



### Major Activities Checklist in Needs Assessment, Capacity Building, and Planning:

- Establish coalition
- Conduct regularly scheduled coalition meetings
- Develop a Coalition mission and vision statement
- Assess coalition members' strengths, roles and responsibilities
  - Who do you have and what do they do?
  - Who do you need and what will they do?
- Assess coalition infrastructure and assets (office space, hardware, etc.)
  - What do you have, what do you need, what can be leveraged?
- Assess coalition personnel/staff (skills, capacity, training, etc.)
  - What do you have, what do you need?
- Assess coalition resources (additional funding, volunteers, in-kind support, etc.)
  - What do you have, what do you need?
- Identify and address gaps in these assessments (coalition members, infrastructure/assets, personnel, resources)
- Identify with your coalition members the priority(ies) to be address by the coalition (adult alcohol use, adult tobacco use, youth alcohol use, and/or youth tobacco use) – document how decisions were made
- Determine with the targeted community what factors contributes to (or can prevent) the identified priority(ies) – REASONS WHY:
  - Why are youth in your target population using tobacco; or
  - Why are youth in your target population using alcohol; or
  - Why are adults in your target population using tobacco; or
  - Why are adults in your target population using alcohol?
- Prioritize with your coalition the contributing factors (the reasons why) to be addressed – document how Coalition decisions were made
- Identify strategies/programs that address these factors (must fit into the logic model) based on the prioritized/selected factors to be addressed by the coalition – document how Coalition decisions were made
- Develop goals and objectives to be accomplished based on the strategies/programs selected
- Assemble a Community Action Plan writing team
- Use the following template to create your Community Action Plan

# Needs Assessment

Who are members of your Coalition?

Coalition Member	Affiliation	Role/Responsibility

Based on your current Coalition make-up, are there any other members that can or should be invited to strengthen your Coalition?  Yes  No

If yes, whom should be invited and what will their role/responsibility be?

Potential Coalition Member	Affiliation	Role/Responsibility	Timeline for Invitation

What are your coalition's infrastructure and assets (office space, hardware, etc.)  
(What do you have?)

Based on your current infrastructure and assets, is your coalition ready to implement evidence-based programs and/or strategies? (What do you need, what can be leveraged?)

What is the current make-up of your coalition personnel/staff (paid or volunteer)?

Based on your current personnel, is your coalition ready to implement evidence-based programs and/or strategies? (What do you have, what do you need? - skills, capacity, training, etc.)

What additional resources are available to your coalition (funding, volunteers, in-kind support, etc.)?

Based on your current resources, is your coalition ready to implement evidence-based programs and/or strategies? (What do you need, what do you need? - funding, volunteers, in-kind support, etc.)

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## Capacity Building

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What steps have been taken to invite additional members, if any, to strengthen your Coalition?

What steps have been taken to improve your current infrastructure and assets?

What steps have been taken to prepare your Coalition to be ready to implement evidence-based programs and/or strategies? (increasing of skills, capacity, training, etc.)

What steps have been taken to ensure that your Coalition has the resources to implement evidence-based programs and/or strategies? (additional funding, volunteers, in-kind support, etc.)

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# Planning

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What is your coalition's vision and mission statement?

What priority(ies) did your coalition choose to address? How were these priority(ies) selected (how were decisions made)?

What were all the factors (reasons why) identified in your community that leads to (or prevents) your priority(ies)? How were these Risk and Protective factors identified?

From all the factors that were identified, what factors will be addressed by your coalition? How were these factors selected (how were decisions made)?

Based on the factors to be address, what strategies/programs will the coalition implement?

\*\*\* Use the following forms to describe your strategies/programs.

Each strategy/program must have:

- PEACE logic model which shows which factors the strategy or program will address
- Strategy/program application form (page 5 – one application per strategy or program)
- Program logic model to test strategy fit (page 7 – one row per strategy or program)

The strategy/program must also be appropriate for your target population and address the factors that your coalition chose to address. Your strategy/program should relate directly to these factors. Remember that the strategies and/or programs that your coalitions select to implement must be evidence-based – meaning there is research and evidence to demonstrate that the strategy or program is effective. Currently, there are 3 levels of “evidence” recognized by the Center for Substance Abuse Prevention:

- 1) The strategy/program is listed on a **federal list or registry**.
- 2) The strategy/program appeared in a **peer-reviewed journal**.
- 3) The strategy/program has **documented effectiveness** meaning:
  - The intervention is based on a solid theory or theoretical perspective that has been validated by research;
  - The intervention is supported by a documented body of knowledge generated from similar or related interventions that indicate effectiveness; and
  - The intervention is judged by a consensus among informed experts to be effective.

\*\*\*All 3 bullet points above must exist for the strategy/program to fall in the documented effectiveness category.

*For more information on evidence-based programs, contact your PEACE Liaison and ask for the “Identifying and Selecting Evidence-based Interventions” guidance document.*

Appendix A are additional questions you may ask yourself to see if your strategy will be a good fit.

Appendix B are some resources you may use in selecting strategies and/or programs for the factors you want to address.

## STRATEGY/PROGRAM APPLICATION FORM

This form must be submitted with application materials. Type responses inside the shaded areas.

Name of COALITION submitting the application

Contact Information

Name:

Address:

Telephone:

E-mail:

Describe the consumption/consequence (problem) the strategy will impact.

Intervening Variables/Contributing Factors:

Describe the focus population; include cultural characteristics and environmental characteristics:

Strategy:

What type of prevention approach is the proposed strategy? (Check all that apply)

Information Dissemination  Prevention Education  Alternative Activities   
Community-based Processes  Environmental Approaches  Problem Identification & Referral

Describe the philosophical framework of why this strategy can be expected to achieve the objective(s).

Describe the theory of how the strategy can be expected to achieve the objective(s).

Expected materials: (put an x next to the items included in your application packet)

- Documentation that shows positive results through evaluation.  
*Document results must show evidence of effectiveness and be generated from similar or related interventions that indicate effectiveness.*
- If strategy has curriculum and/or syllabus include a full copy.
- If strategy does not have curriculum or syllabus, please include a copy of the strategy's implementation plan or procedure.
- Logic model to test fit. (Page 7)
- Copy of Syllabus or outline (if applicable)

Evaluation and tracking tools

Method

Describe the reach, frequency/intensity, duration of activities, practices, and products used by the strategy.

Will the lead person responsible for the strategy receive training on how to implement the strategy effectively? If yes, please describe in detail.

Measuring Outcomes

What short-term outcomes do you expect to see if the strategy is effective?

How will you intend to measure the success of the strategy?

**PROGRAM LOGIC MODEL TO TEST STRATEGY "FIT"**

GOALS	INTERVENING VARIABLES/ OBJECTIVE	FOCUS POPULATION	STRATEGIES	"IF-THEN" STATEMENTS	SHORT-TERM OUTCOMES	INTERMEDIATE OUTCOMES
What is the consumption/ consequence (problem) to be changed?	What intervening variables or risk factors are driving or contributing to the problem?	Who are the people you are directly targeting with the intervention?	What strategies or programs do you want to implement? (i.e. social marketing campaign, etc)	Use the If-then approach to test the logic of your strategy. We expect that this activity will lead to changes in these risk/protective factors, which in turn will lead to our program goal:	What should you see to know these strategies were implemented well? (i.e. process measures)	What are the indicators of progress on targeted objective?

**TIMELINE - ACTION PLAN**

What activities will you be implementing to accomplish your goals and objectives? What will you do step by step to implement your strategies and/or programs?

<b>Goals</b>	<b>Objectives</b>	<b>Prevention Activities and Capacity Building Activities – What am I going to do?</b>	<b>Timeline – When will it be done?</b>	<b>Who is responsible?</b>	<b>Measures – How do I know it works or I've accomplished my goal?</b>

**CULTURAL COMPETENCE**

How will you ensure that the programs and/or strategies your coalition implements will be culturally sensitive to your target audience whether it's ethnicity, age, gender, etc.

**SUSTAINABILITY**

What are your plans to sustain your coalition programs and/or strategies?

**BUDGET**

Please provide a budget for Phase II – Implementation of Evidence-based Programs and Strategies. Include a description of all items to be purchased along with the amount.

<b>Budget Item</b>	<b>Description</b>	<b>Amount</b>

## APPENDIX A

To further determine if the strategy you plan to use is a good fit, ask yourself the following questions:

### **Mission, Goals, Objectives**

- A. Does this strategy fit your mission?
- B. Does the strategy fit the values of the community?
- C. Is the strategy compatible with your current focus?

### **Implementation Capacity**

- D. Does your community have the human resources to implement the strategy?
- E. Does your community have the material resources to implement the strategy?
- F. Does your community have the appropriate funding to implement the strategy?
- G. Can you implement the strategy in the manner it was designed?
- H. Does the strategy take into account the stage of readiness of the community and target population?

### **Cultural Relevance**

- I. Is the strategy appropriate for the communities existing practices?
- J. Is the strategy appropriate for the culture and characteristics of the community being served?
- K. Does the strategy take into account the community's values and traditions that affect how its citizens and the targeted group regard health promotion issues?
- L. Has the strategy shown positive results in communities with similar cultural attributes?

### **Evidence-based Effectiveness**

- M. Is the strategy based on a well-defined theory or model?
- N. Is there documented evidence of effectiveness?
- O. Have the results been replicated successfully by different researchers/providers?
- P. Has the strategy been shown to be effective for risk factors similar to those you will address?

If you answered **no** to any of the questions, think about how to overcome these barriers. Taking the proposed strategies through the logic model process on page 7 will help you identify whether the strategy targets the outcome desired, whether you need to combine multiple strategies to reach the intended outcome, or whether you should consider a different strategy.

## APPENDIX B

### **Resources to identify an evidence-based strategy:**

#### **Identifying and Selecting Evidence-Based Interventions**

This guide, developed by CSAP, provides criteria on selecting appropriate strategies that are based on identified intervening variables (risk and protective factors). It also, provides definitions of evidence-based and practical fit.

<http://www.maine.gov/dhhs/osa/prevention/community/spfsig/documents/national/idenselectinterventions.pdf>

**National Registry of Evidence-Based Programs and Practices** The National Registry of Evidence-Based Programs and Practices (NREPP) is a searchable online registry of mental health and substance abuse interventions that have been reviewed and rated by independent reviewers. The purpose of this registry is to assist the public in identifying approaches to preventing and treating mental and/or substance use disorders that have been scientifically tested and that can be readily disseminated to the field. NREPP is one way that SAMHSA is working to improve access to information on tested interventions and thereby reduce the lag time between the creation of scientific knowledge and its practical application in the field. As of March, 2007, NREPP is a new registry and currently has several dozen reviewed interventions. New intervention summaries are continually being added as reviews are completed. The registry is expected to grow to a large number of interventions over the coming months and years. Please check back regularly to access the latest updates. As of May 15, 2007 only two substance abuse prevention environmental strategies was on NREPP <http://nrepp.samhsa.gov/find.asp>. To access SAMHSA's Model Program website (the old NREPP), go to <http://modelprograms.samhsa.gov>.

#### **CSAP Centers for Application of Prevention Technologies**

This section offers a variety of options for finding information about evidence-based programs and practices, including links to federal websites and databases that will help you select the right program for your community.

[http://captus.samhsa.gov/national/resources/evidence\\_based.cfm](http://captus.samhsa.gov/national/resources/evidence_based.cfm)

#### **CSAP's Western CAPT's Best and Promising Practices**

This searchable database includes practices that have been shown to be effective in preventing substance abuse and/or the risk factors for substance abuse. Information is provided regarding training, technical assistance and/or materials that facilitate replication of each practice.

<http://casat.unr.edu/bestpractices/alpha-list.php>

#### **NIAAA College Drinking Prevention**

This site contains comprehensive, research-based information on issues related to alcohol abuse and binge drinking among college students.

<http://www.collegedrinkingprevention.gov/>

#### **National Institute on Drug Abuse**

This website does not contain a registry in which the programs are categorized according to a judgment of their effectiveness. Instead, it provides examples of evidence-based drug abuse prevention programs. The website also contains links to other prevention resources.

<http://www.nida.nih.gov/prevention/examples.html>

### **The CDC Guide to Community Preventive Services**

This guide was developed through systematic reviews of available evidence of effectiveness for selected interventions among three areas: a) improving health behaviors; b) reducing specific diseases, disabilities, injuries and impairments and c) addressing environmental and ecosystem challenges. Following completion of the reviews, the Independent Task Force on Community Preventive Services reviews the evidence and issues one of three findings: Strongly recommended, Recommended or Insufficient Evidence.

<http://www.thecommunityguide.org>

**Office of Safe and Drug Free Schools** <http://www.ed.gov/about/offices/list/osdfs/programs.html>

Exemplary and Promising Safe, Disciplined and Drug-Free Schools Programs 2001

<http://www.ed.gov/admins/lead/safety/exemplary01/exemplary01.pdf>

### **Office of Justice Programs, Community-based Programs**

This site covers promising and innovative programs in areas of community policing, violence prevention, crime and drug abuse prevention.

[http://www.ojp.usdoj.gov/commprograms/field\\_tested\\_programs.htm](http://www.ojp.usdoj.gov/commprograms/field_tested_programs.htm)