

# CIP Action Planning Guide

## Implementation Drivers

Implementation Drivers facilitate and ensure the success of initiatives. They are based on common features that exist among many successfully implemented programs and practices. The structural components and activities that make up each Implementation Driver are the core components needed to initiate, support, and sustain classroom, building, and district-level change. It is imperative that each Driver is developed using the strengths of the community and attends to the necessary actions to advance equitable outcomes for all students and families.

Use the guiding questions below to develop actions based on the current stage of implementation. An action does not need to be created for each prompt. These are simply considerations as your plan for implementation.

## Capacity Development & Fidelity Assessment

### Capacity Development

The capacity development driver focuses on teaching key skills to educators. They practice these skills and get feedback in a safe training environment. Ongoing coaching support is an important component of capacity development.

#### Training

- How will the need for this training be communicated? Who will be responsible for the communication?
- Consider how roles and responsibilities will impact training expectations?
- Who will be responsible for coordinating the relevant training?
- Who will provide the training? How will new, absent or administrative staff be trained?
- How will skills-based training, that includes opportunities for practice and feedback, be provided?
- How will training assessment data be collected and used to improve future training activities?

#### Coaching

- What training do coaches need to support practitioners effectively?
- Who will develop and communicate the coaching plan. The plan may include; frequency of coaching & feedback; coaching & feedback methods; and timeframe.
- What will be the process for leadership to assess coaching effectiveness quarterly through the use of two or more data sources: (a) practitioner fidelity; (b) coach fidelity; (c) staff satisfaction with coaching surveys.
- How will coaching effectiveness data (walkthrough forms, Matrixes) be used to improve implementation and coaching?

### Implementation & Fidelity Assessment

The fidelity assessment driver measures how well a program or practice is being implemented as intended.

#### Implementation Assessment & Fidelity Assessment

- Identify clear implementation criteria.
- What data will be collected during initial implementation? Create or identify an observation tool.
- How will this data be collected? How often and by who?
- How will implementation criteria be shared with staff?
- How will the implementation data be shared with staff? Share quick wins and bright spots.
- What will be the structure or protocol for reviewing this data?
- When changes need to be made based on data review, who is responsible for those changes?
- Who will be responsible for coordinating fidelity assessments for the program or practice?
- What will be the process for consistently using a fidelity assessment?
- Fidelity assessment may include a written protocol that includes:
  - orientation process for relevant staff
  - process for how fidelity data are used
  - communication protocol for sharing fidelity data
- What will be the process for reviewing fidelity data to improve implementation?

## Building a Supportive Environment

### Facilitative Administration

Facilitative Administration means that leaders and teams in charge help make it easier for everyone to use an initiative. They use smart strategies to support the people doing the work and make things smoother for them.

- What resources are needed to implement and support the initiative?
- What policies and procedures to make it possible to do the work of the initiative need to be developed or refined?
- What changes in organization roles, functions, and structures to accommodate the initiative are needed?
- How will leadership engage in regular communication with all staff and service users regarding the initiative and respond to feedback from all staff?
- How will leadership visibly promote the importance of effectively implementing the program or practice?
- How will leadership problem-solve challenges using data to effectively implement the initiative?
- How will leadership consistently recognize and appreciate staff contributions to implement the program or practice effectively?

### Decision Support Data System

A system that gathers different types of information, like data about how a program is working, how well it's being done, and what results it's bringing. This information helps people decide what to do next to make things better.

- Who will be responsible for coordinating a data system that is used to support decision-making for the program or practice and its implementation?
- How will the implementation team be given access to relevant data in a timely manner for making decisions for program improvement:
  - feedback data from practitioners, fidelity data, outcome data
- What process will be used for using data for decision making?

### Systems Intervention

Leaders and teams in charge work together with outside partners to secure the necessary resources to make the program work well and help everyone involved.

- How will leadership work together with educational partners to develop a shared understanding of the need for the program or practice?
- How will leadership create opportunities for educational partners to learn and design solutions together to support the initiative?
- How will leadership regularly communicate with educational partners by:
  - providing information regarding the program or practice
  - receiving information from educational partners regarding the program or practice
  - requesting and responding to feedback from all stakeholders regarding the program or practice.