



THE BRENT SHAPIRO  
FOUNDATION  
FOR DRUG PREVENTION

## **City of Port Hueneme Proposition 64 Public Health & Safety Grant: *Cannabis Enforcement and Teen Intervention Program (CETIP)* *Program Local Evaluation Plan***

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**Grant Period:** May 1<sup>st</sup> 2021 – October 31, 2024

**Funding Source:** Proposition 64 Public Health and Safety Grant Program,  
State of California, Board of State and Community Corrections

**Date Submitted:** August 26, 2021

## **Project Background:**

The Cannabis Enforcement and Teen Intervention Program (CETIP) will address the impact of Proposition 64 on the residents of the City of Port Hueneme in Ventura County. The program will be operated by the City of Port Hueneme Police Department (CPHPD) as the lead public agency.

CETIP in partnership with the Boys & Girls Clubs of Oxnard and Port Hueneme and with use of Proposition 64 Public & Safety Grant aims at creating an effective method of promoting health and safety of its community with an emphasis on the wellbeing of its young children.

The collaborative efforts will offer intervention/prevention programs using effective strategies for youth ages 11-18 who have been cited or suspended from school for cannabis intoxication/possession and referred by police or school police resource officers. Through an expansion of the Boys & Girls Club of Oxnard and Port Hueneme/Brent's Club Program, youth will be referred to an 8-week, twice weekly program designed to hone youth decision-making and critical-thinking skills to ensure healthy choices and avoid and/or resist drugs, alcohol, tobacco, and premature sexual activity.

Youth can in fact get referred to the program if parent or staff show concern. Another good indicator to refer a youth if they are a sibling of another youth cited by law enforcement of staff.

The project will also provide strategic regulation and enforcement through the City of Port Hueneme Police Department's dispensary inspections, software audits, minor decoy operations, and Responsible Cannabis Server training courses.

PPA2 Public Health will be enhanced through CPHPD-operated program components focused on public information and random inspections and audits of cannabis businesses: 1) Dispensary Inspections: Quarterly inspections will test compliance with operational conditions, such as presence of security guards, uniforms, name badges, and mandated educational materials. 2) Software Audits: Auditors will review dispensary tracking software to ensure that operators are selling less than one ounce a day to, have records of the age of buyers, and other code requirements. 3) Public Information Brochures: Brochures about preventing youth access to cannabis will be posted in dispensary lobbies. PPA3 Public Safety will be enhanced by CPHPD through: 1) "Shoulder Tap" and Minor Decoy Operations: Police will operate annual operations and arrest any adults who furnish cannabis to a minor and retailers who sell to minors. 2) Dispensary Operator Training: CPHPD will provide mandated Responsible Cannabis Server training courses about BCC rules and youth cannabis access prevention strategies. 3) Forums: Annual Community Cannabis Forums will engage the public, business owners, public officials, and other cities' representatives to augment planning efforts, support project evaluation, and

support quality improvement by providing information and results; determining community needs; and collecting survey feedback and recommendations.

PPA2: Improve dispensary code compliance (public health) 20% year 2. Improve perception of public safety by 8% years 2 and 3. PPA3: Improve perception of youth access to cannabis from dispensary 3. Project Evaluation (Percent of Total Value: 15%) operations by 8% years 2 and 3. Reduce youth citations/arrests by 10% in years 2 and 3.

Our Cannabis Control Officer will be conducting compliance and audits checks on a regular basis along with annual Educational Forums. This level of pro-activeness will assuredly improve perceptions and reduce youth access as dispensaries continue to follow all laws and procedures, not only State laws but City laws and conditions which help limit youth access.

Brent's Club curriculum will be completed in eight weeks; the curriculum is laid out in the program manual. The members will each receive a certificate upon completion. After completion of the curriculum, weekly meetings will be held in which each member will need to be present and participate in academic workshops, career preparation, community service, and weekly random drug tests. Youth that are not of age to obtain a job can definitely participant in the career preparation part of the program. They will benefit of the career exploration and the work readiness education material presented.

The criteria for participants to be considered a success in the project is as follows:

Each participant is expected to follow the program, attend the activities provided, stay clean and this to be proved by random drug test and complete the entire period of intervention to be able to receive their certificate of completion.

Each member will qualify for incentives upon being enrolled in the program for consecutive clean drug test, along with active participation in any and all Brent's Club activities. Incentives will vary between in-house recognition and field trips. Failure to report a drug test will be marked as a 'dirty/positive' drug test per Program Manual. This will also result in a member being referred out to our local partner PDAP for drug counseling. Attendance will be tracked for all Brent's Club members, and a Brent's Club Member of the Month will be recognized monthly per participating clubhouse.

The sample calendar below lays out various meetings, workshops, field trips, and incentives for our members. Those who participate will also be able to have access to Brent's Club exclusive area (when open) and these incentives, but most importantly viewed as leaders throughout the club.

<b>Week</b>	<b>Session Title</b>
Week 1	<a href="#">Session 1</a> - Introduction
Week 1	<a href="#">Session 2</a> - Drug Education
Week 2	<a href="#">Session 3</a> - Consequences of Drug Using, Guest Speaker
Week 2	Academic workshop
Week 3	<a href="#">Session 4</a> - Peer Pressure and Resistance Skills
Week 3	College Fieldtrip
Week 4	Guest Speaker
Week 4	<a href="#">Session 5</a> - How and where to go for Help
Week 5	Financial Aid Workshop
Week 5	<a href="#">Session 6</a> - Stressors and Coping Strategies
Week 6	<a href="#">Session 7</a> - Smarter than the Media
Week 6	<a href="#">Session 8</a> - Marijuana in the 21 <sup>st</sup> Century
Week 7	<a href="#">Session 9</a> - Goal Setting
Week 7	<a href="#">Session 10</a> - Certificate of Completion
Week 8	Guest Speaker
Week 8	Job Prep Workshop
Week 9	Certificate of Completion Ceremony

In general program proposed and grants awarded may have the following Project Purpose Areas (PPA):

- PPA 1: Youth Development/Youth Prevention and Intervention (Mandatory PPA)
- PPA 2: Public Health
- PPA 3: Public Safety
- PPA 4: Environmental Impacts

The City of Port Hueneme’s Cannabis Enforcement and Teen Intervention Program (CETIP) targeted three PPAs; PPA 1, PPA 2, and PPA 3.

## Detailed Description of Goals & Objectives of PPAs Pursued in the Grant

### 1) PPA 1 (Youth Development/Prevention/Intervention)

The program aims at reaching 480 or more referrals during its three years of implementation. The program has the following goal and objectives.

<b>Goal 1:</b>	Address youth cannabis use by providing effective intervention programs designed to improve critical thinking and decision-making skills, promote healthy behaviors through substance use education, and enhance youth development through academic success, leadership, mentorship, and other prosocial activities.
<b>Objectives</b>	
<b>A</b>	Provide BGCOP Brent’s Club Program to at least 160 youth annually, resulting in 480 or more youths been referred to the program
<b>B</b>	A rate of equal or higher than 85% of participants remain sober during intervention.
<b>C</b>	Ensure that at least 85% of Brent’s Club participants will complete the 8-week program
<b>D</b>	Ensure that at least 75% of youth completing Brent’s Club will also participate in at least one other BGCOP’s after school youth development activity
<b>E</b>	Ensure that at least 65% of Brent’s Club completers will not commit new offenses (citations/suspensions) within one year following program completion
<b>F</b>	Ensure that at least 95% of program completers demonstrate increased knowledge and awareness of substance abuse addiction and strategies to avoid cannabis consumption
<b>G</b>	Ensure that at least 90% of program completers will indicate their intention of remaining sober from cannabis at the end of the 8-week program
<b>H</b>	Ensure that at least 80% of those who complete the 8-week program and remain sober indicate their intention to remain sober one year after the program completion

Reaching PPA1 is planned to be achieved through collaboration of BGCOP and the Police Department through the process of issuing the referral, having youth in the program and making sure that they receive all the support available and monitoring the process for any correction needed.

The idea behind the program is that through education youth become aware of the risk to their own health and this awareness will assist them to pay greater attention to their wellbeing and success. This is hoped to make them become committed to stopping drug abuse and having

greater desire and ability to succeed in their academic and professional objectives. Participation in Brent Club's activities and programs is an essential component of this process of transformation. Brent's Club goal is to educate and create awareness of the disease of chemical dependency through the implementation of weekly meetings, oral fluid testing, improving social skills of youth through counselling groups.

Youth who are referred from CPHPD or project partners (as listed below) for cannabis possession/intoxication will be enrolled in Brent's Club, a component of SMART Moves, which will be an 8-week, twice-a-week, two-hour/day sober club that provides incentives for participants to abstain from the use of drugs and alcohol. Upon successful program completion, participants will have their citations dismissed from abeyance or their suspensions expunged.

- Port Hueneme Police Department
- Boys and Girls Clubs of Oxnard & Port Hueneme
- Oxnard Union High School District
- Hueneme Elementary School District
- Oxnard Police Department
- Ventura County Behavioral Health
- Ventura County District Attorney

This intervention club model will provide substance abuse education, career exploration, life skills building, community service opportunities, leadership development, academic success programming, and counseling services. Club participants agree to participate in a weekly saliva drug test. Participants who test positive are advised by a mentor and/or are referred to partners for private, discreet counseling.

Those who stay sober are rewarded with incentives which may include special events. Participants will also benefit from BGCOP youth development activities that enhance school achievement, promote higher education, support entrepreneurial skills, advocate for community service, train and practice leadership skills, and promote positive social activities. Participants can access mentorship programs, homework help, arts programs, sports and recreation, STEM training, and other SMART Moves and Project Learn programs. We have several community service projects that will be included.

**Here are some ideas:**

- Beach cleanup
- Elderly home art project
- Community Garden clean up
- BGCOP Club clean up
- Turkey and can food drive.
- Essential hygiene drive to give back to our local shelter

This effective intervention model will assess each participant's risk/needs at intake, recommend youth development programs to address risk/need, target specific interventions, provide positive reinforcements with incentives, and enhance family support. Here is a summary of stages of targeting and carrying out the program of transformation:

- The program targets youth ages 11-18 who have been cited or suspended from school for cannabis intoxication/possession and referred by police or school police resource officers.
- The targeted youth and their parents will have an orientation which includes program expectation. Participants must complete an application and waiver form to be considered for the program. The waiver includes consent for the program Director to "swab" each participant, randomly, as a part of the partnership drug testing requirements.
- This program will integrate alcohol and drug awareness program with the Boys & Girls Club programming for all participants. Brent Club program will host weekly meetings focusing on the following education and activities:
  - Substance abuse education
  - Career exploration
  - Academic success programs
  - Drug testing
  - Each week is dedicated to one of these focus areas.
  - On the 4<sup>th</sup> and last week of the month incentives are redeemed for participation and being drug free (based on testing).

Monthly activities are implemented a minimum of once a month and include the following:

- Community service
- Field trips/incentives
- Counselling/Skill building
- Guest speakers

**The following steps will bring about a process leading to getting the partners ready for the implementation of the program:**

- Complete agreements with BGCOP and referral partners on intake/referral procedures, expungement requirements, responsibilities and resources, and other operational agreements.
- Hire/train staff and partners on project operations, goals, intake/referral procedures, expungement requirements.
- Operate 8-week sessions (8 per year) of Brent's Club for referred youth.
- Refer at-risk youth who have been suspended/cited for cannabis-related violations, including intoxication and possession.
- Provide risk/needs assessments, determine needs, recommend/enroll youth in needed BGCOP youth development services (in addition to Brent's Club), provide follow-up and motivation. These tasks are carried out by the team advisors.

- Provide BGCOP youth development programs as needed through academic success, leadership, mentorship, and other prosocial activities.
- Conduct weekly saliva drug testing.
- Provide incentives for sobriety and successful participation and completion of Brent’s Club.
- Arrange the expungement of records with partners if the youth successfully completes the program.
- Conduct pre-post surveys (before participation, at 8 weeks, and one-year post completion) about substance abuse knowledge, sobriety, intention of continuing sobriety.
- Follow up with school and families about participant status at 6 months post completion to determine if there are any continuing needs.

**2) PPA2 (Improving Public Health)**

CETIP will provide strategic regulation and enforcement through Port Hueneme Police Department dispensary inspections, software audits, minor decoy operations, and Responsible Cannabis Server training courses under PPA 2 and PPA 3.

<b>Goal 2:</b>	Improve public health by limiting the negative impact of dispensary business operations on the community
<b>Objectives</b>	
<b>A</b>	Conduct at least 1 dispensary inspection of each of 10 retailers quarterly to ensure code compliance
<b>B</b>	Conduct at least 1 dispensary software audit for each of 10 retailers annually to ensure code compliance
<b>C</b>	Ensure that written cannabis educational information is available at dispensaries
<b>D</b>	Improve dispensary code compliance (public health) resulting from inspections and audits by at least 20% in year 2 (over year 1 baseline), and maintain that level in year 3 Improve dispensary code compliance (public health) 20% year 2
<b>E</b>	Conduct annual community, public, private stakeholder surveys to determine perception of the degree of public safety resulting from dispensary operations. In prior years, community surveys may have been delivered via mail or even been executed by a company or volunteer group who went door to door. With technology as prevalent as it is and available by nearly all in the community via Smart Phones, our community surveys will be delivered via email and through QR codes. We will also display our surveys on our city and police department websites and use social media platforms such as Facebook and Instagram to advertise our surveys and

	their locations. We will also be looking at the option of including mailers in utility bills to keep our community informed and point them to these online surveys.
<b>F</b>	Improve perception of public safety by 8% years 2 and 3

CETIP will be requiring assistance of the Ventura County Behavioral Health to augment youth cannabis prevention training materials. The idea is to bring improvement in physical, behavioral and mental health of its youth through reduction of cannabis access to the 2,550 youth, ages 11-20, living in Port Hueneme, a city of 22,156 residents in Ventura County.

Public Health will be enhanced through CPHPD-operated program components focused on public information and random inspections and audits of cannabis businesses: They include:

- **Dispensary Inspections:** Quarterly inspections will test compliance with operational conditions, such as presence of security guards, uniforms, name badges, and mandated educational materials.
- **Software Audits:** Auditors will review dispensary tracking software to ensure that operators are selling less than one ounce a day to, have records of the age of buyers, and other code requirements.
- **Public Information Brochures:** Brochures about preventing youth access to cannabis will be posted in dispensary lobbies.
- **Determining community needs** through collecting survey feedback and recommendations.

**The following steps will bring about a process leading to getting the partners ready for the implementation of the program:**

- Finalize CPHPD inspection protocols and scheduling.
- Train officers on conducting inspections.
- Perform software audits to ensure that software is compatible with current system updates and codes.
- Work with the Ventura County Behavioral Health Department to ensure that adequate supplies of cannabis prevention and addiction information, especially relating to youth prevention, are available at dispensaries, VCBH, and community forums.
- Inform dispensaries about the project purpose, goals, and objectives of the project inspections and audits as planned.
- Conduct random unannounced inspections at local dispensaries.

### **3) PPA 3 (Enhancing Public Safety)**

Public safety measures and taking steps to enhance public safety has begun before the start of this program. PPA3 strategies, protocols were established a year ago for dispensary inspections

and software tool analysis when staff was available. A Ventura County Behavioral Health (VCBH) youth prevention brochure has already been developed by and is posted in all dispensaries. Some of the administrative staff and facilities are already in place.

<b>Goal 3:</b>	Increase public safety by limiting the impact of dispensary operations upon the public and youth related to increased access to cannabis in the community
<b>Objectives</b>	
<b>A</b>	Conduct at least 1 minor decoy operation at each of 10 retailers annually and arrest adults who sell cannabis to a minor.
<b>B</b>	Conduct at least 1 “shoulder tap” (getting an adult to buy for a minor) operation at each of 10 retailers annually and arrest adults who purchase cannabis for minors
<b>C</b>	Conduct Responsible Cannabis Server training courses for operators/employees at each dispensary annually that include prevention of youth cannabis consumption and access prevention strategies
<b>D</b>	Conduct annual Cannabis Community Forums to communicate results, collect feedback, address concerns, and determine needed quality improvements
<b>E</b>	<p>Conduct annual community, public, private stakeholder surveys to determine perception of the degree of youth access to cannabis resulting from dispensary operations and improve results by 8% (over year one baseline results) in year 2, and an additional 8% in year 3</p> <p>This is a part of the annual survey which target public and private stakeholders to measure their perception of youth access to cannabis resulting from dispensary operation. The starting year is year two and it is aimed at showing 8% improvement by year three.</p> <p>Private stakeholders will include our grant partners along with the dispensaries.</p>
<b>F</b>	Reduce youth (less than age 21) citations and arrests for cannabis intoxication/possession in the city by 10% in year 2 (over year 1 results), and an additional 10% in year 3 Improve perception of youth access to cannabis from dispensary operations by 8% years 2 and 3

**The following steps will bring about a process leading to getting the partners ready for the implementation of the program:**

- Finalize CPHPD minor decoy operations and scheduling.
- Develop training session curriculum with key stakeholders.
- Work with the VCBH to update the Responsible Cannabis Server curriculum about preventing youth cannabis access.
- Inform dispensaries about upcoming minor decoy operations and shoulder tap operations.
- Conduct minor decoy operations.
- Conduct shoulder tap operations.

**4) Overall Coordination with the Goal of Reaching the Goals of the Program: Meeting PPA 1, PPA2, and PPA 3**

The overall objectives of the Cannabis Enforcement and Teen Intervention Program can be captured in the following goal and objectives.

<b>Goal 4:</b>	Determine the effectiveness of the program to reduce youth cannabis use, improve public health, and increase public safety
<b>Objectives</b>	
<b>A</b>	Hold team meetings at least monthly to analyze data reports and identify improvement opportunities
<b>B</b>	Conduct at least quarterly quality improvement processes
<b>C</b>	Conduct annual evaluations to determine progress toward goals and objectives

**The following steps will bring about a process leading to getting the partners ready for the implementation of the program:**

- Developing a pertinent and workable Evaluation Plan and design the necessary criteria for an efficient and operational management system.
- Create a regular periodic reporting system with inputs from BGCOP, CPHPD, and schools. Director of the Workforce Programs at BGCOP will develop a tracking system for gathering and reporting of the information.
- Ensure that reporting mechanisms for project PPA1 objectives are in place.
- Collect data from surveys (youth, and public, private, and business stakeholders), project database records, BGCOP records, city citation records, school records, and fiscal database.
- Produce quarterly BSCC progress reports and monthly project data reports. Progress reports will be prepared and together with minutes of meetings will be shared with all involved in the management of the program, reporting of such periodic reports and evaluation of the program.
- Conduct data collection/analysis and program evaluation to report results to state, community, public, and private audiences.
- Provide annual progress evaluations to inform improvements.
- Provide independent evaluation.

**An Overview of the Program Evaluation:**

The program evaluation consists of multiple sections to ensure that project effectiveness is achieved and enhanced. It includes:

- Research design for both process and outcome evaluations.
- Data collection procedures.

- Details on what is expected from responsible entities and/or people based on their portfolio within the program and tasks assigned to them.
- Process for ongoing monitoring, reporting and feedback.
- Methods of providing ideas and plans for improvement.
- Preparation of periodic reports, documentation of annual progress and preparation of a final independent evaluation.

## Research Design

The Evaluation Plan can best be characterized as an Action Research design with a mixed-method approach, integrating quantitative and qualitative methods. The research design will create:

- A regular periodic reporting system with inputs from BGCOP, CPHPD, and schools. The tasks will be carried out with participation of City of Port Hueneme PD, Oxnard PD, Probation, and Ventura County Behavioral Health.  
We will make use of all the available information to see if the process has been successful in meeting the milestones within its anticipated time periods. We will also report the obstacles and problems that can be captured. Community surveys and their results have their own place in putting together the periodic reports.
- Collect primary data through multiple methods of surveying youth and other program participants involved in bringing the desired change in behavior, perception and targeted outcomes. They consist of the following:
  - Pre-post/survey aims at determining the impact of intervention and if possible post-post intervention within a year or longer after completion of the program (PPA 1). The program will continue to have access, collect and process the arrests records for cannabis and school suspension records.
  - Stakeholder survey (all PPAs) which include stakeholders, staff, officials, and businesses.
  - Community survey (PPA 2, and PPA 3)
- Create a census for regular reporting of youth performance data through the program as well as school performance and disciplinary actions, police reports, and family relations (if possible). The collected and reported data will not only determine if intended outcomes were achieved, but it also shows, if the program was an effective model for change. The information will assess the degree of program effectiveness and its transferability into other areas/environments.
- It is important to allow the program to have some self-sustaining potentials for the future when the period of grant expires.
- The design will not only determine if intended outcomes were achieved, but also if the program was an effective model for change, the degree of program effectiveness, and its transferability into other locales/environments.

- Annual evaluations will enable project progress toward goals and effectiveness to be gauged. The annual evaluation entails a report of success and failure of the program in meeting its stated objectives within the time set for them. It is mostly report of the ongoing process evaluation of the program. The report will explain what actions have been taken, what has been achieved, why certain objectives have not been met and what are the plans for meeting them in the near future. It also includes data collection, processing, and their interpretation to the extent possible (some data collection will continue beyond the scope of periodic reporting).
- Following BSCC-defined collection and reporting requirements will be met, which includes:
  - Ongoing monitoring
  - Community reporting and feedback
  - Quality improvement processes
  - An annual progress and final independent evaluation

### **Process Evaluation:**

Process evaluation is a vital component of making sure that the program is on track for reaching its expected results. This is to make sure that:

- The aim is to determine if program activities have been implemented as intended within the timeframe anticipated and if the results meet the expected outcome. The focus is on the output of the program and making sure that the program is progressing as planned and expected. For example, under PPA 1, the program is set to bring around 160 per year for a total of equal or more than 480 in three years. In our process evaluation we will trace it and determine if it was reached as planned. If not, what were the reasons. On this particular example we need to determine if the referral system has been working effectively, are agreements signed, processed and the intake operation and assessment are working according to the set expectations and targets. If not, reasons for the failure will be reviewed and recommendations will be made.

There are, however, some surveys that are planned to be conducted. One of such survey, which aims at observing behavioral changes in targeted youth, who go through the program is “Cannabis Enforcement and Teen Intervention Program (CETIP) Youth Survey (Pre-Participation/Involvement).” This survey employs the following themes:

- Increased desire to complete education
- Desire to be successful in one’s personal and professional life
- Pro-social behavior
- Sense of security and desire for peaceful life
- Improved relationships with adults/mentors (if they have)
- Intent to volunteer and help others

- Intent to respect law
- Intent/success with stay away from drugs
- Confidence/self-respect
- Hope for the future
- Ability to refrain from compulsive behaviors

These surveys have a demographic segment which seeks information on age, gender, education and employment status.

The pre-post survey will be gathered in a manner that can be matched (identifying codes will be employed but no individual information will be released under any circumstances). We will use Likert Scale in pattern of responses and p-value for the level of statistical significance of responses. We may run some cross-tabulation of particular demographic information such as age, gender, ethnicity for observing the difference among various groups and we will use Pearson chi-square test to evaluate high likely it is that any observed difference occurred by chance.

Furthermore, we will use SPSS to conduct our statistical analyses and use relevant descriptive statistics to accomplish our tasks.

- The program is creating an efficient working system in terms of staff needed
- Having an appropriate administrative system in place
- Data gathering and reporting system is in place and are functioning efficiently
- Expected number of youths were brought and continue to be brought into the program.

This can be evaluated by taking the following steps as explained below. Bear in mind that for each item in the following list there is a timeline that will be taken into consideration, when progress or problem in reaching the objective is evaluated.

### **Is the Existing Process Bringing the Desired Expectations/Output Expressed in Various PPAs?**

- Are we on track for hiring the desired staff and preparing them for their responsibilities?
- If not, what are the reasons and how they can be resolved?
- Are all the institutional working arrangement and cooperation being in place for the program to proceed and progress?
- If not, what are the reasons and how they can be resolves?
- PPA 1: Is the program brining the expected number of youth (around 160 per year for a total of equal or more than 480 in three years)? Is the referral system working effectively? Are agreements signed, processed and the intake operation and assessment working according to the set expectations and targets?

- If not, reasons for the failure will be reviewed and recommendations will be made and the experience will be recorded. This may bring a good way to look into working of the institution and making improvements as the process go forward.

The database referred to above will collect data to answer these questions stated above.

CPHPD will make recommendations to the evaluator and have the ultimate decision and authority on whether changes should be made. Erin Antrim CEO of BGCOP will also be consulted.

- PPA 2: Per dispensary per year: Number of inspection and if they have taken place according to the set target.
- If not, what are the reasons and how they can be resolved. The experience will help the process along the way.
- PPA 2: If expected number of software auditing is taking place?
- If not, what are the reasons and how they can be resolved and we need to keep the record for avoiding the same mistake.
- PPA 2: Have the educational information been produced and made available according to the set expectations?
- If not, what are the reasons and how they can be resolved in order to avoid its repetition.
- PPA 3: Have the decoy operation has been conducted based on the expectation?
- If not, what are the reasons and how this can be avoided in the near future?
- PPA 3: Has shoulder tap operation has been done according to the expectation and if not, what can be done for its completion and avoidance in the future?
- PPA 3: Have retailer training program has been in place and in efficient working condition? If not, what can be done to improve the situation and keep it up for the future.

### **Outcome/Impact Evaluation:**

Outcome evaluation will assist in determining if the expected transformation in youth behavior has occurred and if the process of change is likely to hold during and after the intervention. It also helps to understand if the changes in the business practice has been successful to support the health of the community and if this resulted in creating awareness about the importance of avoiding chemical dependency among the youth and in the larger community within the city of Port Hueneme.

Outcome evaluation is to measure the level of success of the program in the short, medium and long term. While the ability to measure the outcome of the program in the short and medium terms is easily achievable, the ability to measure the long-term impact may be more constrained. However, given the possibility of available resources and size of the target respondents to the treatment over three years, path for measuring longer-term impact is open. It should be mentioned that anticipating of having a long-term impact is not outside the expectation of this

program. Any transformative program if successful, is likely to change behavior of the target groups, particularly at young age in long term.

### **Outcome measures within the evaluation plan that are designed to address community needs**

- PPA1: Remain sober during intervention at the rate of 85% or better. This is a short-term outcome and will be pursued and recorded as the outcome may unfold.
- PPA 1: 85% of participants receive no new citations/suspensions during/after program. The part for not receiving any new citation is a short-term outcome and the proportion after the program is a medium-term outcome and will be recorded as such
- PPA 1: At least 65% of Brent's Club completers will not commit new offenses (citations/suspensions) within one year following program completion. This is a medium-term outcome and will be recorded as such.
- PPA 1: At least 85% of Brent's Club participants will remain sober (drug/alcohol) during the 8-week program because of program interventions. This is a medium term a short-term outcome and will be recorded as such.
- PPA 1: Ensure that at least 65% of Brent's Club completers will not commit new offenses (citations/suspensions) within one year following program completion. This is a medium-term outcome and will be recorded as such.
- PPA 1: At least 95% of program completers demonstrate increased knowledge and awareness of substance abuse addiction and strategies to avoid cannabis consumption. This is a short-term outcome and will be verified based on a pre-post survey designed by the program evaluator and served by the program staff and the outcome will be processes and presented by the program evaluator.
- PPA 1: At least 90% of program completers will indicate their intention of remaining sober from cannabis at the end of the 8-week program and at least 80% one year after program completion. These are two objectives under PPA 1. The first one is a short-term outcome and the second one is a medium-term outcome. They will both be measured and reported through the pre-post survey of participants.
- PPA 2: Conduct annual community, public, private stakeholder surveys to determine perception of the degree of public safety resulting from dispensary operations and improve results by 8% (over year one baseline results) in year 2, and an additional 8% in year 3.
- These objectives are all medium-term and longer-term impacts and will be measured through its appropriate survey. The survey can be done by the program evaluator. Its conduct is with the Police Department through appropriate randomized community survey. City of Port Hueneme Police Department has been carrying out this task and will continue to do so during the period of this program.
- PPA 2: Improve perception of public safety by 8% years 2 and 3. The survey instrument can be designed by the project evaluator and the conduct needs to be with a specialized phone survey vendor. These are medium and longer-term impacts.

Public safety and perception of degree of youth access can be combined into one phone survey. The survey can be conducted once a year.

- PPA 3: Conduct annual community, public, private stakeholder surveys to determine perception of the degree of youth access to cannabis resulting from dispensary operations and improve results by 8% (over year one baseline results) in year 2, and an additional 8% in year 3. The survey will be designed by the program evaluator and conducted by a specialized phone survey vendor. These are medium and longer-term impacts.
- PPA 3: Reduce youth (less than age 21) citations and arrests for cannabis intoxication/possession in the city by 10% in year 2 (over year 1 results), and an additional 10% in year 3. Improve perception of youth access to cannabis from dispensary operations by 8% years 2 and 3. The information gathering system in place will gather the information and shared with the program evaluator for processing, analysis, and reporting. These are medium and longer-term impacts.

### **Monitoring, Data Gathering & Processing, and Reporting**

We need to have a well-functioning system in place within which responsible entities or agents are assigned to their tasks and make sure that they are given the resources and are capable to carry out their expected assignments. Data processing and reporting should also be defined and be sure that they can operate in a timely manner. Finally, we need to make sure that timely reporting of findings is in place.

### **Program Monitoring Arrangements:**

- The Program Coordinator will review the work plan timeline, progress toward achieving objectives, and expenditures with the Program Director (in-kind) and Fiscal Manager quarterly as well as with the BGCOP Coordinator.
- Brent's Club participants will be tracked by TEAs (Teen Empowerment Advisors) of the BGCOP. These include attendance logs, dropouts, drug tests, other youth development activities, and successful completions. Data reports will be provided at monthly team meetings to identify outliers and opportunities for improvement.  
The Cannabis Control Officer who is a sworn police officer will keep daily logs of his activities which includes inspections, undercover operations, audits, and general compliance like business checks.
- This report will be sent to program evaluator by BGCOP coordinator in the first week of the following month and after the meeting. Minutes of the meetings will be prepared and shared with participants and a copy of it will be sent to the program evaluator. There will be a list of dates for completion monthly meeting and sending the minutes to the program evaluator.
- Quality Improvement (QI) processes will be performed, reviewed, and implemented at least quarterly. Progress toward goals will be reviewed and needed adjustments made. The process is to be overseen by program coordinator. Report will be recorded in the

Quarterly Reports and they will be shared with program Evaluator for preparation of annual and final reports. The Quality Improvement processes have been set by the program. The program has set objectives (plan) that are expected to be implemented, which entails the actual conduct of the work (do), the outcome is reviewed and evaluated (study) within the certain period of time, and the outcome will outline the action to be taken for any improvements needed (act). The process can only be effective, if it is capable of identifying the problems on a timely manner. The recommendations can be made and its success in putting the recommendation into effect rests with the top management. They have the overall responsibilities for making the final decisions for carrying out the recommended changes, which can bring the needed improvements.

- There are monthly meetings with participation of teams, which are called partner meetings. During these meetings program processes, its direction and success or shortcoming are discussed and reviewed. This is an important building block of quality improvements within the program and throughout its progress. The Evaluator is not present in the monthly meeting. However, program coordinator shares the reports of the discussions in the meetings with the evaluator. Furthermore, the evaluator will be invited to some of the meetings that principal matters related to evaluation is discussed.

### **Responsible Entities and Their Tasks:**

- **Program Evaluator** will carry out the following tasks:
  - Will design, test, and put them in place before locating and selection of the first cohort of youth. **We have a pre-post survey and the pre-survey should be ready to be implemented before anyone come aboard.**
  - Will design and put in place a folder (package) of all form of structured inquiries through other methods such as survey or interview of responsible personnel (i.e. BGCOP instructors, mentors, counselors as well as CPHPD personnel and relevant staff).
  - Will inquire from business entities through relevant and effective means about their experience through the implementation of this project.
- **Program Evaluator**
  - Receive full information on every program of intervention by the BGCOP and their objectives and curricula.
  - This information will be used for development of thematic areas of survey instruments to measure the effectiveness of education delivered for bringing the transformation and reaching of the desired outcome.
  - Receive information on all other joint programs by the BGCOP and CPHPD for trainings and orientations that youth go through for the purpose of meeting the expected outcome of the project.

The program coordinator will monitor all aspects of the activities and interventions. Program Coordinator will monitor monthly the intake documentation.

- This information will also be used for development of needed evaluation instrument.
- **Program Coordinator** should assist the process by establishing the following pipelines for gathering and reporting of the needed data/information:
  - Detailed information about the existing curricula that youth will go through during the intervention period.
  - Any background information about these programs within the BGCOP over years and their effectiveness, if such impacts have been documented before.
  - Background information about similar intervention programs in recent past.
  - School records within a well-structured format that provide the necessary information for meeting PPA 1 and PPA 3
  - A well-structured plan of gathering and reporting information from CPHPD on record of arrest, citation, probation, and other required on pertinent juvenile criminal justice system data.
  - Program will employ school and police reports and will keep track of them in a tracking sheet and case-notes
  - Relevant information from the CPHPD in relation to PPA2 and PPA3 as they unfold.

## **Data Gathering Tools and Instruments:**

Data gathering will take place based on the following ways and methods.

### **I. Data Gathering and Reporting for Program Implementation Progress (Process and Outcome Evaluation)**

- a. Number of youths entering the program on monthly basis (referral made and accepted)
- b. Progress/failure of program participants on weekly basis which is to be recorded and reported on monthly basis to program evaluator.
- c. Report of training offered as planned on monthly basis.
- d. All program related activities of police department on monthly basis.  
The Cannabis Control Officer who is a sworn police officer will keep daily logs of his activities which includes inspections, undercover operations, audits, and general compliance like business checks. Information will be systematically preserved to be reported and evaluated.
- e. Monthly (or otherwise accepted) progress reports of students (academic performance, attendance and any disciplinary actions by the school. This is to be recorded and passed on the program evaluator on bi-monthly basis.
- f. Record of successful graduation or failure from the program on monthly basis.
- g. Police reports on every participant and their success to stay on course or being arrested again on monthly basis.

### **II. Data Gathering Tools and Instrument for Outcome Evaluation**

This segment looks into development of instruments for measuring the degree of success of the program in meeting its stated outcome in several PPAs. This program involves a number of a number of inquiries aimed at evaluating modification in:

- Behavior of people involved (targeted youths), resulting in positive transformation towards healthy living and constructive attitude for achieving better school performance and work.
- Modification in business processes, resulting in positive change in business practice for safeguarding the interests of community.
- Creating informed habitants in the city about harm of chemical dependency in their lives.

### **We will be creating and Implementing the Following Surveys**

- **Pre-post (possibly post-post) survey for assessing the degree of transformation in behavior, conduct, and desire to stay away from a life with chemical dependency and embarking on moving towards creation of a productive and successful adulthood.** The survey will be ready before taking any participants. The pre-survey will be given to every participant upon entry to the program. These surveys have an ID number which will allow us to make a direct comparison between pattern of responses upon entry and completion. The post survey will be served to every one if for any reason they are withdrawn from the program midstream. By comparing the pattern of responses between the pre-post we will be able to measure the degree of progress or regression as they may unfold by difference in their numeric values. We will use P-values to determine if the outcomes are statistically significant.
- Pre-post Survey of any training program aims at improving the skills, understanding, and commitments of target groups (staff, business entities, and other stakeholders). The themes of the questions will be directly based on the purpose of the training courses. We will make sure that pre-post surveys are based on matched pairs and will therefore be using relevant statistical test to determine their degree of reliability on a scientific basis.
- Survey of population sentiment. The survey questions will be designed by program evaluator based on the stated objective of PPA 3 and the proves of inquiry will be contracted by the Police Department through a relevant and qualified vendor with experience in this field.

### **Other Important Measure in Making Sure that All Processes are Based on Sound Scientific Basis**

Controlling for all possible positive (or adverse) factors/developments can never be done at an ideal level. However, we do look into what may have happened in the school district, other youth-centered organizations, and in the community-based entities. We should also point out that changes in the economic environment within the city and its nearby neighborhood, related city ordinances and other political and social developments may have a part in looking into relevant

but independent forces of change. We will take such developments/changes into account to the extent that we can find information about them.

It is important to mention that we do not have multiple types of intervention.

- The program will follow the existing and scenically acceptable methods for randomized drug testing.
- Community sentiment survey will be based on using rigorous randomized sampling.
- Survey of youth will be conducted by staff and coaches of Boys & Girls Clubs of Greater Oxnard and Port Hueneme based on clear instruction of Program evaluator to assure compliance with scientific and ethical standards.
- Data will be presented to the evaluator in excel files or other possible ways.
- Data will be processed based on meeting the scientific standards.
- The outcome will be presented through periodic, annual and final report, based on the requirement of BSCC.

## **Logic Models for the Program**

Our logic model is a roadmap for showing how goals of the program are pursued through a set of pragmatic objectives and how these objectives are pursued through providing the inputs needed, activities generated, output produced, outcome arrived, and impacts brought forth. It also explains how a well-designed program with a feasible set of processes and steps along the way may lead to the desired outcomes in short, medium, and long terms. We have already articulated on the inputs of the program and the content and the method of our process and outcome evaluations. The goals and objectives of the program are presented through three PPAs. We will therefore take each PPA and by focusing on its goal and objectives make the links on how we go from the inputs we employ to the impacts we desire. The layout of our logic models is built based on pursuing the following concepts in their formation.

**Inputs (Resources Committed) :** The resources, money, time, staff, expertise, methods, and facilities that an organization commits to a program to produce the intended outputs, outcomes, and impact.

**Activities (Process Objectives):** They specify what program staff and partners will do during the program period. Activities are typically more general statements of broad tasks that are written in the logic model.

**Outputs (What We Count):** The volume of a program's actions, such as products created or delivered, number of people served, and services carried out.

**Outcomes (What We Wish to Achieve):** Socially meaningful changes for those served by a program, generally defined in terms of expected changes in knowledge, skills, attitudes, behavior, condition, or status. These changes should be measured, be monitored as part of an organization's work, link directly to the efforts of the program, and serve as the basis for accountability.

**Impacts (What We Aim to Effect):** The results that can be directly attributed to the outcomes of a given program or collective of programs, as determined by evaluations that are capable of factoring out (at a high level of statistical probability) other explanations for how these results came to be.

**PPA 1:** Address youth cannabis use by providing effective intervention programs designed to improve critical thinking and decision-making skills, promote healthy behaviors through substance use education, and enhance youth development through academic success, leadership, mentorship, and other prosocial activities.

INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES		
			Short-term: 8 Weeks to Less than 12 Months	Intermediate - term: 12 Months to Two Years	Long-term: Longer than Two Years
<ul style="list-style-type: none"> <li>* Establish Cannabis Enforcement and Teen Intervention Program (CETIP)</li> <li>* Reach agreements with BGCOP and referral partners on intake/referral procedures, expungement requirements, responsibilities and resources, and other operational agreements</li> <li>* Form collaboration between BGCOP and CPHPD</li> <li>* Issue and sign MOUs with partners and collaborators to create capacity for carrying out the program</li> <li>* Hire/train staff and partners on project operations, goals, intake/referral procedures,</li> </ul>	<ul style="list-style-type: none"> <li>* Direct youth ages 11-18 cited or suspended from school for cannabis intoxication/possession and referred by police or school police resource officers to program to the program.</li> <li>* Expansion of the BGCOP/ Brent's Club Program, youths will be referred to an 8-week, twice weekly program designed to hone youth decision-making and critical-thinking skills to ensure healthy choices and avoid and/or resist drugs, alcohol, tobacco, and premature sexual activity.</li> <li>* Participants benefit from BGCOP youth development activities that enhance school achievement, promote higher education, support entrepreneurial skills, advocate for community service, train and practice leadership skills, and promote positive social activities.</li> <li>* Participants can access mentorship programs, homework help, arts programs, sports and recreation, STEM training, and</li> </ul>	<ul style="list-style-type: none"> <li>* Provide BGCOP Brent's Club Program at least 160 youth annually, resulting 480 or more youths been referred in 3 years of the program.</li> <li>* Ensure that at least 85% of Brent's Club participants will complete the 8-week program.</li> <li>* Ensure that at least 75% of youth completing Brent's Club will also participate in at least one other BGCOP's after school youth development activity.</li> <li>* Hold team meetings at least monthly to analyse data reports and identify improvement opportunities</li> </ul>	<ul style="list-style-type: none"> <li>* 85% or higher proportion of participants remain sober during intervention.</li> <li>* At least 85% of Brent's Club participants will remain sober (drug/alcohol) during the 8-week program because of program interventions .</li> <li>* Ensure that at least 90% of program completers will indicate their intention of remaining sober from cannabis at the end of the 8-week program.</li> <li>* Ensure that at least 95% of</li> </ul>	<ul style="list-style-type: none"> <li>* At least 65% of Brent's Club completers will not commit new offenses (citations/suspensions ) within one year following program complete</li> <li>* At least 80% of those complete the program will remain sober one year after program completion</li> </ul>	

<p>expungement requirements</p> <p>* Provide financial &amp; other resource through budgetary and in-kind allocation.</p>	<p>other SMART Moves and Project Learn programs.</p> <p>* Assess each participant's risk/needs at intake, recommend youth development programs to address risk/need,</p> <p>* Target specific interventions, provide positive reinforcements with incentives, and enhance family support.</p> <p>* Conduct weekly saliva drug testing.</p> <p>* Provide incentives for sobriety and successful participation and completion of Brent's Club.</p> <p>* Arrange the expungement of records with partners if the youth successfully completes the program.</p> <p>* Conduct pre-post surveys (before participation, at 8 weeks, and one-year post completion) about substance abuse knowledge, sobriety, intention of continuing sobriety.</p> <p>* Follow up with school and families about participant status at 6 months post completion to determine if there are any continuing needs</p>	<p>* Conduct at least quarterly quality improvement processes.</p> <p>* Conduct annual evaluations to determine progress toward goals and objectives</p>	<p>program completers demonstrate increased knowledge and awareness of substance abuse addiction and strategies to avoid cannabis consumption</p>		
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**PROCESS EVALUATION**

**OUTCOME EVALUATION**

**PPA 2: Improve public health by limiting the negative impact of dispensary business operations on the community**

INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES		
			Short-term: 8 Weeks to Less than 12 Months	Intermediate -term: 12 Months to Two Years	Long-term: Longer than Two Years
<ul style="list-style-type: none"> <li>* Ensure that written cannabis educational information is available at dispensaries.</li> <li>* Finalize CPHPD inspection protocols and scheduling.</li> <li>* Train officers on conducting inspections.</li> <li>* Work with the Ventura County Behavioural Health Department to ensure that adequate supplies of cannabis prevention and addiction information, especially relating to youth prevention, are available at dispensaries, VCBH, and community forums.</li> </ul>	<ul style="list-style-type: none"> <li>* Software Audits: Auditors will review dispensary tracking software to ensure that operators are selling less than one ounce a day to, have records of the age of buyers, and other code requirements.</li> <li>* Determining community needs through collecting survey feedback and recommendations.</li> <li>* Conduct at least 1 dispensary inspection of each of 10 retailers quarterly to ensure code compliance.</li> <li>* Conduct at least 1 dispensary software audit for each of 10 retailers annually to ensure code compliance.</li> <li>* Conduct annual community, public, private stakeholder surveys to determine perception of the degree of public safety resulting</li> </ul>	<ul style="list-style-type: none"> <li>* Public Health will be enhanced through CPHPD-operated program components focused on public information and random inspections and audits of cannabis businesses.</li> <li>* Hold team meetings at least monthly to analyse data reports and identify improvement opportunities.</li> <li>* Conduct at least quarterly quality improvement processes.</li> <li>* Conduct annual evaluations to determine progress toward goals and objectives.</li> </ul>		<ul style="list-style-type: none"> <li>* Determine perception of the degree of public safety resulting from dispensary operations and improve results by 8% (over year one baseline results) in year 2</li> <li>* Improve dispensary code compliance (public health) resulting from inspections and audits by at least 20% in year 2 (over year 1 baseline).</li> <li>* Improve dispensary code compliance (public health) resulting from inspections and audits by at least 20% in year 2 (over year 1 baseline)</li> <li>* Improve dispensary code</li> </ul>	<ul style="list-style-type: none"> <li>* Determine perception of the degree of public safety resulting from dispensary operations and improve results an additional 8% in year 3</li> <li>* Improve dispensary code compliance (public health) resulting from inspections and audits by at least 20% in year 2 (over year 1 baseline), and maintain that level in year 3</li> </ul>

<p>* Inform dispensaries about the project purpose, goals, and objectives of the project inspections and audits as planned.</p> <p>* Public Information Brochures, which are Brochures about preventing youth access to cannabis will be posted in dispensary lobbies.</p>	<p>from dispensary operations</p>			<p>compliance (public health) 20% year 2.</p>	
<b>PROCESS EVALUATION</b>				<b>OUTCOME EVALUATION</b>	

**PPA 3: Increase public safety by limiting the impact of dispensary operations upon the public and youth related to increased access to cannabis in the community**

INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES		
			Short-term: 8 Weeks to Less than 12 Months	Intermediate -term: 12 Months to Two Years	Long-term: Longer than Two Years
<ul style="list-style-type: none"> <li>* Finalize CPHPD minor decoy operations and scheduling.</li> <li>* Develop training session curriculum with key stakeholders .</li> <li>* Work with the VCBH to update the Responsible Cannabis Server curriculum about preventing youth cannabis access.</li> </ul>	<ul style="list-style-type: none"> <li>* Inform dispensaries about upcoming minor decoy operations and shoulder tap operations.</li> <li>* Conduct minor decoy operations.</li> <li>* Conduct shoulder tap operations.</li> </ul>	<ul style="list-style-type: none"> <li>* Conduct at least 1 minor decoy operation at each of 10 retailers annually and arrest adults who sell cannabis to a minor.</li> <li>* Conduct at least 1 “shoulder tap” (getting an adult to buy for a minor) operation at each of 10 retailers annually and arrest adults who purchase cannabis for minors.</li> <li>* Conduct Responsible Cannabis Server training courses for operators/employees at each dispensary annually that include prevention of youth cannabis consumption and access prevention strategies.</li> <li>* Conduct annual Cannabis Community Forums to communicate results, collect feedback, address concerns, and determine needed quality improvements.</li> <li>* Conduct annual community, public, private stakeholder surveys to determine perception of the degree of youth access to cannabis resulting from</li> </ul>		<ul style="list-style-type: none"> <li>* Improve perception of the degree of youth access to cannabis resulting from dispensary operations results by 8% (over year one baseline results) in year 2 by 8%.</li> <li>* Reduce youth (less than age 21) citations and arrests for cannabis intoxication/possession in the city by 10% in year 2 (over year 1 results).</li> </ul>	<ul style="list-style-type: none"> <li>* Through improving perception of the degree of youth access to cannabis resulting from dispensary operations results by an additional 8% in year 3.</li> <li>* Reduce youth (less than age 21) citations and arrests for cannabis intoxication/possession in the city by an additional 10% in year 3</li> <li>Improve perception of youth access to cannabis from dispensary operations by 8% years 2 and 3</li> </ul>

			<p>dispensary operations.</p> <ul style="list-style-type: none"> <li>* Hold team meetings at least monthly to analyse data reports and identify improvement opportunities</li> <li>* Conduct at least quarterly quality improvement processes.</li> <li>* Conduct annual evaluations to determine progress toward goals and objectives.</li> </ul>			
<b>PROCESS EVALUATION</b>				<b>OUTCOME EVALUATION</b>		