

# GUIDANCE FOR THE USE OF THE COALITION PREVENTION CAPACITY ASSESSMENT (CPCA)

## General information about the CPCA:

The CPCA survey was implemented by state domestic violence (DV) coalitions who participated in the DELTA PREP (Domestic Violence Prevention Enhancement and Leadership Through Alliances, Preparing and Raising Expectations for Prevention) project. The CPCA was tailored for the DELTA PREP project to help state coalitions examine their organizational capacity to address the prevention of first-time perpetration and victimization (primary prevention) of intimate partner violence (IPV).

## **What is the Coalition Prevention Capacity Assessment (CPCA)?**

The CPCA draws from coalition and organizational research, in addition to practitioner experiences, to delineate the prevention-specific capacities needed for a non-profit organization to engage in primary prevention work.

## **Why would a DV coalition administer the CPCA?**

The CPCA is intended to help state DV coalitions determine their organizational readiness to broaden their work to include primary prevention efforts. State DV coalitions have a range of experience and capacity to implement prevention activities. Most of these coalitions initially formed with a focus on responding to IPV after the fact. The DELTA PREP project promoted a public health approach to prevention, which includes addressing a problem before its first occurrence. This approach is a philosophical shift in the historic work of DV coalitions.

## **What kind of information does the CPCA provide?**

The CPCA is designed to assess multiple organizational stakeholders' (agency leader, board and staff) perceptions of their agency's primary prevention capacity. The CPCA provides information to help guide a coalition's planning for action to implement organizational changes that will strengthen its capacity to facilitate and support primary prevention efforts in its state.

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## **Is the CPCA designed for use by dual (domestic violence and sexual violence) programs?**

Yes.

## **Is the CPCA a tool that can be used to measure change over time (pre/post assessment)?**

No. The CPCA is not an assessment of organizational change over time. However, it is useful to administer the assessment at more than one point in time in order to inform the organization's continuing efforts to build organizational capacity for IPV primary prevention work.

## **Who participates in the CPCA?**

Coalition leadership, staff, and board members participate in the CPCA survey, including:

- the coalition executive director
- the coalition board chairperson
- 3-5 staff members
- all board members

There is a version of the CPCA survey tailored for each respondent group.

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## Administration of the CPCA:

The CPCA was designed for online administration. During the DELTA PREP project, the CPCA survey was accessed via SurveyMonkey, where each respondent version was available via a link sent to that coalition respondent group. Following is a suggested process for administering the CPCA.

- Designate one or two individuals who will be responsible for administering the survey, collecting the responses, and aggregating the data
- Decide on a mechanism for dissemination of the survey to your coalition respondents and assure that each version of the CPCA survey is available via that mechanism
- Identify potential respondents, and compile contact information (name, email address) for each. Include the executive director, board chair, all board members and 3-5 staff members
- Send introductory information to potential respondents, asking for their participation. This can be sent together with the survey link or in a separate email prior to sending the survey link. Remember to send the correct version of the survey to each potential respondent, depending on his/her role in the coalition
- Consider a two-week response window, and send one or two reminders/prompts during that time to maximize response rate

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## **Is the CPCA confidential?**

While individual responses are not anonymous (there is usually only one executive director and one board chair for the coalition), they should be kept confidential. Only summary information across all participants should be shared or reported.

## **How can the information from the CPCA be used?**

Summary information from the survey can facilitate thoughtful discussion within the coalition as it considers how to enhance its prevention capacity.

The CPCA Companion Questions, which can be accessed in the Resource Center and via the “Building Prevention Capacity” tab on the DVD home page, may be useful as your organization reviews the data. The answers to these questions can help your group to identify priorities for your action plan to build organizational capacity for primary prevention of IPV.