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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) |  |  |  |  |
| 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 | Quarter  1 | Quarter  2 | Quarter  3 | Quarter  4 |
| Critical components of innovation clearly defined   * Practice profile to operationalize and replicate critical components |  |  |  |  |
| 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 |  |  |  |  |

\*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: |