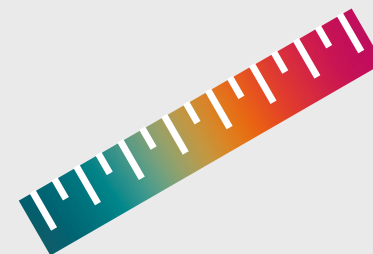
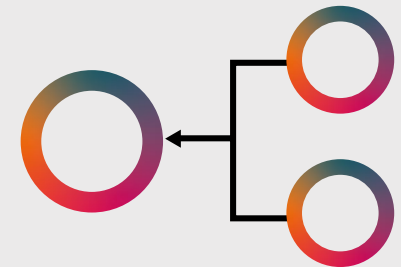
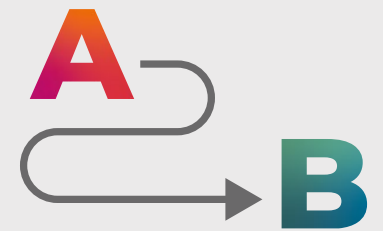


10 steps for embedding co-production in your AMHE project:

Summary document

The [National Collaborating Centre for Mental Health \(NCCMH\)](#) has published a resource to help AMHE teams embed co-production in their [quality improvement projects](#). The resource breaks down the AMHE process into 10 steps and provides advice and guidance on each, to support AMHE teams to work in equal partnership with people with lived experience.

This document is a summary of what is in the [full co-production resource](#). We recommend reading this document alongside the Co-production top tips and Early co-production checklist in the full resource.



STEP 1

Find out what already exists in your organisation

- Find out if your organisation has a policy on co-production or involving people with lived experience.
- Find out if there are people/teams within your organisation that can support you, or that you can learn from, e.g. people participation team, service user involvement manager.



STEP 2

Plan your approach

- Your project team should involve people with lived experience from the start – they can help you plan your approach to co-production.
- Ensure you have senior level agreement to make decisions and identify any support that may be required.
- Set mutually agreed deadlines so the co-production plans stay on track.
- Someone in the team should take the lead on co-production so that they can ensure tasks related to co-production are actioned.



STEP 3

Get people involved

- Consider the representation of communities when forming your team – does it reflect the population you are focusing on?
- How will people with lived experience know about opportunities to get involved? Contacts within your organisation may be able to help you find people, or you may need to promote these opportunities (e.g. display a poster in your service, contact local community groups).
- Be clear about your expectations of people (e.g. frequency/format of meetings) and include information about payment.



STEP 4

Identifying populations

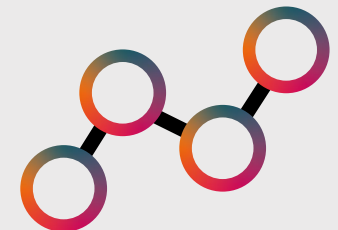
- You may need to seek additional perspectives to identify and prioritise populations, which may involve engaging with a wider group of people with lived experience.
- How this is done will differ between teams, depending on need and whether any work or discussion on inequalities is underway.
- People with lived experience on your project team will be able to help you plan how to do this.



STEP 5

Use co-production as part of the 3-part data review

- All 3 parts of the data review should embed co-production.
- People with lived experience and voluntary sector organisations can advise on how to engage people from the community/population. They can also share their insights and help you review data/discuss common themes.
- Think creatively about how you engage people – what is the best way for them to share their experiences? e.g. visiting community groups, interviewing individuals, running focus groups, distributing a survey etc.



STEP 6

Co-produce asset maps

- Explore the community assets you can draw on for your identified population. Asset maps should be co-produced with people with lived experience.
- Set up specific asset-mapping forums, workshops, or meetings together with people with lived experience.
- Request information from any voluntary, community or social enterprise organisations you are aware of who can form part of your asset map and connect you with other assets.



STEP 7

Co-produce the aim

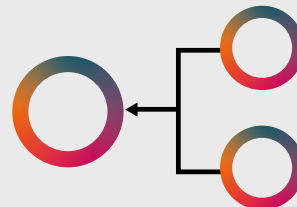
- When the team develops the project aim, these discussions should include lived experience team members - you may also wish to invite a wider group of people with lived experience to collaborate and work together to develop the aim.
- Send drafts of your aim to people who represent the population, to help develop your aim. This will ensure the project aim reflects the views of the identified population.



STEP 8

Theory of change

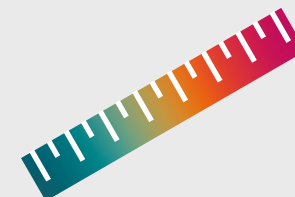
- Having people with lived experience on your project team will ensure that you are generating and testing ideas that can help you achieve the aim of the project.
- Your theory of change will evolve over the course of your project as you continue to learn and adapt to the needs of the population.
- What is key throughout the project is meaningful discussion, partnership working and equal opportunity for involvement and decision-making with people with lived experience.



STEP 9

Decide how to measure improvement

- When considering measurement, work with people with lived experience to help you identify existing measures or whether you will need to develop new ones.
- Where new measurements are required, co-produce these with people from your identified population.
- Discuss and decide methods with people with lived experience, and plan and design these together e.g. questionnaires, guides for focus groups.



STEP 10

Keeping up with co-production

- Co-production is not something you do once or just at the start of a project.
- To help you keep focussed on co-production, you may want to set up regular meetings with a focus on co-production to review your progress with actions, determine where change might be needed, and keep track of co-production in practice.

