



Use this resource as a guide to and checklist for your ACT implementation activities. You will likely address some items sequentially, but you will also experience some variation to the order in which you begin and complete them. There may be simultaneous activity and overlap as well.

		YEAR ONE				BOOKLET PAGE #
ACT IMPLEMENTATION ITEM		Begin/ Continue 1-3 Months	Begin/ Continue 4-6 Months	Begin/ Continue 7-9 Months	Begin/ Continue 10-12 Months	
BEGIN 1-3 MONTHS						
01.)	Choose Your ACT Champions	✓				5
02.)	Assemble Leadership Teams	✓				5
03.)	Engage Technical Assistance ▪ Conduct Readiness Assessment & Write Implementation Plan	✓				5
04.)	Identify Outcomes Indicators & Measures	✓				6
05.)	Get Team Office Space & Equipment	✓				6
06.)	Recruit & Assemble ACT Team ▪ Team Leader & Multidisciplinary Team ▪ Specialist vs. Generalist Roles	✓				7
07.)	Establish Supervision Structure	✓				7
08.)	Provide Training & Supervision	✓	✓	✓	✓	7
09.)	Adopt & Utilize Eligibility Criteria	✓	✓	✓	✓	8
10.)	Establish Client Referral Protocols	✓	✓	✓	✓	8
11.)	Educate Your Organization & Community Stakeholders about ACT	✓	✓	✓	✓	8
12.)	Identify & Engage Clients	✓	✓	✓	✓	9
13.)	Utilize Team-Meeting Tools	✓	✓	✓	✓	9
14.)	Establish & Enhance ACT Daily Team Meeting	✓	✓	✓	✓	10
15.)	Establish & Utilize On-Call Protocol	✓	✓	✓	✓	10
16.)	Develop Team Approach to Service	✓	✓	✓	✓	10
17.)	Develop Staff Health & Safety Protocol	✓	✓	✓	✓	11
18.)	Develop & Initiate Client Comprehensive-Assessment Process	✓	✓	✓	✓	11
19.)	Utilize Person-Centered Treatment Planning	✓	✓	✓	✓	11
BEGIN 4-6 MONTHS						
20.)	Collect & Review Outcomes Indicators & Measures		✓	✓	✓	12
21.)	Establish Medication Protocols		✓	✓	✓	12
22.)	Prepare for Baseline Fidelity Review		✓			13
23.)	Develop Stage-Wise Interventions & Staging ▪ Stages of Change & Treatment ▪ The Staging Process		✓	✓	✓	13
BEGIN 7-9 MONTHS						
24.)	Assess & Enhance Team Approach to Services			✓	✓	14
25.)	Enhance Specialist Roles			✓	✓	14
26.)	Participate in Baseline Fidelity Review			✓		15
27.)	Write Fidelity Action-Plan ▪ Process Monitoring			✓	✓	15
28.)	Troubleshoot Eligibility, Referral & Intake Processes			✓	✓	15
BEGIN 10-12 MONTHS						
29.)	Ongoing Process Monitoring ▪ Utilize, Monitor & Revise Fidelity Action-Plan ▪ Identify & Address Barriers to Implementation ▪ Address Unintended Consequences ▪ Maintain Oversight of Implementation ▪ Collect, Analyze & Share Outcomes				✓	16-17
30.)	Network with Others				✓	17
31.)	Continue Stakeholder Collaborations				✓	17
32.)	Celebrate Successes				✓	18



Get additional copies of this resource from our website:

- ACT | Timeline for Implementation (Booklet & Mini-Poster)

www.centerforebp.case.edu/resources/tools/act-timeline