



# Youth Advisory Committee (YAC) Meetings Webinar

**I** ILLINOIS

CPRD | Center for Prevention  
Research & Development

SCHOOL OF SOCIAL WORK



# Guidelines for Reporting YAC Meetings

The goal of reporting YAC Meetings in the Prevention Hub is to provide IDHS with information about YAC youth members and the implementation of YAC meetings.

**NOTE:** The YAC Meeting screen under the SUPP tab is for reporting specific information about each YAC meeting that your agency implements and does NOT replace the reporting of time and population served for Youth Advisory Committee under the Weekly Reporting tab.

Version :2021.0.0.4

**Prevention Hub**  
[TEST AGENCY (SUPP)]  
Funded by the Illinois Department of Human Services  
Developed by the Center for Prevention Research and Development (CPRD)

Timeout occurs in: 00:59:45

Home Agency Staff Site Plan Weekly Reporting Cycles Req Docs Coalition Activities SUPP Qrt Report Help Logout

**View Site Plans**

Site Plan Name	Grant			
CSUPS-Lake View	CSUPS	<a href="#">View Cycles</a>	<a href="#">Add/Edit Population Served</a>	<a href="#">Add/Edit Time</a>
SRSUPS-Statewide	SRSUPS		<a href="#">Add/Edit Population Served</a>	<a href="#">Add/Edit Time</a>
SUPS-Champaign	SUPS	<a href="#">View Cycles</a>	<a href="#">Add/Edit Population Served</a>	<a href="#">Add/Edit Time</a>
SUPS-Champaign County	SUPS	<a href="#">View Cycles</a>	<a href="#">Add/Edit Population Served</a>	<a href="#">Add/Edit Time</a>



# Adding a YAC Meeting

To add a YAC meeting:

- Select a site plan and fiscal year
- Click the **Add** button
- Complete the required fields identified by \*

**YAC Meeting Add/Edit**

Fiscal Year: \*  Site Plan: \*  Activity: \*

**YAC Meeting** ✕

YAC Meeting Minutes should be uploaded under the Req Docs tab

YAC Name \*

Meeting Date \*

Total Number of Youth Attendees: \*

Number of New Youth Attendees: \*

Total # of Youth Attendees should equal # of New Youth Attendees when entering data for the 1st YAC meeting of the fiscal year.

Grade: \*  6th  7th  8th  9th  10th  11th  12th

YAC Youth Members

Reflect demographics of the community/service area:

Were involved in planning of two National Prevention Week activities:

Were involved in Communication Campaigns:

Were involved in other prevention activities:

**Add**



# Adding a YAC Meeting (continued)

Complete information in the **YAC Youth Members** box:

- Reflect demographics of the community/service area
- Were involved in planning of two National Prevention Week activities

## YAC Meeting Add/Edit

Fiscal Year: \* FY23 Site Plan: \* SUPS-Champaign Activity: \* Youth Advisory Committee

### YAC Meeting

- 11/16/2022 Champaign HS YAC
- 9/14/2022 Champaign HS YAC

Add

YAC Meeting Minutes should be uploaded under the Req Docs tab

YAC Name \* Champaign HS YAC

Meeting Date \* 11/16/2022

Total Number of Youth Attendees: \* 12

Number of New Youth Attendees: \* 5

Total # of Youth Attendees should equal # of New Youth Attendees when entering data for the 1st YAC meeting of the fiscal year.

Grade: \*  6th  7th  8th  9th  10th  11th  12th

YAC Youth Members

Reflect demographics of the community/service area:

Were involved in planning of two National Prevention Week activities:

Were involved in Communication Campaigns:

Were involved in other prevention activities:

Save

- Check All
- Development of Activities
- Event Set Up
- Information Dissemination
- Poster Design
- Promotion of Events/Activities
- Social Media Involvement
- OTHER
- No Involvement



# Adding a YAC Meeting (continued)

Complete information in the **YAC Youth Members** box

- Were involved in Communication Campaigns

**YAC Meeting Add/Edit**

Fiscal Year: \* FY23 Site Plan: \* SUPS-Champaign Activity: \* Youth Advisory Committee

**YAC Meeting**

- 11/16/2022 Champaign HS YAC
- 9/14/2022 Champaign HS YAC

**YAC Meeting Minutes should be uploaded under the Req Docs tab**

YAC Name \* Champaign HS YAC

Meeting Date \* 11/16/2022

Total Number of Youth Attendees: \* 12

Number of New Youth Attendees: \* 5

Total # of Youth Attendees should equal # of New Youth Attendees when entering data for the 1st YAC meeting of the fiscal year.

Grade: \*  6th  7th  8th  9th  10th  11th  12th

**YAC Youth Members**

Reflect demographics of the community/service area:

Were involved in planning of two National Prevention Week activities:

Were involved in Communication Campaigns:

Were involved in other prevention activities:

Check All

Campaign Material Design

Distribute Campaign Materials

Promotion of Events/Activities

Social Media Involvement

OTHER

No Involvement

Save



# Adding a YAC Meeting (continued)

Complete information in the **YAC Youth Members** box

- Were involved in other prevention activities

**YAC Meeting Add/Edit**

Fiscal Year: \* FY23 Site Plan: \* SUPS-Champaign Activity: \* Youth Advisory Committee

**YAC Meeting**

- 11/16/2022 Champaign HS YAC
- 9/14/2022 Champaign HS YAC

**YAC Meeting Minutes should be uploaded under the Req Docs tab**

YAC Name \* Champaign HS YAC

Meeting Date \* 11/16/2022

Total Number of Youth Attendees: \* 12

Number of New Youth Attendees: \* 5

Total # of Youth Attendees should equal # of New Youth Attendees when entering data for the 1st YAC meeting of the fiscal year.

Grade: \*  6th  7th  8th  9th  10th  11th  12th

YAC Youth Members

Reflect demographics of the community/service area:

Were involved in planning of two National Prevention Week activities:

Were involved in Communication Campaigns:

Were involved in other prevention activities:

- Check All
- Event Set Up
- Health Fairs
- National Drug and Alcohol Facts Week
- Red Ribbon Week
- Resource Directory
- OTHER
- No Involvement





# Question #1

**Are agencies still required to upload YAC meeting minutes under the Req Docs tab?**

a) YES

b) NO



# Question #1

[answer]

**Are agencies still required to upload YAC meeting minutes under the Req Docs tab?**

a) **YES**

b) NO



# Question #2

For the first YAC meeting of each fiscal year, the **Total Number of Youth Attendees** should **equal** the **Total Number of New Youth Attendees**.

a) True

b) False



# Question #2

[answer]

For the first YAC meeting of each fiscal year, the **Total Number of Youth Attendees** should **equal** the **Total Number of New Youth Attendees**.

a) **True**

b) False

# Editing a YAC Meeting

To edit a YAC meeting:

- Click on the YAC meeting name in the **YAC Meeting** box
- Edit any of the meeting information displayed.
- Click the **Save** button to save your changes.

**YAC Meeting Add/Edit**

Fiscal Year: \* FY23 Site Plan: \* SUPS-Champaign County Activity: \* Youth Advisory Committee

**YAC Meeting**

1/6/2023 Champaign HS YAC

Add

YAC Meeting Minutes should be uploaded under the Req Docs tab

YAC Name \* Champaign HS YAC

Meeting Date \* 01/06/2023

Total Number of Youth Attendees: \* 10

Number of New Youth Attendees: \* 1

Total # of Youth Attendees should equal # of New Youth Attendees when entering data for the 1st YAC meeting of the fiscal year.

Grade: \*  6th  7th  8th  9th  10th  11th  12th

YAC Youth Members

Reflect demographics of the community/service area:

Were involved in planning of two National Prevention Week activities: Promotion of Events/Activities

Were involved in Communication Campaigns: OTHER

Were involved in other prevention activities: No Involvement

Save



# Deleting a YAC Meeting

To delete a YAC meeting:

- select the name of the YAC meeting you want to delete in the **YAC Meeting** box
- Click the delete button (✕)
- Pop up message - Click OK to delete the meeting or click Cancel to keep the meeting.

The screenshot shows the 'YAC Meeting Add/Edit' form. On the left, a list of meetings includes '1/6/2023 Champaign HS YAC'. A red circle highlights the delete button (✕) next to this entry. A red-bordered pop-up message is displayed over the form, containing the text: 'appsts.cprd.illinois.edu says Are you sure you want to delete 11/16/2022 Champaign HS YAC ?' with 'OK' and 'Cancel' buttons. The main form fields include: Fiscal Year: \* FY23, Site Plan: \* SUPS-Champaign County, Activity: \* (empty), YAC Name \* Champaign HS YAC, Meeting Date \* 01/06/2023, Total Number of Youth Attendees: \* 10, Number of New Youth Attendees: \* 1, Grade: \*  6th  7th  8th  9th  10th  11th  12th, and a section for 'YAC Youth Members' with checkboxes for 'Reflect demographics of the community/service area:' (checked) and dropdowns for 'Were involved in planning of two National Prevention Week activities:', 'Were involved in Communication Campaigns:', and 'Were involved in other prevention activities:'.





# Question #3

**Agencies cannot delete YAC meetings from the Hub.**

a) True

b) False



# Question #3

[answer]

**Agencies cannot delete YAC meetings from the Hub.**

a) True

b) **False**

YAC meetings CAN be deleted by selecting the meeting, clicking the delete button , and selecting OK from the pop-up message.



# Question #4

**Does the reporting of YAC Meetings replace the reporting of time and population served for Youth Advisory Committee under the Weekly Reporting tab?**

a) YES

b) NO



# Question #4

[answer]

**Does the reporting of YAC Meetings replace the reporting of time and population served for Youth Advisory Committee under the Weekly Reporting tab?**

a) YES

b) **NO**

# Calculating Actual # Meetings and Actual # Youth

- Calculate the number of meetings and new youth attendees that have been reported for a YAC using the Work Plan Projections YAC tab.

Version :2021.0.0.5

**Prevention Hub**  
[TEST AGENCY (SUPP)]  
Funded by the Illinois Department of Human Services  
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Timeout occurs in: 00:59:55

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**Work Plan Projections**

Work Plan Projections for CSUPS and SUPS

Youth Advisory Committee Youth Prevention Education Communication Campaign Communication Log

Fiscal Year: FY23 Site Plan: SUPS-Champaign

**Youth Advisory Committee (YAC) Projections**

**YAC Add**

YAC Name: \* School: \* Number of YAC Meetings: \* Total # YAC Youth Members: \*

Creation Date	YAC Name	School_List	Number of YAC Meetings	Total # YAC Youth Members	Actual # Meetings	Actual # Youth	DHS Approved Date	DHS Initials	DHS End Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>





# Calculating Actual # Meetings and Actual # Youth (continued)

- Click on the edit symbol (  )
- Click the **Calculate Actual Meetings** button to calculate the number of meetings.
- Click the **Calculate Actual Youth** button.
- Click the **Update** button.

Work Plan Projections

**Work Plan Projections for CSUPS and SUPS**

Youth Advisory Committee | 
 Youth Prevention Education | 
 Communication Campaign | 
 Communication Log

Fiscal Year:  Site Plan:

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**Youth Advisory Committee (YAC) Projections**

**YAC Edit**

YAC Name: *	Actual # Meetings:	Actual # Youth:	
<input type="text" value="Champaign HS YAC"/>	<input type="text" value="2"/>	<input type="text" value="15"/>	<input type="button" value="Calculate Actual Meetings"/>  <input type="button" value="Calculate Actual Youth"/> <input type="button" value="Update"/> <input type="button" value="Cancel"/>

Creation Date	YAC Name	School_List	Number of YAC Meetings	Total # YAC Youth Members	Actual # Meetings	Actual # Youth	DHS Approved Date	DHS Initials	DHS End Date
02/10/2023	Champaign HS YAC	<ul style="list-style-type: none"> <li>Centenni High School (20691)</li> <li>Central High School (20703)</li> </ul>	6	12	2	15			





# LIVE DEMONSTRATION





# Updated IDHS Reporting Requirements





# IDHS Requirements for Reporting YAC Meetings in FY23

- Report all YAC meetings that were implemented during FY23 by 07/31/23
- On Work Plan Projections YAC screen, calculate the **Actual # Meetings** and **Actual # Youth** by 07/31/23



# IDHS Requirements for Reporting YAC Meetings in the Future

- Report Quarterly
  - All YAC meetings that were implemented by the quarterly reporting due date
  - Calculate the **Actual # Meetings** and **Actual # Youth** on the Work Plan Projections YAC tab by the quarterly reporting due date



# QUESTIONS

???

CPRD will be creating a question & answer document to this webinar. Email questions related to this webinar to Sherri Rudicil [solin2@Illinois.edu](mailto:solin2@Illinois.edu) **by close-of-business Friday, May 26, 2023**



# Prevention Hub

If you have questions about the **Prevention Hub**, contact

- Sherri Rudicil ([solin2@illinois.edu](mailto:solin2@illinois.edu), 217-300-6457)
- Jo Pauly ([jopauly@illinois.edu](mailto:jopauly@illinois.edu), 217-265-8301)



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