

DCA Implementation Checklist

Topic	Guiding Questions
Section 1: Pre-Implementation	
Education for HCPs	• Have HCPs been trained on the value of early detection of MCI and AD/DRD? • Have these providers received the necessary education on DCAs?
Leadership Buy-in	• Has leadership of the care setting provided executive support for the technology?
DCA Supplier Support	• Can the supplier demonstrate evidence of the DCA's performance and clinical validity, and show that it can be reliably implemented and maintained in the intended care setting? • Does the supplier have access to protected health information? • What types of support does the supplier offer (e.g., data analysis, results interpretation, training, customer service)?
Personnel	• Which clinical team members are responsible for specific tasks (e.g., initiating the DCA, monitoring, data management)? • Are additional personnel or resources required to support implementation (e.g., IT, EHR vendor)? • Have human factors been assessed to understand how the DCA will affect clinician and staff workflows?
Compliance / Legal Regulatory	• Are contracts in place with the supplier that define data ownership, access rights, and control of personal health information?
Billing & Reimbursement	• Are the necessary billing codes in place and approved for use? • To meet reimbursement requirements, are there stipulated timings and intervals for test administration and interpretation?
Financial	• Has the health system prepared a proforma that defines DCA costs, reimbursement, and coverage of net expenses?
Information Technology (IT)	• Has the technology passed cybersecurity requirements? • Are policies and governance procedures in place to ensure appropriate use of AI-enabled components? • Is IT support in place to assist with troubleshooting and ongoing maintenance?
Electronic Health Record (EHR) Integration	• What steps are needed to integrate the DCA into the EHR? • How will the DCA result be displayed in the EHR?
Testing Choices	• Does the DCA meet acceptable performance standards? • If the DCA allows test selection, which tests will be shown to the patient and in what order? • Has the DCA been validated on the testing device and its software configuration (e.g., operating system, browser, mobile app)?

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Section 2: Implementation	
Pathways Integration	- Does the local policy or healthcare ecosystem already include a system for integrating DCAs? - Is the intended use of the DCA clearly defined? - Has the clinical workflow been clearly established? - Can the DCA be integrated into existing care pathways, or will new pathways need to be developed? - What training will staff need to administer and interpret the DCA? - Have clinical team members been trained to recognize patient factors that could compromise the validity of cognitive assessments, such as noncompliance, comprehension difficulties, inattention or sleepiness, sensory or motor limitations, or challenges with digital literacy?
Testing Environment	Are key infrastructure needs in place (e.g., available testing stations such as tablets or computers, reliable Wi-Fi, and a quiet space for administration)?
Cultural and Language Adaptability	- Is the DCA available in the local language? - Are the interface, content, and stimuli culturally, linguistically, and regionally appropriate? - Are the sociodemographic characteristics of the normative reference group representative of the patient population?
Reporting and Interpretability	- How will the DCA results be displayed to the patient and/or care partner? - Have providers received education on how to interpret and discuss results with their patient and/or care partner?
Section 3: Post-Implementation	
Evaluation	- How will the evaluation of DCA implementation be approached? Which key performance indicators will be tracked and measured? - Is the DCA cost-effective? What are the sources of revenue (e.g., billing for the DCA itself, services facilitated by the DCA, downstream costs avoided such as hospitalization)? - Who is responsible for articulating the value proposition?
Data Management	Who is responsible for managing the data required by the health system?
Test Results and Consumer Experience	- How will data from the DCA be integrated with other patient data? - Will feedback on the experience with the DCA be collected from the patient? - How often will the DCA be repeated and under what circumstances? - Are there clear criteria for when a DCA result should prompt the next step or a change in patient care?