

## Tobacco Use Policy & Practice Questionnaire

The purpose of this activity is to identify the ways in which your organization already incorporates tobacco use-related activities into your work, or to look at the areas where the organization would like to expand the services.

<b>Programmatic &amp; Staff Activities</b>	<b>Always</b>	<b>Sometimes</b>	<b>Never/ Not applicable</b>
Are program staff and volunteers trained on tobacco use information, nicotine addiction, health risks, screening and cessation information?			
Do we screen clients for tobacco use?			
Do we talk to clients about their tobacco use?			
Do we offer services to address their tobacco use?			
Do we refer to outside services that address clients' tobacco use?			
Do we ask clients when the last time was that they used tobacco and/or last time they tried making changes to their tobacco use?			
Do we have educational materials (brochures, fact sheets) for clients who smoke or use tobacco?			
Do we have posters up about tobacco use facts, stages of change, or tobacco cessation services?			
Do we discuss or incorporate tobacco use and nicotine addiction in client group meetings?			
Do we provide or incorporate tobacco use and nicotine addiction in individual case management and treatment plans?			
Have we talked with our clients about the importance of connecting to primary care regarding their tobacco use?			
Do we offer referrals to places where clients can get medical support for their tobacco use?			
Do we offer referrals for nicotine replacement therapy (ie: patches, gum, lozenges) or other tobacco cessation medications?			
Other (specify):			

1. Is there anything your program would like to do to address the issue of tobacco use and nicotine dependency but is not currently doing? If yes, what would you like to be doing?
  - Integrate questions about tobacco use into assessments/intakes, treatment plans or discharge planning
  - Discuss changing their tobacco use with clients
  - Provide groups/workshops on addressing tobacco use
  - Provide referrals to tobacco cessation programs, and medical providers (or pharmacists) who can prescribe Nicotine Replacement Therapies if appropriate
  - Display posters and distribute educational materials about tobacco use to clients
  - Other \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. What do you think the barriers/challenges to providing these services/information at your program would be?
3. Is there any support you need to establish or enhance your tobacco use and nicotine dependency related efforts? Does your program need any technical assistance or training?
  - Yes, we would like training for our staff
  - Yes, we would like to receive technical assistance to implement different strategies to address our clients' tobacco use into our work.
  - No, we do not have the capacity to address tobacco use
  - No, we can train internally
4. What training would your program need in order to put your plan into action?
5. What resources do you already have (space, staff, time, copier, etc.)? And what do you need?
6. What will your first steps be?

# Discussion Questions: Integrating Tobacco and HIV Prevention Efforts

1. Could you envision your agency addressing smoking as part of the regular activities/ programming? Why, or why not?
2. Could you envision yourself having a conversation about smoking with a client during an HIV prevention intervention? Which one(s)? Why, or why not?

Consider how you could apply tobacco questions at the following programs:

- HIV testing
- Syringe access
- Mobile testing
- Outreach events
- Group education sessions

3. What are the supports and barriers to such conversation?
4. With whom and under what circumstances would it be appropriate to start such a conversation? When and with whom would it not be appropriate?
5. How would you introduce the topic? What might the conversation look like?
6. What would your agency and staff need in order to integrate conversation about smoking into your HIV prevention work?

# SWOT Analysis: Integrating Tobacco and HIV Prevention Efforts

Another tool you can use with staff, or leadership is an analysis of strengths, weaknesses, opportunities and threats related to the integration of tobacco cessation efforts in your regular HIV prevention programming. Below are just some examples of issues that may be relevant in your organization. Discuss these with your team, and see what issues resonate with the staff.

	Helpful to achieving integration	Harmful to achieving integration
Internal origin: organization	<b>Organizational and Staff Strengths:</b> <ul style="list-style-type: none"> <li>○ Stable organizational structure</li> <li>○ Organizational tobacco-free policy</li> <li>○ Good electronic health record system</li> <li>○ Great motivational interviewing skills</li> <li>○ Committed staff champions</li> <li>○ Other: _____</li> </ul>	<b>Organizational and Staff Weaknesses:</b> <ul style="list-style-type: none"> <li>○ High rate of staff turn-over</li> <li>○ Lack of needed training</li> <li>○ Lack of tobacco-free policy</li> <li>○ Limited interaction with clients</li> <li>○ Lack of needed materials</li> <li>○ Other: _____</li> </ul>
External origin: environment	<b>Opportunities for Organization and Staff:</b> <ul style="list-style-type: none"> <li>○ Social pressures to quit smoking</li> <li>○ New legislation around tobacco and tobacco-free workplaces</li> <li>○ Potential tobacco tax revenue funding</li> <li>○ Research on the benefits of cessation</li> <li>○ Other: _____</li> </ul>	<b>Threats to Integration Efforts:</b> <ul style="list-style-type: none"> <li>○ External industry pressures</li> <li>○ Alignment of tobacco cessation with the harm-reduction model</li> <li>○ Changes in funding</li> <li>○ Resistance from clients</li> <li>○ Other: _____</li> </ul>