Letter to Advisory Group on
Adoption and Implementation Terms

Advisory Group Members:

Thank you for agreeing to participate as Advisory Group members for the Vermont Victim Assistance Academy. The first collaborative planning meeting of the Academy Project in February 2001 determined that an Advisory Group would provide technical assistance and quality assurance, while also ensuring program adoption and implementation.

As we plan for adoption and implementation, some of the terminology may be new; therefore, please review the following information:

Performance objectives identify—

- Conditions that need to change.
- Well-defined behavioral outcomes.
- The risk behaviors required to implement change.
- What participants need to do to perform the behavior or make the change.

Influential factors are those factors believed to influence the adoption of new practices:

- *Personal influential factors* are knowledge, attitudes, beliefs, values, expectations, and skills.
- *External influential factors* are norms, social supports, reinforcements, and structural influences.

When you are considering *adoption of a program* or change, personal influential factors would be—

- Expectations that the program will be effective.
- Positive attitudes toward the program and its characteristics.
- The skills necessary to persuade others to adopt change or the program.

External influential factors would be—

- The existence of a team to assess and evaluate the relative advantages of the change.
- Orientation meetings to inform participants about the changes and the program's features.
- The ability to adjust schedule and workflow to plan activities.

- The availability of a team leader or program champion to adopt the program.

When you are considering *implementation of a program* or changes, the personal influential factor would be—

- The expectation that the program will be effective in helping victims/survivors.

External influential factors would be—

- Time and workflow adjustments to incorporate the program into the routine.
- The availability of a program champion to keep attention focused on the program and to promote continued use.
- Agreement on who will take responsibility for reinforcing use.
- Writing job descriptions.
- Implementing well-defined and understood team roles.
- Reinforcing and using skills.
- Writing job evaluations.

Thank you again for your participation.

Sincerely,

JAC Patrissi
Training Director