

SECTOR SUB-COMMITTEES

Moved monthly HEAL Zone Collaborative meetings to quarterly.

Created 3 sub-committees with a lead volunteer for each:

- School & After-School Sector
- Retail Sector
- Community Sector

Input from each committee feeds monthly DOCC updates

TOOLS USED TO RECORD MONTHLY PROGRESS

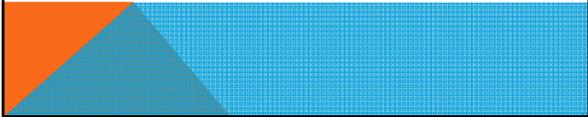
- DOCC
- Sector meetings with HEAL Director and sub-committee leads
- Monthly check-in template for each sector

COMPLETING PROGRESS REPORT

HEAL Director, Coordinator and Evaluation Consultant meet to review DOCC and sector check-in templates to discuss major highlights with in reporting timeframe

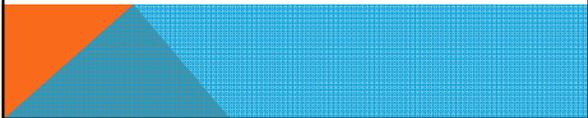
Ask each other questions

- What's missing? Who was involved? What barriers? What opportunities did we seize?



WRITING THE NARRATIVE

- Each of us takes a section
- Add context
- Make succinct, yet informative
- Focus on outcomes, not activities
- Tie to CAP
- Use partner voice
- Honest evaluation



CHECK-IN TEMPLATE SAMPLE

The "Item" column in the reporting template is based on the "objectives" column from the CAP.

The different colors are based on different topic-items within a given strategy.

The sub-committee leads are to communicate their reports to the HEAL Director by mid-month so that he can combine their responses into a cohesive report on the monthly DOCC call.

