



## Coalition Functioning Instrument Data Collection Protocol

### To get valid results from the Coalition Functioning Instrument:

- The questionnaire should be completed by **everyone** in your coalition who is **familiar with the way the coalition works**
- Do **not** limit the survey to your coalition's board or leadership team.
- Do **not** exclude active participants who may have problems or concerns about your coalition
- **Do not exclude people who are very busy since the questionnaire takes only about 15 minutes to complete**
- Provide all respondents with basic instructions for completing and returning the questionnaire, using a method that assures **anonymity**
- Apply a **30-day time period for completion** of questionnaires
- Count the number questionnaires received at a set interval or intervals (e.g., at the two-week point or weekly) and send out reminder emails and/or post reminder notices to bolster the response rate
- Be sure a **minimum of five** people have completed the questionnaire
- Cut off accepting completed questionnaires when the 30-day time period expires
- Enter the ADHS Core Measures portion of the survey (pages 1-4) into the ADHS online database

### After your evaluator at The Partnership analyzes the surveys and provides you with a customized report of results and recommendations, you should:

- Distribute the report to everyone in your coalition
- Discuss the findings together
- Use the recommendations to guide your coalition's future capacity building activities