**Minnesota Team Implementation Checklist: *Person-centered Practices Subscale (Rev. 2-6-17)***

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

**Organization:** **Date:**

**Region:** **County:**

**Team Members:**

**Person(s) Completing Report:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Agency 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) |
| **Person Centered Practices Self-Assessment** |  |  |  |
| 1. Team completes a self-assessment of the organization’s person-centered practices. This includes:   * Mission/vision alignment with practices and principles, * Staff development and performance approaches, * Staff Matching, job descriptions, hiring procedures, and * Person-centered policies and practices. |  |  |  |
| 2. Team completes self-assessment by completing vision and outcome statements for people supported, employees, organization, and community. |  |  |  |
| 3. Team identifies area of key focus where efforts will start with person-centered practices:  * Organizational area or department (employment, residential support, family support, etc.), * Region where coaches and policy work will begin, * Number of staff that coaches can support as part of the job, and * Number of people supported. |  |  |  |
| 4. Results of self-assessment for person-centered practices are shared with all staff involved in implementation. |  |  |  |
| 5. On an annual basis, coaches complete self-assessment tool on comfort level using universal tools. |  |  |  |
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|  | Not Started  (0 points) | In Progress  (1 point) | Achieved  (2 points) |
| 6. Self-assessment of person-centered practices is completed annually including a review of vision and outcome statements. |  |  |  |
| **Plan for Increasing Person-Centered Practices** |  |  |  |
| 7. Action plan items address the use of universal person-centered strategies for ***Level 1*** changes (document use of which tools are being used with people supported, staff, etc.). |  |  |  |
| 8. Action plan items address the methods for identifying ***Level 2 changes needed*** (document use of tools at the organizational level meetings, personnel supervision, etc.). |  |  |  |
| 9. ***Level 3*** issues are identified and documented to share with local/state/federal policy makers. |  |  |  |
| 10. People receiving support have personal profiles with individualized action plans for improving quality of life. |  |  |  |
| 11. Plan is in place for expanding (or maintaining) the optimal number of coaches across the organization. |  |  |  |
| 12. Coaches are actively working with staff to identify person-centered values and practices. |  |  |  |
| 13. All staff members have access to a person who is participating in or has completed coach training. |  |  |  |
| 14. Regular internal or regional Coach Meetings are scheduled to guide support to staff. |  |  |  |
| 15. Universal person-centered strategies are embedded in new staff orientation training. |  |  |  |
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|  | Not Started  (0 points) | In Progress  (1 point) | Achieved  (2 points) |
| 16. Staff matching and hiring procedures include person-centered methods. |  |  |  |
| 17. Team identifies and recruits the number of universal person-centered trainers needed to support organization. |  |  |  |
| 18. Cultural competence training is integrated with universal person-centered practices. |  |  |  |
| **Person-Centered Planning** |  |  |  |
| 19. Strategy for expanding the number of Person-Centered Plan Facilitators across organization includes the following information (using map to show growth, if applicable):  * Organizational area or department (employment, residential support, family support, etc.), * Number of facilitators needed, and * Number of people served. |  |  |  |
| 20. Team identifies and recruits the staff needed who will become Person-Centered Planning trainers. |  |  |  |
| **Action Planning** |  |  |  |
| 21. Initial Action Plan for Person-Centered Practices is completed**.** |  |  |  |
| 22. Annual Action Plan is shared with staff and edited with direct feedback from all staff members |  |  |  |
| 23. Three-year plan is in place for expanding person-centered practices from initial areas of implementation across the organization using backward planning of outcome statements:  * People supported * Employees * Organization * Community |  |  |  |
| 24. Annual Action Plan is shared with all stakeholders (people of all abilities, family, staff, community). |  |  |  |
| 25. Annual Action Plan includes steps for increasing visibility of person-centered practices (website, newsletter). |  |  |  |
|  | | | |
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|  | Not Started  (0 points) | In Progress  (1 point) | Achieved  (2 points) |
| **Data Based Decision Making** |  |  |  |
| 26. Direct observations are used on a regular basis to increase awareness and assess impact of person-centered practices. |  |  |  |
| 27. Plan for monitoring implementation of person-centered practice training is in place (universal person-centered practices, secondary supports, and person-centered planning). |  |  |  |
| 28. Progress implementing person-centered practices is shared with all staff and the organization celebrates successes at least annually. |  |  |  |

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