

Name:

State:

**Stage 4: Full Implementation**

**Step 1. The training, TA, coaching and support activities are fully functioning to maintain and improve skills and fidelity to practice(s).**

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| [ ]  1. Not Begun | [ ]  2. Needs Improvement | [ ]  3. Completed | [ ]  4. NA |

1. Performance expectations are built into job descriptions, orientation and supervision activities.
2. Recruitment and selection policies are used to hire staff with competencies to match desired practices.
3. Training of new staff and administrators continues and “booster” training occurs on a scheduled and as needed frequency.
4. Regular supervision occurs for practice fidelity and emotional support.
5. Coaching occurs regularly for new staff as well as for experienced staff based on supervision and performance assessment data.
6. Communication, feedback and improvement loops continue.

**Step 2. Data systems, policies, procedures and funding are integrated and fully functioning.**

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| [ ]  1. Not Begun | [ ]  2. Needs Improvement | [ ]  3. Completed | [ ]  4. NA |

1. Data and feedback loops are used to ensure that organizational structures continue to support new practice(s).
2. Reliable data systems are in place and provide information about the specific processes, practice(s) and outcomes.
3. Practitioners, coaches and supervisors frequently use data to maintain or improve performance.
4. Policies, procedures and budgets at relevant state, regional and local levels are adjusted as needed to support practice(s).

**Step 3. Performance assessment is fully functioning.**

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| [ ]  1. Not Begun | [ ]  2. Needs Improvement | [ ]  3. Completed | [ ]  4. NA |

1. Staff performance is evaluated for fidelity to the practices or innovation.
2. Multiple sources of information (self-assessment, observation, supervision, peer reports, video clips, team meetings, etc.) are used to evaluate the skills and knowledge of staff and to improve practices.
3. Staff understands that the performance assessment process and fidelity measures are the basis of feedback and improvement.
4. Feedback is provided in a helpful and timely manner.
5. The supervisors and/or coaches conducting performance assessments are well trained and receive supportive supervision as well.

**Step 4. Site Implementation Teams and State Leadership Team continue to use feedback and improvement loops sustain high fidelity of the practices**.

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| [ ]  1. Not Begun | [ ]  2. Needs Improvement | [ ]  3. Completed | [ ]  4. NA |

1. Data are reviewed with site Implementation Teams and State Leadership Team to help make administrative changes as needed.
2. Implementation Team and State Leadership Team are actively engaged in reducing any administrative barriers that arise.
3. State Leadership Team and Implementation Teams frequently use communication strategies and feedback loops to receive and provide information.
4. The State Leadership Team and Site Implementation Teams use improvement cycles with a focus on sustainability.

**Step 5: Site Implementation Team works with State Leadership Team to sustain their practice(s) and support expansion to new Implementation sites.**

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| [ ]  1. Not Begun | [ ]  2. Needs Improvement | [ ]  3. Completed | [ ]  4. NA |

1. Continue to provide administrative, organizational and fiscal support.
2. Continue to provide technical assistance for maintaining fidelity.
3. Continue to provide the State Leadership Team with data to demonstrate outcomes, provide recommendations for policies, procedures, resources and supports for sustainability.
4. Provide demonstration activities, consultation and technical assistance for new sites as resources allow.