



# The Road to Dissemination

Documenting the Journey from Planned Approach to  
Intervention Implementation

28 February 2023

# INTEGRATING HIV INNOVATIVE PRACTICES (IHIP)

- **Purpose:** To support the coordination, dissemination, and replication of innovative HIV care strategies in the Ryan White HIV/AIDS Program (RWHAP) through the development and dissemination of implementation tools and resources and provision of TA.
- **Key Support:**
- Implementation tools and resources ([targethiv.org/ihip](http://targethiv.org/ihip))
- Capacity building TA webinars
- Peer-to-peer TA on the featured interventions
- Support in the development and dissemination of implementation tools and resources
  - Webinars
  - One-on-one TA
- Helpdesk ([ihiphelpdesk@mayatech.com](mailto:ihiphelpdesk@mayatech.com))



## The Road to Dissemination — Documenting the Journey from Planned Approach to Intervention Implementation

A four-session webinar series facilitated by ACOJA Consulting for RWHAP grant recipients and other HIV services providers

Session One: February 28, 12-1 PM ET

Session Two: March 28, 12-1 PM ET

Session Three: April 25, 12-1 PM ET

Session Four: May 23, 12-1 PM ET

Register: <https://bit.ly/IHIP-Road-to-Dissemination>





# INTRODUCTIONS

## **Ask the Audience:**

What's Your Name / Pronouns?

Where do you Work?

What is your Role?

What Interested you in this Webinar Series?

# iHiP Webinar Series

## Session One:

Why this Destination? Getting Travelers and Stakeholders Onboard

## Session Two:

Starting the Journey: Mapping a Route to your Planned Destination

## Session Three:

Detours: The Only Certainty is Change

## Session Four:

You've arrived! Creating your Travel Log

**JOIN US!**  
**Fourth Tuesdays! Noon – 1:30PM (ET)**  
**February through May 2023**



# Past Current OR Planned Projects



## **Ask the Audience:**

Any Past, Current or Upcoming Projects?

Who was the Funder?

What was your Role?

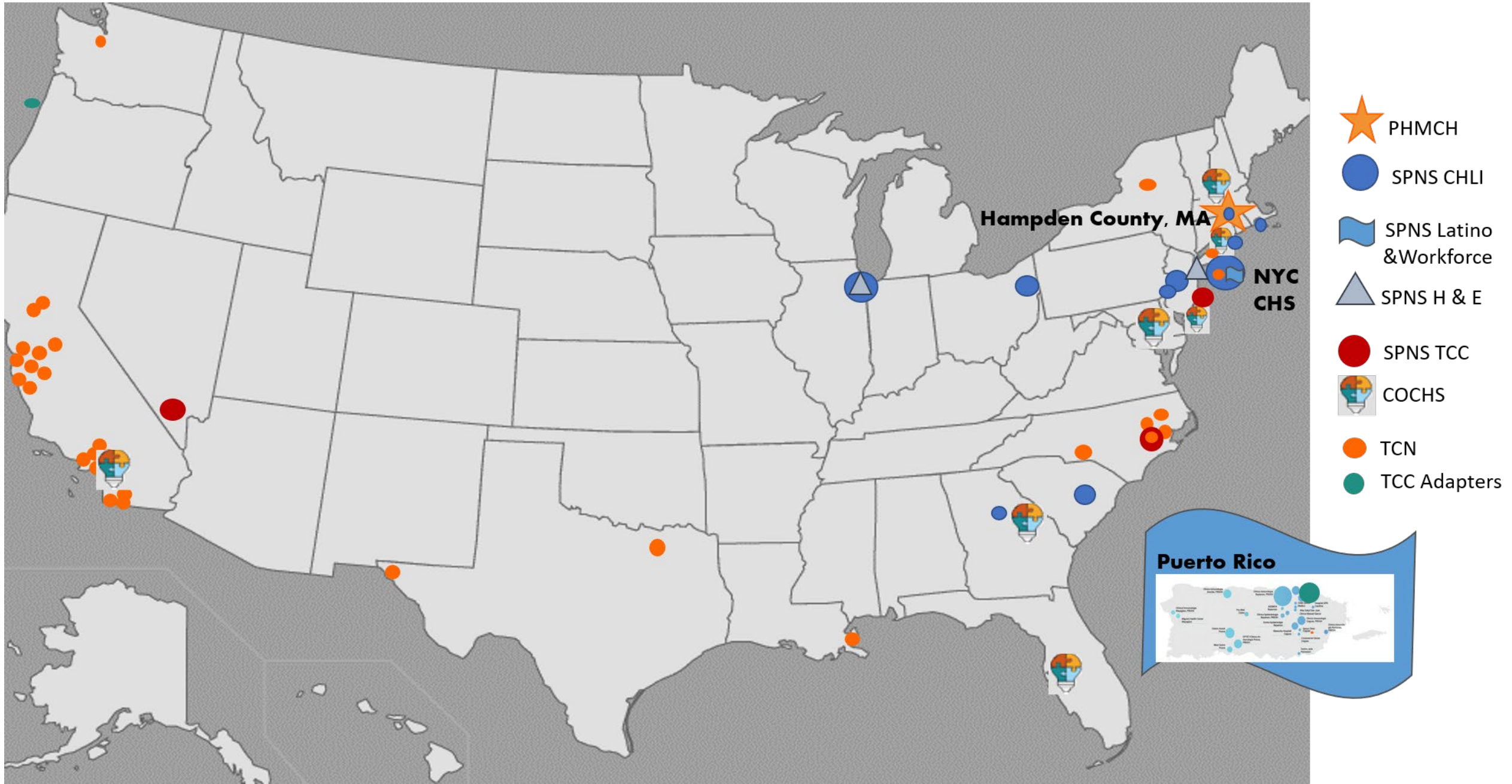
# Past and Current Projects: ACOJA Consulting Team

## **Ryan White Part A: Transitional Care Coordination (TCC)**

### **HRSA Special Projects of National Significance:**

- Correctional Health Linkage Initiatives (CHLI) – NYC Demonstration site (PI/PD)
- Latino Initiative – NYC Demonstration site (PI/PD)
- Workforce Capacity Initiative – NYC Demonstration site (PI/PD)
- Trans Women of Color Initiative – collaborative partner to 2 NYC Sites
- Dissemination of Evidence Informed Interventions – TA team for TCC intervention
- Housing & Employment Initiative – SME and TA for Paterson NJ
- Hep C Data to Care – SME and TA for Puerto Rico

# Transitional Care Coordination Collaborators







# Past Experience

## POLL

WHAT LEVEL OF EXPERIENCE DO YOU HAVE WITH IMPLEMENTATION MANUALS

- NONE (Result: 10%)
- LITTLE (Result: 25%)
- SOME (Result: 30%)
- VARIED (Result: 30%)
- EXPERT (Result: 5%)



# Introduction to Implementation Manuals

## **INTRODUCTION**

Purpose of Implementation Manuals (IM)

Audience

Overview

## **TRAVEL PLAN**

Why make travel plans?

Who may benefit?

What's the itinerary?



# Project Overview

## Background | Intervention

Description of the demonstration site or ETAP site

Description of need addressed

Description of the intervention

Goals and objectives

Priority population(s)

Demographics/eligibility requirements

Theoretical or evidence frameworks

## Destination | Setting

Who is organizing this trip?

Why this place?

What do you hope to experience?

Purpose and Destination

Who is going, their needs and desires?

Group size/abilities/wish list

Research / Assess location options

Why this place with these travelers at this time?





# Pre-Implementation Activities (1 of 2)

Gaining buy-in

Potential stakeholders/funders to leverage

Hiring staff

Staff requirements and recommendations

*Job descriptions*

Partner organizations | Collaborators

Roles and responsibilities

*Memoranda of Understanding*

# Who to Know Before you Go

Gaining buy-in

Who is going? Who is paying?

Bookings

Travel method, Accommodations

*Itinerary*

Fellow Travelers | Group Tour

Solo or Tour Group? Travel Agent?

*Contract, Reservations*





# Pre-Implementation Activities (2 of 2)

## Promoting the Intervention

### Marketing and communications plan

- Promotional content/products*

## Planning for Sustainability

- Intervention Plan & Implementation Guide*
- Protocols and tools (intake forms, acuity scale, need assessment tool, evaluation tools)*
- Documenting outcomes & lessons learned*

## Planning Costs

- Budget – funding, revenue*
- Leveraged resources – in kind from partners*

# What to Know Before you Go

## Sharing the Experience

### Plan to document before, during and after

- People, places and experiences*

## Keeping Memories Alive & Future Plans

- Note to future self: Do's and Don'ts*
- Travel Blog?*
- Highlights and lessons learned*

## Planning Costs

- Budget – let the buyer beware*
- Leveraged resources – best value*



# Purpose of Implementation Manuals

- Document the Process
- Learn from the Journey
- Foster Dissemination & Replication
- Support Sustainability
- Learn from the Process
- Pivot, Adjust, Adapt
- Create Additional Funding Opportunities During the Project
- Improve Project Outcomes



# Small Group: What's your Learning Style?

## POLL

### PRIMARY

- Auditory (Result: 19%)
- Operational (Result: 19%)
- Visual (Result: 62%)

### SECONDARY

- Auditory (Result: 19%)
- Operational (Result: 62%)
- Visual (Result: 10%)

**DISCUSS: How may your Implementation Manual best ENGAGE ALL Learning Styles ?**



# Small Group: What's your Color Personality?

## POLL

### Primary

- Keen Green (strategic) (Result: 40%)
- True Blue (caring) (Result: 30%)
- Solid Gold (analytic) (Result: 30%)
- Adventurous Orange (risktaker) (Result: 5%)

### Secondary

- Keen Green (strategic) (Result: 45%)
- True Blue (caring) (Result: 30%)
- Solid Gold (analytic) (Result: 10%)
- Adventurous Orange (risktaker) (Result: 0%)





## Small Group Activity

- Consider differing personality types and learning styles
- Are all four personality types represented on your team / in your travel group?
- How may this impact implementation plan / travel plan development?

**Return to the full session for Wrap Up**



## Use / Duration

- Document actions taken
- Use to report to funder
- Share with leadership to show work completed
- Document final outcomes
- File

# USE

- Document:
  - initial actions taken
  - interim measures to adjust
  - initial, interim and final outcomes
- Use to:
  - report interim and final status to funder
  - support need for additional resources
  - support amendments / enhancements
- Share:
  - with partners to gain buy in and improve responsiveness
  - with leadership to show status and assess timeline
  - actions taken along the way to adjust, adapt and revise
  - work completed
- Document:
  - short-term, process improvements, interim and final outcomes

# Tool: Implementation Tracking Template

<<Project Title >>

**Your Project  
Letterhead or Logo**

**SAMPLE Implementation Tracking Template**

Stage	Action Steps	Responsible Entity	Facilitators, Barriers Outcomes, Next Steps	Year 1 month				Year 2 month								Notes Lessons Learned	
				9	10	11	12	1	2	3	4	5	6	7	8		
PRE-IMPLEMENTATION																	
IMPLEMENTATION																	
EVALUATION																	
NEXT STEPS																	

# Resource: Sample Completed Tracking Sheet

## Your Project

### Implementation Tracking Sample

Your Letterhead  
or Logo

Objectives:				TRACK ACTION STEPS BY DATE												Timeline Notes / Lessons Learned	
<ul style="list-style-type: none"> <li>Develop collaborative relationships to facilitate local site data collection</li> <li>Support and guidance to inform integration with local EHE plan</li> <li>Enhance/ leverage existing resources to inform and streamline the process</li> </ul>				KEY: Numeric date = actual completion date X = planned completion month													
Stage	Action Steps	Responsible Entity	Facilitators, Barriers Outcomes, Next Steps (F, B,O, NS)	Year 1 month				Year 2 month									
				9	10	11	12	1	2	3	4	5	6	7	8		
PRE-IMPLEMENTATION	<ul style="list-style-type: none"> <li>Review project materials / requirements</li> <li>Leverage resources / collaborators</li> <li>Finalize agenda; send invites</li> </ul>	PI	<ul style="list-style-type: none"> <li>Coordinated meeting w/ local entities (F)</li> <li>Set Agenda w/o partners (B)</li> <li>Host breakfast meeting with key collaborators (O / NS)</li> </ul>	22													<ul style="list-style-type: none"> <li>Meeting in community partner space improved attendance</li> <li>Share draft agenda w/ partners prior to next meeting</li> </ul>
	<ul style="list-style-type: none"> <li>Arrange meetings: schedule space, identify key stakeholders, facilitator</li> <li>Draft agenda; share w/ admin / funder</li> </ul>	PD	<ul style="list-style-type: none"> <li>Coordinating logistics with partners (F)</li> <li>Send thank you / follow up with leadership / participants (NS)</li> </ul>	18													<ul style="list-style-type: none"> <li>Getting the right people to the table will help facilitate next steps</li> </ul>
IMPLEMENTATION	<ul style="list-style-type: none"> <li>Met with key stakeholder to inform site visit agenda and presentations.</li> <li>Shared draft presentation materials</li> <li>Walk-through of partner space; met partner's team.</li> </ul>	PI / Leadership	<ul style="list-style-type: none"> <li>Clarified roles &amp; Id'd leads (F)</li> <li>Draft plan for cross-site data collection</li> <li>Identified key barriers (O)</li> <li>Contact FQHC (NS)</li> <li>Update Plan with partner input (O / NS)</li> </ul>	15												<ul style="list-style-type: none"> <li>Helped improve integration with local EHE plan</li> <li>Partner staff informed logistics</li> <li>Full team needed (Project PI, project staff, data manager)</li> </ul>	
	<ul style="list-style-type: none"> <li>Visit to partner location to present project overview</li> <li>Gain buy-in for needed data collection and reporting and inform the initiative</li> </ul>	PD/ Partners	<ul style="list-style-type: none"> <li>Established/ enhanced relationships (O)</li> <li>Leadership pledged to work collaboratively w/ team (O)</li> <li>Champion identified (O)</li> </ul>	15													<ul style="list-style-type: none"> <li>Walk-through revealed robust clinic services; onsite lab, transportation</li> </ul>
EVALUATION	<ul style="list-style-type: none"> <li>Advised site of need to complete Baseline for each identified location (not just main site)</li> </ul>	PI / Evaluator	<ul style="list-style-type: none"> <li>Plan to prioritize, streamline and coordinate system-wide data collection/ reporting (O)</li> </ul>	15												<ul style="list-style-type: none"> <li>Need simplified data collection tool for partner site use; discuss with Evaluation team</li> </ul>	
	<ul style="list-style-type: none"> <li>Review and annotate Partner data collection tool (by location)</li> </ul>	PD / Evaluator	<ul style="list-style-type: none"> <li>Partners unfamiliar with Red Cap data collection tool</li> <li>PD to facilitate</li> </ul>			X											<ul style="list-style-type: none"> <li>Promotores / CC play vital role in gaining buy in to facilitate data collection</li> </ul>
NEXT STEPS	<ul style="list-style-type: none"> <li>Meet with Funder / Evaluation team to discuss next steps / lessons learn</li> <li>Expand partners to including FQHC, housing/ employment service agencies</li> </ul>	PI/PD Evaluator	<ul style="list-style-type: none"> <li>Consider need to enhance data collection tools</li> <li>Determine need to update IRB approvals</li> </ul>		X											<ul style="list-style-type: none"> <li>Consider inviting funder / evaluator to year end meeting with all collaborators / partners</li> </ul>	



# DURATION



Through collaborations, shared lessons and adaptations, interventions can evolve and endure across generations.



# Session I: Key Take Aways

## **Gain Buy in**

- Welcome and engage the reader
- Describe the intervention and its intent
- Discuss the need for the intervention
- Provide relatable background information that leads reader to want to learn more

**References, Resources & Tools for Your Team!**



# Session II: Starting the Journey

## Mapping a Route to your Planned Destination

- Planning tools and tips
- Small group activity: Mapping your route - Planning before you go. Discuss key considerations for documenting each stop along the way.
- Review *Pre-Implementation activities, Implementation and Evaluation* sections of Intervention Manual

**Please Join Us: March 28th 12-1p ET**





# References, Resources and Tools

## iHiP Tools & Resources

### **Implementation Manual Template and Instructions:**

<https://targethiv.org/library/ihip-spns-implementation-manual-template-and-instructions>

**Tools + Tips Handbook:** Cruzado-Quinones, J., Jordan, A. O., & Cagey, R. (2016) Tools + Tips for Providing Transitional Care Coordination: Handbook, Health Resources Services Administration Integrating HIV Innovative Practices

<https://targethiv.org/ihip/tools-tips-providing-transitional-care-coordination>

### **SPNS Care and Treatment Interventions (CATIs) Curriculum:**

<https://targethiv.org/deii/deii-resources>



# References, Resources and Tools (con't)

## Additional Resources and References

**Logic Model:** <https://ctb.ku.edu/en/table-of-contents/overview/models-for-community-health-and-development/logic-model-development/main>

**True Colors:** Miscisin, M. (2010). *Showing our true colors* (3<sup>rd</sup> edition). True Colors International  
<https://edis.ifas.ufl.edu/publication/WC234>

**Learning styles:** Adapted from McWhorter, K. T. (2003). *Study and critical thinking skills in college* (5th ed.). New York: Addison Wesley Longman, Inc.  
<https://www.suu.edu/academicsuccess/tutoring/pdf/learning-styles-self-assessment.pdf>

**Collaborations:** Jordan AO, Lincoln T, Miles JJ Public Health is Correctional Health is Community Health: Collaboration is Essential, *Public Health Behind Bars*, Greifinger, 2ed Springer Nature 2022  
[https://link.springer.com/chapter/10.1007/978-1-0716-1807-3\\_33](https://link.springer.com/chapter/10.1007/978-1-0716-1807-3_33)

**Leveraging Past Initiatives:** Cruzado-Quinones J, Cagey Huibregtse R, Jordan AO (2023) Transnational Trans Women Inspires and Informs Evidence-Informed Interventions *Journal of Correctional Health Care*, pre-publication Liebert publishers.

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