Hello [Name of Clinic leaders],

We are pleased to inform you that [NAME of clinic] has been selected to begin implementation of Behavioral Health Integration in the second wave.  Your clinic will be supported in implementation by our Behavioral Health Integration team, consisting of ourselves, Mental Health operational leaders, as well as our research collaborators.  Senior regional leaders approved this implementation plan earlier this year.  We wanted to get started in planning to ensure that logistics do not hamper our preparation and implementation of this work.

During piloting, we developed a process for screening, assessment and engagement in treatment for patients with a range of behavioral health conditions.  This work involves all staff on the care team and further integrates the social worker in a capacity as a behavioral health specialist clinician.  We worked with Lean facilitators to ensure that the work was as efficient as possible within the flow of Primary Care.

During the initial two months that we work with your leadership team and your front-line staff, our practice facilitators will help bring together a team that will begin to plan and test implementation of this process in your clinic taking in the local factors needed to make this as successful as possible.  After that initial 2 months of preparation, implementation will officially begin and our facilitators will continue to work with your clinic to continue to PDCA the process for an additional 4 months as the process is stabilized.

Your clinic is scheduled to begin preparation on [DATE] with an official implementation date [DATE 2 month later].

We would like to meet with you before our preparation date to further discuss what the work entails and how we can work together to support your clinic in successful implementation.  This meeting should include the two of you and ideally an administrative assistant who will be assisting throughout BHI by scheduling meetings and ensuring that staff participating in the planning and implementation meetings are available to attend.  Our initial planning will involve beginning to work on scheduling for providers and staff – please let us know who your administrative assistant contact is whether or not he/she can attend this meeting.  The purpose of our meeting will be to plan for this work including:  1. choosing your local implementation team, 2. scheduling your local implementation team meetings; and 3. planning the first month of preparatory work with your local implementation team.

We would like to also briefly introduce you to our team, which is a collaboration between Behavioral Health and Research:

Name - Chief of Chemical Dependency Services and Consultative Psychiatry

Name - Behavioral Health Integration Consultant and Manager of Social Work

Name - Investigator

Name – Practice Facilitator

Name - Practice Facilitator

Name – Administrative Assistant supporting BHI

We look forward to meeting with you and beginning this work together.

Name - Chief of Chemical Dependency Services and Consultative Psychiatry

Name - Behavioral Health Integration Consultant and Manager of Social Work