

Project Plan Template – TA Resource Index

This document is last updated on October 24, 2017. Updates are highlighted in **yellow**.

Purpose: This index outlines technical assistance resources ACHs can leverage when completing the Project Plan Template. It is organized according to the subsections of the Template, highlighting specific resources that may be useful to ACHs as they complete that section. The resources outlined in this index are linked to the actual resource on ACHTA.org and other relevant websites. In addition to the links, the titles of each resource can be used to search for the document directly on the ACHTA.org website. Additional resources will be included here as they are released.

Each resource is labeled as one of four types of resources, as defined below:

- **Demonstration Terms and Conditions:** Resources that specify the requirements of ACHs and HCA under the DSRIP program.
- **General Guidance:** Resources that provide overviews and details of the DSRIP program, including addressing specific questions raised by ACHs and defining commonly used terms.
- **Suggested Best Practices:** Resources provided through the DSRIP Support Team based on lessons learned from other states as well as best practices demonstrated by ACHs; these materials do not reflect additional requirements for ACHs.
- **Tools and Templates:** Example templates and/or data for ACHs to apply to their planning processes.

In addition to housing these resources, the ACHTA.org website includes other guidance and tools that may be helpful to ACHs as they move through the design and implementation processes.

GENERAL

TA Resources	Description	Type of Resource
Project Plan Template Webinar (Webinar – July 31, 2017)	Provides an overview of the Project Plan Template, deep dives on Section I (ACH-level) and Section II (Project-level), preliminary project plan scoring, and addresses questions on the DSRIP calculator version 2.	General Guidance
DSRIP Planning Protocol	Describes the ACH Project Plans, transformation projects that can earn DSRIP funds, reporting and performance metrics and associated timelines for each project.	Demonstration Terms and Conditions
DSRIP Funding & Mechanics Protocol	Describes accountability framework for DSRIP funds.	Demonstration Terms and Conditions
Medicaid Transformation Project Toolkit	Appendix to the DSRIP Planning Protocol. Provides details and requirements related to ACH projects to assist ACHs in developing their Project Plans. {See page 16 of the resource link.}	Demonstration Terms and Conditions
Updated Project Plan Template (October 20,	Serves as a template for ACHs to complete their Project Plans.	Tools and Templates

2017)		
Updated Supplemental Workbook (October 20, 2017)	In conjunction with the Project Plan Template, provides a template for ACHs to complete specific sections of their Project Plans.	Tools and Templates
Secondary Supplemental Workbook with Provider Details (October 20, 2017)	Provides a template for ACHs to list partnering providers who will be added to the Financial Executor portal. This information is due December 15, 2017.	Tools and Templates
Initiative 1: FAQs (July 24, 2017)	Provides a list of Frequently Asked Questions in regard to Medicaid Transformation through Accountable Communities of Health: Initiative 1.	General Guidance
Glossary of Key Terms: Demonstration (June 2017)	Provides a Demonstration Glossary developed by Healthier Washington.	General Guidance

SECTION I: ACH-LEVEL

Regional Health Needs Inventory

TA Resources	Description	Type of Resource
Healthier Washington – Analytics, Interoperability and Measurement (AIM) (ACH Convening – March 2017)	Introduces the Healthier WA Data Dashboard and the AIM Program which was created to help centralize and efficiently channel data requests and technical assistance for data and measures provided.	General Guidance
ACH Data Roadmap (June 19, 2017)	Provides background information on Washington State’s health care data coordination efforts, the Washington State Health Care Authority’s expectations for ACH data collection and use, and existing and anticipated data resources for ACHs.	General Guidance
Funds Flow 103 (Webinar – August 2017)	Provides information on Project Incentive measurement and payment timing, Pay for Reporting (P4R) and Pay for Performance (P4P) Achievement Value calculation, and technical assistance on funds allocation considerations.	General Guidance
The Role of Data in Demonstration Project Selection and Planning Success (ACH Convening – June 2017)	Highlights the role and importance of data in the Washington Demonstration, describes ACH data use expectations for Phase II Certification and Project Plan submissions, and outlines data-driven planning best practices, including a use case example.	Suggested Best Practices
Updated State Produced Data Assets {Available on State’s box.com site}	HCA/AIM/RDA produced data assets for ACH use.	Tools and Templates

Data & Metrics (Webinar - September 18, 2017)	Discussion focuses on pay-for-performance metrics, data road map update, and new data scope.	General Guidance
Developing Data-Driven Rationales: Examples for ACH Project Planning	Communicates concrete examples of the level of and types of data use expected for the ACH Project Plan applications.	Suggested Best Practices
Data Inventory	Catalogues data resources for potential ACH use, including datasets made available from HCA/AIM on box.com, and those regularly available from other state and federal agencies.	Tools and Templates
HIT/Population Health Management (Webinar – October 9, 2017)	Reviews HIT and Population Health Management requirements within the Project Plan application and introduces state Health IT Strategic Roadmap and Operational Plan.	General Guidance
Population Health Management/Health Information Technology Guidance (October 9, 2017)	Provides ACHs with guidance regarding appropriate characterization and level of specificity required when addressing Population Health Management, HIT and HIE within the Project Plan application.	General Guidance

ACH Theory of Action and Alignment Strategy

TA Resources	Description	Type of Resource
Theory of Action & Project Plan Template (Webinar – June 5, 2017)	Provides ACHs with exercises that can support a strong Theory of Action and Alignment Strategy as well as an overview of the Project Plan Template, goals and timelines.	Suggested Best Practices
Building a Solid Theory of Action & Alignment Strategy (ACH Convening - June 2017)	Reviews the Theory of Action & Alignment Strategy requirements for Certification Phase II and provide resources for meeting them.	Suggested Best Practices
The Role of Data in Demonstration Project Selection and Planning Success (ACH Convening - June 2017)	Highlights the role and importance of data in the Washington Demonstration, describes ACH data use expectations for Phase II Certification and Project Plan submissions, and outlines data-driven planning best practices, including a use case example.	Suggested Best Practices
Embedding an Equity Lens	Presentation from the Health Equity Panel by North Sound ACH, which explored key topics, practices, and resources to support health and health system innovation through the lens of health equity.	Suggested Best Practices

King County ACH: Equity Impact Assessment Tool	Presentation from the Health Equity Panel by King County ACH of an equity impact assessment tool used by the ACH staff, governing board, workgroups, committees and design teams who are developing and supporting projects as part the King County ACH.	Tools and Templates
CCHE Logic Model (September 2017)	Provides a Conceptual Model and detailed Logic Model that can be used as a tool when developing the Theory of Action section of the Project Plan.	Tools and Templates
Developing Data-Driven Rationales: Examples for ACH Project Planning	Illustrates best practices for conveying data use to address this section of the Project Plan.	Suggested Best Practices

Governance

TA Resources	Description	Type of Resource
Developing Effective Governance (Webinar – May 2017)	Focuses on two critical elements of effective ACH governance – clear decision-making processes and formalized structures. General guidance on the purpose of a governing body, principles of good governance and additional examples of formalizing structures and establishing decision making processes are provided.	Suggested Best Practices
Generic Bylaws	A generic set of bylaws set forth as an example.	Tools and Templates
Conflict of Interest – Example Policy	A sample conflict of interest policy provided for informational purposes only.	Tools and Templates
Conflict of Interest – Example Disclosure	A conflict of interest disclosure statement gives a chance for conflicts of interest to be disclosed by board members annually. This is a sample disclosure statement provided for informational purposes only.	Tools and Templates
Sample Dispute Resolution Policy	A sample dispute resolution policy to support ACHs in addressing disputes in a timely manner.	Tools and Templates
Organizational Capacity Considerations for ACHs (Webinar – May 2017)	Outlines the key organizational functions that are required, assessing existing organizational capacity and identifying outstanding needs, developing resource plans to strengthen ACH organizational capacity and determining the appropriate resourcing options to accommodate their long-term sustainability goals.	Suggested Best Practices

Governance Best Practices for ACH Board Members: Good Governance & Navigating Conflicts of Interest (Webinar – August 2017)	Focuses on ACH governance & organizational structure requirements; the purpose of a governing body; principles of good governance; effective ACH governance; the decision-making process to include transparency, voting thresholds, workflows and dispute resolution; formalized structures: conflicts of interest and ACH governance evolution.	Suggested Best Practices
Example ACH Executive Director Job Descriptions	Provides examples from ACHs around the state that have Executive Director job descriptions	Tools and Templates
Example ACH Outreach & Communication Specialist Job Descriptions	Provides example job descriptions for an Outreach Specialist and Communication Specialist for an ACH.	Tools and Templates
Example ACH Program Manager Descriptions	Provides example job descriptions for Program Managers from around the state.	Tools and Templates
Developing Data-Driven Rationales: Examples for ACH Project Planning	Illustrates best practices for conveying data use to address this section of the Project Plan.	Suggested Best Practices

Community and Stakeholder Engagement and Input

TA Resources	Description	Type of Resource
Leading Practices for Community & Stakeholder Engagement (Webinar – July 17, 2017)	Reviews the Certification and Project Plan requirements related to Community and Stakeholder engagement and provides leading practices and case studies.	Suggested Best Practices

Tribal Engagement and Collaboration

TA Resources	Description	Type of Resource
Olympic Community of Health Tribal Partnership Webinar (August 21, 2017)	Presentation from Olympic Community of Health that reviews its techniques and examples of working toward achieving a robust and engaging collaboration with Tribes in the region. AIHC representatives and HCA Tribal Liaisons responded to questions.	Suggested Best Practices
Olympic Community of Health Tribal Collaboration Policy	Provides a sample Tribal Collaboration policy created by the Olympic Community Health ACH	Tools and Templates

Funds Allocation

TA Resources	Description	Type of Resource
Funds Flow 101 (Webinar – April 2017)	Provides an overview of DSRIP Funds Flow based on information available as of April 2017.	General Guidance

Funds Flow 102 (Webinar – June 2017)	Provides updates on DSRIP Funds Flow, including terminology and concepts, Financial Executor status, available DSRIP Funds Flow updates by stream, and a calendar of forthcoming Funds Flow design information.	General Guidance
DSRIP Calculator Tool <ul style="list-style-type: none"> • Version 1 (May 2017) • Version 2 (July 24, 2017) • Version 3 (August 28, 2017) 	Provides decision support to ACHs in modeling their potential DSRIP program Project Incentive revenue under various scenarios. The information and output in this tool is an estimate, based on best available information, and subject to change.	Tools and Templates
Funds Flow 103 (Webinar – August 7, 2017)	Provides information on Project Incentive measurement and payment timing, Pay for Reporting (P4R) and Pay for Performance (P4P) Achievement Value calculation, and technical assistance on funds allocation considerations.	General Guidance
DSRIP Fund Allocation TA (Webinar – August 14, 2017)	Highlights examples of DSRIP funds allocation approaches, as well as key considerations in fund allocation design and fund stewardship, transparency of fund allocation designs.	Suggested Best Practices
Funds Flow 104 (Webinar – August 28 and 30, 2017): Part 1 and Part 2	Provides information on VBP Incentives.	General Guidance
Updated Supplemental Workbook (October 20, 2017)	In conjunction with the Project Plan Template, provides a template for ACHs to complete specific sections of their Project Plans.	Tools and Templates
Secondary Supplemental Workbook with Provider Details (October 20, 2017)	Provides a template for ACHs to list partnering providers who will be added to the Financial Executor portal. This information is due December 15, 2017.	Tools and Templates
Funds Flow FAQs #1 (May 2017)	Provides further clarification of DSRIP Program funds flow, based on working program design details available to date.	General Guidance
Project Plan Template Webinar (Webinar – July 31, 2017)	Addresses questions on the DSRIP calculator version 2, as well as providing an overview of the Project Plan Template, deep dives on Section I (ACH-level) and Section II (Project-level), and preliminary project plan scoring.	General Guidance

Required Health Systems and Community Capacity (Domain 1) Focus Areas for all ACHs

TA Resources	Description	Type of Resource
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Value-Based Payment (VBP) Resources Catalog (July 24, 2017)	Provides an organized overview of VBP-related resources available to ACHs and their partners; includes resources in three areas: VBP overview, VBP readiness, and additional Washington State VBP-related information.	General Guidance
Value-Based Payment Update (Webinar – July 24, 2017)	Provides an update on the State’s work related to VBP, including: <ul style="list-style-type: none"> • An overview of the VBP “fundamentals” <ul style="list-style-type: none"> ○ Defining VBP ○ HCA’s 2022 vision ○ VBP and DSRIP ○ VBP and the Project Plan ○ Medicaid Value-based Payment (MVP) Action Team • A summary of VBP Resources Catalog TA • A high-level introduction to the VBP Capabilities Framework TA 	General Guidance
Provider Capabilities Needed to Succeed in Value-Based Payment (VBP) Arrangements (September 8, 2017)	Intended to inform ACHs and their provider partners on the core capabilities needed to be successful in VBP, how these capabilities change as providers take on more risk, and the role of ACHs in supporting VBP adoption and advancement.	Suggested Best Practices
Healthier Washington: Practice Transformation Support Hub	Provides a centralized resource to access practice transformation services, tools, training and hands-on technical assistance.	Tools and Templates
HCA Webinar: Resources to Support Transformation (July 2017)	Provides guidance from HCA on practice transformation and the resources available through the Practice Transformation Support Hub.	Tools and Templates
Workforce Development Considerations (ACH Convening – June 2017)	Describes workforce development expectations and related resources.	General Guidance
Workforce Development Discussion (Webinar – August 28, 2017)	Describes workforce development requirements, timeline and potential state supports.	General Guidance
Workforce Development and Planning (Webinar – September 25, 2017)	Describes ways to assess current capabilities, capacity, gaps and barriers, and develops initial strategies to address the gaps and barriers.	General Guidance
ACH Assessment Tools of Provider Capabilities	Sample surveys and assessment tools by ACHs to support inventorying provider capabilities.	Tools and Templates

SECTION II: PROJECT-LEVEL

Transformation Project Description

No specific resources available for this sub-section at this time.

Project Selection & Expected Outcomes

TA Resources	Description	Type of Resource
The Role of Data in Demonstration Project Selection and Planning Success (ACH Convening – June 2017)	Highlights the role and importance of data in the Washington Demonstration, describes ACH data use expectations for Phase II Certification and Project Plan submissions, and outlines data-driven planning best practices, including a use case example.	Suggested Best Practices
Building Your Project Portfolio (ACH Convening – June 2017)	Shares an approaches for considering the linkages across projects to design an aligned and efficient Transformation portfolio.	Suggested Best Practices
DSRIP Library of Evidence Tracking	Provides basic information about DSRIP-related articles, reports and presentations and which projects the resources are most applicable for.	General Guidance
OCH Health Initiatives Inventory Template	Provided by Olympic Community of Health as an example worksheet to show the health initiatives by waiver project.	Tools and Templates
Target Population Clarification (October 20, 2017)	Provides clarification on Project Plan expectations and offer examples of narrative related to target populations.	Suggested Best Practices

Implementation Approach and Timing

TA Resources	Description	Type of Resource
Updated Supplemental Workbook (October 20, 2017)	In conjunction with the Project Plan Template, provides a template for ACHs to complete specific sections of their Project Plans.	Tools and Templates
Example Narrative for Implementation Approach (September 18, 2017)	Provides an example narrative of an implementation approach for a Project 2A. It is not intended to be an “ideal” answer, rather it can serve as a framework that highlights illustrates the level of detail required in a successful response.	Tools and Templates
Considerations for Developing an Actionable Implementation Plan (September 8, 2017)	Describes considerations that provide a framework for developing an effective implementation plan.	Suggested Best Practices

Partnering Providers

TA Resources	Description	Type of Resource
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Updated Supplemental Workbook (October 20, 2017)	In conjunction with the Project Plan Template, provides a template for ACHs to complete specific sections of their Project Plans.	Tools and Templates
Secondary Supplemental Workbook with Provider Details (October 20, 2017)	Provides a template for ACHs to list partnering providers who will be added to the Financial Executor portal. This information is due December 15, 2017.	Tools and Templates
Leading Practices for Community & Stakeholder Engagement (Webinar – July 17, 2017)	Reviews the Certification and Project Plan requirements related to Community and Stakeholder engagement and provides leading practices and case studies.	Suggested Best Practices
Best Practices for Engaging Providers: Part 1 (Presentation – May 2017)	Provides best practices for engaging providers by identifying provider champions, opportunities to disseminate ACH updates and leveraging structures to engage provider champions.	Suggested Best Practices
Best Practices for Provider Engagement: Part 2 (ACH Convening – June 2017)	Provides considerations for ACHs in identifying and engaging providers across their project portfolios.	Suggested Best Practices
Sample Term Sheet (September 22, 2017)	Provides a template for ACHs to use to formalize relationships with partnering providers outside of the Financial Executor Portal requirements. [This complements the Standard Partner Agreement which will be posted to this index when finalized.]	Tools and Templates

Regional Assets, Anticipated Challenges and Proposed Solutions

TA Resources	Description	Type of Resource
Regional Assets, Anticipated Challenges and Proposed Solutions (September 8, 2017)	Describes potential assets that ACHs may be able to leverage across their communities to support project design and implementation, and highlights potential project-related challenges and offers mitigation strategies to address them.	Suggested Best Practices

Monitoring and Continuous Improvement

Relevant resources expected to be released at a future date.

Project Metrics and Reporting Requirements

Relevant resources expected to be released at a future date.

Relationship with Other Initiatives

This section of the template requires attestation only.

Project Sustainability

Relevant resources expected to be released at a future date.