

Communities That Care Community Assessment Workshop *Facilitator Guide* *Introduction*



Community Assessment Workshop

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Goal

The goal of the Community Assessment workshop is to complete an assessment of youth health & behavior problems and the risk and protective factors that predict those problems, and to use the collected data to select priorities for preventive action in our community.

Objectives

During this two-session workshop, participants will:

1. Understand the *CTC Youth Survey*
2. Summarize key findings
3. Identify public data to collect
4. Plan public data collection
5. Schedule the next session

Audience

The participants of this workshop are the Risk & Protective Factor Assessment workgroup. There are generally 5-15 workgroup members. Some are community board members, others are individuals recruited because of their specific expertise.

Agenda Session 1

Total time including breaks is approximately 3 hours.

Module 1 – Overview	30 minutes
Module 2 – CTC Youth Survey & Key Findings	90 minutes
Module 3 – Existing Public Data	60 minutes

Agenda Session 2

Total time including breaks is approximately 2 hours.

Module 1 – Overview	10 minutes
Module 2 – Identify & Recommend Priorities	110 minutes

Milestones & Benchmarks Addressed in This Workshop

Milestone 3.1: The community board has the capacity to conduct a community assessment and prioritization.

- Hold Community Assessment workshop.
- Ensure that the assessment workgroup has appropriate skills and expertise.
- Develop workplan and timeline for data collection and analysis.

Milestone 3.2: Collect community assessment information and prepare it for prioritization.

- Collect public data as needed to supplement the *CTC Youth Survey*.
- Prepare *CTC Youth Survey* and public data for prioritization.

Preparing for the Community Assessment Workshop: Actions in the Community

- Ensure that workgroup members who have not attended previous CTC sessions have appropriate password access to the Community Member section of the eCTC website. Ensure they review the listed videos in advance of this workshop, and take the related quizzes.
- Obtain results of the most recent *CTC Youth Survey* for your community, or a state-sponsored survey that collects data on youth health and behavior problems and risk and protective factors that predict those problems.
- Review the survey results with your CTC coach to trouble shoot questions or issues with the data. Be sure you understand how many of the risk and protective factors your report measures, and confirm that the correct questions are used to create each risk and protective factor scale. Double check the health and behavior outcome measures.
- Review the **Frequently Asked Questions handout** in the participants' handout packet (**Session 1, pg.19**) against the information provided in your youth survey report. Work with your CTC coach to compare and contrast the questions and answers, to be prepared for the Module 2 discussion about the survey. Be sure you understand how the survey was administered, the number of surveys returned and the response rate for each grade, and the demographics of the students who participated.
- Work with your CTC coach to review **the Public Data Sources handout (Session 1, pg.31)** so you feel confident helping the group review and decide which data to collect.
- Be sure that the workgroup includes members who are familiar with the public data sources listed on the handout, and who know how to access and interpret the data from these sources. The agency that houses the data can often provide a staff

person to assist this workgroup. Or, the local public health department's epidemiology unit may provide staff who are familiar with many data sources.

- Work in advance with the key leader who will welcome participants to ensure that person has appropriate talking points and can summarize CTC progress to date. Make sure that the key leader includes the following points in his/her brief remarks:
 - welcomes participants and thanks them for attending
 - acknowledges attendees' commitments to CTC
 - reinforces what the community hopes to accomplish through the CTC process
 - gives a brief overview of the *Communities That Care* process to date: Phase 2 accomplishments
 - publicly states the key leaders' commitment to the CTC process
 - explains the role key leaders play:
 - oversight of CTC process
 - approval of board actions, such as the Community Action Plan
 - support for the board and its workgroups in implementing CTC

Materials Preparation for Each Module

- Be sure to consult the advance preparations required for each of the modules in this session found under the Materials & Advanced Preparation section of the Facilitator's Guide, pp. iv-viii, or at the beginning of each module.
- Make sure that participant materials are complete and available for each participant. Arrange for printing, copying or delivery in advance to ensure all materials are available.
- Read the Tech Tips located in the right-hand side bar of the Facilitator page on the eCTC website.
- Check to ensure that the technology you will use to present the workshop is in good working order, and that you have sufficient bandwidth and signal strength for internet access at the workshop location prior to the day of the workshop. Test the web presentation in the workshop location in advance of this workshop, to uncover any potential technology glitches that might necessitate moving the workshop or the need for alternative devices in the presentation.

General Tips for Group Activities

Use a pre-determined signal to get folks together after individual or small group work.

Circulate to listen in when small groups are doing their work. Help them stay focused on the tasks.

Session 1

Module 1: Overview

Facilitator Guide pg. 1-1 to 1-19

Videos (length)	Participant Handouts (pg.#)	Advance prep
1. CTC Phase 3 (2:30) 2. Prevention Science Review (if needed): <ul style="list-style-type: none"> • Prevention Science (5:14) • Science of Risk Factors (4:41) • Community Risk Factors (4:51) • Family and School Risk Factors (4:46) • Peer and Individual Risk Factors (4:37) • Social Development Strategy (5:52) 3. Community Assessment Process (3:27) 4. CTC Addresses Risk & Protective Factors (4:16) 5. Using Your Data (3:12)	1. Goal & Objectives (pg.1) 2. Summary: CTC Phase 3 (pg.2) 3. 5 Phases of CTC (pg.3) 4. Ground Rules (pg.4) 5. Activity: Test Your Knowledge (pg.5) 6. Risk Factor Chart (pg.11) 7. Video Summary: Prevention Science, Science of Risk Factors, Social Development Strategy (pg.12) 8. Social Development Strategy Graphic (pg.13) 9. Summary: Community Assessment Process (pg.14) 10. Community Assessment Process (pg.15) 11. Summary: Risk & Protective Factors (pg.16) <i>Additional Handouts:</i> <ul style="list-style-type: none"> • Risk Factor Definitions 	Download agenda template and prepare an agenda for this workshop. Include the goal & objectives of the workshop on the agenda. Print out the sign-in sheet. Ensure members have access to CTC website, watch videos and take quizzes. Post ground rules and Parking Lot. Prepare several copies of the Risk Factor Definitions handout for each table group.

Module 2: CTC Youth Survey & Key Findings

Facilitator Guide pg. 2-1 to 2-19

Videos (length)	Participant Handouts (pg.#)	Advance prep
1. CTC Youth Survey (2:52)	1. Summary: CTC Youth Survey (pg.17)	Prepare one copy per participant of your community's youth survey report
2. Using the Youth Survey (1:58)	2. FAQ: CTC Youth Survey (pg.19)	
3. Why Measure all the Risk Factors (2:32)	3. Answer Key for FAQ: CTC Youth Survey (pg.21)	
4. Measuring Risk, Protection & Outcomes (3:29)	4. Summary: Why We Measure All the Factors (pg.23)	
5. Reading Your Survey Report (4:11)	5. Explaining Why We Use the CTC Youth Survey (pg.24)	
	6. CTC Youth Survey Feedback Form (pg.25)	Prepare for the Sorting the Data exercise: fill small paper cups with all sorts of candy or other assorted bits, one cup per participant
	7. Summary: Measuring Risk, Protection & Outcomes (pg.26)	Label a chart: Questions About the Youth Survey
	8. Summary: Reading Your Report (pg.27)	Prepare copies of the CTC Youth Survey Scale Dictionary, the Sample CTC Youth Survey Charts, and the Survey Review & Report-Out documents for each participant.
	9. Completing Survey Summary Worksheet (pg.28)	
	<i>Additional Handouts:</i>	
	<ul style="list-style-type: none"> • CTC Youth Survey Scale Dictionary • Sample CTC Youth Survey Charts • Survey Review & Report-Out 	

Module 3: Existing Public Data

Facilitator Guide pg. 3-1 to 3-16

Videos (length)	Participant Handouts (pg.#)	Advance prep
<ol style="list-style-type: none"> 1. Existing Public Data (4:39) 2. Public Data Collection Tips (5:05) 	<ol style="list-style-type: none"> 1. Indicators: Risk, Protection, Problems (pg.29) 2. Summary: Existing Public Data (pg.30) 3. Public Data Sources (pg.31) 4. Collecting Public Data Worksheet (pg.32) 5. Summary: Public Data Collection Tips (pg.33) 6. School Dropout Rates Graphic (pg.34) 7. Activity: Do the Math (pg.35) 8. Making the Data Request (pg.37) 9. Data Information Form (pg.39) 10. Public Data Analysis Questions (pg.41) 11. Session 1: Next Steps Worksheet (pg.43) 12. Session 1: Participant Feedback (pg.45) 	<p>Ensure the workgroup includes people who are familiar or expert with the public data sources discussed in this session.</p> <p>Bring at least 2 calculators or check to ensure there will be enough smartphones with calculator applications for the Do the Math activity.</p> <p>Create a chart paper with 3 columns:</p> <ol style="list-style-type: none"> 1. Data to collect 2. Board member with connections? 3. Who can release the data?

Session 2

Module 1: Overview

Facilitator Guide pg. 1-1 to 1-5

Videos (length)	Participant Handouts (pg.#)	Advance prep
None	<ol style="list-style-type: none"> 1. Ground Rules (pg.1) 2. Session Objectives (pg.2) 	<p>Download agenda template and prepare an agenda for this workshop. Include the goal & objectives of the workshop on the agenda.</p> <p>Print out the sign-in sheet.</p>

Module 2: Identify & Recommend Priorities

Facilitator Guide pg. 2-1 to 2-24

Videos (length)	Participant Handouts (pg.#)	Advance prep
1. Identifying Priorities (4:41) 2. Finalizing Community Priorities (1:27) 3. Community Assessment Report (2:40)	1. Summary: Identifying & Choosing Priorities (pg.3) 2. Community Prioritization Worksheet (pg.5) 3. Summary: Finalizing Community Priorities (pg.7) 4. Approval Process Worksheet (pg.8) 5. Summary: Community Assessment Report (pg.9) 6. Session 2: Next Steps Worksheet (pg.10) <i>Additional Handouts:</i> <ul style="list-style-type: none"> • Sample Community Assessment Report • Participant Evaluation Form 	Bring 20+ balloons of various colors. Be sure at least 3 or 4 are red. Make copies of completed Survey Summary sheet. Bring several copies of the survey review & report out forms completed in Session1, for reference as needed. Make copies of the data charts for each of the public data sets collected and analyzed. Prepare 3 chart papers labeled: <ul style="list-style-type: none"> • Questions about the Youth Survey • Questions about Public Data • Key Findings from Public Data Make copies of the Participant Evaluation Form for participants.