

# WV's Partnership to Promote Community Well-Being

## County Prevention Plan Checklist

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One of the primary deliverables required of county prevention partnerships participating in WV's SPF SIG Phase I Planning Grant process is a comprehensive prevention plan. This checklist was developed to: 1) provide guidance to counties as they develop their plans; and 2) provide the Partnership a framework for conducting final reviews and providing feedback to counties as needed. It is organized around the strategic prevention framework components of assessment, capacity, planning/implementation, and evaluation.

### Assessment

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- Have the characteristics of the county and its population been described?
- Have problems or consequences of substance use/misuse/abuse been described?
- Have substance consumption patterns related to the identified problems or consequences of substance use/misuse/abuse been described?
- Have intervening/mediating/causal factors contributing to the substance consumption patterns and identified problems or consequences of substance use/misuse/abuse been described?
- Has need/risk been determined for specific populations (e.g., youth, young adults, seniors), geographic areas, or other sub-county unit?
- Has the scope of the assessment been broadened beyond the set of state provided indicators (i.e., have substance abuse consequences, consumption patterns, or mediating factors been identified that were not included with the state provided indicators)?
- Has local data been compiled and used to further document where in the county substance abuse problems, consumptions patterns, and other factors seem to be most severe?
- Have other community resources/services that support community-based prevention efforts been identified?
- Have the assessment results been used to develop a statement of prevention needs that guided the planning process?

## County Prevention Plan Checklist (continued)

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### Capacity Building

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- Has the county prevention partnership been described?
  - Partnership membership, including mandatory youth member
  - Representation from target population(s)
  
- Has the county prevention partnership's capacity development efforts been described? Does it include strategies for addressing gaps identified from the organizational capacity assessment?
  
- Have results of the community readiness assessment been described and integrated into the county prevention plan?
  
- Has the county prevention partnership described its capacity to implement its prevention plan?
  - Resources (i.e., fiscal/physical, human, and social capital)
  - Local partnership strengths
  - Additional staffing, training, or technical assistance needed to implement selected strategies, collect evaluation data, maintain administrative requirements, etc.
  
- Have approaches to ensure the sustainability of both the county prevention partnership and the implementation of the county prevention plan been described?

### Planning: Strategy Selection and Implementation Planning

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- Has the county partnership described how the selected set of prevention strategies represents a comprehensive view of the substance abuse prevention in the county?
  - Addresses target population described in the assessment
  - Includes multiple levels of strategies (Universal—Selective—Indicated)
  - Includes a mix of multiple prevention approaches (e.g., information dissemination, prevention education, alternatives, problem identification and referral, community-based processes, environmental approaches)
  
- Do selected prevention strategies:
  - Reflect and relate back to the identified prevention needs identified in the assessment?
  - Address the intervening/mediating/causal factors identified in the assessment?
  - Qualify as evidence-based—shown to be effective through research, evaluation, or other credible evidence (i.e., existing effective/model programs, literature review, or innovative strategies)?
  
- Has cultural relevance/cultural competency been addressed?
  
- Has the cost of fully implementing the county prevention plan been addressed?

## County Prevention Plan Checklist (continued)

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### Evaluation

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- Has a logic model been constructed that identifies?
  - Prevention needs (consequences, consumption patterns, and mediating factors)
  - Goals and objectives
  - Strategies/programs/Activities addressing needs and outputs
  - Expected outcomes (immediate, intermediate, and long-term)
  
- Have evaluation measures been described for documenting outcomes?
  
- Has data collection, management, and analysis procedures been described?
  
- Does the evaluation design rely on a ...
  - Quantitative approach
  - Qualitative approach
  - Mixed methods approach (Quantitative and Qualitative)
  
- Have steps for ensuring the protection of program and evaluation participants been described?
  - Informed consent process (i.e., active consent process)
  - Participant recruitment strategies
  - Voluntary participation
  - Anonymity and confidentiality