

Quarterly Report Instructions

The purpose of this document is to provide LCCs with insight on how to properly complete a quarterly report. Because this is the third year under the new format, we expect LCCs to improve their quarterly report based on the feedback that they were provided last year. Failure to meet the minimum requirements will result in a modification request being sent to the LCC.

Before submitting the quarterly report, the LCC should review the “Quarterly Report Tutorial” on the ICJI [website](#), the contents of this document, and feedback received on the previous quarterly reports. Below are the step-by-step process and examples of each section that reflects how to properly complete the report. Please reach out to your program manager if you have any questions.

Section 1: LCC Coordinator Information

- *Names*: the name of the coordinator must be the one who is currently working at the LLC. If the new coordinator is appointed, the change must reflect in this form.
- *Email*: the email address must be current.
- *Phone*: the phone number must be the official number of the LCC Office or LLC coordinator (please include an office and an alternative contact number – Covid-19 has caused many offices to be closed and therefore an alternate number is necessary if we need to contact someone by phone).
- *Address*: no explanation is needed

LCC Coordinator Information

Name(s)	Email	Phone	Address
[REDACTED]	[REDACTED]	812-849-4447	500 West Main Street Mitchell, IN 47446

Section 2: Technical Assistance Request

Please provide a detailed explanation of any technical assistance that is needed from the Behavioral Health Division. During the report review, the Division will address requests and provide solutions to the LCC in the report's feedback. **If no technical assistance is requested, please annotate that in the section.**

Technical Assistance Request

I have appreciated the new opportunities to connect more with other LCCs and the Indiana Coalition Network opportunities for LCCs. I would love to continue seeing more of this and see how we can grow our LCC.

Technical Assistance Request

Please provide detailed description

Board recruitment and development. As in many smaller communities, the same individuals are the ones to step up and serve on a variety of boards, and they may have exceeded terms but others who are approached decline especially now with COVID indicating they are too busy to commit to serving on the board.

Coalition needs assistance in sustainable revenue streams.

Membership organizations who have previously received local grant funding for what now may not be funded need guidance on EBP's and the importance of fidelity and achieving measurable outcomes.

Section 3: Barriers

The LCC should provide barriers, they encountered during the quarter and/or what actions were taken to overcome barriers. Some examples can include the inability to meet due to the pandemic, the inability for programs to continue to do to school closures, etc.

Barriers

Due to the pandemic the schools were closed and therefore limited engagement with students. It was some time before the teachers had a virtual classroom up and running with limited interactions. Teachers unable to implement virtual classrooms because of no prior knowledge of technology needed. Time limits in classrooms that exceed the time needed for programs such as Overdose Lifeline. Superintendents and Principals unable to get parents to participate in programs during COVID-19 virtual implementations. DEA event cancelled due to COVID-19. The jail was on lock down therefore a few LCC grant funded programs were unable to operate since March and to date limited visitors are allowed with inmates. MHFA training limited due to COVID-19, however virtual training options are now available. Reduced counter-measure fees reported by the auditor affecting the bottom line for LCC funding – administration budget will suffer substantially.

Section 4: Successes

The LCC should describe any accomplishments achieved during the quarter.

Successes

The group has tagged along with other agencies and organizations to distribute resources in a creative way. We partnered with YSA, the schools, the Emmaus Mission center, and Area Five to provide resources to families. We were able to add some valuable resources to tote bags that were distributed, we are looking for other ways to reach our community because all of our events are being cancelled.

Successes

We are proud of the continued support of our members. Before the pandemic hit, we were increasing our attendance numbers. Additionally, we have greatly grown our social media presence over the last few months. We have received more likes and follows on Facebook, as well as added an Instagram and Twitter account. This increase has made sending out helpful information about resources and coping during the last few months much easier. We have been working closely with Dubois County CARES, a local coalition dedicated to prevention in youth substance use. We are proud of our growing relationships with that organization and the positive things that relationship does for our community. We have been increasingly active with other local organizations such as the Dubois County Public Health Partnership and it's subcommittees—the Mental Health Committee and the Community Resource Committee. We have been helping aid in the efforts of these committees, including creating an accessible community resource that our residents can use to find treatment and assistance with many sectors of their lives. Additionally, we have been working to translate our materials into Spanish to ensure that we are serving all people in Dubois County, including our growing Latinx population. We are currently planning an Overdose Awareness Candlelight Vigil for August, so we are really looking forward to that! The county and several county organizations are looking into bringing an Oxford House here as well.

Section 5: Meetings During the Quarter

Please provide the meeting location, date, number of attendees, and an indication of whether meeting minutes were recorded.

Meetings During Quarter

Meeting Location	Date	Number of Attendees	Meeting Minutes
25 Indiana St, Jasper, IN.	January 14, 2020	14	Yes
25 Indiana St, Jasper, IN.	February 11, 2020	19	Yes
25 Indiana St, Jasper, IN.	March 10, 2020	20	Yes
Virtual – Held via Zoom	April 14, 2020	15	Yes
Virtual – Held via Zoom	May 12, 2020	9	Yes
Virtual – Held via Zoom	June 9, 2020	15	Yes

Section 6: Programs and SMART GOALS

Provide the program name, program description, and the applicable CCP SMART goal(s) that the funded program will help the LCC achieve. The program description should be clear and concise and should illustrate how the program fits into the category of prevention/education, treatment/intervention, or criminal justice services/activities. There is no need to list the entire SMART goal in the table. Rather, list “Problem Statement 1, Goal 2” instead of writing out the entire problem statement and goal.

THE PROGRAM LIST IS A CUMULATIVE LIST OF PROGRAMS THAT ARE FUNDED THROUGHOUT THE CALENDAR YEAR. THEREFORE, THE PROGRAMS THAT WERE LISTED ON THE FIRST QUARTERLY REPORT WILL APPEAR ON THE SECOND QUARTERLY REPORT, IN ADDITION TO ANY NEW PROGRAMS FUNDED IN THE SECOND QUARTER. For example, programs A and B were funded in the first quarter. Program C is funded in the second quarter; therefore, you will list programs A, B, and C in the second quarterly report.

Program and SMART Goals

Program Name/Description	Amount Awarded	Applicable SMART Goal
<i>Prevention/Education</i> Boys and Girls Club: Alcohol, Tobacco and Drug Prevention and Awareness event. This one-day event (Basketball Spectacular) draws over 1,500 children, parents and grandparents together to encourage healthy and active lifestyles. Information will be distributed regarding abuse and misuse of alcohol, marijuana, prescription and other drugs.	\$1,000	Problem Statement #1, Goal 2

Program Description	Amount Awarded	Applicable SMART Goal
<i>Treatment/Intervention</i> Residential Recovery Center. The program provides safe and supportive care to those wishing to recover from drugs and alcohol. The residents are offered assistance in gaining employment, treatment resources, adjustment in the recovery community, life skills, and re-unification with family members.	\$2,500	Problem Statement #3, Goal 1

Section 6: Budget

- *Approved CCP Budget*: amount allotted per category approved by the LCC. This was identified in the fund document portion of the CCP.
- *Quarterly Expenditures*: amount distributed during the quarter only.
- *Total Expenditures*: total amount distributed for the year (includes previous expenditures from other previous quarters)
- *Balance*: unused funds for the year (“Approved CCP Budget” minus “Total Expenditures”)

Below is a hypothetical budget that illustrates the funding from quarter 1 through quarter 4. Note that only one quarter budget table is completed per each quarter.

Q1 Budget

Category	Approved CCP Budget	This Quarter Expenditures	Total Expenditures	Balance
<i>Prevention/Education</i>	\$3,000	\$1,000	\$1,000	\$2,000
<i>Treatment/Intervention</i>	\$3,000	\$2,500	\$2,500	\$500
<i>Criminal Justice Services/Activities</i>	\$3,000	\$3,000	\$3,000	\$0
<i>Administrative</i>	\$3,000	\$750	\$750	\$2,250
Totals:	\$12,000	\$7,250	\$7,250	\$4,750

Q2 Budget

Category	Approved CCP Budget	This Quarter Expenditures	Total Expenditures	Balance
<i>Prevention/Education</i>	\$3,000	\$1,000	\$2,000	\$1,000
<i>Treatment/Intervention</i>	\$3,000	\$500	\$3,000	\$0
<i>Criminal Justice Services/Activities</i>	\$3,000	\$0	\$3,000	\$0
<i>Administrative</i>	\$3,000	\$750	\$1,500	\$1,500
Totals:	\$12,000	\$2,250	\$9,500	\$2,500

Q3 Budget

Category	Approved CCP Budget	This Quarter Expenditures	Total Expenditures	Balance
<i>Prevention/Education</i>	\$3,000	\$1,000	\$3,000	\$0
<i>Treatment/Intervention</i>	\$3,000	\$0	\$3,000	\$0
<i>Criminal Justice Services/Activities</i>	\$3,000	\$0	\$3,000	\$0
<i>Administrative</i>	\$3,000	\$750	\$2,250	\$750
Totals:	\$12,000	\$1,750	\$11,250	\$750

Q4 Budget

Category	Approved CCP Budget	This Quarter Expenditures	Total Expenditures	Balance
<i>Prevention/Education</i>	\$3,000	\$0	\$3,000	\$0
<i>Treatment/Intervention</i>	\$3,000	\$0	\$3,000	\$0
<i>Criminal Justice Services/Activities</i>	\$3,000	\$0	\$3,000	\$0
<i>Administrative</i>	\$3,000	\$750	\$3,000	\$0
Totals:	\$12,000	\$750	\$12,000	\$0