

WHAT TO BRING TO THE NACE/NREPP MEETING: READINESS FOR DISSEMINATION MATERIALS

Readiness for Dissemination Materials	Examples
<p>Implementation materials</p> <ul style="list-style-type: none"> ▶ Any materials or information needed to implement your program 	<p>Manuals, workbooks, videos, DVDs, narrative outlining the program, brochures used to market the program, materials for parents or caregivers, a description of appropriate participants, explanations of organizational structures necessary to implement the program, necessary qualifications to implement the program</p>
<p>Training materials and resources</p> <ul style="list-style-type: none"> ▶ Any materials or resources given out or presented at trainings and information about the type and frequency of training available 	<p>Manuals, handouts, training agendas, videos, PowerPoint presentations, a list of additional resources available, train-the-trainer materials and resources, recommended activities, explanation of types of training available, frequency of training, explanation of how a new implementer finds out about training, information on where trainings are available</p>
<p>Support and/or Technical Assistance</p> <ul style="list-style-type: none"> ▶ A description of the initial or ongoing support mechanisms available to new implementers 	<p>A Word or Excel document outlining how a new implementer would reach the developer by phone, email, in person, or through any other means for support and/or technical assistance</p> <p>For example: Megan Steel can be reached at 571-633-9797, ext. 229, during business hours; support sessions cost \$60 per hour. One-on-one coaching for new implementers is offered during the first 6 weeks of implementation for 1 hour per week; extended coaching for an additional 6 weeks is available at a cost of \$150 per week.</p>
<p>Quality Assurance Materials</p> <ul style="list-style-type: none"> ▶ Any materials necessary for implementers to ensure your program will be implemented with fidelity; includes outcome monitoring and fidelity/process monitoring tools 	<p>Fidelity checklists, outcomes measures, pre-post measures, quality assurance for training, guidance for administering instruments and using data to improve program implementation, supervision guidelines, clinical adherence measures, protocol for using measures (who administers them, how they are administered, when they are administered)</p>

HELPFUL TIPS

- ✓ Although we collect cost information, we do not share it with reviewers, and they do not factor it into the scores for any of the three criteria. However, it is helpful to bring the cost information for one of our exercises.
- ✓ Please bring your actual materials, not photocopies or descriptions only.
- ✓ You do not need all these items; they are examples of appropriate materials and information to bring.

PLEASE BRING

- ✓ Twelve copies of a one-page overview of your program to share with the other conference attendees at your table

WHAT NOT TO BRING

- ✓ Materials you do not have the legal right to disseminate
- ✓ Photocopies or only descriptions of your materials
- ✓ Electronic resources unless you are bringing your own laptop