**Report on a QI Project Eligible for MOC – ABMS Part IV and AAPA PI-CME**

**[Also Insert Project Title Here]**

**Instructions**

**Determine eligibility.** Before starting to complete this report, go to the Michigan Medicine MOC website [<http://www.med.umich.edu/moc-qi/index.html>], click on “Part IV Credit Designation,” and review sections 1 and 2. Complete and submit a “QI Project Preliminary Worksheet for Part IV Eligibility.” Staff from the Michigan Medicine Part IV MOC Program will review the worksheet with you to explain any adjustments needed to be eligible. (The approved Worksheet provides an outline to complete this report.)

**Completing the report.** The report documents completion of each phase of the QI project. (See section 3 of the website.) Final confirmation of Part IV MOC for a project occurs when the full report is submitted and approved.

An option for preliminary review (strongly recommended) is to complete a description of activities through the intervention phase and submit the partially completed report. (Complete at least items 1-20.) Staff from the Michigan Medicine Part IV MOC Program will provide a preliminary review, checking that the information is sufficiently clear, but not overly detailed. This simplifies completion and review of descriptions of remaining activities.

Questions are in bold font. Answers should be in regular font (generally immediately below or beside the questions). To check boxes, hover pointer over the box and click (usual “left” click).

For further information and to submit completed applications, contact either:

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**Report Outline**

|  |  |
| --- | --- |
| **Section** | **Items** |
| **A. Introduction** | 1-6. Current date, title, time frame, key individuals, participants, funding |
| **B. Plan** | 7-10. Patient population, general goal, IOM quality dimensions, ACGME/ABMS competencies11-13. Measures, baseline performance, specific aims14-17. Baseline data review, underlying (root) causes, interventions, who will implement |
| **C. Do** | 18. Intervention implementation date |
| **D. Check** | 19-20. Post-intervention performance |
| **E. Adjust – Replan** | 21-24. Post-intervention data review, underlying causes, adjustments, who will implement |
| **F. Redo** | 25. Adjustment implementation date |
| **G. Recheck** | 26-28. Post-adjustment performance, summary of individual performance |
| **H. Readjust plan** | 29-32. Post-adjustment data review, underlying causes, further adjustments, who will implement |
| **I. Reflections & plans** | 33-37. Barriers, lessons, best practices, spread, sustain |
| **J. Participation for MOC** | 38-40. Participation in key activities, other options, other requirements |
| **K. Sharing results** | 41. Plans for report, presentation, publication |
| **L. Organization affiliation** | 42. Part of UMHS, AAVA, other affiliation with UMHS |

**QI Project Report for Part IV MOC Eligibility**

**A. Introduction**

**1. Date** *(this version of thereport):*

**2. Title of QI effort/project** *(also insert at top of front page)***:**

**3. Time frame**

**a. MOC participation beginning date – date that health care providers seeking MOC began participating in the documented QI project** *(e.g. date of general review of baseline data, item #14c)****:***

**b. MOC participation end date – date that health care providers seeking MOC completed participating in the documented QI project** *(e.g., date of general review of post-adjustment data, item #29c)*:

**4. Key individuals**

**a. QI project leader** *[also responsible for confirming individual’s participation in the project]*

**Name**:

**Title**:

**Organizational unit**:

**Phone number**:

**Email address**:

**Mailing address**:

**b. Clinical leader who oversees project leader regarding the project** *[responsible for overseeing/”sponsoring” the project within the specific clinical setting]*

**Name**:

**Title**:

**Organizational unit**:

**Phone number**:

**Email address**:

**Mailing address**:

**5. Participants**

1. **Approximately how many health care providers (by training level for physicians) participated in this QI effort** *(whether or not for MOC)***:**

|  |  |
| --- | --- |
| **Profession** | **Number** *(fill in)* |
| Practicing Physicians |  |
| Residents/Fellows |  |
| Physicians’ Assistants |  |
| Nurses (APNP, NP, RN, LPN) |  |
| Other Licensed Allied Health (e.g., PT/OT, pharmacists, dieticians, social workers) |  |

**b. Approximately how many physicians (by specialty/subspecialty and by training level) and physicians’ assistants participated for MOC?**

|  |  |  |
| --- | --- | --- |
| **Profession** | **Specialty/Subspecialty** *(fill in)* | **Number** *(fill in)* |
| Practicing Physicians |  |  |
| Fellows |  |  |
| Residents |  |  |
| Physicians’ Assistants | *(Not applicable)* |  |

**6. How was the QI effort funded?** *(Check all that apply.)*

[ ]  Internal institutional funds (e.g., regular pay/work, specially allocated)

[ ]  Grant/gift from pharmaceutical or medical device manufacturer

[ ]  Grant/gift from other source (e.g., government, insurance company)

[ ]  Subscription payments by participants

[ ]  Other source *(describe)*:

*The Multi-Specialty Part IV MOC Program requires that QI efforts include at least two linked cycles of data-guided improvement. Some projects may have only two cycles while others may have additional cycles – particularly those involving rapid cycle improvement. The items below provide some flexibility in describing project methods and activities. If the items do not allow you to reasonably describe the steps of your specific project, please contact the UMHS Part IV MOC Program Office.*

**B. Plan**

**7. Patient population*.* What patient population does this project address** *(e.g., age, medical condition, where seen/treated)***:**

**8. General purpose.**

**a. Problem with patient care (“gap” between desired state and current state)**

(1) What should be occurring and why should it occur (benefits of doing this)?

(2) What is occurring now and why is this a concern (costs/harms)?

**b. Project goal. What general outcome regarding the problem should result from this project?** *(State general goal here. Specific aims/performance targets are addressed in #13.)*

**9. Which Institute of Medicine Quality Dimensions are addressed?** *[Check all that apply.]*

*(*[*http://www.nationalacademies.org/hmd/~/media/Files/Report%20Files/2001/Crossing-the-Quality-Chasm/Quality%20Chasm%202001%20%20report%20brief.pdf*](http://www.nationalacademies.org/hmd/~/media/Files/Report%20Files/2001/Crossing-the-Quality-Chasm/Quality%20Chasm%202001%20%20report%20brief.pdf) *)*

 [ ]  Effectiveness [ ]  Equity [ ]  Safety

 [ ]  Efficiency [ ]  Patient-Centeredness [ ]  Timeliness

**10. Which ACGME/ABMS core competencies are addressed?** *(Check all that apply.)*

(<http://www.abms.org/board-certification/a-trusted-credential/based-on-core-competencies/> )

 [ ]  Patient Care and Procedural Skills [ ]  Medical Knowledge

 [ ]  Practice-Based Learning and Improvement [ ]  Interpersonal and Communication Skills

 [ ]  Professionalism [ ]  Systems-Based Practice

**11. Describe the measure(s) of performance:** *(QI efforts must have at least one measure that is tracked across the two cycles for the three measurement periods: baseline, post-intervention, and post-adjustment. If more than two measures are tracked, copy and paste the section for a measure and describe the additional measures.)*

Measure 1

* **Name of measure** *(e.g., Percent of . . ., Mean of . . ., Frequency of . . .)***:**
* **Measure components** – *describe the:*

Denominator *(e.g., for percent, often the number of patients eligible for the measure)*:

Numerator *(e.g., for percent, often the number of those in the denominator who also meet the performance expectation)*:

* **The source of the measure is:**

[ ]  An external organization/agency, which is *(name the source)*:

[ ]  Internal to our organization and it was chosen because *(describe rationale)*:

* **This is a measure of:**

[ ]  Process – activities of delivering health care to patients

[ ]  Outcome – health state of a patient resulting from health care

Measure 2

* **Name of measure** *(e.g., Percent of . . ., Mean of . . ., Frequency of . . .)***:**
* **Measure components** – *describe the:*

Denominator *(e.g., for percent, often the number of patients eligible for the measure)*:

Numerator *(e.g., for percent, often the number of those in the denominator who also meet the performance expectation)*:

* **The source of the measure is:**

[ ]  An external organization/agency, which is *(name the source)*:

[ ]  Internal to our organization and it was chosen because *(describe rationale)*:

* **This is a measure of:**

[ ]  Process – activities of delivering health care to patients

[ ]  Outcome – health state of a patient resulting from health care

*(If more than two measures are tracked across the two cycles, copy and paste the section for a measure and describe the additional measures.)*

**12. Baseline performance**

**a. What were the beginning and end dates for the time period for baseline data on the measure(s)?**

**b. What was (were) the performance level(s) at baseline?** *Display in a data table, bar graph, or run chart (line graph). Can show baseline data only here or refer to a display of data for all time periods attached at end of report. Show baseline time period, measure names, number of observations for each measure, and performance level for each measure.*

**13. Specific performance aim(s)/objective(s)**

**a. What is the specific aim of the QI effort?** *“The Aim Statement should include: (1) a specific and measurable improvement goal, (2) a specific target population, and (3) a specific target date/time period. For example: We will [improve, increase, decrease] the [number, amount percent of [the process/outcome] from [baseline measure] to [goal measure] by [date].”*

**b. How were the performance targets determined, e.g., regional or national benchmarks?**

**14. Baseline data review and planning. Who was involved in reviewing the baseline data, identifying underlying (root) causes of problem(s) resulting in these data, and considering possible interventions (“countermeasures”) to address the causes?** *(Briefly describe the following.)*

1. **Who was involved?** *(e.g., by profession or role)*

1. **How?** *(e.g., in a meeting of clinic staff)*

1. **When?** *(e.g., date(s) when baseline data were reviewed and discussed)*

***Use the following table to outline the plan that was developed: #15 the primary causes, #16 the intervention(s) that addressed each cause, and #17 who carried out each intervention.*** *This is a simplified presentation of the logic diagram for structured problem solving explained at* [*http://ocpd.med.umich.edu/moc/process-having-part-iv-credit-designation*](http://ocpd.med.umich.edu/moc/process-having-part-iv-credit-designation) *in section 2a. As background, some summary examples of common causes and interventions to address them are:*

|  |  |
| --- | --- |
| ***Common Causes*** | ***Common Relevant Interventions*** |
| *Individuals: Are not aware of, don’t understand.* | *Education about evidence and importance of goal.* |
| *Individuals: Believe performance is OK.* | *Feedback of performance data.* |
| *Individuals: Cannot remember.* | *Checklists, reminders.* |
| *Team: Individuals vary in how work is done.* | *Develop standard work processes.*  |
| *Workload: Not enough time.* | *Reallocate roles and work, review work priorities.*  |
| *Suppliers: Problems with provided information/materials.* | *Work with suppliers to address problems there.*  |

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| --- | --- | --- |
| **15. What were the primary underlying/root causes for the problem(s) at baseline that the project can address?**  | **16. What intervention(s) addressed this cause?**  | **17. Who was involved in carrying out each intervention?** *(List the professions/roles involved.)* |
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*Note: If additional causes were identified that are to be addressed, insert additional rows.*

**C. Do**

**18. By what date was (were) the intervention(s) initiated?** *(If multiple interventions, date by when all were initiate*d.)

**D. Check**

**19. Post-intervention performance measurement. Are the population and measures the same as those for the collection of baseline data (see items 10 and 11)?**

[ ]  Yes [ ]  No – If no, describe how the population or measures differ:

**20. Post-intervention performance**

**a. What were the beginning and end dates for the time period for post-intervention data on the measure(s)?**

**b. What was (were) the overall performance level(s) post-intervention?** *Add post-intervention data to the data table, bar graph, or run chart (line graph) that displays baseline data. Can show baseline and post-intervention data incrementally here or refer to a display of data for all time periods attached at end of report. Show baseline and post-intervention time periods and measure names and for each time period and measure show number of observations and performance level.*

**c. Did the intervention(s) produce the expected improvement toward meeting the project’s specific aim (item 13.a)?**

**E. Adjust – Replan**

**21. Post-intervention data review and further planning. Who was involved in reviewing the post-intervention data, identifying underlying (root) causes of problem(s) resulting in these new data, and considering possible interventions (“countermeasures”) to address the causes?** *(Briefly describe the following.)*

1. **Who was involved?** *(e.g., by profession or role)*

[ ]  Same as #14? [ ]  Different than #14 *(describe):*

1. **How?** *(e.g., in a meeting of clinic staff)*

[ ]  Same as #14? [ ]  Different than #14 *(describe):*

1. **When?** *(e.g., date(s) when post-intervention data were reviewed and discussed)*

***Use the following table to outline the next plan that was developed: #22 the primary causes, #23 the adjustments(s)/second intervention(s) that addressed each cause, and #24 who carried out each intervention.*** *This is a simplified presentation of the logic diagram for structured problem solving explained at* [*http://ocpd.med.umich.edu/moc/process-having-part-iv-credit-designation*](http://ocpd.med.umich.edu/moc/process-having-part-iv-credit-designation) *in section 2a.*

*Note: Initial intervention(s) occasionally result in performance achieving the targeted specific aims and the review of post-intervention data identifies no further causes that are feasible or cost/effective to address. If so, the plan for the second cycle should be to continue the interventions initiated in the first cycle and check that performance level(s) are stable and sustained through the next observation period.*

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| **22. What were the primary underlying/root causes for the problem(s) following the intervention(s) that the project can address?**  | **23. What adjustments/second intervention(s) addressed this cause?**  | **24. Who was involved in carrying out each adjustment/second intervention?** *(List the professions/roles involved.)* |
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*Note: If additional causes were identified that are to be addressed, insert additional rows.*

**F. Redo**

**25. By what date was (were) the adjustment(s)/second intervention(s) initiated?** *(If multiple interventions, date by when all were initiate*d.)

**G. Recheck**

**26. Post-adjustment performance measurement. Are the population and measures the same as indicated for the collection of post-intervention data (item #21)?**

[ ]  Yes [ ]  No – If no, describe how the population or measures differ:

**27. Post-adjustment performance**

**a. What were the beginning and end dates for the time period for post-adjustment data on the measure(s)?**

**b. What was (were) the overall performance level(s) post-adjustment?** *Add post-adjustment data to the data table, bar graph, or run chart (line graph) that displays baseline and post-intervention data. Can show here or refer to a display of data for all time periods attached at end of report. Show time periods and measure names and for each time period and measure show the number of observations and performance level.*

**c. Did the adjustment(s) produce the expected improvement toward meeting the project’s specific aim (item 13.a)?**

**28. Summary of individual performance**

**a. Were data collected at the level of individual providers so that an individual’s performance on target measures could be calculated and reported?**

[ ]  Yes [ ]  No – go to item 29

**b.** **If easily possible, for each listed group of health care providers:**

* **Participants with data available:**
	+ **Indicate the number participating** *(if none, enter “0” and do not complete rest of row)*
	+ **if any are participating, are data on performance of individuals available?** *(If “No”, do not complete rest of row.)*
* **if data on performance are available, then enter the number of participants in three categories regarding reaching target rates (i.e. the specific aims for measures).**

*(If you do not have this information or it is not easily available, leave the table blank.)*

|  |  |  |
| --- | --- | --- |
| **Profession** | **Participants with Data Available** | **Number of These Participants Reaching Targets** |
| **# Participating in QI Effort (from #5.a)** | **Data on Performance of Individuals Available?** *(Enter Yes or No)* | **# Not Reaching Any Target Rate** | **# Reaching at Least One Target Rate** | **If Multiple Target Rates, # Reach-ing All Target Rates** *(If only one rate, enter NA.)* |
| Practicing Physicians |  |  |  |  |  |
| Residents/ Fellows |  |  |  |  |  |
| Physicians’ Assistants |  |  |  |  |  |
| Nurses (APNP, NP, RN, LPN) |  |  |  |  |  |
| Other Licensed Allied Health |  |  |  |  |  |

**H. Readjust**

**29. Post-adjustment data review and further planning. Who was involved in reviewing the post-adjustment data, identifying underlying (root) causes of problem(s) resulting in these new data, and considering possible interventions (“countermeasures”) to address the causes?** *(Briefly describe the following.)*

1. **Who was involved?** *(e.g., by profession or role)*

[ ]  Same as #21? [ ]  Different than #21 *(describe):*

1. **How?** *(e.g., in a meeting of clinic staff)*

[ ]  Same as #21? [ ]  Different than #21 *(describe):*

1. **When?** *(e.g., date(s) when post-adjustment data were reviewed and discussed)*

***Use the following table to outline the next plan that was developed: #30 the primary causes, #31 the adjustments(s)/second intervention(s) that addressed each cause, and #32 who would carry out each intervention.*** *This is a simplified presentation of the logic diagram for structured problem solving explained at* [*http://ocpd.med.umich.edu/moc/process-having-part-iv-credit-designation*](http://ocpd.med.umich.edu/moc/process-having-part-iv-credit-designation) *in section 2a.*

*Note: Adjustments(s) may result in performance achieving the targeted specific aims and the review of post-adjustment data identifies no further causes that are feasible or cost/effective to address. If so, the plan for a next cycle could be to continue the interventions/adjustments currently implemented and check that performance level(s) are stable and sustained through the next observation period.*

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| --- | --- | --- |
| **30. What were the primary underlying/root causes for the problem(s) following the adjustment(s) that the project can address?**  | **31. What further adjustments/ intervention(s) might address this cause?**  | **32. Who would be involved in carrying out each further adjustment/intervention?** *(List the professions/roles involved.)* |
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*Note: If additional causes were identified that are to be addressed, insert additional rows.*

**33.** Are additional PDCA cycles to occur for this specific performance effort?

[ ]  No further cycles will occur.

[ ]  Further cycles will occur, but will not be documented for MOC. *If checked,* s*ummarize plans:*

[ ]  Further cycles will occur and are to be documented for MOC. *If checked, contact the UM Part IV MOC Program to determine how the project’s additional cycles can be documented most practically.*

**I. Reflections and Future Actions**

**34. Describe any barriers to change (i.e. problems in implementing interventions listed in #16 and #23) that were encountered during this QI effort and how they were addressed.**

**35. Describe any key lessons that were learned as a result of the QI effort.**

**36. Describe any best practices that came out of the QI effort.**

**37. Describe any plans for spreading improvements, best practices, and key lessons.**

**38. Describe any plans for sustaining the changes that were made.**

**J. Minimum Participation for MOC**

**39. Participating directly in providing patient care.**

**a. Did any individuals seeking MOC participate directly in providing care to the patient population?**

[ ]  Yes [ ]  No *If “No,” go to item #39.*

**b. Did these individuals participate in the following five key activities over the two cycles of data-guided improvement?**

– Reviewing and interpreting baseline data, considering underlying causes, and planning intervention as described in item #14.

– Implementing interventions described in item #16.

– Reviewing and interpreting post-intervention data, considering underlying causes, and planning intervention as described in item #21.

– Implementing adjustments/second interventions described in item #23.

– Reviewing and interpreting post-adjustment data, considering underlying causes, and planning intervention as described in item #29.

[ ]  Yes [ ]  No *If “Yes,” individuals are eligible for MOC unless other requirements also apply and must be met – see item # 40.*

**40. Not participating directly in providing patient care.**

**a. Did any individuals seeking MOC not participate directly in providing care to the patient population?**

[ ]  Yes [ ]  No *If “No,” go to item 40.*

**b. Were the individual(s) involved in the conceptualization, design, implementation, and assessment/evaluation of the cycles of improvement?** *(E.g., a supervisor or consultant who is involved in all phases, but does not provide direct care to the patient population.)*

[ ]  Yes [ ]  No *If “Yes,” individuals are eligible for MOC unless other requirements also apply and must be met – see item # 40. If “No,” continue to #39c.*

**c. Did the individual(s) supervising residents or fellows throughout their performing the entire QI effort?**

[ ]  Yes [ ]  No *If “Yes,” individuals are eligible for MOC unless other requirements also apply and must be met – see item # 40.*

**41. Did this specific QI effort have any additional participation requirement for MOC?** *(E.g., participants required to collect data regarding their patients.)*

[ ]  Yes [ ]  No *If “Yes,” describe:*

*Individuals who want their participation documented for MOC must additionally complete an attestation form, confirming that they met/worked with others as described in this report and reflecting on the impact of the QI initiative on their practice or organizational role. Following approval of this report, the UMHS QI MOC Program will send to participants an email message with a link to the online attestation form.*

**K. Sharing Results**

**42. Are you planning to present this QI project and its results in a:**

[ ]  Yes [ ]  No Formal report to clinical leaders?

[ ]  Yes [ ]  No Presentation (verbal or poster) at a regional or national meeting?

[ ]  Yes [ ]  No Manuscript for publication?

**L. Project Organizational Role and Structure**

**43. UMHS QI/Part IV MOC oversight – indicate whether this project occurs within UMHS, AAVA, or an affiliated organization and provide the requested information.**

[ ]  **University of Michigan Health System**

**• Overseen by what UMHS Unit/Group?** *(name):*

**• Is the activity part of a larger UMHS institutional or departmental initiative?**

[ ]  No[ ]  Yes – the initiative is *(name or describe*):

[ ]  **Veterans Administration Ann Arbor Healthcare System**

**• Overseen by what AAVA Unit/Group?** *(name):*

**• Is the activity part of a larger AAVA institutional or departmental initiative?**

[ ]  No[ ]  Yes – the initiative is:

[ ]  **An organization affiliated with UMHS to improve clinical care**

**• The organization is** *(name)***:**

**• The type of affiliation with UMHS is:**

[ ]  **Accountable Care Organization** *(specify which member institution):*

[ ]  **BCBSM funded, UMHS lead state-wide Collaborative Quality Initiative** *(specify which):*

[ ]  **Other** *(specify):*