

Five Steps to Community Assessment



1. Plan and Organize

- Form a community assessment team
- Identify necessary resources
- Establish a community assessment timeline
- Communicate a community assessment process



2. Design the Work

- Determine data needs
- · Identify internal and external data
- Identify sources
- Develop questions



3. Gather Data

- Determine data collection methods
- Inform stakeholders of the process
- Plan data collection logistics
- Determine how data will be managed
- Gather internal and external data
- Organize the data



4. Analyze and Make Decisions

- Review data analysis purpose and procedures
- · Identify trends, strengths, and needs
- Make decisions



Communicate and Incorporate

- Prepare the community assessment report
- Communicate the community assessment data and recommendations internally and externally
- Review and update annually
- Incorporate the community assessment process into the program's strategic and ongoing planning

