

Appendix 1:
NAVIGATE Director Start-Up List

- ☐ Secure adequate space for meeting referrals, doing assessments, providing all interventions, and attending weekly team meetings
- ☐ Secure Computers and telephones for NAVIGATE team members
- ☐ Arrange for Information Technology (IT) support
- ☐ Make sure of administrative and clerical staff to support the NAVIGATE initiative
- ☐ Hire clinical staff to provide the NAVIGATE interventions (prescriber, IRT Clinician(s), Family Education Clinician, and SEE specialist)
- ☐ Get support for risk management, including security personnel, legal services and crisis response plans.
- ☐ Plan for securely storing client information and sensitive data.
- ☐ Set up meeting times for all meetings (e.g., weekly team meeting, IRT supervision, SEE supervision, meeting with Agency director and/or CEO)
- ☐ Ensure that all team members have relevant copies of manuals and handouts to use in IRT, Family, and SEE
- ☐ Other: _____