

NTI Training Implementation Planning Checklist

We hope you find this planning tool useful as your team plans together for your full NTI implementation and kick-off day. This checklist will help you, your team, and your NTI Implementation Specialist gather the essential information for success!

Training & Implementation Specialist:

- Name:
- Title:
- Phone:
- Email:
- State/Tribe/Territory:

Lead Contact and Position:

- Name:
- Title:
- Phone:
- Email:
- State/Tribe/Territory:

The Implementation Team: (title/email/phone/mailing address/etc.)

Please specify who's on the implementation team:

- Chair of the Team:
- Programmatic Leads:
- Training Lead:
- LMS/IT Lead:
- Marketing/Communications Lead:

- Who else is going to champion NTI (this can be leadership or vocal direct service person with influence)?
- Who else needs to be involved?

What is the plan?

- Who will oversee/coordinate implementation?
 - Name:
 - Title:
 - Phone:
 - Email:
- Where will NTI be hosted and what type of system is it (Moodle, Absorb, Thinkify, etc.)
- If not on internal LMS, will staff access NTI on C.A.S.E. LMS?
- Which NTI training will be integrated (CWP, CWS, MHP)?
- Who will manage the uploading to Learning Management System (LMS)?
 - Name:
 - Title:
 - Phone:
 - Email:
- Who will provide data reporting to NTI Team?
 - Name:
 - Title:
 - Phone:
 - Email:
- What support is needed to broaden the buy-in for NTI among leadership, other collaborators, and potential champions?
 - Name
 - Title:
 - Phone:
 - Email:

- Who needs to be involved in this from the start?
 - Name:
 - Title:
 - Phone:
 - Email:
- Are there any new policies or procedures that need to be developed to support NTI for example, training policies, amended contracts, etc.?

Please provide detail:

- What is the launch date that is planned to make training available to staff?
(Allow time for signing host site agreement and training upload process.)

Target Audience/Access to Training

- Who is the target audience for each training course? Note that this training is appropriate across the continuum.
 - Department:
 - Staff Role:
 - Is training mandatory or voluntary for specific positions? **Please Specify:**

- Will staff who are not required have access to the training? **Please Specify:**

- Will contracted providers be required to complete NTI as part of a current or renewal contract? **Yes or No**

- Will contracted providers have access the training on your LMS or via C.A.S.E. LMS?
 - **Yes or No**
 - What is the anticipated number of staff who will enroll in the training? _____
 - How do we measure success? (i.e., What is the benchmark for enrollment and completion?)
 - % or number enrollment/completion _____

Supports for Implementation

- What incentives or support will be provided to staff to complete? (protected time, recognition, day off lottery, wear jeans to workday, etc.)

Will there be a timeframe for completion? (We recommend 3-4 months for completion.)

- Proposed timeframe:
- Are there standard meetings of the target staff that we can occasionally attend to share information, benefits, strategies to complete and/or embed NTI in to practice?

- What is the communication plan and who is responsible for communications?
 - Name:
 - Title:
 - Phone:
 - Email:

- What marketing/communication tools are needed? Connect with NTI Marketing Manager.
 - Name:
 - Title:
 - Phone:
 - Email:
- What Transfer of Learning activities will be used to support application of NTI? (tip sheets, TOL Guide, Supervisor Coaching and Activity Guide, coaching for supervisors, hybrid learning cohort model with virtual meetings)

- Does the organization have the capacity to provide CE credits? If not, how will workers get credit? (Training is approved by NASW for C.A.S.E. LMS; if integrating into state/local system, the CE's are not transferable).
- Who will be monitoring the enrollment/completion and pre-/post-test results?
 - Name:
 - Title:
 - Phone:
 - Email:
- Who will the results be shared with?
 - Name:
 - Title:
 - Phone:
 - Email:

Cross-Promotion of Curricula

- The goal of NTI is to impact system change and access to adoption competent professionals for families. If only CW is being integrated, what is the capacity to cross-promote curricula in the state to reach MH professionals/providers?

- Who do you identify as your key mental health partners?

- Who are the primary MH providers or managed care entities?

- How will NTI Training 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? (incentive for increasing practice)
 - Yes or No

- We now have an adapted curriculum for School Based Mental Health Professionals, do you have connections with LEAs or School Leadership that we can share information with about this new curriculum?

- Name:
- Title:
- Phone:
- Email: