



Checklist: Ensuring Sustainable Change

Prepare	Engage	Collaborate
<p><u>Funding</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Develop initial budget for community engagement in the initiative, identifying source funding <input type="checkbox"/> Identify long-term funding support for initiative <input type="checkbox"/> Develop funding plan for the long-term <input type="checkbox"/> Track and measure performance of funds <p><u>Policies</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Identify and understand rationale of catalysts for change. Ask questions! <input type="checkbox"/> Assess performance and needs of current system, identifying specific challenges <input type="checkbox"/> Assess readiness and capabilities of unique elements within system <input type="checkbox"/> Forecast measurable impact of changes <input type="checkbox"/> Identify community assets and measure gaps in system <input type="checkbox"/> Identify preliminary goals and objectives <input type="checkbox"/> Identify policies, standards and rules that require change <input type="checkbox"/> Develop informational and educational materials accordingly for variety of audiences, addressing cultural nuance and language 	<p><u>Policymakers</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Engage policymakers in definition of the problem, solutions, resource requirements, and budget estimates <input type="checkbox"/> Identify policies and rules that will support long-term success of the initiative, taking cultural variables into consideration <input type="checkbox"/> Ensure the policy, standards, and rule changes are thoroughly implemented <input type="checkbox"/> Normalize new policies, standards and rules, disseminating them widely and training stakeholders where necessary <p><u>Community</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Identify entire range of stakeholders impacted by initiative and changes as well as those whose involvement will enhance the initiative <input type="checkbox"/> Develop marketing and communications plans <input type="checkbox"/> Develop media/marketing campaign addressing cultural relevance and language <input type="checkbox"/> Reach out, engage and invite to orientation and education sessions in the community <input type="checkbox"/> Share results of performance and needs assessment, assets and gap analysis <input type="checkbox"/> Identify culturally-relevant issues and needs as well as language needs <input type="checkbox"/> Include all voices in refinement of goals and objectives <input type="checkbox"/> Enhance community's capacity to maintain policies and objectives over long-term <input type="checkbox"/> Create ongoing opportunities for participation, feedback, input and concerns and harvest all actionable ideas 	<p><u>Implementation</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Create working groups and committees to include consumers/patients, advocacy groups, families, and providers working in collaboration with policymakers and administrators <input type="checkbox"/> Working groups identify critical paths to full implementation (timeline, milestones, tasks, dependencies, roles and responsibilities), identifying barriers and obstacles and the strategies to overcome them <input type="checkbox"/> Develop comprehensive implementation project plans, identifying resource requirements <input type="checkbox"/> Secure the resources required <input type="checkbox"/> Manage and monitor plans and projects and report progress regularly <input type="checkbox"/> Implement communications channels <input type="checkbox"/> Allocate resources rationally, benefitting all working groups based on their needs <input type="checkbox"/> Stimulate affiliation, partnerships and joint ventures <input type="checkbox"/> Develop contracts and MOUs accordingly <input type="checkbox"/> Develop technical assistance toolkits <input type="checkbox"/> Provide ongoing technical assistance <input type="checkbox"/> Measure and report progress of system change <input type="checkbox"/> Evaluate entire effort and allow regularly published results to shape continuous improvement <input type="checkbox"/> Celebrate the victories! Provide recognition where it is due.