

Adaptation Planning Tool - Instructions

This tool will assess the need for adaptation, consider which aspects of the EBA fit or don't fit. Does addition, deletion or substitution of some elements seem recommended and needed? The adaptation categories in the first 3 columns give you a framework for comparing your community assessment findings with the characteristics of the EBA being considered.

Continue with assessing fit; considering delivery mechanisms, population characteristics, and possibilities for implementation. For example, are your resources sufficient to implement the EBA?

In column 4, **Fit Outcome; Adaptation Ideas**, list the outcomes of your fit assessment, and, if needed, your ideas for adaptation to increase fit. For instance, the EBA may have been tested with African-Americans, but you may want to add pictures of Hispanics and whites for a broader population focus.

In column 5, **Recommendation**, assess where the adaptation idea fits according to the traffic light guidelines.

In column 6, **Importance**, assess the importance of the adaptation; add notes. For example, perhaps your community assessment findings didn't include information about places to get screened for colorectal cancer as an important determinant, so you consider deleting this component of the EBA, which also has a modeling message about asking a health care staff member to provide a fecal occult blood collection kit. Omitting this would be a red light adaptation. Your advisory group may decide that deleting this is of low importance since it doesn't take much time and it could be helpful to some members of the at risk group.

The last column is for the final decision about adaptation. Based on the Recommendation and Importance columns, the first adaptation ideas may be revised, so that red light plans become yellow ones, or they may not be adopted if they are of low importance. [For instance, you might want to change or delete content or methods to increase fit with your community assessment findings. But changing or deleting methods is a red light adaptation. You might consider turning these adaptation ideas into yellow light adaptations by thinking about adding methods or content instead, as long as the additional methods or content don't contradict the original EBA.] If you still have red light adaptation needs, the EBA being considered may not be the best option, and you might go back to the selection step to look at other EBAs.

This tool may be useful in your collaboration with your program planning committee to document your adaptation decisions and agreements. You may want to use this with an advisory group of end-users, funders, implementers, and content experts. If the program developers do not want any adaptation to their program, this tool might be used to show them that adaptation ideas are well-thought out and minor.