

## Core Team Pre-Work

Complete before **December 1, 2022**

### Review Emailed Information

- Selecting a Core Team*
- Core Team and Physician Expectations*
- Practice Readiness Assessment Survey*
- Timeline and Important Dates*

### Establish a Core Team

- Establish Core Team based on *Selecting a QI Core Team* job descriptions

### Core Team and Provider Expectations

- Review *Core Team and Physician Expectations* with core team and physicians seeking MOC Part 4
- Collect signatures
- Email signed and scanned copy to Rachel Latham at [rlatham@alaap.org](mailto:rlatham@alaap.org)

### Complete Pre-Survey

- Complete one Pre-Survey for each practice. Practices with multiple sites, complete one per site.
- Attached Pre-Survey PDF provided to facilitate completion **(do NOT return PDF):**
  - Meet with practice core team meeting to discuss current clinical practice
  - Collect of number of patients seen annually and by payor %
- Complete REDCap Pre-Survey via link emailed from Rachel Latham

### Establish protected time for collaborative work (see Timeline and Important Dates)

- Place SEEN Teen WellnessQI webinars on the core team member calendars
- Place PATHS ECHO Webinars on calendars of physicians seeking MOC **(Physicians seeking MOC Part 4 must participate in webinars in real-time; recorded sessions not available.)**
- Place task due dates on team members' calendar responsible for task(s)
- Establish data entry back up plans that accommodate vacations/illnesses
- Schedule core team meetings at least bi-weekly (consider using huddles)

### Purchase AAP Mental Health Toolkit

- Purchase the online AAP Mental Health Toolkit if you do not currently have access. ACHIA will reimburse up to \$150 for each practice. If you have a subscription to Pediatric Care Online, your toolkit is included in your subscription. AAP Mental Health Toolkit information is [here](#).

### Test communication streaming/camera/audio prior to Kick-Off Webinar

- Download the ZOOM app to your computer desktop
- Test ZOOM access, audio, and ability to mute audio source (landline or computer microphone) <https://learning.zoom.us/learn>
- Update ZOOM each month prior to webinar to ensure full functionality

### Physicians seeking MOC complete NICHQ QI by December 6, 2022 (see ACHIA website.)

Note: Past practice participants will notice ACHIA is testing several innovative approaches.

- Baseline data are collected December-February rather than retrospectively
- Interventions/Change Ideas begin in March
- Data are entered into REDCap rather than QIDA/Qualtrix/SurveyMonkey
- QI Coaching takes place during the SEEN Webinars rather than individual practice meetings
- Educational teen depression content begins in March and is delivered via PATHS ECHO sessions rather than SEEN online modules and webinars