

COALITION PREVENTION CAPACITY ASSESSMENT EXECUTIVE DIRECTOR

CPCA
Executive
Director

Welcome to the Coalition Prevention Capacity Assessment! The information you provide in this survey will help you plan and prioritize what your state domestic violence coalition ("Coalition") may want to change to better support the primary prevention of intimate partner violence (IPV) in your state.

It should take you about 20-30 minutes to complete this survey. Your answers are confidential and what you say personally will never be released in any public report or document.

Let's Get Started!

Please note that the term "Coalition" refers to your state domestic violence coalition.

In what state is your state domestic violence coalition ("Coalition")?

State: _____

How long have you been the Executive Director?

- less than one year
- between 1-2 years
- more than 2 years, but less than 4 years
- more than 4 years

What was your position or role prior to becoming the Executive Director (at the Coalition or elsewhere)?

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NOTE: In this survey, the term “primary prevention” refers to activities and strategies that keep intimate partner violence (IPV) or domestic violence (DV) from **first occurring**. Please note that for this survey, “prevention” does NOT include any activities with people who have already been exposed to abuse. Working with children who have been exposed to IPV or DV within their family is not primary prevention UNLESS your aim is to prevent them from becoming abusive.

Does your Coalition focus on both domestic and sexual violence? (In other words, a “dual coalition”)

Yes

No

DUAL COALITIONS

For this survey, you do **NOT** need to separate your answers for domestic or sexual violence. Prevention may look different for DV or SV, however, this survey focuses on the organizational structures, processes and leadership that support primary prevention in general. If you have organizational structures or processes that are only applicable to sexual violence (such as RPE-funded staff positions), it is okay to include this in your answer, but please **explain this in the comments box**.

COALITION STRUCTURES and PROCESSES

This first section of questions asks about the organizational structures and processes your state domestic violence coalition has in place to support prevention. Please answer to the best of your knowledge. If you are unsure about an answer, it is okay to check with someone else at the coalition. Please make a note if you do this. Remember, “prevention” and “primary prevention” refer to activities and strategies that keep intimate partner violence (IPV) or domestic violence (DV) from **first** occurring.

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To what extent does your state coalition include primary prevention in its mission statement?

- Not included at all
- A Little (We have started discussions, but no formal changes yet)
- Somewhat (Prevention is included, but is not as much of a focus as other work of our coalition)
- Very Much (Prevention is included at the same level of focus as every other focus of our coalition)

Please write your mission statement here:

Does your Coalition have a workgroup, team, or committee that is dedicated to primary prevention?

- Yes
- No

Does your Coalition include primary prevention in the work of any teams, workgroups or committees that are not solely dedicated to primary prevention?

- Not included at all
- A Little (Prevention is occasionally discussed, but it is not formalized into their work)
- Somewhat (Prevention is discussed frequently among a few of the groups, but it is not formalized into their work)
- Very Much (Prevention is discussed regularly among all of our coalition's workgroups and teams - prevention is incorporated at the same level as other topics that are included in all workgroups' discussions, such as survivor safety, etc.)

Please describe:

COALITION STAFFING

About what percent of your full-time staff assist with the primary prevention work of your Coalition?

- none
- less than 25%
- between 25% and 50%
- between 51% and 75%
- more than 75%

Comments:

About what percent of your part-time or volunteer staff assist with the primary prevention work of your Coalition?

- none
- less than 25%
- between 25% and 50%
- between 51% and 75%
- more than 75%

Comments:

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How many full-time staff have primary prevention as a main focus of their position (e.g., Prevention Coordinator, Prevention Program Manager)?

- none
- Less than 1 full-time equivalent (FTE)
- 1 person
- 2 people
- 3 people
- more than 3 people

Comments:

In general, and in your opinion, how knowledgeable is Coalition staff about preventing domestic violence from first occurring (primary prevention)?

Not at all

A little

Somewhat

Very much

Comments:

Does your state Coalition include primary prevention language in staff job descriptions?

- Not included at all
- A Little (We have started discussing these kind of changes, but no formal changes made yet)
- Somewhat (Prevention is included, but is not as much of a focus as other work of our coalition)
- Very Much (Prevention is included at the same level of focus as every other focus of our coalition)

Comments:

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Please write (or paste) a short example of a staff job description that includes “prevention” here:

STAFF RETREATS

In the past year, to what extent has your Coalition included primary prevention as a topic at staff retreats?

- N/A We do not have staff retreats or they serve a different purpose
- Not at all
- A little (We have started discussions, but it has not been formally included e.g., not on the agenda)
- Somewhat (Prevention is included on the agenda, but is not as much of a focus as other work of our coalition)
- Very Much (Prevention is included at the same level of focus as every other focus of our coalition)

Comments:

How often does your Coalition staff discuss prevention topics during regular staff meetings?

- Not at all
- A little (Prevention topics are occasionally discussed, not a planned discussion)
- Somewhat (Prevention topics are discussed at many of our staff meetings, may or may not be a planned discussion)
- Very much (Prevention is included as a regular agenda item at our staff meetings)

In what other settings or ways (if any) is prevention discussed within the Coalition?

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STAFF TRAINING

Remember: In this survey, the terms “prevention” and “primary prevention” refer to activities and strategies that keep intimate partner violence (IPV) or domestic violence (DV) from first occurring. Please note that for this survey, “prevention” does NOT include any activities with people who have already been exposed to abuse.

To what extent is primary prevention training included in new staff orientation?

- Not included at all
- A Little (We have started discussing this kind of change, but no formal changes to training yet)
- Somewhat (Prevention is included in trainings, but is not as much of a focus as other work of our coalition)
- Very Much (Prevention is included above or at the same level as other areas of training)

Comments:

(If at all) Which positions are required to receive primary prevention training when hired?

To what extent is ongoing training or professional development that is specific to primary prevention required of coalition staff?

- Not included at all
- A Little (We have started discussions, but no formal changes to training yet)
- Somewhat (Prevention is included in trainings, but is not as much of a focus as other work of our coalition)
- Very Much (Prevention is included above or at the same level as other areas of professional development/training)

(If at all) Which positions are required to receive primary prevention training?

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What training materials do you use to educate Coalition staff about the primary prevention of IPV? Please be specific and use names/titles when possible.

How often are your primary prevention training materials updated?

- Have not been updated
- Every few years
- Annually
- Quarterly

Other (please specify):

TECHNICAL ASSISTANCE FOR PREVENTION

These questions ask about the assistance you or other staff at the Coalition may have received to improve your ability to do primary prevention. Examples include conversations with other state coalitions, attendance at meetings at which primary prevention was discussed, consultation with organizations or entities that specialize in primary prevention (such as PreventConnect trainings), etc.

In the *past year*, how much technical assistance has Coalition staff received to help with its prevention efforts? (include Coalition staff only-not Board members. If multiple staff received assistance, please give your best estimate of their combined hours)

- None
- 20 hours or less
- 21-50 hours
- 51-80 hours
- more than 80 hours

Other (please specify):

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In your opinion, how satisfied is Coalition staff with the prevention-specific technical assistance they have received in the past year?

Not at all

A little

Somewhat

Very much

What additional technical assistance or training for prevention would you (or other Coalition staff) like to receive?

FUNDING FOR PREVENTION

This next section of questions is about the funding your state Coalition has available for doing IPV primary prevention.

When is your fiscal year?

	MM	DD	YY
Start	/	/	
End	/	/	

Last fiscal year, approximately what percent of the Coalition's operating budget was allocated for coordinating or planning primary prevention efforts at the state level?

- Less than 5%
- 5-9%
- 10-14%
- 15-19%
- 20-29%
- 30% or more

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This fiscal year, what percent of the Coalition's operating budget has been allocated for coordinating or planning primary prevention efforts at the state level?

- Less than 5%
- 5-9%
- 10-14%
- 15-19%
- 20-29%
- 30% or more

Next year, what percent of your fiscal year operating budget do you expect will be allocated for coordinating or planning primary prevention efforts at the state level?

- Less than 5%
- 5-9%
- 10-14%
- 15-19%
- 20-29%
- 30% or more

Does your Coalition directly fund local agencies' primary prevention work?

- Yes
- No

In the past fiscal year, has your Coalition applied for primary prevention funding?

- Yes
- No

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In the past fiscal year, has your Coalition received funding for primary prevention work?

- Yes
- No

Please check whether the Coalition used any of its general or discretionary funds to support prevention *in the past fiscal year*:

- Membership dues
- Contributions
- Combined federal campaign dollars
- Other

Other (please specify):

BOARD OF DIRECTORS

This next section of questions asks about the activities and make-up of your Coalition's Board of Directors. Please answer to the best of your knowledge, and remember that your responses are confidential.

Approximately what percent of your Board membership is made up of the following?

- Local DV shelters and/or local DV advocacy organizations (i.e., member agencies)
- Organizations that mainly respond to DV (such as community DV advocates, law enforcement, courts and legal staff, health care professionals)
- Organizations that mainly work to prevent DV (such as school personnel/education, public health, faith community)
- Other

Comments:

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To what extent has your Coalition ever recruited new members onto your Board who have primary prevention knowledge or experience?

- Not at all
- A little (We have discussed recruiting members with more prevention knowledge or expertise, but have not yet done so)
- Somewhat (Members of our Board have joined that have knowledge or experience with prevention, but they are outnumbered by board members who are mainly familiar with responding to IPV)
- Very Much (We have actively ensured that Board members with primary prevention knowledge or experience are equally represented on the Board of Directors)

If No Recruitment:

What are the reasons why new members have not been recruited? (check all that apply)

- Our Board already has enough members with varying levels of prevention knowledge and experience
- Our Board membership is dictated by organizational bylaws/policies and cannot be changed without a formal procedure
- Our Board does not make decisions related to the Coalition's prevention activities
- Our Board is focused on other priorities

Other (Please Specify):

Please answer the following to the best of your knowledge:

To what extent do you think the current active Board membership is appropriate for doing primary prevention work?

Not at all

A little

Somewhat

Very much

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To what extent has it been difficult to get the “right” people to join your primary prevention efforts—that is, people with the skills, talents, or political connections needed?

Not at all

A little

Somewhat

Very much

PROCESSES, PLANNING, PRACTICES AND COLLABORATION

Does your state Coalition have a strategic plan or equivalent document that outlines your programmatic or policy goals?

Yes

No

To what extent is primary prevention included in this planning document?

Not at all

A little (We have started discussions, but no formal changes yet)

Somewhat (Prevention is included, but is not as much of a focus as other work of our coalition)

Very Much (Prevention is included at the same level of focus as every other focus of our coalition)

To what extent does your Coalition...

	Not at all	A little	Somewhat	Very much
Use data (such as surveys, interviews, reports, focus groups) to plan prevention efforts?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Track (or evaluate) healthy relationship/prevention outcomes in communities across your state?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collect information about the outcomes of the primary prevention programs or activities it implements?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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Please mark whether your state domestic violence coalition has done any of the following IN THE PAST YEAR:

- | Yes | No | |
|-----------------------|-----------------------|--|
| <input type="radio"/> | <input type="radio"/> | Included prevention messages in promotion materials (e.g., newsletter, web site) |
| <input type="radio"/> | <input type="radio"/> | Presented awards to individuals/organizations who do prevention in your state |
| <input type="radio"/> | <input type="radio"/> | Made prevention resources available (e.g., curricula or materials in resource library, web site) |
| <input type="radio"/> | <input type="radio"/> | Distributed written materials specific to primary prevention to your membership agencies |
| <input type="radio"/> | <input type="radio"/> | Trained local programs (e.g., victim service providers) on prevention using prevention materials |
| <input type="radio"/> | <input type="radio"/> | Implemented or coordinated online trainings specific to the primary prevention of IPV (e.g., webinars, web conferences) |
| <input type="radio"/> | <input type="radio"/> | Partnered specifically with men to plan or implement prevention activities |
| <input type="radio"/> | <input type="radio"/> | Implemented or coordinated a statewide or regional IPV awareness campaign |
| <input type="radio"/> | <input type="radio"/> | Implemented or coordinated a statewide or regional healthy relationship or wellness campaign |
| <input type="radio"/> | <input type="radio"/> | Implemented or coordinated a statewide conference solely dedicated to the primary prevention of IPV |
| <input type="radio"/> | <input type="radio"/> | Implemented or coordinated a track dedicated to the primary prevention of IPV within a statewide conference |
| <input type="radio"/> | <input type="radio"/> | Implemented or coordinated regional trainings specific to the primary prevention of IPV |
| <input type="radio"/> | <input type="radio"/> | Implemented or coordinated statewide trainings specific to the primary prevention of IPV (not your annual conference - see above) |
| <input type="radio"/> | <input type="radio"/> | Initiate and/or participate in an advocacy campaign to secure more state resources or influence statewide policies to promote prevention of IPV? |
| <input type="radio"/> | <input type="radio"/> | Served as IPV prevention representative/expert on state task forces or committee |
| <input type="radio"/> | <input type="radio"/> | Worked with state health department to add questions concerning IPV risk and protective factors to statewide health survey |

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How much contact has your Coalition had with the following state-level organizations or entities during the past year?

	None	A little (few times/year)	Somewhat (Quarterly)	Extensive (Weekly/more)
Governor's Office	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Legislators and Politicians	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Child Welfare Agencies	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Civic/Volunteer Organizations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cooperative Extension-University	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Racial/Ethnic Organization or Group	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cultural Organization or Group (e.g., Gay/Lesbian, Disability)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Domestic Violence Service Providers/Advocates	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Domestic Violence Survivors	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
State Public Health Agency	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Health Services (including mental health)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Education (elementary, middle or high school)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
College/University/Higher Education	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Justice Systems/Courts	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Law Enforcement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Local or Regional Government	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Military	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Religious/Faith-Based Organization	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Media	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Youth-Focused Organizations or Groups	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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Business Leaders

Community Leaders

Other (please specify): _____

To what extent does your Coalition:

Have a history of working to prevent the initial occurrence of IPV (primary prevention)?

None A little Somewhat Very much

Collaborate with other state organizations or entities to prevent IPV?

None A little Somewhat Very much

In the past year, has your Coalition coordinated one or more meetings of state partners to plan for the primary prevention of IPV?

Yes
 No

Comments: _____

In the past year, has your Coalition attended (but not coordinated) one or more meetings of state partners to plan for the primary prevention of IPV?

Yes
 No

Comments: _____

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Please list the organizations or entities with whom the Coalition has collaborated to prevent IPV in the past year. (If you have not collaborated with other entities write "none")

LEADERSHIP

This LAST section of questions asks about the leadership that your state domestic violence coalition has to support prevention. Please answer to the best of your knowledge - **and do not ask others for input**. Remember, **your answers are confidential** and will not be tied to your name in any way.

How positive is the working relationship between your Coalition staff and Coalition Board members?

- Not positive at all
- A little positive
- Somewhat positive
- Very positive

Comments:

Who would you say holds the most decision making power for the Coalition's programmatic direction?

- Coalition Staff
- Coalition Board
- Staff and Board have equal decision-making power

Comments:

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How much do you support primary prevention efforts compared to other Coalition priorities?

- A lot lower
- Somewhat lower
- About equal
- Somewhat higher
- A lot higher

Comments:

How well do you understand the difference between the primary prevention of IPV and responding to IPV?

- Not at all
- A little
- Somewhat
- Very much

Comments:

In your opinion, how highly does the Coalition Board of Directors support primary prevention efforts compared to other Coalition priorities?

- A lot lower
- Somewhat lower
- About equal
- Somewhat higher
- A lot higher

Comments:

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In your opinion, how well do the majority of the Coalition Board members understand the difference between the primary prevention of IPV and responding to IPV?

- Not at all
- A little
- Somewhat
- Very much

Comments:

How important is it for Coalition leadership to support primary prevention for changes to be made in the coming year?

- Not important at all
- A little important
- Somewhat important
- Very important

Comments:

In your position within the Coalition, how high of an OVERALL priority is supporting primary prevention efforts compared to other Coalition priorities?

- A lot lower
- Somewhat lower
- About equal
- Somewhat higher
- A lot higher

Comments:

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Deciding where to begin to strengthen your Coalition's capacity for primary prevention efforts...

Below are five areas in which your Coalition can start working to strengthen its primary prevention efforts during the next year. These are not in any particular order, although it will help your action planning if you start to think about where to prioritize your efforts to build your organization's primary prevention capacity.

In your opinion, where should your Coalition focus its prevention work during the next year?

- 1) Work internally: spend time defining primary prevention and developing a common language and understanding of prevention among staff and board members
- 2) Change Coalition organizational structures and processes (such as mission statement, job descriptions, meeting agendas and staff retreats) to better support primary prevention
- 3) Work with Coalition leadership to improve their support for IPV primary prevention
- 4) Improve Coalition partnering and coordination of state-level IPV prevention resources and activities
- 5) Improve Coalition staffing to support primary prevention (such as staff training and time devoted to prevention)

Other (please specify):

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At the beginning of this survey, we asked that you let us know if you received help from others while answering the questions. Please write down who helped complete the survey (if anyone), and on what type of questions. Thanks!

**THANK YOU FOR TAKING THE TIME
TO COMPLETE THE COALITION PREVENTION CAPACITY ASSESSMENT!**