PREVENTION & INTERVENTION CATEGORIZATION & CODING GUIDE

This guide explains how to categorize the various prevention programs and services that you provide. This categorization system is then used to report your prevention programs and activities to DDAP.

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SERVICE POPULATIONS

The Service Population refers to the targeted population or specific groups that directly receive the prevention services. These populations will be used to identify individuals to whom prevention services are being delivered.

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Religious Groups
Teachers/Administrators/Counselors/Other School Personnel

^ indicates a CSAP high-risk population

The populations are defined as follows (a carrot symbol [^] indicates a CSAP high-risk population):

Business and Industry – Individuals who manage or work in for-profit or not-for-profit businesses or industry. Examples are small businesses, companies, corporations, industrial plants and unions.

Children of Persons with Substance Use Disorders^ – Individuals who are children of persons with substance use disorders. Examples are children whose parents have alcohol or other substance use disorders and children raised in or chronically exposed to situations involving substance misuse.

Civic Groups/Coalitions – Members of civic organizations, nonprofit organizations and community coalitions. Examples are men's and women's state or local civic groups, nonprofit agency boards of directors or staff, community or statewide coalition members, community partnership groups and community task forces, alliances and similar community organizations.

College Students – Individuals enrolled in public or private institutions of higher education, including enrollees in universities, colleges, community colleges, technical colleges and other institutions for advanced education.

Delinquent/Violent Youth^ – Youth who display risk factors for delinquency and/or violence or who have been determined to be delinquent and/or violent. Examples are youth declared delinquent by a state child welfare system, youth who have been arrested for juvenile delinquent behavior, youth who are chronically truant and/or youth who display chronic or periodic violent behavior, including youth who display antisocial behavior (e.g., chronic fighting, hitting, using weapons).

Economically Disadvantaged Youth/Adults^ – Youth and adults living in households of a low socioeconomic status. Examples are youth and adults living in poor housing conditions or who are enrolled in state or federal public assistance programs.

Elementary School Students – Youth enrolled in public or private elementary schools and home-study youth in comparable grades.

First Responders – Individuals designated or trained to respond to an emergency such as a firefighter, law enforcement officer, paramedic, or emergency medical technician.

Gaming Industry – Companies that provide, own, operate, or engage in lawful gaming activities and facilities related to gaming and leisure.

General Population – A mixed group of youth and adult citizens within a community rather than a specific group within the population.

Government/Elected Officials – Individuals holding government positions, including those who have been elected to public office. Examples are government workers; mayors; city administrators; city or county commissioners; supervisors, freeholders, or other elected officials; state legislators and staff; and members of the U.S. Congress and their legislative staff.

Health Professionals – Individuals employed by or volunteering for health care services. Examples are physicians, nurses, medical social workers, medical support personnel, medical technicians and public health personnel.

High School Students – Youth enrolled in public or private high schools and home-study youth in comparable grades.

Homeless/Runaway Youth/Adults^ – Youth and adults who do not have a stable residence or who have fled their primary residence. Examples are individuals in homeless shelters and youth in unsupervised living situations.

Law Enforcement/Criminal Justice – Individuals employed in law enforcement/criminal justice agencies. Examples are police, sheriffs, and state law enforcement personnel.

Lesbian/Gay/Bisexual/Transgender/Questioning (LGBTQ) – Individuals who identify themselves as lesbian, gay, bisexual, transgender, questioning, asexual, intersex, etc.

Middle/Jr. High School Students – Youth enrolled in public or private middle schools or junior high schools and home-study youth in comparable grades.

Military Personnel/Families and Veterans – Military personnel, veterans and their family members.

Older Adults (Senior Citizens) – In general, persons over 62 years of age. Examples are older persons who are living independently or residing in a nursing home or an assisted living facility.

Other – Individuals or organizations who do not fit any of the other definitions or who represent a special population on which a particular state/community wishes to capture prevention services data.

Other Professionals – Individuals who do not fit the other professional categories. Examples include but not limited to judges, lawyers and county caseworkers.

Parents/Families – Parents/caregivers and families, including biological parents, adoptive parents and foster parents; grandparents, aunts and uncles, or other relatives in charge of or concerned with the care and raising of youth; nuclear families; and mixed families. (This code can be used to capture services where the population includes youth along with their parents/caregivers.**)**

Persons Identified as Problem Gamblers – Persons who participate in any form of gambling to the extent that it creates any negative consequences to the gambler, their family, place of employment, or community. This includes patterns of gambling and related behaviors (usually financial issues) that compromise, disrupt, or damage personal, family, educational and/or vocational interests.

Persons in Recovery – Persons in recovery.

Persons Using Substances^ – Individuals who may have used or experimented with alcohol, tobacco, or other drugs. Examples are youth or adults charged with driving under the influence; social or casual users of illicit substances; and youth who smoke tobacco or consume alcoholic beverages but who are not yet in need of treatment services.

Persons with Mental Health Concerns^ – Individuals who experience mental health concerns. Examples are persons with diagnosable mental illness such as depression, anxiety and bipolar disorder.

Persons who are Incarcerated – Persons in jail, prison, detention facilities, or in custody where they are not free to move about in the community. (Please note: Certain programs and activities provided to this population cannot be funded with Block Grant funds from the 20% prevention set-aside.)

Persons with Disabilities^ – Individuals who have disabilities. Examples are individuals who are physically disabled, hearing impaired, speech impaired, or visually impaired.

Physical/Emotional Abused Persons^ – Individuals who have experienced physical or emotional abuse. Examples are survivors of physical abuse, sexual abuse, incest, emotional abuse and domestic abuse.

Pregnant Females/Women of Childbearing Age – Pregnant females and women who are of the physiological age to bear children and for whom the intent of prevention services is to ensure healthy newborns.

Preschool Students – Children enrolled in, or of an age to be enrolled in, public or private preschool programs. Examples are children enrolled in preschool programs, child day care and Head Start programs and other children aged 4 or younger.

Prevention/Treatment Professionals – Individuals employed as substance use prevention or treatment professionals. Examples are counselors, therapists, prevention professionals, preventionists, clinicians, prevention or treatment supervisors and agency directors.

Religious Groups – Individuals involved with or employed in religious denominations or organized religious groups such as churches, synagogues, temples, mosques, etc. Examples are members, deacons, elders, clergy, religious associations, ministerial associations, ecumenical councils or organizations, lay leaders and religious education staff.

School Dropouts^ – Youth under the age of 18 who have not graduated from school or earned a general educational development certificate and/or who are not enrolled in a public or private learning institution.

Teachers/Administrators/Counselors/Other School Personnel – Individuals employed in the education field. Examples are teachers, coaches, deans, principals, faculty, counselors, and ancillary staff.

Young Adults (18-25 y/o) – Individuals generally from 18-25 years old who do not fit into another targeted category.

Youth/Minors (under 18 y/o) – Children under age 18.

INSTITUTE OF MEDICINE (IOM) PREVENTION CLASSIFICATIONS

Defined below are the three IOM Prevention Classifications. IOM classifies prevention services according to their target population.

<u>**Universal Prevention Interventions**</u> – are activities targeted to the general public or a whole population group that has not been identified on the basis of individual risk.

<u>**Selective Prevention Interventions**</u> – are activities targeted to individuals or a subgroup of the population whose risk of developing a disorder is significantly higher than average.

<u>**Indicated Prevention Interventions**</u> – are activities targeted to individuals in high-risk environments, identified as having minimal but detectable signs or symptoms foreshadowing a disorder or having biological markers indicating predisposition for a disorder but not yet meeting diagnostic levels.

FEDERAL STRATEGIES

Defined below are the six Federal Strategies, identified by the Center for Substance Abuse Prevention (CSAP), that comprise the overall concept of services that prevent or reduce the use of alcohol, tobacco and other drugs. DDAP has expanded these strategies to include the prevention of problem gambling. The six Federal Strategies are:

Information Dissemination – INF, GIN – provides awareness and knowledge on the nature and extent of substance use, addiction, and problem gambling and the effects on individuals, families and communities. It also provides knowledge and awareness of available prevention programs and services. Information dissemination is characterized by one-way communication from the source to the audience, with limited contact between the two.

Education – EDU, GED – involves two-way communication, which is distinguished from the Information Dissemination category by the fact that interaction between the educator/facilitator and the participants is the basis of its activities. Activities under this category are to affect critical life and social skills, including decision-making, refusal skills, critical analysis (e.g., of media messages) and systematic judgment abilities. *Note: Speaking Engagements do not fit under this Federal Strategy.*

Alternative Activities – ALT, GAL – operates under the premise that healthy activities will deter participants from the use of alcohol, tobacco and other drugs (ATOD) and participation in gambling activities. The premise is that constructive and healthy activities offset the attraction to, or otherwise meet the needs usually filled by ATOD and gambling and would, therefore, minimize or eliminate use of ATOD and participation in gambling activities. *Note: Characteristics of effective alternative activities include program/activities that: are more intensive (i.e. include many hours of involvement in the program), incorporate skill building, target higher risk youth, and are built into a comprehensive prevention plan.*

Problem Identification and Referral – PIR, GIR – targets those persons who have participated in illegal or age-inappropriate use of tobacco or alcohol, and those who have participated in first use of illicit drugs in order to assess if their behavior can be addressed through education. This strategy also targets individual who have engaged in age-inappropriate or problem gambling activities.

Community-Based Process – CBP, GCB – aims directly at building community capacity to enhance the ability of communities to more effectively provide prevention and treatment services for substance use and problem gambling disorders. Activities include organizing, planning, enhancing efficiency and effectiveness of services, inter-agency collaboration, coalition building and networking.

Environmental – ENV, GEN – establishes or changes written and unwritten community standards, codes, ordinances and attitudes thereby influencing incidence and prevalence of substance use and problem gambling in the population.

PROGRAM FREQUENCY

One-time and **session-based** are used to distinguish between one-time events and ongoing/recurring prevention programs.

One-Time – Activities provided once to a given population/audience. Examples include health fairs, speaking engagements, and information dissemination.

Session-Based – A series of recurring prevention services provided to the same group of participants. Examples include classroom education programs, mentoring programs, and after school programs.

DIRECT VS. INDIRECT STAFF TIME

Below are the definitions for Direct and Indirect Staff Time.

Direct Staff Time Hours - the "actual" time spent on administering a particular service/activity/lesson, or working towards accomplishing a particular task.

Indirect Staff Time Hours - all the additional time that was necessary in order to perform and/or provide the direct service activity or task. This includes, but is not limited to the following:
- Time spent gathering supplies and materials
- Travel time (if applicable)
- Time spent setting and packing up
- Time spent returning and putting away supplies and materials

ATOD SERIVCE CODES AND DESCRIPTIONS

CODE	DESCRIPTION	PROGRAM FREQUENCY
INF01	Printed Materials Development	One-Time
INF02	Printed Materials Dissemination	One-Time
INF03	Radio/TV/Print Media Development	One-Time
INF04	Radio/TV/Print Media Dissemination	One-Time
INF05	Web-based Media Development	One-Time
INF06	Web-based Media Dissemination	One-Time
INF07	Health Promotion	One-Time
INF08	Speaking Engagements	One-Time
INF09	Telephone/E-mail Information Requests	One-Time

INF01 Printed Materials Development – Development of printed materials such as flyers, brochures and newsletters. Also includes the development of materials such as flyers, brochures, newsletters that will be disseminated via email.
    Program Frequency: One-Time
    Demographics: Not applicable
    Other Count: Number of materials developed

INF02 Printed Materials Dissemination – Distribution of printed materials such as flyers, brochures and newsletters. Also includes the distribution of these printed materials via email.
    Program Frequency: One-Time
    Demographics: Record the estimated demographics of the people reached by the service.
    Other Count: Number of materials disseminated

INF03 Radio/TV/Print Media Development – Development of radio, TV, or print media such as magazines, newspapers and billboards.
    Program Frequency: One-Time
    Demographics: Not applicable
    Other Count: Number of materials developed

INF04 Radio/TV/Print Media Dissemination – Distribution of radio, TV, or print media such as magazines, newspapers and billboards.
    Program Frequency: One-Time
    Demographics: Record the estimated demographics of the people reached by the service.
    Other Count: Number of airings/publishings

INF05 Web-based Media Development – Development of content for websites, blogs and social media.
    Program Frequency: One-Time
    Demographics: Not applicable
    Other Count: Number of materials developed

INF06 Web-based Media Dissemination – Distribution of information via websites, blogs and social media.
>   **Program Frequency:** One-Time
>   **Demographics**: Record the estimated demographics of the people reached by the service.
>   **Other Count**: Number of views

INF07 Health Promotion – A wide array of services and methods for dissemination of information intended to inform individuals, schools, families and communities about specific substance use and health-related risks, risk reduction activities and other activities to promote positive and healthy lifestyles. An important purpose of participation in these activities is networking and building relationships with potential partners.
>   Examples are:
>   - Health fairs
>   - Community events
>
>   **Program Frequency:** One-Time
>   **Demographics:** Record the demographics of participants.
>   **Other Count:** Number of materials disseminated
>   **Note:** *The participant count should be the number of people that came to your table, booth, etc., not the total number of attendees at the event.*

INF08 Speaking Engagements – A wide range of prevention activities intended to impart information about substance use issues to general and/or targeted audiences.
>   Examples are:
>   - Speeches
>   - News conferences
>   - One-time classroom presentations
>   - Talks
>   - Briefings
>   - One-time assembly presentations
>
>   **Program Frequency:** One-Time
>   **Demographics:** Record the demographics of participants.
>   **Other Count:** Number of materials disseminated, if applicable.
>   **Note**: *INF08 should be entered under the Supplemental Program, "ATOD Information Dissemination."*

INF09 Telephone/E-mail Information Requests – Telephone and E-mail services, provided by prevention staff, intended to provide information about substance use prevention issues and services. This does not include telephone calls that are a normal part of day-to-day business.
>   Examples are:
>   - Information and referral lines
>   - A call from a parent requesting information about youth substance use
>   - A call or email from a school administrator requesting information about what prevention programs/services may be available
>
>   **Program Frequency:** One-Time
>   **Demographics:** Record the demographics of participants.
>   **Other Count:** Number of telephone calls or e-mails
>   **Note:** *Tip lines are not allowable.*

	Federal Strategy: Education	

CODE	DESCRIPTION	PROGRAM FREQUENCY
EDU01	**Classroom Educational Services**	**Session-Based***
EDU02	**Education Services**	**Session-Based***
EDU03	**Parenting/Family Management Services**	**Session-Based***

EDU01 Classroom Educational Services – Prevention curricula, lessons, seminars, or workshops that are recurring and are presented primarily in a school or college classroom.
> **Program Frequency:** Session-Based*
> **Demographics:** Record the number and demographics of participants.
> **Other Count:** Use, if applicable, to capture additional count defined by SCA or provider agency.
> **Note**: *A one-time presentation should be counted as a speaking engagement.*

EDU02 Education Services– Structured substance use prevention lessons, seminars, or workshops directed to a variety of youth and/or adults, as well as, organizations.
> **Program Frequency:** Session-Based*
> **Demographics:** Record the number and demographics of participants.
> **Other Count:** Use, if applicable, to capture additional count defined by SCA or provider agency.
> **Note**: *A one-time presentation should be counted as a speaking engagement.*

EDU03 Parenting/Family Management Services – Structured classes and programs intended to assist parents and families in addressing substance use risk factors, implementing protective factors and/or learning about the effects of substance use on individuals and families. Topics typically include parenting skills, family communications, decision-making skills, conflict resolution, family substance use risk factors, family protective factors and related topics.
> Examples are:
> - Parenting and family management classes
> - Prevention programs targeting the family
> - Programs designed to strengthen families (e.g. Strengthening Families Program)
>
> **Program Frequency:** Session-Based*
> **Demographics:** Record the number and demographics of participants.
> **Other Count:** Use, if applicable, to capture additional count defined by SCA or provider agency.
> **Note**: *A one-time presentation should be counted as a speaking engagement.*

Programs for youth, parents or other populations that are designed to be brief educational interventions offered in one session can be entered for these service codes in WITS with one-time program frequency.

	Federal Strategy: Alternative Activities	

CODE	DESCRIPTION	PROGRAM FREQUENCY
ALT01	ATOD Free Activities	One-Time or Session-Based
ALT02	Mentoring/Leadership Development	One-Time or Session-Based
ALT03	Community Services	One-Time

ALT01 ATOD Free Activities – exclude the use of alcohol, tobacco and other drugs.
> Examples are:
> - After-prom parties
> - Alcohol, tobacco and other drug-free school and community events
> - Recreational after school or summer camp activities
> - Community or youth leader recognition
> - Activities at a teen, community, recreation, or drop-in center
>
> **Program Frequency:** One-Time or Session-Based
> **Demographics:** Record the number and demographics of participants.
> **Other Count:** Use, if applicable, to capture additional count defined by SCA or provider agency.

ALT02 Mentoring/Leadership Development –Structured prevention services that use peers or mentors to provide guidance, support and other risk reduction activities for youth or adults. Also includes activities or events designed to assist in the development of leadership skills.
> Examples are:
> - Tutoring programs
> - Coaching activities
> - Leadership summit
> - Peer mediation
> - SADD groups
> - Adult/Youth mentoring programs (Big Brothers/Big Sisters)
> - Adult-led youth groups
>
> **Program Frequency:** One-Time or Session-Based
> **Demographics:** Record the number and demographics of participants.
> **Other Count:** Use, if applicable, to capture additional count defined by SCA or provider agency.

ALT03 Community Services – Functions intended to prevent substance use by involving youth and adults in providing a variety of community services.
> Examples are:
> - Community clean-up activities
> - Events to repair or rebuild neighborhoods
>
> **Program Frequency:** One-Time
> **Demographics:** Record the number and demographics of participants.
> **Other Count:** Use, if applicable, to capture additional count defined by SCA or provider agency.

CODE	DESCRIPTION	PROGRAM FREQUENCY
PIR01	SAP Core Team Meetings	One-Time
PIR02	SAP Parent Meeting	One-Time
PIR03	SAP Student Consultation with School Staff	One-Time
PIR04	SAP Initial Screening	One-Time
PIR05	SAP Group	Session-Based
PIR06	Non-SAP Prevention Brief Risk Screening and Referral Services	One-Time
PIR07	Referral Follow-up	One-Time or Session-Based
PIR08	Individual Case Monitoring	One-Time or Session-Based
PIR09	Employee Assistance Programs	One-Time or Session-Based

PIR01 SAP Core Team Meetings – Structured core team consultation meetings. Only counted when the SAP Liaison is present at the meeting.
>   **Program Frequency:** One-Time
>   **Demographics:** Record the number and demographics of students discussed in meeting.
>   **Other Count:** Use, if applicable, to capture additional count defined by SCA or provider agency.
>   **Note:** *If no new student referrals are discussed in a meeting, record the number of prior student referrals discussed in the meeting. If no new or old/prior student referrals are discussed in a meeting, record the total participants as 1 and enter 1 under unknown for each demographic category.*

PIR02 SAP Parent Meeting – Refers to meetings that SAP liaisons have with parents that can include teachers and the student. These meetings may take place face to face or by phone.
>   **Program Frequency:** One-Time
>   **Demographics:** Record the number and demographics of participants.
>   **Other Count:** Use, if applicable, to capture additional count defined by SCA or provider agency.
>   **Note**: *The appropriate Service Population to use with PAPR02 is Parents/Families.*

PIR03 SAP Student Consultation with School Staff – Involves in-person meetings with school staff such as school counselor, school nurse, teacher, principal, or other administrator to discuss issues regarding a student who has been referred to SAP.
>   Examples are:
>   - Meeting with teacher to discuss student's academic progress and participation
>   - After obtaining parental permission, SAP liaison meets with school counselor to discuss a student's return to school after completing treatment
>   **Program Frequency:** One-Time
>   **Demographics:** Record the number and demographics of students discussed in meeting.
>   **Other Count:** Use, if applicable, to capture additional count defined by SCA or provider agency.
>   **Note:** *These consultations are <u>not</u> core team meetings, parent meetings, or technical assistance provided to SAP core teams.*

PIR04 SAP Initial Screening – Initial Screening takes place subsequent to the initial referral to the Core Team to gather information related to drug and alcohol use, mental health, and other issues to help determine if the student needs to be referred to school, community or other professional resources/services such as a drug and alcohol level of care assessment.
   Program Frequency: One-Time
   Demographics: Record the number and demographics of students screened.
   Other Count: Use, if applicable, to capture additional count defined by SCA or provider agency.

PIR05 SAP Group – Structured programs intended to educate and support students with substance use or other high-risk behaviors interfering with their education and life development. The groups may address topics such as ATOD specific education, building skills and resiliency, and addressing identified risk factors.
   Program Frequency: Session-Based *(If the program implemented with SAP group is designed to be offered in one-session, then the service can be entered into WITS under one-time program frequency.)*
   Demographics: Record the number and demographics of participants.
   Other Count: Use, if applicable, to capture additional count defined by SCA or provider agency.

PIR06 Non-SAP Prevention Brief Risk Screening and Referral Services – Refers to those activities intended to provide a risk screening on an individual (these are **not** Treatment Assessments). Screening tools should be very brief. Results of the screening may lead to referral for further evaluation.
   Examples:
- Screening instrument administered to youth at a homeless shelter
- AUDIT screening tool administered to college students
- Young pregnant teen is referred to the Nurse Family Partnership
- Referral to SCA Case Management services

   Program Frequency: One-Time
   Demographics: Record the number and demographics of people screened or referred.
   Other Count: Use, if applicable, to capture additional count defined by SCA or provider agency.

PIR07 Referral Follow-up – Refers to a follow-up meeting with an individual SAP identified student to check-in regarding their progress/status. This meeting with the student takes place after they have been referred to the core team and discussed at a core team meeting. This code also captures non-SAP follow-up meetings that may take place to meet with parents, family members, or individual to address referrals.
   Examples are:
- Checking-in with a SAP identified student after return from school or community based treatment services
- Checking-in with a SAP identified student to see if they are benefiting from the SAP group support services they were referred to
- Checking-in with individuals to ensure they received the services to which they were referred

   Program Frequency: One-Time or Session-Based
   Demographics: Record the number and demographics of meeting participants.
   Other Count: Use, if applicable, to capture additional count defined by SCA or provider agency.

Note: *Services entered under PIR07 for follow-up with SAP identified students must be entered under the Student Assistance Program. In addition, SUPTRS Block Grant funds allocated for prevention cannot be used to pay for follow-up services provided to SAP-identified students who have had a drug and alcohol level of care assessment.*

PIR08 Individual Case Monitoring – Individual case monitoring is provided to individuals who meet the Institute of Medicine (IOM) definition of Selective or Indicated populations. This can include one-on-one sessions, home visits or other individualized support.
    Program Frequency: One-Time or Session-Based
    Demographics: Record the number and demographics of participants.
    Other Count: Use, if applicable, to capture additional count defined by SCA or provider agency.
    Note: *Educational programs or services that are provided in a one-one-one instead of group format such as Nurse Family Partnership, should be entered under an education service code such as EDU02 or EDU03 not PIR08.*

PIR09 Employee Assistance Programs – Services intended to provide substance use information for individuals in the workplace including those whose substance use may be interfering with work performance.
    Examples are:
- Workplace prevention speaking engagements or education programs
- Risk reduction education for work-related problems involving substance use
- Health education and health promotion programs for employees
- Supervisor training
- Screening for referral

    Program Frequency: One-Time or Session-Based
    Demographics: Record the number and demographics of participants.
    Other Count: Use, if applicable, to capture additional count defined by SCA or provider agency.

CODE	DESCRIPTION	PROGRAM FREQUENCY
CBP01	Technical Assistance/Multi-agency Collaboration	One-Time or Session-Based
CBP02	Training Services	One-Time or Session-Based
CBP03	Community/Youth/Volunteer Training Services	One-Time or Session-Based
CBP04	Assessing Community Needs	One-Time
CBP05	Systematic Planning	One-Time
CBP06	Program Development	One-Time
CBP07	Prevention Program Marketing	One-Time

CBP01 Technical Assistance/Multi-agency Collaboration – Includes various meetings with community groups/members, coalitions or other professionals. Community meetings or coalitions may be comprised of parents, teachers, law enforcement, businesses, religious leaders, health providers and other community activists who are mobilizing at the local level to make their communities safer, healthier and drug-free. Multi-agency collaboration refers to meetings with other agencies or professionals in which the purpose of the meeting is to have a direct impact on substance use prevention at the community/local level. Technical assistance includes attendance by prevention staff at a meeting in order to provide services, expertise or perspective that helps strengthen or enhance activities to promote prevention.
    Program Frequency: One-Time or Session-Based
    Demographics: Record the number and demographics of participants.
    Other Count: Use, if applicable, to capture additional count defined by SCA or provider agency.

CBP02 Training Services – Delivering structured substance use prevention training events intended to develop proficiency in prevention program design, development and delivery skills.
    Examples are:
- Conducting prevention training programs
- Training of trainers
- Professional Development Training
- SAP Trainings

Program Frequency: One-Time or Session-Based
Demographics: Record the number and demographics of participants.
Other Count: Use, if applicable, to capture additional count defined by SCA or provider agency.
Helpful Hint: *Is it a presentation (INF08) or a training (CBP02)? One important way to make this distinction is to say that presentations involve "learning about", while training involves "learning to do".*

CBP03 Community/Youth/Volunteer Training Services – Structured prevention activities intended to impart information and teach organizational development skills to individuals or community groups.
    Examples are:
- Training youth to serve as peer mentors or mediators
- Training older adults to present a prevention program to their peers

Program Frequency: One-Time or Session-Based
Demographics: Record the number and demographics of participants.

Other Count: Use, if applicable, to capture additional count defined by SCA or provider agency.

Helpful Hint: *Is it a presentation (INF08) or a training (CBP03)? One important way to make this distinction is to say that presentations involve "learning about", while training involves "learning to do".*

CBP04 Assessing Community Needs – Implementing tasks to determine the need for prevention services, identify at-risk and high-risk populations, or determine priority prevention populations for service delivery.

    Examples are:
- Conducting community prevention needs assessments, which includes focus groups, interviews, etc.
- Conducting/administering surveys to assess community need

Program Frequency: One-Time

Demographics: Not applicable

Other Count: Number of needs assessments or surveys conducted/administered. If you are administering surveys, then the count will be the number of surveys you collected. If you are participating in a community needs assessment process that involves more than just collecting surveys, then enter a count of 1 when the needs assessment is completed (use a count of 0 if the assessment has not yet been completed).

Note: *This code is NOT intended to capture the completion of the SCA level needs assessment required by DDAP. This SCA level needs assessment should not be entered into WITS.*

CBP05 Systematic Planning - Structured services that help communities to assess existing prevention services, set priorities and allocate prevention resources systematically, based on objective needs assessments. The specific strategic plan is the product to be counted. This includes both newly created plans and plan updates.

    Examples are:
- Community or local agency/organization/coalition strategic plan

Program Frequency: One-Time

Demographics: Not applicable

Other Count: Number of plans developed.

Note: *Planning an event or activity or planning the logistics of implementing a program (i.e. determining dates, times, locations) are not considered systematic planning. These activities are considered indirect time. This code is not intended to capture the completion of the SCA level strategic plan required by DDAP. This SCA level strategic plan should not be entered into WITS.*

CBP06 Program Development – Program development refers to the development of new programs or significant modification of existing programs.

    Examples are:
- Researching and developing a new curriculum to educate youth about vaping
- Developing a recurring program intended to build life/social skills to be implemented during an after-school program

Program Frequency: One-Time

Demographics: Not applicable

Other Count: Number of programs developed.

Note: *In general, this service code should not be used for the creation or planning of single services or one-time only events such as presentations/speaking engagements, alternative activities, and community events. Time spent creating/planning those activities would be considered indirect time.*

CBP07 Prevention Program Marketing – The marketing of prevention programs to individuals, schools, communities, and other groups. The goal of this marketing is to encourage individuals, schools, communities, and other groups to implement or support the implementation of the program being marketed.

Examples are:
- Meetings with school administrators to increase buy-in for a particular program, so that it can be implemented in the school
- Meetings with a community group to market a new prevention program, and encourage them to support you in the implementation of this program

Program Frequency: One-Time
Demographics: Record the number and demographics of meeting participants.
Other Count: Use, if applicable, to capture additional count defined by SCA or provider agency.

CODE	DESCRIPTION	PROGRAM FREQUENCY
ENV01	**Changing Policy (Rules and Laws)**	One-Time
ENV02	**Changing Practices or Procedures**	One-Time
ENV03	**Project Sticker Shock**	One-Time
ENV04	**Prescription Drug Safe Storage and Disposal**	One-Time
ENV05	**Town Hall Meetings**	One-Time
ENV06	**Training/TA for Environmental Influencers**	One-Time
ENV07	**Alcohol Vendor Education/Training**	One-Time
ENV08	**Tobacco Vendor Education/Training**	One-Time
ENV09	**Alcohol Compliance Inspections**	One-Time
ENV10	**Tobacco Compliance Inspections**	One-Time
ENV11	**Enforcement Efforts**	One-Time

ENV01 Changing Policy (Rules and Laws) – Efforts intended to change or establish environmental policies, codes, ordinances, regulations, or other laws to reduce the availability of and/or access to ATOD, or incidence or prevalence of substance use.
    Examples:
- Advocacy efforts aimed at local, state and federal officials
- Zoning ordinances to prohibit new alcohol outlets
- Working with school/college officials on school/college policy change

Program Frequency: One-Time
Demographics: Record the estimated demographics of those impacted by the policy change.
Other Count: Number of passed or improved policies

ENV02 Changing Practices or Procedures - Efforts intended to change or establish practices and or procedures that influence substance use.
    Examples:
- Working with law enforcement or pharmacies to install a drug take back box
- Advocacy at community meetings to eliminate alcohol at public events
- Working with businesses, restaurants, community event organizers, etc. to ensure minors access to alcohol is restricted and monitored (e.g. bracelets, hand stamps, signage, designated areas for alcohol)
- Working with real estate agents to implement a best practice to talk with homeowners about safe medication storage during open houses

Program Frequency: One-Time
Demographics: Record the estimated demographics of those impacted by the practice or procedure change.
Other Count: Number of practices or procedures changed/added.

ENV03 Project Sticker Shock – Designed to capitalize on community activism, cooperative efforts, and collective responsibilities to combat underage drinking and its related problems, such as adults providing alcohol to minors. Youth visit participating licensed beverage distributors and place stickers on cases of alcoholic beverages. The stickers warn that it is illegal to buy or provide alcohol for anyone under 21.
    Program Frequency: One-Time

Demographics: Record the estimated demographics of the people reached by the service.
Other Count: Use, if applicable, to capture additional count defined by SCA or provider agency.

ENV04 Prescription Drug Safe Storage and Disposal – Includes drug take back events held in conjunction with state and local law enforcement agencies that provide an opportunity for people to drop off unwanted prescription drugs for proper disposal. Also includes the dissemination of drug deactivation products such as Deterra and products to lock/store medications. The intent is to reduce the amount of prescription drugs available for potential misuse.
Program Frequency: One-Time
Demographics: Record the demographics of individuals who dropped off medications at an event or who received drug storage/disposal products.
Other Count: Weight in pounds of the drugs collected at the event or number of drug storage/disposal products disseminated.
Note: *This code should NOT be used to capture working with law enforcement offices or pharmacies to establish a medication take back box. That type of activity should be recorded under ENV02 – Changing Practices or Procedures.*

ENV05 Town Hall Meetings – Town Hall Meetings are designed to open a dialogue with a community around a specific substance use issue, answer the community's questions, hear their thoughts, and then empower/encourage them to take action to address the issue. They may also be used as a way to generate interest or attention from the media about the issue.
Program Frequency: One-Time
Demographics: Record the number and demographics of participants.
Other Count: Use, if applicable, to capture additional count defined by SCA or provider agency.
Note: *This code should NOT be used to capture activities that are primarily a one-way delivery of information from presenters/speakers to audience to inform them about or increase their awareness of a topic. That type of activity should be recorded under INF08 – Speaking Engagements.*

ENV06 Training/TA for Environmental Influencers – Training or technical assistance provided to those who are in a position to affect substance use through influencing the environment such as law enforcement, health care personnel, merchants, etc.
Examples are:
- Guidance and technical assistance on monitoring enforcement of laws, ordinances or other regulations related to the availability and distribution of alcohol, tobacco, and other drugs
- Providing TA to help employers establish an Employee Assistance Program
- Providing TA to a community to develop a neighborhood watch program
- Training of physicians (or other medical professionals), pharmacists and law enforcement intended to prevent misuse of prescription and OTC drugs. (Note: Meetings, TA or education that has a primary intention of being a step toward changing a policy, practice, or procedure should be captured under ENV01 or ENV02.)

Program Frequency: One-Time
Demographics: Record the number and demographics of participants.
Other Count: Use, if applicable, to capture additional count defined by SCA or provider agency.

ENV07 Alcohol Vendor Education/Training– Activities intended to educate/train vendors or others serving/selling alcohol to responsibly serve alcohol and prevent the sale of alcohol to minors.
>   Examples are:
> - Alcohol server/seller training, e.g. Responsible Alcohol Management Program (RAMP) training
> - Social host training and management programs
> - Commercial host training and management programs
>
> **Program Frequency:** One-Time
> **Demographics:** Record the number and demographics of participants.
> **Other Count:** Use, if applicable, to capture additional count defined by SCA or provider agency.

ENV08 Tobacco Vendor Education/Training – Activities intended to prevent the sale of tobacco and tobacco products to minors through education of tobacco vendors.
> **Program Frequency:** One-Time
> **Demographics:** Record the number and demographics of participants.
> **Other Count:** Use, if applicable, to capture additional count defined by SCA or provider agency.

ENV09 Alcohol Compliance Inspections Activities intended to prevent the sale of alcoholic beverages to minors.
> **Program Frequency:** One-Time
> **Demographics**: Record the estimated demographics of those impacted by the inspection.
> **Other Count:** Number of inspections conducted
> **Note**: *SUPTRS Block Grant funds allocated for prevention cannot be used to pay for these services.*

ENV10 Tobacco Compliance Inspections – Activities intended to prevent the sale of tobacco to minors.
> **Program Frequency:** One-Time
> **Demographics**: Record the estimated demographics of those impacted by the inspection.
> **Other Count:** Number of inspections conducted
> **Note**: *SUPTRS Block Grant funds cannot be used to pay for these services.*

ENV11 Enforcement Efforts – Enforcement efforts include enhancement or implementation of sobriety checkpoints, neighborhood surveillance, party patrols, source investigations, etc.
> **Program Frequency:** One-Time
> **Demographics:** Not applicable
> **Other Count**: Number of times the specific enforcement effort occurred (e.g. number of patrols, number of investigations)
> **Note**: *SUPTRS Block Grant funds cannot be used to pay for these services.*

PROBLEM GAMBLING SERVICE CODES AND DESCRIPTIONS

Problem Gambling Information Dissemination

CODE	DESCRIPTION	PROGRAM FREQUENCY
GIN01	Gambling Printed Materials Development	One-Time
GIN02	Gambling Printed Materials Dissemination	One-Time
GIN03	Gambling Radio/TV/Print Media Development	One-Time
GIN04	Gambling Radio/TV/Print Media Dissemination	One-Time
GIN05	Gambling Web-based Media Development	One-Time
GIN06	Gambling Web-based Media Dissemination	One-Time
GIN07	Gambling Health Promotion	One-Time
GIN08	Gambling Speaking Engagements	One-Time
GIN09	Gambling Telephone/E-mail Information Requests	One-Time

GIN01 Gambling Printed Materials Development – Development of printed materials such as flyers, brochures and newsletters. Also includes the development of materials such as flyers, brochures, newsletters that will be disseminated via email.
   Program Frequency: One-Time
   Demographics: Not applicable
   Other Count: Number of materials developed

GIN02 Gambling Printed Materials Dissemination – Distribution of printed materials such as flyers, brochures and newsletters. Also includes the distribution of these printed materials via email.
   Program Frequency: One-Time
   Demographics: Record the estimated demographics of the people reached by the service.
   Other Count: Number of materials disseminated

GIN03 Gambling Radio/TV/Print Media Development – Development of radio, TV, or print media such as magazines, newspapers and billboards.
   Program Frequency: One-Time
   Demographics: Not applicable
   Other Count: Number of materials developed

GIN04 Gambling Radio/TV/Print Media Dissemination – Distribution of radio, TV, or print media such as magazines, newspapers and billboards.
   Program Frequency: One-Time
   Demographics: Record the estimated demographics of the people reached by the service.
   Other Count: Number of airings/publishings

GIN05 Gambling Web-based Media Development – Development of content for websites, blogs and social media.
   Program Frequency: One-Time
   Demographics: Not applicable
   Other Count: Number of materials developed

GIN06 Gambling Web-based Media Dissemination – Distribution of information via websites, blogs and social media.
    Program Frequency: One-Time
    Demographics: Record the estimated demographics of the people reached by the service.
    Other Count: Number of materials developed

GIN07 Gambling Health Promotion - A wide array of services and methods for dissemination of information intended to inform individuals, schools, families and communities about youth gambling and problem gambling and health-related risks, risk reduction activities and other activities to promote positive and health lifestyles. An important purpose of participation in these activities is networking and building relationships with potential partners.
    Examples are:
- Health fairs
- Community events

    Program Frequency: One-Time
    Demographics: Record the number and demographics of participants.
    Other Count: Number of materials disseminated
    Note: *The participant count should be the number of people that came to your table, booth, etc., not the total number of attendees at the event.*

GIN08 Gambling Speaking Engagements – A wide range of prevention activities intended to impart information about youth gambling and problem gambling issues to general and/or targeted audiences.
    Examples are:

• Speeches	• Talks
• News conferences	• Briefings
• One-time classroom presentations	• One-time assembly presentations

    Program Frequency: One-Time
    Demographics: Record the number and demographics of participants.
    Other Count: Number of materials disseminated, if applicable.
    Note: *GIN08 should be entered under the Supplemental Program, "Gambling Information Dissemination."*

GIN09 Gambling Telephone/E-mail Information Requests – Telephone and E-mail services, provided by prevention staff, intended to provide information about gambling/problem gambling issues and services. This does not include telephone calls that are a normal part of day-to-day business.
    Examples are:
- A call from a parent requesting information about youth gambling
- A call from the manager of a local senior center to find out what gambling/problem gambling prevention services/programs may be available
- An email from an individual requesting information about the laws related to youth participating in small games of chance

    Program Frequency: One-Time
    Demographics: Record the number and demographics of participants.
    Other Count: Number of telephone calls or e-mails

CODE	DESCRIPTION	PROGRAM FREQUENCY

Problem Gambling Education

CODE	DESCRIPTION	PROGRAM FREQUENCY
GED01	**Gambling Education Services**	**Session-Based***

GED01 Gambling Education Services – Structured prevention lessons, seminars, or workshops directed to a variety of youth and/or adults.
> Examples are:
> - Wanna Bet
> - Stacked Deck
> - Problem gambling education groups
>
> **Program Frequency:** Session-Based*
> **Demographics:** Record the number and demographics of participants.
> **Other Count:** Use, if applicable, to capture additional count defined by SCA or provider agency.

Programs for youth, parents or other populations that are designed to be brief educational interventions offered in one session can be entered for these service codes in WITS with one-time program frequency.

Problem Gambling Alternative Activities

CODE	DESCRIPTION	PROGRAM FREQUENCY
GAL01	**Gambling Free Activities**	**One-Time or Session-Based**
GAL02	**Gambling Mentoring/Leadership Development**	**One-Time or Session-Based**
GAL03	**Gambling Community Services**	**One-Time**

GAL01 Gambling Free Activities – Activities which exclude gambling.
> Examples are:
> - Gambling-free school events
> - Gambling-free community events
> - Gambling-free gatherings and events
> - Recreational after school activities
> - Summer camp activities
>
> **Program Frequency:** One-Time or Session-Based
> **Demographics:** Record the number and demographics of participants.
> **Other Count:** Use, if applicable, to capture additional count defined by SCA or provider agency.

GAL02 Gambling Mentoring/Leadership Development – Structured prevention services that use peers or mentors to provide guidance, support and other risk reduction activities for youth or adults. Also includes activities or events designed to assist in the development of leadership skills.
> Examples are:
> - Tutoring programs
> - Coaching activities
> - Leadership summit

- Adult/Youth mentoring programs (Big Brothers/Big Sisters)
- Adult-led youth groups

Program Frequency: One-Time or Session-Based
Demographics: Record the number and demographics of participants.
Other Count: Use, if applicable, to capture additional count defined by SCA or provider agency.

GAL03 Gambling Community Services – Functions intended to prevent gambling/problem gambling by involving youth and adults in providing a variety of community services.
Examples are:
- Community clean-up activities
- Events to repair or rebuild neighborhoods

Program Frequency: One-Time
Demographics: Record the number and demographics of participants.
Other Count: Use, if applicable, to capture additional count defined by SCA or provider agency.

	Gambling Problem ID and Referral	

CODE	DESCRIPTION	PROGRAM FREQUENCY
GIR01	**Gambling Prevention Brief Risk Screening and Referral Services**	**One-Time**
GIR02	**Gambling Referral Follow-up**	**One-Time or Session-Based**

GIR01 Gambling Prevention Brief Risk Screening and Referral Services – Refers to those activities intended to provide a brief risk screening on an individual (these are **not** Treatment Assessments). Screening tools should be very brief. Results of the screening may lead to referral for further evaluation.
Examples:
- Early identification of student problems
- Initial Screening for referral to problem gambling services
- Referral to a problem gambling support group

Program Frequency: One-Time
Demographics: Record the number and demographics of people screened or referred.
Other Count: Use, if applicable, to capture additional count defined by SCA or provider agency.

GIR02 Gambling Referral Follow-up – Refers to a follow-up meeting that may take place to meet with parents, family members, or individual to address referrals.
Program Frequency: One-Time
Demographics: Record the number and demographics of meeting participants.
Other Count: Use, if applicable, to capture additional count defined by SCA or provider agency.

CODE	DESCRIPTION	PROGRAM FREQUENCY
GCB01	Gambling Technical Assistance/Multi-agency Collaboration	One-Time or Session-Based
GCB02	Gambling Training Services	One-Time or Session-Based
GCB03	Gambling Community/Youth/Volunteer Training Services	One-Time or Session-Based
GCB04	Gambling Assessing Community Needs	One-Time
GCB05	Gambling Systematic Planning	One-Time
GCB06	Gambling Program Development	One-Time
GCB07	Gambling Prevention Program Marketing	One-Time

GCB01 Gambling Technical Assistance/Multi-agency Collaboration – Includes various meetings with community groups/members, coalitions or other professionals. Community meetings or coalitions may be comprised of parents, teachers, law enforcement, businesses, religious leaders, health providers and other community activists who are mobilizing at the local level to make their communities safer, healthier and problem gambling-free. Multi-agency collaboration refers to meetings with other agencies or professionals in which the purpose of the meeting is to have a direct impact on problem gambling prevention at the community/local level. Technical assistance includes attendance by prevention staff at a meeting in order to provide services, expertise or perspective that helps strengthen or enhance activities to promote prevention.

    Program Frequency: One-Time or Session-Based

    Demographics: Record the number and demographics of participants.

    Other Count: Use, if applicable, to capture additional count defined by SCA or provider agency.

GCB02 Gambling Training Services – Delivering structured problem gambling prevention training events intended to develop proficiency in prevention program design, development and delivery skills.

    Examples are:

- Conducting prevention training programs
- Training of trainers
- Professional Development Training

Program Frequency: One-Time or Session-Based

Demographics: Record the number and demographics of participants.

Other Count: Use, if applicable, to capture additional count defined by SCA or provider agency.

Helpful Hint: *Is it a presentation (GIN08) or a training (GCB02)? One important way to make this distinction is to say that presentations involve "learning about", while training involves "learning to do".*

GCB03 Gambling Community/Youth/Volunteer Training Services – Structured prevention activities intended to impart information and teach organizational development skills to individuals or community groups.

    Examples are:

- Training youth to serve as peer educators
- Training older adults to present a prevention program to their peers

Program Frequency: One-Time or Session-Based

Demographics: Record the number and demographics of participants.

Other Count: Use, if applicable, to capture additional count defined by SCA or provider agency.

Helpful Hint: *Is it a presentation (GIN08) or a training (GCB03)? One important way to make this distinction is to say that presentations involve "learning about", while training involves "learning to do".*

GCB04 Gambling Assessing Community Needs – Implementing tasks to determine the need for prevention services, identify at-risk and high-risk populations, or determine priority prevention populations for service delivery.

Examples are:
- Conducting community prevention needs assessments, which includes focus groups, interviews, etc.
- Conducting/administering surveys to assess community need

Program Frequency: One-Time

Demographics: Not applicable

Other Count: Number of needs assessments or surveys conducted/administered. If you are administering surveys, then the count will be the number of surveys you collected. If you are participating in a community needs assessment process that involves more than just collecting surveys, then enter a count of 1 when the needs assessment is completed (use a count of 0 if the assessment has not yet been completed).

Note: *This code is NOT intended to capture the completion of the SCA level needs assessment required by DDAP. This SCA level needs assessment should not be entered into WITS.*

GCB05 Gambling Systematic Planning - Structured services that help communities to assess existing prevention services, set priorities and allocate prevention resources systematically, based on objective needs assessments. The specific strategic plan is the product to be counted. This includes both newly created plans and plan updates.

Examples are:
- Community or local agency/organization/coalition strategic plan

Program Frequency: One-Time

Demographics: Not applicable

Other Count: Number of plans developed.

Note: *Planning an event or activity or planning the logistics of implementing a program (i.e. determining dates, times, locations) are not considered systematic planning. These activities are considered indirect time. This code is not intended to capture the completion of the SCA level strategic plan required by DDAP. This SCA level strategic plan should not be entered into WITS.*

GCB06 Gambling Program Development – Program Development refers to the development of new programs or significant modification of existing programs.

Examples are:
- Researching and developing new Youth Gambling/Problem Gambling Educational Program
- Modifying an existing Youth Gambling/Problem Gambling Program
- Curriculum Development

Program Frequency: One-Time

Demographics: Not applicable

Other Count: Number of programs developed.

Note: *In general, this service code should not be used for the creation or planning of single services or one-time only events such as presentations/speaking engagements, alternative activities, and community events. Time spent creating/planning those activities would be considered indirect time.*

GCB07 Gambling Prevention Program Marketing – The marketing of prevention programs for gambling/problem gambling to individuals, schools, communities, and other groups. The goal of this marketing is to encourage individuals, schools, communities, and other groups to implement or support the implementation of the program being marketed.

Examples are:
- Meetings with school administrators to increase buy-in for a particular program, so that it can be implemented in the school
- Meetings with a community group to market a new prevention program, and encourage them to support you in the implementation of this program

Program Frequency: One-Time
Demographics: Record the number and demographics of meeting participants.
Other Count: Use, if applicable, to capture additional count defined by SCA or provider agency.

CODE	DESCRIPTION	PROGRAM FREQUENCY
GEN01	**Gambling Changing Policy**	**One-Time**
GEN02	**Gambling Changing Practices and Procedures**	**One-Time**
GEN03	**Gambling Town Hall Meetings**	**One-Time**
GEN04	**Gambling Training/TA for Environmental Influencers**	**One-Time**

GEN01 Gambling Changing Policy – Efforts intended to change or establish environmental policies, codes, ordinances, regulations, or other laws to reduce problem gambling and prevent underage gambling.

Examples are:
- School gambling policies and procedures (passed or improved)
- Community gambling policy (passed or improved)

Program Frequency: One-Time
Demographics: Record the estimated demographics of those impacted by the policy change.
Other Count: Number of passed or improved policies

GEN02 Gambling Changing Practices and Procedures – Efforts intended to change or establish practices or procedures that influence gambling/problem gambling.

Examples are:
- Working with schools or other organizations to eliminate youth participation in selling raffle tickets
- Working with organizations to remove gambling from their fundraising activities
- Working with organizations that arrange bus trip to casinos to commit to standardly include announcements about responsible gambling after people board the bus

Program Frequency: One-Time
Demographics: Record the estimated demographics of those impacted by the practice or procedure change.
Other Count: Number of practices or procedures changed/added.

GEN03 Gambling Town Hall Meetings – Town Hall Meetings are designed to open a dialogue with a community around a specific problem gambling issue, answer the community's questions, hear their thoughts, and then empower/encourage them to take action to address the issue. They may also be used as a way to generate interest or attention from the media about the issue.

Program Frequency: One-Time
Demographics: Record the number and demographics of participants.
Other Count: Use, if applicable, to capture additional count defined by SCA or provider agency.
Note: *This code should NOT be used to capture activities that are primarily a one-way delivery of information from presenters/speakers to audience to inform them about or increase their awareness of a topic. That type of activity should be recorded under GIN08 – Gambling Speaking Engagements.*

GEN04 Gambling Training/TA for Environmental Influencers – Training or technical assistance provided to those who are in a position to affect gambling/problem gambling through influencing the environment such as law enforcement, businesses, small games of chance licensees, etc.

Examples are:

- Guidance and technical assistance on monitoring enforcement of laws, ordinances or other regulations relative to the sale of lottery products and gambling activities
- TA and training to small games of chance licensees

Program Frequency: One-Time

Demographics: Record the number and demographics of participants.

Other Count: Use, if applicable, to capture additional count defined by SCA or provider agency.

INTERVENTION SERVICE CODES AND DESCRIPTIONS

Intervention involves the provision of services designed to encourage individuals to examine their own patterns of substance use and to reduce risky substance use behaviors. Referral is provided if the need for a structured treatment regimen or other service is indicated. This level also captures services related to HIV and Hepatitis C as well as supportive services provided to families of individuals with substance use disorder. **Entry of these services into WITS is optional.**

CODE	DESCRIPTION	PROGRAM FREQUENCY
INT01	**DUI/DWI Programs**	**Session-Based**
INT02	**Intervention Sessions/Counseling**	**One-Time or Session-Based**
INT03	**Family/Friend Support Groups**	**Session-Based**
INT04	**Grief Support Group**	**Session-Based**
INT05	**Outreach**	**One-Time**
INT06	**Advertising of Treatment/Recovery Services**	**One-Time**
INT07	**Other Intervention Services**	**One-Time or Session-Based**

INT01 DUI/DWI Programs – Structured programs intended to change the behavior of youth and adults who have been involved in the use of alcohol and/or other drugs while operating a motor vehicle.

Examples are:
- Alcohol-related highway traffic safety classes
- Alcohol and other drug awareness seminars
- Court-mandated alcohol and other drug awareness and education programs

Program Frequency: Session-Based
Demographics: Record the number and demographics of participants.
Other Count: Use, if applicable, to capture additional count defined by SCA or provider agency.

INT02 Intervention Sessions/Counseling – A group or individual session with youth or adults with problematic/risky substance use behaviors to include individuals assessed as needing 0.5 Early Intervention Level of Care. Session content could include, but is not limited to, discussing use and consequences to use, setting goals, and discussing and developing skills to reach goals such as coping skills, stress management, conflict resolution, etc. The session could also include additional screening and referring individuals to other services and resources.

Program Frequency: One-Time or Session-Based
Demographics: Record the demographics of participants.
Other Count: Use, if applicable, to capture additional count defined by SCA or provider agency.
Note: *A session whose purpose is to only provide screening or referral should NOT be captured under this code. **This code should be utilized to capture tobacco cessation programs/sessions.***

INT03 Family/Friend Support Groups – Groups for family, friends and other loved ones of individuals with a substance use disorder. This includes support groups for family/friends as well as groups to help family/friends understand addiction and learn how to appropriately support their loved one with a substance use disorder. This also includes support groups for children of substance abusing parents/caregivers.

Program Frequency: Session-Based
Demographics: Record the number and demographics of participants.

Other Count: Use, if applicable, to capture additional count defined by SCA or provider agency.
Note: *Prevention programs provided to children of substance abusing parents/caregivers should be captured under the appropriate prevention service code.*

INT04 Grief Support Groups – Groups designed to provide support for family, friends and other loved ones of individuals who have died from alcohol or other drug related causes.
    Program Frequency: Session-Based
    Demographics: Record the number and demographics of participants.
    Other Count: Use, if applicable, to capture additional count defined by SCA or provider agency.

INT05 Outreach – Involves identifying individuals with substance use and gambling problems and encouraging those individuals with a substance use or gambling disorder to access treatment. Includes providing specific outreach activities in locations where individuals with substance use or gambling disorders are likely to be, encouraging entry into treatment, and following-up with individuals identified during outreach activities. Also includes the provision of outreach services to the injection drug user population.
    Program Frequency: One-Time
    Demographics: Record the number and demographics of participants.
    Other Count: Use, if applicable, to capture additional count defined by SCA or provider agency.

INT06 Advertising of Treatment/Recovery Services – Includes services to advertise available treatment and recovery support services.
    Program Frequency: One-Time
    Demographics: Record the estimated demographics of the people reached by the service.
    Other Count: Number of materials disseminated

INT07 Other Intervention Services – This service code should be utilized to capture intervention services that do not fall under one of the other intervention service codes.
    Program Frequency: One-Time or Session-Based
    Demographics: Record the number and demographics of participants.
    Other Count: Use, if applicable, to capture additional count defined by SCA or provider agency.

STUDENT ASSISTANCE PROGRAM – SPECIAL INSTRUCTIONS

The following outlines additional instructions for the coding and categorization of Student Assistance Program (SAP) services. The services below should be entered into WITS under SAP as the program name.*

SERVICE CODE	IOM	SERVICE POPULATION
PIR01 – SAP Core Team Meetings	Selective, Indicated	Elementary, Middle or High School Students
PIR02 – SAP Parent Meeting	Selective, Indicated	Parents/Families
PIR03 – SAP Student Consultation with School Staff	Selective, Indicated	Elementary, Middle or High School Students
PIR04 – SAP Initial Screening	Selective, Indicated	Elementary, Middle or High School Students
PIR05 – SAP Group	Selective, Indicated	Elementary, Middle or High School Students
PIR07 – Referral Follow-up	Selective, Indicated	Elementary, Middle or High School Students

Additionally, SAP trainings, SAP maintenance meetings and other SAP-related technical assistance should be entered into WITS under SAP as the program name.

SERVICE CODE	IOM	SERVICE POPULATION
CBP01 – Technical Assistance/Multi-agency Collaboration	Universal	Teachers/Administrators/Counselors/Other School Personnel
CBP02 – Training Services; GCB02 Gambling Training Services	Universal	Teachers/Administrators/Counselors/Other School Personnel, Other Professionals, Prevention/Treatment Professionals

*Special Note for SAP Groups

If a specific program/curriculum is being utilized for SAP Groups (e.g. Interrupted), the SAP Group services using service code PIR05 should be entered under that specific program name rather than under SAP as the program name.