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| **Representation and Engagement Assessment** |
| Use this assessment to assess your coalition's effectiveness in creating an inclusive and representative environment for coalition members. A coalition should work together to adapt this assessment to their specific needs. Use the questions as they appear or transfer these questions into a survey instrument (ex. SurveyMonkey, Qualtrics). The “Consideration” numbers correspond to those found in the companion [Considerations to Assess Representation and Engagement Tip Sheet](https://cancercontroltap.smhs.gwu.edu/news/considerations-assess-representation-and-engagement). Keep in mind that it is unlikely that a coalition will strongly agree in all areas of consideration and that improvement can be made in just even one to two areas. For additional information on tailoring this assessment to a priority population, please refer to the [National Networks](https://www.cdc.gov/tobacco/stateandcommunity/tobacco-control/coop-agreement/index.html) for additional guidance.  Coalitions may consider completing this assessment during coalition leadership and/or general member meetings and other timely gatherings. Small breakout groups and subsequent larger group discussions can help complete the assessment and determine which considerations should be prioritized. After you complete this assessment, look at the specific considerations where "strongly disagree, disagree, neutral” are marked. You can take these considerations and tailor them for further coalition-wide discussions and propose strategies to improve in these areas. For further action items related to each consideration, refer to **Opportunities for Improvement** available in the companion [Considerations to Assess Representation and Engagement Tip Sheet](https://cancercontroltap.smhs.gwu.edu/news/considerations-assess-representation-and-engagement). Additional resources can also be found in the [Nine Habits of Successful Comprehensive Cancer Coalitions](https://cccnationalpartners.org/updated-nine-habits-of-successful-comprehensive-cancer-control-coalitions/). |

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| **Consideration** | **Statement** | **Strongly Disagree**  **(1)** | **Disagree**  **(2)** | **Neutral**  **(3)** | **Agree**  **(4)** | **Strongly Agree**  **(5)** | **N/A** | **Suggested Improvements** |
| **1** | Our coalition is a space that fosters mutual benefits and learning opportunities for all members. |  |  |  |  |  |  |  |
| **1** | Our coalition's objectives align with those of its member organizations,  including those serving the priority population. |  |  |  |  |  |  |  |
| **2** | Our coalition engages with new traditional and non-traditional partners. |  |  |  |  |  |  |  |
| **2** | Our coalition assesses the coalition members' readiness and motivation to achieve coalition-wide change. |  |  |  |  |  |  |  |
| **2** | Our coalition periodically rotates leadership and encourages equity and inclusive practices in the succession plan. |  |  |  |  |  |  |  |
| **2** | Our coalition has a process to leverage strengths and resources of individual coalition members. |  |  |  |  |  |  |  |
| **3** | Our coalition provides opportunities for multiple sectors to engage with one another. |  |  |  |  |  |  |  |
| **3** | Our coalition allows for shared decision-making and co-creation of objectives and activities. |  |  |  |  |  |  |  |
| **3** | Our coalition's action plan includes opportunities for co-learning and capacity building for all partners. |  |  |  |  |  |  |  |
| **4** | Our coalition involves all partners when designing the evaluation approach (i.e., design, implementation and dissemination). |  |  |  |  |  |  |  |
| **4** | Our coalition's evaluation approaches centered in community-driven research practices. |  |  |  |  |  |  |  |
| **4** | Our coalition ensure that data is shared, available and accessible to all. |  |  |  |  |  |  |  |
| **5** | Our coalition's action plan addresses root causes of inequity. |  |  |  |  |  |  |  |
| **5** | Our coalition provides safe spaces to have respectful and inclusive discussions of activities (i.e., interventions, programs). |  |  |  |  |  |  |  |
| **5** | Our coalition centers our activities with a socioecological framework to identify different intervention approaches. |  |  |  |  |  |  |  |
| **6** | Our coalition's implementation strategy includes policy, systems and environmental (PSE) strategies. |  |  |  |  |  |  |  |
| **6** | Our coalition is open to partnering with financial institutions or other economic development partners. |  |  |  |  |  |  |  |
| **6** | Our coalition allows for community partners to be involved in our policy efforts. |  |  |  |  |  |  |  |
| **7** | Our coalition's leadership is diverse (e.g., including but not limited to diversity in race, ethnicity, first language, sexual orientation, gender identity, training background and lived experiences). |  |  |  |  |  |  |  |

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| **Consideration** | **Statement** | **Strongly Disagree**  **(1)** | **Disagree**  **(2)** | **Neutral**  **(3)** | **Agree**  **(4)** | **Strongly Agree**  **(5)** | **N/A** | **Suggested Improvements** |
| **7** | Our coalition implements activities and/or strategies to strengthen our cultural humility. |  |  |  |  |  |  |  |
| **7** | Our coalition provides a safe space for coalition leaders and members to share their lived experiences. |  |  |  |  |  |  |  |
| **7** | Our coalition's action plan is representative across all levels and areas of work. |  |  |  |  |  |  |  |
| **7** | Our coalition routinely rotates leadership roles amongst partners and populations of focus. |  |  |  |  |  |  |  |
| **8** | Our coalition has routine conversations regarding power and privilege and their influence on health programs, policies and outcomes. |  |  |  |  |  |  |  |
| **8** | Our coalition addresses power through relationship building, open communication and transparent decision-making. |  |  |  |  |  |  |  |
| **8** | Our coalition makes an effort to diffuse power and privilege in our operations. |  |  |  |  |  |  |  |
| **8** | Our coalition compensates community partners for their contributions, time and efforts. |  |  |  |  |  |  |  |
| **9** | Our coalition has a sustainability plan. |  |  |  |  |  |  |  |
| **9** | Our coalition routinely evaluates predictors and/or barriers to our sustainability. |  |  |  |  |  |  |  |
| **10** | Our coalition generates partnerships built on action. |  |  |  |  |  |  |  |
| **10** | As a coalition member, I feel like my voice makes a difference and belongs in our coalition work. |  |  |  |  |  |  |  |
| **10** | My voice is heard and incorporated into coalition decision-making activities. |  |  |  |  |  |  |  |
| **10** | Our coalition can disseminate research findings and/or financial power back into the community. |  |  |  |  |  |  |  |
| **11** | Our coalition has coalition guiding principles in place to keep us all accountable. |  |  |  |  |  |  |  |
| **11** | Our coalition has a system in place to gather feedback and makes sure to incorporate that feedback into operations. |  |  |  |  |  |  |  |
| **11** | I feel a sense of accountability with my coalition peers. |  |  |  |  |  |  |  |
| **11** | Our coalition shares reports to members and the public to ensure transparency. |  |  |  |  |  |  |  |
| **Additional Comments** | | | | | | | | |

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| **Next Steps** | |
| **Calculate and Assign Average Score Ratings** | Calculate the average score for each question to understand where you rate with each consideration. To do so, complete the following steps:   1. For each consideration row, use the numbers associated with each response (Strongly Agree=5; Agree=4; Neutral=3; Disagree=2; Strongly Disagree=1) to add all responses together (exclude N/A responses). 2. Divide the row total by the number of responses (excluding N/A responses) to obtain an average score for each row. 3. Repeat the same steps for all considerations. |
| **Incorporate Ratings in Evaluation Efforts** | Work with coalition members to determine which considerations should be prioritized for improvement. Incorporate the prioritized considerations into the coalition’s evaluation plan and report. Use the average score ratings across more than one year to identify any changes to member perceptions of coalition representation and engagement. Match these ratings to specific coalition key performance indicators included in the coalition’s existing evaluation plan, such as:   * Participation measures: % of coalition members that attend coalition activities * Representation measures: Ratio of coalition members by organization type (i.e., academic, non-profit, health system, etc.) * Action measures: % of coalition members implementing cancer plan activities |

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| **Considerations Key from the** [**Considerations to Assess Representation and Engagement Tip Sheet**](https://cancercontroltap.smhs.gwu.edu/news/considerations-assess-representation-and-engagement) | |
| **1** | Reinforce shared purpose and mutual benefit by fostering trust and community, as well as partner input, co-learning and co-benefits between all members. |
| **2** | Engage with different community members, coalition members and/or partners within your community by sharing resources and strengths to increase coalition sustainability and resiliency. |
| **3** | Strive for action-oriented partnerships to help the coalition assign and share responsibility for community-driven systems change. |
| **4** | Consider health equity in your evaluation approaches to better assess community changes, community capacity outcomes and evaluate specific intervention strategies. |
| **5** | Select and refine strategies that use socioecological approaches to address root causes of social problems. |
| **6** | Focus on PSE change activity to reduce disease burden in a population of focus via long-term solutions. |
| **7** | Diversify leadership to build capacity and sustainability, which in turn, increases a coalition's relevance and effectiveness. |
| **8** | Confront historical and current distribution of power and privilege that contribute to health inequities. |
| **9** | Think about sustainable approaches to meet and maintain goals and objectives of the coalition. |
| **10** | Build community ownership through a participatory process that encourages partners at all levels to provide input on coalition activities and build trust with populations of focus. |
| **11** | Incorporate accountability and transparency into your coalition activities to help achieve goals and practice sustainability. |