. When any one of them is pending, you may not introduce another that is listed below, but you may introduce another that is listed above it.

To:	You Say:	Interrupt Speaker	Second Needed	Debatable	Vote Needed
Object to a procedure or personal affront	"Point of order"	Yes	No	No	Chair decides
Request information	"Point of information"	Yes	No	No	None
Ask for a vote by the actual count to verify vote	"I call for a division of the house"	Must be done before new motion	No	No	None unless someone objects
Object to considering some undiplomatic or improper matter	"I object to the consideration of this question"	Yes	No	No	2/3
Take up matter previously tabled	"I move we take from the table..."	Yes	Yes	No	Majority
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	Yes	Yes	Only if the original motion was debatable	Majority
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	No	Yes	No	2/3
Vote on a ruling by the Chair	"I appeal the Chair's decision"	Yes	Yes	Yes	Majority

The motions, points, and proposals listed above have no established order of preference; any of them may be introduced at any time except when the meeting is considering one of the top three matters listed in the first chart (Motion to Adjourn, Recess or Point of Privilege)

PROCEDURE FOR HANDLING A MAIN MOTION

NOTE: Nothing goes to a discussion without a motion being on the floor.

Obtaining and assigning the floor

A member raises hand when no one else has the floor

- The chair recognizes the member by name

How the Motion is Brought before the Assembly

- The member makes the motion: *“I move that”*... and resumes his seat
- Another member seconds the motion: *“I second the motion”* or *“I second it”* or *“Second”*
- The chair states the motion: *“It is moved and seconded that ... Are you ready for the question?”*

Considering of the Motion

- Members can debate the motion
- Before speaking in a debate, members obtain the floor
- The maker of the motion has first right to the floor if he claims it properly
- The debate must be confirmed to the merits of the motion
- The debate can be closed only by the order of the assembly (2/3 vote) or by the chair if no one seeks the floor for further debate.

The Chair puts the Motion to a Vote

- The chair asks: *“Are you ready for the question?”* If no one rises claim to the floor, the chair proceeds to take the vote.
- The chair says: *“The question is on the adoption of the motion that... As many as in favor, say ‘Aye.’... Those opposed, say ‘Nay.’... Those abstained please say ‘Aye.’”*

The Chair Announces the Result of the Vote

- *The ayes have it, the motion carries, and ...* (indicating the effect of the vote); or
- *The nays have it and the motion fails*

When Debating Your Motions

1. Listen to the other side
2. Focus on issues, not personalities
3. Avoid questioning motives
4. Be polite

HOW TO ACCOMPLISH WHAT YOU WANT TO DO IN MEETINGS

Main Motion

You want to propose a new idea or action for the group.

- After recognition, make the main motion.
- Member: *“Madame Chairman, I move that _____.”*

Amending a Motion

You want to change some of the wording that is being discussed.

- After recognition, *“Madame Chairman, I move that the motions be amended by adding the following words _____.”*
- After recognition, *“Madame Chairman, I move that the motion be amended by striking out the following words _____.”*
- After recognition, *“Madame Chairman, I move that the motion be amended by striking out the following words, _____, and adding in their place the following words _____.”*

Refer to Committee

You feel that an idea or proposal being discussed needs more study and investigation.

- After recognition, *“Madame Chairman, I move that the question be referred to a committee made up of XYZ.”*

Postpone Definitely

You want the membership to have more time to consider the question under discussion and you want to postpone it to a definite time or day, and have it come up for further consideration.

- After recognition, *“Madame Chairman, I move to postpone the question until _____.”*

Previous Question

You think the discussion has gone on for too long and you want to stop discussion and vote.

- After recognition, *“Madame Chairman, I move the previous question.”*

Limit Debate

You think the discussion is getting long, but you want to give a reasonable length of time for consideration of the question.

- After recognition, *“Madame Chairman, I want to limit discussion to two minutes per speaker.”*

Postpone Indefinitely

You want to kill a motion that is being discussed

- After recognition, *“Madame Chairman, I move to postpone the question indefinitely.”*

Recess

You want to take a break for a while.

- After recognition, *“Madame Chairman, I move to recess for ten minutes.”*

Adjournment

You want to end the meeting.

- After recognition, *“Madame Chairman, I move to adjourn.”*

Permission to Withdraw a Motion

You have made a motion and after discussion, are sorry that you made it.

- After recognition, *“Madame Chairman, I ask permission to withdraw my motion.”*

Call for Orders of a New Day

At the beginning of the meeting, the agenda was adopted. The chairman is not following the order of the approved agenda.

- Without recognition, *“Call for orders of the day.”*

Suspending the Rules

The agenda has been approved and the meeting has progressed, it became obvious that an item you were interested in will not come up before adjournment.

- After recognition, *“Madame Chairman, I move to suspend the rules and move to item 5 to position 2.”*

Point of Personal Privilege

The noise outside the meeting has become so great that you are having trouble hearing.

- Without recognition, *“Point of personal privilege.”*
- Chairman: *“State your point.”*
- Member: *“There is too much noise, I can’t hear.”*

Point of Order

It is obvious that the meeting is not following proper rules.

- Without recognition, *“I rise to a point of order,”* or *“Point of order.”*

Point of Information

You are wondering about some of the facts under discussion, such as the balance of an account being discussed.

- Without recognition, *“Point of information.”*

APPENDIX D | DEVELOPING A SMART GOAL GUIDE SHEET

Specific: The goal should identify a specific action or event that will take place.

Measurable: The goal and its benefits should be quantifiable.

Achievable: The goal should be attainable given available resources.

Realistic: The goal should require you to stretch some, but allow the likelihood of success.

Timely: The goal should state the time period in which it will be accomplished.

Writing an Effective Goal Statement

1. Use clear, specific language.
2. Start your goal statement with TO + a VERB
3. Write your goal statement using SMART Goal Criteria
4. Avoid using negative language. Think positive!

An example of a goal statement:

- *To run three marathons in 2020 and complete the 10 mile race in under 1 hour to beat my personal best time.*

The example begins with the word “To”, includes the verb “run”, and tells what, why, and when.

Activity

Use this worksheet to identify the specific SMART criteria you will use to write your goal statement.

What is your basic goal? _____

1. Is it **specific?** (Who? What? Where? When? Why?)

S _____

2. Is it **measurable?** How will I measure progress? (How many? How much?)

M _____

3. Is it **attainable?** (Can this really happen? Attainable with enough effort? What steps are involved?)

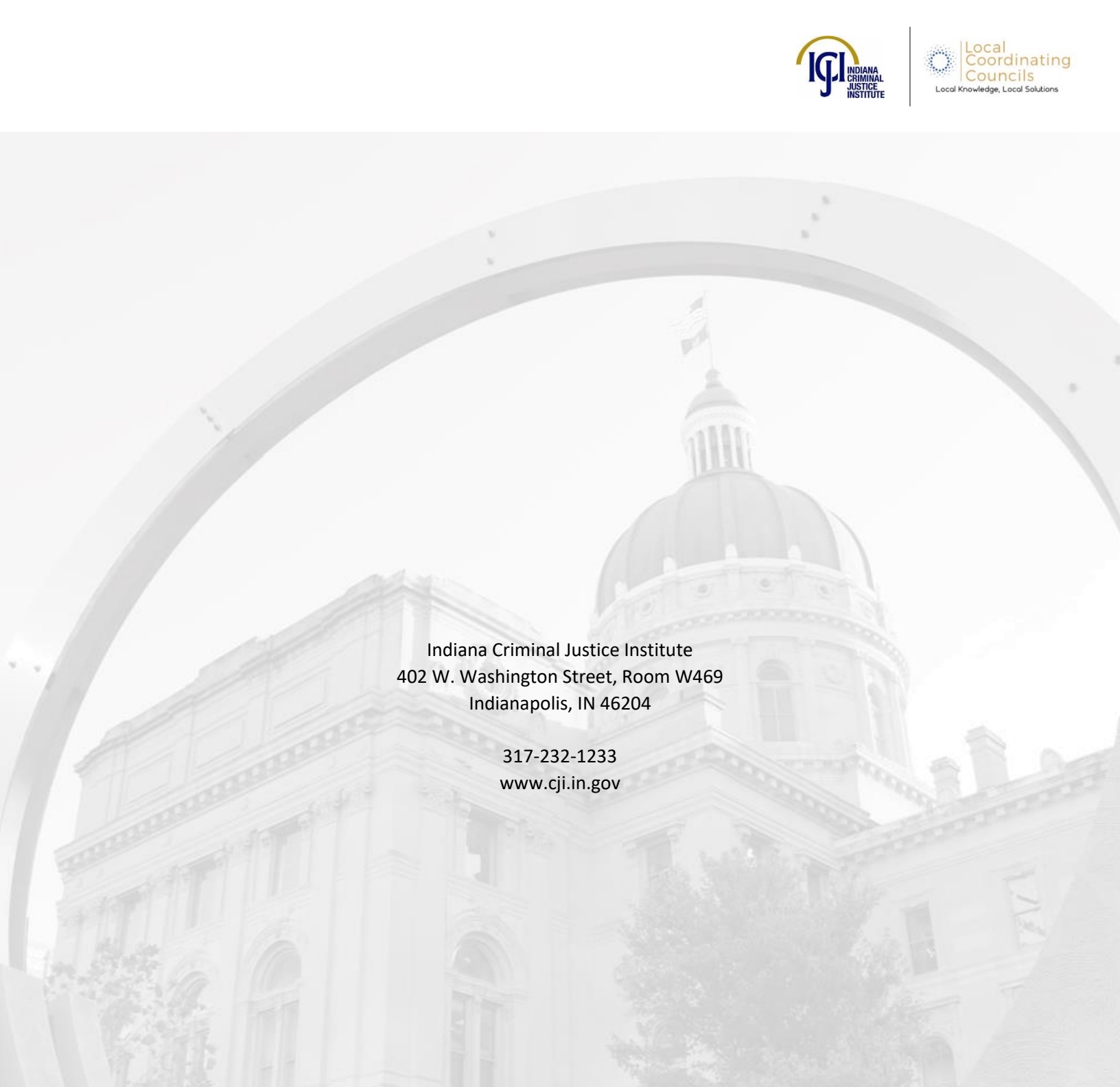
A _____

4. Is it **realistic?** (What knowledge’s, skills, and abilities are necessary to reach this goal?)

R _____

5. Is it **time bound?** (Can I set fixed deadlines? What are the deadlines?)

T _____



Indiana Criminal Justice Institute
402 W. Washington Street, Room W469
Indianapolis, IN 46204

317-232-1233
www.cji.in.gov