**Care Manager Weekly Task List: Driving Active Treatment to Target**

This is a list of strategies to use each week to effectively utilize the registry data to improve patient clinical outcomes.

1. **Identify patients with no contact in the past two weeks.**
	1. Schedule time for phone and other outreach efforts this week.
	2. *Use the sort function in the registry to sort by the date of the last follow up contact.*
	3. *If anyone hasn’t had contact in 2 months, consider discharging them.*
2. **Identify patients with a score 10 or below or showing other significant improvements that are ready for relapse prevention.**
	1. Has the patient sustained improvement or does the patient need further treatment?
	2. If the patient is improved, move to the relapse prevention stage.
	3. *Use the sort function in the registry to sort by last available score to easily identify low scores.*
3. **Identify patients who have been in treatment for 10 weeks or more without significant improvement.**
	1. Is the patient engaged? If not, develop a plan and allot time to engagement.
	2. Determine what change in behavioral treatment may be required to help achieve improvement (e.g., if using CBT without improvement, what other evidence-based psychotherapy could be helpful—behavioral activation?)
	3. Flag the patient to discuss during your next psychiatric consultation.
	4. *Use the sort function in the registry to sort by number of weeks in treatment to identify patients who have been in treatment for a while but have not improved.*
4. **Identify patients who have no psychiatric consultation note and have scores on PHQ-9 that are over 10.**
	1. Flag the patient to discuss during your next psychiatric consultation.
	2. *Use the sort function in the registry to sort by most recent psychiatric case review note to identify patients who have never been reviewed or whose most recent note is very old.*
5. **Identify patients with acute safety risks.**
	1. Flag the patient for higher safety risk to remind the team to frequently check in on the status of the patient.
	2. Consider if patient has had a recent consultation or not.

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| **Ensure actionable data is available in the registry:*** Complete screeners at every contact
* Enter contacts and screeners in the registry regularly
* Enter key information to guide psychiatric consultation in narrative portion of note
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