# Minnesota Team Checklist

## Self-Assessment and Action-Planning for Person-Centered and Positive Support Practices

Provider:

*[Type the name of the provider]*

Date:

*[Type the date]*

Person(s) Completing Report:

*[Type the name of the person(s) completing the report]*

Team Members Present:

*[Type the team member present]*

INSTRUCTIONS: Home and Community-Based Service (HCBS) providers can use the Minnesota Team Checklist to guide progress implementing person-centered practices and positive supports. The checklist can be used on a regular basis (e.g., monthly, quarterly, annually) to monitor progress improving person-centered and positive support practices. The subsections for this checklist address important areas that need to be considered when improving services.

Answer each question by selecting the number that best fits what the team has completed:

0 – Planning Not Yet Started

1 – In Progress

2 – Fully in Place

### Team

1. A team is in place to worktoward becoming a more person-centered service.

[type **0**-planning not yet started, **1**-in progress, or **2**-fully in place]

1. Regular meetings are scheduled.

[type **0**-planning not yet started, **1**-in progress, or **2**-fully in place]

1. The team has a plan to include people supported, staff members, and others in planning.

[type **0**-planning not yet started, **1**-in progress, or **2**- fully in place]

1. The team has a clear vision and purpose that matches person-centered and positive support values.

[type **0**-planning not yet started, **1**-in progress, or **2**- fully in place]

1. An effective meeting process is in place including agreed-upon roles (e.g., timekeeper, notetaker, facilitator), agenda/meeting minutes, and an action plan.

[type **0**-planning not yet started, **1**-in progress, or **2**- fully in place]

1. The team has a leader or key contact who speaks for the group.

[type **0**-planning not yet started, **1**-in progress, or **2**- fully in place]

1. The team has the active support of a leader (e.g., director, administrator, CEO) who attends meetings and supports changes.

[type **0**-planning not yet started, **1**-in progress, or **2**- fully in place]

### Staff Commitment

1. Staff members are aware that there is a plan to improve person-centered and positive support practices.

[type **0**-planning not yet started, **1**-in progress, or **2**- fully in place]

1. The team assesses how ready people are to work on person-centered and positive support practices.

[type **0**-planning not yet started, **1**-in progress, or **2**- fully in place]

1. Staff members are directly involved in the action plan for improving services.

[type **0**-planning not yet started, **1**-in progress, or **2**- fully in place]

1. Feedback is provided at least three times a year.

[type **0**-planning not yet started, **1**-in progress, or **2**- fully in place]

1. Time is allocated and resources are in place to support training for people and team problem-solving.

[type **0**-planning not yet started, **1**-in progress, or **2**- fully in place]

### Self-Assessment

13. Strategies for person-centered and other positive support practices are assessed and summarized.

Examples include:

* Surveys or other data are used to gather opinions about person-centered strengths, quality of life, satisfaction, and cultural responsiveness, etc.
* Review of staff development, staff onboarding, and performance data
* Policy alignment as it relates to person-centered practices, positive supports and cultural responsiveness
* Number of trainers, facilitators, coaches, etc. who can teach and support person-centered and positive supports
* Information about cultures represented and how well services support diversity
* Staff recruitment, selection, orientation and on-boarding, and retention
* Data summarized to assess staffing patterns, incidents, injury reports, 911 calls, medication errors, changes in quality of life, etc.

[type **0**-planning not yet started, **1**-in progress, or **2**- fully in place]

1. Team decides where to start working on person-centered practices, depending upon the size and types of services:

Examples include:

* Make changes in one family-based setting
* Working with staff and one person supported
* Focusing on one or more residential or employment programs
* Recruiting a department or division to start improving services
* Making changes in one area of the state or in a region

[type **0**-planning not yet started, **1**-in progress, or **2**- fully in place]

1. Results of the assessment are shared with everyone once completed.

[type **0**-planning not yet started, **1**-in progress, or **2**- fully in place]

### Action Planning

1. The team uses assessments to agree on a reasonable list of goals and activities for the year.

[type **0**-planning not yet started, **1**-in progress, or **2**- fully in place]

1. Draft of goals and activities are shared ***with staff members*** to gather feedback.

[type **0**-planning not yet started, **1**-in progress, or **2**- fully in place]

1. A long-term vision (3+ years) for expanding person-centered and positive support practices is in place.

[type **0**-planning not yet started, **1**-in progress, or **2**- fully in place]

1. Plan is in place for sharing the action plan with ***all stakeholders*** (e.g., people using services, their families, guardians, staff, case managers, community members).

[type **0**-planning not yet started, **1**-in progress, or **2**- fully in place]

1. Data are used to guide the expansion of person-centered and positive support practices.

[type **0**-planning not yet started, **1**-in progress, or **2**- fully in place]

### Staff Performance and Development

1. Staff development and performance management process for training staff includes details about person-centered and positive support practices by:

Examples include:

* Reviewing and updating job descriptions to ensure person-centered and positive supports are included in performance expectations
* Establishing training plans for each staff member that is based on skills needed, areas of growth, and their personal goals
* Monitoring staff progress and providing ongoing support to improve performance
* Ensuring supervisors provide performance reviews with meaningful feedback to staff
* Actively reflecting on the role of culture in training and staff performance to improve responsiveness
* Ensuring supervisors provide meaningful feedback to staff members and complete performance reviews
* Reviewing the role of culture in training and staff performance
* Designing a system for providing promotions and positive recognition for staff members

[type **0**-planning not yet started, **1**-in progress, or **2**- fully in place]

1. Action plan includes a section related to staff development.

[type **0**-planning not yet started, **1**-in progress, or **2**- fully in place]

1. Plan is in place for ensuring trainers are in place to maintain person-centered and positive support practices.

[type **0**-planning not yet started, **1**-in progress, or **2**- fully in place]

1. Trainers supporting staff continue to expand their own skills and receive updates as practices change or improve.

[type **0**-planning not yet started, **1**-in progress, or **2**- fully in place]

1. Provider offers training for different stakeholders who can benefit from learning about person-centered and positive supports.

[type **0**-planning not yet started, **1**-in progress, or **2**- fully in place]

1. Training in cultural responsiveness is integrated into staff development efforts.

[type **0**-planning not yet started, **1**-in progress, or **2**- fully in place]

### Visibility

1. Information about person-centered and positive support practices is shared with the larger community using brochures, website pages, newsletters, and social media.

[type **0**-planning not yet started, **1**-in progress, or **2**-fully in place]

1. Presentations and other events are used to introduce person-centered and positive support practices to people in the community.

[type **0**-planning not yet started, **1**-in progress, or **2**-fully in place]

1. The team reaches out to other providers and trainers in the county/region to share ideas and resources related to person-centered and positive support practices.

[type **0**-planning not yet started, **1**-in progress, or **2**-fully in place]

### Evaluation

1. Team uses data in team meetings to guide progress improving services.

[type **0**-planning not yet started, **1**-in progress, or **2**- fully in place]

1. Data are summarized and shared with people using services, their families, guardians, staff, case managers, and community members.

[type **0**-planning not yet started, **1**-in progress, or **2**- fully in place]

1. Ideas and feedback from staff, people supported, and others are gathered, using surveys, interviews, listening sessions, and/or written notes about person-centered and positive support practices.

[type **0**-planning not yet started, **1**-in progress, or **2**- fully in place]

1. An evaluation plan is in place for person-centered and positive support practices:

Examples of data include:

* Minnesota team checklist and other fidelity of implementation data
* Incident reports, 911 calls or other emergency events, injuries, etc.
* Staff attrition, retention, satisfaction, sick days, etc.
* Quality of life, satisfaction levels, development of new skills, etc.

[type **0**-planning not yet started, **1**-in progress, or **2**- fully in place]

1. An annual evaluation report is in place summarizing progress on person-centered and positive support practices.

[type **0**-planning not yet started, **1**-in progress, or **2**- fully in place]

1. Fidelity of implementation data are gathered overall using this tool and for each type of person-centered and positive support practice.

[type **0**-planning not yet started, **1**-in progress, or **2**-fully in place]

1. Changes are made to the team’s annual action plan.

[type **0**-planning not yet started, **1**-in progress, or **2**-fully in place]