



## FREQUENTLY ASKED QUESTIONS ABOUT CONDUCTING THE COALITION SELF-ASSESSMENT



Each REACH Community Action Coalition will likely use many different, unique ways of carrying out the Self-Assessment Process. However, there may be questions about the process that are applicable across coalitions so we have developed this Frequently Asked Questions to help you get started. If you have additional questions, or would like help thinking through the process, please contact Connie Chan Robison at Center for Collaborative Planning (CCP), 916-498-6965 or via email [connie@connectccp.org](mailto:connie@connectccp.org)

### **Who Should Be Involved in the Self-Assessment?**

Active members who know about and are involved with your coalition should participate. Other criteria to consider: people who have a history with youth development efforts in your coalition, people who helped to develop the coalition, people involved with current or past coalition efforts, particular in any of the youth engagement/youth development activities.

### **How do we report on the results of the Self-Assessment?**

The primary use of the self-assessment is to generate discussion among members and to help you think about how to make your coalition even more successful. You will be asked to provide the results of the self-assessment tool and narrative responses to the following:

- Provide brief description of the process you used to complete the self-assessment.
- Who participated in the process and in completing the tool?
- Summarize the key areas of success and challenges
- In reviewing the areas identified as challenges, what is the coalition's plans for addressing them? Identify specific actions wherever possible.

This information should be turned in with your Assessment Design due September 29, 2006 and then again on March 23 along with your Implementation Plan.

**What if a question on the Self-Assessment Survey doesn't apply to our group?**

This is a tool that is intended to be useful to coalitions across the learning community recognizing that some coalitions will need to emphasis one area more than others. Use the criteria and questions as benchmarks for continuing and sustaining the coalition's functions and impact.

**How many times does the Coalition complete the Self-Assessment of coalition functioning?**

Twice.

**Do we have to go through each criteria when Self-Assessing coalition functioning?**

Yes - and No. For the most thorough review and discussion, it is recommended. However, the criteria can overlap and some groups may choose to discuss the Successes, Challenges and potential Actions of each Indicator as a whole. In that case, the facilitator and group should read each criterion before and after the discussion to ensure you haven't missed an important element.

**Do we have to take action on every challenge we identify in the Self-Assessment Process?**

Not necessarily but you should be able to show from the first assessment to the second assessment how you either have made progress during this time or at least intend to address them. You will undoubtedly have many great ideas for improving how you work together as a coalition. However, you also have limited time, energy and resources. And, some activities will likely emerge as priorities and need to take place in a logical order. So you may need to prioritize. Consider choosing actions that address more than one area or those you can undertake together - for example, improving communication may help you be more successful on across many of the indicators including governance and decision-making.

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**More Questions or Additional Assistance?**

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