

- **Sustainability Goal.** One to two sentences describing a change your team wants to see happen in order to build capacity in a key area (*QIA focus area*). Often, sustainability goals focus on:
 - Patient Education
 - A Process/Timeline of activities
 - Training models
 - Partnerships
 - Infrastructure/personnel
 - Communications/dissemination
 - And more...

Ideally, the goal(s) will be SMART (Specific, Measurable, Attainable, Relevant, Time bound). The following are two examples of a sustainability goal:

- Example #1: *By November 30, 2019, all patient plan of care meetings will include discussion of treatment options.*
- Example #2: *By September 30, 2019, identify and establish relationships with 3 VR/EN/Adult Education organizations at the local level who can describe and advocate for the program with our patients.*
- Example #3: *By August 31, 2019, a quarterly education plan for staff and patients on infection reduction will be outlined and planned.*

- **Sustainability Method.** A phrase or a sentence identifying a principal method to be used to achieve the goal. A goal may have one or more methods. For example, the goal in Example #1, above, could have one method (i.e. a plan of care template), or more (We created a patient interest checklist; a meeting with home therapies staff or a patient peer mentor/ QIA Champion). Likewise, the goal in Example #2, above, could require one method (i.e. 1:1 engagements/regular meetings) or several (i.e. state-level summit meetings; listserve or online community forums).

Identify the Sustainability Action Steps (Sustainability Planning Step 3)

- **Action Steps: Activity, Person/Group Responsible, Timeline, and Resources Needed.** For each primary activity, identify corresponding secondary activities; individual or group responsible; timeline; and capacity building assistance (CBA) needed to support the group’s work in that area. The “Progress Update” column enables teams to monitor work on each action step over time.

Identify the Factors for Program Sustainability (Sustainability Planning Step 4)

- **Align with Factors for Program Sustainability.** The factors for program sustainability have demonstrated to lead to sustainability through on-the-ground experience and research.

Please align your plan with the factors:

- **STRATEGIZE** | Create an Action Strategy
 - **ASSESS** | Asses the Environment
 - **LEAD** | Identify, Engage, and Develop Leaders
 - **EVOLVE** | Remain Flexible and Evolve
 - **COMMUNICATE** | Communicate with Stakeholders
 - **INTEGRATE** | Integrate Program Services into patient community Infrastructures
 - **PARTNER** | Create Strategic Partnerships and Mobilize the Community
- **Sustainability Plan.** Once completed, the categories listed above comprise the sustainability plan. Depending on the sustainability goal, you will need one or more activities. Keep in mind that the more detailed the action steps, the easier it will be to complete them as well as determine where efforts may be falling short so you can devise an alternative plan if necessary. Finally, your sustainability plan is almost certain to be longer than one page – make additional copies of the planning template on the next page, as needed.



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Quality Improvement Activity Sustainability Planning Guide & Template

Sustainability Goal #1:	
Sustainability Method(s):	

Primary Activity	Secondary Activities	Alignment with Factors for Program Sustainability	Person/Group Responsible	Timeline	Resources and/or individual Technical Assistance Needed	Progress Update
1.	a.					
	b.					
2.	a.					
	B.					