Getting Ready for ACT SMART

This section provides guidance on how to prepare for the next phases of the ACT SMART toolkit.

*Who should be a part of the ACT SMART team at my agency?*

***Getting Ready Checklist***

* Identify who will complete the ACT SMART materials
* Schedule regular times to read, review, and complete the ACT SMART activities
* Connect with staff who might understand the perspectives of staff or provide different information
* Call the ACT SMART facilitator if any questions or concerns arise
* Attend the monthly ACT SMART facilitation meetings

ACT SMART is flexible and can fit many different types of agency structures. Identifying a specific person or team of people to complete the ACT SMART activities will help to ensure consistency and completion of materials.

Different options for who can complete ACT SMART materials are:

* Agency leader. Identify an agency leader who will be responsible for completing ACT SMART materials. This person should be a lead decision-maker in the agency and have the opportunity and independence to decide the specific treatments to implement within an agency. While the agency leader will be completing the ACT SMART materials, communicating with agency staff is important to increase buy-in for the treatment that is adopted and implemented throughout the agency.
* Implementation Team. An implementation team can be formed to complete the ACT SMART materials. Implementation teams should be comprised of an agency leader and additional agency staff. For this team format, it is recommended to have regularly-scheduled team meetings to discuss and complete materials. If this team format option is chosen, please see our *“Tips to promote collaborative and successful implementation teams.”*

***General Tips for Completing ACT SMART Materials***

* Set aside a regularly scheduled day and time (at least 2 hours per month) to complete and review ACT SMART materials.
* The more time you put in to completing ACT SMART materials fully, the more information and feedback ACT SMART facilitators are able to provide. This will lead to more well informed adoption decisions of research-based treatments.
* Identify key stakeholders at your agency (e.g., opinion leaders, support staff, etc.). These staff members are important to help develop staff perceptions, attitudes, and acceptance of new research-based treatments. Additionally, these staff members are the individuals who will be able to let you know the general consensus of your staff and barriers to be problem-solved during the implementation process.
* Be certain to engage agency staff at all levels in the ACT SMART process. This will promote staff buy-in of research-based treatments and promote a positive culture.