Core Team Pre-Work Tasks with notes
Complete before **December 9, 2020** OR the QI Coach Visit (whichever comes first):

- ❐ Review Emailed Information

    - ❐ Core Team Job Descriptions
    - ❐ Timeline and Important Date
    - ❐ Practice and Provider Expectations
    - ❐ ACHIA QI TeamSpace: http://achia.org/qi-teamspace (in development)

- ❐ Establish a QI Practice Core Team
    - ❐ See emailed core team job descriptions
    - ❐ Physician or Nurse Practitioner with Physician
    - ❐ Clinical Lead (nurse, medical assistant)
    - ❐ Administrative Lead (practice manager)
    - ❐ Include others: Family Member, Front Desk, IT
    - ❐ Identify Data collection and entry team member

- ❐ Practice and Provider Expectations Document
    - ❐ Document emailed from Linda Champion
    - ❐ Review with core team and providers
    - ❐ Collect signatures
    - ❐ Email signed and scanned copy to Linda Champion at lchampion@alaap.org

- ❐ Practice Readiness Assessment
    - ❐ Print version emailed from Linda Champion
    - ❐ Use print version to facilitate gathering information (**Do Not Return Printed Version**)
    - ❐ Complete assessment as a team, **(One Assessment per practice)**
    - ❐ Submit assessment via this link: **Healthy Beginnings Practice Assessment Survey**

- ❐ Schedule Virtual QI Coach Visit
    - ❐ LaCrecia Thomas, our QI Coach, will contact you for a convenient time
    - ❐ Anticipate 1½ hours for meeting
    - ❐ Test Zoom capacity prior to meeting (see below)

- ❐ Establish protected time for collaborative work (see Timeline and Important Dates)
    - ❐ Place Healthy Beginning webinars on the core team member calendars
    - ❐ Place task due dates on team members' calendar responsible for task(s)
    - ❐ Establish plans to submit tasks on time that accommodate vacations/illnesses
    - ❐ Schedule core team meetings at least bi-weekly (consider using huddles)

- ❐ Test communication modalities
    - ❐ ZOOM (QI Coach Visit and Webinar Platform): Test Zoom access, audio, and ability to mute audio source (landline or computer microphone) https://support.zoom.us/hc/en-us/articles/201362283-Testing-Computer-or-Device-Audio
    - ❐ SLACK (Site to post some work and for peer-to-peer sharing)*
        - ▪ respond to email from Slack to join Healthy Beginnings Group
        - ▪ Post a photo of the practice promoting its Healthy Beginnings participation to patients
    - ❐ Quality Improvement Data Aggregator (QIDA)*
    - ❐ Note technical issues for QI Coach to address during site visit
    * SLACK and QIDA access instructions emailed by Linda Champion after both the Practice and Provider Expectations document and the Practice Readiness Assessment returned

10/28/2020

❒ Complete Educational Curriculum
Required Modules

*Core Group complete prior to **December 9, 2020***

❒ NICHQ Quality Improvement 101 https://www.nichq.org/resource/quality-improvement-101
❒ NICHQ Quality Improvement 102: (The PDSA Story) https://static.nichq.org/quality-improvement-102/story_html5.html
❒ **AAP Building a Foundation for Healthy Active Living (series of 15 self-paced modules)** https://ihcw.aap.org/Pages/EFHALF_clinician.aspx

*Physicians seeking CME/MOC complete prior to **February 17, 2021***

❒ NICHQ Quality Improvement 101 https://www.nichq.org/resource/quality-improvement-101
❒ NICHQ Quality Improvement 102: (The PDSA Story) https://static.nichq.org/quality-improvement-102/story_html5.html
❒ **AAP Building a Foundation for Healthy Active Living (series of 15 self-paced modules)** https://ihcw.aap.org/Pages/EFHALF_clinician.aspx

* All team members may access modules (no need to be a clinician or an AAP member). Physicians, NPs, and nurses receive up to 4 hours total CME for AAP modules. Physicians completing all 4 sections are eligible for Part 2 MOC. Follow AAP Instructions to claim CME and MOC Part 2.

Recommended

❒ View Dr. Hassink's AL-AAP Fall meeting presentations (if you did not attend meeting) at this link:
❒ Review Key Driver Articles related to practice improvement work