Max Clinic Go Live Worksheet

Purpose

The purpose of the Go Live Worksheet is to:

1. Guide organizations in carrying out the intervention's planning steps and activities
2. Monitor progress in meeting implementation goals
3. Serve as a tool for supervisors to provide feedback on intervention delivery

Instructions

Identify a team member to complete this worksheet over time. Use the worksheet to:

- Develop and drive team meeting agendas
- Document decisions made by the team
- Track progress towards goals

Name *(Who is completing this worksheet?)*	
Core elements	• Drop-in access to HIV primary care • Integrated high intensity case management • Incentives • Low-barrier and client-centered care philosophy • Cross-agency collaboration/partnerships • Commitment to rapid modification
Implementation team *(Who is on the team?)*	**1.**
	2.
	3.
	4.
	5.
Population served *(What is your client eligibility criteria?)*	**1.**
	2.
	3.
	4.
Geographic catchment area(s) *(From which communities will you recruit clients?)*	**1.**
	2.
	3.
Gaining buy-in *(How will you engage leadership and staff?)*	**1.** Organizational leadership:
	2. Clinic leadership:
	3. Social work/case management leadership:
	4. Key medical provider collaborators:
	5. Other relevant staff:

How will Max Clinic services be funded? *(Select all that apply)*	☐ Medicaid and/or RWHAP funding for core medical services ☐ RWHAP funding for medical case management ☐ State funding for community health workers/peers ☐ RWHAP, state, local, or private funding for incentives ☐ 340B for medications ☐ Competitive grant funding for direct services or implementation support ☐ Other (specify):		
Key intervention staff *(Who will do what?)*	**Role/Task**	**Staff Responsible**	
	Primary HIV care provider(s) (e.g., MDs, PAs, NPs)		
	Medical case manager(s)		
	Outreach and care coordinator		
	Program manager		
Staff training *(Check each box when completed)*	**All implementation Staff**		
	Max Clinic Demonstration Video	☐ Complete	Date Complete:
	Max Clinic Learning Module	☐ Complete	Date Complete:
	HIV care and treatment basics	☐ Complete	Date Complete:
	Respectful, non-judgmental, and non-stigmatizing communication	☐ Complete	Date Complete:
	Drug use risk reduction	☐ Complete	Date Complete:
	Anger and aggression de-escalation skills	☐ Complete	Date Complete:
	Setting and maintaining boundaries with clients	☐ Complete	Date Complete:
What days/times will clients be able to access drop-in HIV primary care?			

What days/times will clients be able to access high-intensity case management?	
Incentives *(What will you incentivize and what types of incentives will you use?)*	
Describe the process for a client to go from referral to engagement in Max Clinic services. Consider who, what, where, and how.	
Community partnerships *(Who will you partner with for bidirectional referrals?)*	**1.**
	2.
	3.
	4.

Forms *(What forms and procedures have you developed? e.g., referral, enrollment, code of conduct)*	**1.**
	2.
	3.
How will you gather feedback and input from Max Clinic clients?	