EVALUATION DATA COLLECTION PROCEDURES

This document describes the shared care planning evaluation procedures for local health departments (LHDs). The evaluation protocol has been approved by Oregon Health & Science University’s (OHSU) Institutional Review Board (IRB) and involves three data collections:

- Shared Care Plan Information Form (SIF)
- LHD Shared Care Planning End of Year Report
- Shared Care Planning Family Survey

All data are collected through a HIPAA compliant, secure web application for online surveys, called REDCap. The following sections describe the procedures for each data collection. If you have any questions about the shared care planning evaluation, please contact OCCYSHN’s Assessment & Evaluation unit.

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SHARED CARE PLAN INFORMATION FORM (SIF)\(^1\)

Following the creation or re-evaluation of each shared care plan, LHD staff will complete a short form, the Shared Care Plan Information Form (SIF), online via REDCap. OCCYSHN will use these data to track the number of new care plans developed, the number of existing care plans re-evaluated, the number of care plans that serve transition-aged youth (12 years old up to their 21\(^{st}\) birthday), the number of care plans for transition-aged youth that included transition goals, and the number of children served. The results will be used (a) for required Federal Title V Block Grant reporting, (b) to monitor LHD progress in completing their required shared care plans, and (c) to describe elements of the shared care planning process. For your reference, a copy of the SIF is attached to this document.

The procedures for completing each SIF follow.

1. Every month, OCCYSHN will send the SIF web link to all LHD shared care planning participants who are recorded in our database.
   
   - This web link will always be the same. The purpose for sending the link to you monthly is so that you will have easy access to the SIF.
   
   - If there are other LHD staff developing shared care plans, please share this web link with those staff.

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\(^1\) Note: LHDs participating in Piloting Act.md Care Coordination Teams (PACCT) will have different data collection procedures.
• A new Shared Care Plan Information Form (SIF) may be accessed any time through this web link.

2. Following the creation or re-evaluation of each shared care plan, LHD staff will click on the web link to complete the SIF.

   • LHD staff should enter the child or young adult’s initials and date of birth, the date that the shared care plan was created and/or re-evaluated, and other required information into the SIF.

   • At the end of each SIF, LHDs will be asked to enter the parent/guardian name and contact information. OCCYSHN is recruiting families to participate in the family survey. The information you provide will only be used for family survey recruitment, and will not be individually linked to SIF submissions.

3. The SIF consists of 2 pages. At the end of each page there is a submit button.

   • After completing the first page, click the first submit button.

   • Depending on your responses to the first page, you will then be taken to either questions about a new child care plan, child care plan re-evaluation, new young adult care plan, or young adult care plan re-evaluation.

   • After completing the second page, click the second submit button. The second submit button will transmit the completed SIF to us.

4. If you would like to receive an email notifying you that the SIF was successfully submitted, you can enter your email address into REDCap after you complete the entire form. A notification email will be sent to you.

5. If you would like to print out a copy of your completed SIF, you will be able to print out a copy of the SIF after completing each page. There is a “Download” button after each page of the SIF. Clicking this button will download your SIF as a PDF, which you can print out.

Other Important SIF Information:

• We will not link re-evaluations conducted in the 2017 – 2020 contract years with shared care plans initiated in the 2016-2017 contract year (year 1).

• Because we sought to avoid collecting personal health information (PHI) during 2016-2017, the SIF now collects the child/young adult’s initials and date of birth. If your data are entered accurately, it will enable us to track re-evaluations of shared care plans within and across contract year 2 (2017-2018), year 3 (2018-2019), and year 4 (2019-2020).

LHD SHARED CARE PLANNING END OF YEAR REPORT

LHD staff will complete this end of year report online via REDCap. The purpose of this report is to describe the shared care planning implementation process in detail including communication methods, service gaps and redundancies, barriers, and infrastructure developed to support shared care planning.
LHDs participating in PACCT will be asked additional questions about their experience engaging primary care and/or developing or supporting standing teams for shared care planning.

1. On *(DATE TO BE DETERMINED, 2020)*, OCCYSHN will email your shared care planning lead a unique web link to complete the end of year report. This is a unique web link to track responses, and should not be forwarded to others.
   - Multiple staff may provide input into the report. For example, if multiple LHD staff members are involved in the shared care planning process, these staff may discuss report questions as a group.
   - Responses may be prepared outside of the online survey (e.g., in MS Word) and then copied and pasted into REDCap for submission by the recipient of the web link. We will email a copy of the questions to your shared care planning lead.

2. The shared care planning lead will submit the LHD’s report. OCCYSHN expects the end of year report to be completed by *(DATE TO BE DETERMINED, 2020)*.

**SHARED CARE PLANNING FAMILY SURVEY**

OCCYSHN will collect data about family experience with the shared care planning process through an online and paper survey entitled, “Experiences Working with Your Child’s Health and Other Care Professionals.” Both the online and paper formats of the survey will be available in English and Spanish. Families will receive a $25 prepaid vendor card for participating in the survey. **OCCYSHN will be recruiting families to participate.** For your reference, a copy of the Family Survey is attached to this document and OCCYSHN’s administration procedures, follow.

1. Within 2 months following a shared care planning meeting, OCCYSHN will use the parent/guardian contact information that LHD staff entered on the SIF, to mail or email a letter to the parent asking them if they would be interested in participating in a survey about their shared care planning experience.

2. One week after the initial email or letter is mailed out, OCCYSHN will follow up with families via a telephone call.

3. Parents/guardians who report interest in participating in the survey will receive an email with a unique web link to the survey via REDCap or a paper survey via postal mail.
   - Enclosed with the paper survey will be a prepaid stamped return envelope.

4. OCCYSHN will conduct a telephone survey with parents/guardians who LHDs report are not literate on the SIF. LHDs will report whether families are literate on the SIF.

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Note: LHDs participating in PACCTT will have different data collection procedures.
ATTACHMENTS

Copies of all data collection instruments for your reference