

This toolkit contains the following templates and forms:

FORM A: *Guidelines and Resources Attestation Form*

The *Attestation Form* is for the facilitator to verify that he or she has read the *Guidelines and Resources* and understands the requirements and purpose of the awareness campaign. The campaign is a mandatory requirement of the PHIPP, in which the facilitator's unit is currently participating. The form should be returned to the Network 14 office by the deadline.

FORM B: *Vaccination Awareness Campaign Plan*

The *Vaccination Awareness Campaign Plan* is a document that the project lead will use to plan and execute the Campaign, as well as inform Network 14 of the important elements. Following the plan throughout the Campaign will ensure that the facility meets the project requirements. Keep in mind that the purpose of the Campaign is to generate awareness, increase knowledge, and ultimately create a change in behavior. The form should be returned to the Network 14 office by the deadline.

FORM C: *Patient Distribution Log*

The *Patient Distribution Log* will be used to document the distribution of all written campaign materials to dialysis patients (please forward a copy of all materials used in the Campaign to Network 14 by the deadline). Every effort should be made to distribute all materials to all patients. Network 14 encourages the distribution of materials in additional languages, as available; if a patient requests the materials in another language, please provide them. The form should be returned to the Network 14 office via **fax** by the deadline; DO NOT email patient information.

FORM D: *Vaccination Awareness Campaign Report Out Form*

The *Vaccination Awareness Campaign Report Out Form* will capture the outcomes and highlights of the Campaign. To accurately report outcomes, facilities will track qualitative data throughout the project. Please note that you are asked to pay particular attention to the vaccination status of patients that were present in the facility during the baseline measurement period (July-December 2014) and were still dialyzing in the facility in May 2015 (Network 14 will supply a list of qualifying patients). Although the project focuses on reducing ethnic disparities, the effective execution of your Campaign plan is expected to result in increased vaccination rates for both Pneumococcal and Hepatitis B vaccinations in ALL patients, as recorded in CROWNWeb during the months of August and September 2015. The form should be returned to the Network 14 office by the deadline.

2015 Population Health Innovation Pilot Project (PHIPP)

Vaccination Awareness Campaign Toolkit

FORM A: *Guidelines and Resources* Attestation Form

I, _____, Vaccination Awareness Campaign facilitator, hereby attest that I have read the *Population Health Innovative Pilot Project Vaccination Awareness Campaign Guidelines and Resources* and *Toolkit* provided to me by the ESRD Network of Texas, Inc. (Network 14) and agree to follow the guidelines and instructions contained therein and those that I have received from Network 14 through other communications.

Furthermore, I understand:

- the purpose of the vaccination awareness campaign
- that the campaign is a mandatory requirement for the Population Health Innovation Pilot Project (PHIPP), of which my dialysis unit is a participant
- that failure to execute this campaign as described in the *Guidelines and Resources*, or to develop an alternate plan with Network 14, may result in my unit being reported to the Centers for Medicare & Medicaid Services (CMS) for non-compliance

Signature

Date

Facility Name

Medicare Provider Number

Due to Network 14: August 5, 2015

FORM B: Vaccination Awareness Campaign Plan

- 1) What are the key findings from your patient discussion groups that you will address in the Vaccination Awareness Campaign?
 - a)
 - b)
 - c)
 - d)
 - e)

During the Vaccination Awareness Campaign:

- 2) How will you target the patients that were present in the facility during the baseline measurement period (July-December 2014) and were still dialyzing in the facility in May 2015?
- 3) What special events will you hold (lobby days, physician rounding, etc.)?
- 4) How will your staff increase awareness of the importance of Vaccinations?
- 5) How will your Facility Patient Representatives (FPRs) or patient Subject Matter Experts (SMEs) assist you in increasing awareness of the importance of Vaccinations?
- 6) What materials will you use to increase awareness (handouts, posters, signs, etc.)?
- 7) What information and/or resources will you share with your patients to encourage vaccination (CDC fact sheets, phone apps, etc.)?
- 8) Which staff member has been assigned to verify that vaccination information in CROWNWeb is accurate each month?

Signature

Date

Facility Name

Medicare Provider Number

Due to Network 14: August 7, 2015

FORM C: Patient Distribution Log

Description of materials (use a separate form for each handout):

Patient Name	Patient Signature	Date
1)		
2)		
3)		
4)		
5)		
6)		
7)		
8)		
9)		
10)		
11)		
12)		
13)		
14)		
15)		
16)		
17)		
18)		
19)		
20)		

Signature

Date

Facility Name

Medicare Provider Number

**Due to Network 14: September 18, 2015
DO NOT email patient information!**

FORM D: Vaccination Awareness Campaign Report Out Form

- 1) Census at Campaign start (August 10): _____
- 2) Census at Campaign end (September 18): _____
- 3) Number of patients that received ALL Campaign handouts: _____
- 4) Number of patients that received NEW Pneumococcal vaccinations during Campaign: _____
- 5) Number of patients that received NEW Hepatitis B vaccinations during Campaign: _____
- 6) Number of patients present in the facility during baseline (July-December 2014) and were still dialyzing in the facility in April 2015 (Network 14 provided a list): _____
- 7) Number of patients present in the facility during baseline (July-December 2014) and were still dialyzing in the facility in April 2015 that received the Pneumococcal vaccination during Campaign (Network 14 provided a list): _____
- 8) Number of patients present in the facility during baseline (July-December 2014) and were still dialyzing in the facility in April 2015 that received the Hepatitis B vaccination during Campaign (Network 14 provided a list): _____
- 9) Which staff member verified in September that vaccination information in CROWNWeb accurately reflected the vaccinations given in August?

Name	Title
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10) I attest that August CROWNWeb data was accurate in September: Yes No

11) The most effective part of the Campaign was:

12) The most important lesson learned during the Campaign was:

13) Please describe your experience working with engaged patients to develop and execute the Campaign:

14) Please share comments about your experience with the 2015 PHIPP project:

Signature

Date

Facility Name

Medicare Provider Number

Due to Network 14: September 18, 2015