NEXT STEPS FOR PROJECT LEADERS OF APPROVED MOC PART 4 PROJECTS

Part 3: Reporting Requirements
Reporting Requirements

- Bi-annual (twice yearly) reporting based on project start date – spreadsheet based on key pieces of ABP Progress Report

- Final Progress Report – within 3 months of project completion
  - Include final data
  - Include signed copies of Attestation Forms and Local Leader Acknowledgement Forms (electronic)

- Annual reporting (selection of projects)
  - Each year, ABP will select 3 projects, or 10% of projects (whichever is greater) for AAP to provide a Progress Report on.
  - MOC Manager will notify the Project Leaders if they are selected for this review, giving at least 30 days to complete the Progress Report
  - MOC Manager will compile all Progress Reports and submit to ABP by the deadline provided.

**MOC Manager will send reminders for reporting requirements**
Bi-Annual Review Components

- Project start and end dates
- Project’s score on Improvement Scale
- # of physician participants
- # of months of data collection that have taken place thus far
- # of physicians on track to meet MOC requirements (consider QI education, data submission, meeting participation, etc)
- # physician participants who received MOC credit
- # of disputes with MOC attestation process and how resolved
- Changes to the project protocol (aims, measures, interventions)
- Improvements that have been made through participation in the project
- Challenges experienced with the project
- Submit most recent run or control charts (or participant feedback reports)
# Annual and Final Progress Report

## Project Final Progress Report Template

The report should be provided to the AAP MOC Manager within 2 months of project completion. Email your report along with the title of your final project report, project data reports (e.g., run charts, etc.), signed local leader endorsement forms (signed), and signed project Attestation Forms (signed) for all participants who obtained credit to JF Healy, M.D., Manager, Quality Improvement and Certification, 6th Floor, via email to [jhealy@aap.org](mailto:jhealy@aap.org).

### TO: AAP Quality Cabinet

### FROM: Click here to enter text.

**PROJECT TITLE:** Click here to enter text.

**DATE OF PROGRESS REPORT:** Click here to enter text.

## Project Overview Information

<table>
<thead>
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<th>Information</th>
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<td>Sponsor Organization</td>
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<td>Quality Improvement Project Title</td>
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<td>Project End Date</td>
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<td>Project Leader</td>
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<td>Other Project Leadership</td>
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<td>Key people working on project and their roles</td>
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<td>Number of physicians who participated in the project</td>
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<tr>
<td>Number of physicians who submitted Attestation Forms for MOC Part 4</td>
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## Project Results and Impact Summary

1. Describe any changes made to your project, including aim statements, measures, data collection plan, interventions (since the time of your application): Click here to enter text.
2. What improvements in care have been achieved? Click here to enter text.
3. Attach the most recent annotated run charts or control charts for each of the measures. Describe how results were captured and displayed during the project. Click here to enter text.
4. What changes/Interventions have been effective for achieving improvements in care? Click here to enter text.
5. What have been the biggest barriers you have encountered? Click here to enter text.
6. How will improvements from the intervention be sustained and spread? Click here to enter text.
7. What lessons (positive or negative) were learned through the improvement effort that can be used to prevent future failures and mishaps or reinforce a positive result? Click here to enter text.
8. Attach any relevant files regarding the project that you wish to share with the Quality Cabinet. Click here to enter text.

## Signature

<table>
<thead>
<tr>
<th>Signature of Project Leader</th>
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<td>Name and Title of Project Leader</td>
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Contact

Jill Healy, MS
Manager, Quality Improvement and Certification Initiatives
Division of Quality
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jhealy@aap.org