

Intake Assessment

Date:

Key Contact:

NNPHI Representative:

Call participants:

Public Health Institute Assessment Tool

This tool was developed 5/5/2007 by Karen Minyard. Georgia Health Policy Center technical assistance tools (developed 1997 to present) were modified based on NNPHI Board and staff conversations (January – March, 2007)

Key to Success: Clear Vision and Intent and Leadership	Rating*
Institute has clear mission and vision	1 2 3 4 5 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> NA <input type="checkbox"/>
A strategic plan has been completed that includes mission/vision/goals/actions	1 2 3 4 5 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> NA <input type="checkbox"/>
The strategic plan is based on external assessment of public and private public health leadership, system, and population health strengths and needs.	1 2 3 4 5 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> NA <input type="checkbox"/>
Has at least one full time staff member with strong programmatic, administrative, development, and convening/facilitation leadership abilities	1 2 3 4 5 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> NA <input type="checkbox"/>
Has a board/advisory group that is representative of a broad range of public and private partners.	1 2 3 4 5 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> NA <input type="checkbox"/>
Attendance at Board Meetings is 75% or above	1 2 3 4 5 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> NA <input type="checkbox"/>
Key to Success: Infrastructure to Support Mission	
Staff have strong management skills	1 2 3 4 5 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

	NA <input type="checkbox"/>
Effective internal processes (Internal Communications, Contracting, HR, Legal, IT, Employee Orientation) are in place	1 2 3 4 5 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> NA <input type="checkbox"/>
Job descriptions for key personnel and an organizational chart are in place	1 2 3 4 5 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> NA <input type="checkbox"/>
Able to deliver excellent products that meet expectations	1 2 3 4 5 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> NA <input type="checkbox"/>
Is able to interpret/translate complex information for multiple stakeholder groups	1 2 3 4 5 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> NA <input type="checkbox"/>
Has organization skills and knowledge of a variety of neutral facilitation/convening strategies	1 2 3 4 5 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> NA <input type="checkbox"/>
Has at least one project that uses creative alliances to impact the strategy of public health in the state	1 2 3 4 5 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> NA <input type="checkbox"/>
Key to Success: Communication and Campaigning	
Maintains a reputation as non-competitive, trustworthy, and neutral	1 2 3 4 5 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> NA <input type="checkbox"/>
Has clear roles for advocacy and policy	1 2 3 4 5 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> NA <input type="checkbox"/>
Has strong ties to governmental public health	1 2 3 4 5 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> NA <input type="checkbox"/>
Institute has developed a communications and advocacy strategy with defined key stakeholders	1 2 3 4 5 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> NA <input type="checkbox"/>
Institute leaders participate in NNPHI and other national public health activities	1 2 3 4 5 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

	NA <input type="checkbox"/>
Key to Success: Sustainability Based on Demonstrated Value	
The Institute has a sustainability plan that includes: <ul style="list-style-type: none"> • identification of close partners for immediate financial support; • attaching financial value to goals and prospectus development that results in longer term financial investment (reports its objectives to potential investors as ROI); and • opportunity identification and proposal development for public and private grants and contracts. 	1 2 3 4 5 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> NA <input type="checkbox"/>
Network has acquired additional investors	1 2 3 4 5 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> NA <input type="checkbox"/>
The Institute's funding comes from diverse sources	1 2 3 4 5 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> NA <input type="checkbox"/>
The Institute has identified process and outcome evaluation measures and has a plan for collecting the relevant data	1 2 3 4 5 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> NA <input type="checkbox"/>
The Institute has more than \$200,000 in income and expenditures	1 2 3 4 5 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> NA <input type="checkbox"/>
Key to Success: Seeks External Help with Administrative and Programmatic Development	
The Institute fully participates in the NNPHI mentoring and education process for emerging institutes	1 2 3 4 5 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> NA <input type="checkbox"/>
The Institute is able to accurately self assess technical assistance needs	1 2 3 4 5 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> NA <input type="checkbox"/>
The Institute knows how to identify and seek out others who can help with institute administrative and programmatic development needs	1 2 3 4 5 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> NA <input type="checkbox"/>
The Institute is willing and comfortable serving as a peer mentor	1 2 3 4 5 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> NA <input type="checkbox"/>

*Rating Scale: 1 is the lowest rating, 5 is the highest.

Specific questions determined by NNPHI representative from document/organizational review:

- a.
- b.
- c.

Notes/Comments:

Identify generalized and specialized technical assistance needs

- a. What aspect of your program are you most excited about?
- b. What part of your program presents the greatest challenge?
- c. What expertise do you need to implement your program that is not available within the members of your network? How do you plan on getting the help you need?
- d. Do you have ideas about the type of technical assistance you would like from NNPHI? Please explain.

Notes/Comments: