



Strengthening & Sustaining Ohio's Suicide Prevention Coalitions (SSOSPC): Strategic Planning Learning Community

Phase 5: Creating a Logic Model and Theory of Change DUE July 16, 2021 at 5:00pm

PHASE 5 SUMMARY INFORMATION

Overall Goal:

In Phase 4, SSOSPC coalitions completed an environmental scan of available data and indicators related to the CDC Strategy the coalition selected. The goal of Phase 5 is to create a logic model and theory of change. The work that you and the coalition engage in over the next month will then be used to inform the selection of evidence-based interventions to implement in the community.

Tasks:

- (1) Project Directors will read the entire document and review all deliverables before moving into action.
- (2) Project Directors will assemble a team to engage in Phase 5 tasks.
- (3) Project Directors will review the [Strategic Planning video series](#) and decide how to integrate it into their approach to facilitate the process with the Phase 5 Team.
- (4) The Phase 5 Team will create a logic model and theory of change.
- (6) The Phase 5 Team will reflect on the Phase 5 process and begin thinking about how the coalition will select evidence-based interventions to implement in the community.

Handouts:

- (1) Quick Start Guide
- (2) Phase 5 Guidance
- (3) SSOSPC Logic Model and TOC Quick Guide

Resource:

Strategic Planning Video Series (found on the OhioMHAS [website](#))

Note:

The logic model and theory of change are the backbone of a strategic plan. It is important to have a solid logic model and theory of change to select evidence-based interventions. While your coalition will not select evidence-based interventions this month, the coalition will be well-positioned to select evidence-based interventions after the logic model and theory of change are written. **It is our goal to have all Phase 5 materials reviewed by Ohio's Suicide Prevention Evidence-Based Practices Workgroup by the conclusion of this grant.**

Deliverables – Due July 16, 2021 at 5:00pm:

- (1) Phase 5 Team Form
- (2) Logic Model and Theory of Change Template
- (3) Phase 5 Reflection Form

Start Here

Coalition leaders are encouraged to read through the entire document before moving into action. Phase 5 includes six steps:

Step	Task	Staffing Resource
1	Review all Phase 5 materials and tasks and assemble the Phase 5 Team	Project Director & potential Phase 5 Team members
2	Review Strategic Planning video series on the OhioMHAS Website	Project Director (and maybe Phase 5 Team members, depending on the approach the group chooses to take)
3	Create a logic model and theory of change	Phase 5 Team
4	Complete the Logic Model and Theory of Change Template	Phase 5 Team
5	Complete the Phase 5 Reflection Form	Phase 5 Team
6	Submit Deliverables	Project Director

Step 1: Review all Phase 5 Materials and Tasks and Form the Phase 5 Team

Goal: The goals of Step 1 are for the Project Director to: (1) review the materials and tasks associated with Phase 5 and (2) form the Phase 5 Team

Handouts: Phase 5 Guidance (this document), Quick Start Guide, and Logic Model and Theory of Change Template

Deliverable #1: Phase 5 Team Form

- A. **Getting Oriented:** Begin by reading through this entire guidance document. After that, take some time to familiarize yourself with the Phase 5 deliverables and supporting resources so that you understand what is being asked of you (as the Project Director), the Phase 5 Team, and the coalition. Once you have the ‘bigger picture,’ you can then begin to outline your action steps for the entire phase.
- B. **Managing Tasks and Deliverables:** This is a good time to think about how you will **manage the tasks** associated with Phase 5 and ensure the work gets done in the given timeframe. Creating the logic model and theory of change will need to be completed in approximately a month. This will require a plan to manage both the tasks and deliverables. Remember that one of the primary goals with Phase 5 is to learn how to create a logic model and theory of change. This means that the coalition will not be selecting evidence-based interventions to implement in the community at this time. Think about this phase as the necessary preparation to ensure that any evidence-based interventions have a high propensity for successfully creating the desired community change(s).
- C. **Building the Phase 5 Team:** Begin by thinking about who on the coalition could/should engage in Phase 5 of this work. During this phase, the Phase 5 Team will be integrating work done from Phases 3 and 4 into the creation of a logic model and theory of change. The teams from Phases 1-5 may not be identical, but the Phase 5 Team should have some understanding of the work completed in in the previous phases and access to those deliverables.
- D. **Considering Roles and Responsibilities:** The Phase 5 tasks may be completed in multiple sessions throughout the next month. You may ask each team member to complete activities (such as reviewing the Strategic Planning video series) separately and then come together as a group to work on the Logic Model and Theory of Change Template in its entirety. Or, you may prefer to tackle the logic modeling process in a step-by-step fashion. If team members have not participated in earlier phases, they will need to familiarize themselves with the relevant CDC strategy (Phase 1), the SWOT analysis (Phase 2), the CDC strategy selected (Phase 3), and the Needs Assessment (Phase 4). It’s important to know that completing a logic model and theory of change may require members who have a working familiarity with strategic planning processes.
- E. **Thinking through Logistics:** Finally, think about how you reached out to potential members during earlier phases and what worked well in terms of logistics (method of communication, scheduling, number and length of meetings, meeting platform and technology, etc.). Each team will have different needs, but you can use your experience from each phase to inform how you approach assembling the team. You will want to make sure that you have a clear “ask” in mind.



Deliverable #1: Use the **Phase 5 Team Form** to capture names and organizations of team members. You will turn in this form as a final deliverable for Phase 5.

Step 2: Review the Strategic Planning Video Series

Goal: The goal of Step 2 is for the Project Director to review the Strategic Planning video series and decide how to integrate it into their approach for facilitating the process with the Phase 5 Team.

Resource: Strategic Planning Video Series (found on the OhioMHAS [website](#))

Deliverable: There are no deliverables associated with Step 2.

Review the Strategic Planning Video Series: It is important for all Project Directors to begin Phase 5 by reviewing the Strategic Planning [video series](#). The video series will ground you in the overall picture of what a logic model and theory of change are and why they are important in outcomes-based strategic planning. As you engage with the videos, you will need to: (a) decide how you would like to use this video series as you facilitate the process with the Phase 5 Team and (b) watch the video with a keen eye to support you in considering what change resistance you might encounter and what strategies/leadership tips that you might draw upon to minimize the resistance.

- A. **Using the Video Series:** There are several ways that we can think of to use the video series to support the Phase 5 process. However, we believe that Project Directors know their local context best and how to use the video series is best decided upon by them. Some “food for thought” as you decide how to move forward:
- **Asynchronous Learning Method:** Ask all Phase 5 Team to engage in the entire Strategic Planning video series on their own prior to meeting about Phase 5. This works well if the Phase 5 Team is comprised of learners who prefer to see the big picture and study it completely prior to digging in – and have the time and desire to do so.
 - **Train the Trainer Method:** In this method only the Project Director will engage in the video series to learn the fundamentals of creating a logic model and theory of change. The Project Director will then use the knowledge gained from the videos and transfer it to the Phase 5 Team throughout the process. This works well if the Project Director suspects there will be significant change resistance to the strategic planning process and feels confident in teaching the fundamentals “in the moment” during Phase 5 meetings.
 - **“Chunking” Method:** In this method, the Project Director will break up the logic model and theory of change components into several, “bite-sized” chunks. The Phase 5 Team will engage in the Strategic Planning video series 1-2 videos at a time either on their own or as a group during the Phase 5 meetings. In this format, videos are delivered in a “just-in-time” fashion so that the Phase 5 Team gets the knowledge, skills, and attitudes (KSAs) they need just prior to applying KSAs by working on the Logic Model and Theory of Change Template. This works well if the Phase 5 Team is comprised of collaborative learners who prefer that the instruction is embedded into the process.
 - **Other Ideas:** There is no “one way” or “correct way” to engage with the Video Series. It’s really about the Project Director working with the Phase 5 Team to support them in the ways in which they want to be supported.
- B. **Managing the Change:** The use of logic modeling and creating a theory of change is often a change for community coalitions. It is important to recognize that while outcomes-based strategic planning might not be a change for YOU (as the Project Director), it may be a change for the coalition members. It is important for you to watch the Strategic Planning video series with a keen eye for what resistance you are likely to encounter and then refer back to the June Learning Community meeting materials and your personal experience where we discussed change management.

While there are no deliverables associated with Step 2, it is important not to skip this step! As you think about how to engage in the Phase 5 team in creating a logic model and theory of change, remember that the SSOSPC Facilitation Team is here to support you in the ways in which you want or need to be supported. The Drop-in Schedule is:

- Mondays from 10:00-10:30am
- Wednesdays from 2:00-2:30pm
- Link: <https://zoom.us/j/6919173248>

Step 3: Create a Logic Model and Theory of Change

Goal: The goal of Step 3 is for the Phase 5 Team to create a logic model and a theory of change.

Handout: SSOSPC Logic Model and TOC Quick Guide

Deliverable #2: Logic Model and Theory of Change Template

- A. **Compile the Materials Needed for Step 3:** Prior to engaging in Step 3, make sure you have this Guidance Document and the Logic Model and Theory of Change Template.
- B. **Understanding the Task:** The end goal of this step is for the Phase 5 Team to create a logic model and a theory of change that will be the backbone of a strategic plan. The coalition will continue working with the same CDC Strategy selected in Phase 3 as well as the Needs Assessment/Environmental Scan completed during Phase 4.

There are four key steps to creating the logic model:

1. Identify the specific suicide outcome the logic model is addressing.
2. Identify the specific CDC Strategy and Approach that the logic model will address.
3. Identify what local conditions need to change to enact the CDC Suicide Prevention Strategy.
4. Identify the outcomes that will measure progress.

Once the logic model is complete, engage the Phase 5 Team in explicating the theory of change.

- Creating the theory of change is articulating the logic model into a series of three “if-then” statements.
- We have provided a skeleton template of how “if-then” statements should be phrased. If it’s helpful, think of this as a [Mad Lib](#) to translate the logic model into three sentences.

- C. **Understanding the Deliverable:** The Logic Model and Theory of Change Template includes questions that are designed to help the Phase 5 Team articulate the logic model and theory of change. As the Phase 5 Team works through the Form, please engage deeply with the questions as they will provide guidance on creating the backbone for the coalition’s strategic plan.



Deliverable #2: Complete the **Logic Model and Theory of Change Template** to document the team’s work as they created the logic model and articulated the theory of change. You will turn in this form as a final deliverable for Phase 5.

Step 4: Reflect on the Selection Process and Consider Next Steps

Goal: The goal of Step 4 is for the Phase 5 Team to reflect on the process used to create the logic model and theory of change and discuss next steps – particularly how the coalition will select evidence-based interventions to implement in the community

Handouts: None

Deliverable #3: Phase 5 Reflection Form

- A. **Understanding the Task:** After Steps 1-3 are complete, the next step is for the Phase 5 Team to reflect on the process and discuss next steps. For this step, you will use the Phase 5 Reflection Form (Deliverable #3) to capture the discussion.
- B. **Leading and Managing the Reflection Process:** There is no prescribed way to operationalize the reflection session. You may choose to combine it with a meeting focused on creating the logic model/theory of change or hold a separate meeting for reflection. You may find it helpful to consult meeting notes taken while creating the logic chain/theory of change.
- C. **Thinking through Logistics:** Consider how you will lead and communicate with the Phase 5 Team to complete the reflection session. As you schedule and consider deadlines, keep in mind that the Phase 5 Team will need to complete the reflection form **after** the logic model and theory of change (and steps 1-3 of this Phase) are complete. The **due date to complete Phase 5 is 7/16/2021 at 5:00pm**.



Deliverable #3: Use the **Phase 5 Reflection Form** to capture the group's reflection and next steps. You will turn in this form as a final deliverable for Phase 5.

Step 5: Submit Deliverables – DEADLINE: July 16, 2021 at 5:00pm

Goal: The goal of Step 5 is for the Project Director to submit the required deliverables.

- A. The final step in Phase 5 is to submit the final deliverables. As a friendly reminder, the coalition must submit three deliverables:
 - 1) Phase 5 Team Form
 - 2) Logic Model and Theory of Change Template
 - 3) Phase 5 Reflection Form
- B. Please submit all three files via email to: Casey Shepherd (cshepherd@PIRE.org) and CC: Carrie Burggraf (burggraf@ohio.edu).