



Part of the SS/HS Framework Implementation Toolkit

I. Plan

2. Implement

3. Sustain & Expand

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.