Fiscal Year 2018 Health Center Controlled Networks Non-Competing Continuation Progress Report: Sample Project Work Plan

Instructions for Completing the Project Work Plan

The Project Work Plan form in the Fiscal Year (FY) 2018 Health Center Controlled Networks (HCCN) Non-Competing Continuation (NCC) is prepopulated with information submitted in your approved Project Work Plans from your FY 2017 NCC Progress Report. Provide progress on current activities, update information in the current value fields, and revise key factors and activities for FY 2018. You should achieve your Goal Targets by the end of the three-year HCCN project period.

Appendix A of the HCCN NCC Instructions available on the [HCCN Technical Assistance](#) website provides guidance on how to complete the required fields. **You must complete the Project Work Plan entirely in EHB**. Do not upload the Project Work Plan as an attachment. Use this sample Project Work Plan document for reference only.

Note: Fields stating "To be provided" are open fields that you must complete and are not prepopulated.

Sample HCCN Project Work Plan

Core Objective A: Health IT Implementation and Meaningful Use		
Focus Area Goal A1: Increase the percentage of Participating Health Centers with an ONC-certified EHR system in use to 100%.		
Baseline Data:		
Numerator : 10	**Denominator:** 15	**Goal Percentage:** 66%
FY 2017 Reported Data		
Numerator: 11	**Denominator:** 15	**Goal Percentage:** 73%
Current Value:		
Numerator: To be provided	**Denominator:** To be provided	**Goal Percentage:** To be provided
Goal Percentage: 100%		
Baseline Data Source: Certified Health IT Product List (CHPL) Product Number of Participating Health Centers' EHRs		
Key Factors:		
Restricting:	The majority of Participating Health Centers are using an EHR.	
Contributing:	Some Participating Health Centers have been reluctant to purchase ONC-certified EHRs because they lack the resources to purchase and to train staff to use an ONC-certified EHR.	
Activity 1		
Activity Description: HCCN will leverage the network's purchasing power to obtain cost-savings on ONC-certified EHR systems		

Person/Area Responsible	Time Frame	Expected Outcome	Progress/Comments
Chief Information Officer	September-July	All Participating Health Centers will have an ONC-certified EHR that at least meets meaningful use stage 2 requirements at all sites.	Continued monthly meetings for Participating Health Centers on the necessity for upgrading to an ONC-certified EHR for eligible providers to participate in Meaningful Use. Successfully negotiated recent upgrades to EHR system at a 25% discount for 6 members. Currently in the process of negotiating purchase of new EHR systems for 2 members at a 15-25% discount.

Activity 2

Activity Description: Provide virtual technical assistance to help Participating Health Centers implement their newly purchased EHR, including staff training.

Person / Area Responsible	Time Frame	Expected Outcome	Progress/Comments
HCCN Education Director	October-March	Decrease average time it takes for all providers to begin accessing new EHR during patient care by 4 weeks for all Participating Health Centers with a newly purchased EHR.	Facilitated 3 vendor-specific user groups for software, computers, and mainframes to connect Participating Health Center staff, including clinical, IT, and billing staff. The user group provided an opportunity to raise questions/concerns, and share lessons learned across Participating Health Centers.

Activity 3

Activity Description: Provide post-implementation virtual technical assistance to help Participating Health Centers use their newly purchased EHR.

Person / Area Responsible	Time Frame	Expected Outcome	Progress/Comments
HCCN Education Director	January-March (ongoing)	Decrease average time it takes to get to full provider use of new EHR by 4 weeks for all Participating Health Centers with a newly purchased EHR.	All providers from the most recent health center to upgrade to an EHR reported full use of the EHR within 4 weeks with initial training.