Youth to Text and Telehealth for Engagement in Care

IMPLEMENTATION READINESS CHECKLIST

>>> The purpose of the Y2TEC Readiness Checklist is to provide a list of tasks central to delivery of the intervention. Some of the items may require ongoing reviews, updates, and evaluation.

Program Review

- [ ] Review and understand Y2TEC's goals, aims, and theoretical framework using the manual.
- [ ] Establish clear policies and procedures for intervention delivery.
- [ ] Ensure compliance with confidentiality and telehealth security guidelines.

Counselor Readiness

- [ ] Confirm that the counselor has completed the training plan, understands the intervention manual, and has viewed the role-play videos.
- [ ] Ensure counselors are proficient in motivational interviewing, problem-solving therapy, and psychoeducation techniques.
- [ ] Provide guidance on session structuring and client engagement.
- [ ] Confirm all counselors have access to weekly supervision and case review processes.

Session Readiness

- [ ] Have printed or electronic access to the Y2TEC manual and intervention content guides.
- [ ] Ensure a private and soundproof space for telehealth sessions.
- [ ] Prepare necessary documentation tools (notebooks, documentation platform, crisis resource list).

Technology and Platform Readiness

- [ ] Test and confirm the functionality of the telehealth video platform.
- [ ] Establish cybersecurity protocols and ensure client data is securely stored.
- [ ] Troubleshoot potential technical issues using the troubleshooting guide.

Participant Recruitment and Retention

- [ ] Review client recruitment and retention strategies.
- [ ] Develop new outreach methods as needed.
- [ ] Establish client eligibility criteria and initial assessment procedures.

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Participant Engagement

- ☐ Establish a two-way text message <u>appointment reminder</u> system.
  Identify strategies for addressing client tardiness and missed sessions.
- ☐ Maintain flexibility in scheduling and session content adaptation as needed.
- ☐ Review methods to build rapport and trust with clients through active listening and a non-judgmental approach.

Crisis Management and Resources

- ☐ Review and confirm the crisis response protocol for suicidal ideation, homicidal ideation, and safety concerns.
- ☐ Update the local crisis <u>resource list</u> and emergency contact information.
- ☐ Confirm mandated reporting procedures for child, elder, and dependent adult abuse.
- ☐ Train staff on any safety planning or emergency intervention measures.

Session Implementation and Monitoring

- ☐ Establish a client tracking system.
- ☐ Develop a session scheduling mechanism that also allows flexibility for client needs.
- ☐ Ensure fidelity by creating a system where counselors complete session summary notes and documentation after each session.

Evaluation and Continuous Improvement

- ☐ Implement regular check-ins and feedback sessions for staff and clients.
- ☐ Review data on client engagement, attendance, and outcomes.
- ☐ Identify any new barriers to implementation and brainstorm potential solutions.
- ☐ Adjust strategies for engagement and retention based on ongoing analysis.

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