

Agency Implementation Teams:

What to Consider as You Lead (or Co-Lead) BBI-Six Core Implementation

Both leadership *and* day-to-day management functions are required of team leaders as they implement evidence-based practices and programs. At first, focus on the Executive and Day-to-Day roles and skills. Later, we'll add more focus to the Cross Agency roles and skills. Think of your own agency leaders and implementation teams as you consider BBI-Six Core implementation:

Cross Agency Roles and Skills

- Ensure that BBI-Six Core services in your agency fit well with the specific needs of the families being served
- Engage staff members *and* agency partners (& families!) to properly align resources & activities so that BBI-Six Core is delivered with fidelity & high quality (this may require various interagency agreements)
- Make sure that your agency communicates with all stakeholders to help reduce any barriers to effective service delivery (using any media, partnership & networking approaches that are available and appropriate)
- Advocate for agency-community reach so that BBI-Six Core is available & delivered to the right families in the right context, in culturally appropriate ways (help create "buy-in" and sustained outcomes)

Executive Roles and Skills

Help create and nurture:

- ✓ The agency's resources to fully implement BBI-Six Core with high quality
- ✓ Recruitment, selection, training, and coaching support for staff members to do the job well
- ✓ Administrative and data systems (including evaluation and quality improvement tools) that are capable, useful, and balanced with the workload demands within the organization
- ✓ Work to recognize the differences between technical problems, and other issues that may need more flexible, adaptive leadership problem solving
- ✓ Role model leadership and mentoring with co-leaders, staff and families in ways that prioritize successful implementation of BBI-Six Core services

Day-to-Day Roles and Skills

Manage for success:

- ✓ Make sure that BBI-Six Core services are delivered as designed with fidelity
- ✓ Organize the day-to-day flow of information to fully support BBI-Six Core implementation
- ✓ Engage staff in monitoring performance; use creative problem solving, fidelity and outcome data as a starting point (manage data processes and systems for day-to-day decision making)
- ✓ Be proactive in identifying and solving agency problems before barriers become too large to overcome (link decision making to Executive Team where needed or required)
- ✓ Involve key agency and system partners in assessing BBI-Six Core implementation; develop action plans to improve services



The Agency Leadership Team worksheet on the following page can be used to help identify the staffing resources needed, or already available, to successfully implement BBI-Six Core. To do this well, research indicates that agencies need sufficient people in roles that are dedicated to delivering BBI-Six Core with the right skills, competencies, leadership abilities and other supports. Any gaps in the rows or columns in the worksheet will help you plan for proper implementation. The sheet also helps you plan next steps for successful implementation.

BBI-Six Core Agency Leadership Team Worksheet

Agency Name: -----	(2) Executive Leadership: Who is responsible for BBI-Six Core implementation?	(3) Who will coordinate day-to-day BBI-Six Core implementation?	(4) Who else will support BBI-Six Core implementation (not practitioners, but others in a support role)?	(5) % of time persons in columns 3 & 4 will give to BBI-Six Core implementation?	(6) Total number of unique team members? (Sum columns 3 and 4)	(7) Total filled FTEs across team members listed? (Count all from column 5)

For those agency leadership/implementation team support members listed, identify the following:

Team member	Proficient in BBI-Six Core itself? (y/n)	Proficient in effective implementation strategies and best practices overall (any innovation or program)? (y/n)	Confident using data to make day-to-day decisions and improvements? (y/n)	Prior experience supporting organizational change for any new program or practice? (y/n)