



ACE Screening Implementation How-To Guide

Stage 1 Checklist and Workbook

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Introduction

This workbook accompanies the ACEs Aware ACE Screening How-To Guide (How-To Guide). These workbook materials will support you and your implementation team through [each stage and step of implementation](#). You can download the full workbook or sections at the start of each stage.

These materials include:

- **How-To Guide Resources:** Materials developed specifically to support ACE screening implementation.
- **Additional Resources:** Additional ACEs Aware-developed resources relevant to the step, such as webinars, case studies, and FAQs, as well as supplemental resources developed by other leaders in the field.
- **Workbook Activities:** These worksheets or tasks are designed to help you advance and organize your progress in implementing ACE screening and toxic stress treatment.

You are encouraged to review and complete as many of these materials as you need to assist in your implementation process.

As you work through the How-To Guide stages and steps, consult this workbook for guidance and check off tasks you have completed. You can complete the worksheets individually and/or as a team.

Celebrate each stage and step that you complete!

Stages	Completed
Stage 1. Prepare the Foundation	
Stage 2. Select Your Approach	
Stage 3. Implement the Program	
Stage 4. Build Sustainability	

Stage 1: Prepare the Foundation

Stage 1 provides foundational information for the implementation team to explore what planning for ACE screening might entail at your practice.

In Stage 1 you will...

- Refresh your knowledge about ACEs, toxic stress, trauma-informed care, and evidence-based interventions
- Determine how to generate organizational support for screening
- Establish your implementation team
- Develop a high-level implementation plan and timeline

To-Do Checklist

Step 1: Get Informed

Review: How-To Guide Resources

- [Why Should My Practice Screen for Adverse Childhood Experiences \(ACEs\) and Risk of Toxic Stress?](#)
- [Getting Ready: An Overview of ACE Screening Implementation](#)
- [How ACE Screening, Toxic Stress Treatment, and Trauma-Informed Care Work Together](#)

Review: Additional Resources (found online)

- [ACEs Aware Resources](#)
- [Supplemental Resources](#)

Complete:

- ACEs Aware “[Becoming ACEs Aware in California](#)” training

Step 2: Engage Leadership & Peers

Review: How-To Guide Resources

- [Finding and Engaging Champions and Key Decision-Makers for Implementing ACE Screening and Toxic Stress Treatment](#)
- [Making the Case to Clinic Leadership](#)

Review: Additional Resources (found online)

- [ACEs Aware Resources](#)
- [Supplemental Resources](#)

Complete:

- [Worksheet: Tailor Your Justification](#)
- [Worksheet: Outreach Plan to Generate Buy-in and Build an Implementation Team](#)

Step 3: Form an Implementation Team

Review: How-To Guide Resources

- [Key Considerations for Forming an Implementation Team](#)

Review: Additional Resources (found online)

- [ACEs Aware Resources](#)
- [Supplemental Resources](#)

Complete:

- [Worksheet: Implementation Team Role Assignments](#)
- [“Becoming ACEs Aware in California”](#) training and supplemental trainings (as appropriate)

Step 4: Outline a Plan

Review: How-To Guide Resources

- [No One Size Fits All: Taking Different Approaches to Piloting ACE Screening and Toxic Stress Treatment](#)

Complete:

- Worksheet: ACE Screening Implementation Plan and Timeline

Step 5: Review and Reflect

Complete:

- Worksheet: Stage 1 Reflection Exercise

Stage 1 complete!



Stage 1 - Step 1

Get Certified

Effective January 1, 2020, California began paying Medi-Cal providers for conducting ACE screenings for children and adults up to age 65 with full-scope Medi-Cal. It's not too late to qualify for Medi-Cal payment! If you haven't already, take the certified training developed by The Office of the California Surgeon General (CA-OSG) and the Department of Health Care Services (DHCS) and qualify to receive payment for screening.

Find the training here: www.ACEsAware.org/provider-training

Stage 1 - Step 2

Worksheet: Tailor Your Justification

Purpose: Prepare to build buy-in and engagement from organizational leadership and other colleagues to help you champion and inform your ACE screening and toxic stress treatment initiative.

Instructions: Prepare to engage with organizational leadership and other colleagues by jotting down notes on the rationale for screening that will most resonate with your team and build a list of possible or anticipated questions/concerns — and your response.

If you are feeling stuck, the How-To Guide resources and FAQs provide a good starting point for ways to frame your key points and answer common questions. You may also consider sharing some of the How-To Guide articles during your outreach efforts, such as [*Getting Ready: An Overview of ACE Screening Implementation*](#) and [*Why Should My Practice Screen for Adverse Childhood Experiences and Risk of Toxic Stress?*](#)

Why should our practice screen for ACEs?

What questions/concerns do we anticipate our leadership will have?

What questions/concerns will other members of the clinical and non-clinical staff have?

What resources can I share?

Stage 1 - Step 2

Worksheet: Outreach Plan to Generate Buy-in and Build an Implementation Team

Purpose: To help you develop a plan to increase leadership and/or colleague buy-in and to build the implementation team that will help develop the ACE screening and toxic stress treatment initiative.

Instructions: Use this worksheet to define and keep track of your plan by doing the following:

- **Define outreach goals:** Outline your outreach goals; for example, “To engage leadership” or “To generate interest from clinicians”
- **Create a plan:** Create a list of who you will reach out to, by when, who will do it, what method will be used
- **Discuss and document progress and outcomes of outreach activities:** As outreach activities are carried out, document their outcomes
- **Keep going:** Continue until outreach goals are met

Tip: You may continue to evolve your plan and make changes to this worksheet if your outreach goals shift.

Outreach Goals:

Example: “To engage leadership” or “To generate interest from clinicians.”

Outreach Plan					
Outreach to ...	By is Responsible for Outreach	Method/ Outreach tool	Contact	Outcome
<i>Medical Director</i>	<i>June 5</i>	<i>Molly</i>	<i>Email to ask for a meeting, attach "Why Should My Practice Screen for Adverse Childhood Experiences and Risk of Toxic Stress?"</i>	<i>cmo @ healthcare.com</i>	<i>Meeting</i>

Stage 1 - Step 3

Worksheet: Implementation Team Role Assignments

Purpose: Assign roles and responsibilities to implementation team members for the purpose of carrying out tasks associated with ACE screening implementation. The implementation team will carry out tasks related to the various phases of implementing and sustaining ACE screening and toxic stress treatment (e.g., planning, launching, monitoring and adapting, scaling, and sustaining). The team composition may shift over time, which may mean that role assignments also shift.

Instructions: Fill in the name and job title of each person on the implementation team. The roles and responsibilities that are listed are suggestions. These should be reviewed and edited as a team so that there is a shared understanding and agreement around who will carry out key responsibilities.

While it is ideal to have implementation team members who can fulfill all of these roles and responsibilities, you can start with whatever team members you have. To continue to grow your team, use the outreach plan worksheet.

Role	Responsibilities	Name / Title
Project Lead/ Team Leader	Sets the meeting agenda and leads/facilitates meetings to ensure all voices are heard; ensures group agreements are held. Manages the work plan, assigns action items to responsible parties, and sets timelines; reports progress to leadership, other stakeholders.	
Administrative Person	Takes notes on the main points discussed and shares notes with the team; schedules meetings. Documents action items including responsible party and timeline.	
Subject Matter Experts	Provides knowledge about the science of ACEs and toxic stress, and insights to help answer and solve clinical, administrative, IT, data, finance, and trauma-informed care questions and challenges.	
Communicator	Reports team progress to leadership and other stakeholders and ensures clear communications about ACE screening across the organization.	
Quality improvement Lead	Analyzes the data generated in quality improvement/Plan-Do-Study-Act cycles to make observations and suggests incremental improvements.	

Stage 1 - Step 4

Worksheet: ACE Screening Implementation Plan and Timeline

Purpose: To help you and your implementation team plan key activities and a timeline for implementing an ACE screening and toxic stress treatment initiative.

Instructions: Fill in the key activities to take place during each stage, paying attention to the clinical, administrative, operational, and emotional considerations at each stage.

Timeline

There is no set timeline for implementation — this depends on a variety of factors such as staff availability, leadership buy-in, previous experience, existing partners, and size of practice, among other factors. Below is an example; your timelines will differ for the completion of each stage.

Stage 1	Stage 2	Stage 3	Stage 4
Prepare the Foundation	Select the Approach	Implement the Program	Build Sustainability
Our target dates are:			
<i>Jul 1-31</i>	<i>Aug 1-Sept 30</i>	<i>Oct 1-Feb 28</i>	<i>Feb 1-Dec 31</i>

High-Level Plan

Taking note of the clinical, administrative, operational, and emotional aspects of starting a new ACE screening initiative, review and edit the following list of key actions to occur during each stage as they apply to your organization.

Considerations	Stage 1: Prepare the Foundation	Stage 2: Select the Approach	Stage 3: Implement the Program	Stage 4: Build Sustainability
Clinical				
Administrative				
Operational				
Emotional				

Stage 1 - Step 5

Worksheet: Stage 1 Reflection Exercise

Purpose: To facilitate an open discussion among the implementation team members that recognizes feelings and thoughts about the information and process to date, ensuring that everyone thinks they have learned the Stage 1 information and are prepared to move on to the next stage.

Instructions: Convene your implementation team for this activity to collectively ensure the team's understanding of the material from Stage 1 and discuss how learnings can be applied to your practice. Check in and discuss how you are feeling about the information, and any challenges or concerns the implementation team may have at this point in the process. You may want to name a facilitator to ask the questions and ensure each person has a turn to speak or rotate asking questions. Using a trauma-informed approach, first listen to each other as you share concerns and questions. Then, work together to identify how you will answer each other's questions — this can be by sharing your collective wisdom, by revisiting Stage 1 resources, case studies, and FAQs, or by finding other sources of information.

Review Stage 1 Goals and Accomplishments:

Stage 1 provided foundational information for you and your implementation team to begin the implementation planning process and initiate practice change across your organization.

You have ...

- Refreshed your knowledge about ACEs, toxic stress, trauma-informed care, and evidence-based interventions
- Determined how to generate organizational support for screening
- Established your implementation team
- Developed a high-level implementation plan and timeline

Discuss the following prompts:

- Now that we have completed the steps in Stage 1 and have a broad understanding of what we will need to address clinically, operationally, administratively, and emotionally to successfully implement ACE screening, what do you think were some of the most important things we have learned so far?
- What opportunities do you anticipate for our clinic as we move forward with implementation?
- What are potential barriers and how can we overcome them?
- Before we move on to Stage 2 steps and tasks, how are you feeling about the team's work to date? Why do you think you're feeling that way?
- If the team is not feeling ready to move on, what would help us to be more ready? What do we need? Who can we ask for help?

Congratulations,
You have completed Stage 1!

