Comprehensive Community Needs Assessment (CCNA) User Guide

Step One: Accessing the Community Action Partnership Data Hub
Visit cap.engagementnetwork.org. Use the email you had registered with Community Commons to login. If this is your first time logging in, click the "Forgot My Password" link to set a new password. If you did not have an account with Community Commons, click "Register" to create a new account.

Step Two: Accessing the Comprehensive Community Needs Assessment Report Tool
Access the Comprehensive Community Needs Assessment (CCNA) Report Tool by clicking the "Create a New Assessment" link at the top of the homepage.

Step Three: Choosing A Report Area
Select the state and county or counties to include in a CCNA report, then click the "Data Indicators" button at the bottom right of the screen.

Step Four: Choosing Indicators
Select either individual indicators or indicator categories to include in the output of your report. Select individual indicators by clicking the checkbox next to the indicator name. Select an entire data category by clicking the checkbox next to the data category name.

To learn more about each indicator, click the button to view the data source, release date, and a brief description.

Step Five: Selecting a Report Output

Click the "Reports" button at the bottom right of the page to select a report type.

The Comprehensive Report displays all selected indicators, data tables, descriptions, inset maps, data by population groups (race, ethnicity, gender, etc.), and benchmarking dials.

The Quick Facts report displays only data tables for selected indicators.

The Export to Excel report will open a Microsoft Excel file and display data values for all selected indicators.

The Source & Methodology option will open a reference appendix for all selected indicators.

Step Six: Navigating the Comprehensive Report

Explore your selected CCNA indicators by scrolling down through the indicators or using the hamburger menu to jump between indicators.
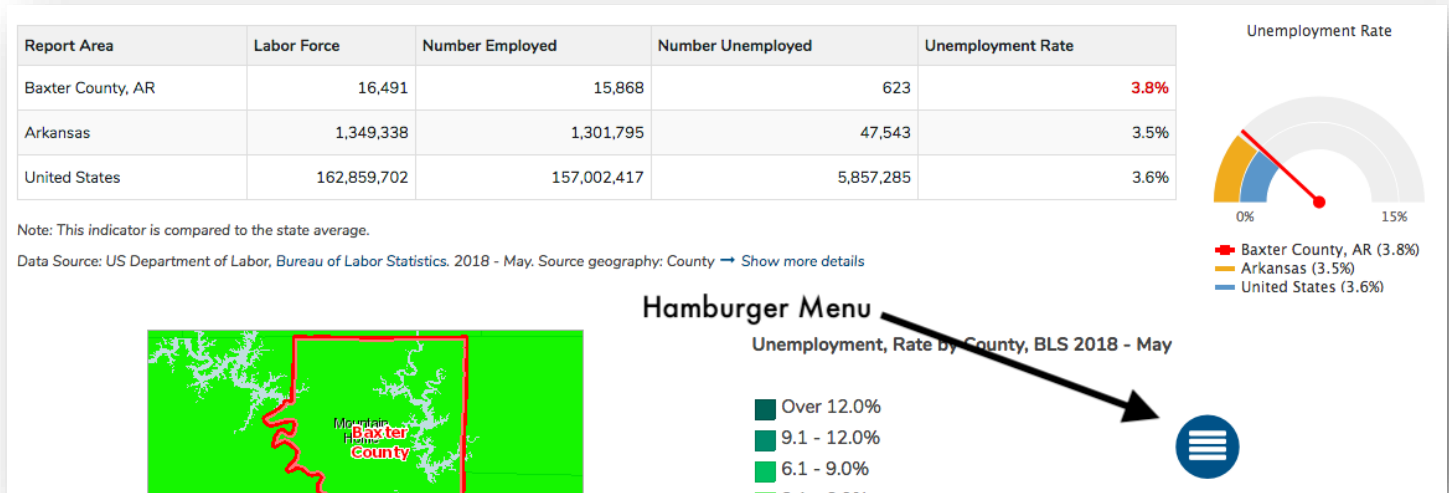

Comprehensive reports can be saved or downloaded as a PDF, shared via email or social media, printed, or exported as an Excel file.**
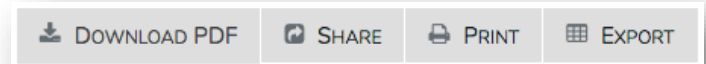
Step Seven: Customizing a CCNA Report

Change or add new indicators to your report by clicking the "Data Indicators" tab at the top of the report screen.

You can also change or select additional geographies by clicking the "Location" tab at the top of the report screen.
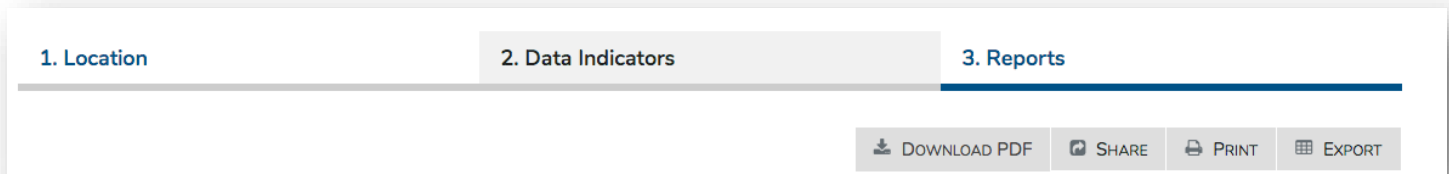
**Export to Microsoft Word option coming soon.