



DEPARTMENT OF  
INTELLECTUAL AND  
DEVELOPMENTAL DISABILITIES

ENABLING TECHNOLOGY  
READINESS SELF ASSESSMENT

Provider	Completed by	Date

Check **ALL** boxes that pertain to your organization’s interest in Enabling Technology Projects:

- Agency Transformation
- Expansion of Current Projects, if applicable
- Starting and Enabling Technology Project

This assessment is to be completed by individuals representing at least three levels of the organization – executive, middle management and direct support. For each item, rate your organization 1-5, 5 being the highest. It explores the following areas of organizational readiness:

- Vision & Culture
- Experience
- Technical & Human Resource Support
- Organizational Flexibility
- Training and Assistance
- Commitment to Evaluation of Results
- Level of Awareness and Receptiveness

The Department is not looking for perfect ratings; rather, ratings that are the result of a thoughtful process.

**In addition to the Self-Assessment, a letter of application** must be submitted on the organization’s letterhead, with signatures of the organization’s director or other senior manager and the Board Chair. The letter should address the following information:

- Identify the services your organization provides to individuals with Intellectual and/or Developmental Disabilities, the number of individuals served each year, and the number of staff employed.
- Describe your organization’s interest and details of the necessary commitment to participate in this Transformation Project.
- Confirm that 100% of upper management will participate and that all staff working for a program that is participating in the Transformation Project will go through the trainings throughout the year.
- Describe the roles, if any, of your organization’s Human Resources, Finance and/or other back office departments, (see 3.2 below).
- Define how many internal Technology Champions your organization believes will be needed for a successful Transformation, and why.



DEPARTMENT OF  
INTELLECTUAL AND  
DEVELOPMENTAL DISABILITIES

- Describe how your organization’s board members will participate.
- If your organization has relevant experience in either creating change projects in general or with the use of Enabling Technology, (see Section 2 below), please note this experience in your letter of application.
- Define your organization’s level of commitment to mentor other provider organizations’ efforts to adopt Enabling Technology.
- How can your organization educate the community-at-large about Enabling Technology, including families and other constituents?

**Vision and Culture**

1.1	The organization has a defined Enabling Technology strategy.	1	2	3	4	5
1.2	There is organizational knowledge of best practices for utilizing Enabling Technology.	1	2	3	4	5
1.3	The organization understands the challenges of implementing a technology transformation project.	1	2	3	4	5
1.4	Key individuals understand that a change needs to happen, agree that a change will be effective, and see its potential for success.	1	2	3	4	5
1.5	Project staff is empowered to make decisions without manager involvement and are accountable for their work.	1	2	3	4	5
1.6	A focus on satisfying customer needs is a core reason for pursuing Enabling Technology.	1	2	3	4	5
1.7	The change goals that are most important to senior management have been clearly identified.	1	2	3	4	5
1.8	The organization uses multiple communication channels to routinely and effectively communicate with employees.	1	2	3	4	5
1.9	The organization’s culture (i.e., its deeply held beliefs, values, and assumptions) is open and receptive to new ideas, innovation and change.	1	2	3	4	5

**Experience**

2.1	The organization has previously developed and completed comparable change projects.	1	2	3	4	5
2.2	The organization has demonstrated skill at breaking larger efforts into manageable pieces that are then assigned and worked to completion.	1	2	3	4	5
2.3	There are personnel resources who have previously worked on a comparable project which can be leveraged.	1	2	3	4	5
2.4	Previous projects were completed in a way that met the stated objectives.	1	2	3	4	5



DEPARTMENT OF  
INTELLECTUAL AND  
DEVELOPMENTAL DISABILITIES

### Technical & Human Resource Support

3.1	The organization has decision making processes, policies, procedures and protocols in place to support the project.	1	2	3	4	5
3.2	The organization has back-office processes in place to support the project? (e.g., HR, procurement, budget, IT, etc.)	1	2	3	4	5
3.3	The organization is committed to dedicate sufficiently skilled and knowledgeable team members for the duration of the project.	1	2	3	4	5
3.5	The organization's leadership encourages collaboration.	1	2	3	4	5
3.6	The organization is prepared to contribute resources in order to form a multi-disciplinary project team.	1	2	3	4	5
3.7	The team has the tools to demonstrate value and progress associated with the effort; (e.g., status reporting).	1	2	3	4	5

### Organizational Flexibility

4.1	Is the organization comfortable with changing the priority or the order of delivery of requirements during the project in response to new information?	Yes	No
4.2	Is the organization comfortable with the project deliverables changing in response to new information?	Yes	No
4.3	Is the organization comfortable with the implementation strategy changing in response to new information?	Yes	No
4.4	Is the organization committed to developing a unified high-level project scope (the vision, objectives, and key results)?	Yes	No
4.5	Have the implications of the change goals been clearly identified (e.g., reduction in staff, increase in staff, training requirements)?	Yes	No

### Training and Assistance

5.1	Will the project be able to secure resources that have relevant in-depth knowledge and experience?	Yes	No
5.2	Will the stakeholders and management have access to the necessary knowledge and experience to support delivery?	Yes	No
5.3	Will the resources have an understanding of the level of effort required to complete this project?	Yes	No
5.4	Will there be ongoing mentoring and training to support the resources and project where needed?	Yes	No
5.5	Does the organization have any resources who have previously worked on a similar venture?	Yes	No
5.6	Are the human resources comfortable being part of teams where their role may change based on what is needed and their skillset?	Yes	No



DEPARTMENT OF  
INTELLECTUAL AND  
DEVELOPMENTAL DISABILITIES

**Commitment to Evaluation of Results**

6.1	Does the organization have the necessary resources allocated to conduct outcome and stakeholder satisfaction evaluations?	Yes	No
6.2	Is the organization committed to understanding the needs of the current and prospective users?	Yes	No
6.3	Is the leadership of the organization (stakeholders and management) willing to support the findings that have been gathered by undergoing outcome and satisfaction evaluation?	Yes	No

**Level of Awareness and Receptiveness**

7.1	Are Individuals Served and Families aware of Enabling Technology as a support option?	Yes	No
7.2	Are Individuals Served and Families receptive to Enabling Technology as a support option?	Yes	No