

Iowa Department of Health and Human Services  
**Iowa Parent Partner Model Implementation Readiness**

The readiness checklist is designed to guide organizations in implementing the Iowa Parent Partner Model, from early planning and design stage through initial implementation. A minimal readiness level is required prior to entering into a Letter of Agreement (LOA) with Iowa HHS as an approved Iowa PP model site. ***All readiness areas and action steps should be addressed and a primary responsible party should be identified for steps with a priority of 0 or 1 before the finalization of the Iowa PP Model LOA.***

Implementation Support Systems		Describe Readiness Level	Responsible Party	Actions Needed	Completed or Ongoing Activity	Date
Has reviewed and agrees to principles of the Iowa Parent Partner Approach as specified in Iowa Parent Partner Logic Model.	0					
Collaboratively developed and agreed upon Logic Model/Theory of Change that is consistent with the Iowa Parent Partner Approach.	0					
Identification of program intended outcomes (short and long term). System outcomes. Child and Family Outcomes. Process Outcomes.	0					
Establish implementation timeline.	0					
Evaluation Plan	2					
Development of a data collection process, system, and means to analyze and report on program to all stakeholders.	2					
Process for assessing fidelity to Parent Partner model identified and implemented.	2					

<b>Systems - Organizational Engagement and Commitment</b>	<b>Priority (Timeline)</b>	<b>Describe Readiness Level</b>	<b>Responsible Party</b>	<b>Actions Needed</b>	<b>Completed or Ongoing Activity</b>	<b>Date</b>
Have the project jurisdiction and scale of the initial implementation been clearly identified? (statewide, regional, regional pilot, county/ies, district court)	I					
Define the proposed structure of the implementation. (i.e. State administered, state-directed with a contracted provider, county administered system and county-administered PP program, state or county CW system with a private provider, etc...	I					
The child welfare department's formal commitment and engagement in the proposed implementation. Specify details of commitment.	I					
The engagement and commitment of other state and regional stakeholders in the proposed implementation (i.e. court system, executive branch, child welfare regional leadership, contracted service providers, etc...).	I					
The engagement and commitment from child welfare supervisors and front-line staff.	I					
The engagement and buy-in from persons with lived experience in the child welfare system. Specify.	I					

Statewide management/oversight position/committee. Explicit statement of official capacity and decision-making authority. <i>(Steering committee - membership depends upon the structure of the jurisdiction and structure of project.)</i>	I					
Jurisdiction-wide coordination and implementation staff capacity and authority. <i>(identifying, role should include building capacity of implementation, where does this position learn their role)</i>	I					
Peer Support Process identified	I					
Strategies and purveyors identified to continue and increase state and local stakeholder support.	2					
Plan to continue stakeholder outreach and engagement.	2					
Specify the relationship and role of the project vis a via the Iowa Parent Partner Approach purveyors, Iowa HHS and Children and Families of Iowa.	I					
<b>Financial Support and Sustainability</b>		<b>Describe Readiness Level</b>	<b>Responsible Party</b>	<b>Actions Needed</b>	<b>Completed or Ongoing Activity</b>	<b>Date</b>
Source(s) of program funding.	I					
Duration and commitment of current program funding	I					

Specify any requirements of funding source (evaluation requirement, specific populations, program requirements, etc...)	1					
Long term plan for program funding.	2					
<b>Facilitative Administration</b>		<b>Describe Readiness Level</b>	<b>Responsible Party</b>	<b>Actions Needed</b>	<b>Completed or Ongoing Activity</b>	<b>Date</b>
Jurisdiction specific developed Parent Partner Policies and Procedures	2					
Stakeholder communication protocols and processes developed	2					
Identified, established and defined the role of an oversight committee that includes child welfare agency, Parent Partners, Parent Partner organizations, and other stakeholders.	2					
Processes and procedures identified to ensure that minority and underrepresented communities have equal access to Parent Partners.	2					
Statewide Parent Partner Coordinator position in place.	2					

<b>Programmatic Structures and Processes</b>		<b>Describe Readiness Level</b>	<b>Responsible Party</b>	<b>Actions Needed</b>	<b>Completed or Ongoing Activity</b>	<b>Date</b>
Selection processes identified for the recruitment, hiring, and onboarding of Parent Partner mentors and other required positions for implementation.	2					
Training methods and modalities identified and developed to achieve staff competency. Including Building a Better Future training for all staff, stakeholders, and Parent Partners.	2					
Coaching methods identified to establish, maintain, and improve professional development of all staff.	2					
Staffing model (who is the employer, contracted, how is pay rate determined, where PPs are officed, etc.?)	1					