IMPLEMENTATION GUIDE
BrainHQ

Using an Evidence-Based Program to develop
a process model for program delivery in the practice setting

Note: Refer to "Putting Public Health Evidence in Action". Review the appropriate Modules and the handouts provided in each, in order to modify and evaluate this program to meet the needs of your organization and audience.

"Putting Public Health Evidence in Action" is available online at:
http://cpcrn.org/pub/evidence-in-action/

I. Program Administration (Type of Staffing and Functions Needed)

Lead Provider (Health Care Provider)
- Provides program and staff oversight
- Oversees program set-up and implementation
- Reviews and communicates information and data, as needed, on an ongoing basis

Cognitive Training Coach
- Administers the online provider portal to view patients' usage, progress, and performance
- Works with patients to initiate the set-up and use of the BrainHQ program
- Conducts routine check-ins with patients using BrainHQ and answer their questions
- Escalates issues to Lead Provider, as needed

Psychometrician/Evaluator (if program is utilizing standardized testing and/or patient-reported outcome assessment, over time)
- Conducts initial and ongoing assessments, testing, and evaluations identified for analysis
- Escalates issues to Lead Provider, as needed

II. Program Delivery

For additional information on modifying program materials, refer to the appropriate Module(s) for program adaptation from "Putting Public Health Evidence in Action".

A. Program Materials *(All listed materials can be viewed and/or downloaded from the RTIPs Products Page)***:**

- **BrainHQ Website:** The website includes access to the BrainHQ manual, which is a review of BrainHQ usage and cognitive training exercises utilized in supporting studies, for direct-to-patient distribution, as needed. The website also hosts the BrainHQ group user guide,

which provides the scientific background of BrainHQ; review of program set-up, usage, and data tracking; Frequently Asked Questions (FAQs); and resources.

B. Program Implementation:

The steps used to implement this program are as follows:

Step 1: The cognitive training coach visits https://www.brainhq.com/resources/nci and reviews all materials, including supporting studies related to the use of BrainHQ in patients with cancer-related cognitive impairment.

Step 2: The cognitive training coach identifies program resources and timelines.

Step 3: The psychometrician/evaluator develops and communicates a plan for program implementation and evaluation.

Step 4: The cognitive training coach creates a plan for routine check-ins with patients using BrainHQ.

Step 5: The cognitive training coach establishes a program provider portal by following instructions available at https://www.brainhq.com/resources/nci

Step 6: The cognitive training coach holds a provider team meeting to familiarize providers with the patient experience.

Step 7: The psychometrician/evaluator and cognitive training coach hold a provider team meeting to review initiation and evaluation procedures, review staff roles and responsibilities, answer questions, create a schedule for routine staff check-in meetings, and develop a team-specific communication plan.

Step 8: The cognitive training coach contacts the program developer if questions or technical support issues require resolution.

Step 9: The cognitive training coach communicates the program launch to the community, provider, and patient stakeholders.

Step 10: The cognitive training coach provides patients access to the BrainHQ program, provides technical support to patients, and checks patients' usage, progress, and performance.

III. Program Evaluation

For additional information on planning and adapting an evaluation, review the appropriate Modules for program implementation and evaluation from "Putting Public Health Evidence in Action".

http://cpcrn.org/pub/evidence-in-action/