

QUICK START TOOL 2

Existing Community Efforts

& Alignment Worksheet

Build on what already exists.

Before creating a new group or strategy, identify the councils, coalitions, task forces, and community-wide efforts already working on prevention or overdose response. Use this worksheet to decide how the municipal plan should connect to them.

Municipality

Planning Lead / Coordinator

Date

1. Scan for existing community-wide groups and initiatives

COMMUNITY STRUCTURE / INITIATIVE	EXISTS? Y / N / ?	NAME / LEAD + CONTACT	CURRENT ROLE / VALUE TO PLAN
Local Prevention Council / Youth Services Council Existing municipal or youth-focused prevention structure.	☐ Y ☐ N ☐ ?		
Community Prevention Coalition Coalition addressing substance use prevention or related community risks.	☐ Y ☐ N ☐ ?		
Opioid Overdose Task Force / Response Team Group focused on overdose prevention, response, post-overdose outreach, or	☐ Y ☐ N ☐ ?		
Public Health / Treatment / Recovery Collaborative Local or regional partnership connecting public health, care, treatment, or	☐ Y ☐ N ☐ ?		
Regional or Multi-Town Prevention Initiative Shared effort that serves the municipality across town or district boundaries.	☐ Y ☐ N ☐ ?		
Other Community-Wide Initiative / Strategy Any other active partnership, campaign, strategy, or coordinated community effort.	☐ Y ☐ N ☐ ?		

2. What do existing efforts already cover?

Check the functions that are already active somewhere in the community. This helps identify overlap, strengths, and gaps.

- ☐ Local data, trends, and hot-spot review
- ☐ Youth, family, and community prevention
- ☐ Naloxone access and overdose response
- ☐ Post-overdose outreach and connection to care
- ☐ Treatment, recovery, and referral pathways
- ☐ Community outreach and public education
- ☐ Resident, family, or lived-experience input
- ☐ Funding, evaluation, or shared reporting

3. Decide how the municipal planning process will connect

- ☐ Use an existing group as the primary coordinating body.
- ☐ Establish a standing liaison and routine updates with existing group(s).
- ☐ Create a joint workgroup for opioid overdose prevention and response.
- ☐ Align data review, priority setting, and action planning across groups.
- ☐ Coordinate specific strategies while keeping governance separate.
- ☐ No suitable structure exists - convene a new planning group.

GROUP(S) TO CONNECT WITH

MUNICIPAL LIAISON

TARGET DATE