Site Readiness Checklist

This checklist contains questions related to Site capacity and readiness for PositiveLinks implementation. This table is meant to help Sites think through its current capacities and those it may need to build. The list includes items that, while not required, will help Sites better understand their options and make clear decisions.

Determine Site capacity and readiness	Yes	No	Comments | Next Steps
Does Site staff have experience with SBCM or MI?			
Does Site have resources to train and support staff in using SBCM or MI with Members?			
Technology and Computer Systems			
Will Site provide smartphones? Cases? Data Plans?			
Will EMR integration with PositiveLinks be a future goal?			
Personnel Roles and Responsibilities			
Do you have support from key Site leadership staff to support the PositiveLinks at your Site?			
Do Site staff have an understanding of the benefits and goals of PositiveLinks?			
Have you identified a PositiveLinks Coordinator?			
Has your site scheduled or completed PositiveLinks training?			
Have you identified any additional training needs?			
Integrate PositiveLinks into Site Workflow			
Have you performed a workflow assessment at your Site?			
Security and Privacy Protocols			
Have you identified Site policies and procedures that must be in place prior to PositiveLinks implementation?			
Will you require Members to encrypt their smartphones or have secure passwords on the smartphone?			
Do you have a protocol in place for what to do when smartphones are lost or broken?			
Project Budget			
Do you have funding in place for PositiveLinks?			
Outreach Plan			
Do you have specific roles for partner organizations within the system of care related to PositiveLinks?			
Do you have established referral protocols, MOAs or MOUs, with existing community partners?			
Have you developed a Member outreach plan?			
Has your Site identified needed recruitment/educational pieces?			