**Sustainability Tool**

**Background:** This tool can be used to identify sustainability issues in planning and implementing your improvement efforts.

**How to use this tool:** The Implementation Team leader (or individual designated by the leader) should complete this checklist.

Use this tool to ensure you have appropriate resources and strategies in place to sustain improvement efforts.

| **Elements of Sustainability** | **Notes** |
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| **Identity (Goals)** |  |
| Is guiding vision clearly specified? |  |
| Is change goal focused (not too encompassing) and actionable? |  |
| Is “sustainability goal” clarified (i.e., what will be sustained?) and at what level is this goal?   * Specific process or outcome * General capacity to improve on more than one outcome or process * Partnership itself |  |
| *Problem solving:* If vision and goals are not clearly specified, focused, and actionable, what strategies will be adopted to address this issue? |  |
| **Infrastructure** |  |
| Human resources |  |
| * Are the internal/external human resources in place to sustain the effort going forward (describe—e.g., team, senior leadership, champion, opinion leader)? |  |
| * Are external supports in place to sustain the effort going forward (describe—e.g., mentors, advisory group, professional associations, community advocates)? |  |
| Technical resources |  |
| * Are materials developed and accessible if sought? |  |
| * Are there listservs, meetings, and other mechanisms to promote ongoing communication? |  |
| * Are training and technical support available to develop and maintain necessary skills? |  |
| * Are information systems in place to support the effort going forward? |  |

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| Financial resources |  |
| * Is funding adequate for the time period required to achieve the change goal? |  |
| * Is funding source stable for the time period needed to accomplish guiding vision? |  |
| *Problem solving:* If key elements are lacking, has a strategy been developed to address this issue? |  |
| **Incentives** |  |
| Is project perceived to add “value” within the organization (i.e., people can see something in it for them)? |  |
| Can value be measured quantitatively (i.e., decrease in injurious fall rate or maintenance of low injurious fall rate)? |  |
| Are other intangible values/incentives perceived (e.g., improved reputation, pride, sense of accomplishment)? Describe. |  |
| Is the project perceived as having disincentives? Describe. |  |
| *Problem solving:* If positive incentives are inadequate or disincentives are identified, have strategies been proposed to address this issue? |  |
| **Incremental Opportunities for Participation** |  |
| Can the project goals be best achieved with varied levels and types of participation?  If **yes**, then continue to next two questions. |  |
| Are there opportunities for varied geographic participation (e.g., among units within a hospital; among hospitals within a consortium; participation in regional vs. national initiative)? |  |
| * If yes, what types of varied geographic participation opportunities are available? |  |
| * Is the geographic scale workable? |  |
| Are varied roles for participation in the project provided?  If **yes**, what varied roles for participation are provided? |  |
| * Observer role |  |
| * Technical assistance role |  |
| * Data collection role (e.g., review charts or incident reports) |  |
| * Advisor or consultant role |  |
| * Implementer role |  |
| * Changing role throughout the project |  |
| * Can pick and choose among offered activities |  |
| * Other |  |
| *Problem solving:* If goals can be achieved with varied levels and types of participation but no provision has been made for participation in different ways, what strategies can be used to address this issue? |  |

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| **Integration** |  |
| Are change goals aligned with strategic goals of participating entities (macro level)? |  |
| Are change goals integrated with other performance measures and reward systems of participating entities (macro level)? |  |
| Are change goals integrated with existing programs, policies/procedures, and information systems of participating entities (micro level)? |  |
| *Problem solving:* If change goals are not aligned and integrated with the strategic goals, performance measures, reward systems, programs, policies/procedures, and information systems of participating entities, what strategies can be used to address this issue? |  |

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