

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.

[Scoping Review of the Core Elements of Technical Assistance Models and Frameworks.](#)

This checklist is interactive.

| Preparation | | |
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| | Needs Assessment | Did you determine the gap between current conditions, practices and outcomes? |
| | Decision Making | Did you involve staff to identify priorities that fit the organizations mission or goals? |
| | Visioning | Did you determine how the organization would look if it made the desired change? |
| | Readiness for Change | Did you have the staff commitment to change program, organization, or systems practice to achieve desired changes or outcomes? |
| | Organizational Capacity | Did you have the ability to commit resources needed for program, organization or systems changes to produce desired results? |
| Planning | | |
| | Goals & Objectives | Did you have the staff commitment to change program, organization, or systems practice to achieve desired changes or outcomes? |
| | Intervention Practices | Did you have the staff commitment to change program, organization, or systems practice to achieve desired changes or outcomes? |
| | Fit Assessment | Did you have the staff commitment to change program, organization, or systems practice to achieve desired changes or outcomes? |
| | Logic Model or Theory of Change | Did you have the staff commitment to change program, organization, or systems practice to achieve desired changes or outcomes? |
| | TA Resources | Did you have the staff commitment to change program, organization, or systems practice to achieve desired changes or outcomes? |
| | Staff Roles & Responsibilities | Did you identify how staff would contribute to the desired change? |

| Implementation | | |
|-----------------------|--|--|
| | 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? |
| | 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? |
| | 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? |
| | TA Provider Consultation | Did you respond to staff questions and concerns about the adoption and use of targeted practices? |
| | TA Provider Support/ Feedback | Did you provide nonjudgmental acknowledgment, encouragement, and feedback on staff efforts toward and accomplishments consistent with the objectives and goals of the plan? |
| Evaluation | | |
| | Process Evaluation | Did you use methods to determine if the practices, activities, or actions were implemented as planned and resulted in identifiable outputs? |
| | 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? |
| | 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? |
| | 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? |
| | Lessons Learned (Reflection) | Did you review learning gained from use of TA? |
| Sustainability | | |
| | 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? |
| | Continuous Quality Improvement | Did you identify processes to ensure ongoing improvements in a program, organization or system? |
| | Ongoing TA Provider Support | Did you identify procedures to provide informal and formal TA to program staff after the completion of TA related activities? |
| | 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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