

Prevention Needs/Resource Assessment Report Part 2: Completion Checklist

Before submitting part 2 of your report, review the list below to help ensure you've completed each of the tables correctly.

Table 11 Community Conversation Summary

	Complete table 11. See instructions on page 10 of Manual and example on pages 17-22 of Sample Report .
	Fill in date or date range.
	Fill in number focus groups, interviews, surveys, etc. completed.
	Enter a short description of how participants were identified or surveys were disseminated.
	Enter the key themes from your community conversation. Separate out the key themes related to resources/readiness.
	If your format or population changed from what was approved in Part 1 make those updates in Table 11 and in the Appendix.

Table 12 Organizations Connected With

	Complete table 12. See instructions on page 9 of Manual and example on page 23 of Sample Report .
	List at least 3 agencies, organizations, schools/colleges that you connected with to learn what prevention programs/services they provide that you weren't already aware of. <ul style="list-style-type: none">• Only list those you heard back from.• It's ok to list an organization you heard back from who indicated they don't do any prevention programs/services.

Table 13 Inventory Summary

	Complete table 13. See instructions on pages 11-12 of Manual and example on page 23-24 of Sample Report .
	The total of programs by evidence base, domain, and setting should each total to about the same number of programs (doesn't have to be exact, but if they are very different you should recheck the instructions to make sure you've completed this correctly.)

Tables 14 & 15 Resource/Readiness Strengths & Gaps

	Complete tables 14 & 15. See instructions on page 13 of Manual and example on page 24 of Sample Report .
	Table 14: Enter 3-6 resource/readiness strengths.
	Table 15: Enter 3-6 resource/readiness gaps.
	You can keep the description of your strengths and gaps brief (e.g. short sentence), but make sure you include enough detail that others would know what you mean. If someone from outside your SCA read this table would they understand what you were talking about?

Tables 16-20 Top Areas of Concern

	<p>Review your top areas of concern in tables 16-20 and make updates if needed based on your community conversations. See bottom of page 10 to top of page 11 in Manual for instructions.</p> <ul style="list-style-type: none"> • Proceed with caution if you want to remove a top area of concern. See page 11 in Manual for more info. • If you add a new top additional area of concern, make sure that your key themes in Table 11 and/or your data in Tables 3-10 clearly explains/justifies why you added it. Someone from outside your SCA should be able to read the report and be able to clearly understand why it's a top area of concern based on the qualitative or quantitative data you've presented in Tables 3-11.
	<p>Complete capacity column of tables 16-20 based on what you learned through your resource assessment. See instructions on page 12 in Manual and example on pages 25-27 in Sample Report.</p>

Table 21 Contributing Factors for Top Areas of Concern

	<p>Complete Table 21. See instructions on page 10 of Manual and example on pages 27-28 of Sample Report.</p>
	<p>Enter 5-10 contributing factors.</p> <ul style="list-style-type: none"> • At least 1 contributing factor listed must be connected to gambling.
	<p>Write contributing factor as a short phrase/statement of about 3-15 words.</p>
	<p>Do not list a risk or protective factor that you see in the dropdown of Tables 19 or 20 as a contributing factor. If your community conversations identified another important risk/protective factor you see as a top area of concern, then you need to decide if you want to add it to Table 19 or 20.</p>
	<p>Column 3 should only be listing top areas of concern you have selected in Tables 16-20.</p>

Table 22 Final Substance Use Problem Priorities

	<p>Complete Table 22. See instruction on page 14 of Manual and example on page 29 of Sample Report.</p>
	<p>Select 2-3 priority substance use behaviors.</p> <ul style="list-style-type: none"> • Only select substance use behaviors (and corresponding populations) listed in table 16 or the behaviors connected to consequences listed in Table 17. • If you select "other" from dropdown, write in what it is. You must write it as a behavior not a consequence. • Youth and adult problems must be separated (you cannot list both youth and adults in the population cells). You are NOT required to have an adult problem.
	<p>Select 3-5 risk and protective factors.</p> <ul style="list-style-type: none"> • At least one must be a protective factor. • At least one must fall in a domain other than peer/individual. • Only select risk factors listed in Table 19. • Only select protective factors listed in Table 20.
	<p>Enter 1-5 contributing factors.</p> <ul style="list-style-type: none"> • Only enter contributing factors listed in Table 21.

Table 23 Final Problem Gambling Priorities

	Complete Table 23. See instruction on pages 14-15 of Manual and example on page 29 of Sample Report .
	<p>Select 1-2 priority gambling behaviors.</p> <ul style="list-style-type: none"> • Only select gambling behaviors (and corresponding populations) listed in Table 18. • If you had many types of youth gambling listed in Table 18 and you're struggling to identify just one or two as a priority, we suggest updating Table 18 to include "Any Gambling" as a priority for youth and then select that as your final priority in Table 23. • If you select "other" from dropdown, write in what it is. You must write it as a behavior not a consequence. • Youth and adult problems must be separated (you cannot list both youth and adults in the population cells). You are NOT required to have an adult problem.
	<p>Select 1-3 risk and protective factors.</p> <ul style="list-style-type: none"> • It is ok if your risk/protective factors selected here are not in Tables 19 and 20.
	Enter 1-3 contributing factors.

Appendix

	If you changed/edited questions from what was originally entered into Appendix for Part 1, update the Appendix as needed.
	If your format or population changed from what was approved in Part 1 make those updates in Table 11 and in the Appendix.