

**Barrier Communication Form**  
**Policy Enhanced Practice (PEP) / Practice Informed Policy (PIP)**

Date: \_\_\_\_\_

**The purpose of this form is to communicate to an Implementation Team a barrier that may hinder effective and efficient implementation of a practice. Using this form within a formal communication structure can enhance and support implementation efforts.**

When implementing a program, practice, initiative or assessment system many aspects of implementation will go smoothly. However, challenges are inevitable and serve as learning opportunities. Quick identification and removal of the challenges or barriers impeding staff's ability to implement well is critical for success. To accomplish this, on-going feedback needs to be gathered and acted-on at multiple levels within the school district. Ultimately, those in administrative roles have the responsibility and decision making authority to align and / or develop district procedures to enhance the practices being implemented by staff. At the same time, feedback on those procedures can and should be provided by practitioners to help inform enhancements.

Name of person submitting form: _____	Email: _____	Phone Number: _____
What is the barrier?		
How does the barrier interfere with effective/efficient implementation of the practice?		
What ideas might you have for overcoming this barrier?		

Action item assigned to (name): \_\_\_\_\_

Problem confirmed?  Yes  No Date: \_\_\_\_\_

Action taken:	Steps for communication follow up:
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