

KNOWLEDGE TO ACTION (KTA) *on* CLIENT-DRIVEN CARE (CDC)

PHASE 2: ACTION GROUP IMPLEMENTATION STRATEGY

AGENDA GUIDES

Meeting #1A: "Testing the Water"

N.B. This meeting is for the purpose of getting the group organized, answering their questions about the planned direction over the next year, and generally bringing everyone to common understanding of the next year's venture toward creating evidence-based action on client driven care across the SW-CCAC. The agenda reflects this. Depending upon the group's familiarity with the project, they may be able to undertake the agenda for Meeting #1B, which really is the action group's first implementation meeting. If so, the facilitator will simply move them along to items 3, 4 and 5 of the Meeting #1B Agenda.

1. Introductions
2. Slide presentation by the Researcher Resource Person:
 - a. KTA on CDC Project Overview
 - b. Overview of SW-CCAC's Organizational Structure for KTA on CDC
 - c. Overview of the KTA Implementation Process
 - d. Overview of the Key Principles of Client-Driven Care
 - e. Overview of Phase 1 Participant's Experiences & Recommendations
3. Finalization of Informed Consent of all Participants
4. Baseline Data Collection

Meeting #1B: "Swimming Upstream Together"

1. Introductions
2. Review of the KTA on CDC project, the Phase 2 KTA Plan and Infrastructure, and the Action Group's purpose & terms of reference.
3. Decision about the group's priority action topic.
4. Decisions about when, where and how often the group will meet.
5. Consideration of and decisions about the group process approach
 - Keeping meetings on track
 - Communication and coordination of group activities
 - Meeting topics

- Regular assessment of group process
 - Connecting with others through the Leadership Implementation Committee and other potential networking ideas
 - Collection of information on the group process & outcomes
6. Review and discussion about relevant Phase 1 Champions' experiences and recommendations.
 7. Assessment of the group process in Meeting #1.
 8. Date, time and place of next meeting.

Meeting #2: "Casting our Net"

1. Introductions
2. Review of who is doing what to facilitate the group's meeting & agreed collection of information.
3. Summarized review of Meeting #1
4. Brainstorming of possible strategies for achieving CDC in the group's priority action topic.
5. Consideration of the pros and cons of each possible strategy in light of relevant Phase 1 Champions' experiences and recommendations.
6. Assessment of the group process in Meeting #2.
7. Date, time and place of next meeting.

Meeting #3: "Choosing our Line"

1. Introductions
2. Review of who is doing what to facilitate the group's meeting & agreed collection of information.
3. Summarized review of Meeting #2
4. Discussion of updates to and from the Leadership Implementation Committee and other networking efforts and decisions on any actions necessary.
5. Selection of one or more strategies deemed feasible to implement to achieve CDC in the group's priority action topic.
6. Development of a plan to implement the selected strategy(ies).
7. Consideration of the pros and cons of each plan component in light of relevant Phase 1 Champions' experiences and recommendations.
8. Assessment of the group process in Meeting #3.
9. Date, time and place of next meeting.

Meeting #4: “Casting our Line” (N.B., Depending upon progress at Meeting #3, this meeting may not be necessary)

1. Introductions
2. Review of who is doing what to facilitate the group’s meeting & agreed collection of information.
3. Summarized review of Meeting #3.
4. Discussion of updates to and from the Leadership Implementation Committee and other networking activities and decisions on any actions necessary.
5. Re-consideration of the pros and cons of each plan component in light of relevant Phase 1 Champions’ experiences and recommendations
6. Finalizing a feasible action plan to achieve CDC in the group’s priority action topic.
7. Confirmation of who will do what, when and where to begin action plan implementation.
8. Assessment of the group process in Meeting #4.
9. Date, time and place of next meeting.

Meeting #5, 6, 7,: “ Fishing Upstream Together”

1. Introductions
2. Review of who is doing what to facilitate the group’s meeting & agreed collection of information.
3. Summarized review of previous Meeting.
4. Discussion of updates to and from the Leadership Implementation Committee and other networking efforts and decisions on any actions necessary.
5. Assessment of implementation experiences, barriers & facilitators related to strategy implementation.
6. Further decisions to refine and/or promoted action plan implementation to achieve CDC in the group’s priority action topic.
7. Confirmation of who will do what, when and where to continue action plan implementation.
8. Assessment of the group process in this Meeting.
9. Date, time and place of next meeting.

Final Meeting: “Reeling in our Catch”

1. Introductions
2. Review of who is doing what to facilitate the group’s meeting & agreed collection of information.
3. Summarized review of previous Meeting.
4. Discussion of updates to and from the Leadership Implementation Committee and decisions on any actions necessary.

5. Overall assessment of the total implementation experience, and the key barriers & facilitators encountered.
6. Recommendations for follow-up action within the SW-CCAC to: (a) promote a learning organization orientation and (b) uptake and application of the principles of CDC in service delivery and care.
7. Recommendations for follow-up action beyond the SW-CCAC to: (a) share lessons learned across the province and beyond; (b) advise researchers on “next steps” in research to promote the uptake and application of the principles of CDC in service delivery and care.
8. Confirmation of who will do what, when and where to promote the sharing of lessons learned.
9. Assessment of the group process in this Meeting.
10. Consideration of future directions for the group and its geographic site.