

# INVENTORY OF ORGANIZATIONAL CHANGES TO IMPROVE PREVENTION CAPACITY

## Instructions

Identify those changes in your organization that are most important to assure the integration of primary prevention. This inventory includes six areas of capacity:

1. Leadership
2. Structures and Processes
3. Staffing
4. Partnership Development
5. Resource Development
6. Member Agency Development

Modify these possible changes in your organization, and delete or add new ones, to fit your organization's special needs, resources, and experiences. In setting a date or time for completion, consider the feasibility of the proposed change.



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Adapted from materials developed in partnership by:

DELTA Prep Project [www.deltaprep.org](http://www.deltaprep.org), a partnership between the Robert Wood Johnson Foundation, the CDC Foundation and the U.S. Centers for Disease Control and Prevention; the Work Group for Community Health and Development, University of Kansas <http://communityhealth.ku.edu>; and Strategic Prevention Solutions, Prevention Capacity Assessment.

## A. Leadership

Support and prioritization of primary prevention among the organization's Executive Director, senior management and Board members

- A 1 By \_\_\_\_\_, Board members [vote] on adapting the organization's [mission statement, strategic plan, training materials, etc.] to include primary prevention
- A 2 By\_\_\_\_, integrate regular primary prevention agenda items into Board meetings
- A 3 By \_\_\_\_\_, integrate primary prevention agenda topics in annual executive board retreats.
- A 4 By \_\_\_\_\_, add a board member with primary prevention experience/expertise
- A 5 By \_\_\_\_\_, establish ongoing training for organization leadership about [specify topic; examples below].
- The public health approach
  - Root causes of IPV
  - Other primary prevention topic (specify)
- A 6 By \_\_\_\_\_, primary prevention will be integrated in Executive Director orientation training
- A 7 Other (please specify) By \_\_\_\_\_,

## B. Structures and Processes

Incorporation of primary prevention in the way the organization formally organizes and operates

- B 1 By \_\_\_\_\_, revise mission/vision statements to include the goal of primary prevention of IPV
- B 2 By \_\_\_\_\_, update or create [specify organization communication items/materials] with a focus on [specify content, some examples include]:
- Primary prevention content
  - Primary prevention frameworks
  - Healthy relationships
  - Working with men and boys
  - Preventing teen dating violence
  - Other primary prevention topic (please specify)
- B 3 By \_\_\_\_\_, include IPV primary prevention in the organization's legislation/advocacy talking points.
- B 4 By \_\_\_\_\_, add a section to the organization website about prevention of IPV
- B 5 By \_\_\_\_\_, the newsletter has a regular section on prevention of IPV
- B 6 By \_\_\_\_\_, incorporate primary prevention materials on regular listserv announcements
- B 7 By \_\_\_\_\_, utilize [specify data and/or theory] to establish an evidence base that will inform the organization's primary prevention [specify intended changes; some examples include]:
- Organizational changes or
  - Prevention efforts

B 8 By \_\_\_\_\_, use [specify data source] to inform IPV prevention priority areas or strategic partnerships. Some examples of data sources include:

- State healthy relationship data
- BRFSS data
- Prevalence data
- Demographic data on perpetrators or victims
- Other data source (specify)

B 9 By \_\_\_\_\_, incorporate specific IPV primary prevention [goals/objectives/strategic targets] in the organization's strategic plan

B 10 By \_\_\_\_\_, add IPV primary prevention resources to the organization library.

B 11 Other (please specify) By \_\_\_\_\_,

### C. Staffing

Incorporation of primary prevention in the way in which staff members are trained, organized and operate within the organization

- C 1 By \_\_\_\_\_, form a staff team or workgroup to work on primary prevention of IPV
- C 2 By \_\_\_\_\_, add primary prevention focus to an existing staff work group or planning group within the organization
- C 3 By \_\_\_\_\_, include primary prevention goals within staff individual development plans
- C 4 By \_\_\_\_\_, incorporate IPV prevention topics into regular staff meetings
- C 5 By \_\_\_\_\_, revise standard staff training materials to include primary prevention
- C 6 By \_\_\_\_\_, hold regular staff trainings specifically on IPV Primary prevention
- C 7 By \_\_\_\_\_, add primary prevention component to staff training materials
- C 8 By \_\_\_\_\_, add a staff member whose primary work is in primary prevention of IPV
- C 9 By \_\_\_\_\_, revise [Americorps/student intern/volunteer] positions to focus on primary prevention
- C 10 By \_\_\_\_\_, revise all organization job descriptions to include prevention activities for staff members work on
- C 11 By \_\_\_\_\_, revise insert name(s) of position(s) job description to include prevention activities

C 12 By \_\_\_\_\_, include primary prevention components in standard staff orientation materials

C 13 By \_\_\_\_\_, require all staff to [annually/quarterly/other time frame] receive primary prevention training/TA.

C 14 By \_\_\_\_\_, increase staff access to current research on \_\_\_\_\_.

- Incidence and prevalence of IPV
- Risk and protective factors of IPV
- Best practices for IPV primary prevention

#### **D. Partnership Development**

Engaging new partners or developing existing partnerships for the purpose of building and/or supporting primary prevention work

- D 1 By \_\_\_\_\_, establish a new partnership/enhance an existing partnership with \_\_\_\_\_.
- Organizations working with men and boys
  - Specifically with men to plan or implement prevention efforts
  - A healthy relationship program
  - A mentoring program
  - A state committee
  - A state task force
  - A state workgroup
  - A different organization interested in or currently conducting IPV primary prevention work (please specify)

#### **E. Resource Development**

Pursuing and attaining funding or in-kind support for primary prevention work

- E 1 By \_\_\_\_\_, apply for/receive funding specifically for IPV prevention activities.
- E 2 By \_\_\_\_\_, partners provide [name in-kind resources] to the organization to support primary prevention work.
- Materials
  - Supplies
  - Staff time from partners
  - Other (please specify)
- E 3 By \_\_\_\_\_, designate a % of general funds raised to support primary prevention initiatives
- E 4 By \_\_\_\_\_, incorporate primary prevention as priority for board development (i.e. fundraising area).
- E 5 Other (please specify) By \_\_\_\_\_,

THIS SECTION FOR STATE-LEVEL COALITIONS ONLY

**F. Member Agency Development**

Working with member agencies to promote their primary prevention capacity

- F 1 By \_\_\_\_\_, hold regular member agency trainings on IPV primary prevention.
- F 2 By \_\_\_\_\_, create/update/revise written materials that go to member agencies to include IPV primary prevention
- F 3 By \_\_\_\_\_, add primary prevention component to members agency training materials (i.e. trainings for new advocates.)
- F 4 By \_\_\_\_\_, review member agency training materials annually to assess extent to which the organization has incorporated primary prevention of IPV in training materials (as part of a larger annual review of materials)
- F 5 By \_\_\_\_\_, provide resources to local programs for Domestic Violence Awareness Month that are focused on promoting healthy relationships.
- F 6 By \_\_\_\_\_, incorporate primary prevention into member agency annual meetings.
- F 7 By \_\_\_\_\_, offer TA/consultation to member agencies on primary prevention.
- F 8 By \_\_\_\_\_, develop/incorporate primary prevention into certification track.
- F 9 By \_\_\_\_\_, develop primary prevention standards for member programs
- F 10 By \_\_\_\_\_, incorporate primary prevention in [annual/semi-annual] retreats with member agencies.
- F 11 By \_\_\_\_\_, incorporate prevention capacity inventory in training materials for [Executive Directors/Board/Staff] of member agencies
- F 12 Other (please specify) By \_\_\_\_\_,