

Project ECHO® (Extension for Community Healthcare Outcomes)

ECHO HUB LAUNCH READINESS ASSESSMENT GUIDE

Thank you for your interest in becoming an ECHO hub! It is with the passion and dedication of partners like you that Project ECHO will reach one billion lives by 2025. We're excited to welcome you to the MetaECHO Community.

OVERVIEW

 Click here to view the [Launch Readiness Assessment](#)

The purpose of this guide is to inform you how to complete the Launch Readiness Assessment. The Launch Readiness Assessment was designed to assist you as you prepare to attend Immersion training at the ECHO Institute. Immersion training is offered for organizations that are ready to replicate the ECHO model, and we want to ensure that you come at the point in your ECHO journey when it will be most helpful to you.

PRE-ASSESSMENT CHECKLIST

 Before you begin your assessment, there are some additional steps to complete, designed to give you a good foundation of knowledge about the ECHO model. These steps will help you assess whether ECHO is right for your work/your organization, and determine if your organization is ready to attend Immersion.

- Attend a monthly Introduction call
 - Introduction calls are held monthly and registration is available on our website: <https://echo.unm.edu/join-the-movement/outreach-training/#Introduction>
 - These calls include a presentation from Dr. Arora on the history of Project ECHO, along with an overview of the model itself and information about becoming an ECHO partner
- Review the What You Need to Know About ECHO page on our website
 - The page is accessible at the following link: <https://echo.unm.edu/need-to-know/>
 - The What You Need to Know About ECHO page includes core information about a variety of ECHO topics, including Planning, Budgets and Funding, and Evaluation



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RESOURCES

i We have created a variety of resources to help prepare you for Immersion and we encourage you to access these as you consider whether the ECHO model is right for your team.

- Sample Completed Launch Readiness Assessment: curious how to answer the questions on this form? Visit the [Sample Completed Launch Readiness Assessment](#).
- Launch Readiness Office Hours: if you have any questions regarding the launch readiness process, training at the ECHO Institute, ECHO partnership documents, or other pre-training topics, please join our bi-weekly [Launch Readiness Office Hours](#).

LAUNCH READINESS ASSESSMENT

The questions in the Launch Readiness Assessment are designed to help you determine your organization's readiness to replicate the ECHO model, to assist you in preparation for your training, and to ensure that you have a good understanding of the model/what replicating the model entails. Below you will find a brief explanation for why we ask each question and what we'll be looking for in your answers. Please note, we are looking for complete answers, but ask that you not exceed 500 words for each question.

1 Please briefly describe your organization (include the type, size, and mission of your organization at a minimum).

This question is included to help us understand the type of organization you work for, including structure/industry (i.e. university, academic medical center, nonprofit, for-profit, etc.), size (how many employees), mission, etc. This will help us to assess alignment between our organizations' missions and will support identification of resources (both internal and external) for you to launch your ECHO project(s).

2 How do you plan to use ECHO to address an issue/solve a problem in your community? Who will your ECHO learners ("spokes") be?

This question was designed to help you think through the potential use(s) for ECHO in your organization and community. Do you have an existing learning group you'll be transforming? A membership base to draw from? There is no need to have a fully fleshed-out recruitment plan in place prior to training, but you'll want to start thinking about who you're aiming to reach so that we can help you identify ways to launch successfully

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- 3** Do you have funding to support your anticipated ECHO project? If not, what resources do you have available to support your ECHO efforts?

As you've likely learned during your ECHO research, the model is quite efficient to implement from a financial perspective, and funding is not a requirement prior to attending training. However, it is important to think through the resources you'll have available to support your ECHO work, whether that will be dedicated funding resources, or whether you'll start on a 'shoestring budget' by utilizing existing infrastructure, internal budgets, and/or volunteer/existing staff support.

- 4** Do you have your ECHO team identified (typical roles include an ECHO Lead, Clinic Coordinator, Program Manager, IT Support, and Subject Matter Expert; please note, these titles refer to roles, not individuals, so there may be overlap)?

This question serves two purposes: 1) encouraging you to think through the staff resources you'll need to support your ECHO; and 2) determining who you will bring with you to Immersion training. The language in the question about roles, not individuals, is a reflection of the fact that every ECHO has a different staffing structure. Some ECHOs will have multiple individuals in each role. Others will have individuals in 'hybrid' positions covering multiple roles (i.e. it's fairly common to have a Program Manager who is also your Clinic Coordinator). While we don't require names in your answer (though it certainly doesn't hurt!), we do want to ensure that you've thought through staffing and bring the right people with you to your training to support a strong launch.

- 5** When are you hoping to launch your ECHO project(s)?

There is no right answer to this question, but we're interested to know your timeline so that we can support you effectively. Typically, hubs launch their ECHO programs 6-9 months after their Immersion training. If you're outside of this range on either end, we may be in touch to discuss additional factors to ensure your success (i.e. launching a month after training is probably not realistic; launching in a year may be far enough out that your team will forget much of the information they learn during training).

- 6** Do you have any questions for us? Anything else you'd like us to know?

There is no hidden agenda here, just an opportunity for you to share additional information. If you include questions, one of our team members will reach out to ensure you get the answers you need.