

SPF 101 Step Action Checklist Example

Step 1: Assessment	Progress	Challenges	Due/Status
Define and Describe the Population Demographics of the Community (e.g., US Census Bureau QuickFacts)			
Identify Relevant and Available Data Sources on Incidence and Prevalence			
Collect, Compile, and Analyze Data and Identify Any Health Disparities by Subpopulation			
Identify Priority Populations(s) and Substances			
Create a Logic Model			
Culturally Competent Practices			
Step 2: Capacity	Progress	Challenges	Due
Build Inclusive Community Membership Across the 12 Sectors			
Identify Community Resources and Readiness			
Develop Sustainable Coalition Structure and Processes			
Build Prevention Knowledge and Leadership			
Communications Plan to the Broader Community			
Step 3: Planning	Progress	Challenges	Due
Create a Mission and Vision			
Identify Measurable Goals and Objectives			
Plan Evidenced-Based and Culturally Relevant Strategies			
Develop Action Plans for each Strategy			
Incorporate "Build to Scale and Sustain" Approaches			
Step 4: Implementation	Progress	Challenges	Due
Implement Action Plans			
Develop Evaluation and Monitoring Tools			
Utilize Coalition Resources to Deliver Programming			
Ensure Implementation Fidelity			
Communicate Progress and Success Stories			
Assess Action Plans to Innovate, Scale & Sustain			
Step 5: Evaluation	Progress	Challenges	Due
Finalize Evaluation Plan			
Collect and Analyze Data			
Assess short term and long term changes of your goals			
Use Evaluation Data to Guide Programming and to Adjust Strategies			
Share Results, Successes, and Challenges			