#### The Operational and Financial Implications of a Team Based Care Model in Rural Clinics

#### **Presented by**

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#### CHRC The Forum

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A collaboration between JSI, NFF, CRHC, CCHN



# John Snow, Inc. (JSI)

Better Health Outcomes FOR ALL

Presenter: Alexia Eslan, CO Office Director



JSI is a health consulting organization, which for over 40 years has been deeply committed to improving the health of individuals and communities in the United States and throughout the globe.

https://www.jsi.com/ and healthcaretransformation.jsi.com



# Nonprofit Finance Fund®

**Presenter**: Meadow Didier, Associate Director

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### **Objectives**

By the end of this session, participants will:

- Gain a better understanding of the foundational blocks of Team Based Care
- Identify key areas of technical assistance that are provided through the Colorado Health Foundation's Advancing Team Based Care funding opportunity:
  - Support implementing a team based care model,
  - Support centering equity,
  - Support understanding and communicating your financial health.



### **Overview of Funding Opportunity**

#### Who should apply?

Any primary care practice that aligns with the foundation's cornerstones, provides comprehensive & integrated care to low-income patients, and has leadership buy-in qualifies. Apply if you want support delivering best practice in team based care.

#### What are the benefits?

This grant (up to \$125,000 over two years) will give your team the technical support and financial tools to master sustainable team based care and offset cost of training.

Deadline: October 15th, 2021

#### How to get started?

Watch the ATBC Funding Opportunity <u>webinar</u> Go to <u>https://www.coloradohealth.org/funding</u> to apply

#### Where can we find help?

CRHC can help with grant-writing; contact Sara Leahy: <u>sl@coruralhealth.org</u> or Natalie Kraus: <u>nv@coruralhealth.org</u> Khanh Nguyen, Senior Program Office at TCHF, can answer any questions as well: (303) 953-3639 or <u>knguyen@coloradohealth.org</u>





### The Building Blocks of Team Based Care







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#### **Team Based Care**

High level of communication and coordination

Shifts responsibilities for the patient care to a larger team

Integration of behavioral and oral health are common



Focuses on primary care

Treats the whole person

Staff are working at the top of their training, licensure



### **Team Based Care Model**



### Where Do You Start?

#### **Foundational Blocks:**

Capacity for Quality Care • Engaged Leadership • QI Strategy • Empanelment • Team-Based Care (roles and responsibilities)

Centered in Diversity, Equity and Inclusion (DEI)

Engaged Leadership

- Data-Driven Quality Improvement Strategy
- Empanelment

•

Clearly Define Your Teams and Roles



#### Identify Leadership & Start Building Team Culture

- Continuous support from formal and informal leaders for team-based care and the changes proposed
- Dedicated resources
- Locate team members in close proximity (as possible)
- Encourage daily meetings to organize the work and solve problems together
- Encourage all members of the team to have a voice



### **Develop a QI Strategy**

 Choose and use a formal methodology for quality improvement (QI)

	Team Name:			Date of test	Test Completion Date:
	Overall team/project				
	What is the objective	of the test?			
PLAN:				DO: Test the changes.	
Briefly describe the test.				Was the cycle carried ou	tasplanned? Yes No
What have we learned from previous relate	d POSAs? Summari	te briefly.		Record data and observ	ations.
How will you know that the change is an im	provement?			What did you observe th	at was not part of our plan?
				STUDY: Did the results match yo	er predictions? Yes No
What do you predict will happen?				Compare the result of yo	our test to your previous performance.
				What did you learn?	
PLAN	Person responsible	When	Where	ACT: Decide to Adopt.	Adapt, or Abandon.
List the tasks necessary to complete this test (what)	(who)				
List the tasks necessary to complete this test (what) 1.	(who)	WORD		Adapt Improv Plans/changer	e the change and continue testing plan. for next test
this test (what)	(who)	Wites		Plans/changes	for next test
this test (what) 1.	(who)	Witest		Plans/changes	for next test
this test (what) 1. 2.	(who)	Weigh		Adopt Select	for next lest: changes to implement on a larger scale and develop an implementation for sudamability
this lest (whirl) 1. 2. 3.	(who)	Weigh		Adopt Select	; for next test changes to implement on a larger scale and develop an implementation

- Establish and monitor metrics to evaluate improvement efforts and outcomes
- Ensure that patients, families, providers, and care team members are involved in QI activities
- Optimize use of health information technology to improve individual and population health outcomes



### **Data-Driven Improvement**





#### Empanelment

# **Panel:** List of patients assigned to the care team, or provider, in a practice.

Em	panel	lment
	Partice.	

	Components	Level D	Level C	Level B	Level A
1	Patients	are not assigned to specific practice panels.	are assigned to specific practice panels but panel assignments are not routinely used by the practice for administrative or other purposes.	are assigned to specific practice panels and panel assignments are routinely used by the practice mainly for scheduling purposes.	are assigned to specific practice panels and panel assignments are routinely used for scheduling purposes and are continuously monitored to balance supply and demand.
		1 2 3	4 5 6	7 8 9	10 11 12



#### **Empanelment**

- Assign all patients to a provider and team panel
- Confirm assignments with providers and patients
- Review and update panel assignments on a regular basis
- Balance patient load
- Use panel data and registries to proactively contact, educate, and track patients by care gaps, disease status, risk status, self-management status, and community and family need.



# **Why Continuity Matters**



#### **Teamwork & Team Based Care**

 A care team assumes responsibility for coordinating comprehensive services for their panel of patients





#### **Teamwork & Team Based Care**

- Develop a team structure
- Create clear roles and responsibilities
- Enable staff to work independently where appropriate/ top of scope
- Provide team with dedicated time to meet about patient care

4	Clinical support staff	work with different providers every day.	are linked to providers in teams but are frequently reassigned.	consistently work with a small group of providers and staff in a team.	consistently work with the same provider(s) almost every day.
		1 2 3	4 5 6	7 8 9	10 11 12
5	Clinical support	play a limited role in	are primarily tasked with	provide some clinical	perform key clinical service
	staff	providing clinical care.	managing patient flow and	services such as assessment	roles that match their
			triage.	or self-management support.	abilities and credentials.
		1 2 3	4 5 6	7 8 9	10 11 12





Build a high performing team







# The Steps to Consistently High Team Performance

#### Build trust and communication and center DEI

# Identify and assign tasks

Monitor

process and

goal attainment

## Train staffDevelopstandard work

Enable staff to work independently

## Advancing Team Based Care TA Case Study



- Engaged Leadership QI Strategy Empanelment
  - Team-Based Care

Adapted from: Wagner EH, LeRoy L, Schaefer J, Bailit M, Coleman K, Zhan C, Meyers D. How do innovative primary care practices achieve the quadruple aim? J Ambul Care Manage. 2018;41(4):288-97. MacColl Center for Health Care Innovation. https://maccolleenter.org



### **About ABC Clinic**

A small rural nonprofit health clinic in Colorado

- Established in 2005
- Three providers: two full-time NPs and one part-time MD
- Serve ~2,400 unique patients:
  - 30% Medicaid
  - 20% Medicare
  - 20% private insurance
  - 30% self-pay
- Patient demographics:
  - 80% white non-Hispanic
  - 10% Hispanic
  - 10% unknown





### **Initial Team Based Care Assessment**

 Conducted the Primary Care Team Guide Assessment (PCTGA)

Areas Needing Improvement:

- Empanelment
- Team roles and workflows
- Behavioral health integration
- Population management
- Diversity, Equity, and Inclusion





### **TBC Model**



#### Capacity for Quality Care

- Engaged Leadership QI Strategy Empanelment
  - Team-Based Care (roles and responsibilities)

Centered in Diversity, Equity and Inclusion (DEI)

Adapted from: Wagner EH, LeRoy L, Schaefer J, Bailit M, Coleman K, Zhan C, Meyers D. How do innovative primary care practices achieve the quadruple aim? J Ambul Care Manage. 2018;41(4):288-97. MacColl Center for Health Care Innovation. <u>https://maccollcenter.org</u>



### **Initial Team Based Care Assessment**

Areas Needing Improvement:

- Empanelment
- Team roles and workflows
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- Diversity, Equity and Inclusion





### **PCTGA Results - Empanelment**

Em	ipanelment				
	Components	Level D	Level C	Level B	Level A
1	Patients	are not assigned to specific practice panels.	are assigned to specific practice panels but panel assignments are not routinely used by the practice for administrative or other purposes.	are assigned to specific practice panels and panel assignments are routinely used by the practice mainly for scheduling purposes.	are assigned to specific practice panels and panel assignments are routinely used for scheduling purposes and are continuously monitored to balance supply and demand.
		1 2 3	4 5 6	7 8 9	10 11 12

- Patients see provider they request or first available appointment
- Clinic has "teamlets" of providers and MAs and they manage the care of patients they see
- PCP assignment in the EHR for billing purposes



### **PCTGA Results – Team Roles and Workflows**

	Components	Level D	Level C	Level B	Level A
11	Non-clinical staff in our practice	are not considered part of practice teams.	patient-facing roles such as reception or referral management.	provide one or more of the following: self-management coaching, care coordination, patient navigation of the healthcare system, and/or connecting patients to community services.	perform the functions in Level B and are key members of core practice teams.
		1 2 3	4 5 6	7 8 9	10 11 12
5	Clinical support staff	play a limited role in providing clinical care.	are primarily tasked with managing patient flow and triage. 4  5  6  6	provide some clinical services such as assessment or self-management support.	perform key clinical service roles that match their abilities and credentials.
8	Standing orders that can be acted on by non- independent providers under protocol	do not exist for the practice $1 \ 2 \ 3 \$	have been developed for some conditions but are no regularly used.	have been developed for some conditions and are regularly used.	have been developed for many conditions and are used extensively.

- 1 Front office staff person answering phone, checking requesting patient billing and operational data, checking-in, medical records
- 3 MAs supporting 2.5 providers rooming patients, taking vitals, referral management, answering phones, and supporting providers as needed
- There are only standing orders for MAs for administering immunizations



### **PCTGA Results – Team Roles and Workflows**

10	RNs in our practice	are not part of the cor practice team.	re	mostly triage phone administer injection perform other proce	is, and/or	manage tr and across (home car specialists coordinati manageme more com	s levels of e, hospita s), providi on and ent to pati	f care d, ing care ients with	provide c for patien collabora teaching a patients v monitorin treatment medicatio delegated independ	ts in need te with pro and manag with chron g respons ; and titrat ons accord order sets	; oviders in ging ic illness; es to ting ting to s in
	N/A	1 2	3	4 5	6	7	8	9	10	11	12

 1 RN supporting all providers – chronic care management, medication management, call triage and administers injections



### **PCTGA Results – BH Integration**

	Components	Level D	Level C	Level B	Level A
24	Behavioral health services	are available from external mental health (MH) specialists but may not be timely or convenient.	are available from community specialists and are generally timely and convenient.	are available from behavioral health (BH) specialists who are co-located or work in a community organization with which the practice has a referral protocol or agreement.	are readily available from BH specialists who are onsite members of the care team (could include substance use specialists) with referrals for more treatment needs to MH specialists with whom there is a formal agreement.
25	Screening tools such as PHQ-9, GAD-7, AUDIT, CAGE, TAPS	are not used in our practice.	4 5 6 are administered through a request of a medical provider or by a behavioral health provider to patients who demonstrate signs of depression, anxiety, substance use, etc.	7       8       9         are administered to all patients at their annual well visits by practice team members. Follow-up screening and treatment is conducted with patients who have a moderate to high score at the practice or by referral.         7       8       9	10       11       12         are administered and documented in the EHR by the care team for all patients and revisited at every visit.         Policies and procedures are in place for follow up and treatment for moderate to high scores, and initial treatment is provided on site.         10       11       12

- Refer to the local mental health center with whom they have an MOU around patient treatment and information sharing
- Access to BH care especially psychiatry is very limited



### **PCTGA Results – Population Management**

	Components	Level D	Level C	Level B	Level A
16	Registry information on individual patients	is not available to practice teams for pre-visit planning or patient outreach.	Is available to practice teams but is not routinely used for pre-visit planning or patient outreach.	is available to practice teams and routinely used for pre- visit planning or patient outreach but only for a limited number of conditions and risk states.	is available to practice teams and routinely used for pre-visit planning and patient outreach, across a comprehensive set of conditions and risk states.
		1 2 3	4 🔀 5 🗌 6 🗌	7 8 9	10 11 12

 Clinic is involved in some quality improvement efforts for which they pull patient data including diabetes and hypertension management



# PCTGA Results – Diversity, Equity and Inclusion

30	Components Our commitment to diversity, equity, and inclusion internally	is not yet documented or operationalized internally.	Level C is shared by some in the practice and may be documented but has not been operationalized.	Level B is shaped by a smaller group of team members and may be shared by leadership. Policies are beginning to be meaningfully operationalized, measured, and updated.	Level A is documented, operationalized, and celebrated in policies across the entire practice from hiring to advancement, creating a culture of diversity, equity, and inclusion.
		1 2 3	4 5 6	7 8 9	10 11 12

- Have not prioritized DEI
- Feel their community is very homogenous
- "Everyone gets along"
- Have 2 Hispanic bilingual staff



### **Developed Work Plan**

#### Prioritized the following areas for the first 6 months:

Actions Actions Additional Additi	TBC Work Plan         Creation Date:         Dates of Implementation:			
Prioriti	Prioritized TBC Change Concepts			
	Empanelment			
Team	Team Roles and Workflows			
Diversi	ty, Equity and Inclusion (DEI)	3		



**Empanelment Goal**: Ensure patients are seeing their desired and assigned PCP for at least 75% of their visits.

Action Steps:

1. Assign a PCP to all patients using the 4-cut method and keeping panels to a max of 1,000 patients each.

Cut	Report Description	PCP Assignment
1 <sup>st</sup> cut	Patients who have seen only one provider in the past year	Assigned to that sole provider
2 <sup>nd</sup> cut	Patients who have seen multiple providers, but one provider the majority of the time	Assigned to majority provider
3 <sup>rd</sup> cut	Patients who have seen 2+ providers equally in the past year	Assigned to provider who performed the last physical exam
4 <sup>th</sup> cut	Patients who have seen multiple providers	Assigned to last provider seen



**Empanelment Goal**: Ensure patients are seeing their desired and assigned PCP for at least 75% of their visits.

Action Steps Continued:

- 2. Check if patient is happy with assignment and provide option to switch if desired.
- 3. Train scheduling staff (front desk and MAs) to prioritize scheduling appointments with PCP.
- Create a report to measure assigned PCP/patient continuity and begin tracking monthly.
- 5. Share data at monthly staff and provider meetings.



Team Roles and Workflow Goal: Have clearly defined roles and workflows for each team member that has them working at the top of their training and licensure (if applicable).

Action Steps:

- 1. Complete an assessment of team roles and task distribution.
- 2. Determine who will be responsible for which tasks and ensure they have the training to conduct the task.
- 3. Review job descriptions to make sure they align with responsibilities.





#### Share the Care: Assessment of Team Roles and Task Distribution

This is an example of a planning tool, to assess who is currently doing what tasks in your practice and then who should be doing each task, based on how we learned that LEAP sites define clear roles and



#### Instructions:

- Modify the worksheet so that the columns reflect all care team roles and the rows contain the most important tasks in your practice. (Note: we use the term "lay person" to mean someone without medical background, so this may include lay caregivers such as Community Health Workers or administrative staff members such as Front Desk staff).
- 2. Gather a group of staff members who are engaged in redesigning care roles, representing all the roles on the care team.
- 3. Assess your practice at the current time, for each task. The tasks are organized by categories, such as "communications with patients, outside of the patient office visit." Check boxes to indicate "Who does it now?"
- 4. Next, use the worksheet to think about "Who Should Do It?" Discuss which roles are capable of doing each task and how well the work is distributed across roles. Use a different color to check boxes where you think that tasks can be redistributed for improvements to everyone's workload.

	MA	RN	Front Desk	Provider	BH Specialist	Other
Answer phones, triage calls						
Help manage/triage provider electronic inbox						
Serve as primary point of contact for patients						
Conduct patient outreach for outstanding labs, etc.						
Follow-up by phone or email after visits to make sure that patient						
understood instructions						
Follow-up with patients after hospital discharge						
Follow-up with patients after Emergency Department visit						



The Primary Care Team Team Roles and Workflow Goal: Have clearly defined roles and workflows for each team member that has them working at the top of their training and licensure (if applicable).

Action Steps Continued:

- 4. Select 1-2 priority workflows to focus on.
- Map the workflow from start to finish together with the entire team and look at areas for improvement.
- 6. Using PDSA cycles test changes in the v
- 7. Make changes given lessons learned from the PDSA cycles.





#### **Equity Goal**: Assess and be responsive to community needs

Action Steps:

- 1. Compare patient versus service area demographic data.
- 2. Identify differences and explore reasons for these through a clinic and, if possible, community DEI assessment.
- Analyze results from DEI assessment(s) and take steps to improve DEI at the practice.
- Participate of Implicit Bias training to begin to identify unconscious decisions and actions that may negatively affect the community served.

### **Demographics of the Area**

Compared to clinic demographics

- ABC Clinic patient demographics (of their ~2,400 pts):
  - 80% White non-Hispanic
  - 10% Hispanic
  - 10% unknown
  - 20% use private insurance
- County population demographics:
  - 67% White non-Hispanic
- 30% Hispanic
  - 94% White
- 6% Black, Asian, native & PI, mix
  12% with private health insurance







#### **Establishing a Baseline Understanding of ABC Clinic's Financial Situation**

NFF analyzes comprehensive financial health over five years



#### Business Model: Operating Revenue, Expenses, & Bottom Line

#### **Operating Revenue & Expenses**



What is driving growth, contraction, or volatility?

#### **Operating Surplus (Deficit)**



Has ABC consistently achieved operating surpluses?



#### Capital Structure: Assets, Liabilities, and Net Assets



- How has the balance sheet changed over time?
- What flexible net assets does ABC have to support operations?



#### Capital Structure cont.: Assets, Liabilities, and Net Assets

#### **Total Liabilities**



- What does this mean for the resources available to support reinvestment into the business model?
- What does this mean for liquidity and cash flows?



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#### Different Financial Health Profiles Have Different Management Implications

	"Need to Take Action NOW"	"Vulnerable to Shocks"	"Making It Work"	"Room to Plan"	Strategic Transition
Business Model Performance	Regular or sizable deficits	Variable operating results that include deficits or breakeven		Consistent operating surpluses sufficient to cover longer-term needs	Significant swings in revenue and expense, may be in flux from year to year.
Capital Structure (Liquidity & reserves)	Low to negative liquidity (<1 mo) & trending downward. No reserves. Lots of obligations.	Limited liquidity (1- 2 mo). Little to no reserves. Resources barely cover obligations.	Access to liquidity (2-5 mo*) but insufficient reserves.	Positive liquidity plus reserves sufficient for business model (typically 6+ mo*). Resources to adapt	Liquidity and resources to fund the change in flux as they are drawn on during the transition period.

**Beyond the numbers:** How well do the numbers match up with lived experiences of your organization's <u>financial</u> situation? How does this impact the mission?

Celebrate the positives

Proactively address and potential red flags

Connect to financial and mission goals



### **Exploring Options**

**Overall Initiative Goal:** Understand & communicate ABC Clinic's financial opportunities & impacts related to TBC and beyond



#### **Exploring ABC Clinic's Key Financial Questions**

Once we understand the historical situation, we dive into current opportunities and issues

 Attracting talent is a major issue for us. We would be eligible for a couple of loan-forgiveness programs if we had a sliding fee scale, but I don't know if that would be worth it. What would the financial impact be for our clinic?



- We have an MOU with our local mental health center, but we want to better integrate that part of our care to address rising demand & improve access. We see two options: hire our own staff or have staff from the center rotate through the clinic. What would each option cost, in the short- and mid-term? Which scenario should we choose?
- We have never had time to set up a process or system for using our budget. We make it at the beginning of the year and then never look at it again. How can we turn it into a roadmap for the year to help us be more proactive and indicate when we need to take action?



### **Overview of Funding Opportunity**

#### Who should apply?

Any primary care practice that qualifies and wants support delivering best practice in team based care.

#### What are the benefits?

This grant will give your team the technical support and financial tools to master sustainable team based care and offset cost of training. This is a great way to improve your Alternative Payment Model (APM) metrics.

#### How to get started?

Watch the ATBC Funding Opportunity <u>webinar</u> Go to <u>https://www.coloradohealth.org/funding</u> to apply

#### Where can we find help?

CRHC can help with grant-writing; contact Sara Leahy: <u>sl@coruralhealth.org</u> or Natalie Kraus: <u>nv@coruralhealth.org</u> Khanh Nguyen, Senior Program Office at TCHF, can answer any questions as well: (303) 953-3639 or <u>knguyen@coloradohealth.org</u>





### **Thank You!**

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