

Attachment C

Community Readiness Assessment Interview Questions

A. COMMUNITY EFFORTS (programs, activities, policies, etc.)

AND

B. COMMUNITY KNOWLEDGE OF EFFORTS

1. Using a scale from 1-10, how much of a concern is this issue in your community (with 1 being "not at all" and 10 being "a very great concern")? Please explain. *(NOTE: this figure between one and ten is NOT figured into your scoring of this dimension in any way - it is only to provide a reference point.)*
2. Please describe the efforts that are available in your community to address this issue. (A)
3. How long have these efforts been going on in your community? (A)
4. Using a scale from 1-10, how aware are people in your community of these efforts (with 1 being "no awareness" and 10 being "very aware")? Please explain. *(NOTE: this figure between one and ten is NOT figured into your scoring of this dimension in any way - it is only to provide a reference point.)* (B)
5. What does the community know about these efforts or activities? (B)
6. What are the strengths of these efforts? (B)
7. What are the weaknesses of these efforts? (B)
8. Who do these programs serve? (Prompt: For example, individuals of a certain age group, ethnicity, etc.) (A)
9. Would there be any segments of the community for which these efforts/services may appear inaccessible? (Prompt: For example, individuals of a certain age group, ethnicity, income level, geographic region, etc.) (A)
10. Is there a need to expand these efforts/services? If not, why not? (A)
11. Is there any planning for efforts/services going on in your community surrounding this issue? If yes, please explain. (A)
12. What formal or informal policies, practices and laws related to this issue are in place in your community, and for how long? (Prompt: An example of "formal" would be

established policies of schools, police, or courts. An example of "informal" would be similar to the police not responding to calls from a particular part of town, etc.) (A)

13. Are there segments of the community for which these policies, practices and laws may not apply? (Prompt: For example, due to socioeconomic status, ethnicity, age, etc.) (A)

14. Is there a need to expand these policies, practices and laws? If so, are there plans to expand them? Please explain. (A)

15. How does the community view these policies, practices and laws?(A)

C. LEADERSHIP

16. Who are the "leaders" specific to this issue in your community?

17. Using a scale from 1 to 10, how much of a concern is this issue to the leadership in your community (with 1 being "not at all" and 10 being "of great concern")? Please explain. *(NOTE: this figure between one and ten is NOT figured into your scoring of this dimension in any way - it is only to provide a reference point.)*

18. How are these leaders involved in efforts regarding" this issue? Please explain. (For example: Are they involved in a committee, task force, etc.? How often do they meet?)

19. Would the leadership support additional efforts? Please explain.

D. COMMUNITY CLIMATE

20. Describe (name of your community).

21. Are there ever any circumstances in which members of your community might think that this issue should be tolerated? Please explain.

22. How does the community support the efforts to address this issue?

23. What are the primary obstacles to efforts addressing this issue in your community?

24. Based on the answers that you have provided so far, what do you think is the overall feeling among community members regarding this issue?

E. KNOWLEDGE ABOUT THE ISSUE

25. How knowledgeable are community members about this issue? Please explain. (Prompt: For example, dynamics, signs, symptoms, local statistics, effects on family and friends, etc.)

26. What type of information is available in your community regarding this issue?

27. What local data are available on this issue in your community?

28. How do people obtain this information in your community?

F. RESOURCES FOR PREVENTION EFFORTS (time, money, people, space, etc.)

29. To whom would an individual affected by this issue turn to first for help in your community? Why?

30. On a scale from 1 to 10, what is the level of expertise and training among those working on this, issue (with 1 being "very low" and 10 being "very high")? Please explain. *(NOTE: this figure between one and ten is NOT figured into your scoring of this dimension in any way - it is only to provide a reference point.)*

31. Do efforts that address this issue have a broad base of volunteers?

32. What is the community's and/or local business' attitude about supporting efforts to address this issue, with people volunteering time, making financial donations, and/or providing space?

33. How are current efforts funded? Please explain.

34. Are you aware of any proposals or action plans that have been submitted for funding that address this issue in your community? If yes, please explain.

35. Do you know if there is any evaluation of efforts that are in place to address this issue? If yes, on a scale of 1 to 10, how sophisticated is the evaluation effort (with 1 being "not at all" and 10 being "very sophisticated")? *(NOTE: this figure between one and ten is NOT figured into your scoring of this dimension in any way - it is only to provide a reference point.)*

36. Are the evaluation results being used to make changes in programs, activities, or policies or to start new ones?

Scoring Community Readiness Interviews for a Complete Assessment

Scoring is an easy step-by-step process that gives you the readiness stages for each of the six dimensions. The following pages provide the process for scoring. There is a scoring worksheet on page 16 and anchored rating scales on pages 18-24. Ideally, two people should participate in the scoring process in order to ensure valid results on this type of qualitative data. Here are step-by-step instructions:

- Working independently, both scorers should *read through each interview in its entirety before scoring any of the dimensions* in order to get a general feeling and impression from the interview. Although questions are arranged in the interview to pertain to specific dimensions, other interview sections may have some responses that will help provide richer information and insights that may be helpful in scoring other dimensions.
- Again, working independently, the scorers should read the anchored rating scale for the dimension being scored. Always start with the first anchored rating statement. Go through each dimension separately and highlight or underline statements that refer to the anchored rating statements. If the community exceeds the first statement, proceed to the next statement. In order to receive a score at a certain stage, all previous levels must have been met up to and including the statement which the scorer believes best reflects what is stated in the interview. In other words, a community cannot be at stage 7 and not have achieved what is reflected in the statements for stages 1 through 6.
- On the scoring sheet on page 16, each scorer puts his or her independent scores in the table labeled INDIVIDUAL SCORES using the scores for each dimension of each of the interviews. The table provides spaces for up to six key respondent interviews.
- When the independent scoring is complete, the two scorers then meet to discuss the scores. The goal is to reach consensus on the scores by discussing items or statements that might have been missed by one scorer and which may affect the combined or final score assigned. Remember: Different people can have slightly different impressions, and it is important to seek explanation for the decisions made. Once consensus is reached, fill in the table labeled COMBINED SCORES on one of the scoring sheets. Add across each row to yield a total for each dimension.
- To find the CALCULATED SCORES for each dimension, take the total for that dimension and divide it by the number of interviews. For example: If two scorers have the following combined scores for their interviews:

Interviews	#1	#2	#3	#4	#5	#6	TOTAL
Dimension A	3.5	5.0	4.25	4.75	5.5	3.75	26.75

TOTAL Dimension A $\frac{26.75}{\# \text{ of interviews } 6} = 4.46$

Repeat for all dimensions, and then total the scores.

- To find the OVERALLSTAGEOF READINESS, take the total of all calculated scores and divide by the number of dimensions (6). For example:

Dimension A:	4.46	
Dimension B:	5.67	
Dimension C:	2.54	
Dimension D:	3.29	
Dimension E:	6.43	
Dimension F:	4.07	
	<u>26.46</u>	$26.46 \div 6 = 4.41$

- The result will be the overall stage of readiness of the community. The scores correspond with the numbered stages and are "rounded down" rather than up, so a score between a 1.0 and a 1.99 would be the first stage, a score of 2.0 to 2.99 would be the second and so forth. In the above example, the average 4.41 represents the fourth stage or Preplanning.
- Finally, under comments, write down any impressions about the community, any unique outcomes, and any qualifying statements that may relate to the score of your community.

Readiness Assessment Scoring Sheet

Scorer: _____

Date: _____

INDIVIDUAL SCORES: Record each scorer's independent results for each interview for each dimension. The table provides spaces for up to six interviews.

Interviews	#1	#2	#3	#4	#5	#6
Dimension A						
Dimension B						
Dimension C						
Dimension D						
Dimension E						
Dimension F						

COMBINED SCORES: For each interview, the two scorers should discuss their individual scores and then agree on a single score. This is the COMBINED SCORE. Record it below and repeat for each interview in each dimension. Then, *add across each row* and find the total for each dimension. Use the total to find the calculated score below.

Interviews	#1	#2	#3	#4	#5	#6	TOTAL
Dimension A							
Dimension B							
Dimension C							
Dimension D							
Dimension E							
Dimension F							

CALCULATED SCORES: Use the combined score TOTAL in the table above and divide by the number of interviews conducted. Add the calculated scores together and enter it under total.

TOTAL Dimension A _____	÷	# of interviews _____	=	_____	Stage Score
TOTAL Dimension B _____	÷	# of interviews _____	=	_____	
TOTAL Dimension C _____	÷	# of interviews _____	=	_____	
TOTAL Dimension D _____	÷	# of interviews _____	=	_____	
TOTAL Dimension E _____	÷	# of interviews _____	=	_____	
TOTAL Dimension F _____	÷	# of interviews _____	=	_____	

Average Overall Community Readiness Score: _____

OVERALL STATE OF READINESS: Take the TOTAL calculated score and divide by 6 (the number of dimensions). Use the list of stages below to match the result with a stage of readiness. *Remember, round down instead of up.*

Score	Stage of Readiness
1	No Awareness
2	Denial / Resistance
3	Vague Awareness
4	Preplanning
5	Preparation
6	Initiation
7	Stabilization
8	Confirmation / Expansion
9	High Level of Community Ownership

COMMENTS, IMPRESSIONS, and QUALIFYING STATEMENTS about the community: