

Innovation Work Plan Success Top Ten List

Please allow MHSOAC and CIMH staff to consult with you as often as you think would be helpful before you submit your Innovation work plan. These are our Top Ten tips for developing a work plan that can be recommended to the MHSOAC for approval as fast as possible!

1. *Community Program Planning*: Explain how you made sure that community planning participants understood the Innovation Guidelines, including the focus on learning and developing new mental health approaches/practices. Explain why the learning and potential successful demonstration of your Innovation Program is important to your community.
2. *Community Program Planning*: Explain who participated in the community planning that resulted in the key decisions about Innovation. (You can describe previous community planning, but what's relevant is information you brought forward from previous planning to the decision-making about Innovation, not who participated in previous planning.) Document participation of consumers, including those with serious mental illness and/or serious emotional disturbance, family members, and people that reflect your county's demographics, including people currently un/underserved by mental health and explain how they contributed to the decisions about your proposed Innovation Program.
3. *Project Description (and Exhibit D Innovation Work Plan Description)*: Clearly describe the approach you intend to pilot and how this approach will allow you to meet your learning goals. While aspects of your model might be "under development," include in your work plan enough detail to demonstrate that you have a clear approach that you will pilot and, if successful, this approach has the potential to change your mental health practice in the ways that your community planning has prioritized.
4. *Project Description*: Give **brief examples** of how the Innovation project reflects all relevant General Standards. A General Standard that could apply applies. Only omit a General Standard if you see no way that it could potentially have relevance to your Innovation Program.
5. *Contribution to Learning*: Clearly identify **how** your proposed Innovation Program meets the definition of Innovation and contributes to the development of new mental health practices/approaches. How is your proposed Innovation Program new to mental health OR how does it change an existing mental health practice in a significant way OR how are you introducing to mental health a practice that currently exists outside the mental health system? If you are changing an existing mental health practice, explain what you are changing and what this change can contribute to improved mental health practice. What will be different in your county's mental health delivery as a result of piloting this Innovation Program?
6. *Contribution to Learning*: Identify specific learning goals. Learning goals (cumulatively, not each one) should address both the process (what elements of your model are successful, what elements should be retained or replicated after Innovation funding) and outcomes (what changed for whom as a result of this Innovation Program. For **adapted** Innovations, the learning goal should assess

the process and outcome of whatever is **new/changed** compared to existing mental health practice).

7. *Timeline*: Include the key activities and milestones for how you plan to **develop** and **refine** your model, **pilot** your model, meet your **learning goals**, assess the feasibility of replication, and **communicate what you learn**. Remember that your total timeline is based on your learning goals and can include activities to be funded from your current Innovation allocation (the funds you are requesting now) and future Innovation allocations.
8. *Project Measurement*: Include at least one measure for each of your learning goals. Describe how the people affected by the Innovation will be involved in assessing its impact. For **adapted** Innovations (changes to existing mental health practices), explain how you plan to measure the impact of whatever is **new or changed**.
9. *Budget for Funds Requested for Approval*: For the funds for each Innovation Program you are requesting for MHSOAC approval, fill out the provided exhibits. Include a brief narrative describing your logic for budget categories for personnel, operating expenditures, non-recurring expenditures, etc.
10. *Budget for Total Innovation Program*: This total cost for your Innovation program might include funds from your current Innovation allocation (funds you are requesting now) and also funds from future Innovation allocations. Please provide a brief budget narrative that explains:
 - a. Your estimated total cost (all years) of your Innovation Program, with projected total cost for each fiscal year
 - b. The logic for your cost estimate, including the amount you expect to spend each fiscal year on designing/refining the model, piloting the model, assessing the learning, and communicating the results.
 - c. Any other information you believe would be helpful for reviewers to understand how your expected total and annual costs relate to your Innovation Program's learning goals.