

**INSTRUCTIONS FOR USING THE COMMUNITY PARTICIPATION ASSESSMENT TOOL**

Name of Community Health Initiative being assessed: \_\_\_\_\_

What best describes your role in this initiative? (Please check all that apply)

- Staff member of this initiative
- Leader in a community-based service agency or organization
- Involved Citizen
- Advisory Board/Steering Committee member for this initiative
- Client or Recipient of Services from this initiative
- University partner
- State or Local government health or human services agency officer
- Other role (Please describe:) \_\_\_\_\_

How long have you been involved in this initiative? \_\_\_\_\_

**Definitions of terms used in this tool:**

**Community-based leadership:** The formal and/or informal power-holders or authorities in the community. In some communities, leaders may only be those with wealth or political power who work only in behalf of their own self-interest. In the most progressive communities, the variety of constituencies in the community have leadership representation and voice, and community leadership effectively acts on behalf of community concerns and priorities.

**Outside Expert:** Someone who comes from outside the community, perhaps a government health or human service agency official or a university researcher, who comes to the community with a pre-existing agenda of what issue needs to be addressed and how it should be addressed. This is not to say that communities cannot benefit from outside experts; the issue is whether an outside expert is *imposed* on the community, or whether the community seeks an outside expert as a consultant or partner.

**RANKING:**

Please use the attached matrix to rank this initiative on its level of community participation. For each dimension of the community health initiative (leadership, organization, needs assessment, management and resource mobilization), please choose the corresponding general description that comes closest to describing this local initiative. Score each dimension by writing down the column number (number 1 through 5) that corresponds to the description you chose.

DIMENSION	SCORE
Leadership:	_____
Organization:	_____
Needs Assessment:	_____
Management:	_____
Resource Mobilization:	_____
TOTAL SCORE:	_____ (out of a maximum score of 25)

## RANKING SCALE FOR MEASURING COMMUNITY PARTICIPATION IN FIVE PROCESS DIMENSIONS OF COMMUNITY-BASED HEALTH INITIATIVES

←----- NARROW ----- MEAN ----- BROAD ----->

	<b>MINIMAL</b> One	<b>RESTRICTED</b> Two	<b>FAIR</b> Three	<b>OPEN</b> Four	<b>MAXIMAL</b> Five
LEADERSHIP	Community-based leadership represents only the wealthy minority and acts only in their interest	No collaboration among community-based leadership for community health; A health leader! worker appointed by outside expert works independent of social interest groups	There is some collaborating community-based leadership functioning under an outside expert - appointed health leader/worker	Community-based leadership represents different groups in the community, is active and takes initiative in community health activities	Community-based leadership represents the variety of interests in the community and has ownership/control of community health activities
ORGANIZATION	Outside expert does not use a community-based organization, or imposes one for project, which then remains inactive	Outside expert imposes a community-based organization or committee, but this organization develops some activities	Outside expert imposes a community-based organization, but this organization becomes fully active	Existing community organizations actively cooperate in community health activities	Existing community organizations, representing a broad constituency, incorporate or create their own mechanisms for introducing community health activities.
NEEDS ASSESSMENT	Outside expert solely projects possible problems or conducts survey	Outside expert viewpoint dominates but community interests are considered, often through input of community-based leadership	Community-based leadership assessment of community views and needs dominates	Community-based leadership is actively involved in seeking out community members' viewpoint, and in analysis of needs	Community members involved in research and analysis of needs under active community-based leadership direction
MANAGEMENT	Activities induced by outside expert. Only outside expert conducts supervision of activities	An outside expert - appointed health leader/worker manages independently, under supervision of outside expert	Community-based leadership involved to some extent in management of activities but without control of activities	Community-based leadership is self-managed and involved in supervisor of activities	The activities and supervision of the activities are the responsibility of the community-based leadership
RESOURCE MOBILIZATION	Token amount contributed by community. Community-based leadership does not decide on any resources allocation	Mechanism established for resource generation, but community-based leadership has no control over use of resources	Continuing contribution of local resources, but no or limited community-based leadership control of resources	Continuing contribution of local resources, and community-based leadership controls use of funds	Considerable resources contributed by community or obtained otherwise by community-based leadership. Community-based leadership allocates available resources

Karen A. Lehman. "An Instrument to Measure the Level of Community Participation in Community-based Health Initiatives: a tool for participatory planning and process monitoring. " Presented at the Third Annual CCPH National Conference, Leadership for Healthier Communities and Campuses, Seattle WA, March 27-30, 1999.