

Collaboration Assessment Worksheets

Part 1 of 5: Knowledge Base

<p>1. Have the <i>collaborating agencies</i> agreed upon a common definition for the <i>target population</i>?</p>
<p><input type="radio"/> Collaborating agencies have not determined a common definition of the target population.</p>
<p><input type="radio"/> Collaborating agencies have agreed to a general definition of the target population.</p>
<p><input type="radio"/> Collaborating agencies have agreed to the clinical characteristics and legal circumstances that define the target population, and this definition is available in writing.</p>
<p><input type="radio"/> Collaborating agencies have agreed to the clinical characteristics and legal circumstances that define the target population, and a written version of the definition has been disseminated to all representatives of the collaborating agencies.</p>
<p>2. Have the collaborating agencies developed <i>screening</i> procedures to identify the potential target population for the <i>initiative</i>?</p>
<p><input type="radio"/> Collaborating agencies have not developed a standard screening procedure to identify the target population.</p>
<p><input type="radio"/> Collaborating agencies have developed a standard screening procedure to identify the target population, but not all individuals who could potentially participate in the initiative are screened.</p>
<p><input type="radio"/> Collaborating agencies have developed a standard screening procedure and the majority of potentially eligible participants are screened</p>
<p><input type="radio"/> Collaborating agencies have developed a standard screening procedure, all potentially eligible participants are screened, and screening results are filed in an electronic database.</p>

<p>3. Have the collaborating agencies developed a standardized <i>assessment</i> process for individuals whose screening results indicate that they may be part of the initiative's target population?</p>
<p><input type="radio"/> Collaborating agencies have not established a standardized assessment process.</p>
<p><input type="radio"/> Collaborating agencies have developed a standardized assessment process, but not all of the individuals who were screened and may be part of the target population are assessed.</p>
<p><input type="radio"/> Collaborating agencies have developed a standardized assessment process for individuals who were screened and may be part of the target population, and almost all of these individuals are assessed.</p>
<p><input type="radio"/> Collaborating agencies have developed a standardized assessment process for individuals who were screened and may be part of the target population, all of these individuals are assessed, and the assessment results are stored in an electronic database.</p>
<p>4. Have the collaborating agencies commissioned <i>process</i> and <i>outcome evaluations</i> on services delivered to the target population?</p>
<p><input type="radio"/> Collaborating agencies have not defined process and outcome measures</p>
<p><input type="radio"/> Collaborating agencies have independently defined process and outcome measures</p>
<p><input type="radio"/> Collaborating agencies have jointly defined process and outcome measures</p>
<p><input type="radio"/> Collaborating agencies have jointly defined</p>

Part 2 of 5: System Collaboration

<p>1. Do the goals and objectives guiding the <i>initiative</i> reflect the <i>collaborating agencies'</i> shared understanding of the issues that affect the <i>target population</i>?</p>
<p><input type="radio"/> Collaborating agencies have not developed goals and objectives for the initiative.</p>
<p><input type="radio"/> Collaborating agencies have independently developed goals and objectives for the initiative, which do not reflect a shared understanding of the issues that affect the target population.</p>
<p><input type="radio"/> Collaborating agencies have independently developed—but reviewed and agreed upon each other's—goals and objectives for the initiative.</p>
<p><input type="radio"/> Collaborating agencies have jointly developed goals and objectives for the initiative, which reflect a shared understanding of the issues affecting the target population.</p>
<p>2. Has a formal <i>governing structure</i> been established among the collaborating agencies to improve collaboration and promote the goals of the collaboration?</p>
<p><input type="radio"/> A formal governing structure has not been established and there are no plans to establish one.</p>
<p><input type="radio"/> A formal governing structure is in the process of being established and includes representatives from all the organizations involved in the collaboration.</p>
<p><input type="radio"/> A formal governing structure is established and is chaired by leaders from each collaborating agency. Minutes or other records are forwarded to agency leaders. Members of the formal governing structure have the authority to make decisions that guide the implementation and operation of the initiative.</p>
<p><input type="radio"/> A formal governing structure is established, meets regularly, and routinely communicates plans and decisions with collaborating agencies' leadership, who in turn inform their respective staffs.</p>
<p>3. Has the governing structure created subcommittees to address specific topics relevant to the collaboration?</p>
<p><input type="radio"/> The governing structure has not established subcommittees and there are no plans to do so.</p>
<p><input type="radio"/> The governing structure is planning to create subcommittees that will address specific topics relevant to the collaboration.</p>
<p><input type="radio"/> The governing structure has established subcommittees that are co-chaired by staff from each agency.</p>
<p><input type="radio"/> The governing structure has established subcommittees that meet regularly and report back to the formal governing structure on at least a quarterly basis.</p>

<p>4. Is there an interagency agreement, memorandum of understanding (MOU) or similar document that defines the relationship among the collaborating agencies?</p>
<p><input type="radio"/> Collaborating agencies have not developed an interagency agreement or MOU.</p>
<p><input type="radio"/> Collaborating agencies plan to develop an interagency agreement or MOU.</p>
<p><input type="radio"/> Collaborating agencies have drafted an interagency agreement or MOU. This document includes protocols for collaborating agencies to share their response to challenges/crises involving their shared population and outlines terms for each collaborating agency to coordinate with other initiatives, programs, or activities.</p>
<p><input type="radio"/> Collaborating agencies have developed an interagency agreement or MOU, and this document has been signed by the chief executives of the collaborating agencies. Agency staff are familiar with the document and understand and support the protocols outlined in the terms of this agreement.</p>
<p>5. Have collaborating agencies identified employees who are considered “<i>boundary spanners</i>,” whose jobs include communicating and connecting with each other’s systems?</p>
<p><input type="radio"/> Collaborating agencies have not identified boundary spanners and there are no plans to do so.</p>
<p><input type="radio"/> Collaborating agencies are planning to identify boundary spanners and define their roles and responsibilities.</p>
<p><input type="radio"/> Collaborating agencies have identified at least one boundary spanner, but this person has not yet been fully utilized.</p>
<p><input type="radio"/> Collaborating agencies have identified boundary spanners who are fully utilized.. These boundary spanners receive explicit institutional support for any role responsibility that falls outside the scope of traditional agency work. Boundary spanners actively educate and involve other members of their agencies in the collaborative work.</p>

6. Have the collaborating agencies interfaced with elected officials or legislators at the local or state levels regarding the initiative?
<input type="radio"/> Collaborating agencies have not interfaced with elected officials/legislators and have no plans to do so.
<input type="radio"/> Collaborating agencies are planning to interface with elected officials/legislators at both the local and state levels to promote the initiative.
<input type="radio"/> Collaborating agencies interface with local and state elected officials/legislators by routinely briefing them on the progress of the initiative.
<input type="radio"/> Collaborating agencies interface with local and state elected officials/legislators, by submitting jointly authored reports on the progress of the initiative.

Part 3 of 5: Service Coordination

<p>1. Have the <i>collaborating agencies</i> conducted a <i>needs assessment</i> for their <i>target population</i> and an inventory of community-based services available to the target population?</p>
<p><input type="radio"/> Collaborating agencies have not conducted a needs assessment of the target population or the community capacity to serve the target population.</p>
<p><input type="radio"/> Collaborating agencies have independently conducted needs assessments of the target population and the community's capacity to serve the target population.</p>
<p><input type="radio"/> Collaborating agencies have jointly conducted needs assessments of the target population and the community's capacity to serve the target population.</p>
<p><input type="radio"/> Collaborating agencies have a formal inventory of all services available to the target population, including those outside the scope of the collaborative initiative, and have coordinated their response to gaps in service capacity and identified opportunities to guide the initiative with current services or supports.</p>
<p>2. Does the target population have access to <i>comprehensive health services</i>?</p>
<p><input type="radio"/> At least two services are provided by the service providers.</p>
<p><input type="radio"/> At least four services are provided by the service providers and members of the target population have quick and easy access to these services.</p>
<p><input type="radio"/> At least six services are provided by the service providers and members of the target population have quick and easy access to these services.</p>
<p><input type="radio"/> All eight services are provided by the services providers and members of the target population have quick and easy access to these services.</p>
<p>3. Do collaborating agencies' service providers routinely share individual- and systems-level data among themselves?</p>
<p><input type="radio"/> Service providers do not routinely share individual- and systems-level data</p>
<p><input type="radio"/> Service providers share individual-level data by routinely referring members of their target population to each other.</p>
<p><input type="radio"/> Service providers share individual-level data on mutual clients and collect it in writing at routine cases conferences</p>
<p><input type="radio"/> Service providers routinely share, update, and analyze individual- and systems-level data, which is accessible in a computer database.</p>

4. Do the collaborating agencies conduct routine cross-training of relevant staff?
○ Collaborating agencies do not conduct cross-training activities.
○ Collaborating agencies promote informal cross-training through interactions among staff.
○ Collaborating agencies have planned, but not yet implemented, formal cross-training.
○ Collaborating agencies conduct regularly scheduled cross-trainings.

Part 4 of 5: Resources

1. Have the <i>collaborating agencies</i> created a budget for this <i>initiative</i>?
<input type="radio"/> Collaborating agencies have not created a budget for this initiative.
<input type="radio"/> Collaborating agencies each have their own budgets for this initiative.
<input type="radio"/> Collaborating agencies each have their own budgets for the initiative, but have shared these budgets with each other.
<input type="radio"/> Collaborating agencies have jointly created a shared budget for this initiative.
2. How have <i>collaborating agencies</i> sought funding sources for this <i>initiative</i>?
<input type="radio"/> Collaborating agencies have not identified any funding sources for the initiative.
<input type="radio"/> Collaborating agencies have established a process to identify new funding sources for the initiative.
<input type="radio"/> Collaborating agencies have identified shared funding sources for the initiative.
<input type="radio"/> Collaborating agencies have identified funding sources and developed a strategy to identify additional funding sources through joint legislative appropriations and joint applications for grant funding.
3. To what degree do the <i>collaborating agencies</i> each dedicate staff or staff time to the <i>initiative</i>?
<input type="radio"/> Collaborating agencies do not dedicate staff or staff time to the initiative.
<input type="radio"/> Collaborating agencies have developed plans to dedicate staff and staff time to the initiative.
<input type="radio"/> Collaborating agencies dedicate staff time to the initiative.
<input type="radio"/> Collaborating agencies supplement dedicated staff and staff time to the initiative.

4. Do the collaborating agencies have a strategy to assess the costs and benefits of serving the *target population*?

- Collaborating agencies do not have a strategy to assess the costs and benefits of serving the target population.
- Collaborating agencies have a process to identify the cost and benefits of serving the target population.
- Collaborating agencies have jointly conducted a cost/benefit analysis of serving the target population and have calculated the savings generated by the initiative.
- Collaborating agencies have jointly conducted a cost/benefit analysis of serving the target population, calculated the savings generated by the initiative, and determined how to shift the saving generated by the initiative to other services provided to the target population.

Part 5 of 5: General

1. For this initiative to be successful, to what aspects of each agency's culture do the partner agencies need to be sensitive?

2. Are there other unique aspects of your initiative that you believe represent some aspect of collaboration?

Name and agency affiliation of the individual(s) who completed these worksheets: