# 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