

Community Coalition Action Theory (CCAT) Study Group Process

Step:

3a

Title:

Reflect on CCAT Elements

Who:



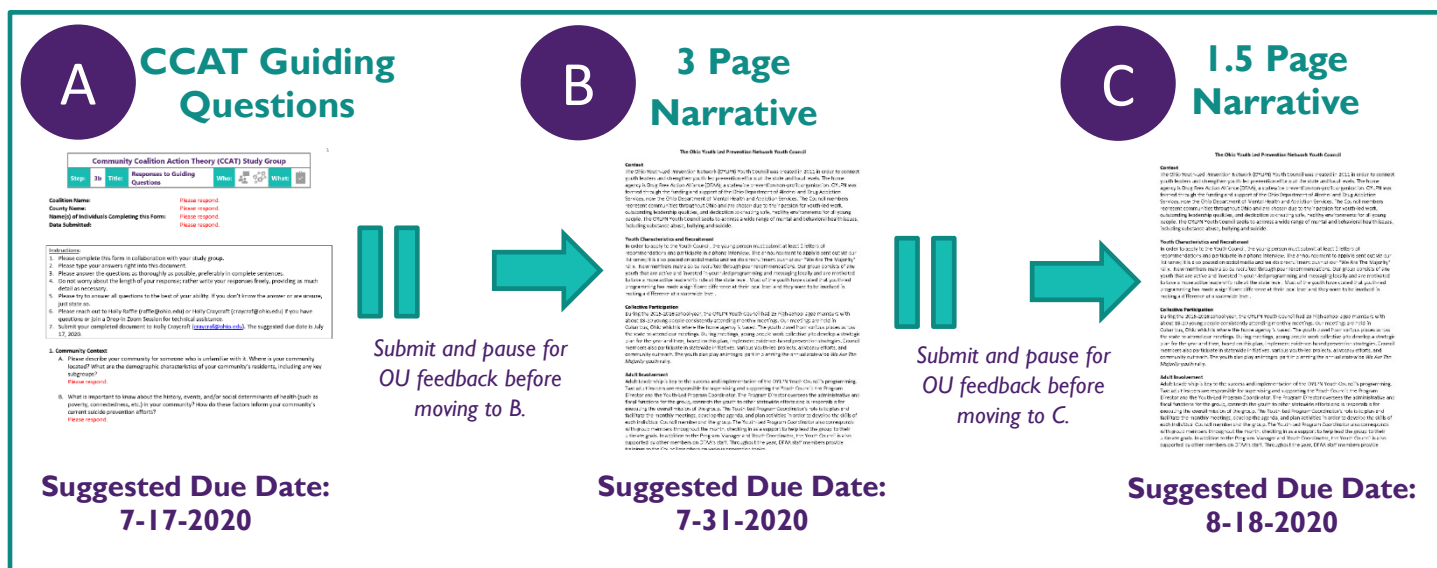
What:



Overview: For this step, the co-facilitators will lead the CCAT study group members as they reflect upon the past, present, and future of the coalition by answering a series of questions that align with the CCAT.

Co-facilitators will then draft two narrative versions of the CCAT and engage study members to review and provide feedback before submitting these deliverables.

There are three major activities and deliverables associated with Step 3.



Before you move forward, watch Video #4:

Overview of Step 3 – Reflecting on the CCAT Elements.

You will find the link to the video on the website under Step 3:

<https://suicideprevention.ohio.gov/Communities/Coalitions/Community-Coalition-Action-Theory>

A. Convene Study Group to Complete CCAT Guiding Questions

1. Review the CCAT Guiding Questions Template

The template (*Step 3b- Deliverable- CCAT Guiding Questions Template.docx*) is nine pages long and consists of questions that are specific to each component of the CCAT. More about the template can be found within the overview video (3:05).

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2. Engage Your Study Group Members

Your role as a co-facilitator will be to convene your study group to collaboratively respond to each of the questions. How you decide to convene, the number of times you need to meet, and how you divide the roles and responsibilities of your study group members, is up to you and your study group members to determine. After you have reviewed the template, you will be able to determine the best path forward in order for your group to engage thoughtfully and thoroughly to complete the template.

You may want to share Video #4: *Overview of Step 3 – Reflecting on the CCAT Elements* with your study group members so they will fully understand the process and what their role will be.

3. Drafting Responses to the CCAT Guiding Questions

It will be extremely beneficial to answer all questions in full and complete sentences at this stage. This will make transitioning your template into narrative form much less burdensome. Do not worry about the length of your responses; rather write your responses freely. Providing as much detail as possible at this stage will also be time well spent. It will be much easier to edit down content later when drafting your narratives versus finding yourself in a position where you need to revisit drafting content because responses in the template were not thorough.

Please pay special attention to the instruction box at the top of the document for more tips on completing and submitting the document.

4. Deliverable

Before moving into the next phase of Step 3 (drafting your longer narrative), you will need to submit your completed CCAT Guiding Questions Template. We suggest a submission date of July 17, 2020. Our team will review your responses promptly and provide feedback within one week (5 business days) of receiving your completed document.



It is important you pause here to receive and incorporate the feedback you receive before beginning your three page narrative.

B. Draft Longer Narrative

1. Overview

For this phase of Step 3, you will first work with your co-facilitator to draft the three page narrative. The three page narrative is derived from the responses in your CCAT Guiding Questions Template that was completed with your study group.

2. Drafting the Narrative

You will find the deliverable template (*Step 3c-Deliverable-3 Page Narrative.docx*) for the narrative on the website:

<https://suicideprevention.ohio.gov/Communities/Coalitions/Community-Coalition-Action-Theory>

Co-facilitators will work collaboratively to compose a first draft of the three page narrative. The process for transitioning your CCAT Guiding Questions responses into narrative form is not prescriptive. Each pair of co-facilitators must decide on a process that fits their writing style.

Your narrative must be in Times New Roman, size 12 font, single-spaced. The deliverable template provides the headings for each element of the CCAT that corresponds to the Guiding Questions Template. Please do not edit these headings, and each heading should be represented in your narrative.

Examples of completed community CCAT narratives can be found on the SPF-PFS website. To access these examples, go to <https://pfs.ohio.gov/>. Under the "PFS Communities" drop-down menu, select a sub-recipient. The CCAT examples can be found in the green "Capacity" boxes on each sub-recipient's webpage.

3. Engage Your Study Group Members

Once the co-facilitators have a 3 page initial draft, you will then engage your study group to review and provide feedback. As mentioned in the overview video (04:25), this review and feedback process is up to you and your study group members to decide.

4. Deliverable

After the feedback from study group members has been incorporated, you will need to submit your three page narrative. Please see the Checklist Tracking Tool for suggested due dates. The OU team will review your responses and provide feedback within one week (5 business days) of receiving your draft document.



You must pause before moving into drafting the shorter narrative until you have received and incorporated feedback from the OU team.

C. Draft Shorter Narrative

1. Overview

Once you have received and incorporated the OU feedback on your three-page narrative, co-facilitators will then narrow down the narrative to a shorter 1.5 page version.

2. Drafting the Narrative

You will find the deliverable template (*Step 3d-Deliverable-One and a Half Page Narrative.docx*) for the narrative on the website:

<https://suicideprevention.ohio.gov/Communities/Coalitions/Community-Coalition-Action-Theory>

Co-facilitators will work collaboratively to compose a first draft of the one and a half page narrative. The process for transitioning your three page narrative into one and a half pages is not prescriptive. Each pair of co-facilitators must decide on a process that fits their writing style.

Your narrative must remain in Times New Roman, size 12 font, single-spaced. The deliverable template provides the headings for each element of the CCAT that corresponds to the Guiding Questions Template. Please do not edit these headings, and each heading should be represented in your narrative.

Examples of completed community CCAT narratives can be found on the SPF-PFS website. To access these examples, go to <https://pfs.ohio.gov/>. Under the "PFS Communities" drop-down menu, select a sub-recipient. The CCAT examples can be found in the green "Capacity" boxes on each sub-recipient's webpage.

3. Engage Your Study Group Members

Once the co-facilitators have a 1.5 page initial draft, you will, again, engage your entire study group to review and provide feedback. As mentioned in the overview video (6:35), this review and feedback process is up to you and your study group members to decide.

4. Deliverable

After the feedback from study group members has been incorporated, you will need to submit your shorter narrative. Please see the Checklist Tracking Tool for suggested due dates. The OU team will review your responses and provide feedback within one week (5 business days) of receiving your draft document.



Something to Consider: Once you have final versions of your CCAT Narratives, you may want to consider sharing them with your coalition and community partners. How will you archive these documents so they are readily available for coalition members to access in the future?