

Agency Readiness Checklist

Case Management Readiness	Yes	No	Comments Next Steps
1. Does your agency provide case management services?			
2. Do you have staff with experience providing case management?			
3. Do you have staff with experience in strengths-based service delivery?			
4. Do you have the resources to obtain additional case management and strengths-based service delivery training and education for staff?			
HIV/AIDS Readiness	Yes	No	Comments Next Steps
1. Does your agency provide services to people living with HIV/AIDS (PLWHA)?			
2. Does your staff have knowledge of and experience providing services to PLWHA?			
3. Have you identified additional training and educational resources to increase staff capacity and knowledge of providing services to PLWHA?			
4. Do you have the resources to obtain additional HIV/AIDS training and education for staff?			
Agency Readiness	Yes	No	Comments Next Steps
1. Do you have funding for ARTAS?			
2. Do you have support from your Board of Directors and key agency staff for the intervention?			
3. Do all agency staff have an understanding of the importance, content, and mission of ARTAS?			
4. Do you have staff who can implement ARTAS? <i>Program Director/Manager</i> <i>LC Supervisor</i> <i>Evaluator</i> <i>LC(s)</i> <i>Contracts Manager (if necessary)</i>			
5. Have your staff (specifically LC Supervisor and LCs) participated in the ARTAS training?			
6. Have you identified additional training needs (communication skills, cultural competency)?			
7. Have you identified agency policies/procedures that may need to be revised to support ARTAS?			
8. Do you have office space for the staff of ARTAS?			
8(a) Is there office space for LCs at the referral sites, if desired?			
9. Do you have the supplies and equipment to implement ARTAS? Examples include computers and cell phones/pagers for LCs.			
10. If necessary, do you have the capacity to develop a monitoring and evaluation plan?			
11. If necessary, do you have the technological capacity to collect and analyze data?			
12. If necessary, are staff proficient in the software necessary for these activities?			

13. Will you be required to clear an Institutional Review Board (IRB)? If so:			
13(a) Do you have an IRB?			
13(b) Do you have the capacity or history of working with an IRB?			
Community Readiness	Yes	No	Comments Next Steps
1. Do you have relationships with potential community partners such as HIV testing sites, medical providers, case management services, and other support services?			
2. Do you have clear, specific ARTAS-related roles for community partners within the community's system of care?			
3. Do you have formal contracts and/or established referral protocols with existing community partners? <i>These can be a starting point to launch ARTAS.</i>			
4. If necessary, have you identified resources in the community to secure transportation subsidies or incentives for clients?			
5. If necessary, do you have staff or a consultant who can create marketing materials to promote ARTAS to community partners?			