EBP Implementation Plan (Template)

Compiled by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EBP(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time period (6 months)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- |
| **Tasks: Administrative** | **Dates/Timeframe** | **Who is responsible** | **Resources needed /**  **Where to get them** | **Date completed** |
| Prepare budget for implementation and associated expenses (including incentives) |  |  |  |  |
| Complete MOU/implementation & survey arrangement with host sites (including educating sites about implementation conditions and required surveys) |  |  |  |  |
| Acquire program curricula, equipment and materials (including evaluation surveys) |  |  |  |  |
| Arrange training for educators (including orientation for new educators) |  |  |  |  |
| **Tasks: Policies & Procedures** | **Dates/Timeframe** | **Who is responsible** | **Resources needed /**  **Where to get them** | **Date completed** |
| Develop recruitment plan for EBPs (tailored to setting) |  |  |  |  |
| Create parent consent form (tailored to EBP) |  |  |  |  |
| Develop calendar and process for organizational support: space for meetings and supervision, work stations, equipment needed for implementation, travel reimbursement |  |  |  |  |
| **Tasks: EBP(s) Preparation** | **Dates/Timeframe** | **Who is responsible** | **Resources needed /**  **Where to get them** | **Date completed** |
| Assign educators to EBP cycles  (assign back-ups for emergencies) |  |  |  |  |
| Practice EBP implementation in-house (practice time management) |  |  |  |  |
| Orient to the online reporting system |  |  |  |  |
| Review all program videos and materials |  |  |  |  |
| Prepare materials in advance for each EBP cycle |  |  |  |  |
| If planning adaptations, develop master list of adaptation for each EBP & get approval from ACT for Youth |  |  |  |  |
| **Tasks: Location and Materials** | **Dates/Timeframe** | **Who is responsible** | **Resources needed /**  **Where to get them** | **Date completed** |
| Confirm EBP implementation location (including room and set-up at location) |  |  |  |  |
| If needed, prepare material for each cycle |  |  |  |  |
| If needed, purchase incentives and/or food and snacks |  |  |  |  |
| Assure that AV equipment is available at each site/ or available to bring to site |  |  |  |  |
| **Tasks: Recruitment and Retention** | **Dates/Timeframe** | **Who is responsible** | **Resources needed /**  **Where to get them** | **Date completed** |
| Activate recruitment plan (tailored to setting and priority population) |  |  |  |  |
| Plan to inform parents and obtain consent |  |  |  |  |
| Notify youth about upcoming program (EBP) |  |  |  |  |
| Collect parent consent |  |  |  |  |
| **Tasks: Implementation and Coordination** | **Dates/Timeframe** | **Who is responsible** | **Resources needed /**  **Where to get them** | **Date completed** |
| Track cycles and check their status throughout implementation: EBP, location, sessions/dates, attendance & fidelity information, survey administration (the online reporting system can be used to track) |  |  |  |  |
| **Tasks: Evaluation/Performance Management** | **Dates/Timeframe** | **Who is responsible** | **Resources needed /**  **Where to get them** | **Date completed** |
| Administer surveys online |  |  |  |  |
| Record attendance and session information using the online reporting system |  |  |  |  |
| Review and reflect on cycle data with your team |  |  |  |  |
| Make adjustments to goals and objectives (plan adaptations, modify implementation settings; work with ACT for Youth) |  |  |  |  |