



## APPENDIX E

# SUSTAINABILITY WORKSHEET

Choose three or four factors that you believe would help strengthen the sustainability of your improvements. Use the *Sustainability: How Factors Work* sheet to help you think about and choose the factors. (See Appendix J.)

Remember that you can address more factors later.

Make a note in the second column about why you think it is important to strengthen that factor. Examples: You chose to strengthen *Perceived Value* because the leaders that need to support improvements do not know about them or you chose to strengthen *Organizational Infrastructure* because the new ways of working need to be written into job descriptions to make them officially part of peoples' duties.

Address a factor generally or specify a subcategory within that factor. If you decide to focus on a subcategory within a factor, you should circle which one (or write it in if it is not listed). Examples: You can address *Monitoring and Feedback* generally or focus on providing more monitoring and feedback just to staff. You can address *Organizational Fit* generally or focus on just on the mission statement.

List activities that you will conduct to strengthen the factor. Use the *Sustainability: How Factors Work* to find examples. Consider that one factor can often be used to strengthen another (e.g., *Feedback* strengthens *Perceived Value*).

| SUSTAINABILITY FACTOR  | WHY THE FACTOR IS IMPORTANT TO SUSTAINABILITY | ACTIVITIES TO STRENGTHEN THE FACTOR<br>Describe activities that will strengthen this factor |
|--|---|---|
| <p><b>PERCEIVED VALUE</b></p> <p>to the:</p> <ul style="list-style-type: none"> <li>community •</li> <li>clients/patients •</li> <li>staff •</li> <li>leaders •</li> </ul> |   |   |
| <p><b>MONITORING AND FEEDBACK</b></p> <p>to the:</p> <ul style="list-style-type: none"> <li>community •</li> <li>clients •</li> </ul>                                      |   |   |



# SUSTAINABILITY WORKSHEET

What improved outcomes are we trying to sustain: \_\_\_\_\_ ?

| SUSTAINABILITY FACTOR  | WHY THE FACTOR IS IMPORTANT TO SUSTAINABILITY | ACTIVITIES TO STRENGTHEN THE FACTOR<br>Describe activities that will strengthen this factor |
|--|---|---|
| <p><b>PERCEIVED VALUE</b></p> <p>to the:</p> <ul style="list-style-type: none"> <li>community •</li> <li>clients/patients •</li> <li>staff •</li> <li>leaders •</li> </ul>         |   |   |
| <p><b>MONITORING AND FEEDBACK</b></p> <p>to the:</p> <ul style="list-style-type: none"> <li>community •</li> <li>clients/patients •</li> <li>staff •</li> <li>leaders •</li> </ul> |   |   |
| <p><b>LEADERSHIP</b></p> <ul style="list-style-type: none"> <li>executives •</li> <li>managers •</li> <li>champions •</li> </ul>   |   |   |
| <p><b>STAFF</b></p> <ul style="list-style-type: none"> <li>front-line •</li> <li>administrative •</li> <li>volunteers •</li> </ul>   |   |   |



# SUSTAINABILITY WORKSHEET

What improved outcomes are we trying to sustain: \_\_\_\_\_ ?

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|--|---|---|
| <p><b>SHARED MODELS</b></p> <p>for:</p> <ul style="list-style-type: none"> <li>planning meetings •</li> <li>strategic plans •</li> <li>grant development •</li> </ul>                          |   |   |
| <p><b>ORGANIZATIONAL INFRASTRUCTURE</b></p> <ul style="list-style-type: none"> <li>systems •</li> <li>job descriptions •</li> <li>business plan •</li> <li>performance assessment •</li> </ul> |   |   |
| <p><b>ORGANIZATIONAL FIT</b></p> <ul style="list-style-type: none"> <li>mission statement •</li> <li>strategic plans •</li> <li>business plan •</li> </ul>                                     |   |   |
| <p><b>COMMUNITY FIT</b></p> <ul style="list-style-type: none"> <li>interest/needs access •<br/>(e.g., transportation cost)</li> <li>format •<br/>(e.g., group or individual)</li> </ul>        |   |   |



# SUSTAINABILITY WORKSHEET

What improved outcomes are we trying to sustain: \_\_\_\_\_ ?

| SUSTAINABILITY FACTOR   | WHY THE FACTOR IS IMPORTANT TO SUSTAINABILITY | ACTIVITIES TO STRENGTHEN THE FACTOR<br>Describe activities that will strengthen this factor |
|---|---|---|
| <p><b>PARTNERS</b></p> <ul style="list-style-type: none"> <li>active involvement •</li> <li>resources •</li> <li>staff support •</li> </ul>     |   |   |
| <p><b>SPREAD</b></p> <p>to:</p> <ul style="list-style-type: none"> <li>departments •</li> <li>sites •</li> <li>organizationst •</li> </ul>      |   |   |
| <p><b>FUNDING</b></p> <ul style="list-style-type: none"> <li>fees •</li> <li>reimbursement •</li> <li>grants •</li> <li>government •</li> </ul> |   |   |
| <p><b>GOVERNMENT POLICIES</b></p> <ul style="list-style-type: none"> <li>local •</li> <li>state •</li> <li>federal •</li> </ul>                 |   |   |