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| Implementation Drivers: Action Plan |  |
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| Action planning around the Implementation Drivers is a vital and ongoing responsibility of Implementation Teams. This planning tool is designed to help your teams in the planning process. The tool is designed to be used on your computer. We encourage your team to use this fill-in tool with a large-screen monitor or projector to support participation of the full Implementation Team in the action planning process. | |

**Name of District: Click here to enter text. Date: Click here to enter a date.**

**Name of Implementation Team Members: Click here to enter text.**

## Competency Driver: *Performance Assessment*

* Is there a currently available performance assessment (e.g. walk through, documentation, observation process, other process data) to provide us with feedback on whether or not we are doing what we said we would do?
* Who will be responsible for assessing performance/ fidelity?
* How will your Implementation Team be able to support, resource, monitor, participate in, and/or improve the performance assessment process?
* Who else plays a role? What other teams at which level (e.g. Building Implementation Team, District, Regional, State)?
* How important is the performance assessment process to achieving the desired outcomes?

**What are the next right steps for activating the Performance Assessment Driver?**

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## Competency Driver: *Selection*

* Who will be responsible for recruiting and selecting the educators, classrooms, or schools that will be involved?
* What are the responsibilities of your Implementation Team related to supporting the quality of the recruitment and selection process?
* Who else plays a role? What other teams at which level (e.g. Building Implementation Team, District, Regional, State)?
* How important is the recruitment and selection driver to achieving fidelity and the desired student outcomes for the selected innovation?

**What are the next right steps for activating the Selection Driver?**

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## Competency Driver: *Training*

* Who is responsible for providing training experiences for the innovation?
* What are the responsibilities of your Implementation Team related to supporting the timeliness, access to, and quality of the training process?
* Who else plays a role? What other teams at which level (e.g. Building Implementation Team, District, Regional, State)?
* How important is training to achieving fidelity and the desired outcomes for the selected innovation?

**What are the next right steps for activating the Training Driver?**

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## Competency Driver: *Coaching*

* Who will be responsible for providing coaching? Internal to the school or District? External? Both? How well do they know the practice/program/strategy?
* What will be your Implementation Team’s responsibilities related to supporting the quality of the coaching process (e.g. support, guidance, oversight)?
* Who else plays a role? What other teams at which level (e.g. Building Implementation Team, District, Regional, State)?
* How important is coaching to achieving fidelity and the desired outcomes for the selected innovation?

**What are the next right steps for activating the Coaching Driver?**

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## Organization Driver: *Decision Support Data System*

* Who will be responsible for collecting and analyzing performance assessment data? Student outcome data?
* What will be your Implementation Team’s responsibilities related to supporting the quality of the data collection, analysis, and report preparation processes (support, guidance, oversight)?
* Who else plays a role? What other teams at which level (e.g. Building Implementation Team, District, Regional, State)?
* How important is data collection, analysis, and report preparation to achieving the desired outcomes for the selected innovation?

**What are the next right steps for activating the Decision Support Data System?**

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## Organization Driver: *Facilitative Administration*

* Who is responsible for ensuring that guidelines, policies, and procedures support the implementation of the innovation and improved student outcomes?
* What are your Implementation Team’s responsibilities related to ensuring that the necessary supports, guidelines, policies, and procedures support the implementation of the innovation and promote student outcomes?
* Who else plays a role? What other teams at which level (e.g. Building Implementation Team, District, Regional, State)? What is your team’s role in communicating barriers and facilitators to others?
* How important is a facilitative administrative environment to achieving the desired outcomes for the selected innovation?

**What are the next right steps for activating the Facilitative Administration Driver?**

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## Organization Driver: *Systems Intervention*

* Who is has the lead responsibility for ensuring that there are processes in place to identify barriers to implementation that are outside the immediate influence and control of your team?
* What are your Implementation Team’s responsibilities related to ensuring that systems barriers are identified, solutions proposed, and/or issues raised at the appropriate level (e.g. school, District, Region, State)?
* Who else plays a role? What other teams at which level (e.g. Building Implementation Team, District, Regional, State)? What needs to happen to encourage their participation in receiving information and resolving challenges?
* How important is a systems intervention to achieving the desired outcomes for the selected innovation?

**What are the next right steps for activating the Systems Intervention Driver?**

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The AI Hub, AI Modules and AI Lessons are an initiative of the State Implementation & Scaling-up of Evidence-based Practices Center and the National implementation Research Network Learn more at: <http://nirn.fpg.unc.edu/ai-hub>

Effective implementation capacity is essential to improving education. The State Implementation & Scaling-up of Evidence-based Practices Center supports education systems in creating implementation capacity for evidence‐based practices benefitting students, especially those with disabilities.  
Email: [sisep@unc.edu](mailto:sisep@unc.edu) | Web: <http://sisep.fpg.unc.edu>

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