Public Reporting burden of this collection of information is estimated at 120 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to CDC/ATSDR Reports Clearance Officer, 1600 Clifton Road NW, MS D-24, Atlanta, GA 30333; Attn: PRA (0920-XXXXX).

# Attachment SS: Local Health Department Capacity and Readiness

Dating Matters: Strategies to Promote Healthy Teen Relationships™ Initiative

Division of Violence Prevention National Center for Injury Prevention and Control Centers for Disease Control and Prevention

Site Number:	
, Survey Date:	Dating Matters Capacity Assessment: Local Health Departments Survey
Program Year:	
Survey Iteration:	(Introduction text to be added)
department? Pleas	<ol> <li>How long have you worked at your local health e enter the number of years and/or months.</li> </ol>
Years	Months
answer.  Administrator (e.g., p Clinician (e.g., nurse Administrative suppo Health or Outreach E Counselor/Social Wo	ort Educator
your local health de	worked with prevention programs (of any type) for youth at epartment? Please enter the number of years and/or months.  Months  al health department, how long have you worked with
	ns (of any type) for youth? Please enter the number of years
Years	Months

#### **DATING MATTERS LEVEL**

First, we have some questions about the Dating Matters initiative. This initiative specific information will aid in identifying both strengths and challenges with your capacity to implement evidence based programming as a part of this initiative. Your information along with other stakeholders completing the survey will allow for a productive action planning process to address capacity challenges. Let's start at the initiative level.

Sta	Æ:	_	~
Sla	,,,,	H	u

5. How much do you agree or disagree with each of the following statements about the Dating Matters initiative? Select one answer per row.

		Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Don't Know
a.	Staff time allocated for the Dating Matters initiative is protected (i.e., staff members are not pulled away to do other work).	1	2	3	4	5	0
b.	There are enough local health department staff members to implement the Dating Matters initiative.	1	2		4	5	0
C.	Staff turnover at the local health department may interfere with implementing the Dating Matters initiative.	5	4		2	1	0
d.	Our organization has the fiscal resources it needs to implement the Dating Matters initiative.		2		4	5	0
e.	Staff members have skills in developing prevention programs that reflect the needs of the population.	1	2		4	5	0

Scoring: mean of items a-e with b reverse coded.

## **Organizational Cohesion**

6. Programs like the Dating Matters initiative sometimes experience organizational challenges. How much do you agree or disagree with each of the following statements? Please consider both the core Dating Matters program staff, as well as support staff (e.g., IT, accounting, clerical). Select one answer per row.

				Neither			
		Strongly Disagree	Disagree	Agree nor Disagree	Agree	Strongly Agree	Don't Know
a.	Staff working on the Dating Matters initiative get along well.		2	3	4	5	0
b.	There is much friction among the staff working on the Dating Matters initiative.	5	4	3	2	1	0
C.	Staff working on the Dating Matters initiative work together as a team.	1	2	3	4	5	0
d.	Staff working on the Dating Matters initiative are quick to help one another when needed.	1	2	3	4	5	0
e.	Staff working on the Dating Matters initiative ask one another for help when needed.	1	2	3	4	5	0
f.	Mutual trust and cooperation are strong among the staff working on the Dating Matters initiative.	1	2	3	4	5	0
g.	Some staff working on the Dating Matters initiative do not do their share of the work.	5	4	3	2	1	0
h.	Staff understand their role in implementing the Dating Matters initiative.	1	2	3	4	5	0

Scoring: Organizational Cohesion Scale: mean of items a-h with 2 items reverse coded.

#### **DIVISION LEVEL**

Next, we have some questions about the division or unit where Dating Matters is located within your local health department.

### **Organizational Structure and Function**

7. How much do you agree or disagree with each of the following statements about the division where Dating Matters is located? Select one answer per row.

		Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Don't Know
a.	Staff know how their own jobs relate to the overall mission of the division.		2		4	5	0
b.	The work standards expected of people are clear.	1	2	3	4	5	0
C.	Staff get well-defined feedback about how well they are doing.	1	2		4	5	0
d.	Staff participate in other parts of the division, enough to be able to appreciate their role in that wider environment.		2		4	5	0
e.	Staff can take part in the decisions that affect them.		2	3	4	5	0
f.	The division uses an effective procedure for resolving conflicts.	1	2		4	5	0

Scoring: Organizational Learning Scale: mean of items a–f. Report "disagree" responses in action plan.

# **Knowledge about Teen Dating Violence Prevention**

8. Staff members often vary in their knowledge about teen dating violence prevention. How much do you agree or disagree with each of the following statements? Please think about the division in which Dating Matters is located.

				Neither			
		Strongly Disagree	Disagree	Agree nor Disagree	Agree	Strongly Agree	Don't Know
a.	Staff are knowledgeable about teen dating violence.	1	2	3	4	5	0
b.	Staff are knowledgeable about evidence-based teen dating violence prevention programs.	1	2	3	4	5	0
C.	Staff are experienced in overseeing <i>community</i> -based prevention efforts.	1	2	3	4	5	0
d.	Staff are experienced in overseeing <b>school</b> -based prevention efforts.	1	2	3	4	5	0
e.	Staff are encouraged to attend training specific to teen dating violence prevention.	1	2	3	4	5	0
f.	Staff have the necessary skills to support the Dating Matters initiative.	1	2	3	4	5	0
g.	Staff have experience obtaining IRB approval for collecting evaluation data.	1	2	3	4	5	0

Scoring: mean of items a–f. Report "disagree" responses in action plan.

# **Capacity to Support Evaluation Activities**

9. How much do you agree or disagree with each of the following statements? Select one answer per row.

My division has staff who can...

		Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Don't Know
a.	Explain the benefits of evaluation to schools.	1	2	3	4	5	0
b.	Effectively overcome barriers to evaluation participation in <i>schools</i> .	1	2	3	4	5	0
C.	Effectively overcome barriers to evaluation participation in <i>the local health department</i> .	1	2	3	4	5	0
d.	Work with an evaluator to develop procedures for collecting evaluation data from parents and/or youths.	1	2	3	4	5	0
e.	Work with an evaluator to develop procedures for collecting implementation data from program staff.	1	2	3	4	5	0
f.	Work with an evaluator to interpret evaluation findings for the Dating Matters initiative.	1	2	3	4	5	0
g.	Disseminate findings from the evaluation of the Dating Matters program.	1	2	3	4	5	0

Scoring: mean of items a–g. Report "disagree" responses in action plan.

#### **Readiness: Needs Assessment**

10. In the past 12 months, has your division done any of the following to	prepare for
the Dating Matters initiative? Select one answer per row.	

		Yes	No	Don't Know
a.	Collected or compiled data on the prevalence of teen dating violence in your community.		0	2
b.	Collected or compiled data on risk and protective factors related to teen dating violence in your community.	1	0	2
C.	Collected or compiled data on teen dating violence-related intervention outcomes in your community.	1	o	2
d.	Added or recommended adding questions about teen dating violence to surveillance surveys		0	2

Scoring: means of items a-d. Report "no" responses in action plan.

# **Readiness: Strategic Planning**

11. In the past 12 months, has your division done any of the following to prepare for the Dating Matters initiative? Select one answer per row.

	Yes	No	Don't Know
Included dating violence prevention in the strategic plan.	1	0	2
Included the Dating Matters initiative specifically in the strategic plan.		0	2
Assessed the fit between the Dating Matters initiative requirements and staff skills.		0	2
Assessed whether the Dating Matters intervention options overlap with programs that already exist in the community.		0	2
Developed a communication plan to keep internal and external stakeholders informed on the Dating Matters initiative.		0	2
	Included the Dating Matters initiative specifically in the strategic plan.  Assessed the fit between the Dating Matters initiative requirements and staff skills.  Assessed whether the Dating Matters intervention options overlap with programs that already exist in the community.  Developed a communication plan to keep internal and external	Included dating violence prevention in the strategic plan.  Included the Dating Matters initiative specifically in the strategic plan.  Assessed the fit between the Dating Matters initiative requirements and staff skills.  Assessed whether the Dating Matters intervention options overlap with programs that already exist in the community.  Developed a communication plan to keep internal and external	Included dating violence prevention in the strategic plan.  Included the Dating Matters initiative specifically in the strategic plan.  Assessed the fit between the Dating Matters initiative requirements and staff skills.  Assessed whether the Dating Matters intervention options overlap with programs that already exist in the community.  Developed a communication plan to keep internal and external

Scoring: means of items a-e. Report "no" responses in action plan.

#### LOCAL HEALTH DEPARTMENT LEVEL

The next set of questions is about your local health department. Please think about your entire local health department, even divisions unrelated to Dating Matters.

## **Organizational Climate for Innovation**

12. How much do you agree or disagree with each of the following statements about your local health department? Select one answer per row.

		Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Don't Know
a.	The local health department has a history of participating in innovative public health initiatives.	1	2	3	4	5	О
b.	Within the local health department, ideas for new approaches are welcomed.	1	2	3	4	5	0
C.	Staff are encouraged to try new things within the local health department.		2	3	4	5	0
d.	The local health department has a flexible structure to allow for new processes to be adopted.	1	2	3	4	5	О

Scoring: mean of items a-d. Report as a single item.

# **Leader Consensus Building and Conflict Management**

# 13. How much do you agree or disagree with the following statements? Select one answer per row.

Your local health department leadership is...

		Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Don't Know
a.	Able to build consensus within the local health department.	1	2	3	4	5	0
b.	Willing to involve other health department staff members in decision making.	1	2	3	4	5	0
C.	Able to manage conflict within the local health department.	1	2	3	4	5	0

Scoring: Community Leader Scale: mean of items a-c.

# **Effective Local Health Department Leadership**

14. How much do you agree or disagree with the following statements about your local health department as a whole? Select one answer per row.

Your local health department leadership is...

		Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Don't Know
a.	Knowledgeable about teen dating violence prevention.	1	2	3	4	5	0
b.	Committed to preventing teen dating violence.	1	2	3	4	5	0
C.	Able to obtain the necessary financial resources for teen dating violence prevention initiatives.	1	2	3	4	5	0
d.	A strong advocate for the Dating Matters initiative.	1	2	3	4	5	0
e.	Motivated to ensure that the Dating Matters initiative is a success.	1	2	3	4	5	0
f.	Knowledgeable about the extent of other teen dating violence efforts in the community.	1	2	3	4	5	0
g.	Supportive of staff implementing the Dating Matters initiative.	1	2	3	4	5	o

Scoring: Community Leaders as Prevention Advocates Scale: mean of items a-g.

## **Clear Vision/Mission**

15. How much do you agree or disagree with each of the following statements about your local health department? Select one answer per row.

		Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Don't Know
a.	The Dating Matters initiative is consistent with our local health department's mission.	1	2	3	4	5	0
b.	There is a common vision in the health department about the methods needed for preventing teen dating violence.	1	2	3	4	5	0
C.	Most staff members see using evidence-based approaches as an essential part of our health department's work.	1	2	3	4	5	0

Scoring: mean of items a-c.

# **Teen Dating Violence Prevention History**

# 16. In the past 12 months, has your local health department done any of the following? Select one answer per row.

		Yes	No	Don't Know
a.	Supported a teen dating violence prevention curriculum with adolescents.		0	2
b.	Supported a teen dating violence prevention curriculum with parents or families.		0	2
C.	Adapted a teen dating violence prevention curriculum to better address the needs of your community.		0	2
d.	Supported or coordinated training for a teen dating violence prevention curriculum.		0	2
e.	Facilitated or participated in youth-led efforts to prevent teen dating violence.		0	2
f.	Identified gaps in local policy related to teen dating violence prevention.		0	2
g.	Supported the development and enhancement of policy related to teen dating violence prevention.		0	2
h.	Convened an advisory group to address teen dating violence prevention.		0	2
i.	Used media, including but not limited to print, online, and social media, for teen dating violence prevention.		0	2

Scoring: mean of items a-i. Report "no" responses in action plan.

# **Linkages with Community-Based Organizations**

17. How much do you agree or disagree with each of the following statements about your local health department's relationship with community-based organizations? Select one answer per row.

		Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Don't Know
a.	The local health department is part of a network of organizations committed to preventing teen dating violence.	1	2	3	4	5	0
b.	The local health department shares ideas or information about teen dating violence prevention with community-based organizations.	1	2	3	4	5	О
C.	The local health department and community-based organizations have managed to work together in spite of differences that may arise between them.	1	2	3	4	5	О

Scoring: mean of items a-c.

# **Partnerships with Other Government Agencies**

18. How much do you agree or disagree with each of the following statements about your local health department's relationship with other government agencies? Select one answer per row.

		Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Don't Know
a.	The local health department and other government agencies coordinate with each other on violence prevention efforts.		2	3	4	5	0
b.	The local health department shares ideas or information about teen dating violence prevention with other government agencies.	1	2	3	4	5	0
C.	The local health department and other government agencies have managed to work together in spite of differences that may arise between them.	1	2	3	4	5	0

Scoring: mean of items a-c.

## Collaboration

19. In the past 12 months, how much has your local health department collaborated with the following organizations? Select one answer per row.

		Not at All	A Little	Some	A Lot	Don't Know
a.	K-12 Schools.	1	2	3	4	0
b.	Colleges and/or Universities.	1	2	3	4	0
b.	Youth serving organizations (e.g., Boys and Girls Clubs, Big Brothers/Big Sisters, Scouts)	1	2	3	4	0
C.	Local domestic violence agencies.	1	2	3	4	0
d.	Batterer intervention programs.	1	2	3	4	0
e.	Police or juvenile justice department.	1	2	3	4	0
f.	Faith community.	1	2	3	4	
g.	Local substance abuse organizations.	1	2	3	4	0
h.	Local recreation department.	1	2	3	4	0
i.	Other local public health or social service departments.		2	3	4	0
j.	State public health or social service departments.		2	3	4	0
k.	Private social service agencies.	1	2	3	4	
l.	Business community.	1	2	3	4	0
m.	Courts or judicial system.	1	2	3	4	0
n.	Other health care agencies (e.g., hospitals, doctors' offices, clinics).		2	3	4	0
0.	Citizen groups or service organizations (e.g. crime watch groups, Kiwanis, Rotary, or Lions clubs).		2	3	4	0
p.	Other, please specify	1	2	3	4	0

Scoring: recode "not at all" = 0; and remaining responses = 1. Sum scores of 1. Report "not at all" responses in action plan.

20. Describe any challenges in collaborating with other organizations (e.g., schools or community-based organizations) on teen dating violence issues in the past 12 months.

[Include open-ended comment box]

21. Describe the strengths of your local health department's collaborative efforts in the past 12 months.

[Include open-ended comment box]

#### **Political Influence of Leaders**

22. Please consider the leadership in your local health department. How much do you agree or disagree with each of the following statements? Select one answer per row.

	<b>, , , , , , , , , , , , , , , , , , , </b>	Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Don't Know
a.	Local health department leaders can gain support from elected or appointed officials when needed.	1	2	3	4	5	0
b.	Local health department leaders can influence laws and policies that could prevent teen dating violence.	1	2		4	5	0
C.	Elected or appointed officials are aware of the Dating Matters initiative.	1	2	3	4	5	0

Scoring: mean of items a-c.

# **Advocacy for Prevention Policy**

23. In the past 12 months, has someone	e from your local health department done any
of the following? Select one answer	per row.

		Yes	No	Don't Know
a.	Advocated for more resources or opportunities for teen dating violence prevention <i>within your health department</i> .		o	2
b.	Advocated for more resources or opportunities for teen dating violence prevention <i>outside of your health department</i> .		o	2
C.	Advocated to influence policies to promote teen dating violence prevention.		o	2
d.	Educated legislators on the need for teen violence prevention efforts.		0	2

Scoring: mean of items a-d.

# **Violence Prevention Policy Activities**

24. In the past <u>2</u> years, has your local health department worked on any of the following? Select one answer per row.

a. Conducted an inventory of existing policies re			•
	Yes	No	Don't Know
On the school district level	1	o	2
On the local level	1		
On the state level			
On the state level	1	0	
b. Identified gaps in existing policies related to v	iolonco	nroventi	on
b. Identified gaps in existing policies related to v		•	
	Yes	No	Don't Know
On the school district level	1	o	2
On the local level	1		
On the state level			
On the state level	1	0	
c. Supported the development or enhancement	of policie	ac ralata	d to violence prevention
c. Supported the development of emilancement	•		•
	Yes	No	Don't Know
On the school district level	1	o	2
On the local level	1	0	2
On the state level	$\overline{\Box}_{1}$		
Off the state level	T	0	Z

d. Implem	ented or supported the implement	ation of poli <b>Yes</b>		d to violence		tion	
On the scl On the loc On the sta			0   0   0   0   0   0   0   0   0   0	2 2 2 2			
	Strong	State I	Leadeı	rship			
	ow much do you agree or dis tate public health leaders? S	-			ving sta	atements	about
		Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Don't Know
a.	State public health leaders exhibit strong and sustained commitment to teen dating violence prevention.	1	2	3	4	5	0
b.	There is a common vision for teen dating violence prevention among the <u>state</u> public health leadership.		2	3	4	5	0
C.	The <u>state</u> public health department has strong leadership advocating for teen dating violence prevention.	1	2	3	4	5	0
Sco	oring: mean of items a–c.						
		O1 - 15:					
		Staffi	ng				
	Of all the employees in your lo	ocal healt	h departn	nent, how	many v	vork on v	iolence
	Full-time	Part-	time				
	Don't Know						

	ncluding contracted staff, how many employees <u>curren</u> atters initiative?	<u>itly</u> work	on the D	ating
	Full-time Part-time			
o	Don't Know			
	Integrated Data Systems			
	hich of the following statements apply to your local he elect one answer per row.	ealth dep	artment,	if any?
		Yes	No	Don' Knov
a.	The local health department has sufficient local data on the prevalence of teen dating violence.		0	2
b.	Our local health department's data system is linked with other relevant government agencies.		0	2
C.	There is a systematic approach to gathering data on the prevalence of dating violence across local agencies.		0	2
d.	Data are routinely shared across the public health system.	1	0	2
Sco	ring: mean of items a–d.			
	Funding			
	the past fiscal year, has your local health department revention funds from resources other than the Dating I ne answer.			

ν	the past fiscal year, has your local health department received funding for olence prevention from sources other than the Dating Matters initiative? Select ne answer.
	Yes
	No Don't Know
If y	es, please specify.

# **Sustainability**

# 31. How much do you agree or disagree with each of the following statements? Select one answer per row.

		Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Don't Know
a.	Other violence prevention efforts supported by the local health department have demonstrated sustainability.	1	2	3	4	5	0
b.	The local health department includes violence prevention efforts in the annual budget.	1	2		4	5	0
C.	The local health department has at least one staff position devoted to violence prevention efforts.	1	2	3	4	5	0
d.	Violence prevention is integrated with other health-related prevention programs.	1	2	3	4	5	0
e.	The local health department is planning for sustainability of Dating Matters.	1	2	3	4	5	0
f.	The local health department is looking for other funding resources to support Dating Matters when the grant ends.	1	2	3	4	5	0
g.	The local health department is committed to the long-term goals of Dating Matters.	1	2		4	5	0
h.	Dating Matters is part of a long- term collaborative effort with other agencies to prevent violence.		2		4	5	0
i.	Dating Matters is unlikely to be sustained when the grant ends .	5	4	3	2	1	0
j.	The local health department has multiple funding sources for violence prevention.	1	2		4	5	0

Scoring: mean of items a-j.

32. What factors may hinder sustaining Dating Matters when the grant ends? [Include open-ended comment box]

33. What factors may support sustaining Dating Matters when the grant ends? [Include open-ended comment box]

#### **Cost Estimates**

- 34. What is the total value of student participation incentives sent to schools over the past 12 months?
- 35. What is your annual salary?

```
$0 to $9,999
```

\$10,000 to \$19,999

\$20,000 to \$29,999

\$30,000 to \$39,999

\$40,000 to \$49,999

\$50,000 to \$59,999

\$60,000 to \$69,999

\$70,000 to \$79,999

\$80,000 to \$89,999

\$90,000 to \$99,999

\$100,000 or above

- 36. How much time (excluding travel time) did you spend on Dating Matters over the past 12 months?
- 37. How much travel time and mileage did you spend on Dating Matters over the past 12 months?
- 38. What is the total value of parent participation incentives distributed over the past 12 months?
- 39. What is the total value of facilitator stipends distributed over the past 12 months?
- 40. What is the total postage of mailing "Adapted Families for Safe Dates" to parents of 8<sup>th</sup> grade students over the past 12 months?
- 41. What is the total cost of facilities and equipment for Dating Matters over the past 12 months?
- 42. What is the total cost of office supplies and software for Dating Matters over the past 12 months?
- 43. What is the student curricular master trainer's annual salary?

\$0 to \$9.999

\$10,000 to \$19,999

\$20,000 to \$29,999

\$30,000 to \$39,999

\$40,000 to \$49,999

\$50,000 to \$59,999 \$60,000 to \$69,999 \$70,000 to \$79,999 \$80,000 to \$89,999 \$90,000 to \$99,999 \$100,000 or above

- 44. What is the cost of recruiting parent program managers and master trainers?
- 45. What is the cost of recruiting key staff?
- 46. How much time did you spend on the curricula adaptation in the planning year?