

Intervention Capacity Assessment Tool:

Understanding Your Agency's Capacity to Implement an Evidence-Based Intervention *

Uses of This Tool

Your agency can use this tool to examine

1. **Fit** between an evidence-based intervention and your agency/clients
2. **Intra-agency/organizational support** for the delivery of the proposed intervention
3. **Agency capacity** to implement the intervention.

Who Can Use This Tool

1. Executive Directors and Agency Decision Makers
2. Program Directors/Managers
3. Other Program Staff

Instructions:

1. Identify one or more intervention(s) that you may want to implement at your agency. See "Resources for Locating Effective Interventions" at <http://chipts.ucla.edu/interventions/resourcemats/index.html>.
2. Read each item and then place a check mark (✓) in only one response option.
3. Write specific examples from the intervention to support your response in the space provided. If you checked the "Currently no, but can be" option, describe how.
4. After each section (Consumer/Participant, Organizational Support, Implementation Capacity), count the number for each response (e.g., 'Yes', 'Currently no, but can be', 'No, does not fit'.) and enter them in the Subtotal row.
5. Add the subtotals for each section and enter in the Grand Total row. Calculate your capacity score using the formula provided to you.
6. Review the summary of your score on page 5 and determine if you need additional capacity building or technical assistance to implement the intervention.

For more information contact:

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(310) 312-0500 ext. 380 phone/(310) 312-0552 fax

Modeled after "Intervention Checklist: Elements of Successful Programs A Tool for Assessment of Local HIV/AIDS Interventions" developed by the U.S. Centers for Disease Control and Prevention.

Intervention Capacity Assessment Tool

Name of Intervention: ABC Intervention	Agency name: XYZ Health Clinic
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A. Consumer/ Participant	Yes	Currently no, but can be	No, does not fit	Provide specific examples to support your response.
1. The intervention meets specified priorities and needs defined by the community/ies that our agency serves.	X			Sponsor social events for young MSM in communities that do not have places for them to congregate Empower peer volunteers to intervene in their own community
2. The intervention is culturally sensitive to the agency's target population.		X		Use "role stories" based on experiences of actual members in community. We need to develop stories based on our target population. Use video that portrays real-life situations, decision-making processes, and condom negotiation strategies. We need to obtain video appropriate for Hispanic/Latinos.
3. The intervention is age-appropriate for the agency's target population.		X		The need for safer sex is introduced naturally into the casual conversations of young MSM. Intervention messages are creative and appropriate for youths (11-17) and include skills building. May need to adjust to include youths between 17-24.
4. The intervention is gender specific for the agency's target population.	X			Intervention focuses on young men and is delivered by men. Note: Young gay men receive an intervention through their social networks
SUBTOTAL=	2	2	0	

B. Organizational Support	Yes	Currently no, but can be	No, does not fit	Provide specific examples to support your response.
1. There is administrative support within our agency for the intervention at the highest levels.	X			The Executive Director /Management Team believe the intervention supports the mission of the agency.
2. There are sufficient resources for the current implementation		X		<p>Need to look at agency budget and determine total cost (staff, money) for implementation. May need to apply for outside funding.</p> <p>Need to train staff in the delivery of intervention and/or facilitating prevention programs. May need to hire 1 additional staff.</p> <p>Suitable space for the activities is located and rent is paid</p>
3. There are sufficient resources for sustainability		X		<p>Redefinition of staff duties makes intervention delivery part of staff job description</p> <p>Intervention may be covered with agency's overall operating budget.</p>
4. Within the agency and its community partners, the intervention is linked to other services that are relevant to the target population		X		<p>Participants can receive shelter, medical care, mental health counseling, and service referrals in addition to HIV prevention intervention</p> <p>Agency can provide linked referrals for services not provided directly</p>
SUBTOTAL=	1	3	0	

C. Implementation Capacity	Yes	Currently no, but can be	No, does not fit	Provide specific examples to support your response.
1. There is a realistic schedule for implementation		X		6 mo for startup is realistic for our agency 2 years of implementation are required to measure community level change. We need to look at budget.
2. Staff are adequately trained for sensitivity to the target population		X		Staff will receive training on responding to disclosures of HIV status. Staff will attend three, 1 hour sessions on the target population's culture, risk factors, and barriers to accessing service
3. Staff are adequately trained to deliver the core elements of the intervention		X		Staff will receive 32 hours of training on the intervention's goals, objectives, core elements, and delivery methods. We need to get training info. Staff will read intervention manuals, view training videos, role play intervention delivery, and have "booster" training one month after starting the intervention
4. Core elements of the intervention are clearly defined and maintained in the delivery	X			Staff can use the intervention manual that labels the core elements Supervisors currently have biweekly progress meetings with staff that can be used to provide feedback on delivery of the core elements.
5. Participants in the intervention can be linked to other services offered by the agency or partner agencies that are relevant to the target population		X		Participants can receive shelter, medical care, mental health counseling, and service referrals in addition to the intervention Those that need HIV/AIDS testing as required by the intervention can be referred to local testing sites. We need to contact local testing sites and seek MOA.
6. Agency has the physical resources to implement intervention			X	Private rooms are not available for group sessions Agency is not located near transportation hubs (buses, trains, light rail) We cannot conduct HIV/AIDS testing as required by the intervention
SUBTOTAL=	1	4	1	

Grand Total= (add subtotals from each section)	4 (a)	9 (b)	1 (c)	
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Calculate your capacity score using the formula below:

$$\left(\text{(a)} \underline{4} \times 3 \right) + \left(\text{(b)} \underline{9} \times 2 \right) + \text{(c)} \underline{1} = \underline{31}$$

SCORE

Score	
42-38	The intervention appears to be a good fit for your agency in regards to the community/ies served, organizational support, and implementation capacity. Agency should identify next steps to implement the intervention.
37-23	The intervention may or may not be a good fit for your agency. Agency needs to examine the cost benefit of implementing the intervention. It is recommended that agency seek additional information and input from other staff to assess intervention feasibility and suitability. If agency determines to implement intervention, it can seek technical and capacity building assistance to help adapt and tailor the intervention to their agency.
22 or less	Agency may want to consider alternative intervention. Cost may exceed agency capacity at this time.

Questions to consider

Consumer/Participant

- How can the intervention be adapted to (better) fit your agency's client/target population?
- How can the intervention be adapted to (better) fit your agency's mission?

Organizational Support

- What agency resources would be needed to adapt/implement the intervention?
- How will the agency incorporate the intervention into long-term program plans?

Implementation Capacity

- What preparation will staff need in order to deliver the intervention?
- What is your/your group's overall assessment of the intervention?

SAMPLE ONLY

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Intervention Capacity Assessment Tool

Name of Intervention:	Agency name:
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A. Consumer/ Participant	Yes	Currently no, but can be	No, does not fit	Provide specific examples to support your response.
1. The intervention meets specified priorities and needs defined by the community/ies that our agency serves.				
2. The intervention is culturally sensitive to the agency's target population.				
3. The intervention is age-appropriate for the agency's target population.				
4. The intervention is gender specific for the agency's target population.				
SUBTOTAL=				

B. Organizational Support	Yes	Currently no, but can be	No, does not fit	Provide specific examples to support your response.
1. There is administrative support within our agency for the intervention at the highest levels.				
2. There are sufficient resources for the current implementation				
3. There are sufficient resources for sustainability				
4. Within the agency and its community partners, the intervention is linked to other services that are relevant to the target population				
SUBTOTAL=				

C. Implementation Capacity	Yes	Currently no, but can be	No, does not fit	Provide specific examples to support your response.
1. There is a realistic schedule for implementation				
2. Staff are adequately trained for sensitivity to the target population				
3. Staff are adequately trained to deliver the core elements of the intervention				
4. Core elements of the intervention are clearly defined and maintained in the delivery				
5. Participants in the intervention can be linked to other services offered by the agency or partner agencies that are relevant to the target population				
6. Agency has the physical resources to implement intervention				
SUBTOTAL=				

Grand Total= (add subtotals from each section)	(a)	(b)	(c)	
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Calculate your capacity score using the formula below:

$$\left(\begin{matrix} (a) \\ \underline{\hspace{1cm}} \end{matrix} \times 3 \right) + \left(\begin{matrix} (b) \\ \underline{\hspace{1cm}} \end{matrix} \times 2 \right) + \begin{matrix} (c) \\ \underline{\hspace{1cm}} \end{matrix} = \begin{matrix} \underline{\hspace{1cm}} \\ \text{SCORE} \end{matrix}$$

Score	
42-36	The intervention appears to be a good fit for your agency in regards to the community/ies served, organizational support, and implementation capacity. Agency should identify next steps to implement the intervention.
35-21	The intervention may or may not be a good fit for your agency. Agency needs to examine the cost benefit of implementing the intervention. It is recommended that agency seek additional information and input from other staff to assess intervention feasibility and suitability. If agency determines to implement intervention, it can seek technical and capacity building assistance to help adapt and tailor the intervention to their agency.
20 or less	Agency may want to consider alternative intervention. Cost may exceed agency capacity at this time.

Questions to consider

Consumer/Participant

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