

# How To

## Partners in Prevention Quarterly Report/Biennial Review Process Summary

Compliance with the Drug-Free Schools and Campuses (DFSAC) regulations is required for any institution of higher education that receives federal financial assistance and states that they must adopt and implement a program to prevent alcohol and other drug abuse by students and employees. For compliance with DFSAC regulations, Partners in Prevention requests that campuses submit 4 quarterly reports. Completion of these reports meets the requirements for compliance with DFSAC which stipulates that campuses conduct a biennial review of their alcohol and drug prevention programs and annually notify students and employees of alcohol and drug policies and prevention information.

### Quarter 1

**The first portion of the biennial review** is an introduction of Drug Free Schools and Campuses Requirements and the biennial review process, information on the Annual Notification of Alcohol and Other Drug Policies, goals for the upcoming year, and alcohol and other drug use rates on campus.

#### Introduction and Biennial Review Process

Canned text that can be re-used from previous years, unless changes have been made to the process

#### Annual Notification

Direct text distributed in Annual Notification as well as details of distribution (how, to whom, etc.)

#### Goals

Can be taken directly from your strategic plan

#### AOD Rates

From the MACHB or other assessment tools, ER/transport data if available

**Collaborators:** Individuals in charge of distributing annual notification, campus coalition members for goals, PIP primary contact for MACHB data or other campus partners for other AOD use data, hospital/student health/campus or community police for transport data, AOD staff

### Quarter 2

The second portion of the biennial review focuses on policy review, enforcement, and compliance for the prior academic year.

#### Policy Review

Can copy and paste entire text or link directly to any campus AOD policies.

#### Policy Enforcement

Who administers/implements/enforces policies (if not stated directly in text)

**Collaborators:** Campus coalition members, student conduct/accountability, campus and/or community police, residence life, AOD staff

### Quarter 3

The third portion of the biennial review will include an inventory of current prevention and

intervention programs along with information on the Annual Spring Notification.

#### Program Inventory

List all programs in any way you would like (alphabetically, broken up by individual vs environmental, by office/department responsible, etc.)

#### Annual Spring Notification

If your campus distributes an Annual Notification in the spring, include information similar to the fall notification. \*Your campus may only do 1 annual notification per year, and if so you do not need to include information in quarter 3 about a spring notification\*

**Collaborators:** AOD staff, campus conduct/accountability, residence life, campus coalition members. Refer to your strategic plan and any campus collaborators who you work with

### Quarter 4

The final portion of the biennial review includes evaluation outcomes of the programs (from quarter 3) and the policies (from quarter 2) and a review of goals (from quarter 1), along with a SWOC analysis and recommendations for the coming year. Finally, a summary, table of contents and appendices are recommended for inclusion

#### Program Evaluation

Can include process measures (number served, times offered, etc.) or outcome measures (learning outcomes, changes in attitudes, beliefs, etc.)

#### Policy Evaluation

Number of violations, sanctions, etc.

#### SWOC

Strengths, weaknesses, opportunities and challenges at the institutional, departmental, office, program, and/or coalition level

#### Recommendations

Upon a review of goals and outcomes, what recommendations next year/biennium

#### Conclusion

General summary of the report

#### Appendices, Table of Contents

Additional materials such as data reports, annual notification text, policies, etc. and listing of where to find materials in the document

**Collaborators:** AOD staff, campus coalition members, campus/community police, and student conduct/accountability

### Resources

- [Complying With The Drug-Free Schools and Campuses Regulations \[Edgar part 86\]: A Guide for University and College Administrators](#)
- [Fulfilling the Mandates of the Drug-Free Schools and Campuses Regulations](#)
- [Partners in Prevention Drug Free Schools and Campuses Resources](#)