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Deciding Which System Scan Methods are Right for Your Community or Setting
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Choosing your system scan methods should be based upon how many resources are available to support the system scan process. First assess your community or setting's available resources to support the system scan in table 1. Then look at table 2 to decide which methods are right given your context.

Table 1: Assessment of Available Resources to Support System Scan

Available Resource Questions	Low	Medium	High
1. How many **individuals** are available to help support the system scan process? For example to help with preparing materials, facilitating groups, typing up responses, organizing logistics, etc.	1 person	2-3 people	4+ people
2. How much **time** do you have to complete your system scan?	1-2 months	2-3 months	4+ months
3. What resources are available to make **copies of paper materials**?	No resources	Some resources	Many resources
4. What technology and staff resources are available to **enter and analyze survey data**?	No resources	Some resources	Many resources

Table 2: System Scan Methods by Available Resources

	How many **individuals** are available to help support the system scan process?	How much **time** do you have to complete your system scan?	What resources are available to make **copies of paper materials**?	What technology and staff resources are available to **enter and analyze survey data**?
What are the Minimum Resources the Following Conversation Methods Require?				
Project, Team, or Collaborative meetings: ask 2-3 questions per month during regular meetings.	Low	Low	Low	Low
Organizational staff meetings: have implementation team members ask same 2-3 questions in their staff meetings and bring back what they learned.	Low	Low	Low	Low
Other collaborative meetings: get on the agenda of these other groups to ask the same 2-3 system scan questions.	Low	Low	Low	Low
Conversations through direct service touches: have staff ask all their families one or two brief system scan questions during service visits, or have a representative ask families these questions while in a waiting room or when they enter or exit a setting.	Medium	Medium	Low	Low
Interviews: schedule an interview to ask key individuals the system scan questions; this is especially effective for stakeholders in positions of power.	Low	Medium-High	Low	Low
Focus Groups: convene small groups of people to talk through short list of system scan questions. Focus groups are typically no more than 90 minutes.	Low	Medium-High	Low	Low

	How many **individuals** are available to help support the system scan process?	How much **time** do you have to complete your system scan?	What resources are available to make **copies of paper materials?**	What technology and staff resources are available to **enter and analyze survey data?**
What are the Minimum Resources the Following Survey Methods Require?				
Short Surveys through Direct service touches: have staff ask all their families one or two brief system scan questions during service visits, or have a representative ask families these questions while in a waiting room or when they enter or exit a setting.	Medium	Medium	High	Medium-High
Surveys at Family gatherings or events: ask a few key system scan questions with families during regular gatherings (e.g., Head Start meetings, church gatherings, play groups), or set up a booth at local events where families can get information about services - while they are there, ask them one or two system scan questions.	Medium	Medium	High	Medium-High
Intake forms: have partner organizations add one or two brief system scan questions to their intake forms and then share what they learned during upcoming meetings or in a private phone call/email.	Medium	Medium	High	Medium-High
Full length family survey: includes a larger number of system scan questions.	High	High	High	High

	How many **individuals** are available to help support the system scan process?	How much **time** do you have to complete your system scan?	What resources are available to make **copies of paper materials**?	What technology and staff resources are available to **enter and analyze survey data**?
What are the Minimum Resources the Following Hybrid Methods Require?				
2 hour large group meeting process: take advantage of an existing organizational or collaborative meeting to ask multiple system scan questions. Give participants time to fill out questions for each system condition on a worksheet, and then facilitate small group discussions about what people wrote. Collect worksheets at the end of the meeting.	High	Medium-High	High	High