

## Appendix A

# Community Assessment Checklist

The community assessment checklist is designed to assist you in completing the community assessment process. The purpose of the checklist is to serve as both a self-monitoring tool and a tool to be shared with your VECF program officer to assess your progress. While you are completing tasks, add notes about your activities, progress, and barriers encountered in the far right column. When tasks are completed, check the box in the middle column as complete by double-clicking on the box and selecting "checked" for the default value. By completing this checklist electronically, you will be able to continually work on completing the items and noting progress, as well as share your progress easily with VECF by sending this form via email.

### Community Assessment Preparation

Task	Check Completed	Status (note activities conducted toward task completion, barriers encountered, etc.)
1 Community assessment guide and template reviewed and planned approach for the assessment discussed with VECF program officer	<input type="checkbox"/>	
2 Established a SB leadership council	<input type="checkbox"/>	
3 Identified individuals to assist with the community assessment process	<input type="checkbox"/>	
4 Consider forming a community assessment workgroup	<input type="checkbox"/>	

## Data Collection Process

The following tasks are related to the collection of data and information for the community assessment process. You should begin development of the coalition as a first step prior to data collection and continue to add members throughout the data collection period as needed.

Task	Check Completed	Status (note activities conducted toward task completion, barriers encountered, etc.)
1 Meet with partners who are helping to conduct the community assessment and develop a preliminary plan for carrying out the assessment, including roles, assignments, and timelines	<input type="checkbox"/>	
<b>Inclusiveness of the Assessment</b> Check the boxes below to indicate representatives from key sectors have been included in the assessment. Check the boxes in the middle column that correspond to the level of involvement of the representatives and include any notes about their participation.		
2 Representatives from early care sector are involved in the assessment process	<input type="checkbox"/>	Check all that apply: <input type="checkbox"/> Helped conduct the assessment <input type="checkbox"/> Data were collected from them <input type="checkbox"/> Helped review the findings Notes:
3 Representatives from early education sector are involved in the assessment process	<input type="checkbox"/>	Check all that apply: <input type="checkbox"/> Helped conduct the assessment <input type="checkbox"/> Data were collected from them <input type="checkbox"/> Helped review the findings Notes:
4 Representatives from health sector are involved in the assessment process	<input type="checkbox"/>	Check all that apply: <input type="checkbox"/> Helped conduct the assessment <input type="checkbox"/> Data were collected from them <input type="checkbox"/> Helped review the findings Notes:
5 Representatives who address issues related to young children's behavioral problems and/or mental health and social emotional development are involved in the assessment process	<input type="checkbox"/>	Check all that apply: <input type="checkbox"/> Helped conduct the assessment <input type="checkbox"/> Data were collected from them <input type="checkbox"/> Helped review the findings Notes:

Task	Check Completed	Status (note activities conducted toward task completion, barriers encountered, etc.)
6 Representatives from family support sector are involved in the assessment process	<input type="checkbox"/>	Check all that apply: <input type="checkbox"/> Helped conduct the assessment <input type="checkbox"/> Data were collected from them <input type="checkbox"/> Helped review the findings Notes:
7 Representatives from both the public and private sector have been involved in the assessment	<input type="checkbox"/>	Check all that apply: <input type="checkbox"/> Helped conduct the assessment <input type="checkbox"/> Data were collected from them <input type="checkbox"/> Helped review the findings Notes:
8 Parents are involved in the assessment process	<input type="checkbox"/>	Check all that apply: <input type="checkbox"/> Helped conduct the assessment <input type="checkbox"/> Data were collected from them <input type="checkbox"/> Helped review the findings Notes:
<b>Data Collection</b>		
9 Demographic data were collected	<input type="checkbox"/>	
10 Indicator data were collected	<input type="checkbox"/>	
11 A plan was developed for collecting environmental scan data	<input type="checkbox"/>	
12 Found out whether existing needs assessments have been conducted for other programs or initiatives in the community	<input type="checkbox"/>	
13 Determined what information from existing needs assessments is useful for the SB community assessment	<input type="checkbox"/>	
14 Reviewed the possibility of conducting surveys	<input type="checkbox"/>	
15 Reviewed the possibility of conducting focus groups	<input type="checkbox"/>	
16 Reviewed the possibility of conducting key informant interviews	<input type="checkbox"/>	
17 Environmental scan completed	<input type="checkbox"/>	



## Analysis of Results

After collecting data and information during the assessment phase, analyze the data by completing the following tasks:

Task	Check Completed	Status (note activities conducted toward task completion, barriers encountered, etc.)
1 Review indicators <ul style="list-style-type: none"> <li>• Which indicators is the community doing poorly on (i.e., less than state average or a negative trend over time)?</li> <li>• How is your current system addressing the indicators you are doing poorly on?</li> <li>• Which indicators show positive results?</li> <li>• Have there been specific initiatives that help explain the positive outcomes in the indicators you are doing well on?</li> <li>• How are the different counties and cities covered by your initiative doing on the various indicators?</li> </ul>	<input type="checkbox"/>	
2 Select indicators to highlight in your community assessment report	<input type="checkbox"/>	
3 Discuss indicator results and analysis with your leadership council and make revisions to the analysis based on their input	<input type="checkbox"/>	
4 Analyze the environmental scan data you collected	<input type="checkbox"/>	
5 Share your analysis of the environmental scan data with your coalition and make revisions to your analysis based on their input	<input type="checkbox"/>	

## Sharing Preliminary Community Assessment Results

As your community assessment proceeds, you will want to share your results with a variety of audiences. This could include presentations or the development of brief summaries highlighting some of the key findings. The purpose is to obtain feedback and to incorporate it as necessary while also publicizing what your SB coalition is doing.

Task	Check Completed	Status (note activities conducted toward task completion, barriers encountered, etc.)
1 Preliminary community assessment results have been shared with the leadership council	<input type="checkbox"/>	
2 Preliminary community assessment results have been shared with the coalition	<input type="checkbox"/>	
3 Preliminary community assessment results have been shared with other community members	<input type="checkbox"/>	
4 Community assessment results have been reviewed and changes have been made based on feedback from the different audiences it has been shared with	<input type="checkbox"/>	
5 Opportunities for sharing the final results have been identified	<input type="checkbox"/>	

## Community Assessment Report

This is a final checklist for submitting and using the results from the assessment. Ensure all items listed below are included or completed in your submission of the community assessment.

Task	Check Completed	Status (note activities conducted toward task completion, barriers encountered, etc.)
1 Demographic data are discussed	<input type="checkbox"/>	
2 Key indicators are highlighted	<input type="checkbox"/>	
3 Data from all the common school readiness and substantive focus area indicators that were available are included	<input type="checkbox"/>	
4 Key issues facing the community are discussed	<input type="checkbox"/>	
5 Key strengths of your community are highlighted	<input type="checkbox"/>	
6 Issues related to the community's early care and education system are discussed	<input type="checkbox"/>	
7 The community's home visiting programs are described and discussed	<input type="checkbox"/>	
8 Issues related to parent education are discussed	<input type="checkbox"/>	
9 Issues related to developmental screening are discussed	<input type="checkbox"/>	
10 Issues related to transition to kindergarten are discussed	<input type="checkbox"/>	
11 Issues related to health and health care are discussed	<input type="checkbox"/>	
12 Issues related to mental health and social and emotional development are discussed	<input type="checkbox"/>	
13 Issues related to access to benefits are discussed	<input type="checkbox"/>	
14 Issues related to professional development of individuals who work with young children in the community are discussed	<input type="checkbox"/>	

Task	Check Completed	Status (note activities conducted toward task completion, barriers encountered, etc.)
15 Issues related to parent leadership efforts are discussed	<input type="checkbox"/>	
16 Issues related to efforts to inform the larger community about early childhood issues are discussed	<input type="checkbox"/>	
17 Issues related to efforts to inform parents about child development topics are discussed	<input type="checkbox"/>	
18 How well agencies and organizations are working together around early childhood issues in the community are discussed	<input type="checkbox"/>	
19 Possible sources of support for your SB initiative are discussed	<input type="checkbox"/>	
20 The report provides a brief overview of next steps for your SB initiative	<input type="checkbox"/>	
21 A brief written summary or summaries have been developed for sharing with audiences who may not have the time or interest in reviewing the whole report	<input type="checkbox"/>	
22 A presentation has been developed for sharing community assessment findings with stakeholders and key audiences whose support or attention you are seeking	<input type="checkbox"/>	