



Decision and Task Checklist for Pre-Implementation

✓	Decisions and Tasks
	Develop Pilot Timeline.
	Define Site priority population for a PositiveLinks pilot.
	Determine funding source for a PositiveLinks pilot.
	Develop a Budget for a PositiveLinks pilot.
	Determine whether Site will provide smartphones, phone credit, and cases.
	Develop a PositiveLinks pilot Timeline.
	Identify an internal champion for PositiveLinks.
	Determine organization's approval process for a PositiveLinks pilot.
	Obtain organization's Information Privacy and Security review and approval.
	Obtain organization's Vendor Risk Assessment review and approval.
	Develop PositiveLinks Program and Services Agreement Form; obtain institutional approval
	Identify any additional organizational reviews or approvals required.
	Determine Site staffing roles and hiring needs for PositiveLinks implementation.
	Who will provide clinical supervision for PLC?
	Determine percentage of time or work effort for supervisory role.
	Which Provider types will make up the Site Care team?
	Determine PositiveLinks workflow integration strategy.
	Determine PositiveLinks recruitment strategy.
	Develop PositiveLinks recruitment materials.
	Procure smartphones, phone credit, and cases.
	PLC completes PL Administrator training and completes PL Certification program.
	PL Site Care Team completes PL Provider training and completes PL Certification program.
	Develop sustainability plan for PositiveLinks full deployment.



Checklist of System Security Considerations

✓	Decisions and Tasks
	HIPPA requirements. HIPAA identifiers have been limited to minimal required on internal documents and computer systems only. Confidentiality applies to the PositiveLinks Coordinator's interactions with Members.
	Site's Privacy Policies. Protocols required by the Site to ensure privacy are being followed throughout PositiveLinks implementation.
	Hardware. Will it be the Site's policy to encrypt and password protect smartphones or will Members be able to make this decision on their own?
	Software. PositiveLinks App requires password protection, user anonymity, and that the Community Message Board handle does not contain any personally identifiable information such as a nickname, DOB, initials, address.
	Data Management. Secure Server is required for PositiveLinks implementation.
	Offsite meeting. Will Site develop a protocol for offsite meetings with staff and Members? Will staff transport Members in personal vehicles? If an offsite enrollment occurs what precautions are in place to ensure Member privacy is maintained? Will Site develop a protocol in which staff checks-in with supervisor before and after sessions?
	On-Call Number and staffing. Is there a protocol and process in place for PLC to monitor the Community Message Board? Who will monitor CMB when PLC is unable to? Will the CMB be monitored 24/7 or limited hours? To whom will monitoring staff escalate an issue during evening and weekend hours?

Decision Checklist for Smartphones and cases

✓	<i>Decisions and Tasks</i>
	Require PositiveLinks Members to provide their own smartphone.
	Provide smartphones for some or all PositiveLinks Members.
	Provide monthly phone service provider credit for PositiveLinks Members.
	Provide smartphone cases.
	Require smartphone cases, but do not provide them.
	Do not require or provide smartphone cases.