

Paths to Recovery:

Changing the Process of Care for Substance Abuse Programs

Full Proposal Narrative

Organization: (your organization name goes here)

Your Proposal Narrative should be typed in 12-point Arial font and no more than 20 double-spaced pages with one-inch margins (top, bottom, sides). **Proposals not meeting these guidelines will not be reviewed.**

You may delete these general instructions (in red)—and the guidelines (in blue) under each section heading—before uploading your completed narrative to The Robert Wood Johnson Foundation Grantmaking Online system.

Organizational Readiness

1. **Pick one issue that arose from your walk-through exercise and plan and implement a simple change that addresses that issue. Note: This is not a theoretical discussion; you actually need to implement a change.** Be sure to choose one that is appropriate in size and scope, given your timeframe – proposals are due by 3 p.m. CST on April 25. For your proposal response, please describe the issue, what you did to address this issue, what barriers you faced, what data was used to evaluate the impact of the change, and who benefited from it.

>>>>Insert your response here <<<<

2. What role do you see your clients and their families having in your organization's process improvement efforts?

>>>>Insert your response here <<<<

3. Please ask the **executive champion** to write this section:

- A) Describe why Paths to Recovery will be important to the organization.
- B) What action(s) will you take to lead the organization's process improvement efforts?
- C) How are you suited for the role of "executive champion?"

(Please cut and paste your response, limited to **500** words, into this full proposal narrative template)

>>>>Insert your response here <<<<

4. Please ask the **change leader** to write this section:

- A) Describe why you are suited for this role. What skills and experience do you bring to the project?
- B) How will you be able to contribute at least 50% of your time to the Paths to Recovery project?

(Please cut and paste your response, limited to **500** words, into the full proposal narrative template)

>>>>Insert your response here <<<<

Using Process Improvement

5. A) Where in your organization and at what level of care (e.g., inpatient access, outpatient retention, etc.) will you initiate process improvement strategies?
B) Why was this area selected versus another? Please use data to support your decision and explain how the data was obtained.
C) What do you hope to accomplish by making changes in this part of the organization? What are the benefits? Who will benefit?

>>>>Insert your response here <<<<

6. A) What actions (if any) will be taken to address process improvement if your organization does not receive funding from Paths to Recovery? B) Aside from funding, how might Paths to Recovery help you address process improvement within your organization?

>>>>Insert your response here <<<<

7. If your organization does receive funding from Paths to Recovery, how would improvements be sustained after the cessation of grant support?

>>>>Insert your response here <<<<