

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: _____

Checklist #1: Start Up Activity			
	<i>Put an "X" in the column that fits where the team is in the planning process for each numbered item on the checklist.</i>		
	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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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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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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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			
<p>21. Evidence-based and promising practices are integrated within a performance management system that includes competency-based training and individualized staff development including:</p> <ul style="list-style-type: none"> • 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. 			
<p>22. An integrated person-centered and positive support practice action plan for staff development is completed including:</p> <ul style="list-style-type: none"> • 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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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: <ul style="list-style-type: none"> • Interviews, • Surveys, • Focus groups, and • Direct communication with stakeholders. 			
30. Strategies for evaluating person-centered and positive support practices implemented are in place <ul style="list-style-type: none"> • 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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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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