



PROJECT CHARTER

GOAL 1: Transform 165 primary care practices across the State into patient-centered medical homes (PCMHs).

Version 3.0 – FINAL

Summary

Mercer Lead	Maggie Wolfe
SHIP Staff	Kym Schreiber
Key Participants	Idaho Department of Health and Welfare (IDHW) staff, IHC, PCMH Contractor, PCMH Technical Assistance Sub-Contractor, PCMH Incentives Sub-Contractor, Idaho Medical Home Collaborative (IMHC), Health Information Technology (HIT) Workgroup, PCMHs.
IHC Charge	Accelerate establishment of the PCMH model of care throughout the State by building 165 PCMH primary care practices (a practice is defined as a clinic site). The achievement of this goal is critical to transforming how care is delivered in Idaho.

Success Measures

Success Measures	SHIP Desired Outcomes	Measurement	YR	Q1	Q2	Q3	Q4
1.	<ul style="list-style-type: none"> Statewide PCMHs. 	<ul style="list-style-type: none"> CUM # (%) of primary care practices that submit an interest application to become a PCMH. <i>Model Test Target: 270.</i> Numerator: # of primary care practices that submit an interest application. Denominator: Model Test Target (270 practices) 	Pre	-	-	100	100
			1	100	100	200	200
			2	200	200	270	270
			3	270	270	270	270

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Statewide Healthcare Innovation Plan (SHIP) is supported by Funding Opportunity Number CMS-1G1-14-001 from the U.S. Department of Health and Human Services, Center for Medicare & Medicaid Services.

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Success Measures	SHIP Desired Outcomes	Measurement																														
2.	<ul style="list-style-type: none"> Statewide PCMHs. 	<ul style="list-style-type: none"> CUM # (%) designated PCMHs that have completed a PCMH readiness assessment and goals for transformation. <i>Model Test Target: 165.</i> Numerator: # of designated PCMHs that have completed a PCMH readiness assessment and goals for transformation. Denominator: Model Test Target (165 practices) 	<table border="1"> <thead> <tr> <th>YR</th> <th>Q1</th> <th>Q2</th> <th>Q3</th> <th>Q4</th> </tr> </thead> <tbody> <tr> <td>Pre</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> </tr> <tr> <td>1</td> <td>55</td> <td>55</td> <td>55</td> <td>55</td> </tr> <tr> <td>2</td> <td>110</td> <td>110</td> <td>110</td> <td>110</td> </tr> <tr> <td>3</td> <td>165</td> <td>165</td> <td>165</td> <td>165</td> </tr> </tbody> </table>	YR	Q1	Q2	Q3	Q4	Pre	-	-	-	-	1	55	55	55	55	2	110	110	110	110	3	165	165	165	165				
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3.	<ul style="list-style-type: none"> Statewide PCMHs. 	<ul style="list-style-type: none"> CUM # (%) of practices designated PCMH. <i>Model Test Target: 165.</i> Numerator: # of practices designated PCMH Denominator: Model Test Target (165 practices) 	<table border="1"> <thead> <tr> <th>YR</th> <th>Q1</th> <th>Q2</th> <th>Q3</th> <th>Q4</th> </tr> </thead> <tbody> <tr> <td>Pre</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> </tr> <tr> <td>1</td> <td>55</td> <td>55</td> <td>55</td> <td>55</td> </tr> <tr> <td>2</td> <td>110</td> <td>110</td> <td>110</td> <td>110</td> </tr> <tr> <td>3</td> <td>165</td> <td>165</td> <td>165</td> <td>165</td> </tr> </tbody> </table>	YR	Q1	Q2	Q3	Q4	Pre	-	-	-	-	1	55	55	55	55	2	110	110	110	110	3	165	165	165	165				
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2	110	110	110	110																												
3	165	165	165	165																												
4.	<ul style="list-style-type: none"> Statewide PCMHs. 	<ul style="list-style-type: none"> CUM # (%) of practices designated PCMH of total primary care practices in Idaho that could become a PCMH. Numerator: # of practices designated PCMH Denominator: total primary care practices in Idaho (Estimated at 500. Data sources: Medicaid, Idaho Medical Association, and Idaho Academy of Family Physicians) 	<table border="1"> <thead> <tr> <th>YR</th> <th>Q1</th> <th>Q2</th> <th>Q3</th> <th>Q4</th> </tr> </thead> <tbody> <tr> <td>Pre</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> </tr> <tr> <td>1</td> <td>55</td> <td>55</td> <td>55</td> <td>55</td> </tr> <tr> <td>2</td> <td>110</td> <td>110</td> <td>110</td> <td>110</td> </tr> <tr> <td>3</td> <td>165</td> <td>165</td> <td>165</td> <td>165</td> </tr> </tbody> </table>	YR	Q1	Q2	Q3	Q4	Pre	-	-	-	-	1	55	55	55	55	2	110	110	110	110	3	165	165	165	165				
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Success Measures	SHIP Desired Outcomes	Measurement																															
5.	<ul style="list-style-type: none"> Statewide PCMHs. 	<ul style="list-style-type: none"> CUM # (%) number of providers participating in PCMHs, of total number of providers targeted for participation. Providers = staff employed at/represented by PCMHs, including licensed clinicians, other licensed professionals and allied health professionals. Average assumption = 10 providers per site. Numerator: number of providers participating in PCMHs Denominator: total number of providers in 165 PCMHs (estimated at 1,650). 	<table border="1"> <thead> <tr> <th>YR</th> <th>Q1</th> <th>Q2</th> <th>Q3</th> <th>Q4</th> </tr> </thead> <tbody> <tr> <td>Pre</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> </tr> <tr> <td>1</td> <td>550</td> <td>550</td> <td>550</td> <td>550</td> </tr> <tr> <td>2</td> <td>1110</td> <td>1110</td> <td>1110</td> <td>1110</td> </tr> <tr> <td>3</td> <td>1650</td> <td>1650</td> <td>1650</td> <td>1650</td> </tr> </tbody> </table>	YR	Q1	Q2	Q3	Q4	Pre	-	-	-	-	1	550	550	550	550	2	1110	1110	1110	1110	3	1650	1650	1650	1650					
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Success Measures	SHIP Desired Outcomes	Measurement																														
6.	<ul style="list-style-type: none"> Statewide PCMHs. 	<ul style="list-style-type: none"> CUM # (%) number of providers participating in PCMHs, of total providers in Idaho. Providers = staff employed at/represented by PCMHs, including licensed clinicians, other licensed professionals and allied health professionals. Average assumption = 10 providers per site. Numerator: number of providers participating in PCMHs Denominator: total number of providers in Idaho 	<table border="1"> <thead> <tr> <th>YR</th> <th>Q1</th> <th>Q2</th> <th>Q3</th> <th>Q4</th> </tr> </thead> <tbody> <tr> <td>Pre</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> </tr> <tr> <td>1</td> <td>550</td> <td>550</td> <td>550</td> <td>550</td> </tr> <tr> <td>2</td> <td>1110</td> <td>1110</td> <td>1110</td> <td>1110</td> </tr> <tr> <td>3</td> <td>1650</td> <td>1650</td> <td>1650</td> <td>1650</td> </tr> </tbody> </table>	YR	Q1	Q2	Q3	Q4	Pre	-	-	-	-	1	550	550	550	550	2	1110	1110	1110	1110	3	1650	1650	1650	1650				
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2	1110	1110	1110	1110																												
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7.	<ul style="list-style-type: none"> Support for PCMHs. 	<ul style="list-style-type: none"> CUM # (%) of designated PCMHs receiving PCMH Technical Support and transformation incentives. <i>Model Test Target: 165.</i> Numerator: # of designated PCMHs receiving technical support and incentives Denominator: Model Test Target (165 practices) 	<table border="1"> <thead> <tr> <th>YR</th> <th>Q1</th> <th>Q2</th> <th>Q3</th> <th>Q4</th> </tr> </thead> <tbody> <tr> <td>Pre</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> </tr> <tr> <td>1</td> <td>55</td> <td>55</td> <td>55</td> <td>55</td> </tr> <tr> <td>2</td> <td>110</td> <td>110</td> <td>110</td> <td>110</td> </tr> <tr> <td>3</td> <td>165</td> <td>165</td> <td>165</td> <td>165</td> </tr> </tbody> </table>	YR	Q1	Q2	Q3	Q4	Pre	-	-	-	-	1	55	55	55	55	2	110	110	110	110	3	165	165	165	165				
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8.	<ul style="list-style-type: none"> PCMHs achieve increasing levels of national PCMH recognition. 	<ul style="list-style-type: none"> CUM # (%) of designated PCMHs that have achieved Idaho-specific or national PCMH recognition/accreditation. <i>Model Test Target: 165.</i> Numerator: number of PCMHs that achieve national PCMH recognition/accreditation Denominator: Model Test Target (165 practices) 	<table border="1"> <thead> <tr> <th>YR</th> <th>Q1</th> <th>Q2</th> <th>Q3</th> <th>Q4</th> </tr> </thead> <tbody> <tr> <td>Pre</td> <td>-</td> <td>-</td> <td>-</td> <td>18</td> </tr> <tr> <td>1</td> <td>18</td> <td>18</td> <td>18</td> <td>30</td> </tr> <tr> <td>2</td> <td>45</td> <td>60</td> <td>75</td> <td>100</td> </tr> <tr> <td>3</td> <td>100</td> <td>120</td> <td>150</td> <td>165</td> </tr> </tbody> </table>	YR	Q1	Q2	Q3	Q4	Pre	-	-	-	18	1	18	18	18	30	2	45	60	75	100	3	100	120	150	165				
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9.	<ul style="list-style-type: none"> Idahoans will be enrolled in recognized PCMHs. 	<ul style="list-style-type: none"> CUM # (%) of Idahoans who enroll in a designated PCMH (each practice estimated to have 5 providers, each with panel of 1,000). Numerator: number of Idahoans enrolled in a PCMH Denominator: total state population 	<table border="1"> <thead> <tr> <th>YR</th> <th>Q1</th> <th>Q2</th> <th>Q3</th> <th>Q4</th> </tr> </thead> <tbody> <tr> <td>Pre</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> </tr> <tr> <td>1</td> <td>275,000</td> <td>275,000</td> <td>275,000</td> <td>275,000</td> </tr> <tr> <td>2</td> <td>550,000</td> <td>550,000</td> <td>550,000</td> <td>550,000</td> </tr> <tr> <td>3</td> <td>825,000</td> <td>825,000</td> <td>825,000</td> <td>825,000</td> </tr> </tbody> </table>	YR	Q1	Q2	Q3	Q4	Pre	-	-	-	-	1	275,000	275,000	275,000	275,000	2	550,000	550,000	550,000	550,000	3	825,000	825,000	825,000	825,000				
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3	825,000	825,000	825,000	825,000																												
10.	<ul style="list-style-type: none"> Idahoans will be enrolled in recognized PCMHs. 	<ul style="list-style-type: none"> CUM # (%) of targeted population who enroll in a designated PCMH (each practice estimated to have 5 providers, each with panel of 1,000). Numerator: number of Idahoans enrolled in a PCMH Denominator: Model Test Target (825,000 Idahoans (50.5%)) 	<table border="1"> <thead> <tr> <th>YR</th> <th>Q1</th> <th>Q2</th> <th>Q3</th> <th>Q4</th> </tr> </thead> <tbody> <tr> <td>Pre</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> </tr> <tr> <td>1</td> <td>275,000</td> <td>275,000</td> <td>275,000</td> <td>275,000</td> </tr> <tr> <td>2</td> <td>550,000</td> <td>550,000</td> <td>550,000</td> <td>550,000</td> </tr> <tr> <td>3</td> <td>825,000</td> <td>825,000</td> <td>825,000</td> <td>825,000</td> </tr> </tbody> </table>	YR	Q1	Q2	Q3	Q4	Pre	-	-	-	-	1	275,000	275,000	275,000	275,000	2	550,000	550,000	550,000	550,000	3	825,000	825,000	825,000	825,000				
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Success Measures	SHIP Desired Outcomes	Measurement					
11.	<ul style="list-style-type: none"> PCMH patients will be active participants in their healthcare. 	<ul style="list-style-type: none"> CUM # (%) of enrolled PCMH patients reporting they are an active participant in their healthcare. <i>Model Test Target: TBD</i> <p>Need to determine data collection methodology, numerator and denominator</p>	YR	Q1	Q2	Q3	Q4
			Pre	-	-	-	-
			1	TBD	TBD	TBD	TBD
			2	TBD	TBD	TBD	TBD
			3	TBD	TBD	TBD	TBD

Planned Scope

Deliverable 1	Result, Product, or Service	Description	Owner	Impacted Parties
	<ul style="list-style-type: none"> PCMH recruitment project plan. 	<ul style="list-style-type: none"> Detailed plan with activities, dates, and responsible parties. 	<ul style="list-style-type: none"> IDHW PCMH Contractor/PCMH Technical Assistance Sub-contractor 	<ul style="list-style-type: none"> IDHW IHC IMHC PCMH Contractor PCMHs
Est. Timeframe	Start: MM/DD/YYYY		End: Ongoing	
Milestones	Event		Target Date	
	<ul style="list-style-type: none"> Draft PCMH recruitment project plan for Year 1. Feedback from stakeholders. Finalize PCMH recruitment project plan for Year 1. Implement PCMH recruitment project plan for Year 1. Evaluate recruitment project plan and develop recruitment project plan for Years 2 and 3. Make adjustments as needed. Implement Year 2 and 3 recruitment plan. 		<ul style="list-style-type: none"> Complete Complete Complete Complete 9/1/2016, 9/1/2017 1/3/2017, 1/5/2018 	



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Deliverable 2	Result, Product, or Service	Description	Owner	Impacted Parties
	<ul style="list-style-type: none"> PCMH designation criteria 	<ul style="list-style-type: none"> The Idaho-specific criteria that will be used to designate PCMHs. 	<ul style="list-style-type: none"> IDHW 	<ul style="list-style-type: none"> IDHW IHC IMHC PCMH Contractor PCMHs
Est. Timeframe	Start: MM/DD/YYYY		End: By 2/1/2016	
Milestones	Event		Target Date	
	<ul style="list-style-type: none"> IMHC develops draft PCMH designation criteria. IHC approves designation criteria. Publish PCMH designation criteria and process on website. 		<ul style="list-style-type: none"> Complete Complete October 2016 	
Deliverable 3	Result, Product, or Service	Description	Owner	Impacted Parties
	<ul style="list-style-type: none"> Interest application in PCMH designation. 	<ul style="list-style-type: none"> The document that practices will use to express interest in becoming a PCMH. 	<ul style="list-style-type: none"> IDHW 	<ul style="list-style-type: none"> IDHW IHC IMHC PCMH Contractor PCMHs
Est. Timeframe	Start: MM/DD/YYYY		End: By 2/1/2016	
Milestones	Event		Target Date	
	<ul style="list-style-type: none"> IMHC created draft PCMH interest application for Year 1 IHC approved PCMH interest application for Year 1. Send interest application to primary care practices. Practices submit interest application for Year 1. IDHW reviewed interest applications for Year 1. Determine whether/how the interest application will be used after Year 1 wave. Implement interest applications during Year 2 and Year 3 		<ul style="list-style-type: none"> Complete Complete Complete Complete Complete 9/1/2016, 9/1/2017 11/2/2016, 11/3/2017 	



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Deliverable 4	Result, Product, or Service	Description	Owner	Impacted Parties
	<ul style="list-style-type: none"> PCMH application 	<ul style="list-style-type: none"> The document that practices will use to attest that they meet the PCMH criteria 	<ul style="list-style-type: none"> IDHW 	<ul style="list-style-type: none"> IDHW IHC IMHC PCMH Contractor PCMHs
Est. Timeframe	Start: MM/DD/YYYY			End: By 2/1/2016
Milestones	Event <ul style="list-style-type: none"> IMHC and IDHW create draft PCMH application, using information collected from the interest application. IMHC and IHC approve PCMH application. IDHW sends PCMH application and readiness assessment to practices (electronically). Practices begin to submit PCMH application (electronically). Determine process for receiving/processing applications for Year 1. Process Year 1 applications Determine application and application process for Year 2 and Year 3. Implement application process for Year 2 and Year 3 			Target Date <ul style="list-style-type: none"> Complete Complete Complete Complete Complete Complete [TBD] 12/5/2016, 12/14/2017



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Deliverable 5	Result, Product, or Service	Description	Owner	Impacted Parties
	<ul style="list-style-type: none"> PCMH readiness assessment 	<ul style="list-style-type: none"> Process and materials to assess current practice capacity and identify gaps. 	<ul style="list-style-type: none"> PCMH Contractor and PCMH Technical Assistance Sub-contractor 	<ul style="list-style-type: none"> IDHW IHC IMHC PCMHs
Est. Timeframe	Start: MM/DD/YYYY			End: By 2/1/2016
Milestones	Event			Target Date
	<ul style="list-style-type: none"> PCMH Contractor develops PCMH readiness assessment. IDHW reviews the readiness assessment process and materials. IHC approves the readiness assessment process and materials. IDHW sends the readiness assessment to practices for Year 1 along with PCMH application. PCMH Contractor develops process to review and process readiness assessment results for Year 1. IDHW approves the process. PCMH Contractor and PCMH Technical Assistance Sub-contractor implement the readiness assessment process. PCMH Contractor develops process to distribute and collect readiness assessments for Years 2 and 3. IDHW approves the process. PCMH Contractor implements the readiness assessment process in Years 2 and 3. 			<ul style="list-style-type: none"> Complete [TBD] [TBD] [TBD] 12/2/2015 By 12/17/2015 1/28/2016 12/7/2016, 11/30/2017 [TBD] 1/31/2016, 1/25/2018



GOAL 1 PROJECT CHARTER

Deliverable 6	Result, Product, or Service	Description	Owner	Impacted Parties
	<ul style="list-style-type: none"> Hire a PCMH Contractor. 	<ul style="list-style-type: none"> Responsibilities of PCMH contractor will include: recruit practices to become PCMHs, create and implement readiness assessment, enroll practices, distribute financial incentives, create and implement PCMH training and technical assistance plan, provide project management to support these tasks, provide data to IDHW 	<ul style="list-style-type: none"> IDHW 	<ul style="list-style-type: none"> Regional Collaboratives IMHC PCMHs
Est. Timeframe	Start: MM/DD/YYYY			End: MM/DD/YYYY
Milestones	Event			Target Date
	<ul style="list-style-type: none"> Publish RFP. RFP responses due. Finalist selected. Send contract to CMMI. CMMI approval. Contract start date. 			<ul style="list-style-type: none"> Complete Complete Complete Complete Complete Complete
Deliverable 7	Result, Product, or Service	Description	Owner	Impacted Parties
	<ul style="list-style-type: none"> Process for distributing financial incentives to qualifying PCMHs. 	<ul style="list-style-type: none"> Process to collect data from practices to support incentive distribution, process to implement controls to prevent fraud and abuse. 	<ul style="list-style-type: none"> IDHW PCMH Contractor PCMH Incentives Sub-Contractor 	<ul style="list-style-type: none"> IDHW PCMH Contractor IMHC PCMHs

GOAL 1 PROJECT CHARTER

Est. Timeframe	Start: MM/DD/YYYY			End: 2/1/2016
Milestones	Event			Target Date
	<ul style="list-style-type: none"> Hire PCMH TA Contractor (Deliverable #5). Develop financial incentive distribution process, including criteria for practices to receive the incentive and fraud/abuse protections. Obtain any necessary approvals of the financial distribution process. Complete any logistical steps needed to implement the process. PCMH contractor begins distribution of financial incentives and implementation of fraud/abuse protections. 			<ul style="list-style-type: none"> Complete 12/5/2015 1/31/2016 1/30/2016 2/1/2016, 2/2/2017, 2/1/2018
Deliverable 8	Result, Product, or Service	Description	Owner	Impacted Parties
	<ul style="list-style-type: none"> Ongoing stakeholder communications regarding PCMHs. 	<ul style="list-style-type: none"> Communications plan and materials to communicate with a variety of stakeholders (primary care practices, specialists, hospitals, patients, RCs, etc.) 	<ul style="list-style-type: none"> IDHW 	<ul style="list-style-type: none"> IDHW PCMH Contractor PCMH Technical Assistance Subcontractor PCMH Incentives Sub-Contractor IHC PCMHs Patients and other stakeholders
Est. Timeframe	Start: MM/DD/YYYY			End: Ongoing
Milestones	Event			Target Date
	<ul style="list-style-type: none"> Develop section of draft communications plan to include communications regarding PCMHs. IHC approves communication plan. Develop communications materials and implement the communications plan. 			<ul style="list-style-type: none"> Complete Complete Ongoing



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Deliverable 9	Result, Product, or Service	Description	Owner	Impacted Parties
	<ul style="list-style-type: none"> Technical support and mentoring to PCMH practices through a PCMH training program. 	<ul style="list-style-type: none"> [TBD] 	<ul style="list-style-type: none"> PCMH Contractor PCMH Technical Assistance Sub-Contractor 	<ul style="list-style-type: none"> IDHW IHC PCMHs
Est. Timeframe	Start: MM/DD/YYYY			End: Ongoing
Milestones	Event			Target Date
	<ul style="list-style-type: none"> Develop PCMH training program. Implement PCMH training program. Evaluate PCMH training program and make adjustments as needed. 			<ul style="list-style-type: none"> 1/19/2016 Ongoing Ongoing
Deliverable 10	Result, Product, or Service	Description	Owner	Impacted Parties
	<ul style="list-style-type: none"> Hospital protocols for follow-up communications with designated PCMHs regarding hospitalizations. 	<ul style="list-style-type: none"> Policy/procedure regarding what information to communicate to whom. 	<ul style="list-style-type: none"> Hospitals and PCMHs 	<ul style="list-style-type: none"> IDHW PCMH Contractor IMHC PCMHs IHDE RCs
Est. Timeframe	Start: MM/DD/YYYY			End: Ongoing
Milestones	Event			Target Date
	<ul style="list-style-type: none"> Provide orientation to hospitals and PCMHs regarding communication protocols. Provide assistance to hospitals and PCMHs to develop communication protocols. Track and report to IDHW on the status of communication protocols. Assist hospitals and PCMHs in implementing communications protocols and making changes to the protocols as needed to support coordination and practice needs. 			<ul style="list-style-type: none"> [TBD] [TBD] [TBD] [TBD]



GOAL 1 PROJECT CHARTER

Deliverable 11	Result, Product, or Service	Description	Owner	Impacted Parties
	<ul style="list-style-type: none"> Increased use of EHRs among PCMHs. 	<ul style="list-style-type: none"> Develop PCMH capacity to use EHRs, connect to IHDE in order to collect and analyze data at the PCMH level and report data for regional and statewide analysis. 	<ul style="list-style-type: none"> PCMHs 	<ul style="list-style-type: none"> IDHW PCMHs PCMH Contractor PCMH Technical Assistance Sub-Contractor IHDE Data Analytics Contractor
Est. Timeframe	Start: MM/DD/YYYY			End: 07/01/16
Milestones	Event			Target Date
	<ul style="list-style-type: none"> Provide support to PCMHs to increase use of EHRs and capacity for data collection and analysis. Support PCMHs in connecting to IHDE. 			<ul style="list-style-type: none"> Ongoing Ongoing
Deliverable 12	Result, Product, or Service	Description	Owner	Impacted Parties
	<ul style="list-style-type: none"> Patients enrolled in PCMHs are active participants in their healthcare. 	<ul style="list-style-type: none"> Need to determine data collection methodology in order to create milestones. 	<ul style="list-style-type: none"> Patients PCMHs 	<ul style="list-style-type: none"> IDHW PCMH Contractor IMHC PCMHs
Est. Timeframe	Start: MM/DD/YYYY			End: Ongoing
Milestones	Event			Target Date
	<ul style="list-style-type: none"> [TBD] [TBD] [TBD] 			<ul style="list-style-type: none"> [TBD] [TBD] [TBD]
Deliverable 13	Result, Product, or Service	Description	Owner	Impacted Parties
	<ul style="list-style-type: none"> Regular PCHM contractor project management reports 	<ul style="list-style-type: none"> Detailed reports from PCMH contractor on status of PCMH activities and success measures 	<ul style="list-style-type: none"> PCMH contractor 	<ul style="list-style-type: none"> IDHW IHC



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Statewide Healthcare Innovation Plan (SHIP) is supported by Funding Opportunity Number CMS-1G1-14-001 from the U.S. Department of Health and Human Services, Center for Medicare & Medicaid Services.

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Est. Timeframe	Start: MM/DD/YYYY			End: Ongoing
Milestones	Event			Target Date
	<ul style="list-style-type: none"> Develop schedule, metrics and format of regular reports. IDHW approves schedule, metrics and format of regular reports. PCMH Contractor begins submitting regular reports to IDHW. 			<ul style="list-style-type: none"> 12/2/2015 12/2/2015 12/3/2015
Deliverable 14	Result, Product, or Service	Description	Owner	Impacted Parties
	<ul style="list-style-type: none"> List of designated PCMHs 	<ul style="list-style-type: none"> Regular list of designated PCMHs 	<ul style="list-style-type: none"> PCMH contractor 	<ul style="list-style-type: none"> IDHW IHC IMHC
Est. Timeframe	Start: MM/DD/YYYY			End: Ongoing
Milestones	Event			Target Date
	<ul style="list-style-type: none"> PCMH Contractor enrolls designated PCMHs and develops list of designated PCMHs. PCMH Contractor updates list of designated PCMHs as additional practices enroll, or if a practice terminates participation in the Model Test. PCMH Contractor submits list of designated PCMHs to IDHW. 			<ul style="list-style-type: none"> February, 2016 Ongoing Ongoing

Project Risks, Assumptions, and Dependencies

Risk Identification	Event	Likelihood	Seriousness	Potential Mitigation
	1. Rate of new PCMH recognition after Year 1 of the Model Test is lower than expected	M	M	Increase stakeholder education and recruitment activities to increase provider interest in becoming a PCMH. Evaluate ways to increase support for PCMHs, including leveraging the PCMH mentoring program.
	2. PCMH Contractor start date is later than expected	M	M	IDHW, IMHC and IHC begin to implement PCMH contractor responsibilities as appropriate until PCMH Contractor start date

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<p>3. Challenges at the practice level in shifting to a coordinated patient-centered model.</p>	<p>M</p>	<p>M</p>	<p>Identify PCMHs that achieved quick successes and created collaborations among the teams in the regions to celebrate initial successes and share “best practices.” Share attempts which were not as successful, and study those efforts to understand how to achieve better results in the future.</p> <p>Provide incentives that support providers in making the transition in the short run.</p> <p>Eventually, new payment methodologies will help shift the culture of FFS to a model based on quality and outcomes on a broader scale.</p>
<p>4. The temptation to “check the box” on becoming a PCMH could pose a threat to true transformation at the practice level</p>	<p>L</p>	<p>H</p>	<p>Briljent will implement a robust training effort, paired with technical assistance to PCMHs. This includes interactive learning collaboratives, regional conferences, monthly coaching, and identification of champions.</p>
<p>5. Incorrect distribution of PCMH incentive payments: paying the wrong practice, incorrect reporting and accounting of federal funds, and delays in payments</p>	<p>L</p>	<p>H</p>	<p>Develop policies and procedures for collecting timely, accurate information from providers, including a policy for providers to notify the Briljent if their information changes.</p> <p>Develop minimum data elements needed to compute payments, and provide training to providers on reporting data needed for incentives.</p> <p>Establish policies and procedures for reporting incentive information.</p> <p>Require qualifying practices to sign an attestation as their agreement or acknowledgment that the practice is responsible for distributing funds among participating physicians.</p> <p>Define the process for adjudicating potential issues to avoid the appearance of, or the risk of, making arbitrary decisions</p>
<p>6. The low level of EHR use in the state presents a risk to achieving and measuring transformation success</p>	<p>M</p>	<p>M</p>	<p>Briljent and its Sub-Contractors will carefully assess the level of data availability at the initial phases of the project (September 1, 2015 - January 31, 2016) and find solutions to compensate for the practices selected for participation in the first cohort of the collaborative.</p>



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	7. Multiple contractors requesting information could burden participating practices and threaten participation.	M	M	Before requesting information from the practices, Brilljent will share the request with other contractors to ensure that information is not already being collected or planned to be collected. Brilljent will also ensure that any data that is collected is reported back to the clinic so that they can use it for their improvement efforts.
Assumptions	• [TBD]			
Dependencies and Constraints	• [TBD]			

Project Reporting and Scope Changes

Changes to scope must be reflected at the Workgroup Charter level as approved by the IHC after review by SHIP team.

Version Information

Author	Maggie Wolfe	Date	12/11/2015
Reviewer	Casey Moyer	Date	12/15/2015

Final Acceptance

Name/Signature	Title	Date	Approved via Email
Cynthia York	SHIP Administrator	12/18/2015	<input checked="" type="checkbox"/>
Katie Falls	Mercer Lead	12/18/2015	<input checked="" type="checkbox"/>