





## Partner Build Grow: A Progress Checklist



**The Action Guide**

About The Action Guide: an overview of how to most effectively use this tool



THE ACTION GUIDE	Complete?	Notes
Identify key stakeholders		
Articulate how leadership team is nested within coalition		
Articulate the overarching goal that represents sustainability		
Develop methods for feedback to summarize progress		
Communicate with various stakeholders		

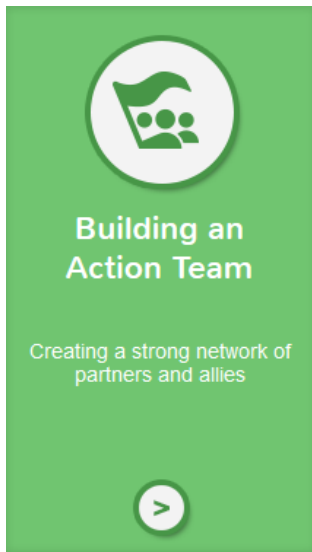


**Mapping Assets**

Assessing and mapping your programmatic and human resources/assets



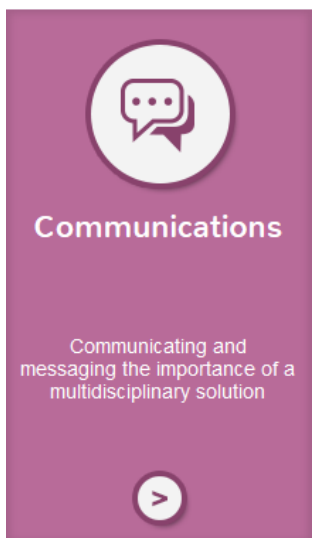
MAPPING ASSETS	Complete?	Notes
Decide on asset mapping coordinator within the Action Team		
Identify coordinating entities already linking your community's child mental health promotion and prevention efforts		
Identify other key stakeholders		
Consider the relationship between state and local levels		
Determine what data to use		
Establish process for obtaining data		
If feasible, create visual representation of the relationship between data points and resources		



<b>BUILDING AN ACTION TEAM</b>	Complete?	Notes
Identify individuals with aligned interest regarding mental health promotion/ prevention & child development with skills and connections to advance initiative		
Decide on method/ means of contact		
Convene for discussion about the initiative in order to build trust & a commitment to the work		
Identify and reach out to school-community partnerships on mental health to build alliance		
Regularly revisit other individuals and organizations for networking		



<b>POLICY ENVIRONMENT</b>	Complete?	Notes
Research issues on state/ local policy & program development agenda that could be aligned with universal, school-connected child dev. initiatives		
Track progress of the issues or bills relating to your initiative & decide how to get involved		
Continue building relationships with key decision-makers by providing fact-based information to legislators		
Invite legislators, officials, and staff to events that showcase the initiatives you want them to support		
With their permission, document support via newsletters or websites		
Understand processes of legislative bodies, budgets & regulatory frameworks; exercise thoughtfulness and courtesy in discussions with these individuals & recognize constraints		



<b>COMMUNICATIONS</b>	Complete?	Notes
Identify audiences and the best means to reach them		
Develop core messages and talking points, including asks for different audiences		
Decide who among the Action Team and initiative allies will be the best messenger for each communication activity		
Regularly assess the impact of your communications using available analytics and metrics		