

Appendix C: Implementation considerations checklist

This tool will guide you through important considerations for implementing programs and practices. Use the prompting questions to explore whether the program or practice you have in mind is a good fit and feasible for your context and circumstances. Use the checklist to make sure you have collected all the information about the program or practice that you need in order to have an informed response to each of the guiding questions. This information may be found by:

- searching menus or repositories of evidence-informed programs and practices⁸
- reading the program or practice manuals and guidelines
- communicating directly with the program or practice developer.

There are no right or wrong answers to the questions. Rather, they should be used to guide your research and your thinking about what program or practice to implement at your agency or service.

⁸ Several such menus/repositories exist; for example, Communities for Children Facilitating Partners Evidence-based Programme Profiles (apps.aifs.gov.au/cfca/guidebook/), the Early Intervention Foundation Guidebook (guidebook.eif.org.uk/), and the California Evidence-Based Clearinghouse for Child Welfare (www.cebc4cw.org/).

Topic / issue	Questions to be considered by the implementing agency or service provider	Checklist to ensure you have the information you need to inform your choice
STAFF & TRAINING SUPPORT		
Staffing	<ul style="list-style-type: none"> • How many staff will be needed (at a minimum) to deliver the program or practice successfully over time? • Are the staff you need already employed at your service or agency, or will new staff need to be recruited? • Does the program or practice you are considering specify qualification or education requirements for practitioners? Are these consistent with the common qualifications in the workforce that is available to you? • How will staff turnover be addressed? What approach will you take to ensuring any new staff that join the implementing team have the required training and support to deliver the program or practice? 	<p>Staffing requirements</p> <p>Minimum qualifications required for program staff</p>
Training	<ul style="list-style-type: none"> • What training is required for staff to be able to deliver the program or practice? • Can this training be delivered by the agency or service provider internal staff, or will it require external support? • If external: <ul style="list-style-type: none"> - Is this training support available in Australia, or will you need to access a trainer from overseas? - Does the provision of training depend on a minimum number of trainees? How many staff will attend training? 	<p>Compulsory training requirements – both basic pre-training and ongoing (e.g. booster) training activities</p> <p>Minimum number of trainees for a training to be conducted (if relevant)</p> <p>How to access external training support (if required)</p>
Supervision / Coaching	<ul style="list-style-type: none"> • What existing supervision and coaching practices and processes (e.g. opportunities for reflective practice, regular case review meetings, role playing practice issues, etc.) does your agency or service already use? Could you integrate supervision/coaching in the new program or practice into existing processes? • Does the program or practice require a particular approach to supervision and/or coaching for staff involved in its delivery? <ul style="list-style-type: none"> - If the program or practice specifies a specific approach for supervision, who will need to deliver the supervision and coaching? Can you access or train someone locally, or are supervisors and coaches based overseas? • If using internal supervisors and coaches: <ul style="list-style-type: none"> - Do program or practice supervisors and coaches require additional training and/or professional development before and during delivery? What qualifications do internal supervisors and coaches currently have? • If the program or practice specifies a particular approach to supervision and coaching do you have the capacity to meet the supervision and coaching requirements? 	<p>Supervision and coaching practices defined by the program or practice</p> <p>Who delivers this supervision and who delivers coaching (internal/external)</p> <p>Minimum qualifications/experience/training required to be a supervisor and a coach</p> <p>How and when supervisors and coaches will be trained and when they will work with the program or practice practitioners</p>

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PROGRAM / PRACTICE CHARACTERISTICS		
Target population	<ul style="list-style-type: none"> • Is the program or practice designed for use with the target population you want to use it with? • Is there evidence to support the effectiveness of the program or practice when used with the target population? 	<p>The target population for the program or practice</p> <p>Evidence to support the effectiveness of the program or practice</p>
Referral pathways	<ul style="list-style-type: none"> • How many referrals do you currently receive a year and what are your referral pathways? • Does the program or practice you are considering specify the number of ongoing referrals needed? • If the number of referrals are specified do you have the capacity to meet the referral requirements of the program or practice? How will these referrals be secured? That is, who will refer clients to the program or practice? • Do referral pathways depend on the involvement of partner organisations? 	<p>Any minimum referral/caseload requirements</p>
Program / Practice descriptions and details	<ul style="list-style-type: none"> • Is the program or practice, and how it is used, described in a manual or guide in a sufficiently detailed way for your agency or service to integrate it into daily practice? • Are the program or practice materials freely accessible in the public domain? • How well does the program or practice description fit with your current services, priorities, and organisational values and mission? 	<p>The most recent version of program or practice manuals or guides</p> <p>Service policies or procedures, and values or mission documents</p>
Costs	<ul style="list-style-type: none"> • Are there costs associated with acquiring and using the program or practice? Consider for example: <ul style="list-style-type: none"> - purchase of program materials and guides - purchase of licenses - initial and ongoing training and supervision costs (including travel costs and fees for trainers) - staffing (including backfill) - data systems and other infrastructure needed to run the program or practice - funding required to maintain the program over time - client expenses • What funding is available to cover 2-3 years of program or practice implementation costs? 	<p>Cost information collected for all available items</p> <p>Funding source(s) that are available for the first 2-3 years of program or practice implementation</p>
Program / Practice adaptability	<ul style="list-style-type: none"> • Does the program or practice allow for local and/or cultural adaptations? • What are the non-negotiable program or practice core components that cannot be adapted locally and/or for particular target populations such as Aboriginal and Torres Strait Islander, CALD or LGBTIQI communities? 	<p>Core program or practice components that are non-negotiable</p>

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PROGRAM / PRACTICE SYSTEM AND IMPLEMENTATION		
Tools and systems	<ul style="list-style-type: none"> • What data collection tools, data management systems and processes do you currently use? • Does the program or practice require the compulsory use of any additional tools and systems (e.g. tools for collection and analysis of client or program outcome data; regular re-accreditation)? <ul style="list-style-type: none"> - If yes, do you have the capacity to collect the data that is required by the new program or practice? 	<p>Any data collection tools that are compulsory to use for the program or practice</p> <p>Any data management processes or systems that are compulsory to use for the program or practice</p>
Implementation model	<ul style="list-style-type: none"> • Does the program or practice have specific implementation quality standards you have to meet (e.g. fidelity requirements, mandatory one-off or continuous implementation activities)? • Will the implementation of the program or practice require the involvement of the program developer – either for parts of the implementation or on an ongoing basis? • Does the program or practice require activities other than training (e.g. accreditation, reporting, program briefings) to establish a team of practitioners able to deliver the program or practice? • Will leadership and management staff have the capacity to implement the new program or practice (e.g. time, resources, attend implementation leadership training) 	<p>Implementation outcomes defined by the program or practice standards (e.g. fidelity standards to be met)</p> <p>Any activities required to deliver the program/practice with sufficient quality (e.g. regular booster trainings; regular assessment meetings with program developer, program briefing meeting with management staff)</p> <p>If and how the program developer needs to be involved (e.g. training only; readiness assessment plus training; ongoing involvement under a license, etc.)</p>