

DCBS Implementation Checklist for SOC FIVE Grant

The following checklist can provide regions with guidance on implementation readiness for SOC FIVE grant framework. Use this document to track progress (i.e., moving from “not in place” to “fully in place”) as well as record evidence, reflections, and comments about progress on the indicators throughout the implementation process. For items that have multiple subsections, all sub-items must be fully in place to be checked as fully in place.

	A. DCBS Considerations	Implementation Status	Notes
A1.	There is a timeline for implementing screeners regionally.	Not in place Partially in place Fully in place	
A2.	Consistent reference documents are available for supervisors, frontline, and administrative staff that outline their roles in the implementation process. a. To include timeframes, expectations & points of contact	Not in place Partially in place Fully in place	
A3.	Current staffing supports expanded implementation. a. Caseloads are manageable b. Teams are adequately staffed/trained	Not in place Partially in place Fully in place	
A4.	DCBS staff have been identified for each county/region for: a. Processing and tracking referrals b. Points of contact for case-specific guidance	Not in place Partially in place Fully in place	
A5.	Coordinate training with DCBS staff for in-home screeners before implementation to clarify issues, such as whether those already receiving services need a screener, who in the home requires a screener, etc.	Not in place Partially in place Fully in place	

A6.	<p>Consistent processes are in place to make referrals for each BHP.</p> <ul style="list-style-type: none"> a. Points of contact identified (for each BHP) b. BHP referral forms are identified as well as any additional documentation required for referrals. 	<p>Not in place</p> <p>Partially in place</p> <p>Fully in place</p>	
A7.	<p>Consistent processes are in place to make referrals for the Peer Support Center.</p> <ul style="list-style-type: none"> a. Staff are aware of PSC services b. Points of contact identified c. Referral forms identified 	<p>Not in place</p> <p>Partially in place</p> <p>Fully in place</p>	
A8.	<p>Staff demonstrate readiness for population outreach.</p> <ul style="list-style-type: none"> a. Staff understand SOC goals and can articulate the benefits to clients. b. Staff have access to 'Overview of Screening, Referral, and Assessment Process Brochure' (English/Spanish) to inform clients. 	<p>Not in place</p> <p>Partially in place</p> <p>Fully in place</p>	
A9.	<p>Communication is clear and consistent with behavioral health providers.</p> <ul style="list-style-type: none"> a. Communication protocols are in place b. BHP liaisons are identified 	<p>Not in place</p> <p>Partially in place</p> <p>Fully in place</p>	
A10.	<p>Processes exist to identify and adapt policy changes locally/regionally to efficiently deliver SOC services.</p>	<p>Not in place</p> <p>Partially in place</p> <p>Fully in place</p>	