EDI® Implementation Roadmap

Roadmap Components

1. Training Approach

2. Integration Plan

3. Technology Implementation

4. MyMoments® Configuration

5. Measurement Plan

6. Program Management

EDI® Training Approach

Training	Components and Considerations	Workplan (Who?/When?/Where?)
Program Leadership	Program Leaders should be oriented to EDI and the steps required for establishing a roadmap for integrating EDI	
Lead Facilitators	Lead Facilitators should be trained on how to: • Facilitate MyMoments groups • Manage groups and facilitators • Monitor imagery • Train additional faciltators	
Facilitators	Facilitators should be trained on how to: • Facilitate MyMoments groups or 1-on-1 sessions • Use the MyMoments Panel and Cloud in support of facilitation • Orient new participants to MyMoments App	
Participants	All MyMoments participants should be trained on how to use the MyMoments App	

EDI® Integration Plan

Area of Organization	Participants	Delivery Model	Frequency	Measurement
Sample: Inpatient	*Social Workers*	*Group Sessions facilitated by Lead Social Worker*	*Monthly (During monthly meetings)*	*Surveys completed by Social Workers after session Lead Social Worker to record qualitative observations*

EDI® Technology Implementation

Task	Considerations	Workplan (Who?/When?/Where?)
Procure Technology	• Determine technology needs based on program size • Procure required technology (refer to EDI® Technology Procurement document) • Determine any additional program needs (printers, cables, connectors, etc.)	
Configure Technology	• Configure participant iPads (refer to EDI® iPad Configuration document) • Determine facilitator devices and strategy • Determine connectivity approaches	
Maintenance	• Determine participant iPad management and storage strategies	

Specifications

Participants iPads
- The MyMoments® app will run on iPad (5th generation or later), iPad Air, or iPad Air 2
- Devices must be updated to iOS 11 or later
- Cellular is not needed, Wi-Fi only devices are acceptable
- The minimum storage size (generally 16 GB) is acceptable
- Refurbished iPads are acceptable. Sample vendors include: TekReplay, JemJem, NewEgg, Amazon, and Best Buy (depending on available inventory, pricing and availability vary with each vendor)
- When purchasing refurbished, make sure that they come with chargers
- Cases can be found from various vendors, by searching for "tri-fold iPad case" and matching with size of iPad

Facilitator Devices
- MyMoments® Cloud will run from an iPad or laptop with web access

Projector
- An external projector or integrated projection system is required to show slideshows
- A basic projector with a minimum of 3,000 lumens and 2W internal speakers is sufficient

Cables/Adapters
- HDMI or VGA cable (to connect MyMoments®ᵛ Cloud device to projector)
- Lightning adapter (to connect iPad to projector)

Initial Steps

- Turn on iPad and go through the initial set-up steps, using "Set Up Manually" Do not add a passcode. When prompted, select "Restore from iCloud backup"
- Enter the Apple ID and password provided by the EDI Institute
- Choose latest backup and restore settings

Additional Settings

- Go into the "Extras" folder on the second page, and click on the "Settings" icon
- Go to "General" and "Software Update" Perform update as needed. If you do an update, go back into Settings after restart, and continue to next step
- Go to "General" settings and "Name". Change the name to the next sequential number, such as [Your Organization] XXX. We recommend putting stickers on the back of your iPads to match the device name on each iPad

Download the MyMoments app

- If MyMoments app does not download automatically, go to the "App Store" in the "Extras" folder
- Search for "MyMoments.org"
- Download the app
- Organize the Home Screen so that the MyMoments app is on the main screen and all other apps are in the "Extras" folder on the second screen.
- Open the MyMoments App
- Click "Access Code" and enter your Organization's Access Code, provided by the EDI Institute
- Click "Load Image" and give app access to Photos

MyMoments® Configuration

Overview

- MyMoments® Cloud is organized into Groups and Collections
- Each Group is associated with an Access Code
- Access Codes are entered in the MyMoments® App to desginate which Group the images will be shared with
- Having different Groups can be advantageous to keep images from different departments, programs or facilitators stored separately
- For smaller organizations, it is possible to use Collections (subsets of images within a Group) to organize images
- Whenever multiple Groups are used in an organization, it is important that facilitators log in the MyMoments App to their Group's Access Code before any facilitating any group or individual session

Lead Facilitators
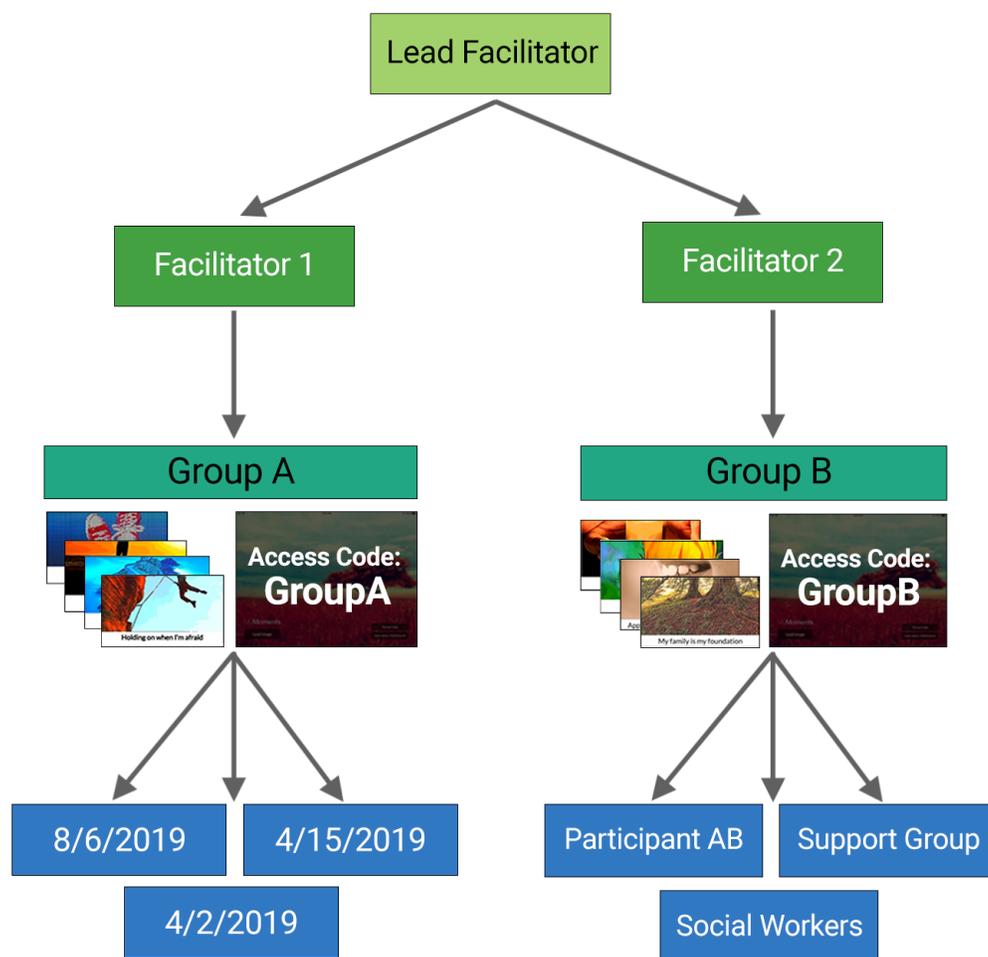Lead facilitators manage facilitators and groups

Facilitators
Facilitators have access to the Group(s) that they are assigned to

Groups
Shared images go to Groups corresponding to Access Code entered in the app

Collections
Collections can be organized by date, participant, group, etc.

Lead Facilitator

Facilitator 1   Facilitator 2

Group A — Access Code: **GroupA** — Holding on when I'm afraid

Group B — Access Code: **GroupB** — My family is my foundation

Group A Collections: 8/6/2019 · 4/15/2019 · 4/2/2019

Group B Collections: Participant AB · Support Group · Social Workers

EDI INSTITUTE

MyMoments® Configuration

Task	Considerations	Workplan (Who?/What?)
Identify facilitators	Determine individuals who will facilitate groups or 1-on-1 sessions	*List names/roles:*
Determine how groups and collections will be structured	Determine whether facilitators will share a Group or each have their own assigned Group	*List groups to be created:*
Set up groups and access codes	Set up Groups and Access Codes	*List groups and corresponding Access Codes:*
Create facilitators and assign them to Groups	Use "Manage Facilitators" to add facilitators and assign them to their Groups	*List facilitator names and assigned Groups:*
Maintenance	Determine lead facilitator(s) who will monitor imagery (ensuring organization, appropriate content, etc.)	*List lead facilitators:*

EDI® Measurement Plan

Overview

- Customized measurement plans are recommended to support learning, assessment, and innovation.
- Measurement plans can be designed independently or through collaboration with the EDI Institute.
- Measurement plans typical consist of qualitative evaluation by the facilitator (reviewing imagery, recording observations of groups or individual sessions), as well as feedback collected from participants (usually through surveys).
- Surveys typically include 4-5 multiple choice questions with optional fields for additional feedback.
- Surveys can be hosted online with services such as Google Forms or SurveyMonkey.
- Links to survey are often bookmarked to the iPad homescreen for easy access by MyMoments participants.

- **Participant survey questions often address the following categories:**

  (specific participant questionon next page)

  1. Program Experience
  2. Self-Expression and Self-Discovery
  3. Self-Esteem
  4. Connection
  5. Recovery (Patients)
  6. Teambuilding, Self-care, and Burnout (Caregivers)

- **Facilitator survey questions often address the following categories:**

  1. Group observations
  2. Perceived impact on participants
  3. Ease of facilitating session
  4. Suggestions for future use

- **Samples:**

Participant Survey

Facilitator Form
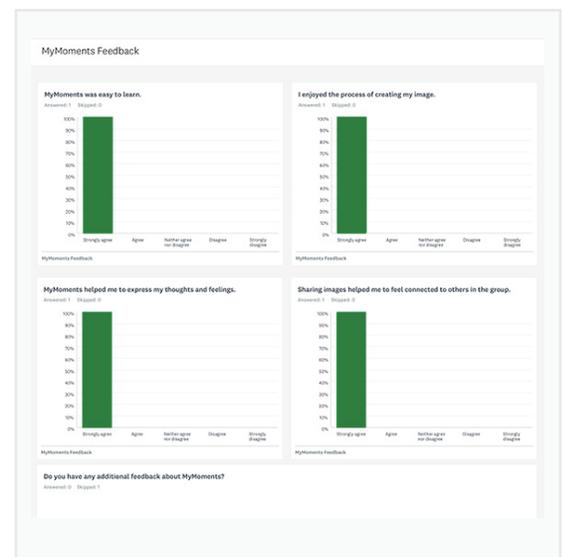
Feedback Summary

Sample Survey Questions

Program Experience
- MyMoments was easy to learn.
- I enjoyed the process of creating my image.
- I received support and validation from others when sharing my MyMoments images.
- I liked sharing the images that I created with MyMoments.

Self-Expression and Self-Discovery
- MyMoments helped me to express my thoughts and feelings.
- I felt more comfortable discussing difficult topics when the conversation focused on MyMoments images.
- I felt able to share something through my images that I was otherwise uncomfortable sharing.
- MyMoments helped me to realize new insights about myself.
- Receiving feedback from others helped me to express new insights/feelings previously unknown.
- Discussing other peoples' images helped me to express new insights and feelings about myself.
- Seeing other peoples' images helped me to understand my own thoughts and feelings.

Self-Esteem
- I felt a sense of accomplishment when creating an image.
- I felt proud of the images I created.
- I felt creative when using MyMoments.

Connection
- Sharing images in the group helped me relate to and connect with others in the group.
- I felt that when someone shared an image, I could relate to them.
- I felt understood by others when sharing my images.

Patient-specific Questions related to Self-Efficacy and Readiness to Change
- MyMoments helped me to be more clear about the challenges I am facing.
- MyMoments helped me to feel optimistic about my recovery.
- MyMoments helped me to engage in my treatment program.
- MyMoments helped me to discover new things about myself which impacted my recovery.
- MyMoments contributed to my ability to understand what I have to do in order to be successful in my recovery.

Caregiver-specific Questions related to Team building, Burnout, and Self-care
- MyMoments helped me to learn new things about my team.
- MyMoments helped me build a sense of connection within the group.
- MyMoments allowed me to reflect on my own self-care.
- MyMoments helped me to reflect on my stressors at work.

Group	Method (Online vs. print, multiple choice or open response)	Questions (See prior pages for suggested questions)
Facilitators		
Participants - Patients		
Participants - Caregivers		

EDI® Program Management

- Regularly scheduled checkpoints are designed to gauge progress and provide support
- MyMoments® Assessment and Innovation Meetings are recommended **quarterly** to best support new programs
- Checkpoints and meetings involve dicussion of topics including recent program activity, measurement plan review, technical questions, new ideas, and future directions
- Program leaders and facilitators are encouraged to participate in checkpoints and meetings

Sample Agenda

Review Activity to Date
- Where in the hospital has MyMoments been used?
- Who have been the participants?
- How many groups or individual sessions have occurred?
- Have there been any specific happenings that should be highlighted or addressed?

Review Measurement Plan
- Does the feedback suggest any areas for improvement?
- Are there any findings that have been surprising?

Technical Questions
- Have any issues or barriers come up with the technology?

Ideas/Innovation
- Are there any new key learnings to be shared?
- Are there any requests for technology enhancements?

Next Steps
- Are there any adjustments to be made to the initial Integration Plan?
- Is there a need for additional trainings?

Date and Time	Topics to Cover	Venue