

Tool Tips and Checklist Tool

Get started with your plan. See what happened before. Learn from previous successes. Learn from previous challenges. Work with your diabetes team and complete this checklist. You will find that this activity may take additional time to track down all the information.

1. History checklist

- a) Has planning been done before? Yes or No
- b) If yes and there is an existing report, take the following actions:
 - Locate it.
 - Review it.
 - Talk to the authors.
 - Find out what worked.
 - Find out what did not work.
 - Use it as a starting point.
- c) If no previous report exists find and review the following:
 - Other agencies reports.
 - Related reports online.
- d) Has evaluation been done before? Yes or No
- e) If there is an existing report do the following steps:
 - Locate it.
 - Review it.
 - Talk to the authors.
 - Find out what worked.
 - Find out what did not work.
 - Use it as a starting point.
- f) If no existing report exists, find and review the following:
 - Other agencies reports.
 - Related reports online.
- g) Is there someone who was involved in the diabetes program before and is not involved in the diabetes program now? Yes or No.
- h) If yes, talk to them and find out if they can help the diabetes program and in what ways they are willing to help.
- i) If no, talk to your Area Diabetes Consultant.

__2. Constraints

- __a) Are there limits on what your diabetes program can plan? Yes or No.
- __b) If no, hurray! You have the opportunity to plan, implement and evaluate the best diabetes program you can.
- __c) If yes, you don't need to worry, but you will need to be creative. Start by identifying the constraints. Document all the constraints by writing them down. As a team, discuss and decide what the focus of the diabetes program will be based on the constraints.

__3. Recordkeeping

- __a) Do you have someone on your team who likes details and is good at keeping track of everything that the diabetes program does? Yes or No.
- __b) If yes, you are lucky! Recruit them to the team if they are not already members.
- __c) If no, you need to identify a person who has the training and skills to keep careful records of the diabetes program. You may have to find someone willing to be trained. Even if it is low-tech methods like paper and pencil records, you must carefully document (write down!) everything you do. Find a person or two who has training and skills in organizational planning, numbers and spreadsheets, writing reports and skills in graphical software. Record their names, positions, and contact information by writing it down.