

Timeline	ACT start-up activities
Six months prior to agency request for provisional provider status	<ol style="list-style-type: none"> <li>1) Meet with OCEACT to receive ACT start up consultation</li> <li>2) Create ACT staffing plan for target number of ACT participants to be served (this should be based on need of the community and feasibility)</li> <li>3) Create ACT program operating budget</li> <li>4) Acquire/designate office space for ACT team and equipment (laptops, phones, cars)</li> <li>5) Create leadership team and build consensus within the organization at all levels to implement ACT</li> <li>6) Establish ACT policies, operating procedures, comprehensive assessments, community outreach staff safety protocol, risk assessment tools, admission and referral policies, discharge and transition to less intensive services policies, hours of operation, 24 hour crisis coverage policy for ACT staff</li> <li>7) Create ACT team position descriptions</li> <li>8) Hire ACT team (all staff positions: Team Leader, Licensed Medical Provider, Nurse, Substance Abuse Treatment Specialist, Employment Specialist, Peer Specialist, other Qualified Mental Health Professionals or Assistants as needed)</li> </ol>
After All ACT Staff are hired	<ol style="list-style-type: none"> <li>1) OCEACT provides the new ACT team and executive team at the agency a comprehensive ACT 101 training and gets agreement from agency to partner with OCEACT for training and technical assistance to implement ACT to fidelity</li> <li>2) OCEACT writes a letter of support to the agency and OHA expressing agreement to work with agency to provide training</li> <li>3) Agency writes letter of request to OHA expressing willingness to work with OCEACT and intent to implement high fidelity ACT</li> <li>4) OHA grants agency provisional provider status for ACT team. This is the beginning of the 12 month implementation period. At the end of these 12 months, OCEACT will conduct the agency's first ACT fidelity review to determine if the agency meets state established OARS governing the provision of ACT services and become a certified ACT program.</li> <li>5) ACT team begins enrolling ACT clients, no more than 6 a month, until target number is enrolled.</li> <li>6) Agency works with OCEACT to gain access to the Oregon ACT database and begins collecting ACT referral, enrollment and outcome data for the ACT program.</li> <li>7) Agency educates community about ACT program, referral processes, admission requirements, and develops community relationships.</li> </ol>
Months 1-6 of the provisional provider year	<ol style="list-style-type: none"> <li>1) OCEACT provides Technical Assistance as needed to ensure that policies, procedures and core elements of the ACT program are being implemented. Check-in calls are established (usually monthly, sometimes bi-weekly to check on progress).</li> <li>2) Agency attends regularly scheduled monthly OCEACT TA calls with established calendar of topics related to ACT services and evidence based practices.</li> <li>3) OCEACT provides additional training as needed on implementation of Enhanced Illness Management and Recovery, Cognitive Behavioral Social Skills Training for Schizophrenia, Assertive Outreach and Engagement Techniques, Motivational Interviewing, Integrated Dual Diagnosis Treatment, Effective ACT Team Meeting Management and other topics.</li> </ol>
6 months after start of provisional provider year	<ol style="list-style-type: none"> <li>1) OCEACT conducts ACT fidelity projections with the new ACT team to determine how ACT implementation is progressing. This fidelity assessment is not a full review but includes an item by item assessment to gauge implementation. A technical assistance plan is created to identify specific areas the agency will need to make program improvements to meet program fidelity by the time of the first ACT fidelity review in 6 months.</li> </ol>
6-5 months prior to review	<ol style="list-style-type: none"> <li>1) Agency follows up on their TA plan goals</li> <li>2) OCEACT provides any additional training and technical assistance identified in TA plan</li> </ol>

1-2 months prior to review	<ol style="list-style-type: none"> <li>1) OCEACT schedules ACT fidelity review with the ACT team leader</li> <li>2) ACT team lead schedules all interviews and prepares for two day ACT site visit and fidelity review</li> </ol>
ACT fidelity review	<ol style="list-style-type: none"> <li>1) OCEACT conducts ACT fidelity review</li> <li>2) Within 30 days after fidelity review, OCEACT provides comprehensive report to agency and OHA</li> <li>3) If the ACT team meets OAR requirements then the ACT program is certified for one year</li> <li>4) If the ACT team does not meet OAR requirements, a follow up meeting is scheduled within 2 weeks to develop a 90-day corrective action plan. If at the 90 day ACT re-review, the agency continues not to meet fidelity, they may lose their ACT certification.</li> </ol>