



The Change Book Steps: An Overview

The Change Book is a comprehensive guide for creating and implementing a change plan that can be tailored to your agency and/or initiative. This handout outlines the 10 steps you can take to get your change in motion.

The Change Book steps overlap with steps of commonly used Implementation Science models and frameworks, as outlined in [this resource](#). For example, Step 1 aligns with the Exploration phase of the EPIS framework, Step 4 may illuminate barriers congruent with CFIR constructs, and Step 10 has components similar to the Maintenance phase of the RE-AIM framework.

See the full change book at: [TheChangeBook2010_attcfinal.pdf \(attcnetwork.org\)](#)

Step 1: Identify the problem

- Take stock of what is currently going on at your center/on your team – what is the issue at hand, what is the context, and what is the current status quo?

Share your thoughts here

Step 2: Organize a team

- Identify who is affected by this issue, choose leaders and team members.
- Discuss and plan for logistics of communication and meetings.

Share your thoughts here

Step 3: Identify the desired outcome

- What does your agency see as the desired outcome? Consider the research and practice literature and look to other model agencies for guidance.

Share your thoughts here

Step 4: Assess the organization or agency

- What is the organizational and leadership structure of our agency? What are our mission and values?
- What are barriers and facilitators of implementing change here? Where/who will we go to for support on this initiative?

Share your thoughts here

Step 5: Assess the specific audience to be targeted

- Clarify who will be the focus of the change efforts – the staff, clients/patients, etc.
- Discuss barriers and supports that can help address these barriers.

Share your thoughts here

Step 6: Identify the approach most likely to achieve the desired outcome

- What does the evidence suggest would be the best approach? What has worked in similar agencies or for your agency in the past

Share your thoughts here

Step 7: Design action and maintenance plans for your change initiative

- Identify specific action steps and a timeline for your plan.
- Consider longevity, logistics, resources, and adaptations that might be needed.

Share your thoughts here

Step 8: Implement the action and maintenance plans for your change initiative (see Step 7)

Share your thoughts here

Step 9: Evaluate the progress of your change initiative

- Check in with your audience, your staff, your team – what's working and what could be improved?
- Share the results of your progress and changes to come.

Share your thoughts here

Step 10: Revise your action and maintenance plans based on evaluation results

- Revisit Steps 8 and 9 as needed.
- Improve your process with information learned from Steps 8 and 9.

Share your thoughts here



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