CADCA 2021 TOT
Product Review Instructions

Rate each component of the following coalition products using the following rating scale:

- Community Assessment
- Logic Model
- Strategic and Action Plan
- Evaluation Plan
- Evaluation Communication Plan
- Sustainability Plan

<u>Rating</u>
✓ = Complete
O = Component partially complete or needs improvement
X = Component not included

Provide a comment for each component receiving a O or X rating. The comment should describe what is not complete about the component and recommendations or suggestions on how the coalition can update the product.

The **Strategic Prevention Framework - Product Descriptions** document on the following page provides a description of the criteria used to rate the coalition products.

Strategic Prevention Framework - Product Descriptions

	Product	Components	Description
Week One	Community Assessment	Definition of Community	Defines the boundaries of community being assessed - includes the rational for the definition. Includes relevant geographic and demographic information to describe community context.
		Community History	Describes major events and forces that have affected the community. Describes major events and forces that have influenced targeted outcomes – and how the events and forces impact the coalition's work.
		Needs Assessment	Provides qualitative and quantitative data for problems, root causes and local conditions. Provides data describing root causes and local conditions that contribute to identified problems.
		Resource Assessment	Describes the resources that are currently being used to address identified community problems. Describes gaps in resources that could be directed toward addressing identified community problems.
		Problem Statement(s)	Provides one problem statement for each identified community issue. Provides a rationale for the naming and framing choices made for each problem statement.
	Logic Model	Problem Statement	The problems identified by the community are the ultimate goal or problem described in the community assessment.
		Root Causes	The reasons targeted problems exist are clearly identified as root causes (often risk / protective factors).
		Local Conditions	The local conditions that maintain risk or build protection are clearly identified.
		Measures	Specific indicators are provided for every element of the logic model (e.g., problem, root causes and local conditions). Indicators provided are measured at the same "community level" as defined in the needs assessment.
		Line-Logic	There is a logical relationship between each element: Problem Statement, Root Causes and Local Conditions.
Week Two	Strategic & Action Plan	Vision	Describes the ideal conditions sought by the group in language that motivates and invites involvement.
		Mission	Provides a specific description of the coalition's role in achieving the stated vision.
		Objectives	Provides goal and objective statements that are specific, measurable, achievable, relevant and timed (SMART).
		Strategies	Names the specific strategies that will be used to achieve stated objectives – including CADCA's 7 Strategies for Behavior Change (e.g., information, skills, support, access/barriers, consequences, physical design and policy).
		Action Plan	Identifies who, will do what, by when to realize targeted community changes.
	Evaluation Plan	Logic Model	Identifies the logic model element: Problem Statement, Root Cause or Local Condition
		Measure	Describes the specific data that will be used to measure the outcome
		Baseline	Identifies the starting data for the measure – includes the actual # or % and year
		Data Source	Lists the source of the measure
		Collection Frequency	Defines how often the data will be collected for evaluation purposes
	Evaluation Communication Plan	Audience	Identifies the specific people and organizations with whom the coalition must regularly communicate.
		Action	Describes the actions in which the coalition wants the audience to undertake
		WIFM	Describes the benefits which the audience will obtain from the work of the coalition
		Measure	Identifies the data which must be provided to the audience to encourage action and demonstrate benefits
		Report	Identifies the specific reports to be generated noting their timing format, language and delivery method.
Week Three	Sustainability Plan	Case Statement	Names specifically what must be sustained and provides a rationale for why it is essential.
		Resources	Details the resources required (including cash, technology, time, expertise, etc.).
		Strategy	Identifies the best strategies for securing each resource (in-kind, share, fee for service, etc.).
		Source	Identifies the source(s) that is best suited to the goal, resource amount and strategy.
		Action Plan	Lists who, will do what, by when to secure a commitment for resources from targeted sources.