**Organization Memo Report**

**Analyst(s):**

Note: We have provided fictional data for Innovation Source to demonstrate how the template may be used. All data coded to this construct in this facility at this time point would be copied as data. Ratings are applied independently by each analyst to each individual interview and the facility as a whole, and then final overall ratings are determined through consensus decision making discussions.

**Organization:**

**Interview Participants:**

**CFIR Constructs:**

**I. INNOVATION CHARACTERISTICS**

**A Innovation Source**

*RATING: OVERALL -2 (ANALYST ONE -2, ANALYST TWO -2)*

*SUMMARY:* The program was developed nationally and the organization was mandated to implement the intervention.

*RATIONALE:* The program was developed nationally and the organization did not have a choice whether or not they would implement the program. They were not involved in designing the program and had to adapt the program to work in their hospital, therefore a strong negative rating was determined.

*DATA:*

Participant 101 (ANALYST ONE -1, ANALYST TWO -2)

I: Who developed the intervention?

P: It was developed by the national office. They piloted it at a hospital on the West Coast and thought it would work well here too.

I: What is your opinion of the national office?

P: They usually produce quality work, but we aren’t sure if this will meet the needs of our patients. *Note: This data should be double coded to Patient Needs and Resources.*

I: Was your team involved with designing the intervention at all?

P: Not really. We’ve adapted some things to make it work here though. *Note: This data and additional data regarding adapting the program should be double coded to adaptability.*

Participant 102 (ANALYST ONE -1, ANALYST TWO -2)

I: How did your site become involved with the intervention?

P: The national office mandated that we implement it here. Our Chief of Staff “voluntold” the Associate Chief of Staff to get it done. *Note: This data should be doubled coded to Engaging.*

**B Evidence Strength & Qualit**y

*RATING: OVERALL \_\_\_ (ANALYST ONE \_\_\_, ANALYST TWO \_\_\_)*

*SUMMARY:*

*RATIONALE:*

*DATA:*

**C Relative Advantage**

*RATING: OVERALL \_\_\_ (ANALYST ONE \_\_\_, ANALYST TWO \_\_\_)*

*SUMMARY:*

*RATIONALE:*

*DATA:*

**D Adaptability**

*RATING: OVERALL \_\_\_ (ANALYST ONE \_\_\_, ANALYST TWO \_\_\_)*

*SUMMARY:*

*RATIONALE:*

*DATA:*

**E Trialability**

*RATING: OVERALL \_\_\_ (ANALYST ONE \_\_\_, ANALYST TWO \_\_\_)*

*SUMMARY:*

*RATIONALE:*

*DATA:*

**F Complexity** (Reverse rated, low complexity understood as positive)

*RATING: OVERALL \_\_\_ (ANALYST ONE \_\_\_, ANALYST TWO \_\_\_)*

*SUMMARY:*

*RATIONALE:*

*DATA:*

**G Design Quality & Packaging**

*RATING: OVERALL \_\_\_ (ANALYST ONE \_\_\_, ANALYST TWO \_\_\_)*

*SUMMARY:*

*RATIONALE:*

*DATA:*

**H Cost**

*RATING: OVERALL \_\_\_ (ANALYST ONE \_\_\_, ANALYST TWO \_\_\_)*

*SUMMARY:*

*RATIONALE:*

*DATA:*

**II. OUTER SETTING**

**A Needs & Resources of Those Served by the Organization**

*RATING: OVERALL \_\_\_ (ANALYST ONE \_\_\_, ANALYST TWO \_\_\_)*

*SUMMARY:*

*RATIONALE:*

*DATA:*

**B Cosmopolitanism**

*RATING: OVERALL \_\_\_ (ANALYST ONE \_\_\_, ANALYST TWO \_\_\_)*

*SUMMARY:*

*RATIONALE:*

*DATA:*

**C Peer Pressure**

*RATING: OVERALL \_\_\_ (ANALYST ONE \_\_\_, ANALYST TWO \_\_\_)*

*SUMMARY:*

*RATIONALE:*

*DATA:*

**D External Policy & Incentives**

*RATING: OVERALL \_\_\_ (ANALYST ONE \_\_\_, ANALYST TWO \_\_\_)*

*SUMMARY:*

*RATIONALE:*

*DATA:*

**III. INNER SETTING**

**A Structural Characteristics**

*RATING: OVERALL \_\_\_ (ANALYST ONE \_\_\_, ANALYST TWO \_\_\_)*

*SUMMARY:*

*RATIONALE:*

*DATA:*

**B Networks & Communications**

*RATING: OVERALL \_\_\_ (ANALYST ONE \_\_\_, ANALYST TWO \_\_\_)*

*SUMMARY:*

*RATIONALE:*

*DATA:*

**C Culture**

*RATING: OVERALL \_\_\_ (ANALYST ONE \_\_\_, ANALYST TWO \_\_\_)*

*SUMMARY:*

*RATIONALE:*

*DATA:*

**D Implementation Climate**

***1 Tension for Change***

*RATING: OVERALL \_\_\_ (ANALYST ONE \_\_\_, ANALYST TWO \_\_\_)*

*SUMMARY:*

*RATIONALE:*

*DATA:*

***2 Compatibility***

*RATING: OVERALL \_\_\_ (ANALYST ONE \_\_\_, ANALYST TWO \_\_\_)*

*SUMMARY:*

*RATIONALE:*

*DATA:*

***3 Relative Priority***

*RATING: OVERALL \_\_\_ (ANALYST ONE \_\_\_, ANALYST TWO \_\_\_)*

*SUMMARY:*

*RATIONALE:*

*DATA:*

***4 Organizational Incentives & Rewards***

*RATING: OVERALL \_\_\_ (ANALYST ONE \_\_\_, ANALYST TWO \_\_\_)*

*SUMMARY:*

*RATIONALE:*

*DATA:*

***5 Goals & Feedback***

*RATING: OVERALL \_\_\_ (ANALYST ONE \_\_\_, ANALYST TWO \_\_\_)*

*SUMMARY:*

*RATIONALE:*

*DATA:*

***6 Learning Climate***

*RATING: OVERALL \_\_\_ (ANALYST ONE \_\_\_, ANALYST TWO \_\_\_)*

*SUMMARY:*

*RATIONALE:*

*DATA:*

**E Readiness for Implementation**

***1 Leadership Engagement***

*RATING: OVERALL \_\_\_ (ANALYST ONE \_\_\_, ANALYST TWO \_\_\_)*

*SUMMARY:*

*RATIONALE:*

*DATA:*

***2 Available Resources***

*RATING: OVERALL \_\_\_ (ANALYST ONE \_\_\_, ANALYST TWO \_\_\_)*

*SUMMARY:*

*RATIONALE:*

*DATA:*

***3 Access to Knowledge & Information***

*RATING: OVERALL \_\_\_ (ANALYST ONE \_\_\_, ANALYST TWO \_\_\_)*

*SUMMARY:*

*RATIONALE:*

*DATA:*

**IV. CHARACTERISTICS OF INDIVIDUALS**

**A Knowledge & Beliefs about the Innovation**

*RATING: OVERALL \_\_\_ (ANALYST ONE \_\_\_, ANALYST TWO \_\_\_)*

*SUMMARY:*

*RATIONALE:*

*DATA:*

**B Self-Efficacy**

*RATING: OVERALL \_\_\_ (ANALYST ONE \_\_\_, ANALYST TWO \_\_\_)*

*SUMMARY:*

*RATIONALE:*

*DATA:*

**C Individual Stage of Change**

*RATING: OVERALL \_\_\_ (ANALYST ONE \_\_\_, ANALYST TWO \_\_\_)*

*SUMMARY:*

*RATIONALE:*

*DATA:*

**Individual Identification with Organization**

*RATING: OVERALL \_\_\_ (ANALYST ONE \_\_\_, ANALYST TWO \_\_\_)*

*SUMMARY:*

*RATIONALE:*

*DATA:*

**E Other Personal Attributes**

*RATING: OVERALL \_\_\_ (ANALYST ONE \_\_\_, ANALYST TWO \_\_\_)*

*SUMMARY:*

*RATIONALE:*

*DATA:*

**V. PROCESS**

**A Planning**

*RATING: OVERALL \_\_\_ (ANALYST ONE \_\_\_, ANALYST TWO \_\_\_)*

*SUMMARY:*

*RATIONALE:*

*DATA:*

**B Engaging**

*RATING: OVERALL \_\_\_ (ANALYST ONE \_\_\_, ANALYST TWO \_\_\_)*

*SUMMARY:*

*RATIONALE:*

*DATA:*

***1 Opinion Leaders***

*RATING: OVERALL \_\_\_ (ANALYST ONE \_\_\_, ANALYST TWO \_\_\_)*

*SUMMARY:*

*RATIONALE:*

*DATA:*

***2 Formally Appointed Internal Implementation Leaders***

*RATING: OVERALL \_\_\_ (ANALYST ONE \_\_\_, ANALYST TWO \_\_\_)*

*SUMMARY:*

*RATIONALE:*

*DATA:*

***3 Champions***

*RATING: OVERALL \_\_\_ (ANALYST ONE \_\_\_, ANALYST TWO \_\_\_)*

*SUMMARY:*

*RATIONALE:*

*DATA:*

***4 External Change Agents***

*RATING: OVERALL \_\_\_ (ANALYST ONE \_\_\_, ANALYST TWO \_\_\_)*

*SUMMARY:*

*RATIONALE:*

*DATA:*

***5 Key Stakeholders***

*RATING: OVERALL \_\_\_ (ANALYST ONE \_\_\_, ANALYST TWO \_\_\_)*

*SUMMARY:*

*RATIONALE:*

*DATA:*

***6 Innovation Participants***

*RATING: OVERALL \_\_\_ (ANALYST ONE \_\_\_, ANALYST TWO \_\_\_)*

*SUMMARY:*

*RATIONALE:*

*DATA:*

**C Executing**

*RATING: OVERALL \_\_\_ (ANALYST ONE \_\_\_, ANALYST TWO \_\_\_)*

*SUMMARY:*

*RATIONALE:*

*DATA:*

**D Reflecting & Evaluating**

*RATING: OVERALL \_\_\_ (ANALYST ONE \_\_\_, ANALYST TWO \_\_\_)*

*SUMMARY:*

*RATIONALE:*

*DATA:*