

NEEDS ASSESSMENT GUIDEBOOK

Policy Level

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

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POLICY

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Overview

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## 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?

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## 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.*

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## 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.

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## 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.

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## 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.)

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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 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.

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## Web Form

[Needs Assessment Guidebook – Policy 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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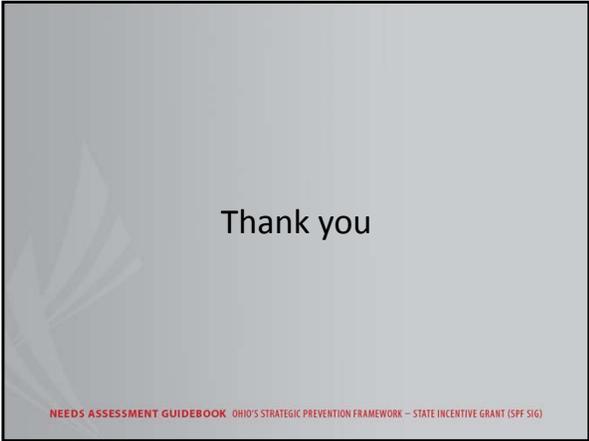
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