NEEDS ASSESSMENT GUIDEBOOK

Policy Level

Overview
Setting the Stage

• Guiding Questions:
  – What policies support prevention efforts?
  – Where do these policies exist?
    • State-level
    • Local-level
    • School-level (P-12, IHE)
    • Organizational-level (workplace, JFS, WIC, etc.)
  – What is the level of enforcement of these policies?

Conducting a Policy Scan

• NOTE: You will have to complete a policy scan for each priority substance your community has identified.
  • State-level: Links on SPF SIG website (coming in January). If you want to get a jump start: http://www.alcoholpolicy.niaaa.nih.gov/
  • Local-level
  • School-level
  • Organizational-level: Don’t forget to use information gleaned from completed Organizational-level Assessment.

Organizing Policy Information

• Needs Assessment Guidebook, page 77
• Sample Excel Spreadsheet – you can create a system that works for you.
• Work with OSET to get that information entered into the web form.
Bringing It All Together (page 78)

- FRIENDLY REMINDER: You will have to complete this page for each priority substance your SPF SIG coalition has identified.
- After you have completed the policy scan, it’s time to bring it all together:
  - Identify up to three factors that impact your priority substance.
  - If you have identified more than three – you will need to engage in a prioritization process among your SPF SIG coalition.
  - Your concerns about policy could range from: lack of policy, lack of enforcement, lack of knowledge about a policy, etc.

Intervening Variable Worksheet (page 79)

- This worksheet will become very familiar to you through the needs assessment process.
- One purpose of the needs assessment is to identify the intervening variables that contribute to consumption of your priority substance(s).
- Policy can be an intervening variable.
- You will need to identify 1-3 intervening variables related to policy for each priority substance. (Note: There is a space for you to # each contributing factor – you should have no more than three intervening variable worksheets per priority substance.)

Using the Web Form to Submit Your Needs Assessment to OSET
General Guidance

• E-mail to project director/coordinator contains link to Policy Level web form
• **Before** entering web form, complete the entire Policy Level 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 – Policy Level*

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