

# TIPS AND CONSIDERATIONS FOR COMPLETING YOUR IMPLEMENTATION PLAN

## Health Systems Assessment Approach

A good assessment should:

- yield information about health systems processes and outcomes that can help diagnose the barriers and facilitators to screening and follow-up
- include the perspective of patients, providers, office staff, and others involved in the screening process
- be data driven

## Current Health System Environment

Describe factors in the health system and in the environment that might affect successful implementation. Your response to this section should be detailed and informative because you are sharing many of the results of your assessment. Examples include, but are not limited to:

- current breast and cervical cancer screening rates for age-appropriate patients
- support from clinic/health system leadership
- presence/absence of existing screening policies and/or standing orders
- EHR capabilities and functionality
- presence/absence of Medicaid expansion
- presence/absence of specialty care providers for diagnostic follow-up
- health system/clinic initiatives that might “compete” for interest

## Description of Intervention Needs and Interventions Selected

State the problem(s) diagnosed through the assessment which would benefit from a Community Guide intervention. This will likely relate to something described above as part of the assessment results. Interventions selected with partners should aim to fill a need in the health system. This is also where you will name the interventions selected and describe briefly how those interventions will be implemented. There is a worksheet to provide further detail on exact activities later in the template.

## Potential Barriers and/or Challenges

Consider barriers within the health systems organization, the community, and even those for individuals critical to the process. Be candid about what could limit you or your partner’s ability to implement the selected intervention.

## Implementation Resources Available

Consider existing assets that could be leveraged to facilitate implementing an intervention or support increasing/improving service delivery. Examples may include, but are not limited to:

- an existing, highly functioning EHR system
- dedicated, highly motivated staff
- existing relationships with a local community-based organization for health education programs that could be leveraged.

## NBCCEDP 6B Project Description

List clear and SMART objectives (Specific, Measurable, Achievable, and Timebound) you share with your health systems partner for this project. Objectives should relate directly to the Implementation Worksheet activities and be a guide for what you expect to accomplish in terms of implementation health systems changes and interventions. Examples are provided in the Implementation Plan Template.

## Communications with Health System Partner

Regular communication with health systems partners implementing evidence-based interventions will be critical to success. Describe your plans to remain in contact with your partner throughout the implementation period. Also describe how you will resolve issues as they arise.

For example, *monthly meetings with each clinic project coordinator and bi-monthly meetings with the health system CEO.*

## Implementation Support

Think critically about the TA that each clinic will need and consider the complexity of the intervention, the characteristics of individual clinics, the barriers and facilitators outlined earlier, and the resources available. Discuss with your partner what would be the best TA strategies for them.

For example, is it a practice facilitator who will come out monthly? An in-person training followed by TA calls? Intensive TA to the clinic coordinator? It is likely a combination. This section is intended for you consider and plan for the level of assistance that clinics will need and what is feasible.

## Collection of Clinic Baseline and Annual Data

Develop a plan for how to establish a baseline screening rate that is accurate and use this method consistently over the course of the partnership. Consider validating data for accuracy by cross-referencing a subset of clinical charts. Also consider starting with a partner who can provide data and is motivated to participate in the program.

## Revising the Health System Implementation Plan

This plan is a working document. Much of the information included will be stable, however, some elements might change. Consider a plan for reviewing and editing as needed.

## Retention and Sustainability

Discuss sustainability with partners early in the process. The intent of health systems change is to create lasting, institutionalized improvement to impact screening long-term, rather than implementing temporary projects that will end.

For example, if you are considering supporting CHW positions, they should clarify with the partner the length of this arrangement and expectations about transition.

Sustainability should also be included in the Health System Implementation Worksheet, included on Page 9 of the Implementation Plan template.