

Checklist for Determining a Change in Services at the Neighborhood Place

(Adapted from the Neighborhood Place Communication Checklist, Neighborhood Place Program Planning Checklist, and the Neighborhood Place Program Review Checklist)

1. Who is the initiating agency?
2. Who is the lead contact person for the agency initiating the program?
3. What is the initiative trying to achieve? How will they know when they have achieved it?
4. Do the goals of the initiative fit within the mission of Neighborhood Place?
5. Does the initiative strengthen collaboration among Neighborhood Place staff? If yes, how?
6. What will be different for families and children?
7. Will families be served comprehensively?
8. Does the initiative foster staff becoming “full partners” with families?
9. Does the initiative involve Family Resource Youth Service Centers?
10. Will activity expectations require a change in operating functions?
11. What are the time commitments and duties of Neighborhood Place Administrators throughout the planning and implementation of the initiative?
12. Will activity expectations require a change in operating functions?
13. What are the time commitments and duties for the community council representatives?
14. What are the time commitments and duties for Neighborhood Place staff that are not part of their daily routine?
15. Does the initiative require a representative group of staff to volunteer to implement the initiative or any part of the initiative?
16. Is agency staff allowed the flexibility to accommodate the activities/responsibilities of the program?
17. Is the initiative flexible enough to allow Neighborhood Place to use its current terminology for like activities?
18. Does the initiative require new staff to be hired and space found at a Neighborhood Place? If yes, answer the following:
 - Does the service satisfy the mission of Neighborhood Place?
 - Is the Neighborhood Place the appropriate location to provide the service?
 - Does the service impact the internal operations of Neighborhood Place?
 - Does the service impact service to the community?
 - Are multiple sites impacted?
 - Does the adjustment add staff to the site?
 - Does the adjustment remove staff from the site?
 - Does the change eliminate a service that is currently provided?
 - If implemented will there be a change in clientele?
 - If implemented will there be a change in the client flow in and out of the center?
 - Does the change impact services of other agencies?
 - Does the change impact the assessment process?
19. What happens when the funding runs out? Are activities going to continue? If yes, how?
20. Does the program address the priority needs identified by the community?
21. If the program is successful, is there a plan to replicate it at other sites?
22. How often should a program review be held, and when should it start?

