

## UPTAKE Questions

### Questions for the Dissemination of Best Practices

#### SECTION 1

#### Awareness (I know the document exists)

**1 Are you aware of the document ?**

YES (go to question 3)

NO (go to question 2)

**2 Would you like to learn more about this document ?**

YES (discontinue questions and distribute information)

NO (discontinue questions)

#### Reception (I have a copy of the document OR know how to access the document)

**3 Have you received a copy of the document ?**

YES (go to question 6)

NO (go to question 4)

**4 Did you retrieve a copy of the document on your own ?**

YES (go to question 6)

NO (go to question 5)

**5 Do you plan to access the document some time in the future ?**

YES

MAYBE

NO (discontinue questions)

DON'T KNOW

**6 Even before reading it, did you think the document might be useful ?**

YES

MAYBE

NO

DON'T KNOW

#### Cognition (read, digest and understand the document)

**7 Have you read the document ?**

FULLY (go to question 10)

PARTIALLY (go to question 10)

NOT AT ALL (go to question 8)

**8 Do you plan to read the document ?**

YES (go to question 13)

MAYBE (go to question 13)

NO (go to question 9)

**9 Do you have the intention of reading the document in the future ?**

YES (discontinue questions)

NO (discontinue questions)

**10 Was the material in the document presented in a way you could understand ?**

YES

NO

**11 Did you understand the material presented in the document ?**

YES

NO

DON'T KNOW

**12 Have you thought about the contents of the document since you read it ?**

NEVER

RARELY

SOMETIMES

OFTEN

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**Discussion** (altering frames of reference to the new information)

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**13 Have you made other colleague(s) aware of this document ?**

- YES
  - NO
  - DON'T KNOW
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**14 Have you discussed the document with colleagues within your organization ?**

- YES (go to question 16)
  - NO (go to question 15)
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**15 Do you plan to discuss the document with colleagues within your organization ?**

- YES
  - MAYBE
  - NO
- 

**16 Have you discussed the document with colleague(s) outside of your organization ?**

- YES (go to question 18)
  - NO (go to question 17)
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**17 Do you plan to discuss the document with colleague(s) outside of your organization ?**

- YES
  - MAYBE
  - NO
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**18 Have you sought the opinion(s) of other(s) who have used this document (e.g. through discussions, visits, or workshops) ?**

- YES
  - NO
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**Reference** (document influences action/adoption of information)

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**19 Have you cited this document in your own reports or documents ?**

- YES (go to question 21)
  - NO (go to question 20)
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**20 Do you plan to cite this document in your own reports ?**

- YES
  - MAYBE
  - NO
  - DON'T KNOW
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**21 Has this document introduced you to a new idea/way of thinking for a currently used practice (i.e. not a practice adopted from the document) ?**

- YES
  - NO
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**22 Has this document changed your beliefs about a particular approach to practice ?**

- YES
  - NO
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**Effort** (efforts made to favour information)

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**23 Have you favoured the results in this document over other document(s)/sources of information ?**

- YES
  - NO
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**24 Have you favoured using this document over other document(s)/sources of information?**

- YES
  - NO
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**Adoption** (document influences adoption of a practice/practice adopted from document)

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**25 Have you adopted a practice outlined in the document ?**

- FULLY (go to question 28)
  - PARTIALLY (go to question 28)
  - NOT AT ALL (go to question 26)
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**26 Do you plan to adopt a practice outlined in the document ?**

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FULLY (go to question 27)  
PARTIALLY (go to question 27)  
NOT AT ALL (discontinue questions)  
NOT SURE (discontinue questions)

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**If answered NOT AT ALL or NOT SURE to Question 26 proceed to Section 2.**

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**27 Do you know when you will begin to use the practice you plan to adopt ?**

YES (discontinue questions)  
NO (discontinue questions)

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**28 a) Was the practice you adopted a Best Practice (as defined by the document/source) ?**

YES (go to question 30)  
NO (go to question 29)

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**28 b) Was the practice you adopted a Promising Practice (as defined by the document/source) ?**

YES  
NO

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**29 Have you stopped a non-recommended practice ?**

YES  
NO  
NOT APPLICABLE

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**30 Have you combined together the components of at more than one practice ?**

YES  
NO

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**Implementation** (adopted information becomes practice)

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**31 Overall, in the past 1 (6, 12, 18) month(s), how fully have you used a practice recommended in the document ?**

NOT AT ALL  
A LITTLE  
A LOT  
A LOT, BUT ADAPTED FROM THE ORIGINAL

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**32 Have you employed short-term strategies for using this practice ?**

YES  
NO

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**33 Do you know the short term effects (outcomes) from using this practice ?**

YES  
NO

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**34 Do you spend your time managing the activities of the practice ?**

YES  
NO

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**35 Do you know the long-term requirements to using this practice ?**

YES  
NO

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**36 Has using this practice has become routine (i.e. practice runs smoothly with minimal management problems) ?**

YES  
NO

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**37 Have you varied your use (i.e. made modifications) of the practice to increase its impact on your target population ?**

YES  
NO

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**38 Have you collaborated with colleagues and/or other organizations targeting the same population to implement this practice ?**

YES (go to question 40)  
NO (go to question 39)

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**39 Do you plan to collaborate with colleagues and/or other organizations targeting the same population to implement this practice ?**

YES  
MAYBE  
NO

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**40 Have you explored other practices that could be used in combination with, or in place of, the current practice to improve effectiveness ?**

YES  
NO

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**Impact**

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**41 Has this practice has made an impact on your target population ?**

YES  
MAYBE  
NO  
DON'T KNOW

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**42 Has your use of this document changed a current practice or routine in your work ?**

YES  
MAYBE  
NO  
DON'T KNOW

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**43 Have you encouraged a colleague(s) to adopt this practice ?**

YES  
NO

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**44 Have you persuaded a colleague(s) to adopt this practice ?**

YES  
NO

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**Additional Comments**

**Are there any additional comments you would like to make about the document or practice ?  
(Your comments do not need to be related to an adopted or implemented practice)**

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## **SECTION 2: Deliberate Non-use**

**This section only applies to answers NOT AT ALL or NOT SURE to Question 26.**

- x Please indicate ALL of the following reasons why you chose not to adopt this new source of information/document/practice/intervention/innovation.**

### **Innovation Characteristics**

#### ***Relative Advantage***

I have an equivalent program already in place

The innovation was not perceived to be better than the current program

The innovation did not show any economic advantage from adopting it

The innovation was more time consuming and required more effort than the current program

#### ***Compatibility***

The innovation was not consistent with the current values of my program or organization

The innovation did not meet the needs of my program or organization

#### ***Complexity***

The innovation was too difficult to understand

The innovation was too difficult to implement or use

#### ***Trialability***

The innovation could not be implemented on a small scale to determine its advantages or disadvantages

I have not heard of any other organization(s) related to mine that have adopted this innovation

#### ***Observability***

I have not seen this innovation successfully implemented

### **Organizational Characteristics**

#### ***Size and Resources***

My organization is too small or too large to adopt this innovation

My organization does not have enough personnel resources (staff) to adopt this innovation

My organization does not have enough financial resources to adopt this innovation

#### ***Location***

My organization was not in an appropriate location to adopt or implement this innovation

#### ***Hierarchy***

I do not have enough decision-making authority in my position to decide to adopt this innovation

I was not able to prove to my supervisor that this was an important innovation to adopt

#### ***Formalization***

This innovation did not follow the rules and procedures of my organization

There was not enough research evidence that this innovation would be effective or successful

### **Environmental Characteristics**

There is not enough collaboration or potential for networking with other organizations to be able to adopt and implement this innovation

### **Individual Characteristics**

This innovation did not seem relevant to my practice

It is not an appropriate time to be adopting this innovation

This innovation does not coincide with my values or beliefs about what is effective

I have insufficient time to adopt and implement a new innovation

### **Other**

Other reasons not mentioned above have resulted in non-adoption of this innovation

These other reasons are:

## Uptake outcomes and Levels of Use (LoU)<sup>a</sup>

<b>Scale Point Definitions: Levels of Use of the Innovation</b>	<b>Relationship to Questions: Determining Level</b>
<b>NON-USE:</b> State in which the user has little or no knowledge of the innovation, no involvement with the innovation, and is doing nothing toward becoming involved	End here if No to Q 2, 5 or ended at Q 9
<i>Decision Point A – Takes action to learn more detailed information about the innovation</i>	
<b>ORIENTATION:</b> State in which the user has acquired or is acquiring information about the innovation and/or has explored or is exploring its value orientation and its demands upon user and user system	Yes or Maybe to any of Q 5, 6, 7, 8, 10, 11, 12, End here if No to Q 8
<i>Decision Point B – Makes a decision to use the innovation by establishing a time to begin</i>	
<b>PREPARATION:</b> State in which the user is preparing for first use of the innovation	Fully/Partially to Q 26 Yes to Q 27 End here if No to Q 25 and 26
<i>Decision Point C – Begins first use of the innovation</i>	
<b>MECHANICAL USE:</b> State in which the user focuses most effort on the short-term, day-to-day use of the innovation with little time for reflection. Changes in use are made more to meet user needs than client needs. The user is primarily engaged in a stepwise attempt to master the tasks required to use the innovation, often resulting in disjointed and superficial use.	Yes to any of Q 25, 32, 33, 34 End here if No to all of Q 25, 32, 33, 34, 36
<i>Decision Point D-1 – A routine pattern of use is established</i>	
<b>ROUTINE:</b> Use of the innovation is stabilized. Few if any changes are being made in ongoing use. Little preparation or thought is being given to improving innovation use or its consequences.	Yes to Q 36 End here if No to Q 37
<i>Decision Point D-2 – Changes use of the innovation based on formal or informal evaluation in order to increase client outcomes</i>	
<b>REFINEMENT:</b> State in which the user varies the use of the innovation to increase the impact on clients within immediate sphere of influence. Variations are based on knowledge of both short- and long-term consequences for clients.	Yes to Q 37 End here if No to Q 38 and 39
<i>Decision Point E – Initiates changes in use of innovation based on input of and in coordination with what colleagues are doing</i>	
<b>INTEGRATION:</b> State in which the user is combining own efforts to use the innovation with related activities of colleagues to achieve a collective impact on clients within their common sphere of influence.	Yes to Q 38 or 39 End here if No to Q 40
<i>Decision Point F – Begins exploring alternatives to or major modifications of the innovation presently in use</i>	
<b>RENEWAL:</b> State in which the user evaluates the quality of use of the innovation, seeks major modifications of or alternatives to present innovation to achieve increased impact on clients, examines new developments in the field and explores new goals for self and the system.	Yes to Q 40

<sup>a</sup>Definitions of Levels of Use and decision points are from Hall et al. 1975