

IMPLEMENTATION CHECKLIST

Play	Activities	Complete? (Y/N/NA)	Staff trained/ informed? (Y/N/NA)	Written Procedures?
Play 1 - Forming a Team	Structure the team			
	<i>Who will be on the team?</i>			
	<i>How will the team make decisions?</i>			
	<i>What is the timeframe for project development and implementation?</i>			
	<i>What are the responsibilities of each team member?</i>			
Play 2 - Use a Change Model	Identify change model			
Play 3 - Developing a Plan: Goals and Strategies	Create a team plan			
	Develop a work plan			
	Identify project goal(s)			
Play 4 - Confidentiality	Develop written protocol			
	Explore confidentiality considerations			
Play 5 - Screening Tool(s)	Identify target population(s)			
	Identify evidence-based screening tool			
	Ensure screening process protects confidentiality			
	Screening documentation process determined			
Play 6 - Brief Intervention (BI)	Type of BI identified			
	BI staffing determined			
	Initial BI training completed			
	BI booster training scheduled			
Play 7 - Referral to Treatment	Internal referral mechanisms in place (if appropriate)			
	Community provider partnership(s) in place			
	Protocol for organizing how referrals will occur and to whom			

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Play 8 - Follow Up	Protocol for identifying patients requiring follow up, method of follow up, and frequency of follow up			
Play 9 - Flow	Determine the physical who, what, when, and where aspects of the S•BI•RT components			
	Develop document outlining the flow			
Play 10 - Electronic Health Record (EHR) Modification	Consider capabilities & limitations of organization's EHR capacity regarding:			
	<i>Screening</i>			
	<i>Brief Intervention</i>			
	<i>Referral to Treatment</i>			
	<i>Follow up</i>			
	<i>Confidentiality</i>			
	<i>Flow</i>			
	<i>Quality Planning and Data</i>			
Play 11 - Quality Improvement (QI) and Data Collection	Data Reporting Tool			
	Plan-Do-Study-Act mechanism			
	Data shared with staff			
Play 12 - Billing/ Reimbursement	Coding identified			
	Outreach to Health Plans			
	Billing			
Play 13 - Communications	Develop a communication plan			
	Promote dissemination of lessons learned			
Play 14 - Training	Develop a plan for initial and on-going training of existing and new staff			
Play 15 - Reflection and Celebration	Promote dissemination of lessons learned			
	Acknowledge successful implementation			