

Appendix 1: Implementation Plan Worksheet³⁰

[GRANTEE NAME] HEALTH SYSTEM EBI IMPLEMENTATION PLAN [DATE]

Health System Name		Implementation Period	
Health System Point of Contact		# of Clinics Participating in Implementation	

I. HEALTH SYSTEM ASSESSMENT

Health System Assessment Approach

Briefly describe the assessment approach used to define the current environment within the health system and needed interventions. (e.g., interviews with key staff, review of clinic and health system data).

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Current Health System Environment

Briefly describe the current health system environment: internal/external (e.g., number of primary care clinic sites, existing screening policy and procedures, current screening processes, workflow approach, data documentation, policy mandates from state or federal agencies, political climate, and organizational culture).

Description of Intervention Needs and Interventions Selected

Briefly describe the health system processes and practices that require intervention throughout the health system in order to increase breast and cervical cancer screening. Describe how selected interventions will be implemented in participating clinics. Note if there are differences by clinic.

Potential Barriers and/or Challenges

Briefly describe any anticipated potential barriers or challenges to implementation. Note if there are differences by clinic.

Implementation Resources Available

List or summarize the resources available to facilitate successful implementation (e.g., EHR system, clinic-based patient navigators). Note if there are differences by clinic. Will the program be using Patient Navigators or CHWs to support implementation of evidence-based interventions?

30 Adapted from CDC's NBCCEDP .

Appendix 1: Implementation Plan Worksheet Continued

II. HEALTH SYSTEMS EBI INTERVENTION DESCRIPTION

Objectives

List your program objectives for this health system partnership.

Examples:

1. *By December 2017, verify and report baseline breast and cervical cancer screening rates for individuals 50-74 (breast) and 21-65 (cervical) years of age at Health Systems Clinics: Clinic A, Clinic B, and Clinic C.*
2. *By December 2017, establish system for accurately reporting annual baseline breast and cervical cancer screening rates for individuals 40-75 (breast) and 21-75 (cervical) years of age at health system clinics: Clinic A, Clinic B, and Clinic C.*
3. *By December 2017, establish new policies at Health Systems Clinics: Clinic A, Clinic B, and Clinic C to support implementation of selected priority evidence-based interventions.*
4. *From February 2018 to February 2019, implement a provider assessment and feedback system in Clinics A and C, supported by enhanced EHR tickler system and training on quality breast and cervical cancer screening for participating providers in those clinics.*
5. *From February 2018 to February 2019, implement a client reminder system in Clinics B and C, supported by patient navigation for clients not responding to multiple reminders.*
6. *Beginning January 2018, annually report screening rates for Health Systems Clinics: Clinic A, Clinic B, and Clinic C.*

NBCCEDP Health Systems EBI Intervention Objectives for partnership with:
1.
2.
3.
4.
5.
6.

Appendix 1: Implementation Plan Worksheet Continued

III. PLANS FOR PARTNER COMMUNICATIONS, MANAGEMENT, AND MONITORING

Communications with Health System Partner

Briefly describe how you will maintain communications with the health system partner regarding implementation activities, monitoring, and evaluation.

Implementation Support

Briefly describe how you will provide on-going technical support to this health system partner to support implementation success. Include details about who will provide support and frequency of support.

Collection of Clinic Baseline and Annual Data

Briefly describe how you will collaborate with this health system to collect clinic baseline cancer screening rates and annual data.

Revising the Health System EBI Implementation Plan

Briefly describe how you will use feedback and monitoring and evaluation data to review and revise this Health System EBI Implementation Plan.

Retention and Sustainability

Briefly describe how you plan to (1) retain partners, (2) continue to collect annual screening and other data throughout the five year grant period, and (3) promote continued implementation, monitoring, and evaluation post-partnership.

Appendix 1: Implementation Plan Worksheet Continued

HEALTH SYSTEM EBI IMPLEMENTATION WORKSHEET

This worksheet assists in identifying, planning, and monitoring major tasks in implementing selected priority EBIs and supportive activities within the partner health system(s) and its clinics. Use this tool for oversight at the health system level. Staff at participating clinics may use this worksheet to guide implementation at their sites as well. Although the boxes in the worksheet will expand, entries should be meaningful and concise. See sample on the following page.

Major Task	Expected Outcome(s) of Task	Challenges and Solutions to Task Completion	Person(s) Responsible for Task	Due Date for Task	Information or Resources Needed

Appendix 1: Implementation Plan Worksheet Continued

HEALTH SYSTEM EBI IMPLEMENTATION WORKSHEET (SAMPLE FROM CDC'S NBCCEDP)

Major Task	Expected Outcome(s) of Task	Challenges and Solutions to Task Completion	Person(s) Responsible for Task	Due Date for Task	Information or Resources Needed
Validate the EHR breast and cervical cancer screening rate for each participating clinic using chart review	Accurate baseline clinic screening rate	Challenge: chart audit is costly, time-consuming; no dedicated staff Solution: hire consultant 20%-time to complete	Jackie Brown, Health System Quality Improvement Nurse and Chris Brock, Grantee Partner Data Manager with clinic contact	December 2017	Determine methodology (e.g., proportion of charts to review). Follow CDC guidance in "Guidance for Measuring Breast and Cervical Cancer Screening Rates in Health System Clinics."
For each participating clinic, develop and pilot policy change/protocol in support of selected priority EBI	Policy refined, communicated to staff, and integrated into daily operations and workflows	Challenge: integrating policy such that it is not time-consuming and cumbersome Solution: include staff in planning, vet policy changes, and pilot policy on small scale	Janie Panie, Health System Clinical Officer with clinic contact	February 2018	Policy template
Train clinic staff on selected EBIs	Staff knowledgeable of EBIs and how to implement	Challenge: time to complete training Solution: train during scheduled meeting times	George Lopez, Grantee Partner PD	January 2018	Curriculum
Orient clinic staff to new policy procedures	Staff roles clarified and workflow documented and communicated in staff	Challenge: time to complete training Solution: train during scheduled meeting times	Jackie Brown, Health System Quality Improvement Nurse	January 2018	Final policy
For each participating clinic, develop implementation monitoring process and document outcomes	Implementation monitored regularly, allowing for appropriate adaptations and course corrections	Challenge: staff time, expertise in evaluation limited Solution: recruit evaluator to assist with developing monitoring processes and outcomes	Janie Panie, Health System Clinical Officer Manager with clinic contact	February 2018-February 2019	Clinic-specific workflow outline
Conduct TA with clinics	Implementation according to policy and appropriate adaptations and course corrections	Challenge: Staff time Solution: provide multiple TA options for implementation support- (i.e., one-on-one, tele-conference, email, listservs)	George Lopez, Grantee Partner PD	February 2018-February 2019	TA plan