

Handout 15b

SSIP Implementation Team Checklist



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 SSIP Implementation Team to monitor the development and use of core implementation components in the development of the State Systemic Improvement Plan.

State Agency _____

Team Members _____

Status: 0 = Not in Place, 1 = Partially in Place, 2 = Fully in Place

Implementation Team Structures	Quarter 1	Quarter 2	Quarter 3	Quarter 4
<p>Team members selected</p> <ul style="list-style-type: none"> One or more members who know the intervention/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) 				
<p>Team meeting process established</p> <ul style="list-style-type: none"> Meeting schedule in place Meeting agendas developed and used Documentation of meeting minutes/decisions Communication protocols for sharing of decisions Terms of Reference developed and maintained 				

SSIP Structures	Quarter 1	Quarter 2	Quarter 3	Quarter 4
<p>Critical components of SSIP clearly defined to operationalize and replicate critical components:</p> <p>Phase I: Analysis</p> <ul style="list-style-type: none"> • Data Analysis • State Infrastructure Analysis • State-identified Measureable Result(s) for Children with Disabilities • Selection of Coherent Improvement Strategies • Theory of Action <p>Phase II: Plan</p> <ul style="list-style-type: none"> • Infrastructure Development • Support for LEA Implementation of Evidence-Based Practices • Evaluation 				
<p>Phase III: Implementation and Evaluation</p> <ul style="list-style-type: none"> • Fidelity measure for each component identified • Schedule for use of measures maintained • Protocol for administration of measures documented 				
Improvement Strategy Structures				
<p>Improvement Strategy 1:</p> <p>Critical components of the improvement strategy clearly defined</p> <ul style="list-style-type: none"> • Practice profile to operationalize and replicate critical components <p>Fidelity measure</p> <ul style="list-style-type: none"> • Fidelity measure identified • Schedule for use of measure maintained 				

<p>Improvement Strategy 2: Critical components of the improvement strategy clearly defined</p> <ul style="list-style-type: none"> Practice profile to operationalize and replicate critical components <p>Fidelity measure</p> <ul style="list-style-type: none"> Fidelity measure identified Schedule for use of measure maintained 				
<p>Improvement Strategy 3: Critical components of the improvement strategy clearly defined</p> <ul style="list-style-type: none"> Practice profile to operationalize and replicate critical components <p>Fidelity measure</p> <ul style="list-style-type: none"> Fidelity measure identified Schedule for use of measure maintained 				
<p>Improvement Strategy 4: Critical components of the improvement strategy clearly defined</p> <ul style="list-style-type: none"> Practice profile to operationalize and replicate critical components <p>Fidelity measure</p> <ul style="list-style-type: none"> Fidelity measure identified Schedule for use of measure maintained 				
<p>Improvement Strategy 5: Critical components of the improvement strategy clearly defined</p> <ul style="list-style-type: none"> Practice profile to operationalize and replicate critical components <p>Fidelity measure</p> <ul style="list-style-type: none"> Fidelity measure identified Schedule for use of measure maintained 				

Implementation Structures				
<p>Implementation Stages</p> <ul style="list-style-type: none"> • 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 				
<p>Implementation Drivers</p> <ul style="list-style-type: none"> • 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 • Drivers assessment completed • Action plan in place addressing identified gaps 				
<p>Improvement Cycles</p> <ul style="list-style-type: none"> • Practice-Policy Communication Protocols established <ul style="list-style-type: none"> ○ Protocol in place identifying schedule, format, multiple sources of data for communication: <ul style="list-style-type: none"> ▪ With stakeholders ▪ Among SSIP workgroups ▪ From workgroups to Design Team ▪ From Design Team to leadership team • Transformation Zone <ul style="list-style-type: none"> ○ Selection process identified ○ Usability testing process and schedule defined 				

Additional Comments and Information:

Next Steps: