Community Capacity Assessment Discussion Tool Guide

This tool will teach you how to use the Community Capacity Assessment (CCA) to improve the community's capacity to scale up Triple P.

The CCA measures the capacity of a community to implement and scale up the Triple P – Positive Parenting Program system of interventions. A community might be locally defined as a collection of neighborhoods, a single county, or even a region or cluster of counties within a state. Their capacity to implement and scale up Triple P includes the resources and abilities of people and organizations needed to develop, improve, and sustain the use of Triple P as intended. It is made up of eight sections or indices, and two summary indices that reflect aspects of implementation infrastructure and best practices that are believed to contribute to the overall level of implementation within a community.

The CCA can be used in a few ways:

1. The CCA can be administered to a community (using the administration protocol delivered by a trained administrator) and scored. After scoring, this tool can be used to guide discussions about what the scores mean and potential areas around which to action plan. Note: If your community needs valid and reliable data for decision-making or sharing information with key leaders or stakeholders, then it will be important to have the CCA administered and scored by someone who is trained to do so. This might be a member of your Implementation Support Team.

2. The CCA can also be used as a discussion tool (without administration and scoring). This means that there may be a benefit to discussing the items on the CCA within a community to look for areas of strength and needs. If your community does not need valid and reliable data, if there is limited access to a trained CCA administrator, or your community is not currently supporting the use of Triple P, then consider using the CCA as a discussion tool. This guide will help you use the CCA in this way.

This guide will help you walk through and think about the statements as a team and can help you brainstorm ways to put the implementation drivers in place and build capacity within your organization.

Overview

This tool is broken down into sections that will help you focus your community's discussion toward the most impactful areas.

Start on **PAGE-5 of the CCA Participant Copy**: This is a description of the indices of the CCA. This will tell you more about each of the sections overall. The last two sections are summary indices, which are composites of the other indices that you receive scores for with a scored administration. For this exercise, we will be focusing only on the indices, not the last two composites. When reading the questions in the CCA, you can think of them like suggestions. Remember: You don't need to change or improve *every* question in

the CCA to see your community's implementation capacity improve. This tool will help you think about small but meaningful changes to community drivers and capacity.

Community Leadership Team and Community Implementation Teams

Community Leadership Team (CLT)	The community has formally and sustainably organized a leadership team from within the community-wide prevention system that has the commitment and authority to lead Triple P scale-up across the community.
Community Implementation Team (CIT)	The community has formally and sustainably organized a team of three or more individuals, led by one or two identified leaders that has the ability and capacity to coordinate and support day-to-day Triple P scale-up activities across the community.

Why is this important? This is what the research has shown:
Communities that have formally and sustainably organized and aligned team support with the authority, capacity, and abilities to coordinate and support day-to-day Triple P implementation activities within the community will have an easier time building capacity within their organization. We hypothesize that this is because the teams have time dedicated to thinking about implementation and capacity building, they have good communication, and team members have clear roles and responsibilities, which makes it easier for them to participate.

Let's start by taking a look at pages 6-7 of the CCA Participant's Copy. These questions can help you think about the CLTs and CITs that are helping your community install, manage, and scale Triple P.

List the teams that currently support the implementation and scale-up of Triple P within this community.

1. _____
2. _____
3. _____

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What are a few things that are going well with the <u>Community Leadership Team</u> and that you are proud of?

What is going well?	What do you think contributes to this?	Does anything need to happen to help make this good thing sustainable?

What are one or two steps you can take to improve your <u>Community Leadership Team</u> or sustain the good work you listed above?

Possible Action Step	What will this help improve?	Who can help?	What level of priority is this (High/Medium/Low)?

What are a few things that are going well with the <u>Community Implementation Team</u> and that you are proud of?

What is going well?	What do you think contributes to this?	Does anything need to happen to help make this good thing sustainable?

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What are one or two steps you can take to improve your <u>Community Implementation Team</u> or sustain the good work you listed above?

Possible Action Step	What will this help improve?	Who can help?	What level of priority is this (High/Medium/Low)?

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Prevention System Alignment	The community has systematically assessed the well-being needs of children and families within the community and selects and aligns Triple P interventions responsively. In addition, the community has systematically assessed the strengths and needs of the community-wide prevention system related to the scale-up of Triple P and selects and aligns agency partners responsively.

Why is this important? This is what the research has shown:
Communities that align prevention programs with the community needs, capacities, or preferences may be more stable over time. This can be because prevention services fill a need or complement each other, thus reducing unnecessary competition and duplication of efforts. Systematically assessing and identifying community needs make programs like Triple P stronger.

These questions can help you think about the strategies your community is using to determine well-being needs of children and families.

What are a few things that are going well and that your community is proud of?

What is going well?	What do you think contributes to this?	Does anything need to happen to help make this good thing sustainable?

What are one or two steps you can take to improve your community's capacity in Prevention System Alignment or sustain the good work you listed above?

Possible Action Step	What will this help improve?	Who can help?	What level of priority is this (High/Medium/Low)?

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Action Planning	The community regularly obtains data and information about the ongoing implementation of Triple P across agencies and develops, updates, and carries out responsive action plans to advance implementation and scale-up efforts.

Why is this important? This is what the research has shown:
Communities that are scaling up Triple P find that the agencies that are the most successful (and highest performing) have well-developed capacities. Some agencies may need support to consider and build their capacity to ensure the delivery of Triple P to children and families. The backbone agencies responsible for Triple P scale-up can help agencies consider and build their service-delivery capacity by developing action plans aimed at responding to common implementation needs.

These questions can help you think about the strategies your community is using to develop and carry out responsive action plans.

What are a few things that are going well and that your community is proud of?

What is going well?	What do you think contributes to this?	Does anything need to happen to help make this good thing sustainable?

What are one or two steps you can take to improve your community's capacity to develop and carry out responsive action plans or sustain the good work you listed above?

Possible Action Step	What will this help improve?	Who can help?	What level of priority is this (High/Medium/Low)?

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Workforce Development
Recruitment/Selection, Training, Coaching

Recruitment & Selection (RS)	The community uses best practices for the recruitment and/or selection of practitioners to deliver Triple P to the community's target population.
Training (T)	The community uses best practices for training Triple P practitioners to deliver Triple P to the community's target population.
Coaching (C)	The community uses best practices for coaching Triple P practitioners as they deliver Triple P interventions to children and families.

Why is this important? This is what the research has shown:
Communities that focus on recruitment, selection, training, and coaching notice a higher output of services. In addition, coaching increases the likelihood that Triple P will be used as it is intended, which then increases the likelihood that children and families will benefit from the intended outcomes of Triple P. Walk through each of these sections on pages 14 – 18 of the CCA Participant Copy with your team. What would your community like to see improve in any of these areas?

These questions can help you think about the strategies your community is using to recruit, select, train, and coach.

What are a few things that are going well and that your community is proud of?

What is going well?	What do you think contributes to this?	Does anything need to happen to help make this good thing sustainable?
Recruitment/Selection		
Training		

Coaching		

What are one or two steps you can take to improve your community's capacity in Workforce Development or sustain the good work you have listed above?

Possible Action Step	What will this help improve?	Who can help?	What level of priority is this (High/Medium/Low)?
Recruitment/Selection			
Training			
Coaching			

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Fidelity Assessment (FID)	The community uses best practices for assessing whether or not core Triple P components are delivered as intended by Triple P practitioners to children and families.

Why is this important? This is what the research has shown:

Communities that use FID to coach practitioners to competence see a higher retention of practitioners and an increased likelihood that Triple P will be used as intended, which leads to an increase in Triple P outcomes. Walk through each of these sections with your team. What would your community like to see improve in any of these areas?

Let's start by taking a look at page 19 of the CCA Participant Copy. These questions can help you think about strategies to use to collect and assess fidelity to Triple P.

What are a few things that are going well and that your community is proud of?

What is going well?	What do you think contributes to this?	Does anything need to happen to help make this good thing sustainable?

What are one or two steps you can take to improve FID in your community or can help sustain the good work you listed above?

Possible Action Step	What will this help improve?	Who can help?	What level of priority is this (High/Medium/Low)?

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Decision-Support Data System (DSDS)	The community uses best practices to gather, use, and share implementation and intervention data for decision-making to improve the implementation of Triple P within the community.

Why is this important? This is what the research has shown:

Collecting and using data is critical to many aspects of a community. First, it helps guide the community in decision-making and can show you whether the decisions you are making have an effect on performance or outcomes. Second, it can help a community obtain or maintain buy-in from key stakeholders. For example, communities may want to share data with partners to show that what they are doing is working or to show where they may need help or support. A community might also consider sharing data with funders to demonstrate why a community is worthy of continued investment. A community does not need to know much about data analysis to be able to show their results or make decisions.

What data would be important to know for your community to make decisions? Does the data that you are currently collecting match up with the data that you need to collect to make decisions?

What data would help your community make decisions? List below.	What data would help you communicate your successes or challenges with others?	Place a check below if you are currently collecting this data.

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Now take a look at page 21 of the CCA Participant Copy. These questions can help you think about the teams that are helping your community install Triple P.

What are a few things that are going well and that your community is proud of?

What is going well?	What do you think contributes to this?	Does anything need to happen to help make this good thing sustainable?

What are a few action steps that can help you collect and analyze data that is meaningful to your community or help sustain the good work you listed above?

Possible Action Step	What will this help improve?	Who can help?	What level of priority is this (High/Medium/Low)?

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Facilitative Administration (FAC)	The community uses best practices to solicit, document, and use information about community policy and practice facilitators and barriers to improve the implementation of Triple P within the community.

We think of the elements in this section as <u>barriers and facilitators that the community has control of</u>. This section lists common internal barriers. Walk through the questions in this section on page 24 of the CCA Participant's Copy. Do any of these common barriers or facilitators affect delivery of Triple P in your community?

What are a few things that are going well and that your community is proud of?

What is going well?	What do you think contributes to this?	Does anything need to happen to help make this good thing sustainable?

What are one or two steps you can take to remove barriers in your community or help sustain the good work you listed above?

Possible Action Step	What will this help improve?	Who can help?	What level of priority is this (High/Medium/Low)?

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Systems Intervention (SI)	The community uses best practices to solicit, document, and use information about Triple P successes and larger systems needs to improve and sustain the implementation of Triple P within the community. Additionally, the community participates in key Triple P system activities, including the Triple P Stay Positive media campaign and community referral networks.

Why is this important? This is what the research has shown:

What we know: This section lists common external barriers or barriers your community might not have control over. These barriers are tricky because it may seem like you don't have any control over them, but it is possible that others in your community experience similar barriers and either have some ideas for how to help or might know someone who does. Walk through the questions in this section starting on page 26 of the CCA Participant's Copy. Do any of these common barriers or facilitators affect delivery of Triple P in your community?

What barriers and facilitators have been removed in the past few years that have made it easier to deliver Triple P?

What is going well?	What do you think contributes to this?	Does anything need to happen to help make this good thing sustainable?

What are one or two steps you can take to remove barriers in your community or help sustain the good work you have listed above?

Possible Action Step	What will this help improve?	Who can help?	What level of priority is this (High/Medium/Low)?

Great job! You have completed the discussion tool guide and your community now has a list of possible action steps that can be used to develop your implementation strategy! Don't forget to ensure that several of the items on your list are ones that are easy to achieve and that your team can get started on right away. This will help you build momentum towards your Triple P implementation goals.

Action Planning

Look through all of the yellow boxes in which you have written possible action steps. Action steps that are linked to the community or state-level goals will benefit most from action planning.

Using this grid can be a useful strategy to think about organizational priorities versus elements that are easy to accomplish. It is helpful to start with tasks that are both easy to achieve and are high priorities because this builds momentum and gets people excited.

	Easy to Achieve	Hard to Achieve
High Priority		
Low Priority		

Green is a top priority because you can complete it quickly and help build momentum for the harder areas.

Yellow are areas to also focus on and incorporate into your implementation plan.

Orange are areas to be deferred for now.

Here is an example of how to use this grid.

	Easy to Achieve	Hard to Achieve
High Priority	*Example: Training*	*Coaching*
Low Priority		

Community A notes that increasing training is a high priority and would be easy to achieve. Looking back at the questions that make up this index, they noted that there are a few tasks for which they could not answer a 1 or 2.

On item number 6 in the Training index, they realized that they do not have a process written down to support training practitioners. This is an easy thing to accomplish since they have already been through the process. They note that it is also a high priority because they are planning for training for the upcoming year. They wrote training in the green box.

Coaching is a little harder for community A – they have some master coaches identified, but they will need to collaborate with their home agencies to create capacity for them to coach Triple P providers from other agencies. This is important to Community A because they know having a coaching system will improve retention and service provision. They put coaching in the yellow box.

Let's take another look at the Community Interpretation Section above using this matrix to think through possible priority areas.

Choosing Your Priorities and Creating an Action Plan

Look back through the areas you have identified for capacity development. Think about each area using the grid. Write the actionable items in the color-coded areas below (for example, if a topic falls into the green box on the grid, write it down under the green heading and so on). *Indices in the green box could be your top priorities – sometimes we call these "Early Wins".*

Top Priorities/Early Wins

Take a look at the questions under the index that you have identified as an early win. Think of these questions as potential action steps to help improve implementation. What would be some actions you can take to increase your scores on these questions? Common action steps may include setting up follow-up meetings, taking a deeper dive by reviewing existing resources, identifying stakeholders, etc.

	Action Step	Owner	Due Date
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

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Strategic Planning Areas

Take a look at the questions under the index that you have identified in the yellow sections. Think of these as areas that need a strategic plan and timeline to complete. Which areas do you need to plan for next? Start with the high priority plans.

Task	Owner	Due Date

Include tasks that need to happen **before** you can complete your goal. Write those down under a/b/c.

1. _____
   a. _____
   b. _____
   c. _____

2. _____
   a. _____
   b. _____
   c. _____

3. _____
   a. _____
   b. _____
   c. _____

4. _____

Make sure you assign a "who" and a "when" for each action step to ensure accountability and continued momentum.

Deferred Area

Take a look at the questions under the index that you have identified in the orange sections. These are neither high priority, nor easily achievable. These may be areas that would be helpful to return to at a later time.

Planned date to revisit_____
1. _____
2. _____
3. _____