

Action Step 2: Develop Team Strategy

Action Step 2 involves collaboration to develop a team strategy. One approach is to meet with your community team to determine the best way to complete the tool. For example, decide whether to complete *CHANGE* as a whole team or to divide the community team into subgroups. Typically, communities divide the team into subgroups, ensuring each has a minimum of two people collecting and reviewing data and reporting results back to the whole team. This information sharing is essential to build a foundation of community knowledge on needs and assets and to reach consensus for strategy planning. At this step, your team should also use its bylaws and standard operating procedures to create a decision-making process. For your team, does reaching consensus involve taking a vote to see how the majority of the team feels or gaining 100% agreement? Determine which method works best and utilize it throughout the *CHANGE* tool completion process.

Action Step 3: Review All Five *CHANGE* Sectors

CHANGE is divided into five sectors for assessment:

- Community-At-Large Sector.
- Community Institution/Organization (CIO) Sector.
- Health Care Sector.
- School Sector.
- Work Site Sector.

The **Community-At-Large Sector** includes community-wide efforts that impact the social and built environments, such as food access, walkability or bikeability, tobacco-free policies, and personal safety.

The **Community Institution/Organization (CIO) Sector** includes entities within the community that provide a broad range of human services and access to facilities, such as childcare settings, faith-based organizations, senior centers, boys and girls clubs, health and wellness organizations, YMCAs, and colleges and universities.

The **Health Care Sector** includes places people go to receive preventive care or treatment, or emergency health care services, such as hospitals, private doctors' offices, and community clinics.

The **School Sector** includes all primary and secondary learning institutions (e.g., elementary, middle, and high schools, whether private, public, or parochial).

The **Work Site Sector** includes places of employment, such as private offices, restaurants, retail establishments, and government offices.

Within each *CHANGE* sector are modules (i.e., leadership, chronic disease management, demographics, physical activity, after school, district, tobacco, and nutrition) that contain the specific questions to be asked for each sector. For example, within the Community-At-Large Sector, Physical Activity Module, a *CHANGE* item is *To what extent does the community maintain a network of biking routes (e.g., institute a bike lane program to repave bike lanes when necessary)?* As your team reviews the