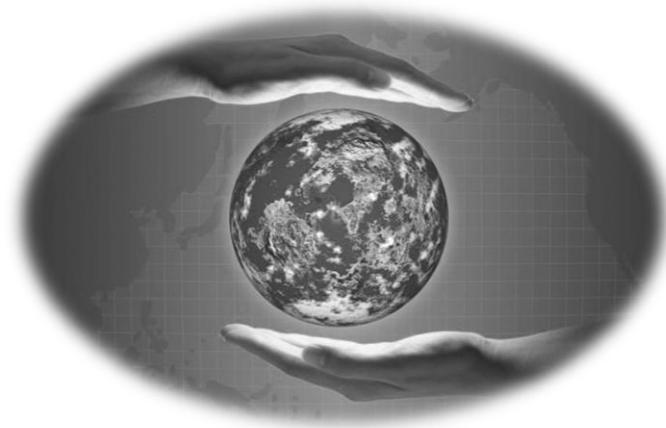


# Community Resource Mapping Toolkit

Intended for use with the  
Project 10 Community Resource Mapping Training



2014

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## **Publication**

This toolkit and accompanying training is based on the following publication:

Crane, K., & Mooney, M. (2005). Essential tools, improving secondary education and transition for youth with disabilities: Community resource mapping. Retrieved from

<http://www.ncset.org/publications/essentialtools/mapping/>

Published by the National Center on Secondary Education and Transition (NCSET).

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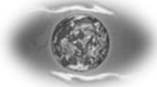
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(Crane & Mooney, 2005, p. 4)



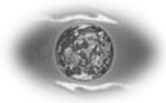
## Tool 1: Partnership Building Worksheet

Task: Identify key partners

Process: Brainstorm potential partners and identify what will keep them involved

### Partnership Building Worksheet, (Crane & Mooney, 2005, p. 8)

Potential stakeholder/partner	What do they bring?	What is their self-interest?	Steps to elicit involvement	Role in the process



## Tool 2: Developing a Vision Statement Worksheet

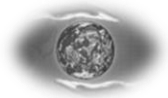
Task: Create or reaffirm stakeholder's vision.

Process:

1. Create or draw vision for developing an ideal system.
2. Translate creation or drawing into key words or themes.
3. Using key words, write collective vision statement.

*Note: Vision statement may be further refined at subsequent meetings.*

(Crane & Mooney, 2005, p. 10)



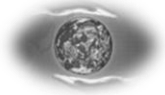
### **Tool 3: Setting Goals Worksheet**

Task: Develop goals for the mapping process.

Process:

1. Review vision statement.
2. List area(s) to change, if any, to move towards vision.
3. Prioritize area(s) listed.
4. Write priority area(s) into goal statement(s).

(Crane & Mooney, 2005, p. 12)



## Tool 4: Targeting Community Resources to Improve Outcomes for Youth Worksheet

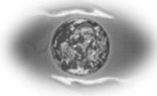
Task: Produce comprehensive list of community resources.

Process

1. Top of chart: identify domains for improved outcomes
2. Left-hand column: list community resources
3. Columns: indicate services or supports provided

**Targeting Community Resources to Improve Outcomes for Youth Worksheet (Crane & Mooney, 2005, p. 17)**

Community Resources	Secondary education / graduation	Post-secondary education/ training	Career preparation/ employment	Youth development/ leadership	Supportive / adult services



## Tool 5: Identifying Resources Worksheet

Task: Identify and define each resource.

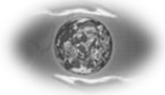
Process

1. Pick a goal to map and identify key investors for the goal
2. Use table to further define key investors

**Identifying Resources Worksheet (Crane & Mooney, 2005, p. 23)**

<b><i>Organization, project, program, or initiative</i></b>			
Purpose			
Funding source			
Service delivery			
Target population			
Activities / services			
Partnering agencies			
Expected outcomes			
Other			





## Tool 6: Analyzing Resources Worksheet

Task: Identify gaps and overlaps in resources identified.

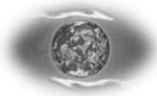
Process

1. Continue with goal from Tool 5; list the goal.
2. Review map for overlaps/duplications, gaps/missing resources and list implications.

### Analyzing Resources Worksheet (Crane & Mooney, 2005, p. 17)

Goal: \_\_\_\_\_

Overlaps	Gaps	Implications



## Tool 7: Formulating Action Steps

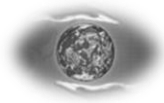
Task: Translate information into action steps.

Process

1. Identify actions needed to align resources and needs
2. Work across the action plan; add additional information, if necessary

**Formulating Action Steps Worksheet (Crane & Mooney, 2005, p. 27)**

Action steps/ strategies	Lead organization	Target dates	Milestones / measures	Potential challenges	How to respond



## Tool 8: Identifying Technical Assistance Needs and Next Steps Worksheet

Task: Identify next steps to sustain mapping efforts.

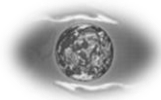
Process: For each goal/action step, identify technical assistance (TA) needs; identify who can provide the TA.

### Technical Assistance Needs and Next Steps Worksheet (Crane & Mooney, 2005, p. 30)

Goal / action step	Brainstorm TA needs	Brainstorm who can help

### Sustaining the Effort: (list steps to sustaining planning efforts)

- 1.
- 2.
- 3.



## Tool 9: Identifying Dissemination Infrastructures and Resources Worksheet

Task: Identify mechanisms for communicating and disseminating action plan and technical assistance strategies.

Process:

1. For each product, identify mechanisms available at the national, state, regional, and district levels for sharing information.
2. Consider the feasibility of each available mechanism as it pertains to the larger plan, and select a variety of mechanisms that meet your needs and the needs of your targeted audience.

### Identifying Dissemination Infrastructures and Resources Worksheet (Crane & Mooney, 2005, p. 34)

Mechanism	National	State	Regional	District
Internet strategies <i>Web sites, e-mail, forum, e-publication, listserv</i>				
Outreach opportunities <i>Networking events, conferences, workshops, meetings, trainings, coursework</i>				
Media vehicles <i>Newsletter, report, brochure, press release, advertisement, PSA, video, audiotape, CD</i>				

## Resources

Project 10 Transition Education Network  
[www.project10.info](http://www.project10.info)

National Center on Secondary Education and Transition (NCSET)  
<http://www.ncset.org/>

National Secondary Transition Technical Assistance Center (NSTTAC)  
<http://www.nsttac.org/>

## References

Crane, K., & Mooney, M. (2005). Essential tools, improving secondary education and transition for youth with disabilities: Community resource mapping. Retrieved from  
<http://www.ncset.org/publications/essentialtools/mapping/>