**Selecting Your Final Priorities: Prioritization Worksheet**

To select your final priorities, consider the following questions. The Prioritization Worksheet below can be used to help organize your answers to these questions.

* Which problems have the highest magnitude or are of greatest concern because they are increasing over time, have very severe outcomes, and/or are much higher than comparable counties (or high county rank)?
* Which problems have sufficient resources and readiness to address them\*?
* Which risk/protective factors are most influencing your top three problems?
* Which risk/protective factors that are influencing your top problems have the highest magnitude or stand out regarding time trends or comparison to other counties?
* Which risk/protective factors do you have sufficient resources and readiness to address\*?

\*Problems and risk/protective factors with low resources and readiness to address, do NOT automatically mean they shouldn’t be one of your final priorities. If the problem or risk/protective factor would rank very high based on magnitude, time trend, and severity, it may be important to select it as a priority. In that scenario, a dedicated focus will need to be given to capacity building to develop the resources and readiness to address the problem or risk/protective factor. In other scenarios problems/factors with lower magnitude, time trend, severity, etc. but high resources/readiness, may be selected over problems/factors with low resources/readiness.

## Prioritization Worksheet

### Table 1 Instructions

1. In Table 1: Selecting Final Priority Problems list each of your problems from your top areas of concern you are trying to decide among.
   * List problems as behaviors, not consequences. Your final priority problems must be defined as behaviors, not consequences. When looking at your top consequences of concern, you need to think of the behavior it is linked to (e.g. alcohol related crashes connect to the behavior of driving under the influence of alcohol).
   * Separate problems by population. For example, youth alcohol use should be listed separately from adult alcohol misuse.
   * Gambling Problems – A separate table has been provided to use if you need to narrow down your final problem gambling priorities.
2. Complete the remaining columns as follows:

* **Magnitude** – Rank each problem listed by magnitude, with 1 being the highest and 6 being the lowest.
* **Trend** – Mark if significantly increasing, significantly decreasing, fluctuating, staying the same, or don’t know
* **Severity** – Mark if severity is high, medium, low, or don’t know
* **Comparison** – List the county rank (or note if significantly higher than similar counties)
* **Capacity** – Mark if resources/readiness to address the problem is very sufficient, sufficient, insufficient or don’t know.

1. Discuss with your team what you’ve entered into Table 3 and select two to three top substance use problems and one gambling problem. Enter “yes” in the final column of Table 3 for the priority problems you have selected.

### Table 2 Instructions

1. In Table 2: Selecting Final Priority Risk/Protective Factors list each of your factors from your top areas of concern you are trying to decide among and complete the columns as follows:

* **Problems Addressed** – Note which of your final priority problems each factor significantly influences. For risk factors such as perception of risk, attitudes toward use and availability of substances, remember to look back at notes you may have made in Table 7 of your Needs/Resource Assessment Report to indicate if the risk factor was only a concern for certain substances. For example, maybe youth attitudes were favorable toward marijuana and alcohol but not cigarettes.
* **Magnitude** – Rank each factor listed by magnitude, with 1 being the highest and 8 being the lowest.
* **Trend** – Mark if significantly increasing, significantly decreasing, fluctuating, staying the same, or don’t know
* **Comparison** – List the county rank (or note if significantly higher than similar counties)
* **Capacity** – Mark if resources/readiness to address the factor is very sufficient, sufficient, insufficient or don’t know.

1. Discuss with your team what you’ve entered into Table 4 and select at least 3, but no more than 5 risk/protective factors that are influencing your final substance use priority problems. At least one must be a protective factor and one must be in a domain other than individual/peer. Enter “yes” in the final column of Table 4 for the priority risk and protective factors you have selected.

### Table 1: Selecting Final Priority Problems

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Substance Use Problems** | **Magnitude** | **Trend** | **Severity** | **Comparison** | **Capacity** | **Final Priority?** |
|  | Choose item | Choose item | Choose item |  | Choose item | Choose item |
|  | Choose item | Choose item | Choose item |  | Choose item | Choose item |
|  | Choose item | Choose item | Choose item |  | Choose item | Choose item |
|  | Choose item | Choose item | Choose item |  | Choose item | Choose item |
|  | Choose item | Choose item | Choose item |  | Choose item | Choose item |
|  | Choose item | Choose item | Choose item |  | Choose item | Choose item |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Gambling Problems** | **Magnitude** | **Trend** | **Severity** | **Comparison** | **Capacity** | **Final Priority?** |
|  | Choose item | Choose item | Choose item |  | Choose item | Choose item |
|  | Choose item | Choose item | Choose item |  | Choose item | Choose item |
|  | Choose item | Choose item | Choose item |  | Choose item | Choose item |
|  | Choose item | Choose item | Choose item |  | Choose item | Choose item |

### Table 2: Selecting Final Priority Risk/Protective Factors

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Risk/Protective Factor** | **Problem(s) Influenced by RPF** | **Magnitude** | **Trend** | **Comparison** | **Capacity** | **Final Priority?** |
|  |  | Choose item | Choose item |  | Choose item | Choose item |
|  |  | Choose item | Choose item |  | Choose item | Choose item |
|  |  | Choose item | Choose item |  | Choose item | Choose item |
|  |  | Choose item | Choose item |  | Choose item | Choose item |
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