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STEP 4: Toolkit Synthesis Brainstorm

Use this worksheet to consolidate your notes from Steps 1, 2, and 3 of this toolkit. Each question will ask you to synthesize the results from each step into a few concrete takeaways. This worksheet is a space to look at the results from each step all together, and then think through a structured brainstorm of turning those common themes into actionable steps. You will select a few elements of your telehealth program to focus on during sustainability planning and identify small adjustments that you can make within those elements to move your agency in the direction of increased telehealth sustainability.

1. **Consider the Telehealth Maturity Assessment you completed in Step 1. Which three telehealth domains are rated the lowest on your assessment?**

2. **Next, take a look at the results of your Telehealth Clinician Survey from Step 2. Write down the common themes or areas of support as indicated by clinicians in the survey.**

3. **Finally, review the Optimizing Telehealth Workflows worksheet from Step 3. Which issues arose most frequently across workflow areas?**

4. Consider the main takeaways from Steps 1, 2, and 3 that you have identified in this worksheet so far. Are there any common themes or reoccurring issues across telehealth domains, workflow areas, or clinician concerns? Note them here:

5. You have now identified your agency's areas of improvement for this round of the telehealth sustainability toolkit. Now, write down a few small adjustments that you can make within those elements to move your agency in the direction of increased telehealth sustainability over the next 3-6 months. For sample improvement ideas an organization might consider, refer to the **Sample Optimizing Telehealth Workflows Worksheet.**

6. What about over the next 6-12 months?

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7. Remember, this toolkit will help you think iteratively about this process: you can re-do it as needed to identify the next aspect of your telehealth practice to work on. Use this space to jot down any other notes or ideas that have come up throughout this process.