

APPENDIX 4: PRESCRIBED SCOPE OF WORK ACTIVITIES

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 resources, creating a tobacco-free campus, and other wellness topics.	1/1/2021	6/30/2022
Task B: Coordination/Collaboration Activities		
Project Coordination: Designate a Project Coordinator 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 Evaluator (UCSF Evaluator), and the California Tobacco Control Program (CTCP).	1/1/2021	6/30/2021
Wellness Workgroup: Establish a Wellness Workgroup comprised of 4 to 6 members to guide planning and implementation of tobacco-free campus, tobacco assessment/treatment, wellness policies, and wellness 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.	1/1/2021	6/30/2021
Wellness Workgroup Meetings: Convene the Wellness Workgroup approximately every two weeks, for a total of 30 – 40 times, to plan and assist in implementing or tobacco-free campus, tobacco assessment/treatment, wellness policies, and wellness activities.	1/1/2021	6/30/2022
Online Resources: Regularly visit the Partners and SCLC websites to identify upcoming trainings and advocacy campaign tools, and sign-up for listservs.	1/1/2021	6/30/2022
Spotlight On Submission: Submit a minimum of one article to the Partners (website for tobacco community news and resources), “Spotlight On” blog that highlights the project's successes. The article will be 350 to 800 words in length, will include a photo, and will describe significant steps taken, milestones achieved and barriers encountered in creating a tobacco-free campus, adopting and implementing a tobacco use identification and treatment policy, and other wellness policies and activities.	7/1/2021	6/30/2022
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).	1/1/2021	6/30/2021
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).	1/1/2021	6/30/2022

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Collaboration with External Evaluator and SCLC: In collaboration with SCLC and UCSF, review and utilize assessment data collected from agency staff and clients during the first report period. The assessment data will assist with tailoring the Wellness Committee's approach to implement a tobacco-free campus supported by wellness.	1/1/2021	6/30/2022
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.	1/1/2021	6/30/2021
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, state definitions of tobacco products and smoking, a description of the tobacco use restrictions, and procedures for achieving and maintaining compliance.	1/1/2021	6/30/2021
Tobacco-free Policy Implementation: Work with staff and clients to plan, strengthen and/or adopt and implement the model tobacco-free campus policy. Opportunities include: formal and informal meetings with staff and clients (e.g., develop staff talking points; display visual aids that promote the implementation date; promote a 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 meditation area; dissemination of communications announcing the policy, and installing no-tobacco use signage.)	7/1/2021	6/30/2022
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.	1/1/2021	6/30/2021
Implement Tobacco Use Identification & Treatment Protocol: Implement routine assessment of the tobacco use identification and treatment protocol among clients and provide subsequent treatment or referral to the Helpline consistent with the U.S. Preventive Health Service Guidelines. Opportunities include: providing educational presentations, manuals, tips and tools, patient charting guidelines to support staff to identify and treat tobacco users.	7/1/2021	6/30/2022
Other Wellness Policy Development: Work with Nutrition Education Obesity Prevention (NEOP) and Office of Problem Gambling (OPG) 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.	1/1/2021	6/30/2022
Other Wellness Policy Implementation: Collaborate with 4-6 external partners such as NEOP, OPG, as well as additional local subject matter wellness partners, to implement 4-6 changes within the facility such as activities that encourage healthy eating, increased physical activity, socialization, and avoidance of gambling, (e.g., exercise and socialization breaks, cooking classes, community gardens, and yoga classes).	7/1/2021	6/30/2022

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Task D: Training/Technical Assistance Activities		
Cohort Training: Participate in one (1) day 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.	1/1/2021	6/30/2021
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.	1/1/2021	6/30/2022
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.	1/1/2021	6/30/2022
Training on Tobacco Use Identification & Cessation Help: Conduct 2 to 4 trainings either in person or online that trains at least 90 percent 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.	7/1/2021	6/30/2022
Task E: EVALUATION ACTIVITIES		
Training Test: Evaluate each staff training using a sample survey provided by SCLC. Assess staff skills and confidence to identify tobacco use, offer cessation assistance, and support and/or refer to cessation counseling. Summarize results and use them to improve future staff trainings.	7/1/2021	12/31/2021
Evaluation Report: Write a Final Evaluation Report, which will include a description of the facility where the project was implemented, staff, and client pre/post survey findings, activities conducted, policies and protocols adopted and implemented, challenges and barriers, lessons learned, and how tobacco use reduction and other wellness policies will be sustained in the future.	1/1/2022	6/30/2022