



# ALLIES AGAINST ASTHMA CONTEXT SURVEY

## Description

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The Context Survey can be used to conduct a semi-structured interview to collect both quantitative and qualitative information about coalition structure and functioning and the focus of coalition efforts. It also gathers information about the social, cultural and political environment of the community in which the coalition operates. The survey can be administered to coalition members and staff as a telephone or face-to-face interview.

## Development and Conditions of Use

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Developed by Allies Against Asthma, 2003.

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## Contact Information

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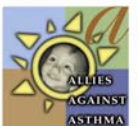
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Allies Against Asthma is a national project supported by the Robert Wood Johnson Foundation. Direction and technical assistance is provided by the National Program Office at the University of Michigan Center for Managing Chronic Disease.



## COALITION SELF-ASSESSMENT SURVEY (CSAS) CONTEXT SURVEY

Today's date:

Coalition:

Names of interviewees:

**Interviewer read:** The purpose of this survey is to characterize the current environment, context, and structure of your coalition

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1. On what date did the 2nd follow-up administration of CSAS begin?
  2. On what date did the follow-up period end?
  3. How many members qualified for the first follow-up administration (attended two or more meetings in the 12 months prior)?
  4. Describe the non-responders.
  5. What was the total number of respondents for the 2nd follow-up administration?
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6. Briefly describe the **major focus of coalition efforts:**

*Probe: Stage of development*

7. How are **decisions made** within the coalition?

*Probes: Brought to a general meeting? Made within committees, etc?*

8. Please describe any changes to the **structure** of the coalition (e.g. organization of committees) at the time of the second follow-up administration of CSAS.

*Probe: Approximate number of individuals who serve on each of the committees.*

9. During previous context interviews, we asked about a set of items<sup>1</sup> related to specific characteristics of coalition structure. We are interested if there have been any changes related to these characteristics at the

present time. For each item, please indicate whether or not the characteristic was **in place (yes), in process, or not in place (no)**.

<b>COALITION STRUCTURE</b>	<b>No</b>	<b>In Process</b>	<b>Yes</b>
	<b>1</b>	<b>2</b>	<b>3</b>
a. Bylaws/rules of operation			
b. Mission statement in writing			
c. Goals and objectives in writing			
d. Regularly scheduled meetings (with agendas) <i>Probe: who sets the agenda?</i>			
e. Effective communication mechanisms (e.g. newsletters, minutes)			
f. Organizational chart			
g. Written job descriptions			
h. Core planning group (e.g. steering or executive committee)			
i. Subcommittees			

1. Butterfoss, F. D., Coalition Effectiveness Inventory (CEI) Self-Assessment Tool . Center for Pediatric Research; Center for Health Promotion, South Carolina DHEC, 1994. Revised 1998.

10. Since the 2<sup>nd</sup> follow-up administration of CSAS, please describe any changes to the coalition’s **leadership**:

- Probes: How many are in leadership positions?*
- How are leaders chosen? (e.g. rotating schedule)*
- Are there opportunities for training new leaders?*
- Are incentives provided for those who take on leadership roles?*

11. We would like to get a sense of the people with **decision-making power** within their organization that are involved in or have influence on the coalition. They may or may not be “members” of the coalition or go to meetings.

*Probes: If they do not come to coalition meetings, how do you get access to them?  
Through another member, or through some other relationship?*

*“Some come to meeting and have direct decision making power on behalf of their organization --  
Would people who are sitting at coalition meetings have access to their organization’s resources  
so that they could come back to the coalition and commit resources on behalf of their  
organization?”*

*Does the coalition have relationships outside of the coalition members that they go to, or do most  
of the resources that come through the coalition come through the membership?*

12. Please describe any changes over the past year to your **coalition’s staffing**:

*Probes: How many? Background, skills?*

*How do staff view their role in the coalition? (e.g. sit on committees or staff committees)*

13. Were there any changes to the **role of the administrative agency** in relationship to the coalition at the time of the second follow-up administration of CSAS?

*Probes:*

*-Does the administrative agency manage the finances on behalf of the coalition?*

*-Are they members of the coalition?*

*-Do they serve as facilitators or conveners of the coalition?*

*-Both?*

*Probes:*

*Do staff identify as:*

*-Staff of the coalition?*

*-Staff of the administrative agency?*

*-Both?*

14. Were there **any events** in the previous that may have had a major impact on coalition dynamics?

*Interviewer: Keep focused on big events and only on the year prior to CSAS first follow-up  
administration.*

*Probe: Any disappointing events?*

15. Do you have any comments about the **social, cultural, political, and/or economic environment** embedded in the community the coalition operates from around the time of the second follow-up administration of CSAS?

16. Describe your stage of **coalition readiness** at this time.

(Readiness defined as having existing interorganizational networks, sense of trust, ability to come together and make decisions, history of collaboration)

*Probes:*

*How much of the work did the coalition have to do to try to create some of these relationships?*

*What changes occurred because of the coalition? If the coalition went away, what would be the readiness in the community of some of these organizations to work together based on the work that the coalition has done?*

17. How do you think the work of the coalition for childhood asthma is **different from stand-alone programs**?

18. Describe any **lessons learned** in terms of the coalition and its work.

19. Do you have any **other comments** that might help us understand the environment, structure or context of your coalition at the time of the second follow-up administration of CSAS?



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