**Implementation Supports Assessment**

Implementation supports are the infrastructure that is developed to facilitate the successful implementation of an intervention and to help ensure the stability of the intervention over time. Without them, the system would not have the capacity to support the delivery of the intervention to the target population. Your site’s Initial Design and Implementation Plan articulates plans for developing the implementation supports. The Implementation Support Assessment will help the team determine whether the supports facilitate implementation in the manner that was anticipated or needed. Consider what you want to know about the effectiveness/completeness of the each support, lessons learned, and if not working as intended or needed, what needs to be changed/or has changed so it best meets the identified needs.

To complete the assessment, the site consultants will facilitate discussion to help site team members consider each implementation support. The site team should decide which members of the broader teaming structure should participate in the discussion. Each site should finalize the Implementation Support Assessment once usability testing is complete and before the formative stage of the evaluation begins. Much of what you have learned during the installation and initial implementation phase, including usability testing will allow you to consider the integrity of your implementation supports.

Before the facilitated discussion begins, please read each section carefully because it provides some examples of issues that may be considered and data sources that may help answer the question of effectiveness/completeness of the implementation supports. Please note, that the examples provided are “food for thought” and will not be relevant to all sites.

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| **Staffing:** Examine the effectiveness of the recruitment and selection process. For example, was the selection criteria correct, did the recruitment process get the “right” staff to apply, did the interviews yield the information you needed to make staffing decision, are there enough staff/correct staffing plan to support implementation? Consider existing data sources such as immediate feedback from training/trainers and individuals doing the interviews as well as long term feedback from fidelity assessments. | | |
| **Implementation Support Question-What do you want to know about effectiveness?** | **What have you learned?**  **What worked and what didn’t work? Are there gaps?** | **What changed or will change as a result of what you learned?** |
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| **Training (Coaching and Supervision):** Examine the effectiveness of the training, supervision, and coaching. For example, was the content of training adequate to impart needed knowledge and skills to provide the intervention, did the trainers have the right qualifications, did the training schedule work, does the frequency of supervision ensure that the staff are meeting expectations, does the coaching model help staff explore their strengths and weaknesses? Consider existing data sources such as pre and post-tests, immediate feedback from those that participated in the training as well as from the supervisors and coaches. Fidelity assessments can also provide useful insights into the quality of training, coaching and supervision. | | |
| **Implementation Support Question-What do you want to know about effectiveness?** | **What have you learned?**  **What worked and what didn’t work?** | **What changed or will change as a result of what you learned?** |
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| **Fidelity:** Examine the usefulness of the fidelity measures. For example, did the fidelity measures allow you to answer the question “was the intervention being performed as intended”, were you satisfied with the information you got from the measures, were you able to use the information to refine/adjust implementation supports such as training, coaching, and supervision, etc. | | |
| **Implementation Support Question-What do you want to know about usefulness?** | **What have you learned?**  **What worked and what didn’t work?** | **What changed or will change as a result of what you learned?** |
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| **Policies and Procedures:** Examine the completeness and effectiveness of the policies and/or procedures to ensure that they support the new work and clearly articulate the steps of the new processes? For example, have policies and/or procedures been created/modified, are policies and/or procedures accessible to those who need them, can someone run the program in the absence of current staff/site leadership, do policies and procedures reflect what has been learned during usability testing? Consider feedback from staff and administration that are required to implement the intervention. | | |
| **Implementation Support Question-What do you want to know about completeness/effectiveness?** | **What have you learned?**  **What worked and what didn’t work?** | **What changed or will change as a result of what you learned?** |
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| **Data Systems:** Examine the effectiveness of the hardware and software that collects and manages information related to implementation.. For example, can staff utilize the database, does the system capture the information needed to determine fidelity, outputs, assess families, etc., can reports be generated from the systems that inform the process and outcomes in a standardize manner? Also consider whether data are: reliable, collected in accordance with a standardized schedule, easy to access/in centralized storage, reviewed by implementation support teams. Also, are data systems back-up on a regular basis. | | |
| **Implementation Support Question-What do you want to know about effectiveness?** | **What have you learned?**  **What worked and what didn’t work?** | **What changed or will change as a result of what you learned?** |
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| **Program Expert:** Examine the effectiveness/usefulness of the program expert (purveyor) to support the implementation of the intervention. For example, was the purveyor able to provide materials (manuals, fidelity measures, TTT process, etc. that helped facilitate implementation as intended, was the purveyor available for coaching, did the purveyor support adaptations to the intervention, did the purveyor support the development of internal supervision support; did the purveyor support service delivery systems changes required by the intervention? | | |
| **Implementation Support Question-What do you want to know about effectiveness/ usefulness?** | **What have you learned?**  **What worked and what didn’t work?** | **What changed or will change as a result of what you learned?** |
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