



Planning Initiatives Checklist

Planning Initiatives Outcomes

- Implementation team is functioning well
- Majority of practitioners are trained in the program/practice
- Infrastructure is in place to support coaching to effectively develop competencies required to use the program/practice
- Fidelity measure and criteria are established for the program/practice
- Infrastructure is in place to collect, analyze, and use data (i.e., fidelity, program/process, outcome) to continuously improve use of the program or practice
- Staff have access to data infrastructure and are equipped to use it
- Policies and procedures to support use of the program/practice are in place and understood by practitioners, leaders, community partners, and stakeholders

Stage Related Activities for Planning

Activity	In Continuous Improvement	In Progress	Not Yet Initiated
1. Ensure the practice/program is clearly defined.			
2. Revisit implementation team membership to ensure needed perspectives.			
3. Ensure the implementation team has the appropriate knowledge, skills, functions and authority to support infrastructure development and improvement of the program/practice.			
4. Convene implementation team regularly to use data (e.g., fidelity, program/ process, outcome) to critically examine and improve implementation.			
5. Develop plan for implementation: <ul style="list-style-type: none">• Develop selection protocols for practitioners.• Develop Training/Professional Learning Plans.• Develop coaching plans.• Develop data systems (what data, how data will be collected, used, and shared).			

Activity	In Continuous Improvement	In Progress	Not Yet Initiated
<ul style="list-style-type: none"> Develop decision making criteria for success and scaling. 			
6. Secure and develop infrastructure resources and supports needed for the program/ practice.			
7. Select practitioners.			
8. Provide initial training for practitioners.			
9. Review and refine needed policies and procedures.			
10. Develop and use feedback loops between practitioners, leadership, community partners, and stakeholders to ensure effective communication.			

Notes: