



System Capacity for Adolescent Health: Public Health Improvement Tool

A collaborative project of the Association of Maternal and Child Health Programs and the State Adolescent Health Coordinators Network with support from the Annie E. Casey Foundation

Sample Two-Day Assessment Process

During pilot testing, the assessment process was conducted over two full days. Although this process was selected mostly due to timing issues, a two-day process to complete all six capacity areas could be appropriate for other Title V/MCH programs depending on your timing for completing this process and the number and composition of people participating.

Adjusting Your Agenda Based on Participation

All Participants Present for All Capacity Areas:

- ◆ In this scenario, moving through the six capacity areas could be appropriate for your assessment process.

Some Participants Present for Select Areas, Others for All Areas:

- ◆ In this scenario, it might be useful to group capacity areas based on who needs to be involved in that piece and what their schedule allows.

Mixed Group of MCH and Other Partners (not in MCH):

- ◆ In this scenario, it might be useful for the MCH program to complete the Commitment to Adolescent Health capacity assessment prior to a larger assessment including non-MCH Partners.
- ◆ Conducting the Commitment to Adolescent Health capacity assessment first might also serve as an opportunity to orient other participants to your program, prior to the larger assessment, by sharing a summary of the Commitment assessment with them.
- ◆ If this process is an assessment of the Title V/MCH program capacity for adolescent health, final discussion and prioritization of key issues/areas for action may be a task that is better conducted with only the MCH participants of your process, or the decision makers in your program, division, or agency.

Adjusting Your Agenda Over Multiple Days

While the assessment process should meet your needs, keep in mind that one or two days is a lot of time to commit. Two full days of intense discussion and planning can also be exhausting. If two full days seems unreasonable, consider two or more half day time slots to complete your assessment to allow participants to take a break and come back to the process with fresh ideas and comments.

Sample Two-Day Agenda

The agenda provided here is based on the assumption that a Title V/MCH Program is:

- ◆ Conducting an assessment only of the Title V/MCH program's capacity for adolescent health;
- ◆ A mixed group of MCH and non-MCH partners participating in the process;
- ◆ The Title V/MCH program has completed the Commitment to Adolescent Health capacity assessment in advance; and,
- ◆ Only Title V/MCH program staff, including adolescent health staff, are participating in prioritization for action at the end of the process.

Sample Two-Day Assessment Agenda

Day One

9:00am – 9:30am	Welcome & Introductions
9:30am- 10:30am	Overview of Purpose of Assessment Setting the Stage: Review of Commitment to Adolescent Health internal MCH capacity assessment
10:30am-12:30pm	Session 1: Assessment of Key Capacity Areas <ul style="list-style-type: none">• Partnerships• Education & Technical Assistance
12:30pm-2:00pm	Working Lunch — Session 2: Assessment of Key Capacity Area <ul style="list-style-type: none">• Policy & Advocacy
2:00pm	Overview of Day Two Open discussion and suggestions for improving Day Two Adjourn

Day Two

8:30am-9:00am	Orient New Participants with Overview of Day 1 (If Applicable)
9:00am – 9:15am	Welcome Introductions (If New Participants)
9:15am- 11:15am	Session 3: Assessment of Key Capacity Areas <ul style="list-style-type: none">• Planning & Evaluation• Surveillance & Data Systems
11:15am-12:15pm	Discussion of Next Steps <ul style="list-style-type: none">• Initial participant feedback on process• How assessment will be used• Title V/MCH Program next steps• Overview of any follow up or additional requests of participants
12:15pm	Adjourn or Networking Lunch for General Participants
1:30pm	Title V/MCH Program Staff, including Adolescent Health Staff Final Processing Discussion <ul style="list-style-type: none">• Review of Assessment Proceedings• Prioritizing Key Issues/Areas for Action

Coordinator Notes:

- Allow one to one and a half hours to discuss each capacity area, adjusted as needed and appropriate for your needs and participant schedules.
- Like-capacity areas, in terms of concepts, are combined here so that discussions build on each other and take place while common concepts across capacity areas are fresh in the minds of participants.
- Assuming Commitment has already been assessed, Partnerships should be the “first” area to discuss as discussions of existing partners will set the stage for other capacity areas in terms of where resources exist in other capacity areas.
- Breaks can be flexible and timed based on discussion.
- The agenda should be flexible and subject to change to accommodate progress and process needed to accomplish your assessment.