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**D&I PROJECT TEMPLATE (for Intensive TA Projects)**

**Revision 9/21/20**

**Background**

This Dissemination & Implementation (D&I) project template was developed, piloted, and refined over the course of a year by the MHTTC Dissemination & Implementation Working Group. The structure is based on implementation science research, including the work of Powell and colleagues on implementation strategies (e.g., Powell et al., 2012) and the RE-AIM framework (e.g., Glasgow et al., 1999) for measuring implementation outcomes.

The template is a tool to assist in planning and tracking the progress of implementation projects (intensive TA) during the exploratory/planning (or pre-implementation), implementation, and sustainment phases.

* The MHTTC National Coordinating Office (NCO) is in the process of automating the form, such that TTC staff will be able to view their and other Centers forms on a secure portal.
* We will be able to summarize information across projects and reflect that information back to the Network(s) (e.g., what implementation strategies are used most frequently, what outcomes are being measured and how).
* This is meant to be voluntary, and is only applicable to some of the work completed by a TTC.

Having wide adoption of the template across the Network(s) can have the following benefits:

* As a learning health system, we want to be able to collect information/data, beyond GPRA, on the training and TA activities we provide.
* Summary information from forms completed across the Network/TTCs will inform us about how intensive TA projects are being conducted, and shed light on how we might better use implementation science findings to guide our work.
* The intention is not to compare Centers to each other. We want to learn how we are all developing TA services and how we can improve.

**Instructions**

There are three versions of the template. A version for exploration/planning, a version for implementation, and a version for sustainment. Each builds on the information entered previously. When the template is automated, the information from the previous form will pre-load into the next form (with ability to modify).

The following shows each form. The new data elements in each successive form are highlighted yellow.

**FORM #1 - Exploratory/Preparatory (or Planning) Phase**

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| --- | --- | --- | --- | --- | --- | --- |
|  | **Center: Person Completing Form:**  **Dates of Project:**  **Title of project:** | | | | | |
| **1** | **Evidence-Based Intervention/Program/Service Being Implemented (*WHAT)***: | | | | | |
| **2** | **Target Audience for whom you are providing the project (*WHO*)** (e.g., behavioral health providers, prevention staff, educators):  a) Describe the audience, including organizations and individuals:  b) Specify discipline(s) of individuals:  c) Specify roles of individuals:  d) Specify audience relationship to one another (Choose one):  \_\_\_Single individuals from multiple organizations  \_\_\_Multiple individuals within one organization  \_\_\_Multiple individuals or teams from multiple organizations | | | | | |
| **3** | **Implementation Strategy (*HOW*)** (Implementation strategies are the training and TA services you provide. Choose category based on list below; add or delete rows if needed)**:** | | | | | |
|  | **Category** | **Description** | | **Format** (e.g., meeting, phone, virtual, in person) | **Planned # of Units** (# times this will occur) | **Frequency** (how often this will occur) |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  | **Describe the Planned Implementation Strategies, step by step:** | | | | | |
| **4** | **Contextual/determinant Considerations** (What facilitators are anticipated to aid implementation? What barriers could hinder implementation?):  a) System factors--external to the organization (e.g., financing; mandates, community, culture):  b) Organizational factors—internal to the organization (e.g., leadership; readiness):  c) Individual clinician/staff factors (e.g., alignment with existing practice; complexity):  d) How were these considerations ascertained (e.g., formal evaluation, needs/readiness assessment)? | | | | | |
| **5** | **Implementation Process:**  a) How will your target audience/participants be recruited? | | | | | |
| **6** | **Implementation/Sustainment Measures** (see list for definitions and possible ways to measure)**:** | | | | | |
| **Outcome** | | **How will the outcome be measured?** | | | |
| a) Reach (#/% of population of consumers receiving intervention)(Population = ) | |  | | | |
| b) Effectiveness of intervention/program/services (w/consumers) | |  | | | |
| c) Adoption (#/% of target audience/providers) | |  | | | |
| d) Implementation fidelity/adherence/quality | |  | | | |
| e) Cost | |  | | | |
|  | f) Other? | |  | | | |
| **7** | **Other relevant issues?** | | | | | |
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**IMPLEMENTATION STRATEGY CATEGORIES**

**Determine which of the following best describe the implementation strategies used in your project. Use these categories in under #3 above.**

* Evaluative and iterative strategies (e.g., Assess for readiness; Identify barriers and facilitators; Audit and feedback)
* Interactive assistance (e.g., Facilitation; Technical assistance; Coaching; Clinical Supervision; Mentoring)
* Adapting and tailoring strategies (e.g., Based on barriers or facilitators; Stage of readiness; Characteristics of the Intervention; Baseline performance)
* Develop stakeholder relationships (e.g., Identify and prepare champions; Inform local opinion leaders; Build coalitions)
* Train/educate stakeholders (e.g., Conduct ongoing training; Develop educational materials; Learning Collaborative; Practice Improvement Collaborative)
* Support deliverers of the intervention/program/service (e.g. Reminders; Resource sharing agreements; Role revision)
* Engage consumers (e.g., Involve consumers and family members; Use mass media or public service announcements)
* Use financial strategies (e.g., Access new funding [time-limited grant or 3rd party insurance]; Provide incentives/allowance; Develop disincentives)
* Change infrastructure (e.g., Policy mandates; Alter physical environment)

**RE-AIM IMPLEMENTATION/SUSTAINMENT MEASURES**

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| --- | --- |
| Dimension | Level |
| Reach - Absolute number, proportion, and representativeness of individuals who are willing to participate in a given initiative (e.g., consumers who receive the intervention) | Individual |
| Effectiveness - The impact of an intervention on outcomes, including potential negative effects, quality of life, and economic outcomes (e.g., on consumers) | Individual |
| Adoption - the absolute number, proportion, and representativeness of settings an intervention agents who are willing to initiate a program (target audience/providers in an organization who adopt the intervention) | Organization |
| Implementation - Refers to the intervention agents Fidelity to the various elements of an interventions protocol. This includes consistency of delivery as intended, adaptations made, and the time and cost of the intervention (extent to which the intervention is implemented as intended in the real world) | Organization |
| Maintenance - the extent to which a program or policy it comes institutionalized or part of the routine organizational practices and policies. At the individual level, it is defined as the long term effects of a program on outcomes six or more months after the most recent intervention contact (extent to which a program is sustained over time) | Individual and organization |

Adapted from Gaglio, B., & Glasgow, R. E. (2018). Evaluation approaches for dissemination and implementation research. In R. C. Brownson, G. A. Colditz, & E. K. Proctor (Eds.) *Dissemination and implementation research in health: Translating science to practice* (2nd ed.). New York: Oxford University Press.

**FORM #2 - Implementation Phase**

**D&I PROJECT TEMPLATE (for Intensive TA Projects)**

Information from the exploration/preparatory phase will be auto-filled into the previously completed sections. The user can update based on what is occurring during the implementation phase. New content is highlighted in yellow.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Center: Person Completing Form:**  **Dates of Project:** | | | | | | |
| **1** | **Evidence-Based Intervention/Program/Service Being Implemented (*WHAT)***: | | | | | | |
| **2** | **Target Audience for whom you are providing the project (*WHO*)** (e.g., behavioral health providers, prevention staff, educators):  a) Describe the audience, including organizations and individuals:  b) Specify discipline(s) of individuals:  c) Specify roles of individuals:  d) Specify audience relationship to one another (Check all that apply):  \_\_\_Single individuals from multiple organizations  \_\_\_Multiple individuals within one organization  \_\_\_Multiple individuals or teams from multiple organizations | | | | | | |
| **3** | **Implementation Strategy (*HOW*)** (Implementation strategies are the training and TA services you provide. Choose category based on list; add or delete rows if needed)**:** | | | | | | |
|  | **Category** | **Description** | | **Format** (e.g., meeting, phone, virtual, in person) | **Planned # of Units** (# times this will occur) | | **Frequency** (how often this will occur) |
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|  |  | |  |  | |  |
|  |  | |  |  | |  |
|  | **Describe the Implementation Strategies used, step by step:** | | | | | | |
| **4** | **Contextual/determinant Considerations** (What facilitators are present to aid implementation? What barriers have hindered implementation?):  a) System factors--external to the organization (e.g., financing; mandates, community, culture):  b) Organizational factors—internal to the organization (e.g., leadership; readiness):  c) Individual clinician/staff factors (e.g., alignment with existing practice; complexity):  d) How were these considerations ascertained (e.g., formal evaluation, needs/readiness assessment)? | | | | | | |
| **5** | **Implementation Process:**  a) How was your target audience/participants recruited?  b) # enrolled: \_\_\_\_\_ organizations \_\_\_\_ individuals  c) # (%) initiating implementation strategy: \_\_\_\_\_ organizations \_\_\_\_ individuals | | | | | | |
| **6** | **Implementation/Sustainment Measures being Collected** (see list for definitions)**:** | | | | | | |
| **Outcome** | | **How measuring?** | | | **Results, if Available** | |
| a) Reach (#/% of population of consumers receiving intervention)(Population = ) | |  | | |  | |
| b) Effectiveness of intervention/program/services (w/consumers) | |  | | |  | |
| c) Adoption (#/% of target audience) | |  | | |  | |
| d) Implementation fidelity/adherence/quality | |  | | |  | |
| e) Cost | |  | | |  | |
|  | f) Other? | |  | | |  | |
| **7** | **Other relevant issues?** | | | | | | |
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**FORM #3 - Sustainment Phase**

**D&I PROJECT TEMPLATE (for Intensive TA Projects)**

Information from the implementation phase will be auto-filled into the previously completed sections. The user can update based on what is occurring during the implementation phase. New content is highlighted in yellow.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Center: Person Completing Form:**  **Dates of Project:** | | | | | | |
| **1** | **Evidence-Based Intervention/Program/Service Being Implemented (*WHAT)***: | | | | | | |
| **2** | **Target Audience for whom you are providing the project (*WHO*)** (e.g., behavioral health providers, prevention staff, educators):  a) Describe the audience, including organizations and individuals:  b) Specify discipline(s) of individuals:  c) Specify roles of individuals:  d) Specify audience relationship to one another (Check all that apply):  \_\_\_Single individuals from multiple organizations  \_\_\_Multiple individuals within one organization  \_\_\_Multiple individuals or teams from multiple organizations | | | | | | |
| **3** | **Implementation Strategy (*HOW*)** (Implementation strategies are the training and TA services you provide. Choose category based on list; add or delete rows if needed)**:** | | | | | | |
|  | **Category** | **Description** | | **Format** (e.g., meeting, phone, virtual, in person) | **Planned # of Units** (# times this will occur) | | **Frequency** (how often this will occur) |
|  |  | |  |  | |  |
|  |  | |  |  | |  |
|  |  | |  |  | |  |
|  | **Describe the Implementation Strategies used, step by step:** | | | | | | |
| **4** | **Contextual/determinant Considerations** (What facilitators were present to aid implementation? What barriers hindered implementation?):  a) System factors--external to the organization (e.g., financing; mandates, community, culture):  b) Organizational factors—internal to the organization (e.g., leadership; readiness):  c) Individual clinician factors (e.g., alignment with existing practice; complexity):  d) How were these considerations ascertained (e.g., formal evaluation, needs/readiness assessment)?  e) Sustainment strategies applied: | | | | | | |
| **5** | **Implementation Process:**  a) How was your target audience/participants recruited?  b) # enrolled: \_\_\_\_\_ organizations \_\_\_\_ individuals  c) # (%) initiating implementation strategy: \_\_\_\_\_ organizations \_\_\_\_ individuals  d) # (%) completing 50% of implementation strategy activities: \_\_\_\_\_  e) # (%) completing 80% or more of implementation strategy activities: \_\_\_\_\_ | | | | | | |
| **6** | **Implementation/Sustainment Measures** (see list for definitions)**:** | | | | | | |
| **Outcome** | | **How measured?** | | | **Results** | |
| a) Reach (#/% of population of consumers receiving intervention)(Population = ) | |  | | |  | |
| b) Effectiveness of intervention/program/services (w/consumers) | |  | | |  | |
| c) Adoption (#/% of target audience) | |  | | |  | |
| d) Implementation fidelity/adherence/quality | |  | | |  | |
| e) Cost | |  | | |  | |
| f) Maintenance/Sustainment | |  | | |  | |
|  | g) Other? | |  | | |  | |
| **7** | **Other relevant issues?** | | | | | | |