NTACT: the Collaborative Technical Assistance (TA) Readiness Discussion Tool

Purpose of TA Readiness Discussion Tool: facilitates a focused discussion among the TA providers, state agencies, and stakeholders to confirm understanding of the effort, and degree of change required, to address key factors in adopting the innovation or improvement the requested TA to ensure states receive the appropriate services from NTACT: C.

State Name:
Person(s) Requesting Technical Assistance:
Title:
Agency:

Desired outcomes of Technical Assistance:

Desired Activities for Technical Assistance:

Based on the above desired outcomes and activities, please check the applicable strategic plan(s) with which desired outcomes and activities align:

- ☐ Capacity Building TA Plan developed with NTACT
- ☐ WIOA Plan
- ☐ Interagency Agreement
- ☐ State Systemic Improvement Plan
- ☐ Other:

  _____

The following rating scale will help NTACT: C determine the level of TA needed to achieve your desired outcome(s). For each statement, rate the degree to which you agree with the Degree of Readiness for Change. A rating of '1' indicates a low degree of readiness for change and specific technical assistance may be needed whereas a rating of '5' indicates a high degree of readiness for change and a plan for more intensive technical assistance may be needed for the desired change to occur. There are some questions that you may want to state that "yes" it occurs, or "no" it does not exist. A place is provided for that response.

* Items with asterisks are critical when considering the provision of intensive technical assistance. A rating in the 'High' range for each of these items is desired prior to developing a plan for ITA. Lower ratings indicate an area where specific technical assistance may be needed and addressed through delivery of Targeted Technical Assistance (TTA) or other technical assistance options.

Consideration Related to the Necessary Intensity to Accomplish Desired outcome(s)	**Y/N**	**Degree of Readiness for Change** Low → High				
Instructions: For each item rate the degree to which…..		*1*	*2*	*3*	*4*	*5*
Area 1: Current Infrastructure						
*1.1 Current Interagency Agreement supports collaboration for service delivery						
*Current Interagency Agreement supports coordination for service delivery						
Data sharing agreements are used to support data driven decision-making for transition-related programming at the state level						
Improvements are needed to our level of collaboration across education, vocational rehabilitation, and other relevant transition-related agencies (e.g., CTE, DD, ILCs, juvenile justice, Title I services)						
Changes are required at one or more levels (e.g., program, district, region, state) to support transition service delivery to individual students.						
Area 2: Available Resources						
* State level administration across transition-related agencies are committed to support change.						
Sufficient resources are available to support the improvement to be fully implemented (i.e., cost containment, funding restrictions)						
*Sufficient staff are dedicated to support the improvement across agencies (e.g., supervision, coaching).						
Existing agency personnel /local staff has the “buy-in” to implement the improvement.						
Area 3: State and Local Capacity Building						
*There is a history of effective collaboration across transition-related state, regional, and local partners						
*Key transition related stakeholders have been engaged in the exploration of this innovation or improvement effort						
*This improvement effort aligns with current organizational structures/initiatives						
Local sites in the state have implemented the identified improvement with success						

What information is missing from this checklist to help us better understand your readiness for technical assistance to support cross-agency collaborative systems change?

Adapted from

Blase, K. (2009). Technical Assistance to Promote Service and System Change. Roadmap to Effective Intervention Practices #4. Tampa, Florida: University of South Florida, Technical Assistance Center on Social Emotional Intervention for Young Children. https://files.eric.ed.gov/fulltext/ED577840.pdf; and

Van Dyke, M., Kiser, L., Blase, K. (2019). Heptagon Tool. Chapel Hill, NC: Active Implementation Research Network. www.activeimplementation.org/resources