

ISP PTO Field Note

split_user_email_address

practice_site

sim_id

task_assessment_period

entity_id

assigned_entity_id

task_id

survey_id

entity_task_id

cohort

practice_facilitator_pto

General Information & Monthly Encounters

This section summarizes all encounters planned, including missed or canceled, that occurred with the practice site.

Did you have any encounters this month?

- Yes
 No

Select the encounter type(s) that occurred this month with the practice site:
(Select all that apply)

- In-Person QI Team Meeting(s)
 Remote/Virtual QI Team Meeting(s)
 Other In-Person Meeting(s)
 Web Conference Call(s) (i.e. WebEx; Zoom)
 Phone Conversation(s)
 Email Exchange(s)
 Multi-Practice/System Encounter(s)
 Other Encounter Type(s) (Specify)

Indicate why encounters were missed or canceled this month:
(Select all that apply)

- Missed Due to PTO
- Missed Due to Practice Site
- Missed Due to Practice Site & PTO
- Missed for Other Reasons (Specify)

Specify 'Other Reason(s)' encounters were missed or canceled this month: _____

Specify 'Other Encounter Type(s)': _____

Approximate total length of time spent with the practice site for all encounters this month:
(Do not include preparation time or travel time in this total)

- 15 minutes or less 30 minutes
- 1 h 1 h 30 m 2 h
- 2 h 30 m 3 h 3 h 30 m
- 4 h 4 h 30 m 5 h
- 5 h 30 m 6 h 6 h 30 m
- 7 h 7 h 30 m 8 h
- 8 h 30 m 9 h 9 h 30 m
- 10 h 10 or more hours

	1	2	3	4	5+
Indicate the number of In-Person QI Team Meetings that occurred with the practice site:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Indicate the number of Remote/Virtual QI Team Meetings that occurred with the practice site:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Indicate the number of Other In-Person Meetings that occurred with the practice site:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Indicate the number of Web Conference Calls that occurred with the practice site:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Indicate the number of Phone Conversations that occurred with the practice site:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Indicate the number of Multi-Practice/System Encounters that occurred with the practice site:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Indicate the number of Email Exchanges that occurred with the practice site:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Indicate the number of Other Encounter Types that occurred with the practice site:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Select the participants involved in all encounters
that occurred this month:
(Select all that apply)

- Practice Leadership
- Practice Clinician/Provider(s) (MD, DO, NP, PA)
- Practice Clinical Staff (RN, MA, LPN)
- Office/Support Staff (e.g. front desk, billing)
- Office/Practice Manager
- System/Multi-Site Organization Staff
- Practice Facilitator (PF)
- Clinical HIT Advisor (CHITA)
- Regional Health Connector (RHC)
- Behavioral Health Professional
- Other Participants

Milestone Activity Statuses

Please indicate if you did or did NOT work on each building block with the practice over the past month.

	Did work on this building block	Did NOT work on this building block
Building Block One: Leadership	<input type="radio"/>	<input type="radio"/>
Building Block Two: Data Drive Quality Improvement (QI)	<input type="radio"/>	<input type="radio"/>
Building Block Three: Empanelment	<input type="radio"/>	<input type="radio"/>
Building Block Four: Team-base Care	<input type="radio"/>	<input type="radio"/>
Building Block Five: Patient & Family Engagement	<input type="radio"/>	<input type="radio"/>
Building Block Six: Population Management	<input type="radio"/>	<input type="radio"/>
Building Block Seven: Continuity of Care	<input type="radio"/>	<input type="radio"/>
Building Block Eight: Access to Care	<input type="radio"/>	<input type="radio"/>
Building Block Nine: Comprehensiveness & Coordination of Care	<input type="radio"/>	<input type="radio"/>
Building Block Ten: Value-based contracting	<input type="radio"/>	<input type="radio"/>
Optional Focus: Addressing social needs of patients	<input type="radio"/>	<input type="radio"/>
Optional Focus: Substance use disorder	<input type="radio"/>	<input type="radio"/>

Describe the work completed in the last month regarding Leadership:

Describe the work completed in the last month regarding Data Driven Quality Improvement:

Describe the work completed in the last month regarding Empanelment:

Describe the work completed in the last month regarding Team-based Care:

Describe the work completed in the last month regarding Patient & Family Engagement:

Describe the work completed in the last month regarding Population Management:

Describe the work completed in the last month regarding Continuity of Care:

Describe the work completed in the last month regarding Access to Care:

Describe the work completed in the last month regarding Comprehensiveness & Coordination of Care:

Describe the work completed in the last month regarding Value-based Contracting:

Describe the work completed in the last month regarding addressing social needs of patients:

Describe the work completed in the last month regarding substance use disorder:

Do you have any specific concerns about this practice that you would like to alert the Practice Innovation Team about?

Yes No

Describe the concern or issue:

Is this practice struggling, making normal progress, or excelling?

Struggling Normal Progress
 Excelling

Struggling practices are those that often miss target dates, do not fully or consistently implement activities and strategies, or show a persistent lack of engagement or direction).

Normal progress practices will be consistently achieving their goals by the target date and implementing building blocks and activities in a consistent and meaningful way.

Excelling practices are those that exceed their required expectations and are considered best practices whose strategies and progress should be shared with others.

Describe anything else you covered or worked on with the practice during this past month:

Describe the work and topics you plan to cover with
the practice next month:

Are you really ready to submit this form?

If you are not sure, please review the form for completeness before submitting.