

APPENDIX M-2

AGENCY/ORGANIZATIONAL ANALYSIS

A comprehensive, yet concise descriptive analysis of your clinical site will be required to accelerate your knowledge of, and operational effectiveness in, your agency/organization. While the below information needs to be incorporated into the analysis report, one should not present the responses in a bulleted format, but type the responses following the latest edition of the APA Publication Manual.

1. Agency name, address, phone number, service hours.
2. Identify formal mission and goals.
3. What programs are available to accomplish these goals?
4. Whom do these programs serve (consumers)?
5. What restrictions exist (Who can and cannot be served? What services can and cannot be offered)?
6. What kinds of problems do consumers bring to you?
7. Compare the formal mission and goals to the operational realities evidenced by:
 - a. intake process and attitude toward clients
 - b. actual expenditures
 - c. range and types of programs
 - d. staff patterns
 - e. program planning efforts(are the mission/goals and operational realities consistent or not? Explain briefly.)
8. Diagram the formal and informal organizational structure (including advisory or governance bodies). Which gets used more and how do you work within this system?
9. What are the agency's/organization's primary funding sources? Are these being affected by federal and state budget cutbacks?
10. Concluding comments/observations made as a result of your field work and/or completion of this type of analysis.