

SBIRT PROTOCOL DEVELOPMENT GUIDE

Developing a Screening Protocol

- Who are we screening?
- When are we screening?
- How often are we screening?*
- Who is conducting the screening?
- How do we fit screening into session/appointment?
- How do we implement use of scripts or other tools (readiness rulers, etc.)?
- How do we document the screening in charting or EHR system?
- How do I get feedback from patient/client re: the screening experience?

Developing a Brief Intervention Protocol

- Who are we using BI with?
- When are we using BI?
- How often are we conducting BI?
- Who is conducting BI?
- How do we fit BI into session/appointment?
- How do we implement use of scripts or other tools into BI?
- How do we document BI in charting or EHR system?
- How do I get feedback?

Developing a Referral to Treatment Protocol

- Who are we referring to treatment?
- When are we referring to treatment?
- How often are we referring to treatment?
- Who is doing the referring?
- Where are we referring to?
- What documentation is necessary?
- Can we talk with referral site?
- Do we need releases or MOUs?
- How do we ensure warm hand-offs?
- How do we ensure referral is complete?
- How do we know if/when patient/client showed up?
- How do we collect data?
- How do we get feedback?

Developing a Follow-Up Protocol

- Who are we following up with?
- When do we follow-up?
- What are we offering during follow-up?
- Who is following up?
- What documentation is necessary?

Developing a Training Protocol

- How do we train new staff after launch of SBIRT?
- When do we train new staff?
- How often does staff need training or meetings re: SBIRT?

Developing a Data Collection Protocol

- When are we collecting data?
- Who is collecting data?
- How often are we collecting data?
- With whom do we use the data collection tool?
- What tools are we using to collect data?
- Who is compiling the data?
- Who is entering or analyzing data?
- How, when, and how often do we get our data to the data collection person?
- Who needs to see our data?
- What are the metrics we are required to collect and report?
- How are we ensuring timely and accurate reporting of data?

Developing a QI Protocol

- How do we measure progress or attainment of goals?
- Who is monitoring goals or progress?
- How often do we meet to discuss progress or potential course corrections?
- How often do we meet to discuss work flow or protocols?
- How do we deal with setbacks?
- How does data guide our process?
- How do we communicate progress to our team?

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