

Community Assessment Results

Report Content

Once your assessment committee has analyzed the community health data and other community health information collected, prepare a community assessment report. Guidance on what to include in a community assessment report is described below. The report can then be modified and used with a variety of audiences. For example, a summary of your community assessment would be used in a grant application for funding of programs and services to address the top community health issues. Or, you could use the information in the community assessment report to write a newspaper article on the community health assessment outcomes.

Profile

This is a five- to seven-sentence description of the situation and should include:

- A few numbers describing the health, nutrition and physical activity status of the community
- Community opinion and perspectives on health issues
- Community support to address the health issues
- Significant barriers in the community to eating healthy foods and being physically active
- Next steps

Community Assessment Team and the Process

Recognize the community assessment team by including them in any report distributed. Also include a summary of the process the team followed in assessing the nutrition and physical activity status of your community.

Data

This is the “who, what, when and where” of community health. Refer to the Population Profile and Community Data summary sheets to prepare this portion of the community assessment report.

Perceptions and Opinions

Describe the community perspectives and opinions on health and nutrition-related and physical activity-related issues. Refer to the “Community Opinion Summary Sheet” to prepare this summary.

Resources, services and environments

Review what the community has in place to support adults, adolescents, and children in choosing healthy foods and in being physically active. Also address ways that the community impedes or even discourages eating healthy foods and being physically active. Refer to the “Community Environment Summary Sheet” to prepare this portion of the community assessment report.

Literature Review

Prepare a summary of the effective ways of promoting healthy eating and physical activity. Some federal government resources are included in Chapter 4, “Implement the Plan,” under the section on Carry out the Interventions.

Next Steps

Include in your community assessment report the committee’s plans for next steps. You could outline your proposed process to prioritize health concerns. Or, you could write this section of the report after you have chosen one health concern to focus on. Setting priorities is covered in the next chapter.

Do not distribute

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Reports for Different Audiences

Different audiences will be interested in your community assessment report. However, one report will not work for every audience. For example, a report for your assessment committee will include much more information than a report you prepare for public distribution. The table below provides some guidance on the information to include in a report for different audiences.

Audience	What a Report to this Audience Might Include
Team Leader	<p>Everything</p> <p>The team leader should maintain a file with all the data and information collected and used by the community assessment team. This file will prove to be invaluable throughout the assessment process, reporting, implementation, evaluation, and assessment again in following years.</p>
Assessment Team Members	<p>Fact-sheet-type format</p> <p>Organize all the raw data and information and present to team members in a clean format. Graphs and charts are helpful especially when considering trend data or when comparing your community to peer communities and/or the state.</p>
Funder	<p>Narrative</p> <p>Generally a grant application will ask for community assessment information. Following the funder's guidelines on length tell a story with your community assessment results. Graphs or charts are helpful to give emphasis.</p>
Supervisor or Advisory Board	<p>Summary Report</p> <p>For this audience, you can include some numbers, facts, and figures, but the information should be a summary or conclusions of the community assessment process.</p>
Neighbor/General Public	<p>One page with lots of white space</p> <p>This report should include only the highlights of your community assessment findings. Avoid jargon and complicated sentences. Use bullet points, charts, and plenty of color.</p>