

Implementation Plan

Phase of Implementation	Organizational Implementation Activities	Replication Site Strategy for Adhering to Criteria	TA-FC Team Activities
<p><b>Pre-Phase: Setting the Stage</b></p>	<ul style="list-style-type: none"> <li>▪ Convene stakeholders and key people</li> </ul>		<ul style="list-style-type: none"> <li>▪ Will provide materials for review (ie, manual, implementation plan, etc)</li> <li>▪ Make presentation to stakeholders and key people</li> <li>▪ Orient agencies and stakeholders to implement plan</li> </ul>
<p><b>Phase 1 : Exploration &amp; Adoption</b></p> <p><b>0-2 months</b></p>	<ul style="list-style-type: none"> <li>▪ Consultation to address replication &amp; implementation components:               <ul style="list-style-type: none"> <li>○ Identification of key stakeholders in agency and community</li> <li>○ champion</li> <li>○ Intended population (families who have experienced trauma or are at risk for experiencing trauma)</li> <li>○ Fidelity criteria                   <ul style="list-style-type: none"> <li>▪ 10 Philosophical Principles</li> <li>▪ Program Structure</li> <li>▪ Administrative Activities</li> <li>▪ Professional Development Activities</li> <li>▪ Research Activities</li> </ul> </li> <li>○ Possible modifications/adaptations to intervention (who is population?)</li> <li>○ Funding stipulations (who are basic needs supported, including connections to community)</li> <li>○ Staffing</li> <li>○ Referrals/Marketing (establishing networks w/ service providers, media, other public relations activities, face-to-face interaction with caregivers)</li> </ul> </li> </ul>		<ul style="list-style-type: none"> <li>▪ Provide consultation regarding replication/implementation process via e-mail and phone</li> <li>▪ Review and discuss current implementation plan and confirm timeframes</li> <li>▪ Review and discuss current evaluation plan</li> <li>▪ Review readiness checklist</li> <li>▪ Finalize MOU, scope of work, and budget</li> </ul>

Phase of Implementation	Organizational Implementation Activities	Replication Site Strategy for Adhering to Criteria	TA-FC Team Activities
	<ul style="list-style-type: none"> <li>○ and referral sources)</li> <li>○ Reporting /Tracking</li> <li>○ Training needs <ul style="list-style-type: none"> <li>▪ on model</li> <li>▪ staff members (all levels)</li> </ul> </li> <li>○ complete readiness checklist</li> </ul>		
<p><b>Phase 2 : Program Installation</b></p> <p><b>3-6 months</b></p>	<ul style="list-style-type: none"> <li>▪ Revise Replication Manual based on target population <ul style="list-style-type: none"> <li>○ Logic model</li> <li>○ FC intervention components</li> <li>○ Service delivery</li> <li>○ Neglect risk and protective factors</li> <li>○ Program considerations</li> <li>○ Fidelity of Implementation</li> </ul> </li> <li>▪ Finalize Implementation plan</li> <li>▪ Review Intervention Manual</li> <li>▪ Conduct meetings with existing Advisory Council to address replication</li> <li>▪ Develop marketing strategy <ul style="list-style-type: none"> <li>○ Referral Mechanism</li> <li>○ Establish community partnerships</li> <li>○ Engage community members and potential consumers</li> </ul> </li> <li>▪ Acquire technology <ul style="list-style-type: none"> <li>○ Computers</li> <li>○ Cell Phones</li> <li>○ Software</li> </ul> </li> <li>▪ Finalize case documentation forms <ul style="list-style-type: none"> <li>○ Intake &amp; Screening</li> <li>○ Service Plan</li> <li>○ Comprehensive assessment</li> <li>○ Case note</li> </ul> </li> <li>▪ Submit documentation forms to RYC for review <ul style="list-style-type: none"> <li>○ Replication Manual</li> <li>○ Implementation Plan</li> <li>○ Case documentation forms</li> </ul> </li> <li>▪ Reporting framework (evaluation plan) <ul style="list-style-type: none"> <li>○ Develop MIS</li> </ul> </li> </ul>		<ul style="list-style-type: none"> <li>▪ Deliver original intervention &amp; replication manuals to organization</li> <li>▪ Review revised replication manual and provide feedback report</li> <li>▪ Train staff and managers on FC intervention</li> <li>▪ Provide consultation regarding replication <ul style="list-style-type: none"> <li>○ Review documentation forms and provide feedback</li> <li>○ Address barriers; identify solutions</li> </ul> </li> </ul>

Phase of Implementation	Organizational Implementation Activities	Replication Site Strategy for Adhering to Criteria	TA-FC Team Activities
	<ul style="list-style-type: none"> <li>▪ Reassign or hire new staff to fill positions</li> </ul>		
<p><b>Phase 3: Initial Implementation</b> <b>7-9 months</b></p>	<ul style="list-style-type: none"> <li>▪ Screen potential clients</li> <li>▪ Enroll clients that meet eligibility criteria</li> <li>▪ Administer FC intervention to clients following fidelity criteria</li> <li>▪ Document service delivery process and evaluate change over time <ul style="list-style-type: none"> <li>○ Case note</li> <li>○ Service plan</li> <li>○ Comprehensive assessment</li> </ul> </li> <li>▪ Utilize MIS to manage tracking of all aspects of implementation and programming: <ul style="list-style-type: none"> <li>○ Service delivery</li> <li>○ Change over time</li> <li>○ Time units of service type of services delivered</li> <li>○ Costs of all service units</li> <li>○ Supervision sessions</li> <li>○ # of families served</li> <li>○ # of families screened in and out</li> <li>○ Marketing activities</li> <li>○ Cultural competency related activities</li> <li>○ Community outreach related activities</li> </ul> </li> <li>▪ Weekly supervision of program staff</li> <li>▪ Market program</li> <li>▪ Collaborate with community partners and stakeholders</li> <li>▪ Conduct advisory committee meetings</li> </ul>		<ul style="list-style-type: none"> <li>▪ Provide monthly TA via phone call and e-mail <ul style="list-style-type: none"> <li>○ Coaching <ul style="list-style-type: none"> <li>▪ Provide feedback and support</li> <li>▪ Address barriers; identify solutions</li> </ul> </li> <li>○ Clinical Consultation</li> <li>○ Review electronic case materials</li> </ul> </li> <li>▪ Areas to cover <ul style="list-style-type: none"> <li>○ Fidelity Criteria <ul style="list-style-type: none"> <li>▪ Support around how the 10 philosophical principles are defined and put into practice: <ul style="list-style-type: none"> <li>● Service planning</li> <li>● SMART goals</li> <li>● Engaging and retaining families</li> <li>● Timeliness of service delivery and documentation</li> <li>● Safety issues</li> </ul> </li> </ul> </li> <li>○ MIS</li> <li>○ Marketing/Recruitment</li> <li>○ Others as needed</li> </ul> </li> </ul>
<p><b>Phase 4: Full Operation</b> <b>10-16 months</b></p>	<ul style="list-style-type: none"> <li>▪ Intervention is being implemented with fidelity: <ul style="list-style-type: none"> <li>○ Ongoing advisory committee meetings</li> <li>○ Ongoing weekly supervision</li> <li>○ Group staff meetings</li> <li>○ Staffing needs are fulfilled</li> <li>○ Full caseloads</li> </ul> </li> </ul>		<ul style="list-style-type: none"> <li>▪ Ongoing monthly TA/consultation via phone call and e-mail <ul style="list-style-type: none"> <li>○ Coaching <ul style="list-style-type: none"> <li>▪ Provide feedback and support</li> <li>▪ Address barriers, Identify solutions</li> </ul> </li> <li>○ Clinical consultation</li> <li>○ Review electronic case materials</li> <li>○ Provide feedback</li> </ul> </li> <li>▪ Areas to cover</li> </ul>

Phase of Implementation	Organizational Implementation Activities	Replication Site Strategy for Adhering to Criteria	TA-FC Team Activities
	<ul style="list-style-type: none"> <li>○ Steady flow of referrals</li> <li>○ Relationships w/ community partners have been formed</li> </ul>		<ul style="list-style-type: none"> <li>○ Fidelity Criteria <ul style="list-style-type: none"> <li>▪ Ongoing support around how the 9 philosophical principles are defined and put into practice <ul style="list-style-type: none"> <li>• Service planning</li> <li>• SMART goals</li> <li>• Engaging and retaining families</li> <li>• Timeliness of completion of documents</li> <li>• Safety issues</li> </ul> </li> </ul> </li> <li>○ MIS (tracking) <ul style="list-style-type: none"> <li>▪ Service delivery</li> <li>▪ Change over time</li> <li>▪ Time units of service type of services delivered</li> <li>▪ Costs of all service units</li> <li>▪ Supervision sessions</li> <li>▪ # of families served</li> <li>▪ # of families screened in and out</li> <li>▪ Marketing activities</li> <li>▪ Cultural competency related activities</li> <li>▪ Community outreach related activities</li> </ul> </li> </ul>
<p><b>Phase 5: Final Fidelity Review</b></p> <p><b>22 month</b></p>	<ul style="list-style-type: none"> <li>▪ Create report of fidelity to TA-FC team that includes: <ul style="list-style-type: none"> <li>○ case review</li> <li>○ supervisor checklist</li> <li>○ MIS reports</li> <li>○ focus groups with program staff and stakeholders</li> <li>○ interviews with program staff and stakeholders</li> </ul> </li> </ul>		<ul style="list-style-type: none"> <li>▪ On-site assessment of fidelity (6 months post full implementation) <ul style="list-style-type: none"> <li>○ Case review</li> <li>○ Supervisor checklist</li> <li>○ MIS reports</li> <li>○ Focus groups with program staff and stakeholders</li> <li>○ Interviews with program staff and stakeholders</li> </ul> </li> <li>▪ On-site consultation</li> <li>▪ On-site assessment of fidelity (12 months post full implementation) <ul style="list-style-type: none"> <li>○ Case review</li> <li>○ Supervisor checklist</li> <li>○ MIS reports</li> <li>○ Focus groups with program staff and stakeholders</li> <li>○ Interviews with program staff and stakeholders</li> </ul> </li> <li>▪ On-site consultation</li> </ul>