Phase 1: The Pre-assessment Preparation

This section describes the necessary activities that agency leadership shall complete before assessment begins. The goal of this section is to identify reasons the agency/leadership chose to assess for gender responsivity (motivation) and determine information available about the female clients[1] (site readiness).

Pre-assessment Preparation
In this first phase, agency leadership will:
- Determine Motivation & Site Readiness
- Select a Project Coordinator
- Identify a Project Team

Motivation and Readiness
The facility or program management staff, or those who made the decision to implement the GRPPA, are strongly encouraged to present a clear message to the project team related to motivation. Understanding why your agency, program or correctional facility is pursuing implementation of the GRPPA is a critical first step to long-term project success. Identifying the precise reasons will help foster a cohesive project team that is focused on short- and long-term desired outcomes, with each team member clear about the purpose of their work and their role in meeting objectives.

> *How?*
> Ask/answer these questions:
> 1. What are the driving factors behind your decision to implement the GRPPA?
> 2. What changes or outcomes do you desire as a result of this project?
>
> {Once the team is selected and assembled, the leadership should provide an overview that includes a mission statement and desired short- and long-term outcomes.}

Determining site readiness will help the team understand the sources of information that may be available and uncover barriers to successful implementation. How do you know your site is ready? Three critical pieces are needed to be able to adequately administer the GRPPA:
- Willing participants to be members of the Project Team,
- Reliable data and information (e.g., number of women served, demographic information, policies and procedures, staff training records), and
- Ability to overcome organizational barriers that can make facilitation of the GRPPA difficult (i.e., if specific clearances are needed for team members to access data, this will need to be addressed prior to facilitation). If information is not easily accessible because other agencies or programs are involved, then connections with those agencies should be made before proceeding to address project needs.

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[1] Justice involved woman.

> *How?*
> Begin by answering the following questions:
> 1. What types of information will you need?
> 2. Do you have data regarding the population of women you serve?
> 3. Do you have data regarding the appropriateness and/or effectiveness of the services you offer to women?
> 4. Where is the data/information stored? How accessible is it?
> 5. Who will be willing to participate in this project?
> 6. Will most of the staff be supportive?
> 7. What internal policies or practices will limit the team's ability to facilitate the GRPPA?

Selecting a Project Coordinator

The project coordinator should be someone with demonstrated knowledge and commitment to promoting gender-responsive practices AND effective project management skills. It is important to consider how much time your site will dedicate to this project so that the Project Coordinator and Project Team can be prepared. The completion time for activities will vary from site to site. Time estimates for each activity are provided as a guideline, but only the Project Team will be able to fully determine how long each component will take.

> The project coordinator will be responsible for the following activities:
> 1. Familiarization with web-based protocol
> 2. Organize all team meetings and agendas
> 3. Obtain and facilitate pre-assessment team activities, specifically:
>   a. Preparation and distribution of recommended materials
>   b. Coordination of NIC E-learning web-based training for project team (if so desired)
>   c. Facilitate a review of the GRPPA
> 4. Review all processes with team members
> 5. Draft and distribute site plan for GRPPA facilitation
> 6. Record all consensus scores and selected priority areas
> 7. Lead the development of action plans and presentations
> 8. Schedule and lead presentation of findings and recommendations
> 9. Finalize action plans for agency leadership

Identify the project team

Depending on the size of the program, agency or correctional facility, the number of project team members should range from 3 to 5 individuals, appointed by the Executive Director, or his/her designee.

The team shall include at least one staff from the following areas:
- Directors, Deputy Directors and/or lead managers from the site, who have decision making authority
- Staff responsible for programming, training, and/or quality assurance
- Staff who have daily client contact (including custody staff or supervising staff representative).
- Additional team members may be included on an ad hoc basis for a specific domain if needed.

Activity	Pre-Assessment Activities Work Plan	Estimated Time
Determine Motivation & Site Readiness	Agency leadership uncovers the reasons for engaging in the GRPPA project. Explore these questions: • What are the driving factors behind your decision to implement the GRPPA process? • What changes or outcomes do you desire as a result of this project? Once the selection of the project team and the project coordinator is completed, provide the answers to these questions to support the team's understanding of the purpose and intended outcome of this project. Agency leadership begins determining site readiness by thinking about the availability of data, willingness of staff, and consideration of operational barriers to a successful project roll-out. Begin by answering the following questions: • What types of information will be needed? • Do you have data regarding the population of women you serve? • Do you have data regarding the appropriateness and/or effectiveness of the services you offer to women? • Where is the data/information stored? How accessible is it? • Who will be willing to participate in this project? • Will most of the staff be supportive? • What internal policies or practices will limit the team's ability to facilitate the GRPPA? Address any barriers that are discovered and can be immediately addressed. Advise the team about information that cannot be accessed.	2-3 hours

Select a Project Coordinator	Agency leadership identifies a person within the site who has demonstrable project management skills and knowledge of gender-responsive principles. Be sure that this person has the time to dedicate to this project, based on a review of the time estimates provided. Ideally, this person would be asked to serve in this role, willingly agrees, and is then appointed.	1 hour
Identify the project team	Agency leadership appoints 3 – 5 people to participate in on the Project Team. At least one person from the following areas should be selected: i. Directors, Deputy Directors and/or lead managers from the site, who have decision making authority ii. Staff responsible for programming, training, and/or quality assurance iii. Staff who have daily client contact. iv. Specific Domain Leaders may be assigned domains to lead at the meetings. v. Ad hoc members may be necessary for a specific domain related task or discussion and could include members of the supervised population. Be sure that those selected have an opportunity to review time estimates for each project component. Ideally, they would be asked to serve in this role, willingly agree, and then appointed.	1 hour