| Tool: Implementation Teams  Communication Protocols Worksheet | Text  Description automatically generated |
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The specific purposes of linking communication protocols are to:

* Communicate progress and celebrate success throughout the system
* Report systemic barriers that are preventing or hindering implementation and
  + Should be resolved by one of the groups
  + Need to be moved ‘up the line’ to the group that can best address the barrier
* Report on actions taken related to resolve or address past issues
* Revisit past decisions and agreements periodically to ensure that solutions are still functional

In promoting system alignment, you may be developing a ‘chain’ of protocols from the practice level to the state level or you may be developing protocols between and among partners in a collaborative group. Depending on a number of factors (e.g. how new the relationships are, how cohesive the groups are, how much a common purpose is shared), it may take one or several meetings to work out the first draft of the protocols. After the protocols have been tried out a couple of times, the process should be evaluated for satisfaction and functionality and then adjusted.

**Communication Protocol Worksheet**

**From**:   
**To**:

| **Rationale** |  |
| --- | --- |
| **Information to communicate  (e.g., updates, successes, challenges)** |  |
| **Responsible Individual(s)** |  |
| **Schedule, Time Allotted** |  |
| **Format** |  |
| **Response Timeline** |  |
| **Response Format** |  |