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|  | **IMPLEMENTATION READINESS TOOL** | **Not even close** | **Some way to go** | **Nearly there** | **We are there** |
| **A:** | **Organisational capacity**  | **1** | **2** | **3** | **4** |
| **1.** | There is leadership support from top management |  |  |  |  |
| **2.** | This organisation’s policies and procedures facilitate implementation of this programme |  |  |  |  |
| **3.** | Governance and oversight mechanisms and processes are in place |  |  |  |  |
| **4.** | Adequate financial resources to introduce and sustain programme costs have been secured |  |  |  |  |
| **5.** | Appropriate office space for staff has been secured |  |  |  |  |
| **6.** | The Home Visiting team leader/project manager, Home Visitors, and administrative support are recruited/secured |  |  |  |  |
| **7.** | Interagency working relationships and partnerships are established |  |  |  |  |
| **8.** | There is capacity to monitor and evaluate the programme’s implementation and outcomes |  |  |  |  |

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| **B** | **Staff capacity** | **1** | **2** | **3** | **4** |
| **1.** | Staff understand how the PFL programme works and how it fits with the mission and goals of this organisation |  |  |  |  |
| **2.** | Management and staff are clear about which components of the PFL programme they will deliver and what components are to be delivered by partner organisations |  |  |  |  |
| **3.** | Staff demonstrate commitment to using the PFL programme with fidelity |  |  |  |  |
| **4.** | The introductory PFL training programme has been delivered to staff |  |  |  |  |
| **5.** | Coaching and mentor arrangements for staff have been set up |  |  |  |  |
| **6.** | Staff are familiar and able to use the outcomes measurement framework |  |  |  |  |
| **C.**  | **Operational considerations** | **1** | **2** | **3** | **4** |
| **1.** | Any programme adaptations have been agreed with the PFL team  |   |   |   |   |
| **2.** | The MoU and any service agreements have been agreed  |   |   |   |   |
| **3.** | Referral and signposting pathways for families to access the programme are agreed and in place |   |   |   |   |
| **4.** | Case management and record keeping processes are established |   |   |   |   |
| **5.** | Caseloads have been agreed |   |   |   |   |
| **6.** | Promotional and information materials are finalised |   |   |   |   |
| **7.** | There is a communication plan in place for communication with key stakeholders |   |   |   |   |