|  |
| --- |
| **Community Coalition Action Theory (CCAT) Study Group** |
| **Step:** | **3b** | **Title:** | **CCAT Guiding Questions** | **Who:** | Connections | **What:** |  |

**Coalition Name:** Please respond.

**County Name:** Please respond.

**Name(s) of Individuals Completing this Form:** Please respond.

**Date Submitted:** Please respond.

Instructions:

1. Please complete this form in collaboration with your study group.
2. Please type your answers right into this document.
3. Please answer the questions as thoroughly as possible, preferably in complete sentences.
4. Do not worry about the length of your response; rather write your responses freely, providing as much detail as necessary.
5. Please try to answer all questions to the best of your ability. If you don’t know the answer or are unsure, just state so.
6. Please reach out to Holly Raffle (raffle@ohio.edu) or Holly Craycraft (craycraf@ohio.edu) if you have questions or join a Drop-in Zoom Session for technical assistance.
7. Submit your completed document to Holly Craycraft (craycraf@ohio.edu). Please see the Checklist Tracking Tool for suggested due dates.

**1. Community Context**

1. Please describe your community for someone who is unfamiliar with it. Where is your community located? What are the demographic characteristics of your community’s residents, including any key subgroups?

Please respond.

1. What is important to know about the history, events, and/or social determinants of health (such as poverty, connectedness, etc.) in your community? How do these factors inform your community’s current suicide prevention efforts?

Please respond.

1. What are the most important norms of the community?

Please respond.

1. What other information does someone who is unfamiliar with your community need to know?

Please respond.

**2. Lead Agency or Convener Group**

1. What is the coalition’s service area/population of service?

Please respond here.

1. Why and how did the coalition form?

Please respond here.

1. Who started the coalition (original members)?

Please respond here.

1. Who did the coalition initially recruit/enlist to be members? (Who are the gatekeepers/stakeholders?) Why were these members enlisted?

Please respond here.

1. What is the responsibility of the lead agency/convener?

Please respond here.

1. Who provides the meeting space of the coalition?

Please respond here.

1. How is the coalition funded? Who is the fiscal agent?

Please respond here.

**3. Coalition Membership**

1. How is the coalition a broad representation of the community?

Please respond here.

1. How does the coalition ensure that its membership is representative of the community?

Please respond here.

1. Which of CADCA’s 12 community sectors of the community does the coalition’s membership represent?

Please respond here.

1. How does the coalition ensure that the voices of the priority population are heard?

Please respond here.

1. How many volunteers does the coalition have attend meetings/functions on a regular basis?

Please respond here.

1. What credentials do the coalition members hold?

Please respond here.

1. What skill sets does the coalition look for when recruiting new members? How does the coalition identify missing skill sets and deliberately seek out new members who have those skill sets?

Please respond here.

1. How are coalition members/volunteers on-boarded when they are new to the coalition?

Please respond here.

1. How do you ensure coalition members state the coalition’s mission and vision statements?

Please respond here.

**4. Coalition Operations and Processes**

1. What are the benefits of participating in the coalition for participating members? For the organizations they represent?

Please respond here.

1. How do people seek the coalition out as a resource in the community?

Please respond here.

1. What is the organizational climate of the coalition?

Please respond here.

1. In what ways does member engagement affect coalition climate?

Please respond here.

1. How is membership engagement measured?

Please respond here.

1. How does the coalition communicate with coalition members?

Please respond here.

1. How does the coalition communicate with community stakeholders?

Please respond here.

1. What process does the coalition have in place for conflict management?

Please respond here.

1. How does the coalition make decisions?

Please respond here.

1. How do opportunities (i.e., grants, events, tasks, etc.) get presented to the coalition? How does the coalition decide which opportunities to move forward with and which to let go?

Please respond here.

1. What are the policy and procedures around finances?

Please respond here.

**5. Leadership and Staffing**

1. Describe the coalition’s leadership team.

Please respond here.

1. How long has the leadership team been in place?

Please respond here.

1. Who coordinates the coalition’s efforts?

Please respond here.

1. What officers does your coalition have?

Please respond here.

1. Who is in charge of finances?

Please respond here.

1. In what ways do you volunteers take on leadership roles? Take initiative?

Please respond here.

1. Does the coalition have paid staff? If so, how many paid staff?

Please respond here.

1. In what ways do volunteers and paid staff share responsibilities? How do they work together?

Please respond here.

1. How are paid staff on-boarded when they are new to the coalition?

Please respond here.

1. In what ways are coalition members skilled to facilitate a coalition?

Please respond here.

1. How are your members/volunteers ambassadors for the coalition?

Please respond here.

1. How does the coalition build capacity among its members/volunteers?

Please respond here.

**6. Structures**

1. What formal guidance is in place to inform the coalition’s work?

Please respond here.

1. Does the coalition have by-laws?

Please respond here.

1. Is the coalition a 501c3?

Please respond here.

1. What is the coalition’s mission statement?

Please respond here.

1. What is the coalition’s vision statement?

Please respond here.

1. Describe the coalition’s organizational chart.

Please respond here.

1. What committees does the coalition have in place? What are the roles of the committees? What are the committees’ responsibilities?

Please respond here.

1. Does the coalition have a volunteer handbook? A staff handbook? How are these handbooks created and maintained?

Please respond here.

**7. Pooled Resources**

1. Who is the priority population that the coalition serves?

Please respond here.

1. How is the coalition connected to other organizations serving the priority population?

Please respond here.

1. To what extent does the coalition collaborate with other organizations to serve the priority population?

Please respond here.

1. What resources (i.e., fiscal, human, data, etc.) does each organization have and contribute and how are the resources distributed and funded?

Please respond here.

1. What role do coalition members play in finance/resource acquirement?

Please respond here.

1. How does the coalition guard against duplicating efforts in the community?

Please respond here.

1. How is funding be equitably distribute to best meet the needs of the priority population?

Please respond here.

1. What mechanism(s) exist for partners to equitably contribute to the needs?

Please respond here.

1. What plans does the coalition have to actively pursue external resources such as public and private funds, grants and foundation dollars *with partners*?

Please respond here.

**8. Member Engagement**

1. How are new members identified, recruited, and on-boarded as members of the coalition?

Please respond here.

1. How does the mission and vision of the coalition contribute to member identification, buy-in, and commitment?

Please respond here.

1. In which ways does the coalition encourage members be a part of the coalition (i.e., incentives, encouragement, connectedness, belonging, communication)?

Please respond here.

1. How does the coalition support members in their efforts to maintain both professional obligations and personal commitments (i.e., “balance” work, coalition work, life)?

Please respond here.

1. What types of activities or opportunities does your coalition provide to empower members?

Please respond here.

1. In what ways does the coalition create an environment of inclusion and belonging among members (look at cultural competence)?

Please respond here.

1. What are some of the benefits that coalition members receive by being empowered, included, and engaged?

Please respond here.

1. In what ways does the coalition foster greater and more fully involved participation of its membership?

Please respond here.

1. What does the coalition believe about the level of membership engagement and its attribution to membership satisfaction and short- and long-term successes?

Please respond here.

**9. Assessment and Planning**

1. What framework for strategic planning does the coalition use?

Please respond here.

1. How does the coalition build leadership capacity *for strategic planning* within the coalition?

Please respond here.

1. What is the role of data in choosing a problem of practice and building a plan to address it?

Please respond here.

1. How are decisions made during the strategic planning process?

Please respond here.

1. How does the coalition assess the needs of the community?

Please respond here.

1. How does the coalition decide which problem of practice to address?

Please respond here.

1. How does the coalition decide which intervening variables and local conditions are most contributing to the problem of practice?

Please respond here.

1. How does the coalition select evidence-based/promising strategies?

Please respond here.

1. How does the coalition ensure that strategies selected will have a high likelihood to impact the intervening variables and local conditions most contributing to the problem of practice?

Please respond here.

1. How does the coalition ensure that strategies are culturally relevant?

Please respond here.

1. How does the coalition ensure that strategies are sustainable?

Please respond here.

1. How does the coalition know it’s ready to implement strategies?

Please respond here.

1. How does the coalition’s assessment and planning activities contribute to successful implementation?

Please respond here.

1. How does the coalition communicate its strategic plan to lay members of the community?

Please respond here.

1. How does the coalition define success? How does the coalition decide how it will you measure success?

Please respond here.

**10. Synergy**

*This section will be completed during Step 4 of the CCAT Study Group Process. Please skip for now.*

**11. Implementation of Strategies**

1. How does the coalition acquire resources to implement strategies?

Please respond here.

1. How does the coalition ensure it has enough members/volunteers/community membership to carry out/execute strategies to fidelity?

Please respond here.

1. How does the coalition ensure that the coalition is implementing strategies that are adding value to the community?

Please respond here.

1. How does the coalition ensure that implementation timelines are realistic?

Please respond here.

1. How does the coalition evaluate the implementation process (not the outcome)?

Please respond here.

1. What processes does the coalition have for “course correction” in the implementation of strategies?

Please respond here.

**12. Community Change Outcomes**

1. What suicide prevention outcomes does your coalition seek to address in your community?

Please respond here.

1. What are the short-term outcomes?

Please respond here.

1. What are the long-term outcomes?

Please respond here.

**13. Health and Social Outcomes**

1. What are some current or anticipated changes in suicide prevention programming in your community?

Please respond here.

1. What are some current or anticipated changes in suicide prevention policies in your community?

Please respond here.

1. What are some current or anticipated changes in suicide prevention practices of agencies, businesses, and government entities in your community?

Please respond here.

1. Of the changes in suicide prevention programs, policies, services and/or practices in your community, which have the greatest potential to lead to behavior change in members of your community?

Please respond here.

* 1. What behavior change do you expect to see and by which community members?

Please respond here.

* 1. What current and future evidence leads you to expect this behavior change by community members? (Please use data from your Strategic Plan Map and other sources to support this.)

Please respond here.

**14. Community Capacity**

1. What new networks between groups or agencies in the community (that may not have worked together before) have occurred as a result of your coalition’s work?

Please respond here.

1. What changes in community engagement have occurred as a result of your coalition’s work?

Please respond here.

1. How has community leadership been impacted as a result of your coalition’s work?

Please respond here.

1. How has your coalition’s work impacted the skills and abilities of members of your community?

Please respond here.

1. How have resources (i.e., funding or fiscal, human, technological) changed as a result of your coalition’s work?

Please respond here.

1. How has your coalition’s work impacted MOUs or other agreements between organizations (these agreements may relate to planning, resource sharing, or other aspects of suicide prevention)?

Please respond here.

1. How has community connectedness been improved or increased? What is the evidence for this?

Please respond here.

1. What are the coalition’s next steps related to community capacity building?

Please respond here.