## **Guidelines for Writing Effective Recommendations**

Problem Assessment	
	Report and/or recommendation
Problem Statement •	includes problem definition, local, state, and national data, and risk and protective factors.
Best Practices •	demonstrates knowledge of "best" or "promising" practices for addressing problem.
Capacity •	demonstrates knowledge of existing local efforts, resources, capacities, "political will", and/or takes advantage of serendipitous circumstances.
Written Recommendation	
	Recommendation
Intervention Actor •	identifies the persons and organizations ["doer(s)"] to take action in a manner consistent with issues identified in problem assessment.
Intervention Focus •	identifies the recipient (e.g., person, agency, policy, and/or law) of the intended action in a manner consistent with issues identified in problem assessment.
Specificity •	plan of action described in sufficient detail to allow follow-up consistent with:
	• issues identified in problem assessment
	actions appropriate for recipient
	• places/institutions identified where changes will occur
Accountability •	• timeframe for action identified assigns and obtains buy-in of someone (i.e., team member or other individual) to be accountable for follow-up and tracking of progress on actions taken with timeframe identified for follow-up.
Spectrum of •	demonstrates awareness of levels of intervention and identifies
Prevention	appropriate level(s) given issues identified in problem assessment:
	• Strengthening individual knowledge and skills;
	Promoting community education;
	• Educating providers/others;
	<ul><li>Changing organizational practices;</li><li>Fostering coalitions and networks;</li></ul>
	<ul> <li>Mobilizing neighborhoods and communities; and</li> </ul>
	<ul> <li>Influencing policy and legislation.</li> </ul>
Action on Recommendation	on
	Report and/or recommendation
Dissemination •	specifically states who will receive the recommendation, and includes not only the potential actors and recipients but also
Outcomes/ • Impacts	appropriate decision makers, funders, and potential supporters. identifies a mechanism/procedure to document the impacts and outcomes that result from action on team recommendations.

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