

# Integrated Care for Women and Babies (ICWB) Start Up Guide

Welcome to Integrated Care for Women and Babies, we are excited to have you join this program! Through the next two years, we aim to best support your clinic/site and community to better support mothers, babies and their families facing substance use. Below are some resources to get you started on the project around contracting, budgeting, procedures and the early parts of the project.

## Contracting

By the start of the project, your team should have completed the following forms on REDCap

- ✓ ICWB Site Registration
- ✓ ICWB Work Plan

If you have not completed these, please contact us to get them completed.

The next section is the **Year 1 Contracting Set Up due by August 31<sup>st</sup>**. It consists of several forms to review and a submission of a budget and justification for year 1.

Form	Description	Actions Required
Statement of Work	Outlines practice activities for the project.	Please review but no response needed.
Subcontract Packet	Sets up contract and records contact information of key contacts in both organizations.	Complete pages 2-3 and submit in REDCap
Business Associate Agreement	Helps protect you and us from data releases in casual situations.	Complete and submit in REDCap
Project Description and Budget Justification	Describes the projects you are working on and how the budget will be used to support those projects.	Complete and submit in REDCap See “Determining What to Work On and Budgeting” below for more details.
Budget	Line-item budget of how you plan to spend your funds. A template is provided in REDCap.	Complete and submit in REDCap See “Determining What to Work On and Budgeting” below for more details.

Once submitted, the forms will be processed by CU’s contracting team and returned for review and signatures by your organization.

## Determining What to Work On and Budgeting

The scope and latitude of quality improvement work you can perform at your clinic is wide with the understanding every clinic and community has different needs and focuses.

Potential spending categories include:

- Adding/Increasing support for a Peer Support Specialist
- Adding/Increasing support for a Doula
- Additional training or opportunity for clinician, specialist, trainee, other medical staff
- Adding/Increasing support for clinician, specialist, trainee, other medical staff
- Contingency management or similar reward/incentive programming
- Adding a Circle of Parents group
- Upgrading/new clinical/tech equipment
- EHR/EMR upgrades

- Support for engaging community partners
- Support for addressing patient access/barriers (i.e. transportation, childcare, other basic needs support)
- Marketing/advertising of program/services

To better guide your decisions, we encourage you to bring questions and ideas to your initial PF calls. We also will be pairing you with a previous clinic who will serve as a mentor and can help work through planning and implementation of your project in the first six months of your work.

Some things to keep in mind:

- Your projects and budget will likely change over time as challenges or priorities change. This is ok! What you put down today does not bind you in any way.
- Unspent funds at the end of the fiscal year (June 30<sup>th</sup>) may be rolled over. However, we encourage you to spend your yearly allocation within the funding year.
- Clinics should plan to allocate some funds for travel to the annual CO Perinatal SUD Integration Conference. The ICWB project team will provide more details.

## Invoicing Procedures

This project is cost-reimbursed, meaning you will spend with your funds and then invoice us for those expenses for reimbursement. We encourage you to submit an invoice quarterly so we can accurately track your spending and so you can get reimbursed promptly. To aid in this, we will send reminders every Sep, Dec, Mar, Jun for an invoice.

**IMPORTANT - Regardless of when you submit invoices, all spending for a project year must be invoiced by June 15<sup>th</sup>.** This ensures you get paid by the end of the fiscal year and allows us to accurately report carryover funds (pending approval from BHA).

Invoicing questions should be directed to Lauren Quintana ([Lauren.T.Quintana@cuanschutz.edu](mailto:Lauren.T.Quintana@cuanschutz.edu)).

## The First Six Months

### Rough Schedule

	July	August	September	October	November	December
<b>Contracting</b>	Work on Budgets	Budgets due August 15	Goal to have contracts executed by Sept 30 First Invoice Reminder			Invoice Reminder
<b>Practice Facilitation</b>	Intros Work on Budgets and Questions Intro to Mentor Practice(s)	1 <sup>st</sup> MAC	Site Visits or Regular 1:1	Site Visits or Regular 1:1	Regular 1:1	Email updates; meeting if needed
<b>Shared Learning Call</b>	Program Intros & Overview on ICWB Program	Overview of Implementation Guide + Data Reqs  Cohort 2 Presentation	Cohort 2 Presentation + Learning Topic	Cohort 2 Presentation + Learning Topic	Cohort 2 Presentation + Learning Topic	No call

Overall, the first 3 months or so will focus on getting you started and setting up for success. After that, the 1:1s and shared learning calls will fall into a more standard rhythm.

#### ***What to Expect for Your 1:1s (once monthly)***

- Check in with your clinic
  - o Support on project logistics
  - o Support on implementation
  - o Questions with any patients or other situations
- Support on data with Jenn Ammerman
- Other announcements

#### ***What to Expect for the Shared Learning Calls (once monthly, 4<sup>th</sup> Monday at 12-1)***

- Round Robin Clinic share out (time to share with other clinics what you are working on)
- Announcements from project team and project partners
- Learning topic presentation from subject matter experts

\*These are recorded and available on the ICWB website in case you miss the call or to share with others.

#### ***Other Events of Note***

1. **Milestone Attestation Checklist (MAC)** – The MAC is a tool we use to identify potential strengths and opportunities to work on as a practice or site working improve services and outcomes for women and families requiring integrated perinatal and SUD care. This will be done at regular intervals at baseline, 6 months and 2 years into the project during those 1:1 calls. You can view the MAC which is the basis for the implementation guide on [the ICWB website here](#).
2. **Site Visit** – We want to come visit you and see all the work you are doing roughly once a year. This will replace that month's 1:1 call. We will work on scheduling these with you a few months in advance (and we bring food).
3. **Annual Colorado Perinatal and SUD Integration Conference** – Occurring in late April or early May, this conference is put on by the ICWB and IMPACT BH Team at CU PIP to bring together current and past participants in the projects along with content experts and other leaders in the perinatal SUD care space. More details will be provided by the project team.

#### ***Other Resources***

##### ***Key Project Contacts (2024)***

Andrew Bienstock – Practice Facilitator – [Andrew.Bienstock@cuanschutz.edu](mailto:Andrew.Bienstock@cuanschutz.edu)

Thomas Bao – Program Administrator, Practice Facilitation Support – [Thomas.Bao@cuanschutz.edu](mailto:Thomas.Bao@cuanschutz.edu)

Lauren Quintana – Program Manager – [Lauren.T.Quintana@cuanschutz.edu](mailto:Lauren.T.Quintana@cuanschutz.edu)

Jennifer Ammerman – CCMCN Data Manager - [jennifer@ccmcn.com](mailto:jennifer@ccmcn.com)

Dr. Liza Creel – Principal Investigator – [Liza.Creel@cuanschutz.edu](mailto:Liza.Creel@cuanschutz.edu)

##### ***Subject Matter Experts***

Dr. Kaylin Kile – [kaylin.klie@cuanschutz.edu](mailto:kaylin.klie@cuanschutz.edu)

Dr. Ryan Jackman - [ryan.jackman@imail.org](mailto:ryan.jackman@imail.org)

##### ***Website***

The ICWB website has resources for your work including the implementation guide and previous shared learning calls. [You can access it here](#) or at the link below.

<https://medschool.cuanschutz.edu/practice-innovation-program/current-initiatives/integrated-care-for-women-babies>