Implementation Supports Checklist[1]

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 & paper for note taking and action planning

How to Use

Prior to using:

For implementation teams	*For state staff:*
• Identify what practice you are preparing to implement or are implementing currently. • Identify what Implementation Stage/s your implementation is in currently.	• Determine what innovation the Team is preparing to implement or is implementing currently. • Determine what Implementation Stage/s the innovation is in currently.

During use:

For implementation teams	*For state staff:*
• Complete the **Implementation Supports Checklist** through discussion with your implementation team. • Identify which best practices are currently happening and which are not. • Identify best practices the team can use to improve their infrastructure. • Review what resources from the host agency or system are available to support implementation Supports.	• Introduce the purpose of the **Implementation Supports Checklist** and how the tool will support their implementation activities. • Guide the team in a discussion to determine which best practices are currently happening and which are not. • Guide the team in discussion to determine which best practices the grantee can use to improve their infrastructure. • Identify TA strategies, tools and resources to help you support the team's effort.

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[1] 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**.

Implementation Supports Checklist

Date	
Location	
Program Focus	
Participants	

Brief Description of the intervention

Checklist Administration Notes

Implementation Supports Checklist

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 – Do program leaders and managers put supports in place to make the work of staff more effective and less burdensome?

Rating	Action	Notes
Program leaders and managers…		
	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 – How do program leaders and managers engage stakeholders to identify and address challenges?

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

Decision-Support Data System – How is the data system used to make decisions?

	Program leaders and managers…	
Rating	**Action**	**Notes**
	1. Data for the practice are useful and usable	
	2. Program has access to relevant data for making decisions about the practice (e.g., stakeholders have access to implementation, fidelity and outcome data)	
	3. Team has a process for using data for decision-making about the practice (e.g. relevant data are consistently integrated into meeting agendas)	

COMPETENCY SUPPORTS

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

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

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

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

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

Program leaders and managers…		
Rating	**Action**	**Notes**
	1. Skill-based training is secured for relevant staff (e.g., training integrate 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 practice?

Program leaders and managers…		
Rating	**Action**	**Notes**
	1. There is coaching available to help staff develop their skills to implement the practice	
	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)	

LEADERSHIP SUPPORTS

	Describe the leaders in the context of the strategy/program being discussed.	
	Program leaders and managers…	
Rating	**Action**	**Notes**
	1. Initiative **leaders** assesses contextual and "big picture" issues related to implementation of the strategy.	
	2. Initiative **leaders** identify adaptive challenges related to implementation (i.e., challenges that do not have a clear or agreed upon definition or a readily identifiable solution).	
	3. Initiative **leaders** focus attention on implementation challenges.	
	4. Initiative **leaders** involve other agency staff and/or stakeholders in solving challenges.	
	5. Initiative **leaders** ensure that difficult issues and challenges are raised and considered by staff and stakeholders.	

Action Planning				
Action	Driver	Lead	Timing	Notes – Action steps, possible outputs