

RE-AIM PLANNING TOOL

The key to achieving intended results from an intervention is to take a well rounded approach to program planning. This section is intended as “thought questions”, which serve as a checklist, for key aspects that should be considered when planning an intervention. The best way use this section would be to think about the issues raised, their pertinence to one’s intervention(s) and making any relevant changes before launching the intervention. The questions listed are generalized and meant as self checks so don’t worry about not answering the ones that are not relevant to your unique program and situation.

Planning Checklist

Questions to improve REACH

1. Do you hope to reach all members of your target population? If yes provide a number or estimate for your target population. If no (due to large size of the target population and budget constraints) provide the proportion of the target population that you want to reach ideally given constraints.
2. What is the breakdown of the demographics of your target population in terms of race/ethnicity, gender and socioeconomic status?
3. How confident are you that your program will successfully attract all members of your target population regardless of age, race/ethnicity, gender, socioeconomic status and other important characteristics?
1 2 3 4 5 6 7 8 9 10 (where 1= not at all confident 5= somewhat confident 10- completely confident)
4. What are the barriers you foresee that will limit your ability to plan to, and successfully reach, your intended target population?
5. How do you hope to overcome these barriers?
6. Rate the difficulty you expect in overcoming these barriers.
1 2 3 4 5 6 7 8 9 10 (where 1= not at all confident 5= somewhat confident 10- completely confident)

Questions to improve EFFECTIVENESS

1. Would you categorize your intervention as evidence based or a new innovation?
2. Why did you choose this intervention and its components?
3. What are the strengths of your intervention?
4. Have you come to agreement with key stakeholders about what 'success' will be defined as?
5. List the measurable objectives that you wish to achieve in order to accomplish your goal (How will you define success?).
6. What are the likely unintended consequences that may result from this program?
7. Rate your confidence that this intervention will lead to your planned outcome?
1 2 3 4 5 6 7 8 9 10 (where 1= not at all confident 5= somewhat confident 10- completely confident)

Questions to improve ADOPTION

1. What percent of your organization (e.g. departments, relevant staff etc) will be involved in supporting or delivering this program?
2. What percent of other organizations such as yours will be willing and able to offer this program after you are done testing?
3. How confident are you that your program will be adopted by those settings and staff who provide services for people in your target population who have the greatest need?
1 2 3 4 5 6 7 8 9 10 (where 1= not at all confident 5= somewhat confident 10- completely confident)
4. What do you think will be the greatest barriers to other sites or organizations adopting this program? Do you have a system in place for overcoming these barriers?

Questions to improve IMPLEMENTATION

1. How confident are you that the program can be delivered as intended?
1 2 3 4 5 6 7 8 9 10 (where 1= not at all confident 5= somewhat confident 10- completely confident)
2. How confident are you that the program can be delivered by staff representing a variety of positions, levels and expertise/ experience of the organization?
3. Is your program flexible (while maintaining fidelity to the original design) to changes or corrections that may be required midcourse?
4. Do you have a system in place to document and track the progress of the program and effect of changes made during the course of the program?

Questions to improve MAINTENANCE (Individual)

1. What evidence is available that suggests the intervention effects will be maintained 6 or more months after it is completed?
2. How confident are you that the program will produce lasting benefits for the participants?
1 2 3 4 5 6 7 8 9 10 (where 1= not at all confident 5= somewhat confident 10- completely confident)
3. What do you plan to do to support initial success and prevent or deal with relapse of participants?

Questions to improve MAINTENANCE (Community)

1. How confident are you that your program will be sustained in your setting a year after the grant is over and or a year after it has been implemented?
1 2 3 4 5 6 7 8 9 10 (where 1= not at all confident 5= somewhat confident 10- completely confident)
2. What do you see as the greatest challenges to the long term success of organizations continuing their support of the program?
3. What are your plans for intervention sustainability? Will additional funding be needed?
4. Do you have key stakeholder commitment to continue the program if it is successful?

5. To what degree will the intervention be integrated into the regular practice of the delivery organization?