

Appendix E

General Strategy Guide

GENERAL PRIME IMPLEMENTATION SUPPORT GUIDE

Although each PRIME Implementation Support meeting requires individualized preparation, delivery, and follow up, there are some general guidelines that can be followed for any PRIME Implementation Support meeting. To increase collaboration and increase the productivity of meetings, consider the items /complete the tasks outlined below.

Before the Meeting:

Identify the Meeting Logistics

- Decide *who* will be involved in the strategy meeting (e.g., primary implementer, potential collaborators). In some cases, there is more than one person involved in implementing the intervention (e.g., paraprofessionals, school support professionals) or other stakeholders (e.g., case worker, parent) may be interested in attending.
- Determine *when* to complete the meeting, for how long the meeting will last, and how many sessions are needed to complete the strategy.
- Arrange *where* you will meet. Consider what setting is most appropriate for the strategy and the skills to be practiced. For instance, do you need a quiet space or will you use the target setting? Will you be able to complete didactic training and/or in-vivo practice when necessary?

Prepare and Review Implementation Support, Intervention, and Data

- *Read the specific implementation support chapters and protocol* to (a) familiarize yourself with steps and talking points and (b) identify materials to be created or information to be gathered. Confirm understanding of the purpose of the strategy and each of the steps. Prepare any necessary information or materials (e.g., graphs, reports, written intervention plan, research).
- *Preplan your dialogue* with the implementer based on treatment integrity, progress-monitoring, and IBA data. This preparation will help you to maximize the strategy session to address and support the individual implementer's concerns and needs. When applicable, (a) break the intervention into a written list of teachable steps, and arrange them into groups for the purpose of demonstration and practice; (b) identify target steps for practice based on treatment integrity and/or IBA; or (c) brainstorm potential scenarios to use for practicing target steps.
- *Review the intervention plan and goals for intervention.* Make sure you feel fluent in the intervention plan before preparing for the strategy meeting.
- *Check progress-monitoring, treatment integrity, and IBA data.* Use the graphs and summary statements (see Chapter 10) as well as the PRIME Intervention Implementation Tracking Form (see Appendix X).
- *Reach out to the implementer.* If you think it would be helpful for the implementer to review any materials prior to the strategy meeting, provide those in advance (e.g., written list of intervention steps, sample intervention materials, research, data).

If the specific strategy requires an updated Implementation Beliefs Assessment, ask the implementer to fill this out ahead of time or allow extra time at the beginning of the meeting session to administer and score.

Develop a goal

- *Identify* a goal for the PRIME Implementation Support meeting. To do so, review the treatment integrity data, IBA data, and intervention goal as well as the purpose of each PRIME Implementation Support. For example, you may identify a goal related to increasing implementation of a particular intervention step or related to a subscale of the IBA data. Target your efforts to support or increase this specific goal. If appropriate, share this goal with the implementer.

During the Meeting:

- *Be ready.* Come to the meeting on time and bring all needed materials.
- *Follow the PRIME Implementation Support protocol.* To do so, complete each intervention step and use talking points to guide the session.
- Throughout, *work collaboratively* with implementer to help facilitate their treatment integrity. Be sure to answer questions and address any concerns. If you are not sure of an answer, promise to follow up with the implementer as soon as possible after the meeting.
- Keep the goal for the PRIME Implementation Support meeting in mind. Work to target and address the goal throughout.

After the Meeting:

- *Complete the PRIME Implementation Support treatment integrity measure* to evaluate your delivery of the implementation support (see Appendices F-L). Keep the completed Implementation Support treatment integrity measure with the PRIME Intervention Implementation Tracking Form to continue to document your support efforts.
- *Follow up with the implementer* to ensure that he or she feels

that the goals of the meeting have been met and his or her questions have been answered. Confirm that implementer knows how to contact you with any questions about the intervention or its implementation.

- If any changes to the Implementation Plan were made during the PRIME Implementation Support, *update the Implementation Plan* to reflect those changes. Share the updated Implementation Plan with the implementer as soon as possible.