This matrix illustrates which questions will be asked of which respondent types

| **Training Needs Assessment Questions** | **Program Manager** | **Principal Investigator** | **Media/ Communication lead**  | **Evaluation lead** | **Coalition Member** |
| --- | --- | --- | --- | --- | --- |
| **Section I: Background Information** |   |   |   |   |   |
| 1. What is your current, primary role in supporting your organization’s DCH award? | x | x | x | x | x |
| 2. Through which DCH program(s) does your organization currently receive funding?  | x | x | x | x | x |
| 3. Select the choice that best describes the type of organization receiving DCH funds (e.g., the awardee).  | x | x |   |   |   |
| 4. Select the choice that best describes the type of organization for which you are working (volunteer or paid). | x | x | x | x | x |
| 5. Select the choice that best describes the geographical area served by your DCH-funded program. | x | x |  |  |  |
| **Section II: Short-term Outcomes and Population-based Strategies** |   |   |   |   |   |
| 6A. Over the course of the next year (September 2015-September 2016), which short-term outcome(s) did you select from the DCH funding opportunity announcement to address with your DCH-funded work?  | x | x |   |   |  x |
| 6B. For each short-term outcome selected, on which **priority populations** are you focusing?  | x | x |   |   |  x |
| 6C. How did your organization/coalition determine the short-term outcome(s) that you will address with your DCH-funded work?  | x | x |   |   |  x |
| 6D. How many years of prior experience do you (individually) have in implementing policy, systems, and environmental (PSE) improvements to address the short-term outcome(s)? | x | x |   |   |  x |
| 7A. For each short-term outcome you indicated in question 6A, select the population-based strategy(ies) that best represents what you are working on with your DCH-funding over the course of next year (September 2015-September 2016. | x | x |   |   |  x |
| 7B. For each of the strategies you identified in question 7A, please indicate how important it is for you to receive training next year (September 2015-September 2016)?  | x | x |   |   |  x |
| 7C. How would you prefer to receive training to address each strategy you selected in 7B as “somewhat important,” “very important” or “essential”?  | x | x |   |   |  x |
| **Section III: Foundational Skills and Competencies**  |   |   |   |   |   |
| 8A & 8B. For each of the following foundational skill areas, first rate the **importance** of the skills **to achieving your work plan objectives** and second, rate **how important** it is for you to **receive training on these skills next year** (September 2015– September 2016)? | x | x | x | x | x |
|  Program Planning and Implementation | x | x |  |  | x |
| Communication | x | x | x |  |  |
| Evaluation | x | x |  | x |  |
| Partnerships/Coalitions | x | x | x |  |  |
| Health Equity | x | x | x | x | x |
| Sustainability | x | x | x | x | x |
| 9. What, if any, additional skill areas are you using to achieve your work plan objectives?  | x | x | x | x | x |
| 10. How would you prefer to receive training to address each skill area you selected in question 8 - Part B as “very important” or “essential”?  | x | x | x | x | x |
| **Section IV: Facilitators and Barriers to Accessing Training** |   |   |   |   |   |
| 11. Which of the following technologies or platforms do you currently use? | x | x | x | x | x |
| 12. How would you prefer to hear about DCH training opportunities?  | x | x | x | x | x |
| 13. How many training opportunities would you prefer DCH offer every month? | x | x | x | x | x |
| 14. Select any current or anticipated barriers to your participation in DCH training opportunities.  | x | x | x | x | x |
| 15. How far in advance would you like to be notified of DCH training opportunities?  | x | x | x | x | x |
| **Section V: Additional Needs** |   |   |   |   |   |
| 16. What additional training needs do you have that have not been addressed by this assessment?  | x | x | x | x | x |
| 17A. Do you use trainings offered by organizations other than CDC to help support your program activities? | x | x | x | x | x |
| 17B. Who provides the training? | x | x | x | x | x |
| 17C. What topics have these trainings covered? | x | x | x | x | x |