

Commonwealth of Massachusetts

Executive Office of Health and Human Services

Hospital Quality and Equity Initiative

Equity Improvement Performance Improvement Projects

Key Personnel and Institutional Resources

Name of Acute Hospital: _____

Guidance

To begin planning for Acute Hospital and ACO-partnered Performance Improvement Projects (PIPs), the Commonwealth of Massachusetts Executive Office of Health and Human Services (EOHHS) requests submission of acute hospital personnel and resources for planning and implementing PIPs.

Key Personnel: List key hospital personnel for PIPs

PIP Role	Definition of Role	First and Last Name	Title	Phone Number	Email	Attestation Signature
Executive Sponsor	Executive Leader(s) in charge of 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 ACOs					

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 hospital 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
- Hospital 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	Hospital lists, at minimum, an Executive Sponsor, Clinical Lead, and Project Manager for PIPs and completes all boxes in key personnel matrix		
Other Supporting Personnel	Hospital 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, hospitals 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 hospital leadership buy-in are described		