

## Tool: Implementation Teams

### Communication Protocols Worksheet



The specific purposes of linking communication protocols are to:

- Communicate progress and celebrate success throughout the system
- Report systemic barriers that are preventing or hindering implementation and
  - Should be resolved by one of the groups
  - Need to be moved 'up the line' to the group that can best address the barrier
- Report on actions taken related to resolve or address past issues
- Revisit past decisions and agreements periodically to ensure that solutions are still functional

In promoting system alignment, you may be developing a 'chain' of protocols from the practice level to the state level or you may be developing protocols between and among partners in a collaborative group. Depending on a number of factors (e.g. how new the relationships are, how cohesive the groups are, how much a common purpose is shared), it may take one or several meetings to work out the first draft of the protocols. After the protocols have been tried out a couple of times, the process should be evaluated for satisfaction and functionality and then adjusted.

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# Communication Protocol Worksheet

From: \_\_\_\_\_

To: \_\_\_\_\_



<b>Rationale</b>	
<b>Information to communicate</b> (e.g., updates, successes, challenges)	
<b>Responsible Individual(s)</b>	
<b>Schedule, Time Allotted</b>	
<b>Format</b>	
<b>Response Timeline</b>	
<b>Response Format</b>	