

COMPONENT 8: Implementation, Evaluation & Sustainability Guide

Purpose

This component helps communities move from planning to action by implementing Healthy Brain Community activities, tracking progress, evaluating outcomes, and developing strategies to sustain efforts over time. The tools and resources in this component are designed to support activities implemented through Components 4–7 and may be used throughout the Healthy Brain Community process.

Why It Matters

Planning is only the first step in creating a Healthy Brain Community. Communities must implement activities, monitor progress, evaluate outcomes, and build systems that support long-term success. Tracking participation, collecting feedback, reviewing accomplishments, and maintaining partnerships help communities understand what is working, identify opportunities for improvement, and ensure Healthy Brain Community efforts continue beyond initial implementation. These activities help communities demonstrate progress, strengthen partnerships, and build long-term community impact.

Expected Outcomes

- Identify and implement priority initiatives
- Establish clear goals, timelines, and responsibilities
- Track participation and community engagement
- Collect meaningful feedback and success stories
- Evaluate progress toward community goals
- Strengthen partnerships and collaboration
- Integrate activities into existing systems
- Identify funding and resource opportunities
- Develop long-term sustainability strategies

Key Actions

- Select Priority Initiatives
- Develop Implementation Plans and Timelines
- Assign Leads and Responsibilities
- Track Participation and Activities
- Collect Feedback and Success Stories
- Monitor Progress and Outcomes
- Integrate Activities into Existing Systems
- Maintain Partnerships and Community Engagement
- Identify Funding and Support Opportunities
- Plan for Long-Term Sustainability

Estimated Time to Complete

Ongoing throughout implementation. Planning, evaluation, and sustainability activities should continue throughout Healthy Brain Community efforts and evolve based on community needs.

Who to Involve

Community Leaders • Healthy Brain Community Team Members • Public Health Professionals • Healthcare Providers • Aging Services Organizations • Community Organizations • Local Government • Faith Communities • Libraries • Businesses • Caregivers • Individuals Living with Dementia • Volunteers • Funders • Community Partners

Tools Included in this Component

Tool Number	Tool Name
8.1	Program Planning Worksheet
8.2	Action Planning Timeline Template
8.3	Participant Tracking Form
8.4	Participant Feedback Form
8.5	Evaluation Template
8.6	Sustainability Toolkit

Step 1: Select Priority Initiatives

Purpose: Identify activities, programs, and strategies that best address community needs and align with Healthy Brain Community goals.

Tools to Use: Tool 8.1 Program Planning Worksheet

Recommendations for Success:

- Review findings from previous components.
- Focus on achievable goals.
- Prioritize activities with the greatest potential impact.
- Consider available resources and community capacity.
- Engage partners when selecting priorities.

Step 2: Develop Implementation Plans

Purpose: Create a clear plan that outlines activities, timelines, responsibilities, and expected outcomes.

Tools to Use: Tool 8.2 Action Planning Timeline Template

Recommendations for Success:

- Break large projects into manageable steps.
- Assign realistic timelines.
- Clearly identify responsible individuals or organizations.
- Establish regular check-in points.
- Maintain flexibility when adjustments are needed.

Step 3: Track Participation and Activities

Purpose: Monitor community engagement and document implementation efforts.

Tools to Use: Tool 8.3 Participant Tracking Form

Recommendations for Success:

- Track attendance consistently.
- Document community outreach activities.
- Monitor participation across different audiences.
- Maintain records in a central location.
- Use participation data to inform future planning.

Step 4: Collect Feedback and Success Stories

Purpose: Gather information about participant experiences and community impact.

Tools to Use: Tool 8.4 Participant Feedback Form

Recommendations for Success:

- Collect feedback after activities and events.
- Encourage honest responses.
- Document stories that demonstrate impact.
- Share success stories with partners and stakeholders.
- Use feedback to improve future activities.

Step 5: Evaluate Progress and Outcomes

Purpose: Review accomplishments, identify challenges, and determine progress toward goals.

Tools to Use: Tool 8.5 Evaluation Template

Recommendations for Success:

- Review goals regularly.
- Compare outcomes to planned activities.
- Identify strengths and opportunities for improvement.
- Share evaluation results with partners.
- Celebrate accomplishments.

Step 6: Sustain and Expand Efforts

Purpose: Develop strategies that support long-term success and continued community engagement.

Tools to Use: Tool 8.6 Sustainability Toolkit

Recommendations for Success:

- Identify an ongoing lead organization or coordinator.
- Maintain strong community partnerships.
- Identify funding and in-kind support opportunities.

- Integrate activities into existing systems and programs.
- Develop priorities for the next phase of work.
- Schedule regular progress reviews and partner meetings.

Tool 8.6 Sustainability Toolkit Includes

- Sustainability Plan Template
- Funding Strategy Worksheet
- Sustainability & Next Steps Plan
- Step-by-Step Sustainability Planning Guide

Tips for Success

- Start with achievable goals.
- Build on existing community strengths.
- Engage partners early and often.
- Use data to guide decisions.
- Celebrate successes and recognize contributions.
- Focus on continuous improvement.
- Plan for sustainability throughout implementation.

Component Completion Checklist

- ☐ Priority initiatives identified
- ☐ Program plan completed
- ☐ Implementation timeline developed
- ☐ Participation tracked
- ☐ Feedback collected
- ☐ Success stories documented
- ☐ Evaluation completed
- ☐ Progress reviewed
- ☐ Partnerships maintained
- ☐ Sustainability strategies identified
- ☐ Funding opportunities explored

Suggested Resources **(Component 9)**

- Administration for Community Living
- ADRD State Plan
- CDC Healthy Aging
- CDC Healthy Brain Initiative (HBI) Road Map
- Dementia Friendly America
- South Dakota Alzheimer's Association

Next Steps

After completing this component, communities should continue reviewing implementation activities, evaluation findings, and sustainability plans. Information and lessons learned from this component should be used to strengthen and expand Healthy Brain Community efforts over time.