

# ABLE Change Quick Wins Guide

This guide is designed to help groups initiate quick wins with the aim of promoting large scale community change. For each change goal you are striving to create (e.g., promote access to services; improve public transportation; increase healthy, affordable housing, etc.) there are typically four types of quick wins that can be initiated.

These quick wins align with the ABLe Action Learning Cycle:

- **DEFINE Quick Wins:** Focus on revealing and understanding local problems
- **DESIGN Quick Wins:** Focus on identifying and developing strategies, programs, or other efforts that can be used to trigger the desired changes
- **DO Quick Wins:** Focus on initiating action and building an effective climate for implementation
- **LEARN Quick Wins:** Focus on assessing the progress made and identifying next steps

**Please note:** Many communities get stuck in the DEFINE and DESIGN stages – spending lots of time connecting with others, gathering data, seeking information. While this is important planning work, in order for systems and communities to change, actions designed to actually shift local conditions must be initiated (DO Quick Wins). And, to ensure that real change actually emerges, stakeholders must track whether or not these actions lead to desired outcomes and adjust accordingly (LEARN Quick Wins).



The following tables describes the focus on the quick wins work in each stage of the action learning cycle. It provides examples of how to complete that work and provides guidance in each area of focus about next steps in the process.

# DEFINE Quick Wins

	Shared Agenda Items	Quick Win Examples	You're Ready for Next Step When...
<b>Reveal</b>	<ul style="list-style-type: none"> <li>• <b>Define the targeted problem:</b> What do local perspectives and data tell us about the problem we should try to solve?</li> <li>• <b>Define the targeted population/setting:</b> Who is most at risk of having this problem? Where is the problem located?</li> <li>• <b>Expose inequities:</b> What inequities exist related to this problem? Who is most affected by these inequities? Where do they live?</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Gather input from relevant perspectives</b> (e.g., hear from staff and residents about their perspectives on your targeted problem)</li> <li>• <b>Collect existing data and disaggregate data</b> (e.g., look at racial disparities in enrollment data, existing evaluation or secondary data)</li> <li>• <b>Gather documents</b> to understand problems (e.g., collect curriculums across pre-k and K to assess alignment)</li> <li>• <b>Assess and summarize data collected</b></li> </ul>	<p><b>Define:</b> Have you identified a problem to target based on local information and perspectives?</p> <p><b>Clarify:</b> Do you know enough about what this problem looks like (where it is located, who is experiencing it) to ask about root causes?</p> <ul style="list-style-type: none"> <li>• If NO, what other information do you need to clarify this problem? Who do you need to gather this info from? How should you collect it?</li> </ul>
<b>Understand</b>	<ul style="list-style-type: none"> <li>• <b>Identify root causes of problem:</b> What factors are causing this problem?</li> <li>• <b>Identify root causes of inequities:</b> What are the root causes of racial inequities related to this problem?</li> <li>• <b>Assess fit and capacity of existing efforts:</b> In what ways are existing efforts meeting/not meeting local needs?</li> <li>• <b>Prioritize root causes:</b> What root causes are powerful levers for change and feasible for our effort to address?</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Identify relevant stakeholders and settings</b> that need to be engaged to understand and address the targeted problem and inequities</li> <li>• <b>Ask root cause questions</b> to identify underlying causes of targeted problems and inequities</li> <li>• <b>Use system scan data or other data</b> to understand current systems and programs</li> <li>• <b>Map current programs</b> against targeted problems/outcomes</li> <li>• <b>Assess program reach &amp; effectiveness</b></li> <li>• <b>Engage stakeholders in prioritizing</b> root causes to address with strategies</li> </ul>	<p><b>Understand:</b> Do you know enough about the root causes of this problem to move to designing strategies?</p> <ul style="list-style-type: none"> <li>• If NO, what other information do you need to gather? Who do you need to gather this info from? How should you collect it?</li> </ul> <p><b>Prioritize:</b> Given the root causes you identified, which ones are feasible to address and could serve as powerful levers for change?</p>

# DESIGN Quick Wins

	Shared Agenda Items	Quick Win Examples	You're Ready for Next Step When...
<b>Strategize</b>	<ul style="list-style-type: none"> <li>• <b>Design powerful strategies:</b> How can we design strategies to:               <ul style="list-style-type: none"> <li>○ Tackle root causes?</li> <li>○ Saturate the community?</li> <li>○ Disrupt the status quo?</li> <li>○ Promote equity?</li> <li>○ Align the system?</li> </ul> </li> <li>• <b>Leverage current assets:</b> What local assets could be used to address the prioritized root causes?</li> <li>• <b>Identify “Bright Spots”:</b> How are local people/settings successfully addressing this problem? What are they doing, why is it working? How can we incorporate this into our strategies?</li> <li>• <b>Improve evidence base:</b> What evidence-based and promising practices could be adopted to address these root causes or inequities?</li> <li>• <b>Improve effectiveness:</b> How could existing programs become more effective at targeting inequities and/or root causes?</li> <li>• <b>Improve responsiveness:</b> What solutions are needed to address targeted constituents’ needs and concerns?</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Look at example strategies</b> from other sites or communities and select a strategy</li> <li>• <b>Gather input</b> about how to address root causes</li> <li>• <b>Identify and observe “Bright Spots”</b> where people and settings are successfully addressing the problem</li> <li>• <b>Map current assets</b> that can be used to address root causes</li> <li>• <b>Gather feedback on strategy ideas</b>, particularly from targeted users</li> <li>• <b>Find out what has and has not worked in the past</b></li> </ul>	<p><b>Design:</b> Have you used input and examples to design powerful strategies to address the root causes of your targeted problem?</p> <p><b>Equity:</b> Will these strategies lead to equitable outcomes across residents and settings?</p> <ul style="list-style-type: none"> <li>• If NO, how can you adjust the design of your strategies to promote equity?</li> </ul>
<b>Prepare for Action</b>	<ul style="list-style-type: none"> <li>• <b>Build stakeholder base:</b> Which stakeholders are essential for implementation or other actions?</li> <li>• <b>Identify where to pilot strategy ideas:</b> Where should this effort get started to see if it works?</li> <li>• <b>Anticipate and address implementation barriers:</b> <ul style="list-style-type: none"> <li>○ <b>Diffusion.</b> How can we make sure information and support reaches people who need to hear about and adopt this strategy? Who might resist this strategy?</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Develop materials, processes, or protocols</b> related to strategy (e.g., draft shared consent form, create social marketing plan and talking points)</li> <li>• <b>Engage critical stakeholders</b> essential for implementation or other actions.</li> <li>• <b>Select pilot sites</b></li> <li>• <b>Gather input</b> about potential implementation barriers</li> <li>• <b>Build stakeholder buy-in</b> (e.g., help relevant leaders see strategies as necessary, beneficial, and feasible)</li> <li>• <b>Build needed stakeholder capacities</b> to carry out strategies</li> </ul>	<p><b>Prepare:</b> Have you identified and addressed knowable implementation barriers?</p> <ul style="list-style-type: none"> <li>• If NO, what other information do you need to gather? Who do you need to gather this info from? How should you collect it?</li> </ul> <p><b>Launch:</b> Have you planned out quick win actions to pilot and launch your strategies? Have you identified who can do what by when?</p>

## DESIGN Quick Wins

	Shared Agenda Items	Quick Win Examples	You're Ready for Next Step When...
	<p>How can we build their readiness/buy-in before launching?</p> <ul style="list-style-type: none"> <li>○ <b>Effective use.</b> Do relevant stakeholders have the skills, knowledge, and relationships needed to implement or support this effort? How can we build this capacity before launching?</li> <li>○ <b>Dose.</b> How can we ensure benefits or opportunities from this strategy reach targeted residents and make a difference?</li> </ul> <ul style="list-style-type: none"> <li>• <b>Identify Quick Wins:</b> What are the important first steps to launch this strategy? What could be accomplished within the next 3 months? Who can get this started?</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Put communication processes in place</b> to ensure relevant stakeholders learn about strategy and adopt</li> </ul>	

# DO Quick Wins

	Shared Agenda Items	Quick Win Examples	You're Ready for Next Step When...
<b>Initiate Action</b>	<ul style="list-style-type: none"> <li>• <b>Launch changes:</b> Stakeholders carry out actions to move strategies forward</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Put new policy in place</b></li> <li>• <b>Initiate new procedures</b></li> <li>• <b>Adjust locations and times of programs</b></li> <li>• <b>Identify other settings to take actions</b></li> <li>• <b>Launch efforts across the system</b></li> </ul>	<p><b>Launch:</b> Stakeholders are starting to carry out actions</p>
<b>Track Implementation Efforts</b>	<ul style="list-style-type: none"> <li>• <b>Ensure action:</b> Did the action actually get initiated? If not, what is getting in the way?</li> <li>• <b>Track success:</b> What data should be collected to ensure the effective reach and use of your efforts?</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Check in with targeted users</b> to see how implementation is going.</li> <li>• <b>Develop and launch implementation tracking process</b> (to record reach, effective use)</li> <li>• <b>Make sense of implementation data/feedback</b></li> <li>• <b>Adjust implementation processes</b></li> </ul>	<p><b>Track:</b> Are stakeholders successfully carrying out their actions to launch the strategies?</p> <ul style="list-style-type: none"> <li>• If NO, how do you need to support stakeholders in carrying out their action?</li> </ul> <p><b>Feedback:</b> Are your efforts on track and reaching the right people and settings? Are they being carried out effectively?</p>
<b>Build a Climate for Effective Implementation</b>	<ul style="list-style-type: none"> <li>• <b>Diffusion:</b> Are critical stakeholders becoming aware of initiated strategies? Are they showing buy-in? Are they starting to adopt the new strategies? If not, how can we address these issues?</li> <li>• <b>Effective and continued use:</b> Now that we've initiated action, do program staff, youth and other relevant community members have the needed skills, knowledge, and relationships to support this effort? How could these be built?</li> <li>• <b>Sufficient reach:</b> Are we reaching targeted audiences/stakeholders?</li> <li>• <b>System alignment:</b> Now that we have initiated action, what areas of the system are misaligned with this change? How could we foster more alignment?</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Gather feedback</b> from relevant perspectives on emerging implementation concerns</li> <li>• <b>Assess system's alignment</b> with your targeted changes</li> <li>• <b>Address emerging implementation challenges</b></li> </ul>	<p><b>Support:</b> Are you addressing emerging implementation barriers?</p>

# LEARN Quick Wins

	Shared Agenda Items	Quick Win Examples	You're Ready for Next Step When...
<b>Assess impact</b>	<ul style="list-style-type: none"> <li>• <b>Identify information to collect:</b> What do you need to know to determine if your efforts were successful and leading to changes in root causes and your targeted problem? How can you easily gather this information?</li> <li>• <b>Collect information:</b> Gather the information you need to assess your impact</li> <li>• <b>Make sense of findings:</b> What does this information tell you about the impact of your efforts? To what extent did your efforts address your targeted problem? What worked? What didn't work and why?</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Gather feedback</b> from relevant perspectives (e.g., from staff meetings, direct touches with residents, fast five surveys, etc.) about the impact of your strategies</li> <li>• <b>Make sense of information</b></li> </ul>	<p><b>Impact:</b> Do you know enough about the impact of your efforts to determine next steps?</p> <ul style="list-style-type: none"> <li>• If NO, what other information do you need to gather? Who do you need to gather this info from? How should you collect it?</li> </ul>
<b>Determine Next Steps</b>	<ul style="list-style-type: none"> <li>• <b>Determine next steps:</b> Given your impact/outcome data, what should you do next? Do you need to:               <ul style="list-style-type: none"> <li>○ Revisit your problem definition</li> <li>○ Design a different solution or adjust your approach</li> <li>○ Pay more attention to implementation concerns</li> <li>○ Expand your effort and take it to scale because it was successful</li> <li>○ Collect more data to better understand your impact</li> <li>○ Share your success with others in the community</li> </ul> </li> <li>• <b>Expand engagement:</b> Given your next steps, who else needs to be engaged to support your efforts?</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Select the part of the action learning cycle</b> that is most relevant given what was learned and what is needed next</li> <li>• <b>Develop your next quick win actions</b> given this step in the action learning cycle</li> </ul>	<p><b>Next Steps:</b> Have you determined your next steps given what you learned?</p> <p><b>Assess boundaries:</b> Have you determined who else should be engaged to promote the next steps of your systems change efforts?</p>