

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		
	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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