

Protocol Development Worksheet

Number of clients: 25 new adult admits who are prescribed any FDA-approved OUD medication

Duration: 12 weeks

CM schedule: Starts at 1 draw, escalates by 1 draw each week that client meets target. Total draws possible = 78.

Fishbowl:

500 slips total.

250 are "Good jobs!"

209 are Smalls

40 are Larges

1 is a Jumbo

Your clinic's attendance goal: Ideally, simple and straightforward is best. The more complex the goal is, the more likely that client's will be confused and/or clinicians will make mistakes in administering CM. This attendance goal should be applied to all clients, but it can vary across weeks if necessary (though this increases complexity). If you vary across weeks, list out the goal week by week.

If applicable, define excused events:

Proposed schedule:

| Weeks | Result | Draws |
|-------|-----------------------|-----------|
| 1 | Meets attendance goal | 1 |
| 2 | Meets attendance goal | 2 |
| 3 | Meets attendance goal | 3 |
| 4 | Meets attendance goal | 4 |
| 5 | Meets attendance goal | 5 |
| 6 | Meets attendance goal | 6 |
| 7 | Meets attendance goal | 7 |
| 8 | Meets attendance goal | 8 |
| 9 | Meets attendance goal | 9 |
| 10 | Meets attendance goal | 10 |
| 11 | Meets attendance goal | 11 |
| 12 | Meets attendance goal | 12 |
| | Total draws: | 78 |

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1. What is the workflow at your site for assigning Project MIMIC participants to counselors?
 - a. Who should the Project MIMIC team contact when a patient consents?
 - b. Who at your site will be responsible for assigning CM patients to a specific trained counselor?
 - c. Who will be responsible for informing the Project MIMIC team immediately following assignment to a counselor?

2. How will your designated CM staff serve as back up for one another?

3. Will the CM sessions be stand-alone or part of a longer therapy session?

4. While your site is learning to implement CM, sessions will be rated by the Project MIMIC team. In the longer-term, who will be responsible for supervision / rating of CM delivery?

5. Cabinet
 - a. While your site is learning to implement CM, the Project MIMIC team will be responsible for ordering prizes. Who will be responsible for monitoring of inventory and providing updates to the Project MIMIC team? Who will be responsible for ordering inventory in the longer term?

 - b. Where will the cabinet be located? Do all CM therapists have access to this cabinet (location, key)?

6. The Project MIMIC team will set up your fishbowl. Who will monitor the fishbowl?

7. How/when will CM sessions be integrated into your clinic schedule? Be as specific as possible, day/time.

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- a. What about holidays/closures? How will these affect your schedule and the client's CM participation?

8. Anticipate challenges. Recall 3 recent clients who had suboptimal attendance. What were the attendance issues? How do each of these client scenarios fit with your program's attendance goal? Do you need to consider possible excused events?

9. What barriers do you anticipate?

10. Potential solutions to barriers?