



**Integrating Tobacco Treatment into all Substance Use Disorder Treatment Modalities
A Comprehensive Approach**

1.20.16 Creating a Realistic Checklist – Including Input from Workshop Participants

Administration Check List

I. Develop and implement Tobacco-free Policy to avoid undermining client and staff efforts to treat tobacco use disorder.			
✓	Steps and Activities	Resources	Comments
	1) Establish a tobacco free policy for buildings, vehicles, and grounds throughout the entire facility campus which applies to all clients, staff, volunteers and visitors	1. Breathe Easy Coalition – Toolkit to lead organization through development of the policy www.breatheeasymaine.org/behavioralhealth 2. Representatives from select Local HMPs provide technical assistance - To find your local HMP, contact Andy Finch, HMP Senior Program Manager andrew.finch@maine.gov 3. Tobacco-Free and Smoke-Free signs may be available at www.ptmstore.org under secondhand smoke. Additional materials and resources can be found on this site as well.	
	2) Provide education and treatment support for staff and volunteers to gain buy-in , motivation, and commitment.	1. Tobacco treatment trainings funded by Maine CDC through Center for Tobacco Independence http://www.tobaccofreemaine.org/train_take_action/training_and_events.php 2. Clinical Outreach presentations at your location: http://www.tobaccofreemaine.org/train_take_action/documents/Tobacco-Treatment_In-service_Offerings-and-Description.pdf 3. Workforce Development Collaborative (AdCare, CCSME, Muskie): http://www.mainebehavioralhealthworkforce.org/ offers continuing education on various behavioral health topics	
II. Fully integrate evidence-based tobacco use disorder treatment into mental health and addiction services. Address tobacco use disorder with the same degree of commitment, resources, and attention as other substance use disorders.			
✓	Steps and Activities	Resources	Comments
	1) Designate a Tobacco Treatment Coordinator		
	2) Require counselors to perform and document tobacco assessment and treatment planning, and incorporate this process into the client overall treatment plan	CTI Assessment and Treatment Plan can be found at http://www.mainebehavioralhealthworkforce.org/ under resources	
	3) Use systems for prompting routine and high quality care, such as reminders, integration into electronic records, and supervision	<i>Healthcare Provider Reminder System, Provider Education, and Patient Education: Action Guide</i> (CDC). This 64 page reference is a go-to resource but not Behavioral Health specific. https://www.prevent.org/data/files/initiatives/tobaccousetreatment.pdf	

1.20.16 Creating a Realistic Checklist – Revised with Input from Workshop Participants

III. Enhance the capacity of behavioral healthcare providers to provide effective client-focused evidence-based tobacco treatment.			
✓	Steps and Activities	Resources	Comments
	<p>1) Train behavioral health providers in the tobacco use disorder process, diagnosis, and evidence-based tobacco use disorder treatment.</p>	<p>1. Tobacco treatment trainings funded by Maine CDC through Center for Tobacco Independence http://www.tobaccofreemaine.org/train_take_action/training_and_events.php</p> <p>2. Clinical Outreach presentations at your location: http://www.tobaccofreemaine.org/train_take_action/documents/Tobacco-Treatment-In-service-Offerings-and-Description.pdf</p> <p>3. Workforce Development Collaborative (AdCare, CCSME, Muskie): http://www.mainebehavioralhealthworkforce.org/ offers continuing education on various behavioral health topics</p>	
	<p>2) Require staff responsible for treating tobacco dependence to demonstrate competency in providing evidence-based tobacco treatment</p>	<p>Becoming a Certified Tobacco Treatment Specialist would be best practice. Information about criteria, trainings, etc follow: https://www.google.com/webhp?sourceid=chrome-instant&ion=1&espv=2&es_th=1&ie=UTF-8#q=certified+tobacco+treatment+specialist+training+in+Maine (Partnership for a Tobacco-Free Maine site) http://www.lung.org/local-content/_content-items/our-initiatives/education-and-training/tobacco-treatment-specialist-certification-maine.html?referrer=https://www.google.com/ (American Lung Association in Maine site)</p>	
	<p>3) Provide ongoing continuing education opportunities for tobacco treatment training</p>	<p>Updated list of trainings, webinars, etc. are found at www.tobaccofreemaine.org/train_take_action/training_and_events.php</p>	

Provider Tobacco Treatment Integration Checklist

✓	Steps and Activities	Resources	Comments
✓	1) Provide information for clients that tobacco treatment is available and may be covered by insurance	Example: Addiction Resource Center, hospital based 1. When receiving a call to make initial appointment, caller is asked about insurance 2. Intake person researches insurance plan coverage 3. When the individual comes in for their first appointment with a counselor, the intake person lets the client know what is covered and what is not, co-pays, etc. including for tobacco treatment 4. A financial agreement is made Note: MaineCare pays for tobacco treatment in outpatient settings by counselors. However, agencies that are part of hospital-based treatment are reimbursed for tobacco treatment provided by physicians only.	
	2) Screen for tobacco use and dependence at treatment intake, concurrent with assessment for other chemical dependences.	CTI Tobacco Use Assessment tool provided in earlier presentation Also can be found at http://www.mainebehavioralhealthworkforce.org/ under resources	
	3) Document tobacco diagnoses in client charts using DSM or ICD criteria. (ICD 10)	International Classification of Diseases (ICD)-10 Codes Tobacco/Nicotine Dependence, and Secondhand Smoke Exposure. Effective October 1, 2015 http://www.ctri.wisc.edu/documents/icd10.pdf Also can be found at http://www.mainebehavioralhealthworkforce.org/ under resources	
	4) Develop treatment plans for tobacco users that address both behavioral and pharmaceutical treatment.	CTI Tobacco Treatment Plan provided in earlier presentation Also can be found at http://www.mainebehavioralhealthworkforce.org/ under resources	
	5) Implement tobacco treatment plans for tobacco users that address both behavioral and pharmaceutical treatment.	Identify useful support materials such as: <ul style="list-style-type: none"> • Stages of change materials (Project Integrate) (available at this conference) • Importance and Confidence Scales (available at this conference) • NRT and medication fact sheets and dosage charts; <i>Drug Interactions with Tobacco Smoke & Tobacco Treatment Medication Dosing Chart</i> can be found at http://www.mainebehavioralhealthworkforce.org/ under resources • Additional Materials can be ordered from www.ptmstore.org including Quit Tips, After You Quit, Tobacco-Free and Smoke-Free Signs, Brochures promoting the Help Line at 1-800-207-1230 	



		Use strategies with proven effectiveness such as: <ul style="list-style-type: none"> • Motivational interviewing strategies 	
	6) Document tobacco treatment plans for tobacco users that address both behavioral and pharmaceutical treatment.	Clinical Outreach support from CTI assists agencies with “systems support” and that would include setting up documentation for treatment plans that include both behavioral and medication. Contact for more information is Linda Craig at 662-7150 or email craigl1@mainehealth.org .	
	7) Use available billing procedures and codes to maximize reimbursement and sustain services	Tobacco use disorder assessment and treatment billing depends significantly on the insurance provider and type of coverage. The MaineCare summary can be found at http://www.mainebehavioralhealthworkforce.org/ under resources	
	8) Provide discharge plans to facilitate transitions in care and provide referrals for continued support.		Integrate tobacco treatment discharge into existing discharge plans.

Center for Tobacco Independence (CTI) trainings, clinical outreach, webinars and Tobacco Conference are funded through a contract with Maine CDC’s Partnership for a Tobacco-Free Maine and a part of Maine’s comprehensive approach to reduce the impact of tobacco use and exposure in Maine.

Breathe Easy Coalition’s technical assistance, tool kit development and related activities are also funded through a contract with Maine CDC’s Partnership for a Tobacco-Free Maine and a part of Maine’s comprehensive approach to reduce the impact of tobacco use and exposure in Maine.

The local Healthy Maine Partnerships are funded through the Master Tobacco Settlement Funds through contracts with Maine CDC and are also a part of Maine’s comprehensive approach to reduce the impact of tobacco use and exposure in Maine.

Project Integrate is a statewide volunteer coalition with a mission to enhance the capacity of Maine’s behavioral health treatment and recovery systems to treat tobacco use disorder and promote tobacco-free living.