CHARTER
CM Retention/Stimulant (Neg.) UDS
Planning & Implementation
ME SUD Learning Community

Objectives:

1. Complete project charter w/ data plan and internal Change Team to guide CM project.
2. Develop a data collection and monthly feedback loop strategy for the CM retention/ Stim. Neg. UDS improvement protocol.
3. Share monthly change cycle progress (data/graphs or tables). What worked, what didn't, and what will you adopt, adapt, or abandon? Monthly Group Coaching Zooms.
4. Plans for the next change cycle
5. Develop an initial overall plan that the organization can use to proceed with managing the CM negative UDS protocol.

Name of Organization:

PROJECT CHARTER

1. Change Project Title	Contingency Management-ME SUD LC
2. Aim Statement	
Aim Statement Format	Increase (or) Decrease X from a baseline of Y to a goal of Z by DATE.
3. Location	
4. Identified start and end dates	Start: End:
5. Name of program (if applicable)	
6. What customer population are you trying to help?	
7. Executive Sponsor (e.g., Agency Executive or Program Lead)	
8. Change Leader	
9. Change Team and Identified CM Coordinator (manages UDS results, data, dispensing of incentives) (names and roles)	
10. How will you collect data to measure the	Total # Enrolled per week, per month

impact of change? Who will collect it?	% Show rate /week /month: #UDS provided / # (2) Scheduled per week or # per month % Stimulant Neg UDS / week. / month: #Neg UDS / total # UDS % Attendance at the optional in Group Services / month: # attended Grp per month / # Scheduled groups per month.
11. What is the expected impact of this change project? How will the Executive Sponsor know?	

Monthly Meetings (Group Coaching Zooms) Agenda	
Cohort	Introductions (Each Org.)-CM protocol project overview Population identified Desired Outcome Impact: What will be reinforced Baseline Measures (data) Incentives: How much and when/how
	Who is on your change team? How often do you meet? Who is your Executive Sponsor (Endorsing), Change Leader (Leading), and Data Coordinator/CM Coordinator (Organizing)
	Data for UDS Improvement - How do you know you need a negative UDS improvement? - What are your baseline measures? - How will you Track and feedback Measures and Impact? Projects feedback from Dr. Rawson- Protocol, reinforcers, impact, process, CM Guardrails.
Cohorts	Next Steps - Impact/Outcome Analysis (when does disengagement typically occur?) - Final protocol development - Sharing between organizations participating. Barriers or Facilitators. Borrow innovations and lessons learned from each other. - In between participant monthly meetings- teams meet to guide and continually improve protocol application. - Technical assistance may be accessed by reaching out to ME SUD Learning Community, https://mesudlearningcommunity.org/coaching-and-technical-assistance/