**IMPLEMENTATION PLANNING CHECKLIST**

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| **EXPLORATION**  EXAMPLES: develop collaborative working relationships; identify implementation team, champions, stakeholders; identify and understand goals; assess resources and potential barriers; design implementation plan; characterize stigma (community, organization, providers, staff, clients); provide general education; plan kick off meeting | | | |
| **ACTIVITY/STEP** | **PERSON(S) RESPONSIBLE** | **DATE TO BEGIN** | **DUE DATE** |
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| **PREPARATION**  EXAMPLES: prepare and train staff; clinical guidelines and clinic protocols; plan a service delivery model to integrate SUD/MOUD into clinical practices (e.g., collaborative care, who will be on team, tasks, reimbursement/billing codes); clinic work flow; plan for monitoring (how do we know it is working; how well) | | | |
| **ACTIVITY/STEP** | **PERSON(S) RESPONSIBLE** | **DATE TO BEGIN** | **DUE DATE** |
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| **IMPLEMENTATION**  EXAMPLES: integration of SUD screening (as needed), assessment, and delivery of medication; perform walk through; collect and evaluate outcomes (using rapid assessment initially); consider additional needs and possible modifications; link to sustainable coaching/mentorship | | | |
| **ACTIVITY/STEP** | **PERSON(S) RESPONSIBLE** | **DATE TO BEGIN** | **DUE DATE** |
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| **SUSTAINABILITY**  EXAMPLES: establish a sustainability plan with responsible staff and timelines (revisit semi-annually); consider ongoing funding needs and sources; identify ongoing training needs and resources; establish ongoing monitoring – check for drift or changes (including who is receiving MOUD and who is not); continue improvement modifications; identify back-ups for key staff roles; continue to engage with the community, share results (e.g., present testimonials from prescribers, patients) | | | |
| **ACTIVITY/STEP** | **PERSON(S) RESPONSIBLE** | **DATE TO BEGIN** | **DUE DATE** |
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