



CORE IMPLEMENTATION TEAM (CIT) CHECKLIST

The following checklist will ensure that the Core Implementation Team (CIT) is representative, comprehensive, and supported as they engage in the change process. Check the box next to each item as they are fulfilled and list CIT members below.

CIT Members Are:

✓	QUALITIES OF TRAUMA-INFORMED COMMUNICATION
	Knowledgeable about trauma-informed care
	Highly committed to the aims of the change
	Able to access resources to support ongoing adoption of trauma-informed approaches

CIT Membership Includes:

✓	DESCRIPTION OF CIT MEMBERS	LIST CIT MEMBERS HERE
	Staff in leadership positions who have responsibility for guiding change processes	
	Individuals affected by the planned changes	
	Members who will carry out the changes in their day-to-day activities	
	Staff who have a role in the change-related pathways and workflows	
	Quality improvement lead — Ensures accurate data collection and timely submission; works to develop workflow for collecting and communicating data	
	Clinical lead (including behavioral health clinicians, as available) — Supports care integration and coordination in operations and for patients in need of specialized behavioral health care; may be internal staff or external referral partner (e.g, director or empowered clinical of behavioral health, social services)	
	Trauma-informed champions from the executive, physical health, behavioral health, and specialty health staff — Supports functional implementation and integration of trauma-informed care into organizational culture	



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Team Member Roles:

ROLE	RESPONSIBILITIES	LIST CIT MEMBERS HERE
Project lead	Acts as communication liaison across team; internal champion of change	
Communicator	Acts as the liaison to leadership and staff; responsible for ensuring communication across the agency	
Task Master	Responsible for ensuring tasks of the action plan are being implemented	
Note Taker	Responsible for taking notes at each of the meetings	