# 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, population health, and health equity resources; and ACO leadership buy-in are described |  |  |