

ACTION PLAN TO TAKE BACK TO YOUR WORKPLACE

This guide can be a useful tool for your planning efforts at your agency.

Component	Who is Responsible?	Steps to Implement	Timeframe
1. Routine Screening and ID of Tobacco Users			
2. Prompt and protocol for delivery of Brief Interventions <ul style="list-style-type: none"> • Advise • Assess • Prescribe 			
3. Referral Systems to Counseling (QuitWorks and/or in-house treatment)			
4. Documentation of tobacco interventions and reporting			
5. Feedback mechanism to staff/providers			
6. Provider and Staff Training			