Implementation Drivers

- *Staffiing:* What are the qualifications of staff needed to execute the intervention? What are other criteria needed to select, recruit, and retain intervention staff? What number of staff are required to execute the intervention? Are there any barriers to obtaining appropriate staff?
- *Training*: Do training curricula for the intervention already exist or do they need to be developed? Are there any people capable of training the curriculum once it is located or developed? How many participants can be in any given training group for the training to be effective? How many training cohorts need to be trained at the leadership/manager level? at the supervisor level? at the frontline worker level? How long is the training (e.g. ½ day?) for each level of staff and when in the calendar will it be rolled out? Are there any evaluation tools for the training itself or do new tools need to be developed?
- *Technical Assistance*: How will the training be reinforced? Are there follow-up training days or refreshers? When do those follow-up trainings occur and for how long and who will deliver them? Are there other forms of reinforcement such as technical assistance, coaching, reminders of content via text message or other means? Who conducts the reinforcement? Champions? Coaches in the agency? Supervisors as they do consultation with employees? Peers? If peer to peer support is warranted, how will it be executed? Group meetings? Dyadic interactions to practice skills? Who will make sure these coaching, reinforcement, TA sessions happen, how often, who avails themselves of them?
- *Tools*: What tools have been developed to help people remember what was learned in training, and what to do in the field when practicing the intervention? Are there other resources needed to execute the intervention?
- *Fidelity*: What are the measures and protocols to assess implementation of essential functions (defined as the activities or strategies that a practitioner engages in to address the identified problem) and core components of the intervention? Reference the preceding section related to fidelity for additional detail. A sample fidelity tool can be found on pages 40-44 of this hyperlink. https://www.acf.hhs.gov/sites/default/files/cb/guide_vol3_installation.pdf
- *Data systems*: These can be related to execution of the intervention itself or to support the evaluation. What hardware and software (or modifications) are needed to collect and manage information related to implementation (core components and fidelity measures)? Are there anticipated barriers to accomplishing any modifications or acquisitions? What are the required hardware, software, or modifications needed to collect and manage information related to short- and long-term outcome measures? Are there anticipated barriers to accomplishing any modifications or acquisitions?
- *Continuous Quality Improvement (CQI)*: How will fidelity measurement and other evaluation findings be used to give CQI feedback to the people executing the intervention for course correction, to improve the intervention and its installation and implementation and increase participant engagement?

- *Leadership*: How will leaders be engaged to support the implementation of the intervention? What training, coaching, TA, tools and CQI will they be given so that they can maximally support the installation and implementation of the intervention in their agency? What leadership behaviors do they need to learn and engage in to support the intervention or align with the intervention? What indicates the leadership at the county level are "bought in" to the intervention, study and implementation process? What further engagement is needed? What barriers need to be overcome?
- *Policies and procedures*: What policies and procedures are necessary to support the intervention? What adaptations to policy and procedure are required and what barriers exist to accomplishing this work in this domain (policies and procedures)?
- *Community engagement and partnerships*: What types of community resources, if necessary, are available to support the intervention? What is the quality of those existing linkages?
- *Systems partners*: Are partners or collaborators available, including those who are on board and those who are not yet on board (e.g., mental health, education, courts, substance abuse providers, other providers? In sites where work will be more field based and flexible, will courts secure private space for child welfare workers to complete or print court reports? What is needed to engage these partners?
- *Systems integration*: What is the tie between the intervention and other strategic priorities, plans, and initiatives for the agency? Show how the intervention fits with other parts of the agency and existing goals. This will help reduce resistance and competition for resources between initiatives.
- *Program experts*: What experts are engaged or need to be engaged in the use of the intervention?
- *Team structure*: Does the project's team structure need to be modified to support implementation? Do additional workgroups need to be formed to support implementation? Remember to adjust team charters accordingly.
- *Communication strategies*: What are the processes, procedures, and strategies for maintaining efficient and effective communication among leadership, staff, and stakeholders? Include the communication plan for the installation and implementation of the intervention.