

# IMPLEMENTATION PREPARATION FORM

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Please complete this form as fully as possible and share with your Triple P Implementation Consultant (IC). This document can be used as a working document to keep track of things as your implementation planning progresses.

## YOUR CONTACT DETAILS

Organization Name:

Organization Address:

Phone number:

Website Address:

### Primary Contact:

Name:

Phone:  Mobile /  Office /  Home

Email:

Best way to contact you:  Email /  Phone

Position Title:

## TPOL CONTACT DETAILS (IF DIFFERENT FROM PRIMARY CONTACT):

TPOL Project Coordinator is computer/web proficient and has access to a compatible browser.<sup>1</sup>

## YOUR IMPLEMENTATION CONSULTANT IS:

## REGULAR MEETINGS WITH YOUR IC

Your IC will be available to you every two weeks in the beginning and then monthly following provider training.

The regular scheduled time to talk with your IC is:

## YOUR ORGANIZATION AND TRIPLE P

How does Triple P fit with the goals of your organization?

What are the outcomes and goals your organization wants to achieve by providing Triple P?

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1. For more information, please refer to Triple P Online Browsers.



How/why has your organization made the decision to become involved with Triple P? (Who made the decision, what information did they use, what processes were involved – is there a need to engage more people with this project?)

Do you know what parenting programs are currently available in your community (either through your organization or another organization)?

What is the population of parents you are targeting?

For Triple P Online consider (select one or more):

- Waitlist
- Geographically isolated families
- Time-poor parents
- Partners unable to attend Triple P in-person
- Parents reluctant to receive in-person support.
- Parents requesting additional support outside of other existing services.
- Wider population not currently being reached with existing services.
- Other (please describe):

Which Triple P programs would your organization like to deliver? (Talk to your Implementation Consultant about this.)

UNDER 12 YEARS		TEEN		STEPPING STONES		EXTRA SUPPORT	
Selected (Seminars)		Selected (Seminars) Teen		Selected (Seminars) Stepping Stones		Enhanced	
Primary Care		Primary Care Teen		Primary Care Stepping Stones		Pathways	
Discussion Groups		Teen Discussion Groups		Group Stepping Stones		Family Transitions	
Group		Group Teen		Standard Stepping Stones		Lifestyle	
Standard		Standard Teen					
Online		Online Teen					



## HOW MUCH TRIPLE P DO YOU WANT TO DELIVER?

You're more likely to achieve your goals if they're realistic and specific. By using the tables below and working with your Implementation Consultant, you can set goals regarding the number of parents/carers your organization will reach in the next 12 months with your Triple P delivery.

Table 1 helps you keep track of how many practitioners you have in place and how many practitioners require training to reach these goals. Table 2 provides an estimate of an average delivery goal per practitioners, this is a good starting point to help you estimate delivery goals for your practitioners.

Some considerations for estimating delivery goals:

- Are your practitioners full or part time?
- How many parents does your agency have access to (are they voluntary or involuntary?)
- How many parents would each practitioner see on a daily/weekly basis (average is ok) for example what is their caseload?
- What percentage of these parents would typically require parenting support?

**TABLE 1: Number of parents/delivery goal**

TRIPLE P PROGRAM (select program from drop down)	HOW MANY PARENTS/CARERS WOULD YOU LIKE TO REACH IN THE NEXT 12 MONTHS WITH THIS PROGRAM?
TOTAL DELIVERY GOAL	

**TABLE 2: Number of practitioners trained/requiring training**

TRIPLE P PROGRAM (select program from drop down)	HOW MANY PRACTITIONERS ARE ALREADY TRAINED IN THIS PROGRAM?	HOW MANY OF THESE TRAINED PRACTITIONERS WILL DELIVER THIS PROGRAM IN THE NEXT 12 MONTHS?	HOW MANY PRACTITIONERS WILL REQUIRE TRAINING IN THIS PROGRAM?	TOTAL NUMBER OF PRACTITIONERS WHO WILL DELIVER IN THE NEXT 12 MONTHS WITH THIS PROGRAM?

How many staff will be distributing Triple P Online access to parents?



## THINKING MORE ABOUT IMPLEMENTATION

Where will you deliver Triple P?

How will your organization fund this initiative? (e.g. program resources, Triple P Online access codes, communications materials, training, staff time to prepare for and deliver programs, venue, refreshments, childcare, after-hours work?)

Will parents be provided with access to Triple P Online free-of-charge or user pays?

Although Triple P Online is a self-directed program, many parents appreciate the opportunity to access extra clinical support while they undertake the program. Support can be provided by a Triple P trained provider either via email, telephone, or in-person consultations.

Which Triple P interventions are currently available in the community? Do these practitioners have the capacity to provide additional parent support?

If support is offered to parents, will it be motivational or clinical? How will the support be offered?



How/where will parents find out about your Triple P programs/what promotional resources (brochures, posters etc) will you need?  
(Consider your access to marketing, communications and public relations support)

How will parents be engaged and directed to Triple P Online?

Has your organization considered using the following Triple P Online communications materials?

Click-through web banner

Flyers

Posters

Promotional emails

What other things can you do to engage with parents in your community?

How will you evaluate the effectiveness of your organization's delivery of Triple P?

How will you keep track of your program delivery and reach?



What languages are spoken in your community?

Are there local community networks that would be useful to engage with for promotion, referral or service delivery coordination?

How will you manage storage and distribution of communications materials and program resources?

## STRENGTHS AND CHALLENGES

Please describe your organization's greatest strengths in implementing Triple P:

Please describe what you think could be concerns or challenges with implementing Triple P through your organization/in your community:

For Triple P Online: Are there any challenges faced by this particular target population? (e.g. access to internet, computer proficiency, self-motivation.)

For Triple P Online: Are there any challenges faced by the professionals or setting? (e.g. time for follow-up, setting up referral pathways.)

## SUPPORT

Describe what would help your organization to effectively implement Triple P:

Describe what would help you, in your role within your organization, to effectively implement Triple P:

## READINESS CHECK

### How ready are you to implement Triple P?

To prepare for successful and effective service delivery of Triple P, it's useful to explore your organization's current capacity and resources. Please complete this brief self-assessment to help you identify areas of strength, and those needing more development. It's also a good idea to talk more about this self-assessment with your leadership and/or implementation team, as this can help you gather important information.

This isn't an exhaustive checklist of everything you need to put in place for all phases of implementation – it's just about highlighting key areas that need to be set up before moving further.

CAPACITIES AND RESOURCES	IN PLACE	PARTLY IN PLACE	NOT IN PLACE	COMMENTS <i>(Can this capacity/resource be made available?)</i>
The person who'll be your organization's local coordinator is in place				
Support is available within your organization to help this person with planning and implementation				
Your organization's leadership supports the implementation of Triple P				
The target population (who you'd like to reach) has been identified				
You know the appropriate Triple P programs to address this target population's needs				
You know how many staff need to be trained in each Triple P program				
Funding for each provider's service delivery is in place for year 1				
Funding for each provider's service delivery is in place for subsequent years				
Your organization has put in place recruitment/selection processes for providers				
Appropriately skilled and experienced staff are available to train as providers				
Triple P providers have supervisors who are aware of Triple P and confident they can provide appropriate supervision				
You've made connections with other organizations who can be your community/service delivery partners				
You have a plan for others to refer parents to your Triple P services (for example: schools, medical centres, community centres, early childhood centres, parent groups)				



CAPACITIES AND RESOURCES	IN PLACE	PARTLY IN PLACE	NOT IN PLACE	COMMENTS <i>(Can this capacity/resource be made available?)</i>
A commitment to delivering Triple P for an appropriate period has been secured throughout the organization/ community				
You have a plan in place to evaluate your delivery of Triple P (meeting targets, effectiveness, potential for improvement)				

It is recommended that before starting the delivery of Triple P Online, procedures are in place to manage the program implementation. Below are a few key procedures.

PROCEDURE	IN PLACE	PARTLY IN PLACE	NOT IN PLACE	COMMENTS <i>(Can this capacity/resource be made available?)</i>
Practitioners have been briefed (e.g. project, Triple P Online, report management).				
Staff members who are distributing Triple P Online access to parents understand the process.				
A plan is in place to manage parents who have been given access to Triple P Online but have not activated their account.				
A plan is in place to manage parents who have activated an account but have not logged in for four weeks or more.				
A plan is in place to manage parents who require additional support or a referral.				