

**Tool 2.1: SCAN – INVENTORY PROGRAM & SERVICES**

**Section in Planner: Phase 1, Step 2 (2.1)**

**Why is this important?**

Your assessment of the local community (environment) creates a snapshot of the setting, identifies relevant trends, events, strengths, gaps, or areas of concern, and gathers the information needed to plan for successful implementation and sustainability of the proposed program. A key component of this scan is achieving a full understanding of the type of programs and services currently available to people with stroke.

**How to use this tool:**

Explore your local environment, contact colleagues, provider agencies, your health network, people with stroke, caregivers. Complete the table to determine existing scope and use of services. Review this ‘evidence’ with your planning team to assess the feasibility, applicability, acceptability, equity, and affordability of introducing a new program. Use and adapt this template to suit your own setting and circumstances, as needed.

**User Comments:**

*“The community assessment piece was something that was really interesting for me because that’s not something that I have experienced when being involved in planning for programs. And I think it’s important because you don’t know what else is out there.”* (Program Manager)

*“After completing an inventory of programs in our community, we realized that our initial idea for a program was actually a duplicate of an existing program. Once we saw what we had and didn’t have in our community, we revised our plan to start working towards a different type of program in a different setting to meet the current needs of the community.”* (Physiotherapist)

**Phase 1, Step 2 Community (Environmental) Scan: Program/Service Inventory**

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| **Community Program/Service Inventory** | | | | | | | | |
| **Service provided**  Agency providing service; Agency mandate and goals; Length of time in community | **Population served**  Age range and  Characteristics:  Inclusion, Exclusion | **Demand**  Anticipated  number of clients; Current and future needs | **Geographic reach/service area** | **Referral and intake patterns and processes**  Enrolment capacity:  Actual Attendance | **Service outcomes** | **Program strengths/ weaknesses** | **Funding amount and source** | **Data source** |
| 1 |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |
| **Other questions, issues, comments:** | | | | | | | | |
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