

Assess Organizational Capacity

Organizational Assessment – Things to Consider



Transportation	Do you have a transportation fleet that can accommodate the number of individuals you serve, taking into account the new grouping structures as they access the community?
	Are you aware of the public transportation that is available in your area and could be a resource for the individuals you support in accessing the community?
	Do your staffs have the correct license endorsements and insurance requirements for the vehicles they will be driving and the type of work they will be doing?
	Are you prepared or do you have a plan in place to support the scheduling needs of transportation (i.e. dispatch system)?



Financial	Will the rate of reimbursement for community services cover the cost to provide the services?
	Are you aware of how the changes to community-based services will impact your financials?
	Have you reviewed each individual's funding/budget to make sure their budget meets their needs?
	Do you have a skilled grant writer on your team to assist with funds development?
	Have you considered what to do with your current workshop space once the transition to the community has occurred?



Staffing (Capacity and Training)	Are you aware of your current requirements for staffing for the models of service(s) you will be providing?
	Do you have enough staff to meet staffing requirements while in the community?
	Are your staff trained and prepared to offer community based supports?
	Do you have staff prepared and trained to develop/increase community resources and job matches for the individuals you support?
	Have you reviewed and updated staff job descriptions and expectations to match the new community requirements?



Community Resources	Are your existing community resources prepared and willing to meet the increased need your programs will have?
	Do you need to develop more employment opportunities for the individuals you support?
	Do you need to develop more volunteer opportunities for the individuals you support?
	Do you need to develop more recreational opportunities for the individuals you support?
	Do you have dedicated staff that are experienced in site development and relationship building who can develop additional opportunities if they are needed?



Buy In	Have you considered strategies to address buy?
	Are the individuals you support feeling positive about the change to the community-based opportunities?
	Are your staffs feeling positive about the change to community-based opportunities?
	Are the families of the individuals you support feeling positive about the change to community-based opportunities?
	Do you have stakeholders that do not want the sheltered workshops to close?
	Has anyone from your leadership team worked with community leaders to inform them of the upcoming changes in their communities?



Funders	Are you currently working with your funder to make sure that you have all approvals in place to move forward with the process?
	Are your funders aware of your timeline?
	Do you have a clear understanding of all regulations regarding the services you will be providing, including documentation?
	Are you aware of all current, relevant legislation impacting your services?



Individuals Served	Do you have an understanding of the individual goals and preferences of the people you support?
	Are you equipped to meet individual's protocols while out in the community?
	Do you have a method to collect information regarding individual's satisfaction with their supports?
	Have you thought about how staff will access individual's protocols while out in the community?