

RENEW Implementation Checklist (RIC)

V.2 September 2014

(Malloy, Drake & Francoeur, 2014)

Modified from:

Anderson, Childs, Kincaid, Horner, George, Todd, Sampson, & Spaulding (2011) Benchmarks for Advanced Tiers; May 2011

The RENEW Implementation Checklist (RIC) is designed to help the RENEW Implementation Team self-assess and monitor the school/agency's level of implementation. The RIC is based on items drawn from the Individual Student Systems Evaluation Tool (I-SSET) and the Benchmarks for Advanced Tiers (BAT), and is designed to answer three questions:

1. Is there a plan in place to implement and support RENEW?
2. Are staff meeting RENEW implementation benchmarks?
3. Is there a system in place to ensure that RENEW is effectively implemented and sustained?

The RIC is filled out quarterly at start up by the RENEW Implementation Team. The RIC is used to assess current status, progress, and planning to improve RENEW implementation.

School/Agency: _____ **Date of Completion:** ___/___/___

Team Leader/Coordinator: _____

Team Members: _____

INSTRUCTIONS: A team that is responsible for RENEW implementation should complete the RIC 4x/year. Team members should be trained in the use of the RIC by someone familiar with the measure. The RIC is completed by the team as a group or by each member independently. If completed independently, the team reconvenes and should reach consensus on the score for each item. If there is no team in the school/agency that is responsible for RENEW implementation, then the RIC should be completed by a group of the individuals with the most knowledge and involvement in providing supports for youth with significant emotional and behavioral support needs.

Rate each item for implementation: "2" fully in place, a "1" partially in place, or a "0" not yet started. Priority ratings are "H" for high priority, "M" for Medium and "L" for low priority.

After completion of the RIC, use the *Action Plan* template to develop a timeline for moving forward on targeted and intensive interventions.

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	Scores			
Critical Component 1: Foundations	Baseline: __/__/20__ 2 - Fully in Place 1 - Partially in Place 0 - Not Yet Started H - High priority M - Medium priority L - Low priority	Quarter 2: __/__/20__ 2 - Fully in Place 1 - Partially in Place 0 - Not Yet Started H - High priority M - Medium priority L - Low priority	Quarter 3: __/__/20__ 2 - Fully in Place 1 - Partially in Place 0 - Not Yet Started H - High priority M - Medium priority L - Low priority	Quarter 4: __/__/20__ 2 - Fully in Place 1 - Partially in Place 0 - Not Yet Started H - High priority M - Medium priority L - Low priority
1. The school/agency has assessed its readiness to implement RENEW (Completed RENEW Readiness Checklist) and made a decision to move forward.				
2. There is a RENEW Implementation Team that meets at least 1x/mo and has operational guidelines (Completed Collaborative Team Checklist).				
3. There is consensus on the mission of the RENEW Implementation Team revisited at least annually: <ul style="list-style-type: none"> -Purview of responsibilities -Population -Scope of team’s work -Purpose of Team 				

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	Scores			
Critical Component 1: Foundations (continued)	Baseline: ___/___/20___ 2 - Fully in Place 1 - Partially in Place 0 - Not Yet Started H - High priority M - Medium priority L - Low priority	Quarter 2: ___/___/20___ 2 - Fully in Place 1 - Partially in Place 0 - Not Yet Started H - High priority M - Medium priority L - Low priority	Baseline: ___/___/20___ 2 - Fully in Place 1 - Partially in Place 0 - Not Yet Started H - High priority M - Medium priority L - Low priority	Quarter 4: ___/___/20___ 2 - Fully in Place 1 - Partially in Place 0 - Not Yet Started H - High priority M - Medium priority L - Low priority
4. Team reviewed data and developed Goals and Objectives for 20___-20___: -Based upon data -Measurable objectives -Action items -Measurable criteria for success				
5. Team developed eligibility criteria and decision rules about RENEW. The rules are followed by staff.				
6. The school/agency has strong working relationships with key community partners (vocational rehabilitation, family organizations, behavioral health, child protection, juvenile justice, etc.).				
7. Team has been trained in and uses a structured data-based decision making process at every meeting.				

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Critical Component 2: Training and Technical Assistance	Baseline: __/__/20__ 2 - Fully in Place 1 - Partially in Place 0 - Not Yet Started H - High priority M - Medium priority L - Low priority	Quarter 2: __/__/20__ 2 - Fully in Place 1 - Partially in Place 0 - Not Yet Started H - High priority M - Medium priority L - Low priority	Quarter 3: __/__/20__ 2 - Fully in Place 1 - Partially in Place 0 - Not Yet Started H - High priority M - Medium priority L - Low priority	Quarter 4: __/__/20__ 2 - Fully in Place 1 - Partially in Place 0 - Not Yet Started H - High priority M - Medium priority L - Low priority
8. Team has identified, scheduled training, and provides resources (time) so that staff can be effective RENEW Facilitators.				
9. There is a contract in place for consultation and coaching for RENEW Facilitators.				
10. Team has identified, trained and provided resources (time) for internal RENEW coaching.				

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	Scores			
Critical Component 3: Ongoing Progress Monitoring, Support, and Sustainability	Baseline: ___/___/20___ 2 - Fully in Place 1 - Partially in Place 0 - Not Yet Started H - High priority M - Medium priority L - Low priority	Quarter 2: ___/___/20___ 2 - Fully in Place 1 - Partially in Place 0 - Not Yet Started H - High priority M - Medium priority L - Low priority	Quarter 3: ___/___/20___ 2 - Fully in Place 1 - Partially in Place 0 - Not Yet Started H - High priority M - Medium priority L - Low priority	Quarter 4: ___/___/20___ 2 - Fully in Place 1 - Partially in Place 0 - Not Yet Started H - High priority M - Medium priority L - Low priority
11. The team reviewed the list of youth eligible for RENEW (Strengths and Needs Checklist), ensured quick enrollment and identified disposition of youth at every meeting (Tracker).				
12. The Tracker or equivalent data system is in place and the team reviews implementation benchmarks at least 1x/mo. (Tracker).				
13. Outreach and education activities took place about RENEW to key stakeholder groups.				
14. There is a process in place using data to assess youth retention, achievement of benchmarks, and outcomes.				

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	Scores			
Critical Component 3: Ongoing Progress Monitoring, Support, and Sustainability (continued)	Baseline: __/__/20__ 2 - Fully in Place 1 - Partially in Place 0 - Not Yet Started H - High priority M - Medium priority L - Low priority	Quarter 2: __/__/20__ 2 - Fully in Place 1 - Partially in Place 0 - Not Yet Started H - High priority M - Medium priority L - Low priority	Baseline: __/__/20__ 2 - Fully in Place 1 - Partially in Place 0 - Not Yet Started H - High priority M - Medium priority L - Low priority	Quarter 4: __/__/20__ 2 - Fully in Place 1 - Partially in Place 0 - Not Yet Started H - High priority M - Medium priority L - Low priority
15. There is a periodic (at least bi-annual) evaluation of the cost/benefit of RENEW implementation.				
16. The team assesses youth and family satisfaction with RENEW (YFIT) at least 2x/year.				
17. The team assesses and reviews fidelity of implementation (conducts RITs) at least 2x/year.				

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SCORING SUMMARY

RIC results are summarized as a percentage of features implemented score for each of the three areas:

Critical Component	SCORES	PERCENTAGES
1. Foundations	____/14	%
2. Training and Technical Assistance	____/6	%
3. Ongoing Support and Progress Monitoring	____/14	%
TOTAL SCORE	____/34	%

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Action Plan for Building RENEW System Support

Use the scores on the RIC to build an action plan. Identify areas that are a “1” or a “0” on the list as items that should be addressed in the table. Next, review all steps that require action and highlight activities that are judged by the team as priorities. Some activities may not be initiated until the subsequent school year; in this case, simply note the year in which the activity will be targeted. Finally, assign responsibility for keeping work on this activity progressing to one or more individuals in the school.

Components	Action Steps	Who	When
A. Foundations <ul style="list-style-type: none"> • RENEW has been carefully selected • There is a representative team • There is a point person • There are selection processes for youth and Facilitators • Facilitators are trained and matched to youth 	a.		
	b.		
	c.		
	d.		
	e.		

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Components	Action Steps	Who	When
B. Training and Technical Assistance <ul style="list-style-type: none"> • High-quality RENEW Facilitator and coaching training is obtained • High quality external coaching and technical assistance are obtained • High quality data-based decision practices are in place 	a.		
	b.		
	c.		
	d.		
	e.		

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Components	Action Steps	Who	When
C. Ongoing Support, Progress Monitoring and Sustainability <ul style="list-style-type: none"> • An internal coach is developed and supported • Youth exit data are analyzed • An annual plan is developed and followed 	a.		
	b.		
	c.		
	d.		
	e.		