

Documenting for Implementation and Beyond



Why should you care about documenting implementation plans, practices, policies, processes, agreements?

- We always talk about “getting it out of your head and onto paper” to create “visible infrastructure”-- if it’s living in someone’s head or just an idea, the knowledge and capacity may leave when that staff member wins the lottery or moves to another position. Turnover and change are inevitable and writing down what is in your head helps avoid information loss when there are staffing changes.
- If it is written down, it is there for everyone to see, resulting in everyone having access to the same information and being on the same page. If you’re relying on people telling other people information, the game of “telephone” can happen where information gets distorted or lost as it’s shared. If it’s written down, the information is presented in the same way to everyone.
- Documentation helps identify gaps in processes and practices and helps your team test if they are working – if you have it all mapped out, it’s easier to spot holes and identify areas for improvement.
- Documents can be utilized for knowledge sharing among implementation team members, leadership, and co-creation partners to increase capacity in the system. If another site or agency calls you and asks how you are doing your coaching or data systems, you can transfer knowledge easily.
-and ultimately if you’re wanting to increase your Community Capacity Scores this is a sure way to do it 😊

Below is a table that lists Community Capacity Assessment (CCA) items (22!) that include documentation. Where applicable, linkages to the 5-year strategic plan are also noted. You likely will not have or need 22 separate documents, but likely these elements are embedded in various documents together. The remaining columns will help you and your team think through where these documents are, how often they need to be updated and reviewed, how they’re being utilized, and next steps.



Community Leadership Team

CCA Item	Connection to 5-year strategic plan	Where is this document?	Does it need updating? How often?	How this document working or not working? Next Steps?
CLT#4: The CLT has a document describing its organization, including elements such as purpose, goals, roles, and responsibilities, authority, communications, membership.	Implementation Capacity & Support Section: Community Triple P Coalition, Questions #5 - 7			
CLT#7: The community has documented a sustainability plan for the CLT's involvement in the implementation and scale-up of Triple P beyond the community service grant.	Implementation Capacity & Support Section: Expanding Financial Support Related to Community Triple P Scale-Up, Question # 1.			

CLT = Community Leadership Team; CIT = Community Implementation Team



Community Implementation Team

CCA Item	Connection to 5-year strategic plan	Where is this document?	Does it need updating? How often?	How this document working or not working? Next Steps?
CIT#6 – The CIT has a document describing its organization, including elements such as a purpose, goals, roles and responsibilities, authority, communications, membership	Implementation Capacity & Support Section: Lead Implementing Agencies & Community Implementation Teams, Questions #1-3			
CIT#13 – The community has documented a sustainability plan for the positions on the CIT (including the Community Implementation Coordinator) beyond the community service grant	Implementation Capacity & Support Section: Expanding Financial Support Related to Community Triple P Scale-Up, Question #1.			

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Prevention System Alignment

CCA Item	Connection to 5-year strategic plan	Where is this document?	Does it need updating? How often?	How this document working or not working? Next Steps?
PSA#2 – The community has written criteria or documented a process for selecting Triple P interventions to effectively address identified community needs	<p>Programmatic Expectations Section: Questions # 3-5.</p> <p>Implementation Capacity & Support Section: Community Triple P Coalition, Question # 6, d.</p>			
PSA#3 – Within the past five years, the community has documented a strategic plan for implementing and scaling-up Triple P within the community-wide prevention system	<ul style="list-style-type: none"> • 5-Year Strategic Plan • Annual Progress and Action Plans. 			
PSA#8 – The community has written criteria or documented a process to participate in the implementation and scale-up of Triple P	Implementation Capacity & Support Section: Lead Implementing Agencies & Community Implementation Teams			

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	and Community Triple P Coalition Subsections.			
PSA#9 – The community has documented agreements formalizing the collaborative relationship between the community and each agency implementing Triple P (e.g. a Memorandum of Understanding or Agreement)	Implementation Capacity & Support Section: Community Triple P Coalition, Questions #4 – 6.			
PSA#10 – The community has documented a process to improve collaboration and coordination among agencies implementing Triple P	Implementation Capacity & Support Section: Community Triple P Coalition, Questions #4 – 7.			

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Workforce Development, Fidelity, and Data

CCA Item	Connection to 5-year strategic plan	Where is this document?	Does it need updating? How often?	How this document working or not working? Next Steps?
RS#1 – The community has documented a plan to recruit and/or select a sufficient number of Triple P practitioners to serve the community’s population.	Implementation Capacity & Support Section: Workforce Development Systems, Questions #1-3			
T#1 – The community has documented a plan to provide training for each Triple P intervention selected for implementation in the community	Implementation Capacity & Support Section: Workforce Development Systems, Questions #2 & 4			
T#2 – The community has documented a plan to train a sufficient number of Triple P practitioners to serve the community’s population	Implementation Capacity & Support Section: Workforce Development Systems, Questions #2 & 4			
C#1 – The community has developed or adopted a written plan	Implementation Capacity & Support Section: Workforce			

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<p>that details coaching expectations for Triple P practitioners following accreditation (for example: where, when, with whom, why, methods)</p>	<p>Development Systems, Question #5</p>			
<p>FID#1 – The community has a documented plan to conduct a sufficient number of fidelity assessments to ascertain whether or not the core components of Triple P are being delivered as intended across community Triple P practitioners</p>	<p>Implementation Capacity & Support Section: Community Triple P Coalition, Question #7, b.</p> <p>Implementation Capacity & Support Section: Quality and Outcome Monitoring Systems, Question #1</p> <p>Support Plan Section: Question #2</p>			
<p>DSDS#11 – The community has documented agreements with each agency to share common Triple P data</p>	<p>Implementation Capacity & Support Section: Community Triple P Coalition, Question #7, b.</p>			

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Facilitative Administration & Systems Intervention

CCA Item	Connection to 5-year strategic plan	Where is this document?	Does it need updating? How often?	How this document working or not working? Next Steps?
FAC#5 – The CIT systematically documents common themes in the information gathered about policy and practice facilitators and barriers to the implementation and scale-up of Triple P	<p>Implementation Capacity & Support Section: Lead Implementing Agencies, Question #2f, #3, b-d.</p> <p>In addition, CIT role in supporting -</p> <p>Implementation Capacity & Support Section: Community Triple P Coalition, Question # 6 g.</p>			
SI#5 – As they are identified, the CIT documents Triple P successes and/or commonly identified system needs	<p>Implementation Capacity & Support Section: Lead Implementing Agencies, Question #2 f, #3, b-d.</p> <p>In addition, CIT role in supporting -</p>			

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	Implementation Capacity & Support Section: Community Triple P Coalition, Question # 6 g.			
SI#12 – The community has documented a plan to expand the reach of or access to Triple P across the community	Programmatic Expectations Section: Question # 2. Scale-Up Section			
SI#14 – The community has documented a plan to link multiple Triple P interventions (for example, through systematic client referrals) to avoid silos and optimize programming	Implementation Capacity & Support Section: Lead Implementing Agencies, Question # 3, b-d. In addition, CIT role in supporting - Implementation Capacity & Support Section: Community			

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	Triple P Coalition, Question # 6, e-g.			
SI#15 – The community has documented a sustainability plan for the necessary financial and programmatic resources needed to support the ongoing implementation of Triple P beyond the community service grant.	Implementation Capacity & Support Section: Expanding Financial Support Related to Community Triple P Scale-Up, Question # 1.			

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Co-creation & Media and Networking

CCA Item	Connection to 5-year strategic plan	Where is this document?	Does it need updating? How often?	How this document working or not working? Next Steps?
CCP#5 – The partnership engagement plan has been developed or adopted that identifies co-creation partners and outlines their roles and responsibilities	Implementation Capacity & Support Section: Community Triple P Coalition, Question # 5 - 7.			
MN#1 – The CIT has developed or adopted a written communications plan	Implementation Capacity & Support Section: Media & Networking Systems, Question # 1			

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