

Guidance for write-up of case studies for final report

As discussed in Copenhagen in May 2011, the write-up of the TACTICS case studies for the national workshops (whether presentation was made or not) will follow the outline of the Child Safety Good Practice Guide write up with a few modifications.

This guidance document essentially provides an outline to follow incorporating the questions previously provided for preparing your case study presentations into a modified version of the Good Practice Guide format. The modifications relate to the fact that the original case studies did not differentiate between adoption, implementation and monitoring as explicitly as we asked you to do for your case study. Therefore if you completed the questions in preparing your case study this process should not take too long.

As you work through the outline, please include specific details regarding the processes and environment in which the intervention was adopted/is being implemented and monitored as they relate to facilitators and barriers. We do not need names of people or organisations, but need enough information to understand where and how factors have been facilitators or barriers.

Please forward completed case studies to m.mackay@childsafetyeurope.org by **October 31st**. Thank you!

CASE STUDY OUTLINE

Intervention focus

Indicate whether the intervention was focussed at the national, regional, local level (or a combination of one or more).

Approach

Which of the three E's was used – education, engineering (modification of product or environment) or enforcement (of a policy or law)? Or was it a combination of approaches?

Setting

Where did the intervention take place? Please indicate whether at national level, in a region, a municipality, schools, youth groups, parenting groups, etc.

Target audience

Who was the intervention aimed at? Parents, teachers, students?

- Was anything done as part of the intervention to address child health inequities related to the injury issue being addressed?
 - o If yes, please describe actions and indicate whether they made a difference.

Resource implications

What is the resource intensity of the intervention?

Using the scale below, estimate the costs of

- a) adoption of the intervention – cost of efforts to get intervention adopted
- b) implementation – cost of implementation and running for one year (per year cost)
- c) monitoring – cost of monitoring intervention (might be cost of a one time evaluation or ongoing annual cost – please specify)

Where possible include estimates of cost of in-kind support – if this is not possible, please indicate that in-kind cost are not included in estimates.

Scale

€ = up to €20.000

€€ = €20-90.000

€€€ = €100.000-299.000

€€€€ = €300.000-999.000

€€€€€ = €1.000.000 plus

Were the necessary resources to actually do the critical or essential work with respect to adoption, implementation and monitoring available?

Evidence base

Indicate the evidence statement or statements from the Child Safety Good practice guide (or the 2010 amendment) which best reflect the evidence behind the intervention. The documents can be downloaded or viewed online at:

<http://www.childsafetyeurope.org/publications/goodpracticeguide/index.html>

Background

Provide the background behind the initiative in terms of getting it 'on the table' and adopted. Please include:

- The problem this intervention was trying to address
- The driving force for the uptake and implementation of this intervention

- What were the driving facts?
- Were there pieces of information (data, a report, etc.) that resulted in the initiation of action (created the driving force) and if yes what was the source of that information?
- The important players in making it happen
 - Was there a champion/champions who helped push it through?
 - Was the champion the leader or just someone who opened doors to help move it through the system?
 - If the champion was not the leader was there a clear leader in the process?
 - Did the leadership change from the decision making process(es) to adopt the intervention to the decision making process(es) for implementation to those for monitoring?
 - Were there additional people that functioned in key positions who acted to back/support the adoption, implementation and/or monitoring?
 - Were there resisters (people or organisations who were not supportive) to adoption, implementation and/or monitoring that had to be dealt with? If yes, what was done to try deal with their resistance?
- The approximate month and year that:
 - Efforts to get the intervention adopted began
 - The intervention was adopted
 - The intervention was implemented
 - Monitoring of the intervention began
- Whether timing was considered as part of decision-making processes to ensure the climate was right to accomplish the goals/objectives for adoption, implementation and monitoring progress.

Aims & objectives

Provide the aims and objectives of the intervention

Key steps/actions in the intervention

Briefly describe the intervention.

Facilitators/barriers for adoption, implantation and monitoring

Provide information on facilitators/barriers as appropriate for your intervention. For example if it has not yet been implemented then you can limit yourself to the questions about adoption.

Adoption

- What were the barriers along the way that had to be overcome? What action was taken to overcome the barriers? Were the actions successful?
- What were the facilitators along the way that helped make it happen? Were the facilitators planned or did they just happen?
- Was there more than one sector involved in the adoption process (e.g., health and transport)? If so which ones and was this a facilitator or a barrier to the process?

Implementation (as applicable)

- What were the barriers along the way that had to be overcome? What action was taken to overcome the barriers? Were the actions successful?
- What were the facilitators along the way that helped make it happen? Were the facilitators planned or did they just happen?
- Was there more than one sector involved in the implementation process (e.g., health and transport)? If so which ones and was this a facilitator or a barrier to the process?

Monitoring

- What were the barriers along the way that had to be overcome? What action was taken to overcome the barriers? Were the actions successful?
- What were the facilitators along the way that helped make it happen? Were the facilitators planned or did they just happen?
- Was there more than one sector involved in the monitoring process (e.g., health and transport)? If so which ones and was this a facilitator or a barrier to the process?

Evaluation/monitoring (as applicable)

- Has the intervention been monitored and/or evaluated for its impact?
- How important have monitoring and evaluation of progress been?
 - Were the data necessary to monitor progress readily available?
 - What is the strength of the evidence of impact?

- Is it possible to estimate the cost of the intervention? Have cost estimates been done?
 - Has the programme/policy hit its milestones?
 - Is it considered a success and why or why not?
- How important do you think issues such as leadership, infrastructure and capacity have been?
- How robust is the activity?
 - Has the programme been effected by government or economic changes?
 - Does it continue to be supported?

Lesson learned

- What lessons have been learned through the process?
- Are there continuing challenges? If yes what are they?

Advice to countries/transferability

What advice would you give / what recommendations would you make to those considering transferring the intervention to their country?

References, additional information

Provide any relevant references and/or links to other related resources

Contact information

Provide the contact information of the key contact(s) for the intervention. This individual should be willing to be listed so that should those reading the final report have further questions regarding the intervention described.