

COMPLETENESS CHECKS DIAGNOSTIC

TAKE SHAPE - STRUCTURAL ALIGNMENT

A. FORM

- Design Team or Core Team of key strategists have worked together to develop and evolve an overall partnership strategy.
- Identified “community catalyst” or “backbone support” organization has clearly defined roles in the change management process
- Leadership Group or Steering Committee includes representation from community members and from all involved sectors, settings, systems, and levels of leadership
- The basic business case has been articulated and an outline for the structure’s business plan has been established, with agreement on which sections will be completed throughout the process

B. CONNECT

- Existing levers (networks, coalitions, alliances and initiatives) that can be built upon and linked to have been documented.
- An initial “change management” infrastructure has been created that links the leadership group(s), related networks and coalitions, and the “backbone support” organization, and establishes clear channels for communications, decision-making and action.
- A community “org chart” reflecting the infrastructure, including named units and accountability lines, has been created

TAKE AIM - GOAL ALIGNMENT

A. ENGAGE

- Community is defined along with the important “communities within” including communities by type (place, interest or experience) and by boundaries (neighborhood, city, county, island, etc.)
- Engagement plan is created for each important community along with plan for involving and engaging leadership team in tandem with (or as a part of) community-level engagement

B. FRAME

- Core principles that articulate aspirational goals for leadership action and accountability, for healthy community contexts, and for population-level outcomes have been agreed to and written down
- The core principles have been used to create a “people-centered” framework with common terms used for joint planning and data alignment
- An initial set of aspirational outcomes statements have been agreed upon and are ready for use in the engagement process
- A scan of available data (for population-level outcomes and community conditions) is organized against the planning framework and highlights the current mix of “promotion” vs. “reduction” measures
- Available data is presented in ways that highlight gaps – comparing across communities and the “communities within”

TAKE STOCK - SHARED DIAGNOSIS

A. ASSESS

- A broad set of stakeholders from multiple “communities within” are engaged in a “question-driven data process,” first surfacing their key questions and then gathering essential data to answer those question
- Information about needs is collected along with information about assets
- Information about consequences, behaviors, underlying causes, and local conditions is collected
- Community themes – about aspirations and current reality – resulting from the engagement process are articulated

B. ANALYZE

- Targeted outcome statements have been written that conform to six criteria for effectiveness – 1) name one issue or problem at a time, 2) avoid placing blame, 3) avoid naming solutions, 4) define issues in terms of behaviors and conditions, 5) are (or can be) measurable, 6) reflect community concerns
- Best suited analysis technique has been selected (e.g., root cause, ABC, 5 Why's, narrative wishbone, common cause, etc.)
- Analysis was conducted with appropriate participation from stakeholders and community
- Validation tests (Local Data, Science, Community Experience, Community Expectations) are applied to analysis results
- Consensus has been gained for final resulting picture

A. VISUALIZE

- Model meets standards: a) Adequacy, b) Completeness, c) Line Logic, d) Communications Power
- Model elements have been paired with data/measures that have been selected based upon a) Data Power, b) Proxy Power and c) Communications Power (reference: Mark Friedman – RBA)
- Issue-integrated model that shows connections across related issues and leads to common causes for aligned action has been developed and agreed upon

B. ALIGN

- Intervention package is comprehensive, incorporating all appropriate strategies (research-based and best practice systems improvement, policy and resource alignment, advocacy and communications, engagement of focus population in solutions)
- Intervention package is deemed adequate to produce desired effects
- Intervention package is clearly aligned with intended effects and model
- Community development, capacity and resources (time, money, skills) were considered in intervention selection
- Culture and cultural competence were considered in intervention selection
- Actions are distributed with clear responsibilities and accountability
- Actions/intervention package is communicated across all stakeholders in the collaborative

A. TRACK

- A monitoring and feedback system has been established to support improvement and accountability
- A complete set of measures have been developed for output, short-term, intermediate, and long-term outcomes
- Methods for data storage and collection are agreed to
- Measures are linked to each element of the logic model
- Timeframe for analysis and reporting has been agreed to
- Process established for communicating progress between implementation teams, leadership group and “backbone organization”

B. IMPROVE

- Timeline for feedback and critical reflection has been established
- Adjustments or additions to current interventions are made, if needed, based on data
- Additional partners are engaged and existing partners re-focused (and re-energized) based on further clarification of needs and refinement of interventions and actions
- A resource development plan is in place to take successful interventions to scale
- Successful strategies are disseminated across communities for possible replication
- Inform the community about the status of the coalition/initiative