

December 2016

Dear Practice Team Name:

Congratulations! You have been selected to participate in the *Early Hearing Detection and Intervention Quality Improvement Project*. We are very excited to have you involved in this important initiative. The information below includes next steps and reminders.

Consent to Participate

In order to confirm your participation, you must read and sign the consent form that is attached to this email by January 5, 2017. Please sign and return your consent form as soon as possible as you cannot begin baseline data collection without a signed consent form. Please keep one copy for your files. Should you have any questions about the consent form, contact Sandi Ring at sring@aap.org.

IRB Approval

The AAP Institutional Review Board (IRB) has approved this project. The AAP IRB is usually sufficient for most participants since no identifiable protected health information is being collected for this project. Many times the information supplied in the AAP IRB application will be applicable to your own local or hospital IRB application. A copy of the AAP IRB application is available upon request. If you have further questions regarding the IRB process, contact Christina Boothby at cboothby@aap.org. We anticipate those who will need IRB approval will need to do so prior to the prework data collection period which begins on January 5, 2017.

Pework

- **Orientation Webinar**

Please join us for an orientation webinar on **January 5 at 1:00pm ET/12:00pm CT**. All practice team members are required to attend the orientation webinar. This webinar will be conducted by AAP staff, the Quality Improvement Advisor, and by a member of the Expert Work Group. Please be sure to register for the webinar via the registration link below. You will then receive an e-mail confirmation containing the final link that you will use to join the webinar.

Webinar Registration Link:

- **January 5, 2017:** <https://cc.readytalk.com/r/vsk62ezbhlwi&eom>
- **Pre-work Packet**
A "prework packet" is attached to this email that includes next steps, forms, project information and deadlines and instructions for baseline data collection. The prework and baseline data collection period will be **January 5 – February 1, 2017**. Data you submit by **February 1, 2017** will enable us to assist you in planning your improvement efforts at the face-to-face Learning Session on February 12, 2017.
- **Learning Session**
The Learning Session will be held on **Sunday, February 12 in Elk Grove Village, IL**. Additional details related to the Learning Session will be emailed to you.
- **Baseline Data Collection**
Practice teams will enter baseline chart/record review data via the AAP Quality Improvement Data Aggregator (**QIDA**) data collection site. **Only** the team's designated QIDA administrator will have the ability to enter data and complete project-related online surveys. Access to QIDA occurs through a sign-in process. AAP members will use their AAP single sign-on username and password to access the system. Non-AAP members will receive a username and password to use to access the system by email from Kristen Gerage, QIDA Manager, before data collection begins. **Please continue to watch your email inbox for this important information.**

Important Upcoming Dates

January 5	Orientation Webinar
January 5	Final date to submit Consent Form
ASAP	Obtain local IRB approval if needed
January 5 – February 1, 2017	Prework period/Baseline Data collection
February 1, 2017	Final date to complete baseline chart/record reviews and the pre-implementation survey
February 12, 2017	Learning Session, American Academy of Pediatrics, Elk Grove Village, IL

We look forward to talking with you soon. Thank you very much for your interest and commitment to this effort.

Sincerely,

Robert Cicco, MD, FAAP
Sandi Ring, MS, CCLS
Christina Boothby, MPA