

GRANTEE SELF-ASSESSMENT TO INFORM CBA PLANNING

HEALTHY START EPIC CENTER

Thank you for taking the time to fill out this short program self-assessment. Your Healthy Start Program may choose to use this voluntary self-assessment as a reflective tool to identify strengths and areas for improvement where the Healthy Start EPIC Center might be able to provide training or technical assistance. This is a voluntary tool, and the results may be used and shared however your program feels is most appropriate.

This program self-assessment is broken out into two sections - one focused on your Healthy Start activities, and the second looking at the systems and operations in which these services exists.

What next?

Based on your results, your Healthy Start program may choose to seek training or technical assistance from the Healthy Start EPIC Center to support identified areas for improvement. Feel free to discuss your results and potential training or technical assistance options with your Project Officer or your region's Technical Assistance Coordinator. You may also visit www.healthystartepic.org to search the existing knowledgebase, view recorded webinars, or submit a technical assistance request.

Healthy Start Program Name: _____

Month/Year Completed: _____

Staff Roles Involved in Completing Self-Assessment: _____

SECTION ONE: HEALTHY START ACTIVITIES

First, please tell us how your program is doing in each of the following areas of activity by checking a box in one of the first three columns. Then, please check the box in the last column if this is an area in which you would like to receive targeted support. Please feel free to add comments explaining why (or why not) you are interested in receiving support.

Our Healthy Start Program...	Meeting our program goal's for this performance measure	Have not yet met our program's goal for this performance measure but have improvement plans in place	Not meeting our program's goal for this performance measure	Check if this is a priority area in which you'd like support
Helps program participants access health insurance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other comments and/or examples:				
Developing/documenting reproductive life plans with participants.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other comments and/or examples:				
Making sure participants receive their postpartum visit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other comments and/or examples:				
Connecting participants with a usual source of care.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other comments and/or examples:				
Promoting safe sleep practice.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other comments and/or examples:				
Promoting breastfeeding.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other comments and/or examples:				

Our Healthy Start Program...	Meeting our program goal's for this performance measure	Have not yet met our program's goal for this performance measure but have improvement plans in place	Not meeting our program's goal for this performance measure	Check if this is a priority area in which you'd like support
Supporting tobacco cessation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other comments and/or examples:				
Educating and supporting participants to conceive no sooner than 18 months after delivery.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other comments and/or examples:				
Making sure child participants have their well-child visits.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other comments and/or examples:				
Administering depression screenings and making necessary referrals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other comments and/or examples:				
Supporting father/partner involvement during and beyond pregnancy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other comments and/or examples:				
Empowering caregivers of child participants to read to their child 3+ times a week.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other comments and/or examples:				
Convening and facilitating a CAN, inclusive of a diverse representation of community members and program participants.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other comments and/or examples:				
Implementing a QI and performance monitoring process.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other comments and/or examples:				

SECTION TWO: PROGRAM SYSTEMS AND OPERATIONS

To help us understand the environment in which your Healthy Start Program operates and support your program in developing a meaningful CBA plan, please indicate where on the spectrum your program falls based on the definitions provided. The definitions provided are intended to serve as a guide to help you make your best judgment in sharing with us how your program operates.

Leadership	Strongly agree	Agree	Neither Agree or Disagree	Disagree	Strongly disagree
<p>Overarching strategy Our HS program has a coherent strategy that is both actionable and linked to our overall mission, vision, and overarching goals. This strategy helps drive day-to-day actions at all levels of the program.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other comments and/or examples:					
<p>Shared Beliefs & Values Our HS program has a core set of beliefs and values that are aligned with those of our participants, and are stable across leadership changes. These values are the foundation of our work and support our program's purpose.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other comments and/or examples:					
<p>Ability to Motivate & Mobilize CAN Members, Community Stakeholders, and Participants Our HS program inspires and motivates those with potential to be most affected by program's work to be involved in our CAN. Our CAN meetings are held regularly and are well-attended.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other comments and/or examples:					
<p>Partnerships & Alliances Our HS program has strong relationships with variety of relevant entities, based on long-term, mutually beneficial collaboration. We are widely known within the community, and community leaders call on our program for its input on issues important to our program.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other comments and/or examples:					
STRUCTURE AND SERVICES					
<p>Assessment of External Environment & Community Needs Our HS program regularly assesses community needs. This information is used in strategic program planning and CAN efforts.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other comments and/or examples:					
<p>Service Relevance & Integration Our HS program services are well-defined and fully aligned with mission, overarching goals, and constituency. We have seamless integration between different programs and organizational levels, and provide linkages/referrals to community services not offered by our program.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other comments and/or examples:					

SECTION TWO: PROGRAM SYSTEMS AND OPERATIONS

To help us understand the environment in which your Healthy Start Program operates and support your program in developing a meaningful CBA plan, please indicate where on the spectrum your program falls based on the definitions provided. The definitions provided are intended to serve as a guide to help you make your best judgment in sharing with us how your program operates.

Structure and Services	Strongly agree	Agree	Neither Agree or Disagree	Disagree	Strongly disagree
<p>New Service/Program Development (e.g., male/father involvement, CHW, etc.) Our HS program monitors and responds to gaps in services to meet participant needs. We develop new, innovative services to meet needs in our service area.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other comments and/or examples:					
<p>Participant Recruitment & Retention Our HS program staff recruit and maintain engagement with women and children who will benefit from the HS program. Our program meets enrollment goals, has an outreach and retention plan, and uses quality improvement to strengthen and sustain recruitment and retention efforts.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other comments and/or examples:					
<p>Healthy Start Screening Tools - Implementation Our HS program staff are comfortable implementing the screening tools - including confidentiality and consent considerations - and make the appropriate follow-up and referrals.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other comments and/or examples:					
<p>Healthy Start Screening Tools – Data Use and Submission Our HS program staff submit complete and accurate screening tool data to DS Federal month. We are able to access, analyze, and share data with appropriate funders and other entities.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other comments and/or examples:					
Staffing					
<p>Senior Management Team Our HS senior management team have extensive and varied management experience. The team is drawn from diverse backgrounds and experiences, bring a broad range of capabilities, and are energetic and committed.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other comments and/or examples:					
<p>Program Staff Our HS program staff come from diverse backgrounds and are culturally competent, reliable, loyal, and highly committed to program’s success. They often go beyond call of duty, and able to work easily with wide range of staff.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other comments and/or examples:					

SECTION TWO: PROGRAM SYSTEMS AND OPERATIONS

To help us understand the environment in which your Healthy Start Program operates and support your program in developing a meaningful CBA plan, please indicate where on the spectrum your program falls based on the definitions provided. The definitions provided are intended to serve as a guide to help you make your best judgment in sharing with us how your program operates.

Operations	Strongly agree	Agree	Neither Agree or Disagree	Disagree	Strongly disagree
<p>Recruiting, Development, & Retention of Staff Our HS senior management team is actively interested in staff development, offering the opportunity for frequent training, coaching, and consistent performance reviews. They promote proactive initiatives to identify promising new staff, and our recruitment methods ensure that staff reflect the diversity of the community and participants.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other comments and/or examples:					
<p>Staffing Levels Our HS program ensures all positions within the program are adequately and appropriately staffed. Staff attendance problems are extremely rare, turnover is limited, and vacancies filled immediately.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other comments and/or examples:					
<p>Intra/Interagency Coordination & Communication Our HS program clearly defines roles and responsibilities between intra-agency programs, organizational levels, and subcontractors. A system of communication is in place to facilitate coordination and mitigate conflict.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other comments and/or examples:					
<p>Decision Making Processes Our HS program has transparent and inclusive systems for making decisions which are communicated with appropriate parties in a timely manner. We have an awareness of social and cultural power differences, and systems in place to mitigate those differences.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other comments and/or examples:					
<p>Financial Management Our HS program has solid financial plans which are continuously updated. Our budget reflects organizational needs and objectives, and is used as a strategic planning tool.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other comments and/or examples:					
<p>Communications Strategy Our HS program regularly updates a communications plan which identifies stakeholders and their values. Communications to each of those stakeholders are customized, and carry a consistent and powerful message.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other comments and/or examples:					

SECTION TWO: PROGRAM SYSTEMS AND OPERATIONS

To help us understand the environment in which your Healthy Start Program operates and support your program in developing a meaningful CBA plan, please indicate where on the spectrum your program falls based on the definitions provided. The definitions provided are intended to serve as a guide to help you make your best judgment in sharing with us how your program operates.

Operations	Strongly agree	Agree	Neither Agree or Disagree	Disagree	Strongly disagree
<p>Databases / Management Reporting Systems Our HS program has a data and reporting mechanism for tracking clients, staff, volunteers, program outcomes. These systems are widely used and essential in increasing information sharing and efficiency.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other comments and/or examples:					
<p>Evaluation / Performance Measurement Our HS program has an evaluation plan used to continually monitor program performance Careful attention is paid to cultural appropriateness of evaluation process/methods.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other comments and/or examples:					
<p>Quality Improvement We use local evaluation data to identify areas of improvement, and take actions to address these gaps. Program leadership promotes a culture of quality improvement.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other comments and/or examples:					
<p>Demonstrating Success We have the skills and systems in place to demonstrate the impact of our program. We have qualitative and quantitative data that helps us articulate our program's impact on the community that we serve.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other comments and/or examples:					

Other comments and/or examples:

FINAL QUESTIONS

Any other TA topics not already mentioned?

Of the topics listed above, which are your top three priority topics for TA?

Who else should be involved in the TA process? Please note their name, role, and email address below.

What else would you like to share about your Healthy Start efforts or your TA needs?
