

## **Instructions for SWOT Analysis**

1. Review your workgroup's priority and strategy results.
2. For each strategy, discuss the strengths, weaknesses, opportunities, and threats that are relevant to undertaking the specified activity. Examples of factors to consider are provided for each component of the analysis.

Note: Do not be concerned if the list of strategies your workgroup developed for each priority area is not yet fleshed out. Think about the range of activities that could be undertaken to address the priority health issue, and consider what factors will help or hinder progress toward the population health goal.

3. As you discuss each priority health issue and its accompanying strategies, record the strengths, weaknesses, opportunities, and threats on the worksheet and/or on newsprint. After all three workgroups have completed their analysis, the SWOT Analyses will be reported back to the expert panel, and the consultant will assist in identifying cross-cutting strategic issues.



## *Appendix E.2*

### **Kansas MCH2010 Capacity Assessment October 29, 2004**

#### **Capacity Needs Worksheet Instructions**

*This worksheet is designed to be used with the CAST-5 Capacity Needs Tool as follows:*

- 1. Read through each item in the Capacity Needs Tool, including the bulleted list of examples.*
- 2. For each, determine the status of that capacity in the state MCH system and mark “have” or “need” on the worksheet below.*
- 3. Refer to the bulleted examples and write in specifics about the capacity needed.*
- 4. For each “need,” indicate an importance level for developing or enhancing that capacity (low, medium, or high).*
- 5. Identify stakeholders (people, organizations, agencies, etc.) who will be instrumental partners in building that capacity.*
- 6. Identify the first step(s) for KDHE in beginning to develop or enhance that capacity for the MCH system.*

*Note: Examples are given at the back of this handout.*

Capacity Need Add in specifics from the examples given or from your discussion.	Have	Need	Importance <small>low, medium, high</small>	Instrumental Stakeholders	First Steps
<i>Structural Resources</i>					
1) Authority and funding sufficient for functioning at the desired level of performance	<input type="checkbox"/>	<input type="checkbox"/>			
2) Routine, two-way communication channels or mechanisms with relevant constituencies	<input type="checkbox"/>	<input type="checkbox"/>			
3) Access to up-to-date science, policy, and programmatic information	<input type="checkbox"/>	<input type="checkbox"/>			
4) Partnership mechanisms (e.g., collaborative planning processes and community advisory structures)	<input type="checkbox"/>	<input type="checkbox"/>			
5) Workforce capacity institutionalized through job descriptions, contract language about skills and credentials, training programs, and routine assessments of capacity and training plans	<input type="checkbox"/>	<input type="checkbox"/>			

Capacity Need Add in specifics from the examples given or from your discussion.	Have	Need	Importance <small>low, medium, high</small>	Instrumental Stakeholders	First Steps
6) Mechanisms for accountability and quality improvement	<input type="checkbox"/>	<input type="checkbox"/>			
7) Formal protocols and guidance for all aspects of assessment, planning, and evaluation cycle	<input type="checkbox"/>	<input type="checkbox"/>			
<i>Data/Information Systems</i>					
8) Access to timely program and population data from relevant public and private sources	<input type="checkbox"/>	<input type="checkbox"/>			
9) Supportive environment for data sharing	<input type="checkbox"/>	<input type="checkbox"/>			
10) Adequate data infrastructure	<input type="checkbox"/>	<input type="checkbox"/>			
<i>Organizational Relationships</i>					
11) State <i>health</i> department/agencies/programs	<input type="checkbox"/>	<input type="checkbox"/>			

Capacity Need Add in specifics from the examples given or from your discussion.	Have	Need	Importance <small>low, medium, high</small>	Instrumental Stakeholders	First Steps
12) Other relevant state agencies	<input type="checkbox"/>	<input type="checkbox"/>			
13) Insurers and insurance oversight stakeholders	<input type="checkbox"/>	<input type="checkbox"/>			
14) Local providers of health and other services	<input type="checkbox"/>	<input type="checkbox"/>			
15) Superstructure of local health operations and state-local linkages	<input type="checkbox"/>	<input type="checkbox"/>			
16) State and national entities enhancing analytical and programmatic capacity	<input type="checkbox"/>	<input type="checkbox"/>			
17) National governmental sources of data	<input type="checkbox"/>	<input type="checkbox"/>			

Capacity Need Add in specifics from the examples given or from your discussion.	Have	Need	Importance <small>low, medium, high</small>	Instrumental Stakeholders	First Steps
18) State and local policymakers	<input type="checkbox"/>	<input type="checkbox"/>			
19) Non-governmental advocates, funders, and resources for state and local public health activities	<input type="checkbox"/>	<input type="checkbox"/>			
20) Businesses	<input type="checkbox"/>	<input type="checkbox"/>			
<i>Competencies/Skills</i>					
21) Communication and data translation skills	<input type="checkbox"/>	<input type="checkbox"/>			
22) Ability to work effectively with public and private organizations/agencies and constituencies	<input type="checkbox"/>	<input type="checkbox"/>			
23) Ability to influence the policymaking process	<input type="checkbox"/>	<input type="checkbox"/>			

Capacity Need Add in specifics from the examples given or from your discussion.	Have	Need	Importance <small>low, medium, high</small>	Instrumental Stakeholders	First Steps
24) Experience and expertise in working with and in communities	<input type="checkbox"/>	<input type="checkbox"/>			
25) Management and organizational development skills	<input type="checkbox"/>	<input type="checkbox"/>			
26) Knowledge and understanding of the state context	<input type="checkbox"/>	<input type="checkbox"/>			
27) Data and analytic skills	<input type="checkbox"/>	<input type="checkbox"/>			
28) Knowledge of MCH and related content areas	<input type="checkbox"/>	<input type="checkbox"/>			