



**NATIONAL AUTHORITY FOR THE CAMPAIGN AGAINST
ALCOHOL AND DRUG ABUSE**

ADA PREVENTION INDICATOR 2022/23

Public Education & Advocacy Department

August 2022



Agenda

01

Performance 2021-2022

02

ADA Prevention Indicator 2022-2023

03

Demo: Tools Provided

04

Q&A



Objective of ADA indicator

- ✓ To reduce the prevalence and mitigate the negative effects of ADA in the public sector



Performance 2021-2022



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PC activities

level I



Submit workplan and allocate resources by 30th September 2021 (10%)



Conduct baseline survey (15%)



Establish/operationalize committee and train members (10%)



Develop and implement workplace policy (20%)



Sensitize staff at least twice (20%)



Establish support mechanisms for employees with substance use disorders (15%)



Submit quarterly reports and evidence (10%)



Feedback

Indicator	Comments/Gaps identified
Submit workplan and allocate resources by 30 th September 2021 (10%)	<ul style="list-style-type: none">✓ Selection of activities without consulting with NACADA hence incorrect activities✓ Late submissions of workplan✓ No costed workplan✓ Non-compliance with the committed work plan activities.
Conduct baseline survey (15%)	<ul style="list-style-type: none">✓ Not using the questionnaires provided by NACADA on the website✓ Incomplete analysis
Establish/operationalize committee & train members (10%)	<ul style="list-style-type: none">✓ Committee not trained✓ Only 1 member or 2 trained✓ Submission of unsigned minutes or signed by just 1 person
Develop and implement workplace policy (20%)	<ul style="list-style-type: none">✓ Non conformity of policy- not following the provided guidelines



Feedback

Indicator	Comments/ Gaps identified
Sensitize staff at least twice (20%)	<ul style="list-style-type: none">✓ Submission of pictures, registration list, posters, fliers, brochures, PowerPoint presentations and screenshots of power point presentation, booklets, etc without the report✓ Topic of sensitizations not included✓ Memos instead of reports✓ Only students targeted and not staff (tertiary institutions)
Establish support mechanisms for employees with substance use disorders (15%)	<ul style="list-style-type: none">✓ Fillable EAP forms not used✓ EAP schedule not provided or a taking picture of medical card✓ Inconsistency in filling the form
Submit quarterly reports and evidence (10%)	<ul style="list-style-type: none">✓ Submission of online report with no evidence attached to the report✓ Submission of unnecessary documents✓ Non responsive to reminders on submission of missing or required evidence✓ Having each quarterly report submitted by different persons hence no follow-up on feedback provided by NACADA



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PC activities

level 2



Submit workplan and allocate resources by 30th September 2021 (10%)



Train Supervisors and Managers on Workplace Based Prevention Interventions / Train student welfare staff (20%)



Implement ADA prevention policy (20%)



Sensitize staff and families on positive parenting (20%)



Strengthen social support through peer and informal referral (20%)



Submit quarterly reports and evidence (10%)



Feedback

Indicator	Comments/ Gaps identified
Submit workplan and allocate resources by 30 th September 2021 (10%)	<ul style="list-style-type: none">✓ Late submissions✓ No costed workplans✓ Non-compliance with the submitted work plans
Train Supervisors and Managers on Workplace Based Prevention Interventions / Train student welfare staff (20%)	<ul style="list-style-type: none">✓ Supervisors and managers not trained/training by other bodies✓ Student welfare staff not trained/ trained but not in workplan
Implement ADA prevention policy (20%)	<ul style="list-style-type: none">✓ Non-compliance with activities signed up



Feedback

Indicator	Comments/Gaps identified
Sensitize staff and families on positive parenting (20%)	<ul style="list-style-type: none">✓ Registration lists without report✓ Activity not done
Strengthen social support through peer and informal referral (20%)	<ul style="list-style-type: none">✓ Fillable EAP forms not used✓ EAP schedule not provided (many confused EAP schedule with EAP form thinking its one and the same)✓ Training of peer educators by non-approved entities
Submit quarterly reports and evidence (10%)	<ul style="list-style-type: none">✓ Submission of online report with no evidence✓ Submission of unnecessary documents



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ADA Prevention Indicator 2022-2023



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Preliminary Activities Level 1

1



Develop annual workplan and allocate resources for implementation

2



- Establish/reconstitute and operationalize ADA control committee
- Training of ADA control committee on workplace-based prevention interventions

3



Sensitization of staff (and students) on ADA

NB: 1. Activities must be done but attract no score 2. Failure to undertake and submit evidence for the above means the institution will not be evaluated



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Core Activities Level 1



Activity

01

Undertake a baseline survey on alcohol and drug abuse (30%).

02

Development / review of workplace ADA prevention & management policy (40%)

03

Establish and operationalize support mechanisms for staff and students with Substance Use Disorders (20%)

04

Submit quarterly performance reports and evidence through online system to NACADA (10%)



Support required

✓ Guidelines for survey provided on the website

✓ Guidelines for policy development provided on the website

✓ EAP guide and fillable reporting form provided on the website

✓ Guidelines and forms available on the website



Indicators Level 1 (Preliminary)

Activities	Indicators (Evidence to be submitted)
1. Develop annual work plan and allocate resources for implementation	<ul style="list-style-type: none">• Costed annual work plan in prescribed format (workplan submitted using form the costed plan attached as evidence)
2. Establish/reconstitute and operationalize ADA control committee Training of ADA control committee on workplace based prevention interventions	<ul style="list-style-type: none">• Copies of letters of appointment of established/reconstituted committee• Signed minutes of meetings held (quarterly)• # members trained at least 3/4 (Copies of member certificates)
3. Sensitization of staff (and students) on ADA	<ul style="list-style-type: none">• # sensitization forums• sensitization reports• registration lists



Indicators Level 1 (Core)

Activities	Indicators (Evidence to be submitted)
<p>1. Undertake baseline survey on alcohol and drug abuse in the institution Disseminate the survey findings to all staff</p>	<ul style="list-style-type: none"> • Letter of engagement for the survey • Report of survey • Dissemination report <ul style="list-style-type: none"> • Registration lists • # staff sensitized on the findings • #students sensitized
<p>2. Development of ADA Prevention and Management Workplace Policy</p>	<ul style="list-style-type: none"> • Signed minutes of review meetings held <ul style="list-style-type: none"> • Drafting/review team meeting(s) • Staff input meeting • Copy of Workplace ADA prevention policy
<p>3. Establishment of support mechanisms for employees with Substance Use Disorders</p>	<ul style="list-style-type: none"> • Schedule of EAP services available/ offered • EAP utilization report <ul style="list-style-type: none"> • # staff/students referred for counselling and treatment including counselling(fillable form available on website) • # sensitization forums on EAP services
<p>4. Submission of quarterly reports and evidence in prescribed format</p>	<ul style="list-style-type: none"> • Progress reports in prescribed format • Submit evidence of activities conducted via online system



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Preliminary Activities Level 2

1



Develop annual work plan and allocate resources for implementation

3



- Train Supervisors & Managers on Workplace Based Prevention Interventions or
- Training of staff in charge of student welfare on ADA or
- Training of peer educators (where applicable)

2



Operationalize ADA control committee

4



Sensitization of staff and their families (and students) on ADA

NB:

1. Activities must be done but attract no score
2. Failure to undertake and provide evidence for the above means that the institution will not be evaluated

Core Activities Level 2



Activity

01

Implement interventions to address two risk factors identified in the baseline/follow up survey (40%).

- ✓ Specify the 2 risk factors & strategies to mitigate them.
- ✓ 2 factors each for staff & students in tertiary institutions



Guidance provided

02

Implement ADA prevention and management workplace policy to address issues of whole workplace, at risk population and the dependent population. (25%)

- ✓ Specify strategies for i. Whole workplace ii. at risk population iii. Dependent population as provided in policy

03

Provide support for employees at risk of and those with substance use disorders (25%).

- ✓ EAP guide and fillable reporting form provided on the website
- ✓ Other strategies to increase utilization

04

Submit quarterly performance reports and evidence through online system to NACADA (10%)

- ✓ Guidelines and forms available on the website



Indicators Level 2 (Preliminary)

Activities	Indicators (Evidence to be submitted)
1. Develop annual work plan and allocate resources for implementation	<ul style="list-style-type: none">• Costed annual work plan in prescribed format (workplan submitted using form the costed plan attached as evidence)
2. Operationalize ADA control committee	<ul style="list-style-type: none">• Signed minutes of quarterly meetings
3. Train Supervisors and Managers on Workplace Based Prevention Interventions or Training of staff in charge of student welfare on ADA or Training of peer educators (where applicable) to improve peer support among staff and students	<ul style="list-style-type: none">• # Supervisors and managers trained or student welfare staff trained for tertiary institutions or peer educators (where applicable)• Copy of certificates
4. Sensitization of staff and their family members on ADA (topics derived from survey findings)	<ul style="list-style-type: none">• # sensitization forums (at least twice per year)• sensitization reports• registration lists



Indicators Level 2 (Core)

Activities	Indicators (Evidence to be submitted)
1. Address <u>two</u> risk factors identified in the baseline/follow up survey	Implementation plan (specify 2 risk factors and strategies to mitigate the risk factors; in case of tertiary institutions – specify for both students and staff) Implementation report in prescribed format (template provided on the website)
2. Implement ADA prevention and management workplace policy to address issues of whole workplace, at risk population and the dependent population.	Implementation plan (Specify strategies for (i) Whole workplace (ii) at risk population (iii) Dependent population as provided in policy) Implementation report in prescribed format
3. Provide support for employees at risk of and with substance use disorders	<ul style="list-style-type: none"> • Schedule of EAP services available/ offered • EAP utilization report <ul style="list-style-type: none"> • # staff/students referred for counselling and treatment including counselling (fillable form available on website) • # sensitization forums on EAP services
4. Submission of quarterly reports and evidence in prescribed format	<ul style="list-style-type: none"> • Progress reports in prescribed format • Submit evidence of activities conducted via online system



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EAP Guide

What is EAP?

- Employee benefit program that assists employees with personal problems and/or work-related problems that may impact their job performance, health, mental and emotional well-being
- Services can be provided internally, utilizing medical service provider or a hybrid. This should include the following:
 - Counselling
 - Psychiatric assistance
 - Treatment and rehabilitation (outpatient and inpatient)
 - After care support for relapse prevention (support groups and/or after care therapy)
- Therefore EAP schedule is an outline of what, where, when, how and who offers the services mentioned above



Demo: Tools Provided

- 1. Annual Workplan template**
- 2. Quarterly report template**
- 3. EAP utilization form**



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Way forward

- Submission of draft workplan to workplace@nacada.go.ke for verification and approval before online upload
 - Deadline for online upload 30th September 2022

Training conducted by NACADA

- ADA committees
 - Managers and Supervisors
 - Student Welfare staff
 - Peer educators
- Sensitizations conducted by NACADA, EAP service providers appropriate or any other party/consultant they choose to use as long as its content appropriate



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Need Someone to talk to on Alcohol and Drug Abuse?

Call us on our **24HRS** 
TOLL FREE HELPLINE 1192

