

TOPPEC Results Report

What is TOPPEC?

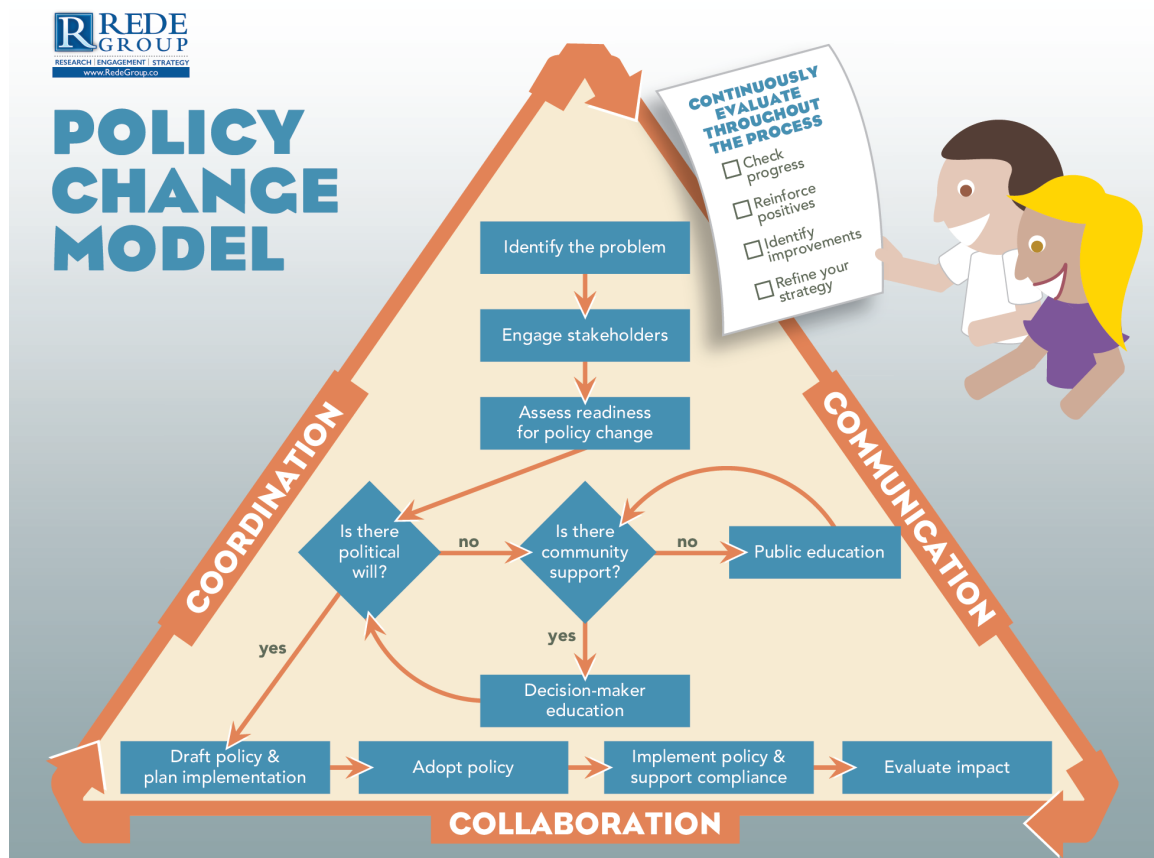
TOPPEC stands for **Tobacco-free Properties Policy Evaluation in Counties**.

This evaluation project focused on understanding county health departments' policy change processes in an effort to improve policy change practice. The evaluation was designed by a panel of Oregon Tobacco Prevention and Education Program Local Program Coordinators in consultation with the Oregon Health Promotion and Chronic Disease Prevention Program and facilitated by the Rede Group.

Through the TOPPEC Project, all 34 County Tobacco Prevention and Education Program Coordinators in Oregon completed a written survey with just over a 100 questions wherein they described their experiences in working to pass, implement and evaluate tobacco-free properties policies in their local jurisdictions. Survey responses were analyzed for themes and then compiled into the TOPPEC Results Report.

What is the Policy Change Process Model?

As a first step in the TOPPEC Project, county health department tobacco program coordinators worked together to develop a visual depiction of the tobacco-free properties policy change process. This model is the foundation of the TOPPEC project; survey questions were organized around the various stages in the model.



The Policy Change Model - Step by Step

Identify and Describe the Problem

Identify, define and quantify the public health need and the policy solution.

- » Define the problem using the most current and relevant information available
- » Assess current policies to identify gaps and necessary improvements
- » List best practices to address problem
- » Synthesize evidence about effective public health policy options
- » Define policy solution

Engage Stakeholders

Identify and reach out to organizations and individuals with a stake/interest in the policy change.

- » Network, build and/or maintain relationships
- » Find champions and supporters
- » Develop a diverse coalition
- » Build consensus for chosen course of action

Assess Readiness for Policy Change

Assess if there is political will and community support for policy change.

- » Assess community support for policy change: poll county commissioners, the general public, and other important groups
- » Identify stakeholder support for policy change through informational interviews, focus groups and polls/surveys
- » Collect and review actions and successes from other jurisdictions
- » Estimate the health, fiscal, administrative legal, social and political implications
- » Note: think through to end game – plan for evaluation now!

Based on assessment findings, is there political will to pass the policy? If not, conduct education with decision makers and, if necessary, the public.

Reach Out and Educate

Expand networks, strengthen relationships and engage in media advocacy.

Decision-Maker Education

- » Engage with decision-makers about the public health need and policy solution
- » Reach out to decision-makers through champions and networks
- » Identify, research and resolve concerns
- » Track support and its change over time

Public Education

- » Develop a cohesive education plan that incorporates multiple methods of outreach
- » Use information gained from assessments to create effective messages
- » Conduct meetings, events, presentations and other types of outreach, including media when appropriate

Draft Policy and Plan Implementation

Draft the best possible policy, given political and other constraints.

- » Clarify agency process for drafting and proposing policy
- » Identify resources, such as a model policy, and examples from other jurisdictions
- » Plan a policy review process that incorporates legal and policy expertise
- » Monitor the policy drafting process
- » Develop plan to monitor and assist with enacting the change (e.g., develop budgets, rules, procedures, materials)
- » Create a communication plan for policy roll out
- » Work with other entities on structural and programmatic adjustments to assist with effective implementation

Adopt Policy

Work with policy makers to formally adopt the policy.

- » If a formal adoption process will take place, plan for public comment to support the policy
- » Provide information to decision-makers
- » Count votes before the actual vote
- » Anticipate possible last minute amendments

Implement Policy and Support Compliance

Communicate policy change with all affected audiences.

- » Develop a comprehensive communication plan
- » Redesign environments to support effective implementation and compliance
- » Monitor implementation

Evaluate Impact

Evaluate impact of the policy change.

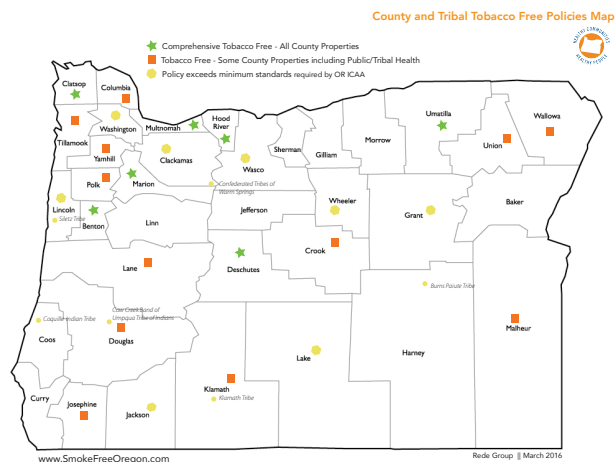
- » Track the implementation process (Is the policy and plan functioning as intended?)
- » Monitor policy/systems/environment change
- » Evaluate effectiveness of the policy change process
- » Incorporate evaluation findings into future planning

Continuous Quality Improvement

Develop measures of success in order to: Check progress; Reinforce positive work; Identify areas needing improvement or more attention; Reassess and make course corrections.

TOPPEC Respondents: County Health Department Tobacco Programs

TOPPEC focused on creating tobacco-free county-owned & operated properties. For some years now, all counties in Oregon have been involved in trying to create tobacco-free county properties. At the time the TOPPEC evaluation was conducted, **7 counties** had been successful in passing policy covering all county properties and **10 counties** had policies in place that covered some county properties, including the county's health department. Much of the TOPPEC Results Report highlights practices of counties had passed a tobacco-free properties policy.



Where to find ToPPEC Data and information

There are 2 main sources for finding ToPPEC data and results:

1. **The ToPPEC Databook:** This book includes summary data analysis tables for most questions in the ToPPEC survey and Coding Tables for all open-ended questions. Because the ToPPEC Data book is large, it might seem daunting to read (and reading from cover to cover is not its purpose.) However, there is a good deal of useful information, especially in the coding tables. We encourage reading through the responses to questions that are related to your current stage of progress in passing a county tobacco-free property policy.
2. **The ToPPEC Results Report:** This report outlines major themes for each stage of the policy change process. The ToPPEC Results Report is divided into 9 sections – one for each stage of the policy change process. Within each section, are the following subsections:
 - ⇒ Overview and brief description of the stage
 - ⇒ Key Findings from the ToPPEC Survey
 - ⇒ Local Example from the ToPPEC Survey
 - ⇒ Tips for successfully addressing the stage
 - ⇒ Tools, pertaining to each stage, from local program coordinators and other HPCDP resources