



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 Describe activities that will strengthen this factor
<p>PERCEIVED VALUE</p> <p>to the:</p> <ul style="list-style-type: none"> community • clients/patients • staff • leaders • 		
<p>MONITORING AND FEEDBACK</p> <p>to the:</p> <ul style="list-style-type: none"> community • clients • 		



SUSTAINABILITY WORKSHEET

What improved outcomes are we trying to sustain: _____ ?

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



SUSTAINABILITY WORKSHEET

What improved outcomes are we trying to sustain: _____ ?

SUSTAINABILITY FACTOR	WHY THE FACTOR IS IMPORTANT TO SUSTAINABILITY	ACTIVITIES TO STRENGTHEN THE FACTOR Describe activities that will strengthen this factor
<p>SHARED MODELS</p> <p>for:</p> <ul style="list-style-type: none"> planning meetings • strategic plans • grant development • 		
<p>ORGANIZATIONAL INFRASTRUCTURE</p> <ul style="list-style-type: none"> systems • job descriptions • business plan • performance assessment • 		
<p>ORGANIZATIONAL FIT</p> <ul style="list-style-type: none"> mission statement • strategic plans • business plan • 		
<p>COMMUNITY FIT</p> <ul style="list-style-type: none"> interest/needs access (e.g., transportation cost) • format (e.g., group or individual) • 		



SUSTAINABILITY WORKSHEET

What improved outcomes are we trying to sustain: _____ ?

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