

NOMs INFORMATION MANUAL

PROGRAM TYPE

Identify whether the intervention you employ is individual-based or population-based. When in doubt, contact your grant manager or the NOMs coordinator.

****Important:** Your decision on program type will determine how you report on the remainder of your information on each project.

Individual-based Programs or Strategies

Include practices and strategies with identifiable goals designed to change behavioral outcomes among a **definable population** or within a definable geographic area. Individual-based programs or strategies are provided to individuals or groups of individuals who receive the services over a period of time in a planned sequence of activities intended to inform, educate, develop skills, alter risk behaviors or provide direct services (i.e. parent education group in which the same group meets once a week for 6 weeks).

Examples of activities in this area include:

- The provision of an evidence-based curriculum such as Guiding Good Choices, SMART Start, etc.
- The provision of education classes or workshops for small groups intended to inform or make a behavioral change.

Please note: It is the type of intervention, not the size of the number served, which should be used to determine placement in this category.

Population-based Programs or Strategies

Include planned, deliberate, goal-oriented practices, procedures, processes or activities that have identifiable outcomes achieved with a sequence of steps subject to monitoring and modification. Included in this definition are environmental strategies (which establish or change written or unwritten community standards, codes, laws and attitudes thereby influencing incidence and prevalence of substance abuse in the general population), one-time or single events (i.e. health fair, school assembly, distribution of material) and other activities intended to affect a **broad population**.

Examples of population-based programs/strategies include:

- Coalition building activities
- Community capacity building
- Information dissemination at health fairs and other outlets
- Public speaking as an ATOD expert on a radio talk show or in a newspaper article
- Providing one-time presentations to a general audience such as a school assembly or town hall meeting
- Environmental strategies such as addressing ATOD policies, written/unwritten community standards, codes, laws and/or attitudes
- Community events including substance-free events and activities

Please note: It is the type of intervention, not the size of the number served, which should be used to determine placement in this category.

INSTITUTE OF MEDICINE (IOM) CATEGORY

A. Universal-direct:

Universal-direct includes interventions directly serving an **identifiable group of participants** who have **not** been identified or selected for participation based on their **individual** risk for substance abuse.

Examples:

- Any individual-based strategy (i.e. school curriculum, after school program, parenting class)
- A one-time presentation or on-going presentation to a small group such as a school health class, community service providers, or community members

B. Universal-indirect:

Population-based strategies and services are always considered universal-indirect. Universal-indirect interventions support population-based programs and strategies including the provision of information.

Examples:

- All population-based activities
- Information dissemination such as booths at health fairs
- Presentations to large groups such as a school assembly

C. Selected:

Activities targeted to individuals or a subgroup of the population at higher risk of developing a substance abuse disorder. Use this category when the participant group is chosen based on their **high risk** for potential substance abuse.

Examples:

- Presentation to a group of women living in poverty
- Curriculum provided to youth that are part of a court diversion program

D. Indicated:

Activities targeted to individuals in high risk environments identified as having minimal but detectable signs or symptoms of a substance abuse disorder. Use this category only when you are providing services to a group of people who have **already abused** alcohol or drugs and have been chosen to participate based on this activity.

Examples:

- Program for youth in alcohol/drug treatment
- Information session to people in recovery
- Providing a curriculum to incarcerated youth who have been arrested for violating illegal substance laws

NUMBER SERVED

The goal is to provide ADAP with an unduplicated count of the people you are serving through your grant projects. Count any project that uses any ADAP funds for its support such as staff, etc.

Cumulative, Unduplicated Count

The unduplicated count is the number of new individuals served by your project in a reporting period. This information should be reported in the age, gender, race and ethnicity sections of the report form. You will not need to collect data on individuals you have already collected and reported on for the same program. If individuals participate in more than one program, you will need to collect and report data for each program they participate in. **Individual counts should be unduplicated within a program, but can be duplicated between programs.**

Individual-based Programs or Strategies

Data reported for individual-based programs or strategies should be based on actual counts – not estimates – of people served. In situations where participants elect to not provide the necessary age, gender, race or ethnic information, the number may be placed in the unknown categories on the report form.

In this type of strategy, you will count the number of people with whom you have had direct contact through the use of the program or strategy. Your data will most likely be collected using the forms provided by ADAP.

Population-based Programs or Strategies

Data reported for population-based programs and strategies should be based on actual numbers (if known) or estimates of people served. For programs or strategies that reach identifiable populations (i.e. Chittenden County), it is permissible to use census data to estimate the number of persons served. Follow the guidelines for when to use census data (guidelines provided on page 9).

A population-based strategy is always **universal-indirect**. In this situation, you may be counting the number of people you are indirectly impacting through a project or strategy.

Data for large events will usually be based on the number of people attending the event. Data is collected directly from participants or, if unavailable, estimated based on census information. A worksheet is provided by ADAP for you to use in estimating the number served based on census data.

AGE, GENDER, RACE and ETHNICITY

Federal NOMs requirements mandate that each state is responsible for collecting and reporting demographic data on the number of individuals served by CSAP funding. Age, gender, race and ethnicity data is collected on each individual meeting the designation of a participant or recipient of services or strategies.

There may be times when participants submit only partial demographic data, rather than all required data (age, gender, race and ethnicity). In this situation, submit the known demographic data for numbers served in the appropriate categories, and report the missing demographic data as unknown in the remaining categories.

Data reported for age, gender, race and ethnicity should be based on actual, self-reported demographic data, if known. For programs or strategies that reach identifiable populations (i.e. Chittenden County), it is permissible to use census data to estimate the demographic data. Follow the guidelines for when to use census data (guidelines provided on page 9).

Please note: Age, gender, racial and ethnic data should be collected separately from the program's evaluation information. The easiest way to do this is to have two separate forms and two separate locations for turning in the forms (for example - two separate boxes).

Individual-based Programs or Strategies

In this section, you will be collecting unduplicated age, gender, racial and ethnic data for the people you are serving through an individual-based project. You will note that the same format is used for both individual-based (yellow) and population-based (green) data. Please follow the instructions for each one as they differ in some cases.

Data reported for individual-based programs or strategies should be based on actual counts – not estimates – of people served.

Collecting data from coalition members, coworkers and community partners may be uncomfortable to do at times. Contact your grant coordinator or the NOMs coordinator to brainstorm how this can be accomplished with as much anonymity as possible.

If you are concerned or have a problem with collecting the required NOMs information, contact your grant manager or the NOMs coordinator prior to the event to discuss additional ways of collecting this data.

Age Groups: Age should not be estimated. It should be self-defined data collected directly from the individual.

- ***Unknown Age:*** For individual-based programs, the number for unknown age is not expected to be very high. Most individual-based, universal-direct, selected, or indicated programs provide an opportunity to ask a person their age, gender, race and ethnicity. Some people may choose to not provide their age. In this case, you should report each non-respondent in the unknown age category.

Gender: Like age, gender data must be collected directly from the individual although there is some more flexibility here for judgment. It is best to allow the individual to make their own declaration of gender.

- ***Unknown Gender:*** For individual-based programs, the number for unknown gender is not expected to be very high. Most individual-based, universal-direct, selected, or indicated programs provide an opportunity to ask a person their age, gender, race and ethnicity. Some people may choose to not provide data on their gender. In this situation, you should report each non-respondent in the unknown gender category.

Race: Race is collected separately from ethnicity. Race will be collected based on the five OMB-defined racial categories. Provide the race of the people you have served this report period broken down by racial category, age, gender and ethnicity. Within this manual, ADAP has provided a list of questions you may use to gather this information. Please use the wording from that sheet as the basis of requesting the race of the people you serve. The questions are based on the 2010 Census

questions. We would like to be consistent and use the same version of the questions throughout our prevention programs and activities.

- **More Than One Race:** Individuals may choose to mark 'More Than One Race' on the form you use to collect the data. Individuals are asked to choose one field, and those who select 'More Than One Race' should not mark any other racial field.
- **Unknown Race:** For individual-based programs, the number for unknown race is not expected to be very high. Most individual-based, universal-direct, selected, or indicated programs provide an opportunity to ask a person their age, gender, race and ethnicity. Some people may choose to not provide their racial data. In this case, you should report each non-respondent in the unknown race category.

Ethnicity: Ethnicity is defined as Hispanic/Latino or not Hispanic/Latino. Everyone is either Hispanic/Latino or they are not Hispanic/Latino, no matter what race they may choose. ADAP has provided questions you may use to gather this information and you will find them in the FAQ section of this manual. Whenever possible, please use the wording from that sheet as the basis of requesting participants' ethnicity. The questions are based on the 2010 Census questions and we would like to be consistent and use the same version of the questions throughout our prevention programs and activities.

- **Unknown Ethnicity:** For individual-based programs, the number for unknown ethnicity is not expected to be very high. Most individual-based, universal-direct, selected, or indicated programs provide an opportunity to ask a person their age, gender, race and ethnicity. Some people may choose to not provide the data. In this case, you should report each non-respondent in the unknown ethnicity category.

Population-based Programs or Strategies

In this section, you will be collecting unduplicated age, gender, racial and ethnic data for the people you are serving through your population-based project.

Data reported for population-based programs and strategies should be based on actual numbers (if known) or estimates of people served. For programs or strategies that reach an identifiable population (i.e. entire county, targeted age range, etc...) it is permissible to use census data to estimate the number of people served.

Some population-based, universal indirect programs may not provide an opportunity to obtain a person's age, gender, race and/or ethnicity directly from the individual. In these situations there may be different options for obtaining the data.

If you are concerned or have a problem with collecting the required NOMs information, contact your grant manager or the NOMs coordinator prior to the event to discuss additional ways of collecting this data.

Age Groups: This section should be filled out in full for each project and age should not be estimated. It should be self-defined data collected directly from the individual.

- ***Unknown Age:*** For population-based programs, this number is expected to be higher than for an individual-based program.

Gender: There is more likely to be unknown gender data in population-based strategies.

- ***Unknown Gender:*** For population-based programs, this number is expected to be higher than for an individual-based program.

Race: Race is collected separately from ethnicity. Race will be collected based on the five OMB-defined racial categories. Provide the race of the people you have served this report period broken down by racial category, age and gender. Within this manual, ADAP has provided a list of questions you may use to gather this information. Please use the wording from that sheet as the basis of requesting the race of the people you serve. The questions are based on the 2010 Census questions. We would like to be consistent and use the same version of the questions throughout our prevention programs and activities.

- ***More Than One Race:*** Individuals may choose to mark 'More Than One Race' on the form you use to collect the data. Individuals are asked to choose one field, and those who select 'More Than One Race' should not mark any other racial field.
- ***Unknown Race:*** For population-based programs, this number is expected to be higher than for an individual-based program.

Ethnicity: Ethnicity is defined as Hispanic/Latino or not Hispanic/Latino. Everyone is either Hispanic/Latino or non-Hispanic/Latino, no matter what race they choose. ADAP has provided questions you may use to gather this information. Whenever possible, please use the wording from that sheet as the basis of requesting participants' ethnicity. The questions are based on the 2010 Census questions and we would like to be consistent and use the same version of the questions throughout our prevention programs and activities.

- ***Unknown ethnicity:*** For population-based programs, this number is expected to be higher than for an individual-based program.

Potential Data Sources for Types of Environmental Strategies

Depending on which strategy(ies) you employ, you could gather as much of the required age, gender, race and ethnicity data as possible using the following sources:

Brochure dissemination	The number of people who take a brochure
Radio/TV talk show expert	Number of people who listen to or view the program (the station usually will have estimates of this data)
Health fair	Number of people attending the fair or number of people picking up materials
Community presentation/forum	Number of people attending
School assembly	Number of people attending
Public Service Announcement play	Number of people listening or viewing the PSA (the station will usually have estimates of this data based on time and dates the PSA played)
Creating a PSA/video/music, etc...	This could be considered the number of people creating the video or the number of people viewing the PSA
Coalition building	The data representing the number of people in the coalition
Developing community policies	Number of people in the community affected by the policy e.g. school policy would be the number of youth in the school, etc...
Planning, managing and coordinating efforts to effect positive community change	Number of people involved in the planning effort
Media campaign	Number of people that are part of the community impacted by the media campaign e.g. the number of people a newspaper serves
Other environmental strategies including media advocacy/literacy, keg registration, warning labels...	Number of people impacted by the strategy

Guidelines for Using the Census

If you are using a population-based strategy, you will need to use this 3-part assessment to determine if using the census is an option:

- 1) Are there at least 25 or more people in the group served?
- 2) Are the group members a general cross section of the community? For example, you would not be able to answer “yes” to this if the group was all or mostly women, all or mostly grandparents, all or mostly parents, etc. You would be able to mark “yes” if the group appears to have a variety of ages, genders represented. In this case, you would use the census data to account for age groups and gender, race and ethnicity.
- 3) Have you determined there are no other reasonable means to gather this data? For example, if you are speaking on a radio show and you are able to get the demographic breakdown of who listens to that particular show from the radio station, then you would answer “no” to this section. If the radio station has some of the data such as age and gender and not race and ethnicity, then you would answer “no” to this question and put the numbers into the unknown race and unknown ethnicity categories. If the radio station has absolutely no data what-so-ever about who listens to the program, then you could answer “yes” to this question.

****Important:** You need to answer “yes” to all three sections to use census data.

If it is determined that census data is inappropriate to use, then there are two additional options to collect the data. In the case of a population-based, universal-indirect strategy that is used for a group of 24 or below people in number, you should try to collect the data using the forms provided by ADAP. If none of the options listed above are an option, then you may place the numbers of people served in the unknown categories.

Census data available at:

<http://www.healthvermont.gov/research/index.aspx#popest>

Census worksheet for estimating demographic data available at:

<http://www.healthvermont.gov/adap/adapgranteenoms.gov.aspx>