

# Action Steps for Prevention Practitioners

## SPF Step 1: Assessment

### Take Action!

This resource lists the action steps to be completed for the assessment step of the Strategic Prevention Framework (SPF).

Conducting a needs assessment involves gathering and using data to identify:

- A priority problem
- Factors influencing this problem
- The resources and readiness to address it

Without a needs assessment, your efforts basically amount to a best guess! You might end up wasting money and time, as well as losing credibility with key partners and funders.

The work completed during the assessment step provides information essential to completing the remaining steps of the SPF: Capacity building, planning, implementation, and evaluation.



### Form assessment committee

- Make a list of your stakeholders, potential partners, and those with data needed for the assessment.
- Determine from the list who needs to be on the committee and who to reach out to only for specific data or resources.
- Ensure the committee is reflective of the racial and cultural makeup of your community.

### Gather data about local problems

- Define your community.
- Identify existing data you can use and what new data needs to be collected.
- Analyze data considering magnitude, changes over time, severity, and comparisons to similar communities.
- Determine priority substance misuse problem or consequence to be addressed.

### Gather data on risk/protective factors

- Identify existing data on the presence of risk/protective factors in your community and what new data needs to be collected.
- Keep the data on hand to use during SPF Step 3: Planning, when you will prioritize risk/protective factors.

### Assess community resources

- Conduct of assessment of your community's fiscal, human, and organizational resources to support your prevention efforts.
- Determine any resource gaps. Use the information during SPF Step 2: Capacity Building.

### Assess community readiness

- Assess your community's level of readiness for substance misuse prevention efforts and use the results during SPF Step 2: Capacity Building.