



Implementation Checklist

for States, Tribes and Territories Integrating NTI Web-Based Training

STT:

Lead Person and Position:

Contact Info:

Integration of Trainings

- Who will oversee/coordinate implementation?
- Which NTI trainings will be integrated?
- Where will NTI live and who will manage the uploading, etc.?
- Are there any new policies or procedures that need to be developed to support NTI?
- What supports from NTI are needed to broaden the support for NTI among leadership, other stakeholders, and potential champions?

Target Audience/Access to Training

- Who is target audience for each training?
- Is training mandatory vs. voluntary? Will staff who are not required have access to the training?

- Will private/contracted providers have access to NTI via your LMS?
- Will contracted providers be required to complete NTI as part of contract?

Supports for Implementation

- What, if any incentives will be provided to staff to complete?
- Is there a recommended timeframe for completion?
- How will training be messaged to staff and by whom?
- What marketing/communication tools are needed?
- What Transfer of Learning activities will be needed to support application of NTI?
- Does the organization have capacity to provide CEU's? If not, how will workers get credit?

Cross-Promotion of Curricula

- If only CW or MH training is being integrated by this system/organization, what is the capacity to cross-promote both curricula in the state/region/community?
- The goal of NTI is to impact system change and access to adoption competent professionals for families. If the STT is only integrating CW, how will mental health professionals access NTI?
 - How do you intend to engage your county/state MH systems/providers?
 - Who do you identify as your key mental health stakeholders?
 - And how will this be actively promoted by the STT?
 - What support do you need from NTI to develop strategies or materials to engage the MH community?
- Will the organization host a “preferred provider list of MH completers” for access/referral by professionals/parents?