



Implementation Worksheet

District/School/Classroom Name: _____

Date: _____

Getting Started Checklist

To-do's	Done?
Review resources in the Resource Center	<input type="checkbox"/>
Introduce Closegap to students using the Day 1 Lesson Plan	<input type="checkbox"/>
Choose a consistent, designated time for students to complete their check-in.	<input type="checkbox"/>
Designate staff members who will check their dashboards and regularly review check-ins.	<input type="checkbox"/>
Ensure there is a clear "chain of command" and a designated communication channel and process between staff to coordinate follow-ups.	<input type="checkbox"/>

Our Plan

Designated Check-in Day(s) and Time	Example: Every morning at 8 am.
Chain of command + communication channel	Example: Teachers review & follow up first, then wellness staff for students who need further support.

for follow-up

**Designated Staff
member(s) to review
check-ins + followup**

Example: Wellness staff members are _____.