| **ROMA Cycle** | **ROMA Action Item** | **Participant Manual Module** | **Found in documents reviewed** | **Notes**  ***(expand as needed)*** |
| --- | --- | --- | --- | --- |
| **Assessment** | Review/revise current **MISSION** statement | 2, Part 1 |  |  |
| Review last community **NEEDS** assessment to determine priority needs   * Ensure that needs identified are properly labeled as *family, agency, and community levels* | 2, Part 2 |  |  |
| Evaluate the available resources in your community to address any service gaps or find collaborators | 2, Part 2 |  |  |
| Evaluate current program services and determine effectiveness to meet needs (based on recent program performance). | 2, Part 2 |  |  |
| **Planning** | For the top 3-5 needs identified in your most recent community needs assessment, begin to develop a logic model for each. Fill in as you complete the ROMA action items. | 7 |  |  |
| Based on needs and program evaluation, identified during the assessment process, plan your measurable **OUTCOMES** to be achieved to meet the needs that are linked to the 6 NPI’s. | 3, Part 1 |  |  |
| Identify **SERVICES** and strategies to achieve outcome(s). | 3, Part 2 |  |  |
| Determine **OUTCOME INDICATORS** | 4 |  |  |
| Determine your projected success rates for each outcome indicator. | 5 |  |  |
| Develop a system to track services and outcomes. Determine what documentation will be collected to measure each outcome, staff responsible and how often data will be collected. (**MEASUREMENT TOOL, DATA PROCESSES, and FREQUENCY**) | 5 |  |  |
| Create or update agency Strategic and Community Action Plans to include outcomes, strategies and data collection information. | 3, Part 1 |  |  |
| **Implementation** | Implement revised Community Action Plan | 4 |  |  |
| Determine frequency to monitor implementation of plan. | 4 |  |  |
| Determine the frequency for evaluating progress and report results to board. | 4 |  |  |
| **Achievement of Results** | Measure your actual **RESULTS** for each outcome | 5 |  |  |
| Submit CSBG IS report data to the State Office, assuring accuracy and timeliness of submission. |  |  |  |
| **Evaluation** | Analyze data; compare with performance targets/projected success rates determined during the planning phase. | 5 |  |  |
| Review the demographics of the population served. Identify if they have received single services, multiple services, or bundled services. Consider the connections among people, services, and outcomes. | 4 |  |  |
| Make recommendations to the Board regarding action to be taken based on analysis. |  |  |  |
| Adjust performance goals as needed as evidenced by actual performance. Continue strategies that achieve desired performance goals. Revise or discontinue strategies that do not achieve desired performance. | 5 |  |  |
| **Reassessment** | Review all data from community and agency.  Reevaluate the community needs assessment process, make changes (if needed) to ensure that later assessments follow the ROMA framework and guidelines. | 2, Part 2 |  |  |
| **Planning** | Update Community Action Plan. | 3, part 2 |  |  |