**COACHING GUIDE:**

**SET READINESS ASSESSMENT SITE VISIT**

Overview: Once the State Resource Team (SRT) has reviewed regional SET applications and selected their top four regions, one or more of the SRT members will conduct a readiness assessment site visit before submitting the final recommendations to the National SET Team. Below is a description of the process and purpose.

Purpose

* Ensure that regions understand SET
* Select sites that are most likely to benefit from the process
* Clarify expectations for the regions
* Help coaches prepare for working with the regions

Process

* SRT asks lead person(s) from application to arrange a meeting of all key partners. This should include everyone named on the application in addition to any other key leaders relevant to the region.
  + **Check point #1** – Can the lead person(s) get the partners to assemble in the room?
  + **Relevance** – It is important that all key partners truly have buy-in to the work of SET. Getting them to assemble and visit about the project is the first of several indicators of real interest.
* Coaches describe SET and outline expectations including the various roles that Regional SET Team will need to take
  + **Check point #2 –** Do the key partners understand what SET is and what it is not (i.e. SET it not a grant program)? Will they commit to the various roles needed to make it work?
  + **Relevance –** This sets the stage for the work ahead and helps the region understand that they own the work, not the SRT. It garners reasonable commitment from the region to share the load of the planning process. It also helps the SRT see if there is a willingness to take responsibility from a large percentage of the participants or if the load is only being shouldered by one or two “champions.” One concern for the latter possibility is in what would happen if that person left the region before SET was complete. Is there adequate buy-in from a number of different people to keep the process moving?
  + **Tools**:
  + SET Introductory Video – SRT can show the video as an introduction to SET
  + SET Introductory PowerPoint – SRT can use this short PowerPoint to provide an overview of SET
  + SET Overview Handout – This can be used as a handout to help the region follow along with the conversation
  + Roles and Responsibilities – This handout provides a listing of the kinds of tasks that the regional team will need to manage. The SRT should engage the participants in a discussion of how they would manage the various tasks. Seek specific commitment from individuals that are willing to help with the various roles.
* Coaches distribute “Are We Ready” assessment followed by debrief using the Are We Ready Discussion Guide.
  + **Check point #3** – How do the regional participants view their readiness?
  + **Relevance** – First, what this assessment is NOT: It is not an arbitrary scoring sheet wherein the region must score some particular number to “pass.” Rather, this is simply a tool to help the regional participants consider their own readiness but also to gauge the varying perspectives within the group. For instance, are they in agreement on the different elements or is there a range of answers? Also, if they agree, but are responses are low, this provides a great opportunity to ask questions around how they could shore up concerns before they even begin the process.
  + **Tools**:
    - Are We Ready – Self Assessment
      * Hand instrument out to all participants and ask them to fill it out individually from their own perspectives on their own. Emphasize that is very important that participants rate their view of the actual state of the region and not what they would like to see. (or what they think the SRT might want to see). Assure them that their scores are merely discussion points, not determinants of acceptance into SET.
      * Report out scores as is fitting for the space and participants. Some examples include:
        + Forming a continuum and asking people to take their place in order by their total scores. Discuss what concerns people with lower scores have (standing at one end of the continuum) and ask people at the higher end to respond to concerns.
        + Ask people to share their [some number] of top strengths and [some number] of top concerns based on their scores. See if there is any consensus on top strengths/concerns.
    - Are We Ready Discussion Guide
      * Use the Are We Ready Discussion Guide to lead a discussion around the various elements. You will note that the questions follow the same themes as the self-assessment.
      * Encourage all individuals to share their perspectives and take notes on the discussion.
* Coaches go on tour of the region with members of the regional team
  + **Check point #4** – Do coaches hear any opportunities or concerns that did not surface in their interview?
  + **Relevance** – Sometimes in a more informal setting, people will feel more comfortable sharing both concerns and opportunities that did not surface in the more formal setting. The tour allows for a more relaxed conversation. Additionally, the tour helps the SRT gain a perspective of the region that will aid if the region is ultimately selected.

Report

* Complete the Coaches’ Readiness Assessment Summary for each site.
* Submit Coaches’ Readiness Assessment Summary along with the SET Scoring Guidance (Excel document) for top three recommended sites.

Additional resources for understanding readiness assessments:

* Community Readiness for Community Change. Available at: <http://triethniccenter.colostate.edu/docs/CR_Handbook_2014.pdf>
* Community Tool Box. Available at: http://ctb.ku.edu/en/table-of-contents/overview/models-for-community-health-and-development/community-readiness/main