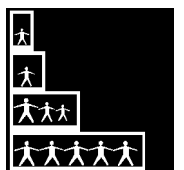


Tier One Worksheets

Tier One:**Needs and Assets Assessment Worksheet**

Discuss, with your team, the needs and assets of your community. At a minimum, you'll want to answer the following questions. We encourage you to document other information your team deems relevant.

1. How were needs and assets of your community identified (e.g., via surveys, standardized testing, based on SES, through referrals)?
2. Who was asked about needs? About assets?
3. What needs were determined?
4. What assets were identified?
5. How are program participants involved in the assessment and subsequent planning of the program?
6. What specific needs guide program development?
7. What specific community strengths/assets guide program development?
8. What are the characteristics of the community (e.g., ages, ethnicity, SES, marital status, mobility rate, birth and divorce rates, employment rates, typical occupations of people in the area, percentage of population receiving welfare assistance)?
9. What existing community programs address identified needs?



Tier One:**Specifying National Outcome Areas Worksheet**

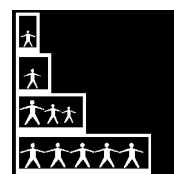
Discuss and determine which National Outcomes Areas are the primary and secondary focus of your program. Also discuss how your program addresses each of the National Outcomes Areas.

The National Outcome Area for Children is the primary/secondary (circle one) focus of our program. Our program addresses this outcome in that...

The National Outcome Area for Youth is the primary/secondary (circle one) focus of our program. Our program addresses this outcome in that...

The National Outcome Area for Parents/Families is the primary/secondary (circle one) focus of our program. Our program addresses this outcome in that...

The National Outcome Area for Communities is the primary/secondary (circle one) focus of our program. Our program addresses this outcome in that...



Tier One:

Goals and Objectives Worksheet

Part 1. Make a list of the primary goals and objectives of your program. Goals should be stated clearly and objectives should lend themselves to measurable indicators of goals.

Goal:

Objective(s):

Goal:

Objective(s):

Goal:

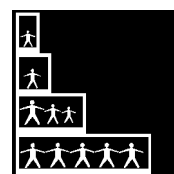
Objective(s):

Part 2. Looking over program goals, discuss the following issues.

1. How will the program lead to the achievement of the goals?
2. What participant behaviors are necessary to reach program goals?
3. How will staff know if goals are being accomplished?
4. How much time will be spent trying to attain each goal?
5. How do goals address community needs?
6. How do goals incorporate community assets?
7. How are the National Outcome Areas reflected in program goals?
8. Specify how the literature base provides support for program goals.

Part 3. Looking over program objectives, discuss the following issues.

1. How were objectives selected and by whom?
 - a. Were established needs and assets used as a basis for developing objectives?
 - b. Were they selected from other programs?
 - c. Were they selected from the literature?
2. Are there any omissions of objectives?
3. Are the objectives realistic?
4. Do objectives lend themselves to measurable indicators of respective goals?
What might some of these indicators include?
5. How will staff determine if objectives are being accomplished?
6. How much time is spent trying to accomplish each objective?
7. Was there a review process prior to inclusion that determined which objectives would be included in the program?
8. Do objectives focus on program activities, on intended outcomes, or both?
9. How are National Outcome Areas reflected in program objectives?
10. Is it clear, to all team members, how accomplishment of objectives will lead to the attainment of program goals?



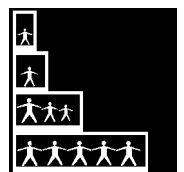
Tier One:**Program Characteristics Worksheet**

Part 1. Discuss who is targeted for services and procedures for recruiting desired participants.

1. What are the characteristics of the population your program intends to serve?
2. How are possible participants identified?
3. How are possible participants informed about the program (referrals, ads, media presentations, etc.)?
4. Specify the recruitment procedures.
5. Do your recruitment procedures reflect program goals?
6. What groups of people does your program NOT serve?
7. Describe the Human Subjects Committee or Internal Review Board process you will go (or went) through before beginning.

Part 2. Discuss services/activities offered by your program.

1. What services/activities will your program offer?
2. Does the program run continuously or just during certain times of the year?
3. Who delivers each of the different services/activities provided by the program?
4. How are activities consistent with the community needs?
5. How do activities utilize existing community assets?
6. How are program services/activities consistent with program goals? With objectives? With the National Outcome Areas?
7. Is it clear how program activities will lead to the accomplishment of each of the program goals?
8. Will any curriculum be used? If so, what?

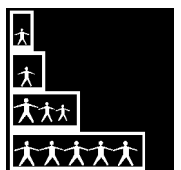


Part 3. Discuss expected outcomes of the program.

1. What was the program designed to accomplish?
2. How are children, youth, parents/families and communities expected to change as a result of your program?
 - a. Is there any literature to support your hypothesis?
 - b. If yes, briefly review this literature.
 - c. If no, what evidence do you have to support your claim?
3. What are the anticipated short-term outcomes/benefits of the program?
4. What are the anticipated long-term outcomes of the program?
5. Might there be any unintended outcomes of the program?
6. Might there be any negative outcomes?
7. Discuss how program results are related to community needs and assets, and to program goals, objectives, and activities.
8. Specify the link between intended effects and the National Outcome Areas.

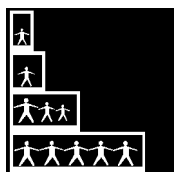
Part 4. Discuss the roles of program personnel.

1. What groups or organizations are key in implementing program activities?
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5. Do outside individuals, such as volunteers, also participate in the program?
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Part 5. Program surroundings and accessibility.

1. Discuss the major characteristics of the program site. For example, where does the program meet? Is the site located in an area that is accessible to targeted participants? Are the hours of program operation conducive to serving your target population? Is the site a pleasant place to visit?
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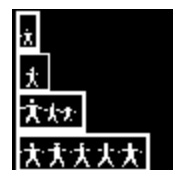


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Tier One:

Specifying National Outcome Areas Worksheet

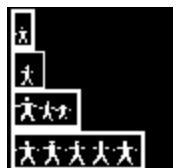
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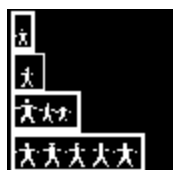
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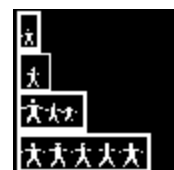
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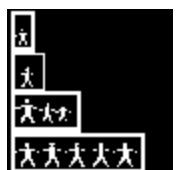


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