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| Look Fors\*:  *Implementation Team Meeting* |  |
| *Look Fors* identify best practices teams and staff use to facilitate meetings, learning exercises, and coaching sessions. Items are recorded as observed or not observed during the session with an example of the behavior or permanent product observed. Observation data are used to guide feedback and support in order to improve facilitation of various implementation activities. | |

***Implementation Team*** Look Fors\*

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| **SISEP State Liaison:** | | |  | | | | | **STS(s):** | |  | | **Date:** |  |
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| **Implementation Team Members:** | | | | |  | | | | | | | | |
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| **Lead Facilitator(s):** | | |  | | | **Observer:** | | | | |  | | |
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| **State/Region/District:** | | | |  | | **Meeting Topic:** | | | | |  | | |
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| **Enter Meeting Agenda below:** | | | | | | | | | | | | | |
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| |  | | --- | | **Directions:** Insert an “x” or “✓” in the box to indicate that the behavior was observed and/or notes are included. In the section below the item, include behaviors observed or permanent products that serve as examples of the item. As a reminder, **TOFS do not produce scores but instead serve as guides for coaching support.** | | | | | | | | | | | | | | | | | | |
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| **Basic Meeting Protocol/Technical Items** | | | | | | | | | | | | | |
|  | Appropriate IT **members** and others as necessary are in **attendance** (sign in sheet): | | | | | | | | | | | | | |
|  | | *Behaviors or Permanent Products Observed:* | | | | | | |  | | | | |
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|  | **Roles** assigned and used: Facilitators, Note Taker (RIT & DITs), timekeeper, etc. | | | | | | | | | | | | | |
|  | | *Behaviors or Permanent Products Observed:* | | | | | | |  | | | | |
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|  | **Previous** meeting notes **reviewed**: | | | | | | | | | | | | | |
|  | | *Behaviors or Permanent Products Observed:* | | | | | | |  | | | | |
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|  | **Meeting goals and objectives** reviewed and agreed upon: | | | | | | | | | | | | | |
|  | | *Behaviors or Permanent Products Observed:* | | | | | | |  | | | | |
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|  | Process to **record items** to **discuss** in next or **future meetings** is used: | | | | | | | | | | | | | |
|  | | *Behaviors or Permanent Products Observed:* | | | | | | |  | | | | |
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|  | Feedback on **meeting effectiveness** **collected and discussed (e.g. 4 Questions, Event Evaluation)**: | | | | | | | | | | | | | | | | | | | | | |
|  | | *Behaviors or Permanent Products Observed:* | | | | | |  | | | | | | | | | | | | | |
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|  | Action plan to address items from **meeting effectiveness** questions **developed or scheduled for next meeting**: | | | | | | | | | | | | | | | | | | | | | |
|  | | *Behaviors or Permanent Products Observed:* | | | | | |  | | | | | | | | | | | | | |
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| **Planning for Ongoing Improvement Cycles** | | | | | | | | | | | | | |
|  | Current **Action Plan** **reviewed** and linked to current meeting goals and objectives (reviewed next): | | | | | | | | | | | | | |
|  | | *Behaviors or Permanent Products Observed:* | | | | | | |  | | | | |
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|  | **Guiding questions** relevant to the activities used: | | | | | | | | | | | | | |
|  | | *Behaviors or Permanent Products Observed:* | | | | | |  | | | | | |
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|  | **Data** were **used** to guide all **decision making**: | | | | | | | | | | | | | |
|  | | *Behaviors or Permanent Products Observed:* | | | | | |  | | | | | |
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|  | **Specific** (behavior-based) **feedback** (positive and constructive) is provided on completed IT action items: | | | | | | | | | | | | | |
|  | | *Behaviors or Permanent Products Observed:* | | | | | | |  | | | | |
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|  | Clear meeting summary of **identified next right steps** on part of the IT(s) (e.g., action items, sharing of resources) is reviewed. | | | | | | | | | | | | | | | | | | | | | |
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|  | | *Behaviors or Permanent Products Observed:* | | | | | |  | | | | | | | | | | | | | |
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|  | Time is scheduled to engage in **Study and Act** (e.g., Debrief) for identification of implications for the specific team being met with and actions of the facilitators. | | | | | | | | | | | | | | | | | | | | | |
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|  | | *Behaviors or Permanent Products Observed:* | | | | | |  | | | | | | | | | | | | | |
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| **Implementation Instruction and Generalizing** | | | | | | | | | | | | | |
|  | **Explicit teaching** (5-15 mini-lesson) of implementation science best practice (e.g., implementation stage based work, criteria for usable innovation, implementation plan drivers, teams, improvement cycles) provided: | | | | | | | | | | | | | |
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|  | | *Behaviors or Permanent Products Observed:* | | | | | | |  | | | | |
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|  | **Best practices** in **adult learning** are used in mini-lesson (e.g., content linked to current work or experience, review previous pre-requisite learning, modeling of skills, behavior rehearsals with feedback, explicit explanations of critical components and details of adaptations are provided): | | | | | | | | | | | | | |
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|  | | *Behaviors or Permanent Products Observed:* | | | | | |  | | | | | |
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|  | **Rationales** for meeting objectives provided as introduced: | | | | | | | | | | | | | |
|  | | *Behaviors or Permanent Products Observed:* | | | | | |  | | | | | |
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|  | **Explicit connections** to other implementation practices, frameworks, and tools made when appropriate (e.g. assessing fit on hexagon tool – connect to initiative inventory work; assessing capacity and action planning – connect to SCA, RCA, DCA) | | | | | | | | | | | | | |
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|  | | *Behaviors or Permanent Products Observed:* | | | | | |  | | | | | |
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|  | All activities include use of the following question to support generalization: ***How is this related or could be used for other work/initiatives?*** | | | | | | | | | | | | | | | |
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|  | | *Behaviors or Permanent Products Observed:* | | | | | |  | | | | | | | |
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|  | **Pre-post knowledge** and/or **skill assessment** of objectives used with **answers reviewed** (if applicable): | | | | | | | | | | | | | | | | | | | | | |
|  | | *Behaviors or Permanent Products Observed:* | | | | | |  | | | | | | | | | | | | | |
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| **Managing Adaptive Challenges** | | | | | | | | | | | | | |
|  | Facilitation activities used to **engage all voices** of IT (e.g., use of nominal group process, small group activities) | | | | | | | | | | | | | |
|  | | *Behaviors or Permanent Products Observed:* | | | | | |  | | | | | |
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|  | Reminders provided as needed of the **“way of this work”** – learning together, creating systems, ambiguous at times, un-comfortableness ok at times, use of adaptive strategies when appropriate (e.g., protecting voices, identifying adaptive challenges) | | | | | | | | | | | | | | | | | | | | | |
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|  | | *Behaviors or Permanent Products Observed:* | | | | | |  | | | | | | | | | | | | | |
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|  | Review of **Information** (e.g., **Issues/Barriers/Facilitators**)to be **communicated** (up, down, and out): | | | | | | | | | | | | | | | | | | | | | |
|  | | *Behaviors or Permanent Products Observed:* | | | | | |  | | | | | | | | | | | | | |
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| **Comments/Notes/Recommendations:** | | | | | | | | | | | | | | | | | | | | | |
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