***Transformation Plan Instructions***

Develop a Transformation Plan that describes how your organization will prepare and transform its community to maximize the potential of its investments in health IT in order to achieve identified outcomes. Use this template to document your answers.

1. **Anticipated Outcomes**
	1. In table 1 describe the operational and/or clinical outcomes being targeted. Provide a description of the use case(s) and the goal of the use case, briefly describe the measure, list the baseline measurement, and then list your anticipated target measurement. Include at least one outcome measure per use case.

**Table 1**

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| **1. Use Case Description** | **2. Goal of Use Case (Describe positive impacts on A. patients, B. clinical staff, C. organizational administration.)** | **3. Description of Anticipated Outcome Measure** | **4. Baseline Measurement[[1]](#footnote-1)**  | **5. Target Measurement[[2]](#footnote-2)** |
| **Example:** Discharge summaries sent from Hospital to Collaborating Skilled Nursing Facility (SNF) | **Patient and Clinical Staff:** Clinical staff at SNF will have access to patient’s health information including discharge diagnosis, discharge medications, plan of care and lab results which improve care provided to patient and reduce duplicative efforts. **Organizational Administration:** This enhanced level of care will reduce the likelihood of a hospital readmission which benefits the hospital and SNF. | Reduce the % of 30-day readmissions from collaborating SNF back to Hospital | 18% | 13% |
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b. Grantees should be prepared to track their identified measures monthly once connections have been established by the primary grantee and its collaborators so that clinical data can be shared among all participating organizations. Once production data is exchanged, the primary grantee and collaborators should begin collecting and reporting on the identified measures in Table 1. In two to three paragraphs, please describe how your organization and your collaborating organizations will work together to collect data to identify monthly outcome measures.

1. Describe how your organization’s planned advancements in the use of health IT will support achieving the identified operational and/or clinical outcomes under this grant, including how these outcomes align with the overall strategic goals of your organization.
2. **Current State Analysis (for systems involved in this specific grant project)**
	1. List the health IT products currently in use on the attached spreadsheet- ‘Current Health IT State’ tab (even if no changes have been made since submitting the full application).
	2. Provide a diagram depicting health information and supporting technologies, and the current state of internal integration of these systems. Include any interfaces to external systems or organizations. (See attached examples for reference).
	3. Provide a description (short narrative) of the relevant health IT environment and the current state of connectedness, integration and interoperability for your organization and all collaborating organizations.
3. **Future State Analysis (for systems involved in this specific grant project)**
	1. List all health IT products *anticipated* to be in use **for this project**, including legacy systems, those being implemented, committed to or planned by completion of Grant Milestone 2 on the attached spreadsheet- ‘Future Health IT State’.
	2. Provide a diagram of anticipated inter-organizational information pathways (technical connections) to be improved or built. (See attached examples for reference).
	3. Provide a description (short narrative) of the desired future interoperable health IT state of the grantee and collaborator organizations at the end of the grant.
4. **Grant Approach (Project Plan and Workflow)**
	1. Discuss anticipated workflows impacted during the primary organization’s transition to the future state and use case implementation, and how these changed workflows will facilitate progress towards the desired future state. Provide the same workflow analysis for each collaborating organization. Include information about how care transitions and cross-setting care management efforts will be strengthened by Health IT solutions.
	2. Include a project plan including tasks with planned start and completion dates as an attachment to this document (MS Project, Excel or other format).

c. Provide detail on how your organization and your collaborators will promote the new capabilities and encourage organizational adoption of workflows and change management. Include one contact for each organization that will be responsible for leading this charge.

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| **Collaborating Organization** | **Contact Name** | **Title** | **E-mail Address** | **Phone Number** |
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e. Provide anticipated dates for achieving each milestone in Table 2.

 **Table 2**

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| **Milestone** | **Anticipated Completion Date** |
| M1- Development and Testing |  |
| M2- Care Coordination Prototypes |  |
| M3- Strengthening Workflows |  |
| M4- Volume Targets |  |

1. **Provide an updated detailed cost budget. Use the excel budget form provided.**

1. **Complete the MeHI** [**HIE Use Case**](http://mehi.masstech.org/sites/mehi/files/documents/Use_Cases/Tools/MassHIway_UseCaseDevelopment%20Form_07072014.pdf)[**Development Form**](http://mehi.masstech.org/sites/mehi/files/documents/Use_Cases/Tools/MassHIway_UseCaseDevelopment%20Form_07072014.pdf)**(s).** **Grantees shall complete at least one form for each distinct clinical or business scenario/use case supported by this grant.** In addition, grantees will forecast transaction volume targets for each use case and with each trading partner (Table 3). These targets will become the targets to which the grantee must meet in order to earn their Milestone 4 volume target payment.
2. **Transaction Volume Targets**

**Table 3**

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| **Use Case (use same use case included in Table 1)** | **Trading Partners Involved** | **Baseline Transaction Volume:****Total number of transactions** sent or received between trading partners for the last three months (Include both paper-based and electronic transactions)Include data for the last three full months for which this data can be collected. | **Transaction Volume Targets:** **Percentage of total transactions** that will be sent and received between trading partners using proposed technical infrastructurein the final 3 months of the grant (11/1/17-1/31/18) |
| **Example:** Discharge summaries sent from Hospital to Collaborating Skilled Nursing Facility (SNF) | Hospital Z and Skilled Nursing Facility A | 40 | 75% |
| Hospital Z and Skilled Nursing Facility B | 20 | 75% |
| Hospital Z and Skilled Nursing Facility C | 70 | 75% |
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**8. Sustainability of Project**

a. Provide a brief overview on how your organization plans to sustain this project after grant funding ends.  Include information about how care coordination among all collaborators will be maintained (or expanded) and how ongoing costs will be funded.

**This Transformation Plan must be approved by MeHI prior to grantee receiving initial disbursement of 10% of the estimated full grant award up to a maximum of $25,000.**

1. Measure at time the Transformation Plan is completed [↑](#footnote-ref-1)
2. Target to be achieved by January 2018 [↑](#footnote-ref-2)