

Resources for Implementation

During the Preparation Phase, the resources needed to implement the practice will need to be identified. Check with the developer to determine whether such a list exists. If not, make a comprehensive list based on a thorough review of the program materials. Review the list with the Implementation Team to see if any items are missing.

Below are some common examples of resources that may be needed for a program. This is not an exhaustive list, but it is a starting place to begin thinking about what resources might be needed. Keep in mind if an existing service is being transformed, there may be some existing resources that can be utilized.

- Space
 - What type of space is needed? Group meeting spaces, individual therapy offices, child care facilities, etc.
 - Can existing resources be utilized to reduce costs and make the services feel more community based? Libraries, government buildings, faith-based groups, etc.
 - Will any construction or alteration of space be required? For example, building mirrored rooms for observation.
 - What is the process to reserve space – contracts, MOUs, etc.? Incorporate into timeline.
 - Are multiple spaces needed at the same time for concurrent parent/child sessions?
 - Are food service areas needed?
 - Is there access to public transportation and/or adequate parking?
- AV equipment – computers, projectors, microphones, etc.
 - Is any of the required equipment available? May be able to repurpose existing equipment.
 - What is the lead time to obtain new equipment? Approval process, procurement process, etc.? Incorporate into timeline.
- Printing
 - Can staff manuals be printed locally or do they need to be purchased from the developer?
 - What other printed materials are needed? What is the lead time and process to order them? Incorporate into timeline.
 - Brochures for outreach
 - Handouts for sessions

- Referral forms
- Documentation paperwork
- Billing materials
- Others?
- Refreshments
 - Is provision of food or beverage part of the program (e.g., family meal at start of session, snacks during after school program, etc.)?
 - Will the funding source allow for purchase of refreshments?
 - If not, are there any other ways to cover it? Community donations/sponsorship, foundation grant, government feeding programs, faith-based groups, etc.
 - Is there a facility for storage of refreshments between sessions?