

Coding Scheme for Tracking Implementation Strategies

Code	Explanation	Example
Attendees	Members present at meeting	
IT#		
Date	Date of meeting	
Actor	Team member who enacted the strategy, indicate the implementation team position of the actor (i.e. secretary, communication specialist, chair) as well as his/her name	Involvement by all team members
Discreet Implementation Strategy Category		Educate
Discreet Implementation Strategy Code		Conduct Educational Meeting
Data Request	Respond with "yes" or "no". Only endorse this category if the implementation activity specifically has to do with a request to change the format or content of the penetration data received by the team.	N
Planned	Respond with "yes" or "no". An implementation strategy is "planned" if the implementation team discusses intention to use the strategy but have not yet enacted it.	Y
Enacted	Respond with "yes" or "no". An implementation strategy is "enacted" if the team has already completed the strategy.	N/A

Not followed through	Respond "yes" or "no". Only respond "yes" if actors explicitly indicate that they did not follow through with a planned activity.	N/A
Action	What is being done? Provide a detailed description. Include direct quotes from team members when possible.	The team will host a one-hour "booster" training session for all clinicians at the clinic. The training will consist of three components: 1) A brief overview of the three components of fidelity to MBC (administer the PHQ-9, view the score trajectory, discuss with client) 2) A demonstration of how to enter the PHQ-9 into the electronic health record and access the graph 3) Success stories from IT members who use the PHQ-9 with their own clients.
Dose- Ongoing	Respond "yes" or "no". Is the strategy going to be used on an ongoing basis? For example, the administration might opt to bring up the PHQ-9 in every staff meeting going forward.	N
If ongoing provide information about how often	Daily? Weekly? Monthly?	N/A
Dose- One-time	Respond "yes" or "no". Is the strategy going to be used one time? You cannot indicate "yes" if you indicate "yes" for "dose-ongoing" column.	Y
Temporality	When is this strategy being used (date or if ongoing, when did it start)?	

Justification	Why is this IS being used? (i.e. empirical/ theoretical reasons if applicable, logical reason). Include quotes from team members if possible.	Data from the needs assessment revealed that clinicians perceived a lack of training opportunities at the clinic, it also revealed that clinicians perceived evidence-based practices as less useful than clinical judgment. Additionally, the penetration data revealed a lack of PHQ-9 use by one specific clinical team at the clinic. The training sought to address these barriers by 1) increasing training availability, 2) demonstrating how MBC can complement clinical judgment using anecdotes from clinicians who use the PHQ-9, 3) Prioritizing the schedules of clinicians who were not using the PHQ-9.
Chosen to address a barrier	Was the activity explicitly chosen to address a barrier identified during the needs assessment? If so specify	Y, lack of training opportunities, perception of evidence-based practices as being less important than clinical judgment.
Action Target	What/who is the intended to target of the strategy?	Clinician knowledge and perception of MBC utility.
Outcome	Indicate any outcome reported by team members, use direct quotes	N/A, planned not yet enacted.
Unit of Analysis	Indicate if different from penetration data	N/A