**Organization Self-Assessment**

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Instructions: Below are some sample self-assessment questions you can ask of your team. Use them as a guide, to pull from and reflect upon. This is a great checklist to do complete together with your team.

Virtual Adaptation Tip:

If meeting virtually, consider hosting breakout sessions to discuss how you would rate your organization and what ideas or suggestions you have for addressing areas where you may have rated less positively.

This Organization Self- Assessment can help identify some of the areas you are doing well in and areas you need to do more preparation and planning in.

Organization Self-Assessment

Questions to Assess Capacity for “Q&A” Service: Complete checklist together with your team.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Planning and Capacity | | | | | | |
| Question | 1-  Strongly Disagree | 2-  Disagree | 3-  Neutral | 4-  Agree | 5-  Strongly  Agree | Suggestions |
| Our organization has a plan in place for how we will implement a “Q&A” Service. |  |  |  |  |  |  |
| Our team has the skills and/or training to implement a “Q&A” Service. |  |  |  |  |  |  |
| We have created a plan for engaging youth for “Q&A” Service. |  |  |  |  |  |  |
| We have a plan for supporting youth experiencing trauma within our “Q&A” Service. |  |  |  |  |  |  |
| Logistics/Plans for “Q&A” Service Implementation | | | | | | |
| Question | 1-  Strongly Disagree | 2-  Disagree | 3-  Neutral | 4-  Agree | 5-  Strongly  Agree | Suggestions |
| We have identified which platform(s) we will use to implement our “Q&A” Service. |  |  |  |  |  |  |
| We have identified a date to begin our “Q&A” Service and a timeline for delivery. |  |  |  |  |  |  |
| We have identified what setting our “Q&A” Service will take place (e.g., via website, social media channels, text-message, Question Box, etc.). |  |  |  |  |  |  |
| Our team has identified how many youth we can provide “Q&A” Service to. |  |  |  |  |  |  |
| We have identified potential “Auntie, Uncle, Elders, Cousin”, etc. to respond to youth questions. |  |  |  |  |  |  |
| Partnerships and Community | | | | | | |
| Question | 1-  Strongly Disagree | 2-  Disagree | 3-  Neutral | 4-  Agree | 5-  Strongly  Agree | Suggestions |
| We have the support from partner community-based organizations (e.g. behavior health, medical, counselors, etc.) to implement a “Q&A” service. |  |  |  |  |  |  |
| We have identified the intended audience we plan to serve (e.g. age group, clubs, etc.). |  |  |  |  |  |  |
| We have identified partners and/or community organizations that can support us with our “Q&A” service by reviewing submission responses to check for accuracy. |  |  |  |  |  |  |
| “Q&A” Service Platform | | | | | | |
| Question | 1-  Strongly Disagree | 2-  Disagree | 3-  Neutral | 4-  Agree | 5-  Strongly  Agree | Suggestions |
| We have identified a budget for our “Q&A” service (if applicable) |  |  |  |  |  |  |
| What platforms (e.g. Tribal website, SM channels, question boxes, virtual engagement tools, other) do you plan to utilize? |  | | | | | |
| What resources will be needed? (Costs for platform(s), training for staff, etc.) |  | | | | | |
| Challenges | | | | | | |
| List any challenges you have associated with a “Q&A” service. |  | | | | | |
| We have a plan for monitoring challenges and identifying opportunities for improvement. |  | | | | | |
| List any barriers or challenges you have identified to your intended audiences participation. |  | | | | | |