

**2008
Best Practices in Managing Hypertension
Learning Collaborative**

Frequently Asked Questions

GENERAL

▪ ***What is the Best Practices in Managing Hypertension Learning Collaborative?***

The Best Practices in Managing Hypertension Learning Collaborative is a shared learning environment with a mission to encourage programs targeting the improvement in the management of hypertension. Participating project teams will be able to regularly network with peers, participate in bi-monthly conference calls on relevant project topics, and have timely access to industry experts. Each collaborative participant will design and implement their own unique initiative and have direct control of their project.

▪ ***Why have AMGA and Daiichi Sankyo, Inc. partnered to sponsor this project?***

The Best Practices in Managing Hypertension Learning Collaborative has three goals:

- 1) To support initiatives focused on improving the management of hypertension by providing 10 grants in the amount of \$20,000 each (over a two year period).
- 2) To establish a collaborative working environment for grantees and other invited organizations by offering face-to-face work group and shared-learning meetings, bi-monthly Webex conference calls and online resources.
- 3) To share key findings through the future publication of tools and resources that are tested and developed as a result of the collaborative.

THE COLLABORATIVE

▪ ***When will applicants be notified if their project has been selected?***

All grant recipients and invitees have been notified. Each has been asked to sign a letter of intent indicating they agree to conduct their project outlined in their proposal and that the project will commence no later than November 30, 2008.

Those medical groups that have been selected to receive an educational grant have been asked to provide AMGA with their Federal Tax ID Number so their check can be issued. All checks will be mailed to the designated grant recipient by September 2008.

▪ ***When does the Learning Collaborative start?***

The Learning Collaborative starts in November 2008 and continues through October 2009. Applicants must agree to begin implementation of their projects no later than November 30, 2008.

▪ ***If selected to receive a grant, what will our responsibilities to the Learning Collaborative be?***

Collaborative participants must agree to:

1. Implement your project as outlined in their proposals and submit all project deliverables by the end of the project year
2. Attend the bi-monthly conference calls
3. Participate in the first conference call to be held September 17, 2008 from 3:00 pm to 4:30pm EST.
4. Send two members of your project team to the kick off meeting (November 12-14 2008, Scottsdale, Arizona and final meetings. Travel expenses for these meetings are expected to be covered by the educational grant you receive.
5. Submit quarterly progress reports in PowerPoint and present updates to the rest of the collaborative participants on the bi-monthly conference calls
6. Share tools, insights, and protocols related to the project
7. Engage in open dialogue and discussion with other project participants
8. Agree to allow AMGA and/or Daiichi Sankyo, Inc. to publish information such as interventions, findings, and other supporting materials related to the project
9. Submit a final report to AMGA by October 2009 highlighting your programs accomplishments and lessons learned. An outline for the final report will be distributed at the final in-person meeting.

▪ ***If we are not selected for funding what is our role in the Learning Collaborative?***

Non-funded collaborative participants will have the same access to the collaborative activities, and we ask that you:

1. Implement the projects as outlined in their proposals (or submit an addendum indicating how your project will be scaled back due to lack of funding)
2. Attend the bi-monthly conference calls
3. Participate in the first conference call to be held September 17, 2008 from 3:00 pm to 4:30pm EST.
4. Send two members of your project team to the kick off meeting (November 2008, Location and Date TBD) and final meetings. AMGA will cover coach airfare and ground transportation up to \$700, and two night's hotel for one person; we ask that you cover expenses for the second team member.
5. Submit quarterly progress reports in PowerPoint and present updates to the rest of the collaborative participants on conference calls
6. Share tools, insights, and protocols related to the project
7. Engage in open dialogue and discussion with other project participants
8. Agree to allow AMGA and/or Daiichi Sankyo, Inc. to publish information such as interventions, findings, and other supporting materials related to the project
9. Submit a final report to AMGA by October 2009 highlighting your programs accomplishments and lessons learned. An outline for the final report will be distributed at the final in-person meeting.

▪ ***What will happen at the end of the 12-month Learning Collaborative?***

At the end of the collaborative, each participant will be asked to complete a final report (a case study format will be provided to members at the final in-person meeting). The Best Practices in Managing Hypertension Learning Collaborative sponsor will publish the shared learnings, tools, protocols, and other innovations for public distribution. Participants may also be invited to speak and share their projects at national meetings and conferences.

SHARED LEARNINGS

- **What does “shared learning” mean?**

The purpose of the collaborative is to share insights so that all participants can learn from each other’s experiences. By bringing all participants together on a regular basis, you will be able to benefit from the experience of others, brainstorm solutions to common problems, and help develop innovative approaches to improving patient care.

- **How will the “shared learning” model be implemented?**

Collaborative participants will be invited to participate in bi-monthly conference calls (lasting approximately 1 ½ hours, depending on the topic.) These sessions will be extremely interactive and provide participants with the opportunity to bounce ideas off of each other, keep up-to-date on the latest patient safety developments, and have immediate access to experts in the field.

Participants will dial-in from their offices using an 800 number service and also be able to view on-line powerpoint presentations using the Webex internet platform.

Presentations will be a mix of outside industry experts and updates from each of the project teams. For example, we might start with workshops on Aims and Measures, providing expert guidance and feedback on your project’s evaluation plan, helping answer such questions as: Do your measures truly evaluate your project goals? Are they statistically valid? Are there other approaches you might consider?

We will also ask participants to provide updates on important milestones, tools, achievements, and lessons learned. These will eventually be edited for publication both on the Internet Web site as well as in possible Compendia or peer-reviewed journals.

Additionally, all participants will be required to send two participants to the collaborative kick-off meeting (November 2008, Location and Date TBD) and the final meeting (date and location to be determined). As explained earlier, grantees must cover travel from the grant funds. Non-funded project teams will be reimbursed for travel expenses for one member of their team to attend (transportation up to \$700 and two nights hotel) and are asked to cover expenses for the second.

- **Are there plans to publish the findings and outcomes of the collaborative projects?**

Yes. The ideas, tools, protocols, and lessons learned during the course of the collaborative will be published for continued learning beyond the collaborative partnership. All applicants must agree to share any materials or tools that are developed through participation in the collaborative.

Outcomes will remain blinded unless the project participant agrees in writing to release the data openly.

If you have additional questions, please contact Danielle Flowers, AMGA Manager Quality Programs at dflowers@amga.org or (703) 838-0033 ext 347. This document is a work in progress and we will continue to build onto it throughout the year.

Project Timeline

Event	Date	Comments
Grantees Notified	August 14, 2008	Grant recipients and un-funded invitees have been sent their notification letters by AMGA. AMGA request that all medical groups who will be participating send AMGA a letter or email (to dflowers@amga.org) indicating your group accepts the invitation and identifying who your staff team members will be for the collaborative.
Collaborative Start Date	November 30, 2008	Grantees must begin project implementation by the end of the month
Collaborative Kick Off Meeting	November 2008 (location & exact date TBD)	AMGA is currently securing the meeting date and location and will notify participants as soon as all of the logistics are finalized. Each collaborative attendee is asked to send at least two representatives. Request that at least one attendee be a project sponsor (senior executive from the organization, CEO, medical director, VP, etc.)
Bi-Monthly Conference Calls		To be held the second Tuesday of every other month (unless rescheduled by the group). The schedule of when quarterly updates vs. speakers will be determined by the group at the Kick-Off meeting in November 2008, this is just a tentative timeline. Tuesday, January 13, 2009, 3:00-4:30pm (EST) 1 st quarter progress reports presented by participants Tuesday, March 10, 2009, 3:00-4:30pm (EST) Speaker to be scheduled Tuesday, May 12, 2009, 3:00-4:30pm (EST) 2 nd quarter progress reports presented by participants Tuesday, July 14, 2009, 3:00-4:30pm (EST) Speaker to be scheduled Tuesday, September 8, 2009, 3:00-4:30pm (EST) 3 rd quarter progress reports presented by participants
Progress Reports		AMGA will distribute a PowerPoint template to participants to use if they choose, or they may use their own format for updates, whichever is preferred.
Collaborative Wrap-Up Meeting	October 2009 (TBD)	The group will determine the location and date for the final meeting based upon consensus.
Final Reports	Due October 2009	Applicants will be asked to provide a detailed write-up of their project, provide outcome data, and share lessons learned at the close of the collaborative. At the final in-person meeting an outline will be distributed for pulling together each groups own case study
Project Publications (shared learnings, tools, protocols, etc.) available	November 2009	AMGA and project sponsors will prepare case studies and other materials based on your projects. Participants will have an opportunity to review all materials related to their project prior to publication.