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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:** |