**Iowa Partnerships for Success**

**County Assessment Workbook Update Guidance**

**2017/2018**

Before you begin:

* **Begin with your original County Assessment Workbook (CAW) document. You will be adding to that document, using this document as guidance for how to include additions and updates. Do not make any changes to the original data or conclusions.**
* Begin by reviewing the original document in its entirety. Pay particular attention to the sections on data collection including guidance regarding utilizing your coalition or subcommittee to conduct this update. Your Coalition/Collaboration Council and/or a subcommittee should be actively involved in all aspects of this process.

General guidelines for updates/additions:

* Ensure the document is free of grammatical and spelling errors.
* Ensure the document is written in a way that is intended to increase engagement, and not blame or shame stakeholders.
* Include data that has become available since original submission. Unless otherwise noted below, paste new data directly into existing tables by adding new columns or rows as necessary or paste new tables directly below related, original data. Do not replace any data or tables, keep all original data.
* Do not add new information to the original “Question” part of each section. Instead follow the guidance to answer the re-assessment summary questions below. Paste each new question and answer into your workbook at the end of the related section.
* All new data and information added should be highlighted in yellow

Submission process:

* Submit the updated CAW in Word. You are welcome to convert the document to a PDF once reviewed by IDPH.
* **The updated CAW should be submitted, through the correspondence section of IowaGrants.gov by January 17, 2018.**
* If you have any questions please contact Julie Hibben julie.hibben@idph.iowa.gov or Janet Nelson janet.nelson@idph.iowa.gov

**County Needs Assessment Workbook Contributors**

Complete and paste the following table into the document, below Table 2: Workbook Contributors

|  |
| --- |
| Contributors to Community Assessment Workbook Review 2017-2018 |
| Name | Sector or Organization | Contribution |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Local Data Sources**

Add to *Table 2: Other Data Sources*, any additional data sources that were considered in your reassessment. In the Data Description section, add new dates for any existing data that was updated.

**County Description**

Update or add new data as appropriate to tables and “Other data sources” section

Answer and paste the following at the end of the county description section:

|  |
| --- |
| **County Description Update (date here)***Note any significant changes or events that have happened in your county since submitting your CAW that may have an impact on addressing the priority problems or implementing the SPF (for example natural disasters, tragic events, change in local political climate, new initiatives, shifts in population, loss or gain of revenue such as closing of a manufacturing plant or opening of a new facility, etc)* |

**Consequences** (Alcohol-Related Crimes, Alcohol-Related Care Crashes, Alcohol Dependence and Abuse, Alcohol School Suspensions and Expulsions)

Update or add new data as appropriate to tables and “Other data sources” sections

Answer and paste the following at the end of the consequence section:

|  |
| --- |
| **Consequence Data Update (date here)***What changes do you see related to your consequence data? Is there anything that surprised you? Are you noticing any new trends? What may be getting worse or better? How has your data changed in comparison to the state data (as available)? Are there any areas of concern that you have noted that are not already being addressed?*  |

**Consumption** (Underage drinking information)

Update or add new data as appropriate to tables and “Other data sources” sections

Answer and paste the following at the end of the consumption section:

|  |
| --- |
| **Consumption Data Update (date here)***What changes do you see related to your consumption data? Is there anything that surprised you? Are you noticing any new trends? What may be getting worse or better? How has your data changed in comparison to the state data (as available)? Are there any areas of concern that you have noted that are not already being addressed?*  |

**Intervening Variables (IV)**

Update or add new data as appropriate to tables and “Other data sources” sections

Answer and paste the following table at the end of the intervening variables section:

|  |
| --- |
| **Intervening Variable Data Update (date here)** |
| List IV | # from impact rating scale | Summarize original data that supported this decision | How would you now rate the impact of this IV? | Has the impact of this IV changed? If yes, explain how so and what led you to this decision. |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**County Priorities**

Answer and paste the following at the end of the county priorities section:

|  |
| --- |
| **County Priorities Update (date here)***Have there been any changes that would lead you to reprioritize the ranking of your intervening variables? If yes, please explain* |

**Resource Assessment**

Add any changes to current resources and strategies, in red, to *Table 21: Current Resources and Strategies Focusing on Upon Underage and Binge Drinking by Intervening Variables*

Answer and paste the following at the end of the resource assessment section:

|  |
| --- |
| **Resource Assessment Update (date here)***How have the available resources changed in your county? How will this impact your work?* |

**Disparate Populations**

Answer and paste the following at the end of the final conclusions section:

|  |
| --- |
| **Disparate Population Update (date here)***Who are the disparate populations that you identified in your strategic plan? What new data has been considered that includes or has a direct impact on those populations? Is there any specific data that stood out to you? Are you able to identify any trends in the data related to these populations? Are there persistent data gaps that exist for these populations? How do you intend to address those gaps?* |

**Final Conclusions**

Answer and paste the following at the end of the final conclusions section:

|  |
| --- |
| **Final Conclusions (date here)***Is there any other information or data that you feel is important to note after conducting this reassessment? How will the information from this update be shared with other stakeholders? Share any final thoughts or conclusions here:* |