Module #3 Implementing 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. Implement the EBP

Initial Implementation:

__________ Develop a plan for initial implementation that will occur on a smaller scale than full implementation.

__________ Discuss and identify any challenges with implementation.

__________ Develop a plan to build momentum among staff during initial implementation.

__________ Assess systemic factors that may impact the implementation process.

__________ Develop strategies to address barriers and communicate with key stakeholders about your progress.

Full Implementation:

__________ Begin the process evaluation and fidelity assessment.

__________ Begin to collect data to evaluate outcomes of the EBP.

__________ Determine if adaptations to the EBP are needed to improve implementation.

__________ Determine if any additional support is needed (e.g. funding, training, etc.).

II. Monitor EBP Fidelity

__________ Develop a plan to track implementation of the core components of the EBP.

__________ Monitor adaptations to the EBP to ensure that fidelity is not compromised.

__________ Ensure that quantitative and qualitative data are obtained to monitor fidelity.

__________ Develop a plan to address low-fidelity adherence.
III. Collect Data to Monitor Progress

________ Develop a plan to assess short- and long-term outcomes at multiple levels.
________ Compare your data with identified benchmarks.
________ Determine if your data collection measures are valid, reliable, and sensitive to change.
________ Develop a plan for data collection procedures that includes obtaining qualitative and quantitative data from multiple sources.
________ Identify the team members who will be responsible for collecting the data.
________ Develop a plan for data analysis.
________ Share and process data regularly with various groups of stakeholders.
________ Engage in continuous quality improvement.

IV. Provide Support During Implementation

________ Ensure that the implementers are prepared and have opportunities to practice new skills.
________ Determine how the implementers can communicate with trainers posttraining.
________ Develop a plan to identify the ongoing needs of the implementers.
________ Provide booster sessions for the implementers.
________ Develop a plan for ongoing coaching and mentoring for the implementers.
________ Develop a plan for staff mobility.

V. Overcoming Challenges and Barriers

________ Anticipate and plan for potential challenges.
________ Promote realistic expectations.
________ Celebrate accomplishments.
________ Communicate successes.

VI. Sustaining the EBP

________ Develop a plan to institutionalize core components of the EBP if it is successful.