

Documenting for Implementation and Beyond Using the IDA

Why should you care about documenting implementation plans, practices, polices, processes, agreements?

- We always talk about “getting it out of your head and onto paper” to create “visible infrastructure”-- if it’s living in someone’s head or just an idea, the knowledge and capacity may leave when that staff member wins the lottery or moves to other positions. Turnover and change are inevitable and writing down what’s in your head helps avoid information loss when there are staffing changes.
- If it’s written down, it’s there for everyone to see, so everyone has access to the same information and that everyone is on the same page. If you’re relying on people telling other people information, the game of “telephone” can happen where information gets distorted or lost as it’s shared. If it’s written down, the information is presented in the same way to everyone.
- Helps identify gaps in processes and practices, and helps your team test if they are working – if you have it all mapped out, it’s easier to spot holes and identify areas for improvement
- Can be utilized for knowledge sharing among implementation team members, leadership, and co-creation partners to increase capacity in the system. If another site or agency calls you up and asks you how you are doing your coaching or your data systems, you can transfer knowledge easily
- ...and ultimately if you’re wanting to increase your Implementation Drivers Assessment (IDA) Scores this is a sure way to do it 😊

Below is a table that lists IDA items (9!) that include documentation. You likely will not have or need 9 separate documents, but likely these elements are embedded in various documents together. The remaining columns will help you and your team think through where these documents are, how often they need to be updated and reviewed, how they’re being utilized, and next steps.

Change the color of each IDA item to correspond with your team's last driver's assessment results - Red = Not at all in place; Yellow = Partially in Place; Green = Fully in Place

AGENCY IMPLEMENTATION CAPACITY (AIC)

IDA Item	Where is this document?	Does it need updating? How often?	How this document working or not working? Next Steps?
<p>AIC #4 - The agency has <u>documented a sustainability plan</u> for the involvement of executive leaders in the implementation of BBI/Six Core in the agency beyond the pilot.</p>			
<p>AIC #9 - The Agency Implementation Team has a <u>document describing its organization</u>, including elements such as purpose, goals, roles and responsibilities, authority, communications, membership (e.g., a Terms of Reference, Charter, or Memorandum of Understanding).</p>			

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<p>AIC #15 - The agency has <u>documented a sustainability plan</u> for the positions on the Agency Implementation Team (including the Agency Implementation Coordinator) beyond the pilot funding period.</p>			
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WORKFORCE DEVELOPMENT

IDA Item	Where is this document?	Does it need updating? How often?	How this document working or not working? Next Steps?
<p>Recruitment & Selection #4 - There are <u>job, position, or role descriptions</u> for potential staff hires and internal promotion candidates that provide clear expectations about their BBI/Six Core activities, responsibilities, and accountability.</p>			
<p>Training #4 - The agency has developed or adopted a <u>written curriculum that details the content, methods, and sequence of how staff will be trained</u> in BBI/Six Core</p>			



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<p>Coaching #3 – The agency has developed or adopted a <u>written plan that details expectations</u> for their staff to receive BBI/Six Core coaching after completion of training (e.g., where, when, with whom, why, methods).</p>			
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FACILITATIVE ADMINISTRATION (FAC) & SYSTEMS INTERVENTION (SI)

IDA Item	Where is this document?	Does it need updating? How often?	How this document working or not working? Next Steps?
<p>FAC#1 – Executive leaders in the agency have <u>integrated</u> the implementation of <u>_Building Bridges Initiative/Six Core Strategies into the agency’s strategic plans.</u></p>			
<p>SI#5 - As they are identified, the agency <u>documents</u> larger service system needs and BBI/Six Core successes.</p>			
<p>SI#10 - The agency has <u>documented a sustainability plan for the necessary financial and practice model resources</u> needed to support the ongoing implementation of BBI/Six Core beyond the Pilot Grant.</p>			