

HEALTHY BRAIN COMMUNITY TOOLKIT STEP-BY-STEP CHECKLIST

This fillable checklist helps communities track progress through the Healthy Brain Community Toolkit. Check boxes can be marked electronically or printed for manual completion.

STEP 1: GET STARTED

- ☐ Identify a lead organization or community champion
- ☐ Review the Healthy Brain Community Toolkit
- ☐ Share toolkit overview with key partners
- ☐ Confirm community interest and readiness

STEP 2: BUILD PARTNERSHIPS & LEADERSHIP

- ☐ Identify partners across sectors
- ☐ Establish a steering committee or working group
- ☐ Define roles and responsibilities
- ☐ Schedule regular meetings or check-ins

STEP 3: ASSESS COMMUNITY NEEDS & ASSETS

- ☐ Conduct a baseline community assessment
- ☐ Map existing services and supports
- ☐ Identify priority populations and gaps
- ☐ Summarize findings to inform planning

STEP 4: SET PRIORITIES & PLAN ACTIONS

- ☐ Select priority focus areas
- ☐ Choose at least one initiative to start
- ☐ Develop an action plan with timelines and leads
- ☐ Identify existing programs or events to leverage

STEP 5: ENGAGE THE COMMUNITY

- ☐ Identify key audiences
- ☐ Develop consistent brain health messaging
- ☐ Select outreach and communication channels
- ☐ Conduct at least one community engagement activity

STEP 6: DELIVER BRAIN HEALTH EDUCATION

- ☐ Provide education on brain-healthy behaviors
- ☐ Integrate messaging into existing programs
- ☐ Share or distribute educational materials

STEP 7: PROMOTE DEMENTIA AWARENESS & EARLY RECOGNITION

- ☐ Educate on warning signs of dementia
- ☐ Encourage conversations with healthcare providers
- ☐ Distribute dementia awareness materials

STEP 8: SUPPORT CAREGIVERS

- ☐ Identify caregiver needs and priorities
- ☐ Offer caregiver education or training
- ☐ Establish or promote caregiver support groups
- ☐ Connect caregivers to available resources

STEP 9: CREATE DEMENTIA-FRIENDLY PRACTICES

- ☐ Provide dementia awareness training
- ☐ Implement dementia-friendly practices
- ☐ Encourage inclusion of people living with dementia

STEP 10: TRACK PROGRESS & IMPROVE

- ☐ Track participation and activities
- ☐ Collect feedback and stories
- ☐ Review progress annually
- ☐ Adjust plans based on lessons learned

STEP 11: SUSTAIN & GROW

- ☐ Integrate brain health into existing systems
- ☐ Maintain and expand partnerships
- ☐ Seek funding or in-kind support
- ☐ Share successes with the community