

NEEDS ASSESSMENT GUIDEBOOK

Interpersonal Level

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

INTERPERSONAL

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Overview

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Setting the Stage

- Guiding Questions:
 - What are the social and cultural norms surrounding substance abuse in your community?
 - What are the *contributing factors* related to social norms at work in your community?
 - What are some examples of these contributing factors?
 - How do you know? (i.e., Where did you get your data and/or information?)

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How do we get information about social and cultural norms?

- Your Community Readiness Assessment (depending on the instrument/tool you chose) may be helpful. It's a good place to start.
- Brainstorm: What contributing factors related to social and cultural norms do your SPF SIG coalition members believe to be at work in your community?
- Brainstorm *again*: What evidence do we have to support our claims?
- Use the table on page 50 to guide your efforts. **Friendly Reminder: You must complete this list for each priority substance your community has identified.**
 - Contributing factors
 - Example of how the factor presents in your community
 - What evidence do you have to support that factor?

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Data Availability Summary (p. 51)

- **Friendly Reminder: You must complete this page for each priority substance your community has identified.**
- Sometimes, you may not have enough evidence to substantiate your claims.
- If you don't feel you have enough data or information, strategize on how you are going to collect it.

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If we don't have enough evidence, how can we get it?

- You have to *ask!*
 - Town Hall Meetings
 - Listening Sessions/Focus Groups/Group Interviews
 - Individual Interviews
 - Surveys
- Interpersonal- and community-level are closely related and questions about both can be asked in the same session.

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How do we ask?

- We will have resources available on the SPF SIG website – launching in January 2012.
- Recommended Starting Points:
 - North Carolina (Alcohol-Related Crashes & Fatalities)
 - <http://www.ncspfsig.org/>
 - Community Perception and Social Norms Survey, Focus Group Protocol, Town Hall Meeting Protocol
 - Colorado (Underage Alcohol Consumption)
 - <http://rpscolorado.org/>
 - Sample Focus Group Protocol (Youth – p.24 and Adult – p. 25)

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We asked ... now what?

- Analyze the data and information
 - What is the data and information telling us?
 - Can we triangulate our sources?
 - What is the data telling us over and over again?
- Revisit your list of contributing factors (page 50) and determine if you now have enough evidence. (**Note:** You will input your *final* list of contributing factors when you enter your data into the web-based data entry system.)

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Bringing It All Together (page 52)

- **Friendly Reminder: You will need to complete this page for *each* priority substance your community has identified.**
- After you have completed the interpersonal level assessment, it's time to *bring it all together*.
 - Identify *up to three* factors that impact each priority substance.
 - If you have identified more than three – you will need to engage in a prioritization process among your SPF SIG coalition.

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Intervening Variable Worksheet (page 53)

- 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).
- Social/cultural norms can be intervening variables.
- You will need to identify 1-3 intervening variables related to social and cultural norms *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.)

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We are here to help!

- Contact your OSET Evaluator, Global Training, or your ODADAS regional coordinator.
- Training and Technical Assistance:
 - Instrument Design (qualitative and quantitative)
 - Instrument Deployment (data collection)
 - Data Analysis
 - Data Reporting
 - Prioritization

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Using the Web Form to Submit Your Needs Assessment to OSET

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General Guidance

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

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Web Form

[Needs Assessment Guidebook – Interpersonal Level](#)

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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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