



Communities of Practice: Rural Communities Opioids Response Program Sustainability Plan Development and Submission Guide

Conducting the Assessment Using Group Consensus

The COP-RCORP local communities will complete the Program Sustainability Assessment Tool (PSAT) from Washington University. The PSAT will be used as a sustainability assessment about the capacity of your local planning infrastructure, which is your Local COP-RCORP Consortium.

These instructions are for those planning to conduct the assessment as a group using a consensus building process. Below are some key points to keep in mind.

Important Context Regarding Sustainability

- This sustainability assessment is not about sustaining an individual program or your current strategic plans. Instead, it is as an opportunity to reflect on your local consortium's capacity to engage, monitor, and adapt your plans to address opiate used disorders over time.
- As you and other staff answer the assessment questions, you will frequently see the word "Program". It is important to consciously replace the word, "Program" every time it appears with "Local COP-RCORP Consortium."
- We are not able to change the words in the questions, so you will need to make this replacement in your mind every time you see it.

Sustaining Capacity

- Many factors contribute to sustainability. The sustainability assessment tool will hopefully enable you to assess your Local CoP-RCORP Consortium's current capacity for sustainability across a range of specific organizational and contextual factors.
- With knowledge of these critical factors, stakeholders can focus on building *capacity* for sustainability and positioning their efforts for long term success.
- As a reminder, your community has been selected for this HRSA initiative to build your local capacity. Please resist the urge to "paint a perfect" picture when responding to the questions.
- In fact, it is expected that you will have low ratings in one or more areas. You will utilize the identified sustainability strengths and challenges to reflect on your capacity to sustain your local efforts. This reflection will then be used to guide the development of a sustainability plan.

Step 1 – Schedule the Group Consensus Meeting

1. Schedule a time and location for your group to meet and discuss a consensus response to the assessment questions.
2. Invite everyone who will be completing the assessment to the consensus meeting.



3. OPTIONAL – Send a hard copy version of the Sustainability Assessment Tool to everyone you are asking to be part of the consensus discussion. (Note: this is the group that you let OU/PIRE know would be completing this process.) Ask everyone to review and/or answer all of the assessment questions ahead of your meeting and to bring their completed responses to the consensus building meeting.

Step 2 – Prepare for the Group Consensus Discussion

1. Review the “Reflection Questions” document to familiarize yourself with what you will need to include in your sustainability report. For example, you may want to ask your group about why a domain seems to represent a strength, weakness, opportunity or threat. We would suggest having an assigned note taker to capture this discussion for reference later.
2. Consider how you will facilitate the discussion. For example,
 - a. Think about some basic ground rules to ensure all participants feel their perspectives are valued.
 - b. Be prepared to remind the group of the intent of this sustainability assessment and the importance of focusing on sustaining the Local COP-RCORP Consortium.
 - c. Consider how you will facilitate the group in the event that there is wide disagreement with a question or someone is belaboring a point.

Step 3 – Registration: Set Up an Account to Use the Program Sustainability Assessment Tool

*****Complete this step prior to your group consensus meeting.*****

1. Go to the website - <https://www.sustaintool.org/>
2. In the upper right corner, click: “Register”
 - a) Create a username
 - b) Type your email
 - c) Select: “I’m not a robot” and validate, if necessary
 - d) Click: Register
 - e) You will then receive an email from Sustain Tool. Click on the link to setup a password.
 - f) Keep track of your username and password, which you will need to use when you are ready to enter your assessment results.

Step 4 – Assessment Setup: Prepare to Enter Your Assessment Results

*****Complete this step a few minutes prior to your group consensus meeting.*****

This step will set up your assessment tool. It takes a few minutes to enter all of the required information. We suggest completing this step about 15 minutes prior to your group consensus meeting. This will allow you to be ready to go with answering the questions as soon everyone has gathered.



NOTE: You do not want to logout once you begin this step (4) of the assessment setup. If you do, you will have to enter this information again.

1. Login and click: “Get Started”.
2. Select “Assess as an Individual”.

Read the ‘Individual Assessment Set Up’ overview. It contains information about how the process works and what will happen next. Information from the Sustain Tool Website is shown below in **blue font**. OU/PIRE has added commentary below in **fuchsia font** to provide relevant context for the HRSA RCORP project.

Information from Sustain Tool Website: Here’s how the process works:

3. Enter the name of the program (or set of activities) that you are assessing using the Program Sustainability Assessment Tool.

OU/PIRE note: We consider “program” to be the local COP-RCORP Consortium.

4. Answer four short questions about the program.

OU/PIRE note: remember to actively remind everyone to replace the word “program” with Local COP-RCORP Consortium anytime it appears in the questions. We are not able to change any words in the questions.

- a. In the box called, “The name of the program or set of activities that I am assessing is:”

Type: Local COP-RCORP Consortium

- b. In the box, “The name of the organization in which this program is housed is:”

Type: RCORP-Funded Project in [Fill in county Name]

- c. What is the primary field of the program you are assessing?

Select: Public Health

- d. If you work in public health, please specify its primary focus:

Select: Alcohol/Drug Abuse & Addiction

- e. At what level is this program implemented?

Select: Community

- f. How long has this program been in existence?

Select: one to three years (for the HRSA-fund Local RCORP Consortium)

- g. How many personnel, including volunteers and part-time staff, work on this program?

Select: the corresponding number for how many people are engaging the group consensus process.

5. Click: Submit.



OU/PIRE Note: Be aware that if you hit the back button, all of this information will be emptied out of the cells and you will need to re-enter it again.

Step 4 – Hold the Group Consensus Discussion and Enter the Consensus Scores Online

1. Welcome everyone and review any ground rules with the group.
2. Hold your meeting and listen to everyone's perspective.
3. Record the group's agreed upon score for each question into the online assessment as you discuss each question.
4. Ask someone to record hard copy notes about the discussion for each domain, including why the group considers it to be a strength, weakness, opportunity, or threat. (Save this for your analysis and reflection step.)
5. Follow the instructions to complete the survey. Note that the responses range from 1 (program has this to no extent) to 7 (program has this to the full extent), and there is also an 'NA' choice (if unable to answer).
6. Click "Submit" when you have completed the survey.

Step 5 – Download Your PSAT Sustainability Report

1. Answer the next prompt: click "**Submit and View Results**".
2. You will now see a Sustainability Report. Click: "**Download PDF**".
3. Save the PDF.
4. You now have a report and the notes from the meeting to guide the writing of your Sustainability Plan.
5. Now that you have the completed assessment report, you will need to decide how you want to complete the Reflection Questions based on what makes the most sense for your community.
 - a. One option could be to take time at the end of the group consensus discussion and work through the SWOT analysis, prioritization process, etc.
 - b. Another option could be for the consensus group to reconvene at another point to discuss the Reflection Questions.
 - c. Another option could be for the project director to summarize the responses to the Reflection Questions based on the notes and discussion. This draft could be shared with the core group before submitting to OU/PIRE.
 - d. Another option could be one that you develop based on your locality.
6. You will need to send a copy of your Assessment Report to **Laura Milazzo: milazzol@ohio.edu**.