

Community Readiness Planning

Local Prevention Team Focused Conversation to follow part 1 webinar

1. What information from the webinar stood out to you?
2. What aspects of the process do you feel confident about?
3. What was confusing to you?
4. What central issue do we need to focus on when we do our community readiness assessment?
5. Who is our target community?
6. What language would best resonate with our community on this issue?
7. Together as a group ask everyone who they brainstormed to participate in the interviews, give each one a symbol or a mark for each additional vote they get.
8. When we consider education, law, community members, community leaders, service providers and health. What sectors are not represented in our list?
9. Option: to make a prioritization grid that reflects each of the individuals suggested (see following page for set up and instructions) to narrow the list for any remaining choices, consider only including those who have not received several votes already. If you are planning to seek input from others outside of the meeting, you may skip this step for now.
10. Who would be best suited to conduct the interviews? Please note that interviewers cannot participate in later efforts to score and compile results.
11. What is the best way to invite respondents to participate? Who will take responsibility for outreach and scheduling of the interviews?
12. What would be the best way to conduct interviews? Phone? In person? Skype?
13. Which two people will assist in revising the question guides for the interviews to reflect our issue, community and language?

Community Readiness Planning

Matrix Set Up

| Name | Jesse | John | Beth | Susie | Jane |
|-------|-------|------|------|-------|------|
| Jesse | x | | | | |
| John | x | x | | | |
| Beth | x | x | x | | |
| Susie | x | x | x | x | |
| Jane | x | x | x | x | x |

1. List all of the candidates as shown above, including the x's, you can shade instead of using x's if you prefer, it may be helpful to set up the table prior to the meeting without the names
2. Compare each pair, (for example, is Jesse or John more important to speak with?) writing in the name of the one who is the higher priority.
3. At the end count up for each individual how many times their name appears, the more times= the higher priority. For any that tied, refer to the matrix to see which is the higher priority and should be listed first.

For example:

| Name | Jesse | John | Beth | Susie | Jane |
|-------|-------|-------|------|-------|-------|
| Jesse | x | Jesse | Beth | Jesse | Jesse |
| John | x | x | Beth | John | Jane |
| Beth | x | x | x | Beth | Beth |
| Susie | x | x | x | x | Jane |
| Jane | x | x | x | x | x |

Tally:

| | |
|-------|---|
| Jesse | 3 |
| John | 1 |
| Beth | 4 |
| Susie | 0 |
| Jane | 2 |

In list of priority

1. Beth
2. Jesse
3. Jane
4. John
5. Susie

Select the remaining number of informants that you need for the process starting at the top of the list.