The Basics™—Organization-Level Rubric for Assessing Implementation Maturity*

	Core Elements of Implementation	N/A	Level 1 *Pre-Implementation*	Level 2 *Early Implementation*	Level 3 *Active Implementation*	Level 4 *Mature Implementation*
Leadership	**A Point Person**	N/A	None assigned.	Yes, but without sufficient capacity to follow through.	Yes, and they are enlisting and supporting colleagues in spreading the Basics.	Yes, they are actively managing the project and have inspired others to make it a high priority.
	Staff Preparation	N/A	Staff are not familiar with the Basics.	Staff are aware of the Basics, but still becoming comfortable sharing them with caregivers.	Staff know the Basics well enough to discuss them with caregivers.	Staff are very well versed in the Basics and skilled at discussing them with caregivers.
	Staff Communication	N/A	The Basics are seldom mentioned in the organization.	The Basics are sometimes mentioned in meetings or official communication.	The Basics are frequently mentioned in meetings or official communication.	The Basics are frequently mentioned, not only officially, but also in informal conversations.
Interpersonal Sharing	**Conversations with Caregivers**	N/A	Staff almost never share the Basics with caregivers during visits.	Staff occasionally share the Basics with caregivers during visits.	Staff frequently share the Basics with caregivers during visits.	Staff almost always share the Basics with caregivers during visits.
	Group Sessions with Caregivers	N/A	The organization has not yet taken steps toward sharing the Basics with groups.	The organization is actively planning to share the Basics with groups of caregivers.	The organization has shared the Basics with one or more groups of caregivers.	The organization regularly shares the Basics with groups of caregivers.
Dissemination	**Posters and other Print Materials**	N/A	So far, no posters or other print materials have been acquired or distributed.	Posters or print materials have been acquired, but are not yet on displayed or distributed.	Some posters are on display or other print materials are available for caregivers.	Posters and other print materials are quite prominent, including in high-traffic areas.
	Videos in Waiting Rooms	N/A	So far, no steps have been taken to acquire videos or to plan for using them.	Staff are in the process of arranging for videos to play on office or waiting-room screens.	Videos are sometimes played on office or waiting-room screens.	Videos are often played on office or waiting-room screens and people are encouraged to watch.
	Broad Outreach: Social Media, News Letters…	N/A	The organization has not shared the Basics using social media or other such means.	The organization is planning to share the Basics using social media or other such means.	The organization shares the Basics using social media or other such means.	The organization routinely shares the Basics using social media or other such means.
Reach	**Percentage Reached of Potential Audience**	N/A	None	1-20%	21-50%	Over Half
Reporting	**Data/Monitoring**	N/A	The organization does not use surveys to track Basics implementation.	At least one participating staff member responds to Basics implementation surveys.	Some participating staff members respond to Basics implementation surveys.	Almost all participating staff members respond to Basics implementation surveys.

*Note: Some elements may not be applicable for all organizations.

The Basics

www.rvabasics.org