

Needs Assessment Report

After completing your Needs Assessment the next step will be to prepare a report of your findings. Please use the outline below as a guide to prepare your report.

- I. INTRODUCTION
 - a. Brief description of your community
- II. METHODS
 - a. Brief description of the data collection tools and methods selected to conduct your community needs assessment.
- III. CONTEXTUAL RESULTS
 - a. Who in your community is most impacted by alcohol-related crashes and fatalities
 - i. What male subgroups are impacted most by alcohol-related crashes?
 - ii. What female subgroups are impacted most by alcohol-related crashes?
 - b. Where and when do most alcohol-related crashes and fatalities occur in your community
 - i. Where did most alcohol-related crashes and fatalities occur in your community between 2002 and 2006?
 - ii. Where did most alcohol-related crashes and fatalities occur in your community during the past year?
 - iii. In 2006 what months had the most alcohol-related crashes?
 - iv. Was the trend similar or different to that for the previous six years (2002-2006)?
 - c. Identify patterns based on the who, where, and when data
 - i. Does the data that you collected suggest that a specific demographic population is impacted by alcohol-related crashes more than others?
 - ii. Does the data that you collected suggest that alcohol-related crashes are occurring more frequently at a specific geographic location in your community?
- IV. INTERVENING VARIABLES RESULTS
 - a. Retail Availability
 - i. Discuss concerns around retail availability that might contribute to alcohol-related crashes in your community.
 - ii. How you rated the impact of Retail Availability on alcohol-related crashes in your community (include a discussion of why you rated it as you did)

- iii. Discuss each contributing factor that you identified (if you rated Retail Availability a 6 or higher)
- b. Social Availability
- i. Discuss concerns around the social availability of alcohol that might contribute to the alcohol-related crashes in your community.
 - ii. How you rated the impact of Social Availability (include a discussion of why you rated it as you did)
 - iii. Discuss each contributing factor that you identified (if you rated Social Availability a 6 or higher)
- c. Enforcement and Adjudication
- i. Discuss concerns around law enforcement and adjudication that might contribute to the alcohol-related crashes in your community.
 - ii. How you rated the impact of Enforcement and Adjudication on alcohol-related crashes in your community (include a discussion of why you rated it as you did)
 - iii. Discuss each contributing factor that you identified (if you rated Enforcement and Adjudication a 6 or higher)
- d. Social/Community Norms
- i. Discuss concerns around social norms that might contribute to the alcohol-related crashes in your community.
 - ii. How you rated the impact of Social/community Norms on alcohol-related crashes in your community (include a discussion of why you rated it as you did)
 - iii. Discuss each contributing factor that you identified (if you rated Social/Community Norms a 6 or higher)
- e. Pricing
- i. Discuss concerns around pricing that might contribute to the alcohol-related crashes in your community.
 - ii. How you rated the impact of pricing on alcohol-related crashes in your community (include a discussion of why you rated it as you did)
 - iii. Discuss each contributing factor that you identified (if you rated Pricing a 6 or higher)
- f. Promotion

- i. Discuss concerns around promotion that might contribute to the alcohol-related crashes in your community.
- ii. How you rated the impact of promotion on alcohol-related crashes in your community (include a discussion of why you rated it as you did)
- iii. Discuss each contributing factor that you identified (if you rated Promotion a 6 or higher)

g. Low Perceived Risk

- i. Discuss concerns around low perceived risk that might contribute to the alcohol-related crashes in your community.
- ii. How you rated the impact of low perceived risk on alcohol-related crashes in your community (include a discussion of why you rated it as you did)
- iii. Discuss each contributing factor that you identified (if you rated Low Perceived Risk a 6 or higher)

V. Prioritization

- a. Report scoring and ranking for each intervening variable
- b. Discuss results of the Changeability Assessment

VI. Conclusion

- a. Summarize how the needs assessment resulted in the selection of specific intervening variables and contributing and contributing factors.