Care Transformation Collaborative Participative Agreement

**Advance Directive Learning Collaborative Network**

***Application***

**This Application Packet contains:**

**Part 1** – An overview of this project including requirements and guidelines

**Part 2** - application materials: Practice teams interested in participating in this opportunity are invited to complete the Practice Advance Directive survey (online, as described in this document) and to submit a signed Participative Agreement to Care Transformation Collaborative of Rhode Island via email:

**Application Due: Wednesday November 28 2018 (5:00 PM EST)**

**Via email to: Candice Brown –** [**cbrown@ctc-ri.org**](mailto:cbrown@ctc-ri.org)

CTC will use the Practice Survey information to further customize the Learning Collaborative training program.

Priority for selection will be given to practice teams that participated in the Patient Engagement Interview process that took place 1/1/9-2/28/18 and/or practices that participated in the User Acceptance Testing of the Consumer Engagement Platform (scheduled for December 7-13, 2018).

**Selection**: Practice teams will be notified of selection by **December 7,2018.**

**Stipend**: $4,000 with disbursements as described in the following guidelines

The Rhode Island Quality Institute (RIQI) will execute a Memorandum of Agreement with selected practices and will be responsible for providing practices with stipend payments. RIQI will also provision staff members at the selected practices who will use KnowMyHealthRI to upload patient advance directive information.

If you have questions, please contact:

Susanne Campbell, RN, MS, PCMH CCE - CTC-RI Senior Project Director

[Scampbell@ctc-ri.org](mailto:Scampbell@ctc-ri.org) ▪ phone 401 519-3925▪ cell 401 477-0011

If you are interested in seeing a KnowMyHealthRI demonstration, contact April Arnold at Rhode Island Quality Institute: [*AArnold@riqi.org*](mailto:AArnold@riqi.org) phone: *401-276-9141 x 288*

Part 1:

Background and Overview

Collaborative Requirements and Guidelines

**Background**

The State Innovation Model (SIM) Population Health Plan goals are to 1) Address the social and environmental determinants that affect the overall health of individuals and 2) Empower consumers to assume greater control over their own health care. SIM awarded RIQI a contract to build and test a Consumer Engagement Platform (KnowMyHealthRI) that will provide consumers with the ability to: 1) upload advance directives into a registry for access by the Rhode Island provider community and 2) provide health status, social determinants of health information for inclusion in options such as CurrentCare/HIE/practice Electronic Health Record.

This 2019 Advance Directive Learning Collaborative Network Initiative will focus on testing the use of KnowMyHealthRI as a registry for ensuring end of life wishes are documented and accessible to the medical community. For more information, see the [RIQI Frequently Asked Question Document (FAQ)](https://www.ctc-ri.org/sites/default/files/uploads/Provider%20Overview%20and%20FAQ%2011.14.18mmm%20final.pdf).

**Population Health Opportunity**

Participating in this pilot will enable collaboration amongst healthcare teams and consumers with a positive effect on the state healthcare system by helping to:

* Educate the community and care teams about the importance of planning for end-of-life care
* Test use of technology in making it more likely that an individual’s end-of-life wishes will be known and carried out by giving the medical community access to end of life documentation
* Gather feedback from the practice team as to how KnowMyHealthRI may be used to help contain and/or transfer other important information into the HIE
* Learn and contribute to best practice sharing – identifying patients who may benefit from end-of-life planning, identifying “end-of-life” conversation opportunities how to use EHR for prompting end of life conversations, how to successfully bill for advance planning conversations and how to upload end of life documents to KnowMyHealthRI

**Roles and Responsibilities**

RIQI is sub-contracting with CTC-RI to launch a Participative Agreement and Advance Directive Learning Collaborative Network Initiative to support 5 primary care/health care organizations and 1 community health team to test use of KnowMyHealthRI as a building block for developing a state-wide registry for hosting advance directive patient information.

The 2019 Advance Directive Learning Collaborative Network Initiative will provide participating practice(s) with the opportunity to use technology that is available through the practice electronic health record/platform and Health Information Exchange (HIE) to improve how practices a) identify patients who might benefit from having advance directive conversations; b) prompt providers/ practice teams to obtain advance directive information c) upload the advance directive information to KnowMyHealthRI d) provide education for patients on how to develop and upload advance directive information to KnowMyHealthRI.

CTC will host four Advance Directive Learning Network Collaborative sessions over a 6-month time frame. Primary care practice teams/CHT will be asked to develop/implement AIM statement(s) and data driven performance improvement work plan(s) on a) obtaining and uploading documents such as advance directives to KnowMyHealthRI and b) assisting patients with developing and uploading advance directive documents to KnowMyHealthRI; Incentive payments will be paid based on meeting participative agreement requirements.

Advance Directive Learning Collaborative Network meetings will provide opportunities for practice teams to learn from each other and feature content expert speakers who will guide discussions on:

* Advance Directives in Rhode Island
* Having Patient Conversations on end of life wishes
* Annual Wellness Visits as an Opportunity for Advance Directive Conversations
* Billing for Advance Directive conversations.

**Practice Requirements for receipt of stipend:**

Practices/organizations are required to meet participative agreement requirements and submit required documents to Care Transformation Collaborative of Rhode Island.

CTC will provide RIQI with reports on practice performance.

***First Disbursement:*** RIQI will disperse $2,000 to the practice after signing the participative agreement and attending the first meeting on January 17, 2019. Practices are expected to send their practice team, including, but limited to: provider champion, nurse care manager, practice reporting/IT staff to learning network meetings.

RIQI will provide practices with a KnowMyHealthRI Upload Usage report the first week of every month starting February 7 2019.

***Second Disbursement:*** RIQI will disperse $2,000 after practice participation and performance in full learning collaborative activities:

* Submit Practice Aim Statement and Work Plan (with first practice use data point) and Practice Advance Directive Workflow by February 14, 2019
* Submit Patient Advance Directive Workflow by March 14, 2019
* Submit second practice data point, updated Practice Work Plan and Patient AIM statement and Work Plan (with first patient usage data point) by April 11, 2019
* Submit final data points (practice and patient) Work Plans by June 13, 2019
* Report AIM statement measure results at the CTC Advance Directive KnowMyHealthRI meetings
* Attend four CTC Advance Directive KnowMyHealthRI meetings:
* January 17, 2019 7:30-9:00 am RIQI 50 Holden Street Providence RI
* February 21, 2019 7:30-9:00 am RIQI 50 Holden Street Providence RI
* April 18th, 2019 7:30-9:00 am RIQI 50 Holden Street Providence RI
* June 20, 2019 7:30-9:00 am RIQI 50 Holden Street Providence RI
* Engage with Practice Facilitators on-site every other month and telephone consultation every other month.

Part 2:

Practice Application

Please complete the practice application (which includes a practice survey) by November 28 2018 and return to Candice Brown ([cbrown@ctc-ri.org](mailto:cbrown@ctc-ri.org))

The survey information will be used to better understand current strategies your team is using to assist patients with advance directives: <https://www.surveymonkey.com/r/AdvanceDirectiveAgreementSurvey> (questions in survey monkey can be found below for reference purposes).

**Overview of your practice/organization:**

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| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | |  |
| Name of Primary Care Practice/Community Organization/Community Health Team (CHT) | |  | | | | | |
| Contact Information | | | | | |  |  |
| Key Contact at Primary Care/community organization /CHT | |  | | | | | |
| Title: |  | | |  | | | |
| Phone: | | | Fax: | | Email: | | |

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| --- | --- | --- |
| **Who is the proposed Provider Champion (or organization lead) ?** | | |
| Name: email: | | |
| **Who is the practice manager (or person who will work with team members such as front desk staff, medical assistants, community health workers) with meeting program requirements?** | | |
| Name: Position:  Email: Phone | | |
| **Who is are the team members that have end of life conversations with patients who may/ will participate in the learning collaborative network opportunity based on training topic** | | |
| Name: Position:  Email: Phone | | |
| Name: Position:  Email: Phone | | |
| Name: Position:  Email: Phone | | |
| |  | | --- | | **Agency/Site Goals and Reasons for Participation** | | What does your agency/site hope to achieve by participating in this LC? (e.g. goals for the staff, agency, or patients? How do the goals for this LC align with other current programs, projects, or priorities for your agency/site? | |  | | **Staff Training** | | Describe how your agency/site currently provides training to staff and supports implementation of new skills or procedures? |  |  | | --- | | **Practice/organization Understanding of Participative Agreement Requirements** | | **Practice Requirements for receipt of stipend:**  Practices/organizations are required to meet participative agreement requirements and submit required documents to Care Transformation Collaborative of Rhode Island.   * Submit Practice Aim Statement and Work Plan (with 1st practice data point) and Practice Advance Directive Workflow by February 14, 2019 * Submit Patient Advance Directive Workflow by March 14, 2019 * Submit 2nd practice data point, updated Practice Work Plan and Patient AIM statement and Work Plan (with 1st patient data point) by April 11, 2019 * Submit final data points (practice and patient) with Work Plans by June 13, 2019 * Report AIM statement measure results monthly at CTC Advance Directive CEP meetings * Attend monthly CTC Advance Directive CEP meetings: * January 17, 2019 7:30-9:00 am RIQI 50 Holden Street Providence RI * February 21, 2019 7:30-9:00 am RIQI 50 Holden Street Providence RI * April 18th, 2019 7:30-9:00 am RIQI 50 Holden Street Providence RI * June 20, 2019 7:30-9:00 am RIQI 50 Holden Street Providence RI * Engage with Practice Facilitators on-site every other month and telephone consultation every other month.   RIQI will provide practices with a KnowMyHealthRI Usage report the first week of every month starting February 7, 2019.  CTC will provide RIQI with reports on practice performance.  Care Transformation Collaborative of RI Primary Care Practice/organization Name    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature Debra Hurwitz MBA RN Signature of Authorized Staff  Executive Director Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Care Transformation Collaborative of RI  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Application Due: Wednesday November 28 2018 (5:00 PM EST)**  **Via email to: Candice Brown –** [**cbrown@ctc-ri.org**](mailto:cbrown@ctc-ri.org) | |