

EAAT CENTER RESEARCH READINESS CHECKLIST©

Developed by Nancy Paschall, incorporating Shoffner, A, Gabriels R. Therapeutic Horseback Riding Intervention Manual. In Denver, CO: University of Colorado and Children’s Hospital Colorado; 2008, and B. Caitlin Peters, Ph.D., OTR/L
November 10, 2019

	SITE NAME:	DATE			REVIEWER
	LOCATION:				
I	EAAT CENTER EXPERIENCE, GOVERNANCE & COMPLIANCE	Not at All (NO)	Somewhat (YES)	Very Much	Comments
1	The center has participated in other research projects	1	2	3	
2	The center has experience with Logic Models	1	2	3	
3	The center has participated in program evaluation	1	2	3	
4	PATH Intl Premier Accredited Center or Other National/Intl Accreditation	1	2		
5	Governance, guidance documents and by-laws in place	1	2		
6	Policies and procedures comply with a set of Standards (i.e. PATH Intl or other appropriate Accreditation)	1	2	3	
7	Mission and/or by-law/ and/or strategic plan support research	1	2	3	
8	Policies and procedures comply with federal government regulations (if federal grant funds to be used; includes personnel policies)	1	2	3	
9	The center supports implementing evidence- based best practices (has a learning culture)	1	2	3	
10	The center has history of successful collaborations with other organizations	1	2	3	
11	The Board of Directors supports the center’s involvement in research	1	2	3	
II	FINANCIAL CAPACITY & MANAGEMENT	Not At All (NO)	Somewhat (YES)	Very Much	Comments
1	The center uses Generally Accepted Accounting Practices, Project-Based Accounting, AND keeps research funds separate from other funds	1	2	3	
2	The center has reserve funds to meet unfunded research associated expenses (i.e. meetings)	1	2	3	
3	The center has enough “up-front” funds if research funding to center is paid at intervals or at end	1	2	3	

III	STAFF	Not At All (NO)	Somewhat (YES)	Very Much	Comments
1	Executive Director and Program Coordinator “buy-in” to this specific research project	1	2	3	
2	Key center staff have the knowledge of proper research practices	1	2	3	
3	Key center staff have the time needed for the project	1	2	3	
4	The service-delivery staff have the necessary and significant knowledge, skills, and experience to provide the services, in addition to the required credentials	1	2	3	
5	Service delivery staff are likely to follow directives about what to say and/or not say to participants, their parents/caregivers, volunteers and the public about research projects	1	2	3	
IV	CENTER OPERATIONS	Not At All (NO)	Somewhat (YES)	Very Much	Comments
1	The facility is safe, without obvious hazards	1	2	3	
2	The center can schedule services for the needed number of days/hours/weeks and on the required research schedule	1	2	3	
3	The center has a covered riding arena / service area/s sufficient to meet research needs	1	2		
4	Space is available for ground-based interventions to meet research needs	1	2		
5	Classroom space is available for a group without animal contact to meet research needs	1	2		
V	EQUINES & EQUIPMENT	Not At All (NO)	Somewhat (YES)	Very Much	Comments
1	The center has the herd capacity to meet specific research obligations, (even if a horse becomes unsuitable): size, sensory input, health, behavioral and emotional well-being	1	2		
2	There is enough tack and other equipment needed for the research project, and it is in good repair	1	2		
VI	VOLUNTEERS	Not At All (NO)	Somewhat (YES)	Very Much	Comments
1	Enough volunteers and volunteer hours are available to meet research needs	1	2	3	

	VOLUNTEERS	Not At All (NO)	Somewhat (YES)	Very Much	Comments
2	Volunteers are suitable for the project (listen and follow directions without unnecessary talking, physically capable of providing safety, able to move at the required speed and duration)	1	2	3	
3	Volunteers are likely to follow directives regarding what to say and not say to participant family members, participants, the public, etc.	1	2	3	
4	Volunteers are informed about relevant issues with participant, from prior week, etc.	1	2	3	
5	Volunteers are informed of the lesson/session plan	1	2	3	
6	Instructor/service provider provides necessary feedback to volunteers related to their safe and effective participation	1	2	3	
VI I	ENVIROMENT	Not At All (NO)	Somewhat (YES)	Very Much	Comments
1	Visual distractions are minimized (no concurrent classes, toys/props not in use are put away)	1	2	3	
2	Auditory distractions are minimized (no spectators or volunteers having side conversations)	1	2	3	
3	Olfactory distractions are minimized (manure is promptly cleaned up, minimal use of fly-spray or other chemicals)	1	2	3	
VI II	DOCUMENTATION	Not At All (NO)	Somewhat (YES)	Very Much	Comments
1	Participant files are securely stored, and system is routinely used	1	2	3	
2	Lesson/intervention plans are developed for each individual prior to service provision	1	2	3	
3	Lesson/intervention objectives are measured and recorded after each lesson/intervention	1	2	3	
4	Lesson/intervention change sheets are utilized for each lesson/intervention to track and changes (length of intervention, horse changes, volunteer changes, environmental changes)	1	2	3	

SCORING				
COLUMN SCORE				1's and 2's are areas to work on for center
TOTAL SCORE				
Total Possible Column Specific Score	39	88	110 (highest possible score)	

NOTES