**Table 3.2: Adoption Process: Engaging Decision Makers in the Adoption Decision**

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| **Category (boldface)**  and Specific Influences (bulleted) | **Questions to facilitate planning** |
| ***Factors over which the planning team has control*** | |
| **Characteristics of intervention**   * Nature of the program (complexity, relative advantage, trialability, observability, uncertainty) * Scope for reinvention (adaptability, flexibility) * Fit with organizational/stakeholder needs, goals, priorities, skills, work practices | -How will decision makers perceive the intervention, including its scope for reinvention?  -How will decision makers view the intervention’s fit with organizational goals, priorities, and work practices?  -How can we best communicate about the features of the intervention? |
| **Adoption approach/process**   * Timing and degree of adopter involvement * Nature of adoption decision | -What is the best approach and timing for working with decision makers?  -How might the nature of the adoption decision (e.g., mandated, requested, voluntary) influence the process? |
| ***Factors that can be influenced (to some extent)*** | |
| **Leadership and support; resources**   * Establishing priorities, consensus * Investment of resources needed for activities (staff, funding, equipment) * Organizational slack (uncommitted resources available) | -How are decisions to adopt new programs, policies, and practices made in this setting?  -What is the best way to work with leadership to establish the intervention as a priority?  -What organizational resources can be committed toward the intervention?  -What additional resources are needed? |
| **Characteristics of adopters**   * Awareness/concern related to [specific area addressed by the program, policy, or practice] * Support for issue (e.g., prevention, treatment) * Perceived need | -What are the best strategies for communicating/working with decision makers to best instill awareness of, concern about, and an understanding of the need for the intervention? |
| ***Important factors less amenable to influence*** | |
| **Characteristics of the organization**   * Features such as maturity (+), size (+), complexity (+), centralization ­(-), and formalization (-) * Norms, openness to change, risk taking, innovation * System openness-members linked to others outside organization * Expertise in assessment, planning & evaluation; use of evaluation data, feedback | -What are the characteristics of this organization; how can descriptive information inform our approach to the organization?  -Do we need to plan additional organizational assessments to better understand the organization?  -What are the implications for adoption? |
| **External factors**   * Support from inter-organizational networks * Features of networks (structure, homophily, boundary spanners) * Political support or opposition * Intentional spread (dissemination) * Connection to “research system,” access to information on “what works” | -To what inter-organizational networks does this organization belong?  -How might networks and external partnerships be engaged to facilitate adoption?  -What are likely sources of political support or opposition for the intervention?  -Are additional strategies needed to facilitate a more supportive context? |

Content adapted from Bopp et al., 2013