Youth Advisory Committee (YAC) Meetings Webinar

ILLINOIS

CPRD | Center for Prevention Research & Development

SCHOOL OF SOCIAL WORK

Guidelines for Reporting YAC Meetings

The goal of reporting YAC Meetings in the Prevention Hub is to provide IDHS with information about YAC youth members and the implementation of YAC meetings.

NOTE: **The YAC Meeting screen under the SUPP tab is for reporting specific information about each YAC meeting that your agency implements and does <u>NOT</u> replace the reporting of time and population served for Youth Advisory Committee under the Weekly Reporting tab.**

Adding a YAC Meeting

To add a YAC meeting:

- o Select a site plan and fiscal year
- o Click the **Add** button
- o Complete the required fields identified by *

Adding a YAC Meeting
(continued)

Complete information in the **YAC Youth Members** box:
- Reflect demographics of the community/service area ☑
- Were involved in planning of two National Prevention Week activities

Adding a YAC Meeting (continued)

Complete information in the **YAC Youth Members** box
- Were involved in Communication Campaigns

Adding a YAC Meeting
(continued)

Complete information in the **YAC Youth Members** box
- Were involved in other prevention activities

YAC Meeting Add/Edit

Fiscal Year: * [FY23 ▼]   Site Plan: * [SUPS-Champaign ▼]   Activity: * [Youth Advisory Committee ▼]

YAC Meeting	[X]
11/16/2022 Champaign HS YAC	
9/14/2022 Champaign HS YAC	

YAC Meeting Minutes should be uploaded under the Req Docs tab

YAC Name * [Champaign HS YAC ▼]

Meeting Date * [11/16/2022] 🗓

Total Number of Youth Attendees: * [12]

Number of New Youth Attendees: * [5]

Total # of Youth Attendees should equal # of New Youth Attendees when entering data for the 1st YAC meeting of the fiscal year.

Grade: * ☐ 6th ☐ 7th ☐ 8th ☑ 9th ☑ 10th ☐ 11th ☐ 12th

YAC Youth Members

Reflect demographics of the community/service area: ☑

Were involved in planning of two National Prevention Week activities: [▼]

Were involved in Communication Campaigns: [▼]

Were involved in other prevention activities: [▼]

[Save]

☐ Check All

☐ Event Set Up

☐ Health Fairs

☐ National Drug and Alcohol Facts Week

☐ Red Ribbon Week

☐ Resource Directory

☐ OTHER

☐ No Involvement

[Add]

Question #1

Are agencies still required to upload YAC meeting minutes under the Req Docs tab?

a) YES   b) NO

Question #1
[answer]

Are agencies still required to upload YAC meeting minutes under the Req Docs tab?

a) YES   b) NO

Question #2

For the first YAC meeting of each fiscal year, the **Total Number of Youth Attendees** should <u>**equal**</u> the **Total Number of New Youth Attendees**.

a) True   b) False

Question #2
[answer]

For the first YAC meeting of each fiscal year, the **Total Number of Youth Attendees** should **equal** the **Total Number of New Youth Attendees**.

a) True   b) False

Editing a YAC Meeting

To edit a YAC meeting:
- Click on the YAC meeting name in the **YAC Meeting** box
- Edit any of the meeting information displayed.
- Click the **Save** button to save your changes.

Deleting a YAC Meeting

To delete a YAC meeting:

- ○ select the name of the YAC meeting you want to delete in the **YAC Meeting** box
- ○ Click the delete button ( )
- ○ Pop up message - Click OK to delete the meeting or click Cancel to keep the meeting.

Question #3

Agencies cannot delete YAC meetings from the Hub.

a) True   b) False

Question #3
[answer]

Agencies cannot delete YAC meetings from the Hub.

a) True   b) ==False==

==YAC meetings CAN be deleted by selecting the meeting, clicking the delete button X , and selecting OK from the pop-up message.==

Question #4

Does the reporting of YAC Meetings replace the reporting of time and population served for Youth Advisory Committee under the Weekly Reporting tab?

a) YES   b) NO

Question #4
[answer]

Does the reporting of YAC Meetings replace the reporting of time and population served for Youth Advisory Committee under the Weekly Reporting tab?

a) YES   b) NO

Calculating Actual # Meetings and Actual # Youth

- Calculate the number of meetings and new youth attendees that have been reported for a YAC using the Work Plan Projections YAC tab.

Calculating Actual # Meetings and Actual # Youth (continued)

- Click on the edit symbol (✎)
- Click the **Calculate Actual Meetings** button to calculate the number of meetings.
- Click the **Calculate Actual Youth** button.
- Click the **Update** button.

LIVE DEMONSTRATION

Updated IDHS Reporting Requirements

IDHS Requirements for Reporting YAC Meetings in FY23

- Report all YAC meetings that were implemented during FY23 by 07/31/23

- On Work Plan Projections YAC screen, calculate the **Actual # Meetings** and **Actual # Youth** by 07/31/23

IDHS Requirements for Reporting YAC Meetings in the Future

- Report Quarterly

  - All YAC meetings that were implemented by the quarterly reporting due date

  - Calculate the **Actual # Meetings** and **Actual # Youth** on the Work Plan Projections YAC tab by the quarterly reporting due date

QUESTIONS ???

CPRD will be creating a question & answer document to this webinar. Email questions related to this webinar to Sherri Rudicil solin2@Illinois.edu **by close-of-business Friday, May 26, 2023**

Prevention Hub

If you have questions about the **Prevention Hub**, contact
- Sherri Rudicil (solin2@illinois.edu, 217-300-6457)
- Jo Pauly (jopauly@illinois.edu, 217-265-8301)