



PREVENTION PLANNING CAPACITY ASSESSMENT TOOL

INSTRUCTIONS

In order to complete the Prevention Planning Capacity Assessment Tool, Title IV-E agencies, other public organizations, and community partners should consider the following:

WHY should the Prevention Planning Capacity Assessment Tool be completed?

Title IV-E agencies, other public organizations, and community partners are encouraged to complete this tool in order to determine motivation for change and readiness for embarking upon comprehensive prevention planning. The tool is intended to facilitate conversations about buy-in and capacity of all partners to contribute to a comprehensive prevention plan in your community. Submitting this tool to your CDSS Consultant will help identify resources and technical assistance needed to build capacity and encourage cross-sector collaboration.

WHO should participate in completion of the Prevention Planning Capacity Assessment Tool?

This tool is designed to be used by Title IV-E agencies, other public organizations, and community partners who are responsible for overseeing and guiding their community's efforts to create a comprehensive prevention plan.

The tool should be completed by cross-sector agencies and stakeholder groups (e.g., Title IV-E agencies, public health, behavioral health, office of education, First 5, tribal organizations, community-based organizations providing direct evidence-based services, youth, parents, and caregivers with lived experience, etc.) who will be involved with comprehensive planning and implementation.

WHEN should Title IV-E agencies, other public organizations and community partners use the Prevention Planning Capacity Assessment Tool?

Title IV-E agencies, other public organizations, and community partners are encouraged to complete the tool to assist with determining the capacity of all prevention partners before opting into the State Family First Prevention Services (FFPS)

Program Block Grant (as referenced in [Welfare and Institutions Code section 16588](#)) and Title IV-E funds of the Family First Prevention Services Act ([Public Law 115-123](#)).

HOW should the tool be administered?

Before administering the tool, designated leads must clearly communicate the purpose of the tool and how it will be used. They may share the “[Change and Implementation in Practice: Readiness](#)” brief created by the Capacity Center for States to orient others to basic concepts of readiness. They must remind participants of the importance of a candid examination of readiness so that resources can be directed appropriately to build motivation and capacity to prepare Title IV-E agencies, other public organizations, and community partners for successful implementation efforts.

Title IV-E agencies, other public organizations, and community partners must collectively complete the tool and rate their extent of readiness. Participants may be requested to complete the tool individually, and then tally responses to inform a collective response. Title IV-E agencies, other public organizations, and community partners may find it useful to identify one participant to serve as a facilitator for group discussions and help the group come to consensus in rating the various items.

To rate items, Title IV-E agencies, other public organizations, and community partners will need to consider existing sources of information and county data, such as information collected for the County Self-Assessment, prevention planning efforts and whether they need additional information or data (e.g., from surveys, focus groups, or use of other tools). When necessary, collecting additional data may extend the time involved in the assessment process; however, doing so will better inform and shape decisions for moving forward.

Participants are encouraged to use the column marked “Notes/Rationale” to briefly document information or data used to support the rating selection for each item. Title IV-E agencies, other public organizations, and community partners may also note strengths or challenges for that item, outstanding questions, as well as include related attachments.

USE OF FINDINGS

Title IV-E agencies other public organizations, and community partners must use findings from the assessment to develop a collective, broad understanding of the county or tribe’s readiness for change and implementation and to identify areas for improvement. **It is unlikely** Title IV-E agencies, other public organizations and community partners **will be ready for change and comprehensive planning in all areas**. Items rated “emerging” or “absent/missing” may point to areas

where there is a need to develop motivation or capacity to improve readiness for comprehensive prevention planning. Upon completion of the Prevention Planning Capacity Assessment Tool, participants are encouraged to reflect on the assessment findings and identify next steps. Title IV-E agencies, other public organizations, and community partners must summarize the key assessment findings and highlight the following:

- **Strengths** – these facilitators of change and implementation may include items marked “established” or aspects of those marked “emerging.”
- **Areas to develop** – these may include items marked “absent or missing” or aspects of those marked “emerging,” which may require capacity building to enhance readiness.
- **Key challenges** – these barriers or constraints are likely to impact the Title IV-E agencies, other public agencies and community partners’ ability to effectively advance change and implementation processes.
- **Strategies** – these approaches help to address areas for further development and overcome identified challenges.
- **Priorities** – these areas are most important to address in the early stages of planning and during implementation. This information will inform implementation planning and capacity building.

For assistance with using this tool, contact your CDSS County Consultant. After the tool is submitted, CDSS can refer Title IV-E agencies, other public organizations, community partners, and subject matter experts for further technical assistance.

CONTACT INFORMATION

Contact Information for Title IV-E Agency Lead

First Name:

Last Name:

Title:

Agency/Organization Name:

County or Title IV-E Tribe:

Email Address:

Phone Number:

Cross-sector Partner Contact Information (add multiple contacts if needed)

First Name:

Last Name:

Title:

Agency/Organization Name:

Email Address:

Phone Number:

PLEASE USE THE FOLLOWING SCALE TO ASSESS THE ITEMS BELOW:

- 0 (Absent or Missing) indicates that the Title IV-E agency is **not yet ready** and has not demonstrated a motivation for change to begin the process of comprehensive prevention planning.
- 1 (Emerging) indicates that the Title IV-E agency is **somewhat ready** and has demonstrated some motivation for change to begin the process of comprehensive prevention planning.
- 2 (Established) indicates that the Title IV-E agency is **ready** and motivated for change to develop a comprehensive prevention plan.

Domain	Subdomain	Item	Rating	Notes/Rationale/Attachments
Motivation for Change	Leadership Buy-In	Leadership states change is needed and beneficial.		
Motivation for Change	Stakeholder Buy-In	Stakeholders state change is needed and beneficial.		
Motivation for Change	Collective Commitment to Change	There is shared resolve and commitment for change among Title IV-E agency leadership, other public agencies and community partners.		
Provider Capacity and Capability	Information Sharing and Exchange	Best practices for sharing information is established.		
Provider Capacity and Capability	Communication Strategy	Title IV-E agencies, other public agencies and community partners have effective processes in place for communication about change and new initiatives.		
Provider Capacity and Capability	Established Meeting Frequency	Meetings (in person, virtual, telephonic) are regularly coordinated.		
Provider Capacity and Capability	Transparent Communication with Cross-Sector Partners	Leaders practice reflective, supportive communication.		
Provider Capacity and Capability	Organizational Stability	There is stability among leadership within Title IV-E agencies, public organizations and community partners, including agency directors, administrators, and program managers.		

Domain	Subdomain	Item	Rating	Notes/Rationale/Attachments
Provider Capacity and Capability	Organizational Equity	Organizational culture is inclusive and diverse.		
Provider Capacity and Capability	Feedback Loop	Title IV-E agency staff, other public agencies and community partners have opportunities for involvement in discussions and decisions.		
Provider Capacity and Capability	Adaptability	Title IV-E agencies, public organizations and community partners support innovation and foster a learning organization.		
Provider Capacity and Capability	Shared Values	Leadership within Title IV-E agencies, other public organizations and community partners have shared awareness and are committed to the vision and mission.		
Provider Capacity and Capability	Cross-Sector Partner Investment	Title IV-E agencies, other public organizations and community partners have committed adequate time and resources to the task of implementing a comprehensive prevention plan.		
System Capacity and Capability	History of Cross-Sector Partnerships	History of success, effectiveness, flexibility, openness to new goals/tasks with cross-sector partners.		
System Capacity and Capability	Community Engagement Strategy	Title IV-E agencies, other public organizations and community partners have structures and processes in place to engage tribes, youth, parents and caregivers, those with lived experience, and underserved populations in change initiatives.		
System Capacity and Capability	Community Involvement	Community members from various organizations are encouraged to actively participate in planning, implementing, and evaluating initiatives.		
System Capacity and Capability	Needs Assessment	A needs assessment has identified the gaps in services and evidence-based practices (EBP's) in the service array to be included in the comprehensive prevention plan (counties may leverage existing assessments or analyses on service array).		

Domain	Subdomain	Item	Rating	Notes/Rationale/Attachments
System Capacity and Capability	Implementation Support for CQI	Time and resources are built in for continuous quality improvement (CQI) and evaluation efforts.		
System Capacity and Capability	Data Collection	Title IV-E agencies, other public organizations and community partners have data systems and processes in place to track and monitor the comprehensive prevention plan outputs and outcomes that inform decision-making.		
System Capacity and Capability	Adequate Staffing	Staffing levels support effective functioning and implementation of new programs and practices.		
System Capacity and Capability	Expertise in Data Analysis and Accessibility	Title IV-E agencies, other public organizations and community partners have the internal expertise or ability to access external expertise to collect and analyze data.		
System Capacity and Capability	Infrastructure	Title IV-E agencies, other public organizations and community partners have appropriate resources (e.g. staff, facilities, materials, and technology) to develop a comprehensive prevention plan and begin implementation.		
Policy Supports	Relationship with Local Governance	Leaders of the Title IV-E agencies, other public organizations and community partners have a positive working relationship with local (city/county) governance body (i.e. Board of Supervisors, City Council, etc.).		
Policy Supports	Data Sharing Agreements	There are data linkage and information sharing agreements among Title IV-E agencies, other public organizations and community partners.		
Policy Supports	Alignment with Current Initiatives	The comprehensive child and family well-being prevention plan supports existing programs and initiatives and aligns with existing county practices.		

SUMMARY OF FINDINGS AND AREAS TO ADDRESS

Review and discuss the responses with representatives from Title IV-E agencies, other public organizations and community partners. Then summarize overall findings in the table below. Include:

- **Key strengths** (selected from areas noted as “Established”).
- **Key areas for improvement** (selected from areas noted as “Emerging” and “Absent or missing”) and **major challenges** or barriers that may affect readiness for implementation (e.g., leadership turnover, resource constraints, conflicting expectations, resistance to change).
- **Possible strategies** that Title IV-E agencies, other public organizations and community partners can use to develop capacity or address the challenge/barrier and potential next steps.

Use this summary and responses to the questions on the next page to support capacity building efforts.

Domain	Strengths	Areas to Develop and Challenges	Possible Strategies and Next Steps
Motivation for Change			
Provider Capacity and Capability			
System Capacity and Capability/ Infrastructure			
Policy Supports			

For areas marked “Absent or missing,” what information or data might be helpful and how can the Title IV-E agencies, other public organizations and community partners gather information or data? How can CDSS provide guidance or assistance?

Which of the subdomain subcategory attributes (e.g., culture & climate, information sharing, trust in leadership, mission and vision, partnership, existing system coalitions, community interaction, infrastructure, existing policies) are completely established?

Which subdomains need further development? (e.g., Information Sharing & Exchange, Organizational Stability, Cross Sector Partner Investment, etc.)

Prioritize the area(s) that require further technical assistance below.

Date Completed: _____