

# Needs Assessment Prioritization

Coalition training



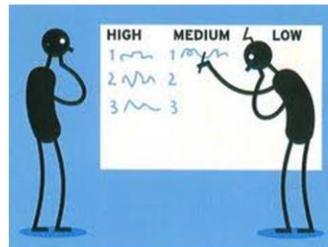
This PowerPoint Presentation can be used to train coalitions on the needs assessment prioritization process.

For this presentation, you will need copies of the following materials:

- PFS evaluation protocol: Needs Assessment Prioritization
- Prioritization tool spreadsheet
- Prioritization criteria handout
- Copies of the Needs Assessment Workbook and any other relevant data

## Goals for today

- After today, you will understand...
  - The purpose of the needs assessment
  - The needs assessment prioritization process
  - The prioritization criteria



## Purpose of the needs assessment

- Identify intervening variables that contribute to underage alcohol use and marijuana use on our campus
- Build our coalition's capacity to collect, compile and use data for planning
- Establish a system for making data-driven decisions
- Determine strategies needed to address local intervening variables



The first step in this needs assessment was to fill in the ***Needs Assessment Workbook***. Now that the workbook is completed, we will use the data in the Workbook to prioritize the intervening variables measured to determine which variables are the most important to address in our community.

We will be required to update the ***Need Assessment Workbook*** annually, but the most significant data collection, compilation, and prioritization will occur during the first year of the grant.

## As a reminder...

***Intervening variables are factors that have been identified through research as influencing if and how much a substance is used in your community. By exploring these variables, your community will be able to address underage alcohol use with appropriate and targeted strategies.***

- NH Risk and Protective Factor Toolbox, 2008

Examples of intervening variables we will be looking at include: students' perception of harm from alcohol or marijuana or the strength of our campus alcohol and drug policies

## The identification of our community's intervening variables must:

- Be driven by data collected in the Needs Assessment Workbook
  - As well as all other relevant data our coalition has access to
- Include active coalition involvement



## Prioritization criteria

- **Magnitude** – “How concerning is this value?”
- **Political will** – “How much do community leaders/members care about this issue?”
- **Capacity** – “What level of resources do you have available to address this issue?”
- **Changeability** – “How easy is it to change the value of the indicator over the course of the grant?”



*Distribute the Prioritization Criteria Handout*

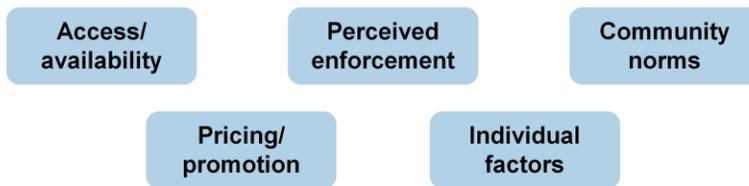
Our Epi Workgroup will rate each intervening variable based on each of these criteria. The variables will be rated relative to each other. For example, based on our local data, which variables are more or less concerning than the other variables on the list? Even if you are not part of the workgroup that will be rating the variables, it's important to understand these criteria so you can make consistent, informed decisions about the intervening variables.

## Guidelines for selection

- Select 5-7 intervening variables
- Together, variables must represent both:



- Have at least 2 categories represented:

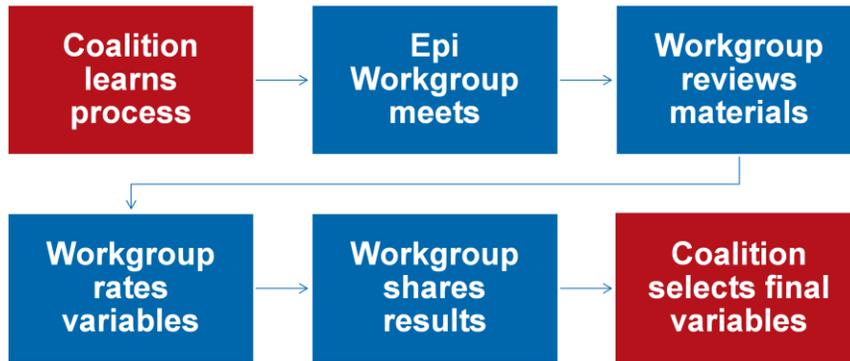


It is recommended that our community selects five to seven intervening variable indicators to address with programs, policies, and practices. The process of selecting priorities to address should be data driven—not based on a required number. However, keep in mind that too few variables will not provide our community with a comprehensive prevention approach while too many variables may not be feasible given the budget and timeline.

Please remember that we are currently looking only at intervening variables, not specific strategies. The intervening variables we select now will help us identify strategies in the future, but by choosing 5-7 specific intervening variables, it does not mean that we will be implementing 5-7 specific strategies down the road.

We need to make sure that we have intervening variables that address both underage alcohol use and marijuana use in our final list of variables. Both priority areas need to be represented because our prevention efforts need to be comprehensive and we need to be able to maximize the chances that we will impact both substances on our campus.

## Prioritization process for coalition members



We are learning the process today.

## Epi Workgroup meets

- Our Epi Workgroup is required to include:
  - 3 or more coalition members
  - Not only project staff
  - Members with a particular interest in data
- If you are interested in joining the Epi Workgroup, let me know



We already have an Epi Workgroup as part of our coalition. This group will be tasked with working together to rate all of the intervening variables based on the four criteria. The Workgroup will present the results to the larger coalition to guide a decision about which variables are most important to focus on in our community.

All members are invited to join the group. It is important that this group include coalition members beyond project staff and it must include more than two coalition members to ensure that the ratings are based on consensus.

If there are community members who are not yet engaged with our coalition, but who have an interest or expertise in working with data, this may be a good opportunity to bring them into the coalition.

## Epi Workgroup reviews materials

Epi Workgroup members will be given copies of:

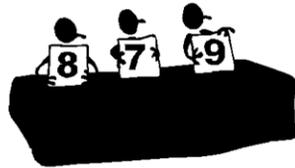
- Completed ***Needs Assessment Workbook***
- ***Coalition Member Conversation*** results
- ***Community Leader Key Informant Interview*** results
- Any **other supplemental information**

**Materials  
Matter™**

These are the pieces of data you will be receiving to assist with the prioritization. Before beginning the prioritization process, you should review all of the data you have received. This will ensure that you are familiar with the information and you are able to rate the variables relative to one another. I realize this is a lot of information to take in, but reviewing it all before you start rating intervening variables will help you sort through it easier during the rating process.

## Epi Workgroup rates intervening variables

- The Epi Workgroup will rate all of the intervening variables on all four criteria
- One set of ratings for each variable and each criterion
- Workgroup will use an Excel spreadsheet to rate variables
- They will identify the top 20 rated variables

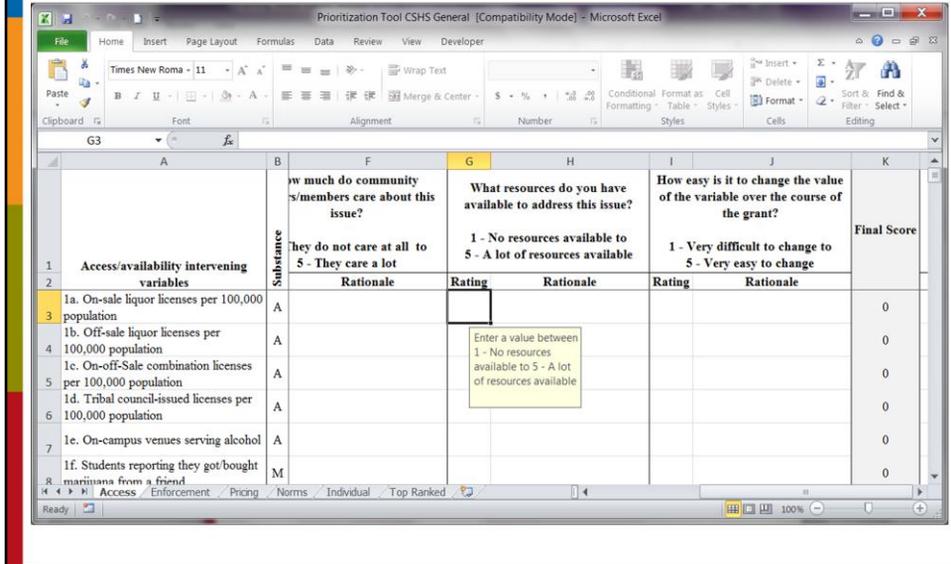


The Epi Workgroup will be asked to rate all of the intervening variables on all four criteria.

The group should come up with one set of ratings for each variable and each criterion, rather than having each member of the group come up with their own ratings.

The Workgroup will use the Excel spreadsheet developed by Wilder Research to rate the indicators because it will automatically score the variables based on the four criteria and will develop a list of the top 20 scoring variables.

# Preview of Excel Spreadsheet



*Preview the Excel spreadsheet so coalition members can see what it looks like.*

*Move to a category tab and practice entering ratings to show how the formulas work. Then move to the summary tab to show how the overall rankings work.*

## Epi Workgroup shares results

- The Epi Workgroup will present:
  - The top 20 overall intervening variables
  - A brief justification for the ratings



Once the Epi Workgroup has had time to rate the variables, they will present the top 20 scoring variables overall (from across all categories) to the full coalition. They should plan to provide a brief justification for how they reached the conclusions they did in their ratings, including any relevant data that supported their scores. These ratings will serve as the basis for subsequent decision-making.

## Select final variables

- I will facilitate a discussion to select the variables
- The Epi Workgroup ratings will guide this selection
- The full coalition will help interpret the rankings and make the final decisions
- We will document the process and decisions for our strategic plan
- Later, we will select strategies to address our intervening variables



At a prioritization meeting, I will facilitate a discussion to select the variables that are most important to our coalition. The Epi Workgroup's ratings will guide this selection, but you will be asked to help interpret the rankings and make the final decisions.

After we select our intervening variables, I will summarize the process we used, the variables we selected, and the information that supported this selection in our strategic plan. The strategic plan will be submitted to the Department of Human Services.

Once we have selected our intervening variables, we will work together, with the guidance of the Department of Human Services and the statewide Evidence Based Practices Workgroup, to select strategies to address our intervening variables.

Questions?

