Benchmarks of Quality for Home-Visiting Programs[1] (Implementing Recommended Practices Edition)

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Program Name_____ Location_____ Date_____

Team Members_____

Critical Elements	Implementation Components	Check One		
		Not in Place	Partially in Place	In Place
Establish Leadership Team	1. Team has broad representation that includes at a minimum an administrator, a home visitor, a member who will provide practice-based coaching, and a family representative. Other team members might include related service specialists and other program personnel.			
	2. Team has administrative support. Administrator attends meetings and trainings, is active in problem solving, provides clerical support as needed, and is visibly supportive of the implementation of the selected Recommended Practices (RPs). Administrator ensures budgeting and professional development opportunities are available to result in high fidelity implementation of the selected practices.			
	3. Team has regular meetings. Team meetings are scheduled at least 1x per month for a minimum of 1 hour. Team member attendance is consistent. Team establishes meeting ground rules and other logistics for effective team meetings.			
	4. Team has established a clear mission/purpose related to high fidelity implementation. The team purpose or mission statement is written. Team members are able to clearly communicate the purpose of the Leadership Team.			
	5. The team has developed procedures for sustainability of leadership team and changes in membership or membership role (e.g., change in administrator, adding new members to leadership team, leadership team terms of service).			

Critical Elements	Implementation Components	Check One		
		Not in Place	Partially in Place	In Place
Staff Readiness and Buy-In	6. Staff members are aware of the need for program-wide implementation of the selected RPs. Through a short staff meeting, all staff members understand the long-term personal responsibilities of program-wide implementation of the selected RPs and the potential increase in positive outcomes for families and children.			
	7. Staff members are supportive of program-wide implementation of the selected practices. A process is used to establish that program staff have buy-in and agree with a focus on program-wide implementation.			
	8. Staff input and feedback is obtained throughout the implementation process. The Leadership Team provides updates on the process, data, and the outcomes of the implementation to program staff on a regular basis.			
Family Engagement	9. Family input is solicited as part of the planning process. Families are informed of the program-wide goals for using and sustaining the selected RPs. Families are asked to provide feedback on adoption and mechanisms for promoting family involvement in the implementation.			
	10. There are multiple mechanisms for sharing the program's implementation goals with families including narrative documents, parent handbook, and individual discussions to ensure that families are informed of the implementation.			
Program-Wide Action Plan	11. A program-wide action plan is developed by the Leadership Team to guide the implementation process. Data are used to guide the development of the action plan.			
	12. The team develops implementation goals that include all critical elements. The team reviews the action plan and updates their progress at each meeting.			
	13. Program action plan includes the development of procedures for sustainability of leadership team and turnover in membership.			
Staff Capacity Building and Support	14. A plan for providing ongoing practitioner coaching on the implementation of selected RPs with fidelity is developed and implemented.			

Critical Elements	Implementation Components	Check One		
		Not in Place	Partially in Place	In Place
	15. The staff responsible for facilitating practice-based coaching and support processes (e.g., community of practice) are identified and trained.			
	16. The practitioner coach uses needs assessment data, implementation fidelity checklists, home visit observations, and interviews to collaboratively identify implementation goals with home visiting staff.			
	17. A process for training new staff members (administrative and home visitors) has been developed and implemented to ensure implementation fidelity and sustainability.			
Monitoring Implementation and Outcomes	18. Data are collected, summarized with visual displays, and reviewed by the leadership team on a regular basis.			
	19. The program Leadership Team monitors implementation fidelity of the use of the components of program-wide implementation and uses data for decision-making about their implementation goals.			
	20. The program measures implementation fidelity of the use of selected RPs by home visitors and uses data on implementation fidelity to make decisions about professional development and coaching support.			
	21. The program monitors child outcomes and uses child-outcome data to make decisions about intervention and instructional support.			
	22. Program level data are summarized and shared with program staff and families on a regular basis.			

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