Community Assessment Report
Formsite Walkthrough

The community assessment report template formsite should be submitted for _each_ event. All submissions should be submitted within 7 business days of the event. Report forms may be started and saved to be completed at a later time. **ALL SUBMISSIONS MUST BE COMPLETED BY 11:59 PM, JULY 10TH, 2023.** For additional information and templates regarding the community assessment, please refer to the NC Counts CBO webpage linked here.

Completing the Report Template

1. To complete the community assessment report template click on this link.
2. First, select in which language you would like to complete your report to populate the remainder of the form.

Organization Details

3. You will then select your organization. This should be the organization _hosting_ the event. (If more than 1 CBO was part of the event, please select the host here and include the names of other CBOs involved in step 9, "Tell us about your outreach event."

4. You will then write out your organization's mission statement in the provided space.

> **What is your organization's mission statement?** *
>
> [text box]

5. You will then provide details regarding how your organization provides benefits for BIPOC and LGBTQ+ children/students in K-12, their family, or caretakers. Reminder, the focus of this assessment is on BIPOC and LGBTQ+ K-12 youth.

> **How (or in what ways) does your organization provide benefits to BIPOC (Black, Indigenous, People of Color) and LGBTQ+ (lesbian, gay, bisexual, transgender, queer/questioning, and others) children/ students in grades K-12, their family or caretakers?** *
>
> [text box]

6. In the following section please provide contact information for who we should contact regarding details on submission data for the event (in case we have any follow up questions about your event). *Note this does **not** have to be the person completing the form.*

> **If we have questions regarding the submission of data for this event, who is the best person to contact?**
>
> **Full Name (First Name, Last Name)** *
>
> [text box]
>
> **Pronouns** *
>
> [text box]
>
> **Email** *
>
> [text box]
>
> **Phone Number** *
>
> [text box]

7. In the following section provide details regarding the **event** itself.

Event Details:

Date of Event *

[   ] 🗓

Number of Participants *

[   ]

Notetaker/Recorder Name *

[   ]

Facilitator Name *

[   ]

County in which the event took place *

[⌄]

8. You will then specify what COVID-19 related outreach activities occurred at your event. *Reminder all events must observe some form of COVID-19 outreach to qualify for reimbursement.*

In addition to discussing behavioral health, at this event we conducted the following COVID-19 outreach (check all that apply): *

☐ Education and/or resources related to COVID-19 vaccines

☐ Education and/or resources related to COVID-19 testing

☐ Education and/or resources related to COVID-19 treatment

☐ Other

9. You will then provide a brief description of the details of the outreach event hosted (i.e. we hosted a town hall, listening session, additional CBOs participating in event etc).

Tell us about your outreach event * ⑦

[   ]

0/350 characters

10. When hosting the event all participants should have been asked to complete a questionnaire. Questionnaires can be completed via the QR code or paper form. For the following question, please confirm if any or all participants had completed their questionnaire via the QR code. This means that if even 1 participant used the QR code to complete the electronic questionnaire, you should select "yes".

> **I confirm that all or some of the Community Questionnaires completed at this event were completed on the participant's mobile phone. Any additional questionnaires not submitted through the QR code will be uploaded as paper copies below. ***
>
> ○ Yes
> ○ No

11. Please provide the number of participants who completed a paper questionnaire. (To be uploaded in the next question).

> **Number of questionnaire paper copies completed ***
>
> [   ]

12. If during the event any participants completed the questionnaire using a paper form please upload them in the following question. (You may also submit these paper copies via email or mail to NC Counts, ey@nccounts.org. Please refer to instructions below under "Emailing in your questionnaire files" for email instructions or "Mailing paper questionnaire copies to NC Counts" for mailing instructions.)

> **Please upload any paper-copies of the Community Questionnaire from this event (limit 10 files)**
>
> [Choose Files] No file chosen

13. During the event you are required to provide an Educational Element that provides a foundation for the definition of behavioral health and includes information on COVID-19 education and resources. In the following question please provide a summary, no more than 250 words, of your educational element.

> **Education - Please provide a summary of your Educational Component. *** ⑦
>
> [   ]

Facilitated discussion: During the event you are required to conduct a facilitated discussion asking outlined questions. In the following sections please provide a summary of the feedback received for each question during this discussion.

14. In the next question summarize the responses during the discussion for the question
"What is important to you about behavioral health? What do you want us to know?"

What is important to you about behavioral health? What do you want us to know?
The notes should include a summary of statements of what each person said, the tone of the person, and record when transitions occurred from one topic to the next. *

15. In the next question, select if you would like more information about behavioral health

Would you like more information about behavioral health? *

○ Yes
○ No

15a. If you selected 'Yes' in step 14, you will then be asked to describe what type of information you would like and how you would like to receive it.

What type of information would you like? How would you like to receive that information? *

15b. If you selected 'No' in step 14, you will then be asked to describe why or why not.

Why or why not? *

16. In the next question summarize the responses during the discussion for the question
"If you were to notice that a child's behavior has changed, and that change could have a negative effect on that child's life, who would you feel comfortable speaking with for help?"

If you were to notice that a child's behavior has changed, and that change could have a negative effect on that child's life, who would you feel comfortable speaking with for help?
The notes should include a summary of statements of what each person said, the tone of the person, and record when transitions occurred from one topic to the next. *

17. In the next question summarize the responses during the discussion for the question
"How did you see the COVID-19 pandemic affect the behavior of BIPOC and LGBTQ+ children in your family or in your community?"

How did you see the COVID-19 pandemic affect the behavior of BIPOC and LGBTQ+ children in your family or in your community?
The notes should include a summary of statements of what each person said, the tone of the person, and record when transitions occurred from one topic to the next. *

18. In the next question please describe any additional information you would like to share regarding the event including any additional questions that came up from the audience.

Is there any additional information you would like to share with us about your event, the attitude or tone of participants, and/or challenges in conducting your outreach?

19. In the next question please upload a virtual copy of your sign up sheet in the *template provided to you.*

Please upload your Event Sign-In Sheet (limit 10 files)
(Please ensure you are uploading using the template provided)
*

| Choose Files | No file chosen |

20. In the next question please upload any additional questionnaires you may have used during your outreach. (Optional)

Please submit any additional questionnaires used during your outreach (limit 10 files)

| Choose Files | No file chosen |

21. In the next section please select if you have any *additional* files you need to upload that did not fit within the 10 file limit of previous questions.

Do you have any additional files that need be submitted that went over the file upload limit? *

○ Yes
○ No

22. If you selected 'Yes' in step 21, please upload any additional files needed.

Please upload any additional files here (Please ensure you are uploading using the template provided)

| Choose Files | No file chosen |

23. For the next question select whether this is the last event this **CBO** will be submitting a report submission for. If you plan on having another event in which you will be submitting through this form, please select 'No'.

Is this the last event you will be submitting data for through this link? *

○ Yes
○ No

24. If you selected 'Yes' in step 23, please confirm the confirmation message listed to request official payment for your participation in this community assessment.

Request/Invoice for payment *

☐ I certify that my organization has completed all required reporting for each outreach event we conducted for this project and we are requesting payment.

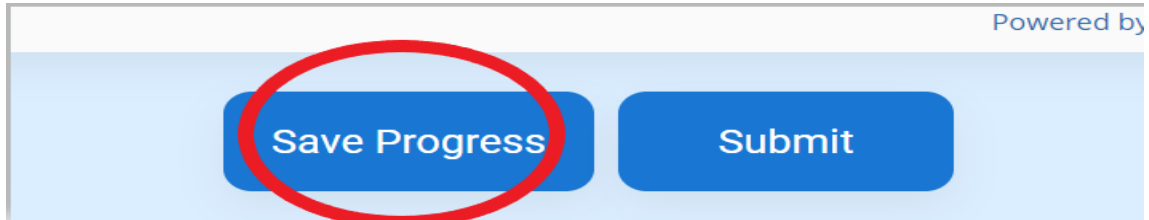25. To complete the report, please select "Submit".
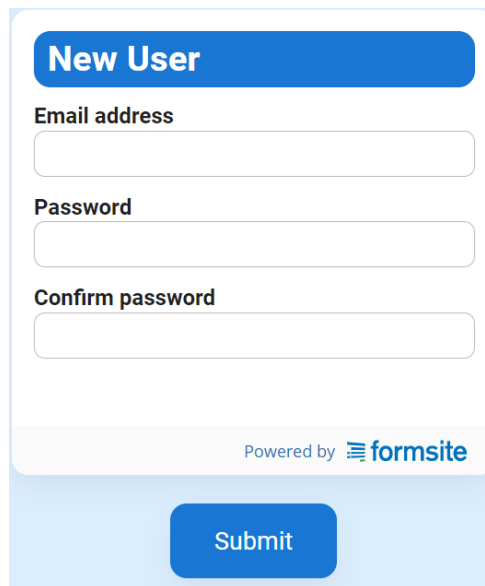
Saving and Returning to an existing report

1. If while completing this report you choose to pause and return at a later time, please select "Save Progress" at the bottom of the application.

2. Once selected you will be asked to provide your email address and provide a username and password. These credentials will allow you to access your drafted report in the future. *Note: While, you are not required to create login credentials unless you would like to start and save a report while completing it, we do recommend you do this step.*

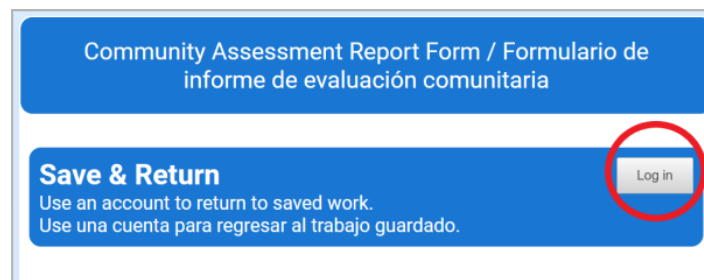3. When returning to an existing report to resume your work, click the following link to take you to the login page: **https://fs11.formsite.com/jY0dIG/k7aygjgb3n/login**

4. You may also return to the original form link and select "Log In"

5. On the login screen you will be prompted to input the credentials you created when saving your report. Enter your credentials and select "Submit".

Please login to continue existing saved form.
To start a new form without logging in, return to form and complete.

Returning User

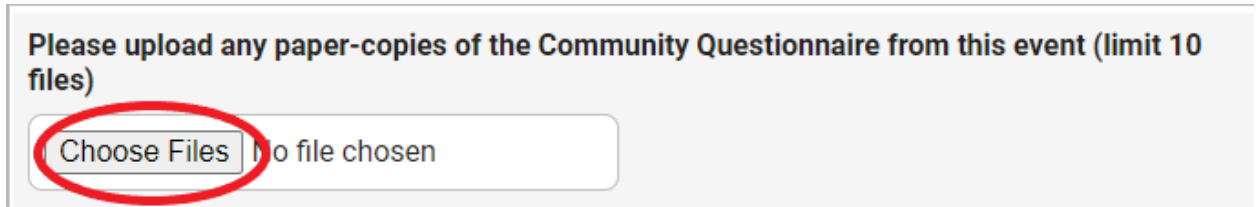Username

Password

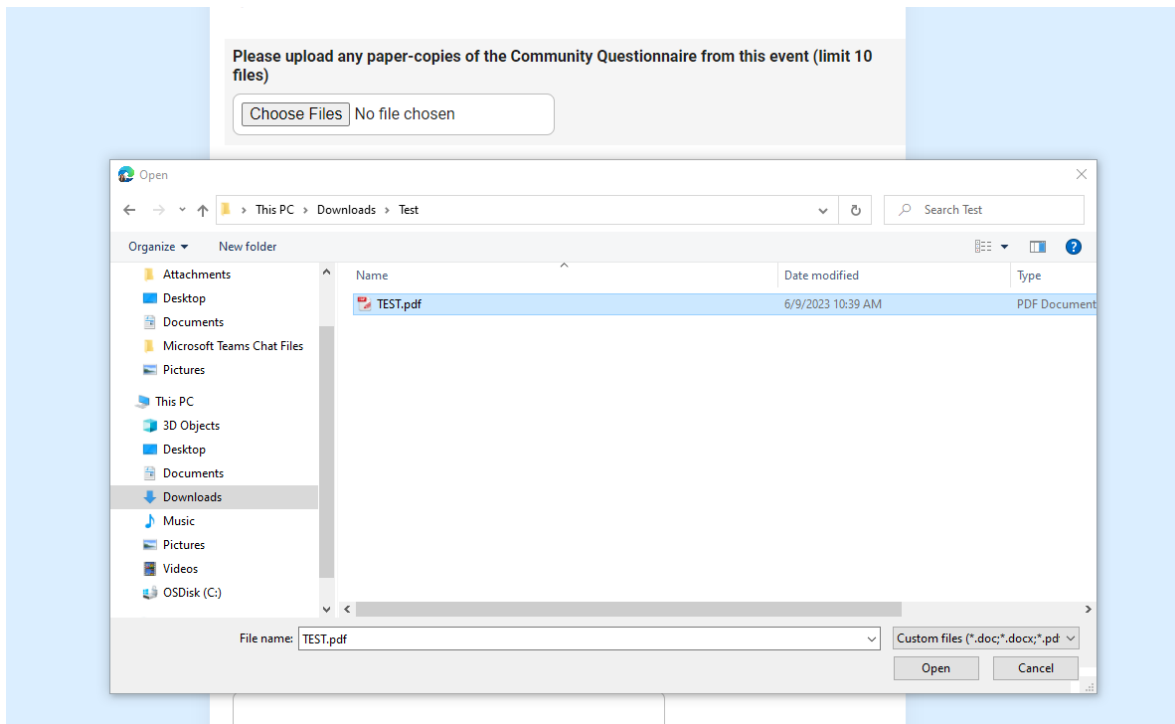Forgot Password?

Powered by ≡ formsite

Submit

New User >

Uploading Files

1. Upload paper-copies for event Community Questionnaires by selecting "Choose Files". Please note, there is a limit of 10 files per submission prompt.

2. You will then select the files you wish to upload from your computer. Select the file and click "Open".

3. If you need to submit additional files select "yes" to the following question near the end of the survey. If you select "yes" it will prompt the question again for up to 30 additional files.

4. Example of additional prompt - to submit additional files that went over the upload limit. You will follow the same steps as listed above to complete these uploads.

Please upload any additional files here (Please ensure you are uploading using the template provided)

Choose Files | No file chosen

Batch Uploads

1. You can scan multiple documents into a PDF format by snapping a photo of your printed / written documents via a mobile scanning app (Adobe app attached). Sign up using a gmail or other email address and scan required documents. Edit / Crop images as needed, reviewing the scans on the bottom right (circled in red).
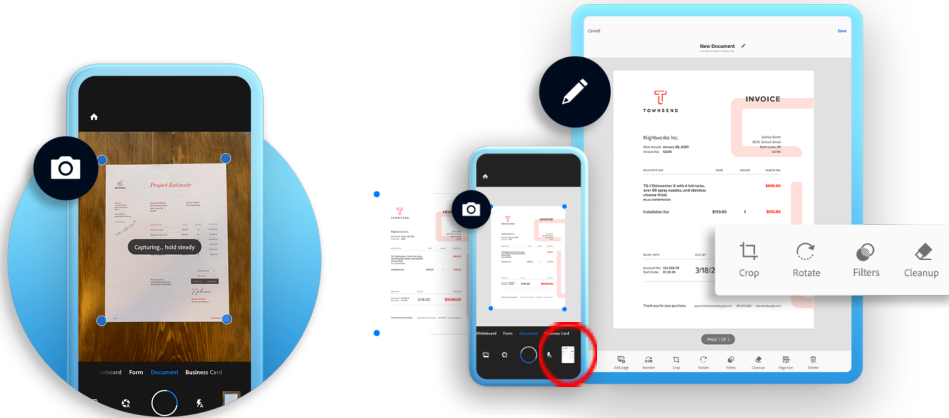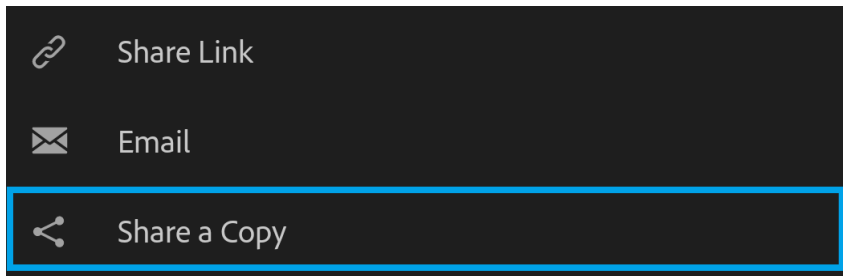

2. After scanning all documents required via the app, save as a batch within desired format (PDF).

3. Share or email PDF batch as below after documents have been saved if needed.

🔗	Share Link
✉	Email
⮜	**Share a Copy**

4. Upload batch files per Community Assessment Form submission by selecting "Choose Files" and following the same steps as listed in the previous section for uploading an individual file. Please note, there is a limit of 10 files per submission prompt.
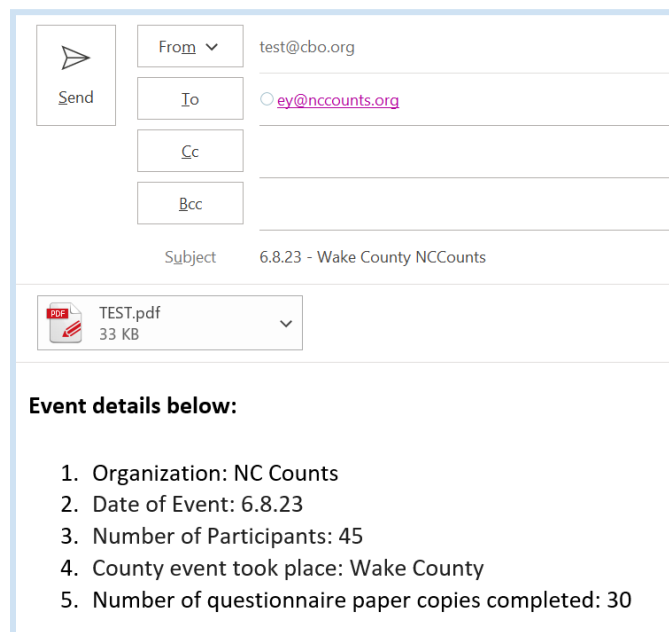
Please upload any paper-copies of the Community Questionnaire from this event (limit 10 files)

[Choose Files] No file chosen

Emailing in your questionnaire files

You may also choose to email in your scanned questionnaire files if you are having challenges uploading them in the upload section and/or have more files than fit in the file upload limit.

1. You may upload these files individually or in batch format as outlined above in the previous sections.
2. Once you have the files ready, email them to *ey@nccounts.org* with the subject line [Date] - [County] [CBO]
3. In the body of the email please include the following:
   a. Organization hosting the event
   b. Date of event
   c. Number of Participants
   d. County event took place
   e. Number of questionnaire paper copies completed

	From ⌄	test@cbo.org
➤ Send	To	○ ey@nccounts.org
	Cc	
	Bcc	
	Subject	6.8.23 - Wake County NCCounts

📄 TEST.pdf
33 KB

Event details below:

1. Organization: NC Counts
2. Date of Event: 6.8.23
3. Number of Participants: 45
4. County event took place: Wake County
5. Number of questionnaire paper copies completed: 30

4. Please ensure that the email containing these files is submitted WITH a coordinating Community Assessment Report form via [Formsites](). This email alone does not qualify as appropriate data submission for an event.

Mailing paper questionnaire copies to NC Counts

You may also choose to mail in your physical questionnaire files if you are having challenges uploading them in the upload section and/or have more files than fit in the file upload limit. When mailing in paper copies please ensure files are separated **by event** and coordinating packing slip**.** It is crucial we are able to differentiate event data.

1. Please mail these files to:

<div align="center">

NC Counts Coalition
5909 Falls of Neuse Rd.
Suite 200
Raleigh, NC 27609

</div>

2. In the package please also include the packing slip containing event details. The packing slip can be found here. *Note: It is very important that this [packing slip]() is included when mailing paper copies of questionnaires in order to identify coordinating data submission.*
3. Please ensure that the mail containing these files is submitted WITH a coordinating Community Assessment Report form via [Formsites](). This package alone does not qualify as appropriate data submission for an event.