

August 21, 2015

Dear Participant Name:

Congratulations! You have been selected to participate in the *Don't Just Wait and See: Improving Developmental Screening and Follow-up* quality improvement project. We are very excited to have you involved in this important initiative. The information below includes next steps and reminders.

Consent to Participate

In order to confirm your participation, you must complete the consent form attached to this email and email or fax an executed copy of this form to Christina Boothby, AAP Program Manager (*contact information included on the form*), by August 31, 2015. This date is extremely important as you cannot begin baseline data collection without a signed consent form. Please keep one copy for your files. Should you have any questions about the consent form, contact Christina Boothby at cboothby@aap.org.

IRB Approval

The AAP Institutional Review Board (IRB) has approved this project. The AAP IRB is usually sufficient for most participants since no identifiable protected health information is being collected for this project. Many times the information supplied in the AAP IRB application will be applicable to your own local or hospital IRB application. A copy of the AAP IRB application is available upon request. If you have further questions regarding the IRB process, contact Christina Boothby at cboothby@aap.org. We anticipate those who will need IRB approval will need to do so prior to the prework data collection period which begins September 9, 2015 and extends to September 30, 2015.

Pework

- **Orientation Webinar**
Please join us for an orientation webinar on **August 25, 2015 from 11:00 am to 12:00 pm Eastern Time OR August 27, 2015 from 1:00 pm to 2:00 pm Eastern Time**. All participants are required to attend the orientation webinar. This webinar will be conducted by AAP staff, the Project Leader/Quality Improvement Expert, and by a member of the Project Oversight Team. Please be sure to click on one of the registration links below. You will then receive an e-mail confirmation containing the final link that you will use to join the webinar.

Webinar Registration Links:

- **August 25, 2015 at 11:00 am ET: INSERT WEBINAR LINK**
- OR
- **August 27, 2015 at 1:00 pm ET: INSERT WEBINAR LINK**

- **Pre-work Packet**
A "prework packet" is attached to this email that includes next steps, forms, project information and deadlines and instructions for baseline data collection. The prework and baseline data collection period will be **September 9, 2015 – September 30, 2015**. Data you submit by **September 30, 2015** will enable us to assist you in planning your improvement efforts at the face-to-face Learning Session on October 23, 2015.
- **Learning Session**

The Learning Session will be held on **Friday, October 23, 2015, 7:30 am – 11:00 am ET** in Washington, DC (one day prior to the AAP National Conference & Exhibition). Additional details related to the Learning Session will be emailed to you.

- **Baseline Data Collection**

You will enter baseline chart/record review data via the AAP Quality Improvement Data Aggregator (QIDA) data collection site. **Only** you will have the ability to enter data and complete project-related online surveys. Access to QIDA occurs through a sign-in process. AAP members will use their AAP single sign-on username and password to access the system. Non-AAP members will receive a username and password to use to access the system by email from Kristen Gerage, QIDA Manager, before data collection begins. **Please continue to watch your email inbox for this important information.**

Instructions for Participation

An “Instructions for Participation” document is attached providing detailed information about the project and expectations. An “At-A-Glance” chart is included in this document, outlining important dates. Information about the project email list and Project Workspace are also included in the instructions document.

Important Upcoming Dates

August 25 <u>OR</u> 27, 2015	Orientation Webinars
August 31, 2015	Final date to submit Consent Form
Now through September 30, 2015	Obtain local IRB approval if needed
September 9 - September 30, 2015	Pework period/Baseline Data collection
September 30, 2015	Final date to complete baseline chart/record reviews and the pre-implementation survey
October 23, 2015	Learning Session, Washington, DC, Washington Convention Center

We look forward to talking with you soon. Thank you very much for your interest and commitment to this effort.

Sincerely,

Donald Lighter, MD, MBA, FAAP, FACHE, Project Leader/Quality Improvement Expert
Christina Boothby, MPA, Program Manager, American Academy of Pediatrics