# Six Building Blocks Prepare & Launch Milestone Checklist

Below are key milestones organizations often work to achieve through the Prepare and Launch stage of the Six Building Blocks Program.

### Leadership & consensus

Learn what is needed to participate in the work and make a leadership commitment

Build an Opioid Improvement Team

Learn about existing evidence, guidelines, and regulations as an Opioid Improvement Team and as a clinic

Protect time for improvement team to meet (e.g., schedule P&L meetings and monthly team meetings)

Host a Kickoff with all clinicians and staff, during which feedback is gathered and enthusiasm generated

### Policies, patient agreements, and workflows

Locate and assess use of existing policies, agreements, and workflows

### Tracking & monitoring

Identify existing tracking & monitoring resources

Begin to create a list of patients on long-term opioid therapy

### Planned, patient-centered visits

Locate and assess use of patient education/support resources related to opioid management

Investigate what currently happens during patient visits and refill requests related to opioid management

### Complex patients

Locate existing assessment tools and resources for complex patients (e.g., mental health, OUD services)

### Measuring success

Complete Self-Assessment as an Opioid Improvement Team and as a clinic

Assess current status of Six Building Blocks through Prepare and Launch meetings

Produce and share with the clinic baseline data reports, as possible

Identify and share with the clinic stories that exemplify why this work is important

Begin identifying project aims