Service Development Checklist by SPEP™ Component

SPEP-informed guidance for new service development, existing service optimization and/or strengthening home grown delinquency intervention services going through the SPEP process.

Service Type	Mark when complete
Design a service logic model (should include the primary change factor(s) and key outcome(s) impacted)	
Identify target population for receipt of service (include **Risk** level if known/appropriate)	
Draft a service protocol or manual with explicit content and goals listed out by session	
Standardize curriculum and associated interactive materials for distribution to service participants	
Develop a facilitator training process model to include training modalities and associated timing (e.g., # hours of classroom work followed by # hours of shadowing, etc.)	
Quality	
Develop eligibility, experiential and competency requirements for service facilitators	
Design a standard training curriculum and materials for service facilitators	
Develop a training checklist to be completed for each service facilitator	
Create a system/database for tracking training accomplishments/qualifications of facilitators	
Develop a long term communication plan for conveying curriculum changes, notification of booster trainings, certification opportunities, etc. to service facilitators	
Outline anticipated booster training schedule/needs	
Create a sustainable monitoring schedule/plan to maintain fidelity to the curriculum as designed	
Confirm the existence and functionality of a sustainable corrective action plan for identified drift in service delivery	
Quantity	
Identify target duration and face-to-face contact hours (based on research and/or current practice)	
Create a sustainable system/database to track participants exposure to service content/dosage - should include each participant's start & end date of service, reason for noncompletion and (suggested) demographics	
Outline an attendance tracking plan for each session/activity (as well as associated materials/tools e.g., sign in sheets, ID scanning, etc.)	
Draft pre & post-tests for participants to measure targeted gains (related to change factor)	
Consider drafting facilitator pre/post interview schedules or surveys for routine data collection related to facilitator's service delivery experience	