

## Draft #2: Steps for Completing a Comprehensive Community Assessment

Quarter	Generally	Steps/Tasks	Target Date for Completion	Done ✓	Person Responsible
April thru June 2011 Community Assessment Training, Planning, and Collection of Secondary Data	Introduce Community Assessment process to collaborative and for Community Assessment Team	Appoint and approve Community Assessment Steering Committee	April 21, 2011	✓	Coordinator and Collaborative
	First meeting of CA Team; Determine primary community assessment questions	Orientation of Community Assessment Team	Meeting #1 May 16, 2011	✓	GaFCP staff and Coordinator
	Begin development of the Community profile	Share locally available secondary data types	Meeting #2 June 6, 2011	✓	Coordinator
	Determine need for additional data	Develop key data questions, "What do you want to know?"		✓	CA Assessment Team Members
		Develop meeting schedule		✓	GaFCP staff
	Begin process to gather community input	Share/discuss/decide what types of assessments to gather primary data		✓	Coordinator
		Share available secondary data from KidsCount		✓	CA Team
	Continue process to gather community input	Begin development of instruments to be used to gather primary data	Meeting #3, June 28, 2011		CA Team
		Begin planning October collaborative meeting			CA Team
July through Sept. 2011 Raw Primary Data Collection through Surveys, Focus Groups, Interviews, and Reporting		Complete development of instruments used to gather primary data/ identify primary data to be collected	Meeting #4; by mid July		CA Team
		Review and prioritize secondary data to be used in report			CA Team

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		Designate teams for each method to be used for gathering primary data			CA Team
	Quarterly Collaborative Meeting	Obtain collaborative cooperation and team effort to implement data collection	July 21, 2011		
	Gather community input (primary data)	Implement primary data collection methods	Begin July 21 and complete by August 30; Committee meets early and mid-August to monitor process, meetings 5 & 6		CA Team with support from Coordinator
		Coordinator will share with team first draft of Community Description			
	Review, compile and analyze information	Compile and analyze secondary data	Meeting #7, early to mid-September.		CA Team with support from GaFCP staff and Coordinator
		Coordinator will share final draft of community description with CA team			
		Combine secondary data with primary data and prepare draft of community assessment report			Coordinator
	Review, finalize and summarize findings for use in strategic planning	Finalize report and summarize findings to CA Team	Meeting #8, late September		Coordinator
	Quarterly Collaborative Meeting	Share Community Assessment report and begin the Strategic Planning process	October 20, 2011		GaFCP staff and Coordinator

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