

Community Readiness Assessment Training

Segment 11: Reporting
CRA Results for SSOSPC
Coalitions



Training Agenda

- Describe CRA report elements and structures.
- Introduce the reporting process for SSOSPC coalitions.
- Identify guidance documents and other supporting materials.

On the Webpage

- Video
- Supporting Materials
 - PowerPoint Slide Deck
 - Guidance Document #1: SSOSPC Online Report Submission
 - Guidance Document #2: Editing Your Community Readiness Assessment Report

The Importance of Your CRA Report

- The primary purpose of your CRA report is to communicate your community's overall and dimension-specific level of readiness for comprehensive approaches to suicide prevention.
- In doing so, it
 - may provide your community with new information about suicide as a public health concern and about comprehensive approaches to suicide prevention.
 - will help set the agenda of your coalition and community.
 - will build the legitimacy and capacity of your coalition.
 - will enhance the ability of your coalition and community to make more informed, evidence-based decisions about suicide prevention.

CRA Report Outline

- Section 1: Background and Information
 - Community profile
 - Problem of Practice (PoP)
 - Tri-Ethnic Community Readiness Model
- Section 2: Methods
 - Define your key respondents and community sectors
 - Provide background on interviews
 - Explain the dimensions of Community Readiness
 - Explain the scoring process
- Section 3: Results
 - Averaged Combined Scores
 - Calculated Scores
 - Overall Stage of Readiness for community on this PoP
- Section 4: Interpret Findings and Explore Strategies
 - Map strategies to overall and dimension-based readiness scores.

Section 1: Background and Information

- Define
 - Your problem of practice (PoP)—readiness for comprehensive approaches to suicide prevention, including the CDC strategies.
 - The Tri-ethnic Community Readiness Model
- Profile Your Community
 - Give details about the community as a whole
- Briefly explain the Tri-Ethnic Community Readiness Model
 - 9 Stages of Community Readiness
 - 5 dimensions of readiness

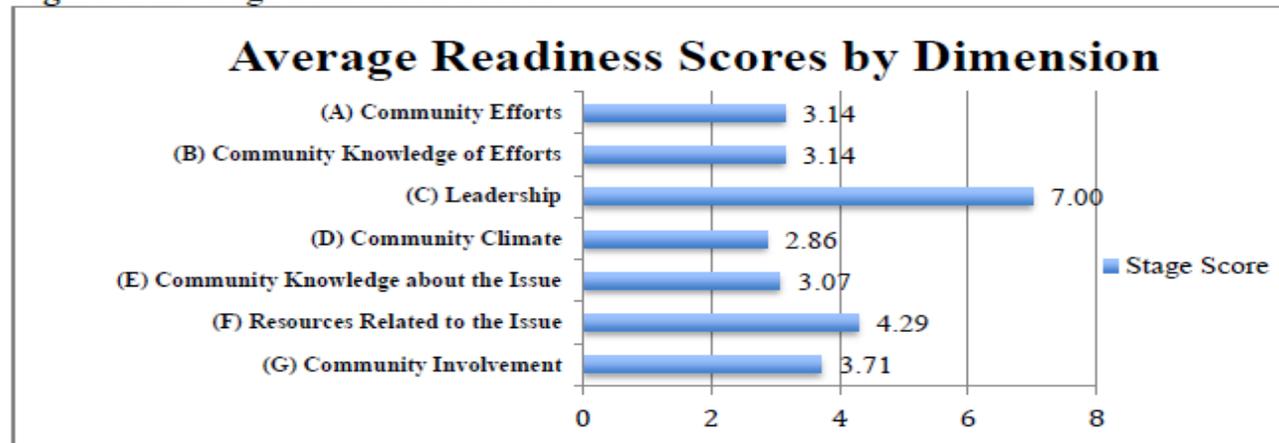
Section 2: Methods

- Define the process for using the Community Readiness Model
 - Define key respondents and community sectors
 - Defining the “community”
 - Conducting “key informant” interviews
 - Scoring the interviews to determine the readiness level
- Explain the dimensions of community readiness
- Briefly describe your community’s process of scoring

Section 3: Present CRA Results

- Include the average combined scores table
- Calculated scores
 - Create a table with Average Readiness Scores by Dimension
 - Explain what each score represents by Dimension
- Overall Stage of Readiness for this PoP
 - Total Calculated Score
 - Map the total score to a stage of readiness

Figure 1. Average Dimension Scores



Section 4: Highlight & Interpret Findings

- Analyze community readiness findings
 - Readiness among all dimensions generally should be around the same level
 - BUT: if one or more of the dimensions have a lower score than others, efforts should be focused on strategies to improve readiness on those dimensions first
 - Highlight areas of high community readiness and areas in which work will be needed to build community readiness
- Can include next steps
 - Example actions are provided in the TEM Manual as a tool for each stage of readiness.
 - Great opportunity to engage community in discussion.

General CRA Reporting Tips

- Keep it simple!
- Focus on what your community really needs in order to move forward
- Use the TEM Handbook as a resource
 - Just cite it as appropriate (citation guidance in manual)
- Use other community readiness reports as an example
 - Go to <https://pfs.ohio.gov/PFS-Communities/Sub-Recipients/Sub-Recipients-Map>
 - Click on any county shaded in red
 - Look under “Assessment” for that community’s CRA report.

SSOSPC Online Reporting Submission

- **Our goal**: make the CRA report development process as easy as possible for you and your coalition.
- We will send you a web link that asks you to input key elements from your CRA.
 - Web link will be unique for each coalition
 - You will input the elements into the web-based interface
- We will merge what you input into a CRA report template that is customized to your coalition.
 - We will send you a draft report
 - You and your coalition will have the opportunity to review and to identify edits needed.
 - Edits are due by the date listed in the guidance document.
 - We will send a revised report as soon as possible.
 - Review and final approvals of reports are needed by the date listed in the guidance document.

SSOSPC CRA Reporting: Key Elements

- Key elements you will upload into the web interface:
 - The number of CRA interviews your coalition completed
 - The date each interview was completed
 - The sector each key informant best represents
 - Data on your combined/consensus scores sheet, including dimension-specific and overall readiness scores.
 - Quotations that illustrate each of the five dimensions (optional)
 - Answers to two reflection questions.

SSOSPC CRA Reporting: Preparation for the Process

- Prior to the upload, have your materials and information ready
 - Review the guidance document.
 - Join drop-in calls if you want to talk through the process.
 - Have basic interview information (#, dates of interviews, sectors).
 - Have your combined/consensus scores table ready.
- Identify quotations as you review your interview transcripts
 - When you identify a quotation that illustrates your community's readiness, flag the quotation for easy reference.
 - This will speed up the upload.
 - Quotations are optional but will help bring your community readiness assessment results to life for you, your coalition, and your stakeholders.

SSOSPC Reporting Interface: Screen #1

Community Readiness Assessment Interview Information Submission

How many interviews did your community conduct?

1

2

3

SSOSPC Reporting Interface: Screen #1

Please complete the following table. (If you completed less than 8 interviews, please leave extra rows blank.)

	Date (mm/dd/yyyy)	Community Sector Represented
Interview 1	<input type="text"/>	<input type="text" value="▼"/>
Interview 2	<input type="text"/>	<input type="text" value="▼"/>
Interview 3	<input type="text"/>	<input type="text" value="▼"/>
Interview 4	<input type="text"/>	<input type="text" value="▼"/>
Interview 5	<input type="text"/>	<input type="text" value="▼"/>
Interview 6	<input type="text"/>	<input type="text" value="▼"/>
Interview 7	<input type="text"/>	<input type="text" value="▼"/>

SSOSPC Reporting Interface: Screen #2

What is your overall community readiness score? (Total Sum of Stage Scores divided by 5 Dimensions)

Back

Next

SSOSPC Reporting Interface: Screen #3

Quotations to Complement the CRA Scores

Sometimes quotations from community readiness interview transcripts can help illustrate your community's readiness scores. You have the opportunity below to enter one quotation from your transcripts for each of the five dimensions of readiness. Please note that these quotations are not required—you can feel free to skip this section or can enter quotations for only some of the dimensions.

You may enter quotes that are up to 2 short sentences in length. If you do not have a quote for one or more dimension of community readiness below, please leave that box blank.

Dimension A.
Community Knowledge
of Efforts

SSOSPC Reporting Interface: Screen #4

- The fourth screen in the reporting interface asks for brief answers to two reflection questions:
 1. After scoring your interviews, what areas/dimensions do you feel need to be emphasized or focused on in your community? Were there dimensions that scored particularly low?
 2. Was there anything that you were surprised to see after scoring?
- These reflections will be merged into your report, so please write your reflections in complete sentences.
- You may enter up to three sentences (750 characters) for each reflection question.
- After entering your reflections, click “Submit” and you are done!

Training Segment 11 Summary

- Segment 11 focused on the following:
 - Describing CRA report elements and structures.
 - Introducing a CRA report template
 - Identifying supporting materials.
- Segment 12 will focus on strategies to build community readiness and developing a plan to build community readiness.

Resources On the Webpage

- Video
- Supporting Materials
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