Based on your experience, please complete the following inventory as a self-assessment tool to evaluate the strengths of your coalition and its stage of development. Using the assessment scheme on the instrument, check the box that best corresponds to your rating of that particular characteristic. Based on your coalition's stage of development, *you may be unable to rate each characteristic*.

Take Home Lessons from the CEI

- What stage is your coalition in now?
- In what areas does your coalition excel (i.e., in which major categories did your coalition receive scores of "2")?
    1.
    2.
    3.
- In what areas does your coalition need to improve (i.e., in which major categories did your coalition receive scores of "0" or "1")?
    1.
    2.
    3.
- What specific and feasible steps should your coalition take to address the challenges identified in the question above?
    1.
    2.
    3.

Coalition Effectiveness Inventory (CEI)

Self-Assessment Tool

Name of Coalition: _____   Name of Rater: _____

Date of Assessment: _____   Score: _____

ASSESSMENT SCHEME: Check one choice for each characteristic	
0	Characteristic is absent
1	Characteristic is present but limited
2	Characteristic is present
N/A	Characteristic not applicable at this stage of coalition

Coalition Characteristics	Assessment				
I. Coalition Participants	**0**	**1**	**2**	**N/A**	**Score 0-2**
Lead Agency					
1. Decision-makers are committed to and supportive of coalition					
2. Commits personnel and financial resources to coalition					
3. Knowledgeable about coalitions					
4. Experienced in collaboration					

5. Replaces agency representative if vacancy occurs					
Staff					
1. Knowledgeable about coalition-building process					
2. Skillful in writing proposals and obtaining funding/resources					
3. Trains members as appropriate					
4. Competent in needs assessment and research					
5. Encourages collaboration and negotiation					
6. Communicates effectively with members					

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Coalition Characteristics	**Assessment**				
	0	1	2	N/A	Score 0-2
Leaders: **(Chairs and Vice-Chairs of Steering and Standing Committees)**					
1. Committed to coalition's mission					
2. Provide leadership and guidance in maintaining coalition					
3. Have appropriate time to devote to coalition					
4. Plan effectively and efficiently					
5. Knowledgeable about content area					
6. Flexible in accepting different viewpoints					
7. Demonstrate sense of humor					
8. Promote equity and collaboration among members					
9. Adept in organizational and communication skills					
10. Work within influential political and community networks					

Coalition Characteristics	0	1	2	N/A	Score 0-2
11. Competent in negotiating, solving problems and resolving conflicts					
12. Attentive to individual member concerns					
13. Effective in managing meetings					
14. Adept in garnering resources					
15. Value members' input					
16. Recognize members for their contributions					
Members					
1. Share coalition's mission					
2. Offer variety of resources and skills					
3. Clearly understand their roles					
4. Actively plan, implement and evaluate activities					
5. Assume lead responsibility for tasks					
6. Share workload					
7. Regularly participate in meetings and activities					

Coalition Characteristics	Assessment				
	0	1	2	N/A	Score 0-2
Members (continued)					
8. Communicate well with each other					
9. Feel a sense of accomplishment					
10. Seek out training opportunities					
II. Coalition Structures					
1. Bylaws/rules of operation					
2. Mission statement in writing					

3. Goals and objectives in writing					
4. Provides for regular, structured meetings					
5. Establishes effective communication mechanisms					
6. Organizational chart					
7. Written job descriptions					
8. Core planning group (e.g., steering committee)					
9. Subcommittees					
III. Coalition Processes					
1. Has mechanism to make decisions, e.g., voting					
2. Has mechanism to solve problems and resolve conflicts					
3. Allocates resources fairly					
4. Employs process and impact evaluation methods					
5. Conducts annual action planning session					
6. Assures that members complete assignments in timely manner					
7. Orients new members					
8. Regularly trains new and old members					

IV. Stages of Coalition Development	Assessment				
	0	**1**	**2**	**N/A**	**Score 0-2**
Formation					
1. Permanent staff designated					
2. Broad-based membership includes community leaders, professionals, and grass-roots organizers representing target population					
3. Designated office and meeting space					
4. Coalition structures in place					

Implementation					
1. Coalition processes in place					
2. Needs assessment conducted					
3. Strategic plan for implementation developed					
4. Strategies implemented as planned					
Maintenance					
1. Strategies revised as necessary					
2. Financial and material resources secured					
3. Coalition broadly recognized as authority on issues it addresses					
4. Number of members maintained or increased					
5. Membership benefits outweigh costs					
6. Coalition accessible to community					
7. Accomplishments shared with members and community					
Institutionalization					
1. Coalition included in other collaborative efforts					
2. Sphere of influence includes state and private agencies and governing bodies					
3. Coalition has access to power within legislative and executive branches of agencies/government					
4. Activities incorporated within other agencies/institutions					
5. Long term funding obtained					
6. Mission is refined to encompass other issues/populations					