**Readiness Assessment for Adopting Diabetes Programming**

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| **Factor** | **Key Questions** | **Rating on a Scale of 1-5 (1=“Not at all ready” to 5=“Very ready”)** | **Notes** |
| **Internal Factors** | | | |
| **Facilities, equipment, and infrastructure** | * Does your organization have the space, equipment, and other resources needed to administer a diabetes program? * Resources for education/support programs may include dedicated class space, tables/chairs, laptops, projectors, and printing equipment * Resources for food-based programs may include refrigeration/storage, distribution space, and access to affordable, diabetes-appropriate food options |  |  |
| **Funding** | * What would it cost to administer a diabetes program (consider factors such as staffing, equipment, food purchases, and other resources)? * Does your organization have that funding available or mechanisms to attract that funding? * Can funding be sustained into the future? |  |  |
| **Human resources** | * Do you currently have staff with the skills and knowledge needed for a diabetes program (e.g., diabetes knowledge, nutrition expertise, understanding of the local community), or the ability to hire such staff? * Do current staff have the capacity to work on a new program? * Is there a highly engaged champion who is interested and available to take the lead on this new program? * Do you have volunteers available to assist in implementation? * Do you have staff who are able to serve participants with different language and cultural needs? |  |  |
| **Leadership buy-in/support** | * Do you have leadership interest or buy-in for implementing diabetes services? * Do you have a pathway toward building buy-in? |  |  |
| **Evaluation** | * Does your organization have evaluation processes already in place? Do you have evaluation tools available to use? * Does your organization have staff with evaluation expertise or access to people with such expertise? |  |  |
| **Cultural appropriateness** | * Does your organization have a good understanding of the priority population you’re trying to reach, or do you have ways to gain that understanding? * Do you have resources available for participants who have different needs in areas like language and culture, or an ability to develop such resources? * Are you able to reach individuals who are particularly impacted by diabetes (e.g., American Indian/Alaska Native, Asian, Black, and/or Hispanic communities)? * How can you tailor your program approach to ensure cultural appropriateness for the audiences reached (e.g., providing and/or educating participants about foods that are culturally relevant)? |  |  |
| **External Factors** | | | |
| **Community need** | * How many people in the community have diabetes? * Are there enough people to justify starting a diabetes program? * Are there diabetes services already available in the community or are there unmet needs? * Do you have methods available to understand the needs of your priority population and to ensure that your program approach aligns with those needs, including those of communities disproportionately affected? |  |  |
| **Partnerships** | * What existing partnerships do you have to facilitate implementation of a diabetes program (e.g., healthcare providers for referrals)? * Are there other opportunities for partnerships in the community? * What types of foods are you currently providing through your food bank, and do these foods fit a diabetes-appropriate diet? Do you have relationships with partners (e.g., food retailers) that could provide those foods? * Do you have partners that can help you to reach priority audiences? |  |  |
| **Community buy-in/support** | * Do you have trust and buy-in from community members with diabetes who might participate in programming? |  |  |
| **Ability of people to participate/accessibility** | * Is there public transportation or other transportation options for people to travel to the location where services will be provided? * Are you able to provide programming at times that accommodate the schedules of potential participants? * Does your organization provide an inclusive environment for people with disabilities? (e.g., resources for people who are deaf or hard of hearing or who are blind or have low vision) * Are your facilities accessible for individuals with physical disabilities? (e.g., accessible entryways and bathrooms for people who use a wheelchair or mobility device) * Do you have trust and buy-in from community members with diabetes who might participate in programming? |  |  |