Part of the SS/HS Framework Implementation Toolkit

1. Plan	2. Implement	3. Sustain & Expand

Evidence-Based Module Series

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.