

## New Hampshire Plan of Safe Care (POSC) Implementation Checklist

*Implementing a new process requires quality planning to systematically design a process that will work for your specific practice or site. Use the following checklist to identify and monitor activities to plan and implement Plans of Safe Care.*

		Implementation Status			Notes
Category	Activity	Planning	In Process	Complete	<i>(e.g., staff training, communication, written procedures, etc.)</i>
Staffing	Determine members of POSC implementation team.				
	Determine the responsibilities of each team member.				
	Determine a decision making process for the team.				
	Determine the timeline for POSC implementation.				
Template	Determine if the NH POSC template will be used, or if a practice-specific form will be used.				
	Determine if an electronic or paper form will be used.				
	Determine where the forms will be stored.				
	Establish a process for updating the form and maintaining form versions.				
Workflow	Determine the specific “who,” “what,” “when,” and “where” the POSC will be completed.				
	Establish and document a protocol for the flow of how the POSC will move between staff or offices.				
Referrals	Develop an inventory of community service providers and contact information.				
	Establish internal referral mechanisms. <i>(if appropriate)</i>				
	Establish external referral mechanisms.				
	Develop and foster community provider partnerships.				
Follow Up	Develop protocol for organizing how referrals will occur, and to whom.				
	Establish protocol for patient follow up, method of follow up, and frequency of follow up.				

Turn over.

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EMR Modification	Consider capabilities and limitations of organization's EMR capacity to manage the following components:				
	An electronic form				
	Referral information				
	Follow up				
	Confidentiality				
	Flow				
	Quality improvement and planning				
	Training				
Confidentiality	Explore confidentiality considerations (e.g., 42 CFR Part2).				
	Develop, or review and revise patient consent forms.				
	Determine 42 CFR Part 2 patient flow.				
	Develop policies to protect patient information.				
Communications	Develop a communication plan for:				
	Staff in your practice				
	Patients and their families				
	Referral partners				
	Community partners				
	Promote dissemination of successes, challenges, and lessons learned to staff, referral partners, and community partners for process improvement.				
Training	Develop a plan for initial and on-going training of existing and new staff related to:				
	Federal and state reporting and data collection processes				
	Internal processes				
	POSC development with a woman				