

Figure 2. Prepare Your Practice

Implementation Guide for Depression Screening Part 1 “Prepare Your Practice” <i>*Before you begin screening, you need to prepare your practice. Consider the following list of tasks.</i>		
WHAT	WHO <i>(In the space provided, write the person who will be responsible for performing the task)</i>	HOW
Engage Your Practice 1. Identify Champions 2. Motivate Staff 3. Educate Staff	Who: _____ Who: _____ Who: _____	1. Identify a provider and a member of the practice staff who together will champion the screening program. Who are the practice champion(s)? _____ 2. Get your staff involved by setting the expectation that helping depressed parents is important part of routine care, and seek their ideas about helping families understand and cope. 3. Educate your staff about parental depression and its impact on children. Determine attitudes or misconceptions that may influence screening.
Develop Practice Approach 1. When and Who to Screen 2. Choose Screening Tool 3. Explore Available Resources 4. Network with Colleagues 5. Establish Triage/Referral Mechanism	Who: _____ Who: _____ Who: _____ Who: _____ Who: _____	1. Decide if screening is at all well child visits or limited by age or parent gender. 2. Select screening tool. 3. Develop a list of mental health referral options, community agencies, parental support groups, support lines, and Web sites. 4. Contact area providers and mental health agencies to inform them your practice will be screening for parental depression. Ask them if they are willing to accept referrals and provide clinical support. 5. Determine practice role in linking parent to resources A. Options for practice 1) Individualized referral to outside resources 2) Partner with outside agencies who will perform these services 3) Utilize behavioral health clinician within practice setting for these services
Develop Office System 1. Train Staff 2. Develop System to Distribute and Record Screener 3. Select Monitor 4. Change Office Environment	Who: _____ Who: _____ Who: _____ Who: _____	1. Train staff to introduce screening tool and respond to parents' questions. 2a. Develop a system to have screening tool available at the beginning of the visit. 2b. Choose a method to indicate screening occurred and how to document results. 3. Select a person to check and order materials for screening, and to stock exam rooms with brochures. 4. Place posters in waiting areas, exam rooms, by scales, etc.

Key: Provider = Blue Clinical Staff = Green Office Staff = Orange