

**Minnesota Team Implementation Checklist: *Person-centered Practices Subscale (Rev. 3-27-17)***

**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			
	<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)
<b>Person Centered Practices Self-Assessment</b>			
1. Team completes a self-assessment of the organization's person-centered practices. This includes: <ul style="list-style-type: none"> <li>• Mission/vision alignment with practices and principles,</li> <li>• Staff development and performance approaches,</li> <li>• Staff Matching, job descriptions, hiring procedures, and</li> <li>• Person-centered policies and practices.</li> </ul>			
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: <ul style="list-style-type: none"> <li>• Organizational area or department (employment, residential support, family support, etc.),</li> <li>• Region where coaches and policy work will begin,</li> <li>• Number of staff that coaches can support as part of the job, and</li> <li>• Number of people supported.</li> </ul>			
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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6. Self-assessment of person-centered practices is completed annually including a review of vision and outcome statements.			
<b>Plan for Increasing Person-Centered Practices</b>			
7. Action plan items address the use of universal person-centered strategies for <b>Level 1</b> changes (document use of which tools are being used with people supported, staff, etc.).			
8. Action plan items address the methods for identifying <b>Level 2 changes needed</b> (document use of tools at the organizational level meetings, personnel supervision, etc.).			
9. <b>Level 3</b> 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. 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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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.			
<b>Person-Centered Planning</b>			
19. Strategy for expanding the number of Person-Centered Plan Facilitators across organization includes the following information (using map to show growth, if applicable): <ul style="list-style-type: none"> <li>• Organizational area or department (employment, residential support, family support, etc.),</li> <li>• Number of facilitators needed, and</li> <li>• Number of people served.</li> </ul>			
20. Team identifies and recruits the staff needed who will become Person-Centered Planning trainers.			
<b>Action Planning</b>			
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 <b>person-centered practices</b> from initial areas of implementation across the organization using backward planning of outcome statements: <ul style="list-style-type: none"> <li>• People supported</li> <li>• Employees</li> <li>• Organization</li> <li>• Community</li> </ul>			
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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<b>Data Based Decision Making</b>			
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 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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