

Change Library Story Submission Guide

This guide is intended to help you submit a story to the Change Library.

You can create a story through our LiveStories application or upload a PDF or Word version of your story. Below are standard definitions of tools, stories, and bright spots and the questions you will be asked when submitting a story to the Change Library. You will find FAQs below.

DEFINITIONS

What is the difference between tools/resources, stories, and bright spots in the Change Library?

Tools/resources can be toolkits, guidelines/recommendations, websites, applications (apps), articles, reports, books—or any other resource—that help support the implementation of community health improvement.

Stories describe the journey of a person, organization, or community. They can be stories of personal transformation; stories that offer insight into the journey to health, wellbeing, and equity; or stories about a “fail forward” moment—one where a mistake or failure led to significant growth.

Bright spots are specific practices, policies, or programs that have demonstrated significant, meaningful, measurable improvement. They may be early successes related to something that has worked well in your community—a possible bright spot—or a success that has scaled across a country with significant results and is accepted as evidence-based practice (for example, the CDC Diabetes Prevention Program).

SUBMITTING YOUR STORY: OVERVIEW QUESTIONS

TITLE OF STORY

Create a concise, descriptive, short name for your story.

STORY TYPE

Personal transformation story: the story of an individual and their personal experience on the journey to affect health, wellbeing, and equity in their organization or community.

Organizational transformation story: the story of a group of people and their experience on the journey to affect health, wellbeing, and equity in their organization.

Community transformation story: the story of a group of people or coalition and their experience on the journey to affect health, wellbeing, and equity in their community.

Fail forward story: failing forward is the notion that mistakes are not only to be accepted as an occasional occurrence in improvement projects, but should be viewed as critical parts of the learning and improvement process. Teams that fail forward quickly learn faster, reach higher levels of performance, and create a safe environment for a wide variety of ideas to be suggested and tried. In addition, it can be extremely valuable to others to share what didn't work, so that others don't replicate the same effort.

System change story: the story of a group of people or coalition and their experience effecting organizational or cultural systemic change in health, wellbeing, and equity in their community or organization.

Wisdom or insight story: the story of an "aha" moment where you gained critical insight. What led to that insight? As you reflect on it, how did this change you or your work in creating health, wellbeing and equity?

Other, please specify _____

TAGS (LIST UP TO 5)

Tags are simple, commonly understood keywords or phrases that someone might use to search for a topic and for your story. Common tags used in the work of 100 Million Healthier Lives include: well-being, equity, health, community, chronic conditions, opioids, children, seniors, race, food security, data, and measures. Do not let this list limit you-please add the tags most relevant to your story.

WEBSITE (OPTIONAL)

Where people can get more information.

KEY CONTACTS

Please include the name(s), email(s) and phone numbers (optional) of key contacts who change makers could approach for more information.

BRIEF DESCRIPTION OF THE STORY

Describe your story briefly in 25 words or less. Visitors to the Change Library will use this description to decide whether they want to learn more.

THE STORY

You are welcome to write your story in Word or another document format and cut and paste it here. You are also welcome to include a link to your story if you are using [LiveStories](#) or another web-based

platform. If you have a longer story to share, you may wish to upload it at the end. In this case, write "See upload" here.

SUBMISSION OPTION 1: PDF OR WORD DOCUMENT

After indicating you wish to upload either a PDF or a Word document, you will be asked to upload the file toward the end of the story submission process.

SUBMISSION OPTION 2: A LINK

If you are using LiveStories, once you click "Publish," the [LiveStories](#) application will create a link that you can copy and paste into the submission box.

FAILING FORWARD MOMENTS, KEY PRINCIPLES AND LESSONS LEARNED

What are some of the moments you "failed forward" where failure was your greatest teacher? What are some key principles or lessons learned that your story offers to others who are reading it?

CHOOSE WHERE TO SUBMIT YOUR STORY

The 100MLives Change Library is for a broad audience--anyone within a community who might be trying to improve health, wellbeing and equity. The Health Care Transformation Oasis is a subset of the overall Change Library specifically for health care organizations who are trying to shift toward population health and has sector-specific resources around operational issues. Over time, we hope to develop pathways for other sectors to improve health, wellbeing and equity.

1. [100MLives Change Library broadly](#)
2. [Health Care Transformation Oasis of Tools and Resources \(For health care organizations\)](#)

With generous support from the Robert Wood Johnson Foundation, five partner organizations (American Hospital Association/Health Research and Educational Trust, Institute for Healthcare Improvement, Network for Regional Healthcare Improvement, Public Health Institute, and Stakeholder Health) have committed to refining and adopting a common framework and language for health care organizations on their journey to population health; curating and disseminating promising tools and resources on the Oasis; and supporting hundreds of health care organizations on their journeys. The framework details four portfolios of population health, as well as activities and levers to accelerate progress—to learn more, visit our website www.pathways2pophealth.org and download the framework. Tools, resources, or examples that can help health care organizations better understand what is meant by a particular activity or action described in the framework, and/or how to take action, will be reviewed for possible addition to the Oasis.

Please tag your contribution by one of the four portfolios detailed in the framework, as well as by levers to accelerate progress on the journey.

The following questions will be asked for The Health System Transformation Oasis of Tools and Resources:

Portfolios

What Portfolios does your resource address (Mark all that apply):

- Portfolio 1 (Improving mental/physical health with patients or workforce)
- Portfolio 2 (Improving social/spiritual well-being with patients or workforce)
- Portfolio 3 (Improving community health and well-being together with partners for a specific issue)
- Portfolio 4 (Stewarding the community's long-term overall well-being)

Action Areas

- What action areas does your resource refer to? (Mark all that apply);
- Stewardship
- Equity
- Payment
- Partnerships with people with lived experience
- Databases of population health resources
- Data
- Team-based care
- Behavioral health integration
- Care management
- Social determinants screening/referrals
- Community partnerships
- Community benefit
- Leveraging nontraditional roles

FAQS

Can I submit more than one story? If so, how do I do it?

You can contribute as many stories as you have. Each story will be a separate submission, using the “contribute” link. However, the system will remember some of your responses so you do not need to fill these out again.

For Option 2, what if my story is in a different format than a PDF or Word document?

The Change Library can accept the following file formats” Word, PDF, PowerPoint, Excel, and Jpeg. Documents greater than 1GB may have difficulty uploading. If you use LiveStories use the link generated as you complete the LiveStories process.

What if my story focuses on both community and health care?

For the question “I would like to contribute this resource to,” check both the **100MLives Change Library** and **Health Care Transformation Oasis**.

Guidelines for Submission: Common Questions for Classification

Level of Influence

At what level does this resource apply? (Mark all that apply.)

- Individual/family
- Interpersonal (between people)
- Network
- Organization
- Community/place
- Policy/system
- Culture
- All of the above
- Not applicable
- Other, please specify _____

Setting

What settings has this resource been tried in? Where might it be appropriate to implement it? (Mark all that apply).

- Childcare
- School
- Faith community
- Workplace
- Home

- Neighborhood
- Health care, public health department or health services
- Social services
- Broader community
- All of the above
- Not applicable
- Other, please specify _____

Topic Area

What topic area does this apply to? Choose those that the closest fit even if you don't see your exact area. This will help your resource show up on more searches. (Mark all that apply).

- Education
- Employment
- Income
- Family and social support
- Community safety, injury and violence
- Incarceration
- Tobacco use
- Diet and exercise
- Opioid use
- Other alcohol and drug use
- Sexual activity
- Access to care
- Quality of care
- Clinical condition: pulmonary diseases (asthma, COPD, etc.)
- Clinical condition: cardiovascular disease
- Clinical condition: infectious disease
- Clinical condition: endocrine disease (diabetes, thyroid conditions)
- Clinical condition: neurologic disease (Alzheimer's, stroke, etc.)
- Clinical condition: hematology-oncology (cancer, anemia, etc.)
- Mental health and wellness
- Women's health and wellbeing
- Child health and wellbeing
- Oral health
- Environmental health: air quality
- Environmental health: water quality
- Occupational health
- Housing and homelessness
- Transportation
- Built or physical environment
- System change: public health transformation
- System change: health care transformation
- System change: business transformation
- System change: faith community transformation

- System change: community transformation
 - System change: people powered health and wellbeing (co-design, co-production, partnership with lived experience to drive change)
 - System change: policy transformation
 - System change: cultural transformation
 - System change: capability development
 - System change: financing transformation
 - System change: data and/or measurement transformation
 - Equity
 - Equity: Racism
 - Equity: Poverty/class/education
 - Equity: Trauma
 - Equity: Stigma
 - Equity: Place
 - Not applicable
 - Other, please specify
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Age

What is the age range, in years, of the population this resource applies to? (Mark all that apply.)

CHILDHOOD 0-18	INFANCY BIRTH TO 1	EARLY CHILDHOOD 0-5	JUNIOR YOUTH 13-15	JUNIOR YOUTH 16-24	ADULTS 18+	ADULTS 18-44	ADULTS 45-64	OLDER ADULTS 65+	OLDER ADULTS 65-74	OLDER ADULTS 75-85	OLDER ADULTS >85	ALL AGES APPLICABLE	NOT APPLICABLE
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Sector(s)

Which sector(s) is this resource most relevant for? (Mark all that apply.)

- People (community residents, community members with lived experience)
- Business/industry
- Banking, finance, wealth
- Education
- Government
- Philanthropy and community investment
- Faith-based
- Health care (payers, service providers, device/pharma, IT/infrastructure)
- Public health
- Community-based organizations/nonprofits
- Physical environment
- Agriculture and food systems
- Law, justice and public safety (legal, judicial, criminal justice)
- Transportation
- Housing
- Military
- Humanitarian aid and assistance
- Sports and recreation
- Information, media and communications
- Water and sanitation
- Social/human services

- Arts and culture
- Other, please specify _____
- Not applicable

Quality Aims

Which quality aims does this resource support? (Mark all that apply.)

- Effective
- Efficient
- Equitable
- Health-promoting
- Population-centered
- Proactive
- Risk reducing
- Transparent
- Vigilant
- Safe
- In partnership

Optional: Geographic Unit

If this resource is applicable in a community/place, please specify the jurisdiction. (Mark all that apply.)

- Neighborhood
- City/town
- County
- Region (spanning several counties and/or towns)
- State
- Country
- Not applicable
- Other, please specify... _____

Optional: Geographic Context

How would you describe the geographic context for this bright spot? (Mark all that apply.)

- Urban/large city
- Suburban
- Small town
- Rural
- Frontier (<5000 people)
- Village
- All
- Not applicable
- Other, please specify... _____