



Implementation Planning

Checklist

Kansas Perinatal Community Collaboratives

Utilizing the March of Dimes **Becoming a Mom**® Prenatal Education Curriculum

1) Implementation Planning – Are You Ready?

- ✓ Tour the Kansas Perinatal Community Collaboratives (KPCC) website
- ✓ View the KPCC Model introductory webinar
- ✓ View the Becoming a Mom® (BaM) Implementation introductory webinar
- ✓ Identify and enlist support of potential key stakeholders

2) Convene Planning Meeting #1 with Key Stakeholders

- ✓ View the KPCC website
- ✓ View the KPCC Model introductory webinar
- ✓ View the Becoming a Mom® (BaM) Implementation introductory webinar
- ✓ Work through KPCC Planning Worksheets (Partnership Network, Services and Resources)
- ✓ Identify lead agency(ies) including BaM delivery sites
- ✓ Set second meeting date; draft agenda

3) Preparation for Stakeholder Meeting #2

- ✓ Insert information from worksheets into Infrastructure Assessment Spreadsheet
- ✓ Create stakeholder communication mechanism (identify convener, create distribution list, etc.)
- ✓ Invite additional stakeholders identified in meeting #1

4) Convene Planning Meeting #2 with Key Stakeholders

- ✓ Review and update Infrastructure Assessment Spreadsheet
- ✓ Identify perinatal assets and needs; establish priorities
- ✓ Stakeholders make KPCC commitment
- ✓ Confirm lead agency(ies) and partner roles/responsibilities
- ✓ Begin to draft prioritized work plan

5) Moving Forward

- ✓ Communicate intent and needs with KDHE staff via completion and submission of the Readiness Survey
- ✓ Sign and submit Memorandum of Understanding (MOU) to KDHE (completed by identified lead agency/(ies))
- ✓ Await access to BaM private website housing all training and implementation resources, following KDHE receipt and review of completed Interest/Readiness Survey and MOU

6) Following Access to BaM Private Website

- ✓ Tour the BaM private website
- ✓ Complete and submit required documentation as identified on Implementation Checklist on private website
- ✓ Complete required role-specific training as identified on Implementation Checklist on private website
- ✓ Prepare for KPCC official launch (kick-off event, date, location, press release, etc.)