Part of the SS/HS Framework Implementation Toolkit

Evidence-Based Module Series

Module #2 Preparing to Implement Evidence-Based Programs in School Settings

The following checklist can be used as a guide as you prepare to implement, evaluate, support, and sustain your evidence-based programs (EBPs).

I. Establish Partner Roles
   __________ Establish roles.
   __________ Create structure for effective decision making.

II. Logic Model
    __________ Define goals.
    __________ Summarize baseline data.
    __________ Develop objectives.
    __________ Name the EBP.
    __________ Describe partners’ roles.
    __________ Specify process measures.
    __________ Specify outcome measures.

III. Fidelity and Adaptations
     __________ Determine process to measure fidelity.
     __________ Consider whether adaptations are necessary.
     __________ Consult with others about adaptations.
     __________ Pilot and document adaptations.

IV. Implementation Team and Champions
    __________ Identify a team to assist with logistics, personnel, data management, and linkages.
    __________ Identify EBP champions to enhance engagement.
V. **Policies and Procedures**

**Initial implementation:**
- Hiring new staff
- Finances
- Administration
- Facilities
- Referral procedures

**Long-term implementation:**
- Collaborative planning
- Ongoing training
- Coaching
- Leadership

VI. **Competencies**
- Identify training and coaching strategies for building competencies.
- Provide opportunities to discuss successes and challenges.

VII. **Communication**
- Determine the barriers, benefits, and information you need to convey.
- Identify communication methods, events, and materials.

VIII. **Data Collection**
- Prepare by reviewing logic model and outcome measures.
- Prepare by reviewing risk and protective factors.
- Collect data.
- Analyze data.
- Report results.
- Determine actions.

IX. **Scheduling and Sustainability**
- Determine implementation schedule.
- Consider train-the-trainer model.
- Consider sustainable funding sources.