



# Phase 3 YASI Implementation Checklist

Month	Theme	Task	Date Completed
Month 1 Aug 2020	Stakeholder Engagement	<input type="checkbox"/> Establish Agency Implementation Team and provide names/emails to DCF for listserv	
	Training Preparation	<input type="checkbox"/> Sign up for Kick-off Meeting with Orbis	
		<input type="checkbox"/> Identify staff to be trained from your county and send estimate to DCF Youth Justice Policy Coordinator	
Month 2 Sept 2020	Stakeholder Engagement	<input type="checkbox"/> Send 2-page YASI informational handout to stakeholders	
		<input type="checkbox"/> Complete YASI change readiness survey and disseminate to all stakeholders for their completion	
		<input type="checkbox"/> Schedule initial informational meeting with stakeholder groups (and CJCC if active), to introduce them to the YASI, case plan and implementation process	
		<input type="checkbox"/> Schedule regular (quarterly at a minimum) meeting with stakeholder groups (and CJCC if active) to share data, troubleshoot issues/concerns and obtain feedback	
	Training Preparation	<input type="checkbox"/> Select and sign up for CCW1 training dates	
Months 3-5 Oct-Dec 2020	Stakeholder Engagement	<input type="checkbox"/> Review results of YASI change readiness survey and request additional assistance/support from DCF as needed	
	Training Preparation	<input type="checkbox"/> Allow staff on-the-job learning time to familiarize themselves with CCW1	
	Training	<input type="checkbox"/> Staff identified to be trained in the YASI attend CCW1	
	Training Follow-Up	<input type="checkbox"/> Supervisor obtains login credentials from Orbis and shares with trained staff	
	Strategic Planning	<input type="checkbox"/> Complete current youth justice case flow timeline	
		<input type="checkbox"/> <b>Kenosha &amp; Outagamie:</b> Determine handling of existing data in CaseWorks (only for counties currently utilizing YASI)	
		<input type="checkbox"/> <i>Create a plan to 'count' activities identified in the logic model (e.g. educational/training opportunities)</i> *Await further instructions from DCF	
		<input type="checkbox"/> <i>Generate reports on funding, OHC caseload, and OHC placement lengths</i> *Await further instructions from DCF	

	Policy & Procedures	<input type="checkbox"/>	Begin developing county specific YASI procedures based on DCF YASI policy, practice guidance, and research and send to DCF for feedback	
<b>Months 6-10</b> Jan-May 2021	Training Preparation	<input type="checkbox"/>	Select and sign up for CCW2 training dates	
		<input type="checkbox"/>	Allow staff on-the-job learning time to familiarize themselves with CCW2	
	Training	<input type="checkbox"/>	Staff identified to be trained in the YASI attend CCW2	
	Policy & Procedures	<input type="checkbox"/>	Continue developing county specific YASI procedures based on DCF YASI policy, practice guidance, and research and send to DCF for feedback	
		<input type="checkbox"/>	Begin service mapping/matrix in conjunction with providers and send to DCF for feedback	
		<input type="checkbox"/>	<i>Develop plans for receiving continuous feedback on the implementation process and YASI tool from stakeholder groups*</i> *Await further instructions from DCF	
		<input type="checkbox"/>	<i>Develop plans for ensuring fidelity to YASI policies</i> *Await further instructions from DCF	
<input type="checkbox"/>	<i>Develop plans for ensuring fidelity to YASI tool, including: accountability, incidents, reliability, training, &amp; QA process</i> *Await further instructions from DCF			
<b>Months 11-12</b> June-July 2021	Training Preparation	<input type="checkbox"/>	Select and sign up for Booster training dates	
	Policy & Procedures	<input type="checkbox"/>	Submit developed county specific YASI procedures based on DCF YASI policy, practice guidance, and research	
		<input type="checkbox"/>	Submit completed service matrix to DCF and share with YJ workers trained in the YASI in your county	