

## PLANNING TOOL 2: PROGRAM FIT CHECKLIST

### PROGRAM FIT CHECKLIST<sup>1</sup>

*This checklist can be used to guide the discussion and consideration in the process of identifying the right program.*

- Is the **program** appropriate for the population identified in the community needs assessment and community logic model? Has the program been implemented successfully with the same or a similar population? Are the population differences likely to compromise the results?
- Is the program delivered in a **setting** similar to the one planned by your community? In what ways is the context different? Are the differences likely to compromise the program's effectiveness?
- Is the program **culturally appropriate**? Did members of the culturally identified group participate in developing it? Were program materials adapted to the culturally identified group?
- Are program **materials** (e.g., manuals, procedures) available to guide implementation? Are training and technical assistance available to support implementation? Are monitoring or evaluation tools available to help track implementation quality?
- Is the program **culturally feasible**, given the values of the community?
- Is the program **politically feasible**, given the local power structure and priorities of the implementing organization? Does the program match the mission, vision, and culture of the implementing organization?
- Is the program **administratively feasible**, given the policies and procedures of the implementing organization?
- Is the program **technically feasible**, given staff capabilities, time commitments, and program resources?
- Is the program **financially feasible**, given the estimated costs of implementation (including costs for purchase of implementation materials and specialized training or technical assistance)?

For more information:

SAMHSA's National Registry of Evidence-Based Programs and Practices. (2012). *A road map to implementing evidence-based programs*. Retrieved from: <https://www.spfhawaii.org/files/documents/A-Road-Map-to-Implementing-Evidence-Based-Programs.pdf>

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<sup>1</sup>Planning tool borrowed directly from the following a document derived from <https://www.spfhawaii.org/files/documents/A-Road-Map-to-Implementing-Evidence-Based-Programs.pdf>