

## Health Through Action

### Capacity Building Session: Assessment Tool for Program Development<sup>1</sup>

This assessment tool is designed

- 1) to provide insights on the stages of development of a program;
- 2) to provide benchmarks to gauge a program; and
- 3) as a tool for staff to develop their program.

#### *Instructions*

On a scale of 1-5 (1=least like us; 5=most like us), circle the number that best represents the current state of your organization for each question. After each section is completed, please add up the scores for each section.

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<sup>1</sup> This tool is adapted from two sources:

Voorhis and Brown, Evaluability Assessment: A Tool for Program Development in Corrections. National Institutes of Corrections. 1995. Accessed online on 02/01/08.

Allison and Kaye. Strategic Planning for Nonprofit Organizations. A Practical Guide and Workbook. Second Edition. CompassPoint Nonprofit Services. 2005.

**1. Intent of your program**

a. The program has clear goals and objectives.

1      2      3      4      5

b. Your key collaborative partners agree about the expectations, goals, and objectives of the program.

1      2      3      4      5

c. The program is feasible. There are adequate resources for implementing and operating the program.

1      2      3      4      5

d. There are clear intended outcomes of the program.

1      2      3      4      5

e. You can measure your program's current level of activity (e.g. units of services, numbers of AA&NHPI people being served).

1      2      3      4      5

f. The program has a projected future level of activity (e.g. target units of services, numbers of AA&NHPI people that will be served by the program).

1      2      3      4      5

g. There is a proposed growth strategy for the program (i.e. expand, maintain, or modify).

1      2      3      4      5

Sub-TOTAL

**2. Operation of your program**

a. Staff are qualified and properly trained to operate the program.

1      2      3      4      5

b. There are plans to address staff turnover/transition in the program (e.g. training of new staff).

1      2      3      4      5

c. There is an implementation plan for the program.

1      2      3      4      5

d. The AA&NHPI community health needs have been/will be assessed.

1      2      3      4      5

Sub-TOTAL

**3. Evaluation of your program**

a. You have identified procedures for measuring attainment of program objectives.

1      2      3      4      5

b. You have an evaluation plan that will measure if the program goals and objectives have been met or not.

1      2      3      4      5

Sub-TOTAL

**TOTAL SCORES**