

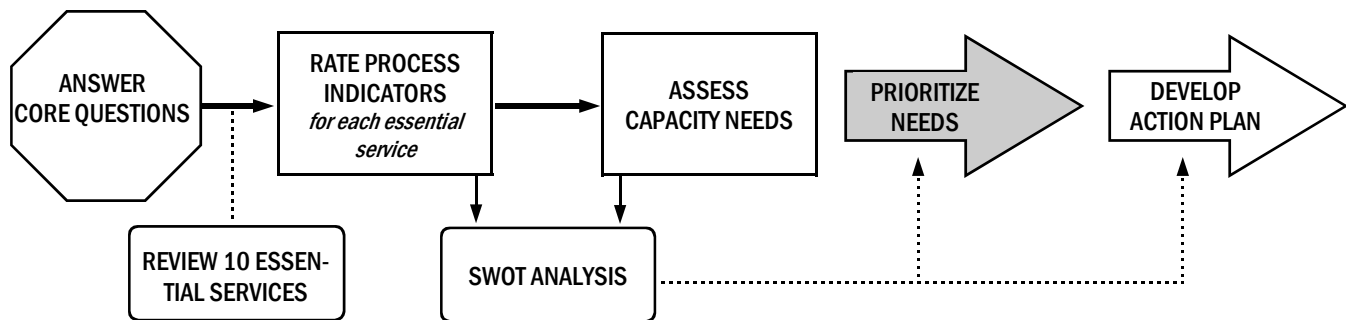
Prioritizing Needs

CAST-5 Second Edition

A collaborative project of the Association of Maternal and Child Health Programs and the Johns Hopkins Women's and Children's Health Policy Center

Capacity Assessment for State Title V (CAST-5) is a set of assessment and planning tools for state Title V Maternal and Child Health Services Block Grant programs interested in examining their organizational capacity to carry out key MCH program functions. For more information on CAST-5, visit www.amchp.org/cast5.

The CAST-5 Process



This portion of CAST-5 results in a set of priority Capacity Needs that form the basis for an action plan.

Instructions

The intent of this step is to identify from the list of Capacity Needs marked “need” a set of priority areas to address in the near term. This sample prioritization worksheet illustrates just one method for prioritizing; any process that is comfortable for the group can be used instead. Alternative processes for prioritizing are described in the *CAST-5 Facilitators Guide*, available on the CAST-5 web site.

Regardless of the process you use for prioritizing, as a first step review the answers to the Core Questions and the summary SWOT Analysis, highlighting salient and cross-cutting themes.

It may be helpful to establish criteria for prioritizing. The criteria used in this sample worksheet are:

Importance: What are the consequences of *not* addressing this need? How much would building this capacity or taking this step contribute to reaching the Title V and/or MCH population and programmatic goals?

Cost: How much will it cost to build this capacity? Will the use of funds for addressing this need negatively impact other resources or programs?

Time: How much staff time will be used to take this step or build this capacity? How long will it take to accomplish?

Commitment: How much staff buy in is there for taking this step or building this capacity? Is program leadership on board?

Feasibility: Given the state context (e.g., reorganization, funding cuts, hiring freezes, political will...), how realistic is it to focus on this capacity need?

Sample Prioritizing Worksheet

Capacity Need	Importance 5=high 3=moderate 1=low	Cost 5=low 3=moderate 1=high	Time 5=low 3=moderate 1=high	Commitment 5=high 3=moderate 1=low	Feasibility 5=high 3=moderate 1=low	Total Points	Priority Ranking

This worksheet is adapted from the School Health Index published by CDC's National Center for Chronic Disease Prevention and Health Promotion, Division of Adolescent and School Health (available at <http://www.cdc.gov/nccdphp/dash/SHI>).