



# 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*

## Evaluation Guidance

The System Capacity for Adolescent Health: Public Health Improvement Tool is intended to meet Title V/MCH program needs in assessing adolescent health capacity for quality improvement.

Documenting and evaluating your efforts from the beginning will be useful in establishing a historical record of the challenges and successes you experienced. Sharing feedback about your experiences and our resources and tools will help us make continual quality improvements to better assist maternal and child health programs in building adolescent health capacity.

### Documenting Why, Who & How

In the tool component “Preparing to Use the Tool”, a worksheet is provided to explore your intended use of the System Capacity for Adolescent Health: Public Health Improvement Tool. This worksheet will assist you in documenting your reasons for using, and help you consider who to include and how to structure your assessment process. Here you will find a checklist of questions to consider in documenting your efforts to compliment the preparation worksheet.

### Documenting Capacity & Action

In the tool component “Action Planning Guidance”, two worksheets are provided to assist you in documenting your priorities for action, and for developing measurable objectives (if appropriate).

### Evaluating the Assessment Process

Whether you decide to conduct an assessment in person with a group, via email, or in some other way that best meets your needs, you should provide an opportunity for participants of the process to give feedback on the assessment process itself.

The coordinators of this process should also take the time to evaluate their efforts, to document strategies that worked and suggestions for making improvement if the process is used again.

Two sets of sample questions are provided here for use with participants and by the coordinators of this process.

### Evaluating Our Process and Sharing Lessons Learned

And finally, we hope you will help AMCHP and partners improve this tool and our technical assistance opportunities by sharing feedback with us on this process. Feedback can be provided in two ways:

1. Complete the online evaluation form regarding the materials available on AMCHP’s website.
2. Share the documentation of your efforts (worksheets and coordinator evaluation questions) with AMCHP. Documentation can be shared by fax or mail to:

AMCHP  
Attn: Adolescent System Capacity Evaluation  
1220 19<sup>th</sup> Street NW, Suite 801  
Washington, DC 20036  
Fax: (202) 775-0436

# Sample Participant Evaluation Form

Thank you for participating in the adolescent health system capacity assessment process. Please help us to improve this process for the future by giving us some feedback on your participation in the process.

1. Was the reason for your participation and the goals of this process made clear to you?
2. Did you receive sufficient/appropriate information prior to your participation?
3. Is there someone else in your program/agency who should have been involved in this process?
4. Are there others at the [state, community, regional, etc.] level you would recommend being part of this process in the future?
5. Overall, what did you like *most* about the *Adolescent Health System Capacity Assessment* process?
6. What did you like *least* about the process?
7. Was the time commitment and effort requested for your participation reasonable?
8. Do you have suggestions for how this process can be improved in the future?
9. Will your participation in this process be useful to your own [program, division, agency]?

# Sample Coordinator Evaluation Questions

Following the assessment process, it will be useful to note some of the following elements of your efforts. And if you are willing to share your results with AMCHP, it will help us to tailor technical assistance and resource opportunities around this tool and process in the future.

## Purpose

1. How did you intend to use the tool?
2. Did you use the tool as intended? If not, what changed?

## Utility

3. Was the *Adolescent Health System Capacity Assessment* useful for your program as a whole?
4. Which aspects of the *Adolescent Health System Capacity Assessment* process were:
  - a) The most difficult?
  - b) The most fruitful?
  - c) Superfluous?
5. Was the *Adolescent Health System Capacity Assessment* useful for your adolescent health program? Was the *Adolescent Health System Capacity Assessment* useful for your job/program in particular?
6. What plans does the Title V/MCH program, or your adolescent health program have for using the information generated in the assessment?
7. How have the *Adolescent Health System Capacity Assessment* results (action plan and/or other information generated during the assessment) influenced, or how have they been integrated into, Title V or adolescent-health-specific planning and programming?
8. If the results haven't been used, what would facilitate making use of them?
9. Have there been missed opportunities for using the assessment information/results?
10. Do you think your agency 1) should and 2) will use components of the *Adolescent Health System Capacity Assessment* in the future?
11. If not, will your agency evaluate in some other way its progress toward meeting the identified capacity needs?
12. Is this a one time assessment? Is there any intention to revisit the findings of the assessment in the future? If so, when and how often?

## Participants

13. Who were the [people, programs, divisions, agencies, levels] that participated in the process?
14. Were the appropriate [people, programs, divisions, agencies, levels] included in the process?
15. What were the pro's and con's of including those who participated?
16. Are there others you would include in similar processes in the future in the future?
17. If your assessment resulted in prioritization of areas for action, who participated in that final decision? All participants? MCH participants only?
18. What are some mechanisms that might help to involve different perspectives in the *Adolescent Health*

*System Capacity Assessment* process in the future?

## Outcome/product(s)

19. Did the assessment process result in specific products?
20. Did actual outcomes/products differ from your intended outcomes/products?

## Baseline Information

21. What kind of information did you gather in advance to prepare for the assessment process?
22. Was there information you did not have but needed once the process began?
23. What kind of information did you provide to orient participants to the process and purpose of your assessment?
24. Was the information you provided in advance sufficient?

## Logistics

25. How did you structure your assessment (i.e. meetings, email, phone calls)?
26. Did you assess all capacity areas? Some capacity areas?
27. Did you adapt the tool in any way (i.e. pulled relevant pieces from multiple capacities, assessed capacity for one specific issue, used the tool at the local or regional level, etc)?
28. If you conducted in person assessments with a group, how much time did you allot for the process? And was that amount of time sufficient? If not, how much time would you recommend in the future?
29. What are the *ideal* internal or external supports/aids that need to be in place for completing *Adolescent Health System Capacity Assessment* (e.g., specific management tools, designated adolescent health program staff to facilitate process, outside technical assistance)?
30. What are the *minimal* necessary supports?

## Resources

31. What was the time commitment of those coordinating the assessment process?
  - ◆ Time spent preparing?
  - ◆ Time spent for in-person assessments?
  - ◆ Time spent following up with participants after the process?
  - ◆ Time spent following up internally to determine use of or next steps for the assessment results?
32. From beginning to end, preparing for the assessment through final products/outcomes, how long was the process?
33. How many people participated in the coordination of the assessment process?
34. What funding or in-kind resources were needed for this process?
  - ◆ Postage?
  - ◆ Room rental/use?
  - ◆ Equipment rental/use?
  - ◆ Meeting food/snacks?
35. Who provided support/funding for this process?