

NEEDS ASSESSMENT GUIDEBOOK

Organizational Level

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



ORGANIZATIONAL

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Overview

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Setting the Stage

- Guiding Questions:
 - What is already being done?
 - Usual suspects
 - Odd partners
 - Where can we buttress efforts?
 - What gaps do we need to fill?
 - What are the opportunities to build capacity in our community to serve 18-25 year olds?

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Organizational-Level Assessment Tool (pages 73-74)

- Complete this tool for *every* program, policy, or practice in your community related (even tangentially) to 18-25 year old AOD use/abuse. (Feel free to copy/print!)
- BRAINSTORM!
- BRAINSTORM AGAIN!
- Leave no stone unturned ... you never know what you will find.

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Organizational-Level Assessment Tool (Continued)

- You will need to speak with someone from the agency that administers the program, policy, or practice to complete this tool.
- Think about the nature of the information exchange – the WIIFMs.
- Have your elevator speech ready! This is an opportunity to inform the community of your project.
- This may be an opportunity to expand your SPF SIG coalition.

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Bringing It All Together (page 75)

- **NOTE:** You will have to complete this page for *each* priority substance your SPF SIG coalition has identified.
- After you have completed the organizational-level assessment, it's time to *bring it all together*.
 - Analyze the information you have.
 - Identify capacities.
 - Identify gaps.

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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 Organizational Level web form
- **Before** entering web form, complete the entire Organizational 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 – Organizational 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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