**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.

**MEETINGS**

|  |  |  |
| --- | --- | --- |
| **Item** | **Activity** | **Notes/Comments** |
| **Champion Calls** | Continue to hold Champion Calls to oversee reflective practice and supervision implementation |  |
| **Meeting Agendas** | Dedicate time in 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 |  |

**REFLECTIVE GROUPS**

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| --- | --- | --- |
| **Item** | **Activity** | **Notes/Comments** |
| **RP Groups** | Identify staff member(s) to facilitate reflective practice groups for supervisors, managers and/or leaders to build upon reflective skills and serve as a space for feedback and support |  |

**ONGOING RESOURCES**

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| --- | --- | --- |
| **Item** | **Activity** | **Notes/Comments** |
| **Newsletters** | Regularly send out a newsletter or director’s email to reinforce the use of reflective practice/supervision skills |  |
| **Acts Resources** | Regularly distribute ACTS resources (e.g., desk guides) on reflective practice and supervision skills |  |
| **Recognize Staff** | 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 |  |

**SUPERVISION FORM**

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| --- | --- | --- |
| **Item** | **Activity** | **Notes/Comments** |
| **Supervisor Form** | Explore and revise supervisor form to include reflective supervision elements |  |

**ONBOARDING**

|  |  |  |
| --- | --- | --- |
| **Item** | **Activity** | **Notes/Comments** |
| **Interview Questions** | Integrate interview questions for all positions on managing STS and using reflective practice skills |  |
| **Job Descriptions** | Write job descriptions that include reflective practice and supervision skills |  |
| **Internal Training- Staff** | Identify internal trainer(s) to lead STS and reflective practice training for new staff during onboarding and orientation |  |
| **Internal Training- Supervisors** | Identify internal trainer(s) to train new supervisors on reflective practice and supervision skills during onboarding and orientation |  |

**ACCOUNTABILITY**

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| --- | --- | --- |
| **Item** | **Activity** | **Notes/Comments** |
| **Booster Trainings** | Identify internal trainer(s) to hold regular booster training on reflective practice for staff at all levels. |  |
| **Performance Evaluations** | Incorporate reflective practice and supervision skills into performance evaluations |  |
| **Policies** | Amend policies and procedures to include the use of reflective practice and supervision |  |
| **Surveys** | 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 |  |