

INTEGRATION PROJECT SELF-ASSESSMENT GUIDE

The Center for Innovation in Health Information Systems is developing an Integration Project Self-Assessment Guide to lead public health program officials through a structured review of the Key Elements that will have a significant impact upon a project's success. By program officials we mean those public health managers who are responsible for:

- Leading an integration effort,
- Helping to conceptualize it,
- Assisting or guiding the translation of program goals to a technical solution, and/or
- Working with the public health programs/department's that are the focus of the integration effort.

The Self-Assessment Guide will provide project managers with a framework for considering the major aspects of an integration initiative and guide users in making an assessment of each key area. This tool leads program managers through a structured assessment of the Key Elements, organized into three areas:

- Organizational factors critical to the success of an integration project
- Human resources, skills, experiences and capabilities needed for success, and
- Systems conceptualization, design considerations, and data integration factors to be considered in an integration project.

For each of these three areas, our experience, augmented by that of our partner projects, has shown that these Key Elements must be understood, planned for, and managed if a significant integration project, like that required to create a child health profile, is to prove successful.

For example, organizational elements include an assessment of the leadership commitment, the nature of executive sponsorship, the relationship of the newborn screening and genetics integration initiative to departmental strategic direction, and how the project governance is composed and involved in all phases of the project. For every element, a set of questions is posed to help the program manager assess his/her need for strategies to counter deficits discovered.

The Self-Assessment Guide should help program managers understand the multiple dimensions of organization, staff and systems that must come together and function in a coordinated and integrated manner in order to yield a sustainable success. The tool is designed to provoke discussion and elicit questions. The tool does not numerically rate a project's readiness; rather, it helps a program manager better understand where to place emphasis, where to look for critical points of failure, and which questions to ask that will lead to strategies that support a successful child health profile information infrastructure.