

National Quality Improvement Center

QIC•AG

Adoption & Guardianship
Support and Preservation

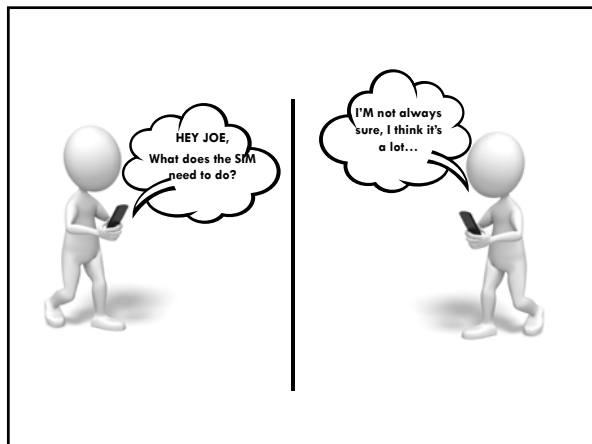
"Coming together is a beginning. Keeping together is progress. Working together is success."
– Henry Ford

SIM Meeting
January 29, 2016

I. Welcome
II. SIM – Role of the SIM
III. Site updates - Introduce yourself –What's going well in you roll as SIM, What has been challenging?
IV. DSA Update
V. Quarterly Report Update
VI. Admin and Logistics

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■ The SIM Bears primary responsibility for all essential aspects of the work being carried out



The Site Implementation Manager (SIM) will lead the implementation of the QIC-AG project in collaboration with the QIC-AG implementation/evaluation team.




- Provide Project Leadership and Management
- Coordinate and Facilitate all in-state teams
- Facilitate the identification and the implementation of the evaluative intervention.
- Facilitate the identification and the development of capacity building activities

LOCAL SITE IMPLEMENTATION MANAGERS

- Texas- Focus Interval
Blanca Lance 
- Winnebago Tribe- Focus Interval
Elrae Mazakahomni 
- Vermont- Universal Interval
Beth Maurer 
- Illinois- Selective Interval
Rachael Kerrick 

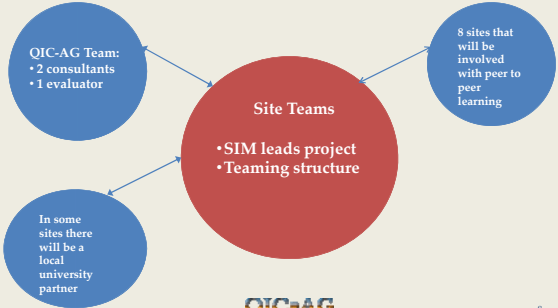
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LOCAL SITE IMPLEMENTATION MANAGERS

- Wisconsin- Indicated
Matt Steigerwald 
- Catawba County (NC)- Indicated
Heather Ball 
- Tennessee- Intensive
Erika Conwell and Nicole Coning 
- New Jersey
John Webb 

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QIC-AG STRUCTURE



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WHY A SIM IN EACH SITE?

- Critical to have an individual who is familiar with the site
- The success of the QIC-AG will be directly related to how well the essential work is coordinated and completed

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THE SIM WILL BE CRITICAL IN ALL ACTIVITIES ASSOCIATED WITH THE DIFFERENT IMPLEMENTATION PHASES INCLUDING:

- Exploration
- Implementation planning
- Installation
- Initial implementation
- Full implementation

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SITE IMPLEMENTATION MANAGER

- The Site Implementation Manager (SIM) will provide project leadership to facilitate the development of capacity building activities and implementation of the evaluable intervention. The SIM will be critical in all activities associated with the different implementation phases.
- The SIM will meet with the QIC-AG implementation/ evaluation team on a consistent basis and ensure progress is thoroughly documented throughout the project.
- The SIM will also establish and manage internal and external committees and relationships to ensure successful project provision as needed.

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ADMINISTRATIVE WORK

- Assist with the data sharing agreement and ensuring data collection is conducted as prescribed by the evaluation team throughout the project. Ensure administrative data is submitted to UNC data portal
- Ensure the completion of the IRB as necessary and that all data necessary for the site specific and cross site evaluation plan is collected and shared with QIC-AG and university partner as appropriate.
- Ensure that the MOA is signed and returned to the QIC-AG.
- Ensure that the project and services are developed and delivered in compliance with site and state policies and standards, and meet all required guidelines, regulations and budgetary constraints.
- Coordinate with university partner in facilitating evaluation activities.

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THE SIM WILL ENSURE PROGRESS IS THOROUGHLY DOCUMENTED THROUGHOUT THE PROJECT

- Creation of site work plans
- Complete and submit progress reports to QIC-AG that will assist in the development of the SAR

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LEAD THE DEVELOPMENT OF THE FOLLOWING PRODUCTS

- Work with the QIC-AG team to complete of the continuum assessment, population template, theory of change, PICO, logic model, and hexagon tool.
- Lead the development of a site implementation plan.
- Ensure the development of the annual site Work Plan and manage the project responsibilities and the implementation timeline to ensure that tasks are completed in a timely manner.
- Assist with the execution of the evaluation plans.
- Assist in the development of the cost plan and the management of fiscal operations by coordinating the annual budget development process, tracking expenses and developing budget revisions when needed.
- Coordinate the development and implementation of a site specific dissemination plan.

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ESTABLISH AND MANAGE INTERNAL AND EXTERNAL COMMITTEES AND RELATIONSHIPS TO ENSURE SUCCESSFUL PROJECT PROVISION AS NEEDED

- **Complete charter for all teams**
- Manage communication between all components of the teaming structure.
- Manage teaming structure/implementation team; act as a liaison/facilitator across operational teams.
 - PMT
 - SAT
 - IMP
 - Other

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MEETINGS

- Conducting
 - Site Quarterly
 - PMT
 - Implementation Team
 - Stakeholder Advisory Committee
 - Stakeholder Focus Groups
 - Other

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MEETING TASKS

- Develop Meeting agenda (gather input from Site Consultants and Members)
- Securing location and equipment
- Facilitator - (Ensures member participation, manages meeting flow and agenda)
- Coordinates invites (participants, guests and other speakers)
- Develops minutes / track outcomes and action steps
- Evaluate the meeting itself
- Circulates an attendance sheet
- Develop and present reports as required

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MEETINGS

- Attending
 - Weekly SIM Call
 - Weekly Joint Site Leadership Team
 - Quarterly Webinars
 - Annual Meetings

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MANAGE/COORDINATE ALL ASPECTS OF
BUILDING IMPLEMENTATION SUPPORTS
INCLUDING:

- Staff recruitment and selection, training, and coaching
- Fidelity
- Identification and use of data that can support decision making
- Leadership and stakeholder supports
- Policies and practices
- Resources

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