Addiction Treatment Starts Here: Primary Care

Learning Session 1:
Action Planning

Thursday, April 11

3:00 pm - 3:45 pm

Action Planning

- Goals for today's session:
  - Come to consensus on your team's goals for the next two months
  - Get a head start on completing a 60-day action plan
  - Figure out your team's next steps
- What you'll need right now:
  - Sample workplan
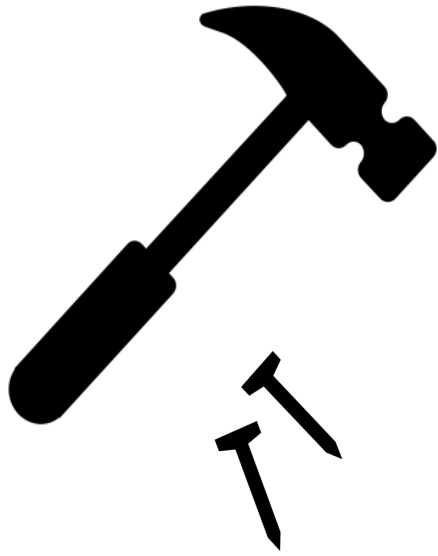 - That last bit of energy for the day!

Instructions:

Work with your team to identify the goals your team would like to achieve in the next two months. Once these goals have been identified, use the table list the major deliverables and related activities that would demonstrate that you achieved these goals. This page offers a sample goals and one deliverable/activity CCI has provided a sample deliverable and activities in the first few rows of the table.

Top three goals for your team to achieve in the next two months:

1. Design an education plan to provide foundational training on addiction for all staff

2. Get a 30-minute weekly core-team meeting on our calendars

3. Identify at least 3 prescribers who want to get x-waiver training

Activity	Activity Lead	Team Members	Start Date	End Date	Notes (optional)
[Deliverable] Assess staff training needs	Angela	Core team	4/15	5/31	
[Activity] Determine whether the clinic has previously assessed staff training needs	Chris	n/a	4/15	4/19	Need to ask office manager what's been done in last 3 years
[Activity] As a team, review findings from capability assessment	Angela	Core team	4/16	4/16	Use 20 min of core team weekly meeting
[Activity] Determine method to assess staff training needs and then conduct assessment	Rich	Core team	4/16	4/19	Angela to propose options at weekly core team meeting and team decides
Conduct assessment of staff training needs	Michelle	n/a	4/19	5/29	Will likely use Survey Monkey
[Deliverable] Design a 30-minute training for all staff	Rich	Core Team	4/29	5/24	
[Activity] Analyze findings from staff training needs assessment to determine the top needs	Rich	Chris, Michelle	4/29	5/3	Rich reviews findings and shares at weekly core team meeting
[Activity] Review previous trainings to determine if there is existing content that can be re-used	Chris	n/a	5/3	5/10	Chris will let us know if there's anything to be repurposed
[Activity] Post note on ATSH forum to see who can share a draft	Angela	n/a	5/3	5/10	
[Activity] Prepare first draft of training	Angela	Chris	5/10	5/17	Team reviews at weekly core team meeting
[Activity] Finalize slides	Angela	n/a	5/17	5/24	

Benefits of a Workplan

- A workplan isn't just a piece of paper to complete. Use it as a tool to come to consensus on next steps.

- It helps you translate the theoretical to practical, everyday tasks.

- Workplans also enable you to double-check assumptions about feasibility – timing, workload, and what it really takes to move forward.

For Today's Session!

3

- It's mostly team time

- We're asking you to think about 3 goals for your team over the next 2 months (think mid-June)

- In deciding on these goals, consider:

  – What will establish the foundation for your work?

  – Where do you need to focus? It may be something basic like getting team meetings on the calendar.

  – Or it may be one component of a longer-term strategy, like establishing organization-wide criteria for patient identification.

  – Who else needs to be involved? It's probably not just the people here today that you need to collaborate with.

Common Questions

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- What's a reasonable deliverable?

- Do I need to list Every.Single.Task. ?

- What happens if I don't have all the information right now to figure this out?

- How does this fit in with the work we did earlier on our aim statement and driver diagram?

- We use something else back at our clinic, do we still need to complete this?

- Is completing the workplan mandatory?

Thank you!

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