

## Qualitative Companion to the Implementation Readiness Questionnaire

### *Agency's Relationship with Other Stakeholders*

1. Who are the stakeholders in this project? Please describe your agency's relationship with other stakeholders on this project.
2. Please describe how your agency plans to collaborate with partnering agencies for effective implementation of the EBP. How will you and your partners garner buy-in at all levels for this EBP implementation?
3. Does your organization educate community partners and stakeholders about EBP? How do you plan to keep your partners in this project informed about the EBP implementation?
4. Do you currently have buy-in for this EBP from your clients?
5. Please describe the type of communications your agency has with local and state decision makers.

### *Leadership*

6. Do leaders at your organization support the use of EBP? *If yes, how so?* Is there a *particular* person or group of people in the organization who stand out as actively promoting EBPs? *If yes, please describe this person's/group's commitment to EBP.*
7. How effective is your organization's leadership? Do you feel your organization could use some support in developing effective leadership (*in general, for EBP*)?
8. Please describe the level of communication between the leaders in your organization. Is it your sense that your organization's leaders will work as a team to promote the implementation of this EBP? What gives you this impression?

### *Staffing*

9. What is the turnover rate in your organization -- both among supervisors and leaders as well as among your service provider staff? Put another way, how much of a problem is turnover?
10. Do you have an idea of whether implementing an EBP will affect your staff's willingness to stay at your organization?
11. What's your sense of your staff's level of enthusiasm for EBP?
12. What is communication about EBPs from the supervisors, managers, and leaders to the clinicians like in your agency?

13. How much resistance do you think there is or will be to implementing this EBP in your organization? [*probe for sources of resistance*]
14. Generally how receptive is staff to learning and implementing new practices and new clinical skills? Do you feel learning this EBP will help staff develop new clinical skills?
15. Please describe the credentials and experience of the average service provider at your agency. [*probe for education level, primary discipline, experience with home visitation, Child Welfare, etc.*]
16. How good of a fit is this EBP with the existing skills and experience of your service providers?
17. How much of a say do staff have in which practices they use?
18. How does this EBP fit with your staff's current job responsibilities and administrative demands? What does typical service provision currently look like?
19. How will implementing this EBP impact your staff's productivity and caseload requirements?
20. Will staff carry all EB cases or will caseloads include a mix of cases?
21. How do you plan to transition staff over to carrying EB cases? What is your proposed timeline for this transition?

#### *Training*

22. Implementing an EBP may involve committing resources beyond what is necessary to sustain a services-as-usual model. How well equipped is your organization to handle things like additional supervision, additional administrative demands, and taking service providers offline to attend trainings?
23. Do you have current staff in mind that you would like trained as coaches and trainers in the EB model or do you want to identify them during the EB rollout?

#### *Organizational Support*

24. Within your organization what type of support exists for implementing EBP? [*probe for different levels of support*]
25. Outside of your organization what type of support exists for implementing EBP? For example, at the county and state levels?

26. Do you feel you have the necessary support available across multiple levels to effectively implement the EBP? Can you think of any system or organizational changes that you think need to be made to support effective implementation of this EBP in your area? *If yes, please elaborate.*
27. Is your staff encouraged to use EBP? Are there or will there be incentives for staff to use EBP? *If yes, please offer examples. What type of feedback, if any, will staff be given based on their implementation of this EBP?*
28. Do you have the physical resources necessary to implement the EBP? (e.g., office space, computers)

#### *Organizational Climate*

29. How engaged do you feel your staff are with their work and with their clients?
30. How emotionally demanding is the work your staff does?
31. Do you think staff feel they are treated fairly by their supervisors? What makes you say this?
32. Please describe what clinical staff typically do when faced with difficult client issues.
33. Please describe what recourse staff have when faced with problems with supervisors.
34. Are there opportunities for growth and advancement for your staff? How, if at all, does this EBP fit in with those opportunities?

#### *Change Management*

35. How frequently does your organization have to deal with major changes in service?
36. How have you managed changes to your service model in the past? What about this process went well? What parts of this process presented challenges?
37. Are potential organizational changes typically discussed openly or negotiated behind the scenes and then shared with the rest of the organization?
38. In general, how adaptable is your organization? Will that level of adaptability help or hinder this implementation, do you think?

#### *EBP Characteristics and Fit with Organization*

39. Please describe the client population that your agency serves. [*probe for information regarding*

*Client Age – parent and child, Ethnicity/Languages, SES, Developmental Delays, Presenting Problems, Criminal Justice System Involvement, Substance Abuse, Domestic Violence, Depression]*

40. Please describe typical referral patterns for your clients (i.e., how do your clients generally come to be involved with your agency?)
41. What is your organization's mission? How well does this EBP fit with your organization's mission and with the clients that you serve?
42. How well does this EBP fit with the culture of your organization?
43. What are your expectations for outcomes related to this EBP? In what ways does this EBP fit with your consumer base? Do you feel that this EBP will be effective for your clients? Why or why not?
44. What is your sense of other stakeholders' expectations about outcomes related to this EBP? Do their expectations seem realistic? Why or why not?
45. What, if any, outcomes will you and/or other stakeholders be measuring?
46. Do you plan to track clients once they leave the program? *If yes*, how so?
47. The term evidence-based practice has become commonplace in recent years. What does the term evidence mean to you? Do you feel like the evidence supporting this EBP is strong enough?

#### *Fidelity*

48. Please describe your organization's capacity to monitor model fidelity.
49. How will fidelity monitoring fit in with your clinical or work process?

#### *Funding*

50. What are some of the commitments and costs you anticipate being involved with implementing this intervention?
51. Do you currently have the funding available to effectively implement the EBP during the initial year-one roll out? *If yes*, Please describe your funding sources.
52. Do you currently have the funding available to sustain the EBP after the initial year of service provision? Please describe funding sources available for sustaining the EBP.

53. How well does this EBP fit with your current funding sources? Are EBP-related tasks billable? Do you anticipate needing to make any adjustments to EBP-related work based on funders' requirements?
54. Do you have the funding available to cover auxiliary materials important for the intervention – materials such as safety latches and first aid kits? *If yes*, please describe your funding sources for materials.
55. Do you feel that implementing this EBP will help you be more competitive in obtaining additional funding? *If yes*, how so?

#### *Implementation and Logistics*

56. Does your organization have experience in implementing an EBP that will help you with this implementation? *If yes*, please describe this experience.
57. Do you have anyone currently trained in this EBP that can help support implementation? *If yes*, who is this and what role will they be playing in the EBP roll out?
58. What do you think some of the challenges might be in implementing the EBP in your organization?
59. Thinking about your client population and the characteristics of your local service system, can you think of things specific to your area that could affect the EBP implementation? *If yes*, please describe.
60. What is your sense of the types of adaptations that may be needed for your organization to fit the way you provide services with the needs of your service providers and your clients?
61. What is your plan for obtaining and providing referrals to providers? Have you already decided on exclusion/inclusion criteria and set this system in place? *If yes*, please describe criteria. If no, when and how do you plan to set up the referral system?
62. If referrals are slow to emerge from your proposed channels are there other potential referral sources you could draw on? *If yes*, please describe.
63. Do you have a (home visitation) service system in place already? *If yes*, please describe the type of services provided (*probe for focus, length of services*).