



Annie Implementation Facility Check List

1 Gain Familiarity with Annie and Notify Leadership

Familiarize yourself with Annie and understand the features of the application

Notify leadership you are pursuing Annie implementation at the facility. Leadership are the Facility Director, and clinical member(s) of the Quad and/or your facility CHIO

2 Identify the Annie Site Points of Contacts (POCs)

Role	Responsibilities	Requirement
VISN Annie POC	<ul style="list-style-type: none">Engage and recruit Facility POCs to support Annie release. Coordinate activities across the VISNWork alongside Facility POCs to maintain the implementation scheduleEngage any other applicable VISN-level POCs as appropriate (e.g., MHV, PAO)Update the Annie release team on the status of implementation via the Annie SharePoint and during weekly conference callsSupports site POCsAttends all six Annie training sessionsFacilitates approval of new Protocols with appropriate VISN Specialty leads (future activity)	Mandatory
Facility Annie POC	<ul style="list-style-type: none">Lead and manage the local implementation and release of Annie, leveraging PAO office, CAC/ADPACs as necessary for supportTrain staff or identify training lead to train users on Annie functionalityFacilitates approval of new Protocols with appropriate Facility Specialty leads (future activity)Attend all six Annie training sessionsThis role may be filled by clinicians, administrative, and should possess excellent communication and facilitation skills, knowledge of clinical operations, ability to work across service lines, and technology savvy	Mandatory
Facility Annie Clinical Adoption Lead	<ul style="list-style-type: none">Informs Annie rollout strategy to different specialties within the facilityAssist with building and approving protocols (future activity)Leverage early adopters and/or Annie Champions within your organization	Mandatory
Site Veteran Champion	<ul style="list-style-type: none">Assist with Veteran training and outreach on the Annie applicationAssist with registering Veterans for Annie and serving as a point of contact for troubleshooting Veteran issues (such as incorrect customizations of protocols)	Optional

3 Identify Initial Annie Clinical Users (Facility Annie Clinical Adoption Lead)

The Annie Release Team (RT) recommends identifying initial early adopters in **one** of the four major service lines (at minimum)

4 Major Service Lines: Primary Care, Extended Care & Rehab, Mental Health & Specialty Care

4 Watch three Annie Training Videos posted on the Annie SharePoint (VISN Annie POC and Facility Annie POC)

You can find the 3 training videos here:

<https://vaww.connectedhealth.va.gov/mhd/VAMR/Annie/SitePages/Training.aspx>

5 *Optional:* Embed Annie into CPRS Tools menu (Facility Annie POC)

6 *Optional:* Create Annie enrollment note and note title (Facility Annie POC)

7 *Train the Clinical Staff End-Users* (Facility Annie POC supported by the VISN Annie POC)

Ensure staff credentials are linked up via SSOi

8 *Notify Annie RT of First Annie Enrollment* (Facility Annie POC)

9 *Ongoing:* Collaborate with Site PAO to market Annie to Veterans and staff & continually expand Annie usage across the facility. Marketing content is available on the Annie SharePoint site (Facility Annie POC)

Got questions?

Join the Annie Office Hours Call on the first and third Wednesday of the month at 1:00 pm (ET)

You can also visit the SharePoint site <https://vaww.connectedhealth.va.gov/mhd/VAMR/Annie/SitePages/Home.aspx> or contact the Annie National Release Team at VACOANNIERT@va.gov