



### Annual Report Guidelines 2023-2024

NYS OASAS is committed to offering effective substance misuse prevention programming. To gain a better understanding of the outcomes associated with OASAS funded prevention programming and to improve the delivery of services to communities who need it most, the Division of Prevention Services (DOPS) requires providers to evaluate their program effectiveness. The annual report provides an avenue for funded prevention providers to demonstrate the impact of their prevention services for youth, families, and/or the communities they serve. These results can be used to make sure that prevention providers impact their community as intended and make data-driven decisions regarding modifications to their workplan to ensure that they are meeting ever changing community needs. It also allows providers to demonstrate their positive outcomes and market their findings to current and potentially future collaborators.

**Due date: September 30, 2024. Anything submitted after this date (without prior approval from your program manager) will not be accepted.**

- **THE COMPLETED ANNUAL REPORT SHOULD BE EMAILED AS AN ATTACHMENT TO: The Division of Prevention at [prevention@oasas.ny.gov](mailto:prevention@oasas.ny.gov).** A copy of the report should also be emailed to your NYS OASAS Regional Office Program Manager and designated Local Government Unit (LGU) representative.
- **Use the electronic file name below when submitting:**
  - **[InsertYourProviderNameHere]\_AnnualReport\_2024.doc**
- **The evaluation of services delivered should include at least a pre and posttest design using the same survey at each time period. More rigorous evaluation designs (i.e., experimental design with control or comparison group) are encouraged, but not required.**
- **Include in the report the evaluation results for at-least 25% of EBPs and 25% of non-EBPs (non-EBPs are curricula-based programs that are not on the OASAS EBPS list such as “An Apple A Day”, “Safety First: Real Education for Teens,” “Proud and Empowered,” etc.) delivered by the entire program (not each PRU) completed between July 1, 2023-June 30<sup>th</sup>, 2024.** Refer to how the programming was entered into the workplan to determine the number of EBPs and non-EBPs.
  - **Example:** If 12 EBPs were delivered and completed by your program, report on the pre-post results of at least 3 of the 12 programs. If eight (8) non-EBPs were delivered during the time period, the report should include evaluation findings from at least 2 of 8 of the non-EBPs.
- Questions regarding the Annual Report should be directed to: [prevention@oasas.ny.gov](mailto:prevention@oasas.ny.gov)

## Annual Report Template

- Adhere to the report template below with each section clearly delineated in the report by subheadings. All reports should:
  - Include a cover page, page numbers, and appendices.
  - Be no longer than 10 pages (not including the cover page or appendices). **ANYTHING OVER 10 PAGES WILL NOT BE READ (except for cover page and appendices)!** This requirement excludes NYCDOE who should speak to their program manager about page requirements specific to their program. Executive summary, agency description, etc. does not need to be included and will count towards the 10-page limit.
  - The Annual Report should be typed, single-spaced, single-sided on 8 ½ x 11-inch paper. Pages should be paginated, and font should be 12-point Times New Roman, and all margins should be .5 inch wide. Section headings should follow the layout below. The Annual Report should address all the following sections, in order:

### Cover page

- Include:
  - Agency name.
  - Prevention plan year (PPY).
  - Date submitted.
  - Names of the Director and/or the person(s) who prepared the report with email addresses.

### Current Needs Assessment

- **This year we will be referring to the Needs Assessment that was entered into WITNYS for PPY 24 – 25. This is to prevent you from needing to duplicate work. HOWEVER, if your needs assessment differed substantially during PPY 23 – 24 you will need to present a narrative of last year’s needs assessment in this annual report, otherwise, your programming may not align.**
- **If you need to write a narrative needs assessment because it is substantially different from what was included in your PPY 24 – 25 workplan, please follow the guidelines below and it must not be more than 2 pages in length, for a total annual report page limit of 12 pages. Otherwise, please state “refer to Needs Assessment in WITNYS for PPY 24 – 25.” An additional note – this will be the final annual report where a needs assessment narrative will be allowable, starting next year all Needs Assessment information will be taken from what was entered into your WITNYS workplan.**
- Use data to describe the needs of the local community with regards to substance misuse and related problems. The reader should get a clear understanding of the what, where, when, why, and how of substance use in your community. Data should be PRIMARILY QUANTITATIVE (e.g., survey, archival, etc.) with qualitative data (e.g., focus groups) used only to supplement the quantitative data. Please see <https://oasas.ny.gov/providers/prevention-training> for a needs assessment webinar.
- Include data and sources within the last 5 years. The primary focus should be on local, community-level data (e.g., county/town/city/school district) as opposed to state and national level. Be sure to mention:
  - Consumption data (DO NOT FOCUS ON DATA ON TOBACCO/NICOTINE [including vaping of nicotine] AS THIS IS NOT FUNDED BY OASAS) – data on at least two (2) substances must be reported.
  - Consequence data (i.e., arrests, overdoses, substance-related hospitalizations, DWI, substance-related school incidents, etc.) – data on at least two (2) consequences must be reported.
  - Risk and protective factors associated with substance misuse. The risk and protective factors associated with substance misuse as stated in the 2022 Prevention Guidelines– data on at least two (2) risk factors and two (2) protective factors must be reported.

### Prevention Program(s) (Approximately 1 page)

- Identify prevention programs (EBPs and non-EBPs) that were evaluated and describe the following points. IF DESCRIBING AN EBP, THIS SHOULD BE ACCORDING TO THE OASAS EBPS LIST ONLY (<https://oasas.ny.gov/providers/evidence-based-prevention-programs>):
  - Which risk and protective factors are impacted by the program (if any; as per the OASAS EBPS list).
  - Which substance use outcomes are impacted by the program (if any; as per the OASAS EBPS list).
  - Number of program sessions required for the EBP (as per the OASAS EBPS list) and program population approved for (as per the OASAS EBPS list).
- Describe how fidelity was monitored. This would entail using fidelity checklists and/or observations of the facilitator to ensure that the program is being implemented as intended. (Simply being trained in the program does not ensure fidelity).

**Evaluation Methods** (Approximately .5 page) ALL PROGRAM SESSIONS & PARTICIPANTS MUST BE EVALUATED – NOT A SAMPLE OF PARTICIPANTS

- Confirm that you are using the developer created pre/posttest. If not the developer’s survey, confirm that the pre/post has been reviewed and approved by OASAS.
- Provide an explanation and description of the data analysis:
  - What was being analyzed, compared, etc.? For example, were scores of the pretest being compared to posttest scores?
  - If you used an outside evaluator, please also provide details of the evaluator who performed these services (the outside evaluator should be able to provide you the required information above).

**Results** (Approximately 4 pages) OVERALL PROGRAM RESULTS MUST BE EVALUATED/PRESENTED – NOT A SAMPLE OF QUESTIONS

- Include participant information and demographics **in table format**:
  - # of program participants
  - # of surveys collected (# of pretests vs. # of posttests) Briefly explain any discrepancies between # of pre and posttests
  - Participant demographics (i.e., gender; age; race/ethnicity)
- Use clearly labeled Tables and Figures (i.e., graphs or charts) to display evaluation findings and describe concisely what is contained or shown (through descriptive labels and/or brief caption).
- Focus on presenting data and findings related to the risk and protective factors that are listed in the 2022 Prevention Guidelines, or on substance use consumption.
- The meaning or interpretation of data should not be included in this section.

**Discussion & Conclusion** (Approximately 2 pages)

- Summarize main findings:
  - Did the program impact the need identified in your needs assessment?
    - Which risk and protective factors were impacted (if any)?
    - Which substance use outcomes were impacted (if any)?
    - How does this align with the priorities you identified in your needs assessment?
    - ANY NEGATIVE OUTCOMES MUST BE DISCUSSED.
- Describe how the findings will impact your future workplan and delivery of prevention services:
  - If the program was not effective, or there were negative outcomes, discuss other possible programs to be implemented. Will the same programs be implemented? Will they be implemented with the same population?

**Appendices**

- **Measures.** Include copies of survey instruments used. (Links to surveys are not acceptable, the documents must be attached).
- **Supplemental Tables/Figures** (any that could not fit within the page limit).
- **Do not include narrative in the appendices.**