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| **RELATIONSHIP-BASED STRATEGIES:**  The focus of relationship-based strategies is to develop agency leader characteristics, staff buy-in, and partnerships that encourage and support the use of the selected practice or strategy. | | | | | |
| **Specific strategies** | **Strategy considerations** | | **Selected for use** | **Specify how this strategy would be done?** | **Who will carry out this plan?** |
| **Build Agency Leader Characteristics to Support Innovation Acceptance and Use** | | | | | |
| * Develop agency leader characteristics supporting innovation and implementation | * Use currently | * Feasible |  |  |  |
| * Previous success | * Recommended |
| * Recruit, designate, and train leaders for the change effort | * Use currently | * Feasible |  |  |  |
| * Previous success | * Recommended |
| * Leaders mandate the use of the intervention strategies and packages | * Use currently | * Feasible |  |  |  |
| * Previous success | * Recommended |
| **Build Buy-In Among Agency Staff and Clients** | | | | | |
| * Conduct local consensus discussions | * Use currently | * Feasible |  |  |  |
| * Previous success | * Recommended |
| * Involve existing governing structures in the implementation effort | * Use currently | * Feasible |  |  |  |
| * Previous success | * Recommended |
| * Identify and prepare agency champions | * Use currently | * Feasible |  |  |  |
| * Previous success | * Recommended |
| * Involve clients and family members in the implementation effort | * Use currently | * Feasible |  |  |  |
| * Previous success | * Recommended |
| * Inform agency opinion leaders | * Use currently | * Feasible |  |  |  |
| * Previous success | * Recommended |
| **Develop Relationships to Support the Implementation Process** | | | | | |
| * Recruit and cultivate relationships with partners in the implementation effort | * Use currently | * Feasible |  |  |  |
| * Previous success | * Recommended |
| * Develop resource sharing agreements | * Use currently | * Feasible |  |  |  |
| * Previous success | * Recommended |
| * Obtain formal commitments from key partners | * Use currently | * Feasible |  |  |  |
| * Previous success | * Recommended |
| * Develop academic partnerships | * Use currently | * Feasible |  |  |  |
| * Previous success | * Recommended |

Detailed instructions

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| **FINANCIAL STRATEGIES:** These are financial strategies that help to incentivize the use of new practices or strategies and provide resources for training and ongoing support for clinical staff. | | | | | |
| **Specific strategies** | **Strategy considerations** | | **Selected for use** | **Specify how this strategy would be done?** | **Who will carry out this plan?** |
| **Modify Incentives** | | | | | |
| * Alter incentive/allowance structures | * Use currently | * Feasible |  |  |  |
| * Previous success | * Recommended |
| * Pay direct providers a set amount per client/family for delivering the new intervention | * Use currently | * Feasible |  |  |  |
| * Previous success | * Recommended |
| * Penalize direct providers financially for failure to implement the intervention | * Use currently | * Feasible |  |  |  |
| * Previous success | * Recommended |
| * Create fee structure where clients pay less for preferred interventions and more for less preferred interventions | * Use currently | * Feasible |  |  |  |
| * Previous success | * Recommended |
| **Facilitate Financial Support** | | | | | |
| * Work to place intervention on lists of actions for which providers can be reimbursed | * Use currently | * Feasible |  |  |  |
| * Previous success | * Recommended |
| * Fund and contract for the intervention | * Use currently | * Feasible |  |  |  |
| * Previous success | * Recommended |
| * Access new or existing money to facilitate the implementation and sustainment | * Use currently | * Feasible |  |  |  |
| * Previous success | * Recommended |
| * Make billing easier for the intervention | * Use currently | * Feasible |  |  |  |
| * Previous success | * Recommended |

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| **RESTRUCTURING STRATEGIES:** These strategies include altering staffing, professional roles, the physical structure of the agency or service setting, intervention equipment, materials and resources, and data systems. | | | | | |
| **Specific strategies** | **Strategy considerations** | | **Selected for use** | **Specify how this strategy would be done?** | **Who will carry out this plan?** |
| **Change Staffing or Professional Roles** | | | | | |
| * Shift and revise roles among professionals who provide care; redesign job characteristics | * Use currently | * Feasible |  |  |  |
| * Previous success | * Recommended |
| * Change who serves on the clinical staff, adding different disciplines/skills to make it more likely the intervention will be delivered and/or be more successful | * Use currently | * Feasible |  |  |  |
| * Previous success | * Recommended |
| **Change Physical Structure or Service Setting** | | | | | |
| * Change the physical structure and/or intervention materials to facilitate implementation | * Use currently | * Feasible |  |  |  |
| * Previous success | * Recommended |
| * Change the location of clinical service sites to increase access to new intervention | * Use currently | * Feasible |  |  |  |
| * Previous success | * Recommended |
| **Change or Update Data and Reminder Systems** | | | | | |
| * Change records systems to allow better assessment | * Use currently | * Feasible |  |  |  |
| * Previous success | * Recommended |
| * Facilitate relay of clinical data to direct providers | * Use currently | * Feasible |  |  |  |
| * Previous success | * Recommended |
| * Develop reminder systems designed to prompt direct providers to use the new intervention | * Use currently | * Feasible |  |  |  |
| * Previous success | * Recommended |

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| **IMPLEMENTATION TESTING STRATEGIES:** These strategies focus on systems that rollout or scale up interventions within an agency. | | | | | |
| **Specific strategies** | **Strategy considerations** | | **Selected for use** | **Specify how this strategy would be done?** | **Who will carry out this plan?** |
| * Pilot test the implementation effort and then gradually move to system-wide roll-out | * Use currently | * Feasible |  |  |  |
| * Previous success | * Recommended |
| * Model of simulate changes that will be implemented prior to system-wide implementation | * Use currently | * Feasible |  |  |  |
| * Previous success | * Recommended |
| * Implement changes in a cyclical fashion using small tests of change before taking changes system-wide | * Use currently | * Feasible |  |  |  |
| * Previous success | * Recommended |

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| **QUALITY MANAGEMENT STRATEGIES:** These strategies involve developing support networks or data systems that act to continually evaluate and enhance client’s quality of care. These systems also ensure that new practices or strategies are delivered with fidelity. | | | | | |
| **Specific strategies** | **Strategy considerations** | | **Selected for use** | **Specify how this strategy would be done?** | **Who will carry out this plan?** |
| **Performance and Fidelity Monitoring of Intervention** *(These strategies are considered to be both implementation strategies as well as sustainment strategies)* | | | | | |
| * Monitor clinical progress or outcomes for the purpose of quality assurance and improvement *(Note: This should be paired with another implementation or sustainment strategy)* | * Use currently | * Feasible |  |  |  |
| * Previous success | * Recommended |
| * Involve multiple kinds of stakeholders in a group to oversee use of the intervention | * Use currently | * Feasible |  |  |  |
| * Previous success | * Recommended |
| * Create a learning collaborative (also known as peer consultation networks, communities of practice, etc.) to support delivery of the intervention | * Use currently | * Feasible |  |  |  |
| * Previous success | * Recommended |
| * Provide direct providers ongoing supervision on the use of the new intervention | * Use currently | * Feasible |  |  |  |
| * Previous success | * Recommended |
| * Provide ongoing training for supervisors who will supervise direct providers using the new intervention | * Use currently | * Feasible |  |  |  |
| * Previous success | * Recommended |
| * Obtain commitment from direct providers to use self-monitoring fidelity techniques | * Use currently | * Feasible |  |  |  |
| * Previous success | * Recommended |
| * Develop and utilize fidelity-monitoring strategies, such as supervision, audit and feedback | * Use currently | * Feasible |  |  |  |
| * Previous success | * Recommended |
| **Evaluate the Implementation Effort** | | | | | |
| * Develop and use a system to deliver technical assistance on the implementation of intervention | * Use currently | * Feasible |  |  |  |
| * Previous success | * Recommended |
| * Develop a system to monitor adherence to the implementation effort | * Use currently | * Feasible |  |  |  |
| * Previous success | * Recommended |
| * Allow direct providers protected time to reflect and support each other’s implementation effort | * Use currently | * Feasible |  |  |  |
| * Previous success | * Recommended |
| * Create/increase opportunities for clients and families to provide feedback about implementation of the intervention | * Use currently | * Feasible |  |  |  |
| * Previous success | * Recommended |

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| **SUSTAINMENT STRATEGIES:** The focus of these strategies is facilitating the continued use of new practices or strategies. These are strategies that are distinctly different from implementation strategies. | | | | | |
| **Specific strategies** | **Strategy considerations** | | **Selected for use** | **Specify how this strategy would be done?** | **Who will carry out this plan?** |
| * Leader prioritization and support | * Use currently | * Feasible |  |  |  |
| * Previous success | * Recommended |
| * Agency priorities and/or program needs are aligned with the new intervention | * Use currently | * Feasible |  |  |  |
| * Previous success | * Recommended |
| * Maintain workforce skills through continued training, booster training sessions, supervision and feedback | * Use currently | * Feasible |  |  |  |
| * Previous success | * Recommended |
| * Maintain staff buy-in | * Use currently | * Feasible |  |  |  |
| * Previous success | * Recommended |
| * Fund and contract for the intervention’s continued use | * Use currently | * Feasible |  |  |  |
| * Previous success | * Recommended |
| * Access new or existing money to facilitate sustainment | * Use currently | * Feasible |  |  |  |
| * Previous success | * Recommended |
| * Systematic adaptation of the intervention to increase fit/ compatibility of intervention with the agency | * Use currently | * Feasible |  |  |  |
| * Previous success | * Recommended |
| * Mutual adaptation between the intervention and agency (e.g., adaptation of the intervention to improve fit, alignment of the agency procedures with the intervention) | * Use currently | * Feasible |  |  |  |
| * Previous success | * Recommended |