



# Community-Wide Pyramid Model Implementation *Activities Checklist*

Community-wide teams in Wisconsin use this checklist to consider activities across implementation stages. Activities are aligned with the [Community-Wide Benchmarks of Quality \(BoQ\)](#). After many of the items, you will see a reference number for where the item is located on the BoQ (e.g., BoQ item #).

## Exploration

- ▶ Identify the need and determine the scope and beneficiaries of Community-Wide Pyramid Model implementation.
- ▶ Identify the Community Coordinator (#3).
- ▶ Form a representative implementation team which includes the Community Leadership Team Coordinator (#1,2).
- ▶ Develop a vision and mission statement (#4).
- ▶ Determine the roles and responsibilities of team members (#5).
- ▶ Develop norms and agenda formats for the community leadership team. (#5).
- ▶ Gather buy-in data from community stakeholders
- ▶ Secure funding and resources (#9, 10, 11, 12).
- ▶ Identify collaborating partners.
- ▶ Identify potential barriers and necessary organizational supports (e.g., additional positions, communication pathways, referral systems, time).

## Installation

- ▶ Put identified organizational supports in place.
- ▶ Train the community implementation team.
- ▶ Set meeting dates for the community leadership team and meet monthly (#8).
- ▶ Develop a training plan to ensure Pyramid Model training is available to practitioners (#29).
- ▶ Develop recruitment materials and processes for new implementation sites (#13, 14, 18).
- ▶ Provide informational presentations and targeted outreach to interested programs and community organizations (#13, 14).

- ▶ Develop a plan for the provision of practitioner coaching (#32).
- ▶ Determine selection criteria and process for implementation sites (#17,18).
- ▶ Identify and train program implementation coaches (#27, 28, 30).
- ▶ Allow for training leadership teams at implementation sites, including practitioner coaches, data coordinators, and teams (#29, 33).
- ▶ Develop agreements to be used with implementation sites (#19).
- ▶ Determine communication pathways between the practice level and policy level.
- ▶ Secure Pyramid Model Information Data System (PIDS) access for implementing programs and needed community leadership team members (#34).
- ▶ Train and plan for data collection and entry (#33).
- ▶ Complete the initial Community BoQ and develop an action plan. Continue this annually (#7).

## Initial Implementation (Phase 1)

- ▶ Communicate regularly with site implementation teams to ensure the use of program-wide and practitioner practices.
- ▶ Begin coaching and collect classroom-level data - TPITOS and TPOT
- ▶ Identify desired family engagement outcomes and develop a plan (#22).
- ▶ Gather feedback from stakeholders - family survey and staff survey (#16, 23).
- ▶ Collect child-level data – (Behavior Incident Reports (BIR) and Ages & Stages Questionnaire: Social-Emotional (ASQ: SE2) - that includes demographics (#35).
- ▶ Determine and share a process for implementing sites to request assistance with behavior supports for children with persistent, challenging behavior (#26).
- ▶ Determine and implement methods of communication to keep stakeholders, collaborating partners, and implementing sites informed (#15).
- ▶ Analyze data to adjust action plan and implementation, and develop needed professional development (#36, 37).
- ▶ Determine a process for identifying a new coordinator (#3).
- ▶ Develop orientation process and materials for new community team members (#6).

## Initial Implementation - Phase 2

- ▶ Develop a recruitment schedule for participating programs (#21).
- ▶ Gather practitioners and leadership team members from different implementing programs to network and receive training (#31).
- ▶ Provide opportunities for celebration and acknowledgement with implementation sites and stakeholders (#39)
- ▶ Prepare an annual report to share with stakeholders (#38).
- ▶ Develop guidance around the use of exclusionary and harsh discipline practices for implementing programs (#24).
- ▶ Refine the process for implementing sites to request assistance with behavior supports for children with persistent, challenging behavior by adding data rules and specialized supports (#25).
- ▶ Determine criteria and process for demonstration sites (#20).
- ▶ Evaluate the productivity of community team meetings.

## Full Implementation

- ▶ The Pyramid Model is being used by practitioners and programs with fidelity.
- ▶ Beneficiaries are experiencing the intended outcomes.
- ▶ Continue to expand the number of participating programs and collaborating partners.
- ▶ All benchmarks are 80% in place.

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<sup>i</sup>This was developed and shared by the Wisconsin Pyramid Model Program of the Wisconsin Alliance for Infant Mental Health.