

# Core Elements of Technical Assistance

The following are the core elements that were found in a scoping review of Technical Assistance models and frameworks (Dunst, Annas, Wilkie & Hamby, 2019) and incorporated into this self assessment as you prepare to deliver technical assistance to a program, organization or system.

Preparation		
<input type="checkbox"/>	Needs Assessment	Did you determine the gap between current conditions, practices and outcomes?
<input type="checkbox"/>	Decision Making	Did you involve staff to identify priorities that fit the organizations mission or goals?
<input type="checkbox"/>	Visioning	Did you determine how the organization would look if it made the desired change?
<input type="checkbox"/>	Readiness for Change	Did you have the staff commitment to change program, organization, or systems practice to achieve desired changes or outcomes?
<input type="checkbox"/>	Organizational Capacity	Did you have the ability to commit resources needed for program, organization or systems changes to produce desired results?
Planning		
<input type="checkbox"/>	Goals & Objectives	Did you identify the immediate and long-term program changes and outcomes that are desired benefits of TA?
<input type="checkbox"/>	Intervention Practices	Did you identify the evidence-based intervention practice or best practices i to affect desired program, organizational, or system change?
<input type="checkbox"/>	Fit Assessment	Did you determine how well the technical assistance fits the program's mission priorities, desired changes, and staff beliefs?
<input type="checkbox"/>	Logic Model or Theory of Change	Did you map the relationship between desired program, organizational, or systems inputs and resources; the intervention practices, actions or activities to affect the desired change; and the intended outputs and outcomes of use of the practices, actions, or activities?
<input type="checkbox"/>	TA Resources	Did you provide resources to program staff to implement the desired change?
<input type="checkbox"/>	Staff Roles & Responsibilities	Did you identify how staff would contribute to the desired change?

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<b>Implementation</b>		
<input type="checkbox"/>	TA Provider Credibility	Did you establish trust, respect, rapport, and shared beliefs with the technical assistance recipient to assure them you are acting in their best interests
<input type="checkbox"/>	Professional Development	Did you use evidence-based professional development practices to build and strengthen staff, program, organization, and systems capacity to use targeted intervention practices?
<input type="checkbox"/>	Coaching & Mentoring	Did you use coaching and mentoring as part of the provision of TA to build and strengthen their capacity to use targeted practices?
<input type="checkbox"/>	TA Provider Consultation	Did you respond to staff questions and concerns about the adoption and use of targeted practices?
<input type="checkbox"/>	TA Provider Support/Feedback	Did you provide nonjudgmental acknowledgement, encouragement, and feedback on staff efforts toward and accomplishments consistent with the objectives and goals of the plan?
<input type="checkbox"/>	TA Provider Credibility	Did you establish trust, respect, rapport, and shared beliefs with the technical assistance recipient to assure them you are acting in their best interests
<b>Evaluation</b>		
<input type="checkbox"/>	Process Evaluation	Did you use methods to determine if the practices, activities, or actions were implemented as planned and resulted in identifiable outputs?
<input type="checkbox"/>	Outcome Evaluation	Did you use methods to determine if the practices, activities, or actions resulted in desired changes in the target group(s) of a program, organization, or system?
<input type="checkbox"/>	Fidelity of use of Intervention Practices	Did you assess if key characteristics of targeted practices were implemented in a manner in which they were designed to be used or delivered?
<input type="checkbox"/>	Fidelity of use of TA Practices	Did you assess if the core elements of TA were used as intended in a consistent manner with program staff?
<input type="checkbox"/>	Lessons Learned (Reflection)	Did you review learning gained from use of TA?
<b>Sustainability</b>		
<input type="checkbox"/>	Capacity-Sustaining Activities	Did you identify program, organization, or systems resources, activities, and professional supports to sustain or maintain the changes that have been put into place as a result of TA related practices?
<input type="checkbox"/>	Continuous Quality Improvement	Did you identify processes to ensure ongoing improvements in a program, organization or system?
<input type="checkbox"/>	Ongoing TA Provider Support	Did you identify procedures to provide informal and formal TA to program staff after the completion of TA related activities?
<input type="checkbox"/>	Follow-up Activities	Did you plan activities for program staff to share concerns and accomplishments and to obtain input, feedback, and suggestions, from a TA provider?

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