

Write It Down!

Documenting implementation plans captures institutional knowledge and supports sustainment of your program.

Implementation plans clearly document the who, what, when, how – and roles, responsibilities within and among team structures. They outline resources and abilities along with linked communications and feedback practices required for goal achievement. Clearly defining and memorializing roles of leaders, implementation team members, etc., can also support continued use of the practice, program, or policy over time.

What This Can Look Like in Practice:

During the BBI-Six Core Strategies pilot, sites reported a key lesson learned was the importance of memorializing specific aspects of their implementation efforts. As a two-year pilot, some shared that it would have been helpful if more time to integrate BBI-Six Core into their agency culture and practice would have been provided. To make best use of the available time for the project, sites dedicating time and effort to defining roles through use of practice profiles, other tools and templates reported that processes significantly improved during implementation stages. This approach contributes to longer term use of the program over time. In addition to role clarity, documenting the results of important conversations (such as those defining the purpose if using the program, how progress will be measured, clear communication and feedback loops, etc.) substantially benefitted everyone involved.

For More Information



- [NIRN's Practice Profiles Lesson](#)
- [Documentation for Implementation and Beyond Using the IDA](#)

Quotation: "Remember when you suggested that we write down our team purpose and functions into a document . . . Now I understand how it can help all of us explain what these teams do and why they are important." -*paraphrased Implementation Team reflection to Implementation Specialist*



Connect With Us

The [Impact Center's Build Up project](#) at Frank Porter Graham Child Development Institute believes improving outcomes requires a deliberate focus on *how* we support change. Our team works with State agencies, LME/MCOs, and other community and system partners within children's behavioral health to facilitate use of effective implementation practices in support of improving children, youth, and family outcomes. To learn more, contact us at build_up@unc.edu

(The Build Up project currently works in partnership with the NC DHHS Division of Child and Family Well-Being; the BBI-Six Core Strategies Pilot was funded through the Division of Mental Health, Developmental Disabilities, and Substance Abuse)