
RI DELTAs

ORGANIZATIONAL CAPACITY ASSESSMENT

SECTION 1: LEADERSHIP

| | Yes | No | N/A |
|---|-----------------------|-----------------------|-----------------------|
| 1) Has your Board received a presentation on IPV primary prevention in the past year? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 2) Does the agency mission statement include primary prevention? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 3) Does the agency's strategic plan include primary prevention? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 4) Does each Board meeting agenda list prevention as a topic for updates or discussion? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 5) Is prevention on the agenda for the next Executive Board retreat? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 6) Does the board have ≥ 1 members who have prevention expertise or experience? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 7) Has the Exec. Director received ≥ 1 hours of training on IPV primary prevention since January 2007? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 8) Has at least one staff leader (that is, Board member, Executive Director, or supervisor—cannot be the DELTA coordinator) received ≥ 1 hours of training on the public health approach to prevention in the past year? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

SECTION 2: STRUCTURES AND PROCESSES

| | Yes | No | N/A |
|---|-----------------------|-----------------------|-----------------------|
| <p>1) If the mission statement does not currently contain a statement about primary prevention, has the agency made a firm plan to revise the mission statement within the next 12 months to include primary prevention? <i>[Note: the mission statement need not contain the words "primary prevention" for it to count]</i></p> <p>If YES, please indicate the anticipated date of the first mission statement revision meeting and the agency members who are anticipated to be in attendance:</p> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 2) Does the agency newsletter, or annual report, have a prevention section or segment? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 3) Does the organization website have a prevention section? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 4) Do key staff (Exec. Director, DELTA coordinator, others) meet ≥ 1 times per year to discuss the agency's prevention goals and objectives for the year ahead? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 5) When your agency Executive Director makes statements to the press, or speaks publicly, does she make a plug for primary prevention at least 50% of the time? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 6) Do people who work for your agency apply for grants to support primary prevention work (people other than the DELTA coordinator)? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

SECTION 3: STAFFING

| | | Yes | No | N/A |
|-----|--|-----------------------|-----------------------|-----------------------|
| 1) | Is there a staff team or workgroup (must be 2 or more people) to work on primary prevention of IPV ? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 2) | Other than the DELTA coordinator, do agency staff individual development (or performance) plans include primary prevention goals? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 3) | Is primary prevention discussed at least four times per year at regular staff meetings? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 4) | Do new staff training materials (i.e., orientation) include a section on primary prevention? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 5) | Have staff other than the DELTA coordinator received 1 or more hours of training on primary prevention in the past 12 months? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 6) | Can 100% of agency staff correctly identify where to find the most up-to-date information about the prevalence of partner violence? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 7) | Can 100% of agency staff correctly identify where to find the most up-to-date information about risk and protective factors for partner violence? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 8) | Have staff received ≥ 1 hours of training on any of the following topics in the past 12 months: surveys, focus groups, environmental scans, key informant interviews, needs assessment, process evaluation, outcome evaluation? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 9) | Are there enough staff people working on the primary prevention projects that the agency hopes to complete this year? (In other words, is prevention sufficiently staffed?) | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 10) | Do staff have ample opportunities to participate in training related to prevention? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 11) | Does the DELTA coordinator feel like she has access to the technical assistance and training that she needs to do an excellent job in her prevention work? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 12) | Have minimum qualifications (i.e, number of prior years experience in prevention, or a degree) been established for whomever holds the prevention position at the agency? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 13) | Is primary prevention work in the job description of any agency staff person other than the DELTA coordinator? (Examples: education coordinator, communications specialist) | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

SECTION 4: PARTNERSHIP DEVELOPMENT

| | Yes | No | N/A |
|--|-----------------------|-----------------------|-----------------------|
| 1) Does the agency have a formalized or official partnership with at least one person who works on healthy relationships issues with men and boys? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 2) Does the agency have a formalized or official partnership with at least one person who identifies as male , in order to plan or implement primary prevention activities? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 3) Does the agency have a formalized or official partnership with at least one other agency that is engaged in primary prevention of some community issue (e.g., alcohol use, drug use, teen pregnancy, etc.)? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 4) In the past year, has the agency had at least one meeting with one <i>new</i> potential organizational partner that is engaged in primary prevention of some community issue? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 5) Does the agency have any level of relationship (other than “none”) with the Department of Health? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 6) Has the agency communicated with a city/town policy maker about a primary prevention issue in the past 12 months? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 7) Has the agency communicated with a state policy maker about a primary prevention issue in the past 12 months? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 8) Does the agency have sufficient buy-in of local stakeholders for prevention work? COMMENTS: | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 9) Does the DELTA coordinator have a relationship with, or access to, at least 2 key community leaders? COMMENTS: | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 10) Is the community sufficiently knowledgeable about IPV prevention, such that the agency has ‘fertile ground’ for prevention efforts? COMMENTS: | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

SECTION 5: RESOURCE DEVELOPMENT

| | Yes | No | N/A |
|---|-----------------------|-----------------------|-----------------------|
| 1) Has your agency applied for prevention funding from a source other than DELTA in the past 12 months? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 2) Looking at your organizational budget, is $\geq 15\%$ devoted to prevention? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 3) Is the agency committed to funding a prevention position even after DELTA ends? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 4) Does the agency have access to individuals with evaluation skills (other than the DELTA EE)? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 5) Does the agency have access to individuals who can provide technical support for primary prevention? <i>[Note: the Coalition can count as a provider of technical support]</i> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 6) Does the prevention department have sufficient space? COMMENTS: | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 7) Does the prevention department have sufficient volunteers to assist with projects? COMMENTS: | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 8) Does the prevention department have sufficient equipment to operate? COMMENTS: | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 9) Does the prevention department have sufficient funds for printing, materials and travel? COMMENTS: | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 10) Does the prevention department receive appropriate evaluation at least once per year? That is, does someone qualified to evaluate the performance of prevention programming conduct or participate in the review? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 11) Is there a clear plan in place for maintaining the primary prevention work at this agency if the DELTA coordinator were to leave? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 12) Is there a clear plan in place for sustaining primary prevention work at this agency after the DELTA funding ends? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 13) Have you identified a staff person who would train a new hire to do primary prevention work, should the DELTA coordinator leave? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

SECTION 6: CLIMATE

| | Yes | No | N/A |
|---|-----------------------|-----------------------|-----------------------|
| <p>1) Does the DELTA coordinator feel that prevention work is viewed as legitimate in the agency? COMMENTS:</p> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| <p>2) Are staff attitudes supportive of prevention? (‘No’ means that they de-prioritize prevention relative to other agency goals)</p> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| <p>3) On a scale of 1-10, where 1 is “unimportant” and 10 is “critically important to our mission” does the Executive Director score prevention as 8 or above?</p> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| <p>4) Do 100% of staff understand, and could articulate, what the DELTA coordinator’s job and job-related activities are? COMMENTS:</p> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| <p>5) On a scale of 1-10, where 1 is “not at all committed” and 10 is “entirely committed” does the DELTA coordinator score herself as an 8 or above (with regard to feeling committed to working on prevention)?</p> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| <p>6) Does the DELTA coordinator feel ownership of her work? COMMENTS:</p> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| <p>7) Does the DELTA coordinator feel like she has sufficient latitude in decision-making to do an excellent job in prevention? COMMENTS:</p> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| <p>8) Does the DELTA coordinator feel sufficiently listened to regarding prevention within the agency? COMMENTS:</p> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

SECTION 7: PRIORITIZING

To complete this page, please select one of the following : (A) the executive director; (B) the board of directors; (C) your agency as a whole. Choose the one that makes the most sense for you to use for this exercise.

Now, how do you think that [A , B or C] would prioritize these core agency functions? Write the number in next to each item, where 1 is highest priority and 9 is lowest.

Support groups

Court advocacy

Prevention

Education

Counseling

Shelter

Case management

Child programs

Hotline

Transitional housing