

# Approval Process for Community Needs Assessment

## CONNECTICUT STRATEGIC PREVENTION FRAMEWORK COALITIONS INITIATIVE

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### INTRODUCTION

The Community Needs Assessment represents a snapshot of the scope of the community's priority problem substance as well as the gaps and resources that are available to be directed at the problem. The Needs Assessment will be reviewed and scored on the following sections:

1. Summary of the local Needs Assessment process and coalition members who participated.
2. Summary interpretation of sub-regional profile data related to the identified priority problem substance with a community-specific comparison and contrast.
3. A community-specific summary of major findings for each of eight risk factors examined.
4. A description of additional local information related the priority problem substance considered.

### REVIEW PROCESS

A review committee for the Needs Assessments will be established and consist of representatives from the following groups:

- DMHAS Project Management Team
- Regional Action Council Directors
- Center for Prevention Evaluation and Statistics (CPES)

Upon receipt of the Needs Assessment the review committee will:

- Review the Needs Assessment within two weeks of receipt by DMHAS
- Meet to jointly develop written comments regarding the Needs Assessment
- Provide written feedback to grantees
- Provide approval status or request revisions of the Needs Assessment

After review of the Needs Assessment feedback grantees will make required adjustments, and must coordinate with the Training and Technical Assistance Service Center (TTASC) for assistance as needed. If revisions are required an alternative completion date will be provided.

### CONDITIONS FOR APPROVAL

Needs Assessments that score 2 or 3 on the scoring rubric in every core activity will be approved. Grantees will revisit core activities that score a 2 with TTASC. Updates to the Needs Assessment will highlight improvements to these core activities.

Needs Assessments that score 1 on the scoring rubric in one or more core activities will not be approved until required revisions are accepted and reviewed by DMHAS.

Needs Assessment Review Rubric

Core Activity	Missing or Briefly mentioned	Adequate Attention	Strong Presence
	1	2	3
1. (Section A) The data management workgroup has the expertise to collect, review, and analyze community level data on substance abuse consumption, consequences, target populations, risk factors, resources and gaps	Group members lack necessary skill or possess some skills but lack experience, did not access TTASC and RAC for assistance. Diverse representation is not reflected in the workgroup.	Group members possess expertise in local substance abuse data. Data is properly linked to the risk factor/consumption. Gaps may exist in ability to access data and/or in analytical skills, ability to demonstrate multicultural considerations. TTASC and RAC may/may not have been accessed	Group members possess expertise in all relevant areas including substance abuse, data management and cultural issues. Decision makers have accessed TTASC and RAC and recruited new members or enhanced group networks to address any gaps in expertise needed to support the needs assessment process. Data is clearly linked to risk factors/consumption.

Score –

2. (Section B) The priority problem substance identified: Data acquisition of all data necessary to assess substance - consequences - consumption patterns - risk factors	Demographics are not detailed. Data is limited and reasons for limited data are not clearly articulated. Data presented does not link to risk factors. Data presented is not linked to consumption or consequences	Demographics are included. Includes results of assessments of some but not all risk factors and includes consideration of priority problem substance consequences and consumption	Presents data on demographics, past month use, mortality and morbidity, crime data and data related to all risk factors, consumption and consequences. Compares data at local, sub-regional and/or state level
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Score –

Core Activity	Missing or Briefly mentioned	Adequate Attention	Strong Presence
	1	2	3
3. (Section C) Data summary discusses community specific findings for each of the eight risk factors	It is unclear what the magnitude and severity of the each risk factor is. Limitations of the data are not described	Magnitude and severity linked to each risk factor is discussed. Discussion is logical and sound. Data limitations are not discussed or not fully discussed.	Interprets data and uses them logically to determine magnitude, severity of the risk factor, including incorporating data limitations into the analysis.

**Score –**

4. (Section C) Needs assessment results can be used to specify the target geographic area and/or target population differences	It is unclear where the priority problem substance must be addressed (least or most impact) and what subpopulations most affected. No disparities among groups are noted.	Results specify where the priority problem substance must be addressed (least or most impact) or what subpopulations most affected or disparities among groups are noted	Needs Assessment results specify where the priority problem substance must be addressed (least or most impact) and what subpopulations most affected and disparities among groups are noted
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**Score –**

Core Activity	Missing or Briefly mentioned	Adequate Attention	Strong Presence
	1	2	3
5.(Section C) Gaps and resources in services related to priority problem substance risk factors	Gaps and resources related to <b>each</b> risk factors are not addressed	Gaps and resources related to <b>each</b> risk factors is addressed or one or either gaps or resources are addressed, not both	Gaps and resources related to <b>each</b> risk factors are addressed

**Score –**

6. (Section D) Other data - Data not directly linked to risk factors (student survey data)	No other data is included or is given only cursory attention (ie no description of source, no comparison or context for data, summary of how data fits with the underage drinking problem)	Other data is included. It describes some but not all of the following: - description of the data source - comparison/context for data - discussion of what the data says about the problem - strengths and limitations of the data source	Other data is included and describes the following: - description of the data source - comparison/context for data - discussion of what the data says about the problem - strengths and limitations of the data source
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**Score –**