**I. Purpose**

The purpose of this Self-Assessment Tool for HRSA Rural Health Network Development Planning Grantees is to support you and your key stakeholders in examining your organizational leadership capacities and needs in terms of:

* Leveraging ***innovation and creativity*** to design products and business lines to meet the needs of your unique communities,
* ***Change leadership*** to support momentum in your start-up network,
* Development of a highly functioning ***network board***, and,
* Effective ***communication*** with internal and external constituents.

You will have an opportunity to participate in on-going training in each of these areas through the Planning Grantee Learning Communities and you will have access to support for specific questions from your TA provider. This Self-Assessment Tool will provide you and your stakeholders with information on areas of strengths and challenges. You will also be able to share this information as promising practices during training calls and at national meetings as we work together to create bench strength for rural health networks.

**II. Self-Assessment Tool**

***A. General Overview***

Network Name:

State:

Grant Funding Duration:

Start Date:

End Date:

Date of Assessment:

***B. Who Are We? Innovation & Creativity***

1. **There is an understanding of the history of rural health care networks and the intention of the current HRSA funding for Planning Networks:**
[ ]  Fully

[ ]  Mostly

[ ]  Generally

[ ]  Somewhat

[ ]  Barely

1. **Describe how your Network goals support the HRSA goals:**

|  |  |
| --- | --- |
| **HRSA Goals for Start-up Networks: (choose 2-3 goals specific to your situation)** | **Proposed Network Goals: Assessment #1 Date:**  |
| 1.       |       |
| 2.       |       |
| 3.       |       |

1. **What do you believe are some of the top challenges you will encounter in starting up this Network? Rate the challenge 1 to 5 (1 = Impossible to resolve, 5 = Easy to resolve). What resources will you use to resolve these challenges?**

|  |  |  |  |
| --- | --- | --- | --- |
| **Start-up Challenges for your Network** | **Identify the Stakeholders** | **Rate the Challenge (1-5)**  | **Potential Resources for Resolution** |
| 1.       |       |  |       |
| 2.       |       |  |       |
| 3.       |       |  |       |

***C. Leadership through Effective Change***

1. **The Network leadership and Board are constantly identifying resources to discuss promising practices for building and sustaining viable rural health care networks:**
[ ]  Yes

[ ]  No

[ ]  Maybe

1. **The Network is building relationships with other Networks to benchmark and gather promising practices:**
[ ]  Completely

[ ]  In large part

[ ]  Somewhat

[ ]  Minimally

[ ]  Not at all

|  |  |  |  |
| --- | --- | --- | --- |
| **Benchmarking OpportunitiesList** | **Other Networks: Name and Date to Contact** | **National Meetings: Name and Meeting Dates** | **Informational Calls/TA: Name and Dates of Calls** |
| 1.       |       |       |       |
| 2.       |       |       |       |
| 3.       |       |       |       |
| 4.       |       |       |       |
| 5.        |       |       |       |

1. **Going forward, the Network members are feeling:**
[ ]  Completely Confident

[ ]  Pretty Good

[ ]  Okay

[ ]  Could be better

[ ]  Nervous/Uncertain

1. **What challenges does the Network face and what advantages does the Network have?**

|  |  |  |  |
| --- | --- | --- | --- |
| **Network Start-up Demands** | **Challenges** | **Advantages** | **Key Stakeholder(s)** |
| 1.        |       |       |       |
| 2.       |       |       |       |
| 3.       |       |       |       |
| 4.       |       |       |       |

1. **On what issues does your Network seem to have significant understanding?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Topics with aligned understanding** | **Membership Consensus? (Yes/No)** | **Topics with a lack of understanding** | **Membership Consensus? (Yes/No)** | **What additional research would be beneficial?** |
| 1.       |  |       |  |       |
| 2.       |  |       |  |       |
| 3.       |  |       |  |       |

***D. What Should We Look Like? Network Board Development***

1. **The Network’s membership structure is:**

|  |  |  |
| --- | --- | --- |
| [ ]  CAHs[ ]  Small Hospitals[ ]  Medium Hospitals[ ]  Large Hospitals[ ]  Rural Health Clinics | [ ]  Behavioral Health Providers[ ]  Schools/School Districts[ ]  Public Health Departments[ ]  Free Clinics[ ]  Physician-Owned Clinics | [ ]  Community Health Centers[ ]  Community-Based Organizations[ ]  Other:       |

1. **Why does this structure make sense for your Network?**
2. **Is there any reason to consider different organizations or members? Who specifically would you add?**
3. **Has the Board Agreement to Serve (Job Description) been created and published?**

[ ]  Yes

[ ]  No

[ ]  Will not use this public agreement

[ ]  Will be developed at a later date

1. **The potential Board Members have been contacted about the opportunity to serve on the Network Board and have they received a copy of the Board Agreement to Serve (Job Description):**
[ ]  Yes, we’re all set

[ ]  In communication with potential Board Members

[ ]  Just starting to contact

[ ]  No

1. **There are Board by-laws and the roles and responsibilities of the Network Board members are clearly identified:**
[ ]  Completely

[ ]  Mostly

[ ]  Generally

[ ]  Roughly

[ ]  Barely

**What remains unclear in terms of Network Board member responsibilities/roles?**

1. **Value Proposition:** **How will the Network provide value to the Board members, and what roles will the members play in and contribute to the Network?**

|  |  |  |
| --- | --- | --- |
| **Network Member Entity/Name** | **Value & Benefit the Network Provides this Member** | **Role this Member Contributes in the Network** |
| 1.       |       |       |
| 2.       |       |       |
| 3.       |       |       |
| 4.       |       |       |

***E. Creating Momentum in the Network: Effective and Engaged Communication***

1. **The vison of the Network is:**
[ ]  Completely clear

[ ]  Defined

[ ]  Getting there

[ ]  An outline

[ ]  Uncertain

**When the Network is one year old, what accomplishment is the membership most confident about?**

**When the Network is one year old, what goal or intention appears the most at risk and may not be accomplished?**

1. **The primary function of the Network is clearly defined (products, services, or value proposition).**
[ ]  Fully

[ ]  Mostly

[ ]  Generally

[ ]  Somewhat

[ ]  Barely

**Describe the primary function and/or purpose of the Network in a short pitch (3-4 sentences):**

1. **The mission of the Network is defined.**
[ ]  Fully

[ ]  Mostly

[ ]  Generally

[ ]  Somewhat

[ ]  Barely

1. **Briefly describe the Network mission:**
2. **What communities are served by the Network? Briefly describe the community support for the Network.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Community Name** | **Benefit to be provided by the Network to the Community** | **Community Support to be provided to the Network** | **Rate (1-5) the probable success of the proposed community support (1 = little, 5 = significant)** |
| 1.       |       |       |  |
| 2.       |       |       |  |
| 3.       |       |       |  |

1. **The Network understands and has identified the primary market or demand for the products and/or services within the identified communities:**
[ ]  Fully

[ ]  Mostly

[ ]  Generally

[ ]  Somewhat

[ ]  Barely

|  |  |  |  |
| --- | --- | --- | --- |
| **Who is in the Market?** | **What might they purchase?**  | **When will they be contacted?** | **Rate (1-5) their potential level of engagement (1 = little, 5 = significant)** |
| 1.       |       |       |  |
| 2.       |       |       |  |
| 3.       |       |       |  |
| 4.       |       |       |  |

1. **The Network is aware of what communication and marketing channels will be utilized to move the products/services to the identified communities:**
[ ]  Fully

[ ]  Mostly

[ ]  Generally

[ ]  Somewhat

[ ]  Barely

1. **What methods will you utilize? Are these tested and evaluated methods? How do you know they will work?**
2. **The Network has developed clear processes for retaining Board Members and limiting turnover:**
[ ]  Completely True

[ ]  Mostly True

[ ]  Somewhat True

[ ]  Not at all

**What are the Key Elements of the Board Retention Plan?**

|  |  |  |
| --- | --- | --- |
| **Elements of the Board Retention Plan** | **Key Date for Action & Responsible Party** | **Anticipated Outcome** |
| 1.       |       |       |
| 2.       |       |       |
| 3.       |       |       |
| 4.       |       |       |

1. **The Board has identified the first year goals:**
[ ]  Fully

[ ]  Mostly

[ ]  Generally

[ ]  Somewhat

[ ]  Barely

1. **The Network Board has created and approved the first year financial projections, including what will be needed to make in order to break even, survive, or thrive:**

[ ]  Fully

[ ]  Mostly

[ ]  Generally

[ ]  Somewhat

[ ]  Barely

1. **Does the Network Board have a contingency plan if the goals or the financial targets are not met?**
[ ]  Yes

[ ]  No

[ ]  Under construction

**What are the key details of this plan including dates for assessment and action?**

1. **The Network Board has a strong conflict resolution process as part of the Board Retention Plan:**

[ ]  Completely True

[ ]  Mostly True

[ ]  Somewhat True

[ ]  Not at all