

Change Library Overall Submission Guide

WHY SHOULD I PUBLISH SOMETHING IN THE CHANGE LIBRARY?

100 Million Healthier Lives is driven by the question, “What can we do together that we couldn’t do alone?” By placing your stories, tools, and “bright spots” in the Change Library, many more change makers across sectors will be able to access your material. You are welcome to publish something in both the Change Library and another place, such as your own website. By making our work visible to one another, we hope to accelerate the journey to a culture of health, wellbeing, and equity for change makers worldwide.

The Change Library is a practical, searchable, peer-reviewed implementation library that helps change makers to accelerate change by sharing both the things that work and the things that don’t work to improve health, wellbeing, and equity with people and communities. As with an academic journal, your submission is reviewed by peers and experts in the field. Unlike a traditional journal, the Change Library bright spot submissions focus on the nitty-gritty details of what it takes to implement a change. How long did it take? What details do you need to apply this change successfully? What were the “fail forward” or learning elements?

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).

HOW THE CHANGE LIBRARY WORKS (For help, please email changelibrary@ihi.org.)

Change Library Process: Here are the steps and information you will be asked to provide.

The submission process for the Change Library has four sections:


- 1. Tell Us About You**
- 2. Contribute a Resource**
- 3. Classify your Resource**
- 4. Final Submission**

You must fully complete each section before moving on to the next.

Tell Us About You

1	<p>Fill out your name, organization, email address, and phone number.</p> <div style="text-align: center; margin: 20px 0;"> <p>Start Contributing!</p> <p>Click here for the Change Library Submission Guide.</p> </div> <div style="background-color: #f5f5f5; padding: 10px; border: 1px solid #ccc;"> <p>1. Your contact information:</p> <p>Name (you or another who represents the resource) <input style="width: 100%;" type="text"/></p> <p>Organization (optional) <input style="width: 100%;" type="text"/></p> <p>Email address <input style="width: 100%;" type="text"/></p> <p>Phone number (optional) <input style="width: 100%;" type="text"/></p> </div>
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2	<p>Choose the type of resource. Let us know if it's a tool/resource, story, or bright spot (see above descriptions).</p> <div style="background-color: #f5f5f5; padding: 10px; border: 1px solid #ccc; margin: 20px 0;"> <p>2. I want to contribute the following resource:</p> <ul style="list-style-type: none"> <input type="radio"/> Bright spot (a program, policy or practice that works) <input type="radio"/> Story <input type="radio"/> Tool/resource (toolkit, website, etc) </div>
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3	Title your resource. Make a title that is short, descriptive and concise. You will be asked to include your title again when you submit your resource.
4	<p>Be sure click the Save & Exit button at the end of each section to save your work before moving on.</p> 
<p>Contribute a Tool/resource, Story, or Bright spot</p>	
5	<p>Fill out the appropriate form for a tool/resource, story or bright spot. Each resource has a form that will collect the information needed to review your submission. Review the Submission Guides for tools, stories and bright spots for a preview of the kinds of information you will need to submit.</p>
<p>Classify Your Resource</p>	
6	<p>Classify your submission. This section contains a series of questions that help to classify your resource based on the common data model used in the Change Library. Answering these questions will help your intervention show up in common filters used in the Change Library during searches. If a question does not apply to your resource, simply mark “not applicable.”</p> <p>The classification sections are:</p> <ul style="list-style-type: none"> • Level of Influence • Setting • Topic Area • Age • Sectors • Quality Aims • Geographic Unit (Optional) • Geographic Context (Optional)

Submit Your Resource	
7	<p>Submit your resource. You will be asked to choose from two options where to submit your resource. You can submit to one or both.</p> <p>Option 1: The 100MLives Change Library is for a broad audience—anyone within a community who might be trying to improve health, wellbeing, and equity.</p> <p>Option 2: The Health Care Transformation Oasis is a subset of the Change Library intended specifically for health care organizations that are trying to shift toward population health. This option has sector-specific resources related to operational issues. Over time, we hope to develop pathways for other sectors to improve health, wellbeing, and equity.</p> <p>Be sure to click “Next” to submit your resource.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>I would like to contribute this resource to:</p> <p><small>(Mark all that apply.) The 100MLives Change Library is for a broad audience—<u>anyone within a community</u> who might be trying to improve health, wellbeing and equity.</small></p> <p><small>The Health Care Transformation Oasis is a subset of the overall Change Library specifically for <u>health care organizations</u> 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.</small></p> <p> <input type="radio"/> 100MLives Change Library <input type="radio"/> Health Care Transformation Oasis </p> </div> <div style="text-align: right; margin-top: 10px;"> Save & Continue Editing Next </div>
After Submitting a Resource	
8	You will receive an email from the site confirming that your submission was received.
9	<p>Your submission will be reviewed by peer reviewers and experts in the field within a three-month timeframe. Accepted resources will be published in a six-month timeframe. Potential outcomes include:</p> <ul style="list-style-type: none"> ● Accepted ● Accepted with minor revisions requested ● Significant revisions requested ● Not accepted at this time
10	In all cases your submission information stays on the Change Library submission site where feedback from reviewers will be available. Resources that are not immediately accepted may be re-submitted at any time.