

Strategic Prevention Framework

Assessment Timeline: Coalition Building, Community Assessment

Project Start-Up

TASK	WHO	DELIVERABLE	RESOURCES/ EXAMPLES	STATUS	TIMELINE							
					Nov '11	Dec '11	Jan '12	Feb '12	Mar '12	Apr '12	May '12	Jun '12
BUILD AN EFFECTIVE COALITION TO GUIDE THE SPF PROCESS												
Recruit the right people and ensure diverse representation; examples include: agencies, business community, individuals + community leaders, schools, clinics, tribal organizations, behavioral health agencies, youth groups, businesses, law enforcement, local government, churches + faith based organizations	Project coordinator	Roster of coalition members and sectors of representation	State RFP Resource Guide, p. 14, 40; Village Wellness Team Workbook; CAPT training; CADCA resources:									
Establish and document recruitment and membership procedures	Project coordinator	Signed coalition agreement and/or partnership agreements										
Convene the coalition and establish regular meeting schedule	Project coordinator	Documentation of coalition meetings and decisions										
Anticipate the necessary resources	Project coordinator	Letters of commitment				Ongoing						
Establish procedures for communication, decision making, conflict resolution, and leadership	Project coordinator + coalition members	Coalition organization chart; documented roles and responsibilities										
<i>Note: For projects with multiple sites, ensure representation and regular attendance from all communities within project area so that the project can move forward as a whole.</i>	Project coordinator + community representatives	Attendance tracking sheets										
Kick off coalition meeting	Project coordinator	Meeting results	Native American Center for									

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with clear description of SPF project, review of assessment timeline, and why data is being collected; recruit members for data collection team		compiled and shared	Excellence (NACE) slides; Agnew::Beck PowerPoint presentation on SPF-SIG essentials									
Form data collection team led by local evaluator; ensure data team members understand SPF terms and process (consequences, intervening variables, contributing factors)	Local evaluator	List of committed data team members and roles	Oct. 2011 training workbook, p. 11; SPF Glossary									

Conducting a Community Assessment

TASK	WHO	DELIVERABLE	RESOURCES/ EXAMPLES	STATUS	TIMELINE							
					Nov '11	Dec '11	Jan '12	Feb '12	Mar '12	Apr '12	May '12	Jun '12
Introduce community to SPF process; discuss community perceptions of priority consequences; introduce community survey, discuss why data is being collected; review blank logic model	Project coordinator, coalition members	Meeting preparation, results	Town hall meeting, newspaper article, radio show , public services announcements, fliers, discussion with key community leaders				Ongoing as new partners/coalition members come on board					
IDENTIFY PRIORITY CONSEQUENCES												
Field community perceptions survey to collect primary data from community on priority consequence	Data collection team + coalition members	Survey tool developed and fielded, results compiled	Community Perception Questionnaire									

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<i>Note: Community Outcome Measures survey provided by the State Evaluation Team may be fielded at the same point in the process to identify baseline consumption patterns</i>	Local evaluator	Enter data as directed by State evaluators								To be done by April 2012		
Conduct secondary data review to identify sources of data available for your region and/or community	Local evaluator	List of data sources	Oct. 2011 training workbook, pp. 13-15, 24; State strategic plan, pp. 2-3; State of Alaska Epidemiological Profile									
Identify key health indicators that can help assess current health status of the population, related to alcohol use, abuse, and consequences	Local evaluator	Data sets and indicators for baseline consumption patterns and consequences	State of Alaska, Epidemiological Profile									
Compile relevant secondary and primary data sources into a needs assessment document and share with coalition	Local evaluator, data collection team	Community needs assessment	Prince of Wales needs assessment report; Georgia community needs assessment report									
Develop consequences prioritization tool	Project coordinator + coalition members	Prioritization tool	Oct. 2011 training workbook, p. 37-38									
Identify who will implement consequences prioritization tool; hold meeting to prioritize consequences	Project coordinator + coalition members	Priority consequence(s) for each consumption pattern	Community meeting or coalition meeting									
Identify priority consequence(s) and fill in on logic model	Project coordinator + coalition members	Logic models with priority consequences filled in	Oct. 2011 training workbook, p. 4; logic model templates									
SELECT INTERVENING VARIABLES + CONTRIBUTING FACTORS FOR PRIORITY CONSEQUENCES												

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Identify relevant intervening variables for each priority consequence; if necessary, gather additional information on intervening variables by consulting published research articles	Local evaluator		NACE slides; Oct. 2011 training workbook, p. 7									
Select the intervening variables most directly connected to priority consequences for your project area	Local evaluator	Logic models with priority consequences and all intervening variables filled in	Oct. 2011 training workbook, p. 7; NACE slides									
Develop data collection plan to identify contributing factors related to each intervening variable	Local evaluator and data collection team	List of data sources + indicators	Oct. 2011 training workbook, pp. 15-16, 19-20									
Develop primary data collection tools, if needed (e.g. surveys, key informant interviews)	Local evaluator and data collection team	Data tools and data collection plan	April 2011 SPF training presentation, pp. 8-9 Oct. 2011 training workbook, pp. 25-33									
Field primary data collection tool(s) and compile results	Local evaluator and data collection team											
Collect secondary data from identified sources in data collection plan	Local evaluator and data collection team											
Analyze data and develop presentation for coalition	Local evaluator and data collection team	Data sharing presentation										
Present data findings with coalition and community partners	Project coordinator	Meeting results documented										

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Establish criteria to be used to prioritize Intervening Variables data, and develop a prioritization score tool	Project coordinator	Prioritization tool	Oct. 2011 training workbook, pp. 37-40										
Develop and conduct presentation for those who will complete the prioritization score tool; review and rate the data at this meeting		Presentation for prioritization meeting Meeting process and results documentation											
Tabulate prioritization score sheets for intervening variable selection	Local evaluator												
Identify contributing factors and for each prioritized intervening variable, assess through triangulation process (at least 3 reliable data sources)	Local evaluator and data collection team		Oct. 2011 training workbook, p. 36										
Revisit selected intervening variables and related contributing factors and select priorities													

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Conduct meeting to share which priorities were selected and next steps		List of final priorities Logic model that identifies the consequence, intervening variables, and contributing factors relevant for project area											
CONDUCT COMMUNITY READINESS + RESOURCE ASSESSMENT													
Conduct community readiness assessment to determine level of readiness to address priority consequence(s)		Community readiness assessment	April 2011 training presentation, pp. 12-13; State strategic plan, pp. 12-13; State RFP Resource Guide, pp. 14-15										
Identify gaps in community readiness													
Conduct resource assessment: programs, facilities, key individuals and leaders, potential partnerships		Resource assessment	April 2011 training presentation, pp. 14-15										
Identify service and resource gaps													
Develop problem statements													
Identify target sub-populations													

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Assess organizational/ coalition fiscal and leadership capacity													
Assess cultural capacity													