

# Overall Agency Readiness Questionnaire



## Launching Incredible Years Programs in Your Organization

We are happy to help you implement the Incredible Years (IY) Programs in your organization. In order to be sure you understand what is involved in delivering these programs with high quality and integrity, we have developed a questionnaire checklist for you to determine your agency's readiness for using this program.

*The Incredible Years programs have been shown in research to strengthen parenting skills as well as increase young children's social competence and reduce behavior problems. It has been researched with parents of children ages 2-8 years.*

*Before completing this questionnaire, it is recommended that you review the Incredible Years Website: [WWW.Incredibleyears.com](http://WWW.Incredibleyears.com). This website provides information about the program goals, training requirements, leader certification, program costs, and assessment tools.*

### “Get Ready ...”

#### Step One: Assessing the need and target population



*Assessing whether your community perceives a need for one of these IY programs is a key first step to deciding what programs your organization wants to deliver. In addition to the families referred to you by the research project, your organization might want to target specific children and families with diagnosed problems or to provide broader prevention programs to non-diagnosed families.*

1. Have you assessed the need for the Incredible Years Parent Program in your community?  
\_\_\_\_\_yes \_\_\_\_\_no
2. Place a check by any of the following risk factors in the population you serve that specifically led you to want to implement the Incredible Years program(s)?

#### Child Risk Factors

- \_\_\_ a. Aggressive and antisocial behavior problems
  - \_\_\_ b. ADHD
  - \_\_\_ c. Intellectual and developmental delays
  - \_\_\_ d. Physical health and medical problems
  - \_\_\_ e. Temperament issues
  - \_\_\_ f. Other (write below)
- 

#### Family Risk Factors

- \_\_\_ g. Criminality
  - \_\_\_ h. Substance abuse problems
  - \_\_\_ i. Overcrowding of homes
  - \_\_\_ j. Socioeconomic hardship
  - \_\_\_ k. Poor parent-child relationships
  - \_\_\_ l. Harsh discipline
  - \_\_\_ m. Family stress
  - \_\_\_ n. Other (write below)
-

Neighborhood Risk Factors

- \_\_\_ o. Neighborhood adversity
  - \_\_\_ p. High delinquency/crime
  - \_\_\_ q. Poor quality day care
  - \_\_\_ r. Classrooms in schools (high ratio of students to teachers and
  - \_\_\_ s. high rates of aggression)
  - \_\_\_ t. Other (write below)
- 

**Step Two: Does the Incredible Years (IY) Program address your organizational goals and philosophy?**

3. What are the top three goals of your organization?
- a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
4. Have you studied the website in detail and read the articles related to program dissemination, program goals, and philosophy? ([www.incredibleyears.com](http://www.incredibleyears.com))  
\_\_\_\_\_yes \_\_\_\_\_no
5. What is your organization's philosophy regarding the following: (*Circle one each.*)
- a. Parent involvement in their child's education should include homework activities for parents to do with children.  

<u>Strongly disagree</u>					<u>Strongly agree</u>
1	2	3	4		5
  - b. Therapists/parents may use incentives in developmentally appropriate ways to help motivate children with behavior problems.  

<u>Strongly disagree</u>					<u>Strongly agree</u>
1	2	3	4		5
  - c. Parent groups that are led by group leaders who use a collaborative approach and actively involve parents in goal setting and contributing solutions are effective learning methods.  

<u>Strongly disagree</u>					<u>Strongly agree</u>
1	2	3	4		5
  - d. Discipline that involves Time-Out or a Calm-Down strategy is an effective approach for aggressive behaviors.  

<u>Strongly disagree</u>					<u>Strongly agree</u>
1	2	3	4		5



- n. Agencies should provide child care and food for parent groups to increase parent participation.

Strongly disagree

1

2

3

4

Strongly agree

5

### Step Three: Assessing the organization's commitment and human resources to deliver the Incredible Years program



*Individual clinicians may perceive a definite need to offer this service, but without administrative support, it is more difficult to successfully implement these programs. Likewise, administrators may want to deliver these programs, but they will only succeed if the clinicians are motivated and interested in learning and delivering the programs. Consequently, it is important that all parties work together to understand what will be required to initiate any of these programs.*

6. Which of the following best describes your organization?
- a. Mental health agency
  - b. Public elementary school
  - c. Private elementary school
  - d. Preschool or Head Start center
  - e. Day care center
  - f. Health maintenance organization/hospital
  - g. University
  - h. Pediatrician or doctor's office
  - i. Other (please describe): \_\_\_\_\_
7. How many families and children does your organization serve per year?
- Fewer than 500
  - 500-1,000
  - 1,000-5,000
  - 5,000-10,000
  - 10,000-50,000
  - 50,000-100,000
8. Please indicate all age groups of children served at your organization. *(Check all that apply.)*
- Not applicable, none referred
  - 0-4 years of age
  - 5-9 years of age
  - 10-12 years of age
  - 13-18 years of age
9. Please indicate the largest group of children served at your organization. *(Check only one.)*
- Not applicable, none referred
  - 0-4 years of age
  - 5-9 years of age
  - 10-12 years of age
  - 13-18 years of age
10. How would you describe the community that your organization serves?
- a. Very rural
  - b. Rural
  - c. Somewhat urban
  - d. Urban
  - e. Very urban

11. Please write the percentage of different racial groups you serve:  
 \_\_\_\_\_% a. African American  
 \_\_\_\_\_% b. Hispanic/Latino  
 \_\_\_\_\_% c. Asian  
 \_\_\_\_\_% d. Caucasian  
 \_\_\_\_\_% e. Other \_\_\_\_\_  
100 % Total
12. Starting with the most commonly used, in which different languages do you offer services? (*list up to five*)
- a. \_\_\_\_\_  
 b. \_\_\_\_\_  
 c. \_\_\_\_\_  
 d. \_\_\_\_\_  
 e. \_\_\_\_\_
13. How many direct service providers are there in your organization? (This includes therapists, trainees, and disciplines including social work, marriage and family therapy, psychology, psychiatry and nursing.)
- \_\_\_ a. 1-5  
 \_\_\_ b. 6-10  
 \_\_\_ c. 11-20  
 \_\_\_ d. 21-50  
 \_\_\_ e. 51-100  
 \_\_\_ f. 100+
14. How are mental health services financed in your organization? (*Check all that apply.*)
- \_\_\_ a. grants  
 \_\_\_ b. fee for service  
 \_\_\_ c. insurance  
 \_\_\_ d. state  
 \_\_\_ e. federal  
 \_\_\_ f. other (please describe)\_\_\_\_\_
15. How supportive and motivated is your organization to deliver this program?  
 (*Circle one.*)
- Not at all      A little bit      Moderately      Very      Extremely  
 1                      2                      3                      4                      5
16. Have managers and supervisors of the organization met to discuss the Incredible Years program goals, research, and delivery methods in order to assess organizational motivation and support for delivering this program?  
 \_\_\_\_\_yes \_\_\_\_\_no

Please list those who have been involved in this decision.

Name	Position
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

17. In this discussion, what were the barriers or difficulties proposed? How will these problems be addressed?

\_\_\_\_\_

\_\_\_\_\_

18. Have you met with the clinicians in the organization to present the Incredible Years program goals and therapeutic methods in order to assess their motivation to deliver the program in their organization?

\_\_\_\_\_yes \_\_\_\_\_no

19. After meeting with clinicians, how many would like to receive training to deliver the program?

# of therapists \_\_\_\_\_ Percentage of total therapists \_\_\_\_\_%

20. Is there someone in your organization that has already been trained in one of these Incredible Years programs? (*Check all that apply.*)

\_\_\_ a. IY Parent Program

\_\_\_ b. IY Teacher Classroom Management Program

\_\_\_ c. IY Child Small Group Treatment Program (Dinosaur School)

\_\_\_ d. IY Classroom Dinosaur Emotion, Social Skills and Problem Solving Curriculum

Are they certified?

\_\_\_\_\_yes \_\_\_\_\_no

Please identify who they are.

\_\_\_\_\_

21. Which of the following best characterizes how decisions are made in your organization?  
(Check all that apply.)
- a. One person generally makes decisions.
  - b. A committee *not representing* all employees from top to bottom makes decisions.
  - c. A committee *representing* all employees from top to bottom makes decisions.
  - d. Each employee from top to bottom has input that influences decision making.
  - e. Each employee from top to bottom has decision-making authority.

22. What percentage of staff turnover does this organization experience each year?  
\_\_\_\_\_ %

23. Does your organization offer individual treatment sessions with some families?  
 yes  no (if no, skip to 21, if yes complete next question).

In your organization, what is the average number of sessions that a family or child attends (children ages 2-8 years)?

\_\_\_\_\_ # of sessions

\_\_\_\_\_ length of time of individual session

24. Please rate how much you agree with the following statements:

a. "This agency offers and adheres to one main mental health program for families."

Strongly disagree

1

2

3

4

Strongly agree

5

b. "This agency offers and adheres to many diverse forms of mental health."

Strongly disagree

1

2

3

4

Strongly agree

5

25. Has everyone involved in this project seen the agreement between your agency and the research team?

yes  no

26. Is the organization committed to this program being offered to participants in its entirety?

\_\_\_\_\_yes \_\_\_\_\_no



*Sometimes agencies decide to shorten programs or cut out components of programs either due to budget limitations or time constraints. If this happens, the effects of the program will be reduced significantly. Our research has shown a relationship between the dosage or number of sessions provided and the amount of positive change in behavior. Consequently, we have arrived at a minimum number of sessions required for each of the programs.*

27. For the program you are intending to deliver, check your understanding and commitment to offering the full program components.
- a. Your organization is committed to offering the prevention parent program for 12 weeks, 2–2.5 hours weekly.
  - b. Your organization is committed to training at least 2 therapists.
  - c. Your organization is committed to serving 20 research-referred families.
  - d. Your organization agrees that each group offered must include at least 50% research-referred families.
  - e. Your organization agrees to complete paperwork and submit videotapes for each group.
  - f. Your organization agrees to provide day care and food for each group.
  - g. Your organization agrees to purchase materials needed to run groups at your site.
  - h. (if applicable; not for SIM sites) Your organization agrees to participate in a variety of supervision and consultation activities if they are offered.



*In addition to the time spent actually delivering the program to parents and children, there is additional time needed on the part of group leaders to prepare weekly sessions (including handouts, reviewing videotapes, food preparation), call parents between sessions, and receive regular peer support. In the first year of offering these curricula, extra group leader time needs to be calculated for self-study. For example, in the first year of offering parent groups, five hours of therapist time should be calculated for a 2- to 2.5-hour parent group. This covers prep time, weekly supervision, and weekly calls to parents.*

28. Is the organization committed to the preparation and supervision time commitment needed by therapists/group leaders to deliver these programs?  
 yes  no



*It is recommended that organizations carefully select individuals to offer these programs based on their interpersonal skills, background education, experience, respect from peers and motivation to do the program. Individuals introducing innovation into an organization must be prepared and excited about being a change agent, which involves the characteristics of being flexible, enthusiastic, supportive to others willing to take the time it takes to learn a new program, and committed to quality.*

29. What minimal educational background will be required for those who deliver this program? (It will be up to the agency to choose therapists. *The Incredible Years recommends masters level.*)
- \_\_\_\_\_ a. baccalaureate degree
- \_\_\_\_\_ b. masters in psychology, nursing, social work, or education
- \_\_\_\_\_ c. Ph.D. in counseling or mental health field
- \_\_\_\_\_ d. other \_\_\_\_\_



*Regardless of their educational background, we have found that the best group leaders are those who are flexible and comfortable with a collaborative teaching style. In addition, knowledge of early childhood development and social learning theory is extremely helpful.*

30. Have specific individuals been selected to receive training in these programs?  
 \_\_\_ yes \_\_\_ no

What qualities did the agency use to select these individuals? Please describe.

\_\_\_\_\_

31. Have these individuals been told about the programs and asked about their interest and motivation to be trained in any of these programs?  
 \_\_\_\_\_yes \_\_\_\_\_no

Please explain.

\_\_\_\_\_

32. Is the organization thinking of replacing or integrating an existing program with the IY program?  
 \_\_\_\_\_yes \_\_\_\_\_no

If so, what is being offered now, and why is the organization wanting to replace it?

\_\_\_\_\_

33. How many therapists/group leaders will you send to training?

\_\_\_\_\_

34. The expected costs for participating in this project are:
- |  |                         |       |
|--|-------------------------|-------|
| a. group leader manuals and videotapes             | \$1300                  | _____ |
| b. parent books (1 per participant)                | \$14.95 x # of families | _____ |
| c. food for parents, children (for evening groups) | will vary               | _____ |
| d. child care, transportation (for parent groups)  | will vary               | _____ |
| e. video equipment and blank video tapes           | will vary               | _____ |
| f. travel and therapist time for training          | will vary               | _____ |
35. Has the organization calculated the actual costs of participation?  
 \_\_\_\_\_yes \_\_\_\_\_no
36. Is the organization committed to costs and time involved in providing initial training to those group leaders who deliver this program?  
 \_\_\_\_\_yes \_\_\_\_\_no

**“Get Set”**

**Step Four: What organizational capacity is there for marketing and recruiting families, working with communities, and providing space and support for parent groups, day care, food, and transportation?**

37. Has this organization done parent groups before?  
 \_\_\_\_\_yes \_\_\_\_\_no
- If so, how many sessions were offered in each parenting group?  
 \_\_\_\_\_ sessions
- How much attrition did you have? (average for most recent groups)  
 \_\_\_\_\_%
- What strategies for parent involvement have worked in the past?
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
38. Will you provide your clinicians with a support staff person to help with logistical details related to program delivery? (e.g., food, materials preparation)  
 \_\_\_\_\_yes \_\_\_\_\_no
- How much time per week will this person be available to provide support details related to program delivery?  
 \_\_\_ # hours
39. For parent groups, will you have the space and resources to provide child care?  
 \_\_\_\_\_yes \_\_\_\_\_no

40. Who will provide child care?  
\_\_\_\_\_

41. For parent groups, how will you provide food?  
\_\_\_\_\_

Who will prepare the food?  
\_\_\_\_\_

42. For the parent groups will you provide transportation or make sure that transportation is available and paid for?  
\_\_\_\_\_yes \_\_\_\_\_no

### “Go”

#### **Step Five: Once training has been delivered, what organizational capacity is there for building a supportive infrastructure, providing external technical support, ongoing monitoring, fidelity checks, and program evaluation?**

43. Who within the organization has been selected to coordinate with the research project about group leader questions?  
\_\_\_\_\_



*There are protocol checklists for every session or lesson delivered which include content to be covered, videotape vignettes, key role plays, and activities. In addition there are process checklists that assess interpersonal group process. Also parent evaluations are provided for each session as well as a final summative evaluation. These forms are important for monitoring and assuring the integrity of the delivery of the programs.*

44. Who within the organization will review program fidelity checklists and process checklists as programs are being delivered?  
\_\_\_\_\_



*Ongoing peer review will be extremely helpful in facilitating the quality of the delivery of these programs. It will not only increase the support for those beginning something new but will enhance the sharing of new ideas and an agency wide philosophy of caring and commitment to empirically validated interventions.*

45. Will the organization facilitate ongoing support groups and peer review for the group leaders delivering these programs on a regular basis?  
\_\_\_\_\_yes \_\_\_\_\_no (If no, go to 41)

Will this occur as part of group leader’s paid time?  
\_\_\_\_\_yes \_\_\_\_\_no

46. Please describe how often this will happen?  
\_\_\_ weekly \_\_\_ bimonthly \_\_\_ monthly

47. Is the agency supportive of group leaders obtaining certification in the delivery of these programs and have plans for how this can be accomplished?  
\_\_\_\_\_yes \_\_\_\_\_no

48. Will there be support and incentives for those who receive this certification?  
\_\_\_\_\_yes \_\_\_\_\_no

49. Will there be support and incentives for those who receive this certification?  
\_\_\_\_\_yes \_\_\_\_\_no

If yes, what kind of support or incentives will be offered?

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