# 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 |  |  |