

Coalition Assessment Tool Report

By Calendar Year - Our coalition compared to statewide results

Using the Results of the Coalition Assessment Tool

The Coalition Assessment Tool is designed to gain insight on each community coalition coordinator and members' views on the structure and functioning of the coalition. Each scale is designed to assess various aspects of a coalition's operation and capacity. From the CAT a coalition can determine current competences and/or identify areas in need more of attention.

It is recommended that your coalition periodically reviews the results of your CAT, looking at how you scored on each scale.

The following questions might be used to begin your discussion.

1. Which scales are most important to the success of your coalition?
 - a. What scale scores improved or decreased from year to year?
 - b. What occurred in the past year that may explain these score shifts?
2. Which scales did you score the highest on? Lowest on?
 - a. What are you doing well in the areas you scored high on?
 - b. Can you think of reasons your coalition may have scored lower on some scales?

For the score(s) that are low, consider developing some objectives for improving that aspect of your coalition. Decide how you will measure your progress in that area, and include that in your strategic plan.

For example, if your coalition scored low on Vision, Mission, and Goals your objective may be: Our coalition plans to review our existing mission statement and revise it to better reflect our present day goals.

Report Layout

Following this page will be one or more pages of scale summary information. There will be 1 page for each calendar year in which your coalition members have taken the survey. Summary results show the average score for each scale based on your coalition members' answers. The summary results also show the single highest and lowest scale scores from all of the PRI coalitions that answered those questions in the same calendar year. This information provides you with a range within which you can assess your coalition's result. This information is also displayed on a chart, with your score shown as a red diamond, the state low as a white triangle, and the state high as a black triangle.

After the scale summary page(s), detail on each scale's questions is shown. Your coalition's score for each scale and question is shown and compared to the statewide average for that same year. At the end of each scale detail section you will find an explanation of each scale with possible discussion points for your coalition to engage in if you wish to raise your score in future years.

Report Notes

This report is updated as coalition members enter surveys. The statewide numbers change as other coalitions enter information, and your results change as your members enter information.

Be careful about using the current year results if it is still early in the year. The report is based on calendar year. With fewer surveys, it becomes more possible for your coalition's results to be heavily skewed by one person's response. The N is shown to alert you to the possibility of this happening.

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Franklin County: Pasco Discovery Coalition

2011: Summary of scale results based on 9 surveys from our coalition and 190 surveys from 16 coalitions statewide during the same year.

scale	our coalition	state low	state high	
A. Vision, mission and goals:	4.39	3.68	4.39	
B. Coalition structure and membership:	4.05	3.13	4.25	
D. Outreach and communication:	4.06	3.13	4.18	
E. Coalition meetings and communications:	4.16	3.49	4.57	
F. Opportunities for member growth and responsibility:	3.79	3.48	4.34	
G. Effectiveness in planning and implementation:	4.15	3.43	4.44	
H. Relationship with local government and other community leaders:	3.97	3.71	4.50	
I. Partnerships with other organizations:	4.30	3.69	5.00	
K. Ability to collect, analyze, and use data	4.03	3.95	4.75	
L. Understanding of and commitment to environmental change strategies:	4.13	3.59	4.45	
M. Cultural competence:	4.50	3.49	4.91	
N. Funding and sustainability:	3.63	3.62	4.42	

note: There are no thresholds for an acceptable score on this report. The low and high scores represent the highest and lowest score reported by a PRI coalition in the indicated year and are presented to show the relative position of your coalition compared to other coalitions, not where you need to be.

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By Calendar Year - Our coalition compared to statewide results

Franklin County: Pasco Discovery Coalition

2012: Summary of scale results based on 10 surveys from our coalition and 233 surveys from 22 coalitions statewide during the same year.

scale	our coalition	state low	state high	
A. Vision, mission and goals:	3.54	3.21	4.83	
B. Coalition structure and membership:	2.91	2.91	4.77	
D. Outreach and communication:	2.85	2.77	5.00	
E. Coalition meetings and communications:	3.68	3.52	4.69	
F. Opportunities for member growth and responsibility:	3.17	3.17	4.39	
G. Effectiveness in planning and implementation:	3.45	3.41	4.83	
H. Relationship with local government and other community leaders:	3.32	3.32	5.00	
I. Partnerships with other organizations:	3.91	3.45	5.00	
K. Ability to collect, analyze, and use data	3.52	3.52	5.00	
L. Understanding of and commitment to environmental change strategies:	3.56	3.56	5.00	
M. Cultural competence:	3.92	3.38	4.67	
N. Funding and sustainability:	2.88	2.88	4.57	

note: There are no thresholds for an acceptable score on this report. The low and high scores represent the highest and lowest score reported by a PRI coalition in the indicated year and are presented to show the relative position of your coalition compared to other coalitions, not where you need to be.

Coalition Assessment Tool Report

By Calendar Year - Our coalition compared to statewide results

Franklin County: Pasco Discovery Coalition

Scale Questions	CY 2011		CY 2012	
	Coalition (N=9)	Statewide (N=190)	Coalition (N=10)	Statewide (N=233)
A. Vision, mission and goals:	4.39	4.03	3.54	4
A1 Our coalition's vision, mission, and goals are clear and well-documented	4.6	4.2	3.8	4.2
A2 Community residents are aware of our vision, mission, and goals	3.6	3.0	2.3	3.1
A3 Our coalition periodically re-assesses and updates its mission and goals	4.6	4.0	3.4	4.0
A4 We evaluate our coalition's activities in light of its mission and goals	4.5	4.1	3.9	4.1
A5 Our coalition's vision, mission, and goals consider the needs and views of the community	4.5	4.4	3.7	4.3
A6 Coalition members agree with the coalition's vision, mission, and goals	4.6	4.4	4.1	4.3

Clearly articulating your vision, mission, and goal statements are key foundations for your coalition. If you scored low on this scale you may want to revisit your vision, mission and goal statements and determine if they are still relevant, align with your coalitions overall purpose and work, or perhaps need to be revised. Revising your vision, mission, and goals may be a good idea if your coalitions direction has changed over time. Consider if the original goal has been met or are coalition members ready for new or expanded tasks?

Scale Questions	CY 2011		CY 2012	
	Coalition (N=9)	Statewide (N=190)	Coalition (N=10)	Statewide (N=233)
B. Coalition structure and membership:	4.05	3.78	2.91	3.84
B1 All of the necessary sectors of the community are represented	3.8	3.7	2.3	3.6
B2 Our coalition has about the right number of active members	3.7	3.4	2.4	3.6
B3 Coalition members' roles and responsibilities are well-defined	4.1	3.6	2.7	3.6
B4 Our coalition has active committees or work groups	4.2	3.9	2.8	4.0
B5 The persons needed to attend coalition meetings are usually there	4.1	3.8	3.1	3.9
B6 Members communicate with one another as needed (not just at scheduled meetings)	4.1	4.0	3.2	4.1
B7 Our coalition seeks to fill gaps in membership skills and expertise	4.3	4.0	3.8	4.1

Newer coalitions should focus on having core members with experience in coalitions, commitment to being a member, diversity, and lack conflict with the coalition mission and other members. Make sure you have established formalized rules, roles, structures and procedures. If this scale score is low you may consider forming a steering committee or sub-committees to divide up the workload; and establish rules of operation, b laws, policy statements and written goals and objectives. For established coalitions, discuss forming sub-committees which could address areas where you are less sufficient. For example, could you benefit from having a recruitment team for new members?

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D. Outreach and communication:	4.06	3.72	2.85	3.81
D1 Our coalition keeps the community updated on its activities (e.g., through a newsletter, web site, etc.)	3.2	3.6	2.9	3.7
D2 Our coalition goes to "where the residents are" to do outreach and to enhance its understanding of community issues	4.7	3.6	3.3	3.7
D3 Our coalition engages youth to help inform its planning efforts	3.9	4.0	2.7	4.0
D4 Our coalition works effectively with local media outlets	4.3	3.7	2.6	3.8

Community participation is crucial for achieving effective community change. Has your coalition been involving the community in decisions; keeping the best interests of the community in the forefront; or evaluating the community's readiness for change? How does the coalition inform the public of its efforts? It is essential to open up and maintain relationships with external entities in order to develop community capacity. Low scores on this scale may point to needing to re-evaluate the level of involvement your coalition has with the community. Perhaps set goals to increase communication with new or existing partners and the community.

Scale Questions	CY 2011		CY 2012	
	Coalition (N=9)	Statewide (N=190)	Coalition (N=10)	Statewide (N=233)
E. Coalition meetings and communications:	4.16	4.13	3.68	4.2
E1 Our coalition has a regular meeting cycle that members can count on	4.0	4.4	4.1	4.5
E2 Agendas are sent to members in advance	4.2	4.2	4.1	4.2
E3 Childcare is provided if needed	3.8	2.6	2.9	2.8
E4 We accomplish meeting agendas in meetings that start and end on time	4.1	4.1	3.3	4.2
E5 Meetings are held in centrally accessible, comfortable places and at convenient times for all members	4.2	4.3	3.7	4.4
E6 Conflicts are resolved in an orderly and respectful manner	4.3	4.2	3.9	4.3
E7 Meeting minutes are recorded	4.3	4.4	3.6	4.4

Evaluate your coalitions ability to be consistent with meetings and have open communication between members. Routine operations are more easily sustained overtime. If your coalition scored low on this scale you may want to consider establishing regularly scheduled meetings with agendas and clear pathways for communication.

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F. Opportunities for member growth and responsibility:					
F1	New members receive an orientation and copies of relevant background materials	3.9	3.6	3.0	3.6
F2	Our coalition makes a conscious effort to develop new leaders	4.0	3.7	3.2	3.8
F3	Training is provided to members on relevant topics	3.7	3.8	3.8	3.9
F4	We use a mentoring or "buddy system" to help less experienced members learn what is needed	3.4	3.0	2.0	3.2
F5	Committees are given important tasks to do	4.1	4.0	3.1	4.0
F6	Meetings are held as scheduled even if the coordinator cannot attend	3.6	4.2	3.9	4.1

It is important to maintain member involvement, recruit new members, and have defined, yet dynamic leader and membership roles. If you are an established coalition and have a lot of new member recruitment happening, make sure you focus your efforts on orientation materials and follow up to ensure pertinent information is being communicated to new members. Making sure new members feel welcome and connected with the coalition will also improve productivity. Members that have been around for awhile may be ready for more responsibility or new roles. You may also want to review the coalitions organizational climate. If leadership roles have not shifted in awhile, it may be time to reorganize.

Scale	Questions	CY 2011		CY 2012	
		Coalition (N=9)	Statewide (N=190)	Coalition (N=10)	Statewide (N=233)
G. Effectiveness in planning and implementation:					
G1	Our coalition develops an annual work plan that lists goals and activities	4.2	4.0	3.8	4.2
G2	Plans are based upon review and input from coalition members	4.2	4.2	3.4	4.2
G3	Action plans and target dates are developed for each task or project	4.1	4.0	3.4	4.1
G4	Coalition members are assigned specific responsibilities	4.2	3.9	3.4	4.0
G5	Coalition activities and progress in completing tasks are monitored and reported to the membership	4.2	4.0	3.5	4.2
G6	Our coalition gets things done rather just talk about them	3.9	3.9	3.2	4.0

Some key barriers to planning and implementation include staff turnover, staff lacking community organization skills, dependence on state level staff during planning, and lack of member input into action plans. It is also important that members are putting forth adequate time and commitment to the mission of the coalition. Look back on your coalition turnover, organization, thoughtfulness and ownership of plans, and dedication to implementation. Find places where improvements could be made.

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H. Relationship with local government and other community leaders:					
H1	Representatives from our coalition meet with local officials and community leaders	4.2	4.1	3.1	4.2
H2	A coalition representative attends important community meetings	4.2	4.0	3.4	4.2
H3	Our coalition coordinator understands the power structure and decision making process in community government	3.9	4.2	3.3	4.3
H4	Our coalition participates in community-wide events	3.6	4.1	3.6	4.2

Building relationships with local government and other community leaders is important for gaining support and building community capacity. Set goals to increase communication and partnerships with these entities if you scored low on this scale, especially if you are a newer coalition. Brainstorm ways to gain access to these entities/persons and develop a plan with action steps to build these relationships.

Scale	Questions	CY 2011		CY 2012	
		Coalition (N=9)	Statewide (N=190)	Coalition (N=10)	Statewide (N=233)
I. Partnerships with other organizations:					
I1	Our coalition is knowledgeable about other community organizations and what they do	4.2	4.2	3.8	4.2
I2	Our coalition collaborates with other community organizations	4.4	4.2	3.6	4.2
I3	Our coalition utilizes information and resources from those organizations	4.3	4.2	3.9	4.2
I4	Our coalition keeps abreast of issues affecting the community	4.5	4.3	4.2	4.3
I5	Our coalition interacts and shares information with substance abuse prevention coalitions in other communities	4.1	4.1	4.1	4.1

Networking with other community and state organizations is important for increasing collaboration, pooling resources, comprehensive thinking, and increased understanding of the issues/problems as a whole within a community. Investigate other coalitions/organizations working in your community and get a sense of what they are doing. Brainstorm ways to connect with these groups. If you scored low on this scale it may be time to develop plans for collaboration with other organizations or increasing communication with existing partners.

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K. Ability to collect, analyze, and use data					
K1	Our coalition has members, or a consultant, with experience in collecting and analyzing data	3.9	4.2	3.1	4.2
K2	Our coalition has members, or a consultant, with experience in conducting evaluations and preparing evaluation reports	3.6	4.1	3.2	4.2
K3	Coalition members participate in reviewing data for planning and evaluation purposes	4.2	4.1	3.3	4.2
K4	Our coalition has access to local data on substance abuse and consequences	4.3	4.4	4.2	4.4

It is hard to know how well your coalition is performing if you are not tracking the results of your efforts. Newer coalitions should make sure an evaluative component is built into the structure of your coalition. Identify members who have experience in data collection and analysis. Established coalitions should assess how well the data is being analyzed and determine where improvements can be made. Perhaps it would be useful to seek out new members who have experience in evaluation.

Scale	Questions	CY 2011		CY 2012	
		Coalition (N=9)	Statewide (N=190)	Coalition (N=10)	Statewide (N=233)
L. Understanding of and commitment to environmental change strategies:					
L1	Coalition members are familiar with concept of population-level change	3.6	3.6	3.3	3.8
L2	Our coalition supports environmental change strategies (e.g., policy changes, regulation, enforcement, and advocacy) in addition to approaches targeting individuals	4.0	4.1	3.9	4.1
L3	Our coalition is committed to working with the media	4.5	4.0	3.7	4.1
L4	Our coalition has positive relationships with community partners needed to implement environmental strategies	4.3	4.2	3.4	4.2

An integrated prevention strategy is critical to successful outcomes. Newer coalitions should make sure environmental strategies are in the works and there are members who know and understand how to plan and implement them. Consider if you have the relationships necessary with community leaders/groups to implement effective environmental strategies. If you are an established coalition and have never planned an environmental strategy or are unfamiliar with them, develop a work group that is interested in learning more about environmental strategies. Are there people in the community you can talk with that are already implementing environmental strategies?

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M. Cultural competence:		4.5	3.94	3.92	3.98
M1	Our mission statement recognizes the importance of respecting cultural diversity (including racial/ethnic, gender, socioeconomic, and lifestyle)	4.3	4.2	3.8	4.1
M2	Our coalition is engaged with diverse cultural groups and organizations	4.7	4.0	4.2	4.0
M3	Our membership reflects the cultural makeup of the community	4.6	3.7	3.7	3.8
M4	Our coalition reviews its activities and products to ensure they are culturally appropriate for the intended recipients	4.4	3.8	4.0	4.0

Coalitions need to be culturally competent in terms of the community you are serving and the members of your group. You may want to assess the cultural makeup of your community and find ways to be more encompassing of the diversity within your community if you scored low on this scale. This is an on-going process as the dynamics of your community will always be changing. If you are an established coalition, it may be useful to revisit your coalitions cultural competence as your community dynamics may have shifted since your inception.

Scale	Questions	CY 2011		CY 2012	
		Coalition (N=9)	Statewide (N=190)	Coalition (N=10)	Statewide (N=233)
N. Funding and sustainability:		3.63	4.01	2.88	4.02
N1	Our coalition has received funding from multiple sources	3.5	4.0	2.4	3.9
N2	Our coalition has the strong support of local government and other community organizations	4.1	4.0	2.7	4.0
N3	Our coalition has the necessary office space and equipment to function effectively	3.6	3.8	3.4	4.0
N4	Our coalition plans ahead for its long term sustainability in addition to its more immediate goals	3.5	4.1	3.0	4.0
N5	Our coalition has members with experience in writing successful grant applications	3.4	4.1	2.8	4.2

The stronger the community capacity, the better off long term sustainability of the coalition will be. There are a few key elements to sustainability: maintaining the benefit of the program(s) over time; developing and expanding resources; maintaining funding over time; and building community capacity. New coalitions should be planning for sustainability early on and addressing it often over time. Look at your funding sources and determine if it needs diversifying. Make sure your programs/efforts are still benefiting the community.