

## Appendix E3: Exploration Worksheet

This is a sample format to track basic information essential to the Exploration Phase; it can be modified to fit individual needs. It may be used with the Implementation Team during initial meetings or prior to the creation of the Implementation Team to help guide its formation.

### **Discussion of who will be involved (county level, partners in the county, region/geographic area, etc.):**

- Will this be a countywide or regionalized effort?
- Who do you see being involved in this? Who are the stakeholders from within the county and who would partner with the county that would be involved?
- Do you foresee challenges in engaging community-based organizations (CBOs) or other partners in this process?

### **Brief explanation of your agency and leadership's motivation for starting the Exploration Phase:**

- What do you hope to accomplish throughout this process?

**Information on any major linkages with other public service sectors (e.g., Probation, Mental Health, etc.):**

- What joint projects, requests for proposals (RFPs), etc., are in place or projected to be in place that may impact this effort?

**Information on existing evidence-based practices (EBPs) and ones that have been identified as possibilities for implementing in the county:**

- Are you aware of any EBPs already in use within your county? If yes, please list them.
- How would you find additional information about what is currently in use?
- Have there been previous attempts to implement EBPs in the past?
- Are there any specific EBPs for implementation that you have in mind?

**Recent or upcoming changes to the system:**

- Are there any upcoming changes to the system that might impact the assessment process or implementation of a new practice?

**Review of timeline and personnel:**

- What is your timeline for this effort?
- Who will be leading this process? Are they at a level where they will be able to generate staff/stakeholder buy-in?