

State Capacity Building Center Peer Learning Forum
Webinar 1 Handout

Implementation Questions to Get You and Your Team Started

1. What **stage of implementation** are you in?
2. Which **stakeholders** are already engaged? Who else do you need to engage?
 - a. What do **providers** need to know in order to be ready to comply with new CCDF policies/procedures?
 - b. What information do **families** need to know in order to make the new processes efficient and less burdensome?
3. Who constitutes your **implementation team(s)** that will support the initiative at all levels?
 - a. Who is on your state implementation team?
 - b. Do you have/do you need team members at other levels?
 - c. How will team members communicate with one another and across teams?
4. Are you using **data** to feed information back into improvements into your initiative?
 - a. What data do you need in order to know if you are achieving your goals? **Who** is collecting it? **How** is it collected? **How often**?
 - b. Are you gathering and using data on **fidelity** of your initiative?
 - c. Are you gathering and using data on **outputs** and **outcomes** of your initiative?
5. What is the status of your **implementation infrastructure**?
 - a. What skills, training, and supervision are needed for staff?
 - b. What policies, procedures, and resources do you need to be successful?
 - c. What leadership is needed to address both technical and adaptive challenges?
6. Do you need to circle back to an earlier stage of implementation for any particular piece of your project/initiative?