

# **Prevention Planning Tools:**

A Self-Guided Set of Tools  
For Use with Community Partners



**Minnesota Department of Health**  
Center for Health Promotion  
PO Box 64882  
St. Paul, MN 55164-0882  
(651) 281-9830

These Prevention Planning Tools were developed for the Community Integrated Service Systems (CISS) project to support local communities in their efforts to improve service delivery systems for prevention and health promotion. The Federal Bureau of Maternal and Child Health funded the project.

Permission to reprint these materials is granted. Please credit the Minnesota Department of Health. This document may be downloaded from the Minnesota Department of Health Web site at: [www.health.state.mn.us/divs/fh/chp/CISS/index.htm](http://www.health.state.mn.us/divs/fh/chp/CISS/index.htm). For more information, or if you require this document in another format, such as large print, Braille or cassette tape, please call (651) 281-9830.

April 2001



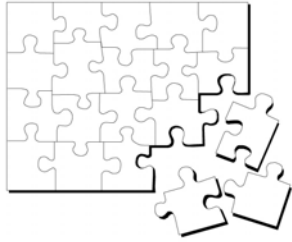
**Minnesota Department of Health**

Center for Health Promotion

PO Box 64882

St. Paul, MN 55164-0882

(651) 281-9830



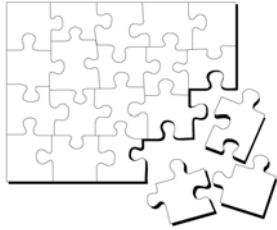
# Prevention Planning Tools

A Self-Guided Set of Tools

For Use with Community Partners

## Table of Contents

Introduction .....	4
Step 1: Find Partners Using the Community-Based Prevention Wheel .....	5
Step 2: Research Strategies That Work .....	8
Step 3: Identify Each Partner's Activities .....	10
Step 4: Clarify Each Partner's Role .....	12
Step 5: Build a Comprehensive Plan .....	14
Step 6: The Ultimate Work Plan.....	16



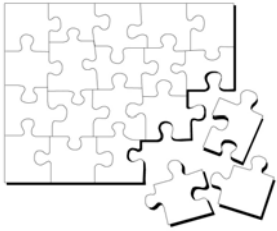
## Introduction

These tools, taken as a whole, are designed to help community groups assess, develop, implement and mobilize their partners in a prevention and/or health promotion effort.

For any prevention effort, the group's plan can be developed in six steps:

1. Identify all potential community partners.
2. Brainstorm and research possible strategies and activities to try.
3. Identify who is already engaged in prevention activities and who could help in the future.
4. Clarify who can commit to what activity.
5. Pull all of the strategies together for a comprehensive look.
6. Develop an overall work plan.

This manual will walk you through each of these steps. After one or several meetings with your community partners, you will have developed a work plan that involves each and all of the community partners at the table.



## **Step 1:** Find Partners Using the Community-Based Prevention Wheel

The Community-Based Prevention Wheel is designed to help the group brainstorm community partners.

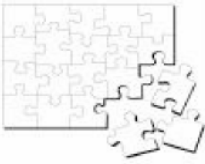
Complete the Prevention Wheel with the group. In the center of the wheel, write in the partnership's common vision or goal. As a group, fill in the wheel with the names of both existing and potentially new community partners. A sample wheel that has already been completed is included.

Let the wheel lead your group into a discussion of:

- Who are the current partners interested in this prevention effort?
- How do we interest and involve potentially new partners?
- Who does this prevention effort strive to help, and how do we involve this population in the planning?
- Which organizations would benefit from changing the behavior?
- Which organizations would benefit from keeping this behavior?

*For example: Vegetable and fruit growers would benefit from reducing fat in our diets; producers of high fat snacks benefit from keeping diets the same.*



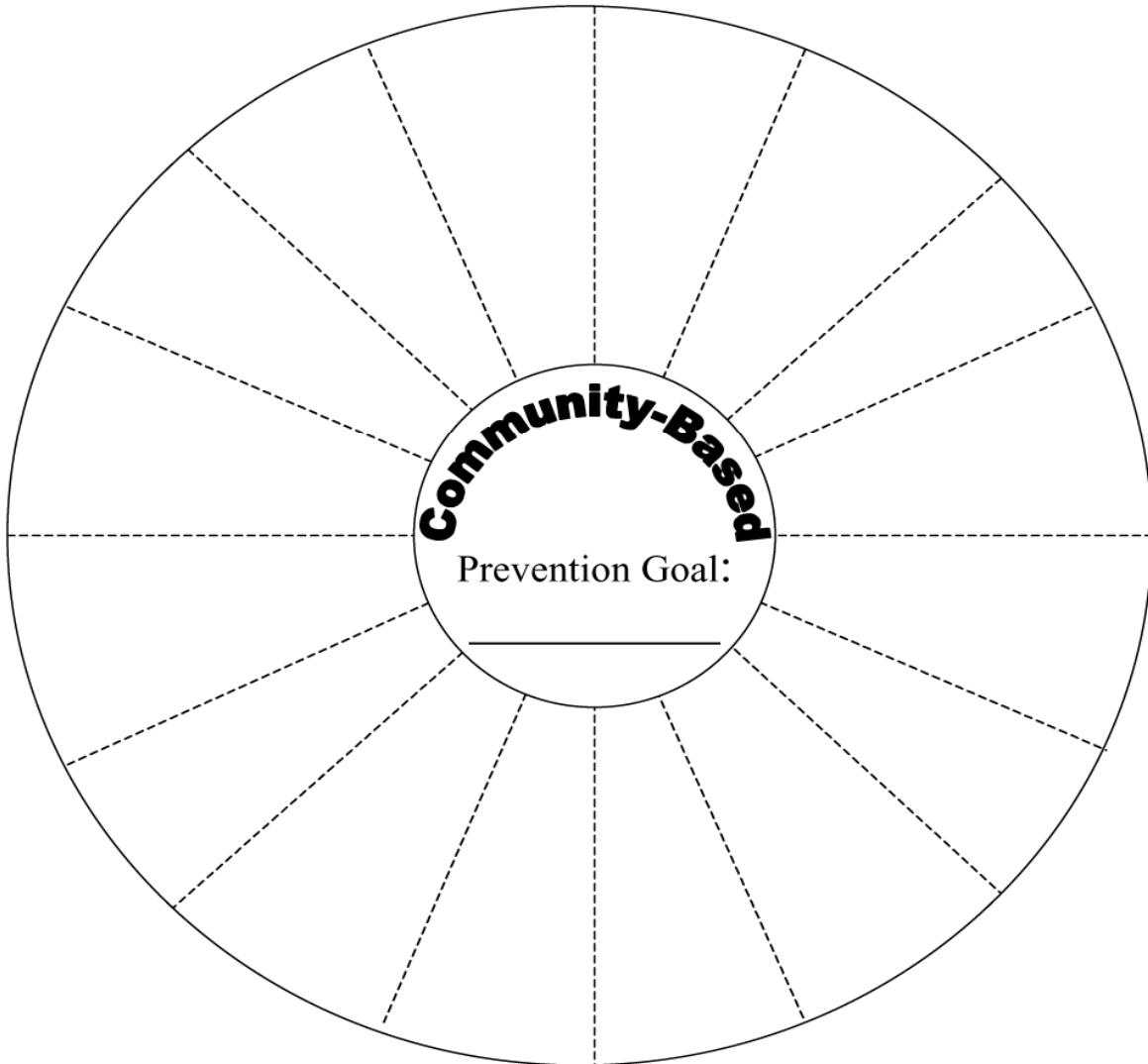


## Step 1: Community-Based Prevention Wheel

Name of Partnership: \_\_\_\_\_

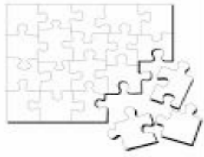
Date: \_\_\_\_\_

Enter the group's common vision or goal in the center of the wheel. Fill in the wheel with the names of both current and potentially new community partners.



Turn page over for an example of a completed prevention wheel.

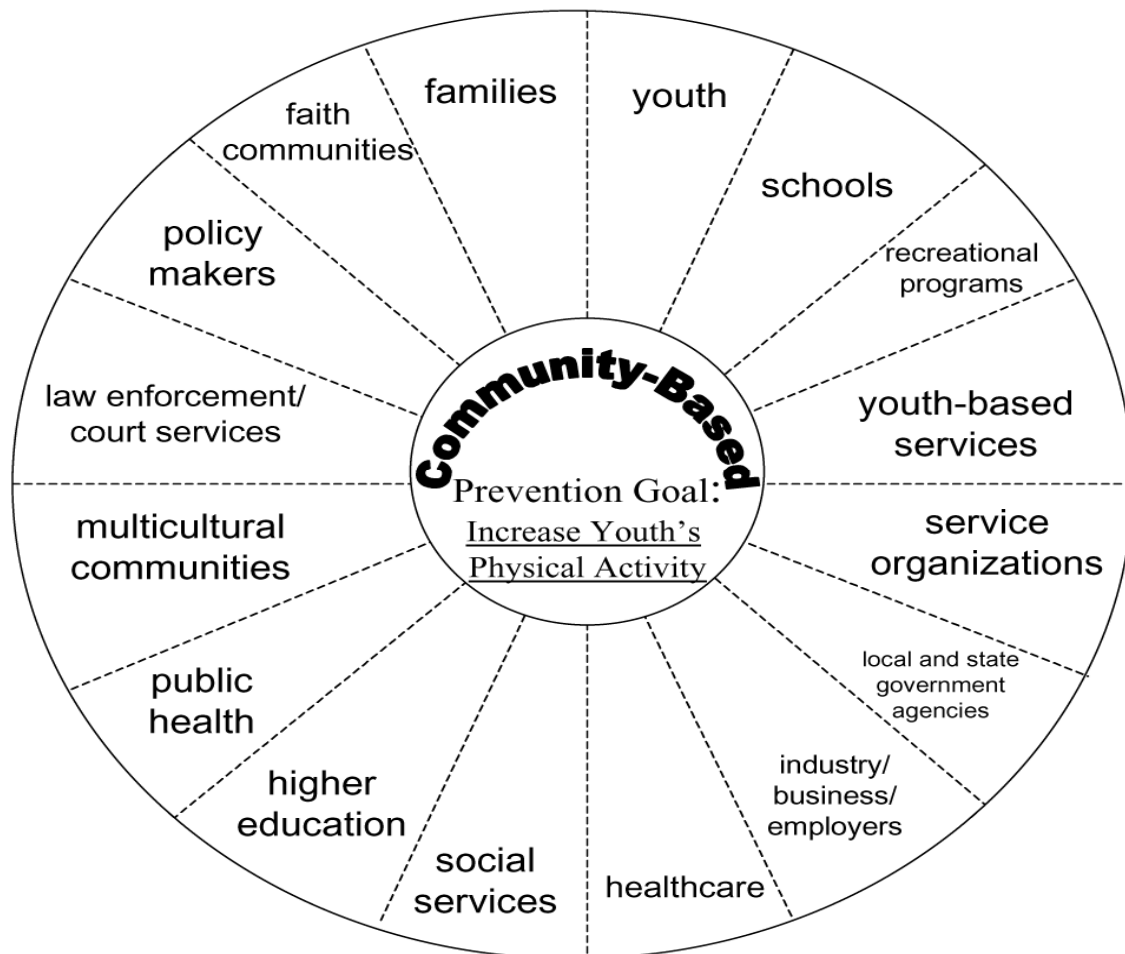
**Minnesota Department of Health CISS Project, 1996-2000**



## Step 1: Community-Based Prevention Wheel

Name of Partnership: Partnership with Youth

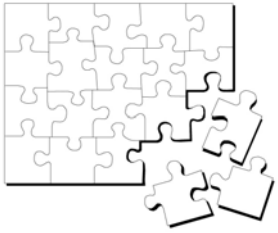
Date: January 1, 2000



The wheel gives examples of community partners involved in the issue of increasing the physical activity levels of youth. Partners may also include the senior citizens, informal power brokers, advocates and adversaries in your community.

Minnesota Department of Health CISS Project, 1996-2000





## Step 2: Research Strategies That Work

Use this worksheet to build a list of strategies that have or could be used in your community's prevention effort.

First, list all of the existing strategies in your community. Under each, list the specific activities in place around that strategy. *For example: a community partnership's strategy might be to promote alternatives to alcohol use for those who choose not to or should not drink. A specific activity might be to encourage bars to offer and promote non-alcoholic, tasty, attractive drinks.*

Then, as a group, brainstorm a list of possible new strategies and activities. Encourage both innovative and evidence-based strategies.

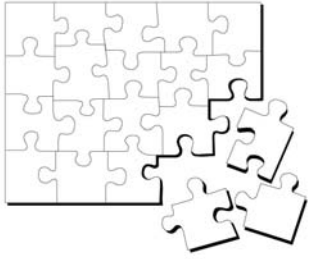
While building your list of strategies, consider:

- What strategies will work to prevent risky behaviors in individuals, the community and systems? (Systems are policies, laws and organizational structures and cultures.)
- What strategies will help build healthy supports for individuals, the community and systems?
- What strategies are evidence-based -- they have been proven elsewhere?
- What strategies are innovative -- they may lack evidence but are thought to work?

Examples of evidence-based strategies may be found in the following sources: the *Community Health Services (CHS) Strategies Document*, *Strategies for Adolescent Health Action*, the *Suicide Prevention Report*, the *Minnesota Health Improvement Partnership-Tobacco Report (MHIP-T)*, the *Center for Disease Control Guidelines* and the *AHCPR Guides*. These materials may be requested from the MDH library by calling (612) 676-5090 or e-mailing [library@health.state.mn.us](mailto:library@health.state.mn.us).

Prioritize the strategies you have listed. Then choose which ones you wish to address in your community.

Share this list with people in your own organization. Can you add to the list? Subtract?



## Step 2: Strategies That Work

Name of Partnership: \_\_\_\_\_

Develop a list that includes both innovative and evidence-based strategies. Under each strategy, list possible activities.

---

**Strategy:**  
Activities:

---

**Strategy:**  
Activities:

---

**Strategy:**  
Activities:

---

**Strategy:**  
Activities:

---

**Strategy:**  
Activities:

---

**Strategy:**  
Activities:

---

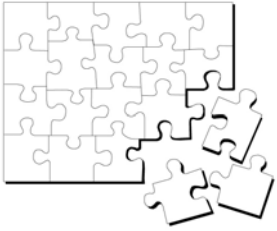
**Strategy:**  
Activities:

---

**Strategy:**  
Activities:

---

**Strategy:**  
Activities:



### **Step 3: Identify Each Partner's Activities**

This step will help each community partner describe what prevention activities they are already, or plan to be, involved in.

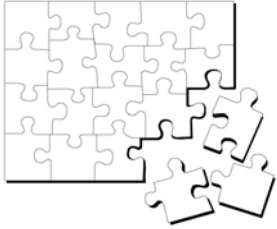
Note: Have each community partner complete this worksheet for his or her organization.

Down the first column, list each of the prevention strategies that the partner is involved in.

Then, break each strategy down into its activities, and list these activities in the second column beside the strategy.

Lastly, use the third column to list activities that could be done by this partner in the future to achieve that strategy.

*For example, a strategy of Mock Duck Public School is to encourage regular physical activity. An activity is the school's participation in Fitness Fever. A future activity might be to encourage parents as well as students to participate in Fitness Fever.*



## Step 3: Identify Each Partner=s Activities

**Name of Partnership:** \_\_\_\_\_

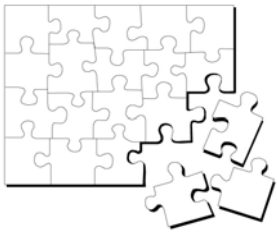
**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Name of person completing worksheet:** \_\_\_\_\_

Select the strategies from Step 2 to enter into the first column. In the second column, describe your organization=s current activities regarding the strategy. If there are no current activities but there could be in the future, please put NONE in the second column. Describe what your organization could do in the future in column 3.

<b>Prevention Strategies</b>	<b>Describe the current activities.</b>	<b>Describe future efforts.</b>
<b>Strategy:</b>	<b>We are . . .</b>	<b>We could . . .</b>
<b>Strategy:</b>	<b>We are . . .</b>	<b>We could . . .</b>
<b>Strategy:</b>	<b>We are . . .</b>	<b>We could . . .</b>
<b>Strategy:</b>	<b>We are . . .</b>	<b>We could . . .</b>



## Step 4: Clarify Each Partner's Role

It is important to clarify who is doing what within your community partnership so that limited resources can be put to their best use and efforts aren't duplicated.

Step 4 combines all of the strategies in Step 3 so all of the community partners can see who is doing what, where there might be duplication, and where they might work with each other.

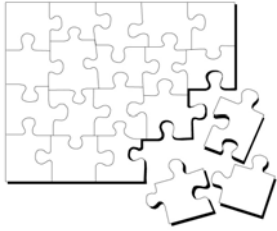
Note: Use a separate Step 4 page for each strategy given in Step 3.

Select a strategy from the lists generated in Step 3 and fill it in at the top of Step 4. In the first column, list all of the organizations participating in this strategy. From their Step 3, combine the current activities. In column 3, combine all of the future activities.

Review and discuss everyone's input for each of the prevention strategies. Share who is doing what and if some partners are doing the same or similar activities.

Answer:

- Who can team up?
- Are there any new partners who could help?
- Are they at the table or do they need to be invited?  
(New partners can be listed at the bottom of the page for each activity.)



## Step 4: Role Clarification: Who Is Doing What?

**Name of Partnership:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

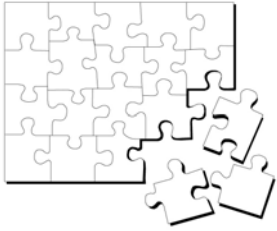
**Name of person completing worksheet:** \_\_\_\_\_

Select a strategy to be addressed from the list generated by your group in **Step 3**. Use a separate **Step 4** sheet for each strategy.

**Strategy:** \_\_\_\_\_

Name of Community Organization	Describe current activities.	Describe what <i>could</i> be done in the future.

**Additional community partners to contact for these activities:**



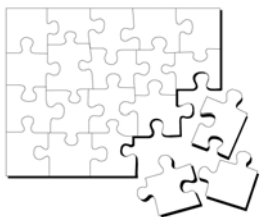
## Step 5: Build a Comprehensive Plan

This worksheet will help the partnership visually represent all of the current strategies by organization.

List all of the strategies from Step 3 in the first column. List all of the partners in the first row. Place an X in boxes where a partner is participating in a particular strategy. Place an O in boxes where partners are considering future activity.

From this tool, discuss with the community partnership the following:

- What are the strengths of our community prevention efforts?
- What are the challenges and weaknesses?
- Are the existing activities giving consistent messages?
- Are there representatives from the target population involved in every step of the prevention plan?



## Step 5: What Does the Comprehensive Plan Look Like?

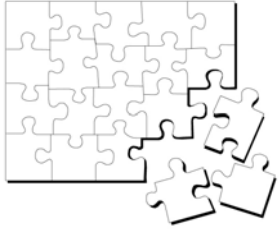
Name of Partnership: \_\_\_\_\_

Down the first column, list the strategies from the list generated in Step 3. List the partnering organizations along the top of the first row. Place an X in boxes where there is current activity. Place an O in boxes where there could be future activity. A blank box will mean there are no current activities regarding this strategy and none are intended in the future.

### Names of Organizations in the Community Coalition

Strategies							





## Step 6: The Ultimate Work Plan

Step 6 will bring all of the ideas of your group together.

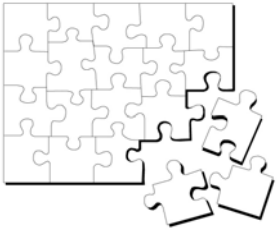
Prioritize the strategies from Step 5 and list them here based on their priority. Fill in the remaining columns as specifically as possible.

This tool is designed to answer the questions:

- What goal did we decided upon in Step 1?
- What strategies and specific activities have we decided upon?
- Who is committed to doing what?
- What additional support do we need?
- When will we begin and what is our target date for completion?
- How will we measure the desired outcome?

Be sure everyone receives a copy of the Work Plan.

Before you adjourn, set a date for the next meeting or conference call.



## Step 6: The Work Plan

Name of Partnership: \_\_\_\_\_

Goal:						
Strategy:	Who will carry out:	Who can help:	Resources needed:	Start Date:	End date:	Progress Notes:

**What outcome and indicators of success do we expect in the short term? And in the long term?**