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Attachment SS: Local Health Department Capacity and Readiness Survey

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

Dating Matters Capacity Assessment: Local Health Departments Survey

The purpose of the Dating Matters Capacity Assessment Tool is to guide you in gathering information about your local health department's strengths and areas for improvement. The information obtained from this tool will be used to help you and your technical assistance provider devise an action plan for capacity building. The Dating Matters Capacity Assessment Tool covers information on a wide range of capacity dimensions that are related to effective program implementation. The questions address strengths and skills relevant to preventing teen dating violence and promoting healthy relationships for young people.

Please feel free to seek out information from other staff and partners as you complete this survey. The responses will be combined across respondents. You will receive an assessment report and action plan geared toward your organization's specific needs. The scores are generally averages or totals of items reflecting important capacity/readiness areas. The scores will be graphed to show where your agency ranks on a range from high to low. The purpose is to provide your organization with information for team building and capacity building for implementation of evidence-based programming. The Centers for Disease Control and Prevention (CDC) expects that all grantees will have capacity areas that need improvement.

<u>This information will not be used to rate grantees on implementation</u>. It is simply a tool to help your organization reach its highest potential for implementing the Dating Matters initiative.

The assessment report and action plan will be provided to you via e-mail. You may share it with the key staff, stakeholders, and partners you deem relevant. A copy of your assessment report and action plan will also be submitted to your CDC task monitor and your technical assistance provider. We appreciate your honest reflection in responding to these questions.

1.	How long have you worked at your local health department? Please enter the number of years and/or months. Years Months									
		Years			Months					

2.	Wł	nat is	your primary role	withi	n yo	our local health department? Select one answer.				
	1 2 3 3 4 5 5 6 6	Clini Adm Heal Cour Yout	inistrator (e.g., prograr cian (e.g., nurse, physi inistrative Support Ith or Outreach Educat nselor/Social Worker th Program or Preventi	cian) or						
L	7	Othe	er, please specify							
3.					•	evention programs (of any type) for youth at use enter the number of years and/or months.				
			Years			Months				
4.	4. Outside of your local health department, how long have you worked with prevention programs (of any type) for youth? Please enter the number of years and/or months.									
			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 that of other stakeholders completing the survey, will allow for a productive action planning process to address capacity challenges. Let's start at the initiative level.

Staffing

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	3	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.	1	2	3	4	5	0
e.	Staff members have skills in developing prevention programs that reflect the needs of the population.	1	2	3	4	5	0

Scoring: mean of items a-e with c 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 the core Dating Matters program staff as well as support staff (e.g., IT, accounting, clerical). Select one answer per row.

		Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Don't Know
a.	Staff working on the Dating Matters initiative get along well.	1	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		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.	1	2	3	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	3	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	3	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	3	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		4	5	0
C.	Staff are experienced in overseeing community-based prevention efforts.	1	2		4	5	o
d.	Staff are experienced in overseeing school-based prevention efforts.	1	2		4	5	0
e.	Staff are encouraged to attend training specific to teen dating violence prevention.	1	2		4	5	0
f.	Staff have the necessary skills to support the Dating Matters initiative.	1	2		4	5	О
g.	Staff have experience obtaining IRB approval for collecting evaluation data.	1	2	3	4	5	0

Scoring: mean of items a–g. 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 schools.	1	2		4	5	0
C.	Effectively overcome barriers to evaluation participation in the local health department.	1	2		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		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 as	ny 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.		o	2
d.	Added or recommended adding questions about teen dating violence to surveillance surveys	1	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	Know
a.	Included dating violence prevention in the strategic plan.	1	0	2
b.	Included the Dating Matters initiative specifically in the strategic plan.		0	2
C.	Assessed the fit between the Dating Matters initiative requirements and staff skills.		0	2
d.	Assessed whether the Dating Matters intervention options overlap with programs that already exist in the community.		0	2
e.	Developed a communication plan to keep internal and external stakeholders informed on the Dating Matters initiative.		0	2

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		4	5	0
b.	Within the local health department, ideas for new approaches are welcomed.	1	2		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		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.

My 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	О
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.

My 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		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	0

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

15. 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.

		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	
b.	Local health department leaders can influence laws and policies that could prevent teen dating violence.	1	2	3	4	5	0
C.	Elected or appointed officials are aware of the Dating Matters initiative.	1	2	3	4	5	0

Clear Vision/Mission

16. 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		4	5	0
_							

Teen Dating Violence Prevention History

17. 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.		o	2

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

Linkages with Community-Based Organizations

18. 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	0
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	0

Partnerships with Other Government Agencies

19. 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.	1	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

Collaboration

20. 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	o
b.	Colleges and/or universities.	1	2	3	4	0
C.	Youth-serving organizations (e.g., Boys and Girls Clubs, Big Brothers/Big Sisters, Scouts).	1	2	3	4	0
d.	Local domestic violence agencies.	1	2	3	4	0
e.	Batterer intervention programs.	1	2	3	4	o
f.	Police or juvenile justice department.	1	2	3	4	o
g.	Faith community.	1	2	3	4	o
h.	Local substance abuse organizations.		2	3	4	o
i.	Local recreation department.	1	2	3	4	0
j.	Other local public health or social service departments.	1	2	3	4	0
k.	State public health or social service departments.	1	2	3	4	0
l.	Private social service agencies.		2	3	4	o
m.	Business community.	1	2	3	4	o
n.	Courts or judicial system.		2	3	4	o
0.	Other health care agencies (e.g., hospitals, doctors' offices, clinics).	1	2	3	4	0
p.	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.

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

Advocacy for Prevention Policy

23. In the past 12 months, has someone 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</i> your local health department.		0	2
b.	Advocated for more resources or opportunities for teen dating violence prevention <i>outside of</i> your local health department.		0	2
C.	Advocated to influence policies to promote teen dating violence prevention.		0	2
d.	Educated legislators on the need for teen dating violence prevention efforts.		0	2

Violence Prevention Policy Activities

- 24. In the past 2 years, has your local health department worked on any of the following? Select one answer per row.
 - a. Conducted an inventory of existing policies related to violence prevention. "Conducted an inventory" refers to activities involving investigating and summarizing information about policies or legislation designed to prevent violence.

2001 3 10 Procession			
	Yes	No	Don't Know
a. On the school district level.	1	О	2
b. On the local level.		\Box _0	2
c. On the state level	1	0	2
b. Identified gaps in existing policies related t	o violenc	e prevei	ntion
			Don't
	Yes	No	Know
a. On the school district level.		o	2
b. On the local level.		О	2
c. On the state level		0	2
c. Supported the development or enhancement violence prevention	•		Don't
• • • • • • • • • • • • • • • • • • •	Yes	No	Don't Know
violence prevention	Yes	No O	Don't
a. On the school district level.	Yes	No	Don't Know
a. On the school district level. b. On the local level.	Yes	No	Don't Know
 violence prevention a. On the school district level. b. On the local level. c. On the state level d. Implemented or supported the implementate 	Yes	No	Don't Know
 violence prevention a. On the school district level. b. On the local level. c. On the state level d. Implemented or supported the implementate 	Yes	No	Don't Know 2 2 2 2 1 2 Iated to
 violence prevention a. On the school district level. b. On the local level. c. On the state level d. Implemented or supported the implementate 	Yes 1 1 1 tion of po	No O O O O O O O O O O O O O O O O O O O	Don't Know 2 2 2 2 2 lated to Don't
a. On the school district level. b. On the local level. c. On the state level d. Implemented or supported the implementate violence prevention	Yes Yes The second of the se	No O O O O O O O O O O O O O O O O O O O	Don't Know 2

Report "no" responses in action plan.

Strong State Leadership

25. How much do you agree or disagree with each of the following statements about state public health leaders? Select one answer per row.

		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		4	5	0
b.	There is a common vision for teen dating violence prevention among the state public health leadership.	1	2	3	4	5	0
C.	The state public health department has strong leadership advocating for teen dating violence prevention.	1	2	3	4	5	0
_							

Staffing

26. Of all the employees in you prevention efforts	ır local h	nealth department, how many work on violence
Full-time		Part-time
₀ Don't Know		
27. Including contracted staff, Matters initiative?	how ma	ny employees <u>currently</u> work on the Dating
Full-time		Part-time
Don't Know		

Integrated Data Systems

28. Which of the following statements apply to your local health department? Select one answer per row.

		Yes	No	Don't Know
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
_				

Funding

pre	the past fiscal year, has your local health department applied for violence evention funds from resources other than the Dating Matters initiative? Select e answer.			
1 2 3	Yes ⇒ Go to Question 30 No ⇒ Go to Question 31 Don't Know ⇒ Go to Question 31			
30. In the past fiscal year, has your local health department received funding for violence prevention from sources other than the Dating Matters initiative? Select one answer.				
1 2 3	Yes No Don't Know			
If ye	s, 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	3	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.	There will be opportunities for violence prevention to be integrated with other health-related prevention programs.	1	2	3	4	5	0
e.	There will be opportunities for teen dating violence prevention to be integrated with other violence prevention efforts.	1	2	3	4	5	0
f.	The local health department is planning for sustainability of Dating Matters.	1	2	3	4	5	0
g.	The local health department is looking for other funding resources to support Dating Matters when the grant ends.	1	2	3	4	5	0
h.	The local health department is committed to the long-term goals of Dating Matters.	1	2	3	4	5	0
i.	Dating Matters is part of a long- term collaborative effort with other agencies to prevent violence.		2		4	5	0
j.	Dating Matters is unlikely to be sustained when the grant ends.	5	4	3	2	1	0
k.	The local health department has multiple funding sources for violence prevention.	1	2	3	4	5	О

<i>32.</i>	What factors may hinder sustaining Dating Matters when the grant ends?					
33.	What factors may support sustaining Dating Matters when the grant ends?					
34.	Did you have to consult with anyone to answer any questions on this assessment?					
	1 Yes 2 No					
35.	If yes, with whom did you consult?					
36.	Is there any other relevant information about your capacity to implement the Dating Matters initiative that you would like to share?					