

**Call for Applications:**

**Pediatric/Adult Primary Care Health Care Transfer of Care**

**Quality Improvement Initiative**

The Rhode Island Department of Health (RIDOH), Tufts Health Plan, Care Transformation Collaborative of Rhode Island (CTC-RI) and PCMH Kids are pleased to offer pediatric and adult practices the opportunity to apply for funding to participate in the primary care “Health Care Transfer of Care” Quality Improvement Initiative”. Family Medicine Practices are also welcome to apply, providing the practice is willing to partner and accept referrals from a pediatric practice.

Pediatric and Adult primary care practice teams are invited to submit joint applications (Due: April 30, 2021) with funding available for up to three teams with each dyad team consisting of a pediatric practice and an adult practice that apply for and complete the application together. This quality improvement initiative will provide a shared learning opportunity for pediatric and adult practices to work together to create an efficient and sustainable approach to assist youth and young adults to transfer from pediatric to adult care. The approach will be using the well-tested Got Transition’s Six Core Elements approach. Over the course of this one-year pilot, practices will customize the content and process for transfer from the pediatric practice and integration on the adult practice This process will be tested with a handful of youth/young adults, with or without special needs, who will actually transfer during the 12- month project.

**About Health Care Transition**

According to the 2018-19 National Survey of Children’s Health, 76% of Rhode Island youth with special needs and 81% of youth without special needs did not receive transition preparation from their health care providers. Systematic reviews find that with a structured transition process, statistically significant improvements occur in terms of population health, experience of care, and health care utilization.

Health care transition is the purposeful, planned shift from a pediatric to an adult model of care with the goal to improve the ability of youth and young adults to manage their own health care and effectively use health care services. In the 2018 Health Care Transition Clinical Report from the American Academy of Pediatrics, American Academy of Family Physicians, and the American College of Physicians, the recommended approach is Got Transition’s Six Core Elements of Health Care Transition, a structured process that facilitates transition preparation, transfer of care, and integration into adult health care.

To address identified health care transition needs, the RIDOH, Tufts Health Plan and CTC-RI/PCMH Kids will support a one-year Pediatric/Adult Transition Quality Improvement Initiative to pilot a structured process for transfer of care in pediatric primary care settings and for integration into adult primary care settings, as identified in the Quality Initiative Activities listed below.

**Prerequisites**

* Pediatric/Adult/Family Practice has achieved NCQA Patient Centered Medical Home recognition (or practice that is presently participating in a CTC/PCMH Kids program);
* Adult primary care practices (family medicine, med/peds, internal medicine) that accepts transitioning youth / young adults with and without special health care needs;
* Agrees to principle of transparency for performance improvement that will be shared with learning network members.

**Application Submission Process:**

* Each pediatric and adult practice team submits one completed application;
* Each practice completes one cover letter indicating commitment and capacity for meeting project expectations detailed by April 30, 2021;
* Each team submits one additional letter of support from the system of care by April 30, 2021, if team is from the same system of care;
* Practices that belong to two different systems of care submit a letter of support from each respective system of care;

**Benefits:**

* Infrastructure Payments ($10,000 with $5,000 for the pediatric partner and $5,000 for the adult partner to off-set costs associated with EMR modifications, staff time, and participation in quality improvement activities;
* Monthly consultation from a trained clinical quality improvement facilitator;
* Quarterly peer learning and best sharing from both pediatric and adult practices;
* National technical assistance support (MCHB Got Transition Resource Center);
* Use quality improvement strategies to optimize and standardize care for transferring young adults;
* Inform healthcare systems of potential value-based payment approach for future transitions of care planning and implementation.

 **Health Care Transfer of Care Improvement Initiative Objectives**

Pediatric and adult team partners will work together to improve transition of care for youth as they transition from pediatric to adult care. Teams will be asked to test the transfer of care concept on a small sample of identified “transfer of care” young adults. The first 4 months will be “start-up” with customization of content and process followed by an 8-month pilot period for the 4-5 transferring patients, including a final pediatric visit, a joint communication telehealth visit with pediatric and adult primary care providers and transferring patient, and an initial adult visit. Teams will apply selected Core Elements from Got Transition’s approach, using the performance improvement process, and develop and implement a more intentional and structured approach to the transfer of care process.

**QI Initiative Activities: 12 month responsibilities**

* Team identifies the practice quality improvement team that meets monthly with the practice facilitator;
* Team attends “kick-off” and quarterly learning collaborative 1.5 hour meetings ;
* Establish communication and coordination between pediatric and adult practices outside of scheduled meetings with primary care team partner who will be transferring/accepting 4-5 youth;
* Review the Six Core Elements of Health Care Transition and utilize suggested tools that can be customized by practice teams;
* With notification of practice team selection complete the Current Assessment of Health Care Transitions Activity questionnaire prior to the kick-off meeting and end of the 12-month program;

[Pediatric Current Assessment of Health Care Transitions Activity](https://www.ctc-ri.org/sites/default/files/uploads/Appendix%20A%20-%20GT-6CE-Leaving-Current-Assessment-Customizable.pdf);

[Adult/Family Current Assessment of Health Care Transitions Activity](https://www.ctc-ri.org/sites/default/files/uploads/Appendix%20A%20-%20GT-6CE-Integrating-Current-Assessment-Customizable.pdf);

Pediatric practices\*: Using a performance improvement approach, will develop and implement performance improvement plans (P-D-S-A), to optimize transfer of care performance based on a sample of youth (4-5) that are in the transition process and:

* Use baseline assessment results to customize and test use of transfer package using the “Got Transition” tools including those identified in Core Element 4: Transition Planning; Core Element 5: Transfer of Care and Core Element 6: Transfer completion;
* Identify and invite 4-5 youth/young adults with and/or without special needs interested in transferring to the identified adult practice partner to participate in the pilot group;
* Create a tracking sheet to monitor dates of last pediatric visit, joint communication/telehealth visit, and receipt of specific Core Elements;
* Develop and test a transfer of care workflow to assist with standardized implementation of transfer of care processes;
* Use P-D-S-A cycle and test use of the medical summary, care plans, educational materials to prepare youth for transfer, transition readiness assessments;
* Decide collaboratively with the adult practice what should be included in the transfer package (including best process for youth completing the self-care skills assessment), plan a joint communication/telehealth call, identify the final pediatric visit;
* Test the transfer of care process with partnering practice using transfer flow sheet as a guide;
* Review “lessons learned” and plan for sustainability and spread within the pediatric practice.

Adult practices\*: Using a performance improvement approach, will develop and implement a performance improvement plans (P-D-S-A), to optimize integration into adult care based on a sample of youth (4-5) that are transferring to adult care and:

* Review and customize the Transfer of Care Improvement Plan to be used for the 4-5 transferring patients including Core Element 3: Orientation to Adult Practice; Core Element 4: Integration into Adult Practice and Core Element 5: Initial Visit;
* Use P-D-S-A process to customized process for Core Elements;
* Create a tracking sheet to monitor dates of joint communication/telehealth visit, initial adult PCP visit and receipt of transfer package;
* Customize content for initial visit and develop workflow for initial visit;
* Coordinate with pediatric practice and patient to schedule a joint communication/telehealth call, confirm initial appointment, and complete initial visit;
* Obtain feedback from youth using the Youth/Young Adult Health Care Transition feedback survey, share results with pediatric practice and implements improvements for on-going collaboration and optimal transfer of care performance;
* Review “lessons learned” and plans for sustainability and spread.

\*Pediatric and Adult Milestone Documents will provide greater detail on activities, timeline and “test of concept” expectations.

**Timeline for Selection Process**

|  |  |  |
| --- | --- | --- |
| **Step** | **Activity** | **Date** |
| 1 | Call for Applications released  | April 1, 2021 |
| 2 | Conference call with interested parties to answer any questions.https://ctc-ri.zoom.us/j/7450410870?pwd=ZzFYVU1HcVljdE1sZ2ZNR2w3WWlJdz09Meeting ID: 745 041 0870Passcode: 646876One tap mobile: +13017158592,,7450410870#,,,,\*646876#  | April 9, 20218:00-8:30AM |
|  3. | Submit Letter of Intent (optional)  | April 16, 2021 |
| 3 | Submit application electronically to: deliverables@ctc-ri.org  | April 30, 2021 |
| 4 | Notification will be sent to practices together with the Participative Agreement (inclusive of Health Care Transition Current Assessment tools)  | May 7, 2021 |
| 5. | Pediatric team completes: [Pediatric Current Assessment of Health Care Transitions Activity](https://www.ctc-ri.org/sites/default/files/uploads/Appendix%20A%20-%20GT-6CE-Leaving-Current-Assessment-Customizable.pdf); and returns signed participative agreement;Adult team completes: [Adult/Family Current Assessment of Health Care Transitions Activity](https://www.ctc-ri.org/sites/default/files/uploads/Appendix%20A%20-%20GT-6CE-Integrating-Current-Assessment-Customizable.pdf); and returns signed participative agreement  | May 14, 2021  |
| 6. | Orientation Kick Off meeting for newly selected practices | May 19, 2021, 7:30-9:00AM |

**Application Checklist**

|  |  |
| --- | --- |
| **Item** | **Check if complete** |
| 1. **Letter of Intent:** Optional
 |  |
| 1. **Application form** filled out completely by Pediatric and Adult Dyad Team *(Please see next page)*
 |  |
| 1. **Pediatric Practice cover letter** indicating the practice’s commitment and acceptance of the conditions stated in the application, signed by all members of the quality improvement team and by a practice leadership representative;*(Please see Appendix A for template)* to: deliverables@ctc-ri.org
 |  |
| 1. **Adult Practice cover letter** indicating the practice’s commitment and acceptance of the conditions stated in the application, signed by all members of the quality improvement team and by a practice leadership representative;*(Please see Appendix A for template)* to: deliverables@ctc-ri.org
 |  |
| 1. **One System of Care (i.e. accountable care organization or accountable entity) cover letter** per team if from the same system of care -- indicating the level of support provided for practice(s) for participating in this initiative;

Note: Each practice is responsible for obtaining a system of care letter of support if teams are from two separate systems of care. *(Please see Appendix B for template)* deliverables@ctc-ri.org |  |

**Completed application packages should be received by 5:00 PM on \_April 30, 2021\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Email application package to: deliverables@ctc-ri.org

For questions, contact: CTC-RI Program Coordinator, Carolyn Karner; Email: CKarner@ctc-ri.org Cell number: 978-852-2250

**Pediatric/Adult Primary Care Health Care Transfer of Care Quality Improvement Initiative Application**

|  |
| --- |
| 1. **Applying Practice Team Contact Information**
 |
| **Pediatric Practice site** | Name: |  Address:  |
|  | Phone | Practice Tax ID Number (TIN)  |
|  | Primary Contact person  | Email address  |  Phone  |
|  |  |  |  |
|  | Provider champion  | Email address |  Phone  |
|  |  |  |   |
|  | Nurse Care Manager/Care Coordinator  | Email Address  | Phone  |
|  |  |  |  |
|  | Other team member(s) | Email Address  | Phone  |
|  |  |  |  |
| **Adult Practice site** | Name:  | Address:  |
|  | Phone:  | Practice Tax ID Number (TIN):  |
|  |  |  |   |
|  | Provider champion  | Email address |  Phone  |
|  |  |  |   |
|  | Nurse Care Manager/Care Coordinator  | Email Address  | Phone  |
|  |  |  |  |
|  | Other team member(s) | Email Address  | Phone  |
|  |  |  |  |

1. **Number of youth and /or young adults in your practices based on 2020 information**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Pediatric Practice**  |  |  | **Adult Practice**  |  |  |
| **Patient age**  | **#** | **Not applicable**  | **Patient age**  | **#** | **Not applicable**  |
| Age 12  |  |  | 18-22  |  |  |
| Age 14  |  |  | Age 23-26  |  |  |
| Age 16  |  |  |  |  |  |
| Age 18  |  |  |  |  |  |
| Total |  |  | Total  |  |  |
| % Medicaid |  |  | % Medicaid |  |  |

1. Provide name of Electronic Health Record your pediatric practice presently uses: \_\_\_\_\_\_\_\_\_\_\_\_
2. Provide name of Electronic Health Record your adult practice presently uses: \_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Please indicate if either practice is anticipating changing Electronic Health Record in next 12 months: Yes \_\_ No\_\_
4. Practice team is part of the same system of care No\_\_\_ Yes\_\_\_ If Yes, identify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Does your practice presently have a compact with a partnering practice that identifies transition of care expectations to support youth transitioning to adult care? No\_\_ Yes\_\_ if Yes, Describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Please describe any transition of care pediatric to adult or adult welcoming youth initiatives in your practice or system of care: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Please describe any youth or young adult engagement activities you presently use to enhance transition of care activities; pediatric/family practices may also describe engagement activities with parents/caregivers: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. Indicate rationale for selecting your partnering practice and plan for working together:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Essay Questions:

1. . How does your practice team intend to use the funds to support your health care transition of care efforts?
2. Please describe the pediatric and adult provider champions and quality improvement teams ‘ability to lead this effort? Is there a patient population you’d like to consider for this initiative?
3. What barriers to you envision and how do you anticipate addressing potential concerns including sustainability?

**CTC-RI PCMH Kids Selection Committee Policy and Procedure (2021)**

To ensure an objective, fair, and transparent process for reviewing applications, the following policy and procedure for application review is being shared with applicants:

 **Selection Committee Process for Review of Applications:** The CTC-RI Selection team will convene between May 3 – May 7, 2021. All reviewers will read and score each application independently using the scoring criteria below. Questions: A total of 10 points is possible for each question. 2 points if question answered; an additional 2-3 points if response demonstrated organizational interest/commitment and moderate degree of readiness; additional 4-5 points for above average response suggesting that the practice has high degree of readiness, has begun transition of care work.

The maximum number of points is 42. The applications will be rank ordered by final scores. In the event of a tie, the following criteria will be used:

1. Completeness of application;
2. Priority will be given to practices / systems of care that apply in partnership;
3. Priority may be given to practices with higher Medicaid population.

 *The Selection Committee reserves the right to interview applicants if further review is warranted.*

**Conflict of interest:** Reviewers will disclose any potential conflict of interest related to a specific applicant. A conflict of interest is defined as a real or potential monetary benefit or having an affiliation with the applicant. The Selection Committee will discuss the potential conflicts of interest and decide of whether a conflict of interest exists. If so, the reviewer must recuse themselves from the review of that application.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Practice team readiness**  | **Max 3****Score** |  | **Identification of plan to engage youth /young adult** | **Max 3****Score** |  | **Practice sustainability** | **Max 3** **Score** |
| Practice team has a plan for working with a partnering practice  | Add 1 point  | Practice team identifies plan to include youth/young adult to improve transition of care to adult practice  | Add 1 point | Practice team has articulated anticipated barriers and plan to address | Add 1point  |
| Practice teams have provider leadership  | Add 1 point | Practice team identifies patient engagement strategy to better understand what matters most to the patient | Add 1 point | Practice team is interested in standardizing care using compact with a partnering practice  | Add 1 point  |
| Practice teams have identified other practice team members to support project  | Add 1 point | Practice team use youth/young adult engagement tool(s) from “Got Transitions” toolkit or similar tools  | Add 1 point | Practice team is part of a system of care that is interested in supporting this effort  | Add 1 point  |
|  |  |  |  |  |  |
| **Practice impact**  | **Max Score** **3** |  |  |  |  |
| Practice team has identified patient population you’d like to consider for this initiative  | Add 1 point |  |  |  |  |
| Practice team has potential population of patients that would benefit from initiative (1-20 patients) | Add 1 point  |  |  |   |  |
| Practice has potential population of patients that would benefit from initiative (21-40 patients) | Add 1 point  |  |  |  |  |

**Appendix A:** **Practice cover letter template**

One letter is to be completed by Pediatric Practice; one letter is completed by Adult Practice;

Letter to include: practice name, practice address, physician champion, practice leadership person, application key contact name of person responsible for project implementation, email address, and phone.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To Care Transformation Collaborative of Rhode Island/PCMH Kids:

Please accept the following practice participation agreement cover letter to apply for the 2021 CTC-RI/PCMH Kids Healthcare Transitions Pediatrics to Adult Care on behalf of \_\_\_\_ (practice name) \_\_\_\_\_\_\_\_\_.

**Practice Name/Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Healthcare Transitions implementation team** including provider champion, Nurse Care Manager, practice manager, as applicable:

|  |  |  |
| --- | --- | --- |
| **Position**  | **Name**  | **Email**  |
| Key contact person responsible for project implementation  |  |  |
| Provider Champion  |  |  |
| Nurse Care Manager  |  |  |
| Practice Manager  |  |  |
| Other  |  |  |

**Phone number of provider champion** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone number of key contact person:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Person completing practice letter of support:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please indicate if practice site is applying as a pediatric site\_\_\_\_ or adult site \_\_\_

Letter signed by all the members of the practice team:

**Appendix B: System of Care (i.e. accountable care organization or accountable entity) cover letter**

Teams that are part of the same system of care submit one letter of support from the system of care;

Teams that are part of different systems of care each submit a letter of support from respective system of care

To: CTC-RI (deliverables@ctc-ri.org)

From: System of Care \_\_\_\_\_\_\_\_\_\_

RE: Practice participation in CTC-RI/PCMH Kids Healthcare Transitions from Pediatrics to Adult Care Learning Collaborative

Date:

Sample language when teams are applying from the same system of care:

The pediatric practice (insert practice name and site) and adult practice (insert practice name and site) are both members of our system of care and are interested in participating in the CTC-RI/PCMH Kids Healthcare Transfer of Care Learning Collaborative. We believe that the practice team and our patients/families would benefit from participation in this Learning Collaborative opportunity and as a system of care, are willing to provide the management support to assist the team with making this transformation.

Sample language when teams that are applying or from separate systems of care:

[Practice name and site] is a member of our System of Care. The practice is interested in participating in the CTC-RI & PCMH Kids Healthcare Transitions from Pediatrics to Adult Care Learning Collaborative. We believe that this practice and our patients/families would benefit from participation in this Learning Collaborative opportunity and as a system of care, are willing to provide the management support to assist the practice with making this transformation.

As a system of care, we will provide the practice with support for meeting the Service Delivery Requirements within the designated timeframes.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_

Signature of SOC Representative Date Signature of Primary Care Practice Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position Position

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Email Email

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Phone Phone