

# CEASE Implementation Guide

## Three Easy Steps

What	When	Who	How
<b>Step 1</b>			
<p><b>ASK</b> about smoking status of family members and household smoking rules. With leadership support, use:</p> <ul style="list-style-type: none"> <li>CEASE Action Sheet, Step One</li> </ul>	<input type="checkbox"/> At the front desk <input type="checkbox"/> During vital signs <input type="checkbox"/> During the visit <input type="checkbox"/> Through a mailing	<p><i>Primary:</i> The receptionist, medical assistant, or nurse:</p> <hr/> <p><i>Facilitators:</i></p> <hr/> <hr/>	<ul style="list-style-type: none"> <li>Every year, give families a <u>CEASE Action Sheet</u> to ask about household members' smoking status and interest in cessation services.</li> <li>Use the <u>CEASE Sticker or Stamp</u> to document family smoking status on the problem list.</li> <li>Place the <u>CEASE Action Sheet</u> in the child's medical record.</li> </ul>
<b>Step 2</b>			
<p><b>ASSIST</b> in quitting smoking and establishing a completely smoke-free home and car. Prescribe or recommend appropriate medication. With leadership support, use:</p> <ul style="list-style-type: none"> <li>CEASE Action Sheet, Step Two</li> <li>CEASE halflets</li> </ul>	<input type="checkbox"/> During the visit	<p><i>Primary:</i> A physician, nurse, or health educator:</p> <hr/> <p><i>Facilitators:</i></p> <hr/> <hr/>	<ul style="list-style-type: none"> <li>In households where tobacco use occurs, address tobacco use and SHS exposure at every visit using the <u>CEASE Action Sheet</u>.</li> <li>Use the responses on Step One of the <u>CEASE Action Sheet</u> to guide how you assist with addressing tobacco use.</li> <li>Document services delivered on Step Two of the <u>CEASE Action Sheet</u>.</li> </ul>
<b>Step 3</b>			
<p><b>REFER</b> those who use tobacco to the quitline. Make a follow-up plan. With leadership support, use:</p> <ul style="list-style-type: none"> <li>CEASE Action Sheet, Step Three</li> </ul>	<input type="checkbox"/> During the visit <input type="checkbox"/> In consultation with a nurse or health educator	<p><i>Primary:</i> A physician or nurse practitioner:</p> <hr/> <p><i>Facilitators:</i></p> <hr/> <hr/>	<ul style="list-style-type: none"> <li>Using Step Three of the <u>CEASE Action Sheet</u>, refer tobacco users to the Oregon Tobacco Quit Line.</li> <li>Fax the completed Step Three of the <u>CEASE Action Sheet</u> to the Oregon Tobacco Quit Line at 1-800-483-3114.</li> <li>Arrange follow-up with tobacco users.</li> <li>File the <u>CEASE Action Sheet</u> in the child's medical record.</li> </ul>

## Ask

How do we start CEASE?

*Develop a plan for asking whether any members of the household smoke and whether the family has a completely smoke-free home and car. Work as a team to accomplish your goals.*

When do we ask?

*At least once a year.*

What do we ask?

*Step One of the CEASE Action Sheet contains all of the questions needed to ask about smoking behavior. Ask if the smoker wants any services to help them quit and whether they have a completely smoke-free home and car.*

Whom do we ask?

*Ask parents, guardians, and teens about smoking.*

How do we ask?

*The CEASE Action Sheet makes it easy to ask the questions. If you use an electronic medical record system, work together to add the questions from the CEASE Action Sheet to your current templates. Remember, ask, don't tell!*

How do we know if we are doing it right?

*Work together to develop measurable benchmarks for success. One of the best ways to benchmark your success as a practice is through a chart review. Your benchmark of success could be as simple as 75% of charts have household smoking status documented in a standard location. Work together to identify roadblocks that may be keeping you from your benchmarks.*

## Assist

How do we assist families who are affected by tobacco use and exposure?

*Each clinician should offer consistent advice about quitting smoking and establishing a smoke-free home and car. From the CEASE Action Sheet, you can learn which smokers want services to help them quit. Work with these smokers to develop a plan for becoming smoke-free. Using the Be A STAR halflet, you can help the smoker set a quit date and prepare to quit. Clinicians should also talk to families about the need for a completely smoke-free home and car to protect them from the medical consequences of secondhand smoke exposure.*

What materials are available to help families who smoke?

*CEASE provides all the supporting materials that your practice will need to help families become smoke-free, including forms for helping your practice identify and document family smoking status, halflets for families about quitting smoking and establishing completely smoke-free homes and cars, posters for your office, and fax referral forms for the state quitline.*

How can we help teen patients who smoke?

*Learn which teens smoke by using the CEASE Action Sheet. At every visit, advise teens to quit smoking. Offer teens the same assistance that you offer adults. Refer teens to the quitline. CEASE also offers a teen halflet on quitting.*

Can clinicians prescribe medications to help families quit smoking?

*Medications can double a person's chances of quitting smoking. The American Medical Association supports any appropriately licensed health care professional to identify and treat tobacco dependence in any individual, in the various clinical contexts in which they are encountered.*

## Refer

Where can we refer smoking family members for more assistance?

*Oregon Tobacco Quit Line offers free telephone counseling to smokers. Offer enrollment into the quitline to any tobacco user who is ready to quit smoking. The American Legacy Foundation offers an online program for smokers at [www.becomeanex.org](http://www.becomeanex.org). Contact information for the quitline and online services is on the halflets for parents.*

How do we refer smokers to the quitline?

*Use the Oregon Tobacco Quit Line fax referral form, which is on the back of the CEASE Action Sheet. With the smoker, complete the form. Make sure that the form is signed. Fax the form to the quitline. File the form in the child's medical record to document the referral that you made. The quitline will take over from there.*

What happens when we refer a smoker to the quitline?

*A quit coach from the quitline will call the smoker and support them through every step of quitting smoking. Together, the coach and the smoker will formulate a plan for quitting and talk about ways that the coach can help. The smoker and the coach can have multiple conversations about quitting.*

How can we learn more about smoking and the harms of secondhand smoke exposure?

*The Surgeon General's report on children and secondhand smoke is available at [www.surgeongeneral.gov/tobacco](http://www.surgeongeneral.gov/tobacco)*

*The Oregon Tobacco Quit Line has more information for clinicians at <http://www.oregon.gov/DHS/ph/tobacco/oregonquitline.shtml>*

*The CEASE website has more information about CEASE at [www.ceasetobacco.org](http://www.ceasetobacco.org)*