

Florida's Glossary of Terms

Abuse (substance) –

Occurs when alcohol or drug use adversely affects the health of the user or when the use of a substance imposes social, as well as personal costs.

Alcoholic Beverages & Tobacco (Division of), Florida Department of Business and Professional Regulation (DBPR)

The Division of Alcoholic Beverages and Tobacco licenses the alcoholic beverage and tobacco industries, collects and audits taxes and fees paid by the licensees and enforces the laws and regulation of the alcoholic beverage and tobacco industries, pursuant to Chapters 210, F.S. 561-565 and F.S. 567-569 F.S. Florida has approximately 71,000 active alcoholic beverage and tobacco license holders. In FY 01-02, the division generated nearly \$1 billion in license fees, taxes, etc. With over 380 employees, these responsibilities are carried out through three bureaus within the division: Licensing, Auditing and Enforcement. (See: <http://www.myflorida.com/dbpr/abt/index.shtml>)

Anecdotal Evidence

Information derived from a subjective report, observation, or example that may or may not be reliable but cannot be considered scientifically valid or representative of a larger group or of conditions in another location.

Benchmark

For a particular indicator or performance goal, the industry (healthcare or non-healthcare) measure of best performance. The benchmarking process identifies the best performance in the industry for a particular process or outcome, determines how that performance is achieved, and applies the lessons learned to improve performance elsewhere.

Capacity Building

Increasing the ability and skills of individuals, groups, and organizations to plan, undertake, and manage initiatives. The approach also enhances the capacity of the individuals, groups, and organizations to deal with future issues or problems.

Case Studies

Case studies are useful tools to collect in-depth program information on a single participant or site and are especially useful in providing information in your fundraising efforts. A case study can be the story of one person's experience with the program. For the sake of privacy, it may be important to change the participant's name and other identifying characteristics. Gathering information through a case study may lead to other indications about why a program participant experienced something in particular. Although it may indicate that this participant is typical, a case study does not attempt to represent every participant's exact experience.

Center for Family Studies, University of Miami

The Center for Family Studies (CFS) is a Division of the Department of Psychiatry and Behavioral Sciences at the University of Miami, School of Medicine. It is dedicated to improving the quality of life for families and is considered one of the nation's flagship programs for the prevention and treatment

of minority adolescent behavior problems. Its research focuses on conduct disorder, delinquency, substance use and other disruptive behaviors. Research has been conducted mostly with Hispanic families and is currently being tested with African-Americans. The Center's mission extends to conducting research and influencing policy and public opinion on how to build a better social and physical environment that is supportive of families and children.

(See: <http://www.cfs.med.miami.edu/>)

Center for Prevention Research, Florida State University

The Center for Prevention Research at FSU (FCPR) provides innovative research, education, training, and technological solutions to address the challenges of substance abuse prevention and other social issues among Florida's population. The FCPR's principal role is one of coordinating, facilitating and directing the delivery of products and services in support of prevention. FCPR maintains extensive experience focused in the areas of program development and management, conference coordination, education and training, survey administration, research and evaluation and website development and management. The Center's role in this publication has been involvement in all regional meetings and the writing of the document.

(See: <http://fcpr.fsu.edu/prevention/>)

Center for Substance Abuse Prevention (CSAP), U.S. Department of Health and Human Services

Also under the umbrella of SAMHSA, the Center for Substance Abuse Prevention (CSAP) is the lead federal agency for substance abuse prevention, and the federal sponsor of this Decision Support System. CSAP makes grants to state and local governments and private organizations to engage in a wide variety of prevention activities. The mission of CSAP is to decrease substance use and abuse and related problems among the American public through bridging the gap between researches and practice. CSAP fosters the development of comprehensive, culturally appropriate prevention policies and systems that are based on scientifically defensible principles and target both individuals and the environments in which they live.

(See: <http://www.samhsa.gov/centers/csap/csap.html>)

Center for the Study and Prevention of Substance Abuse

At Nova Southeastern University the Center for the Study and Prevention of Substance Abuse works to enhance the transfer of research and technology to the community prevention process. The Center is a collaborative endeavor with the United Way's Broward County Commission on Substance Abuse providing a regional platform for prevention strategies impacting Southeast Florida. Incorporating community Epidemiology and research findings, the Center provides educational programs and trainings, promotes the community process of prevention, and disseminates information for community action. The Center promotes the development of comprehensive, culturally appropriate prevention policies and strategies that are rooted in scientifically based principles.

Community Anti-Drug Coalitions of America (CADCA)

The mission of CADCA is to create and strengthen the capacity of new and existing coalitions to build safe, healthy and drug free

communities. The organization supports its members with technical assistance and training, public policy, media strategies and marketing programs, conferences and special events.

Community-Based Approach

A prevention approach that focuses on the problems or needs of an entire community, be it a large city, a small town, a school, a worksite, or a public place.

Community Development

A collaborative, collective action taken by local people to enhance the long-term social, economic, and environmental conditions of their community. The primary goal of community development is to create a better overall quality of life for everyone in the community.

Community Foundation

A Community Foundation is a publicly supported 501 (c) 3 organization that makes grants in a particular community or region. It functions like a private foundation, however, its source of funds come from the contributions of many donors rather than a single source or family of donors. Since community foundations are classified as "public charities," they are not governed by the same rules as private foundations. They file an annual 990 rather than a 990 PF. Examples are the Community Foundation for the National Capitol Region, Arlington Foundation, and New York Community Trust.

Community Partnerships and Coalitions

From 1990 to 1995, through its Community Partnership grant program, the Center for Substance Abuse Prevention, CSAP, supported over 250 projects nationwide, using a "systems approach" to prevention that views the community and the environment as interconnected parts needing to work together. Cooperation and support through this systems approach help communities to create environments for youth that consistently discourage involvement with alcohol, tobacco, and other drugs. The five-year demonstration grant supported the development of long-term primary intervention efforts in communities of varying sizes. CSAP also provided numerous training opportunities for communities. This program was succeeded in 1996 by the CSAP Community Coalitions program. Coalitions had to consist of two or more partnerships (each partnership being a multi-organizational entity to begin with). This program, now nearly complete, sought to create public/private linkages in communities.

Community Readiness

The degree of support for or resistance to identifying substance use and abuse as significant social problems in a community. Stages of community readiness for prevention provide an appropriate framework for understanding prevention readiness at the community and state levels.

Community Tolerance

Community norms that views problematic behavior such as use/abuse of alcohol, tobacco, and drugs as socially acceptable or actively encourage it.

Coalition

Full partnerships or collaboration among organizations that require sharing resources and leadership to accomplish common goals on an ongoing basis. Collaboration techniques are essential to achieve increased capacity because they

allow community members to identify problems and increase the likelihood that they will reach consensus on goals and implementation strategies. The paramount issue in a full collaboration is the willingness of organizations (or individuals) to enhance one another's capacity for mutual benefits and a common purpose. Usually this requires substantial time commitments, very high levels of trust, and extensive areas of common turf.

Corporate or Company-Sponsored Foundations

A corporate or company-sponsored foundation is a private foundation whose funds are derived from a profit-making corporation. These foundations are set up as nonprofit entities, separate from the corporation, for the purpose of making grants. Examples are the AT&T Foundation and the Mobil Foundation.

Corporate Giving

The transfer of goods or services from a corporation to a nonprofit organization. Corporations can provide resources to nonprofits in a number of different ways, including the following:

- Direct financial contributions
- Marketing dollars-cause-related marketing programs
- In-kind contributions
- Volunteers
- Matching gifts programs

Cost-Effectiveness

Generally answers the question, does the program offer good value for the amount of money spent? Takes into account financial management and accountability, reporting, program delivery costs as well as program savings. It addresses the questions of whether alternative methods of delivering the program are more cost effective, culturally appropriate activities and programs that take into account the practices and beliefs of a particular social or cultural group so that the programs and activities are acceptable, accessible, persuasive, and meaningful.

Data Driven

A process whereby decisions are informed by and tested against systematically gathered and analyzed information.

Data-Collection Instruments

The tools used to collect information. Examples of data-collection instruments include:

- Surveys
- focus groups
- questionnaires, and
- administrative records

Delinquency Prevention and Victim Services, Florida Department of Juvenile Justice (DJJ)

The Florida Department of Juvenile Justice (DJJ) provides a range of programs and services to prevent and reduce juvenile crime. DJJ operates in partnership with families, schools, communities, law enforcement, and other agencies to build accountability and to afford youth the opportunities for developing into responsible citizens. The Department's prevention efforts are focused on violence prevention and risk factor reduction that integrate the following four priorities:

keeping youth engaged in positive, healthy activities; ensuring youth are in school; obtaining employment for youth; and encouraging violence-free lifestyles. (See: <http://www.djj.state.fl.us/DJJServices/index.html>)

Direct Observations

A less obtrusive method to gather information about things that can be observed. For example, by visiting a participant's home, you can directly collect information on the physical surroundings. By monitoring program activities or meetings, you can observe who shows up for meetings or the program, how many individuals outwardly participate in a meeting or an activity, how people interact whether participants can apply the skills that are being taught, and so on.

Drug Demand Reduction Program, Florida National Guard (FNG)

The Florida National Guard supports drug prevention coalitions, state organizations, and other agencies in their efforts to reduce substance abuse. The goal of the program is to enhance the quality of life in communities throughout the state by reducing the demand for alcohol, tobacco, and other drugs. This is accomplished through a variety of initiatives including community anti-drug coalition training and high school classroom drug awareness programs and a Junior Reserve Officer Training Corp (JROTC) summer camp program that integrates alcohol, tobacco, and other drug use prevention and education. (See: <http://www.dma.state.fl.us/read.asp?did=535>)

Drug Enforcement Agency (DEA) (federal)

The mission of the Drug Enforcement Administration (DEA) is to enforce the controlled substances laws and regulations of the United States and bring to the criminal and civil justice system of the United States, or any other competent jurisdiction, those organizations and principal members of organizations, involved in the growing, manufacture, or distribution of controlled substances appearing in or destined for illicit traffic in the United States; and to recommend and support non-enforcement programs aimed at reducing the availability of illicit controlled substances on the domestic and international markets.

Drug Epidemiology Networks (DEN)

Florida is supporting the creation of local Drug Epidemiology Networks to assist local coalitions in collecting, assessing and using data related to substance use and its consequences. The DENs will become the link between the State Epidemiology Workgroup and the community anti-drug coalitions.

Drug Free Communities Act (DFCA)

A catalyst for increased citizen participation in efforts to reduce substance abuse among youth and provide community anti-drug coalitions with much needed funds to carry out their important missions. The federal Act provides grants to coalitions of representatives of youth, parents, businesses, the media, schools, and other organizations. Florida receives funding from this act for Safe and Drug Free Schools programs (see definition) and the **Drug Free Communities Grants** administered by the Governor's Office of Drug Control. Many Florida community anti-drug coalitions also receive funding directly from this act. Those grants are known as the **Drug Free Communities Support Grants**. The Office of National Drug Control Policy in carrying out the Program provides technical assistance, training, data collection, and dissemination of information on state-of-the-art

practices that have been shown to be effective in reducing substance abuse. For the full text of the Act, go to <ftp://ftp.loc.gov/pub/thomas/c105/h956.enr.txt>. For a list of grantees, visit

Early Intervention

Identification of persons at high risk prior to their having a serious consequence, or persons at high risk who have had limited serious consequences related to substance use on the job or having a significant personal, economic, legal, or health/mental health consequence, and providing these persons at high risk with appropriate counseling, treatment, education, or other intervention.

Ecological Model (Theory)

A view that behavior is affected by and affecting multiple levels of influence. Five levels of influence have been identified for health-related behaviors and conditions: 1) interpersonal or individual factors; 2) interpersonal factors; 3) institutional, or organizational factors; 4) community factors; and 5) public policy factors. This model can be used to understand and develop interventions for changing behavior.

Environmental Approaches

One of the six strategies mandated by the SAPT Block Grant regulations. This strategy establishes or changes community standards, codes, and attitudes and thus influences the incidence and prevalence of substance abuse. Approaches can center on legal and regulatory issues or can relate to service and action-oriented initiatives. Examples include technical assistance to communities to maximize the enforcement of laws governing the availability and distribution of legal drugs; product pricing strategies; and the modification of advertising of alcohol and tobacco.

Environmental Factors

Those factors that are external or perceived to be external to an individual but that may nonetheless affect his or her behavior. At a narrow level these factors relate to an individual's family setting and relationships. At the broader level, these refer to social norms and expectations as well as policies and their implementation.

Effective

The preponderance of research or program findings is consistent, positive, and clearly related to the intervention.

Evaluation

A process that helps prevention practitioners discover the strengths and weaknesses of their activities so that they can do better over time. Time spent on evaluations is well spent because it allows groups to use money and other resources more efficiently in the future. Also, evaluation does not have to be expensive or complicated to be useful. Some evaluations can be done at little or no cost, and some can be completed by persons who are not professional evaluators. Local colleges and universities can be sources of professional evaluation support by persons working on degrees in sociology, educational psychology, social work, biostatistics, public health, and other areas.

Evaluation Instruments

Specially designed data collection tools (e.g., questionnaires, survey instruments, structured observation guides) to obtain measurably reliable responses from

individuals or groups pertaining to their attitudes, abilities, beliefs, or behaviors (*Achieving Outcomes*, 12/01).

Experimental Design

A research design involving random selection of study subjects, random assignment of them to control or intervention groups, and measurements of both groups. Measurements are typically conducted before and always after the intervention. The results obtained from such studies typically yield the most definitive and defensible evidence of an intervention's effectiveness.

External Validity

The extent to which outcomes and findings apply (or can be generalized) to person, objects, settings, or times other than those that were the subject of the study.

Fidelity

Agreement (concordance) of a replicated program model or strategy with the specification of the original. On a continuum of high to low, where high represents the closest adherence to the developer's design, it is the degree of fit between the developer-defined components of a substance abuse prevention intervention and its actual implementation in a given organizational or community setting. In operational terms, it is the rigor with which an intervention adheres to the developer's model.

Florida Alcohol and Drug Abuse Association (FADAA)

The Florida Alcohol and Drug Abuse Association is a statewide membership organization advancing addiction prevention, treatment and research, through public policy leadership, communications and professional development. FADAA's Resource Center is the Florida branch of the Regional Alcohol and Drug Awareness Network designed by the federal Center for Substance Abuse Prevention. Other major prevention activities include the Community Coalition Project and coordination of the annual Statewide Prevention Conference.

(See: <http://www.fadaa.org/>)

Florida Certification Board (FCB)

The Certification Board provides criteria for obtaining a certificate in addictions prevention. Criteria include educational ,training and work experience. Certification requires a knowledge of prevention planning strategies, science-based prevention programming and state prevention rules and regulations. The Certification Board provides training opportunities, application assessment and review and information and communication services.

(See: <http://www.flcertificationboard.org/>)

Florida Department of Health (DOH)

The Florida Department of Health (DOH) requires all healthcare providers receiving federal or state funding to educate individuals about the dangers of alcohol, tobacco, and other drugs(ATOD) use; to assess for substance abuse; to refer for needed substance abuse treatment; and to provide ongoing support for abstinence efforts. School Health programs seek to reduce ATOD use, reduce risk and increase resilience. There are special programs seeking to prevent or reduce the impact of ATOD among pregnant and parenting women. The Tobacco

Prevention and Control Program administers funds from the federal Centers for Disease Control and Florida's settlement agreement with the tobacco industry. (See: <http://www.doh.state.fl.us/>)

Florida Department of Law Enforcement (FDLE)

The Florida Department of Law Enforcement (FDLE) was created by Chapter 20.201 Florida Statutes. The mission of FDLE is to “*promote public safety and strengthen domestic security*” by providing services in partnership with local, state, and federal criminal justice agencies to prevent, investigate, and solve crimes while protecting Florida's citizens and visitors. Through seven Regional Operations Centers, fifteen Field Offices, and seven Crime Laboratories, FDLE delivers investigative, forensic, and information system services to Florida's criminal justice community.

Florida Drug Control Strategy (FDCS)

It presents a balanced plan that aims to bring down both the demand for and supply of illegal drugs in Florida by advancing policies and programs that support prevention, education, treatment, and law enforcement.

Florida Prevention Research Center, University of South Florida

The Florida Prevention Research Center focuses on Community-Based Prevention Marketing: Building Local Capacity for Disease Prevention and Health Promotion. It employs a community directed social change process that applies marketing theories and techniques to the design, implementation and evaluation of health promotion and disease prevention programs. The Florida Prevention Research Center develops, implements and evaluates evidence-based approaches to strengthen community capacity for sustained disease prevention and health promotion. (See: <http://hsc.usf.edu/nocms/publichealth/prc/>)

Florida Statewide Prevention Conference

Each year, a Statewide Prevention Conference is planned and facilitated for adult and youth. The Statewide Prevention Conference cosponsored by the Florida Departments of Children and Families, Education, Health, Law Enforcement, and Juvenile Justice; the Florida Alcohol and Drug Abuse Association; the Keep Kids Drug Free Foundation; the Florida Lottery, the Ounce of Prevention Fund of Florida; the University of North Florida's Florida Institute of Education, and Florida State University. (See: <http://www.preventioninflorida.org/>)

Florida Strategic Prevention Alliance

The Florida Substance Prevention Alliance consists of partners that joined together to help reduce and prevent substance abuse. The six state agency partners are, the Governor's Office of Drug Control, Department of Children & Families, Department of Education, Department of Health, Department of Juvenile Justice, and the Florida National Guard. The two statewide organization partners are the Florida Alcohol and Drug Abuse Association (FADAA) and the Florida Certification Board (FCB). There are two major research universities partners, which are the University of Miami and Florida State University.

Florida Substance Abuse Prevention Advisory Council

The Florida Substance Abuse Prevention Advisory Council is a partnership of state agencies, organizations, providers and community anti-drug coalitions. It was formed in the early 2000s to effect the changes outlined in the Florida Drug

Control Strategy and the Florida Prevention System. The FL SAP Advisory Council is the group of representatives from each of these partners. They meet regularly to put policy to practice.

Florida Youth Substance Abuse Survey (FYSAS)

The Florida Youth Substance Abuse Survey is a collaborative effort between the Florida departments of Health, Education, Children and Families, Juvenile Justice, and the Governor's Office of Drug Control. It is based on the "Communities That Care" survey, assessing risk and protective factors for substance abuse, in addition to substance abuse prevalence. The survey was first administered to Florida's middle and high school students during the 1999-2000 school year, and is repeated in the spring, annually. In the spring of even years, the survey is administered simultaneously with the Florida Youth Tobacco Survey, sampling enough students to generate data applicable at the county and DCF district level. In odd years the Youth Risk Behavior Survey and the Youth Physical Activity and Nutrition Survey are also added. All surveys are administered to a statewide sample of students.

Generalizability

The extent to which program findings, principles, and models apply to other populations and/or settings.

Government Performance and Results Act of 1993 (GPRA)

The purposes of this Act are to improve the confidence of the American people in the capability of the Federal Government by systematically holding Federal agencies accountable for achieving program results; to initiate reform with a series of pilot projects in setting program goals, measuring program performance against those goals, and publicly reporting on their progress; to improve Federal program effectiveness and public accountability by promoting a new focus on results, service quality, and customer satisfaction; to help Federal managers improve service delivery, by requiring that they plan for meeting program objectives and by providing them with information about program results and service quality; to improve congressional decision-making by providing more objective information on achieving statutory objectives and on the relative effectiveness and efficiency of Federal programs and spending; and to improve internal management of the Federal Government. Agencies must set specific GPRA goals each year and report on progress in attaining them. See <http://govinfo.library.unt.edu/npr/library/misc/s20.html>.

Healthy People 2010

The prevention agenda for the Nation. It is a statement of national health objectives designed to identify the most significant preventable threats to health and to establish national goals to reduce these threats. This agenda was established with a great deal of input from public and private organizations and will be carefully monitored throughout the present decade. A number of prevention goals have been established with respect to substance abuse. See <http://www.health.gov/healthypeople/>.

Impact Evaluation

A type of outcome evaluation that focuses on the broad, long-term impacts or results of program activities. For example, an impact evaluation could show that a

decrease in a community's crime rate is the direct result of a program designed to provide community policing.

Incidence

The number of new cases of a disease or occurrences of an event in a particular time period usually expressed as a rate, with the number of cases as the numerator and the population at risk as the denominator. Incidence rates are often presented in standard terms, such as the number of new cases per 100,000 population.

Independent Foundation

Independent foundations are also known as "family foundations," "general purpose" or "special purpose" foundations. They are private foundations with the primary purpose of making grants. Examples are the Ford Foundation and the Morris and Gwendolyn Cafritz Foundation.

Indicated prevention measure

A preventive measure directed to specific individuals with known, identified risk factors.

Indicator

A substitute measure for a concept that is not directly observable or measurable (e.g., prejudice, substance abuse). For example, an indicator of "substance abuse" could be "rate of emergency room admissions for drug overdose." Because of the imperfect fit between indicators and concepts, it is better to rely on several indicators rather than on just one when measuring this type of concept.

A variable that relates directly to some part of a program goal or objective. Positive change on an indicator is presumed to indicate progress in accomplishing the larger program objective. For example, a program may aim to reduce drinking among teens. An indicator of progress could be a reduction in the number of drunk driving arrests or the number of teens found to be drinking alcohol in clubs.

In-Kind Contributions

Materials, equipment, services, and even people that are donated to your program efforts. Contributions can be equipment such as computers, software or cooking utensils and office furniture and supplies. It can also be time, such as a computer programmer who donates his or her time. To count as revenue, these donations must be quantifiable.

Intermediate Outcomes

In a sequence of changes expected to occur in a science-based program, the changes that are measured at program completion. Depending on the theory of change guiding the intervention, an intermediate outcome in one intervention may be an immediate or a final outcome in another.

Intervention

An activity or set of activities to which a group is exposed in order to change the group's behavior. In substance abuse prevention, interventions may be used to prevent or lower the rate of substance abuse or substance abuse-related problems.

Knowledge-Based Information Technology (KIT)

KIT is an integrated information system used to collect prevention data. This type of system is required to develop advanced knowledge-based systems and decision tools to bring the best science, data and knowledge to bear on solving problems.

The Florida Department of Children and Families uses KIT Solutions to collect

prevention data from its service providers and its community coalitions. Community planners, providers and state partners may create reports that will assist them in making decisions.

Logic Model

Logic models are defined as a picture of how your organization does its work – the theory and assumptions underlying the program or activity. A logic model links outcomes (both short- and long-term) with activities/processes and the theoretical assumptions/principles involved.

Measures

The tools used to obtain the information or evidence needed to answer a research question. They are similar to indicators, but more concrete and specific. Often an indicator will have multiple measures. Indicators are statements about what will be measured; measures answer the question about exactly how will it be measured.

Media Advocacy

Media advocacy is the strategic use of any form of media to help advance an organization’s objectives or goals. In this context, media is a tool, not an end in itself, but a means to an end.

Merger

The legal consolidation of two or more organizations into one entity.

Moderating

A term that describes a third variable's relationship to a dependent and an independent variable, in which the third variable partitions the independent variable into subgroups that establish its domains of maximal effectiveness in regard to the dependent variable. The moderator may be qualitative or quantitative, and it affects the direction and/or strength of the relation between the independent and the dependent variable. Within an ANOVA framework, the moderator effect can be represented as an interaction between an independent variable and a factor that specifies particular conditions for its effect. Any subjective or objective departure from a state of physiological or psychological well being. (Sickness, illness, and morbid condition are synonyms in this sense.) Also, an actuarial determination of the incidence and severity of sicknesses and accidents in a well-defined class or classes of persons.

Mortality

An actuarial determination of the death rate at each age as determined from prior experience

Mothers Against Drunk Driving (MADD)

MADD is a 501(c)(3) non-profit grass roots organization with more than 600 chapters nationwide. MADD is not a crusade against alcohol consumption - MADD’s mission is to stop drunk driving, support the victims of this violent crime, and prevent underage drinking. (See: <http://www.madd.org/home/>)

Multi-Component Program

A prevention program that simultaneously uses multiple interventions that target one or more substance abuse problems. Programs that involve coordinated multiple interventions are likely to be more effective in achieving the desired

goals than single-component programs and programs that involve multiple but uncoordinated interventions.

National Institute on Drug Abuse

NIDA's mission is to lead the Nation in bringing the power of science to bear on drug abuse and addiction. Recent scientific advances have revolutionized our understanding of drug abuse and addiction. The majority of these advances, which have dramatic implications for how to best prevent and treat addiction, have been supported by the National Institute on Drug Abuse (NIDA). NIDA supports over 85 percent of the world's research on the health aspects of drug abuse and addiction. NIDA supported science addresses the most fundamental and essential questions about drug abuse, ranging from the molecule to managed care, and from DNA to community outreach research. NIDA was established in 1974, and in October 1992 it became part of the National Institutes of Health, Department of Health and Human Services. The Institute is organized into divisions and offices, each of which plays an important role in programs of drug abuse research.

Needs Assessment

Activities that include surveys of various targeted populations, assessment of prevention resources within the state, studies of current outcome indicators, geo demographic analyses of social marketing data, and household and school surveys. CSAP has supported 27 States in various needs assessment activities and methodologies for the past 4 years, helping them to target their prevention programming dollars by providing sound data on specific populations and localities and identifying distribution of particular risk factors.

Non-Profit Organization

An organization that is organized for an educational, charitable, cultural, religious, social, or athletic purpose. A nonprofit organization can be in business and make money, but any profits must be used for the organization's objectives and not for distribution to members.

Office of Drug Control (ODC)

This office is designed to coordinate all of the State of Florida's activities related to the reduction of drug abuse and its consequences in the State. The Director of the Office will work hand in hand with the legislature and appropriate state agencies to ensure that a comprehensive, balanced, and accountable drug control policy is implemented in Florida. Under the Governor's leadership, the Office will develop a statewide strategy that incorporates all aspects of solving the drug problem, including effective education, prevention, treatment, and law enforcement, and is grounded in an accurate understanding of Florida's experience with illicit drugs

Office of Juvenile Justice and Delinquency Prevention (OJJDP), U.S. Department of Justice

The Department of Justice's Office of Juvenile Justice and Delinquency Prevention(DOJ/OJJDP) is the federal agency that administers the Drug-Free Communities Program. This program supports community efforts to strengthen collaboration among communities, enhance intergovernmental cooperation, increase citizen participation, and disseminate state-of-the-art information about

proven, effective prevention initiatives and strategies. CSAP provides technical assistance to DOJ/OJJDP in this endeavor.

(See <http://ojjdp.ncjrs.org/programs/drugfree.html> and <http://ojjdp.ncjrs.org/about/about.html>)

- Publications (See: <http://ojjdp.ncjrs.org/publications/index.html>)
- Programs (See: <http://ojjdp.ncjrs.org/programs/index.html>)
- Statistics (See: <http://ojjdp.ncjrs.org/ojstatbb/index.html>)

Operating Foundations

Private funds or endowments established for the primary purpose of conducting their own research and/or operating social welfare or other programs as designated by charter or by their boards. This type of foundation generally does not fund programs other than its own. Examples are the David Lloyd Kreeger Foundation and the J. Paul Getty Trust.

Organizational Effectiveness

Having the structures and systems in place to allow an agency to grow, adapt, innovate, and take advantage of new opportunities resulting in improved internal processes and external outcomes for its clients.

Ounce of Prevention Fund of Florida

The Ounce of Prevention Fund of Florida is a private, nonprofit corporation whose mission is to identify, fund, support and evaluate innovative prevention and early intervention programs that improve the health, education and life outcomes of Florida's at-risk children and families. (See: <http://www.ounce.org/>)

Outcome

The extent of change in targeted attitudes, values, behaviors, or conditions between baseline measurement and subsequent points of measurement. Depending on the nature of the intervention and the theory of change guiding it, changes can be immediate, intermediate, final, and longer-term outcomes. For example, changes in attitudes and values may be the final outcome of an informational intervention. However, changes in attitudes and values may be the immediate outcome of a parenting program that builds on those changes to bring about changes in communication patterns and other skills (intermediate outcomes). Changes in communication patterns would, in turn, strengthen middle school children's resistance to negative peer pressure (intermediate outcome), resulting in a delay in the onset of substance use (final outcome).

Outcome Evaluation

A type of evaluation used to identify the results of a program's effort. It seeks to answer the question, what difference did the program make? It yields evidence about the effects of a program after a specified period of operation.

Outcome Measures

Assessments that gauge the effect or results of services provided to a defined population. Outcomes measures include the consumers' perception of restoration of function, quality of life, and functional status, as well as objective measures of mortality, morbidity, and health status.

Participatory Evaluation

The process of engaging stakeholders in an evaluation effort. (Typical stakeholders - the people most invested in the success of a program - include staff, board members, volunteers, sister agencies, and funders.) Getting input from your stakeholders at all stages of your evaluation effort - from deciding what questions to ask, to collecting data, to analyzing data and presenting results - is critical to the usefulness and ultimate value of the evaluation. A participatory approach to evaluation gets the "buy-in" of as many stakeholders as possible so that they have a feeling of ownership over evaluation results. This helps to create an atmosphere where people want to learn about how and why programs are achieving results.

Partnership

A relationship where two or more parties, having common and compatible goals, agree to work together for a particular purpose and/or for some period of time.

Partnership for a Drug-Free Florida (PDFF)

The Partnership for a Drug-Free Florida is a non-profit coalition of professionals from the communications industry. PDFF leverages the national drug-education advertising campaign of the Partnership for a Drug-Free America and other forms of media communication to assure that Florida's needs are met. The Partnership exists to help kids and teens reject substance abuse by influencing attitudes through persuasive information as well as encouraging parents to become more responsible with their children's lifestyle.

(Link through <http://www.drugfreeamerica.org/Home/>)

Performance-Based Prevention System

The Performance Based Prevention System (PBPS) is a web-based database tracking software system, which is based on the Center for Substance Abuse Prevention's (CSAP) Minimum Data Set (MDS), a nationally recognized standard. The use of these standards provides a consistent and comprehensive basis to collect and analyze data. It also allows greater flexibility and customization, as well as incorporating evidence-based programs into the prevention planning and delivery system. Florida uses KIT Solutions (see Knowledge-based Information Technology) for PBPS.

Prevalence

The number of all new and old cases of a disease or occurrences of an event during a particular time period, usually expressed as a rate, with the number of cases or events as the numerator and the population at risk as the denominator. Prevalence rates are often presented in standard terms, such as the number of cases per 100,000 population.

Prevention

A proactive process that empowers individuals and systems to meet the challenges of life events and transitions by creating and reinforcing conditions that promotes healthy behaviors and lifestyles. The goal of substance abuse prevention is the fostering of a climate in which (a) alcohol use is acceptable only for those of legal age and only when the risk of adverse consequences is minimal; (b) prescription and over-the-counter drugs are used only for the purposes for which they were intended; (c) other abusable substances (e.g., aerosols) are used only for their intended purposes; and (d) illegal drugs and tobacco are not used at all.

Prevention Partnership Grants

The 2001 Florida Legislature passed S. 397.99, Florida Statutes, which affirmed the need for schools to be involved in substance abuse prevention and appropriated funds for approximately 45 grants, ranging from \$75,000 - \$125,000 per grant. These grants are for prevention programs based on sound scientific principles and evidence of effectiveness to serve youth, their parents, teachers, and other school staff, coaches, social workers, case managers, and other prevention stakeholders. Each of the department's 13 districts and Regional Center will receive from one to four of these grants, depending on amount of funds that each is allocated. Funding for these grants comes from State Incentive Grants awarded to the State of Florida from SAMHSA.

Prevention Strategies

The Substance Abuse Prevention and Treatment Block Grant regulations require that each state receiving a block grant adopt a comprehensive prevention program that includes a broad array of prevention strategies for individuals not identified to be in treatment. These strategies (defined separately in this glossary) include information dissemination, education, alternatives, problem identification and referral, community-based process, and environmental approaches.

Prevention Types (Universal, Selected, Indicated)

Universal prevention measures are desirable for everyone in the eligible population, both general and specific groups. Often such measures can be applied without professional advice or assistance. The benefits outweigh the risks and costs for everyone. Examples of universal prevention include use of seatbelts, a good diet, avoidance of smoking, immunization. Selected prevention is desirable only when the individual is a member of a subgroup whose risk of becoming ill is above average. Subgroups can be based on age, gender, occupation, or family history. An example of selective prevention would be immunization against yellow fever for some travelers; another is breast cancer examination at young ages for those with a family history of breast cancer. Indicated prevention is for persons who have a risk factor, condition, or abnormality that places them at high risk for future development of the disease. Examples are various screening programs for particular diseases such as HIV testing and needle exchange programs for injected-drug users.

Principles of Effectiveness (U.S. Department of Education)

According to the [Department of Education](#), to ensure that recipients of Title IV funds use those funds in ways that preserve State and local flexibility and are most likely to reduce drug use and violence among youth, a recipient shall (1) base its programs on a thorough assessment of objective data about the drug and violence problems in the schools and communities served; (2) with the assistance of a local or regional advisory council where required by the SDFSCA, establish a set of measurable goals and objectives and design its programs to meet those goals and objectives; (3) design and implement its programs for youth based on research or evaluation that provides evidence that the programs used prevent or reduce drug use, violence, or disruptive behavior among youth; and (4) evaluate its programs periodically to assess its progress toward achieving its goals and

objectives, and use its evaluation results to refine, improve, and strengthen its program, and to refine its goals and objectives as appropriate.

Process Evaluation

A focus on how a program was implemented and operates. It identifies the procedures undertaken and the decisions made in developing the program. It describes how the program operates, the services it delivers, and the functions it carries out. It addresses whether the program was implemented and is providing services as intended. However, by additionally documenting the program's development and operation, it allows an assessment of the reasons for successful or unsuccessful performance and provides information for potential replication.

Process Measures

Measures of participation, "dosage," staffing, and other factors related to implementation. Process measures are not outcomes, because they describe events that are inputs to the delivery of an intervention

Program

A coordinated set of activities designed to achieve specific objectives over a period of time.

Program Evaluation

Is the systematic collection of information to answer important questions about activities, characteristics, and outcomes of a program. Evaluation stages include design, data collection, data analysis and interpretation, and reporting.

Promising Program

In CSAP's terminology, the first of three categories of science-based programs on a continuum that concludes with model programs. Promising programs are those that have been reasonably good enough for the program to qualify as an effective program. CSAP's hope is that promising programs, through additional refinement and evaluation, will evolve into effective and model programs.

Protective Factors

Are characteristics that may strengthen resilience and thus guard against the occurrence of a particular problem.

Proxy Measures

Data that can be used as an indicator -- an indirect measure of substance use or abuse. In general, multiple indirect measures (proxies) are more reliable than a single proxy

Public Broadcasting Service

PBS, headquartered in Alexandria, Virginia, is a private, non-profit media enterprise owned and operated by the nation's 349 public television stations. A trusted community resource, PBS uses the power of noncommercial television, the Internet and other media to enrich the lives of all Americans through quality programs and education services that inform, inspire and delight. Available to 99 percent of American homes with televisions and to an increasing number of digital multimedia households, PBS serves nearly 100 million people each week.

Public Health Model

A model that represents the interactions among the agent, host, and environment. In substance abuse prevention, the agent is alcohol or drugs or the sources, supplies, and availability of alcohol and drugs. Hosts can be seen as the potential

and/or active substance users. The environment is the social climate that encourages and supports the potential and/or actual use of substances. The public health model posits that all of these factors must be addressed together for prevention to be effective.

Quantitative Data

Numeric information that includes things like personal income, amount of time, or a rating of an opinion on a scale from 1 to 5. Even things that you do not think of as quantitative, like feelings, can be collected using numbers if you create scales to measure them. Quantitative data is used with closed-ended questions, where users are given a limited set of possible answers to a question. They are for responses that fall into a relatively narrow range of possible answers.

Qualitative Data

A record of thoughts, observations, opinions, or words. Qualitative data typically comes from asking open-ended questions to which the answers are not limited by a set of choices or a scale. Examples of qualitative data include answers to questions like how can the program be improved? or what did you like best about your experience? - but only if the user is not restricted by a pre-selected set of answers. Qualitative data is best used to gain answers to questions that produce too many possible answers to list them all or for answers that you would like in the participant's own words. Qualitative data is more time-consuming to analyze than quantitative data.

Random Sampling

A process by which the people in a sample are chosen at random from a given population. For example in a population of 100 people, everyone can be assigned a unique number, then the numbers are put in a hat, and 40 numbers are drawn to choose 40 people to be in that sample. These are the people from whom you would collect information. In a random sample, all of the people in the population have an equal chance of being chosen.

Resilience

Either the capacity to recover from traumatically adverse life events and other types of adversity and achieve eventual restoration or improvement of competent functioning or the capability to withstand chronic stress and to sustain competent functioning despite ongoing stressful and adverse life conditions.

Risk Factors

Characteristics associated with potential substance abuse problems. However, they are not necessarily the cause of the problem.

Safe and Drug-Free Schools

The Federal government's primary vehicle for reducing drug, alcohol and tobacco use, and violence, through education and prevention activities in our nation's schools to ensure a disciplined environment conducive to learning. These initiatives are designed to prevent violence in and around schools, and to strengthen programs that prevent the illegal use of alcohol, tobacco, and drugs, involve parents, and coordinate with related Federal, State, and community efforts and resources. The [Safe and Drug-Free Schools Program](#) consists of two major programs: State Grants for Drug and Violence Prevention Programs and National Programs. State Grants is a formula grant program that provides funds to State

and local education agencies, as well as to Governors, for a wide range of school- and community-based education and prevention activities. National Programs carries out a variety of discretionary initiatives that respond to emerging needs. Among these are direct grants to school districts and communities with severe drug and violence problems, program evaluation, and information development and dissemination.

Science-Based Prevention

A process in which experts use commonly agreed-on criteria for rating research interventions and come to a consensus that evaluation research findings are credible and can be substantiated. From this process, a set of effective principles, strategies, and model programs can be derived to guide prevention efforts. This process is sometimes referred to as research- or evidence-based. Experts analyze programs for credibility, utility, and generalizability. Credibility refers to the level of certainty concerning the cause and effect relationship of program to outcomes. Utility refers to the extent to which the findings can be used to improve programming, explain program effects or guide future studies. Generalizability refers to the extent to which findings from one site can be applied to other settings and populations. Definition source: <http://www.ccapt.org/scibase.html> .

Secondary Prevention

Prevention activities designed to intervene when risk factors or early indicators of substance abuse, such as marital strife or poor school performance, are present. This also refers to prevention strategies designed to lower the rate of established cases of a disorder or illness in the population (prevalence).

Social Marketing

Design, implementation, and control of programs developed to influence the acceptability of an idea or cause by a group. Social marketing often relies on the use of mass media and involves identifying the needs of a specific group, supplying information so people can make informed decisions, offering services that meet needs, and assessing how well the need were met. CSAP and other agencies involved in substance abuse prevention use a variety of social marketing programs to get their message across. (See: <http://www.mediacampaign.org/index.html>.)

State Association of Addiction Services

Founded in 1987, SAAS is a nonprofit organization whose membership consists of state substance abuse prevention and treatment associations. The state associations offer a range of education; training, advocacy, information dissemination, and technology transfer services for their members, who are community-based service providers. SAAS is the only national organization of state alcohol and drug abuse treatment and prevention provider associations. Through our member associations, SAAS has a direct See: the thousands of prevention and treatment programs that are the core of the publicly supported substance abuse system. SAAS is a leading advocate for addiction prevention and treatment providers. SAAS and our member state associations work together to increase federal and state funding, expand services, and improve the quality of treatment, prevention, training, and research.

Stakeholders

A stakeholder is someone who has a stake in an organization or a program. Stakeholders either affect the organization/program or are affected by it. Stakeholders include

- people who staff a program (e.g., management, staff);
- people who are affected by a program (e.g., clients, their families, and the community);
- people who contribute to a program in other ways (e.g., contributors, funding agencies and foundations, volunteers, partner organizations, board members, etc.); and
- people with a vested interest in the program (e.g., politicians, neighbors, etc.).

State Epidemiology Workgroup (SEW)

State Epidemiology Workgroup is an assessment tool used to interpret data at a state level. The University of Miami's Comprehensive Drug Research Center coordinates the SEW.

Strategic Planning

A deliberate set of steps that

- assess needs and resources;
- define a target audience and a set of goals and objectives;
- plan and design coordinated strategies with evidence of success;
- logically connect these strategies to needs, assets, and desired outcomes; and
- measure and evaluate the process and outcomes.

Strategic Prevention Framework

Strategic Prevention Framework is the guiding document created by SAMHSA to prevent the onset and reduce the progression of substance abuse, including childhood and underage drinking. SAMHSA has funded State Incentive Grants (SIG) based on this framework to reduce substance abuse-related problems in communities, and build prevention capacity and infrastructure at the State and local levels. The State of Florida is a recipient of this funding.

The Strategic Prevention Framework is grounded in six key principles:

- *Prevention is an ordered set of steps along a continuum to promote individual, family, and community health, prevent mental and behavioral disorders, support resilience and recovery, and prevent relapse.* Prevention activities range from deterring diseases and behaviors that contribute to them, to delaying the onset of disease and mitigating the severity of symptoms, to reducing the related problems in communities. This concept is based on the Institute of Medicine model that recognizes the importance of a whole spectrum of interventions.
- *Prevention is prevention is prevention.* The common components of effective prevention for the individual, family or community within a public health model are the same--whether the focus is on preventing or reducing the effects of cancer, cardiovascular disease, diabetes, substance abuse or mental illness.

- *Common risk and protective factors exist for many mental health and substance use problems. Good prevention focuses on these common risk factors that can be altered.* For example, family conflict, low school readiness, and poor social skills increase the risk for conduct disorders and depression, which in turn increase the risk for adolescent substance abuse, delinquency, and violence. Protective factors such as strong family bonds, social skills, opportunities for school success, and involvement in community activities can foster resilience and mitigate the influence of risk factors.
- *Resilience is built by developing assets in individuals, families, and communities through evidenced-based health promotion and prevention strategies.* For example, youth who have relationships with caring adults, good schools, and safe communities develop optimism, good problem-solving skills, and other assets that enable them to rebound from adversity and go on with life with a sense of mastery, competence, and hope.
- *Systems of prevention services work better than service silos.* Working together, researchers and communities have produced a number of highly effective prevention strategies and programs. Implementing these strategies within a broader system of services increases the likelihood of successful, sustained prevention activities.
- *Baseline data, common assessment tools, and outcomes shared across service systems can promote accountability and effective prevention efforts.* A Strategic Prevention Framework can make it easier for federal agencies, states, and communities to identify common needs and risk factors, adopt assessment tools to measure and track results, and target outcomes to be achieved.

Strategy

Types of activities (e.g., policy) that can be implemented to achieve specific objectives and for which a strong evidence base may or may not exist.

Substance Abuse Program, Florida Department of Children & Families (DCF)

The Florida Department of Children and Families is the single state agency charged by the Center for Substance Abuse Prevention (CSAP) with providing state-level leadership in alcohol, tobacco, and other drug use prevention. The department receives a federal block grant (the Substance Abuse Prevention and Treatment Block Grant) and 20 percent of these monies must be devoted to prevention. Community-based prevention providers contract with the state through their district offices for the delivery of these services.

(See: <http://www.dcf.state.fl.us/mentalhealth/sa/>)

Substance Abuse and Mental Health Services Administration, U.S. Department of Human Services

SAMHSA is the Federal agency charged with improving the quality and availability of prevention, treatment, and rehabilitative services in order to reduce illness, death, disability, and cost to society resulting from substance abuse and mental illnesses. The priority program areas, including the Center for Substance Abuse Prevention (CSAP) are linked to crosscutting principles that help ensure that SAMHSA's work will meet the highest standards, driven by a strategy to improve Accountability, Capacity, and Effectiveness – ACE. With this strategy, SAMHSA can assure that its resources are used both wisely and well in State and community programs to treat addiction and dependence, too prevent substance abuse, and to provide mental health services. (See: <http://www.samhsa.gov/>)

Surveys

A useful tool for gathering statistical information. Surveys are used to get a general idea of a situation, to generalize about a population. or to get a total count of the aspects concerning a group of people. The information gathered is limited and easier to analyze and offers little or no explanation about the reasons behind the results. Surveys are useful for evaluations that deal with things other than the success of the program (e.g., If an evaluation is in part to identify barriers to participating in the program, questions on a survey may ask about access to transportation, childcare, etc.). A census is an example of a survey.

Tertiary Prevention

Intervention, also known as treatment, that seeks to address symptoms of substance abuse and prevent further problems. It also refers to strategies designed to decrease the amount of disability associated with an existing disorder or illness.

The University of Miami Comprehensive Drug Research Center (CDRC) Treatment and Prevention Evaluation Group (TPEG)

The TPEG specializes in evaluation and technical assistance to drug prevention and drug treatment programs. TPEG partners with Florida agencies applying for extramural funding for local programming, providing assistance in writing grants and furnishing evaluation plans for inclusion in grant applications. Staff members manage evaluation protocols and data collection, provide technical assistance, analyze data, and prepare reports and research papers. TPEG also assists local providers in (1) creating manuals for promising programs so that they can be thoroughly evaluated and validated, (2) creating evaluation plans that include provisions for self-evaluation of program effectiveness, and (3) using scientific processes for making necessary program modifications. TPEG has developed a databank of over 25,000 pre- and post-test results from over thirty different model and effective prevention programs utilizing CSAP's GPRA measures. Staff members also assist in the management and analysis of the annual Florida Youth Substance Abuse Survey. Technologies developed by TPEG for prevention program evaluation have been presented at national and state conferences and seminars. (Contact: (305) 243-6402 or (305) 243-3021)

Universal Prevention Measure

A preventive measure directed to a general population or general subsection of the population not yet identified on the basis of risk factors, but for whom prevention activity could reduce the likelihood of problems developing.

Wraparound Services

Services that address consumers' total healthcare needs in order to achieve health or wellness. These services "wrap around" core clinical interventions, usually medical. Typical examples include such services as financial support, transportation, housing, job training, specialized treatment, or educational support.

Source: This glossary was adopted from the following resources:

- Science-Based Substance Abuse Prevention: A Guide, Substance Abuse and Mental Health Services Administration
- The Partnership Toolkit: Tools for Building and Sustaining Partnerships, Collaboration Roundtable Northeast CAPT
- www.preventiondss.org
- Florida Prevention System, September 2005