|  |  |
| --- | --- |
| PRE-TEST | a Guide tothe Implementation Process: Stages, Steps & Activities |

***1. Outcomes of Exploration***

|  |  |
| --- | --- |
| **[ ]**  | State Leadership Team has been established to oversee the initiative. |
| **[ ]**  | A stakeholder group, with broad representation from the field, has been convened to explore the need for change and the fit of potential new practices or innovations with mission and values and resources of the service system. |
| **[ ]**  | An innovation or set of practices was selected which addresses the need and is likely to result in desired outcomes. |
| **[ ]**  | The service system and current practices were analyzed to determine the changes in infrastructure (policy and procedure, funding) and capacity (training technical assistance and mentoring or coaching) necessary to support implementation and sustainability of new practices. |
| **[ ]**  | Necessary agency (and /or cross agency) leadership has committed to supporting the implementation of selected practices over multiple years. |
| **[ ]**  | The decision to proceed with the implementation initiative and move into installation was made. |

Bottom of Form

***2. Outcomes of Installation: Building System Capacity***

|  |  |
| --- | --- |
| **[ ]**  | A State Leadership Team is committed to guide the implementation process. |
| **[ ]**  | With stakeholders input, mission and value statements and other concise descriptive materials are available to assure regular communication, and support for the new initiative. |
| **[ ]**  | System capacity, including communication structures, T&TA and data systems, and infrastructure changes, has been strengthened to support implementation and scale up. |
| **[ ]**  | A written Implementation, Scale-up and Sustainability Plan that includes all activities, responsibilities, timelines, as well as evaluation strategies, outcomes and benchmarks has been developed, shared with stakeholders and is “in use” by the State Leadership Team. |

***-- continued on next page --***

***3. Outcomes of Initial Implementation***

|  |  |
| --- | --- |
| **[ ]**  | An Implementation Team provided oversight to activities at all sites. |
| **[ ]**  | Practices were implemented, and training and coaching assured increasing level of fidelity. |
| **[ ]**  | Data were used to inform all aspects of implementation.  |
| **[ ]**  | Systemic changes and organizational supports were added to support the practices.  |
| **[ ]**  | Training and coaching were adapted and strengthened according to evaluation results.  |
| **[ ]**  | Implementation of new practices began to show expected results. |
| **[ ]**  | Evaluation of sites provided information to assist in expansion and scaling up to full implementation. |

***4. Outcomes of Full Implementation:***

|  |  |
| --- | --- |
| **[ ]**  | The practices have been successfully implemented with fidelity. |
| **[ ]**  | The outcomes were measured and showed intended results. |
| **[ ]**  | Training TA and coaching procedures and materials were adapted based on evaluation data and are effective in helping practitioners practice with fidelity. |
| **[ ]**  | Systemic issues were resolved and the system has the capacity to support the practices. |
| **[ ]**  | Each site is sustaining fidelity of practice, and able to adjust for unintentional “shift”.  |
| **[ ]**  | The State Leadership Team is ready to expand to new Implementation Sites.  |

***5. Outcomes of Expansion / “Scale up” and Sustainability***

|  |  |
| --- | --- |
| **[ ]**  | The state systematically expanded the number of sites using the new practices or innovation and provided all the supports necessary for successful implementation and sustainability. |
| **[ ]**  | Expectations for performance were built into job descriptions, and supervision activities.  |
| **[ ]**  | On-going training and coaching continues and are “institutionalized” in orientation activities, regular performance assessments, targeted TA and supervision practices. |
| **[ ]**  | Supportive organizational structures (leadership, policies, procedures funding, data systems and continuous feedback loops for problem solving) are in place.  |
| **[ ]**  | As the state achieves state-wide compliance, on-going monitoring provides checks on continued fidelity and achievement of desired outcomes. |