SBIRT Planning Checklist

* Administrative support is in place
* Key stakeholders have been identified and contacted
* An SBIRT team has been established
  + Team member roles have been determined
  + An SBIRT coordinator has been appointed
  + The screening team has been appointed
* SBIRT team members have participated in training as required by MDPH and plans are in place to allow for ongoing training of current and new personnel
* The populations (two grades in the district) of students to be screened have been determined
* Sufficient resources for follow-up services have been identified
  + In school referral professionals have been identified
  + Out of school referral resources have been identified and personal connections have been made
* Communication and educational systems have been developed to
  + Inform parents and students about the screening
  + Inform parents and students how they may opt out of screening in writing
* Confidentiality policies and procedures have been reviewed and revised as needed
  + Parents and guardians and students have been informed of these policies
  + School personnel have been informed of the policies
  + A process to obtain written consent to release information has been developed
* A procedure for referral and follow-up in school/ out of school has been established
* Private locations to conduct screenings have been identified
* Systems have been established to conduct the screening and referrals in a smooth manner
  + A definitive time period for conducting screenings has been determined
  + A system to assign students to screening team members has been established
  + In-house professionals are prepared to accept students for referrals if needed during the screening process
* Systems are in place for documenting and reporting results (no student identifiers) to the Department of Public Health within 90 days of screening
* An SBIRT Implementation Plan has been written. See sample outline at www.masbirt.org/schools