

## Community Check Box Coding Cheat Sheet

Code	Activity	Definition	Examples
<i>CC</i>	<i>Community/Systems Change</i>	CCs new or modified program, policy or practice in the county facilitated by the initiative and related to its mission. Also includes a delivered service, such as training, teaching, or other valued goods or activities. For many services, such as media campaigns, the first time the activity happens, it is CC, and each subsequent occurrence of the activity will be added to the original entry's information.	Used the first time a strategy is implemented (an academic detailing session is completed, a saturation patrol is conducted or a policy is created).
<i>CA</i>	<i>Community Action</i>	CAs are steps toward county changes (CCs), and action to bring about a specific new or modified program, policy, or practice in the county or system (e.g. meetings with key stakeholders). For example, in order to pass a policy, you may have to meet with the county attorney. Make sure you do not document <i>every</i> step along the way, only those which you deem the most significant.	Meetings with key stakeholders in order to accomplish a county change (new/modified program/policy/practice).
<i>DA</i>	<i>Development Activity</i>	DAs are generally internal activities which build the capacity of the coalition/Council and allow it to address its goals and objectives (e.g., staff training, focus groups, sustainability plan, etc.).	<p>Work on an evaluation report, creating a sustainability plan, capacity building, implementing focus groups and surveys.</p> <p>Face-to-face meetings with an employer.</p> <p>Focus groups, surveys, and community assessments (all bringing information into the coalition).</p> <p>Face-to-face meetings to recruit and promote trainings and participation in events.</p>
<i>M</i>	<i>Media</i>	Coverage of the initiative or its accomplishments by the media (e.g. radio stories/interviews, television stories/interviews or press releases that are published which promote SIPDO strategies and specifically	Radio, television, press releases that are <u>published</u> which promote SIPDO strategies and specifically mention the coalition/Council by name

		mention the coalition/Council by name.) Only code events as M if they are specifically “branding” the coalition/Council and the grant strategies.	The coalition promoted a strategy on the local radio station.
<i>RG</i>	<i>Resources Generated</i>	Acquisition of financial, human and materials resources internal to the coalition or Council.	Materials, funding received, people’s donated time (this includes volunteers; but remember that if you are recruiting individuals to <i>join</i> the coalition/Council/subcommittee to work on a strategy, this is DA because you are building your internal capacity)
<i>O</i>	<i>Other</i>	Items for which no code or definitions have been created.	Limit use of this code. If possible, no services should be coded this way.

**Important for all codes:**

- All entries must have already occurred
- Only enter services that happened after the Strategic Plan was approved. This includes media campaigns

**When writing an entry, include:**

- Who?
- Did what?
- With whom?
- Why? Or to what end?