

## **ACT Alcohol and Other Drug (AOD) Sector Project**

### **Work, Monitoring and Evaluation Plan**

**January – June 2010**

#### **Process for Developing the Project Work, Monitoring and Evaluation Plan (January – June 2010):**

- The ACT AOD Sector Project team revised the Work, Monitoring and Evaluation Plan from July – December 2009 of the Project.
- The Draft Project Work, Monitoring and Evaluation Plan (July 2009 – December 2009) was distributed to the ACT AOD Workers Group for feedback on 4 February 2010.
- The Project Team revised the document based on feedback from the ACT AOD Workers Group.
- Final Draft Work, Monitoring and Evaluation Plan provided to ACT Health and the CEO / EDs Group for endorsement.

Note: This workplan includes information related to activities that are core business of the ACT AOD Sector Project. Sub-workplans have been developed for all further sub-Project based activities.

<b>Project Objective</b>	<b>Activities</b>	<b>Outputs</b>	<b>Outcomes</b>	<b>Indicators</b>	<b>Data Collection Methods</b>
1. To foster ownership of the ACT AOD Sector Project amongst the AOD workforce through inclusive decision making practices and involvement in Project activities.	<p>Regular ACT AOD Workers Group meetings</p> <p>Progressing a Communication Strategy between key stakeholders</p> <p>Promoting Project activities through needs based in-services</p>	<p>5 x ACT AOD Workers Group meetings</p> <p>Communication Strategy progressed</p> <p>In-Services provided to AOD services</p>	<p>ACT AOD Workers Group members are involved in decision making processes about the Project and activities</p> <p>ACT AOD Workers Group members, and AOD workers more broadly participate or have input into the planning, implementation and evaluation of the Project</p> <p>The Project is flexible and responsive to the changing needs and capacity of AOD workers</p> <p>AOD workers are aware of Project activities</p>	<p>Member satisfaction with the ACT AOD Workers Group</p> <p>Feedback received from AOD workers</p> <p>Awareness of Project by AOD workers</p>	<p>Year 3 Project evaluation</p> <p>Log issues, barriers, challenges and successes</p> <p>Feedback reflected in ACT AOD Workers Group meeting minutes</p> <p>Log feedback received from the broader AOD sector</p> <p>Log eBulletin subscription numbers</p> <p>Log attendance at all Project activities</p> <p>Log Project website analytics data</p>

					Conduct needs based satisfaction and feedback surveys on Project activities
2. To support AOD services to identify strategies to better work with Aboriginal and Torres Strait Islander people who are affected by alcohol and other drugs.	<p>Developing content for a special eBulletin for National Reconciliation Week</p> <p>Prioritising information relevant to working with Aboriginal and Torres Strait Islander people in the monthly eBulletin</p> <p>Update Aboriginal and Torres Strait Islander and mainstream services and referral processes in the ACT AOD Services Directory</p> <p>Update information related to the provision of services to Aboriginal and Torres Strait Islander people in the ACT AOD Services Directory</p>	<p>1 x AOD eBulletin with a specific Aboriginal and Torres Strait Islander focus</p> <p>5 x monthly AOD eBulletins</p> <p>2 x Aboriginal and Torres Strait Islander service profiles updated in the ACT AOD Services Directory</p> <p>12 x service profiles updated in the ACT AOD Services Directory to include new information</p>	<p>AOD workers in mainstream services develop a better understanding of the issues experienced by Aboriginal and Torres Strait Islander people affected by AOD</p> <p>AOD workers have access to information on service delivery and referral pathways for Aboriginal and Torres Strait Islander people</p> <p>Workers from Aboriginal and Torres Strait Islander and mainstream services visit diverse services</p> <p>AOD workers are aware of available Aboriginal and Torres Strait Islander training</p>	<p>Subscriber satisfaction with AOD eBulletin</p> <p>Stakeholder satisfaction with ACT AOD Services Directory</p> <p>Participant satisfaction with Drug Action Week activities</p> <p>Participant satisfaction with AOD forums</p> <p>Stakeholder satisfaction with ACT Training and Professional Development Calendars</p>	<p>Year 3 Project evaluation</p> <p>Log issues, barriers, challenges and successes</p> <p>Log AOD eBulletin subscription numbers</p> <p>Log number of Aboriginal and Torres Strait Islander specific items included in the eBulletin</p> <p>Log number and content of Aboriginal and Torres Strait Islander focused activities in Drug Action Week</p> <p>Log attendance of all Project activities</p>

	<p>Promoting Aboriginal and Torres Strait Islander focused activities held in Drug Action Week</p> <p>Rotating monthly AOD forum venue between Aboriginal and Torres Strait Islander and mainstream services</p> <p>Collating content on Aboriginal and Torres Strait Islander and mainstream training for the bi-monthly ACT Training and Professional Development Calendar</p>	<p>related to the provision of services to Aboriginal and Torres Strait Islander people</p> <p>Drug Action Week activities with an Aboriginal and Torres Strait Islander focus</p> <p>4 x monthly AOD forums</p> <p>3 x ACT Training and Professional Development Calendars</p>		<p>Aboriginal and Torres Strait Islander and mainstream services are participating in Project activities</p>	<p>Record ACT Training and Professional Development Calendar contributors, distribution and content</p> <p>Conduct needs based satisfaction and feedback surveys on Project activities</p>
<p>3. To further promote consumer participation principles and strategies within the alcohol and other drug sector.</p>	<p>Collating content for a standing consumer participation section for the monthly AOD eBulletin and distributing to subscribers</p> <p>Promoting consumer</p>	<p>5 x eBulletins that distribute information about consumer participation</p> <p>Activities in Drug Action Week</p>	<p>AOD workers have access to information on consumer participation principles and strategies</p> <p>Some activities in Drug Action Week have a consumer focus</p>	<p>Subscriber satisfaction with AOD eBulletin</p> <p>Participant satisfaction with Drug Action Week</p>	<p>Year 3 Project evaluation</p> <p>Log issues, barriers, challenges and successes</p> <p>Log AOD eBulletin subscription numbers</p>

	focused activities in Drug Action Week				<p>Log number of consumer participation specific items included in the AOD eBulletin</p> <p>Record number and content of consumer focused Drug Action Week activities</p> <p>Conduct needs based satisfaction and feedback surveys on Project activities</p>
4. To promote, develop and participate in key events and communicate information to build a positive profile, shared identity and awareness of the alcohol and other drug sector.	<p>Regular ACT AOD Workers Group meetings</p> <p>Participating in, and promoting key weeks including Drug Action Week</p> <p>Regular ACT Drug Action Week Planning Group meetings</p> <p>Developing and hosting</p>	<p>5 x ACT AOD Workers Group meetings</p> <p>5 x Drug Action Week Planning Group meetings</p> <p>1 x Annual ACT AOD Sector Conference</p> <p>1 x ACT Drug Action Week Launch</p>	<p>Improved understanding within the AOD sector and across other sectors about the services and supports available in the AOD sector</p> <p>Drug Action Week activities contribute to building a positive profile of the AOD sector</p> <p>Workers from the AOD, Mental Health and Youth Sectors have access to</p>	<p>Feedback received from AOD workers</p> <p>Member satisfaction with the ACT AOD Workers' Group</p> <p>Cross sectoral workers participate in Drug Action Week activities, including the</p>	<p>Year 3 Project evaluation</p> <p>Log issues, barriers, challenges and successes</p> <p>Feedback recorded in ACT AOD Workers Group minutes</p> <p>Log participation and attendance in Drug Action Week activities</p>

	<p>the Third Annual ACT AOD Sector Conference</p> <p>Developing and hosting the ACT Drug Action Week Launch</p> <p>Updating and distributing information on ACT AOD service profiles and referral processes through the ACT AOD Services Directory</p> <p>Participating in the development, promotion and hosting of the Bi-Annual Comorbidity Forums</p> <p>Maintaining ACT AOD Sector Project website</p> <p>Collating and distributing monthly AOD eBulletins, including the promotion of key activities</p> <p>Promoting Project</p>	<p>12 x AOD services profiled in the ACT AOD Services Directory</p> <p>1 x AOD Sector Website</p> <p>1 x Biannual Comorbidity Forum</p> <p>5 x AOD eBulletins.</p> <p>Mental Health Community Coalition, Youth Coalition of the ACT and AOD eBulletin used to promote activities to key sectors</p> <p>In-Services to AOD services</p> <p>3 x ACT Training and</p>	<p>a central contact point for the AOD sector</p> <p>AOD workers are aware of, and actively participate in Project and AOD Sector activities</p>	<p>Drug Action Week Planning Group, Launch and the Third Annual ACT AOD Sector Conference</p> <p>Stakeholder satisfaction with the ACT AOD Services Directory</p> <p>Participant satisfaction with Bi-Annual Comorbidity Forum</p> <p>Stakeholder satisfaction with AOD Sector website</p> <p>Subscriber satisfaction with AOD eBulletin</p> <p>Stakeholder satisfaction with ACT Training and</p>	<p>Log ACT AOD Services Directory distribution</p> <p>Log website analytics</p> <p>Log eBulletin subscription numbers</p> <p>Record Project promotional activities to other sectors</p> <p>Log attendance of all Project activities</p> <p>Record ACT Training and Professional Development Calendar contributors, distribution and content</p> <p>Conduct needs based satisfaction and feedback surveys on Project activities</p>
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	<p>activities to the AOD and other sectors</p> <p>Promoting Project activities through needs based in-services</p> <p>Collating content on key events for the bi-monthly ACT Training and Professional Development Calendar</p> <p>Progressing a Communication Strategy between key stakeholders</p>	<p>Professional Development Calendars</p> <p>Communication Strategy progressed</p>		<p>Professional Development Calendars</p>	
<p>5. To further develop two – way communication and a positive relationship between the AOD Workers’ Group and the Executive Directors’ Group.</p>	<p>Progressing a Communication Strategy between key stakeholders</p> <p>Creating and distributing Monthly Project Summary Reports</p> <p>Project Team representing the</p>	<p>Communication Strategy progressed</p> <p>6 x Monthly Project Summary Reports written and provided to stakeholders</p> <p>6 x Project reports provided</p>	<p>Executive Directors are aware of Project activities</p> <p>AOD Workers’ Group are aware of activities being progressed by the Executive Directors group</p>	<p>Satisfaction of AOD Workers’ Group and Executive Directors’ Group with communication</p>	<p>Year 3 Project evaluation</p> <p>Log issues, barriers, challenges and successes</p> <p>Log number of AOD eBulletin contributions from the Executive Directors Group</p> <p>Annual Review of</p>

	<p>Project at Executive Directors meetings as a standing agenda item</p> <p>Executive Directors contributing information to the standing <i>News from the Executive Directors</i> section of the AOD Sector eBulletin</p> <p>Maintaining a standing agenda item at ACT AOD Workers Group meetings for members to discuss issues to be raised with the Executive Directors group</p>	<p>at Executive Directors' meetings</p> <p>5 x eBulletins that distribute information from the Executive Directors</p> <p>5 x ACT AOD Workers Group meetings with the Executive Directors Group as a standing agenda item</p>			<p>Communication Strategy at an AOD Workers Group and Executive Directors meeting</p> <p>Feedback reflected in ACT AOD Workers Group meeting minutes</p> <p>Conduct needs based satisfaction and feedback surveys on Project activities</p>
<p>6. To facilitate professional development opportunities for AOD workers to access the latest evidence relating to best practice to strengthen the capacity, skills and knowledge base of</p>	<p>Providing monthly sector wide forums for AOD workers including a guest speaker</p> <p>Collating content for the bi-monthly ACT Training and Professional Development Calendar</p>	<p>4 x monthly AOD sector forums</p> <p>3 x ACT Training and Professional Development Calendars</p> <p>5 x monthly</p>	<p>Improved capacity of workers and the AOD sector to support the people accessing their services</p> <p>Linkages developed with training and professional development providers</p> <p>Project is appropriate</p>	<p>Participant satisfaction with ACT AOD sector forums</p> <p>Stakeholder satisfaction with ACT Training and Professional Development Calendars</p>	<p>Year 3 Project evaluation</p> <p>Log issues, barriers, challenges and successes</p> <p>Recording AOD Training and Professional Development</p>

workers.	<p>Monitoring relevant e-lists</p> <p>Collating emerging information and research for the monthly AOD eBulletins and distributing to subscribers</p> <p>Providing professional development opportunities as identified by the AOD Workers' Group</p> <p>Promoting professional development opportunities to AOD workers</p> <p>Developing partnerships with AOD Centres of excellence</p> <p>Developing and hosting the Third Annual ACT AOD Sector Conference</p>	<p>AOD eBulletins</p> <p>Professional Development opportunities provided on an as needs basis</p> <p>Partnerships with AOD Centres of Excellence progressed</p> <p>1 x Annual ACT AOD Sector Conference</p>	<p>and responsive to the professional development needs of the AOD sector</p> <p>AOD Workers are exposed to expert knowledge</p> <p>Linkages and partnerships established and strengthened between the ACT AOD Sector and National Centres of Excellence</p>	<p>Subscriber satisfaction with AOD eBulletin</p> <p>Participant satisfaction with professional development opportunities including the ACT AOD Sector Conference</p>	<p>Calendar contributors and content</p> <p>Number, content and attendance of professional development opportunities recorded</p> <p>Survey of participants after professional development opportunities such as the Annual ACT AOD Sector Conference</p> <p>Conduct needs based satisfaction and feedback surveys on Project activities</p>
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<p>7. To encourage and support collaboration, networking and the sharing of information amongst alcohol and other drug workers and services in the ACT.</p>	<p>Collating and distributing monthly AOD eBulletins with a section on service updates from the monthly AOD sector forums</p> <p>Facilitating monthly AOD sector forums with a focus on information sharing</p> <p>Developing and distributing information on ACT AOD service profiles and referral processes through the ACT AOD Services Directory</p> <p>Maintaining AOD sector website</p> <p>Developing ACT Training and Professional Development Calendars</p>	<p>5 x monthly AOD eBulletins</p> <p>4 x monthly AOD sector forums</p> <p>12 x AOD services profiled in the ACT AOD Services Directory</p> <p>1 x AOD Sector website</p> <p>3 x ACT Training and Professional Development Calendars</p> <p>5 x ACT AOD Workers Group meetings</p> <p>5 x Drug Action Week Planning Group</p>	<p>Collaborations encouraged within the AOD sector</p> <p>Increased opportunities to network and share information</p> <p>Improved understanding within the AOD sector about the services and supports available in the AOD sector</p> <p>Workers have access to central contact point for the AOD sector</p> <p>Workers are involved in, and contribute to the development of the eBulletin and AOD Sector website</p>	<p>Feedback received from AOD workers</p> <p>Subscriber satisfaction with eBulletin</p> <p>Participant satisfaction with sector forums</p> <p>Stakeholder satisfaction with ACT AOD Services Directory</p> <p>Stakeholder satisfaction with AOD Sector website</p> <p>Stakeholder satisfaction with AOD Training and Professional Development Calendars</p> <p>Participant</p>	<p>Year 3 Project evaluation</p> <p>Log issues, barriers, challenges and successes</p> <p>Log eBulletin subscription numbers</p> <p>Recording AOD Training and Professional Development Calendar contributors and content</p> <p>Log attendance of all Project activities</p> <p>Record feedback in ACT AOD Workers Group meetings</p> <p>Record feedback in ACT Drug Action Week Planning Group meeting minutes</p> <p>Conduct needs based satisfaction and</p>
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	<p>Hosting regular ACT AOD Workers Group meetings</p> <p>Hosting regular ACT Drug Action Week Planning Group meetings</p>			<p>satisfaction with ACT AOD Workers Group meetings</p> <p>Participant satisfaction with ACT Drug Action Week Planning Group meetings</p>	<p>feedback surveys on Project activities</p>
<p>8. To strengthen communication and linkages within the alcohol and other drug sector and across other key sectors such as Aboriginal and Torres Strait Islander, youth, mental health, family and housing and homelessness.</p>	<p>See activities in Objective 2</p> <p>Collating monthly AOD eBulletins with a section on youth, mental health and allied services and distributing to subscribers</p> <p>Facilitating monthly AOD sector forums with intra and cross sectoral guest speakers</p> <p>Developing and distributing information on ACT AOD service</p>	<p>See outputs in Objective 2</p> <p>5 x monthly AOD eBulletins</p> <p>4 x monthly AOD sector forums</p> <p>12 x AOD services profiled in the ACT AOD Services Directory</p> <p>1 x AOD Sector website</p> <p>Mental Health</p>	<p>See outcomes in Objective 2</p> <p>Collaborations encouraged within the AOD sector and across other sectors</p> <p>Improved understanding within the AOD sector about the services and supports available in the AOD sector</p> <p>Workers have access to central contact point for the AOD sector</p> <p>Increased cross sectoral opportunities to network</p>	<p>See indicators in Objective 2</p> <p>Workers awareness of cross sectoral services and issues</p> <p>Subscriber satisfaction with eBulletin</p> <p>Participant satisfaction with AOD sector forums</p> <p>Stakeholder satisfaction with</p>	<p>See data collection methods in Objective 2</p> <p>Year 3 Project evaluation</p> <p>Log issues, barriers, challenges and successes</p> <p>Log eBulletin subscription numbers</p> <p>Log ACT AOD Services Directory distribution</p> <p>Log website analytics</p>

	<p>profiles and referral processes through the ACT AOD Services Directory</p> <p>Maintaining AOD sector website</p> <p>Identify opportunities for the AOD sector to be informed of activities in other key sectors</p> <p>Maintaining partnerships between the Mental Health Community Coalition and Youth Coalition of the ACT</p> <p>Participating in the development, promotion and hosting of the Bi-Annual Comorbidity Forums.</p> <p>Regular ACT Drug Action Week Planning Group meetings</p> <p>Participating in, and</p>	<p>Community Coalition and Youth Coalition of the ACT eBulletins used to promote the Projects to other key sectors</p> <p>1 x Biannual Comorbidity Forum</p> <p>5 x ACT Drug Action Week Planning Group meetings</p> <p>Cross sectoral activities held in Drug Action Week</p> <p>1 x Annual ACT AOD Sector Conference</p> <p>1 x ACT Drug Action Week Launch</p> <p>3 x ACT</p>	<p>and share information</p> <p>Cross sectoral workers are aware of Project activities</p> <p>Improved capacity of workers to support people experiencing AOD issues</p>	<p>ACT AOD Services Directory</p> <p>Stakeholder satisfaction with ACT AOD Sector website</p> <p>Participant satisfaction with Drug Action Week activities</p> <p>Cross sectoral workers participate in Drug Action Week activities including the Drug Action Week Planning Group, Launch and ACT AOD Sector Conference</p> <p>Stakeholder satisfaction with ACT Training and Professional Development</p>	<p>Number, content and attendance of Drug Action Week activities recorded</p> <p>Log attendance of all Project activities</p> <p>Recording AOD Training and Professional Development Calendar contributors and content</p> <p>Conduct needs based satisfaction and feedback surveys on Project activities</p>
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	<p>promoting key weeks such as Drug Action Week</p> <p>Hosting the Third Annual ACT AOD Sector Conference</p> <p>Hosting the ACT Drug Action Week Launch</p> <p>Collating content for the bi-monthly ACT Training and Professional Development Calendar</p> <p>Promoting professional development opportunities to AOD workers</p>	<p>Training and Professional Development Calendars</p>		<p>Calendars</p>	
<p>9. To identify opportunities to develop shared positions in order to advocate and lobby for evidenced based policies for services and sector development.</p>	<p>Regular ACT AOD Workers Group meetings</p> <p>Providing monthly sector wide forums for AOD workers</p>	<p>5 x ACT AOD Workers Group meetings</p> <p>4 x monthly AOD sector forums</p>	<p>Opportunities for workers to discuss shared issues</p>	<p>Satisfaction of the Workers Group from members</p> <p>Participant satisfaction with sector forums</p>	<p>Year 3 Project evaluation</p> <p>Log issues, barriers, challenges and successes</p> <p>Record feedback in ACT AOD Workers</p>

					Group meeting minutes
10. To evaluate the Project using an action learning framework.	<p>See above</p> <p>Collecting and collating evaluative data over the duration of the Project</p> <p>Developing broader monitoring and evaluation plan</p> <p>Disseminating final Project reports to stakeholders.</p> <p>Conducting regular reflective sessions within the Project</p>	See above	<p>See above</p> <p>Meaningful evaluation data is collected and fed back to stakeholders and informs on going Project development</p> <p>Evaluation is seen as a priority and built into Project activities where possible</p> <p>Ongoing feedback from stakeholders is incorporated into Project development and evaluation processes</p> <p>Where possible, Project activities and outcomes are sustainable</p>	See above	<p>See above</p> <p>Year 3 Project Evaluation Report</p> <p>Log issues, barriers, challenges and successes</p>