Cost/Quality Transparency Empowerment Program
Getting Started: Mini-Grantee Activities

Step	Activity	Completed √
1	Complete and submit (provided by NYSAFP): • Memorandum of Agreement • W-9 Tax Form • Initial Payment Check Request	
2	Complete & return Cost/Quality Transparency Empowerment Program baseline data survey (provided by NYSAFP)	
3	Determine how to implement CoCQ conversations into your clinical workflow (see tool kit)	
4	Determine financial screening question(s) to be used during patient check-in/encounters (see tool kit)	
5	Train/educate staff on how to implement CoCQ conversations (see tool kit)	
6	Identify target patient population	
7	Determine start date & implement CoCQ conversations into clinical workflow	
8	Utilize tool kit/resources/web-based resource referrals	
9	Project implementation, document/track: • Utilization of financial screening question(s) (see tool kit) • CoCQ conversation occurrences • Providing patients with link to patient satisfaction survey (provided by NYSAFP) • Providing patient with handouts, web resources etc. (see tool kit) • Providing patients with link to patient satisfaction survey (provided by NYSAFP)	
10	Check-in with staff to determine implementation effectiveness, challenges, successes	
11	Ongoing, periodic check-ins with NYSAFP for support	
12	Participate in periodic mini-grant project meetings/check-ins/training opportunities	
13	Complete and submit (provided by NYSAFP): • Project Interim Report including data collection tool (at midpoint of project) • Project Final Report including data collection tool (at end of project) • Final payment Check Request (at end of project)	

Cost/Quality Transparency Empowerment Program
Getting Started: Anticipated Program Timeline

Project Element(s)	Required Components (responsible party)	Timeline	Evaluation Measures
Education & Engagement (why cost &/or quality conversations are important; and educating patients to talk about costs &/or quality)	Train/educate staff on how to implement CoCQ conversations **(MINI-GRANTEE/NYSAFP)**	Month 1	Track/ report # of staff trained
Training (how to use the tools in the clinical context)	Document targeted population **(MINI-GRANTEE)**	Month 1	Report target population including: • Demographics • # expected to be reached
Tools & Resources (developing tool to support these conversations)	Creation of Resource toolkit **(NYSAFP)**	Month 1	Receive Resource Toolkit
	Creation of web-based resources including: • pre-post data collection survey • patient satisfaction survey **(NYSAFP)**	Month 1	Receive link to Resource Webpage
Clinical Workflow (making the conversation easy to occur, embed tools in the clinical workflow, use triggers to initiate conversations, share patient education materials)	Implement CoCQ conversations in Clinical Workflow **(MINI-GRANTEE)**	Month 1-3 (rollout then ongoing)	Track CoCQ conversations/ interactions (via EHR, encounter form, other determined tracking tool)

Cost/Quality Transparency Empowerment Program
Getting Started: Anticipated Program Timeline (cont.)

Project Element(s)	Required Components (responsible party)	Timeline	Evaluation Measures
Clinical Workflow (cont.)	Utilize tool kit/resources/web-based resource referrals *(MINI-GRANTEE)*	Ongoing	Track # of resources used by physicians & practice staff Track # of resources shared with patients Track # of visits to web-based resource link (NYSAFP will track)
	Support for challenges encountered *(NYSAFP)*	Ongoing	Document challenges/barriers and solutions offered
Measurement (ensure focus on patient outcomes - both qualitative & quantitative)	Feedback/check-ins with staff *(MINI-GRANTEE)*	Ongoing	Document implemented protocols and any pertinent feedback gathered
	Feedback/check-ins with patients *(MINI-GRANTEE)*	Ongoing	Document feedback using NYSAFP web-based pre-post data collection survey
	Web-based patient satisfaction survey *(NYSAFP)*	Month 1 (survey launch) & Ongoing (sharing feedback)	Share patient survey feedback with Mini-Grantee
	Creation of data collection tools *(NYSAFP)*	Month 1	Provide tools to Mini-Grantee
	Utilization of data collection tools *(MINI-GRANTEE)*	Ongoing	Data collected to be shared in Interim reports and final report

Cost/Quality Transparency Empowerment Program
Getting Started: Anticipated Program Timeline (cont.)

Project Element(s)	Required Components (responsible party)	Timeline	Evaluation Measures
Measurement (cont.)	Provide project evaluation data **(MINI-GRANTEE)**	Project Midpoint & End of Project	Completion and submission (to NYSAFP) of interim reports and final report
Periodic contact with NYSAFP re: challenges, focus groups, webinars, share successes	Coordinate and provide training opportunities {i.e. tools/resource training, best practices, webinars etc.} **(NYSAFP)**	Ongoing	Coordinate with Mini-Grantee any and all upcoming training opportunities
	Participation in training opportunities - ie: webinars, focus groups, other. **(MINI-GRANTEE)**	Ongoing	Report participation in trainings, webinars, other opportunities
	Share project insights, best practices and lessons learned **(MINI-GRANTEE)**	Ongoing	Shared in interim and final reports and during ongoing communication with NYSAFP
	Communicate with NYSAFP when challenges/barriers are encountered **(MINI-GRANTEE)**	Ongoing	Continued communication &/or periodic check-ins with NYSAFP
	Provide ongoing support to implement project workplan **(NYSAFP)**	Ongoing	Continued communication &/or periodic check-ins with Mini-Grantee
Project Budget	Creation of Mini-Grant budget documentation tool **(NYSAFP)**	Month 1	Provide tool to Mini-Grantee
	Utilization & submission of budget document tool **(MINI-GRANTEE)**	Ongoing	Submit completed budget documentation tools within pre-determined time frame