Initial Implementation Checklist

Stage-Related Activities *(Adapted from Blase, et al. 2013a)*

Need to be monitored at least bi-weekly for the first 4 months

	Undeveloped	In Process	Established
1. Communication plan developed to inform stakeholders of "launch dates" and activities and convey support			
2. Communication protocols developed to identify barriers and adaptive challenges and problem-solve at each "level" (e.g., weekly team meetings to identify issues, create plans, review results of past problem-solving efforts, forward issues to next "level" as appropriate)			
3. Leadership develops support plan to promote persistence			
4. Written coaching plan developed at relevant levels (e.g., agency, practitioner, etc.)			
5. Coaching system in place			
6. Data systems in place for measuring and reporting outcomes			
7. Data systems in place for measuring and reporting fidelity			
8. Training for and initiation of performance improvement cycle			
9. Document that reviews initial implementation challenges			
10. Revision recommended for Implementation Drivers based on review of challenges and with sustainability considerations			
◆ Recruitment and selection			
◆ Training and booster training			
◆ Coaching processes and data			
◆ Outcome data measures and reporting process			
◆ Fidelity measures and reporting processes			
◆ Agency administrative policies and practices			
◆ Other levels of administrative policies and practices			
11. Document that reviews initial implementation challenges			
12. If appropriate, pan for next cohort of "implementers"			