<table>
<thead>
<tr>
<th>Phase</th>
<th>Tasks &amp; Trainings</th>
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| 1 – Getting Started | **Purpose:** Begin the CTC Process  
- Facilitated technical assistance; “Tools” & “Investing” booklets  
- Identify “catalyst”  
- Recruit champion(s)  
- Form core group  
- Identify host agency  
- Secure coordinator/facilitator  
- Identify preliminary key leaders and key stakeholders  
- Commit to CTC Youth Survey  
- Define community  
- Define scope of project  
- Identify community readiness issues |
| 2- Organizing, Introducing & Involving | **Purpose:** Engage & orient key leaders and the Community Board  
- Key Leader Orientation  
- Review key leader group and stakeholders  
- Form Community Board  
- Community Board Orientation  
- Review key stakeholders  
- Create vision  
- Create work plan & timeline for CTC effort  
- Consider ways to involve youth  
- Form work groups & develop work plans for each |
| 3- Develop a Community Profile | **Purpose:** Assess & identify prevention priorities, and gaps in current response to those priorities  
- Community Assessment Training  
- CTC Youth Survey / archival data  
- Prioritize target populations  
- Select priority risk and protective factors  
- Community Resources Assessment Training; Prevention Strategies Guide  
- Conduct resource assessment  
- Identify gaps in resources |
| 4- Create a Community Action Plan | **Purpose:** Create a plan to implement & evaluate tested, effective programs  
- Community Planning Training (Comm. Board); Prevention Strategies Guide  
- Specify Community-level Outcomes  
- Select evidence-based interventions (programs, practices, and policies) to fill gaps  
- Generate Program-level Outcomes  
- Identify systems change strategies  
- Create an implementation plan  
- Create an evaluation plan  
- Identify potential funding sources & allocation strategies |
| 5- Implementing & Evaluating the Community Action Plan | **Purpose:** Implement & evaluation the plan; refine as needed  
- Community Plan Implementation Training; SOAR presentation kit  
- Form workgroups to support implementation  
- Convene Resource Assessment & Evaluation workgroup  
- Conduct implementation training(s) and technical assistance  
- Explore, secure, diversify funding  
- Recruit new Key Leaders and Community Board members  
- Conduct annual program-level evaluation  
- Conduct biannual community-level assessment |