

2011 Community Resources and Readiness Survey Instructions for Community Grantee Coordinators

Introduction

The community readiness survey is a tool that was used in 2008 during the assessment phase of the SPF process to gather information from knowledgeable persons (i.e., “key informants”) in your community about their perceptions of the community’s readiness to address and take action on substance abuse in general and the three SPF priorities in particular. To help inform both your community-level evaluation efforts and the statewide evaluation of the SPF, we would like you to repeat the Community Resources and Readiness Survey during the month of April 2011.

Conducting Your Follow-up Community Resources and Readiness Survey

To conduct the community readiness survey in your community you will need to identify a set of key informants who you will ask to complete the survey, preferably the same informants that completed the survey in 2008 as long as they still live or work in the community. The goal is to have between 4 and 7 people complete the survey. If you have difficulty identifying which key informants may have completed the survey last time, the ADAP Prevention Consultant for your area may be able to help. If you are not able to locate a sufficient number of individuals who completed the initial survey, it will be important to get responses from new key informants who are either:

- well connected to, or have knowledge of, existing substance abuse prevention efforts and/or other community services in the community, or
- are in some way involved in community affairs or leadership, and therefore likely to have good sense of how residents feel about issues such as substance use.

Once you have identified a list of key informants, contact them and ask if they would be willing to complete the survey. The survey is considerably shorter than the 2008 version. **This time informants can complete the survey either online or they can do a paper and pencil version.** Once you have talked with the informants, you should either email them the attached email message with link to the online survey which is:

<http://chweb.pire.org/VTcommunityresources/> or deliver or mail the hard copy of the survey

along with the attached cover letter with instructions. Online respondents will be asked to enter an ID number, which is your grantee ID number that has been used for evaluation tasks throughout the SPF project. A list of these ID numbers is attached. **Important: Please make sure to let online respondents know what ID number they should enter when you email them the link to the survey. This will be the only way we can match respondents with your community.** If you would like to review the online version, please enter your community ID as “99” to ensure that any responses you enter can be later removed from the data file.

We will let you know periodically throughout the survey period how many online surveys have been completed for your ID number so that you can provide reminders to respondents who may not have completed it yet. If you are collecting paper surveys, once you have them, read through them and follow up with the respondents if there is significant missing information or you need clarification about a response. Then please make copies of all of the surveys and send them to: Amy Livingston, ADAP, 108 Cherry St., Burlington, VT 05401. Please also make sure that the surveys do not have personally identifying information. The state evaluation team will analyze the surveys by calculating average item scores for your community and summarizing common themes from the open-ended comments and will share a final report of the analysis along with statewide averages with each grantee.

Please make sure all informants have completed either the online or paper survey by Friday, April 29th. We would like to receive all paper surveys no later than Friday, May 6th.

If you have any questions or need any assistance, please contact Amy Livingston at 802-652-4111 or alivingston@pire.org.