**Minnesota Team Implementation Checklist:**

***Overall Planning Tool for Integrating Person-centered and Positive Support Practices***

**Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Region:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **County: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**INSTRUCTIONS:** The organization-wide team should complete checklists quarterly to monitor activities for implementation of positive supports selected by the organization.

**Please complete as a team and submit quarterly to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Team Members: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Person(s) Completing Report: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Checklist #1: Start Up Activity** |
|  | *Put an “X” in the column that fits where the team is in the planning process for each numbered item on the checklist.*  |
|  | Not Started(0 points) | In Progress(1 point) | Achieved(2 points) |
| **Team** |  |  |  |
| 1. Team established (administration, management, direct support staff, county staff, etc.). |  |  |  |
| 2. Team has regular meeting schedule. |  |  |  |
| 3. Plan is completed for including feedback in planning process from people living and/or working in setting, and families, guardians, case managers, etc. |  |  |  |
| 4. Team has clear purpose and vision that aligns with the person-centered values identified. |  |  |  |
| 5. Team has an effective meeting process. |  |  |  |
| 6. Team has Key Contact. |  |  |  |
| 7. Administrator’s support & active involvement (attendance in meetings, support for systems change, etc.). |  |  |  |
| **Staff Commitment** |  |  |  |
| 8. Staff members are aware that the organization is implementing person-centered and positive support practice(s). |  |  |  |
| 9. Team assesses readiness of people to participate in each person-centered and positive support practice(s). |  |  |  |
| 10. Staff members are directly involved in organization-wide planning. |  |  |  |
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|  | Not Started(0 points) | In Progress(1 point) | Achieved(2 points) |
| 11. Feedback is provided to staff throughout the year (3 times or more). |  |  |  |
| 12. Funding and time allocation is established for training activities and team problem solving. |  |  |  |
| **Self Assessment** |  |  |  |
| 13. Team summarizes key findings of the self-assessment completed for person-centered and other positive support strategies including:* List of person-centered and positive support assessment tools;
* Staff development and performance information;
* Policy alignment across person-centered and positive supports;
* Building capacity for training roles;
* Organization-wide data (survey of staff stress, recruitment and retention, injuries, attrition, etc.); and
* Quality of life and incident report data.
 |  |  |  |
| 14. Team confirms map of where key person-centered and/or other positive support practices will be implemented as pilot or part of expansion planning:* Organizational area or department (employment, residential support, family support, etc.);
* Region where pilot will begin;
* Number of staff that coaches can support as part of the job; and
* Number of people served.
 |  |  |  |
| 15. Results of self-assessment are shared with all staff involved in implementation efforts. |  |  |  |
| **Action Planning** |  |  |  |
| 16. Team reviews all ideas for person-centered and positive support implementation and creates “doable” list of tasks for the year. |  |  |  |
| 17. Action plan that integrates practices is shared with feedback gathered from all staff. |  |  |  |
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|  | Not Started(0 points) | In Progress(1 point) | Achieved(2 points) |
| 18. Long-term vision (3 years) describes plan for expansion of person-centered and positive support practices across the organization. |  |  |  |
| 19. Plan for sharing action plan with all stakeholders is in place (people of all abilities, family, staff, community, etc.). |  |  |  |
| 20. Plan is in place to expand implementation systematically across the organization using evaluation data. |  |  |  |
| Staff Development & Performance |  |  |  |
| 21. Evidence-based and promising practices are integrated within a performance management system that includes competency-based training and individualized staff development including:* Revision and review of position descriptions in all roles to ensure person-centered and positive support approaches are embedded in performance expectations;
* Individualized competency-based training plans based on critical skills, desired goals, and individual gaps; and
* Performance feedback and performance review systems that provide meaningful support for skill acquisition and accountability, and are used as the basis for promotion/recognition/reward.
 |  |  |  |
| 22. An integrated person-centered and positive support practice action plan for staff development is completed including:* Individualized competency based training,
* Performance assessment,
* Career development plans, and
* Systems for monitoring staff performance and training needs.
 |  |  |  |
| 23. Trainers for each identified person-centered and positive support role are in place to ensure sustainability. |  |  |  |
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|  | Not Started(0 points) | In Progress(1 point) | Achieved(2 points) |
| 24. Staff members responsible for training related to person-centered and positive supports participate in ongoing development to maintain and enhance skills. |  |  |  |
| 25. Specific learning opportunities for each stakeholder group are in place (introductions to specific positive supports for families/community, mentoring sessions, presentations at staff meetings describing positive supports, etc.). |  |  |  |
| 26. Training in cultural competence is integrated within person-centered and positive support practices. |  |  |  |
| **Evaluation** |  |  |  |
| 27. Team meets regularly to review data (introduced in training) and summarize progress for staff members. |  |  |  |
| 28. Progress is shared with all stakeholders during meetings and events (people living and working in settings, staff, management, families, guardians, etc.). |  |  |  |
| 29. Staff and people living and working in a setting are invited to provide feedback on person-centered and positive support implementation regularly through the following types of methods: * Interviews,
* Surveys,
* Focus groups, and
* Direct communication with stakeholders.
 |  |  |  |
| 30. Strategies for evaluating person-centered and positive support practices implemented are in place* Variety of evaluation tools used (observations, interviews, surveys, etc.)
* Graphing fidelity data, incident reports, staff attrition, etc.
 |  |  |  |
| 31. Evaluation report summarizes progress in integrating person-centered and positive supports. |  |  |  |
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|  | Not Started(0 points) | In Progress(1 point) | Achieved(2 points) |
| 32. Assessment of fidelity of implementation at the organization-wide and individual level is in place for each person-centered and positive support practice. |  |  |  |
| 33. Outcome data are used to guide changes in how performance is managed within organization (new trainers identified, changes in competency-based training, etc.). |  |  |  |
| **Visibility** |  |  |  |
| 34. Information about person-centered and positive support practices is available to all stakeholders (website, newsletters, etc.) |  |  |  |
| 35. Awareness presentations are shared with others about person-centered and positive support practices to increase community awareness and integrate natural supports with implementation efforts. |  |  |  |
| 36. Plan is in place for reaching out to providers and organizations within county and/or region for information sharing and collaboration related to person-centered practices and other positive supports. |  |  |  |

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