

## BIH Collaborative Form

The BIH Collaborative Form is designed to capture snapshot of the collaboration efforts BIH LHJs are doing statewide and you will be providing key information to help improve resources and to provide an overview of the collaborative efforts.

Collaboration is a process where a group of people or organizations work together to develop a common shared vision and purpose and implement activities that are designed to achieve mutually identified goal(s) and objective(s). Some potential benefits of collaboration include increasing community awareness, developing new services and reducing duplication, increasing internal capacity and leveraging resources. Collaborative efforts are dynamic and flexible and change as they grow and develop. In this form, we are using the term “collaborative effort” to describe a collaborative, coalition, community group or partnership.

If applicable to your BIH LHJ, please complete a copy of this form for up to **three key collaborative efforts** in which you participate. When answering the questions, remember that there are no “right” answers, especially when reporting collaborative outcomes, so just answer to the best of your knowledge.

1. **Name of collaborative effort:**

2. **Local Health Jurisdiction:**

3. Below are four types of strategies for working together that represent a continuum of increasing levels of involvement and interdependence (see the MCAH Policies and Procedures Manual for more details on these strategies). Please indicate which of the four strategies below BEST DESCRIBES how this collaborative effort works together, keeping in mind that each strategy builds on and basically includes the previous ones (i.e. collaborating also includes networking, coordinating and cooperating) so only choose one (*Select one*).

a. **NETWORKING** - defined as exchanging information for mutual benefit. Networking is the most informal of the inter-organizational linkages and often reflects an initial level of trust and limited time availability.

b. **COORDINATING** - defined as exchanging and sharing resources and activities for mutual benefit and to achieve a common purpose. Coordinating requires more organizational involvement than networking.

c. **COOPERATING** - defined as matching needs, providing coordination and linking resources to help parties achieve mutual benefits and to achieve a common purpose. Cooperating requires greater organizational commitments than networking or coordinating and, in some cases, may involve written (perhaps, even legal) agreements.

d. **COLLABORATING** - defined as exchanging information, altering activities, sharing resources, and enhancing the capacity of another for mutual benefit and to achieve a common purpose by sharing risks, responsibilities, and rewards.

4. **Collaborative members**

How many individuals participate in the collaborative?

5. What types of agencies/organizations/institutions are involved in the collaborative? (*Select all that apply*).

Other programs within the county health department

Other departments within our county governments

Local schools

Law enforcement

Advocacy organizations

Non-profit service organizations

Local hospital(s)

Local health care providers

Chamber(s) of commerce

Other

6. How well do the collaborative's members engage in continuous communication - regular meetings and conversations that build trust and understanding? (*Select one*).

Excellent      Very good      Good      Fair      Poor      Don't know

7. Does the collaborative have a Support Organization - a separate organization and staff that would support the collective effort and support the initiative if the participants change and if so how well does it function? (*Select one*).

8. Which SOW goal(s) does the collaborative effort address? (*Select all that apply*)

Goal 1: Increase the ability of African American women to manage chronic stress.

Goal 2: Improve the health of pregnant and parenting women, thus also promoting the health of their infants.

Goal 3: Engage the community to support African American families' health and well-being.

Goal 4: Assure BIH Program fidelity in program implementation, data management, staff competency, and fiscal management.

9. What are the main goals of this collaborative effort (list up to 3):

(Reminder: Goals are broad statements of long-term ideal accomplishments)

1.

2.

3.

10. Key objectives of the collaborative effort for this year (list up to 3):

(Reminder: Objectives are specific statements of desired achievements that are expected to occur as a result of an intervention or program)

1.

2.

3.

11. A logic model is a tool to help the collaborative effort develop logically linked steps to achieve desired outcomes. Does this collaborative effort have a logic model?

12. Are you required by your organization or funder (other than BIH, such as a grant funder) to participate in this collaborative effort?

**Collaborative Effort Role/ Contribution**

13. What is your local BIH program's role in/contribution to the collaborative effort (check all that apply)?
- a. Assisted with program planning
  - b. Provided data on key populations, indicators, and issues
  - c. Increased capacity of members to address other health issues
  - d. Synthesized data to create a complete picture of the issues being addressed and shared it with the members of the collaborative effort
  - e. Increased awareness about BIH issues among the community and members of the collaborative effort
  - f. Encouraged other members to address BIH issues
  - g. Convener/Chair
  - h. Leader of a committee
  - i. Meeting planning (i.e., prepared agendas, meeting notices, minutes, meeting support)
  - j. Meeting facilitation
  - k. Provided staff support or resources (i.e., space, equipment)
  - l. Strategic planning
  - m. Administration of collaborative effort, such as hiring staff
  - n. Other:

**Outcomes/Results**

14. How well did your collaborative effort meet its objectives for this fiscal year? (briefly describe accomplishments below) (*Select only one*).

Did not meet objectives      Met some objectives      Met most objectives      Met all objectives

Briefly describe accomplishments:

15. Does the collaborative have a shared measurement system to collect data for this collaborative?

Yes

No      If yes, describe data collected.

16. Was there a formal evaluation (for example a process, performance monitoring, or outcome evaluation) of the collaborative effort's performance? (*Select only one*).

Yes – all aspects of the collaborative effort's performance were evaluated

Yes – but only some aspects of the collaborative effort's performance were evaluated

No

Don't know/Not sure

If yes, briefly describe the evaluation:

### 17. Benefits to BIH Program

Please read through this list of potential benefits of participation in the collaborative effort and indicate what benefits the BIH Program realized as a result of participating in the collaborative effort.

- a. Enhanced BIH program's ability to fulfill its goals and objectives
- b. Helped BIH program acquire knowledge about services, programs or people in the community and/or Increased the BIH Program's awareness of community needs
- c. Provided a venue for the BIH program to ask the people you serve for input regarding programs and services (e.g., planning, implementing and/or evaluating them)
- d. Enhanced ability of BIH to address an important local health issue
- e. Increased the capacity and/or professional skills of BIH staff to meet the needs of the people you serve
- f. Increased BIH capacity for outreach
- g. Developed BIH staff skills to influence local policies
- h. Enhanced ability to affect public policy through access to/building relationships with political decision-makers, government agencies, and other organizations/groups
- i. Developed valuable relationships between BIH and other agencies/organizations
- j. Heightened public profile of local BIH program
- k. Increased the use of BIH program's expertise, services, and resources
- l. Increased the number of referrals from partners to BIH program
- m. Increased empowerment – sense that together we can make a difference
- n. Other benefits to BIH Program:

### 18. Policy Development

Did this collaborative effort develop/implement local or state level policies that support health care, healthy behaviors and/or healthy environments?

If yes, briefly describe policy(ies):

### 19. Systems Development/Improvement

Did this collaborative effort...

- a. Develop shared approaches or standards of service delivery?
  - b. Develop coordinated referral systems?
  - c. Develop client/patient appointment systems?
  - d. Create synergy and greater impact?
  - e. Reduce duplication of effort or service?
  - f. Develop a new service?  
If yes, briefly describe:
  - g. Improve program or treatment approaches or protocols?
  - h. Increased patients' use of community services appropriate for patient needs?
- Other:

**20. Resource Access/Development**

Did this collaborative effort...

- a. Stimulate another agency to develop new services to meet the needs of the BIH population?  
Briefly describe:
- b. Increase ability to leverage resources from other agencies (e.g., space, expertise, new partners, volunteers or funds)?
- c. Increase BIH program's access to resources?
- d. Increase collaboration on spin-off projects?
- e. Result in obtaining additional financial support?
- f. Develop a report describing a problem in the community affecting the BIH population?  
Briefly describe:
- g. Identify potential solutions to a community problem affecting the BIH population?  
Briefly describe:  
Other:

21. If you feel that there is additional important information about this collaborative effort, please provide it in the space below.