

HANDOUT 2

TEAM AWARD FORMAT (USE FOR PROPOSALS AND FINAL REPORTS)

1) Team Name:

2) Team Leader(s)

Note: Team Leader(s) is/are responsible for getting approval for participation from the supervisors and TMT members of team members. This is best accomplished via an e-mail message.

Team Leader Name:

Team Leader Dept:

Extension:

Co-Team Leader Name:

Co-Team Leader Dept:

Extension:

3) Team Members

Name:	Dept:	Name:	Dept:
Name:	Dept:	Name:	Dept:
Name:	Dept:	Name:	Dept:
Name:	Dept:	Name:	Dept:
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Name:	Dept:	Name:	Dept:
Name:	Dept:	Name:	Dept:

4) What is the process you are trying to improve? Describe the current situation and why improvement is needed.

(This area is currently blank for user input.)

For help completing this form, please contact any member of the Incentive Awards Committee: Deb Crouch x7458, Tim Dolen x7490, Margaret Embury x5099, Tom Gelonek x7938, Cathy Kerr x7751, Nancy Litch x7968, Tony Richardson x7190, Nancy Smith x5706, Diane Stahle x7357, Steve Kenczyk x5416

**TEAM AWARD FORMAT
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5) How does this initiative support the VAAAHS Strategic Plan? (check all that apply)

Key Drivers:

Access Quality Satisfaction Cost

Strategic Goals:

<p>Access to Specialty Care <input type="checkbox"/> Maintain acute bed capacity and improve bed utilization <input type="checkbox"/> Implement disease management protocols <input type="checkbox"/> Reduce waits and delays in ambulatory care <input type="checkbox"/> Implement electronic medical record and information exchange</p>	<p>Facilitate patient focused care and services <input type="checkbox"/> Implement customer service improvements <input type="checkbox"/> Improve continuity along a continuum of care <input type="checkbox"/> Improve telecommunication capabilities</p>	<p>Provide a safe environment for patients, employees and visitors <input type="checkbox"/> Educate staff on patient safety practices and requirements <input type="checkbox"/> Encourage a restraint-free environment Recruit and retain high quality staff <input type="checkbox"/> Maximize use of available authorities for recruiting and retaining staff in scarce disciplines/fields <input type="checkbox"/> Develop skills needed to meet changing workplace requirements <input type="checkbox"/> Implement employee satisfaction improvements</p>	<p>Cultivate strong research and medical education programs <input type="checkbox"/> Support efforts to recruit and retain high quality faculty who conduct research <input type="checkbox"/> Maintain compliance with ORCA requirements <input type="checkbox"/> Adhere to resident and trainee supervision requirements Financial Stability <input type="checkbox"/> Reduce costs and increase efficiency <input type="checkbox"/> Improve billing, coding and compliance <input type="checkbox"/> Improve workload capture and data validation <input type="checkbox"/> Generate revenue</p>
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6) Actions and Outcomes

Follow the format described below to complete the table on the next page. Use as much space as necessary to fully explain team goals and accomplishments. Complete the first three columns in the proposal, and the remaining two columns in the final report. An abbreviated example is provided below to show the type of information that should be provided:

Planned Outcomes (Goals) <i>(answer this in your proposal)</i>	Baseline Status <i>(answer this in your proposal)</i>	Planned Actions <i>(answer this in your proposal)</i>	Findings <i>(answer this in your final report)</i>	Actual Outcome <i>(answer this in your final report)</i>
<p><i>In the spaces below, list items the team expects to accomplish. Be specific about anticipated savings or other measurable changes in performance.</i></p> <p><i>Example: Increase follow-up of discharged mental health patients to 70% within 30 days of hospitalization.</i></p>	<p><i>For each planned outcome, provide data showing the starting point for the team.</i></p> <p><i>Example: Current rate of follow-up for discharged mental health patients is 56%.</i></p>	<p><i>For each planned outcome, list actions that will be taken to accomplish it.</i></p> <p><i>Example:</i> 1) Research data collection requirements for the national performance measure. 2) Review process for monitoring and follow-up of discharged patients and determine factors contributing to low rate.</p>	<p><i>For each planned outcome, describe the findings that resulted from the actions taken.</i></p> <p><i>Example:</i> 1) Better interaction between clinicians and medical record staff improved data collection. 2) Integrated, interdisciplinary plan for insuring monitoring and follow-up was developed and presented to Psychiatry leadership.</p>	<p><i>For each planned outcome, describe the change in performance that resulted from work of the team.</i></p> <p><i>Example: Rate of follow-up for discharged mental health patients increased to 85%, exceeding the planned outcome.</i></p>

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Complete sections 7, 8 and 9 for the proposal	Complete sections 10, 11 and 12 for final report
<p>7) Estimated completion date:</p> <p>8) Forward draft proposal to Incentive Awards Committee Chair (00C) for review of team goals (required).</p> <p>Date:</p> <p>Reviewed by:</p> <p>Comments:</p>	<p>10) Total Team Hours:</p> <p>11) Tangible and/or intangible savings realized:</p>
<p>9) Approvals for PROPOSAL</p> <p>a) Signature of Supervisor(s) of Team Leader(s)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>b) Signature of TMT Member(s) of Team Leader(s)</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>12) Approvals for FINAL REPORT</p> <p>a) Signature of Supervisor(s) of Team Leader(s)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>b) Signature of TMT Member(s) of Team Leader(s)</p> <p>_____</p> <p>_____</p> <p>_____</p>

Note to Team Leaders: Keep a copy of your signed proposal – you will need it to complete your final report.