

NEEDS ASSESSMENT GUIDEBOOK

NEEDS ASSESSMENT GUIDEBOOK OHIO'S STRATEGIC PREVENTION FRAMEWORK – STATE INCENTIVE GRANT (SPF SIG)

Overview

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The Basics

- *Guidebook*
- Based on the Social Ecological Model (SEM)
 - OPEC 2011
 - SPF Needs Assessment Webinar presented and archived on 11/21/11
 - Appendix B: CADCA Document
- Community Readiness
- Cultural Competence

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The Process

- Needs assessment is a journey, *not* a destination.
- Needs assessment is a *group* project.
- Needs assessment requires strong *leadership*.
- Your *Prevention Data Committee* is a great resource for the needs assessment process.
- Pay attention to data *quality*.
- *Stories* are just as important as numbers.

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Where to begin?

- Start with the **Introduction** section – this will help you take *inventory*.
- The introductory section will help you as you create a *plan* for conducting the needs assessment.
- Assign *sub-committees* or small *work groups* to take on sections of the guidebook.
- This is **not** a *one-person show*.

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What if I'm the "leader"?

- Provide clear guidance and expectations.
 - Timeline
 - Deliverable or End Product
 - Communicate, communicate, communicate!
- Keep the big picture in mind – how are the *parts* tying together to form a *whole*?
- Keep track of the data/information you need to collect and decide *when* and *how* to collect it.
- Utilize your OSET Evaluator!
- Encourage your team to watch the Needs Assessment Guidebook TA videos.

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You are where you are supposed to be.

- The *proposed* timeline for completion of the Needs Assessment process is: January 27, 2012.
- Needs Assessment is a journey ... as long as you are making progress, you are doing fine.
- It may be helpful to set mini-milestones. This will help your team see progress ... even when it feels like you aren't.

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Using the Web Form to Submit Your Needs Assessment to OSET

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Web Forms

- Sub-recipients will submit their Needs Assessment information to OSET through web-based forms.
- Project Directors/Coordinators will receive an e-mail with links to eight web forms.
- Web forms are organized around the first eight tabs in your binder.
- Every attempt has been made to match up the web forms with your guidebook binder.

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General Guidance

- Choose an individual to be responsible for submitting your needs assessment information using the web-based forms.
- Once you submit your web form you will **NOT** be able to reenter that form.
- **Before** entering a web form, complete that entire section.
- You may cut and paste from the Word version or type your information directly into the web form.
- “Back” button and “Save” feature

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Questions . . .

- About the Needs Assessment Guidebook or the needs assessment process
 - Contact your OSET Evaluator
- About trainings related to needs assessment
 - Contact your OSET Evaluator, Global Insight, and your ODADAS regional coordinator
- About using the web forms to submit your information
 - Contact Nicole Yandell

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Thank you!

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