

## **Intermediary Organization Capacity Discussion Tool**

*Good morning! [Facilitator introduces the assessment facilitation team members.] Thank you for being here and taking the time to meet with us.*

*Over the next day and a half, we will be using the Intermediary Organization Capacity Discussion Tool to begin to describe and understand the roles, resources, and practices of your organization to support Triple P coalitions across the state to scale-up the Triple P – Positive Parenting Program system of interventions. Guided by consensus functions for intermediary organizations in published literature, questions are designed to explore both the strengths and needs of organizational capacity for intermediary support, including Partnership Engagement & Communications, Proactive & Responsive Implementation Support, Research Evaluation & Data-Linking, Workforce Development, and Policy & Finance Support.*

*The use of this tool will simply facilitate a moderately structured conversation. We will spend approximately [allotted number] hours on each section. After we complete these conversations tomorrow, we will use a more formal and specific assessment process to dig more deeply into the weeds using best practices to examine your organization capacity to provide Triple P intermediary supports.*

*Do you have any questions or concerns about this? [Facilitator takes time to answer questions and address concerns.]*

*OK. Let me also make you aware about how we will be using the information from this discussion tool. The information we learn about will be factored into our collaborative exploration process that will continue over the next several months. As you may remember, this exploration period culminates in a collaborative goal-setting process. Goals will be established to leverage organizational strengths and address areas of needed development through our intermediary support engagement so that Triple P intermediary supports in your state can be optimized over time. Prior to engaging in this collaborative goal-setting process, we will revisit some of the information we learn through this tool to help ground us in our collective learnings from the exploration period. In addition, we may use information from today's conversation to structure more specific follow-up conversations to learn more about particular topics or organizational practices during the exploration period.*

*In addition, we would like to ask for your consent to use the information gathered during the use of this discussion tool for an additional future purpose: research. Our future use of information from these discussions for qualitative or mixed-methods research will be to answer questions related to the necessary intermediary capacities and practices to support the successful and sustainable scale-up of evidence-based strategies like Triple P. When using this information for research purposes, individual and organizational responses will be de-identified. Outside of our use of information for existing partnership activities and quality improvement purposes, any individual responses will remain confidential and only accessible to ICTP project staff.*

*Furthermore, organizational names will not be disclosed in any publications or presentations resulting from research activities unless an agreement is made with your organization otherwise.*

*Finally, we want to make sure you know that your consent to use information from these discussions for research purposes is completely voluntary. You can decline the use of information from these discussions for research purposes with no impact to our support processes or to our collaborative use of information from these discussions for the development of collaborative goals at the end of the exploration period.*

*Do you have any questions or concerns about this?* [Facilitator takes time to answer questions and address concerns.]

*Do you consent to our use of information from these discussions for research purposes?* [Facilitator takes time to obtain verbal consent from each participant.]

*Thank you. Let's get started with the first discussion topic: Partnership Engagement & Communications.*

## **Intermediary Organization Capacity Assessment for the Triple P System of Interventions (IOCA-TP)**

*Good morning/afternoon!* [Facilitator introduces the assessment facilitation team members.]  
*Thank you for being here and taking the time to meet with us.*

*Today, we will be using the IOCA-TP to assess the capacity of your organization to coordinate and provide various intermediary supports for the Triple P – Positive Parenting Program system of interventions across your state. We'll cover a number of resources and abilities related not only to intermediary support for Triple P, but to any innovative practice or program being scaled across a community. Of course, this particular assessment version has been tailored for use with Triple P. We'll just be taking a snapshot of your capacity as of today, and it is important to know that results today may look different than in the past and may change in future repeated assessments.*

*It's important to know that there are no right or wrong answers – all intermediary organizations tend to look somewhat different. No organization will naturally have – or may even need to have – all resources and abilities for each of the five intermediary functions fully in place to support effective implementation. In fact, some organizations may emphasize some areas of intermediary support rather than others. We'd simply like to learn how your organization is organizing its Triple P intermediary efforts as of today.*

*Do you have any questions or concerns about this?* [Facilitator takes time to answer questions and address concerns.]

*OK. Let me also make you aware about how we will be using the data from today's assessment. [As in prior assessments,] in the next week or so our team will score the assessment and share results back to your organization leadership and Triple P support staff. We will then discuss with you the assessment results, address any questions, and use the results to consider appropriate collaborative action steps with our support team over the next several months to continue strengthening the capacity of your organization to provide Triple P intermediary supports.*

*In addition, we would like to ask for your consent to use the data gathered during today's assessment for an additional future purpose: research. Our future use of today's data in this way will be to answer questions related to organizational capacities and practices to provide intermediary supports for the successful and sustainable scale-up of evidence-based strategies like Triple P. When using this data for research purposes, individual data will be de-identified and aggregated into organizational scores. Outside of our use of data for existing partnership activities and quality improvement purposes, any individual responses will remain confidential and only accessible to ICTP project staff. Furthermore, organizational scores will be de-identified and aggregated with scores from other organizations when conducting research analyses. Organizational names will not be disclosed in any publications or presentations resulting from research activities unless an agreement is made with your organization otherwise.*

*Finally, we want to make sure you know that your consent to use today's data for research purposes is completely voluntary. You can decline the use of today's data for research purposes*

*with no impact to our support processes or to our collaborative use of today's data for action planning or ongoing quality and outcome improvement purposes.*

*Do you have any questions or concerns about this?* [Facilitator takes time to answer questions and address concerns.]

*Do you consent to our use of today's data for research purposes?* [Facilitator takes time to obtain verbal consent from each participant.]

*OK. Thanks for that discussion. Here's [a reminder] about how administration of the IOCA-TP will go. I will read each item and give you a second to consider your individual responses. Once I have everyone's eyes back on me, I will say "ready...set...vote." At that time, if everyone will please hold up the number of fingers that correspond with your answer: "0," "1," or "2." "0" signifies that "no activities or elements of this item are in place and/or have not yet been initiated." "1" signifies that "some activities or elements of this item are in place and/or initiated." "2" signifies that "all activities or elements of the item are adhered to and there is clear evidence to support this."*

*If everyone voting is in agreement, then we'll move on to the next item. If there are different scores within the group, then I'll ask you all to talk about it and try to come to some form of modified consensus, with all participants able to support a single group score, even if there remains some individual disagreements.*

*As we go along, please consider your capacity against all Triple P coalitions in your state to which you are currently or soon to be asked to provide support [if not already known, Facilitator should ask participants to list the Triple P coalitions in their state to which they are currently or soon to be asked to provide support]. Also, feel free to ask clarifying questions as we go along if any particular item is confusing or not clear.*

*OK, let's try out the first IOCA-TP item to see how it goes or if I need to answer any additional questions, and then we'll get started more formally.*

## **Organizational Readiness for Implementing Change Measure: Lead Agencies or Communities Scaling up the Triple P System of Interventions**

*We will be using the Organizational Readiness for Implementing Change Measure to understand a bit more about your [agency's OR community's] willingness and abilities to implement changes for successful and sustainable Triple P scale-up. This measure covers a number of items related not only to readiness for implementing changes on behalf of Triple P, but for any innovative practice or program being scaled across a community. Of course, this particular version has been tailored for use with Triple P.*

*It's important to know that there are no right or wrong answers – all [agencies OR communities] tend to look somewhat different. It is unlikely that any [agency OR community] will naturally be – or even need to be – completely ready to implement change processes on behalf of a new program or practice. We'd simply like to learn about the readiness of your [agency OR community] to implement change on behalf of Triple P as of today.*

*Do you have any questions or concerns about this?* [Facilitator takes time to answer questions and address concerns.]

*OK. Let me also make you aware about how we will be using the data from today's assessment. In the next couple of weeks, our team will score measures from all Triple P [agencies OR communities] that we're visiting and share results from your [agency OR community] back to your [agency leader OR Triple P Coordinator(s)]. On our end, we will be using the results to better understand the landscape of readiness for implementing change on behalf of Triple P in communities we are visiting across the state. We will use this understanding during our discussions with state partners as we consider [how to best structure and time the roll-out of Triple P intermediary supports across the state OR the readiness of agencies to lead a new Triple P coalition in your community].*

*In addition, we would like to ask for your consent to use the data gathered during today's assessment for an additional future purpose: research. Our future use of today's data in this way will be to answer questions related to organizational and system readiness to support the successful and sustainable scale-up of evidence-based strategies like Triple P. When using this data for research purposes, individual data will be de-identified and aggregated into organizational scores. Outside of our use of data for existing partnership activities and quality improvement purposes, any individual responses will remain confidential and only accessible to ICTP project staff. Furthermore, organizational scores will be de-identified and aggregated with scores from other organizations when conducting analyses. Organizational and county names will not be disclosed in any publications or presentations resulting from research activities unless an agreement is made with your organization otherwise.*

*Finally, we want to make sure you know that your consent to use today's data for research purposes is completely voluntary. You can decline the use of today's data for research purposes with no impact to your standing to [receive Triple P intermediary supports OR be selected as a lead agency to foster a new Triple P coalition in your community].*

*Do you have any questions or concerns about this?* [Facilitator takes time to answer questions and address concerns.]

*Do you consent to our use of today's data for research purposes?* [Facilitator takes time to obtain verbal consent from each participant.]

*OK. Thanks for that discussion. Let's get started.*

## **Community Implementation Capacity Exploration Tool**

*Good morning! [Facilitator introduces the assessment facilitation team members.] Thank you for being here and taking the time to meet with us.*

*Over the next day and a half, we will be using the Community Implementation Capacity Exploration Tool to begin to describe and understand the roles, resources, and practices of your community to support the scale-up of the Triple P – Positive Parenting Program system of interventions. Guided by The Impact Center at FPG’s integrated theory of change for successful, sustainable Triple P implementation and scale-up, questions are designed to explore both the strengths and needs of the local Triple P coalitions’ co-creation partnerships and key features of local implementation capacity, including Leadership & Implementation Teams, Workforce Development Infrastructure, Quality & Outcome Monitoring Systems, and Media & Networking Capacity.*

*The use of this tool will simply facilitate a moderately structured conversation. We will spend approximately [allotted number] hours on each section. After we complete these conversations tomorrow, we will use a more formal and specific assessment process to dig more deeply into the weeds using implementation best practices to examine your community capacity to support the scale-up of Triple P.*

*Do you have any questions or concerns about this? [Facilitator takes time to answer questions and address concerns.]*

*OK. Let me also make you aware about how we will be using the information from this discussion tool. The information we learn about will be factored into our collaborative exploration process that will continue over the next several months. As you may remember, this exploration period culminates in a collaborative goal-setting process. Goals will be established to leverage local strengths and address areas of needed development through our implementation support engagement so that Triple P implementation and scaling in your community can be optimized over time. Prior to engaging in this collaborative goal-setting process, we will revisit some of the information we learn through this tool to help ground us in our collective learnings from the exploration period. In addition, we may use information from today’s conversation to structure more specific follow-up conversations to learn more about particular topics or practices during the exploration period.*

*In addition, we would like to ask for your consent to use the information gathered during the use of this discussion tool for an additional future purpose: research. Our future use of information from these discussions for qualitative or mixed-methods research will be to answer questions related to organizational and system capacities and practices to support the successful and sustainable scale-up of evidence-based strategies like Triple P. When using this information for research purposes, individual and organizational responses will be de-identified. Outside of our use of information for existing partnership activities and quality improvement purposes, any individual responses will remain confidential and only accessible to ICTP project staff.*

*Furthermore, we want to make sure you know that your consent to use information from these discussions for research purposes is completely voluntary. You can decline the use of information from these discussions for research purposes with no impact to our support processes or to our collaborative use of information from these discussions for the development of collaborative goals at the end of the exploration period.*

*Do you have any questions or concerns about this?* [Facilitator takes time to answer questions and address concerns.]

*Do you consent to our use of information from these discussions for research purposes?* [Facilitator takes time to obtain verbal consent from each participant.]

*Thank you. Let's get started with the first discussion topic: Co-creation partners.*



## **Community Capacity Assessment for the Triple P System of Interventions (CCA-TP)**

*Good morning/afternoon!* [Facilitator introduces the assessment facilitation team members.]  
*Thank you for being here and taking the time to meet with us.*

*Today, we will be using the CCA-TP to assess the capacity of your community to coordinate implement and scale-up the Triple P – Positive Parenting Program system of interventions across your community. We'll cover a number of supports and activities related not only to the implementation of Triple P, but to any innovative practice or program being scaled across a community. Of course, this particular assessment version has been tailored for use with Triple P. We'll just be taking a snapshot of your capacity as of today, and it is important to know that results today may look different than in the past and may change in future repeated assessments.*

*It's important to know that there are no right or wrong answers – all communities tend to look somewhat different. No community will naturally have – or even need to have – all supports or practices fully in place to support effective implementation. The strengths of one area of implementation capacity may compensate for challenges in another area, and some communities may emphasize some practices rather than others. We'd simply like to learn how your community is organizing its Triple P implementation efforts as of today.*

*Do you have any questions or concerns about this?* [Facilitator takes time to answer questions and address concerns.]

*OK. Let me also make you aware about how we will be using the data from today's assessment. [As in prior assessments,] in the next week or so our team will score the assessment and share results back to your Triple P Coordinator(s) and implementation team members. We will then discuss with you the assessment results, address any questions, and use the results to consider appropriate collaborative action steps with our support team over the next several months to continue strengthening the capacity of your community to coordinate, implement, and scale-up Triple P.*

*In addition, we would like to ask for your consent to use the data gathered during today's assessment for an additional future purpose: research. Our future use of today's data in this way will be to answer questions related to organizational and system capacities and practices to support the successful and sustainable scale-up of evidence-based strategies like Triple P. When using this data for research purposes, individual data will be de-identified and aggregated into organizational scores. Outside of our use of data for existing partnership activities and quality improvement purposes, any individual responses will remain confidential and only accessible to ICTP project staff. Furthermore, organizational scores will be de-identified and aggregated with scores from other organizations when conducting analyses. Organizational and county names will not be disclosed in any publications or presentations resulting from research activities unless an agreement is made with your organization otherwise.*

*Finally, we want to make sure you know that your consent to use today's data for research purposes is completely voluntary. You can decline the use of today's data for research purposes*

*with no impact to our support processes or to our collaborative use of today's data for action planning or ongoing quality and outcome improvement purposes.*

*Do you have any questions or concerns about this?* [Facilitator takes time to answer questions and address concerns.]

*Do you consent to our use of today's data for research purposes?* [Facilitator takes time to obtain verbal consent from each participant.]

*OK. Thanks for that discussion. Here's [a reminder] about how administration of the CCA-TP will go. I will read each item and give you a second to consider your individual responses. Once I have everyone's eyes back on me, I will say "ready...set...vote." At that time, if everyone will please hold up the number of fingers that correspond with your answer: "0," "1," or "2." "0" signifies that "no activities or elements of this item are in place and/or have not yet been initiated." "1" signifies that "some activities or elements of this item are in place and/or initiated." "2" signifies that "all activities or elements of the item are adhered to and there is clear evidence to support this."*

*If everyone voting is in agreement, then we'll move on to the next item. If there are different scores within the group, then I'll ask you all to talk about it and try to come to some form of modified consensus, with all participants able to support a single group score, even if there remains some individual disagreements.*

*As we go along, please consider all Triple P interventions that your community has adopted and is actively working to implement through participating service agencies [Facilitator refers participants to the list of community Triple P interventions by stage of implementation that they completed before the assessment or may ask them to complete the list at this time]. Also, feel free to ask clarifying questions as we go along if any particular item is confusing or not clear.*

*OK, let's try out the first CCA-TP item to see how it goes or if I need to answer any additional questions, and then we'll get started more formally.*

## **Implementation Drivers Assessment for Agencies Implementing Triple P Interventions (IDA-TP)**

*Good morning/afternoon!* [Facilitator introduces the assessment facilitation team members.]  
*Thank you for being here and taking the time to meet with us.*

*Today, we will be using the IDA-TP to understand and describe how your agency is supporting the delivery of your chosen Triple P interventions. We'll cover a number of supports and activities related not only to the implementation of Triple P, but to any innovative practice or program being implemented within an agency. Of course, this particular assessment version has been tailored for use with Triple P. We'll just be taking a snapshot of your agency's supports and activities as of today, and it is important to know that results today may look different than in the past and may change in future repeated assessments.*

*It's important to know that there are no right or wrong answers – all agencies tend to look somewhat different. No agency will naturally have – or even need to have – all supports or practices fully in place to support effective implementation. The strengths of one area of implementation capacity may compensate for challenges in another area, and some agencies may emphasize some practices rather than others. We'd simply like to learn how your agency is organizing its Triple P implementation efforts as of today.*

*Do you have any questions or concerns about this?* [Facilitator takes time to answer questions and address concerns.]

*OK. Let me also make you aware about how we will be using the data from today's assessment. [As in prior assessments,] in the next couple of weeks our team will score the assessment and share results back to your Triple P Coordinator(s) and implementation team members. We will then discuss with them the assessment results from all agencies across your community Triple P coalition, address any questions, and use the results to consider appropriate collaborative action steps with our support team over the next several months to continue strengthening the capacity of your community Triple P service agencies to implement Triple P programs. If you would like to review and discuss the results of today's assessment, please make sure to reach out to your Triple P Coordinator(s) to set up a time to talk [if relevant, facilitator may acknowledge that the local Triple P Coordinator(s) are already planning to reach out to individual agencies to discuss their results].*

*In addition, we would like to ask for your consent to use the data gathered during today's assessment for an additional future purpose: research. Our future use of today's data in this way will be to answer questions related to organizational and system capacities and practices to support the successful and sustainable scale-up of evidence-based strategies like Triple P. When using this data for research purposes, individual data will be de-identified and aggregated into organizational scores. Outside of our use of data for existing partnership activities and quality improvement purposes, any individual responses will remain confidential and only accessible to ICTP project staff. Furthermore, organizational scores will be de-identified and aggregated with scores from other organizations when conducting research analyses. Organizational and county*

*names will not be disclosed in any publications or presentations resulting from research activities unless an agreement is made with your organization otherwise.*

*Finally, we want to make sure you know that your consent to use today's data for research purposes is completely voluntary. You can decline the use of today's data for research purposes with no impact to our support processes for your Triple P coalition or to our pre-established use of today's data for action planning or ongoing quality and outcome improvement purposes.*

*Do you have any questions or concerns about this?* [Facilitator takes time to answer questions and address concerns.]

*Do you consent to our use of today's data for research purposes?* [Facilitator takes time to obtain verbal consent from each participant.]

*OK. Thanks for that discussion. Here's [a reminder] about how administration of the IDA-TP will go. I will read each item and give you a second to consider your individual responses. Once I have everyone's eyes back on me, I will say "ready...set...vote." At that time, if everyone will please hold up the number of fingers that correspond with your answer: "0," "1," or "2." "0" signifies that "no activities or elements of this item are in place and/or have not yet been initiated." "1" signifies that "some activities or elements of this item are in place and/or initiated." "2" signifies that "all activities or elements of the item are adhered to and there is clear evidence to support this."*

*If everyone voting is in agreement, then we'll move on to the next item. If there are different scores within the group, then I'll ask you all to talk about it and try to come to some form of modified consensus, with all participants able to support a single group score, even if there remains some individual disagreements.*

*As we go along, please consider all Triple P interventions that your agency has adopted and is actively working to implement [if not already known, Facilitator should ask participants to list the Triple P interventions being delivered in their agency at this time]. Also, feel free to ask clarifying questions as we go along if any particular item is confusing or not clear.*

*OK, let's try out the first IDA-TP item to see how it goes or if I need to answer any additional questions, and then we'll get started more formally.*