APPENDIX 4: PRESCRIBED SCOPE OF WORK ACTIVITIES FOR BEHAVIORAL HEALTH PROJECTS (Addendum 1)

INTERVENTION ACTIVITIES		
Task A: Community Education Activities	**Start Date Period**	**Completion Date Period**
Communication Activities: Communicate to residential treatment staff and clients at least 6-18 times through email, newsletters, flyers, bulletin boards, staff meetings, presentations, and/or the development of displays (e.g., count-down to tobacco-free campus, timelines) about the availability of tobacco cessation assistance, creating a tobacco-free campus, and other wellness topics.	11/1/2018	4/30/2020
Task B: Coordination/Collaboration Activities		
Organizational Champion: Designate an organizational champion who will serve as the primary point of contact within the residential treatment facility for telephone, email, and other communications from the Smoking Cessation Leadership Center (SCLC), the University of California, San Francisco (UCSF) Evaluator (UCSF Evaluator), and the California Tobacco Control Program (CTCP).	11/1/2018	6/30/2019
Wellness Workgroup: Establish a Wellness Workgroup comprised of 4 to 6 members to guide planning, implementation, and evaluation activities. At a minimum, the Workgroup will include the organizational champion, a manager from the residential treatment facility, a non-management staff member, and a client.	11/1/2018	6/30/2019
Wellness Workgroup Meetings: Convene the Wellness Workgroup approximately every two weeks, for a total of 30 – 40 times, to plan and assist in implementing, and evaluating tobacco assessment/treatment, tobacco-free policies, and other worksite wellness policies and activities.	11/1/2018	4/30/2020
Collaboration with External Partners: Conduct a minimum of 4 to 6 collaboration outreach interactions via email, telephone, or face to face meetings with local partners such as Nutrition Education Obesity Prevention Branch (NEOP), Office of Problem Gambling (OPG), and other wellness groups to provide technical assistance to the residential treatment center or for these external groups to directly conduct education and training to staff and clients.	11/1/2018	4/30/2020
Partners Log-In: At least weekly (minimum of 78 times), log onto Partners to identify upcoming trainings, new information, and advocacy campaign tools.	11/1/2018	4/30/2020
Spotlight On Submission: Submit a minimum of one article to the Partners website, Spotlight On blog that highlights the project's successes. The article will be 350 to 800 words in length and describe significant steps taken, milestones achieved and barriers encountered in creating a tobacco-free campus, adopting and implementing a tobacco use	1/1/2020	4/30/2020

identification and treatment system, and other wellness policies and activities.		
Collaboration with External Evaluator: Provide the UCSF Evaluator with copies of all existing or revised policies related to tobacco-free campus, identification and treatment of tobacco use, and wellness (e.g., nutrition, physical activity, gambling).	11/1/2018	4/30/2020
Collaboration with External Evaluator: Assist the UCSF Evaluator to identify and conduct annual (pre/post policy adoption) surveys of residential treatment clients and staff along with annual director interviews regarding the residential treatment facility's tobacco free campus policy, identification and treatment of tobacco use systems, and other wellness policy and activity efforts (e.g., nutrition, physical activity, gambling).	11/1/2018	4/30/2020
Task C: Policy Activities		
Wellness Plan: Develop a brief plan to adopt and implement tobacco-related and other wellness related policies, system, and environmental changes. The Plan will include objectives, activities, a timeline, and responsible parties.	11/1/2018	6/30/2019
Develop a Tobacco-free Policy: With assistance from SCLC adapt the model tobacco-free campus policy to fit the residential treatment center's needs. The policy will include the purpose, a description of the tobacco use restrictions, and procedures for achieving and maintaining compliance.	11/1/2018	6/30/2019
Tobacco-free Policy Implementation: Work with staff and clients to plan, strengthen and/or adopt and implement the tobacco-free campus policy that may include formal and informal meetings with staff and clients (e.g., staff talking points; visual aids that promote the implementation date; timeline for phasing out smoking breaks with an alternative healthy activity such as walking, alternative physical activity, yoga classes, healthy cooking presentations; modifying common smoking areas to non-smoking areas such as community gardening or mediation area; dissemination of communications announcing the policy, and no-tobacco use signage.)	11/1/2018	4/30/2020
Develop a Protocol for Tobacco Use Identification & Treatment: Modify the SCLC's model tobacco use identification and treatment protocol to meet the residential treatment center's needs.	11/1/2018	6/30/2019
Implement Tobacco Use Identification & Treatment Protocol: Implement routine assessment of tobacco use among clients and provide treatment consistent with the U.S. Preventive Health Service Guidelines by providing educational	11/1/2018	4/30/2020

presentations, manuals, tips and tools, patient charting guidelines to support staff to identify and treat tobacco users.		
Other Wellness Policy Development: Work with nutrition and Office of Problem Gambling subject matter experts to develop policies to promote and support clients and staff to become and maintain a tobacco-free status by encouraging healthy eating increased physical activity, socialization, and avoidance of gambling.	1/1/2019	4/30/2020
Other Wellness Policy Implementation: Collaborate with nutrition, physical activity, and Office of Problem Gambling subject matter experts to implement wellness policies and activities that encourage healthy eating, increased physical activity, socialization, and avoidance of gambling, such as exercise and socialization breaks, cooking classes, community gardens, and yoga classes.	1/1/2019	4/30/2019
Task D: Training/Technical Assistance Activities		
Cohort Training: Participate in one, 2-4 hour training conducted by SCLC to "kick-off" project activities. This training, which is for key staff of the funded-residential treatment facility cohort, will cover topics such as tobacco-free policy adoption, tobacco cessation, nutrition, physical activity, problem gambling, and other wellness-related topics.	11/1/2018	6/30/2019
Monthly Technical Assistance Calls: Participate in approximately 15 -18 monthly technical assistance teleconference calls initiated by SCLC. Calls will be 10 to 30 minutes in length and will be used to discuss progress, challenges, successes, and best practices.	1/1/2019	4/30/2020
Learning Collaborative Participation: Participate in 4-6 quarterly Learning Collaborative sessions that are hosted by SCLC. Sessions will be conducted via conference call or webinar and will be 30 to 90 minutes in length. They will provide an opportunity for residential treatment facility staff to dialog with one another, SCLC, and subject matter experts with expertise in nutrition, physical activity and problem gambling. ~~Evaluation Report: Write a Final Evaluation Report, which will include a description of the facility, staff, and client needs assessment findings, policy and educational intervention activities conducted, policies and protocols adopted and implemented, challenges and barriers, and how tobacco use reduction and other wellness policies will be sustained in the future.~~	1/1/2019	4/30/2020

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Training on Tobacco Use Identification & Cessation Help: Conduct 2 to 4 trainings either in person or online that trains at least 90% of staff from all shifts on the identification and treatment of tobacco users. Training will be integrated into new employee onboarding and annually as a refresher to existing employees. The training will be 20 minutes to 2 hours in length. The training will cover identification of tobacco users, the benefits of tobacco use cessation during treatment for behavioral health conditions, assisting clients to quit, how-to-provide cessation treatment, counseling, and cessation counseling referral options.	7/1/2019	4/30/2020
Task E: EVALUATION ACTIVITIES		
Needs Assessment: In collaboration with SCLC, develop two needs assessment instruments for: 1) staff and 2) clients. The needs assessment instruments will assess interest in various wellness policies and activities, readiness for action, barriers, and resources needed. The needs assessment will be in either a paper and pencil format or an electronic survey. *[*Insert range*] will be completed by staff and *[*Insert range*] will be completed by clients. Simple descriptive statistics will **be** used to analyze the data. A summary of the needs assessment findings will be prepared and shared with SCLC. The findings will be used to facilitate planning and implementing educational and policy activities.	1/1/2019	6/30/2019
Training Test: Post-training data will be collected at the end of each staff training using a survey instrument that will be developed in consultation with the Tobacco Control Evaluation Center and SCLC. The post-training instrument will determine the skills and ability to identify tobacco use, offer cessation assistance and support, and refer to cessation counseling. Simple descriptive statistics on the number and type of people trained, post-test scores, etc. will be maintained and used to improve the training.	1/1/2019	4/30/2020
Evaluation Report: Write a Final Evaluation Report, which will include a description of the facility, staff, and client needs assessment findings, policy and educational intervention activities conducted, policies and protocols adopted and implemented, challenges and barriers, and how tobacco use reduction and other wellness policies will be sustained in the future.	1/1/2020	4/30/2020

(*) Applicant will need to insert a range according to the facility population size.