

**YSB PACE Implementation Plan: v. 25/9/2013**

**February 2013 – February 2014**

<b>Program Implementation Indicators</b>	<b>Process to Achieve Goal/Indicator</b>	<b>Lead Staff</b>	<b>Deadline for Completion</b>	<b>Monitoring Tool(s)</b>	<b>Achievement Measures</b>
<b>Implementation Team (PACEIT) Functioning</b>					
First meeting of Team	Book meeting	Mike	Completed	Meeting	Meeting held
New Team members understand and agree with their roles and Team goals	Meeting agenda items	Mike and Core Team	Completed	Verbal confirmation and minutes	New Team members state understanding and agreement
Implementation Team has addressed issues such as meeting frequency, etc.	Discussion at meeting	Mike	Completed	Minutes	No outstanding housekeeping items
Implementation Team considers management team comments and begins to look at the Implementation plan	Discuss at meeting	Core team	Completed	Minutes	Implementation Plan is being developed
<b>Installation Stage</b>					
Team recommends YSB program/service that will pilot first TF-CBT clinician	1) Discussion at PACEIT re requirements and options. PACEIT makes recommendation 2) Presentation to senior mgt with recommendation. They discuss & confirm with managers	Mike	Completed	Email confirmation	Program is ready and willing to pilot TF-CBT and Director has confirmed
PACEIT maps out selection protocol for “first practitioners”	PACEIT comes to agreement based on knowledge from TF-CBT training/ known client needs	Mike	Completed	Minutes or email notes	Agreed upon selection process is documented
TF-CBT staff ‘hired’	PACEIT rep will consult with service director, coordinator and HR	TBD	Completed	Role/job description is in place	Staff is briefed and time is available for next steps
TF-CBT staff is trained and	Provide two day TF-CBT	Mike	Completed	TF-CBT trainer confirms	Staff and supervisor have

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TF-CBT supervisor is trained	training			that the staff and supervisor have completed the training	achieved knowledge baselines and are ready to engage in therapy
TF-CBT coaching for both the clinician and supervisor has been confirmed	Coordination and agreement with a recognized TF-CBT trainer	Mike and PACEIT	confirmed	Written confirmation with the TF-CBT coach	Contract in place
Details of cross- agency trauma related training plan to assist in referral and follow-up is in place	Discussion at PACEIT and with service directors	Mike and PACEIT	October 15	Training plan document	Training plan approved by PACEIT
Trauma related training modules are in process	Coordination with trainers and HR	Mike	November 30	Attendance logs at training sessions	90% attendance at sessions
<b>Initial Implementation</b>					
Communication plan in place to inform service unit and agency	Coordination with service and YSB Communications	Mike and PACEIT	October 15	PACEIT assesses through discussions with staff	IT members hear that staff are well-informed about the initiative
Supervision and coaching are taking place on a regular basis	Service director or delegate ensures that this is occurring	Michelle and Mike	October 15	PACEIT members check with applicable service directors	Supervision and coaching are at optimal levels
Data systems in place for measuring and reporting client outcomes	QA will discuss options with staff and management in the service unit	Mike	Completed	UCLA PTSD and CANS Trauma	Client outcomes are being measured and reported on quarterly
Data systems in place for measuring and reporting fidelity and model adherence	Clinicians, supervisor and clients will complete forms monthly, quarterly and semi-annually	Mike	Completed	Overall performance metrics, client rated clinician fidelity measure, supervisor adherence measure, clinician tracking form, brief practice checklist	Benchmarks will be reached for all measures
Implementation of TF-CBT will be tracked in an easily monitored fashion	Progress to be reviewed every quarter by PACEIT	Mike	Completed	Implementation Tracker	Implementation Tracker will be circulated to PACEIT every quarter
Plan is in place for ongoing training and booster sessions for TF-CBT clinicians	Consult with Phoenix Centre TF-CBT staff and Peel Children's Centre to develop ongoing training	Mike, TF-CBT clinicians	November 15	TF-CBT clinician training plan	Training plan indicators are met
Plan is in place to have ongoing networking with other TF-CBT sites in Ontario	Pre-planning with other Ontario sites	Mike	January 31, 2014	PACEIT assesses through TF-CBT staff meeting discussions with clinicians	TF-CBT clinicians and supervisor feel that they are successfully networked