

Alcohol, Drug & Tobacco Strategic Planning Process



Marin County Division of Alcohol, Drug & Tobacco Programs
10 North San Pedro Road, Suite 1013, San Rafael

Advisory Committee: Roles & Responsibilities

ADVISORY COMMITTEE MEMBERSHIP

- Two Representatives from each Subcommittee (Subcommittee Co-Chairs)
- Two Representatives from ADTP Staff
- One Representative from the Marin County Advisory Board on Alcohol & Other Drug Problems

ADVISORY COMMITTEE ROLE- PHASE I (ASSESSMENT and PLANNING)

- Analyze and prioritize recommendations from Subcommittees
- Assure recommendations reflect connections between the elements of the continuum of care model
- Participate in trainings including the Strategic Planning Process and the Continuum of Care Model presentations
- Provide input and/or strategic direction to the subcommittees and Oversight committee.

ADVISORY COMMITTEE COMMITMENT

- Meets Monthly - March through January 2010
- Attends in Strategic Planning (March 2009) and Continuum of Care Model (April 2009) trainings

TIMEFRAME

Identify the Current Alcohol, Tobacco and Other Drug System Capacity and Needs	
March	Kick-Off Meeting: <ul style="list-style-type: none"> ▪ Review Mission, Vision, Values and Overview of the Planning Process Purpose and Structure ▪ Identify other Stakeholders to Engage ▪ Sign-up for Subcommittees
April -May	<ul style="list-style-type: none"> ▪ Present Preliminary Snapshot of the Current System Capacity and ADT Indicator Data ▪ Provide any direction and/or recommendations to subcommittees on formulating key areas of need ▪ Review process/parameters for decision-making and prioritization
May - June	<ul style="list-style-type: none"> ▪ Review recommendations from the subcommittees ▪ Identify any additional information that needs to be collected ▪ Articulate criteria and process for selecting priorities
Report Back to and Solicit Feedback from Key Stakeholders	
Identify Priority Populations to be Served (and the Rationale) and Priority Strategies with Division Funding	
July - August	Retreat: <ul style="list-style-type: none"> ▪ Reiterate criteria and process for selecting priorities ▪ Utilizing needs assessment data, subcommittee recommendations and ADT research, select priorities
Report Back to and Solicit Feedback from Key Stakeholders	
Develop Standards and Practices for how Prevention, Intervention, Treatment and Recovery Services are Delivered	
September - October	<ul style="list-style-type: none"> ▪ Review recommendations from subcommittees on strategies/evidence-based best practices to address the identified priorities ▪ Provide any direction and/or recommendations to subcommittees ▪ Ensure that the recommendations reflect the full continuum
November - December	<ul style="list-style-type: none"> ▪ Review updated subcommittee recommendations on strategies and service delivery standards, practices and policies ▪ Make final recommendations ▪ Finalize, Present to the Board of Supervisors and Key Stakeholders.
Report Back to and Solicit Feedback from Key Stakeholders	
January - Ongoing	Phases II: Implementation; and Phase III: Evaluation, Monitoring and System Improvement