



**Webinars 3<sup>rd</sup> Thursday of the month (unless off schedule)**

**12:10-12:55 PM**

via ReadyTalk [www.readytalk.com](http://www.readytalk.com)

Audio Dial In: 1-866-740-1260

Access Code: 9542543

**Standing Due Dates:**

- Collect Data: days 1 – 25 of each month
- Data Submission into QIDA: last day of each month, February (baseline) – August 2017
- Complete CQI Teamwork received via email from Linda Champion after the monthly webinar. Due: 1<sup>st</sup> Tuesday of each month (see below for monthly details)
- Complete Monthly Report in Survey Monkey. Link sent to practices by Linda Champion after the monthly webinar. Due: 1<sup>st</sup> Tuesday of each month (See below for monthly details).
- Submit photo of your practice and patient bulletin board with collaborative goals and results to Linda Champion: due in teamwork 2/9/17, 5/4/17, and 8/3/17

**General Information:**

- Project Manager: Linda Champion ([lchampion@alaap.org](mailto:lchampion@alaap.org); 334-324-9307) will be communicating with your practice lead contact each month via email after the monthly webinar with instructions for the teamwork and deadlines
- CQI Coach: LaCrecia Thomas ([Lacrecia.Thomas@childrensal.org](mailto:Lacrecia.Thomas@childrensal.org); 205-638-5489) will be communicating with your practice lead contact each month via email and/or phone to discuss the initial site visit and monthly teamwork presentations
- QIDA Administrator: [qidata@aap.org](mailto:qidata@aap.org)
- ACHIA QI TeamSpace: <http://achia.org/qi-teamspace>
- Monthly Practice Report Link: <https://www.surveymonkey.com/r/HFJ9375>

**Prework: Before the January 19, 2017 Webinar**

- Review the features of the ACHIA QI TeamSpace: <http://achia.org/achia-projects/early-screening>
- Establish a CQI Practice Core Team (see ACHIA QI TeamSpace "Getting Started" for details).
- Complete the Practice Readiness Assessment survey: link received via email from Linda Champion and completed online.
- Review and Sign the Practice and Provider Expectations document and email back to Linda Champion at [lchampion@alaap.org](mailto:lchampion@alaap.org).
- Schedule your CQI Coach Visit. LaCrecia Thomas, our CQI Coach will contact you for a convenient time.
- Start the CME Modules (2.5 hours) on ACHIA QI TeamSpace (complete by February 16, 2017).
- Place all collaborative dates on the core team member calendars and schedule core team meetings at least bi-weekly.

Monthly Webinar Content	Teamwork Between Webinars
<p><b>Webinar #1: Orientation Call: January 19, 2017 - 12:10 PM</b></p> <ul style="list-style-type: none"> <li>• Project overview and expectations</li> <li>• Introduction to Early Screening website</li> <li>• Review Timeline and Key Driver, establish core teams and why, QIDA, Practice Assessment Survey</li> <li>• Review Early Screening Measures</li> <li>• Consider paper vs electronic screening tools: ASQ Enterprise, CHADIS</li> </ul>	<p><b>Between Webinar 1 and Webinar 2</b></p> <p><b>Core Team</b></p> <ul style="list-style-type: none"> <li>• Practice visits with CQI Coach completed</li> <li>• Review Key Driver, Project Timeline, Save Dates, Map workflow, Create Aim Statements, How to access QIDA</li> <li>• Start online education modules (2.5 hours) (completed by February 16, 2017)</li> <li>• Present collaborative to practice providers and staff</li> <li>• Establish location in staff and patient areas to display collaborative goals and results</li> <li>• Finalize tool format selection (paper v electronic)</li> </ul> <p><b>Providers</b></p> <ul style="list-style-type: none"> <li>• Complete online education modules</li> <li>• Meet with core team to review collaborative</li> <li>• Give questions for Dr. Peralta and Dr. Schwartz to core team (or participate in webinar #2 and #7)</li> </ul> <p><b>Teamwork due 2/9/2017:</b></p> <ul style="list-style-type: none"> <li>• Email questions to Linda Champion for Dr. Peralta regarding science of screening or scoring and Dr. Schwartz regarding the medical evaluation for children with developmental delay</li> <li>• Complete assignments from CQI Coach</li> <li>• Send photo of your bulletin board with collaborative goals and patient education to Linda Champion</li> </ul> <p><b>Between Webinar 1 and Database Webinar on February 2, 2017</b></p> <p><b>Core Team</b></p> <ul style="list-style-type: none"> <li>• Data team member log into QIDA</li> <li>• Collect and enter part of baseline data</li> <li>• Prepare data and tool questions for phone call</li> </ul>

<p><b>Database Webinar: For practice Data Managers who will be entering data into the Quality:</b>  <b>February 2, 2017 at 12:10 PM</b></p> <ul style="list-style-type: none"> <li>• Introduction to Quality Improvement Data Aggregator (QIDA)</li> <li>• Review of collection of baseline data</li> <li>• How to print out run charts</li> <li>• How to annotate monthly run charts</li> </ul>	
<p><b>Webinar #2: February 16, 2017 - 12:10 PM (45 minutes) - <i>Getting Started</i></b></p> <ul style="list-style-type: none"> <li>• Review clinical guidelines and scoring with Dr. Peralta</li> <li>• Review QIDA: open discussion on any questions from practices</li> <li>• CQI Topic: Aim Statements</li> <li>• Review of Practice Survey Assessment</li> </ul>	<p><b>Between Webinars 2 and 3:</b></p> <p><b>Core Team</b></p> <ul style="list-style-type: none"> <li>• Review and Share baseline data with practice</li> <li>• Annotate run charts in QIDA</li> <li>• Update Patient and Practice data display</li> <li>• Prepare for webinar if presenting/reviewing</li> </ul> <p><b>Providers</b></p> <ul style="list-style-type: none"> <li>• Meet with core team and review baseline data</li> </ul> <p><b>Baseline Data in QIDA: Due 2/28/17</b></p> <p><b>Teamwork Due 3/9/17:</b></p> <ul style="list-style-type: none"> <li>• Complete Monthly Report in Survey Monkey</li> <li>• Email Aim Statements to Linda Champion  <a href="mailto:lchampion@alaap.org">lchampion@alaap.org</a></li> </ul>
<p><b>Webinar #3: March 16, 2017 - 12:10 PM (45 minutes) - <i>PDSAs as Change Agents</i></b></p> <ul style="list-style-type: none"> <li>• Review of <b>baseline data</b></li> <li>• Introduction of Community Resources</li> <li>• Practice presentation: Aim Statements</li> <li>• CQI Topic: PDSA</li> </ul>	<p><b>Between Webinars 3 and 4</b></p> <p><b>Core Team</b></p> <ul style="list-style-type: none"> <li>• Review and share Month #1 data with practice</li> <li>• Annotate Run Charts in QIDA</li> <li>• Update Patient and Practice data display</li> <li>• Prepare for webinar if presenting/reviewing</li> <li>• Schedule meetings with Community Resource staff</li> </ul> <p><b>Providers</b></p> <ul style="list-style-type: none"> <li>• Meet with core team to review baseline data, PDSA, and offer change ideas</li> </ul> <p><b>Data Due in QIDA: 3/31/17</b></p> <p><b>Teamwork Due 4/6/17:</b></p> <ul style="list-style-type: none"> <li>• Complete Monthly Report in Survey Monkey</li> <li>• Email 1<sup>st</sup> PDSA to Linda Champion  <a href="mailto:lchampion@alaap.org">lchampion@alaap.org</a></li> </ul>

**Webinar #4: April 20, 2017 – 12:10 PM (45 minutes) - *Making changes to work flow and process maps***

- Self-Management Support
- Review of Intervention Data Month 1
- Practice Presentations: PDSAs
- CQI Topic: Process Mapping for Planned Care Approach

**Between Webinars 4 and 5**

**Core Team**

- Review and share Month #2 data with practice
- Annotate run charts in QIDA
- Continue PDSAs
- Update Patient and Practice data display
- Prepare for webinar if presenting/reviewing
- Complete meetings with Community Resource Staff
- Obtain Self-Management Support resources for practice

**Providers**

- Meet with core team and review intervention data, PDSAs and offer change ideas

**Data Due in QIDA: 4/30/17**

**Teamwork Due 5/4/17:**

- Complete Monthly Report in Survey Monkey
- Email Process Map to Linda Champion [lchampion@alaap.org](mailto:lchampion@alaap.org)
- Send photo of your bulletin board with collaborative goals and patient education to Linda Champion

**Webinar #5: May 18, 2017 – 12:10 PM (45 minutes) - *Referral Tracking to Manage your population***

- Referral Tracking
- Review of Intervention Data Month 2
- Practice Presentations: Updated Workflow process map
- CQI Topic: Timeline Planning: how to funnel change ideas
- Review of Help Me Grow /Other Community Resources

**Between Webinars 5 and 6**

**Core Team**

- Review and share month #3 data with practice
- Annotate run charts in QIDA
- Continue PDSAs
- Update Patient and Practice data display
- Prepare for webinar if presenting/reviewing
- Complete meetings with Community Resource Staff

**Providers**

- Meet with core team to review baseline data, PDSA, and offer change ideas

**Data Due in QIDA: 5/31/17**

**Teamwork Due 6/8/17:**

- Complete Monthly Report in Survey Monkey
- Email Timeline Planning to Linda Champion [lchampion@alaap.org](mailto:lchampion@alaap.org)

**Webinar #6: June 15, 2017 – 12:10 PM (45 minutes) - *Communicating data and use it as a plan for sustainability***

- Review of Intervention Data Month 3
- Practice Presentations: Change Ideas for referrals
- CQI topic: Communication Planning
- Susan Colburn: setting the stage for family/patient engagement

**Between Webinars 6 and 7**

**Core Team**

- Review and share month #4 data with practice
- Annotate run charts in QIDA
- Continue PDSAs
- Update Patient and Practice data display
- Prepare for webinar if presenting/reviewing
- Discuss Communication Planning
- How will you incorporate family engagement into your practice?

**Providers**

- Meet with core team and review intervention data, PDSAs and offer change ideas

**Data Due in QIDA: 6/30/17**

**Teamwork Due 7/6/17:**

- Complete Monthly Report in Survey Monkey
- Email Communication Planning to Linda Champion [lchampion@alaap.org](mailto:lchampion@alaap.org)
- Complete patient/family engagement assessment survey (email to you by Linda Champion)

**Webinar #7: July 20, 2017 – 12:10 PM (45 minutes) - *Sharing Protocols for Sustainably***

- Medical Evaluation of Child with Developmental Delay (Schwartz)
- Review of Intervention Data Month 4
- Practice Presentation: What is your communication plan to ensure reliable use of screens in your practice?
- Results of your family/patient assessment
- CQI topic: Reliability Testing: use of protocols

**Between Webinars 7 and 8**

**Core Team**

- Review and share month #5 data with practice
- Annotate run charts in QIDA
- Continue PDSAs
- Update Patient and Practice data display
- Prepare for webinar if presenting/reviewing
- Discuss Reliability/Use protocols for sustainability

**Providers**

- Meet with core team and review intervention data, PDSAs and offer change ideas

**Date Due in QIDA: 7/31/17**

**Teamwork Due 8/3/17:**

- Complete Monthly Report in Survey Monkey
- Email Use of Protocols to Linda Champion [lchampion@alaap.org](mailto:lchampion@alaap.org)
- Send photo of your bulletin board with collaborative goals and patient education to Linda Champion

**Webinar #8 August 17, 2017 – 12:10 PM (45 minutes) - Sustainability: planning for the future**

- Review of Intervention Data Month 5
- Practice Presentations: Change ideas and reliability
- CQI Topic: Using a Playbook for reliability of change ideas

**Between Webinars 8 and 9  
Core Team**

- Review and share month #6 data with practice
- Annotate run charts in QIDA
- Continue PDSAs
- Update Patient and Practice data display
- Prepare for webinar if presenting/reviewing
- Discuss creation of your practice Playbook for reliability of change ideas

**Providers**

- Meet with core team and review intervention data, PDSAs and offer change ideas

**Data Due in QIDA: 8/31/17**

**Teamwork Due 9/7/17:**

- Complete Monthly Report in Survey Monkey
- Email Practice Playbook to Linda Champion [ljchampion@alaap.org](mailto:ljchampion@alaap.org)

**Webinar #9 September 21, 2017 - 12:10 PM (45 min) - Recap of the project, Attestations, Practice Plan for Sustainability**

- Review of Intervention Data Month 6
- Practice Presentations: Present your Playbook
- CQI Topic: Planning for the future

**Project Close Assignments**

**Core Team**

- Distribute and collect signed attestations
- Discuss how you will sustain your gains
- Update Parent and Patient data display

**Providers**

- Complete MOC attestation

**Post Project Assessment Qualitative Survey Due: 10/1/17**

- Completed by Physician Lead in Survey Monkey (online link sent by Linda Champion)

**Attestations Due: 10/15/17**

- Email or scan to Linda Champion (details in final emails)