

Name:

State:

**Stage 5: Expansion AND SCALE-UP**

**Step 1: Data are used to determine that the Implementation Sites have successfully addressed the original need.**

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

1. The State Leadership Team collects, analyzes and summarizes data to share with all stakeholders and policy makers to celebrate success as well as build support for scale-up.
2. The Implementation Sites continue to partner with the State Leadership Team to provide on-going data to demonstrate outcomes, provide recommendations for policies, procedures, resources and supports for sustainability and to provide demonstration and technical assistance for new sites.
3. Lessons learned are incorporated into the Implementation, Scale-Up and Sustainability Plan for expansion.

**Step 2: New sites are identified and supports and resources are deployed to provide the training and coaching necessary for successful implementation and sustainability.**

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

1. State Leadership Team reviews the evaluation data and the experiences of early adopters at the Implementation Sites to identify the key supports and program characteristics for installation and implementation.
2. The State Leadership Team uses these characteristic as readiness criteria for selecting the next set of sites.
3. The State Leadership Team implements its scale-up and sustainability plans to support each new site through the implementation process.
4. The State Leadership Team assures the presence of communication loops, training and coaching, and that organizational structures are fully functioning and supportive of the new practices or innovation

**Step 3: Each new site addresses all the implementation stages.**

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

1. Exploration work includes local needs assessment to assess the “fit” of current procedures and practices with the selected practices or innovation and build support among site level stakeholders.
2. Installation work includes developing new Implementation Teams, developing or purchasing materials for new sites, providing training and assuring necessary organizational or infrastructure supports.
3. Implementation work includes assuring adequate numbers of trainers and coaches are available to support the new sites while they build their own internal capacity for training and coaching. During implementation when new problems or barriers are discovered, problem-solving, technical assistance and changes in organizational supports are provided.
4. The data requirements established by the State Leadership Team for new sites are adopted to ensure that the sites reach fidelity and desired outcomes, and to provide data to the State Leadership Team for accountability and marketing purposes.
5. The State Leadership Team analyzes the data by site and state-wide to ensure fidelity of implementation and outcomes.

**Step 4: The State Leadership Team establishes mechanisms for sustaining the effort.**

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

1. Communication and support mechanisms are developed for all sites and practitioners. Strategies may include:
	* creating a web site for the new practices or innovation including private pages for implementers;
	* establishing peer groups for Implementation Teams, administrators, coaches, trainers, service providers; and
	* establishing a community of practice for existing sites to share lessons learned and provides an important sustainability mechanism by creating opportunities for peer support.
2. The new practices or innovation is embedded in on-going, supported efforts such as state early childhood standards, quality initiatives and higher education.
3. Transition plans for leaders involved at every site and at the state level are developed. These leaders should plan for their succession and ensure a committed and well-informed successor is ready to step in and sustain the effort.
4. T&TA and coaching are maintained for all sites sustaining the practices as well as for those sites that experience a decline in outcomes or drift in implementation.
5. The State Leadership Team creates ways for celebrating and providing incentives for successful sustainability of high fidelity implementation.
6. Evaluations of fidelity and achievement of outcomes are built into on-going monitoring and quality assurance mechanisms.