

# Breast Cancer Risk Program Readiness and Planning Tool

This resource was developed by the American Cancer Society National Breast Cancer Roundtable (ACS NBCRT) to support providers in conducting breast cancer risk assessment. This document provides a self-assessment and planning guide for your practice to begin understanding its readiness to implement a breast cancer risk assessment program.

For each question, assign a score of **1 (Not in Place)**, **2 (Partially in Place)**, or **3 (Fully in Place)**, and use the "Notes / Next Steps" section to identify areas for improvement.

See the digital toolkit for more breast cancer risk assessment resources.

## 1. Organizational Commitment and Strategic Alignment

Question	Score (1-3)
<b>1.1</b> Does the leadership team support implementing breast cancer risk assessment?	
<b>1.2</b> Has risk assessment been incorporated into a department or organizational strategic plan or quality improvement goals?	
<b>1.3</b> Are there dedicated champions or staff responsible for implementation?	
<b>1.4</b> Are there staff in existing programs (e.g., genetic counseling) who can support integration?	
<b>1.5</b> Are there data governance policies to protect the privacy and security of risk findings?	

**Notes / Next Steps:**

---

---

---

## 2. Clinical Workflow Integration

Question	Score (1-3)
2.1 Do current workflows allow time for risk assessment conversations (e.g., during wellness visits)?	
2.2 Has the workflow been tested and refined to minimize disruption to routine care and ensure feasibility across different clinic types (e.g., primary care, OB/GYN)?	
2.3 Are staff roles clearly defined for initiating, conducting, and documenting assessments?	
2.4 Are validated tools already in use or planned for use?	
2.5 Is there a follow-up system for high-risk patients?	

**Notes / Next Steps:**

---



---



---

## 3. Data Collection and EHR Capacity

Question	Score (1-3)
3.1 Can the EHR capture three-generation family history and risk factors (e.g., hormone history, lifestyle factors)?	
3.2 Can the EHR integrate or link to risk assessment tools?	
3.3 Is there a process to document and retrieve risk assessment outcomes?	
3.4 Can patient reminders and follow-up alerts be automated?	
3.5 Is there a process to obtain and document informed consent for risk assessment?	

**Notes / Next Steps:**

---



---



---

## 4. Staff Preparedness

Question	Score (1-3)
4.1 Have staff responsible for implementation been trained to collect risk-related data and communicate risk?	
4.2 Are scripts, visuals, and handouts available and accessible?	
4.3 Are staff responsible for implementation confident in discussing risk levels and screening recommendations?	
4.4 Is there a referral pathway for genetic counseling or breast cancer specialist?	
4.5 Is staff trained on how to document for billing or provide cost transparency to patients?	

**Notes / Next Steps:**

---



---



---

## 5. Patient Communication and Support

Question	Score (1-3)
5.1 Are materials available in multiple languages and literacy levels?	
5.2 Are medical interpreters and culturally responsive practices in place?	
5.3 Are patients offered different formats to understand their risk?	
5.4 Can patients easily follow up with questions or concerns?	
5.5 Is the program designed to reduce disparities in access to risk assessment and follow-up care for underserved or high-risk populations?	

**Notes / Next Steps:**

---



---



---

## 6. Evaluation and Continuous Improvement

Question	Score (1-3)
<b>6.1</b> Are metrics in place to track uptake, completion, and follow-up of risk assessments?	
<b>6.2</b> Is patient feedback being collected and used to improve the process?	
<b>6.3</b> Is feedback from providers and staff routinely collected and used to refine workflows, training, or tool?	
<b>6.4</b> Are disparities in risk assessment completion and follow-up being monitored and addressed (e.g., by race, language, insurance status)?	
<b>6.5</b> Is there a plan to review and update tools and protocols over time?	

### Notes / Next Steps:

---



---



---

### Self-assessment Scoring

Use this table to total your scores for each of the previous sections. Transfer your scores for each question into the table and calculate the total for each category. These totals will help identify strengths and areas that may need additional planning or support.

Assessment Category	Q1 Score	Q2 Score	Q3 Score	Q4 Score	Q5 Score	Category Total	Interpretation
1. Organizational Commitment and Strategic Alignment							
2. Clinical Workflow Integration							
3. Data Collection and EHR Capacity							
4. Staff Preparedness							
5. Patient Communication and Support							
6. Evaluation and Continuous Improvement							

## Understanding Your Results and Suggested Actions

Refer to the ranges below to better understand your category totals. Use the suggested actions as a starting point for discussion and planning. Your team can adapt or expand on these recommendations based on what works best in your setting.

Category Totals	Interpretation	Suggested Actions
5–7	Early Stages	Prioritize this area for planning and support. Consider leadership engagement, technical assistance, additional staff, training, and workflow adaptations or modifications.
8–11	Developing	Identify specific items that scored 1 or 2 and develop a plan to strengthen them.
12–15	Strong Foundation	Maintain current practices and consider using this category as a model for the ones needing improvement. Continue monitoring for updates or refinements.

## References

1. Caci L, Nyantakyi E, Blum K, et al. Organizational readiness for change: A systematic review of the healthcare literature. *Implement Res Pract.* 2025;6:26334895251334536. Published 2025 May 15. doi:10.1177/26334895251334536.
2. McClam M, Workman L, Walker TJ, et al. Organizational readiness for implementation: A qualitative assessment to explain survey responses. *BMC Health Serv Res.* 2025;25(1). doi:10.1186/s12913-024-12149-8.
3. Rao M, Densley S, Marciniak A, et al. Dissemination and implementation science frameworks and strategies to increase breast cancer screening for at-risk women in the United States: A scoping review. *J Public Health Res.* 2024;13(3):22799036241268841. Published 2024 Aug 5. doi:10.1177/22799036241268841.