

ACO Quality and Equity Incentive Program (AQEIP)

ACO Equity-Focused Performance Improvement Projects (PIPs) Key Personnel and Institutional Resources Form

Effective June 5, 2023

Legal Name of ACO: _____

Guidance:

To begin planning for acute hospital and ACO-partnered Equity-Focused Performance Improvement Projects (PIPs), to be conducted to meet performance expectations of the “Equity Improvement” sub-domain of the ACO Quality and Equity Incentive Program, the Commonwealth of Massachusetts Executive Office of Health and Human Services (EOHHS) requests submission of ACO personnel and resources for planning and implementing PIPs. **(Due July 21, 2023)**

Key Personnel: List key ACO personnel for PIPs

PIP Role	Definition of Role	First and Last Name	Title	Phone Number	Email	Attestation Signature
Executive Sponsor	Executive Leader(s) sponsoring oversight and organizational support for PIPs					
Clinical Lead	Clinician(s) serving as clinical advisors for PIPs					
Project Manager	Person(s) in charge of managing PIP operations, staff management, and communication with EOHHS and acute hospitals					

Other Supporting Personnel:

Other personnel reporting to Key Personnel with frequent involvement in PIPs. Personnel could include team members who will coordinate PIP logistics, either clinical or for measurement, analysis, and reporting.

First and Last Name	Title	PIP Roles	Key Personnel Reporting to	Phone Number	Email

(Please add additional rows as needed)

Resources

In no more than 500 words, please describe key ACO resources that will be leveraged for PIP planning, implementation, and reporting. This description should include as appropriate:

- Data analytics and reporting groups
- Clinical, population health, and health equity-related:
 - Personnel
 - Project management resources
 - Training and education resources
- ACO leadership with buy in to equity-focused programs and interventions

Rubric (For Reviewer Purposes Only):

Domain	Criteria	Reviewer Comments	Determination (Options: Met, Partially Met, Did Not Meet) * *Partially or Did Not Meet Require Resubmission
Key Personnel	ACO lists, at minimum, an Executive Sponsor, Clinical Lead, and Project Manager for PIPs and completes all boxes in key personnel matrix		
Other Supporting Personnel	ACO lists personnel who will have frequent involvement in PIPs; the roles these personnel will serve in PIPs is noted (roles could include on the ground implementation, measurement, reporting or analysis) as well as the Key Personnel they will report to. All this information is present and clearly defined in matrix. Other boxes in the matrix are also completed		
Resources	In no more than 500 words, ACOs describe resources that will be leveraged for PIP planning, implementation, and reporting. As appropriate, data and analytics reporting groups; clinical,		

Domain	Criteria	Reviewer Comments	Determination (Options: Met, Partially Met, Did Not Meet) * *Partially or Did Not Meet Require Resubmission
	population health, and health equity resources; and ACO leadership buy-in are described		