



## WHAT IS AN AGENCY READINESS ASSESSMENT?

An Agency Readiness Assessment helps a CBO determine if they should adopt and implement an intervention.

It is a process of examining a CBO's capacity, resources, and characteristics to implement an evidence-based program. It helps the CBO determine if they are ready to make changes, to effectively implement HIV prevention programs that have been proven effective in research studies.

A Readiness Assessment can be general (e.g. capacity to integrate HIV programs into the agency) or specific to an intervention (e.g. capacity to adopt and implement SISTA).

## ARE THERE SPECIFIC READINESS ASSESSMENTS FOR EACH DEBI?

There are DEBI-specific Readiness Assessments available from [www.effectiveinterventions.org](http://www.effectiveinterventions.org). These checklists identify specific resources, motivations, or attributes that will help CBO staff implement the intervention with fidelity.

## WHY SHOULD A CBO COMPLETE A READINESS ASSESSMENT?

CDC-funded CBOs use evidenced based interventions because they are researched-based programs that have been proven effective in research studies. When local CBOs implement these evidence-based HIV prevention interventions, there may be barriers or other conditions that limit the effectiveness of the intervention.

Research has shown that understanding and modifying the CBO's organizational context (including the organizational culture and climate) can increase the effectiveness of these interventions in a real world setting.<sup>i</sup>

## WHO SHOULD COMPLETE AN AGENCY READINESS ASSESSMENT?

CBO management and staff involved in delivering the EBI should be involved in rating the ability or capacity of the organization. Staff and management may have different perspectives or experiences that provide valuable perspectives.

Studies have shown that the differences between staff and management ratings highlight important issues that should be considered in program planning.<sup>ii</sup>

## WHAT IS INCLUDED IN A READINESS ASSESSMENT?

Readiness Assessment tools can vary in content and length, depending on how much detailed information is needed. Some are short 1-page checklists while others are detailed multi-page questionnaires.

Typically comprehensive assessments cover 4 areas:

***A Tanbono CBA specialist can help you decide what type of assessment is best for your CBO.***

	Examples of Concept	Example of Question
Motivation	<ul style="list-style-type: none"> <li>▪ Perceived need for changes or improvement in the programs</li> <li>▪ Pressure for change (internal/external)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Do staff need additional guidance in developing more effective group sessions?</li> </ul>
Institutional Resources	<ul style="list-style-type: none"> <li>▪ Office space, technology</li> <li>▪ Number and quality of staff</li> <li>▪ Training resources</li> <li>▪ Money/funding to implement</li> </ul>	<ul style="list-style-type: none"> <li>▪ Do you have meeting space to conduct five 2-hour sessions?</li> </ul>
Staff Attributes	<ul style="list-style-type: none"> <li>▪ Staff confidence in their skills</li> <li>▪ Staff value on growth</li> <li>▪ Adaptability of staff</li> </ul>	<ul style="list-style-type: none"> <li>▪ What is your agency's current knowledge and experience with risk reduction, problem solving and goal setting strategies? Have you included these into your staff training plan?</li> </ul>
Organizational Climate	<ul style="list-style-type: none"> <li>▪ Clear mission and goals</li> <li>▪ Staff cohesiveness and autonomy</li> <li>▪ Stress levels</li> <li>▪ Openness to change</li> </ul>	<ul style="list-style-type: none"> <li>▪ Are risk reduction messages appropriate for your agency's norms and values?</li> </ul>

## ARE THERE OTHER TYPES OF READINESS ASSESSMENTS?

Depending on the scope and complexity of the program, it might be important to examine the capacity of other partners or stakeholders involved in a program. For example:

- Individual Readiness
  - Are individuals in the population ready to change their attitudes and behavior?
- Partner Agency Readiness
  - Is the CBO able to identify, approach, and work effectively with other agencies?
  - Are agencies ready to collaborate to share resources or identify potential clients/consumers?
- Community Readiness Assessment
  - Is the CBO able to identify and work with community partners?
  - Is the community aware of the problem and ready to work to address it?

<sup>1</sup> Norton, Amico, Corman, Fisher, Fisher (2009). An Agenda for Advancing the Science of Implementation of Evidence-Based HIV Prevention Interventions. *AIDS Behavior*. 13:424-429.

<sup>ii</sup> Lehman, Greener, Simpson (2002). Assessing organizational readiness for change. *Journal of Substance Abuse Treatment*. 22:197-209.