# Six Building Blocks Monitor & Sustain Activities Checklist

Below is a list of activities for the final stage of implementing the Six Building Blocks, *Monitor & Sustain*. Consider this list a starting place of activities, which you can adjust depending on your current status and priorities.

#### Leadership & consensus

[ ]  Continue to protect time for improvement team to meet

[ ]  Emphasize project importance with updates at weekly & monthly staff meetings

[ ]  Assess adequacy of resources needed for tracking and monitoring and identify additional resources if needed

[ ]  Identify specific clinicians/patients with successes and share stories

[ ]  Obtain feedback from staff and clinicians and adjust as necessary

[ ]  Identify reluctant providers and identify strategies to improve engagement

[ ]  Stay up to date with guidelines (Medicaid, AMDG, CDC, etc.)

#### Policies, patient agreements, & workflows

[ ]  Revisit and revise policies, patient agreements, and workflows, as needed based on experiences and new evidence

#### Tracking & monitoring patient care

[ ]  Adjust and iterate best possible tracking & monitoring approaches for pre-visit planning & monitoring success

#### Planned, patient-centered visits

[ ]  Offer training opportunities for empathic communication and patient involvement

[ ]  Adjust and iterate workflows to risk-stratify patients, identify COT patients, review their charts for care gaps, and prepare for visits

#### Caring for complex patients

[ ]  Ensure clear referral pathways for complex patient resources and close the loop on referrals

[ ]  Implement and iterate workflows to screen for and identify complex patients

#### Measuring success

[ ]  Produce provider-specific reports on COT performance measures and discuss during medical staff meetings

[ ]  Regularly review performance measure data (run charts) at the level of the clinic during all staff meetings and other opportunities

[ ]  Identify additional opportunities for improvement and implement small cycle tests of change