



Handout 3: Adaptation Planning Form

This handout is intended to accompany the webinar *Adapting Substance Misuse Prevention: Improving Effectiveness and Achieving Better Outcomes* to help prevention practitioners think through ways a program, policy or practice is changed to meet local needs and circumstances. It is important to balance adaptation with fidelity. Fidelity refers to the degree to which a prevention program is implemented as its developer intended. Be aware that any change or adaptation to a program can compromise its results. This sample form assists prevention practitioners with planning adaptation by providing questions that guide decision-making. The form can also be used to prepare organizations for discussions with program developers. Before adapting a program, it is important to do the following:

- Identify types of adaptation which can address your problems.
- Review research to determine if the suggested adaptation has been done before. If the developer is unavailable, review existing programs, practices and policies that use the programs and strategies to see if they made adaptations.
- Ensure that the programs, practices and policies you select are effective.

Organization Information

Name of Community:

Name of Program:

Funder:

Implementing Organization:

Program Contact Person, Address, Email, Phone:

Date Completed:



Identify the type of change or adaptation planned

- number of sessions
- length of the sessions
- method of delivery or procedures
- materials
- target population
- additions or enhancements
- other (describe): _____

Please complete the following questions about the planned adaptation.

1. Have you consulted the program developers about the proposed changes to the program?

Yes No

If no, please explain why not:

If yes, please describe the response you received from the developer and any recommendations that they made regarding adaptations:

2. Do you plan to change the number of sessions outlined in the curriculum?

Yes No (If no, please proceed to # 3.)

a. How many sessions are recommended in the curriculum?

b. How many sessions would you like to conduct?



- c. Why do you want to make this change?
 - d. Please describe the expected impact of this change on the effectiveness of the program:
3. Do you plan to change the length of the sessions from the session length recommended by the program developers?
____ Yes ____ No (If no, please proceed to # 4.)
- a. How long are the sessions recommended in the curriculum?
 - b. How long would you like your sessions to be?
 - c. Why do you want to make this change?
 - d. Please describe the expected impact of this change on the effectiveness of the program:
4. Do you plan to change the setting in which the program is offered?
____ Yes ____ No (If no, please proceed to # 5.)
- a. What setting is recommended by the program developers?
 - b. What different setting would you like to use for the program?
 - c. Why do you want to make this change?
 - d. Please describe the expected impact of this change on the effectiveness of the program:



5. Do you plan on changing the delivery staff (e.g., moderator, trainer, etc.) for this program?
____ Yes ____ No (If no, please proceed to # 6.)
- a. What delivery staff is recommended by the program developers?
 - b. What different delivery staff would you like to use for the program?
 - c. Why do you want to make this change?
 - d. Please describe the expected impact of this change on the effectiveness of the program:
6. Do you plan on changing the recruitment or retention strategies for this program?
____ Yes ____ No (If no, please proceed to # 7.)
- a. What recruitment/retention strategies are recommended by the program developers?
 - b. What different recruitment/retention strategies would you like to use for the program?
 - c. Why do you want to make this change?
 - d. Please describe the expected impact of this change on the effectiveness of the program:



7. Do you plan to change the method of delivery or procedures described in the program curriculum?
 Yes No (If no, please proceed to # 8.)
- a. What are the methods of delivery or procedures recommended in the curriculum?
 - b. What different method of delivery or procedures would you like to implement?
 - c. Why do you want to make this change? Please include a brief description of how your method of delivery or procedure differs from the original.
 - d. Please describe the expected impact of this change on the effectiveness of the program:
8. Do you plan to change the materials used in the implementation of the program from those provided by the program?
 Yes No (If no, please proceed to # 9.)
- a. Briefly describe the materials recommended by the program developers:
 - b. Briefly describe how the materials you would like to use differ from the program's recommended materials:
 - c. Please describe the expected impact of this change on the effectiveness of the program:



9. Do you plan to change the intended audience (target population) described in the program curriculum?
____ Yes ____ No (If no, please proceed to # 10.)
- a. Who is the suggested target population described in the program curriculum?
 - b. Who would you like as your intended target population?
 - c. Why do you want to change the target population?
 - d. Please describe the expected impact of this change on the effectiveness of the program:
10. Do you plan to make any additions (enhancements) or substitutions to the program curriculum?
____ Yes ____ No (If no, please go to additional comments section below, if desired.)
- a. Please describe the proposed enhancements you would like to make to the program:
 - b. Please describe the expected impact of this change on the effectiveness of the program:

References

Wyoming 21st Century State Incentive Grant (n.d.). *Program*