



Implementation Planning Meetings and Agendas

Phase 1: Planning						
Preparation	Weeks 1 to 3	Week 3	Weeks 3 to 6	Week 6	Week 8	
Meetings						
STEP 1: Establish Implementation Champions		Practice QI Team Meeting 1 (1.5 hours)	Interval between QI Team meetings 1 and 2	Practice QI Team Meeting 2 (1.5 hours)	Practice QI Team Meeting 3 (1.5 hours)	
	Participants					
	Champions	Champions/ Practice QI Team	Designee	Champions/ Practice QI Team	Champions/ Practice QI Team	
	Agenda					
	STEP 2: Establish the Practice QI Team Introduce the QI initiative to the practice: Introduce champions and QI Team, share Aims	Orient the Practice QI team to the Aims and the implementation Determine Practice QI Team members roles and responsibilities Schedule Practice QI Team meetings and implementation activities	STEP 3: Complete the baseline assessment Create a <i>Starting Goals</i> draft to use in Meeting 2 Begin obstetric care clinician and clinical staff perinatal mental health training	STEP 4: Using Aims and baseline assessment results, draft goals Begin adapting the <i>Practice Training on Mental Health Care Workflow Template</i> with your baseline assessment results and your selected goals After meeting, prep for meeting 3: Create a starting practice workflow draft	STEP 5: Develop perinatal mental health workflow Continue adapting the <i>Practice Training on Mental Health Care Workflow Template</i> with your practice workflow Begin customizing the <i>Customizable Practice Resource and Referral Directory</i> for your practice After meeting, prep for Meeting 4: Create a starting draft of the Practice Goals and Tasks document	
See each meeting agenda for a detailed agenda, associated meeting resources, and next steps						

	Planning
	Meeting interval
	Planning phase QI Team meeting
	Practice assessment
	Implementation phase
	Sustainment phase

Implementation Planning Meetings and Agendas (continued)

Phase 1: Planning (continued)		Phase 2: Implementation		Phase 3: Sustainment	
Week 12	Week 14	Week 15	Week 16	Weeks 17-24	3 months after implementation
Meetings					
Practice QI Team Meeting 4 (1.5 hours)	Practice QI Team Meeting 5 (1.5 hours)	Train obstetric care clinicians and practice staff	Implement practice changes	Ongoing sustainment meetings (1.5 hours)	Follow-up reassessment and spot chart extraction
Participants					
Champions/ Practice QI Team	Champions/ Practice QI Team	Designee(s)	Champions/ Practice QI Team All practice personnel	Champions/ Practice QI Team	Designee
Agenda					
<p>STEP 6: Identify tasks, roles, and responsibilities to implement changes to achieve goals</p> <p>Begin customizing the <i>Customizable Practice Resource and Referral Directory</i></p>	<p>Assess task completion</p> <p>Plan obstetric care clinician and clinical staff training on your practice workflow.</p> <p>Finalize your <i>Practice Training for Mental Health Care Workflow Template</i></p>	<p>STEP 7: Provide training for obstetric care clinicians and clinical staff about perinatal mental health care and workflow changes</p> <p>Check clinician and staff perinatal mental health training completion status</p> <p>Present your Workflow training</p>	<p>STEP 8: Implement changes based on goals and workflow.</p>	<p>STEP 9: Evaluate the implementation and review progress towards goals.</p>	<p>STEP 10: Revise procedures based on lessons learned and continue iterative improvement process.</p> <p>Repeat assessment questionnaire and chart spot check</p> <p>Review progress toward goals</p> <p>Revise, add to, and eliminate goals to achieve Aims</p>
	Planning				
	Meeting interval				
	Planning phase QI Team meeting phase				
	Practice assessment				
	Implementation phase				
	Sustainment phase				