

Colorado Hospital Transformation Program:

Implementation Plan and Survey Training

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Department of Health Care Policy & Financing



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Program and Implementation Plan Timeline



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HTP Timeline



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Application Process

- All hospitals submitted **On Time** Applications
- All Applications have been scored and **recommended for Approval**
 - All Applications have been reviewed by Application Review and Oversight Committee (AROC), with no disagreements with major concerns
 - Final Approval letters including AROC feedback will be sent out in August
- All **final Applications** will be made available to the public upon request



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Implementation Plan Submission and Review

- **September 1** - Hospital-specific Survey link made accessible to Implementation Plan Tab on CPAS
- **September 1** - First day Implementation Plans may be submitted
- **September 1 - September 30** - Implementation Plan Submission Period
- **September 30** - Implementation Plan submission deadline
- **20 business days** - Review Period: Twenty business day Department review period
- **10 business days** - Revise and resubmit period: Ten business day period within which any plan requiring additional revisions and / or supporting details should be completed by hospital
- **10 business days** - Final Review Period: Ten business day scoring period for revised and resubmitted Implementation Plans
- **November 30** - Expected final Implementation Plans approved



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Implementation Plan and Review Criteria - Refresher



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Implementation Plan

Hospitals must submit an Implementation Plan that **addresses *each* intervention** approved for participation in the HTP.

The Implementation Plan (IP) is broken into **three sections**:

- I. Background, Instructions and Timeline (informational only)
- II. Organizational Approach to Implementation
 - Includes contact, governance structure
- III. Approach to Intervention Implementation
 - Intervention-specific
 - Includes key roles, target population, functions and resources, challenges and risks
 - Establishes intervention milestones



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Submission of Proposed Milestones

- Milestones are **discrete tasks** that, when completed, have an **easily identifiable, quantifiable, and definable goal** that has been reached or action that has been completed.
- Hospitals must propose one milestone in Quarters 2 and 4 (Q2 and Q4) for each Program Year (PY) starting with PY2Q2 (January - March 2023).
- The Implementation Plan submission tool will guide hospitals through the process of establishing milestones for each intervention for the duration of the HTP.
- Supporting documentation is required to substantiate milestone completion.



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Milestone Functional Areas

Planning and Implementation milestones are assigned to functional areas:

- **People**: Activities related to workforce development, including training new or existing staff members, redeploying staff members into materially new roles or identifying key project personnel.
- **Process**: Activities related to a material shift in how clinical processes will be completed as a result of the proposed intervention.
- **Technology**: These milestones apply to the updating, acquisition or repurposing of underlying electronic health data storage, use or exchange either within or across the HTP participant's primary service units or with the state's health information exchange.
- **Patient Engagement / Target Population**: Includes the identification and enrollment of patients that fall within target populations. Patient Engagement milestones must include quantifiable impact milestones to reach full engagement of the target population.

Milestone Phases

Planning and Implementation Phase:

- These milestones document the process through which all necessary preliminary activities (e.g. preparation, gap assessments) are completed.
- The final set of this phase's milestones focuses on implementation activities resulting in the intervention's inception.

Continuous Improvement Phase:

- Second phase of milestones focuses on incorporating continuous quality improvement practices into ongoing intervention operation.
- To include documented progress toward deploying quality improvement teams, cycle completions for quality improvement exercises, or the development and use of quality improvement forums, technical assistance programs or other quality improvement capacity development.



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Impact Milestones

- The final milestone for each intervention’s “Planning and Implementation” phase
- Demonstrates intervention has been fully implemented
- Addresses all functional areas
- For functional areas of the impact milestone that are fully implemented prior to the impact milestone, the impact milestone will demonstrate the ongoing operation or maintenance of the functional area since implementation in an earlier quarter.



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Milestones for New Interventions

Phase	Q	PY2 (Oct. 2022 - Sept. 2023)	PY3 (Oct. 2023 - Sept. 2024)	PY4 (Oct. 2024 - Sept. 2025)	PY5 (Oct. 2025 - Sept. 2026)
Planning and Implementation Phase Milestones	Q2	Impact Milestone: Y/N; Milestone Functional Area(s) and Description	Impact Milestone: Y/N; Milestone Functional Area(s) and Description	N/A	N/A
	Q4	Impact Milestone: Y/N; Milestone Functional Area(s) and Description	Impact Milestone: Y/N; Milestone Functional Areas and Description	N/A	N/A
Continuous Improvement Phase Milestones	Q2	N/A	N/A	Milestone Description	Milestone Description
	Q4	N/A	N/A	Milestone Description	Milestone Description

The final “Planning and Implementation” milestone (impact milestone) must be completed by PY3Q4.



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Milestones for Existing Interventions

Phase	Q	PY2 (Oct. 2022 - Sept. 2023)	PY3 (Oct. 2023 - Sept. 2024)	PY4 (Oct. 2024 - Sept. 2025)	PY5 (Oct. 2025 - Sept. 2026)
Planning and Implementation Phase Milestones	Q2	Impact Milestone: Y/N; Milestone Functional Area(s) and Description	Impact Milestone: Y/N; Milestone Functional Area(s) and Description	N/A	N/A
	Q4	Impact Milestone: Y/N; Milestone Functional Area(s) and Description	N/A	N/A	N/A
Continuous Improvement Phase Milestones	Q2	N/A	N/A	Milestone Description	Milestone Description
	Q4	N/A	Milestone Description	Milestone Description	Milestone Description

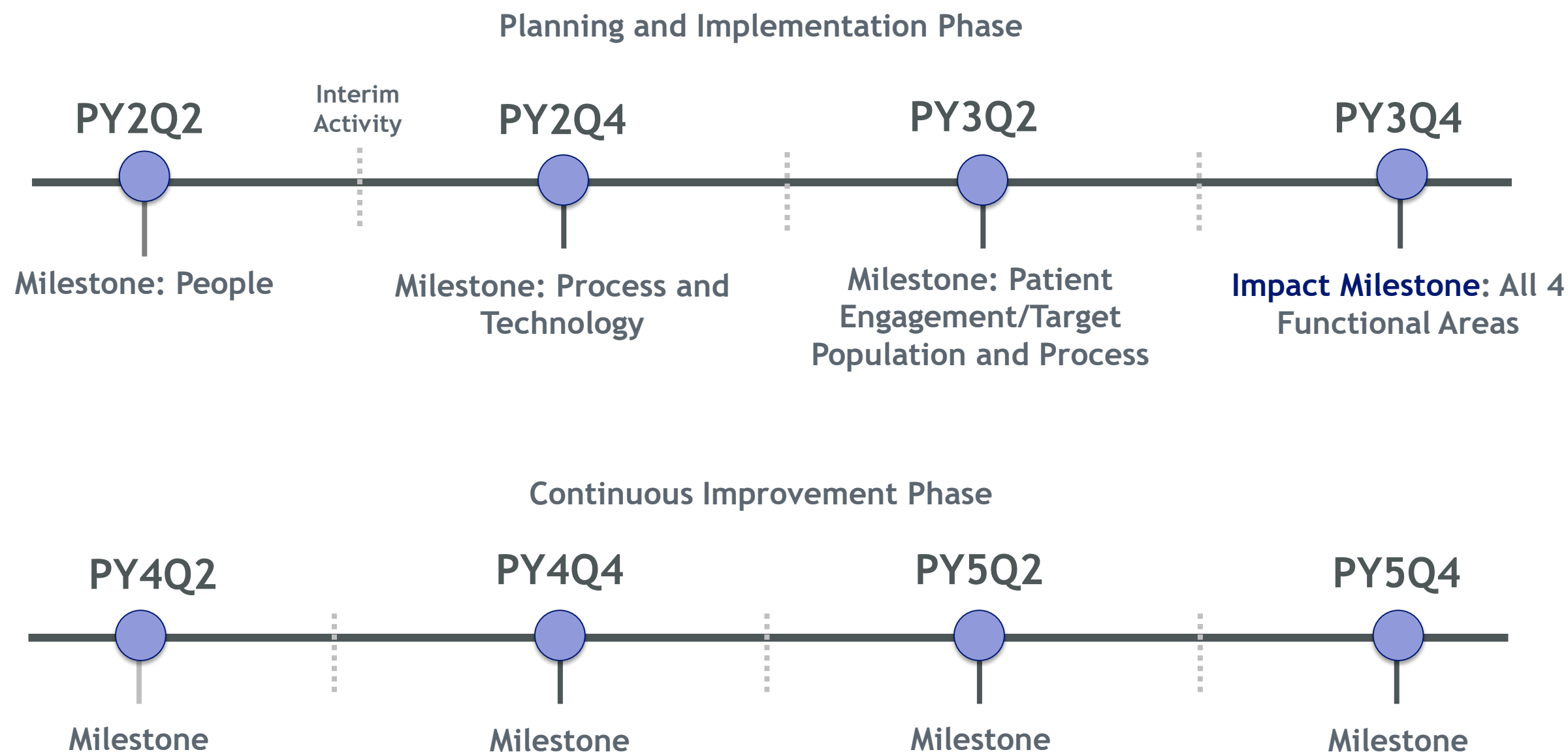
The final “Planning and Implementation” milestone (impact milestone) must be completed by PY3Q2.



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Milestone Timeline Example



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Questions



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CPAS Log In and Introduction to the Survey Tool



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Colorado CPAS: Log-In



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Colorado
CPAS
Collaboration, Performance and Analytics System

LOG IN

FORGOT PASSWORD

HOME

EXTERNAL LINKS

CALENDARS



Welcome to Colorado CPAS (Collaboration, Performance, and Analytics System), a web-based portal that supports Colorado's Hospital Transformation Program (HTP). This portal is used as a means of document submission and information exchange between Myers and Stauffer, LC and participating HTP hospitals. The portal will house materials for hospital applications, implementation plans, and quarterly reporting. The portal will be integrated with the Data Collection Tool to collect performance measure data. Access the HCPF Colorado Hospital Transformation Program webpage for additional information via the External Links tab. Hospitals may submit questions at cohtp@state.co.us.



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Colorado CPAS: Enter Username and Password



[LOG IN](#) [FORGOT PASSWORD](#)

[HOME](#) [EXTERNAL LINKS](#) [CALENDARS](#)

Username *


Enter your Colorado CPAS Portal username.

Password *

Enter the password that accompanies your username.

CAPTCHA

This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.

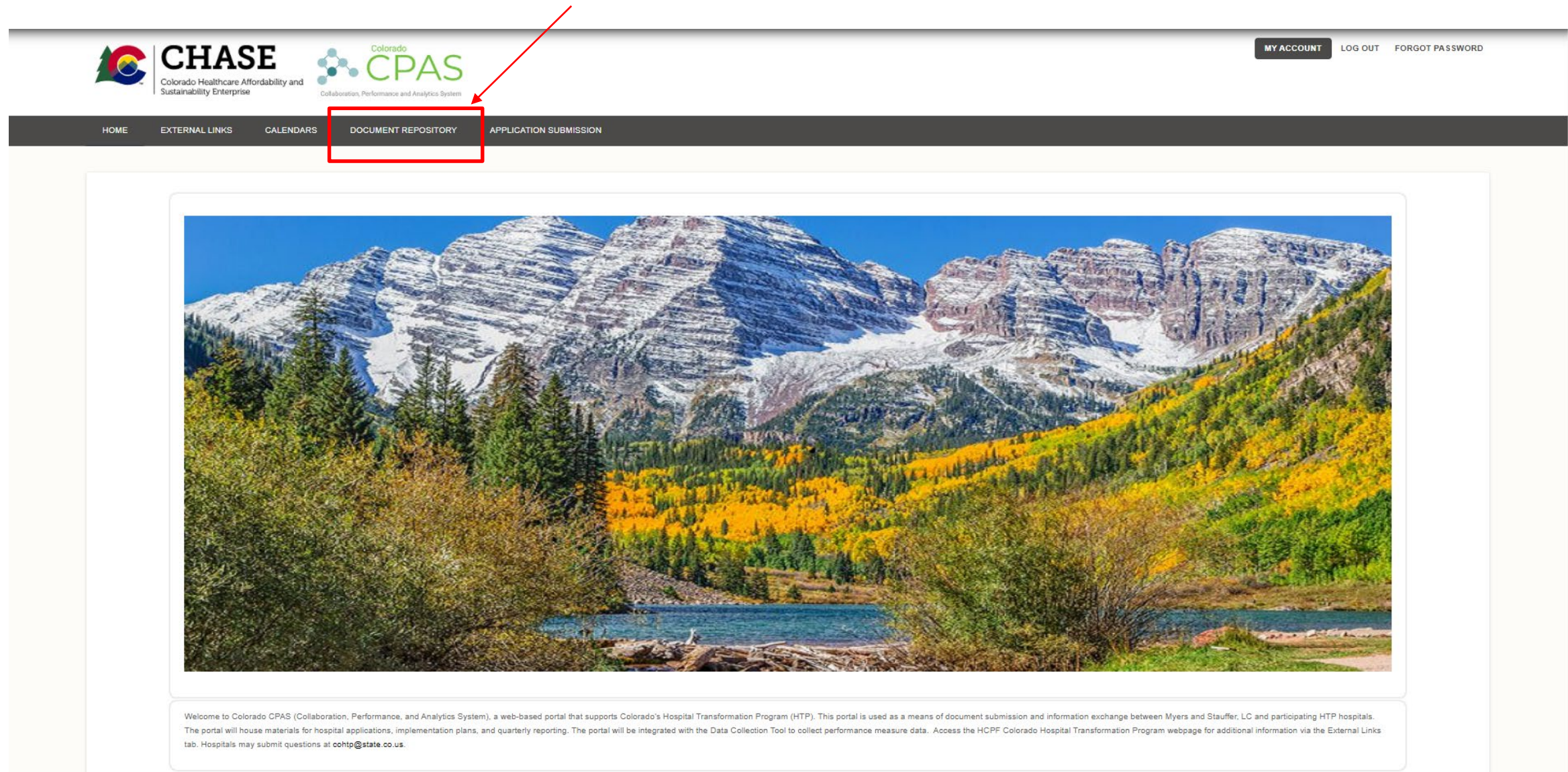


What code is in the image? *

Enter the characters shown in the image.

Log in

Colorado CPAS: Select Document Repository




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Colorado CPAS
Collaboration, Performance and Analytics System

MY ACCOUNT LOG OUT FORGOT PASSWORD

HOME EXTERNAL LINKS CALENDARS **DOCUMENT REPOSITORY** APPLICATION SUBMISSION



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Colorado CPAS: Select Implementation Plan Submission

Home » CO Test Provider Repository » CO Test Provider Repository

CO Test Provider Repository

View Edit Manage display Grant

• Clone

<input type="checkbox"/>	Display name	created	modified	Description
<input type="checkbox"/>	Application Submission	Thu, 02/18/2021 - 4:36pm	Mon, 03/29/2021 - 2:17pm	
<input type="checkbox"/>	Implementation Plan Submission updated	Thu, 06/17/2021 - 1:50pm	Tue, 07/27/2021 - 10:58am	Implementation Plan Submission

actions choose an action

Process

File Upload

2 folders

Create a folder


Edit Metadatas




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Colorado CPAS: Select the PDF with unique survey link

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Colorado
CPAS
Collaboration, Performance and Analytics System

MY ACCOUNTLOG OUTFORGOT PASSWORD

HOMEEXTERNAL LINKSCALENDARSDOCUMENT REPOSITORYAPPLICATION SUBMISSION

Home » CO Test Provider Repository » Implementation Plan Submission » CO Test Provider Repository

CO Test Provider Repository

ViewEditManage displayGrant

Clone

actionschoose an action▼Process

File Upload

1 folder - 2 files - 82.71 KB

Create a folder

Edit Metadatas

Colorado CPAS: Copy the URL or click the unique survey link to access the survey tool



DEDICATED TO GOVERNMENT HEALTH PROGRAMS

Good afternoon Hospital E,

As a part of the Hospital Transformation Program (HTP), your hospital must submit an Implementation Plan detailing the strategies and steps that will be taken to implement each intervention outlined in your hospital application.

Implementation Plans must be submitted during the Implementation Submission Period between September 1, 2021 through September 30, 2021. The entirety of the Implementation Plan submission tool must be completed and submitted by 11:59 pm on September 30, 2021.

Follow the link below to the Survey. Or you may copy and paste the URL below into your internet browser:

https://mslc.qualtrics.com/jfe/form/SV_8jmqrncwoWegV02?Q_CHL=gl&Q_DL=QqVIP66sJRdBp7c_8jmqrncwoWegV02_CGC_HiMzmCGvIm5MF73

The Department is committed to setting all hospitals up for success and we encourage you to reach out if any assistance is needed.

- If you need technical assistance regarding the submission process, accessing the survey link, or with CPAS contact us at: cohtp@mslc.com.
- If you have questions regarding or need assistance with program related information, please submit your question to the Department at: hcpf_cohtp@co.state.us.

Thank You,

Myers and Stauffer

Colorado Hospital Transformation Program

www.myersandstauffer.com



Survey Tool Preview: Begin filling out Implementation Plan details in Survey Tool




Table of Contents

- Intro**
- Intervention Overview
- Intervention 1
- Intervention 2
- Milestone Intro
- Milestones 1
- Milestones 2
- Survey End



Welcome to the HTP Implementation Plan and Milestone Reporting Collection Tool.

I. Background, Instructions and Timeline

A. Implementation Plan

Hospitals that have been accepted into the Hospital Transformation Program (HTP) must submit an Implementation Plan detailing the strategies and steps they intend to take in implementing each of the intervention(s) outlined in their applications impacting the six program priority areas: (a) Care Coordination and Care Transitions; (b) Complex Care Management for Target Populations; (c) Behavioral Health and Substance Use Disorder Coordination; (d) Maternal Health, Perinatal Care and Improved Birth Outcomes; (e) Social Determinants of Health; and (f) Total Cost of Care.

Within those priorities, hospitals are expected to implement interventions that address quality



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Survey Tool Preview: Navigating the Table of Contents

The table of contents length will be customized for each individual hospital survey, depending on number of interventions per hospital

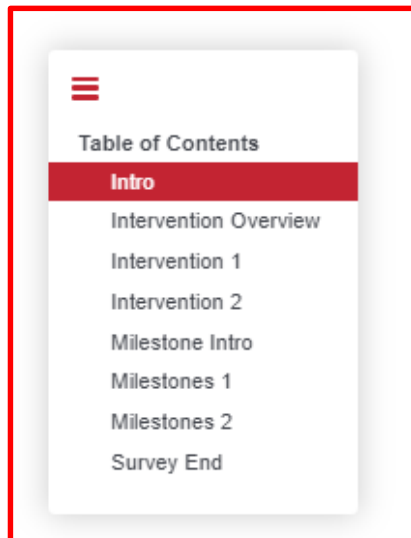
A screenshot of a mobile application's Table of Contents menu. The menu is displayed as a list of items, with 'Intro' highlighted in red. The items listed are: Intro, Intervention Overview, Intervention 1, Intervention 2, Milestone Intro, Milestones 1, Milestones 2, and Survey End. A red box highlights the entire menu, and a red arrow points from the explanatory text to the top of the menu.

Table of Contents
Intro
Intervention Overview
Intervention 1
Intervention 2
Milestone Intro
Milestones 1
Milestones 2
Survey End



Welcome to the HTP Implementation Plan and Milestone Reporting Collection Tool.

I. Background, Instructions and Timeline

A. Implementation Plan

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Survey Tool Preview: Table of Contents main landing page

Table of Contents

67% Intro

Intervention Overview

Intervention 1

Intervention 2

Milestone Intro

Milestones 1

Milestones 2

Survey End

To view percent complete as one navigates throughout the survey



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Preview of the Survey Tool: Overview of Intervention



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Survey Tool Preview: Overview of Intervention

- Table of Contents
- 67% Intro
- ✓ Intervention Overview
- Intervention 1**
- Intervention 2
- Milestone Intro
- Milestones 1
- Milestones 2
- Survey End



The chart will be customized for each individual hospital survey. You may confirm if the information is correct.

Overview of Interventions - Intervention 1

Reporting Hospital	Hospital E
Intervention	Test: Screening for adolescents
Measure	SW-BH2 - Pediatric screening for depression in inpatient and emergency department (ED) including suicide risk SP-PH1 Conversion of freestanding ED to address community needs

The next section deals with information on one of the hospital's proposed interventions.

III.A.4. Is this an existing intervention (an intervention that the hospital has previously planned and is currently implementing or executing)?

Yes

No



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Survey Tool Preview: Principle administrative roles chart

III.A.5. The below chart is for principal internal and external administrative roles for this intervention. If there are more than five individuals working on this intervention, please list the five individuals with the greatest leadership roles or most time dedicated to this intervention.

	Name of Individual	Intervention-Specific Role	Will This Individual Lead Implementation of the Intervention? (Y/N)	Name of Organization	Key Deliverables/ Responsibilities
Individual #1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Individual #2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Individual #3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Individual #4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Individual #5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Survey Tool Preview: Information input for each intervention

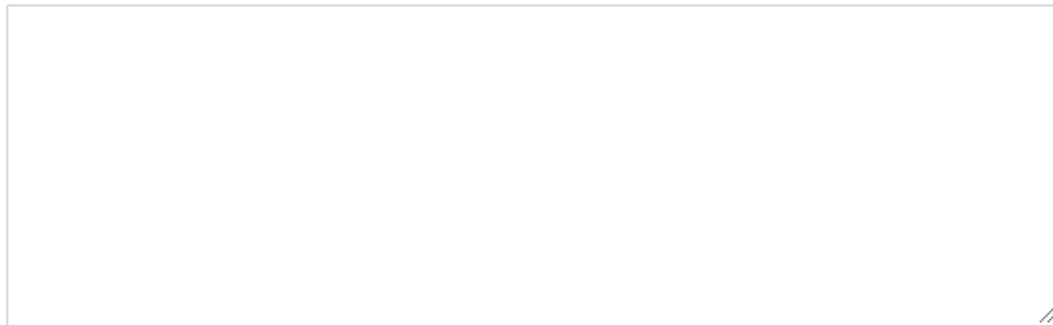
Overview of Interventions

Reporting Hospital:

Intervention: Test: Screening for adolescents

III.A.6.a. Briefly describe the intervention's target population for the intervention. This should align with the hospital's approved HTP Application.

Please respond in no more than two sentences.

A large rectangular text input box with a thin gray border and a small double-slash icon in the bottom right corner.

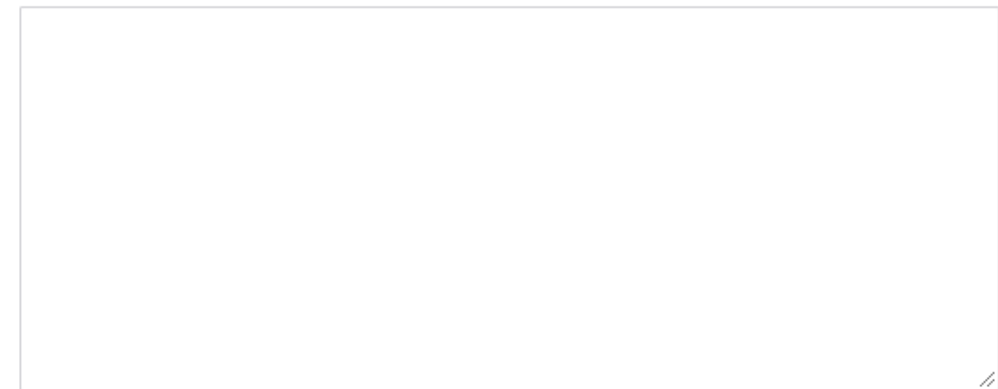
I.A.6.b. Describe how individuals within the target population will be identified and engaged in the intervention.

Please seek to limit response to 500 words.

A single-line text input box with a thin gray border.

III.A.9. Describe how this intervention will benefit from the hospital's ongoing Community and Health Neighborhood Engagement efforts.

Please seek to limit response to 500 words.

A large rectangular text input box with a thin gray border and a small double-slash icon in the bottom right corner.

This concludes the information input for this intervention. Information input for the next intervention will now begin.



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It is expected to fill out corresponding intervention information for every intervention block.



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Preview of the Survey Tool: Milestones



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Survey Tool Preview: Intervention Milestones

Intervention Milestones - Intervention 1

Reporting Hospital: Hospital E

Intervention: Test: Screening for adolescents

Milestone: PY2Q2

It is expected to fill out corresponding milestone information for every quarter under each intervention. Please see the corresponding table on Slides 13, 14 for reference.

B. Intervention Milestones

III.B. Please answer the following questions with information related to this intervention's PY2Q2 milestone.

What phase does this milestone fall under?

Planning and Implementation milestones should be completed no later than PY3Q4 and Continuous Improvement milestones should begin no later than PY4Q2, with accelerated milestones for existing interventions subject to the timeline outlined in the Milestones Requirement Document. Hospitals may complete Planning and Implementation milestones at any point prior to PY4Q2 and begin reporting Continuous Improvement milestones. More information can be found on the [Hospital Transformation Program website](#).

Planning and Implementation

Continuous Improvement



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Survey Tool Preview: Intervention Milestones

Intervention Milestones

Reporting Hospital: Hospital E

Intervention: Test: Screening for adolescents

Milestone: PY2Q2

Is this the impact milestone for this intervention?

The final milestone of the Planning and Intervention Phase should be an impact milestone. If this is the impact milestone for this intervention, please keep in mind:

- *The impact milestone should address all functional areas applicable to the intervention.*
- *The impact milestone functional area descriptions and supporting documentation should demonstrate that the intervention has been fully implemented.*

Yes

No

Please indicate which Functional Area(s) applies to this milestone. Select all that apply. Impact milestones must include all Functional Areas.

People

Process

Technology

Patient Engagement / Target Population

Please be sure to select the appropriate Functional Areas for each intervention, as it will determine the number of questions displayed in the survey. The survey tool will prompt you if no options are selected.



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Survey Tool Preview: Functional Area descriptions

Intervention Milestones

Reporting Hospital: Hospital E

Intervention: Test: Screening for adolescents

Milestone: PY2Q2

Milestone/Functional Area Description Definition - A short description of the actions that will constitute the completion of the milestone.

Supporting Documentation Definition - The name and a brief description of the materials that will be submitted as evidence of the milestone's completion.

People Functional Area

Please include a brief description of the People Functional Area for this milestone (no more than two sentences).

Functional Area Description Definition - A short description of the actions that will constitute the completion of the milestone.

Please describe the supporting documentation which will be provided in support of the Functional Area for this milestone (no more than two sentences).

Supporting Documentation Definition - The name and a brief description of the materials that will be submitted as evidence of the milestone's completion.



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Survey Tool Preview: Survey End


Thank you for filling out the HTP Implementation Plan. The milestones that you have submitted will become the basis of your quarterly reports. You will also have the opportunity to amend milestones prospectively in future quarterly reports.

Please print the full name of the individual submitting this Implementation Plan, as well as their title and the date.

By completing this form the individual identified attests that they are authorized to complete this Plan on behalf of the hospital indicated and that the Implementation Plan has been completed truthfully and accurately.

Please ensure all responses are complete before you submit this Implementation Plan.

To officially submit a survey, the respondent should hit the submit button on the final page of the survey.



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Submit

Survey Tool Preview: Submission Confirmation

- You will land on a **confirmation page** when a survey has been submitted and recorded. You will not be able to access the survey once you have hit submit.
- Be sure to **review your responses** prior to submission to ensure the information has been captured accurately.

We thank you for your time spent taking this survey.
Your response has been recorded.



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RFI Process




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Colorado CPAS: RFI PDF with unique survey link

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MY ACCOUNTLOG OUTFORGOT PASSWORD

HOMEEXTERNAL LINKSCALENDARSDOCUMENT REPOSITORYAPPLICATION SUBMISSION

Home » CO Test Provider Repository » Implementation Plan Submission » CO Test Provider Repository

CO Test Provider Repository

ViewEditManage displayGrant

Clone

actionschoose an action▼Process

File Upload

1 folder - 2 files - 82.71 KB

Create a folder

Edit Metadatas

Retaking a Survey

- Through the RFI process, hospitals will be issued a **unique retake link** (also accessed through CPAS). Upon clicking the link, the respondent will be taken to the survey with all previous responses already filled out.
 - You will be able to **edit and modify** the responses as you did with the original survey.
 - As a reminder, **hit “Submit”** to officially record the new response as an update to the hospital’s Implementation Plan.



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Reminders and Tips



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Automatic Saving

- Because the survey tool is a web-based platform, it will **automatically save** as you work through the survey. Whenever you click outside of a question or move to a different tab or section, the tool checks for and then saves any changes. Here are some best practices to be aware of:
 - One is that your survey **shouldn't be open in more than one tab on your browser at any given time**; this will interfere with the check and save, possibly causing your current work to be overridden by your previous work.
 - **Most browsers have a timeout of about an hour.** If you're working on a question and don't "advance" and save within that hour, the browser will time out and all unsaved work will be lost. Please be aware of this timeout and navigate the survey accordingly.



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Collaborating on the survey

- Each hospital (not each user) will be provided a **unique survey link** to fill out the information for their Implementation Plan.
 - Given the save function available through the survey tool, respondents within the same hospital are able to collaborate by using the same link and populating the survey.
- As a reminder, the **survey shouldn't be open on more than one computer at any given time**, as this will interfere with the save function.
 - Hospitals should **coordinate internally** if they plan to populate the survey across multiple individuals.

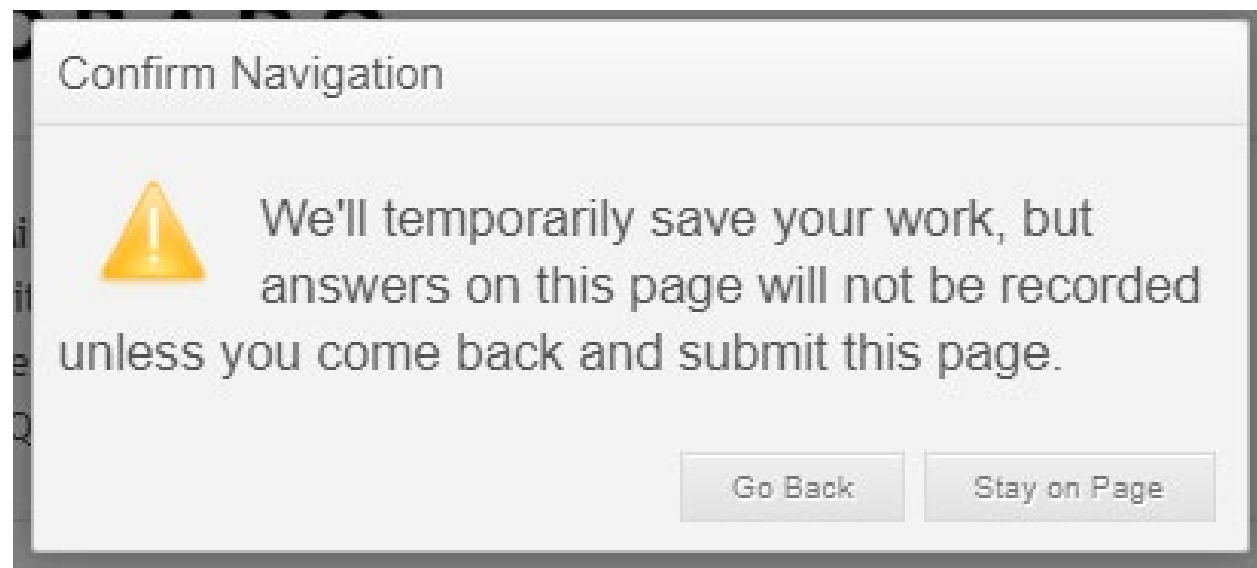


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Error Messages

- With the introduction of the back button, survey respondents may receive this **caution message** if they try to step back. To “submit” a page, the respondent should advance past the page (right arrow button) and the survey tool will automatically save.



Questions



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Implementation Plan - Live Demo



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Questions



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Next Steps and Resources



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Office Hours

- Office hours for Implementation Plan will begin **August 6**
 - To support more detailed planning and technical assistance, office hours will be held weekly on Friday's
 - Hospitals may submit questions by the Wednesday of each week by email at hcpf_cohttp@state.co.us
 - FAQ's will also be shared with the hospitals to support IP build and office hours
- Hospitals may continue emailing cohttp@mslc.com for to technical assistance



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Resources

Reference materials:

- Implementation Plan Template and Milestone Requirements
- Implementation Plan Review Criteria
- Implementation Plan Training presentation - June 11, 2021
- Implementation Plan Training video recording - June 11, 2021
- Example Milestones - Social Needs Screening
- Implementation Plan Quick Reference Guide

Located here:

<https://hcpf.colorado.gov/colorado-hospital-transformation-program>

Thank You

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