

## I-Connect Implementation Guide

### Purpose:

This guide is a tool for I-Connect implementation teams to support teams in bringing I-Connect into their school/district, this guide can act as a “blueprint” to move through the four stages of implementation: exploration, installation, initial implementation, and full implementation, as well as moving beyond these stages to ensure I-Connect remains innovative and sustainable. By moving intentionally through these stages, I-Connect will be thoroughly installed within a school district with a high likelihood of sustainability.

### Guidelines for Use:

The I-Connect implementation team should use the steps to guide their implementation efforts, then assess the status of each step before moving between stages.

Completed: the step has been completed, no further information or effort is required.
In Progress: the step has been initiated, but further information or effort is required
Stalled: the step was initiated, but no progress has been made.

### Exploration Stage

The goal of the Exploration Stage is to allow time to assess the potential match between school needs, the I-Connect intervention requirements and resources, and to make a decision to proceed (or not). In addition, potential barriers to implementation are assessed (e.g., relating to funding, staffing, referrals, and system changes) and cataloged in the Readiness Assessment. During this stage, it is suggested an I-Connect Implementation team is identified as a subcommittee of an existing school team, stake holders are engaged for feedback, and an Action Plan for moving forward is created.

	Resources	Completed	In Progress	Stalled	Action Items
Create I-Connect Implementation Team					
Recruit support for I-Connect from administration and faculty.	-I-Connect Flyer -I-Connect Video				
Complete Readiness Assessment & Action Plan	-Readiness Assessment & Action Plan				
Complete I-Connect Alignment Guide	-Alignment Guide				
Consider piloting I-Connect					



## Installation Stage

Once the I-Connect Implementation team has determined readiness for implementation and created an action plan of which needs to be accomplished before the change in practice begins. These activities define the Installation Stage of implementation. At this early stage of implementation, the following are confirmed: the essential components or drivers of the intervention are in place, a small group of implementors are trained, and plans are made for providing coaching support.

	Resources	Completed	In Progress	Stalled	Action Items
Identify sites/team format for implementation	-Team Format Examples				
Develop coaching plan with regularly scheduled meetings	-Installation Plan				
Train mentors	-I-Connect Training Videos -Self Monitoring Training				

## Initial Implementation Stage

I-Connect is available for use to trained mentors, but it is important for implementors and stakeholders to know adjustments are anticipated- even the best laid out plans offer opportunities for learning and *rapid cycle improvement*. This stage is known as the “awkward stage” and a good motto to keep in mind is to “get started and then get better”. The support of administrators SITs is critical during this stage since new challenges emerge from staff due to the challenge of taking on a new task. During this stage, it is important to solicit feedback frequently from implementors (mentors) and stakeholders (including parents and students) to ensure I-Connect works well for students and is easy for teachers to use. Implementor and stakeholder feedback is critical in this process, as is the willingness to learn from mistakes and develop system solutions when appropriate, rather than allowing problems to re-emerge and re-occur.

	Resources	Completed	In Progress	Stalled	Action Items
Provide coaching to troubleshoot problems	-Troubleshooting guide				
Observe mentors and student use	-Fidelity Checklist				
Develop process for referral for I-Connect	-Student Nomination Form				



## Full Implementation Stage

Full implementation of I-Connect occurs once the use of I-Connect becomes sustainable, meaning I-Connect is integrated into school policies and procedures, and is routinely selected as an intervention to support students. Typically, a full school year is needed to reach Full Implementation with I-Connect. Once full implementation is reached, it is important to continue to assess fidelity of the intervention regularly as this will ensure the effectiveness as the intervention continues. SITs can help ensure that implementation data are used for decision-making, fed forward and back to key stakeholders, and new issues are addressed quickly.

	Resources	Completed	In Progress	Stalled	Action Items
Provide training to addition mentors	-I-Connect Training Videos -Self Monitoring Training				
Provide coaching to troubleshoot problems	-Troubleshooting guide				
Observe mentors and student use	-Fidelity Checklist				
Develop plan for providing on-going training and initial training for new staff members.					

## Innovation and Sustainability

Once I-Connect has reached full implementation, it is important to ensure it continues to be used to full capacity consistently over time. It is not uncommon for interventions to “drift” away from their intended purpose once they have been put in place. To guard against this drift, measures should be taken to promote innovation and sustainability. During this stage, the school implementation team will continue to meet routinely to monitor implementation fidelity and address any on-going issues. Continued fidelity monitoring with help to preserve the effectiveness of I-Connect as well as intercept any challenges that would limit the use of the intervention over time.

	Resources	Completed	In Progress	Stalled	Action Items
Mentor and Student use of I-Connect for a full calendar year with minimal support.	-Fidelity Checklist				
Continue to provide mentor training and bring on new team members					



Coordination with Student Support Teams provides outcome data to administration					
Incorporate I-Connect data into school-wide data (as applicable).					
Ensure I-Connect usage is routinely included in the agenda of school or cohort wide teams (as applicable).					
Ensure continued alignment with school policy and procedures and contributes to the objectives of the school's strategic plan.					
Use I-Connect data to inform data-driven decision making at the student and school level.					

