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Capacity Survey – Center for States

Below are skills and approaches that people sometimes use and develop when working on solving problems, or developing strategies to make improvements to their services or agency’s functioning. **No group is expected to have, or develop, all of these skills.**

Administration One:

Please think about the group of people from your child welfare agency who are currently working with the Center for States on (prefill name of component from CapTRACK) and describe the group’s **current knowledge** for each task listed. Then please give us your opinion of the group’s knowledge **before your work with Center for States** (First administration: prefill date work plan began from CapTRACK).

Administration Two and Three:

Please think about the group of people from your child welfare agency who are currently working with Center for States on (prefill name of component from CapTRACK) and describe the group’s **current knowledge** for each task listed. Then please give us your opinion of the group’s knowledge **one year ago** (prefill date of last survey administration from CapTRACK).

CM Knowledge & Skills Constructs (Steps construct found)		CURRENT KNOWLEDGE					BEFORE working with Center for States/ ONE YEAR AGO				
		Not knowledge able at all	Slightly knowledge able	Moderately knowledge able	Very knowledg eable	Extremely knowledg eable	Not knowledge able at all	Slightly knowledge able	Moderately knowledg eable	Very knowledge able	Extremely knowledge able
When we want to explore a problem, or make an improvement in our services, we know how to:											
Engage Partners (Step 2,3,4,5)	1. Identify who in in our agency we should involve, and why	1	2	3	4	5	1	2	3	4	5
Engage Partners (Step 2,3,4,5)	2. Identify which of our external partners/community members we should involve, and why	1	2	3	4	5	1	2	3	4	5
Seek Data (Steps 1,3,4)	3. Identify a variety of data sources and types of information that we have, or that we can collect, to explore an issue that we are concerned about	1	2	3	4	5	1	2	3	4	5

Purple = constructs/evaluation references, will not be visible on actual survey; Blue = administration/programming instructions, not visible on survey; (italics = customized prefill)

CM Knowledge & Skills Constructs (Steps construct found)		CURRENT KNOWLEDGE					BEFORE working with Center for States/ ONE YEAR AGO				
		Not knowledge able at all	Slightly knowledge able	Moderately knowledge able	Very knowledg eable	Extremely knowledg eable	Not knowledge able at all	Slightly knowledge able	Moderately knowledg eable	Very knowledge able	Extremely knowledge able
Analyze data (Steps 1,3,4,10,11)	4. Assess how widespread or prevalent an issue is	1	2	3	4	5	1	2	3	4	5
	5. Identify the groups that are most and least impacted by the issue we are exploring	1	2	3	4	5	1	2	3	4	5
	6. Generate theories and ideas based on our data and information about what causes or contributes to the issue	1	2	3	4	5	1	2	3	4	5
When considering ways that we might make improvements to our services, we know how to:											
Use Research (Steps 4,5,6)	7. Find research, and/or peers with expertise, to help us think about how we might make improvements	1	2	3	4	5	1	2	3	4	5
Assess Capacity (Step 1, 5, 7, 8, 12)	8. Consider whether strategies fit our agency's values and needs	1	2	3	4	5	1	2	3	4	5
Assess Capacity (Step 1,5,7,8,12)	9. Assess our current capacity, and determine whether it is feasible for us to implement a strategy that will lead to improvements	1	2	3	4	5	1	2	3	4	5
When we select, or design strategies, programs, or interventions) to make improvements, we know how to:											
Design Innovation (5,6)	10. Identify the core activities that make up our strategy and how these activities must be performed in order for our strategy to work	1	2	3	4	5	1	2	3	4	5
	11. Identify specific behaviors that will let us know whether our strategy is being performed as intended	1	2	3	4	5	1	2	3	4	5
When we are planning on implementing a strategy, program or intervention, we know how to:											
Build Capacity (Steps 7,8)	12. Develop capacities that will need to be in place, so that we can successfully implement what we intend	1	2	3	4	5	1	2	3	4	5
Implement-ation (Step 9)	13. Consider whether to pilot, or to conduct a phased implementation of our strategy	1	2	3	4	5	1	2	3	4	5

CM Knowledge & Skills Constructs (Steps construct found)		CURRENT KNOWLEDGE					BEFORE working with Center for States/ ONE YEAR AGO				
		Not knowledge able at all	Slightly knowledge able	Moderately knowledge able	Very knowledg eable	Extremely knowledg eable	Not knowledge able at all	Slightly knowledge able	Moderately knowledg eable	Very knowledge able	Extremely knowledge able
Implement- ation (Steps (7,9,10,11,12)	14. Monitor implementation of our strategy and identify and solve problems as they arise	1	2	3	4	5	1	2	3	4	5
When we want to evaluate the improvements we are trying to make, we know how to:											
Design Evaluation (4,6)	15. Develop indicators and outcomes that let us know whether the core activities of our strategy are being implemented as intended	1	2	3	4	5	1	2	3	4	5
Design Evaluation (4,6)	16. Develop indicators and outcomes that let us know whether the problem or issue we are working on is improving	1	2	3	4	5	1	2	3	4	5
Use Data (9,10,11,12)	17. Use the results of our analysis to make adjustments to our activities	1	2	3	4	5	1	2	3	4	5

Some jurisdictions may be working with the Capacity Building Center for States on more than one issue. For this survey, please think about your current work on (prefill name of component from CapTRACK) and choose the response that best reflects your **current** opinion.

Please then provide us with your opinion as it was **(before working with Center for States/one year ago)** *(First administration: prefill date work plan began from CapTRACK)/second administration: prefill date of last survey administered one year ago).*

Assessment of Capacities: Org Culture/Climate, Engagement/Partnership, Resources, Infrastructure (Governance/Decision making)		NOW					BEFORE working with Center for States/ ONE YEAR AGO				
		Strongly disagree	Disagree	Neither agree nor disagree	Agree	Strongly Agree	Strongly disagree	Disagree	Neither agree nor disagree	Agree	Strongly Agree
Org Culture/ Climate: Leadership	18. The issue we are working on with the Center for States is important to our leadership	1	2	3	4	5	1	2	3	4	5
Org Culture/ Climate: Leadership	19. Leadership is involved in working on this issue	1	2	3	4	5	1	2	3	4	5
Org Culture/ Climate: Norms/Values	20. The people in our agency receiving capacity building services from Center for States agree on the purpose and goals of the work	1	2	3	4	5	1	2	3	4	5
Org Culture/ Climate: Workforce	21. I think our agency will continue to sustain our work on this issue over time	1	2	3	4	5	1	2	3	4	5
Resources: staffing	22. The team that plans and guides our work on this issue has enough time to do so	1	2	3	4	5	1	2	3	4	5
Infrastructure: Governance/ Decision Making	23. The team that plans and guides our work on this issue is able to make decisions and move the work forward	1	2	3	4	5	1	2	3	4	5
Engagement/ partnership: internal	24. We used input from agency staff to develop a solution to the issue we are working on and/or develop our project	1	2	3	4	5	1	2	3	4	5
Engagement/ partnership: external	25. We used input from external partners to develop a solution to the issue we are working on	1	2	3	4	5	1	2	3	4	5

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Infrastructure: Policies & Procedures					26. Does your work with Center for States on <u>(prefill name of component from CapTRACK)</u> include writing, or revising, policies and/or procedures?				
<input type="checkbox"/> Yes <i>(move to NOW Q)</i>		<input type="checkbox"/> No <i>(move to Reasons Q)</i>			<input type="checkbox"/> Not sure <i>(move to next Infrastructure Q)</i>				
If no, check the closest reason why not:									
<input type="checkbox"/> No, we are focusing efforts elsewhere at this time <i>(move to next infrastructure Q)</i>									
<input type="checkbox"/> No, our existing policies and/or procedures adequately support this work <i>(move to next infrastructure Q)</i>									
<input type="checkbox"/> No, we are /have recently worked on this ourselves or with others, but we are not addressing it with Center for States <i>(move to next infrastructure Q)</i>									
NOW					ONE YEAR AGO				
Where are you NOW in your planning/ implementation of these court rules and/or policies?					Where were you (before working with Center for States/one year ago) in your planning/implementation of these policies and/or procedures?				
Have not yet started work <i>(move to next Infrastructure Q)</i>	Planning/ designing/ <i>(move to One Year Ago Q)</i>	Starting to Implement <i>(move to One Year Ago Q)</i>	Partly implemented <i>(move to On Year Ago Q)</i>	Fully implemented <i>(continue to Quality indicators)</i>	Had not yet started work <i>(move to next Infrastructure Q)</i>	Planning/ designing <i>(move to next Infrastructure Q)</i>	Starting to Implement <i>(move to next Infrastructure Q)</i>	Partly implemented <i>(move to next Infrastructure Q)</i>	Fully implemented <i>(continue to Quality indicators)</i>
<p>Quality indicators:</p> <p>In thinking about the policies and/or procedures you have implemented, please check if you agree with the following:</p> <p>Policies and/or procedures that we've developed with Center for States</p> <ul style="list-style-type: none"> <input type="checkbox"/> Are widely known; those who are expected to follow policies/procedures have access to them, and they have received training to ensure their understanding of them <input type="checkbox"/> Include structures in place for staff to be able to provide feedback related to policies/procedures, such as barriers to enacting policies, and suggestions for improvement <p><i>(move to One Year Ago Q)</i></p>					<p>Quality indicators:</p> <p>In thinking about the policies and/or procedures you implemented, please check if you agree with the following:</p> <p>Policies and/or procedures that we developed <i>(before working with Center for States/one year ago)</i>:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Were widely known; those who were expected to use these policies/procedures had access to, and had received training to ensure their understanding of them <input type="checkbox"/> Included structures in place for staff to be able to provide feedback related to policies/procedures, such as barriers to enacting policies, and suggestions for improvement <p><i>(move to next infrastructure Q)</i></p>				

<p>Infrastructure: Staff Selection/ Recruitment</p>		<p>27. Does your work with Center for States on <i>(prefill name of component from CapTRACK)</i> include developing or improving processes for identifying, hiring, and/or selecting qualified people for the right tasks and roles?</p>							
<p><input type="checkbox"/> Yes <i>(move to NOW Q)</i></p>		<p><input type="checkbox"/> No <i>(Move to Reasons Q)</i></p>				<p><input type="checkbox"/> Not sure <i>(move to next Infrastructure Q)</i></p>			
		<p>If no, check the closest reason why not:</p> <p><input type="checkbox"/> No, we are focusing efforts elsewhere at this time <i>(move to next infrastructure Q)</i></p> <p><input type="checkbox"/> No, our existing Identifying/hiring/selecting processes adequately support this work <i>(move to next infrastructure Q)</i></p> <p><input type="checkbox"/> No, we are /have recently worked on this ourselves or with others, but we are not addressing it with Center for States <i>(move to next infrastructure Q)</i></p>							
<p>NOW</p>					<p>ONE YEAR AGO</p>				
<p>Where are you NOW in your development or improvement of identifying, hiring, and/or selecting qualified people for the right tasks and roles?</p>					<p>Where were you <i>(before working with Center for States/one year ago)</i> in the development or improvement of your identifying, hiring, and or selecting qualified people for the right tasks and roles?</p>				
<p>Have not yet started work <i>(move to next Infrastructure Q)</i></p>	<p>Planning/ designing/ <i>(move to One Year Ago Q)</i></p>	<p>Starting to Implement <i>(move to One Year Ago Q)</i></p>	<p>Partly implemented <i>(move to On Year Ago Q)</i></p>	<p>Fully implemented <i>(continue to Quality indicators)</i></p>	<p>Had not yet started work <i>(move to next Infrastructure Q)</i></p>	<p>Planning/ designing <i>(move to next Infrastructure Q)</i></p>	<p>Starting to Implement <i>(move to next Infrastructure Q)</i></p>	<p>Partly implemented <i>(move to next Infrastructure Q)</i></p>	<p>Fully implemented <i>(continue to Quality indicators)</i></p>
<p>Quality indicators:</p> <p>In thinking about the activities you have implemented, please check if you agree with the following:</p> <p>Our work with Center for States on identifying, hiring, and/or selecting qualified people include:</p> <p><input type="checkbox"/> Clear job descriptions outlining job expectations and accountability</p> <p><input type="checkbox"/> Processes to consider recruitment data, training data, and retention rates, in order to assess how well our selection/hiring process was working.</p> <p><i>(move to One Year ago Q)</i></p>					<p>Quality indicators:</p> <p>In thinking about the activities you implemented, please check if you agree with the following:</p> <p>Our work with Center for States <i>(before working with Center for States/one year ago)</i> in identifying, hiring, and/or selecting qualified people included:</p> <p><input type="checkbox"/> Clear job descriptions outlining job expectations and accountability</p> <p><input type="checkbox"/> Processes to consider recruitment data, training data, and retention rates, in order to assess how well our selection/hiring process was working.</p> <p><i>(move to next infrastructure Q)</i></p>				

<p>Infrastructure: Training</p>					<p>28. Does your work with Center for States on <i>(prefill name of component from CapTRACK)</i> include developing or improving training or a training system?</p>				
<input type="checkbox"/> Yes <i>(move to NOW Q)</i>			<input type="checkbox"/> No <i>(Move to reasons Q)</i>			<input type="checkbox"/> Not sure <i>(move to next infrastructure Q)</i>			
			<p>If no, check the closest reason why not:</p> <p><input type="checkbox"/> No, we are focusing efforts elsewhere at this time <i>(move to next infrastructure Q)</i></p> <p><input type="checkbox"/> No, our existing Training /Training Systems adequately support this work <i>(move to next infrastructure Q)</i></p> <p><input type="checkbox"/> No, we are /have recently worked on this ourselves or with others, but we are not addressing it with Center for States <i>(move to next infrastructure Q)</i></p>						
NOW					ONE YEAR AGO				
Where are you NOW in your development or improvement of training?					Where were you <i>(before working with Center for States/one year ago)</i> in your development or improvement of training?				
Have not started work yet <i>(move to next Infrastructure Q)</i>	Planning/ designing/ developing <i>(move to One Year Ago Q)</i>	Starting to Implement/ Put in place <i>(move to One Year Ago Q)</i>	Partly implemented/ Put in place <i>(move to One Year Ago Q)</i>	Fully implemented/ In place <i>(continue to Quality indicators)</i>	Had not started to work on <i>(move to next Infrastructure Q)</i>	Planning/ designing/ developing <i>(move to next Infrastructure Q)</i>	Starting to Implement/ Put in place <i>(move to next Infrastructure Q)</i>	Partly implemented/ Put in place <i>(move to next Infrastructure Q)</i>	Fully implemented/ In place <i>(continue to Quality indicators)</i>
<p>Quality indicators:</p> <p>In thinking about the training, or training system improvements you have implemented, please check if you agree with the following:</p> <p>Training/training system improvements developed with Center for States includes:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Data collection and analysis to determine effectiveness of training <input type="checkbox"/> Results of analysis of Training data are forwarded to staff supervisors and/or coaches <p><i>(move to One Year ago Q)</i></p>					<p>Quality indicators:</p> <p>In thinking about the training, or training system improvements you implemented, please check if you agree with the following:</p> <p>Training/training system improvements developed <i>(before working with Center for States/one year ago)</i> included:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Data collection and analysis to determine effectiveness of training <input type="checkbox"/> Results of analysis of Training data that were forwarded to staff supervisors and/or coaches <p><i>(move to next infrastructure Q)</i></p>				

<p>Infrastructure: Supervision 29. Does your work with Center for States on (<i>prefill name of component from CapTRACK</i>) include developing or improving supervisory and other processes (beyond training) to coach, mentor, and/or support agency staff?</p>									
<input type="checkbox"/> Yes (<i>move to NOW Q</i>)			<input type="checkbox"/> No (<i>Move to reasons Q</i>)				<input type="checkbox"/> Not sure (<i>move to next infrastructure Q</i>)		
			<p>If no, check the closest reason why not:</p> <input type="checkbox"/> No, we are focusing efforts elsewhere at this time (<i>move to next infrastructure Q</i>) <input type="checkbox"/> No, our existing system adequately coaches and supports professionals/staff to do this work (<i>move to next infrastructure Q</i>) <input type="checkbox"/> No, we are /have recently worked on this ourselves or with others, but we are not addressing it with Center for States (<i>move to next infrastructure Q</i>)						
NOW					ONE YEAR AGO				
Where are you NOW in your development/improvement of supervisory or other processes to coach and support professionals/staff?					Where were you (before working with Center for States/one year ago) in your development/improvement of supervisory or other processes to coach and support professionals/staff?				
Have not yet started work (<i>move to next Infrastructure Q</i>)	Planning/designing/ (<i>move to One Year Ago Q</i>)	Starting to Implement (<i>move to One Year Ago Q</i>)	Partly implemented (<i>move to On Year Ago Q</i>)	Fully implemented (<i>continue to Quality indicators</i>)	Had not yet started work (<i>move to next Infrastructure Q</i>)	Planning/designing (<i>move to next Infrastructure Q</i>)	Starting to Implement (<i>move to next Infrastructure Q</i>)	Partly implemented (<i>move to next Infrastructure Q</i>)	Fully implemented (<i>continue to Quality indicators</i>)
<p>Quality indicators:</p> <p>In thinking about the activities you have implemented, please check if you agree with the following:</p> <p>Supervisory or other coaching/mentoring processes that we've developed with Center for States include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Direct observation of work by supervisors/mentors, which is followed by immediate feedback to those whose skills are observed <input type="checkbox"/> Evidence that those who receive coaching routinely improve their skills <p>(<i>move to One Year ago Q</i>)</p>					<p>Quality indicators:</p> <p>In thinking about the activities you have implemented, please check if you agree with the following:</p> <p>Supervisory or other coaching/mentoring processes that were developed (<i>before working with Center for States/one year ago</i>) included:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Direct observation of work by coaches/supervisors/mentors, which was followed by immediate feedback to those whose skills were observed <input type="checkbox"/> Evidence that those who received coaching/supervision/mentoring routinely improved their skills <p>(<i>move to next Infrastructure Q</i>)</p>				

<p>Infrastructure: Evaluation/CQI</p>					<p>30. Does your work with Center for States on <i>(prefill name of component from CapTRACK)</i> include developing or improving data collection, using data to make decisions and improvements, and/or evaluation efforts?</p>				
<input type="checkbox"/> Yes <i>(move to NOW Q)</i>			<input type="checkbox"/> No <i>(Move to reasons Q)</i>			<input type="checkbox"/> Not sure <i>(move to next infrastructure Q)</i>			
			<p>If no, check the closest reason why not:</p> <p><input type="checkbox"/> No, we are focusing efforts elsewhere at this time <i>(move to next infrastructure Q)</i></p> <p><input type="checkbox"/> No, our existing data collection/data use/evaluation activities adequately support this work <i>(move to next infrastructure Q)</i></p> <p><input type="checkbox"/> No, we are /have recently worked on this ourselves or with others, but we are not addressing it with Center for States <i>(move to next infrastructure Q)</i></p>						
NOW					ONE YEAR AGO				
<p>Where are you NOW in your planning/ implementation of these data collection, data use, and/or evaluation activities?</p>					<p>Where were you <i>(before working with Center for States/one year ago)</i> in your planning/implementation of these data collection, data use, and/or evaluation activities?</p>				
<p>Have not yet started work <i>(move to next Infrastructure Q)</i></p>	<p>Planning/ designing/ <i>(move to One Year Ago Q)</i></p>	<p>Starting to Implement <i>(move to One Year Ago Q)</i></p>	<p>Partly implemented <i>(move to On Year Ago Q)</i></p>	<p>Fully implemented <i>(continue to Quality indicators)</i></p>	<p>Had not yet started work <i>(move to next Infrastructure Q)</i></p>	<p>Planning/ designing <i>(move to next Infrastructure Q)</i></p>	<p>Starting to Implement <i>(move to next Infrastructure Q)</i></p>	<p>Partly implemented <i>(move to next Infrastructure Q)</i></p>	<p>Fully implemented <i>(continue to Quality indicators)</i></p>
<p>Quality indicators:</p> <p>In thinking about the activities improvements you have implemented, please check if you agree with the following:</p> <p>Data collection/data use/evaluation activities that we've implemented with Center for States include:</p> <p><input type="checkbox"/> Reliable data collection (standardized protocols, trained data collectors)</p> <p><input type="checkbox"/> Data that is frequently used to make program adjustments</p> <p><i>(move to One Year Ago Q)</i></p>					<p>Quality indicators:</p> <p>In thinking about the activities you implemented, please check if you agree with the following:</p> <p>Data collection/data use/evaluation activities that we implemented <i>(before working with Center for States/one year ago)</i> included:</p> <p><input type="checkbox"/> Reliable data collection (standardized protocols, trained data collectors)</p> <p><input type="checkbox"/> Data that was frequently used to make program adjustments</p> <p><i>(move to next Infrastructure Q)</i></p>				

<p>Infrastructure: Communication structures - External</p>					<p>31. Does your work with Center for States on <i>(prefill name of component from CapTRACK)</i> involve developing or improving communication with external partners, the community, and/or the public?</p>				
<input type="checkbox"/> Yes <i>(move to NOW Q)</i>			<input type="checkbox"/> No <i>(Move to reasons Q)</i>			<input type="checkbox"/> Not sure <i>(move to next infrastructure Q)</i>			
			<p>If no, check the closest reason why not:</p> <p><input type="checkbox"/> No, we are focusing efforts elsewhere at this time <i>(move to next infrastructure Q)</i></p> <p><input type="checkbox"/> No, our existing communication with external partners/the community adequately support this work <i>(move to next infrastructure Q)</i></p> <p><input type="checkbox"/> No, we are /have recently worked on this ourselves or with others, but we are not addressing it with Center for States <i>(move to next infrastructure Q)</i></p>						
NOW					ONE YEAR AGO				
<p>Where are you NOW in your development or improvement of strategies to communicate with external partners/the community?</p>					<p>Where were you (before working with Center for States/one year ago) in your development or improvement of strategies to communicate with external partners/the community?</p>				
<p>Have not yet started work <i>(move to next Infrastructure Q)</i></p>	<p>Planning/ designing/ <i>(move to One Year Ago Q)</i></p>	<p>Starting to Implement <i>(move to One Year Ago Q)</i></p>	<p>Partly implemented <i>(move to On Year Ago Q)</i></p>	<p>Fully implemented <i>(continue to Quality indicators)</i></p>	<p>Had not yet started work <i>(move to next Infrastructure Q)</i></p>	<p>Planning/ designing/ <i>(move to next Infrastructure Q)</i></p>	<p>Starting to Implement <i>(move to next Infrastructure Q)</i></p>	<p>Partly implemented <i>(move to next Infrastructure Q)</i></p>	<p>Fully implemented <i>(continue to Quality indicators)</i></p>
<p>Quality indicators:</p> <p>In thinking about the strategies that you have implemented, please check if you agree with the following:</p> <p>External communication strategies that we've developed <i>with Center for States</i> include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Strategies that encourage external partners and/or the broader community to ask questions about our work, and allow them to provide feedback on how our work is impacting them <input type="checkbox"/> External partners' concerns are taken into account when decisions are made related to our work <p><i>(move to One Year Ago Q)</i></p>					<p>Quality indicators:</p> <p>In thinking about the strategies you implemented, please check if you agree with the following:</p> <p>External communication strategies that were developed <i>(before working with Center for States/one year ago)</i> included:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Strategies that encouraged our external partners and/or the broader community to ask questions about our work, and allowed them to provide feedback on how our work was impacting them <input type="checkbox"/> External partners' concerns were taken into account when decisions were made related to our work <p><i>(Move to next Q)</i></p>				

Infrastructure: Communication structures - Internal					32. Does your work with Center for States on <i>(prefill name of component from CapTRACK)</i> involve developing or improving internal communication within the agency?				
<input type="checkbox"/> Yes <i>(move to NOW Q)</i>			<input type="checkbox"/> No <i>(Move to reasons Q)</i>			<input type="checkbox"/> Not sure <i>(move to next infrastructure Q)</i>			
			<p>If no, check the closest reason why not:</p> <input type="checkbox"/> No, we are focusing efforts elsewhere at this time <i>(move to next infrastructure Q)</i> <input type="checkbox"/> No, our existing internal communication within the <i>(dependency court system/agency/group responsible for child welfare services)</i> adequately support this work <i>(move to next infrastructure Q)</i> <input type="checkbox"/> No, we are /have recently worked on this ourselves or with others, but we are not addressing it with Center for States <i>(move to next infrastructure Q)</i>						
NOW					ONE YEAR AGO				
Where are you NOW in your planning/ implementation of these internal communication activities?					Where were you <i>(before working with Center for States/one year ago)</i> in your planning/implementation of these internal communication activities?				
Have not yet started work <i>(move to next Infrastructure Q)</i>	Planning/ designing/ <i>(move to One Year Ago Q)</i>	Starting to Implement <i>(move to One Year Ago Q)</i>	Partly implemented <i>(move to On Year Ago Q)</i>	Fully implemented <i>(continue to Quality indicators)</i>	Had not yet started work <i>(move to next Infrastructure Q)</i>	Planning/ designing <i>(move to next Infrastructure Q)</i>	Starting to Implement <i>(move to next Infrastructure Q)</i>	Partly implemented <i>(move to next Infrastructure Q)</i>	Fully implemented <i>(continue to Quality indicators)</i>
<p>Quality indicators:</p> <p>In thinking about the activities you have implemented, please check if you agree with the following:</p> <p>Internal communication strategies that we've developed with Center for States include:</p> <input type="checkbox"/> Structures that obtain and analyze feedback from the people who are responsible for child welfare services for our tribe <input type="checkbox"/> Taking into account the concerns of staff in our agency when decisions are made related to our work <p><i>(move to One Year Ago Q)</i></p>					<p>Quality indicators:</p> <p>In thinking about the activities you implemented, please check if you agree with the following:</p> <p>Internal communication strategies developed <i>(before working with Center for States/one year ago)</i> included:</p> <input type="checkbox"/> Structures that obtain and analyze feedback from staff within our agency <input type="checkbox"/> Taking into account the concerns of staff within our agency when decisions are made related to our work <p><i>(move to next Infrastructure Q)</i></p>				

Knowledge and Skills: Practice-Innovation Specific					33. Does your work with Center for States on <i>(prefill name of component from CapTRACK)</i> involve increasing knowledge and/or skills within the child welfare agency?				
<input type="checkbox"/> Yes <i>(move to NOW Q)</i>			<input type="checkbox"/> No <i>(Move to reasons Q)</i>			<input type="checkbox"/> Not sure <i>(move to next infrastructure Q)</i>			
			<p>If no, check the closest reason why not:</p> <input type="checkbox"/> No, we are focusing efforts elsewhere at this time <i>(move to next infrastructure Q)</i> <input type="checkbox"/> No, the current level of knowledge and skills within our agency adequately support this work <i>(move to next infrastructure Q)</i> <input type="checkbox"/> No, we are/have recently worked on this ourselves or with others, but we are not addressing it with Center for States <i>(move to next infrastructure Q)</i>						
NOW					ONE YEAR AGO				
Where are you NOW in your improvement of skills and knowledge within your agency?					Where were you (before working with Center for States/one year ago) in your planning/implementation of developing skills within your agency?				
Have not yet started work <i>(move to next Infrastructure Q)</i>	Planning/designing/ <i>(move to One Year Ago Q)</i>	Starting to Implement <i>(move to One Year Ago Q)</i>	Partly implemented <i>(move to On Year Ago Q)</i>	Fully implemented <i>(continue to Quality indicators)</i>	Had not yet started work <i>(move to next Infrastructure Q)</i>	Planning/designing <i>(move to next Infrastructure Q)</i>	Starting to Implement <i>(move to next Infrastructure Q)</i>	Partly implemented <i>(move to next Infrastructure Q)</i>	Fully implemented <i>(continue to Quality indicators)</i>
<p>Quality indicators:</p> <p>In thinking about the development of these increased knowledge and skills, please check if you agree with the following:</p> <p>Our work with Center for States to increase knowledge and skills includes:</p> <input type="checkbox"/> Measuring knowledge/skills, with results showing skills have increased <input checked="" type="checkbox"/> Measuring fidelity, with results showing a high level of fidelity to the new practice					<p>Quality indicators:</p> <p>In thinking about the development of these increased knowledge and skills, please check if you agree with the following:</p> <p>Our work to increase knowledge and skills <i>(before working with Center for States/one year ago)</i> included:</p> <input type="checkbox"/> Measuring knowledge/skills, with results showing skills had increased <input checked="" type="checkbox"/> Measuring fidelity, and results showed a high level of fidelity to the new practice				
<i>(move to One Year Ago Q)</i>					<i>Move to next Q</i>				

Please think about the group of people from your child welfare agency who are currently working with Center for States on (*prefill name of component from CapTRACK*) and describe the group's **current knowledge** for each question below. Then please give us your opinion of the group's knowledge (**before working with Center for States/one year ago**) (*First administration: prefill date work plan began from CapTRACK*)/*second administration: prefill date of last survey administered one year ago*).

<i>CM Knowledge - Approach (Approach introduced in Phase)</i>	CURRENT KNOWLEDGE					BEFORE working with Center for States / ONE YEAR AGO				
	Not knowledge able at all	Slightly knowle dgeable	Moderately knowledg ea ble	Very knowle dgeable	Extremely knowledg ea ble	Not knowledge able at all	Slightly knowle dgeable	Moderately knowledg ea ble	Very knowle dgeable	Extremely knowledg ea ble
By working with Center for States, our team has developed knowledge in:										
34. the <u>Change and Implementation Process</u> , which includes tasks to help us identify and understand needs, develop strategies to address those needs, and then implement and evaluate those strategies <i>(Overall Approach)</i>	1	2	3	4	5	1	2	3	4	5
35. <u>Phase I, Identify and Assess Needs and Opportunities</u> , which includes tasks to help us identify a need or opportunity to be addressed, form teams to guide the change process, and gather data and explore the problem in depth <i>(Phase 1)</i>	1	2	3	4	5	1	2	3	4	5
36. <u>Phase 2: Develop Theory of Change</u> , which includes tasks that help us to develop a theory to address the causes of the need or opportunity <i>(Phase 2)</i>	1	2	3	4	5	1	2	3	4	5
37. <u>Phase 3. Select and Adapt/Design Intervention</u> , which includes tasks to help us identify, research, and select from possible interventions, and adapt existing interventions or design new ones <i>(Phase 3)</i>	1	2	3	4	5	1	2	3	4	5
38. <u>Phase 4: Plan, Prepare, and Implement</u> , which includes tasks to help us assess readiness and plan for implementation of the intervention(s), build capacity to support implementation, and pilot and/or stage implementation of the intervention <i>(Phase 4)</i>	1	2	3	4	5	1	2	3	4	5
39. <u>Phase 5: Evaluate and Apply Findings</u> , which includes tasks that help us to: Collect and use data to adjust the intervention and/or implementation strategies, evaluate to measure implementation quality and short and long-term outcomes, and make decisions to further spread, adjust, or discontinue the intervention	1	2	3	4	5	1	2	3	4	5

Purple = constructs/evaluation references, will not be visible on actual survey; Blue = administration/programming instructions, not visible on survey; (italics = customized prefill)

(Phase 5)										
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40. **What is your team, or group receiving services from the Capacity Building Center, able to do --or able to do better-- that you weren't able to before receiving services from Center for States?** *(open ended)*

41. **What is challenging for you in your work with Center for States?** *(open ended)*

42. **Is there anything else you would like us to know about your work with the Center for States?** *(open ended)*