

SAKI Purpose Area 5: Developing and Implementing a Sustainability Plan – Phase 3

Prioritizing Efforts Worksheet

The purpose of this worksheet is to help the National Sexual Assault Kit Initiative (SAKI) Purpose Area 5 (PA5) grantees identify which parts of their SAKI program can and should be continued.

Prioritization of efforts follows seven steps.

Step 1: List all programmatic activities.

Include

- ◆ Each activity funded by your SAKI project. Be sure to include project management tasks (e.g., collecting data) in addition to larger activities (e.g., hosting working group meetings).
- ◆ The key elements of each activity (e.g., internal monthly meetings, material development, scheduling trainings, data collection).
- ◆ The main person and/or role responsible for each activity and those empowered to approve the activity.
- ◆ Other key players for each activity who may be impacted by decisions related to sustainability (e.g., a partnering agency).

Step 2: Document each activity's current impact.

Consider

- ◆ Metrics currently included on your performance metric tool (e.g., number of victims served).
- ◆ Other metrics tracked by the grantee agency, but not included on your performance metric tool (e.g., specific referrals to a partner agency).
- ◆ Impact on staff morale (e.g., if staff find this activity exciting or rewarding).

Step 3: Document each activity's current cost.

Consider

- ◆ Fiscal cost (e.g., multidisciplinary team [MDT] members not funded by SAKI or SAKI-affiliated costs such as meeting location expenses).
- ◆ Time required.
- ◆ Space required, including physical and digital.
- ◆ Number of staff needed.
- ◆ Impact on staff morale (e.g., if staff find this activity taxing or challenging).

Step 4: Explore what would happen if the activity were continued.

Consider

- ◆ Could the activity continue as it is? Could it grow? Or does the activity need to decrease in scope?
- ◆ Do current staff have capacity for this activity? Would someone new need to be hired to continue or grow the activity? Who would be responsible for continuing the activity long-term?
- ◆ What is the contingency plan should a position be vacated? Who would take over if someone left?
- ◆ Are there funding mechanisms in place to sustain current activities, such as a general funds appropriated by legislation? Are there additional funding sources to help sustain these activities?

Step 5: Explore what would happen if the activity were not continued.

Include

- ◆ Could a different agency take on this work? Is there another agency already doing this work?
- ◆ Would survivors be impacted? How so?
- ◆ Are there unintended consequences for ending the activity?
- ◆ Could staff effort be more efficiently used on another activity?

Step 6: Plot each activity on the Matrix Map (next page).

Include

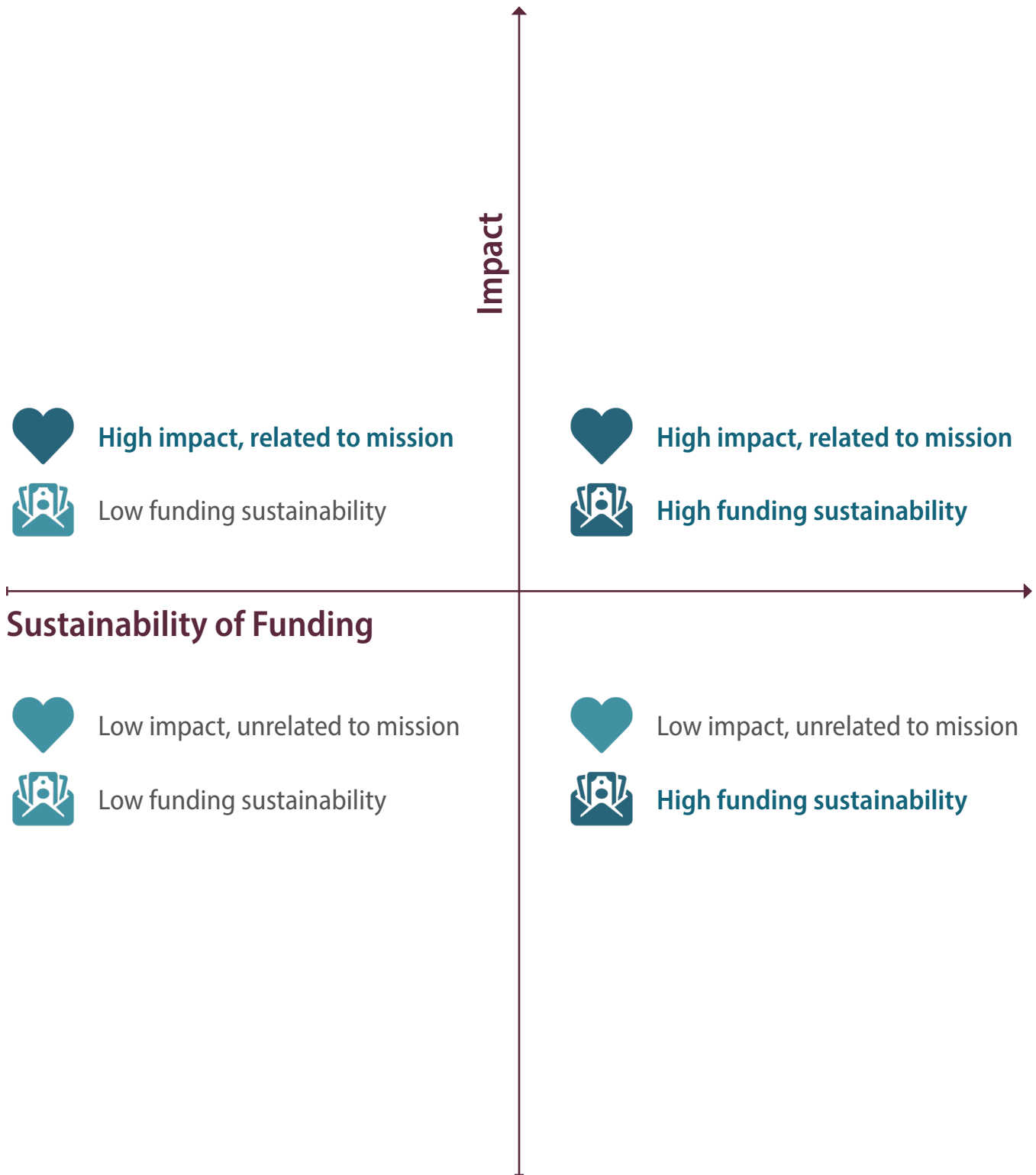
- ◆ Is this activity related to your team's mission?
- ◆ Are these activities impactful?
- ◆ Does the activity have a known, sustainable funding source? Does the cost of sustaining the activity present challenges?

Step 7: Evaluate whether effort should be put toward sustaining the activity.

Include

- ◆ Is this program successful?
- ◆ Are the intended goals being met?
- ◆ Is the outcome worth the effort put into it?
- ◆ How much more time and resources would be necessary to get this activity to a sustainable place?

Figure 1. Matrix Map



Activity 1:

Person responsible for the activity	
Key players	
Activity elements <i>Examples: MDT meetings, material development, scheduling training events</i>	
Current impact <i>Examples: number of sexual assault kits (SAKs) inventoried and tested, number of victims notified, impact on staff morale</i>	
Current cost <i>Examples: fiscal cost, time required, space required, number of staff needed, translation services, impact on staff morale</i>	
What would happen if this activity continues? <i>Consider: Could the activity be maintained as is? Could it be scaled up? Would the activity need to decrease in scope? Who would be responsible for continuing the activity long-term?</i>	
What would happen if this activity were not continued? <i>Consider: How is each agency impacted by this? Could another agency take on this work? Are there unintended consequences of ending the activity?</i>	
Should effort be put toward sustaining this activity? <i>Consider: Is this program successful? Are you meeting your intended goals? Is the outcome worth the effort that you put in? How much more time and resources are necessary to be where you want to be with this program?</i>	

Activity 2:

Person responsible for the activity	
Key players	
Activity elements <i>Examples: MDT meetings, material development, scheduling training events</i>	
Current impact <i>Examples: number of sexual assault kits (SAKs) inventoried and tested, number of victims notified, impact on staff morale</i>	
Current cost <i>Examples: fiscal cost, time required, space required, number of staff needed, translation services, impact on staff morale</i>	
What would happen if this activity continues? <i>Consider: Could the activity be maintained as is? Could it be scaled up? Would the activity need to decrease in scope? Who would be responsible for continuing the activity long-term?</i>	
What would happen if this activity were not continued? <i>Consider: How is each agency impacted by this? Could another agency take on this work? Are there unintended consequences of ending the activity?</i>	
Should effort be put toward sustaining this activity? <i>Consider: Is this program successful? Are you meeting your intended goals? Is the outcome worth the effort that you put in? How much more time and resources are necessary to be where you want to be with this program?</i>	

Activity 3

Person responsible for the activity	
Key players	
Activity elements <i>Examples: MDT meetings, material development, scheduling training events</i>	
Current impact <i>Examples: number of sexual assault kits (SAKs) inventoried and tested, number of victims notified, impact on staff morale</i>	
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What would happen if this activity were not continued? <i>Consider: How is each agency impacted by this? Could another agency take on this work? Are there unintended consequences of ending the activity?</i>	
Should effort be put toward sustaining this activity? <i>Consider: Is this program successful? Are you meeting your intended goals? Is the outcome worth the effort that you put in? How much more time and resources are necessary to be where you want to be with this program?</i>	

Activity 4:

<p>Person responsible for the activity</p>	
<p>Key players</p>	
<p>Activity elements <i>Examples: MDT meetings, material development, scheduling training events</i></p>	
<p>Current impact <i>Examples: number of sexual assault kits (SAKs) inventoried and tested, number of victims notified, impact on staff morale</i></p>	
<p>Current cost <i>Examples: fiscal cost, time required, space required, number of staff needed, translation services, impact on staff morale</i></p>	
<p>What would happen if this activity continues? <i>Consider: Could the activity be maintained as is? Could it be scaled up? Would the activity need to decrease in scope? Who would be responsible for continuing the activity long-term?</i></p>	
<p>What would happen if this activity were not continued? <i>Consider: How is each agency impacted by this? Could another agency take on this work? Are there unintended consequences of ending the activity?</i></p>	
<p>Should effort be put toward sustaining this activity? <i>Consider: Is this program successful? Are you meeting your intended goals? Is the outcome worth the effort that you put in? How much more time and resources are necessary to be where you want to be with this program?</i></p>	

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