

PHAST Toolkit Module 1 Checklist

Building or Formalizing a PHAST

Action Step: Assess and Establish PHAST-critical Elements

Do you have the following?

- Visible and vocal champions in public health and public safety
- Diverse partner engagement
- Consistent participation, or commitment to consistent participation for new teams
- Designated resources to support a program coordinator and data analyst
- Data access and analytic capability
- Plan for meeting schedule, location, and communication protocols

Action Step: Determine Your PHAST Structure

- Establish joint leadership between a public safety and public health representative
- Determine if an additional co-lead is needed
- Determine individual roles and responsibilities for each co-lead
- Fill position of PHAST program coordinator OR identify individual who will fulfill this role
- Fill position of PHAST data analyst OR identify analyst(s) who will fulfill this role
- If applicable, identify your overdose fatality review (OFR) coordinator
- If applicable, identify your PHAST workgroups

Action Step: Identify and Engage PHAST Partners

- Determine which sectors/agencies listed in Table 5: PHAST Partners and Agencies are not currently represented in your PHAST
- Identify potential partners from sectors/agencies/cultures/perspectives not currently represented
- Develop a standardized process for inviting new partners to join PHAST
- Reach out to new partners to invite them to join PHAST
- (For existing teams) Re-engage with organizations previously unable to participate
- Review list of identified currently engaged partners and new partners who have expressed interest to determine if any key organizations or perspectives are still missing. Re-engage as needed

Action Step: Discuss Roles and Responsibilities

- Develop a PHAST Orientation plan or standardized 'onboarding' process
- Establish and communicate expectations to partners

Action Step: Share Experiences

- Partners share information about their individual role/responsibility and experience related to the overdose crisis, what is working and what challenges they face

Action Step: Discuss SOS, Equity Goals, and Apply PHAST Guiding Principles to your Work

- Introduce and discuss SOS goals of PHAST with partners
- Introduce and discuss PHAST Guiding Principles with partners
- Ensure all partners are in agreement with the Guiding Principles
- Introduce and discuss concepts of equity, diversity, and inclusion

Action Step: Formalize Inter-agency Partnerships with MOU, DUAs, and DSAs

- Draft and sign a MOU to establish mutual support and commitment to ongoing collaboration