

Installation Checklist

Stage-Related Activities

Check whether each item is:

1. **Undeveloped:** The component does not exist or has not yet been initiated.
2. **In Process:** Part of the component has been established, the component has been conceptualized but not fully used, or the component exists but is not being utilized on a regular basis.
3. **Established:** Item is part of the system and “evidence” of the component is observable and/or measurable.

	Undeveloped	In Process	Established
1. Identify structural changes needed (e.g., policies, schedules, space, time, materials, reallocation of roles and responsibilities, new positions needed)			
◆ At provider/agency level			
◆ At local level (e.g., collaborative groups)			
◆ At province, county or state level			
2. Identify functional changes needed (e.g., policies, schedules, reallocation of roles and responsibilities, new positions needed)			
◆ At agency level			
◆ At provider level			
◆ At local level (e.g., collaborative groups)			
◆ At province, county or state level			
3. Make structural and functional changes needed to initiate the new program, practice, framework			
◆ At agency level			
◆ At provider level			
◆ At local level (e.g., collaborative groups)			
◆ At province, county or state level			

	Undeveloped	In Process	Established
4. Development of selection protocols for “first implementers”			
◆ At local level (e.g., collaborative groups)			
◆ At province, county or state level			
5. Selection of “first implementers”			
◆ Agency administrators			
◆ Practitioner/Front line			
◆ Other:			
6. Identification of training resources, logistics			
7. Training of first cohort of implementers			
◆ Practitioners			
◆ Agency administrators			
◆ Trainers			
◆ Coaches:			
◆ Other:			
8. Develop coaching and support plans for professionals			
9. Evaluate “readiness” and sustainability at consumer level			
10. Evaluation “readiness” and sustainability of fidelity to intervention			
11. Analyze and problem-solve around the sustainability of training, coaching, data systems			
12. Establish communication links to report barriers and facilitators during next stage (i.e., initial implementation)			