

## Implementation Guidelines

MI-SMART is an effective, standardized tool for determining medical stability for patients with a psychiatric crisis in emergency contexts. The tool enables behavioral health, emergency medicine, and inpatient psychiatry to work harmoniously together and best serve the patient's needs.

The following steps should help guide individuals from healthcare facilities in implementing the MI-SMART Medical Clearance Form into their system. These instructions may need to be adapted to fit an organization's system. This document should not be used as a set of standards or requirements.

1. To begin the process of implementing, please visit <https://www.mpcip.org/mpcip/mi-smart-psychiatric-medical-clearance/> to learn more about the initiative. *Resources available on the website include a copy of the form, background information, and the Implementation Toolkit, referenced in step 7, has a variety of informative documents.*
2. Reach out to [MPCIP-support@mphi.org](mailto:MPCIP-support@mphi.org) about your potential interest in implementing the MI-SMART Medical Clearance Form. *The MPCIP Team will offer support from the beginning of implementation and be available in the future as needed.*
3. Begin communicating with the entities your organization partners with in the psychiatric medical clearance process about the possible implementation of this form. *The MPCIP Team will recommend methods that have been employed by other regions. We will also notify you of other entities in your area that have expressed an interest in implementing the form and provide you with contact information, if available.*
4. Choose a local champion. They will be charged with bringing administrative staff on-board with this initiative. We recommend ensuring that an Emergency Department, Psychiatric Hospital, and a CMSHP representative are present and supportive of the initiative. *The MPCIP Team can provide executive letters to be sent to the administration. We can also connect you or your partners with peers in the field who have implemented the form.*
5. Decide if the form will be used as a paper form, available on the intranet, or integrated into an EHR system. *We can connect you with other facilities to discuss what has worked for them, to aid in your decision.*
6. Pick an implementation date. *The MPCIP Team can provide perspective on what worked in other facilities, so that you can make an informed and achievable decision.*

7. Use the Implementation Toolkit materials to train and prepare staff for the implementation. *The MPCIP Team has developed a variety of tools to support entities in the implementation process, such as the clinical instructions on how to use the MI-SMART form, a PowerPoint slide deck that can be used for training, and a FAQ document.*
  
8. Use the feedback loops to report any barriers that you have encountered. *The MPCIP Team will reply to any urgent technical issues within two business days. Click [here](#) for technical issues feedback. We will also be gathering feedback on organization's experience of MI-SMART Form implementation, please share yours [here](#). Any proposed form changes will be recorded and in August 2020, the work group will review the suggestions. A new version of the MI-SMART Form will be distributed to all partners afterwards. Please submit your recommendations for form changes [here](#).*
  
9. Please keep MPCIP updated on your progress. Reach out at any point to ask questions, make recommendations for additional FAQs, or notify us of ways that we can better support you and your facility. *We are excited about this initiative and want to make sure you are successful in the implementation and maintenance of the MI-SMART Form. Please feel free to contact us about any challenges encountered or successes experienced at [MPCIP-Support@mphi.org](mailto:MPCIP-Support@mphi.org).*

Thanks for partnering with us on the MI-SMART initiative!