



Preparing to Implement SEEK

If you're interested in enhancing the quality of child healthcare by helping address health-related social needs of many families, consider incorporating the SEEK approach into your practice.

A. Preliminary Steps

1. Review the SEEK core materials to get a good sense of the SEEK approach – SEEK Parent Questionnaire-Re (PQ-Re), Guidelines and Responses to Barriers, Parent Handouts as well as the SEEK FAQs.
2. Be a “champion” for the innovation in your practice or find a professional colleague to play this role, with the help of a “co-champion” in nursing or administration.
3. Encourage other health professionals and staff in your practice to participate in SEEK. If available, include behavioral health in your planning.
4. Sign the License Agreement and email to the SEEK project office: ufranks@som.umaryland.edu.

B. Establish a Timeline

1. Set a deadline for PCPs to complete the SEEK training. Click [here](#) for more info.
2. Provide staff training
 - Clerical staff need to identify patients/visits in advance and include the SEEK PQ-Re with other paperwork, unless done electronically.
 - Staff such as a medical assistant need to know how to introduce the SEEK PQ-Re to parents, preferably on a clipboard with a pen attached, when rooming them (e.g., “we’re trying to improve the care we provide. Please fill this out and give it to your doctor or nurse”).
3. Set a date (e.g., a month later) for completing the tasks below and to start implementing SEEK.

C. Administering the PQ-Re (or an earlier version)

1. Do you plan to tweak the PQ-Re?
 - We recommend prioritizing problems that are prevalent in the families you serve and where you have a resource to offer. You can use the entire questionnaire in a pilot (e.g., 3 months) as a needs assessment. The findings can help prioritize which problems to address.
2. How will your practice administer the PQ-Re?
 - Paper & pen or [electronically](#) (e.g., via CHADIS, Phreesia).
3. When will you administer the SEEK PQ-R (e.g., 2, 9, 15, 24, 36, 48 and 60 months well visit)?
 - Consider these your “SEEK” visits.
 - The SEEK approach requires a minimum of 3 SEEK visits for children 0 - 5 years.
4. Decide how your practice will flag those visits and clerical staff prepare in advance.
5. When and where will parents be given the PQ-Re to complete?
 - We recommend during rooming given the privacy in exam rooms.
6. Decide who will introduce parents to the PQ-Re.
 - Usually a medical assistant when showing a family into an exam room.
7. Decide what your practice will do with completed PQ-Res.
 - Options: enter info into the encounter note, scan paper PQ-Re into EHR and document plan in note, program SEEK PQ-Re into EHR and someone transcribes info, collect paper versions for a period to serve as a needs assessment.
8. Consider using the SEEK PQ-Re for children beyond age 5.

- Although the research was done regarding children 0 - 5, the targeted problems are relevant to families with children of all ages. Teens may be physically punished, and they may attempt suicide. Thus, addressing discipline may be relevant as well as having the poison control number. If using the screener regarding older children it's best to evaluate its use.

9. How to use the SEEK PQ-Re when more than one child is brought in for a well-child visit?

1. We recommend that parents complete **only one** PQ-Re when bringing in more than one child in for well-child visits. The introduction asks the parent to respond positively if a question pertains to **any** of their children. After the assessment, we suggest adding the name of the child(ren) with that issue. The form or information should be inserted into each child's medical record.

D. SEEK Guidelines and Responses to Barriers

1. These are useful to help address the targeted problems well and efficiently.
2. Good to have this information readily available for PCPs.

E. Parent Handouts

1. Decide if your practice will use the SEEK Parent Handouts, an alternative or a combination.
2. Customize the Parent Handouts replacing national info with [info on local resources](#).
3. Ensure that paper versions are easily accessible to PCPs. The Handouts can also be posted on a practice website and transmitted to a care portal.

F. Referral Process

Navigating community resources and getting appointments can be tricky, especially for families struggling with coping. It is worth considering how your referral process may be strengthened. [Here](#) are some ideas.

1. If you have onsite behavioral health/social work – develop your plan for working collaboratively to address families' needs.
2. If no onsite/in-house behavioral health / social work develop your plan for referring to community agencies/organizations to address family's needs.

G. Billing

1. Determine with your patients' insurers whether and what you'll be reimbursed for **CPT code 96161 or 96160** each time you administer the SEEK PQ-Re (or similar) screener. Reimbursement varies by state and insurer; please check with your payers.
 - 96160 covers the administration of a patient-focused health risk assessment.
 - 96161 covers a parent or caregiver-focused health risk assessment to benefit the patient (i.e., child).
 - We recommend using CPT Code 96160 as it is more commonly paid by insurers.

H. Waiting Area

1. Decide if your practice will use the SEEK waiting area poster, English, Spanish or both ([click here](#)) and/or the SEEK parent video to help introduce SEEK to parents. [Click here](#) to view Parent Video.

I. More Resources

1. The SEEK [Mini Manual](#) has lots of useful info as does the [FAQ](#) section on our website.
2. Review [SEEK Supplemental Materials](#).
 - Learn more Motivational Interviewing, an exciting advance in healthcare.
 - Learn about the [Quality Improvement](#) process to optimize the introduction of SEEK into your practice.
