

# **Injury Prevention + SEEK Learning Collaborative**

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## **PRACTICE RECRUITMENT PACKET**

**WAVE 1: JULY – DECEMBER 2017**

## INJURY PREVENTION PLUS SEEK LEARNING COLLABORATIVE

Thank you for your willingness to participate in the Injury Prevention Plus SEEK Learning Collaborative (Injury+SEEK). The Ohio Chapter of the American Academy of Pediatrics will coordinate the project's planning, implementation, and evaluation. This project will teach primary care physicians how to implement a hybrid of the Ohio AAP's Injury Prevention Screening Tool and the nationally recognized SEEK Tool, allowing physicians to more efficiently and effectively screen for child abuse, domestic partner violence, as well as the most common injury risks for children birth to four years of age. The tool allows them to address targeted, individually pertinent issues with families, and provides them with standardized talking points.

Participating practices will work with a multi-disciplinary "core team" of clinical and administrative staff from their office to provide children with the opportunity to grow up to reach their fullest potential by identifying and reducing risks for both intentional and unintentional injuries in Ohio. Practice teams will participate in a 1-day Learning Session to learn strategies to engage your Quality Improvement Team and your practice, use a planned care approach to ensure reliable injury prevention anticipatory guidance, and develop strategies to provide self management support. Teams will be supported by the Injury+SEEK project team and will be introduced to various community resources in the state. Practices will collect and record data monthly that address outcome measures as determined by the Injury+SEEK project team. Participating physicians will receive the following benefits:

- Training to briefly assess and initially help address risky behaviors and prevalent psychosocial problems
- Screening tools to assess these risky behaviors and psychosocial problems in children from birth to 4 years of age
- Easy to use scoring sheets and recommended talking points for each area identified as risky
- Maintenance of Certification (MOC) Part IV credit for up to 21 medical specialties participating as part of the American Board of Medical Specialties (including 25 points by the American Board of Pediatrics and 20 points by the American Board of Family Medicine)
- 10 points of American Board of Pediatrics MOC Part II Self-Assessment at Learning Session
- Networking opportunities with other healthcare providers interested in injury and child abuse prevention
- Community resources for family referral to address psychosocial concerns and risky behaviors
- Sleep sacks for distribution to patients in your office
- A cash stipend to assist with time and expenses of project implementation
- Guidance and quality improvement coaching from the Ohio AAP

For specific information about the project requirements, please review this recruitment packet, which includes a checklist to help you understand the requirements and a link to enroll your practice in the learning collaborative. Should you have any questions, please do not hesitate to contact any of the Chapter Leadership Team listed below.

We look forward to your participation in Building an Injury Free Ohio!

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## **Practice Checklist**

This checklist serves as a guide to help you understand the requirements of the Injury+SEEK Learning Collaborative, and to gauge your practice's readiness for participation. Confirm each item as you are preparing to enroll, and once ready complete the enrollment form at [www.ohioaap.org/SEEK](http://www.ohioaap.org/SEEK).



Identify a practice Quality Improvement team or "QI core team." The team consists of a physician leader, a nurse/nurse practitioner or someone with clinical responsibility, and administrative staff/office manager. One of the team members must commit to being the day-to-day contact. In addition, the QI team members need to formally devote some of their time to the project.

- *Rationale: A multidisciplinary team is a key to practice success. The leader of the practice needs to help carve out time for each team member to do this work.*



All physicians within a practice should agree to support the project, but not necessarily actively participate. One or more physicians within a practice must agree to actively participate.

- Active participation is defined as a physician who:
  - Attends monthly practice meetings
  - Collects, enters and reviews improvement data on a monthly basis
  - Intends to complete the requirements for American Board of Pediatrics, Maintenance of Certification Part 4 Credit by participating in the project
  - When necessary, represents the practice at learning sessions and monthly conference calls
- A supportive, non-active physician will:
  - Be supportive of changes, and of the overall project
  - Potentially adopt some changes for QI
  - Not intend to complete the requirements for American Board of Pediatrics, Maintenance of Certification Part 4 Credit by participating in the project
- *Rationale: Although the QI work will start with one lead physician (on a small scale), it will later need to be spread to other physicians' work in the practice. When you get general participation agreements from all physicians in the beginning, you help the practice manager and lead physician for the Project spread their improvements when the time is right for them.*



Senior practice leaders should be informed of and prepared to support the Injury+SEEK project.

- *Rationale: The office administrator, director, and physician partners all need to support and help remove barriers for the practice team in order for the practice team to meet their goals.*



Once registered and accepted into the project, at least one, but as many members as possible, of the practice core QI team must attend the 1-day Learning Session on Thursday, July 13, 2017 from 1:00 pm -5:00 pm at the Ohio AAP Office in Columbus.

- *Rationale: This is critical for the success of the practice. Large amounts of information are covered at the learning session.*



As many physicians as plan to claim MOC credit should participate in the project for the total length of the Collaborative, from baseline data collection in June until the final data entry in December.

- At least one, but as many members as possible, of the practice core QI team should participate in the monthly Action Period calls/webinars.
  - *Rationale: This is critical for the success of the practice. Monthly data results and education are covered on the Action Period calls.*
  
- As many physicians as plan to claim MOC credit should participate in the baseline data collection of 12 chart reviews per physician.
  - *Rationale: This is critical for the success of the practice; tracking improvement in data results requires an accurate baseline measurement.*
  
- As many physicians as plan to claim MOC credit should participate in the monthly data collection of 10 chart reviews per physician.
  - *Rationale: This is critical for the success of the practice; tracking improvement in data results requires an accurate measurement of change, and is required for Part IV MOC credit claiming.*
  
- Each team should plan to submit a total of 3 PDSA worksheets demonstrating tests of change during the Collaborative timeframe.
  - *Rationale: This is critical for the success of the practice; demonstrating methods used to achieve improvements and results require accurate tracking of changes, and is required for Part IV MOC credit claiming.*
  
- Participating practices should prepare to complete the online enrollment form as soon as possible, preferably by May 30, 2017, at <http://www.ohioaap.org/SEEK>
  - The contact completing the enrollment form should be prepared to enter the below information prior to beginning entry.
    - Practice Lead Physician Name, Credentials, and Contact Information
    - ABP MOC Recertification Date for Physician Lead
    - Practice Address
    - Number of physicians and patients in the practice (estimated)
    - Contact information for additional team members
      - Up to 3 additional team members may be entered online, additional members may be emailed to [hsouthworth@ohioaap.org](mailto:hsouthworth@ohioaap.org)
  - The following information will be required for all actively participating physicians for the sole purpose of documenting meaningful participation for the American Board of Pediatrics, Maintenance of Certification Program at the completion of the program:
    - AAP Identification Number
    - American Board of Pediatrics Identification Number (*can be located by logging into the ABP's website, [abp.org](http://abp.org)*)
    - Date of birth

## **Important Dates for the Injury+SEEK Learning Collaborative**

- **Priority Registration Deadline:**
  - Due to limited space for Wave 1 of the Injury+SEEK Learning Collaborative, practices should complete registration by May 30 to receive highest priority for participation.
  - Any practices who register but are unable to be included in Wave 1 will be offered enrollment in Wave 2 of Injury.
- **Pre-Work Call:**
  - The Injury+SEEK Learning Collaborative will host two pre-work calls prior to the Learning Session to answer questions from practices regarding the 6-month quality improvement project, as well as to review the work that is required of practices in preparation for the Learning Session. The Pre-Work Calls will be announced to enrolled practices in advance.
  - Pre-Work Calls are anticipated to last less than one hour, but could run longer or shorter depending on the questions asked by the participants. Practice leaders and identified Quality Improvement Core Team members are all invited to participate. Additional calls can be scheduled upon request.
  - Pre-Work call information, including the phone number to access the call as well as the link to access the webinar portion, will be sent out upon registering for the project (see below).
- **Baseline Data Collection Due Date:**
  - Baseline Data in the form of chart reviews will be due by June 30, 2017.
  - Training on entering baseline data will be provided on the pre-work call.
- **Learning Session:**
  - The Injury+SEEK Learning Session will be held on Thursday, July 13, 2017 from 1:00 pm – 5:00 pm.
  - The Injury+SEEK Learning Session will be held at the Ohio AAP Offices, 94-A Northwoods Blvd, Columbus, OH 43235 (ample free parking is available onsite).
- **Action Period Calls:**
  - Monthly Action Period Calls/Webinars will be held from August – December; exact dates and times will be announced prior to the Learning Session.
- **Monthly Data Due Dates:**
  - Data in the form of chart reviews will be due by the final day of each month from July – December 2017.
  - Training on entering data will be provided at the Learning Session.
- **PDSA Cycle Worksheet Submission:**
  - Teams will be expected to submit 3 PDSA cycle worksheets showing their tests of change during the project.
  - PDSA worksheets will be due in the months of August, October, and December.
  - Training on using PDSAs will be provided at the Learning Session.
- **Part IV MOC Attestation:**
  - Practices seeking Part IV MOC credit will be assisted in completing attestation of Meaningful Participation to claim credit by December 1, 2017.
- **Wave 2:**
  - Wave 2 of the Injury+SEEK project will launch in January 2018.

## **ADDITIONAL INFORMATION:**

### **Consent Form Administration**

All physicians within a practice, and members of the QI core team, will be asked to complete a consent form. Practices will be provided with the consent form prior to the Learning Session.

The rationale for the signing of the consent form by all practice physicians is to assure that all members of the practice are aware of the project and understand the role of the practice within the project.

Please note that all physicians within a practice are not required to sign the consent form and are not required to actively participate in the project, but should be informed of the project and offered a consent form.

Physicians who are actively participating in the project will be required to:

- Attend practice monthly meetings
- Collect, enter and review improvement data on a monthly basis
- Intend to complete the requirements for American Board of Pediatrics, Maintenance of Certification Part 4 Credit by participating in the project
- When necessary, represent the practice at learning sessions and monthly conference calls

### **Definitions for ABP Maintenance of Certification Meaningful Participation Requirements**

The following definitions for meaningful participation requirements will be helpful to share with each physician as they are enrolled in the project so that they are clear as to what is expected of them to obtain American Board of Pediatrics Maintenance of Certification Part 4 credit.

**The team leader within the practice will need to attest for each physician's meaningful participation using the criteria below. This includes ensuring that data is entered monthly by all active physicians in the practice.**

**Participating practices are expected to:**

1. Organize a core team of at least 3 team members (includes Physician Leader, Nurse/Nurse Practitioner or Medical Assistant, Administrative Staff/Office Manager – one of whom must commit to being the day-to-day team contact). As many members of the team as possible attend the learning session and meets at least bi-weekly to plan and carry out tests of change using the Change Package
2. Secure senior leadership's commitment for the improvement team's work in the Collaborative
3. Perform pre-work activities to prepare for the Learning Session which will include practice assessment and collecting of baseline data (minimum of 12 total patient encounters per participating physician for baseline, across 2 months)
4. Align the goals of the Collaborative work to the strategic plan of the participating organization
5. Perform 3 tests of changes that lead to improvements towards the desired outcomes and submit PDSA worksheets demonstrating these tests
6. Collect data at the point of care using the Injury+SEEK materials
7. Participate in webinars, teleconferences, and emails to learn from one another and share improvement ideas, tools and methodologies
8. Submit monthly data for Injury+SEEK Collaborative measures (minimum of 10 total patient encounters per participating physician, per month)
9. Share and review practice-identified data transparently across the collaborative (identifiable practice data cannot be shared outside of the collaborative without permission from the involved practices and from the Medical Director)
10. Physician practice leaders attest to other physicians' meeting participation requirements for ABP MOC Part 4 credits
11. Submission of monthly progress reports to the Collaborative leadership as requested

**The project team is expected to:**

1. Provide evidence-based information on injury prevention for pediatric patients 4 years of age and younger
2. Offer coaching to improvement teams on applying the Model for Improvement to implement key changes at the Learning Session, on monthly conference calls, and through the email communications
3. Provide each team monthly feedback on data and narrative reports
4. Provide a library of tools and training materials
5. Provide documentation of project results to meet American Board of Pediatrics Maintenance of Certification standards
6. Provide communication support to keep teams connected to faculty and colleagues during the Collaborative

**Injury+SEEK Aims**

The Injury+SEEK Learning Collaborative will achieve best clinical care and health outcomes for participating children, ages birth to 4 years, by using a hybrid of developmentally appropriate and targeted screening tools. Primary care providers will determine and document injury risk within families and provide targeted advice and guidance at all well child visits 90% of the time during the 6-month learning collaborative.

Specifically, from July 2017 to December 2017, each practice will work to increase screening for risks for both intentional and unintentional injuries in children 4 years of age and younger in Ohio. The specific aims of the project include:

1. More than 90% of charts pulled for children birth to 4 years of age will demonstrate use of the Injury+SEEK screening tool
2. When use of the Injury+SEEK screening tool is documented, inappropriate responses will be discussed 90% of time
3. When use of the Injury+SEEK screening tool is documented, appropriate referrals will be made 90% of time