Checklist

# Step 1 - Get Organized

[ ]  Identify a team of advisors from stakeholder groups.

[ ]  Conduct a literature search for articles about outreach project with similar target groups.

[ ]  Consult a theoretical model of behavior change.

[ ]  Take an inventory of what you know.

[ ]  Formulate evaluation questions to focus your community assessment.

[ ]  Investigate institutional review procedures to determine whether your project will require review.

# Step 2 - Gather Information

[ ]  Develop a plan to collect data and submit the plan for institutional review if necessary.

[ ]  Consult secondary data to answer as many evaluation questions as possible.

[ ]  Gather primary data to complete the picture of your target community.

# Step 3 - Assemble, Interpret, and Act

[ ]  Summarize your data to identify trends and patterns.

[ ]  Use the summarized data to present a cohesive description of the community.

[ ]  Use formats that vary in content and level of detail when presenting to different stakeholder groups.

[ ]  Use your community assessment data to decide whether to move forward with health information outreach to the target community. If you do decide to plan a project, use your community assessment data as the foundation of your plan.