

Name:

State:

**Stage 2: Installation- Building System Capacity**

**Step 1:** **The State Leadership Team finalizes membership and reviews roles and responsibilities**

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

1. Assure that the State Leadership Team has the capacity, resources and commitment to oversee the implementation process for two - five years.
2. Establish an orientation for all members that include vision, mission, roles and responsibilities, ground rules and structures for voting and communication.
3. Determine the structures and mechanisms for ongoing stakeholder input.

**Step 2: The State Leadership Team develops a communication and dissemination plan to build statewide understanding and buy-in.**

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

1. Identify audiences (e.g., professional groups, families and parent groups, referral sources, collaborating agencies, funders, legislators and the field in general) who need to understand and support the new practices.
2. Determine the “messages”, materials, and formats appropriate for each audience.
3. Describe core features and components of the new practice(s), the evidence base and expected outcomes.
4. Identify potential opposition, the reasons for opposition and the team response.
5. Use multiple communication strategies and feedback loops to evaluate the impact and dissemination of the messages.
6. Include ways to use your stakeholders and champions to promote the new practice(s) or intervention.

**Step 3: The State Leadership Team develops needed system supports and changes in the state, regional/district and/or local infrastructure.**

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

1. Make necessary changes to administrative structures (organizational drivers) to support desired changes in practice such as contracts, interagency agreements, general supervision, oversight, policies, procedures, guidance and forms.
2. Determine and make changes needed in staffing and staff responsibilities.
3. Adapt staff schedules to allow for new activities, such as teaming, planning, training, coaching and evaluation responsibilities.
4. Find and align the fiscal resources to cover start-up costs, administrative structure costs, professional development mechanisms, training materials and any new service delivery costs.

**Step 4: The State Leadership Team develops or improves data systems and evaluation and monitoring capacity**

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

1. Determine the data needed to monitor and evaluate key aspects of the implementation process, such as communication and feedback loops, professional development activities and functioning of state and local teams.
2. Determine data needed to evaluate intervention effectiveness including performance assessment, fidelity and the emergence of desired outcomes.
3. Determine the data needed by teams, trainers, mentors, practitioners and any other individuals for decision-making.
4. Develop mechanisms to ensure access to data by the individuals who need to use them.
5. Determine the capacity of the current data system and make additions and improvements need to be made.
6. Develop commitment to and processes for policy and practice feedback loops to support learning and improvement throughout implementation.

**Step 5: The State Leadership Team builds capacity for training and technical assistance (T&TA), including coaching, and begins initial training.**

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

1. Conduct needs assessments and plan T&TA activities.
2. Determine what is needed and develop T&TA materials.
3. Ensure availability of the human resources needed to develop and conduct T&TA.
4. Develop adequate mentoring and coaching procedures including the personnel needed to ensure correct implementation of new practices or innovation.
5. Determine, develop or adapt measures of fidelity.
6. Develop an evaluation plan to understand the effectiveness and outcomes of T&TA planned.
7. Conduct orientation and informational training(s) statewide or at least including all potential early implementers.
8. Conduct “train the trainer” and “train the coach” activities.

**Step 6:** **The State Leadership Team** **establishes the Implementation Sites and Implementation Teams.**

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

1. Establish selection criteria for Implementation Sites, based on available information about the characteristics of personnel and organizational structures most likely to support successful implementation of desired practices.
2. Use selection criteria and information about interested and willing early adopters to choose potential Implementation Sites.
3. Sign written agreements with Implementation Sites that specify both site and State Leadership Team responsibilities.
4. Create an Implementation Team at each site to develop their plan, oversee all activities and timelines and participate in communication loops with the State Leadership Team.
5. Include representation on the Implementation Team of administrators and direct service staff, parent leaders and others who are (or will become) experts on both the implementation process and the new practice(s) or innovation.
6. Clarify the roles and responsibilities of team members and their long term commitment to implementation and sustainability.
7. Ensure the Implementation Team has the resources, information and skills necessary to lead the change effort.

**Step 7: The State Leadership Team finalizes a written Implementation, Scale-up and Sustainability Plan to guide the state-wide process.**

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

1. Develop an Implementation, Scale-up and Sustainability Plan with activities, timelines, roles, responsibilities and benchmarks including process and outcome evaluation activities.
2. Include in the plan key components of:
   * the communication and dissemination plan,
   * the training and technical assistance plan,
   * needed improvements in organizational structures, data and resources necessary for high fidelity implementation,
   * all evaluation activities; and
   * steps for expansion (scale-up) while sustaining all efforts.
3. Identify and engage external expertise and additional resources as needed to support the implementation plan.
4. Disseminate the plan widely using the stakeholder group and multiple avenues to receive feedback.
5. Develop a progress monitoring and evaluation schedule that ensures the Implementation, Scale-up and Sustainability Plan is regularly reviewed, updated and improved.
6. Determined mechanisms for keeping stakeholders and the field apprised of progress.