

Implementation Supports Checklist

Overview

The Implementation Supports Checklist provides guidance for implementation teams to improve how they implement specific innovations. Using the Checklist, teams can:

- Identify strengths and opportunities for improvement in their current infrastructure;
- Select implementation best practices to use to strengthen staff competency and organizational practices.

The Supports Checklist can be used for any innovation an organization is implementing, such as a state wide developmental screening program or an integrated primary care and behavioral health model.

When to Use

The Implementation Supports Checklist can be used:

- At any stage in a grantee's implementation; and
- With new activities or ongoing activities.

Resources Needed:

- Implementation Supports Checklist
- Pen and paper for note taking and action planning

How to Use

Prior To Using

- Identify the innovation/program you are preparing for or are implementing currently.
- Identify the Implementation Stages you are in.

During Use

- Introduce the purpose of the Implementation Supports Checklist and discuss how the tool is intended to support implementation activities.
- Use the checklist to assess the strength of implementation supports.
- Determine which best practices need to be improved.
- Identify TA strategies, tools and resources to help you improve practice team's effort.
- Review the purpose of the Implementation Supports Checklist and discuss how the tool is intended to support implementation activities.
- Use the checklist to assess the strength of existing implementation supports.
- Determine which best practices are absent or need to be improved.
- Identify TA strategies, tools and resources to help you strengthen implementation supports.



Date	
Location	
Focus (i.e. innovation to be assessed)	
Participants	

Description of the Innovation

Checklist Administration Notes

This tool was developed by and used with from the National Implementation Research Network. For more information on implementation drivers, see visit the Active Implementation Hub, at <http://implementation.fpg.unc.edu/modules-and-lessons>.

Use the following sections to identify implementation best practices in which you excel (+), do well (√), and need improvement (-). Consider your current strengths and needs when implementing new practices.

ORGANIZATIONAL SUPPORTS

Facilitative Administration – In the context of the focal innovation, how do program leaders and managers put supports in place to make the work of staff more effective and less burdensome?

Rating	Action	Notes
	1. Secure resources to support staff competency development (e.g., resources for training and coaching)	
	2. Support the use of a consistent fidelity assessment	
	3. Invest in the resources for data system to support decision-making (e.g., data collection and reporting tools)	
	4. Develop or refine internal policies or procedure	
	5. Make changes in organization roles, functions, and structures	
	6. Engage in regular communication with all staff	



Systems Intervention – In the context of the focal innovation, how do program leaders and managers engage stakeholders to identify and address challenges?

Rating	Action	Notes
	<p>1. Engage stakeholders and staff in developing a shared understanding of the need and rationale for the innovation</p>	
	<p>2. Create opportunities for stakeholders and staff to come together and learn from each other</p>	
	<p>3. Create opportunities for stakeholders and staff to design solutions together for implementation (e.g. through regular progress review meetings informed by fidelity and data)</p>	
	<p>4. Support regular communication with stakeholders</p>	

Decision-Support Data System – In the context of the focal innovation, how is the data system used to make decisions?

Rating	Action	Notes
	<p>1. Data for the practice are useful and usable</p>	
	<p>2. Relevant data for making decision is accessible (e.g., stakeholders have access to implementation, fidelity and outcome data)</p>	
	<p>3. Team has a process for using data for decision-making about the innovation (e.g. relevant data are consistently integrated into meeting agendas)</p>	



COMPETENCY SUPPORTS

Fidelity/Performance Assessment – How can a fidelity assessment be used to understand if the practice is being implemented as intended?

Rating	Action	Notes
	<p>1. A consistent fidelity measure for the innovation is available (e.g., from program developer or purveyor)</p>	
	<p>2. Protocol for fidelity assessments define the process and supports consistency</p>	
	<p>3. Fidelity assessment data used to improve outcomes and implementation supports (e.g., regular data review and reflection to inform improvement efforts)</p>	

Staff Selection – How are staff selected to implement the innovation?

Rating	Action	Notes
	<p>1. Job descriptions are in place that include the skills and competencies needed to implement the practice</p>	
	<p>2. Interviewers understand the skills and abilities needed for position (e.g. interview team includes staff with relevant experience)</p>	
	<p>3. Interview protocols are in place</p>	
	<p>4. Interview processes are regularly reviewed (e.g. process reviewed after each hiring)</p>	



Training – How does training build staff competency to implement the innovation?

Rating	Action	Notes
	1. Skill-based training is secured for relevant staff (e.g., training integrates opportunities for practice and feedback)	
	2. Training data are used to develop competency and improve training	

Coaching – How does coaching build staff competency to implement the innovation?

Rating	Action	Notes
	1. There is coaching available to help staff develop their skills to implement the innovation	
	2. A coaching service delivery plan guides coaching (e.g. training data used to focus coaching on priority needs)	
	3. Coaching effectiveness is regularly assessed and used for improvement (e.g., through regular feedback from staff)	