

| Action/ <br> Step | How do you know it was completed? <br> Notes | Date <br> Completed |
| :--- | :--- | :--- |
| Determine stakeholders and <br> their agenda. |  |  |
| Who is responsible for <br> implementation? |  |  |
| Develop assessment and <br> intervention plan in <br> partnership with <br> implementers. |  |  |
| Write assessment and <br> intervention plan in <br> accessible language. |  |  |
| Least intrusive assessment to <br> determine function. |  |  |
| Assure implementers have <br> the necessary resources and <br> skills to implement. |  |  |
| Develop training plan for <br> implementers. |  |  |
| Establish measurement <br> system and determine who <br> will collect data and when. |  |  |
| Pilot intervention in high risk <br> context. Are there barriers? |  |  |
| If intervention is successful <br> expand to another relevant <br> context. |  |  |
| Maintain close contact with <br> implementers. |  |  |
| Revise plan until data-based <br> demonstration of success. |  |  |

