

Roles and responsibilities for ATOD assessment and evaluation activities

Component	Timing	Role of P&I	Role of Wilder	Role of RPC
Coalition functioning survey	Annual in the fall	Collect information; share results with coalition	Develop tool and protocol; analyze and report results	Provide support and encouragement!
Community impact tool	Every July and January	Gather information and complete online tool	Develop tool and protocol; analyze and report aggregate results	Provide support and encouragement!
Compliance check tracking	One per year in Year 1; Then twice per year	Collect information; report data in year-end report	Develop tool and protocol; analyze and report results	Provide support and encouragement!
Curricula assessment	Every academic term	Observe class; collect checklists; follow-up with teachers as needed	Develop tools and protocols; analyze and report results	Provide support and encouragement!
Fiscal agent questionnaire	Complete!	Collect information	Develop tool and protocol; analyze and report results	Provide support and encouragement!
Law enforcement data	Ongoing	Gather data from law enforcement; submit data to Wilder quarterly; add to the Needs Assessment Workbook	Collect court data from Law Library; summarize findings	Provide support and encouragement!
Needs assessment workbook	Year 1 Annual updates thereafter	Gather data for the workbook; oversee filling in the workbook; coordinate prioritization process	Develop workbook; provide TTA on using the workbook	Facilitate prioritization process
One-on-one conversations	Year 1 Year 5	Train coalition members; lead interviewee list development and assignment; oversee data collection; synthesize information from all conversations; participate in discussion	Develop materials; train P&I on tools/ processes; provide ongoing TA	Facilitate discussion; practice conversations with coalition members
Policy assessment	Spring/Summer 2012 Ongoing follow-up	Assist with identifying community gatekeepers; add information to the Needs Assessment Workbook	Collect information from key community gatekeepers; summarize information	Provide support and encouragement!
Responsible beverage server training survey	Twice per year	Collect information; enter data; report data in year-end report	Develop tool, protocol, and spreadsheet	Provide support and encouragement!
Youth group surveys	Annual at start and end of school year	Administer surveys; enter data; use results for planning	Develop tools, protocol, and spreadsheets	Provide support and encouragement!
Youth leadership academy assessment	Annual in Fall/Winter	Help to administer surveys; help to interpret and act on findings	Develop tools; analyze and report results	Help to administer surveys; help to interpret and act on findings
Youth web survey	Year 1 Year 5	Administer the survey; add information to the Needs Assessment Workbook	Develop materials; program web survey; analyze and report results	Provide support and encouragement!