



## #StayWell Syllabus - UPDATED January 29, 2019

**Webinars: 3<sup>rd</sup> Wednesday of the month (unless off schedule)  
12 – 1 PM**

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

Audio Dial In: 1-866-740-1260

Access Code: 9542543

### **Standing Due Dates:**

- Data:
  - Collect Data: days 1 – 25 of each month
  - Submit Data into QIDA: last day of each month February (baseline) – August 2019
- Teamwork Tasks:
  - Monthly teamwork tasks emailed from Linda Champion after the monthly webinar. Tasks Due: 1<sup>st</sup> Tuesday of each month (see below for submission details)
  - Survey Monkey Link regarding monthly practice report emailed from Linda Champion after the monthly webinar. Due: 1<sup>st</sup> Tuesday of each month.

### **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)
- StayWell Data website: <https://qidata.aap.org/achiastaywell>
- ACHIA #StayWell QI TeamSpace includes CME links and resources: <http://achia.org/qi-teamspace>
- Monthly Practice Report Link: Changes each month; will receive link via email with monthly teamwork from Linda Champion

Monthly Webinar Content	Teamwork Between Webinars
<p><b>Webinar #1: Orientation Call: January 16, 2019 12 PM (1 hour)</b></p> <p><b>“Improving Adolescent Outcomes with Medical Home Well Visits” 12 PM (1 hour)</b></p> <ul style="list-style-type: none"> <li>• Project overview and expectations</li> <li>• Introduction to #StayWell website</li> <li>• Review Timeline and Key Driver establish core teams and why, QIDA, Practice Assessment Survey</li> <li>• Alignment opportunities</li> <li>• Coordination with CRS</li> <li>• Reach out to Health Home</li> <li>• CQI Topic: Getting Everyone in the Game Final</li> </ul>	<p><b>Between Webinar 1 and Webinar 2 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>• Complete pre-work CME and Reading_ <b>by February 20, 2019</b></li> <li>• Present collaborative to practice providers and staff</li> </ul> <p><b>Providers</b></p> <ul style="list-style-type: none"> <li>• Complete pre-work CME and Reading_ <b>by February 20, 2019</b></li> <li>• Meet with core team to review collaborative</li> </ul> <p><b>Teamwork due 2/5/2019:</b></p> <ul style="list-style-type: none"> <li>• Complete assignments from CQI Coach</li> </ul> <p><b>Between Webinar 1 and Database Webinar on February 7, 2019 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>• Review monthly data collection tool</li> <li>• Prepare data and tool questions for phone call</li> </ul>
<p><b>Database Webinar: For Core Team and the individual who will be entering data into QIDA</b></p> <p><b>February 7, 2019 12 PM (1 hour)</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>• Review required and available measures</li> <li>• How to print out run charts</li> <li>• How to annotate monthly run charts</li> </ul>	<p><b>Core Team:</b></p> <ul style="list-style-type: none"> <li>• Finalize measures and how to collect and enter data if you have had your QI visit</li> </ul>

Monthly Webinar Content	Teamwork Between Webinars
<p><b>Webinar #2: February 20, 2019 12 PM (1 hour)</b></p> <p><b><i>“Transitioning to Adult Care Begins at 12 (or earlier...)”</i></b></p> <ul style="list-style-type: none"> <li>• Content Experts: Transition Best Practices (introduce Process Measurement Tool)</li> <li>• Review QIDA: open discussion on any questions from practices</li> <li>• CQI Topic: Parking lot and timeline planning</li> <li>• Practice presentations: Communication plan</li> <li>• Review of Practice Readiness Assessment with emphasis on Transition Readiness Assessment</li> </ul> <p><b>Key Driver: Encourage Teen Centered Care</b></p>	<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>• Prepare for webinar if presenting/reviewing</li> <li>• Complete ‘baseline’ Transition Process Measurement Tool (Will complete again in August)</li> <li>• Begin Draft Transition policy for clinic</li> <li>• Review Got Transition website</li> <li>• Review AAP Clinical report, CRS, and Michigan examples of posted guidelines</li> <li>• Begin to schedule meetings with representative from Children’s Rehabilitation Services who will provide 20 patient transition packets for distribution</li> </ul> <p><b>Providers</b></p> <ul style="list-style-type: none"> <li>• Meet with core team and review baseline data</li> <li>• Read and Discuss AAP Transition Clinical Support Article</li> <li>• Review “Got Transition” website</li> <li>• Provide input on Transition policy for clinic</li> </ul> <p><b>Baseline Data: Due 2/28/19</b></p> <p><b>Teamwork Due 3/5/2019:</b></p> <ul style="list-style-type: none"> <li>• Complete Monthly Report in Survey Monkey</li> <li>• Email Parking lot and timeline planning to Linda Champion <a href="mailto:lchampion@alaap.org">lchampion@alaap.org</a></li> <li>• Complete ‘baseline’ Transition Process Measurement Tool A (B will be in August)</li> </ul>
<p><b>Webinar #3: March 20, 2019 12 PM (1 hour)</b></p> <p><b><i>“Confidentiality”</i></b></p> <ul style="list-style-type: none"> <li>• Content Expert: Summary of Confidentiality</li> <li>• Review Confidentiality Examples</li> <li>• Review of baseline data</li> <li>• Practice presentation: Parking lot and timeline planning</li> <li>• CQI Topic: Process Mapping</li> </ul> <p><b>Key Driver: Encourage Teen Centered Care</b></p>	<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>• Prepare for webinar if presenting/reviewing</li> <li>• Post Transition statement in office when finalized</li> <li>• Review Confidentiality Booklet with staff and providers.</li> <li>• Begin Draft of Confidentiality Policy</li> <li>• Schedule Spark Training with office staff and providers: “Confidentiality Best Practices”</li> <li>• Think about workflow to provide confidential screening and services (adolescent risk screening starter guide Michigan)</li> </ul>

Monthly Webinar Content	Teamwork Between Webinars
	<ul style="list-style-type: none"> <li>Determine how to report 2018 Adolescent Well Visit Rate (due in April survey monkey)</li> </ul> <p><b>Providers</b></p> <ul style="list-style-type: none"> <li>Meet with core team to review baseline data, PDSA</li> <li>Participate in Confidentiality policy planning and Spark Training if scheduled</li> </ul> <p><b>Data Due in QIDA: 3/31/19</b></p> <p><b>Teamwork Due 4/2/2019:</b></p> <ul style="list-style-type: none"> <li>Complete Monthly Report in Survey Monkey (put Report #1 for baseline data in March survey monkey)</li> <li>Email Process Map to Linda Champion <a href="mailto:ljchampion@alaap.org">ljchampion@alaap.org</a></li> </ul>
<p><b>Webinar #4: April 17, 2019 12 PM (1 hour)</b></p> <p><b><i>"Being Youth Friendly"</i></b></p> <ul style="list-style-type: none"> <li>Content Expert: Youth Friendly Best Practices</li> <li>Report out on Transition Surveys</li> <li>Review of Intervention Data</li> <li>Practice Presentations: Process Map</li> <li>CQI Topic: Aim Statements</li> </ul> <p><b>Key Driver</b> <b>Encourage Teen Centered Care</b></p>	<p><b>Between Webinars 4 and 5</b></p> <p><b>Core Team</b></p> <ul style="list-style-type: none"> <li>Review and share Month #2 data with practice</li> <li>Annotate run charts in QIDA</li> <li>Continue PDSAs</li> <li>Prepare for webinar if presenting/reviewing</li> <li>Schedule Spark Topics with office staff and providers: "Being Youth Friendly" and "Adolescent Brain Development"</li> <li>Post Confidentiality statement when finalized</li> </ul> <p><b>Providers</b></p> <ul style="list-style-type: none"> <li>Meet with core team and review intervention data and PDSAs</li> <li>Contribute change ideas to having an adolescent friendly office</li> </ul> <p><b>Data Due in QIDA: 4/30/19</b></p> <p><b>Teamwork Due 5/7/2019:</b></p> <ul style="list-style-type: none"> <li>Complete Monthly Report in Survey Monkey. Put Report #1 baseline data for 2018 Adolescent Visits in April Survey monkey</li> <li>Email Aim Statements to Linda Champion <a href="mailto:ljchampion@alaap.org">ljchampion@alaap.org</a></li> </ul>

Monthly Webinar Content	Teamwork Between Webinars
<p><b>Webinar #5: May 15, 2019 12 PM (1 hour)</b></p> <p><b><i>"Increasing Visit Rates: Accessibility and Communication"</i></b></p> <ul style="list-style-type: none"> <li>• Content Expert: Review of Accessibility and Communication</li> <li>• Give examples of change ideas for reminder/recall/ no missed opportunities</li> <li>• Review of Intervention Data Practice Presentations: Aim Statement</li> <li>• CQI Topic: PDSA</li> </ul> <p><b>Key Driver: Encourage Teen Centered Care</b></p> <p><b>Improve Office Reminder/Recall System</b></p> <p><b>Leverage Missed Opportunities</b></p>	<p><b>Between Webinars 5 and 6</b></p> <p><b>Core Team</b></p> <ul style="list-style-type: none"> <li>• Review Reminder/Recall Systems/missed opportunities</li> <li>• Review and share month #3 data with practice</li> <li>• Annotate run charts in QIDA</li> <li>• Continue PDSAs</li> <li>• "Strengths Based Approaches to Adolescent Sexual Health"</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 around communication with adolescents and reminder/recall options</li> </ul> <p><b>Data Due in QIDA: 5/31/19</b></p> <p><b>Teamwork Due 6/4/2019:</b></p> <ul style="list-style-type: none"> <li>• Complete Monthly Report in Survey Monkey</li> <li>• Email photo of posted transition polity in office to Linda Champion</li> <li>• No need to email PDSA as it is part of monthly survey</li> </ul>
<p><b>Webinar #6: June 19, 2019 12 PM (1 hour)</b></p> <p><b><i>"Youth Involvement and Creating a Welcoming Environment"</i></b></p> <ul style="list-style-type: none"> <li>• Content Expert: Setting the stage for family/patient partnerships</li> <li>• Review of Intervention Data</li> <li>• Practice Presentations: Change Ideas for Adolescent Friendly Practice</li> <li>• CQI topic: Adolescent and Friendly Partnerships</li> <li>• LEAH Youth Advisory</li> </ul> <p><b>Key Driver: Teen Centered Care</b></p>	<p><b>Between Webinars 6 and 7</b></p> <p><b>Core Team</b></p> <ul style="list-style-type: none"> <li>• Review and share month #4 data with practice</li> <li>• Annotate run charts in QIDA</li> <li>• Continue PDSAs</li> <li>• Prepare for webinar if presenting/reviewing</li> <li>• Discuss how to involve youth and their parent in your practice</li> <li>• Review and select Youth Satisfaction Surveys and/or Assessment Tour Surveys</li> </ul> <p><b>Providers</b></p> <ul style="list-style-type: none"> <li>• Meet with core team and review intervention data, PDSAs and offer change ideas regarding youth involvement and creating a welcoming environment</li> </ul> <p><b>Data Due in QIDA: 6/30/19</b></p> <p><b>Teamwork Due 7/2/2019:</b></p> <ul style="list-style-type: none"> <li>• Complete Monthly Report in Survey Monkey Which will include partnership readiness assessment</li> <li>• Email photo of Confidentiality post to Linda Champion <a href="mailto:lchampion@alaap.org">lchampion@alaap.org</a></li> </ul>

Monthly Webinar Content	Teamwork Between Webinars
<p><b>Webinar #7: July 17, 2019 12 (1 hour)</b></p> <p><b>"Guideline Driven Care"</b></p> <ul style="list-style-type: none"> <li>• Content Expert: Guideline driven care</li> <li>• Review of Intervention Data</li> <li>• Practice Presentations: Partnership readiness</li> <li>• CQI topic: Reliability Testing: use of protocols</li> </ul> <p><b>Key Driver: Develop a Sustainability Plan for Optimal Adolescent Care</b></p>	<p><b>Between Webinars 7 and 8</b></p> <p><b>Core Team</b></p> <ul style="list-style-type: none"> <li>• Review and share month #5 data with practice</li> <li>• Annotate run charts in QIDA</li> <li>• Continue PDSAs</li> <li>• Review results of youth survey(s)</li> <li>• Prepare for webinar if presenting/reviewing</li> <li>• Discuss Reliability/Use protocols for sustainability</li> <li>• Assess current practice delivery of adolescent well visit guidelines</li> </ul> <p><b>Providers</b></p> <ul style="list-style-type: none"> <li>• Meet with core team and review intervention data, PDSAs and offer change ideas</li> </ul> <p><b>Date Due in QIDA: 7/31/19</b></p> <p><b>Teamwork Due 8/6/2019:</b></p> <ul style="list-style-type: none"> <li>• Complete Monthly Report in Survey Monkey</li> <li>• Email Reliability scores, protocols and playbooks to Linda Champion <a href="mailto:lchampion@alaap.org">lchampion@alaap.org</a></li> <li>• Send Survey Results to Linda Champion</li> </ul>
<p><b>Webinar #8: August 21, 2019 12 PM (1 hour)</b></p> <p><b>"Open"</b></p> <ul style="list-style-type: none"> <li>• Review of Intervention Data</li> <li>• Practice Presentations: Change ideas and reliability</li> <li>• CQI Topic: Reliability and Sustainability</li> </ul>	<p><b>Between Webinars 8 and 9</b></p> <p><b>Core Team</b></p> <ul style="list-style-type: none"> <li>• Complete Part B Transition Process Measurement Post Survey</li> <li>• Review and share month #6 data with practice</li> <li>• Annotate run charts in QIDA</li> <li>• Continue PDSAs</li> <li>• Prepare for webinar if presenting/reviewing</li> <li>• Discuss creation of your practice Playbook for reliability of change ideas</li> </ul> <p><b>Providers</b></p> <ul style="list-style-type: none"> <li>• Meet with core team and review intervention data, PDSAs and offer change ideas</li> </ul> <p><b>Data Due in QIDA: 8/31/19</b></p> <p><b>Teamwork Due 9/3/2018:</b></p> <ul style="list-style-type: none"> <li>• Complete Monthly Report in Survey Monkey Which will include celebrations</li> <li>• Send Part B Transition Process Measurement Post Survey to Linda Champion</li> </ul>

Monthly Webinar Content	Teamwork Between Webinars
<p><b>Webinar #9: September 18, 2019 12 PM (1 hour)</b></p> <p><b><i>"Celebration" Recap of the project, Attestations, Practice Plan for Sustainability</i></b></p> <ul style="list-style-type: none"> <li>• Review the pre-and post-transition measurement Tool (March and August)</li> <li>• Review of Intervention Data</li> <li>• Practice Presentations: Celebrations</li> <li>• CQI Topic: Planning for the future</li> </ul>	<p><b>Project Close Assignments</b></p> <p><b>Core Team</b></p> <ul style="list-style-type: none"> <li>• Distribute and collect signed attestations</li> <li>• Discuss how you will sustain your gains</li> <li>• Update Parent and Patient data display</li> </ul> <p><b>Providers</b></p> <ul style="list-style-type: none"> <li>• Complete MOC attestation</li> </ul> <p><b>Teamwork due: 9/3/2019</b></p> <p><b>Post Project Assessment Qualitative Survey Due: 10/15/19</b></p> <ul style="list-style-type: none"> <li>• Completed by Physician Lead in Survey Monkey (online link sent by Linda Champion)</li> </ul> <p><b>Attestations Due: 10/15/19</b></p> <ul style="list-style-type: none"> <li>• Email or scan to Linda Champion (details in final emails)</li> </ul>
<p><b>Post Collaborative: March 2020</b></p>	<p><b>Core Team:</b></p> <ul style="list-style-type: none"> <li>• Post collaborative data Intervention Report #2 January to December 2019 due March 2020</li> </ul>