

The Basics™—Implementation Documentation Template

STEP 1: Recruit a Point Person and Initial Champion(s)

Name	Contact	Role

STEP 2: Review the Toolkit and Brainstorm Uses

✓ Videos	✓ Implementation Guides	✓ Handouts	✓ Presentations	✓ Posters	✓ Research and Evaluation
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The Basics Community Toolkit is available at <http://boston.thebasics.org/en/community-toolkit/>

STEP 3: Engage Others in Your Organization

Who else needs to be engaged?	How? (E.g., Watch Basics videos, discuss PowerPoint presentation)	When?	Where?

STEP 4: Develop and Document Your Implementation Plan

What will be done?	By whom?	When?	Basics Materials and Other Resources Needed
▪ Display posters and materials			
▪ Show videos			
▪ Share the Basics in one-on-one conversations			
▪ Share the Basics in group sessions			
▪ Promote the Basics on social media or other communications channels			

Questions to Consider (and jot down brief responses to)

- ✓ How do you plan to initiate sharing the Basics in your organization?
- ✓ How do you plan to prepare and support your staff to share the Basics?
- ✓ What (if any) forms of additional training might be beneficial?
- ✓ How will you reinforce parents' and caregivers' initial exposure?
- ✓ How can you support and perhaps even integrate efforts with other Basics champions in your community?
- ✓ What forms of data will you collect to track progress? What relevant forms do you already collect?

STEP 5: Print or Order Basics Materials

Basics Materials Needed	Quantity	Basics Materials Needed	Quantity

Download and print from the Basics Community Toolkit website or contact your local Basics leaders about ordering materials.

STEP 6: IMPLEMENT YOUR PLAN!

STEP 7: Reflect and Update Your Plan

- Find a time to meet as a team.
- Share what people in the organization have experienced implementing the Basics.
- Review data on implementation activities and progress.
- Identify things that are working well and things that you could improve.
- Update your implementation plan in response to this discussion.

STEP 8: Tell Us How You're Doing

- Please share your progress and feedback at info@thebasics.org!

Notes