DECIDING TO USE THE EC_COE
STARTING READINESS CHECKLIST

Implementing the Early Childhood Cycle of Engagement model and tools can be flexible and tailored to your context and capacity. Studies show going through the process of implementation can improve workflow, teamwork and efficiency, in addition to other benefits related to improve care and relationships with families and children. Of course, it also requires commitment to change from you and your team. Before starting, please make sure to assess your team's readiness. It is recommended that items 1 and 2 are in place before you begin. Also review the four-stage implementation process the CAHMI has outlined to assist you. The CAHMI has many other resources to support implementation. Please reach out to info@cahmi.org if you have questions or would like additional resources.

Team Culture
✓ There is interest and stated intention to increase family engagement and improve care provided to children
✓ Your team possesses (or is willing to be coached in) quality improvement skills and is willing to try a new initiative that aims to improve the care provided to families and children
✓ Key stakeholders whose support or approval is required value improving care and engaging families as an organizational priority and can offer you the support you need to implement the EC_COE as you have envisioned

Team Training
✓ Your have identified and secured commitment of an internal team champion as well as a core team to learn about, plan, test, adapt, and implement the Early Childhood Cycle of Engagement tool(s) you wish to use
✓ Your team has learned about the EC_COE model and tools, reviewed the demo websites, and is familiar with implementation steps for the EC_COE tools you wish to use (see below for a high-level overview of four phases of implementation)

Feasibility
✓ Your team has considered fit and feasibility of implementing the EC_COE overall or specific components of the EC_COE, including workflow and documenting findings to track and guide care and/or enable and payment for screenings and care
✓ Your team has discussed direct and indirect benefits of using the Early Childhood Cycle of Engagement tool(s) and engaged family advisors and patients to ensure success
✓ Your team has assessed the perceived value and concerns with implementing the Early Childhood Cycle of Engagement tool(s) and is willing to engage in a real time learning process to achieve success tailored to you

Check List for Getting Started
CAHMI's Four Phase EC_COE Implementation Process

Phase I: Educate & Engage

1. My team and I have learned about the Early Childhood Cycle of Engagement tools and determined the EC_COE is the right model for us to improve family engagement and well child care.
2. My team and I have assessed our capacity and aspirations and have determined how the EC_COE can fit into our practice to meet our goals and utilize our strengths.
3. My team and I have tested the EC_COE and developed a stated implementation vision and goals.

Phase II: Plan & Prepare

1. My team and I have developed a phased implementation plan with assigned roles and gathered all necessary resources.
2. The team has created a team charter committing to the success of implementation
3. The team has participated in learning sessions to develop workflows, processes, and materials for implementation
4. The team has registered for COE accounts and customized the WVP and/or PHDS.

Phase III: Implement & Innovate

1. The team has implemented the EC_COE and conducts regular learning sessions to continuously improve implementation processes.
2. The Team has engaged families in an ongoing basis to gain value and improve on outcomes and goals for implementation.
3. The team is using practice quality improvement approaches (PDSA) to adapt the EC_COE.

Phase IV: Show & Sustain

1. The team continuously reflects to celebrate what is working well and identify areas of improvement.
2. The EC_COE has become the standard of care within our practice.
3. The EC_COE has been integrated into staff training, incentives, performance measures, and/or branding.