

Submit Your Attestation Form

Part 4 Established QI Projects

NOTE: An attestation form only needs to be submitted if you have completed an established QI Project for which you are applying to receive MOC credit. This does NOT pertain to any Web-based Part 4 activities.

Step 1: Logging In To Your Portfolio

- Go to the ABP web site at <https://www.abp.org/>
- In the upper right corner of the home page, click on **LOG IN**
- A drop down box will appear, you will then enter your user name and password and click **LOG IN**

Step 2: Locate the Attestation Form

- Click on **My MOC Requirements**
- Click on **Search Activities**
- Click on the **Search Part 4** button
- In the Detailed Search, **go to the Sponsor field**, click on the arrow to display the drop down menu. Scroll down to the sponsoring organization for the project you have completed and **put a check mark in the box in front of the sponsor name**
- Click the **Search Approved Activities** or **Search Closed Activities** button
- Click on the **Title** of the activity you have completed and you will see the Activity Profile
- Within the **Activity Profile**, scroll down until you see **Attestation Form**. Click on this and the Attestation Form will open in a pop up window appear. At the top of the Attestation Form you will see a button that says **Printer Friendly PDF** button, click on this. The screen will change and you should have the option to save or print (depending on the pdf software that is on your computer)

Step 3: Submit the Attestation Form to the Sponsoring Organization

- **Answer all questions** on the Attestation Form
- **Sign and date** as the participant physician
- **Submit the attestation form to your QI Project's Local Leader** or the QI Project Leader (depending upon how your project is organized) for signature
- The Project Leader will send the completed attestation form directly to the designated contact for **the sponsoring organization to enter the credit into our system**
- Once the credit has been entered **you will immediately receive an automated email stating you have received credit** and to log in to your ABP Portfolio to view how the credit was applied

Maintenance of Certification (MOC) Part 4 Q&A

Purpose: Use this document to provide information about the requirements for MOC Part 4 to all project participants. This should be used in conjunction with the ABP's Standards for Physician Participation.

Q: Is this project approved as a project that fulfills Part 4 of Maintenance of Certification (MOC) requirements?
A: The American Academy of Pediatrics (AAP) Quality Cabinet is pleased to inform you that it has reviewed and approved your project. This activity is eligible for 25 Maintenance of Certification (MOC) Part 4 points from the American Board of Pediatrics (ABP).

Q: What is Part 4 of MOC?
A: Part 4 (Performance in Practice) of MOC requires pediatricians to demonstrate competence in systematic measurement and improvement in patient care. Performance in Practice involves completing approved quality improvement (QI) projects and activities.

Established QI Projects are structured QI projects that involve physician teams collaborating across practice sites and/or institutions to implement strategies carefully designed to improve care. Experienced coaches guide these multi-practice improvement projects in clinical improvement.

Web-based Improvement Activities are self-paced, expert-developed QI activities that physicians complete within their own practice setting. ABP-approved web-based QI activities are ideal for pediatricians who do not have access to multi-practice improvement initiatives.

Q: How do physicians receive MOC Part 4 Credit? Who is eligible?
A: Physicians receive MOC Part 4 Credit if they meet the minimum criteria established by the Division of Children with Special Needs and the Project Oversight Team for this project and they meet the minimum standards established by the ABP for "active involvement" of pediatricians all QI projects.

AAP-Established Minimum Criteria for Participation

- Participate in the project over a 5-month period (September 2015 – January 2016)
- Participate in a 60-minute orientation webinar for the quality improvement (QI) project
- Complete a web-based pre-implementation survey
- Submit baseline data for up to 40 of their own patients using a web-based data collection tool
- Attend an in-person Learning Session to be held on Friday, October 23 from 7:30 am – 11:00 am ET in Washington, DC (one day prior to the AAP National Conference & Exhibition)
- Register and attend at least one day of the AAP National Conference & Exhibition, beginning on Saturday, October 24, 2015
- Submit 3 months of data during the Action Period (up to 20 charts per month) using a web-based data collection tool
- Submit findings and progress through 3 brief monthly reports
- Participate in 3 webinars where data is presented, QI principles are discussed, and education on topics relevant to the project are presented by experts in the field during the Action Period
- Review reports provided about their data on a monthly basis; utilize data to guide future improvements
- Complete a web-based post-implementation survey

ABP Minimum Standards for “Active Involvement” of Pediatricians for All QI Projects

- Demonstrate/document active participation as determined by the project completion requirements (length of participation)
- Be intellectually engaged in planning and executing the project
- Implement the project’s intervention (the changes designed to improve care)
- Review data in keeping with the project’s measurement plan
- Collaborate activity by attending team meetings
- Participate during current certificate period or MOC cycle

Q: What is a Local Leader?

A: Some projects involve a designated Local Leader from each institution. The Local Leader of a QI project that has been approved for MOC is responsible for attesting to physician participation at their designated institution and for resolving disputes regarding MOC credit at those sites. Local leaders work with the Project Leader to track physician participation dates and activity so that attestations can be reviewed. Local Leaders attest that physicians in their practice meet the completion requirements by signing their attestation forms. Project Leaders are responsible for attesting for Local Leaders who seek MOC Part 4 credit. Local Leaders should sign a Local Leader Acknowledgement Form, stating that they understand their involvement in the attestation process.

Q: When and how can physicians claim MOC Part 4 credit?

A: If/when physicians meet the criteria above, they can claim credit for MOC Part 4. At the end of the project, when requirements have been met, they will need to complete and sign the Attestation Form. See the Instructions for Submitting Your Attestation Form document with detailed information about how to access and complete an attestation form.

This completed form will need to be signed by the appropriate person to attest to meaningful participation, as noted below:

- Participant forms will need to be signed by the Local Leader. If projects are not using Local Leaders, participant forms will need to be signed by the Project Leader.
- Local Leader forms will need to be signed by the Project Leader.
- Project Leader forms should be signed by the affiliated AAP Group’s Leadership (eg, Section Chair)

All completed and signed forms should be sent to Christina Boothby, MPA at the information provided below.

Christina Boothby, MPA
Manager, Division of Children with Special Needs
141 Northwest Point Blvd
Elk Grove Village, IL 60007
Fax: 847/228-5034
Email: cboothby@aap.org

The Project Leader will provide Completion Data to the AAP MOC Manager to transmit to the ABP. The information in the Attestation Form will be sent to the ABP. The ABP will update the participating physicians’ ABP Portfolio at www.abp.org indicating that points have been earned toward MOC.

For additional information, visit www.abp.org.