

REACH Community Assessment Design

due by 5 p.m. on Friday, September 29, 2006

Instructions

Please respond to each of the following 10 items completely and succinctly. Adhere to recommended word counts as much as possible. Single-space, use a 12-point standard font (such as Times New Roman or Arial) and ½-inch margins. The shaded fields will expand as you type.

The Assessment Design is intended to assist Coalitions in their efforts to successfully carry out a Community Assessment. Evidence of thoughtful reflection and group planning and decision-making is more important than producing a “polished” report.

General criteria for all REACH Program Activities:

- There must be evidence that youth are authentically involved.*
- There must be evidence of Coalition led planning and decision-making (not a one person/organization process).*
- There must be evidence that the underlying framework for all products/deliverables supports youth engagement principles.*
- There must be documentation that shows all products/deliverables are evidence based/data driven.*

1. Identify the person responsible for overall coordination of the community assessment (name and contact information).

Name:	Title:
Organization:	E-mail:
Mailing address:	State/Zip Code
Phone:	Fax:

2. Briefly describe your community including geographic boundaries and significant community demographics. Refer to your original proposal. (250 words)

3. State your Coalition’s overall vision and purpose. Refer to your original proposal. (150 words) If you need assistance developing your vision, contact Center for Collaborative Planning.

4. Using the provided template, list all members of your Coalition (name, title, organization). Indicate members of the designated Assessment Team (including youth). Refer to your original proposal and add all members added since then.

5. Describe the steps you have taken up to this point to identify existing supports and opportunities for youth (ages 10-15) in your community. What supports and opportunities do you perceive to be your communities greatest assets and what supports and opportunities appear to be lacking? Refer to step 2 in the “Steps to conducting a successful community assessment?” handout. (250 words)

6. Describe your plans for collecting existing information (secondary data) that will help you to better understand the supports and opportunities you have identified and the extent to which they are available to all children and youth. This information should include existing data (e.g., Healthy Kids Survey data), as well as appropriate research literature. Describe a process, including your timeline, for collecting and sharing this information in a way that will be useful to your Coalition now and in the future. (250 words)

7a. Describe your plans for collecting new information (primary data) that will help you to understand the resources, assets, and capacities in your community that you want to learn more about. Remember that the primary purpose for collecting new information is to assist you in developing your Implementation Plan. Refer to step 3 and the “*Basic steps to designing a community assessment*” in the “*Steps to conducting a successful community assessment*” handout. This section should:

- Clarify your goal. What is it you want to know more about? What developmental outcomes are most relevant to your investigation?
- List the 3-5 overarching questions that will guide this process.
- Describe what types of information will help you to answer the questions you have identified. These are the data you will be collecting.
- Describe what data collection instruments (e.g., surveys, interviews, focus groups, etc.) you will use to get the information you want and from whom you plan to collect this information. Indicate who will be responsible for collecting data and if you will need to design any data collection instruments.
- Describe how you plan to analyze and report the data and who will be responsible for these steps.
- Describe how you will store and manage the information to be collected and who will be responsible.
- Describe how you plan to report and present the data and what types of information you anticipate including in the Community Profile.

(2 – 4 pages)

7b. Describe your time line for a) designing the primary data collection process, b) collecting and storing primary data, c) analyzing and reporting primary data, and d) presenting primary data with other members of the Coalition and interested stakeholder in you community. Community Profiles are due February 28, 2007. (150 words)

8. Describe what assistance you will need from the REACH Technical Assistance Team to carry out your community assessment process. If you will be getting technical assistance from another source (e.g., you have committed grant funds to hire a evaluator, a coalition member will be providing in-kind services), specify this and describe the nature of the technical assistance that will be provided. If none, type “N/A” (150 words)

9. How will you measure the success of your community assessment process, including the extent of youth involvement? (150 words)

10. Describe any plans you have to present your Community Profile to interested community members as a way to increase awareness of your community resources and to continue nurturing and growing the Coalition. (150 words)

REACH Coalition Members

	<i>Name</i>	<i>Title (indicate if youth member)</i>	<i>Organization/ Affiliation</i>	<i>Assessment Team – mark with (X)</i>
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Add additional rows/pages if necessary.