**Los Angeles County Prevention Contractor: Self Assessment Tool**

**Date**: **Contract Type (CPS/EPS)**:

**Agency Name:** **Agency Code:**

**ATTACHMENT C**

**Assessment Completed by**:

This assessment tool is designed to help Los Angeles County Substance Abuse Prevention and Control (SAPC) determine areas where you, your organization and/or coalition may benefit from training and technical support as your organization moves into the coming contract year. The primary purpose of this tool is to identify areas where training and technical assistance and support can help you be successful during the needs assessment phase of the planning process.

SAPC understands that agencies vary in their experience conducting the following activities. Therefore, your responses here will in no way negatively affect your upcoming contract but should be used as a guide for future training activities.

**who should complete the assessment?** The SAPC funded Program Director and/or Prevention Coordinator should complete the assessment. Please consider each item and indicate to what degree you have participated in each of the prevention planning activities.

*Please select only one response per category for the Director/Coordinator and Prevention Line Staff.*

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| --- | --- | --- | --- | --- | --- | --- |
| **SPF STEP 1: Assess Community Needs and Resources** | | | | | |  |
| Thinking about your agency’s AOD prevention activities within the **past two years**, how often have the prevention Director/ Coordinator and line-staff participated in these activities: | | **Often**  **A core part of past duties** | **Sometimes**  **A moderate part of past duties** | **Rarely**  **Irregular part of past duties** | **Never**  **Not part of past duties** | **Check here if a priority training need (Maximum 3 Per Section)** |
| **1a**: Developed and updated community assessment plan to address AOD indicators, County goals and objectives. | Director/Coordinator |  |  |  |  |  |
| Prevention Line Staff |  |  |  |  |
| **1b**: Formed a committee of community members and partners to guide a needs assessment process. | Director/Coordinator |  |  |  |  |  |
| Prevention Line Staff |  |  |  |  |
| **1c:** Compiled and analyzed **quantitative** data from partners and outside sources, including data that has been/is collected regularly by other organizations. | Director/Coordinator |  |  |  |  |  |
| Prevention Line Staff |  |  |  |  |
| **1d:** Conducted a one-to-one survey in the community (not with program participants) to solicit local opinions and feedback. | Director/Coordinator |  |  |  |  |  |
| Prevention Line Staff |  |  |  |  |
| **1e:** Conducted observations of physical AOD environments, such as retails stores or community parks. | Director/Coordinator |  |  |  | **ATTACHMENT C** |  |
| Prevention Line Staff |  |  |  |  |
| **1f:** Conducted interviews with informal or formal community leaders to discuss local AOD related issues. | Director/Coordinator |  |  |  |  |  |
| Prevention Line Staff |  |  |  |  |
| **1g:**  Recruited participants for and conducted focus groups, including taking and analyzing notes from the session. | Director/Coordinator |  |  |  |  |  |
| Prevention Line Staff |  |  |  |  |
| **1h:** Conducted a community strengths and assets assessment within my SPA (i.e., existing policies, practices, programs). | Director/Coordinator |  |  |  |  |  |
| Prevention Line Staff |  |  |  |  |
| **1i:** Prepared documents (i.e., problem statements, logic models) that accurately summarized assessment results. | Director/Coordinator |  |  |  |  |  |
| Prevention Line Staff |  |  |  |  |
| **1j:**  Led a session that included non-agency stakeholders to review and interpret assessment results. | Director/Coordinator |  |  |  |  |  |
| Prevention Line Staff |  |  |  |  |
| **1k:** Designed/re-designed program services based on data and assessment findings about local problems/contributing factors. | Director/Coordinator |  |  |  |  |  |
| Prevention Line Staff |  |  |  |  |
| **STEP 2 CAPACITY: Building Effective Partnerships for Community Change** | | | | | |  |
| Thinking about your agency’s AOD prevention activities within the **past two years**, how often have the prevention Director/ Coordinator and line-staff participated in these activities: | | **Often**  **A core part of past duties** | **Sometimes**  **A moderate part of past duties** | **Rarely**  **Irregular part of past duties** | **Never**  **Not part of past duties** | **Check here if a priority training need (Maximum 3 Per Section)** |
| **2a**: Identified allies and opponents to your AOD prevention effort. | Director/Coordinator |  |  |  |  |  |
| Prevention Line Staff |  |  |  |  |
| **2b**: Informally collaborated with other organizations to advance an AOD prevention effort. | Director/Coordinator |  |  |  |  |  |
| Prevention Line Staff |  |  |  |  |
| **2c:** Actively participated as a *member* of a local AOD coalition/ collaborative. | Director/Coordinator |  |  |  |  |  |
| Prevention Line Staff |  |  |  |  |
| **2d:** Convened *regular* meetings with community members and organizations to advance the agency AOD prevention effort. | Director/Coordinator |  |  |  |  |  |
| Prevention Line Staff |  |  |  |  |
| **2e:** Recruited community members or organizations to participate in meetings to advance a local AOD prevention effort. | Director/Coordinator |  |  |  | **ATTACHMENT C** |  |
| Prevention Line Staff |  |  |  |  |
| **2f:** Consistently organized and/or mobilized community members to change a local AOD problem or issue | Director/Coordinator |  |  |  |  |  |
| Prevention Line Staff |  |  |  |  |
| **2g:** Prepared an agenda, meeting minutes, and action steps for a community based meeting. | Director/Coordinator |  |  |  |  |  |
| Prevention Line Staff |  |  |  |  |
| **2h:** Met with influential political or community leaders to discuss an agency AOD prevention effort. | Director/Coordinator |  |  |  |  |  |
| Prevention Line Staff |  |  |  |  |
| **2i:** Educated community leaders and service organizations on how to change local AOD problems and issues. | Director/Coordinator |  |  |  |  |  |
| Prevention Line Staff |  |  |  |  |
| **2j:**  Managed a prevention campaign and ensured that a policy or environmental change was achieved. | Director/Coordinator |  |  |  |  |  |
| Prevention Line Staff |  |  |  |  |
| **STEP 3 PLANNING: Using Assessment Finding to Build Prevention Services** | | | | | |  |
| Thinking about your agency’s AOD prevention activities within the **past two years**, how often have the prevention Director/ Coordinator and line-staff participated in these activities: | | **Often**  **A core part of past duties** | **Sometimes**  **A moderate part of past duties** | **Rarely**  **Irregular part of past duties** | **Never**  **Not part of past duties** | **Check here if a priority training need (Maximum 3 Per Section)** |
| **3a**: Used local data on AOD problems to determine what prevention services to implement. | Director/Coordinator |  |  |  |  |  |
| Prevention Line Staff |  |  |  |  |
| **3b**: Prioritized what AOD prevention services to provide based on available local data. | Director/Coordinator |  |  |  |  |  |
| Prevention Line Staff |  |  |  |  |
| **3c:** Used local data to develop a logic model that guides program planning and development. | Director/Coordinator |  |  |  |  |  |
| Prevention Line Staff |  |  |  |  |
| **3d:** Developed an AOD prevention mission and vision statement for the prevention program that reflects local needs. | Director/Coordinator |  |  |  |  |  |
| Prevention Line Staff |  |  |  |  |
| **3e:** Developed SMART goals and objectives to guide the AOD prevention program. | Director/Coordinator |  |  |  |  |  |
| Prevention Line Staff |  |  |  |  |
| **3f:** Developed SMART process and outcomes measures to determine if goals and objectives were met. | Director/Coordinator |  |  |  | **ATTACHMENT C** |  |
| Prevention Line Staff |  |  |  |  |
| **3g:** Selected a *new* AOD prevention strategy or activity based on collected data or assessment findings. | Director/Coordinator |  |  |  |  |  |
| Prevention Line Staff |  |  |  |  |
| **3h:** Discontinued an *existing* AOD prevention strategy or activity based on collected data or assessment findings. | Director/Coordinator |  |  |  |  |  |
| Prevention Line Staff |  |  |  |  |
| **3i:** Developed a detailed work plan to specifically address the AOD problems of contributing factors of the local area. | Director/Coordinator |  |  |  |  |  |
| Prevention Line Staff |  |  |  |  |
| **STEP 4 IMPLEMENTATION: Building Effective Partnerships for Community Change** | | | | | |  |
| Thinking about your agency’s AOD prevention activities within the **past two years**, how often have the prevention Director/ Coordinator and line-staff participated in these activities: | | **Often**  **A core part of past duties** | **Sometimes**  **A moderate part of past duties** | **Rarely**  **Irregular part of past duties** | **Never**  **Not part of past duties** | **Check here if a priority training need (Maximum 3 Per Section)** |
| **4a**: Created a system to monitor whether the agency completed the action steps in a work plan as expected and written. | Director/Coordinator |  |  |  |  |  |
| Prevention Line Staff |  |  |  |  |
| **4b**: Implemented a new evidence-based AOD prevention strategy or curriculum. | Director/Coordinator |  |  |  |  |  |
| Prevention Line Staff |  |  |  |  |
| **4c:** Implemented an outreach plan to reach underserved populations (e.g., racial, ethnic, gender, age, sexual orientation). | Director/Coordinator |  |  |  |  |  |
| Prevention Line Staff |  |  |  |  |
| **4d:** Ensured that staff at all levels and across all disciplines received ongoing education and training in culturally and linguistically appropriate service delivery. | Director/Coordinator |  |  |  |  |  |
| Prevention Line Staff |  |  |  |  |
| **4e:** Monitored the cultural competency of the prevention program. | Director/Coordinator |  |  |  |  |  |
| Prevention Line Staff |  |  |  |  |
| **4f:** Received regular specialized training on substance abuse prevention core topics/ competencies. | Director/Coordinator |  |  |  |  |  |
| Prevention Line Staff |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **ATTACHMENT C**  **STEP 5 Evaluation: Implementing Programs as Intended and Achieving Outcomes** | | | | | |  |
| Thinking about your agency’s AOD prevention activities within the **past two years**, how often have the prevention Director/ Coordinator and line-staff participated in these activities: | | **Often**  **A core part of past duties** | **Sometimes**  **A moderate part of past duties** | **Rarely**  **Irregular part of past duties** | **Never**  **Not part of past duties** | **Check here if a priority training need (Maximum 3 Per Section)** |
| **5a**: Developed an evaluation plan for AOD prevention services. | Director/Coordinator |  |  |  |  |  |
| Prevention Line Staff |  |  |  |  |
| **5b**: Conducted a *process* evaluation to determine if AOD prevention services implemented as expected. | Director/Coordinator |  |  |  |  |  |
| Prevention Line Staff |  |  |  |  |
| **5c:** Conducted an *outcome* evaluation to determine if the goals and objectives were achieved based on services. | Director/Coordinator |  |  |  |  |  |
| Prevention Line Staff |  |  |  |  |
| **5d:** Determined if fidelity was maintained for the evidence –based practices used by the AOD prevention program. | Director/Coordinator |  |  |  |  |  |
| Prevention Line Staff |  |  |  |  |
| **5e:** Adapted an evidenced-based strategy based on local need and determined if changes were effective in change. | Director/Coordinator |  |  |  |  |  |
| Prevention Line Staff |  |  |  |  |
| **5f:** Interacted with an evaluator regarding evaluation activities. | Director/Coordinator |  |  |  |  |  |
| Prevention Line Staff |  |  |  |  |
| **5g:** Prepared a report on the findings from the process and/or outcome evaluation. | Director/Coordinator |  |  |  |  |  |
| Prevention Line Staff |  |  |  |  |

***THANK YOU FOR YOUR RESPONSE!***

***Substance Abuse Prevention and Control, and the Center for Community Action and Training (CCAT) would like to thank you for the honest assessment of your agency’s current capacity and skills on the identified topic areas. This will inform the training and technical assistance needs of the Los Angeles County Prevention System of Services as the new contracts are implemented. We also hope that the findings will inform your agency’s staff development and training plan.***