Change Library Tool/resource Submission Guide

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

Below are standard definitions of tools, stories, and bright spots we are using for the Change Library and the questions you will be asked when submitting a tool 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 TOOL/RESOURCE: OVERVIEW QUESTIONS

TITLE OF TOOL/RESOURCE

Create a concise, short name for or description of your contribution.

TYPE OF RESOURCE

Tool or toolkit: an online toolkit or document that is helpful in supporting improvement of community health, well-being and equity.

Website or app: a website or mobile app that is helpful in supporting improvement of community health, well-being and equity.

Article/report/book: a book, report, or article from a scholarly source that is helpful in supporting improvement of community health, well-being and equity.

Guideline or recommendation: systematically developed statements based on evidence and/or experience to guide change makers in improvement of community health, well-being and equity.

Other: a type that is not listed, 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 tool. Common tags used in the work of 100M 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 find more information.

KEY CONTACT(S)

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 TOOL/RESOURCE

Provide a brief description of the bright spot, including what it aims to achieve, in 25 words or less. Visitors to the Change Library will use this description to decide whether they want to learn more.

DETAILED DESCRIPTION OF THE TOOL/RESOURCE

Provide a detailed description of the tool, including what the tool aims to achieve, contexts in which it has been used, pitfalls in using the tool, etc. You may wish to use LiveStories to create your description of the tool.

FAILING FORWARD MOMENTS

"Failing forward" is a concept that acknowledges that it is often necessary to try out many things that don't work to get to the thing that does. By embracing failure and learning as a natural part of the change process, change makers are often able to innovate and create effective change faster because they can rapidly see what isn't working and adapt or abandon strategies without judgment. Sharing these stories can help others avoid the same mistakes. It also creates a culture of safety if failure is acknowledged without shame or punishment.

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

LINK/UPLOAD TO THE TOOL/RESOURCE

Would you like to provide a link to your tool/resource or upload a file?

- Upload video file
- Upload audio file
- Upload document/image file
- Link

TO SUBMIT A DOCUMENT, VIDEO, OR AUDIO FILE:

After clicking the "Choose File" button, upload a PDF, Word document, or an audio or video file. You will be asked to upload the file toward the end of the tool submission process.

TO SUBMIT A LINK:

Copy and paste the full URL into the text box on the page to submit a link.

You will see a new task called "Tool Upload" in your task list once you complete this form. Click here to gain access to LiveStories.

LINK TO THE TOOL/RESOURCE

Insert link to the tool here.

CHOOSE WHERE TO SUBMIT YOUR TOOL/RESOURCE

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. The 100MLives Change Library broadly
2. The Health System 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 tool/resource? If so, how do I do it?

Yes, you can use the same "contribute" link and submit as many tools/resources as you wish. Please note, you will want to submit one tool/resource per contribution.

For Option 2, what if my tool/resource 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.

What if my tools/resources focus 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 people 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
  _____

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	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	NOT APPLICABLE
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

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 _____