







## Plan of Safe Care Implementation Guide

Gather your Plan of Safe Care implementation team. As a group, review the Key Implementation Questions listed below and discuss how to best implement Plans of Safe Care at your organization. These questions are meant to guide you through the planning process as you get started and for reflection once you've had some time to implement the plan. Consider this a living document that should be revisited and updated as often as necessary.

### Key Implementation Questions

	Which patients will receive a Plan of Safe Care ("the Plan")?	
	How will they be identified?	
	What specific <u>sections</u> of the document(s) are we responsible for (may need to be provider-specific)?	
	Who is responsible for helping patients <u>develop or initiate</u> their Plan?	
	Who is responsible for helping patients <u>update/review</u> their Plan?	
	When is the Plan started with patients?	
	How often and when is the Plan updated/reviewed?  (Example: monthly reviews, preparation for delivery, part of program completion, patient discharge, etc.)	
	How should providers document initiation and updates to the Plan?	
	Where are the portfolios stored?	
	Who is responsible for "ordering" more when there are only a few left? Or buying supplies to make more?	

	<p>What are some anticipated challenges?</p> <p>What are potential solutions to address these challenges?</p>	
	<p>When will you meet as a team to reflect upon implementation? How often will you discuss as a team? Include:</p> <ul style="list-style-type: none"> <li>• Date/time of first follow-up meeting</li> <li>• Any ongoing meetings to discuss (i.e., monthly staff meeting, etc.)</li> </ul>	



### Workflow Diagram

Sketch out the workflow or timeline for your program.

#### EXAMPLE: Timeline for Pregnant Client Entry into Multisession Parenting Support Program

