

## DEPLOY

### A Checklist for Intervention Implementation

- Assign leadership roles for the management and oversight of an intervention to members of the readmission reduction team.
- Set a clear timeline.
  - Share key dates and project milestones with the readmission reduction team
- Generate a list of key considerations prior to developing an implementation schedule. For example,
  - Resource availability
  - Cost/funding
  - Obstacles
  - Communication/promotion
  - Material acquisition
  - Training/orientation
  - Resources for intervention evaluation
  - Key personnel
- Develop an implementation schedule.
  - Identify and rank key interventions
  - Consider steps that will facilitate seamless implementation of each intervention
  - Allow time for evaluation of each intervention
  - Factor in time to consider key staff input and feedback
- Provide education and training for supervisors, managers and key staff.
  - Identify key staff. Who will be impacted? Who should be educated and informed?
  - Lead staff to understand why improvement is necessary and what their role will be
- Prior to implementation, develop organization-wide communications about the intervention and overall readmission reduction initiative.
  - Share why improvement is necessary
  - Promote widely
  - Share progress regularly