

EBP

Implementation Checklist

Preparation	✓ When Completed
Steps have been taken to obtain buy-in from:	
<ul style="list-style-type: none"> • Teachers 	
<ul style="list-style-type: none"> • Administrators 	
<ul style="list-style-type: none"> • Parents 	
<ul style="list-style-type: none"> • Students 	
<ul style="list-style-type: none"> • Others (as applicable) 	
Materials have been purchased	
Partners are aware of which programs/activities they are responsible for implementing	
Capable implementers have been selected	
Training for staff has been arranged to fit with school calendar and/or professional development schedule	
Staff have received appropriate training	
For school-based interventions, implementation has been coordinated with school schedule	

Implementation	✓ When Completed
Ongoing implementation team is able to meet regularly to troubleshoot and identify staff training needs	
Time for coaching, mentoring, and giving feedback to implementers is built into the schedule	
Plan is in place for collecting implementation data (i.e., process measures) and measures of fidelity	
Plan is in place for informing decision-makers about issues and outcomes	
Implementation includes strategies that will support future sustainability (e.g., training of trainers, systems change, policy changes to support EBP)	
Ongoing training is provided, including booster sessions and training for new staff	
Implementation data are being collected	
Principals and/or program directors receive process data on implementation	
Delivery of EBP is evaluated in terms of compliance (key components) and competence	
Project leadership has created an evaluation feedback loop that keeps decision-makers aware of EBP outcomes	
Changes are made to implementation strategies, scheduling, staffing, etc. based on data	
Adaptations are only considered after implementing with fidelity, so that adaptation occurs with maximum program familiarity	
Before considering adaptations, implementers make sure that they have an in-depth understanding of the EBP's logic model, so that changes do not undermine the EBP's effectiveness	
Adaptations are documented for evaluation purposes	