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| **IMPORTANT TASKS FOR OUR PROGRAM (ADD AS NEEDED)** | | | | |
| **TASKS** | **WHO**  Name / Role | **HOW**  Process & communication methods (e.g., in-person, EHR, staff meetings) | **WHEN**  Consider time constraints and patient flow | **WHERE**  Clinic? Partner agency? |
| Communicate Plan for Implementation of Collaborative Care Program with Staff |  |  |  |  |
| Make Plans and Gain Staff Buy-in for Administrative Support of Program (e.g., Scheduling, Necessary Resources) |  |  |  |  |
| Plan for Clinical Supervision for Behavioral Health Care Manager(s) |  |  |  |  |
| Train Team Members in Key Behavioral Health and Collaborative Care Components |  |  |  |  |
| Develop a Feedback Loop for Ongoing Modifications to Workflow and Other Program Components (PDSA Format) |  |  |  |  |
| Develop Communication Plan Among Team Members / Providers |  |  |  |  |
| **Needed Organization-Level Changes**  □ Staff Hires  □ Staff Training  □ Clinical Supervision  □ Administrative Supervision  □ Other Resources needed | **Notes:** | | | |