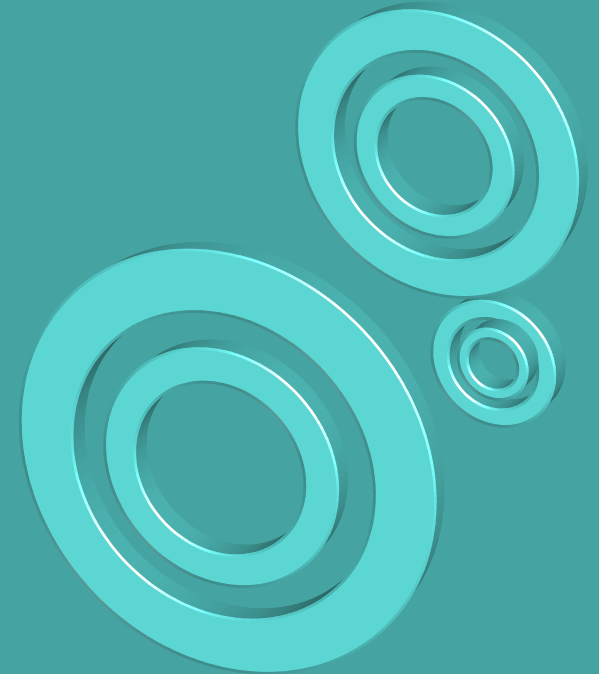


Recommendations for Completing the Community Assessment



Institute 3, June 2008

Completing the Assessment

The TROCD coordinator is responsible.

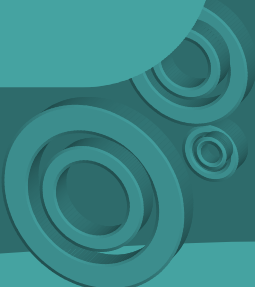
Additional support from:

- The TPEP coordinator
- CHAC members
- Community members
- Others?

Recommended Order

- Complete Module 1 first (Demographics)
- Present Module 1 information to CHAC to provide context
- Module 6 should be revisited multiple times and kept updated as you complete Modules 2-5

Working with your CHAC

- Inform them about the TROCD process
 - Clarify roles and responsibilities
 - Review all “asks” in advance
- 

Data Collection and Management

- Always use the most recent data available
- Always record your data sources
- Keep copies of all the data and documents you cite on file
- Keep one “master copy” of the assessment document for yourself

Worksite Recommendations

- Review entire worksite assessment online before beginning.
- Consider who should help complete the worksite tool:
 - Managers
 - Wellness coordinators
 - Wellness committees
- May not be able to complete online in one sitting (print hard copy for note taking)

School Recommendations

- Remember schools are on summer vacation.
- Your best school contacts for collecting policies will be in the district offices, rather than school buildings.
- If you have a district in your county with a TPEP program, start there. They may also know people in other districts who can help you.
- Remember the end of August and beginning of September will be busy times for schools. Start working on this module earlier rather than later.

Questions?