Webinars 3rd Thursday of the month (unless off schedule)
12:10-12:55 PM
via ReadyTalk  www.readytalk.com
Audio Dial In:  1-866-740-1260
Access Code:  9542543

Standing Due Dates:
• Collect Data:  days 1 – 25 of each month
• Data Submission into QIDA:  last day of each month, February (baseline) – August 2017
• Complete CQI Teamwork received via email from Linda Champion after the monthly webinar.  Due:  1st Tuesday of each month (see below for monthly details)
• Complete Monthly Report in Survey Monkey. Link sent to practices by Linda Champion after the monthly webinar.  Due:  1st Tuesday of each month (See below for monthly details).
• Submit photo of your practice and patient bulletin board with collaborative goals and results to Linda Champion: due in teamwork 2/9/17, 5/4/17, and 8/3/17

General Information:
• Project Manager: Linda Champion (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; 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
• ACHIA QI TeamSpace:  http://achia.org/qi-teamspace
• Monthly Practice Report Link:  https://www.surveymonkey.com/r/HFJ9375

Prework: Before the January 19, 2017 Webinar
• Review the features of the ACHIA QI TeamSpace:  http://achia.org/achia-projects/early-screening
• Establish a CQI Practice Core Team (see ACHIA QI TeamSpace “Getting Started” for details).
• Complete the Practice Readiness Assessment survey: link received via email from Linda Champion and completed online.
• Review and Sign the Practice and Provider Expectations document and email back to Linda Champion at lchampion@alaap.org.
• Schedule your CQI Coach Visit. LaCrecia Thomas, our CQI Coach will contact you for a convenient time.
• Start the CME Modules (2.5 hours) on ACHIA QI TeamSpace (complete by February 16, 2017).
• Place all collaborative dates on the core team member calendars and schedule core team meetings at least bi-weekly.
<table>
<thead>
<tr>
<th>Monthly Webinar Content</th>
<th>Teamwork Between Webinars</th>
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| **Webinar #1: Orientation Call:**  
January 19, 2017 - 12:10 PM  
- Project overview and expectations  
- Introduction to Early Screening website  
- Review Timeline and Key Driver, establish core teams and why, QIDA, Practice Assessment Survey  
- Review Early Screening Measures  
- Consider paper vs electronic screening tools: ASQ Enterprise, CHADIS | **Between Webinar 1 and Webinar 2**  
**Core Team**  
- Practice visits with CQI Coach completed  
- Review Key Driver, Project Timeline, Save Dates, Map workflow, Create Aim Statements, How to access QIDA  
- Start online education modules (2.5 hours) (completed by February 16, 2017)  
- Present collaborative to practice providers and staff  
- Establish location in staff and patient areas to display collaborative goals and results  
- Finalize tool format selection (paper vs electronic)  
**Providers**  
- Complete online education modules  
- Meet with core team to review collaborative  
- Give questions for Dr. Peralta and Dr. Schwartz to core team (or participate in webinar #2 and #7)  
**Teamwork due 2/9/2017:**  
- Email questions to Linda Champion for Dr. Peralta regarding science of screening or scoring and Dr. Schwartz regarding the medical evaluation for children with developmental delay  
- Complete assignments from CQI Coach  
- Send photo of your bulletin board with collaborative goals and patient education to Linda Champion  
**Between Webinar 1 and Database Webinar on February 2, 2017**  
**Core Team**  
- Data team member log into QIDA  
- Collect and enter part of baseline data  
- Prepare data and tool questions for phone call |
Database Webinar: For practice Data Managers who will be entering data into the Quality:
February 2, 2017 at 12:10 PM
- Introduction to Quality Improvement Data Aggregator (QIDA)
- Review of collection of baseline data
- How to print out run charts
- How to annotate monthly run charts

Webinar #2: February 16, 2017 - 12:10 PM (45 minutes) - Getting Started
- Review clinical guidelines and scoring with Dr. Peralta
- Review QIDA: open discussion on any questions from practices
- CQI Topic: Aim Statements
- Review of Practice Survey Assessment

Between Webinars 2 and 3: Core Team
- Review and Share baseline data with practice
- Annotate run charts in QIDA
- Update Patient and Practice data display
- Prepare for webinar if presenting/reviewing

Providers
- Meet with core team and review baseline data

Baseline Data in QIDA: Due 2/28/17

Teamwork Due 3/9/17:
- Complete Monthly Report in Survey Monkey
- Email Aim Statements to Linda Champion
  lchampion@alaap.org

Webinar #3: March 16, 2017 - 12:10 PM (45 minutes) - PDSAs as Change Agents
- Review of baseline data
- Introduction of Community Resources
- Practice presentation: Aim Statements
- CQI Topic: PDSA

Between Webinars 3 and 4 Core Team
- Review and share Month #1 data with practice
- Annotate Run Charts in QIDA
- Update Patient and Practice data display
- Prepare for webinar if presenting/reviewing
- Schedule meetings with Community Resource staff

Providers
- Meet with core team to review baseline data, PDSA, and offer change ideas

Data Due in QIDA: 3/31/17

Teamwork Due 4/6/17:
- Complete Monthly Report in Survey Monkey
- Email 1st PDSA to Linda Champion
  lchampion@alaap.org
Webinar #4: April 20, 2017 – 12:10 PM (45 minutes) - *Making changes to work flow and process maps*
- Self-Management Support
- Review of Intervention Data Month 1
- Practice Presentations: PDSAs
- CQI Topic: Process Mapping for Planned Care Approach

## Between Webinars 4 and 5

### Core Team
- Review and share Month #2 data with practice
- Annotate run charts in QIDA
- Continue PDSAs
- Update Patient and Practice data display
- Prepare for webinar if presenting/reviewing
- Complete meetings with Community Resource Staff
- Obtain Self-Management Support resources for practice

### Providers
- Meet with core team and review intervention data, PDSAs and offer change ideas

### Data Due in QIDA: 4/30/17

### Teamwork Due 5/4/17:
- Complete Monthly Report in Survey Monkey
- Email Process Map to Linda Champion
  lchampion@alaap.org
- Send photo of your bulletin board with collaborative goals and patient education to Linda Champion

Webinar #5: May 18, 2017 – 12:10 PM (45 minutes) - *Referral Tracking to Manage your population*
- Referral Tracking
- Review of Intervention Data Month 2
- Practice Presentations: Updated Workflow process map
- CQI Topic: Timeline Planning: how to funnel change ideas
- Review of Help Me Grow /Other Community Resources

## Between Webinars 5 and 6

### Core Team
- Review and share month #3 data with practice
- Annotate run charts in QIDA
- Continue PDSAs
- Update Patient and Practice data display
- Prepare for webinar if presenting/reviewing
- Complete meetings with Community Resource Staff

### Providers
- Meet with core team to review baseline data, PDSA, and offer change ideas

### Data Due in QIDA: 5/31/17

### Teamwork Due 6/8/17:
- Complete Monthly Report in Survey Monkey
- Email Timeline Planning to Linda Champion
  lchampion@alaap.org
Webinar #6: June 15, 2017 – 12:10 PM (45 minutes) - **Communicating data and use it as a plan for sustainability**
- Review of Intervention Data Month 3
- Practice Presentations: Change Ideas for referrals
- CQI topic: Communication Planning
- Susan Colburn: setting the stage for family/patient engagement

Between Webinars 6 and 7
**Core Team**
- Review and share month #4 data with practice
- Annotate run charts in QIDA
- Continue PDSAs
- Update Patient and Practice data display
- Prepare for webinar if presenting/reviewing
- Discuss Communication Planning
- How will you incorporate family engagement into your practice?

**Providers**
- Meet with core team and review intervention data, PDSAs and offer change ideas

**Data Due in QIDA: 6/30/17**

**Teamwork Due 7/6/17:**
- Complete Monthly Report in Survey Monkey
- Email Communication Planning to Linda Champion lchampion@alaap.org
- Complete patient/family engagement assessment survey (email to you by Linda Champion)

Webinar #7: July 20, 2017 – 12:10 PM (45 minutes) - **Sharing Protocols for Sustainably**
- Medical Evaluation of Child with Developmental Delay (Schwartz)
- Review of Intervention Data Month 4
- Practice Presentation: What is your communication plan to ensure reliable use of screens in your practice?
- Results of your family/patient assessment
- CQI topic: Reliability Testing: use of protocols

Between Webinars 7 and 8
**Core Team**
- Review and share month #5 data with practice
- Annotate run charts in QIDA
- Continue PDSAs
- Update Patient and Practice data display
- Prepare for webinar if presenting/reviewing
- Discuss Reliability/Use protocols for sustainability

**Providers**
- Meet with core team and review intervention data, PDSAs and offer change ideas

**Data Due in QIDA: 7/31/17**

**Teamwork Due 8/3/17:**
- Complete Monthly Report in Survey Monkey
- Email Use of Protocols to Linda Champion lchampion@alaap.org
- Send photo of your bulletin board with collaborative goals and patient education to Linda Champion
## Webinar #8 August 17, 2017 – 12:10 PM (45 minutes) - **Sustainability: planning for the future**
- Review of Intervention Data Month 5
- Practice Presentations: Change ideas and reliability
- CQI Topic: Using a Playbook for reliability of change ideas

## Between Webinars 8 and 9
### Core Team
- Review and share month #6 data with practice
- Annotate run charts in QIDA
- Continue PDSAs
- Update Patient and Practice data display
- Prepare for webinar if presenting/reviewing
- Discuss creation of your practice Playbook for reliability of change ideas

### Providers
- Meet with core team and review intervention data, PDSAs and offer change ideas

### Data Due in QIDA: 8/31/17

### Teamwork Due 9/7/17:
- Complete Monthly Report in Survey Monkey
- Email Practice Playbook to Linda Champion
  [lchampion@alaap.org](mailto:lchampion@alaap.org)

## Webinar #9 September 21, 2017 - 12:10 PM (45 min) - **Recap of the project, Attestations, Practice Plan for Sustainability**
- Review of Intervention Data Month 6
- Practice Presentations: Present your Playbook
- CQI Topic: Planning for the future

## Project Close Assignments
### Core Team
- Distribute and collect signed attestations
- Discuss how you will sustain your gains
- Update Parent and Patient data display

### Providers
- Complete MOC attestation

### Post Project Assessment Qualitative Survey
**Due: 10/1/17**
- Completed by Physician Lead in Survey Monkey (online link sent by Linda Champion)

### Attestations Due: 10/15/17
- Email or scan to Linda Champion (details in final emails)