



Greater Upper Valley Integrated Services Team Network Sustainability Plan

Completing most steps in this plan will lead Service Delivery Networks to impactful integration. Beyond an incubation and early planning period, most networks should be primed to continue beyond GUVIST facilitation within 6-9 months. The Executive Council liaison will evaluate projects using this table, and the Integration Catalyst will hand off ongoing work to the network when the project score meets a 70 point minimum.

Stage	Steps (Points where indicated)	Suggested Tools
Integration Incubation	2+ organizations complete Proposal for Change form (5 pts) Meet with Executive Council to review, clarify, refine project Approval with Review Criteria; Name EC member as liaison to project	<input type="checkbox"/> Proposal for Change
Service Delivery Network Development	Integration Catalyst develops and convenes network (10 pts) <ul style="list-style-type: none"> ● Identify and incorporate current, essential and atypical partners ● Decide meeting schedule and ground rules ● Appoint meeting facilitator- Integration Catalyst and/or core group Initial collaboration evaluation (5 pts total for pre and post evaluation) Develop Common Agenda and summarize in Project Charter (10 pts) <ul style="list-style-type: none"> ● Map current landscape and assess gaps/needs, barriers, capacity to improve ● Define target population ● Consolidate and make meaning of available data ● Clarify goals ● Develop Integration Aim Ensure Continuous Communication through presence on GUVIST website (5 pts)	<input type="checkbox"/> Project Charter <input type="checkbox"/> Initial Collaboration Evaluation <input type="checkbox"/> Theory of Change <input type="checkbox"/> Fishbone diagram <input type="checkbox"/> Flowchart <input type="checkbox"/> 5 Whys
Executive Council liaison check-in with network		
Implementation Coordination	Create community engagement plan; solicit and incorporate community voice (10 pts) Determine strategies to address integration aim in Logic Model (10 pts)	<input type="checkbox"/> Logic Model with Mutually Reinforcing Activities

	<ul style="list-style-type: none"> ● Document effort to improve health equity Define measures of success and plan to collect and share data (10 pts) Solicit support of organizational leadership: sign-off on Project Charter Pilot integration change (10 pts) <ul style="list-style-type: none"> ● Coordinate and delegate Mutually Reinforcing Activities (i.e. changes to job descriptions, communication, education, programming, workflows, best practices, staffing, IT changes, shared software/platforms) Research, choose and pursue shared funding source for strategies (10 pts) Incrementally build Project Storyboard to document process, successes, challenges	<input type="checkbox"/> Community Engagement Plan <input type="checkbox"/> Data Collection and Shared Measurement Plan <input type="checkbox"/> Project Storyboard
Executive Council liaison check-in with network		
Sustainability and Evaluation	Collect data/monitor performance <ul style="list-style-type: none"> ● Documented sustained change post implementation (i.e. 3 or 6 month) Plan for handoff (5 pts) <ul style="list-style-type: none"> ● Ongoing network leadership identified ● Ongoing, consistent network communication in place ● Decide if new process or change should be replicated or scaled ● Schedule 6 month check-in with Integration Catalyst Finalize a Project Report from Project Storyboard (5 pts) <ul style="list-style-type: none"> ● Include baseline data, need, aim, activities, partners, funding, outcomes Ensure Continuous Communication through addition of tools to GUVIST website Network presentation to GUVIST (5 pts) Post-project Network Collaboration Evaluation (5 pts total for pre and post evaluation)	<input type="checkbox"/> Project Report <input type="checkbox"/> Network Collaboration Evaluation
Network Sustainability Plan Score	Total Points (70 pt minimum to hand off): /100 Scored by EC liaison	