

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
 - timeframe for action identified
- Accountability • 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 Prevention • demonstrates awareness of levels of intervention and identifies appropriate level(s) given issues identified in problem assessment:
 - Strengthening individual knowledge and skills;
 - Promoting community education;
 - Educating providers/others;
 - Changing organizational practices;
 - Fostering coalitions and networks;
 - Mobilizing neighborhoods and communities; and
 - Influencing policy and legislation.

Action on Recommendation

Report and/or recommendation...

- Dissemination • specifically states who will receive the recommendation, and includes not only the potential actors and recipients but also appropriate decision makers, funders, and potential supporters.
- Outcomes/Impacts • identifies a mechanism/procedure to document the impacts and outcomes that result from action on team recommendations.