
ND LOCAL GRANTEE
ORGANIZATIONAL CAPACITY ASSESSMENT

2012

Welcome to the Annual RPE/DELTA Grantee Organizational Capacity Survey!

Thank you for taking the time to complete the Annual RPE/DELTA Grantee Organizational Capacity Survey. Your feedback is important.

Who We Are:

The North Dakota Primary Prevention of Sexual and Domestic Violence State Capacity Building Team (SCBT) which is a partnership between the Department of Health and Council on Abused Women's Service are in the process of evaluating our technical assistance and training services to local grantees.

By completing this annual survey you will assist the SCBT in understanding whether we are meeting our training and technical assistance outcomes.

Who Should Take This Survey?

The survey is meant to measure organization capacity for primary prevention with RPE/DELTA grantees. The prevention coordinator and Executive Director should fill this out together.

Confidentiality:

There is no right or wrong answers. At the end of the survey we ask that you provide us with your name and agency so that we can track which grantees and project personnel have completed the survey. This will help us to ensure that we have adequate representation of each grantee and project team in the survey results. We will in no way share survey results with identifying information to anyone outside State Capacity Building Team.

Due Date:

Please bring a completed copy with you to the August 8, 2012 Local Grantee Meeting.

Thank you,

North Dakota Primary Prevention of Sexual and Domestic Violence State Capacity Building Team (SCBT)

For questions about the survey, please contact Jennifer Obinna, Ph.D. with World Bridge Research at jobinna@worldbridgeresearch.com

SECTION 1: LEADERSHIP

	Yes	No	N/A
1) Has your Board received a presentation on IPV/SV 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 Board of Directors' 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 Executive Director received ≥ 1 hours of training on 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 prevention coordinator) received ≥ 1 hours of training on the primary 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, prevention 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 prevention 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/SV?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2) Other than the prevention 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 prevention 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/sexual 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/sexual 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 prevention 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 prevention 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 local public health agency?	<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 prevention 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/SV 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 RPE or DELTA in the past 12 months?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2) Looking at your organizational budget, is ≥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 current funding ends or is reduced?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4) Does the agency have access to individuals with evaluation skills, other than the Empowerment Evaluator?	<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, other than the ND CAWS office?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6) Does the prevention program have sufficient space? COMMENTS:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7) Does the prevention program have sufficient volunteers to assist with projects? COMMENTS:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8) Does the prevention program have sufficient equipment to operate? COMMENTS:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9) Does the prevention program have sufficient funds for printing, materials and travel? COMMENTS:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10) Does the prevention program receive appropriate evaluation at least once per year?	<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 prevention 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 current funding ends or is reduced?	<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 prevention coordinator leave?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

SECTION 6: CLIMATE

	Yes	No	N/A
<p>1) Does the prevention 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 prevention 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 prevention 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 prevention coordinator feel ownership of her work? COMMENTS:</p>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p>7) Does the prevention 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 prevention 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

Primary Prevention

Education

Counseling

Shelter

Case management

Child programs

Hotline

Transitional housing

Other: _____

Other: _____

Persons Completing Survey:

Agency: _____

Date: _____