

SONNET

Consultation Intake Form

Thank you for seeking a consultation with SONNET. Our Steering Committee is comprised of researchers and evaluators from various Kaiser Permanente regions who have expertise in evaluation, dissemination, and implementation. The SONNET consultation process aims to match a proposed social needs-related question or concern with a SONNET team member's area of expertise, regional familiarity, and availability.

Types of social needs questions that could be addressed through a SONNET consultation:

- We'd like to start a program that addresses food insecurity (for example). Do you have advice on the best way to design it? We want to be able to analyze results to find out if it's effective.
- We have a program we think is working. How can we confirm that, and spread it to other clinics or even other regions?
- What screening tools should we use to find out if our members need assistance with issues such as housing or legal aid?
- How do we analyze the data we've collected from our social needs intervention?

How to request a SONNET consultation:

Step 1: You will be asked for some preliminary information about your question or problem.

Step 2: You will submit your request online through this website.

Step 3: SONNET staff will review your request, offer feedback to align your consultation request with SONNET's consultation criteria, or will match your question or problem with a Steering Committee member or members who have the expertise to help. If SONNET does not have the expertise or resources to help, we will let you know promptly.

Step 4: You will receive a response within 10 business days describing next steps.

Step 5: Our experts will arrange a time for a phone consultation.

Final step: Once the consultation is complete, we'll contact you with a request for feedback. We're still learning, so your input helps us improve how we conduct consultations to bring maximum benefit to requestors. We hope you'll take the time to complete this step.

Criteria used to prioritize and fulfill consultation requests:

1. Has a similar question already been investigated or a similar project evaluated? If so, we will try to connect you to that project.
2. Is it likely the question can be answered with available resources?
3. Will answering the question generate knowledge that can also benefit other KP clinics, settings, or regions?
4. What is the predicted timeline needed to answer the question?
5. What are the data, analytic, and financial resources needed to answer the question?

Let's begin your **SONNET** consultation!

NOTE: Before you start, save blank form to your computer and work from the saved PDF copy (or your responses will not save).

Your first and last name:

Your email address:

Your phone number:

Preferred method of contact: Phone Email No Preference

Subject:

To make the most of our conversations, please answer the following:

What question or problem do you want to address?

What decision(s) or action(s) do you want to result from the consultation?

What outcome(s) will be used to evaluate the project, or answer the question?

If other:

How soon do you need this question answered or problem resolved?

Please identify the regional, or medical center executive or other leadership sponsors (if any) involved in the question/program/consultation.

Indicate if your question is of regional or KP program-wide importance. Explain how answering your question or addressing your problem will inform others (within your region and across regions) about effective ways to screen for and or address social needs in our members.

Please identify the people who should attend consultation calls or meetings and provide their contact information.

Save a copy of your completed form for your records
Send your request to: sonnet@kp.org (Subject: Consultation Request)

Thank you for submitting your request!

 **SONNET** will be in touch soon!