State Leadership Team (SLT) Checklist of Sustainability Features

This document can help assess the SLT's ability to work well as a team, make progress, and to ensure members are engaged and committed to the statewide implementation and scale-up work over time. The quality of teaming and decision-making is predictive of the productivity, commitment, and sustainability of the SLT itself as well as making progress on the State Leadership Team Benchmarks of Quality (SBoQ). While some of the items are similar to items on the SBoQ, this compilation is comprised of features or characteristics of the SLT that contribute to sustainability.

For more information, visit: https://ectacenter.org/sig

Resources and templates for adopting checklist strategies:

▶ State Leadership Team Benchmarks of Quality (SBoQ)

▶ State Leadership Team Benchmarks of Quality: Implementing the Pyramid Model Statewide

▶ Statewide Implementation Guide (SIG)

▶ Road Map to Statewide Implementation of the Pyramid Model

▶ Effective Teaming Strategies

Instructions

▶ All SLT members complete the checklist individually. It is preferred that each member identify themselves so that the coordinator and member can discuss areas of need.

▶ The results are compiled (e.g., totals, averages, and all individual comments) and shared with SLT members.

▶ The results are discussed as a group and a plan is developed to address any areas of need.

▶ The checklist is completed annually.

IDEAs that Work

UNIVERSITY of SOUTH FLORIDA

SLT Member

Name:_____ Date:___/___/___

Questions

	Always	Sometimes	Never
Do you look forward to the SLT meetings?			
Is progress made on action plans and vision/mission at all SLT meetings?			

Sustainability Features

Feature	2 = Yes 1 = Partial 0 = No	Evidence, Comments, and Next Steps
1. **SLT has no more than 15 members.** • Members are cross sector. • Members can make decisions and dedicate resources from their agencies/programs. • No representatives at meetings. • Members are committed to the mission/vision.		
2. **SLT meets monthly for at least two to three hours in the first two to three years, less frequently in subsequent years, if appropriate.**		
3. **SLT meets face-to-face at least for the first two meetings and at least quarterly thereafter. When off-site, members keep video cameras on.**		
4. **SLT has written mission/vision.**		

Feature	2 = Yes 1 = Partial 0 = No	Evidence, Comments, and Next Steps
5. Members build relationships among themselves and understand their varying scopes of work and levels of understanding of the initiative.		
6. Members build knowledge of and commitment to the initiative within their respective agencies/programs and their leadership.		
7. Each member's agency/program contributes resources (e.g., fiscal, personnel, in-kind) to the work of the SLT.		
8. SLT has and regularly reviews its written meeting ground rules/norms, such as: • No representatives at meetings. • Agreement to adhere to decisions made in members' absence. • Consensus decision-making. • Use of video cameras when off-site. • Meeting roles rotated among members at each meeting. • Regular meeting day and time set for one year.		
9. SLT has paid staff: • SLT coordinator with experience in the initiative and leadership of cross-sector groups. • Training and coaching coordinator with experience in the practices and adult learning.		

Feature	2 = Yes 1 = Partial 0 = No	Evidence, Comments, and Next Steps
10. **SLT rates on the SBoQ at least annually and has a written action plan based on mission/vision, SBoQ, program and coach data, and the Four Essential Structures of the SIG:** • SLT • Professional Development Network of Program Implementation Coaches • Implementation and demonstration sites • Data decision-making		
11. **Members complete work assignments based on a written action plan between meetings.**		
12. **SLT uses meeting strategies and templates from the SIG.** • Members share meeting roles. • Meeting agendas have timelines for all agenda items and a timekeeper. • Written meeting evaluation is conducted after all meetings. • Meeting evaluation results and meeting summary are distributed for each meeting.		
13. **SLT engages in shared decision-making by:** • Using decision-making activities in every meeting to ensure all voices are heard. • Using consensus decision-making. • Recording decisions from each meeting.		
14. **SLT evaluates every meeting. Average ratings are 75% or higher and written concerns are addressed.**		

Feature	2 = Yes 1 = Partial 0 = No	Evidence, Comments, and Next Steps
15. SLT records attendance at every meeting. Average attendance is 75%. Members attending less than 75% of meetings are met with individually to discuss concerns, make plans to increase attendance, and bolster commitment within that agency/program.		
16. Members share facilitation and convener roles.		
17. SLT members attend trainings, e.g., practices, program wide, mid-year program reviews/meetings.		
18. SLT has a written, seamless member recruitment and succession plan, materials, member letter of agreement, and orientation of new members. Before a current member retires, a new member is identified, attends trainings, is oriented to SLT, and mentored by the retiring member. New member orientation and on-boarding process ensures new members are passionate about the initiative, understand their role and responsibilities on the SLT, the ground rules, and history of the SLT.		
19. Members have regular opportunities to hear from Program Implementation Coaches and implementation and demonstration sites on accomplishments, outcomes, and challenges.		
20. SLT reviews Program Implementation Coach and program data at least quarterly and makes decisions based on the data.		

Feature	2 = Yes 1 = Partial 0 = No	Evidence, Comments, and Next Steps
21. SLT has a three-to-five-year sustainability and scale-up plan and budget.		
22. SLT works to achieve state policies (regulations, guidelines, legislation) that support the sustainability and scale-up of the initiative.		
23. SLT conducts annual evaluation that includes: • Percent of meetings attended by each member (not representative). • Percent of meetings attended by members as a group (not representatives). • Average rating on each meeting evaluation item per meeting. • Average rating on each meeting evaluation item per year. • Progress on SBoQ. • Program and Program Implementation Coach data. • Percent of action plan items met annually. • Progress on SLT Equity Inventory. • Percent and comments on this SLT checklist.		
24. SLT holds an annual retreat to review history, action plans, accomplishments (program and state), SBoQ and SLT checklist data, update mission/vision and develop a plan for future work including membership (e.g., need for new members based on progress and change in mission/vision).		
25. SLT produces an annual report on accomplishments (state and program), data, and future plans. Celebrates accomplishments.		