

Strengthening and Sustaining Ohio's Suicide Prevention Coalitions Initiative

Community Readiness Assessment Online Submission Guidance July 2020

Purpose

- The SSOSPC Leadership team wants to work in close partnership with you to create your community readiness report. In order for us to help you in creating a professional report for your coalition and community, you will submit your CRA results into the Ohio University Qualtrics online reporting system.
- Because the SSOSPC Leadership team will need to create reports for each community in a short period of time, the Qualtrics reporting system has strict sentence and character limits.
- If you follow this guidance document, you will be successful in submitting your CRA results—and you will receive a report from the SSOSPC Leadership team that is professional and will save you and your team from having to create a lot of the content and report structure.
- *This is a 6 step process. Your initial submission into the online system should be completed and submitted by **August 19, 2020**.*

Support Team

- The SSOSPC Leadership team will provide coalitions with a unique Qualtrics link and will provide technical support for access and other IT-related challenges. We also will assist as needed with reporting or other challenges.
- The SSOSPC Leadership team—as well as Matt Courser, the CRA lead—are available to help answer questions or to resolve challenges.

Your CRA Online Submission: Step-By-Step

STEP 1: Know Your Timeline

1. CRA results must be uploaded into the Ohio University Qualtrics system by August 19, 2020 in order to receive a draft report by August 31, 2020. We encourage you to complete the upload as soon as you have CRA results and scores computed.
2. You will receive a draft report summarizing the information you submitted by August 31, 2020.
3. You will need to review the report and notify either Matt Courser (mcourser@pire.org) or Holly Craycraft (craycraf@ohio.edu) of any issues or corrections needed within 5 business days of receiving the report.
4. Because a CRA report is a deliverable for the SSOSPC Initiative, please do your best to meet the deadline of uploading by August 19, 2020. If you are unable to meet this deadline, please contact Matt Courser

(mcourser@pire.org) to discuss your coalition’s needs. Depending on what is needed, he may need to contact OSPF for guidance/direction.

STEP 2: Gather Materials/Resources and Designate a Lead Person

You will need the following materials to complete this task:

1. This guidance document.
2. Your combined/consensus CRA scoring tables with dimension-specific and overall readiness scores computed.
3. The Qualtrics Link sent by the CRA team
4. Your interview transcripts (for quotations)
5. In addition, you will need additional information on your CRA process—data elements such as the number of interviews conducted, the sectors your interviews drew from, etc.

STEP 3: Login to the Qualtrics System

- Please click directly on the web link in the email you received from the SSOSPC leadership team.
- Each coalition will receive a unique link that is sent to the designated contacts for the coalition. It is essential that you refer to the link in the email that you received from the SSOSPC leadership team. Also, you will need to designate one person on your coalition to enter the results into the Qualtrics link.
- You will not need a username or password. Just click on the link in the email to begin inputting your coalition’s CRA information and scores.
- If you have difficulty accessing the Qualtrics system, please contact Holly Craycraft (craycraf@ohio.edu)

STEP 4: Submit Your CRA Results in Qualtrics (By August 19, 2020)

The Qualtrics system will prompt you to move to the next screen with a right arrow button that says, “NEXT.” If you need to go back to change something, there is a left arrow button that says, “BACK.”

Screen 1

- Number of community readiness interviews: Please select the number (up to 8) of community readiness interviews your community conducted. If you completed more than 8 CRA interviews, please email Holly Craycraft (craycraf@ohio.edu) and she will provide 1-1 guidance.
- For each of the interviews, please input the date the interview took place and use the dropdown menu to select the community sector best represented by the respondent.
- If the respondent came from a sector that is not listed, please select “Other.”
- You may enter sectors for up to 8 interviews. If you have fewer than 8 interviews, just leave the extra lines blank. If you have more than 8 interviews, please follow the guidance provided by Holly Craycraft to enter data from your remaining interviews.

Screen 2 (CRA Scores)

- Screen 2 asks you to input the information from your combined CRA score sheet. The Qualtrics form should mirror the combined/consensus scoring sheet your community completed and you should be able simply to input the table into the Qualtrics interface. There are columns across the top for each interview (up to 8), a column for the Score Total, and a column for the dimension-specific score. There are 5 rows to the table, corresponding to the 5 dimension of the Tri-ethnic model.
- You'll also enter your average overall readiness score, which is the total of the 5 dimension-specific readiness scores divided by 5.

Screen 3 (Quotations from Interview Transcripts, optional)

- On this screen, you may input one quotation to help illustrate your community's readiness score in each of the five dimensions.
- Quotes can be up to 2 short sentences in length.
- If you do not have a quote for one or more of the dimensions, please leave that box blank.

Screen 4 (Reflection)

- The final screen asks you to reflect on two questions: (1) What dimensions of readiness do you feel need to be emphasized in your community; and (2) Was there anything that you were surprised to see after scoring?
- You may enter up to three sentences (750 characters) for each prompt.

Once you have answered all questions, click "SUBMIT" to upload your CRA scores into the online system. You're done!

STEP 5: If you make a mistake or need to change something after submitting your CRA results

- Please contact Matt Courser (mcourser@pire.org) and Holly Craycraft (craycraf@ohio.edu) as soon as possible.
- Be ready with specific changes or edits that need to be made.

STEP 6: Receive and review your CRA Report from the SSOSPC LEADERSHIP Team (By August 31, 2020)

- The SSOSPC leadership team will compile your information into a standardized report template that will be sent to you for review. We also will send you a report cover to review as well.
- Please review this report as soon as possible and notify your Matt Courser (mcourser@pire.org) and Holly Craycraft (craycraf@ohio.edu) as soon as possible if edits or changes are needed. You may edit the sections you entered into the Qualtrics interface; the background text should not be edited unless you note that there is a grammatical or formatting error.
- Due to the tight timeframe for getting these reports out, please be ready with specifics about what needs to change.