1. **HOW ADULT BHI WAS IMPLEMENTED**
	1. Project leadership and Administrative and Support Meetings
		1. Leadership meeting at least 3 months prior to planned implementation
			1. Attendees
				1. Leadership representation from organizational Behavioral health
				2. Practice facilitator
				3. Clinic Chief
				4. Medical Center Manager
				5. Administrative support for both BH side and clinic side to schedule meetings
			2. Goals
				1. Review overall implementation project; What is behavioral health integration
				2. Review steps of implementation, how it works
				3. Review (or decide) launch date
				4. Review roles and responsibilities of local implementation team (LIT)
				5. Establish next steps and deadlines for choosing LIT and scheduling meetings
		2. Weekly meetings with leadership (Delivery system and researchers): reviewed formative evaluation findings from prior week to decide whether to change or augment any activities.
			1. Attendees:
				1. Behavioral health team
				2. Research team
				3. Practice Facilitators
			2. Define goals for each meeting
		3. Weekly Formative Evaluation Meetings with practice coaches
			1. Attendees
				1. Practice Coaches
				2. Research team
			2. Goal
				1. Debrief past week clinic meetings
				2. Troubleshoot issues as they arise
		4. Electronic medical record meetings
			1. Attendees
				1. Electronic health record specialist
				2. Electronic health record (EHR) programmer
				3. Delivery system partner
			2. Goal
				1. Troubleshoot current issues with EHR tools as they arise
				2. Bring front-line ideas and needs to programmers to determine feasibility of adding/adjusting EHR tools
	2. BHI Clinical implementation meetings
		1. Local Implementation team meetings at each clinic
			1. [Kick off meeting: 3](file:///%5C%5Cgroups.ghc.org%5Cdata%5CCTRHS%5CLHS%5CProjects%5CChild%26Adolescent%20MHW%20integration%5CPilot%20Evaluation%5CTraining%20%26%20Toolkits%5CKick%20off%20mt%5CKick%20Off%20Detailed%20Agenda%20Hours%201-3.docx) hours
				1. Attendees

All LIT members, including chief and medical center manager

* + - * 1. Content

Basic team building

Assessment of current workflow and roles

Overview of content and screening flow

* + - * 1. 1st Meeting tools

Detailed agenda

Introductory PowerPoint

Training packets (all members receive)

* + - * 1. Goal

Team leaves meeting with plan to do a small pilot of BHI forms

* + - 1. Weekly Implementation Meetings (1 hr)
				1. Attendees

Local Implementation team including medical center manager and Chief for 1st meeting after kickoff, then as available

* + - * 1. Goals

Prelaunch:

Report piloting efforts – success and challenges

Make a plan to trouble-shoot piloting issues

Have action items, keep action decision log

[Agenda for meeting 2](file:///%5C%5Cgroups.ghc.org%5Cdata%5CCTRHS%5CLHS%5CProjects%5CChild%26Adolescent%20MHW%20integration%5CPilot%20Evaluation%5CTraining%20%26%20Toolkits%5CMeeting%20two%20agenda.pptx)

Sample pre-launch agendas

Post launch

Have each team member report in re: how BHI is going

Bring data re: screening rates by provider

General weekly meeting strategies/tasks

May add clinicians willing to pilot outside of LIT if team wants to do a “soft launch”. Training is informal and done by staff

Use teams’ experiences to reinforce content to help them increase their expertise

Encourage team to tell patient stories behavioral health integration did not go well. Challenging patient stories can identify gaps, or tells you where to focus to improve flow issues or knowledge base

Once flow is established and team is comfortable, may go to every other week meetings

* + 1. PDCAs monthly with regional leaders
			1. Occurs post launch, replaces one regular LIT meeting per month
			2. Attendees:
				1. LIT
				2. Mental health leaders
				3. Regional operational and clinical leaders
			3. Goals:
				1. Same goals as weekly post launch meeting
				2. Showcase team efforts and achievement for regional leaders
				3. Opportunity for team to ask questions of leaders
				4. Opportunity for leaders to share applicable information with team

Trainings (pre-launch)

* + - 1. All Staff training (one hour)
				1. Attendees

All staff of clinic, including adjunct services if possible

* + - * 1. Goal + agenda

Overview of project, establish why this is important

Show film on alcohol to increase content knowledge

Give staff the opportunity to ask questions, express concerns

* + - * 1. Tools

Power point

* + - 1. [Flow staff training (one hour)](file:///%5C%5Cgroups.ghc.org%5Cdata%5CCTRHS%5CLHS%5CProjects%5CChild%26Adolescent%20MHW%20integration%5CPilot%20Evaluation%5CTraining%20%26%20Toolkits%5CTraining%5CKNT%20Flow%20Staff%20PAR%20training.pptx)
				1. Attendees

front desk staff, MA’s, MA supervisor if possible, Optional: LPN, RN, SW (SW as content expert)

* + - * 1. Goals + agenda

Review Forms and Rationale

Review workflow, including scripting

Review next steps

Answer questions

* + - * 1. Tools

[Training packets](file:///%5C%5Cgroups.ghc.org%5Cdata%5CCTRHS%5CLHS%5CProjects%5CChild%26Adolescent%20MHW%20integration%5CPilot%20Evaluation%5CTraining%20%26%20Toolkits%5CBHI%20Standard%20folder%20materials)

[Power point](file:///%5C%5Cgroups.ghc.org%5Cdata%5CCTRHS%5CLHS%5CProjects%5CChild%26Adolescent%20MHW%20integration%5CPilot%20Evaluation%5CTraining%20%26%20Toolkits%5CTraining%5CKNT%20Flow%20Staff%20PAR%20training.pptx)

* + - 1. Provider training (one hour)
				1. Attendees

Providers, SW, RN, Clinical leaders Optional: pharmacy

* + - * 1. Goals

Overview of screening process and forms

Overview of follow up positive screens

* + - * 1. Tools

Use [training packet](file:///%5C%5Cgroups.ghc.org%5Cdata%5CCTRHS%5CLHS%5CProjects%5CChild%26Adolescent%20MHW%20integration%5CPilot%20Evaluation%5CTraining%20%26%20Toolkits%5CBHI%20Standard%20folder%20materials) materials to review

All screening and assessment forms in packet

Use [follow up on BHI screens](file:///%5C%5Cgroups.ghc.org%5Cdata%5CCTRHS%5CLHS%5CProjects%5CChild%26Adolescent%20MHW%20integration%5CPilot%20Evaluation%5CTraining%20%26%20Toolkits%5CBHI%20Standard%20folder%20materials%5CFollowup%20on%20BHI%20Screens%20BH0000014-03-17.pdf)