

Assessment Preparation Checklist

Preparing for assessment requires a clear plan to coordinate activities and processes that need to be in place. Use the following checklist to identify actions you can take to prioritize your next steps and advance your readiness for assessment. **Note: Agencies do not need to complete all checklist steps to get started.**

GOALS AND ASSUMPTIONS

- Document assumptions about how and why you expect change.

- Set goals in coordination with partners.

- Identify the role of law enforcement and the public safety aim of the response.

LOGIC MODEL

- Articulate the theory of change.

- Clearly describe activities to distinguish how the new law enforcement response differs from the prior standard.

- Identify implementation and outcome measures.

HIGH-QUALITY DATA COLLECTION PRACTICES

- Ensure data collection plans correspond with a logic model.

- Capture sufficient information, such as information to identify individuals, to connect law enforcement response data to other sources of data.

- Establish quality assurance practices to correct any data entry errors and ensure completeness of the data.

IMPLEMENTATION AND OUTCOME MEASURES

- Vet measures with stakeholders, including people with lived experience.

- Create reproducible measures by automation or detailed instructions.

- Regularly review measures and incorporate them into program decision making processes.

RESEARCH PARTNER SELECTION

- Identify a research partner with the appropriate subject knowledge, methodological background, and skills to assess the program.

- Define a scope of work and allocate a budget for the assessment.

- Set expectations around communication and establish protocols for addressing disagreements about methodology, chosen measures, data collection requirements, and more.