Results Oriented Management and Accountability (ROMA) IMPLEMENTATION CHECKLIST

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		