**Building the Structure for Sustainment**

We have found that focusing on sustainment from the very beginning leads to better outcomes and long-term sustainability of practice and system changes. The list below includes possible activities that can support the sustainment of reflective practice and reflective supervision in your county. While this list is not exhaustive, it provides ideas and examples that can be included in the implementation plan to sustain changes in both the short and long term.

As you review, put a check by the activities you think might help support reflective practice in your county. You do not need to choose one activity from each category or limit how many you choose in each category. Add any thoughts or questions you have in the note section. At the end, there is space for you to add other sustainment activities that might not be mentioned here.

*Sustainment Activities:*

Meetings and Groups

|  |  |  |
| --- | --- | --- |
| **Activity** |  | **Notes/Comments** |
| Continue to hold Trauma-Informed Care Team meetings to oversee reflective practice and supervision implementation   * Periodically evaluate the functioning of the team in terms of ability to meet current goals, establishment of new goals, committee membership and leadership, etc. |  |  |
| Dedicate time in already existing meetings (i.e. unit meetings, supervisor meetings, etc.) for reflective practice activities or discussions   * Start meetings with a reflective practice activity * Save 10-15 minutes at the end for a discussion on a reflective practice skill |  |  |
| Establish peer groups for supervisors to support reflective supervision and practice |  |  |

Dissemination

|  |  |  |
| --- | --- | --- |
| **Activity** |  | **Notes/Comments** |
| Regularly send out a newsletter or director’s email to reinforce the use of reflective practice/supervision skills |  |  |
| Create and distribute desk guides or resources on reflective practice and supervision skills |  |  |
| Engage senior leadership by developing a mechanism to consistently connect and provide updates on reflective practice and supervision |  |  |

Onboarding/Orientation of New Staff

|  |  |  |
| --- | --- | --- |
| **Activity** |  | **Notes/Comments** |
| Develop interview questions for all positions on managing STS and using reflective practice skills |  |  |
| Write job descriptions that include reflective practice and supervision skills |  |  |
| Train new staff on STS and reflective practice during onboarding and orientation. |  |  |
| Train new supervisors on reflective practice and supervision skills during onboarding. |  |  |

Ongoing Reinforcement

|  |  |  |
| --- | --- | --- |
| **Activity** |  | **Notes/Comments** |
| Hold regular booster trainings on reflective practice for staff at all levels |  |  |
| Add reflective practice and supervision skills into performance evaluations |  |  |
| Amend policies and procedures to include the use of reflective practice and supervision |  |  |
| Survey staff to assess STS and reflective practice needs and skills   * Consistent use of reflective supervision * Staff perceptions of effectiveness and utility of reflective supervision |  |  |
| Provide recognition for staff at all levels who use and champion reflective practice.   * Have staff submit stories of reflective practice to nominate peers or supervisors for awards * Include shout outs on the effective use of reflective practice in agency communications or emails |  |  |

Other Questions

|  |  |
| --- | --- |
| **What other ways could RP/RS be integrated into the day-to-day operations of your organization?** |  |
| **Any other ideas about how RP/RS could be sustained?** |  |