



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

MID-YEAR REVIEW OF ADA PREVENTION INDICATOR 2022/23

Public Education & Advocacy Department

February 2023



Agenda

01

Opening remarks

02

ADA Prevention indicator-2023

03

Status report

04

Q&A



Objective of ADA indicator

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



REPUBLIC OF KENYA



NACADA

FOR A NATION FREE FROM ALCOHOL AND DRUG ABUSE

Performance 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

Core Activities Level 1



Activity

01

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

✓ Guidelines for survey provided on the website



Support required

02

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

✓ Guidelines for policy development provided on the website

03

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

✓ EAP guide and fillable reporting form provided on the website

04

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

✓ 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



Feedback

Indicator	Comments/Gaps identified
<ul style="list-style-type: none">Develop annual work plan and allocate resources for implementation	<ul style="list-style-type: none">✓ Not uploading the online work plan after approval and sharing of password.✓ Not submitting the approved costed work plan as evidence✓ Noncompliance with the activities in the submitted work plans.✓ Late submissions of work plan
<ul style="list-style-type: none">Establish/reconstitute and operationalize ADA control committeeTraining of ADA control committee on workplace-based prevention interventions	<ul style="list-style-type: none">✓ Submission of unsigned minutes
<ul style="list-style-type: none">Sensitization of staff (and students) on ADA	<ul style="list-style-type: none">✓ Registration list not clear labeled✓ Submission of pictures, registration list, posters, fliers, brochures, PowerPoint presentations and screenshots of power point presentation, booklets, etc without the report✓ Topic on sensitizations not included



Feedback

Indicator	Comments/ Gaps identified
<ul style="list-style-type: none"> Undertake a baseline survey on alcohol and drug abuse (30%). 	<ul style="list-style-type: none"> ✓ Submission of the questionnaire and not the report ✓ No engagement letters ✓ No dissemination reports
<ul style="list-style-type: none"> Development / review of workplace ADA prevention & management policy (40%) 	<ul style="list-style-type: none"> ✓ Submitting draft policy which are non compliant to the guidelines ✓ Not submitting the minutes of policy review
<ul style="list-style-type: none"> Establish and operationalize support mechanisms for staff and students with Substance Use Disorders (20%) 	<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
<ul style="list-style-type: none"> Submit quarterly performance reports and evidence through online system to NACADA (10%) 	<ul style="list-style-type: none"> ✓ Submission of online report with no evidence. ✓ Submission of evidence in a format that is not accessible ✓ Not following the guidelines provided in submission of evidence thus submission of unnecessary documents ✓ Having each quarterly report submitted by different entities. ✓ Non responsive to reminders on submission of missing or required evidence



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

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



Feedback

Indicator	Comments/ Gaps identified
Develop annual work plan and allocate resources for implementation	<ul style="list-style-type: none"> ✓ Not uploading the online work plan after approval and sharing of password. ✓ No costed/implementation workplans ✓ Non-compliance with the submitted work plans
Operationalize ADA control committee	<ul style="list-style-type: none"> ✓ No minutes ✓ Submission of unsigned minutes
Train Supervisors and Managers/ Training of staff in charge of student welfare/ Training of peer educators	<ul style="list-style-type: none"> ✓ Supervisors and managers not trained ✓ Student welfare staff not trained/ trained but not in work plan ✓ Non-compliance with activities signed up
Sensitization of staff and their family members on ADA (topics derived from survey findings)	<ul style="list-style-type: none"> ✓ Registration list not clear labeled ✓ Submission of pictures, registration list, posters, fliers, brochures, PowerPoint presentations and screenshots of power point presentation, booklets, etc without the report ✓ Topic on sensitizations not included



Feedback

Indicator	Comments/Gaps identified
Address <u>two</u> risk factors identified in the baseline/follow up survey (40%)	<ul style="list-style-type: none"> ✓ Registration lists without report ✓ Activity not done
Implement ADA prevention and management workplace policy to address issues of whole workplace, at risk population and the dependent population. (25%)	<ul style="list-style-type: none"> ✓ Noncompliance with the activities in the submitted work plans. ✓ Submission of pictures, registration list, posters, fliers, brochures, PowerPoint presentations and screen shoots of power point presentation etc without the report. ✓ Activity not done
Provide support for employees at risk of and with substance use disorders (25%)	<ul style="list-style-type: none"> ✓ Fillable EAP forms not used ✓ Report on sensitization of EAP services not provided
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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Mid Year Review: Reporting

	Submissions	No. of institutions
1.	Online work plan	352
2.	Quarter 1 & 2 online report	Q1-340 Q2- 324



Way forward

Trainings

- Committee and student welfare training are done by respective regional offices
- Details 5 days- pay the officers per diem if out of work station, pay facilitation fee as per the Government rates
- Managers & supervisors training done by HQ
- Details 3 days- pay officers per diem if out of work station, pay facilitation fee as per the Government rates
- Online trainings for committee & student welfare is free
- **To attain a certificate you are required to attend the full training, undertake the pre and post test and training evaluation.**
- ADA Sensitizations conducted by NACADA,
- Other sensitizations -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

