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| An Implementation Team provides the internal capacity within an organization to support systems change and effective implementation of a practice, policy or program. This checklist should be completed quarterly by the Implementation Team to monitor the development and use of core implementation components. \*Adapted from Sugai, G., Horner, R., Lewis-Palmer, T., & Rossetto Dickey, C., 2011. |

School/District Team Members

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| Status: 0 = Not in Place, 1 = Partially in Place, 2 = Fully in Place |
| Implementation Team Structures  | **Quarter****1** | **Quarter****2** | **Quarter****3** | **Quarter****4** |
| Team members selected* One or more members who know the innovation/strategy, implementation, improvement processes, and systems change
* Members represent various levels and perspectives of the system (e.g. overlapping knowledge, skills, and abilities related to management, training and coaching, evaluation)
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| Team meeting process established* Meeting schedule in place
* Meeting agendas used
* Documentation of meeting minutes/decisions
* Communication protocols for sharing of decisions
* Terms of Reference developed and maintained
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| Innovation Structures   | Quarter1 | Quarter2 | Quarter3 | Quarter4 |
| Critical components of innovation clearly defined* Practice profile to operationalize and replicate critical components
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| Fidelity measure* Fidelity measure identified
* Schedule for use of measure maintained
* Protocol for administration documented
 |  |  |  |  |
| Implementation Structures   |  |  |  |  |
| Implementation Stages* Program selection based on data for need, fit, evidence, resources, readiness and capacity
* Implementation Stages Analysis completed
* Action plan in place identifying stage-based activities
 |  |  |  |  |
| Implementation Drivers* Training plan developed and maintained
* Coaching support plan developed and maintained
* Performance assessment process and schedule identified
* Data needs identified and decision support data system in place
* Capacity Assessment (SCA, RCA, or DCA\*) and/or Drivers Assessment completed
* Action plan in place addressing identified gaps
 |  |  |  |  |
| Improvement Cycles* Practice-Policy Communication Protocols established
	+ Protocol in place identifying schedule, format, teams
* Transformation Zone
	+ Selection process identified
	+ Usability testing process and schedule defined
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\*SCA = State Capacity Assessment; RCA = Regional Capacity Assessment; DCA = District Capacity Assessment

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| Additional Comments and Information: |

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| Next Steps: |