

# How To | Be a Primary PIP Contact

**Congratulations on your new role as the primary PIP contact for your campus! We understand that taking on the duties of the primary contact can be intimidating, so we have been working to develop tools to help ease the transition.**

This 'How To' will provide an outline of the 5 main responsibilities of the primary contact and other policies and procedures. The duties are as follows; 1) Implement the Missouri Assessment of College Health Behaviors (MACHB) and other tools for evaluation, 2) Provide a strategic plan for prevention efforts on your campus, 3) Submit quarterly reports for compliance with the Drug-Free Schools and Communities Biennial Review, 4) Regularly attend monthly PIP coalition meetings and the annual Meeting of the Minds conference, 5) Have a coalition on campus that meets regularly to implement the strategic plan and achieve goals for prevention.

## **Evaluation and Assessment: MACHB, Campus and Community Policy Survey, and Coalition Assessments**

The MACHB is an annual, online survey implemented each spring to assess the impact that alcohol, drugs (illegal and prescription), tobacco, interpersonal violence, and mental health issues have on student health and wellness. Campuses are required to conduct the survey each year and there are approximately 200 questions on the MACHB; up to 10 additional questions can be added if desired. As the primary contact you will need to work with your campus IRB (Institutional Review Board) to submit or renew the application for the survey, or utilize the University of Missouri IRB if your campus does not have its own. You will also need to provide language about informed consent, which can generally be

updated from previous surveys. You will also need to decide what type of incentive you would like to offer for individuals who participate in the survey. PIP provides \$300 towards the incentives, usually distributed as gift cards to the university bookstore or another approved vendor. You will also need to decide if you will include extra questions on the survey, and if so, what those will be. Next, you will need to decide what dates will be best for implementation of the MACHB in the spring. Ensure that your students will not be on a break, and that the survey is not implemented for at least 2 weeks following spring break as certain behaviors can be affected by this. To acquire the sample for the MACHB you will need to work with the registrar's office for an updated list of undergraduate students currently attending the university. The sample should also be representative of your campus

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population in terms of demographics, such as male to female ratio. If your campus population is less than 1,000 the survey will be population level. Once the dates are set and your sample is approved, the survey will be sent out through Campus Labs and reminders for completion will be sent to students over the two week period that the survey is open. Then the survey will close, the research team will work to clean the data, and we will have your campus specific data by June. We also offer data assistance to help in interpreting the results of the survey and can conduct a data call or site visit. Our research team will work with you through this entire process, so though it may seem daunting, you will have support!

The Campus and Community Policy survey is required by all members of PIP to assess policies related to alcohol, tobacco, and sexual violence on campus. The survey is relatively short, approximately 15 questions, and must be completed yearly. As the primary PIP contact you will complete this survey.

A Coalition Assessment is required of individual members of the campus or campus and community coalition on each PIP member campus. This is done yearly to assess the coalition and membership in the coalition. We will send a link to you as the primary contact to distribute among your coalition members.

## Strategic Planning

PIP requires a strategic plan for prevention from your campus that outlines which prevention efforts will be utilized on campus throughout the year. Strategic plans are due September 1st. This plan can be formatted in any way you would like, and we do not have any specific guidelines other than requiring that you use evidence-based practices. We have released two other 'How To' guides to help you through this process - "How to: Needs

Assessments" and "How to: Strategic Planning" which can be found at [pip.missouri.edu/research.html](http://pip.missouri.edu/research.html) and then "Fact Sheets." Our staff can assist with strategic planning upon request.

## Quarterly Reporting

For compliance with the Drug-Free Schools and Communities Act, PIP requests that your campus submit 4 quarterly reports. Completion of these reports meets the requirements for compliance with the biennial review for the Drug-Free Schools and Communities Act and allows for annual notification of alcohol and drug policies to students and employees. The biennial review is a lengthy document and the quarterly reporting process is meant to make the process of compiling the information more manageable. While we strongly suggest submitting these reports each quarter, we understand that a one-size fits all approach may not work for every campus and we understand that one submission or dividing the biennial review in half may work best for you. Please let us know as soon as possible if you plan to submit reports less often than quarterly. A separate document outlining the requirements for each quarterly report can be found in Basecamp in your campus group under "Docs and Files" then "Quarterly Reporting."

## Regular Attendance of PIP Meetings and Attendance at Meeting of the Minds

The PIP coalition meets the first Friday of each month from 10AM-2PM and all member institutions are expected to send attendees to monthly meetings on a regular basis. If you as the primary PIP contact are unable to attend, a replacement can be sent. Additional campus partners may attend as well. Monthly meetings are not held in January, April or July of each calendar year. A training or discussion is facilitated in the morning and PIP works to provide a variety of topics throughout the course of the year to engage

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different professionals on campus. The afternoon portion of the meeting is a business meeting to discuss PIP updates and to have other discussions if necessary. Breakfast and lunch are provided and mileage is reimbursed for attendees.

The annual Meeting of the Minds conference is hosted the first Thursday through Saturday in April in Kansas City. It is a regional prevention and health education conference for student peer educators, their advisors, administrators and other campus professionals, and campus and community law enforcement. Tracks focus on alcohol and other drugs, mental health and suicide prevention, law enforcement, sexual violence prevention, equity and diversity, and health promotion and wellness. Meeting of the Minds is an excellent training opportunity and almost completely free of charge as PIP funds can be used for mileage, hotel, and conference registration.

## Campus Coalition for Prevention

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The final requirement as the primary PIP contact is to facilitate a campus coalition, or campus and community coalition, for prevention. We recommend that this coalition meet at least monthly in order to be most effective. The coalition will help to implement the strategic plan, can help with the quarterly reporting process, and be partners in the work for prevention that you do on your campus. In PIP we believe that prevention is a shared responsibility and a strong group of committed members from a variety of departments will serve your coalition well. Members of the coalition can also attend PIP meetings and Meeting of the Minds. It is important that the coalition understands the results of the MACHB as it informs what issues exist on campus and what will be addressed in the strategic plan. We strongly recommend that your campus coalition attends the data call or site visit to work collaboratively on prevention efforts on campus.

## What We Do For You

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Partners in Prevention works to support your campus in a variety of different ways. We provide the following to the participating member institutions in the coalition:

- Funding to advance the campus' and/or community's strategic plan for prevention
- Professional development and training on evidence-based prevention
- Annual data collection on health behaviors
- Coalition building and maintenance
- Networking and advocacy
- On-going technical assistance to coalitions and prevention professionals

## Use of PIP Funds

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PIP funds are provided to campuses that are in good standing with Partners in Prevention. As a member in good standing, the University will be awarded a set amount to be utilized for the implementation of the campus strategic plan. These funds will be available once a campus has submitted a request for funds in PIP forms.

Partners in Prevention uses an online request form for custom design, mileage reimbursement, travel expenses, and sponsorship of events. The request form must be used for all PIP funded projects and can be found on the PIP website under "Members -> Forms and Funds Requests." Forms will be approved based on relevance to the strategic plan and funding restrictions from the Department of Mental Health. PIP forms requests will be disapproved if the event has already occurred, is not relevant to the work of the campus strategic plan, and/or is not an appropriate prevention

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activity. PIP funds can never be used to purchase “drunk goggles,” drinking and driving simulation devices, condoms, or alcohol. Once funds are spent, a reimbursement request form will also need to be submitted, which can also be found in the “Forms and Funds Requests” section of the website. The primary PIP contact can check the balance of funds in their PIP account through the Basecamp system.

To utilize funding from the Missouri Department of Transportation grant, campuses should contact the Communications Coordinator. Funds used for projects related to SMART, CHEERS, Drive Safe, Drive Smart, or the START statewide programs or for other initiatives that combat impaired driving are approved through this grant. This funding is separate from PIP funds and there is no set allocation of funds for each campus. However, only certain items are approved through this grant which consist of paper print items such as brochures, handouts, posters, wallet cards, info sheets, etc.

To utilize funding for our MACRO collegiate recovery grant, please contact our Graduate

Research Assistant for MACRO. While there is no set allocation of funds for each campus, requests will be approved on a case by case basis and can be used for food and beverages at recovery meetings, promotional items for campus recovery groups, travel, brochures and handouts, and more. A reimbursement request form will also need to be complete if MACRO did not purchase the items directly and can be accessed by emailing the MACRO graduate research assistant.

## Conclusion

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We hope that this document has been informative and helpful. The implementation of these items and the day to day work of a PIP member is not something that can easily be condensed into a document, and we understand that adjusting to this role may take time. Additionally, please refer to the Partners in Prevention Policies and Procedures Manual found in Basecamp for additional information. The PIP staff is committed to helping you and your campus achieve its goals and strive to better serve your students, so please contact us at any time.