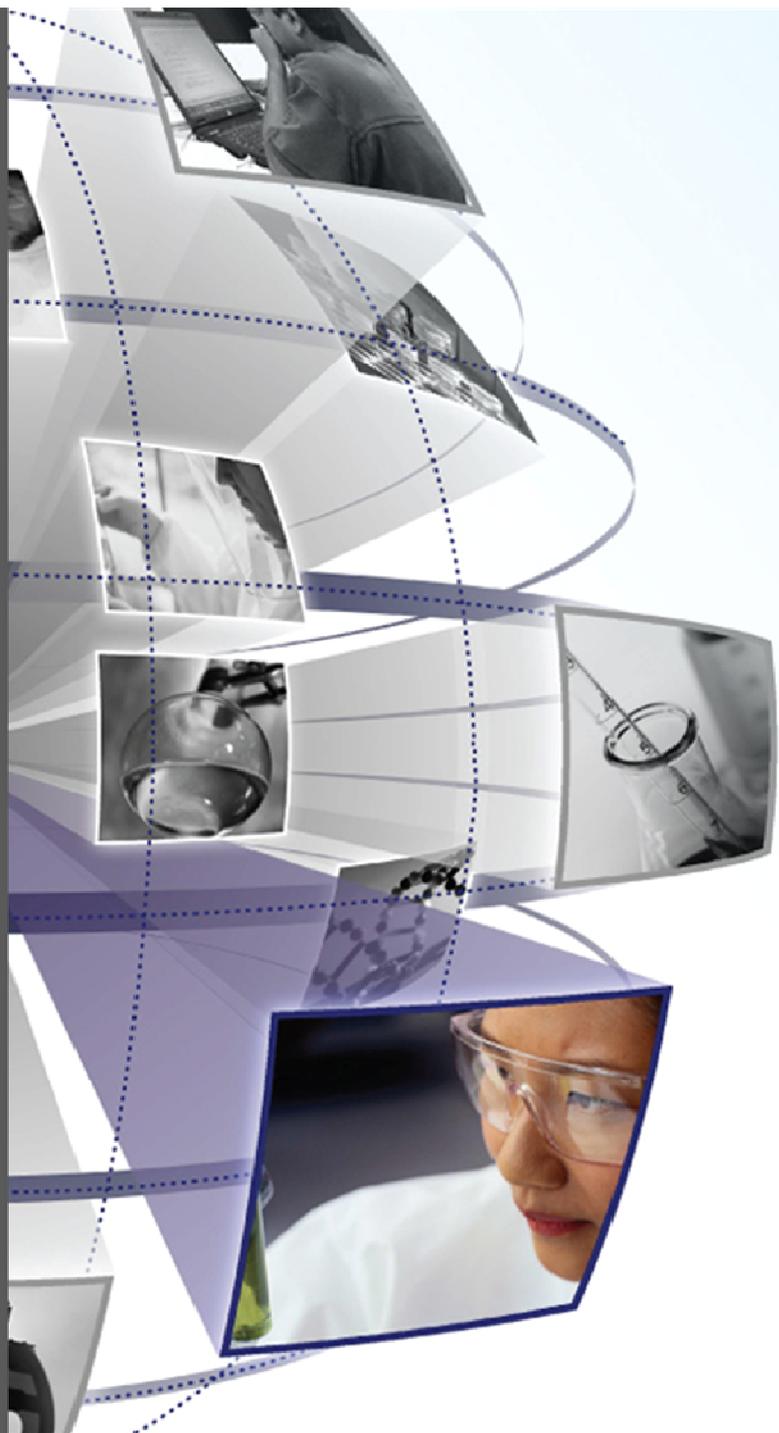


National Cancer Institute

U.S. DEPARTMENT
OF HEALTH AND
HUMAN SERVICES

National Institutes
of Health



*Center for Biomedical Informatics
and Information Technology*

Site Visit Planning Call for Cancer Electronic Health Record (caEHR) Project

May xx, 2010
DRAFT

Meeting Purpose



- Purpose for this meeting:
 - Kick-off the caEHR project for your site
 - Review caEHR project
 - Confirm site goals, objectives and expectations
 - Plan for upcoming site assessment visit
 - Begin discussion on draft Business Capabilities
 - Discuss next steps

Agenda



Time	Agenda Item	Description	Presenter/Facilitator
	Welcome and Introductions	Presentation	Beth Franklin/Lucy Burge
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Welcome and Introductions



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caEHR Project

To support the ambulatory oncology clinical care and engage software vendor communities (open source and commercial) by delivering a series of business capability services that address the unique needs of the ambulatory oncology sector while meeting the ARRA/HITECH meaningful use requirements.



- These capabilities will:
- Be highly modular and configurable to address a wide range of clinical settings;
 - Position users for effective integration with other clinical, administrative and research systems;
 - Leverage existing HIT standards and extend these standards from an oncology perspective where appropriate; and
 - Be released with a full set of specifications that can be used by vendors and implementers to leverage all or portions of the caEHR deliverables.





Project Goals

**October 1,
2011**

**(One or
more of
these goals)**

- *Architectural Adoption by Industry:* Software solution vendor(s) consumption of platform independent caEHR specifications in the development / extension of their product suite.
 - **Measure of success:** At least 1 service specification being utilized by industry to develop production viable functionality within their product.
- *Solution Adoption through the Open Health Tools (OHT) Community:* Business Capabilities and/or Reference Implementation consumption by the OHT (open health tools) community to integrate and/or repackage for the health IT market.
 - **Measure of success:** At least 1 fully specified and developed business capability consumed by the open source community and/or being implemented as a production implementation by the open source community vendors
- *Clinical Community Adoption:* One or more Business Capabilities and/or the full Reference Implementation (RI) being used in a daily production manner at 'in scope' early adopter site(s).
 - **Measure of success:** One or more fully specified and developed business capabilities in production use within a clinical care setting within one or more National Community Cancer Center Program sites.

Potential Business Capability Scope



- Patient Management
- Records Management
- Clinical Documentation
- Medication Management
- Treatment Plan Management
- Laboratory Ordering and Result Management
- Image Ordering and Results Management
- Administrative and Financial Management
- Generate Reports
- Outcomes Management
- Clinical Decision Support

Important Disclaimer:

This is an evolving starter list “for discussion”! It was motivated by a general desire to establish broad scope buckets drawing on “meaningful use” criteria.

Through collaboration with NCCCP and other stakeholders and NCI / CBIIT executive guidance we hope to finalize (*i.e.* complete/revise and prioritize) this list in the coming weeks.

caEHR Stakeholder Engagement Model



Model is in the process of being established and will include...

- Governance mechanisms ✓
 - CBIIT management
 - Executive Steering Committee (ESC)
 - Project Management Office (PMO)



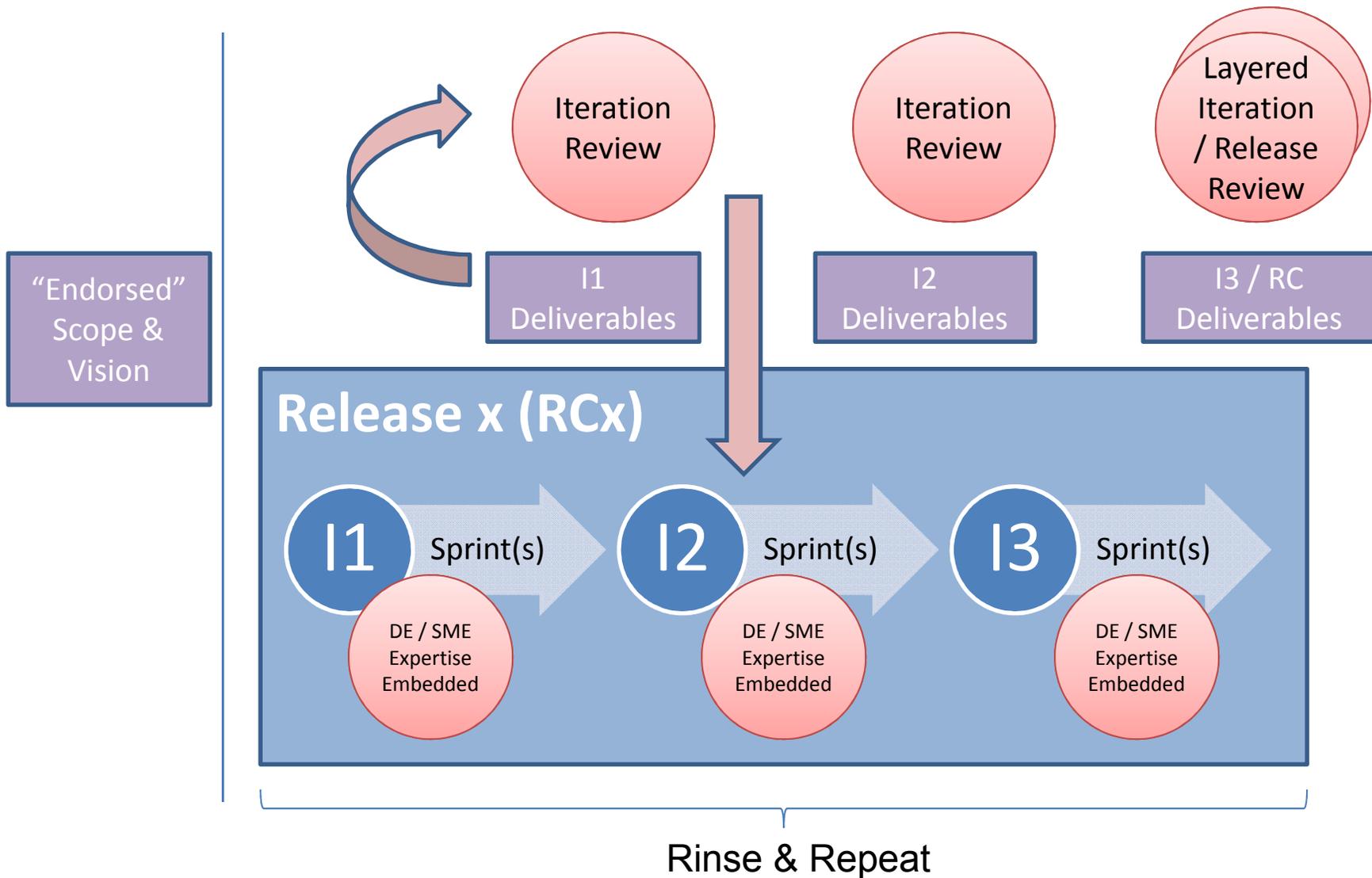
- Layered stakeholder engagement mechanisms to influence caEHR requirements
 - caEHR Stakeholder Expert Group
 - Iteration / Release Review Group
 - Embedded Domain Experts / Subject Matter Experts



- NCCCP Implementer focused engagement
 - caEHR Deployment team work with successful NCCCP bidders in group and one-on-one settings



General Planned Engagement Model: Iteration / Release Review





Planned Engagement Layers



Reading reviews and tasking key dishes

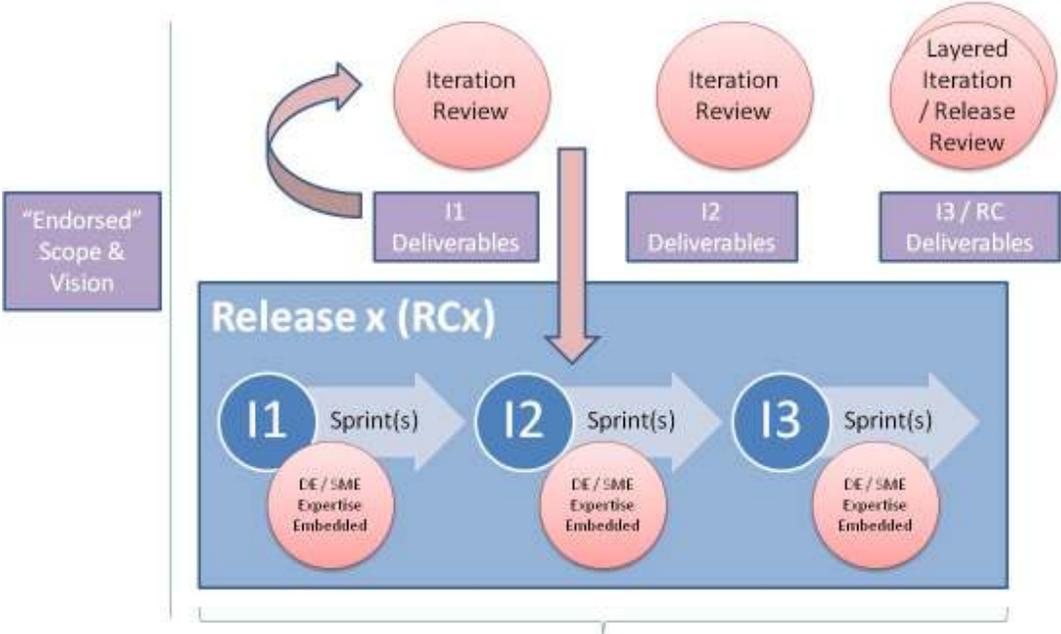
Scope, process & issue focused
Low time commitment
Limited seats; not yet active.

Eating in the Restaurant

Content focused
Modest time commitment
Expected to launch at end of R1/I1

Working In the Kitchen

Content focused
Heavy time commitment
Presently active



Stakeholder Engagement Next Steps

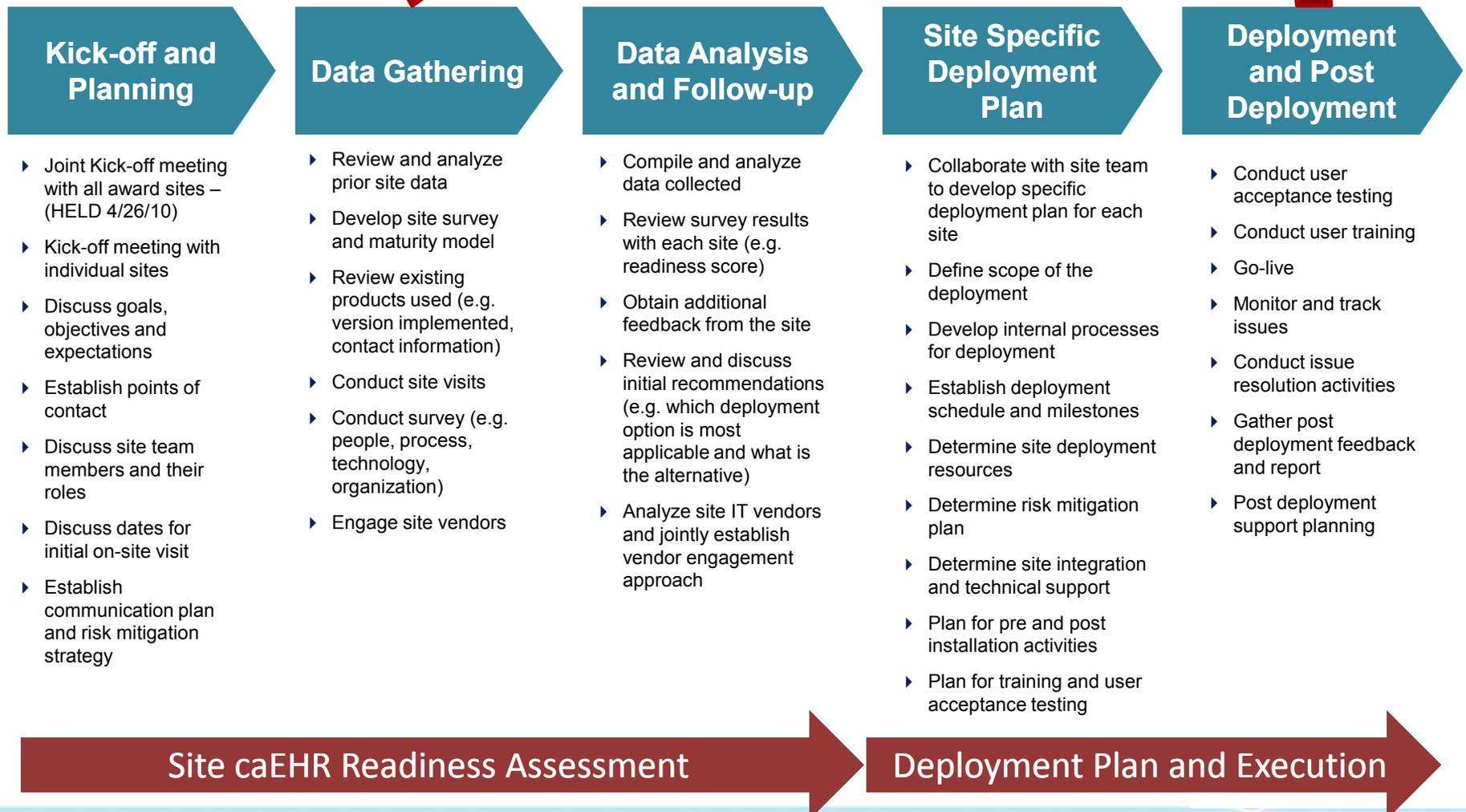


- Terms of Reference / Charters will be sent out shortly after the call
- Contemplate proposed engagement options
- Identify potential candidates for participation

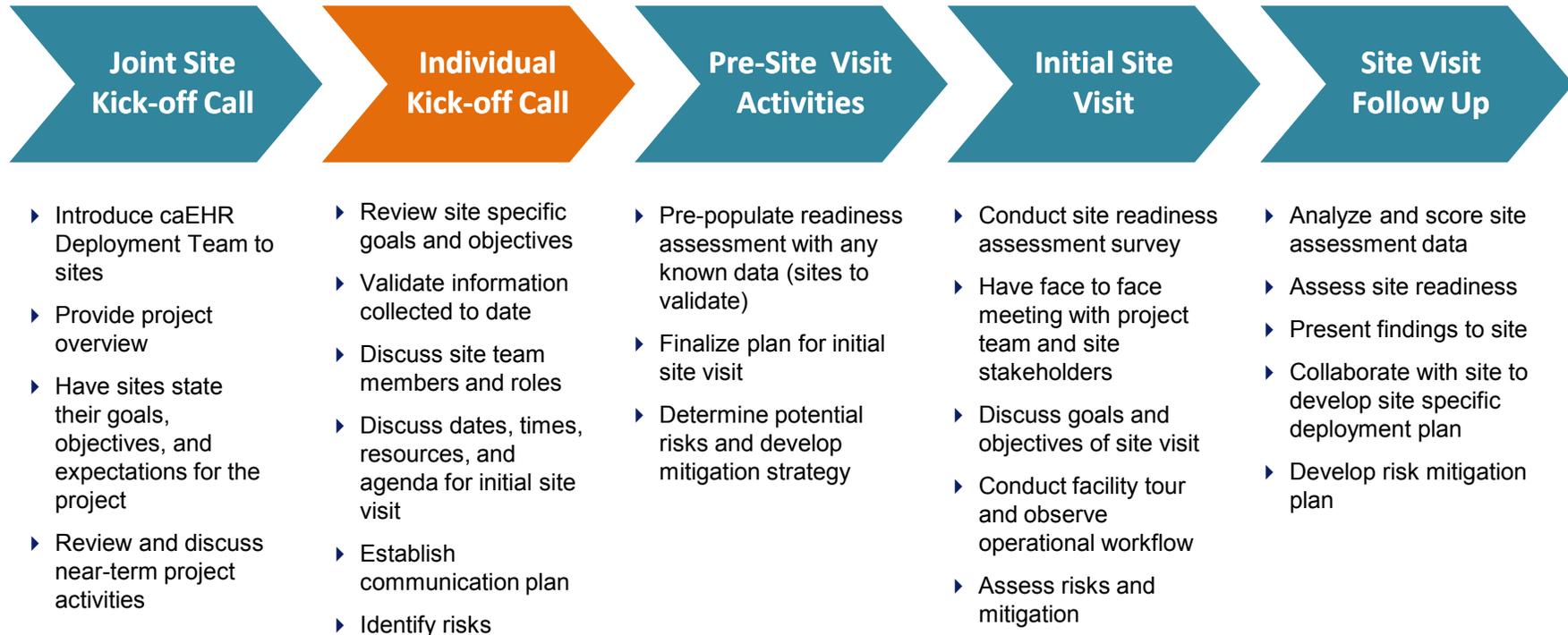
Site Deployment Process



Continuous caEHR Business Capability Adoption and Deployment

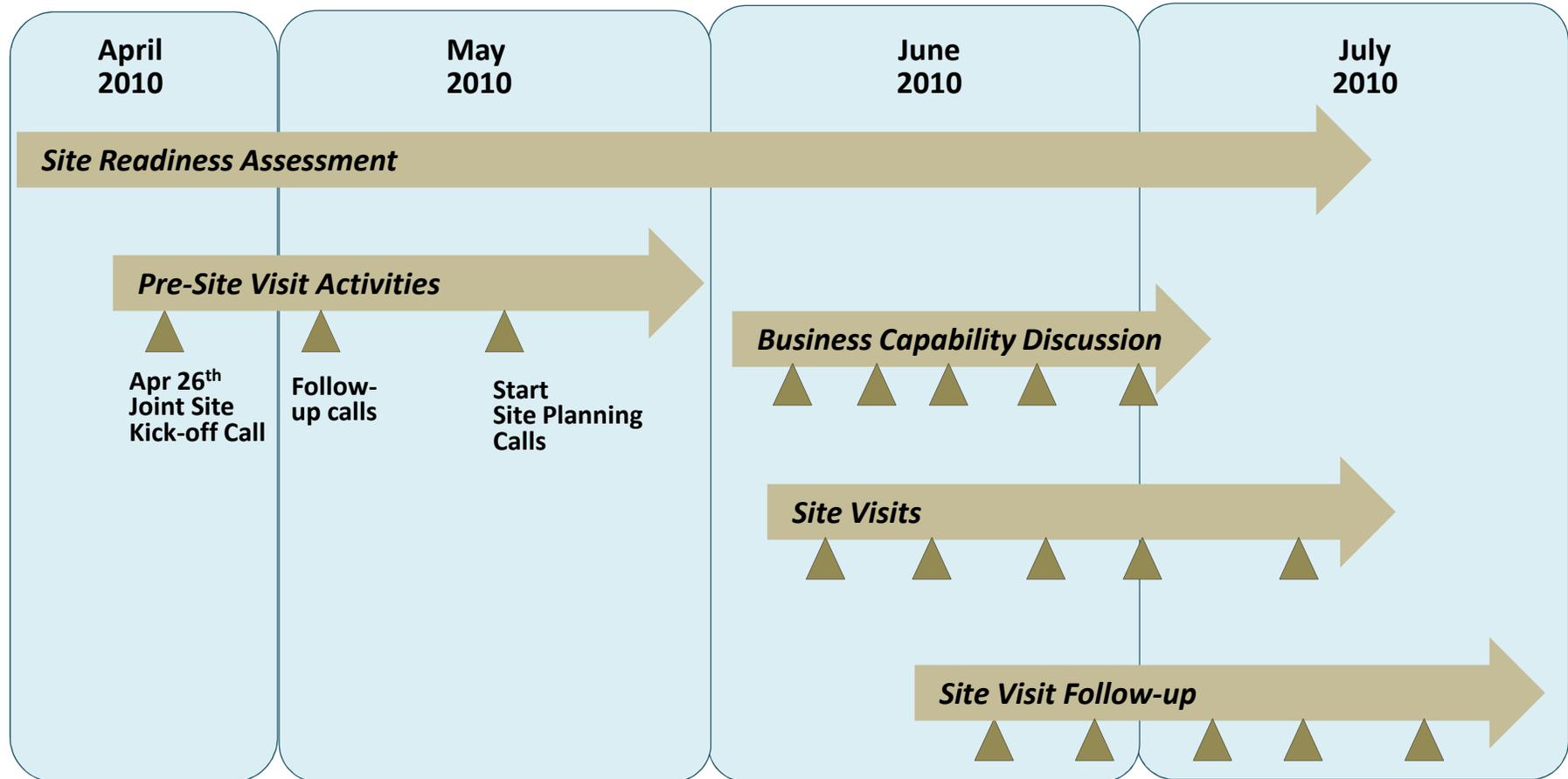


Project Activities Scheduled to Occur in the Near-term



caEHR Projected Timeline

Near-Term Activities: April – July



Agenda

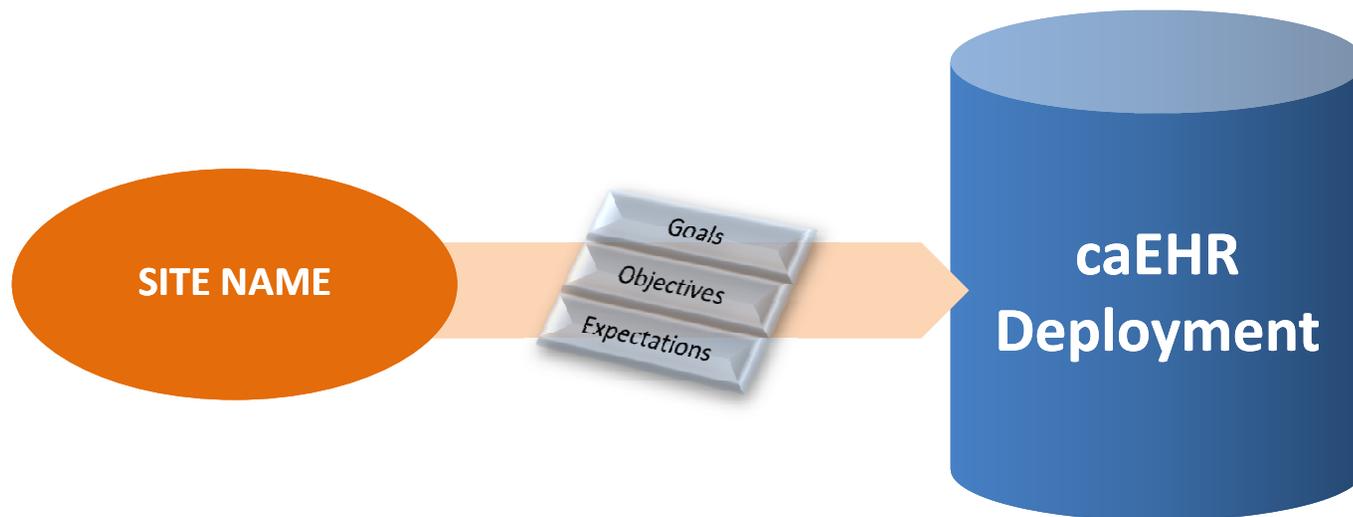


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(SITE NAME) Goals, Objectives and Expectations of caEHR Deployment



- Discussion of *SITE NAME*
 - Insert goals, objectives voiced on 4/26 call and Follow Up calls



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Vendor Engagement and Communication



- Identify vendors
 - Ambulatory EHR
 - Inpatient EHR
 - Lab
 - Pharmacy
 - Billing
 - ADT
 - Health Information Management (HIM)
 - Scheduling
 - Others?
- Discuss relationship with identified vendors
- Identify points of contact from identified vendors
- Collaborate with site to establish communication plan for vendor engagement

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Roles and Responsibilities



- Site Team
 - Site Project Lead
 - Site Principal Investigator
 - Business Analyst
 - Clinical Analyst
 - IT Lead
 - Others
- caEHR Deployment Team
 - Clinical / Scientific Oversight / Discipline Specific Lead
 - Cancer Clinical and Operations Lead
 - Site Engagement Lead
 - Business Capability Liaison
 - EHR Implementation Lead
 - EHR Business Analyst
 - EHR Deployment Infrastructure and Integration

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Site Visits



- Purpose and intended outcomes
 - Team introductions
 - Data gathering for site assessment
- Anticipated duration of visit
- Site survey / Interview guide
- Business Capability discussion
 - Records Management
 - Referrals
 - Clinical Document Exchange / External Clinical Sources
 - Outcomes Management
- Draft agenda

Draft Site Visit Agenda



Time (ET)	Objectives	Attendees
TBD	Welcome and Opening Conference <ul style="list-style-type: none"> • Introductions and roles • Discuss site visit objectives and expected outputs • Review site visit agenda • Answer questions about site visit • Discuss business capabilities • Discuss risks and mitigations at a high level 	TBD by each site
TBD	Site Readiness Assessment Interviews <ul style="list-style-type: none"> • To understand the workflow and functionality of Cancer Center • To understand processes utilized in the Cancer Center 	<ul style="list-style-type: none"> • Principal Investigator (if applicable) • Project Lead (including review and confirmation of pre-populated data in guide) • Cancer Center Administrator/Director • IT lead • Network engineer • Clinical analyst • Patient Care Navigator • Super User • Quality of Care lead for Cancer Center • HIM lead for Cancer Center • Director of Admissions/Registration representative • Clinical manager/Patient Care Manager for Cancer Center • Others as determined by the site
TBD	Site visit Wrap-up <ul style="list-style-type: none"> • To reviews progress of meetings/interviews (high level) • To discuss Risks/issues and mitigation options • Provide an opportunity to answer questions 	TBD
TBD	Next Steps <ul style="list-style-type: none"> • Discuss process for providing Site Readiness Report 	TBD
TBD	Wrap-up	

Preparation for Onsite Visit



- Identify site participants
 - Attendees for opening conference
 - Subject Matter Expert (SME) for site survey interviews
- Schedule visit
 - Determine site visit date(s)
 - Complete site visits by July 15, 2010
- Determine point of contact for site visit planning
 - Deployment team POC: Beth Franklin
 - Site POC: TBD
- Finalize all details for site visit

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Communication Plan Between (Site Name) and caEHR Deployment Team



- Identify project point of contact
- Preferred communication channels
 - Phone (office/mobile)
 - Email
- Establish standing meetings
 - Frequency of meetings
 - Participation in meetings
- Managing feedback from site on Business Capabilities analysis
 - Process to gather and communicate site requirements to Analysis team
 - Process of updating site of developments

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Risks/Issues and Mitigation Options



- Staffing
- Timing
- Organizational
- Vendor
- Other

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Next Steps



- Finalize contact information channels of communication
- Follow-up calls to discuss:
 - Business Capabilities
 - Unfinished agenda items
- Finalize visit date and logistics
- Meeting summary document

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Wrap-up



- caEHR Deployment Team Contact Information

Beth Franklin, Site Engagement Lead

Franklin_beth@bah.com

301-838-3880

Lucy Burge, Site Engagement Lead

Burge_lucy@bah.com

301-838-3728

Questions and Answers



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