

Function and Formation of Your CPAW

All providers must form a CPAW. The function of the CPAW is to address the alcohol prevention needs at the community level. Most existing data regarding alcohol related consumption and consequence data is available only at the county and state level, not at the community level. As a result of your CPAW, you will be in a position to identify the needs and determine appropriate strategies to curtail substance abuse in your defined community.

Do you have at least one person to represent each workgroup?

- Epidemiology Workgroup
- Planning & Operations Workgroup
- Evaluation Workgroup

Are the individuals involved volunteers?

- Yes – Excellent way to build capacity in your community
- No – may pose sustainability issues down the line

Communicating the GASPS Vision

When approaching people to join your CPAW, it is important to communicate the overall purpose of this statewide initiative. To do this effectively, consider using aspects of the GASPS Orientation Slides to help you articulate the GASPS vision. It is also important when asking people to join you in this effort that they understand the shift from a primary focus on individuals and programs to a more outcome-oriented, comprehensive approach as discussed in the GASPS Overview materials. This is important to avoid any conflicts that may arise down the line.

Mobilizing others to get involved

As more of the GASPS initiative rolls out, there will be a need to expand your CPAW such that each workgroup is comprised of several people who are committed to do the work and fulfill the purpose of GASPS. Therefore, it is imperative that you continue to mobilize and identify others to get involved. Upon determination of your community, be intentional to identify CPAW members who reflect your community.

Convene your initial CPAW Meeting

- Share the vision of GASPS
- Explain the function and roles of the CPAW
- Determine their interest to join a workgroup
- Have each member sign a standard MOU

Subsequent CPAW Meetings

- Keep CPAW abreast of updates concerning the GASPS initiative
- Engage them in the various tasks as they are rolled out.

CPAW Meeting Reminders

- At minimum, meet monthly with your CPAW members. The frequency may change as more activities are introduced.
- Have an agenda for each meeting
- Have a sign-in roster
- Take good notes for the minutes
- Disseminate the minutes within 48 hours to keep things fresh
- Follow up on Action Items
- Since the CPAW members are volunteers, try to set a regular time to meet (i.e. every 2nd Tuesday)