

# Sector Planning and Implementation Team: Benchmarks of Quality (SPLIT-BoQ)

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## Purpose

The Sector Planning and Implementation Team Benchmarks of Quality (SPLIT-BoQ) provides individual Sector Planning and Implementation Teams with a tool to identify the critical elements for implementing the *Pyramid Model for Promoting the Social and Emotional Competence of Infants and Young Children* within an early childhood education sector. In states with a state leadership team (SLT), the tool is designed to be used by each SPLIT in collaboration and coordination with the SLT. If a state does not have an SLT, the tool can be used independently within sectors.

The SPLIT uses the SPLIT-BoQ to assess their status regarding the implementation and scale-up of the Pyramid Model in the sector and to identify items for action planning. The action plan addresses the critical elements that will be established over multiple years, utilizing implementation science to systematically build the capacity of the sector's early childhood care and education programs to implement and sustain the Pyramid Model. The tool offers clear pathways for sector and cross-sector statewide collaboration.

A sector is defined as entities, programs, or organizations that provide services to children and their families, funded and regulated by various systems. Examples might include public PreK, child care, Part C Early Intervention, family childcare, Head Start, Early Head Start, Tribal Nations, and other program settings serving young children and families.

## When to convene a SPLIT

An early childhood sector can convene a Sector Planning and Implementation Team (SPLIT) to develop detailed plans for implementing the Pyramid Model across its service delivery. The SPLIT can collaborate with and provide insights to the state leadership team (SLT) to ensure coordinated, informed statewide implementation.

The membership of the SPLIT should include key stakeholders from the sector, such as sector lead, practitioners, family members, program implementation coaches, trainers, administrators from sector agencies, and other organizations invested in promoting social-emotional skills of young children in the sector. SPLITs are advised to keep team sizes manageable, with members who are committed to collaborating and guiding implementation and scale-up within the sector.

## Directions

The Sector Planning and Implementation Team Benchmarks of Quality (SPLIT-BoQ) is a self-assessment tool that SPLIT members can complete. The SPLIT-BoQ is organized by the four essential structures for implementation: (1) Sector Planning and Implementation Team, (2) Professional Development Network (PDN) of Trainers and Program Implementation Coaches (PICs), (3) Sector Implementation Sites, and (4) Data-Informed Decision Making.

For each benchmark, rate the current implementation status. In the notes section, provide evidence for the rating or comments about activities that need to be addressed to ensure the benchmark is met. The priority column can be used to note which benchmarks are a priority for the team or to indicate that a benchmark is not a priority. The SPLIT can use this [spreadsheet](#) to track their implementation status and progress.

- ▶ Each benchmark should be scored:
  - 0: Not in Place
  - 1: Emerging
  - 2: In Place
- ▶ If there is not a state leadership team (SLT) in your state, benchmarks with the critical element SPLIT & SLT Coordination and Collaboration (i.e., 20, 31, 40, 41, 47) can be marked N/A

All critical elements and their benchmarks on the SPLIT – BOQ are meant to inform current implementation status and future action planning. It is not a fidelity tool for Pyramid Model implementation.

### **Abbreviations:**

BoQ = Benchmarks of Quality

PDN = Professional Development Network

PIC = Program Implementation Coach

SLT = State Leadership Team

SPLIT = Sector Planning and Implementation Team

# Sector Planning and Implementation Team (SPLIT): Benchmarks of Quality

Sector: \_\_\_\_\_

Team Members: \_\_\_\_\_

## Sector Planning and Implementation Team (SPLIT)

### Critical Element: SPLIT Membership and Logistics

Benchmarks of Quality	Score*	Priority?	Notes
1. The statewide Sector Planning and Implementation Team (SPLIT) has representation from key sector stakeholders (e.g., practitioners, family members, program or agency administrators) invested in promoting the social-emotional skills of young children.			
2. The SPLIT has a written mission that addresses the sector implementation of the Pyramid Model and team members can clearly communicate the purpose of the SPLIT.			
3. The SPLIT identifies a team coordinator or co-coordinators to represent the SPLIT, work with team members to facilitate the work of the SPLIT, and coordinate the activities of the professional development network of program implementation coaches and trainers and communication with the SLT.			
4. Members of the SPLIT have clear roles and responsibilities, including a data coordinator, for contributing to the functioning of the team and achievement of the mission.			
5. The SPLIT meets at least monthly and documents decisions.			
6. The SPLIT has a process in place for membership succession and roles including a process for orienting new members.			

### Critical Element: SPLIT Action Planning

Benchmarks of Quality	Score*	Priority?	Notes
7. The SPLIT develops a written action plan that addresses all critical elements and guides the work of the team.			
8. The team reviews the action plan and updates its progress regularly.			
9. The SPLIT annually reviews its mission statement, team logistics, action-plan outcomes, and other evaluation data and makes revisions as necessary.			
10. The SPLIT identifies funding sources to cover implementation activities. Funds can be cost-shared, braided, layered, or from community coordinated resources and supported by the SLT.			

\*Score: 0: not in place 1: emerging 2: in place, or N/A (items 20, 31, 40, 41, 47)

## Critical Element: SPLIT Sustainability and Scale-up Planning

Benchmarks of Quality	Score*	Priority?	Notes
11. The SPLIT develops a written sector sustainability and scale-up plan based on the critical elements and data from implementation and outcomes.			
12. The SPLIT reviews its BoQ, sector sustainability and scale-up plan annually. Other documents might be reviewed and updated annually depending on SPLIT priorities and action plans.			
13. The SPLIT identifies the fiscal resources needed to support new and continuing implementation programs or agencies, including additional program implementation coaches for sustainability and scale-up.			
14. The SPLIT considers the needs of low-resource programs and identifies strategies and resources for supporting their participation.			

## Critical Element: SPLIT Communication and Visibility

Benchmarks of Quality	Score*	Priority?	Notes
15. Dissemination strategies are identified and implemented to ensure that sector members and the community are aware of activities and accomplishments (e.g., website, newsletters, conferences).			
16. The SPLIT develops a written communication process for regular feedback from staff who are engaged with Program-Wide Pyramid Model Implementation, including program implementation coaches and implementation sites.			
17. The SPLIT engages in community outreach to programs or agencies that serve children and families. Outreach efforts can include building partnerships with community leaders to encourage community-wide implementation. [See Community-Wide Benchmarks of Quality]			
18. The SPLIT uses the annual evaluation report to share progress and outcome data and distributes it to all implementing sites, professional development network, funders, and families.			
19. The SPLIT engages in celebration and acknowledgement of outcomes and accomplishments annually with community stakeholders and implementation sites.			

## Critical Element: SPLIT & SLT Coordination and Collaboration

Benchmarks of Quality	Score*	Priority?	Notes
20. The Team Coordinator serves as a member of the state leadership team(SLT) to share the work of the SPLIT team and communicate state leadership team initiatives back to the SPLIT.			

\*Score: 0: not in place 1: emerging 2: in place, or N/A (items 20, 31, 40, 41, 47)

## Critical Element: Family Participation and Communication

Benchmarks of Quality	Score*	Priority?	Notes
21. The SPLIT develops and shares mechanisms for implementing programs or agencies to communicate with families about the initiative.			
22. The SPLIT supports programs or agencies to provide training and other activities related to the Pyramid Model to families.			
23. The SPLIT develops and shares with implementing programs or agencies, mechanisms for family members to provide feedback at least annually on their experience with Pyramid Model implementation.			

## Professional Development Network (PDN) of Trainers and Program Implementation Coaches (PICs)

Benchmarks of Quality	Score*	Priority?	Notes
24. The SPLIT establishes a professional development network of Trainers and Program Implementation Coaches (PICs) who work directly with program leadership teams for program-wide implementation of the Pyramid Model in the sector.			
25. The SPLIT develops an identification process, recruitment, and acceptance criteria for Trainers and PICs.			
26. The SPLIT maintains a registry of trainers and program implementation coaches that are a member of the professional development network.			
27. The SPLIT develops a sector Pyramid Model training sequence that includes providing ongoing training and support for Trainers and PICs.			
28. The SPLIT develops a plan to address turnover and replacement of Trainers and PICs.			
29. The SPLIT ensures that the PDN of Trainers and Program Implementation Coaches have training and technical assistance competence in the Pyramid Model, for their roles in sector-specific implementation.			
30. A sector PIC is available to meet regularly with each emerging program leadership team and, as needed, with established teams.			

## Critical Element: SPLIT & SLT PDN Coordination and Collaboration

Benchmarks of Quality	Score*	Priority?	Notes
31. SPLIT provides SLT with a training calendar to create collaborative cross-sector training opportunities.			

\*Score: 0: not in place 1: emerging 2: in place, or N/A (items 20, 31, 40, 41, 47)

## Sector Implementation Sites

Benchmarks of Quality	Score*	Priority?	Notes
32. The SPLIT establishes readiness criteria that are used in the recruitment and selection of new implementation sites.			
33. The SPLIT implements a process to identify and select new implementation sites.			
34. The SPLIT develops formal agreements for programs or agencies participating in the initiative as implementation sites. The agreement includes the criteria for a Program Leadership team, practitioner coaches, and the collection of data.			
35. The SPLIT guides implementation sites in identifying resources to support the provision of practice-based coaching to practitioners for the high-fidelity implementation and sustainability of the Pyramid Model.			
36. The SPLIT supports local leadership teams in identifying resources for the provision of behavior supports, mental health services, and other specialized services that might be needed to assist children with social, emotional, and behavioral support needs and their families.			

## Critical Element: Behavior Support

Benchmarks of Quality	Score*	Priority?	Notes
37. The SPLIT establishes a process for implementation sites to access assistance for the provision of behavior supports for children with persistent challenging behavior.			

## Critical Element: Sustainability and Scale-up

Benchmarks of Quality	Score*	Priority?	Notes
38. The SPLIT establishes a recruitment schedule for new programs or agencies to expand the number of implementation sites in the state.			
39. The SPLIT provides refresher training opportunities for networking with peers from continuing program leadership teams.			

## Critical Element: SPLIT & SLT Implementation Coordination and Collaboration

Benchmarks of Quality	Score*	Priority?	Notes
40. In consultation with the SLT, each sector can identify and coordinate where and how programs or agencies access prevention, promotion, and intervention services.			
41. The SPLIT coordinates with the SLT to employ a technical-assistance plan for ongoing support and resources for the Practitioner Coaches and implementation sites to ensure high-fidelity implementation.			

\*Score: 0: not in place 1: emerging 2: in place, or N/A (items 20, 31, 40, 41, 47)

## Data-Informed Decision Making

Benchmarks of Quality	Score*	Priority?	Notes
42. Training, materials, and support are available to PICs, programs, and communities. Training includes what data to collect, why, and how to use the data for making decisions for improving outcomes for children, practitioners, programs, agencies, and communities, as well as how to submit the data.			
43. The SPLIT develops and implements a process for gathering data from participating sites on their fidelity of implementation and outcomes.			
44. The SPLIT develops and implements a process for gathering data from trainers and PICs on their fidelity of implementation and outcomes.			
45. The SPLIT develops and implements a process for regularly reviewing implementation data to identify implementation and professional development needs.			
46. The SPLIT prepares an annual evaluation report on activities and outcomes that includes a summary of the extent to which program-wide implementation is being achieved and sustained, the impact of training and coaching on practitioners, and the impact of program-wide implementation on outcomes for children and their families.			

## Critical Element: SPLIT & SLT Data Coordination and Collaboration

Benchmarks of Quality	Score*	Priority?	Notes
47. The SPLIT develops a written communication process for regular feedback to the SLT to report on the sector's implementation progress and outcome data.			

\*Score: 0: not in place 1: emerging 2: in place, or N/A (items 20, 31, 40, 41, 47)