



# Inspiring Health Advances in Lung Care (INHALE): PO Participation Requirements

Requirement Category	High Level Description	Detailed Description	Primary Role Responsible
Administrative	Sign and return all required documents.	Sign and return all required data sharing documents, consistent with the INHALE and MiHIN data-sharing process and return the completed Participation Agreement, Data Use Agreement and Business Associate Agreement within expected timelines.	Administrative Lead
Administrative	Form a team to work on the program.	<p>Participating PO's will form a team to carry out INHALE initiatives by December 31, 2023. This team should consist of the following roles:</p> <ul style="list-style-type: none"> <li>• A PO Administrative Lead</li> <li>• A PO Clinical Champion</li> </ul> <p>These contacts should be clearly defined in the Administrative Portal.</p> <p>The participating PO should also consider filling the following roles, though they are not a requirement at this time:</p> <ul style="list-style-type: none"> <li>• Quality Assurance Lead</li> <li>• Pharmacist</li> <li>• Others as desired</li> </ul> <p>Role descriptions are included below.</p>	Administrative Lead
Administrative	Communicate with the coordinating center.	Identify a primary contact who will be the lead on communications with the INHALE Coordinating Center. This person could already be in one of the roles above and should clearly be marked as the "PO Primary Contact" in the Administrative Portal.	Administrative Lead
Data	Allow data to be used in publications.	Allow data and information to be used in peer-reviewed publications to further advance QI efforts.	NA- Part of Agreements

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Data	Share required data elements with MiHIN.	Share required data elements for participation in INHALE with the Michigan Health Information Network (MiHIN) and other participants in the care and care improvement process in accordance with established HIPAA and other regulatory data sharing standards	Part of Agreements
Data	Utilize the INHALE Dashboard to review relevant measures and patient data. (SCP Attribution Pending)	Establish two-way communication with the Coordinating Center to provide feedback on the INHALE Dashboard. Regularly access and share relevant information from the dashboard with participating practices.	Quality Assurance Lead <b>OR</b> Clinical Champion
Quality	Submit a quality improvement log.	If requested, submit a QI log in accordance with the timelines and expectations of the Coordinating Center and BCBSM. (Coordinating Center will provide a template and instructions). This includes reporting ongoing feedback regarding successes and failures as well as barriers to practice transformation or patient engagement consistent with care goals.	Administrative Lead
Quality	Advance best practices.	Collaborate with the Coordinating Center and participating practices to advance collaborative-wide performance and/or best practices using feedback from INHALE data and other metrics. Feedback mechanisms include participation in regularly scheduled meetings, survey responses, direct communication with the coordinating center, and in person collaborative wide meetings.	Administrative Lead & Clinical Champion
Attendance	Participate in calls and collaborative wide meetings.	Participate in routine collaborative meetings/calls adhering to the following requirements: <ul style="list-style-type: none"> <li>Participate in monthly calls with the coordinating center (starting in January 2023)</li> <li>Attend INHALE Collaborative Wide Meeting</li> <li>Attend INHALE Regional Meeting</li> </ul>	Administrative Lead & Clinical Champion

Requirement Category	High Level Description	Detailed Description	Primary Role Responsible
Practice Engagement	Recruit both specialty care practices (SCP's) and primary care practices (PCP's) to participate in INHALE.	<p>Recruit physicians and practices to participate in the INHALE COI based on interest. Complete practice/physician agreements and upload to the Administrative Portal. Review and share PCP and SCP participation requirements with relevant parties.</p> <p>A clinical champion should be identified at each participating practice and should be clearly defined in the Administrative Portal.</p>	Administrative Lead
Practice Engagement	Communicate INHALE information to practices.	<p>Serve as the primary communicator of information related to INHALE, including notifying participating practices of INHALE events, and encouraging attendance, sharing INHALE data, identifying lagging practices, and working in conjunction with INHALE to address issues. Develop a communication strategy with the coordinating center if the PO will allow direction communication with specific practices or physicians.</p>	Administrative Lead
Practice Engagement	Participate in optional INHALE training programs.	As needed, participate in training programs on inhaled medication delivery systems.	Clinical Champion & Other Staff

## PO Role Descriptions

- **Administrative Lead:** The Administrative lead will be responsible for the operations of the program. This would involve making sure any required documents are reviewed and signed (e.g. the participation agreement, data use agreement, business associates agreement) and having general oversight over the PO's participation, including the participating practices. They would be responsible for forming the team at their PO (e.g. coordinating with the Clinical Champion and quality assurance lead), and serve as the primary contact for the Coordinating Center, including participating in collaborative wide calls and meetings. The administrative lead would be responsible for developing the QI log with input from the Clinical Champion and Quality Assurance lead. They would also be responsible for sharing INHALE information (such as upcoming meetings, important dates, etc.) from the Coordinating Center with participating practices. Finally, the Administrative Lead would work with practices to identify patient advisors to participate in the collaborative.
- **PO Clinical Champion:** The Clinical Champion will be responsible for disseminating performance/QI/educational information to sites and helping to advance best practices. The Clinical Champion would attend collaborative wide calls and meetings so that they can take what they've learned at those and educate participating sites, similar to the role of a Clinical Champion in other existing CQI programs. The Clinical Champion would also participate in training programs to improve inhaler use. Additionally, the Clinical Champion would have a role in recruiting participating sites along with the PO Medical Director. This role does not need to be filled by a physician but does need to be a licensed medical care provider (RN, RT, etc).
- **Quality Assurance Lead/Quality Data Manager:** The Quality Assurance lead will be responsible for oversight of the data, including working with participating sites to increase the number of data elements shared. They would ensure that data is meeting the Coordinating Center requirements for all participating practices and would work with Michigan Data Collaborative (MDC) to develop and improve the data sharing process. They would also be responsible for working with practice liaisons to help solve any data-related issues at the practices and advance data sharing. The Quality Assurance lead would serve as the primary data contact for the CQI Population Health Registry team.
- **Pharmacist:** (Optional) The pharmacist would serve as a resource for all the PO's participating practices. This person would advise physicians at the practices on how to best assist their patients with use of asthma and COPD medications per current guidelines. The pharmacists would also assist in training physicians and teams on inhaled medication delivery systems.
- **PO Medical Director:** The PO Medical Director would work with the Clinical Champion to recruit practices to participate by endorsing the goals and mission of INHALE, sharing the benefits of participation, and encouraging practices to join.