

Provider: _____

Reviewer: _____

ANNUAL REPORT 2024 RUBRIC		
<p>Current Needs Assessment. <i>We will be scoring this based on the PPY 24 – 25 Needs Assessment entered into WITNYS (unless PPY 23 - 24 differed greatly from what was entered in WITNYS for PPY 24 – 25 in which you need to include narrative). Use statistics and data to describe the needs of the local community with regards to substance misuse and related problems. The reader should get a clear understanding of the what, where, when, why, and how of substance use.</i></p>		
<ul style="list-style-type: none"> • Data were collected within the last 5 years (1 pt) 		Comments:
<ul style="list-style-type: none"> ○ Consumption data – at least two substances (2 pts) 		
<ul style="list-style-type: none"> ○ Consequence data – at least two consequences (2 pts) 		
<ul style="list-style-type: none"> ○ Risk and protective factors data – at least two risk & two protective factors (4 pts) 		
<ul style="list-style-type: none"> • Data sources and year(s) of data collection included (1 pt) 		
TOTAL:	/10	
<p>Prevention Program(s). <i>Identify and briefly summarize the prevention programs (EBPs and non-EBPs) that were evaluated. <u>Any EBP should be described using information as per the OASAS EBPS list ONLY.</u></i></p>		
<ul style="list-style-type: none"> • Programs clearly identified and described. <ul style="list-style-type: none"> ○ Risk and protective factors/substance use outcomes impacted by program(s) identified (2 pts) 		Comments:
<ul style="list-style-type: none"> ○ Number of program sessions identified (2 pts) 		
<ul style="list-style-type: none"> ○ Program population being served identified (2 pts) 		
<ul style="list-style-type: none"> • Risk and protective factors/consumption data identified in the Needs Assessment align with the programs selected. (2 pts) 		
<ul style="list-style-type: none"> • Described how fidelity was monitored (i.e., fidelity checklists and/or observations of the facilitator used) (2 pts) 		
TOTAL:	/10	
Evaluation Methods		
<ul style="list-style-type: none"> • Used developer’s/OASAS approved pre/posttests (2 pts) 		Comments:
<ul style="list-style-type: none"> • Data analysis explained (3 pts) 		
TOTAL:	/5	
Results		

Provider: _____

Reviewer: _____

<ul style="list-style-type: none"> Included participant information and demographics (# of participants, # surveys collected; race/ethnicity; gender; age) in table format (3 pts) 		<i>Comments:</i>
<ul style="list-style-type: none"> Used Tables and Figures (graphs or charts) to display evaluation findings that were labeled clearly and described concisely what is contained or shown (4 pts) 		
<ul style="list-style-type: none"> Findings are related to substance use consumption or risk and protective factors identified in the Prevention Guidelines (3 pts) 		
TOTAL:	/10	
Discussion & Conclusion		
<ul style="list-style-type: none"> Described Program Impact (NEGATIVE OUTCOMES MUST BE DISCUSSED): <ul style="list-style-type: none"> Risk and protective factors/substance use outcomes impacted by program(s) identified (3 pts) 		<i>Comments:</i>
<ul style="list-style-type: none"> Described how the program impacted (OR DID NOT IMPACT) the need identified in the needs assessment (3 points) 		
<ul style="list-style-type: none"> Described how the findings would impact the future workplan. (4 pts) 		
TOTAL:	/10	
Required Attachment		
<ul style="list-style-type: none"> Measures. Included copies of all survey instruments used (5 pts) 		<i>Comments:</i>
TOTAL:	/5	
OVERALL SCORE TOTAL:	/50	