

SAMPLE ATTESTATION FORM E-MAIL

Dear EHDI QI Project Participants:

I am writing to provide instructions on how to receive Maintenance of Certification (MOC) Part 4 points for participation in the Early Hearing Detection and Intervention (EHDI) Quality Improvement Project, Phase 2, and how to submit attestation forms for physicians in your practice. Physicians who have met the minimum criteria established by the project Expert Group and the American Board of Pediatrics (ABP) minimum standards for active involvement are eligible to receive **25 MOC Part 4 points**.

INSTRUCTIONS FOR SUBMITTING YOUR ATTESTATION FORMS

To receive your MOC Part 4 points, you must **submit your attestation form no later than Wednesday, August 16. Please note that you must submit your [post-implementation survey](#) before qualifying for MOC Part 4 points.** As part of the project, we have also been tracking physician participation in monthly webinars. If you know you have missed a webinar, please be sure to listen to the recordings available in the QIDA Workspace. Please contact Sandi at sring@aap.org for information about the webinar recordings.

Attached are instructions for submitting your attestation form. On the ABP Web site, the sponsor for this project is the American Academy of Pediatrics and the title of the project is "Early Hearing Detection and Intervention (EHDI) Quality Improvement Project, Phase 2." You will need the correct title when searching for the project. **Please also ensure your ABP diplomate number is legible when you complete your attestation form.**

Please sign and date your attestation form and send it back to me at cboothby@aap.org via a scanned PDF or fax the form to my attention at 847/228-5034. After I receive your forms I will distribute them to EHDI QI Project Leader, Bob Cicco, MD, FAAP, for approval. Once approved, forms will be submitted to the American Board of Pediatrics by the AAP MOC Manager.

In addition to the minimum established criteria outlined below, **please include a short summary on your attestation form that describes the most important successes and difficulties encountered in the project.**

Minimum established criteria for receiving MOC points include the following:

- Devote necessary resources and time to testing and implementing changes in the practice over the specified quality improvement period and working to obtain buy-in from additional members of the practice.
- Test and implement appropriate changes in the structure of how newborn hearing screening results are accessed and utilized to identify infants who do not pass their initial screening and need diagnostic follow up, using QI methodology.
- Review records of all infants ages 6 weeks and 4 months who do not pass the newborn hearing screen as well as the records of 20 infants ages 6 weeks and 4 months who do pass the newborn hearing screen per practice, seen in the practice during the review month of the Action Period.
- During project pre-work/baseline, review records from the past three months of all infants ages 6 weeks to 4 months who did not pass the newborn hearing screen as well as the records of 20 infants ages 6 weeks and 4 months who did pass the newborn hearing screen per practice.
- As part of project pre-work, hold a brief interview/discussion with a family from the practice who has a child diagnosed with hearing loss or who has a child who failed the initial hearing screen to assess gaps in patient care and to develop change strategies based on these gaps.
- Attend a one-day improvement workshop (in-person Learning Session) at the beginning of the action period on February 12, 2017. Identify a parent/caregiver partner to attend this workshop as a member of the practice quality improvement team.
- Complete monthly progress reports from February 2017-July 2017.
- Test innovations in care delivery to improve newborn hearing screening follow up in the medical home.
- Complete a pre- and post- implementation survey.

- Participate in one (1) one-on-one coaching call with the Quality Improvement Advisor during the project period.

LOCAL LEADER ATTESTATION PROCESS INSTRUCTIONS

The physicians in your practice who were not on your core QI team, but that participated in this project for MOC part 4 points will need to follow the same instructions above to print and complete their attestation forms. However, their requirements for meeting established criteria are those included below:

- Demonstrate/document active participation as determined by the project completion requirements (length of participation)
- Be intellectually engaged in planning and executing the project
- Implement the project's intervention (the changes designed to improve care)
- Review data in keeping with the project's measurement plan
- Collaborate actively by attending team meetings
- Participate during current certificate period or MOC cycle

As the local leader, you will need to sign the attestation form for the other physicians in your practice and return it to me at cboothby@aap.org via a scanned PDF or fax the form to my attention at 847/228-5034.

Please do not hesitate to contact me if you have any questions. Thank you, again, for your hard work and dedication to this important project!

Christina and Sandi

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