# Short Program Sustainability Assessment Tool v2

## What is program sustainability capacity?

We define program sustainability capacity as *the ability to maintain programming and its benefits over time*.

## Why is program sustainability capacity important?

Programs at all levels and settings struggle with their sustainability capacity. Unfortunately, when programs are forced to shut down, hard won improvements in public health, clinical care, or social service outcomes can dissolve. To maintain these benefits to society, interested parties must understand all of the factors that contribute to program sustainability. With knowledge of these critical factors, interested parties can build program *capacity* for sustainability and position their efforts for long term success.

## What is the purpose of this tool?

This tool will enable you to assess your program's current capacity for sustainability across a range of specific organizational and contextual factors. Your responses will identify sustainability strengths and challenges. You can then use results to guide sustainability action planning for your program. This shorter version of the PSAT can help address respondent burden while maintaining reliability.

## Helpful definitions

This tool has been designed for use with a wide variety of programs, both large and small, across different settings. Given this flexibility, it is important for you to think through how you are defining your program, organization, and community before starting the assessment.

Below are a few definitions of terms that are frequently used throughout the tool.

- **Program** refers to the set of formal organized activities that you want to sustain over time. Such activities could occur at the local, state, national, or international level and in a variety of settings.
- **Organization** encompasses all the parent organizations or agencies in which the program is housed. Depending on your program, the organization may refer to a national, state, or local department, a nonprofit organization, a hospital, etc.
- **Community** refers to the interested parties who may benefit from or who may guide the program. This could include local residents, organizational leaders, decision-makers, etc. Community does not refer to a specific town or neighborhood.

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**The name of the program or set of activities I am assessing is:**

_____

In the following questions, you will rate your program across a range of specific factors that affect sustainability. Please respond to as many items as possible. If you truly feel you are not able to answer an item, you may select "NA." **For each statement, circle the number that best indicates the extent to which your program has or does the following things.**

## Environmental Support: Having a supportive internal and external climate for your program

|  | To little or no extent | | | | | To a very great extent | | Not able to answer |
|---|---|---|---|---|---|---|---|---|
| 1. Champions exist who strongly support the program. | 1 | 2 | 3 | 4 | 5 | 6 | 7 | NA |
| 2. The program has strong champions with the ability to garner resources. | 1 | 2 | 3 | 4 | 5 | 6 | 7 | NA |
| 3. The program has leadership support from outside of the organization. | 1 | 2 | 3 | 4 | 5 | 6 | 7 | NA |

## Funding Stability: Establishing a consistent financial base for your program

|  | To little or no extent | | | | | To a very great extent | | Not able to answer |
|---|---|---|---|---|---|---|---|---|
| 1. The program is funded through a variety of sources. | 1 | 2 | 3 | 4 | 5 | 6 | 7 | NA |
| 2. The program has a combination of stable and flexible funding. | 1 | 2 | 3 | 4 | 5 | 6 | 7 | NA |
| 3. The program has sustained funding. | 1 | 2 | 3 | 4 | 5 | 6 | 7 | NA |

**For each statement, circle the number that best indicates the extent to which your program has or does the following things.**

## Partnerships: Cultivating connections between your program and its partners

| | To little or no extent | | | | | To a very great extent | | Not able to answer |
|---|---|---|---|---|---|---|---|---|
| 1. The program communicates with community leaders. | 1 | 2 | 3 | 4 | 5 | 6 | 7 | NA |
| 2. Community leaders are involved with the program. | 1 | 2 | 3 | 4 | 5 | 6 | 7 | NA |
| 3. The community is engaged in the development of program goals. | 1 | 2 | 3 | 4 | 5 | 6 | 7 | NA |

## Organizational Capacity: Having the internal support and resources needed to effectively manage your program and its activities

| | To little or no extent | | | | | To a very great extent | | Not able to answer |
|---|---|---|---|---|---|---|---|---|
| 1. The program is well integrated into the operations of the organization. | 1 | 2 | 3 | 4 | 5 | 6 | 7 | NA |
| 2. Organizational systems are in place to support the various program needs. | 1 | 2 | 3 | 4 | 5 | 6 | 7 | NA |
| 3. The program has adequate staff to complete the program's goals. | 1 | 2 | 3 | 4 | 5 | 6 | 7 | NA |

## Program Evaluation: Assessing your program to inform planning and document results

| | To little or no extent | | | | | To a very great extent | | Not able to answer |
|---|---|---|---|---|---|---|---|---|
| 1. The program reports short term and intermediate outcomes. | 1 | 2 | 3 | 4 | 5 | 6 | 7 | NA |
| 2. Evaluation results inform program planning and implementation. | 1 | 2 | 3 | 4 | 5 | 6 | 7 | NA |
| 3. Program evaluation results are used to demonstrate successes to funders and other interested parties. | 1 | 2 | 3 | 4 | 5 | 6 | 7 | NA |

**For each statement, circle the number that best indicates the extent to which your program has or does the following things.**

## Program Adaptation: Taking actions that adapt your program to ensure its ongoing effectiveness

|  | To little or no extent | | | | | To a very great extent | | Not able to answer |
|---|---|---|---|---|---|---|---|---|
| 1. The program adapts strategies as needed. | 1 | 2 | 3 | 4 | 5 | 6 | 7 | NA |
| 2. The program adapts to new science. | 1 | 2 | 3 | 4 | 5 | 6 | 7 | NA |
| 3. The program proactively adapts to changes in the environment. | 1 | 2 | 3 | 4 | 5 | 6 | 7 | NA |

## Communications: Strategic communication with partners and the general public about your program

|  | To little or no extent | | | | | To a very great extent | | Not able to answer |
|---|---|---|---|---|---|---|---|---|
| 1. Program staff communicate the need for the program to the public. | 1 | 2 | 3 | 4 | 5 | 6 | 7 | NA |
| 2. The program increases community awareness of the issue. | 1 | 2 | 3 | 4 | 5 | 6 | 7 | NA |
| 3. The program demonstrates its value to the public. | 1 | 2 | 3 | 4 | 5 | 6 | 7 | NA |

## Strategic Planning: Using processes that guide your program's direction, goals, and strategies

|  | To little or no extent | | | | | To a very great extent | | Not able to answer |
|---|---|---|---|---|---|---|---|---|
| 1. The program plans for future resource needs. | 1 | 2 | 3 | 4 | 5 | 6 | 7 | NA |
| 2. The program has a sustainability plan. | 1 | 2 | 3 | 4 | 5 | 6 | 7 | NA |
| 3. The program clearly outlines roles and responsibilities for all partners. | 1 | 2 | 3 | 4 | 5 | 6 | 7 | NA |

# Short Program Sustainability Assessment Tool v2
## Rating Instructions

Once you have completed the Short Program Sustainability Assessment Tool, transfer your responses to this rating sheet to calculate your average scores. Please record the score for each item (1-7), or write "NA" if you were not able to answer.

**DOMAIN**

| ITEM | | Envirmntl. Support | Funding Stability | Partnerships | Organizational Capacity | Program Evaluation | Program Adaptation | Communications | Strategic Planning |
|------|---|---|---|---|---|---|---|---|---|
| | 1. | | | | | | | | |
| | 2. | | | | | | | | |
| | 3. | | | | | | | | |
| **Domain total:** | | | | | | | | | |
| **Average score for domain:** | | | | | | | | | |
| **Overall score:** | | | | | | | | | |

Add up your scores in each column. Exclude 'NA'

Divide the domain total by the total number of items with a score. Exclude 'NA'

Average together all the domain scores

Use these results to guide sustainability action planning for your program. The domains with lower average scores indicate areas where your program's capacity for sustainability could be improved.

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