NEEDS ASSESSMENT GUIDEBOOK

Introduction

Overview

Setting the Stage

- All SPF SIG sub-recipients responded to a GFA to receive funding.
- SPF SIG projects are constantly growing and changing.
- Now is a good time to reflect, recalibrate, and articulate where the project is today.
- Needs Assessment Guidebook, Pages 4 – 8
Prompt 1 (page 4)

- Please do not “cut-and-paste” from your original response to the GFA issued by ODADAS.
- This will serve as the cornerstone for your needs assessment process.
- Be purposeful as you write your description – and make sure the description resonates with other SPF SIG coalition members.

Prompts 2 & 3 (pages 5-6)

- In accordance with the GFA:
  - The target population could have been defined as: county, township, city, neighborhood, school district, university, etc.
  - Ten percent of the target population must include an underrepresented sub-target population not typically served within your identified target group.
- Reflect on your SPF SIG project today and articulate your target and sub-target populations (aka: sub-populations). Remember, if you say your target population is all 18-25 year olds in the county ... your strategic plan must incorporate prevention strategies for all 18-25 year olds in the county.

Prompts 2 & 3 ... Continued

- Your responses should include:
  - How many individuals you expect to serve (can be based on census data, IHE enrollment data, etc.)
  - Basic demographic data
  - Evidence (qualitative or quantitative) to support that there is a need
- Your responses should be as clear and concise as possible. They should be understood by the “average person” in your community.
- You may photocopy/print more pages as necessary.
A note on sub-populations...

- You must consider each sub-population separately.
- Example: If your project has created a broad category that includes more than one group - “college students with disabilities, testing into a remedial class, and hailing from a military family” ... unless a person has to meet all three requirements, you have three sub-populations and you must provide a paragraph for each group.
- This will help you develop appropriate strategies for each sub-population.

Prompt 4 (pages 7–8)

- Don’t reinvent the wheel!
- Take inventory of what data and information are already available in the community.
- Track down all of the community needs assessments.
- Organize the data and information you have:
  - How is it relevant to 18-25 year old substance use/abuse?
  - How is it relevant to community readiness to address 18-25 year old substance use/abuse?

Prompt 4 - Continued

- You will complete the “form” on page 8 for each Community Needs Assessment that you are reviewing.
- Feel free to print/copy this page as necessary.
Using the Web Form to Submit Your Needs Assessment to OSET

General Guidance

- E-mail to project director/coordinator contains link to Introduction section web form
- **Before** entering web form, complete the entire Introduction section.
- You may cut and paste from the Word version or type your information directly into the web form.
- Once you submit your web form you will **NOT** be able to reenter that form.

Web Form

**Needs Assessment Guidebook – Introduction**
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

Thank you