

# WHERE TO GO FOR TECHNICAL ASSISTANCE

Do you have questions about...

- DFC core outcome measures?
- National Evaluation reporting requirements?
- Your survey review or survey guide?
- Reporting data in COMET?
- Accurate sampling methods?
- Youth survey recommendations?

If so, please contact the DFC National Evaluation Team toll-free (877) 854-0731 or via email at [dfc\\_evaluators@icfi.com](mailto:dfc_evaluators@icfi.com)

## DFC National Evaluation Technical Assistance Team Services:

- Provides technical assistance related to the National Evaluation to answer any questions about the DFC core outcome measures, assess whether your current survey meets DFC reporting requirements, and provide any necessary support related to the National Evaluation, such as guidance on accurate sampling methods and maintaining anonymity of surveyed youth
- Reports findings from the National Evaluation that DFC coalitions can use in program performance improvement, advocacy work, and to support sustainability planning.

Do you have questions about...

- Developing a logic model?
- Effective leadership?
- Creating and maintaining partnerships?
- Sustainability?
- Cultural competency?
- Program assessment and evaluation?

If so, please contact the CADCA National Coalition Institute helpline (800) 54-CADCA x240 [training@cadca.org](mailto:training@cadca.org)

## CADCA National Coalition Institute Services:

- Provides a variety of technical assistance and training opportunities to community anti-drug coalitions covering various subject areas: creating and maintaining partnerships; sustainability; cultural competency; assessment; prevention planning and implementation; and evaluation
- Provides strategies for collaborating with schools and/or the community to obtain youth data
- Produces and disseminates resource and research materials related to community coalition development and substance abuse prevention.

Do you have questions about...

- How to obtain login information for COMET?
- How to reset your system password and/or login information if you forget?
- COMET system errors?

If so, please call 1-888-348-4248 [DCARSupport@kitsolutions.net](mailto:DCARSupport@kitsolutions.net)

## KIT Solutions and the COMET Support Team Services:

- Provides technical support for login failures and/or system errors
- Provides training videos for COMET and other data reporting systems accessed through the Prevention Management Reporting and Training System Portal
- Provides an online library of helpful documents related to the COMET system.

Do you have questions about...

- SAMHSA Project Officers
- Programmatic issues?
  - When reports are due?
- Division of Grants Management
- Fiscal questions?
  - Administrative issues?

If so please contact SAMHSA Project Officers <http://ondcp.gov/dfc/projectofficers.html> or SAMHSA Division of Grants Management [http://www.ondcp.gov/dfc/grant\\_mgmt\\_specialist.html](http://www.ondcp.gov/dfc/grant_mgmt_specialist.html)

## SAMHSA Project Officers and Division of Grants Management Services:

- Project Officers
- Serve as primary point of contact for DFC grantees
  - Monitor grantees for administrative grant compliance
  - Conduct site visits and other support activities.
- Division of Grants Management
- Monitor grantees for fiscal grant compliance
  - Provide support for financial issues
  - Conduct funding and peer review process.

Do you have questions about...

- Adding coalition members to the DFC Workstation?
- Receiving DFC Workstation Emails?

If so please contact [dfc@communitysystemsgroup.com](mailto:dfc@communitysystemsgroup.com)

## Community Systems Group (CSG)

- Adds coalition members to the DFC Workstation
- Sends out emails to DFC grantees through the DFC Workstation

Contact the DFC National Evaluation Team toll-free at (877) 854-0731 or via email at [dfc\\_evaluators@icfi.com](mailto:dfc_evaluators@icfi.com)