Community Assessment:
The Foundation for Program Planning in Head Start
Interactive Overview
Step 5: Communicate and Incorporate

Text Version

Navigation Tips

- This highlighted box tells you which section of the Community Assessment you are in.
- The Contents menu lets you monitor your progress and review section topics.
- Select the Home button to return to the opening page.
- Select PREVIOUS to review previous pages.
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Introduction

- Community assessment reports help staff and stakeholders understand key findings and buy into strategic program plans.
- These reports should carefully consider how to make the data accessible, relevant, and engaging.
- Do you know how to effectively communicate the findings from your community assessment?

1   Present Research Findings

1   Which of the following topics are typically included in a community assessment report? *Select all that apply.*

Correct	Choice
X	State of the grantee overview
X	Data collection methodology
X	Service area data
X	Identified needs
X	Community resources and strengths
X	Observations and recommendations

Feedback when correct:

Good job! The answer is **all of these**. While there are many ways to present community assessment information, these topics are commonly covered in the community assessment report.

Feedback when incorrect:

Not quite. The answer is **all of these**. While there are many ways to present community assessment information, these topics are commonly covered in the community assessment report.

2 Craft visuals to present data

2 Which of the following are valuable reasons for using carefully crafted visuals to present data?
Select all that apply.

Correct	Choice
X	Complex evidence is made accessible
X	Readers are more engaged
X	Abstract data is made concrete
X	Maps and charts show relationships
X	Linguistic barriers are bridged
X	Trends are exposed at a glance

Feedback when correct:

Good job! The answer is **all of these**. Effective visuals can help users analyze and reason about data.

Feedback when incorrect:

Not quite. The answer is **all of these**. Effective visuals can help users analyze and reason about data.

3 Show Trends and Patterns

3 There are different ways to display data.
Match the purpose of the display to its example.

Drag Item	Drop Target
Illustrate numerical proportions in circular graphs	Pie Chart
Present categorical data with rectangular bars	Bar Chart
Use colors and textures to compare two or more quantities	Graph
Compare a data set with key performance indicators (KPI)	Gauge Indicator

Feedback when correct:

Good job! For almost any numerical data set, there is a graph type that is appropriate for representing it. Consider different ways to make graphs work together to tell your program's story.

Program Management and Fiscal Operations

4   Connect Data to Actions

4   Community assessment reports should ensure all recommendations connect to the data collected.

Correct	Choice
X	True
	False

Feedback when correct:

Correct! The answer is **True.** There are many ways to link recommendations with the supporting data. Consider using a phrase similar to "Our community assessment revealed that… and therefore, our program will…."

Feedback when incorrect:

Oops, not quite! The answer is **True.** There are many ways to link recommendations with the supporting data. Consider using a phrase similar to "Our community assessment revealed that… and therefore, our program will…."

5   Update Annually

5   Programs must annually review and update the community assessment to reflect significant changes.

Correct	Choice
X	True
	False

Feedback when correct:

Correct! The answer is **True.** While a program is only required to conduct a community assessment once over the five-year grant period, they must set aside time for the annual update to make sure the data is still relevant.

Feedback when incorrect:

Oops, not quite! The answer is **True.** While a program is only required to conduct a community assessment once over the five-year grant period, they must set aside time for the annual update to make sure the data is still relevant.

– 3 –

6   Community assessments guide program planning.
Match the tasks below to their position in the process.

Drag Item	Drop Target
Gather internal and external data about community needs	Step 1
Analyze and interpret the data	Step 2
Make decisions based upon the data	Step 3
Establish strategic goals and measurable objectives	Step 4

Feedback when correct:

Good job! Program planning is informed by the data gathered during the community assessment process. These plans, and their associated long-term goals, set the course for continuous improvement and innovation.

Next Steps

Results for
1 Present Research Findings
2 Craft Visuals to Present Data
3 Show Trends and Patterns
4 Connect Data to Actions
5 Update Annually
6 Guide Program Planning

Result slide properties

Passing Score   75%

Success (Slide Layer)

Great job. It looks like you understand how to share your community assessment's findings and recommendations. Learn more about this process in Step 5: Communicate and Incorporate of Community Assessment: The Foundation of Program Planning in Head Start. For more information on community assessments, see the Head Start A to Z Community Assessment: Building Responsive Programs training module.

Failure (Slide Layer)

Maybe a little more review is in order. Learn how to share your community assessment's findings and recommendations in Step 5: Communicate and Incorporate of Community Assessment: The Foundation of Program Planning in Head Start. For more information on community assessments, see the Head Start A to Z Community Assessment: Building Responsive Programs training module.

ADMINISTRATION FOR
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pmfo@ecetta.info   •   https://eclkc.ohs.acf.hhs.gov/ncpmfo   •   Tel: 888 874-5469