

**Implementation Guidelines**  
**for**  
**Building an Effective**  
**Change Process**  
**for the**  
**GAIN Assessment**

# The Foundation

- **GAIN Assessment Tool adopted by King County**
- **Executive Director's full support**
- **Program Manager preparation**
- **Agency staff training required**
- **Program Manager selects Change Team**

# The Framework

- **Introduce change team to tool**
- **Team becomes part of plan for change**
- **2 members of team to be certified on GAIN**
  - \* **1 becomes a GAIN Administrator**
  - \* **1 becomes a GAIN Trainer**
  - \* **Tape sessions & observe sessions**

# The Finished Work

- Software installed
- Remaining counselors begin certification
- Adult counselors join the process
- Program Manager participates in workgroup to adapt tool to meet WAC guidelines & to reduce length

# And beyond

- GAIN Trainer assists other agencies with training needs
- Monitors fidelity in agency through quarterly Quality Assurance