

# UNIVERSAL PREVENTION ACTIVITIES

*Data Collection Manual and  
Online Database User Guide  
2023–2024*

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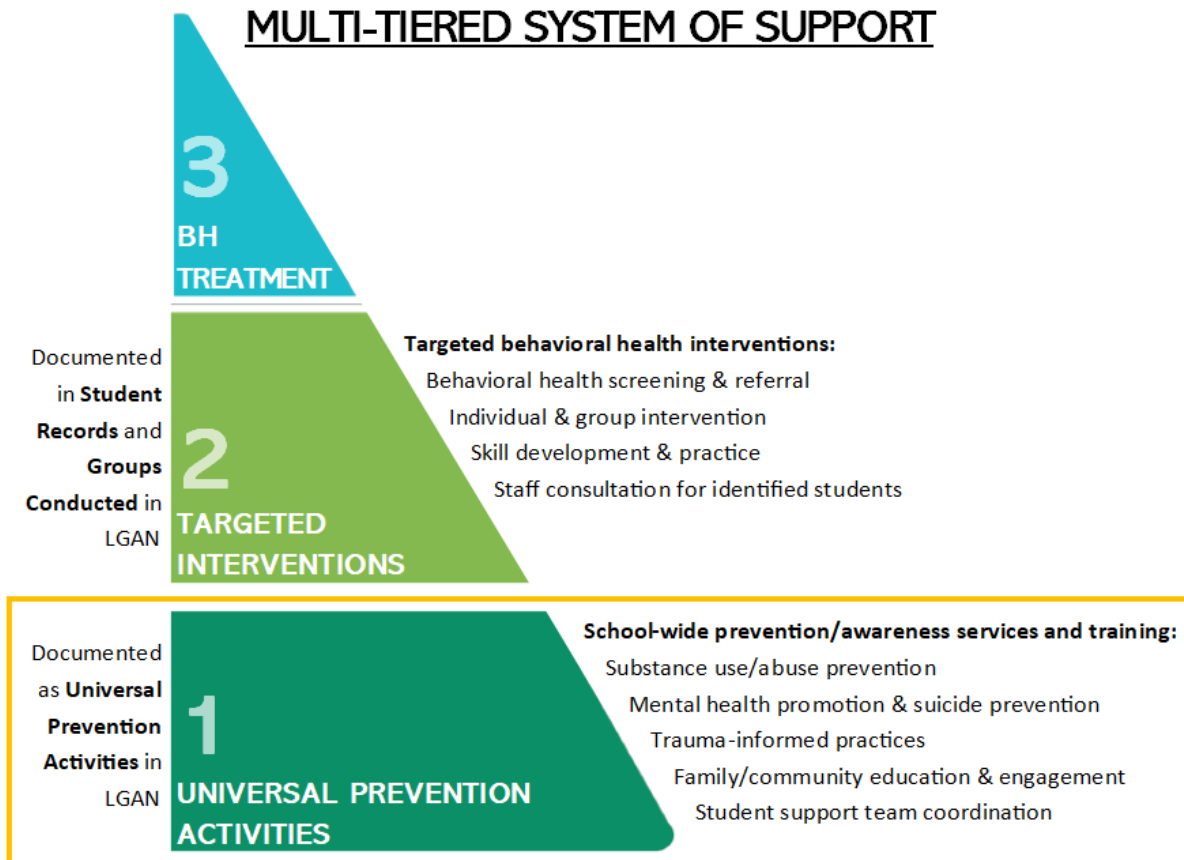
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## About Universal Prevention Activities

### What are Universal Prevention Activities?

In a multi-tiered system of support, Universal Prevention Activities make up the bottom tier (tier 1).

Universal Prevention Activities are designed to **reduce risk** and **increase resilience**.



Universal Prevention Activities consist of:

- **Promotion:** Strategies used to develop skills-based positive attributes, such as self-regulation, self-efficacy, goal setting, and positive relationships that promote mental, emotional, and behavioral development.
- **Prevention:** Strategies offered prior to the onset of a disorder that are intended to prevent or reduce the risk for its development.

***Additional program-specific instructions:***

## About Universal Prevention Activities

### Universal Prevention Activities Plan

The Universal Prevention Activities Plan in LGAN details the types of activities that can be recorded in this system. Only activities that fit within this plan should be entered into LGAN.

To view the **Universal Prevention Activities Plan**:

1. Click the **Activity Records** tab.
2. Click **View Prevention Plan** to view the universal prevention activities list (Exhibit 1).
  - Each universal prevention activity is described by the following fields:
    - ▶ **Target.** The primary type of participant targeted by this type of activity (student, family, staff, community).
    - ▶ **Strategy.** The primary prevention strategy used by this type of activity (awareness, education, curriculum, peer, planning).
    - ▶ **Activity Name.** A generic name of the type of activity. Use the **Prevention Activity Examples** and **Prevention Activities Cheat Sheet** at the end of this manual to map local activities to the most appropriate **Activity Name** for consistent data entry.
    - ▶ **Activity Description.** A brief narrative that clarifies what does (or does not) qualify as this type of activity. Intervention professionals should review these descriptions as well as the **Prevention Activities Cheat Sheet** and consult their program director regarding questions about activity descriptions.

Exhibit 1. Universal Prevention Activity Plan (partial view)

#### Universal Prevention Activities

Target	Strategy	Activity Name	Activity Description
Community	Awareness	Community presentation	Conduct ATOD prevention/ MH promotion presentations to community groups (other than parent groups).
Community	Awareness	Information dissemination to community	Disseminate ATOD prevention/ MH promotion materials or message to the community (other than parent groups). Could involve radio or television media.
Community	Planning	Community Planning	Coordinate with community coalitions or advisory groups, including participation in needs assessment and meetings
Family	Awareness	Awareness presentations to parents	Presentation about behavioral health issues or services to parent group or the PTSA.
Family	Awareness	Information dissemination to parents	Disseminate a newsletter or other ATOD prevention/ MH promotion materials to parents or parent groups. Usually involves print materials but could involve other media.
Family	Curriculum	Family Curriculum	Present a curriculum (e.g., Strengthening Families) to parents
Staff	Awareness	Information dissemination to staff	Disseminate student assistance materials to school staff.
Staff	Awareness	Staff awareness presentations	Make presentations to school staff on program services or behavioral health issues.

## About Universal Prevention Activities

### Recurring vs Non-Recurring Activities

Recurring activities are designated in parentheses at the end of the Activity Description in the Universal Prevention Activities Plan (see Exhibit 1); all other activities are non-recurring.

Intervention professionals must create a new record for each universal prevention activity conducted. **Only activities included in the statewide universal prevention activity plan can be reported.** (Consult the plan to review the definition for each planned activity or see **Prevention Activity Examples** and **Prevention Activity Cheat Sheet** at the end of this manual for additional details).

- There are two types of activities: recurring and non-recurring activities.
  - ▶ Recurring activities are designated in parentheses at the end of the **Activity Description** in the **Universal Prevention Activities Plan**.
  - ▶ All other activities are non-recurring.
  - ▶ The process for entering recurring activities is different from the process for entering non-recurring activities.

### Work NOT Documented as a Prevention Activity

**Many pieces of work, while important to the role of an SAP, do not qualify as Universal Prevention Activities.**

#### **Items that are captured elsewhere in LGAN:**

- One on one meetings with a student or parent (Documented in the **Services** tab of the **Student Record**)
- Individual intervention sessions (Documented in the **Services** tab of the **Student Record**)
- Participation in Threat Assessment meetings for specific students (Documented in the **Services** tab of the **Student Record**)
- Attendance at student IEP, teacher, support or discipline meetings (Documented in the **Services** tab of the **Student Record**)
- Intervention groups (Documented in **Groups Conducted** and in the **Services** tab of the **Student Record**)

#### **Items that are not recorded in LGAN:**

- Meetings with your supervisor
- Internal ESD team meetings
- Meeting with teachers or administrators to plan/schedule classroom presentations or prevention activities
- Participation in statewide project meetings or trainings
- Work planning or preparing for interventions or activities (unless you are doing so together with the school or behavioral health leadership team)
- Substance Use or Mental Health treatment sessions
- Trainings you attend (but do not facilitate, coordinate, or provide)
- Email correspondence

#### **Items that do not fall within your role as an SAP:**

- Responding to a school's request to determine whether a student is under the influence of substances
- Substituting for teachers in the classroom (ie covering 3rd period math because a teacher is out sick)

## About Universal Prevention Activities

### Viewing and Managing Universal Prevention Activity Records

1. Click the **Activity Records** tab.
2. Click **View Activities** to see a list of the universal prevention activities you have reported (Exhibit 2).
3. To view a subset of the activities, select any combination of filters from the drop-down menus and click the **Apply Filter** button.

Exhibit 2. View Activities Page (partial view)

Filter Activities List

Activity:  Strategy:

School:  Assistance Advocate Created:








Target Population:  Recurring:

COVID Response:  Professional ☐ Show Inactive:

Activity Date Between:  And   
(mm/dd/yyyy) (mm/dd/yyyy)

Description Search:   
(find rows with this text in the description. case insensitive)

Click on any heading to sort by column.

	Activity Name	Activity Description	Date	# Participants	Hours/Session	Session #	School	
	Behavioral health Leadership Clubs	Middle School Prevention Club (Initial Session)	10/11/2022	4	0.5	1	Frontier Middle School	
	Behavioral health Leadership Clubs	Middle School Prevention Club (Session 2)	11/02/2022	5	0.75	2	Frontier Middle School	
	Behavioral health Leadership Clubs	Middle School School Climate Club (Initial Session)	01/04/2023	6	0.75	1	Frontier Middle School	
	Presentation about	Presentation to 6th grade health class					New school in	

Click here to **edit** an activity.

- **Target, Strategy, Activity, and Session #** fields cannot be edited. If those are incorrect, follow the steps below to delete the record then re-add it with the correct information.

Click here to **delete** an activity. Next, click **Delete Activity** on the following page to confirm the deletion. If you reach this page in error, click the back button on your internet browser to return to the previous page without deleting the record.

- **Use caution** when deleting activities. Consider keeping a record of all activities (print PDF, copy to Word or Excel) prior to deleting in case the wrong information gets deleted.

## Adding Non-Recurring Universal Prevention Activities

The process for adding non-recurring activities is described below. To add a recurring activity, follow the instructions in the next section on [Adding Recurring Universal Prevention Activities](#).

1. Go to the **Activity Records** drop-down menu.
2. Click **Add Activity**.

Exhibit 3. Adding a New Non-Recurring Activity (Part 1)

**Add new activity**  
Select an activity to add

**Target**  
Student

**Strategy**  
Awareness

**Activity**  
Presentation about services

Continue

3. On the **Add new activity** page (Exhibit 3) select an activity **Target**.
  - **Target**, **Strategy** and **Activity** cannot be easily corrected if entered wrong. Use the **Universal Prevention Activity Plan** or the [Prevention Activity Cheat Sheet](#) if you need assistance selecting the right **Target**.
  - Once a **Target** is selected, the **Strategy** field will appear.
4. Select an activity **Strategy**.
  - Once a **Strategy** is selected, the **Activity** field will appear.
5. Select a specific **Activity**.
6. Click the **Continue** button to navigate to the next page (Exhibit 4).

Exhibit 4. Adding a New Non-Recurring Activity (Part 2)

**Add new activity**  
Student : Awareness : Presentation about services

Deliver a presentation on student assistance services.

**Activity Description**

**Select School** - Select -

**Date** (mm/dd/yyyy)

**# Participants**

**Hours/Session**

Create

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## Adding Non-Recurring Universal Prevention Activities



Review the **Activity Definition** displayed above the **Activity Description** field to ensure that the right activity has been selected.

On the **Add new activity** page (Exhibit 4), complete each field below:

7. Enter a brief **Activity Description** to distinguish it from similar activities.
  - Enter a unique description. Do not copy/paste the activity definition.
  - **Do not include any student names, initials or other identifiers here.**
  - **Example:** “Introduction to 1<sup>st</sup> period Health Class about SAP services and self-referral.”
  - **Example:** “Tabling at Fall quarter open house.”
8. Select the **School** where the activity was conducted.
  - Only schools, not districts, will be picked up as COVID Response.
  - Notify the program director if the list of assigned schools is not accurate.
9. Enter the **Date** the activity occurred.
10. Enter the **Number of Participants** who participated in the activity.
  - **Example:** If a presentation was given to a class, the number of students present would be the number of participants.
  - **Note:** If the activity was assisting school administrators to interpret Healthy Youth Survey results, report the number of administrators who participated in the session—not the number of students who completed the survey.
11. Enter the **Hours/Session** as a decimal fraction of the hours a typical participant was involved in a single session of the activity.
  - **Example:** 15 minutes would be entered as “0.25” hours; 90 minutes would be “1.5” hours.
  - **Note:** If a brief presentation is made as part of an assembly, report only the length of the presentation, not the length of the entire assembly.
12. Click **Create**.

**Additional program-specific instructions:**

# Adding Recurring Universal Prevention Activities

## Part 1: Entering the Initial Session

The process for adding recurring activities is described below. To add a non-recurring activity, follow the instructions in the previous section on [Adding Non-Recurring Universal Prevention Activities](#).

- **Remember:** Recurring activities consist of the initial session of the activity followed by the additional follow-up sessions of that activity. The two sections below describe how to enter the initial session and how to enter the follow-up sessions.
- ▶ **Example:** You conduct the first session of the Prevention education series with a class of 11th graders at your school on March 15th. You then conduct 5 follow-up sessions with that same class of students in the 5 weeks following the initial session.

**Do not** enter intervention groups here. See the [Groups Conducted](#) manual for instructions on group entry.

1. Go to the **Activity Records** drop-down menu.
2. Click **Add Activity**.

Exhibit 5. Adding a New Recurring Activity (1)

**Add new activity**  
Select an activity to add

**Target**  
Student

**Strategy**  
Peer

**Activity**  
Behavioral health Leadership Clubs

Continue

3. Select an activity **Target**.
  - Once a **Target** is selected, the **Strategy** field will appear.
4. Select an activity **Strategy**.
  - Once a **Strategy** is selected, the **Activity** field will appear.
5. Select a specific recurring **Activity**.
6. Click the **Continue** button to navigate to the next page.

💡 If this is the first time you are selecting this specific **Activity**, skip directly to step 7. If you have added this **Activity** type already this school year, follow steps A and B below before continuing on to step 7.

Exhibit 6. Adding a New Recurring Activity (1a)

**Add new activity**  
Student : Peer : Behavioral health Leadership Clubs, is a recurring activity.

If this is the first time this group of students has participated in this activity, select "First Session" from the list below and click "Continue". If this is a continuing session of this activity for this group of students, select the appropriate activity from the list below and click "Continue".  
NOTE: List is in the format SCHOOL : ACTIVITY : DATE : DESCRIPTION

Select Session

- Select -

- Select -  
First Session  
Frontier Middle School : Behavioral health Leadership Clubs : 10/11/2022 12:00:00 AM : Middle School Prevention Club (Initial Session)

- A. Use the **Select Session** drop down to select "First Session".
- B. Click **Continue** then proceed with step 7 below.

## Adding Recurring Universal Prevention Activities

### Exhibit 7. Adding a New Recurring Activity (2)

**Add new activity**  
Student : Peer : Behavioral health Leadership Clubs

Coordinate a peer leadership or behavioral health promotion club (recurring activity)

**Activity Description** Middle School Prevention Club (Initial Session)

**Select School** Frontier Middle School (06-114-4498) ▼

**Date** 10/11/2022  
(mm/dd/yyyy)

**# Participants** 4

**Hours/Session** 0.5

[Create](#)

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 Review the **Activity Definition** displayed above the **Activity Description** field to ensure that the right activity has been selected.

7. Enter a brief **Activity Description** to distinguish it from similar activities.
  - Enter a unique description. Do not copy/paste the activity definition.
  - **Do not include any student names, initials or other identifiers here.**
  - **Example:** “Middle School Prevention Club (Initial Session)”
  - **Note:** It is helpful to include “Initial Session” in the description of each initial activity.
8. Select the **School** where the activity was conducted.
  - Only schools, not districts, will be picked up as COVID Response.
  - Notify the program director if the list of assigned schools is not accurate.
9. Enter the **Date** the activity occurred.
10. Enter the **Number of Participants** who participated in the activity.
  - **Example:** If the Prevention Ed series was presented to a class, enter the number of students present in class that day.
11. Enter the **Hours/Session** as a decimal fraction of the hours a typical participant was involved in a single session of the activity.
  - **Example:** 45 minutes would be entered as “0.75” hours.
12. Click **Create**.

**Additional program-specific instructions:**

# Adding Recurring Universal Prevention Activities

## Part 2: Entering Follow Up Sessions

1. Go to the **Activity Records** drop-down menu.
2. Click **Add Activity**.

Exhibit 8. Adding a Follow Up Session for a Recurring Activity (1)

The screenshot shows a web form titled "Add new activity". Below the title is the instruction "Select an activity to add". There are three dropdown menus: "Target" with "Student" selected, "Strategy" with "Peer" selected, and "Activity" with "Behavioral health Leadership Clubs" selected. A green "Continue" button is at the bottom left.

3. Select an activity **Target**.
  - Once a **Target** is selected, the **Strategy** field will appear.
4. Select an activity **Strategy**.
  - Once a **Strategy** is selected, the **Activity** field will appear.
5. Select a specific recurring **Activity**.
6. Click the **Continue** button to navigate to the next page.

Exhibit 9. Adding a Follow Up Session for a Recurring Activity (2)

The screenshot shows the "Add new activity" form with the following text: "Student : Peer : Behavioral health Leadership Clubs, is a recurring activity." Below this is a paragraph: "If this is the first time this group of students has participated in this activity, select 'First Session' from the list below and click 'Continue'. If this is a continuing session of this activity for this group of students, select the appropriate activity from the list below and click 'Continue'." A note follows: "NOTE: List is in the format SCHOOL : ACTIVITY : DATE : DESCRIPTION". There is a "Select Session" dropdown menu with "- Select -" chosen. Below the dropdown is a list of sessions: "First Session", "Frontier Middle School : Behavioral health Leadership Clubs : 10/11/2022 12:00:00 AM : Middle School Prevention Club (Initial Session)", and "Frontier Middle School : Behavioral health Leadership Clubs : 1/4/2023 12:00:00 AM : Middle School School Climate Club (Initial Session)". The text "Middle School Prevention Club (Initial Session)" is circled in red.

💡 Since you are adding a follow up session for a recurring activity, you need to link this activity to the initial session.

7. Use the **Select Session** list to select the initial session for the activity you are continuing.
8. Click **Continue**.

## Adding Recurring Universal Prevention Activities

### Exhibit 10. Adding a Follow Up Session for a Recurring Activity (3)

**Add new activity**  
Student : Peer : Behavioral health Leadership Clubs

Coordinate a peer leadership or behavioral health promotion club (recurring activity)

**Activity Description** Middle School Prevention Club (Session 2)

**Select School** Frontier Middle School (06-114-4498) ▼

**Date** 11/02/2022  
(mm/dd/yyyy)

**# Participants** 5

**Hours/Session** .75

**Create**

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Review the **Activity Definition** to ensure that the right activity has been selected.

9. Enter a brief **Activity Description** to distinguish it from similar activities.
  - Enter a unique description. Do not copy/paste the activity definition.
  - **Do not include any student names, initials or other identifiers here.**
  - **Example:** “Middle School Prevention Club (Session 2)”
  - **Note:** It is helpful to include the session number in the description of each activity.
10. Select the **School** where the activity was conducted.
  - Only schools, not districts, will be picked up as COVID Response.
  - Notify the program director if the list of assigned schools is not accurate.
11. Enter the **Date** the activity occurred.
12. Enter the **Number of Participants** who participated in the activity.
  - **Example:** If the Prevention Ed series was presented to a class, enter the number of students present in class that day.
13. Enter the **Hours/Session** as a decimal fraction of the hours a typical participant was involved in a single session of the activity.
  - **Example:** 45 minutes would be entered as “0.75” hours.
14. Click **Create**.

**Additional program-specific instructions:**

# Universal Prevention Activity Examples

## Non-Recurring Universal Prevention Activities

### Classroom Presentations

**Scenario:** You made six 15-minute presentations introducing SAP services to classrooms.

- Report each of the six presentations as a separate activity.
- **Activity:** Student > Awareness > Presentation about services.
- **Number of Participants:** Number of students in that class.
- **Hours/Session:** 0.25 (15 minutes)

**Scenario:** You presented information on vaping to four different health classes.

- Report each of the four presentations as a separate activity.
- **Activity:** Student > Awareness > Presentation about behavioral health issues.
- **Number of Participants:** Number of students in that class.
- **Hours/Session:** Duration of that presentation (e.g. 0.75 for 45 minutes)

### Tabling Events

**Scenario:** At a school health fair you spent 1.5 hours hosting a table with promotional materials and discussing prevention issues with 23 attendees (individually or in small groups) for an average of 5 minutes each.

- **Activity:** Family > Awareness > Information dissemination to parents.
- **Number of Participants:** Number parents/guardians who attended the event.
- **Hours/Session:** Duration you spent hosting the table (1.5 hours)

**Scenario:** You were on a panel for a community prevention event. You provide a 20 minute presentation on substance use trends. After other participants present, you sat at a table and distributed program information and substance use prevention resources for an hour.

- Report a separate activity for each piece of this event.
- **Activity 1:** Community > Awareness > Community Presentation.
- **Number of Participants 1:** Number of people who were present for your presentation.
- **Hours/Session 1:** Duration of your presentation (0.33 hours)
- **Activity 2:** Community > Awareness > Information dissemination to community.
- **Number of Participants 2:** Number of people who attended the event.
- **Hours/Session 2:** Amount of time you spent hosting the table (1 hour)

## Universal Prevention Activity Examples

### Newsletters

**Scenario:** You worked with two schools to arrange the distribution of a prevention newsletter via the schools' websites, social media pages, or email lists.

- Report a separate activity for each school (do not add additional activities if a school distributes via multiple methods such as the website and a parent email list).
- **Activity:** Family > Awareness > Information dissemination to parents.
- **Number of Participants:** Student population of the school.
- **Hours/Session:** 0.25 (Always use 0.25 for distribution of newsletters. Only the distribution of the newsletter, **not** its creation or planning, is considered a Universal Prevention Activity.)

### Behavioral Health Campaigns

**Scenario:** Red Ribbon week is in October. Throughout September you met weekly with your prevention club – once as regularly scheduled and three times specifically to prepare for Red Ribbon week. During Red Ribbon week you did a daily morning announcement, lunchtime activity and poster contest.

- Report a separate activity for each piece of this event.
- Each meeting with your prevention club is entered separately.
  - ▶ **Activity 1-4:** Student > Peer > Behavioral health leadership club.
  - ▶ **Number of Participants 1-4:** Number of students who attended the meeting.
  - ▶ **Hours/Session 1-4:** Duration of prevention club meeting.
- Report campaign activities by day
- Day 1 of Red Ribbon Week
  - ▶ **Activity 5:** Student > Awareness > Behavioral health awareness event.
  - ▶ **Description 5:** Red Ribbon Week Day 1 (followed by a brief list of activities conducted that day).
  - ▶ **Number of Participants 5:** Total student population of school.
  - ▶ **Hours/Session 5:** Cumulative time spent on delivering activities on day 1.
- Day 2 of Red Ribbon Week
  - ▶ **Activity 6:** Student > Awareness > Behavioral health awareness event.
  - ▶ **Description 6:** Red Ribbon Week Day 2 (followed by a brief list of activities conducted that day).
  - ▶ **Number of Participants 6:** Total student population of school.
  - ▶ **Hours/Session 6:** Cumulative time spent on delivering activities on day 2.

***Additional program-specific instructions:***

# Universal Prevention Activity Examples

## Recurring Universal Prevention Activities

### CORE Team Meetings

**Scenario:** You attend your school's student support team meeting (also referred to as CORE team, MTSS team, Tier 2/3, Student Intervention team, etc.) each week.

- **Note:** If your school is too small to have a formal student support team, this is your meeting with whoever your point of contact is at the school.
- Report each meeting as a separate session of the same recurring activity.
- **Initial Session:**
  - ▶ **Activity:** Staff > Planning > Screening and Referral Services.
  - ▶ **Description:** School CORE team meetings (Initial Session).
    - Use your school or ESDs terminology. "CORE team" is just an example.
  - ▶ **Number of Participants:** Number of participants the meeting.
  - ▶ **Hours/Session:** Duration of the portion of the meeting you attended.
- **Follow Up Sessions:**
  - ▶ **Activity:** Staff > Planning > Screening and Referral Services.
  - ▶ **Select Session:** School CORE team meetings (Initial Session).
  - ▶ **Description:** School CORE team meetings (Session #).
  - ▶ **Number of Participants:** Number of participants at each meeting.
  - ▶ **Hours/Session:** Duration of the portion of each meeting you attended.

### Prevention Education Series

**Scenario:** You delivered the Prevention Education Series in a 6th grade health class

- **Initial Session:**
  - ▶ **Activity:** Student > Education > Prevention Education Series.
  - ▶ **Description:** PES 6th grade health 3rd period semester 1 (Initial Session).
  - ▶ **Number of Participants:** Number of students in class during the session.
  - ▶ **Hours/Session:** Duration of the presentation.
- **Follow Up Sessions:**
  - ▶ **Activity:** Student > Education > Prevention Education Series.
  - ▶ **Select Session:** PES 6th grade health 3rd period semester 1 (Initial Session).
  - ▶ **Description:** PES 6th grade health 3rd period semester 1 (Session #).
  - ▶ **Number of Participants:** Number of students in class during the session.
  - ▶ **Hours/Session:** Duration of the presentation.



If you deliver the Prevention Education Series to multiple classes (for example 3rd and 4th period health classes during the first semester, then 4th period health class with a different batch of students during second semester) **each different class of students would have its own Initial Activity and all follow up activities for that class will be associated to the Initial activity that was entered for that specific class.**

# Universal Prevention Activity Cheat Sheet: Community

## Target: **Community**

### Strategy: **Awareness**

#### Activity: **Community presentation**

**Definition:** Conduct ATOD prevention/ MH promotion presentations to community groups (other than parent/guardian groups).

**Inclusions:** Presentations to community groups (not specifically attached to the school) or coalitions. Can also include Youth Mental Health First Aid, QPR, etc.

**Exclusions:** Anything that is information dissemination only or is specific to families or school staff.

#### Activity: **Information dissemination to community**

**Definition:** Disseminate ATOD prevention/ MH promotion materials or message to the community (other than parent/guardian groups). Could involve radio or television media.

**Inclusions:** Tabling at community events where you distribute information about program services, mental health promotion or substance use prevention; sharing information with community partners.

**Exclusions:** Anything that is a presentation; information dissemination on topics unrelated to substance use prevention or mental health promotion.

### Strategy: **Planning**

#### Activity: **Community planning**

**Definition:** Coordinate with community coalitions or advisory groups, including participation in needs assessment and meetings.

**Inclusions:** Attendance at coalition meetings; planning events focused on mental health promotion or substance use prevention with your community coalition or other community partners.

**Exclusions:** Events that are being planned for schools, students or families specifically.

#### *Additional program-specific instructions:*

## Universal Prevention Activity Cheat Sheet: Family

**Target:** Family

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**Strategy:** Awareness

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**Activity:** Awareness presentation to parents

**Definition:** Presentation about behavioral health issues or services to parent group or the PTSA.

**Inclusions:** Presentation about student support services at parent/guardian night.

**Exclusions:** Anything that is information dissemination without a presentation; presentations specific to an audience other than parents/guardians.

**Activity:** Information dissemination to parents

**Definition:** Disseminate a newsletter or other ATOD prevention/ MH promotion materials to parents or parent groups. Usually involves print materials but could involve other media.

**Inclusions:** Tabling at school conferences or parent/guardian night, sending out or having the school post a newsletter online.

**Exclusions:** Any presentation or curriculum; information dissemination to an audience other than parents/guardians.

**Strategy:** Curriculum

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**Activity:** Family Curriculum

**Definition:** Present an approved curriculum (e.g., Strengthening Families) to parents.

**Inclusions:** Presentation to parents/guardians of a specifically established curriculum such as Parent Night Out, Strengthening Families, or Youth Mental Health First Aid.

**Exclusions:** Presentations about services or information dissemination; curriculum provided to audiences other than families; presentations that provide information but are not part of a specific approved curriculum.

**Additional program-specific instructions:**

# Universal Prevention Activity Cheat Sheet: Staff

## Target: Staff

### Strategy: Awareness

#### Activity: Information dissemination to staff

**Definition:** Disseminate student assistance materials to school staff.

**Inclusions:** Dissemination of substance use prevention or mental health promotion materials (program fliers, instructions on how to refer students to the SAP, etc) and/or messages to school staff.

**Exclusions:** Presentations to staff; information dissemination to community, families or students.

#### Activity: Staff awareness presentation

**Definition:** Make presentations to school staff on program services or behavioral health issues.

**Inclusions:** Presentations at staff meetings on referral process, substance use trends, or upcoming campaigns.

**Exclusions:** Presentations to an audience other than school staff; distribution of promotional materials.

### Strategy: Curriculum

#### Activity: Staff development in presentation of curriculum (*Recurring Activity*)

**Definition:** Presentation of an established curriculum such as Youth Mental Health First Aid, QPR, etc. to staff.

**Inclusions:** Training school staff on behavioral health topics with the use of a curriculum approved by your supervisor and recognized by a federal agency (such as CASEL, WSIPP) as science-based.

**Exclusions:** Awareness presentations to staff that are not based in a recognized curriculum; information dissemination to staff by means other than a presentation; presentation of a curriculum to an audience other than staff.

### Strategy: Planning

#### Activity: Policy and procedure development and implementation (*Recurring Activity*)

**Definition:** Assist school district staff in developing and implementing policies or procedures concerning behavioral health.

**Inclusions:** Activities in this category should be coordinated with your supervisor. *Do not use this option unless approved to do so by your supervisor.*

**Exclusions:** Planning/scheduling behavioral health campaigns or other events; participation in student support team meetings; establishing process for getting referrals to SAP; HYS result interpretation.

#### Activity: Screening and referral services (*Recurring Activity*)

**Definition:** Participation in school's multi-disciplinary student assistance team which evaluates how the school can best serve students with academic or social problems through solution-focused strategies.

**Inclusions:** Participation in your school's support (ie SST, Core Team, Care Team, Tier 2/Tier 3 Team), truancy or threat assessment team meetings. If your school is too small to have a formal student support team, this is your meeting with whoever your point of contact is at the school. *Consult with your supervisor regarding which recurring meetings to be attending in your specific role.*

**Exclusions:** Meeting with individual students/families to discuss services or screen; any meeting with school staff other than student support meetings. (Note: other meetings with staff are only documented if they are specific to information dissemination, presentations, curriculum or technical assistance/consultation.)

## Universal Prevention Activity Cheat Sheet: Staff (cont)

### Activity: **Technical assistance/ consultation**

**Definition:** Interpretation of HYS results and/or review of LGAN outcome with school administrators; responding to school requests for guidance regarding prevention best practices, etc.

**Inclusions:** Reviewing LGAN outcomes or HYS results with school administrators; providing guidance regarding research on scare tactics or other prevention topics. *Check with your supervisor before using this option.*

**Exclusions:** Attendance at Student Support meetings; universal prevention activity campaign planning with behavioral health leadership club; meetings with your supervisor or other internal ESD staff; evaluation of a student's sobriety upon a school or family request; safety planning for individual students.

#### ***Additional program-specific instructions:***

# Universal Prevention Activity Cheat Sheet: Student

**Target:** Student

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## Strategy: Awareness

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### Activity: Behavioral health awareness event

**Definition:** A school event is held with an ATOD prevention/ MH promotion. Examples include: assemblies, recognition events, Red Ribbon Week, Mental Health Awareness Month, National Suicide Prevention Day.

**Inclusions:** Activities conducted as a part of a school-wide ATOD prevention or MH promotion campaign. (Awareness events are recorded by day, not individual activities each day. See [Prevention Activity Scenarios](#) above for clarification.)

**Exclusions:** Planning of prevention campaign activities; classroom presentations or other activities not directly related to a specific identified campaign.

### Activity: Information dissemination to students

**Definition:** Disseminate behavioral health materials to students such as newsletters, newsletter articles, handouts, etc. Usually print material but could involve audio or visual media.

**Inclusions:** Providing informational materials such as note cards, fliers or posters regarding behavioral health topics to students.

**Exclusions:** Information distribution as part of a Behavioral Health Awareness Campaign (would be included in that day's behavioral health awareness activity); distributing information to an audience other than students; classroom presentations; tabling at family or community events.

### Activity: Presentation about behavioral health issues

**Definition:** Deliver a presentation on behavioral health issues.

**Inclusions:** Presentation to a class or group of students about substance use or mental health issues such as vaping, suicide awareness, etc.

**Exclusions:** Presentations to an audience other than students; dissemination of information by means other than a presentation; presentation of information during an intervention session; presentations that are part of a Behavioral Health Awareness Campaign; presentation of a curriculum called out in the **Curriculum** or **Education** strategies below.

### Activity: Presentation about services

**Definition:** Deliver a presentation on student assistance services.

**Inclusions:** Presentation to a class or group of students about student support services, how to connect with the intervention professional, self-referral, Behavioral Health Leadership Clubs, etc.

**Exclusions:** Individual conversations about student support services, Leadership Clubs, etc.; distribution of promotional materials regarding student support services, Leadership Clubs, etc.; Behavioral Health Campaigns/events; any presentation about services to an audience other than students.

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## Strategy: Curriculum

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### Activity: Guiding Good Choices (Recurring Activity)

**Definition:** Deliver the Guiding Good Choices curriculum to students.

## Universal Prevention Activity Cheat Sheet: Student (cont)

### Activity: Life Skills

**Definition:** Deliver the Life Skills curriculum to students in classroom.

### Activity: Other recognized prevention curriculum/program (*Recurring Activity*)

**Definition:** A curriculum approved by your supervisor and recognized by a federal agency (such as CASEL, WSIPP) as science-based. Examples include: Teen Mental Health First Aid, DBT in Schools (classroom-level), etc.

### Activity: Project Alert (*Recurring Activity*)

**Definition:** Deliver the Project Alert curriculum to students in classroom setting.

### Activity: Second Step (*Recurring Activity*)

**Definition:** Deliver the Second Step curriculum to students in classroom setting.

### Activity: Towards No Drug Abuse (*Recurring Activity*)

**Definition:** Conduct the Project TND to students in a school setting.

## Strategy: Education

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### Activity: Newcomers Group (*Recurring Activity*)

**Definition:** Facilitation of Newcomers group.

**Inclusions:** Facilitation of the three session Newcomers Group for new students at a school to help students adapt to the new school. Topics include:

- School Orientation
- Family, Friends & Feelings
- Community Resources

**Exclusions:** Any other presentation or pull out group, even if it pertains to similar skills.

### Activity: Prevention education series (*Recurring Activity*)

**Definition:** Series of prevention education sessions delivered in a classroom or to a pull-out group.

**Inclusions:** Delivering the eight session ATOD prevention program that covers the following four topics:

- Being an Adolescent
- Alcohol, Tobacco/Nicotine, and Other Drugs
- Relationships: Friends and Family
- Skills for Coping

**Exclusions:** Any other presentation or pull out group, even if it pertains to similar skills.

### Activity: Stress, Anxiety and Coping Skills Presentation

**Definition:** Deliver Stress, Anxiety and Coping Skills presentation in a classroom setting.

**Inclusions:** Delivering the Stress, Anxiety and Coping Skills presentation in a classroom setting. (Check with your supervisor if you do not have access to the presentation.)

**Exclusions:** Any other presentation in a classroom setting, even if it pertains to similar skills; providing the presentation to a student during an intervention session.

## Universal Prevention Activity Cheat Sheet: Student (cont)

### Strategy: **Peer**

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#### Activity: **Behavioral Health Leadership Clubs** (*Recurring Activity*)

**Definition:** Coordinate a peer leadership or behavioral health promotion club.

**Inclusions:** Regularly scheduled or impromptu meetings with a group of students (grade 4 or above) who plan and facilitate awareness events. This event can be entered even if only one student attended.

**Exclusions:** Meetings with students who did not self-select to attend; meetings with groups of students below grade 3; planning time/meetings with school staff; any club/meeting not focused on substance use prevention or mental health promotion.

#### ***Additional program-specific instructions:***