

ADAP Workforce Development Inventory: Online Submission Reporting Instructions for ADAP Workforce Development Grantees

In an effort to effectively track and report workforce development efforts funded by ADAP, an online submission reporting form protocol has been instituted. Use the online submission reporting form for all trainings, workshops and conferences fully or partially supported by ADAP grants.

Submission instructions:

1. Use the following link to report workforce development data:
surveygizmo.com/s3/4868010/ADAP-WFD-Reporting
2. Fill out the “grantee information”
3. Enter the workforce data for each event
4. Submissions are to be made 4 times a fiscal year, at the conclusion of each quarter
5. Select “grant required” prior to submission to have a copy of your report sent to the ADAP grants inbox for review and approval, per your grant reporting requirement
6. A copy of the report will also be sent to the email you entered in the “grant information” section

IMPORTANT: Please ensure that all data is accurate and complete prior to submission. If the report is not accepted by ADAP, the ENTIRE report will need to be resubmitted.

Submissions to include workforce data for each event:

1. Single instance event (one topic on one date): Submit one report after event
2. Multi-day event (single topic over several dates, same attendees each day who must attend all dates): Attendees must complete one evaluation on the last date, submit one report after event
3. Event series (multiple topics over multiple dates, attendees could be the same or different and do not need to attend each date): Attendees must complete one evaluation for each date, submit a report for each date in series

Submissions to include the following information:

1. Number of participants
2. Number of participants by credentials, including:
 - a. Apprentice Addictions Professional
 - b. Certified Alcohol & Drug Counselor
 - c. Licensed Alcohol & Drug Counselor
 - d. Certified Prevention Specialist
 - e. Licensed Social Worker
 - f. Licensed Mental Health Clinician
 - g. Licensed Marriage & Family Therapist
 - h. Working toward licensure or certification
 - i. Recovery Coach
 - j. Other
3. Number of participants by education level, including:
 - a. Doctorate
 - b. Medical
 - c. Master
 - d. Bachelor

- e. Associate
 - f. High School or GED
 - g. Below High School
 - h. Other
4. Number of participants report increased knowledge and/or skill as measured by a rating of 4 or higher out of a scale of 1-5 on event evaluation form

1	2	3	4	5
Strongly Disagree	Disagree	Neither Agree or Disagree	Agree	Strongly Agree

5. Percent of participants report increased knowledge and/or skill as measured by a rating of 4 or higher out of a scale of 1-5 on event evaluation form

1	2	3	4	5
Strongly Disagree	Disagree	Neither Agree or Disagree	Agree	Strongly Agree

Data collection tools can be found at: healthvermont.gov/ADAPGranteeDocs

If you have questions contact: Jennifer Zoller at jennifer.zoller@vermont.gov