

ADAD Prevention Services

Community Needs Assessment Guide for Programs & Policies

ASO Log No.:

Contract Year:

Date:

Agency Name:

Contact Person & E-mail:

Program or Policy Name:

I. Community Description:

- A. Describe the community geographically
- B. Describe the community demographics
- C. Define your community:
 1. Communities of place, interest, or experience
 2. The other relevant “communities within your community”
- D. Target Population

II. Community Needs:

- A. Data Collection Methods: Describe the different tools and methods used to collect quantitative and qualitative assessment data for your community. Include any secondary (existing) data sources used in the assessment
 1. For primary data collection, include each tool (survey questionnaires, interview questions, observation forms, etc.) in the appendix
 2. For secondary data, describe the data, and where and how it was obtained
- B. For each drug identify:
 1. Consequences
 2. Problem behaviors (drug use)
 3. Root causes/risk factors and (for Policy only) local conditions
- C. Summarize assessment of substance misuse issues prevalence, consequence, risk/protective factors, local conditions
- D. State major findings and proper citation for data sources used

III. Capacity Assessment

- A. Community Resources:
 1. Describe the resources that promote positive results and behaviors, protective factors and local conditions that build protection and assets that can be used to change local problems. This could include a map of resources in the community. Consider the following:
 - People (e.g., staff, volunteers)
 - Specialized knowledge and skills (e.g., research expertise)
 - Community connections (e.g., access to population groups)
 - Community awareness about local substance misuse problems

- (e.g., high rates of alcohol use)
 - Existing efforts to address those problems (e.g., policies, programs)
 - 2. Describe existing gaps identified in the capacity assessment
- B. Community [Readiness](#):
1. Summarize the current readiness of the community to address substance misuse problems
 2. Identify strengths, weaknesses, and obstacles
 3. Identify culturally appropriate actions

V. **Appendix**