# Implementation Checklist for the TPA8

## Getting Prepared

| **Activity** | **Person Responsible** | **Complete?** |
| --- | --- | --- |
| All staff training using online videos and manual |  |  |
| Identify Site Administrator/Super User |  |  |
| Administrator/Super User Training & Demo Session |  |  |
| Administrator/Super User Add Staff to TPA8 system |  |  |
| Demo Session for Change Team |  |  |
| Determine Wi-Fi access for tablets |  |  |
| Determine charging and storage for tablets |  |  |
| Identify tablet management during business hours (e.g., where they will be available for clients, which staff will log in so system is available) |  |  |

## Change Team Decisions

| **Activity** | **Complete?** |
| --- | --- |
| Determine workflow decisions for steps in below figure to engage clients with TPA8   * New Clients * Existing Clients |  |
| Determine frequency of in clinic completion for clients |  |
| Determine workflow for staff to review TPA8 reports/trends and address with clients/treatment planning as appropriate |  |

