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CENTER FOR EVIDENCE-BASED PRACTICES

at Case Western Reserve University



A partnership between the Jack, Joseph and Morton Mandel
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at the Case Western Reserve School of Medicine

Center for Evidence-Based Practices
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Ohio Department of Mental Health
and Addiction Services
<http://mha.ohio.gov>



A Technical-Assistance Center

Providing consultation, training, and evaluation
for the implementation of integrated behavioral
healthcare services

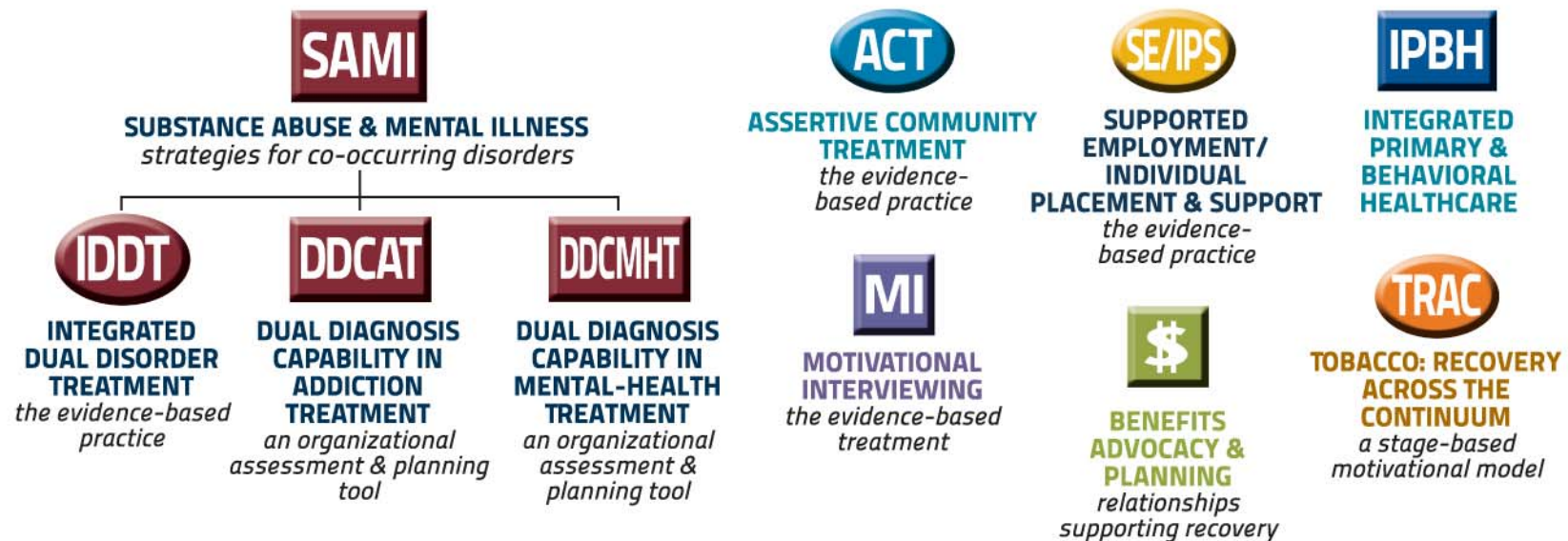
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Service innovations for people with mental illness, substance use disorders



Planning for Action: A Framework for Dealing with Common SE/IPS Pitfalls

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Center for Evidence-Based Practices

Welcome and Introductions

Learning Objectives

- Participants will be able to ...
 1. Gain understanding of how proactive Action Planning is utilized to improve overall fidelity to the SE/IPS model and enhance outcomes by developing measurable goals that are continuously updated and evaluated.
 2. Identify challenges and barriers that interfere with effective SE/IPS implementation, and differentiate those challenges which are reflected in items measured directly on the fidelity tool and those that result from needs beyond what is measured on the fidelity tool.
 3. Articulate an Action Plan item that includes a specific goal and the implementation steps, who is responsible, desired outcome, and timeframes for completion.

What is Action Planning

An **action plan** is a document that lists what steps must be taken in order to achieve a specific goal. The purpose of an **action plan** is to clarify what resources are required to reach the goal, formulate a timeline for when specific tasks need to be completed and identify who is responsible for the tasks

From www.WhatIs.com

Why Do we Action Plan?

Action Planning:

- Provides an organized framework for implementation
- Saves time, energy and resources
- Provides accountability

Developing Action Planning Goals

- The fidelity report may provide ideas for goals
 - Looking for “low hanging fruit” that can be rapidly or more easily addressed
 - Vs
 - Highest Impact Items
 - Some goals may impact multiple fidelity items or have more significant impact on services in general.
- Goals may also come from items not related to fidelity but that have meaningful impact on services
 - Three to Four items to begin with

SMART Goals

Specific

Measurable

Attainable

Realistic

Timely

Specific

- Six questions to consider when developing specific goals:

Who is involved?

What do I want to accomplish?

Where will this happen?

When will the goal (or step towards the goal) be completed?

Which areas are most important to address?

Why does this need to be done?

Measurable

- How will I know when this goal is attained?
- What will change as a result of meeting this goal?

Attainable

- Goals need to be reachable
 - Many goals may be attainable with proper planning
 - May need multiple smaller steps to reach the final goal
 - Implementation steps

Goals Vs. Implementation Steps

- Example – Develop an agency steering committee
 - Multiple Implementation Steps
 - Identify stakeholders
 - Internal
 - External
 - Contact potential stakeholders to assess interest
 - Establish a schedule for meetings and invite/notify stakeholders
 - Develop an initial agenda

Realistic

- **Need to identify goals that are both meaningful and realistic**
- **Need balance between reachable/realistic and challenging**
 - **Some goals may be more reachable but we may be less motivated to reach them.**

Timely

- A time frame for the goal
 - Time frames help ensure we make continued progress towards the goal.
 - Helps ensure accountability
 - The time frame also has to be reachable

The Action Planning Document

- Key Components:
 - Goal – What is it that needs to be accomplished?
 - Implementation Steps – What steps need to be taken to reach the goal?
 - Responsibility – Who will be responsible for each step?
 - Desired outcome – How will we know if the step is completed?
 - Desired date of Completion – When can this be accomplished?
 - Actual date of Completion – When is the step completed?

Action Plan

Goal:				
Related fidelity item(s):				
Implementation Step	Who is responsible?	Desired Outcome (How will I know if we have made progress?)	Desired date of completion	Actual date of completion and comments

Goal:				
Related fidelity item(s):				
Implementation Step	Who is responsible?	Desired Outcome (How will I know if this is done?)	Desired date of completion	Actual date of completion and comments

Goal:				
Related fidelity item(s):				
Implementation Step	Who is responsible?	Desired Outcome (How will I know if this is done?)	Desired date of completion	Actual date of completion and comments

Brainstorming – Barriers to Implementation of SE/IPS

What are some barriers or challenges that we might action plan for in an SE/IPS program?

Small Group Activity 1

- Within your group:
 1. Look at the goal assigned to your group on the action planning document that was provided
 2. Identify potential implementation steps that would help you reach your goal
 3. “Flesh out” the rest of your plan (remember SMART)

Small Group Activity 2

- Within your group:
 1. Identify one or two items you would like to action plan for within your organization(s)
 2. Identify potential implementation steps that would help you reach your goal
 3. “Flesh out” the rest of your plan (remember SMART)

Process Monitoring – Utilizing the Action Plan as a Living Document

- **Regular (at least monthly) reviews of the plan help ensure continuous movement towards goals**
 - **Implementation Committees - smaller, internal agency committees that are utilized to guide implementation**
 - **Steering Committees – Larger committees with both internal and external stakeholders**

Steering Committees

Potential stakeholders:

- Participants
- IPS supervisor
- Mental health agency clinical director
- VR supervisor and counselor
- Family members
- Mental health executive director
- Local college (office for students with disabilities)
- Employers or Chamber of Commerce representative
- Representatives from the justice system
- And others as fits the needs of the committee

Contact Us

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