

How to Complete the People First Task Force Prevention and Response Programs, Initiatives, Pilots, Research, and Studies Inventory Tool

June 2021

FAQs updated as of 30 June 2021

Approved for public release by People First Task Force Prevention Line of Effort Lead
UNCLASSIFIED



Purpose and Outline

Purpose: Provide instructions and tips for completing the People First Task Force (PFTF) Inventory as directed by HQDA EXORD 173-21.

Outline:

- Background
- Important Definitions
- Overview of the Process
- Frequently Asked Questions



Background

- PFTF Prevention and Response Inventory
 Purpose: Inventory all Army prevention and
 response activities that aid in the reduction of self directed harm and prohibited abusive or harmful
 acts.
- Directed by HQDA EXORD 173-21 from the PFTF.
- Inventory will be created through submissions to a centralized Information Collection Tool known as the electronic PFTF Prevention and Response Inventory Tool or PFTF Inventory Tool.
 - The electronic Inventory Tool and process is supported by Army Public Health Center (APHC)



Important Definitions



Four Types of Prevention and Response Activities to Submit in the PFTF Inventory Tool

- Programs: any official HQDA Program of Record that has a HQDA proponent, dedicated funding, and written policy, such as an Army Directive or an Army Regulation.
- Initiatives: any effort at any echelon in the prevention and response space. Initiatives may be at the unit, installation (ARNG and USAR equivalent), Senior Commander (ARNG and USAR equivalent), or ACOM, ASCC, DRU, State, or Reserve Regional or Functional Command levels.
- **Pilots**: any short-duration efforts which exists at more than one location, studying target populations with expressed goals. A Pilot often has a champion at the Office of the Secretary of Defense, HQDA, HQDA Field Operating Agency, ACOM, ASCC, or DRU. Pilots typically do not exceed two years. Activities that exceed two years or exist only at one location and are not part of a larger effort, such as OSD Pilot, are likely better classified as an Initiative or Research and Studies.
- Research and Studies: systematic investigations and analyses of specific topics, situations or activities (e.g., programs, initiatives, pilots). Research and Studies can be at any echelon, but most often are conducted at the direction of the DOD Staff, Army Secretariats, Army Staff, and HQDA FOA and in some instances the ARNG, USAR, ACOM, ASCC, or DRU levels.



Care Continuum Definitions

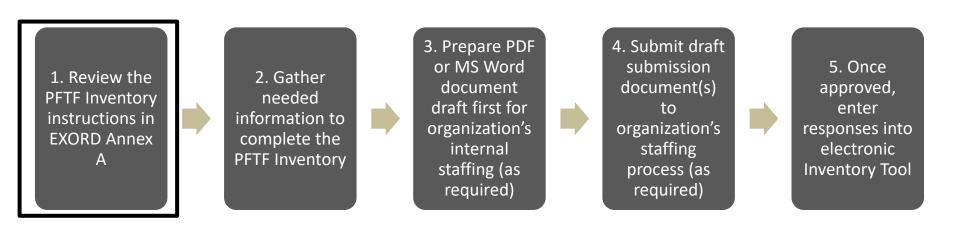
- Prevention: to keep self-harm and prohibited abusive or harmful acts from happening before they or any signs and symptoms of them occur.
- Response: immediate and long term prevention strategies or efforts to mitigate both short term and long term consequences of self-harm or prohibitive abusive or harmful acts after they have already occurred.
- Treat: responding to self-harm and prohibited abusive or harmful acts after they have already occurred



Overview of the Inventory Tool Process



Overview of the Process



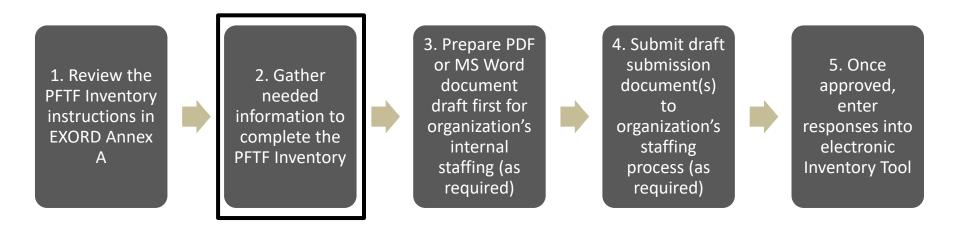


Step 1: Review the PFTF Inventory instructions in EXORD 173-21 Annex A

- Instructions for the PFTF Inventory are included in the EXORD Annex A and at the beginning of the electronic PFTF Inventory Tool
 - Instructions include definitions for key terms used in the PFTF Inventory Tool
 - Some <u>key definitions</u> are available in these slides too
 - Instructions also include points of contact for any outstanding questions about the PFTF Inventory or the tool



Step 2: Gather needed information to complete the PFTF Inventory





The PFTF Inventory will require information about:

Program (HQDA and TRADOC only)

- Proponent(s) responsible
- Army Regulation that governs the program
- Program outcome(s) and factors targeted
- Population(s) served by the program
- Program care continuum focus
- Program evaluation-related information
- Program manning for current and past 4 FYs
- Program funding for current and past 4 FYs

Initiative

- Initiative execution status
- Proponent(s) responsible
- Authorizing document(s)
- Initiative outcome(s) and factor(s) targeted
- Population(s) served by the initiative
- Initiative care continuum focus
- •Initiative evaluation-related information
- •Initiative manning for current and past 4 FYs
- •Initiative funding for current and past 4 FYs

Pilot

- Pilot execution status
- •Pilot start and end date
- Proponent(s) responsible
- Authorizing document(s)
- Pilot outcome(s) and factor(s) targeted
- Location of the pilot
- Population(s) served by the pilot
- Pilot care continuum focus
- Pilot evaluation-related information
- Pilot total manning
- Pilot total funding

Research/Study

- Research/study status
- Research/study start and end date
- Proponent(s) responsible
- Authorizing document(s)
- Organization responsible
- Research/study target outcome(s)
- Location of the research/study
- Research/study's population of focus
- Research/study's care continuum focus
- Research/study's recommendations
- Research/study total manning
- Research/study total funding



The PFTF Inventory will require information about:

Program (HQDA and TRADOC only) Proponent(s) responsible Army Regulation that governs the program Program outcome(s) and factors Tip: Please only submit programs, targeted Population(s) served by the initiatives, pilots, and research/studies program Program care continuum focus that aim to prevent, respond, or treat Program evaluation-related information self-directed harm and prohibited Program manning for current and past 4 FYs abuse or harmful behaviors Program funding for current and past 4 FYs

Research/study status Research/study start and end date Proponent(s) responsible Authorizing document(s) Organization responsible Research/study target outcome(s) Location of the research/study •Research/study's population of focus Research/study's care continuum focus Research/study's recommendations Research/study total manning Research/study total funding

Research/Study



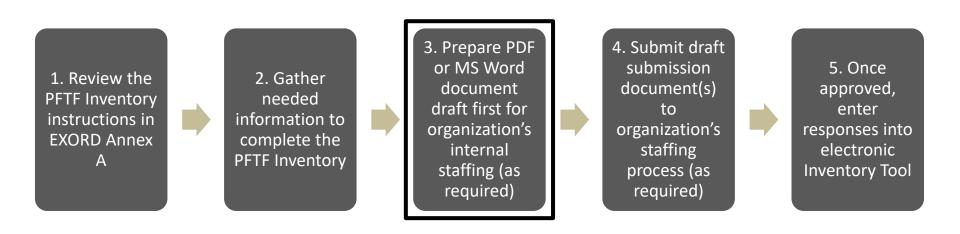
To complete the PFTF Inventory Tool, participants may need to obtain information from:

Human Resources Program/Study Manager(s)

Resource Management Action Officer(s)



Step 3: Prepare PDF or MS Word document draft first for organization's internal staffing (as required)





How to complete the fillable PDF or Word document versions of the PFTF Inventory Tool

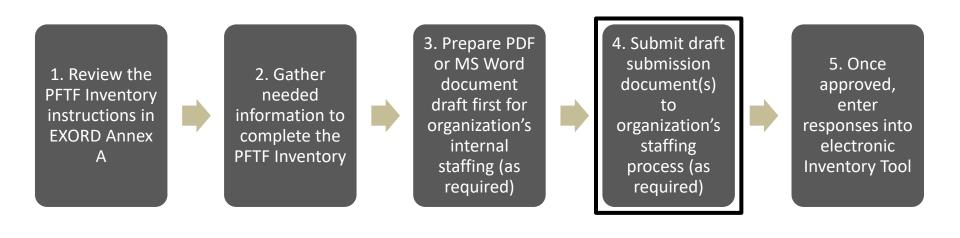
 Enter the required information into either the fillable PDF or Word document

- Enter one program/initiative/ pilot/ research or study per PDF or Word document; specific to the type of activity
 - For example, if submitting multiple programs, each program should have its own fillable PDF completed

Tip: Including the requested POC information and the name of the program/ pilot/ initiative/ research or study in the document filenames will help ensure accurate tracking of the documents through your organization's staffing process



Step 4: Submit draft submission document(s) to organization's staffing process (as required)



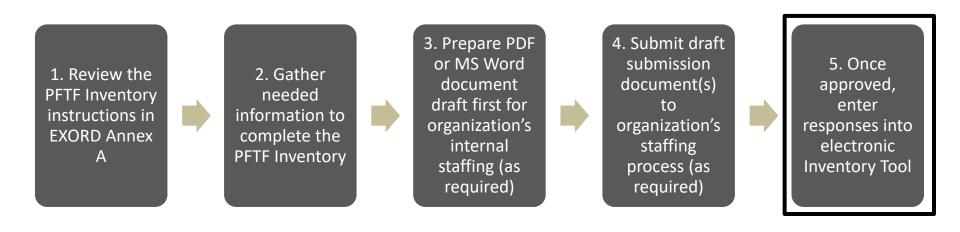


Pre-submission Organizational Staffing Process

- The pre-submission staffing process will vary by COMPO, office, ACOM/ASCC/DRU, and/or unit and is set by them, not by HQDA
- Follow relevant OPORD/TASKORD or contact your Chain of Command for your COMPO'/office's/Command's/unit's specific procedures about the PFTF Inventory information approval process



Step 5: Once approved, enter responses into electronic Inventory Tool





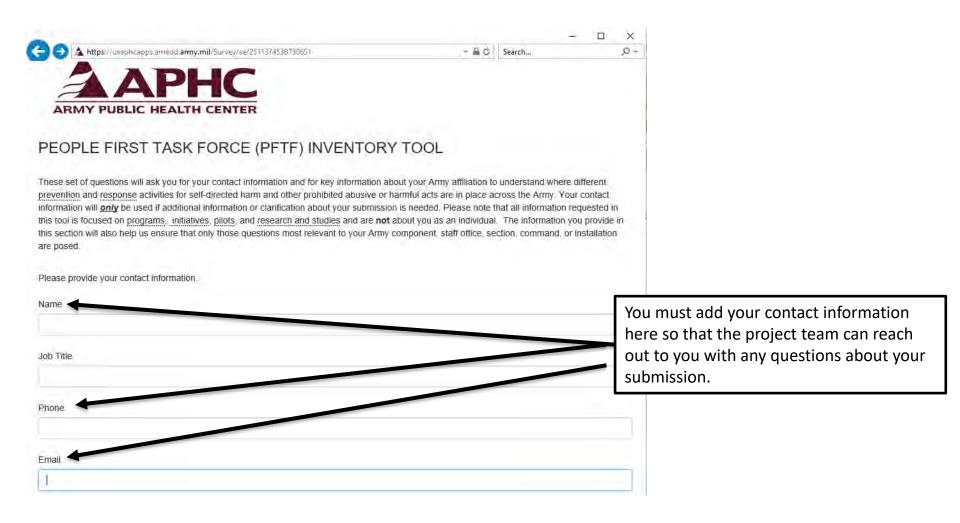
Link to electronic PFTF Inventory Tool

Link: HTTPS://USAPHCAPPS.AMEDD.ARMY.MIL/SURVEY/SE/2511374 53A7FDF42





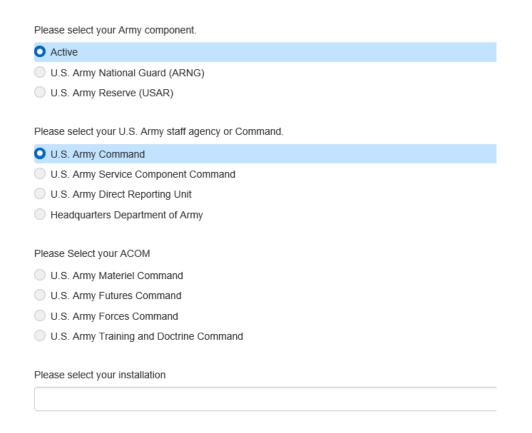
Step 5a: Enter your contact information





Step 5b: Enter your COMPO, agency, Command, and/or unit information

Screenshot and Tips

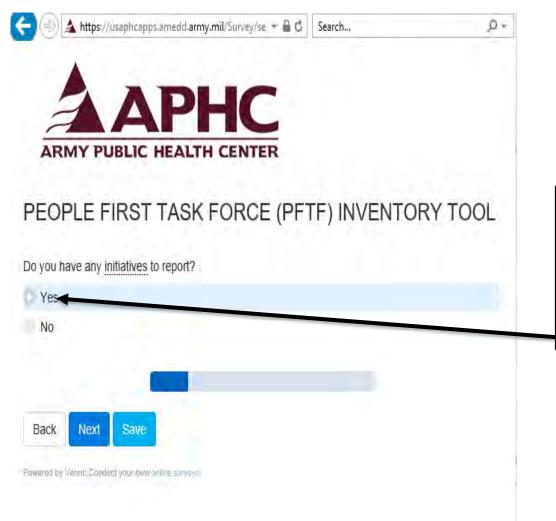


Answering each demographic question accurately will ensure that you are only asked those questions applicable to your organization.

This information will also be used to help track completion of the electronic PFTF Inventory Tool by COMPO, Command, Office and/or Unit.



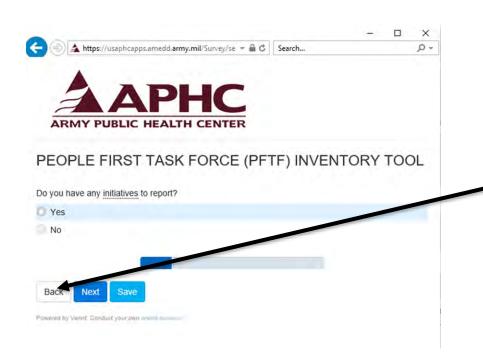
Step 5c: Enter all applicable prevention and response activities (e.g. program, initiative, pilot and/or research/study) into the electronic Inventory Tool



Select "Yes" for each prevention and response activity you need to submit (the tool can accept up to 3 programs and up to 10 initiatives, pilots, and/or research/studies respectively, in each entry into the electronic Inventory Tool.)



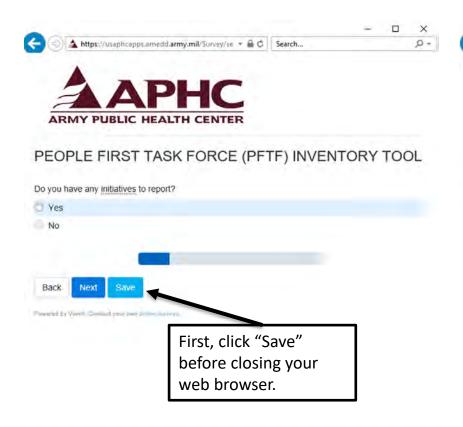
Tip: How to navigate the PFTF Inventory Tool

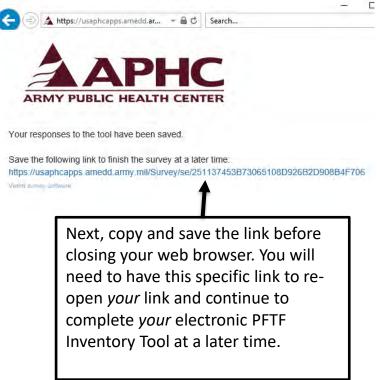


We recommend always using the "Back" and "Next" arrows to work through the electronic PFTF Inventory Tool.



Tip: How to save your responses as you go (and prior to final submission)







Step 5d: Submit your completed electronic PFTF Inventory Tool

Screenshot and tips



Thank you for your participation! Your responses are critical to helping the Headquarters Department of Army People First Task Force (PFTF) better understand the scope of prevention and response efforts for self-directed harm and prohibited abuse or harmful behaviors across all three components of the Army.

If you have questions about the inventory tool, please contact Ms. Lauren Shirey Ogledzinski /lauren.a.ogledzinski.civ@mail.mil / 410-417-0416

Conques your own on the summer

Keep clicking the next arrow as you enter required information in the electronic PFTF Inventory Tool and once fully completed, click on the "submit" button, which indicates you have fully and completely submitted your information.

Please note, after you submit your electronic PFTF Inventory Tool it cannot be modified.



Frequently Asked Questions (FAQs)

Updated as of 30 June 2021



Overview of FAQs

- 1. FAQs about using the electronic PFTF Inventory

 Tool
- 2. FAQs about what activities should be submitted in the electronic PFTF Inventory Tool
- 3. FAQs about the purpose of and who should participate in the PFTF Inventory Tool



FAQs about using the electronic PFTF Inventory Tool

Updated as of 30 June 2021



FAQ 1: I do not have time to enter everything in at once. Can I complete the electronic PFTF Inventory Tool in more than one sitting?

Answer: Yes! The electronic PFTF Inventory Tool can be saved and you can come back and complete it at another time using the link provided when you click the "save" button.

For tips on how to save your responses and come back to them at a later date, please refer to the slide <u>"Tip: How to save your responses as you go (and prior to final submission)"</u>



FAQ 2: I do not want to complete the electronic PFTF Inventory Tool on my laptop. Can I complete the electronic PFTF Inventory Tool on my tablet or phone?

Answer: Yes! The electronic PFTF Inventory Tool can be accessed and completed via desktop, laptop, tablet, or cellular device. The Tool does require detailed information be entered into it though, so it may be difficult to do on a small screen.



FAQ 3: I want to start completing the electronic PFTF Inventory Tool by entering in funding information for all of my activities. Can I skip some questions and move forward on the tool to answer specific questions I know first?

Answer: No. The tool will not let you skip questions on a page of the electronic PFTF Inventory Tool and move on to the next page of questions until you've completed earlier questions, with few exceptions. You will need to answer all of the questions on a page before you can move on to the next page.



FAQ 4: I want to test the electronic PFTF Inventory Tool to understand its functionality and what it looks like before I submit my responses. Can I click the link and try it out?

<u>Answer</u>: No. Please only open the link for the electronic PFTF Inventory Tool when you are ready to complete it. We have provided a fillable PDF or Word Document with all of the questions in the tool.

Also, if you open and start the electronic PFTF Inventory Tool, please remember to save your responses to come back to your response later (more information about this on the slide "<u>How to save your responses</u>"). This will prevent it from looking like you submitted a number of incomplete responses.



FAQ 5: I made a mistake on my electronic PFTF Inventory Tool entry. Can I change my response before I submit it?

Answer: Yes. You can go back and change your answers within the electronic PFTF Inventory Tool using the "Back" button at the bottom of the Tool page and change your entries as needed as long as you have not fully submitted your responses. Note: Be sure all of your entries are accurate before you complete final submission.



FAQ 6: Actually, I already finished and submitted my information and closed my web browser. Can I still change my responses?

Answer: No. Electronic responses cannot be changed after they have been submitted.



FAQ 7: When is my final electronic PFTF Inventory Tool submission due?

Answer: All submissions to the electronic PFTF Inventory Tool must be completed by 2359 ET on 19 July 2021. It is very important that this deadline be met. Please contact your chain of command if you have any concerns about meeting this deadline. Per his request, extensions for completing the electronic PFTF Inventory Tool will need to come directly from the Vice Chief of Staff of the Army.



FAQ 8: I heard about a fillable PDF that can be used to gather needed information *before* I enter my answers into the *electronic* PFTF Inventory Tool. Where can I find this?

Answer: Please reach out the contacts listed in HQDA EXORD 173-21 if you did not receive it.



FAQs about what activities should be submitted in the PFTF Inventory Tool

Updated as of 30 June 2021



FAQ 9: I do not have any activities to report. Should I still complete the electronic PFTF Inventory Tool?

<u>Answer</u>: Yes! Please report negative responses to the tool. This lets the PFTF know that you have completed the electronic PFTF Inventory Tool.



FAQ 10: I have an effort that is designed to decrease stress levels or other outcomes that may lead to improvements in specified outcomes. However, I do not measure any of your outcomes specifically in my evaluation (or include any of them in my program logic model or foundational documents.) Should I enter my effort in the PFTF Inventory Tool anyway or do you only want efforts that directly impact the outcomes as listed?

<u>Answer</u>: **BLUF**: **We only want efforts that aim to directly impact one or more of the outcomes listed.** For the purposes of the PFTF Inventory, we are collecting efforts that specify a focus on self-directed harm and prohibited abuse or harmful behaviors as outcomes in activity descriptions, evaluations, logic models, or other foundational documents

Note: While we agree there are often connections between outcomes like stress and depression and some of the outcomes that the PFTF is focused on and that, in theory, decreasing stress or outcomes like stress would lead to improvements in the specified outcomes like self-directed harm, substance abuse and more, we do need to limit inventory submissions by the current foci.



FAQ 11: I have a research project or study that does not look at the outcomes of an effort, but it does look at the cost effectiveness and implementation of the effort. Should I submit this to the PFTF Inventory Tool?

<u>Answer</u>: Yes. If the research/study focuses on preventing or responding to one or more self-directed harms and/or abuse or other prohibited harmful behaviors, please report it in the PFTF Inventory Tool, regardless of the type of evaluation conducted.



FAQ 12: We implement the SHARP and Suicide Prevention Program here locally at our installation, even though they are HQDA programs. Do you want us to report on local implementation of these Army-wide programs?

Answer: No. The proponent of the Program will be responsible for reporting the Program in the Inventory Tool. Only HQDA and TRADOC will be asked to submit Army-wide programs that are directed by regulation or other authority.



FAQ 13: In addition to the HQDA SHARP program here at our installation, we also have developed some local activities aimed at sexual assault prevention. Do you want us to report both sets of activities?

<u>Answer</u>: Please do not submit Army-wide programs per the definition provided in the Inventory Tool *unless* you are the HQDA or TRADOC proponent for it. Local activities that fall under the <u>definitions</u> of initiatives, pilots, or research/studies should be submitted in the PFTF Inventory Tool.



FAQ 14: I have an effort that we completed a few years ago. Should this be submitted to the PFTF Inventory?

Answer: For Programs, Initiatives, and Pilots, no, please submit only current, very recently completed (i.e. within the past 3 months) or forthcoming (i.e. to be implemented imminently) programs, initiatives, or pilots that aim to prevent or respond to one or more self-directed harms and prohibited abusive or harmful behaviors.

For Research and Studies, yes, please submit any that are ongoing or that were completed within the past 5 years.



FAQ 15: Our installation implemented a pilot that worked so our organization continued it. It no longer meets the definition of a pilot, how should this be entered into the tool?

Answer: Please revisit the <u>definitions</u> of the types of prevention activities to submit into the Inventory Tool. It is likely that this would now be an initiative. If the activity does not seem to fit under any of the prevention or response activity definitions, please contact your chain of command for guidance.



FAQ 16: I work at an Army agency and am conducting an evaluation of an Army program with a different proponent/chain of command than my own. How should we coordinate our responses? Would I enter my evaluation study as a research project/study in the inventory tool and they enter their prevention activities as a program? [Note here – let's say an agency like G9 funds a study but APHC executes – who puts it in the tool?]

Answer: The proponent for the specific research/study (i.e. who commissioned it) should enter the information in the Inventory Tool. In this example, G9 would submit the information about the study into the tool, although they may want or need to ask APHC to provide requested information to them so that G9 can complete their Inventory Tool response.



FAQ 17: Should I be providing a description of my program/pilot/initiative/research or study?

<u>Answer</u>: Yes. The PFTF Inventory Tool does include a question that asks you to describe your activity (this was added on 16 June 2021). You will need to do so in 1000 characters (including spaces) or less. Other questions you'll answer in the tool will also provide important details that tell us about your prevention and response activity.



FAQ 18: Will the Department of Army account for Department of Defense-wide activities and programs in the PFTF Inventory?

<u>Answer</u>: No. Only activities implemented and funded primarily by the Department of Army should be entered into the electronic PFTF Inventory Tool. If one or more prevention activities that you're submitting to the tool receive OSD funding, then there is a question where this will be indicated.



FAQ 19: I have an activity that comes out of Department of Defense or the Department of Army but is implemented at the installation level. Who should report this?

Answer: Army-wide Programs should be submitted only by HQDA or TRADOC proponents. If your installation is doing something unique with a relevant Army-wide program or otherwise going beyond the scope of the program, please do submit this in the electronic PFTF Inventory Tool as appropriate, using the <u>definitions</u> for prevention and response activities provided.



FAQ 20: I have an activity that occurs at the installation level at a few installations. We refer to it as a program, but I am not at HQDA or TRADOC. How should I report this?

Answer: Most likely, this activity will be reported as an initiative. Please review the <u>definitions</u> of each of the prevention activities to see which type of prevention or response activity it is. If needed, please reach out to your chain of command to obtain further guidance about how a particular activity should be reported.



FAQ 21: I am a MDEP manager/ program owner. Should I enter the entire requirement, such as SHARP?

Answer: This is at the discretion of the Commander. Please contact your chain of command further guidance.



FAQ 22: I am unable to track down the funding information of an activity to the precise dollar amount and it will take six months to get the exact amount. What level of detail will I need to report?

Answer: If- after to talking to relevant parties such as Human Resources, Program/ Study Managers, Resource Management, or Action Officers- you are not able to get precise information requested about an activity, please provide the best estimate.



FAQ 23: My activity is directed to Civilians/ Soldiers. Should I report it on the electronic PFTF Inventory Tool?

Answer: Yes. Please report any relevant prevention or response activities regardless of who they are focused on. The PFTF Inventory Tool includes a question about who the population(s) an activity targets, so this will be important information to know when completing the PFTF Inventory.



FAQ 24: I have read through this slide deck and the PFTF Inventory Tool directions and I am still not sure if I should report an activity that aims to prevent, respond, or treat self-directed harm and prohibited abuse or harmful behaviors because my activity does not fit the definition of a Program, Initiative, Pilot, or Research/Study. Should I report it?

Answer: Yes. Please report all activities that aim to prevent, respond, or treat self-directed harm and prohibited abuse or harmful behaviors. We hope to capture everything, from very small activities at one installation to large scale activities across multiple locations. Please contact your chain of command with specific questions.



FAQs about the purpose of and who should participate in the PFTF Inventory Tool

Updated as of 30 June 2021



FAQ 25: I have a lot of activities related to self-directed harm and prohibited abuse or harmful behaviors to report. Can I enter them all into the electronic tool?

<u>Answer</u>: The electronic PFTF Inventory Tool will allow you to enter up to 3 programs and 10 each of initiatives, pilots, and research/studies.



FAQ 26: How will this information inform the POM Planning Task requirements?

Answer: This is to be determined.



FAQ 27: I need to report approximately 33 initiatives that we are running at my location. What do I do since you say the tool only accepts up to 10?

Answer: If you need to submit 4 or more programs, or 11 or more each of initiative, pilots, and/or research/studies, then please complete the Inventory Tool as many times as you need to do so to submit all required information. For example, if you need to report 33 initiatives, you would complete the tool for the first 10 initiatives, complete it again for initiatives 11-20, complete it a third time with initiatives 21-30 and a fourth time with initiatives 31-33.



FAQ 28: I have more than one initiative (pilot/program/research and study) I would like to submit. It looks like there is only room on the electronic PFTF Inventory to submit one. How do I submit multiple entries for each activity type?

Answer: When completing the electronic PFTF Inventory, please answer all of the questions for each applicable activity type. Following the end of the questions for a specific activity, the electronic PFTF Inventory Tool asks if you have any additional prevention activities of that type to submit into the tool. If you select "Yes", the questions will repeat and allow you to enter information about another program, initiative, pilot, or research/study, respectively.



FAQ 29: Who should complete this tool at the ACOM/ASCC/DRU level? HQDA level? Installation level?

Answer: To ensure the highest quality and accuracy of information, we recommend the individual at the *lowest level* possible who has detailed knowledge of the activity(ies) being entered into the tool, complete the tool and submit it. The Inventory Tool was designed with this in mind. Ultimately, who is tasked or asked to complete the tool is up to each Command, office, agency.

For HQDA, we recommend that the program manager and/or their designee complete the submission.

Note: It is likely that the person completing the tool may need to obtain information on the activity(ies) from others with detailed information (e.g. budget, manpower, etc.).



FAQ 30: I just submitted the same information in support of the HQDA-210104-682Y | Request for Information (RFI) - DoD OPA and PCF Review of Evidence-Based Resilience and Prevention Programs tasker. Why do I need to submit it again?

Answer: This tasker was very similar to what's being requested now. However, the previous tasker was separate and focused specifically on identifying *evidence-based* resiliency programs that have been shown to reduce risk factors for violent and harmful behaviors.

The current request via HQDA EXORD 173-21 is specifically focused on learning about **all** Army activities (programs, initiatives, pilots, and research/studies) that aim to (1) prevent (or respond or treat) suicide, discrimination/ racism, problematic sexual behavior in children and youth, domestic and/or child abuse, extremism, sexual abuse, or sexual harassment and assault **AND/OR** (2) improve financial readiness or military dependent support.

It is possible that you will submit some of the same information that you submitted for the previous tasker in this inventory too. That is okay! If so, we ask that you do submit it now too to ensure that it is accurately and fully captured in this comprehensive Army-wide inventory.



FAQ 31: I received HQDA EXORD 173-21 as a "For Your Situational Awareness". Do I still need to complete the PFTF Inventory Tool?

<u>Answer</u>: Please follow your unit's OPORD and all guidance from your chain of command about completing the PFTF Inventory Tool.



FAQ 32: I submitted the electronic PFTF Inventory Tool. Now what?

Answer: Thank you! That concludes your participation in the PFTF Inventory for now. If needed, an APHC project team member may contact you to clarify or verify information. If you do not here from anyone, then do not worry about it!



FAQ 33: My Chain of Command mandated that I complete the electronic PFTF Inventory. How will my participation be reported/ tracked?

Answer: The APHC Project Team will provide weekly completion reports to the PFTF that the PFTF POCs will then distribute to Command LNOs for Commanders and Senior Leaders. These completion reports will always go through ACOM, ASCC, DRU, rather than MSCs within each of these. The reports will show the number of in-progress submission, completed submissions, and the name of the prevention or response activity submitted along with the submitter's contact information.



FAQ 34: How will the information I submit on the PFTF Inventory Tool be used?

<u>Answer</u>: The APHC will compile and summarize all results from the Inventory and report it to the PFTF later this CY to help the PFTF create an optimal suite of prevention programs for self-directed harm and other prohibited abusive and harmful acts across all COMPOs of the Army.



FAQ 35: I want to see what other activities are happening across the Army. Can I see what activities are happening outside of my command?

<u>Answer</u>: Not currently. There is on-going discussion within the PFTF about what information will be reported to whom across the Army. Right now the primary audience for the PFTF Inventory is Army Senior Leaders.



FAQ 36: I have more questions about the PFTF. Is there a website I can check out?

Answer: Not currently. A current micro-website is under development.