



Onboarding OhioISP – Preparation Checklist

Complete this checklist/plan to prepare for onboarding and implementation of OhioISP.

- ☐ Complete the OhioISP Onboarding survey by 10/29/21: [Onboarding OhioISP - ICFs](#)
- ☐ All plan authors must complete OhioISP Training Parts 1-3.
Training may be completed by either one or a combination of the following ways:
 - myLearning – will receive CPDs individually
 - OhioISP website – document completion using [OhioISP Group Training attendance verification form](#) and maintain for your records.
- ☐ Consider the following approaches to implementation:
 - Download and begin using and becoming familiar with the [OhioISP – Paper Version](#)
 - If using a third-party vendor for OhioISP, coordinate with your vendor to determine when you may start using their online system, OR
 - Utilize DODD's free online system for OhioISP
- ☐ Complete facility self-assessment to develop action plan and steps

Facility Self-Assessment

Consider the following tasks as you develop a timeline and plan for implementation and onboarding. This is meant to provide your facility with a place to start and is certainly not all-inclusive list of activities. This self-assessment is meant for your facility's use only. DODD will not be requesting this information.

- ☐ Evaluate current team process, does it include:
 - Necessary people?
 - Appropriate places?
 - Quality conversations?
 - Accurate priorities?
- ☐ Evaluate current processes, procedures, and associated documents to determine what is/is not required or adding value as it relates to:
 - Ongoing Team Process
 - Assessment
 - Planning
 - Monitoring
 - Revision
- ☐ Evaluate current (or develop/implement) processes that support learning, quality, and the new approach to assessment, planning, monitoring, and revision. Consider:
 - Peer, team, and/or supervisor reviews
 - Scheduled quality assurance reviews
- ☐ Identify current strengths and challenges, both individually and as groups, across your agency.
 - Consider training, learning, mentoring, and connect to internal and external resources.
 - Discover and challenge thinking and culture that will prevent successful adoption of OhioISP.