Comprehensive Integrated Primary Prevention Plan Template (Abbreviated)

## Background:

This document serves as a template to help the Integrated Primary Prevention Workforce (IPPW) in the development of a Comprehensive Integrated Primary Prevention (CIPP) plan. The sections below first identify [DoDI 6400.11](https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/640011p.PDF?ver=_-WRNG-g78mHPx4gQwkeaQ%3D%3D) policy requirements followed by customizable examples to help with the development of the CIPP plan. Please consult with the IPPW lead to ensure the correct Service-specific template is used to design a research-based, CIPP plan. The completed CIPP plan will be uploaded as a Word document to the [Office of People Analytics (OPA) portal](https://www.prevention.mil/Climate-Portal/Defense-Climate-Portal-Comprehensive-Integrated-Primary-Prevention-Plan-System-Resource-Center/).

The document includes the following:

* CIPP Plan Sample Executive Summary (EXSUM)
* Step-by-Step Template of CIPP Plan Key Sections
* CIPP Plan Approval Information
* Sample Document for Collaborators and Signatures
* Sample Logic Model

## Roles and Responsibilities:

* **Office of the Secretary of Defense Office of Force Resiliency (OSD OFR):** OSD OFR will provide guidance on how to complete the CIPP plan. OSD OFR guidance details key sections to satisfy the requirements set by [DoDI 6400.11](https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/640011p.PDF?ver=_-WRNG-g78mHPx4gQwkeaQ%3D%3D): DoD Integrated Primary Prevention Policy for Prevention Workforce and Leaders. OSD OFR will develop a training module to equip the IPPW with the necessary knowledge and skills to complete a CIPP plan. In addition, OSD OFR will provide evaluation oversight of CIPP plans.
* **Military Department, Service, and National Guard Bureau IPPW:** The IPPW at the Military Department, Service, and National Guard Bureau branch will decide how to structure the CIPP plans across each echelon. Military Department, Service, and the National Guard Bureau IPPW will decide on any additional sections required by the Components to complete a CIPP plan. Additionally, IPPW across all organizations must complete a CIPP plan, including DoD and OSD components. It is up to each organization to decide what population the operational CIPP will include.
* **Installation IPPW:** The IPPW at the installation level will be responsible for carrying out the CIPP plan in their local community and uploading results to the portal. Any higher echelon reporting duties will be defined by Service headquarters

[**DoDI 6400.11**](https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/640011p.PDF?ver=_-WRNG-g78mHPx4gQwkeaQ%3D%3D) **Requirement:**

* **By January 31 each year: Submit initial CIPP plan to the DEOCS portal.**
* **By July 31 each year: Submit updated CIPP plan with progress toward goals and outcomes.**

CIPP Plan Sample Executive Summary (EXSUM)

The [DoDI 6400.11](https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/640011p.PDF?ver=_-WRNG-g78mHPx4gQwkeaQ%3D%3D) requires that each plan is approved by the “senior-most” leader overseeing the community addressed within the CIPP plan. DoD and OSD Components will define for themselves who this leader or leaders are, based on Service and/or local needs.

The table below summarizes CIPP plan key requirements for leaders.

This summary does not replace the more detailed content that follow.

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| **SUMMARY OF CIPP PLAN REQUIREMENTS** |
| **Community Physical Location (Base/Ship and Geographic Location):** |
| **Community/Unit/Organization/Command:** |
| **Needs Assessment** **(Method(s) Used)** | Assessment Method 1: Assessment Method 2: Assessment Method 3:  |
| **Integrated Prevention Goals** | Prevention System Goal(s):Shared Risk Factor Goal(s):Shared Protective Factor Goal(s): |
| **Desired Outcomes****Specific, Measurable, Achievable, Relevant, and Time-related (SMART)** | Desired Outcome 1:Desired Outcome 2:Desired Outcome 3: |
| **Prevention Activities** |  Activity 1:Activity 2:Activity 3: |
| **Process & Outcome Evaluation Plan (i.e., summary of methods, measures, and timeline for evaluation of each desired outcome)** | Desired Outcome 1:Desired Outcome 2:Desired Outcome 3: |

CIPP Plan Approval Information

The IPPW completes and then submits the CIPP plan to the community leader for approval. The community leader is the “senior-most” leader within the community addressed in the CIPP plan. The community referenced consists of all people represented in the CIPP plan, which will be defined by each Component.

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| --- | --- |
| **COMMUNITY DETAILS** | **COMMUNITY** **LEADER** |
| **Community Name**: Click or tap here to enter text.**Service/Component**: Click or tap here to enter text.**Installation/Base/Ship**: Click or tap here to enter text. | **Name**: Click or tap here to enter text.**Service**: Click or tap here to enter text.**Phone**: Click or tap here to enter text.**E-mail**: Click or tap here to enter text. |
| When *not* deployed, are all units/organizations in this CIPP community co-located at the Installation/Base/Ship identified above? [ ]  Yes [ ]  No |
| **Community Leader Approval** | Click or tap to enter a date. | [signature block] |

The CIPP plan point of contact is the IPPW responsible for creating and adapting the CIPP plan.

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| **CIPP PLAN POINT OF CONTACT** | **CIPP VERSION:** |
| **Name**:Click or tap here to enter text.**Service**: Click or tap here to enter text. | **Phone**: Click or tap here to enter text.**E-mail**: Click or tap here to enter text. | [ ]  **January CIPP** (Plan Due 1/31)[ ]  **July CIPP** (Updated Plan Due 7/31) |

***For additional details on required data when uploading a CIPP, please see Appendix A.***

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| **Command Climate Assessment (CCA) Information** | **Type of CCA:** |
| **Commander’s Name:**Click or tap here to enter text.**Unit**: Click or tap here to enter text. | **Date of CCA Review Session:** Click or tap here to enter text.**Date of CCA Results Sharing:** Click or tap here to enter text. | [ ]  **Annual CCA** (August 1 – November 30) [ ]  **Change of Command CCA** (Within 90 days of change in command/office) |

***Copy and paste as many times as applicable (multiple units should be reflected in the CIPP Plan).***

Template of CIPP Plan Key Sections

[**DoDI 6400.11**](https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/640011p.PDF?ver=_-WRNG-g78mHPx4gQwkeaQ%3D%3D) **Requirement.**  **The CIPP Plan Must:**

* Be informed by data and findings from command climate assessments and other prevention research and evaluation findings within their organization.
* Define the population the plan includes and at what echelon (e.g., installation, vessel, wing, battalion, office).
* Include targeted actions at each echelon.
* Describe strengths and areas for improvement.
* Indicate which data sources were considered.
* Identify recommendations for implementation by unit commanders and organizational leaders.
* Contain approval from the designated leader who is overseeing the plan.

This template highlights the **key sections** to be completed when developing a CIPP plan. The template provides requirements, examples, and recommendations, but is not a comprehensive CIPP plan. Please tailor the template and add additional sections as necessary to fit the needs and requirements of your organization.

# Step 1. Needs Assessment

**CIPP Plan Requirement**Needs Assessment Must:

* Contain a formal (explicit documentation) needs assessment
* Describe the population of focus in sufficient detail (e.g., demographics)
* Utilize specific data sources
* Contain more than one data source
* Identify what the local (or regional if plan covers more than a single installation) prevention needs are

A needs assessment is a systematic gathering of information that outlines the prevention needs by identifying gaps, redundancies, and assets in a military community. This section on data and methodology should describe the various types of data you will use to understand the needs of your military community. The needs assessment should occur “within the area of responsibility” or at the echelon at which the IPPWs are completing the CIPP plan.

## Define the Community Describe the organizational units and population(s) targeted by this plan, and their respective level(s) or echelon (e.g., wing, brigade, ship, office).

 Examples of Community:

* + - Active duty, including officers and enlisted population
		- Students, TDY and other transitory Service members
		- Reserve or National Guard populations
		- Military spouses and dependents (if applicable to Service member quality of life)
		- DoD civilians
		- Demographic Groups (e.g., % married, % with dependents, race/ethnicity, sex)
		- Military characteristics (e.g., rank, MOS category)
		- Any unique missions or unit features (e.g., rotational, shift work, immediate response force)

***Describe*** *the leadership and prevention collaborators with prevention responsibilities supporting your military community and their roles. You should distinguish between* ***primary prevention******efforts*** *and* ***response******efforts*** *and* ***summarize overall roles of collaborators****.*

 Examples of Collaborators:

* + - Program Specialists (e.g., SAPR, FAP, MEO)
		- Prevention Support (e.g., chaplains, counselors, operational staff, healthcare community, and other personnel who have a vested interest in preventing harmful behaviors)
		- Leaders

**Examples of Data Considerations**

* Unit specific factors
* Installation-wide factors
* Service-wide factors
* Military-wide factors
* Local Community factors (e.g., high rates of drug use in the local community)
* Aggregated DEOCS scores compared to DoD benchmarks
* On-Site Installation Evaluation dashboard data

## Collect and Analyze Data:

* + **Describe** findings from Command Climate Assessments (CCAs), including annual CCAs and Change of Command CCAs.[[1]](#footnote-2)
	+ **Describe** any data or reports from other data sources used to understand the prevalence of harmful behaviors in the military community.[[2]](#footnote-3)

## Description of Prevention Needs:

* + **Describe** the prevalence and incidence of harmful behaviors in the community (community references the population represented in the CIPP plan).
	+ **Identify** the populations who are at *greatest* risk for experiencing harmful behaviors.
	+ **Identify** the *most urgent* prevention needs of your military community.
	+ **Summarize** the needs of your military community’s prevention system. Please see [Prevention Plan of Action 2.0](https://www.sapr.mil/sites/default/files/PPoA_2.0.pdf) for further explanation of the different sections of the prevention system.

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| **Human Resources** (e.g., leadership, prevention workforce, and the military community) | **Infrastructure** (e.g., prevention-specific policy, resources, and data) | **Collaborative Relationships** (e.g., within and across organizations) |

* Identify *strengths* and *areas of improvement* in resources, programs, and policies relevant to the prevention system.

**Scope***:* Prevention system needs may differ for IPPWs who are covering an entire region or installation vs. those embedded in specific units. Activities relevant at the installation level would be outside the sphere of influence for an IPPW located within a unit. Similarly, prevention system needs will differ for the IPPW completing a CIPP plan at the operational level vs. the tactical level.

## Risk and Protective Factors

* Based upon available community data, describe the SHARED risk and protective factors that may be contributing to or alleviating two or more forms of harmful behaviors in your community.

*See* ***Appendix B*** *for priority areas to be included (multiple priorities* ***must*** *be included).*

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| **Examples of Shared Risk Factors** |
| * Lack of sleep could impact suicide attempts, domestic abuse, and child abuse
* Binge drinking could impact suicide, domestic abuse, and sexual assault
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| **Examples of Shared Protective Factors** |
| * Strong social support networks can decrease the likelihood of sexual assault victimization, sexual harassment, and suicide
* Trust in leadership can decrease likelihood of harassment and retaliation
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# Step 2. Integrated Prevention Goals

Based on the needs assessment, develop prevention goals to recommend to leadership.

* + **Determine** your Prevention System Goals. Assess what is needed to successfully implement prevention activities (e.g., obtain the technology and resources to gather data on risk and protective factors in the military community).
	+ **Determine** your Shared Risk Factor Goals (e.g., reduce harmful stereotypes around masculinity and help-seeking).
	+ **Determine** your Shared Protective Factor Goals (e.g., junior enlisted Service members feel more socially supported).

## Integrated Prevention Goals:

* + Align with existing prevention activities when possible.

**CIPP Plan Requirement
Integrated Prevention Goals Must**:

* Be explicitly identified
* Describe some future improvement or behavior change
* Reflect your **local** needs and leader/collaborator priorities
* Specify a population of focus
* Contain at least one goal that is thoroughly described for one harmful behavior
* Contain at least one goal that is explicitly described for two (or more) harmful behaviors
	+ Address the prioritized risk and protective factors identified in the needs assessment.
	+ Include specific goals for populations at greater risk for experiencing and inflicting harm.
	+ Align with DoD’s integrated primary prevention strategies as articulated in [DoDI 6400.09](https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/640009p.pdf).
	+ Address goals across the social ecological model:
* *Individual* level goals
* *Interpersonal* level goals
* *Organizational* level goals

# Step 3. Desired Outcomes

* Desired outcomes are the results that will occur if your CIPP is implemented as intended. Enter goals from **Section 2** that leaders have prioritized within your military community. From these goals, you will create measurable outcomes.

**CIPP Plan Requirement
Desired Outcomes Must:**

* Be aligned with at least one goal
* Specify what will change
* Specify who will change
* Specify how much they will change (measurable)
* Specify relevance to DoD or local priorities
* Specify by when change will occur (short-intermediate-long term)
* Outcomes must be specific, measurable, achievable, relevant, and time-related (SMART). Every goal should have at least one desired outcome.
* Please specify whether the outcome is short-term (<1 year), intermediate (1-2 years), or long-term (3-5 years). It is okay to maintain the same goals from year to year, particularly if it is a longer-term goal.

# Step 4. Prevention Activities

Establish which harmful behaviors impact *your* military community and list the activities you will implement to address them.

**CIPP Plan Requirement
Prevention Activities Must:**

* Be research-based or research-informed.
* Specify a population of focus (i.e., who will receive it).
* Specify program staff (i.e., agency/ies, groups, or individuals).
* Specify a timeline (i.e., when activity will begin and end).
* Specify dose for each activity (i.e., number of hours, sessions).
* Coordinate with existing installation programs/activities when possible.
* Include at least one activity that targets a specific sub-group of service members deemed to be high-risk.
* Include at least one universal activity (i.e., intended for the entire population).
* Aligned with DoDI 6400.09, there are six categories of prevention strategies (or overall direction or actions) that reduce risk and increase protective factors across two or more harmful behaviors.
	+ Protective environments and healthy climates
	+ Skill Development
	+ Military dependent support
	+ Financial readiness
	+ Substance use
	+ Targeted primary prevention
* Prevention activities are programs, policies, or practices that are rooted in a particular prevention strategy. Prevention activities selected must be research-based or research-informed.
* Depending on your desired outcomes, you may not have activities for every strategy in DoDI 6400.09. However, you should prioritize activities that address risk and protective factors that are shared across two or more harmful behaviors.
* List below the prevention activities you will implement in your community, and include the information listed for each activity.
* Each commander or leader within your community must be assigned oversight for at least one activity.

Below are examples of prevention activities:

* + *Policy*: Environmental strategies to establish protective environments and healthy climates.
	+ *Program*: Targeted primary prevention programs such as financial skills classes.
	+ *Practice*: Community meetings amongst prevention collaborators.

## Prevention Activities Logic Model Template:

* The Logic Model Template, found in **Appendix C**, is intended to help to craft prevention activities that are to be included in the CIPP plan.
* A logic model is a tool intended to help define an activity’s impact and goals. It depicts the relationship between an activity’s **inputs** (e.g., program staff and materials), **actions** (e.g., staff training, activity/curriculum training creation, activity/training delivery), **outputs** (e.g., number of trained staff and participants involved, materials designed for user engagement ) and the intended **effects**.
* The intended effects span across the social ecological model at **individual**, **relationship,** and **community** levels.
* Additionally, logic models set desired activity outcomes at multiple time points: **short-term** effects (intended to occur around ~6 months), **intermediate** effects (intended to occur around ~1-2 years), and **long-term** effects (intended to occur around ~3-5 years).

# Step 5. Continuous Evaluation Plan

* At this point, you would have created **goals**, **outcomes**, and a **logic model (Steps 2-4)** for your prevention activities. Next step should be creation of an evaluation plan. Your evaluation plan will track your efforts over time to determine whether prevention activities are being implemented as planned and whether they are achieving their desired effect.

**Is Your Evaluation Plan Achieving Desired Effect?
Check If Your Activity Was:**

* Implemented according to schedule (timely)
* Fielded to the right population
* Fielded to the right number of participants
* Effectively delivered (with adequate resources and support)
* Received as intended by Service members
* Completed on schedule
* Completed with usable data or results

Process Evaluation

* A process evaluation measures inputs, activities, and outputs of prevention activities. It should describe the timeline and data you will use to track outputs (e.g., number of leaders trained, materials designed for participant engagement ), and answers question such as:
* Did you have sufficient resources, such as staffing and funding?
* Were there any barriers or roadblocks to implementing your prevention activities?
* Were your prevention activities implemented as intended?
* How many participants did your prevention activity reach?
* Who will collect the data and when?
* How will the data be collected and analyzed and by whom?

## Outcome Evaluation:

* An outcome evaluation involves assessing whether your prevention activity had the intended effect. This means analyzing data to track progress on the short-term, intermediate, and long-term outcomes. An outcome evaluation should describe the timeline, indicators, and data sources you will use for the outcome evaluation to answer questions such as:
* How much did unit cohesion increase over one year? [**Short-term**]
* How much did sexist behaviors decrease between year one and year four as measured by the DEOCS? [**Intermediate**]
* What percentage of Service members at the installation/base/ship will report an inclusive workplace measured by the DEOCS within seven years? [**Long-term**]
* Who will collect the data?
* How will the data be analyzed and by whom?

Communicating Evaluation Findings:

Describe any reports or products (e.g., summaries, briefing decks, working group discussions, etc.) that will summarize the evaluation findings of your prevention activities. You may disseminate these findings formally or informally.

Collaborators and Signatures

Please list the unit/organization leaders included in this plan.

Obtain approval from the appropriate leader overseeing the plan development on the executive summary (EXSUM) page of the CIPP plan.

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| **PRINTED NAMES AND SIGNATURES** |
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**Appendix A**: Example of Information Needed for Portal Upload

## CIPP Community Unit/Organization Information

Use this section to detail and track information about ALL of the units/organizations in this CIPP community. **TIP**: To add more units/organizations, simply copy and paste one of the tables in this form. Below are details about what type of information you should be adding for the different fields:

* **Name/Title**: Use the official name of the unit/organization.
* **Identification Code (UIC/RUC/PAS/OPFAC):** Every unit/organization has a corresponding identification code that can also vary by Service. Below are the recommended guidelines for each service component when identifying the unit/organizational identification codes:
	+ **Army**: Use the 6-character UIC, starting with W. For example, WG2KA0.
	+ **Navy**: Use the 5-digit Unit Identification Code, with or without a leading “N”. For example, 68849 or N68849.
	+ **Air Force**: Use the 8-digit PAS code. For example, RX1MFB35.
	+ **Space Force**: Use the 8-digit PAS code. For example, VQ4GFD0N.
	+ **Marine Corps**: Use the 5-digit RUC, with or without a leading “M”.
	For example, 31001 or M31001
	+ **Coast Guard**: Use the 5-digit OPFAC. For example, 15242.
	+ **DoD** **Civilians**: Use the 6-character UIC, starting with D. For example, DDAAJG. Can also use the identification code with which the majority of your unit or organization personnel are associated.
	+ **Joint Service**: Use the identification code with which the majority of your unit or organization personnel are associated.
* **Type**: See **Appendix X** (will be included on portal) for a list of unit/organization types by Service Component.
* **Installation/Base/Ship/Location**: Add the Installation/Base/Ship for each unit/organization if different than the community Installation/Base/Ship identified for the community (see Community Details section).
* **DEOCS ID**: List the DEOCS ID(s) that were used for the development of this CIPP plan. DEOCS ID can be found on the front page of DEOCS reports or on the DEOCS portal.
* **CIPP Review**: Enter the date that the CIPP was reviewed with the Unit Command/Organizational Leader for each unit/organization within this CIPP community. If no review of the CIPP happened with the unit/organization, note the reason.

**Tip: Copy and paste table below to track information for portal upload.**

|  |  |  |
| --- | --- | --- |
| **Unit/Organization Details** | **Commander/Leader Information** | **CIPP Review** **(Date & Signature)** |
|  [ ]  | **Name/Title:**Click or tap here to enter text.**Identification Code**: UIC/RUC/PAS/OPFAC**Type**:Click or tap here to enter text.**Installation/Base/Ship**:Click or tap here to enter text. | **Name**:Click or tap here to enter text.**Service**: Click or tap here to enter text.**Rank**: Click or tap here to enter text.**Phone**: Click or tap here to enter text.**E**-**mail**: Click or tap here to enter text. | **Date**:

|  |
| --- |
| Click or tap to enter a date. |

 |
| **[ [Signature Block]** |
|  | **DEOCS ID(s) Associated with the Unit/Organization**: Click or tap here to enter text. |

**Appendix B:** Priority Areas

## Prevention Domains/Outcomes

* + Child abuse
	+ Domestic abuse
	+ Readiness
	+ Retaliation
	+ Retention
	+ Sexual assault
	+ Sexual harassment
	+ Other harassment (e.g., hazing, bullying, race/ethnicity harassment)
	+ Suicide (e.g., ideation, attempts, and deaths)

## Risk and Protective Factors

* + Access to lethal means/Safe storage of lethal means
	+ Alcohol Impairing Memory
	+ Binge Drinking
	+ Child neglect
	+ Cohesion
	+ Collaboration
	+ Connectedness
	+ Consistent access/lack of access to high-quality behavioral health and medical services
	+ Engagement & Commitment
	+ Everyday stressors (e.g., parenting, chronic pain, legal problems, acculturation/coping skills)
	+ Fairness
	+ Finances/employment
	+ Financial readiness
	+ Health
	+ Hope/hopelessness or morale
	+ Leadership (e.g., passive, toxic, supportive, transformational)
	+ Leadership Support
	+ Mental health (e.g., history of depression)
	+ Morale
	+ Norms (e.g., level of acceptance of violence)
	social norms supportive or inhibitive of SV and male sexual entitlement)
	+ Passive Leadership
	+ Prior traumas (e.g., sexual, combat related)
	+ Problematic Sexual Behavior in Children and Youth
	+ Relationships (e.g., peers, family, partner) problems (e.g., loss of relationships, isolation), social connectedness (e.g., feeling connected to school, community, other institutions; support from partners, friends, and family)
	+ Racially Harassing Behaviors
	+ Sexist Behaviors
	+ Sexually Harassing Behaviors
	+ Social skills (e.g., problem solving skills, empathy, emotional regulation)
	+ Stalking
	+ Stress
	+ Toxic Leadership
	+ Transformational Leadership
	+ Unit or workplace climate (e.g., fair, inclusive, hostile, respect, cohesive)
	+ Violent Crime
	+ Use of alcohol or other substances (e.g., binge drinking or drug use)
	+ Work-life Balance
	+ Workplace Hostility

## Ecological levels included in the prevention plan

* + Individual
	+ Interpersonal
	+ Organizational

[**Appendix C**](#_Appendix_C._Logic)**:** Logic Model Template

*Please edit the logic model template as you see fit to best adapt the template to your Service and area of responsibility.*

Download the Logic Model Template (fillable excel and PowerPoint versions) on [www.prevention.mil/Resources/Tools](http://www.prevention.mil/Resources/Tools).



*Reference:* [*The Social-Ecological Model: A Framework for Prevention |Violence Prevention | Injury Center | CDC*](https://www.cdc.gov/violenceprevention/about/social-ecologicalmodel.html)

\*Intermediate and long-term outcomes may be repeated throughout plans. Plans are intended to be updated every 6 months to reflect progress towards goals, but the goals may remain the same as progress is made. \*\*Timelines of intended activity effects may need to be adjusted based on your Component (i.e., Reserves and National Guard). This serves as a template to be adapted.

1. Note that Change of Command CCAs do not require a DEOCS. [↑](#footnote-ref-2)
2. [DoDI 6400.11](https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/640011p.PDF?ver=_-WRNG-g78mHPx4gQwkeaQ%3D%3D) defines each of these harmful behaviors in the glossary. [↑](#footnote-ref-3)