

SUMMARY OF IMPLEMENTATION STEPS

Planning and implementing a successful LTBI treatment program is a complex enterprise—not a single procedure but several simultaneous ones. In general, the process consists of fifteen steps or series of activities, each of which is described in this section.

The steps can be grouped into five broad categories:

- Program planning
- Community and patient relations
- Service delivery
- Staffing
- Evaluation

Together, they comprise the basic strategies, systems, and procedures that are essential to an effective program.

Because every jurisdiction has different resources available and faces unique circumstances, needs, and demands, the steps are designed to be flexible and adaptable. You may choose not to follow them in the sequence presented here.

Most likely, you will be working on several simultaneously. Each step is important, however, and should be addressed as you design and implement your program.

Careful planning at the outset is invaluable. A detailed plan, based on a solid understanding of community needs, will enable you to make the implementation process run smoothly, avoid costly mistakes and wasted effort, and ensure your program's success. More than a to-do list, the plan should incorporate the program's goals, the tasks that will lead to the accomplishment of the goals, a timeline for implementation, and the assignment of

accountabilities to the individuals charged with getting things done. A well-crafted plan allows you to:

- Clarify your vision and goals for the training program
- Achieve consensus among the persons involved
- Establish realistic budgets and a sound structure for managing the project
- Identify strategies by which your objectives can be accomplished
- Define the many tasks involved in putting on a training program
- Delineate and assign the duties and responsibilities

The documents in this Toolbox offer you a complete planning guide. They are designed to allow you to adopt or adapt their contents according to your circumstances, alert you to issues that must be addressed, and point you to sources of additional information and assistance.

SUMMARY OF THE IMPLEMENTATION STEPS

Program Planning

STEP 1. SITUATIONAL ANALYSIS

Conduct a situational analysis on which to base your planning: Identify target groups, develop a community profile, and assess your organization's capacity and resources for implementing the program.

STEP 2. GUIDELINES, PROTOCOLS, AND STRATEGIES

Review relevant guidelines, protocols, and strategies for LTBI treatment.

STEP 3. PROGRAM FRAMEWORK

Design the framework of your LTBI program.

STEP 4. BUDGET AND FUNDING
Develop a program budget and identify sources for program funding.

STEP 5. ACTION PLAN
Develop an action plan for implementation of the program.

Community and Patient Relations

STEP 6. COMMUNITY PARTNERS
Establish collaborations with community partners.

STEP 7. COMMUNITY OUTREACH
Plan your community outreach strategies.

STEP 8. CULTURALLY APPROPRIATE CARE
Assess and acquire what you need to provide culturally appropriate care.

STEP 9. INCENTIVES AND ENABLERS
Provide for incentives and enablers.

Service Delivery

STEP 10. LOCATION
Plan the location where you will deliver services.

STEP 11. ADMINISTRATIVE PROTOCOLS
Develop administrative protocols.

STEP 12. CLINICAL PROTOCOLS
Develop clinical protocols.

Staffing

STEP 13. STAFFING REQUIREMENTS
Identify and provide for staffing needs.

STEP 14. TRAINING
Train staff to implement the LTBI program.

Evaluation

STEP 15. EVALUATION
Conduct an evaluation of your training event.