

Table 1 Original ADAPTE methodology (version 2.0)

Phase	Module	Steps/tools
Phase 1: set-up	1.1. Preparation module	1. Check whether adaptation is feasible Tool 1: guideline development and implementation resources Tool 2: search sources and strategies 2. Establish an organizing committee 3. Select a guideline topic 4. Identify necessary resources and skills 5. Complete tasks for the set-up phase Tool 3: declaration of conflict of interest Tool 4: consensus process resources 6. Write adaptation plan Tool 5: example of working plan
Phase 2: adaptation	2.1. Scope and purpose module	7. Determine the health questions (PIPOH) Tool 6: PIPOH P: patient population I: interventions P: professionals/clinical specialties O: outcomes H: healthcare context
	2.2. Search and screen module	8. Search for guidelines and other relevant documents Tool 2: search sources and strategies Tool 7: table for summarizing guideline characteristics 9. Screen retrieved guidelines Tool 8: table for summarizing guideline content 10. Reduce a large number of retrieved guidelines Tool 9: AGREE Instrument Tool 10: AGREE Inter-rater agreement spreadsheet and AGREEscore calculation spreadsheet
	2.3. Assessment module	11. Assess guideline quality (AGREE Instrument) Tool 9: AGREE Instrument Tool 10: AGREE Inter-rater agreement spreadsheet and AGREEscore calculation spreadsheet 12. Assess guideline currency Tool 11: currency survey of guideline developers 13. Assess guideline content Tool 12: sample recommendation matrix
	2.4. Decision and selection module	14. Assess guideline consistency Tool 13: evaluation sheet – search and selection of evidence Tool 14: evaluation sheet – scientific validity of guidelines (consistency between evidence, its interpretation and recommendations) 15. Assess acceptability and applicability Tool 15: evaluation sheet – acceptability/applicability
	2.5. Customization module	16. Review assessments 17. Select between guidelines and recommendations to create an adapted guideline 18. Prepare draft adapted guideline Tool 16: checklist of adapted guideline content
Phase 3: finalization	3.1. External review and acknowledgment module	19. External review – target audience of the guideline Tool 17: external review surveys 20. Consult with endorsement bodies 21. Consult with source guideline developers 22. Acknowledge source documents
	3.2. Aftercare planning module	23. Plan for aftercare of the adapted guideline Tool 18: table for reporting on results of update process
	3.3. Final production module	24. Produce final guidance document