

## EvidenceNOW Southwest Kickoff Meeting Checklist & Contract Deliverables For Practice Facilitators



### Before the Kickoff Meeting:

- ❑ PF can schedule the Kickoff Meeting 2 weeks after the Practice Survey completion date; see weekly ENSW Practice Status report for survey completion dates
- ❑ PF should include CHITA in kickoff meeting
- ❑ PF & CHITA will be copied on an email from the ENSW Core team to the practice with the Practice Improvement Plan (PIP) and Data Quality Improvement Plan (DQIP) attached
- ❑ PF and CHITA review PIP and DQIP prior to practice kickoff meeting
- ❑ PF and CHITA work together to prepare kickoff meeting agenda, agenda items can include:
  - Introductions
  - Brief overview of ENSW, including Regional Health Connectors and facilitation/data reporting schedule
  - Review and complete the Practice Improvement Plan & Data Quality Improvement Plan
  - Discuss ENSW intervention arms and the practice's intervention arm assignment (Standard Intervention Arm or Enhanced Intervention Arm)

### At the Kickoff Meeting:

- ❑ Review and complete the Practice Improvement Plan & Data Quality Improvement Plan
- ❑ Establish meeting schedule with the practice's QI team
  - PFs: The ENSW team recommends scheduling standing dates for future QI team meetings rather than scheduling each meeting at a time
  - CHITAs: Schedule meetings with practice QI team to prepare for quarterly reporting & for quarterly data review; these can correspond with the practice QI meetings with the PF
- ❑ Discuss ENSW intervention arms and which arm the practice has been assigned to (Standard Intervention Arm or Enhanced Intervention Arm)
- ❑ Remind practice of ENSW eLearning opportunities; provide practice with the eLearning instructions specific to their intervention arm. *Please ensure that the practices receive the correct eLearning registration code; the codes are different for the intervention arms. Practices in the enhanced intervention arm have access to 1 additional eLearning module, Clinic-Based Patient and Family Engagement.*
- ❑ Review action items/next steps for the PF, CHITA, and practice

### After the Kickoff Meeting:

- ❑ PF completes kickoff meeting field note (<http://bit.ly/FieldNoteCO>)
- ❑ CHITA completes kickoff meeting field note (<http://bit.ly/FieldNoteCO>)
- ❑ PF completes baseline implementation tracking note (<http://bit.ly/ImplementTrackCO>)
- ❑ PF submits PIP (<http://bit.ly/ENSWCOPIP>)
- ❑ CHITA submits DQIP (<http://bit.ly/ENSWCODQIP>)
- ❑ CHITA only:
  - Schedule reminders for practices to report quarterly data within two weeks following quarter end
  - Work with practice to understand their data reporting process to DARTNet Institute
  - Educate practice on submitting reported data via Egnyte
  - Educate practice to understand DARTNet Institute's Practice Performance Registry and accessing their data

# Practice Facilitator- Deliverables

This document is meant to help you organize your deliverables for EvidenceNOW Southwest. These items have been taken from the 'Documentation/Measurement' column in the Services/Deliverables table included in the Practice Facilitator Scope of Work signed by your PTO. You are not required to use this, but we hope you find it to be helpful.

**Practice:**

**Practice contact:**

## LOG-IN INFORMATION

**SharePoint**

Username:

Password:

## Phase 1 Payment | Practice Feedback/Kickoff Meeting

**Field Note #1:**

Feedback/Kickoff Meeting held and documented in field note: <http://bit.ly/FieldNoteCO>

**Additional Field Notes**

Document all additional practice meetings in field note: <http://bit.ly/FieldNoteCO>

**Baseline Implementation Tracking Note**  
<http://bit.ly/ImplementTrackCO>

**Submit Practice Improvement Plan**  
<http://bit.ly/ENSWCOPIP>

## Phase 2 Payment | Practice Facilitation Months 1-4

**Field Notes**

Document all practice meetings in field note: <http://bit.ly/FieldNoteCO>

- A minimum of 8 completed field notes from the PFs are expected by the end of month 4.

**Document quarterly review of CQMs**

Document quarterly review of CQMs (or more frequently if requested by the practice/CHITA) as part of field note

**Implementation Tracking Note**

Completion of 1st quarterly (month 3) Implementation Tracking Note: <http://bit.ly/ImplementTrackCO>

## Phase 3 Payment | After 9 months of Practice Facilitation

**Field Notes**

Document all practice meetings in field note: <http://bit.ly/FieldNoteCO>

- A minimum of 18 completed field notes from the PFs are expected in total across the 9 months of practice facilitation.

**Submit final progress report:**

Link is TBD

**Implementation Tracking Notes**

Completion of 2<sup>nd</sup> and 3<sup>rd</sup> quarterly (months 6 and 9) Implementation Tracking Notes: <http://bit.ly/ImplementTrackCO>

- 4 total are required across the 9 months of practice facilitation: baseline, 3 months, 6 months, and 9 months.