**Primary Prevention Guidelines**

* 1. **Primary Prevention Services**
     1. The Provider shall implement Primary Prevention Services in accordance with the Contract and **Guidance 4 – Primary Prevention Guidelines**.
     2. The Provider shall maintain a half-time prevention designee to facilitate programming and coordinate primary prevention activities.

The provider shall have an employee that is designated half of their time to facilitate the tasks listed under **C-1.2. Primary Prevention Services** in contract. However, if the previous designee is no longer with the provider, the provider may appoint an interim designee or disperse tasks among other staff. In this instance, one staff person must be appointed designee to maintain the implementation plan and monitor task completion.

* + 1. Staff providing prevention services shall attend primary prevention orientation or other equivalent training as approved by the Department within 90 days of employment.

The primary prevention training is intended to orient new staff in the theory, provision, and skills necessary to plan, implement, and facilitate comprehensive prevention programming. This training can be a prevention training facilitated by one of the Department’s Technical Assistance and Training providers. The provider may also attend prevention training elsewhere; however, it must meet the previous listed intention and be approved by the Department.

We have provided below links for the Departments TA and Training providers for Domestic Violence Services:

* [Florida Partnership to End Domestic Violence](https://www.fpedv.org/request-technical-assistance/)
* [Florida Domestic Violence Collaborative](https://www.fldvtraining.org/technical-assistance)
  + 1. **Primary Prevention Implementation Plan**
       1. The Provider shall submit **Template 4 –** **Prevention Implementation Plan** which shall include prevention partners and Community Action Teams.
       2. The Provider shall refer to prior year’s plans and completed deliverables to develop a meaningful plan that continues to prioritize prevention efforts critical in the efforts to end violence.
       3. The Prevention Implementation Plan shall address risk/protective factors, root causes of domestic and dating violence, and activities that prioritize Community Action, Youth Engagement and Leadership, and Social Change efforts to end violence. Providers may also use findings from annual local fatality review or the annual statewide review to inform their prevention strategies and plan. A template with examples is available upon request.

Guidance regarding **C-1.2.4. Primary Prevention Plan** can be found in **Template 4- Prevention Implementation Plan.** Providers do not have to use the provided template but should provide a clear view of their plans for the year in the chosen format. Providers when submitting their plan should label their plans according to naming conventions as stated in contract i.e., *Prevention Implementation Plan (Template 4).* However, these plans should address the criteria and requirements in **C-1.2.4.1, C-1.2.4.2, C-1.2.4.3**. Fatality review data is not required for the plan. It is best practice to use data to inform prevention strategies and activities. Reviewing local and state fatality review data, while it is interventive, can give providers starting points to work backwards to finding the common risk and protective factors to prevent the violence specifically in their service provision area. For more information on the risk and protective factors associate with domestic violence please see [VetoViolence | Resources for violence prevention (cdc.gov)](https://vetoviolence.cdc.gov/apps/main/prevention-information/intimate-partner-violence/).

* + 1. **Community Action Team Meetings**

Provider’s prevention staff shall attend Community Action Team meetings that include discussions, planning activities, or engagement of activities directly related to the community’s primary prevention programming. Community Action Teams may consist of all youth members, all adult members, or a combination of both. Community Action Teams may be a stand-alone team or a subcommittee of an existing Domestic Violence (DV)/Sexual Violence (SV) task force. If submitting as part of a larger task force, prevention activities must be listed on the agenda. If there are only intervention topics or activities, this will not count toward meeting the requirements. For documentation to be approved, the meeting or activity shall not be comprised solely of center staff.

* + 1. **Learning Calls**

The Provider shall participate in quarterly learning calls. These calls will be coordinated by the Department or Department’s designated training and technical assistance provider.

These calls do not need to be called learning calls. In the past these have been called “Prevention Quarterly Call”, “Prevention Monthly Call”, and “Initiative- Primary Prevention Call.”

We have provided below links for the Departments TA and Training providers for Domestic Violence Services:

* [Florida Partnership to End Domestic Violence](https://www.fpedv.org/request-technical-assistance/)
* [Florida Domestic Violence Collaborative](https://www.fldvtraining.org/technical-assistance)
  + 1. **Prevention Survey**

Provider’s prevention staff shall complete two online surveys distributed during each fiscal year. These surveys are used to assess increases in capacity to provide primary prevention services. Links to the online survey will be sent out through the Contract Manager to the contact person included in **Section 1.3.3.** This individual shall ensure that the survey link is distributed to the Provider’s prevention staff. The survey shall be completed within 30 calendar days of distribution.

* + 1. **Primary Prevention Programming Series**
       1. The Provider shall offer prevention programming series with youth, parents, and/or other community members, consisting of at least six sessions with the same cohort.
       2. The prevention programming series shall be focused on but not be limited to social-emotional learning programs for youth; safe, equitable, and respectful relationships; bystander empowerment; parenting skills and family enrichment programs; or men and boys’ programs. The Department must approve all other programming focuses.
       3. Curriculum for the programming must be approved in writing by the Department. Changes to a previously approved curriculum shall be submitted for re-approval.
       4. The Provider shall maintain a sign-in sheet that shows attendance for the series; No identifying information shall be required.
       5. The Provider shall prepare process notes upon completion for each session in the series.

This programming series can be completed with any demographic; however, the programming must address the reduction of risk factors associated with domestic violence and increase the protective factors. For the risk and protective factors associated with domestic violence see [VetoViolence | Resources for violence prevention (cdc.gov)](https://vetoviolence.cdc.gov/apps/main/prevention-information/intimate-partner-violence/). Any curriculum or programming to be facilitated must be submitted to the providers contract manager and approved by the Department. Sign in sheets and process notes can be of the provider’s design. Additionally, as per contract for performance measure **E-1.2.1** the primary prevention programming shall need either a satisfaction survey, retrospective survey, post-test, or other documented means developed by the provider. These evaluation tools may be anything the provider uses to measure the increase of positive change in attitudes and beliefs at the completion of programming. If the provider should need assistance in developing these tools, the Department encourages the provider to utilize the two technical assistance and training providers for domestic violence services. We have provided below links for the Departments TA and Training providers for Domestic Violence Services:

* [Florida Partnership to End Domestic Violence](https://www.fpedv.org/request-technical-assistance/)
* [Florida Domestic Violence Collaborative](https://www.fldvtraining.org/technical-assistance)
  + 1. **Community Prevention Training**

The Provider may offer training or coordinate training for staff of community agency(ies) on primary prevention and how it relates to their work. The community agency(ies) can be a member of the Community Action Team or can be part of a larger training on domestic violence intervention, but prevention must be a substantial component.

* + 1. **County Organization Meeting**

The Provider shall coordinate and participate in at least one meeting each fiscal year with another entity that adds value to the work of the Provider at a county level. The purpose of this meeting must include, the Provider’s prevention strategy, incorporating prevention into the other agency’s work, and prevention or partnership opportunities.

* 1. **Primary Prevention Services**
     1. A minimum of **80%** of attendees participating in the Primary Prevention Programming series shall Indicate a change in attitudes and beliefs at the completion of programming as documented in a satisfaction survey, retrospective survey, post-test, or other documented means developed by the Provider.

This performance measure is based on the **C-1.2.8** task in **Standard Contract Part 2** under **Exhibit C.** the primary prevention programming shall need either a satisfaction survey, retrospective survey, post-test, or other documented means developed by the provider. These evaluation tools may be anything the provider uses to measure the increase of positive change in attitudes and beliefs at the completion of programming. If the provider should need assistance in developing these tools, the Department encourages the provider to utilize the two technical assistance and training providers for domestic violence services. We have provided below links for the Departments TA and Training providers for Domestic Violence Services:

* [Florida Partnership to End Domestic Violence](https://www.fpedv.org/request-technical-assistance/)
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