

## 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.