**Worksheet 1:** **Action Step Checklist for the CEIF Steps**

**Step 1 Determine a Shared Purpose**

⎕ Potential partners have examined and compared the goals and objectives of their organizations.

⎕ It is clear to all potential partners why they have chosen to collaborate or not.

**Step 2 Raise Collaboration Literacy**

⎕ Potential partners recognize and have a shared understanding that collaboration is an imperative, exists in a complex context, is developmental, and involves cycles of inquiry between people.

**Step 3 Inventory and Map Communities of Practice**

⎕ Partners know who is working with whom and for what purpose.

⎕ All intra-organizational and inter-professional teams have been identified.

⎕ Data generated through the inventory and mapping process is used to inform decision-making about how best to configure/reconfigure teams.

**Step 4 Monitor Stages of Development**

⎕ Partners recognize the extent to which their alliance is forming, norming, performing, or transforming.

⎕ Partners use monitoring data to inform decisions about how to move the partnership to the next stage of development.

**Step 5 Assess Levels of Integration**

⎕ Partners understand the current and desired intensity of integration between members of the alliance.

⎕ Data about level of integration is both qualitative and quantitative in nature.

⎕ Data about level of integration informs decision-making about how to strengthen the partnership.

**Step 6 Assess Inter-Professional Collaboration**

⎕ Key/high leverage teams, central to the core practices of the alliance, are identified.

⎕ The quality of dialogue, decision-making, action, and evaluation is assessed.

⎕ Data regarding the quality of each team’s cycle of inquiry informs decisions about how to improve team collaboration.

**Step 7 Develop a Communication Plan to Share Your Findings**

⎕ Intended audiences are chosen for the report or other communication channels and materials

⎕ Channels and formats for materials appropriate for the intended audiences are selected

⎕ Communication plan is implemented after prioritizing activities