Organizational Readiness Assessment

Once you have placed your agency in the appropriate place on the Project START Organizational Review Chart, you can complete the Project START Organizational Readiness Assessment. The results of this assessment will help you develop an action plan and identify the best use of resources to ensure a successful program. The Project START Organizational Readiness Assessment includes four key areas:

▶ **Correctional Setting Readiness**
Your agency's ability to identify, approach, and work effectively with a correctional facility.

▶ **HIV, Sexually Transmitted Infection and Hepatitis Prevention Education Readiness**
Your agency's ability to provide HIV, sexually transmitted infection and hepatitis prevention programs, and to identify additional resources as needed.

▶ **Agency Readiness**
Your agency's ability to find the necessary funding and support to sustain the program within your existing organizational structure.

▶ **Community Readiness**
Your agency's ability to identify, approach, and work effectively with community partners to provide a network of support and services for clients after release.

You and your agency should fully complete and discuss the Organizational Readiness Assessment prior to beginning any program activities. Then develop a complete and thorough work plan based on the information you gain from this review. If results of the assessment show that your agency is not ready to implement Project START, you may opt to seek capacity building training, technical assistance, or program development consultation before beginning the project. The following is the Project START Organizational Readiness Assessment.

▶ Organizational Readiness Assessment

Correctional Setting Readiness	Yes | No	Comments | Next Steps
1. Have you identified an appropriate correctional facility?		
a. Does the facility have potential clients that are close to release?		
b. Does the facility have the ability and willingness to identify potential clients for you?		
c. Will potential clients be released from this facility to a geographic area that your agency can serve?		
2. Have you worked with this correctional facility in the past?		
3. Do you have a specific contact person within the correctional facility?		
4. Do you have a back-up contact(s) if your main contact is transferred, on vacation or out sick?		
5. Does this facility have a history and/ or system in place to work with outside service providers? If not, is the facility open to starting such a relationship with you?		
6. Is the correctional facility comfortable offering transitional services with an HIV/STI/hepatitis prevention focus?		
7. What type of HIV/STI/hepatitis screening does the facility currently provide (for example, upon arrival and/ or pre-release)?		

Correctional Setting Readiness, *cont'd*	Yes | No	Comments | Next Steps
8. Are you prepared to describe how Project START supports the mission of the correctional facility?		
9. Is there any part of the program that the facility has concern about? (for example, holding private one-on-one meetings with clients, or content materials which will teach about safer sex and safer drug injecting paraphernalia use)?		
10. Will the facility make Project START a required program?		
11. Which facility policies and procedures should you consider when approaching the facility and/or launching and conducting the program?		
12. Are there any facility politics you should consider when approaching the facility?		
13. Are there work shifts within the facility that you should consider when creating schedules for the program?		
14. Dave you contacted other service providers already offering services in this facility so you can ensure complementary service delivery and to gain helpful insight from them regarding how best to work with this facility?		
15. Does your agency have an existing relationship with the Parole and Probation Department? If not, do you have a contact (and back-up) at the Parole and Probation Department?		
16. Do you have a plan of how you intend to work with the Parole and Probation Department?		
17. Does all of your staff understand the "conditions of parole" and their implications for your work with clients in Project START?		

HIV/STI/Hepatitis Readiness	Yes | No	Comments | Next Steps
1. Is your agency willing and able to provide HIV/STI/hepatitis prevention services?		
2. Do you have staff that has experience providing HIV/STI/hepatitis prevention programs? If not, do you have a training plan in place?		
3. Do you have the resources to hire staff with experience providing HIV/STI/hepatitis prevention programs?		
4. Have you identified HIV/STI/hepatitis training educational resources and funding for your staff?		
Agency Readiness		
1. Does your Board of Directors support this program?		
2. Have you found all the necessary funding for your program?		
3. Do you have support from all of the agency staff who will be involved in this project including direct-line staff, supervisors, and administrative support staff?		
4. Have you hired staff who has obtained security clearance from the correctional facility?		
5. What is your agency's current knowledge and experience with client-focused, personalized incremental risk reduction, problem solving, and goal setting strategies? Have you included these skills into your staff training plan?		
6. Do you have staff that has worked in a correctional setting in the past? If not, do you have a training plan in place?		
7. Have you identified or set up additional training for your staff (for example, risk reduction counseling, prevention case management, or community outreach)?		

Agency Readiness, *cont'd*	Yes | No	Comments | Next Steps
8. Do you have the capacity to develop a work plan that will be modified to meet local client needs?		
9. Do you have the capacity to develop an evaluation plan? Have you included time in your work plan/ timeline to account for the development of your evaluation plan?		
10. Do you have a storage system in place for client files and that will protect client confidentiality?		
11. Will you be required to collect and report evaluation data to funders and other key stakeholders (e.g. PEMS)? If so, do you have a plan in place and information management system to support these activities?		
12. Will you be required to clear an Institutional Review Board (IRB) for your evaluation plan? If so, have you identified an IRB? Do you have the capacity or history of working with an IRB? Have you included time in your work plan/timeline to account for getting approval from an IRB?		
Community Readiness		
1. Do you have community buy-in that includes support from other community service providers, community leaders, and local parole and probation departments?		
2. Have you reviewed and measured your agency's ability to provide follow-up services for your clients in the community?		
3. Have you identified your gaps in services and developed a list of additional service needs for your clients beyond the scope of your own agency?		
4. Do you have contacts with community service providers that can serve as a network for the referrals you will be making?		

Community Readiness, *cont'd*	Yes | No	Comments | Next Steps
5. Have you identified community meeting places that are accessible to your clients for their post-release sessions?		
6. Do you have contacts in the community to secure client resources or incentives as needed, for example, public transit tokens, toiletries, phone cards or food vouchers?		
7. Are there any community politics you should consider when offering post-release services?		
8. Have you considered the larger public opinion and support of this project including the local media?		
9. Do you have a plan to deal with any general public conflict with this project? (e.g., editorial against program in local paper).		
10. Do you have a dissemination plan to publicize the outcomes of the project?		