

Identify Needs and Gaps

Where Current Resources Fall Short of Community Needs

Find the places where need exceeds the current response.

Compare what residents need with what already exists. Look for missing access, uneven reach, weak handoffs, barriers faced by priority populations, and municipal systems or policies that may slow connection to help. Focus first on gaps that matter most for safety, access, and continuity of support.

Municipality

Planning Lead / Coordinator

Date

1. Compare community need with the current response

AREA TO REVIEW	WHAT SHOULD BE AVAILABLE / WORKING?	WHAT IS HAPPENING NOW?	GAP OR BARRIER	WHO / WHERE AFFECTED
Naloxone & overdose response Access, availability, response readiness				
Outreach & post-overdose follow-up Warm handoffs and timely follow-up				
Treatment / referral / recovery Referral pathways, navigation, continuity				
Transportation / housing / social supports Practical supports that enable access				
Prevention & public education Reach, relevance, trusted information				
Municipal systems / policy / coordination Protocols, data sharing, training, accountability				

2. Apply a barrier and community experience lens

PEOPLE / PLACES MOST AFFECTED

Which residents, neighborhoods, settings, or groups face the greatest barriers?

WHERE PEOPLE FALL THROUGH THE CRACKS

Where do referrals, handoffs, follow-up, or service connections break down?

SYSTEMS / POLICIES TO IMPROVE

What protocols, policies, training, data sharing, or coordination need attention?

BARRIERS TO CHECK:

☐ Transportation

☐ Language / communication

☐ Cost / coverage

☐ Stigma

☐ Housing instability

☐ Hours / location

3. Name the top gaps to address first

#	PRIORITY GAP	WHY IT MATTERS / EVIDENCE	POSSIBLE IMPROVEMENT	OWNER / FOLLOW-UP
1				
2				
3				

READY TO MOVE ON WHEN:

☐ Gap analysis drafted

☐ Priority people/places named

☐ Barriers documented

☐ Team agrees on top gaps