Quick Start Guide to Using the iPRISM Webtool

Before you use the iPRISM webtool

You should have a good idea of what the core components of your program are, how the program will be or is currently being implemented, and what the key contextual issues are that influence the successful implementation and outcomes of your program.

Different ways the iPRISM webtool can be used
- During planning, implementation, and sustainment stages of your program - *recommended*
  - o At one time point, or
  - o Iteratively to guide adaptations - *multiple times during planning, implementation, and/or sustainment*
- By English or Spanish speakers
- As an individual or with a team
- Independently or with a facilitator
  - o A facilitator might be an implementation science expert, or someone familiar with the webtool

Key considerations as you use the iPRISM webtool
- You can save your progress and continue later, but once you submit the last page you cannot return
  - o You can download your responses
- Your responses will not be shared with anyone outside the iPRISM team and will only be used to improve the webtool functionalities
- If you complete the webtool as a team, you can download a team summary report
  - o Your individual responses will be summarized anonymously

Checkout the [intro video](#) for a quick demo

How to use the iPRISM webtool

Step-by-step
1. Indicate if you are completing the tool as an individual or as a member of a team and enter your program name
2. Indicate the stage of your program (i.e., planning, implementing, sustaining)
3. Answer questions about your program
    3a. General questions - *the purpose is to get you thinking about the program, BE BRIEF*
    3b. 21 PRISM assessment questions - *answer based on your **best estimate** at the current time*
4. Review your results
5. Identify and prioritize strategies or adaptations to improve your program and create an action plan

Tips for using the iPRISM webtool with a team
- Identify a team leader - *can be a team member or external consultant who facilitates*
- The leader should
  - o Download and review the team summary report
  - o Convene the team to discuss the results, prioritize strategies or adaptations, and create an action plan
- Team members can complete all or parts of the webtool asynchronously
  - o Your team may want to complete Step 5 together and have team members stop after Step 4
- Checkout the **[facilitator tips](#)** document for more guidance

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