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| **Community Coalition Action Theory (CCAT) Study Group** |
| **Step:** | **0** | **Title:** | **Checklist Tracking Tool** | **Who:** |  | **What:** |  |

This Checklist Tracking Tool is designed to support your Study Group formalize policies and decision-making structures, along with shared commitments among partners. The tool is intended to support the co-facilitators in planning for and monitoring the completion of each step in the CCAT process.

For each step, we have provided suggested time frames and due dates that align with the grant period and learning community meetings. However, these dates are flexible and you will find a column titled “Study Group Amended Due Date” to create your own agreed upon deadlines that meet the availability of your Study Group. The CCAT process is intended to be completed as a series of group discussions, so time should be allocated to accommodate the schedules and availability of all members.

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| **Step #** | **Deliverables** | **Suggested** **Due Date** | **Study Group Amended Due Date** |
| 0. | Track Study Group Progress | * Checklist Tracking Tool
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| *May 26th Virtual CCAT Session #1 (10:30 am-12:00 pm) will provide guidance for Steps 1 and 2.* |
| 1. | Form the CCAT Study Group | * Study Group Membership Form
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| 2. | Study the CCAT model | * Study Guide Template
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| * Meeting Summary
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| *June 30th Virtual CCAT Session #2 (10:30 am-12:00 pm) will provide guidance for Step 3.* |
| 3. | Reflect on the CCAT Elements  | * Responses to Guiding Questions
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| * Longer Narrative
 |  |  |
| * Shorter Narrative
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| *July 28th Virtual CCAT Session #3 (10:30 am-12:00 pm) will provide guidance for Steps 4.*  |
| 4. | Reflect on Partnership Synergies | * Responses to Synergy Questions
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| *August 25th Virtual CCAT Session #4 (10:30 am-12:00 pm) will provide guidance for Step 5.*  |
| 5. | Create a Coalition Welcome Video  | Coalitions will record a brief audio interview via Zoom with the OU Team utilizing their Personalized CCAT Graphic. A video production company will use the audio to create a video for each coalition. |  |  |
| *September 29th Virtual CCAT Final Celebration (10:30 am-12:00 pm)* |